

## Santa Barbara County Education Office

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Service and Leadership • [www.sbceo.org](http://www.sbceo.org)

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## Website Uploading Instructions

IT-0182

Websites are an effective way for schools and teachers to display what they do and communicate it to the Internet community. As part of its mission of service and leadership, the Santa Barbara County Education Office offers web hosting and website development services for local school districts, schools and teachers. Web documents are created using the HTML (Hypertext Markup Language) format. Graphics are created using GIF or JPEG formats. Website development training is offered periodically through the SBCEO Technology Training Center. For more information, please call 964-4710, ext. 5248. For more information about web hosting services or for an application, please call 964-4710, ext. 5250.

The web addresses for school site and school district home pages can be found in the **Schools and Districts** link on the Santa Barbara County Education Office (SBCEO) home page (<http://sbceo.org>). Within the **Schools and Districts** tab, you have choices of several alphabetical directories that list all school districts, public schools, and private schools in the county. References to schools and districts appear in hypertext and link users to more information on each school or district's website.

If you have purchased website hosting service from SBCEO, you have received an FTP (File Transfer Protocol) account with a **Username** and **Password** to access the SBCEO web server. You can use this account to upload the files you have created for your new website. Detailed instructions follow for Windows and Macintosh computer users.

## Uploading HTML and graphic files using FileZilla (Windows or Mac)

Remember, you need to have an FTP client such as FileZilla installed to perform the upload procedure.

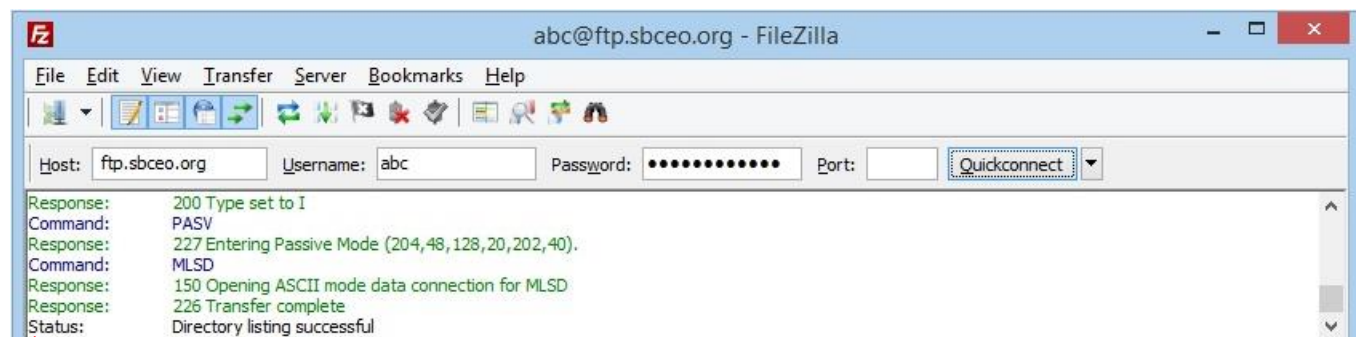
1. Create a file folder on your computer and name it **website**.
2. Construct your HTML documents and graphics files (GIF or JPG) and save them to the **website** folder you created on your computer in Step 1. The homepage file is the webpage you first want people to see when they go to your website. This file must be named **index.html**

Your computer must be connected to the Internet to proceed.

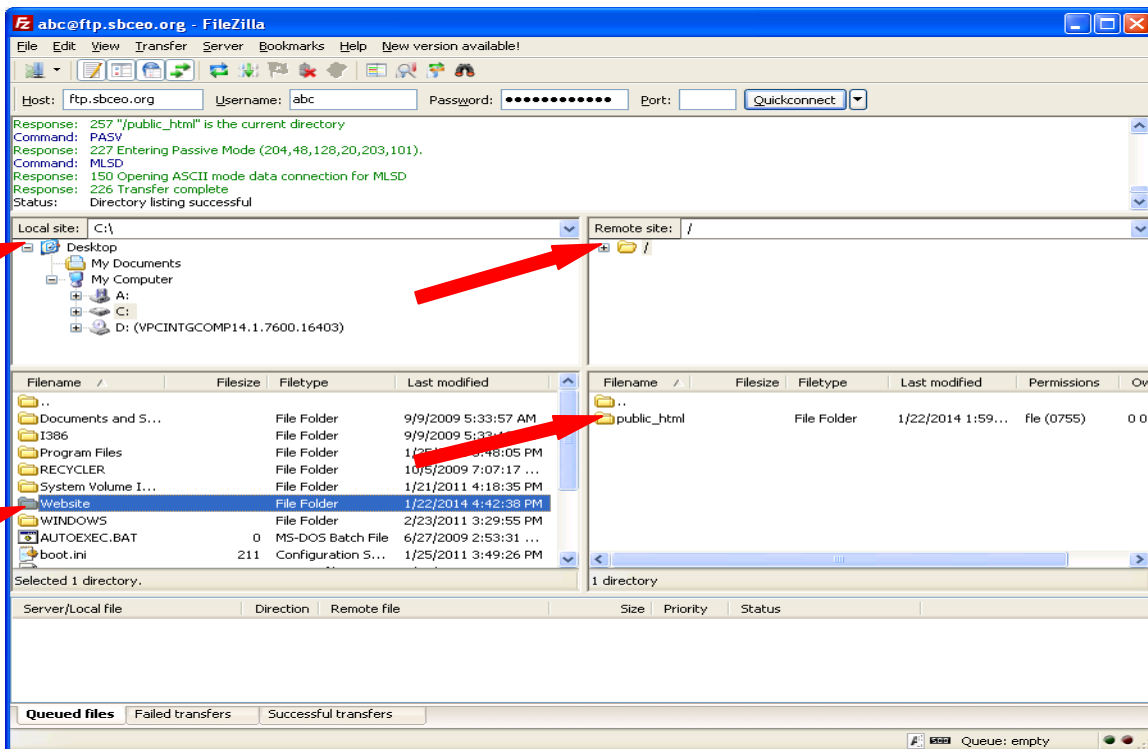
3. Open the FileZilla program on your computer.
4. At the top of the screen, input the following:
  - a) In the **Host** box, type in **ftp.sbceo.org**
  - b) In the **Username** box, type in your username
  - c) In the **Password** box, type in your password
  - d) Click the **Quickconnect** button



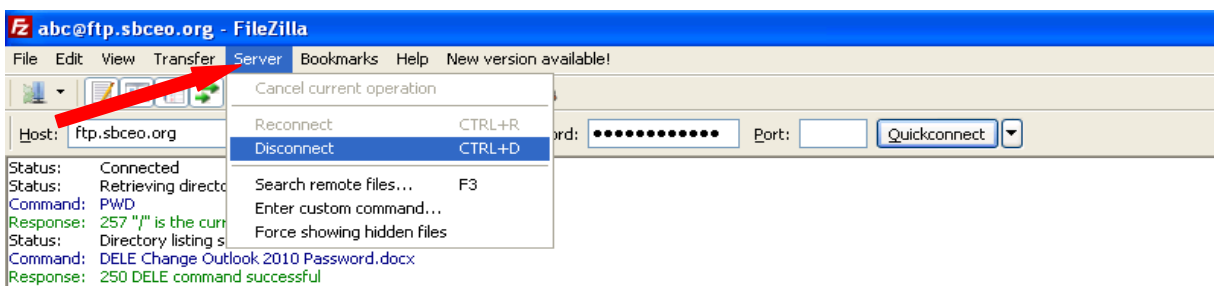
5. After a successful connection is made, under your login information, you will see a status line that says, **Directory listing successful**.



- The column labeled **Local site:** represents files on your computer. The column labeled **Remote site:** represents files in your user directory on the SBCEO web server.



- Under the **Remote Site:** double-click on the **public\_html** folder to open it. This is where you will put all the files you have created for your website. They will become live on the Internet immediately.
- Under the **Local site:** navigate to the **website** folder you created in Step 1 on your local computer and open the folder.
- Right-click on the file(s) you want and click **Upload**. The files will begin transferring to the SBCEO web server within the **public\_html** folder.
- After you have uploaded all HTML and graphic files, ensure that your homepage file is named **index.html**, which you did in Step 2. Your website is now live on the Internet.
- To disconnect from the SBCEO web server, click on the **Server** pull-down menu and select **Disconnect**.



- To view your newly uploaded website on the Internet, open a browser and go to <http://sbceo.org/~websitename>, substituting your **username** in place of 'websitename.' Remember, you must include the "~" (tilde).

If you have any questions, please contact SBCEO IT Services at 805-964-4710, ext. 5250.