Creating a Family History Website:
4. Get Your Free RootsWeb Website

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Remember

- For RootsWeb, your home page must be named index.html (all lowercase).
- On RootsWeb, upper and lowercase matter in filenames. For example, a link to "Hello.html" will not work with a file named "hello.html".
- Your home page should include a paragraph description of your website. You will use it when applying for your website account.
- Other pages should have a footer with a link back to the home page. Search engines use these links to determine which of all your pages is your home page.
- Masquerade your e-mail address to prevent spam.

Applying for a RootsWeb Website

1. Go to www.rootsweb.com.
2. Under Websites, click on Requests for Web Space to get to http://accounts.rootsweb.com/.
3. For the type of account, click on Freepages Accounts to get to http://accounts.rootsweb.com/index.cgi?op=show&page=freagree.htm, the "RootsWeb Agreement for Freepages Web Space Accounts."
4. Click the link to read the usage policy at http://www.rootsweb.com/rootsweb/aup.html.
5. Then click the back button to return to http://accounts.rootsweb.com/index.cgi?op=show&page=freagree.htm, the "RootsWeb Agreement for Freepages Web Space Accounts." Read the agreement.
    a. You should not use the account merely for storage.
    b. All your files should be "publicly accessible"; that is, have links to all your files
    c. You should not put PAF or GEDCOM files on your site; instead, use WorldConnect.
6. At the bottom of the page, click on the "I agree" button.
7. On the "Request a Freepages Web Space Account…" page,
    a. enter your real first and last name and your e-mail address.
    b. Enter a name for your account.
        i. Remember that your account name will become part of your website address (URL).
        ii. For example, if you choose the name *rrr,* then your website address will be http://freepages.genealogy.rootsweb.com/~rrr/.
    c. Fill in the "…what you plan to use this account for" box with the description of your website that you wrote for your home page.
    d. Then click Submit. Please allow 3-5 working days for your request to be processed.

Once your request has been processed, you will receive an e-mail containing your password. You will also start receiving copies of all the e-mails sent to FREEPAGES-HELP-L@rootsweb.com. This is called a "mailing list." You can send questions to that address and others can answer you.

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Uploading Files

8. Once you receive your password, go to http://freepages.rootsweb.com/fileman/, the Freepages File Manager.
9. Log into your FreePages account by entering your username (your account name) and password. Check the "Remember my password" box and click "Log In."
10. You will next be asked to "Select which community you want to work with." Select "Genealogy" and click, "Enter File Manager."
11. Scroll to the bottom of the page, or click on "you can upload files from your computer here" to get to http://freepages.rootsweb.com/fileman/#upload, the "File upload utility."
12. Uncheck the "Convert filenames to lowercase" checkbox unless you have always named your files in lowercase and always used lowercase in your link (<A>) tags.
13. Click on a Browse… button.
14. In the Choose file dialog box that opens, select "MyWebsite" from the "Look in" drop-down list. (If you missed our earlier classes, you should know that that is the name of the folder where we stored all our website files.)
15. Click on your index.html file and then click Open. (Remember that you may not be able to see the ".html" extension. You may have to hover your mouse cursor over the file icon and look at the popup to see that you're pointing at an HTML Document.)
16. Repeat 3 more times to select 3 more of your files. Then click "Send Files."
17. After the files have been sent to your website, the page will refresh and show the files. Repeat the upload steps until all of your website files have been uploaded to your website.
18. In the file manager, find index.html. Click the View link on that same line. You should see your home page. The rest of the world can now see it as well!!!

Get Your Website Indexed in Search Engines

Search engines find and index a website by following the links that point to the website. RootsWeb will automatically add your website to its index at http://freepages.rootsweb.com/directory/genealogy.html using the Title of your index.html page. To increase your chances of Google and other search engines finding you, register to add your website to RootsWeb's other indexes.

19. Go to www.rootsweb.com.
20. Under Websites, click on Websites on RootsWeb to get to http://www.rootsweb.com/~websites/.
21. Click on the last word of the first paragraph, where it says, "To register your site, click here." That will take you to http://www.rootsweb.com/~websites/register.html.
22. This page lists five places where your website can be registered. Each is explained below. Remember, if your account name is *rrr*, then the URL or address of your website is http://freepages.genealogy.rootsweb.com/~rrr/. Do at least the first one. After each one, return to http://www.rootsweb.com/~websites/register.html.
    a. Click on "Complete the registration form" to go to http://www.rootsweb.com/cgi-bin/submit.cgi. Fill in your name, e-mail address, title of your site, and URL. Click on the radio button in front of "Surnames" and fill in one to ten surnames. Then click on Add My Website.
    b. Click on "Register your site in the RootsLink registry" to get to http://resources.rootsweb.com/~rootslink/addlink.html. Fill in the title of your web site, the URL, and your e-mail address. Select the one category that best describes your website. It will probably be Biographies or Surname. Enter the description of your website from your index.html page. If necessary, shorten it to 50 words or less. Type in

the challenge word shown above the Submit URL button. Then click the Submit URL button.

c. Click on "Register your site on an applicable <u>Resource page</u>" to get to http://resources.rootsweb.com/utilities/addsite.html. Scroll down to the section titled "Surname Websites." Fill out the URL, title, and description of your page. For the description, you may use the first paragraph of your index.html page. If it is longer than 60 characters, shorten it appropriately. Fill in up to four surnames, one per box. Then click Submit.

d. The next bullet describes the automatic index mentioned previously. Any time you change the title of your index.html page, the automatic index will reflect the change within a day or two.

e. The last bullet describes the steps to take to have your website highlighted in the weekly RootsWeb Review electronic magazine. To see archived copies of the RootsWeb Review, visit http://rwr.rootsweb.com.

Other Places to Register

For your homework, registering at these places is optional.

23. To register for Cyndi's list, go to www.cyndislist.com/submitnewlink.htm. Notice the spelling of Cyndi and be sure to use ".com".

24. There is a list of websites called the Open Directory Project. Most search engines include all the websites that are listed in this directory, so if you can get listed, you can get indexed by search engines. However, this project is run by volunteers and it may take a long time to get listed, so don't be disappointed. Go to http://dmoz.org/add.html and follow the instructions.

WorldConnect

Placing PAF or GEDCOM files on RootsWeb's FreePages is not allowed. One reason is that RootsWeb has a better way of posting family history data.

25. Go to www.rootsweb.com.

26. Scroll down to the section on the left titled "Family Trees (WorldConnect)" and click on <u>Submit Your Family Tree</u> to get to http://worldconnect.rootsweb.com/cgi-bin/igmuser.cgi.

27. Make up a User Code and a password. The WorldConnect User Code can be the same as your FreePages account name, or it can be different. To avoid confusion, maybe you should use the same account name and password as your FreePages account. Then click Standard.

28. This should take you to the User Setup/Edit page and the first paragraph should read, "Your are about to create a new GEDCOM account. If this is not what you intended, click the Oops button." Fill in your name and your e-mail address. Then click Setup.

29. This should take you to a form with rows of alternating colors. Lines 1, 2, and 3 are already filled in for you. Fill in line 4 with a title for your WorldConnect pages. Pick a title that describes the family history data you will post. I like a title that is similar to my website title, so people know the two are connected.

30. Set line 5 according to your personal preference. For now, leave lines 6 and 7 blank.

31. Line 8 is important. You probably don't want people to be able to download your original GEDCOM file with all your personal information and data on living individuals. You should select Yes or No rather than Full. In the spirit of sharing, I recommend Yes, which allows downloads of the viewable data, but not your entire file.

32. In line 9, click Browse and find your GEDCOM file.

33. In line 10, select "Remove" if you want living individuals completely removed from the visible data, or select "Clean" if you want to leave living individuals in, but hiding all their information besides their surname. I recommend "Clean".

34. In lines 12 and 13, select All if you want all Notes and Sources, respectively, deleted from everyone in your GEDCOM. I recommend selecting "Living". Notes and Sources, respectively, are deleted from living individuals but not from dead individuals.

35. For now, leave line 14 blank.

36. Click on Upload/Update to submit your GEDCOM.

37. A confirmation page indicates, "Your GEDCOM has been added to the update queue…" Print this page; it shows a link you can use to get to your WorldConnect data.

38. Add a link like the one shown to your website's index.html page. However, where your User Code is shown between the ">" and "<" characters, replace it with something more meaningful, such as the Title you used for your WorldConnect pages. For example, if my User Code was *rrr* and my Title was "Raymond Family Genealogy Data", I could use this link:

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<a href="http://worldconnect.rootsweb.com/cgi-bin/igm.cgi?db=rrr">Raymond Family
Genealogy Data</a>
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Questions?

Contact me with questions at RobertRaymondUT@hotmail.com.

Look for class handouts at http://freepages.genealogy.rootsweb.com/~raymondfamily/class

Look at my website at http://freepages.genealogy.rootsweb.com/~raymondfamily/