Updating your Web page

Updating your web page is not very hard at all so don't be intimidated.

After reading this you should be able to go to your web page and change any text that needs updating. Basically, this means adding lines to your vita, changing where your office is or the phone number, stuff like that. This will not tell you how to make a web page or how to link web pages. I'll leave that up to the people from ATD. This tutorial is for professors that need to let people know they've been active for the past 5 years.

The first thing you need to do is have your condor account user-name and password on hand. If you have a web page, you have a condor account. If you don't know your user-name and password for your condor account, you're going to have to go to ID services in the Student Center to get it. The password for condor is <u>not</u> the same one used for GroupWise, Novell, or campusconnect. **You cannot change your web page without a condor user-name and password.**

After you get your condor account information, do the following.

1) Open up Netscape Navigator -- don't use Internet Explorer because it doesn't have a built in web page editor, plus Microsoft is evil (there is a program called FrontPage on everyone's computer, but it is more complicated to use)
2) Go to your web page (the address should be http://condor.depaul.edu/~insertyourusername)
3) To change the first page that appears, simply click on File → Edit Page (if you have other pages linked to your first page, just go that page and follow the same procedure)
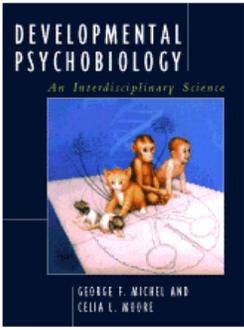
George F. Michel - Netscape

File Edit View Go Communicator Help

New	▶
Open Page...	Ctrl+O
Save As...	Ctrl+S
Save Frame As...	
Send Page...	
Edit Page	
Edit Frame	
Upload File...	
Offline	▶
Page Setup...	
Print Preview	
Print...	
Close	Ctrl+W
Exit	Ctrl+Q

Home Search Netscape Print Security Shop Stop

tion: http://condor.depaul.edu/~gmichel/

embers WebMail Connections BizJournal SmartUpdate Mk

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4) Now a new window should appear that looks almost *exactly* like your web page, except this time, you can actually change it. By clicking on File → Edit Page, you automatically opened a program called Composer, wherein you can add or change information on your web page. Essentially, it works like MS Word, so you should all be fairly familiar with the interface.
5) Once you make your changes, you need to save the web page. To save, click on File → Save As
6) **YOU MUST NAME THE FRONTPAGE OF YOUR WEBSITE *index.html*.** If you have additional linked pages that you are changing, they can be called whatever you want, but the first page that people see must be called index.html.
7) A box should pop up asking you what to name the file. Again, if it is the first page, call it index.html

George F. Michel : http://condor.depaul.edu/~gmichel/ - Netscape Composer

File Edit View Insert Format Tools Communicator Help

New Open Save Publish Preview Cut Copy Paste Print Find Link Target Image H. Line Table Spelling

Normal | Variable Width | 12 |

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Save As

Save in: | My Webs |

_private
_vti_cnf
_vti_pvt
images

File name: | index.html | Save
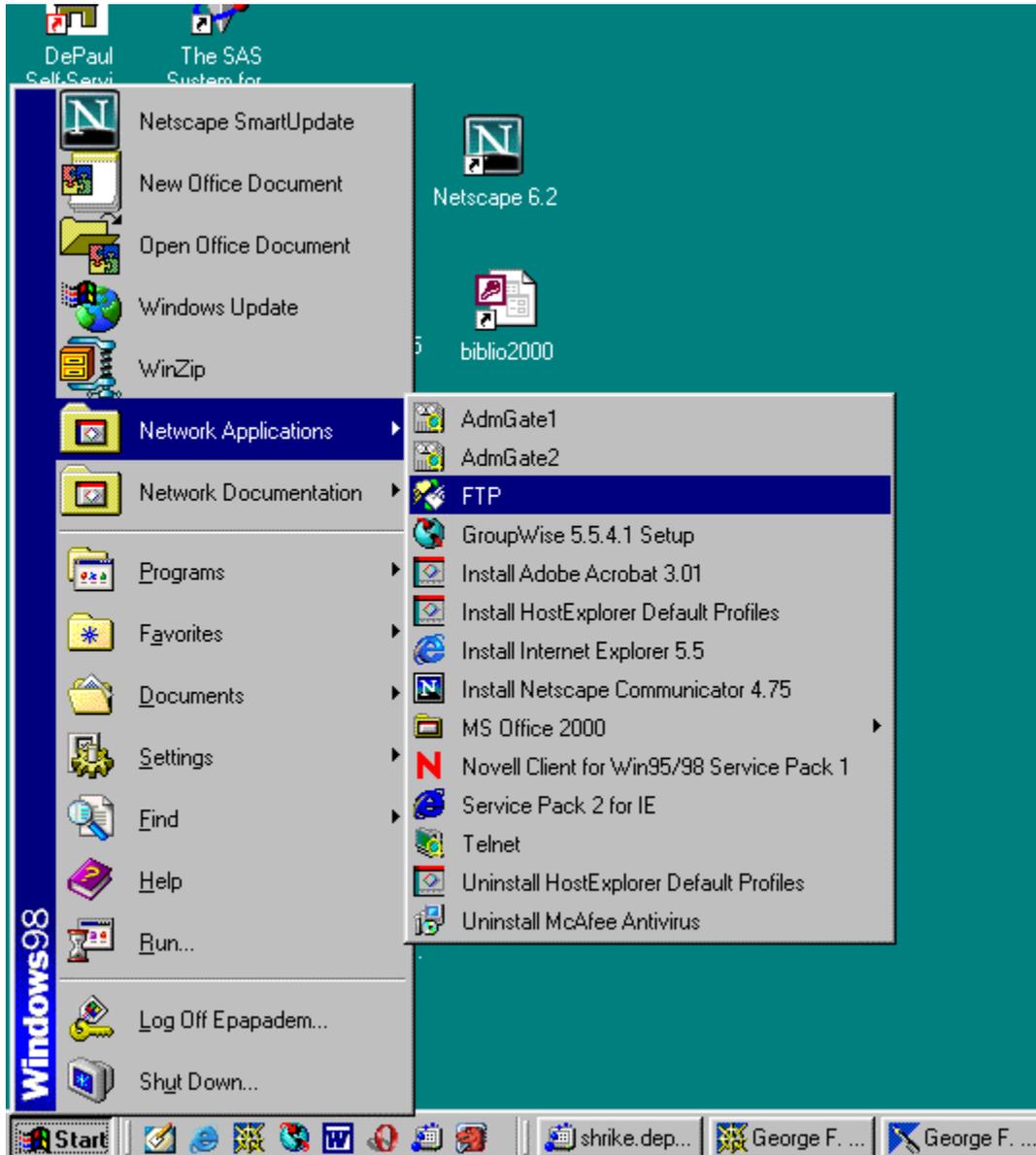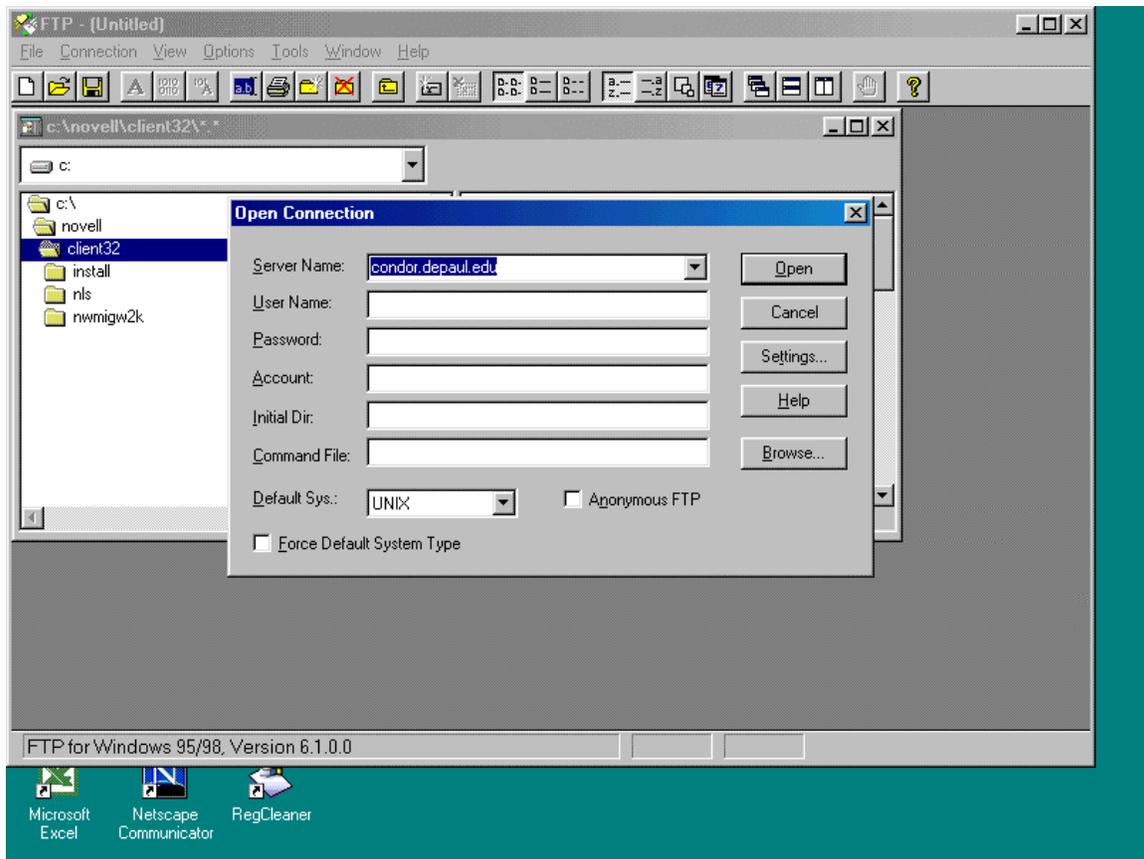
Save as type: | HTML Files | Cancel

8) Be sure to note where you saved the file. I recommend that you create a new folder called "Web page" on your hard drive (the C: drive) to keep all your web page files.

At this point, you have updated your web page and saved it, but it is not up on the web yet. Now I'm going to show you how to upload your revised page to your condor account using a program called FTP.
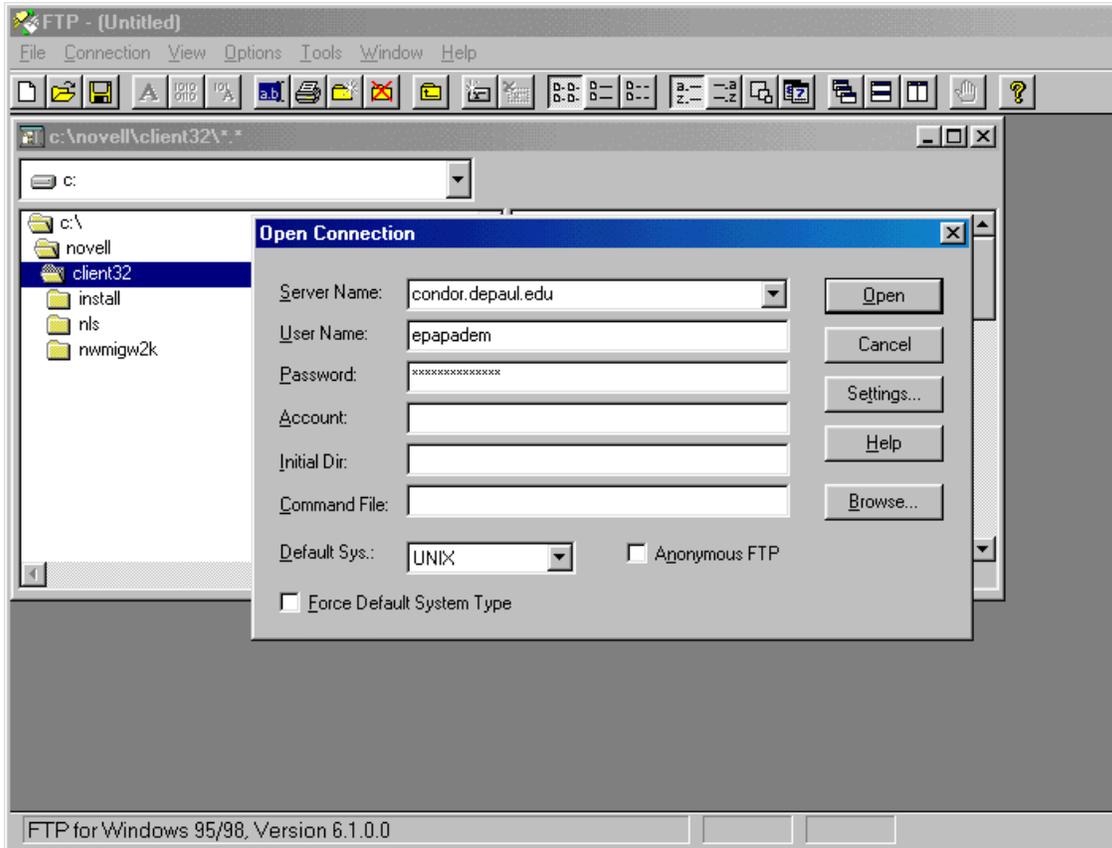
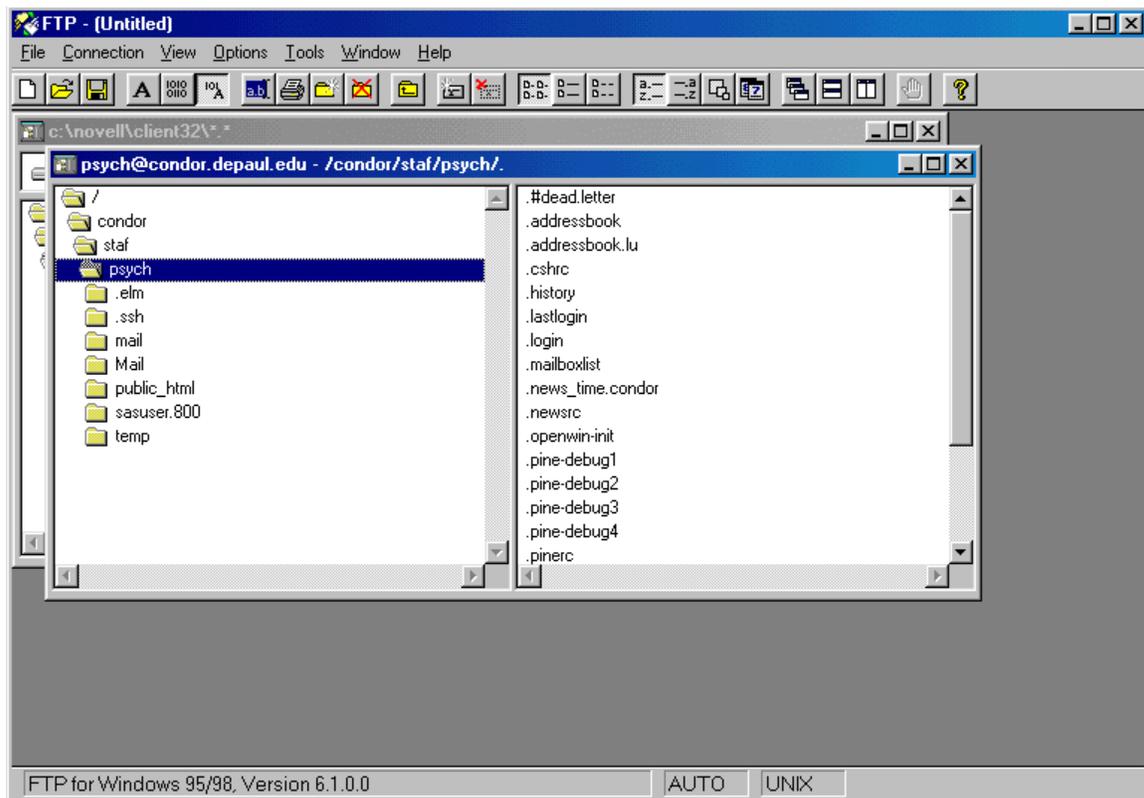1) To open the program click on Start → Network Applications → FTP

Created by Eros Papademetriou

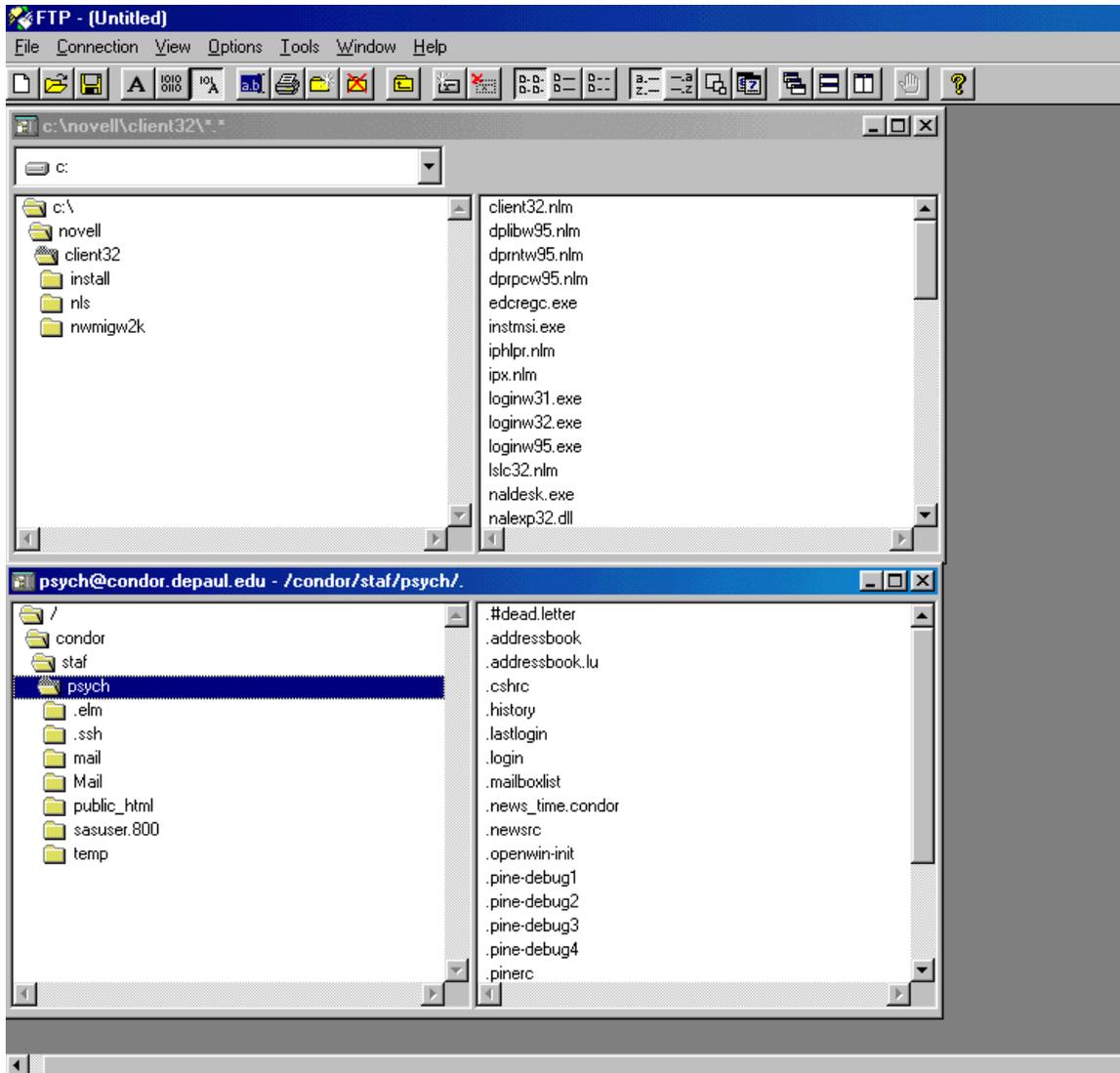2) Now the FTP program should open up and look something like this

3) After "Server Name:" it should say *condor.depaul.edu* If yours does not, change it to *condor.depaul.edu*
4) After "User Name:" type your condor account user name
5) After "Password:" type your condor account password
6) It should now look something like this

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7) Leave everything else how it is and click on "Open"
8) Once the program opens you will see a screen that looks like this

9) There are a couple of things to notice in this picture. First, the window that is in the foreground is your condor account. This is the one that says psych@condor.depaul.edu in the upper left corner of the box (yours will say yourusername@condor.depaul.edu). The window behind this (c:\novell\client32) is your C: drive. What we need to do now is move your index.html file from the C: drive to condor.
10) To make this easier, I recommend maximizing the FTP window (**not the two windows within the FTP window, but the entire program window**). Do this by clicking on the maximize button in the upper right corner of the FTP program window. Once you do this, you can move the condor window so that it doesn't cover your c: drive window like the following:

Created by Eros Papademetriou

11) All the files for your web page go into the folder called "public_html" on the condor server. If you don't have a public_html folder listed on the left hand side of the condor account window (bottom window in above picture) then you don't have a web page. For those of you that do have a web page, double click "public_html" and the contents of the right side of the condor account window should change. The files in the "public_html" folder are all your web page files. In there, you should at least see a file called "index.html".

12) The next thing to do is go to the folder on your C: drive where you saved your revised web page. This is done from the top window in the above picture (remember the top window is your C: drive and the bottom window is your condor account). Since the program automatically opens your C: drive to the Novell folder for some reason, you will have to double click on the C:\ (it's the folder just about the "novell" folder in the left hand side of the top window) folder to see all the folders of your hard drive. From here, you should be able to navigate to the folder you saved the updated web page.

13) Once you find your revised web page (most likely also called "index.html"), simply click and hold it while you drag into the right side of the bottom window.
14) It will ask you if you are sure you want to move the file, click on YES
15) It may ask you if you want to replace the existing index.html with your index.html, click on YES (you say yes because you are replacing the index.html file with your updated one).
16) Now you're all done. Close the FTP program, open up your favorite web browser, point it to your web page, and admire your updated page. Now everyone will be able to see the publications you've done since 1997.