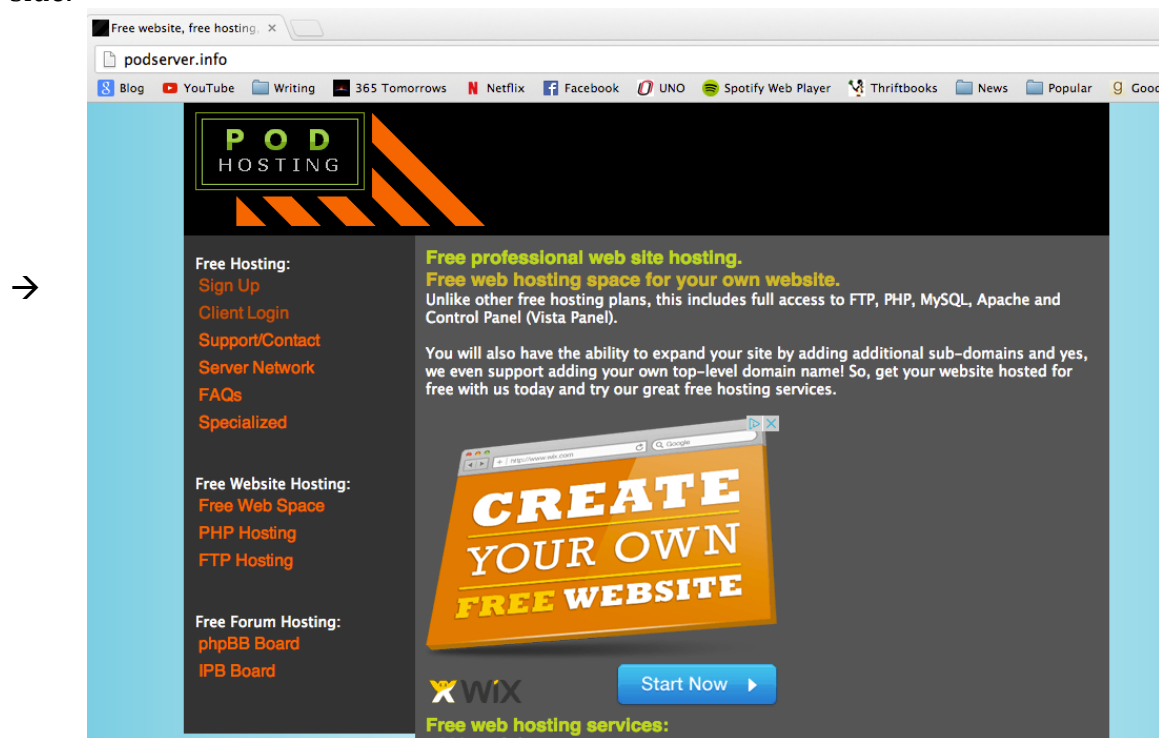


## A First-Time User's Guide to Podserver (because it can be difficult) By Bridget Tuttle

podserver is a webhosting service, which basically means that it is a chunk of server space that we can reserve for any web pages we want to post. It's like a garage that you'd keep boxes in, where in this case the boxes are any files (web pages) you'd want to open.

Here's how to set up a podserver account:

1. Go to [www.podserver.info](http://www.podserver.info) and click on the "sign up" button in the upper left hand side.



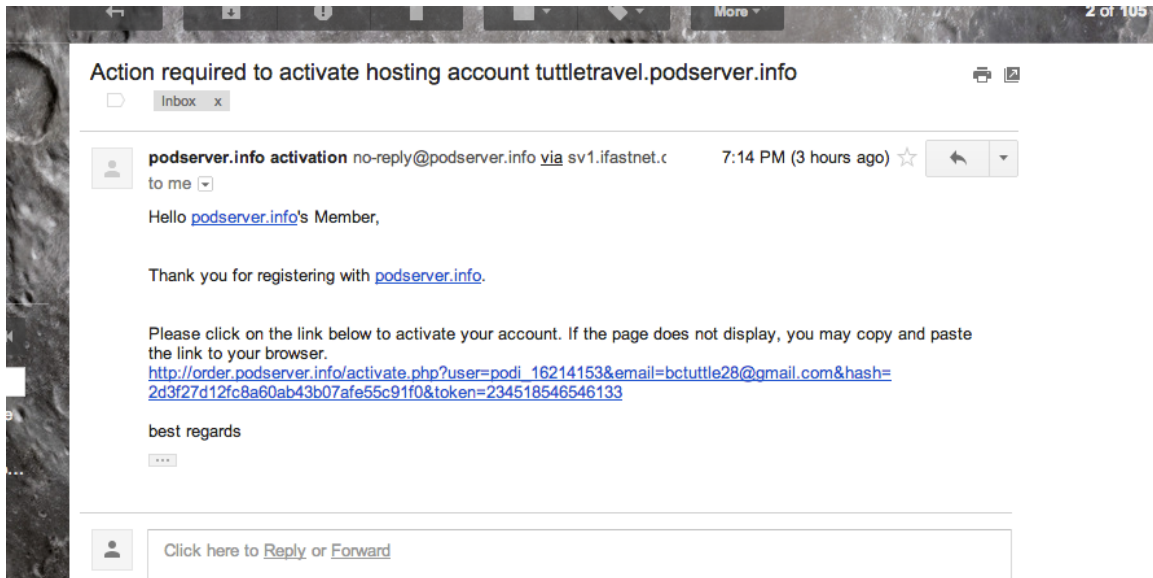
2. Say that you're a human a couple times. Otherwise you'll get rickrolled (seriously, I wish I was kidding).

3. You'll come to a sign up screen like this. The first box is for you to create a URL, which in the whole garage metaphor is basically the street address where other people where be able to find your files. Make sure it's something you can remember, like your UNO netID or something (jsmith, etc). You can keep the site category personal, it doesn't really matter.

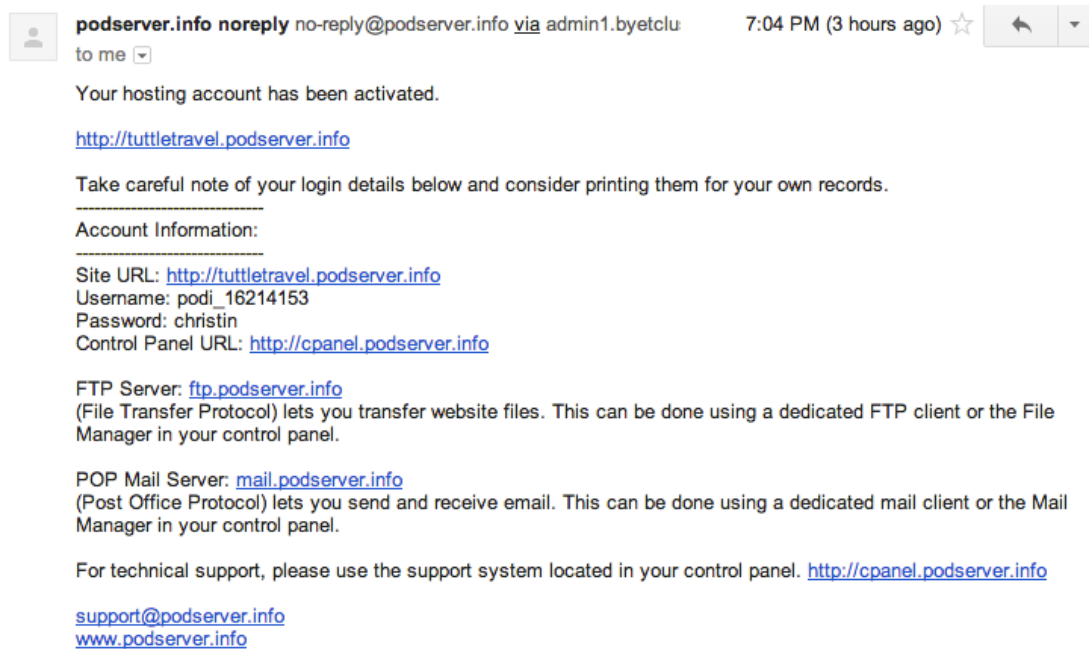


The image shows a web browser window with the address bar displaying `www.podserver.info/signupform.php`. The browser's bookmark bar includes Stumble!, Blog, YouTube, Writing, 365 Tomorrows, Netflix, and Facebook. The main content area has a dark grey background with the heading "Sign Up For Free Hosting:" in green. Below this are several form fields: a "URL" field with a placeholder ".podserver.info", a "Password (6-8 characters)" field, an "Email" field, a "Site Category" dropdown menu set to "Personal", and a "Site Language" dropdown menu set to "English". A "Security Code" field contains the numbers "1 8 6 5 8" with a cursor over the last digit. At the bottom of the form is a "Create Account" button. Below the button, there is a line of text: "By signing up for hosting, you accept and agree to our [Terms of Service](#)". At the very bottom, there is a link: "Also, check out our [Premium Hosting Solutions](#)".

4. Click "create account" and it will send an activation email to whatever email address you put down. The first email you will get will be named "podserver.info activation", and will look like this. Click the long link at the bottom to activate your account.



4. Shortly after you do that, you'll get another email from podserver named "podserver.info no reply". It will look something like the following picture:



**(out of the kindness of your heart, please do not steal my username and password!)**

So podserver is weird and doesn't actually care about any sort of username you gave it; instead, it will give you a code that starts with podi\_ and then a bunch of numbers. **THIS IS VERY IMPORTANT AND YOU NEED IT TO LOG IN!!!** Write it down

somewhere or you'll hate yourself for the rest of the six weeks this class lasts. On the above picture you can see it listed under "account information" and "Site URL".

4. Now it's time to actually log into your podserver account. Go back to [www.podserver.info](http://www.podserver.info) and click "client login", which is the button directly below the one we pressed the first time around. You'll get to this screen:

← → ↻ [podserver.info/loginform.php](http://podserver.info/loginform.php)

Stumble! Blog YouTube Writing 365 Tomorrows Netflix Facebook

## Login to Free Hosting Control Panel:

Username

Password

Language

Login

Also, check out our [Premium Hosting Solutions](#) and powerfull [Dedicated Servers](#)

Okay, at this point, just trust me and click "Login" without filling anything in. I don't know what genius set this up but you don't actually log in this way; instead it will take you to the real login page without filling anything in. Just save yourself some typing and click the button right away.

You'll get to this screen:



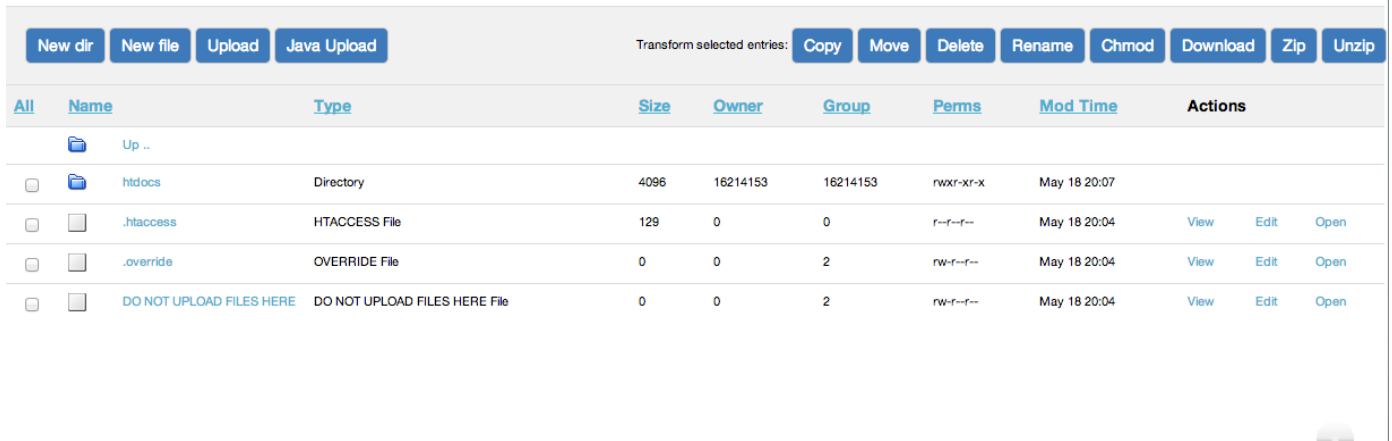
And this is where you'll actually start typing stuff.

SO where it says "Username", you'll want to enter whatever "podi\_XXXXXXXX" number you got, and then enter the password you chose for yourself. It lists on the email what both of those are. Then click "Log In".

5. You'll get to this page:

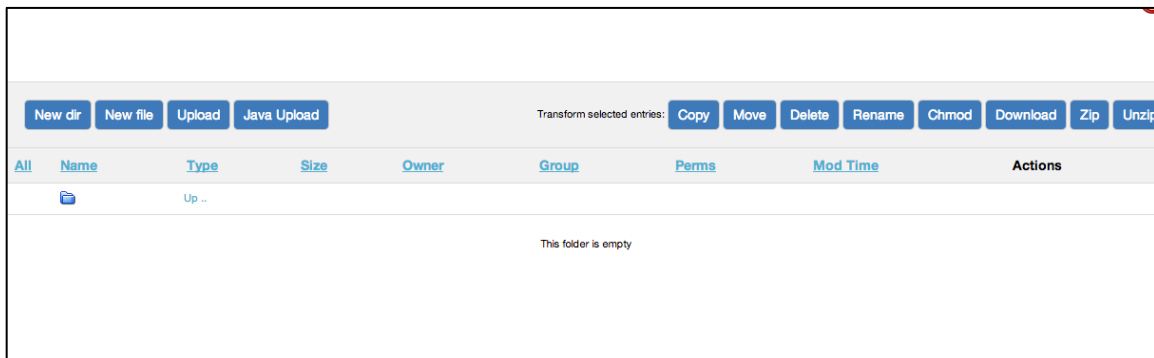


Under the fifth tab from the top labeled “Files”, there is a little icon of a folder called “Online File Manager”. You want to click on that. It will open up a new tab that looks like this:



You want to click on the link that says “htdocs”, it’s the second one down.

You’ll come across something that looks like this:



You want to click the first button on the left that says “New dir”. This is going to create a file that you can keep all your web pages in for the class.

6. You’ll get this screen:



# Create new directories



The new directories will be created in **/example**.

New directory name:

New directory name:

New directory name:

New directory name:

New directory name:

In this first box, type “geog3000”

Then, click the green checkmark, and then after that, click the blue arrow.

A screen should show up saying that you’ve successfully created a new directory, and you will then click the blue arrow to go back.

You now have a little blue folder called “geog3000”. Right now it is empty, but to complete the first assignment (the Bio page), we’ll have to create a file.

7. If you haven’t already, click on the link that says “geog3000” to open up that directory. It will be blank, very similar looking to the page at the end of step 5. Go to the second button from the left that says “New File” and click it. This process is creating the actual webpage for the assignment!

After clicking “new file”, you’ll get this screen:

The screenshot shows a web editor interface. At the top left, there is a blue arrow icon and a save icon. Next to the save icon is a dropdown menu labeled "Normal textarea". To the right of this is a text input field labeled "New file name:". At the top right, there is a status message that says "Status: This file has no". Below the top bar is a large text area with the placeholder text "Enter code here".

In the upper middle where it says “new file name:” type “bio.htm”. The “.htm” indicates that it is a web page. Click the floppy disc symbol (the blue rectangle) to save the name.

Okay, so now we have to go to <http://maps.unomaha.edu/Peterson/travel15/schedule.html> to get the source code for the web page. In the “template” column there is a link that says “bio.htm”. Click on it. What comes up is basically what we’re going to be editing.

Note: If you’ve never worked with HTML before, don’t worry, it’s pretty easy once you know what a few things mean. I’ll walk you through this one.

## **Part II: The Assignment**

1. Okay, so right now you should be on the bio.htm page (<http://maps.unomaha.edu/Peterson/travel15/Assignments/Bio/BioPage.html>).

What we’re going to do is copy the source code from this page so that we can edit it back in podserver.

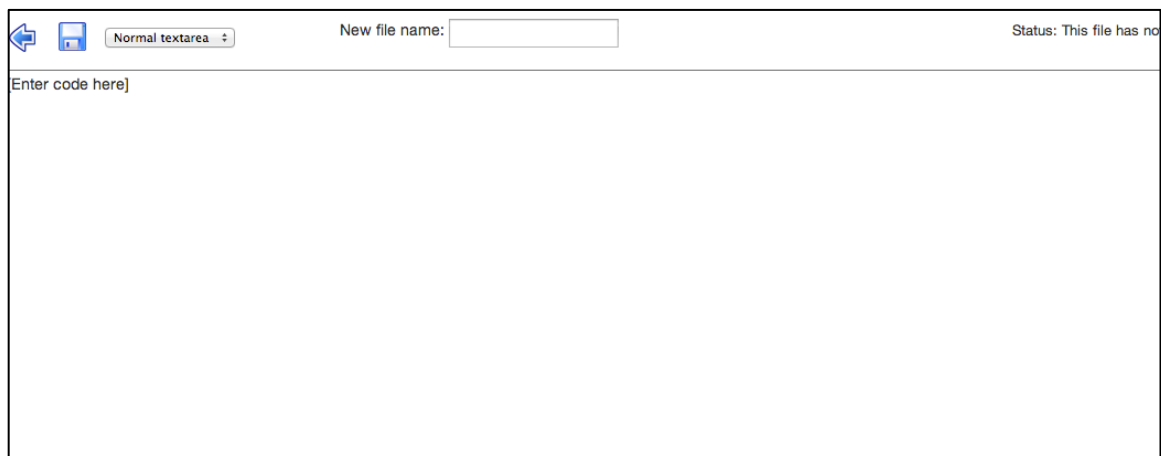
For Mac Users: go to View→Developer→View Source

For PC: right click and select “view source”

A page will now pop up that contains the HTML code, which is formatting the webpage. If you are unfamiliar with web development it just looks like a bunch of gibberish.

With your mouse, copy the whole thing, starting at the top with <HTML> and ending with </HTML> . **If you don’t copy everything there, your webpage won’t work.**

2. Go back to this page:



Where it says [Enter code here], paste in everything you just copied.



3. Here is where you get to personalize your first web page! Basically, read through the text and fill in things between the <p> </p> . Those just mean paragraphs in HTML. Also of note, at the beginning it says “Biography of your name”, wherein you will replace ‘your name’ with whatever your actual name is.
4. Once you are done editing the code, click the save button (the blue rectangle), and then the blue arrow to go back to your geog3000 folder.

Congrats, you’re all set up! Now you just have to email Dr. Peterson with the URL for your podserver account. This is a little misleading because in this case, you are NOT sending the “podi\_XXXXXXX”, but rather whatever your **blank**.podserver.info was called (bolded text being whatever you called yours).

And that should do it!