

Creating Web Pages using SeaMonkey

Loyola University New Orleans Monroe Library

Approaches to Web page construction

Web pages are computer files, just like a research paper or a budget. Each page is a separate file. Any images on the page are also separate files. Individual pages are created and edited like any other computer document. The simplest thing to do is keep all your pages and images in a single folder on a single flash drive or hard drive together.

Before you start: *plan, plan, plan*. Set your goals. *What do you want to do?* What information needs to go into your pages? How will the material be divided up? How will viewers move from page to page? Gather images before creating pages. Create pages before linking them together. Break your content into individual pages. Keep it simple: one topic per page. Consider your intended audience, but remember anyone can see pages posted on the Internet.

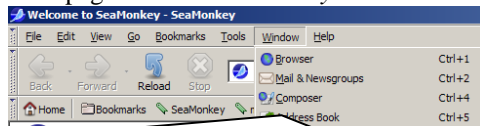
How do you want to organize your material: chronological, geographical, topical, task-oriented, metaphoric, or other? Structures can be linear, by table of contents, or multiple links. Consider a mockup on paper both of individual pages and of the relationships among pages. What's on the initial or home page? How many pages are needed? How will pages be laid out? Create a consistent look and layout. How will users navigate among pages?

Style and appearance. You can control text size, color and font, insert images, and background color. It is not possible to completely control the appearance of a Web page to each and every user; there are different computers with different monitors and different Web browsers with different settings.

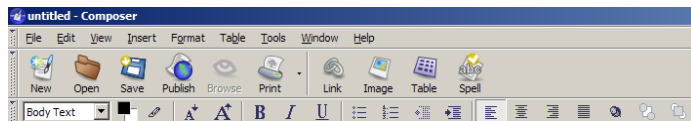
Copyright. You **must** have permission to use text or graphics that you have not created. If not, you may be violating federal law. (Copyright help: <http://lcweb.loc.gov/copyright/> and <http://fairuse.stanford.edu/>.) Consider using *clip art*.

SeaMonkey Composer

SeaMonkey is a package of several programs. Besides a web browser, there is *Composer*, software for creating and editing Web pages. Start *SeaMonkey* and click *Windows*, drag to *Composer* and click. Starting *Composer* brings up a blank web page.



Text can be typed in directly or copied from another document. *Composer* can also be used to edit an existing web page. *Composer* has extensive help text; click on *Help* and drag down to *Help Contents*.



There are pull-down menus along the top: *File*, *Edit*, etc. Left-click the mouse on one of them to see a menu of functions you can perform. There are two additional toolbars with icons for these and more functions.

Do not save files using names with spaces. The name *page.htm* is ok, but *my page.htm* is not; use *mypage.htm* or *my_page.htm*. Change any graphic file names with spaces, too. Be careful with capitals in file names. Use *htm* or *html* as the file extension; stick with one (*SeaMonkey* adds *html*). Reuse graphics on many pages to save space. Use only JPEG, GIF and PNG graphics.

Text

Add text as you do in a word processor: simply type what you want or copy it from another document. Formatting can be applied to selected text or to all text typed after the change. *Enter* will start a new line. See the exercises for details on changing text. To change fonts, use the mouse to highlight your text to change. Click on *Format*, and then drag down to *Font*. The top two choices are *Variable Width* and *Fixed Width*. The other choices show all the fonts on your computer. Users won't have fancy fonts, so stick with the basics.

Graphics

It's easiest if you have your images before starting pages. Use GIF, JPEG or PNG files; other files can be converted to these formats with software, e.g., *Photoshop*. Come to the Monroe Library for assistance and image editing computers. Click on *Insert* and drag down to *Image*. In the *Image properties* box, the *Appearance* tab shows how text will be formatted next to the graphic. Text can be even with the top, the center or the bottom of the image or flow around the image.

Additional settings in the *Dimensions* tab allow for changing the image size, but it can have odd effects. You can also set the amount of space around the image in the *Spacing* box in the *Appearance* tab. The *Alternative text* box allows you to put in text which will appear for those with text-only browsers or who have automatic loading of images off. To remove an image, click on it and press the *Delete* key.

Media Services in the Monroe Library has scanners to convert printed images, photographs and slides to computerized form. We also have digital cameras to take photographs and video in computer format. There are also a number of clip art images available for free through the Internet; search the phrase *Clip Art* for a list. To save an image from a web page, put the mouse cursor on the image and right click. Drag to *Save Image As* and select a location like your floppy disk.

Color and background

Besides setting text color in the formatting toolbar, it is also possible to set a background color for the page. Some text and background color combinations are quite difficult to read, so be careful. You can make an image a background for a page. The graphic will be "tiled," that is repeated over and over, left to right and top to bottom. Backgrounds should be light and unobtrusive. A strong background will make text unreadable. Click on the *General* tab to create a title for your page. This displays in the browser's top line. It is helpful to let users know what they're viewing. Author, description, keywords and classification do not appear to the user but are used by Internet search engines. See the margins handout for color in CSS.

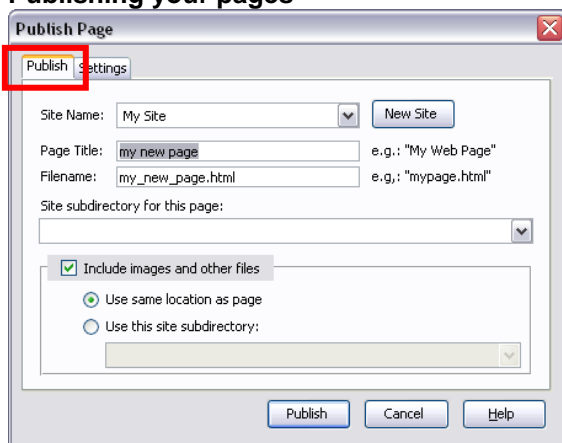
Hyperlinks

Select text with the mouse and click on *Link* to create a hyperlink to another page you've created. This dialog box has a space to directly enter a file name, but it is easier to click on *Choose File* to locate another page. You must use *http://* before web addresses, such as *http://www.google.com*.

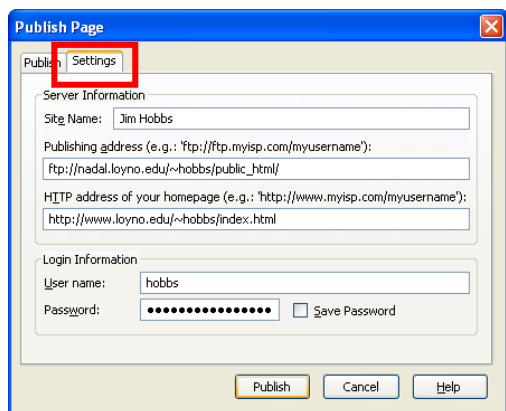
Tables

For fancy formatting, such as multiple columns, you can use tables. A blank column can serve as a spacer or a page margin. (Though page margins are better done with CSS—see other handout.)

Publishing your pages



- Publish only on campus. Click the *Publish* button in SeaMonkey. Publishing is not available off campus.
- Your page title and file name should already appear. Add a *Site Name*, which can be anything. Click on the *Settings* tab.
- *Publishing address* can be ftp://loyno.edu/~[your_user_name]/public_html/ (exactly as shown—must have the final slash).
- For *HTTP address of your homepage*, type http://nadal.loyno.edu/~[your user name]/index.htm (or index.html if you use that).
- Type in your user name and password in the boxes below. Do **not** click *Save Password* in a public lab!
- Click the *Publish* button to see a window like the one at the left. *Include images and other files* will publish your graphics, if checked.
- Your page is at http://www.loyno.edu/~[your user name]/file.htm, for example: http://www.loyno.edu/~hobbs/frogs.html



- ✓ Publishing a revised page with the same file name overwrites an older version. Or use an ftp client like *FileZilla* to publish and erase files.
- ✓ Loyola web page policies: http://www.loyno.edu/webteam/policies-procedures-standards/policy-webpages-for-individuals.html.
- ✓ Search "web sites" in the Monroe Library's online catalog for print and electronics books. I recommend Web design in a nutshell by Jennifer Niederst (TK5105.888 .N54) for assistance and to learn HTML.
- ✓ Get SeaMonkey free from http://www.seamonkey-project.org/

Your process:

1. Plan pages – graphics, & links
2. Start fresh: use a new drive or folder
3. Gather graphics (create or find)
 - a. Keep images and pages together in the same folder
4. Write text & create pages
5. Link pages to one another
6. Publish pages with their graphics
7. Update if pages change

Problems? See <http://www.loyno.edu/~hobbs/webpages/index.html>. Contact Jim Hobbs or ask at the Monroe Library Learning Commons Desk. Common problems: spaces in file names, trying to publish off campus, not having pages and images in the same folder, not knowing how to see pages in browser. For solutions, read this document carefully and completely from the top.