

# LVS Free Student Hosting File Manager Tutorial

LVS Free Hosting is provided as an added service for LVS students. This hosting is designed to accommodate those students that do not wish to purchase virtual hosting and only need a place to upload assignments or class material.

## What you get with the LVS Free Hosting:

- 1 account with 5 MEG of web space
- Online control panel for uploading/downloading files and creating new directories
- Online HTML editors for use with non-HTML classes.

## Why we offer this service:

We disagree with all of the banner advertising on the so called "free" sites and want to provide you with a hassle free place to post your assignments. We would also hope that you like our service and that in the event you want to move up to a virtual hosting account, you'll think of us first - <http://hosting.lvsonline.com>

## Your restrictions:

Not much...all that we ask is that you be reasonable with your space and adhere to the [terms of service agreement](#) that applies to all LVS services.

There are a few limitations on these accounts. The following file types are not allowed: .exe, .cgi, .pl, .php, .vbs, .mp3

We would also like you to limit your use of these accounts for class purposes only.

You must be a registered student at LVS when you sign up for your free hosting account but do not lose it if you do not register for classes in subsequent sessions. Any account that is not used for 90 days is subject to deletion.

Each student is allowed to have one (1) free hosting account. If you need more space, please consider purchasing a larger account.


## Sign In

You should have received your confirmation message from freeaccount@lvshost.com. If you have not received the confirmation, either the account is not yet set up, or the email went into a spam folder. If you or your ISP uses a spam blocking service, please check those spam

folders. **Please note:** LVS does not submit email requests to be authorized. Be sure that lvshost.com is in your white list!

**NOTE:** The link below will open in a new browser window. This window will remain open so that you can refer back to it. You may want to [print this page](#) for easier reading.

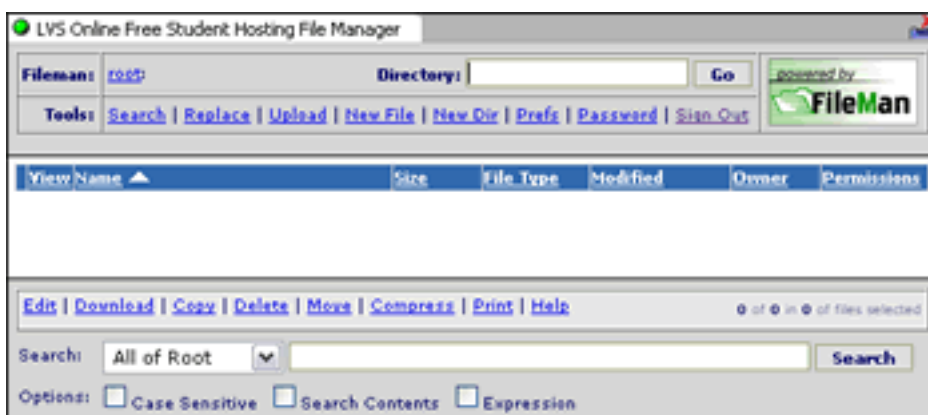
Go to <http://lvshost.com/cgi-bin/fileman/fileman.cgi> to log into your account. You may want to bookmark this page to your favorites.



Fill in your username and password, then click the "Sign In" button.

## Overview

When you first log into your new account there will be no files listed unless you requested reinstatement of a previous hosting account.



Click thumbnail to see larger image in new window so you can look at it while reading the descriptions below.

## Terminology

root  
Your home directory

## Search

Search for specific files or directories

## Replace

Search for a specific string of text and replace it with a new string of text. Note: Only works on .txt files

## Upload

Upload a file to the directory you are currently in

## New File

Create a new file that will be saved in the directory you are currently in

## New Dir

Create a new directory within the directory you are currently in

## Prefs

Customize your FileMan settings

## Password

Change the password used to login to FileMan

## Sign Out

Log out of FileMan and return to the login menu **\*\*If you leave FileMan open for three hours without using it, you will be logged out automatically.\*\***

## Edit

After selecting a file, clicking the "Edit" link will open the file, allowing you to edit it

## Download

Download selected files from the server to your computer

## Copy

Copy selected files to another directory

## Delete

Delete selected files and/or directories **\*\*This is permanent\*\***

## Move

Move files or directories

## Compress

Zip a single file and save it

## Print

Print files

## Help

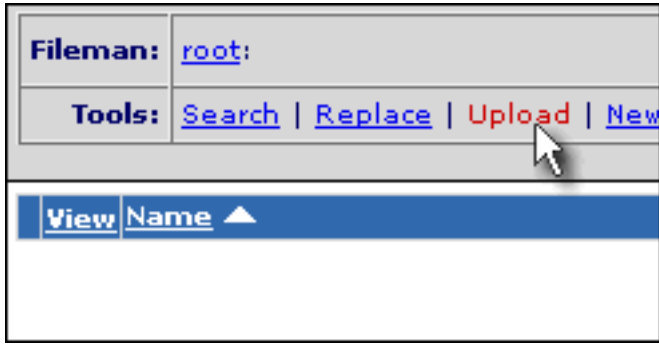
Display the File Manager Help file

## **Using the File Manager**

### **Uploading**

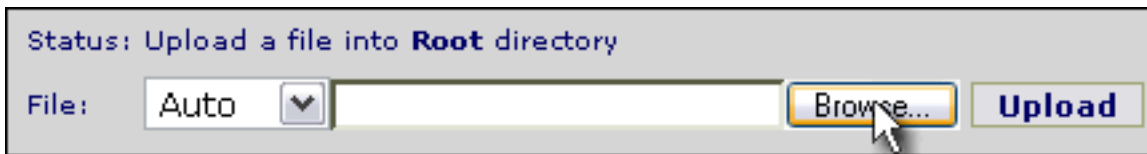
#### **Single File Uploads**

To upload a file click the "Upload" link near the top of the file manager page



After you've clicked on "Upload" look down at the bottom of the screen. If you only need to upload one file, click the Browse button and browse to the file's location on your hard drive.

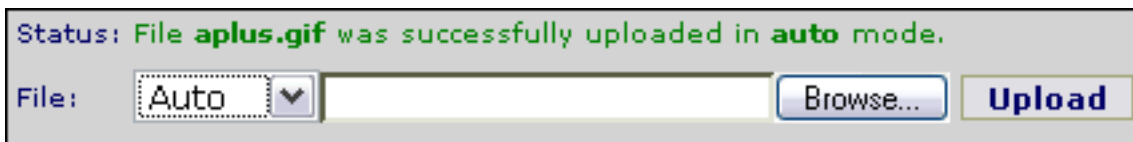
NOTE: File Manager tells you that you're going to upload into your "root" directory. Always pay attention to the Status message.



After you locate the file and ok the selection, the path to that file will be automatically entered into the upload area in the file manager. (see below)

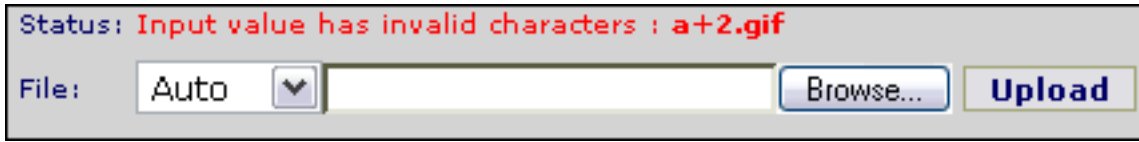


Now just click the "Upload" button and the file will be uploaded into your web space



## IMPORTANT NOTES

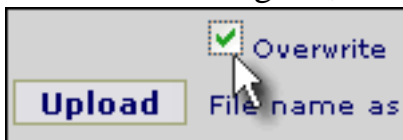
1. Get into the habit of naming your files with no spaces, all lowercase, and using only letters and numbers. This will help you to avoid headaches in the future. If you have illegal characters in your file name it will not upload. The File Manager will give you an error something like the image below:



2. If the "Overwrite" box is unchecked and you try to upload a file with the same as one that is already there, the new file will not upload. You will get an error message like the one in the image below:

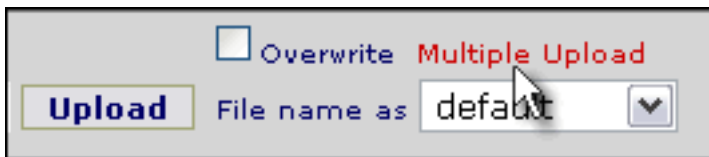


If you are uploading a revised file with the same name as one already there and want to overwrite the original, be sure to put a check in the "Overwrite" box.



## Multiple Uploads

If you have more than one file to upload, use the "Multiple Upload" option by clicking on the link to the right of the "Browse" and "Upload" buttons.



A new window will pop up. Choose the files to upload and then click the "Upload" button located at the bottom of that window.

Multiple uploads can be done from here. Choose as many files as you need to upload (up to 10 at a time) and then click the "Upload" button at the bottom of that screen.

## IMPORTANT NOTES

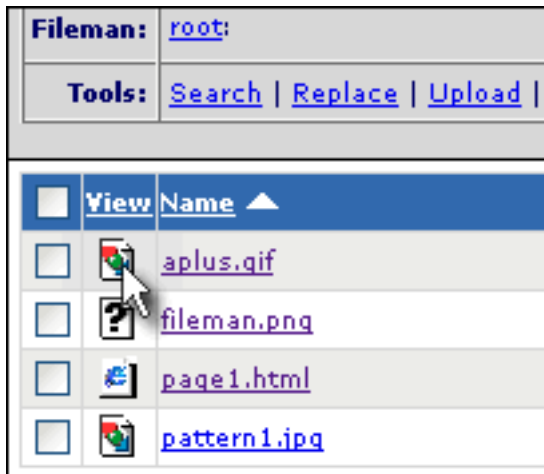
1. Get into the habit of naming your files with no spaces, all lowercase, and using only letters and numbers. This will help you to avoid headaches in the future. If you have illegal characters in your file name it will not upload. The File Manager will give you an error something like the image below:

2. If the "Overwrite" box is unchecked and you try to upload a file with the same name as one that is already there, the new file will not upload. You will get an error message like the one in the image below:

If you are uploading a revised file with the same name as one already there and want to overwrite the original, be sure to put a check in the "Overwrite" box.

## Previewing your files in File Manager

Once you've uploaded a file you can preview it in the File Manager by clicking the little icon to the left of the file name.



Different file types will have different icons. Clicking the icon will allow you to preview the file in the File Manager.

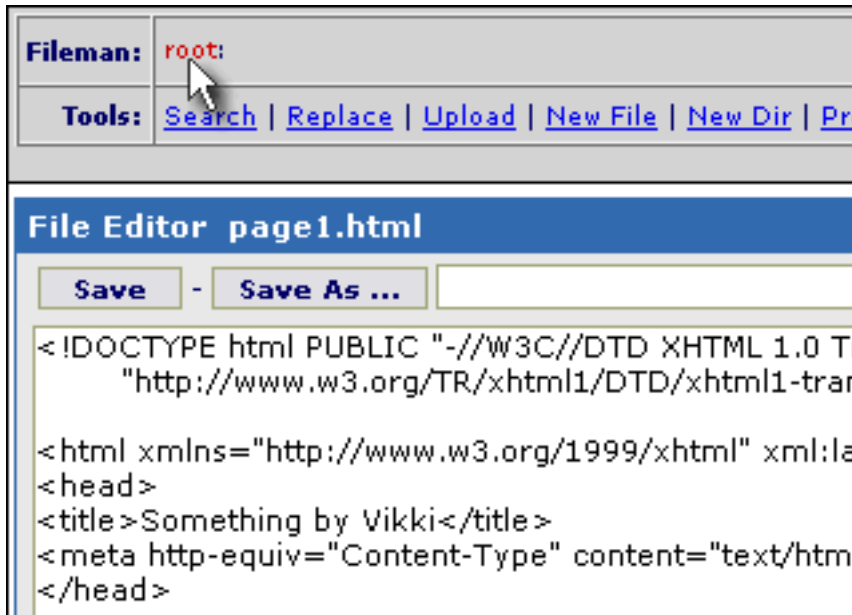


Use the "Back" button to return to the File Manager listing

If you click on the file name of an .html, .txt or other text type document, it will open in the File Editor window. You can make changes here and then save the file to keep those changes.

NOTE: We do not want coding students to use this editor please. Follow the instructions in your classroom for creating/editing/revising your documents.

If you get into the File Editor by accident, just click the "root" link to get out of it and back to the file listing page without making any changes to your file.



Cancel out of the File Editor by clicking the "root:" link.

## Viewing your files in a browser

Open a new browser window or tab (Normally File > New Window, or New Tab, or New Page) and type in your URL.

This will be `http://www.lvshost.com/users/yourusername`

For example mine is `http://www.lvshost.com/users/vikki`








**TIP:** It is likely a good idea to bookmark your URL to your Favorites so that you don't have to type it each time you need to visit your site. :)

If you have an `index.html` page in your account you will see that index page in your browser window. You will have to manually type the file name in your address bar to view it. For example, if your file name is `page1.html`, you would add that at the end of the url: `http://www.lvshost.com/users/yourusername/page1.html`

We recommend not having an `index.html` page in your account when you're first learning. It is much easier for us to help you if we can see all of your files and directories.

If you do not have an `index.html` page in your account you will see a list of all the files in your browser window. Just click on a file name to view it in your browser.

# Index of /users/vikki

<u>Name</u>	<u>Last modified</u>	<u>Size</u>	<u>Description</u>
 <a href="#">Parent Directory</a>	30-Jul-2005 12:22	-	
 <a href="#">aplug.gif</a>	30-Jul-2005 14:54	6k	
 <a href="#">fileman.png</a>	30-Jul-2005 15:10	6k	
 <a href="#">pagel.html</a>	30-Jul-2005 15:10	1k	
 <a href="#">pattern1.jpg</a>	30-Jul-2005 15:11	11k	

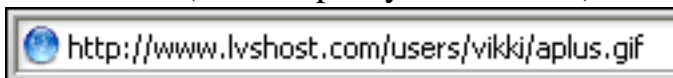
Click on a file name to open it in your browser window.

## Posting your URLs to your class message board

(If you're on a Mac, use Command where this says Ctrl)

It is easiest for you to do this with two browser windows open.

1. You already have your assignment file open in a browser window if you were following along with the instructions above. If you are coming here for the first time and don't already have that page/file open in your browser please read the [Viewing your files in a browser](#) section and then come back here.
2. Open another browser window (Normally File > New Window, or New Tab, or New Page) and go to your class message board.
3. Open a new post ready to edit:
4. Go back to the other browser window and highlight the assignment file's URL in the address bar (at the top of your browser).



5. Right click on the URL and choose "Copy" from the drop down menu

\*OR\*

Hold the Ctrl key down and type C. (Ctrl+C)

Either of these methods will COPY the URL to your clipboard.

6. Click on your other browser window to activate it.
7. Right click and in the message box and choose "Paste" from the drop down menu

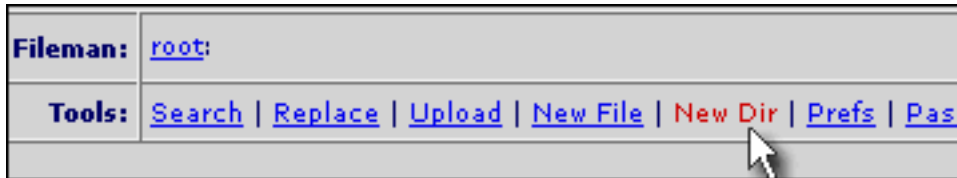
\*OR\*

Click in the message box to place your cursor in it, then hold the Ctrl key down and type V (Ctrl+V).

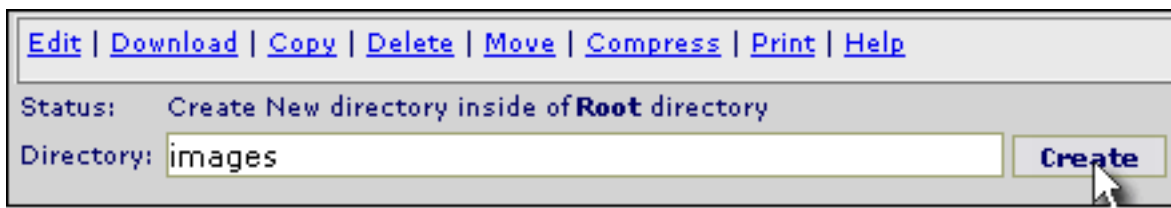
- Either of these methods will PASTE the contents of your clipboard into your message.
8. Hit the Enter key to drop down to the next line, and then go back to the other browser to find your next file if you have more than one.  
Repeat 2 through 7 until you have all of the links in the message body.
  9. Complete your message and post it for us to see. :)

## Creating a new directory

Click the "New Dir" link.

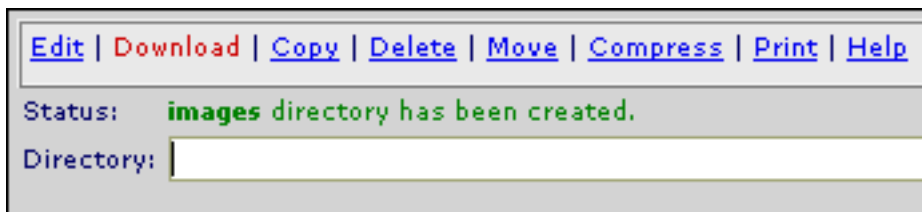


Look at the bottom of the File Manager window...

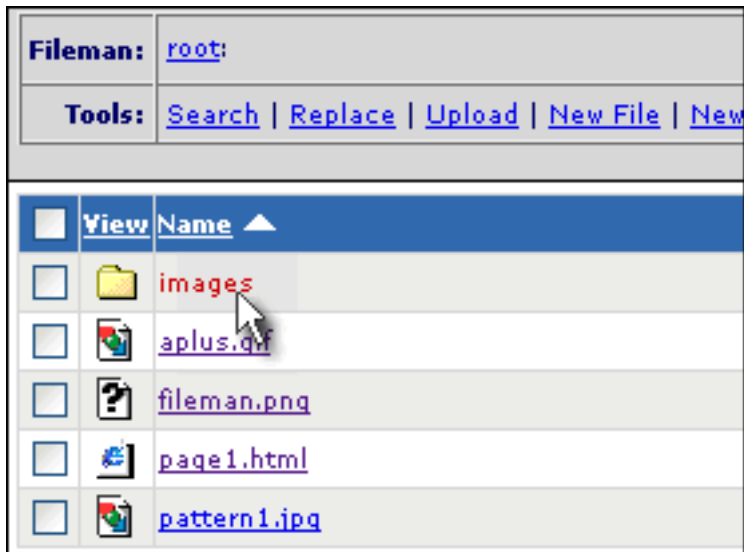


Type in the name of your new directory and click the "Create" button

You'll get a success message once you've created the new directory.



Your new directory appears in the listing.

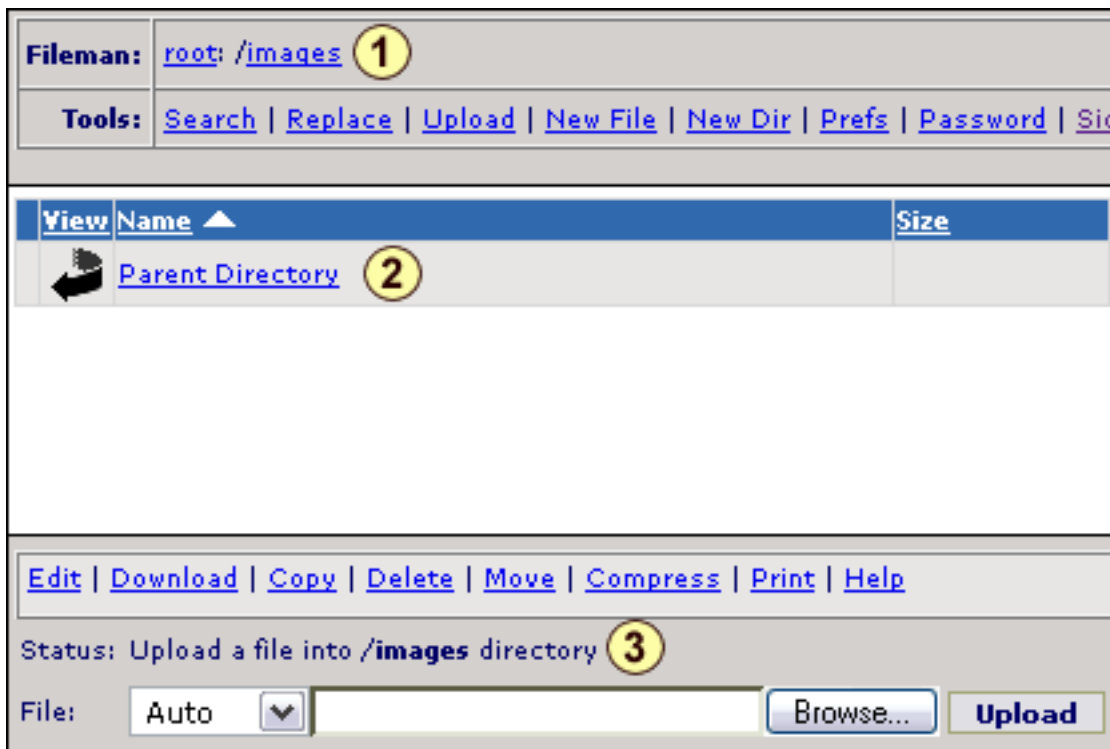


Click on your new directory name to open it.

To upload into your new directory, click on the directory name to open it. Then click the "Upload" button.

### Notes:

1. File Manager tells you that you're in the images directory.
2. There is a link to "Parent Directory". This is what you'll click to get back to your "root".
3. The status message tells you that you're going to "Upload a file into /images directory"



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