

Creating a Basic Web Page using Netscape¹

This document will show how to create a web page that links to another document, and includes a link to another web page. We will use Netscape to create and modify the file "index.html" that we will create. (In most cases, the default document brought up in a web directory is called "index.html" or "index.htm". It is always a good idea to name the first page you want people to see "index.html".

If you don't have Netscape, you can download from: <http://channels.netscape.com/ns/browsers/download.jsp>
You will need administrative privileges on the PC to install it. The commands in Mozilla, which you can download from: <http://www.mozilla.org/> are very similar to those of Netscape, but I will use Netscape here.

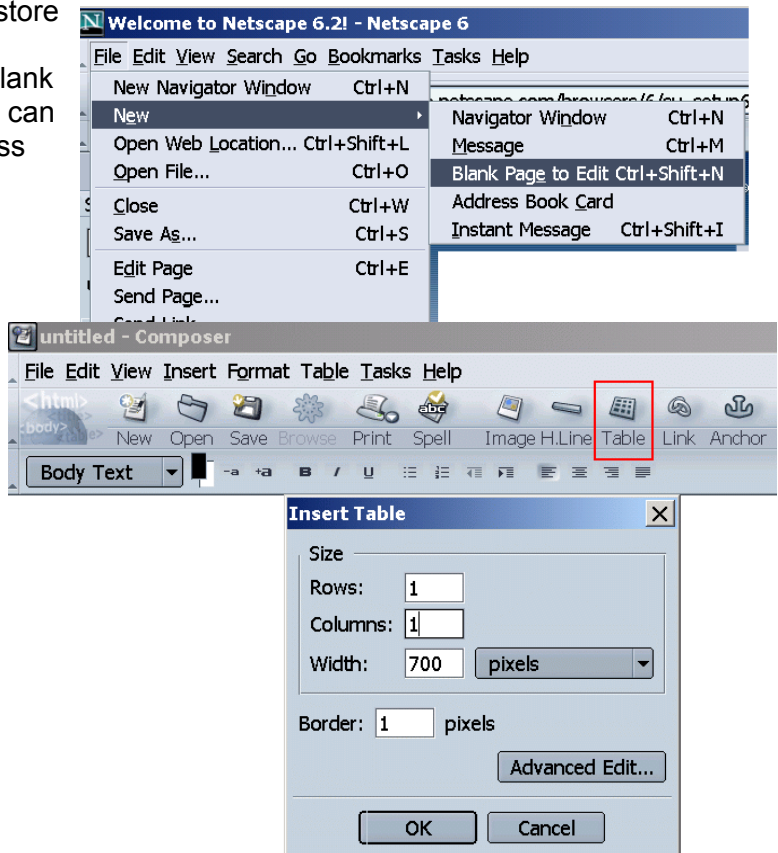
Before you can publish a web page, you need to be able to access a web server. It is possible to pay for web servers through www.yahoo.com, and other similar providers.

At the University of Washington, students, staff and faculty can use the UW UNIX to publish their web pages. (There are rules - be sure to follow them.) If you are at UW, but not in the sociology department, please refer to <http://staff.washington.edu/glynn/socweb1.pdf>, beginning at page 2 and read through "Option 1" for information about how to set up a place for your web pages.

Members of the Sociology Department at UW can also get help from Gillian (gmurphy@u) or me (glynn@u).

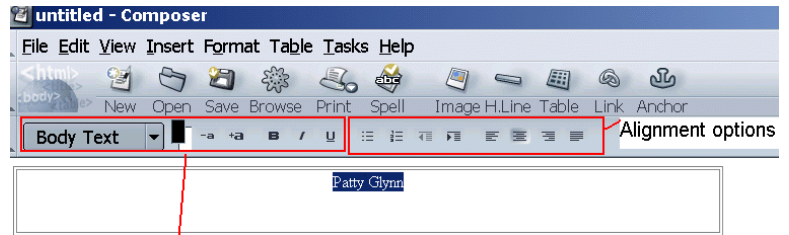
For those at the University of Washington, I recommend <http://catalyst.washington.edu/home.html> as a resource for helping you learn about creating web pages. They offer workshops each quarter, which are well-worth attending. Catalyst has provided a number of pages that can easily be modified for use with classes. With a little more work, they can be modified to use for any purpose. You can download these from: <http://catalyst.washington.edu/how-to/coursetemplate/templates.exe>

1. Create a directory on your PC where you want to store the documents for your web pages.
2. Open up Netscape, and then click on File, New, Blank Page to Edit. A blank page will appear where you can create your web page. There will be a menu across the top.
3. Click on the Table icon to insert a table. Modify the default so that the width is 700 pixels, 1 row and 1 column. Then click OK. A table helps your web documents fit on the page for your viewers.

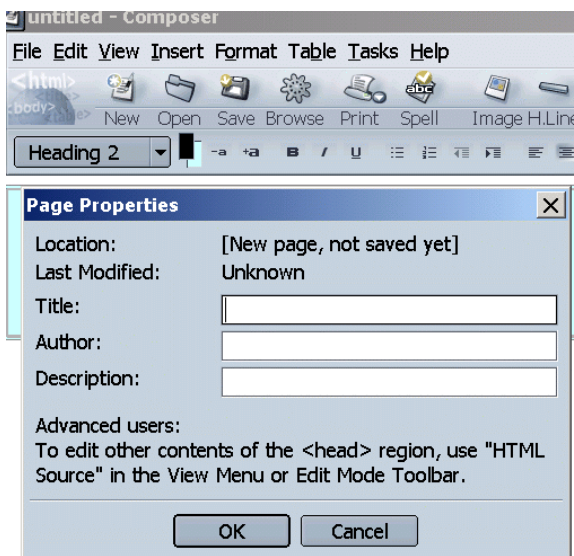
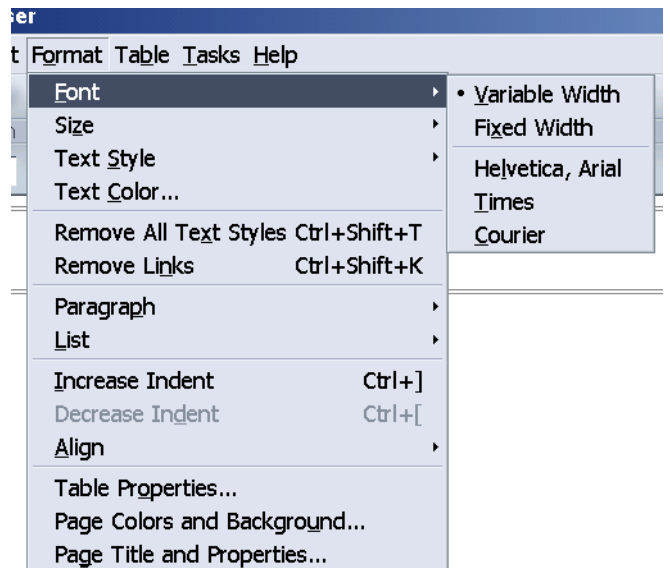


¹Prepared by Patty Glynn, University of Washington, November 26, 2002, C:\all\help\helpnew\web_page.wpd

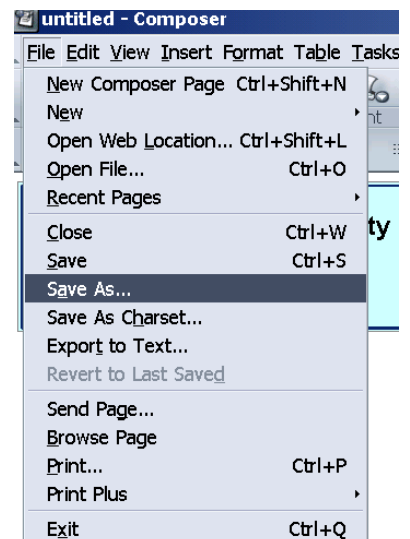
4. A Table will appear. Click your cursor in the table and type your name, and then hit return a few times. You will see that the table expands in length.
5. Next, highlight the text you have entered, and click on Align Center. This will center the text. Please spend a couple of minutes viewing the other menu options. We will only cover a few in this document.
6. With the text still highlighted, try different options for size, color, alignment, etc.
7. Also, click on Format, and examine your options. Catalyst recommends non-serif fonts for web pages, so I usually choose Helvetica, Arial. You will also see in this format menu that you can change table and page attributes. If you bring up the "Page Title and Properties" menu, you will have the opportunity to name the page, and author. When people save a link to your web page, this will be the name of the page that they see.



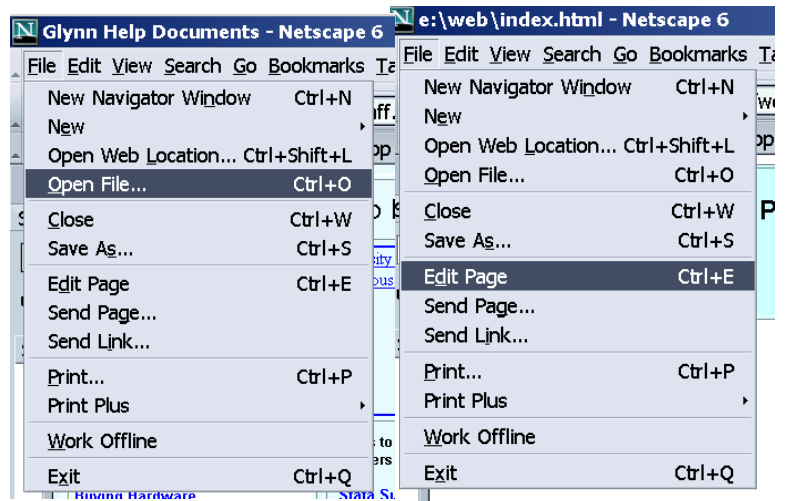
Text options - size, color, bold, italic, underline



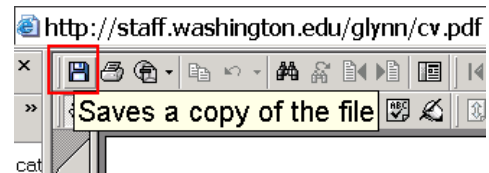
8. There are a variety of ways that you can access the Table Attributes menu. For example, with your cursor in the table, click on the Table icon. This will allow you to modify the table and attributes. You can add columns or rows, change the background color, etc. Use some of these tools to modify your web page.
9. Now save the file in your page by clicking on File, Save As.... Save it in the directory you created for your web page, and name the file index.html. For example, enter: "c:\web\index.html" (don't include the quotes), or navigate to the directory and save the file to it. Then exit from Netscape and get back into it. (I want you to see how to access and modify an already existing file.)



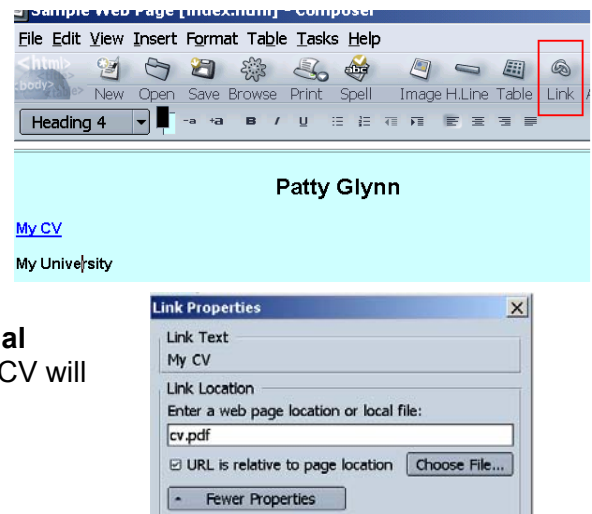
- From within Netscape, click on Open File, then navigate to the file you want to open, or enter the file name. Then click on File, Edit Page. You will now see the web page you created, and the editing menus.
- Next we will create an internal link, and an external link. These are also called relative and absolute addresses. Below your name, enter the words: My CV, and below that, My University. Edit them so that they are aligned, and have the font that you want.



- Documents with the extension of .pdf can be created by Adobe Acrobat. Adobe Acrobat Reader is free, so this type of document is readable by most computer users. If you have not created a CV that you can use, please download the file <http://staff.washington.edu/glynn/cv.pdf> to the directory where you are storing your files for this exercise. You can do this by going to the above URL, and then clicking on the save icon within Acrobat. For the link we will create below to work, you must have a document in the same directory called "cv.pdf".



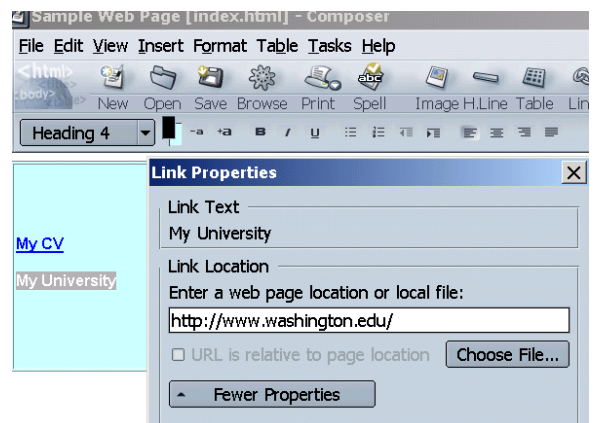
- Double click on the words MY CV so that they are highlighted, and then click on the link icon. The Link Properties menu will appear. In the field where it asks for the web page location or local file, enter: "cv.pdf" (excluding quote marks). (Remember to avoid spaces in file names - they cause difficulties. And, remember that UNIX systems are case sensitive, so stick with lower case.) **Make sure that the box URL is relative to page location is checked. This is an internal, or relative link. It will make your page far more portable if you use relative links for internal documents.** After you have created this link, the words My CV will become blue, and underlined.



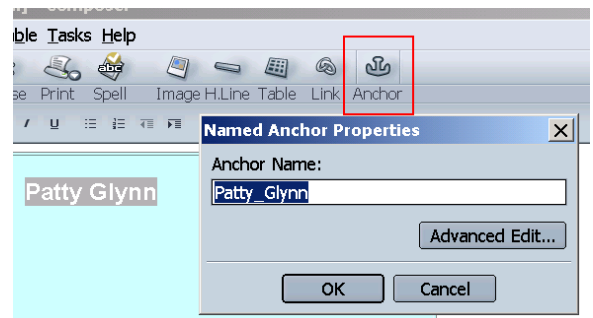
- Next, highlight the words My University and click on the Link icon. Enter the FULL URL(including http://) of the home page for your university. Make sure that the box "URL is relative to page location" is NOT checked. This is an external, or absolute link.

- If you wanted to insert an image, such as a picture, you could create text describing the picture, highlight it, and then click on the Image icon. You can refer to internal or external picture files, just as you can with other types of files.

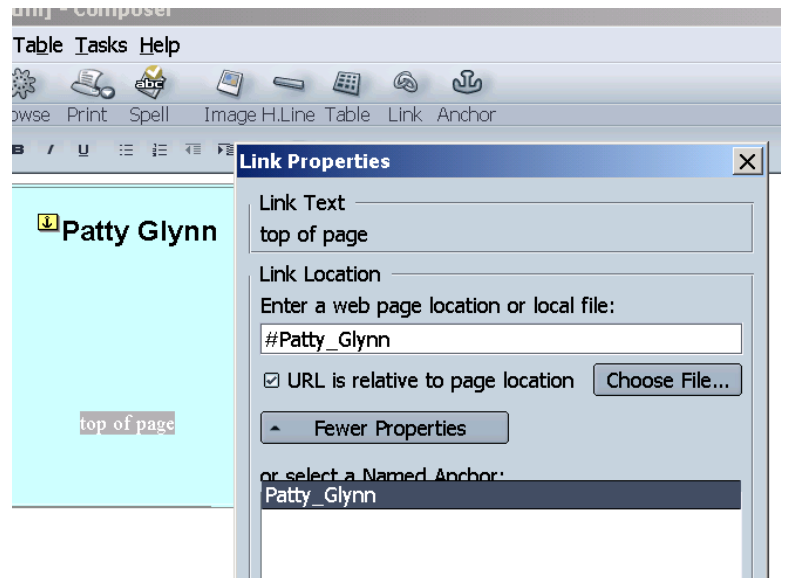
- Look at the bottom of the Netscape Editing page. By clicking on these different tabs, you may view the html code that you are creating, preview what you will see on your web page, see tags, or be in the Normal window for editing.



17. Next we will create an Anchor, and a link to the anchor. Highlight your name, and click on the anchor icon. It will suggest your name as an anchor name, with underlines instead of spaces (spaces cause problems in links). Click OK. You will now see a little anchor by your name.



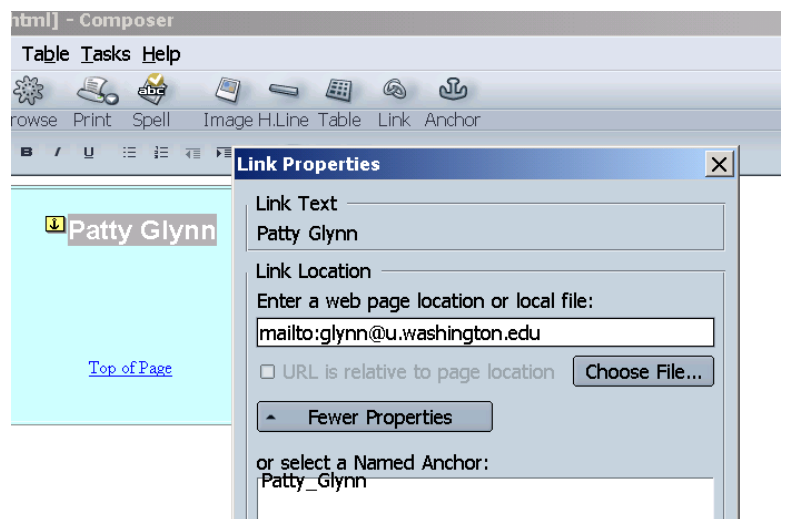
18. Go to the bottom of the page and type "Top of Page". Highlight it, and click on the link icon. Below the field for entering a web page location, you have the option of selecting a Named Anchor. Click on the name of the anchor that you just created, and the correct link will appear in the web page location field. On your web page, this will bring your users to the top of the page - where you created the anchor. Of course, you can use anchors to allow users to get to other parts of your web page in a speedy manor.



19. We will next create a mail link from your name. Highlight your name, and click on the link icon. In the field for the web page location, enter the following text, substituting your email address for "your_email_address".

mailto:your_email_address

Make sure that the "relative" box is not checked. When the users of your web page click on your name, a mailer will come up and your address will pop into the address field (if they have their mailer set up properly)



20. Finally, save your file "index.html". Copy it, and the document cv.pdf to the root directory where you can store your web pages. (How you do this, and where you will put your files will be server specific. For UW users, refer to <http://staff.washington.edu/glynn/socweb1.pdf> for help.

21. You have now created a very basic web page, but have learned tools to create more elaborate ones. You can create links to other .html and .pdf documents that you create and put into your directory. You can save web pages that you like into your directory, and modify them to suit your needs.