WEB PAGE DESIGN WITH WORD/NETSCAPE
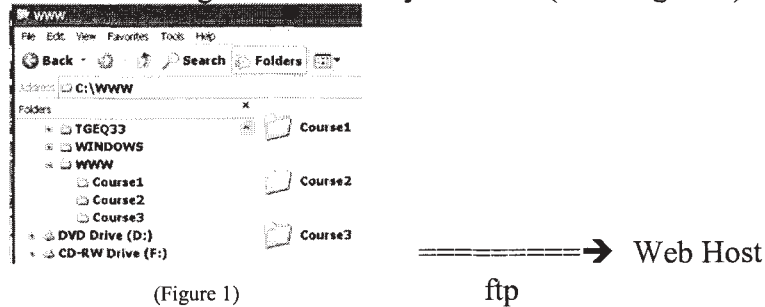
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I. **Introduction**
   a. John Diamantopoulos – WORD
   b. Mark Buckles – Netscape Composer
II. **WORD for Web Pages**
   a. Have an organized directory structure (as in Figure 1)

(Figure 1)

=========➔ Web Host

ftp

(Your computer)

   b. Keep a mirrored site on your machine… change files in your directory structure and copy over to the "web host" (into their appropriate directories/sub-directories) as you alter them so that the new versions appear to those people accessing your web page(s).
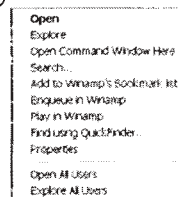III. **Creating your Web Site**
   a. Make your Web Site Directory Structure
      i. Right-Click on "START" (as in Figure 2)
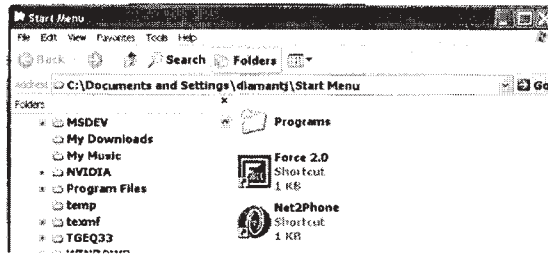

∧∧∧∧∧∧
(Figure 2)

HERE

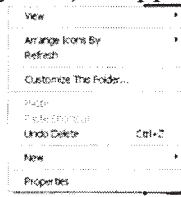   ii. This will give you the following options menu (Figure 3):

(Figure 3)

      iii. Select "EXPLORE" (NOTE: This is NOT the same thing as "Internet Explorer"!) and you will see something like Figure 4:

(Figure 4)

    iv. We wish to make a "WWW" directory in which we will store all of our website files/sub-directories… So, go on the right half of this "Start Menu" screen and right click… you will get the following menu (as in Figure 5) to appear…
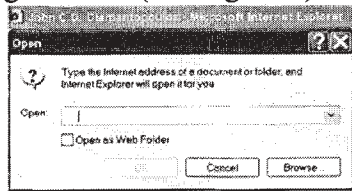

(Figure 5)

and you will want to go to "new" and choose the directory option… we will make a directory called "WWW"

    v. Double-Click on this new "WWW" directory and you will see that we are inside "WWW", in here we will make three new sub-directories

        1. Course1
        2. Course2
        3. Course3

        (These will be the locations where we will store the relevant materials for each course)
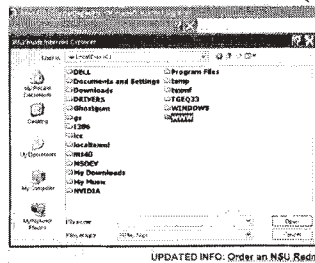
b. Creating your "index.htm" file

    i. Click on "START" and you will see "all programs" (go there!)

    ii. Within "all programs" you should be able to find WORD… click on this to open WORD.

    iii. Insert:

        1. a picture/School Info
        2. a "hyperlink" for office hours
        3. a table for course page links

    iv. explain addressing of pages…

    v. Save the "index" file as an HTML file in the WWW directory!!!

c. Creating your "Course1" index file (will be saved within your Course1 Subdirectory)

    i. Make a title

    ii. Insert a Table for:

        1. Syllabus- "syllabus.htm"
        2. Homework Assignments- "homework.htm"
        3. Etc.

      iii. Use relative addressing, since this file is within our "Course1" sub-directory, we will just refer (in our links) to the actual file name "syllabus.htm", "homework.htm", etc… for the "Course1" files
      iv. Save as HTML in your "WWW/Course1" sub-directory!!!
      v. USE THE EXACT SAME NAME as referenced in the index.htm file link to "Course1"!!!

d. Create a Syllabus form for Course1
      i. Open WORD
      ii. Title the page "Syllabus"
      iii. Save as HTML file within "WWW/Course1"
      iv. USE THE EXACT SAME NAME as referenced in the Course1.htm file link to "Syllabus"!!!

e. Create Homework form for Course1
      i. Open WORD
      ii. Title the page
      iii. Save as HTML file within "WWW/Course1"
      iv. USE THE EXACT SAME NAME as referenced in the Course1.htm file link to "Homework"!!!

f. Give your "website" a practice run!!!
      i. Open IE (Internet Explorer)
      ii. Go to "FILE", then select "OPEN" and then you will get the following window (see Figure 6):
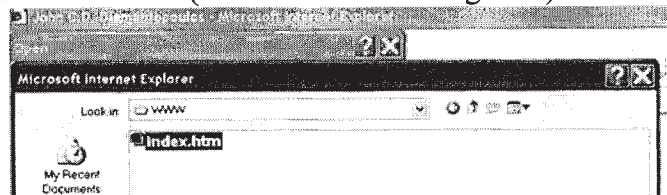

(Figure 6)

      iii. We need to select "BROWSE" and find (Figure 7):

(Figure 7)

      iv. You will need to double-click on "WWW", and then double-click on "index.htm" (which is shown in Figure 8)

(Figure 8)

      v. Once the "index.htm" page opens, you can click on:
        1. Course1