



### AGENDA FOR THIS WORKSHOP

1. How does it all work?
2. What do I need to get started at Fairfield?
3. What is HTML coding?
4. The 10 HTML Tags that you should know.
5. Creating Web Pages using Netscape Composer
6. Enhancing your Web Page
7. A few good HTML resources to know about
8. Hints for better design

## ***1. How does it all work?***

- All using the same set of rules (protocols)
- Unique and registered DOMAIN names
- URLs (Uniform Resource Locators)
- True CLIENT/SERVER interaction
  - Server stores information that authors put there
  - Authors have read/write/edit privilege
- Clients are called browsers
  - Clients request, retrieve, interpret and display information
  - Users have read only privilege

## ***2. What do I need to get started at Fairfield?***

- Your own personal space on [faculty.fairfield.edu](http://faculty.fairfield.edu), the faculty home page web server at Fairfield University. If you currently do not have space on the server, you can request it by sending an email via a university email system (Microsoft Exchange or StagWeb) to [CNS@Mail.Fairfield.edu](mailto:CNS@Mail.Fairfield.edu). Within three business days of receipt of your email, you should receive an email message from Computing & Network Services with the following information:
  - Your Faculty Web Server username, its temporary password, and instructions on how to change the password;
  - The name of your web folder and the full URL address at which your site can be accessed;
  - Information on FTP, the protocol that is used for moving your finished web pages from your computer to the web server.
  - Contact information for CNS staff members who provide instructional support and can work with you to get your web pages correctly coded and transferred to the server.
- You need to create, view, test and save your HTML documents locally on a removable drive or the hard drive of your local computer. When you are ready to go live, you can FTP (File Transfer Protocol) your saved files up to the faculty web server and they will immediately be available with read-only access to the world.

### **3. What is HTML coding?**

- HTML is HyperText Markup Language
- Its commands (or tags) are the set of rules (protocols) that the web server understands
- Clients can interpret this set of rules and display it best on each platform
- All documents that follow this protocol can be stored and read by the web servers

### **4. The 10 HTML Tags you should know:**

1. <HTML> and </HTML>
  - Defines the beginning and end of a web document
2. <HEAD> and </HEAD>
  - Defines the beginning and end of the HEADER of a web document; header information does not show up in a browser
3. <TITLE> and </TITLE>
  - A typical tag that may appear in the header of a document
4. <BODY> and </BODY>
  - Defines the beginning and end of the BODY of a web document
  - Anything between these two tags appears on a web page
5. Header Tags
  - Largest size is <H1> and </H1> down to smallest <H6> and </H6>
  - Any text in between these paired tags is displayed in the appropriate font size
  - If no header is used, the default size is used; default is H3
6. <HR> (no paired </HR>)
  - Puts a 'hard rule' or a graphic line across the web page as a visual divider.
7. <P> (no paired </P>)
  - Paragraph marker; inserts a break (back to left margin) and carriage return (a blank line) before displaying additional text.

8. <BR> (no paired </BR>)
  - Break marker; inserts only a break (no blank line) before displaying additional text
9. <A> and </A>
  - Anchor marker; how you insert ‘things’ into your web page, such as email links, links to other web pages, links to FTP sites, links to hidden markers within a web document, etc.
10. <IMG SRC> (no paired</IMG SRC>)
  - Image source: how you insert images and graphics into your web page

### ***5. Creating a Web Page using Netscape Composer***

- Open Netscape
- Click on Window → Composer. A Composer window containing a blank page opens
- Begin typing the following text:

(your name)’s Web Page

Office #:

Phone #:

(your email address)

This is my page for learning how to create web pages.

Netscape Composer provides a quick and easy way to create and edit web pages. It is important to remember that a web page is a work in progress. Updates are important and help to perfect your page.

(your name) February, 2006

### **Now let's save the page.**

1. Pull down the FILE menu and select SAVE
2. In the SAVE dialog box:
  - Change *Save\_in:* to *User D:*
  - *Save as type:* HTML
  - In Filename: Highlight area and type **index**
  - Click SAVE

If this is the first time you are saving the file, you will be prompted to give it a page title. The title will appear as the top line of your web page when it is viewed in a browser.

### **Viewing your HTML document in Netscape Communicator**

1. Click on the Preview icon in the menu bar. You are prompted to save your changes.
2. Click 'Yes'. What you see is how your page will appear to anyone viewing your file through Netscape's browser.
3. Close out the browser to return to Composer.

**Note:** It is important to remember that your page may look different when viewed from one browser to the next and it is a good idea to test your page in both Netscape and Internet Explorer.

## ***6. Enhancing Your Web Page***

### **Check the Spelling**

1. Select a word or part of the document (or select nothing in order to check the entire document).
  2. Click on the 'Spell' icon.
- Use the Check Spelling dialog box to correct misspellings and to edit or add words to the current dictionary.

### **Formatting a Paragraph**

1. Highlight the paragraphs you want to format.
2. Open the FORMAT menu and choose Paragraph. Your options are explained below:

- Heading 1-6: Choose ‘1’ for your main heading, ‘2’ for the next level and so forth.
- Address: This is used for web page ‘signature’ that indicates the author of the page and the person to contact for more information. You might want to include the date and copyright notice. This format usually appears at the bottom of the web page under a horizontal line.
- Preformat: This is useful for elements such as code examples, tables, and mail messages that you want displayed in a fixed-width font.
  - Most browsers remove extra spaces, tabs, and paragraph returns in your text. However, text that uses the Formatted style is displayed with the white space intact.

### **Changing Text Color, Style, and Font**

1. Highlight the text you want to format.
2. Open the FORMAT menu. Your options are explained below:
  - Font: Choose a font type. To have your page use fonts specified by a reader, select Variable Width or Fixed Width.
  - Size: Click to select the size of the specified font.
    - In the list of font sizes, you’ll see a menu of point sizes (8, 9, 10, 12, 14 and so forth), the relative HTML font scale (-2 to +4), or both. You can specify which type of menu you want in the General panel of the Composer Preferences dialog box (Windows only).
  - Test Style: Select a style such as italic, bold, underline, or non-breaking, for the selected characters.
 

**Note:** Blinking text will not be displayed in Internet Explorer.
  - Text Color: Choose a text color.
 

**Note:** You can specify default text color in the Page Colors and Properties (Page Properties on Mac OS) dialog box.

### **Setting Page Properties**

The information you specify in the Page Title and Properties dialog box helps readers locate your document on the Web.

1. To set page properties, open the FORMAT menu and choose Page Title and Properties. The options are explained below:
  - Title: Type the text you want to appear in the window title when someone views the page through a browser. This is how most web search tools locate web pages so choose a title that conveys what your page is about.
  - Author: Type the name of the person who created the document. This information is helpful to readers who find your document by using a web search tool.
  - Description: Briefly describe the document’s contents.

## Setting Page Colors and Background

The Page Colors and Background dialog box lets you set a background color or image for your page and choose colors for links.

1. To set colors and backgrounds, open the FORMAT menu and choose Page Colors and Background. The options are explained below:
  - Reader's Default Colors: The viewer's color preferences (specified in the General preferences panel) will be used.
  - Use Custom Colors: Lets you specify color for text, links, and background. Click the button to display the color palette and select the color you want.
  - Background Image: Click Choose File to select an image as the background.  
**Note:** Background images are tiled and override background color.
2. Click OK to accept the changes.

## Inserting Horizontal Lines

1. Click the location in the Composer window where you want the line to appear.
2. Open the INSERT menu and choose Horizontal Line.
3. To specify the line's height, width, alignment, and shading, double-click on the line.

## Inserting an Image

You can insert GIF and JPEG images into your web page.

1. Click where you want the image to appear in your document.
2. Open the INSERT menu and choose Image.
  - Location: Type the name or location of the image file you want to insert or modify. Click Choose File to search for an image file on your hard disk.
  - Dimensions: Customize the size of the image.
  - Appearance: Modify the spacing or align text around an image.
  - Link: Link the image to a web location, Named Anchor or Heading.

### Tips:

- To quickly insert an image, cut and paste it from the clipboard, or drag and drop it onto your page.
- To download a copy of an image from the web, position the mouse over the image and right-click the mouse (Control + click on a Mac). Select 'Save Image As' and save the image to your local computer. You may need to change its name to something you can identify later.

## Inserting Links

### Linking Within the Same Page

- To link within the same page, create a Named Anchor, then create a link that points to the Anchor.
  1. Put the cursor at the beginning of a line where you want to create an anchor, or select some text at the beginning of a line.
  2. Open the INSERT menu and choose Named Anchor.
  3. Type a name for the anchor in the edit box (up to 30 characters). If you selected some text in Step 1, this box already contains a name.
  4. Click OK. An Anchor icon (visible only in the Composer window) appears in your document to mark the target's location.

**Note:** Anchors are also called Targets.
  5. Put the cursor on the text or image that you want to link to the target.
  6. Open the INSERT menu and choose Link. Select the Named Anchor that you just created. Click OK.

### Linking to Other Pages

- You can link to local pages on your own computer or to remote pages somewhere on the Internet.
- You can easily create a link by copying and pasting or dragging and dropping from other windows. For example, you can highlight a link from a web page, bookmark, or mail and news window and copy and paste or drag and drop it on your page.
- You can also create a link using the Link Properties dialog box:
  1. Select the text or image you want to link to another page.
  2. Open the INSERT menu and choose Link.
  3. Use the Link Properties dialog box to set up the link. The dialog box is explained below:
    - Link Text: Enter the text you want to link to another page or target. If you've already highlighted an image you will see it here.
    - Link Location: Type the local path and filename. Click Choose File to find it on your hard disk.
    - To accept the changes, click OK.

### Linking to Images

You can make images behave as links in your pages. When the user clicks a linked image, the browser window displays the page that the image is linked to.

1. Click to highlight an image on your page.
2. Open the INSERT menu and choose Link.
3. Use the Link Properties dialog box to set up the link.

## ***7. A few good HTML resources to know about***

1. NCSA's HTML Primer
  - The source for HTML information with the latest and greatest tags  
<http://archive.ncsa.uiuc.edu/General/Internet/WWW/HTMLPrimer.html>
2. Tips, Tricks, How To and Beyond
  - An easy to read, easy to follow site for designing web pages  
<http://www.tips-tricks.com/>

## ***8. Hints for Better Design***

- Be Creative – Have an identity
- Don't expect perfection overnight – Updates are important
- Ease of Navigation (consistent look, check links, and update regularly)
- Watch size – Don't forget that the viewer downloads might not be as fast
- Planning, discussing, and more planning