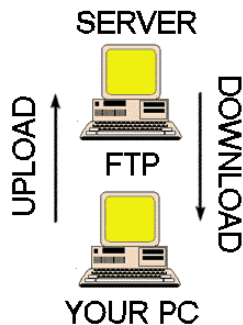


Uploading your Site



You can find and download a number of free FTP programmes on the Internet and will find similar functionality with the example used here, CoffeeCup Free FTP. FTP (File Transfer Protocol) allows you to transfer files from your hard drive to a Web server and vice versa. CoffeeCup FTP establishes a link between your web server and your personal computer using your Internet

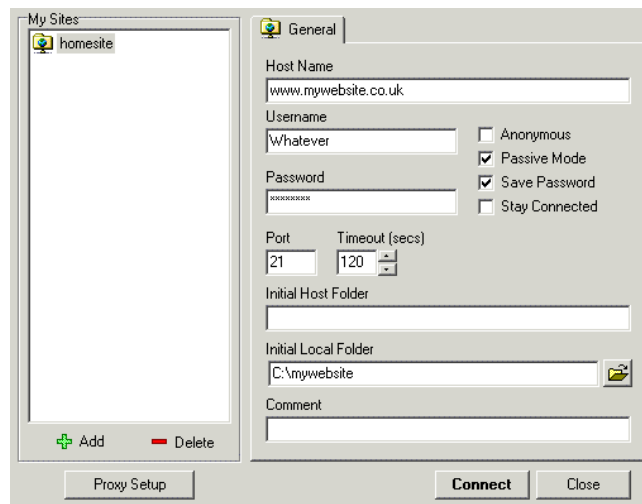
connection. Once this link is established you will see two side-by-side windows. One shows files on your hard drive and the other shows your server. Now, you can just drag and drop files back and forth as needed (generally called uploading and downloading).

Once you have installed and opened CoffeeCup you will find a useful set of Help Files that take you through the process of setting up and using FTP.

Three things you need.

1. Choose the name of your server profile e.g. Homesite
2. Your Username and Password to connect to the server (this is provided by your web host)
3. The Hostname for the server e.g. www.mywebsite.co.uk (your domain name)

Once you have filled in the information you will see something like this



Click on the "homesite" folder and CoffeeCup will establish a connection with the server be able to upload your folders and files.

On the left of the page is your computer hard drive. Open the "My Website Folder" then move the contents onto the right screen that shows the Web folder on the server.

Once it is uploaded, check your site by using your browser and seeing it on the Internet the way others will see it.

Some final thoughts

A website is there to inform. When it comes to effectively informing somebody about something there is a tried and true formula: "Who? What? When? Where? Why?" The five Ws. This will work just as well for a website as it does for anything else. Who? When it comes to the family site there is not much doubt as to the answer. You will need some clarification though. For example the Best Family are from Peterborough in Cambridgeshire (as opposed to the other Best family from Cardiff in Wales). Who you are talking about on this website needs to be explained very clearly, right away. That is the start of the content for the first page.

On the family page, what do you have to offer? Do you have a family tree that goes back to Adam? Can you show the family tree using GEDCOM file format? Are there photos of the new baby? For a family site it is probably not a good idea to have your website give your home address and that you'll be on holiday for the first two weeks in July. You may not have much furniture on your return.

For the technical difficulties, use the amazing power of the Internet to help you. You can find detailed information on all aspects of website creation by searching the web.

Things to remember about HTML as opposed to your word processor:

Some tags (like <center>) require closing (like </center>); others (like line break,
) do not.

Carriage returns are ignored <p> makes a paragraph </p>

HTML tags are NOT case sensitive, but the file names and URLs inside the quotation marks in those tags are case sensitive.

For Unix Servers (and most are) file names must be lowercase and a maximum of 8 letters (index.html, thisfile.htm, mypic.gif). If you want a longer file name leave no space but use underscore "this_will_work.jpg"

One very important link is for email:



Be aware that your user sets the size of the viewing window, not you. You can size your page by % and the



layout will alter on a larger or smaller screen. You can size your page by pixels and it will be the same layout and size but on a different screen it may have scroll bars or a lot of empty space.

Do not submit your web site to search engines before it is ready. The search engines may find pages in preparation and rank you low.

Building a websites is like working with Lego. All of the interlocking blocks are simple but the results can be complex. To begin with, keep it as simple as possible. Do not be tempted to add bells and whistles. When you understand more, try to keep it simple then too. Alleycode will introduce you to such things as Forms and Cascading Style Sheets, and by playing with them you will learn how to use them well. Remember, you are creating something that no one else can create – your website.

You are welcome to print this off for personal use
– but it is still mine!
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