

How to...Design A Web Page (Using Netscape Composer or Mozilla)

Step 1. Look at other people's pages.

- Decide what you like and don't like about their pages.
- Make notes and get an idea of what you want on YOUR page.

Step 2. Decide what you want to say, graphics and other images you want to use, addresses you want to link to and what your "audience" wants from the page.

Step 3. Gather all the text, images, etc. together.

- Consider the following as you design your page: Who is your audience? How often will you need to update the page? What message are you trying to convey?
- Write clearly and be brief. Organize your site so that it can be scanned quickly.
- Use a consistent format for your pages.
- Make sure that each page can stand on it's own – people may come in to your site from a "sub-page," not the page you intended.
- Spell check and proofread your documents.
- Make sure you provide contact information for you, as the page creator. You might also consider listing the date the pages were last updated.
- You might also consider listing copyright information on the page.

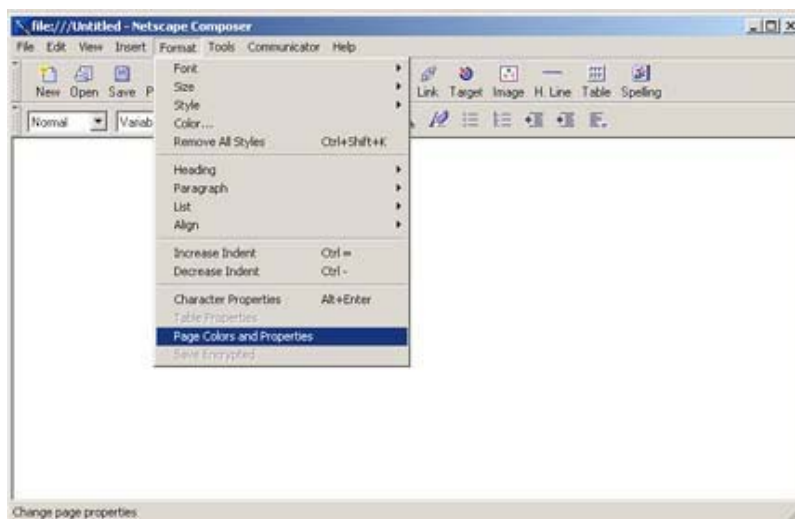
Step 4. Check out some pages for hints on style and design suggestions.

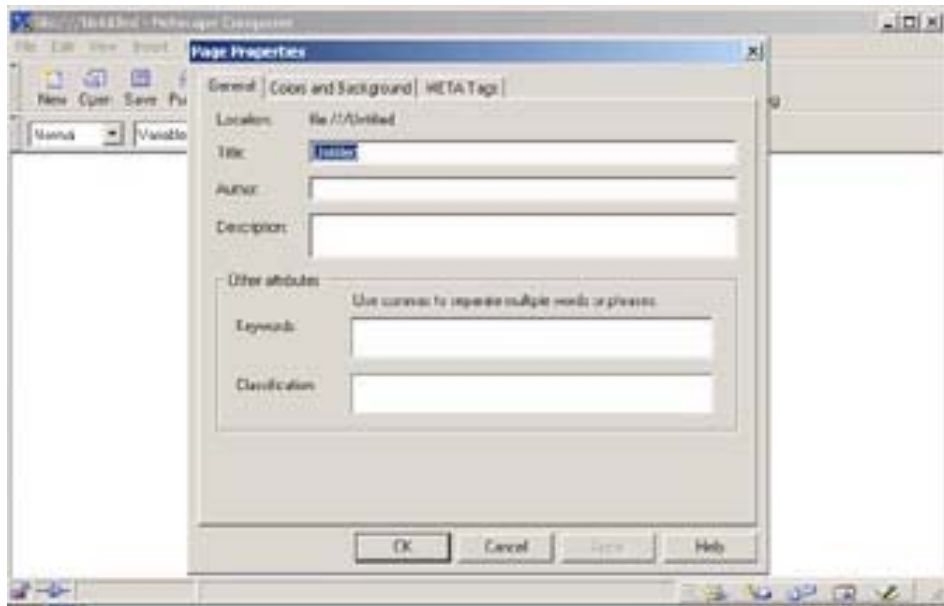
- Yale Center for Advanced Instructional Media Style Manual (<http://www.webstyleguide.com/index.html>)

Step 5. Open Netscape Communicator or Mozilla (to download Netscape, go to <http://www.netscape.com/>; to download Mozilla, go to <http://www.mozilla.org/>).

Step 6. Begin a new document. (File-New-Blank Page)

Step 7. Name your document. (Format-Page Colors and Properties, click on the "General" tab). Enter the Page Title into the field called Title. This is the name that will show up in the user's title bar of the page in Netscape.)





Step 8. Select a background color for your page.
(Format-Page Colors and Properties, click on the “Colors and Backgrounds” tab.).
Click on the boxes to change colors for the background, text, or links.



Step 9. Save your document (File-Save).
For an introductory page, save the document as index.html (You MUST have extensions for all of your files for this project [.html or .htm, .gif or .jpg].) To be safe, you may also want to limit your file names to eight letters. Do NOT to use blank spaces in the file names: use dashes and underlines, if necessary. Web sites are case sensitive. I suggest you establish a format for naming your documents (all upper, all lower or mixed case) and sticking with it throughout your site.

NOTE: Arrange all the files for your site in one folder or directory on the desktop or on one disc in the EXACT manner in which it will be loaded onto the server. The structure and location of all the files should be the same on your back up disc as it will be on the server. By doing this now, it will save you time later (Please trust me on this). In fact, it is probably better if you use one disc for your web pages ONLY.

Step 10.

Design your page.

- Type in text.
- Format text as you like, using the Heading formats and the icons in the Menu Bar.
- If you already have text typed in a Word file, open the Word file, select what you want to copy, and copy it. Return to your web page and Paste the text.

Text editing functions:

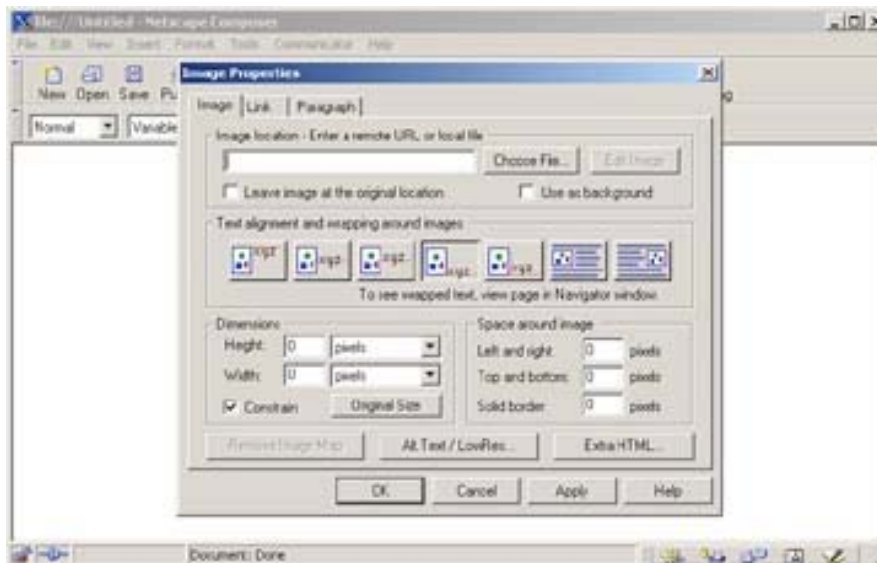


Step 11.



Import and link to images.

- From the icon menu, select the picture/image icon. Or from the Insert Menu, select Image.
- From the Image-Location, select Choose File.
- Browse on your disk until you find the image you want to use.
- Enter alternative text for people who don't display images as they view the Internet.

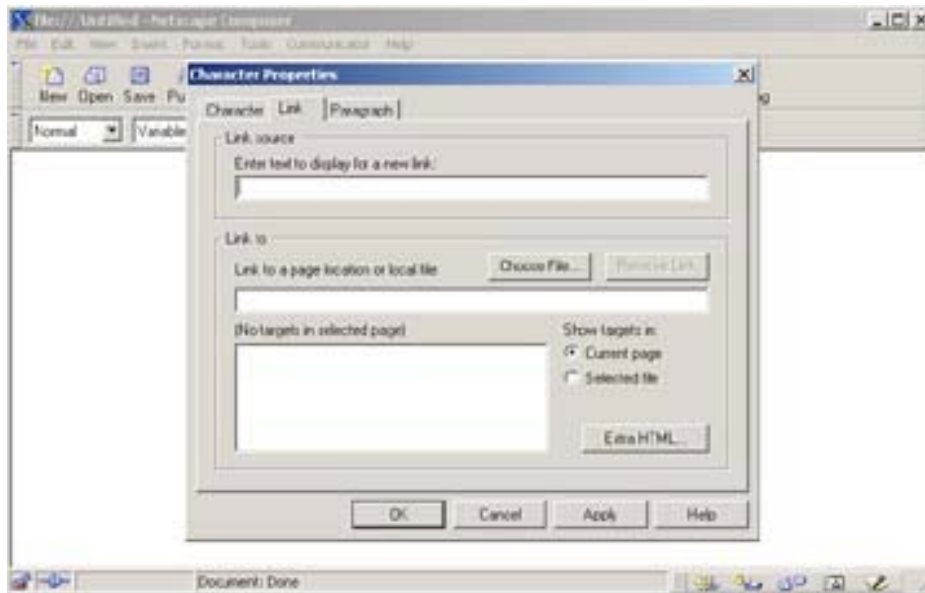


Step 12.



To create links to other pages.

- Select the text or image you want to be a active link.
- From the icon menu at the top of Netscape, select the link icon. Or from the Insert Menu, select Link.
- Under "Link to:" type in the Internet address of the link and click OK.

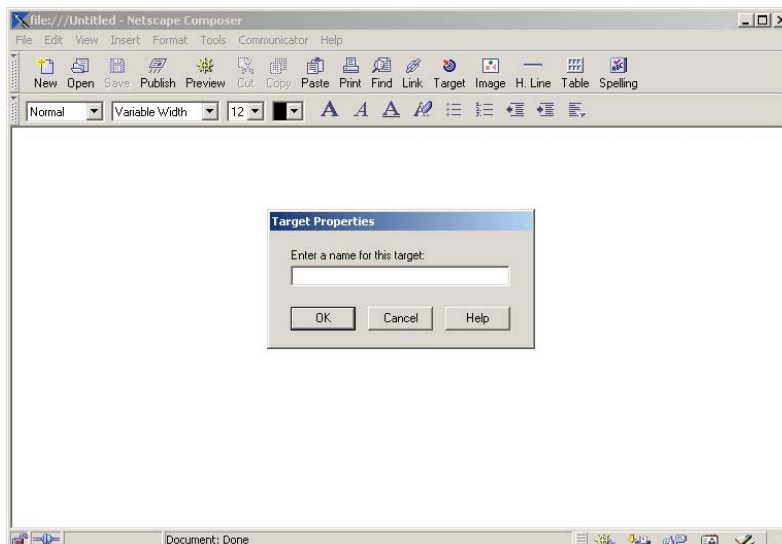


Step 13.



To create links to areas within the same document (targets or anchors).

- First make a place holder (or set a target) in the document. Place the cursor at the segment of the document you want the link to go to.
- From the icon menu, select the target icon. Or, select Insert from the menu, and select Target (named Anchor).
- Name the place holder.
- Select the text you want to be the link to the other part of the document.
- From the icon menu at the top of Netscape, select the link icon. Or from the Insert Menu, select Link.
- Select the anchor name (named target) from the list provided. This will make the link jump to the area in the document that is tagged.



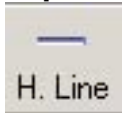
Step 14.

Create an e-mail link so that people can e-mail you from your page.

- Follow instructions on creating a link.
- Use the command "mailto:" plus your e-mail address in the link information. Example: "mailto:Karen-Adsit@utc.edu").

Step 14. Save the document. (Do this often!)

Step 15. To make a horizontal line on the page...

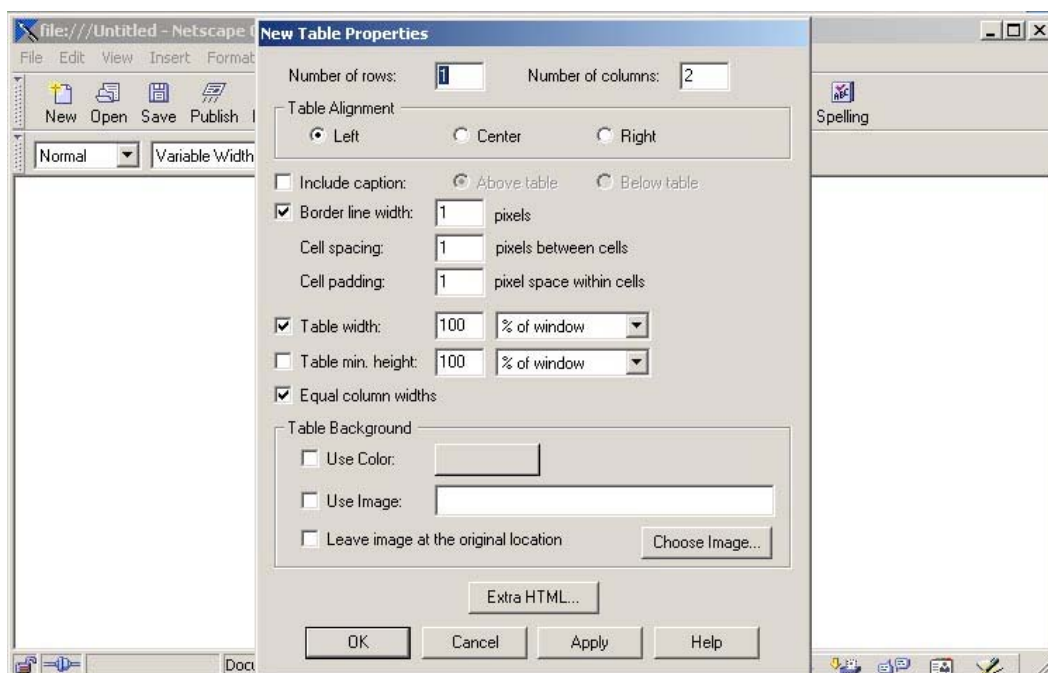


- Select the H. Line icon from the toolbar.
- If you want to make the line thicker or thinner, just click and drag.

Step 16. If you want things to line up perfectly, you'll need to create tables.



- Select the Table icon from the toolbar.
- Set up the parameters for the table.
- To edit the table later, select Format-Table Info.
- Editing tables can be tricky. It is sometimes easier to copy and paste text in, rather than typing in the information.



Step 17. Test the pages.



- Select Browse from the icon menu.
- Check the links to make sure they work.
- Check to make sure your graphics and images come up.

Step 18. Load your pages and all related files (images, etc.) on to a server.

- You can load your web pages and graphics to any server that you have space on.
- To load your pages on your UTC Onenet account...
 - Log in to your Onenet account (<http://onenet.utc.edu>)
 - Your user name is your UTCID; your password is your UTCID password.
 - If you don't know either your user name or password, go to Forgot Password on the Onenet login page (<http://onenet.utc.edu>) and look it up.
 - Once your account opens, click on My Stuff (left hand side of the screen).
 - Double click on HOME@onenet

- Double click on the public_html directory on the server.
- Click on File>Upload
- Browse to find the files you want to upload.
- Select the file you want and press upload.
- NOTE: You will have to upload all .html files and all graphic files one at a time.

Step 19. Check all your pages again.

- You can check your pages two different ways.
- You can check them from Onenet, but clicking on MyWebPage (on the left hand side of the screen).
- The URL for your web pages will be: <http://oneweb.utc.edu/FirstName-Lastname/>
- Remove your disc from the hard drive.
- Open your web browser and enter the URL for your pages.
- See if the pages work, look the way you wanted them to, and if the graphics load correctly.
- Check all of your links to makes sure they work.
- Try to check your pages from a different computer from the one you designed your pages on – and check (if you can) the pages on both Macintosh and Windows machines. Also check the pages via a modem connection to see how long the pages take to load at 56K

Step 20. Keep the pages up-to-date.

- Maintain the pages. Keep them up to date.
- You are NEVER finished with your web pages!