CPanel 1.01
User Guide

CPanel 5

DOCUMENTATION VERSION: 1.01

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1 What is CPanel?

CPanel is a fully-featured web-based control panel that allows you to manage your domain through a web interface. The idea is to transfer as much of the control and responsibility of managing your web site to you. You have the ability to manage all aspects of email, files, backup, FTP, CGI scripts, and web site statistics. Refer to page 10 for more information on how to CPanel's features.

Figure 1.1: CPanel logo

2 How do I get help?

This manual is designed to help you find the information you require as quickly as possible. If you are unsure how to do something or you have a problem, try the following approaches:

- **Table of contents** – The Table of contents allows you to scan through the topics that are available in a logical order. It is worth taking a few minutes and reading the Contents to familiarize yourself with the help.
- **Index** – The Index lists key words and where they appear in the help. Use the Index when you know the type of thing you are looking for but are unsure where the information might be.

3 How do I use CPanel?

CPanel provides a complete range of functionality to manage all aspects of your web site. The following areas are available:

- **Mail Menu** – The Mail Menu area allows you to manage all aspects of your email, from adding new accounts, managing mailing lists, and setting spam filters.
- **Account Settings** – The Account Settings area deals with all the tools that you need to control your account using CPanel, changing your web site, creating custom error pages, using subdomains, and other tools.
- **Access Menu** – The Access Menu area deals with all the tools that you need to control your own access to your web site using CPanel, including managing files, protecting directories, backing up your site, and using SSL to access your web site.
- **Advanced Menu** – The Advanced Menu area deals with a number of options that you normally would not need to use very often, including cron jobs, mime types, Apache handlers, and a number of other useful tools.
- **Tools** – The Tools area contains a large number of different utilities, from web site statistics to pre-installed CGI scripts and shopping carts, to Frontpage Extensions and OpenPGP keys.

3.1 CPanel themes

Themes are the visual representation of the CPanel user interface – in other words, what CPanel looks like. CPanel comes in two standard themes:

- **Default** – Has a front page that displays all of your account information, and all functions are found in menus at the top of the window.

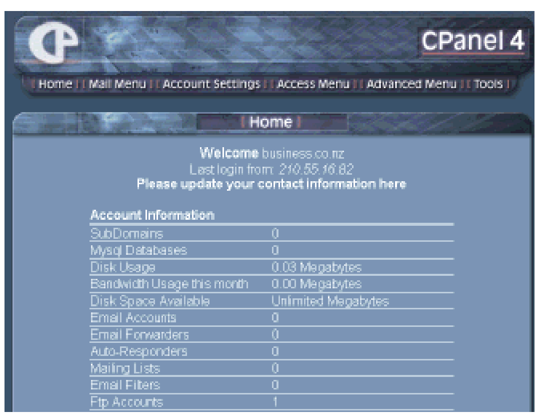


Figure 3.1: Default theme

- **Iconic** – Has a front page that displays all of the central functions with account information on one page. Because this theme uses more graphics, it is slower to load.

Figure 3.2: Iconic theme

- **Blue Lagoon** – Has a front page that displays all of the central functions with account information on one page. Because this theme uses more graphics, it is slower to load.

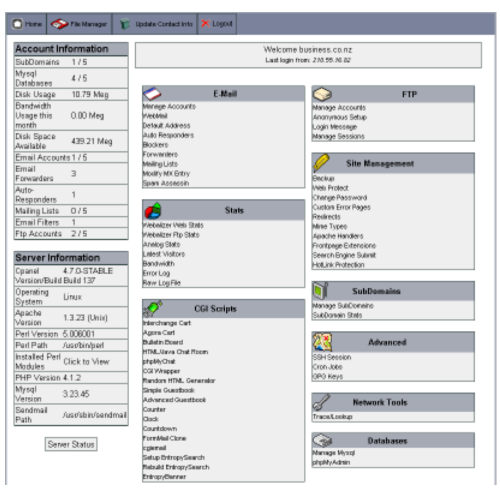


Figure 3.3: Blue Lagoon theme

Your hosting provider may allow you to change between these two themes. This documentation has been written using the Default theme as a reference.

Many hosting providers write their own themes, which may be as simple as changing the font type and background color to as complex as reorganizing the CPanel layout and where functions are displayed. You may not be able to find information quickly in this documentation if you are using this documentation with a customized CPanel theme – please ask your hosting provider for more information.

3.2 Logging on

You need to log on in order to use CPanel to manage your web site.

To log on:

1. Enter the address of your CPanel in your web browser. The address needs to be in the form of **http://www.yourdomain.com:2082**
2. Enter your user name and password in the **User Name** and **Password** fields.
3. Click on 

button. You will now be logged on to CPanel.

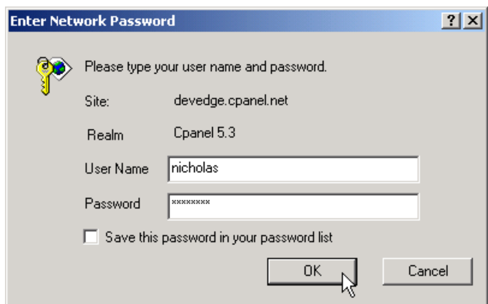


Figure 3.4: Logging on

3.2.1 Logging out

You should explicitly log out whenever you have finished using CPanel, as this tells the web server that you have finished that session. If you do not log out, the server automatically closes your session after a set period of time, but there is a small chance that a hacker could use that open connection.

To log out:

1. Click on the 

button. This is located on the opening page of CPanel in both the default and iconic themes.

3.3 Mail Menu

The Mail Menu area allows you to manage all aspects of your email, from adding new accounts, managing mailing lists, and setting spam filters. There are quite a number of options available, so take your time. **Note:** All email options can be used in conjunction with each other. For example, you could set up an auto-responder on your main account to email an "Out of Office" message, a forwarder to send the email to your uncle's house where you are staying, and a spam filter to reject all email with "credit" in the subject line. This flexibility is what makes email so powerful as a communication medium.

Figure 3.5: Mail Menu

3.3.1 Reading your email


You can read your online email using NeoMail or Horde. Both of these popular webmail scripts allows you to read your email, save them, keep an address book, and perform all of the other basic email functions that you are used to. The main difference between NeoMail and an offline email applications, such as Eudora or Microsoft Outlook Express, is that all of these functions are performed online, rather than on your own computer, and offline applications generally provide many more features. NeoMail or Horde is optional. You can still use your favorite offline email applications, if you prefer. You can even use a combination of NeoMail or Horde and another tool – you can check your e-mail online, perhaps when you're at work, and download your email to your computer when you get home. You can automatically configure Outlook Express , or manually configure other mail applications.

To read your email online:

1. Click on the **Web Mail** link in the Mail Menu area to access your default email account, or click on the **Add / Remove accounts** link and click on the **Read Webmail** link next to the account that you want to read.

   Note: You can also save this link as a bookmark, so that you can access it without having to use CPanel.

2. Click on the web application that you would like to use.

3. You are now in the NeoMail or Horde window for your default email address. Refer to the page 15 if you need more information about using NeoMail or page 16 if you need more information about using Horde.

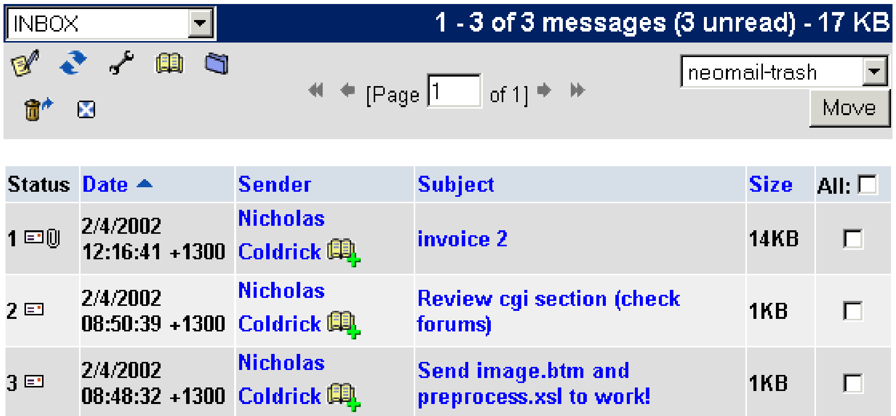
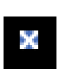


Figure 3.6: Reading your email (NeoMail)

NeoMail summary

NeoMail is fairly self-explanatory. The text below describes the main buttons in NeoMail and what they do. This is provided as a summary reference, and not a detailed description of how to use NeoMail. If you do not know how to use some of the features, please contact your hosting administrator. **Note:** You can not use HTML code in NeoMail – plain text only.

NeoMail functions:

-  **Inbox** – Choose a folder to display. The default folder is your Inbox.
-  **Compose** – Compose a new email message and send it using the Send button. You can not use HTML code – plain text only.
-  **Refresh** – Refreshes the displayed page. Use it to check if new mail has arrived since the window was opened.
-  **User Preferences** – Displays the **Preferences** page, which allows you to set a variety of options., such as default language, number of messages displayed per page, and your email signature.
-  **Address Book** – Displays your **Address Book** of saved email addresses. Click on an address to create a new email with their email address automatically added.
-  **Folders** – Allows you to create new folders and delete old ones. Useful for organizing your email.
-  **Empty Trash** – Empties the **neomail-trash** folder.
-  **Logout** – Closes the connection between you and Neomail.
-  **Page Navigation** – Navigate to the first, previous, next, last, or specific page of email.

- 

Move – Moves the selected items to the displayed folder – the default folder is the trash. Click on the on the tick box next to the specific message to select, or click on the **All** tick box to select all messages in this window.

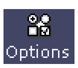
Horde summary

The Horde email application has many more features than NeoMail. The text below describes the main buttons in Horde and what they do. This is provided as a summary reference, and not a detailed description of how to use Horde. If you do not know how to use some of the features, please contact your hosting administrator. **Horde functions (available from the top menu bar):**

- 

– Displays your inbox with all your current mail that has not been viewed, moved, or deleted.
- 

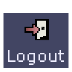
– Write a new email message. There are several options available, such as using an address book to choose the recipient(s) of your email, adding attachments, and using special characters in the email.
- 

– Organize your mail messages into different folders. You can have as many different folder as you want.
- 

– Set a large number of options on how you use Horde. Please read the description of a setting carefully before applying it.
- 

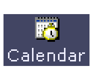
– Search for a particular email message. You can search by almost any field in the email, and search through any folder.
- 

– Displays the Horder online help. Please read this help when you have any questions or problems.
- 

– Stores email addresses of contacts. Click on any email address to create a new email message to that person.
- 

– Logs you out of the Horde application. You should always do this when you have finished using Horde.

Additional Horde functions (available from the bottom menu bar):

- 

– Displays a calendar on which you can enter events.
- 

– Create notes for your future reference.
- 

– Create a list of tasks that you need to perform.

3.3.2 Email Accounts


You can set up as many POP (Post Office Protocol) email accounts as you require, up to your maximum limit. Each one of these is in the standard email formation of address@yourdomain.com. As with your default email address, you can access these accounts through NeoMail or through your own offline email application.

To add an email account:

1. Click on the **Add / Remove accounts** link in the Mail Menu area.
2. Click on the **Add Account** link.
3. Enter the first part of the email address and the password for the account in **Email** and **Password** fields.
4. Enter the maximum size limit of this mailbox in the **Quota** field, if required. The size limit is in megabytes. Not entering a number means that the mailbox size is only limited by the available disk space.
5. Click on the 

 button.
6. Your new account has been added. Refer to page 18 if you want to use Outlook Express to read email received by the new account.

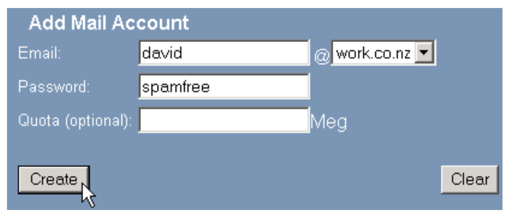


Figure 3.7: Adding an email account

Reading an email account

As with your default email account, you can read your email online using NeoMail, or download it to your offline email application.

To read your email accounts online:

1. Click on the **Add / Remove accounts** link in the Mail Menu area.

   Note: You can also save this link as a bookmark, so that you can access it without having to use CPanel.
2. Click on the 

 button next to the required email address.
3. You are now in the NeoMail window for your email address. Click on any message link to read the message, and use the toolbar to reply to the email, or perform any other function. Refer to page 15 if you need more information about using NeoMail.

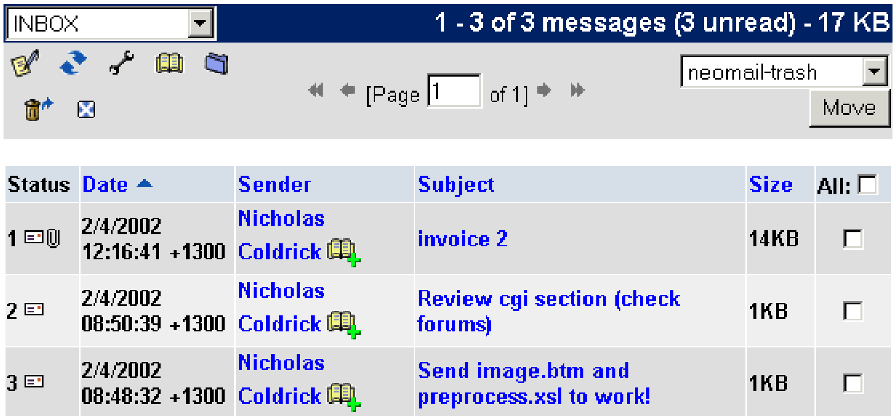


Figure 3.8: Reading your email

Configuring Outlook Express to read email

Because Microsoft Outlook Express is the most popular email application available, you can automatically configure Outlook Express from CPanel. This saves time in manually configuring your email application and avoids errors. **Note:** This will only work if you have Microsoft Outlook installed on your machine and are running any version of Windows.

To automatically configure Outlook Express:

1. Click on the **Add / Remove accounts** link in the Mail Menu area.
2. Click on the **Outlook (Express) AutoConfig** link next to the required account.
3. Read the message in the alert window and click on the **OK** button. You may need to repeat this step two or three times.
4. Click on the **Open this file from its current location** radio button, and click on the **OK** button in the File Download window.
5. Click on the Yes button in the Registry Editor window and repeat for the last window. Outlook Express has now been configured for this account. You need to repeat this process for as many accounts as you want to access through Outlook Express.

Changing an email account's quota

You can change the size limit on any of your email accounts whenever required.

To change an email account's quota:

1. Click on the **Add / Remove accounts** link in the Mail Menu area.
2. Click on the Change Quota button next to the required email address.
3. Enter the new quota in the **New Quota** field. You can remove a quota limit from the email account by erasing all information in the field or entering the word **unlimited**.
4. Click on the Change button.

   Your quota has now been changed for that account.

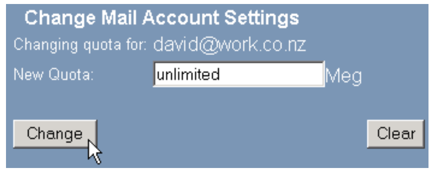


Figure 3.9: Changing an email account's quota

Changing an email account's password

You can change the password on any of your email accounts whenever required. It is useful to occasionally do this to maximize your email security. You should **always** change your password if you think someone else has access to your account. **Note:** Make sure that you change the password in your offline email application as well, or you will not be able to upload or download email to this account.

To change an email account's password:

1. Click on the **Add / Remove accounts** link in the Mail Menu area.
2. Click on the Change Password button next to the required email address.
3. Enter the new password in the **New Password** field.
4. Click on the Change button.

   Your password has now been changed for that account.

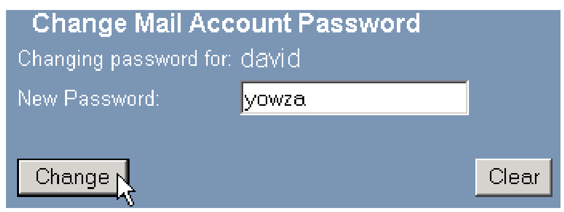


Figure 3.10: Changing an email account's password

Deleting an email account

You can delete an email account when the account is no longer needed. You can not delete your default account. **Warning:** Make sure you download any mail that you want to keep, as deleting the account will delete all of the mail still in that account. You can not recover this information once the account has been deleted.

To delete an email account:

1. Click on the **Add / Remove accounts** link in the Mail Menu area.
2. Click on the Delete button next to the unwanted email address.
3. Click on the Yes button.

3.3.3 Setting your default email address


Any email that is sent to an unknown account at your domain name, such as unknown@yourdomain.com, gets automatically rerouted to your default email account. All web site accounts are automatically assigned a default email address – user@yourdomain.com – which you can change, if required.

To set your default email address:

1. Click on the **Default Address** link in the Mail Menu area.
2. Click on the **Set Default Address** link.
3. Enter the complete email address of the new default in the field next to your web site name drop-down list.

   Note: You can enter **:blackhole:** to throw away all incoming mail, or **:fail:** to bounce the email back to the sender.
4. Click on the  button. Your new default email address has now been set.

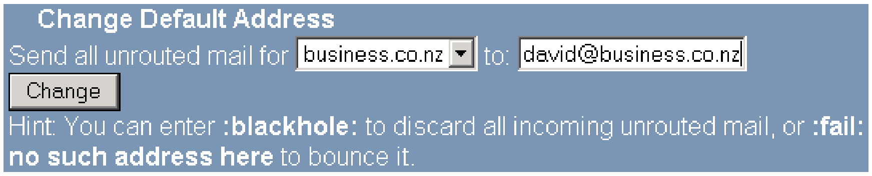


Figure 3.11: Setting your default email message

3.3.4 Auto-Responders


Auto-responders are email messages that are sent automatically when an email arrives for a specific email account. auto-responders are most commonly used for an "Out of Office" style message to inform your correspondents that you are not available, without you having to reply manually. You can have more than one auto-responder on one account. You can use plain text or include HTML code in the auto-responder, and choose from a wide variety of character sets.

To add an auto-responder:

1. Click on the **Auto-Responders** link in the Mail Menu area.
2. Click on the **Add AutoResponder** link.
3. Enter the address of the account that the auto-responder responds to in the **Email** field.
4. Enter your name or address in the **From** field. You do not have to put anything in this field.
5. Enter the subject line of the auto-responder in the **Subject** field.
6. Click on the required character set for this auto-responder from the **Character Set** drop-down list, if required.
7. Click on the **HTML Message** tick box if you want to include HTML code in the auto-responder.
8. Enter the auto-responder message in the **Body** field. You can not use HTML code in this field – plain text only.

9. Click on the 

button.

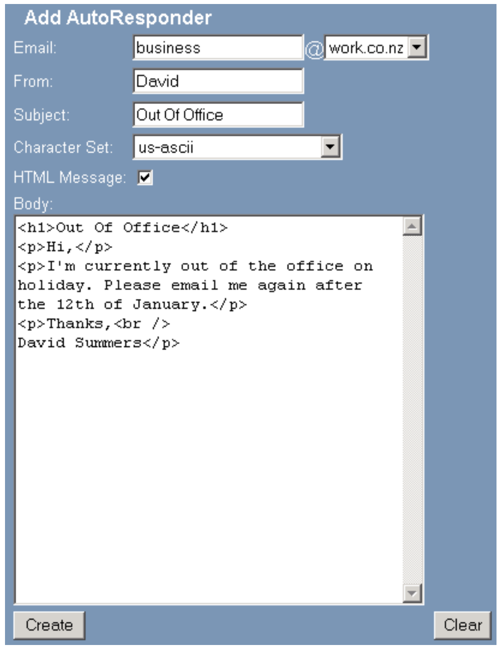


Figure 3.12: Adding an auto-responder

Editing an auto-responder

Modify an auto-responder if you need to alter the details of the message or if you set it to the wrong account.

To edit an auto-responder:

1. Click on the **Auto-Responders** link in the Mail Menu area.
2. Click on the 

button next to the auto-responder that you want to edit.
3. Edit the **Email**, **From**, **Subject**, **Character Set**, **HTML Message**, and **Body** fields as required. Refer to page 20 if you are not sure what you can do in each field.
4. Click on the 

button to edit the auto-responder.

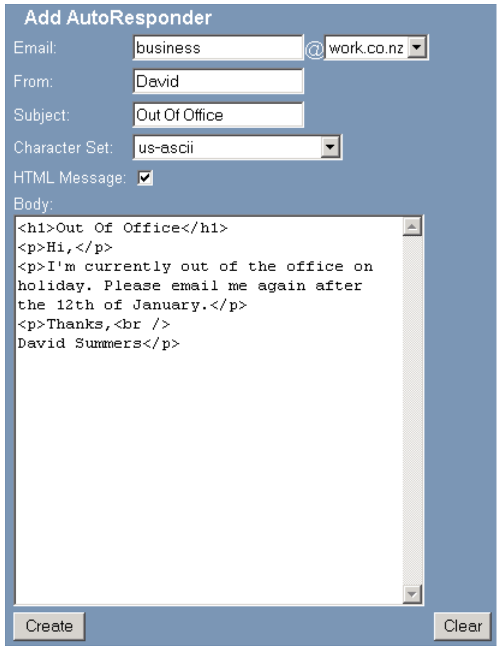


Figure 3.13: Editing an auto-responder

Deleting an auto-responder

Delete an auto-responder when you no longer need to use it. If you use the auto-responder at frequent intervals, such as an ”Out of Office” message, you can modify it to point to a nonexistent email account, such as store@yourdomain.com, and then simply change the account name back when you need it again. Refer to page 21 for more information.

To delete an auto-responder:

1. Click on the **Auto-Responders** link in the Mail Menu area.
2. Click on the 

 button next to the auto-responder that you want to delete.

3.3.5 Blocking email


You can block an email using spam filters. There are many definitions of spam, but one of the most useful ones is the following: ”Spam: unsolicited email, usually of a commercial nature.”

Spam is the electronic version of junk mail, and has been around since the Internet was created. Spam filters are a way of filtering your email to remove unwanted mail based on a variety of criteria. You can block any sort of email, not just mail of a commercial nature. Blocked mail is deleted automatically – it does not even bounce back to the sender. These filters are quite flexible – some examples are provided after the instruction on how to add a spam filter below. All filters are cumulative.

Useful spam links:

- Six simple things you can do to prevent spam
- Alternate definition of spam
- Usenet definition of spam

Also refer to page 26 for another approach to dealing with spam.

To add a spam filter:

1. Click on the **Block an E-mail** link in the Mail Menu area.
2. Click on the **Add Filter** link.
3. Click on the required header field in the first drop-down list. These are the various fields in any email message.
4. Click on the required filter action in the second drop-down list. This action will act on the text entered in the third field.
   - **equals** – match the text exactly (whole words only). ”Credit” will block ”Credit”.
   - **matches regex** – matches the text based on regular expression (regex) rules. Regular expressions are a powerful but complex area. You do not need to use regular expression filters for most circumstances. Refer to these two good introductory tutorials – Using Regular Expressions and Learning to Use Regular Expressions – for more information.
   - **contains** – match the specified text in any circumstance. ”porn” will block ”porn” and ”pornography”.
   - **begins with** – match the specified text when it is the beginning of a word. ”porn” will block ”porn” and ”pornography” but not ”teenporn”.
5. Enter the filter text in the third field. This text is case sensitive.
6. Click on the  button.

Example:

To block all email from ”john@paradise.net”, enter: **From**, **equals**, **john@paradise.net**

To block all email from paradise.net, enter: **From**, **contains**, **paradise.net**

To block all references to pornography, enter: **Any Header**, **contains**, **porn**

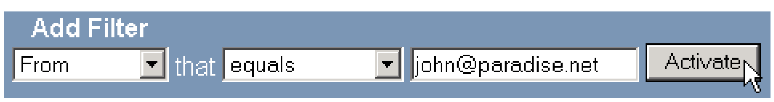


Figure 3.14: Adding a spam filter

Deleting a spam filter

Delete a spam filter when you no longer need it. There is no way to modify a spam filter – if you have made a mistake, simply delete the filter and start again.

To delete a spam filter:

1. Click on the **Block an E-mail** link in the Mail Menu area.
2. Click on the  button next to the spam filter that you want to delete.

3.3.6 Forwarders

 Forwards simply allow you to automatically forward email sent to one account to another account. This is useful when you work at two separate locations, or have gone on holiday. To forward mail from one account to two or more accounts, just add two or more forwards for the account that is being forwarded.

To add a forwarder:

1. Click on the **Forwarders** link in the Mail Menu area.
2. Click on the **Add Forwarder** link.
3. Enter the first part of the email address that will be forwarded in the first field in the "Add forwarder" area.
4. Enter the full email address that the forwarder will forward mail to in the second field.
5. Click on the 

button.

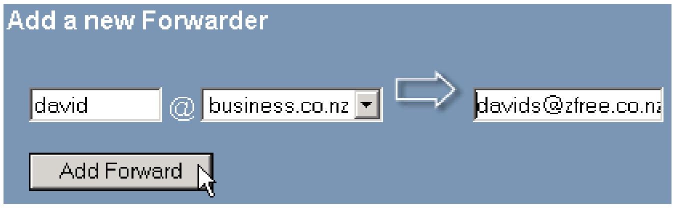


Figure 3.15: Adding a forwarder

Deleting an email forwarder

Delete an email forwarder when you no longer need it. There is no way to modify an email forwarder – if you have made a mistake, simply delete the forwarder and start again.

To delete an email forwarder:

1. Click on the **Forwarders** link in the Mail Menu area.
2. Click on the 

button next to the forwarder that you want to delete.

3.3.7 Mailing Lists

 CPanel includes a popular mailing list script called Mailman. Mailing lists are an ideal tool for communication between far flung participants and can be about anything you want. Mailman allows you to set up a mailing list with a large number of configurable options, such as who is on the list, where mailing lists messages are sent, and whether you include welcoming messages to new subscribers. The Mailman documentation, which is incorporated into its Administration panel, is clear and helpful, and should be referred to for all questions about using the script. The instructions in this section deal with how to set up, modify, and delete a Mailman mailing list from your CPanel.

The Mailman homepage is at the following address for more information: http://www.gnu.org/software/mailman/mailman.html

Note: It is a good idea to be aware of spam and its definition before setting up a mailing list – refer to page 22 for more information.

To add a mailing list:

1. Click on the **Lists** link in the Mail Menu area.
2. Click on the **Add List** link.
3. Enter the name of the mailing list in the **List Name** field, the password for the list in the **Password** field, and the domain it is for in the **Domain** drop-down list.
4. Click on the Create button. The list is created in the **/usr/local/cpanel/3rdparty/mailman/lists** folder.

Figure 3.16: Add a mailing list

Editing a mailing list

There are many different configurable options available with the Mailman script. This procedure shows you how to open up the Administration panel so that you can modify the script options. Use the Mailman documentation that is included in the Administration panel to answer any specific questions you might have.

To edit a mailing list:

1. Click on the **Lists** link in the Mail Menu area.
2. Click on the Edit button.
3. Log in to the mailing list with your password. You are now in the Mailman Administration panel and can adjust options as you require.

Deleting a mailing list

Delete a Mailman mailing list when you no longer want the list to be active. **Warning:** Deleting the mailing list will delete all archives, current mail, and members email addresses. If you want to keep any of this information, be sure to download or otherwise copy these files before deleting the mailing list. Once the mailing list is deleted the information is unrecoverable.

To delete a mailing list:

1. Click on the **Lists** link in the Mail Menu area.
2. Click on the Delete next to the mailing list that you want to delete.
3. Click on the Yes button.

3.3.8 Spam Assassin

Spam Assassin is a mail filter installed on a mail server used to identify spam. It checks for spam using a large number of pre-set rules that check the header, body, and sender of all email messages sent to your domain mailbox. For more information about Spam Assassin, refer to the following links:

- Spam Assassin – Spam Assassin web site.
- Spam Assassin rules – A list of all the rules that Spam Assassin currently uses.

Also refer to page 22 for more information about spam and setting up filters.

To enable Spam Assassin:

1. Click on the **Spam Assassin** link in the Mail Menu area.
2. Click on the Enable Spam Assassin button.

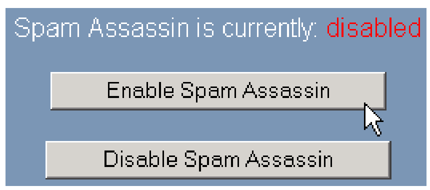


Figure 3.17: Enabling Spam Assassin

Disabling Spam Assassin

You can disable Spam Assassin whenever you require. If you are not able to receive a non-spam email it is a good idea to disable Spam Assassin and resend the email.

To disable Spam Assassin:

1. Click on the **Spam Assassin** link in the Mail Menu area.
2. Click on the Disable Spam Assassin button.

3.3.9 Altering your Mail Exchanger (MX Entry) setting

CPanel manages your email through its own mail server. However, by altering your MX (Mail Exchange Record) Entry you can point your email to another mail server, if this is required. **Note:** CPanel will not be able to manage your email if you change your MX Entry setting.

To alter your MX Entry setting:

1. Click on the **Modify Mail Exchanger (MX Entry)** link in the Mail Menu area.
2. Click on the **Change a MX Entry** link.
3. Enter the domain name of the new MX Entry in the available field.

   Note: You can only change the entry to a domain name (e.g. yourdomain.com), not an IP (Internet Protocol) address.

4. Click on the Change button.

   Note: You can change the MX Entry back to its default settings by clicking on the Reset to Default button.

Figure 3.18: Altering your Mail Exchanger (MX Entry) setting

3.4 Account Settings

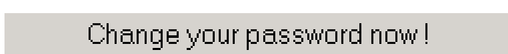
The Account Settings area deals with all the tools that you need to control your account using CPanel, changing your web site, creating custom error pages, using subdomains, and other tools.

Figure 3.19: Account Settings

3.4.1 Changing your domain password

Your domain password is the password you use to log on to your CPanel. This is useful to occasionally do to maximize your site security. You should **always** change your password if you think someone else has access to your account.

To change your domain password:

1. Click on the **Change Password** link in the Account Settings area.
2. Enter your current password in the **Old Password** field.
3. Enter your new password in the **New Password** and **New Password (again)** fields.
4. Click on the 

button. Your password has now been changed.

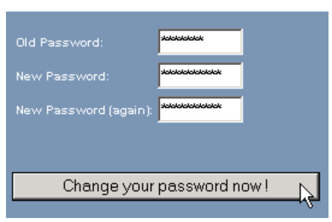


Figure 3.20: Changing your domain password

3.4.2 Subdomains

Subdomains are a way of creating separate accounts within your master account, which are accessed as separate URLs. For example, you could set up a "timber" subdomain on your master account "hardware.com", which would be accessed as "timber.hardware.com". A lot of larger businesses use subdomains to establish branding and focus on separate product lines, because a subdomain creates a separate URL and web presence.

However, you do **not** create a new CPanel when you create a subdomain. You still perform most administration functions for the subdomain through your master CPanel. Practically, a subdomain is a sub folder within the **public_http** level of your account that has it's own **cgi-bin** directory. The "timber" example above creates a new top-level folder called **timber**, with a **cgi-bin** sub-folder. Upload your files for the subdomain to this location, including a separate home file (such as index.htm).

Currently you can not create email accounts with the subdomain extension. A workaround for this is to create an account called "sales-timber@hardware.com", or similar.

To add a subdomain:

1. Click on the **Sub Domains** link in the Account Settings area.

   Note: You can only successfully create a new subdomain once your DNS number has successfully propagated for this account.

2. Enter the text for the new subdomain in the field in the available field. You must conform to domain name conventions for the addition to the name.

3. Click on the  button. Click on the **Sub Domains** link to return to the Subdomains window to confirm that it has been added. A folder with the same name as the subdomain has now been added to your **public_html** folder, with a **cgi-bin** sub-folder (if CGI scripts are enabled on your account).

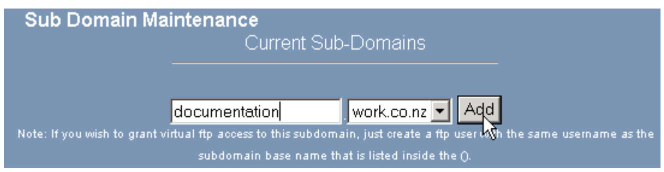


Figure 3.21: Adding a subdomain

Subdomain Statistics

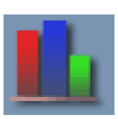
You can view statistics specifically for each subdomain using the Analog and Webalizer tools. Refer to page 61 and page 62 for more information on how to use these tools.

To view subdomain statistics:

1. Click on the **Sub Domain Stats** link in the Account Settings area.

2. View the statistics as required. Refer to page 61 and page 62 for more information on how to use the Webalizer and Analog statistics tools.

Adding subdomain redirection

 You can redirect Internet traffic from a particular subdomain to another location. This is usually used when the web pages that made up the subdomain have been moved to another location.

To add subdomain redirection:

1. Click on the **Sub Domains** link in the Account Settings area.

2. Click on the required subdomain from the first drop-down list.

3. Click on the 

button.
4. Enter the redirection address in the available field. Make sure that you end the address with a trailing slash (e.g. **http://yourdomain.com/**).
5. Click on the 

button.

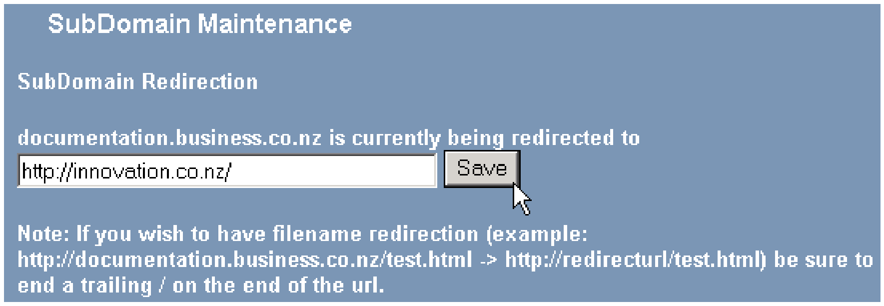


Figure 3.22: Adding subdomain redirection

Removing subdomain redirection

You can remove redirection from a subdomain at any time.

To remove subdomain redirection:

1. Click on the **Sub Domains** link in the Account Settings area.
2. Click on the button next to the required subdomain.

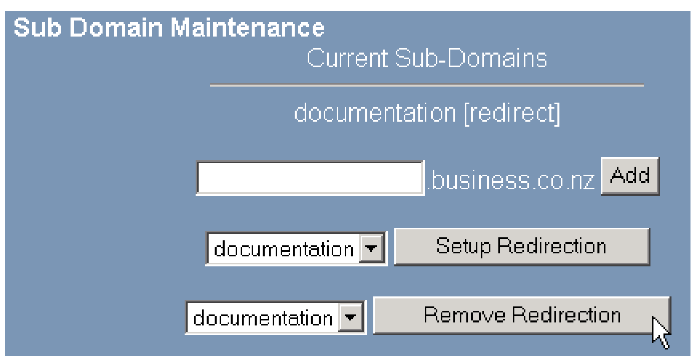


Figure 3.23: Removing subdomain redirection

Deleting a subdomain

Deleting a subdomain does not delete the subdomain folder – you will need to do this manually.

To delete a subdomain:

1. Click on the **Sub Domains** link in the Account Settings area.
2. Select the required subdomain from the "Delete subdomain" drop-down list.

3. Click on the 

button. Click on the **Sub Domains** link to return to the Subdomain window to confirm that it has been deleted.

3.4.3 Parked Domains

You can set up a domain name that you own to point to another domain name. This is known as "parking" a domain. **Example:** You own the business.co.nz and innovation.co.nz domain names. You already have a web site for business.co.nz, but you do not want to create a new website for innovation.co.nz at the moment. By parking innovation.co.nz on top of business.co.nz, all URLs for innovation.co.nz will automatically go to business.co.nz instead.

To park a domain:

1. Click on the **Parked Domains** link in the Account Settings area.
2. Enter the name of the domain that you want to park in the **New Domain Name** field.
3. Click on the 

button.

Figure 3.24: Parking a domain

Deleting a parked domain

You need to delete a parked domain when you no longer own that domain or when you want to set up a separate web site for the parked domain.

To delete a parked domain:

1. Click on the **Parked Domains** link in the Account Settings area.
2. Click on the required domain from the available drop-down list.
3. Click on the 

button.

3.4.4 FTP

The FTP area deals with all the tools relating to setting up and managing FTP accounts, as well as managing FTP sessions. FTP (File Transfer Protocol) is a method by which you can transfer files between computers, usually using the Internet. There is a huge amount of information stored on FTP servers around the world which can only be accessed by using FTP. When using FTP you use an application called a "client" to connect to a machine called a "server". There are a large number of FTP software packages available. Some of them are built in to your browser (such as Internet Explorer), others are dedicated applications (such as such as CuteFTP or WS_FTP), while still others are built into web applications (page 38 in CPanel is one example). Generally speaking, if you are going to spend a lot of time using FTP or have a large amount of files to upload/download, a dedicated FTP client is the way to go.

CPanel allows you to set up FTP accounts so that certain external users can access a restricted part of your system. You can also set up an anonymous FTP account so that anyone can access a restricted part of your system. You can also manage these FTP sessions, cutting them off if they go on for too long.

Warning: FTP, by its very nature, allows external users to modify your web site (albeit a restricted area of your web site). External users can upload, download, and delete files. Keep this in mind when you set up an FTP account.

Figure 3.25: FTP

Adding an FTP account

An FTP account creates a folder on the **public_html** level of your site that allows external users that know the password to upload and download files from that location. Change your password if you think that your account is being used incorrectly. **Note:** Please be aware that all users with the correct password will be able to add, edit, and delete files from the directory that you specify for the FTP account, and any directories within the stated directory.

To add an FTP account:

1. Click on the **FTP Manager** link in the Account Settings area.
2. Click on the  button.
3. Click on the **Add Account** link.
4. Enter the name of the FTP account in the **Login** field and the password for the account in the **Password** field.
5. Enter the path to the directory to which this FTP account has access.

   Warning: If you enter the top-level of the web site by entering a slash (/), all users with the correct password will be able to add, edit, and delete **all** files on your site. It is advisable to limit an FTP account to a smaller section of your web site.
6. Click on the  button.

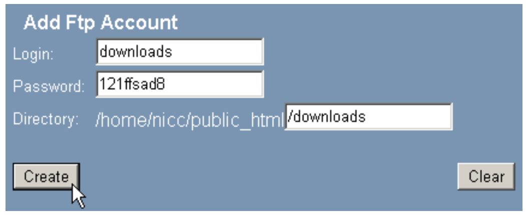


Figure 3.26: Adding an FTP account

Downloading FTP access logs

You can download raw FTP access logs for your domain at any time. These are useful for monitoring exactly what FTP actions have occurred on your domain.

To download FTP access logs:

1. Click on the **FTP Manager** link in the Account Settings area.
2. Click on the  button.
3. Click on one of the URLs listed at the bottom of the window, or copy and paste that URL into an FTP client application.

Figure 3.27: Downloading FTP access logs

Changing the password on an FTP account

It is a good idea to regularly change your password. You should **always** change your password if you think someone else has access to your FTP account.

To change a password on an FTP account:

1. Click on the **FTP Manager** link in the Account Settings area.
2. Click on the  button.
3. Click on the  button.
4. Enter the new password in the **New Password** field.
5. Click on the  button.

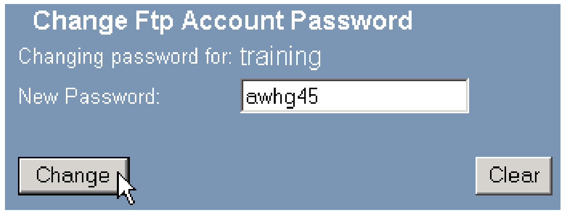


Figure 3.28: Changing the password on an FTP account

Deleting an FTP account

Deleting an FTP account is as simple as creating as creating the account. Deleting the account does **not** delete the folder or its contents, but it does prevent anyone from accessing that folder through FTP.

To delete an FTP account:

1. Click on the **FTP Manager** link in the Account Settings area.
2. Click on the  button.
3. Click on the  button.

Setting Anonymous FTP access

Anonymous FTP access allows anyone to access your **public_ftp** folder. There are two options available:

- Allow anonymous access to ftp://ftp.yourdomain.com – This allows to view, download, and delete files from your **public_ftp** folder.
- Allow anonymous upload to ftp://ftp.yourdomain.com/incoming – This allows to view, upload, download, and delete files from your **public_ftp/incoming** folder.

Warning: Anonymous FTP allows **anyone** access to a restricted area of your site. It is generally safest to not enable Anonymous FTP. If you do enable it, you are responsible for the bandwidth and space used.

To set Anonymous FTP access:

1. Click on the **FTP Manager** link in the Account Settings area.
2. Click on the  button.
3. Click on the **Allow anonymous access to ftp://ftp.yourdomain.com** tick box or the **Allow anonymous upload to ftp://ftp.yourdomain.com/incoming** tick box. You must click on **both** tick boxes to enable uploads.
4. Click on the  button.

Figure 3.29: Setting Anonymous FTP access

Removing Anonymous FTP access

Removing Anonymous FTP access is as simple as enabling the access. Removing access does **not** delete your **public_ftp** folder or its contents (you should not delete this folder anyway), but it does prevent anyone from accessing that folder through FTP.

To remove Anonymous FTP access:

1. Click on the **FTP Manager** link in the Account Settings area.
2. Click on the 

 button.
3. Remove the tick from the **Allow anonymous access to ftp://ftp.yourdomain.com** tick box or the **Allow anonymous upload to ftp://ftp.yourdomain.com/incoming** tick boxes.
4. Click on the 

 button.

Figure 3.30: Removing Anonymous FTP access

Adding an Anonymous FTP message

You can add a message that appears in all FTP clients that access your **public_ftp** folder. This is usually used to add copyright notices or other warnings or comments based on the available files.

To add an Anonymous FTP message:

1. Click on the **FTP Manager** link in the Account Settings area.
2. Click on the 

 button.

3. Enter the message that you want visitors to see in the text area. You can not enter HTML code – plain text only. This is created as a **welcome.msg** text file.

4. Click on the 

button.

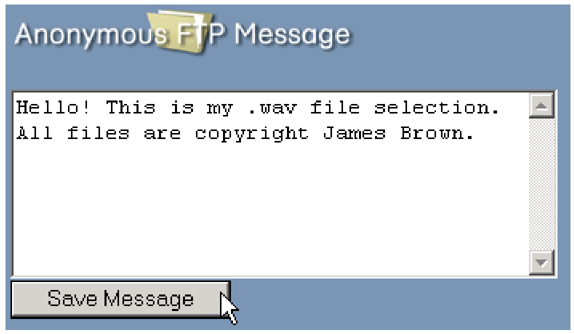


Figure 3.31: Adding an Anonymous FTP message

Controlling FTP sessions

You can view and terminate FTP sessions using the provided FTP session controls. This is useful for general information and stopping unwanted FTP activity.

To control FTP sessions:

1. Click on the **FTP Manager** link in the Account Settings area.

2. Click on the 

button.

3. All active FTP sessions (FTP connections that are actively uploading or downloading files) are listed. Click on the 

button next to a session to terminate that session.

3.4.5 Error pages


Error pages are served to Internet users when any one of a variety of errors occur, such as when a user enters an incorrect URL or is not authorized to access a specific directory in your web site. Companies often customize error pages to brand them with a specific corporate image and a link to their home page. You do not have to customize these pages – the error page is always available, whether customized or not. **Note:** Custom error pages that are smaller than 10k in size will not display properly in Internet Explorer. Insert a large amount of text into a comment to create the required size.

To create or modify a customized error page:

1. Click on the **Error Pages** link in the Account Settings area.

2. Click on the button of the required error page, such as the 

button.

3. Enter the HTML code for the error page. You can use the buttons at the top of the page to insert variables into the displayed code.

   Example:

```
<h1>404 Not Found</h1>
<p>The requested page, <!--\#echo var="REQUEST\_URL" --\textgreater ,is not available.</p\textgreater
```

4. Click on the 

button.

Figure 3.32: Creating a customized error page

3.5 Access Menu

The Access Menu area deals with all the tools that you need to control your own access to your web site using CPanel, including managing files, protecting directories, backing up your site, and using SSL to access your web site.

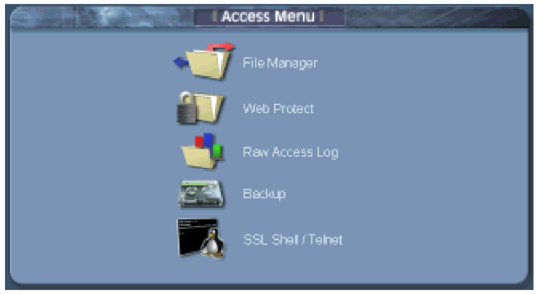
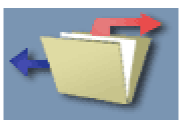


Figure 3.33: Access Menu

3.5.1 File Manager


The File Manager allows you to manage your site through HTML, rather than an FTP tool or other third-party application. You can upload, create or delete files, organize files in folders, and change file permissions. While not as sophisticated as most FTP tools, File Manager is free and gives you all the basic functionality necessary to manage your site. **Note:** All of the other topics in this section assume that you are already in File Manager.

To open and navigate in File Manager:

1. Click on the **File Manager** link in the Access Menu area.
2. Navigate by using the following:
   - Open a folder by clicking on the folder icon.
   - Go up a level by clicking on the **Up one level** link.
   - Use the path links at the top of the window to move up and down the path.
   - Select a folder, so as to view or modify its properties, by clicking on the folder name link.

Creating a new folder

Folders are a very useful way of adding organization and structure to your web site. They make maintenance of the site much easier, as you can easily see what files are in which folder. Most web sites include at least an /image folder to keep all the image files separate from the HTML files.

To create a new folder:

1. Navigate to the area in which you will create the new folder.
2. Click on the **Create New Folder** link.
3. Enter the name of the new folder in the available field in the top-left corner of the window.
4. Click on the 

button. The new folder will appear in the main display area.

Figure 3.34: Creating a new folder

Uploading files in File Manager

You can use File Manager to upload files to your web site, up to 12 files in one go. Although useful, a third-party FTP client has many more features and does not limit you to the number of files you can upload at one time. Refer to the page 31 section for more information.

To upload files in File Manager:

1. Navigate to the folder where you want to upload your files.
2. Click on the **Upload file(s)** link.
3. Click on the Browse... button next to one of the top fields.
4. Search for and double-click on the first file to upload.
5. Repeat the above steps for each file you want to upload.
6. Click on the **Overwrite existing files** tick box if you want to overwrite existing files of the same name.
7. Click on the Upload button when you have finished selecting files. The status of the upload will appear in the top-right corner of your window. The contents of the folder is displayed in the main area, including your uploaded files.

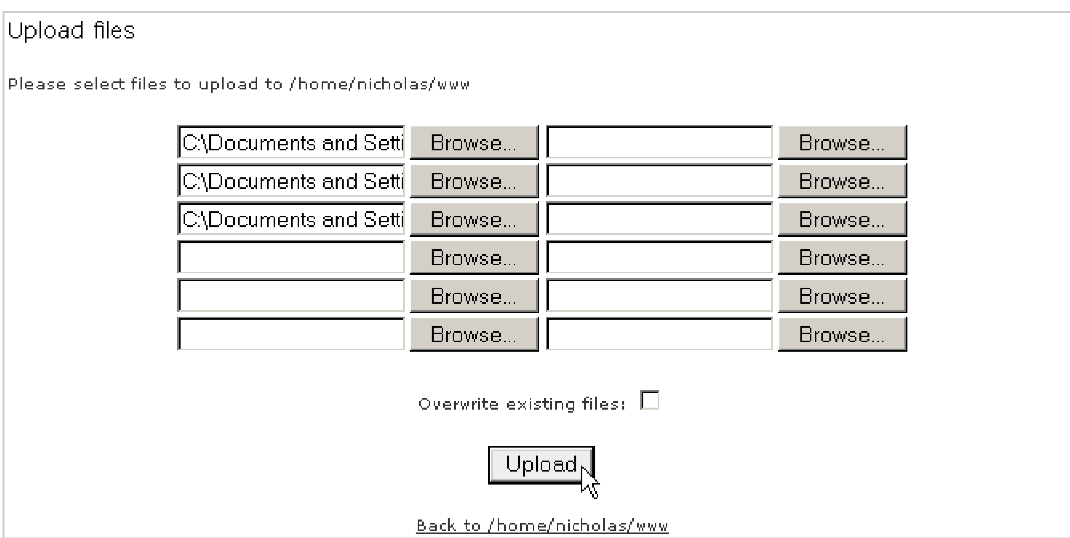


Figure 3.35: Uploading files in File Manager

Creating a new file

For small text files it can be easier to create them online, rather than on your home computer and uploading the file. You can create text files, such as HTML, PHP, or plain TXT, but not binary files.

To create a new file:

1. Navigate to the folder where you want to create your text file.
2. Click on the **Create New File** link.
3. Enter the name of the file to be created in the available field in the top-right corner of your window. You **do** need to add the file extension to the name, for example **script.pl** for a Perl script, not just **script**.
4. Select the type of document from the drop-down list. Each type of file adds specific information to the text file:
   - **Text Document** – No text is added to the file.
   - **HTML Document** – No text is added to the file.
   - **Perl Script** – Automatically adds the path to Perl to the top of the file. Make sure to double-check that the path is correct.
   - **Shell Script** – Automatically adds the path to the Shell executable to the top of the file. Make sure to double-check that the path is correct.
5. Click on the 

button. The file has now been created and the display updated to show the new file. Refer to page 40 to add text to these new files.

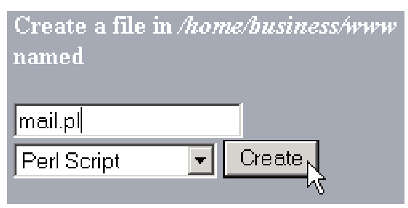


Figure 3.36: Creating a new file

Editing a file

Editing a pre-existing file through File Manager allows you to make immediate changes to your web site, without having to upload a new version of the file. This is useful for small changes, but would be inefficient for large amounts of coding.

To edit a file:

1. Navigate to the folder where the file is located.
2. Click on the name of the file.
3. Click on the **Edit File** link in the top-right corner of your window. This will open a new window with the contents of the file displayed.

   Note: Clicking on the **Show File** link will display the contents of the file. However, you will not be able to make any changes to the file.
4. Alter the text of the file as you wish.

5. Click on the 

button when you have finished altering the file. The file has been saved and any changes will take effect from now on.

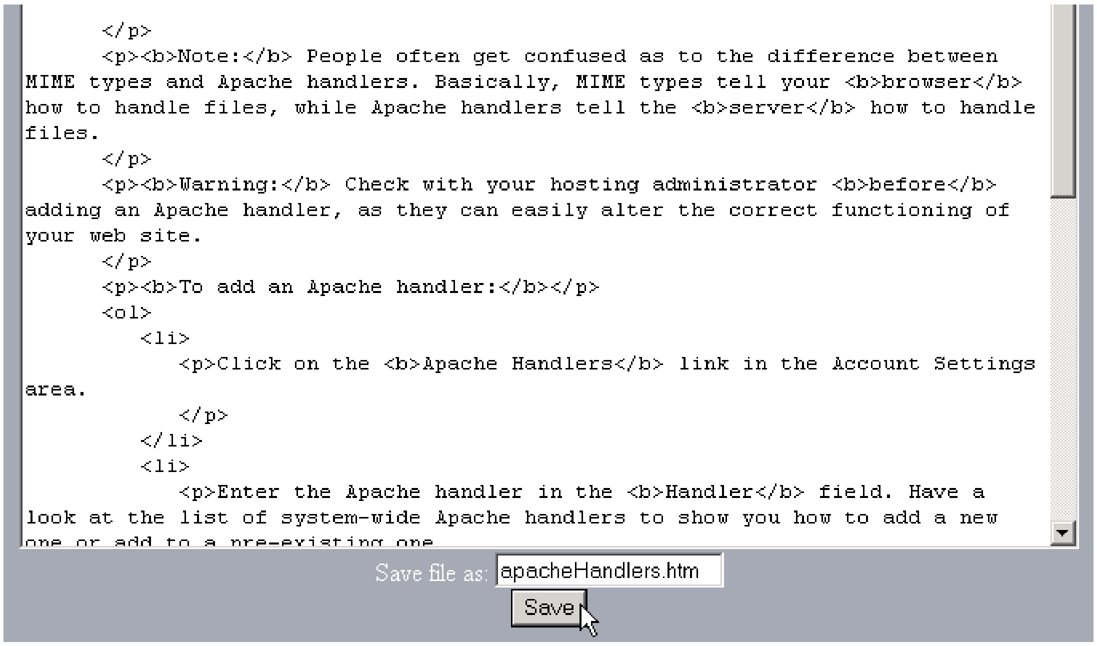


Figure 3.37: Editing a file

Renaming a file or folder

You can quickly rename a file or folder if you originally labeled a file or folder with the wrong name, or if the name needs to be updated. This is useful if a small number of files need to be changed, since you do not need to upload any files for the changes to take effect, but inefficient if you needed to rename your entire site.

To rename a file or folder:

1. Navigate to the file or folder.
2. Click on the **Rename File** link in the top-right corner of your window.
3. Enter the new name for the file or folder in the text field. You need to enter an extension if it is a file, such as **.html** for HTML files.
4. Click on the 

button. The file name has now been changed and the display updated to show the modified file.

Figure 3.38: Renaming a file or folder

Changing file/folder permissions

All files on UNIX (including Linux and other UNIX variants) machines have access permissions. These tell the operating system how to deal with requests to access these files. There are three types of access:

- **Read** – Denoted as **r**, files with read access can be displayed to the user.
- **Write** – Denoted as **w**, files with write access can be modified by the user.
- **Execute** – Denoted as **x**, files with execute access can be executed as programs by the user.

Access types are set for three types of user group:

- **User** – the owner of the file.
- **Group** – other files which are in the same folder or group.
- **World** – everyone else.

The web server needs to be able to read your web pages in order to be able to display them in a browser. The following permissions need to be set in order for your web site to function properly.

- All HTML files and images need to be readable by others. The setting for this is 644 (readable by User, Group, and World, and writable by User), and is set automatically when you upload files.
- All folders need to be executable by others. The setting for this is 755 (readable by User, Group, and World, writable by User, executable by User, Group, and World), and is set automatically when you create a folder.
- All CGI files (all files in the **cgi-bin** folder) need to be executable by other. The setting for this is 755 (readable by User, Group, and World, writable by User, executable by User, Group, and World), and is **not** set automatically when you upload files. You need to change file permissions manually. Refer to the page 67 topic for more information.

Warning: It is important that none of your files or folders are writable by anyone else. Any file or folder which is writable by others can be **erased** by them. Generally there is no problem, just be careful in how you set your permissions.

To change file or folder permissions:

1. Navigate to the file or folder that you need to change.
2. Click on the name of the file or folder.
3. Click on the **Change Permissions** link in the top-right corner of the window.
4. Click on as many tick boxes as you require to create the right permission. The permission numbers underneath the tick boxes will update automatically.
5. Click on the 

button when you have finished setting the permission. The new permission level has now been saved and the display updated to show the modified file.

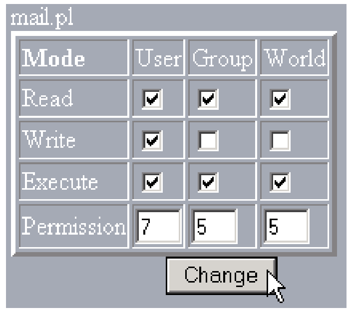


Figure 3.39: Changing file or folder permissions

Deleting a file or folder

CPanel includes a Trash folder, which operates the same way as the Windows Recycle Bin. All deleted files are automatically placed in the Trash folder and can be restored to their original positions by a simple click. However, once you empty the Trash folder, the files are permanently deleted. Refer to page 44 for more information.

To delete a file or folder:

1. Navigate to the file(s) or folder(s) that you want to delete.
2. Click on the name of the file or folder to display the item's properties in the top-right corner of your window.
3. Click on the **Delete File** link. The deleted file or folder is now displayed in the Trash area. Refer to page 43 if you deleted the wrong file or folder by accident.

Figure 3.40: Deleting a file

Restoring an item from the Trash

You can easily restore a deleted file from the Trash by moving it from the Trash to another folder. Restored folders are automatically moved back to their original location. However, you will not be able to restore the item if you have emptied the Trash since deleting it – it has been permanently destroyed.

To restore an item from the Trash:

1. Click on the icon of the item that you want to restore in the Trash area on the bottom-right of the window. The folder or file will be automatically returned to its original location.

Figure 3.41: Restoring a file from the Trash

Emptying the Trash

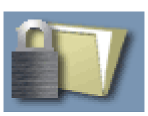
Warning: Make sure you do not need any of the files or folders in the Trash before you empty it, because the files are deleted permanently once the Trash is emptied.

To empty the Trash:

1. Click on the **Empty trash** link in the Trash area. All of the files in the Trash have now been permanently deleted.

Figure 3.42: Emptying the Trash

3.5.2 Web Protect Directories

 You can protect directories within your site from browsers by using a password to protect them. This allows you to restrict material to only authorized users or store sensitive material online. This has the same appearance and effect as the password protection on CPanel.

To password protect a directory:

1. Click on the **Web Protect** link in the Account Settings area.
2. Navigate to the directory that you want to protect. Select a folder by clicking on the folder name link, or open a folder by clicking on the folder icon.
3. Click on the tick box next to the 

icon.
4. Enter the name that you want to appear in the **Protected Resource Name** field. This is optional and purely for the user's benefit.
5. Click on the 

button.

   Generally, you now need to add at least one authorized user to enable access to the directory. Refer to page 45 for more information.

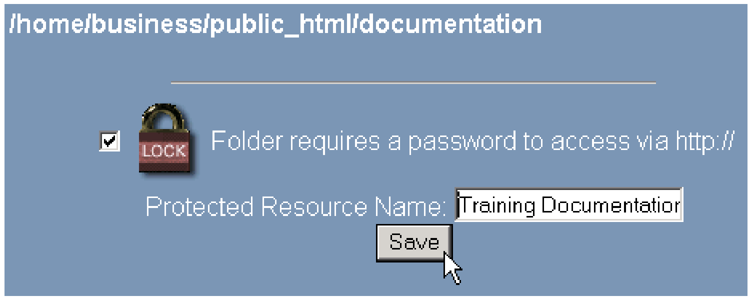


Figure 3.43: Protecting a directory with a password

Adding an authorized user

You can control who can access protected directories by adding authorized users. Generally, at least one authorized user needs to be added, otherwise no-one will not be able to view the directory.

To add or modify an authorized user:

1. Click on the **Web Protect** link in the Account Settings area.
2. Navigate to the required directory. Select a folder by clicking on the folder name link. Open a folder by clicking on the folder icon.
3. Enter the user's name in the **Username** field, and their password in the **Password** field.
4. Click on the 

button.

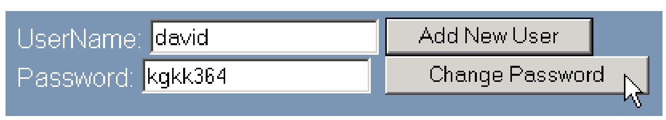


Figure 3.44: Adding an authorized user

Changing an authorized user's password

You can change an authorized user's password at any time. This is useful if they have forgotten their password or they think someone has access to their account. It is a good idea to regularly change passwords.

To change an authorized user's password:

1. Click on the **Web Protect** link in the Account Settings area.
2. Navigate to the required directory. Select a folder by clicking on the folder name link. Open a folder by clicking on the folder icon.
3. Enter the user's name in the **Username** field, and their new password in the **Password** field.
4. Click on the 

button.

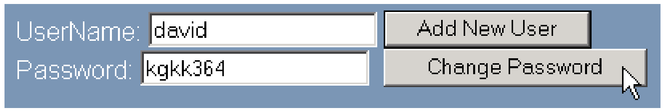


Figure 3.45: Changing an authorized user's password

Removing an authorized user

Remove authorized users when they no longer should have access to a particular directory. This maintenance task is often forgotten and leaves a hole in your security, so remember to perform this procedure as soon as it is required.

To remove an authorized user:

1. Click on the **Web Protect** link in the Account Settings area.
2. Navigate to the required directory. Select a folder by clicking on the folder name link. Open a folder by clicking on the folder icon.
3. Select the required user in the **Active Users** list.
4. Click on the  button.

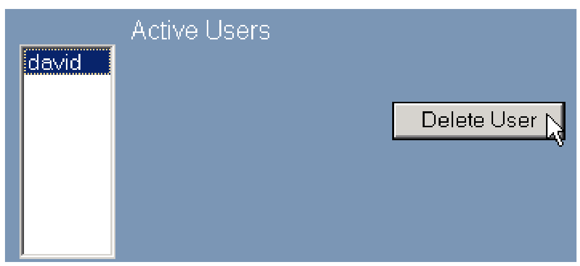


Figure 3.46: Removing an authorized user

Removing password protection

Removing password protection is as simple as adding it. You do not need to remove user authorization for the directory, as all the users will be automatically deleted when you remove the password protection.

To remove password protection from a directory:

1. Click on the **Web Protect** link in the Account Settings area.
2. Navigate to the protected directory. Select a folder by clicking on the folder name link. Open a folder by clicking on the folder icon.
3. Untick the tick box next to the  icon.
4. Click on the  button.

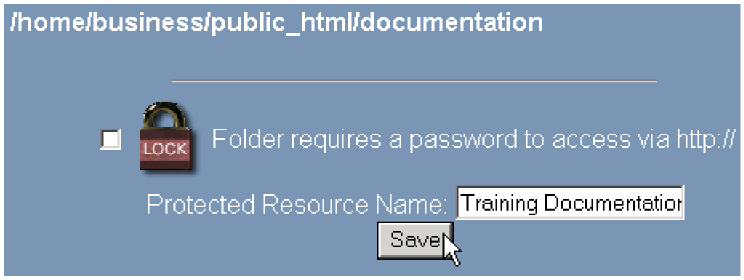
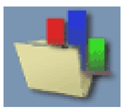


Figure 3.47: Removing password protection

3.5.3 Raw access logs


You can download the raw access logs that contain all the recorded hit information that your site has received. These logs are only really useful if you have a preferred reporting tool that you prefer to use, rather than the variety of reporting tools presented in this section.

To download the raw access logs:

1. Click on the **Raw Access Logs** link in the Access Menu area.
2. Save the file to disk.

   Note: The access logs are in .gz (GZIP compression) format.

3.5.4 Backup


The Backup area allows you to download the daily backup file of your entire web site, or a particular MySQL, alias, or filter backup file. If your computer crashes, or your personal backups are destroyed, these files allow you to recover your site in a convenient manner (you could also use FTP to download each file – more control, but it would take longer). How often a backup is created is decided by your web host. Contact your hosting administrator for more details.

Important: You should keep your own backup copy of your web site as well. Do not rely solely on the backup provided by your web host. Having multiple backups in different locations provides security against permanently losing information.

Note: A complete web site backup file includes everything – from web pages to images to scripts to access logs. A large site will have a large backup file, and will take some time to download.

To download a backup file:

1. Click on the **Backup** link in the Access Menu area.
2. Click on the link underneath the required area to download today's backup file. Refer to page 48 if you need to generate a backup first before downloading it.

   Note: To download any previous stored backups, click on the **Generate/Download a Full Backup** link, and click on any backup that is listed.

Figure 3.48: Downloading a backup file

3. Save the file to disk.

   Note for Windows users: This file is in .tar.gz format (a GZIP archive file that contains a TAR archive file). This is a common archive format used on Unix machines, in the same way that .zip is a common Windows archive format. Most compression utilities should be able to uncompress a .tar.gz file.

Generating a backup

You can generate a backup at any time. This is useful if you have just made some changes to the site and you do not want to have to wait for the routine backup (usually daily or weekly) before downloading the backup.

To generate a backup:

1. Click on the **Backup** link in the Access Menu area.
2. Click on the **Generate/Download a Full Backup** link.
3. Click on the location for the backup from the **Backup Destination** drop-down list. The following locations are available:
   - **Home Directory** – Saves the backup in the **public_html** level of your site.
   - **Remote Ftp Server** – Saves the backup on a specified remote FTP server.
   - **Remote Ftp Server (passive mode transfer)** – Saves the backup on a specified remote FTP server that will only accept passive (PASV) mode FTP transfer. Please refer to your hosting administrator or the remote FTP server if you have questions about passive mode transfer.
4. Enter your email address in the **Email Address** field. An email will be sent to this address when the backup has completed.
5. Enter the FTP address, user name, and password in the **Remote Server**, **Remote User**, and **Remote Password** fields if you are saving the backup file at a remote location.
6. Click on the Generate Backup button. An email will be sent to the specified address when the backup has finished and can be downloaded.

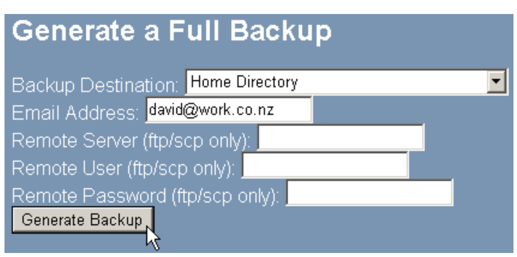


Figure 3.49: Generating a backup

Restoring your web site from a backup

In the unlikely event that your web site or other files are deleted from your web host's servers, you can restore the web site using your most recent backup file.

To restore your web site from a backup file:

1. Click on the **Backup** link in the Access Menu area.
2. Click on the 

 button next to the relevant area that you want to restore.
3. Search for and double-click on the relevant backup file (in .gz format).
4. Click on the 

 button.

   Note: You may need to wait for a few minutes to upload and restore a large web site file.

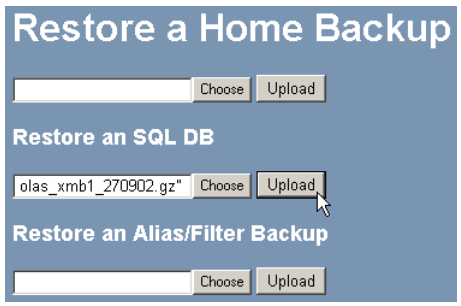


Figure 3.50: Restoring your web site from a backup file

3.5.5 SSL Shell

SSL stands for Secure Sockets Layer, which is a means of providing encrypted communications on the Internet. CPanel provides you with an online SSL Shell (an application) that allows you to log in to the Linux computer that is your web server and make changes at the server side. You use Telnet (the Internet standard protocol for remote login) commands through the SSL Shell to activate the web server. **Note:** If you do not know exactly what you are doing, you can potentially cause problems on your web server. Please contact your hosting administrator if you are not sure how to use SSL.

Some useful links:

- Introduction to Linux commands – an easy introduction to using a Linux computer.
- Directory of Linux Commands – good reference site of Linux commands.
- MindTerm – an OpenSource Java SSL Shell used in CPanel.
- PuTTy – an excellent Telnet/SSL utility: small; fast; and free (for Windows).

To use the SSL Shell:

1. Click on the **SSL Shell / Telnet** link in the Access Menu area.

   Note: You need to have Java Applets enabled on your browser for the SSL Shell to start.

2. You are now in the SSL Shell window. Press the **Enter** key to logon. Please refer to the links at the beginning of this topic if you need more information about logging on and what you can do through the SSL Shell.

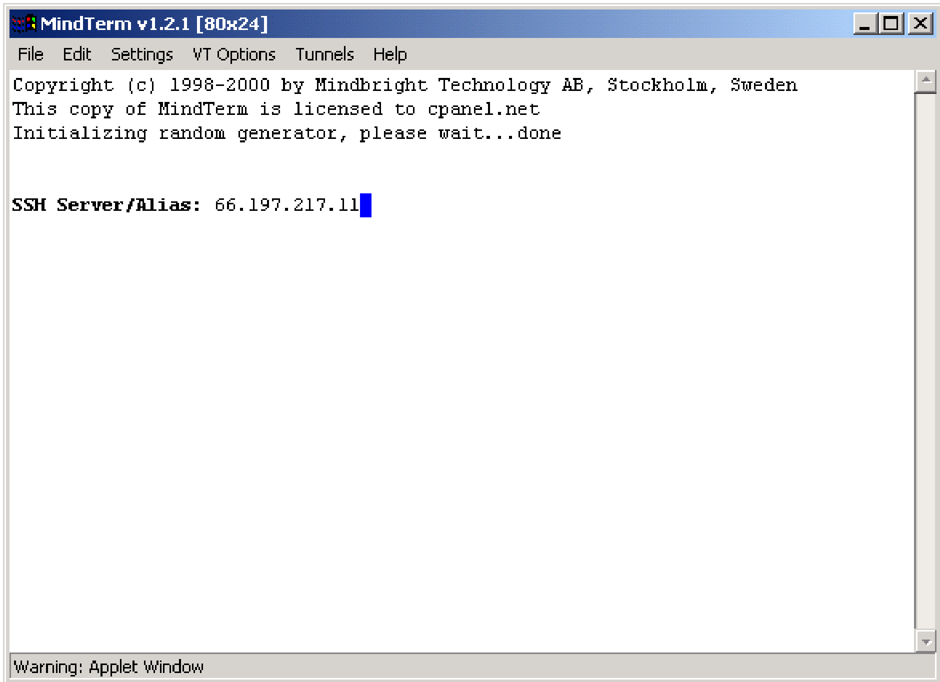


Figure 3.51: MindTerm SSL Shell window

3.5.6 Index Manager

The Index Manager enables you to control how directories on your web site are displayed. If there is no index.html in a particular directory, the contents of the directory will be displayed to the browser. This is usually undesirable and can cause security issues. You can set the four different options for any directory through the Index Manager:

- **Default System Setting** – Use the system setting for your hosting machine. This is set for all directories by default.
- **No Indexes** – Do not use any indexes. Any browser that accesses this directory will see a list of all files in the directory.
- **Standard Indexing (text only)** – Prevents browsers from viewing the contents of this directory. The browser receives a 403 (Forbidden) error. This option should be used for directories that do not contain image files.
- **Fancying Indexing (graphics)** – Prevents browsers from viewing the contents of this directory. The browser receives a 403 (Forbidden) error. This option should be used for directories that do contain image files.

To change index settings for a directory:

1. Click on the **Index Manager** link in the Access Menu area.
2. Navigate to the folder that you want to alter and click on its name.
3. Click on the radio button next to the option that you want to use for this folder.
4. Click on the 

button.

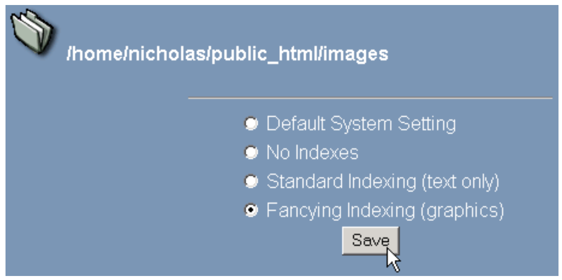


Figure 3.52: Changing index settings for a directory

3.6 Advanced Menu

The Advanced Menu area deals with a number of options that you normally would not need to use very often, including cron jobs, mime types, Apache handlers, and a number of other useful tools. Generally you only need to use these tools to perform unusual tasks. mySQL database control is also situated in this area, and is becoming a very popular tool in web site design.

Figure 3.53: Advanced Menu

3.6.1 mySQL

SQL stands for Structured Query Language. SQL is a international standard in querying and retrieving information from databases. mySQL is essentially an SQL server – it responds to requests for information that are written in SQL. You can communicate with mySQL using a wide variety of programming languages (PHP being one of the most common). mySQL is Open Source software and generally free for use. Refer to the following links for more information about mySQL :

- mySQL FAQ – a good place to start.
- mySQL and PHP tutorial – a good introduction to using the two Open Source technologies together.

To create a mySQL database:

1. Click on the **MySQL Databases** link in the Advanced Menu area.
2. Enter the name of the database in the **Db** field.
3. Click on the 

button. The database will be added to the **/var/lib/mysql** folder.

   You need to create at least one database user and grant that user permission to use the new database. Refer to page 53 and page 53 for more information.

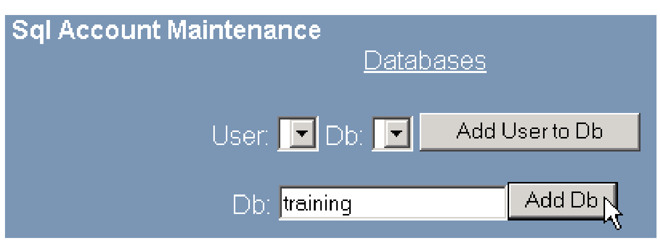


Figure 3.54: Creating a mySQL database

Removing a database

Removing a database will delete that database from it's online location. Be sure that you have saved a copy of the database if you want to keep any of the information in the database. Removing a database will not remove any user's but it will remove all user's permissions to that database.

To remove a database:

1. Click on the **MySQL Databases** link in the Advanced Menu area.
2. Click on the  button next to the specific database.

Creating a mySQL user

You need to create a mySQL user before that user is able to use the database. This does not automatically allow the user to use a database – you need to grant that user permissions to the specific database first. Refer to page 53 for more information.

To create a mySQL user:

1. Click on the **MySQL Databases** link in the Advanced Menu area.
2. Enter the user's name in the **Username** field and the user's password in the **Password** field.
3. Click on the  button.

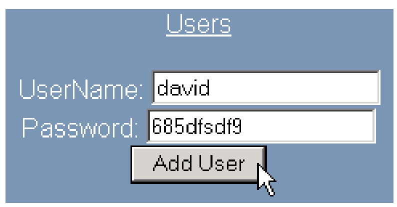


Figure 3.55: Creating a mySQL user

Removing a user

Removing a user deletes that user – it removes all database permissions that the user has and does not allow that user access to any mySQL databases.

To remove a user:

1. Click on the **MySQL Databases** link in the Advanced Menu area.
2. Click on the  button next to the specific user in the **Users** area.

Grant a user's permissions to a mySQL database

Once you have created a user to use a database you need to grant that user permission to use the database. If you have not yet created a user, refer to page 53 for more information.

To grant user permissions to a mySQL database:

1. Click on the **MySQL Databases** link in the Advanced Menu area.

2. Choose the specific user from the **User** drop-down list and the specific database to grant permissions to from the **Db** drop-down list.

3. Click on the 

button. The user now has permission to use that database and sample connection strings are shown in the mySQL window.

Figure 3.56: Granting a user's permissions to a mySQL database

Removing a user's permissions

A user will no longer be able to access a particular database when you have removed their permissions to that database.

To remove a user's permissions:

1. Click on the **MySQL Databases** link in the Advanced Menu area.

2. Click on the 

button next to the specific user underneath the name of the database in the **Databases** area.

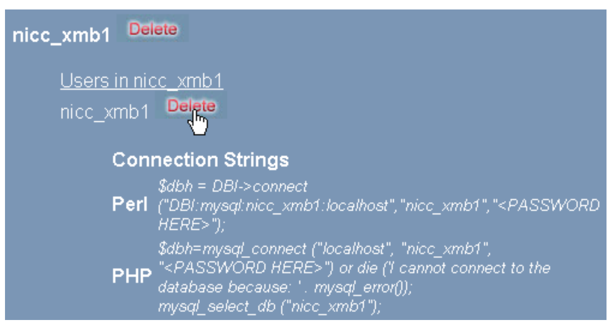


Figure 3.57: Removing a user's permissions

Managing mySQL databases

CPanel includes a web-based mySQL management tool called phpMyAdmin. This tool allows you to manage all aspects of your database structure and data. Refer to the **phpMyAdmin documentation** link, which is **http://yourURL/3rdparty/phpMyAdmin/Documentation.html**, if you need to know more about using phpMyAdmin.

To manage mySQL databases using phpMyAdmin:

1. Click on the **MySQL Databases** link in the Advanced Menu area.

2. Click on the **phpMyAdmin** link at the base of the window. Refer to the **phpMyAdmin documentation** link, which is **http://yourURL/3rdparty/phpMyAdmin/Documentation.html**, if you need to know more about using phpMyAdmin.

Adding host access

You can allow external web servers to access your mySQL databases by adding their domain name to the list of hosts that are able to access databases on your web site. **localhost** stands for your own web server.

To add host access:

1. Click on the **MySQL Databases** link in the Advanced Menu area.
2. Enter the domain name or IP number of the host that you wish to add in the **Host** field.
3. Click on the 

button.

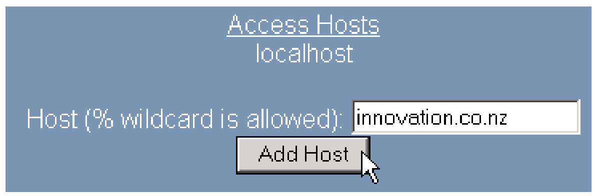


Figure 3.58: Adding host access

Removing host access

You can remove an external web server's access to your mySQL databases at any time.

To remove host access:

1. Click on the **MySQL Databases** link in the Advanced Menu area.
2. Click on the 

button next to the web server that you want to remove.

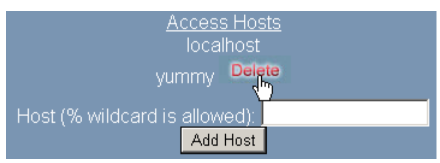


Figure 3.59: Removing host access

3.6.2 Cron Jobs

Cron jobs allow you to automate repetitive tasks on the server that hosts your web site. This is a powerful tool that allows you to take a hands-free approach to repetitive tasks. For example, you could add a cron job that automatically copies a mySQL database to a separate location on your site as a backup. **Warning:** You need to have a good knowledge of Linux commands before you can use cron jobs effectively. Check your script with your hosting administrator **before** adding a cron job.

To add or modify a cron job:

1. Click on the **Cron Jobs** link in the Advanced Menu area.
2. Enter the times for the cron job in the **Minute**, **Hour**, **Day**, **Month**, or **Weekday** fields. Refer to the following page to check exactly how to enter values in these fields – http://www.redhat.com/support/resources/tips/cron/cron.html .
3. Enter the cron job script in the **Command** field.
4. Click on the 

button. Your cron job has now been added or updated.

   Note: You can always click on the 

button to change the cron job back to whatever it was before you started entering information.

Figure 3.60: Adding a cron job

Deleting a cron job

You can delete any cron job at any time. If you are unsure what a cron job is doing it is safer to delete it and check the code with your hosting administrator.

To delete a cron job:

1. Click on the **Cron Jobs** link in the Advanced Menu area.
2. Click on the 

button next to the required cron job.

3.6.3 Mime Types

Mime types tell browsers how to handle specific extensions. Most Mime types are set globally on the server. For example, the text/html Mime type equates to htm, html, and shtml extensions on most servers, and this tells your browser to interpret all files with those extensions as HTML files. You can alter or add new Mime types specifically for your site (note that you can not alter the global Mime type values, only add to them). Mime types are often used to handle new technologies as they appear. When WAP technology first appeared no-one had these extensions set up on their server. With Mime types, however, you could have set it up yourself and begun serving WAP pages immediately. **Warning:** Make sure you check the list of pre-existing Mime types before adding new ones. Check with your hosting administrator **before** adding a Mime type, as they can easily alter the correct functioning of your web site.

Note: People often get confused as to the difference between Mime types and Apache handlers. Basically, Mime types tell your **browser** how to handle files, while Apache handlers tell the **server** how to handle files.

To add a Mime type:

1. Click on the **Mime Types** link in the Advanced Menu area.
2. Enter the Mime type that you want to add in the **Mime Type** field. Have a look at the list of system-wide Mime types to show you how to add a new one or add to a pre-existing one.

3. Enter the file extension in the **Extension(s)** field.
4. Click on the Add button.

Figure 3.61: Adding a Mime type

Deleting a Mime type

You can delete any custom Mime types at any time. However, you can not delete system-wide Mime types – please contact your hosting administrator if you have a problem with one of these.

To delete a Mime type:

1. Click on the **Mime Types** link in the Advanced Menu area.
2. A list of customized Mime types is displayed underneath the **User Defined Mime Types** area. Enter the details of one of these in the **Mime Type** and **Extension(s)** fields.
3. Click on the Delete button.

3.6.4 Apache Handlers

Apache is an open-source HTTP server, and is used to serve your site. Apache handlers tell the server how to deal with web files that need to be processed on the server. For example, Apache is set up to process files with .pl extensions using Perl. However, if for some reason you also wanted to process files with .script extension using Perl, then you would have to set up a custom Apache handler for your site. **Note:** People often get confused as to the difference between Mime types and Apache handlers. Basically, Mime types tell your **browser** how to handle files, while Apache handlers tell the **server** how to handle files.

Warning: Check with your hosting administrator **before** adding an Apache handler, as they can easily alter the correct functioning of your web site.

To add an Apache handler:

1. Click on the **Apache Handlers** link in the Advanced Menu area.
2. Enter the file extension in the **Extension(s)** field. You need to add the **.** before the extension name.
3. Enter the Apache handler in the **Handler** field. Have a look at the list of system-wide Apache handlers to show you how to add a new one or add to a pre-existing one.
4. Click on the Add button.

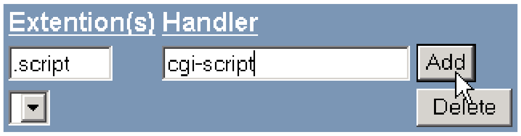


Figure 3.62: Adding an Apache handler

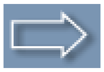
Deleting an Apache handler

You can delete any custom Apache handler at any time. However, you can not delete system-wide Apache handlers – please contact your hosting administrator if you have a problem with one of these.

To delete an Apache handler:

1. Click on the **Apache Handlers** link in the Advanced Menu area.
2. A list of customized Apache handlers is displayed underneath the **User Defined Handlers** area. Enter the details of one of these in the **Extension(s)** and **Handler** fields.
3. Click on the  button.

3.6.5 Redirects

 The Redirects area allows you to redirect Internet traffics from one web page to another. This is usually used when a web page has been moved to another location.

To set up a redirect:

1. Click on the **Redirects** link in the Advanced Menu area.
2. Enter the address of the web page to move in the first field.
3. Enter the redirection address in the second field.
4. Choose one of the following options in the drop-down list:
   - **Temporary** – This tells Internet traffic agents (browsers, search engines, etc.) that this is only a temporary redirection, and that they should return to this initial location again in the future for the same page.
   - **Permanent** – This tells the Internet traffic agents to go to the redirection address in the future, as the old address will never be used again.
5. Click on the  button.

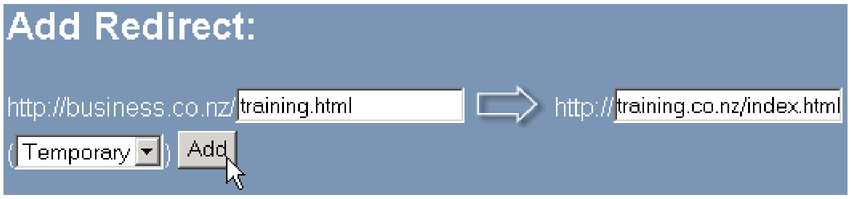


Figure 3.63: Redirecting a web page

Removing a redirect

You can remove a redirect at any time. There is no way to modify a redirect – if you need to change the details of an existing redirect, you need to delete the existing one and start again.

To remove a redirect:

1. Click on the **Redirects** link in the Advanced Menu area.
2. Click on the required redirect in the **Remove Redirect** drop-down list.
3. Click on the 

 button.

3.6.6 Preventing hotlinks

Hotlinking is when another web site owner links directly to one or more of your images or multimedia files and includes it on their web page. Not only is this theft of your intellectual property, you are paying for the bandwidth used by that site. Refer to this article for more information on hotlinking. CPanel can prevent hotlinking by only allowing named sites (such as your own web site) to access files on your site.

To prevent hotlinking:

1. Click on the **HotLink Preventor** link in the Advanced Menu area.
2. Enter any other addresses that you will allow to access your site other than the provided defaults in the central area.
3. Enter the protected extensions in the **Extensions to allow** field. Make sure you separate each extension with a comma.
4. Enter the address to redirect any hotlinking to in the **Url to Redirect to** field.
5. Click on the 

 button.

Figure 3.64: Enabling hotlink protection

Disabling hotlink protection

You can disable hotlink protection at any time.

To disable hotlink protection:

1. Click on the **HotLink Preventor** link in the Advanced Menu area.
2. Click on the 

button.

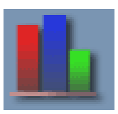
Figure 3.65: Disabling hotlink protection

3.7 Tools

The Tools area contains a large number of different utilities, from web site statistics to pre-installed CGI scripts and shopping carts, to Frontpage Extensions and OpenPGP keys.

Figure 3.66: Tools

3.7.1 Web / FTP Statistics

 The Web / FTP Statistics area presents you with a wide variety of information about your web site, from the latest visitors to a detailed monthly summary of hits, as well as providing an error log. Use the Statistics tools to keep track of what pages are being visited most often, and where they are being referred from. For more information about exactly what these web site statistics actually mean, refer to the following excellent articles:

- Measuring Web Site Usage
- How the web works

Figure 3.67: Statistics

Analog

 The Analog reporting tools presents the most comprehensive coverage of web server statistics available for your web site using CPanel. Refer to the following links for more information about the Analog tool:

- Analog documentation – All available Analog documentation.
- Analog reports – A detailed description of all available Analog reports.

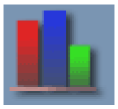
To use the Analog tool:

1. Click on the **Analog** link in the Web / FTP Stats area.

2. Click on the month that you are interested in.

3. You are now presented with the Web Server Statistics page for your web site. You can browse the report online, or print it for more detailed perusal offline. Take your time – there is a lot of information available.

Webalizer



The Webalizer tool creates a graphical summary display of usage of your site. This is useful to give you a quick and clear overview of your web site activity.

To use Webalizer:

1. Click on the **Webalizer** link in the Web / FTP Stats area.

2. Browse the results.

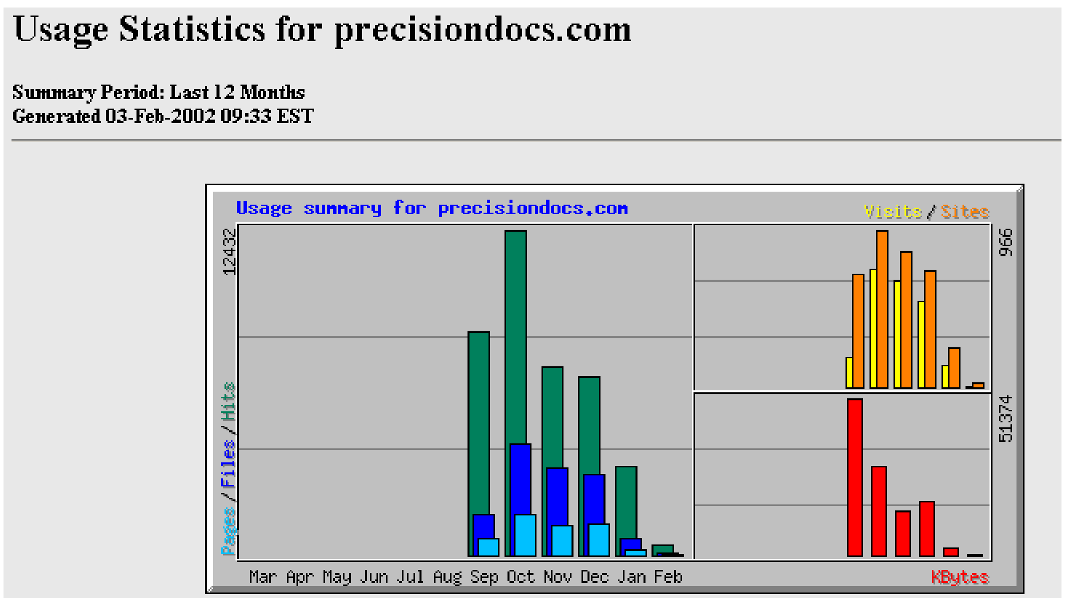


Figure 3.68: Using Webalizer

Latest visitors

This quick tool lists the last 300 visitors that have visited your site in the last 24 hours. Note that visitors are defined as requests from servers, not individual people.

To view the most recent visitors:

1. Click on the **Latest Visitors** link in the Web / FTP Stats area.

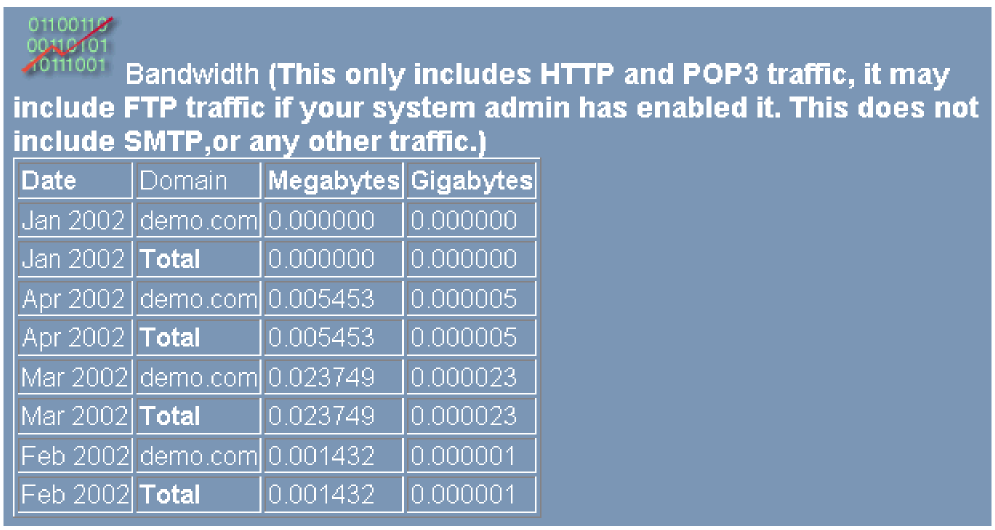
2. Browse the results. You can click on the **Referrer** link to open the referring site page, or click on the **URL** link to open the file that was requested.

Bandwidth

The Bandwidth tool generates an overall summary of the amount of bandwidth that your site is using. This is generated from HTTP traffic (looking at your web site, downloading files, etc.) and possibly FTP traffic. However, this does not include any other type of traffic, the most notable of which is POP3 – email. Depending on what files you send and receive through e-mail, this amount could be considerable. Contact your hosting administrator if you want to check how much bandwidth you are using.

To check how much bandwidth is being used:

1. Click on the **Bandwidth** link in the Web / FTP Stats area.
2. Browse the results.


Bandwidth **(This only includes HTTP and POP3 traffic, it may include FTP traffic if your system admin has enabled it. This does not include SMTP,or any other traffic.)**

Date	Domain	Megabytes	Gigabytes
Jan 2002	demo.com	0.000000	0.000000
Jan 2002	**Total**	0.000000	0.000000
Apr 2002	demo.com	0.005453	0.000005
Apr 2002	**Total**	0.005453	0.000005
Mar 2002	demo.com	0.023749	0.000023
Mar 2002	**Total**	0.023749	0.000023
Feb 2002	demo.com	0.001432	0.000001
Feb 2002	**Total**	0.001432	0.000001

Figure 3.69: Checking how much bandwidth is being used

Error Log

The error log contains all HTTP errors that occur when visitors attempt to view your site, such as requested files not found, etc. The Error Log tool is a presentation of the last 300 entries in your error log. A central use of this tool is to locate suspicious server activity, such as attempted virus attacks. Please contact your hosting administrator if you have concerns about activity in your error logs.

To check your error log:

1. Click on the **Error Log** link in the Web / FTP Stats area.
2. Browse the results.

3.7.2 Chat Room

 Chat rooms are scripts that allow any number of logged-in users to have a typed, real-time, on-line conversation. There are several pre-installed chat scripts available:

- **Entropy Chat** – a simple chat script that offers basic features.
- **Melange Chat System** – a Java chat script that offers more advanced features.
- **phpMyChat** – a PHP/mySQL chat combination with a number of features.

Which script you choose is entirely up to you. As always, if the available script are inappropriate, there are many free and chargeable scripts available on the Internet.

Entropy Chat

 Entropy Chat is a simple chat script that offers basic features.

To install Entropy Chat:

1. Click on the on the **Chat Room** link in the Tools area.
2. Copy and paste the displayed HTML code in the Install Entropy Chat section into your web page. Feel free to alter the appearance of the form as required.
3. Upload your page and test the script.

Put this html in your webpage to make a chat room gateway:

```
<form target="entropychat" action="http://business.co.nz:2084/">
Nick Name: <input type="text" name="nick" value="">
<input type="hidden" name="channel" value="business.co.nz">
<input type="submit" value="Enter Chat">
</form>
```

Figure 3.70: Installing Entropy Chat

Melange Chat System

 The Melange Chat System is a Java chat script that offers a number of advanced features. The steps below are only for installation – for more information detailed information about using the Melange Chat System, please refer to the user guide .

To install Melange Chat System:

1. Click on the on the **Chat Room** link in the Tools area.
2. Copy and paste the displayed HTML code in the Install Java Chatroom section into your web page as a link.

3. Upload your page and test the script.

Figure 3.71: Installing Melange Chat

phpMyChat

 phpMyChat is a PHP chat room script that uses a mySQL database to store information. Refer to the phpMyChat home page for more information about this script.

To install phpMyChat:

1. Click on the on the **phpMyChat Room** link in the Tools area.
2. Enter the directory in which to install phpMyChat in the available field. This must be a top-level directory on your site.
3. Enter the administrator's user name and password in the **Admin Username** and **Admin Password** fields.
4. Click on the 

button.
5. Click on the entry page link to go to the new chat room.

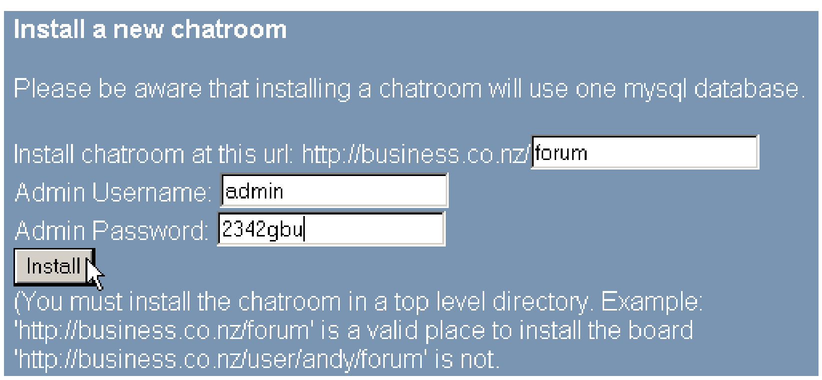


Figure 3.72: Installing phpMyChat

3.7.3 Addon Scripts

Your web hosting provider may include a variety of additional scripts that you can use to add value to your web site. Please contact your hosting administrator if a script that you want to use is not available. However, you can still install a wide variety of scripts by hand. The Addon Scripts area simply provides an easy to use method of installing and uninstalling complex scripts. **Note:** The following instructions are generic and may vary depending on the script.

To install an addon script:

1. Click on the on the **Addon Scripts** link in the Tools area.
2. Click on the script that you want to install.
3. Enter an administrator username and password in the **Admin User** and **Admin Pass** fields.
4. Enter the path to the install directory in the **Install at this url** field. This must be a top-level directory.
5. Click on the 

button.

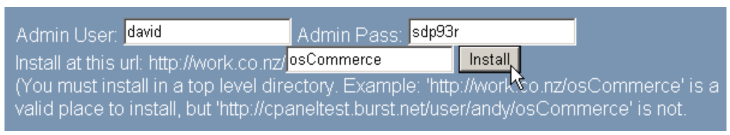


Figure 3.73: Adding a script

Modifying an addon script

CPanel provides access to the administrator's page for the installed script (if such a page is available).

To modify an addon script:

1. Click on the on the **Addon Scripts** link in the Tools area.
2. Click on the script that you want to modify.
3. Click on the link to the required installation of the script. You opens a new web page that contains administration information about the script.

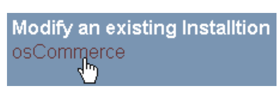


Figure 3.74: Modifying an addon script

Removing an addon script

You can uninstall an addon script at any time. **Note:** This will delete the script and all information associated with it. Make sure you have a backup of all important information unless you are sure that you want to delete the information.

To remove an addon script:

1. Click on the on the **Addon Scripts** link in the Tools area.
2. Click on the script that you want to remove.
3. Click on the required installation in the available drop-down list.

4. Click on the 

button.

Figure 3.75: Removing an addon script

3.7.4 CGI Scripts

This CGI Center area allows you to use some pre-installed CGI scripts through CPanel. This section contains information about using these scripts, as well as using CGI scripts in general.

Figure 3.76: CGI Scripts

Introduction to CGI

CGI (Common Gateway Interface) is a standard for running external programs from a Web server. CGI allows the returned HTML page to be dynamic – for example, with a CGI script you could access information in a database and format the results as part of an HTML page. Not surprisingly, CGI scripts are very popular and used extensively throughout the World Wide Web. There are a number of very good introduction to CGI documents available on the Web. The information given below is a summary of the most important points to remember when using CGI. Please refer to the following for a more in-depth introduction:

- An instantaneous introduction to CGI scripts and HTML forms – a detailed introduction.
- Ada's Introduction to CGI – a useful introduction.

Key points to bear in mind when using CGI scripts:

- The pre installed scripts available through CPanel are the easiest to use, but if a certain script does not do exactly what you want, feel free to look for better scripts on the Web. You can usually find a script to do almost anything, especially if you are prepared to pay.
- Read all available documentation on a particular script before using it. This will help avoid most problems.
- CHMOD ("Change Mode") means change the permissions on a particular file (usually the script itself). The CPanel File Manager allows you to quickly do this, as do most FTP tools.
- **Important** – after uploading **cgi-bin** scripts, **CHMOD** to **755** (unless the script documentation specifically states otherwise). For example, you need to CHMOD the pre-installed CPanel page 74 scripts to 755 to use them properly.
- Many scripts need to know the path to Perl (scripting language engine) and to sendmail (HTTP mail engine). You can find this information on the front page of CPanel.
- Make sure you test your scripts repeatedly! Testing is vital to make sure everything is working to your satisfaction.

Simple CGI Wrappper

The CGI Wrap script creates a **scgi-bin** folder at the **public_html** level of your web site. This allows you to run scripts with your own user ID. The advantage of this is that you can run scripts that have the same permissions that you do – you can write, edit, and delete files as you normally do. In a regular **cgi-bin** folder, you can only do this if you set your directory permissions to 777 (world access) and file permissions to 666, both of which are quite dangerous as anyone can now modify your web site.

The disadvantage of this is that if there is a security breach in your script that another person can exploit, they have access to your site in the same manner that you do – they can do anything. However, as long as the scripts you run in the **scgi-bin** directory are secure, you have nothing to worry about.

Be sure to read the CGI Wrap user guide for more detailed information on using CGI Wrap.

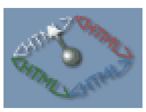
For a more detailed description of the distinction between normal and wrapped cgi, refer to this article .

To install the Simple CGI Wrapper:

1. Click on the **Simple CGI Wrapper** link in the CGI Center area.

   Your **scgi-bin** folder has now been set up. All cgi scripts that you would like to run under your own user ID should be placed in this folder.

Random HTML


This simple script allows you to insert random pieces of text into your web page. This is useful for daily quotes, helpful hints, or any other place where random text is useful.

To install the Random HTML script:

1. Click on the on the **Random HTML** link in the CGI Center area.
2. Enter each piece of random text in the box and make sure you put each piece of text on a new line. You can not include new paragraphs within the one piece of text, as the script will separate each new paragraph into a new piece of text.
3. Copy and paste the tag at the top of the page into your web page at the appropriate place.
4. Change your web page extension from .htm or .html to .shtml. This is the required file extension to use SSI (Server Side Includes).
5. Click on the  button.
6. Upload the web page and test the script.

Guestbook


This is a simple guestbook script that allows you to create a guestbook that your visitors can sign. You can modify the appearance of the guestbook, and view and manage guestbook entries. **Note:** A more advanced guestbook , with many more features, is also available. However, this does take more time to set up, and requires some mySQL knowledge.

To create a guestbook:

1. Click on the **Guestbook** link in the CGI Center area.
2. Copy and paste the HTML code at the bottom of the page to your web page. Feel free to alter the appearance of the form – as long as all the fields are available, the script will still work correctly.

   This is the minimum you need to do to get the script working – upload the file, and you're finished. Refer to page 69 if you need to customize the appearance of the guestbook.
3. Upload the finished HTML page to test the script.

Modifying the guestbook template

You can modify the appearance of your guestbook template at any time.

To modify the guestbook template:

1. Click on the **Guestbook** link in the CGI Center area.
2. Click on the **Edit Guestbook Template** link.
3. Copy and paste any HTML code that you want into the template to alter it's appearance.

   Warning: Make sure you do not delete the ¡cgi>tag. This will cause the script to stop working.
4. Click on the 

 button.
5. Upload the finished HTML page.

Viewing the guestbook

You will want to be able to view your guestbook once visitors start leaving comments. You can keep the guestbook private, or you can set it up so that anyone can view the guestbook.

To view the guestbook:

1. Click on the **Guestbook** link in the CGI Center area.
2. Click on the **View Guest Book** link.
3. You can now view the guestbook. If you want to make the guestbook available to anyone, open the viewing page in its own frame (right-click in Internet Explorer).
4. Copy the URL show in your browser when viewing the guestbook and make it a link on the same page as the sign-in form.

Managing the guestbook

You may want to delete entries in your guestbook, either when the page gets too large or if you do not want to keep certain entries. This is easily handled through CPanel.

To view the guestbook:

1. Click on the **Guestbook** link in the CGI Center area.
2. Click on the **Manage Guest Book** link.
3. Click on the **Delete This Entry** link above any entry that you no longer want.

Advanced Guestbook


The Advanced Guestbook script offers more features than the page 68 script by using PHP and a mySQL database. Refer to page 70 if you need to manage your Advanced Guestbook after it has been set up.

To install the Advanced Guestbook script:

1. Click on the **Advanced Guestbook** link in the CGI Center area.
2. Enter the directory in which to install the Advanced Guestbook in the available field. This must be a top-level directory on your site.
3. Click on the 

button.
4. Click on the available link to change the admin password on the site.

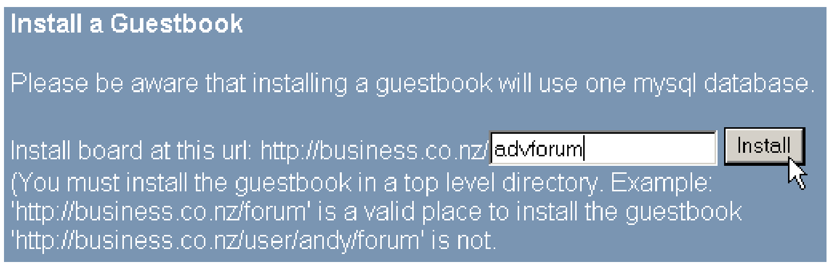


Figure 3.77: Installing the Advanced Guestbook

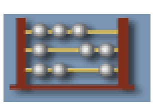
Managing the Advanced Guestbook

You can manage all aspects of each Advanced Guestbook that has been set up at any time.

To manage an Advanced Guestbook:

1. Click on the **Advanced Guestbook** link in the CGI Center area.
2. Click on the required Guestbook in the **Modify an existing Guestbook** area.

Counter Maker


The Counter Maker script allows you to create three different items that you can put on your web pages:

- Counter
- Clock
- Date

Counter

This is a simple counter that displays the number of times a particular web page has been accessed. By putting a counter on your home page, you can keep track of how many visitors have looked at your web site since the counter was created. This is useful not only for your own information, but as a means of showing visitors how popular your site is.

Clock

This is a simple clock that displays the time for the set time zone. It updates each time the page is loaded.

Another available CGI script is a Java clock , which displays the time dynamically, just like a digital watch. However, Java may not be an acceptable technology to use, depending on the browsers your visitors are using.

Date

This is a simple date display that can be customized to display in a number of different formats.

All three items can be heavily customized, as required. You can do the following:

- Choose the display style from a large number of available styles.
- Further customize the display style by replacing one color with another.
- Choose the frame color and thickness around the item.
- Set time and date formats.
- Preview the item.

To create a counter, clock, or date:

1. Click on the **Counter** link in the CGI Center area.
2. Click on the **Counter**, **Clock**, or **Date** radio button.
3. If you are creating a clock, choose the time zone and format options in the **TimeZone** and **TimeFormat** drop-down lists.
4. If you are creating a date display, choose the required date format in the **Date Format** field. M = Month, D = Day, and Y = Year.

   Example: If you choose the MMDDYY option, the 25th of December, 2003 will be displayed as 12– 25– 2003. If you choose the DDMMYY option, the same date would be displayed as 25– 12– 2003.
5. Enter the thickness of the border around the item in the **Frame Thickness** field. Zero removes any border around the item.
6. Choose the maximum digits in your counter, if required.
7. Choose the style for the item from the **Style** drop-down list. To see an example of all of the styles, click on the **See Styles** link.
8. Enter the red, green, and blue values for the border in the **Frame Color** fields. Click on the 

button to see the border color. Most graphics programs will show you RGB colors, as will the Windows Color Picker.
9. Enter the name of the counter in the **Counter Name** field. You can not duplicate item names within the same CPanel.
10. Click on the 

button to see what your item will look like. Alter the criteria fields and keep previewing until you are happy with the finished product.

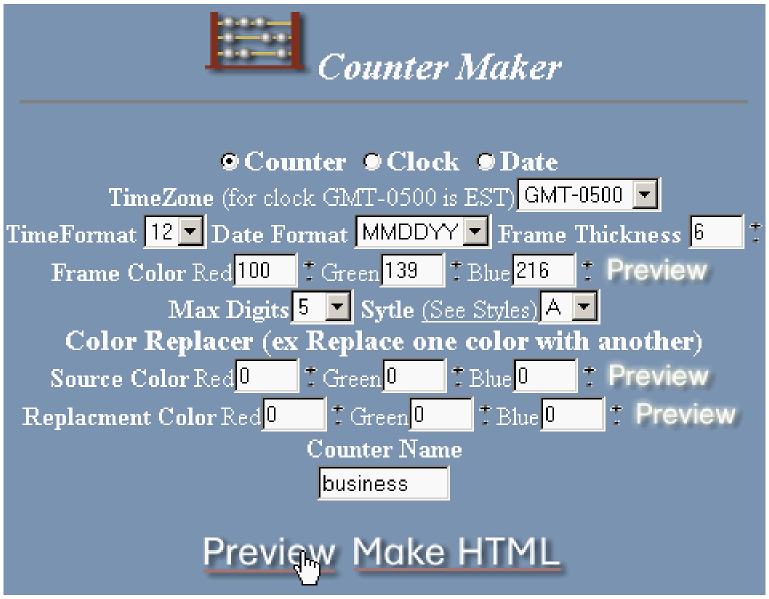


Figure 3.78: Previewing a counter

11. Click on the  button to create the HTML code that you can cut and paste into your HTML page where you want it.

12. Upload your new HTML page to see how it works.

Resetting a counter

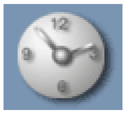
You may need to reset a counter to 0 at some stage, or set the counter number to some other number. This is easily handled in CPanel.

To reset your counter:

1. Click on the **Counter** link in the CGI Center area.
2. Enter the name of the counter in the **Counter Name** field.
3. Enter the new count number in the **New Count** field.
4. Click on the  button.

Figure 3.79: Resetting a counter

Clock

 The Java Clock Maker allows you to create a real-time, dynamic clock, that counts the time just like a digital wrist watch.

To create a Java clock:

1. Click on the **Clock** link in the CGI Center area.
2. Choose the time zone and format for the clock in the **TimeZone** and **TimeFormat** drop-down lists.
3. Choose whether you want a border or not in the **Border** drop-down list.
4. Choose whether you want the date to be shown in the **Show Date** drop-down list.
5. Alter the display and background colors in the **Foreground Color** and **Background Color** drop-down lists.
6. Click on the  button to preview the clock and create the HTML code to make it work. Alter the clock and preview the result until you are happy with the display.

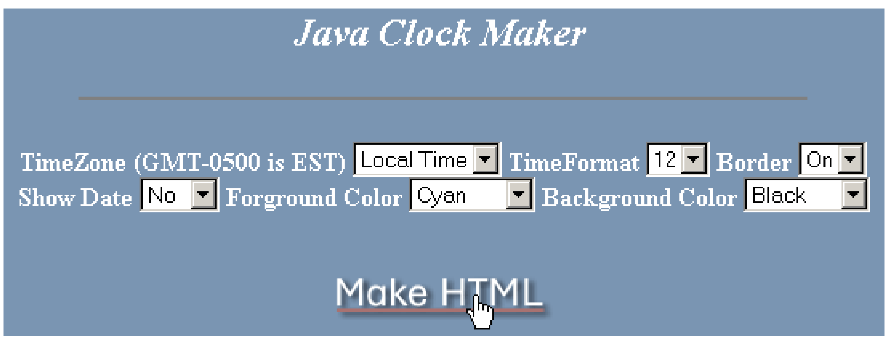
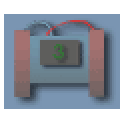


Figure 3.80: Previewing a clock

7. Copy and paste the HTML code to your web page.
8. Upload your new HTML page to test the results.

Java CountDown/CountUp Maker

 This script creates a Java countdown or countup display, to or from a particular time. **Note:** This Java applet, while easy to use, is only minimally customizable and does not present very well. Feel free to use the script as long as you understand these limitations.

To set up the Java CountDown/CountUp Maker

1. Click on the Countdown button in the CGI Center area.
2. Choose the time zone for the clock in the TimeZone drop-down list.

3. Enter the date that you are counting down to or up from in the Month, Hour, Day, and Year drop-down lists.
4. Click on the Make HTML button to preview the countdown and create the HTML code to make it work. Alter the countdown and preview the result until you are happy with the display.
5. Copy and paste the HTML code to your web page.
6. Upload your new HTML page to test the results.

CGI EMail

CGI EMail is a simple, easy-to-use script that takes the results of any form and sends them to you via email. Because it is already installed, minimal configuration is required to successfully use the script. The following steps provide quick summarized instructions for CGI EMail. Be sure to read the CGI user guide for detailed instructions on using CGI EMail.

To configure CGI EMail:

1. Create an HTML form with a number of named input fields. Refer to this page for more detailed information of the action component of the form.
2. Create an email template (a .txt file) that displays the format in which you want your form information displayed in the email. Make sure all your form name codes are one word and in square brackets [].
3. Upload the .txt and form files to your site.
4. Go to your **cgi-bin** directory and change the file permissions on cgiecho and cgiemail to 755.
5. Test the script. The cgiecho script is designed for testing online, so you do not have to wait for email to be sent or received.

FormMail

One of the most popular form to e-mail scripts available is FormMail, by Matt Wright. The script can be setup very quickly, and provides a number of customization options. CPanel was written a clone of FormMail which operates in the same manner. The following steps provide quick installation instructions for FormMail. Be sure to read the FormMail README file for more detailed information about customizing FormMail.

Refer to the FormMail documentation for more information about customizing the FormMail clone script.

To set up FormMail:

1. Create the form on your web page, with the following fields:

```
<form action="http://www.yourdomain.com/cgi-sys/FormMail.cgi" method="POST"\textgreater
<input type="hidden" name="recipient" value="email@yourdomain.com"\textgreater
<input type="hidden" name="subject" value="Feedback from web site"\textgreater
<input type="hidden" name="redirect" value="http://www.yourdomain.com/thankyou.htm"\textgreater
```

2. Upload the web page and test the form. Refer to the FormMail documentation first if you have any questions about using the FormMail script.

Entropy Search


This script enables a nice, quick search engine that can help your visitors find information that they are interested in more easily. The larger the site, the more important the search engine becomes. **Warning:** This search engine searches all of the ASCII (text) files on your site. This includes HTML, PERL, plain text files, etc. Since there is no way to limit the search engine, if any of these files contain sensitive information, either encrypt the files or remove them from your site. This is a smart move anyway – you should not store sensitive information on your web site without encryption.

To create an Entropy search engine:

1. Click on the **Rebuild Search Index** link under **Entropy Search** in the CGI Center area. This creates (or recreates) the index file that the search engine uses to find information.
2. Click on the **Back** button on your browser and click on the **Setup Search Engine** link.
3. Copy and paste the HTML code into your web page.
4. Use the **Search Query** field to test the script.

   This is the minimum you need to do to get the script working – upload the file, and you're finished. Refer to page 75 if you need to customize the appearance of the guestbook.

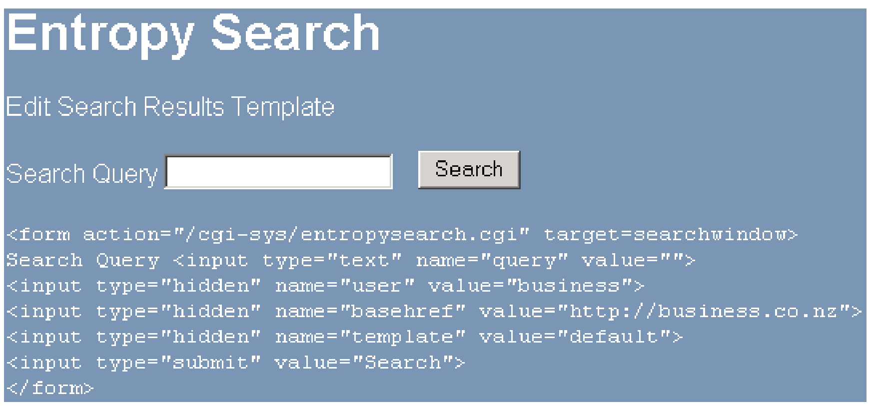


Figure 3.81: Testing the Entropy search engine

Editing the search engine template

You can alter the appearance of the search engine template at any time.

To edit the search engine template:

1. Click on the **Setup Search Engine** link in the CGI Center area.
2. Click on the **Edit Search Results Template** link.
3. Copy and paste any HTML code that you want into the template to alter it's appearance.

   Warning: Make sure you do not delete the ¡cgi>tag. This will cause the script to stop working.
4. Click on the 

button.

5. Use the **Search Query** field to test the script.

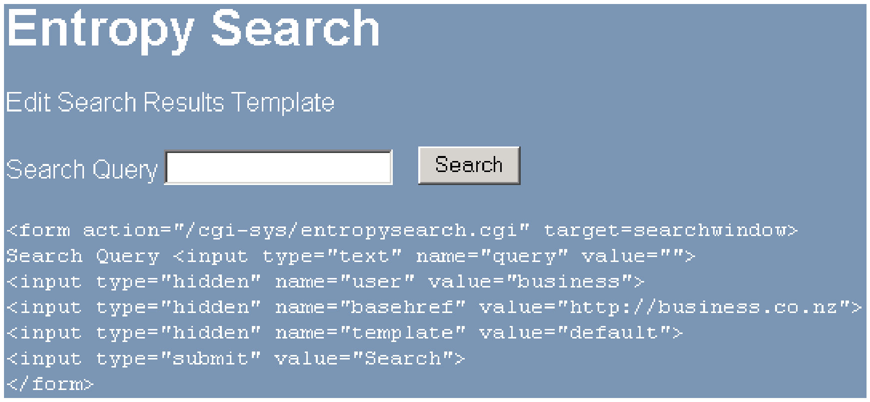


Figure 3.82: Testing the Entropy search engine

6. Upload the finished HTML page.

Rebuilding the search index

You need to rebuild the search engine index whenever you make changes to your site, otherwise the search engine will not be able to find the new material.

To rebuild the search index

1. Click on the **Rebuild Search Index** link under **Entropy Search** in the CGI Center area.

Entropy Banner

The Entropy Banner script allows you to create a set of revolving banner images, normally used for advertising. You can upload and delete files, set priority on the images, and set URLs to which each image points.

To set up an Entropy Banner:

1. Click on the **Entropy Banner** link in the CGI Center area.
2. Copy and paste the indicated tag into your web page.
3. Change your web page extension from .htm or .html to .shtml. This is the required file extension to use SSI (Server Side Includes).
4. Click on the  button.
5. Search for and enter each banner that you want to upload in the available fields using the  buttons.
6. Click on the **Overwrite existing files** tick box if you want to overwrite existing files of the same name.
7. Click on the  button.

8. If you need to alter the URLs or priority of the images, go to the next step. Otherwise, upload the web page and test the script.
9. Click on the Modify Rotation button.
10. Click on the **High**, **Medium**, or **Low** radio buttons for any banner that you need to change, and click on the Save button. You need to do this for each banner that you need to alter.
11. Enter the URL for each banner image in the **Linked to** field, and click on the Save button. You need to do this for each banner.
12. You are now finished. Upload the web page and test the script.

Uploading new banners

You can upload banners whenever new banners need to be added to the rotation. You can specify whether you want the new banners to overwrite the old ones or not.

To upload new banners:

1. Click on the **Entropy Banner** link in the CGI Center area.
2. Click on the Add Banner(s) button.
3. Search for and enter each banner that you want to upload in the available fields using the Browse... buttons.
4. Click on the Overwrite existing files: tick box if you want to overwrite existing files with new files of the same name.
5. Click on the Upload button.
6. If you need to alter the URLs or priority of the images, go to page 77 . Otherwise, upload the web page and test the script.

Modifying the rotation and URLs of banners

Modify the rotation of banners, and change their URLs, as you add and remove banners from your site.

To modify banners:

1. Click on the **Entropy Banner** link in the CGI Center area.
2. Click on the Modify Rotation button.
3. If you need to delete a banner, click on the Delete button. Deleting and re-uploading banners is the only way to change their rotation order.
4. Click on the **High**, **Medium**, or **Low** radio buttons for any banner that you need to change, and click on the Save button. You need to do this for each banner that you need to alter.
5. Enter the URL for each banner image in the **Linked to** field, and click on the Save button. You need to do this for each banner.
6. Upload the web page and test the script.

3.7.5 Network Tools

 The Network Tools area has two available functions:

- **Domain Lookup** – Allows you to look up information about a particular domain.
- **Trace Route** – Allows you to trace the IP (Internet Protocol) route taken by your server to reach your current ISP (Internet Service Provider).

There are a number of free sites that offer similar functions. One of the most popular is http://www.network-tools.com/ .

Domain Lookup

 The Domain Lookup tool allows you to look up information about a particular domain. It does this by using a DNS (Domain Name System) lookup, which is a general-purpose replicated, data query service used for translating hostnames into Internet addresses. DNS details are published for public use.

To lookup a domain:

1. Click on the **Network Tools** link in the CGI Center area.
2. Enter the domain that you want to find out more about in the **Enter a domain to lookup** field.
3. Click on the 

button.

Figure 3.83: Looking up a domain

Trace Route

 The Trace Route tool allows you to trace the IP (Internet Protocol) route taken by your server to reach your current ISP (Internet Service Provider).

To use the Trace Route tool:

1. Click on the **Network Tools** link in the CGI Center area.
2. Click on the **Trace Route** link.

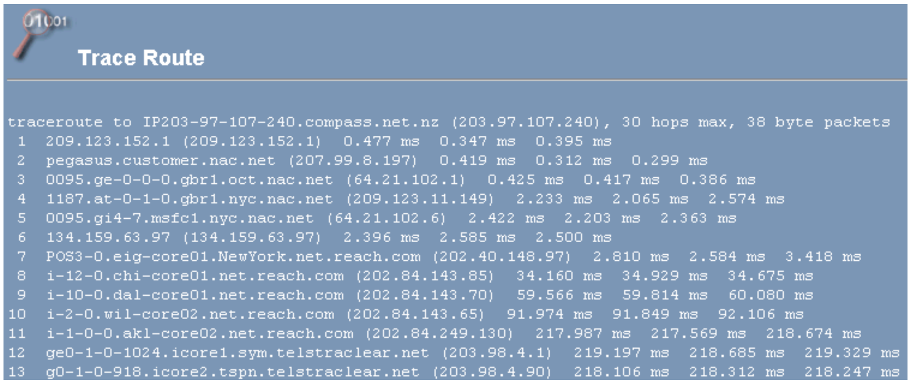
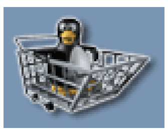


Figure 3.84: Using the Trace Route tool

3.7.6 Interchange Shopping Cart



The Interchange Shopping Cart is a fully-featured shopping cart that can be installed with the click of a button. The product is fully documented at the Interchange site – please refer to the Interchange web site if you have any questions about using the shopping cart. **Note:** Some hosting sites do not use Interchange Shopping Cart – please refer to your hosting administrator before installing the shopping cart.

Installing Interchange Shopping Cart will take up approximately 5 megabytes of space.

To install the Interchange Shopping Cart:

1. Click on the **Interchange Shopping Cart** link in the CGI Center area.
2. Click on the **admin interface** link to start customizing your shopping cart. Refer to the Interchange web site if you have any questions.

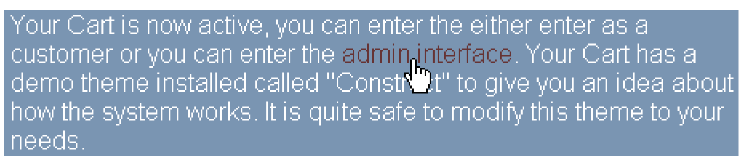


Figure 3.85: Entering the shopping cart as an administrator

3.7.7 Agora Shopping Cart

The Agora Shopping Cart is a fully-featured shopping cart that can be installed with the click of a button. The product is fully documented at the Interchange site – please refer to the Agora web site if you have any questions about using the shopping cart.

To install the Agora Shopping Cart:

1. Click on the **Agora Shopping Cart** link in the CGI Center area.

2. Enter the administrators user name and password in the **Admin User** and **Admin Pass** fields.
3. Enter the location of the cart in the third available field. This must be a top-level directory on your site.
4. Click on the 

button.

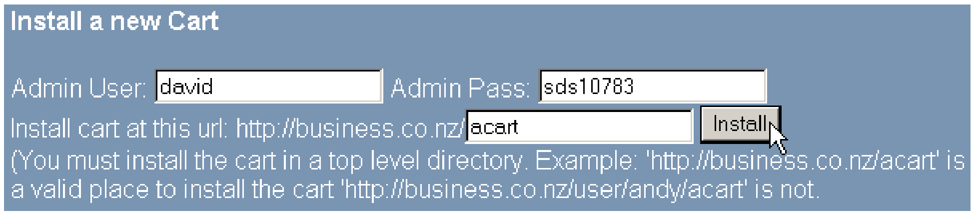


Figure 3.86: Installing an Agora Shopping Cart

Modifying an Agora Shopping Cart

You can modify an existing shopping cart at any time. Refer to the Agora web site if you have any questions about using the shopping cart.

To modify an Agora Shopping Cart:

1. Click on the **Agora Shopping Cart** link in the CGI Center area.
2. Click on the required cart underneath the **Modify an existing Cart** heading.

3.7.8 Search Engine Submit

CPanel allows you to submit your web site details to several search engines at one time. Some pointers on this process:

- This is not a guaranteed way of becoming registered by these search engines, as some may charge a registering fee. It is always best to check each search engine site individually to see what their registration policy currently is.
- It may take several weeks (4-8 weeks is common) before your web site will appear on a search engine.
- Do not submit your site multiple times to the same search engine within a short period of time, as the search engine may ban you from its list.

To submit your site to one or more search engines:

1. Click on the **Search Engine Submit** link in the CGI Center area.
2. Click on the tick boxes next to the search engines that you want to submit to.
3. Enter the address of your site in the **URL** field and your contact email address in the **Email** field.
4. Enter a short description of your site in the **Comments** field.
5. Enter the keywords of your site in the **Keywords** field. These are the handful (3-6) of words that are predominantly used by search engines to index your site. Separate each key word by a comma.

6. Choose the language of the site in the **Language** drop-down list and the country in which the site is located in the **Country** drop-down list.

7. Click on the 

button.

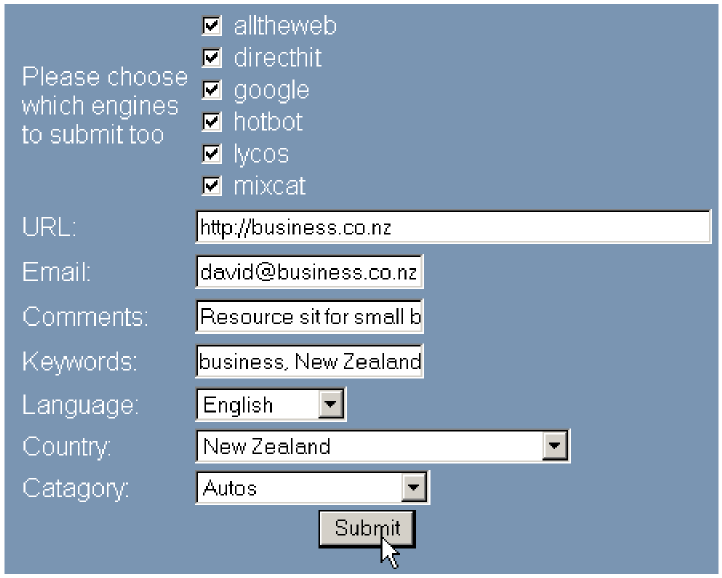


Figure 3.87: Submitting your site to search engines

3.7.9 Frontpage Extensions


Frontpage Extensions allow you to publish your web site using Microsoft Frontpage. These extensions can occasionally become corrupted, so you can uninstall and then reinstall Frontpage Extensions whenever required.

To (re)install Frontpage Extensions:

1. Click on the **Setup Frontpage Extensions** link in the CGI Center area.

2. Click on the 

button.

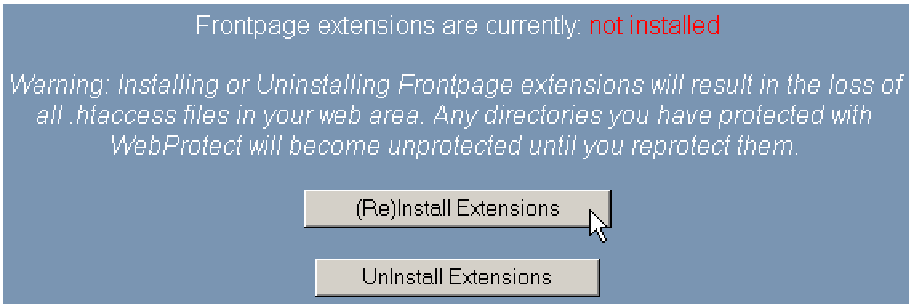


Figure 3.88: Installing Frontpage Extensions

Uninstalling Frontpage Extensions

If you are having problems publishing your site using Frontpage, the first test is to uninstall and then reinstall your Frontpage Extensions. If you are still having trouble with Frontpage after that, contact your hosting administrator for help. **Note:** The password protection on any protected directories will be removed. Refer to page 44 for more information about reapplying password protection.

To uninstall Frontpage Extensions:

1. Click on the **Setup Frontpage Extensions** link in the CGI Center area.
2. Click on the 

button.

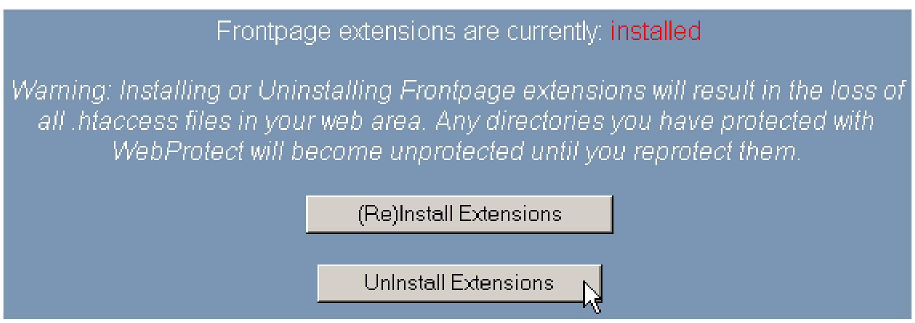


Figure 3.89: Uninstalling Frontpage Extensions

3.7.10 Forum / Bulletin Board


CPanel allows you to install a pre-made forum called XMB. The XMB Forum is a PHP web-based bulletin board. Unlike an email list or newsgroup, the XMB Forum creates a forum on your web site that allows users to post questions and receive replies, all from their web browser. This allows you to choose from a variety of graphical interfaces and smilies – little faces that communicate the mood of the writer  . Once a forum has been created you can modify it extensively, from adding new sub-forums to changing the visual appearance of the board. Be sure to visit the XMB Forum web site – http://www.xmbforum.com/ – for more information on how to customize and use your XMB Forum **Note:** Keep in mind that each separate installation of XMB forum takes up approximately 2.7MB, and will grow in size with the popularity of the forum.

To install an XMB forum:

1. Click on the **XMB Forum** link in the Tools area.
2. Enter the name of the forum folder in the available field. Note that the folder must be on the top level of your site.
3. Click on the  button.

Figure 3.90: Installing an XMB forum

4. Click on the **login** link. You need to do this immediately as the first registered user is automatically created as an admin user.
5. Click on the **Register** link at the top left corner of your browser window.
6. Once you have registered you can now continue to set up the forum. Refer to http://www.xmbforum.com/ if you need more information.

Modifying a forum

You can modify all aspects of an XMB Forum from the admin user's Control Panel. You can access this from the forum's address.

To modify an XMB Forum:

1. Go to the forum's URL. This will be something like **http://yourdomain.com/forum/**
2. Login using your admin username and password.
3. Click on the **Control Panel** link in the top left corner of your browser window. You can now modify the forum. Refer to http://www.xmbforum.com/ if you need more information about how to modify the forum.

3.7.11 OpenPGP keys

 OpenPGP is a tool for secure online communication. CPanel uses GnuPG for its public-key cryptography so that users may communicate securely. Each person gets a pair of keys, called the public key and the private key. Each person's public key is published while the private key is kept secret. Messages are encrypted using the intended recipient's public key and can only be decrypted using their private key. General documentation and comprehensive user guides are available at the GNU Privacy Guard site.

To generate a public and private key:

1. Click on the **Manage OpenPGP keys** link in the Tools area.

2. Click on the **Add Key** link.
3. Enter your name, email address, and nickname in the **Your Name**, **Your Email**, and **Comment/NickName** fields.
4. Enter the password for the key in the **Key Password** field.
5. Enter the expiry date for the key in the **Expiry Date** field. You can suffix the entered number with the following:
   - **y** = year
   - **m** = month
   - **w** = week
   - **d** = day
6. Choose the size of the key that you want to generate in the **Key Size** field. 1024 bytes is a common size.
7. Click on the 

button. Note that it may take a few minutes to generate the key, depending on its size.

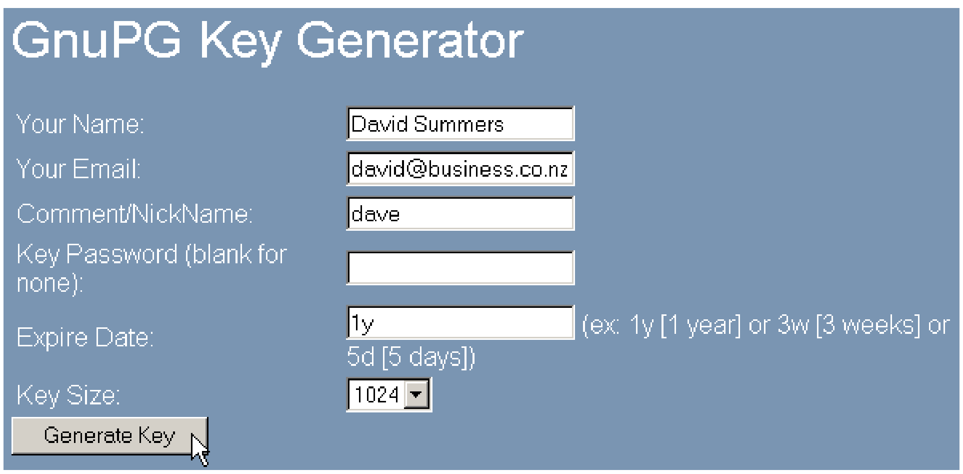


Figure 3.91: Generating a public and private key

Importing a key

You can import a key directly into CPanel. This will add it to the number of public keys that CPanel trusts.

To import a key:

1. Click on the **Manage OpenPGP keys** link in the Tools area.
2. Click on the **Import Key** link.
3. Cut and paste the key from the another text file into the available area.
4. Click on the 

button.

Figure 3.92: Importing a key

Deleting a key

You can delete a public or private key whenever required.

To delete a key:

1. Click on the **Manage OpenPGP keys** link in the Tools area.
2. Click on the  button next to the required key.

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