

### Register for Free Web-Hosting

Schools have a variety of ways to post student work on the Internet. You may wish to first contact your System Administrator to find out the approved procedure for your school board. Some areas have a board web site or individual school web sites with specific procedures and requirements for uploading. The instructions for the students are written assuming that there is no such board policy or board web hosting.

Students register with a free web host, for purposes of demonstration we use Freeservers. They must register to sign up for an account. In some countries, children under the age of thirteen cannot upload a page to the Internet without parental consent. However, if the children are over thirteen they can post their site. Find out the policy of your country.

In addition, Freeservers requires students have an email account. If they do not you can use your own or the school's account. However, please note, that Freeservers will send an email to each person acknowledging their registration.

Freeservers asks each student to create an account password. In order to avoid problems such as forgotten passwords, you may wish to assign student IDs and passwords or require the students to write down their information. In any case, keep a list of student User IDs and passwords for your own records.

### Upload Website using the File Manager

Instructions for how to upload the site to Freeservers are provided. It is important to note that web sites change their designs periodically; therefore the exact wording and pictures may not be the same.

When students upload the web page, first the single web document **index.htm** is uploaded to the main directory in the File Manager.

During the "Publish to the Web" process in Microsoft Publisher, the remaining pages, images, and file list are generated in a sub folder labeled "index\_files". Students must create a matching sub-directory in the File Manager and upload the contents of the folder to that directory.

Once all the files have been uploaded, students view their pages online. They will check each page to ensure that all images are visible and that links are working properly.

**At this point, it is very important that the students record the URL in the address bar.** This is their record of where to find their own site on the Internet when they are on another computer in the school or at home. Stress the importance of accuracy in copying the URL. Use of capitalization, lower case letters, slashes, punctuation, and spacing are critical.

Refer to the troubleshooting section if there is a problem with the web page.

## Assignment 1: Register for Free Web Hosting

Right now, your website is only on your computer and no one else can see it. Follow the directions below to register with a free web host. In the following assignment, you will login to your account and upload your website.

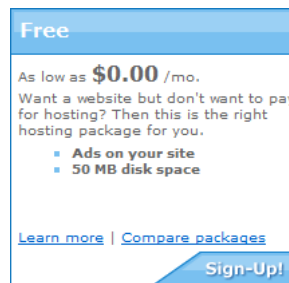
Please note, you must be **thirteen** to get a free web account. If you are not, have your teacher register for a web account and then post your web page to it. **YOU NEED AN EMAIL ACCOUNT TO REGISTER WITH A FREE WEB HOST.**

### Register with a Free Web Host

These are instructions for getting a free web account. Your teacher may have already registered you. Ask your teacher if you need to do this step.



- ☞ Open Microsoft Internet Explorer and type in the address **http://www.freesevers.com**
- ☞ Press ENTER.
- ☞ On the page find the *FREE* area and click *Sign Up!*



- ☞ Click to select the *Free Sub-Domain* radio button. Enter a word or phrase to represent your web site and select an ending from the pull down menu. This will become your URL.

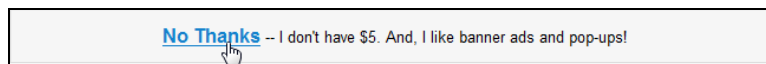
**Free Sub-Domain** - Please provide me with a custom sub-domain on your

\*  .

Enter a word or phrase      Select an ending

If the website address is taken you will get a list of suggestions. Pick from the FREE list **Website Address (sub-domain on one of our great domains)**

- ☞ Click *Next*.
- ☞ Click "No Thanks" to continue to the *Free Web Hosting* package.



- ☞ Complete the account information:
  1. Key in your personal information such as name, email address, and date of birth.
  2. Choose a password and verify it as indicated.
  3. Select to indicate you have read and accept the Terms of Service agreement.
  4. Enter the text picture code in the box provided.



The next page gives you a summary of your account. Make sure it reads **\$0.00**. If it doesn't, click *Back* in the browser and select the **free** option.



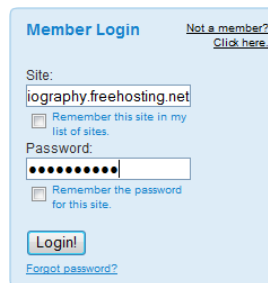
- ☞ Click *Submit*.
- ☞ Click *Print* to keep a copy of your account information. Put your name on it and hand it to your teacher for safekeeping. A copy of this information is also sent to the email address you provided.
- ☞ Click *Next*.
- ☞ Exit Internet Explorer.

## Assignment 2: Upload Website using the File Manager

You need to upload your files to the account you created in the previous assignment. Follow the instructions to place your website on the World Wide Web.

### Log in to Your Web Host

- ☞ Open Internet Explorer. 
- ☞ Type in the address **http://www.freesevers.com**.
- ☞ Click Go or press ENTER.
- ☞ Click the *Member Login* link. It may be at the top corner of the page.
- ☞ Enter your account information in the space provided and click *Login!*



### Open the File Manager

The File Manager lets you view all the files in your web space. This is where you can upload your files so they can be seen on the web.

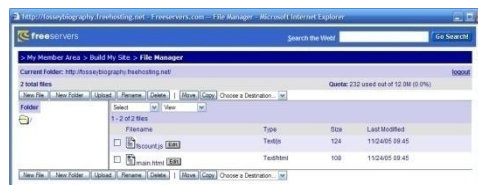


- ☞ You may be prompted to set up your email. You can click "I'll do it later".
- ☞ Click the File Manger link.

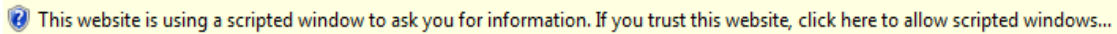


[File Manager](#)

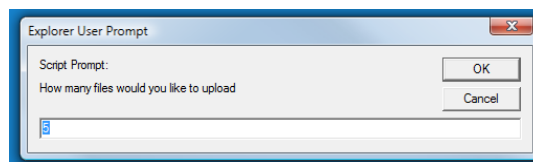
- The File Manager opens:



- ☞ Click *Upload*.
- ☞ You may be prompted with a yellow bar at the top of the Internet Explorer page to allow scripting.

 This website is using a scripted window to ask you for information. If you trust this website, click here to allow scripted windows...

- ☞ Click on the yellow bar and select "Temporarily Allow Scripted Windows".
- ☞ Click *Upload* again.
- ☞ A box will open with the default value of **5**. For the first upload you can change this number to **1** and click OK.

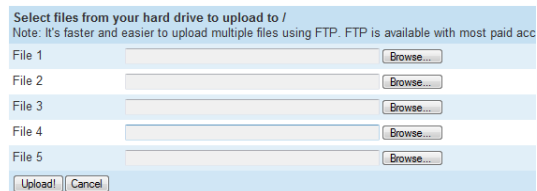


## Upload the Index File



You are going to upload the *index.htm* file first. This document is the home page.

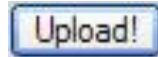
- ☞ An option to upload 1 file is displayed.
- ☞ Click *Browse*.



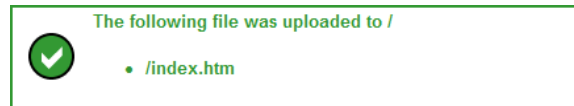
- ☞ Click the *Look in* arrow and go to your *student folder/webpage* folder.



- ☞ Select the file named **index** and then click Open.
- The file path appears in the text box beside the Browse button.
- ☞ Click the *Upload!* button.



- ☞ Check to make sure the file was uploaded.



### Upload Files into a Folder Called `index_files`



You are now going to make a sub-directory folder called `index_files`. You will then upload the remaining files for your web page into this folder.

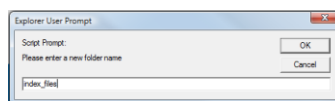
- ☞ Click the *New Folder* button.



- ☞ You may be prompted with a yellow bar at the top of the Internet Explorer page to allow scripting.

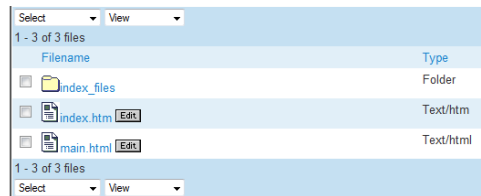
This website is using a scripted window to ask you for information. If you trust this website, click here to allow scripted windows...

- ☞ Click on the yellow bar and select "Temporarily Allow Scripted Windows".
- ☞ Click *New Folder* again.
- ☞ An *Explorer User Prompt* dialog box opens asking for a new folder name.
- ☞ Type **index\_files** and click OK.

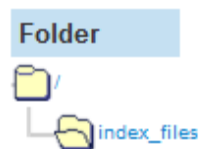


**NOTE:** The folder name must be all lower case and must include the underscore "\_" and no spaces.

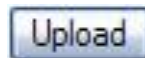
☞ The folder is added to the file manager.



☞ Click the newly created *index\_files* folder to open it. The folder will look as if it is open.



☞ Click *Upload*.

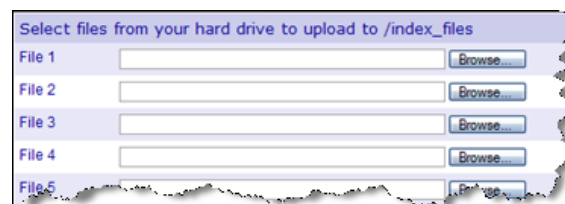


☞ You may be prompted to allow scripting on the page. Click the yellow bar and temporarily allow scripted windows.

☞ Click *Upload* again.

☞ If you know how many files you need to upload you can change the number here, otherwise, change the number to **20** and click OK.

– You will have 20 files available to be selected.

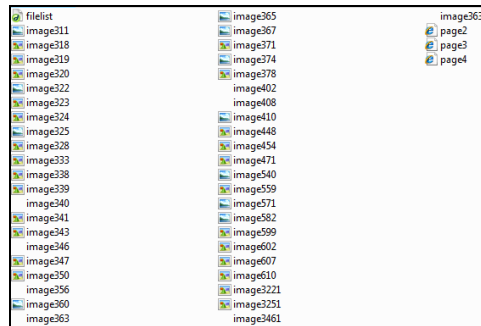


☞ Click the **first** *Browse* button.

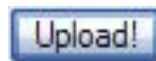
☞ In the *Choose File* dialog box, browse to the place where you saved your work and double click the *index\_files* folder to open it. The remaining images, the filelist, and other pages of your web page are listed.

– The remaining images, the filelist, and other pages of your web page are listed.

- ☞ Select the first file in the folder and click *Open*. The file path is then displayed beside the first *Browse* button.



- ☞ Click the **next** *Browse* button, select the next file in the folder, and click *Open*.
- ☞ Continue in this manner until **ALL** the files in the folder have been selected **OR** you run out of *Browse* buttons.
- ☞ Click *Upload!*



- ☞ Check to make sure your files uploaded successfully.



- ☞ If you still have more files to upload, click the *Upload* button. If you are prompted to do so, temporarily allow scripted files.
- ☞ Change the number in the *Explorer User Prompt* dialog box to finish uploading the remainder of your files. (Maximum is **20** at a time).
- ☞ Click the first *Browse* button and select the next file from where you left off.
- ☞ Repeat this process until all the files have been uploaded.

## View your Website

☞ Scroll to the top of window and click the *View Site* hyperlink.  [View Site](#)



Congratulations! You have posted to the World Wide Web.

## Troubleshoot the Website

Are there any troubles with your web page? Below are some ways to fix the problem:

- *None of the pictures show up.* This can be caused by the fact that the index\_files folder has not been named correctly. If this is the case, rename the folder. The other problem may be that the pictures were not uploaded to the correct location. Make sure that the pictures are in the index\_files sub-directory folder in the File Manager and NOT in the same place as the index.htm file.
- *Only the "alternate text" appears on the page.* Go back to your publication and save the images in question as files. You can do this by right clicking on the image and choosing "Save as Picture" from the shortcut menu. Give the image a name and save it to the same location as your other pictures. Then delete the image from the publication. Then reinsert it using the *Picture Frame – Picture from File* option on the Objects toolbar. Size and position the picture as desired. Remember to add new alternate text. Save the publication and remember to resave using Publish to the Web.
- *A picture appears as a red X.* This means a picture is missing. Go back to the index\_files sub-directory in the *File Manager*. Look and see what image is missing and upload it.
- *A hyperlink is not working.* You need to reopen your *biography publication*. Make the correction to the hyperlink. Test it to make sure it is working. Now re-Publish to the Web overwriting your old index and index\_files. Re-upload the file *index* using the file manager.
- *You made a change to your web page but you can't see it.* Click the *Refresh* tool on the Microsoft Internet Explorer Standard toolbar to reload the page.
- *The images are not where they are supposed to be:* Check the publisher document and ungroup any objects that have been grouped together.

## Close Microsoft Internet Explorer

☞ Exit Microsoft Internet Explorer.