Create a Website using Microsoft Publisher 2003

Created for Denise Harrison's College Writing Classes

Note: If you don't have Publisher, you can download and install a trial version of Publisher 2007 from microsoft.com
If you have a MAC, you can use i-Web to create this website. You will also have to download and install special FTP software like "FETCH" to upload your website to the personal server.

GETTING STARTED

- Create a folder on your Jump Drive and name it anything you want. For this tutorial we'll name it "website".
- Open Publisher
- Choose **Web Sites and E-Mail** from the **New Publication** window
- Choose a **Design Template**
    - If you are using **Easy Web Site Builder**, select the types of pages you want on your site then click OK.
        - For Denise Harrison's College Writing classes you will need to create a 3 page website with a **Mission page**, an **Ask the Expert page**, and a **Related Links page** and could choose:
            - **Tell customers about my business** (this will be automatically named an **About Us page** but you can rename it later to the **"Ask the Experts" page**
            - **Provide Links to other Web pages** will automatically be named the **Related Links** page. You don't probably have to rename this page since you need a "Related Links" page.
                - Note: A "home" page will automatically be created. The name of the link to this page will automatically be named, "Home", and you can leave it but you could change the title on the page itself to "**Our Mission**".
                - A fourth "page" will actually be your "**Reflection**" but that will be a word document which you will create a link to from the "Related Links" page. More about how to do that later in this tutorial.
    - The web site will open with the number of pages you selected and with navigaton links between the pages. To work on each page, just click on the page number at the bottom of the window.
- **Edit the Pages** - This is easy. Just select and replace text or pictures with your own text and pictures
    - Select and type-over existing text to change the text.
    - Right click on pictures and choose change picture to replace pictures with your own pictures
        - You can download images (pictures) from google.com. Remember to click on the image's thumbnail then choose the **See Full Size**

Image then right click on the full size image and choose **Save Picture As. You should save these pictures to your jump drive but you don't have to save them inside your "website" folder.**

- Change the names of your website's navigation links as needed:
    - Change the text for the **About Us** link to: **Ask the Expert**
    - When you change the name of a link in the navigation menu on one page, all of the page's navigation menu link names will change.

- You can add links to other websites on the **Related Links page**
    - Select and change the text for the link to the name of the website you want to link to.
    - Right click on the text then choose "Hyperlink".
        - Choose **Link to: Existing File or Web Page**
        - In the **Address window**, type in the full URL (including the http://) for the website you want to link the text to then click **OK**.
    - Repeat this for all the website links you want to create.

SAVE THE "PUBLISHER DOCUMENT"

- Click **FILE > SAVE AS** and save your **Publisher Document**.
THIS IS NOT THE WEBSITE YET, but you will need this document to make any changes to your website's pages so save it somewhere safe. You can save it inside the "website" folder if you want but it won't be necessary to upload this file to the server since it's not the website itself. Again... You do have to reopen this Publisher Document to make changes to your website.

TURNING YOUR PUBLISHER DOCUMENT INTO A WEBSITE

Now it's time to actually create your website from the Publisher Document.

- Choose **File > Publish to the Web**
- Accept all defaults and make sure that you navigate and publish (or save) into the folder you created above, for this tutorial we named it, "website".

OPEN & LOOK INSIDE THE "website" FOLDER

- **Inside the "website" folder** you should have a file named, **index.htm** and an **index_files folder**
  - o Note: If you saved your Publisher Document (it will have a **.pub** filename extension) inside the "website" folder, it will be in there too. But, as mentioned, this isn't really part of the website you will need to upload to the server. It's only needed to edit/modify your website. Every time you edit/modify the website using the publisher document you have to re-publish it using **File > Publish to the Web**.
- **Both of these are important!**
  - o **index.htm** is your "home page".
  - o The **index_files folder** holds the other 2 pages on your website, like the About Us (which you renamed to the **Ask the Experts page**, the **Related Links page**, as well as **all the pictures** used on these pages and on the home page as well.

CREATING A LINK TO YOUR "REFLECTIONS" WORD DOCUMENT

- Before creating links to any documents, like word, PDF or Excel documents from your web pages, or to audio or video clips, you must first place them into the proper location FOR THE LINKS TO WORK!
  - o For links to documents or media from all pages except from the "home page"; first move the docuements or media into the **index_files FOLDER**
    - ▪ For example, if you want to create a link to your "Reflections" word document from the "Related Links" page, you must first place the "Reflections" word document into the same folder where the Related Links page was saved when you Published to the Web. In this case, **the "Reflections" word document has to be placed inside the index_files folder**.
- Now, create the link on the "Related Links" page to the word document.
  - o Right click on the text on the Related Links page you want to use as the link then choose **Hyperlink**
    - ▪ Remember to change the text for the link to something like, "My Reflections".
  - o Choose **Link to: Existing File or Web Page**
  - o Now, **navigate to the "website" folder** and open the **index_files folder**
  - o Find and click on your "Reflections" word document.

- In the "Address" window you will notice a long "path" to the word document has been created. This won't work and it's a "bug" in Publisher that needs to be corrected... We'll do that next.
  - **NOW..... AND THIS IS IMPORTANT!!!!**
    - Select and delete all of the "path" information from the Address Window except for just **the filename of your "Reflections" word document**.
      - The filename of the word document should be the only thing you see in the Address window!
    - Click **OK**
- Save your Publisher Document.

RE-PUBLISH THE CHANGED PUBLISHER DOCUMENT TO THE WEB

Since you made changes since the first time you saved your Publisher Document, you need to re-Publish to the Web to save these changes on your actual website.

- Choose **File > Publish to the Web**
- Accept all defaults and make sure that you navigate and publish (or save) into the folder you created above, for this tutorial we named it, "website".
- Click YES when asked if you want to Replace Existing File

CHECKING YOUR WEBSITE USING WEB PAGE PREVIEW

While you still have the "Publisher" document open you can choose **FILE > WEB PAGE PREVIEW**

- This will open the "Publisher" document in Internet Explorer so you can see how it looks and try the links.
- **However..... AND THIS IS IMPORTANT..... the link to your "Reflections" word document (or any other link to documents or media) will not work in WEB PAGE PREVIEW. ... ANOTHER "BUG" IN PUBLISHER! For these links to work, you have to upload your website to the Server.**

To UPLOAD your website to the Kent Personal Server

- **Open "MY COMPUTER"**
  - If you have IE 6, you can just do this in the Browser, but it won't work in IE7 so it's best to just use "My Computer" if you're not sure which version of IE you have.
- Type **ftp://mail.kent.edu/public_html** into the **address bar** in the "My Computer" window
  - When prompted, enter your Kent Flashline **user name** (without the @kent.edu) and your **Flashline Password**
    - Remember that the user name and password are case sensitive!
- The "My Computer" window should now show what you have on the Kent Personal server. If you haven't used it, there won't be anything there. It will be empty.
- Now, just drag and drop the file: **index.htm** and the folder: **index_files** from inside the "website" folder you created on your Jump Drive to the open My Computer window.

NOTE: If you can't login to the Kent Personal Server using the above instructions, then you may not have been provided with a space (public_html folder) or proper permissions to use this space on the server by the IT department. You should contact the IT HelpDesk at 330-672-HELP for assistance. Tell them that you are trying to connect to the Personal Server to upload a website and can't login. They, and only they, can solve this problem for you. The staff at the SMS doesn't have the ability to change your permissions on the server. You can call them but try to do this when you have access to a computer to login while you still have them on the telephone just to make sure that everything is working properly.

To View Your Website "ON THE WEB"

- Open Internet Explorer
- Enter **http://www.personal.kent.edu/~yourusername** in the browser's address window
  - Replace "yourusername" with your actual flashline user name. Remember to add the "~" character before your user name.
- Hit the **Enter Key**. Your website should open in the browser... if you did everything right. Be sure to check all of your links!

MORE EDITING?

Need to make changes after uploading your website to the server? Remember the following:

1. You can't edit your website by open the index.html file
2. You must use the Publisher Document, the one with the .pub extension to make changes then re-Publish to the Web.
3. You can't open the Publisher Document from the "server". You must open it from your Jump Drive to edit it.
4. After editing the Publisher Document, choose Publish to the Web and make sure that you choose "replace existing file".
5. After that, you need to log back into the server (using the FTP address provided above) then drag and drop both the index.htm and index_files folder from your Jump Drive to the server replacing the existing file/folder on the server with the revised file/folder.