

CREATING A WEBSITE

As you prepare for this adventure it is important to keep in mind a few key points:

HINT: START SIMPLE and let you knowledge base GROW with your page!

- Who is the audience?
- Is the material you are posting needed or wanted by your audience?
- How often do you want to update the page?
- Is the material you posted time sensitive?

STEP ONE: Identifying the Tools

As you enter this new environment, you will need some tools to help you build. There are many tools available and getting simpler to use everyday. Please understand that you may use any tool that you want. The Districts has chosen to identify specific tools for training purposes, not because of District standards.

Tools of the PUSD trade:

- FrontPage2000: A web editing tool that allows you to create and maintain a Web page
TIP: Turn Proxy off in Browser
- PhotoShop: A graphic editing tool that allows you to create or customize images
- XARA3d: An editing tool to create 3D headings and logos

STEP TWO: Design your Site

HINT: Don't' design your page while working on the computer!

- Go look at other people's web pages in your grade level ~ Identify what you like or dislike
- Identify what your navigation buttons will be, keeping it to a minimum of 5 ~ maximum of 7
- Using a table to contain you buttons and content, draw the first page of your site
- Go and harvest graphics for your site. If you are using the Web, be careful of copyright laws.

STEP THREE: LEARN YOUR TOOLS

FrontPage is a two-level program and if you have a working knowledge of each layer, you will have MORE fun.

<http://www.powayusd.com/> ~ YOUR NAME ~
A site designed to help you construct your site

NAVIGATING AND USING FRONTPAGE

FrontPage is the utility that allows you to Creating/Editing a web site. This can be a challenging section due to the fact that as you look at this Windows, it looks very similar to a word processor. But...hold the phone...you are working on the WEB. So be patient and don't hesitate to ask HOW.

❖ Tools of FrontPage Explorer

- Navigation the Windows
- Customizing the Windows
- Different view modes of the Windows

**BIG HINT: Whatever you do, don't throw away the PRIVATE folder.
Turn the proxy off in Browser**

Starting the Building Process

To help you create a Web page, a template has been designed for you. This makes the job of just inputting your text or graphics easy. It also means that the page has been setup properly and is ready to go as far as "Web Appearance".

BIG HINT: The first file in your web site should be named default.htm

Understanding your environment: Your Web site is made up of Web Pages, a page is made up of tables and the table contains text and/or graphics.

Each one of these elements has Properties, which contain how they are setup. If something is not looking or acting like you what it, go look at the

❖ Creating a Page (We are using a template for the purpose of the class)

1. From the File Menu go to Page Properties

- Using GENERAL TAB: Add a title to your Web Page that reflects what will be on the page. This title will not be reflected on the final page but coded into the page so that other people can run a search and find your page.
- From the BACKGROUND tab, change the Background & Text colors from default colors to an actual color selection. Be careful to use colors that will not conflict with your hyperlinks. If you do not specify a color, even white, old Web browsers will turn your background gray. Not a pretty color to look at!! You can play with other color settings.
- Everything else can stay as the using the default settings.

❖ Adding Text to the Page

1. **Font Size Rule:** Use the Format option to select the size of the font. You can use “between sizes” icon (Big A or little a) but it is hard to duplicate the size on different areas of text.
2. **Two-Font Style Rule:** When viewing a page on the Web, there are only two fonts that are viewable on all machines unless an image has been created. You will start to see this rule change as fonts begin to be “streamed” with pages.
 - Verdana, Arial or Times New Roman for the PC
 - Helvetica or Courier for the MAC
3. **Bullets and Numbers Rule:** These attributes can be wonderful or a pain in the posterior. They do not function as they do in the word processor due to the fact that the Web does not understand the “TAB” mark. The rule is, type in your text, highlight it and apply the command...do not complain about the double space you will receive between the lines and the shape of your bullet. It is best to just allow the command to work as FrontPage has designed. When you become more “In Charge” of the software, you can begin to experiment. This suggestion also includes hanging indents...don’t fit with FrontPage, you will get a black eye!
4. **Line Breaks vs. Paragraph Breaks:** Line spacing can become an issue if you do not have an understanding of the difference between a Paragraph break and a line break. By default, when you hit the enter key, your cursor will create a paragraph break causing a double space to form between lines of text.

If you want a single space between lines of text you will need to hold down the shift key as you hit enter. This will create a line break.

5. **Preview Rules:** In FrontPage, you have the capability to see what your page will look like in the Internet Explorer browser. However, your page may not appear the same in another browser, for example Netscape. It is highly recommended that you preview your work in both environments to be guaranteed that your page does not lose its message because of the appearance.

❖ Inserting A Graphic onto the Page

- ☞ **The Old Copy and Paste Method:** Find a graphic on the Internet that you think will fit your needs. You may want to look for free graphics at: www.arttoday.com or www.clipart.com, BUT make sure you read the fine print. Placing a really cute picture of Pluto might really spice up your page, but the copyright police may find their way to your door.
 - Once you have found the image on the browser, place your mouse on the graphic you want and “RIGHT CLICK.” A window will appear. Select “COPY.”
 - Open up your web page and place the cursor where you want the graphic and select paste.
 - The graphic will be placed on the page.
- ☞ **Importing Graphics:** What if the graphic you want is not on the Internet? What if it is on a disk from a digital camera? Well, you must import the graphic into your web, BEFORE you can place it on the page.

1. Return to FP Explorer

2. Double click on the Image folder
3. From the pull down menu select IMPORT
4. Move to your desktop and select the graphic to import and click OK

➤ Placing the graphic on your page

1. Return to FP Editor
2. Place your cursor where you want to insert the graphic
3. Choose insert from the pull-down menu, Insert and then Image.

BIG HINT: Place the text on the page first, and then add the graphics!

You now have the graphic on the page, but it looks horrible! However, you must now format the graphic so that you can type around it and perform some manipulation of the graphic.

➤ Getting it to look right with the text (use the Graphic Properties)

1. "RIGHT CLICK" on the graphic and choose properties. A dialog box will appear with a three-tab window. You will need to edit the following
2. GENERAL: Change the information in the Text line to reflect what the graphic is or to send a message. This text or statement will appear before or as the graphic is loaded.
3. APPEARANCE: This is the most important because it controls how close the text is placed next to the graphic both vertically and horizontally. As you look at the information, you will note that typically NO numbers are represented in the text boxes. It is important to realize that if the boxes are left blank, that does not equal zero. You must put in zero if that is the distance you are wanting. I suggest you place a zero in the boxes just to be on the safe side. Getting your text to wrap around your graphic can be a troublesome task. Find the alignment pull down menu, and select left or right to wrap the text.

❖ Creating a Link on your Page

There are three different types of links you may want on your Web page.

1. A link to another Web page on the Internet

- Find the Internet page you want to link to using your Web Browser, and use the mouse to highlight the address/URL.
- Select Edit...Copy
- Open your FrontPage Editor
- Type in the words that you want to make a hyperlink, and use your mouse to highlight the text.
- Click the "world chain" icon or go to Insert...Hyperlink
- Delete the http:// in the box
- Select Edit...Paste
- Select OK
- Pre-view your page and click the link to make sure it works.

2. A link to a page within your site

- Type in the words that you want to make a hyperlink, and use your mouse to highlight the text.

- Click the "world chain" icon or go to Insert...Hyperlink, find the page you want to link to in the box above, and double click on the page.
- Select OK
- Pre-view your page and click the link to make sure it works.

3. A link to an email address

- Type in the words that you want to make an email hyperlink, and use your mouse to highlight the text.
- Click the "world chain" icon or go to Insert...Hyperlink
- Find the little envelop on the new window, and click the icon
- Type in your email address
- Select OK
- Pre-view your page and click the link to make sure it works.

❖ **Creating Tables to Layout Pages**

It is highly suggested that you start with a piece of paper and layout your page. The trick here is to design a table format that is extremely simple yet defines your page. Way too often, people tend to get table-happy and go overboard on the use of the tool. It is recommended that this layout design be used as a template to be used throughout your entire web page. This would be called a template. Using the Insert Table button off the tool bar, create a table using your design plan from #1. Save the files as template.htm so that it can be continually used throughout your web

1. Insert a table

- Decide on how many table rows and columns you are going to need to "capture" your page.
- Go to "tables", and insert your table.

2. PROPERTIES of the table

General Table Guidelines: A table size of 600 locks the page down so that a user will not need to scroll left or right to see your complete web page. A Table size of 535 will allow for a quality printed web page. Never create a graphic that is larger than 535 pixels wide because it will not fit on the piece of paper when the end user tries to print. With people tending to buy larger monitors, these rules may change.

- Right click on the table and select table properties
- Alignment should be set to either Left or Center
- Float, do not change
- Border Size = 0
- Cell Padding = 0
- Cell Spacing = 6...this is a good starting point
- Check PIXELS and SET TABLE WIDTH to 600
- You can set table color; however, not all browser will see the color.

3. PROPERTIES of the CELL

The trick here is to setup your cell properties to match your table properties (i.e. your table is 600 pixels wide; therefore your cell sizes must add up to equal 600)

- Horizontal/Vertical Alignment = this must match your table layout so that you can “push” items around and get the desired layout.
- Specify Width = must match Table Properties...make sure you check PIXELS
- Specify Height = Do not specify height
- Cell Background color = again some browser may not reflect this color change

These rules do not always apply. There are time when you want table borders/padding/color and such to reflect a specific design choice.