**ILL FM ARCHIVING.**

Here is the information you'll need for getting your archives from your hard drive on to
the ILL FM web site.

Its a three stage process.

* Proper FILE NAMING protocol.
* Uploading to FUN-IN-THE-MURKY.
* ILL FM archive admin.

**FILE NAMING.**

Seriously this is REALLY IMPORTANT! Please follow these conventions or chaos will ensue (And I'll delete your archives!)

ILLFM-YYYYMMDD-TheHandsFreeSession-ArtistName-128kbps.mp3

Examples of properly named files :

ILLFM-20100705-TheHandsFreeSession-LukeHandsFree-128kbps.mp3
ILLFM-20110124-LouisePlusOne-OldSchoolSession-128kbps.mp3

ILLFM-20100929-DownTheNileBackwards-128kbps.mp3

Examples of badly named files :

ILL-20091105-MUTANTAPE-128KBPS.mp3

ILLFM-280110-DownTheNileBackwards-128kbps.mp3

Chaos I tells you – chaos!

**UPLOADING TO FUN-IN-THE-MURKY.**

You’ll need an FTP (File Transfer Protocol) program. FILEZILLA is a good free option that works on MAC, PC and LINUX operating systems.

It can be downloaded here : http://filezilla-project.org/

Once installed you need to configure the site manager to upload files to FUN-IN-THE-MURKY.

* FILE > SITE MANAGER.
* Click on ‘NEW SITE’
* Enter the following information in the dialogue boxes :

Name : ILL FM Archives.

Host : illfm.fun-in-the-murky.com

User : illfm

Password : theillest

* Hit connect. The information should be automatically stored.
* To reconnect in future open the ‘Site Manager’ > ILLFM > Connect.

**USING FILEZILLA.**

The FILEZILLA screen is divided into 4 areas.



* The top tells you the connection status.
* The middle left shows you the local site. (The contents of your hard drive).
* The middle right shows you the contents of the remote site. (FUN-IN-THE-MURKY).
* The bottom displays files for transfer and their status.

Once connected you'll see a few folders appear in the middle right hand part of the FILEZILLA display.

illfm.fun-in-the-murky.com is the web root.

I’ve made you a folder in there.

Double click to enter it.

Find the archives you want to transfer on your hard drive and drag them into the bottom section of the display.

Right click the top file and choose PROCESS QUEUE.

A percentage bar with ‘Time elapsed’ & ‘Time remaining’ will appear.

Once the file has finished transferring you should see it appear in the remote site (FUN-IN-THE-MURKY) area of the screen.

Stage 2 complete!

**ILL FM Archive Admin.**

Open a web browser.

You’ll need two tabs open.

* [www.ILLFM.net/admin](http://www.ILLFM.net/admin)

Username : admin

Password : anuBaho2

* illfm.fun-in-the-murky.com
This opens a list of files and folders.

Double click on your folder to see your archives.

In [www.ILLFM.net/admin](http://www.ILLFM.net/admin) choose 'NEW' in the ILL FM ARCHIVE TAB...

Enter the ‘TITLE’ – eg. The Hands Free Session January 2011

Enter the ‘DATE’ & ‘TIME’ the show was broadcast.

Enter the ‘ARTIST NAME’ - this one is for the search engine eg. Luke Handsfree

Change the ‘SHOW NAME’ to your shows name from the drop down menu eg. The Hands Free Session.

In illfm.fun-in-the-murky.com find the archive you want from the list.

If you can’t see the whole file name holding your mouse over an entry should show you the full name at the bottom of the screen.

Right click > ‘COPY LINK LOCATION’ / ‘COPY SHORTCUT’.

Paste it into the 'FILE LINK' box (ignore the ‘AUDIO FILE’ box).

'Browse' for an image if you want to upload one from your Hard Drive.
Images must be 80px x 80px.

Hit ‘SAVE’.

Once saved a new dialogue box opens. Here you can enter a ‘DESCRIPTION’, a ‘SEASON NUMBER’ and most importantly ‘TICK THE BOX’ that will show the archive on the archive pages!

Save!

Give the server a minute or two to update, open [www.ILLFM.net](http://www.ILLFM.net), visit the archive page, open your shows archives and check the show is visible and the information is correct.

And repeat...

(Its a good idea to leave the tabs open til you are satisfied they've worked
properly as once you close them you have to find them in the durge of the
archives again...)

Gimme a call if something isn’t working.

...And repeat ☺