

Creating a Web Page

A Workshop for San Diego State University Students



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Where to Find Help When You Need It

Student Computer Help Web Site

The computer help web site for students provides information about the type of help you can get and locations where help is available. To find this information, look to: <http://rohan.sdsu.edu/~students>

Help from the BATS Web Page

BATS (Baseline Access, Training and Support) is a California State University initiative to provide all students, faculty, and staff with "baseline" access to information resources via networks, training in the uses of baseline hardware and software systems, and ongoing professional and technical support for utilization of computer resources at San Diego State University. You can access the BATS Web Page by pointing your browser to: <http://rohan.sdsu.edu/~bats/>

Help in the Love Library Student Computing Lab

The Student Computing Lab's purpose is to facilitate students in completing assigned class work, as well as provide assistance to students having computer problems relating to the Internet, Netscape, SPSS, File Transfers, PC Operating Systems, Microsoft Office Software and Business Databases.

Location: 2nd floor of the Love Library building in LL-224

Hours: 10:00am – midnight Sunday
7:00am – midnight Monday - Thursday
7:00am - 6:00pm Friday
10:00 am - 6:00pm Saturday

Help from the Student Computing Help Desk

Phone: 594-3189

Location: Love Library 220

Hours: 8:00am – 4:30pm Monday
8:00am – 4:30pm Tuesday
8:00am – 7:30pm Wednesday
8:00am – 7:30pm Thursday
8:00am – 4:30pm Friday

E-mail: problems@rohan.sdsu.edu

Creating A Web Page

The World Wide Web (WWW) is rapidly becoming the medium for exchanging information around the world. Whether you want to make a Web Page for your syllabus, or your own “home page” – this workshop is for you. Using Netscape’s Page Composer you will create a basic Web Page without learning HTML. Then you will learn how to transfer your Web Page to SDSU’s ROHAN web server and make the Web Page available for anyone to look at on the WWW.

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What is the Internet?

The Internet is a worldwide network of computers- actually, a network of networks- that allows the exchange of information to and from virtually anywhere on the globe.

What’s the difference between the Internet and the World Wide Web?

The Internet has been around since 1969, when a basic text version of it was created as a project of the Department of Defense. The World Wide Web -a system of interconnected information that is a part of the internet- began in 1989 and introduced a multimedia (text, graphics, and sound) format.

What can I do on the Internet?

People use the Internet for commerce, for research, or for fun. You can buy or sell almost anything, retrieve information, send and receive email anywhere, join a newsgroup, “chat” with others electronically or just play games.

What is a URL?

A URL (uniform resource locator) is another type of electronic address-for Web pages. It’s the code that identifies where a particular site can be found. Most begin with <http://www> (in fact, http: is often treated as a given and left out of published addresses) and end with an extension indicating whether it’s a business (.com), school (.edu), government (.gov), or non profit (.org) site.

What is a home page?

A home page is the first or main page of a Web site. All the other pages of a site are generally accessible through links from the home page.

FTP: File Transfer Protocol. An alternative (to the World Wide Web) way of transferring files over the Internet.

WS_FTP: A software program for Windows used to transfer files over the internet.

Fetch: A software program for Macs used to transfer files over the internet.

HTML: HyperText Markup Language. A collection of style information (font, font size, layout, etc.) used to define components of a web documents.

HTTP: HyperText Transfer (or Transport) Protocol. The standard computer protocol for identifying accessible Web Pages.

Considerations Before Creating Your First Web Page

One of the most exciting opportunities created by the explosion of the Internet is the possibility for anyone to become a publisher by making a Web Page. The following are tips for good design.

Principles of Good Web Page Design

Below are several tips for novice designers which allow for creativity, but still take into account good design principles.*

Well Designed Web Pages	Poorly Designed Web Pages
<ul style="list-style-type: none"> • are well organized and easy to use • serve the needs of some audience and are designed with that audience in mind • contain valuable content and are attractive • use white space to enhance the readability and appearance of the page • are up-to-date: information is current and all the links work • use graphics to compliment the text • make sparing use of flashy items (such as blinking text, animated icons, movies, sound files, etc.) • have text that is readable (size & color factor in here) • are consistent in their design (if multiple pages are used) 	<ul style="list-style-type: none"> • lack a logical organization • leave the user wondering what the purpose was • try to put ALL of the information on a single page or bury all the information under numerous menus • have misleading or inadequate titles/headings/links • contain old information • are unattractive • use colors which render them illegible • contain links that have expired • overuse all the available bells and whistles • have typos • break copyright or plagiarize the materials of others

The following are real examples.

Good Web Page Design

- <http://www.adamsgallery.com/> - simple design, easy to get around, nice use of color.
- <http://facs.scripps.edu/surf/surfing.shtml> - good use of image and analogous colors on home page.
- <http://comnet.org/wildswan/> - nice use of color, logical organization.
- <http://new.realtor.com/sandiego/nbregion.asp> - able to customize searches, useful links.

* Adapted from: <http://www.hope.edu/resources/lib/www/goodbad.html>

Poor Web Page Design

- <http://home.earthlink.net/~cjrogan/> - too much info and graphics, slow load time, poor color choices.
- <http://www.artcenter.edu/> - confusing, don't know where to go next.
- <http://www.stanford.edu/~jennig/> - no formatting, no organization.
- <http://www.stanford.edu/~sganesan/> - incorrectly named homepage Index.html, instead of index.html causes viewer to see files not homepage.

Who will see your Web Page?

Remember that your Web Page will be viewable by anyone who has access to a web browser (Netscape, Explorer, etc.). This means that it is important to be aware of the content of your page, both words and graphics. The following website provides information on what is appropriate as a faculty, staff or student of SDSU: <http://www-rohan.sdsu.edu/hpguide.html>

Creating Your Web Page

HTML Editors

Web Pages are built in **H**ypertext **M**arkup **L**anguage (HTML). HTML is the programming code that creates the you actually see. While learning HTML should be a goal of everyone who works extensively with Web Pages, the invention of **HTML editors** has made creating HTML without knowing HTML, very easy. One of the HTML editors that is easy to use is **Netscape Composer**.

Using Netscape Composer

1. Open Netscape Communicator.
2. Click on the **Communicator** menu, and select **Page Composer**.
3. Create your Web Page, just as you would any other word processing document.

Help using Netscape Composer

1. From within Composer, Select **Help**
2. Select, **Help Contents**
3. Select, **Composing and Editing Web Pages**

Saving Your Page Correctly

1. Click on the **File** menu, and select **Save As**
2. **Windows:** In the **Save In** window, choose the **Desktop** as the location you want to save the Web Page.
Mac: Choose **Desktop** as the location you want to save the Web Page
3. **Windows:** In the **File name** window, type: **index.html**
Mac: In the Save as: box, type **index.html**
4. Choose **Save**

Creating Web Pages

Starting From a New Page

To start a new web page, use one of the methods described below. Once you've started a page, you can add and edit text just as you would in a word processor.

To start from a blank page:

Open the **File** menu and choose **New**; then choose **Blank**. A Composer window containing a blank page opens.

To start from a page already created in Composer:

1. Choose Page Composer from the Communicator menu.
2. Open the File menu and choose Open Page.
 - Type the path and name of the file you want to use, or click Choose File to search for the file.
3. Click Composer.
4. Click Open. A Composer window opens containing the specified file.

Checking the Spelling

1. Select a word or part of a document, or don't select anything to check the entire document.
 2. Click Check Spelling.
- Use the Check Spelling dialog box to correct misspellings and to edit or add words to the current dictionary. Click Stop when you are done.

Saving and Browsing Your New Page

To save a page:

- Open the File menu and choose Save.

To view your page in a Navigator (browser) window:

- Open the File menu and choose Browse Page. The Composer window remains open behind the new Navigator window.

Formatting Your Web Page

Changing Text Color, Style, and Font

1. Highlight the text you want to format.
2. Open the Format menu and choose Character Properties; then click the Character tab. All the options are explained below.

Font Face

Click to select the font you want. To have your page use fonts specified by a reader, select Variable Width or Fixed Width.

Font Size

Click to select the size of the specified font.

In the list of font sizes, you'll see a menu of point sizes (8, 9, 10, 12, 14 and so forth), the relative HTML font scale (-2 to +4), or both. You can specify which type of menu you want in the General panel of the Composer Preferences dialog box (Windows only).

Color

Click Use Color, then click the color button to choose the color of the selected characters. The color button is the rectangle to the right of the Use Color button. If the current text color is black, then the color button is black.

Click Don't Change if the selected text contains more than one color.

Note: You can specify default text color in the Colors and Background panel of the Page Colors and Properties dialog box.

Other Colors

Click the color button in the Color section to display a colors dialog box. Then click Other. You'll see a dialog box where you can choose a custom color.

Inserting Horizontal Lines

1. Click the location in the Composer window where you want the line to appear.
2. Open the Insert menu and choose Horizontal Line.
3. To specify the line's height, width, alignment, and shading, double-click on the line.

Adding Tables to Your Web Page

Inserting a Table

1. Place the insertion point where you want the table to appear in your document.
2. Choose Table from the Insert menu.
3. Use the New Table Properties dialog box to set up your table.
4. Click OK.

Adding and Deleting Rows, Columns, and Cells

To add to your table:

1. Click where you want to add space.
2. Open the Insert menu and choose Table; then choose Row, Column, or Cell.

To delete:

1. Click in a row, column, or cell.
2. Open the Edit menu and choose Delete Table; then choose Row, Column, or Cell.

Changing a Table

You can change a table's caption or border, or the width, height, alignment, color, or background of a table or parts of a table.

1. To change an entire table, click anywhere inside it; to change a specific row or cell click inside the row or cell.

2. Open the Format menu and choose Table Properties.
3. Click the Table, Row, or Cell tab.
4. Use the Table Properties dialog box to make your changes.
5. Click OK.

The settings you choose in the Table Properties dialog box always override the settings you chose when you first created the table.

Using the Table Properties Dialog Box

Use the New Table Properties dialog box and the Table Properties dialog box to set or change a table's characteristics. All the fields are explained below.

To create new tables, use the New Table Properties dialog box:

- Open the Insert menu and choose Table.

To change an existing table, use the Table Properties dialog box:

1. Click anywhere inside a table, row, or cell.
2. Open the Format menu and choose Table Properties; then click the Table, Row, or Cell tab.

Number of rows/Number of columns

Enter the number of rows and columns you want. This option is available only when you are creating a new table. You can also add rows and columns to an existing table.

Table Alignment

Aligns the table within the document.

Horizontal Alignment and Vertical Alignment

Aligns the text within each row or cell. Default leaves the alignment as it was when the table was created.

Include caption

Inserts space for a caption, either above or below the table.

Border line width

Enter a number for the size, in pixels, of the border lines around cells (table items). Enter 0 for no border. Note: Composer displays a zero (0) border as dotted outlines; no borders appear when the page is viewed through a browser.

Cell spacing

Enter a number for the space, in pixels, between cells.

Cell padding

Enter a number for the padding, in pixels, within each cell. This sets the margins of each cell.

Table width

Enter a number for the width of the table. Choose "% of window" or "pixels." If you specify width as a percentage, the table width changes whenever the window width changes.

Table min. height

Enter a number for the minimum height of the table. This is the smallest height the table can have. If you add text to the table, the table is resized to fit. Choose "% of window" or "pixels." If

you specify height as a percentage, the table height changes whenever the window height changes.

Note: If you are inserting a table within a table, the minimum width and height of the nested table can be percentages of the parent cell.

Equal column widths

Makes all cells the same width. Deselect this if you want to size each cell individually.

Cell width

Enter a number for the width of the cell. Choose "% of table" or "pixels." If you specify width as a percentage, the cell width changes whenever the table width changes.

Cell min. height

Enter a number for the minimum height of the cell. This is the smallest height the cell can have. If you add text to the cell, it is resized to fit. Choose "% of table" or "pixels." If you specify height as a percentage, the cell height changes whenever the table height changes.

Note: If you are modifying a table that's within a cell, the minimum width and height of the nested table can be percentages of the parent cell.

Cell spans

Type numbers in the rows box and columns box to specify whether you want the selected cell to span more than one column or row.

Header style

Centers the text in the cell and sets its style to bold.

Nonbreaking

Keeps the text from wrapping to the next line. Text will wrap to the next line only if you insert a paragraph break.

Use Color

Lets you choose a background color for the table, row, or cell. Click Other, at the bottom of the color palette, to define a custom color.

Use Image

Lets you use an image as the table, row, or cell background. Type the location and filename of the image you want to use. Click Choose Image to find an image on your hard disk or network.

Moving, Copying, and Deleting Tables

1. Click in the table, then open the Edit menu and choose Select Table.
2. To copy or move: Use the Edit menu's cut, copy, and paste options.
3. To delete: Choose Delete Table from the Edit menu.

Adding Pictures (Images) to Your Web Page

Inserting an Image

You can insert GIF and JPEG images into your web page.

1. Click where you want the image to appear in your document.
2. Open the Insert menu and choose Image.

3. Specify the image file and adjust settings in the Images Properties dialog box. The dialog box's options are explained below.

Tips: To quickly resize an image, select it and drag the handles that appear at each corner.

About the Images Properties Dialog Box

Use this dialog box to insert a new image or modify an existing image's options, such as text wrapping, height and width, and spacing.

Image location

Type the name or location of the image file you want to insert or modify. Click Choose File to search for an image file on your hard disk or network.

Use as background

Click to use the image as a background for your entire page.

Text alignment and wrapping around images ("xyz" buttons)

Click a button to indicate how you want text positioned next to the image.

To see alignment changes you've made, view your page in a browser window. The Composer window does not show what the browser user will see.

Dimensions

Specify the height and width, in pixels, of the image.

Constrain

Click to maintain the size settings of the image if you move it within your document.

Original Size

Click to undo any changes you've made to dimensions.

Space around image

Specify the amount of space on the right and left, and at the top and bottom of the image. You can also put a solid black border around the image and specify its width in pixels. Specify 0 for no border.

Alt. Text/LowRes

Click the Alt. Text/LowRes button to display the Alternate Image Properties dialog box, where you specify whether to display text or a low-resolution image in place of the original image.

It is a good practice to specify alternative text for readers who use text-only web browsers or who have graphics turned off. Otherwise, your readers might see placeholder images. You can also specify alternative text, or a low-resolution image, to quickly appear while the reader is waiting for your high-resolution image to load.

Setting Page Properties

Setting Page Location, Title, and Author

The information you specify in the Page Properties dialog box helps readers locate your document on the Web.

To set page properties, open the Format menu and choose Page Colors and Properties. You'll see the Page Properties dialog box. Click the General tab. The options are explained below.

Location

Shows the location of the current document on your computer's disk. You cannot change this field.

Title

Type the text you want to appear in the window title when someone views the page through a browser. This is how most web search tools locate web pages, so choose a title that conveys what your page is about.

Author

Type the name of the person who created the document. This information is helpful to readers who find your document by using a web search tool.

Description

Briefly describe the document's contents.

Other Attributes

The keywords you type here help searching services lead users to your document on the Web. Type the category name (obtained from a catalog server) you think best applies to your document. Classification names are another method used by searching services to locate documents.

To preview your settings, click Apply; then click Close to accept the changes. To accept the changes without previewing, click OK.

Setting Page Colors and Backgrounds

The Colors and Background part of the Page Properties dialog box lets you set a background color or image for your page, and choose colors for links.

To set colors and backgrounds, open the Format menu and choose Page Colors and Properties. In the Page Properties dialog box, click the Colors and Background tab. The options are explained below.

Use viewer's browser colors

The viewer's color preferences (specified in the General preferences panel) will be used.

Use custom colors

Lets you specify color for text, links, and background. Click the button to display the color palette and select the color you want.

Color Schemes

Lets you select a scheme from the list.

Use image

Click to use an image as the page background. Type the name of an image file. If you're not sure of the filename or file location, click Choose File to find the image file on your hard disk or network.

Background images are tiled and override background color.

Linking and Publishing Your Page

Linking Within the Same Page

To link within the same page, create a target, then create a link that points to the target.

1. Put the cursor at the beginning of a line where you want to create a target, or select some text at the beginning of a line.
2. Open the Insert menu and choose Target.
3. Type a name for the target in the edit box (up to 30 characters). If you selected some text in step 1, this box already contains a name.
4. Click OK. A Target icon (visible only in the Composer window) appears in your document to mark the target's location.

Note: Targets are also called anchors.

5. Put the cursor on the text or image that you want to link to the target.
6. Open the Insert menu and choose Link.
7. Open the File menu and choose Browse Page; then click the link you just created.

Linking to Other Pages

You can link to local pages on your own computer or on your workplace's network, or to remote pages somewhere on the Internet.

You can also create a link using the Link Properties dialog box:

1. Select the text or image you want to link to another page.
2. Open the Insert menu and choose Link.
3. Use the Link Properties dialog box to set up the link. The dialog box is explained below.

About the Link Properties Dialog Box

Use this dialog box to insert a new link or modify an existing link.

Link source

Enter the text you want link to another page or target. If you've already highlighted an image or text, you see it here.

Link to page location or local file

Type the local path and filename or remote URL of the page you want to link to. If you're not sure of the path and filename or a local file, click Browse to find it on your hard disk or network.

Show targets in

Click Current File to see the named targets in the page you're currently editing. Click Selected File to see named targets in the file you specified under "Link to page location or file," above.

Select a named target (optional)

The targets you see listed here depend on what you chose under "Show targets in," above. Targets (also known as anchors) are specific locations in a page. (You can create targets.) If you want to link to a target, select one from the list.

Remove Link

Click to unlink the selected linked text. If the current selection contains more than one link, an alert box appears asking you whether to remove all links.

Linking to Images

You can make images behave as links in your pages. When the user clicks a linked image, the browser window displays the page that the image is linked to.

1. Click to highlight an image on your page.
2. Open the Insert menu and choose Link.
3. Use the Link Properties dialog box to set up the link.

Tip: Dragging a linked image from the Navigator window into a Composer window copies both the image and the link.

Make the Directory & Set Your Permissions on ROHAN

Telnet to ROHAN

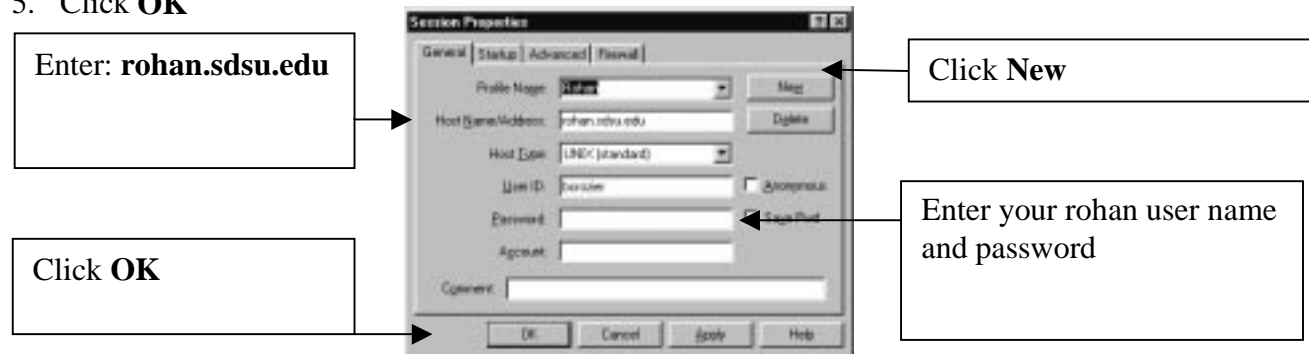
1. **Windows:** Choose **Start, Run**
Mac: Choose **NCSA Telnet**
2. **Windows:** At blinking cursor, type **telnet rohan.sdsu.edu**
Mac: Choose **File, Open Connection**
3. **Windows:** At the prompt, type in your **login name** and your **password**
Mac: In the Host/Session Name box, type **rohan.sdsu.edu**, at the prompt, type in your **login name** and your **password**

Making a "world readable" Directory

1. Log into your ROHAN account
2. Create a "world readable" directory called public_html by typing the following **bolded** text after the rohan% prompt:
3. rohan% **chmod 711** ~ [press enter]
4. rohan% **mkdir public_html** [press enter]
5. rohan% **chmod 711 ~/public_html** [press enter]
6. rohan% **logout** [press enter]

Transfer Your Web Page to Your ROHAN Account - Windows

1. Open the WS_FTP program
2. Click on the **New** button
3. Enter host name: **rohan.sdsu.edu**
4. Enter user ID: your rohan **user name** and your **password**
5. Click **OK**



1. On the right hand side, double click on the **public_html** folder to open this directory
2. On the left-hand side, find the location of your **index.html** page *and* any **images** from your page. You can use the green arrows to move up a directory.
3. Select the files on the left hand side you want to copy and press the right-facing arrow between the two windows to transfer the files from your computer into your ROHAN account.
4. Click on the **Exit** button to close this program.

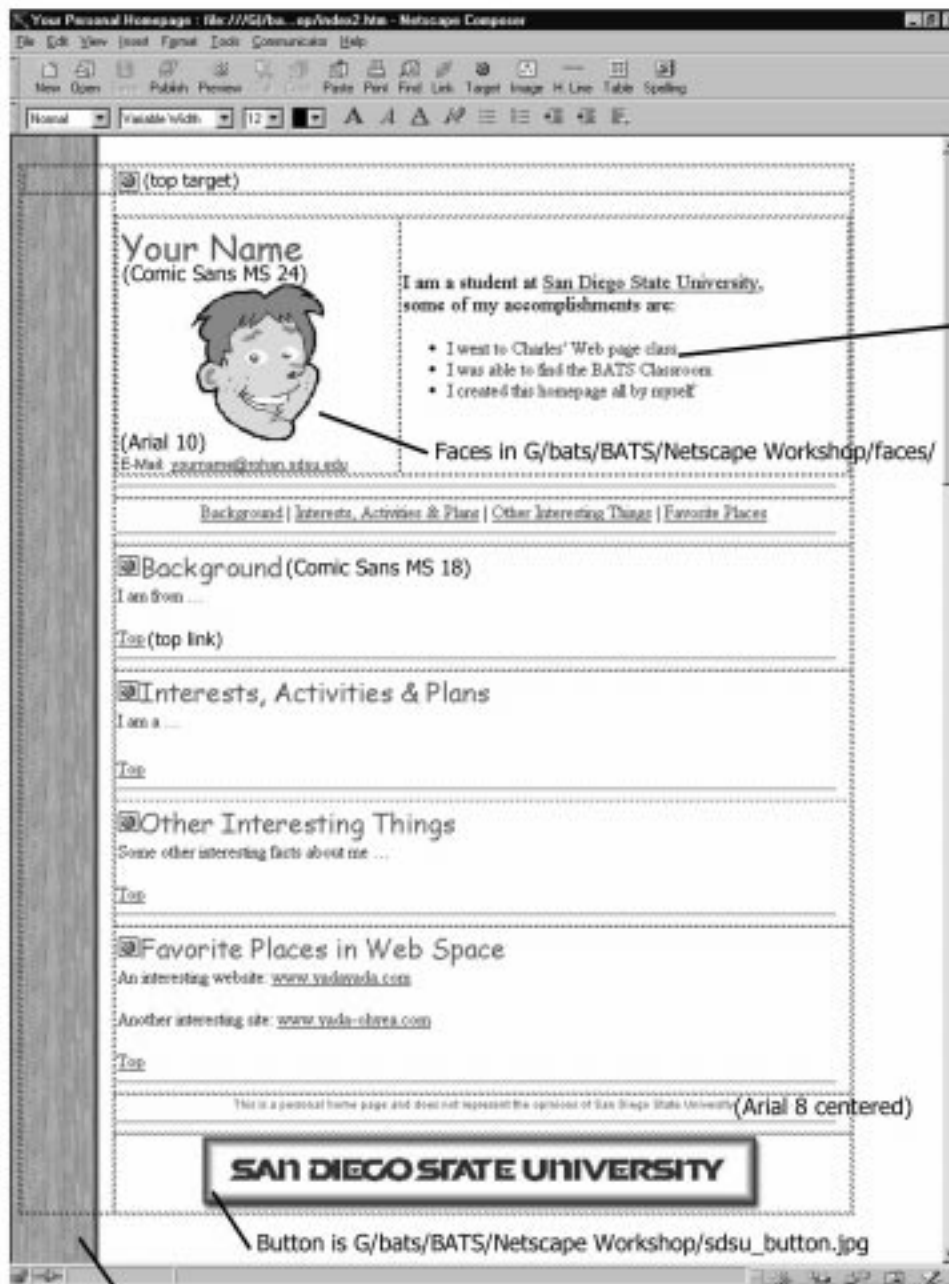
Viewing your Web Page on the Web

To view the Web Page you have created, open a web browser, and type the following address in to URL location finder box: **http://www-rohan.sdsu.edu/~yourid**
(note: "yourid" should be replaced by your ROHAN user id.)

Making Changes to your Web Page

1. Make any changes to your page within composer, using the index.html file stored on your hard drive. Save these changes by selecting **File, Save**.
2. Follow the steps on **Transfer Your Web Page to Your ROHAN Account** again.
3. **Note:** Each time you make a change to your page on your local hard drive, you must copy the page to the server again for the changed page to be viewable.

Creating a Web Page Class



- Bulleted List**
- Create public_html folder in the temp folder.
- Create public_html folder in rohan folder.
1. Open Document in composer.
 2. Insert 9 by 2 Table 750 pixels wide.
 3. Set column 1 to 100 pixels wide.
 4. Have cell 1-2 span eight rows.
 5. Insert 1 by 2 table in cell 2-2.
 6. Open the Personal webpage.doc in MS Word.
 7. Cut and Paste sections and inset a horizontal rule in each section.
 8. Format Text and colors.
 9. Insert face graphic.
 10. Create targets & links.
 11. Create Mail link.
 12. Insert SDSU button.
 13. Link SDSU Button to sdsu.edu
 14. Save to the public_html in the temp folder
 15. FTP files to Rohan server.
 16. Troubleshoot problems