



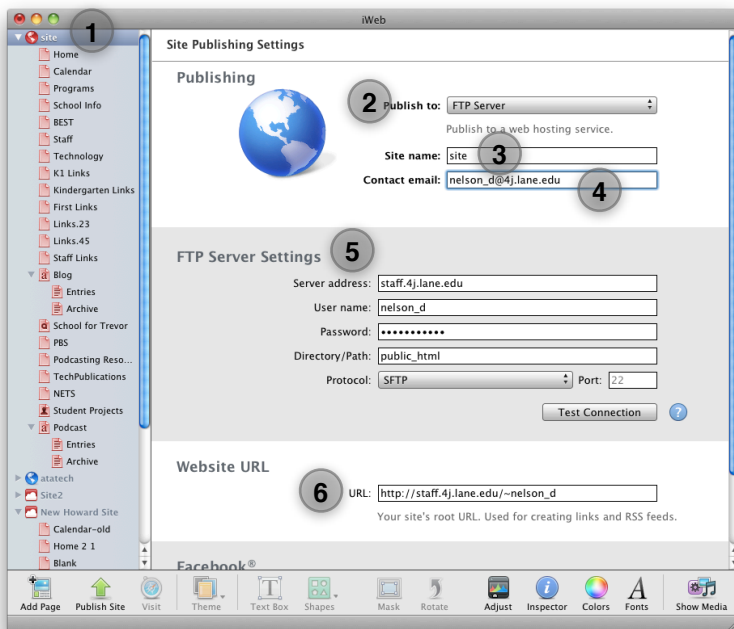
# iWeb '09 Publishing for 4J Staff Sites

## Before You Begin

- If you are on the wireless network, log in first using Safari or Firefox.
- Make sure you have your username and password available. This is the same name and password you would have previously used with Fetch.

## Configure Your “Site Publishing Settings”

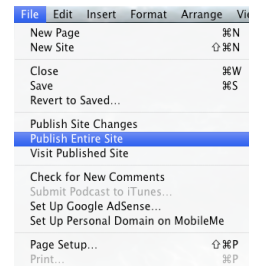
1. Open iWeb '09 and click once on the name of your website in the upper left corner of the iWeb window. In this example it is titled “site.”
2. Click the **Publish to:** popup menu, then **FTP Server**.
3. You can optionally change the **Site name**, but be forewarned that this will alter the address of your site. In this example we have opted to give it the short, simple name “site.”
4. Put your 4J email address in the **Contact email** field.
5. Under **FTP Server Settings**, enter the following information in each corresponding field:
  - **Server address:** staff.4j.lane.edu
  - **User name:** Your 4J user name (without 4j.lane.edu)
  - **Password:** Your 4J email password
  - **Directory/Path:** public\_html
  - **Protocol:** SFTP
  - **Port:** 22



6. The **URL** field is the address where your website will appear on the Internet. Usually it will be something like: [http://staff.4j.lane.edu/~username\\_here](http://staff.4j.lane.edu/~username_here)
7. Congratulations! Your 4J staff website is now configured and ready to be published.

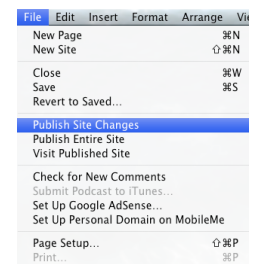
## Publishing Your Entire Site

The first time you publish your site in iWeb '09, go to the **File** menu and select **Publish Entire Site**. You may be asked if you wish to replace existing files. This option might also be useful later on if part of your site disappears from the server, because it re-uploads all files regardless of whether they have changed. It will fill in missing pieces that may have been inadvertently deleted from the server between incremental uploads.



## Publishing Incremental Changes

A great new feature of iWeb '09 is that you no longer have to re-upload your entire website every time you make a small change! iWeb '09 keeps track of changes to your website, and allows you to upload only the files that have been modified or added since the last time it was published. Simply click on the **File** menu, then **Publish Site Changes**. This will usually occur very quickly, unless you have recently added a large number of videos or photos to your website.



## Troubleshooting

- Do errors appear when publishing your site? Double check that the information in **FTP Server Settings** is correct. Then click the **Test Connection** button to verify that iWeb can communicate with the server.
- Can't upload from home? You will need to download and install the VPN client, which is available on the Network Services website at <http://ns.lane.edu/osx/vpn> Once you have connected to VPN, you will be able to publish from non-4J Internet connections.