The ITrain Collective

Web Site Creation

Training Course

Student Manual

August 1999

WEB SITE CREATION TRAINING COURSE

Table of Contents

PREFACE

The Web Site Creation manual is part of a series of Internet training (ITrain) materials developed by the ITrain Group with the financial assistance of the International Development Research Centre (IDRC). The complete set of materials can be obtained from http://unganisha.idrc.ca/itrain/. The ITrain Group consists of individuals and institutions from around the world with a wide range of technical and training expertise in the Internet field.

The training materials are a result of a needs analysis conducted in .November and December of 1997 and subsequent consultations with experts and users, including field testing. The materials are developed for use by Internet trainers and users in developing countries. If you are an individual or an institution engaged in delivering basic or advanced Internet training course or a user who is seeking a simple, flexible and effective Internet training guide, these materials are for you.

Conventions used in this manual

Bold text in the manual indicates key words that instructors and participants will find on their monitor screen when software is running.

3-D boxes with notes to instructors

The 3-D boxes throughout the course contain notes to the instructor.

> **i** *This is a 3-D box with notes for the instructor. You can use it to prepare yourself before you conduct a course.*

Icons

Icons appear in both the instructor manual and the participant manual. We included icons to draw attention to the text beside the icon and to give an immediate visual clue about the meaning of the material contained in the section.

> **i** *Customisation: When you see a box like this you are strongly encouraged to modify the current topic, to make it relevant to participants..*

In the instructor manual, the stopwatch icon indicates the estimated time to deliver a section of the course.

15 min

1. Introduction

AIM: To get to know each other and our goals.

To outline the aims of the course and to review the agenda.

1. Please introduce to the group, the person you interviewed. In a sentence or two, indicate what type of work he or she does.

_____

_____

_____

_____

2. What experience with the Internet does he or she have?

_____

_____

_____

_____

3. What does he or she expect to learn from this course?

_____

_____

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_____

2. Critiquing Web Sites

AIM: To browse and critique existing Web sites.

To create critical awareness of navigational, design, aesthetic and content components of Web sites.

To introduce the features and building blocks of a good Web site.

To create awareness of features that make a Web site difficult or unfriendly to use.

To produce a list of **do's** and **don'ts** that apply to building a Web site.

Critiquing other Web sites

This list below includes various criteria by which you can evaluate Web sites. It is not always immediately obvious why we prefer some sites to others, but by taking the time to understand what makes a Web site 'work' for us, we can begin to establish some best practice rules for creating really effective Web sites.

Try and assign each site a score for each question :

✴ **- excellent**
☺ **- good**
😐 **- not good, but not entirely useless**
☹ **- useless**

	1	2	3	4	5	6	7	8	9	10
How navigable is the site?										
Is it easy to find the information you're after, given the various signposts on the Home Page?										
Is it easy to find your way back to the home page or other main section pages from the site's 'interior'?										
Are the navigation graphics self-explanatory?										
Do you have to click through too many pages, to get to your destination page?										

How readable is the information on the site?										
You've found the section of the site with the relevant information for your needs - is it easy to read?										
Are there clear headings on the page?										
Is the size and colour of the text easy on your eyes?										
Do the graphics on the page compliment, or detract from, the text content?										

Is the site aesthetically pleasing?										
Do the colours of the site design work well together?										
Is there a continuity of style between the graphics?										
Is the spatial arrangement of text and graphics complimentary, incidental or irritating?										
Is the design of the site in tune with the subject matter/organisation?										

How informative is the site?										
Does the information on the site stick to overviews and links to other resources, or are there opportunities to access in depth resources?										
Are there opportunities to interact with the site and ask for additional information (e.g. 'contact us' buttons etc.)?										
Are the search pages, discussion forums, guest books and other special features clearly explained and easy to use?										
Are the lists of contacts, resources and links annotated with useful descriptions, explanations and advice?										

How long does it take to get the page loaded onto the screen?										
Are there large graphics that slow down the delivery of text onto the site?										
Are there text alternatives to the graphics to read whilst waiting for the graphics?										
Does the length of the page force you to wait a long time before you can read what is at the bottom of it?										

Fill in the list of the common do's and don'ts that make up building a good web site.

Do's	Don'ts

3. An introduction to HTML and browsers

AIM: To gain a basic understanding of HTML concepts, terms and jargon.

To set the stage for understanding and working with HTML editors.

What is a browser?

_____

_____

_____

What is a URL?

_____

_____

_____

What is HTTP?

_____

_____

_____

What is HTML?

_____

_____

_____

What is a link?

_____

_____

What is an HTML editor?

_____

_____

_____

_____

What is a tag?

_____

_____

_____

_____

What is an attribute?

_____

_____

_____

_____

What are File Extensions?

_____

_____

_____

_____

What is the relationship between a _Browser_ and an _Editor_?

_____

_____

_____

_____
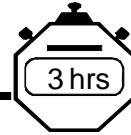
4. Creating a Web page using a text editor

AIM: Hands-on session on coding a Web page.

Understanding how to format text, add colour, create lists, links and tables, and how to add graphics and images to a Web page.

4.1   Opening *HTMLTool*

Click on the *HTMLTool* icon on your desktop or click on the **START** button, select **PROGRAMS** and click on *Lorenz Graf's HTMLTool*. The following window will appear on your screen:
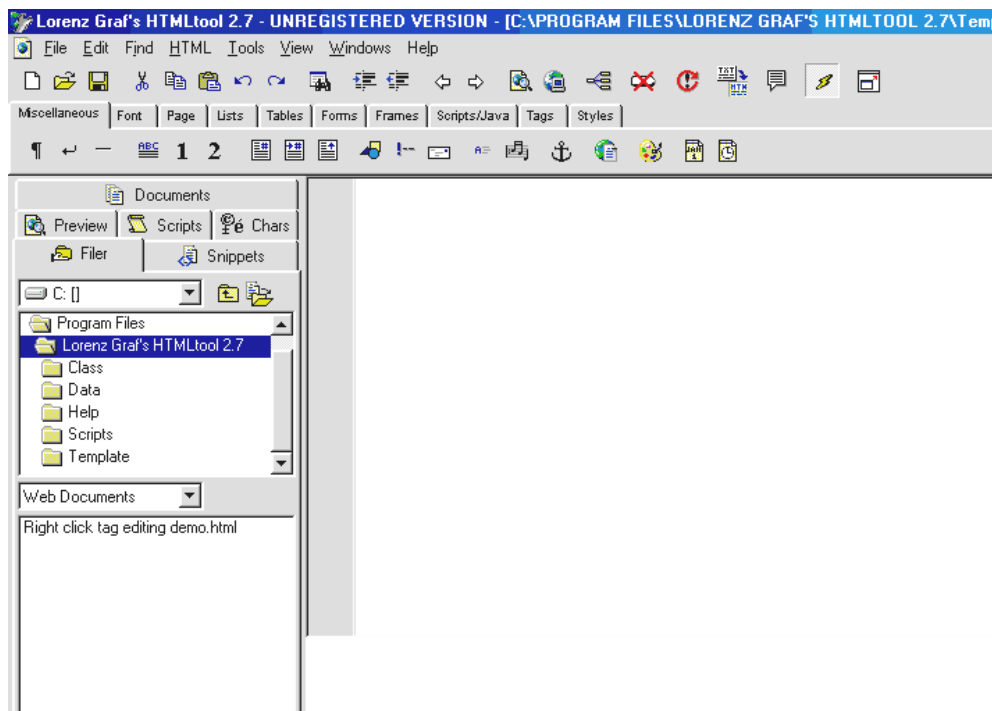
4.2   *HTMLTool*: Pulldown menus and toolbar

The pull down menus and toolbar perform standard functions such as helping you open, close and save files, as well as all the functions that are needed to

format HTML documents. Scan the Pulldown menus and the toolbar to familiarise yourself with them.
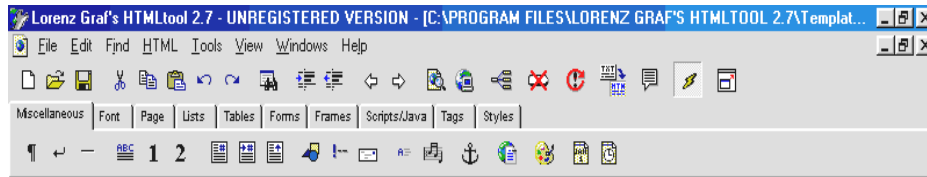
4.3   Opening a new document

Click on the *New Page* icon.

Choose **NEW FROM SCRATCH**

Enter the title of the document you want to create.

The title is the name of the Web page you are creating. It appears in the blue bar or title bar of the Web browser screen. Give your Web document a title that give a clear indication of its content as, once the document is 'live' on the Internet, the title is used by Web search engines.

Enter your name as the author of the document and then click OK. A new document, with the outline of the basic structure of a Web page, will appear on your screen. The various 'parts' of the Web page are indicated by 'tags' that appear in arrow brackets.

Each Web page has to contain certain basic tags for it to be a valid Web page. They can be seen on the right hand side of the screen below.
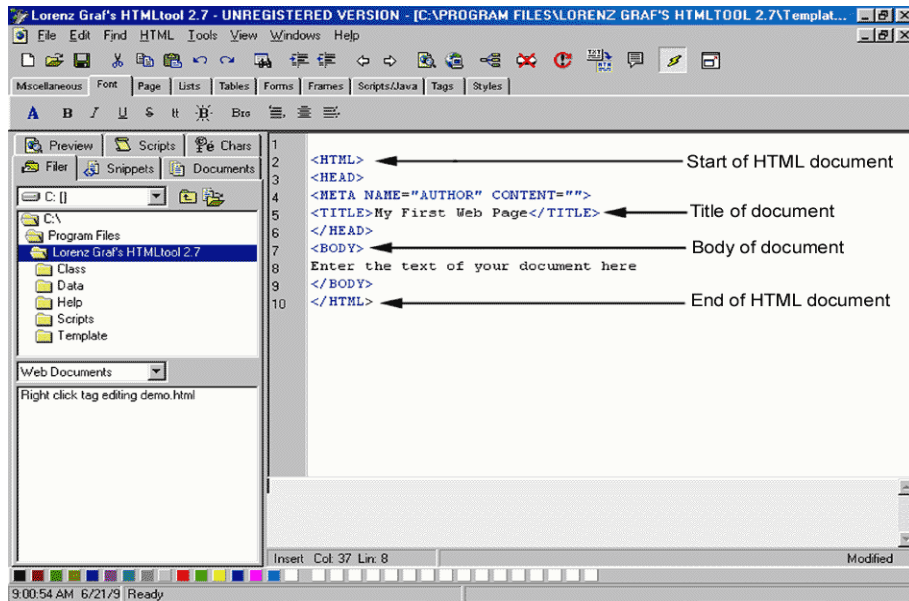
## 4.4   Inserting existing text

We are going to insert a document called test.txt, which has been prepared for you. Go to the **FILE** Pulldown menu and select **INSERT**
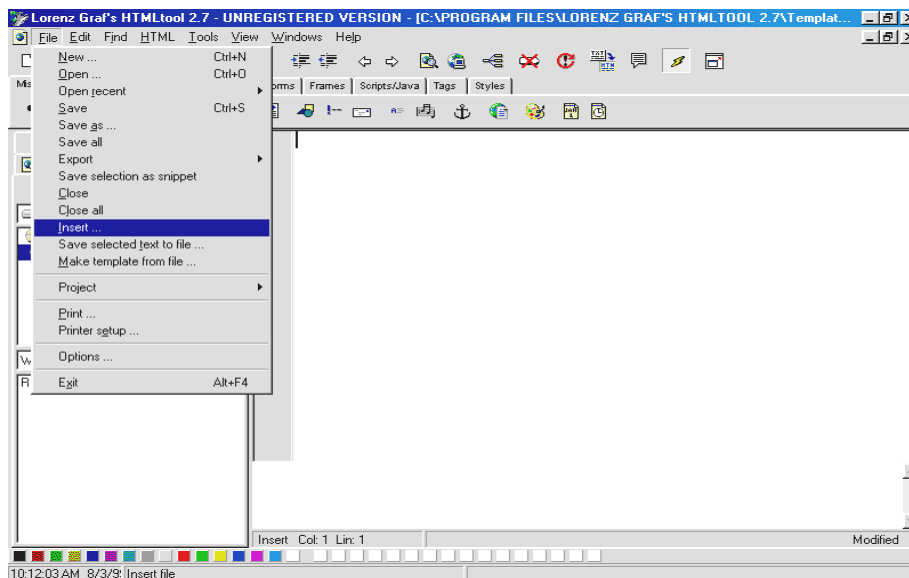
Find the document, previously prepared by your trainer, named TEST.TXT in the TEMP directory on your C: drive and double click on it. The TEST.TXT document is loaded and ready for formatting.

4.5 Saving Web documents

Click on the *Save* icon
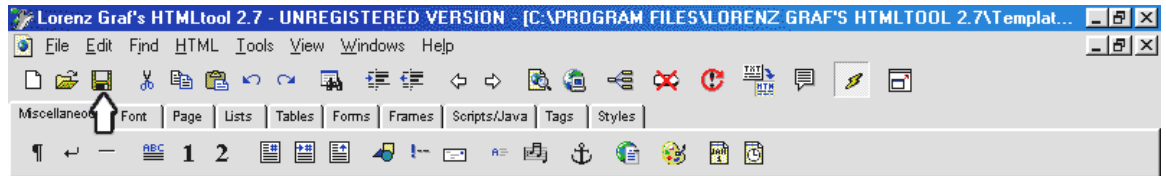
Save the file called test into the TEMP directory. It will automatically be saved with an **.htm** extension. From now onwards this document will be referred to as a Web document.

4.6   Viewing a Web document with a browser

We will now view your Web document with a browser. Minimise *HTMLTool,* which will keep it open. Open up either *Netscape* or *Internet Explorer.*

Go to the **FILE** Pulldown menu in your browser and click on **OPEN PAGE,** in Netscape and **OPEN** in Internet Explorer
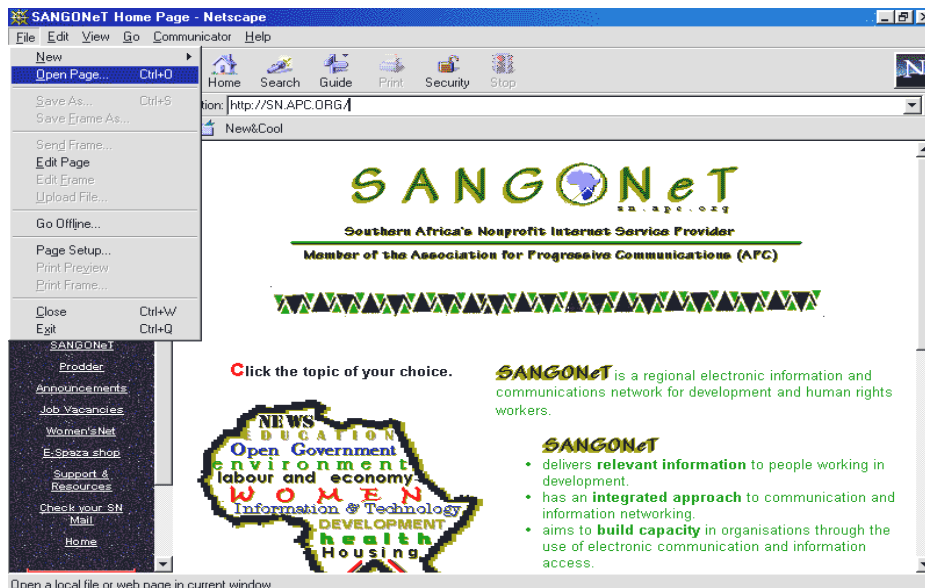
Go to the TEMP directory and double click on **test.htm** to open the document

You will see the page load up on screen without any formatting. There are no paragraph spaces or line spaces.

Go back to *HTMLTool* to start formatting the Web document.

4.7   Formatting text

In HTML, you can format the text of the Web document in various styles. You can bold and italicise text, change the font size, type and colour, centre and align text, add headings, and create lists of items. You are limited by the HTML tags, but you can still create good effects.

- **Bold text**

Highlight the text that you want to appear in bold.

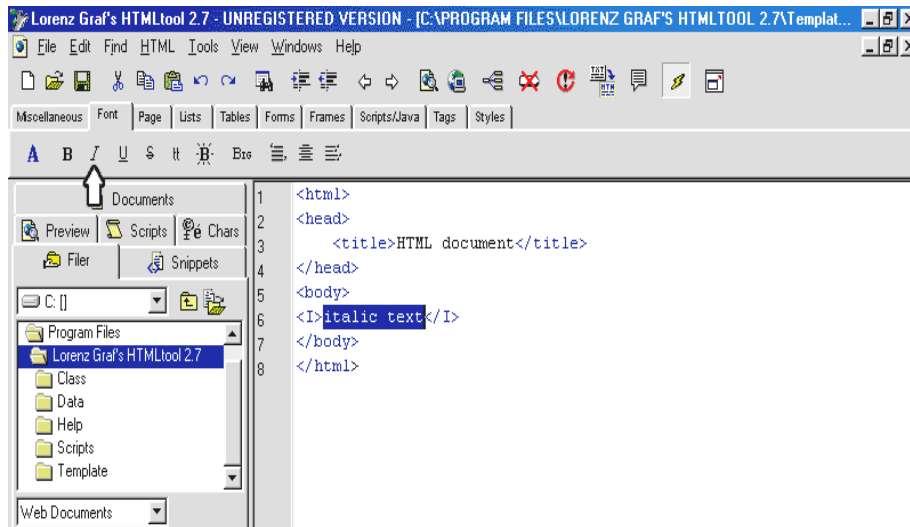Click on the **FONT** tab on the toolbar and click on **B.**
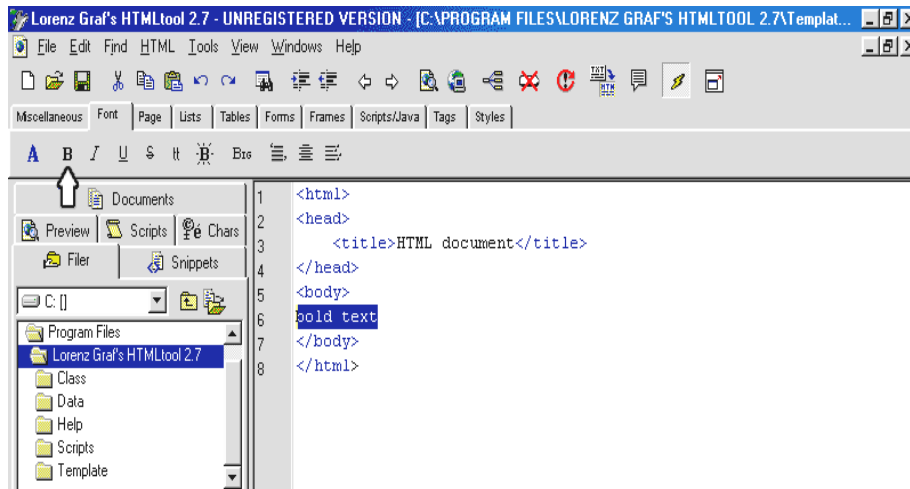
You can see that 'tags' that indicate **bold** will appear before, **<B>,** and after, **</B>,** the text you selected.

- **Italic text**

Highlight the text that you want to appear in italics.

Click on the **FONT** tab on the toolbar and click on **I**

You can see that 'tags' that indicate **italics** will appear before, **<I>, a**nd after, **</I>,** the text you selected.

- **Headers**

A **header** is a headline or heading in a Web document. HTML provides you with 6 sizes of headers ranging from small (H6) to large (H1). A header will automatically place the text in bold and give it a different size. The size of the headers you select will depend on your text. E.g., you might select H1 for your main heading, i.e. the document title, and smaller headers for sub-headings.

Highlight the text that you want to appear as a header.

Click on the *Miscellaneous* tab on the toolbar and choose **ABC**
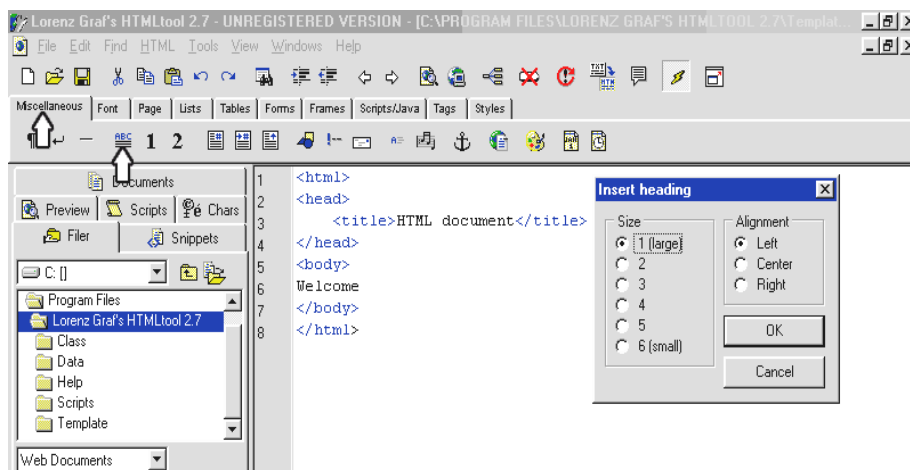
Select the header size you want to use, and the alignment you require (left, right or centered), and then click on **OK**.

- **Saving and reloading the Web document**

  Remember to save your file so that the changes you have just made are saved. To save your file, click on the **SAVE** icon on the toolbar.

  You need to then reload the document in your browser to view the changes you have just made.

  Switch applications to Netscape or Internet Explorer by either using your task bar, or holding your **Alt** key down while pressing **Tab**.

  Click on the **RELOAD** button in Netscape or the **REFRESH** button in Internet Explorer. These are found on the toolbar. The changes you have just made can be viewed on your Web page.

- **Paragraphs and line breaks**

  Paragraph breaks are the 'spaces' between paragraphs. Line breaks are the breaks which are generally inserted at the end of a line, or after a sentence that stands on its own.

  Place the cursor at the position in the text where you want to insert a paragraph or line break.
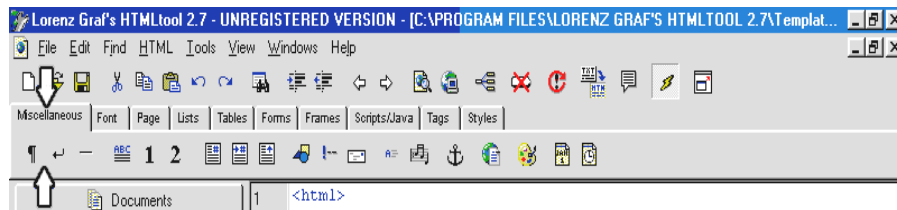
Click on the *Miscellaneous* tab on the toolbar and choose

¶   for paragraph break.

The tag <P> will be inserted in the text.

Click on the *Miscellaneous* tab on the toolbar and choose

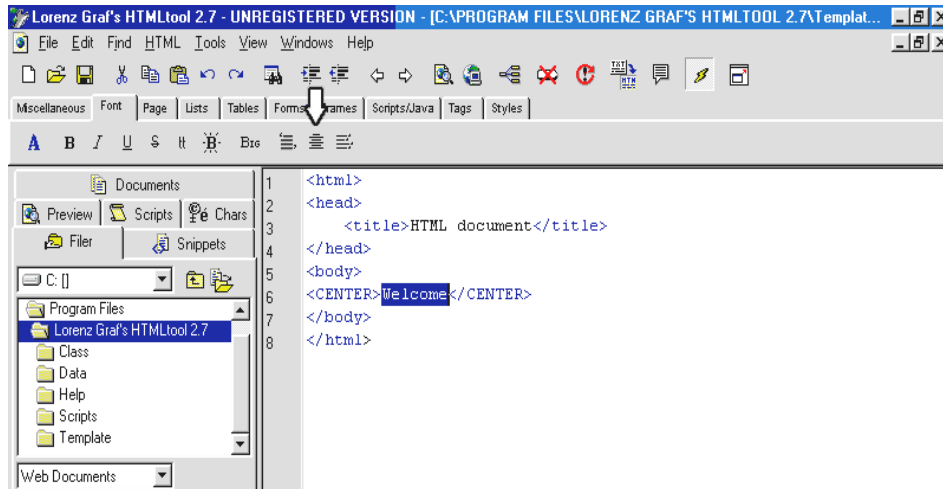↵   to insert a break at the end of a line, or sentence.

The tag <BR> will be inserted in the text.

- **Centering text**

  Highlight the text you want to centre

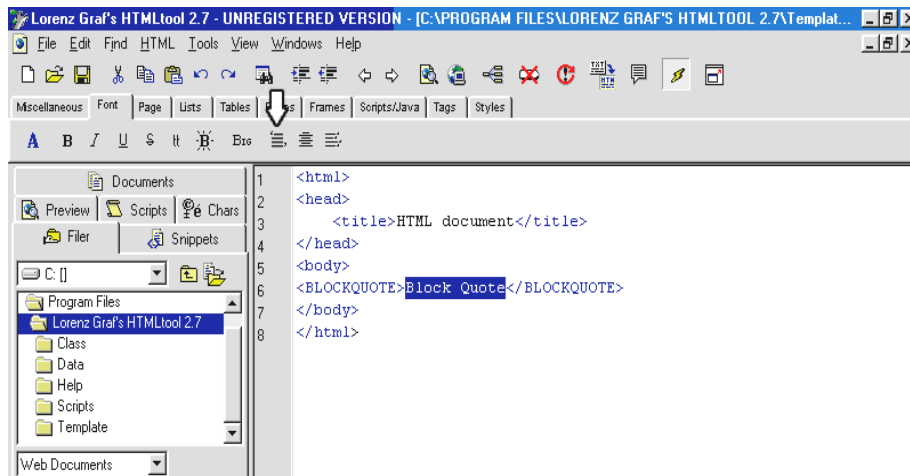 Click on the *Font* tab on the toolbar and choose **CENTER**

  The tags indicating centering text, <center> and </center>, are inserted around the text.

- **Blockquoting text**

  A **blockquote** indents text a certain distance away from both the left and the right margins, so that it looks like "quoted" text.

  Highlight the text that you want to appear in a blockquote.

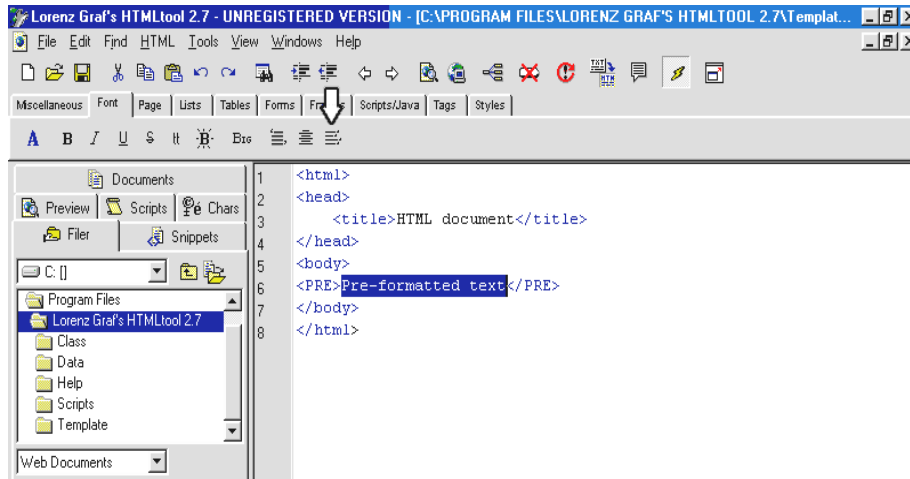 Click on the Font tab on the toolbar and select **BLOCKQUOTE**.

  The tags indicating blockquotes, <blockquote> and </blockquote>, are inserted around the text.

- **Pre-formatting text**

    Preformatted text is kept in Courier font, and, when viewed as a Web document, retains all the spaces made by the spacebar and breaks made by enter key.

    Highlight the text that you want to preformat.

    Click on the *Font* tab on the toolbar and choose the PREFORMAT icon.
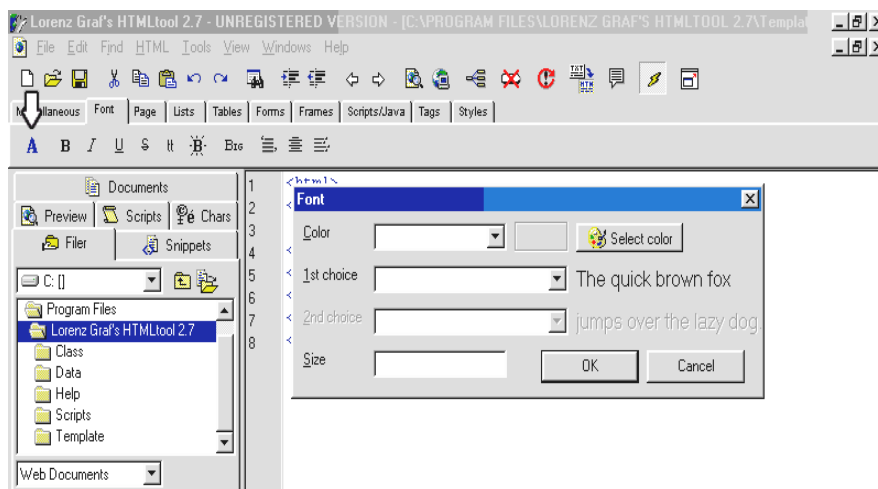

    The tags indicating preformatted text, <pre> and </pre>, are inserted around the text.

- **Font size, face and font colour**

    Highlight the text you want to format.

    Click on the *Font* tab on the toolbar, then click on the **"A"** and select the font colour, the font face and the size you want to use.

Click on OK. The tags indicating font size, type and colour, and , are inserted around the text.

4.8   Lists

Unordered and Ordered Lists

An unordered list is a list of bulleted items. Each item is lined up and separated automatically by a space. For example:

- first item on list
- second item on list
- third item on list

An ordered list is a list of items, but each item is numbered. Numbering can be decimal, roman or alphabetic.   For example:

1. this is item one on the list
2. this is item two on the list
3. this is item 3

OR

a. this is item one on the list
b. this is item two on the list
c. this is item 3

HTML code automatically bullets or numbers each item in the list.

To create a list, highlight the text you want to convert to a list. Click on the *Lists* tab on the toolbar and choose either an ordered, or unordered list. Select the type of bullets or numbering you want. The list is created with the appropriate tags, for example <ul> and for an unordered list. Now you need to **bullet** or **number** each item in the list, by making it a list item.

Highlight each item you require in the list and click on the LIST ITEM icon.
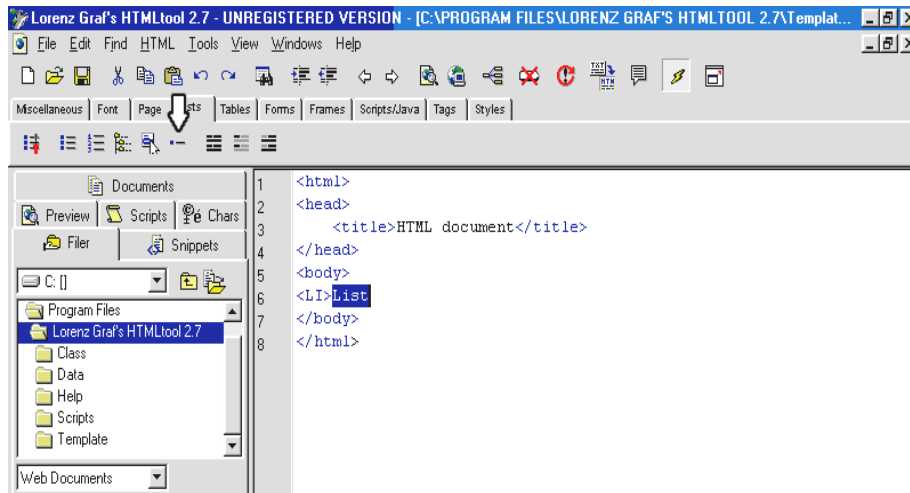
The tag indicating a list item, <li> is inserted before the text.

4.9 Horizontal Rules

A horizontal rule is a line which is ruled right across the page. The attributes of the line can be set to determine the thickness, length and appearance of the line. The length is stated as a percentage of the width of the page. You can experiment until you achieve the desired length. In terms of appearance, you can choose to make the line shaded.

Click in the text where you want your rule to appear.

Click on the *Miscellaneous* tab on the toolbar and click on the **HORIZONTAL RULE** icon.
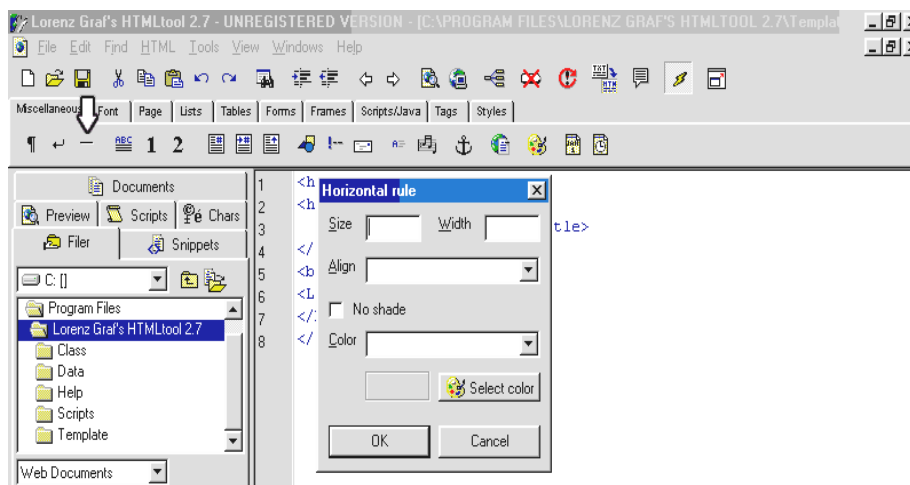
The tag indicating a horizontal rule, <hr width=75% noshade> is inserted in the text.
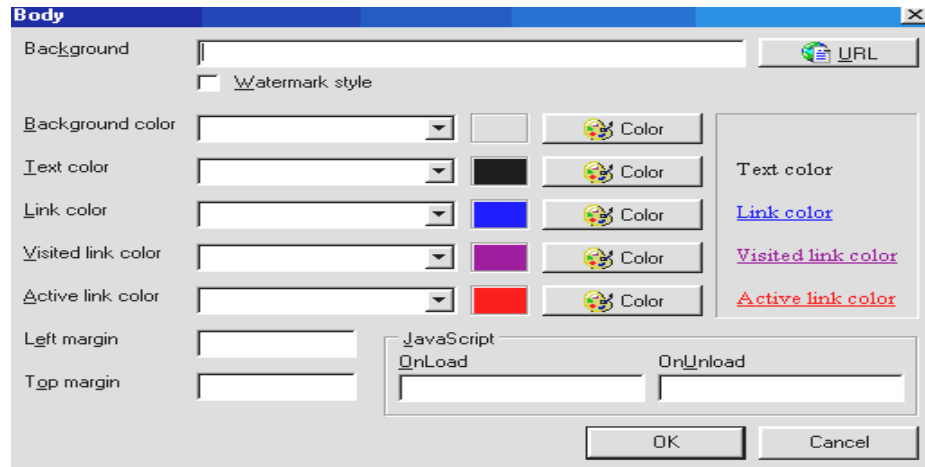
4.10   Background colour

Background colour refers to the colour of the Web page on which your text appears. The default colour is white, but you can choose almost any colour you want. Background colour is an attribute of the **<body>** tag.

Go to the <body> tag.

Right-click on the body tag.

Edit the settings.

.

Click **OK.**

The attribute bgcolor will be inserted in the <body> tag. For example <body bgcolor="silver">

4.11 Links

A link is a word, phrase, or image in a Web document that is 'clickable'. In other words, when clicking on the 'link' word, phrase or image, you automatically open another document, or jump to a different section of the same document.

There are four different types of links in HTML:

- A link to another document: a clickable area that links to another HTML document you have created.

- A link to a URL: a clickable area that links to another Web site.

- A link to an email address: a clickable area that links to an email message with a pre-selected email address

- A link to a point somewhere else in your Web page (an internal link): a clickable link to a point somewhere else in the same Web page.

4.11.1 A link to another Web document

First type in the text that you want to make clickable in your Web document.

Highlight the text.

Click on the *Miscellaneous* tab on the toolbar.

Now click on the **ANCHOR** icon

Type in the filename of the document to which you want to link in the box next to HREF.

Click on **ANCHOR**

The tag indicating a link to a document, and , are inserted around the text.

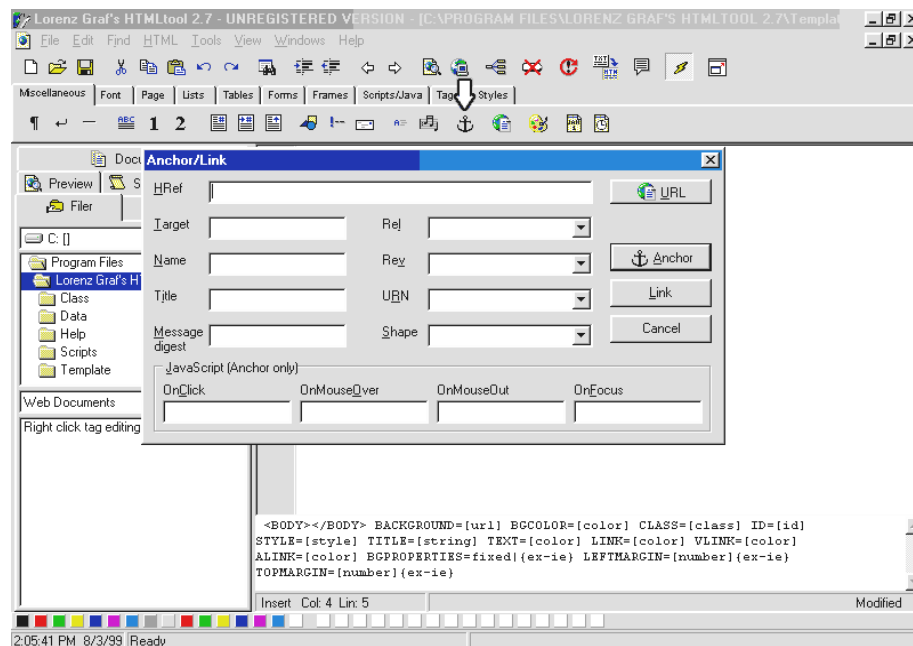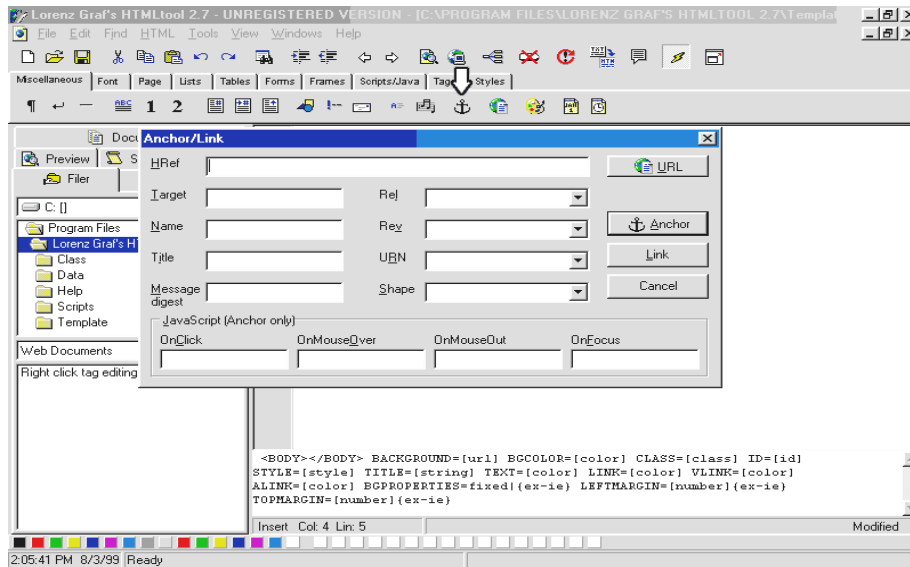### 4.11.2 Links to another Web site

First type in the text that you want to make clickable in your Web document.

Highlight the text.

Click on the *Miscellaneous* tab on the toolbar.

Now click on the **ANCHOR** icon

The same dialogue box as in the previous example appears. Type in the URL of the Web site to which you want to link in the box next to HREF, e.g. http://www.sn.apc.org.

Click on **ANCHOR**

The tag indicating a link, and , are inserted around the text.
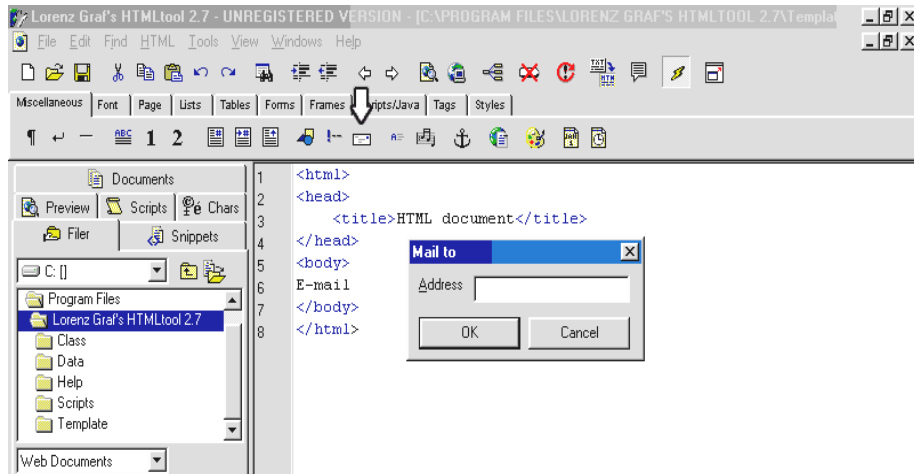
4.11.3 Links to an email message

First type in the text that you want to make clickable in your Web document, for example, *'contact us'*.

Highlight the text.

Click on the *Miscellaneous* tab on the toolbar.

Now click on the **MAILTO** icon

Type in the email address to which you want to link.

Click on OK

The tag indicating a mail link, and , are inserted around the text.

4.11.4 Internal links

An internal link is a clickable link to a different place in the same Web page.

Firstly go to the place in the document that is the intended destination of the link. The destination is known as the *target*. You have to decide on a name for the target.
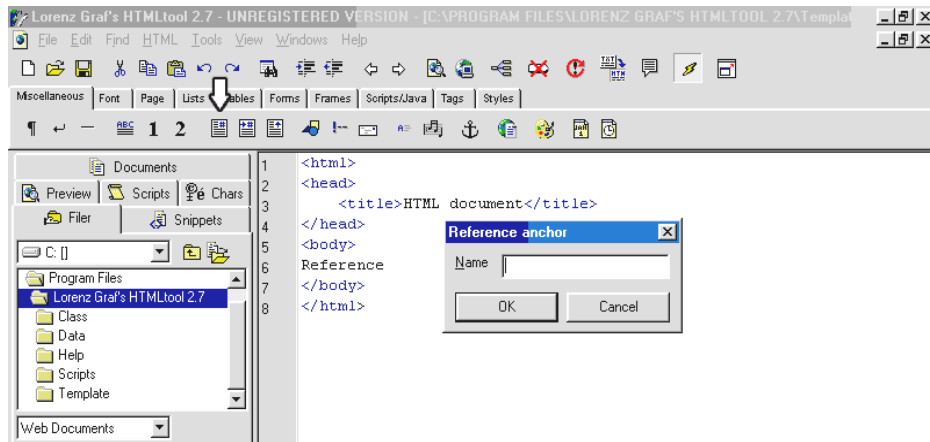
Naming targets:

Give the target a relevant name

Don't use any spaces in the target name.

Give it a name that refers to the particular paragraph or section. Eg. Section1 or section1.2

Click on the *Miscellaneous* tab on the toolbar.

Click on the **REFERENCE ANCHOR** icon

Type in the name of the target.

Click on OK.

The tags indicating a target name, and , are inserted in the text.

Now go to the text **from** which you want to link. This text is known as the **REFERENCE ANCHOR.**

Highlight the text.

Click on the *Miscellaneous* tab on the toolbar.

Click on the **JUMP TO REFERENCE ANCHOR** icon.
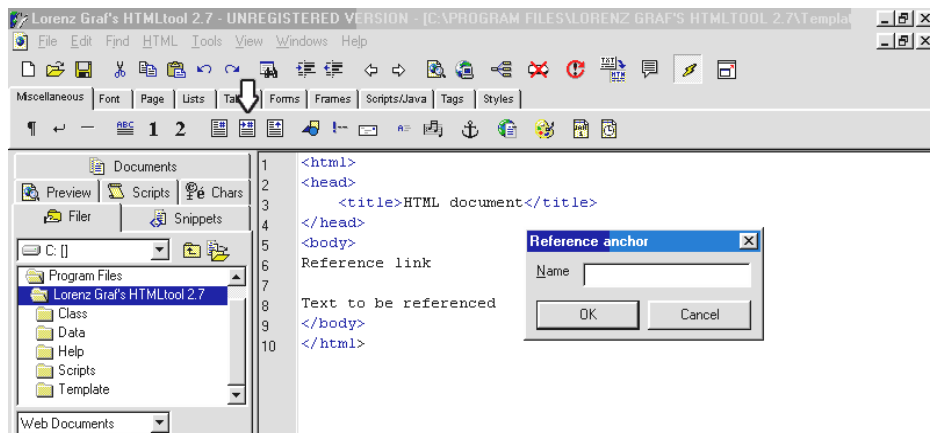
Type in the name of the REFERENCE target you have just created eg.section1

Click on OK.

The tag indicating the internal link, and , are inserted around the text.

4.12   Images

- **Downloading images and graphic from a Web site on the Internet**

    Move your cursor over the image you would like to download.

    Click on the image with the right hand button on your mouse.
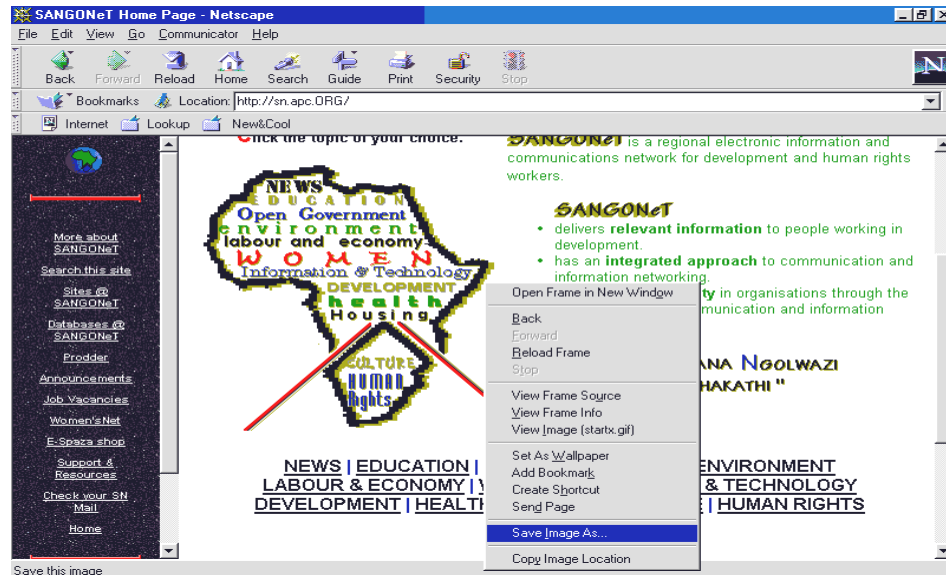
    Choose **SAVE IMAGE AS**

    Choose the folder, e.g. TEMP, that you want to save the image in, and click on
    SAVE.

- **Inserting a graphic or image into your text**

    Move your cursor to the place in the document where the image is to be
    inserted.

    Click on the *Miscellaneous* tab on the toolbar.

    Click on the *Image* icon.

Type in the name of the image which you want to insert. Use the name with which you had previously saved the image.

Click on OK

The tag indicating an image, <img src="logo.gif">, is inserted in the text.

4.13   Tables

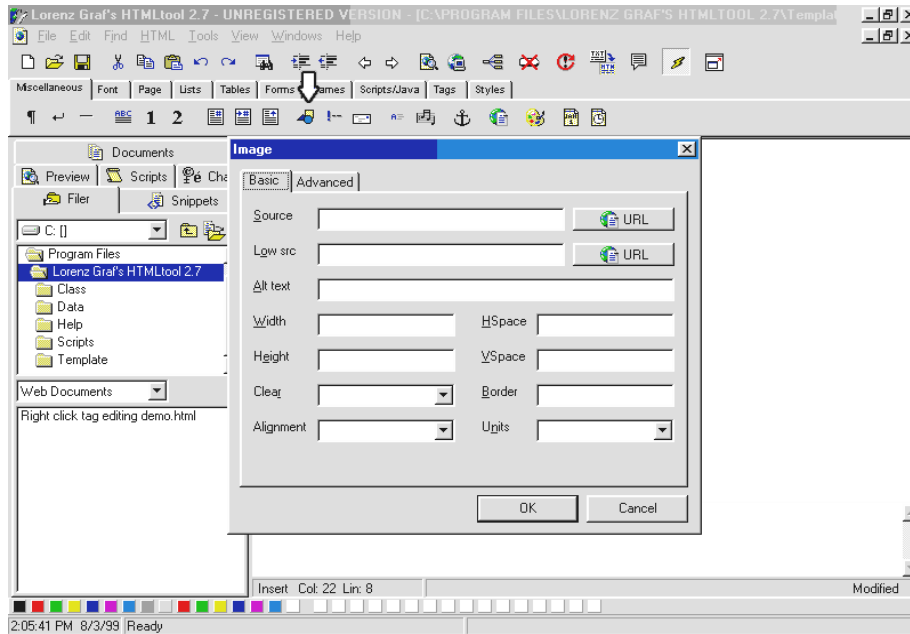A table consists of a grid of rows and columns. The intersection of each row and column is called a cell. This is where the text is located. You can insert text, images, headers or links into a table cell.

Tables are often used as a tool to locate text or images in fixed positions on a Web page.

Create a simple table that has the following format:

COLUMNS

Insert the graphic Downloaded into row1 column1	Insert the name of the organisation into row 1 column 2	**ROWS**
Insert the address of the organisation into row2 Column1	Insert a **mailto** link into Row2 colum2	

- **Building a table**

  Click on the *Table* tab on the toolbar.

  Click on the **TABLE ASSISTANT** icon
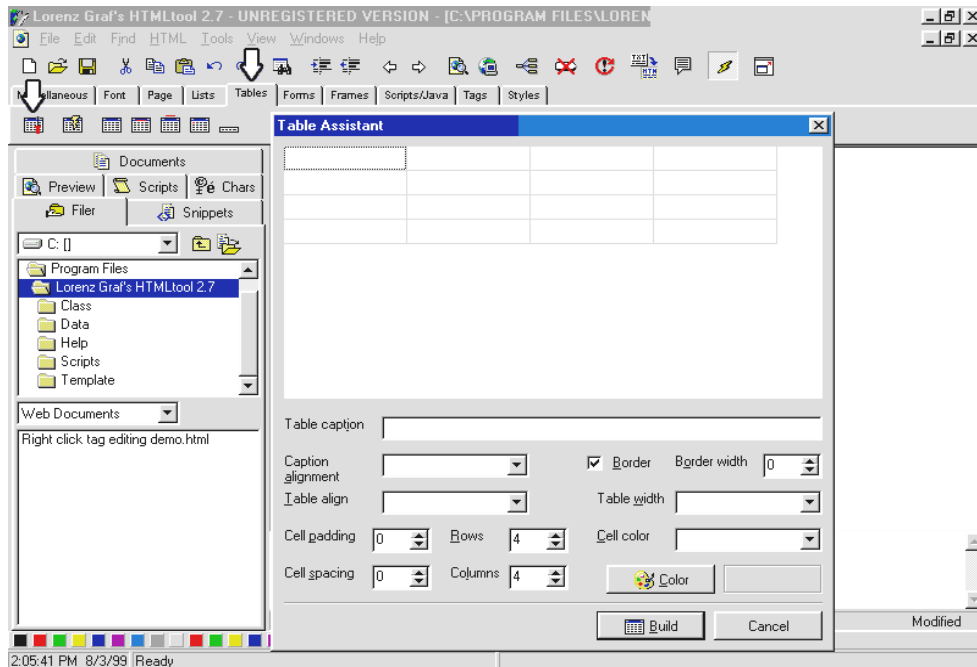
  Type in the number of rows and columns required. In this case, 2 rows and 2 columns.

  A border indicates the grid lines around the table. It clearly marks the rows and columns. If you don't want a border around the table, type 0 next to Border width. Otherwise type in a number from 1 to 7, which will give you different styles of borders.

  If you want the table background to be a certain colour, click on the down arrow next to cell color and choose the colour you require.

  If you want the table centred or right aligned, click on the down arrow next to Table align and choose the alignment.

  Click on OK.

The basic outline of the table will appear on your Web document.

You will see the following code on your screen.

```
1   <html>
2   <head>
3       <title>HTML document</title>
4   </head>
5   <body>
6   <TABLE BORDER="0">  ◄──────────────  Start of table
7   <TR>◄──────────────────────────  Start of Row 1
8       <TD></TD>◄──────────────────  Column 1
9       <TD></TD>◄──────────────────  Column 2
10  </TR>
11  <TR>◄──────────────────────────  Start of Row 2
12      <TD></TD>
13      <TD></TD>
14  </TR>
15  </TABLE>
16  </body>
17  </html>
```

Fill in the text as needed in the correct cells of the table.
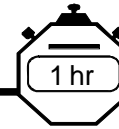
5. Building and Manipulating Graphics and Images

AIM: To understand the basic concepts of Web graphic and image management.

To learn how to create, edit and manipulate images at a basic level.

5.1 Introduction to Web graphics and images

A cardinal rule when designing Web pages is to keep the files small in size to facilitate quick downloading. For this reason, we use compressed image formats in Web graphics. The most common compressed image formats are JPEG and GIF. After creating an image you should save it in one of these formats.

JPEG and GIF file formats were developed by the leading Web programmers and graphic artists in the early days of Web design to enable delivery of maximum quality at minimum size, and therefore maximum speed.

- **JPEG**

    JPEG stands for **Joint Photographic Experts Group**. As the name suggests this is the best format for displaying photographs and other images with variable shading.

    Variable shading is the term used to describe the varying degree of colour tints commonly found in photographs.

    JPEG images are capable of displaying 24 bit colour, or 16.7 million colours. JPEG images can be further compressed using advanced image editing packages like Adobe Photoshop. However, bear in mind that the overall display quality is affected by the rate of compression. In short, quality deteriorates as compression is maximised.

- **GIF**

    GIF was developed by CompuServe and stands for **Graphic Interface Format**. This format can display images of 256 colours or less and is used primarily for graphic content with sharply defined colours, for example, logos.

An important feature of GIF is its unique transparency utility. You can specify that any colour in a GIF image is transparent. For example you may have created a logo and would like it to appear without any surrounding colour on the web document. You will then set the image's background colour to be transparent. This feature is widely used in the World Wide Web

An **animated GIF** is several GIF images composited into a single image which, when viewed, appears to be animated. Software like GifAnimator (downloadable at http://www.webutilities.com/ga.) is used to create animated GIFs.

5.2 Exploring PaintShop Pro

Open PaintShop Pro.
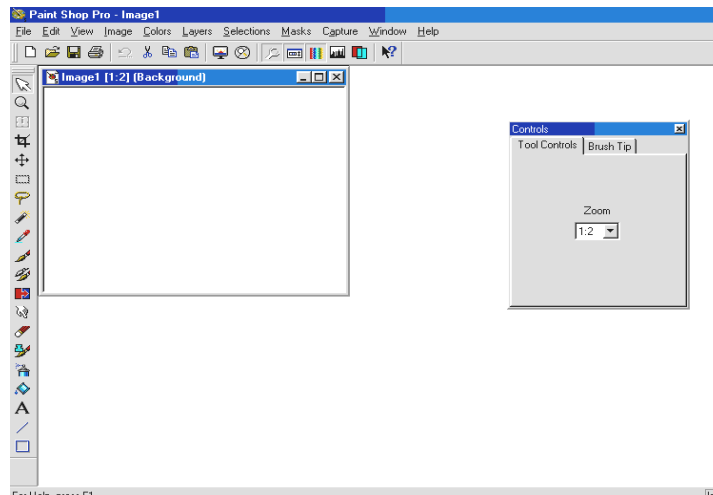
- **Create a logo from your name**

Click on the New icon.

In the dialogue box, enter 300 pixels width and 300 pixels height.

A pixel is the smallest unit of measurement on a computer monitor. However, the pixel is not an absolute standard of measurement in itself. It is dependent on the resolution of the image, which specifies how many pixels make up an inch or centimeter. The default resolution for web images is 72 pixels per inch.

Set the resolution of your image to 72 pixels per inch.
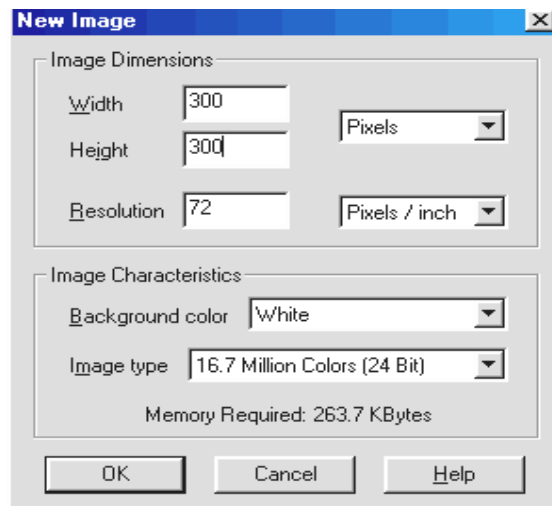
Choose a colour from the Colour Palette on the right hand side of the screen. Click once on the square in front. Choose the colour, which you want to work with.
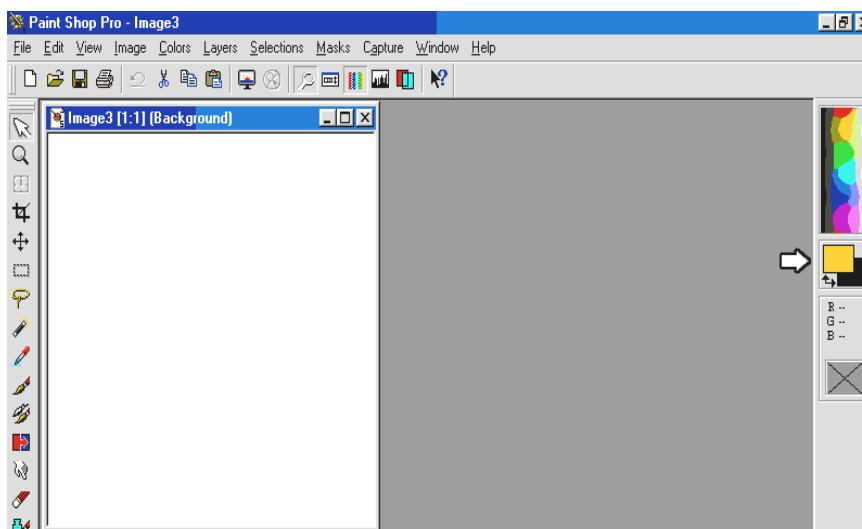
Click on the **Flood fill** tool on the Tool Palette (looks like a paint bucket). Click once on the document - it should fill with the colour you have just chosen.
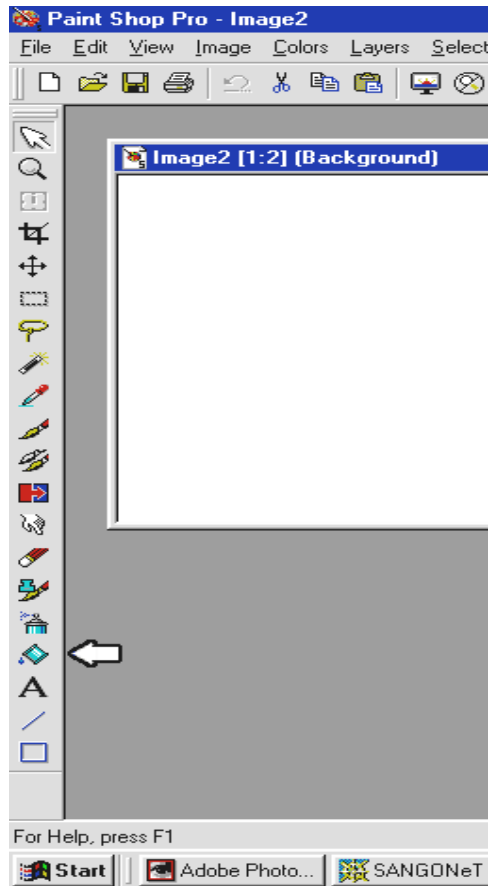
Choose a colour to write your name in using the same procedure as before. Make sure you choose a colour which contrasts with the background colour

Click on the **Text** tool on the Tool Palette (indicated by the letter A).
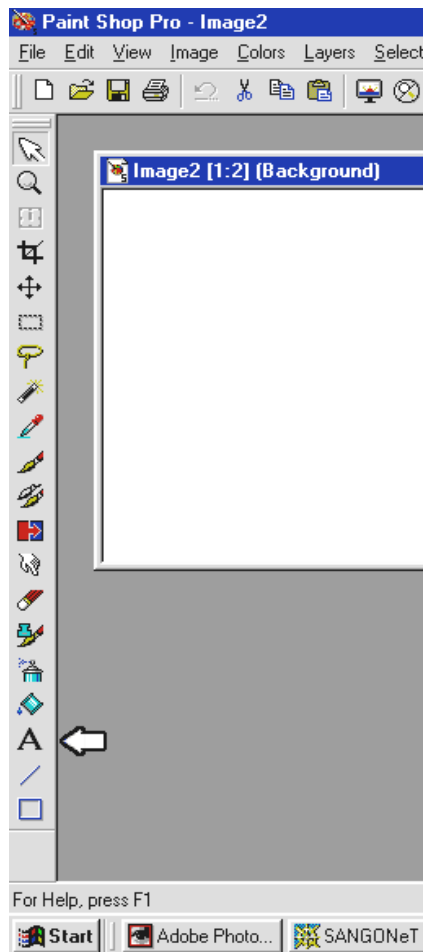
Click once on your document to bring up the typing dialogue box.

Use this box to choose the font face, size and text (your name) that you want to drop into your logo. Remember to click on the "Floating" option to enable it. This is so that you can reposition your text afterwards.

When the text is first dropped into the logo it remains *selected* (there's dotted line running around).

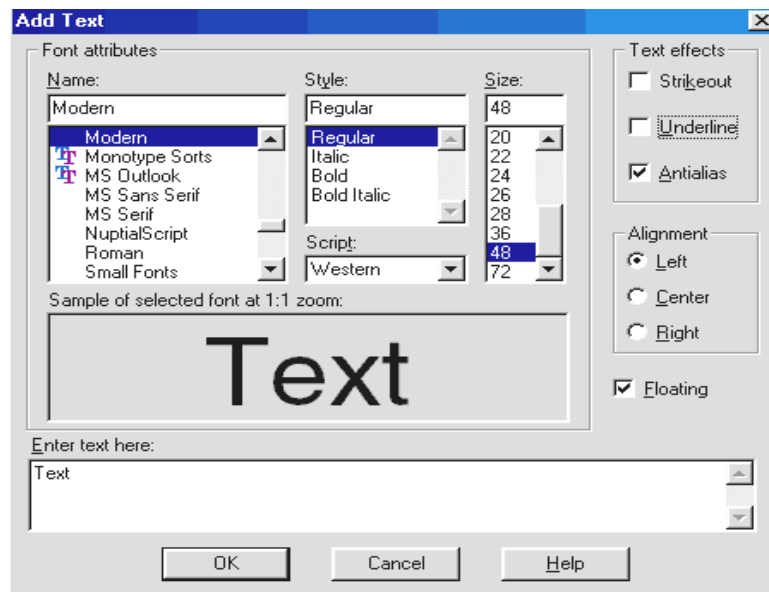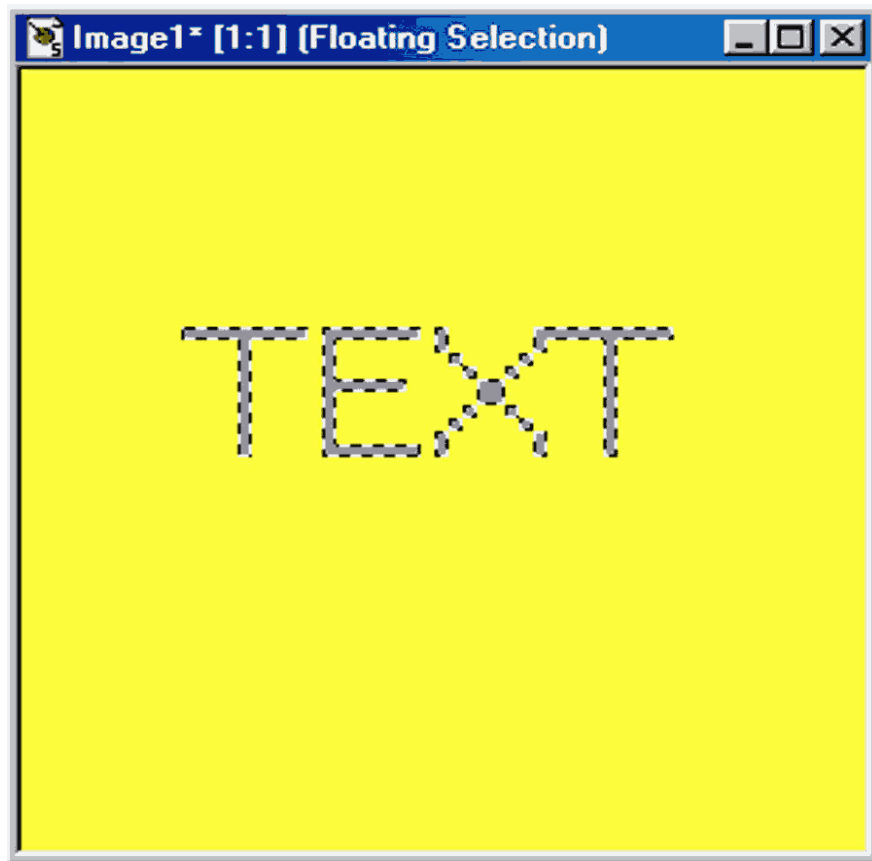That means you can move/drag the text around. You do this by moving your mouse pointer over the text until it becomes a four-headed arrow - then drag to where you want the text to be positioned

Also whilst the text is still selected, you can choose to add effects to the text, by choosing **EFFECTS** from the **IMAGE** menu. Effects are utilities such as drop-shadow and chisel (which gives a chiseled appearance to the text), which enhance the appearance of your text.

If you accidentally de-select, then just choose UNDO from the EDIT menu (or Ctrl+Z), and the text will become selected again.

We will now reduce the size of the image by cutting out the parts we do not need. This is called **cropping**.

Click on the **Crop** tool in the Tool Palette. Draw a box around the text you created. Then double click inside the box to crop the image.
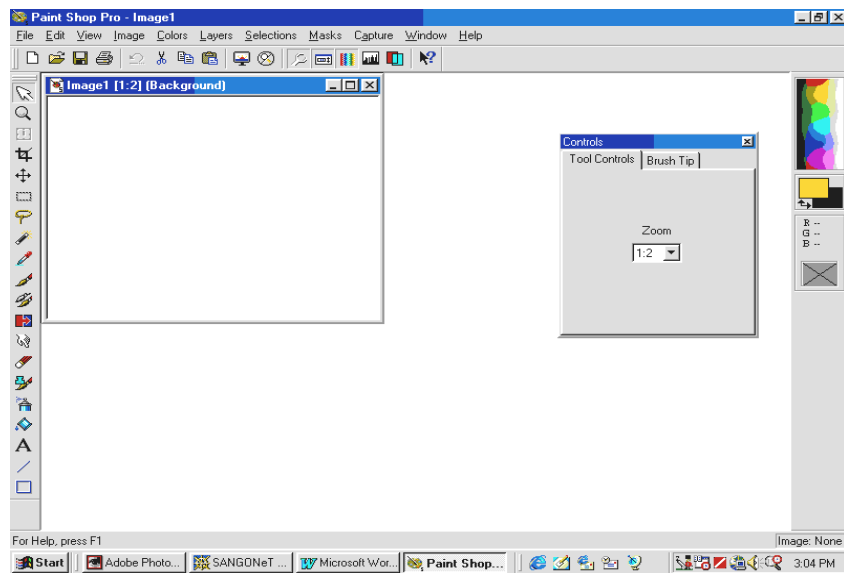
When the logo is ready, save it with a sensible name (*NOT* image l etc.), and choose **COMPUSERVE GIF** from the file type list. Then make sure you are saving it into the correct folder (TEMP).

WEB SITE CREATION TRAINING COURSE

Day 2:

2 hrs

6. Site mapping

AIM: To develop a strategic approach to site planning and development.

To understand why it is necessary to develop a 'statement of purpose' for a Web site and why the target audience of the site should be identified before building a site.

To understand why it is important to plan the structure of a Web site.

To map out the site in a manner that ensures easy and effective navigation by users.

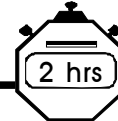To map out the site in a manner that will make it easy to maintain and add new information on an ongoing basis.

You will now plan and build a site as a team. The site will be about your training group, where you come from, what your interests are, and what you have discussed and achieved during this training workshop.

1. Discuss the purpose of the site. In other words, what do you want the site to achieve?

2. Who is the intended audience of the site? Not just the people that will access it, but the people that you really want the site to have meaning for.

3. How does the site relate to the broader goals and communication strategies of your organisations?

4. What kinds of information circulate in the organisations in which you work, or have worked. This could include: staff profiles, project work, recent news, events, newsletters etc. Try and make the list as long and varied as possible. Assess whether this information is relevant for the Website. Use the purpose of the site, as defined earlier, as a yardstick.

5. Look at the list and try and come up with 6 - 8 headings that are inclusive enough to accommodate all the items on the list. These headings will form the entry points to information within the site, so they need to be as self-explanatory and useful as possible. They will become the main links from the home page. Avoid acronyms, and keep the headings simple.

6. Now link the items in the first list to their relevant section heading, by drawing lines from one to the other. Some headings may contain several items on the list, while others might contain only one item. E.g., **newsletter** may be the only item that is linked up with the **News** section heading, while **staff**, **history** and **funders** may all be linked to the **About Us** section heading.

7. We now have enough information to draw a map which shows the basic structure of the site. This map will also show routes around the site, that is, how users can navigate their way from one page of information to another. The different headings will become different sections of the site.

8. Draw a diagram that contains a box to represent the Home Page and boxes for each main section page, on a single sheet. Place the Home Page in the top left-hand corner. Draw arrows from the Home Page to all the pages it should link to.
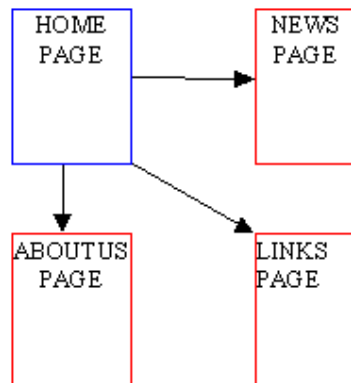
9. Having established where the user can **go to** from the Home Page, we now need to look at links **from** each of the other Main Section pages. Insert arrows to demonstrate these links on your diagram.
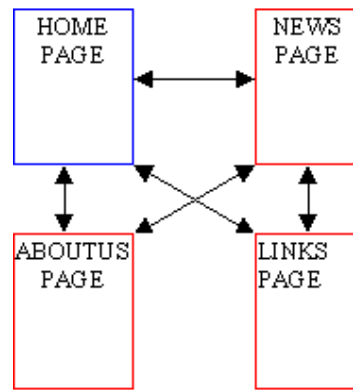
10. Now we can start adding documents to the main sections to see how this affects navigation of the site.
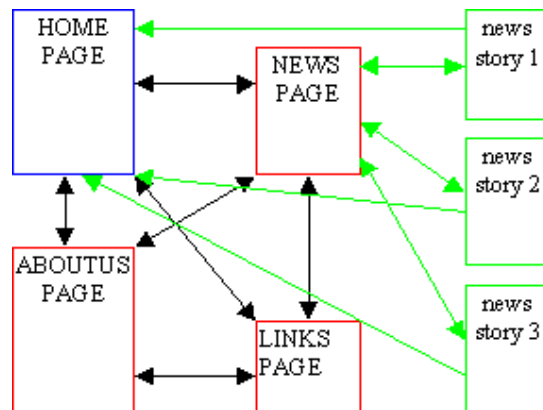
The news stories or 'documents' which make up the News Section are all linked to from the News page, and link back to it as well. They also link back to the home page, but these are 'one-way streets'.

Each Main Section page should give the user an opportunity to return Home, or visit the site's other main sections. This results in the site developing 'two-way streets' between all these 'principal' pages.

11. The site has been mapped for the user that will navigate it. Now we can turn to the Web master's plan: the file and folder (or directory) structure of the site.

12. Consider each of the **Main Section Pages** in turn. Check which ones will form entry pages to other documents, and establish which ones will contain that section's information within that single **Main Section Page**. For example, the **News Page** will probably link to other pages with news, while the **Links Page** may well contain all its information on that one page. It is important to think ahead when making these decisions. Assess which sections are likely to grow into collections of pages, and which ones will remain concise and no longer than one page. Any section which looks like it will grow into several pages of documents will become a folder:
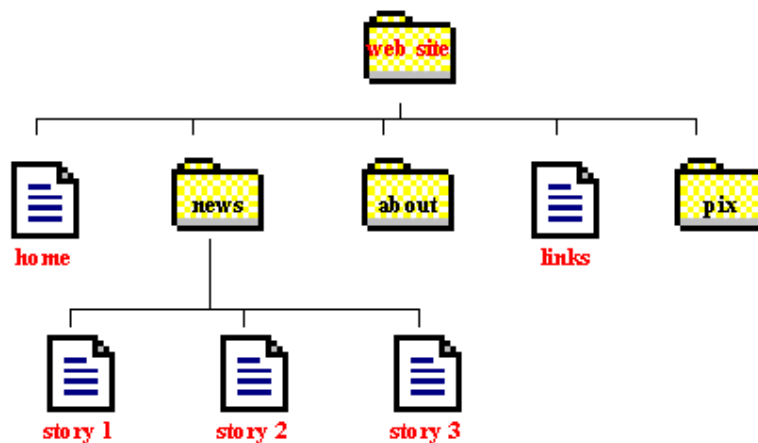
In this example only the **Home Page** and the **Links Page** have remained as single files. All other **Main Sections** have been assigned folders in which to store their accumulating documents (files). This allows the site to grow in a clean and structured way.

PLEASE NOTE:
The PIX folder has been created to store all the graphic and image files. PIX is slang for Pictures. Any file with a **.jpg** or **.gif** file extension should be saved into this folder, and not be muddled up with the other text **(.html)** files.

13. The file structure in the example below shows a Web site that consists of 2 levels:
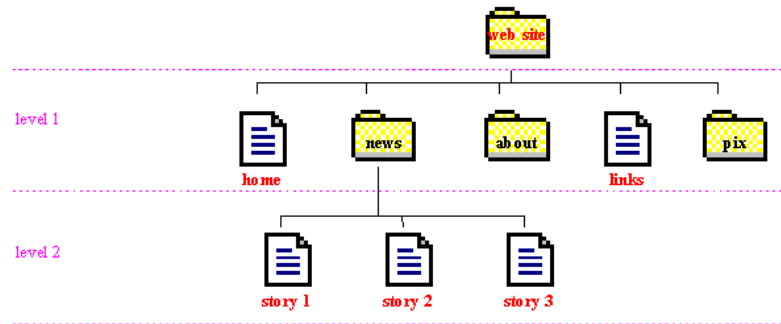
Linking from a file on one level, to a file on another level, i.e. from the **Home Page** to **News Story 1** , requires us to put the *pathway*, or link, between the two files into the html coding.

From the **Home Page**, the link would be written as follows:

xxx

This pathway shows how the destination file (**story1.html**) can be found by first going down a level through the folder named news.

news/ indicates that this is a folder.

If we want to create a link back from **story1.html** to the **Home Page**, the pathway has to take us up one level:

xxx

The **../** in the pathway indicates that the destination file, (**index.html**), can be found by going up one level in the folder structure.

Using the file structure from the example, work out pathways for the following images and links:

1. News Story 2 to the Home Page:

_____

_____

2. The logo on the Links Page :

_____

_____

3. The logo on the News Page:

_____

_____

4. About Page to the News Page:

_____

_____
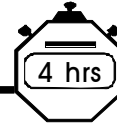
7. Building a Web Site

AIM: To use and incorporate all the tools learnt in the course of the training into building a joint Web site.

You will now spend a few hours working in teams building a web site together. Each team will work on a particular page, and when you have all completed your page, you will put the information together to form your own web site.

8. Making your site live – FTP

AIM: To understand how Web pages are made live on a Web server that is continuously linked to the Internet.

To be able to use an FTP program

To be able to use this knowledge in the future to upload new sites, or update existing sites.

FTP stands for **File Transfer Protocol**, is used to upload files from a local computer to a remote computer. In this case the local computer will be the one you have worked on, and the remote computer the Web server on your ISP.

What you need to know:

Host name: The name of the Web server. You will get the name of the Web server from your ISP e.g. watt.sn.apc.org

User ID: The account name which the ISP has given you to gain access to your section of the Web server.

Password: Your security to access your folders on the server.

Open the FTP program. We are using a program called *WS_FTP.exe*
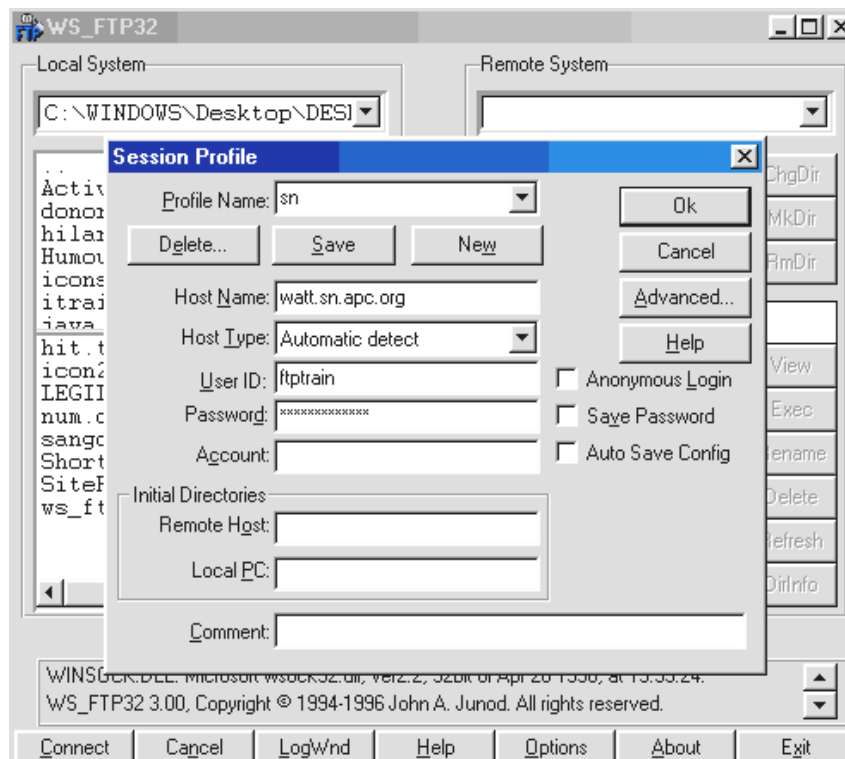
Type in the Host name, User ID and password.

Click on OK.

You will be connected to the Web server.

On the left of your window you will see the folder structure of your own computer. Folders are indicated by yellow icons, files are indicated by white and black icons. In the Windows 3.1 version, the top part of the window shows the folders, the bottom part indicates the files.

On the right of your FTP window, is the folder structure of the remote computer, the Web server.
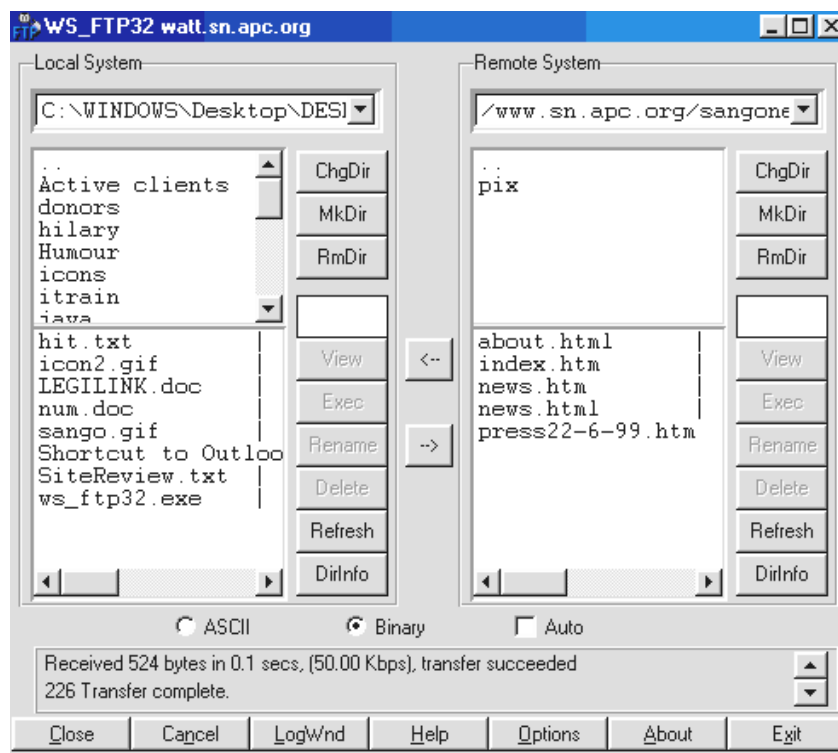
Once again the file and folder structure is shown. In the Windows 3.1 version, the top part of the window indicates the folders, and the bottom window the files.

You need to make sure that you are in the correct folder on the local computer and on the remote computer. Your folder structure should match.

To move around folders, double click on the two dots **..** or the up arrow, to move up a level.

Once you are in the correct folders on both computers, highlight the file you want to upload or copy across to the Web server.

Click on the -> to transfer the file from the local computer to the remote computer.

You will see the file being transferred across and, once the process is complete, appear in the correct folder on the Web server.

Repeat this process for all the files you want to transfer as well as any graphics or images you have included in your Web files.

Remember that the graphics need to transferred into the PIX folder.

Your Web pages are now transferred into the correct folder on the Web server, and are available for browsing by anyone having access to the Internet.

9. Summary

_____

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10. Evaluation

One important part of training is to receive specific feedback from people who have been trained. With that in mind we have created a questionnaire for your comments. Please treat this questionnaire as a guideline. Feel free to add comments about any areas you feel we have missed.

Mark your answers with an x and fill in both sections

	Your level of interest			Level of difficulty		
	high	medium	low	high	medium	Low
1. Introduction and introduction of participants						
2. Critiquing and assessing web sites Basic HTML coding HTML Tool						
3. Introduction to HTML and browsers						
4. Creating a Web page using a text editor Formatting text Lists Links Images Tables						
5. Building and Manipulating Graphics and Images						
Day 2: Creating a Web Site						
6. Site Mapping						
7. Building a Web Site						
8. Making your site live – FTP						

Please indicate the extent to which you agree with the following statements.

Questions	Ranking				
1-strongly disagree, 2-disagree, 3-neutral, 4-agree, 5 agree strongly					
9. My aims for the course were met	1	2	3	4	5
10. The instructor's pace was good					
11. The instructor presented the course well.					
12. This course will help me modify and update my web site					
13. The training was what I thought it would be.					

14. Topics that should be added.

15.   Topics that should be removed.

16.   Other comments.

Your name and address (optional)

Course name:_____

Duration in hours:_____   Date: _____

Location:_____

Instructors(s):
_____

_____

Appendix 1: Download and install *HTMLTool Version 2.7*

We are using *HTMLTool* as our text editor. It is a free, shareware program which is user-friendly and implements all the functions of HTML code in an very easy manner. It can be downloaded directly from the *HTMLTool* web site at http://www.lograf.com or it can be downloaded through the Tucows site, which is mirrored on most continents. Find the Tucows site at http://www.tucows.com

1. Open up your browser, Netscape or Internet Explorer

2. In the location or address box, type in the URL for *Lorenz Graf's HTMLTool*

3. Type in http://www.lograf.com and press enter

4. You will see the HTMLTool Home Page appear

5. Scroll down until you see DOWNLOAD HTMLTOOL box and click here

6. Click on one of the download locations

7. Save the file, **htmltool.zip,** into a temporary folder

8. Once the file has been downloaded, go into Windows Explorer and double click on the file name, htmltool.zip

9. The WINZIP program will start unzipping the file

10. Accept the WINZIP registration screen and click on NEXT to start the unzip procedure

11. Click on NEXT to install the files into a temporary folder

12. Click on INSTALL NOW to install the *HTMLTool* program

13. Click on NEXT to accept the *HTMLTool* setup screen

14. Click on YES to accept the licence agreement

15. Click on NEXT to continue

16. Click on NEXT to accept the installation directory

17. Click on FINISH to end the installation

HTMLTool is installed on your computer and is ready to run

Appendix 2: Download and Install *Paintshop Pro*

Paintshop Pro is a shareware product which allows you to create and manipulate graphics. Once you download the program, you can use it for a trial period of 1 month, after which the program expires. You can then buy a copy for $99. The program can be downloaded from the JASC web site at // http://www.jasc.com/psp5.html directly or can be downloaded from the Tucows web site in your area at http://www.tucows.com

1. Open up your browser, Netscape or Internet Explorer

2. In the location or address box, type in the URL for the *Paintshop Pro* site

3. Type in http://www.jasc.com/psp5.html and press enter

4. You will see the *Paintshop Pro* site appear

5. Click on the download option

6. Save the file, **psp6b2.exe** in a temporary folder

7. Once the file has been downloaded, go into Windows Explorer and double click on the file name, psp6b2.exe

8. The WINZIP program will start unzipping the file

9. Answer the questions to continue and complete the installation

Appendix 3: The test.txt file

BEGINS

A big headline

A paragraph of ordinary text with the odd bold word in it. A paragraph of ordinary text with the odd bold word in it. A paragraph of ordinary text with the odd bold word in it. A paragraph of ordinary text with the odd bold word in it. A paragraph of ordinary text with the odd bold word in it. A paragraph of ordinary text with the odd bold word in it. A paragraph of ordinary text with the odd bold word in it. A paragraph of ordinary text with the odd bold word in it. A paragraph of ordinary text with the odd bold word in it.

A medium sized italicised headline

A paragraph with mostly plain text that is a slightly bigger font size than the previous paragraph. And then a couple of sentences in italics. And then a couple of sentences in italics. Followed by a sentence which is bold and italic. Followed by a sentence which is just bold. And the rest is just plain text. And the rest is just plain text. And the rest is just plain text.

A tiny headline

A paragraph which uses a mixture of colours. This sentence in yellow. And this one in red. Now this one in blue. And this one completely multi-coloured.

Now to finish this section off we'll draw a line underneath it (which is nicely centred in the middle of the page).

A block quote which makes use of bold and italic. A block quote which makes use of bold and italic. A block quote which makes use of bold and italic.A block quote which makes use of bold and italic. A block quote which makes use of bold and italic. A block quote which makes use of bold and italic.

A list of things to do today in no particular order:

buy some milk

check my email

call Fred

finish writing my project proposal

 A prioritised list of things to do (first things first):

learn html tags

practice tagging

 mark-up a page

 build it into the web site

How about a little table at the bottom :-)

QTY   DESCRIPTION   PRICE

2   shoes   R49

5   mangoes   R10

1   fridge   R1300

ENDS

Appendix 4: Answers: An introduction to HTML and browsers

What is a browser?

A browser is a software program, which is used to view information on the World Wide Web. The two main browsers currently used are Netscape and Internet Explorer. Both perform very similar functions and either can be used effectively. Newer and older versions of browser software have different capabilities.

What is a URL?

Uniform Resource Locator (e.g. http://www.womensnet.org.za). This is the unique address of any Web page. Typing in the URL in the location box of your browser, will take you to that particular Web site. Many URLs begin with 'WWW', but this is not an essential requirement. E.g., http://sn.apc.org is as valid as http://www.sn.apc.org. It depends on how the site has been named on the server where it is hosted.

The URL will usually give you an indication of the location, and origin of the site. E.g. in the example below, 'IDRC' tell you that this is the site of the International Development Research Centre, and 'CA', that the site is located in Canada as 'CA' is the international country code for Canada.

What is HTTP?

HTTP stands for HyperText Transfer Protocol and it is the protocol used in storing and loading Web documents.

What is HTML?

HTML is the abbreviation of **h**yper**t**ext **m**arkup **l**anguage. HTML is a language used for formatting text and graphics on the Web.

What is a link?

Links are a way of linking one piece of text on a Web page to another Web page that could be part of the same site, or located anywhere else in the world. Commonly, these links appear on your screen as coloured, underlined text.

What is an HTML editor?

An HTML editor is a software program, which is used to produce text and HTML code. The HTML editor formats your information so that it can be viewed through a browser. Just as you use a word processing program for producing a document, so you produce a Web page with an HTML editor.

There are two different types of editors, **WYSIWYG editors** and **Text editors**.

WYSIWYG editors: WYSIWYG (**W**hat **Y**ou **S**ee **I**s **W**hat **Y**ou **G**et) editors allow you to type in text, insert graphics and lay out pages, without any need for using HTML code. The page you produce will look as it does when viewed through a browser. The HTML coding can be viewed on request, and is usually referred to as 'source'. Examples of WYSIWYG editors are Microsoft FrontPage, Macromedia Dreamweaver, Adobe Page Mill and Netscape Composer. They can be quite expensive, but are worth the investment if you want to speed up Website production. Netscape Composer is also available freely on the Internet.

Text editors: Text editors allow you to see the HTML code that produces and determines the formatting, colour, layout etc. of the Web page. You need to assign code , in the form of 'tags' (see below) to each piece of text which you want to format. Examples of text editors are Allaire Homesite; HTML Tool; Hot Dog Pro.

What is a tag?

Tags are the HTML code which you assign to text. For example, if you want a word to appear in **bold**, you need to tag it with the HTML code that 'instructs' the text to appear in boldface. HTML tags are always inserted in between arrow brackets. You always need a tag at the beginning and at the end of the relevant text. The code in the closing tag always begins with a forward slash. E.g. if you want to the word text to appear in bold, you would tag it as follows:

text

What is an attribute?

An attribute is additional code 'attributed' to a particular tag. It modifies the properties of a tag. For example the **<body>** tag marks the start of the text in the HTML document and the **</body>** tag marks the end of the text in the document. You can add an attribute to the **body** tag that specifies the background colour of the document, e.g. **<body bgcolor="red">**.

What are File Extensions?

File extensions are the letters which usually follow the name that you assign to the file. They are separated from the file name by a full stop and give an indication of the type of file it is. HTML Files are always saved with the extension **.htm** or **.html**

What is the relationship between a *Browser* and an *Editor*?

You will always use an HTML editor to type in and code your information in Web format. You will use your browser to view the information you have coded.

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