

Making a 'Guest Page' for www.weoleyhill.org.uk

If you would like to try your hand at making a web page and you think it would be of interest to other residents please e-mail it in.

Pages from young residents and those who are frightened by computers will be particularly welcome.

So long as its decent and polite anything goes; jokes, a crossword, places to visit, history items - all welcome.

Your page will come up in a separate window with links on the front page and the Guest page.

Send to webmaster@weoleyhill.org.uk

Web pages are written using HTML or more modern versions such as XML. HTML stands for 'hypertext markup language. (http stands for hypertext transport protocol) With modern extras such as 'cascading style sheets' an HTML file can be extremely complicated. However it can be written quite simply. If you go to the TUCOWS site you can download Alleycode HTML editor for

If you think this sounds far too difficult most word processors let you save your work as web pages. Pages made by Microsoft software have the main part of your page stored in a file with the name you have chosen eg *myfile.htm* and the images etc stored in a folder called *myfile_files*. You have to send them both or your page will have gaps where the pictures should be!

If you look on the guest page of www.weoleyhill.org you can open a simple page called *scout-sample* in a new browser window. This was made with Microsoft word.

If you right-click on the screen and choose 'see page source' you will see what a long-winded file Microsoft creates. Many experts are very rude about the HTML produced by microsoft products but they are useful for beginners.

If you would like copies of the files used for *scout-sample* to practice changing them for your own purposes, please e-mail Christine using the address webmaster@weoleyhill.org.uk

If you want some help with creating your first webpage with Word 2003I page 2 of this document has some notes that may help you.

When you have done that you might like to try HTML Page 3 has a similar page to *scout-sample* that you can load and examine.

Schools and youth organisations can make as many copies of this file as they wish. Other people should ask permission before making multiple copies.

How to make a web page with Word 2003

Open Word and then choose **New** from the **File** menu and then choose **Web Page** on the right hand side of the screen

You now have a blank page that you can fill like an ordinary Word document but you will find a few options disabled and a few extra features added.

How to Edit any Clip Art (or picture) you insert in your page.

To change the size of an image **select** it (you will get a box round it) **Right click** your mouse button and choose **Format Picture** and then click the **size** tab at the top of the window.

Find the **scale** section (about half way down) and **adjust the height** by typing a new percentage. (50% would make it only half as tall)

Unless you want to distort your image **leave** the 'tick' by **Lock Aspect Ratio**. This will automatically use the same adjustment for the width.

To move your image **Right click** your mouse button and choose **Format Picture** and then click the **layout** tab at the top of the window. You should normally **Choose Square** and **Right or Left** and your text will flow round your picture. You can often move the image when you see a little cross; you then have to select 'Move Here' to make the move. Sometimes it will just move, it depends on exactly what you are doing. If this doesn't work you can add or subtract blank lines

If you want to move an image next to a block of text that goes right across the screen it is easiest to insert a few blank lines where you want the image to go, then move the image and remove the blank lines afterwards.

You can experiment with other settings. You can use the **Advanced** option for more accurate placement.

If you are feeling good you should also **Right click** your mouse button and choose **Format Picture** and then click the **web** tab at the top of the window. **Type in** a short bit of text such as 'picture of tent' that will be displayed if your image doesn't come up or a blind person is using a special browser that reads everything out loud.

To put a block of text in a particular part of the screen

Insert a Text Box and fill it with the desired text. Text boxes are often erratic on web pages; you can convert your text box to a frame with **Format, Text box Convert to frame**.

When you are happy with your page click **File, Save as** with the name of your choice and **Save as type Web page (*.htm,*.html)** as its file type. It will be one of many files when it goes on to the Weoley Hill website so it doesn't want to be set up as a one page website!

To see your web page open a new Explorer or Netscape window and choose **File, Open** and then **Browse** to find the folder containing your web page file. **Click on its name** and you should soon be able to see your page in the browser window. Move the sides of your browser to make it narrower and then wider. Things may move about on your page. You may decide to make your webpage only $\frac{3}{4}$ of the screen wide to minimise this effect

Making changes to your page

Re-open your htm file in **Word**. Make your changes and then save it again.

When you are happy send an e-mail to webmaster@weoleyhill.org.uk with your file and folder added as 'attachments'. It should go up within a few days.

