

Setting up TC/TG Web Sites (updated 7/15/2004)

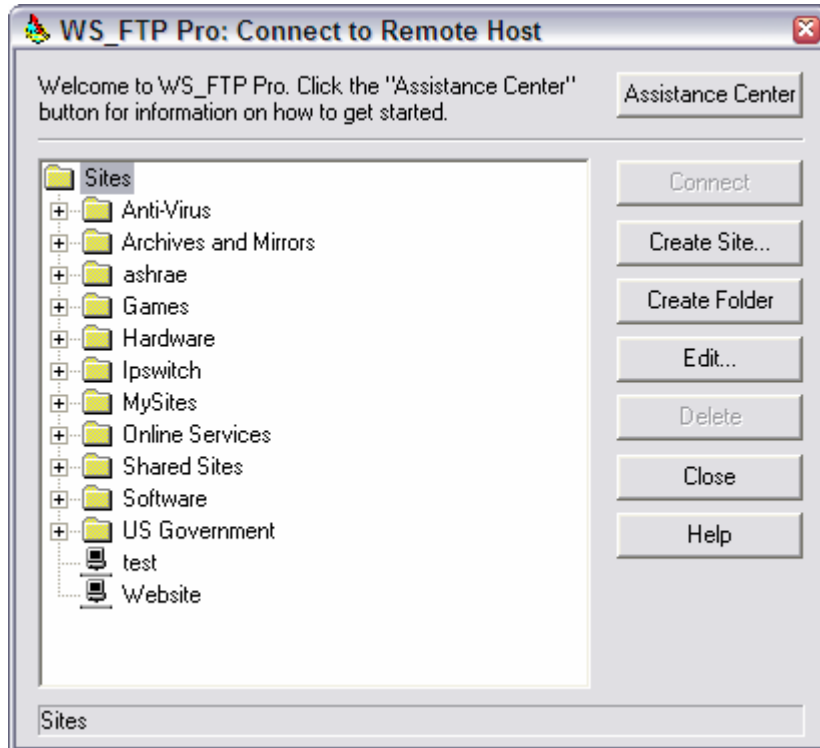
1. Unzip the *TCTemplate.zip* file.
2. File list:
 - a. *index.html* – Main page
 - b. *membership.html* – Membership page
 - c. *news.html* – News page
 - d. *meetings.html* – Meetings page
 - e. *activities.html*
 - i. *programs.html* - Programs
 - ii. *research.html* - Research
 - iii. *handbook.html* - Handbook
 - iv. *codes.html* – Standards and Codes
 - v. *presentation.html* – Seminar presentations
 - f. *content.html* – Published content
 - g. *links.html* - Links
 - h. *faq.html* – Frequently Asked Questions page
 - i. *listserv.html* – Listserv page
3. Edit content in each HTML files.
4. Save the changes and upload files and folders to the server.

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Transferring your files to the server

You can use any FTP software to upload the file. This instruction is based on WS_FTP Pro 8.0.

1. Click START | PROGRAMS | WS_FTP Pro.



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2. Click CREATE SITE.
 - Create a profile name for the site. Site Profile Name is for your reference, which can be anything that you choose.



The image shows a screenshot of the "WS_FTP Pro Site Profile Wizard" dialog box. The title bar reads "WS_FTP Pro Site Profile Wizard" with a close button (X) on the right. The main content area is titled "Profile Name" and contains the following text: "In this step you choose a name for your new site profile, and decide where in the site list to save it. You may always rename it or move it later." Below this text is a horizontal line. Underneath the line, there is a "Name:" label followed by a text input field containing "TC 1.1". Below that is the question "Where do you want to save the new site profile?" followed by a text input field containing "ashraetcs.org" and a "Browse ..." button. At the bottom of the dialog box, there are five buttons: "< Back", "Next >", "Finish", "Cancel", and "Help".

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3. Enter your corresponding domain name in the "Host Name or IP Address" field. For example, if your domain name URL is <http://tc101.ashraetcs.org>, you should enter "**tc101.ashraetcs.org**" in the field. You don't have to enter "http://"

WS_FTP Pro Site Profile Wizard

Host Address

Enter the Host Address of the server you want to connect to. Usually these addresses start with ftp and continue with the domain where they belong, like ftp.ipswitch.com. Or they may be a sequence of numbers like 192.168.100.1

Host Address:

tc11.ashraetcs.org

< Back Next > **Finish** Cancel Help

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4. Enter your User Id and Password, which is provided by Mike Vaughn with the TC Template. Click "NEXT".

WS_FTP Pro Site Profile Wizard

Login Credentials

Enter your User ID and Password. These would have been provided to you by your ISP or administrator.
When logging in anonymously, it is customary to use your email address as the password. Very few FTP servers require the Account field.
You may store your password now, later, or enter it whenever you connect.

User Id: Anonymous

Password: Save Password

Account: Save Account

< Back Next > Finish Cancel Help

4. Click "NEXT".

WS_FTP Pro Site Profile Wizard

Remote Server Type

What type of server does this profile connect to? FTP Servers are the most common and the most likely choice.

Server Type:

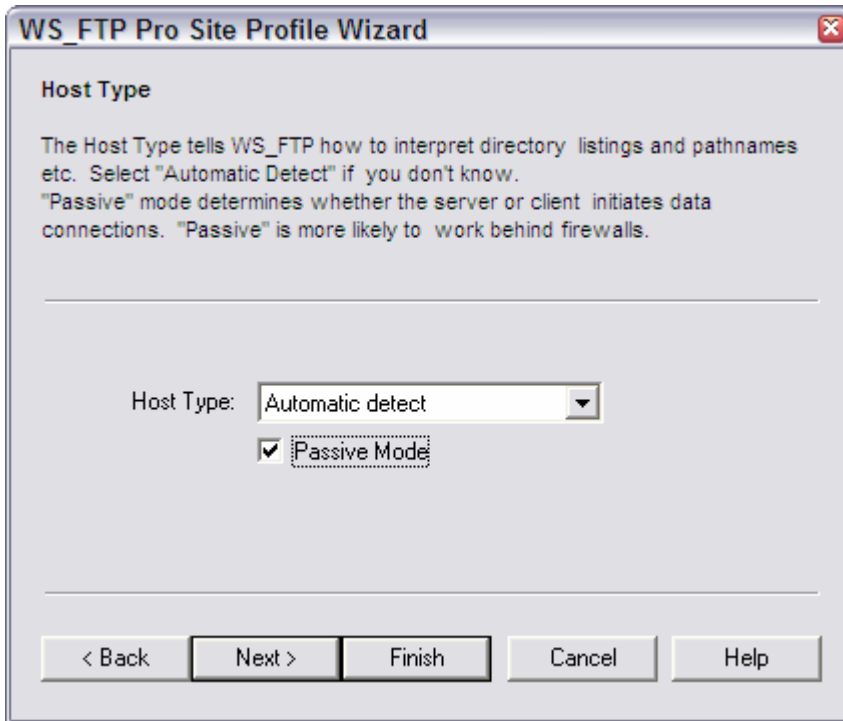
File Transfer Protocol. The client may optionally initiate SSL after connecting. Usually uses port 21. This is the most likely choice.

Port:

< Back Next > Finish Cancel Help

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5. Click "NEXT".



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6. You will only require editing this screen if you are behind a company firewall. If not, click "FINISH".

WS_FTP Pro Site Profile Wizard

Host Type

The Host Type tells WS_FTP how to interpret directory listings and pathnames etc. Select "Automatic Detect" if you don't know. "Passive" mode determines whether the server or client initiates data connections. "Passive" is more likely to work behind firewalls.

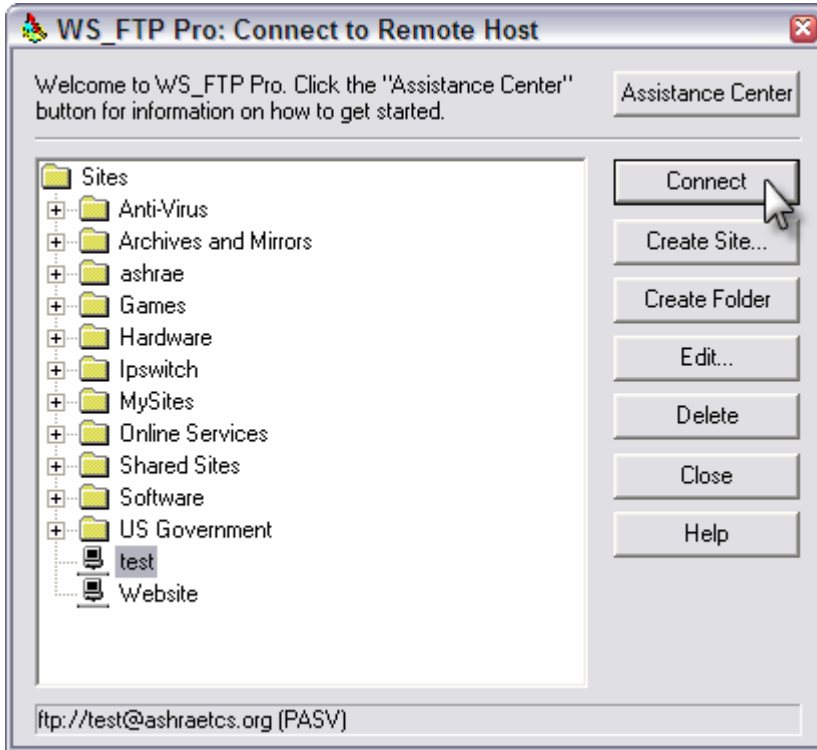
Host Type: Automatic detect

Passive Mode

< Back Next > Finish Cancel Help

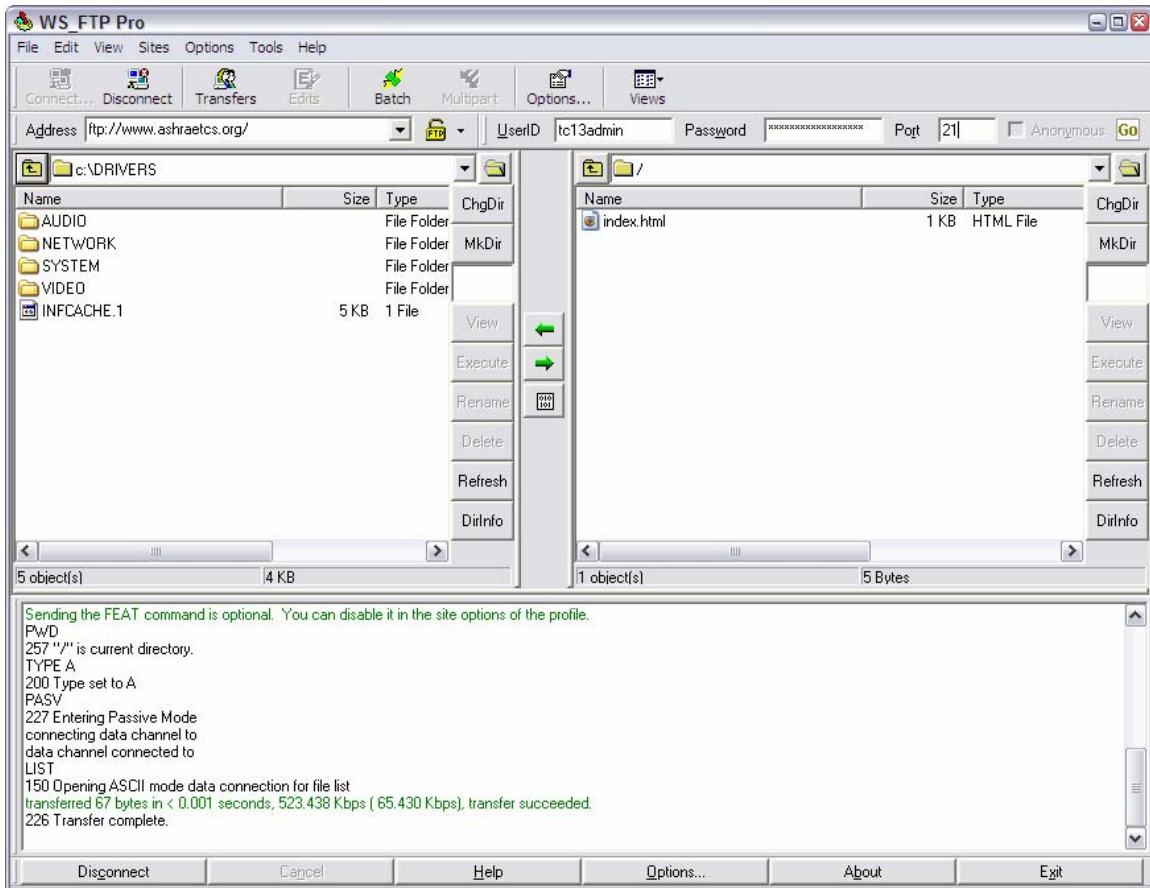
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7. Click "CONNECT" button.



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8. Click the RIGHT or LEFT arrow button to transfer the file to/from the server. Left pane represents the files and folders in your computer and right pane indicates the location where you want to place them.



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Publishing your web site

You can review the tutorial page at Interland for assistance on publishing your web site:

- Go to <http://answers.interland.com>.
- Check "Specified Article ID Number".
- Enter "13739" in the textbox and click "SEARCH".

Lost Username and Password

Please contact Mike Vaughn at mvaughn@ashrae.org or 404-636-8400 regarding resetting your username and password.

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