



# Planning a Genealogy Website

## Step by Step Guide

This contains a step by step guide to assist you in planning, organizing, setting up, publishing, and maintaining a genealogy website.

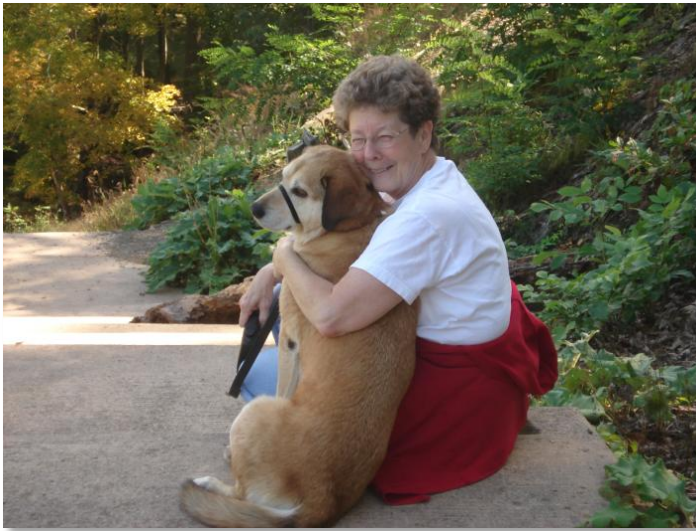
**By Patricia Geary**  
**Revised February 2011**

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# About the Author - Pat Geary



## Microsoft MVP - Expression Web

I've been working on genealogy since 1987 when we bought our first computer. I have been involved with website design since the late 1990's when I created my first genealogy website on the old GeoCities. I've come a long way since those early days. I maintain two RootsWeb (Genealogy) Mailing Lists for [FrontPage](#) and [Expression Web](#). I am active on both the RootsWeb and FreePages Help list for genealogy websites as well as various yahoo lists for FrontPage and Expression Web where I provide resources and answer questions. I am still an avid genealogist and maintain [Family Genealogy Online](#). Website design remains my love and I am webmaster of [Genealogy Web Creations](#), which specializes in website design for the genealogist with

tips and tutorials, resources, and css-based templates as well as a companion blog [Genealogy Computer Tips & Tutorials](#).

[Expression Web Tutorials & Templates](#) offers Expression Web resources and tutorials for all versions of the program as well as FREE templates for your web design use. [Expression Web Tips](#) is my WordPress blog which also provides short tutorials, resources, and news for the Expression Web Community. [Counted Cross-stitch](#) is my other passion.

[Tina Clarke](#) who is also a Microsoft MVP – Expression Web and I have coauthored two eBooks you also might find helpful. [Launching a WordPress Blog](#) is a FREE eBook on setting up a WordPress Blog on your own domain. [Migrating from FrontPage to Expression Web](#) is an eBook (for sale) that can help you in the process of moving from FrontPage to Expression Web, and have a more standards-compliant site.

I live in the Shenandoah Valley of Virginia with my husband, Jim, and our dog Katie (pictured above). Katie was adopted from our local SPCA.

The tutorials included in this eBook were first published on my website [Genealogy Web Creations](#) and offered in the First Edition published in January 2009. This newly published 2<sup>nd</sup> Edition has been revised and new material added.

If you have questions or comments or tutorials you wish had been included, please feel free to contact me directly at [patgeary@comcast.net](mailto:patgeary@comcast.net).

*Pat Geary*

# Planning a genealogy website?

If you are like me, you have a huge amount of data you have collected over the years, along with many file cabinets of documentation. Now you want to share what you've found with fellow researchers and family members. Or maybe you've just started researching your family and want to find new cousins by putting your names on line. Where do you start?

## Phase One: Gathering Information

The first step in planning your website is to gather some information. First ask yourself some questions:

### Purpose of Your Web Site:

What is the purpose of the site you are planning? Do you have one or more genealogy databases you would like to share with family or fellow researchers? Do you have family stories or photos you would like to share? Are you looking to do a single surname study? Or is it to track descendants of an individual or to present data on a particular region? **Determine the purpose before you do anything else.** Frequently you have to view the entire page of someone's web site to find out what the purpose of the page or site is. Or you may view the home page and still not know what the site is about. Tell your visitor what your site is about and what information they might find there.

### Audience for your Web Site:

Who is your audience - family and friends? Or are you trying to appeal to the beginning genealogists, seasoned genealogists, people who are only slightly interested in their family tree, or what? What does your audience want? Do they want compiled data, individualized records with source citations, or links to other web sites based on a surname? If you don't know what your audience wants and provide them with the information, you will have very few repeat visitors.

### Content of a Genealogy Web Site:

A typical genealogist, amateur or professional, is looking for data and does not want to waste time viewing large animated graphics that do not pertain to that data. Your visitor is also probably NOT interested in the music that you think is so great. This is especially true if they happen to be using a library computer or the computer at work. They want data, plain and simple. They want that page to come up in the fastest time possible. Know who your audience is. Some do want fancy stuff, but the MAJORITY of genealogists do not.

## Phase Two: Planning

Now that you know what the purpose of your site is, who your audience is, and what you might want in the way of content, it is time to plan your site. What you are really doing is developing a site map with your main topics and any subtopics. This will be your guide in developing both your content and your navigation system.

### Organizing Your Genealogy Web Site

Before you can begin the design your site, you need an organization plan. Will you drop all pages, images, and related files into one directory or folder? After a while it will be difficult to find things. [Organize your site](#) just like you would your filing cabinet. Do it NOW rather than later to save yourself lots of headaches.

## Phase Three: Design

Now it is time to decide on the look and feel of your site. Choose your colors and perhaps design a logo for your site. Choose the template you will use or design a layout yourself. Paper and pencil are good tools to use to get an idea of what you want the site to look like. This can then be converted into an actual layout on the computer.

## Phase Four: Development

This is the stage in the process where you start actually [creating your website](#). An understanding of writing valid [HTML](#), [XHTML](#), and [CSS](#) code that complies with current web standards is an important part of this process. Without taking the time to learn the language used, you will have a difficult time troubleshooting problems when they occur.

### Choose Your Web Editor

- Whether you decide to use a WYSIWYG (What You See Is What You Get) editor or Notepad, you need some way to create your html code. You can Google “web authoring software” or “html editors” and come up with a listing of what is available both free and commercial. A few of those available include:
  - The [CoffeeCup Free HTML Editor](#) is a full-featured Web design system. With built-in FTP uploading, wizards for tables, frames, fonts, and more, and 100% valid code output, it's a great tool for anyone who wants to design their own Website.
  - [Araneae](#) (pronounced ah-RAN-ee-ay) is a simple, yet powerful text editor, providing only the features necessary to create websites and scripts using the latest web technologies. Best of all, Araneae is absolutely free for non-commercial use. Use it as long as you like for your personal projects.
  - [KompoZer](#) is Nvu's unofficial bug-fix release and is a complete web authoring system that combines web file management and easy-to-use WYSIWYG web page editing. KompoZer is designed to be extremely easy to use, making it ideal for non-technical computer users who want to create an attractive, professional-looking web site without needing to know HTML or web coding. NOTE: Remember though, if you do not take the time to learn at least the basics of writing code, you are going to have a problem troubleshooting problems.
  - [NoteTab Light](#) - Freeware. A slimmed down version of NoteTab Pro. This is a NotePad replacement and a capable HTML editor. You select tags from a menu of icons, much as you would in a word processor.
  - [1st Page](#) - This powerful program from Australia is loaded with handy features and is suitable for everyone from newbies to experts. Offers four different interfaces, ranging from Easy mode to Hardcore mode. 1st Page includes full support for WebTV, ASP, SSI, Cold Fusion, DHTML and more. Includes 450 free JavaScripts, as well. (For Windows)
  - [Expression Web](#) by Microsoft and [DreamWeaver](#) by Adobe are the top commercial applications. Both offer free trials so that you can judge if you want to purchase a program.
- You may decide to use the [FreePages online editor](#) provided by Rootsweb BUT I would only recommend it for very basic pages.
- [Create, validate, and test](#) your site
- [Customize](#) your site

# Phase Five: Testing and Publishing

## Testing Your Site

It is important that you test your site before publishing it for the world to see. Make sure everything works as it is supposed to including any forms or scripts you are using. Check your pages to see how they render in the various browsers and at various resolutions. For me, this is an integral part of actually creating my pages. Make sure your links work.

## Hosting your site

Before you can publish your site, you will need to know WHERE you are going to host it. Your choices will depend on what information you are posting and whether you are going to use free hosting or buy a domain and use paid hosting.

- [WorldConnect at RootsWeb](#) is where you can upload your family trees in the form of a GEDCOM file. Instead of trying to convert your database to web pages that may or may not validate, upload the file to RootsWeb WorldConnect and let it do the work for you. Anytime you make a change in the database, you only need to upload the new one to replace the old one.
- [Free space at Rootsweb](#) offers several types of accounts available. Select the one that is right for your space. There is an agreement for how the space can be used. If you don't agree, you will not be granted space.
  - [Freepages Accounts](#) - personal web space. Choose a name for your site and write down the email address you use. You will need it in the future. Whatever name you choose will become part of the url of your site, so choose carefully. You cannot change it once selected. I used gearyfamily so my site address was <http://freepages.genealogy.rootsweb.ancestry.com/~gearyfamily/> which at the time reflected what my site was about.  
**Example:** [Monroe County New York Records](#) The banner ads at top and bottom of pages are what allows you to have the free hosting space.
  - **County, State, World Project Accounts** - USGenWeb, WorldGenWeb, ALHN (American Local History Network), AHGP (American History and Genealogy Project), other locality-based projects, etc.  
**Example:** [Montgomery County Virginia GENWEB](#) As of 2008, many of the GenWeb Projects have moved to their own servers.
  - **Genealogical/Historical Society Accounts** - includes lineage societies, libraries, museums, etc.  
Example: [Massanutton Chapter NSDAR](#)
- **Paid Hosting** - there are many choices. Decide what you need in the way of services and choose a host that will meet those needs. All of my sites are currently hosted with [BlueHost](#) which allows multiple domains with one package. BlueHost gives you one free domain as part of your package. While it is recommended that you register your domain in one place and host your site in another, this will give you the opportunity to try out some of the things you cannot do on a free site and there is no advertising. My [Family Genealogy site](#) is hosted by BlueHost. [NameCheap](#) is a good place to register your domain name if you choose to go that route. They quite often offer discount coupons. Remember that these will be ongoing expenses for your site.
- **Blog Your Family History** - You could choose to use a [genealogy blog](#) to document your family history search. A blog, short for "web log," is basically an online journal. You can add text, graphic images and allow others to add comments as part of your Blog. You can either sign up for an account through a Weblog host like [Blogger.com](#), or run a blog publishing system on your own Web server such as WordPress. If you already have your own domain hosted on a server, you might be interested in [Launching a WordPress Blog](#), a FREE EBook by Tina Clarke and Pat Geary, both Microsoft MVP's – Expression Web. This is a step-by-step



tutorial for launching your own WordPress Blog. You can also request a free WordPress Blog to be hosted on the [WordPress](#) site. All you need is your name and an email address. If you already have a blog elsewhere and would like to move it over to WordPress.com, they provide several import options that can import posts and comments.

## Publishing Your Site

Before the world can view your site, you will need to [Publish or Upload Your Site](#) to a server either by using an ftp program or publishing from your web editor.

## Phase Six: Maintenance

Once your site is published your work is not finished. If you want your viewers to return, you need to provide fresh, new content. You will also need to perform regular [Maintenance on Your Site](#).

## Additional Articles

- [How to Design a Genealogy Web Page](#), by David J. McCallister,
- [Common Genealogy Web Site Problems](#) by Cyndi Howells of Cyndi's List.
- [How to Publish Your Family Tree Online](#) by Kimberly Powell.

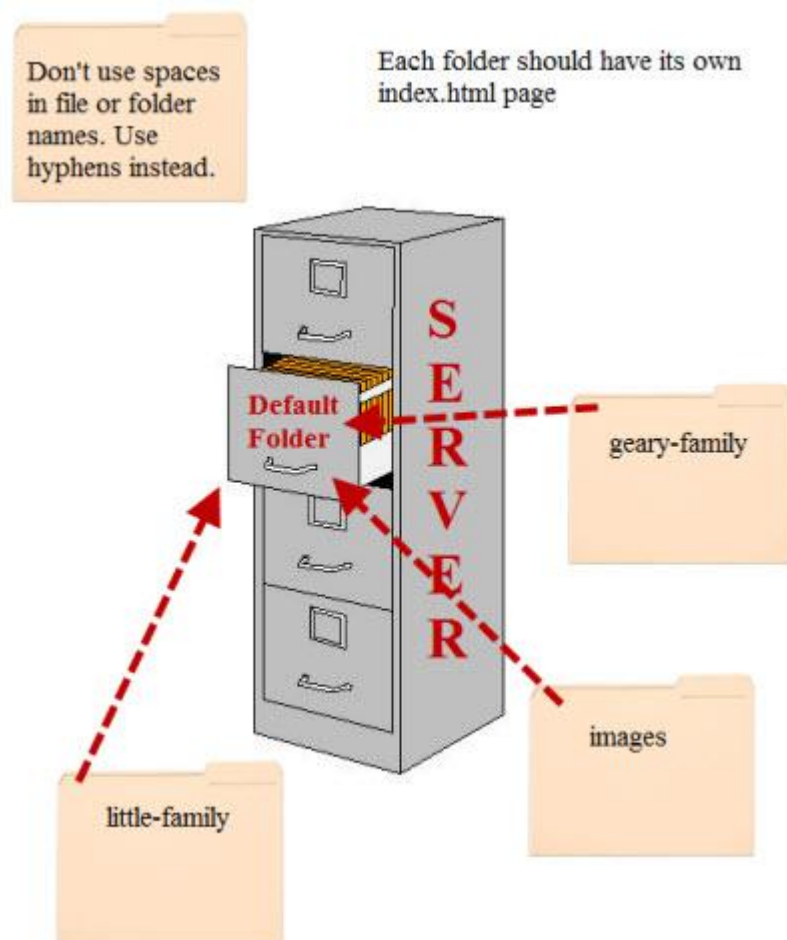
## FreePages Resources

- [Cheri Zuber's Genealogy Computer Tips](#)
- Pat Asher has some excellent tutorials. Everything from [Naming Web Page files](#) to [Very Basic HTML](#) to [Getting Started With FTP](#). Make sure you explore all the pages on this site. Lots of your questions will be answered.
- [Elsi's Tutorials](#) written specifically for the FreePages Community at RootsWeb.



# Organize your genealogy website -

Before you can begin to design your pages, you need an organization plan. Will you drop all pages, images, and related files into one directory/folder? If your site is very large, after a while it will be difficult to find things. Organize your site just like you would your filing cabinet. [Cheri Zuber](#) has done an excellent job of explaining this using FreePages as an example.



**Figure 1 Website Organization Structure**

The most important thing to remember when organizing your site is to do it in a way that makes sense to YOU. You are the one who is going to have to maintain the site and keep track of where you put things. If everything is in one drawer/folder/directory of your file cabinet/server, things will quickly get lost. It can be a very time-consuming and tedious task to reorganize a website that has not been well thought out and planned. Sit down with a paper and pencil and spend some time thinking about the organization of your site.

- The file cabinet is your server space – With a paid server you may have one initial drawer `public_html` or in the case of BlueHost where you can host multiple domains, the name you have given the folder where a particular domain resides. I tend to name the directories with the same name as the domain minus the com or org. I chose family-genealogy-online for my domain [family-genealogy-online.com](http://family-genealogy-online.com). Genealogy Web Creations resides in a folder genealogy-web-creations. With Rootsweb and the FreePages server, you have a number of communities you can use.

- With each drawer, you can stuff everything in one drawer or organize it by using loose papers (pages), folders (subdirectories) with paper (pages) inside. Again, spend some time thinking about this and working it out the old fashioned way with paper and pencil.
- You may even want folders inside of folders. Each folder/directory should have an index.html page. It may have content on it or it may be blank. The index.html page will keep the viewer from seeing a list of the actual files within that directory. If you have paid hosting, you may be able to achieve this through the control panel of your hosting account.

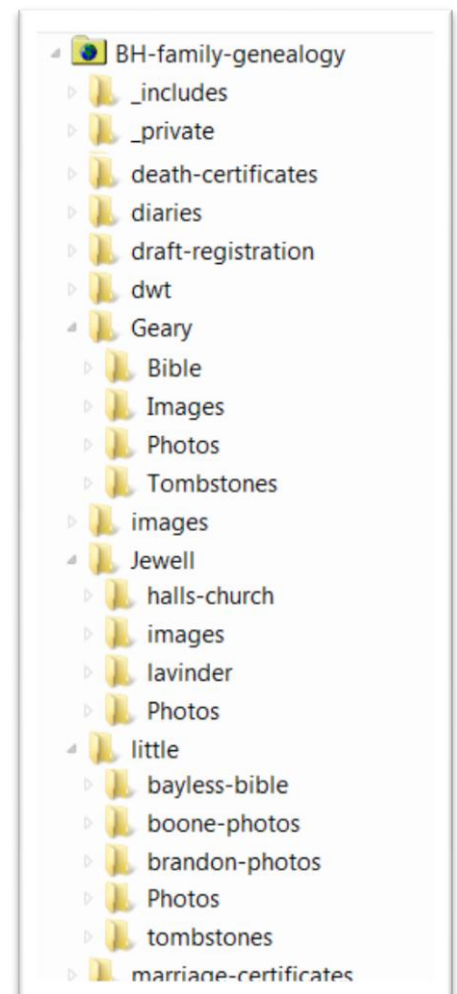
My genealogy site is about our family genealogy so I need a folder/directory for each of my family lines - two for my husband and two for me. In my root directory, I put all the pages that pertain to the entire site: index.html for the site introduction; site-map.html for the map of the entire site; about-us.html to tell a little about my husband and me. I create a folder for images and one called \_includes (more on that later). I also create an image folder under each of the family folders.

I end up with something that looks like this as the outline of my site and the image on the right shows the site as it looks on my computer.

- genealogy (folder where files are uploaded)
  - index.html
  - about-us.html
  - site-map.html
  - geary-family
    - index.html
    - images
  - jewel-family
    - index.html
    - images
  - little-family
    - index.html
    - images
  - tucker-family
    - index.html
    - images
  - images (for all images that are used on all pages)
  - \_includes

The time you spend **organizing your site** BEFORE you start developing your pages will save you time in the future. You are much less likely to have to go back and reorganize. Now that you have your site organized, decide how you are going to develop your site. What editor will you use?

A good article on [organizing a website](#) can be found at GNC Web Creations.



# Creating a New Website

## A few things to remember before we get started:

- Every page should start with a [doctype](#) statement.  
**Example:** `<!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" "http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd">`
- Be consistent in the extension you use for your pages - htm or html - either will work.
- Use lowercase letters to name your pages. Unix servers see INDEX.HTML and index.html as two different file names.
- Your home page should always be named "index" or the default for your server. **Don't use spaces in file and directory names!** Windows operating systems do allow spaces but UNIX operating systems (which run most servers) have problems with them. The Web server interprets the space as a "%20" character and `http://www.family-genealogy-online.com/geary family.html` will look like this `http://www.family-genealogy-online.com/geary%20family.html`. If you use `gearyfamily.html` the search engines see it as all one word, use the underscore `geary_family.html` and the search engines still see one "scrunched" word. `geary-family.html` is seen as two separate words.

## Genealogy Templates and Graphics

If you are using graphics from a site that offers them, make sure you read the terms of use and give credit to the designer. If you don't want to design your own, some good templates are:

- [Rhio's Sampler](#)
- [CSS based Layout Templates](#) by Pat Geary
- [Fixed Width Templates](#) by Pat Geary
- [Free Expression Web DWTs](#) and other Samples by Cheryl Wise
- [Free Expression Web DWT's](#) by Pat Geary

Remember, not all templates are created equal. If you find one you like, make sure it is one you can work with and that it validates without a lot of tweaking. Also check to see how it renders in more than one browser. And check the requirements for using the template. Linkbacks may be required.

## Create a new website

It is beyond the scope of this EBook to teach you how to create a basic website. It will depend on the program you are using to create and manage your pages and your skill level. Listed below are some resources you can use. You can also Google for information on your particular web editor.

Cheri Zuber's [Genealogy Computer Tips](#) is a great resource for the FreePages Community in creating a website. Pat Asher's [Your Genealogy Website](#) is also an excellent resource.

If you choose to use the RootsWeb Online Editor to create you site, you may find [Using RootsWeb Online Editor](#) helpful.

I use Expression Web (the successor to FrontPage) to design and maintain my sites - [Create New Website in Expression Web](#). I also offer a FREE EBook [Expression Web 4 Tutorials](#) from Install to Publish and More.

[Creating a new FrontPage Web](#) is an excellent step-by-step tutorial by Cricket Walker of GNC Web Creations complete with screen shots. If you follow this tutorial, you will now have a fully validated index.html page.

It looks pretty plain, so let's add some style to it. My recommendation is to learn how to use external style sheets. Cricket's [External CSS FrontPage Tutorial](#) will give you a start adding an external style sheet to your site. The tutorial includes how to create the style sheet without using FrontPage. You now have the beginning of a style sheet you can add to and change. A change in the style sheet will change all pages it is attached to.

Check the [Resource](#) page for additional links on learning how to use style sheets.

You might want to create a template to base each of your pages on. If you are using FrontPage 2003 or Expression Web, you can use a DWT - Dynamic Web Template. [DWT - Dynamic Web Template FrontPage 2003](#) by Tina Clarke available for FREE download. Tina also has one available for [Expression Web](#).

If you would like some basic layouts to start with, try [CSS Based Layout Templates](#). Both the html coding and the external css validate. If you would like to change the color, do so on the style sheet. All templates are available as a zipped file, including sample images. Some of the templates use include pages. Additional templates are available for [Expression Web](#).

## Before publishing your site

Before you publish your site, you should check the following:

- How the page looks at several different screen resolutions. Many people still have smaller monitors 800x600 resolution. How will your site look to them?
- How does the page look in several different browsers. Check them at least with Firefox and Internet Explorer. You can check at [AnyBrowser.com](#) if you do not have multiple browsers downloaded.
- Validate the HTML code. Before you can test an HTML document you need to make sure it includes a document type declaration (DOCTYPE) and character encoding to each Web page. The [W3C Markup Validation Service](#), is a free service that checks Web documents in formats like HTML and XHTML for conformance to W3C Recommendations and other standards. I choose the extended file upload interface and tick the show source so I can easily find the problem if there is one. If the page does not validate, go back and fix the problems one by one and recheck. Downloading and installing the [web developer toolbar](#), will allow you to validate your pages easily from your own computer.

Once you have validated and tested your site and the corresponding style sheet, you are ready to [publish/upload](#) it to your web server space.

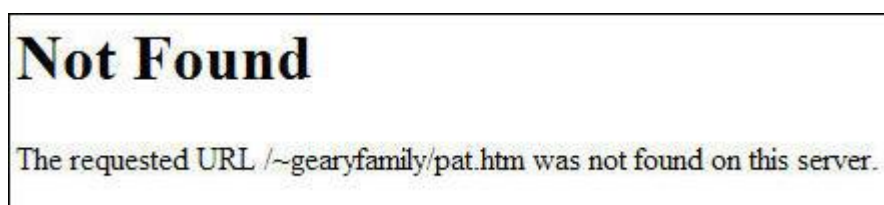
# Customizing Your Web Site

There are a number of things you can add to your website or pages to customize them or to make the site easier to maintain. Some of the items listed below apply to any host. Some will only work with a paid hosting account like BlueHost.

Thinking of adding a no right click script to your page to protect your images or code from being downloaded? Think again. For the reasons why not visit [James Huggins' Refrigerator Door](#).

## Using custom 404 pages

If your visitor arrives at a page that does not exist on your site, what will they see, a generic 404 error page as shown below?



**Figure 2 Generic Page Not Found**

The 404 page is the page displayed if someone tries to reach a page on your website that does not exist. Most of the time, it's because the visitor mistyped the URL or maybe you renamed a page. Because 404 pages are just simple HTML pages, you can change the default 404 page to a page that displays anything you want. So instead of the generic "this page does not exist" message that tells your visitors nothing, you can put up an informative page that will help them find what they are looking for. For help in creating a custom 404 error page, check out the links listed below. You can [view the custom error page](#) I created for my family genealogy site. This option is NOT usually available for a free hosting account.

- <http://www.plinko.net/404/custom.asp>
- [Custom Error Pages](#) by Susan Emerson
- [Creating a Custom Error Page](#) for use landl servers
- [Customizing BlueHost Error Pages](#)

## Use include files for repeating content

Any time you have a lot of repeated content in a website - things like page headers, page footers and navigation menus - you can use includes. Include files are separate pages of plain text or HTML code that contain things like the items just mentioned; things that are intended to be used on many different pages. You can learn more about includes, both design time and server side from the links below.

- [Using FrontPage Includes](#) by Tina Clarke
- [FrontPage Includes Tutorial](#) by GNC Web Creations
- [Server Side Includes Tutorial](#) by Pat Geary
- [Expression Web Design Time Includes](#) by Pat Geary

## Create a site map

A site map is essentially a categorized page of links to all your websites' pages - a table of contents of your site. Some users may go straight to your site map to navigate through your site. A site map can make a difference in the number of pages that are indexed by the search engines.

- [Create Site Map Using Anchor Text Links](#)
- [Build Your Google Site Map Online](#)

## Include a consistent footer

Some suggestions to include in your footer would be your contact information: email address and perhaps phone number. You might also include your privacy policy and copyright information. If you are using a javascript menu system or a graphics menu, you should include a text-only navigation menu in your footer.

## Use a consistent navigation system

Adding navigation to your website is a MUST! The more complex your site, the more important good navigation is. Make your navigation easy to use. Remember, your navigation is the road map to your site and people will not always enter via your "front door." A search engine could take them anywhere within your site. Will they be able to find their way around?

- [Creating Site Navigation](#)
- [Creating a Navigation Menu](#)

## Add a Search Box

If you have a large site, you want to consider [adding a search box](#) to your site. There are a number of free ones available or if you are using paid hosting, there may be one available through the host. The free ones I have used are listed below. Each is customizable to reflect the "look" of your site.

- [FreeFind](#) Here you can sign up to "Add a search engine to your site." You will need to enter your page URL and your e-mail address. Your password and setup instructions will be e-mailed to you. [My Family Genealogy](#) site uses FreeFind.
- [PicoSearch](#) Here you can sign up for your search engine. You will need to set up all the requested information. You'll then see the web page from which you manage and customize the PicoSearch tool for your website. I have used this in the past.
- [Atomz](#) Just fill in your email address and you will receive instructions via return email. The website for the [Unitarian Universalist Fellowship of Harrisonburg Virginia](#) uses Atomz as the search engine.
- [Google Free](#) - With Google Custom Search, you can harness the power of Google to create a customized search experience for your own website. This works best for a site that is already indexed.
- [Bing](#) is the current web search engine from Microsoft. You can see an example of this search box and the instructions on how to install it [Adding the Bing Search Box Code](#). At this time Bing will not work with Opera.
- [Zoom Search](#) is a commercial product which does offer a free version for small sites of 50 pages or less. It will NOT work with any of the Rootweb servers.

**Example:** [Expression Web Tutorials & Templates](#) now uses Zoom Search. The link will take you to a search results page.

## Link to your Genealogy Database at WorldConnect

You can provide a link to your genealogy database at WorldConnect by using a straight text link as I have done by adding a hyperlink with the text Search the Database included in my Navigation Menu (see example below).

Jewel Family Navigation	
Jewell Family	
History	
Descendant's Chart	
Family Sketches	
Jewel Family Bibles	
Jewel Photo Albums	
Cemeteries	
Graham Family	
Hall Family	
Vanover Family	
Davis Family	
Davis Family Photographs	
Lavinder Family	
Search the Database	

Figure 3 Navigation with link for Search the Database

You can also add one of the [graphic images from RootsWeb](#) to link to your site. I have shown the smallest one available below.



Figure 4 RootsWeb Graphic Link to WorldConnect Database



# Publishing your Genealogy Website

Now that you have created, validated and tested your genealogy website, you are ready to publish to your server. How you do so will depend on the application you are using to publish and where you are publishing too. If you are using a web editor, follow the instructions for that editor, usually found in the Help files. If you are using paid hosting, you should have been instructed where to publish your files.

Some publishing guides/tutorials:

- [Publishing with KompoZer](#) by Charles Cooke
- [Publishing with FrontPage 2003](#) by Pat Geary
- [Publishing with FrontPage 2002](#) by Cheri Zuber
- [Publishing with FrontPage 2000](#) by Cheri Zuber
- [Uploading with Dreamweaver](#) by Pat Asher
- [Publishing with Nvu](#) by Christopher Heng
- [Publishing with Expression Web 4.0](#) by Page Geary
- [Publishing with Expression Web 1 or 2](#) by Pat Geary

## Publishing to RootsWeb or FreePages servers

If you are publishing your site to Rootsweb or the Freepages server and you are using FrontPage, you can use the [FrontPage Publish](#) via ftp feature.

If you are using Expression Web to publish your site, you can follow [Publishing Your RootsWeb Web Site with Expression Web](#).

If you have used Dreamweaver to create your site, see Pat Asher's [Uploading with Dreamweaver](#).

You can also use a [stand-alone ftp program](#) to publish to the Rootsweb servers. There are a number of free applications available including:

- [Filezilla](#) (my personal favorite)
- [Free FTP](#) by Coffee Cup
- [FireFTP](#) by Mozilla Firefox

You may also use the RootsWeb File Manager feature to upload/publish your site. If you wish to use the file manager, make sure you select the correct file manager for the type of website you have at RootsWeb.com.

- [Freepages file manager](#)
- [WWW file manager](#)
- [Homepages file manager](#)
- [Virts file manager](#)

You might find this tutorial helpful [Using RootsWeb File Manager](#).

# Using FileZilla to Publish to RootsWeb Servers

FileZilla is open source FTP software distributed under the terms of the GNU General Public License and available FREE from <http://filezilla-project.org/>

Download and install FileZilla. Before you can use it to upload your site, you will need to configure Site Manager.

## Configuring Site Manager

You will need the following:

- FTP Path - this is different for each of the RootWeb servers
  - FreePages server use ftp://users.freepages.rootswb.ancestry.com/
  - RootsWeb server use ftp://users.rootswb.ancestry.com/
  - HomePages server use ftp://homepages.rootswb.ancestry.com/
  - **NOTE: The old settings used by RootsWeb before it became a subdomain of Ancestry.com appear to still work.**
- Username
- Password

Go to File > Site Manager > New Site

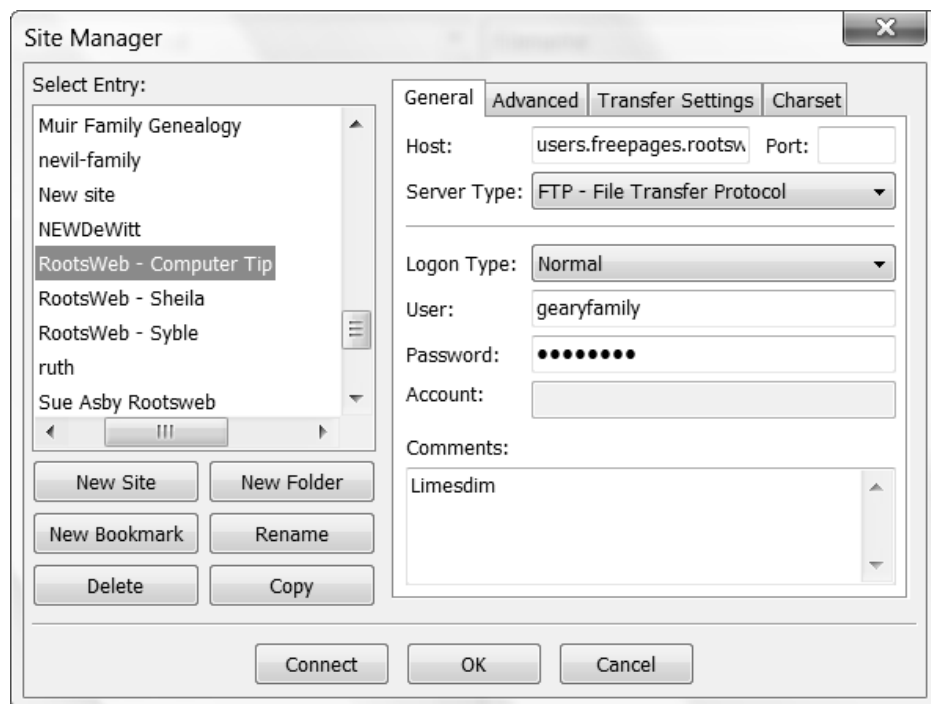


Figure 5 Filezilla Site Manager General tab

Click the New Site button and a new folder appears. Give it a name and add the site details.

## General Tab:

- **Host** - users.freepages.rootsweb.com/ OR users.rootsweb.com/ OR homepages.rootsweb.com/
- **Servertype** - leave the default FTP
- **Logontype**: Normal
- **Username**: from your RootsWeb welcome letter
- **Password**: from your RootsWeb welcome letter. Since your password is case sensitive, you may want to use cut/copy and paste from your e-mail program to make sure that you don't mistype it.
- **Comments**: Add details if you want

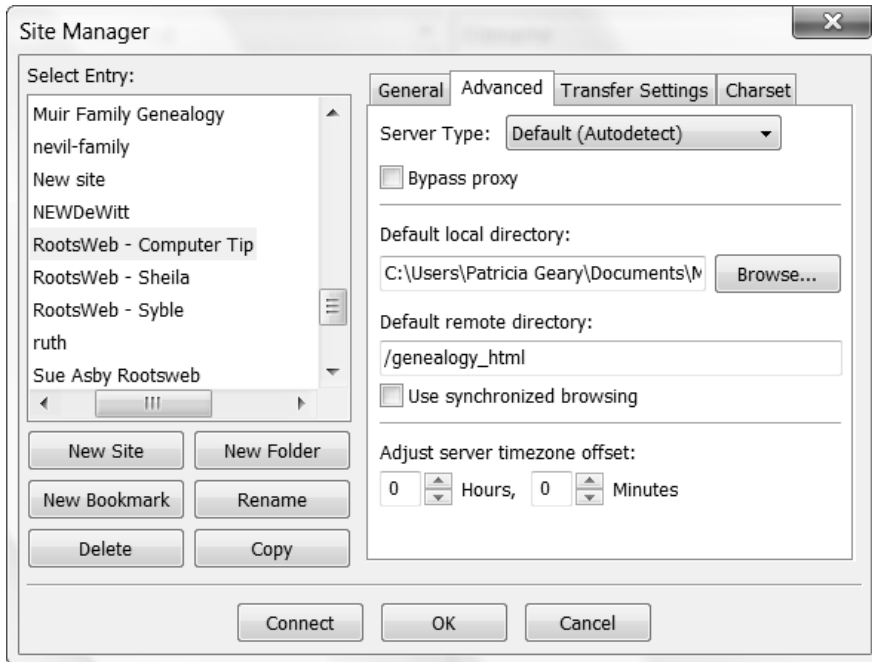


Figure 6 Filezilla Site Manager Advanced tab

## Advanced Tab:

- Default Local Directory: Your website on YOUR hard drive
- Default Remote Directory: genealogy\_html or one of the communities OR public\_html

## Transfer Settings:

- Default OR Active OR Passive (Choose Default or Passive - RootsWeb servers now REQUIRE a Passive Connection)

## Charset Tab:

- Autodetect

Click the Connect button and make sure your connection works. The files on the server will show in the Remote Pane (right side) and the files on your hard drive will appear on the Local site Pane (left side).

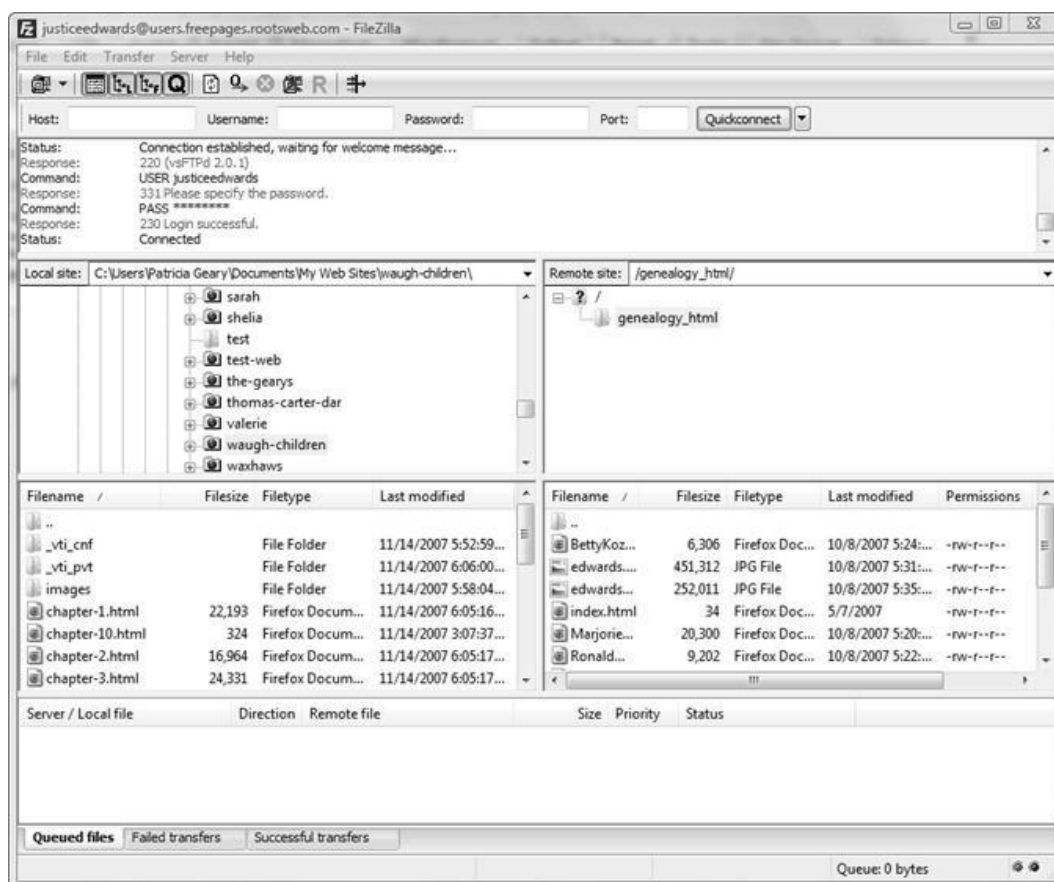


Figure 7 Filezilla Publishing Pane

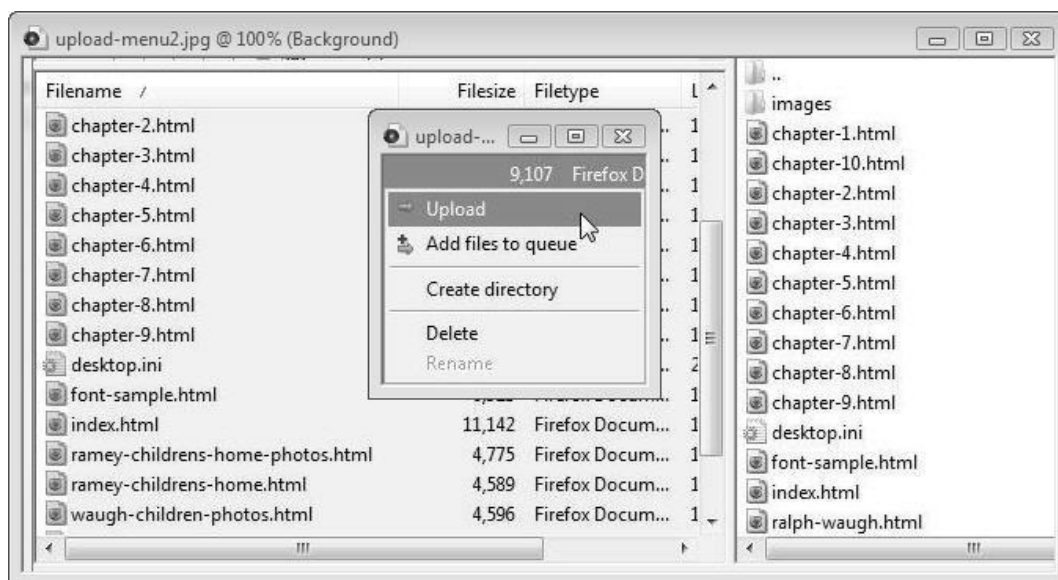
## Publishing Using FileZilla

### Connecting to the Server

File > Site Manager > Double click the site name in the left hand pane.

Select the files on your hard drive. In the 'Local Pane' select the first file/folder with the mouse, hold down the Shift key and scroll down while still holding the shift key and select the last of the files/folders. This will select all the files, right click and press upload.

**IMPORTANT:** Make sure you have the correct folder open on both the local and remote site before you publish/upload your files.



Your files will proceed to upload and when completed you should see the new files in the right pane.

## Additional Resources

- [FileZilla Setup Screen Shots](#) by Barry Carlson
- [Download Filezilla](#)

# Maintaining Your Genealogy Website

Now that you have published your genealogy website to a server, you need to think about maintaining your site. Websites require regular attention to ensure that they remain up-to-date and in operational condition. Maintenance means making sure that your files and directory structure are up to date and running properly, and that all your links are functional.

If you make changes to file names, directory names or change the names of your graphic images, and do not double check the links to those pages, your links may no longer work. If you make the changes from within FrontPage or Expression Web, your links are updated automatically. If it is a small site, maintenance might not take long. If it is a large site, you could be spending some time on maintenance. Remember at the beginning of each year to update the copyright date.

## Keeping Your Site Up-to-Date

Your genealogy website needs to be updated to make sure the information is kept current and is useful.

- Check the technical aspects of the site -
  - If you are using forms, do they still work?
  - Do your links still work especially those that link to outside sites?
- Did you remember to add new pages you create to the site map?
- Did you add any new sections to your navigation structure?
- If you are going to use Date Last Modified on your pages, make sure to keep them updated. Do you really want the date to show that you have not worked on the site/page for over a year?
- If you delete files or change the names of files, remove the old ones from your site. Same with graphic files you are no longer using. If you are hosting your site on a paid server create a [301 permanent redirect page](#) when you delete or rename pages. If you are hosting your site on a free server, creating a 301 redirect is **NOT** an option.
- Add a [custom 404 error page](#) if possible.

Nothing is more frustrating to a viewer than to click on links that go nowhere. Keep your website up to date and make sure your links work.

## Helpful Links

- [W3C Link Checker](#)
- [LinkChecker](#) - an add-on for the Firefox browser

# RootsWeb WorldConnect Project

## Searchable Databases:

Publishing your family tree online can mean simply uploading your GEDCOM file to a searchable online database. The one I use and highly recommend is the RootsWeb WorldConnect project. You can create the GEDCOM file with your genealogy software program, sign up for the space at World Connect and upload the file. You can even style the database results so the page will more closely match another web site you may have created on your family. If you have a static website where you have presented additional information on your families, you can link to that site from your WorldConnect database pages.

I have uploaded four separate databases, one for each of our maternal and paternal lines, to the WorldConnect Project. Each includes a link to that portion of my site that relates to the particular family line.

1. [Geary Family Database](#)
2. [Jewel Family Database](#)
3. [Tucker Family Database](#)
4. [Little Family Database](#)

Each of the databases has been styled using css - cascading style sheet - to reflect my main [Family Genealogy Site](#). Whenever the information in my database changes, I just upload a new GEDCOM and replace my old one. The information is then formatted and presented for anyone to find with little work on my part.

## What is a GEDCOM file?

GEDCOM is an acronym for **GE**nealogical **D**ata **COM**munications. It is a file format developed by the Family History Department of The Church of Jesus Christ of Latter-day Saints (LDS). It provides a flexible and uniform format for exchanging computerized genealogical data, and allows you to share files with other researchers who may not use the same genealogy program (Family Tree Maker, PAF, etc.) that you do.

## Creating a GEDCOM file

You will need to consult your genealogy program's Help file or documentation for directions on creating this file. All major family tree software supports the creation of GEDCOM files. Creating a GEDCOM file does not overwrite your existing data or change your existing file in any way. An entirely new file is generated by a process known as "exporting". Remember where you save your GEDCOM file so when you try to upload it to the WorldConnect web site, you don't forget where the file is located.

Instructions for [Exporting GEDCOM files](#) for various genealogy program.

## Submitting Your Family Tree

You can submit your family tree to the WorldConnect Project via the Internet. Submitting your family tree is a five step process.

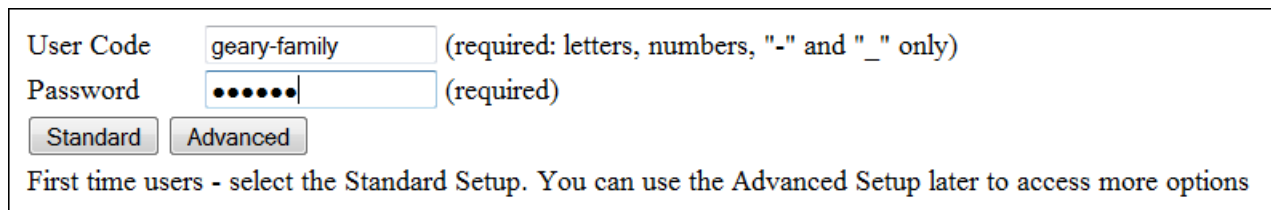
**Step One:** Create a GEDCOM file from your family tree. Follow the instructions for your particular genealogy software. The file created will end with the .ged extension. I name mine with the same name as the database i.e. geary.ged



**Step Two:** Once you have created your GEDCOM file, you will need to select a user code and password.

Each family tree you submit will need a unique user code. User codes are 3-16 characters (letters, numbers, hyphen, or underscore characters only), and cannot contain any spaces. It will be visible, as it becomes part of the address for your family tree. Your password will remain private. If someone else is using the code you select, you will see a notation "Password is incorrect for this user code." Simply enter a new user code should that happen. The user code I use for each of the lines contains the family name + family. EXAMPLE: gearyfamily or littlefamily

Click the link to [Submit your tree](#) where you will see the form below.

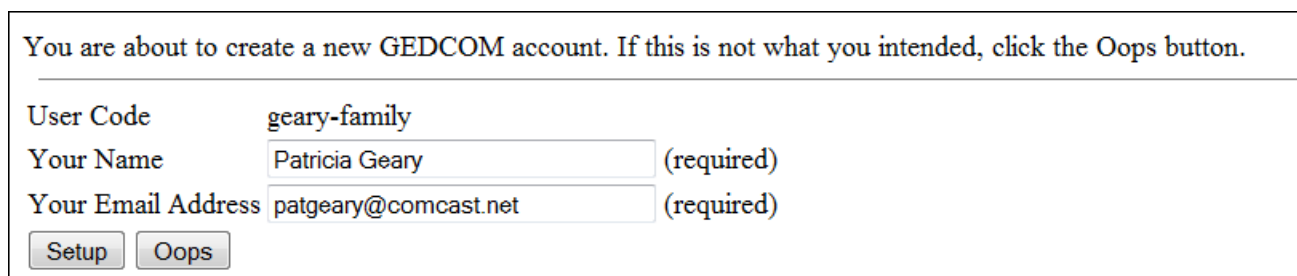


User Code  (required: letters, numbers, "-" and "\_" only)  
Password  (required)  
   
First time users - select the Standard Setup. You can use the Advanced Setup later to access more options

**Figure 8 Submit Your Family Tree to WorldConnect**

**Step Three:** Choose standard or advanced setup. *If this is the first family tree you have submitted to the WorldConnect Project, we strongly recommend you use the standard option.* You can use the advanced setup/edit form to at any time to modify your options.

**Step Four:** The next screen (see below) will have your user code at the top. You will add your full name and your e-mail address. You will not need to indicate standard or advanced setup here, as this is a continuance of the previous screen.



You are about to create a new GEDCOM account. If this is not what you intended, click the Oops button.

User Code   
Your Name  (required)  
Your Email Address  (required)

**Figure 9 WorldConnect Setup**

The "Oops" button is for those who arrived at this page in error, or found they were not ready to submit their files yet. Clicking on the "Setup" button will take you to the setup form you chose.

**Step Five:** Complete the **standard** setup or **advanced** setup forms.

## Standard Setup Form Options

Your **User Code** will appear at the top of the form.

**Section One:** Owner Information - these three fields will be filled in with the information you submitted.

User Code	gearyfamily	
<b>Owner Information</b>		
1) Your Name	Pat Geary	(required)
2) Your Email Address	pat@the-gearys.com	(required)
3) Your Password	tissie	(required)

**Figure 10 Owner Information section of WorldConnect Standard Setup Form**

## Section Two: Display Options

<b>Display Options</b>	
4) Title	(required)
5) Uppercase Surnames	Yes <input type="radio"/> No <input checked="" type="radio"/> This option tells the program to display your surnames in UPPERCASE.
6) Page Heading	
7) Page Footer	

**Figure 11 Display Options section of WorldConnect Standard Setup Form**

**Title** is the only required field. It will appear on every page within your family tree. The header and footer areas appear in smaller print.

If you want the WorldConnect Project to change your surnames to all uppercase (capital) letters, select "yes" on that option. "No" indicates that you want the surnames to remain in the format you entered them in your program: all uppercase, mixed case, or even all lowercase letters.

## Section Three: GEDCOM download options

<b>Gedcom Download Options</b>	
8) Allow User Gedcom Download	Yes <input type="radio"/> No <input checked="" type="radio"/> Full <input type="radio"/> This option allows or disallows the ability of users to download portions of your data in a gedcom file.

**Figure 12 GEDCOM Download Options of WorldConnect Standard Setup Form**

YOU determine if others can download your file. If you leave the setting at 'no,' other researchers will not be able to download any part of your file; 'yes' will allow them to **download a maximum of six generations** from any individual in your family tree. **Only you, the submitter, can download the entire file.** **NOTE:** I have chosen NOT to allow download of my database. I will gladly share BUT I want the choice of whom I share it with and whether they get the entire file or not.

## Section Four: upload options

The last section of this form identifies where your file is located on your computer, and defines your display preferences.

<b>Upload Options</b>	
9) Location of GEDCOM	<input type="text"/> <input type="button" value="Browse"/> This field is for the location of the GEDCOM on your system. You can click on browse to find the file or type the full path to the file. If not specified the program will reprocess the last GEDCOM file that you uploaded. Last file uploaded:

**Figure 13 Upload Options of WorldConnect Standard Setup Form**

Click on the 'browse' button and navigate to the GEDCOM file on your computer. If you are uploading from a disk or CD, be sure it is inserted in your computer. You will NOT be able to use multiple disks for the same family tree. If you are not uploading a new or revised file, the location should be left blank.

The remaining options (shown below) determine how you want the WorldConnect Project to display individuals, especially those still living.

10) Living Individuals	<input type="radio"/> Clean <input type="radio"/> Remove This option specifies the type of processing WorldConnect will do on the GEDCOM file you upload. <b>Clean</b> means clean my GEDCOM using the options below. <b>Remove</b> means remove the living and process the rest using the options below. The living finder uses the individuals birth date to determine if they are alive. If the individual doesn't have a birthdate, the program will attempt to approximate the value.
11) Replace Names with Living	This option is now forced on
12) Remove Notes	<input type="radio"/> All <input type="radio"/> Living This option tells the living finder if it should remove notes from the GEDCOM and from which set of individuals.
13) Remove Sources	<input type="radio"/> All <input type="radio"/> Living This option tells the living finder if it should remove sources from the GEDCOM and from which set of individuals.
14) Message for Living	<div style="border: 1px solid black; height: 40px; width: 100%;"></div> This field allows you to attach a note to each of the individuals the living finder considers to be living.

**Figure 14 Remaining Options WorldConnect Standard Setup Form**

You can choose to clean or remove the records of living individuals from display. (The records will still be in your file. Only what is displayed on the Internet is altered.) Living in this case is defined as anyone in your family tree born (or christened) in 1930 or later that does not have a death or burial year included in the proper field of your GEDCOM, unless you change the default settings (default year currently is 1930). The year 1930 was used as the default setting because the 1930 U.S. census has been released as public information. You can change the default to any year prior to 1930 if you wish. **NOTE:** Since folks are living longer, I chose to use 1920 as my default.

When there is no birth or christening date, the WorldConnect program attempts to approximate the year of birth from other information in the GEDCOM file.

**Clean** means the entries for living individuals will be displayed in WorldConnect but the given names will be replaced with the word 'living.' The advanced user setup/edit form gives you a multitude of ways to protect the privacy of the living in your file. Included are the choices to treat tags as notes or to remove specific tags. [Listing of common tags](#).

**Remove** means your family tree will not display entries for **ANY** living individuals. You will still need to determine how you want notes, source information, and tags to be shown for those who are not living.

You have additional options to protect the privacy of the living, including removing notes or source information from display. If you wish, you can add a message that will be attached to each of the living individuals in your file.

The last section of the form shows the various **Submit** buttons and they are self explanatory.

Upload/Update
Remove Account
Remove GEDCOM
Retrieve GEDCOM
Reset

**Figure 15 Submit buttons on WorldConnect Standard Setup Form**

Once you click the Upload/Update button you will receive a confirmation page when your upload completes. Large GEDCOM files can take quite a while to upload over slow connections.

## Advanced Setup Form Options

Your User Code will appear at the top of the form.

**Section One:** Owner Information is exactly the same as the Standard Setup Form with the addition of a field to allow you to be notified when someone adds a Post-em to an individual's record (4).

4) Notify Me about Post-em's	Yes <input checked="" type="radio"/> No <input type="radio"/>
------------------------------	---

**Figure 16 Notify me Field available in Advanced Setup Form**

**Section Two:** Display Options – in additional to those options available under Standard Setup, you have several more to choose from.

Display Options	
5) Title	<input type="text"/> (required)
6) Bold Names	Yes <input type="radio"/> No <input type="radio"/> This option tells the program to display names on the individual display pages in <b>bold type</b> .
7) Uppercase Surnames	Yes <input type="radio"/> No <input type="radio"/> This option tells the program to display your surnames in UPPERCASE.
8) Default Pedigree Style	Table <input type="radio"/> Text <input type="radio"/> This option controls the default look of your pedigree display. Table is a 4 generation pedigree chart with dates and places. Text is a simpler chart but allows you to specify the depth.
9) Max Pedigree Depth	6 <input type="text"/> (only valid for text pedigree) This field sets the text style pedigree maximum depth.
10) Max Descendancy Depth	10 <input type="text"/> This field sets the descendancy chart maximum depth.
11) Max Register Depth	6 <input type="text"/> This field sets the register report maximum depth.
12) Max Ahnentafel Depth	6 <input type="text"/> This field sets the ahnentafel report maximum depth.
13) Homepage URL	<input type="text"/> This field allows you to have a link back to another page. e.g. http://your.isp.com
14) Homepage Title	<input type="text"/> The text to show for the above URL
15) Page Heading	<input type="text"/>
16) Page Footer	<input type="text"/>
17) Allow HTML in GEDCOM	Yes <input type="radio"/> No <input type="radio"/> This option specifies if the programs should escape html in the users GEDCOM. If no then the program will translate < to &lt;; > to &gt;; " to &quot;; and & to &amp;. If yes then you could include html inside your notes, sources, etc.....
18) Fix buggy CONC usage	Yes <input type="radio"/> No <input type="radio"/> This option specifies that the program should adjust for buggy CONC tag output by certain programs. Set this to yes if your notes run words together.

Figure 17 WorldConnect Advanced Setup Display Options

You can choose to have your surnames displayed in bold type (6) or changed to all uppercase (CAPITAL) letters (7). If you select ‘No’ the surnames will remain in the format you entered them in your program: all uppercase, mixed case, or even all lowercase letters.

- *ID:* I80
- *Name:* **Samuel LITTLE**
- *Surname:* Little
- *Given Name:* Samuel
- *Sex:* M
- *Birth:* 4 Feb 1777 in , Rowan County, North Carolina <sup>1</sup>
- *Death:* 8 May 1831 in , Smith County, Tennessee <sup>2</sup>
- *Reference Number:* 301
- *\_UID:* AA8516A5A8C3A94D9698973DEBFA5B8A17FD
- *Note:*

Figure 18 WorldConnect record with BOLD and UPPERCASE surnames selected

Your family tree will be seen in an assortment of reports and charts. You can choose to have the Pedigree displayed as **Table** or **Text**. If you select Table you will see a four generations with dates and place. The text display is a simpler display but you have more choices.

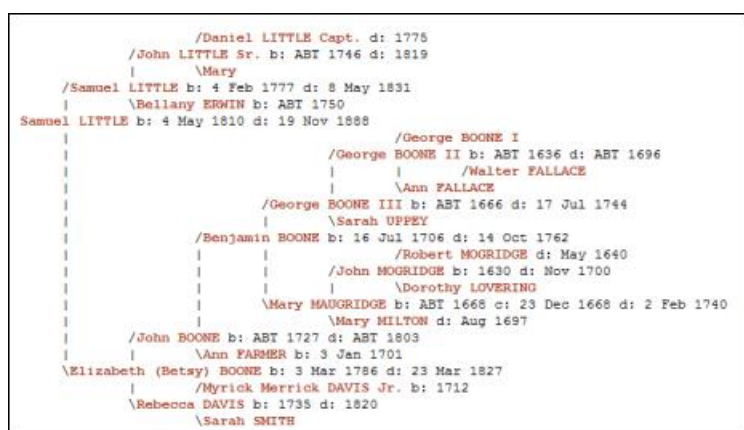


Figure 19 WorldConnect Pedigree displayed in text format

The maximum number of generations shown on a report is determined by the depth (number of generations) (9) you choose, and by the number of generations appearing in your family tree. You also determine which pedigree format will be initially seen (when applicable). There will be a link on the report to the alternate pedigree format.

You can also add a link to your Home Page URL (13) and Home Page Title (14) where you can link back to your static site if you choose.



Figure 20 WorldConnect database with link to static website

The last two options in this section pertain to your GEDCOM file. If you want to include HTML coding in your notes or source materials, choose 'yes' to allowing HTML in your GEDCOM (17). If the words in your notes run together, choose "yes" to adjust CONC tag output (CONC is a term that means "continue with the previous text, and do not leave spaces") (18).

### Section Three: GEDCOM download options

20) Max Download Depth	6 This option sets the maximum number of generations a user may download
21) Message for Individuals in Downloaded GEDCOM	 This field allows you to enter a message to be included as a note for each individual in a user downloaded GEDCOM.

Figure 21 World Connect Advanced Setup Download options

In addition to specifying whether someone can download your GEDCOM file you can indicate the download depth. You also have the option to include a note that will appear when your file is downloaded. EXAMPLE: you may wish to state that the original information you have contributed to the family tree is to be used for private research only, and/or you may wish to include your name and contact information.

### Section Four: Upload Options

In addition to the options you can select in the Standard Setup, there are several more in the Advanced Setup screen. They are only available to you if you select **Clean** or **Remove** (23).

**The following options can only be activated if Clean or Remove are checked on option #23**

24) Cutoff Year	1900 This field specifies the year after which people without death dates are considered living.
25) Force Cutoff	Yes <input type="radio"/> No <input checked="" type="radio"/> This option tells the living finder that anyone born after the cutoff date should be handled as living even if they have death information.
26) Replace Names with Living	This option is now forced on
27) Process Descendants as Living	Yes <input type="radio"/> No <input checked="" type="radio"/> This option tells the living finder to treat descendants of people considered to be living as living even if they have death information specified.
28) Remove Notes	All <input type="radio"/> Living <input checked="" type="radio"/> This option tells the living finder if it should remove notes from the GEDCOM and from which set of individuals.
29) Remove Sources	All <input type="radio"/> Living <input checked="" type="radio"/> This option tells the living finder if it should remove sources from the GEDCOM and from which set of individuals.
30) Process Events as Notes	Yes <input type="radio"/> No <input checked="" type="radio"/> This option tells the living finder that it should treat events (EVEN tag) as notes for cleaning purposes.
31) Other tags to treat as notes	<input type="text"/> This field allows you to specify additional tags that the living finder will treat as notes. Enter the tags with a comma between each one. Like: CAUS,BAPM,BAPT
32) Tags to Remove	<input type="text"/> This field allows you to specify additional tags that the living finder will remove from the GEDCOM file. Enter the tags with a comma between each one. Like: CAUS,BAPM,BAPT
33) Clean Marriages	This option is now forced on
34) Convert to Year Only	This option has been disabled
35) Message for Living	<input type="text"/> This field allows you to attach a note to each of the individuals the living finder considers to be living.
36) Individuals To Remove	<input type="text"/> This field allows you to specify additional people to completely remove from the GEDCOM file. Enter id codes one per line

**Figure 22 WorldConnect Advanced Setup more Download options**

Once you have uploaded your initial WorldConnect database, you can sign on at any time to edit or replace it. You can even upload additional databases if you so choose. Mine are divided into four separate ones – my husband's maternal and paternal lines and my maternal and paternal lines.

## Accessing WorldConnect for Editing

There are two ways of accessing your WorldConnect databases. What you see will depend on the method you choose.

**METHOD 1** - You can sign in to [RootsWeb](#) from the main page and access all of your accounts not just those for WorldConnect. RootsWeb member accounts are a new free service from RootsWeb that will help you coordinate and maintain your member information. Click Sign in.



**Figure 23 Main RootsWeb Page where you can sign in to your account**

If you already have a RootsWeb [Member Account](#), enter your username and password. If you need to create a new account, click 'register.' The credentials for this page are NOT the same ones as you would use signing in to your account for FreePages or any of the other RootsWeb hosting accounts.

### Secure Sign In

Username:

Password:

☐ Remember me

**Sign In** [Cancel](#)

[Forgot username or password?](#)

### Not Registered ?

Register today! It's free and only takes a minute.

**Register**

**Figure 24 RootsWeb Member Account sign in or register**

Click the Sign In button, then My Accounts from the upper right corner. You can [view a screenshot](#) of what the My Accounts Page will look like. Yours may be slightly different depending on which services you have signed up with.

If you have already setup your accounts, you will see your WorldConnect Databases listed. If you need to add any accounts that are not shown, you can easily add them. You WILL NEED the email addresses you have used.

### WorldConnect Tree ID

gearyfamily [View](#) | [Edit](#)

jewelfamily [View](#) | [Edit](#)

littlefamily [View](#) | [Edit](#)

tuckerfamily [View](#) | [Edit](#)

**Figure 25 WorldConnect databases listed under My Accounts**

Choose the one you would like to work with and click **Edit**. The next window is the Tree Administration screen pictured below.

### Tree Administration

You are here: [WorldConnect Family Trees](#) > Tree Administration

Tree	Title	Names	Last Updated	Visible Online
<a href="#">jewelfamily</a>	Jewell or Jewett Family Genealogy	6790	04 Nov 2010	Yes
<a href="#">tuckerfamily</a>	Tucker Family Genealogy	3784	05 Nov 2010	Yes
<a href="#">littlefamily</a>	Little Family Genealogy	3231	18 Oct 2010	Yes
<a href="#">gearyfamily</a>	Geary or Gairy Family Genealogy	12089	22 Aug 2010	Yes

[Add New Tree](#) Missing a tree? [Click here](#) to enter the user code and password

**Figure 26 WorldConnect Tree Administration**

From this screen you can add a new tree or any trees that may be missing. Next click the tree you would like to work with.

The **Manage Trees** screen displays the selected database **Tree Information** and **Tree Settings** which is the one you will work with.



Tree Information	Tree Settings
<a href="#">Select Another Tree</a>	<a href="#">Display Options</a>
Name: gearyfamily <a href="#">[View Your Tree]</a>	<a href="#">Living Person Options</a>
Title: Geary or Gary Family Genealogy	<a href="#">GEDCOM Download Options</a>
Individuals: 12089	<a href="#">Owner Information</a>
Last Updated: 22 Aug 2010	<a href="#">Manage Post-ems</a>
Visible to Public? Yes	<a href="#">Replace Tree with New GEDCOM</a>
Last Upload File Name: gary.ged	<a href="#">Download GEDCOM</a>
Last Upload File Size: 6053055	<a href="#">Take Tree Offline</a>
	<a href="#">Delete Tree</a>
	<a href="#">WorldConnect FAQs</a>

**Figure 27 WorldConnect Manage Trees Screen**

**Method Two:** Sign in to the [User Setup/Edit](#) page at WorldConnect and enter the User Code and Password for the database you wish to work with.

User Code	<input type="text" value="gearyfamily"/>	(required: letters, numbers, "-" and "_" only)
Password	<input type="password" value="••••••"/>	(required)
<input type="button" value="Standard"/> <input type="button" value="Advanced"/>		
First time users - select the Standard Setup. You can use the Advanced Setup later to access more options		

Choose the **Standard** or **Advanced** button. The screens you see will be those shown in the Standard and Advanced Setup Tutorials.

Now that you know how to access the account we can add some more advanced features.

## Adding some style to your Family Tree

Would you like to add some style to your WorldConnect Database results? It's really fairly simple.

**Step One:** Open Notepad and create a file with the following lines.

```
body {
    background-color: #ffffff;
    margin-left: 95px;
    background-image: url('http://www.the-gearys.com/images/wc-bg.jpg');
    background-repeat: repeat-y;
}
h2 {
    font-size: 250%;
    color: #ffffff;
    background-color: #571F10;
    padding-top: 10px;
    padding-bottom: 10px;
}
a:link {
    color: #A22E15;
    text-decoration: none;
    font-weight: bold;
}
a:visited {
```

```

    color: #AC712D;
    text-decoration : none;
    font-weight: bold;
}
a:hover {
    color : #AC712D;
    text-decoration : underline;
    font-weight: bold;
}
a:active {
    color : #D77A7A;
    text-decoration : none;
    font-weight: bold;
}
}

```

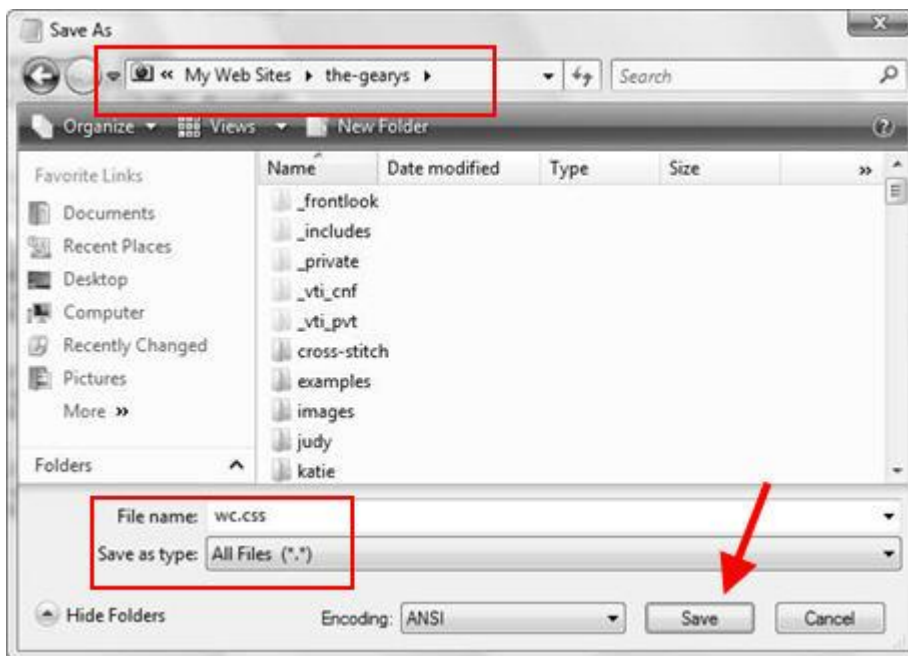
Change the colors to match your site design or to any colors you wish to use. Do NOT go overboard as too much CSS might mess up the style sheets that WorldConnect uses. If you want to use a graphic image on the side of the page, do not choose an overly large image. Adjust the left side margin so the content does not cover the image. And above all, make sure the image you choose is available online.

**Step Two:** File > Save As > Choose where to save the file in your Web Site directory on your hard drive.

To the right of File name type in wc.css

To the right of Save as type, select All Files

Click the save button.



**Figure 28 Screenshot creations process for WorldConnect style sheet**

**Step Three:** Upload the wc.css file to your website - FreePages or another site BUT NOT YOUR WORLDCONNECT SITE. I chose the domain with the shortest url. You will see why shortly.

Once the file has been uploaded you will need to make changes to your World Connect Options. Sign in to your WorldConnect database using one of the methods listed in the previous section.

The **Manage Trees** screen displays the selected database **Tree Information** and **Tree Settings** which is the one you will work with.

Tree Settings
<a href="#">Display Options</a>
<a href="#">Living Person Options</a>
<a href="#">GEDCOM Download Options</a>
<a href="#">Owner Information</a>
<a href="#">Manage Post-ems</a>
<a href="#">Replace Tree with New GEDCOM</a>
<a href="#">Download GEDCOM</a>
<a href="#">Take Tree Offline</a>
<a href="#">Delete Tree</a>
<a href="#">WorldConnect FAQs</a>

**Figure 29 WorldConnect Tree Settings Screen**

Select **Display Options** > In the **Title** field, enter the following code all in one line. The code should appear as one line in the input box - no breaks. The http:// should refer to the actual location of your css file. Use the full http address. The title should follow. Keep it short as it appears only 128 characters including spaces is allowed for that field.

Adjust the code to reflect the url for YOUR style sheet and the text content to what you want displayed. **NOTE:** This is why I chose the shortest domain name to upload the style sheet to.

```
<LINK REL=STYLESHEET TYPE="text/css"
HREF="http://www.the-gearys.com/wc.css">
Geary/Gary Family Genealogy
```

gearyfamily Display Options	
Title (required)	e-gearys.com/wc.css">Geary/Gary Family Genealogy
A longer, more descriptive title for your tree. You may include HTML.	

**Figure 30 WorldConnect database Display Options**

Click **Update** and check to see if the page looks like you want it to.

If you sign in directly to the [User Setup/Edit](#) page at WorldConnect > Choose **Advanced** >

User Code	gearyfamily	(required: letters, numbers, "-" and "_" only)
Password	*****	(required)
<input type="button" value="Standard"/> <input type="button" value="Advanced"/>		
First time users - select the Standard Setup. You can use the Advanced Setup later		

**Figure 31 WorldConnect sign in screen**

Under #5 Title add the code shown above.

At the same time you might want to add more detail to #15 Page Heading and #16 Page Footer. **NOTE:** 511 Characters Allowed.

## Header Code

```
<b>Tracing the Little Family from Rowan County, NC, into Lincoln County, TN <br>
Tracing the Winstons from Virginia into Tennessee and Alabama<br>
Tracing the Bayless Family from Long Island, NY into Virginia, Tennessee, and
Alabama<br>
Tracing the Descendants of Josiah Brandon, A Revolutionary War Soldier<br>
Tracing the Burley family of Henrico County, VA.<br>
Also Tracing the Oldhams of Arkansas and the Boone Family<br><b>
```

## Footer Code

```
<center>Much of the information in this database is well documented. Some is not. I am
adding information from the Social Security Death Records, as well as obituaries as I
have time. Corrections, additions and comments welcome.</center>
```

The easiest way to do this is to write what you want with word wrap off. You may need to copy and paste a line at a time if you let the text wrap.

Click Upload/Update. Because you haven't given WorldConnect a GEDCOM file address during this edit of your settings, it automatically knows you want to update your display settings and it applies the new setting to your existing (and future records) at WC. Check and see that your edits look like you want them to.

Click Upload/Update and check to see if the page looks like you want it to.



Figure 32 WorldConnect with Header & Footer and style sheet.

[View Little Family Genealogy](#)

## Displaying Images and Hyperlinks within WorldConnect Databases

Your WorldConnect Family Trees can include images and hyperlinks as part of the GEDCOM files you upload. Many of the genealogy programs we use allow us to add images to our database. The only problem with this is that the files

are located on your hard drive and the links within the database point to those files. In order for the links to work or the images to load once you upload your GEDCOM file, you will need to use absolute links that give the full url for the file you are linking to or the image you wish to be displayed. First, you will need to configure your WorldConnect settings to accept the HTML code.

## Configure Your WorldConnect Settings

Before you can add images and hyperlinks to your GEDCOM you must configure WorldConnect to accept those settings. You can sign in to you World Connect account using one of the two methods described in detail in the previous section.

You will need to sign in using the Advanced Setup option.

When your settings come up, go down to item 17 (Allow HTML in GEDCOM) and change that option to 'Yes.'

## Adding Photographs and Hyperlinks to GEDCOM Files

Open your genealogy program and navigate to the individual where you wish to either add an image or hyperlink to a document or site. If you are comfortable doing so, you can type the code directly into the source or note section of the individual's record.

I prefer to work with both my genealogy program and my web editor open. I also have a browser window open so I can navigate to the image or page or site I want to add. That way I am sure the code I add for the full web address is correct. Create a simple html document with only

```
<html><head></head><body></body></html>
```

The code you are going to copy and paste to the individual record will go between the opening and closing body tags. The sample image code shown below once added to the individual's record will insert an image into the source or note section of the individual. It is very important that you use an **absolute url** (the full path to the file or image starting with http:// and ending with the file name. It is also important that you have uploaded the images you will be using to the domain and directory you are going to point too.

### Code Example:

```

```

The code used above will insert an image into the section of the record where the code appears. If you want to be a little more creative, the sample code shown below will insert a thumbnail with a link to a larger image and add some text indentifying the image and advising the viewer they can click on the thumbnail to view a larger image.

### Code Example

```
<a title="Leonard Lee Little and Sammie Lipcomb Bayless Little (my grandparents)."
target="_blank" href="http://www.family-genealogy-online.com/little/Photos/leonard-and-sammie-little.jpg"></a><br>Leonard Lee Little and Sammie Lipcomb Bayless Little<br>Click on thumbnail to view larger image - new window will open<br>
```

## Resulting Example

- *ID:* 15
- *Name:* **Leonard Lee LITTLE**
- *Surname:* Little
- *Given Name:* Leonard Lee
- *Sex:* M
- *Birth:* 9 Aug 1882 in Fayetteville, Lincoln, Tennessee <sup>1</sup>
- *Death:* 19 Dec 1969 in Adelphi, Prince Georges, Maryland <sup>2</sup>
- *Burial:* 22 Dec 1969 Parklawn Cmtry, Rockville, Maryland
- *\_UID:* DCAECD46EB845C4890EE8AEB54FE77C1AA6
- *Note:*



Leonard Lee Little and Sammie Lipcomb Bayless Little

Click on thumbnail to view larger image - new window will open

[View actual page](#)

### Code Example:

```
<a title="Peter Gary's Revolutionary War Pension Record." href="http://www.family-genealogy-online.com/Geary/peter-gary-revolutionary-war-pension.htm">Peter Gary's Revolutionary War Pension Record - link will open new window.</a>
```

## Resulting Example

The area circled in red is a clickable hyperlink.

[View Actual Page](#)

- *ID:* 176
- *Name:* **Peter GARY**
- *Surname:* Gary
- *Given Name:* Peter
- *Sex:* M
- *Birth:* ABT 1762 in , , New Jersey
- *Death:* Nov 1843 in Turkeyfoot, Somerset, Pennsylvania
- *Burial:* Scullton Cmtry, Somerset, Pennsylvania <sup>1</sup>
- *\_UID:* E61074EE7DD8424F9500BC7AA7F2D2970B5C
- *Note:*

!MILITARY-SPOUSE: Rev War Pension record of Peter Gary; ;National Archives Re Harrisonburg VA. NOTE: Enlisted (date not stated) in Northhampton Co PA about 7 n 4th Rgmt PA Artillery; discharged as Sergeant 7 Jun 1783.

Peter Gary's Revolutionary War Pension Record - link will open new window.

Figure 33 Hyperlink as part of a WorldConnect record

Once you are satisfied with the look of your test file when displayed as HTML, highlight the code you've created between the <body> and </body> tags and copy it to your clipboard. Start your genealogy program if it is not already open, go to the record where want to include your new code, and past the code. As I said earlier, I find it easier to have both programs open and copy and paste between the two. Export your GEDCOM file and upload it to

WorldConnect. Check and see if it looks like you want it to and that the link works. YOU MUST USE COMPLETE URL'S FOR FILES - [ABSOLUTE NOT RELATIVE](#).

Sample Pages:

[Robin Willingham Moore](#)

IMPORTANT NOTE: Be careful with the sizes of the images you try and insert. Something too large may break the page display.

## Resources:

[Displaying Photos at WorldConnect](#) by Pat Asher



# Getting Started with RootsWeb FreePages

FreePages at RootsWeb is only one of the types of accounts that are available but it is the one that is for those of us who want to post their own family genealogy.

## Request Your Account

If you decide to host your account with RootsWeb then you will need to request an account first. See [Request a Web Space Account](#). You will first need to agree to the [RootsWeb Agreement for Freepages Web Space Accounts](#).

Then provide the following information:

Your **Real name** - both first and last.  
Your **email address**.  
A **name for your account**.  
What you plan to use this account for.

**PLEASE NOTE:** Your account name will become part of your URL, as in <http://freepages.communityname.rootsweb.ancestry.com/~acctname/>. The account name must be at least 4 characters long and must consist only of lower case letters and numbers, but may not begin with a number. No spaces or characters (such as - \_ / . ') are allowed.

**Select your account name carefully as names of accounts can NOT be changed and you may not close an account and open a new one.**

Once you request your account and it is granted, you will receive an email from the Web Space Accounts Administrator. Please make sure you allow some time for the approval process - perhaps three to five days. **The acceptance email you receive will read something like this:**

Your FreePages Web space at RootsWeb is ready!

To access your account, you need to know these things:

**F T P H o s t n a m e:** users.freepages.rootsweb.ancestry.com

**U s e r I D:** youraccountname

**P a s s w o r d:** AbCdeFGh

PLEASE READ THIS ENTIRE LETTER BEFORE YOU WRITE TO US!

(Note that RootsWeb is case sensitive and the password must be typed *\*exactly\** as it appears here: cutting and pasting is a good idea ... )

When you look in your directory, you'll see subdirectories called "genealogy\_html", "family\_html", "history\_html" and so on. Upload your HTML and GIF files into whichever subdirectory relates to your pages.

**EXAMPLE:** A file uploaded to the "genealogy\_html" subdirectory will immediately be visible to the whole Web at:

<http://freepages.genealogy.rootsweb.ancestry.com/~accountname> or

A file uploaded to the "family\_html" directory will immediately be visible to the whole Web at:

<http://freepages.family.rootsweb.ancestry.com/~accountname>

**PLEASE NOTE:** Because of our commitment to providing improvements to genealogy services, many of the community directories, such as music, arts, games, are no longer available. I have also subscribed you to the FreePages-Help-D@rootsweb.com mailing list, where all of the FreePages users at RootsWeb swap ideas.

For unsubscribe instructions, please see: <http://freepages.rootsweb.ancestry.com/help.html>.

If you want to place your GEDCOM file on the internet, please do **NOT** upload these to your FreePages account. They will work so much better if you will upload them to WorldConnect - <http://worldconnect.rootsweb.com/> - as there your visitors will be able to view your family and download only the portion they would like to use. GEDCOM files uploaded [to FreePages] as a .GED file may be deleted by staff at any time.

Do NOT upload MP3, zip, avi, mpg, rm, ram, exe or other similar type files. You may not use your account to upload files for downloading by other users. Your FreePages account may not be used for file storage. Violation of this rule will cause your account to be deleted without warning.

The search Engine will index your new pages and enter them in the FreePages Directory. To read more about this go to: <http://freepages.rootsweb.ancestry.com/howlist.html>

The Help pages are here: <http://freepages.rootsweb.com/help.html>

Make sure you keep this message in a safe place. And remember that IF you change your email, you should notify RootsWeb of the change. If not, and you lose your password, you may have a hard time getting the reminder messages for what it is.

### **Username and Password**

Please note that your username and password for RootsWeb.com or Ancestry.com is **NOT** the same as your username and password for your FreePages website. They are NOT interchangeable. To sign into your FreePages site, you must use the username and password that was included in the above email.

You can sign in to the [FreePages file manager](#) here.

## **Getting Started On Your Site**

Now that you have received your welcoming email with your account information, where do you start? The above email does NOT give you some information you might need or find helpful in getting started. The earlier tutorials in this EBook will get you started.

# Using RootsWeb File Manager

If you wish to use the RootsWeb file manager, make sure you select the correct file manager for the type of website you have at RootsWeb.

[Freepages file manager](#)

[WWW file manager](#)

[Homepages file manager](#)

[Virts file manager](#)

For the purpose of this tutorial, I am using the [Freepages file manager](#)

## Step 1: Login into File Manager



Log into your FreePages account

Enter your account name:

Enter your password:

Remember my password: ☒

Figure 34 RootsWeb FreePages File Manager sign in

**Enter your Account Name:** You will have received this in your welcoming email. It is the part of your url that is the part after the tilde ~ so my User ID is gearyfamily

**Enter your Password:** Enter the password you were given in your welcoming email. Copy it instead of typing it and be sure not to copy any extra space before or after the password. **Remember it is is CAse SenSitive!**

Tick Remember my password if you want RW to remember it.

Click **Log In** button

**Step 2:** From the dropdown menu, select the '**community**' you want to work with. i.e. Family or Genealogy or History or any of the others offered. The "Communities" listed are the ones offered. You cannot rename these communities or add new ones. Click '**Enter File Manager**' button.



Select which community you want to work with:

List files with the following extensions: ☒ html ☒ gif ☒

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Miscellaneous  
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School\_Alumni

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right

Figure 35 RootsWeb File Manager Community Dropdown menu

You will then see a list of all the files and folders currently within your website. If this is a new site, you'll see that there are no sub-folders or files as yet, but there will be as you upload your created pages.

Clicking on any of the folders (displayed in blue) will take you to a listing of the files/folders within that specific directory.

Scroll down to the bottom of the page and you will find:

**HTML Editing Controls** where you can use the WYSIWYG editor or the plain text editor. To edit a page, you must first select the page from the file .

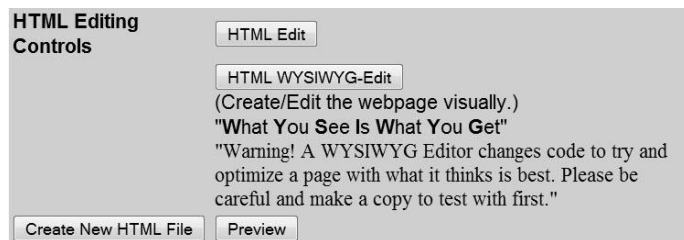


Figure 36 RootsWeb File Manager HTML Editing Controls

**File Controls** where you can rename or delete files. To rename or delete a page, you must first select the page from the listing above.



Figure 37 RootsWeb File Manager File Controls

**Subdirectory Operations** where you can create and delete subdirectories

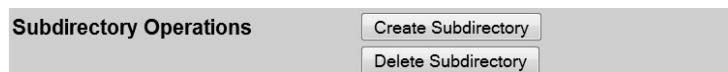


Figure 38 RootsWeb File Manager Subdirectory Operations

If you want to get a feel for how the File Manager works, you can practice before you start work. Go to the '**Create Sub-Directory**' and make a folder called "test" without the quotation marks. You should receive a message that the file has been successfully created. Click **Return to File Manager**.

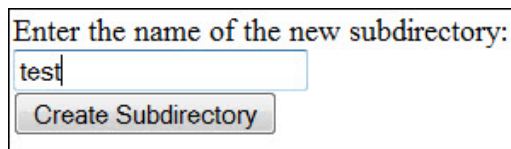


Figure 39 Rootsw eb File Manager Create Subdirectory

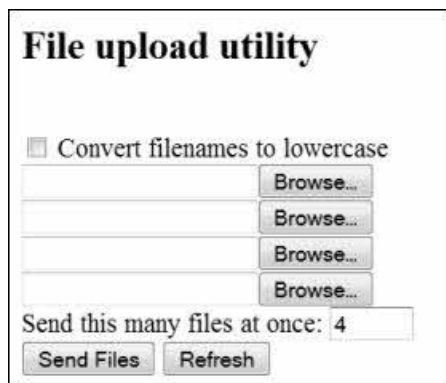
Now go up and click on the folder. For now it will be empty because you have not uploaded anything. For now, click back on the community name where you made your test sub-folder. Highlight the radio button beside the folder "test" and go back down and Delete Sub-folder. A confirm message will show, asking you to confirm your request to delete.

**Important Note:** If you had webpages uploaded in your "test" sub-folder, ALL would be deleted if you delete the sub-folder.

**File Upload Utility** where you can upload/publish your files.

## Using the File Upload Utility

At the very bottom of the screen you will find the '**File Upload Utility**', set to a default of 4 files. First, check and make sure you are the correct folder is displayed for where you want your files to go. If not, use the dropdown menu to select the correct folder.



The screenshot shows a web form titled "File upload utility". At the top, there is a checkbox labeled "Convert filenames to lowercase". Below this are four empty text input fields, each followed by a "Browse..." button. At the bottom, there is a label "Send this many files at once:" followed by a text box containing the number "4". Below the text box are two buttons: "Send Files" and "Refresh".

Figure 40 RootsWeb File Manager File Upload Utility



The screenshot shows a web page titled "Listing of <http://freepages.genealogy.rootsweb.com/~gearyfamily/>". Below the title, there is a dropdown menu labeled "Select which community you want to work with:" with "Genealogy" selected. Below the dropdown is a label "List files with the following extensions:" followed by four checked checkboxes: "html", "gif", "jpg", and "other". To the right of these checkboxes is a "Refresh Directory" button. At the bottom, there is a red text message: "The top url indicates where you are in the directory structure i.e. the root of the genealogy folder."

Figure 41 RootsWeb File Manager showing the current directory

If you are uploading your images and you want them in a folder named images, then the url at the top of the page would show:

Listing of <http://freepages.genealogy.rootsweb.com/~gearyfamily/images/> (using my site as an example)

'**genealogy**' is the name of the community

'**gearyfamily**' is my account

'**images**' is the folder I will be uploading to

You can change how many files to upload at once (4 files is the default). Click browse > Navigate to the web folder on your computer > Click on each file you want to upload. The file name will appear in the boxes. Click the '**Send Files**' button.

**NOTE:** DO NOT CHECK the radio button to convert filenames to lowercase. If you do and ANY of your folders/file names have any CAPITAL letters, your links are going to be broken. This is ticked by default.

### Personal Observation

I find this an extremely tedious method to upload a large number of files to the server. I much prefer using [FileZilla](#) or another of the free FTP programs or publish the files/folders from my web editor publishing interface.

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