

# Quick Starts



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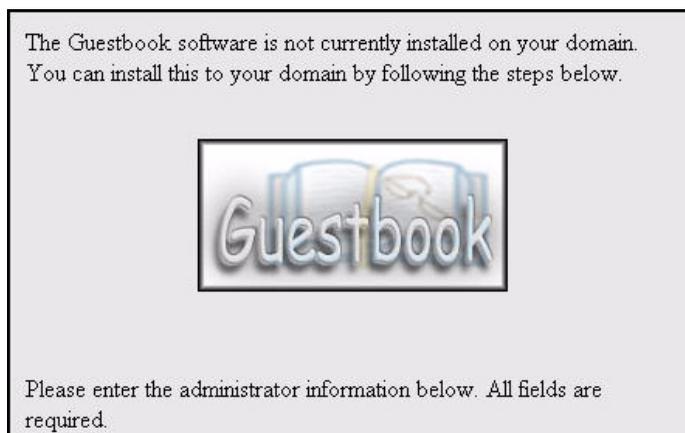
Doc ID: QKSTART-002.4 (3/31/05)

# Guestbook Manager

A Guestbook can be a powerful tool for your site. You can collect testimonials and customer feedback, as well as gather contact information for your visitors.

## Step 1: Installing Guestbook Manager

Click the Guestbook Manager icon in your Control Panel. Enter your password twice, then your email address. The address you enter will be used for notifications when visitors sign your guestbook if you select Yes when prompted. Click Install Guestbook Software.



## Step 2: Signing your guestbook

Your guestbook is accessible at <http://yourdomainname/guestbook/guestbook.html>. To sign it, click the underlined Sign the Guestbook link in the upper right-hand corner of your browser window. Fill out the form with your name, email address, website, and a short message.

**Sign the Guestbook:**

Name\*:

E-mail:

Homepage:

Your Message\*:

# ht://dig Website Search Engine

The ht://Dig Website Search Engine is a web site search tool that can be installed to your domain to search your website. The ht://Dig system is a complete World Wide Web indexing and searching system for a domain or intranet. It does not replace search engines, such as Lycos, or Google. Instead, it handles search needs within a particular website.

## Step 1: Installing the engine

To install ht://dig, click the ht://dig Website Search Engine icon in your Control Panel. Click the Install ht://dig button in the left-hand column.



## Step 2: Adding the search form to your website

In order to place a field from which your visitors can search, you must copy and paste the following HTML onto the page you wish users to be able to search from (usually index.html).

```
<form method="post" action="/cgi-bin/htsearch">
  <input type="hidden" name="config" value="htdig">
  <input type="hidden" name="restrict" value=""><input type="hidden"
name="exclude" value="">
  <input type="text" size="20" name="words" value="">
  <input type="submit" value="Search">
</form>
```

To do this, click the File Manager icon from your Control Panel. Navigate to page that you would like to hold the search box, and click the filename. This will bring up a form for

editing your page. Copy the above code into the text-box where you would like the search box to appear, and click Save Changes.

### **Step 3: Searching your site**

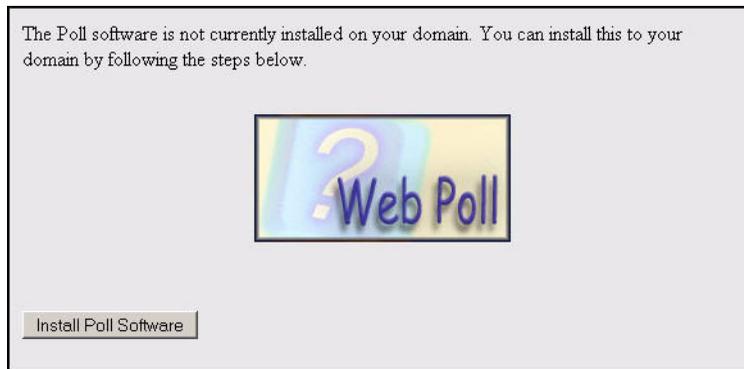
To search your site, simply navigate to the page you placed the search box on, enter your term into the box, and click Search.

# Poll Manager

Your control panel's Poll Manager provides an easy tool to quickly get polls up and running on your website.

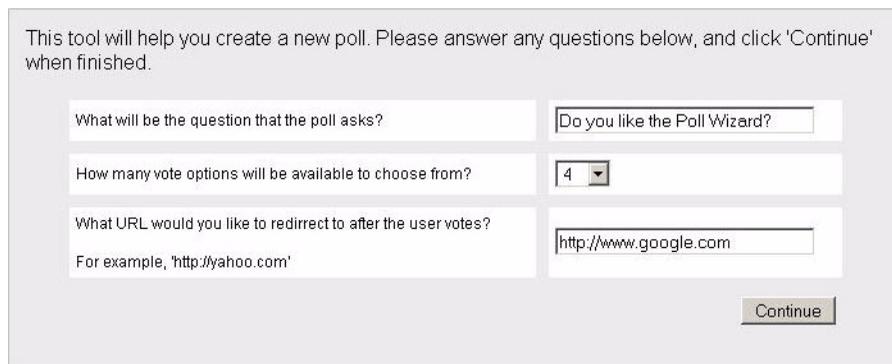
## Step 1: Installation

Click the Poll Manager icon in your Control Panel, then click the Install Poll Software button. This will install the scripts necessary to run polls on your domain.



## Step 2: Setting your poll's basic structure

Click the Allow a new poll button, then click the Poll Wizard link that appears. Fill out the poll question, select the number of answers, and enter the web address of the page you'd like users to be directed to after voting, then click Continue.

A screenshot of a "Poll Wizard" configuration form. At the top, a text box reads: "This tool will help you create a new poll. Please answer any questions below, and click 'Continue' when finished." The form contains three rows of input fields. The first row has a text input for "What will be the question that the poll asks?" with the value "Do you like the Poll Wizard?". The second row has a dropdown menu for "How many vote options will be available to choose from?" with the value "4". The third row has a text input for "What URL would you like to redirect to after the user votes?" with the value "http://www.google.com". Below the third row, there is a small text example: "For example, 'http://yahoo.com'". At the bottom right of the form is a button labeled "Continue".

### Step 3: Determining your answers and display properties

Enter the options you would like your users be able to choose from. If you're using a stylesheet, you may enter it's address, or select the color of the progress bar from the drop-down list. Click Continue.

The screenshot shows a web form with four main sections:

- Answers:** A text area on the left says "Enter the 4 possible answers to your poll:". On the right, there are four numbered input fields containing the following text:
  - 1 Best. Tool. Ever.
  - 2 It suits my needs.
  - 3 I've used Poll Manager for years!
  - 4 What are the internets?
- Color Scheme:** A text area on the left asks "What is the relative URL to the color scheme, or css file, you would like to use?". Below it, an example is given: "/css/poll\_yellow.css or /css/your\_file.css". A note says "You can leave this blank to use the default." To the right is an empty text input field.
- Progress Bar Color:** A text area on the left asks "What color progress bar would you like displayed in this poll's results?". To the right is a dropdown menu with "Red" selected.

A "Continue" button is located at the bottom right of the form.

### Step 4: Adding the HTML code to your site

The wizard generates the code for you to put on your website for you. Copy and paste the Form HTML into your website. If you'd like a separate link to results, you should paste the link's code as well.

The screenshot displays two sections of generated HTML code:

**Your Form HTML (copy and paste this into your website)**

```
<center> Do you like the Poll Wizard? </center> <form method="post" action="/cgi-bin/poll.cgi">
<input type="hidden" name="poll_title" value="Do you like the Poll Wizard?" >
<input type="hidden" name="poll_id" value="do_lik_pol_Yz">
<input type="hidden" name="redirect" value="http://www.google.com">

<input type="radio" name="vote" value="Best. Tool. Ever." >Best. Tool. Ever. <br>
<input type="radio" name="vote" value="It suits my needs." >It suits my needs. <br>
<input type="radio" name="vote" value="I've used Poll Manager for years!" >I've used Poll Manager for years! <br>
<input type="radio" name="vote" value="What are the internets?" >What are the internets? <br>

<input type="submit" value="Vote!">
</form>
```

**Your Link to this form's separate results page**

```
<a href="/cgi-bin/poll.cgi?poll_id=do_lik_pol_Yz&bar_color=red&css=poll_default.css"> Poll Results </a>
```

The actual poll on your site will look similar to the following:

- Best. Tool. Ever.
- It suits my needs.
- I've used this tool for years!
- What are the internets?

**Note:** If you attempt to create a poll on a domain that does not resolve (i.e. the address is an IP address, and not a NIC registered domain name), the Poll Manager will not work!

# Web Calendar Manager

Your Control Panel's WebCalendar Manager provides an easy tool to quickly get a robust calendar application up and running on your website.

## Step 1: Create a MySQL database

You must have a MySQL database on your domain before you can install the calendar. To verify this, click the MySQL Database icon in your Control Panel. If you do not already have a database configured, you will see a note about it near the top of your screen. To add a database, just click Add. It will take the server around 10 minutes to process your request.

Database **username** will be your Control Panel login name.  
Database **password** will be your Control Panel password.

theresawebcal\_com

You have created 0 databases.

## Step 2: Installation

Click the WebCalendar Manager icon in your Control Panel. Decide where you would like the calendar to be located on your website and enter the directory in the box where prompted. Note your default username (admin) and password (admin), then click Install Web Calendar.

Your database is installed on your domain. Please continue.

Please specify the location you want to access your new message board. For example, if you accept the default value displayed below, you will be able to access this tool at:

<http://theresawebcal.com/WebCalendar>

If this directory already exists, please be sure that there are no needed files contained in it, as they may be overwritten.

<http://theresawebcal.com/>

### Step 3: Accessing the Calendar

Enter the URL that you specified in the previous step (the default is `http://www.yourdomain.ext/WebCalendar`). Login by entering your username (admin) and password (admin), then clicking Login.



The image shows a login form titled "WebCalendar". It contains two input fields for "Username:" and "Password:". Below these fields is a checkbox labeled "Save login via cookies so I don't have to login next time". At the bottom of the form is a "Login" button.

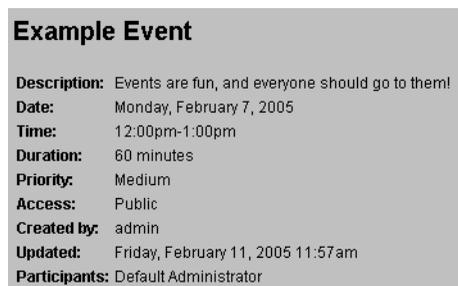
### Step 4: Adding an Event

The default calendar view is the current week. Click the + icon in the cell of the date and time of the event's start. Fill out the event's description, time, duration, and any other details you would like to include, then click Save. You will be taken back to the calendar view, where your event is visible.

	Sun February 6	Mon February 7
8:00am		
9:00am		
10:00am		
11:00am		
12:00pm		12:00pm> Example Event
1:00pm		

### Step 5: Viewing your Event's details

Mousing over the event title will show the event's description, but clicking the event title will bring up more details, such as time and participants.



The image shows a grey box titled "Example Event" containing the following details:

- Description:** Events are fun, and everyone should go to them!
- Date:** Monday, February 7, 2005
- Time:** 12:00pm-1:00pm
- Duration:** 60 minutes
- Priority:** Medium
- Access:** Public
- Created by:** admin
- Updated:** Friday, February 11, 2005 11:57am
- Participants:** Default Administrator

# Web Counter

This quick start will walk you through getting your counter up and running on your website.

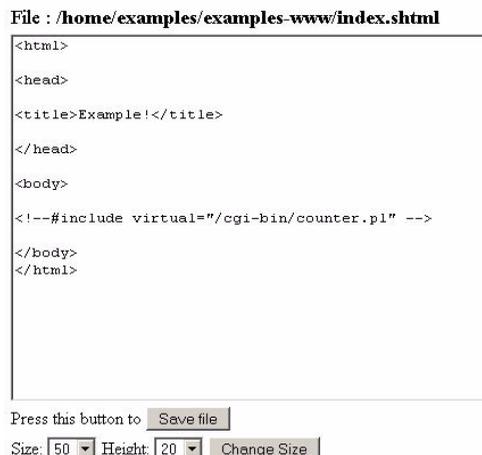
## Step 1: Installation

Click the Web Counter Manager icon in your Control Panel, then press the Install button that appears. Your Web Counter will be functional within ten (10) minutes.



## Step 2: Putting the counter on a web page

Go to your Control Panel's File Manager. Navigate to the file to which you wish to install the counter (probably index.html). Rename it to <yourfilename>.shtml, then click on the filename to edit it. Add the following line to your page: `<!--#include virtual="/cgi-bin/counter.pl" -->`, then click Save File.



### Step 3: Viewing the counter

Go to the page to which you added the counter. Every time you reload, the counter will increment.

**000003**