



## How to Create and Update Web Pages?

This is a brief guide to help you make corrections to web pages you are responsible for.

**What is an HTML file?** - HTML stands for Hyper Text Markup Language. It is a language used to create web sites (hence an extension -filename. html or filename. htm). In some sense it is a programming language as much as TeX is, readable (convertible) by various web browsers like Firefox, Chrome or Internet Explorer.

Each file stored on the Web has its URL - Uniform Resource Locator, which looks like this: <http://www.econ2.jhu.edu>. This is the URL for the secondary web site of our Department.

**Where are the files located?** –

[http://www.econ2.jhu.edu/courses/course\\_number](http://www.econ2.jhu.edu/courses/course_number) Or  
<http://www.econ2.jhu.edu/people/name>.

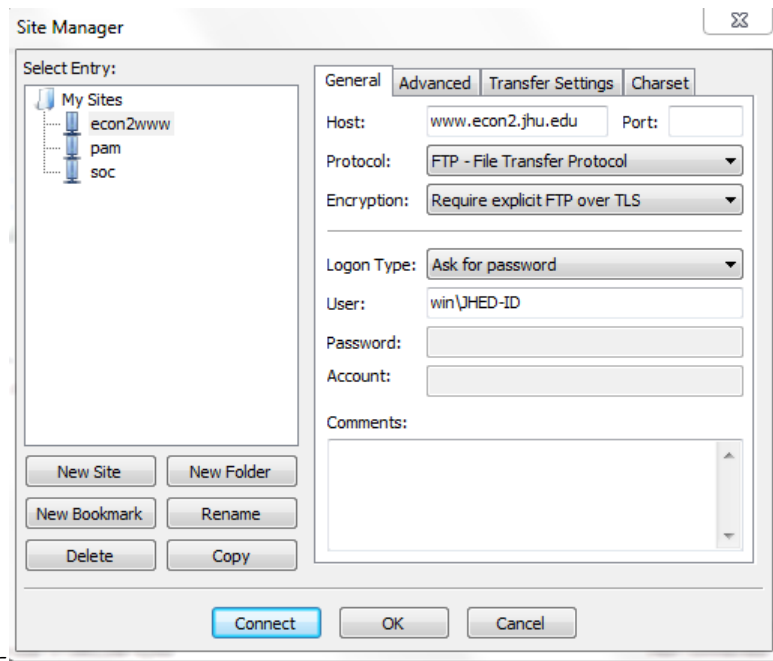
**How to get there?** – You can use FileZilla or any other FTP program that supports the FTPS protocol (WinSCP, Cyberduck). This program transfers the files between the web server and your computer. FileZilla is installed on all computers in the lab. If you are out of campus you may need to sign on the Hopkins VPN first.

To upload or download files using FileZilla do the following:

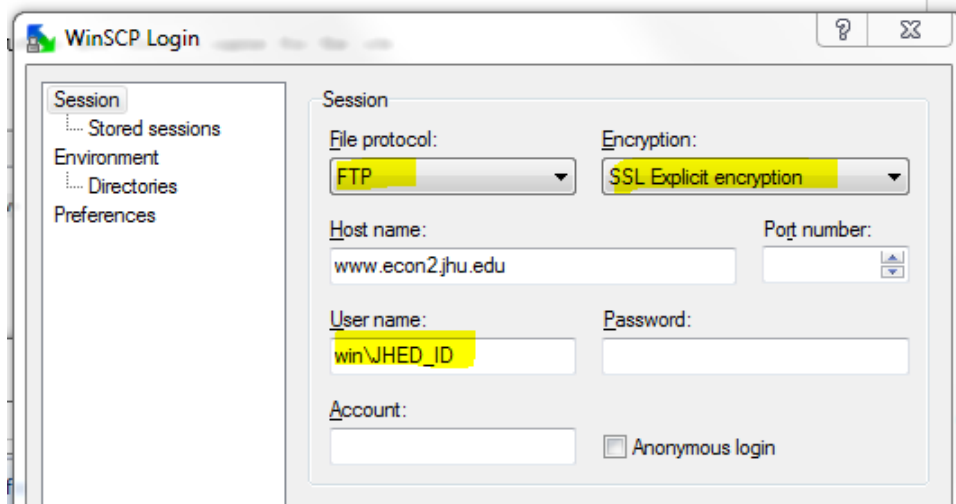
1. Go to File/Site Manager.
2. Click on the “New Site” button and chose a name for the site.
3. Enter the following information in the “General” tab as it appears in the right pane:

*-Host: **www.econ2.jhu.edu***  
*-Protocol: FTP*  
*-Encryption: Require explicit FTP over TLS*  
*-Logon Type: Ask for password*  
*-User: win\JHED\_ID*

4. After connecting you will be prompted to accept the security certificate. To avoid future prompting make sure to accept the certificate permanently



**WinSCP Screenshot:**



Once you log in you'll see two panels: the left panel is your hard drive, the right is the remote web server. Your web folder can be reached when you click in the right panel on People/Name or Courses/CourseNumber.

**What is there?** - There is usually a file called "index.html" which is the one you see when you go to the respective web address as well as pdf or other files linked from the web page. **NOTE:** for job market candidates, the above folder will also contain a CV, abstract, paper and presentation files, all of these will be



located in <http://www.econ2.jhu.edu/jobmarket/YearOnTheMarket/LastNameInitials>

**How to edit a web page?** - To edit your web page you need to transfer the existing html file (typically index.html) to a folder on your hard drive by using an FTP program of your choice.

**Note:** If the pages you want to update are using one of the econ website templates you should always download a fresh copy before making any changes in case links inherited from one of the templates have changed since the last time you downloaded it.

You can edit the html code directly in Textpad (or some other simple text editor, e.g. Wordpad, Notepad, WinEdt).

Once you have edited the web page transfer a copy back to the server using the ftp program. At this point you can also transfer any pdf or other files by clicking on the right arrow to the server or just dragging it over depending on the program you are using.

**How to use Textpad? – NOTE:** you can also use WinEdt (which is useful because of its Latex editing capabilities) to edit the HTML code of a webpage.

You can open Textpad from the Start=>Programs menu. Alternatively it is on the O:\ 'econapps' drive, which you can access from Microsoft Explorer, from My Computer folder. Once you open the file you want to edit in the editor, you will see the html code. In case you are using a template you should change ONLY the lines that are within the following notes:

```
<!-- DO NOT CHANGE ANYTHING ABOVE THIS LINE -->  
And  
<!-- DO NOT CHANGE ANYTHING BELOW THIS LINE -->
```

You can insert a link to another webpage by typing,  
<a href="web (url) address of the link"> text description of the label on the link </a>  
e.g.

```
<a href="http://econ.jhu.edu/directoryindex/graduate-students/"> Link to the List of Economics  
Students </a> ,
```

Similarly, you can include a link to a pdf file by  
<a href="web (url) address of the pdf file"> text description of the label on the link </a>  
e.g.

```
<a href="http://econ.jhu.edu/xxxx/xxxx/2012/01/SchedSpring2012.pdf"> List of JHU Economics  
Courses </a>
```

A link to a pdf file in your folder looks like  
<a href="http://www.econ2.jhu.edu/people/YourName/NameOfPdfFile.pdf">My pdf file </a>