

# Web Publishing at Lewis & Clark

**Software:** N/A

**Platform:** Mac/PC

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## Overview

There are a few unique factors to Web publishing at Lewis & Clark. The two discussed in this helpsheet are the footer required at the bottom of each Web page and the cwis folder in your UNIX account where all Web pages must be stored to be publicly accessible.

## Required Footer

Each piece of information that you place on the Web needs to identify an owner and a last-updated date (as outlined in our Responsible Use of Information Technology Resources policy). A footer must appear at the end of each HTML document in the following (or similar) form (replacing "login" with your UNIX login):

```
<address>
Created by: login@lclark.edu<br>
Updated: 16 Jan 2004<br>
</address>
```

This information is helpful to those viewing the site. Having your e-mail address attached to each document lets visitors know how to direct kudos or concerns. The "Updated" date informs visitors how current the information is. Each time you change or review a Web page, you should change the updated date.

You may wish to add a "mailto" feature to the "Created by" line, which allows visitors to send comments directly to you through e-mail. To create a "mailto", use the following code, replacing "login" with your UNIX login:

```
Created by: <a href="mailto:login@lclark.edu">login@lclark.edu</a><br>
```

## CWIS Folder

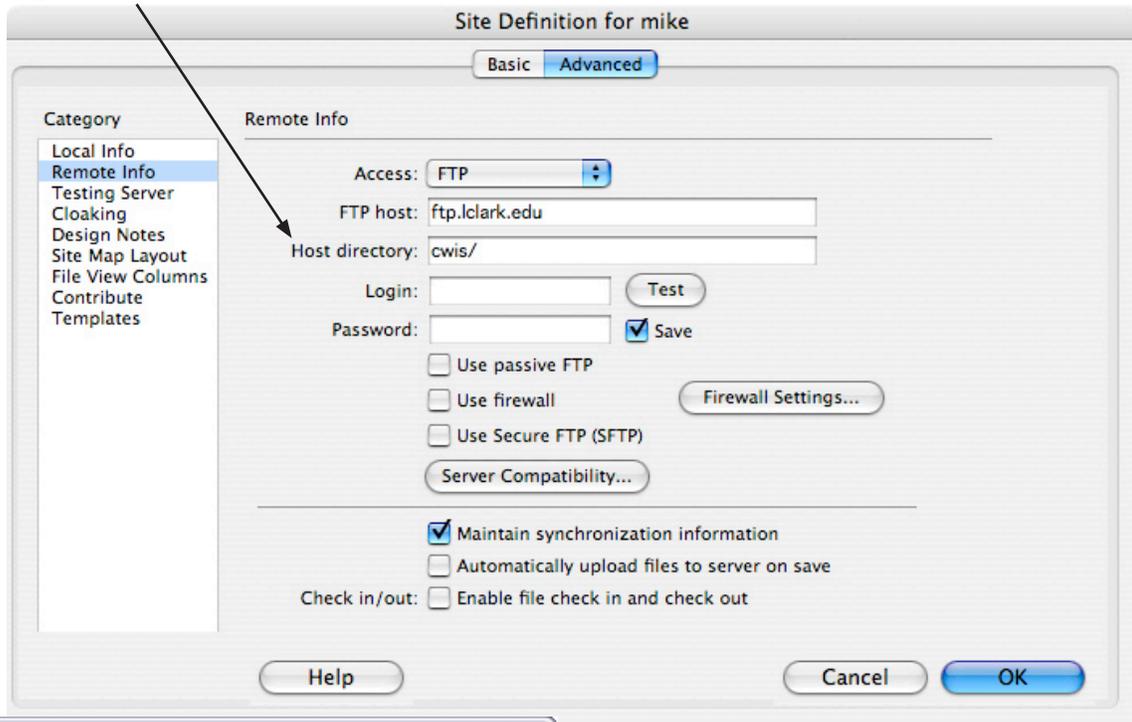
Your cwis (campus-wide information system) folder is the repository for all your Web documents. When an Internet request is made to view your Web pages, our Web server is configured to search only your cwis folder for these files. This provides security for your e-mail folders which are collocated in your UNIX account with the cwis folder.

The cwis folder is automatically created with your UNIX (e-mail) account. It is mandatory that all your Web files reside in the cwis folder otherwise they will not be accessible through the Internet.

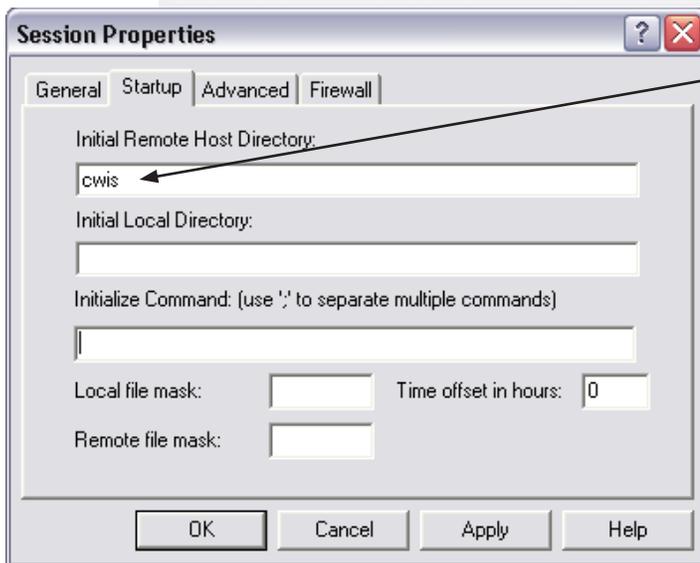
For example, if you are using Dreamweaver to create your Website, when you designate your "remote folder" you would use your cwis folder as the host directory (see next page). In this way, all the Web files you create in Dreamweaver will be placed in your cwis folder. Also shown on the next page are examples of common FTP (File Transfer Protocol) programs you can use to copy Web files to your cwis folder.

continued on the other side...

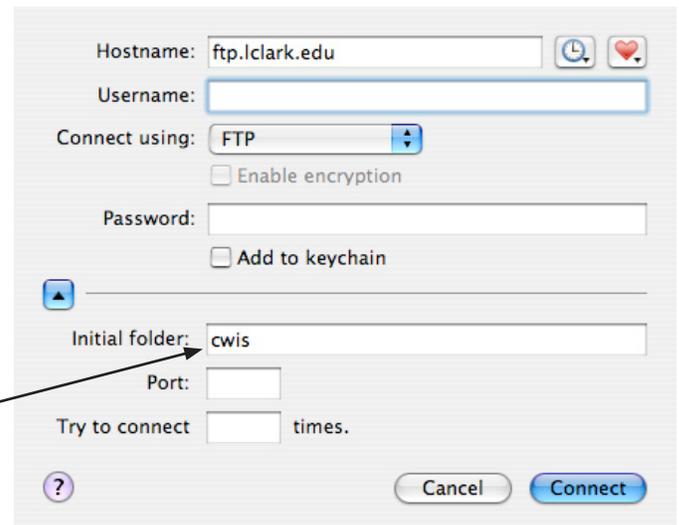
This is where you designate your cwis folder as a home for your Web files using Dreamweaver.



This is where you designate your cwis folder as a home for your Web files using WS\_FTP on a Windows computer. Notice that it is on the Startup tab.



This is where you designate your cwis folder as a home for your Web files using Fetch on a Mac.



## Further Information

Responsible Use of Information Technology Resources policy (<http://www.lclark.edu/~infotech/IT/respuse.html>)