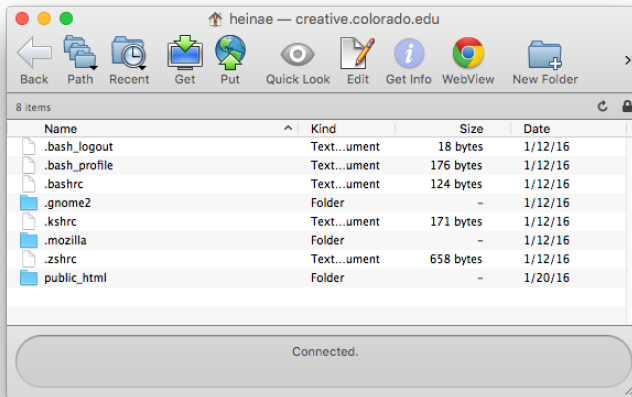


UPLOADING FILES TO THE CREATIVE SERVER

****In order to connect to creative.colorado.edu from *off campus*, you must first download and install a VPN client, and then connect to CU's VPN (Virtual Private Network). Follow the directions at the top of the Creative Server Instructions guide to learn how to do this.**

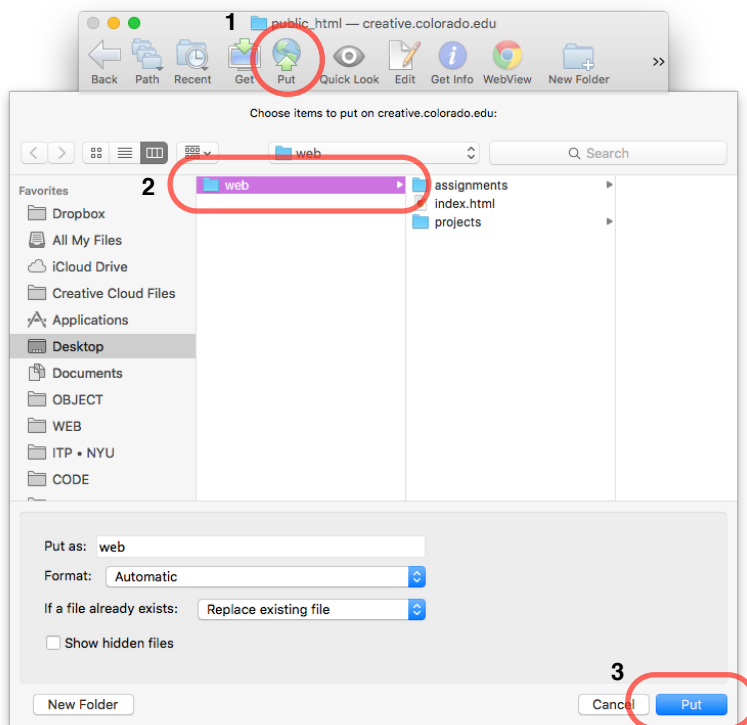
Once you are connected to CU's VPN. Open Fetch or Cyberduck and input your credentials.

In Fetch:



Click on the **public_html** directory to go inside of it.

Click on the **Put** button and navigate to your local **web** folder. Select the web folder, and choose **Put**.

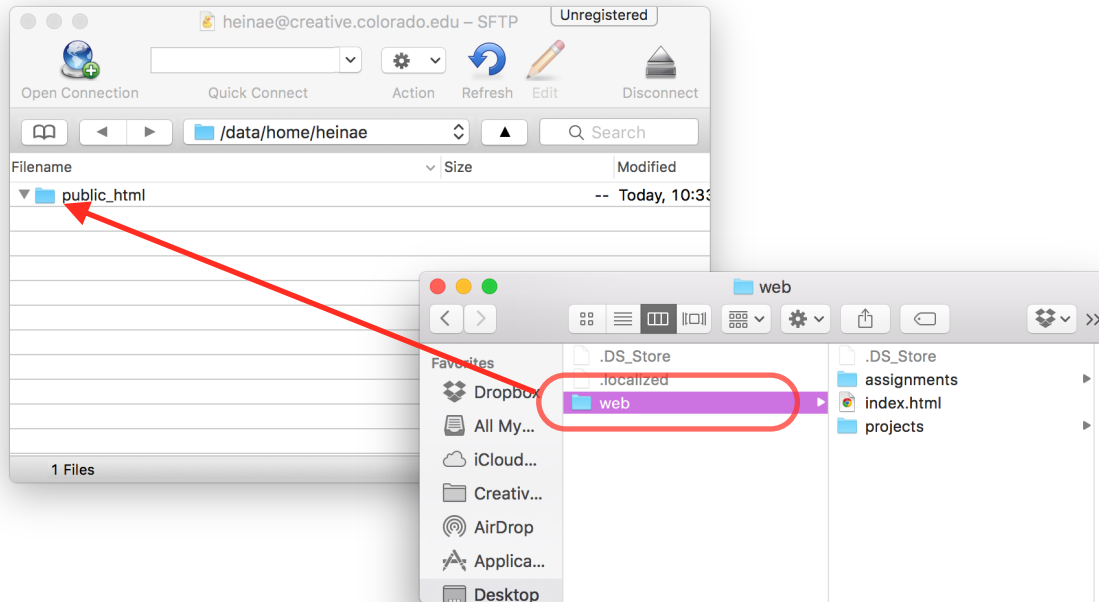


*****With Fetch, use Put instead of dragging files because dragging files can result in content being duplicated instead of replaced***

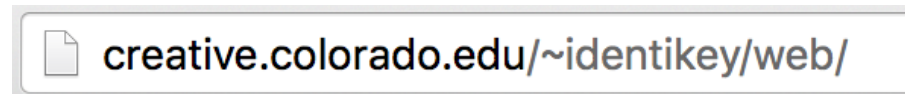
In Cyberduck:

You can drag your **web** folder into the **public_html** folder.

****Always choose *overwrite* if a dialogue box pops up.**



YOUR ASSIGNMENT PORTAL WILL NOW BE VISIBLE HERE:



The public url for all of your work this semester will start with this address

I would like you to have a blank index.html page directly inside of your public_html folder, but if it is confusing to you to have multiple index pages, then skip this for now.

Just remember, for this class, we will **ALWAYS be working inside of our 'web' directory.**

Whenever you upload new content to the server, always upload your entire web folder so that you maintain the correct structure of your pages!