

PUBLISHING IN COMPOSER

WIT Handout; <http://webinstituteforteachers.org>

Part I: What You'll Learn in this Section

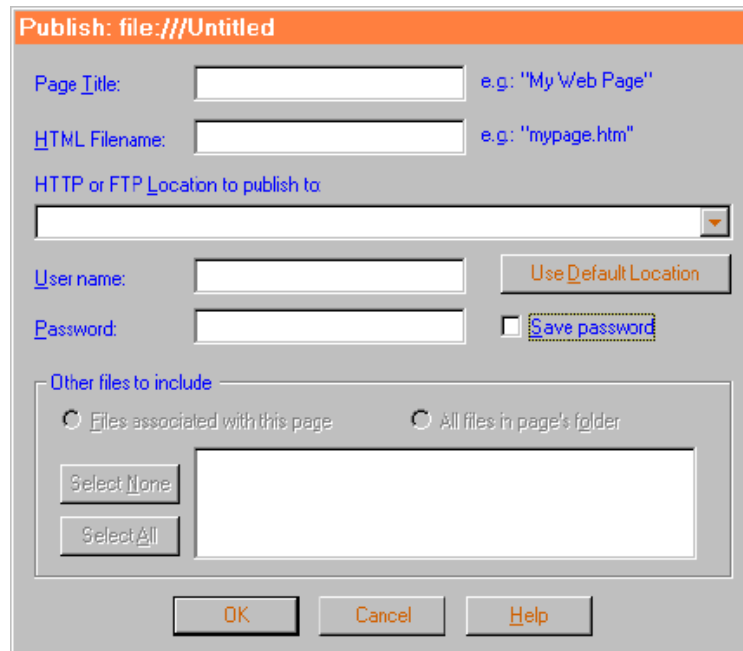
In this section, you're going to learn how to publish your web page so that everyone in the world can see your handy work. Pay attention because this is where a lot of WIT participants struggle.

How to Publish Using the Publish Tool in Composer

When you are ready to publish your page, you must first save your work to a folder on your computer. Refer back to the section on Saving if you need help with this.



1. Click on the Publish button on the toolbar. A window should appear that looks like this.

A screenshot of the "Publish" dialog box in a web browser. The title bar reads "Publish: file:///Untitled". The dialog contains several input fields: "Page Title:" with a text box and "e.g.: 'My Web Page'", "HTML Filename:" with a text box and "e.g.: 'mypage.htm'", "HTTP or FTP Location to publish to:" with a dropdown menu, "User name:" with a text box and a "Use Default Location" button, and "Password:" with a text box and a "Save password" checkbox. Below these is a section for "Other files to include" with two radio buttons: "Files associated with this page" and "All files in page's folder". There are "Select None" and "Select All" buttons next to a large empty list box. At the bottom are "OK", "Cancel", and "Help" buttons.

2. Type the title of your page in the field next to "Page Title." Since I'm publishing the Home Page for my generic classroom, I'm going to give name my page "Mrs. Jones' 5th Grade Classroom - Home Page."

When you are browsing on the Internet, the title of your page appears at the top of the browser like this.

A screenshot of a browser's address bar showing the "Page Title:" field. The text "Mrs. Jones' 5th Grade Classroom" is entered in the text box, and "e.g.: 'My Web Page'" is shown to the right.

3. Next, type file name of your page in the field next to "HTML Filename." Huh? This is the name you gave to your page when you saved it.

PLEASE DON'T USE SPACES IN FILE NAMES FOR THE WEB!!!!

Type your filename and end it with ".htm" (you can also use ".html"). Either will do. As I mentioned earlier, HTML stands for Hypertext Markup Language.

This filename will appear in the URL (or web address) for your page. I am typing in "home.htm" because this is what I saved my Home Page as.

A screenshot of a form field labeled "HTML Filename:". The text "home.htm" is entered in the input box. To the right of the input box, there is a small example text "e.g.: 'mypage.htm'".

When I put the URL for this page into the web browser, I will type "http://cuip.uchicago.edu/~stuart/home.htm." Notice that "home.htm" is actually part of the URL.

Part 2 of Publishing in Composer

What You'll Learn in this Section

You're going to continue learning how to publish your web page to the CUIP server using the Publishing tool in Composer.

...Publishing in Composer Continued

8. Now, after you type in the Page Title and Filename, you'll need to type in the FTP (File Transfer Protocol) Address in the empty field right below "HTTP or FTP Location to publish to." This is where it can get rather complicated, so pay special attention.

A screenshot of a form field labeled "HTTP or FTP Location to publish to:". The text "ftp://cuip.uchicago.edu/home2/stuart/www/" is entered in the input box. There is a small dropdown arrow on the right side of the input box.

If you are using a Mac, then you will need to type this:

http://cuip.uchicago.edu/home2/stuart/www/sample.htm

If you are using a PC, then you will need to type this:

ftp://cuip.uchicago.edu/home2/stuart/www/

Wait! This is a **sample** FTP address. Yours will not look exactly like this. Before you start typing in your own FTP address, let's go over what all this means. You'll need to make the necessary changes to the address so that it publishes to your own directory.

Explanation of FTP Address

ftp:// or http://

FTP stands for File Transfer Protocol and HTTP stands for Hypertext Transfer Protocol. This is very simple. You are literally transferring one file (in this case "sample.htm") from the computer you are using now (called your local computer) to a server (called a remote computer).

The server, which is just another name for a regular computer with a lot of memory that runs a network, is what allows you to see your page on the Internet. Another name is for transferring files is publishing. Is it beginning to make sense?

cuip.uchicago.edu

This is simply the name of our server.

/home2/stuart/www/ and /home2/stuart/www/sample.htm

These are folders on the server. When you publish a page it goes to the server, named "cuip.uchicago.edu," then to a folder called "home2," then to a sub-folder called "stuart," and finally to another sub-folder called "www."

This is important, so pay attention. Instead of "stuart," you will insert your username. If you are unsure of your username, ask your mentor what it is.

If you are using a Mac, notice that you added your filename to the end of this address.

NOW, write your ftp publishing address here:

9. Type in your user name next to "User name."

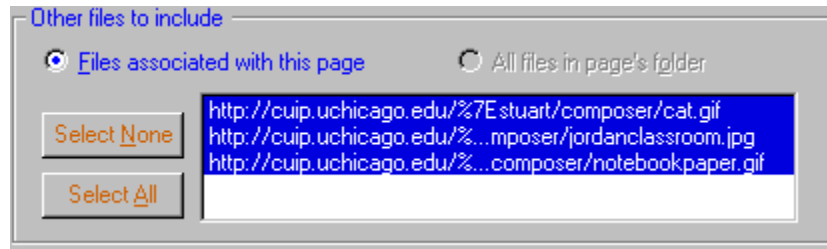
User name:	stuart
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10. Type in your password next to "password." My password is...ha, you thought I was actually going to tell you, didn't you? In the immortal words of Wayne Campbell, "As if." Ask your mentor if you don't know what your password is or if you can't remember it. See that box to the right of your password that reads "Save Password?" Only put a check in

there if you are doing this at home, otherwise anyone could publish to your site and mess up all of your beautiful work.



11. At this point you could click "OK" and your page should publish correctly. But I want to cover one last thing. Toward the bottom of the window is a box and a series of buttons that looks like this.



In the box will be all of the images that you're using for that specific page. The first time you publish notice that all of these are highlighted so that they get transferred to the server.

The thing is, each successive image on the page makes it take longer to publish. If you're using a 56K modem at home, this is like the death nell. We're talking precious minutes, here. There is an upside to this. The next time you publish this page, you don't need to re-publish the images. Deselect them by clicking on individual images or by hitting the "Select None" button. Follow this very simple tip and it will drastically increase the speed of your transfer and keep you from going postal on your husband/wife/children/dog/cat/computer/author of Composer module.

Pointer: Is your tranfer getting stuck? If you see the transfer bog down (like 15 seconds or longer) on one image, the transfer may be stuck in limbo. If this happens, don't fret, simply hit the cancel button and re-publish the page making sure that you re-input the correct information into the Publish window.

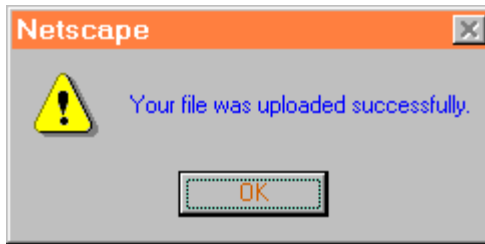
Part 3 of Publishing in Composer

What You'll Learn in this Section

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...Publishing in Composer Continued

8. After you have all of your information typed into the Publishing window, all you have to do is click on "OK." You should see a series of windows publishing each file (your page counts as one file and each image counts as one file). If everything went smoothly, you should get a window that looks like this.



9. Click "OK." If you did not get this window, but received an error message instead, it means something was wrong. Most of the time it means that you typed in something incorrectly, be it your password, username, or FTP address. It could be anything in that Publish window that you typed in. One misspelled word or extra space and it will not publish correctly.

This is one of the strongest reasons for using an FTP program instead of the Publish tool in Composer. The only thing that you can do is to re-publish and double-check everything you type.

10. Check to see if your page published correctly by checking it in Netscape Navigator, the browser. Do this by selecting Navigator (on the Start Taskbar on a PC and by selecting it from the Browser icon in the top right on a Mac) and typing in the URL in the address bar.

What is your URL? The URL or web address is different than the FTP address. The URL for your new web page will be:

`http://cuip.uchicago.edu/~stuart/sample.htm`

(NOW, write your own HTTP username and filename here:

Now, compare this to the FTP address:
`ftp://cuip.uchicago.edu/home2/stuart/www/` (PC)

or

`ftp://cuip.uchicago.edu/home2/stuart/www/sample.htm` (Mac)

If you can grasp this concept early, you'll be ahead of the game!

Congratulations, you've just finished learning how to publish a web page using the Publish tool in Composer!