

Outline of Web Workshop II

First Session, 17 February 2004

Thanks for coming to the first of two sessions on creating Web pages! By the end of the first session, facilitators Ben Bergen, Diana Stojanovic, and Kevin Roddy will show you how to create and publish a Web page.

You'll have something to show for your effort by the end of the hour. Next week, we'll address some additional topics not covered in this session.

Today's workshop will use the Windows environment; however, you can build fantastic pages on the Macintosh too! Information on where to obtain the latest browsers and file transfer utilities used today for Windows and Macintosh can be found below. This is what we'll be covering today:

1. Welcome, and brief introductions of facilitators Ben, Diana, and Kevin.
2. Participants will give a brief history of their Web building experience. (We'd like to know the expertise of the participants to make adjustments to the session if necessary.) **[2 minutes]**
3. Participants will view a short presentation by Kevin on the essentials of Netscape 7.0's Composer Web page utility, including how to:
 - a. format text
 - b. make tables
 - c. make numbered and bulleted lists
 - d. create hyperlinks to other Web pages ("external URLs")
 - e. create hyperlinks to documents in the same directory ("internal URLs")
 - f. include sound and picture files on your page: .wav, .PDF, etc. **[5 minutes]**
4. Kevin will open a pre-existing text file containing all of these elements and will make brief modifications of a selected piece of text in the window. **[3 minutes]**
5. It's a good idea to organize your work into directories that are easy for you to remember and easy for your site visitors to type into a browser. Create directories for different classes, projects, etc. and within these directories, create *subdirectories* to place images, sounds, etc. Each directory you create can have a default page that serves as an index for that directory. For example, the default page you load at <http://www2.hawaii.edu/~kroddy/> is actually <http://www2.hawaii.edu/~kroddy/index.html> <http://www.hawaii.edu/infotech> is actually

<http://www.hawaii.edu/infotech/index.html>

6. He will then use "SSH – Secure Shell Workstation," to transfer files from the local PC to the Web server. After the files have been transferred, he will use a browser to verify his work. **[5 minutes]**
7. Participants will spend the remainder of the time building or editing Web pages using Netscape 7.0 browser. At the end of the hour, participants will upload an index page and associated files to the Web server and view it. **[15 –20 minutes]**.
8. Before transferring files to the Web server, participants must first activate their Web directories using the UH Information Technology Service's utility, available at <http://www.hawaii.edu/personalhp/> (Step-by-step instructions are found on page 3 of this handout)
9. Next, using the directions on page 4, participants will use the SSH utility to connect to their account, transfer files, and verify that the files are readable using a browser. **[10 minutes]**
10. Please ask questions, and tell us what you'd like us to cover at next week's session.

Ben, Diana and Kevin will be roaming the room to answer questions and provide assistance if necessary.

The next workshop will be held on **Tuesday, February 24, 2004** and will address topics requested by the participants, e.g., using different language scripts on Web pages.

Lastly, where to get the programs used today:

The latest browsers can be downloaded from <http://www.tucows.com/> for the PC or Macintosh operating systems.

It's best to download the SSH program from the UH Manoa ITS site:

<http://www.hawaii.edu/infotech/getsoftware.html>

The Mac version of the SSH utility is called "MacSSH."

Making your directory accessible

You're almost ready to publish your Web site! First, you'll need to make your account directory readable to others. *This is done only once, and may be modified in the future if necessary.*

Accounts through the University's Information Technology Services (ITS) are most familiar to UH faculty and students as "email accounts." However, ITS provides Web hosting, and allows you 20 Megabytes of storage space for your site. ITS has made it easy for you to set up your Web site directory.

1. Go to <http://www.hawaii.edu/personalhp/> Follow the link "Open the Personal Homepage Management Utility (in a new window)" under the heading "Personal Homepage Management Utility."
2. Enter your username and password to begin managing your account.
3. On the "Personal Tools" page, look for "Personal Home Page Options." Select "Enable Access to Home Page." This will make your "public_html" directory accessible. For right now, choose the option "Make everything within the 'public_html' directory viewable from the Internet."
4. Done!

Using the SSH ('Secure Shell') utility to move files from your local PC to the UH Web server

1. Have the files you want to transfer in a folder – use subdirectories to organize files more efficiently.
2. Open the SSH program. Press "Quick Connect," and under "Host Name" enter **uhunix2.its.hawaii.edu**
3. Enter your UH Username e.g., jsmith. Leave the other settings as is, and click on connect.
4. Enter your password.
5. Navigate to a folder in your account called "public_html" This is the folder where you will transfer your files.
6. Drag and drop the folder containing your files on your PC to the server.
7. Verify that the files are accessible and can be read by entering in your URL into your Web browser, e.g.,
http://www2.hawaii.edu/~your_login_id/folder_name
8. Can't see the edits you just made to a page? Verify that the files are in the "public_html" directory, and make sure you are spelling the name of the directories and pages correctly (servers are CaSe SeNSiTiVE)

Many people edit their Web pages live running Composer, SSH and a browser at the same time. Most problems can be corrected by verifying the spelling of file names, checking under_scores and directory paths. e.g., /public_html/papers/ling_770/my_paper.html

To view changes made to Web pages:

1. **Edit** and **Save** the file on your local PC.
2. **Refresh** the file on the PC side in SSH by pressing the double-arrow refresh button.
3. **Drag and Drop** the file to your Server directory.
4. **Refresh** your browser to view changes.

Test pages used in today's presentation may be viewed at:

http://www2.hawaii.edu/~kroddy/webpage_workshop/