

Transferring Files to the Personal Server: Mac OS

A server, called Personal, is now available for individual web publishing. Personal accounts are available, free of charge, to all BGSU faculty and staff, and all *current* BGSU undergraduate and graduate students. For information about obtaining a personal server account and other account details, go to URL <http://www.bgsu.edu/its/tsc/self-help/page9436.html> .

Personal accounts can be used in conjunction with a variety of HTML editors, both graphic and non-graphic ones, and function particularly well with those that have built-in FTP clients such as DreamWeaver. Detailed policies for the Personal server are included in the Acceptable Use Policy for Information Technologies at URL: http://www.bgsu.edu/organizations/itc/acceptable_use.html

The base URL for the Personal server is: <http://personal.bgsu.edu> Your web pages should be accessed by the using the web address <http://personal.bgsu.edu/~username> (where username is your actual user name). For example, if your name is Frieda Falcon and your user ID is "ffalcon", the base URL for your Personal account would be: <http://personal.bgsu.edu/~ffalcon>

To upload files to your new Personal account, follow the steps below:

1. Launch Fetch. If you do not have Fetch installed, on-campus clients can download it from the BGSU Software Server. For information on using the BGSU Software Server, see URL:<http://www.bgsu.edu/downloads/cio/file9253.pdf> Those who cannot access the BGSU Software Server can obtain Fetch from the Anti-virus/Internet CD available at the Jerome Library, Math/Science Library and Firelands Library.



2. Select New Connection on the File Menu. If you see a smaller version of the New Connection window shown below, click on the arrow in the lower left-hand corner to get the expanded version. Type in "personal.bgsu.edu" in the Host field, your Personal username in the User ID field, your Personal password in the Password field, and "public_html" in the Initial directory field. Then click OK. (NOTE: The example below shows a sample Personal account holder. In all instances, please replace "ffalcon" with your Personal account user ID.)

New Connection

Make a new connection to this FTP account:

Host:

User ID:

Password:

Add to Keychain (⌘K)

▼

Initial directory:

Non-standard port number:

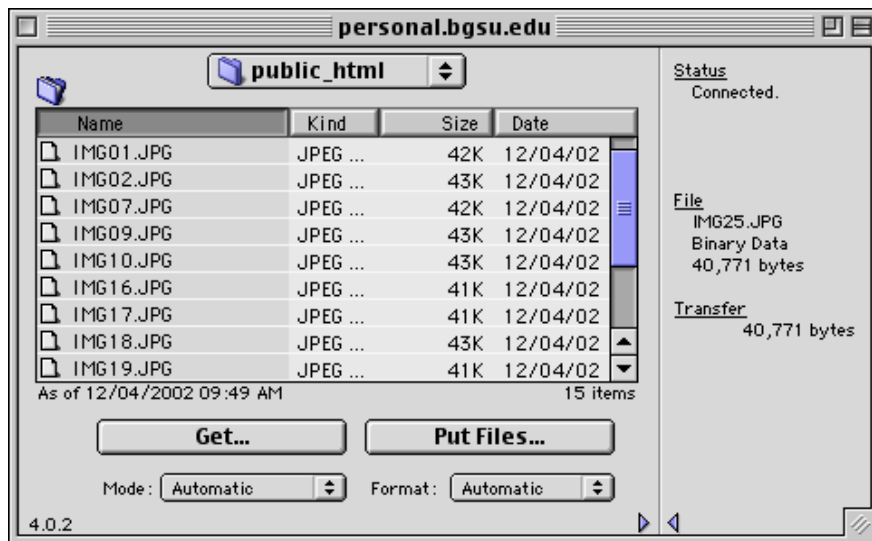
Try to connect times.

Shortcuts:

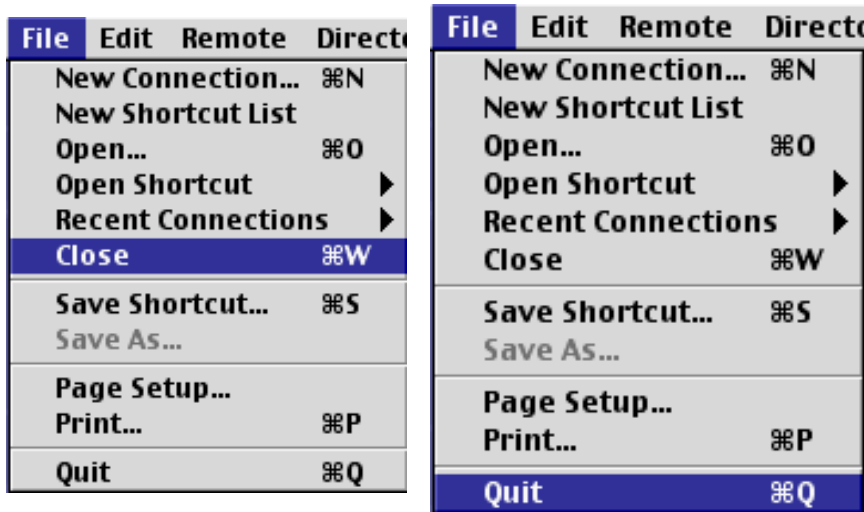
Help Cancel OK

If you did not enter "public_html" in the Directory field above, you must move to that directory by clicking on the directory name and pressing the RETURN key . Only files located hierarchically in or below your public_html directory will be viewable on the web. Files located in your home directory, which is just one level above public_html, are not viewable on the web.

3. Select the files you wish to transfer by dragging them onto the Fetch window, either individually or by shift-clicking them as a group. All your files will now upload to the Personal server.



- To end your session, close your connection by selecting Close on the File Menu. Then quit the program by selecting Quit on the File menu. All done!



To download files from your new Personal account, use Fetch (or a similar FTP client) and follow the preceding steps in reverse.

Notes:

- If you do not have a Personal Server Account, you can get one by logging into the MyBGSU web portal and selecting Add Server Account in the MyServices portlet under Account Admin.
- Personal accounts are for non-commercial use only, and are for personal Web files (HTML, Javascript, CSS, and similar files). No server-side scripting (CGI, Perl, etc.) is available. You may use the BGSU Forms script. See documentation at URL: <http://www.bgsu.edu/downloads/cio/file9322.pdf>
- Files can be uploaded to, or downloaded from, Personal accounts by File Transfer Protocol (FTP) only.
- Each account has a full 15MB of space allotted. If you get an error message while uploading large files to your new Personal account, you may have run out of disk space. If you need additional space, try storing certain files on other servers. For example, if you are an instructor who puts all course syllabi and related files online, put that content in a Blackboard course shell on MyBGSU. If you are a student who puts class projects online, talk to your instructor and ask to have a Classwork account created for you. Classwork accounts are temporary Web accounts that last for one semester.
- The Personal server is UNIX-based, and uses Apache Server software.
- For other questions concerning Personal accounts, please contact the Technology Support Center at: 419-372-0999, or complete the online form at: <http://www.bgsu.edu/its/tsc/page9500.html>