

## Music 1360: Uploading Websites to *plaza.ufl.edu*

Every UF student with a GatorLink account has web space available on UF's *plaza* server. Once you've assembled your web files all together in a single directory, and tested your site out (check all your links and images!) you're ready to upload your site onto plaza.

The method of transmitting files from your computer to the plaza server is called **FTP**, or **File Transfer Protocol**. The program in the lab used for FTP is called **Cyberduck**.

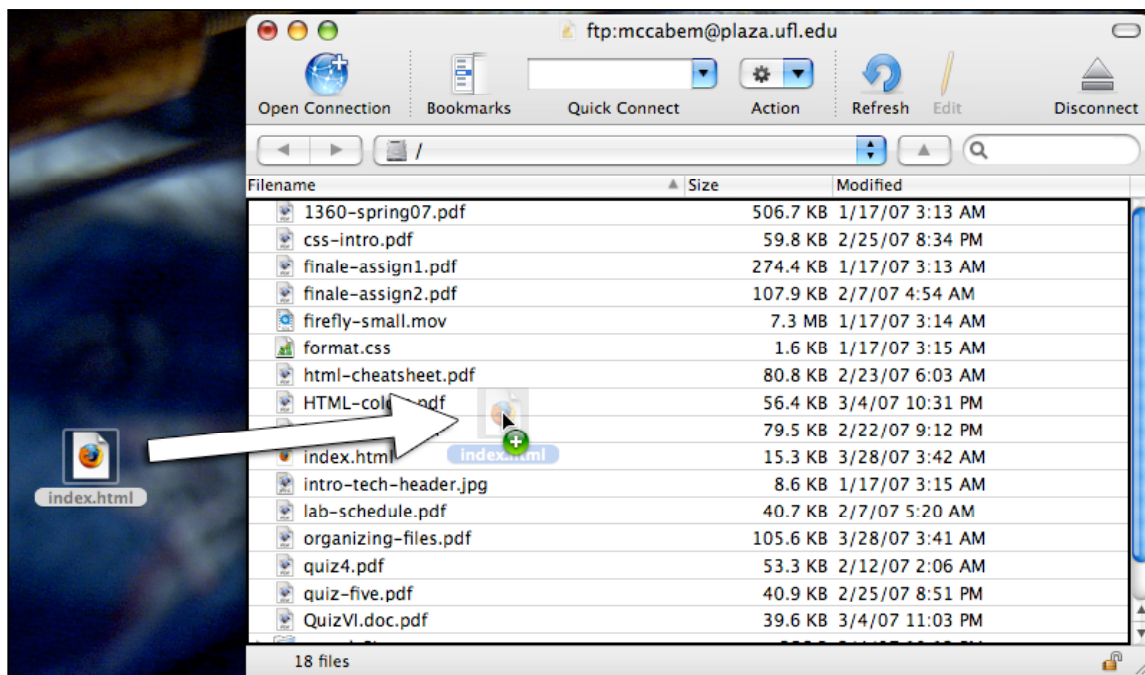
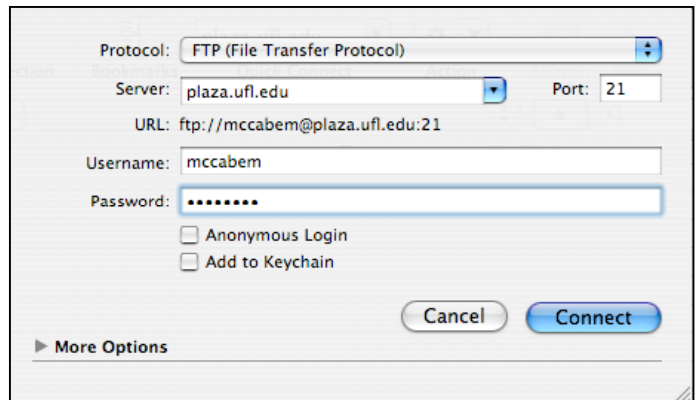


\* **Launch CyberDuck** by clicking on the cute little ducky on the dock.

\* Once Cyberduck is launched, click the **Open Connection** icon on the upper left. Pictured here are the parameters for connecting to plaza. Use your GatorLink username and password for access to the server.

**Important:** Do **not** check the "Anonymous Login" or "Add to Keychain" boxes.

\* Once the connection is made, you'll see a list of files on plaza that are stored in your account (initially this will be empty). **Simply drag all your website files onto Cyberduck to transmit them up to the server.**



Drag each file into Cyberduck to upload them, or select multiple files to do a batch upload.

Cyberduck will show you the progress of the transfer and inform you when it i