Salisbury UNIVERSITY

Creating Web Pages and Links

Internet Guides

This guide covers the basics on creating a website and sharing a file using your SU website space. It also recommends other options. This guide assumes the use of Microsoft Expression Web; other web applications may be used, but instructions may not correspond completely.

CREATING YOUR WEB SPACE

All students, faculty and staff have personal web space on their P: drive in a folder named **htdocs**. If your P: drive does not have a folder named **htdocs**, you will need to create it.

The web address for your website will depend on if you are a faculty, staff, or student.

- Faculty websites will have a URL of http://faculty.salisbury.edu/~*username*
- Student websites will have a URL of http://students.salisbury.edu/~*username*
- Staff websites will have a URL of http://staff.salisbury.edu/~*username*

Your main index page must be named welcome.htm and must be placed in the root of the htdocs folder.

CREATING YOUR WEBSITE

In order for people to access your website, you'll need to place files in your htdocs folder. You can use any html or text editor to create webpages, but in this guide we'll be focusing on Microsoft Expression Web 4.

- Start by opening Expression Web, and choosing the **Site** tab. Click **New Site…** from the drop-down menu.
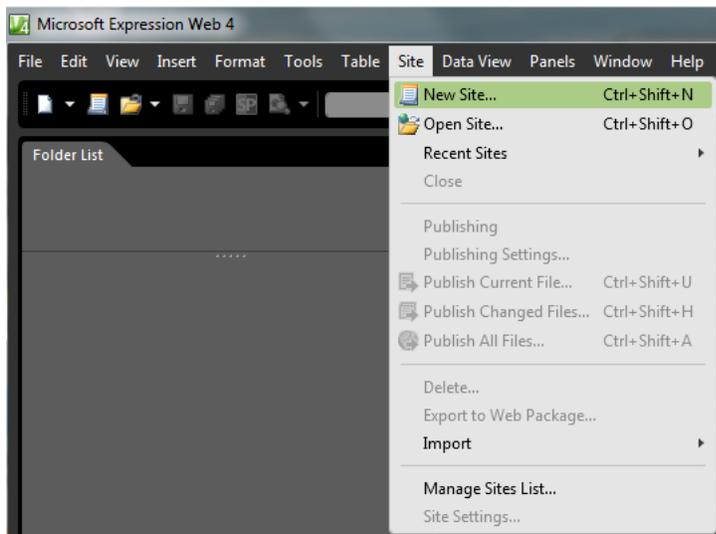
- In the **Site** tab, you have options to create a new site. You can choose from a blank site, or from a variety of templates. In this case, we'll be creating a site from scratch, so we'll choose **General** and select **One Page Site**.
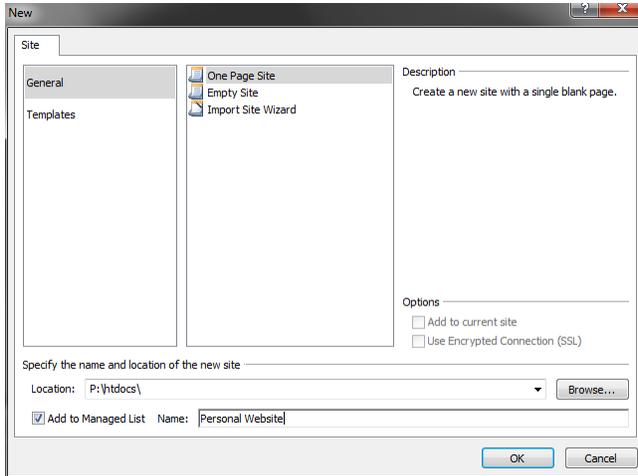
- In **Location:** click **Browse…**
- Select your P: drive, and then highlight your **htdocs** folder and click **Open**.
- For convenience, you can choose to check **Add to Managed List**. This will store these settings so that you can open the site from a shortcut in the future. This is optional. If you choose to add your site to Managed List, give it a name.
- Click **OK**.

By default, Expression web will create an initial blank webpage named default.html. We'll want to rename that welcome.htm.

- In the **Folder List**, right-click default.html and choose **Rename**.
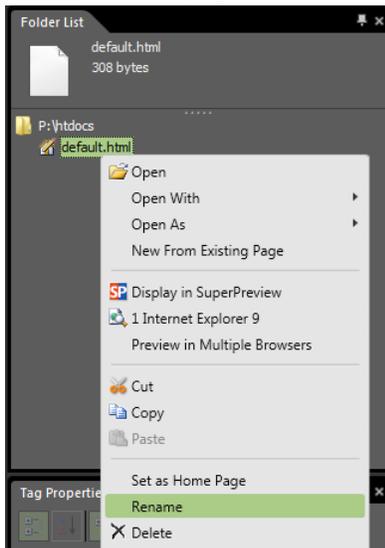
- Type **welcome.htm** and press Enter.
- In the **Confirm Rename** dialog, click **Yes** to **Are you sure you want to rename "default.html", the home page of your site?**

Finally, you'll want to be able to preview it using the custom URL for your site, so that you can see how it looks to other visitors.

- Click the **Site** tab, and then click **Site Settings**.

- Click the **Preview** tab, and then select **Preview using custom URL for this website**.
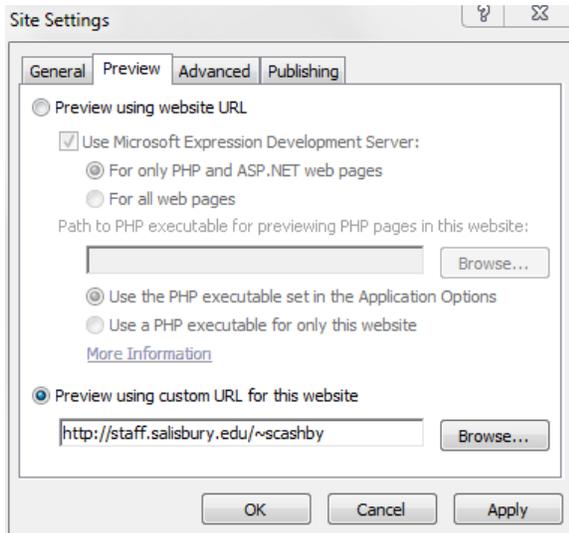
- Enter your site's URL in the URL field, and click **OK**.

To preview your page, once you save it, click the **File** tab, and choose **Preview**. Select the browser you want to use to preview your page. You can also press **F12** to have the page display in your default web browser.

SOME QUICK HTML BASICS

Even though we'll be working primarily with Design view, it's good to know how a web page works. Your webpage consists of a few main sections, which you can see if you click onto **Code**. The first line tells the browser what type of file this document is and what standards it uses. Your browser then uses that to translate and display the document to the world. The rest of the document is contained between the <html> tags. This is usually broken into two parts: the head and the body.

```
1 <!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" "http://www.w3.
2 <html xmlns="http://www.w3.org/1999/xhtml">
3
4 <head>
5 <meta content="text/html; charset=utf-8" http-equiv="Content-Type" />
6 <title>Untitled 1</title>
7 </head>
8
9 <body>
10
11 </body>
12
13 </html>
14
```

The **Head** contains information about the document itself, that doesn't display on the page. You'll find stuff like links to Cascading Style Scripts (which affect the display and layout of your page) and external scripts, the page title, meta tags that describe the document and help it show up in web searches, and any in-line styles and scripts. All of this is contained between the <head> tags and is the first element contained within the HTML tag.

Below the Head tag is the **Body** tag. This is where all of your content goes: your images, your links, your headings, tables, and so on. This is all contained within the <body> tags.

In HTML, every element has an opening and closing tag. In most cases these are two separate tags; however, in some cases, like the line break tag *
* or the image tag ** the opening and closing tags are combined. Think of them the same way you think of parenthesis or quotation marks: you have to have both a right and left parenthesis. Opening tags are typed with just brackets and closing tags have a slash / after the left bracket, such as *<tag>content</tag>.*

Just like parenthesis or quotation marks, when you nest html tags, you have to complete an inner pair before you complete the outer pair. For example, you wouldn't write *"John jumped over Mary (who had a little lamb")*. You'd first close the parenthesis, and then close the quotation marks, like *"John jumped over Mary (who had a little lamb)".* Likewise, with HTML tags, you close the inner tags first, and then the outer tags. So for a paragraph that has bolded text, you would write: *<p>John jumped over Mary, who had a little lamb.</p>*.

To make it easier to verify that each tag is closed, most people indent tags most container tags (except those within a paragraph, such as bold).

```
<html>
  <head>
  </head>
  <body>
    <p>text here.</p>
  </body>
</html>
```

COMMON TAGS

Some common html tags you should be familiar with, even if you aren't going to be using code.

| Code	Description	Example
<a>	Creates a hyperlink	*link*
<img>	Used to create an image. Doesn't need a separate closing tag.	**
<p>	Used to define a paragraph. This creates a line break and a space between the lines.	* Here is some text *
** **	Inserts a line break with no space between the lines. This does not require a separate closing tag.	* *
<h1>, <h2>, etc.	Used to define headings and subheadings	* Here is a subheading *

<table>	Used to define a table. The table itself <table> consists of rows <tr>, and within the rows table cells <td> that make up the columns. Each row in the table should have the same number of cells <td> for even columns.	*<table>*
		    <tr>
		        <td>row 1 column 1</td>
		        <td>row 1 column 2</td>
		    </tr>
		    <tr>
		        <td>row 2 column 1</td>
		        <td>row 2 column 2</td>
		    </tr>
		</table>

** , and **	Ordered lists (ol) are numbered lists. Unordered lists (ul) are bullets. Within a list are list items (li).	* or *
		    * - List item 1 *
		    * - List item 2 *
		    * - List item 3 *
		    * - List item 4 *
		* or *

<hr>	This inserts a horizontal rule. This does not require a separate closing tag.	*<hr />*

Microsoft Expression Web 4 shows your website in the middle column of the program. By default, it opens in **Split** view, which shows the HTML code in a window at the top, and a Design view at the bottom which shows how the page actually displays. In the lower right corner of this column are buttons that allow you to switch between **Split**, **Design**, and **Code** views.
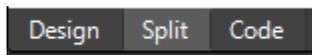
For the purposes of this document, we will be working with the **Design view**, or WYSIWIG editor, and assuming the reader has little to no HTML experience. Click **Design** to enter Design mode, and have the preview take up the entire middle column.

ENTERING TEXT

Working with text in a webpage is similar to working with text in a word processor. In most cases, each paragraph can have a type of style assigned to it, like Paragraph, Headings, Blockquotes and so on. You can also change the font and font size, add formatting like bold or underline, adjust the alignment, and so on. Simply type what you want to type, and then select the text to apply any formatting you want to apply.
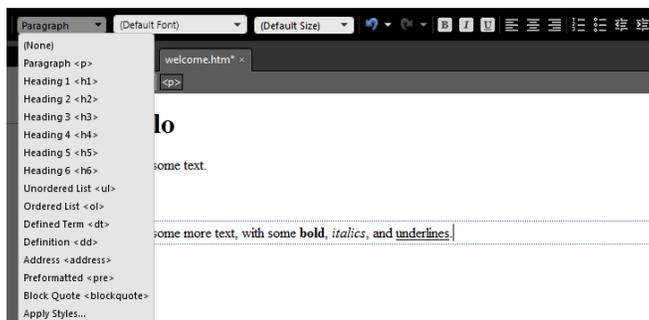
WORKING WITH IMAGES

When you insert an image into your website, what you're really doing is creating a link to that image file. So the first thing you'll want to do is to copy your image to your P:\htdocs folder. It's a good idea to create a folder to keep your images in as well; otherwise, your website may become quite cluttered with a lot of files.

- To create your new folder, click the **File** tab, then select **New**, and then select **Folder**. Name the folder **images** and hit **Enter** on your keyboard.
- To copy the image to the images folder, make sure the images folder is selected and click the **File** tab. Select **Import** and then select **File…**. Click **Add File…**. Select your image and click **Open**. Then click **OK** to upload the image.

Now your image should appear in the images folder. With the page you're working on open and in **Design** view, select the image in the **Folder list** and drag it onto your webpage. A cursor will show you where you're inserting the image. When the cursor is in the desired spot, drop the image by letting go of the mouse button. Enter the **Alternate Text** for accessibility users, and click **OK**.

You'll probably need to resize your picture. The picture can be moved and resized like in most documents, but if you're having trouble resizing it with the mouse, you can do it manually. Right-click the picture and choose **Picture Properties**. Click the **Appearance** tab. Here you can set the Wrapping style, the Layout, and the size. Once the file is the size you desire, right-click the image and choose **Resample**. This will make the image clearer, and will make it a smaller file size. Click the **File** tab and choose **Save**. A pop-up will appear to **Save Embedded Files**. If you're ok with saving over your photo, click **OK**, otherwise click **Rename** to give it a new name, and then click **OK**.

CREATING A HYPERLINK

The biggest part of creating a web page is creating links to other webpages and websites. This allows visitors to jump from one page to the next. All of your links will be either to a file on your own website, or someone else's.

TO ANOTHER FILE OR PAGE ON YOUR WEBSITE

First, let's create another page for you to use. Click the **File** tab, and then choose **New**. Click **HTML** to create a new html page. A new page will open up. Click **Design** to enter design view if it's not already, type some text in the webpage, and then click the **File** tab and choose **Save**. Give it a **File Name** (no spaces) and then click **Change title….** Type a title for your new page and click **OK**. Click **Save**.

Now, you want to create a hyperlink in your welcome.htm page to this new page, so that people can find it. Open **welcome.htm** if it's not already open. Click where you want to insert your hyperlink, and click the **Insert** tab. Choose **Hyperlink…**
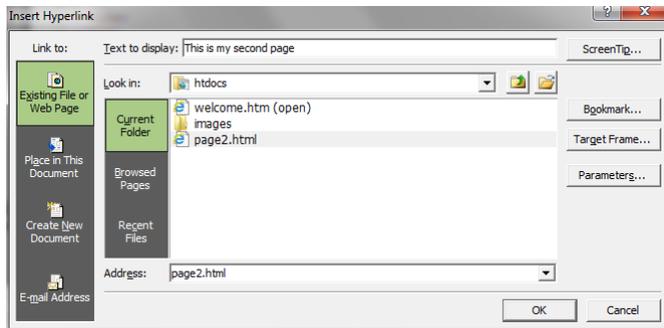
In **Text to display:** type the text you want to use for your hyperlink. In the **Link to:** column, make sure **Existing File or Web Page** is selected. In **Look in:** make sure that your htdocs folder is selected. If not, use the drop-down menu to navigate to it. Find your new page in the file display below the **Look in:** drop-down menu. Pages that are already open in Expression Web are listed at the top of the list, followed by folders and then individual files. Select your new page and then click **OK**.

Now click the **File** tab and click **Save**. Hit **F12** to check your webpage and make sure the link works.

> **Troubleshooting tip**: If you look at the image above, you'll notice the link goes to "page2.html". In the code, it will appear as *<a href="page2.html">*. This is known as a relative link because the link is dependent upon where the page is on your site. It assumes that the server knows where both the current page is, and where the destination page resides. Sometimes, when working with your webpage, the server isn't as good at figuring that out. If you notice your hyperlinks aren't acting as expected, make the links absolute links instead. Absolute links contain the entire URL to the webpage or file being linked. For example, right-click on the link in the page and then choose **Hyperlink Properties** to change the link above. Then, change the address from *page2.html* to *http://staff.salisbury.edu/~username/page2.html* and click **OK**.

You can also link directly to a file, such as a word document or PDF file, so that a visitor could download the file. It's a good idea to keep all of your files and documents in one folder and link to them from there. In the **Folder List**, select **P:\htdocs**. Click the **File** tab, then click **New**, and then choose **Folder**. Name the new folder; in this example I'm going to call it *docs*. Now, with the *docs* folder selected, click the **File** tab and then **Import**. Choose **File...** Click **Add File…,** browse to find and select the file you want to upload (like a resume, for example) and then click **Open**. Click **OK** to import the file.

Now, like above, in welcome.htm click in the document where you would like the hyperlink to appear and click the **Insert** tab. **Choose Hyperlink…** Double-click the *docs* folder to open it and then select your document. Change your **Text to display** to reflect the name of the file. It's a good idea to let people know in the **Text to display** that the link they are clicking on is for a file to download and not a page. For example: *Download my resume*. Click **OK**.

You can also highlight text, or click on an image to use as a hyperlink. Select your text or your image, and right-click the selected text or image. Click **Hyperlink…** to open the hyperlink dialog box.

TO AN EXTERNAL WEBPAGE

Linking to an external page is exactly the same as linking to an internal page. The only change to the steps is that instead of selecting a page or file to link to in your own document, you'll type the entire web address of the page you wish to hyperlink in the **Address:** field. For example, to create a link to the Help Desk website, in your web page click the **Insert** tab and then choose **Hyperlink…** Type *Help Desk Website* in the **Text to display:** field, and then in the **Address:** field type http://www.salisbury.edu/helpdesk/ and click **OK**.

CREATE AN EMAIL LINK

You can also create a link that will open a new, pre-addressed email when clicked. To do that, place your cursor in the web page where you want the email link to appear, and click the **Insert** tab and choose **Hyperlink…** In the **Link to:** section, choose **E-mail Address**.
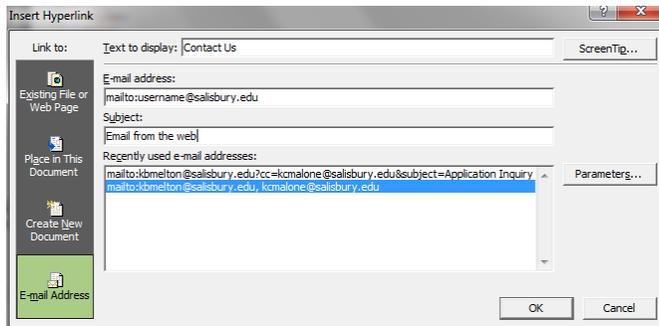
If you've used this before, **Recently used e-mail addresses:** will display previously used addresses. In **Text to display:** enter the text you want to use for the link, such as *Contact Us*. Click in the **E-mail address** field and it will automatically fill out the *mailto:* prefix needed for the link. After the *mailto:,* with no space, enter the email address you want to use. Fill out the **Subject:** and then click **OK**.

STYLES AND STYLESHEETS

When you apply formatting or styles, in the code, Expression web creates an inline "style" for your chosen attributes. For example, when you use Underline, Expression web actually adds a <style> tag to the <head> section of your document, and applies a <span> tag around your selected underlined text with the new style it just created.

If you find you are using the same style over and over again, you may want to create a stylesheet to create a consistent theme across your website. That stylesheet would be saved as a file on your website, which you can then use in your webpages by adding a link to it in your web pages **Head** section.

For information on how to use CSS to create thematic styles, visit http://www.w3schools.com/css/css_intro.asp

OTHER RESOURCES

- **W3schools** – Online tutorials and instruction for learning HTML, CSS, XML and more. http://www.w3schools.com/
- **Carbonmade** – Online Portfolios http://carbonmade.com/
- **Wix** – free website builder http://www.wix.com/
- **Weebly** – free website builder http://www.weebly.com/