
Setting up Personal Web Pages on the Homepages Server

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1. Introduction

The World Wide Web has become a vital resource for research, teaching and learning among students and academics throughout the world. As well as using it as source of knowledge and information you can also contribute to the web yourself. You may wish to publicise your research or a specific project you are undertaking, perhaps in order to get feedback from others in the same field. The web offers a powerful and virtually instant means of publicising papers, articles or dissertations internationally. The ability to include elements other than text, such as graphics, sound and video can make a web version of a publication more attractive and useful.

The College's own web sites are solely for official material from the College and individual departments. However, the College also provides a special web server, dedicated entirely to publishing staff and student personal web pages. Any member of College can create a *single* web site on this server with their registered username and password.

2. Creating Web Pages

Creating pages for the World Web is relatively simple compared to many other computer-based processes. A web page mainly consists of text which is 'marked up' using a system called HTML, which tells the web browser how to display this text and any associated images. Many pieces of software (including Microsoft Word) allow you to save a document as a web page, which can give reasonable results without any need to know HTML. However, to get good results it is necessary to spend a little time learning how the web works and how to use HTML.

Macromedia Dreamweaver is the College's recommended web authoring software. This is available on the PCs and a number of the Macs in the RISB. Also available in the RISB are: Macromedia HomeSite for the PC; BB-Edit, a Macintosh editing program which can be used for web authoring.

3. Legal Issues

There is no moderation or control of the Web. Because of this Goldsmiths, in common with all other colleges and universities, has to be very careful not to allow any material to be published on its servers that is in any way illegal or otherwise inappropriate.

College Regulations contain a number of provisions relating to computer use in College, many of which are relevant to web publishing. In particular you should refer to Computer Services Guide C6.2 *Information Provision via the Internet: Code of Conduct* (<www.gold.ac.uk/infos/cs/guides/c602.html> which lays down specific guidelines for web authors.

If any material that conflicts with College Regulations or the Code of Conduct is found on the server it will be removed immediately, without notice, and the person responsible will be subject to disciplinary (and possibly legal and criminal) sanctions. A golden rule is that if you have any doubts, however small, about any material you want to publish on the web - don't! Advice can be sought from the Goldsmiths web team (web-team@gold.ac.uk).

Your responsibilities can be summarised as follows:

- You are **personally** responsible for everything on your personal pages.
- Your pages must not contain, or **link** to, any material that could reasonably be considered illegal, offensive, or otherwise inappropriate.
- You may not use the Homepages server for commercial gain or advertising except with the prior written permission of the Director of Information Services.
- Your personal pages must clearly be seen as such and must not **claim** or appear to be anything

other than this (e.g. Goldsmiths College pages, society pages of the Goldsmiths Union, from other universities or organisations).

- Staff who use Homepages for material relating to their academic or other professional activities should take particular care to include a **disclaimer** about the “unofficial” status of the pages or give some other clear indication that they are personal and not official College or departmental pages, nor under the College’s editorial control.
- You must not use the Goldsmiths **logo** or **shield** (or any part of these) on your personal pages.

4. Setting up your web space

The procedure for setting up your web space is given on the web at homepages.gold.ac.uk/newspace/. You will be allowed to choose the URL (or web site address) for your pages, which will take the form

<http://homepages.gold.ac.uk/yourchoice>

This will be the URL you give out to people you want to visit your web pages. Currently you will be allocated 10Mb of space on the Homepages Server hard disk, which is more than adequate for most purposes.

5. Putting your web pages on the Homepages server.

Once you have created your pages, and ensured that they conform to the Regulations and Code of Conduct, you need to upload them to the Homepages Server to make them available.

You manage your files on the server using a simple piece of software known as an FTP client. WS-FTP is the standard FTP client on College PCs, while Fetch will be found on College Macintosh systems. Computer Services Guides C5.5 *Windows FTP* and C5.5 *Macintosh FTP* explain how to use FTP software (online at www.gold.ac.uk/infos/cs/guides/index-internet.php).

You can update the content of a page as often as you like, simply by uploading a new version to the server. You can also remove a page from the server at any time.

6. Getting help with your web pages.

Although you are encouraged to set up your homepages, the Computer Services Help Desk is unable to deal with student queries about HTML or web design. Computer Services runs web authoring courses for staff and research students (details at intranet.gold.ac.uk/it-training/courses/).

The Library is well stocked with books on web authoring and design, and Computer Services Guide C9.2 *Creating Web Pages* is available from the Help Desk. You will find a number of tips in the online version of this guide at homepages.gold.ac.uk/userinfo/hpguide.html. Perhaps the best source of help, ideas and information is the web itself; some useful resources are linked from www.gold.ac.uk/webresources/.

7. When you leave Goldsmiths

If you are a student, your Computer Services account is frozen the day after your course ends, and you will no longer be able to make changes to your site. However, the site will remain accessible to readers for a year.

If you wish to move your site elsewhere, you can use Homepages’ ‘Referer’ facility to redirect visitors to your new site. Information on how to do this will be found at homepages.gold.ac.uk/userinfo/forwarding.html. You are advised to set up this facility *before* the end of your course. If you leave it till *after* completion of your course, you will need to complete an application for a Temporary Extension of Computer Access. This is available from the Computer Help Desk, or from www.gold.ac.uk/infos/cs/guides/a106.pdf. Note that you can only have *one* such extension.