



Managing Media Files for Web Publishing Using Your KS Website Account

Learn how to organize, upload video, audio and other media files to your KS website account using CyberDuck.

Create a Website Folder

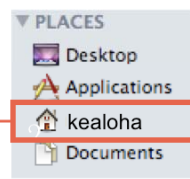
Create a website folder in your Sites folder that will be used to organize the media that will be used on your website.

Navigate to the Sites folder

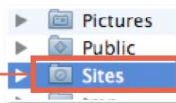
1. Double-click on Macintosh HD.



2. From the sidebar menu, click on your home folder:

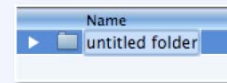


3. Locate and open the Sites folder:

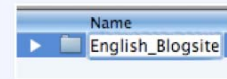


Create a Website folder in the Sites folder

4. In the Sites folder, create a new folder (*File > New Folder* or $\text{⌘}, \text{Shift}, N$).



5. Give your folder a name that corresponds with the name of your website.
(For example, if you have a blog for your English course, you might name the folder English_Blogsite) *Your folder name should not include punctuation marks or special symbols other than the underscore symbol _____



Create Media folders in your Website folder

6. In your Website folder, create a folder for each type of media you'll be using for your site. For example, if you'll be adding audio, video and picture files, create three folders - one called *Audio*, the second *Video* and the third *Pictures*.

7. Place your website media files in the media folders you created.



Upload Your Media Files to the Web Server Using CyberDuck

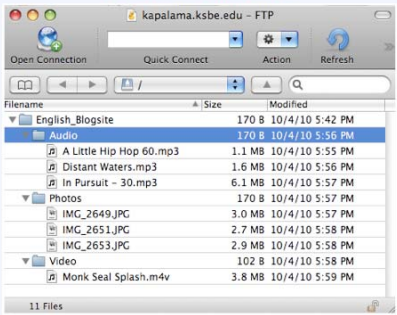
Your website account on the KS Web server (*kapalama.ksbe.edu*) serves as the repository for the media files that will be used with your website. Each time you add new files to the media folders in the Sites folder, the new files will need to be uploaded to the server before you can link them to your website.

CyberDuck is a free software program that you can download at: http://www.apple.com/downloads/macosx/internet_utilities/cyberduck.html CyberDuck enables you to upload your media files to your KS website account.

CyberDuck Window Overview

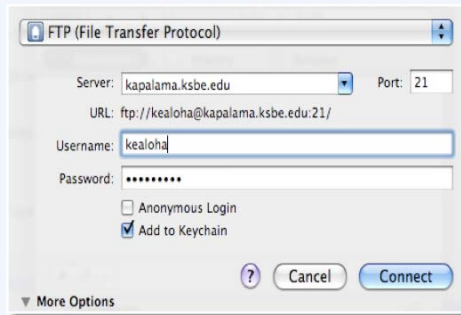
There are three windows in CyberDuck that will appear as you go through the upload process:

Browser window



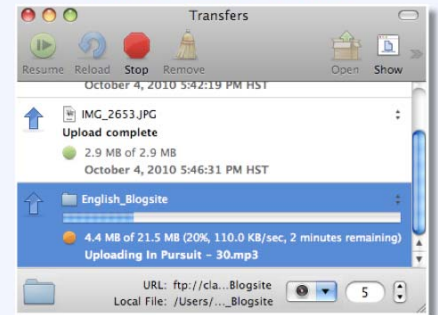
The Main window. - Lists files & folders that reside on the KS server in your website account.

FTP Setup window



The FTP window - Connect to the KS server using your website account information.

Transfer Status window



The Transfer window - Displays the status of files/folders that are being & have been uploaded.

1. Start CyberDuck.

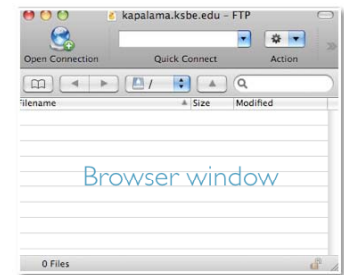


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2. From the CyberDuck menu bar, select *File > New Browser*.



The Browser window will appear. (If you are using CyberDuck for the first time, there will be no files listed in the window.)



3. Click on *Open Connection*.



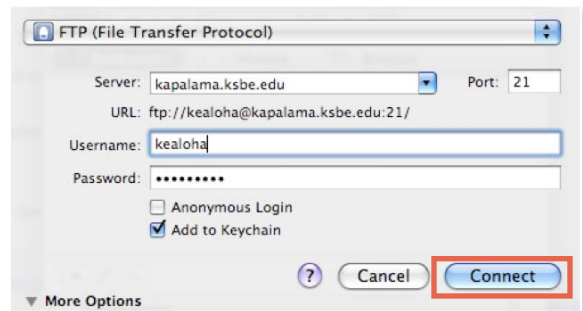
4. The FTP Setup window will appear. Type in the following information, then click *Connect*:

Server: kapalama.ksbe.edu

Username: your website account username*

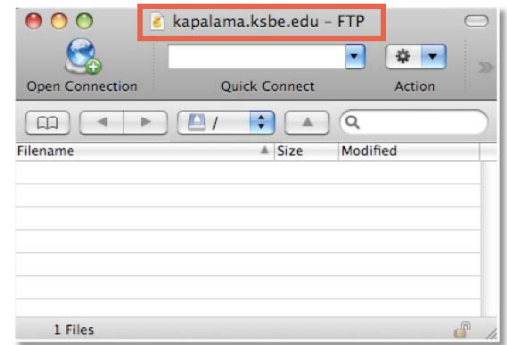
Password: your website account password*

*same as blog username & password - to request this information, go to:

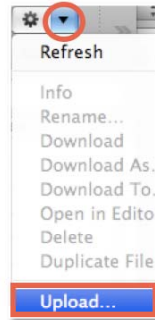


Upload Your Media Files to the Web Server Using CyberDuck (cont.)

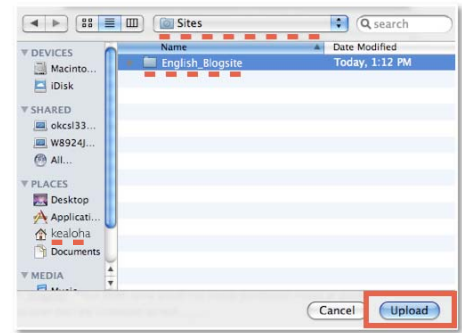
5. Once connection is made to the KS server, the server name will appear on the title bar of the Browser window .



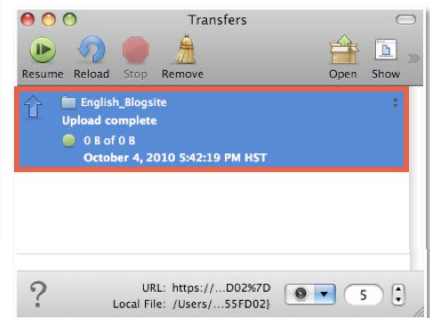
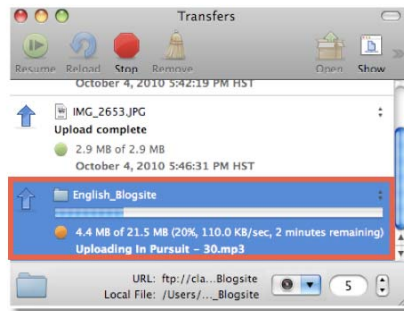
6. From the Browser tool bar, click on the Action drop down menu and select Upload.



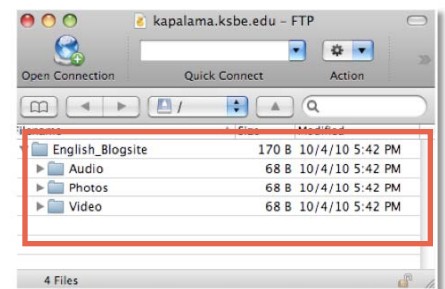
7. Locate and select your website folder from within the Sites folder. Click Upload.



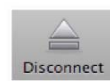
8. The Transfer window will appear, displaying the status of the files as they upload. An "Upload complete" message will appear once the transfer is complete.



9. The uploaded folders and files that were copied to your website account will display in the Browser window.



From the Browser window toolbar, click Disconnect to end connection to the KS server.



Link to Uploaded Media Files from Another Site

Once your media files are uploaded to your website account, you can embed or link to them by copying and pasting the media file URL onto your site page.

To Identify the URL of the Media File:

The URL of your media file will follow this convention:

`http://URL of Campus/Faculty/Your_User_Name/Name_of_Media_Folder/Name_of_Media_File`

EXAMPLES

Kalani Aloha, a teacher at Hawai'i campus, with the user name "kealoha" uploads a video file named "tutorial.m4v" located in his website "Video" folder. The URL will be:

<http://hawaii.ksbe.edu/kealoha/video/tutorial.m4v>

Lani Kinimaka, a teacher at Kapalama campus, with the user name "lakinima" uploads a picture file named "harvey.jpg" located in her website "Photos" folder. The URL will be:

<http://kapalama.ksbe.edu/lakinima/photos/harvey.jpg>

Buster Tokunaka, a teacher at Maui campus, with the user name "butokuna" uploads an audio file named "singyourheartout.mp3" located in his website "Audio" folder. The URL will be:

<http://maui.ksbe.edu/butokuna/audio/singyourheartout.mp3>