

Free Web Site – Summary

Free Web Site

Part 1

Topics

Reason for this course

Web site design; user with dial-up connection

Web site basics

Sign up for Yahoo name so it can be validated on the home email. Yahoo; Geocities; PageBuilder

Read and respond to email from Yahoo by next week.

Ad blocking and pop-up window blocking.

Next week: bring in photos and text on CD or floppy.

Part 2

Topics

Photo editing

Prepare photos for web site (Microsoft Photo Editor)

Start web site; PageBuilder

Part 3

Topics

Web page background

Transfer photos

Text

Photos size and placement

Saving changes

Part 4

Topics

Other pages: template, photo, text, contact me

Links to other pages

Links to other web sites

Help

Checking the web site

Maintaining the web site

This file is a summary of the four parts.

See the details for all four parts at:

http://www.kuhnfamily.com/Kuhn_Consulting/Computer-items/Free-web-site.htm

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Reason for this course

Provide an easy-to-use method for a computer novice to create a web site for information and photos, using a free web host and software.

Web site design

What you want to share.

1. Text, such as trip plans or information; baby announcement; club meeting schedule and minutes
2. Photos.

Who is your user?

1. Has a dial-up internet connection, with a slow download speed, so they want small page sizes and small file sizes?
2. Has a cable or DSL internet connection, with a fast download speed, so they can easily view larger page sizes and larger file sizes?

This course will use Yahoo's Geocities free web sites and free software. Therefore we need to establish a Yahoo account. Any browser can be used.

Yahoo account registration

Go to www.yahoo.com

Click on the “sign in” link.

If you currently have a Yahoo account, then sign in.

If you DO NOT have a Yahoo account, then create a new account by filling in the registration form.

Keep your Yahoo ID simple, but unique. Try to make your Yahoo ID what you would like for the name of the web site. Enter your password twice, to make sure that you have typed it correctly.

Click the arrow to the right of the security question, to show the choices of questions. If you forget your password, in the future, you will be asked the security question. You have to know the answer you gave on this form, so think about a simple question and answer that is somewhat unique to you.

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Click anything for the industry, title, and specialization.

Click the box to delete the check mark, if you DO NOT want advertisements.

Enter the code you will see in the box with the black border. This step eliminates automatic, computer, registration of large numbers of accounts.

Click the Submit button.

Click the box to delete the check mark if you DO NOT want to install the Yahoo toolbar.

Then click “Continue to Yahoo”.

Log into your new Yahoo email account. Read your new email from Yahoo, and click on the response link. This authorizes your account with Yahoo, because you responded from the email address that you gave when you set up the Yahoo account.

Ad blocking and pop-up window blocking

Some personal firewalls (such as Norton Internet Security) and browsers (such as SlimBrowser) have options to block ads and/or pop-up windows.

The free web site building software that is part of GeoCities, is called PageBuilder. GeoCities uses pop-up computer coding to launch and run PageBuilder. If your computer software blocks pop-up windows, then you will not be able to load and use PageBuilder. When you want to edit your GeoCities web site, set your software options to turn off pop-up blocking. When you are finished editing your web site, then you can turn on pop-up blocking.

Part 2

Topics

Photo editing

Prepare photos for web site (Microsoft Photo Editor)

Start web site; PageBuilder

Photo editing

Photo editing includes cropping, brightness, contrast, etc. See information on the “Digital Photos: Beginning to End” course offered by Garnet Valley Community Education program.

As we stated in part 1, if a photo is 60k in size, a dial-up connection with a speed of 3k/sec will take 20 seconds to view 1 photo! Therefore the objective is to try to have the photo size below 60k and no more than 4 photos per page. Keep the pages simple, to minimize the amount of data to download.

The following information will show you how to prepare your photo for the web site.

Install the Microsoft Photo Editor program

Microsoft Photo Editor is included on the disks for Microsoft Office 97 or Microsoft Office 2000.

Change the resolution of the image to 72dpi.

Change the display size of the image to about 10 inches across the image.

Change the file size of an image to a JPEG quality of about 70.

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Summary for preparing a photo for a web site:

1. Change the resolution to 72dpi.
2. Change the display size to 720 x 540 pixels for landscape mode and 403 x 538 for portrait mode.
3. Save as a jpg file format with about 70% quality or 30% compression.

Starting your GeoCities web site

Log into your Yahoo account. Go to Yahoo, then Geocities. Click “Build your web site now.” Click on “Yahoo PageBuilder”. Click on “Launch PageBuilder”. PageBuilder will open. Either a blank page will be seen or you can click on the “new” icon to create a blank page. If PageBuilder does not open, then check firewall and browser settings for ad blocking or pop-up window blocking. See the information in part one.

Part 3

Topics

Web page background

Transfer photos

Text

Photos size and placement

Saving changes

Log into your Yahoo account. Go to Yahoo, then Geocities. Launch PageBuilder.

We want this blank page to have a background graphic or color. At this time you will see how to create a custom page. In part four you will use a template page.

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Click on Format, then Background. Double-click Background. Additional background types are available by clicking the “down” arrow. I selected, then double-clicked “Templates Patterns”

For one of my pages for photos, I selected “FilmTanBkgnd” then clicked “OK”. Notice that you can use your photo as a background. I created another page with a cloud background.

Click on the Text icon. A text box is displayed on your page. Clicking in the text box will display a dark cursor. Type the text you want to have at a particular location on your page. Additional text boxes can be created for groups of text at other locations.

Changing the size of the text box. Wider or taller: grab the left of right “handle”, or the top or bottom handle.

You can also grab any of the four corner handles for increasing both the width and the height.

When you position your mouse cursor over the area of the text box, the cursor becomes four arrows. Clicking and holding the left mouse button down will enable the text box to be moved.

Changing the text format. Highlight the text you want to format. Use the text formatting tool bar to change the font, font size, horizontal and vertical justifications, bold, italics, underline, and font and background colors.

If you try to close this page, you will be asked if you want to save your changes. Clicking “save” will show this window. We now have two pages: the index page with the clouds background and page 2 with the tan film background.

Transferring photos to the web site

Click “Pictures” on the PageBuilder tool bar.



Click “upload” picture from your computer. A browser window opens, for you to select the pictures to upload. Click “Browse”. Repeat, for up to five pictures. Click Upload. You receive a notice when the upload is completed. Click OK.

Click “Pictures” on the PageBuilder tool bar, then double-click “user files”. Browse to your picture on your computer. Select the picture you want to add to the web page, and click “OK”.

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The photo is brought into the web page at the size specified when the photo was resized in the photo-editing program. If the photo is not the desired size, click on the photo, grab a corner handle (mouse cursor will be diagonal arrows), and pull the corner inward, to reduce the size of the photo.

Click “Save” on the toolbar.

Part 4

Topics

Other pages: template, photo, text, contact me

Links to other pages

Links to other web sites

Help

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Maintaining the web site

Log into your Yahoo account.

Go to Yahoo, then Geocities.

A new page can be selected with “new page” or with “new page from template”. Numerous template pages are available. For this example, I selected template – MyDog. I then tried to save the page. I received an error message because the page name cannot contain spaces. I changed the page name to template-MyDog (no spaces) and the save was successful.

I opened the index page so I could create a link to the new MyDog page. I created a text box, typed this text, then selected the words that I wanted to turn into a link. I created a link to my page. Select the page to link to., then click OK.

Now I want to create a link on the MyDog page, to the index page. Open the MyDog page to create back to the index page. Create a link to the main page, and save the link.

Links can also be created to web pages, email addresses, and files.

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To delete a page, open the File Manager. The File Manager shows the pages in the web site. Mark the box for the page to be deleted, then click the “delete” icon. Click “Delete”, then OK. The deleted file is now not shown in the File Manager.

PageBuilder has Help topics.

Open the web site in a browser and check all pages and links in the web site.

Maintaining the web site, in case the GeoCities server crashes or is corrupted, and you need to rebuild the web site.

Keep all files together in a folder on your computer.

Keep text files in notepad or a word processor file.

Keep a current printout of all pages.

Notify Google that you want the Google “bot” to catalog your web site, by using this link:

<http://www.google.com/addurl.html>

Google has two important notes:

1. Please enter your full URL, including the http:// prefix. For example: <http://www.google.com/>. You may also add comments or keywords that describe the content of your page. These are used only for our information and do not affect how your page is indexed or used by Google.

2. **Please note:** Only the top-level page from a host is necessary; you do not need to submit each individual page. Our crawler, Googlebot, will be able to find the rest. Google updates its index on a regular basis, so updated or outdated link submissions are not necessary. Dead links will 'fade out' of our index on our next crawl when we update our entire index.

When viewing your web site in a browser, click in the address bar to select the URL address, then click edit, copy. Now click the “URL” line in the Google form and click edit, paste.

Click the “add URL” button.

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