

## Create a web site step-by-step

This document will walk you step-by-step through using Claris HomePage 3.0 to create a new web site. Along the way we'll cover most of the steps you'll need to create your own site. Make sure you've got copies of the images we'll be using, start up HomePage and dive in.

*These instructions cover both the Macintosh and Windows versions of HomePage. The two versions are largely identical. However, some menu options are in different locations. We'll indicate this by a "/" with the Macintosh command before the slash and the Windows command after it.*

### Create a "Site"

- Make sure you've got an empty folder created where the working copies of your web pages will live. (You'll need to do this outside of HomePage)
- Within HomePage Select File...Open Folder as Site. Point it at the empty folder where your pages will live.
- You should see the folder and a file in it called site\_definition.wst. HomePage uses this file for it's own purposes. You can safely ignore it.
- You can rename the folder (by clicking on the folder name in the Site Editor window) to anything you like—"my first web site" might be appropriate.

*This "Site" feature is purely an organizational aid. You can certainly use HomePage to create web pages without it. However, this will help keep things organized, ease the movement of your pages to the real web server and give you a quick way to check links among your pages. The site name is purely for your reference—no one visiting your site will ever see this particular name.*

### Create your Main web Page

- Choose Site...New Page or click the new page button within the Site Editor window (it's the leftmost button). A new window will open in which you'll be able to create your new page.
- Save this page using File...Save. A dialog will pop up asking for a document title. Put in "History of the Presidential Seal—Carleton College" and click Okay.
- In the next dialog box save the file with the name "index.html". Make sure it is being saved in the folder you've created for this purpose. Home Page will give a warning about the file name because it uses ".html" instead of ".htm". You can ignore this warning.

*Homepage opens a blank untitled page whenever you start it. You'll probably want to close this page to avoid clutter and confusion. See the URL and File Naming web page for more details on choosing appropriate names and file arrangements. Note that HomePage's dislike for ".html" is a throw-back to older operating systems and can be safely ignored these days.*

### Check the Page Title and set Background Color

- Select Edit/Tools...Document Options. (Mac users look under the Edit menu, Windows users under the Tools menu)
- Under the Appearance tab click the box next to Color under the Background settings. Make sure the background is set to white.
- Check under the Parameters tab to see that the document title is already set to "History of the Presidential Seal—Carleton College".
- Click OK to put the setting into effect.
- Save the file by choosing File...Save.

*The Document Options window lets you set the Title which will appear across the very top of the Netscape window and will also be the name of the page if someone creates their own bookmark to it. A background color or image can be set in this window.*

### **Look at the HTML code you've created**

- Select Window/View...Edit HTML Source. The main display will change showing you the actual HTML code you've created so far. Take a minute to see if you can locate the elements you've modified.
- Select Window/View...Edit Page. The window should switch back to the empty page.

*Viewing the actual code in this window is a good way to learn a little HTML. As you get more experienced you may find you can modify your pages more precisely by working in this window occasionally. You can toggle between normal editing mode and HTML Source mode using the first/fifth and third/seventh buttons on the button bar. The second/sixth button is a largely useless "preview" mode.*

### **View your web page in Netscape.**

- Select Window/View...Preview in Browser...Netscape. Netscape should start and come to the foreground displaying your (blank) web page. The title you entered should appear across the top of the netscape window.

*Although HomePage shows an approximation of the appearance of your page, it's representation can be quite inaccurate. It's important to regularly preview your pages in Netscape to make sure they look like you expect. The fourth/eighth button on the menu bar is a shortcut to the browser preview.*

### **Create a Table to give your page an initial layout**

- Select Insert...Table. Set both Rows and Columns to "2", Width to 100 "Percent", and Border to "0". A 2 by 2 table will appear on your page.
- Save the file by choosing File...Save.

*Tables (with invisible "0" borders) are often used in web pages to separate elements in a page and give it structure. Setting the width to 100 percent ensures the information in this table will fill the entire browser window even if the viewer resizes the window.*

### **Change the properties of your Table**

- Make sure the Object Editor window is visible (it should be checked under the Window/View menu). When the table is selected the Object Editor window will be entitled "Table".
- Move the cursor into the upper left hand cell of the table until it takes the form of a (vertical) insertion bar. Click in the cell. Select the Cell tab of the Object Editor/Table window.
- Select the Cell Color box and choose a pale yellow color from the window that pops up. The upper left cell should now be the color you've chosen.
- Click in the upper right and then lower left cells, setting each to a light green.
- Save the file by choosing File...Save.

*The Object Editor window is a crucial tool in HomePage. Many formatting options are reached by selecting the element in question (in this instance a particular cell in a table) and then changing the properties displayed in the Object Editor windows. The options available in this window will change to reflect the element in the page you've selected.*

### **Change the properties of your Table to eliminate the white gap between cells.**

- Select the table.

- Under the Table tab set Spacing to “0” and Padding to “10”.
- Save the file by choosing File....Save.

*Cell Spacing and Cell Padding refer to the space between cells and the space between the contents of a given cell and its border*

### **Add some Text (finally)**

- Click in the upper right-hand window and type in “History of the Presidential Seal”.
- Select the text (by dragging over it) and change it’s color to white under Style...Text Color.
- With the text still selected choose Format...Heading 3.
- Save the file by choosing File....Save.
- Preview the results in Netscape.

*Netscape only shows ONE of three cells in your table. The one with the text in it. This is because there’s no text in the other cells. Once we add something (anything) to those cells they’ll show up so in this case it’s not a problem. However, it’s important to note that your web pages will not always look identical in HomePage and in Netscape. That’s why it’s important to check how things look with Netscape regularly.*

### **Add some more text and formatting.**

- Click in the lower right cell and type the following:  
“In 1828 a little-known law was passed requiring the use of the presidential seal in all state activities. Sen. William Overdue (R-Mass) responding to pressure from his constituents to increase the demand for logo embroidery work sped the legislation through at the end of the session tacked to the end of an unrelated marine mammal protection bill. Due to stenographic errors however the law as recorded does not reflect the intent of its creator.”
- Format parts of this text as you see fit using the size, bold, italic, left, center and right align options under the Style menu.
- Click and hit shift-return in each of the cells in the left column. You won’t see an immediate effect, but Netscape should now display those cells in a preview.
- Save the file by choosing File....Save.
- Preview the results in netscape paying particular attention to what happens to the text when you resize the window.

*Note that the size option for text does not use the usual “point” notation. Although there is a “font” option its use is strongly discouraged. Specified fonts will only work if the person reading the page has a font of exactly the same name installed on their computer. This is impossible to guarantee since you never know what computer your web pages will be view from.*

### **Add a list**

- At the end of the preceding paragraph hit return (to indicate the end of the paragraph) and then start an unordered list: Click the “normal” button on the left end of the bottom row of the button bar and select bullet list.
- Add the following item to the list hitting return at the end of each item:
- “logo embroidery” “Senator under pressure” “ marine mammals bill”
- Experiment with the list options at the bottom of the format menu.
- Experiment with the “increase/decrease indent” option under the format menu or the corresponding buttons on the button bar.
- Save the file by choosing File....Save.

*You can create both unordered lists as well as ordered (by number or letter) ones. Lists can be nested (using the increase/decrease indent buttons) to create deep hierarchies. Actual numbers will not be assigned to numbered lists until they appear in netscape. Hitting Shift-Return allows you to add an explicit line break within a given list element without forcing the creation of a new element.*

### **Add some navigation text and refine the table format.**

- Click in the lower left cell and type the following, separating each by a return:
- “Home Page” “Photographic Record”.
- Resize the left column so that “Photographic Record” wraps over two lines by clicking the border between the columns and dragging to the left (note the change in the cursor).
- With the cursor in the lower left cell select Top in the Vertical Align option under the cell tab in the Object Editor window (which should still say “Table” across the top). The new text will move to the top of the cell.
- Save the file by choosing File....Save.
- Preview in Netscape and note how the width of the columns and location of the text change in response to window resizing.
- Return to the cell tab of the Object Editor window (after selecting the left column of the table). Change the cell width between pixel and percent setting. Preview the result in netscape paying special attention to the width of the columns when you resize the netscape window.

*Tables and columns can be sized as a percentage of browser window or in absolute number of pixel elements. Making careful use of column sizing and alignment of elements within cells is key in controlling the layout of a web page. If your table is set to fill the screen 100% horizontally you should only use percent (not pixel) scaling for individual columns. Otherwise users will see different results on different computers.*

### **Insert an Image (at last!)**

- Click in the upper left cell of the table.
- select Insert....Image. In the dialog that pops up navigate to and select the file “seal.gif” (you may need to first download this file from the web page:  
<http://www.carleton.edu/campus/TTS/training/workshop/web/workshop.html>.)  
click Open.
- Select the image by clicking on it and type “presidential seal” in the Alt label field of the Object Editor window which is now titled “Image”.
- Select Window...Site Editor, and then Site...Consolidate. Select Entire Site and then “at the same level as the html files”. This will move the image file into the same folder as the html files (if it isn’t already there).
- Save the file and preview in Netscape.

*Although images can be resized and adjusted once inserted in a web page this is to be strongly discouraged. Prepare your images exactly as you want them (including size) BEFORE you insert them into your web page. Once inserted image still live as separate files and need to be moved to the web server along with the html file. By using the consolidate function of the Site Editor you can insure all the related files are in the same folder. That way they won’t be left behind when the pages move to the server. The Alt field determines the text people see if they don’t load the image for some reason. If you were going to have many image files in your web site you might want to segregate them into a separate “images” folder to avoid clutter.*

### **Create a second web page.**

- Choose File...Save As and save the file with the name “photos.html” in the same folder you saved your first page in. You now have two versions of your page: index.html which is saved to the hard drive, and photos.html which is also saved and which you currently have open.
- Delete the main paragraph, the list, and text from this new page.
- Replace the text in the top right cell with “Photographic Record”. Attempt to replicate the color and formatting of this text from the first page.
- Select Edit/Tools...Document Options and set the title for this page to “Presidential Seal Photographic Record—Carleton College” under the parameters tab.
- Save the file by choosing File...Save.

*Making a duplicate of the original page ensures both pages will have a consistent format. Note that although both pages have the image in the upper left only one copy of the image is actually stored. Each page only has a reference to the location of the image itself. For a real web site you might create a template page with complete layout and links and use that page as a starting point for all of the “real” pages in your site*

### **Link the two pages to each other**

- On the photos.html page select the text that says “Home Page”. Choose Window/View...Link Editor and type in index.html in the “URL” field of the window that pops up and hit return. This makes Home Page into a link back to your initial page with the traditional underlined blue text.
- Save the file by choosing File...Save.
- Switch over to the index.html page by double-clicking it in the Site Editor window. Select the text that says “Photographic Record” and type photos.html in the URL field of the Link Editor window.
- Select the text that says “Marine Mammals Bill” and type http://www.marinemammals.org in the URL field of the Link Editor window.
- Save the file by choosing File...Save.
- Preview the file in Netscape and confirm that the links work.

*By selecting items on the page (either text or images) and typing an URL in the link editor window a link is created from the select item to the address you entered. Files that are in the same folders can be linked with just their names. Outside sites can be linked using their full addresses. If you don't save the files before you preview them you may get odd results.*

### **Check links using the Site Manager**

- Select Window...Site Editor, and then Site...Verify Links. A dialog will open that will check all the links in your site and list any that point to incorrect locations. If you've made any typos in the previous step your errors will show up here. You can change the text of the broken link here.

*The site manager also allows you to change all links within your site to a given file to something new. Handy if you rename your home page.*

### **Create an Image Map**

- Bring photos.html to the foreground. Click in the lower right hand table cell and select Insert...Image. Select “seal2.jpg”. The image should appear.
- Click on the image so it is selected. The Object Editor window should now allow you to modify the formatting of this image.
- Under the Behavior tab select “Image Map” and then “Edit”.

- Click the circular link tool button in the upper right of the window that pops up.
- Click, drag and release on the center of the image to create a circular “hot spot”.
- In the Link Editor window type “index.html” in the URL field and hit return.
- Save the file and preview in netscape.
- Click in the image where you drew the circle, it should act as a link to the home page.

*In an image map you define hot spot regions) and then assign an URL to the region. That area then acts as a link. In general you'll want to make sure it's clear from your image where people ought to click and where it will take them. If you want an **entire** image to act as a link to a single location you don't need to create an image map. Simply select the image and enter the URL in Link Editor window.*