

Important Guidelines for Students Using University of Regina (Hyperion) Website Accounts

- 1) All University of Regina students have access to a public_html (website) folder on the Hyperion server. To access this folder, you must use a FTP client program such as WS_FTP or WinSCP. There are FTP tutorials available on the ECMP 355 site that will help you learn to use these programs.
- 2) It's important to realize that any file that is placed inside your public_html folder is available to anyone connected to the Internet. If you have a file or information that should not be available to the public, please do not place this file in this folder. Alternately, files that you would like to be available on your webpage must ALL be INSIDE the public_html folder, including ALL graphics, photos, documents, etc.
- 3) The base URL (Uniform Resource Locator) for your University of Regina website is **http://uregina.ca/~username**. It's important to remember this, and/or bookmark this location so that you can easily get to the site to view or note revisions.
- 4) It is important that you begin the development of your website on your home computer. For instance, if your working on your electronic portfolio, create a folder in an easily accessible folder on your home (or work or school) computer called 'portfolio' Inside this folder, be sure to create relevant subfolders such as 'graphics'. Organization of your folders is key! Every file that is to be included on your website MUST be inside this folder.
- 5) Create a main or 'splash page' for each web folder you create. To do this, create a file called index.html in your folder. So, for instance for your main page of your electronic portfolio, save the file as index.html.

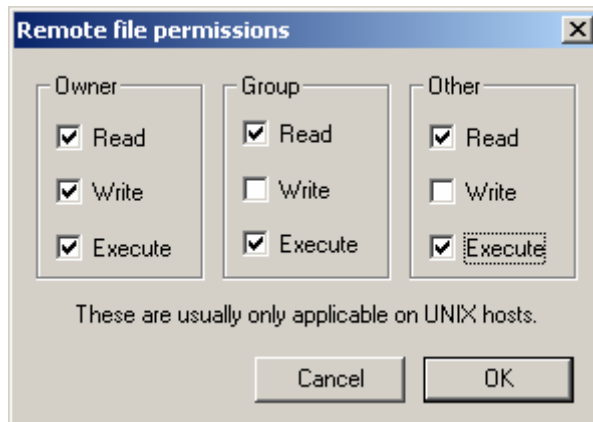
So, if you created a 'portfolio' folder, inside your public_html folder, and inside your 'portfolio' folder, you created an 'index.html' file, your full URL would be:
http://uregina.ca/~yourusername/portfolio/index.html

Note: <http://uregina.ca/~yourusername/portfolio> would also work in the case of an index.html file.

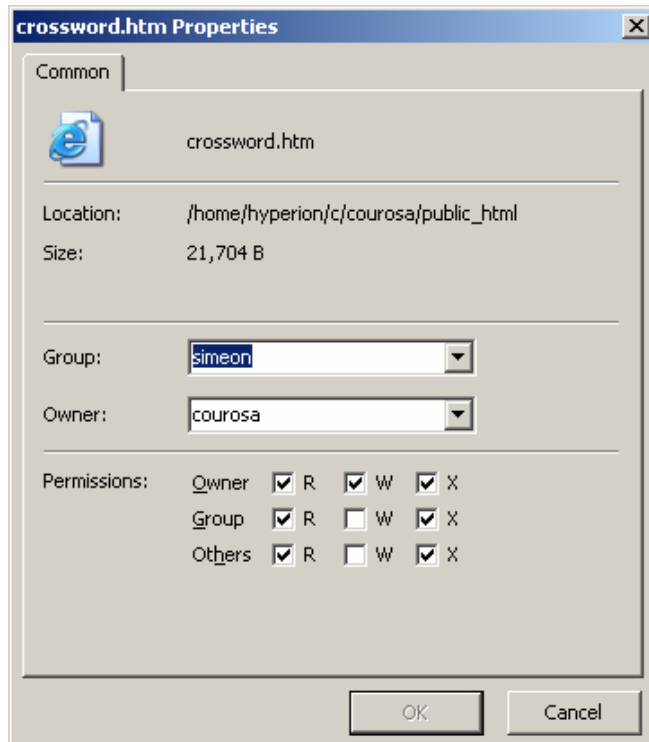
- 6) Follow these specific guidelines regarding filenames for all of your web page files (including graphics).
 - a. Short but descriptive names (e.g., resume.htm, shark.gif)
 - b. Absolutely NO spaces, NO capital letters, or non-alphanumeric characters in filenames.
- 7) Once you have saved everything inside your portfolio folder, you can simply upload the entire folder to Hyperion and your public_html folder.

- 8) Your webpage will not be publicly accessible UNLESS you change the chmod properties of ALL folders and ALL files that you upload.

To change the chmod properties of a file or folder in WS_FTP, select the chosen file or folder, right-click on the file or folder, and choose “chmod (UNIX)” from the pop-up menu. Check the following boxes as illustrated below and press OK.



To change the chmod properties of a file or folder in WinSCP, select the chosen file or folder, right-click on the file or folder, and choose “properties”. Check the following as illustrated below and press OK.



- 9) When saving images from the Internet using Microsoft Internet Explorer, jpeg files (image files) are sometimes (by default) saved as .jpe files. It would be wise to change the file extension to .jpg when saving these files, or else you may have difficulties later on.

- 10) To create and edit your HTML pages, there are a number of programs available. Microsoft Front Page, Netscape Composer, Adobe GoLive, Macromedia Dreamweaver are all popular choices. The advantage of Netscape Composer is that it is a free program. Microsoft Word or Open Office Write can also be used to create webpages, HOWEVER these program does not allow for much flexibility in the design process.

- 11) As an important note, you may already have webspace available to you through your ISP (Internet Service Provider). Both Sasktel and Access Communications provide this service as part of your Internet plan (you may just not know it). This may be a better solution for those who would like to continue to work on their projects after convocation.

Please email Alec Couros (alec.couros@uregina.ca) if you need further clarification on your public_html folder.