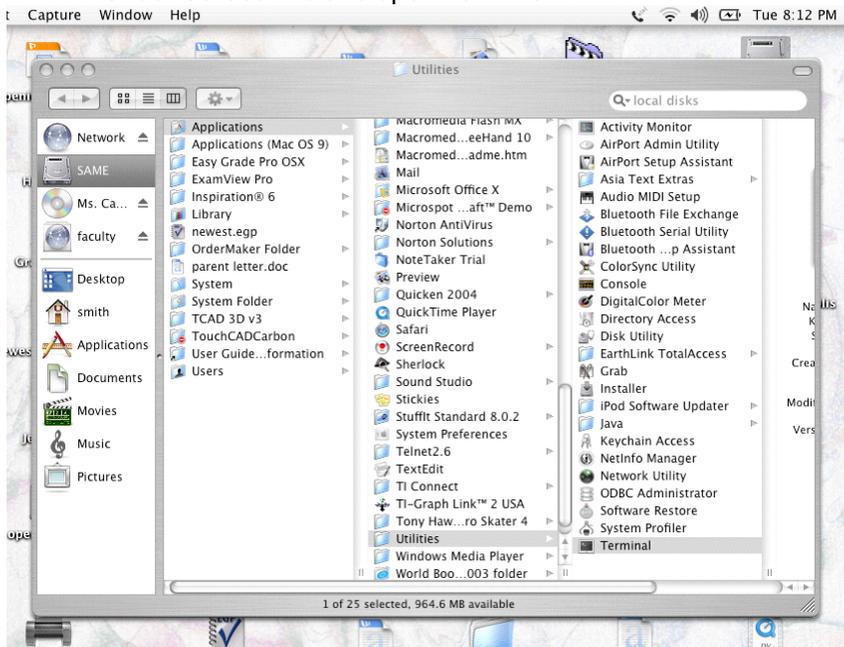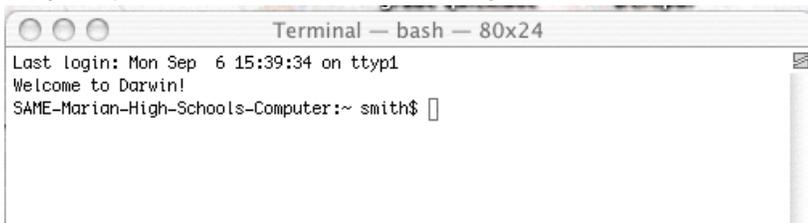# Creating an HTML File

1. Open up your Marian Telnet Account -- just as though you're checking your e-mail.
   > Open your computer's hard drive.
   > Click **Applications.**
   > Under Applications, find and open **Utilities**.
   > Under Utilities find and open **Terminal.**

When you open Terminal, this is the screen you'll see:

At the dollar prompt, type in telnet ➔open➔marian.creighton.edu.

You will be asked to login to your account.

If you are in Computer Applications and have already created a public_html, do NOT do steps 2-6!

2. At the $ prompt, type **mkdir public_html**. YOU WILL NEVER NEED TO TYPE THIS AGAIN!!! Press return.

3. At the $ prompt, type **cd public_html**.

4. At the $ prompt, type the word **webready**.

5. Hide Telnet.

6. Open up **BBEdit Lite** from the **hard drive**.

7. Choose *new* from the **File** menu. An empty editing window will appear. Type your information in that window. Type the information according to the following format:

```
<html>
<head>
<title>[Fill in with YOUR information_____]</title>
</head>
<body>
<font size = 12> [Put in whatever you want at the top of your page _____] </font> </center>
```

```
<p>
<font size = 4> [Begin typing the information you found about your element here. That should include all the information
you found for your oral presentation.]  </font>
</body>
</html>
```
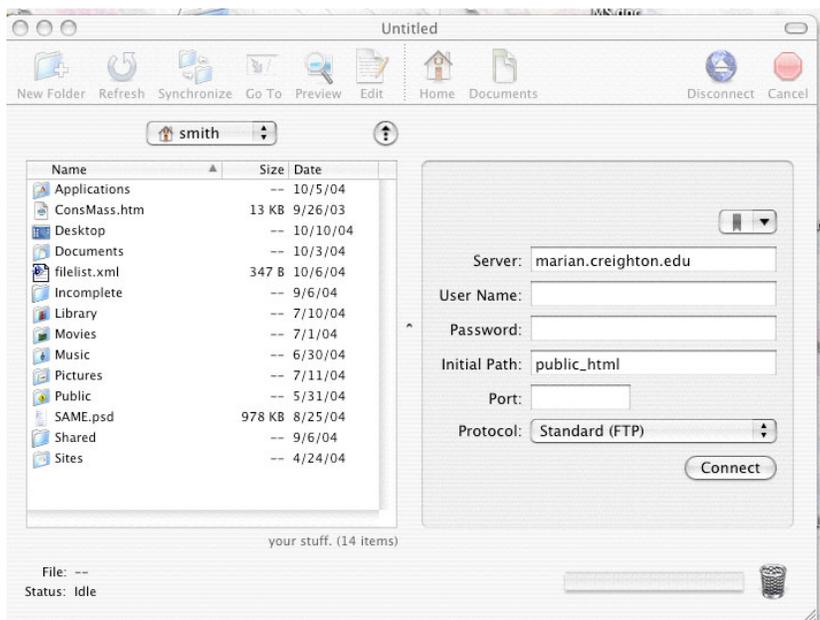
8. Save your BBEdit document in your public_html by going to **File.save to FTP server** under the
following name: *your element name   (small letters)* . html (example: copper.html). When your
BBEdit document is saved to YOUR public_html, be sure to save a copy to your server space as
well. Do a **Save As,** and direct the document to your server space.

9. Go to your Telnet account (It should be open.) and at the $ prompt, type **Webready**.

10. To test your page, type the following in the address bar of Explorer/Safari:
http:// marian.creighton.edu/~ your login/file.html (file = the name of what you saved).
_____

Adding a Picture to your Account

Open *Transmit* from the **HARD DRIVE** (look under Applications OSX) or from recent items.

Once at this screen fill in the information as follows

    Server   marian.creighton.edu
    Path   public_html
    User name   your personal login from your school Telnet account
                  (first seven letter of your last name and your first initial.)
    Password   your personal password from your Telnet account

Drag the image you want to use into the public_html side of the screen. The image must be in your
public_html. It should be saved as a jpeg image.

To reference a picture, you type in the following:
<img src="name of picture.jpeg"> (**The names must match perfectly to get the image to appear.)**

Any time something new is added to your public_html, you must go into your Telnet account and type in the word **webready.**

Adding "Extras" to your Page

Color the body of your page   <body bgcolor="navy">

Color the font
To use lighter or darker shades of these colors, specify light plus the color or dark plus the color. (These commands do not work for all colors)

Change font size
Font size ranges from 1 to 7, 1 being the smallest.

Starting a paragraph (without an indention)   <p>
This is one command that is unnecessary to end.

Text appears bold.   *text*

Text appears in italics.   <i> *text* </i>

Starting a new line
Even though you might return while you are typing in BBEDIT and the lines wrap -- they will not appear that way on your page unless you end a line with <br> or begin a line with <br>.

Placing a "bullet point"   before the line
Does not indent the line.

For more details, please refer to an HTML manual.