

Introduction and Storing your Web Files: Your Web Pages for the Sociology Department, Part 1¹

There are two separate parts to the process of modifying your Sociology Department web pages. These are:

1. modifying the templates provided by the Sociology Department. **IMPORTANT NOTE:** The Sociology Department requests that you keep your class and personal information on the Sociology Web Page up to date even if you keep your personal and class web pages elsewhere.
2. storing additional files on a web server for students and others to access. Many different kinds of files can be stored on the web (.html, .doc, .zip, .pdf, .wpd, .ppt, .txt, etc.), but you will want to consider accessibility to your audience. If the users of your web page do not have the software that created the file, they will not be able to read the file. Files created by Adobe Acrobat are readable by most users. Contact Patty Glynn (glynn@u.washington.edu), Michael Goldblatt (mgoldbla@u.washington.edu), or Gillian Murphy (gmurphy@u.washington.edu) if you do not have this software.

It is possible to move files to your web pages from your home computer if it can access the internet with a modem, cable, dsl, etc. Contact Gillian or Patty if you need help or advice.

I will discuss options for storing additional files on web servers first, since the choice you make here will determine how you refer to files when you modify templates provided by the Sociology Department.

The two options available to faculty are to store files on the UW Unix system, or on the Sociology web server. Graduate students may store their files only on the UW Unix system. Either option for storing web documents works very well.

One example of files stored on the Sociology web server is on to Jerry Herting's Sociology web page.

http://www.soc.washington.edu/people/faculty/faculty_detail.asp?UID=herting

Go to this page, and then click on any of the classes for examples.

Stewart Tolnay stores his web pages on the UW Unix system. You can see an example of how his files look by going to <http://courses.washington.edu/setclass/> He modified and used templates offered by Catalyst. (See <http://catalyst.washington.edu/home.html> for templates and information about classes offered by Catalyst.)

The next few pages tell how to store files on these two options. Please don't be daunted when reading the process for getting an account on UW. Remember that the first few steps must only be done once - when setting up your account.

¹Prepared by Patty Glynn, Gillian Murphy, and Meredith W., Sociology Department, University of Washington. 10/25/02

Storing Web files

Faculty may use either the sociology server or the UW UNIX system to make files available on the web for students. Students may use the UW UNIX system.

Some general rules to follow that will make things easier for you are:

1. Spaces in file names can cause problems. Choose "my_cv.pdf" instead of "my cv.pdf".
2. Store files in a format that people will be able to use. Adobe acrobat (.pdf) and html files are readable by most people.
3. UNIX systems are case sensitive. Stick with all lower case file and directory names.

OPTION 1: Setting up an Account for UW UNIX for Web Pages

(skip to "Storing files on your UW UNIX for Web Directory" if you already have a place to store your files on the UNIX)

All faculty, staff and students are authorized to use the UW UNIX for work-related web pages. (For faculty and staff, the rules about what you may publish are quite strict. Be sure to review the rules.)
<http://www.washington.edu/computing/rules/>

1. If you have not already created a space for your web page, you may do so by going to the following URL: <https://uwnetid.washington.edu/manage/?service>
2. A dialogue box will appear. Enter your UW NetID and your UW Password.
3. On this page, you will see the services that you have already requested, and ones that are available for you. If you have not turned on Web Publishing, you may do so on this page. You may also request a Supplemental UW NetID to store your class web data. If you decide to set up a separate account for your classes, click on Supplemental UW NetID. One advantage of having a separate account is that you are less likely to run into space limitations. The URL for supplemental account:
<https://www.washington.edu/computing/forms/suppacct/>



The resource you requested requires you to log in with your UW NetID and password.

UW NetID:

Password:

Log in

You can change the status of your existing request other services.

I. Change status of existing services.

To turn services on or off, select (check) the Continue button.

Click each service name for a pop-up definition [glossary page](#).

Services that are on:	Turn off:
UW Email Inbox	<input type="checkbox"/>
Homer Account	<input type="checkbox"/>
Web Publishing	<input type="checkbox"/>
Mead Account	<input type="checkbox"/>
Computer Labs	<input type="checkbox"/>
Faculty/Staff Dial-in Modems	<input type="checkbox"/>
Services that are off:	Turn on:
Streaming Media	<input type="checkbox"/>

Continue >

II. Services you can request

The following links go to other areas of the UW Web site where you will find information and forms for requesting these services online.

- [Mailman List](#) - An email distribution list for group discussion. **Note:** Requesting a new Mailman List is not the same as subscribing to an existing one.
- [Newsgroup](#) - An electronic bulletin board for group discussion. **Note:** Requesting a new newsgroup is not the same as subscribing to an existing one.
- [Supplemental UW NetID and services](#) - A UW NetID and/or UW NetID services for research, course work, projects, departments, or organizations. Services can include a UW Email Inbox, an account on a Uniform Access computer (Homer, Dante, etc.), or a Web publishing directory on a UW Web server (Courses, Depts).
- [Sponsored UW NetID](#) - A UW NetID for someone who is working with a UW department and is not eligible to get his or her own UW NetID.

Note: Electronic Instructor class lists are now available in [MyUW](#). (Select the Teaching tab and then click "MyUWClass" in the Class Schedule table.)

4. A window will open where you can fill out an application for a supplemental account for your courses. The 8 letter login name that you choose will be reflected in the URL of your web page. For example, I chose glyclass and the URL for my class web page is:

<http://courses.washington.edu/glyclass/>

Supplemental Account

Preferred login name: (8 letters maximum)

Second choice for login name: (8 letters maximum)

What group / department name do you want associated with this account?
 (30 letters maximum)

What type of supplemental account do you wish to create:
 Departmental
 Course
 Clinical

Full names and UW NetIDs of registered users:

Name	UW NetID
1. <input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>

Where do you want email addressed to this account delivered?
 To this account's Inbox
 To the Contact Person's Inbox
 To the address

Do you want to set an expiration date for this account?
If so, when?

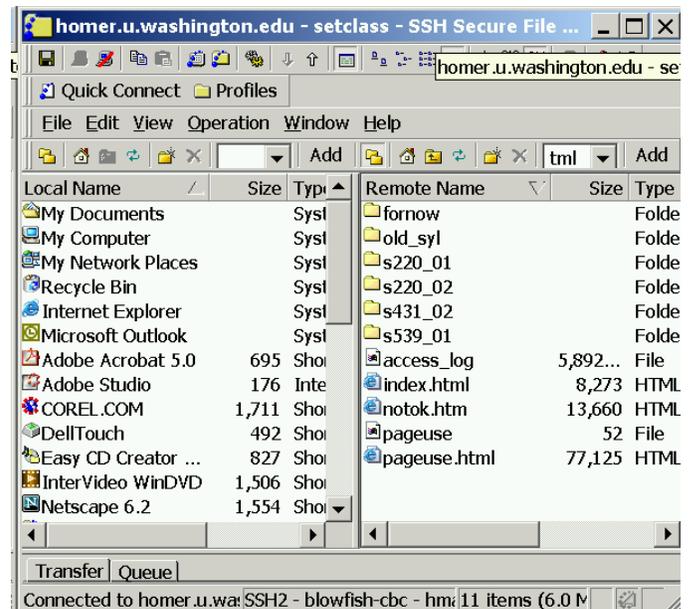
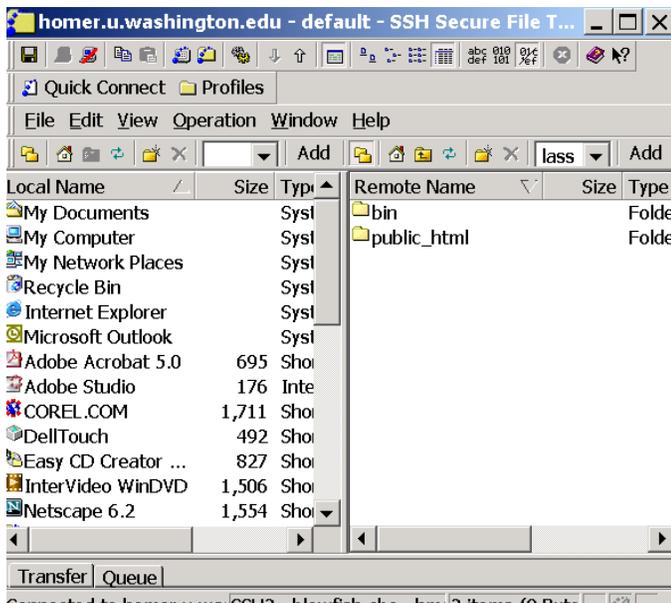
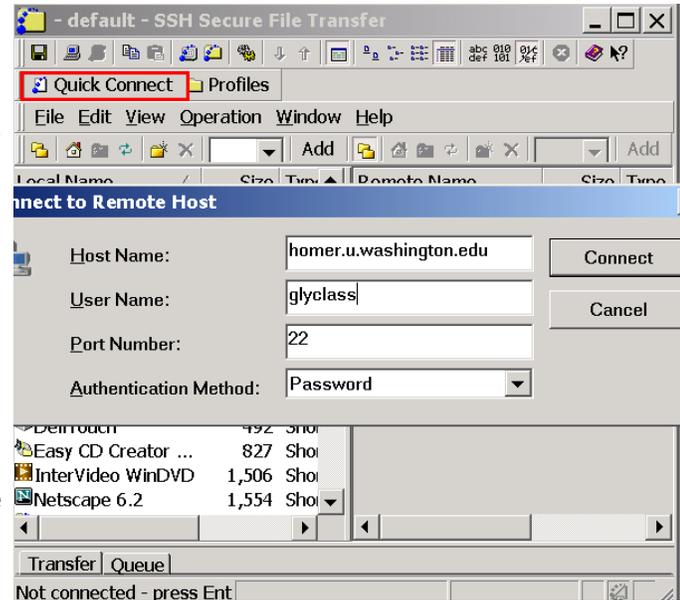
5. After your web page has been established, you are ready to put files on it. I recommend that you attend workshops offered by Catalyst <http://catalyst.washington.edu/home.html> but following you will see how to move files to your UNIX web page.

OPTION 1 continued: Storing files on your UW UNIX for Web Pages

1. You will need to have SSH FTP (part of the UWICK package) to put files on the UW Unix system. You may download this at: <http://www.washington.edu/computing/software/uwick/> if you don't currently have it.
2. Find SSH Secure FTP and bring it up. Click on Start, Programs, Uwick, and then SSH Secure FTP, or perhaps you have an icon for it on your desk top.



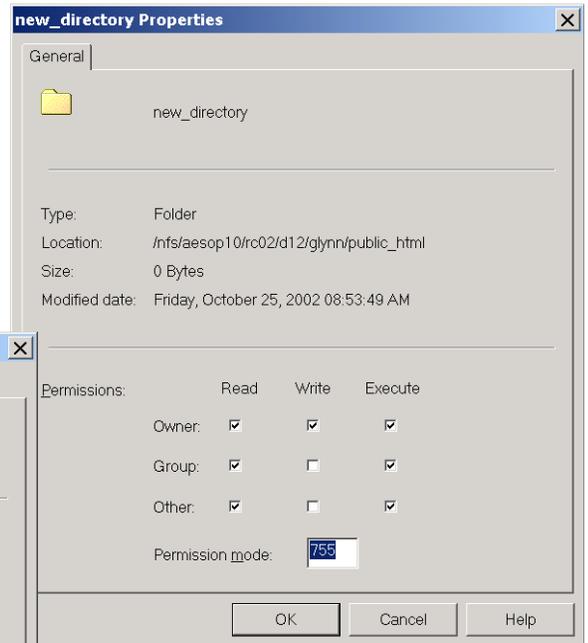
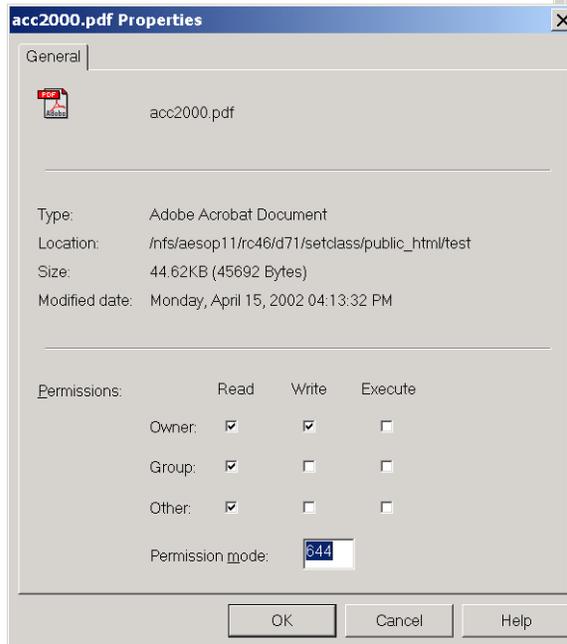
3. After the software comes up, click on the Quick Connect icon. A dialogue box will come up asking what Host you would like to login to, and the name of the account you want to login to. Faculty and staff use homer.u.washington.edu, and students use dante.u.washington.edu. Then click connect. A dialogue box will ask you for your password, and then you will see something like the following screen-shot on the left.
4. On the right hand panel you see the files and directories in your home directory. You will need to put the files for your web pages in the public_html directory. Double click on public_html and you will see the contents of the files in that directory. Initially, you will have only a file called index.html



5. You will probably want to create a subdirectory for each class. You may create directories by clicking on Operation on the menu bar, then New Folder. You will have the option of naming it at that point, or you can right-click on it and rename it at any point. (Remember, do not use spaces in your names, and, for ease, use all lower-case letters.)

6. The “permissions” must be set properly so that they can be read by web users. After creating the directory, check the permissions by right-clicking on the folder, and then clicking on Properties. The permissions should be set as shown in this example, and probably will be by default. (Permission mode 755)

7. Open a Windows Explorer window, and drag any files that you want to make available on your web page into the right panel of the SSH Secure FTP window. Check the permissions by right-clicking on the file name, and clicking on Properties. The file should have read permission for Owner, Group and Other, and write permission only for the owner, and probably will be by default.



8. Be sure to check your links!

Examples of URLs for files on the UW Unix system are:

<http://staff.washington.edu/glynn/spssintr.pdf>

http://courses.washington.edu/setclass/s220_02/week_1.pdf

http://courses.washington.edu/setclass/s220_02/SYL220.pdf

OPTION 2: Storing Files on Sociology Web Server

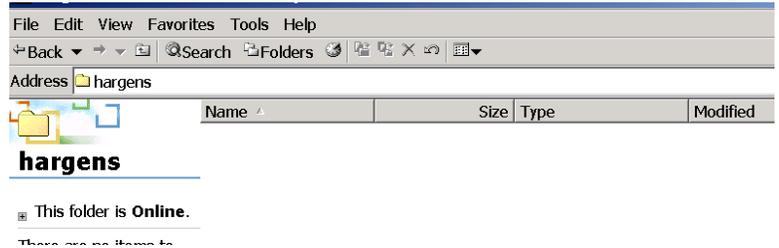
This option is not available to students. The sociology web server is a windows machine, so may be more familiar to non-UNIX users. If you are logged onto your Sociology account, you may access your folders by using Internet Explorer, or Netscape, and entering the following in the address field (you will substitute your own ID for YOURID).

\\econweb\users\YOURID

For example, Lowell Hargens would enter:

\\econweb\users\hargens

This would bring him to the familiar windows environment. Directories may be created by clicking on File, New, Folder. To put files in any folder, drag them to the folder from another window.



If you are not logged onto your sociology account, you will need to map the network drive. Please see http://staff.washington.edu/glynn/map_network_drive.pdf for information about how to map a network drive. Please refer to <https://depts.washington.edu/csde1/sociology/socip.pdf> for the IP address. You will be required to enter your UW ID and password before you will be able to view this file.

Be sure to check your links!

Examples of URLs for files stored on the Sociology server are:

<http://www.soc.washington.edu/users/herting/Sociology424-syllabus-Autumn2002.pdf>

<http://www.soc.washington.edu/users/herting/Soc424/Problem1-7.htm>