

How to Create URL links

Duke University has provided you with a “personal web space” where you can upload files. You will be using this personal web space for 463: Marketing of Innovations. This document will illustrate how to upload files into your personal web space and create URL links to those documents. **These URL links can be posted on the course bulletin board in lieu of attaching large attachments to the course board.** This space has been tested to determine which file types can be shared in your personal web space, so read the directions carefully concerning how you name your files.

IMPORTANT: This personal web space is open to the World Wide Web. It is not a secure site, so be cautious about what you put on this unprotected site. For example, do not name the photos with personal information.

1. Open **Internet Explorer**. (Not all browsers have been tested.)
2. Go to this URL: <https://webfiles.duke.edu>
3. Type your **Duke NetID** and **Password** and press **Enter**. (Getting into the site is secure, so only you can put documents into your personal web space.)



Duke University NetID Services

Please identify yourself to NetID service http at host webfiles.duke.edu.

Please enter your NetID and password:

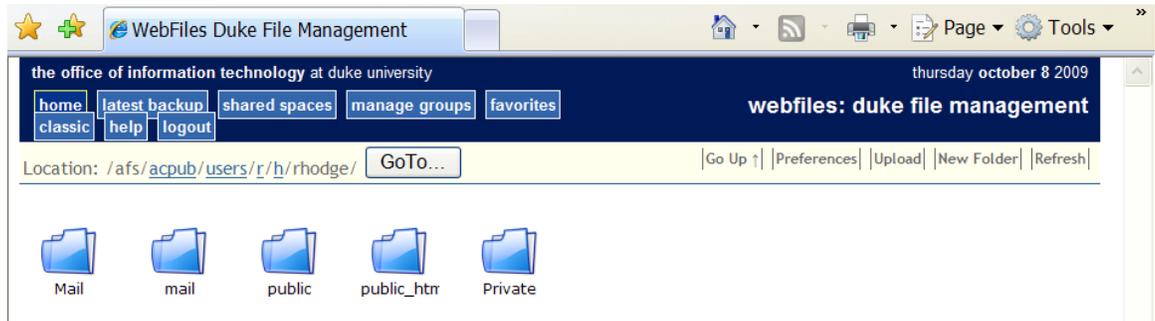
NetID:

Password:

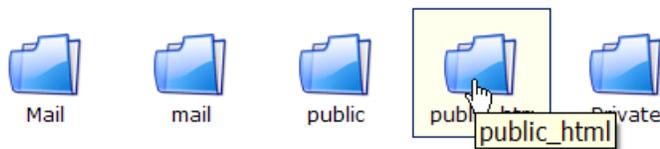
Don't know what a NetID is? Not sure if you have one? [Find out.](#)

Forgot your password? [Click here.](#)

4. You will connect to the **WebFiles Duke File Management** site. (You may not have the same number of folders as in this illustration.)



5. Double-click on **public_html** folder. (This is your personal web space.)



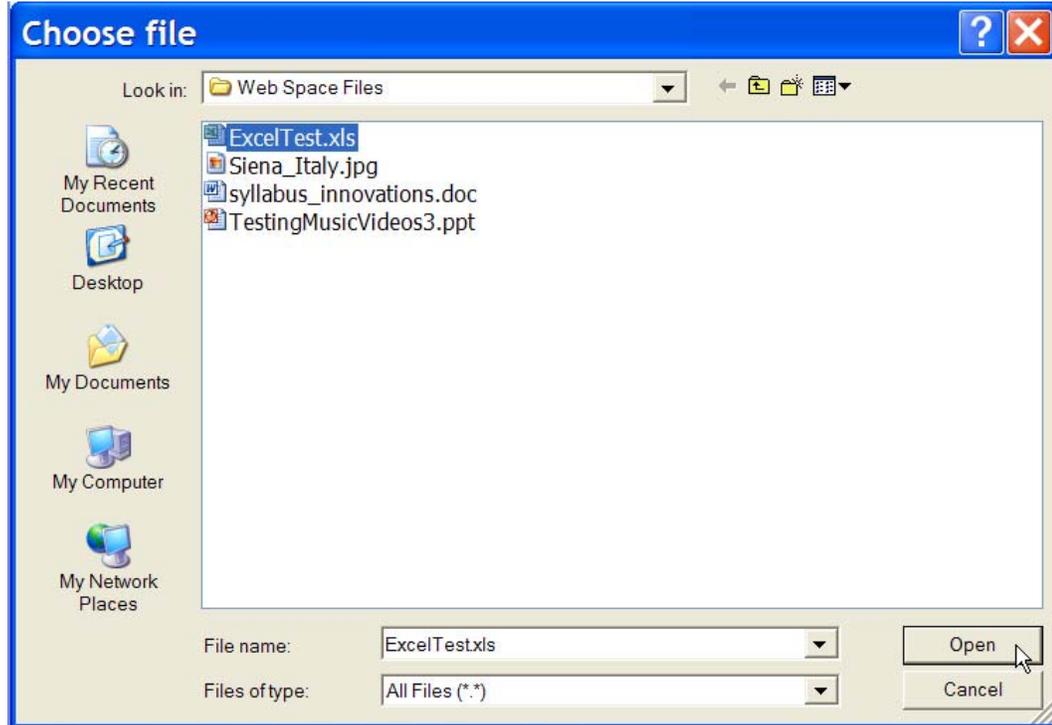
6. To upload a file, click the **Upload** button in the upper-right hand corner.



7. The window will darken and a pop-up window will appear. Click **Browse**.



8. Migrate to a location. Select a **file** and click **Open**.



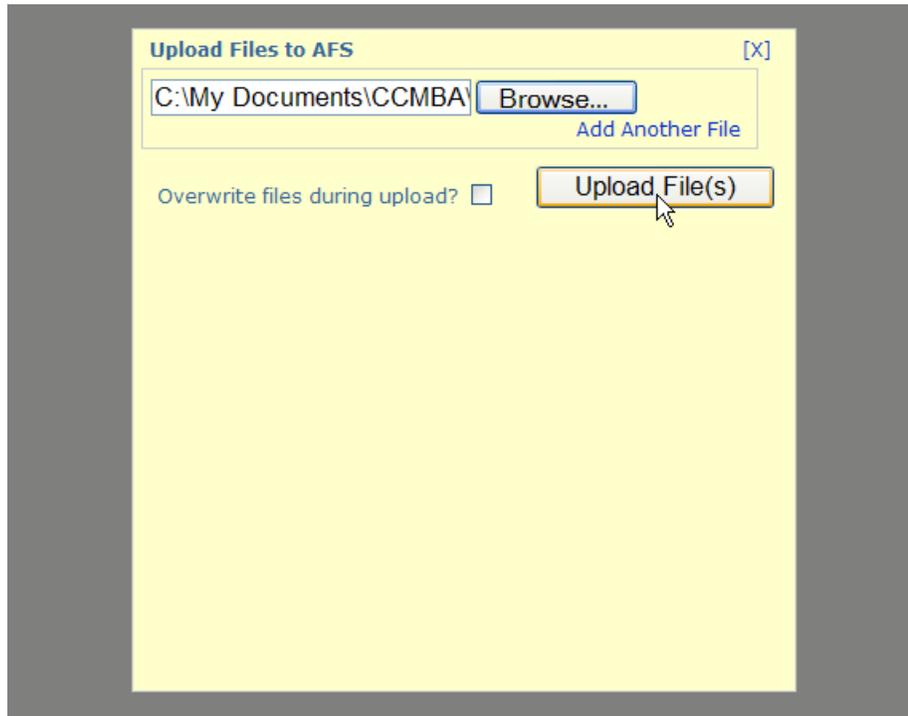
IMPORTANT 1: The above screenshot illustrates **correct filenames**. A filename may contain *capital letters, numbers, and underscores*. They should **not contain spaces or special characters**, such as (), %, \$, #, etc. (Spaces should not be used because the links that you will create will break before the space. **Therefore, use underscores instead of spaces.**)

IMPORTANT 2: The Following **File Extensions** (types) **have been tested and work well:**

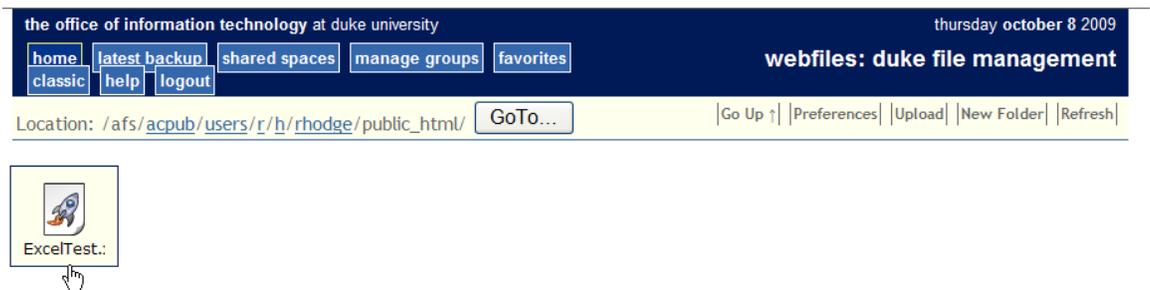
- .doc** (Word 2003)
- .xls** (Excel 2003)
- .ppt** (PowerPoint 2003)
- .pdf** (Adobe's Portable Document Format)
- .jpg** (JPEG compressed photographic image file)
- .jpe** (JPEG compressed photographic image file)

IMPORTANT 3: If you are **using Office 2007**, you must save the file for Office 2003. Most browsers do **not** know how to handle files with these extensions: **.xlsx, docx, pptx**, etc. (You will be able to upload them into your personal web space, but the problem occurs when someone else tries to view these files through a browser.)

9. Click **Upload File(s)** button. (**Note:** There is a checkbox to overwrite files during upload if you need to do this.)



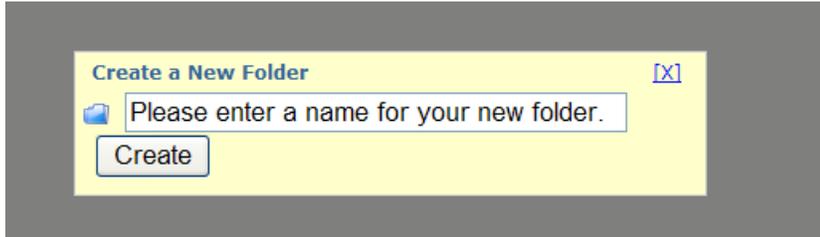
10. The file will appear in your **public_html** folder.



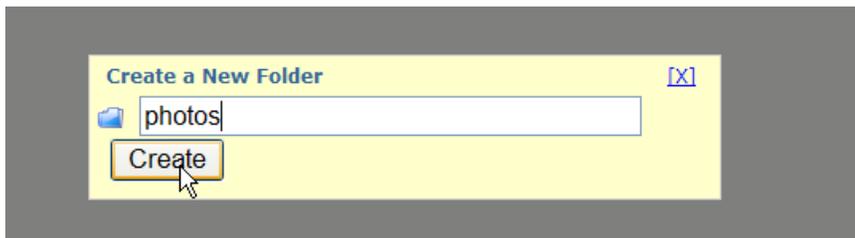
11. To **organize your files**, you may want to create a folder in this space.
12. Click **New Folder**.



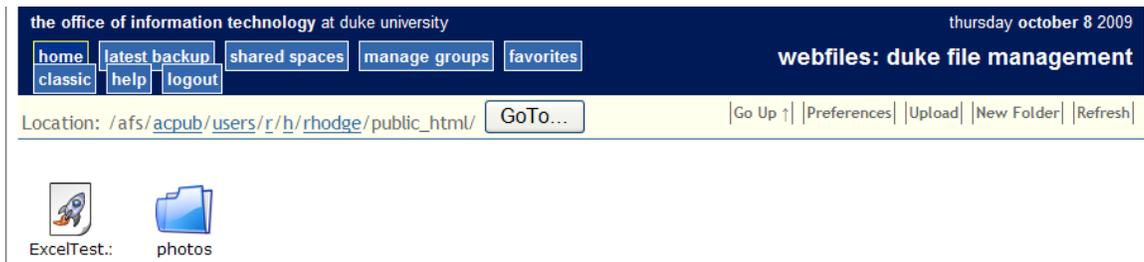
13. The window will darken, and a pop-up window will appear.



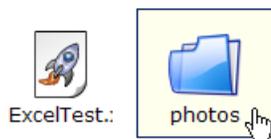
14. **Type a name** for the folder, and click **Create** button.



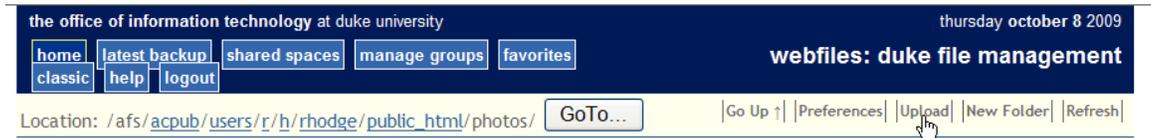
15. The **folder** will appear.



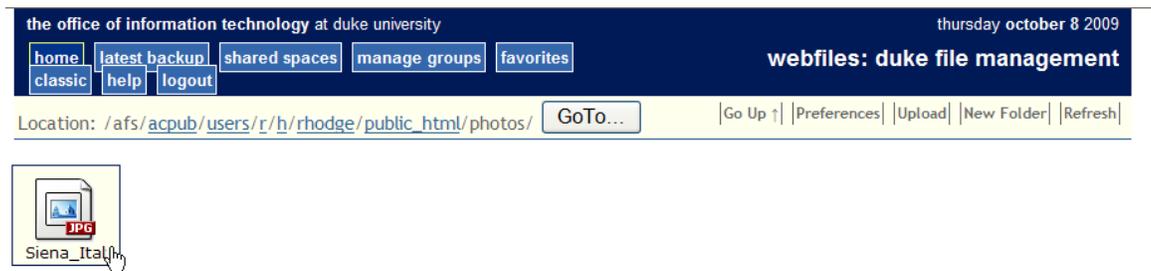
16. **Double-click** on the folder to **open it**.



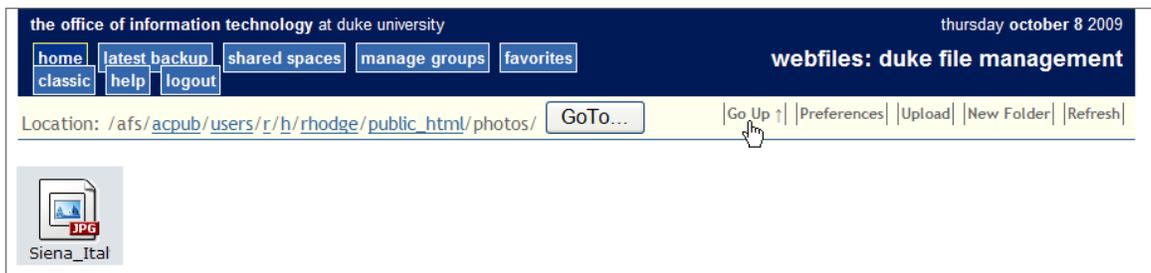
17. Now you can upload a file into the folder, using the **Upload, Browse, and Upload File(s)** buttons (as illustrated before).



18. The photo will appear in the photos directory (or folder). It may take several minutes for large files to upload.



19. To exit out of the photos folder, click **Go Up** link or use the browser's **Back** button.



20. It's a good idea to **write down the path to the files**, such as *photos/Siena_Italy.jpg* (**The directory, filename, and extension are Case Sensitive.**) You will use this information later.
21. When finished uploading files, click **Logout** or **close the browser's window**.



22. After the file is uploaded to your personal web space, you can **reference them as URL links**.
23. You must know the **correct spelling** of the directory names, file names, and extension which are Case Sensitive.
24. The **format to a file** is:

<http://www.duke.edu/~NetID/filename.ext>

25. **For example**, my NetID is **rhodge** and the filename with extension is **ExcelTest.xls**. Therefore, the link to this file is:

<http://www.duke.edu/~rhodge/ExcelTest.xls>

NOTE: The **tilde** character before the NetID, is the key before number 1. You must use the Shift key. It is pronounced TILL-duh or TILL-day.

26. The **format to a file inside a directory** will be:

<http://www.duke.edu/~netID/directory/filename.ext>

27. For example, the link to the **Siena_Italy.jpg** file inside the **photos** directory is:

http://www.duke.edu/~rhodge/photos/Siena_Italy.jpg

28. If I typed the link as the following, it would *not connect*, because the **directory and filenames are both Case Sensitive**:

http://www.duke.edu/~rhodge/Photos/Siena_Italy.jpg

29. Please **click on the 3 links above as a test**. (Two links will work and one will not.)
30. You will notice that the files open inside a program. Therefore, you can **save the file** to your hard drive, if you want.
31. **Your URL links can be posted on the course bulletin board in lieu of posting large attachments to your course board.**
32. If you want to see a list of the files that you have in your personal web site, the format is:

<http://www.duke.edu/~netID/>

33. For example, all the files posted by Professor Joel Huber can be found here:

<http://www.duke.edu/~jch8/>

If you have any questions about this site, please email ccmba-support@fuqua.duke.edu or dukegoethe-support@fuqua.duke.edu .