

Create Your Mason Web Page

Workshop Prerequisites

General Web Topics

- Internet and Web Pages
- Client and Server Technology
- HTML and Web Pages
- HTML/Web Page Editors
- Exercise 1 - Make a page and view it

Mason Specific Topics

1. Mason Cluster
2. Mason Account
3. File Transfer Protocol
4. Exercise 2 - Upload your homepage to Mason

Additional Web Page Development Exercises

1. Exercise 3 - Editing an existing page
2. Exercise 4 - Linking multiple pages
3. Exercise 5 - Grab a graphic
4. Exercise 6 - Add a graphic
5. Exercise 7 - Putting it all together

Other Resources:

Where to get help with Web pages and Web page design

Prerequisites

In order to fully participate in this workshop, you must be able to:

Windows Prerequisites:

- Save a file to a specific directory/folder using the "file/save as..."
- Create a directory/folder during the file save as process
- Comfortably move between multiple application windows using the task bar at the bottom of your screen
- Find files on your computer using the Find tool
- Open a program using the start menu

Workshop Specific Prerequisites:

- Use a web browser (Netscape Navigator)
- Must have activated your Telnet account or have a 4-digit PIN to activate your mason account (Contact UCIS for assistance at 703-993-8870)

If you do not know most of the items listed above, we strongly suggest that you sign up for the prerequisite workshops before taking this workshop.

- LRO-WIND-101 Fundamentals of Windows 98

Internet and Web Pages

Internet

- Network of networks
- Computers being linked to computers
- Transfers files from one computer to another

Web Pages

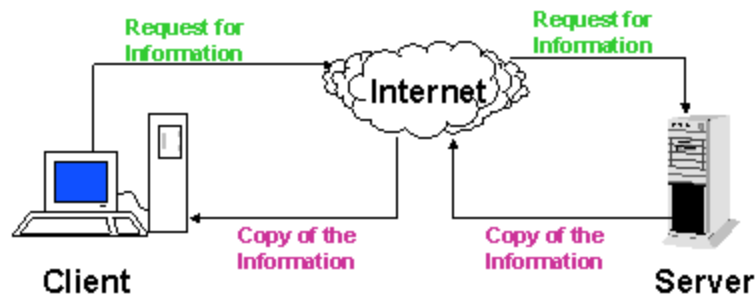
- Files that are transmitted via the Internet
- Contain links to other pages and other files
- Viewed with a web browser

Additional Notes:

What is the Internet and what are web pages?

The key thing to remember here is that the Internet is the device and the web page is the series of files that the device transports to your computer.

Client and Server Technology



Client

- This is you, your computer, your browser
- Processes that occur on the local machine:
 - Interpreting HTML, JavaScript, Plug-ins
 - Requesting information from the Server

Server

- Where the web related files reside
- Where programs and processes are executed so that the web page can be sent to the client

Additional Notes:

What is a client and a server and why do we need to understand it?

When you are viewing a web page from your computer, you are viewing a copy of a file (or a collection of files) that was sent to you from a server.

HTML and Web Pages

What does it stand for?

HTML = Hypertext Markup Language

What does it do?

It tells the browser how to structure the content of a web page

What is it?

Web language - Not typically dependent upon a specific browser

Web pages can include:

- HTML, JavaScript, Applets, etc
- Links to images, video, sound, URLs, non-html documents, web pages, etc

What are the core tags?

```
<html>
```

```
<head>
```

```
<title>This appears at the top of the browser</title>
```

```
</head>
```

```
<body>
```

This appears on the screen

```
</body>
```

```
</html>
```

Editors

- Text - no support, no tags written for you
 - Notepad
 - Pico

- HTML - supports author in preparing tags
 - Homesite by Allaire

- WYSIWYG - makes tags for you
 - Dreamweaver by Macromedia
 - FrontPage by Microsoft
 - Composer by Netscape
 - Navigator - Icon is the Nautical steering wheel
 - Messenger - Icon is a letter
 - Composer - Icon is the pen on paper

Additional Notes:

We will be using Netscape Composer to make the pages in our exercises. To learn more about using Notepad or Dreamweaver, please take either the Beginning HTML workshop or the Beginning Dreamweaver workshops.

Exercise 1 - Make a Page

Step 1 - Create a Page

1. Open Netscape Composer
2. Type your name on the page
3. Insert a horizontal line
4. Type your school location information
5. Save the file as index.html

Step 2 - Preview the Page

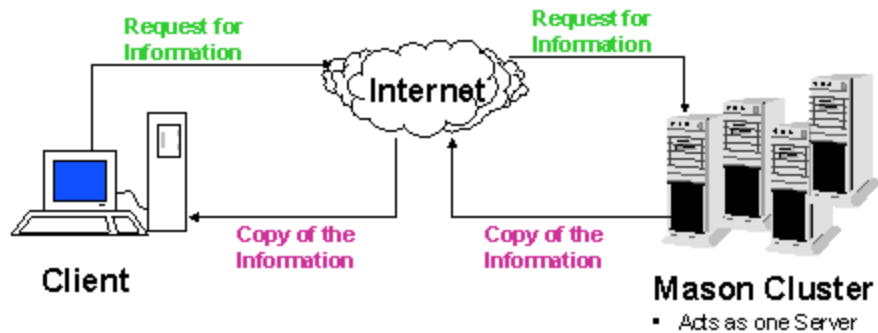
1. Open Netscape Navigator
2. Click on File
3. Click on Open Page
4. Click on Choose File and locate index.html
5. Double click on index.html
6. Click Open
7. See the page

Step 3 - View the Code

1. Click on View
2. Click on Page Source
3. Observe that a new browser window has launched to show you the code created by Composer

Mason Cluster

Mason Cluster



Mason Accounts

The following process will set the permissions and create a folder so that your Mason account can be seen as a Web site. ***(If you already have your account set up, please wait patiently.)***

Log into your Mason account (**DON'T open Pine**)

Create your website folder by typing the following:

- `mkdir public_html`

Now, make sure that everyone can see your pages by typing:

- `chmod 755 public_html`

Now make sure your are at the top of your directory root by typing:

- `cd`

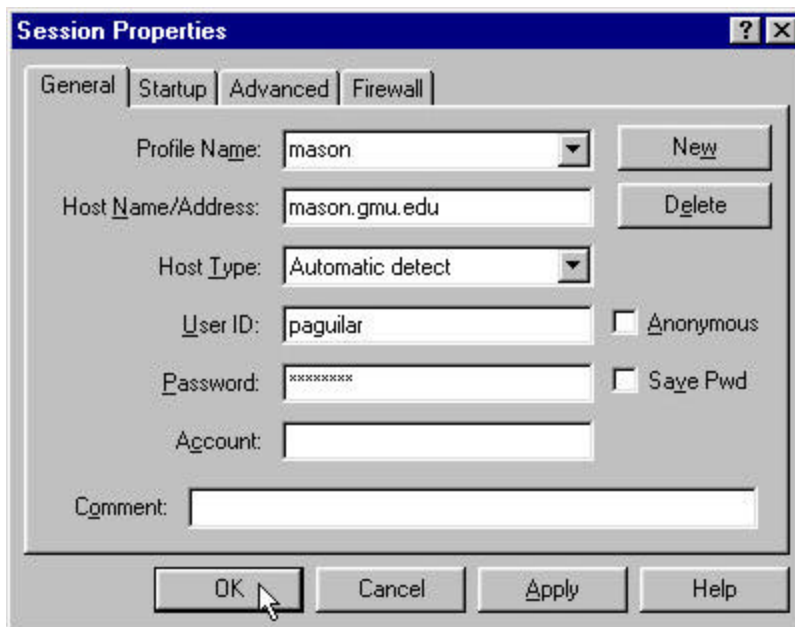
Now enable your account to web accessible by typing:

- `chmod 711 .` (don't forget the **space** and **period** after 711)

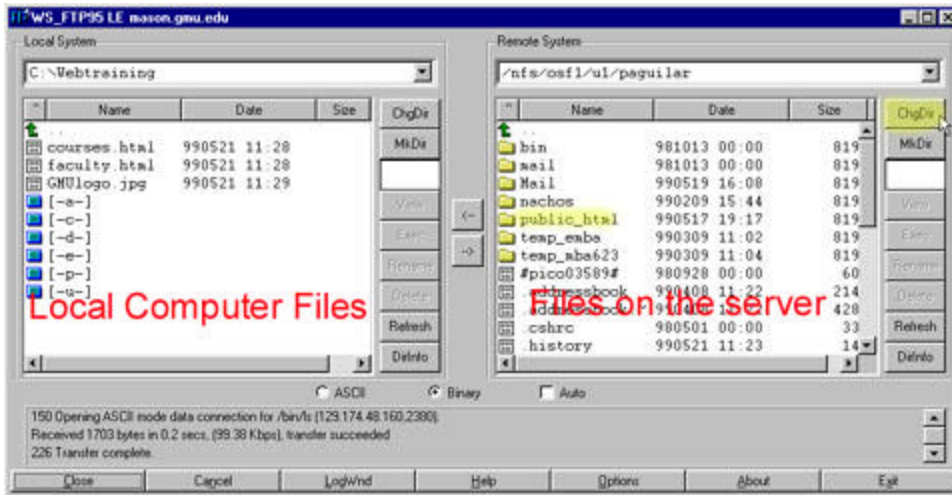
Publishing with FTP Tutorial

Open WS-FTP (FTP is a protocol designed for the sole purpose of transferring (i.e. upload/download) files between two computers. Not just any two computers will suffice, however. You need an FTP client, and you connect to an FTP server. You can transfer files from the client to the server (upload), for example you could upload a WordPerfect document from your desktop computer to the server, or you can transfer files from the server to your desktop computer (download), for example you could download an updated driver for your video card from the manufacturer's FTP site.)

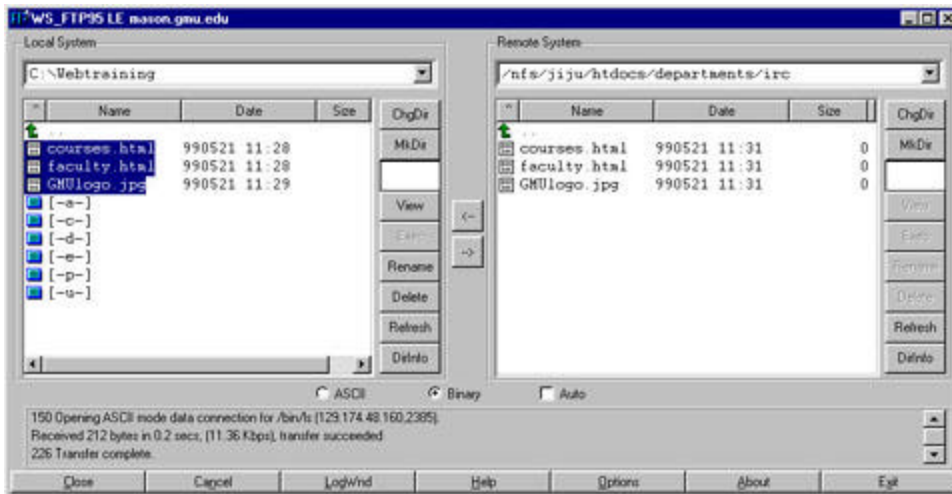
- **Properties** - The following window will come up. You will be asked for the host, login name, and password. To upload to the mason server, the host is mason.gmu.edu. Your login name and password are the same as for your mason e-mail.



- **View** - On the left-hand side, you will see files on the local computer, on the right-hand side, files in your Mason account.



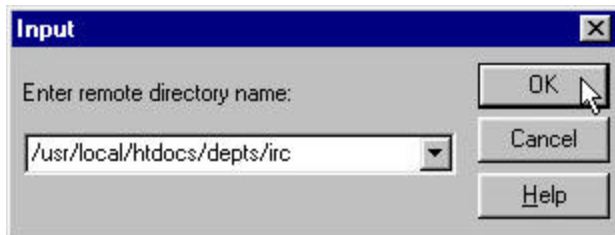
- **Open Folder** - Double-click on the folder "public - html" to open it.



- **Transfer Files** –
 - On the left hand side, above the list of files, you should see a line showing you what folder you are in (c:\ ...). You will need to change that to the C:\temp directory (where you saved your index.html file). Do this by clicking on the little up arrow underneath the C:\ until the path just says "C:\. Then find "temp" in the list of folders and double-click on it to open it. You should see your index.html file in this folder.
 - Highlight the file(s) you wish to upload (your index.html file) and then click on the arrow pointing to the right to upload it.

Change Directories - If you have a department web site that you are going to publish web page to, you can change directories:

- If you are putting files on classweb or www.gmu.edu, you will need to change the directory by clicking "ChgDir." The directory for classweb files is "usr/local/classweb/yourfolder." The directory for www.gmu.edu is "usr/local/htdocs/departments/yourfolder."



“Forbidden”

If you get a forbidden access error (403), then there is a problem with your permissions. Check with web*STAR to get further assistance with this and other type errors. The number at web*STAR is 703-993-3766.

Exercise 2 - Upload a File

Step 1 - Upload your homepage to Mason

- Open WS_FTP
- If you have not set up your FTP tool, please execute the steps discussed in your hand out (they can also be found on Publishing with FTP)
- Connect to Mason
- Locate your index.html file on the client
- Click on it to highlight it
- Open your public_html file showing in the right window
- Click on the arrow button that points to the right

Step 2 - View your Web Page

- Open Netscape Navigator
- Type in your URL - it will be `http://mason.gmu.edu/~youraccountname`

Note: Each time you modify your web page & save it on your local machine, if you want those changes to appear on the Web, you must upload the revised page to the server. If you make a change and decide you don't like it, don't upload it to the server (and always preview your pages before you upload them!)

Exercise 3 - Edit an Existing Page

Step 1

Open Navigator and go to the following URL:

(<http://www.irc.gmu.edu/wkshpmaterials/pageonmason/exercisepage.htm>)

(See attached copy)



Step 2

On the main menu of Navigator, click on File and then Edit Page

This will launch this web page in Composer. (Remember you are not editing the page that is actually on the server)

Step 3

Make the following edits to the practice page:

- **Title** - Turn the name Introduction to French bold, green, and larger. You can do this by using the editing tools on the tool bar, just like you would in a word processing program.
- **Link** - In order to add a link, you will first need to:
 - Highlight the text that you want to link.
 - Click on the link button on the menu bar (it looks like chain-links).
 You will get a dialogue box that will ask you to type in the link. Where it says, "link to a page location or local file," type the URL for your file (<http://> . . .)
 - Let's add a link to www.gmu.edu so that clicking on "George Mason University" takes you to that page.
 - See if you can add another link to the Modern & Classical Language Department (www.gmu.edu/departments/fld).
 - Hint: Don't forget to type "<http://>"
- **Menu with Targets** - Targets are links within a page. To create a link with targets,
 - Decide where you want your targets to be (where in the page are your important topics that you want people to be able to jump to easily).
 - Highlight the word that you want your target to be, and then click the target button (it looks like an arrow hitting a target). It will ask you the name of your target (as a default, it will be the same as your text).

 - Click OK.
 - Now, add a link to that target. This is similar to adding a regular link, except that in your link dialogue box, you will see "select a named target in the current page" with a list of targets under it. Click on the target you want & then click OK.

- Now, let's practice. Create a target next to the main sections in the page (Instructor Information, Course Information, etc). Then connect the words in the menu at the top of the page (Instructor info, Course Info, etc.) to the targets.
- Email Link - You can add an e-mail link the same way you add other links. For the URL, type "mailto:youremail@email" See if you can hook up the email address at the end of the page to allow users to send John Doe e-mail by clicking on his e-mail address on the bottom of the page.
- Web Site Link - Make the two web sites hyper links
- Save - Save the file John Doe's page as "french101.htm" (one word—no spaces!) in the same folder as your index.html file.

Step 4 - Preview the file

Instructor Information

- Name -
- Office Hours -
- Phone number -
- Email -

Course Information

- Objectives
 1. Be able to ...
 2. Be able to ...
 3. Be able to ...
 4. Be able to ...
- Methodology
 - Discussions -
 - Lectures -
 - Presentations -
- Requirements
 - Email account
 - Internet connection
 - Attendance

Prerequisites

- Courses -
- Experience -

Texts

- XYZ book by Billy Bob
- ABC book by Candy Cane

Resources

Student Technology Assistance and Resources – media.gmu.edu
Department of Modern and Classical Languages – www.gmu.edu/departments/fld/

Attendance Requirements

Attendance is required. If you miss more than three classes ...

Schedule

- Week 1
 - Lecture Topic
 - Reading Assignment
- Week 2
 - Lecture Topic
 - Reading Assignment
- Week 3
 - Lecture Topic
 - Reading Assignment
- Week 4
 - Lecture Topic
 - Reading Assignment
- Week 5
 - Lecture Topic
 - Reading Assignment
- Week 6
 - Lecture Topic
 - Reading Assignment

This page maintained by John A. Doe (jdoe4@gmu.edu)

Exercise 4 - Linking Multiple Pages

Step 1

Open index.html in Composer

Step 2

Add a link to french101.htm and save it

Step 3

Preview index.html and test your link to french101.htm

Step 4

Upload both files to your account

Step 5

View your new site

Exercise 5 - Grab a Graphic

You can use the method below to save almost any graphic on the web. However, we caution you to **be respectful of copyright law**. There are also many free clipart sites on the Web you can use to find graphics. For this exercise, we are going to use George Mason's logo.

Step 1 - Open a browser and go to <http://www.pubs.gmu.edu/logos/>

Step 2 - Select a graphic that you want to include in your page and click on Enlarge

Step 3 - Save the graphic file in the folder where index.html is saved. You do save the graphic in one of two ways:

1. Click on the image with your right mouse button. You will get a menu, including the option to "save images as." This is the way most people save images.
2. If the URL for the file you are looking at ends in .jpg or.gif, you can save it by clicking on "file" and then "save."

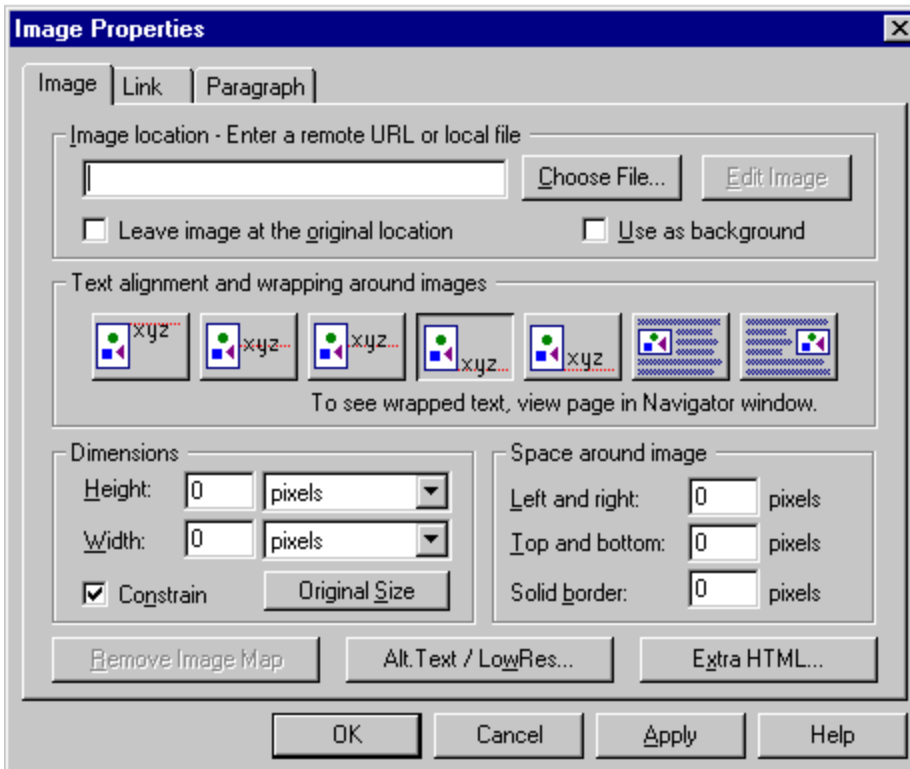
Exercise 6 - Add a Graphic

Step 1 - Return to Composer and index.html

Step 2 - Insert your new image to your page. To do this, position your cursor where you want to insert the file. Then click on the graphic button on your menu

bar ( Image).

You will then see a box like this:



If you click on "Choose File," you will be able to choose the graphic you saved in the previous exercise. Note: Make sure that you click on "Original Size."

Sometimes, Composer will make your image really small if you do not click "Original Size." Notice you can also choose various text alignments and if you want space or a border around your image.

Step 3 - Save the file

Step 4 - Preview the page

Step 5 - Upload index.html and graphic to your account

Let's practice this one more time!

1. Go to the IRC homepage (www.irc.gmu.edu) and save the IRC logo onto your local computer.
2. Add the IRC logo to your index.html page.
3. Save the file.
4. Preview the page.
5. You probably don't want the IRC logo on your homepage on the web, so don't bother to upload it. In fact, once you've gotten it to work, you can delete the image by going back to your composer window, clicking on the image, and then hitting the "delete" key on your keyboard.

Exercise 7- Putting it all together

Let's see if you can do all the things that we've just practiced.

1. Open your index.html file.
2. Add any information about yourself that you wish to add (your department, classes you teach, favorite web site, etc.). Here are some examples of other faculty homepages:
 - o Lisa Rabin <http://mason.gmu.edu/~lrabin/>
 - o Karl Zhang <http://mason.gmu.edu/~kzhang/>
 - o Chris Thaiss <http://mason.gmu.edu/~cthaiss/>
 - o Ruth Fisher <http://mason.gmu.edu/~rfischer/>
 - o Laurie Miller <http://mason.gmu.edu/~llmiller/>
 - o Becky Fox <http://mason.gmu.edu/~rfox/>
3. Add links to your department Website and your favorite Website.
4. Type your e-mail address and add a link to it.
5. Add at least one horizontal line.
6. Go to the "Clip Art Universe" (<http://www.nzwwa.com/mirror/clipart/graphics/pictures/index.html>) and pick one graphic you like. Download it to your local computer.
7. Add your graphic to your index.html file.
8. Preview your page.
9. Upload your graphic and your index.html page.
10. Make sure it works.

Where can you go to learn more or to get support?

For help creating web pages visit web*STAR lab, Johnson Center 311.

Student Mentors are on hand for help and to answer questions.

Normal Lab Hours are:

Mon-Thurs. 10-10

Fri. 10-6

Sun. 12-7

During the last 8 weeks of the semester the lab will also be open Sat. 12-7

(Note: Check with the lab for Holiday, Summer, and Spring and Fall break schedules)

STAR*T workshops

You can register for upcoming workshops on the STAR*T workshop page

(<http://media.gmu.edu/workshops>) Here are a few suggestions:

- Beginning HTML (Learn more about the HTML codes and how to use them-- useful for troubleshooting!)
- Beginning Dreamweaver (An Introduction to the HTML editor Macromedia Dreamweaver)
- Intermediate Dreamweaver
- Advanced Dreamweaver