

# Chapter 2

## Making A WebSite A Walk-through Tutorial



### Learning Objectives

After completing this unit, you should be able to:

- create a customized website;
- discover some handy tricks in creating website;
- create, edit, build and publish a website; and
- customized a template by modifying an image and text.

### Word Watch

Customizing  
Stencil  
Gradient  
Template  
Wizard  
Home Taskbar  
Design Toolbar

# Using a Template

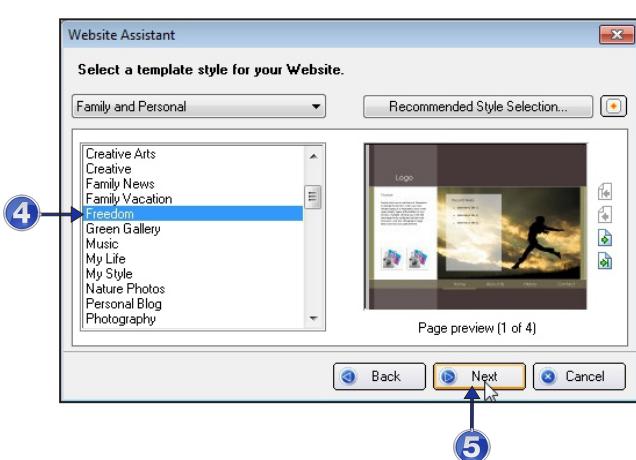
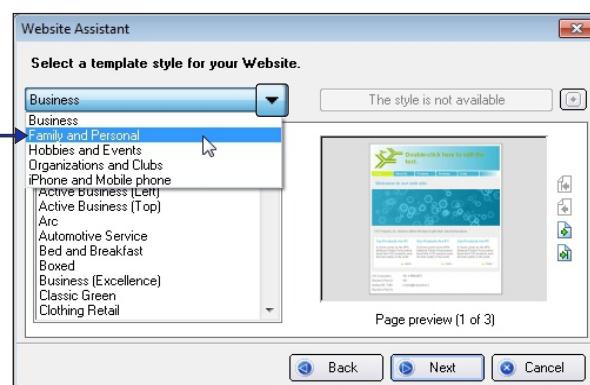
## Lesson 1

You can design your website using the template provided by Web Easy. To begin a sample website, you have to load or open first Web Easy.

- ① Click the **Web Site** button in the Activity Center to open the Web Site Assistant.
- ② Click on **Next** to go to the next step of the Web Site Assistant.
- ③ Click the **Family and Personal** tab.
- ④ Select **Freedom**.

This is a six-page template, which you'll use for your new site. It helps illustrate that a template can be used as a starting point and can be made into something entirely different.

- ⑤ Click **Next**.



- 6** Use the default storage location for your new website but change the name to **My Personal Website**

- 7** Click **Next**.

You're asked to add photos to the template. When you use templates, you might want to skip this step and make your individual selections later. In this tutorial, you'll add a folder full of pictures.

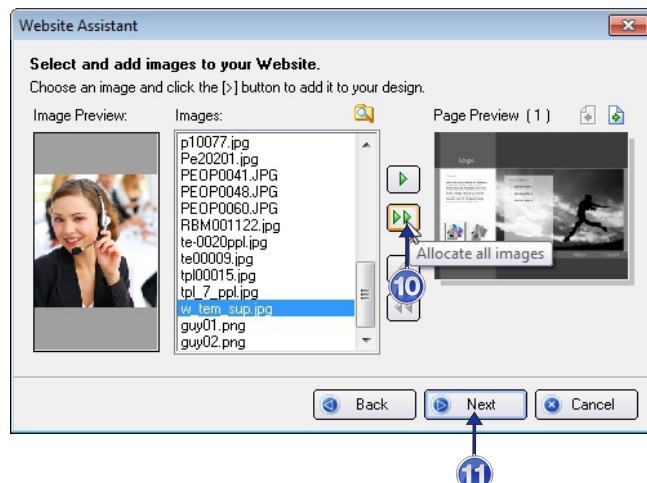
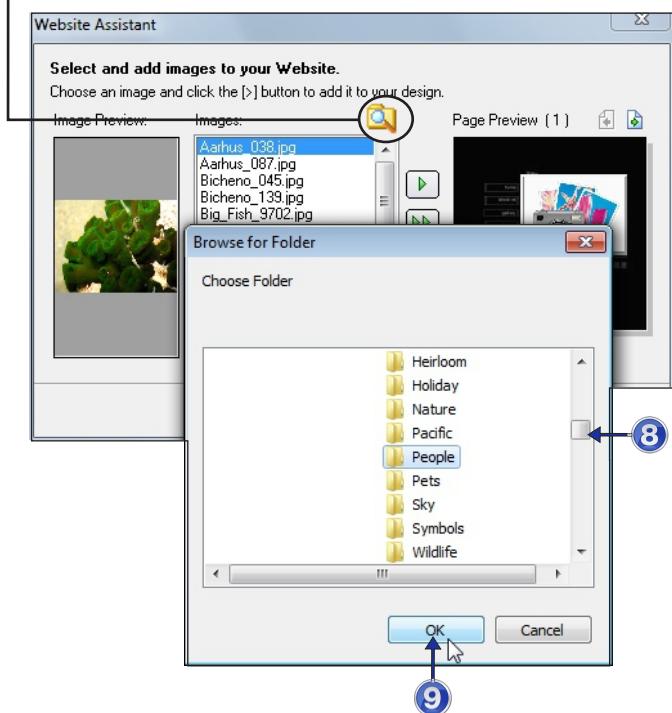
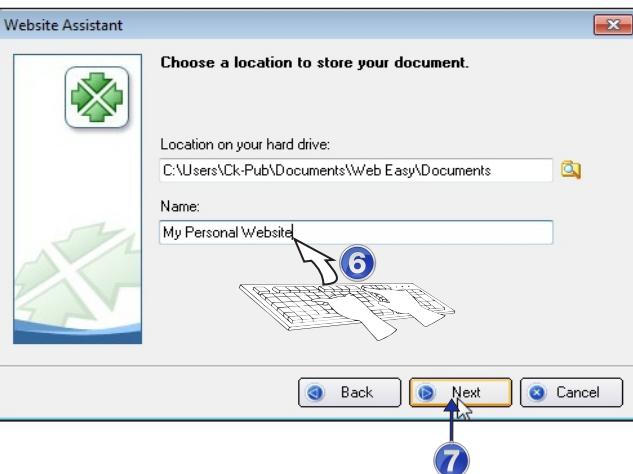
- 8** Click and drag the **Scroll** button at the right of the Images list to locate and select the **People** folder.

- 9** Click **OK**.

- 10** Click the **Allocate all images** button to move photos into pre-set positions for this template.

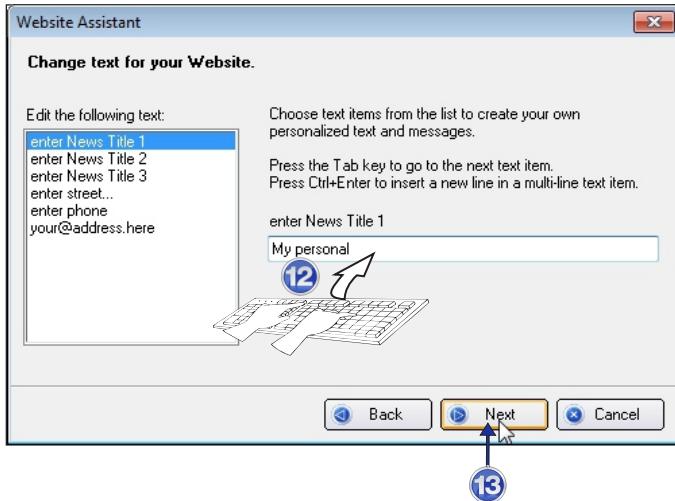
- 11** Click **Next** when the photos have all been added to the template.

This template asks for several pieces of information for this website. You can enter this now, or put this information later. The questions are there for your convenience in making your website.



- 12** Enter the information such as your name, e-mail, and address.

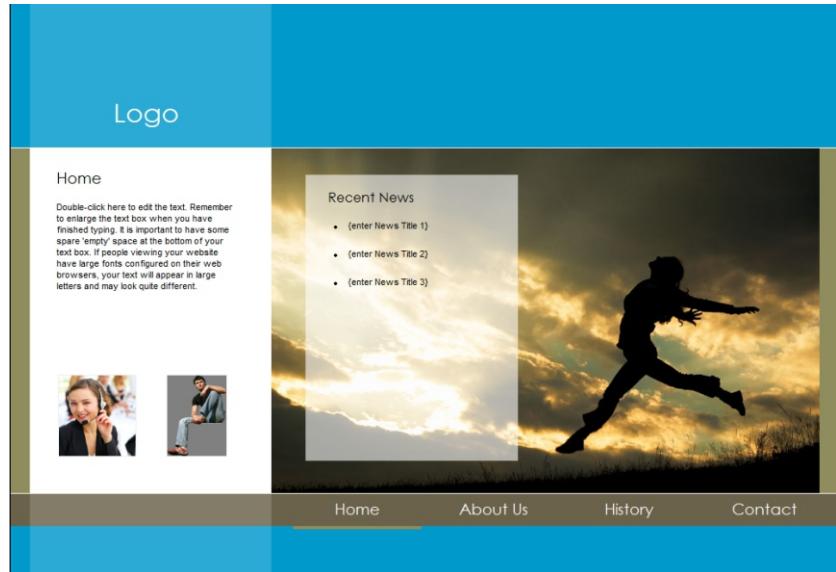
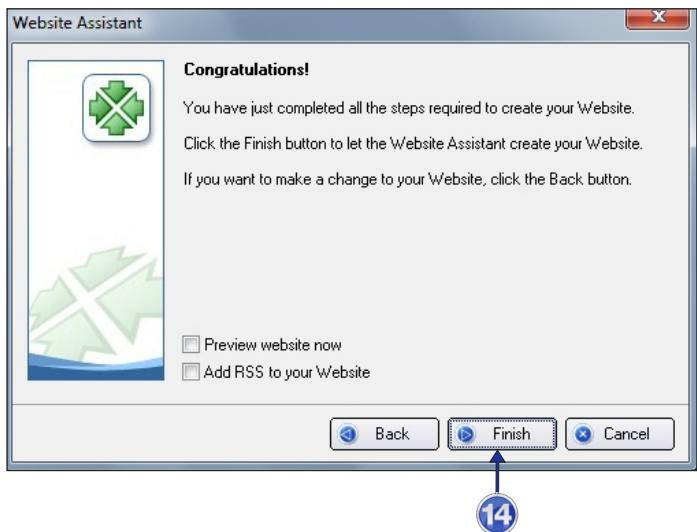
For your privacy, consider the information that you want to provide on your website. This information is visible to the public. For example, on a personal site, you might want to show the only city and state and not a street address.



- 13** Click **Next**.

The template steps are complete.

- 14** Click **Finish** to see your document in the Web Easy workspace.



# Customizing the Website Document

## Lesson 2

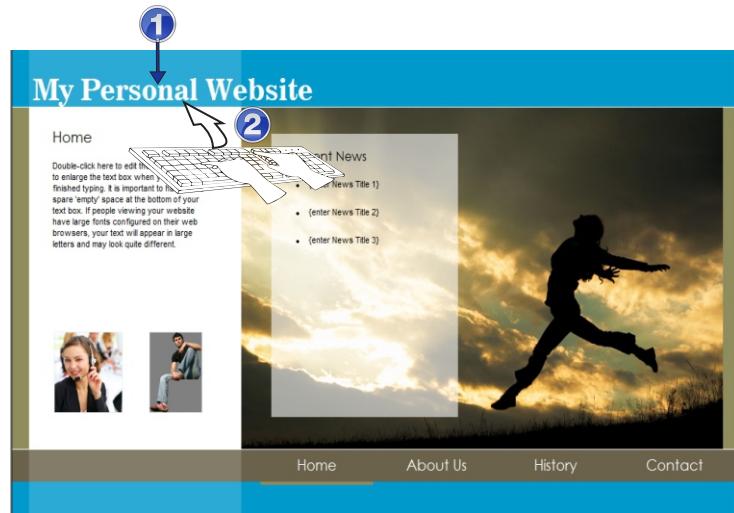
As you customize a website, you'll edit some text, change the background, change a photo, navigate the pages, and add a stencil.

### Editing a Text Field

- Double-click on the word **Title** above the main photo.

- Type the word **My Personal Website**.

You'll find that most templates already have text in a number of places on different pages. You would normally replace the text with your own or delete unneeded text frames.



### Changing the Background

The background is a bit lighter on this template, so this is a great time to see how easy it is to dramatically change the look of your site with a few clicks. You can choose from many custom backgrounds included with Web Easy.

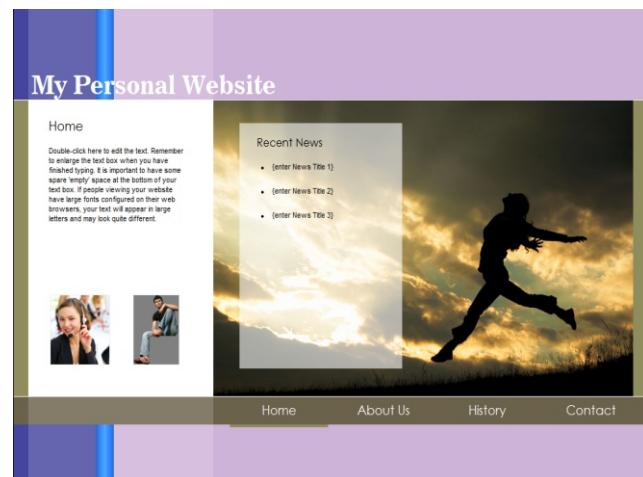
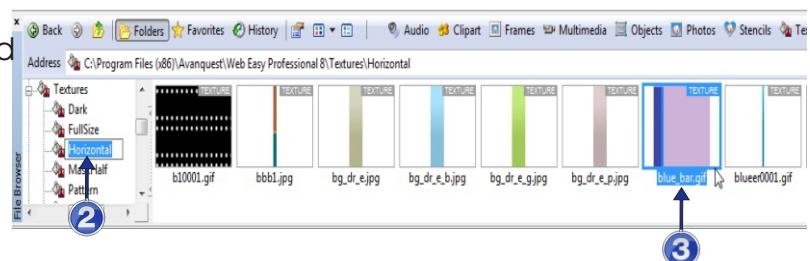
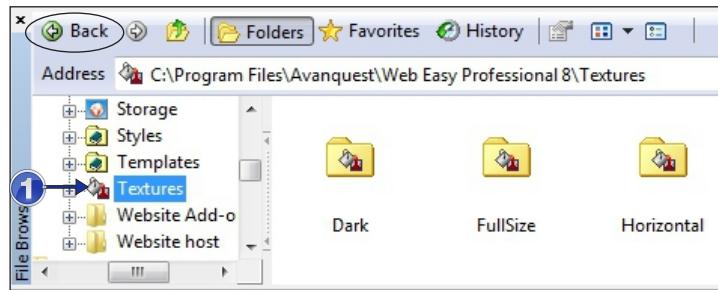
- Click the double-arrow button in the upper-right corner of File Browser and choose **Textures** from the list. Press **Ctrl+B** to view the File Browser.

The texture folders include a wide range of custom backgrounds.

- Scroll down the folders list on the left side of File Browser and choose the **Horizontal** folder.

You'll see a number of thumbnails of possible backgrounds.

- Click the thumbnail **blue\_bar.gif** and, while holding the mouse button down, drag the image to the workspace. Release the mouse button to immediately change the background.



You can try different backgrounds or press CTRL-Z to undo prior changes. You can look in the other folders to find many other designs.

- ④ Open the **Modify** menu and choose **Background** to open the Page Background Settings dialog.
- ⑤ Click **Gradient**.
- ⑥ Click **OK** to see the background change immediately on the page.

You can set the background to any fixed color, a gradient with any two colors and directions, or a texture. You can also choose to set the background for all pages.

## Changing a Photo

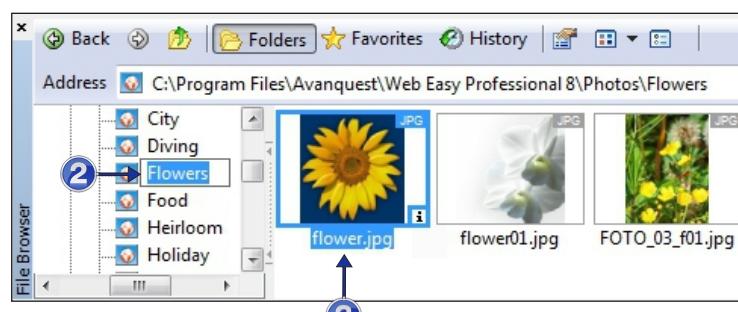
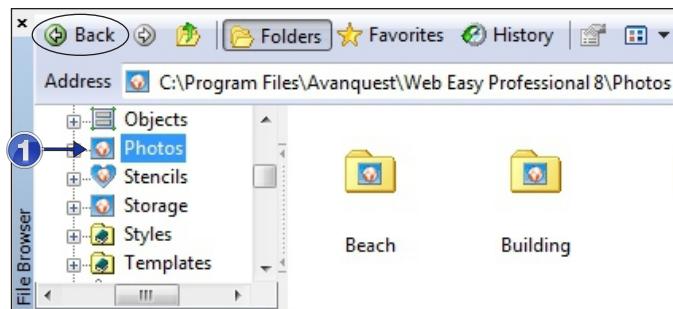
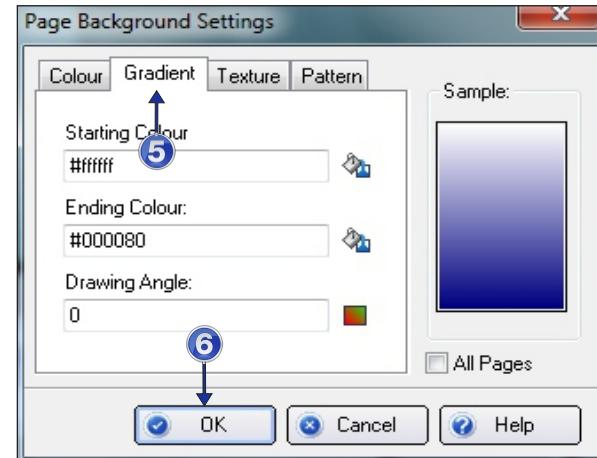
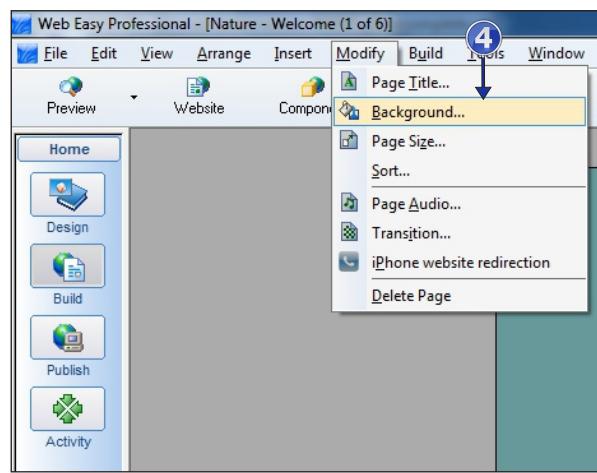
Next, you'll change a photo on this page using the File Browser. If the File Browser isn't visible on your screen, open the View menu and select File Browser.

- ① Click the double-arrow button in the upper-right corner of File Browser and choose **Photos** from the list.
- ② Click the **Flowers** folder.
- ③ Click the flower photo **flower.jpg** and, while holding the mouse button down, drag the image to the top, smaller picture.

Release the mouse button.

As you drag across other pictures, each picture shows its framing buttons.

You can experiment replacing other pictures or press CTRL-Z to undo a selection.

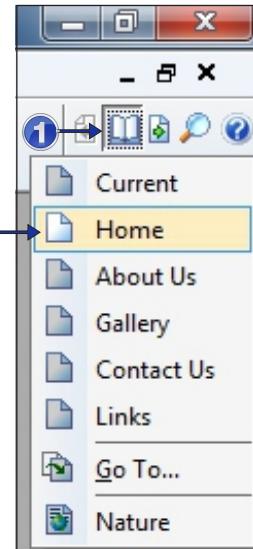


## Navigating the Pages

Use the navigation controls to move to other pages of your document.

- ① Click the **Go to page** icon to list all the pages by name.

- ② Choose **Home**.



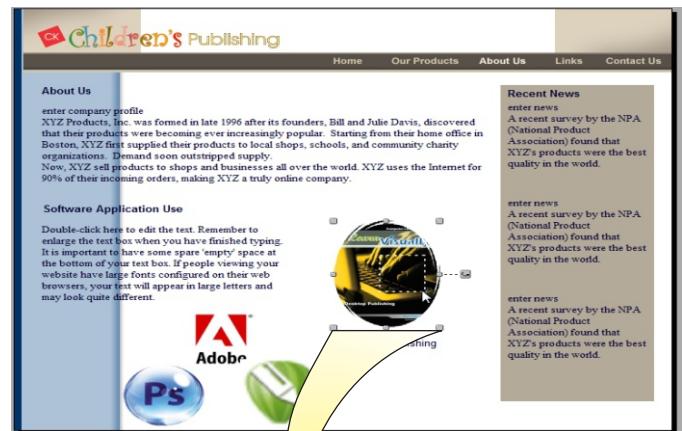
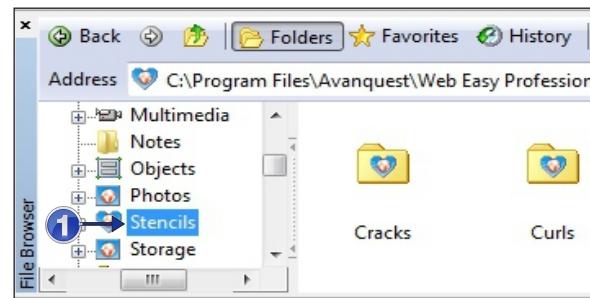
## Adding a Stencil

Use stencils to add a professional touch to your website with a few mouse clicks.

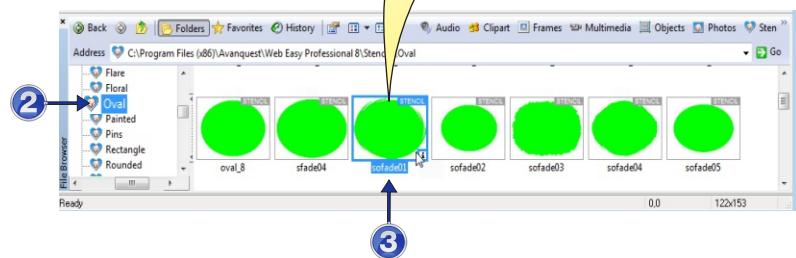
- ① Click the double-arrow button in the upper-right corner of File Browser and choose **Stencils** from the list.

The stencil folders include a wide range of borders and wash effects.

- ② Click the folder labeled **Oval** to view various oval effects.
- ③ Click on the third thumbnail **sofade01** and, while holding the mouse button down, drag the effect on top of the lower picture.



Release the mouse button.



# Viewing Website in a Browser

## Lesson 3

### Previewing Your Site

- Press **F8** to preview the website. If a dialog opens, click **OK** to start the preview process.

Web Easy makes a set of temporary files and performs various optimizations to make the web pages load quickly. This might take a couple of minutes depending on the speed of your system and the amount of system memory.

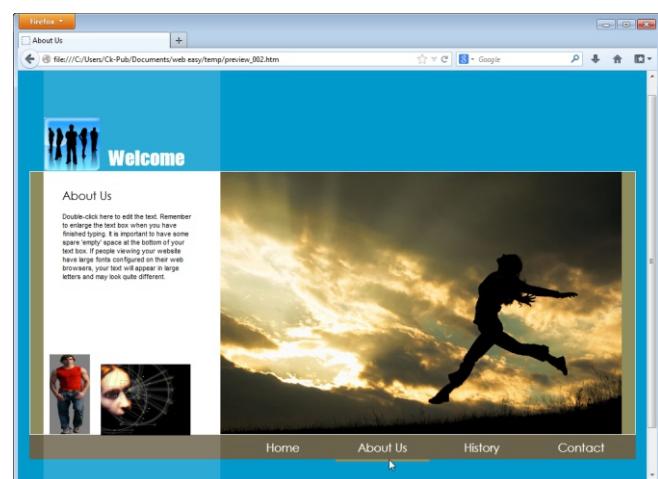
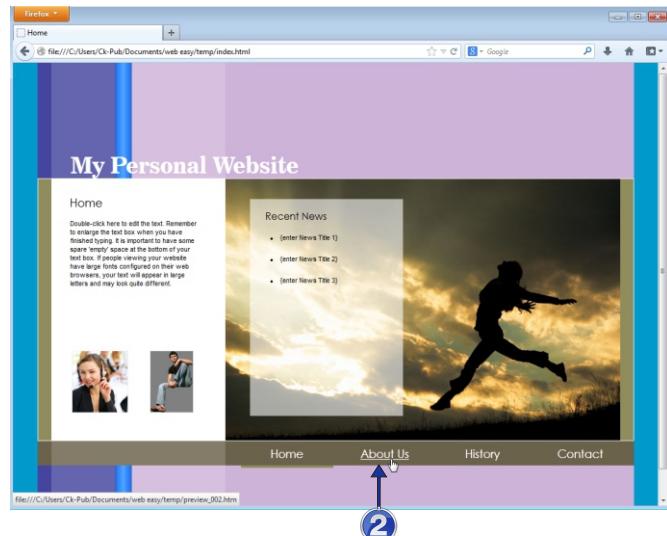
Wait for your browser to open and display your website.

- Click the buttons on the right to go into this site.

For example, click the About Us button.

Some of the pages are located and links to this page. You can explore all the pages. Note that the text on most pages is simply generic text included with the template. Typically, you would spend a little time adding real text to the site that fits your needs.

- Close the browser and return to Web Easy.



# Publishing the Website

## Lesson 4

Now to publish your website on the Internet.

- ① Click the **Home** button to display the Home Taskbar.
- ② Click the **Publish** button to open a Cue Card explaining more about publishing.
- ③ Click the **Use Avanquest's preferred Web Hosting service** option to open the Web Easy Publisher wizard.
- ④ Choose the **Open a FREE 14-day trial Hosting Account and publish your website** option.

Web Easy can work with all hosting services, but you choose this option because it is the quickest way to create a live test site.

- ⑤ Click **Next**.

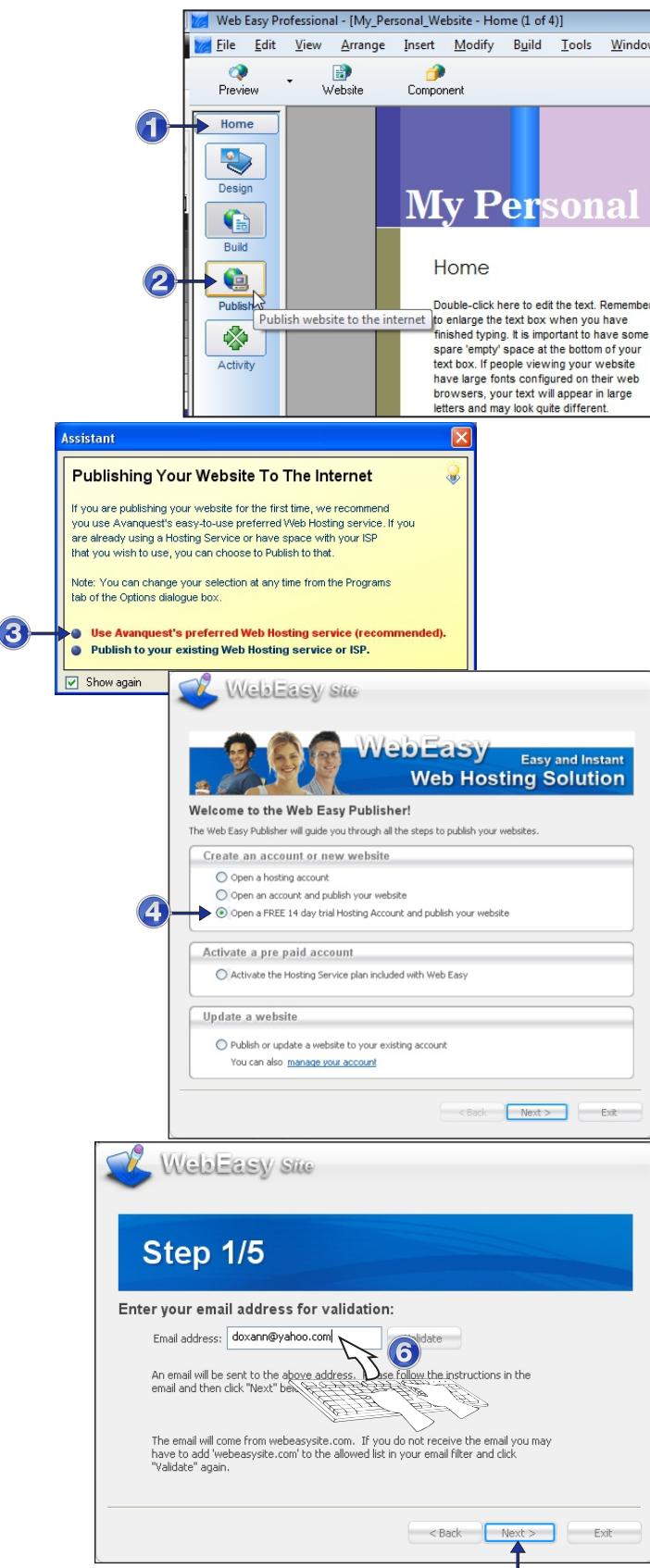
- ⑥ In the **Email address** box, type your email address.

Web Easy sends an email message to the address you typed. Open your email program and retrieve the message.

Click the link in the message to open your web browser. Follow the on-screen instructions to validate your email address.

Return to the **Web Easy Publisher wizard**.

- ⑦ Click **Next**.



- 8** Fill out the form.
- 9** Click **Next**.
- 10** Locate the folder that contains your Web Easy site.
- 11** Click **OK**.
- 12** Select the **Nature** option.
- 13** Click **Next** to upload your website to the web host.
- 14** When the site has been uploaded, click **View Site Now**.

WebEasy Trial Account Email Validation

Your Email Address: doxann@yahoo.com

To complete the email validation process, please read the words in the white box, type them into the text box below it (separating the two words with a space), and press on your keyboard or click the Submit button.

The CAPTCHA test you entered was incorrect. Please try again.

deduce learn

Type the two words:  
deduce learn

Submit

WebEasy Site

### Step 2/5

Choose User Details - Free Trial Hosting Account:

Username: Doxann (example: JDupond)

Type password: \*\*\*\*\* (at least 6 characters long)

Confirm password: \*\*\*\*\* (at least 6 characters long)

Please enter your contact details:

First name: Rolando

Last name: Anita

Country/State: United States AK

Address:

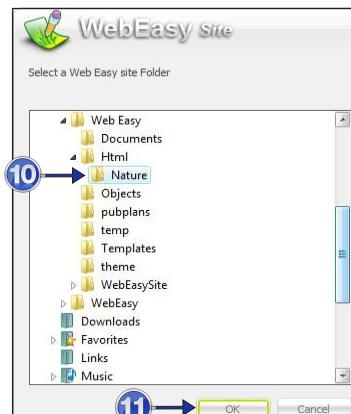
Town/City:

Zip/Postcode:

I would like to receive news and special offers from Avanquest:  Yes  No

Do you accept the Sales Terms and Conditions?  Yes  No [View Conditions](#)

< Back **Next >** Exit



WebEasy Site

### Step 4/5

Uploading your website:

Upload progress:

- Webster: **2 / 67**
- Current File: **D:\Users\Doc\Documents\Web Easy\Html\Nature\p-links2.htm** 100% 2.4 KB

Upload status:

- Uploaded domain: <http://sonnyfelix.k54.websaysite.com>
- Estimated time left: 143 seconds
- Transfer rate: 1.54 kB/second

**11** → OK Cancel

WebEasy Site

### Step 3/5

Choose a website to publish:

Site created with Web Easy Software  Site created with other software

**12** → Nature

WebEasy Site

### Thank You!

Site Information

Site: <http://sonnyfelix.k54.websaysite.com>

After 3 months, the site will be removed and you are encouraged to establish a regular account with us. Please write the address down, since it cannot be located if you lose it.

Please note that it may take a few minutes for your website domain to be available online. If you attempt to view the site too soon, you will be taken to a default page.

WebEasy Site Information

If you have any questions about your website, please contact us at:

Support: [Web Easy Site Support Center](#)

Website: <http://www.websaysite.com/1014/websay>

**13** → View Site Now Back Previous Next Exit

# Using Templates in Detail

## Lesson 5

Web Easy includes over 200 templates (over 500 templates for the professional version). Use the Web Easy templates to design a professional looking websites. Choose a template that suits your style, and then customize it with your own images and text.

Web Easy also includes special templates for creating a web page gallery of your favorite photos.

There are three major steps for designing a document using a template:

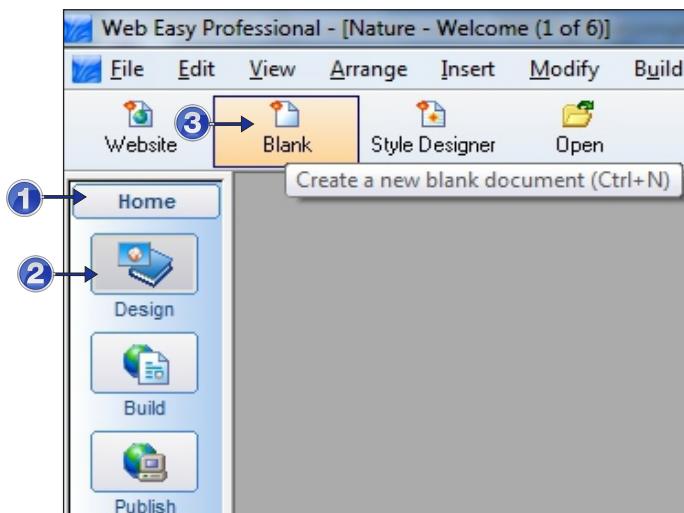
- Step 1:** Open a New Document
- Step 2:** Choose a Template
- Step 3:** Edit and Save the Document

If you already have a website design in mind that is different from any of the templates, you can create it using Style Designer, create your own design from scratch, or import an existing website.

### Step 1: Open a New Document

- ① Click the **Home** button to display the Home Taskbar.
- ② Click the **Design** button to display the Design Toolbar.
- ③ Click **Blank** to open the New Document dialog.

You can also open the File menu and choose New > Blank Document to open the New Document dialog. To continue creating your new document, continue to Step 2.



## Step 2: Choose a Template

- ① Select a template category tab in the **New Document** dialog, such as **Hobbies and Events**.

- ② Click a template name on the left to view a preview of that template on the right.

Templates that have "Wizard" as part of their name provide step-by-step guidance for creating that type of document.

For multiple-page templates, you can scroll through to look at each page by clicking the navigation buttons beside the preview.

Browse the different templates until you find the one that you want.

- ③ Click **OK**.

The document opens in the Web Easy workspace and is ready for editing. To complete creating a document from a template, continue to Step 3.

## Step 3: Edit and Save the Document

- ① Replace the images in the image placeholders with your own images.
- ② Replace the text with your own text.
- ③ Change the page background, if desired.
- ④ Click the **Home** button to display the Home Taskbar.
- ⑤ Click the **Design** button to display the Design Toolbar.
- ⑥ Click the **Save** button to save your document.

After your document is complete, you are then, ready to build and publish it.



# LABORATORY MANUAL

## Chapter 2 Making a Website

Excited to make your desired web site? This chapter will surely make each student creative and have fun in each of the projects that they will be making as they tackle automation on web page creation using Web Easy's templates and built-in work files.

### Objectives

After completion of all the computer laboratory activities in this chapter, the student will be able to create web sites from template and modify to create the desired sites.

### Lab 1.1 Family Web Site

*Estimated Completion time: 25-30 Minutes*

Directions:

1. Open and answer to complete the activity **Our Family Site**.
2. Fill in the text boxes with the appropriate information needed for each page.
3. Insert picture and logo (own design) to enhance each page of your website, and apply text formatting.
4. Study the links in each page to see how each page is linked to and from the home page.
5. Save the activity in your working folder as **OurFamilySite**.

**Score**



**Preview:**



### Lab 1.2 Our Library

*Estimated Completion time: 25-30 Minutes*

Directions:

1. Open and answer to complete the activity **Our Library**.
2. Fill in and edit the text boxes and pictures to design your own school's mini-website. Scan through the four (4) pages to complete the website.
3. Insert pictures, cliparts, background, and animation using the file browser.
4. Save the activity in your working folder as **OurLibrary\_School**.

**Score**



**Preview:**

