



iWeb '09 Publishing for 4J School Sites

Before You Begin

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

Configure Your "Site Publishing Settings"

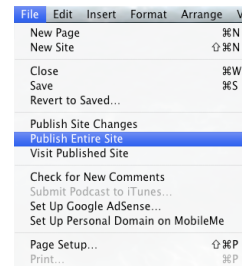
1. Open iWeb '09 and click once on the name of your website in the upper left corner of the iWeb window. In this example it is titled "site."
2. Click the **Publish to:** popup menu, then **FTP Server**.
3. You can optionally change the **Site name**, but this is not recommended because it will alter the address of your website. In this example we have opted to give it the short, simple name "site."
4. Put your email address in the **Contact email** field.
5. Under **FTP Server Settings**, enter the following information in the corresponding fields. (Replace "yourschoolname" with your school's name in lowercase. For example, "howard", "riverroad", etc.)
 - **Server address:** schools.4j.lane.edu
 - **User name:** Your 4J username
 - **Password:** Your 4J password
 - **Directory/Path:** /www/schools/docs/yourschoolname
 - **Protocol:** SFTP
 - **Port:** 22



6. The **URL** field is the public web address where your site appears on the Internet, similar to:
<http://yourschoolname.4j.lane.edu>
7. Congratulations! Your school website is now configured and ready to be published.

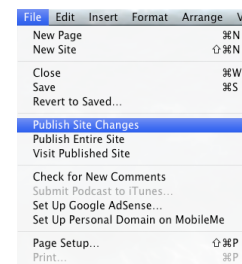
Publishing Your Entire Site

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/?q=node/29> Once you have connected to VPN, you will be able to publish from non-4J Internet connections.