

Web Pages Project Handout #2

Creating Your Home Page On the Web

[The following set of directions assumes that you are using Microsoft *Office 2007*. You may need to make minor adjustments if you are using an earlier version of Microsoft *Office*.]

First things first

This tutorial assumes you have **Internet Explorer** and **Microsoft Office SharePoint Designer** installed on your computer.

It also assumes that you have successfully completed handout #1.

It'll be easier for you if you **close down all active programs** (including IM!!) before continuing with this tutorial.

Also, if you didn't already do so, create a new folder on your flash drive or other disk with the name **Web Pages** or some such name. Here's how you create a new folder:

Go to **Start > My Computer**

Locate the **disk** or the place on your **hard drive** where you are going to create the new folder

Right Click anywhere on the **white space** in the **disk window** and **select New... > Folder**, then give the new folder the name **Web Pages**

This tutorial assumes that you have a picture saved on your disk and ready to use. It must be either a **.jpg** file or a **.gif** file and the name of the file must have **NO** spaces in it. The picture must be no larger than about **100K**.

You are not required to put a picture of yourself on your home page. But you must put some picture or other so that you can learn how to do this. Put a picture of one of your pets if you like, or of the countryside.

So, make sure you have a **.jpg** or **.gif** picture no larger than about **100K** saved on your disk (in your **Web Pages** folder) before you proceed with the tutorial.¹

¹ Handout #4, available for download from educationworld.com, explains how to reduce the size of pictures or other graphics. Modern cameras take pictures that are quite large in terms of byte-size, so you will usually need to resize them so that they are the appropriate size for use on the web.

Step 1: Opening your File Manager in SuperFreeHost

First put your flash drive in the port so you can save the files you're about to create. If you're using your own computer, be sure to back them up on your hard drive, too.

Open **Internet Explorer**.

Now go to <http://www.superfreehost.org> and **login** with your **login name** and **password** (the one you set up using Handout #1). After a few seconds, you should now see a web page similar to the one illustrated below:



In order to get yourself set up to work on your web pages, you need to open up a **second** window in your web browser (this is so that you will be easily able to go back and forth from your File Manager to your actual web page in order to check your work as you go along—you'll see how it works in a bit).

Open up a second window in your web browser by pressing **control-N** ("N" for New Page).

In this new, second window, locate your **superfreehost home page URL**--it'll look something like this (see circled item in illustration above):

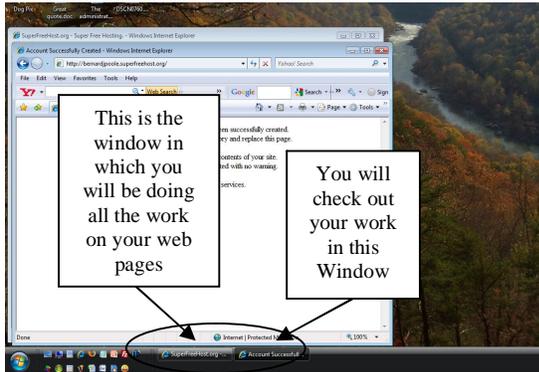
<http://yourname.superfreehost.org/>

(where "yourname" is your own login name!). Click on the URL to open up your home page in this second browser window. Don't worry about how it looks for now. It's just a default homepage that *SuperFreeHost* gives you when you first set up your website account. You're going to put your own info on your home page in Step 4.

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Your screen should now look something like this:



Notice above that there are **two buttons** in the **Task Bar** at the **bottom** of the screen—one for *SuperFreeHost.org* and the other indicating “**Account Successful**” for your Home page.

In the **Control Panel**, click on **File Manager**.

Now you are in your *SuperFreeHost* **File Manager**. There is only one document in there at the moment (called **index.html**).



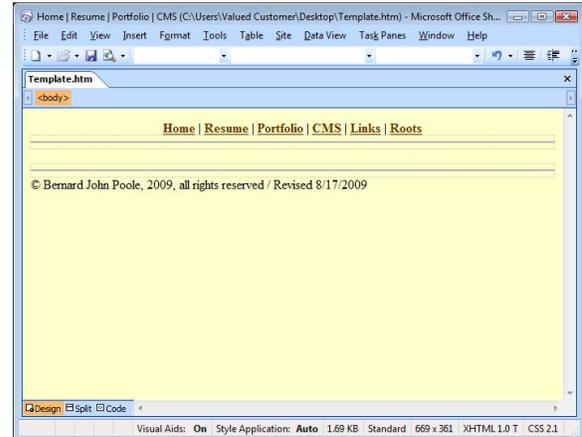
In a while you're going to replace this document with an **index.html** file of your own.

Now, locate on your computer and open **Microsoft Office SharePoint Designer**.

You're ready to start work on your Web Pages Project!

Step 2: Creating a template file to use for all the pages in your website

When you have completed Steps 2 and 3, your web page in *SharePoint Designer* will look something like the illustration at the top of the next column—only the background and font colors will be different:



Look in the **Task Bar** at the bottom of the screen (where the **Start** button is).

You should have **3 icons** for open documents (or tasks). The **first icon** should be for your **File Manager**, the **second icon** is for your **home page** on the web, and the **third icon** is for **Microsoft Office SharePoint Designer**, which should be the active window right now.

In **Microsoft Office SharePoint Designer** select **File > New > Page > General Page**.

You'll have a blank page on the screen. First, let's tidy up the screen by removing all the menus on either side, EXCEPT the **Tag Properties** Task Pane. Click to **X out of** all the other **Task Panes**.

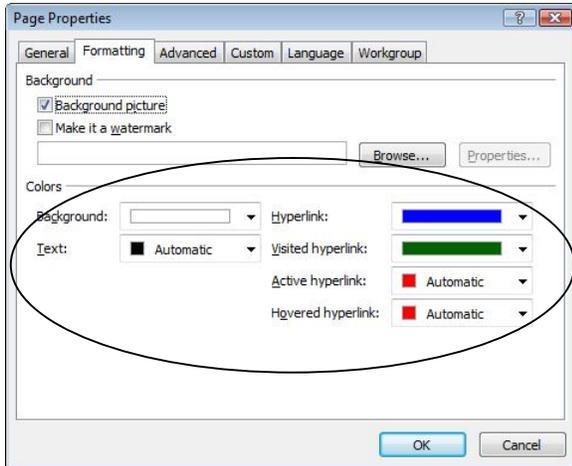
Selecting a Background Color

Next thing you want to do is select a **color** or **pattern** for the **background** for your webpage—which will be the same background on all your web pages.

From the **Format** menu, select **Background...** and check out the different colors in the dialog box by clicking on the small arrows next to each Color category (Background, Text, Hyperlink, etc).

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Pick a color that looks attractive to you. Take your time. To see how each color will look, hit **OK** and check out your page. If you don't like how it looks, go back to the **Format** menu again and select **Background ...** You can always change a background later, if you want, but it's best if you can find one you like at this stage.

Selecting a Background Pattern

If you want to use a **pattern** instead of a plain color, click to put a **check mark** in the box next to **Background Picture** (see figure below). You can find hundreds of patterns on the following website:

<http://www.squidfingers.com/patterns/1/>

Selecting Colors for Text and Hyperlinks

You may want some color other than the default **Black** for the **regular text font** on your web pages. You can do this in the Background dialog box, too. If you want to change the text color again later on, you can also go to the **Font Color tool** in the toolbar at the top of the window on the right and select a color you like.

While you're at it, in the **Background...** dialog box click on the **Hyperlink colors** (see illustration above) and select colors for the **hyperlink**, **visited hyperlink**, **active hyperlink** and **hovvered hyperlink** that will **stand out well** against the background color or pattern you've chosen.

For example, if your background is **blue** (which is not a bad background color if you like blue), make sure your text is, say, white, and each of

the four hyperlink colors is a color which stands out well against a blue background.

Another tip—avoid **red** or **green** on **black** or vice versa because these colors are very difficult for color-blind folks to distinguish between.

Once you have made up your mind and chosen your background color or pattern, and the best colors for the hyperlinks, hit **OK**.

You can have different background colors or patterns for different pages in your website, but for now it's best if you keep every page with the same look and feel—that's why we're going to call this first webpage **Template.htm**.

Saving the Template.htm file

So, go to **File > Save As...**, type the file name **Template.htm**, make sure you're saving it in the **Web Pages** folder on **your disk**, and then hit **Save**.

Now you have to complete work on the **Template.htm** file.

Completing the Template.htm file

What you're going to do now is put in the Template.htm file certain features, such as a **Navigation Bar** and a **Copyright statement**, along with some **horizontal lines**, which will be **COMMON** to **ALL** the pages on your website. The purpose of creating a **template** web page is to save you having to create these features over and over again for the many web pages (about 50) that you're going to build over the course of this Web Pages Project. You'll see how it works in Steps 9 and 10.

Step 3: Add a Navigation Bar and Copyright line to your Template.htm file

For the web project you'll complete during the remainder of this project, you need to include a **Navigation Bar** at the top of every page. The Navigation Bar, which is designed to help your users get around your website, will include **6 hyperlinks** to various key pages in your website. Following are the steps to do this.

If **SharePoint Designer** is **not** the **active window** on your screen—which it should be if

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you're working through this tutorial in one sitting--click in the **Task Bar** on the icon to bring up the window for *SharePoint Designer*.

The cursor should be positioned at the very top of the page.

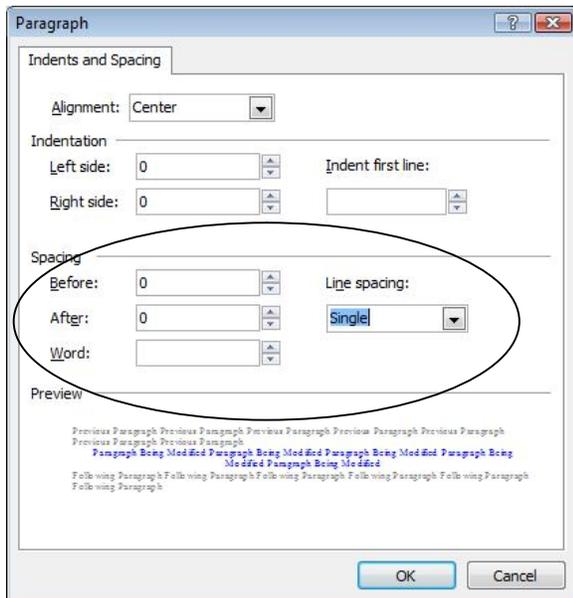
In the **Formatting Toolbar**, click on the **Center** align icon.

Type the following with a space either side of the bar (where the **bar** (|) between each item is the **shift-backslash** key just **below the Backspace key** on the keyboard) Be careful to hold down the Shift key while you hit the backslash key, so that you get the upright bar (|), **NOT** the back slash (\)

Home | Resume | Portfolio | CMS | Links | Roots
Hit **Enter**.

Now, from the **Insert** menu select **HTML > Horizontal Line**.

Before proceeding, you need to **undo** the *SharePoint Designer* default of double spacing between lines. You want **single line spacing** for your web pages. So go to **Edit > Select All** (or press **ctrl-A**), then go to **Format > Paragraph**.



In the **Format > Paragraph** dialog box (see figure above), locate the boxes for **Spacing > Before** and **After**, and type **0 (zero)** in both of them, then select **Single** for the **Line Spacing**, then click **OK**.

Save the **Template.htm** file again on your disk.

Creating Hyperlinks for the Navigation Bar Items

Next, double click on the **first item in the Navigation Bar (Home)**, right click on the highlighted word and, from the pop up menu, select **Hyperlink...**

In the dialog box that pops up, make sure the button on the left side for **Existing Web Page** is selected, then in the **Address** box type the URL (Universal Resource Locator):

<http://yourloginname.superfreehost.org/>

and click **OK**.

Now you're going to do the same thing for the next five items in the navigation bar, except that the URL you'll type each time will include a last item which will be the **name of a web page** you'll be creating shortly.

The URL for **Resume** will be:

<http://yourloginname.superfreehost.org/resume.pdf> (all lower case, note the extension **.pdf**)

The URL for **Portfolio** will be:

<http://yourloginname.superfreehost.org/portfolio.htm> (all lower case, note the different extension **.htm** for this and the following URLs)

The URL for **CMS** will be:

<http://yourloginname.superfreehost.org/cms.htm> (all lower case, note that **cms** is **lowercase**!!)

The URL for **Links** will be:

<http://yourloginname.superfreehost.org/links.htm> (all lower case)

The URL for **Roots** will be:

<http://yourloginname.superfreehost.org/roots.htm> (all lower case)

Save the **Template.htm** file again on your disk when you're done updating the hyperlinks.

Remember, if your Hyperlinks are a color that doesn't stand out well against the background you chose in Step 2, you can change any of the

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colors by following the directions in Step 2 (page 3 of this tutorial).

Now all you have to do is add one more **horizontal line** and a **Copyright line** to your Template.htm file. Here are the steps to do this:

Position the cursor on the new line beneath the **horizontal line** which you already inserted under the **Navigation Bar**.

Hit **Enter**.

From the **Insert** menu select **Horizontal Line** again, then in the **Formatting Toolbar** select the **Left** align icon.

Go to **Insert > Symbol...**, and in the dialog box that pops up locate the **copyright** symbol (©), click on it, then click on **Insert**.

Hit the **space bar** and type the following:

Your name, 2009 (or whatever the year is when you complete this tutorial), **all rights reserved / Revised month/day/year** (where month/day/year is **today's date**)

Your Template.htm file is almost ready for use. But just in case (because *SharePoint Designer* can be odd in this regard), before you save it, hit **ctrl-a**, then go to **Format > Paragraph** and make sure everything is still **single-spaced** with **0 (zero) spacing Before and After** paragraphs.

Once again, save the **Template.htm** file in the **Web Pages** folder on your disk.

So, from now on, whenever you need to create a **new page** for your website, you'll first open this template file and use it as the basic web page for the content that you will add on the new page.

Step 4: Setting up of your index.html file (your home page)

OK, now you're ready to get to work on your home page. ☺

First--and **VERY important**--you need to rename the template by **RE**-saving it with a new name for the web page you're about to create. In this case, the new web page is your home page called **index.html**.

So, right away, in *SharePoint Designer* go to **File > Save As...** and in the **Save As** dialog box change the file name from **Template.htm** to **index.html**, then (this is very important!) **BEFORE** you click on Save, click on the **Change Title** button and, in the dialog box that pops up, type the following:

Your_Name's Home Page

Where Your Name is, of course, your own name. Now you can click on **Save**.

Remember, if, before the end of this section (Step 4), you are asked to save your work, go ahead and do so, but be sure the file has the name **index.html** each time.

Follow the directions carefully and, as you go along, type only what is in *italics*. Everything else consists of directions to help you complete the creation of your home page on the web.

Also, everything below that is in **square brackets [...]** will be particular to you, since it will be your personal info, so come up with your own data for those sections.

Position the cursor on the empty line **between** the two horizontal lines **beneath** the **Navigation Bar** towards the top of the page. So you're going to continue adding information **below** this **first** horizontal line and **above** the **second** horizontal line.

Select the **Center** alignment icon, then type your *first and last name*, followed by *apostrophe 's'*, followed by the words *Home Page*.

Hit **Enter twice**, then in the **Formatting** toolbar select **Align/Left** and type what follows:

This is my homepage on the World Wide Web. I am a student at [...]. This is my [???] year here. I will be graduating in [???] with a Bachelor of [???] Degree in [???].

Hit **Enter twice** and type the following:

Here are some of the classes I am taking now:

Hit **Enter**, then from the **Formatting toolbar** select **Bullets**

Type as many of **your classes** as you like (**4 at least**). *Microsoft Office SharePoint Designer*

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will automatically provide the bullets based on your chosen theme.

After you type your last class, hit **Enter**, then, in the formatting toolbar at the top of the window, click on the **Bullets tool** again to turn off the bullet at the beginning of the line.

Now type the following:

Here is a listing of some of the interests and hobbies I enjoy:

Hit **Enter**, then from the **Formatting toolbar** select **Bullets** again, and type as many of your **hobbies or interests** as you like (**4 at least**). **Microsoft Office SharePoint Designer** will again automatically provide the bullets.

After you have entered your interests, hit **Enter**, then hit the **Backspace** key to turn off the bullet at the beginning of the line.

You'd better save your work before you go on, right? Hit **ctrl-S**.

Now, from the **Insert** menu, select **Horizontal line**. **Microsoft Office SharePoint Designer** will insert a (third) horizontal line all the way across the page.

Hit **Enter** again, click on the **Center Align** icon and type the following:

E-mail me

Hit **Enter**. Now **drag to select the phrase e-mail me**, click on the **Insert Hyperlink** button in the toolbar at the top of the screen (the icon looks like a globe)

In the dialog box, click on the item on the lower left for **E-mail Address** and in the **Address:** box type:

mailto:your_preferred_email_address

(where **your_preferred_email_address** is your own e-mail address—say, hotmail or aol, if you have one you prefer to use).

Hit **Enter twice**. Now type the following:

Click here to visit Mr. Poole's home page

Hit **Enter** again and **triple click** to highlight the line you just typed, then click on the **Insert Hyperlink** button in the toolbar at the top of the screen.

This time you are going to make the text a hyperlink to Mr. Poole's home page. So, in the dialog box, click on the button on the left side for **Existing File or Web Page**.

In the **Address:** box type the URL for my home page: **http://www.pitt.edu/~poole** and click **OK**.

Now **save** the updated page again on your **disk** with the file name **index.html**.

Step 5: Uploading pictures to your File Manager

The directions in Steps 5 and 6 are critical, so be sure the follow them very carefully.

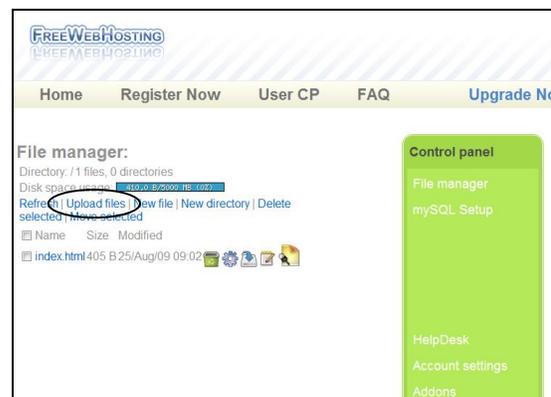
You should already have saved on your computer the picture you are going to use on your home page. It should be no more than about **100K in size** (see Handout #1), it should be either a **.jpg** or a **.gif** file type, and there should be **NO spaces** in the name of the picture file.

It's best to have your pictures already uploaded to your **SuperFreeHost File Manager** before inserting them into a web page in **SharePoint Designer**.

Here are the steps to **upload** the picture to your **File Manager** in **SuperFreeHost**.

In the **Task Bar**, click on the **first icon** to bring up your **File Manager** on the screen.

Locate, on the **left hand side** of the File Manager, the **Upload Files** button and click on it.



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In the new dialog box, click on the first **Browse** button, then locate on your disk **the picture** you are going to use on your home page. Before you upload the file, however, write down on a piece of paper the **exact name** of the picture (upper and lowercase are important). You'll need this later when you complete Step 6 of this tutorial.

Now double **click** on the **name of the picture**. This will put it in the **Browse** box.



Locate the **Upload** button, and click on it to upload your picture to your File Manager.

Check to see that the file uploaded successfully (you should now see the new file listed along with index.html in the list of files in your File Manager).

Step 6: Inserting the picture into your web home page

Now that you have the picture uploaded to your File Manager, you can **Insert** it into your home page in *SharePoint Designer*.

In the **Task Bar** click on the icon for *SharePoint Designer* (should still be the **third** icon along).

Put the cursor on a new line immediately **under the Title** at the top of the page ("My Name's Home Page"), then go to **Insert > Picture > From File...**

Locate the picture on your computer or disk and **double click** on it to insert it into your web page.

In the **Accessibility Properties** dialog box that pops up next, for **Alternate Text** type your own first and last name (this will make your name pop up on your home page when the user hovers

the mouse over the picture). Leave the **Long description** empty.

Don't worry about the size of the picture for now; you'll take care of that in a bit.

Immediately, **right click** on the picture, and select **Picture Properties** from the pop up menu.

Click on the **General Tab** if it is not already selected and, in the **Picture:** box, remove all the text before the name of your picture (so only the name of your picture is in the box). Now, immediately before the name of your picture, type the URL of where to find the picture in your *SuperFreeHost File Manager*—it will look something like this:

<http://loginname.superfreehost.org/>

So the whole URL will look like this when you are done:

http://loginname.superfreehost.org/name_of_picture

...where **name_of_picture** will be the picture file name that you just wrote down on a piece of paper. Remember that the name of the picture must be **EXACTLY** the same as the one you uploaded to your File Manager in Step 5, including uppercase or lowercase, etc. So, if your picture has .JPG instead of .jpg, you must type it like that.

Click on **OK** and **wait** while the picture is uploaded from *SuperFreeHost* to your home page in *SharePoint Designer*.

If the picture doesn't upload correctly, check (and redo if necessary) each of the directions in **Steps 5 and 6**, because you probably did something incorrectly.

Adjusting the size of your picture

Now is the time to adjust the size of the picture, if you think that's necessary. To do this, **click on the picture once** to select it, locate one of the small black **handles** in a **corner** of the picture and, while holding down the **Shift key**, drag to make the picture whatever size you want (holding down the Shift key will ensure that the picture isn't distorted).

Then click on **OK**.

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Now select **Save As** to save your updated web home page. Be sure to save it on your disk with the name **index.html** (as already explained, this top level file has to be called **index.html** because it's your home page on the web).

Step 7: Uploading your web home page to your File Manager

This is basically the same thing you did to upload your picture in Step 5.

In the **Task Bar** at the bottom of the screen, click on the **first** icon to bring up your *SuperFreeHost* **File Manager**.

Locate on the **left hand** side of the File Manager the **Upload Files** button and click on it.

Click on the first **Browse** button, and locate on your disk the **index.html** file you just saved. Double **click** on the **name** of the file (**index.html**) to put it in the **Browse** box.

Locate the **Upload** button, and click on it to upload the file to your **File Manager**. Your version of **index.html** will automatically replace the version that came with your registration to *SuperFreeHost*.

Step 8: Checking out your home page on the web

In the **Task Bar**, click on the **second** icon to bring up your **home page** window on the screen (it's the original default *SuperFreeHost* web page when you first bring it up on your screen).

Now hit **Ctrl-R** on the keyboard. You must do this (Ctrl-R) to refresh the screen in order to see any changes you have made to the web page.

Now, all being well, you should see your very own personal home page on the screen, with your picture and all the data about yourself that you typed into the web page in *SharePoint Designer*. Neat, huh?

If there is a problem, call your lab instructor over and he or she will help you fix it.

Step 9: Creating the dummy pages for your portfolio, and other Navigation Bar hyperlinks.

In the Task bar, click on the icon to go back to *SharePoint Designer*.

From the **File** menu select **Open**, and locate on your disk, and open, the **Template.htm** file.

Position the cursor immediately beneath the first **horizontal line** that is under the **Navigation Bar**.

Type the phrase: **The List of Contents for my Professional Portfolio will go on this page...**

Now from the **File** menu select **Save As...** (**NOT Save...**)

Replace the filename **Template.htm** with the new filename **portfolio.htm** (**all lower case**), then, **BEFORE** you hit the Save button, do the following:

Click on the **Change Title** button and, in the dialog box that pops up, type the phrase: **My Name's Professional Portfolio** (where, once again, My Name is your own name).

Make sure you are saving the file in your Web Pages folder.

Now click on **Save**, then **Close** the **portfolio.htm** page.

Get the idea? You've just created a dummy page for your portfolio. You'll provide the information for your professional portfolio later in the project.

Let's create a dummy page now for each of the **three other pages** you have hyperlinked in the Navigation Bar (**cms.htm**, **links.htm**, and **roots.htm**—the link to your resume will be handled differently, as you'll see later).

From the **File** menu select **Open**, locate on your disk, and open, the **Template.htm** file.

Position the cursor immediately beneath the **horizontal line** that is under the **Navigation Bar**.

Type the phrase: **The List of Contents for my Class Management System (CMS) will go on this page...**

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Now from the **File** menu select **Save As...** (not Save...), replace **Template.htm** with the new filename **cms.htm** (all lowercase, remember), and, **before** you hit Save, click on the **Change Title** button and, in the dialog box that pops up, type the phrase: **My Name's Class Management System Website**.

Click on **Save**, then **close** (x out of) the **cms.htm** page.

From the **File** menu again select **Open**, locate on your disk, and open, the **Template.htm** file.

Position the cursor immediately beneath the **horizontal line** that is under the **Navigation Bar**.

Type the phrase: **The List of my Favorite Links will go on this page...**

Now from the **File** menu select **Save As...** (not Save...), replace **Template.htm** with the new filename **links.htm**, and, **before** you hit Save, click on the **Change Title** button and, in the dialog box that pops up, type the phrase: **My Name's Favorite Links**.

Click on **Save**, then **close** (x out of) the **links.htm** page.

From the **File** menu once again select **Open**, locate on your disk, and open, the **Template.htm** file.

Position the cursor immediately beneath the **horizontal line** that is under the **Navigation Bar**.

Type the phrase: **Information about my Family Roots will go on this page...**

Now from the **File** menu select **Save As...** (not Save...), replace **Template.htm** with the new filename **roots.htm**, and, **before** you hit Save, click on the **Change Title** button and, in the dialog box that pops up, type the phrase: **My Name's Family Roots**.

Click on **Save**, then **close** (x out of) the **roots.htm** page.

Do you feel like you're getting the hang of this yet? I hope so ☺

Step 10: Uploading the new web pages to your File Manager

Whenever you create a new web page or update a web page in *SharePoint Designer*, you have to **Save** it and then you must **upload** it to your File Manager so that you can view the page on the Web. If you don't upload your new or edited web page, it'll never appear on the Web!

Here's a reminder of the steps to upload a file to your File Manager.

In the **Task Bar** at the bottom of the screen, click on the **first** icon next to the Start button (the one for your **File Manager**). This will open up the File Manager window on your screen.

Look on the left side of the **File Manager** window. You should see a button that says **Upload Files**. Click on the **Upload Files** button. You'll now see data entry boxes with a **Browse** button next to them.

Click on the first **Browse** button. You'll see a dialog box come up asking you to **locate** on your disk the file you want to **upload** to your File Manager.

In the dialog box **locate** the disk drive on which you have your **Web Pages** folder, in which you have saved all those dummy files you just created.

Double click on the **portfolio.htm** file, for example, to drop it in the first **Browse** box.

Now do the same thing to put into the next two Browse boxes the **cms.htm** and **links.htm** files.

Click on the **Upload Files** button, and wait while *SuperFreeHost* uploads the three files to your **File Manager**.

When it is finished, you'll see the uploaded files in the list in your File Manager (in **blue** font). Now click on the hyperlink that says: **Continue to File Manager**. This will take you back to your **File Manager**.

Repeat this process to upload your **roots.htm** file.

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Step 11: Checking out your home page

In the **Task Bar**, click the icon for your **home page** (it should be the **second** icon along, next to the icon for your File Manager) to bring your home page up on the screen.

Now, hit **Ctrl-R**. This will **Refresh** your page from scratch and show you the changes you made. (If you don't do **Ctrl-R**, you may not see the changes because the browser may simply **Refresh** an earlier version of the page which it has saved in a place called **Cache** on your hard drive. **Ctrl-R** *forces* the browser to go to the original source for the web page.

Check everything out to make sure you correctly completed all the steps from the beginning of this tutorial. This means checking **every single one of the hyperlinks** to make sure **they work**, including those in the **Navigation Bar** on your home page.

Each hyperlink (*except the link to your resume*, which will be a broken or bad link for now) should go to the web page you designated for it when you defined the hyperlink: either to one of the pages associated with the Navigation Bar (except the resume link), or to Mr. Poole's home page.

Check your "**e-mail me**" link, too, to make sure it comes up with a dialog box for the user to send you an e-mail.

Now all you have to do is build the rest of your website. That's for another day. The handouts explaining everything required will follow.