A Map of the Site

A Web site is a collection of pages connected with links. Using Microsoft Word to generate your pages will allow you to easily incorporate your already existing course documents into pages that work. **Make certain that you make a folder to keep your Web materials in and always keep all your Web materials in that folder and then put or save your site there.** Create a folder by hitting the "Ctrl" Key and N (Cmnd/Apple and N on a Mac). You can (often should) make folders within this base folder for organization. Careful site mapping (flow charts can be helpful) will help make your site elegant and effective. Content is king, but it must be accessible.

The "Contents" area on the right-hand side (Work Information, Favorite Links, etc.) will take you to areas on the right you would otherwise have to scroll down to get to. You can fill in the areas below "Contents" the default categories, or you can change the categories and the corresponding lower area titles to better suit your needs.

On the left hand side will be any Word documents you have added (in this example that would be the file Making a Web Site Using Word 2000), and any blank pages you added when the page was created. Clicking on a link on the left-hand side will cause that item to open in the right-hand area on the page.

Want to add something to your Web page
(or any document) from a Web site?

Go to the Web page that has element(s) you want to use. Copy the address from the Location (Netscape) or Address (Explorer) windows. Then Open your site in Word, right click and select paste to place the address on your site. Go back to that site and right click (Control Click for Mac) **on** the element that you want to use and select Copy (Explorer) or Save Image As (Netscape). Make sure you Save As into the folder your Web site is in. Open your Web site in Word again and paste the element onto your page if you copied or insert choose insert > picture > from file and browse for your image if you Saved As in Netscape. For text highlight the text, right click and copy, then paste. Want to add this screen? Hit your print screen button then paste into your Web site (or Word document).

Right-clicking is your friend.

If you can't remember how to do something try selecting the object you are trying to change then right clicking. Office will bring up a list of the most common things you might want to do to that picture, or text, or chart, or bullet or whatever. Whenever you see a text cursor (blinking |) your options will be text centered (font, paragraph, bullets, cut, copy, etc .). Whenever you see a four-way arrow (below) your options will be image centered (grouping, ordering, formatting). On a Macintosh you have no right click and will need to Control click (it's the key to the far left you never use).

four-way
arrow
(enlarged)
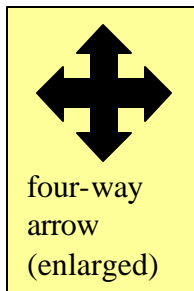
Linking

Linking (a.k.a. hyperlinking) connects one Web file to another. When you make your Web site in Word you are creating an HTML document. This type of document has the ability to be easily and accurately distributed by servers and easily and accurately interpreted by browsers (Netscape, Explorer). This document can contain pictures and words and essentially anything you can put into a word document (A LOT) can be made into or used within a Web page. You can link to other Web pages/sites, Word files, Acrobat files, PowerPoint presentations, images, sounds, and videos.
When you select an item in Word and use the Insert Hyperlink command (see green highlighting in the image above) or right click and select the Hyperlink option the

Window below will open. There are many important things happening here. Whatever your put in the "Text to display:" box will be what is seen in the document. You should "Browse for:" any files or Web Pages you want to link. You may need to copy and paste your Web addresses into the "Type the file or Web page name:" box. You can "..select from a list:" Recent Files, Browsed Pages, or previously Inserted Links (shown below) to your files, links, or Web addresses. At the bottom area is how your page will display the link. By default (the state shown below) it will try to open pages/sites in the area that you place the link. Generally it is considered bad Web etiquette to make other sites open up within portions of your own. When you make links to other sites choose New Window as the selection for the frame where you want the document to appear.
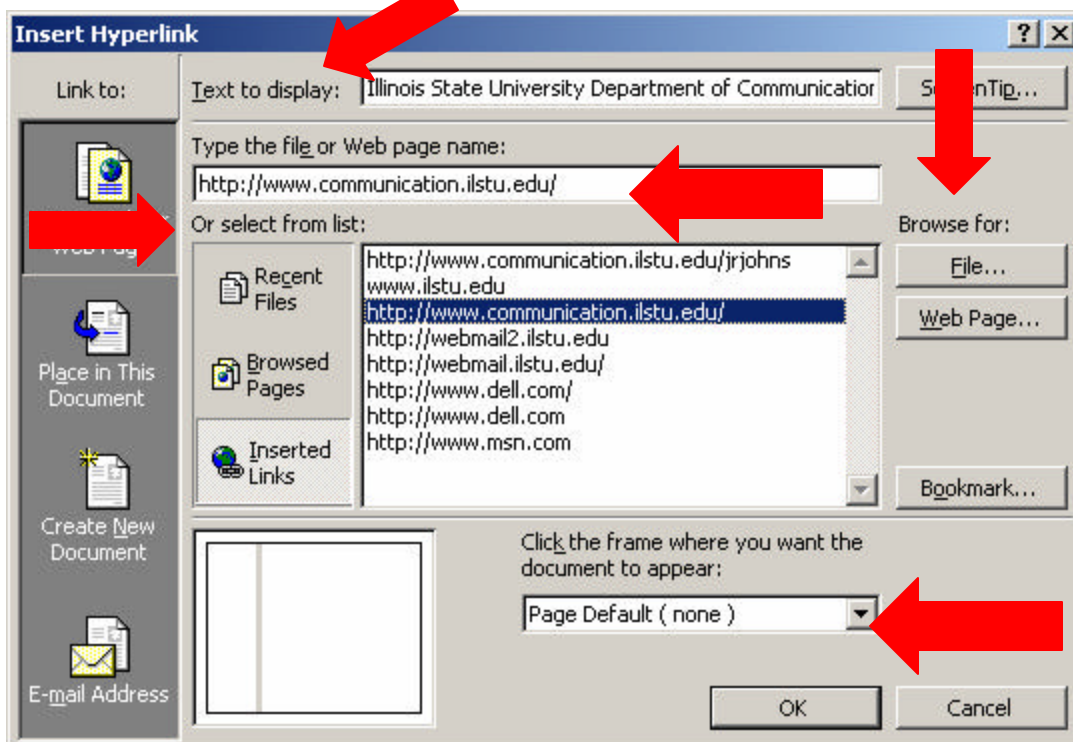
To add any images you have you can Insert > Picture > From File and then browse for your images or copy and past them into your documents. Alternately use the Picture toolbar and click on the mountain icon located to the far left. If you can't find a tool your toolbars are located in View > Toolbars.

Make sure you save what you have done in your folder and then you are ready to upload your new Web site. What you have created to this point is a site that will run locally (on your own computer), now you need to place a copy of it on a server so that others can access it through the World Wide Web. You will need to gain access to your Web space. There are instructions for getting access to your University Web Share at here . Once you have access to your Web Share you should be able to copy new and amended files to your site at any time. Your Web address is by default http://www.ilstu.edu/~jrjohns (substitute your ULID for the jrjohns). The example site files are shown below.
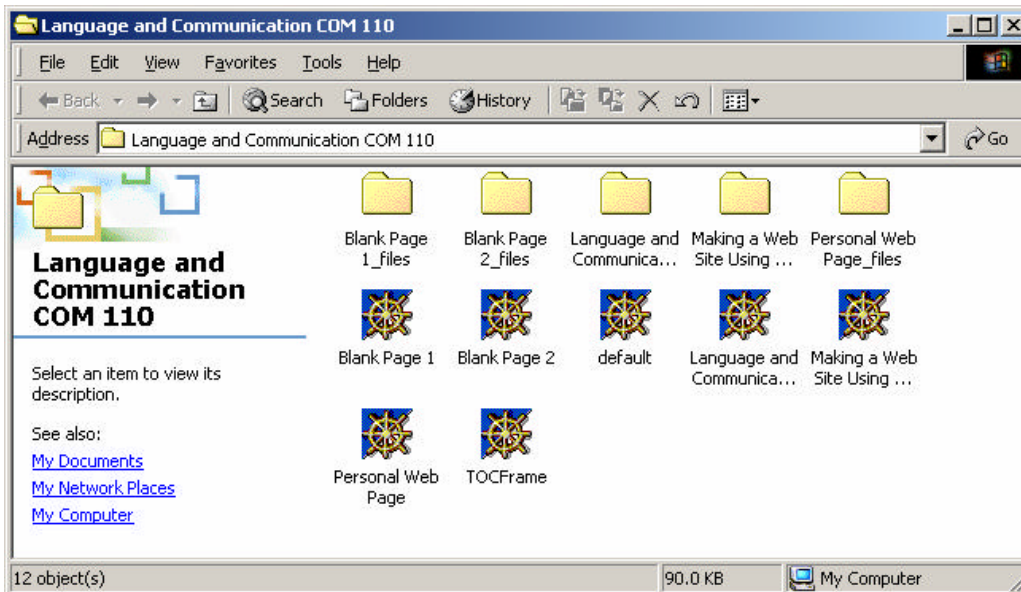
These files will all need to be uploaded (copied) onto your share of the University Web server, or onto your server space with LILT or FTSS. In this example I am moving files to my Web space on LILT. This process is exactly the same to place materials on the University Web server. If this is your first site place only the items inside the folder onto your Web server. If this is one of many complete sites you probably want to keep all of the items in their folder to help keep your site organized. Below is an example of my site. It has sites within it and so the sample site used for this tutorial is located in a folder in my Web server called "tutorial". All I need to do is highlight all the files above copy them and then paste them into the "tutorial" folder below. If you can get both windows open at once you can "drag-and-drop" the files from one area to another. The finished Web site can be seen here.