

Publishing A Web Page to the Internet

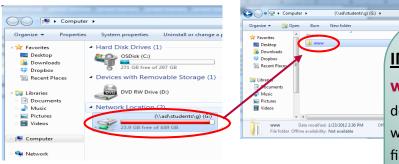
The Basics

When you are viewing a website on the Internet, you are actually viewing a document that is stored on a web server. Loyola provides space for all faculty and students to post their own web page(s) on a University maintained web server. You create & save the pages in a folder called **www** on your G drive.

Create a Web Page

The following screenshots are from a Loyola Windows 7 PC. However, these basic instructions apply to Windows PCs in general. If you are not a Loyola computer or if you are using a Mac, call x5555 for instructions on how to map your G drive to your computer.

To access the folder from Windows 7, click on the **Start** button, then choose **Computer.** Double click **G drive**, then scroll & double click the **www** folder.



All files stored in your www folder will be available to the public through the Internet.

Create your webpages using any web editor (Adobe Dreamweaver, MS Front Page, MS Notepad, etc.) or write the code yourself in whatever language you prefer (HTML,

IMPORTANT NOTE: Do not delete your www folder. If you happen to delete it by accident, wait approximately 30 minutes and the www folder will return on its own although any files that were stored in www cannot be restored. If you create your own folder named www your files will not be viewable online. Any files stored in www will be lost if you delete the folder. It is strongly recommended that you create your web pages directly in the www folder.

ASP, JavaScript, etc.). It is important that every web page you create has the proper file extension at the end of its name such as ".html" or ".asp." For example, if you create a page and just call it "mywebpage" rather than "mywebpage.html," you will not be able to view the webpage online. Name your home page index.html, then name sub-pages based on content. Do not use spaces or special characters in these filenames. Create links on the home page for visitors to access your sub-pages.

Viewing Your Web Page from the Internet

Faculty & Staff pages are accessed using the URL http://evergreen.loyola.edu/<username>/www e.g. http://evergreen.loyola.edu/sgmonthie/www

Student pages are accessed using the URL http://studentpersonalpages.loyola.edu/<username>/www e.g. http://studentpersonalpages.loyola.edu/mmgawargi/www

For further assistance, ask your class instructor or call x5555 to speak to a University Help Desk specialist.