

UH Documentation Project – Homepage Workshop

Feb 26, 2004, by Kaori & Him

1 Software to make webpages: Nvu

- Download it at <http://www.nvu.com/download.html>
- Choose your own Windows / Mac OS X version
- **PLEASE DO NOT USE MICROSOFT WORD!!**

2 How to make a webpage: Step by step

2.1 *Getting Started: Naming & Saving files*

- Start a new folder, name it with the name of your language
- Within in that folder, create
 - o “sounds” folder, where you put in your sound files (mp3 & wav are the most common formats)
 - o “pics” folder, where you put in your pictures files (jpeg & gif are the most common formats)
 - o All html files
- Default page of the site should be named as the name of the language
- Give sound & pic files **meaningful** names: include their English meaning
- Name files / folders with **small letters**

2.2 *Making the default page*

2.2.1 Text

- Introducing your language:
 - o Name of the language
 - o Where is it spoken? Who are the speakers of the language? How many speakers?
 - o Genetic relationship: Any related languages?
 - o What would you like to do? Word list? Songs? Stories?
- Font Format Toolbar: Top of the window (View → Show/Hide → Format Toolbar)



- Try **not** to use IPA symbols, because
 - o Not all computers have IPA fonts
 - o Not everyone can read IPA
- **Please talk to us**, if you do want to use **IPA** or other **non-Roman scripts**

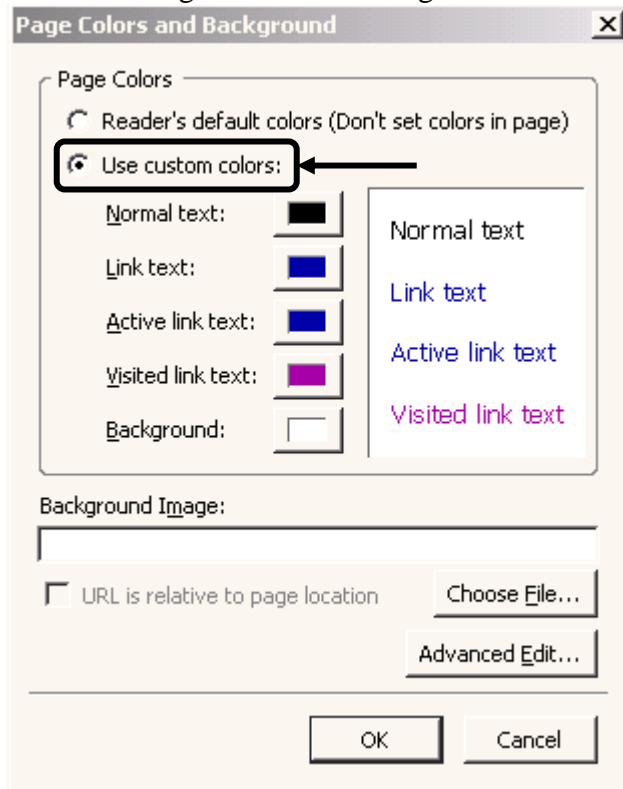
2.2.2 Links to other pages



- Highlight the text →
- Enter an address (e.g. <http://www.ling.hawaii.edu/~uhdoc/>)

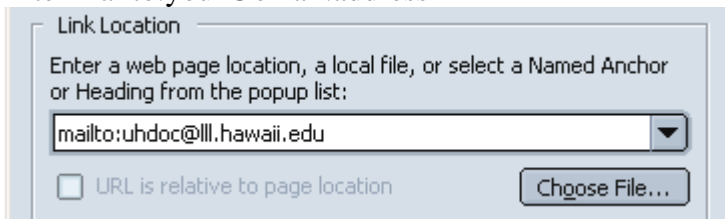
2.2.3 Background colors, link colors

- Format → Page colors and background → Use custom colors



2.2.4 Emails

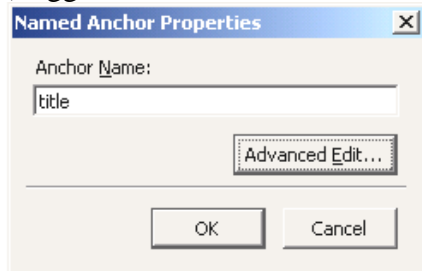
- Highlight the text → Right click → Create Link
- Enter mailto:your@email.address



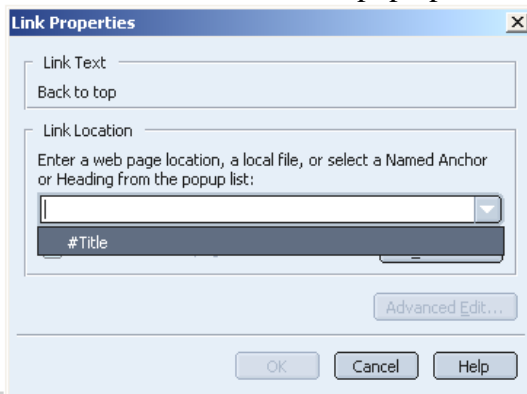
2.2.5 Targets / Anchors (“Back to top...”)



- Highlight the anchor → Anchor
- Enter & **remember** the anchor name
(Suggestion: choose the automatically generated name)

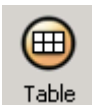


- Highlight the text → right click → create link
- Choose the anchor’s name from the pop up list



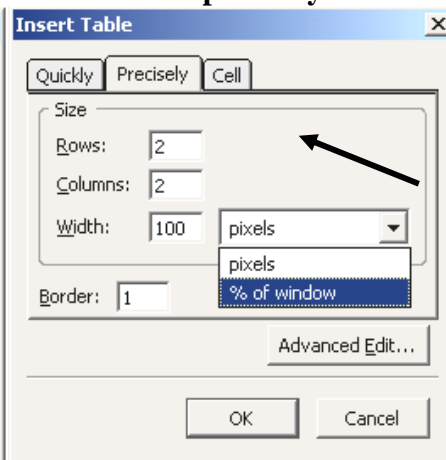
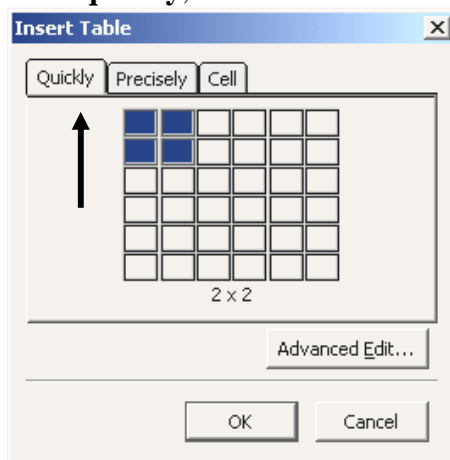
Back to top

2.2.6 Tables (Word list)



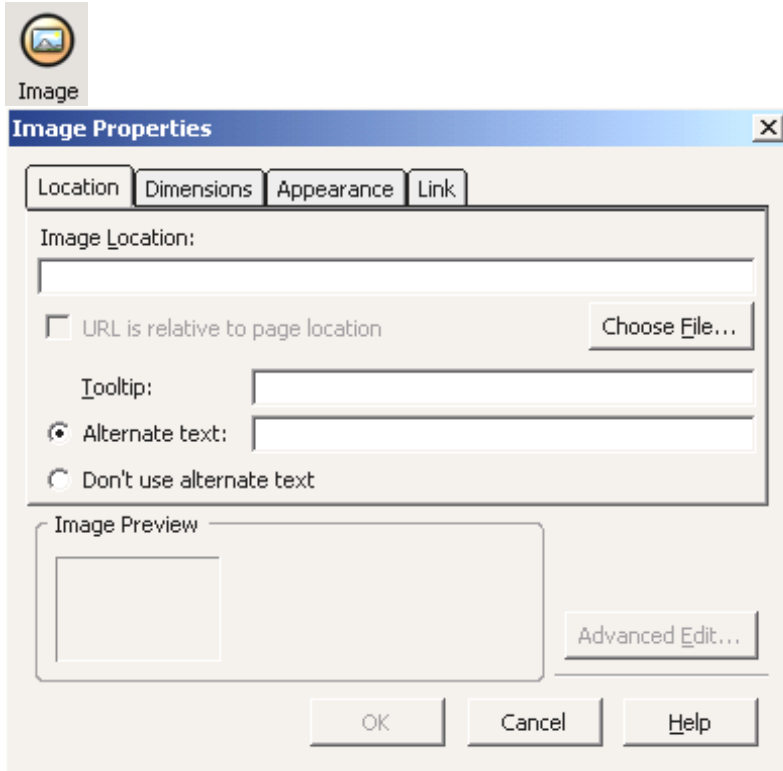
- Table
- Either:
Do it **quickly**, or

Do it **precisely**

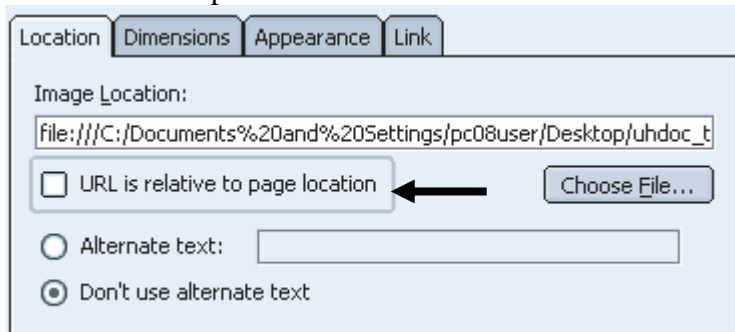


- Suggestion for borders: input 0 pixels if you do not want borders
- Suggestion for width: try to use % of window

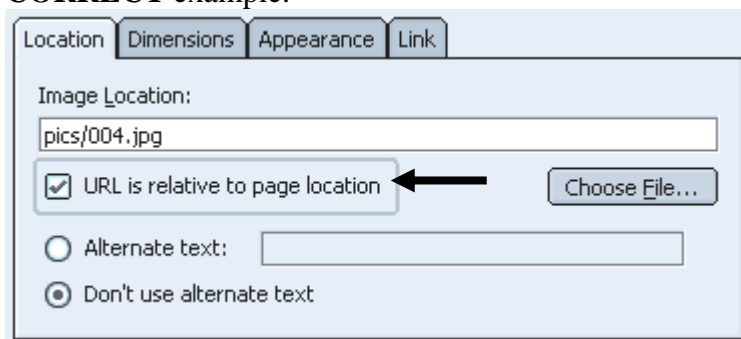
2.2.7 Pictures



- Choose File → **Check the box “URL is relative to page location”**
- No need to use “alternate text”
- **WRONG** example:



- **CORRECT** example:



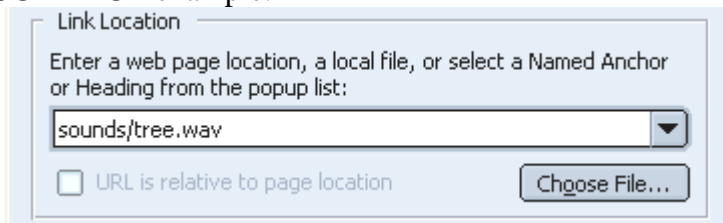
2.2.8 Sound files

- Highlight the text → Right click → Create Link
- **Be very careful when you choose files**
Links would **NOT** work if we simply choose the file, as it would be too specific
→ **Delete** the file:///C:/xxxxxx up to “sounds”
- **WRONG** example:



The screenshot shows a 'Link Location' dialog box with the following text: 'Enter a web page location, a local file, or select a Named Anchor or Heading from the popup list:'. The text input field contains the file path 'file:///C:/Documents%20and%20Settings/pc08user/Desktop/'. Below the input field is a checkbox labeled 'URL is relative to page location' which is unchecked, and a 'Choose File...' button. A black bracket is drawn under the file path, indicating it is the incorrect example.

- **CORRECT** example:



The screenshot shows a 'Link Location' dialog box with the following text: 'Enter a web page location, a local file, or select a Named Anchor or Heading from the popup list:'. The text input field contains the relative path 'sounds/tree.wav'. Below the input field is a checkbox labeled 'URL is relative to page location' which is unchecked, and a 'Choose File...' button. This is presented as the correct example.

3 Sending the whole folder to us

- CD-R
- Zip disk
- USB finger drives
(if you have one and could give them to us for a few days)
- Floppy for html files
(probably not big enough for sounds and pics) → **Email should be the final solution**