

How to Use Your UT WebSpace Account

By Kimberly Pendell

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WebSpace has many features and capabilities; in this tutorial we will cover some of the more basic functions and collaborative work features. Please refer to the ITS WebSpace documentation (<http://www.utexas.edu/its/webspace/>) and the “help” option within your WebSpace account for additional information.

Objectives:

1. Understand what WebSpace is and what it does.
2. How to upload and download files to and from WebSpace account.
3. How to utilize WebDav (PC) or Goliath (Mac) to upload, download, and move files in WebSpace.
4. Learn the primary capabilities of WebSpace, including the features geared towards collaborative work.
5. How to put your personal Web pages online with your WebSpace.

What is WebSpace?

WebSpace is a file storage, file sharing, and online publishing environment that may be accessed and used through any Internet browser. Each member of the University of Texas community (students, faculty, and staff) has 75 MB of server space available to them through WebSpace, paid for by the university's technology fees.

How do I access my WebSpace account?

To access your account, go to <http://webspace.utexas.edu>, and login using your UT EID and password. You cannot login to WebSpace without a valid UT EID login and password.

How do I use my space?

There are many ways to use your WebSpace account; for example, you can use the space to store files, to share files with others, and publish files online. Also, WebSpace has many features that enable collaborative work like file sharing, versioning, and comments are a few examples. Remember, files can be anything: word documents, pdf's, jpeg's, html files, and so on.

Please keep in mind that your account is ultimately property of the University of Texas, and is therefore subject to the University's policies on the acceptable uses of information technologies. Please review the WebSpace Acceptable Use Policy (<http://www.utexas.edu/its/webspace/policy.html>).

How does it work?

WebSpace is a software application that provides you with secure, remote access to a server* for the purpose of transferring files from your computer to the server for storage or publication.

*(Server: A server is usually a computer that provides the information, files, Web pages, and other services to the client that logs on to it. A web server accommodates requests from users, handles requests for data, e-mail, file transfers, and other network services from other computers. —Lui, Site Management Tutorial, School of Information)

When you log on to WebSpace, you are remotely connecting to the server where electronic files are stored. While you are logged on, you can upload and download files to and from the server. When you log off, you are disconnected from the server and cannot upload or download files.

However, when not logged on, you and others may still read files stored in your WebSpace account if these files are either in your “www” directory (published online), the file’s permissions are set to “share,” or you have issued a “ticket” to the file (we will explore these functions more below).

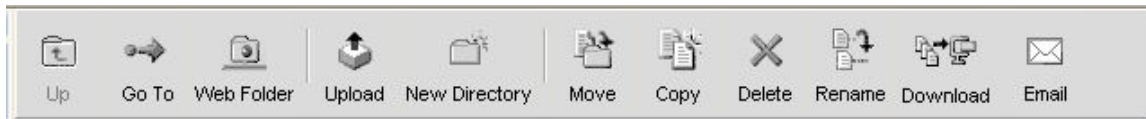
Warning:

Some WebSpace functions operate differently in different Internet browsers, especially the document sharing functions. You might want to use WebSpace in one browser exclusively for more predictable results.

Getting Started:

- Go to the WebSpace site at <http://webspace.utexas.edu>. You might notice that the URL changes to <https://webspace.utexas.edu/xythoswfs/webui> (“https” indicates that you are entering a secure Web site).
- Log on with your UT EID and password.

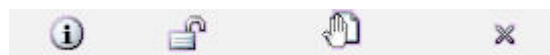
This is the WebSpace tool bar that you will use to move to different directories, upload and download files, move and rename files, and create new directories to better manage your files.



When first using WebSpace, your account appears as a general directory (often called the “root” directory). To manage your files, you may create new sub-directories that appear as folders in your account. By creating sub-directories (using the “new directory” button on the toolbar), you can easily upload files to the desired location, rather than separately uploading to the general directory and then moving the file.

WebSpace features and icons:

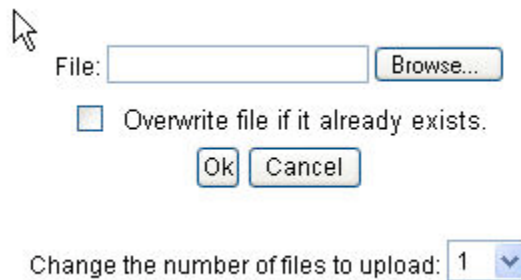
You will see that each file you upload to WebSpace will appear in the Directory with the following icons: “i” for information, a padlock for locked or unlocked, a hand for shared or not shared, and an “x” for delete. These icons also appear at the top of the Directory near your UTEID and following each sub-directory. Each of these icons represents different WebSpace features that can be applied to your files.



Uploading files through the browser interface:

- Click the “upload” button on the WebSpace toolbar.
- Browse and select the file you wish to upload from your computer. The path to this file will appear in the “file” field.
- Click “Ok.”

If you are uploading a file that is already stored in WebSpace with the same file name, you must either rename the file or choose “overwrite” to save the new file in place of the old one.



File: Browse...

Overwrite file if it already exists.

Ok Cancel

Change the number of files to upload: 1

To upload files into a particular directory in your account:

- Open up desired directory and proceed as normal.
- The folder you are uploading be indicated at the top of the upload page (Directory: yourUTEID/selected_directory).

To upload more than one file at a time:

- Select the number of files from the “change the number” field.
- Browse and select each file separately.
- Click “Ok.”

You cannot upload a folder and its contents into WebSpace through the browser interface. You will need to open the folder and select each file individually. Please refer to the section on WebDav and Goliath below for directions on uploading contents of folders all at once.

Downloading files through the browser interface:

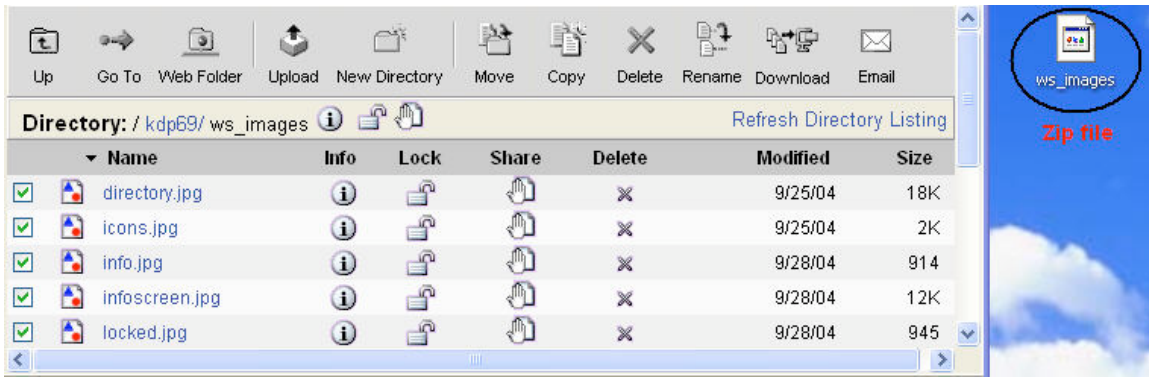
The manner in which files are downloaded from WebSpace can vary according to the type of file and the Internet browser you are using.

- For most individual files, clicking on the file name will automatically download the file to your computer.

Sometimes clicking on the file name will open the file within a new browser window (.jpg files are an example of this). In this case, the file has not been downloaded to your computer. Close the file window and return to the WebSpace directory. Select the file by checking the box, and then click the “download” button.

- To download multiple files, check the boxes near the file name, and then click the “download” button on the toolbar. This process will download the files as a “zip” file that you will need to “un-zip” on your computer.

The .zip file name will frequently have your UT EID or a directory name attached to it. Don't be afraid, the same files you selected are the ones that have been downloaded.



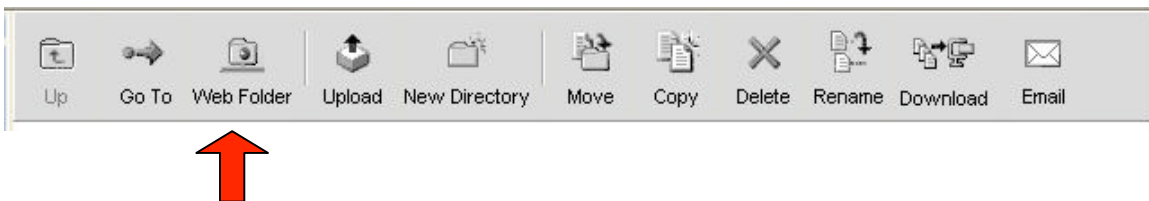
WebDav:

WebDav is an extension of the http protocol that may be used to upload, download and manage files on WebSpace. WebDav gives you a window to drag and drop contents between your WebSpace account and your computer. The primary advantage of using the WebDav feature is that you may upload and download entire directories (or “folders”) all at once. This manner of working is familiar to most PC and Mac users. Also, using WebDav or Goliath avoids the tedious task of browsing and selecting individual files as required in the browser interface.

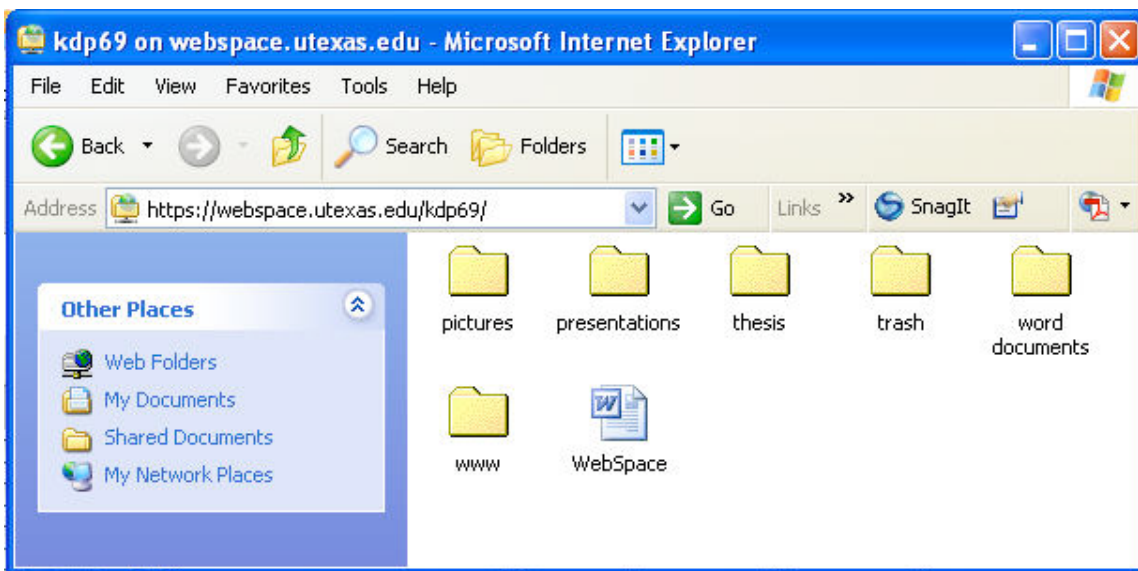
PC users: WebDav is only supported through Internet Explorer. If you log into WebSpace through other browsers like Mozilla or Safari, the WebDav feature will not be available.

Mac users: To use a similar feature to WebDav for PC's, you may use the client software Goliath. Goliath may be downloaded for free from Bevoware (<http://www.utexas.edu/its/bevoware>). Please refer to the instructions from WebSpace documentation for setting up Goliath to access your account: <http://www.utexas.edu/its/webpace/documentation/mac0s/>.

If you access your WebSpace account through Internet Explorer, you will see the WebDav (or “Web Folder”) button on the toolbar.



Click on the Web Folder button, and you will see a window like this:



You can now drag and drop folders and their contents into your WebSpace account. You can also pull whole folders out of WebSpace and onto your desktop.

Accessing WebSpace file features:



You may apply different WebSpace features to each file in your account. An easy way to access and modify these features is through the "information" screen. Click on the information icon for the selected file. The information screen tells you the properties and status of your file, allows you to add and view comments, create tickets for others to access the file, keep track of versions of the file, and log who has made changes to the file and when. All of these features can be very useful for collaboratively working with your classmates or co-workers.

File: /kdp69/presentations/Presentation.ppt	
Sharing	Not shared
Comments	None
Tickets	None
Locks	None
Versions	Not versioned
Event logging	Turned off
Properties	

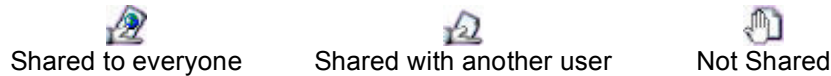
You may also access the share and lock features from the information table.

Sharing files:

You may share your files with selected individuals, people within the UT community, or to the public at large through WebSpace.

There are different ways to share files, including change the “sharing” feature on the file or directory, issuing “tickets” to the file or directory, and publishing the file or directory online. Each of these methods provides different levels of security.

The sharing feature is found either in the information screen or through the share icons.



These variations of the hand icon indicate the current share status of your file.

Click in the icon to see detailed information and to make changes. You will see a table like the following:

Sharing For /kdp69/WebSpace.doc

You can share your files and directories by permitting certain actions to other users.
Allow these actions to:

	Read	Write	Delete	Administer
Owner (Kimberly D Pendell)	✓	✓	✓	✓
Users with accounts				
Public	✓			

[Change](#) [Add User/Group](#) [Remove User/Group](#)

To change broad categories of who may read, write, delete, or administer your files, click “change” and alter the permissions:

Allow these actions to:

	Read	Write	Delete	Administer
Owner (Kimberly D Pendell)	Yes	Yes	Yes	Yes
Users with accounts	No	No	No	No
Public	No	No	No	No

[Add User/Group](#) [Remove User/Group](#)

You might want to check the share status of your root directory as well. Go to the share icon following “Directory:/your_UTEID” just under the toolbar. This icon governs your overall directory permissions. You will see the same table, with additional options for the scope of the changes.

To change the permissions for only selected individuals, use the “add user/group” or “remove user/group” feature to allow a particular classmate or group access to your file. You may either use the individual’s UT EID or their name (“display name”) to identify them.

Find Users Whose Begins with

Now the selected individual should be able to access the file through an Internet browser, using the URL for the file. The browser should prompt the individual to enter their UTEID and password.

Tickets:

Tickets are a reliable way to share files, I would recommend using this WebSpace function over altering your sharing permissions. Issuing a ticket to a file or directory is a way to share documents and retain a measure of security. A ticket is a hyperlink to your file that may be used for a limited amount of time or a limited number of visits.

Creating a ticket:

- Click on “tickets”
- Click on “create a ticket for this resource”
- Set the desired limits for access to the file, click “Ok”
- WebSpace will produce a direct link and an email link
- Copy and paste either of these links in an email to your collaborators

To send your file ticket to others, it is easiest to simply copy and paste the address into the email system you normally use. While there is an “email link” option, this option requires some advance set up.

Tickets are a reliable way to share files, I would recommend using this WebSpace function over altering your sharing permissions.

Comments: You may add comments or notes to your files.

Locks: A lock prevents other users from editing your file or directory, even if they have access to the file. To lock or unlock a file or directory from the Information table, select “locks” and then “Lock this resource” on the next screen.

This feature is also available through the lock icon. Simply click to lock or unlock.

Versions: When turned on, versioning will keep backup copies of each version of a file. This feature is very helpful when working with a file that is edited multiple times, or by multiple people.

Versions						
Version Number	Created	Size	Created By	Make a copy	Delete	
Version 8	10/21/04	293K	Kimberly D Pendell			
Version 7	10/19/04	182K	Sara N Fuchs			
Version 6	9/28/04	183K	Kimberly D Pendell			

Event Logging: When turned on, event logging keeps a record of who has accessed a file and when.

Properties: Properties tells you basic information about the file or directory (date created, file size, etc.). Most importantly, this is where you can find the address of your file.

Publishing online through your WebSpace account:

Your WebSpace account may be used to publish personal Web pages online.

- Click on “New Directory” in the toolbar and create a folder named “www.” This directory automatically allows Internet browsers to access any html files you place within it.
- Upload your html files to the www directory using the same steps as before.
- Your index page will be located at: “http://webspace.utexas.edu/your_UTEID/www”.



Directory: /kdp69/www		Refresh Directory Listing				
Name	Info	Lock	Share	Delete	Modified	Size
 index.html					9/14/04	429
Choose all Clear all		Total size: 429 (Quota: None, Available: 57.82M)				

WebSpace cannot publish dynamic Web pages that use programming languages like PERL, PHP, or Cold Fusion.

To learn how to build and manage Web pages, please go to the School of Information IT Lab's Web Development Tutorials:

http://www.ischool.utexas.edu/technology/tutorials/webdev_tutorials.html