

Web Page Design

4 October 2007

Software options (WYSIWYG):

- Microsoft Publisher—what we'll use today
- Adobe Dreamweaver: free trial, or \$105 to get it through VT
- Other options available at <http://www.download.com/>

Designing your website using Microsoft Publisher:

Starting out: Open Publisher. Decide whether you want to use a Publisher template (new from a design...web sites and email...) or a blank web page. You can then change the general layout, change colors and font, add pages, etc.

Save your file: Go to File, Save, then type what you want to call the file. Save it as *.htm or *.html file type. Don't use spaces or any weird symbols. It's a good idea to save all your pictures, files, and html files in the same place.

Name your page: In the Web Tools toolbar, click the icon that allows you to rename each page. You want to give each page a title (what shows up in a bookmark), like Bob's Research. This is not the file name. You can also designate keywords for your website, to be used by search engines.

Adding and changing text: You can enter text just like you would in a Word document, including changing the font size, style, and color, centering, etc. (highlight text, go to Format, Font or Paragraph). Try to stick with standard fonts, like Times New Roman or Arial, so it works on all machines.

Line and paragraph breaks: Press enter for a paragraph break (double space between lines of text). Shift-enter gives you a single space between lines.

Change background: Go to Format, Background. If you want the background to be a picture, select More backgrounds...Picture tab...Select Picture, then browse to find it.

Insert an image: Click where you want your image to go on your webpage. Go to Insert, Picture, and then browse to find your picture. You can change the size of the picture clicking it and pulling it to the size you want or by right-clicking it, choosing picture properties, and specifying the size under Appearance. ****Make sure you save all the picture files you use with your html file. When you upload your webpage to the server, you have to move the pictures there too.**

Insert a hyperlink or link to an email address: Select the text (or image) that you would like to be linked. Go to Insert, Hyperlink (or right-click, Hyperlink). In the Link to section on the right, select Existing File or Web Page. In the text box, type the whole webpage address (including the http://). If it's a link to an email address, the link should be mailto: and then the email address (no spaces, like mailto:midavis1@vt.edu).

Insert a link to a file (like a pdf): Start out like any other link, but instead of putting a web address or email address, you'll have to put the file location. If you're using Filebox as your server, your file address will probably be [http://filebox.vt.edu/users/\[yourPID\]/\[filename\]](http://filebox.vt.edu/users/[yourPID]/[filename])

Create a table: Tables help with a lot of formatting problems, since you can't always stick a picture where you want it to go. Go to Table, Insert, Table, and specify the number of rows and columns you want. Right-click the column to do more formatting (centering, adding rows, changing font). Drag the table to where you want it on your webpage.

Making it pretty: Arrange...Snap; Nudge; Align or Distribute; Rotate or Flip

Preview your website: In the Web Tools toolbar, click the icon of the magnifying glass and globe to open a browser and preview your website.

Getting your website online with Filebox

1. Go to <https://filebox.vt.edu/admin/> and sign in with your VT email ID and password.
2. Upload all your files related to your webpage: html, pdf, jpeg, gif (click the upload files button, then browse for each file)
 - a. You can only upload 10 files at a time. If you want an easier and faster way, you can set up a web folder on your personal computer. Directions are available at <http://www.answers.vt.edu/ask4help/email/vtkb2300.htm>
3. From the main list of your files, click on a *.html or *.htm file to have your webpage pop up in a browser window. Make sure your pictures show up. If they don't, check to see that the pictures are in the same place as your html file. Check your hyperlinks to make sure they work too.
4. You can edit *.html or *.htm files online, but only in the html code (not like in Publisher). This works well for small changes, like fixing typos or updating information.
5. Test your webpage—make sure all the links work. It's a good idea to check your webpage on other machines (modem vs. network, PC vs. Mac, Firefox vs. Netscape vs. Explorer) to see how your website performs.

Your website address will be: [http://filebox.vt.edu/users/\[yourPID\]/\[filename\].htm\(l\)](http://filebox.vt.edu/users/[yourPID]/[filename].htm(l))

Other info

- Google Analytics to monitor who's viewing your website, what words they searched to get there, etc.: <http://www.google.com/analytics/>
- Free VT resources
 - FAQ for technology issues: <http://answers.vt.edu/>
 - Faculty Development Institute classes (free short courses on web design and a ton of other topics): <http://www.fdi.vt.edu/>
 - Element K online software tutorials:
<https://gateway.edtech.vt.edu/gateway/main.jsf>
 - Online versions of lots of technology-related books:
<http://proquest.safaribooksonline.com/>
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