

Quick Start Guide

Hosting Your Domain



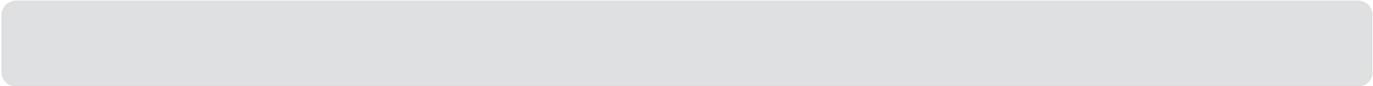


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Please keep these documents safe

Web Hosting

- If you want to upload your own pre-designed website, you will need to purchase a standard hosting package. This allows you direct FTP access to our servers in order to store your website files.
- Once you have purchased a hosting package it will be identified with a symbol on your Online Control Panel under 'Services'.
- You have 2 options available in order to upload your pre-designed website via FTP or through File Manager.



FTP (File Transfer Protocol)

FTP is used when you want to upload multiple files at once. To do this, you must first have a web-authoring or FTP program installed on your computer. If you do not have either of these, you can find recommended FTP software packages from the **Software Downloads** section under **Technical Support** in the left hand menu of your Online Control Panel.



Enabling FTP access in your Online Control Panel.

- Before you can access your FTP server you will need to enable FTP access from your Online Control Panel.
- Firstly log into your Online Control Panel, click on Domain Names and select the domain you require.
- From the left hand menu, click on 'Email & FTP' and select the Username you wish to change the FTP settings
- Change 'FTP Enabled?' to Yes
- If you wish to allow access from your computer you can click on the 'Add' button which will add the current (i.e. your) IP address to the list of Allowed IPs . Any FTP connections from other IP addresses will be locked out.
- For more details on FTP security please refer to our [article](#) in the Support Centre

Modify User: namescosupport.co.uk ?

Login settings

? Username	namescosupport.co.uk
? Full name	<input type="text" value="Site Administrator"/>
? New password	<input type="password"/>
Confirm password	<input type="password"/>
Password strength	<input type="button" value="Weak"/> <input type="button" value="Medium"/> <input type="button" value="Strong"/> <input type="button" value="BEST"/>

Email settings

? Email aliases	<input type="text" value="*"/>
? IMAP enabled?	<input checked="" type="radio"/> No <input type="radio"/> Yes

FTP settings

? FTP enabled?	<input checked="" type="radio"/> No <input type="radio"/> Yes
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CANCEL

SAVE

Details to access your FTP server

- Your FTP server details are supplied in the email sent out when you purchased your Hosting plan. They will have the formats as follows:
- FTP Hostname: *ftp.yourdomainname.extension*
- FTP Username: This is *yourdomainname.extension* or *yourdomainname.extension_addition*
- FTP Password: This will have been set up when the account was created

For more information and how to reset your FTP Password please see our [article](#) in the Support Centre

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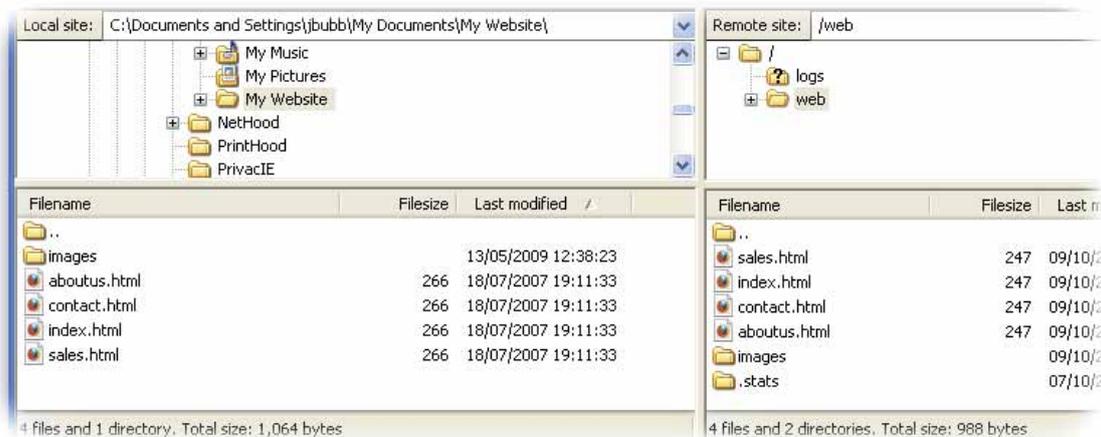
Using an FTP program

For purposes of this guide, FileZilla will be used for examples.

- Open FileZilla and enter your FTP Hostname, FTP Username and FTP Password as described above, and click 'Quickconnect'.



- You will now be connected to your hosting space (the server).
- The area on the left represents your local computer, this is the location where your website files will be held and the area on the right represents your hosting space (the server).
- You can now simply drag your files from the left side to the right side. Once the process is complete, you will see your website files appear on the right side of your screen.



Important: Any content you wish to make live on the internet needs to be uploaded to the 'Web' directory.

File Manager

- File Manager is not recommended and files can only be uploaded one at a time. This will be very time consuming if your website consists of a large number of files.
- The File Manager option is found within your Online Control Panel and it allows you to upload your website files directly to the server.
- To access File Manager please login to your Online Control Panel and select 'Domain Names' and then your domain from the list in the centre of the screen as previously shown.
- Once you have clicked on 'File Manager' you will see two options in the centre of the screen; 'Logs' and 'Web'. Click on 'Web'.

Important: Any content you wish to make live on the internet needs to be uploaded to the 'Web' directory.

- You are now ready to upload your site files.
- You will notice in the top right corner of the screen there are several icons. Here is what each mean;



Create a new folder.



Upload a new file.



Copy or move a file or group of files to another folder in your hosting space.



Set permissions for your files and folders.



Delete any selected files.

- Select the 'Upload' icon and click 'Browse'.
- Select the file you wish to upload and press 'Open' then click 'UPLOAD'.
- You will receive confirmation that the file has been transferred.

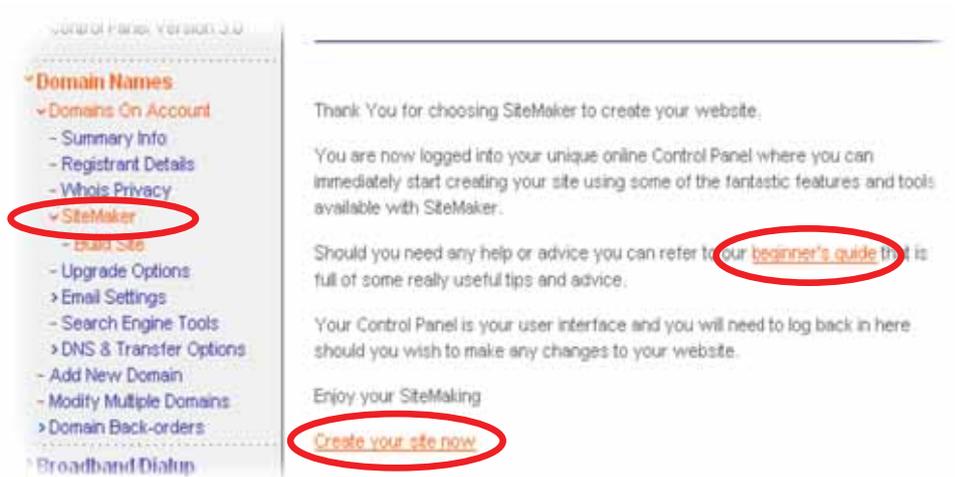
SiteMaker

If you have purchased a SiteMaker package, there will be no need to upload any self created website files as you will not have any hosting space to upload to. Instead you can create your website directly through your Online Control Panel.

- Login to your Online Control Panel and select your domain from the middle of the screen.



- Choose SiteMaker from the left hand menu.
- Download the 'beginners guide' for hints and tips on using SiteMaker.
- Click 'Create your site now'.



- You can now choose a template and design yourself a high quality website.

