INTRODUCTION TO WEBSITE DESIGN
Setting up your own basic page
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September 19th 2008

PART A: SETTING UP YOUR ACCOUNT
(You will only have to do this once this year!)

1. Log on to your computer using your login and password.
2. Click on START and open Microsoft Expression program.
3. In the file menu, choose NEW WEBSITE.
4. Select IMPORT WEB SITE WIZARD
5. At the bottom, you should have something like this:

\\ZEUS\CIA-Profiles$\Teachers\iwikarski\My Documents\My Web Sites\mysite

6. Choose OK
7. Choose FRONT PAGE SERVER EXTENSION (first option)
8. In the web site location, you must type: http://www.carib-international.org
9. Log on using: cia\username (ex: cia\iwikarski) AND use your regular password that you use to log on to the server.
10. Click next.
11. Click next
12. Click Finish!

13. On the right side, this is the entire website on the remote server. You can really mess things up here if you delete or play with some of these files! (but don't worry, I have a backup!)
14. Double click on the folder teachers. You should have a folder with your name.
15. Drag and drop the folder on the left side of the screen.

YOU ARE NOW READY TO BEGIN YOUR WEBPAGE(S)!

PART B: DESIGNING YOUR OWN PAGE(S)

Plan/ think about your page/website. Outline the items that you wish to post on your website. Your website should have at least the following information:
   a) Your e-mail address
   b) Your name
   c) Courses you teach
   d) A link to the school main webpage
   e) Homework Information

This section is important. Each teacher will have their own ideas for their website. For example, teachers may only need to create one page that will meet their needs. However, another may wish to create separate webpage for each of the subjects that they teach with links to each of them. Decide what is best for you. This website should not be a burden on you! Simple is good!

1. In the menu FILE (top left), select NEW, PAGE and choose HTML.
2. Press OK. You should do this every time you want to create a new page.
3. In the menu FILE, select SAVE AS and save your first –main- page as index2.html. (The other pages you will design can have any other name)

PART C: PERSONALIZING YOUR PAGE(S)

Most of the tasks here are the same as creating a word document. You can use tables, colors, different fonts, pictures, etc.

a) **Page properties (right click on the page with your mouse)**
- background colors, background pictures, etc.
- Go to : www.backgroundcity.com for many backgrounds.

b) **Creating a hyperlink (right click with your mouse)**
- Once your link is done, you can't change the name of your page(s)!
- Inserting an e-mail is easy: the link is done automatically. Outlook will open by default when viewers click on the link.

c) **Inserting a picture**
- Watch the size of your picture! Your picture should never be more than 500 pixels (width or height)

(To edit pictures, click on START, go to all programs, select Microsoft office and select Microsoft Office tools and finally choose Microsoft Office picture Manger)

THE PICTURE YOU INSERT ON YOUR PAGE MUST BE SAVED & LOCATED IN YOUR WEB FOLDER. YOU MUST ALSO UPLOAD YOUR PICTURE ON THE SERVER.

d) **Inserting a table**
- Play with borders & backgrounds to give nice good look to your page.

e) **The F12 function…**
- To see exactly what will be online.

PART D: PUBLISHING YOUR PAGE(S)

1. In the menu file, choose PUBLISH SITE
2. At the bottom of the page, choose LOCAL TO ROMOTE
3. When you are ready, click PUBLISH!

OR

Simply drag your folder from the left to the right side of the screen.

Be sure your index2.html is uploaded by double clicking on your folder on the left.

You are now done!

I suggest that you open Internet Explorer and visit www.carib-international.org and select your name to be sure your page is uploaded, nicely displayed and all links are functional.

Finally!

Next time you want to edit your page, log on to a computer with your username and password, open Expression Web and one the left column, double-click on the page you want to edit.

DON'T FORGET TO SAVE AND PUBLISH YOUR PAGE & PICTURES
(see steps in part D) WHEN DONE!

Congratulations!