



University Information
Technology Services

Creating a Website with Publisher 2016

Getting Started

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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University Information Technology Services

Creating a Website in Publisher 2016

Getting Started

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Introduction

Microsoft Publisher 2016 is a powerful tool that can help you create professional looking flyers, brochures, and other forms of print publications, but can also be used to create basic websites. The following guide will help to get you started with creating a simple website in Publisher 2016 and upload your website to KSU's studentweb, or ksuweb server.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Create a basic webpage with a specific layout
- Insert various objects into your webpage
- Create hyperlinks and navigation bars
- Download and install the Secure File Transfer Client
- Use the Secure File Transfer Client to upload and download changes to your website

Creating a Web Page

When first opening Publisher 2016, you will be presented with a list of templates and options to start with a blank page. This guide will create a custom page from a blank template:

1. Under the *File Tab*, *New* section, click **Blank 8.5 x 11**.

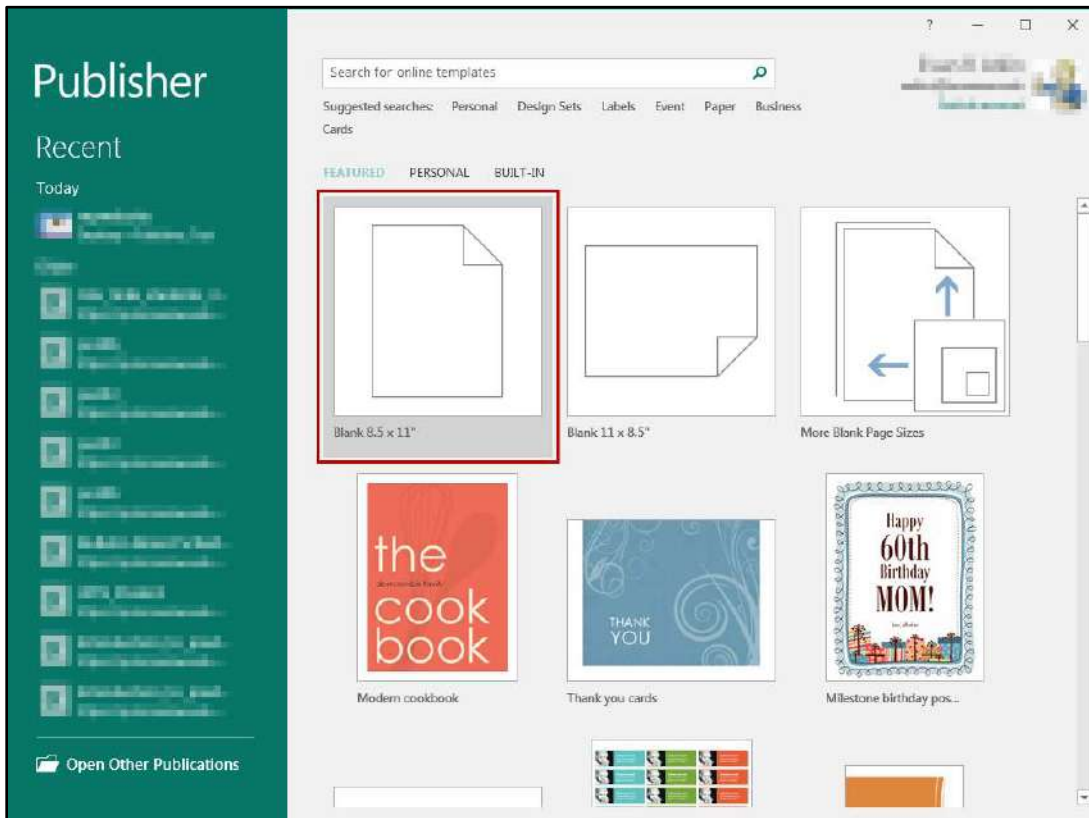


Figure 1 – Blank 8.5 x 11

2. *Publisher* will open with a blank page. On the *Ribbon*, click the **Page Design** tab.
3. Click **Size**

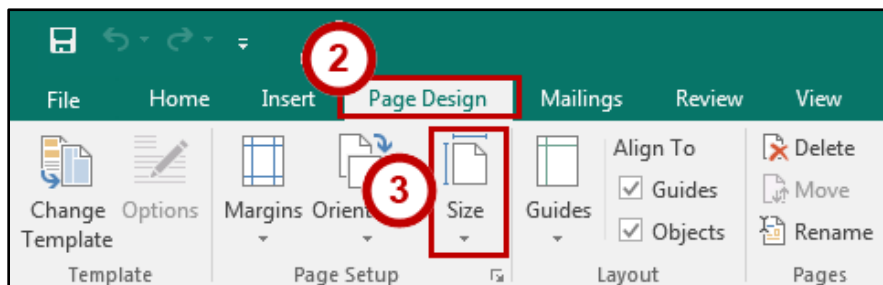


Figure 2 – Page Design: Size

4. From the drop-down, click **Page Setup...**

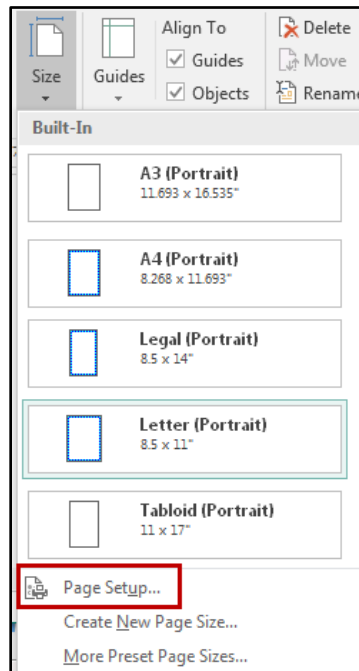


Figure 3 - Page Setup

5. The *Page Setup* window will appear. Enter the following:

- a. **Layout Type:** Select **Web page** from the drop-down (see Figure 4).
- b. **Page:** Enter **1024** for the *Width*, and **768** for the *Height* (see Figure 4).
- c. Click **OK** when finished (see Figure 4).

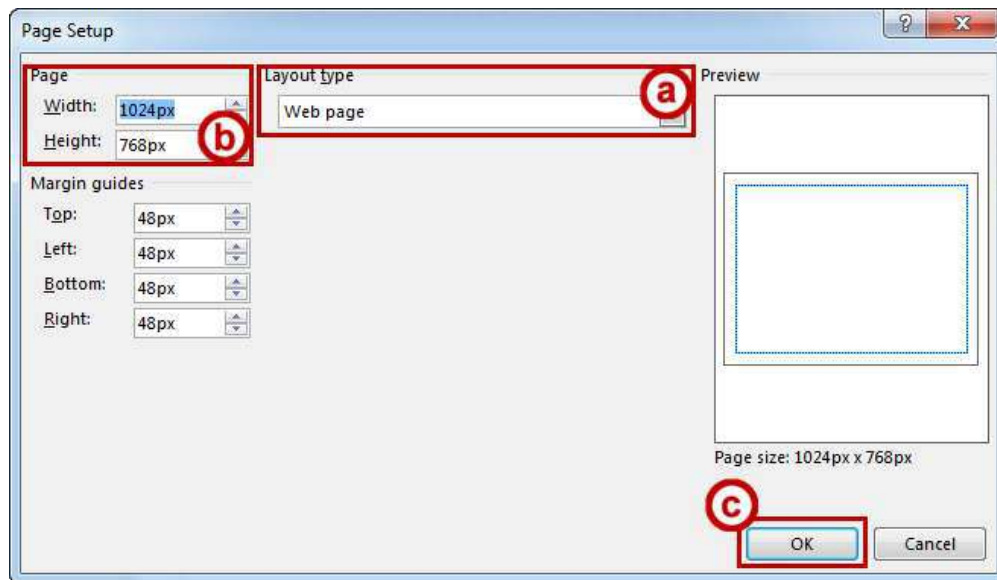


Figure 4 –Setup Page for Web Page

Your custom web page will be ready and you can begin setting up the layout for your website.

Setting up the Layout of your Website

After setting up your page for the web site, you will need to set up the overall look and feel for your website (e.g. a layout page). When creating your webpage, it is a good idea to have a uniform look throughout the site. This section will demonstrate how to create a navigation bar, header, and footer for your website, and leave space for content on your web site.

Note: To make placing objects on your page easier, make sure the ruler is enabled. The ruler can be enabled by clicking the **checkbox** next to rulers under the *View* tab.

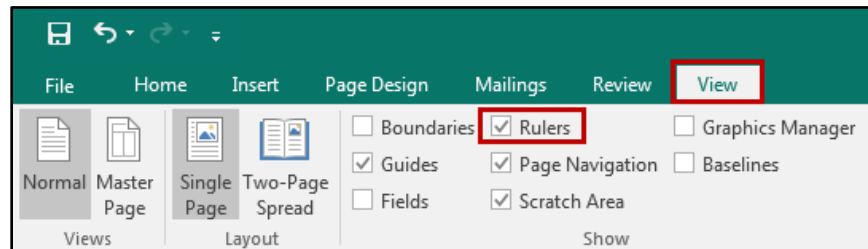


Figure 5 - Enable Rulers

1. On the *Ribbon*, click the **Insert** tab (see Figure 6).
2. Click **Shapes** (see Figure 6).

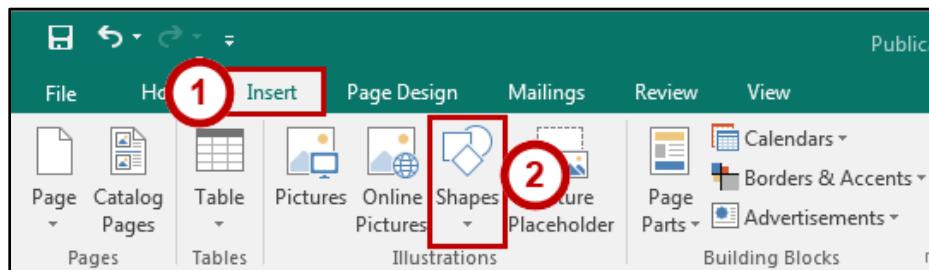


Figure 6 - Insert Tab: Shapes

3. From the *Shapes* drop-down, select the **square** shape from under *Basic Shapes*.

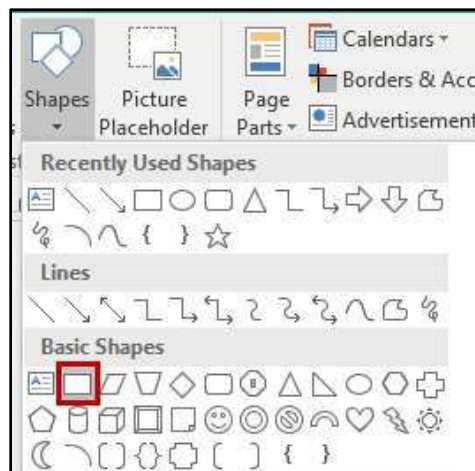


Figure 7 - Basic Shapes: Square

4. Your cursor will turn into a crosshair. Left-click and drag your **mouse** to draw a rectangle along the left side of the page. This rectangle will serve as the navigation bar for the web page.

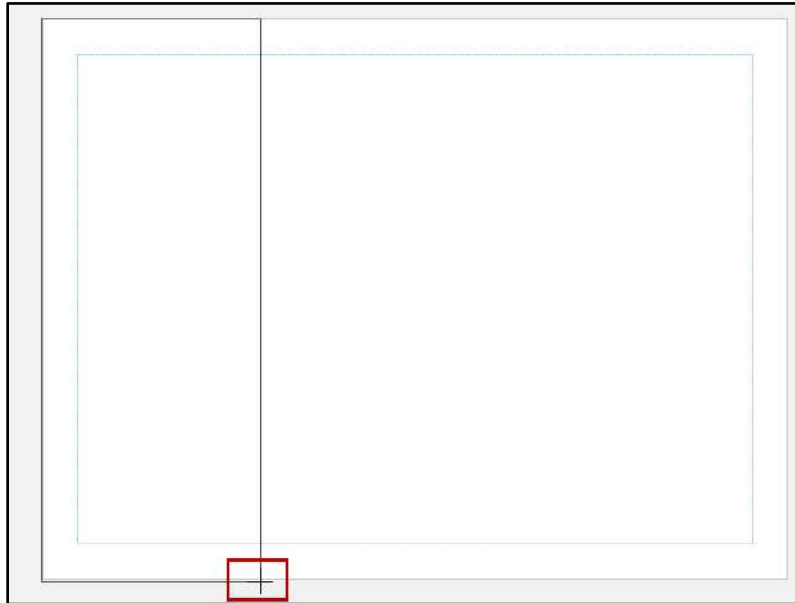


Figure 8 - Draw a Square

5. Repeat steps 1-4, drawing a rectangle across the top quarter of your page to serve as the web page header, then a thin rectangle across the bottom of the page to use as the footer. Use Figure 9 as a reference.

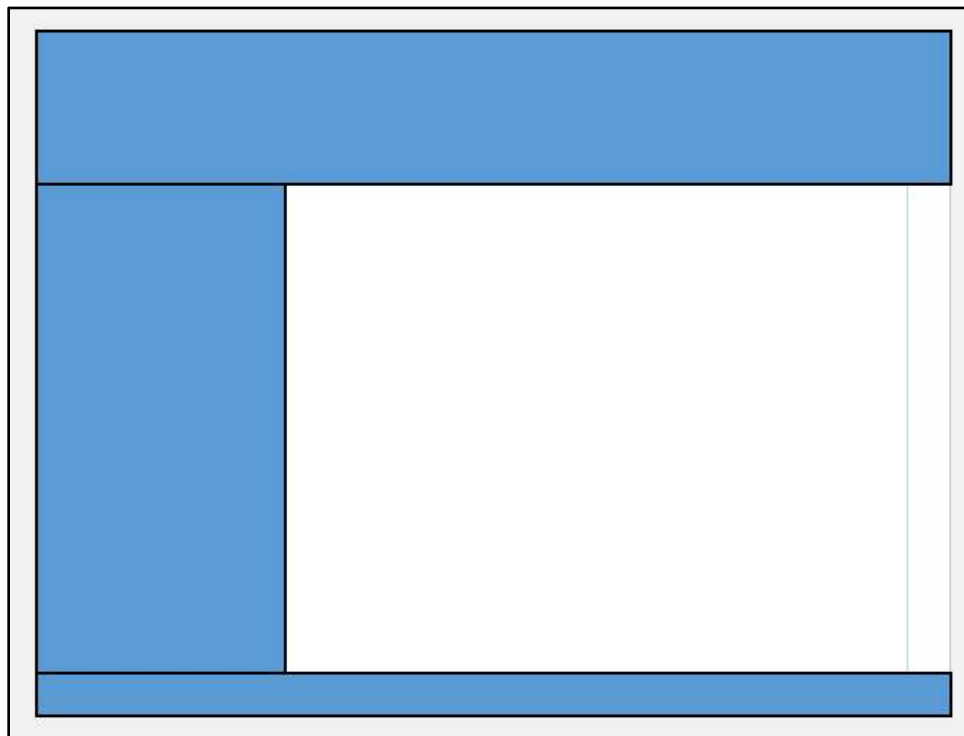


Figure 9 – Header, Navigation Bar, and Footer

- 6. To add text to your header, simply click inside the header box and type your **text**.
- 7. Select the text and increase the **font size** under the *Home* tab (see Figure 12 for reference).

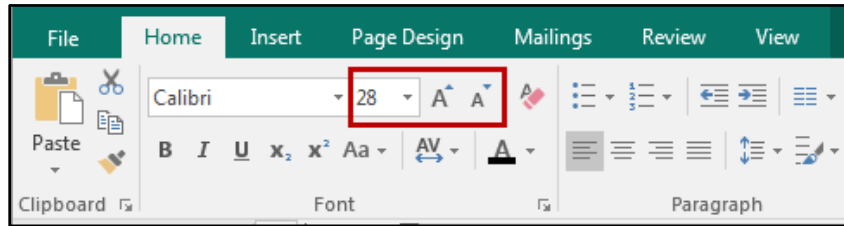


Figure 10 - Font Size

- 8. With the text still selected, under the *Text Box Tools – Format* tab, click the **center alignment** under the *Alignment* tools grouping.

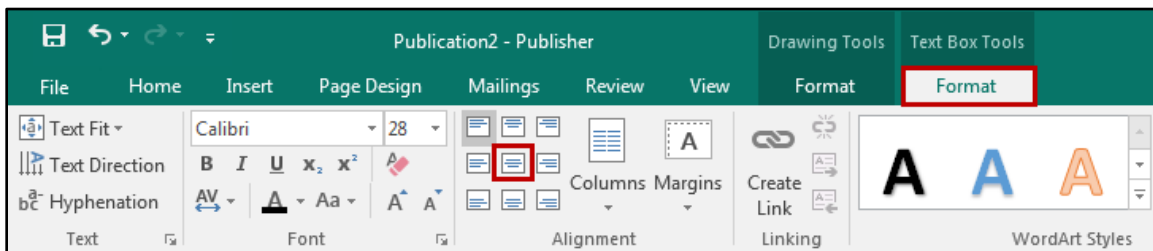


Figure 11 - Text Box Tools: Format – Alignment

- 9. Repeat steps 6-8 to add **text** to the footer box on your page.
- Note:** The text for the footer should be small (e.g. font size 10 – 14).



Figure 12 - Website with Header and Footer

Adding a Text Box to your Navigation Bar

To improve positioning of the navigation links once uploaded to the web, a text box will need to be added to the inside of the existing navigation bar shape.

1. From the *Insert* tab, click **Draw Text Box**.

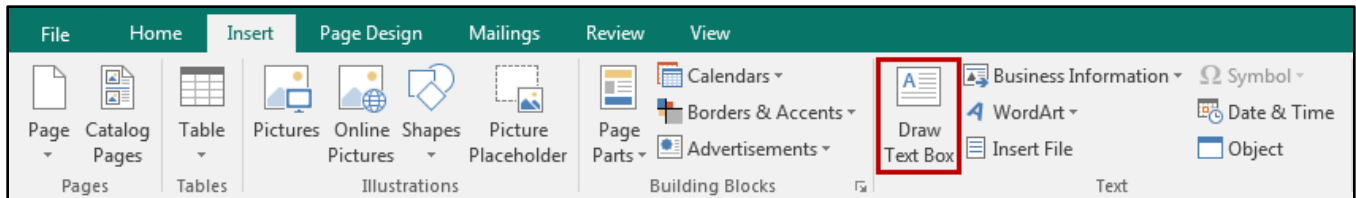


Figure 13 - Insert Text Box

2. Within the *Navigation Bar*, draw a **rectangle** where the navigation links will be added.

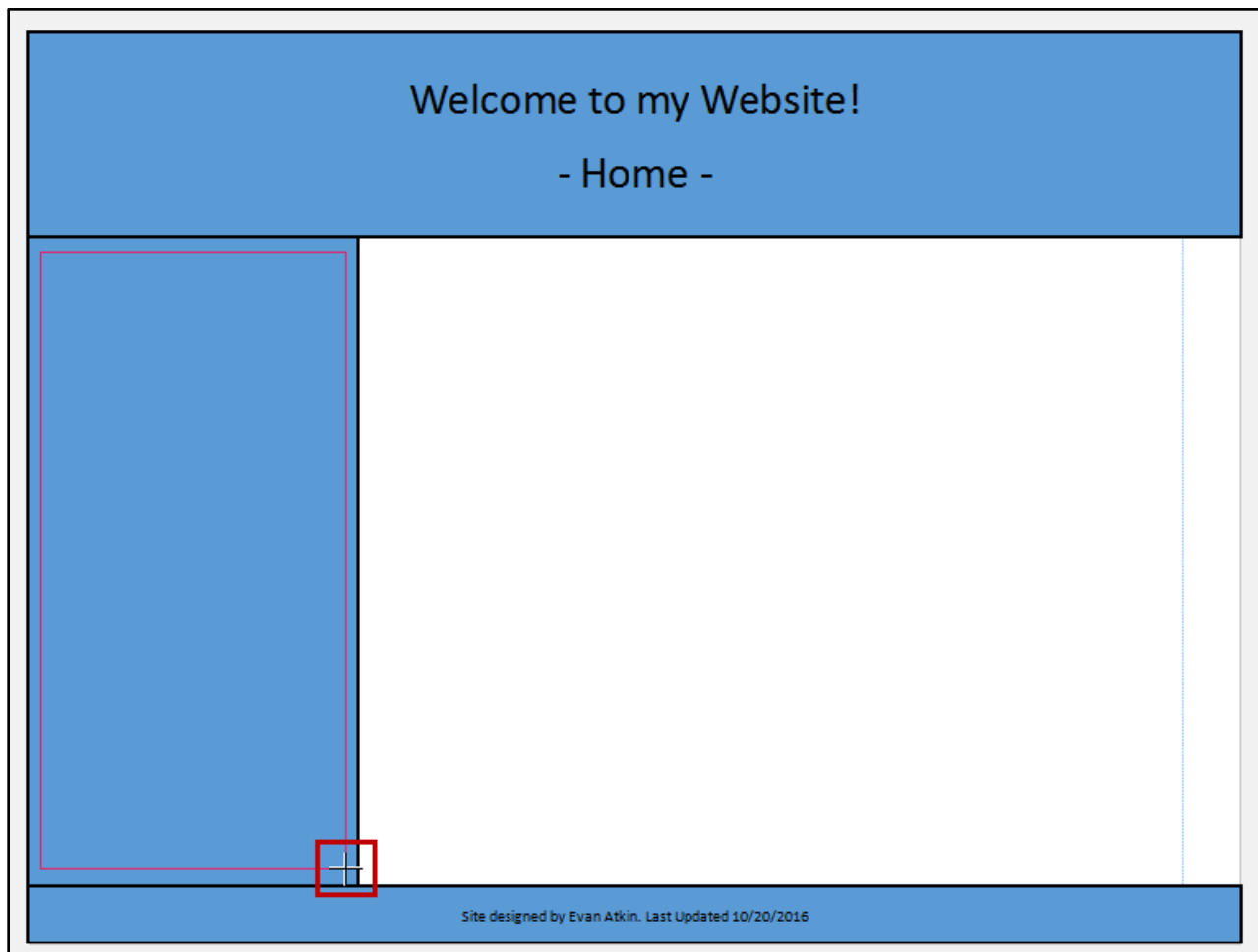


Figure 14 - Add Text Box to Navigation Bar

3. Click inside the *navigation bar text box* and type the pages you wish to create on your website, separating each line with a space (e.g. Home, About Me, Portfolio, Hobbies, ect) (see Figure 15).
4. Select the text within your *navigation bar text box* and increase the font size (e.g. 28pt), and make it bold (see Figure 15).



Figure 15 - Add Text to Navigation Bar

5. With the *navigation bar text box* still selected, click the **Wrap Text** tool from under the *Home* tab.

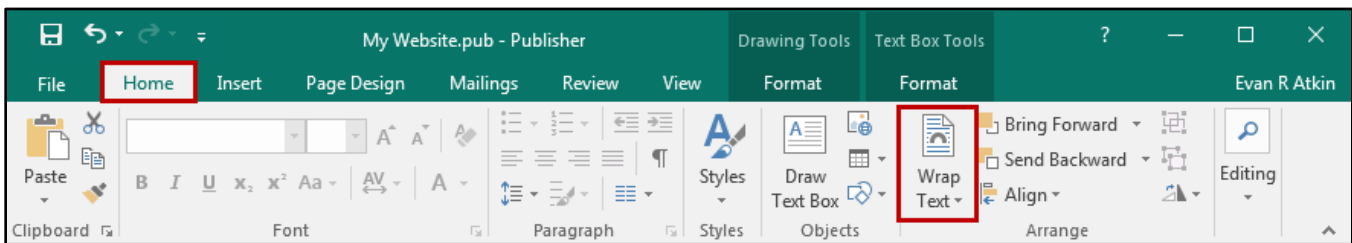


Figure 16 - Wrap Text Tool

- From the drop-down menu, select **None** for text wrapping (this is to help with placement once you publish your website).

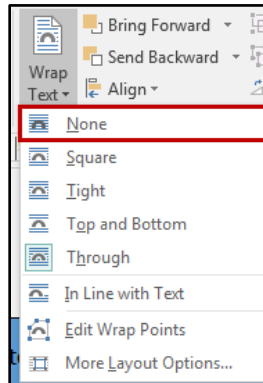


Figure 17 - No Text Wrapping

Changing the Background of your Content Area

By default, the content area of your page (where you will be adding text and pictures relevant to your webpage) will be white. The following will show you how to change your background:

- From the *Page Design* tab, click **Background**.

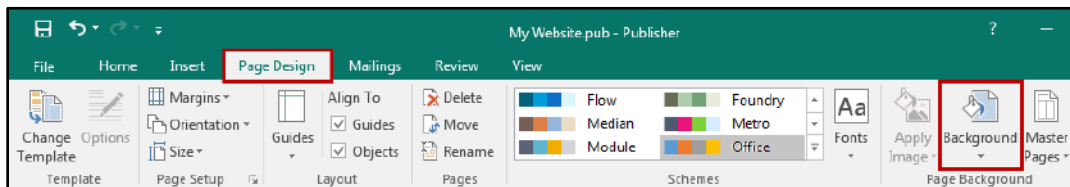


Figure 18 - Page Design: Background

- A drop-down will appear with additional background colors. Click a **background color** to apply it to the *content area* of your page.

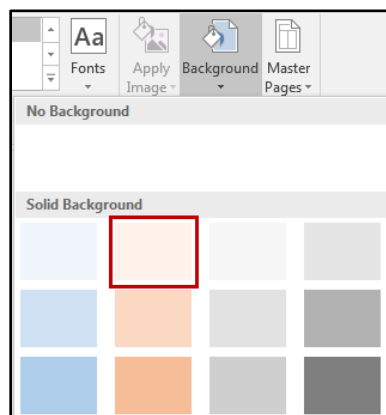


Figure 19 - Apply Background

Your template for your website is ready. In the next step, we will need to copy this “layout page” to create pages for the rest of your website (e.g. About Me, Portfolio, and Hobbies pages).

Duplicating your Layout Page

After you have created the layout of your website (see the section on *Setting up the Layout of your Website*), you can duplicate this layout page to create additional pages for your website. The following will explain how to duplicate your layout page:

1. On the *Page Navigation Pane* to the right of your workspace, right-click the thumbnail of your existing **Layout Page** (see Figure 20).
2. A menu will appear with additional options. Click **Insert Duplicate Page** (see Figure 20).

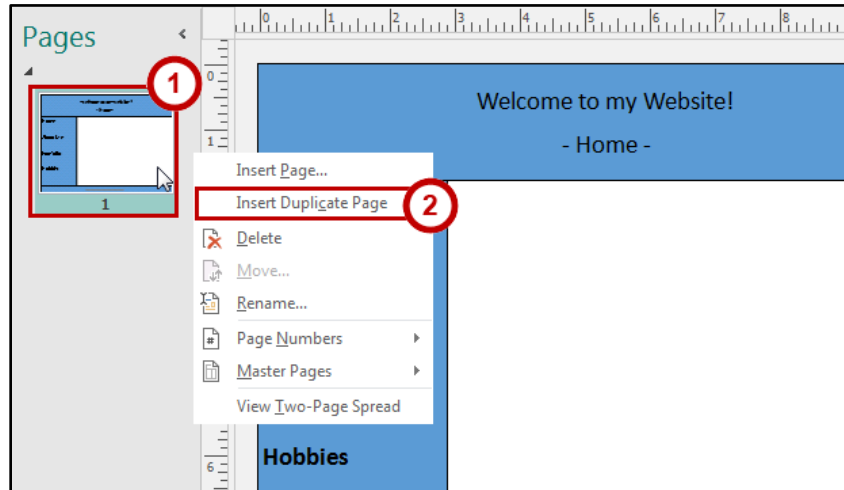


Figure 20 - Insert Duplicate Page

3. A duplicate will be made of the selected page. Repeat steps 1-2 until you have all the pages needed for your website.

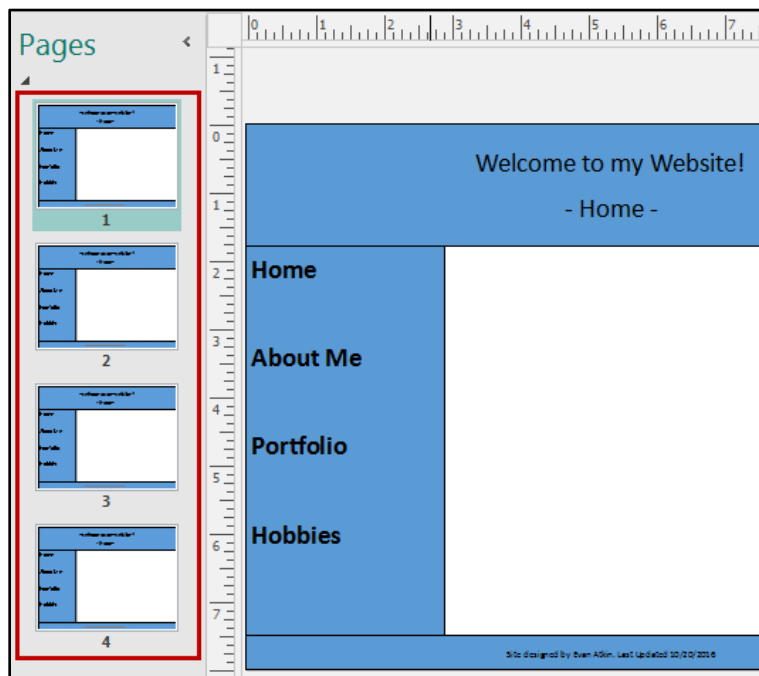


Figure 21 - Duplicate Pages Added

- Once finished, click through each page changing the header title to reflect the actual page (e.g. About Me page should say – About Me – and so on).



Figure 22 - Change Header for Each Page

Labeling Navigation Links

Labeling your navigation links within Publisher will make it easier for you to identify which pages you are linking to. The following will explain how to label pages for personal navigation:

- Starting from your *Home* page (page 1 in Publisher), select the **home text** in your *navigation bar text box* (see Figure 23).
- Click the **Insert** tab (see Figure 23).
- Click **Hyperlink** (see Figure 23).

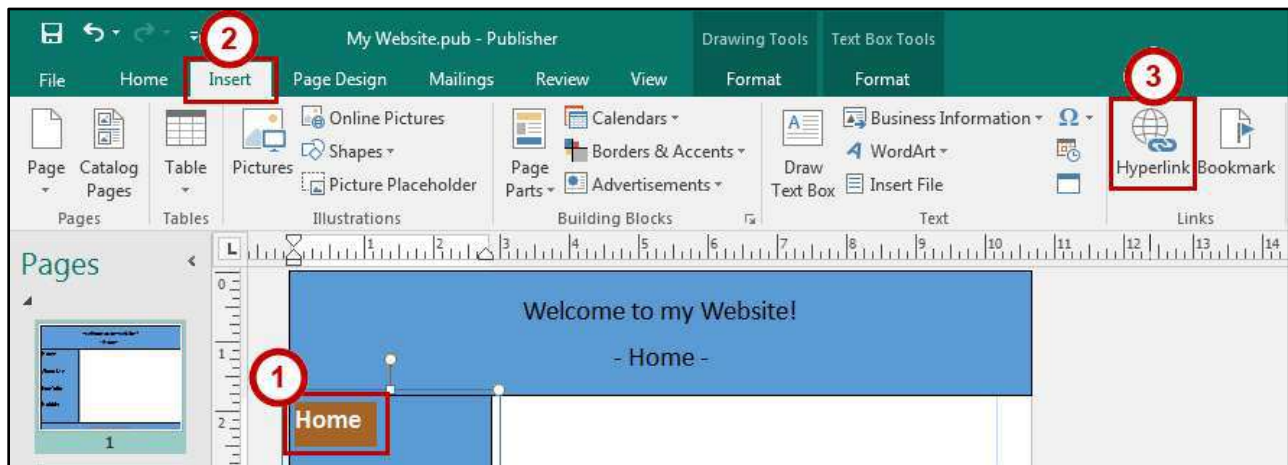


Figure 23 - Select Text and Click Hyperlink

4. The *Insert Hyperlink* window will open. Click **Place in This Document** to the left (see Figure 24).
5. Places in the document will be displayed, and *Page 1. Page Title* will be highlighted. Before creating the link, it is recommended to change the *Page Titles* to reflect their actual page names (e.g. Home, About Me, etc.) (see Figure 24).
6. Click **Change Title** (see Figure 24).

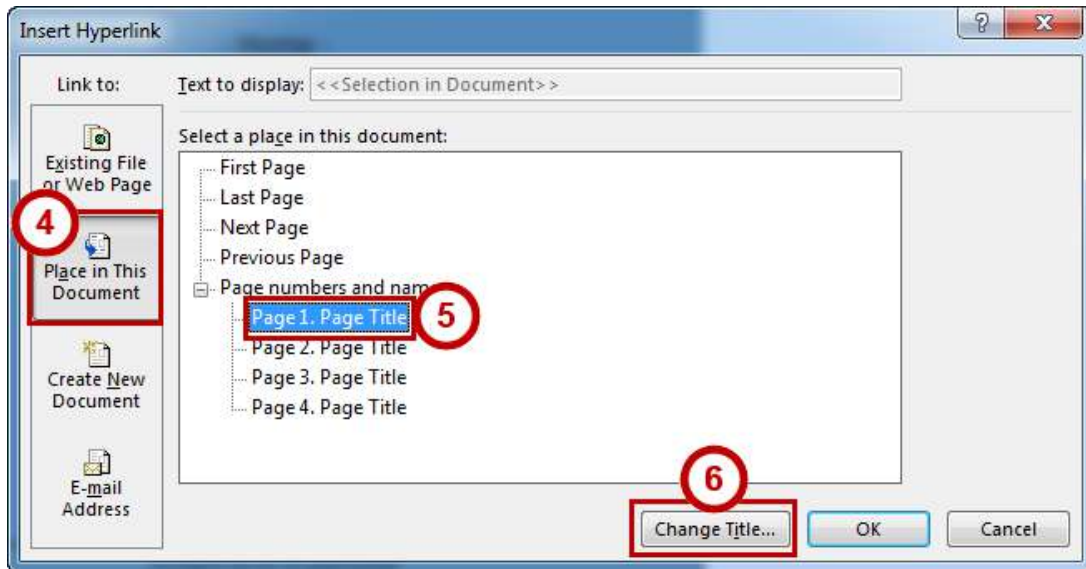


Figure 24 - Changing Page Title

7. The *Enter Text* window will open. In the *Page Title* field, enter the **name of the page** (e.g. Home, About Me, Portfolio, Hobbies, etc.)(see Figure 25).
8. Click **OK** (see Figure 25).



Figure 25 - Change Page Title

- You will be returned to the *Insert Hyperlink* window. Select the next **page** from the *Place in this Document* list and repeat **steps 6-9** until all pages have been renamed.

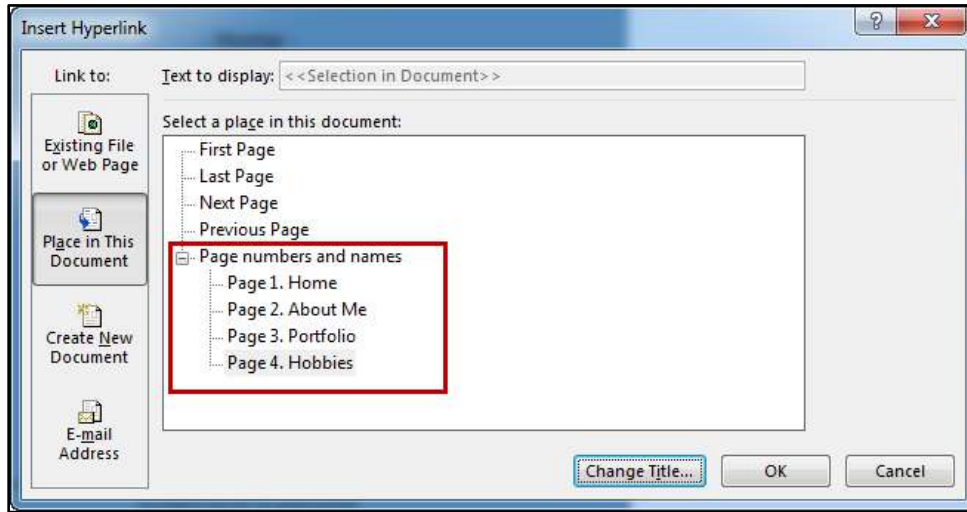


Figure 26 - All Pages Renamed

- Once finished, you can close the window by clicking **cancel**, or skip to step 5 in the *Inserting Navigation Links* section.

Inserting Navigation Links

In order for users to be able to navigate throughout your website, you will need to link all existing pages together through the navigation bar. The following will show you how to create links between existing pages within your website:

- Starting from your *Home* page (page 1 in Publisher), select the **home text** in your *navigation bar text box* (see Figure 27)
- Click the **Insert** tab (see Figure 27).
- Click **Hyperlink** (see Figure 27).

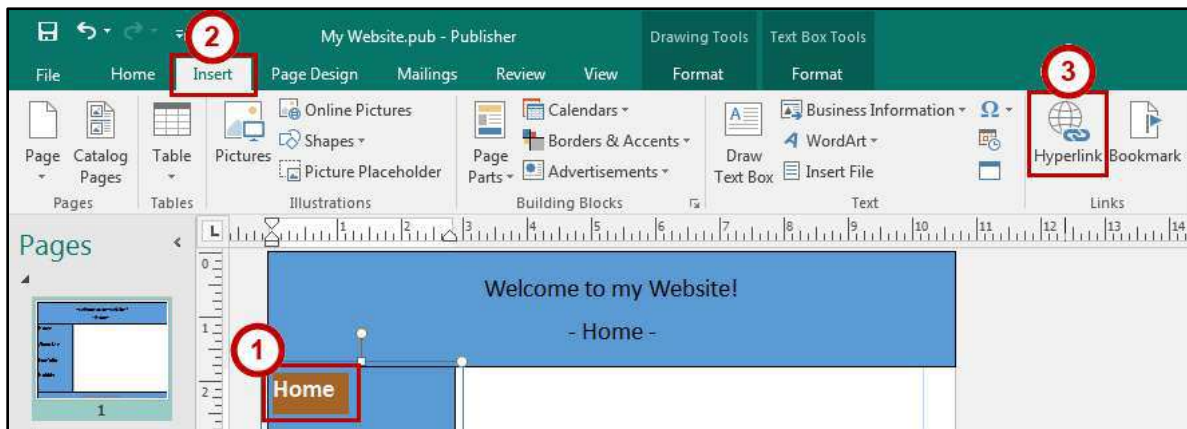


Figure 27 - Select Text and Click Hyperlink

4. The *Insert Hyperlink* window will open. Click **Place in This Document** to the left (see Figure 28).
5. Places in the document will be displayed. Select the **page** that corresponds to the proper link on the *Navigation bar* (e.g. For *Home* on the navigation bar, select *Page 1. Home*) (see Figure 28).
6. Click **OK** (see Figure 28).

Note: Make sure the proper location is selected before clicking **OK**. Selecting the wrong location can send visitors to the wrong page and cause confusion.

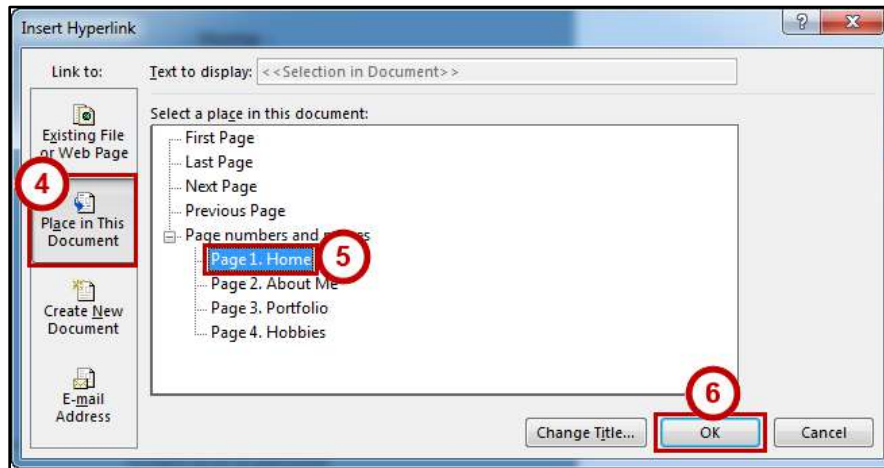


Figure 28 - Changing Page Title

7. The selected text will now be hyperlinked to the corresponding page in your website.
8. Repeat **steps 1-7** for all links in your *navigation bar* across all pages of your website in order to properly link all pages (e.g. Link navigation bar on your home, about me, portfolio, and hobbies pages).

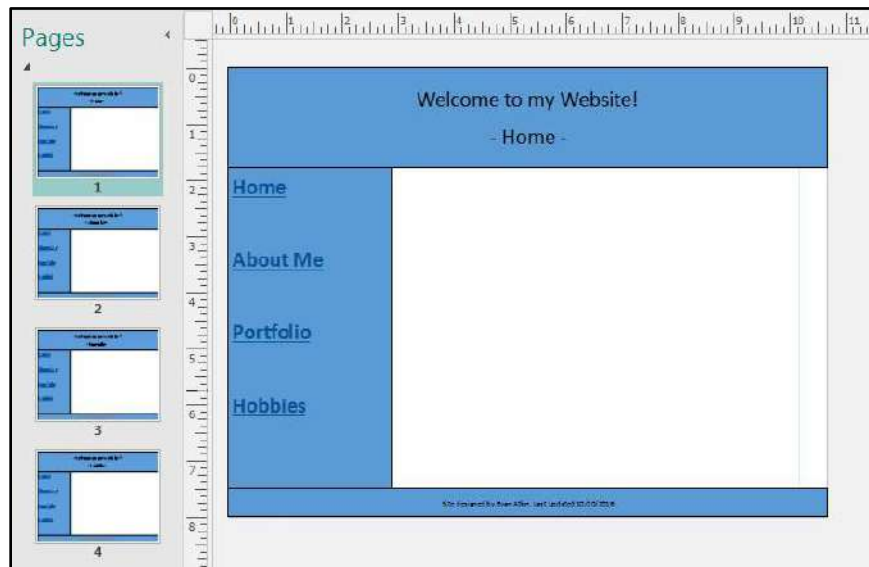


Figure 29 - Hyperlinks Added to All Pages

9. Once finished, you'll be able to start adding content to your website.

Adding Content to your Website

Once you have completed the layout for your website, and have linked all your pages together, you can begin adding content to the pages in your website. The following sections will show you how to add and modify different types of content.

Adding Text to your Website

Text boxes will be used in order to manage the spacing and placement of text within your website. The following explains how to edit text within your website:

1. In the *Ribbon*, click the **Insert** tab (see Figure 30).
2. Click **Draw Text Box** (see Figure 30).

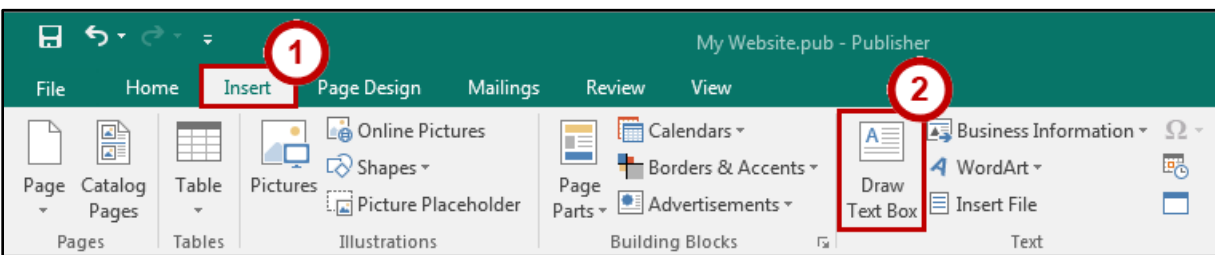


Figure 30 - Draw Text Box

3. Your cursor will change to a crosshair. Left-click and drag the **cursor** to draw a text box.

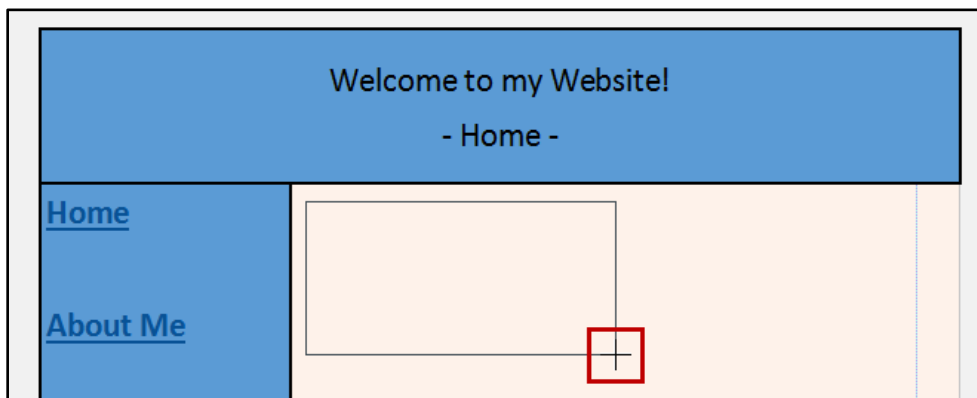


Figure 31 - Drawing a Text Box

4. Release the **left mouse button** to create your text box. The text box will appear.
5. With the *text box* still selected, on the *Drawing Tools: Format* tab click **Wrap Text**.

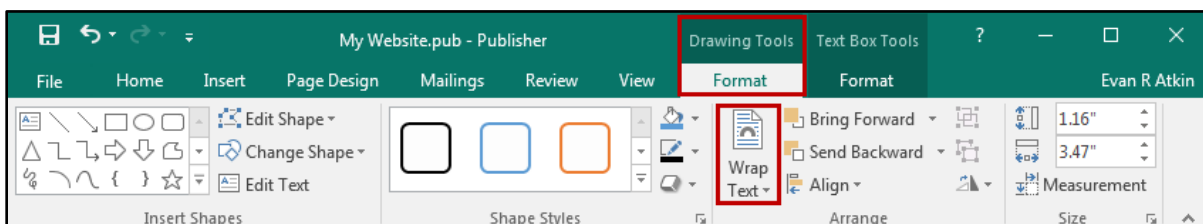


Figure 32 - Wrap Text

6. From the drop-down, click **None**.

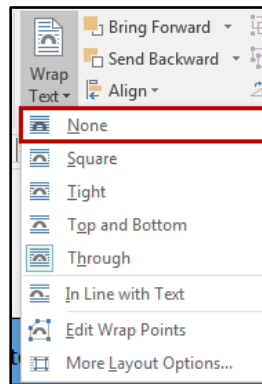


Figure 33 - No Text Wrapping

Note: Removing text wrap will help with placement of your content once it is published online.

7. You can begin **typing your text** inside the text box. Format text by using the tools available under the *Text Box Tools: Format* tab.

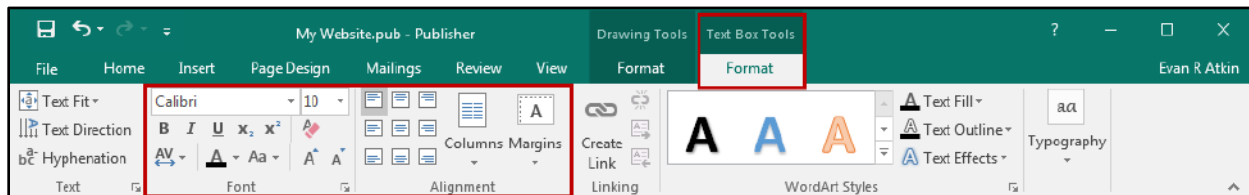


Figure 34 - Formatting Tools

8. When finished adding and formatting your text, repeat **steps 1-7** to add additional text boxes to your web pages.

Linking Text Boxes

If your text box is too small to display the inserted text, it will display *red sixing handles* around the border of the text box. This is to indicate that additional text is available in the text box, but can't be displayed. By linking two text boxes together, you can have the text spill over into the second text box so it can be displayed:

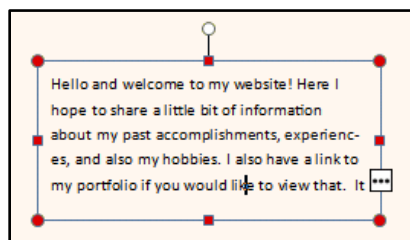


Figure 35 - Additional Text that can't be Shown

1. Add a second text box to your web page if you don't already have one (see the section on Adding Text to your Website for more information).

2. On the text box that has your text, click the **ellipsis** icon.

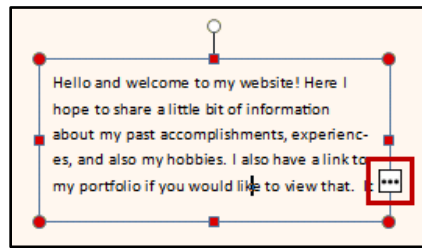


Figure 36 - Click Ellipsis

3. The mouse cursor will change to a pitcher spilling letters. Hover the *pitcher* icon over the text box you wish to link and **left-click** the text box.

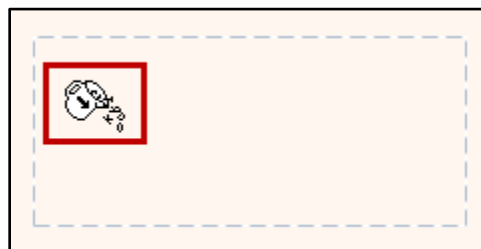


Figure 37 - Linking Text Boxes

4. The text boxes will be linked to each other and the additional text will spill over into the new text box. To wrap additional boxes, repeat steps 1-3.

Editing and Inserting Images

You can add graphics to your web page either as an existing picture from your computer, or from a picture found online. The following will explain how to add pictures to your web page:

Adding an Image from your Computer

The following explains how to add an image to your web page from your computer:

1. In the *Ribbon*, click the **Insert** tab (see Figure 38).
2. Click **Pictures** (see Figure 38).

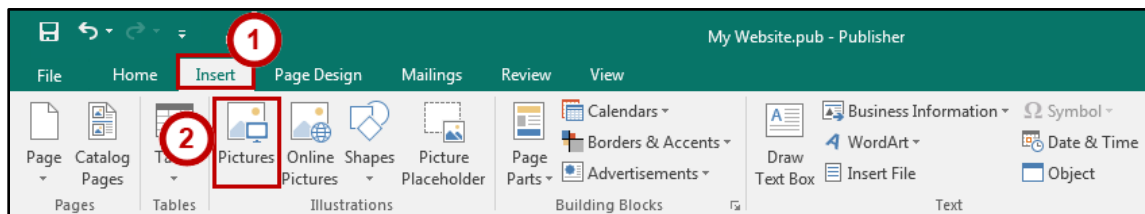


Figure 38 - Insert Pictures

3. The *Insert Picture* window will open. Select a **picture** from your computer and click **Insert**.

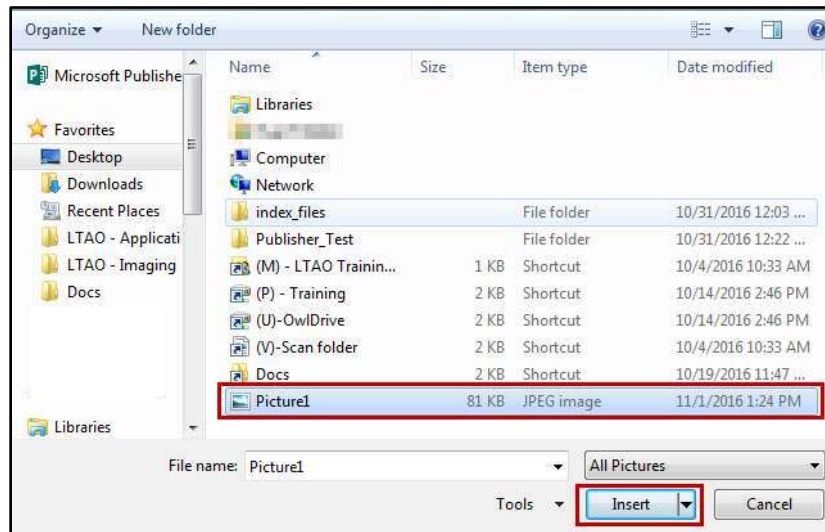


Figure 39 – Selecting a Picture

4. The picture will be inserted into your web page. To edit the picture further (e.g. resize, change brightness/contrast, recolor, add effects) see the section on *Editing Graphics* for more information.
5. After inserting the image, be sure to remove text wrapping from your image (see *Remove Text Wrapping from Images*).

Adding an Image from an Online Source

The following explains how to add an online image to your web page:

1. In the *Ribbon*, click the **Insert** tab (see Figure 40).
2. Click **Online Pictures** (see Figure 40).

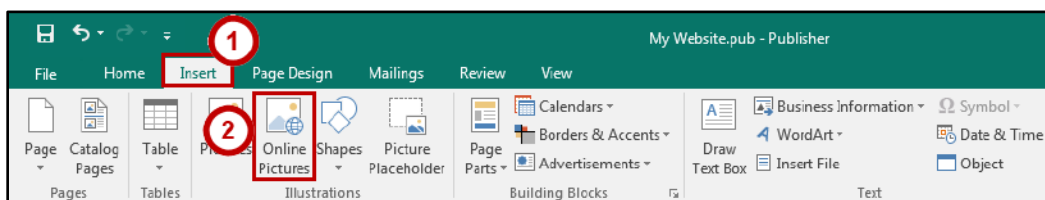


Figure 40 - Insert Online Pictures

3. The *Insert Pictures* window will open. Next to *Bing Image Search*, type in a **keyword** for the picture you want to find in the *Search* box (See Figure 41).



Figure 41 - Search for Pictures Online

4. Press **Enter** on your keyboard to run the search.
5. From the resulting choices, double-click the **image** that you want to add to your web page.



Figure 42 - Online Image Search Results

Note: You can also add multiple images to your web page by clicking them once to select, then click **Insert** once you are ready to add to your web page.

6. The picture will be inserted into your web page. To edit the picture further (e.g. resize, change brightness/contrast, recolor, add effects) see the section on *Editing Graphics* for more information.
7. After inserting the image, be sure to remove text wrapping from your image (see *Remove Text Wrapping from Images*).

Remove Text Wrapping from Images

Removing the text wrapping from images is similar to previous methods. This section will explain how to remove text wrapping from images:

1. With the *image* selected, on the *Picture Tools: Format* tab click **Wrap Text**.

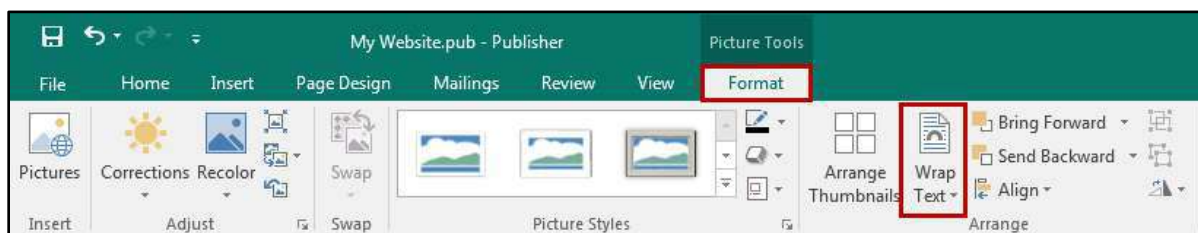


Figure 43 - Wrap Text

- From the drop-down, click **None**. Removing text wrap will help with placement of your content once it is published online.

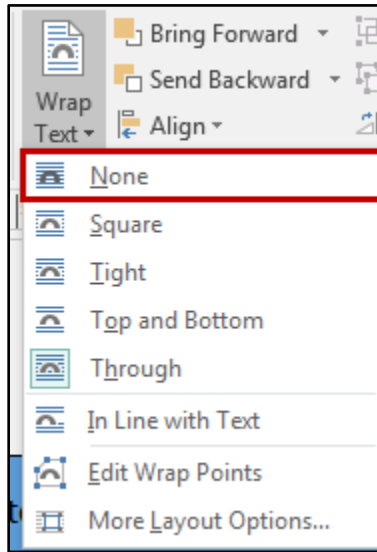


Figure 44 - No Text Wrapping

Editing Graphics

The following will explain how to edit pictures within your web page:

- To resize a picture, click the **picture** to select it (pictures are automatically selected immediately after inserting the picture).
- Sizing handles will appear along the corners and sides of the image (shown in Figure 45 as red boxes). Click and drag one of these **sizing handles** to resize your image.
- You can rotate an image by dragging the **circular handle** above the image (shown in Figure 45 with a green circle).



Figure 45 - Resizing an Image

Note: Hold down the **shift** key as you are resizing an image to constrain proportions.

4. The *Picture Tools: Format* tab also contains additional tools for adjusting the following:
 - a. **Corrections**: contains settings for adjusting the brightness of the picture (see Figure 46).
 - b. **Recolor**: contains settings for changing the overall color of the picture (see Figure 46).
 - c. **Picture Styles**: contains presets that add borders, shadowing, and various other effects to your picture (see Figure 46).
 - d. **Picture Border/Picture Effects/Captions**: options for altering the style and thickness of borders, adding different picture effects like shadows, bevels, and 3D effects, and adding caption tiles to a picture (see Figure 46).
 - e. **Crop**: allows for cutting out portions of an image that you do not wish to show (see Figure 46).

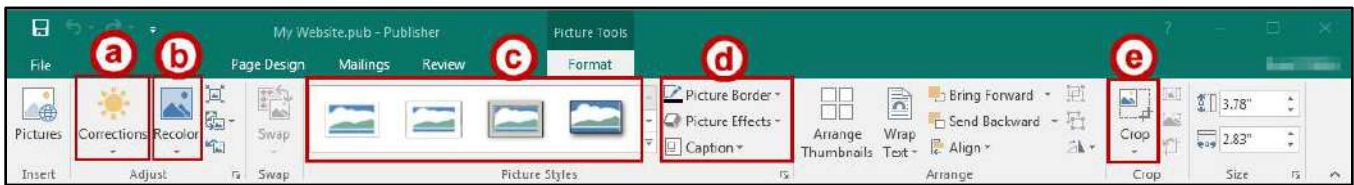


Figure 46 - Picture Tools: Format Options

Inserting a Table

Tables are frequently used in web pages for the purpose of layout and alignment. A table gives you a group of cells into which you can type text and insert images. Once you have inserted your table, you can access the formatting options to further modify the table.

1. From the *Insert* tab, click **Table**.

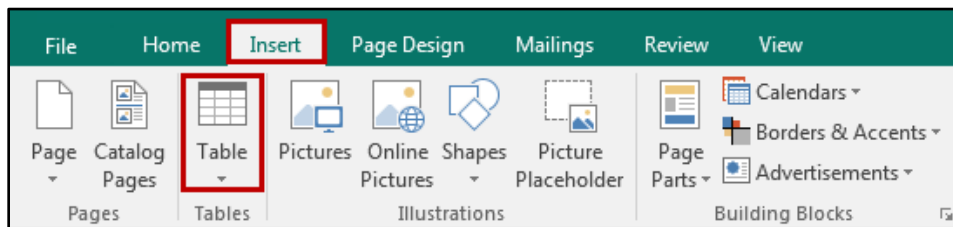


Figure 47 - Click on Table

2. A dropdown will appear. Select the **number of rows and columns** that you would like in your table. You can do this by dragging your mouse vertically and horizontally down the boxes, or you may do this from the *Insert Table* box.

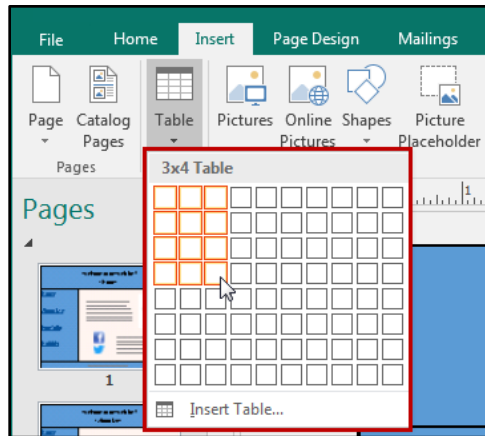


Figure 48 - Inserting Tables

3. Click your **selection** to confirm. The table will appear in your *workspace* page.

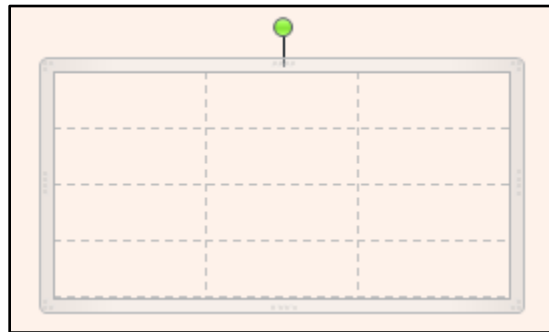


Figure 49 - Table has been inserted into Page

Note: The *Table Tools Contextual Tab* will appear on the menu bar when your table is selected and provides additional formatting options for your table.

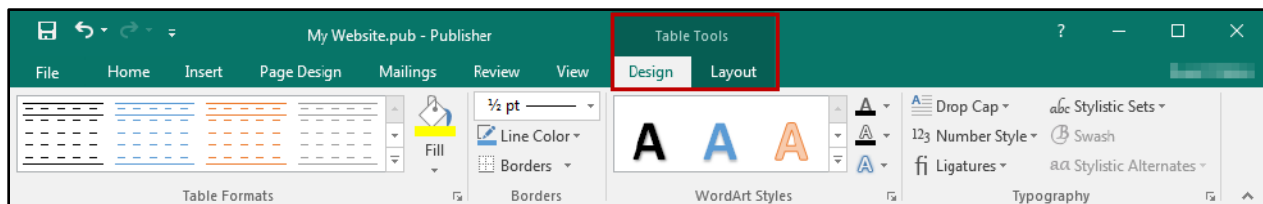


Figure 50 - Table Tools Contextual Tabs

4. Move and adjust your table by using the four-point arrow which is visible when you mouse over the border of your table.

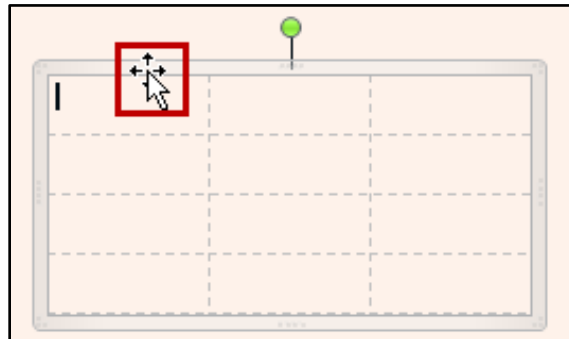


Figure 51 - Moving your Table

5. You can now click in the cells of the table and either type **text** or insert **pictures**.

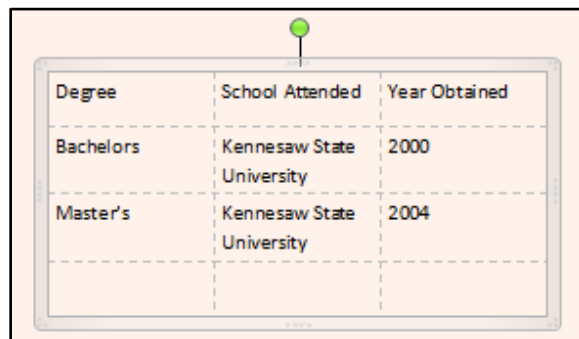


Figure 52 - Editing Contents of your Table

Inserting a Hyperlink

The following explains how to insert a hyperlink:

1. Select the **text** that you want to use for the link.
2. From the *Insert* tab, click **Hyperlink**.

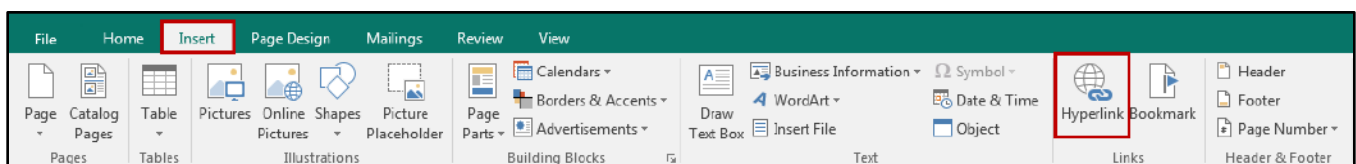


Figure 53 - Insert Tab > Hyperlink

3. The *Insert Hyperlink* window will appear. Type the address of the web site that you want to link to in the **Address** box (e.g., <http://www.kennesaw.edu>).

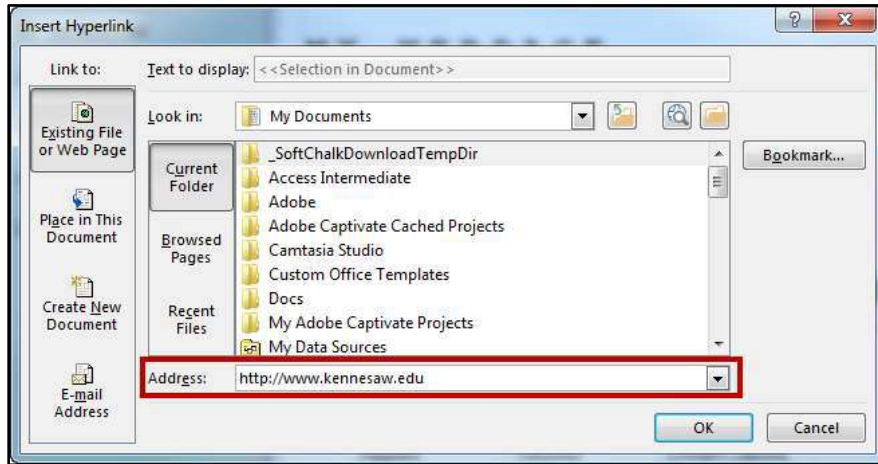


Figure 54 - Enter Address

4. Click the **OK** button. An external hyperlink (a link to another website) will be created.

Creating a Hotspot

A hotspot is a picture or area of your website that hides a hyperlink. When visitors click the hotspot, it will redirect them to the address specified in your hyperlink. The following explains how to create a hotspot:

1. Select the **Picture** that you want to use for the link.



Figure 55 - Select a Picture for your Hotspot

- From the *Insert* tab, click **Hyperlink**.

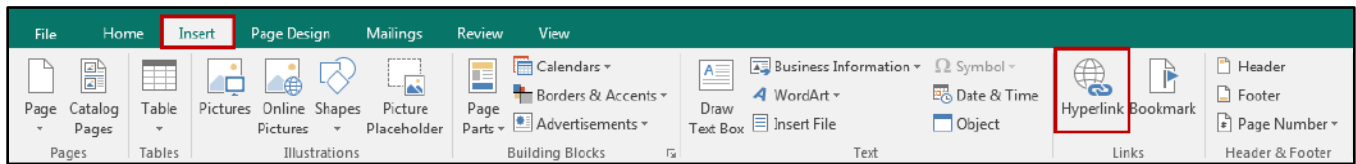


Figure 56 - Insert Tab > Hyperlink

- The *Edit Hyperlink* window will appear. Type the address of the web site that you want to link to in the **Address** box (e.g. <http://www.myoldwebsite.com>).

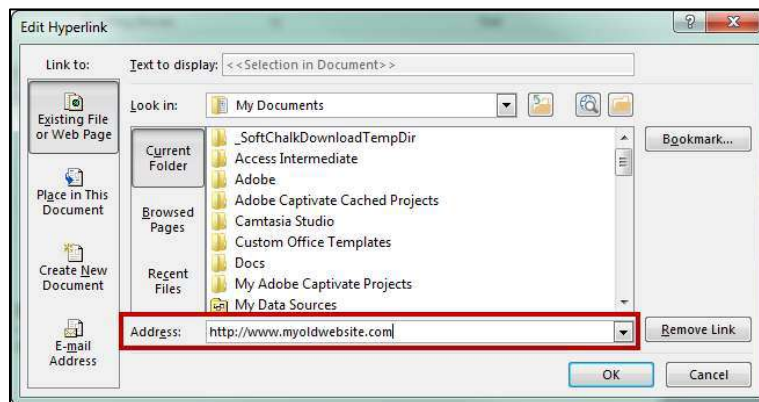


Figure 57 - Enter Address

- Click the **OK** button. The picture will become a *hotspot* and will redirect to the hyperlink when clicked.

Deleting Entire Pages

The following explains how to delete pages:

- In the *Page Navigation* window, right-click the **page** you would like to delete.

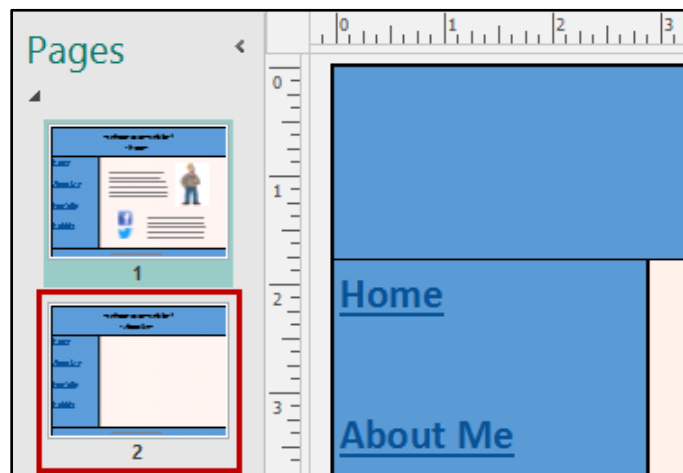


Figure 58 - Select a Page from the Navigation Window

2. A *dialogue menu* will appear. Click **Delete** to delete the page.

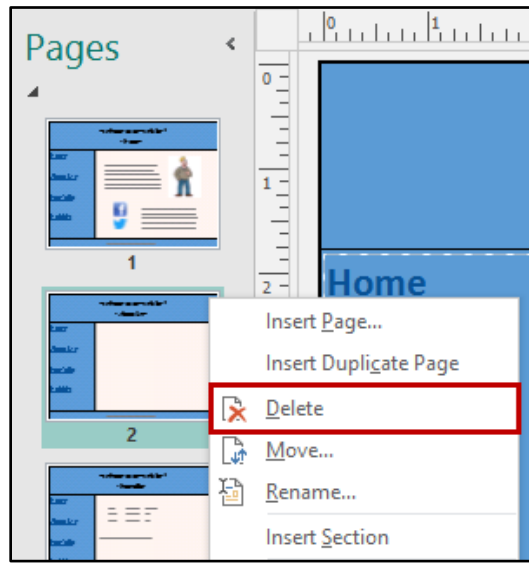


Figure 59 - Click Delete

Note: You can also delete the page by selecting the page and clicking on **Delete** from the *Page Design* tab.

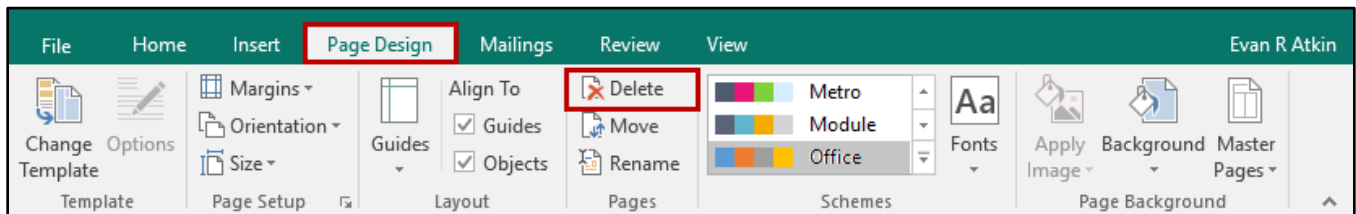


Figure 60 - Page Design > Delete

Running the Design Checker

The *Design Checker* reviews your publication for a variety of design and layout problems, identifying these areas, and provides options to fix them. To run the *Design Checker*:

1. Click the **File** tab.

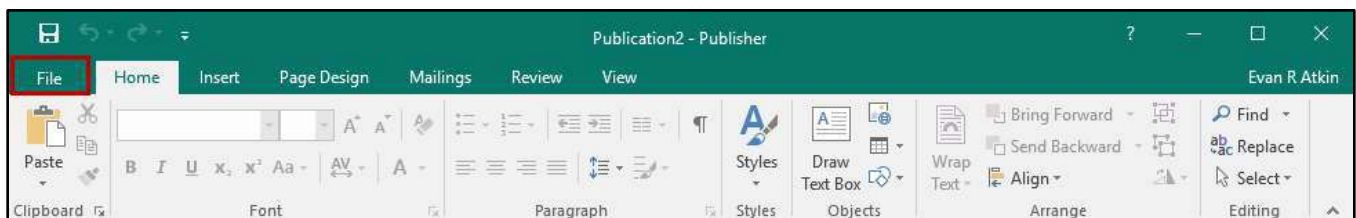


Figure 61 - Click File Tab

2. From the *Info* panel, click **Run Design Checker**.

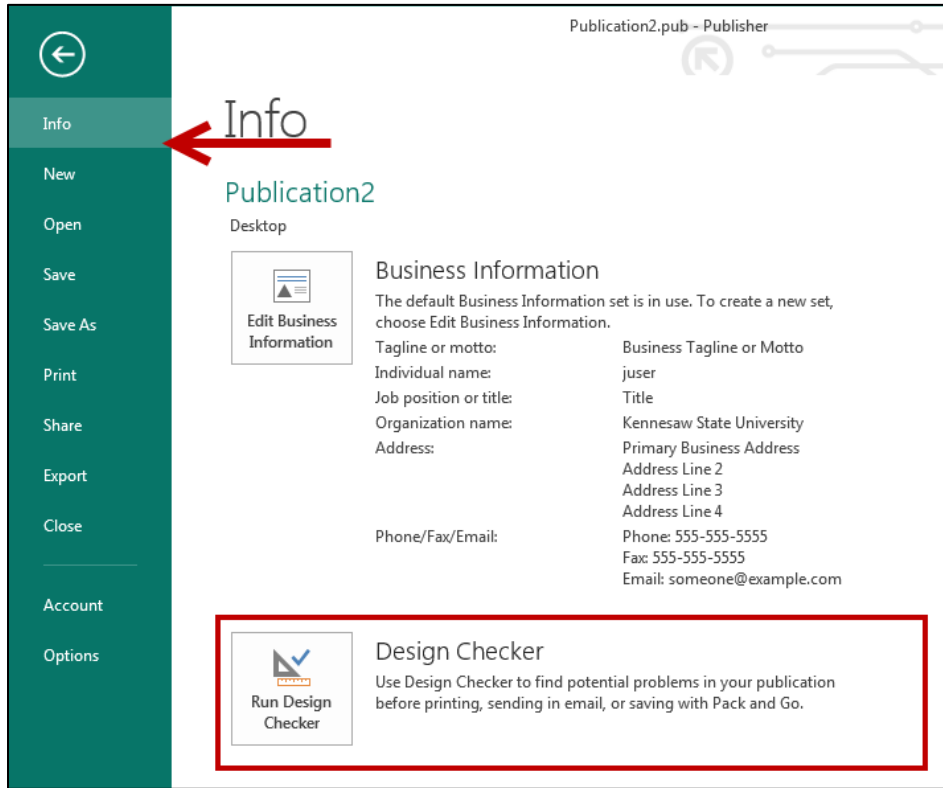


Figure 62 - Run Design Checker

3. The *Design Checker* will open on the right-side of your screen and begin checking your publication for items to fix.

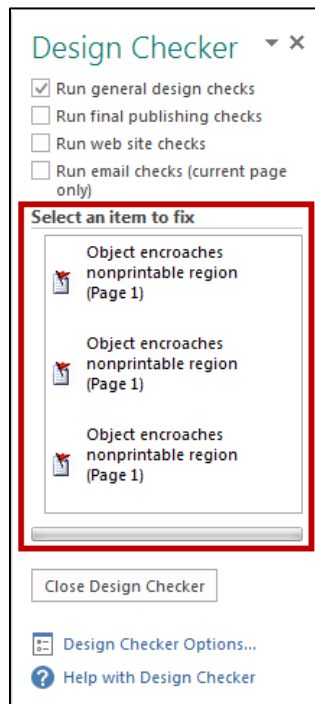


Figure 63 - Design Checker Results

4. Click the **checkbox** next to *Run web site check*.

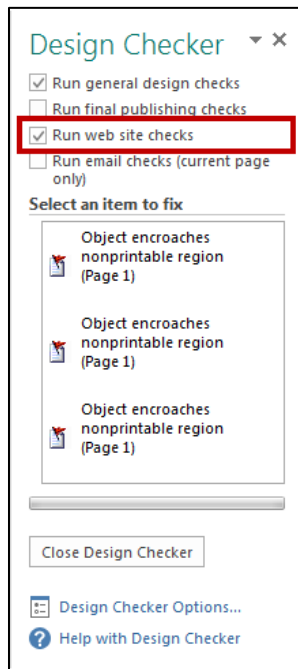


Figure 64 - Run Web Site Checks

5. The *Design Checker* will run web site checks. As items are discovered, they will appear under *Select an item to fix* with information on what the error is.

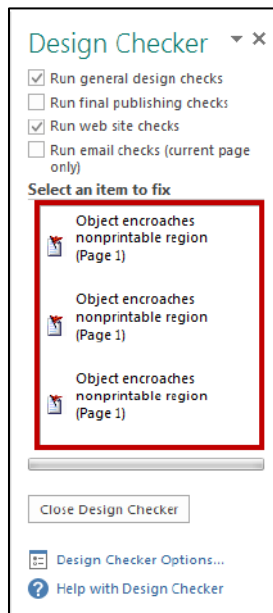


Figure 65 - Items to be fixed

6. To fix an item, click the **item from the list** and you will be redirected to the item. From here, you can make changes as needed.

Saving your Work

The following explains how to save your Publisher project as a publisher file so you can continue work on your website at a later time. It is recommended you save your work while you are developing your website, and also when you are finished, so you can continue to update and make changes to your website as needed.

1. From the *File* tab, click **Save as**.

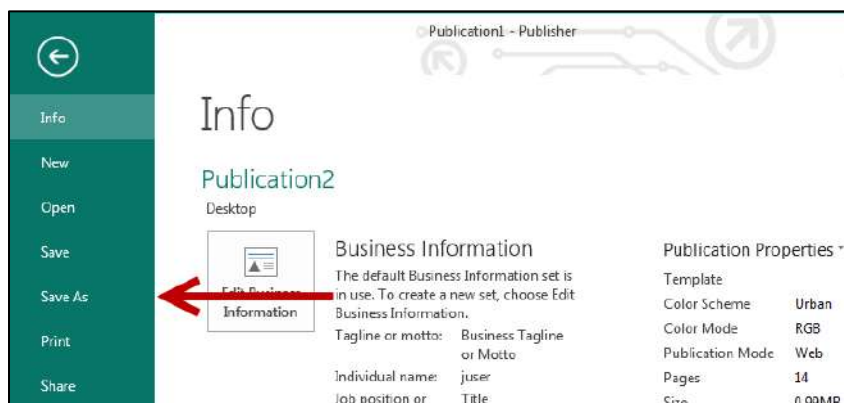


Figure 66 - File > Save as

2. Select **Computer**, and click **Browse**.

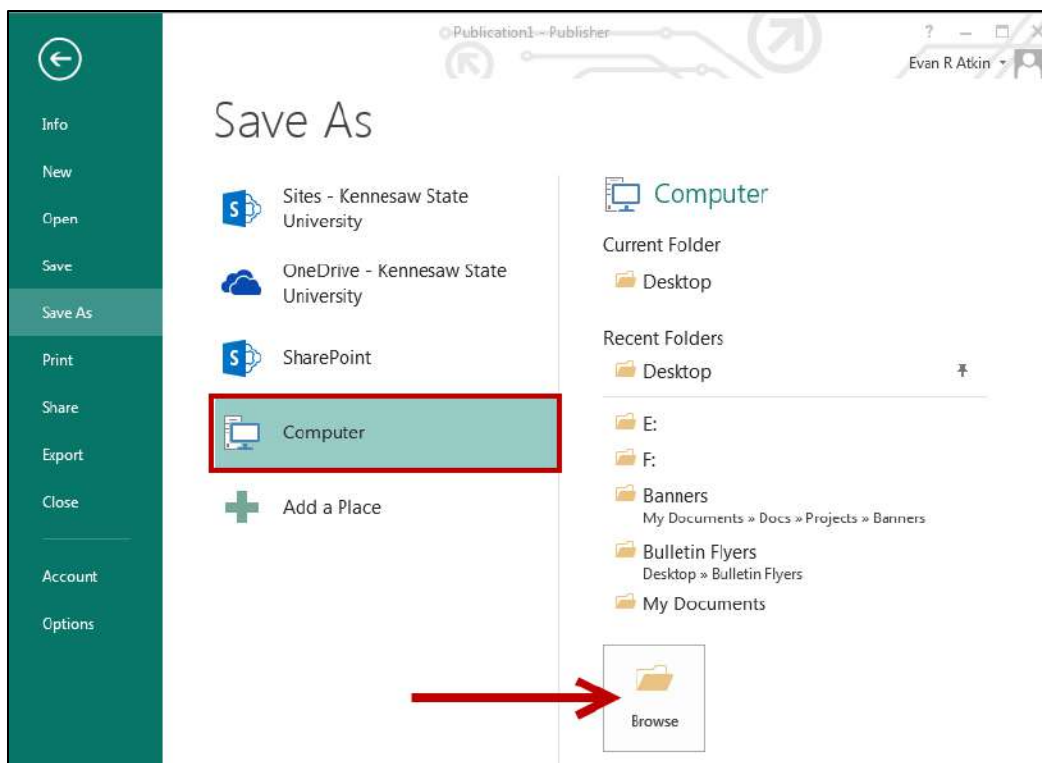


Figure 67 - Select Location to Save your File

3. The *Save As* window will appear. Select a location on your computer where you want to save your web site files (see Figure 68).
4. In the *File Name* field, enter a **name** for your Publisher file (see Figure 68).
5. In the *Save as type* field, make sure **Publisher Files** is selected (see Figure 68).
6. Click the **Save** button (see Figure 68).

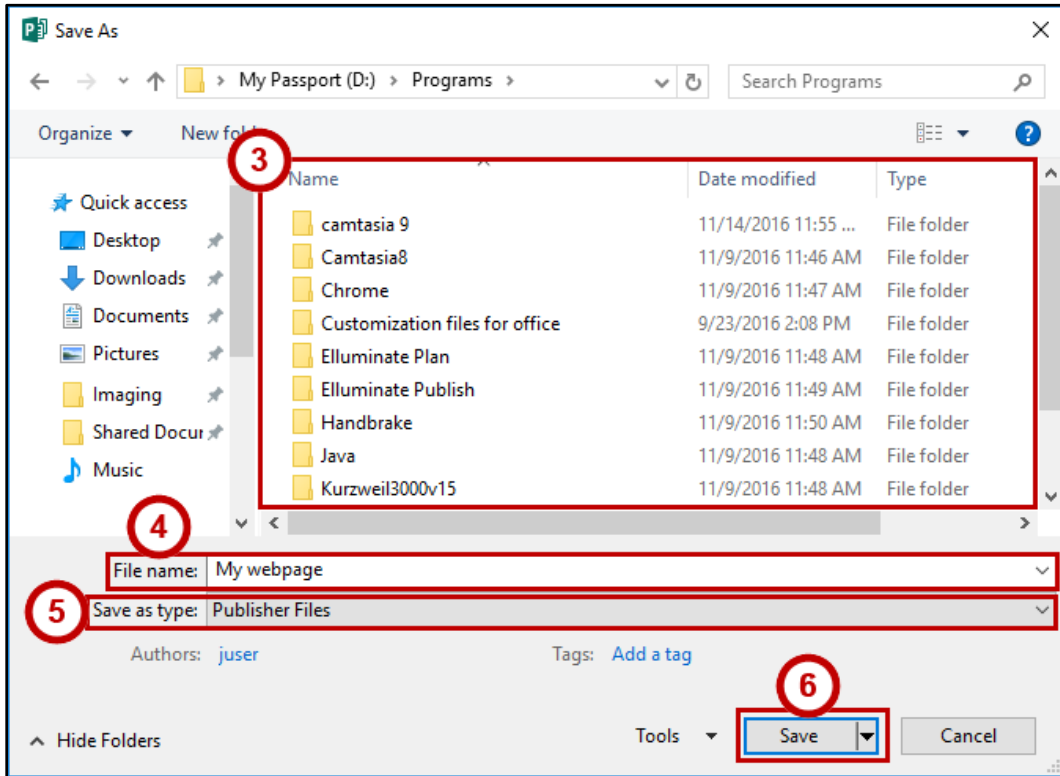


Figure 68 - Saving your Webpage as a Publisher File

7. Your Publisher project will be saved as a publisher file. You can access this file when you wish to continue working on your website, or when you want to update your website's content.

Note: If you are finished with your website, and are ready to upload, then you will need to save your project as an HTML file. See the section on *Saving your Web Site for Upload* for more information.

Saving your Web Site for Upload

The following explains how to save your Publisher project as a *Web Page, Filtered* file so that it can be properly uploaded to either your *studentweb.kennesaw.edu* or *ksuweb.kennesaw.edu* account.

1. From the *File* tab, click **Save as**.

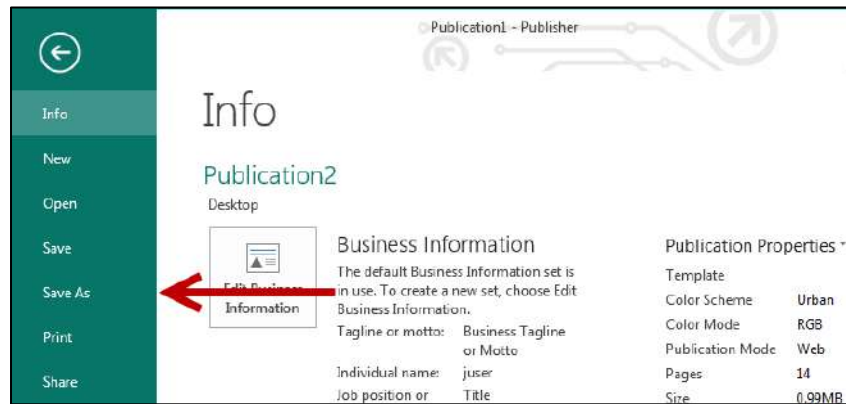


Figure 69 - File > Save as

2. Select **Computer**, and click **Browse**.

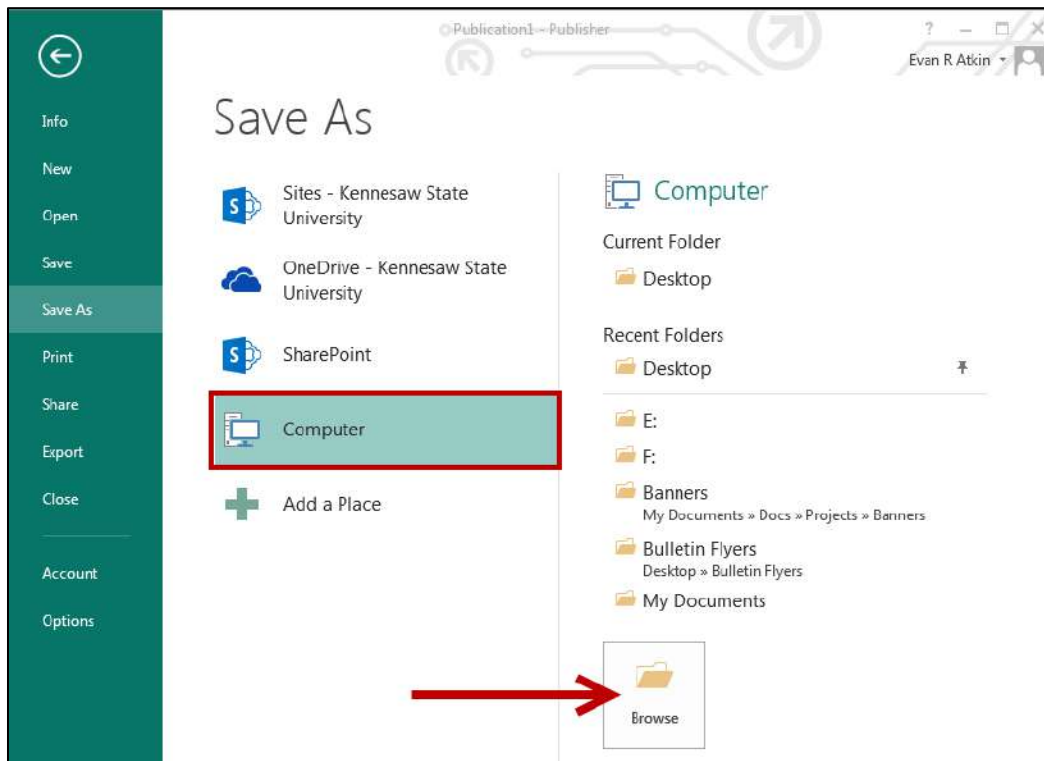


Figure 70 - Select Location to Save your File

3. The *Save As* window will appear. Select a location on your computer where you want to save your web site files (see Figure 71).
4. In the *File Name* field, name the file **index** (The home page of a website is always named “index”) (see Figure 71).
5. In the *Save as type* field, click the **dropdown arrow** and select **Web Page, Filtered** (see Figure 71).
6. Click the **Save** button (see Figure 71).

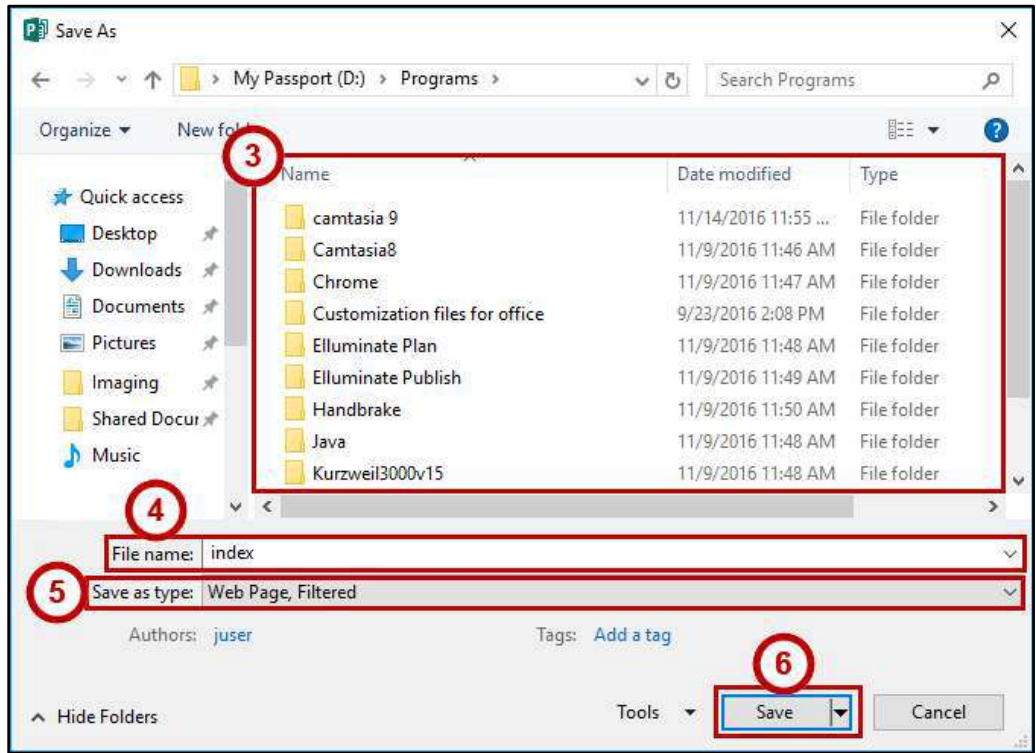


Figure 71 – Saving your Webpage

7. Publisher will save the *index* file, and will also create a folder called *index files* which contains all the images and other pages on the website. These two files will be what you upload for your website.

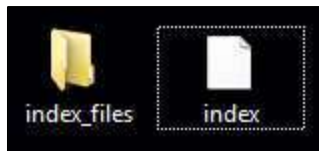


Figure 72 - Index Folder Created

Publishing the Web Site with SSH – Secure Shell FTP Client

The Secure Shell FTP client is used to transfer files from one computer to another in a secure manner. This is especially useful when creating or updating your web pages. The main reason that it is needed is because creating and editing of web pages. This is usually not done on the web server but on a desktop or workstation computer. When a web page is created or edited on the local workstation, then the files need to be transferred to the web server.

Note: The Secure File Transfer Client should be installed on all lab computers on campus.

To access the Secure File Transfer Client on-campus

- **Faculty/Staff:** Start by clicking on your *Start* button, then *All Programs*, then *SSH Secure Shell*, and click **Secure File Transfer Client** (See Figure 73).
- **Student:** If you at a student lab computer, click the *Start* button, then *Programs*, then *SSH Secure Shell*, and then **Secure File Transfer Client** (See Figure 73).

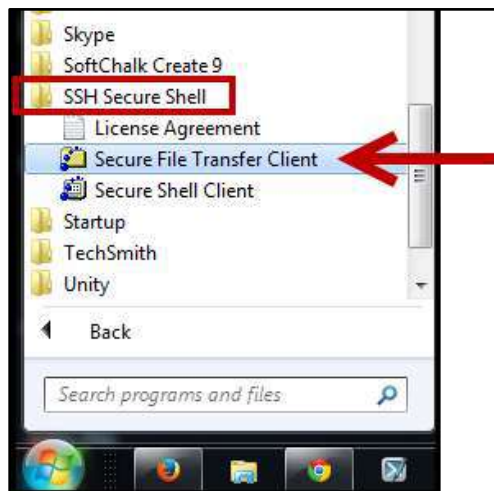


Figure 73 - SSH Secure Shell > Secure File Transfer Client

To Download the Secure File Transfer Client to a Personal Computer

1. Open a web browser and go to <http://uits.kennesaw.edu/downloads>.
2. The *KSU Software Downloads* page will open. Enter your **NetID** and **credentials** and click **login**.
3. Click **My Available Downloads**.

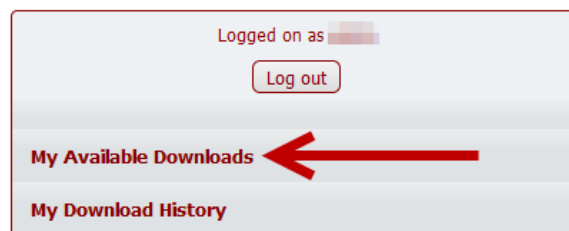


Figure 74 - My Available Downloads

4. Scroll-down to *Secure Shell File Transfer (SFTP)* and click **View Files**.

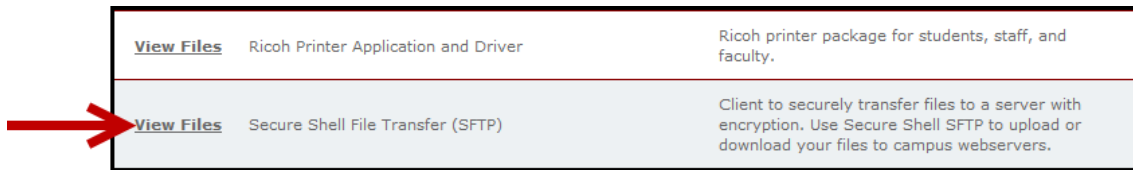


Figure 75 - View Files

5. The *Software Download Agreement* will appear. Click **Accept and Continue**.

6. Next to the *Installation File*, click **Download File**.

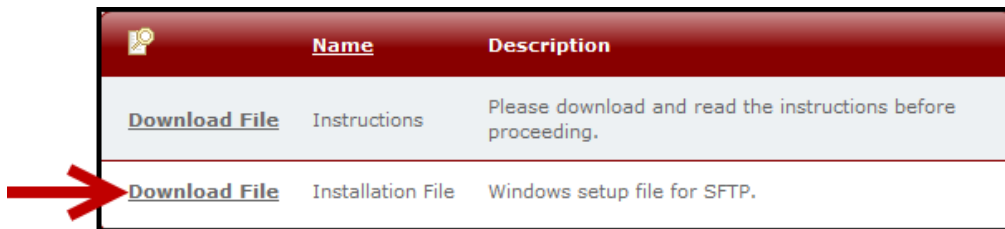


Figure 76 - Download File

7. Save the installation file to your computer.

8. Once the installation file has finished downloading, double-click the **install file** to run the *Secure File Transfer Client* installer.

9. Follow the directions in the installer to install the Secure File Transfer Client on your computer.

To Use the Secure File Transfer Client

The following explains how to use the Secure File Transfer Client:

1. Start the **Secure File Transfer Client** program.

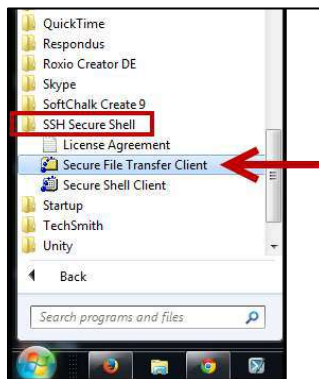


Figure 77 - Start SSH Secure File Transfer Client

2. Once the program opens, click the **Quick Connect** button on the main toolbar.

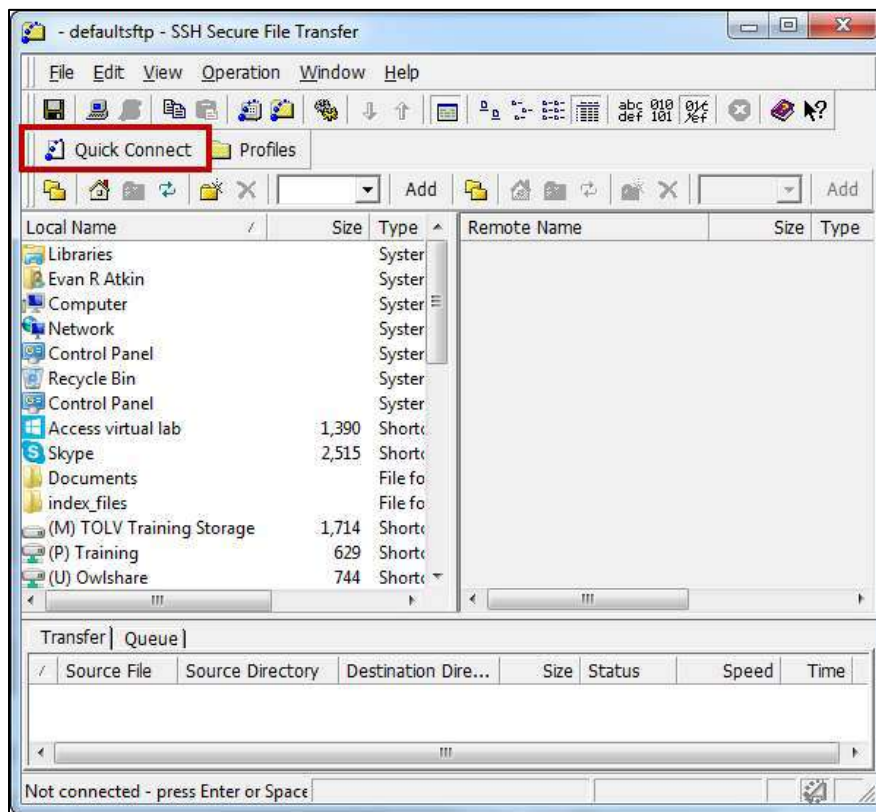


Figure 78 - Quick Connect

Note: If you get a *File Open Error* message, ignore it and click **OK**.

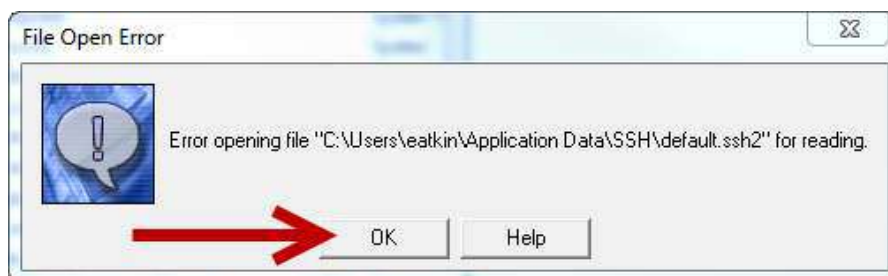


Figure 79 - Ignore Error Message and Click OK

3. The *Connect to Remote Host* window will open. Enter the following information:

For students (See Figure 80):

Hostname: **studentweb.kennesaw.edu**

User Name: enter your **NetID**

Port Number: **22**

Authentication Method: Leave as <Profile Settings>



Figure 80 - Hostname for Students

For Faculty/Staff (See Figure 81):

Hostname: **ksuweb.kennesaw.edu**

User Name: enter your **NetID**

Port Number: **22**

Authentication Method: Leave as <Profile Settings>

Note: If you are a faculty/staff member using the ksuweb server, you should have been given a username and password when you applied for your account.



Figure 81 – Hostname for Faculty/Staff

4. Click **Connect**.

5. Click the **Yes** button on the *Host Identification* dialogue box if it appears.

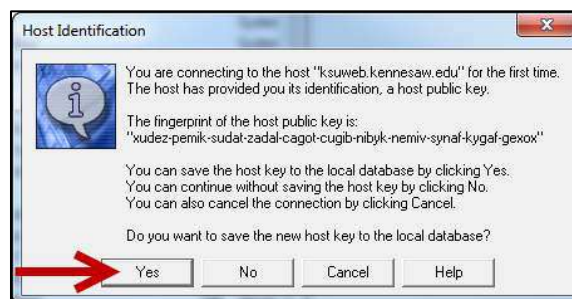


Figure 82 - Host Identification

6. You will be asked for a password. Enter the password for your **NetID** (or if you are faculty/staff and are using the ksuweb server, enter the password for your **ksuweb username**), and click **OK**.
7. Once the connection is made, the program's screen should be split in two:
 - a. The *left side* shows the contents of the local computer (including disks and flash drives) (See Figure 83).
 - b. The *right side* shows the contents of your space on the *studentweb* or the *ksuweb* server (See Figure 83).

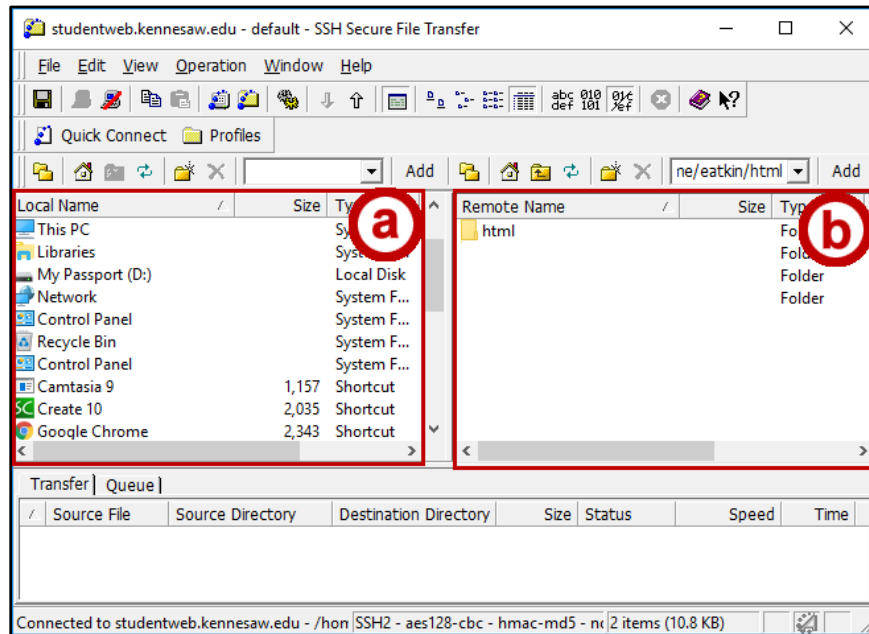


Figure 83 - Connection made to Server

8. On the left (*local computer*) side of the screen, navigate to the location that contains your web files, or to the location to which you want to save your web files.

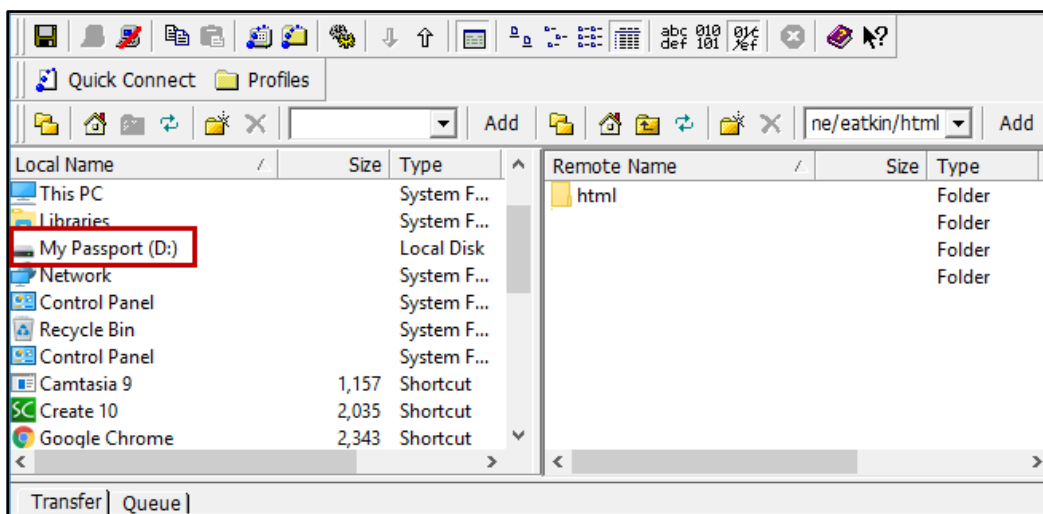


Figure 84 - Navigate to Local Files

- On the right (*server content*) side of the screen, double-click the **html** folder to open it (only files in the **html** folder can be seen from the Internet).

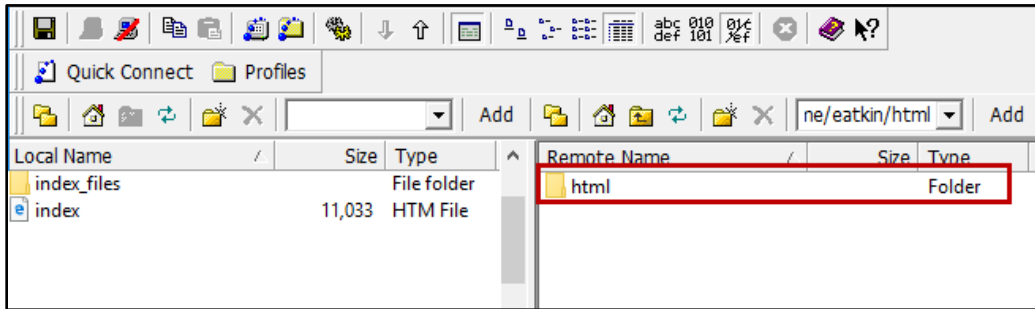


Figure 85 – Double-click Html Folder

Note: The following icons are useful when navigating your files:



	<p>On the local computer side, the home button takes you to the drive selection area in your “My Computer” window, where you can choose a disk, flash drive, or a folder on your hard drive.</p> <p>On the remote computer side, this button takes you to your home directory in your account on the server.</p>
	<p>The “UP” button takes you up one level on the directory structure.</p>

Figure 86 - Navigation Options

- Drag and drop the **index** file and **index** folder from your local computer to the server to upload your website.

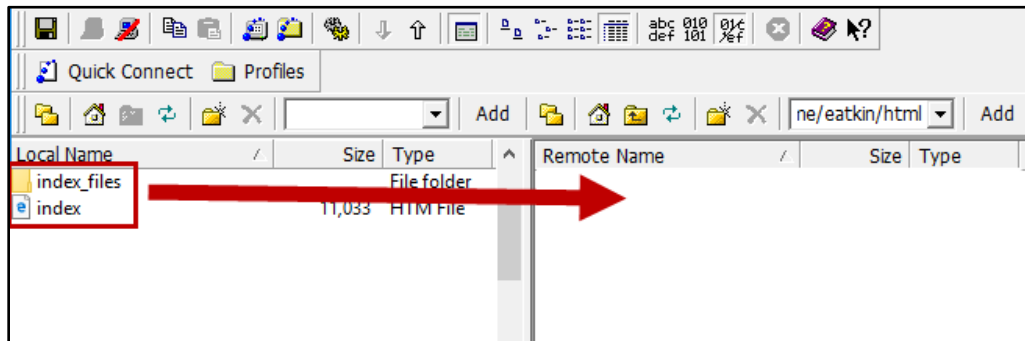


Figure 87 - Uploading Files to your Website

Note: Remember, your web pages must be in the html folder on the server to be accessible from the web. This is true for both the “studentweb” server and the “ksuweb” server.

Download Files from the Server

The following explains how to download a file from the server:

1. After connecting to your website using the *Secure File Transfer Client* program (see *To Use the Secure File Transfer Client* for more information), drag the **file(s)** from the *right side (server)* and drop it on the *left side (local)*.

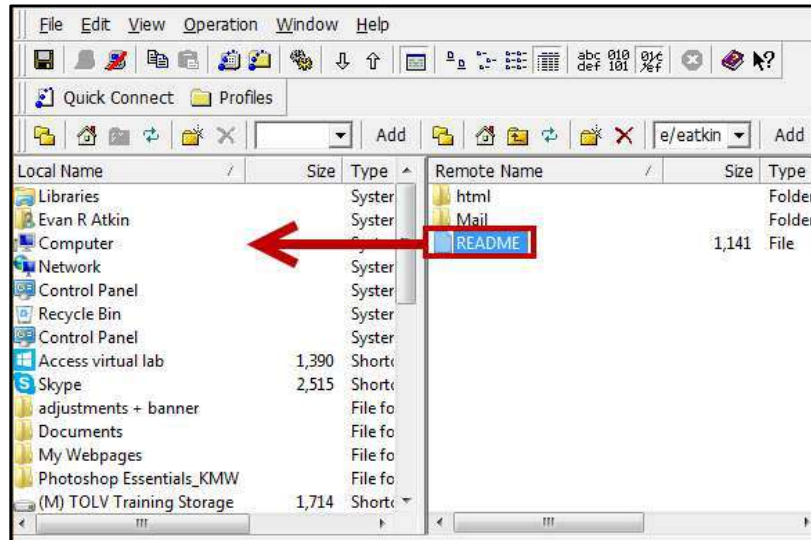


Figure 88 - Download Files by Dragging

2. You can also right click the **file** and then click **download**.

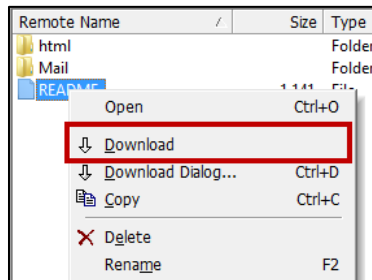


Figure 89 - Download

Upload Files to the Server

The following explains how to upload a file to the server:

1. After connecting to your website using the *Secure File Transfer Client* program (see *To Use the Secure File Transfer Client* for more information), drag the **file** from the *left side (local)*, and drop it on the *right side (server)*.

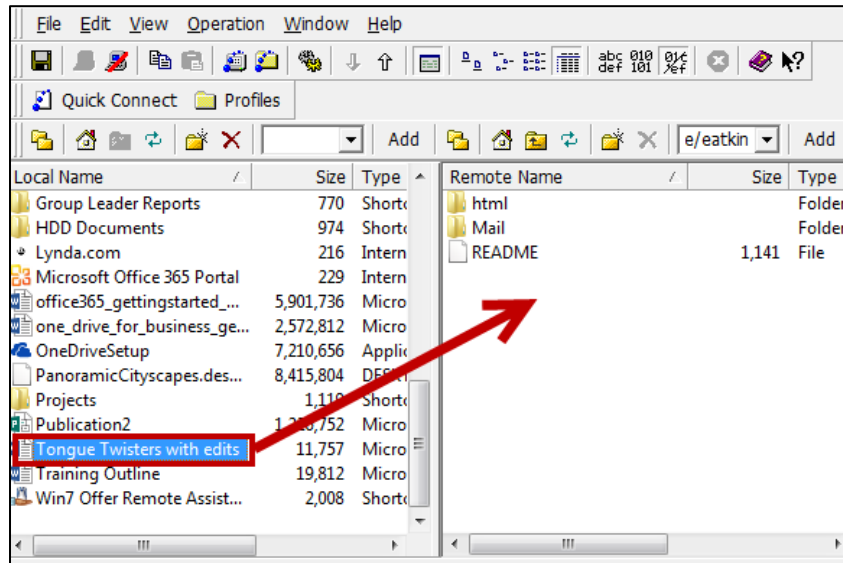


Figure 90 - Upload Files by Dragging

2. You can also right click the **file** and then click **upload**.

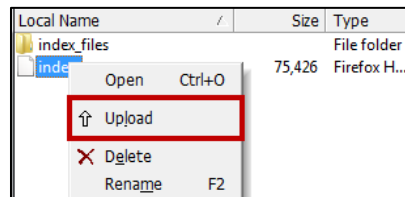


Figure 91 - Upload

Note: Sending a file from your computer to the server is called uploading and getting a file from the server is called downloading.

Logging out of the Secure Shell FTP client

The following explains how to log out of the Secure Shell FTP client:

To end the Secure File Transfer Client session, click the **Disconnect** button.



Figure 92 - Disconnect from Secure File Transfer Client

Additional Help

For additional support, please contact the KSU Service Desk:

KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: <http://uits.kennesaw.edu>

KSU Student Helpdesk

- Phone: 470-578-3555
- Email: studenthelpdesk@kennesaw.edu
- Website: <http://uits.kennesaw.edu>