

Posting Web Pages

for Windows

General



Web pages can be published by placing individual's, department's or organization's web files into the **public.www** folder in their Novell network user folders.

Filename Restrictions

Directory/folder names for the web server are limited to 8 alphanumeric characters. The underscore and dash characters are also acceptable. Absolutely no spaces are allowed.

Filenames can be longer than 8 characters if desired. Filenames should not have spaces. Alphanumeric characters, the underscore, the dash, and the period are acceptable. Any other punctuation is not recommended. Case should be consistent in filenames. Preferably, use all lowercase.

Use consistent extension names. Either use all **.html** or all **.htm** for your web pages.

Naming Your Home Page

In order for the Novell server to automatically serve your home page, it must be called **index.html** or **index.htm**. Subsequent pages can be added and linked from the home page. Unlike the UNIX server, the Novell server is not case-sensitive.

Adding Your Page to the Home Page Directory

Once your site is complete, you can ask that it be added to Macalester's directory of web pages. To do this, email webmaster@macalester.edu.

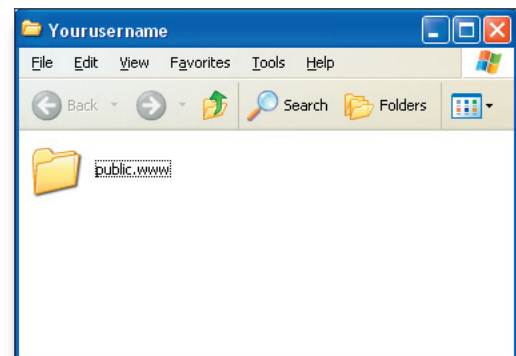
Posting Personal Web Pages

Web Pages and all associated files (HTML files, graphics, sounds, etc.), must be placed in the **public.www** folder located in your user folder on the network. Once you have placed your home page (index.html or index.htm) in the public.www folder, your personal web page may be accessed via a web browser with the following URL: *http://www.macalester.edu/~username*

Note: If you do not have the Novell client, use NetStorage to post personal pages to the web server. See the document *Web-based Network File Access*.

A user can access a personal web page directory by following the steps below:

- Double click the My Network Places icon on the desktop
- Double click Novell Connections
- Double click the appropriate volume (Academic for faculty, academic staff and students, and Admin for staff)
- Open the **FACSTF**, or **STUDENT** folder depending on which applies to you
- Open the **Users** Folder
- Open the folder with your username
- Drag all files (graphics, index.html or otherwise) that will appear on your web page to the **public.www** folder



Posting Web Pages for Departments and Student Organizations

Trustee permissions for department/organization web page directories are assigned by the Web Services staff upon request. Academic and administrative departments may request that student workers be made trustees of departmental directories; requests must be submitted by a faculty or staff member. Requests can be sent via e-mail to webmaster@macalester.edu or by phone at x6307.

Web pages and all associated files (HTML files, graphics, sounds, etc.) must be placed in the `public.www` folder located in the department/organization folder on the web server. Once the department's home page (`index.html` or `index.htm`) is in place, the web page may be accessed via a web browser with the following URL: <http://www.macalester.edu/deptname>.

Note: If you do not have the Novell client, use NetStorage to post pages to the web server. See the document *Web-based Network File Access*.

Once logged into the Novell network, the user can access the department/organization web page directory by following the steps below:

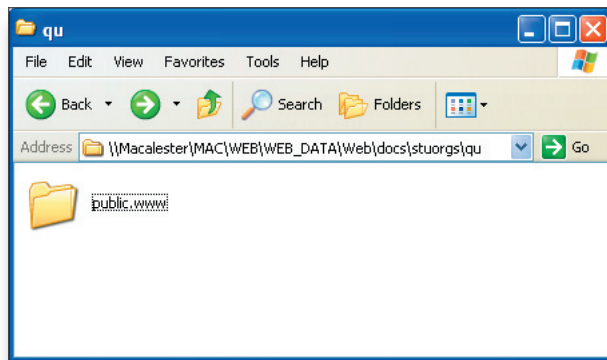
- Double click the My Network Places icon on the desktop
- Double click Novell Connections
- Double click the **Web** icon

- Double click the **DATA** folder

- Double click the **web** Folder
- Double click the **docs** folder
- Open the appropriate group subfolder:

Academic departments choose **acaddept**, Administrative departments choose **admdept**, committees and organizations choose **orgs** and Student organizations choose **stuorgs**.

- Open your department/organization folder
- Double click the **public.www** folder



- Drag the files you want published on the Web into the **public.www** folder

Page templates, graphics, documentation and other information and resources for building web pages are available at: <http://www.macalester.edu/web/>

