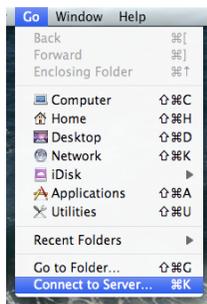# iWeb: Publishing Your 4J Staff Website

Notes: • Before you begin, please make sure you have logged into the Internet using Firefox or Safari.

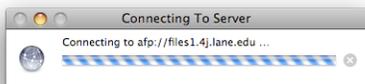• Any time you see `username_here` please substitute your 4J email user name.

1. Click on the smiling **Finder** icon in your Dock.
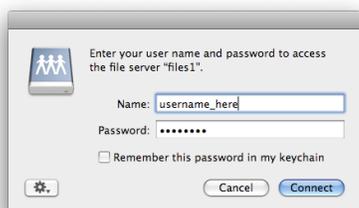2. Select the **Go** menu, then **Connect to Server…**.

3. A **Connect to Server** window will appear, which contains a text field labeled **Server Address**. Delete anything that appears in this blank, and instead type the address **files1.4j.lane.edu** as shown:

4. Click the **Connect** button at the bottom of the window.
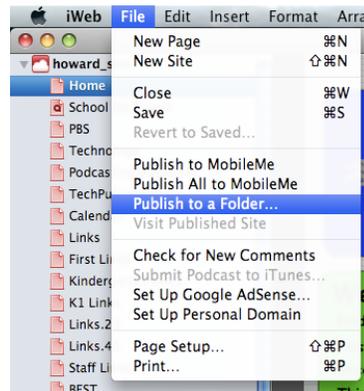5. You will briefly see a window indicating that your computer is attempting to connect to the server:

6. A window will appear with blanks for your name and password. Enter the same name and password you use to access your 4J email account, then click the **Connect** button.

Note: If this window mentions **Kerberos**, click **Cancel** and wait for a second window similar to the one above.

7. Now that you have connected to the server, open iWeb.

8. Click on the **File** menu, then **Publish to a Folder…**.

9. You will be prompted to select a location to publish your site. In this case, we'll be choosing a folder on the server. Its exact name will vary based on which version of Mac OS X you have. Starting in the leftmost column and moving right, select these folders in sequence…
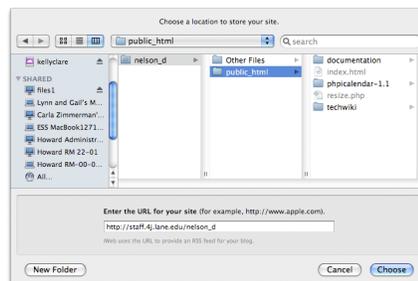
   In Mac OS X v. 10.5 or higher, look for:
   files1 > username_here > public_html
   In Mac OS X v. 10.4.11 or lower, look for:
   username_here > public_html

   Stop once you have highlighted **public_html**. Do not select any of the folders inside of it.

10. Toward the bottom of the window, you have the opportunity to enter the address of your site. Please enter the following:
    http://staff.4j.lane.edu/~username_here
11. Click the **Choose** button.

    Note: If you are updating your website rather than posting an entirely new one, you may be asked if you want to replace existing files by the same name.
12. The site may take some time to publish if you have many photos or videos. Be patient.
13. When it finishes, your site is live! You can go to
    http://staff.4j.lane.edu/~username_here
    to view it.

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