

Intermediate Webpage Writing

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A linked copy of all workshop curriculum is online at:

<http://www.wtvi.com/html>

Review/Intro to Claris Homepage

1. [Targets/Anchors](#): Linking within a webpage
2. [Tables](#): Displaying data in rows and columns
3. [Images](#): Colors, imagemaps, and animations
4. [Multimedia](#): Inserting sound clips, movies, and more
5. [Javascript Rollover Images](#): Images that change when the mouse cursor passes over or clicks them
6. [Frames](#): Displaying several webpages at once
7. [PDFs](#): Creating and inserting Adobe's cross-platform, portable document files
8. [HyperStudio](#): Publishing stacks directly on the web
9. [Guestbook](#): An introduction to forms
10. [Uploading your webpages to a server](#)

Other Resources:

- [BeSeen.com's Free Hit Counter Service](#)
- [Hit It Every Time: Selecting Hit Counters for Your Web Pages](#) by Miguel Guhlin
- [Netmechanic.com: Site Analysis tools](#)




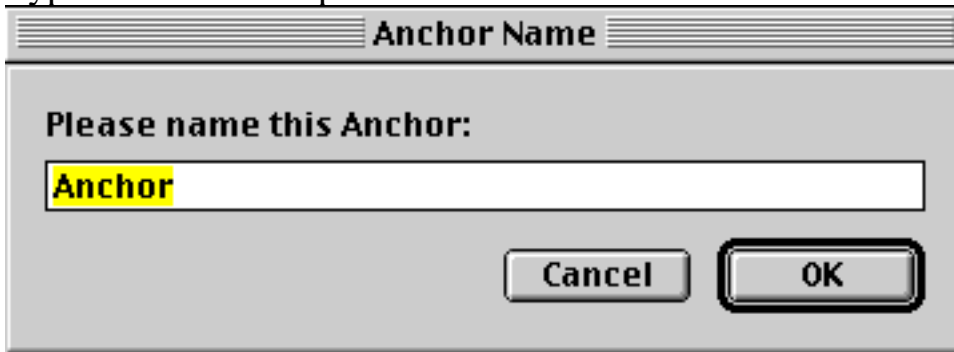
1. TARGETS/ANCHORS

Just as you can create a link which takes visitors to another webpage, you can create links which take visitors to a different place on the same page. You can also create a link which takes a visitor to a specific place on another webpage. This is done by creating **anchors**, which are also called "targets."

Step 1: Create Anchors


- Anchors are like index tabs in a notebook. You can quickly select a tab and turn to a specific part of the notebook.
- First, move to the place on your webpage where you want visitors to quickly link to. Click

- the mouse once at the beginning of this section.
- Click on the "Insert Anchor" button on the Claris HomePage toolbar. It looks like a ship anchor: 
- Type in a name to replace the default name "Anchor" in the dialog box:



- Pick a name you will be able to recognize and remember later.
- Save the file to your hard drive.

Step 2: Link to the Anchor

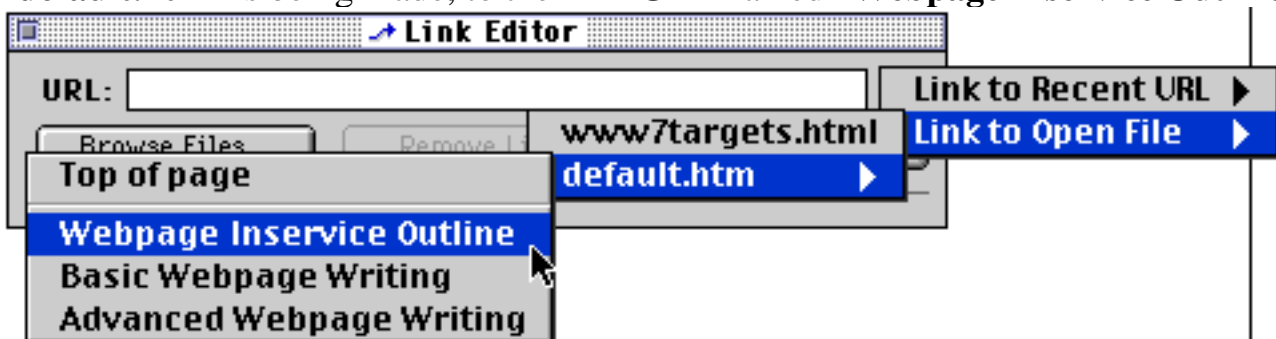
- If they are not already open, from the **FILE** menu choose **OPEN** for both the file you want to link **TO** and the file you want to link **FROM**.
- Follow the same initial steps described in the section titled "[Linking Files](#)."
 1. Type the text or insert the image which you want to serve as a link to the next page.
 2. Highlight the text you want to link, or click once on the inserted image you want to link.
 3. Click once on the link editor: 

- Instead of clicking on "Browse Files...", click on the URL pop-up menu button in the upper right corner of the dialog box. The URL pop-up menu button is circled in red in the

following graphic:



- From the resulting list, select the file you want to link to AND the target on that file you specifically want. In the following example, a link to the **OPEN FILE** named "default.htm" is being made, to the **TARGET** named "Webpage Inservice Outline."



- Click on the close box on the link editor to finish. You're done!

Targets are especially helpful on long documents. They can be used effectively in a table of contents or for bibliographic citations. The paper "[American POWs in Southeast Asia and the Violation of a National Ethic](http://www.wtvi.com/wesley/powmia/powpap8.html)" (<http://www.wtvi.com/wesley/powmia/powpap8.html>) uses targets as precise links to the bibliography.

2. TABLES

If you want more control over the relative placement of graphics and text on your webpages, you need to use tables.

HOW TO INSERT A TABLE:

- Click on the insert table button on the Claris HomePage toolbar. It looks like this:



- **SIZE:** Specify the number of rows and columns you want by typing a number in the corresponding boxes in the upper left corner.

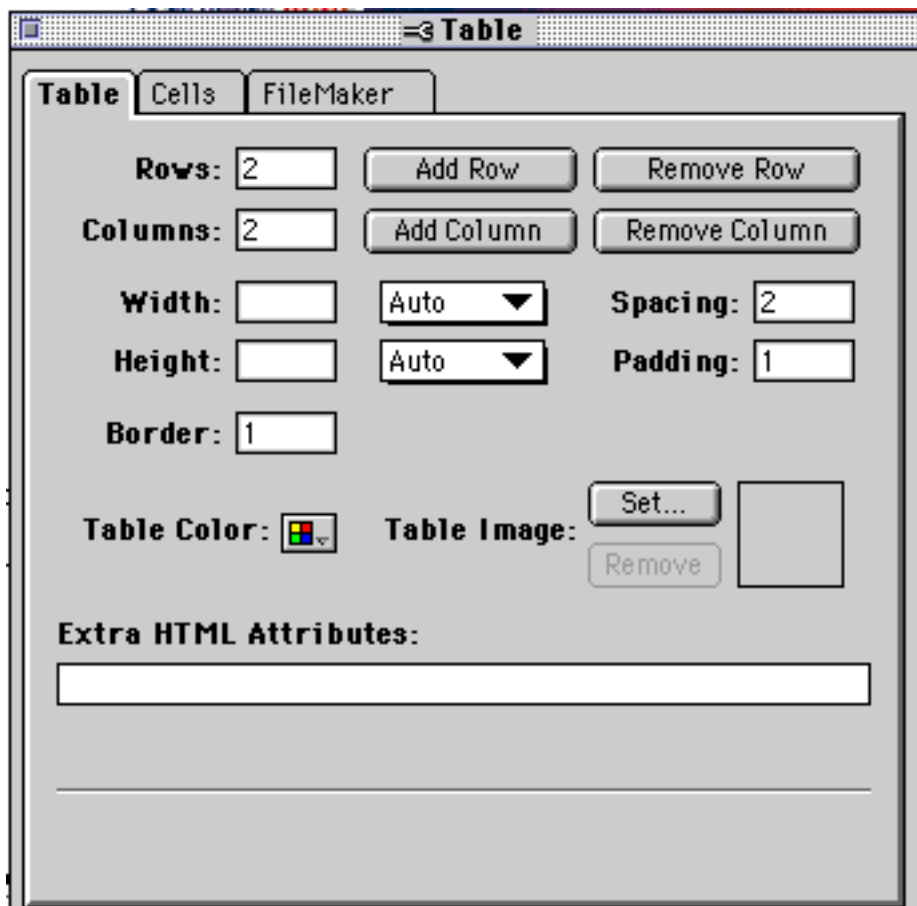
- **BACKGROUND COLOR:**

Choose a background color for the table if desired, or choose a background image. **Beware:**

Older web browsers (like Netscape 2.0) will not display background colors for tables.


If you choose to put white text on a dark table background, it may not be readable by all visitors.

- **BORDER:** If you want the table's grid lines to be invisible, enter "0" beside "Border." If you want wider grid lines, choose a number like "3" or "4."



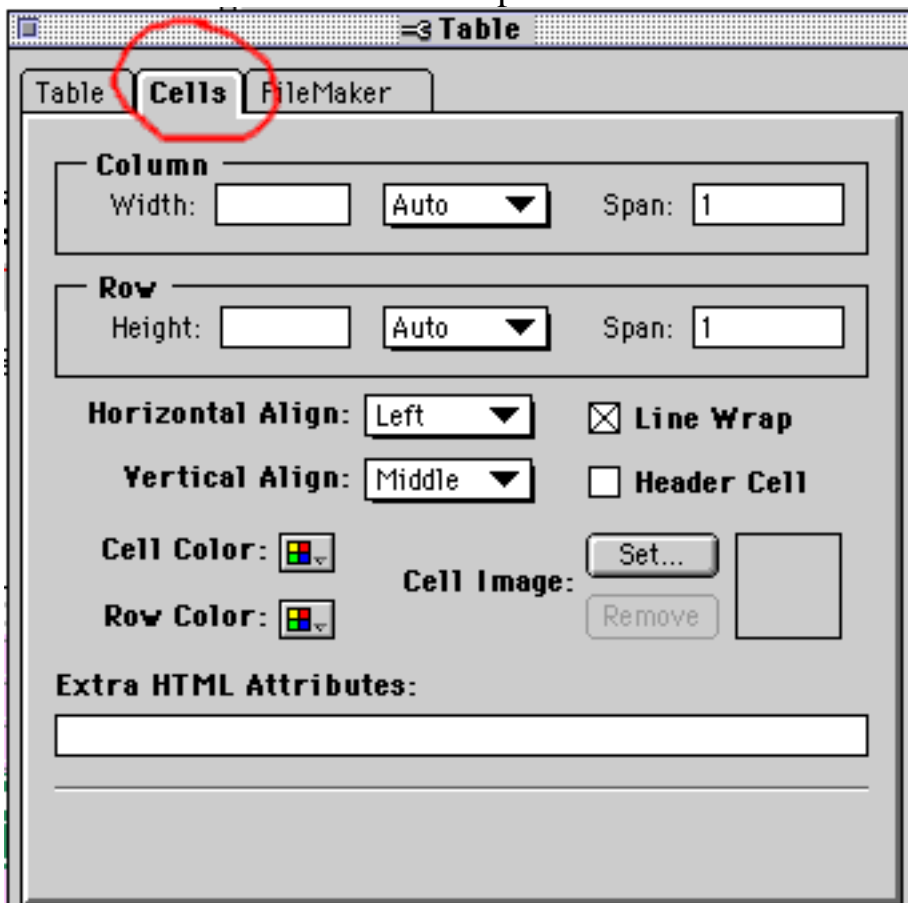
Enter and format text in the table:

- Close the "table options window."
- Click in each cell and type your text or insert pictures. Formatting choices are the same but can vary between cells:


left aligned	Bold Text
right aligned	Red Text
centered	Linked Text
	Intermediate Webpage Writing

Edit the table and change **CELL SETTINGS**:

- Double click on one of the cell grid lines to display the "table options window."
- Click on the "Cells" tab at the top of the window. It is circled in red in the image below:

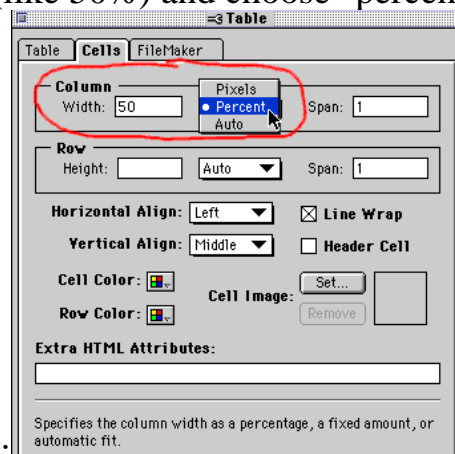


- **SPAN:** Make one row extend across the entire table by entering the number of columns in your table in the box next to "Span." In the example below, I made the first cell have a column span of "3."
- **ALIGNMENT:** If you have more text or an image in a cell, you might want to choose **Vertical Align = Top**.
- **COLORS:** Again, beware that older browsers don't display individual cell background colors or background images.
- In the example below, the top row has a column span of "3".

Gold Text		
Here is an example of white text, which is so long that it wraps to the next line. Since this cell has more information than others, I have selected cell alignment options in the cells to the right. The cell below is blank, and therefore does not even have the background color displayed.	Aligned to the Top	Aligned to the Bottom
		Aligned to the Middle

THE TRICKIEST PART: WIDTH AND HEIGHT

- By default, tables will shrink as small as possible to contain the text in them. If a column contains an image, it will shrink to the width of the image. This can be seen in the table above.
- If you want to change the displayed width of a column, click into a cell in the column.
- Double click on the cell grid to display the "table options window."
- Click on "Cells."
- Enter a percentage (like 50%) and choose "percent" next to **Column Width**. This setting is



circled in red below:

- Here is what the previous table looks like with the first column's cell width set to 50%:

Gold Text		
Here is an example of white text, which is so long that it wraps to the next line. Since this cell has more information than others, I have selected cell alignment options in the cells to the right. The cell below is blank, and therefore does not even have the background color displayed.	Aligned to the Top	Aligned to the Bottom
		Aligned to the Middle

- The first column will take up 50% of the window width unless a column containing an image (like the dog above) wouldn't have enough space. **IMAGES TAKE PRECEDENCE in determining table column width!**
- Resize your browser window to see the different ways your table is displayed, depending on how large the viewing window is.

ADVANCED TABLE TECHNIQUES:

- Use a blank image, sometimes called a "placer image," to rigidly maintain column width.
- Use templates included with Claris Homepage 3.0 which are set up with tables. A good choice is the calendar template:
 1. From the **FILE** menu, select **OPEN**.
 2. On your hard drive, find the Claris HomePage folder. Open the "**page_templates**" folder.
 3. Open a file like "**calendar_monday.htm**"
 4. You can now edit this file and make it your own calendar.

3. ADVANCED IMAGE TECHNIQUES

In General

- Large images can overwhelm a web page!
- **TO CHECK DOWNLOAD TIMES:** From the **EDIT** menu in Claris HomePage choose **Document Statistics**.
- Keep image sizes under 40K, no wider than 470 pixels, viewable on a 13 inch screen
- Save images with simple colors as GIFs.
- Save images with lots of colors (like photographs) as JPGs.

Image Formats

- **JPEG** (Joint Photographic Experts Group) retains 24 bit color (millions of colors).
 - Can compress JPEG up to 4:1 (lossy compression, some detail may be lost), compress in PhotoShop.
- **GIF** (Graphics Interchange Format) developed by Compuserve.
 - Limited to 8 bit color palette (256 colors)
 - Best for simple graphics
 - 2 variations of GIF: transparent and animated

Cross-Platform Considerations

- Macintosh and Windows computers share 216 of the 256 possible colors in an "8-bit color palette"
- Dithering—the computer combines colored pixels that look similar as a group to approximate a color not in the palette: often is a poor estimate
- Use the "[Netscape 216 palette](#)" when choosing colors for your webpages

- Use the "[Netscape 216 palette](http://www.homepage.co.uk/webcolour/)" when choosing colors for your webpages (http://www.homepage.co.uk/webcolour/)
- NonDithering colors: (hex code for HTML)
 - Black: 000000

Yellow: FFFF99

Light Blue: CCFFFF

Light Purple: CC99FF

Green: 66FF66

Dark Purple: 6633FF

Light Green: 66CC99

- White: FFFFFFFF

- Generally, colors that have the same digits/characters in each color pair are safe (first two are red, second two are green, third two are blue)
- Use the [Background Colors](http://www.infi.net/wwwimages/colorindex.html) webpage to choose colors, if you want to use colors not included in the Claris HomePage color palette (http://www.infi.net/wwwimages/colorindex.html).


Image tag options

- Review "[Image Options](#)" from the Basic Webpage Writing class.

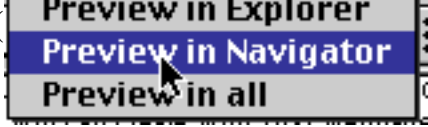
Creating and using background images

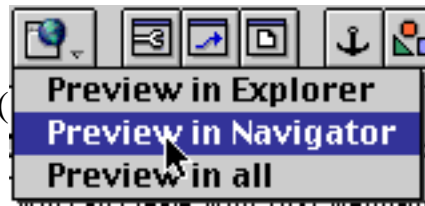
- Use the "cookie cutter command" in HyperStudio (option-command-C) to make background images for your webpages.
- The background image for this webpage was made using [HyperStudio](#) and Claris HomePage.
- If available, use [Adobe Photoshop](#) and change the opacity of your layer to make the image look "ghosted."

Imagemaps: A webpage graphic with defined "hotspots" which, when clicked on, serve as links to other webpages.



1. Using [GraphicConverter](#) (Mac), [PaintShop Pro](#) (Win), [PhotoShop](#) (Mac/Win), or another graphics program create an image which will have "hotspots" and serve as an image map for your website.
2. Key: make it clear where people can click to make something happen
3. Insert the image into Claris HomePage. ()
4. Double click on it. In the pop-up window, click on the "Behavior" tab at the top.
5. Click on the "Image map" radio button and click on "Edit."

6. Draw rectangles or circles to define "hotspots." Click on the link editor to create your links.
7. Close the window. You're done!

8. Choose to preview the webpage in your browser () and test the hotspot links.



Animated Graphics

- 3 present methods of online animation:
 1. Shockwave (MacroMedia Director)
 2. Java by Sun Microsystems
 3. Animated GIFs (like a flip book) - most browsers can display them
- Shareware software is excellent for creating Animated GIFs
 -  Macintosh: GIFBuilder (freeware): Download from www.download.com.
 -  Windows: [GIF Construction Kit](#)
- To create an animated GIF with either of these programs:
 1. Create separate images of the same size that you want in the animation (For example, using GraphicConverter).
 2. In the animation software, import the images and specify image preferences (like the delay between frames). The steps for GifBuilder are:
 1. From the FILE menu, choose ADD FRAME (or press Command-K)
 2. Locate the image you want to use as the first frame of your animation, and click OPEN.
 3. Repeat these steps for all the images/frames you want to include.
 4. From the EDIT menu, choose SELECT ALL.
 5. From the OPTIONS menu, choose INTERFRAME DELAY. Either choose "AS FAST AS POSSIBLE" or specify a delay as a fraction of a second.
 6. From the OPTIONS menu, choose LOOP and click FOREVER (or a specified number of times). Click OK.
 7. From the ANIMATION menu, choose START to preview your animation.
 8. From the FILE menu, choose SAVE.
 9. Name your file (make sure the extension remains ".gif") and save it in your website folder.
 3. Insert the saved image in your webpage like any other image.

Considerations when designing for TV (from MacWorld Dec 96 p. 173)

- avoid 1 pixel lines, since they seem to flicker as the TV scans odd and even lines alternatively
- NTSC colors are those viewable on TV
- Photoshop NTSC colors filter will automatically substitute non-NTSC colors
- avoid text fonts with thin stems and serifs

- "tight text" is bad
- good fonts are Helvetica Medium or bold, and Century Schoolbook
- Smallest font size to use: 14 point
- heavily saturated colors (red/yellow) are prone to "blooming": (spreading to adjacent lines, due to RGB limits)

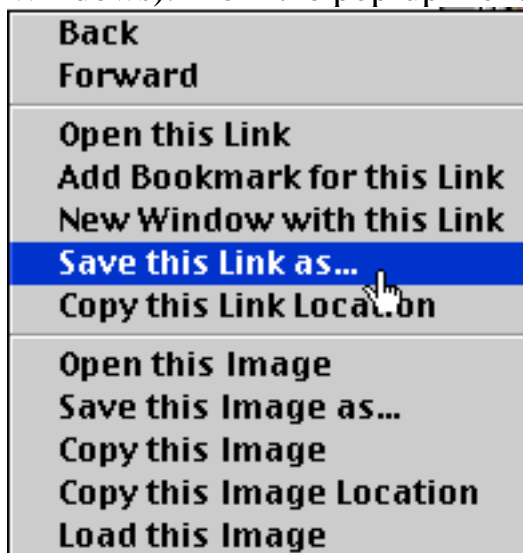
Another Cool Trick

- Insert `<lowsrc=file>` in the image reference tag to display a B&W version while a color JPEG image loads

4. MULTIMEDIA

Obtain Sound Clips or Movies

- Download free QuickTime software at <http://www.apple.com/quicktime/download/>
- Use the HomePage movie library, which includes Quicktime movies and Quicktime VR object and panorama movies.
- Locate a webpage that contains a sound file or movie clip you would like to include on your webpage. You first need to save a copy of it onto your computer's hard drive.
 - Here is a page with Mockingbird sound recordings: (<http://www.lsjunction.com/bird.htm>)
 - [ESC Region 20's Graphics and Sound Resources page](#) is excellent.
 - [Try the Clip Art Searcher](#) to look for sound files and other media files.
 - CNN has an extensive movie archive: (<http://cnn.com/videoselect/>)
 - Lots of demos are available from [Apple's Quicktime Movie Trailer site](#).
- To do this within Netscape, click on the link which plays the sound or movie and hold down the mouse (for Macintosh) or click once with the RIGHT mouse button (for Windows). From the pop-up menu, choose "Save this Link as..." or "Save Target As...."

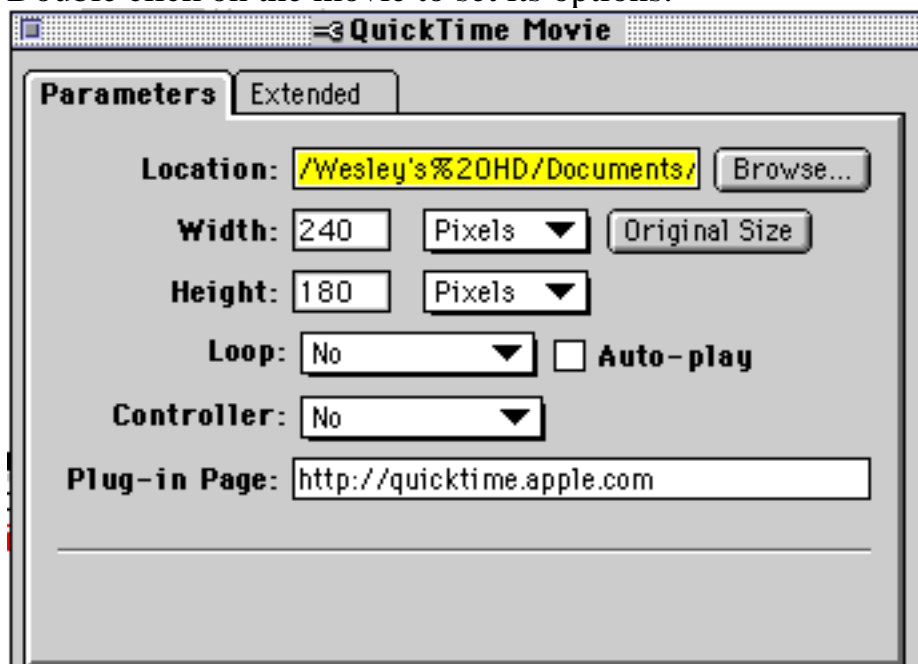


- Choose the folder/directory on your hard drive where you want to save the file. Usually, it

- is handy to save media files in the same image folder where your other graphics are located. **Make sure you save the movie with the three character extension ".mov" at the end. Otherwise, it will not display properly for visitors to your website.**
- MIDI files and other audio files (including CD tracks in AIFF format) can be converted into Quicktime movies. An example of a website using a CD recording as a background sound inserted as a Quicktime movie is available at: <http://www.uscavalry.org/defaultmusic.htm>
- For a more thorough, step by step guide to obtaining multimedia elements, refer to the online workshop "Multimedia Madness: Obtaining Images, Movies, and Audio Files from the Internet and CD-ROMs" at <http://www.lubbock.k12.tx.us/rush/downloads/multimedia/>.

Insert a Movie Clip

- In Claris HomePage, click on the spot where you want the movie displayed.
- From the **INSERT** menu at the top of the screen, select **QUICKTIME MOVIE...**
- Find the movie you saved on your hard drive, select it, and click on **OPEN**.
- Double click on the movie to set its options:



- You can choose to change the display size, make the movie loop over and over, auto-play (start playing immediately once loaded), and display a movie controller.
- Alternatively, you can **MAKE A LINK** to your movie file instead of inserting it into a webpage.

Play a Sound File

- To play a sound file, simply make a link to the sound file from your web page. To review this process, see ["Linking Files" in the Basic Curriculum](#).

5. Create a JavaScript Rollover with Fireworks



Step 1: Obtain and install Macromedia Fireworks.

- Visit <http://www.macromedia.com/software/fireworks/download/> to download a 30 day trial version of Fireworks.

Step 2: Create a new, original image file (this will be the default image)

1. From the FILE menu, choose NEW.
2. Select the dimensions of your graphic (Example: 150 pixels wide, 50 pixels high).
3. Click OK.

Step 3: Create the original (UP) and rollover (OVER) images

1. From the INSERT menu, choose NEW SYMBOL. Click BUTTON, then click OK.
2. In the work area of the button area (the new active window), create or import a graphic that will serve as the "Up" image (default).
 1. Click the text tool () and click inside the work area to insert text.
 2. Choose the text color, font, and size as desired using the tools at the top of the window.
 3. Click OK when finished entering and formatting text.
 4. Click on the Pointer tool () and then click on your text box or other graphics to move them. Once selected, you can make minute changes in position using the cursor keys.
3. Click the box to choose "Onion Skinning." (this allows you to precisely align your images)
4. Click the OVER tab. (This image will be displayed when the mouse passes over the graphic.)
5. Click "COPY UP GRAPHIC" to paste a copy of the "UP" state graphic you just created, and then modify it if desired.
 1. Double click a text box and choose a different text color if desired.
 2. When prompted if the colors "in other button states" should also be changed, choose NO.
6. Skip the DOWN and OVER WHILE DOWN tabs.
7. Click the ACTIVE AREA tab.
8. Click the LINK WIZARD to add a URL to the button.
9. Click the LINK tab to type a URL, or the FILE tab if you want to create a relative link to a local file.
10. Click the close box to close the button window.

Step 4: Save your file and export the separate image files and html code

1. From the FILE menu, choose SAVE.
2. Save the file in png format on your hard drive.
3. From the FILE menu, choose EXPORT.
4. Create a new folder on your desktop or elsewhere to contain the graphics and html code file.
5. Make sure GENERIC is selected under HTML Settings.

6. Give your file a name and click EXPORT.

Step 5: Move the image files and copy source code into your webpage

1. Copy all the image files you exported into the folder containing your webpage. Make sure you copy them at the same level as the page in which they will be used (don't put them in a separate images folder).
2. Open the HTML file you created in the export process. Copy the source code as explained in the file:
 - o Javascript code must be copied/pasted into the <head> section of your webpage.
 - o The HTML table that inserts the images into your document should be copied/pasted in the desired location in your webpage.

That's it-- you're finished! :)

- Note that you can use and modify already created buttons in Fireworks. After creating a new file, from the INSERT menu choose LIBRARIES and then BUTTONS.

6. FRAMES

Setting Up a Webpage with Frames

- A webpage using frames actually uses several different webpages at once. An example is Woodbridge School in Great Britain (<http://www.woodbridge.suffolk.sch.uk/>).
- The first thing you need to do is create the webpages which will be put together. I suggest creating:
 1. A navigation page that list links, which will be displayed in a narrow frame on the left side of the screen
 2. An information page, which will be displayed in the large main window to the right of the navigation page.

Create a "Frame-Set"


- First, open both your navigation page and your information page in Claris HomePage.
- From the **FILE** menu, choose **NEW** and then **FRAME PAGE**. Then click **OK**.
- Click in the boxes next to the pages you want to include in the frame-set: your navigation page and your information page. Leave the frame orientation set to "Vertical."
- The two pages should now be displayed in the left and right half of the screen.

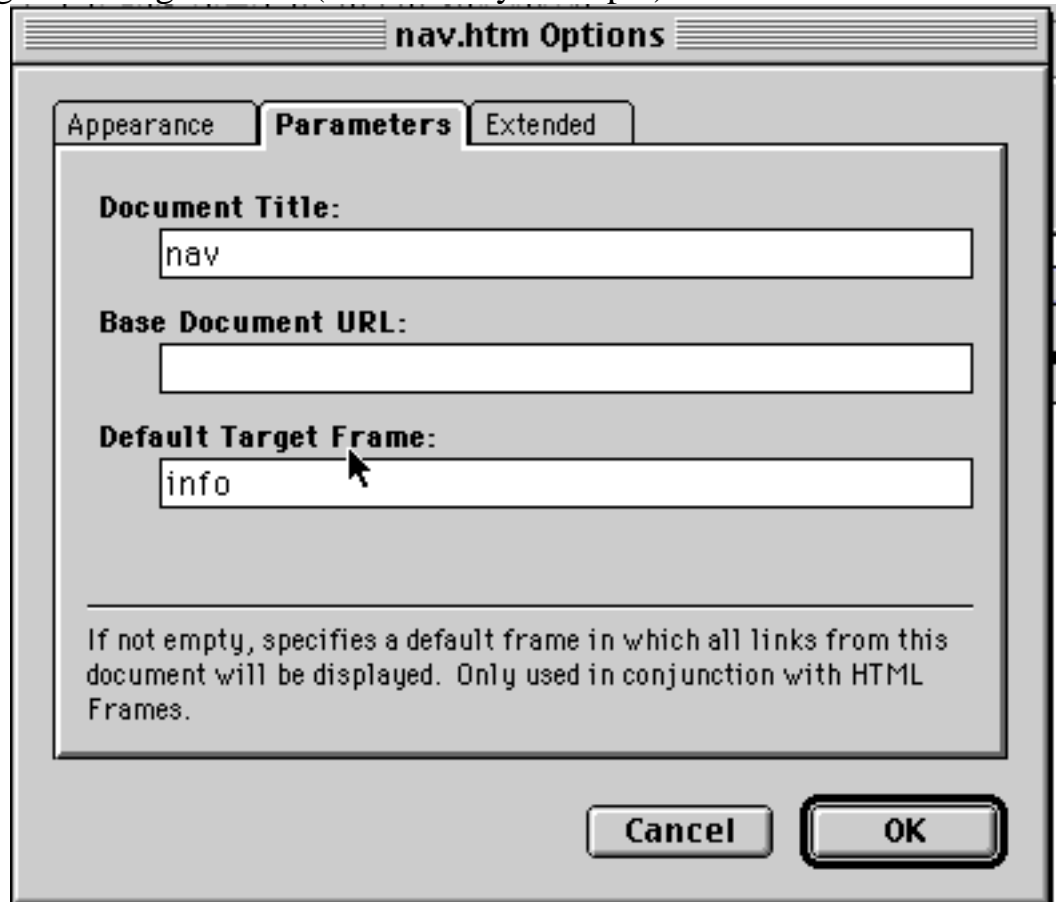
Change Frame Options

- Double click on the left frame.
 - o Enter a name like "nav" beside "Frame Name."
 - o Click on the "Appearance" tab. Set the **SIZE** to **20 percent**.

- Click on the right frame.
 - Enter a name like "info" beside "Frame Name."
 - Click on the "Appearance" tab. Set the **SIZE** to **80 percent**.

Set the "Default Target Frame" for the navigation page

- From the WINDOW menu at the top of your screen, select your navigation page.
- Click on the document options button () and then click on the **PARAMETERS** tab.
- Enter the name you gave the right frame ("info" in my example) below **DEFAULT**



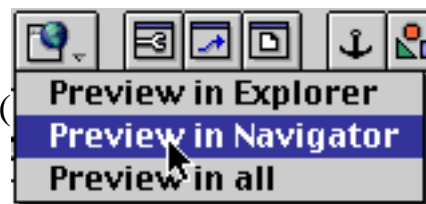
TARGET FRAME.

- Save the navigation page again.

View the Finished Webpage Using Frames

- Open your frame-set webpage again (select it from the **WINDOW** menu at the top of the screen).

- Click on the **Preview in Browser** button () and choose to



preview in Navigator.

- Your functional frame-set should now work. [Here is an example of a frame-set for this intermediate webpage writing curriculum.](#)

[intermediate webpage writing curriculum.](#)

7. Create and Insert PDF Files

What is a PDF file?

Adobe invented the portable document file format (PDF) to enable computer users to create documents that retain their original appearance and formatting, regardless of the computer platform used to view them.





[Adobe Acrobat Reader software is free.](#) (Macintosh and Windows versions available)

How Can I create a PDF file?

Adobe sells software, called [Acrobat](#), which allows users to convert any document (including an entire website) into a pdf file. Acrobat is commercial software, and a discount is available for educational licensing.


Much cheaper options for creating pdf files are:

-  For Macintosh users: "PrintToPDF" is a printer driver extension that allows most documents (including ones with graphics) to be converted into PDF format. PrintToPDF is not as robust or powerful as Adobe Acrobat, but works very well for most documents.
 - Shareware price: \$20
 - Download at <http://www.jwwalker.com/pages/pdf.html>
-  For Windows users: "Simple-PDF" has similar features as "PrintToPDF," but is not as sophisticated. It is more difficult to create pdf files from documents with inserted graphics, but it converts text files to pdf format handily.
 - Shareware price: \$20
 - Download at <http://www.archsfa.com/tangent/simplepdf/>

FREE PDF file creation:

- Convert a Microsoft Office file (or some other file formats specified on the website) into a pdf file FOR FREE using this website from Adobe: <http://createpdf.adobe.com/>

Insert a PDF file into a webpage

1. Move the pdf file you have created with one of the techniques discussed above into your website folder.
2. Make sure the filename ends in ".pdf" and it conforms to the same naming conventions as a webpage (no special characters, no spaces, etc.)
3. Type the text you want to use or insert an image you want to use as link for the pdf file.
4. Highlight the text and/or image, and click on the link editor button ().

5. Click on the BROWSE FILES button in link editor window (



) and double click on your

pdf file.

6. Close the link editor.

When visitors to your website click on the link you have created, their web browser should be configured to automatically either display your pdf file within the browser using installed plug-ins, or launch Adobe Acrobat Reader software to display the document.

It is a good idea to post a link to the download site for Adobe Acrobat Reader software on the webpage containing links to your pdf files:

- <http://www.adobe.com/products/acrobat/readermain.html>
- You can also include Adobe's Acrobat Reader download graphic, if desired:



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8. HYPERSTUDIO

Publishing HyperStudio projects on the web

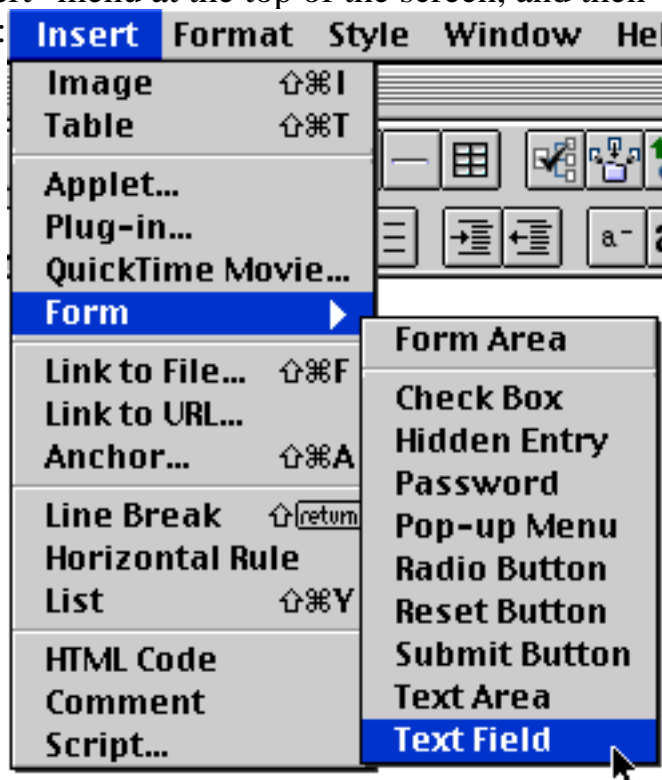
- The new Netscape Plugin makes it fairly easy to include Hyperstudio stacks within a webpage.
- Visitors can **seamlessly** view HyperStudio projects without launching another application, or having a copy of HyperStudio themselves. To do this, however, visitors must have a [HyperStudio Plug-In](http://K-12.pisd.edu/HyperStudio/HyperPlugged.html) (http://K-12.pisd.edu/HyperStudio/HyperPlugged.html) loaded for their browser.
- After downloading and installing the HyperStudio plug-in on your computer, [check out this sample webpage using HyperStudio animation.](http://K-12.pisd.edu/HyperStudio/Earth.html) (http://K-12.pisd.edu/HyperStudio/Earth.html)
- Make your stacks 16 colors instead of 256 to reduce their size (and their downloading time).

Refer to [Jim Hirsh's excellent "HyperInternet" webpage](http://K-12.pisd.edu/HyperStudio/HyperInternet.html) (<http://K-12.pisd.edu/HyperStudio/HyperInternet.html>) for details on this process. His section on ["Realtime HyperStudio on the Internet"](http://K-12.pisd.edu/HyperStudio/Realtime.html) (<http://K-12.pisd.edu/HyperStudio/Realtime.html>) is helpful.

9. GUESTBOOK

Modify an existing guestbook

- Creating a "guestbook" which visitors to your website can fill out and automatically email to you requires creating a **FORM**. Insert form elements in HomePage by selecting the "Insert" menu at the top of the screen, and then "Form," followed by your desired form item:



- All the form elements must be included in a defined "Form Area," which you can insert from the same menu.
- You can create a form webpage with HomePage, but it cannot work until you create a **CGI program** for the server which processes the information and creates an email message. CGI stands for "Common Gateway Interface."
- If you are interested in learning more about CGI and Perl, which is a common scripting language used to write CGIs, many resources are available:

CGI Sites:

- [The CGI Collection](#)
- [The Common Gateway Interface](#)
- [CGI scripts for Win NT](#)
- [Selena Sol's Public Domain CGI](#)

○

○ [Smiley's CGI/PERL Source Page](#)○ [Ranson's Freeware CGI Scripts](#)○ [Matt's Script Archive](#)



Counter CGI sites:

○ [Mailto 1.6](#)○ [EasyCounter](#)○ [AccessCounter CGI](#)○ [Web-Counter Usage Page](#)○ [WWW Homepage Access Counter](#)○ [Digit Mania](#)

Perl Sites:

○ [PERL -- Practical Extraction](#)○ [Perl CGI Scripts by Ziga Turk](#)○ [Perl reference materials](#)○ [Macintosh, Perl, Scripting, & WWW Authoring Resources](#)

- **SIMPLE SOLUTION:** The easiest way to create a guestbook form is modify an existing form which is setup to use a CGI program that will run anywhere (most CGIs will just work for webpages on the same server). This type of webpage is available for you to use! To use it:

1. [Link to my evaluation of this workshop.](#)
2. View the the HTML source code of that webpage and copy it all to your computer's clipboard.
3. Open a new HomePage document.
4. Switch to Edit HTML Source () and delete all lines of existing code.
5. Paste the code you copied, and then switch back to the EDIT mode ()
6. Double click on form elements, some of which will appear as rectangles with the word "Hidden" on them, to change their function.
7. More info on using this form type is available from [Feedback.com](#).

- The key ingredient which will make this form work for you is the address to which the webpage will "Post" its data: **<http://cgi50.freedback.com/mail.pl>**
- This free CGI script was originally offered for public use by a MIT grad student, now a private company has taken over the service. As a result, after submitting a form visitors will see some advertising banners. This is the trade-off for using a free CGI form.
- CGI programming can easily become complicated. Understanding of and modification of CGI scripts are part of the webmastering TEKS for Technology, however. Good luck!

10. Uploading your webpages to a server



If you have set up the "skeleton" of folders and files correctly on your hard drive, you will need to

If you have set up the "skeleton" of folders and files correctly on your hard drive, you will need to create directories on your server account that correspond to your folder names, as described in [Section 2](#). You will also need to upload all HTML and image files into these directories from their corresponding folders.

In some cases, other individuals may handle uploading for you. [Classroom Connect](#) is one company that will host up to 10 megabytes of school webpages on their server for **FREE**. They require you to send them your webpages on floppy disk.

If you have to upload webpages yourself, first obtain the address of your account on the server. Also obtain your password. **Carefully note** uppercase and lowercase letters!

Recommended Software:

-  **Macintosh:** Fetch is a file transfer program needed for uploading webpages to a server. It is FREE software for educators, shareware for others.
 - Use Fetch to initially log onto your account and set up your directories and subdirectories.
 - Fetch allows you to view all the files currently on your server, delete files, rename files, etc.
 - Download Fetch at <http://www.dartmouth.edu/pages/softdev/fetch.html>
-  **Windows:** FTP Explorer is a drag and drop file transfer program that functions similarly to Windows Explorer.
 - FTP Explorer is freeware.
 - Download it from www.download.com.

Alternatively you can use [Claris HomePage](#) to upload your webpages and image files. It will ensure all images to your document are uploaded and that your links are correct.

- First, from the "Edit" menu, choose "Consolidate." This will move all your image files (if desired) into a single folder.
- From the "File" menu, select "Remote" and then select "Remote Save."
- Enter the information for your server account. This information is available from your internet service provider. They should provide you with a domain name and directory pathname, your user name, and your account password.
- Choose to upload image files by checking the appropriate box. All image files associated with the webpage you are uploading will be sent to the server.
- Upload each webpage with these same steps.