

Configuring Network drive for JMA260, FTP

Objectives:

- Configuring Z Drive and (review) USB Drive
- Downloading and unzipping Images
- Inserting Images in a Word Document
- Saving a Word document as a Web page
- Reviewing FTP
- What might go wrong

New Terms:

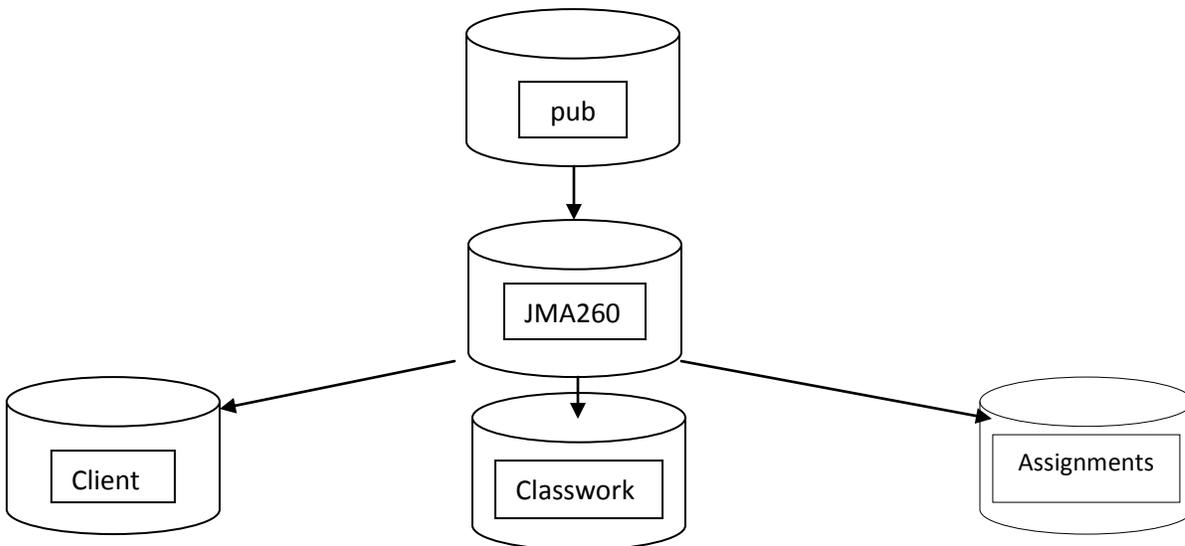
- **Root** folder

I. Z: Drive

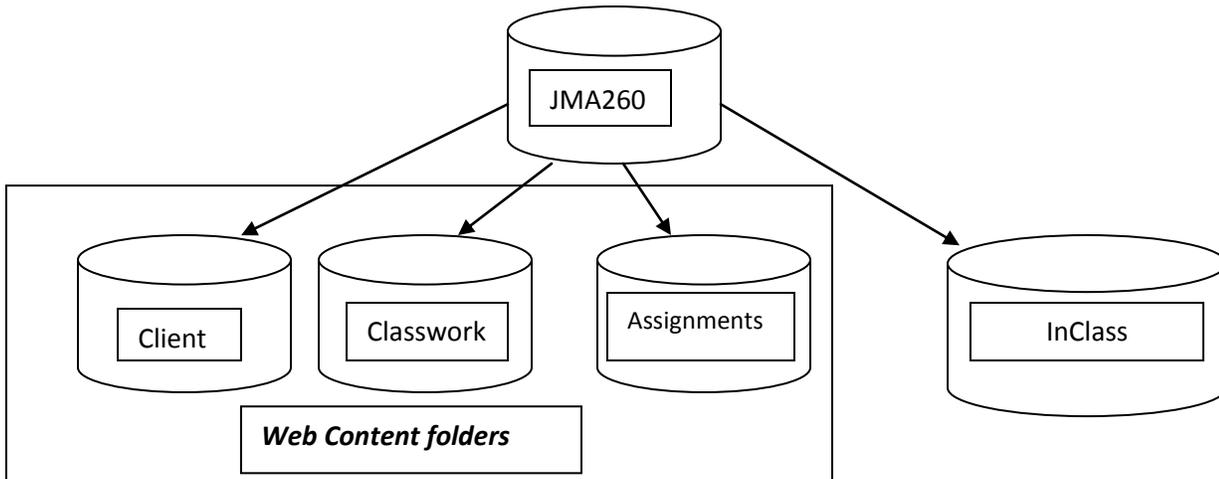
- Open your Z: drive
- *Inside pub* create a *JMA260* folder
- Inside *JMA260*, create:
 - *Client*
 - *Classwork*
 - *Assignments* folders
 - It's almost the same structure as your USB drive...except for *pub*

The three are called *root folders*. They are the top-most folder for a given web site

Here is (part of) your Z: Drive layout



- Your USB Drive (from last class) should look like this: (no **pub** folder)



II. Root Folders

To repeat: The first three **Web content folders** are called **root folders** for Dreamweaver sites...that is, the top-most folder in a given web site.

The last folder (**InClass**) will be used for items (content, assets) not destined for publication on the Web. Class notes, photos we touch up,...

- Now, Create *Images* (child) folders inside each root (*Client*, *Classwork*, *Assignments*), and inside *InClass*
- Create 3 in your three Z drive root folders, three within the USB drive root folders. Plus one inside your USB's InClass folder

Important: ALL content for a given site must be inside its root folder: for example, all client content (HTML Pages, graphics, videos,...) MUST eventually be saved inside its associated root folder `/pub/jma260/client` folder...and on your USB drive inside `/jma260/client` folder (again, note no `/pub` on USB drive)

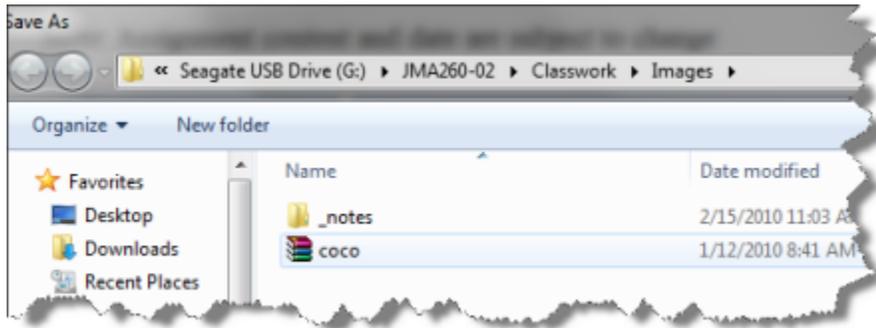
III. FTP - File Transfer Protocol (again)

- **Review:** Must use FTP if you are not in lab and need to get a file or folder to/from your network folders.

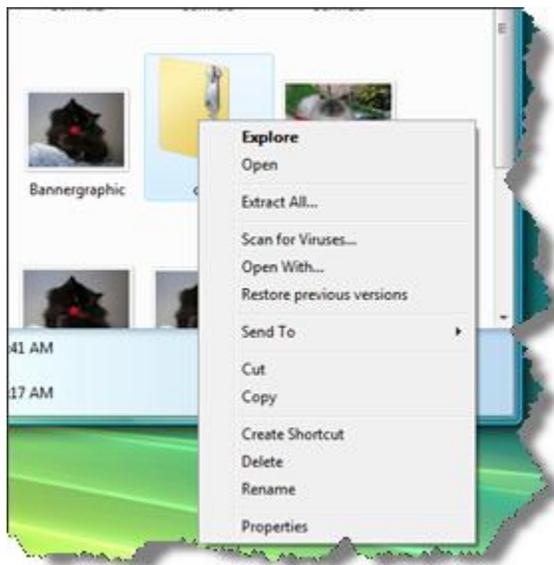
FTP Practice:

- Right-click the *coco.zip* (a file that holds a photo of a cat) link on our web site.

- A Zip file is a container that can contain html pages, photos, Word documents, etc. and then compresses all of them to reduce storage.
- Right-click, *Save Target as* (Internet Explorer) or *Save Link as* (FireFox)
- Save inside your *Classwork> Images* folder on your USB drive...



- Now, *UnZip* the file
- *Right-Click on the .zip file and choose to Extract All*



- Be sure the photo is expanded inside your *Classwork>Images* folder (zip will try to create a child folder)

Start Word 2007 and open a new document

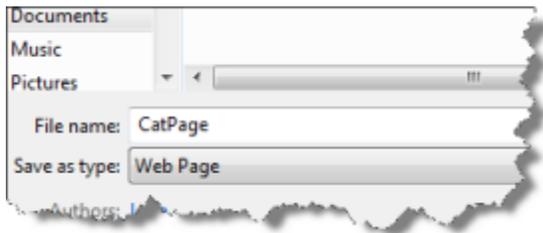
- Type: *Here is a picture of a cat in a train*

- Now, Insert the photo (Insert>Picture and browse to *Cozmo.jpg*)

Here is a picture of a cat in a train

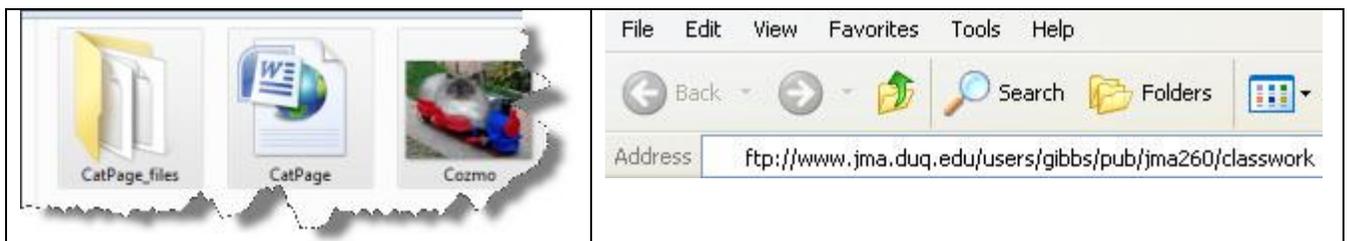


- Save as **a Web Page** named **CatPage.htm** on your USB drive inside **/jma260/Classwork>Images** folder.



Note: Ordinarily, we save HTML pages in one folder, and Images in another, but that makes things a bit complicated

- FTP the files and folder to your **/pub/jma260/Classwork** folder - Drag them to the **Classwork** folder. When saving as a Webpage, Word creates a folder (i.e., **CatPage_files**) that you must move along with the webpage (**CatPage.htm**).



- Test the page:
<http://www.jma.duq.edu/users/YOURLASTNAME/pub/jma260/classwork/catPage.htm>



Possible Errors

- What if you FTP the *htm* page, but not the image?
- FTP the *htm* file only to your *Assignments* folder and see what happens

Test:

www.jma.duq.edu/users/YOURLASTNAME/pub/jma260/assignments/catpage.htm

- Delete the *catpage.htm* from your *Assignments* folder

IV. Summary

- Created three root folders on the remote computer
 - The folders were inside */pub/jma260*
- Downloaded a zipped image, unzipped and saved it inside our *Classwork>Images* folder
- Created a Word Document that contained the image we downloaded
- We saved the Word document as a Web page
- We FTPd the image, the page and a folder that Word created, to our *Classwork* folder on www.jma.duq.edu...
- Saw what happens if the browser cannot find an image