

Create a Website for Denise Harrison's English Writing Class

Prepared by the Student Multimedia Studio

Visit <http://www.library.kent.edu/sms> for more information and tutorials.

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What you will be creating (in a nutshell):

1. A **Web Page** that you will create using MS Word then use the “Save as Webpage” feature in Word to convert the Word document into a Web Page.
2. The following **Word Documents** that you will also create using MS Word:
 - **A Release Form**
 - **A Philosophy Statement**
 - **A Reflection**

NOTE: You will be creating “hyperlinks” from your “Web Page” to these “word documents”

You will also be creating hyperlinks to other websites and adding pictures and text to your webpage. Professor Harrison will give you more information about what she expects you to include on your web page.

Create a Folder on your Jump Drive

Before you do anything, create a folder on your jump drive.

For this tutorial we are going to name the folder: **english**

*Make sure that you use **all lower-case letters!** Do not capitalize the “e” in english.*

Create the “Documents”

1. Open MS Word. You should have a blank page.
2. Type the word, **release**, on the page.
3. Choose: **Save as > Word 97-2003 Document**

Do not save as a Word 2007 document (with a .DOCX extension) It will not work as a hyperlinked document on a website!

4. In the **File name:** box, type in, **release**
Use all lower case letters!
5. Browse to the **english folder** you created on your Jump Drive.
6. Click **SAVE**

Now, change the text on the word document you just saved from **release** to **philosophy**.

7. Choose: **Save as > Word 97-2003 Document**
8. In the **File name:** box, type in, **philosophy**
Use all lower case letters!
9. You should still be saving in the **english folder**. If not browse to the **english folder** you created on your Jump Drive.
10. Click **SAVE**

... and one more time

11. Change the text on the word document from **philosophy** to **reflection**.
12. Choose: **Save as > Word 97-2003 Document**
13. In the **File name:** box, type in, **reflection**
Use all lower case letters!
14. You should still be saving in the **english folder**. If not browse to the **english folder** you created on your Jump Drive.
15. Click **SAVE**

You now have all three “word” documents saved inside the English folder on your Jump Drive. You might want to look inside the folder just to be sure. You should see:

release.doc

philosophy.doc

reflection.doc

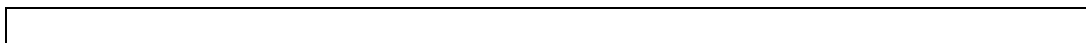
Close Word.

Create the Web Page

1. Open Word (you should have a blank page)
2. Go to **View** (at the top of Word) and choose **Web Layout**.

Create a “table”

1. Click on the **Insert tab** on the **Main Toolbar**
2. Choose **Table**
3. Create a **1x1** table (one row and one column) as shown below.



[In Word 2003: Choose **Table > Insert > Table** then enter the # of Rows and Columns.]

The table will be placed on the left side of the page (Aligned to the Left). You can leave it aligned to the left or you could CENTER THE TABLE ON THE PAGE (Recommended).

Center the Table on the Page

1. **Right click** anywhere on the Table
2. Choose **Table Properties** from the drop down box that opens
3. Under "**Alignment**", click on the **CENTER icon**.
4. Click **OK**

The table will move to the center of the page.

Set the Preferred Width for the Table

1. Right click anywhere on the Table
2. Choose **Table Properties** from the drop down box that opens
3. Check the **Preferred Width** box.
4. Enter the number "**9**" and make sure it's set to **Measure in: Inches**
5. Click **OK**

The table will now always be 9" wide no matter what resolution the monitor is when being viewed later as a web page in Internet Explorer.

Add a Title

Inside the Table, type the word, **Title**, or whatever you want. See below

Title

Add a Row for the Navigation Menu

1. Right click inside the Table
2. Choose **Insert > Insert Rows Below** from the drop down box that opens
A new row will be created below the top row
3. In the new row, type in the following text (which will eventually be the links to the word documents you created and saved earlier) leaving about 5 to 10 SPACES between the "links". *Do not use the "Tab" key to create the space between the text links.*
See below

Title
Release Form Philosophy Statement Reflection

You can resize and center text and if desired.... see below

Title		
Release Form	Philosophy Statement	Reflection

Create the Text Hyperlinks to the Word Documents

1. Select the text, **Release Form**
2. Choose **Insert > Hyperlink**
3. Browse to the **english folder** on your Jump Drive
4. Find and click on the word document, **release.doc**
5. Click **OK**
6. Repeat this with the text, **Philosophy Statement** and **Reflection**, choosing the word documents, **philosophy.doc** and **reflection.doc** for each of the hyperlinks.

Your table and text should look something like this now...

Title		
Release Form	Philosophy Statement	Reflection

Add another row for more content

1. Right click inside the second (bottom) row on the table.
2. Choose **Insert > Insert Rows Below** from the drop down box that opens

A new row will be created as shown below

Title		
Release Form	Philosophy Statement	Reflection


At this point you could just start adding text and pictures inside the bottom row but to control the placement of text and pictures you should create 2 or more columns on the row.

Creating Columns on a Row to Hold Text and Pictures

1. Right click inside the (bottom) row on the table.
2. Choose **Split Cells** then enter the **number of columns** you want to create in that cell

The example below shows that the bottom cell has been split into 2 columns. Additionally, the “borders” have been moved to allow more room for text on the left and a small picture on the right. As you type in text or insert pictures the height of the row will automatically adjust.

You can add more rows, but after splitting a row into 2 or more columns, new rows will have the same number of columns. You can use “MERGE CELLS” to create one cell out of 2 or more cells.

Title	
Release Form	Philosophy Statement
<p>You can left justify the text in this cell (column) and adjust the border to the right to make this cell wider.</p> <p>The height will increase as you type in text.</p> <p>A “random” picture has been inserted into the cell on the right. Pictures can be resized by clicking on them then using the CORNER handles to drag them to any size needed.</p>	

You could add more rows if desired to hold more pictures and text on the same rows. You could also add a row, then SELECT all the CELLS on that ROW and Choose **MERGE CELLS** to create just one cell (or column) on that row.

Hiding Table and Cell Borders

Notice that the table and its rows and columns are indicated by a solid black line. Most web pages don’t show these so you may want to make them “invisible”. To hide them:

1. Open **Table Properties** as previously described
2. Click on the **Borders and Shading** button
3. Choose “**None**” under the **Borders Tab**
The borders will “disappear”

In Word 2007, to “show” the borders so you can see them while your working on your page, select **Table Tools > Layout > View Gridlines**. The Table, Rows and Column edges will appear as dotted lines but will be invisible when viewed as a web page.

[In Word 2003, the borders remain “visible” as light gray lines but will disappear when viewed as a web page]

Creating Hyperlinks to other Web Sites

1. Type in text that you will use as a “text” hyperlink.
2. Select the text by clicking and dragging a selection over the text (as you did for the navigation menu hyperlinks).
3. Right click on the selected text and choose Hyperlink then either:
 - a. Type in the full URL for the Web Site in the Address window or
 - b. Copy and Paste the URL from a Browser Address window into the Hyperlink Address Window.

Saving the Web Page

First:

Save as a Word Document

Before converting your Word Document to a Web Page, first save it as a Word Document

1. Choose: **Save as > Word 97-2003 Document**

Because you are just using this word document to create a Web Page, you could save it as a Word 2007 document (with a .DOCX extension). But for consistency, just save it as a 97-2003 document.

2. In the **File name:** box, type in, **index**
Use all lower case letters!
3. Browse to the **english folder** you created on your Jump Drive.
4. Click **SAVE**

A Good Thing to Know and Remember:

If you want to make changes/revisions to your **Web Page** later, you must:

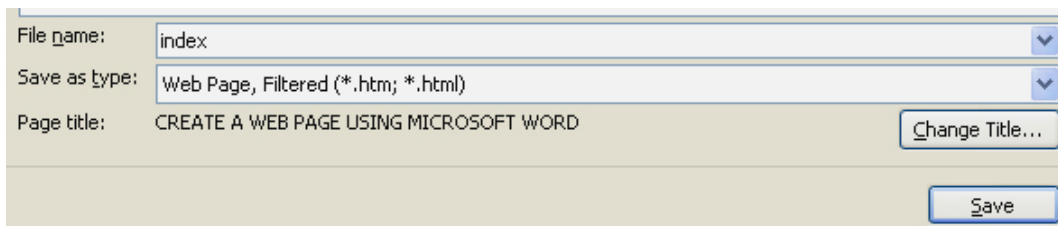
1. Reopen and make the changes to the **Original Word Document (index.doc), not to the Web Page (index.htm)**
2. **Resave it as a Word Document (index.doc) again, then**
3. **Save it as a web page (index.htm) again**
(see instructions below)

Next:

Save as a Web Page

1. With the Word 2007 Document open, choose the **OFFICE BUTTON** and select **SAVE AS > OTHER FORMATS**
2. Click on the arrow next to the **SAVE AS TYPE** box and choose:
Web Page, Filtered (*.htm; *.html) (see below)
3. In the **File Name:** type **index**

(it should already be index but if it isn't, change it....see below)



Do not type in index.htm. When you click **SAVE** the .htm extension will automatically be added to the word "index".

Use only lower-case letters! Do not capitalize any letters in the word **index**. If you do, the web page won't open if you follow the remaining directions in this tutorial.

Take a look inside your **english folder**...

You should now have the following files and a new folder inside the english folder:

index.doc

*(this could also be **index.docx** if you saved it as a Word 2007 document and is also the document you MUST open and edit if you want to make changes to your web page)*

index.htm

(this is your web page but you must not open and make changes to it directly. Only open the index.doc file, make changes to it then Save it as a Web Page)

release.doc
philosophy.doc
reflection.doc

These are the Word Documents that you created, saved and then created hyperlinks to from the web page. These MUST be .doc files!

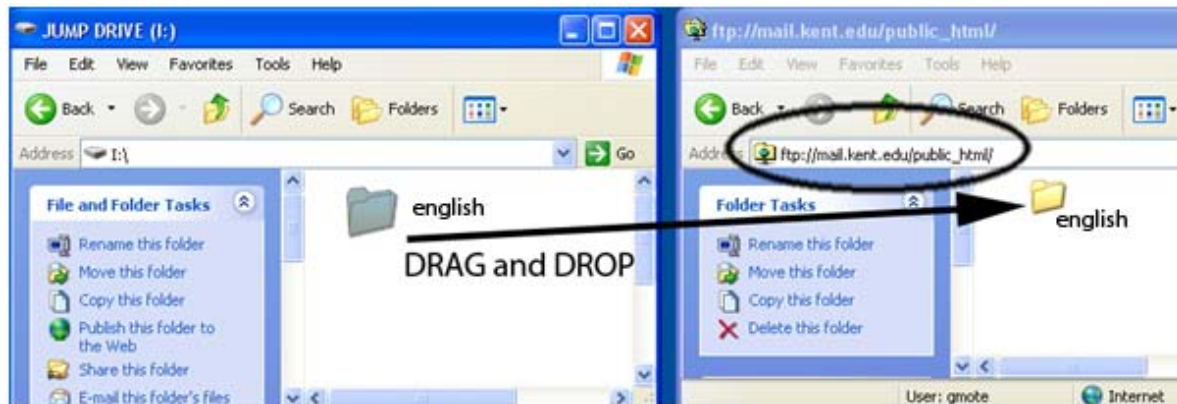
An **index_files** folder

*(this is a **folder** that is automatically created when you saved the word document as a web page. It holds the pictures you inserted on your web page)*

Uploading Your Web Site to the Kent Personal Server

1. Open **MY COMPUTER**
Don't open Internet Explorer or any other Web Browser for this.
2. In the Address Bar for My Computer type-in: ftp://mail.kent.edu/public_html
3. Enter your **Flashline User Name** and **Flashline Password**
4. **Copy and Paste** or **Drag and Drop** your website folder, *english*, from you **local computer** (probably saved on your Jump Drive) to the open **My Computer Window**.

Notice that the Address bar on the Kent Personal Server shows that you are INSIDE the public_html folder on the “server” ... the Circled Area ... (See illustration)



Your Local Computer
(your jump drive)

Kent Personal Server
(ftp://mail.kent.edu/public_html)

Note: You should close all open word documents on the local computer before uploading them to the server. If you don't, you might get an error message when you try to upload the files.

Your website is now on the server and can be viewed by anyone in the world.... **If they know the correct “URL” address to find it.**

Viewing your Website on the Internet

1. Open **Internet Explorer** (or any Browser)
2. In the Address type-in:
http://www.personal.kent.edu/~yourusername/english

Your web page should open in the browser.

*Note: If you didn't name your folder, **english**, then you would replace the word "english" at the end of the above URL address with whatever word you used for your folder.*

***The URL is CASE SENSITIVE!** If you capitalized the folder name as: English, then you need to capitalize the word English in the URL!*

*If you didn't name your webpage, **index.htm**, then it will not open either. If you named your page anything other than **index.htm** (all lower-case letters), used a capital "I" as in **Index.htm** or used any other filename for your home page, you will have to add that filename to the end of the URL, after folder name.*

Uploading Revisions

1. Login to the server using the directions above.
2. **Copy and Paste** or **Drag and Drop** your website folder, **english**, from your **local computer** (probably saved on your Jump Drive) to the open **My Computer Window** as before

BUT...

This time make sure you drop the folder into a **blank area** on the server.

DO NOT DROP THE FOLDER ON TOP OF THE EXISTING FOLDER ON THE SERVER!