



Personal Web Pages

Students, Faculty, and staff can create web pages and publish them on the Internet. A few things to note:

- Individual users maintain personal web pages. The college does not offer any assistance in the maintenance of these personal pages. These pages are the responsibility of the creators.
- The official web server of Nazareth College is <http://www.naz.edu>. This web server will maintain official Nazareth College web pages, including general informational pages, academic departments and administrative departments.
- Personal web pages can link to the college's official site; however, any logos, graphics or other materials on the Nazareth College web site must not be copied to personal web pages (i.e., you must not use the college's web logo on any personal web pages).
- While it is not the college's policy to monitor personal web pages for content, the college reserves the right to remove any personal web page or pages that are found to violate the Nazareth College Computing Code of Conduct or any other official college policy. In addition to removal of web pages, the College may take disciplinary action if such web pages are found to violate any part of the Code of Conduct.
- Your home page (index.html) must have your name and e-mail address on it. The pages you will be creating are your own, and you must include your name and e-mail address to show ownership of them.
- You must not use your account for any commercial purpose (selling a product), as this would be a violation of the College's contract with our Internet service provider.

How to Set Up Your Orion Account for Web Pages

To set-up the web portion of your Orion account, you will need to log into Orion and create an .html directory to hold your files.

Login to Orion

In any web browser (Netscape, Internet Explorer, Mozilla) find the field where you would normally type in the URL (http://www.someplace.com) and type one of the following:

If you are on campus: `telnet://orion.naz.edu/`
If you are off-campus: <telnet://gateway.naz.edu> 2222

This will automatically launch the **telnet** program included with Windows. A box will appear on your screen and you will see the login prompt.

```
ULTRIX V4.3A (Rev. 146) (orion.naz.edu)
```

```
login:
```

At the **login:** prompt, type your user name, and press `<Enter>`.

A prompt will appear for your password. Enter your confidential password and press `<Enter>`. You have now logged in to the Orion system.

You will then see a prompt that looks like this: `orion.naz.edu %`

Enter the following command: `make.web`

This will create a directory in your Orion account with the name of *html*. All of your html documents will need to be placed in this directory using FTP (see below).

A sample file called *index.html* will be created in this directory. This file will serve as your starting page (index.html) and must be named exactly as such. You are free to edit this file, create subdirectories and create any additional html files.

Please note: all users have a disk quota, normally set at 25 MBs of disk space. This will include your e-mail and html documents.

All documents and sub-directories in your html directory must be world readable (`chmod 644`).

How to Create Web Pages

Users are free to use any program to create HTML files. In an effort to aid users, we have several tools available to users on campus. In the computer labs, computers are equipped with Microsoft FrontPage. You can also find a variety of excellent HTML authoring tips on the web at such places like Yahoo (<http://www.yahoo.com>).

How to Move Web Pages to Orion

After you have created the web portion of your Orion account and have created HTML files, you will need to move your web page files to your Orion account. To do this, you will use WS_FTP (PC's) or Fetch (Macs). WS_FTP is available in all PC labs. Fetch is available in all Mac labs.

How to Use WS_FTP (for PC users)

Open FTP

1. Click on **Start** → **Programs** → **Internet** → **FTP to Orion**
2. Type in your ORION User ID
3. Type in your ORION password
4. Click on **OK**
5. The *WS_FTP32* window should now be open, attached to orion.naz.edu

Find your html folder on ORION

1. The *Remote System* (on the right hand side) should have an *html* folder in the upper window
2. Double-click on the **html** folder
3. You should now see an *index.html* file on the lower right window

Locate the correct files on your disk

1. Put the disk (CD, zip, flash drive, floppy, etc.) containing your web page file in the correct drive
2. Still within FTP, on the left hand side under *Local System*, double click the drive identified in #1 above. Doing this should cause this drive to appear under *Local System*

3. At the bottom of the window, click on the **Auto** box.
4. In the lower window on the left, scroll down until you see your web page files
5. Double-click on the web page files (on the left) you want transferred – they will appear on the right hand window after you double-click them. Continue this step for all the files you want transferred
6. **Warning:** Any files on Orion with the same filename you are transferring will be overwritten when transferred
7. After all the files have been transferred, exit WS_FTP and view your web page through any Internet browser using the instructions in *How to Access Personal Web Pages* below

How to Use Fetch (for Mac users)

Open FTP

1. Open **Internet Tools** and double-click on **Fetch**
2. Type in your ORION User ID
3. Type in your ORION password
4. Click on **OK**
5. You should now be attached to *orion.naz.edu* and see your Orion account folders and files.

Find your html folder on ORION

1. Scroll down until you find the *html* folder
2. Double-click on the **html** folder
3. You are now in the *html* folder and you should see an *index.html* file

Locate the correct files on your disk

1. Put the disk (CD, zip, flash drive, floppy, etc.) containing your web page files in the correct drive
2. Click on **Put File** on the right hand side of the window
3. Find the location where your web page files reside and click on one of the files you would like to transfer

4. Click on **Open**
5. By default, the *Save file on orion.naz.edu as:* box, will have the name of the file you just chose. You can rename the file or keep it as is. Fetch chooses the file format automatically.
Warning: any files on Orion with the same filename you are transferring will be overwritten when transferred
6. Continue steps 2-5 for all the files you want transferred
7. After all the files have been transferred, Exit Fetch and view your web page through any Internet browser using the instructions below

How to Access Personal Web Pages

In order to see your web page, you will need to go to the following URL (Universal Resource Locator).

`http://www-pub.naz.edu:9000/~username`

The 9000 is the port number, and must be included in your URL. Failure to do so will result in users not being able to access your web page. The `~username` would be replaced by your own username on Orion.

For Advanced Users

If you would like to create image maps, you must use client-side image maps. NCSA-style or CERN-style server-side image maps are not supported on this web server. A variety of help files on creating client-side image maps can be found using any of the web search engines.

If you have any questions please contact the Lab Assistant on duty in Smyth Hall room 85 or call extension **2088**. You may also call the User Support Line at extension **2111** on campus or dial **389-2111** from off campus.