

Web Tutorial

To have your own home page on the World Wide Web you need to have an account on a computer that runs web server software. Web server software receives requests for web pages from the Internet, retrieves the requested pages from a hard disk, and sends the pages back over the web to the requesting browser. If you are a student, staff, or faculty member at Illinois State University and have an Email account, you also have access to a Web server.

To set up your own home page you must create the page as a computer file and store it on a web server's hard disk. The page must be composed using special codes known as HTML, i.e. HyperText Markup Language.

The following is a summary of the process for creating a Web page:

- Create the text of the web page in HTML using a text editor.
- Store the page on your hard drive as a text file with the extension .htm. If this is a Home Page name it welcome.htm.
- View the page from your browser - In Netscape select File and then Open Page.
- Edit the page using the text editor, review it again with your browser, edit again, etc.
- Define any directories you will need on the web server.
- Upload the finished page to the web server along with any images your page uses.
- Check and Validate your web page [[Link1](#)] [[Link2](#)]

Definitions

BROWSER - see web browser.

HOME PAGE - a web page that is intended to be the entry point for people viewing your web pages. Commonly named welcome.htm.

HTML - HyperText Markup Language, special codes added to a text file so that it can be viewed by a web browser.

HTML DOCUMENT or HTML FILE - a web page.

TEXT EDITOR - a computer program that facilitates the creation and editing of a text file.

VIEWING RIGHTS - your files and directories on a server may be private, i.e. they can be viewed and altered only by you. The rights must be set to allow others to view your pages but not alter them. These rights are set for you on the ISU Web server.

WEB BROWSER - a computer program that retrieves and displays web pages.

WEB MASTER - the person responsible for maintaining and administering a web server or web pages.

WEB PAGE - a text file containing HTML and available through a web server.

WEB SERVER - a computer running web server software.

WEB SERVER SOFTWARE - software that receives requests for web pages from the Internet, retrieves the requested pages from a hard disk, and sends the pages back over the web to the requesting browser.

Overview

This tutorial was developed primarily for Illinois State University faculty, staff and students. If you are associated with the university you will need an e-mail account. If you don't have an account, you can get one at the Illinois State University Home Page ([Faculty, Staff, and Students ONLY](#)). If you have the necessary accounts then you are ready to proceed.

If you are not associated with Illinois State University, but you have access to a web server at school or work, contact your webmaster (the individual who is responsible for the web server) to see how you can get your files on the Web.

If you do not have access to a server at work or school, check to see if your community operates a FreeNet, a community-based network that provides free access to the Internet. Lacking a FreeNet, you will have to contact a local or national Internet service provider (ISP) that will provide you access to the Internet and space on a hard disk for you to store your web pages (for a fee, of course).

Your Internet service provider will be able to provide instructions and assistance for putting your web pages on the Internet.

What Isn't Covered in This Tutorial

This tutorial assumes that you:

- know how to use a text editor
- have a general understanding of how web servers and client browsers work
- have access to a web server (not needed if you only want to produce HTML documents for personal use in local-viewing mode)
- know how to use Netscape Navigator or some other web browser (Good assumption since you are reading this)
- Instructions for Creating Web Pages
- ASSUMPTIONS:
- You are using a PC with Windows.
- You have used Netscape and a text editor.
- You know how to write an HTML document.
- Your Home Page will be named welcome.html on the web server.

Procedure

First you must create your HTML document(s). There are two basic ways to do this, (1) use a text editor on the web server or (2) use a text editor (e.g. Notepad) or an HTML editor (e.g. HotDog) on your computer and then upload your HTML document(s) to the web server. These instructions are for the second approach.

1. Click on an icon to bring up a text editor (e.g. Notepad). Then type in your entire home page HTML document. Edit it as needed. Save it on your computer's hard disk as welcome.htm.
2. Click on your browser's icon to start it (do not close the text editor). If the browser tries to connect to the Internet click on the Stop button.
3. Open the web page you have just created and saved on disk. You do this with Netscape by clicking on File and then on Open Page and then selecting the file.
4. Your web page should now be displayed just as it would be on the Internet.
5. Look over the page carefully. If you see something that you want to change, click on the window containing your text editor.
6. Make the changes you want to make to the web page and save the changed version to disk.
7. Click on the window that contains your browser and then click on the Reload button. This will display the changed version of your web page you just saved before leaving the text editor.
8. Look over the web page again, go back to the text editor to make changes, and come back to the browser to reload the new version. Continue this until you do not want to make any more changes.
9. Now exit the text editor.
10. From here, I suggest you go to the next lesson to learn how to upload (copy) your HTML file to the web server.

How to Upload Your Web Page to the ISU Web Server

Assumptions:

- You are using a PC with Windows and know how to use Windows Explorer.
- You have an E-mail account on the Illinois State University mail server.
- You have created a Home Page HTML document on your computer's hard disk or on a floppy disk.
- You can log onto the Illinois State University network (ISUNET).
- You want to store your home page HTML document on your university allocated directory space.
- You will place your own graphics files that are referenced by your home page in a subdirectory on the web server named W:\images.
- You know how to use a browser such as Netscape.

Procedure

1. To transfer your web pages and images to the ISU web server:
 2. Log onto adilstu
 3. Start Windows Explorer
 4. Look in the list of drives for drive "W"
 5. If you do not have a W drive listed, see the suggestions below.
 6. In Windows Explorer, click on the W drive.
 7. Create a new directory on drive W named images
 8. Using Windows Explorer, move your home page to the root directory of the W drive
 9. Using Windows Explorer, move your images to the images subdirectory of the W drive.
 10. Now lets see if this worked. Double click to start a browser session, e.g. Netscape.
 11. Enter: <http://www.ilstu.edu/~ULID/homepage.html>
 12. Where ULID is your ISU email id and homepage is the name you used for your home page's HTML file name.
 13. If the good Lord is willing, you should see your home page. If not, something went wrong somewhere.
Recheck your steps.
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Getting Access to your W Drive

If Drive W does not show up on the list of drives in Windows Explorer:

If you are in a campus lab, look on your Windows desktop screen for an icon that maps drives (MapDrives) and double click on it. The icon may be in the Itools folder.

If there is no icon, contact a lab monitor or technician for the lab you are in.

If you are using your own computer and have not installed Itools (or have an old version installed), go to Julian Hall, Room 115 (SW corner, first floor), and get a CD containing the home version of Itools. Installing Itools will set up a link to your W Drive that is on the university server. The technical version is that a WINS server is installed on your machine that connects to the university server using Microsoft Networking (which is also installed on your machine).

If none of the above helps, call the Computer Users Services Help Desk at 438-HELP (438-4357)