



Personal Web Page Publishing Instructions

(Revised February 24, 2004 – JK)

GENERAL NOTES: Please take note that you may be assigned to a domain other than cvinternet.net. We offer several different domain choices when you sign up for Internet or email service. Some of these domains include cvinternet.net, sweethomealaska.net, ilovealaska.net, valdezak.net, glennallenak.net, etc). Instructions for the cvinternet.net and sweethomealaska.net domains have been included below. If you are assigned to a different domain, make sure to modify the publishing locations based on your domain, so wherever this document refers to cvinternet.net, you should instead use your domain, for instance valdezak.net. If you have questions or experience problems, please contact Copper Valley Solutions at (907) 835-5432.

1) Contact us to activate your "home page" on the Copper Valley Internet server.

Send an email request to webmaster@cvinternet.net or give us a call at (907) 835-7727. If your "home page" is not activated on our web server, you will not be able to publish your web page! Effective May 30th, 2003, Copper Valley Internet now provides you with 10MB of space on our web server with every dial-up or DSL account. If you require more than 10MB of personal web space, please contact us for pricing information.

2) Build your web page!

There are many ways to create web pages. Web pages are written in a language called hypertext markup language (HTML). To see a sample of HTML code, right click on any web page and select "Source" or "Page Source" from the right-click menu. The old fashioned way is to type out the "HTML code" manually in a text editor like Notepad. Most people now create web pages with an HTML editor like Netscape Composer (included free in Netscape Communicator), Microsoft FrontPage or Adobe Pagemill. These editors look and feel like standard word processors, but contain many extras to customize your own web pages. These HTML editors make the task of creating a web site very simple. Find an HTML editor that you are comfortable with and create your own personal web page. Remember, you can always change your web page later so start simple.

Once you have completed a personal web page and are ready to publish it, move on to step 3.

3) Transfer your page(s) to the Copper Valley Internet Server.

Depending on what program you used to create your web pages, you have different options to publish, or upload your pages to the Copper Valley Web Server. Once your pages are published on our web server then they are available for anyone in the world to view.

Determining your username and password

To successfully publish your web page, you must specify a username and password. Your username is the same as your email address. For example, if your email address is joeuser@cvinternet.net and your password is joe, then you should use joeuser@cvinternet.net as your username and joe as your password to publish your web site. If your email address is joeuser@sweethomealaska.net you should use that as your username to publish.

a. To publish your home page using Microsoft FrontPage:

- Select the “**Publish Web**” option from the “**File**” menu bar and publish your web to the address for your domain:

example 1: joeuser@cvinternet.net should publish to:
<http://www.cvineternet.net/~joeuser@cvinternet.net/>

example 2: joeuser@sweethomealaska.net should publish to:
<http://www.sweethomealaska.net/~joeuser@sweethomealaska.net/>

- Remember to use YOUR FULL EMAIL ADDRESS as the username and with your password. Click “Ok” to publish your web page. See the “Determining your username and password” section above for username or password tips.
- When the FrontPage publishing process is complete, you will see the following window:

You may now view your web page at:

<http://www.cvineternet.net/~yourusername/webpagename.htm>

OR

<http://www.sweethomealaska.net/~yourusername/webpagename.htm>

b. To publish your home page using Netscape Composer (instructions shown are for Netscape Composer 7.0):

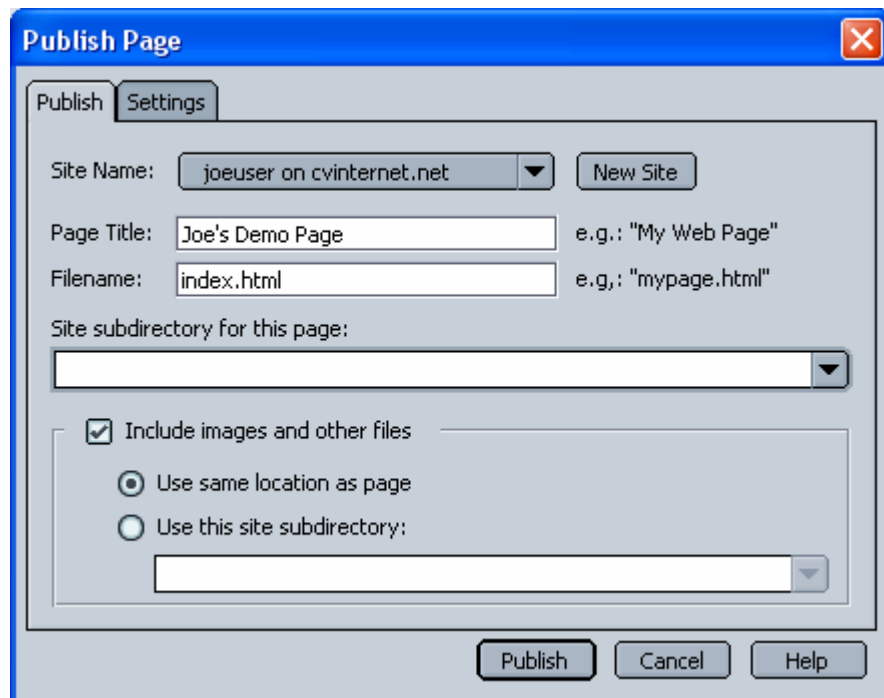
- Select the “**Publish**” or “**Publish As..**” option from the “**File**” menu bar. Click the “**Settings**” tab in the Publish Page window (shown below).

Netscape Composer Web Site Publishing Window

The screenshot shows the 'Publish Page' dialog box with the 'Settings' tab selected. The 'Server Information' section contains three text input fields: 'Site Name' with the value 'joeuser@cvinternet.net on ftp.cvinternet.net', 'Publishing address (e.g.: 'ftp://ftp.myisp.com/myusername'):' with the value 'ftp://www.cvinternet.net/web/', and 'HTTP address of your homepage (e.g.: 'http://www.myisp.com/myusername'):' with the value 'http://www.cvinternet.net/~joeuser/'. The 'Login Information' section contains two text input fields: 'User name:' with the value 'joeuser@cvinternet.net' and 'Password:' with the value '***'. There is a checkbox labeled 'Save Password' which is currently unchecked. At the bottom of the dialog are three buttons: 'Publish', 'Cancel', and 'Help'.

- Specify a **Site Name** to identify this publishing site, for example 'joeuser on ftp.cvinternet.net'
- Enter the **Publishing address** as follows:
<ftp://ftp.cvinternet.net/web/>
OR
<ftp://ftp.sweethomealaska.net/web/>

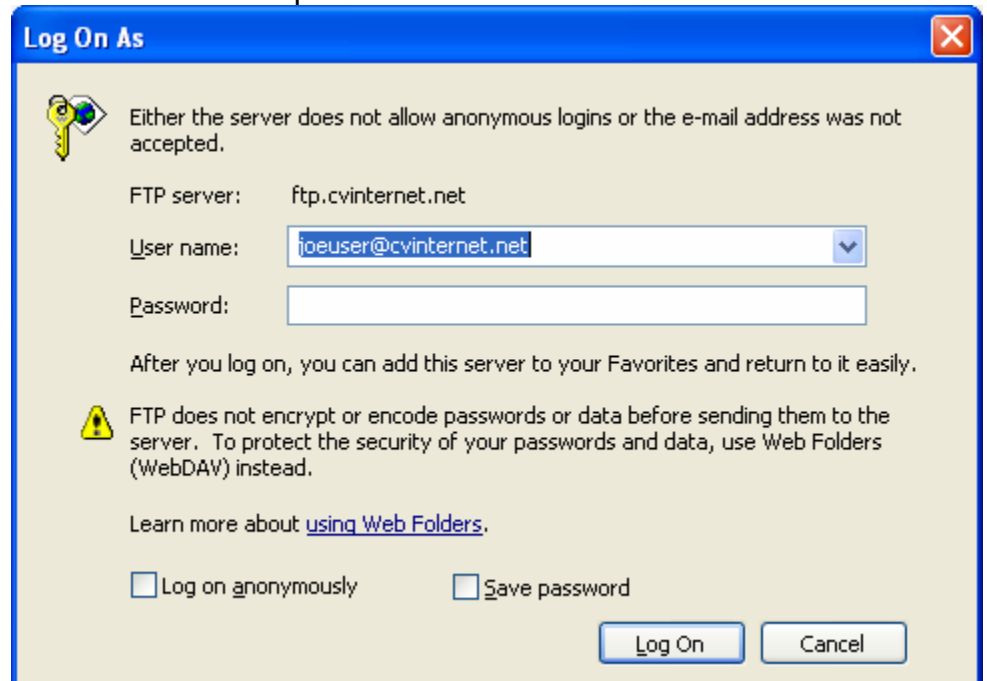
- Enter the HTTP address of your homepage as follows:
http://www.cvinternet.net/~joeuser/ → replace *joeuser* with your username
- Enter your **User name** and **Password**. See the “Determining your username and password” section above for username or password tips.
- Click the “**Publish**” tab to view the specific publishing details for your web page (Shown below).



- Specify a **Title** and the **Filename** for your web page. Remember the **Filename** of the page you are publishing, this is used to navigate to the page. The filename must end with .htm or .html to be viewed properly.
 - Click the **Publish** button to upload you web page.
 - Once the publishing process is complete, you will see Publishing Status window.
- c. **To Publish your pages using INTERNET EXPLORER’S FTP CLIENT:**
- **Due to a glitch in the way Internet Explorer’s FTP engine handles the “@” symbol in usernames, you**

must complete the following steps to publish with FTP in IE.

1. Open IE and go to <ftp://ftp.cvinternet.net>. When IE prompts you with the following login box, click CANCEL. This puts IE into FTP mode.



2. After you click cancel, from the **FILE** menu at the top, select **LOGIN AS**
3. If the login window that comes up, enter your full email address (youremail@cvinternet.net) and your regular password. Click Log On. You will see your web space folders pop up. The folder named WEB contains your web pages.

NOTE: You may also use the **Web Folders (Network Places)** feature of Windows operating systems to access your web space. Search your operating systems help section for “Web Folders” for more information. It provides another way to access your data in an “explorer” fashion. To access your space using web folders, set up a folder that points to:
<http://www.cvinternet.net/~youremail@cvinternet.net/> and user your full email address and regular password.

d. **To Publish your pages using a standard FTP program:**

You may use any standard FTP (File Transfer Protocol) program to publish transfer your pages to the web server. If you don't have one, go to www.shareware.com and get an FTP client application. Suggested FTP clients include WS_FTP (for Windows) or Fetch (for Mac.) If you have trouble downloading or using your FTP program, call Copper Valley Internet for assistance.

Here is the information required to manually upload your pages to the web server:

- **FTP Host/Site:** [ftp.cvinternet.net](ftp://ftp.cvinternet.net)
OR
- [ftp.sweethomealaska.net](ftp://ftp.sweethomealaska.net)

- **Username and password:** Use your **FULL** email address as the username with your regular password.

- **HTML folder on host:** web/ directory is where your web pages need to be uploaded to; you can publish directly to it by specifying [ftp.cvinternet.net/web/](ftp://ftp.cvinternet.net/web/) or [ftp.sweethomealaska.net](ftp://ftp.sweethomealaska.net) as the host/site.

General information about viewing your web pages on the Internet

You can view your web pages by navigating to:

<http://www.cvinternet.net/~yourusername/>

OR if you use are assigned to a different domain

<http://www.sweethomealaska.net/~yourusername/>

(Note - If you create more than one web page and publish them with any name besides index.html, such as **otherpage.html**, the address to these pages will be: **<http://www.cvinternet.net/~yourusername/otherpage.html>**

For additional information on building web pages using HTML, we suggest visiting some of the following links:

- www.htmlgoodies.com
- www.htmlprimers.com
- www.microsoft.com/frontpage/

A never ending supply of html tutorial material is available on the Internet. You can search for in 'HTML Primers' on any web search engine to find several more sites to assist you in learning. Local libraries also contain several books to get you more acquainted with HTML and building web pages. If a local library is not an option, you may want to visit www.ebay.com or www.half.com on the Internet and search for HTML books, you can often find beginner books for very little money (sometimes less than a 1\$)

**If you questions or problems, please contact Copper Valley
Solutions at: (907) 835-5432 or email webmaster@cvinternet.net**