



A Quick Step by Step for A Website!

Step 1

Create a new Website

Make sure that you have a folder named after your web site.

Make another folder in the website folder named "images"

(This is where all the pictures go!)

Make sure that all the names in the site do not have capitals or spaces (use an underscore instead _)

Step 2

Make a new "page" and name it "...index" - this is the "home" page and will be first page people will see.

Make sure that you save the page - it's good practise to save often! All pages must be saved into the Website Folder!)

Step 3

Create a "table" make it 3 columns x 6 rows (yours may be different but this will do for the purposes of this workshop)

Step 4

Write the title in one of the boxes in the table

Save this page. Links to the other pages will go in the rest of the boxes in the page.

Step 5

Start making the other pages for your site
eg Admin, Community, Staff, Students, etc

Step 6

Now we need to make the links to the other pages

We can do this in two ways - the easiest one is to physically drag and drop the files into the table on the "index page"

Step 7

We have now made a web site!

We need to organise the images - buttons, pictures, logos etc

Remember that we place the images in the "images" folder first (before we make the links) this way we can be sure that the links won't become "broken" when we move the site.

Step 8

The hard part begins when we have to decide on the "Content" of the site!

We will have to write what we want to say (or copy and paste text already written! - I love copy and paste!!!)

Step 9

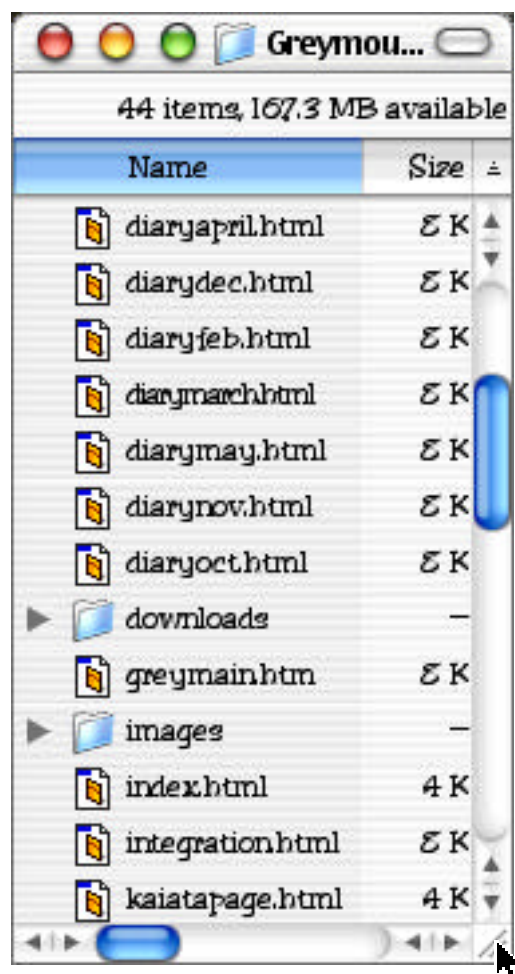
We need to test the site by going into Preview mode (On the top Right hand corner there is button - this allows us to go from "Edit Mode" (where we can make changes to the site) to "Preview Mode" (where we can view how the site will look in a Web Browser).

Step 10

Now we can sit back and relax - the hard work is done! We have the structure of the site organised - the core content has been included - now all we need to do is to update the site as content becomes outdated or new pages have been made.



Remember to save often!!!



To Infinity and Beyond

Cheers!!
from
Paul Cathro
(RTICT) Greymouth Cluster
Cobden School
PH.(03)7689748 CELL 021 668311 (voice mail)
E-mail rpcathro@xtra.co.nz FAX (03) 7680387