

Uploading your web pages to the World Wide Web using FTP

To transfer a web page from your own (local) computer to a computer that allows it to be seen on the World Wide Web (WWW) you need to use an Internet facility called File Transfer Protocol (FTP).

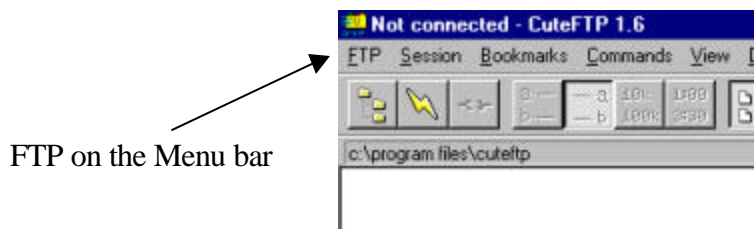
On the District 105M Website and the District 105M Resource CD you can find a shareware utility that can be installed on your computer called **CuteFTP**. You do need to have Internet access with an ISP to be able to use CuteFTP.

This guide explains how to use the free web space that is available to all Clubs and Specialist Officers.

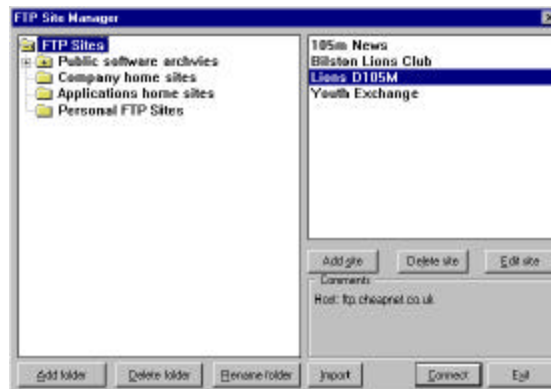
Once CuteFTP is installed on your computer you need to enter four pieces of information:

- Site Label** This merely identifies which site you are connecting to so you can be creative
- Host address** For a share of the District web site this will be ftp.cheapnet.co.uk
- User ID** The District Webmaster will give you this
- Password** The District Webmaster will give you this also

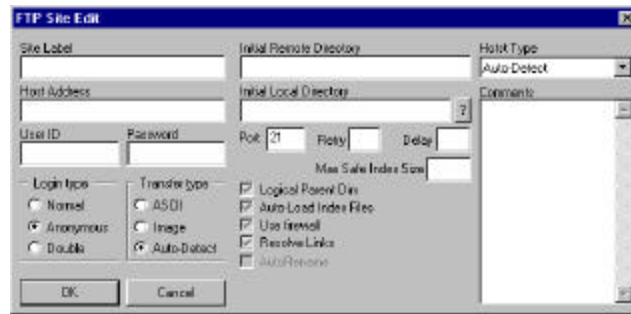
To enter the information you will need to open the FTP Site Manager. It may open automatically when you launch CuteFTP. But if it doesn't you can open it by clicking once on **FTP** on the menu bar and selecting Site Manager.



FTP Site Manager



In **FTP Site Manager** click on **Add site** and a new dialog box will open –



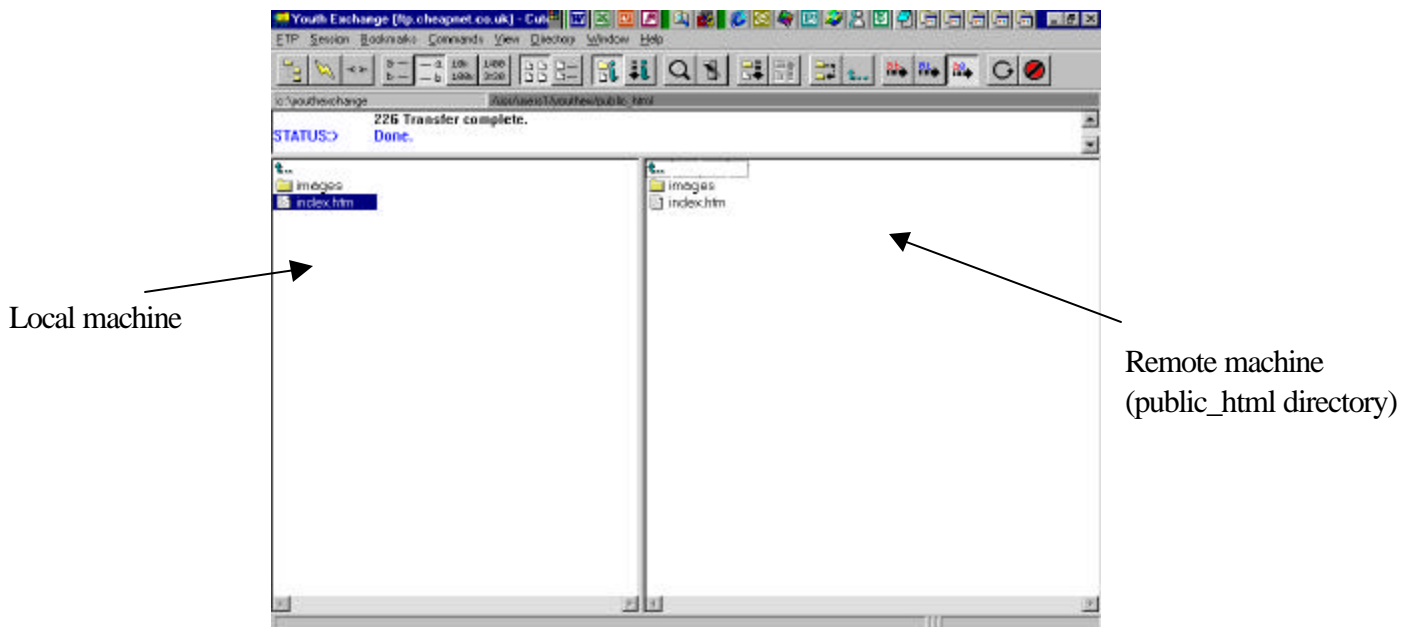
The four pieces of information are entered in the top section on the left hand side. All other setting remains unaltered. And that is all there is to it, Cute FTP is ready to go.

Uploading your web pages

There are a few basic rules to follow.

1. Always ensure that your first page (home page) is named **index.htm**
2. Always put your pages in the **public_html** folder
3. Always keep your images in a folder within public_html called **images (public_html/images)**

Connect to your web space using Site Manager (double-click on your site label) and connecting to the Web. To upload a web page simple double-click on the file on the left hand (local machine) side and it will transfer to the right hand side (remote machine)



Congratulations, your web page is now available to be viewed by millions of people all over the world. The web address (URL) will be **www.lions105m.org.uk/~your_user_id** (unfortunately your_user_id is limited to 8 characters).