

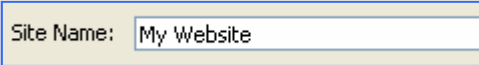
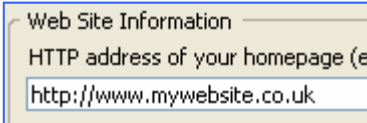
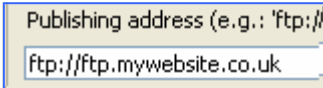
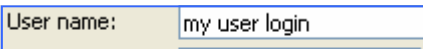
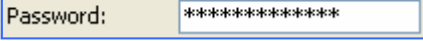
Intermediate: Defining Your FTP Site (NVU)

All Hillingdon Libraries PCs are used by the public and documents and settings that you have saved on them are only lost once the PC is rebooted.

To ensure that other users cannot modify your website, please ensure to **delete** your site details and files, and any FTP settings from the PC's hard drive before you log off.



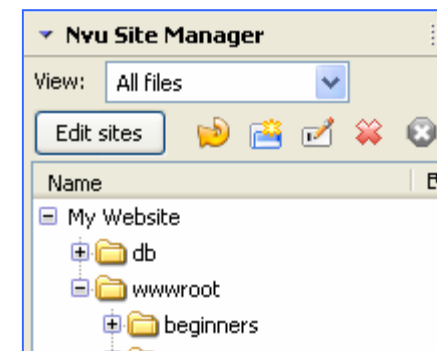
Defining Your FTP Site Using NVU

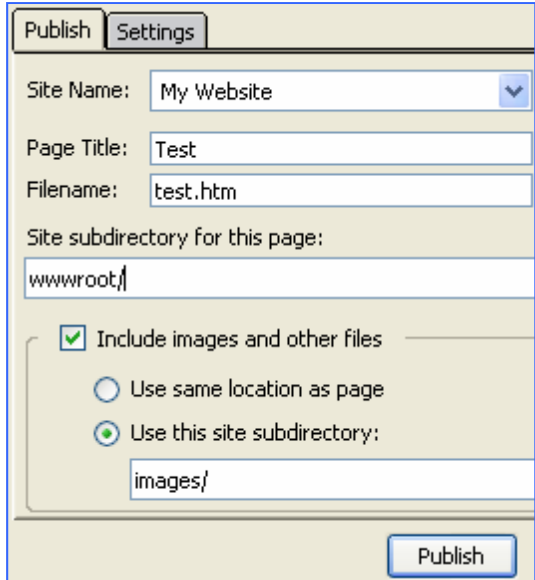
1. Open **NVU** (Programmes Tab on the Launcher Pad).
2. Click on **Edit** on the Menu bar.
3. Click on the **Publishing Site Settings ...** The **Publish Settings** dialogue box will appear.
4. Enter a name for your website in the **Site name** field.

5. Type the URL for your website in the **HTTP address of your homepage** field.

6. Enter the details of your FTP host (e.g. *ftp.mywebsite.co.uk*) in the **Publishing address** field.

7. Type in your **username** in the **Username** field.

8. Type your **login password** in the **Password** field.

9. Leave the **Save password** tick box blank **Save Password** - every time you then try to connect to your ftp host to upload or download files, you will be asked to enter your login password. This will ensure that, if you forget to delete your site's details before you log out, other users will not be able to modify your website without your password.
10. Click on the **OK** button.

Downloading, Modifying and Uploading Files

On the left hand side of the screen the **NVU Site Manager** panel should be displayed (if not press <F9> on your keyboard).

This panel shows you the hierarchical structure of your website on the remote server; you can create folders, and rename or delete files and folders.



- Double click on a file to download it and modify it in NVU.
- To upload a file:
 1. Save it to a local drive (My Documents or a removable device)
 2. Click on **File** on the Menu bar.
 3. Click on **Publish As...** The **Publish Page** dialogue box will be displayed, showing the **Publish** tab.

 4. Give your page a title.
 5. If necessary specify to which subdirectory the file should be uploaded.
 6. Ensure that the **Include images and other files** tick box is selected and if necessary specify to which subdirectory they should be uploaded.
 7. Click on the **Publish** button.