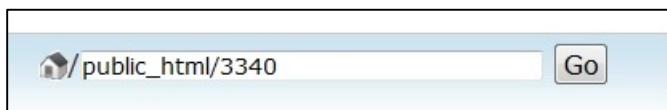


# Using the Course Server to Get Your Websites Live

## Getting into the Server and Our Course Directory

1. Go to <https://site5.com> (you can also follow the link from our course site)
2. Click “Client Login” at the top right corner of the screen
3. Enter the email address: mark.pepper@uvu.edu
4. Enter the password: peppertown (thank Dr. Crane for that one)
5. Check the Terms and Conditions box
6. Click “Login”
7. Click the drop-down menu at the far right, red tab labeled “SiteAdmin” and click “textomatic.org”
8. Scroll down to the “Files” box of icons and click “File Manager”
9. Click “File Manager” **not** “Legacy File Manager”
10. If you’re not in the “public/html” directory, click that on the left side of the screen’s file paths—however, you should be there by default
11. Open the “3340” folder in the right side of the screen’s file options (it should be the 5<sup>th</sup> one down)

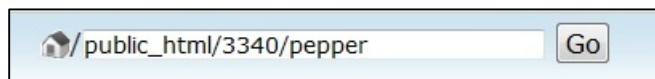
Always check the top-left file path bar. If it looks like the picture below, you know you’re in the right place.



## Working in Your Directory

1. Locate the file with your last name and click to open it

Always check that top-left file path bar. When you’re in your **main directory** it should look like this (with your last name, of course):



2. If you accidentally open someone else’s file, you can get back to the main course directory by clicking “Up One Level” from the small menu bar directly above the files

At the start of the semester, you will only see one folder in your directory that I created for you. It’s your “images” folder.

You will need to create new folder directories in your main one to store the files from each of your assignments. The names of those folders need to correspond to the links I've written for your assignments off the main page (<http://textomatic.org/3340/>). These are (and the lack of capitals does matter):

- remediation1
- remediation2
- exhibit

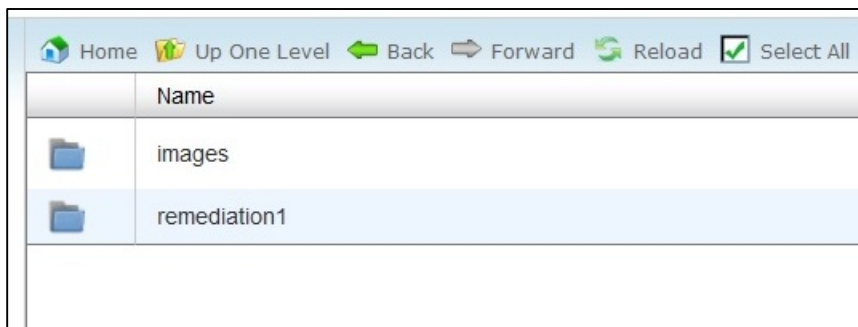
## Creating New Folders

First, again, make sure you're in your main directory.



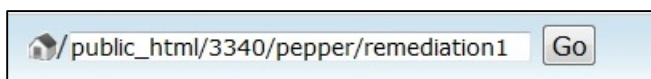
1. Select "New Folder" from the top menu bar
2. Type the new folder name, such as "remdiation1" for the first assignment (without those quotation marks)

Your main directory should now look like this:



## Uploading a Site

1. Open the project file folder (for your first assignment this is "remediation1")
2. Always stop and check if you're in the right place

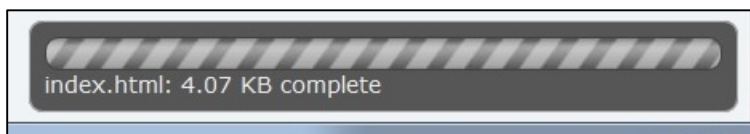


This is where you need to upload both your html page and css page.

To make your site appear at the url: [textomatic.org/3340/pepper/remediation1](http://textomatic.org/3340/pepper/remediation1), you need to rename the html as “index.” The css file can be named anything as long as it corresponds to the name in your html head link.

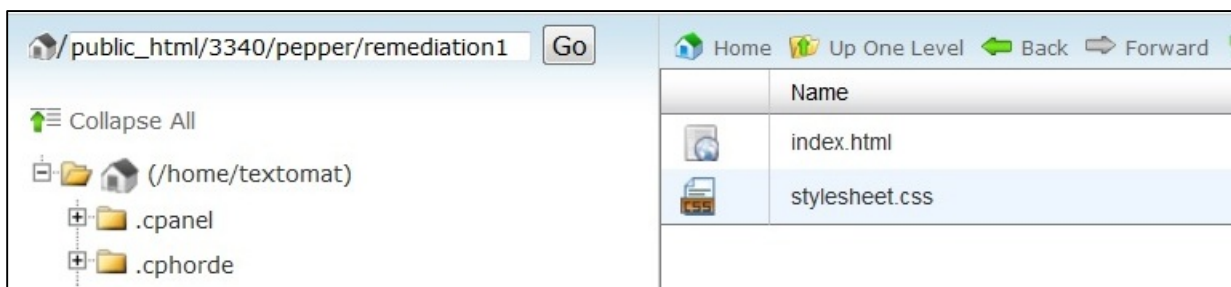
**No, really, the html file must be named index for anything to work!**

3. Select “upload” from the top menu bar
4. Select “browse” and locate the file you’re uploading (either the html page or the css page)
5. Check the bottom right corner to see if the file has completed uploading (it shouldn’t take long)



6. Repeat steps 3-5 with the other file (either the html or css depending on which you did first)
7. Close the “Upload” browser window and return to your project directory

You may need to click “Up One Level” and then re-enter your project directory to refresh the system. It should now look like this:



8. Go to <http://textomatic.org/3340/yourlastname/remediation1> or follow the link off the main page (<http://textomatic.org/3340>) to see if things are working. You will not see images yet.

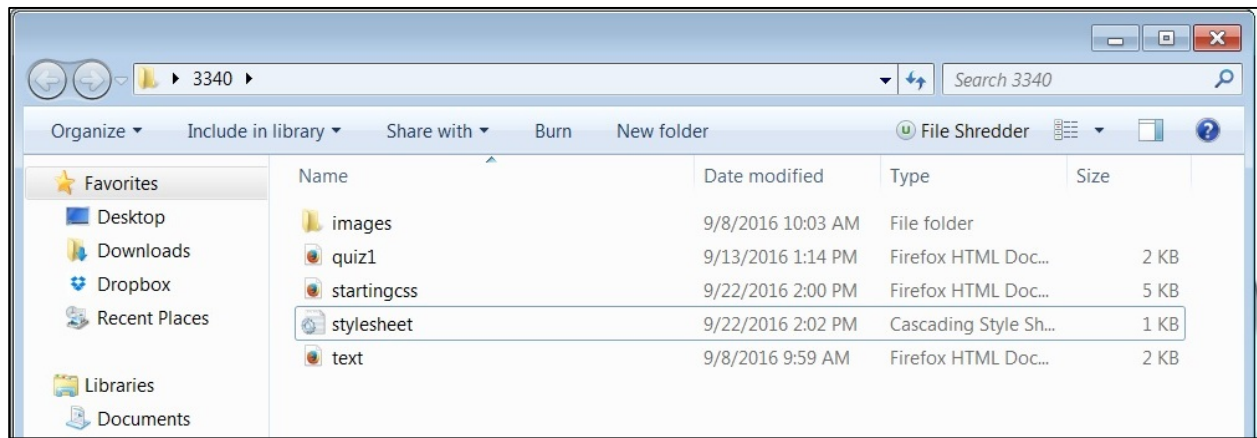
## Getting the Images to Work

### IMPORTANT

Because of the file structure we're using, we'll need to make a small html coding change to ALL the images.

So far, in class, we've been writing `src="images/picname.jpg"`

This worked in-class because the images folder and the html and css were all in the same directory. Below is an image of my current working in-class folder:



But now, on site5, we've placed the html and css files into a folder within this directory. So those files are no longer in the same place as the images folder.

So we need to rewrite those image paths to go find the images folder. You must do this for ALL images. So now we will write:

**`src="../../images/picname.jpg"`**

The difference is that `../` in front of what we've been doing. That `../` is basically telling the web browser to move up one directory from where the html and css are located to find the images folder.

As for getting the images on the server, it's basically the same process as uploading your html and css.

1. Make sure you're in the right folder



2. Select “upload” from the top menu bar
3. Select “browse” and locate the image you’re uploading
4. Check the bottom right corner to see if the file has completed uploading (it shouldn’t take long)
5. Repeat steps 2-4 for all your images

**Congrats! Your site should now be fully functional on the web!**

## Making Changes Once Files are Uploaded

The great thing about making some last second changes to either the html or css code once they’re on the server is that you don’t need to make changes on your local machine and re-upload.

There is a built-in code editor to change the files via the browser and then instantly see the on-web changes.

1. In the site5 system, navigate to the file you want to edit. Let’s say the “index”
2. Right click on the file
3. Select “Code Edit”
4. Make changes
5. Click “Save” in top-right corner
6. Close tab when you’re done
7. Refresh the page on the web to see the changes

Usually the changes occur instantly. But sometimes you need to refresh a few times, and sometimes you have to wait an indeterminate amount of time.