

# **Sun City Summerlin Computer Club**

**Seminar**

## **Creating Your Personal Web Site**

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# Where to Find the Materials

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## Sun City Summer Computer Club Website Seminars:

- <http://www.scsc.com/smnr>
- Acrobat file of these slides and Notes:
  - [http://www.scsc.com/smnr/personal\\_web\\_sites.pdf](http://www.scsc.com/smnr/personal_web_sites.pdf)

# Seminar Agenda

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- **Basic Web Site Concepts**
- **Web Page Editing Tools**
- **Activating Your Web Space**
- **Demo - Setting Up Your Basic Web Site**
- ***-- Bio Break (~15 min)***
- **Uploading Your Site Contents**
- **User Interface Guidelines**
- **Helpful Web Site Links**
- **Open Q and A**

# Basic Web Site Concepts

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- A web *site* contains one or more web *pages*.
- Web pages contain various *elements*:
  - Formatted text
  - Tables
  - Images (hyperlinks)
  - Other pages (hyperlinks)
  - Sounds (hyperlinks)
- Web page description language is Hyper Text Markup Language
  - Most editing tools generate HTML automatically.

# Web Page Editing Tools

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- **MS Word (any version)**
  - Good for basic page layouts.
  - Supports tables and hyperlinks.
  - Need to use a separate FTP program to publish the site.
- **MS FrontPage 2003**
  - Comprehensive web site editing and publishing tool.
  - Supports basic scripting, tables, frames.
  - Full HTML 4 functionality.
- **Visual Web Developer Express**
  - FREE download from Microsoft.
  - Comprehensive WYSIWYG editing tool.
- **NVU / Kompozer (Free Open source tool)**

# Activating Your Web Space

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- **Cox.net**
  - Every e-mail account gets 10MB FREE web space.
  - Must log on to the Cox Support web tools area.
  - Select action to enable personal web space.
  - Configure site's settings.
  - Recommend you enable FrontPage Extensions support.
- **Earthlink.net or Embarque.com**
  - Similar to Cox (No account, so I don't know details).
- **BottomLineCom.Net (\$35/yr) or GoDaddy.com (\$40/yr)**
  - Go to sales web site.
  - Purchase hosting plan, add optional domain registration.
  - Go to administration control panel.
  - Configure site.

# Demo - Setting Up Your Site (1)

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- **Create a set of folders on your hard drive**
  - Idea is to have a full copy of your site on local hard drive.
  - Top level folder corresponds to the “home” folder.
  - Make sure you have an “images” folder.
- **Create your “home” page (use MS Word or another tool)**
  - Save it (as HTML) with name “index.htm” (this is a standard default)
  - Keep it relatively short and simple.
  - Provide hyperlinks from the home page to other pages.
- **Create other pages to suit your tastes (use MS Word)**
  - “His Resume”, “Her Resume”
  - “His Family Tree”, “Her Family Tree”
  - “Our Photos” (but watch disk space usage)
  - “Great Family Recipes”
- **Hyperlink to those pages from the Home page.**

# Demo - Setting Up Your Site (2)

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- Place any images to be displayed in the “images” folder
  - Avoid big images; resize.
- Images should be inserted as hyperlinks
- Test your site
  - Double-click on “index.htm” to start viewing in a browser.
  - Click on all hyperlinks to make sure they work.
  - Try resizing the browser window – smaller and larger.
  - Make corrections and adjustments as needed.
  - Try Firefox as well as IE.
- Back up your working site folders
  - Copy to a CD, flash drive or other hard drive.

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# **Bio-Break**

# **10 Minutes**

TNB April 30, 2008

**Personal Web Site**

# Publishing Your Web Site

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- **If using FrontPage or Visual Web Developer**
  - Smart publishing is built in (only changed pages).
  - Hosting site must support FrontPage Extensions.
- **Otherwise need a windowed “FTP” Program**
  - Work like Windows Explorer.
  - Copy files to / from web server.
  - Delete / Rename files and folders.
  - SmartFTP (Free and Excellent).
  - FileZilla (Free and Excellent).
  - IE 6/7 using: <ftp://members.cox.net/>
- **Connect to Web Server with FTP program**
  - Need to specify web site’s server, login ID and password.
  - Configure screen with local and remote windows.
  - Copy (drag) files from working copy of site to the server.
- **Test the “live” site**
  - Verify all hyperlinks, images. etc.

# User Interface Guidelines (1)

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- **Keep Pages Short!**
  - Long pages that require scrolling aren't friendly.
- **Watch color conflicts**
  - Keep backgrounds light.
  - Keep text dark – need good contrast.
  - Avoid red on green or blue on yellow (color blind users)
- **Test your site at various screen resolutions**
- **Avoid Font-o-Mania**
  - Prefer Sans-Serif fonts (Ariel, Verdana, Tahoma).
  - Avoid fonts that aren't universally available.
  - Use images for elaborate fonts or logos.

# User Interface Guidelines (2)

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- **Keep total download times < 30 seconds (dial up)**
  - **Watch image file sizes.**
  - **Watch PDF file sizes.**
- **Resist “Way Cool” Mania**
  - **Animated images**
  - **Marquees**
  - **Pop-ups**
- **Keep the Home Page “G” Rated**
- **Links to large downloads should show size.**

# Web Site Tools Links

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## ■ Hosting

- <https://lasvegas.cox.net/cci/internettools>
- <http://www.bottomlinecom.net/>
- <http://www.godaddy.com>

## ■ Free Web Authoring Tools

- <http://www.microsoft.com/express/product/>
- <http://www.thefreecountry.com/webmaster/htmleditors.shtml#wysiwyg>
- <http://www.w3.org/Amaya/Overview.html>
- <http://www.trellian.com/webpage/>
- <http://www.nvu.com/>

## ■ FTP Tools

- <http://filezilla-project.org/>
- <http://www.smartftp.com/>

# **Open Workshop / Q and A**

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## **Final Questions and Answers**