Creating Web Pages using Composer and WinSCP

The program will open to a blank webpage, if not, open a NEW document from the file menu.
Composer is "what you see is what you get!", no coding required.

Format your text

- From the format menu, Select Page Colors and Properties. This allows you to make selections for the various types of text in your page. (Be sure to check that your text is visible if you are using a patterned background.)
- most options like bold, italic and centering that are available in word processors are available in Composer -- check for them on the Format toolbar and menu
- you can change the color of text and make the size smaller (-a) or larger(+a) from the Format toolbar
- you can also make bulleted, numbered and other lists using the buttons on the Format toolbar or Format, List on the menu bar
- you can choose a font from the Format, Font menu but you're best to stick with Helvetica, Arial or Times because they look almost the same on all computers
- be wary of choosing unusual fonts -- if the font you specify is not installed on the computer of the person viewing the web page, his browser will substitute another which might give a completely different effect!

Save your page now

- check with your Internet provider/Web page host to see what your main Web page or "home" page should be called
- if you're not sure where you will be posting your page, save it as index.html for now
- the first time you save your page, it will ask you to insert a title if you haven't done so already; the title appears in the title bar at the top of the viewer's browser and in his bookmarks/favorites if he bookmarks your site, and it is used by search engines to reference your page - it should be meaningful and short!

Add links to other Web sites

- make sure you have already saved your page
- Highlight the image or text that you wish to be the link
    - click on the Link button at the top of the screen
    - if you didn't highlight anything, type the text that you want to act as the link under Link Text (for instance, Eastern Illinois University for a link to our Web site)
    - indicate the Web address of the site in the Link Location box -- make sure to include http:// at the beginning, which indicates to Composer that this is the address of a page on the World Wide Web
    - if the link is long, it may be a good idea to browse to the page when you're online, copy the address, then paste it into the Link Location box so you don't mistype it
    - You may also create a link to your **email** the same way, instead of typing a URL — type mailto:janedoe@deer.com
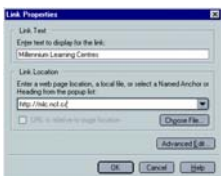
Add images

- each graphic (picture, logo, button, etc.) you see on a Web page is actually a separate file from the Web page itself -- you have to tell Composer where to find the file for each graphic that you want displayed on the page
- it's best to put your graphic files in the same folder as your Web page -- make sure to copy them to the folder before you add them to your Web page
    - you should also make sure that you have saved your page before you add graphics
    - to insert a picture or other graphic, click the Image button at the top of the screen, then the Choose File button -- browse to your graphic file and click Open
    - Check the box beside the line that reads "☑ URL is relevant to page location" - This will tell composer to look for the image on the internet and not on you disk!
- type a short description of the image in the box beside Alternate text; this will display in text browsers for the visually disabled and in other browsers while the image is loading; it's especially important to have alternate text for buttons and other graphics that are used as links
- you can choose how the text will wrap around your image, how much space should be left around it and whether to have a border, all from the Appearance tab
- while you can choose what size your image should be from the Dimensions tab, it's often easier to leave the height and width at Actual Size at this point and adjust the size by clicking on the image on the Web page and dragging its corner with the mouse when the pointer turns to a double-pointed arrow
- if you want the image to be centered, select it then click the Align Centre button on the Formatting Toolbar
- there are several online sites that will let you create custom titles, buttons, etc. for your site -- but don't go overboard, as graphics can add significantly to the time it takes for a visitor to download your page

## Important information about graphic formats

- graphics for the Web should be in GIF or JPEG format -- you can tell because the filename will end in .gif or .jpg (if Windows does not indicate the 3-letter "extension" for your files, double-click the My Computer icon on the desktop to open it, choose View, Folder Options from the menu bar, click on the View tab, then uncheck Hide file extensions for known file types)
- it is good practice to rename images, removing spaces, numbers and symbols
- note that JPEGs are mostly used for photos, and GIFs for simpler images such as the ones on this page
- it's best to have your image fairly close to the size you want it to appear on your Web page before you add it in order to reduce the file size

Watch your access time!

- if it takes longer than 10–15 seconds to load your page, many visitors will move on
- images can take a long time to download -- limit the number that you include
- other elements that take a long time to download are sound or music files, Java programs, video, and programs such as counters downloaded from another site
- the computers at most schools are on high-speed connections, so you cannot judge access time for your page using them -- in 10 seconds under optimal conditions a user on a 56K dial-up connection can only download approximately 54Kb (page + graphics and sound files)
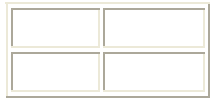
Change your page's background

- to set a colored background for your Web page, choose Format, Page Colors and Background from the menu bar, select Use custom colors, then click the box beside Background
- if you choose a dark-colored background, you may need to change Normal text to another color, but beware of using light colors on dark backgrounds as it is hard on the eyes and can be off-putting for visitors to your page
- to choose a graphic that will be tiled (repeated all over the page) in the background, choose Format, Page Colors and Background, then choose a graphic file for the Background Image (remember, it should be in the same folder as your Web page) -- make sure it's not too dark, or people will not be able to read the text on your page. Again, Check the box beside the line that reads "☑ URL is relevant to page location"
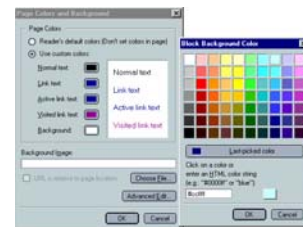
Make a table

- just click on the Table button at the top of the screen and choose the number of rows and columns you want
- type 0 in the Border box if you don't want a border (there will still be guidelines on the screen, but no lines will appear when people look at your page with their browser)
- a border of 1 looks like this:
  - a border of 5 looks like this:
  - you can add or delete rows and columns at any time by right-clicking in the table and choosing Table Insert or Table Delete from the context menu that pops up
  - once your table has been created, you can right click in any cell and choose *Table Cell Properties*, to change the size, alignment, background color, etc. of the table or cells

Add contact information

- if it's a personal page, it's fine to include an email address (although you may get spam as a result of it!), but you should be wary of posting personal information such as your address, phone number or other personal details online
- You may link to your email address. (see link section)

Preview your page

- you can check what your page will actually look like by saving it, then clicking the Browse button at the top of the screen; this will open your page in Netscape
- remember your page may look slightly different when viewed in different browsers and on different computers

Create and link to additional pages of your site or anchors and targets within your site

- you create other pages for your Web site in the same way as the main page, typing the text, formatting it and adding features you want
- save the pages in the same folder as your main page -- when naming your Web files, it's best not to use spaces, mix cases and to keep it short
- to allow your visitors easy access to the page, put a link to it on your main page or on another page or pages in your site
- to add a link on your main page to another page that you have created:

- o open the main page
- o click the Link button or highlight the text that you want to be the hypertext
- o type the text that you want to act as the link under Link Text
- o click the Choose File button
- o highlight the file for the secondary page and click Open
- o click OK
- o you now have a link on your main page to the secondary page you have created!
- TARGETS
  - o Highlight or select the location that you want to place a target (top of page, title, etc)
  - o Click INSERT and select NAMED ANCHOR
  - o If you highlighted text, it will appear in the box
  - o From another location on the page insert a link (back to top of page, etc)
  - o Instead of typing a URL, pull down the menu and select the NAMED ANCHOR you highlighted earlier

Put it up on the Web for everyone to see!

- in order for people to see your page from their computer, you must post it on the Web
- to do this you generally arrange for an Internet service provider to "host" it (keep it available online all the time for people to visit)

Overview of steps for posting files to the World Wide Web.
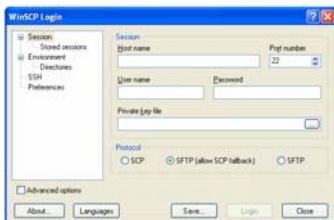
This section is new…please be tolerant of "wrinkles that we need to iron out"!

- Use WinSCP to log-in to a remote computer (e.g., www.pen.eiu.edu).
- Your Host Name will be : pen.eiu.edu
- Add your user name and password
- Click Login
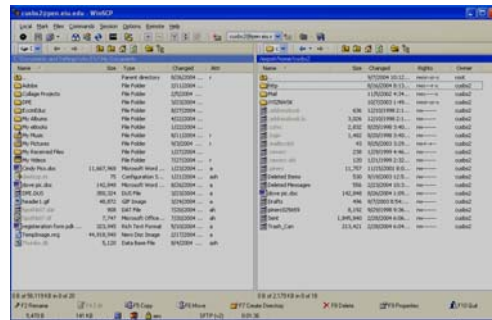
- You will see a window that asks "Continue connecting and add host key to this cache?" select Yes.

This will open a new screen that will allow you to transfer files from your computer to the internet!

- You will drag your items from your computer (on the left) to the **http folder** on the WWW (on the right). (It will ask if you want to
- Be sure to drag <u>all</u> images and pages!

After you drag the files from the left to right,

- Click on the button that reads F9 Properties
- This will open the window below and selects who has permission to view your files on the server.
  - o The following boxes should be checked
    - ▪ Owner ☑ R ☑ W ☑ X
    - ▪ Group ☑ R ☐ W ☑ X
    - ▪ Others ☑ R ☐ W ☑ X
- Check the page online before you close the program to check for any missing graphics or pages!
- To exit, select F10 Quit. (Be sure to log out!)

Your site can be found at http:// www.pen.eiu.edu/~*userid*/_____.html

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