Web :: Central Web Server Site Maintenance

File Names & Locations

Your departmental web site URL will always be **www.humboldt.edu/sitename.** Each of your sites will show up as a folder (link) inside your personal directory on the Central Web [1] server and the files for your sites are stored in the site folder under public_html, for example /home/abc123/sitename/public_html.

You should always name your home page index.html, as this is the name web browsers look for when a user or a link points to your web site.

Note: The tilde (~) is no longer used in site names on the Central Web server. Please update any documents (printed and/or electronic) and web pages that include your old URL to reflect the new site name and address as soon as possible.

Managing Disk Space

The amount of web storage you have - both used and free - can be viewed in the Account Center. To check your current web storage status:

1. Log into the Account Center [2]
2. Click "Account Tools"
3. Click “Manage Other Accounts”
4. Click “Manage Web Accounts”
5. Click "Quota and Disk Usage"

If you need more space, you can request a storage quota increase [3].

File Access

By default, files in your public_html folder are visible to anyone on the Internet. If you want or need to keep some files private, you should change the access permission levels for those files. Conversely, if you experience problems viewing your page - such as receiving a "Forbidden" message - you will also need to change the permission settings on your directories and files.

Below are some typical universally-readable permission levels

- For universally-readable folders, select Owner: Read/Write/Execute, Group: Read/Execute, and Other: Read/Execute (mode 755).
- For universally-readable files, select Owner: Read/Write, Group: Read, Other: Read (mode 644)

NOTE: It is especially important that you NEVER make any file containing a password to a database, such as a config file, universally readable. You should also never give "Other" or "Everyone" permission to Write to a file or folder unless you have a specific reason to do so and you understand what the implications of this can be.

Changing permissions via SFTP

You can set permissions using SFTP (Secure FTP). Recommended SFTP applications include Cyberduck [4] (Mac), Fugu [5] (Mac), and SSH [6] (Windows).

Launch your SFTP software, log into the web server, and do the following:

- For SSH (Windows), right-click your file(s) or folder(s) and select Properties.
- For Fugu, right-click and select Get Info.
- For CyberDuck, right click and select Get Info.

Changing permissions via Network Folders

Windows users can also upload files and folders and set permissions using Network Folders. To upload files and folders, connect to your HSU Network Folder and simply drag and drop them into the public_html directory. By default, these documents should be universally-readable. In the event that permissions need to be changed to universally-readable, do the following:

- Right-click your file(s) or folder(s),
- Click the Security tab and assign them the following sets of permissions:
    - For User Name (you): check Allow for everything in the left-hand column
    - For Everyone, click the Allow Read box only

Setting permissions can be a complex task. If you're confused or experience problems, contact the Technology Help Desk [7]at (707) 826-HELP (4357), send an email [8], or stop by Library 120.

Related Topics

Central Web [9]

Source URL: http://www.humboldt.edu/its/web-central-filebasics

Links:
[1] http://www.humboldt.edu/its/glossary/5#term211
[2] http://accountcenter.humboldt.edu/
[3] http://www.humboldt.edu/its/forms-diskquotaincrease
[4] http://cyberduck.ch/
[5] http://rsug.itd.umich.edu/software/fugu/
[6] https://experts.humboldt.edu/ditss/download/
[7] http://humboldt.edu/tech-help
[8] mailto:help@humboldt,edu
[9] http://www.humboldt.edu/its/category/quicklinks/central-web