



PremiereONE Hosting  
**CONTROL PANEL**

# Contents

Introduction to the Control Panel	Overview .....	1
	Account Glance .....	1
	Resources Available .....	2
	Control Panel Language .....	2
	Options .....	2
Account Manager	Feature Overview .....	3
	Account Information .....	3
	Resource Information .....	4
	Billing Information .....	4
	Invoice Delivery Format .....	5
	Editing Personal Information .....	5
Upgrade Control Panel	Feature Overview .....	6
	Upgrading .....	6
Site Statistics	Feature Overview .....	7
	Pop-up Navigation .....	8
	Full Statistics .....	8
	Hits .....	9
	Items/ URL .....	9
	Browser Type .....	10
	Reference URL .....	10
	Domains .....	11
	Reverse Domain .....	11
Resource Meter	Overview .....	12
Newsletter	Feature Overview .....	13
	Using newsletter .....	13
Change Password	Feature Overview .....	14
	Changing your password .....	14
Billing Update	Feature Overview .....	16
	Updating your information .....	16
Billing History	Feature Overview .....	18
	Understanding the table .....	18

Add Package	Feature Overview .....	20
	Adding a Package .....	20
Formmail	Feature Overview .....	22
	Using formmail .....	22
	Creating a configuration file .....	22
	Required Form Fields .....	24
	Optional Form Fields .....	25
	realname .....	25
SpamGuard	Feature Overview .....	31
	Installing SpamGuard .....	31
	Secure Mail Manager .....	34
Quaranteen	Feature Overview .....	36
	Enabling Quaranteen .....	36
	Configuring Quaranteen .....	36
PGP	Overview .....	38
	Adding a Public Key .....	39
	Using PGPMail .....	39
	Required Form Fields .....	39
	Optional Form Fields .....	40
	realname .....	40
Mail Manager	Feature Overview .....	44
	Managing email addressControl Panels .....	44
	Mailing Lists .....	45
	Security Control .....	45
	Mailbox Quotas .....	46
Mailing List	Feature Overview .....	48
	Creating Lists .....	48
	Editing lists .....	49
	Deleting Lists .....	49
	Editing Moderators .....	50
	Administering Lists .....	50
	Emailing and subscribing to the list .....	51
SpamVault	Feature Overview .....	52
	Using SpamVault .....	52
Anonymous FTP	Feature Overview .....	54

	Managing Anonymous FTP .....	54
	Using Anonymous FTP .....	54
SSH	Feature Overview .....	56
	Using SSH .....	56
Search Engine	Feature Overview .....	58
	Installing .....	58
	Indexing .....	58
	Configuring .....	58
Java Servlets	Feature Overview .....	60
	Installing Java Servlets .....	60
	Using Java Servlets .....	60
Redirect URL	Feature Overview .....	61
	Redirecting URLs .....	61
Protect Directories	Feature Overview .....	63
	Protecting Directories .....	63
Parked Domain	Feature Overview .....	65
	Registering a Parked Domain .....	65
MySQL Database Manager	About the MySQL Database Manager .....	67
	Looking at the interface .....	67
	Creating databases .....	67
	Changing the Language of a Database .....	68
	Building Tables .....	68
	Browsing Records .....	71
	Performing Table Operations .....	73
	Managing Users .....	75
	Exporting .....	77
Mime Types	Feature Overview .....	81
	Using mime types .....	81
JSP	Feature Overview .....	83
	Enabling JSP .....	83
	Using JSP .....	83
	Adding Servlets .....	83

FTP User Account Manager	Feature Overview .....	85
	Managing Users .....	85
File Manager	Feature Overview .....	88
	Current Directory Information .....	88
	Managing Files .....	89
	Permissions .....	90
Error Manager	Feature Overview .....	92
	Using Error Manager .....	92
Domain Registration Manager	Feature Overview .....	94
	Renewing Domains .....	94
	Registering Domains .....	94
	Editing Administrative Contact Information .....	94
Cron Manager	Feature Overview .....	96
	Using Cron Manager .....	96
ASP	Feature Overview .....	98
	Why use ASP? .....	98
	How does ASP work? .....	98
	Enabling ASP .....	99
Archive Manager	Feature Overview .....	100
	Managing Archives .....	100
Virtual Name Servers	Feature Overview .....	102
	Installing .....	102
Web Site Builder	Feature Overview .....	104
	Constructing your web site .....	104
	Editing your website .....	105
Microsoft Frontpage Extensions	Feature Overview .....	107
	Installing .....	108
	Uninstalling .....	108
GeoTrust Quick SSL	Feature Overview .....	109
	Ordering a certificate .....	109
Secure Server	Feature Overview .....	110
	Using Secure Server .....	110

	Updating Certificates .....	112
	Dummy Certificates .....	112
Help	Feature Overview .....	113
Email Support	Feature Overview .....	114
	Receiving email support .....	114
Phone Support	Feature Overview .....	115
	Using phone support .....	115
Guestbook Manager	Feature Overview .....	116
	Installing Your Guestbook .....	116
	Administering your Guestbook .....	117
	Viewing your guestbook .....	118
	Technical Information about Configuration .....	118
	For more information .....	119
	Removing your guestbook .....	120
Web Calendar	Feature Overview .....	121
	Installing .....	121
	Using WebCalendar .....	122
Poll Manager	Feature Overview .....	123
	Getting Started .....	124
	Configuring the form method .....	125
	Configuring the Poll Information .....	125
	Configuring the Voting options .....	125
	Displaying Results .....	125
	CSS Support .....	127
	User configurable variables within the script .....	128
Network Query Manager	Feature Overview .....	129
	Using the Network Query Manager .....	129
NetBuilder	Feature Overview .....	131
	Using NetBuilder .....	131
	Uninstalling NetBuilder .....	132
Invision PowerBoard	Feature Overview .....	133
	Installing Invision PowerBoard .....	133
	Using Invision PowerBoard .....	134

ht://Dig User's Guide	Feature Overview .....	135
	Installing ht://Dig .....	135
	Using ht://Dig .....	136
	Re-indexing your Site .....	137
	Placing a search tool on your website .....	137
Web Counter	Feature Overview .....	138
	Using Web Counter .....	138
	For More Information .....	140
Control Panel		
Glossary		

# Chapter 1: Introduction to the Control Panel

## Overview

The Control Panel is divided into four (4) main sections: *Account Glance*, *Resources Available*, *Language*, and *Options*. The Account Glance section describes basic account information. Resources Available displays the amounts of your resources that you've used, and how much you have left. The Language section is an opportunity to set the language in which you access your Control Panel. Options are the features included in your Control Panel; they are represented by icons.

## Account Glance

Domain Name: **screenshot.com**  
Domain User: **screen**  
Domain IP: **64.176.34.250**  
Package: **Economy**  
E-mail: **testing@screenshot.com**  
Contract Length: **1 Month(s)**  
Status: **Normal**  
Signup Date: **07/30/04**

RESOURCES AVAILABLE		
Unit	Used	Free
Disk Quota	0	15 M
E-mail	1	5 Address
Transfer	0	1500 MB

CONTROL PANEL LANGUAGE

English

Change Language

OPTIONS

Account Management

- Account Management
- Add Package
- Billing History
- Billing Update
- Change Password
- Newsletter
- Resource Meter
- Site Statistics

Mail

- Formmail
- Mail Manager
- Mailing List
- PGP
- PGPmail

Website Management

- AnonFTP
- Archive Manager
- Counter
- File Manager
- FTP User Manager

**Domain Name** Your domain name (the address users type into their browser to access your website).

**Domain User** The username you use to log into the Control Panel.

**Domain IP** The numerical internet address of your domain.

**Package** The base package of your domain. Your package determines the options available to you in your Control Panel.

**Email** Your main email address.

**Contract Length** The length of the contract you have with your hosting provider for your Control Panel.

**Status** Your Control Panel's current status. Generally, this is *Normal*, but can also be *Grace Period* or *Suspended*. *Grace Period* means that payment for your domain is late, but your hosting provider has given you a grace period to settle the outstanding account before your account is *Suspended*.

**Signup Date** The date you signed up for your account.

## Resources Available

The Resources Available shows resource use by resource name, how much of the resource has been used, and how much of resource is still available for use. This information will be displayed in either a graph or text-based table.

**User Databases** On MySQL enabled domains, you are allowed to add a certain number of databases.

**Disk Quota** The amount of space your domain may occupy on the server.

**Email** The number of POP and IMAP email accounts you may give out.

**Mailing List** The number of mailing lists you may create to be hosted on your domain.

**MySQL Quota** The amount of space your databases may occupy on the server.

**Transfer** The amount of data that may pass in and out of your domain during a 30-day period.

## Control Panel Language

You may change the language in which you view your Control Panel to *English*, *Spanish*, *German*, or *French*.

### To change the Control Panel Language:

Select the language desired from the drop-down menu.

## Options

The features that are available to you to manage your domain are listed in the *Options* section. Each feature is represented by an icon and a title.

### To access a particular feature:

Click that feature's icon.

# Chapter 2: Account Manager

## Feature Overview

The Account Management option allows you manage all the information pertaining to your account. This page displays the details of your account, package, resource, and billing information. You may also manage alarms and determine your invoice delivery format.

### To access your Account Manager:

Click the Account Management icon in your Control Panel.



## Account Information

The Account Information section lists your basic user and account information:

**User Name** The username you use to log into the Control Panel.

**Status** Your Control Panel's current status. Generally, this is *Normal*, but can also be *Grace Period* or *Suspended*. *Grace Period* means that payment for your domain is late, but your hosting provider has given you a grace period to settle the outstanding account before your account is *Suspended*.

**Package** The base package of your domain. Your package determines the options available to you in your Control Panel.

**Activation Date** The date the Control Panel was created.

**Domain** Your domain name.

**Home Directory Path** The path you will access if you log-in to your domain via SSH or FTP.

**IP address** The numerical internet address of your domain.

**Hosting Server** The server your domain resides on.

**Package Information** This is information specific to your package(s).

**Package Name** The name of the package. Control Panel packages generally begin with BASE. Optional packages may begin with other characters.

**Contract Length** The length of the package contract, in months.

**Start Date** The date the package was activated on your Control Panel.

**Next Due Date** Your next billing date for the package.

**Discount** The percentage discount you received when you signed up for the package, if any.

## Resource Information

This section discusses your account's used and available resources.

**Disk Quota** The amount of space your domain may occupy on the server.

**Email** The number of POP and IMAP email accounts you may give out.

**Mailing List** The number of mailing lists you may create to be hosted on your domain.

**Transfer** The amount of data that may pass in and out of your domain during a 30-day period.

## Billing Information

**Customer** Your name.

**Contract Length** The length of your Control Panel contract.

**Last Billing** The due date of your last payment.

**Next Billing** The due date of your next payment.

**Payment Terms** Your payment method.

**Invoice Delivery** The manner in which you receive your invoices.

## Edit Alarm Limit

Request an email notice when your total data transfer, disk space, or database space exceed certain limits, which you determine. A confirmation appears at the top of the screen when you click Submit.

### To change the Alarm Limit Notification:

- 1 Enter the new usage level at which you will to be notified if your account exceeds, or enter zero if you would not like to be notified.
- 2 Select whether you would like to be notified by email or not alerted.

**3** Click Submit.

## **Invoice Delivery Format**

Determine the manner in which your invoices will be delivered.

**To change the invoice delivery format:**

- 1** Select the radio button beside the method of delivery you would like (*HTML* or *Text*).
- 2** Click Submit.

## **Editing Personal Information**

**To edit your personal information:**

- 1** Click the Edit Personal Information link at the bottom of the Account Management page.
- 2** Edit the fields you wish to change.
  - Start Date
  - Personal Information
  - Billing Information
- 3** Click Submit. A confirmation page will be displayed.

# Chapter 3: Upgrade Control Panel

## Feature Overview

Upgrade your Control Panel to another package, or add features individually.

### To access Upgrade Control Panel:

Click the Upgrade CP icon in your Control Panel.



## Upgrading

### To upgrade your package:

- 1 Click the package to which you would like to upgrade. For example, if you upgrading to a Professional package you would click on Professional.
- 2 Scroll down to the Select contract length drop-down menu and select the length you prefer.
- 3 Click View Price. A page listing of the various prices will be displayed.
- 4 After deciding which term and price you would prefer, click To Upgrade Page. You will see the following message telling you that your upgrade was successful.

### To upgrade your control panel by feature:

- 1 Click the name of the feature you wish to add. The price will be displayed.
- 2 Select the length of your contract.
- 3 Click Review Information, and a new page will load, stating the package name, date, pro-rated price (if applicable), set-up fee, and total price.
- 4 Click Add Additional Package. A confirmation will be displayed.

# Chapter 4: Site Statistics

## Feature Overview

Statistics allows you to see the statistics on your site for the last twelve months. You may view hits, files viewed, files cached, pageviews, sessions, and KB sent.

**Hits** The number of times a browser requests information from your website. This can be misleading, because it includes all file requests for a particular page. For example, a web page with three graphics would generate four hits. One for the page itself, and three for the image files.

**Files** The number files successfully requested and delivered between your server and users' browsers.

**Cached** The number of files already in the users' cache. If the file hasn't been updated since the last time the user visited your website, then the server doesn't need to send the file. Instead, the users' computer displays the cached file.

**Pageviews** The number of times a browser requests a text or html file, and is a much better indicator of site traffic than hits.

**Sessions** The number of unique visitors to your site during a specified time. The default is one day.

**KB (kilobytes)** The amount of data sent to browsers.

### To access your Site Statistics

- 1 Click the Site Statistics icon in your Control Panel.



- 2 You will be asked to enter your username and password. Do so, then click OK.

You have the option of navigating your Site Statistics via a pop-up window or Java Script frames.

### To view your Site Statistics with pop-up navigation:

Click Statistics for the last 12 months.

**To view your Site Statistics with frame navigation (requires Java Script):**

Click Frames Version.

## **Pop-up Navigation**

Your Site Statistics will load. In the main window, a line graph showing your hits, files, pageviews, cached files, session, and KB sent for the last year (by month) is displayed. Beneath this graph is a table, listing the same information. You may view the short statistics (bar graph and table, broken down by day) for the current month by clicking the Short Statistics link at the top of the table.

At the bottom of your screen are links to the Frame Version and a 3D version of the graph.

**To view the Statistics for a particular month:**

Click the month in the Navigation Window.

The Navigation Window will change. You may view the Full Statistics for the month (the page that automatically loads in the Main window when you view statistics by month by clicking on the Full Statistics link at the top of the Navigation Window.

## **Full Statistics**

A table with information about your site is displayed.

The monthly summary displays information about your website.

The following information is shown by name, graphical representation, percentage of total, and number:

- Total hits: total number of files requested.
- Total files sent (code 200): total number of files actually sent by the server.
- Total files saved by cache (code 304): total number of files saved in users' caches.
- Other response codes: any other transfer of information from your sever.
- Total page views: total number of HTML and text files viewed.
- Remaining responses: other files viewed.
- Total KB requested: total kilobytes your sever was asked to send.
- Total KB transferred: total kilobytes actually sent.
- Total KB saved by cache: total kilobytes saved in users' caches.

The following information is displayed by name and number.

- Total unique URLs

- Total unique sites
- Total user sessions
- Total unique agents
- Total Unique referer URLs

Log file statistics are displayed by name and number.

- Total logfile entries read
- Total logfile entries processed
- Total authenticated requests

Other response codes are displayed by name and number.

Request Methods other than GET/POST are listed by name and number.

## Hits

The following options for viewing hits are available.

**Day** Hits, files, pageviews, sessions, and kilobytes sent are displayed in a bag graph, broken down by day. The actual data may be viewed in a table below the graph.

**Weekday and Hour** (Wday/ Hour in the frames menu) Bar graphs by day of the week, and by hour of the day, are broken down by hits, files, pageviews, sessions, and KB sent. Tables for the top 24 hours of the month, the top 5 minutes of the month, and top 5 seconds for the month are also shown, listing hits, files, pageviews, KB sent, and the units' date/ time.

**Country** Countries from which your site has been visited are displayed in a pie chart, broken down by country. Data concerning hits, files, pageviews, sessions, and kilobytes may be viewed in the table, organized by country, that sits below the graph.

**3D Model** (in the frames menu, check the VRML box near the bottom) A 3-dimensional model of the hit count.

## Items/ URL

You may view the items most visited on your site.

**Top 10** (Top URLs in frames view) Displays a list of the top 20 URLs visited in your site for the given month. A pie chart breaks the information down by percentage, and below the pie chart, a table lists the hits, files, pageviews, sessions, and KB sent for each URL.

**Overview** (to access in the frames view, click the Top URL link, then click More Information at the top of the table.) Displays information similarly to the Top URLs, but in a text format.

**Not Found** A text listing of hits, session, bytes sent, and URLs of pages not found when users requested them.

**List** (not available in frames view) This page will open in a new window. It is a textual list of every single URL requested on your site during the given month, broken down by directory. This page lists hits, files, pageviews, bytes sent, size, and the URL for each item.

## Browser Type

Displays information about the browsers used to view your website.

**Top 10** (Top Brow in frames view) Displays up to the top 20 browsers used to visit your domain. The information is broken down by percentage, and displayed in a pie chart, and displayed in a table listing hits, files, pageviews, sessions, KB sent, and the browsers. Each browser serves as a link to the browser list.

**Overview** (click on Browsers, in frames view) The overview displays the information in a textual format, broken down into two sections. The first shows hits, files, pageviews, and bytes sent for each browser family. The second shows information about unknown browsers used to view the site.

**List** (in frames view, click on Browsers, then click on the name of a specific browser to open up the List in a new window) The list opens up in a new window, and breaks down each browser family down into specific browsers. Total hits, pageviews, bytes sent, and browser type are displayed for each browser.

## Reference URL

Displays information about how your site is accessed by users, and what other websites are linking to you.

**Top 10** (click Top Refer in frames view) Breaks your referer down by percentage and displays them in a pie chart. Up to the top 20 referer are then displayed in a table by hits, files, pageviews, sessions, and KB sent. The URL listed is a link to the referring website.

**Overview** (Referer in frames view) A textual representation of referral URLs, displayed by hits, files, pageviews, bytes sent, and referer URL. Here, the URLs are links to the referral list. At the bottom, a breakdown of URLs by unknown vs. known is also displayed.

**List** (not available in frames view) The exact files requested by each referer are listed, broken down by referer. For each file, hits, files, pageviews, bytes sent, and the file address (a working link to the file) is listed.

## Domains

**Note:** Not available in pop-up view.

This is a list of all the servers that have request a file on your website. Hits, files, pageviews, and bytes sent are displayed for each domain. The domain name is a link to a list, where the domain is further broken down into separate domains of that server.

## Reverse Domain

**Note:** Not available in pop-up view.

Similar to Domain, but lists each domain by it's .com, .net, etc. This allows you to see what type of domains access your site the most frequently. Clicking on a domain name will take you to the same list as clicking a domain name in the Domains window.

# Chapter 5: Resource Meter

## Overview

The Resource Meter displays your disk space, email, and transfer usage. This information may also be found on your Control Panel's main page.

# Chapter 6: Newsletter

## Feature Overview

The Newsletter option allows you read newsletters sent out by your hosting provider,

### To access the Newsletter:

Click the Newsletter icon in your Control Panel.



## Using newsletter

If newsletters are available, they will display in a list, by date. If not, you will see a message stating that no newsletter is available.

### To view a Newsletter:

Click on the newsletter's title.

Date	Subject
08/17/04	<a href="#">Sample Newsletter</a>

# Chapter 7: Change Password

## Feature Overview

This option allows you to change your Control Panel password. Your password must be between six and eight characters long, begin with a letter, and be made up of alphanumeric characters.

### To access Change Password:

Click the Change Password icon in your Control Panel.



## Changing your password

To change your password:

### Change Password

Change the password for user **screen**

Enter your current password:

Enter your new password:

(It must be between 6 and 8 characters.)

Enter the new password again (for confirmation):

- 1 Enter password.
- 2 Enter new password.
- 3 Enter new password again for confirmation.
- 4 You will also be given the option of changing the password for your domain database. If you wish to change your domain database password, click on the radio button beside Change my domain database password. Otherwise, make sure the button beside Do not change my domain database password is selected.

**Note:** Your Control Panel password affects your ability to access your domain database installation from your Control Panel. If you do not change your database password at same time as your Control Panel password, you will not be able to access your MySQL database from the Control Panel.

**5** Click Submit.

**6** Verify the change. Click OK to continue. A confirmation page should appear, informing you that the change will take affect within ten (10) minutes.

**Note:** If NetBuilder is installed, changing your password will also change your NetBuilder password.

# Chapter 8: Billing Update

## Feature Overview

Billing Update lets you update your billing information and your off-network email address.

**Note:** You will be asked to provide your Control Panel username and password when you click on the Billing Update icon.

### To access Billing Updates:

Click the Billing Updates icon in your Control Panel.



## Updating your information

To update your billing information:

**Update your billing information here:**

Payment Method  Credit Card  Wire Transfer  Check

Name of Credit Card

Cardholder Name

Credit Card Number

Credit Card Expiration Date  /

Enter **Start Date** and **Issue Number** only if using **Solo™** or **Switch™** cards.  
Depending on the issuer of your **Switch** card, you may not have a **Issue Number**.

**Start Date:**  /

**Issue Number:**

1 Update the appropriate items (payment method, name of card, cardholder name, card number, expiration date).

2 Click Update Billing Information.

**3** A confirmation message will appear at the top of the window.

**To update your Off-Network E-mail Address:**

**1** Fill in the Off-Network email address form.

**2** Click Change Off-Network E-mail.

**3** A confirmation message will appear at the top of the window.

# Chapter 9: Billing History

## Feature Overview

Billing History allows you to review the billing history associated with your domain. You can view past invoices, added packages, payment methods, and your current balance.

### To access your billing history:

Click the Billing History icon in your Control Panel.



Your current balance will be displayed at the top of your screen.

## Billing History

**Balance : -\$397.06**

Billing History ( 1 - 6 of 6 )													
Ref#	Domain	Package	Type	Date	Notes	StartDate	Unit Price	Length	Discount	credit	Debit	Balance	
<a href="#">341</a>	screenshot.com	ESTP	setup fee	07/30/04	Setup	07/30/04		0	-	-	19.00	19.00	<a href="#">Invoice</a>
<a href="#">342</a>	screenshot.com	BECN	Economy	07/30/04	-	07/30/04	9.95/mo	1	-	-	9.95	28.95	<a href="#">Invoice</a>
<a href="#">343</a>	screenshot.com	EPCK	pay by check	07/30/04	placed order payment - by check					0.00	-	28.95	

## Understanding the table

**Reference Number** The number used to track each billable action.

**Domain** Your domain name (the address users type into their browser to access your website).

**Package** The name of the package a particular entrie concerns. Control Panel packages generally begin with BASE. Optional packages may begin with other characters.

**Type of Package** The name or description of a package.

**Date** The date the package was ordered.

**Notes** Any notes regarding the package.

**Start Date** The day the package was activated.

**Unit Price** The price of the package.

**Length** The length of the package contract, in months.

**Discounts** The percentage discount you received when you signed-up for the package, if any.

**Credit** The amount your account was credited.

**Debit** The amount your account was charged.

**Balance** Your current balance.

**To print a hard copy of an invoice:**

Click on the date and then use your browser's print command to print the invoice. Click your browser's Back button to return to the Billing History page after printing.

**Note:** If you have not yet received your first bill, no dates will be displayed.

# Chapter 10: Add Package

## Feature Overview

As a domain owner, you may want to add more resources and services to your control panel, as your website grows. The Add Package tool allows you to do this, by listing the package upgrades available to you with your current package. If you would like to add something that isn't listed, please contact your hosting provider.

### To access Add Package:

Click the Add Package icon in your Control Panel.



## Adding a Package

### To Add a Package:

Add Package		
Adding additional packages to your Control Panel gives you a way to increase the resources available to you as well as gain access to additional tools and services that are not already present in your current Control Panel. The following additional packages are available for your domain:		
Package Choice		
	Package Name	Monthly Price
<input type="radio"/>	FREE +1meg MySQL Disk Quota	\$0.00
<input type="radio"/>	FREE +1 MySQL Db Count	\$0.00
<input type="radio"/>	email +10addrs	\$4.00
<input type="radio"/>	disk space +20m	\$5.00
<input type="radio"/>	transfer data +1000mb	\$40.00
Please select the contract length <input type="text" value="Quarterly"/>		
<input type="button" value="Next"/> <input type="button" value="Clear"/>		

- 1 Select the packages you would like to add (if the package you wish to add is not available, contact your account representative).
- 2 Select the contract length from the drop-down menu.
- 3 Click Next.

- 4 The package name, notes, price, contract length, discount, set-up fee, and totals will display. If the information is correct, click Apply.
- 5 You will receive a notification if the package was successfully added.

# Chapter 11: Formmail

## Feature Overview

Installing formmail will place a perl script in your website's cgi directory. This script enables

**Note:** In order for formmail.pl to work, it is required that you have a FormMail.conf file in your home directory. This file helps to prevent spam addressed to your domain, preserving your bandwidth for legitimate users of your site. In addition, it enables you to enhance your forms and provide shortcuts that not only simplify your forms, but also enable you to hide your email address from spiders and email harvesters.

## Using formmail

To use Formmail, you need to create a form on one of your web pages.

The form action line should be `<FORM ACTION = "/cgi-bin/formmail.pl" METHOD = "POST">`

formmail.pl will do all the programming work for you. You alter the behavior of Formmail by using hidden fields in your form.

There is only *one* form field that you must have in your form for FormMail to work correctly. This is the recipient field.

## Creating a configuration file

Before you can use formmail, you will need to create a formmail configuration file. This can be done in one of two ways. The first method uses the File Manager in your Control Panel; the second uses ssh access to your domain. Either way will work equally well for this application. If you have any trouble creating your .conf file, please contact support for assistance.

### Method One: File Manager

- 1 You will find the configuration file text at the bottom of this guide. Simply select the text with your mouse, right click, and choose copy.
- 2 Once the text is copied, go to your Control Panel Main Menu, and click the File Manager icon.
- 3 When the File Manager screen loads, type ".FormMail.conf" (without the quotes) in the text area to the left of Create/Edit file, then click Create/Edit file.
- 4 When the page loads, right click your mouse and select paste. (If the file is not empty, you already have a configuration file, and can skip this step.)

**5** After you paste the text, change the size to 90 so that it will be easier for you to read and edit.

**6** Scroll through the text of the configuration file, being sure to update the values to suit your needs. At the very least, you will need to enter your domain name (without the www.) in between the `allow_mail_to` lines, and put your email address in between the `postmaster` lines.

**7** Once your changes have been made, click the Save button.

At this point, you can send email via forms in your html files to any email address set up on your domain. If you would like to send email to other addresses other than ones set up on your domain, simply add the email addresses in between the `allow_mail_to` lines of your configuration file. (There is more detailed information explaining this in the actual configuration file. Please read over it and if you have any questions, please contact support for assistance.)

**Note:** Although you will not be able to see your configuration file in the File Manager, it is there. Because it begins with a 'dot' (.), it is considered hidden. You can always access it simply by typing the name in the text area manually. This configuration file contains more detailed information concerning `allow_mail_to`.

#### **Method Two: Command Line via SSH**

This method may be considered a more advanced method because of the 'vi' editor. Its commands may be confusing to some individuals. If you have any problems with this method, please try the above method, or contact support for assistance.

**1** You will need to enable SSH to your domain.

**2** From the command prompt, type the following:

- `cd /home/user` (hit enter key) (Replace user with your domain's username)
- `vi .FormMail.conf` (the first dot "." indicates that this will be a hidden file and not visible from the File Manager).

**3** Now, within the vi editor:

If the file comes up with a blank screen,

- use the i key "i" to activate insert mode
- switch to the browser window (this screen)
- select-n-copy the Example `.FormMail.conf` at the end of this page.
- when copied, switch back to the shell screen and paste the copied text
- when the lines are pasted in, type Escape "Esc" and then colon 1 ":1" to go to the top of file (hit enter key)

**4** Once at the top of the file, proceed to read the descriptions and become familiar with their purposes. When you come to `postmaster` and `allow_mail_to`, you will have to enter

the values in between the two lines marking the boundaries of those values. The rest is optional, but very handy.

When you need to change the file, please refer to these 'vi' commands:

- Type `i` to get into insert mode.
- Type `o` to get into insert mode on the next line below your cursor.
- Type `u` to undo your last change. note: cannot be in insert mode.
- Type `Esc` to exit out of insert mode.
- Type `:w` to save the file.
- Type `:wq` to save and exit vi.
- To save your entries and exit the vi editor, do the following: Hit the `Esc` key, type `:wq`, then hit the `Enter` key.

The email addresses in the `.FormMail.conf` `allow_mail_to` section should match the email addresses in the value field (e.g): `<input type=hidden name="recipient" value="username@hotmail.com,anothername@yahoo.com">`

The form action line should be: `<FORM ACTION = "http://domainname.ext/cgi-sys/formmail.pl" METHOD = "POST">`

The above is also true if you would like to use your own secure apache certificate for your forms. The only change is the `FORM ACTION` line. The `http://` gets replaced with `https://`. For example, the form action line for a domain specific certificate should be: `<FORM ACTION= "https://domainname.ext/cgi-sys/formmail.pl" METHOD = "POST">`

The above is also true if you would like to use a server wide secure apache certificate for your forms. The only change is the `FORM ACTION` line. The root domain name is required between the servername and the `cgi-sys` directory. For example, the form action line for server wide certificate should be: `<FORM ACTION = "https://host.servername.ext/domainname/cgi-sys/formmail.pl" METHOD = "POST">`

## Required Form Fields

The only required field is the recipient field, which must have an email address as its value

### recipient

This form field allows you to specify where your form results will be mailed. Most likely you will want to configure this option as a hidden form field with a value equal to that of your email address.

**Syntax:**

```
<input type=hidden name="recipient" value="anyname@yourdo-  
main.com,othername@yourdomain.com">
```

As mentioned above, this is an example of where the .FormMail.conf file comes into play. Any recipient that you have specified in your form must also be listed in your configuration file. Please refer to the example configuration file at the end of this guide for detailed instructions.

## Optional Form Fields

### subject

The subject field allows you to specify the subject that you wish to appear in the email sent to you. If you do not have this option turned on, then the subject will default to: WWW Form Submission .

**Syntax** If you wish to choose the subject: 

```
<input type=hidden name="subject"  
value="Your Subject">
```

To allow the user to choose a subject: 

```
<input type=text name="subject">
```

### email

This form field allows the user to specify his or her return address. If you want to be able to respond to form submitted emails, it is strongly suggested that you include this field and allow your users to fill it in. This will be put into the From: field of the message you receive.

**Syntax**

```
<input type=text name="email">
```

### realname

The realname form field allows the user to input his or her name. This field is useful for identification purposes and will also be put into the From: line of the message header.

**Syntax**

```
<input type=text name="realname">
```

### sort

This field allows you to choose the order in which you wish your variables to appear in the email that FormMail generates. You can choose to have the field sorted alphabetically or specify a set order that the fields will appear in mail messages. By leaving this field out, the order will simply default to the order in which the browsers send the information to the script (which isn't always the same order the variables appear in the form.) When sorting by a set order of fields, you should include the phrase order as the first part of your value for the sort field, then follow with the field names you want to be listed in the email message, separated by commas.

**Syntax** To sort alphabetically: `<input type=hidden name="sort" value="alphabetic">`. To sort by a set field order: `<input type=hidden name="sort" value="order:name1,name2,etc...">`

## redirect

If you wish to redirect the user to a different URL, rather than having them see the default response to the form, you may use this hidden variable to send them to another webpage.

**Syntax** To choose the URL the user will redirected to: `<input type=hidden name="redirect" value="http://your.address/file.html">`. To allow the user to specify a URL he wishes to travel to once the form is filled out: `<input type=text name="redirect">`

## require

You can require that users fill in certain fields before the user can successfully submit the form. Simply place all field names that you want to be mandatory into this field. If the required fields are not filled in, the user will be notified that information is missing, and a link back to the form they just submitted will be provided.

**Syntax** If you want to require that the user fill in the email and phone fields in your form, so that you can reach them once you have received the mail, use a syntax similar to: `<input type=hidden name="required" value="email,phone">`

## env\_report

You may include environment variables in the email message you receive after a user has filled out your form. This is useful if you wish to know what browser they were using, what domain they were coming from, or any other attributes associated with environment variables. The following is a short list of environment variables you may find useful:

- REMOTE\_HOST sends the hostname making a request.
- REMOTE\_ADDR sends the IP address of the remote host making the request.
- HTTP\_USER\_AGENT is the browser the client is using to send the request.

**Syntax** If you wanted to find the remote host and browser sending the request, you would put the following into your form: `<input type=hidden name="env_report" value="REMOTE_HOST,HTTP_USER_AGENT">`

## title

This form field allows you to specify the title and header that will appear on the resulting page if you do not specify a redirect URL.

**Syntax** If you wanted a title of Feedback Form Results: `<input type=hidden name="title" value="Feedback Form Results">`

### **return\_link\_url**

This field allows you to specify a URL that will appear on the report page. This field will not be used if you have the redirect field set, but it is useful if you allow the user to receive the report on the following page, but want to offer them a way to get back to your main page. You may set the text of the link in the return\_link\_title field.

**Syntax** `<input type=hidden name="return_link_url" value="http://your.host.xxx/main.html">`

### **return\_link\_title**

This is the title that will be used to link the user back to the page you specify with return\_link\_url. The two fields will be shown on the resulting form page as: `<ul> <li><a href="return_link_url">return_link_title</a> </li></ul>`

**Syntax** `<input type=hidden name="return_link_title" value="Back to Main Page">`

### **background**

This form field allows you to specify a background image that will appear if you do not have the redirect field set. This image will appear as the background of the form results page.

**Syntax** `<input type=hidden name="background" value="http://your.host.xxx/image.gif">`

### **bgcolor**

This form field allows you to specify a background color for the form results page in much the way you specify a background image.

**Syntax** For a background color of white: `<input type=hidden name="bgcolor" value="#FFFFFF">`

### **text\_color**

This field works in the same way as bgcolor, except that it will change the color of your text.

**Syntax** For a text color of black: `<input type=hidden name="text_color" value="#000000">`

## link\_color

This field changes the color of links on the result page and works in the same way as text\_color. If redirect is defined, then this link will have no effect.

**Syntax** For a link color of red: `<input type=hidden name="link_color" value="#FF0000">`

## vlink\_color

This field changes the color of visited links on the result page and works in the same way as text\_color. If redirect is defined, then this link will have no effect.

**Syntax** For a visited link color of blue: `<input type=hidden name="vlink_color" value="#0000FF">`

## alink\_color

This field changes the color of active links on the result page and works in the same way as text\_color. If redirect is defined, then this link will have no effect.

**Syntax Note:** For a visited link color of blue: `<input type=hidden name="alink_color" value="#0000FF">`

## Example .FormMail.conf File:

```
#### NMS Secure FormMail v2.20 2002/11/21 (Release 1.0)
####
#### *Configuration File*
#### If any values are not set properly, FormMail WILL NOT work.
####
#### Save this file in your home directory (/home/username/) named '.FormMail.conf'
####
# Set this to '1' if you receive any errors. They will
# Be displayed to the browser in a more verbose manner.
[DEBUGGING]
0
[/DEBUGGING]
# This address will receive bounced messages if any of the emails
# cannot be delivered, and should be set to your email address.
#
[postmaster]
you@yourdomain.com
[/postmaster]
# A list of the email addresses that formmail can send
# email to. The elements of this list can be either
# simple email addresses (like 'you@your.domain') or
# domain names (like 'your.domain'). If it's a domain
# name then *any* address at the domain will be allowed.
#
# Also see NOTE below for aliases.
#
# NOTE: One address/domain per line
```

```

#
[allow_mail_to]
yourdomain.com
you@yahoo.com
[/allow_mail_to]
# A hash for predefining a list of recipients in the
# script, and then choosing between them using the
# recipient form field, while keeping all the email
# addresses out of the HTML so that they don't get
# collected by address harvesters and sent junk email.
#
# For example, suppose you have three forms on your
# site, and you want each to submit to a different email
# address and you want to keep the addresses hidden.
#
# In the HTML form that should submit to the recipient
# 'me@mydomain.com', you would then set the recipient
# with:
#
# <input type="hidden" name="recipient" value="me" />
#
# NOTE: If an alias is set for any email address, then it is
# not required to be in the [allow_mail_to] block, it
# is automatically allowed.
#
# NOTE: One alias per line.
#
[recipient_alias]
me=>you@yourdomain.com
him=>you@yaoo.com,you@hotmail.com
[/recipient_alias]
# If this flag is set to 1 then an additional email
# will be sent to the person who submitted the
# form.
#
# CAUTION: with this feature turned on it's
# possible for someone to put someone else's email
# address in the form and submit it 5000 times,
# causing this script to send a flood of email to a
# third party. This third party is likely to blame
# you for the email flood attack.
#
[send_confirmation_mail]
0
[/send_confirmation_mail]
# The header and body of the confirmation email
# sent to the person who submits the form, if the
# [send_confirmation_mail] flag is set. In the
# example below, everything between the lines:
#
#     [confirmation_text]
# and
#     [/confirmation_text]
#
# is treated as part of the email.

# !!IMPORTANT!!
# Everything before the first blank line is taken as part of
# the email header, and everything after the first

```

```
# blank line is the body of the email.
[confirmation_text]
From: you@yourdomain.com
Subject: Your Form Submission
Thank you for your submission.
[/confirmation_text]
# The Cascading Style Sheet (CSS) used for the 'thank you' page
# if a redirect is not used. This is an absolute URL.
#
# i.e. /css/site.css would be http://yourdomain.com/css/site.css
#
# This may be left blank.
#
[style]
css/site.css
[/style]
# The Character set used for parsing form data and for the resulting
# 'Thank You' page after form submission.
#
# This may be left blank.
#
[charset]
iso-8859-1
[/charset]
```

# Chapter 12: SpamGuard

## Feature Overview

SpamGuard assists you in dealing with emails you do not wish to receive, namely spam. Spam is the digital equivalent of *junk mail*, that is, unsolicited email sent to a large number to addresses, generally for the purpose of advertising.

### To access SpamGuard for installation purposes:

Click the SpamGuard icon in your Control Panel.



### To access SpamGuard for management purposes:

- 1 Click the Mail Manager icon in your Control Panel
- 2 Click the SpamGuard link in the left menu.

## Installing SpamGuard

The first time you click on the SpamGuard icon, you will be informed that SpamGuard has not be installed on your domain.

### To enable SpamGuard:

Click Enable SpamGuard. You will see a confirmation screen asking you to wait 10 minutes.

You will now be able to go to your Mail Manager and configure SpamGuard.

## Turn On SpamGuard

When this option is checked, the rules for blocked and spam e-mails are activated. Make sure to click Save Settings after you make the change.

## Blocked E-mails

Based on the rules below, the program will take e-mails that contain words that you indicate as unwanted, and either delete the e-mails or store them in the blocked mails file.

## Block E-mail address

Enter an e-mail address, click on Add Block, and then click Save Settings to add that e-mail address to the list of Blocked Addresses.

## Blocked addresses

Any e-mail from an e-mail address in this list will be blocked. Select one or more of the addresses, click on Remove Block, and then click on Save Settings to remove them from the list.

## Block words

Enter a single word, click on Add Block, and then click on Save Settings to add that word to the list of Blocked Words. If there is an occurrence of any word on this list in an e-mail, then that e-mail will be blocked. Select one or more of the words, click on Remove Block, and then click on Save Settings to remove them from the list.

**Note:** Entering sport will only block sport as a standalone word, and will not block words such as transportation.

## Blocked mails will be stored to file

If you want blocked e-mails to be deleted, then leave this field blank. To empty the contents of the file, click on the Empty link.

**Note:** To delete all blocked e-mails, you need to make sure this field is blank, not merely empty the file of its contents.

If you do not want blocked e-mails to be deleted, enter a filename in the field. You may also indicate the directory in which this file will be stored. The directories and filename must be made up of alphanumeric characters, the underscore, or the dash. No other special characters can be used, e.g., the period. Once you make the change, make sure to click on Save Settings. Valid Examples: blocked\_mail, mail/blocked\_mail. Invalid Examples: domain-mail/blocked\_mail.txt, mail/blocked.txt.

**Note:** You can store e-mails that the program has blocked to your -mail directory, and then create a user in your mail manager that matches the name of the 'blocked mails' file. This will allow you to retrieve an e-mail that you know is not spam.

## Spam E-mails

The program will determine whether an e-mail is spam based upon a scoring system that uses the lists of Spam and non-spam words. The more spam words in an e-mail, the greater potential for the program to mark the e-mail as Spam. Conversely, the more non-

spam words in an e-mail, the greater potential for the program to not mark an e-mail as spam.

To add to either the spam words or non-spam words list, type phrases into the appropriate text box. The program will consider each line in the text box as a phrase. Then click on Save Settings. For example, if you enter 'God is great' on one of the lines, the program will search for every instance of 'God is great' in an e-mail and not just for a single instance of any of those words. For example, if an e-mail had 'God is awesome', the program will not take that phrase into consideration because it does not exactly match the phrase, 'God is great'.

### **Execute SpamGuard Command**

**SPAM** If you already have a file with spam e-mails, choose SPAM from the drop down menu, enter the filename to the right, and then click on Save Settings. This will teach SpamGuard which e-mails it should consider as Spam.

**GOOD** If you have a file with good e-mails, choose GOOD from the drop down menu, enter the filename to the right, and then click on Save Settings. This will teach SpamGuard which e-mails it should consider as non-spam.

**REMOVE** If SpamGuard is marking a good e-mail as spam, then create a file with that good e-mail, choose REMOVE from the drop down menu, enter the filename to the right, and then click on Save Settings. This will remove that e-mail from the database of e-mails that SpamGuard considers to be spam. Spam mails will be stored to file. All e-mails the program marks as spam will be stored in the file listed here

You can also indicate the directories that these files will be placed in. The directories and filename must be made up of alphabetic characters, the underscore, or the dash. No other special character can be used, e.g., the period. Once you make the change, click on Save Settings. Valid Examples: spam\_mail, mail/spam-mail. Invalid Examples: domain-mail/spam\_mail.txt, mail/spam.txt.

**Note:** You can store e-mails that the program has determined to be spam to your -mail directory, and then create a user in your mail manager that matches the name of the spam mails' file. This will allow you to retrieve an e-mail that you know is not spam. To empty the contents of the file, click the Empty link.

# Secure Mail Manager

## Overview

Secure Mail will allow you to send emails more securely, if you have installed a secure certificate. You must install a secure certificate to use Secure Mail.

The internet is not a secure medium for sending information, unless the information is sent over a secure server. Normally, any text (such as your credit card number) sent from a user's browser to your server is sent as plain text. This means that someone could potentially intercept the information and read it. A secure server encrypts the information before it leaves users' browsers, so that even if data is intercepted, it's useless.

Once Secure Mail is enabled, you can use form mail to embed forms on secure pages, so that your users can send you information without worrying about interception by malicious persons.

### To access the Secure Mail Manager:

Click the Secure Mail icon in the Control Panel.



### To enable secure mail:

Once you have a secure certificate installed, click Enable Secure Mail. A confirmation will be displayed, stating that your request will be processed within ten (10) minutes.

### To test secure mail:

Click Test Secure Mail. The system will run a test of Secure Mail and if it is successful, you will receive a confirmation.

## Sending Secure Mail

From your website, make sure that the link to the page the form is in is created with a full path that includes `https://`. For example, to access a page called `mail.html`, you would have to link to `https://<domain>/mail.html`, NOT `http://<domain>/mail.html`, or simply `mail.html`. You will use `https://` again in your form call.

Your code will look similar to the following:

```
<form method="post" action=https://<server>/<domain>/cgi-bin/formmail.pl>
```

```
<input type="hidden" name="recipient" value = "<user>@<domain>">
<input type="hidden" name="subject" value="whatever">
<input type="hidden" name="return_link_URL" value=https://<server>/<domain>/
yourpage.html>
<input type="hidden" name="return_link_title" value="Back to your Page">
</form>
```

In the code above, `<server>` represents the name of the server your domain rests on. You were given this information when you received your account setup information. `<domain>` is the full name of your domain.

You may include any of the other fields normally used with form mail.

# Chapter 14: Quaranteen

## Feature Overview

Quaranteen Manager aids in detecting and taking care of any virus that may affect your domains. It can also be set up to filter all emails containing attachments with certain extensions. Quaranteen is configured through the Mail Manager.

### To access Quaranteen (to enable):

Click the Quaranteen icon in your Control Panel.



### To access Quaranteen (after installation):

Click the Mail Manger icon in your Control Panel.

## Enabling Quaranteen

If Quaranteen is not yet installed on your domain, you will have to enable it to access its anti-virus features.

### To enable Quaranteen:

Click Enable Quaranteen. You will receive a message confirming that your request will be processed within ten (10) minutes.

You will be able to now go into your Mail Manager and configure Quaranteen. The following help notes will be listed on the page that appeared when you enabled Quaranteen.

## Configuring Quaranteen

**Turn On Quaranteen** When Turn On Quaranteen is checked, one of four things will happen to an email.

- If the email has an attachment that could be executed on Windows, then the program will rename the attachment. This email will arrive at its regular destination.
- If the name of an attachment matches the name of a very well known virus in the virus database, then the attachment will be renamed and the email will be placed in the Emails with known issues file.
- The *Blocked extensions* feature explained below will be activated.

- If the email does not match any of the conditions above, then the email will remain unchanged and will arrive at its regular destination.

**Note:** After reviewing the attachment and deeming it safe, you may rename the file to its former name to run it.

**Note:** To change the setting, check or uncheck, and then click Save Settings.

**Enter extensions of attachments to be blocked (For example: exe, doc)** Enter a filename extension, click Add Blocked, and then click Save Settings to add that extension to the **Blocked Extensions** list.

**Blocked extensions** Any email with an attachment that ends in an extension listed here will be stored in the Emails with known issues file and a warning will be sent to the administrator's email address. Select one or more of the extensions, click on Remove Block, and then click on Save Settings to remove them from the list.

**Enter administrator's email address** When the program determines that an email is problematic, it will send a warning message to this address.

**Emails with known issues will be stored to file** When the program determines that an email is problematic, it will store that email in this file. To change the name of the file, you need to highlight the text in the field, enter the new filename, and then click on Save Settings. You can also indicate directories. The directories and filename must be made up of alpha characters, the underscore, or the dash. No other special character can be used, e.g., the period. Once you make the change, make sure to click on Save Settings. Valid Examples: *virus\_mail*, *mail/virus\_mail*. Invalid Examples: *domain-mail/virus\_mail.txt*, *mail/virus.txt*. To empty the contents of the file, click on the Empty link.

**Note:** You can store e-mails that the program has determined to be problematic to your -mail directory, and then create a user in your mail manager that matches the name of the Emails with known issues file. This will allow you to retrieve an email that you know is not problematic.

**Select security level** Select the level of tolerance the program uses to determine whether an email is problematic. To change this, click on the menu, select the level, and then click on Save Settings. Please note that this program does not offer full virus protection. For protection against viruses, it will be necessary to acquire a virus protection program for your mail client.

# Chapter 15: PGP

## Overview

*PGP* stands for *Pretty Good Privacy*. It is an encryption scheme designed to be unbreakable. PGPMail allows you to encrypt mail sent to you from forms on your website.

Traditional encryption schemes work like this: Alice wants to send a secret message to Bob, so she takes her message and encrypts it using a key. A key is an alphanumeric series used to scramble data, so that the message can't be read by someone just picking it up. Alice sends the message to Bob, and Bob decrypts the message, using his own copy of the key.

However, there are several problems with the above situation, the main one being that Alice, somehow, has to securely get a copy of the key to Bob. If she's sending encrypted messages in the first place, it stands to reason that she doesn't have a secure delivery method, and thus, will always have to worry that someone else will be able to decrypt her messages.

Fortunately, in the 70s, several mathematicians discovered a form of encryption that doesn't require both parties to have the same code. You would think that if Alice encrypts a message to Bob using Alice's key, and then Bob decrypts the message using his own, that the message would come out as gibberish. This isn't the case, because both Alice and Bob actually have two keys: one for encrypting, and one for decrypting. The key that people should use to encrypt messages to Alice is public. She can post it on her door, on her website, or publish it in the local newspaper. It doesn't matter.

She can do this, because with PGP, her key is going to be the product of two very large prime numbers. As it turns out, factoring large numbers is very difficult, and when the only two factors are primes, even more so. Alice's public key will be the product of these two prime factors, and her private key will be the two prime factors themselves.

Bob sends Alice a message encrypted using her public key. It doesn't matter if anyone else gets hold of the message, because only Alice will be able to interpret it. Bob doesn't need to private key, because he's not doing any decrypting.

Alice receives the message, and uses her private key to decrypt the message. If she wants to send a reply to Bob, she'll use the public key that he's posted online, and he'll use his private key to decrypt the reply.

### **To access the PGP Public Key Manager:**

Click the PGP icon in your Control Panel.

## Adding a Public Key

To add a public key for PGPMail:

- 1 Create a key using your mail software. The mail software should come with instructions describing how to do this.
- 2 Once the key is created, go to the PGP option in your Control Panel. Copy the public key information and paste it into the text area labeled PGP Mail Public Key.
- 3 Click the Add button; this will give you a public key to use with PGPMail.

## Using PGPMail

To use PGPMail after uploading your PGP Key:

Create a form on one of your web pages.

The form action line should be `<FORM ACTION = "/cgi-sys/pgpmail.pl" METHOD = "POST">`

`pgpmail.pl` will do all the programming work for you. You alter the behavior of PGPmail by using hidden fields in your form.

There are three form fields that you must have in your form for PGP mail to work correctly. These are the recipient, username, and keyname fields.

### Required Form Fields

#### recipient

This form field allows you to specify where your form results will be mailed. Most likely you will want to configure this option as a hidden form field with a value equal to that of your email address.

**Syntax** `<input type=hidden name="recipient" value="anyname@yourdomain.com, othername@yourdomain.com">`

#### username

This field tells PGPMail where to look for the configuration files to encrypt mail sent to you. You should replace *yourusername* with your Control Panel username.

**Syntax** `<input type=hidden name="username" value="yourusername">`

#### keyname

This form field allows you to specify the name of your public key. This will be the public key that PGPMail uses to encrypt your mail. You must possess the private key in order to

decrypt the email that is sent. You can get your public key name by going to PGP Manager. It is typically just your email address.

**Syntax** `<input type=hidden name="keyname" value="publickeyname">`

## Optional Form Fields

### subject

The subject field allows you to specify the subject that you wish to appear in the email sent to you. If you do not have this option turned on, then the subject will default to: WWW Form Submission .

**Syntax** If you wish to choose the subject: `<input type=hidden name="subject" value="Your Subject">`

To allow the user to choose a subject: `<input type=text name="subject">`

### email

This form field allows the user to specify his or her return address. If you want to be able to respond to form submitted emails, it is strongly suggested that you include this field and allow your users to fill it in. This will be put into the From: field of the message you receive.

**Syntax** `<input type=text name="email">`

### realname

The realname form field allows the user to input his or her name. This field is useful for identification purposes and will also be put into the From: line of the message header.

**Syntax** `<input type=text name="realname">`

### sort

This field allows you to choose the order in which you wish your variables to appear in the email that FormMail generates. You can choose to have the field sorted alphabetically or specify a set order that the fields will appear in mail messages. By leaving this field out, the order will simply default to the order in which the browsers send the information to the script (which isn't always the same order the variables appear in the form.) When sorting by a set order of fields, you should include the phrase order as the first part of your value for the sort field, then follow with the field names you want to be listed in the email message, separated by commas.

**Syntax** To sort alphabetically: `<input type=hidden name="sort" value="alphabetic">`. To sort by a set field order: `<input type=hidden name="sort" value="order:name1,name2,etc...">`

## redirect

If you wish to redirect the user to a different URL, rather than having them see the default response to the form, you may use this hidden variable to send them to another webpage.

**Syntax** To choose the URL the user will redirected to: `<input type=hidden name="redirect" value="http://your.address/file.html">`. To allow the user to specify a URL he wishes to travel to once the form is filled out: `<input type=text name="redirect">`

## require

You can require that users fill in certain fields before the user can successfully submit the form. Simply place all field names that you want to be mandatory into this field. If the required fields are not filled in, the user will be notified that information is missing, and a link back to the form they just submitted will be provided.

**Syntax** If you want to require that the user fill in the email and phone fields in your form, so that you can reach them once you have received the mail, use a syntax similar to: `<input type=hidden name="required" value="email,phone">`

## env\_report

You may include environment variables in the email message you receive after a user has filled out your form. This is useful if you wish to know what browser they were using, what domain they were coming from, or any other attributes associated with environment variables. The following is a short list of environment variables you may find useful:

- REMOTE\_HOST sends the hostname making a request.
- REMOTE\_ADDR sends the IP address of the remote host making the request.
- HTTP\_USER\_AGENT is the browser the client is using to send the request.

**Syntax** If you wanted to find the remote host and browser sending the request, you would put the following into your form: `<input type=hidden name="env_report" value="REMOTE_HOST,HTTP_USER_AGENT">`

## title

This form field allows you to specify the title and header that will appear on the resulting page if you do not specify a redirect URL.

**Syntax** If you wanted a title of Feedback Form Results: `<input type=hidden name="title" value="Feedback Form Results">`

### **return\_link\_url**

This field allows you to specify a URL that will appear on the report page. This field will not be used if you have the redirect field set, but it is useful if you allow the user to receive the report on the following page, but want to offer them a way to get back to your main page. You may set the text of the link in the return\_link\_title field.

**Syntax** `<input type=hidden name="return_link_url" value="http://your.host.xxx/main.html">`

### **return\_link\_title**

This is the title that will be used to link the user back to the page you specify with return\_link\_url. The two fields will be shown on the resulting form page as: `<ul> <li><a href="return_link_url">return_link_title</a> </li></ul>`

**Syntax** `<input type=hidden name="return_link_title" value="Back to Main Page">`

### **background**

This form field allows you to specify a background image that will appear if you do not have the redirect field set. This image will appear as the background of the form results page.

**Syntax** `<input type=hidden name="background" value="http://your.host.xxx/image.gif">`

### **bgcolor**

This form field allows you to specify a background color for the form results page in much the way you specify a background image.

**Syntax** For a background color of white: `<input type=hidden name="bgcolor" value="#FFFFFF">`

### **text\_color**

This field works in the same way as bgcolor, except that it will change the color of your text.

**Syntax** For a text color of black: `<input type=hidden name="text_color" value="#000000">`

## link\_color

This field changes the color of links on the result page and works in the same way as text\_color. If redirect is defined, then this link will have no effect.

**Syntax** For a link color of red: `<input type=hidden name="link_color" value="#FF0000">`

## vlink\_color

This field changes the color of visited links on the result page and works in the same way as text\_color. If redirect is defined, then this link will have no effect.

**Syntax** For a visited link color of blue: `<input type=hidden name="vlink_color" value="#0000FF">`

## alink\_color

This field changes the color of active links on the result page and works in the same way as text\_color. If redirect is defined, then this link will have no effect.

**Syntax** For a visited link color of blue: `<input type=hidden name="alink_color" value="#0000FF">`

**Note:** Any other form fields that appear in your script will be mailed back to you and displayed on the resulting page if you do not have the redirect field set.

# Chapter 16: Mail Manager

## Feature Overview

Mail Manager allows you to manage mail services to and from your domain and websites. In addition to adding, deleting, and editing email accounts, you may:

- track used and available quota for each mailbox.
- view a summary of all mailboxes you host.
- change the password for individual accounts.
- set the mailbox allowance for individual accounts.
- set up email forwarding and auto responders.
- allow the use of Mail Manager with web-based email programs such as Web Mail.

### To access the Mail Manager:

Click the Mail Manager icon in the Control Panel.



## Managing email addressControl Panels

To manage the functions of an email address other than the default:

- 1 Click the address you wish to modify
- 2 The page that displays states the type of account (POP or IMAP), and gives you several options for configuring the email address.

You may change the password for the email address, by clicking on change password for (the email address). This will open a page allowing you to change the password. Type in the new password, re-enter it, and click on Change. A confirmation page will display.

You may also delete an email address by clicking on delete (the email address). You will be asked to confirm whether you want to delete the address or not. Once you have clicked on Delete, you will receive a confirmation that the email address was deleted.

You may also forward emails to users in your domain automatically by typing their email addresses in the forward emails to box. It is also possible to forward emails to users outside your domain by placing their email address in the appropriate box.

You can set an Autoresponse for the address by selecting the check-box and placing the response in the text-box. This response will be sent out every time an email is received by the address you are modifying.

**To manage the default email address:**

All mail not forwarded to a specific email account will be delivered to the default account. To manage this address, click on default.

This page will allow you to manage the following settings for your default email setting:

- *Bounce* (reject) all emails not addressed to a specific address.
- *Forward* default emails to other addresses to users both in and out of your domain.
- Set up *auto-responses* for mail caught by the default.

**To add a new address:**

- 1 Enter a username.
- 2 Enter a password.
- 3 Re-enter the password.
- 4 Select an account type and assign a mailbox size. The size you choose will be the maximum amount of space this user's mailbox will be able to occupy on your domain.
- 5 Click Add. Once the new mailbox is added, a confirmation page should display.

## **Mailing Lists**

Once enabled, Mailing Lists are created and managed from the Mail Manager. More information about Mailing Lists is available in the Mailing List User Guide.

## **Security Control**

Three mail security options may be available in your Control Panel: Quaranteen, SpamGuard, and SpamVault. Quaranteen is an anti-virus program that scans each piece of email for viruses before passing the email onto your inbox. It can also be configured to block attachments with certain extensions. SpamGuard and SpamVault are anti-spam programs designed to filter out spam before it reaches your inbox.

All three services must be installed through their own Control Panel icons. Quaranteen and SpamGuard are managed from the Mail Manager, and SpamVault is managed from its Control Panel icon.

**To enable Quaranteen:**

- 1 Click the Quaranteen icon in your Control Panel

2 Click the Enable Quaranteen button.

**To enable SpamGuard:**

- 1 Click the SpamGuard icon in your Control Panel
- 2 Click the Enable SpamGuard button.

## Mailbox Quotas

All users can be assigned a mailbox quota when their mailboxes are created. You can view the individual quota usage and limits on in the left-hand panel of the Mail Manager homepage. In front of each user's name, there are three columns displayed: Mailbox Quota [MB], a progress bar, and Actual Mailbox [MB].

The first column shows the mailbox quota allocated to each user. The figures displayed also act as links to each user's Edit Account page. The second column displays a progress bar, which graphically represents the percentage of quota used. The third column shows the disk space actually used, in Megabytes (MB).

- If the quota used is less than fifty percent, the progress bar will be green.
- If the quota used is between fifty and seventy-five percent, the progress bar will be yellow.
- If the quota used is greater than seventy-five percent, the progress bar will be red.

If quota is not set for a particular user then the Mailbox Quota column will display zero. No progress bar will displayed, and the third column will display the Actual used quota by the user. A quota of zero means that the upper limit for the user is the unused space on the domain.

The Default account will be displayed at the bottom of the email account list irrespective of the sorting order selected.

**Total Quota Set** is the total space allowed for all mail boxes, shown in Megabytes (MBs). It is the cumulative value of Mailbox Quota for all the users.

**Total Email Quota Used** is the total quota used for all users for whom quota has been set.

## Over Quota Auto-Responder

You may set the over-quota auto-responder text. When email is sent to a mailbox that is over-quota, the message you set will be automatically sent to the message's sender.

### **To set the over-quota auto-responder**

- 1** Click the [Set Over - Quota Auto - Responder here](#) link.
- 2** Enter or add the auto-responder text in the given text area.
- 3** Click **Save** to save your changes, or click **Cancel** to make no changes and return to the Mail Manager homepage.

# Chapter 17: Mailing List

## Feature Overview

The Mailing List option allows you to create and manage mailing lists. The creation and management of your Mailing List is done with the Mail Manager option; however, first you must install Mailing List on your domain.

### To install Mailing List:

- 1 Go to your Control Panel and click the Mailing List icon.



- 2 Click Install Mailing List. A message will appear, informing you that Mailing List will be installed within ten (10) minutes.

Once Mailing List is installed, you may manage your mailing lists through the Mail Manager.

### To access the Mailing List after installation:

Click the Mail Manager icon in your Control Panel.

In the right-hand menu, there will be a Mailing List section. If no mailing lists are installed, the only option available will be New.

## Creating Lists

You may create as many lists as your package allows.

### To create a mailing list:

- 1 Click the New List link under Mailing List options on the home page. This will take you to the Create Mailing list page.
- 2 Enter a list name; it should be between four (4) and fourteen (14) characters. It *must* be alphanumeric with no special characters.
- 3 Enter the list maintainer's email address. All subscribe and unsubscribe requests will be sent to maintainer of the list.
- 4 Enter the maintainer's password. This password must be between six (6) and fourteen (14) characters. No special characters are allowed.

**5** Select one of the following list types:

**Open list** As the name suggests, anyone may send postings to this list. All the subscribers of the list will receive emails sent to this list.

**Closed List (Subscriber-Only)** Only subscribed users can send postings to this list. All list subscribers will receive the mails sent to the list.

**Newsletter** Subscribers can only receive mails from the list. Only the maintainer may post to the list. Emails sent to the list that are not from the maintainer will be received by only the maintainer.

**Moderated list** All emails sent to the list will be sent to moderators for approval, before posting to subscribers.

**6** Click Add List to save changes.

**7** You will see a page with the options available for the list, concerning subscribing, unsubscribing, and sending emails.

## Editing lists

An Edit List link will be displayed on the Mail Manager home page when at least one mailing list exists on your domain. This is used to edit the settings of existing lists.

### To Edit a List:

- 1** Click Edit List. The Edit Mailing List page will load.
- 2** Select the list to be edited from the drop-down menu.
- 3** Click View Details. You may edit the following:
  - Maintainer Email Address
  - Maintainer Password
  - Archive History
  - List type (Open, Closed, Newsletter, Moderated List)
  - Subscribers (subscribe and unsubscribe)
- 4** Edit the desired information and click Save Changes.

## Deleting Lists

A Delete List link will be displayed on the Mail Manager home page when at least one mailing list exists on your domain.

### To delete an existing list:

- 1** Click Delete List. This will take you to Delete Mailing List page.

- 2 Select the list from the drop-down menu.
- 3 Click Delete. A message will appear asking for confirmation.
- 4 Click OK to delete the selected list, or Cancel to return to the Delete Mailing List page.

## Editing Moderators

An Edit Moderators link will be displayed on the Mail Manager home page when at least one moderated list exists on your domain. This is used to edit the settings of a list's moderators.

### To edit Moderators:

- 1 Click Edit Moderators on the homepage.
- 2 Select the list from the drop-down menu.
- 3 Click Select. A page will load that allows you to add and remove moderators.

### To make a new user Moderator:

- 1 Enter a new email address in the Moderator's email field.
- 2 Click Add.
- 3 Click Save.

### To remove an existing Moderator:

- 1 Select the email address from the list labeled Moderators.
- 2 Click Remove.
- 3 Click Save Changes.

## Administering Lists

An Administer List link will be displayed on the home page when the domain contains at least one list.

### To administer a list:

Click the Administer List link on the home page. This will take you to the Administer Mailing List page.

- 1 Select the list from the drop down list box.
- 2 Click Administer.

**Email List of Subscribers** An email, containing list of all the subscribers of the selected list, will be sent to the maintainer of the list.

**Email List Log** You may have the log of all actions performed by the list sent to the list maintainer.

**Delete List Log** You may delete the current log.

**Search list for a near match** A list of all subscribed users satisfying the matching criterion can be mailed to the Maintainer of the selected list. Note that *test*, *testuser*, and *new\_test* would all be included in a search for *test*.

## Emailing and subscribing to the list

### To subscribe to the list:

Send a message with *subscribe* as the subject to the list's -request address (<listname>-request@<domain>).

### To subscribe to the list's digest:

Send a message with *subscribe* as the subject to the list's -d-request address (<listname>-d-request@<domain>).

### To email the list:

Send an email to <listname>@<domain>

### To unsubscribe from the list:

Send an email with *unsubscribe* as the subject to the list's -request address (<listname>-request@<domain>).

### To unsubscribe from the list's digest:

Send an email with *unsubscribe* as the subject to the list's -d-request address (<listname>-d-request@<domain>).

# Chapter 18: SpamVault

## Feature Overview

SpamVault is an easy to use program that allows unwanted emails to be blocked; however, SpamVault must be used with caution, or you may block emails you wish to receive, and SpamVault cannot retrieve lost email.

### To access SpamVault:

Click the SpamVault icon in your Control Panel.



While the SpamVault icon may already appear in your Control Panel, you must contact your hosting provider to activate it. Until this is done, a notice will appear stating that SpamVault is not activated.

## Using SpamVault

Once SpamVault is activated on a server, it is very easy to use. Simply click the SpamVault icon.

At the bottom of the page there is a note encouraging users to read the instructions that are linked to the page; users should consider doing this to help avoid the risk of deleting email that they may wish to keep. To read these instructions, simply click on the word instructions; they provide a very detailed description of what functions SpamVault performs.

### To install SpamVault:

Click on [Just Click Here to Install SpamVault](#)

### To run SpamVault:

After installation, click the [Click Here to Run SpamVault](#) link. The page that displays also gives an instructions link; after reading these instructions, determine how SpamVault should be configured by using the configure options provided.

SpamVault may be configured to:

- Filter Spam

- Delete Spam
- Log Email (this feature may use a lot of disk space)
- Create a White List
- Enable more Advanced Filtering Tools
- Determine the Width of Text Boxes

Once the Configuration Data is determined, type in a New Entry, and choose one of the following triggers:

- From
- To
- Header
- Subject
- Body

If you click on Add Entry, the page will refresh with a message saying that the entry was accepted. The entry should then appear at the bottom of the page in a list of entries that are currently being blocked.

**To remove SpamVault from your domain:**

Click Remove. A confirmation will be displayed.

# Chapter 19: Anonymous FTP

## Feature Overview

Anonymous FTP (*File Transfer Protocol*) allows others to access files on your site through FTP, without using a separate user account. Users login with the username *anonymous* and use their *email addresses* as their passwords. This saves you from having to assign large numbers of usernames and passwords, when distributing files to many people through FTP. For security reasons, anonymous FTP users may only login to specific directories.

### To access the Anonymous FTP Manager:

Click the AnonFTP icon in your Control Panel.



## Managing Anonymous FTP

### To install Anonymous FTP:

Click Install AnonFTP.

### To remove Anonymous FTP:

Click Remove AnonFTP.

## Using Anonymous FTP

During the anonymous FTP installation, a directory called `<domain>-anonftp` will be created. This directory will contain two subdirectories: `/pub` and `/incoming`.

Place files that you would like to be available for anonymous downloading in your `/pub` directory. Users may access this directory at `ftp://<domain>/pub`. The `/pub` directory may be read from the web, but it is not writable; users will not be able to make changes to directory contents.

Files that users upload will be placed in your `/incoming` directory. Users can access this directory at `ftp://<domain>/incoming`. The `/incoming` directory is writable from the web, but not readable. Users will be able to add files, but will not be able to view the contents of the directory.

For security reasons, your users may not upload and download to the same directory. You are responsible for moving files from /incoming to /pub to insure user availability.

# Chapter 20: SSH

## Feature Overview

SSH (Secure Shell) is available through support. It is designed to allow strong authentication and secure communications over insecure channels. It's a secure way to connect to your domain, even if you are not on a secure network. SSH is a protocol you may use in lieu of FTP and telnet.

If you have not already set up an SSH through Customer Support, you will receive a message informing you that you need to gain permission to be set up. To do so, you must send a copy of photo identification to Customer Service. Once this information is received, Customer Service will set up an SSH for you; this will allow you to install your SSH key.

### To access the SSH Manager:

Click the SSH icon in your Control Panel.



## Using SSH

To set-up SSH after Customer Service has enabled it on your server:

- 1 Create your *RSA key*. Your software will have directions on how to do this, follow them carefully.
- 2 Input your key in the text-box provided for it.
- 3 Click Submit.
- 4 A screen will display, allowing you to enter up to three IP addresses, from which you will be able to access your domain via SSH.
- 5 Click Submit when finished. You will be asked to confirm your choices. If you wish to allow the IP addresses displayed to access your domain through SSH, click Confirm.
- 6 A confirmation will display, informing you that the request will be completed by the server within ten (10) minutes, and you will be able to log-in to your domain using your SSH software,

Once you've set up SSH, you will need to obtain and install your own SSH software to access your domain through SSH.

**Note:** There are several clients available online. For a full listing of both free and pay clients, go to FreeSSH (<http://www.freessh.org>), and click on the platform you will be connecting with (Windows, Unix, etc.).

# Chapter 21: Search Engine

## Feature Overview

The Search Engine function allows you to add a search engine to your domain.

### To access a search engine to add to your domain:

Go to your Control Panel, and click on your Search Engine icon.



The first time you use the search engine, you will have to install Webglimpse.

## Installing

### To install Webglimpse:

Click Install Webglimpse. A confirmation page will be displayed, informing you that your request will be completed within ten (10) minutes.

After installation, users may use the search engine at `<domain>/wgindex.html`.

### To remove Webglimpse:

Click Remove Webglimpse.

## Indexing

Indexing (or re-indexing) your site creates lists of keywords that the search engine can reference when a user performs a search. This speeds up the search utility, since it won't have to search every single file, only the keywords.

### To re-index the site;

Click ReIndex Web Pages.

## Configuring

You may exclude directories and file types from your search.

### To configure the directories to be included in searches:

- 1 Click Directory Administration.

**2** In the text-box, add a deny line. It will look like this: `Deny /directory`, where `directory` is the name of the directory you don't wish to be searched. Each command must be on its own line.

**3** Click Save.

**To ignore a particular filetype:**

**1** Click Directory Administration.

**2** Add a deny line. It will look like this: `Deny \.ext$`, where `ext` is the extension you would like the search engine to ignore. Each command must be on its own line.

**3** Click Save.

**To test the new search engine:**

Click the link provided for testing.

# Chapter 22: Java Servlets

## Feature Overview

Servlets are Java's answer to CGIs. They are programs that run on your web sever, and can dynamically build web pages. Java Servlets are more efficient than CGIs. Each request to a CGI script is answered in a separate process by a separate instance of the CGI script. A servlet doesn't run in a separate process, and stays in memory between requests. Servlets also load in only a single instance, answering all requests at the same time.

### To access Java Servlets:

Click the Java Servlets icon in your Control Panel.



## Installing Java Servlets

If you have not already installed Java Servlets, click the icon on your Control Panel to do so.

### To install Java servlets:

Click Enable Java Servlets. A confirmation page will display, informing you that your request will be completed within ten (10) minutes.

## Using Java Servlets

To use Java Servlets with your domain, you will need to copy the compiled Java Servlet code, which is the file with the `.class` extension, into your servlets directory: `http://<yourdomain>/servlets/YourServlet`.

# Chapter 23: Redirect URL

## Feature Overview

Redirect URL lets you change the file that appears when a specific file's address is entered. For example, you may redirect people who might be using old URLs that are still on your website, but are no longer valid. This option allows you to redirect them to current URLs.

**Note:** In order to use the Redirect URL option, Microsoft FrontPage Extensions must be disabled. If it is enabled, you must use your version of Microsoft FrontPage to protect the directories.

### To access Redirect URL:

Click the Redirect URL icon in your Control Panel.



## Redirecting URLs

### To add a redirect URL:

- 1 In the Directory field of the Directory Redirection Manager, select the directory in which the file you would like to apply is found, enter it in the Directory field, and click Load.
- 2 Place the file you would like to redirect from the in box to labeled From.
- 3 Place the file you would like to be redirected to in the box labeled To.
- 4 Click Redirect for your redirection to placed in this directory.
- 5 You can delete any redirection by clicking the Delete link next to the redirection you would like to delete.
- 6 The box at the bottom of the page allows you to make a List of Redirections. This list will inform the Directory Redirection Manager of where you want the files redirected.
- 7 Repeat this process for each redirection that you wish to make.

**Note:** Be sure that in the From field, you specify only the file that you would like the redirection to occur from. In the To field, place a URL address where you want the redirection to go. *If the information in both fields is not accurate, this redirection will not work.*

**To remove URL redirection:**

- 1** Select the directory where the file you originally redirected is located.
- 2** Click the Delete link, located to the right of the file in the List of Redirections. The redirection of the file will be removed.

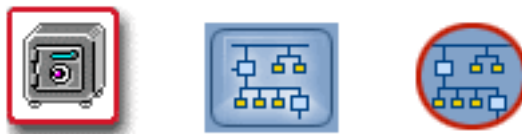
# Chapter 24: Protect Directories

## Feature Overview

Protect Directories allows you to limit the amount of access a user has to your site. You may specify a username and password for directories to protect them. Each protected directory may have multiple users. The Protect Directories option may also be used to remove a user's access to a protected directory.

### To access the Directory Protection Manager:

- Click the Protect Directories icon in your Control Panel.



- Or, in the File Manager, click the Password link beside the directory you would like to protect.

## Protecting Directories

**Note:** In order to use the Protect Directories option, the Microsoft FrontPage Extensions option must be disabled. Otherwise, you must use your version of Microsoft FrontPage to protect the directories.

### To Protect a Directory:

- 1 The Directory Protection Manager has a drop-down menu in the Directory field. You will use this drop-down box to locate which files you want protected. For example, if you want to protect your site's Guestbook Manager, locate it in the Directory drop-down menu and click Load.
- 2 Clicking Load brings up a form where you may add and modify users for a directory. To add a user, type in a user ID and a password and click Submit.
- 3 Set up a username and a password to give a user secure access to the selected directories.
- 4 Click Submit.

### To change a user's password:

- 1 Select the directory you wish to work with, and click Load.
- 2 Enter the user's username, and their new password.
- 3 Click Submit.

**Note:** You may have to close and reopen your browser, before access is denied to you when testing your new directory protections.

**To remove a user:**

After selecting the directory and clicking Load, scroll down to the Remove a user for Directory field, select the User ID from the drop-down menu, and click Remove. To remove all protections from a directory, simply repeat for each user in the directory.

# Chapter 25: Parked Domain

## Feature Overview

The Parked Domain option will assist you in registering a new parked domain. A *parked domain* is a domain pointing to the same location as your master domain.

### To access Parked Domain:

Click the Parked Domain icon in your Control Panel.



## Registering a Parked Domain

Domain names must consist of alpha characters, numeric characters, or the minus sign. Other characters will not be accepted. Domain names are not case-sensitive.

A domain that ends with *.com*, *.net*, *.org*, *.info*, *.name*, *.kids.us*, *.cn*, *.cc*, *.us*, and *.biz* may be registered automatically.

Domain registry for other countries will be done on our nameserver, but the you are responsible for contacting the Network Information Centers (NICs) in respective countries to complete the registration.

### To register a domain name:

- 1 Enter the domain name. You will be asked to check the availability of the domain, before you sign up for it.
- 2 If you are a new registrant, you will need to determine whether or not you would like to register your own domain, or have it done for you.
- 3 For New Registrants only: Select the number of years that you would like your domain registered for, and answer whether or not you are a member of one of Network Solution's partners. If so, state which one.

**Note:** If you are an *.info*, *.name*, *.us*, or *.biz* and are registered through BulkRegister.com, you will have to register for at least two years.

- 4 Your domain package is Parking. Enter the following information:

- Contract Length

- Name (first, last)
- Company
- Address
- City, State, Zip code
- Phone Number
- Fax
- Email
- Off-network Email

**5** Decide if you want the above information for Administrative and Billing Contact information. Check the appropriate boxes.

**6** If you want us to be your *Technical Contact*, check the box.

**7** Click Next.

**8** A page with your contact information, and billing information will load. If everything is correct, click the Place Order button.

# Chapter 26: MySQL Database Manager

## About the MySQL Database Manager

The MySQL Database Manager is a powerful tool that allows you to create, manage and administer MySQL databases on your website. Built upon the popular open source utility, phpMyAdmin, DB Manager includes an intuitive GUI that lets both novice users and seasoned database administrators work quickly and efficiently. This guide is a comprehensive resource covering all features of DB Manager. After reading it, you will know how to:

- create databases (either from scratch or by importing data from another source)
- delete databases
- design and populate tables
- set up user accounts so that others can access your data
- export databases

You will also gain a basic understanding of *SQL, or Standard Query Language*. SQL is a command language consisting of keywords like SELECT, INSERT and DROP and the syntax governing how they may be used (SQL statements are also known as *queries*). You can type queries directly or use the GUI to build them visually; regardless of the method you choose, DB Manager displays the queries generated as feedback.

### To access Database Manager:

Click the Database Manager icon on your Control Panel.

## Looking at the interface

The Database Manager GUI consists of two main parts: the *main window*, which you use to create databases, users and ODBC connections, and the *phpMyAdmin window*, the utility you use to manage a selected database.

## Creating databases

Database Manager is installed with a default database that uses the same name as your domain name (with underbars replacing periods). For example, if your domain is *mydomain.com*, your default database will be *mydomain\_com*. As you create more databases, the default name (with a trailing underbar) is used as a prefix for them, for example, *mydomain\_com\_contacts*. Once you have created a database, you can build the tables associated with it in phpMyAdmin.

### To create a database:

- 1 Open Database Manager by clicking its icon in the control panel.
- 2 Click Create New Database. An input field appears.

- 3 Enter the suffix part of the name.
- 4 Click Add.

**Note:** To clear what you have entered in the field, click Clear instead of Add; to abandon creation and return to DBManager Home, click the Back button.

**To delete a database:**

- 1 Click the radio button to the left of the database you want to delete.
- 2 Click Delete.
- 3 Confirm the deletion

## Changing the Language of a Database

You may change the language in which you view your database. This does not affect the information in the database. Only the method of viewing the data is changed.

**To change the language:**

- 1 In DBManager Home, select the database of which you wish to change the language.
- 2 Click the Manage Database button
- 3 Select the database in the left-hand column.
- 4 In the drop-down menu that appears, select the language you wish to use.
- 5 phpMyAdmin will refresh in the new language.

## Building Tables

Tables are the basic building blocks of databases. They consist of *columns* (or *fields*) and *rows*. Each row is a single data record; for example, if you had a table for storing customer names, each row might contain a customerID field, a first\_name field and a last\_name field. You use phpMyAdmin to create, alter and delete records from tables.

### Creating table structure

Before you can insert data into table, you must create its structure. The structure of a table is determined by its columns, with each column in the table set up to handle a particular kind of data. Each column has specific attribute settings.

- *Field* the name of the column
- *Type* the data type of the column
- *Length/values* the appropriate length/values setting for the selected data type

- *Attributes* any optional attribute you wish to apply (for example, UNSIGNED to only allow zero and positive numbers.)
- *Null* a keyword which determines if the field for the record can be left blank, set to either NULL (can be empty) or NOT NULL (cannot be empty)
- *Default* a default value for the column (if one is not provided when the record is inserted into the table)
- *Extra* use AUTO\_INCREMENT to automatically increment the value in an ID field.

**To create a table:**

- 1 In DBManager Home, select the database into which you want to add the table.
- 2 Click the Manage Database button.
- 3 Enter a name for the table, and specify the number of fields (columns) it will contain.
- 4 Click Go.
- 5 Enter column information.
- 6 Click Save.

phpMyAdmin refreshes and shows the table structure as well as the SQL query used to create it. You are now ready to insert rows (records) into your table.

## Inserting rows

The rows of a table store its actual information (data). Adding rows into a table is similar to adding rows into a spreadsheet.

**To insert a row:**

- 1 Select the table into which you want to insert a row. If you have just created the table structure, the table will be preselected. To work with a different table, select it from the list of tables (in the left pane of the phpMyAdmin interface).
- 2 Click the Insert tab.
- 3 Enter values for the each column in the row. If a column is set to auto\_increment (for example, if you are using a numbered ID field) leave the column blank.
- 4 Click Go to add the row or Reset to clear the values you entered and try again.

**Note:** To continue inserting rows without returning to table structure view, select the Insert another row radio button before clicking Go.

## Setting column indexes

Databases typically include several tables and use special flags—called *indexes* or *keys*—to reference these tables, ensure uniqueness of data or optimize text search queries. The four types of column indexes (along with their associated phpMyAdmin Action buttons) are:

- *Primary* The identifying column of a table. Each table may only contain one primary key.
- *Index* Applied to a key to improve the performance of queries involving it. You can set as many indexes as you wish.
- *Unique* A key set on a column to ensure that no two rows in the table use the same value for the field.
- *Full Text* A key you set on a text field to allow it to be searched.

### To set a column index:

- 1 In phpMyAdmin, select the table which contains the column on which you want to set an index.
- 2 Click the Action button for the type of column index you want to set (primary, index, unique or full text). The feedback box refreshes to describe your action and show you the SQL query that made it happen.

## Altering table structure

You can alter the structure of a table you have created. You can add, delete (drop), or rename a column, or change its attributes.

### To alter a column:

- 1 Click the Change button for the column you want to alter. To select more than one column, check the check boxes next to the columns you want to work with and then click the Change button to the right of the With Selected label. To select all columns, click the Check All link and then click the Change button to the right of the With Selected label.
- 2 Edit the attributes as desired.
- 3 Click Save.

### To delete a column:

- 1 Click the Drop button for the column you want to delete. To delete more than one column, check the check boxes next to the columns you want to delete and then click the Delete button to the right of the With Selected label.
- 2 At the prompt, click OK to confirm deletion.

**Note:** You cannot delete all columns from a table (because you cannot have a table without columns.)

## Deleting records

To remove actual data from a table (for example, to remove selected customers from a customer table) you delete the relevant records.

### To delete a record:

- 1 Select the table you want to work with from the table list pane.
- 2 Click the Browse button.
- 3 Check the check boxes of the records you want to delete.
- 4 Click the Drop button at the bottom of the table.

## Emptying tables

When you need to remove all records from a table, you *empty* it. Emptying a table removes the data but preserves the structure.

### To empty a table:

- 1 Select the table you want to empty.
- 2 Confirm that you want to empty the table.

## Dropping tables

In the namespace of SQL, you do not *delete* tables or databases, you *drop* them. When you drop a table, you permanently delete both its structure and its data.

### To drop a table:

- 1 Select the database you want to work with from DBManager Home.
- 2 Click Manage Database. phpMyAdmin launches.
- 3 Click the database name above the table list.
- 4 Click the Drop button for the table you want to get rid of.

## Browsing Records

You can control how tables are displayed when you browse them in phpMyAdmin. Specifically, you can:

- toggle full text or partial text views of records containing long text entries.
- apply a different table layout.

- set a result limit (to control how many records appear per screen).
- change how rows are sorted.

### **Toggling full text display**

If the table you are browsing includes a text type field (e.g., LONGTEXT), you can choose to expand the field (to show full text) or collapse the field (to show partial text and conserve screen real estate).

#### **To toggle full text display:**

**1** Select the table you want to work with in phpMyAdmin. (Select DBHome > database\_name > Manage Database, then make a selection from the table list.)

**2** Click the Browse tab.

**3** Do one of the following:

- To show full text click the Full Text button.
- To show partial text click the Partial Text button.

### **Applying table layouts**

Depending upon the type of data you are storing in a table, you may want to change the visual layout of the table to make it easier to read. You can choose from three layout modes:

- horizontal (default)
- horizontal with rotated headers
- vertical

#### **To apply a table layout:**

**1** Select the desired layout mode from the mode option list.

**2** Click the Show button.

### **Setting result limit preference**

A *result limit* defines which row to begin with and how many rows to show per page when you are browsing a table in phpMyAdmin. (The word *limit* refers to the LIMIT keyword in the query display box displayed above the table).

#### **To set result limit preference:**

**1** Enter the number of rows to show and the starting row number.

**2** Click Show.

## Sorting table rows

You can sort a table by column (in ascending or descending order) for any column that is indexed; an auto\_increment column (such as a customerID field) will always be indexed.

### To set sorting option:

- 1 Select a sort option from the Sort by key drop-down list.
- 2 Click Go.

If a field you want to sort on does not appear in the drop-down list, this means it has not yet been indexed. For information on indexing columns, see “Setting column indexes”.

## Searching

You can use phpMyAdmin to search for a particular record or records in a table. You can set specific search parameters for each column in the table, set which field the results will be sorted on and how they will be displayed. For integer fields (columns that store numeric values) you can search for equal (=), not equal (!=), greater (>), lesser (<), greater-or-equal (=>) or lesser-or-equal (=<). For text fields (for example, the VARCHAR data type) you can search for text that matches (=) or does not match. Both integer and text fields also support the LIKE keyword; to use this option, enclose your search string between percentage signs (%), for example,%456% or %Rob%.

### To search a table:

- 1 Select the table you want to work with from the table list pane.
- 2 Click the Search button.
- 3 Set search options for each field.
- 4 Click Go.

## Performing Table Operations

A table operation is an action you perform on a table—moving or copying it to another database, reordering its columns, or renaming it. You can also use table operations to perform maintenance on a table, for example, restoring a table that you suspect has been corrupted.

### Moving tables

When you move a table, you remove it from one database and add it to another as-is. You can not overwrite an existing table in another database with the table you are moving.

### To move a table:

- 1 Select the table you want to work with from the table list pane.
- 2 Click the Operations button.
- 3 Enter a name for the table in the Move table to input field. By default, the current name is used.
- 4 Click Go.

## Copying tables

When you copy a table, you have a number of considerations to make. You can choose to:

- copy just the structure (columns), just the data (records) or both (structure and data).
- include a “drop table” statement in the SQL query phpMyAdmin sends to the database; this will overwrite an existing table that has the same name as the copied table.
- check the auto\_increment option to append the records of the copied table to the existing table; the starting auto\_increment value (typically an ID field) will be one increment above the highest value in the existing table.
- switch to the copied table once the action has been performed.

### To copy a table:

- 1 Enter a name for the table in the Copy table to input field. By default, the current name is used.
- 2 Check the desired options.
- 3 Click Go.

## Performing table maintenance

Table maintenance operations are advanced functions. You should not use them without first reading and understanding the MySQL documentation. *Checking* is used to determine if a table contains errors; it runs a 'myisamchk -m' on 'MyISAM' and 'InnoDB' files from within MySQL. For 'MyISAM' tables the key statistics are updated. You can get many rows of information for each checked table. The last row will be of 'Msg\_type status' and should normally be 'OK'. If you don't get 'OK', or 'Not checked' you should run a repair of the table.

*Analyzing* is used to analyze and store the key distribution for the table. During the analysis, the table is locked with a read lock. This works on 'MyISAM' and 'BDB' tables and is equivalent to running 'myisamchk -a' on the table. MySQL uses the stored key distribution to decide in which order tables should be joined when one does a join on something other than a constant.

*Repairing* is used to fix a table that you suspect may have been corrupted. Executing this operation returns a message describing whether a repair was warranted, and what exactly the problem was. Do not attempt to repair a table without first checking it.

*Optimizing* is used to reclaim unused space and defragment the data file. OPTIMIZE TABLE works only on 'MyISAM' and 'BDB' tables. For 'BDB' tables, 'OPTIMIZE TABLE' is mapped to 'ANALYZE TABLE'.

*Flushing* is used to clear some of the internal caches MySQL uses. The flush commands include actions against: HOSTS, DES\_KEY\_FILE, LOGS, PRIVILEGES, QUERY CACHE, and TABLES. You can run these commands through the mysqladmin utility using 'flush-hosts', 'flush-logs', 'reload', or 'flush-tables' commands.

## Setting table type

You can choose to set the table type of the current table; by default, the format will be MyISAM. Setting table type is another advanced option.

### To set table type:

- 1 Select the desired table type from the dropdown list.
- 2 Click Go.

## Managing Users

Database Manager supports a sophisticated *privilege system* that grants and restricts privileges to database users based on their *roles*. You create user accounts (and associated *ODBC connections*) to allow users to connect remotely to your databases and perform actions on them, typically through a web page which includes a connection script written in PHP.

### About user roles

Each user role allows certain MySQL commands to be executed. There are four user roles, three of which you may assign to the users you create:

- *Database Administrator* The default user created with each new database; you as the DSM owner are the Database Administrator. This user role allows full administrative access to the database (MySQL commands: SELECT, INSERT, UPDATE, DELETE, CREATE, DROP, GRANT, INDEX, ALTER, CREATE TEMPORARY TABLE, and LOCK TABLES). The Database Administrator User cannot be deleted or edited.
- *Read* Allows a user to browse a database (MySQL command: SELECT).
- *Read/Write* Allows a user to browse a database, insert new records, update records and delete records (MySQL commands: SELECT, UPDATE, ALTER and DROP).

- *Full Access* Gives user the same privileges as the Database Administrator *except* GRANT.

## Adding users

User accounts can be mapped to specific people (e.g., an employee responsible for updating a product table) or to the general public (e.g. visitors to your website who browse the product table). Each database has its own set of users.

### To add a user:

- 1 From DBManager Home, click the database for which you want to add a user. The User list and ODBC list are displayed.
- 2 Click the Add User button.
- 3 Enter a username and password. Confirm the password.
- 4 Select the *Role Type* for the user.
- 5 Click OK.

### To change a user's role:

- 1 Check the radio button to the left of the user you want to delete.
- 2 Click the Modify User button.
- 3 Select a new role for the user.
- 4 Click Update.

### To delete a user:

- 1 Check the radio button to the left of the user you want to delete.
- 2 Click the Delete User button. Confirm the deletion.

**Note:** An ODBC connection associated with the deleted user will be deleted, too.

## Setting up an ODBC connection

ODBC (Open DataBase Connectivity) is an open standard which allows virtually any system or application to access a database. You can set up an ODBC for users to allow them to connect to your database from a remote location.

### To setup an ODBC connection:

- 1 From DBManager Home, click the database to which you want to establish an ODBC connection.

- 2 Click Create ODBC.
- 3 Select a user for the ODBC connection from the dropdown list.
- 4 Enter an IP Address. If you want to allow an entire C class to use an ODBC connection, check the check box indicating so.
- 5 Click Save.

## Exporting

Database Manager allows you to export a database (or selected tables) to a file. Some file formats allow you to view the records in another application, such as Microsoft Excel. The SQL format is used for backup/restoration purposes; it creates an SQL file (a series of queries) that can be imported back into MySQL to restore a database.

### About export formats

Database Manager can export databases (or tables) in the following formats:

- *LaTeX* A document preparation format for high-quality typesetting.
- *CSV (Comma Separated Values)* A text file in which columns are delimited by commas (or semicolons) and records by line breaks.
- *CSV for MS Excel* A CSV file optimized for use in Microsoft Excel.
- *XML (Extensible Markup Language)* A flexible text format derived from SGML (Standard Generalized Markup Language).
- *SQL (Standard Query Language)* The command language used to administer databases.

### Exporting databases

When you export a database, you set options related to the export format you chose. Once you have set these options, you can select the tables you want to include and export the file.

When you export SQL, you can choose to export the structure (columns), data (records) or both. The structure options are:

- inclusion of a “drop table” statement; if this option is checked, restoring the database will drop (delete) any existing database with the same name.
- addition of an “auto\_increment” value.
- enclosing tables and field names with back quotes.
- adding creation, update and check information to the comments section.

And the data options are:

- setting export type (INSERT, UPDATE or REPLACE)
- use complete inserts.
- use extended inserts.
- use delayed inserts.

**To export an SQL file:**

- Select the database you want to work with from DBManager Home.
- Click Manage Database. phpMyAdmin launches.
- Click the database name above the table list.
- Click the Export button.
- Select the tables you want to include.
- Set the SQL Structure and Data options as desired.
- Check the Save as file check box.
- Click Go.

LaTeX, like SQL, allows you to set structure and data export options. The structure options control table captioning and key labelling; the data options include column labelling particulars and replace NULL string.

**To export a LaTeX file:**

- 1 Select the desired tables.
- 2 Select LaTeX from the Export box.
- 3 Set the desired LaTeX Options.
- 4 Check the Save as file check box.
- 5 Click Go.

**The default values for CSV export are:**

option	default
Fields terminated by	semicolon (;)
Fields enclosed by	quotation marks (“)
Fields escaped by	backslashes (\)
Lines terminated by	\r\n
Replace NULL by	NULL
Put field names in row	(checked)

**To export a CSV file:**

- 1 Select the desired tables.

- 2 Select CSV from the Export box.
- 3 Set the desired CSV Options.
- 4 Check the Save as file check box.
- 5 Click Go.

There are only three CSV for Microsoft Excel export options: replacement string for NULL values, put field names at first row, and specify Excel platform (Windows or Macintosh).

**To export a CSV for Microsoft Excel file:**

- 1 Select the desired tables.
- 2 Select CSV for MS Excel from the Export box.
- 3 Set the desired export options.
- 4 Check the Save as file check box.
- 5 Click Go

**XML export options:**

Other than the ability to select which tables to export, there are no XML options.

**To export an XML file:**

- 1 Select the desired tables.
- 2 Select XML from the Export box.
- 3 Check the Save as file check box.
- 4 Click Go.

## **Exporting tables**

The export options for tables are the same as the database options, with one difference: when you are exporting a single table, you can specify the range of records to export.

**To export a table:**

- 1 Select the table you want to work with from the table list pane.
- 2 Click the Export tab.
- 3 Set the desired Export options.
- 4 Specify the number of records to dump (write to the export file) and the starting record number.

5 Click Go.

# Chapter 27: Mime Types

## Feature Overview

The Mime Types Manager will allow you to add new Mime types to your site. MIME stands for Multipurpose Internet Mail Extensions, which is an official Internet standard that specifies the way in which information must be formatted. Originally used just in email, MIME types are now used by many applications. Your browser uses them to determine what application should be used to open and/ or edit files.

Incorrect MIME settings are one of the most common sources of HTTP Error 405.

### To access the Mime Types Manager:

Click on the Mime Types icon in your Control Panel.



## Using mime types

### To Add a Mime Type:

- 1 Choose the directory you would like to work with from the drop-down menu.

### Mime Types Manager

---

The Mime Types Manager will allow new mime types to be added to your site.

---

Choose the directory you would like to work with:

Directory:

*To work on another directory, just select a directory above and click Load.*

**Note:** All subdirectories of the chosen directory will be affected.

- 2 Click Load. A form will appear below the directory drop-down list.
- 3 In the Mime Type field, enter the type and subtype in the form of *type/subtype*.
- 4 Enter the extension in the extension field.
- 5 Click Add. The page will reload and a list of installed Mime Types will be displayed.

**To Delete a Mime Type:**

Click Delete beside the type you would like to remove.

# Chapter 28: JSP

## Feature Overview

JSP (Java Server Page) is a Sun Microsystems technology developed to generate dynamic web pages. It is similar to ASP, but is written in Java, and is portable to non-Microsoft Web Servers. JSP doesn't allow you to do anything you couldn't accomplish with Java Servlets, but it is much more convenient to embed Java into HTML, than to write a separate servlet.

## How does JSP work?

- 1 A browser requests a .jsp file, and a java file is create on the server.
- 2 The server invokes the Java compiler, and the result is executed as a servlet.
- 3 The servlet runs, and sends its output to the browser as HTML.

### To access JSP:

Click the JSP icon in your Control Panel.



## Enabling JSP

If you do not have JSP enabled on your domain, click Enable Java. You should receive a confirmation stating that the server will complete your request within ten (10) minutes.

## Using JSP

JSP allows you to separate your dynamic content from your static HTML. Write your HTML with the web developing tools you usually use, then enclose the dynamic parts in the special tags. Give your file a .jsp extension, and upload it to your domain.

## Adding Servlets

### To add a Java Servlet to your site:

Confirm that it is located in the webapps directory or enter the .war filename in the form field. Click Add Java Application Access.

**To remove a Java Servlet from your site:**

Click the Remove Java Application Access button beside the name of the application you would like to remove.

# Chapter 29: FTP User Account Manager

## Feature Overview

FTP User Manager allows you to create and manage additional FTP users on a domain. Each FTP user will have its own unique login and access to subdirectories associated with the parent domain. You will also be able to set quota for new FTP users in MB intervals, as long as it is less than the parent domain's user quota. Each FTP user has their own additional login, and access to a subdirectory of your site. For example, you might create a user named *thatguy*. You could allow *thatguy* access only to *www.yourdomain.com/thatguy*, or you could allow *thatguy* access to all files on your domain.

### To access the FTP User Account Manager:

Click the FTP User Manager icon in your Control Panel.



### To return to the User Manager homepage at any time:

Click the FTP User Account Manager link at the top of any page. This link also serves as the title of every User Manager page.

## Managing Users

Current FTP Accounts		FTP User Account Manager	
User	Quota	<a href="#">Add New User</a>   <a href="#">Delete Current User</a>	
<i>thatguy</i>	0 / 45 MB	This tool will allow you to create and manage additional FTP users on your domain. An FTP user is an additional login that will have access to a subdirectory of your website.  For example, you may choose to create user bob. bob will have an FTP login to your domain, and have access only to <i>screenshot.com/bob/</i> if you so choose. You may also opt for bob to have access to all of your files as the case may be for a web developer.	

### To add a new user:

- 1 Click Add New User.
- 2 Fill out the form that loads, and click Apply to add the new user.

3 Repeat for each user you wish to add.

**Username** The name that will be used to log in. It must be between three (3) and eight (8) alphanumeric characters long.

**Password** The password that will be used to log in.

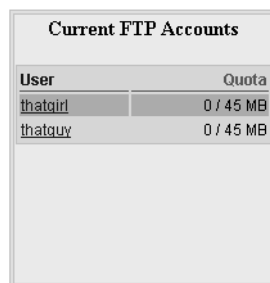
**Verify Password** You must enter the password a second time, to confirm that there are no typos.

**Quota** The amount of space this user's subdirectory may occupy on your domain. The maximum quota allowed is five (5) MB less than your domain/user quota.

**Starting Home Directory** If this is left blank, this FTP user will have access to yourdomain-www, and any files and/or directories that are associated with it. The default is the user's username.

**Note:** The user will have access to all subdirectories of his or her Home Directory, so choose it wisely.

**To edit a user's information:**



Current FTP Accounts	
User	Quota
thatgirl	0 / 45 MB
thatguy	0 / 45 MB

1 Click on the User's username in the list of Current FTP Accounts.

2 A form will appear, listing the user's username, password, and home directory. You may change the password and the quota.

3 Click Apply when finished.

4 A notice will display informing you that the operation will be completed within 10 minutes.

**To delete a user:**

Current FTP Accounts	
User	Quota
thatgirl	0 / 45 MB
thatguy	0 / 45 MB

- 1 Click on the user's username in the list of Current FTP Accounts.
- 2 A page with information about the user will appear. Click Delete User.
- 3 You will be given the option to remove the user's home files and directory. Choose Yes or No and click Apply.
- 4 A notice will display informing you that the operation will be completed within ten (10) minutes.

# Chapter 30: File Manager

## Feature Overview

File Manager allows you to manage all the files necessary to maintain your website. You may create and delete files and directories, as well as edit your files.

Clicking on File Manager displays a page which contains all the files in your site, and allows you to manage them. The page states your *current disk usage* and *current disk quota*.

Below the list of files and directories is a drop-box, allowing you to sort your files by name, size, or time.

### To access File Manager:

Click the File Manager icon in your Control Panel.



## Current Directory Information

### File Manager

Your current disk usage is 255K

Your current disk quota is 51200K

#### Current Directory:/home/screen

Permission	Owner	Size	Date	File/Directory	Delete	Rename	Password
<a href="#">drwxr-xr-x</a>	screen	1 kb	02-Aug-2004 9:54	 <a href="#">screenshot-anonftp</a>	<a href="#">[Delete]</a>	<a href="#">[Rename]</a>	
<a href="#">drwxr-xr-x</a>	root	1 kb	02-Aug-2004 1:45	 <a href="#">screenshot-logs</a>			

### To change the current directory:

Click on the name of the directory you wish to view.

### Information displayed about each file and directory:

**Permissions** A string of characters that represents which users can do what with a particular file or directory.

**Owner** Usually, the file or directory's creator.

**Size** The amount of space a file occupies on the server, in kilobytes (KB).

**Date** The date the file or directory was created.

**File/Directory** The name of the file or directory.

**Delete** A link to delete the file or directory.

**Rename** A link to rename the file or directory.

**Password** A link to password protect the file or directory.

## Managing Files

---

Sort files by

---

File name

---

Directory name

---

Send this file (max size 10240K):

---

### To create a new file:

- 1 Type the name of the file you would like to create in the form-field beside the Create/Edit File button.
- 2 Click the Create/ Edit File button.
- 3 A page will display stating that the file does not exist. Click Confirm.
- 4 Enter the contents of the file in the text-box that appears. You can change the height and width of the text-box by changing the options in the drop-down menus and clicking Change Size.
- 5 When you are finished, click Save File. You will be returned to the File Manager.

#### **To edit files:**

- 1 Open the file by entering the name in the form-field beside the Create/ Edit File button and click the Create/ Edit File button OR click the name of the file in the Current Directory listing. A page with a text-box containing the contents of the file will be displayed.
- 2 Edit your file.
- 3 Click Save. You will be returned to the File Manager.

#### **To create a directory:**

- 1 Enter the name of the directory you would like to create in the form-field beside the Create Directory button.
- 2 Click Create Directory.

#### **To upload files:**

- 1 Type the location of the file you would like to upload in the form-field labeled Send this file OR click Browse.
- 2 If you click Browse, you will be able to browse your computer to find the file you wish to upload to your website
- 3 To upload the file, click Upload.

#### **To rename a file or directory:**

- 1 Click Rename to the right of the file or directory name.
- 2 Enter the new name in the form field.
- 3 Click Confirm. The file manager will reload, and the new name will take effect.

#### **To password protect a directory:**

- 1 Click on the Password link to the right of the directory name. You will be taken to the Directory Protection Manager.
- 2 Choose the directory you would like to work with and click Load.
- 3 Enter a *User ID* and *password*.
- 4 Click Submit.

## **Permissions**

You may wish to protect certain files, without putting them into a password protected directory, or to protect certain directories, without assigning a password. Permissions must also be changed to allow ASPs and pages containing PSP scripts.

*Permissions* are a set of codes that determine whether a user may *read* (r), *write* (w), or *execute* (x) a file. In terms of an HTML page, *read* means that a user can access the page and read it. *Write* means that a user can change or remove the page. *Execute* means that scripts on the page can be run. Users are broken down into three categories: *Owner*, *Group* (the owner's group), and *Other* (everyone else, which includes visitors to your website).

There are two other special permissions that can be set, in the *Owner* and *Group* permissions. This *special* (s) permission has no meaning unless *Other* is allowed to execute the file. When *Other* can execute, those who run the file have access to system resources, as if they are the owner of the file. While the "t" box appears for all files, it affects directories only. Checking the "t" box in other's permissions indicates that *Other* may only write and modify files that *Other* created within that directory.

**To change the permissions of a file or directory:**

- 1 Click on the permissions of the file or directory you wish to change.
- 2 Check or uncheck the appropriate check boxes.
- 3 Click Submit.

# Chapter 31: Error Manager

## Feature Overview

If a visitor's attempt to view a page on your website fails, the server will generate and send an error page, which is displayed in the visitor's browser. These default error pages are not terribly attractive—consisting of an error code and a cryptic description of what went wrong in unstyled HTML—but they are easy to replace with custom error handlers. Since an error handler can be any page you wish, it is easy to base an error handler on the same template you used to build your website (e.g. same navigation bar, same text style, etc.).

**Note:** If you use any Error Code handlers, FrontPage extensions will not work correctly. If you wish to use FrontPage extensions, please install FrontPage first, and then use FrontPage to install the Error Handler(s) of your choice.

### To access the Error Manager:

Click the Error Manager icon in your Control Panel.



## Using Error Manager

### Error Page Manager

- If you install any Error Code handlers, Frontpage extensions will not install correctly. If you wish to use Frontpage extensions on your domain, please install Frontpage first, and then add the Error Handler of your choice.
- Note to Internet Explorer users: If you are not seeing your custom Error Page when the error code occurs, please click [here](#)

Step One: Choose an Error Code.	
Error Code	Choose an Error Code. <input type="text"/>
Type	400   Bad Request 401   Authorization Required 403   Forbidden 404   Requested URL Not Found 405   Method Not Allowed 408   Request Timeout 500   Internal Server Error 503   Service Unavailable
	Type of action.
	URL or Message.

### To Install an Error Code Handler:

1 Select the error code you would like to change from the drop-down menu. You have the choice from the following error codes:

**400 | Bad Request** The request was denied to do a syntax error in the request.

**401 | Authorization** The request was denied because the person trying to access the page does not have permission to access the data. Generally this occurs because the user has incorrectly inputted a username and password, but may also occur if you have limited access to a page by IP address, and the user's IP is not on your allowed list.

**403 | Forbidden** The request was denied because the person trying to access the page does not have permission to access the data. Generally this occurs because the user has incorrectly inputted a username and password, but may also occur if you have limited access to a page by IP address, and the user's IP is not on your allowed list. This also may appear if the sever was not able to send the data requested.

**404 | Requested URL not found** The document requested does not exist on the server. This often occurs due to mistyped URLs and links that have not been updated.

**405 | Method Not Allowed** The web server is not configured to allow the requested action.

**408 | Request Timeout** Communications between the server and the visitor have taken too long, so the server has closed the connection. This could be due to server load, bandwidth issues, the client being disconnected from the Internet, etc.

**500 | Internal Server Error** The server encountered an error. This is often caused by a scripting problems and failed database access attempts.

**503 | Service Unavailable** The server is down due to maintenance or overload, and cannot fulfil the request.

2 Select type of Action. The types of actions you may choose are:

**Default** No further action necessary.

**URL** You will need to enter the URL or choose a file from your www directory.

**Message** You will need to enter the message you wish displayed in the text-box.

3 Click Apply Changes.

# Chapter 32: Domain Registration Manager

## Feature Overview

The Domain Registration Manager allows you to quickly and easily renew domains.

### To access the Domain Registration Manager:

Click the Domain Registration Manager icon in your Control Panel.



## Renewing Domains

- 1 Click the Manage button beside the domain you would like to renew.
- 2 Your domain name and renewal fee will display.
- 3 Choose a renewal period (the choices range from one to ten years) and click Renew Domain. A new screen will load with the new renewal date of your domain.

## Registering Domains

- 1 Click the Manage button beside the domain you would like to register.
- 2 A page will load with a Register Domain link. Click this link.
- 3 Select a registration period (1 to 10 years).
- 4 Fill out the rest of the form with your first and last name, address, city, state, zip code, country, phone number, fax number, and email address.
- 5 Click Submit. You will receive a confirmation stating that your domain has been registered.

## Editing Administrative Contact Information

- 1 Click the Manage link beside the domain you would like to edit.
- 2 Click the View Domain link.
- 3 Scroll down to Administrative Handle, and click the Edit link.
- 4 You may change your contact information here.

5 Click the Update Contact Information button when finished.

# Chapter 33: Cron Manager

## Feature Overview

With the Cron Manager, you may set up commands that will run automatically at set intervals. These commands are called *cron jobs*. For example, you could write a script to back up your website every month. That script could be executed with a cron command, instead of being run manually.

By default, the run-time of each entry will be displayed in an easy-to-read format, however, when the scheduled time becomes too complex, the entry may only be viewable in the Advanced format. When viewing the entries in Advanced mode, you will see exactly how they are formatted to be read with Cron.

### To access the Cron Manager:

Click the Cron Manager icon in your Control Panel.

## Using Cron Manager

### To add a cron job:

- 1 Click on Add New Entry.
- 2 A form will be displayed with the following fields. The Command field is obligatory. Description and Suspended are optional.
  - *Command* specifies what the cron job will do.
  - *Description* name of the cron job.
  - *Suspended* option to suspend the cron job.
- 3 The following fields determine when the cron job will run.
  - *Minute* every minute, every fifteen minutes, etc.
  - *Hour* every hour, every other hour, etc.
  - *Day* every day, every other day, etc.
  - *Month* every month, Jan., Feb., etc.
  - *Weekday* either not applicable, or a particular day of the week.
- 4 Click Apply and the cron job will be enabled.

Cron Job Manager allows you to set up jobs you manage through your email. The output and completion status sent to an email address that you specify.

### To specify the email address to which cron jobs will be mailed:

- 1 Click No Address Specified.

**2** Enter your email address when prompted.

**3** Click Apply.

**To run a cron job in advanced mode:**

Click on Change to Advanced Format.

Changing to the advanced mode shows you the run times in code rather than the times shown in the simple mode.

**To cancel a cron job;**

In both the simple and advanced modes you may cancel a cron job by clicking on the X under Enabled. Clicking on the X will bring up a confirmation page, which asks if you are sure you want to remove the cron job entry. Click Remove and the entry will be removed.

# Chapter 34: ASP

## Feature Overview

You may use ASPs (Active Server Pages) on your domain. ASPs are HTML pages with embedded scripts, and are used to create dynamic web content. The scripts can be written in any language, and are interpreted by server when the page is loaded.

### To access ASP

Click the ASP icon in your Control Panel.



## Why use ASP?

APSS may be used to dynamically generate web pages. For instance, ASP can put random thoughts of the day on your home page, create a shopping cart for customers, or even link website content to your (ever changing) inventory. ASP pages tend to be easier to maintain than CGI scripts, due to their increased readability.

An ASP page is a web page with sever-side scripts embedded in the flow of HTML. Sever-side scripts are processed on the server, rather than on users' computers. The end result is an HTML page. The user never sees the scripts, but they'll be able to see their effects.

ASP scripts can be written in any language (perl, Visual C++, or C to name a few), but the most common combination is VBScript for server-side scripts, and Java Script for client-side scripts.

## How does ASP work?

- 1 A user requests an .asp page.
- 2 The browser requests the page from the server.
- 3 The server recognizes the page as a .asp page.
- 4 The server executes all of the code on the page, line by line, and produces an HTML page.
- 5 This HTML page is sent back to the user's browser.

6 The browser executes any client side scripting (Java Script, for example), then displays the resulting HTML page.

## Enabling ASP

To enable ASP:

### ASP Manager

ASP has not been enabled for **screenshot.com**.

To enable ASP, please click here:

For more resources and help with ASP go to [Sun™ ChiliSoft™ ASP](#)

If you do not have ASP enabled on your domain, click Enable ASP. You should receive a confirmation stating that the server will complete your request within 10 minutes.

# Chapter 35: Archive Manager

## Feature Overview

The Archive Manager allows you to compress and/ or extract any files from your home directory. For example, if you have a number of files that you wish to backup, you may select all the files, then create a backup file that contains all of them in a compressed format.

Backups are an important precaution against loss or corruption of your files. If something happens to your domain, you may use these files to restore it to its original state. We advise that you store an extra copy of your backup off-network, just in case. Backups may also be used for archival purposes.

**Note:** The compressed file will count against your disk quota.

**To access the Archive Manager:**

Click the Archive Manager icon in your Control Panel.



## Managing Archives

### Archive Manager

---

The archive manager will allow you to compress and or extract any files within your home directory.

**To compress a script:**

- 1) Click on the directory or directories, file or files, you would like to compress (do this by clicking in the check box next to the script).
- 2) Click on compress.
- 3) Choose the name you would like for the archive.

**To extract a script:**

- 1) Choose the script to extract (do this by clicking in the check box next to the script).
- 2) Click on Extract.

**To compress a script:**

- 1 Select directories or files to compress.
- 2 Click Compress.
- 3 Select type of zip format. You have the option of a Unix format (tar) or a Windows™ format (WinZip™ Compatible).
- 4 Choose the archive name. If you wish to put the file in a subdirectory, enter it before the filename, and add a slash (/). The subdirectory you chose must already exist. The archive manager will not create directories for you.
- 5 Click Submit. Your file will be compressed.

**To extract a script:**

- 1 Choose script to extract by clicking the box next to it.
- 2 Click Extract.
- 3 You will be asked for an *Output Directory*. If you wish to use the current directory, enter a slash (/). Otherwise, enter the name of the directory to which you would like the file to be extracted.
- 4 Click Submit. Your file will be extracted.

# Chapter 36: Virtual Name Servers

## Feature Overview

Your domain's name servers are computers (servers) which map your domain name to an IP address (a number) and provide this information to other computers on the internet upon request. The DNS (Domain Name Service) record for your domain specifies two name servers: a primary server and a secondary server. The secondary server is a backup computer which is used if the primary server is down.

For example, if awesome-hosting-company.com handled your DNS, its name servers might be:

- ns1.awesome-hosting-company.com
- ns2.awesome-hosting-company.com

Some technically-oriented visitors to your website may use a WHOIS service to find out what your name servers are. If you do not want to expose this information to the outside world, you use virtual name servers. A virtual name server maps to an actual name server and can be named whatever you wish. For example, if your domain name is guru-4-hire.com, your virtual name servers might be:

- ns1.guru-4-hire.com
- ns2.guru-4-hire.com

Using your domain name as the basis for your virtual name servers is a branding opportunity that is easy to take advantage of.

### To access Virtual Name Server:

Click the Virtual Name Server icon in the Control Panel.



## Installing

### To install Virtual Name Servers:

- 1 You may change the names if you wish, but we recommend leaving them as NS.YOURDOMAIN.COM and NS2.YOURDOMAIN.COM.

## Name Server Manager

Click the 'Install' button to install the following name servers

Primary Name Server:   
Secondary Name Server:

**2** Click the Install button. A message will display informing you that your name servers will be set up within an hour:

# Chapter 37: Web Site Builder

## Feature Overview

Web Site Builder is a step-by-step tool which allows for easy construction of a website.

### To access Web Site Builder:

Click the Web Site Builder icon in your Control Panel.

This will take you to a wizard that will walk you through Web Site Builder and help you construct your web site.

## Constructing your web site

The first time you use the web site builder, you'll have to build your website from scratch. This is easy to do with our templates and intuitive interface.

### To construct your web site:

- 1** Choose from seventeen general designs for your website. A preview of the template will show to the left of the template list. To see this preview, click on the name of the template you want to see. Once you have decided, click Next Step. (You may return to your previous step at any point by clicking Prev. Step.)
- 2** Enter your business name, company slogan and your company email address, then click Next Step.
- 3** Name the pages of your site. You are allowed up to six. The website builder offers several suggestions. If you want less than six pages, click the yes radio button to delete the pages you don't want.
- 4** Add content to your pages. Select the page you wish to work with from the left-hand menu.
- 5** Enter a title, the alignment of the title, and the title color. Clicking on the palette beside the title color box will open a pop-up window that allows you to visually select your title color. Click the color you want, and the hexadecimal code will automatically appear in the title color box.
- 6** Enter your page content, alignment, and text color. You may choose the text color in the same manner as the title color.
- 7** Choose your background color in the same manner as the title and page colors.
- 8** Repeat for all of the pages in your site, and click Next Step when finished,

**9** Preview your site and decide whether or not to publish it. If you like the way it looks, click Publish My Site. You may change or edit your site by clicking on either Settings or Page Content.

## Editing your website

After you've constructed your website, when you click on the Web Site Builder icon, a page will load with three options: View, Settings, and Page Content.

**View** The View tab loads your page in a frame, so that you may view its contents from the Web Site Builder. All links are fully functional, so feel free to explore the site you've created.

**Settings** You may edit the template you use for your site, as well as your company information, and the pages your site includes.

### To change your site template:

- 1 Click the Settings tab.
- 2 Choose one of the seventeen general designs for your website. A preview of the template will show to the left of the template list. To see this preview, click on the name of the template you want to see.
- 3 Once you have made your decision, click Save Changes, at the bottom of the page.

### To change your company information:

- 1 Click the Settings tab and scroll down to the Company Information section.
- 2 Make changes to your business name, company slogan, and/ or company e-mail address.
- 3 Click Save Changes, at the bottom of the page.

### To create or delete pages:

- 1 Click the Settings tab and scroll down to the Create Pages section.
- 2 Make changes to the names of your pages, enter new pages, and delete pages you no longer want.
- 3 Click Save Changes, at the bottom of the page.

## Page Content

Clicking the Page Content tab loads a page similar to the one you saw when you were initially adding content to your site.

**To edit your site's content:**

- 1 Click the Page Content tab, then click the name of the page you wish to edit, and make changes.
- 2 Click Save Changes when finished.

# Chapter 38: Microsoft Frontpage Extensions

## Feature Overview

Microsoft FrontPage Extensions are a set of server-side applications that allow multi-user authoring of websites and remote authoring (writing directly to the server from your own computer). They also facilitate several other web tools, including forms, counters, and discussion boards. It is not necessary to install FrontPage to take advantage of these services, since you are provided with, or may purchase, web tools that are easily installable on your website.

**Note:** Installing FrontPage Extensions does *not* install Microsoft FrontPage on your computer. FrontPage is a separate software program you may purchase on your own.

**Note:** Installing Microsoft's FrontPage extensions will disable utilities in the Control Panel. Enabling FrontPage extensions tells the server that FrontPage will perform certain functions in lieu of the Control Panel. These options include:

- Website Builder
- Redirect URL
- Mime Types
- Protect Directories

**To access the Microsoft FrontPage Extension Manager:**

Click the MS FrontPage icon in your Control Panel.



## Installing

To install Microsoft FrontPage Extensions:

### Microsoft Front Page Extension Manager

---

If you want to use Front Page on your site, you must install Front Page extensions on your domain. This will allow Microsoft Front Page to have all the functionality it is capable of on our servers.

**WARNING:** Front Page uses the same access file as Directory Protection. Use of Front Page and our Directory Protection could cause errors. If you are going to use Front Page, please use the directory protection it provides.

---

Front Page Extensions have not been installed on [screenshot.com](#)

To install Front Page Extensions, please click here: [Install Front Page](#)

Click Install FrontPage. You will see a confirmation page informing you that the extensions will be installed within ten (10) minutes. After you reload the FrontPage Extension Manager, you will be asked to verify that you want to install the extensions. Click Verify.

## Uninstalling

To uninstall MS FrontPage:

Click on Remove FrontPage Extensions. A confirmation will display, stating that your request will be processed within ten (10) minutes.

# Chapter 39: GeoTrust Quick SSL

## Feature Overview

A GeoTrust SSL Certificate may be installed on your domain. *SSL* stands for *Secure Socket Layer*. SSL is a standard protocol for encrypting communications between users and websites. Data that is sent via an SSL connection is protected by encryption. A web server certificate is required to initialize an SSL session; a GeoTrust SSL Certificate allows you to initialize an SSL session.

Why Install a GeoTrust SSL Certificate? If you want to use web pages that are capable of passing information to and from your users in a secure fashion, then you need a secure certificate. This enables you to utilize the security of up to 128-bit encryption designed to prevent anyone from intercepting the information passed to and from your website when accessed using https. With a secure certificate installed on your domain, the web server encrypts/ scrambles the information sent to your users, who are the only ones with the key capable of decrypting/ unscrambling and viewing the information. This capability is particularly useful for e-commerce or other sites that may handle private or personal data. (This information can also be viewed in a pop-up window by clicking on the What is a Secure Certificate and why do I need one link in the GeoTrust Manager.)

## Ordering a certificate

- 1 Complete and submit the QuickSSL application.
- 2 Confirm your application, select an email address for the authorized administrator who will approve this QuickSSL certificate request, and indicate acceptance of the QuickSSL Subscriber Agreement. If requested, this certificate is 'Apache + SSLeay' web server type certificate.
- 3 Obtain authorization. The QuickSSL enrollment system will send a message to an administrator for the domain name you specified. The administrator must respond to that message to authorize the certificate request. Upon receipt of authorization, your QuickSSL Web server certificate to you by email. In most cases, you'll receive your QuickSSL certificate within minutes.

# Chapter 40: Secure Server

## Feature Overview

You may obtain a Secure Server (certificate) for your domain. If you want to use web pages that are capable of passing information to and from your users in a secure fashion, then you need a secure certificate. This enables you to utilize the security of up to 128-bit encryption designed to prevent anyone from intercepting the information passed to and from your website when accessed using https. With a secure certificate installed on your domain, the web server encrypts/ scrambles the information sent to your users, who are the only ones with the key capable of decrypting/ descrambling and viewing the information. This capability is particularly useful for e-commerce or other sites that may handle private or personal data.

### To access Secure Server:

Click the Secure Server icon in your Control Panel.



## Using Secure Server

You may do the following from the Secure Server Manager:

- Purchase a secure certificate.
- Install a secure certificate.
- Learn more about what secure certificates are, and why you need one.
- Generate your Certificate Signing Request (CSR) and keys.
- Review your Certificate Signing Request (CSR) and keys.
- Order your QuickSSL.
- Install your QuickSSL certificate.
- Create a temporary fake certificate.

### To Generate a Certificate Signing Request:

1 Click Generate or Review your Certificate Signing Request (CSR) and keys by going [HERE](#).

**2** Fill out the form that follows to generate the request. You will be asked to provide a password, your city, state, country, the exact legal name of your organization, your department's name, your domain name, and the domain administrator's email address.

**3** Once you have generated this Certificate Request you will a confirmation page telling you that the certificate will be generated within 10 minutes.

**To Order a Secure Certificate:**

**1** After the Certificate request has been processed, you will be able to order a secure certificate by clicking on the link Process your Secure Certificate Now from the page that appears after generating the Certificate Signing Request, OR by clicking on the link Order your GeoTrust Secure Certificate HERE from the Secure Server Manager Page.

**2** Fill out the form with your name, phone number, and email address, and then select the length of the contract (between 1 and 3 years).

**3** An email will be sent to the email address specified. Respond to this email approving the SSL certificate request, and agreeing to the QuickSSL Subscriber Agreement.

**4** The secure certificate will be sent to you by email.

**To Install a QuickSSL Certificate:**

**1** Click HERE where you are invited to install your certificate, or click the HERE in the third option on the GeoTrust Manager home page.

**2** Copy the certificate from the email you received into the text-box.

**3** Click Review.

**4** Your password and the information you placed in the text-box will be displayed. Click Install to install the certificate on your site. A confirmation page will appear, informing you that your certificate will be installed within 10 minutes.

**To Install a non-GeoTrust Certificate**

**1** Click HERE where you are invited to install a non-Geotrust Certificate.

**2** Select your certificate provider from a drop-down menu (options are: Thwate, Verisign, Entrust, OpenSRS, and Comodo).

**3** You will be asked to enter your password, and the RSA key and certificate given to you by your certificate authority. Click Review after you have finished entering the information into the text-boxes.

**4** A page will display the information you provided. If it is correct, click Install. A confirmation page will appear informing you that your certificate will be installed within 10 minutes.

## Updating Certificates

You may update your certificate.

### To update your certificate:

- 1 Click the Update Certificate link.
- 2 Scroll down past the example.
- 3 Enter the password you used when generating your certificate.
- 4 Enter your Key and New Certificate in the appropriate boxes.
- 5 Click Review.
- 6 The information you just entered will display on a new page. Click Install to install the new certificate.

## Dummy Certificates

You may install a dummy certificate (without ordering and paying for it) to explore the functioning of secure certificates on your site. This certificate will *not* be secure, but in all other ways will act like a regular certificate.

### To install a dummy certificate:

- 1 Click the Generate a Dummy Certificate link near the bottom of the GeoTrust Manager.
- 2 Enter your password, city, state, country, organization, department, domain name, and administrator's email address.
- 3 Click Generate Certificate.
- 4 A page will load with your RSA Key and certificate. Scroll to the bottom and click the Install button.

# Chapter 41: Help

## Feature Overview

The Help section has links to answers to many of your Control Panel questions.

From this page you will be able to gain access to information about all of the products in your Control Panel, by clicking on the Getting Started link. The Getting Started page contains a section with a small description of each product available on the Control Panel.

### To access Help:

Click the Help icon in your Control Panel.



As always, you may contact Customer Support with any questions.

# Chapter 42: Email Support

## Feature Overview

Email Support allows you to fill out a form to receive email support for any questions or concerns you may have about your domain.

### To access Email Support:

Click the Email Support icon in your Control Panel.



## Receiving email support

### E-mail Support

For E-mail support, please follow the directions below.

- 1) The Subject and Message field are required. Please fill them out before pressing submit.
- 2) The answer from support will be sent to your E-mail address. If you would like to also have the message sent to another E-mail address, please enter the address in the "Additional E-mail" text box below.

Fill in required fields below.

Subject   
(Required)

- 1 Complete the Subject and Message fields of the template provided. They are required and must be filled in before sending.
- 2 The answer sent from support will go to the email address specified in your personal information in the Account Manager. Please be sure to specify if you want it to go to another email address other than the one you are sending it from. This is done by filling in the Additional Email box.
- 3 Click Send Support Email.
- 4 To reset the form and start over, click Clear.

# Chapter 43: Phone Support

## Feature Overview

Phone Support is available to assist with any questions that you may have about your domain.

### To access information on how to receive Phone Support:

Click the Phone Support icon in your Control Panel.



## Using phone support

Clicking on the Phone Support icon will display instructions on receiving phone support. The phone number you should call is shown, as well as information you should have handy to make it easier for technical support to help you. This information includes:

- Your domain and user names.
- Your email address.
- The date.
- The starting date of your account.
- The next billing due date.
- Your off-network email address.

# Chapter 44: Guestbook Manager

## Feature Overview

A guest book is a web page that allows visitors to your site to post comments to you and to other visitors. It is a good tool to collect testimonials and customer feedback. The link to the guestbook is *http://YourDomainName/guestbook/guestbook.html*. The Guestbook Manager allows you to install and manage a guestbook on your web site.

### To access the Guestbook Manager:


Click the GuestBook Manager icon in your Control Panel.



## Installing Your Guestbook

The first time you access the Guestbook Manager, you will have to install the Guestbook on your domain.

The Guestbook software is not currently installed on your domain. You can install this to your domain by following the steps below.



Please enter the administrator information below. All fields are required.

Password

Password again

Email Address

Would you like an email notification when someone signs your guestbook?

Yes

No

### To install your guestbook :

- 1 Enter your password and email address.
- 2 Chose whether you would like email notification when your guestbook is signed.
- 3 Click Install Guestbook Software.

## Administering your Guestbook

To access simple instructions on how to use the guestbook, click Instructions and Documentation. A page will open telling you what a guestbook is, how to sign it, and how to administer it.

### To delete a post:

- 1 Click the Administration link, from the guestbook page
- 2 Enter your password and click Submit.
- 3 Enter the ID number of to the post you want to delete (the ID is displayed to the left of the post in your guestbook).
- 4 Enter your password again.

5 Click Submit.

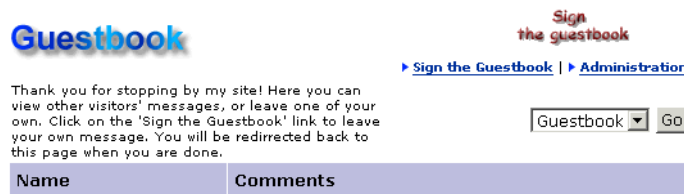
**To view a particular entry:**

- 1 Click the Administration link, from the guestbook page.
- 2 Enter your password and click Submit.
- 3 Enter the ID of the post you wish to view.
- 4 Enter your password again.
- 5 Click Submit.

## Viewing your guestbook

**To access your guestbook from within the Guestbook Manager:**

Click on Access this tool on your domain. Your guestbook will open.



**To view the guestbook elsewhere:**

The address to the guestbook is `http://YourDomainName/guestbook/guestbook.html`.

**To sign your guestbook:**

- 1 From your guestbook page, click Sign the Guestbook.
- 2 Enter your information into the text fields. Fields with an asterisk are required.
- 3 Click Sign Book.

## Technical Information about Configuration

Installing your guestbook creates puts `guestbook.pl` in your `cgi-bin` directory. This file may be edited to do the following:

### Changing the number of entries per page

The default number of entries per page is 20. To change this, open `guestbook.pl`, and scroll down to a set of lines that look like this:

```
# guestbook entries per page;
$entries = 20;
```

Change the number beside `$entries` to however many entries you would like per page.

## Handling of HTML tags

Your guestbook's handling of HTML tags is determined in a set of lines in `guestbook.pl`, and look like this:

```
# allow html tags - 0=no; 1=yes; 2=translate
$html_tags = "2";
```

Your choices are `no` (`$html_tags = "0";`), `yes` (`$html_tags = "1";`), and `translate` (`$html_tags = "2";`).

`No` ignores HTML tags. For example, your site is `<strong>great</strong>`, would appear as your site is `great`.

`Yes` allows and interprets HTML tags. Your site is `<strong>great</strong>` will appear as Your site is **great**.

`Translate` inserts the entry into your guestbook exactly as typed. Your site is `<strong>great</strong>` will appear as Your site is `<strong>great</strong>`.

## Censoring bad words

You may choose to censor offensive (bad) words from your guestbook. Censoring behavior is determined by the following two lines:

```
$remove_bad_words = "yes";
@bad_words = ("darn");
```

If you would like to allow offensive words in your guestbook, set `$remove_bad_words = "no";`. Otherwise, leave it set to `yes`. You may also edit the list of those words your guestbook will consider offensive. Simply enter words you wish to censor in double quotes, separated by commas, between the parentheses after `@bad_words =`. For example, if you wish to censor the words "computer" and "keyboard" from your guestbook, the code will look like this:

```
$remove_bad_words = "yes";
@bad_words = ("computer","keyboard");
```

## For more information

To see the website for the guestbook tool, click [This tool's website](#). A website will open, where you can find more information on the Guestbook.

## Removing your guestbook

### To remove your guestbook:

Click on Remove Guestbook Software. A confirmation page will inform you that the server will process your request within ten (10) minutes.

# Chapter 45: Web Calendar

## Feature Overview

WebCalendar is a PHP calendar system that can be used by one or more persons. The Web Calendar Manager allows you to manage a web calendar on your website.

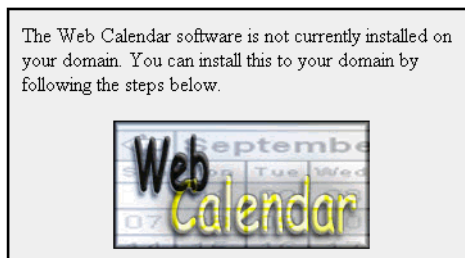
### To access the Web Calendar Manager:

Click the Web Calendar Manager icon in your Control Panel.



## Installing

The first time you access the Web Calendar Manager, you will have to install the Web Calendar Software.



### To install Web Calendar:

- 1 Make sure that MySQL has been enabled. If it is not, exit the Web Calendar Manager, enable MySQL, and then come back.
- 2 Chose a directory to which the calendar software will be installed.
- 3 If your MySQL password is different than your Control Panel password, click the check box and enter your MySQL password in the form-field.
- 4 Note the default username and password (you will be able to change them after installation).

**5** Click Install Web Calendar. You will receive a confirmation telling you that your request will be completed within ten (10) minutes.

## Using WebCalendar

Click on Instructions and Documentation to access simple instructions on how to use the Web Calendar. It will tell you what a web calendar is, and how to administer it.

Click on Access this tool on your domain, to access the web calendar on your site, and to set up a web calendar. You will be prompted for the default username and password.

Clicking on This tool's website will open a page with information on the web calendar.

**Note:** An extensive help system can be accessed from within the application.

### To remove the WebCalendar:

- 1** If you wish to remove the web calendar from your website, you will have to decide whether to delete the related MySQL tables. Select the appropriate radio button.
- 2** If your MySQL password is different than your Control Panel password, click the check-box and enter your MySQL password in the form-field.
- 3** Click Remove Web Calendar.

# Chapter 46: Poll Manager

## Feature Overview

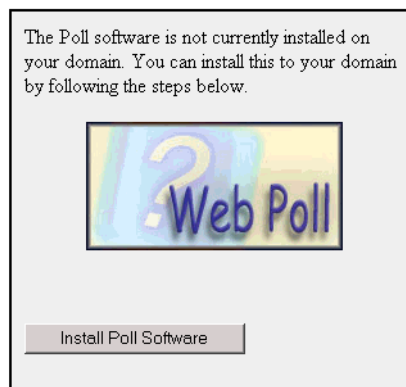
Poll Manager allows you to manage polls that you would like to have running on your website.

### To access Poll Manager:

Click the Poll Manager icon in your Control Panel.



The first time you access Poll Manager, you will need to install it by clicking Install Poll Software.



You will receive a confirmation that the request will be completed within ten (10) minutes.

For detailed instructions and commands for setting up a poll, click on Instructions and Documentation.

## Getting Started

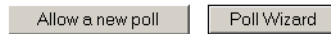
To manually add a new poll:

- 1 Click Allow a New Poll.

### Getting Started

Please click the button below if you wish to allow a new poll to be created.

**New Feature!** After clicking the button, you will have the option of using the Poll Wizard to create your Poll. You can also access the wizard by clicking the 'Poll Wizard' button below; however, before submitting a vote for the first time you must still manually click 'Allow New Poll'.



- 2

- 3 Copy the following HTML code into the page the poll will be on:

```
<p>WebSite Poll: Yes, No, or Maybe</p>
<form action="/cgi-bin/poll.cgi" method="post">
<input type="hidden" name="poll_id" value="yesorno" />
<input type="hidden" name="poll_title" value="Yes, No or Maybe" />
<input type="hidden" name="redirrect" value="http://yahoo.com" />
<input type="radio" name="vote" value="Yes" /> Yes <br />
<input type="radio" name="vote" value="No" /> No <br />
<input type="radio" name="vote" value="Maybe"> Maybe <br />
<input type="submit" value="Vote!" />
</form>
```

Put the following code into your website to view the results:

```
<a href="/cgi-bin/poll.cgi?poll_id=yesorno"> View Poll Results </a>
```

- 4 If you use Server Side Includes(SSl), you may use the following in your website.

```
<!--#include virtual="/cgi-bin/poll.cgi?poll_id=yesorno&ssi=1" -->
```

- 5 Each time that you decide to change the 'poll\_id' to start a brand new poll, you must re-click Allow New Poll.

Once you get the hang of creating and displaying polls, try changing the colors of the results by creating a CSS style sheet and changing the 'bar\_color' attribute, making an SSI based page to display the results, and also displaying links to random past polls. All of these are explained in detail in the documentation section above.

**To add a new poll using the Poll Wizard:**

- 1 Click Poll Wizard from the Poll Manger's main page.

**2** You'll be asked the question that the poll will ask, how many possible responses you'd like to include, and the URL to which you'd like to redirect users after they vote. Click Continue when finished.

**3** Enter the answers to your poll, the URL to a stylesheet (if applicable), and the color you would like to use for the poll's progress bar. Click Continue when finished.

**4** The wizard will generate all of the code snippets you will need to display the poll, its results, and link to random previous polls (if applicable).

## Configuring the form method

`action="/path/to/poll.cgi" method="POST"` The method must be post, or an error will be displayed.

## Configuring the Poll Information

`name="poll_id" type="hidden" REQUIRED` Value will contain the id of the current poll. This value will not be seen by users.

`name="poll_title" type="hidden" REQUIRED` Value will contain the poll's title. This value will be displayed to users, and should be descriptive of the poll.

`name="redirect" type="hidden" OPTIONAL` Value will contain a fully qualified URL to which the user will be directed to after voting.

## Configuring the Voting options

`type="radio" name="vote" (at least 1) REQUIRED` This will be the means by which the users vote. The values will contain the answer to the poll. These will be displayed in the results page, and should be entered as you would like them displayed.

### Example:

```
<form action="/cgi-bin/poll.cgi" method="post">
<input type="hidden" name="poll_id" value="yesno">
<input type="hidden" name="poll_title" value="Yes, No or Maybe">
<input type="hidden" name="redirect" value="http://yahoo.com">
<input type="radio" name="vote" value="No"> No <br>
<input type="radio" name="vote" value="Maybe"> Maybe <br>
</form>
```

This form can be placed anywhere on your site, in any html page, and can be formatted however you like.

## Displaying Results

### To Display the Results of Your Poll, method 1:

Create an HTML document that contains your content and has a `.shtml` extension. This extension tells the web server to parse *includes* and display the results of the *include*.

In this example, "results.shtml" will be the example SHTML document.

```
<html>
<body>
<div align="center">
<!--#include virtual="/cgi-bin/poll.cgi?poll_id=yesno&ssi=1" -->
</div>
</body>
</html>
```

The above example will display the poll identified by **poll\_id**. In this case, it is our aforementioned *yesno* poll.

To display results via SSI (Server Side Includes), you must also give the script the parameter `ssi=1` or `ssi=yes`, as shown above.

The default color of the results bars is black. This can be changed by also passing in the "bar\_color=COLOR" parameter. For example:

```
<!--#include virtual="/cgi-bin/poll.cgi?poll_id=yesno&bar_color=yellow&ssi=1" -->
```

The available colors are as follows:

- black
- blue
- brown
- cyan
- green
- grey
- orange
- red
- yellow
- Additional colors can also be added. To do this, create a jpeg image that is one pixel X one pixel, of any color you choose. Upload it to the directory you specified as "\$image\_url" (yourdomain.com/images by default), in the format of YOURCOLOR\_pix.jpg. If you create a 1x1 px. jpeg of the color chartreuse, you would name it "chartreuse\_pix.jpg". Then, you can use that color.

```
<!--#include virtual="/cgi-bin/poll.cgi?poll_id=yesno&bar_color=chartreuse&ssi=1" -->
```

#### To Display the Results of Your Poll, method 2:

If you do not wish to use SSI, you can make a link directly to the current poll. Simply use this format:

```
<a href="/cgi-bin/poll.cgi?poll_id=yesno"> View Poll Results </a>
```

Again, you can pass in the bar color, and the css style.

```
<a href="/cgi-bin/poll.cgi?poll_id=yesno&bar_color=orange&css=poll_yellow.css"> View Poll Results </a>
```

When displaying the results this way, 25 random past polls will also be generated in a menu on the left-hand side of the page.

### To Display Past Polls:

You can also include a list to past polls. Use the same method of including the "include" line, but use the following variables:

```
<!--#include virtual="/cgi-bin/poll.cgi?past_polls=1" -->
```

The `past_polls` variable will be given in this case, with a value of "1" or "yes".

This will link to the built-in function of displaying the poll results. With just the above link, the default colors format will be used. You can, however, give extra options to further customize the displayed results.

```
<!--#include virtual="/cgi-bin/poll.cgi?past_polls=1&bar_color=red" -->
```

Use the above include to link to results that display a red bar.

**Note:** For any SSI included poll data, you will need to do all the formatting within the page. Simply the raw html will be displayed with the includes, so putting them within a table or div would be a lot prettier.

## CSS Support

You have the option to either modify the default CSS style, or copy it and modify the copy. It is best to copy it and modify it so as to not loose the original copy if an error is made

Two CSS Styles are provided. The default black and white style, and a more colorful red and yellow one.

To use a custom CSS when displaying the links to past polls, as described above, try the following:

```
<!--#include virtual="/cgi-bin/poll.cgi?past_polls=1&bar_color=red&css=poll_yellow.css" -->
```

The above will create the links to the poll data that will be displayed using red bars, and the **poll\_yellow.css** style sheet.

For the sake of example, you can use the following for the default style, even though it is not required:

```
<!--#include virtual="/cgi-bin/poll.cgi?past_polls=1&bar_color=red&css=poll_default.css" ->
```

## User configurable variables within the script

This requires that you edit the script itself

```
# Full Unix Path to directory where the data files will be stored (not
# web accessible == better)
#
#
$data_dir = '/home/YOUR_USERNAME/poll_data';
# Absolute URL to grab images from (leave blank for root web '/')
#
#
$image_url = '/images';
# Absolute URL to grab CSS files from (leave blank for root web '/')
#
#
$css_dir = '';
# List of referers that are allowed to post to polls
#
#
@referers = (
"yourdomain.com",
"www.yourdomain.com",
"your.other.com",
"your.other.other.com"
);
# When the browser blocks the referer, do we want to allow a vote?
# 1=yes 0=no
#
$allow_empty_ref = 0;

# If set to 1, this value will disallow the creation of a new poll unless
# a file named "create.allow" is placed into $data_dir. This file should
# be created/uploaded whenever a new poll needs to be made. It will
# automatically be removed upon creation of the poll.
# secure = 1, not = 0
#
$more_secure = 1;
```

If `$more_secure` is set to 1 (one), then a poll cannot be created unless you first click the **Allow a new poll** button in the Poll Manager. Once a vote is posted to the poll, you will again be unable to create a new poll until the above step is repeated. This redundancy prevents malicious users from creating an unlimited number of polls. There are some other checks for naughty people of this type, but all of these can be bypassed rather easily.

# Chapter 47: Network Query Manager

## Feature Overview

The Network Query Manager is available for your domain. This tool is a one-stop solution for getting information about a *domain* or *IP address*. The Network Query Manager can perform the following functions when installed on your domain:

**Resolve/ Reverse lookup** converts an IP to a hostname (if one exists) or vice versa.

**Get DNS Records** converts a hostname to an IP, and may display additional information, depending on the domain entered .

**Whois (WWW)** gets domain registration information. Supports *.com*, *.net*, *.org*, *.edu*, *.name*, *.info*, *.us*, *.cc*, *.ws*, *.biz*.

**Whois (IP)** gets IP owner information. Supports all IP blocks maintained by **ARIN** (US), **RIPE** (Europe), **JPNIC** (Japan), **APNIC** (China/Asia-Pacific), and **REG-BR** (Brazil).

**Check port** determines whether a port on the target host is open. The default is port 80.

**Traceroute to host** traces and times the route between your domain and the address you specify.

### To access the Network Query Manager:

Click the Network Query Manager icon in your Control Panel.



## Using the Network Query Manager

### To install the Network Query Manager:

Click Install Network Query Software from the Network Query Manager. A confirmation page will display, informing you that your request will be completed within ten (10) minutes.

### To access a description of what the Network Query Tool can do:

Click Instructions and Documentation.

**To view the Network Query Tool on your domain:**

- 1 Click Access this tool on your domain.
- 2 Click on the operation you wish to perform, and enter a *host* or *IP* into the box.
- 3 Click Do It, and the results of the action will appear.

**To visit the tool's website:**

Click This Tool's Website.

# Chapter 48: NetBuilder

## Feature Overview

NetBuilder is a full-featured web-based database management program, NetBuilder was designed to allow you to administer, manipulate, and search on your data from a web based interface.

### To access NetBuilder:

Click the NetBuilder icon in your Control Panel.



**Note:** If you do not have a NetBuilder database, you must add one to use this application.

### To add a NetBuilder database:

Click Add NetBuilder Database.

## Using NetBuilder

### To use NetBuilder:

After adding a database, click Sign into NetBuilder.

**Note:** Your username and login should be the same as your Control panel username and password.

You will need to select a database to work with. Select the database and type its name into the Select Database box, then click Select.

Navigation through NetBuilder is accomplished in two different ways. You can easily reach any feature in the application with one click of the mouse.

- Use the Menu Bar at the top of each screen to find the desired option, and then scroll down (and over) to click on the feature you wish to use.
- You may also move through the system using the various Section Menus.

Detailed instructions about using NetBuilder can be found in the NetBuilder User Guide.

### To access the NetBuilder User Guide:

Click NetBuilder User Guide from the NetBuilder home page.

## **Uninstalling NetBuilder**

Click UnInstall NetBuilder. You will receive a confirmation informing you that your request will be processed within ten (10) minutes.

# Chapter 49: Invision PowerBoard

## Feature Overview

Invision Power Board is an award-winning forum software and communications portal. Members can subscribe to topics, be notified when someone replies to that thread, send each other private messages, view statistics, and perform several other functions. Moderators will be pleased to find a powerful administration control panel that includes the abilities to open, close, lock/ unlock (pin/ unpin), move, and delete topics as well edit and delete individual posts. Invision Power Board is written in PHP and requires that you install a MySQL database.

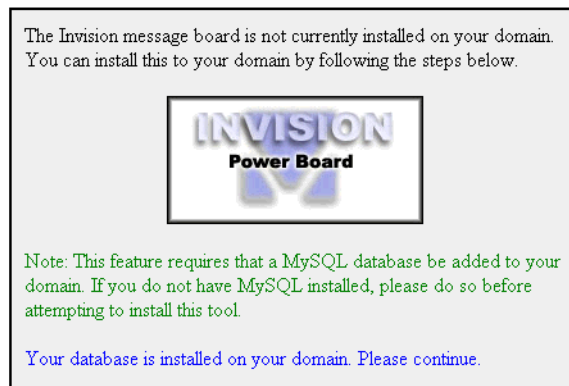
### To access the Invision PowerBoard Manager:

Click the Invision PowerBoard Manager icon in your Control Panel.



## Installing Invision PowerBoard

Clicking on the Invision PowerBoard Manager icon will display a page that informs you that you must have MySQL database added to your domain before installing Invision PowerBoard Manager.



### To install the Invision PowerBoard:

- 1 If you do not have a MySQL database, add one before you install Invision PowerBoard.
- 2 To install the Invision PowerBoard you must accept the Terms of Agreement from Invision Power Services (IPS).

- 3 Choose the directory you wish the board to be installed in.
- 4 Enter your username, password, and email address.
- 5 If your MySQL password is not the same as your Control Panel password, check the box and enter your MySQL password.
- 6 Click Install Invision Board. You will see a confirmation message informing you that your request will be completed within ten (10) minutes. You are now able to use the Invision Power Board on your sites.

## **Using Invision PowerBoard**

Click Access this tool on your domain to view the message board. An extensive help system is available by clicking Help at the top of the PowerBoard.

### **To remove Invision PowerBoard:**

Click Remove Invision Board from the Invision PowerBoard Manager page.

# Chapter 50: ht://Dig User's Guide

## Feature Overview

The ht://Dig Website Search Engine is a website search tool that can be installed to your domain to search your website. The ht://Dig system is a complete World Wide Web indexing and searching system for a domain or intranet. It does not replace search engines, such as Lycos, or Google. Instead, it handles search needs within a particular website. ht://Dig Website Search Engine performs three major functions: *digging*, *merging*, and *searching*.

**Digging** ht://Dig uses the term *digging* instead of *harvesting* or *gathering*. While digging, ht://Dig follows all hyperlinks it comes across. Each document is examined and any unique words in it are extracted and stored in the following two files, a list of all words and a database of all the URLs.

**Merging** The data gathered in the digging process must be converted into information the search engine can use through an *htmerge* program. This merges data gathered from several databases with the new information gathered during the digging phase.

**Searching** This stage uses the information found to search the domain(s). The information found in the searches of the domains is displayed as HTML.

### To access ht://Dig:

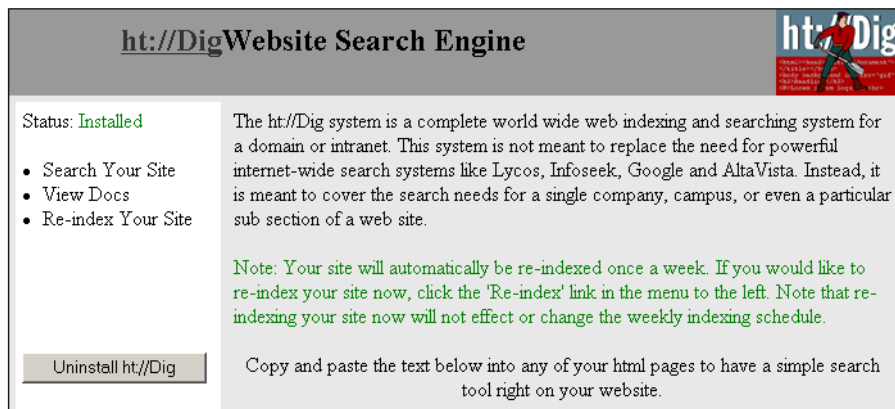
Click the ht://Dig Website Search Engine icon in your Control Panel.



## Installing ht://Dig

After installation, you will be able to perform the following functions:

- Search your Site
- View Docs
- Re-index your Site



### To install ht://Dig:

If ht://Dig has not yet been installed, you may install it from the application's main page. Simply click Install ht://Dig.

### Using ht://Dig

Click Search your Site to search through the content on your website for a particular word or phrase. This acts as a search engine for you website only, not the entire Internet.

#### ht://Dig search options:

**All** searches for all words in the field

**Any** searches for any word in the field.

**Boolean** limits your search. Examples of Booleans include *and*, *or*, and *not*. For example, "cat and dog", "cat or dog", "cat not dog".

#### ht://Dig search categories:

**Score** gives a score in stars, for example four out of five stars

**Time** sorts by most recently updated

**Title** sorts by the title of what is being searched

**Reverse Score** shows the lowest rated matches first

**Reverse Time** shows the least recently updated files first

**Reverse Title** shows the least relevant titles first

## Viewing Documentation

Click View Docs to visit the official website for ht://Dig Website Search Engine. The site contains a Recent News section, a thorough introduction to the program's functions, and a FAQ.

## Re-indexing your Site

Click Re-index your Site manually re-index your site and enter new words and phrases to be searched. ht://Dig will automatically re-index your site once a week. Once you have clicked Re-index Your Site, you will be asked to wait while your site is re-indexed. The process takes only a few of seconds, and a confirmation will be displayed upon completion.

## Placing a search tool on your website

The ht://Dig Website Search Engine also gives you an option of cutting and pasting text into any of your HTML pages to have a simple search tool right on your website. To do this, go to your Control Panel and scroll down to Website Management, and click on File Manager. This displays your personal website controls. Click on either www or <domain>.www. Next, click index.html. This displays a box in which you may cut and paste the commands displayed on the ht://Dig Website Search Engine page.

# Chapter 51: Web Counter

## Feature Overview

Web Counter allows you place a counter on your website, showing how many hits you have received.

### To access the Web Counter Manager:

Click the Web Counter Manager icon in your Control Panel.



## Using Web Counter

### To install the Web Counter:

Click Install Counter Software. A confirmation page will display, stating that your request will be processed within 10 minutes. The counter's files will be installed in your cgi-bin directory.

### To include the counter on a web page:

The Web Counter must be placed on an SHTML document. An SHTML document is simply an HTML document with an .shtml extension. Include the following code in your page: `<!--#include virtual='/cgi-bin/counter.pl' -->`

**Configuring Web Counter** All configuration will be done with files located in the `<domain>-www/cgi-bin/` directory.

This counter cannot be configured so that it doesn't count visits from a certain IP.

### To change whether the counter increments when the page is reloaded:

1 Open the vars.inc file.

2 Look for the IP locking section, which looks like this:

```
# IP locking (counter doesn't increments when page is reloaded)
# 1=yes 0=no
$lock_ip =0;
$ip_lock_timeout =30; # in minutes
```

**3** If `$lock_up` is set to 0, the page will only count visits that take place less often than the `$ip_lock_timeout`. If `$lock_ip` is set to 1, then the counter will count every time the page is loaded, regardless of whether it's a refresh, or a new visit.

**4** `$ip_lock_timeout` determines the length of time that has to pass before any particular visitor will count again.

#### **To turn on (off) animated digits:**

**1** Open the `vars.inc` file.

**2** Look for the animated digits section, which looks like this:

```
# use animated digits
# set $ani_digits to 1 if you want to use the animated digits
#$ani_digits = 0;
$ani_digits = 1;
```

**3** If you want animation as digits change, `$ani_digits` should be set to 1. If not, change it to 0. Note that you will change the last line, not the line begin with a hash (#).

#### **To change the number your counter displays:**

**1** Open the counter file for the page you wish to change: `<pagename>.cnt`. For example, if you want to change the counter on `index.shtml`, the name of the count file will be `index.shtml.cnt`.

**2** The only information in the file is a number, which is the number of hits your site has already had.

**3** Change this number to whatever you'd like it to be.

**4** The next time you load your page, the counter will show your change.

#### **To change the size of your counter:**

**1** Open the `vars.inc` file.

**2** Look for the digit width and height section, which looks like this:

```
# digit width and height
$width = 16;
$height = 22;
```

**3** Set `$width` and `$height` to whatever size you would like each digit to be.

#### **To change how many digits your counter displays:**

**1** Open the `vars.inc` file.

**2** Look for the padding section, which looks like this:

```
# number of cells to pad with digits
$padding = 6;
```

**3** Set `$padding` to the number of digits you'd like to display. For example, if you only want to display up through the hundreds (as opposed to hundred thousands, the default), your change will look like this:

```
# number of cells to pad with digits  
$padding = 3;
```

### **For More Information**

Clicking [This tool's website](#), from the Web Counter Manager, will take you to the Apache website with more information on the Web Counter.

# Chapter 52: Control Panel Glossary

**administrator** Throughout this User Guide, administrator is used synonymously with Control Panel Owner.

**alphanumeric** A character set containing only letters and numbers.

**cache** A region of memory used by your computer to store frequently accessed files. For instance, most internet browsers cache visited websites, so that they don't have to be reloaded everytime you visit.

**CGI (Client Gateway Interface)** Often used to refer to a CGI program, these rules determine the interactions between programs on a web server.

**CGI program** Any program that uses CGI to interact with the server. CGIs are often used to process forms on webpages, interact with databases, and to produce dynamic web content.

**client** The Control Panel Owner

**client-side scripts** Scripts that are processed on the user's computer. They are generally embedded in an HTML document. JavaScript is an example of this.

**configuration** Set of components that make up a computer system.

**contract length** the length of time for which your contract will be valid. Your contract period will start on the next billing day after you have ordered a service.

**Control Panel** Where you access each of the programs you place in your domain packages.

**Control Panel Owner** You.

**cron job** An automated process that runs itself at specific, specified intervals on the server. Cron jobs are often used to automate services such as emptying caches, clearing log files, and sending bill reminders.

**CSR (Certificate Signing Request)** Used to generate a secure certificate.

**CSS (Cascading Style Sheets)** HTML documents can reference style sheets to determine how the document should be displayed. By seperating presentation and content, style sheets simplify site design and maintenance.

**database (DB)** an organized collection of data that describes data and relationships between data. An electronic database is much like an electronic filing cabinet.

**database management system (DBMS)** A computer program that allows a user to manipulate a database (add data to, extract data from, modify information, etc).

**database quota** The maximum amount of space the databases in your domain may occupy.

**data transfer quota** The maximum amount of data your domain may send and receive during a particular time span.

**directory** An area of memory designed to store files. Directories are usually organized in a tree-like structure, where you may have parent and child directories. They are often referred to as folders.

**disk quota** The maximum amount of space your domain may occupy.

**domain** A subset of internet addresses, the largest of which describes the general category of a site (.com, .net, etc.). The second level are domain names.

**domain package** The various products you choose to add to your domains.

**domain registration** The act of buying a domain name. There is a central registry of domain names (InterNIC), and, in order for people to be able to access your site, you must register your site with them.

**dynamic content** Information on your webpage that changes automatically, based on a database, or other form of input.

**file compression** A technique for reducing the size of one or more files, to back them up, save storage space on a disk, or for transmission. Files must be uncompressed before they can be used again.

**file extension** the letters after the last period in a file name that indicate the type of file.

**form** A set of data-entry fields on a web page. Often, CGI scripts, such as formmail.pl are used to process web forms.

**forum** An online discussion group.

**GUI (Graphical User Interface)** A user interface based on graphics, as opposed to text. GUIs often use a mouse, in addition to a keyboard, for input and interaction.

**home directory** The root directory for your domain.

**hosting provider** The company that provides the server your domain rests on.

**hosting server** The actual computer on which your website rests, at your hosting provider.

**hostname** The unique name by which a computer is known on a network.

**HTML (HyperText Markup Language)** A markup language used to structure text and multimedia documents and to set up hypertext links between documents

**HTTP (HyperText Transfer Protocol)** The protocol used to define file transfers over the web.

**ICANN (Internet Corporation for Assigned Names and Numbers)** A non-profit corporation formed to coordinate several Internet functions, including domain system management.

**icon** A small clickable picture that provides a link to a file or program.

**InterNIC (www.internic.com)** Website established to provide public information regarding domain name registrations. Most InterNIC functions have been taken over by ICANN.

**IP (Internet Protocol)** The primary protocol used by source and destination hosts for communicating data across the Internet.

**list maintainer** The person responsible for maintaining a mailing list. This person is usually the point-of-contact for technical questions concerning the list.

**mailing list** An email based discussion group. Email is sent to a specific address on the list's server, which sends the email on to group members.

**master domain** Domain where all user accounts are defined.

**merchant key** Unique key used to authenticate identification and to keep data flowing between merchants and payment providers.

**moderator** Someone who manages a moderated mailing list. If a list is moderated, messages are sent to the moderator to be approved before they are sent out to list members.

**mySQL** An open source database management system that uses Structured Query Language (SQL) to add, process, and access data in a database.

**name server** Databases that translate domain names to and from IP addresses.

**off-network email** Email account that does not consist of a domain name hosted on our servers.

**open source** A computer program whose code is freely available to the public for use and/ or modification.

**parameter** A means of customizing the way a program functions.

**parked domain** A domain name that points to another domain, called a master domain, specified by you. Anyone going to this domain will be directed to the master domain. A parked domain is registered with InterNIC and allows multiple domain names to point to the same site.

**password** A unique and secret sequence of letters and numbers you will use, in combination with your username, to access your Control Panel, and the features within it.

**payment gateway** System used to collect credit card payments for online purchases.

**permissions** The set of attributes that control access to files on your domain. You control who may read, write, and execute files.

**PHP** A server side scripting language. You can use it to create dynamic web pages, interact with databases, and generate on-the-fly graphics.

**perl** A powerful and popular programming language often used to write CGI scripts.

**port** Each service on an internet server is assigned a different port number. For example, HTTP generally uses port 80.

**portal** A website intended to be the first website people see when using the web.

**process** An instance of a running program.

**queue** Sequence of stored data waiting to be processed.

**script** A type of computer program that can be executed in the language it was written in. Scripts do not have to be compiled.

**secure certificate** Encrypted certificate used to securely transmit information, such as credit card numbers, over the Internet.

**search engine** A tool that searches documents for specified keywords. A search engine can be site specific or extend through the entirety of the web.

**setup fee** The fee you're charged to add a new service to your domain.

**server** a computer that provides services to other computers

**server-side scripts** Scripts, often embedded in HTML documents, processed by the server. PHP scripts and ASPs are examples of this.

**spam** The digital equivalent of junk mail, spam is email sent to large numbers of people, usually for advertising purposes.

**SSI (Server Side Includes)** A method of embedding server-side scripts in an HTML file in order to dynamically generate content.

**URL (Uniform Resource Locator)** Global address of documents and other resources on the World Wide Web.

**virtual domain** Multiple domains hosted on a single web server.

**web hosting** Service that provides internet users systems for storing content, which is accessible via the World Wide Web.

**web server** A computer that stores all files related to your website and performs all functions necessary for its hosting.

**virus** A malicious program capable of reproucing itself. Generally, the effects of a virus are undesireable to the user whose computer is infected.