

Uploading a file (think .pdf, .mp3, .mp4, etc) to the *Internet*:

Have you ever thought to yourself, *wow, I'd love to upload my Environmental Science lab report to the Internet, but man, I have no way to do it?* Looking around on the Internet, you always see some .pdf files published online? How do they do that?

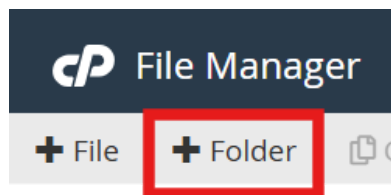
To publish something onto the Web, you need to have a domain and web hosting. Your files need to be uploaded to a server, where it gets stored and made accessible to users who request your website through their web browser. How do we create a web-link that allows someone to access your file from the Internet?

It's not like we have a recently-created domain with free web hosting available for Grinnell students.

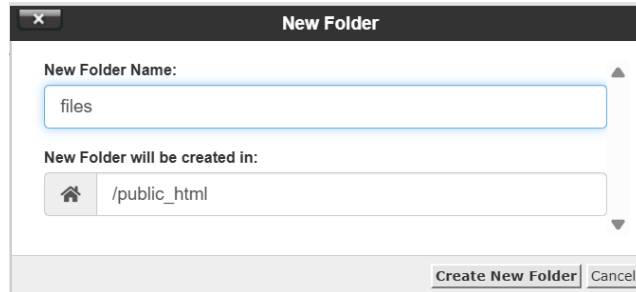
Lucky for you, your very own cPanel offers that functionality-- without needing other more complicated processes like the ancient File Transfer Protocol (FTP). (More on that later.)

To upload a file in cPanel:

1. Navigate to your cPanel dashboard.
2. Under "Files", click on "File Manager", scrolling down if needed.
 - a. This'll open the cPanel File Manager. Think of it as a virtual version of *File Explorer* on your computer that stores your files on a web server. It's similar to Google Drive and Microsoft OneDrive, in a way. However, in cPanel File Manager you will be able to use your domain to share your files to the entire world by publishing them online.
3. Next, find the folder marked "public_html" and open the folder by clicking on it.
 - a. This folder will be under a larger directory folder marked (/home/username), where username is your Sites @ Grinnell username created when signing up. If you can't see it at first, click the '+' to expand the folders.
4. For organization purposes, it is useful to create an additional folder labeled "files" within the "public_html" folder. To do this, click on the "+ Folder" icon in the top left corner, under the cPanel File Manager logo.



- a.
5. Type in the folder name: "files". Click on "Create New Folder"



New Folder

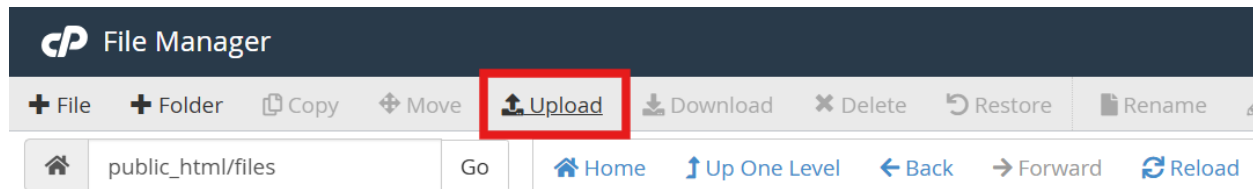
New Folder Name:

New Folder will be created in:

[Create New Folder](#) [Cancel](#)

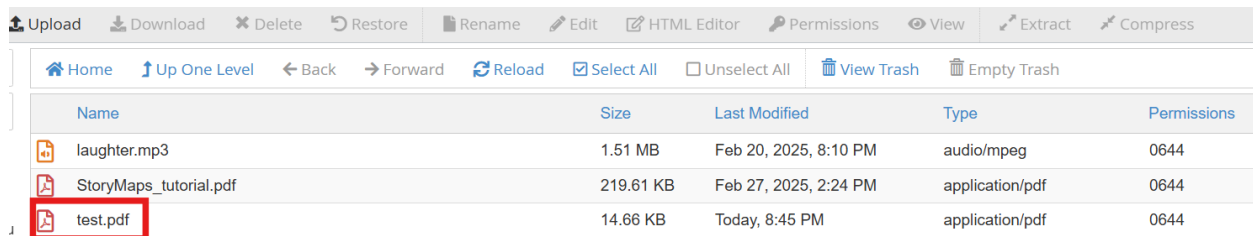
a.

6. Double-click on the newly-created “files” folder. Now, upload whatever file you wish to publish online within this folder. Upload your file through the “Upload” button.



a.

- b. For example, I can upload my file “test.pdf” online through this process. It should appear in my files now.



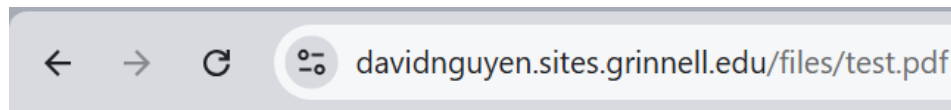
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Name	Size	Last Modified	Type	Permissions
laughter.mp3	1.51 MB	Feb 20, 2025, 8:10 PM	audio/mpeg	0644
StoryMaps_tutorial.pdf	219.61 KB	Feb 27, 2025, 2:24 PM	application/pdf	0644
test.pdf	14.66 KB	Today, 8:45 PM	application/pdf	0644

7. To access your file on the Internet, type your domain, followed by /files/filename.

- a. In this example, my domain is “davidnguyen.sites.grinnell.edu”, my folder in “public_html” is “files”, and the name of my uploaded file is “test.pdf”.



- b. Everything after the first ‘/’ is case-sensitive, so make sure you type your file accurately!