



## How do I publish my Website to the Internet?

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In Order to Publish your website on the Net you need to have the following things?

1. A Hosting Account
2. A Domain name like [www.mywebsite.com](http://www.mywebsite.com) - this will be the address your customer will be able to type in to arrive at your website

Hosting is giving your website a home on the Internet. You have to publish your website to a special Internet computer (server), so it can be accessed by other people via the Internet. If you already have space on the internet, you can ignore this option.

If you do not have space, then you can select Setup Hosting Option under the Publish Menu, which you to sign up with a hosting company so you can immediately publish your website to the Internet with point and click ease.

### **I already have a Hosting account, I just want to Publish.**

- Open shop in SF
- Click Publish and select Publish your website on the net
- Click Setup button to enter your hosting details

The options on this window are explained below to help you.

**Internet:** *Select this option to publish to your Internet account. You must enter your account details so your website can be published properly.*

**Remote Host:** *The name of your server or website, such as <http://www.yourserver.com/>. Do **NOT** use <http://> at the beginning.*

**User Name:** *The name you use to log on to your server. Unless you have changed it, it is the one your service provider has given you.*

**Password:** *The password to gain access your server.*

**Base Directory:** *This is the destination directory on your server or web site, to which you want to publish the website. Since you are publishing via the so called FTP protocol, your Internet address will not help you here. Instead you need to know the correct FTP directory path leading to your Internet directory on your server or website. Your service provider will be able to help you with this FTP path, if you are unsure. You can also look for it with the help of the Browse button next to the Base Directory field. You must upload into a directory, which can be visited with HTML browsers - normally the one containing a file called index.html.*

**Publish URL:** *This is the actual address they you need to type in any website browser to arrive at your website. for example [www.mywebsite.com](http://www.mywebsite.com) If you have published to another folder then you*

*need to specify that folder. For example I want to publish my website a folder called TESTONLY because I don't yet want my customers to view my shop online. So if I have chosen that folder in Base Directory above then I need to use that directory name in Publish URL, for example www.mywebsite.com/TESTONLY Your hosting company should be able to help you with this if it is not straight forward.*

**Passive:** *Change this option if you are having problems connecting to your server.*

**Options:** *On most hosting computers the first file which is called when a visitor comes to a website is called index.html. If this is different on your server, or if you do not want this website to start up immediately, you can use this option to change the name of the file which launches the website*

3. Once you have filled in the correct details, click the Ok button to return to the publish window as in Step 1 above.
4. If this is the first time you have Published you need to click on the box called "Publish All", which will ensure your entire website is published. When you make small changes to your website this box does not have to be "ticked"
5. Now you can click on the Publish button and your website will publish to the location above.
6. To see your website you can now type in the URL you have entered in the Publish URL Field into the address line of any Browser and you will be able to view your website.