

Creating Websites Basic Workbook

By the end of this workbook I should...

- 1) know how to design the structure of a website
- 2) understand the importance of organising the website's media
- 3) know how to create new, linked web pages
- 4) know how to add content to web pages (text, graphic, button, navigation bar etc).

What is a Website?

A website is a collection of linked web pages containing multimedia (text, graphics, sound or video).

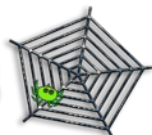


To create a website, from idea to finished product, we need to:

- design the site layout
- collect or create the content for the website (text, graphics, sounds & video)
- create each individual page
- link the pages together (using hyperlinks)
- publish the finished website.

This workbook will teach you how to use the WebPlus X5 software while you create a website on the London 2012 Olympics. All the content you need for the Olympics website will be provided for you.

Pay attention to what you are doing and use this as an opportunity to familiarise yourself with the WebPlus software. When you are finished, you will be expected to create a website of your own.



Designing the Website

The starting point for any website should be to decide on the number and content of the pages that will make up the website. A good way of starting this process is to write down a list of headings for each page.

Our 'London Olympics 2012' headings may look like this:



Next, decide on how each of these pages will be organised and linked.

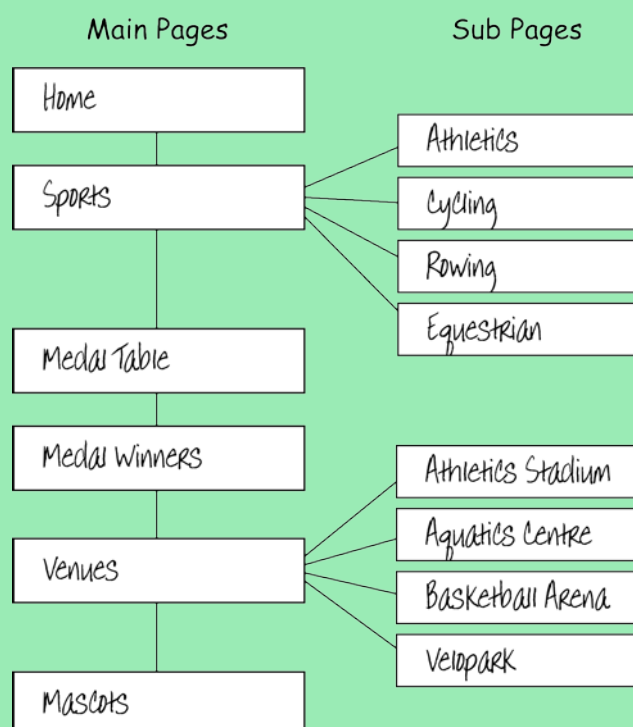
Ask yourself:

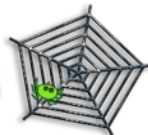
What are the main pages in the website?
What are the sub-pages that expand on one of the main pages?

The diagram, on the right, shows the above list reorganised into main pages and sub-pages.

Task - Copy the diagram onto paper and add 10 more main or sub pages to the diagram. Show your teacher when you have completed the task.

Keep your copy as you may need it later.



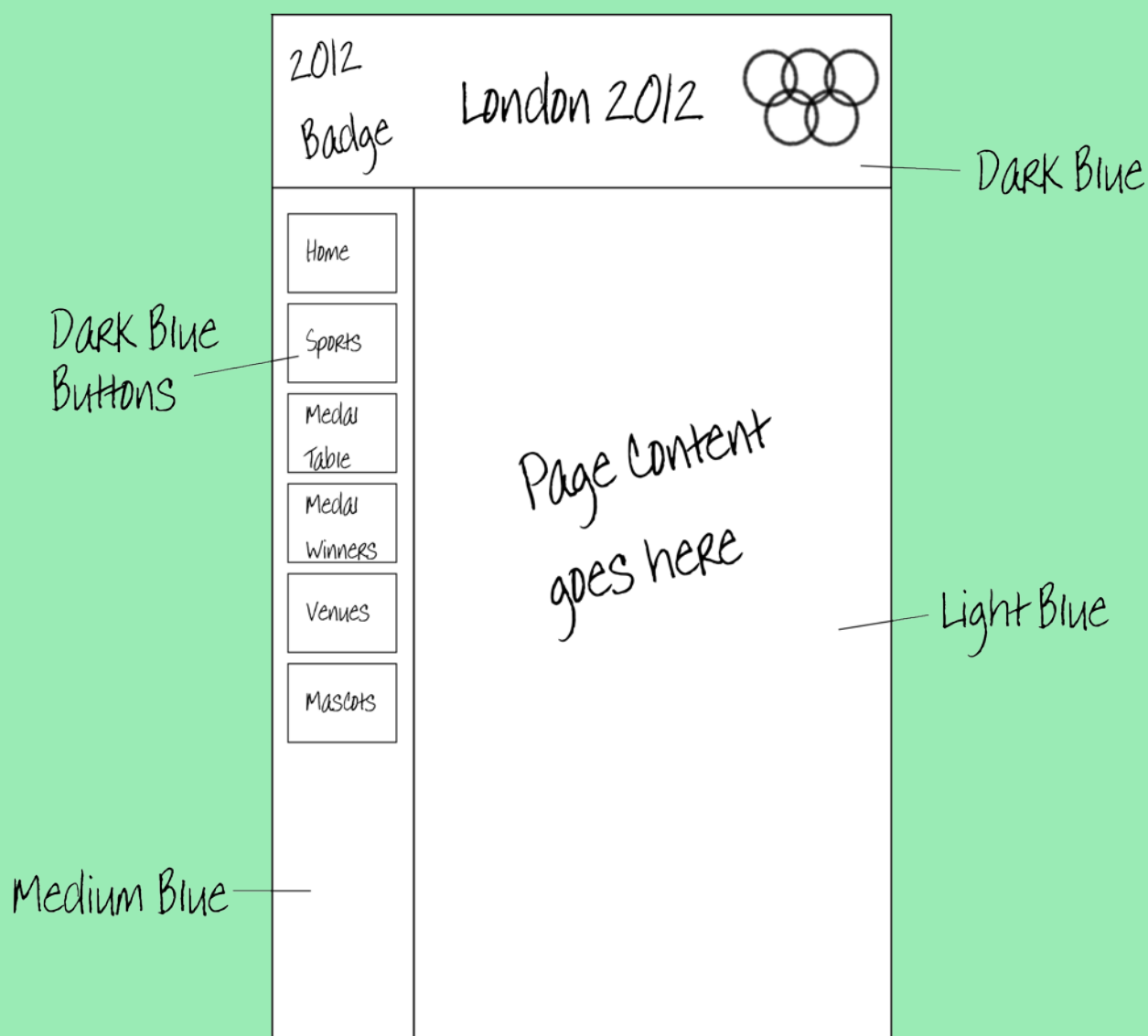


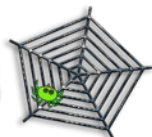
Designing the Template

Every professional website has a theme running through each page. This may include...

- a banner for the website which appears at the top of every page.
- a navigation bar with a menu system linking all the main pages of the site
- a colour scheme that is used throughout the site.

A design for our London 2012 template (the parts that will appear on every page) is shown below.





Designing the Pages

Before you start work on your website, you should also draw out a design for each page, including a note about their contents.

Two page designs from the London 2012 website are shown below.

Home Page Design

The bid

A short paragraph about how the bid was one.

A picture of Lord Coe

Introduction

An introduction to the website

Paragraphs should include:

history of the games

how many sports

how many countries

what's in the website

Rio next

White
Text
boxes

Medal Table Page Design

A picture of
front of Gold
Medal

A picture of
back of Gold
Medal

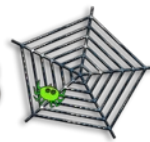
The Final Medal Table

Country	Gold	Silver	Bronze

A picture
of Michael
Phelps

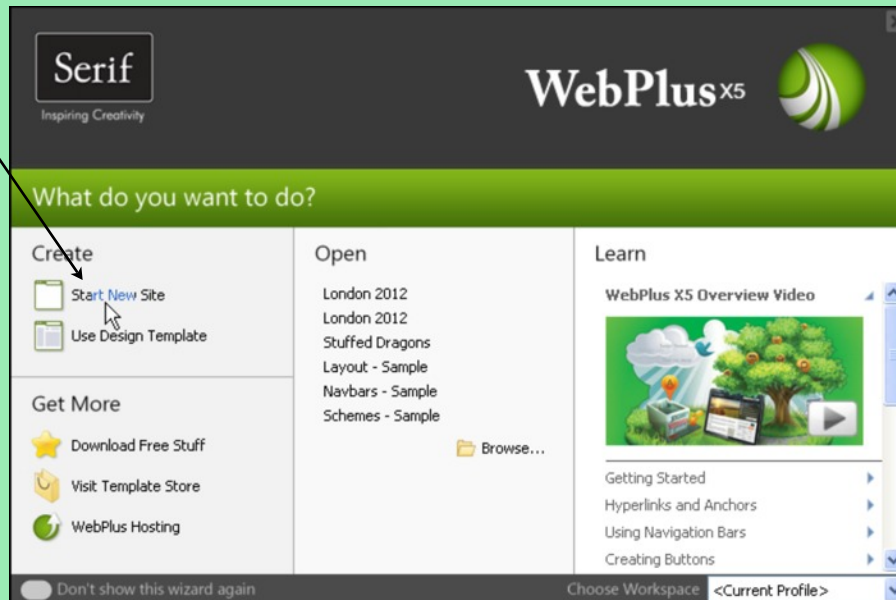
White
Table

Every page in your website should be designed **before** you start to produce anything.




Setting up the Website

Time to start using Serif WebPlus to create the website. Open the application and click on *Start New Site*.



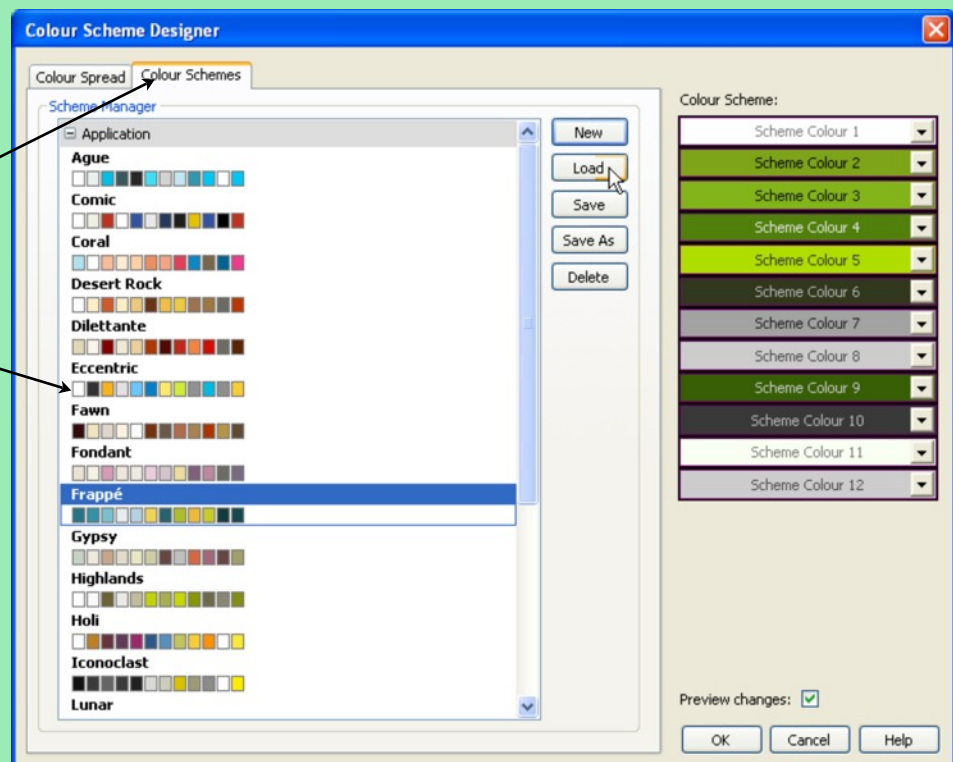
Selecting a Colour Scheme

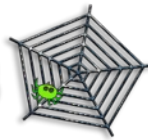
Select the  **Colour Scheme Designer** button from the menus at the top of the screen.

Click on the *Colour Schemes* tab.

Select a colour scheme and click on the *Load* button.

Click OK.





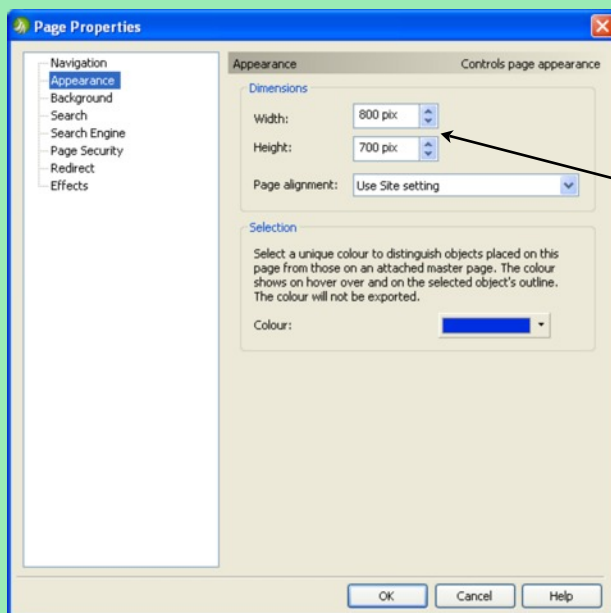
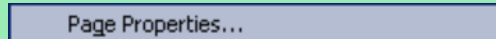
Setting the Size of the Home Page

All the site's pages are listed in the Site tab on the right hand side of the screen. As we have just started there is only one page at the moment.

Right click on the Home page icon.



Select *Page Properties* from the menu that appears.



Click on *Appearance* (left side of window) and set the size of the page to:

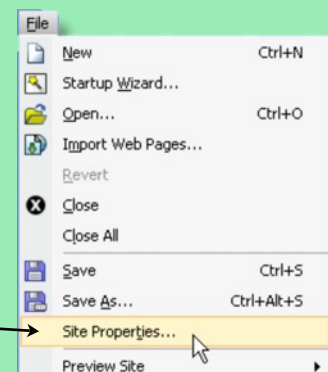
800 pix width
700 pix height

Click on OK to close the window.

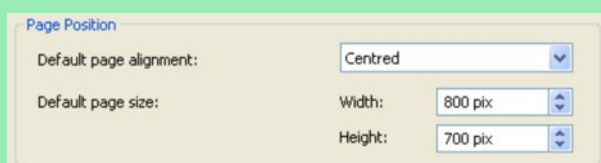
Setting the Site Properties

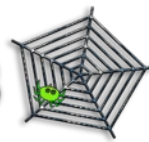
To avoid having to set the size of every page we create we can change the site properties.

Click on *File* menu and select *Site Properties*.



Again, set the page size to 800 width and 700 height.

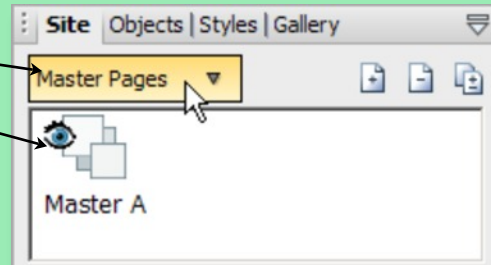




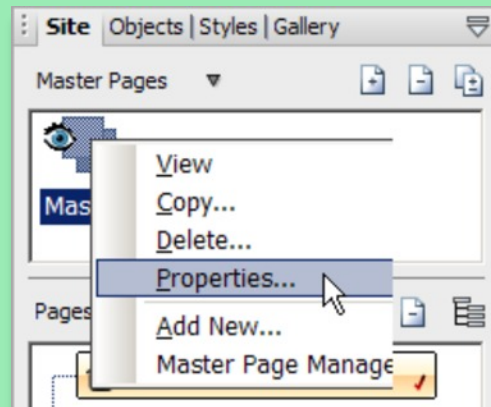
Setting up the Site Template (Master Page)

Setting the Colour & Size of the Master Page

Click on the *Master Page* menu button and then double click on *Master A* to open it.



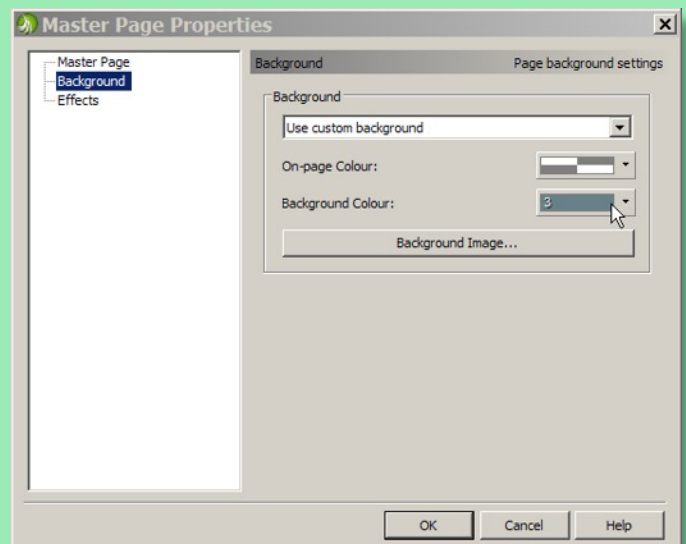
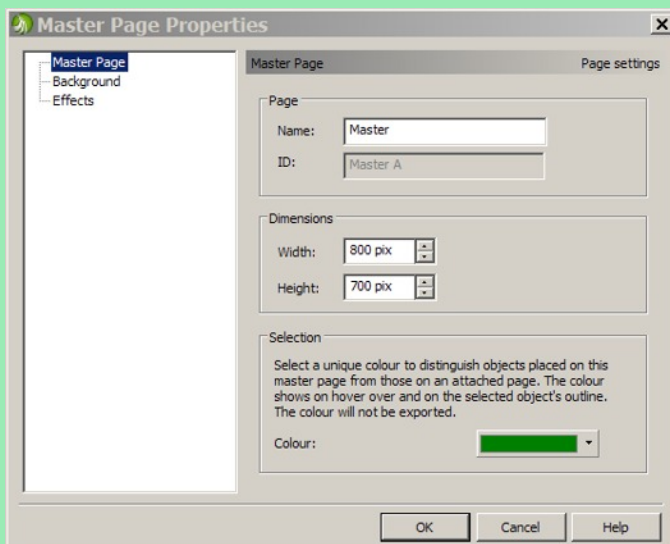
Now right click on the *Master A* icon and select *Properties* from the menu.

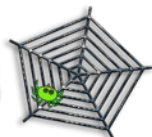


You have **two** setting to change in this window.


Select Master Pages
Set the page size to 800 wide and 700 high.

Select Background
Choose your own Background colour.

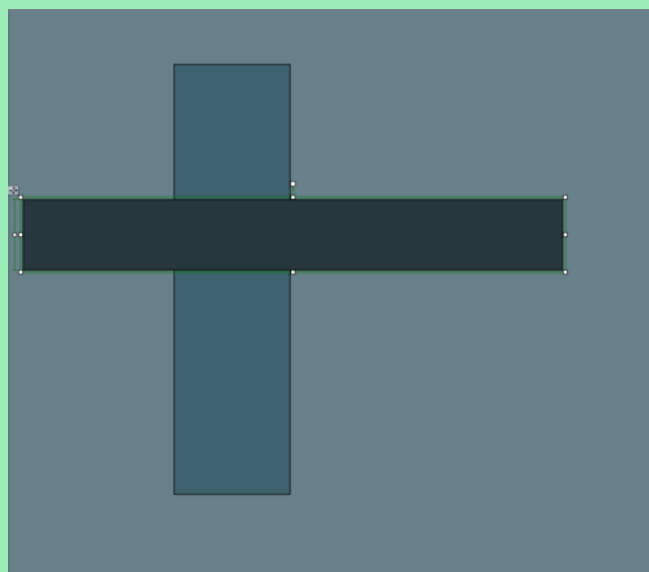
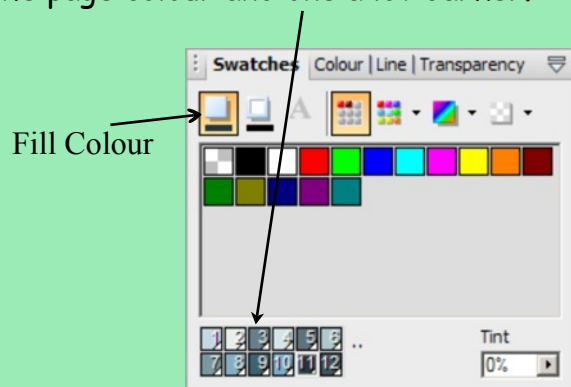




Splitting the Template into Different Areas

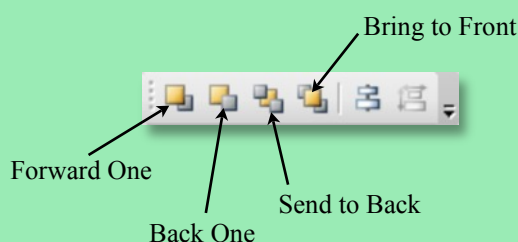
Use the  tool to draw a couple of rectangles in the middle of the Master Page.

Using the *Swatches* palette, make the fill colour of one rectangle slightly darker than the page colour and one a lot darker.




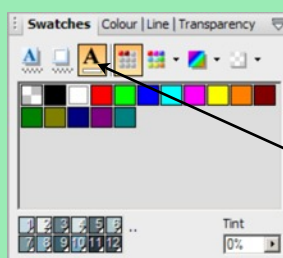
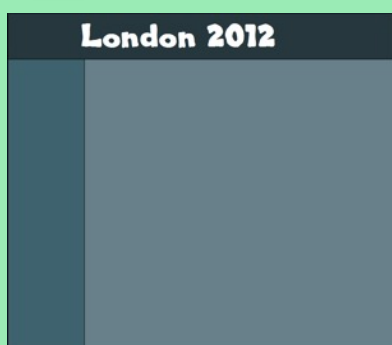
Now move and resize the rectangles as shown.

If you have to move one rectangle in front of the other, use the *Arrange* toolbar to do this.



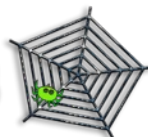
Adding a Title

Using the  tool type in the words "London 2012". Highlight and select a font you like.



You can change the colour of the text by:

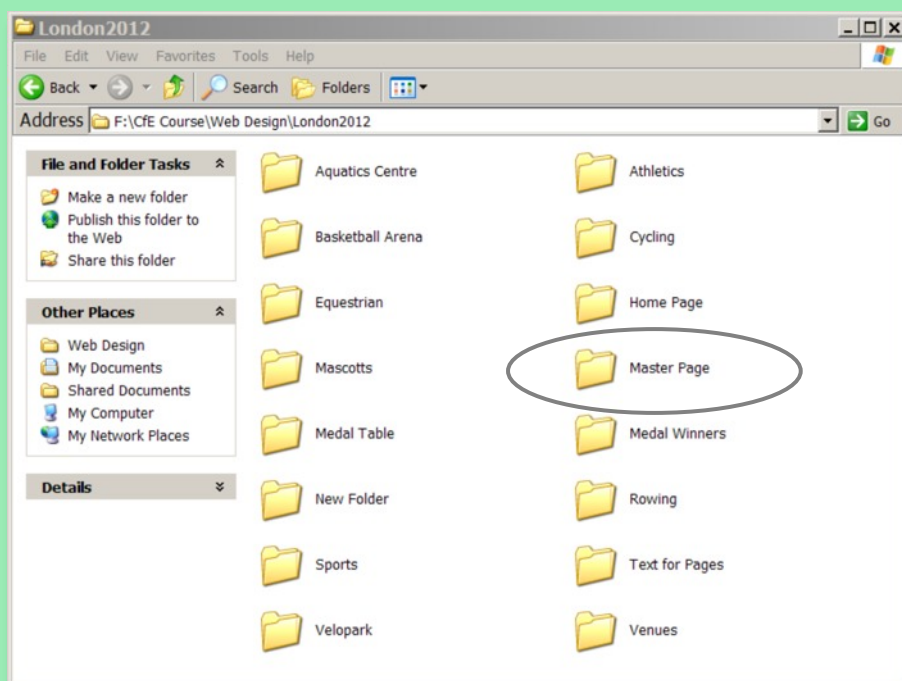
1. highlighting it,
2. clicking here
3. and selecting a colour.




Adding Graphics to the Template

Before you begin this section, ask your teacher where the graphics for the website have been stored.

The files you need have been saved into folders with one folder for each web page in the design.

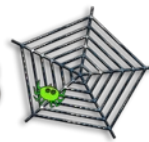


Click on the  tool and find the *Master Page* folder. Open the graphic called *2012 Logo*. Left click to place the graphic on the page.

Repeat the above step for the graphic called *Olympic Rings*.

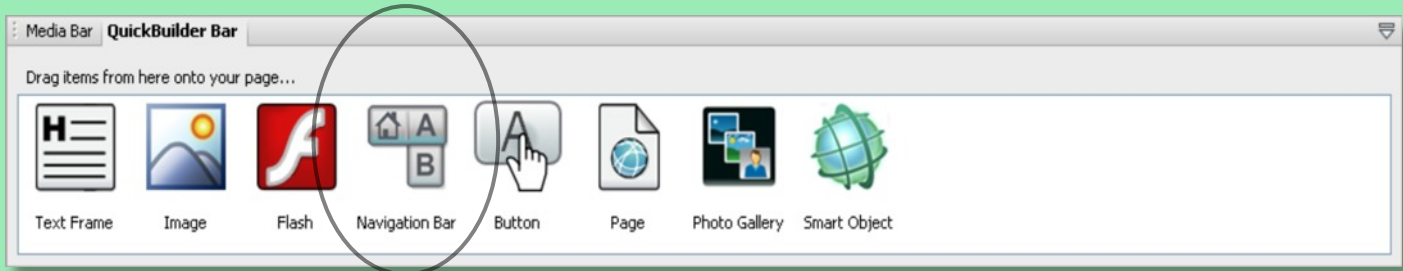
Resize both graphics to fit as shown below.





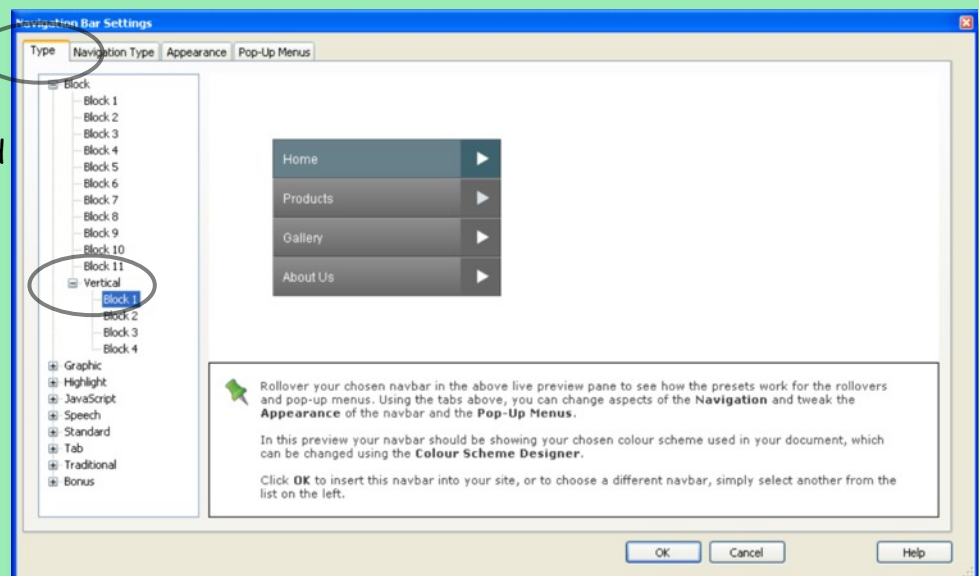
Adding a Navigation Bar to the Template

A Navigation Bar can be dragged on to the template from the *QuickBuilder Bar*.

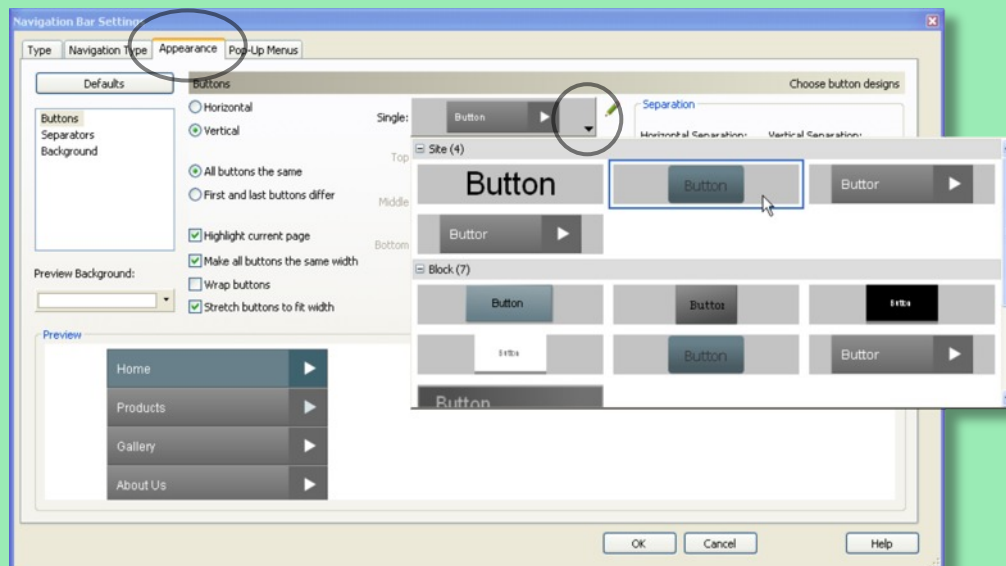


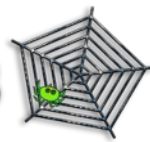
Drag the bar into the middle of the Master Page. We will position it later.

In the *Navigation Bar Settings* window make sure the *Type* tab is selected and choose a *Vertical* navigation type.



Task - Experiment with a few of the options in the window. For example, you may want to change the appearance of the buttons. Choose a design that you like.





Finally we have to position the Navigation bar.

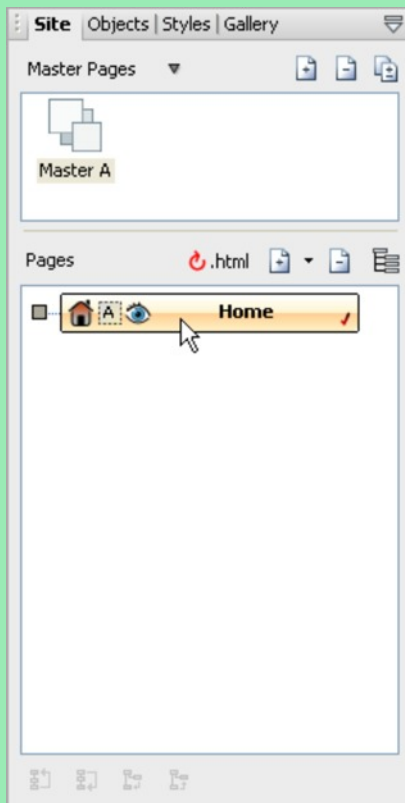
Drag the bar to the left hand side of the page.

Change the width to make it the same as the coloured area.

Change the height of the Navigation Bar to match the height of the area. As other pages are added to the website later, they will appear in the space below the Home button.



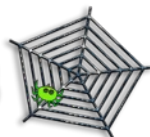
Congratulations you have completed the template!



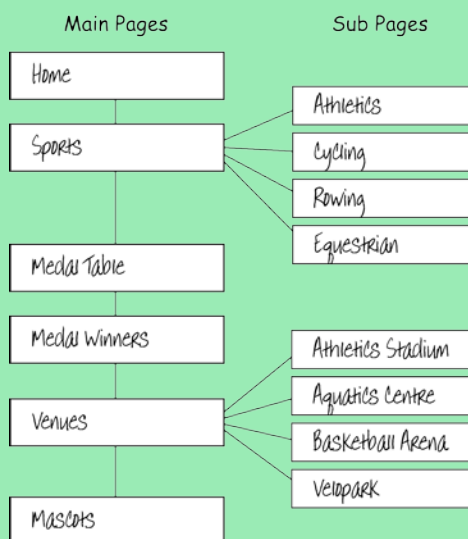
To leave the Master A and return to the Home page simply double click on the icon shown here.

Note, the eye symbol  tells you which page you are currently looking at.

Next we'll add the remaining web pages to the site. As each new page is added it will appear as a list item in this menu.



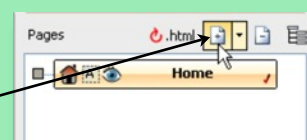
Setting up the Web Pages



Remember that earlier we designed the layout of the website.

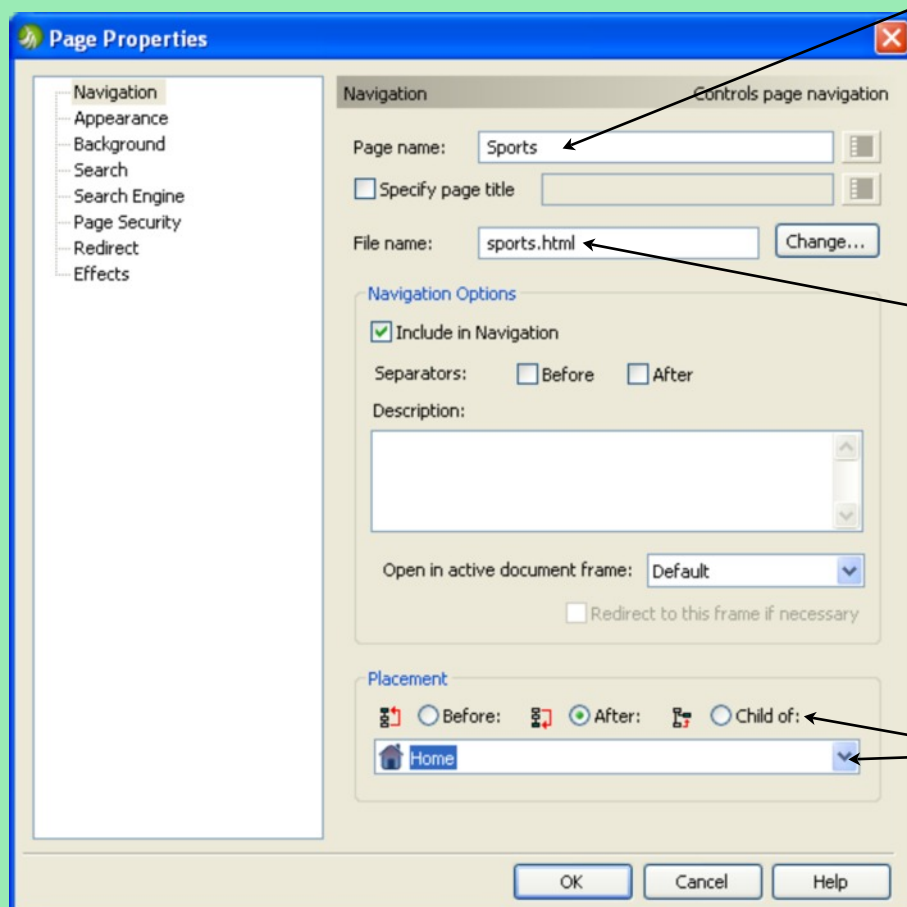
We must now create a new page for each of the pages in our design. That's 13 more pages in total.

To add another page either select Page from the top of the Insert menu or click on the Add Page icon.



Use the above diagram to add **all** the pages to the website.

For **each** page you must make the following three changes.



1. Change the page name to the same as the name in your design.

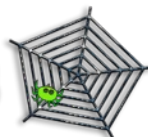
2. Change the File name to the same as the name in your design.

Leave the .html at the end and don't use capital letters or you will get an error.

3. Select where the page will be placed in the website.

For *Main Pages* select *After*.

For *Sub Pages* select *Child of:* and then choose which Main Page it is attached to.



Types of Content on the Web Pages

The web pages in the site contain 5 different types of content. These are:

- text frames
- graphics
- titles for graphics (Artistic Text)
- photo gallery
- and a table

Home Page



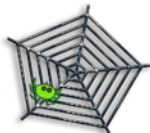
Medal Winners Page



Medal Table Page

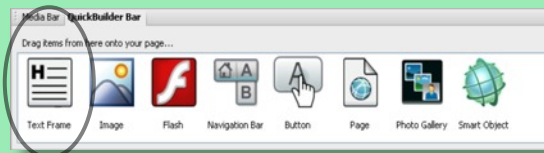
To add these objects we will use the *QuickBuilder Bar* or the *Standard Objects* toolbar.



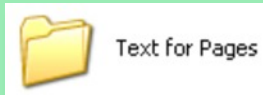


Adding Text

Use the *QuickBuilder Bar* to drag a *Text Frame* on to the Home page.



The text for each page in the website has been placed in a folder called -



Minimise WebPlus and open the file in this folder.

Scroll down to page 2, highlight and copy the text you need for the first text frame.

Home Page (Main Page)

The Bid

London 2012 was the successful bid to host the 2012 Summer Olympics, held in London with most events taking place in Stratford in the borough of Newham.

The British Olympic Association had been working on the bid since 1997, and presented its report to government ministers in December 2000.

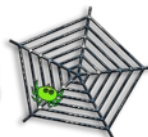
London beat the favourite Paris 54 to 50 on the fourth and final ballot. London is the first city to host the Games three times.

The Olympic Games

Although the history of the games can be traced back to ancient Greece the modern games began when Baron Pierre de Coubertin founded the International Olympic Committee (IOC) in 1894.

Back in WebPlus, paste the text into the Text Frame. You may have to resize the text frame in order to make all the text visible.





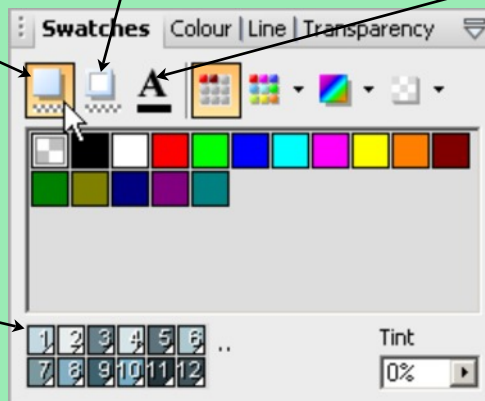
Click on the border/edge of the text frame to select the whole frame.

The *Swatches* tab can be used to change the look of the frame.

This will change the background colour of the frame.

This will change the colour of border round the frame.

This will change the colour of the text within the frame.

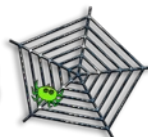


These are the colours used in your colour scheme.

By sticking to these colours you can continue a design throughout the website.

Task - Add the remaining text to a second text frame. Use the Swatch tab to design a look for your two frames. You may also select a font, text size and embolden the two headings (The Bid & The Olympic Games)

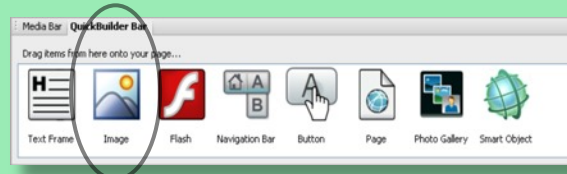




Adding Graphics

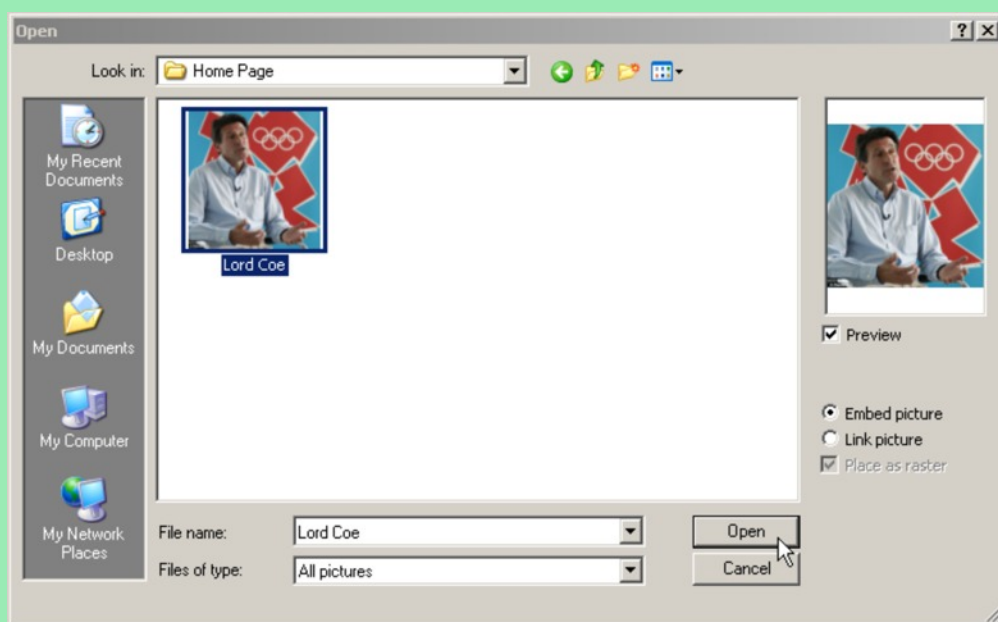
Use the *QuickBuilder* toolbar to drag a graphic on to the Home page.

This will open up the window shown below.



All the graphics for each page have been saved in a folder of the same name.

Search for the *Home Page* folder, select the *Lord Coe* graphic and click Open.



Resize and position the graphic to fit on the Home page.

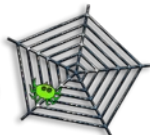
Adding Artistic Text



Use the *Standard Objects* toolbar to add the text "Lord Coe Leader of the Bid Team" to the Home page.

Change the font and text size to match the example shown.

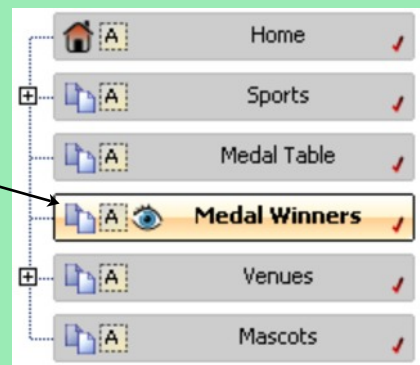
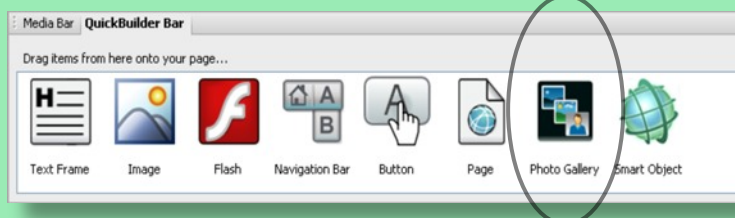




Adding a Photo Gallery

Double click on the Medal Winners page.

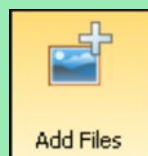
We are going to add a Photo Gallery to this page.



Drag a *Photo Gallery* from the QuickBuilder Bar.

Select a JS (Javascript Photo Gallery) and click Next.

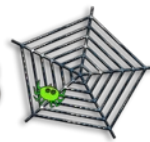
Now click Add Files.



To select all 9 graphics, hold down the Ctrl key on the keyboard and click on each graphic in turn (or press Ctrl + A on the keyboard).

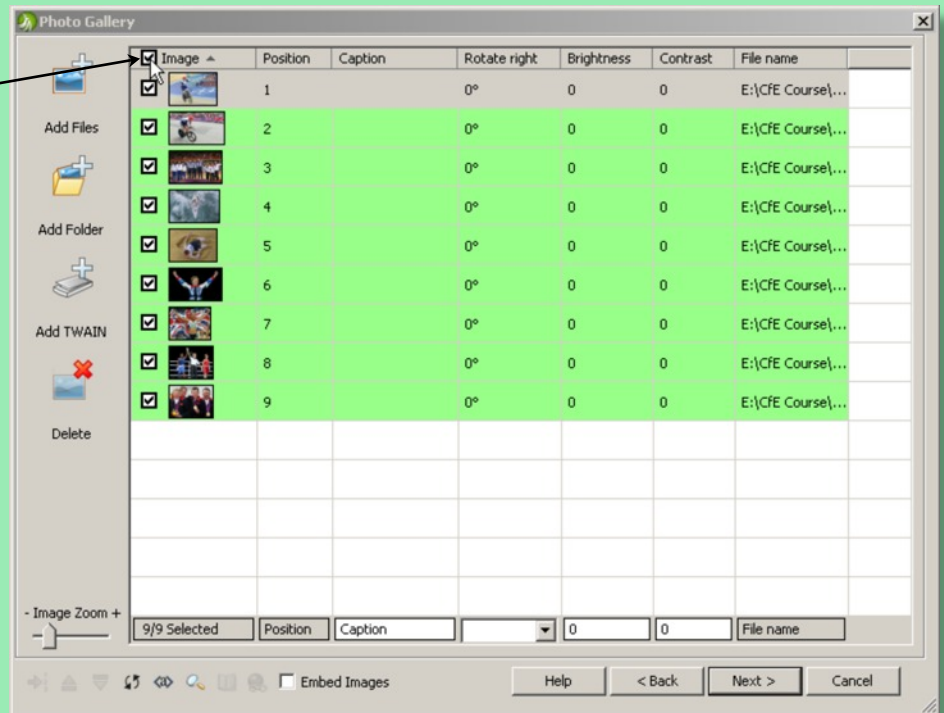
When all 9 photos are highlighted click Open.





Click on the small box at the top to select all the graphics.

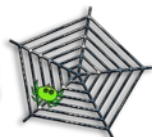
Click Next.



Finally, select a design for the gallery and click Finish.



You can now resize and position the Photo Gallery on the page. Leave room for some text to be included as well.



Adding a Table

Tables are very common features on websites. They are often used to control how content is positioned on pages.

Double click on the Medal Table page.




Before we add a table we need the other objects to be in place.

Set up the page by adding:

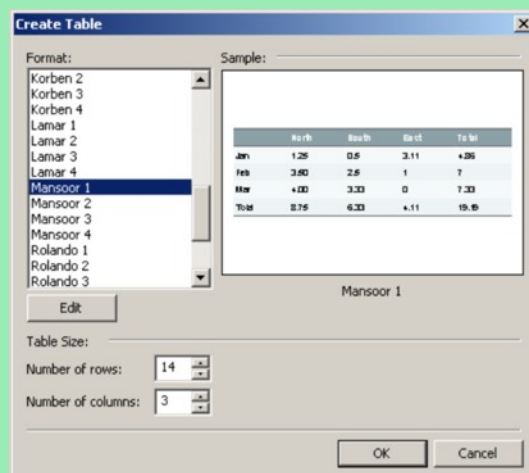
- a text frame (covering the whole area) with the heading 'Medal Table'.
- 3 graphics (Gold Medal Back, Gold Medal Front, Michael Phelps)

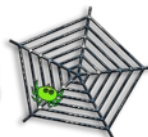
You may position the objects any way you like but you must leave a similar amount of space as shown in the example.



To create a table click on the  *Table Flyout* tool.

Choose a design and click OK.





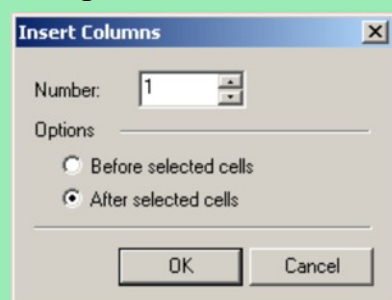
We want to create a table with:

- 4 columns (Country, Gold, Silver & Bronze)
- 11 rows (Headings and Top 10 Countries)

To **add a column**, right click on the letter at the top of the right hand column.

Select *Table - Insert - Column*.

Change the window as shown below.



Click OK.

	A	B	C
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

To **add a row**, repeat the above but instead right click as shown.

	A	B	C
12			
13			
14			

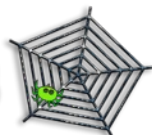
To **delete a row or column**, right click on the letter or number and select *Table - Delete - Row (or Column)*.

To **resize a row or column**, position the mouse over the line between the row or column headings and drag.



Task - Add (or remove) rows & columns until you have a table with exactly 4 columns and 11 rows. Resize your table to make it fit the space you left earlier.

Now add the headings, countries and number of medals to the table (you'll find all the information on page 4 of the 'Text for London 2012' file).

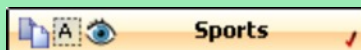


Adding Additional Hyperlinks

WebPlus cleverly adds hyperlinks to all your web pages when it adds them to the Navigation Bar.

Hyperlinks can also be added to other content in the website.

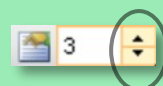
Double click on the sports page.



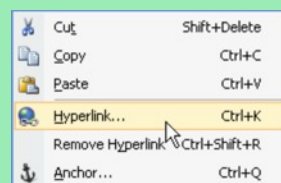
Add the text (from Page 3 of the 'Text for London 2012' file) and graphics (from the 'Sports' folder) until the page looks similar to the example below.



To create three columns of text, first use the *Creative Frame Tool* and then increase the number of columns using this option on the toolbar.

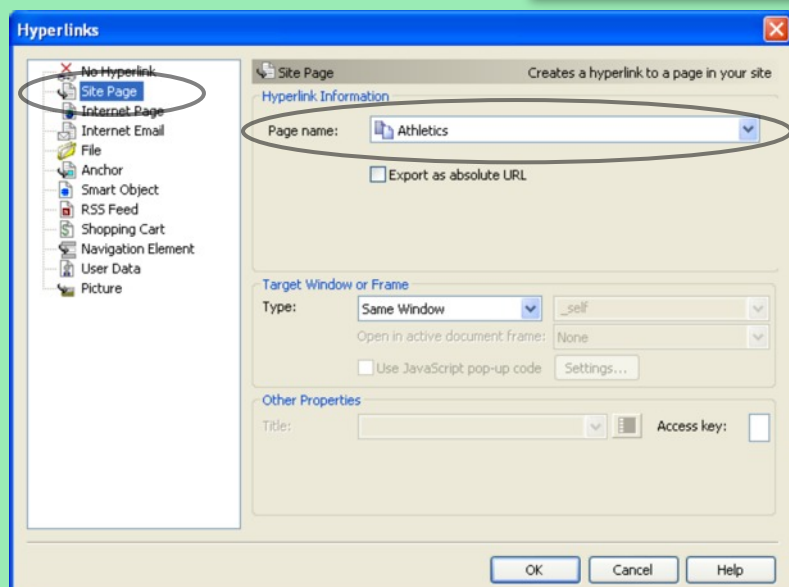


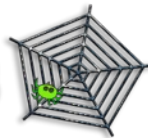
Now right click on the runner graphic and select Hyperlink from the menu.



To hyperlink to a page in the website, click on Site Page and then select the correct page.

Task - Add hyperlinks to the other three sports icons.





Completing the Website

Over the last 9 pages you have been taught how to add:

- blank pages to the website
- text frames (background colour and columns were also covered)
- graphics
- a table (setting the number of rows and columns were also covered)
- a photo gallery
- hyperlinks to a graphic.

Main Task - You must now use these skills to complete all 14 pages in the website. The text file and folders contain the text and graphics you need. You decide on the layout of each page.

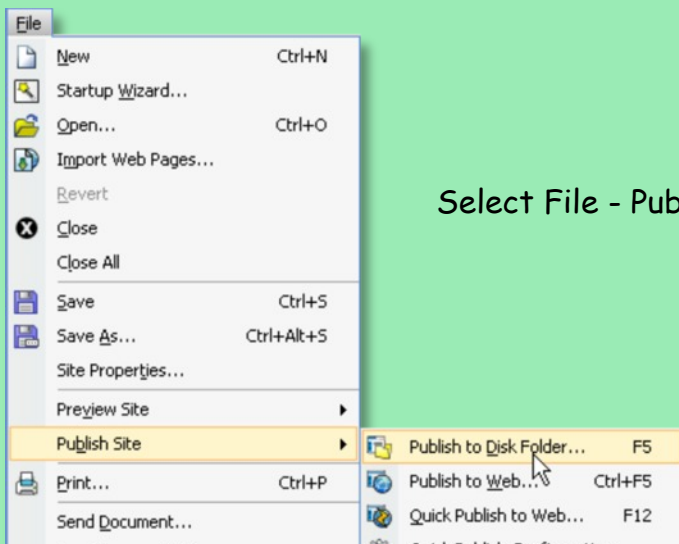


Publishing your Website

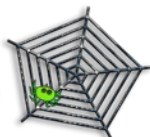
Once your website is complete you must publish it. This process creates the final web pages.

As schools rarely have the facility for pupils to publish websites on the Internet, we will publish the completed pages to a folder.

Create a new folder to publish the website to.



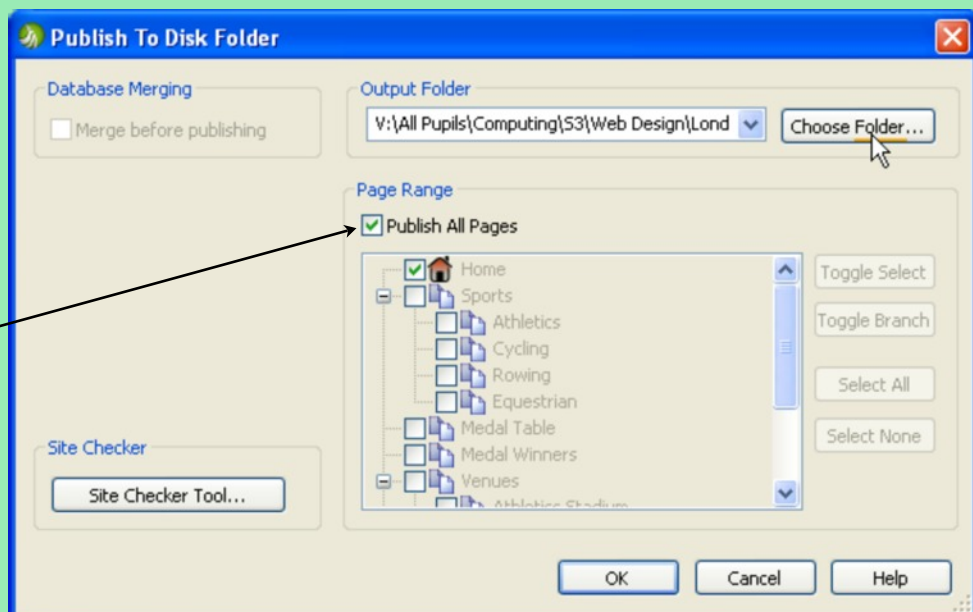
Select File - Publish Site - Publish to Disk Folder



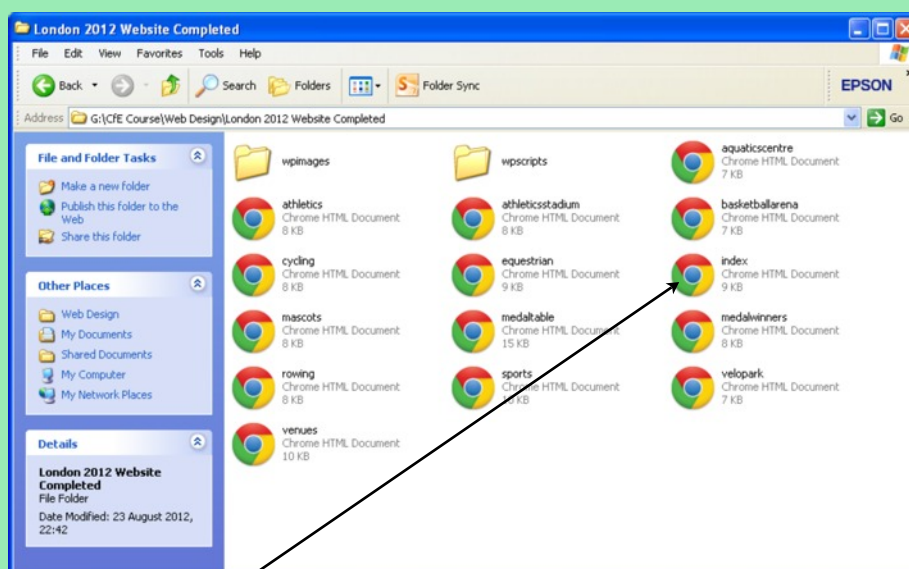
Click on Choose Folder button and select the folder you created.

Click the Publish All Pages box.

Click on OK.



If you open the folder you've published the files to you will now see all the separate web pages.



Double click on the index.html file to view the completed website.

Extension Task - If you complete the above task, use the design you created on page 2 to add more pages to the site. For additional pages you will have to draw out a design, source your own graphics and write your own text.

For advice on how to create a website for a client read the next booklet.

Intermediate