Web Pages Project Handout #3
Steps to *Always* Follow When Working on your Web Pages

[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*.]

Here are the steps to follow **every time** you settle down to work on your Web pages. You'll get used to doing this after a while, but follow these directions carefully for the first couple of times till you get the hang of it.

1. First **close** out of **any other open programs** (you can open them later if you want).

2. Put a USB Flash drive in a 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.

3. Open **Internet Explorer** and go to http://www.superfreehost.org/ and **login** with your **login name and password**.

4. Next, by way of getting yourself set up to work on your web pages, you want to open up a **second** window in your web browser. Do this by pressing **control-N** ("**N**" for **N**ew Page).

5. In this new, second window, locate your **SuperFreeHost home page URL**--it'll be on the left side of the window under User Control Panel. The URL will look something like this:

    http://yourname.superfreehost.org

6. Click on this URL in this **second browser window** to go to **your** *SuperFreeHost* **home page**.

7. Now switch back to the **first window** you opened (by clicking on its button in the **Task Bar**—it should be the first button down there) and, in the **Control Panel**, click on **File Manager**. Now you are in your *SuperFreeHost* **File Manager** in this first window—this is the window you will use to upload any web pages or pictures or other files (such as your resume) that you create or edit.

8. Finally, open *SharePoint Designer* (**Start** > **All Programs** > **Web Design** > *SharePoint Designer*).

9. OK, so now look down at the Task Bar at the bottom of your screen. You should see icons for the three "tasks" you have open at this time--one for your **File Manager**, the next for your **Home Page**, and the third for *SharePoint Designer* (Fig. 1).
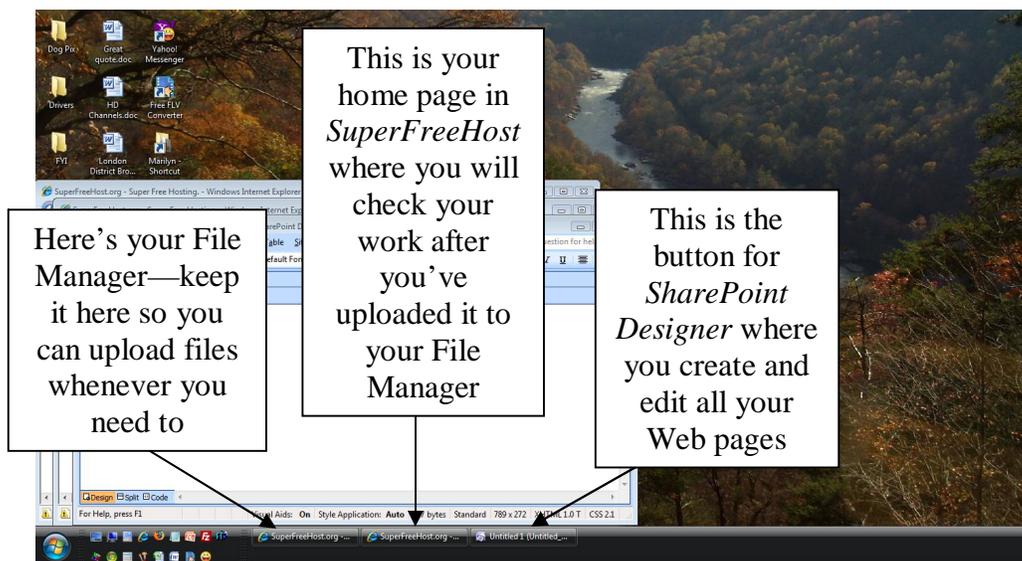

Here's your File Manager—keep it here so you can upload files whenever you need to

This is your home page in *SuperFreeHost* where you will check your work after you've uploaded it to your File Manager

This is the button for *SharePoint Designer* where you create and edit all your Web pages

Fig. 1 Keep all three of these Tasks open while you're working on your Web Pages

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Now you're ready to work on your web site. You'll follow a **cyclical process** as you develop the pages for your web site

The diagram below (Fig. 2) illustrates this cyclical process. Read it over carefully now, starting with Step 1. Soon (hopefully) you'll be following this cyclical process in your sleep!
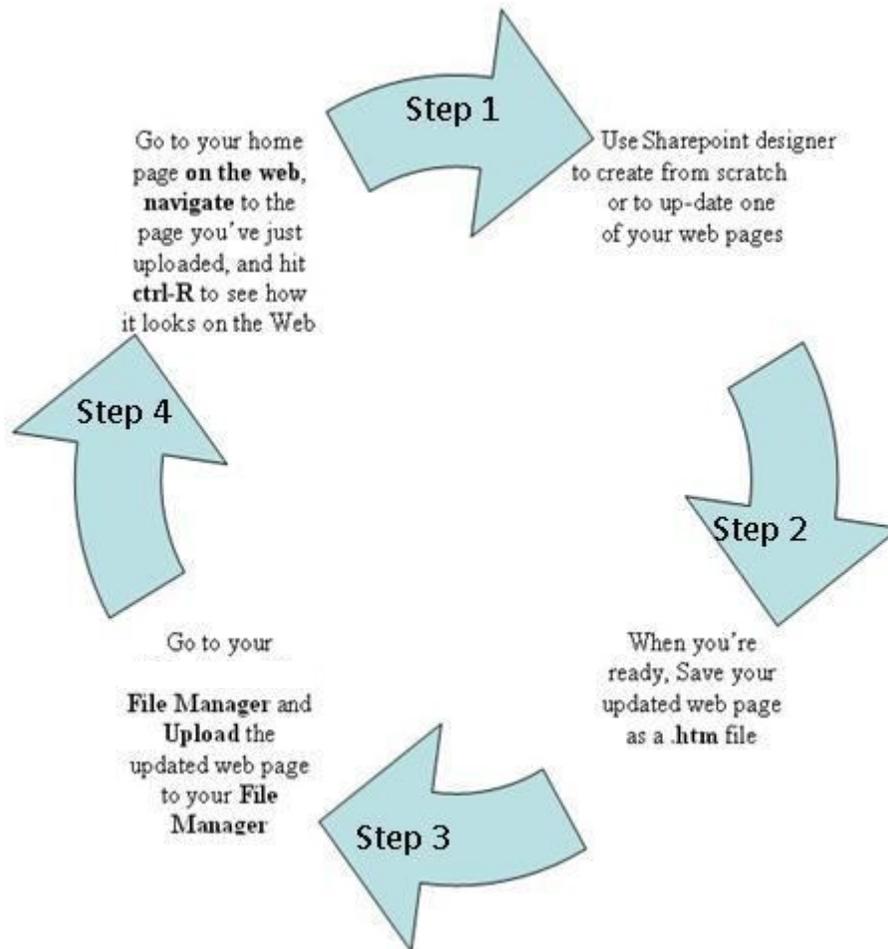
Fig. 2 The cyclical process required to create and update Web Pages