

# Web Publishing Basics

Using

Yahoo! GeoCities PageBuilder



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## Introduction - Web Publishing Options

Contrary to popular opinion, you don't need to be a "webmaster" to create a professional-looking website. Although web experts have a thorough knowledge of **HTML** (hypertext markup language), and various other types of web publishing programming (such as Java or XML), it is very easy to create a useful website without knowledge of HTML or advanced programming.

In this course you will be introduced Yahoo! PageBuilder and FrontPage 2000. Page Builder and FrontPage are both **WYSIWYG** web editing programs; that is, they allow you to add text, clipart, hyperlinks, bullets, etc. easily. When you use these programs "what you see is what you get" (WYSIWYG); the HTML is created in the background. You will learn some very basic HTML concepts so that you can "tweak" your web pages if problems arise.

You will be introduced to three primary ways of publishing a web site:

1. Using Yahoo! PageBuilder exclusively;
2. Using a combination of Yahoo! PageBuilder and FrontPage 2000; and
3. Publishing directly from FrontPage to Geocities.

Each of these three publishing methods has pros and cons. For most of my websites, I generally use a combination of pages created with Yahoo! PageBuilder and pages created with FrontPage. The following table gives you some of the key advantages/disadvantages to using one of the three methods listed above:

### Using Yahoo! PageBuilder exclusively:

Pros	Cons
<ul style="list-style-type: none"> <li>· Pages may be created and edited from any computer</li> </ul>	<ul style="list-style-type: none"> <li>· PageBuilder loads slowly and works slowly on older computers or computers with slow connection speeds.</li> </ul>
<ul style="list-style-type: none"> <li>· PageBuilder is simple to use.</li> </ul>	<ul style="list-style-type: none"> <li>· PageBuilder may not have all the options you need, e.g., the ability to create table, bookmark links, advanced formatting, bulleted and numbered lists, etc.</li> </ul>
<ul style="list-style-type: none"> <li>· It is easy to collaborate on a webpage using PageBuilder as anyone who has your username and password can access the site and work on the webpage.</li> </ul>	<ul style="list-style-type: none"> <li>· A page created in PageBuilder can only be edited by PageBuilder.</li> </ul>
<ul style="list-style-type: none"> <li>· Pages created in PageBuilder tend to look the whether viewed using Netscape or Internet Explorer.</li> </ul>	<ul style="list-style-type: none"> <li>· PageBuilder often does not load as well in Netscape and often, while using PageBuilder in Netscape, the program will shut down and your work will not be</li> </ul>

saved automatically.

### Using a Combination of PageBuilder and FrontPage:

Pros	Cons
<ul style="list-style-type: none"> <li>You combine PageBuilder's ease of use with FrontPage's versatility.</li> </ul>	<ul style="list-style-type: none"> <li>Pages created using FrontPage may only be edited on the computer you used to create the pages.</li> </ul>
<ul style="list-style-type: none"> <li>You can control precisely how much of the FrontPage files you want uploaded to your site.</li> </ul>	<ul style="list-style-type: none"> <li>Each file and image must be uploaded separately to your file manager program in GeoCities.</li> </ul>
<ul style="list-style-type: none"> <li>By not publishing FrontPage files directly to GeoCities you can control some of the incompatibility issues that arise between Netscape and Internet Explorer.</li> </ul>	<ul style="list-style-type: none"> <li>Many of the automated and formatting features FrontPage offers are not supported unless you publish a FrontPage website directly to GeoCities.</li> </ul>

### Publishing Directly from FrontPage to Geocities:

Pros	Cons
<ul style="list-style-type: none"> <li>You do not need to "upload" files because your files are published as soon as you save them.</li> </ul>	<ul style="list-style-type: none"> <li>Incompatibility issues between how your page looks when you "preview" it and how it looks after you publish it may occur and are often difficult to resolve.</li> </ul>
<ul style="list-style-type: none"> <li>FrontPage features such as shared borders, themes, navigation bars, etc., requiring a service provider (such as GeoCities) that supports FrontPage extensions may be used.</li> </ul>	<ul style="list-style-type: none"> <li>Incompatibility issues between how the page looks in Internet Explorer vs. Netscape may arise and are often difficult to resolve.</li> </ul>
	<ul style="list-style-type: none"> <li>You are restricted to the computer you used to create your FrontPage web whenever you want to edit your website.</li> </ul>
<ul style="list-style-type: none"> <li>You may be able to create a web site that has a number of advanced features.</li> </ul>	<ul style="list-style-type: none"> <li>FrontPage templates, themes, navigation bars, etc., are becoming very familiar and can create a "generic" look to your website.</li> </ul>

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- ☞ **Note:** To provide experience, you will be *required* to create a website using Yahoo! PageBuilder and then create a new site or add on to the original site using FrontPage. Publishing directly from FrontPage to GeoCities is recommended but *optional*.
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## Yahoo! Geocities Features



In order to publish a site on the Internet, you need to get web “space” from a free web hosting service (such as GeoCities or Angelfire), from a server your employer might provide, or from a web host that you pay. GeoCities provides 15 megabytes of free space (which, trust me, is more than ample; the drawback is that your pages will contain “pop-up” advertisements. These ads, though, are all G-rated and generally relate to your site’s content). If you do not want ads on your web site, you can sign up for a “GeoPlus” account for \$4.95/month which will give you 25 mgs of space and no ads. I’ve chosen GeoCities as our

“free” hosting service, because—after looking at a number of the other free hosts—GeoCities offers the most versatile web publishing tools.

In addition, GeoCities offers the following features (this data is copied from their webpage):

### *Page-Building Tools*

- Free disk space - 15 megabytes
- Yahoo! PageWizards - just answer a few questions and we'll create a great-looking webpage for you
- Yahoo! PageBuilder - our flexible and powerful drag & drop editor - no HTML coding
- Site Statistics - get comprehensive reports to track your visitors - automatically!
- Pre-built templates - layouts to customize with your own personal touch
- Short URL - easy-to-remember web page address
- Easy-to-install Add-Ons - search box, slot machine game, news headlines, clip art, sports trivia, guestbook, page counter, feedback form, countdown clocks, streaming media, site menus, and so much more
- FTP access - and other cool tools for HTML experts
- File Manager - create, edit, upload, delete, and manage your files in directories and subdirectories

### Community

- Member Pages Directory - choose from thousands of categories to list your pages, increase your traffic, and connect with others
- World Report - monthly newsletter with the latest GeoCities news

### Help

- Online Help - comprehensive FAQs and tutorials
- Yahoo! Experts - GeoCities Experts can personally answer your questions

### And Much More

- Access to the entire Yahoo! Network - one password for free Mail, Chat, Clubs,
- Messenger, Games, Photos, Personals, Auctions, and more
- Make money - opportunity to join our free merchant affiliates program, Pages That Pay

## Signing Up for Free Web Space – Step-by-Step

**Note:** Although you will be “publishing” an actual web site, remember that 1) your site is secure; no one can tamper with your site without your username and password, 2) your site is fairly “hidden” (unless you promote your site no one will find it unless you provide your URL [Universal Resource Locator or internet address]), and 3) you may “delete” your site at any time.


1. To sign up for free web space, first go to [www.geocities.com](http://www.geocities.com); in Internet Explorer, you'll see the following page:



Click here to sign up initially.

Click here to log in each time you need to work on your web site. You'll get your ID and password when you sign up.

2. Click on the **“Sign Me Up”** link and enter the required information:


[Help - Yahoo!](#)

**Sign up for your Yahoo! ID** **Already have an ID? [Sign In](#)**

Get a Yahoo! ID and password for access to Yahoo! GeoCities and all other personalized Yahoo! services.

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Yahoo! ID:   
(examples: "lildude56" or "goody2shoes")

Password:

Re-type Password:

**Choosing your ID**  
You will use this information to access Yahoo! each time. Capitalization matters for your password!

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If you forget your password, we would identify you with this information.

Security Question:

Your Answer:

Birthday:  ,  (Month Day, Year)

Alternate Email:

**Recalling your password**  
This is our only way to verify your identity. To protect your account, make sure "your answer" is **memorable for you but hard for others** to guess!

**Note:** Although you can always have a reminder sent by e-mail, it's a good idea to write down your ID (username) and password. You'll need to enter this information every time you work on your web site.

3. In the next window that opens, indicate the general subject category of your site and fill in the confirmation number provided:

**Sign up for your Home Page**

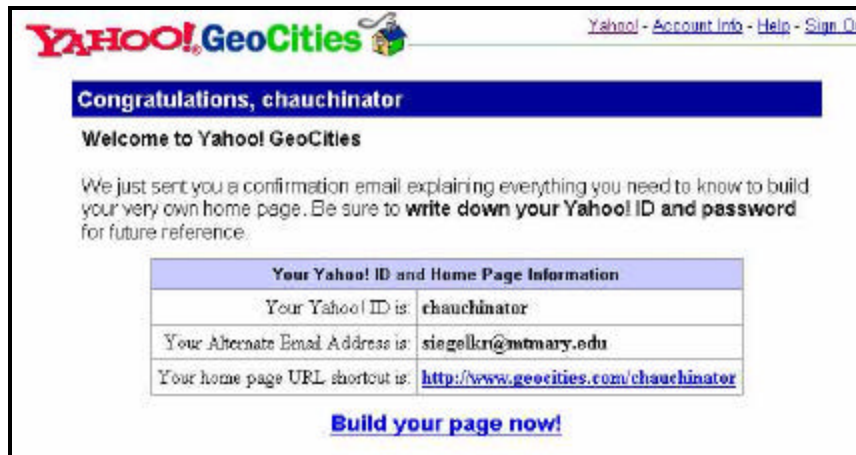
**1. Choose a Topic**

This will determine the type of advertising that appears on your web site. (This can be changed later.)

<input type="radio"/> Alternative Lifestyle	<input type="radio"/> Friends	<input type="radio"/> Religion & Beliefs
<input type="radio"/> Arts & Literature	<input type="radio"/> Games	<input type="radio"/> Romance
<input type="radio"/> Autos	<input type="radio"/> Health	<input type="radio"/> Schools & Education
<input type="radio"/> Business & Finance	<input type="radio"/> Hobbies & Crafts	<input type="radio"/> Science
<input type="radio"/> Celebrities	<input type="radio"/> Home	<input type="radio"/> Seniors
<input type="radio"/> Computers & Internet	<input type="radio"/> Issues & Causes	<input type="radio"/> Sports
<input type="radio"/> Family	<input type="radio"/> Military	<input type="radio"/> Teens
<input type="radio"/> Fashion & Beauty	<input type="radio"/> Movies	<input type="radio"/> Travel
<input type="radio"/> Fitness	<input type="radio"/> Music	<input type="radio"/> Television
<input type="radio"/> Food	<input type="radio"/> Pets	<input type="radio"/> Women

**2. Enter Confirmation Code**

- When you've submitted your information, you will receive two e-mails from GeoCities (confirming your website and providing a description of the features they offer), as well as an online confirmation:



- After you've received (and written down your ID, password, and URL) click on the link entitled "**Build your page now!**" pictured above.

## Building Your Homepage Using Yahoo! PageBuilder

Before you start to build your website, you should do some planning:

- \* What do you want your website to accomplish?
- \* What is the purpose of your website (to inform? to entertain? to sell a product?)
- \* How will you organize your website (in addition to your homepage, what other pages will your site include)?
- \* What kind of "look" would you like your website to have (e.g., professional, informal, academic, etc.)?

If you have a particular type of site in mind such as a web site for an elementary school class, take a look at some similar sites on the Internet to see how others have organized their pages. In addition to finding sites that provide good ideas, you'll also find sites that are poorly designed and organized. Take notes on your research; one of the best ways to learn good web design is to study what others have produced.

### Create your Homepage:

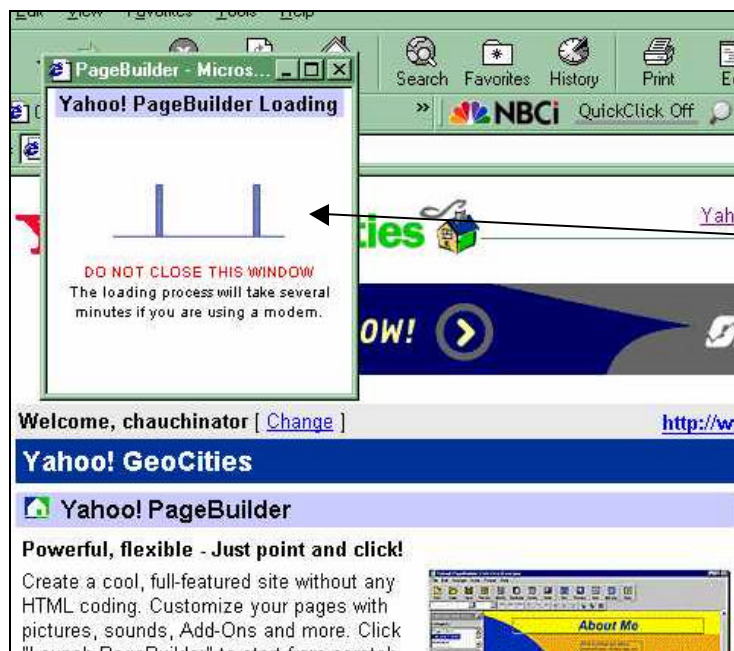
- After you've selected the link "Build your page now!" (described in step 5 above), you'll see a number of options for building your site (e.g., Yahoo! PageBuilder, page templates, web wizards, and an HTML editor. Click on the link entitled "**Launch PageBuilder Now!**"



Launch PageBuilder Link – you’ll need to open this program every time you work on your web site (using PageBuilder)

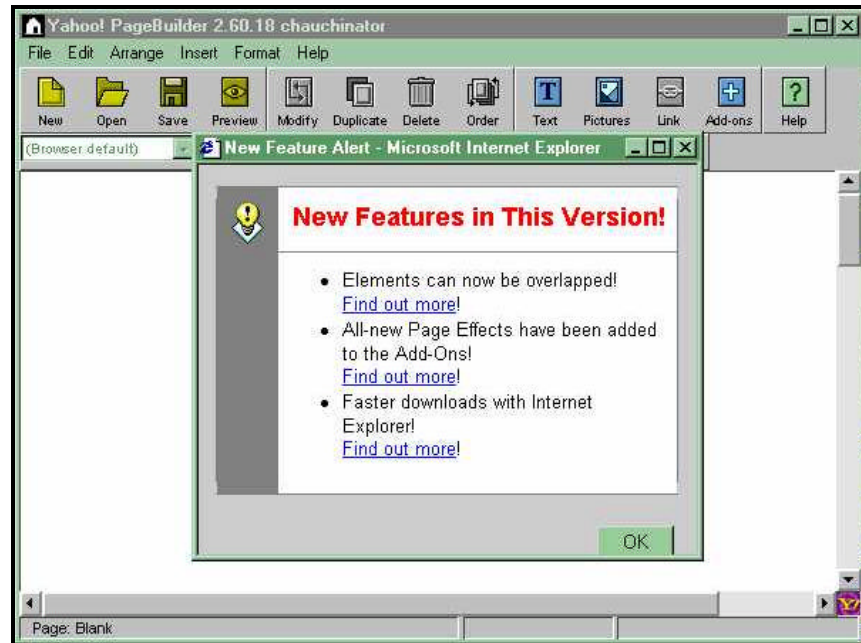
- Once you’ve started PageBuilder, a window will open to load the program. Keep this window running or PageBuilder will not load. **Note:** If you’re using a dial-up connection, it may take several minutes for PageBuilder to load; if your computer is particularly old or slow, the program may not load at all.

☞ **Note:** While you’re working in PageBuilder remember to title and save your page immediately and to continue frequently to save your work.



The “loading” window will appear when you launch PageBuilder; keep it running even after PageBuilder is launched. The animated picture in the window actually looks like a little house; it will keep assembling itself until PageBuilder launches.

- When PageBuilder has launched fully, the program will open. The program looks fairly similar to a word processing program and is very easy to use:



**Note:** When PageBuilder launches you'll see a help window (pictured above). In addition to this help feature there is also a PageBuilder tutorial accessible on the GeoCities start page and the PageBuilder link I've provided on the course syllabus. Use these tutorials to answer more advanced questions (such as creating a Forms' page in PageBuilder). This booklet is designed to give you a step-by-step reference to create a basic web site.

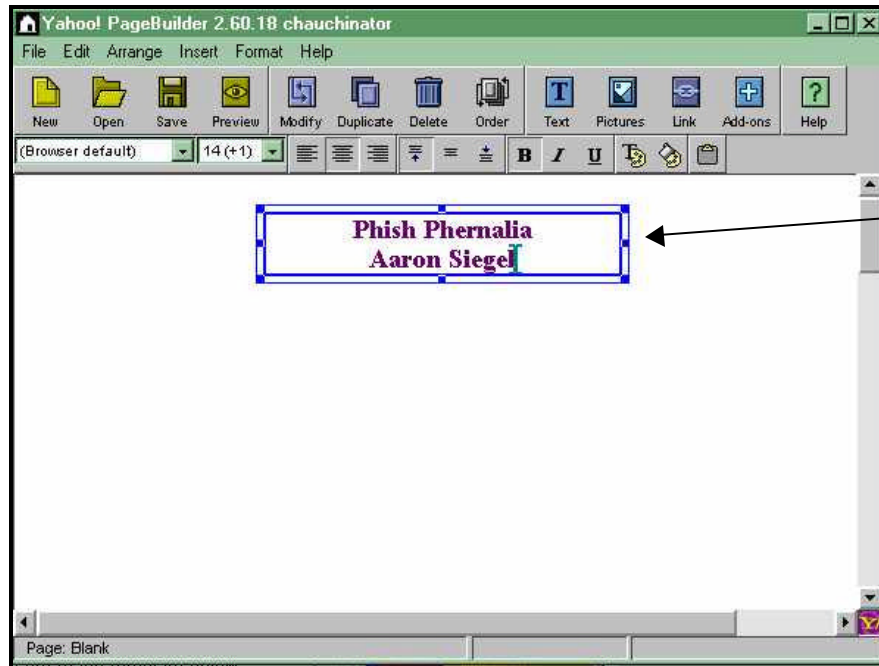
### Adding Text:

**Design tip:** Avoid overly large or small font sizes and limit the amount of font styles and font colors used on one page. Try to use consistent font styles throughout your web site.

- To insert text, click on the text button located on the toolbar:



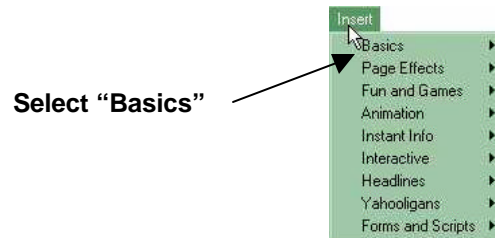
- As soon as you've clicked on the text button, a box will appear on your workspace. You may move the textbox, increase its size, and format the text (change the font type, style, color, and size). In the example below, I've started a mock page for one of my sons:



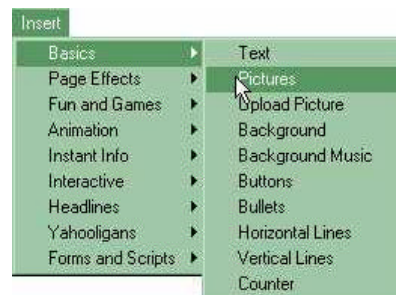
The text in the box was formatted by adding clicking on **B** (bold), changing the font size to 14 and selecting font color (the T with a palette attached) to purple. The line surrounding the text does not appear once the page has been saved and published.

## Adding Clipart

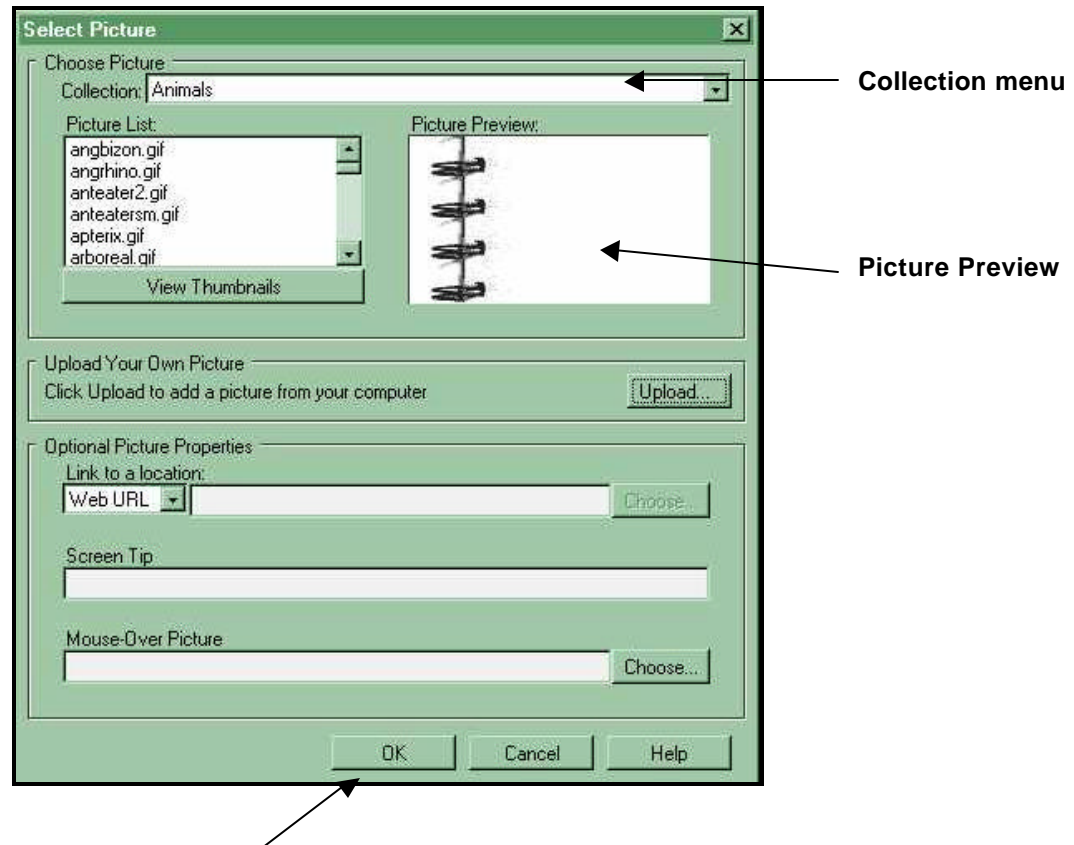
1. You can add visual interest to your web site by inserting any of the clipart that is part of the PageBuilder program or by uploading clipart (or photos) from a file on your computer or on the Internet (uploading will be explained later).
2. To insert clipart from the PageBuilder program select **Insert** and then **Basics** from the drop-down menu:



3. Then, select **Pictures** from the next menu:



- The **Select Picture** window will open. Click on the drop-down menu, to choose from the appropriate collection. Click on a picture to preview it in the **Picture Preview**:

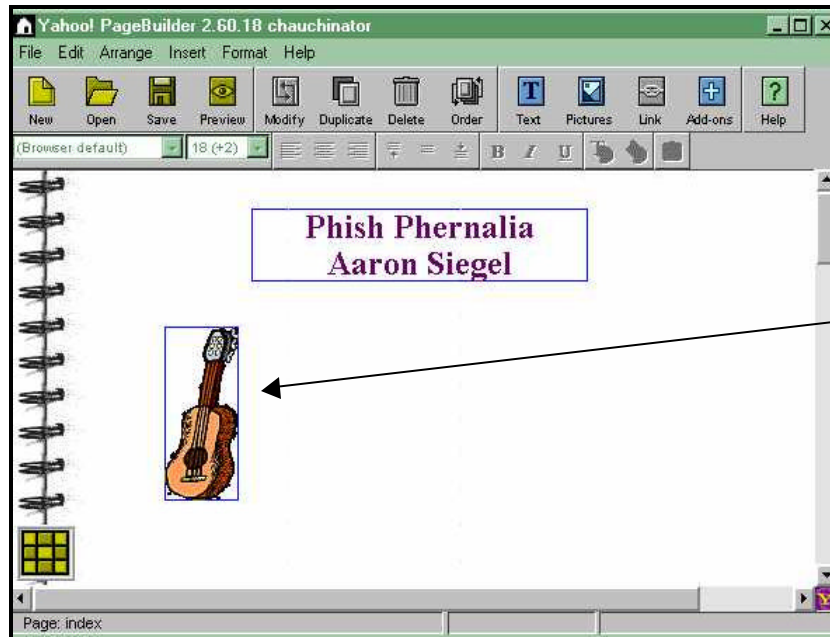


- When the picture appears on your workspace, it will be surrounded by a box; this disappears once the page is saved and published. The picture may be moved and re-sized. **Note:** To create a "transparent background" around the clipart, please follow the instructions given in class.

**Note:** Remember, "less is more."

- \* Some visual elements add interest to a web page; too many are distracting.
- \* If you use an animated element do *not* use more than one animated item per page.
- \* Keep your graphics small; large graphics load slowly. The two graphics formats supported by the web are .gif and jpeg. If you have a photo editing program (such as PhotoDraw, Adobe Illustrator, Photoshop, etc.) experiment with reducing the size of a graphic. Often, size of a graphic (in kilobytes) may be reduced quite a bit without sacrificing image's clarity.
- \* Use graphics that relate to your page's content.
- \* Do not use a graphic as a hyperlink unless its function is very obvious.

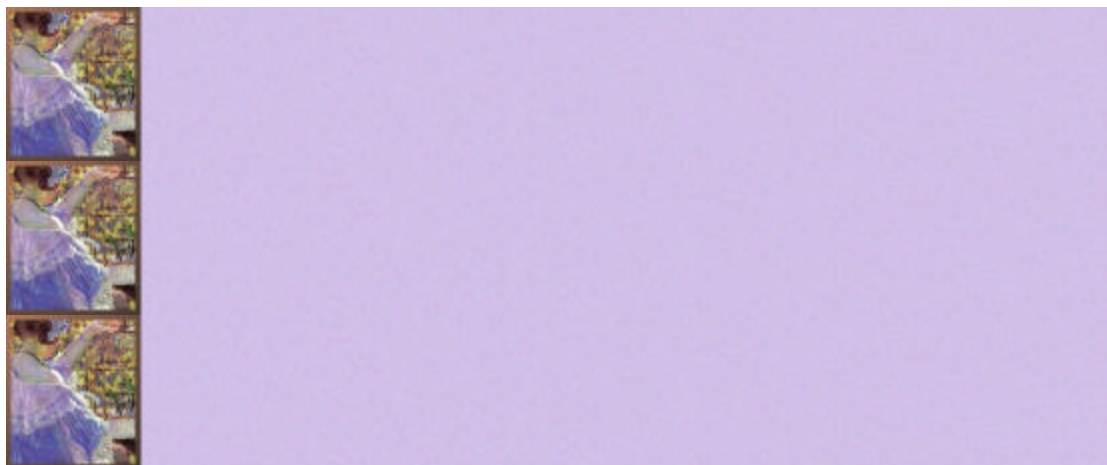
## 6. The webpage with clipart added:



This clipart may be moved and re-sized just like the text area.

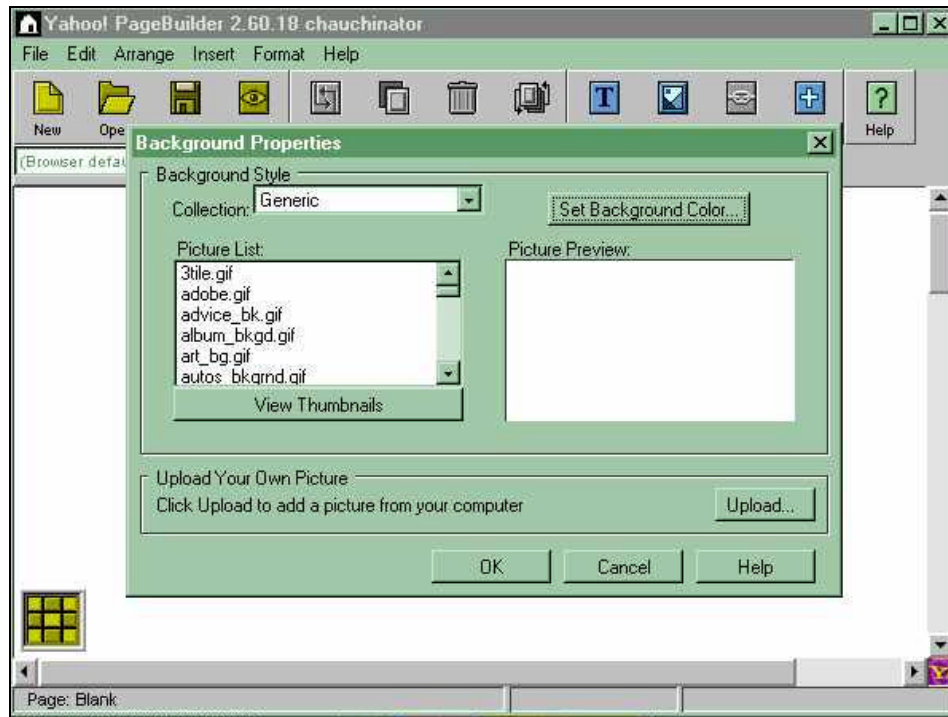
## Adding a Background

Another way to add visual interest to your webpage is to add a background. If your focus is on the text, you may want to use just a white background. However, a well-designed background can create subtle effects. Be careful to select a background that does not obscure your text. Dark backgrounds or patterned backgrounds might look dramatic but if they make your text difficult to read it is poor design. There are several backgrounds available in PageBuilder and you can also upload backgrounds from your files or from the Internet.



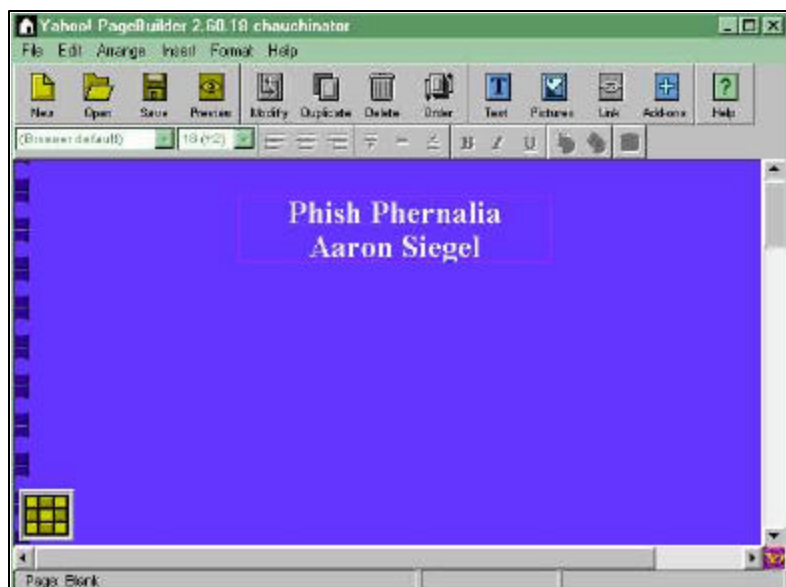
Backgrounds that offer graphics as a “border” (as in the background pictured above) can add visual interest while providing a plain background for your text.

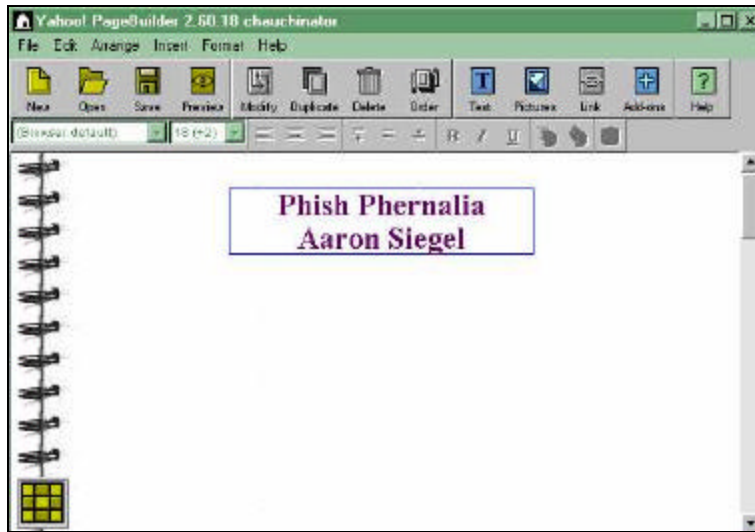
To add a background, select **Insert, Basics, Background:**



To select different types of backgrounds, choose from the collection menu at the top of the window. To preview a background, select it and then view in the right pane; if you select the wrong background you may change it later (even if the page has been saved).

**Background No. 1** – This is an example of a dark background. All the text would need to be light and probably bolded to be visible:



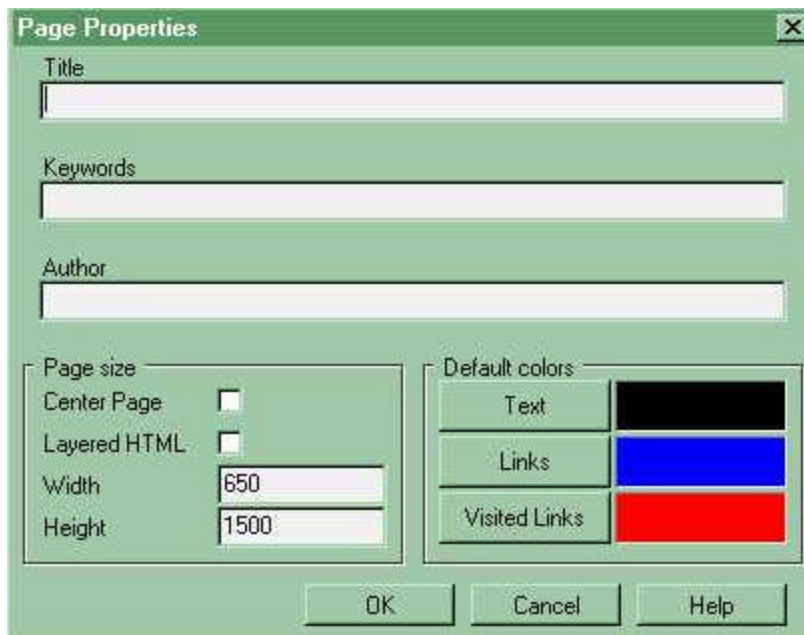


**Background no. 2 –**  
Here a lighter background has been chosen so that the text will be easier to read.

## Setting Page Properties

The Page Properties dialog box allows you to provide critical information about your page:

- \* a logical title (and this will appear at the top of your page) **Note:** The title you list here is not the same as the title used when you save your page. For example, in PageBuilder your homepage will be saved as "index" even though the title you select for page properties might be something like "Ellen Smith's Science Class."
- \* keywords (which are very important because these are the search terms people will enter to find your site)
- \* the site's author
- \* formatting options



### Formatting Options:

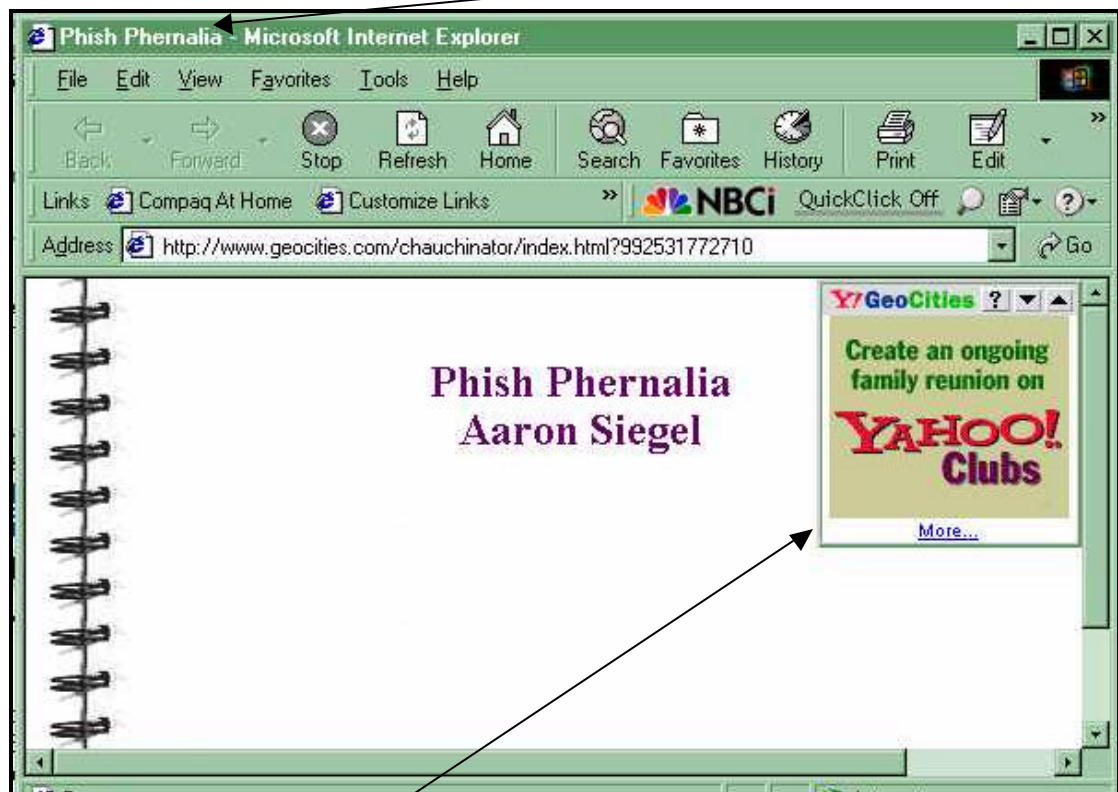
**Center Page –** the page will be centered OR

**Layered HTML –** you can insert pictures in textboxes.

**Page size –** customize the page's width and height (do not make the page too wide or it will not "fit" on most monitors.

**Default Colors –** set the color of your text, links and visited links

Here is a “preview” of my son’s Phish page after it has been saved. Note that even though this is his homepage (e.g., index), the page title “Phish Pernalia” entered in the Page Properties dialog box is what appears on the title bar:



These are the type of “pop-up” ads that will appear on your free web pages when they are published.

## Creating a WWW Hyperlink

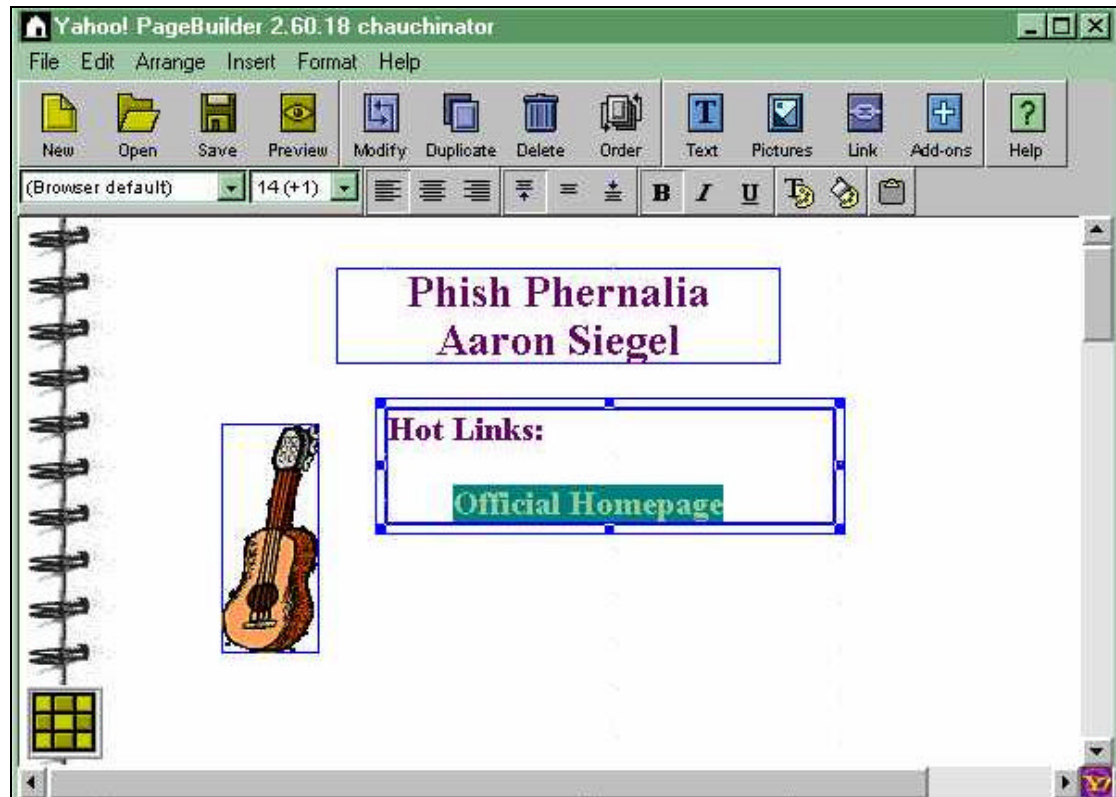
There are two basic types of links you can create on a webpage: external links (to another site on the Internet) and internal links (links to other pages in your own website). Internal links will be explained in the next section (Creating Second- and Third-Level Pages). To create an external link you need the complete URL (internet address) such as the following:

**<http://www.mtmary.edu>**

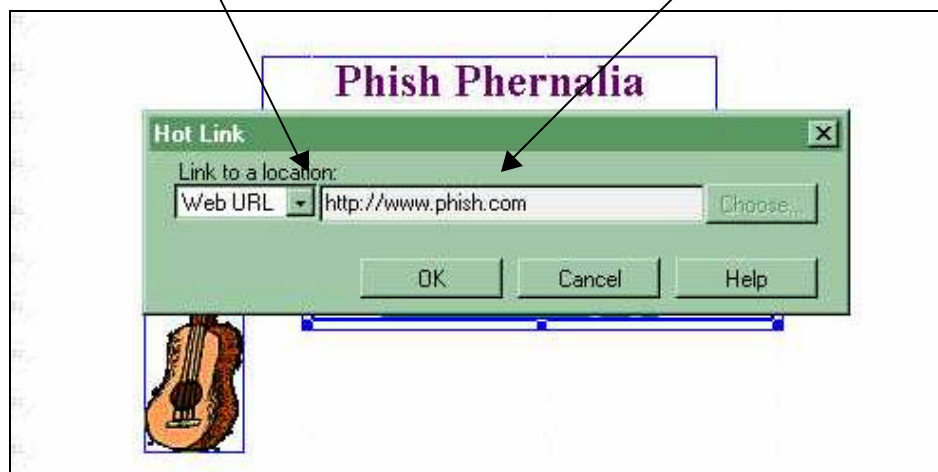
For a relative link (or internal link) you need to provide only the page name, e.g., “songs.” [Note: The difference between absolute and relative URLs will be explained more completely in class.]

To create an external link, follow the steps below:

1. Create a logical title for your external link. In the example below “Official Homepage” is used to signal a link to <http://www.phish.com> (the Phish’s homepage). Highlight the text before clicking on the Link button:



2. Select the **Link** button from the toolbar:
3. When the hot link window opens, make sure to select “Web URL” from the **drop-down menu** and to enter the **complete address**:

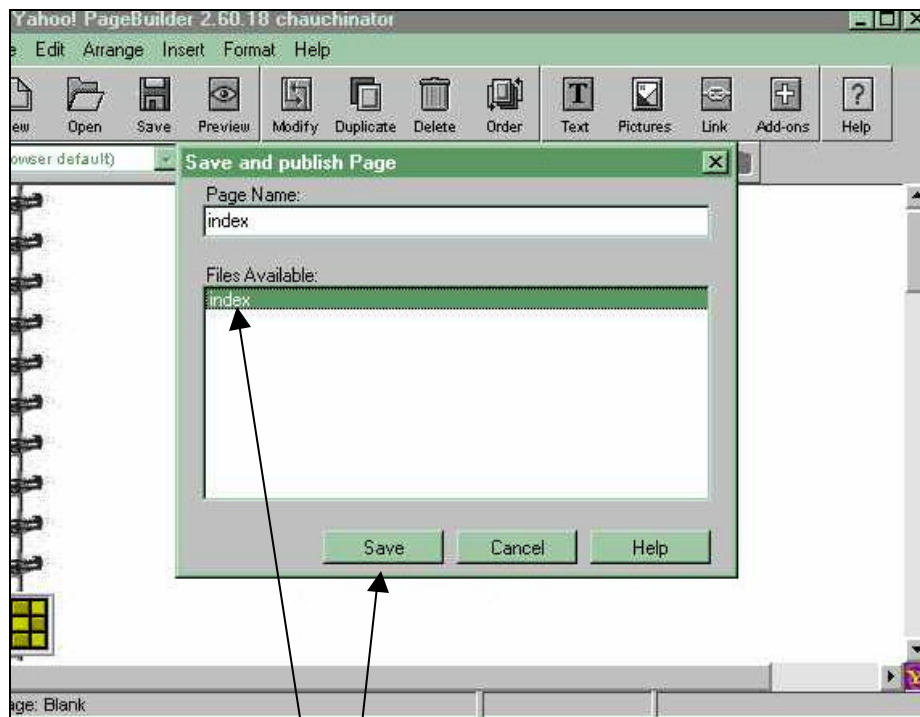


4. Click "OK" and then save your page by selecting **File, Save** or pressing the **Save** button on the toolbar.

### Saving, Publishing, and Previewing the Homepage:

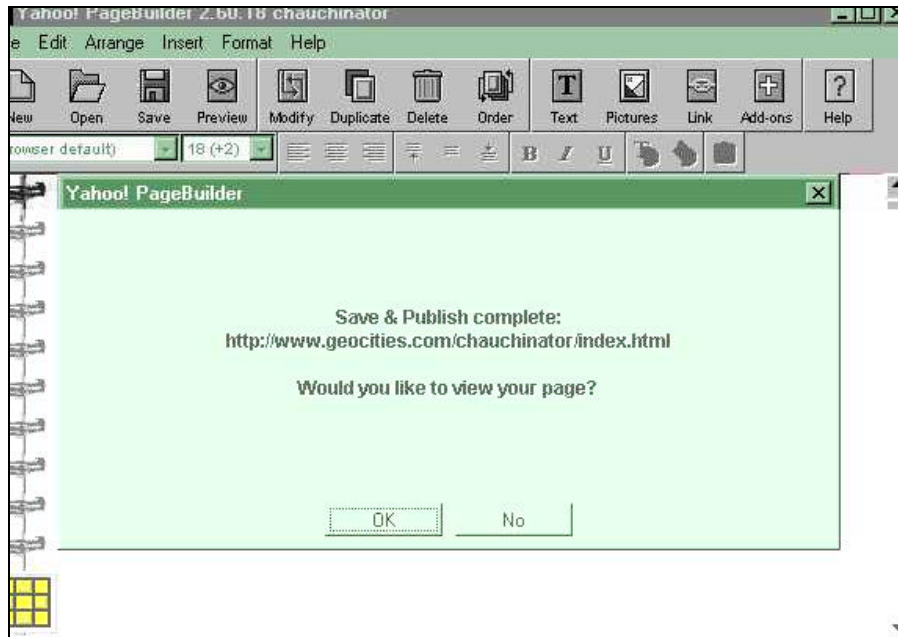
**Note:** It's a good idea to save your homepage *before* you finish it. Often web programs can lock up while you're in the midst of creating a page. If you've saved and titled the page, you'll recover most of it; if not, you'll need to start over. Consequently, I recommend saving and titling the page immediately and then pressing "Save" periodically while you're working on the page. In GeoCities, the homepage *must* be titled "index." Pages created in GeoCities will end in ".html"; imported pages (such as those created in FrontPage) will end in ".htm." When you save a page, you do not need to add the ".html" or ".htm" tag; it will be added automatically. Your URL for a page will consist of [http://www.geocities.com/your UserID/the page name/html or htm](http://www.geocities.com/yourUserID/the page name/html or htm). For example, the URL for my son's homepage is <http://www.geocities.com/chauchinator/index.html>.

1. To save your homepage, select Save from your toolbar or the File menu.
2. In the window that opens, select "index" from the list (at this point, "index" should be your only choice):

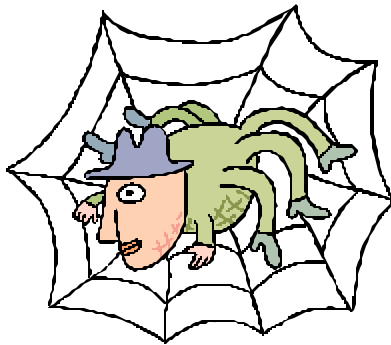


After you've selected "index" from the Files Available list, the title "index" will appear in the Page Name box. Press the "Save" button.

- When your homepage has been titled (“index”) and saved, you’ll receive a confirmation that the page has been saved and then asked if you would like to preview your page. **Take** the opportunity to preview your page (it doesn’t always look precisely as you’d planned) and to check your spelling and links. **Note:** As soon as you’ve “saved” your page, it *is* published and available on the Internet.



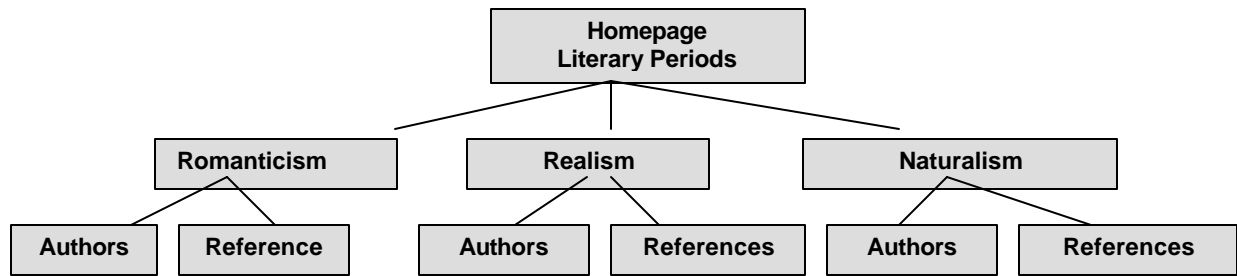
## Creating Second- and Third-Level Pages



Internet sites are referred to as “webs” because they are part of a worldwide network *and* because they have “internal connections.” Although it might be possible to provide all your information on one page (your homepage) it would be poor design and impractical. Ideally, each web page should be fairly short; most people become impatient with long pages that require a lot of scrolling. Further, by dividing your web site into logical second-level and third-level pages, your web site is easier to navigate and more clearly organized.

To organize your site optimally, first sketch a plan of the site’s overall hierarchy. What information and links will you provide on your homepage (the first page of your web site)? What general categories will comprise your second-level pages? third-level pages? **Note:** Avoid, if possible, a site more than three levels “deep.” Even with good navigational links, most people get impatient if they have to click on more than three links to get to a destination.

**Sample Web Site Plan:**



In the example pictured above, the web site will consist of the homepage (Literary Periods), 3 second-level pages (Romanticism, Realism, and Naturalism) and 6 third-level pages providing more detailed information.

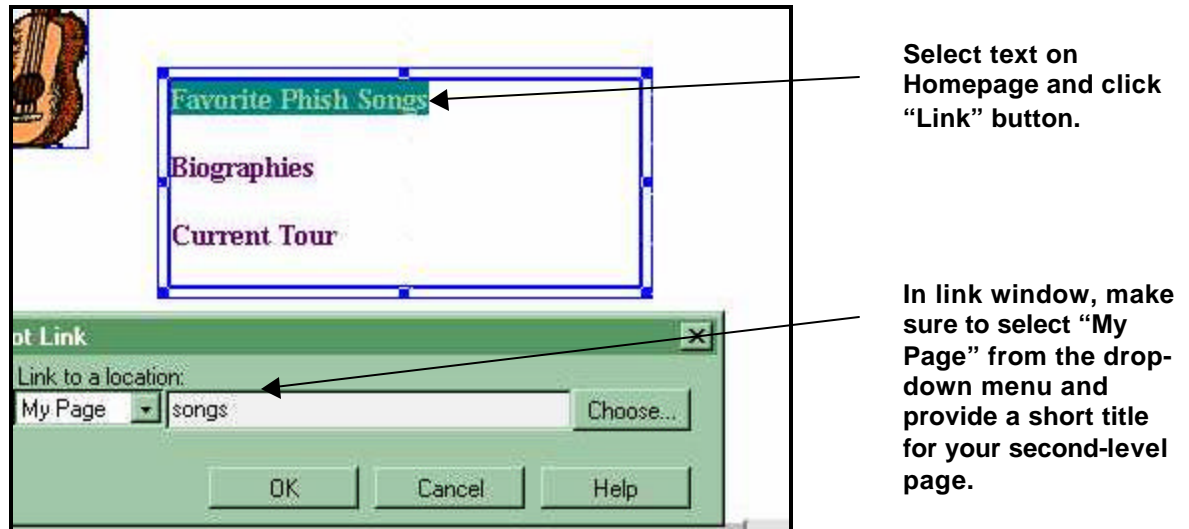
### Using Consistent Formatting and Clear Navigation

- When you design a web site, **consistent formatting** creates a professional look as well as signaling recurring elements (e.g., navigation links, subheadings, contact information, etc.). To create a coherent, well-designed web site, use consistent headings, font styles and colors, backgrounds, and links. Your second- and third-level pages should be similar to your homepage so that “surfers” don’t think they’ve arrived at a different web site every time they click on one of your links.
- For ease in **navigation**, each page in your web site should provide clear links to the site’s other pages. Your homepage should provide links to the second-level pages (and possibly the third-level pages as well). Each second-level page should provide a link back to the homepage as well as links to the other second-level pages and relevant third-level pages. Each third-level page should contain links back to the homepage, back to the relevant second-level page and to other third-level pages. At the very least, each page should contain a link back to the homepage.

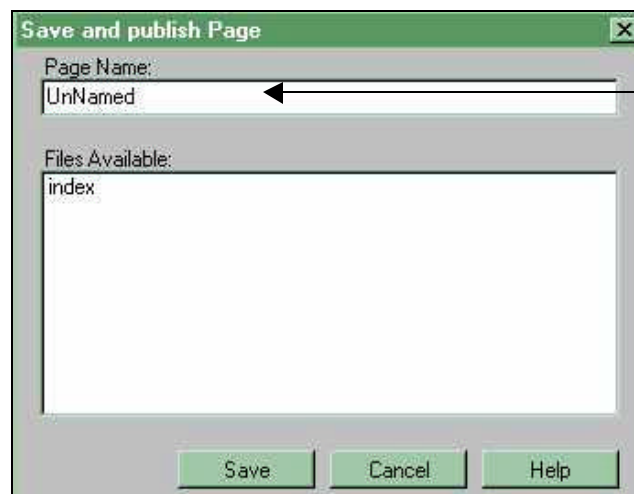
### Creating a Second-Level Page (Step-by-Step):

The link on your homepage to a second-level page may be created before *or* after the page is completed. In this example, the link will be created *before* starting on the second-level page.

- Open up your **homepage** in Yahoo! PageBuilder. Type and highlight the reference for your second-level page. In the Phish page example I’m using, a link to a secondary page (Favorite Songs) will be created
- Click on the **Link** button on the toolbar. When the Hot Link window opens change the setting to “My Page” and give your second-level page a short, logical title:



3. Save your homepage; at this point, the link to the "Favorite Phish Songs" used in the example would not work because the "songs" page hasn't been created yet. To create a new page, select the **New** button from the toolbar.
4. After entering the initial text for your second-level page (or right away), save and title the page. Make sure to use the **exact** title you used when you created the link on your homepage. The title is case-sensitive; if you used "songs" as your link reference on your homepage, the link will *not* work if you title your second-level page "Songs" when you save it.



5. Create a link to your homepage on the second-level page by typing "Homepage," highlighting the word, clicking on the hyperlink button, choosing "My Page" and then choosing "index" from the list displayed. **Save** your second-level page and preview it. Test the link back to your homepage as well as the link from the homepage to your second-level page.

**Make sure to test each hyperlink you create.**

## File Manager

GeoCities' File Manager is similar to Windows Explorer. File Manager, as the name suggests, allows you to view, edit, copy, rename, or delete your files. File Manager also stores files you've uploaded and gives you statistics on how much of your allotted web space you've used and how much is remaining. To access File Manager, click on the link provided on the GeoCities start page and on the subsequent link entitled "Open File Manager." The picture below shows the File Manager for the Phish web site. As you can see the two pages that have been created (the homepage or index, and the second page entitled "songs) are listed in the files. The "Disk Space Usage" indicates that 4,897 bytes (about ½ a megabyte) have been used and that about 14.9 mgs are available.

**Yahoo! GeoCities** [Home](#)

Home > File Manager

Your site: <http://www.geocities.com/chauchinator> Edit using: [Advanced HTML Editor](#)

[New](#) [Edit](#) [Copy](#) [Rename](#) [Delete](#) checked files [Upload Files](#)

Name	Last Modified (GMT)	Size (bytes)
<input type="checkbox"/> <a href="#">index.html</a> <a href="#">View</a>	Jun 14 03:31pm	3193
<input type="checkbox"/> <a href="#">songs.html</a> <a href="#">View</a>	Jun 14 03:48pm	1664

[Check All](#) - [Clear All](#) [Subdirectory](#) [PageBuilder](#) [PageWizard](#)

[New](#) [Edit](#) [Copy](#) [Rename](#) [Delete](#) checked files [Upload Files](#)

**Subdirectories**  
[New](#) (Create Subdirectories to organize your files)

**Disk Space Usage**  
**Used:** 4,857 bytes  
**Available:** 14,995,143 bytes

**View Files** - File list too long? Select just the file types you want to see.  
 List files with extensions  html  gif  jpg  other  
 - that begin with [ANY](#) character.  
 Or, manually type in filenames.

**Quick Links**  
[Add-Ons](#)  
[Site Statistics](#)  
[Home Page Settings](#)  
[File Manager Help](#)

To edit a file, simply click on the box in front of the file name and then select the option desired. For example, to delete the "songs.html" file, click on the selection box and then press the "Delete" button.

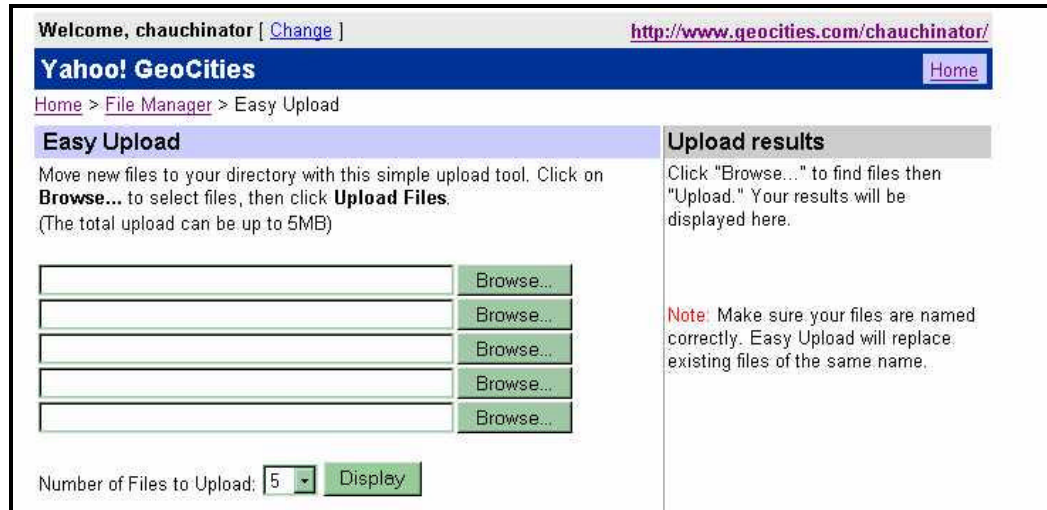
## Uploading Files

Files such as pages created in FrontPage or clipart from other programs or the Internet may be uploaded into File Manager by using an FTP (file transfer protocol) program (and there are several free FTP programs available on the Internet) or, more simply, by using the "Upload Files" feature in File Manager. If you were transferring a large number of files, I'd recommend an FTP program; for our purposes, however, the upload feature in File Manager will be fine.

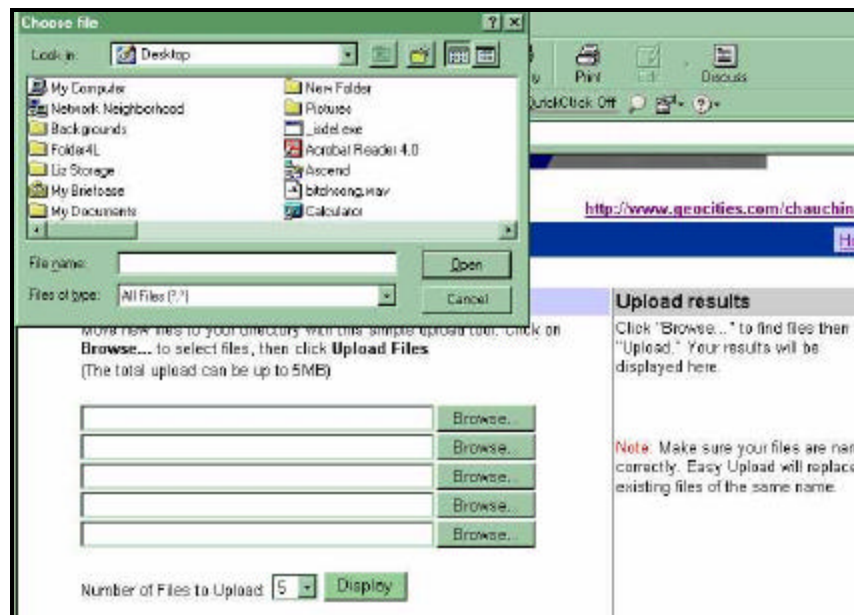
When a page is created in FrontPage each item in the page needs to be uploaded separately. For example, if you add a background and use some clipart, the background .gif or .jpeg along with each graphic will need to be uploaded along with the web page itself.

To illustrate, I'll show how to upload a FrontPage web page into GeoCities' file manager.

1. Assuming that a FrontPage web page has been created and saved, click on "Upload Files" in the File Manager:

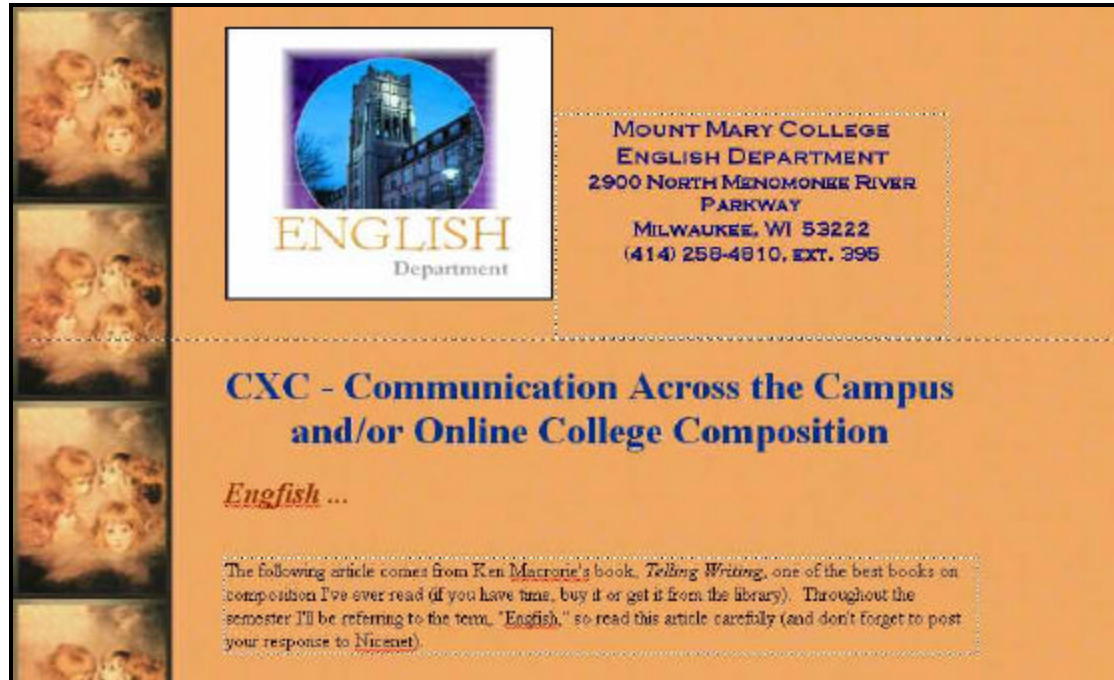


2. After selecting **Upload Files**, the **Easy Upload** windows open. Five files may be uploaded at once. To select a file, click on "Browse" and then select the file from the appropriate folder. FrontPage 2000 web pages are stored in Microsoft Office's "My Documents" folder in a sub-folder named "My Webs."



After "Browse" is selected, the "Choose File" window will open so that you may select the file from the appropriate folder. \*\*\*If the file is *not* an html file make sure to change "Files of Type" in the drop-down menu to "All Files."

3. In this example, I will upload a page and all its associated graphics (the embedded images as well as the background image) so that the page can be viewed properly after it has been uploaded to Geocities. Here's the web page that was created using FrontPage 2000:



4. After selecting the page file (engfish2.htm and the accompanying graphics), the Upload Files menu looks like this:

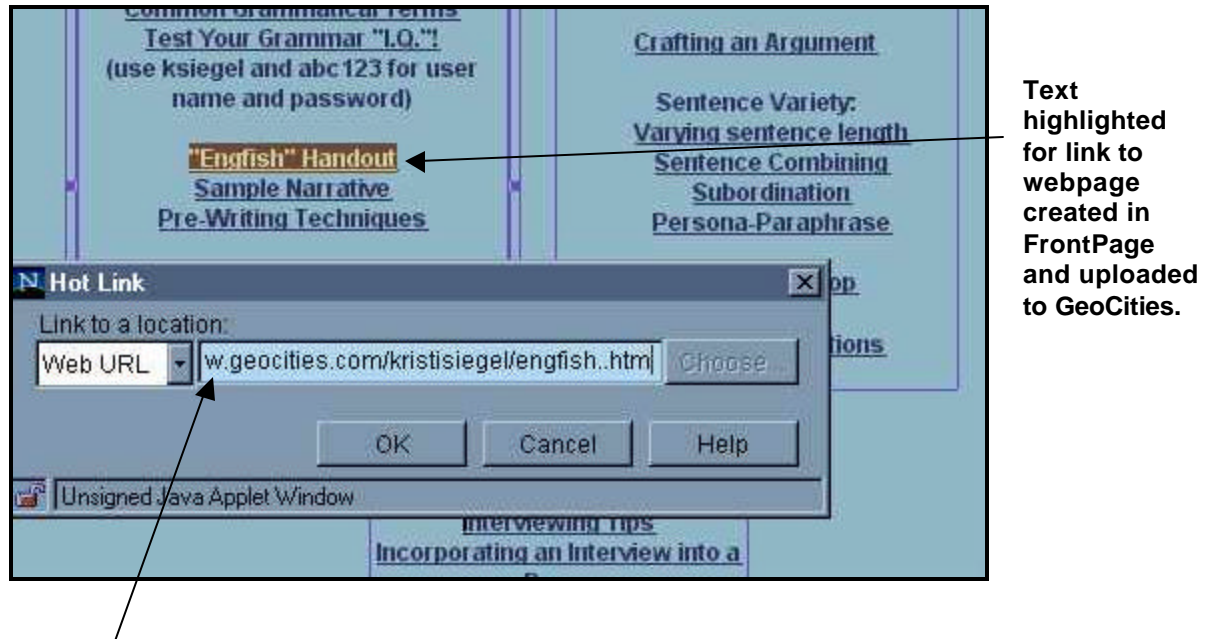
Easy Upload	Upload results										
Move new files to your directory with this simple upload tool. Click on <b>Browse...</b> to select files, then click <b>Upload Files</b> . (The total upload can be up to 5MB)	Click "Browse..." to find files then "Upload." Your results will be displayed here.										
<table border="1"> <tr> <td>C:\My Documents\My Webs\engfish2.htm</td> <td>Browse...</td> </tr> <tr> <td>C:\My Documents\My Webs\angels_bor.jpg</td> <td>Browse...</td> </tr> <tr> <td>C:\My Documents\My Webs\englogo.jpg</td> <td>Browse...</td> </tr> <tr> <td>C:\My Documents\My Webs\books.gif</td> <td>Browse...</td> </tr> <tr> <td>C:\My Documents\My Webs\Aad50399.gif</td> <td>Browse...</td> </tr> </table>	C:\My Documents\My Webs\engfish2.htm	Browse...	C:\My Documents\My Webs\angels_bor.jpg	Browse...	C:\My Documents\My Webs\englogo.jpg	Browse...	C:\My Documents\My Webs\books.gif	Browse...	C:\My Documents\My Webs\Aad50399.gif	Browse...	<b>Note:</b> Make sure your files are named correctly. Easy Upload will replace existing files of the same name.
C:\My Documents\My Webs\engfish2.htm	Browse...										
C:\My Documents\My Webs\angels_bor.jpg	Browse...										
C:\My Documents\My Webs\englogo.jpg	Browse...										
C:\My Documents\My Webs\books.gif	Browse...										
C:\My Documents\My Webs\Aad50399.gif	Browse...										
Number of Files to Upload: <input type="text" value="5"/> <input type="button" value="Display"/>											
<input type="button" value="Upload Files"/> <input type="button" value="Clear"/>											

**Note:** Before uploading this page make sure to add a link on the page to your Geocities homepage:

Use an absolute URL, e.g., <http://www.geocities.com/kristisiegel/index.html>.

You *cannot* edit a page created in FrontPage using PageBuilder or the Advanced HTML Editor in GeoCities.

- After the FrontPage web page has been uploaded, open up PageBuilder and create a link on the appropriate page to your FrontPage document (again, you *must* use an



Note that the full URL is listed and that the drop-down menu is set at “Web URL.” Even though the English page will now be part of my website, I cannot use a relative URL because the page wasn’t created in GeoCities.

## Adding Custom Clipart and Backgrounds

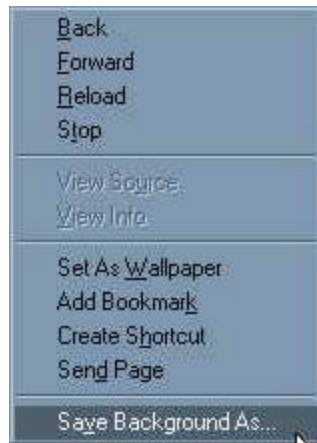
Although PageBuilder does offer some clipart and background images, you can also import visuals, scanned pictures, clipart from clipart programs, etc. into File Manager, the same way you uploaded the FrontPage webpage and its accompanying components. To get pictures or backgrounds from existing websites on the Internet (and be careful to credit your sources), do the following:

- To get an image from another Internet site, right-click on the image and select, “Save Image As”:

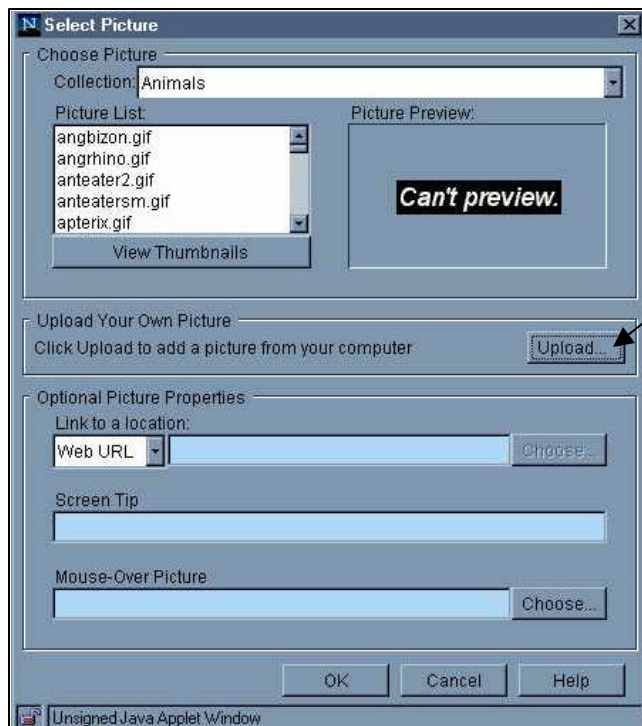
**Make sure to right-click on the picture you want to acquire and then select “Save Image As” from the menu that appears.**



- To get a background from another Internet site, follow the same procedure explained in step 1 above but select “Save Background As ...” from the menu that appears after you right click:

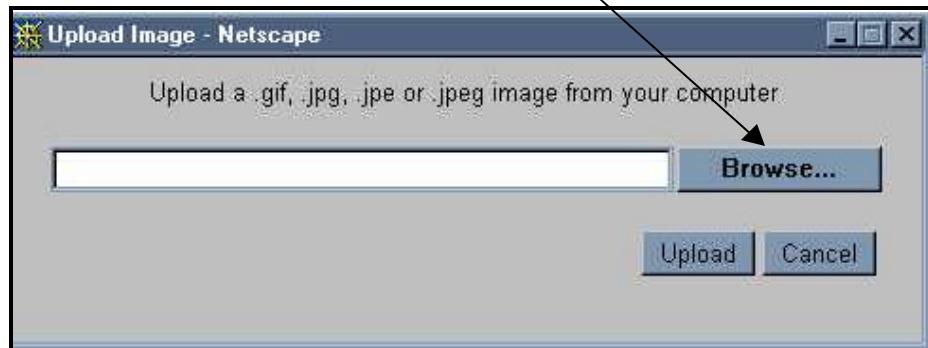


- Whether you're saving a visual or a background file, save it to your “Desktop” for easy retrieval. If you do a lot of web publishing, you may find it convenient to create a folder for your saved images and a folder for your saved background files.
- To upload a picture into a PageBuilder file, select **Insert, Basic, Pictures** or simply click on the **Picture** button on the toolbar (to upload a background image, select **Format, Background**).

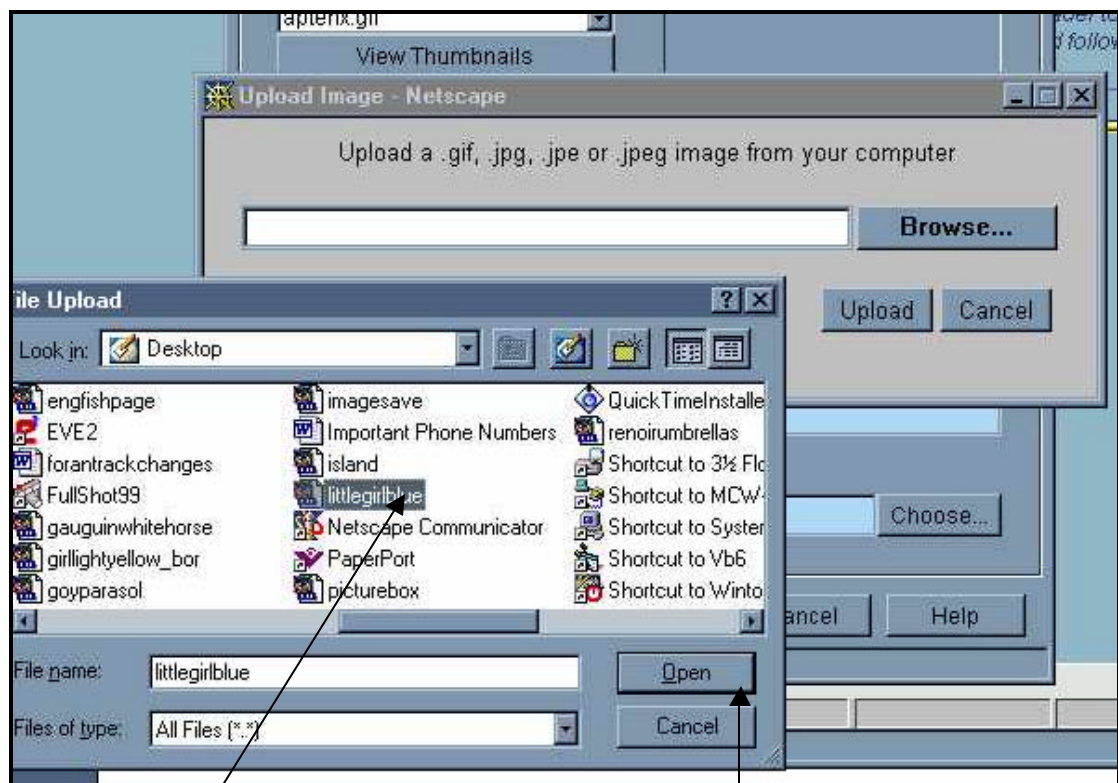


- When the picture dialog box opens, select “**Upload**”:

5. After choosing “**Upload**” press **Browse** in the window that opens and locate the image you saved to the desktop:



6. Select the image from the file you saved to your desktop. The image being selected in this example is “littlegirlblue.” As soon as the image has been selected select “**Open.**”



Selected image

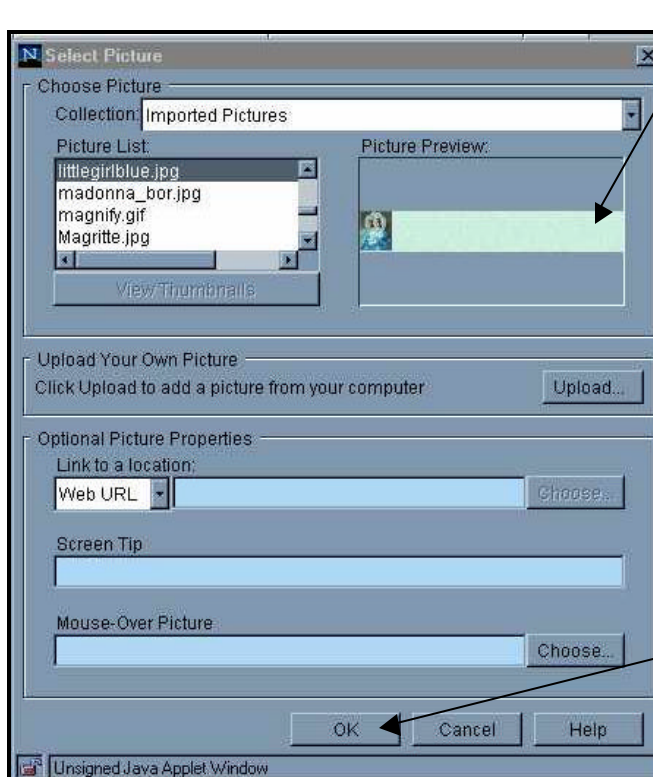
Press “Open” after selecting image.

7. As soon as the image has been selected and you have pressed **Open**, you will see the image in the **Upload Image** window:



Image file name now appears in Upload Image window

8. After selecting **“Upload”** from the Upload Image window, the picture will be uploaded into your files and can be seen in the **preview** window:



Click **“OK”** to insert the imported picture or background into your PageBuilder web page

9. Once you have imported a picture into your website, the picture will be available in the **“Imported Pictures”** collection of the Select Picture dialog box.

## General Internet and Web Publishing Terminology

1. **HTML** - hypertext mark up language, language used for authoring on the Internet. Best described as 'Esperanto' for computers, enabling computers of all types to connect via the Internet
2. **hyperlink or link** – a pointer to another location within the web. When users click on a link, their browsers will retrieve and display the contents of the target page.
3. **bookmark** – a type of hyperlink used to link one place in a page to another specified place in the file.
4. **server** - As the name implies, a server serves information to computers that connect to it. When users connect to the server, they can access programs, files, and other information from the server. Common servers are web servers, mail servers, and LAN servers. One server computer can have several different server software packages running on it. For our purposes, GeoCities acts as the server for the web sites we've created.
5. **DNS** - The Domain Name System. A system for translating computer names into numeric Internet addresses. Each Internet site is identified by its own unique name.
6. **network** - When you have two or more computers connected to each other, you have a network. The purpose of a network is to enable the sharing of files and information between multiple systems. The Internet is a commonly described as a "network of networks." Some common types of network connections are through serial, phone, and Ethernet cables.
7. **browser** - A *Client* program (software) that is used to look at various kinds of Internet resources. Netscape and Internet Explorer are the two most common browsers.
8. **IP number** - 32 bit binary number identifying the position of a computer on the Internet - similar to the URL. The URL is usually easier to remember as it is alpha based rather than numerical.
9. **URL** - Uniform Resource Locator. The standard way to give the address of any resource on the Internet that is part of the World Wide Web (WWW). A URL looks like this: <http://www.matisse.net/seminars.htm>. The most common way to use a URL is to enter into a Web browser program, such as Microsoft Internet Explorer or Netscape Navigator
10. **homepage** - first page of a site, a one page site, or a company/personal page within a multi paged site.
11. **Relative URL** – a URL with part of its address missing. For example, the relative URL [printing.htm](#) points to page in the same folder or website as the page containing the hyperlink.

12. **Absolute URL** – an absolute URL is the full Internet address of a page or file. The full address includes the protocol, network location, path, and filename (for example, <http://www.microsoft.com>).
13. **gif** - format for saving images to be transferred to the Internet. GIFs are compressed graphics files and use a compression formula originally developed by CompuServe (which is why you see the term CompuServe GIF all the time with Phototshop, for those of you that care...) GIFs you see on the Web use indexed color, or a palette of a certain number of colors (at most 256), which greatly helps reduce their file size. These compressed files can be quickly transmitted over a network or the Internet. GIF files are great for little icons and for animated images, but they lack the color range to be used for high-quality photos.
14. **jpeg** - Another format for saving images for uploading to the Internet. A JPEG is a compressed graphic file format. JPEG compression is much better for compressing graphics with photographic color depth than GIF compression is. So, if you see a really colorful image on the web, it is most likely in JPEG format. JPEGs are not limited to a palette of 256 colors like GIFs are, but JPEG is a "lossy" format, which means some quality is lost when the image is compressed. Like GIFs, JPEGs are cross-platform, meaning the same file can be viewed equally on both a Mac and PC.
15. **ftp** - File Transfer Protocol - way of uploading/downloading files to/from the Internet.
16. **keywords** - a selection of words used with META tags or placed on Search Engines to make it easy for people to find your site.
17. **forms** - Forms add extra interactivity to web sites. Questionnaires can be created, that include text areas, check boxes and radio buttons which are then sent by the viewer to a specified mail box, usually the manager of the web site.

## FrontPage Glossary

### FrontPage Views:

1. **Page** – used to create, edit, and format the content of a Web page.
2. **Folders** – used to view, create, delete, copy, and move folders in the open Web site.
3. **Reports** – used to analyze, summarize, and produce report about a web site.
4. **Navigation** – used to display a web site as a diagram that shows its navigation structure.
5. **Hyperlinks** – used to graphically display the hyperlinks between web pages in a web site.
6. **Tasks** – used to maintain a list of the tasks required to complete a web site.
7. **Navigation bar** – preprogrammed components that can be placed in the shared border area so that you can only any page in the web.
8. **Headings** – the heading selections available are limited to those defined by html tags. Html provide six levels of headings, identified as H1, H2, and so on. H1 has the largest font; H6 has the smallest font.
9. **Format Painter** – lets you copy the format from existing formatted text and apply it to new text.
10. **Marquee** – a text box in a web page that displays a scrolling message.
11. **Bulleted list** – an unordered list (UL in html) of items that are not sequentially organized. Each item in the list begins with a bullet character.
12. **Numbered list** – an ordered list is a sequentially numbered or letter list.
13. **table** – one or more rows that organize and arrange data.
14. **cell** – the smallest component of a table.
15. **nested table** – table within a table
16. **hover button** – a special button that contains a hyperlink. A hover button is just like any other button that appears in a web page, except that you can add animation (just as making it glow) and special effects to it.
17. **Theme** – a collection of design elements, such as bullets, backgrounds, table borders, fonts, and pictures, that you can apply to an entire web site or to a single web page.
18. **Shared border** – presents information common to all web pages in a consistent manner across selected web pages or your entire web site.
19. **radio button** – used when you want to limit the user to one of few related and mutually exclusive choices.

20. **drop-down menu** – used to present several choices in a single form field (organizes items and saves space).
21. **text area or box** – used when you want the user to enter a small amount of unique information.
22. **check boxes** - use when providing a number of different options where one or more options may be applicable.
23. **submit push button** – used to let a user submit a form to a text file (stored on the web server where you publish your web), an email address (the results are sent to a particular email address), or Access database (the data would be collected in an Access database).
24. **reset push button** – clears any previously entered data from the form.

**Notes:**