

**WEB COMPOSITIONS AND PRESENTATIONS**

**General Information** Should provide students with instruction concerning web file and folder structure and relative paths that affect the use of pictures, media and linked documents. This is extremely important to assure that all pages, pictures and linked documents/media display properly or are linked properly after uploading the website to the server.

Should have all students try to login to server early in semester. Not all students are automatically given server access privileges and the IT helpdesk staff are the only people who can fix this problem. Best to provide the helpdesk with a list of all students names and email addresses who can't login to server.

	Description	Advantages	Main Disadvantages	Technical Problems	Fix
<b>Powerpoint</b>	Can create a fully functional PPT presentation with custom animation, audio and video clips that work on the web and playback within a browser.	Just create PPT presentation then upload it and all "linked" media/documents to the server.	Same disadvantages as for creating PPT for local presentations with custom animations and linked media or documents.	If not organized properly during creation and insertion of "linked" media (audio and video) and documents, then links won't work after uploading to server.	Make sure that PPT document and all "linked" media and documents are in same folder. Then, either upload the entire folder or the entire contents of the folder to the server keeping in mind that the URL to the PPT will be affected by which method is used.  Students will need to be shown how to connect and upload to server space and how the URL is affected by how they place the documents on the server.
<b>Microsoft Word</b>	Create a document or website	Fairly easy to create basic web pages or sites as long as students understand how to organize their website.  Part of Microsoft Office. Available in all campus labs.  Most students already know the basic tools for creating word documents. Creating web pages is just as easy but there are page layout limitations.	Most "document" formatting features don't work for web pages. Page layouts that look fine as a word "documents" appear differently when viewed as a web page in a browser.  Very simple webpages but no "fancy" things like rollover buttons.  Must create navigation links to all pages on site manually.	Can't use "format" pictures or drag pictures to position them on a page. Pictures and text blocks positioned this way will not appear in the same position when viewed in a browser.	Can only use left, center or right justification to position text blocks or pictures on a page. Or, can create tables and cells to control placement of text and pictures on the page. But tables themselves can only use left, center or right justification for placement. Create one table to hold EVERYTHING! Students using multiple tables end up dragging them to position them. this doesn't work for the same reason that they can't drag text blocks or pictures.
		When saving as a web page, Word automatically creates a folder associated to the web page that holds copies of all the pictures used on that page.	Students don't understand how webpages, pictures and other linked objects on the pages are organized according to their relative paths to each other.	Often don't upload all the pages, associated folders and linked documents or media to the server or upload them to the wrong location or into a different relative path on the server.	Provide a diagram showing website structure.  Have students start by creating a folder called "website". Then, have them place all documents and media files into the same folder. Then save all web pages into that folder before creating links to the documents or media. When uploading, they can just upload the contents of the "website" folder and not the folder itself.
				Students capitalize the filename, index.htm, typically used for a homepage naming it Index.htm. Index.htm (with a capital I) won't automatically open unless typed into URL with capital letter.	Always use lowercase for all filenames. Avoid using non-alpha/numeric characters or spaces in filenames.  Can be hard to fix. Must open "bad" Index.htm file, save it with another filename, delete the original Index.htm file and associated folder, then open and resave renamed document as index.htm (with lower case i).

<b>Microsoft Publisher</b>	Create a document or website	<p>Part of Microsoft Office Professional. Available in all labs.</p> <p>Easy to follow directions for creating a new print document or website using design templates.</p> <p>Easy select and replace to change text or pictures.</p> <p>Automatically creates, names and updates navigation menus as pages are created, added and deleted.</p>	<p>Most students have MS Office Basic and Publisher isn't part of "package".</p> <p>Web page layouts are all justified to the left. Can't "center" an entire page.</p> <p>Student often get confused about the difference between "print" templates and "web" templates trying to make web documents from Print templates and vice-versa.</p> <p>Students often only upload the "homepage" but not the "associated" folder which contains the other pages on the site and the pictures and backgrounds for the entire site.</p>	<p>Hyperlinks to "external" documents or media files don't work properly without "editing" them. Hyperlink paths to external documents or media are different for home page vs all other pages on publisher website.</p> <p>Built in "Web Preview" works for everything except links to "external" documents. Must open the "index.htm" file to check links to "external" documents in IE.</p> <p>Students get confused about the difference between the "Publisher" document used to create and edit the webpages, the "website" files and folder that is created when using "Publish to the Web" and the actual "uploading" of 'Published' websites to the server.</p>	<p>Students can download free trial version of Publisher 2007 from Microsoft... good for 60 days.</p> <p>Must "edit" path of hyperlink after creating it. This is relatively complicated if students don't understand how hyperlinks work based on relative paths between the hyperlink and the linked files.</p> <p>Can open the home page from the Published Website directly into a browser to test links to external documents.</p> <p>Faculty should explain what each document is and what they are used for as well as showing and explaining the file structure of a website and how they relate between the local "published" site and the uploaded site to the server.</p>
<b>Microsoft Frontpage</b>	Full featured WYSIWYG web site authoring software	<p>Currently available in all labs.</p> <p>Can create rollover buttons within software without using 3rd party image editing tools.</p> <p>Automatically creates navigation menu/links between webpages.</p>	<p>Relatively easy but also VERY EASY to make mistakes that make pages unviewable or resulting in broken navigation links.</p> <p>THIS SOFTWARE IS BEING DISCONTINUED BY MICROSOFT AND WON'T BE SUPPORTED IN THE NEXT YEAR.</p>	<p>Some features, like forms, aren't supported on Kent Personal Server.</p> <p>Often problems if don't follow direction EXACTLY, especially if using navigation menu "webbots" or "shared border" webbots.</p>	<p>Often, no fix once webbot features are corrupted. Must rebuild site from scratch.</p>
<b>i-Web</b>	Great for MAC users.	Create professional looking websites using templates.	None known at this time except only available on MAC OS.	None known at this time except only available on MAC OS.	
<b>Dreamweaver</b>	Full featured WYSIWYG web site authoring software	One of the top rated web development applications available today.	<p>Not available in ET labs on campus. Only available in select "departmental" run labs and in the SMS.</p> <p>Very steep learning curve. Not for the faint of heart. Difficult to learn and must use 3rd party software, like Photoshop, to create rollover buttons.</p> <p>Few automated features, like creating navigation menus. Must create nav links from "scratch".</p>	Lose "website" if using different computers and storing "website" on portable media like USB jumpdrive. If "website" isn't open, then "links" won't work properly while constructing website.	Do all work on same computer or reopen "website" every time you move from one computer to another.