How to Create your own Website on the University's Webspace

1. Preparing your Website directory structure.

1.1 The first thing to do is create a directory which will house your Website. To do this open NT Explorer by clicking on:
 Start > Programs >Windows NT Explorer:



1.2 Find the drive which you normally work from and create a new directory within it:

resentione 2001	soffice.97	File Folder	D4/06/01 10:13
- Recal Issues	nubery	File Folder	07/06/01 11:03
Hard dek (D:)	net_net.net	File Folder	04/06/01 10:13
	i netcal	File Folder	D4/06/01 12:52
	i netscape	File Folder	D4/06/01 10:13
Densite on Netlin In 2 M 1	inetterm.32	File Folder	07/06/01 17:46
E Al Ma Work	Distance of the sector of the	File Folder	04/06/01 10:13
E Clive's shared materials	Profile.old	File Folder	04/06/01 10:13

1.3 Create a new directory in that location and name it: 'My Website' (or something like that). To create a new directory click on: File > New > Folder. Then name the folder.

2. Plan your site.

2.1 Decide what your homepage is to be. You will have more flexibility if you make a homepage which is a general map page. This will point towards various links, one of which will be a link to your courses. So, you will be aiming for a hierarchical website map like this:



3. Using MS Word to creating your web documents

3.1 Open a new MS Word document and type the names of your links. Use the model below if you want.

Format the text (e.g. centre, change the font style, size and colour). Remember you can have colour because this will show up on screen. Produce something like this:



3.2 Click on **File > Save as >** then select your Website directory (You created it in Stage 1 above. Then type the name **index**. In File name (only use 'index' once - for your homepage) Then click on this arrow:



..... and Save as: HTML document

3.3 Now create another document which gives the titles (for example) of the subjects you teach. Do it in exactly the same way as Stages 3.1 and 3.2 above. Give it a relevant name and save it as HTML in your Website directory (folder).



- 4. Linking your homepage to (for example) your course page.
- 4.1 Open your homepage again in MS Word and look for a symbol like this, which lets you make hyperlinks:



If you cannot see it, click on **View > Toolbars**, and then tick 'Standard'. The hyperlink icon will appear.

4.2 Highlight the words you want to link to another document:



4.3 Then click on the hyperlink icon – and this will appear:



4.4 Click on the Browse button and locate the target file. In this case it will be 'My Courses' (Stage 3.3 above). Then click OK

When you click the Browse button, you will see the window below: This is (for example) the name of the file you want to link to, so you highlight it:

This is the name of my (f	for example) /	
Website directory		
, , , , , , , , , , , , , , , , , , ,		
isk to File		2 X
ookijn: 📄 CliveSite		
Cvforweb1	al Idiomsadjør	OK
esimulations	index	
Exerciseframe	🛃 Menu	Cancel
Exercisespace	(B) My Courses	Advanced
Hi may nbarnes cive	our_course_chat_room	Estancoarri
E Hot Potatoes Training Task Sheet for website	Takeitorleaveit	
how_to_make_a_simple_website	Teaching in Cyberspace	
ICT Training for Teachers	🛃 Title	
🛃 Idiomsadjs	TMP992181354	
🛃 Idiomsadjsc	1 Webtext	
۲.		
ind files that match these search criteria:		
fie name:	Text or property:	Eind Now
iles of type: Office Files	Last modified: any time	Ne <u>w</u> Search

Click OK, and the following screen will appear:

Marrial	8 84	*ズン ヨンヨ 奈美市 正田 保守 一 別	<u>Δ</u> .
		My Homepage¶	4
		1	
		My interests¶	
		My CV¶	
		The compact I treat \$	
	My	favourite pieces of literatu	ire¶
	Lin	ks to other literature Websi	tes¶
		Some poems I have written	1
		My family¶	140
	- 24 -		
Atian d	Materia Internal	Witnessel Wood Hp	U 284 2000 114

Notice that the hyperlinked text has 'shrunk'. This is the default size for a hyperlink. If you want to bring it back to the same size as the rest of your text, format the font as normal. This will not effect the link.

4.5 Save your documents.

5. Checking the links

- 5.1 Open up Windows NT Explorer (as Stage 1) and find your Website directory.
- 5.2 Open up your file named **index.html** and then click on the link. It should bring up the linked page!

6. Other pages

Repeat the above stages for all the pages you want to create and link.

7. Accessing your own Webspace on the University's Website:

7.1 Click on: **Start > New > Internet > WS_FTP**. FTP means 'file transfer protocol. It is the vehicle which transfers your named files from your local computer to the university's Webspace:



Something like the following will appear:

t Name	Serveral Status Athonized French	1	
wn_ftp.ini [-a-]	Finite Nager	+ Neg	
I-0-1	Host jarse Rubbeco Vers	Date:	1. A
I-#-1	Han japan Automata de	wat I	
I-9-1	Sterilli. Frents	T annu	1000 (1000) (1000 (1000 (1000 (1000 (1000 (1000 (1000 (1000 (1
[-a-] [-a-]	Encount	P lest	wd
[-r-] [-a-]	Agrount		100
[]	Epsewerk		
	Of Cen		4
WINSTER. DILL WINSO	8.28		

7.2 On the session properties dialogue box, create a new profile for yourself by clicking on **New**.

7.3 Enter the following into the new profile:



7.4 Click on **Apply** and **OK** to save the profile. The Session Properties dialogue box will then disappear to reveal this:

TPWS_FTP95 LE	unix						- 0 2	
Local System	Local System				Renote System			
n:\ws_ftp				/hce	e/ael/cnewto	an .	×	
Name	Date	ChgDir		^	Name	Date	ChgDir	
ws_ftp.in:	u 010706 :	NkDir		pu 🔁	blic_htal	010627 12:	05 MkDir	
□ (-c-) □ (-d-) □ (-e-)		Ver	<				V0297	
□ [-g-] □ (-h-)		Exec	->				Exec	
[-n-]		Dette					Décie	
[-r-] [-s-]		Refeat					Reliesh	
• [===]		Dirinio		•			• Distrilo	
	C ASCI	e	Binary		Auto			
150 ASCII data co Received 192 byte 226 ASCII Transfer	mection for /bin/ts (138.2) s in 0.1 sect. (10.00 Kbp) complete.	53.71.76,122 (. transfer our	5) (0 byte coeeded	aļ.			•	
Close	Cagcel Log	Wind	Hel	р	<u>Options</u>	<u>Aport</u>	Egit	
	dialoge	in hear mi	II then	ducors	sant to notical	than		
nis area /					' This a	rea repre	sents th	
presents your	presents your				Unive	rsity's W	'ebspace	
ocal computer					(You v	will not b	e able t	
					see 'p	ublic.htm	nl')	

7.5 Locate your Website directory from the left-hand window. For example, if it is on m:\drive, double click on [-m-] and browse.

7.6 In the Remote System drop-down box on the top-right, type the following: home/ael/username

Microsoft Wood - Mobeito Interial		
FI2WS_FTP95 LE unix		_ 🗆 🗵
Local System	Remote System	
a:\vs_ftp	/home/ael/cnewton	
Name Date ChgDir	^ Name Date	ChgDir
ws_ftp.ini 010706 - NkDw	public_html 010627 12:05	MkDir

7.7 Click on **MkDir** and type **public_html**:

Input	×
Enter new remote directory name:	OK.
	Cancel
public_Hml	Help

Then click on OK.

You are now ready to upload your site onto the Web.

8. Uploading

8.1 Select your directory and double click on it to reveal all the files inside it.

FWS_FT	P95 LE unix							_ 0
Loca Syd	ten				Hernote	System		
C: \Vo:	rk		۲		/hos	e/ael/cnewt	on	•
^	Name	Date	ChgDir	1	^	Name	Date	ChgDir
🔓 Äst:	icles	010619	MkDir	1	<mark>і</mark> ри	blic_html	010627 12:0	5 MkDir
🗀 Baol 🍋 Bast	k lists an~ iness Engl~	010705 : 010627 :		1	-			
<u> </u>	t TEFL	010619	View	4-	-			View
Con;	puter Trai~	010628	Exec					Eess
Dis Dis	tance MA tance TEFL~	010615	Rename		-			Bennes
Gray HKI	phics and ~ KD	010615 :	Delete		-			Debte
IAT	EFL	010615	Refrech		-			Retreat
1	15	10015	Dirinfo	J	•			Dirinio
		C ASUI	6	Binary		Auto		
250 CW1 PWD	D command succes	ishul.						-
257 "/ha	one/ael/cnewton" i	is current directory	μ.					
Doce	Cago	el Log	Wind	Bei	p	Qotions	About	Egit

Double click on your new public_html folder and your FTP screen will look like this:

To start with, this area will be empty. It is waiting for you to put something in it.....



...So, highlight all the files (i.e. those which you want to upload and which have links) and then click on the upload arrow.

To highlight a group of files, hold down the Ctrl key and click on the first file and then every other file you want. When you have selected what you want. Release and press the upload arrow.

When the files have been uploaded, click 'Close'.

- 8.3 You should now be able to see your Website by opening Internet Exlporer and typing the following:
 www.liverpool.ac.uk/~username
- 8.5 Whenever you want to modify your site open up WS_FTP95 and upload and download files accordingly. BUT remember it is always best to test all the links off-line before you upload.