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How DID I do that?

Compose a Webpage

1. In order to secure yourself a space on the web for your webpage, you can create a homepage through your mail.sas account. To do this, open your preferred web browser and type the following in the web address bar: <http://www.sas.upenn.edu/accounts>.
2. Enter your username (PennKey) and your mail.sas password. Click the Submit button.
3. The screen that opens allows you to configure your SAS account. Click on the homepage link on the left-hand side of the screen. To view your personal homepage address, click the Publish button and then the Homepage link again. This will refresh the screen, and your homepage web address should now be visible to you. It should look like the following: <http://www.sas.upenn.edu/~higginsa>.
4. Open up Mozilla. This can be completed by double clicking on the desktop icon, or by clicking on the start button, all programs, Mozilla 1.7.2 folder and finally the Mozilla 1.7.2 icon.
5. Once Mozilla has opened, it may ask if you want to set Mozilla as your default browser. This is a personal choice; I always click no because I prefer internet explorer at this point.
6. If you are starting a webpage from scratch, you need to go into the File menu and select New. When you select New, a second menu will open. You want to choose the Composer page option. The composer page looks very similar to a word document page.
7. On the composer page, you can add as much or as little information you prefer. You can use the format keys to change the font, style, size, etc. of your text. You can align the text according to your preferences; you can make the text different heading sizes by using the pull down menu labeled initially as body text.
8. In addition to text, you can add images and links to your webpage.
9. Directions for adding images:
 - a. Select an image. To do this, you can search on the web (I prefer to use google.com for image searches) or choose a picture that is already saved on your computer.
 - b. If you choose an image from the web, right click on the image and chose the save image as option. When choosing a location to save the file in, I suggest the desktop because it is easily accessible and eliminates confusion. Once you have saved the image to your desktop, go back into your composer page, place your cursor where you want the image to go, and click on the image icon in the tool bar. (You can also click on Insert and select image – both take you to the same place.) A screen titled Image Properties will open and ask you to tell it the location of the image you wish to insert. To do this, click on the choose file button, use the pull down menu to get to your desktop, click on your desired picture, and click open.
 - c. After selecting your picture, the Image Properties screen will show you an image preview so you can be certain you have the picture you want. It will also ask you for

alternative text, which is a simplified name that should describe the contents of the image.

- d. You can also change the dimensions, appearance, and link associated with the image if you choose by clicking on the tabs at the top of the Image Properties box.
- e. If you are content with you image, click ok. The image should appear in the composer page.
- f. After the image has successfully been placed on your webpage, it is important to remember to upload the image file from your desktop into your html folder on mail.sas. (See uploading/downloading instructions – How To #2)

10. Directions for adding a link:

- a. When you have finished adding all of the information you want on your webpage, you can go back and highlight text that you would link to link to an alternate webpage. For example, you may have stated the name of the school in which you teach. If you would like to be able to click on the name and have it take you directly to the school's web page, you need to make it a link!
- b. With the desired text highlighted, click on the link icon in the tool bar. (You can also click on Insert and select link – both take you to the same place.) A screen titled Link Properties will open and ask you to supply the web page location you would like to use. Type the complete web address in the space provided (that means include http:// and www.) Click ok.
- c. The text you had highlighted and linked should now be a blue color and underlined.

11. In order to make sure that all of the work you have completed can be viewed on the web; you need to do the following: save the web page, publish the web page and browse the web page (used as a check!).

12. Directions for saving your web page:

- a. When you are ready to save your webpage, click on the save icon in the tool bar. A screen will open that will allow you to decide where to save your file and also what to name it. Again, for convenience I suggest saving the file to your desktop.
- b. If this is your first webpage, you will want to save it as your index.html file. This means the filename should be index and the file type html files.
- c. Once you have named your file and selected to save it as an html file, click the save button.

13. Directions for publishing your web page:

- a. To publish your webpage, you have two options.
- b. Option #1: Move your saved index.html file from your desktop into your html folder under your mail.sas account. To do this, you will need to open FileZilla and follow the steps listed above for uploading files.
- c. Option #2: Select the publish icon from the tool bar. This will open the publish page and ask you to fill in some information about where the html file is to be published. You have to give your site a name, provide the publishing address (<ftp://mail.sas.upenn.edu/home2/h/higginsa/html/>), provide the homepage address (<http://www.sas.upenn.edu/~higginsa>), and type in your

PennKey as the user name. If it is your own personal computer, you may want to type in your password as well; however, you can leave the space blank and fill it in as needed. Lastly, you need to click on the publish button. A screen will pop up to let you know the files are being published, and it will ask for your password before publishing each piece of the webpage if you did not provide it earlier.

14. After saving and publishing, it is important that you click the browse icon in the tool bar. This will take you to your homepage as it looks on the web so you can check to see that all your information shows up as you had it on the composer page.
15. Directions for editing an already existing web page:
 - a. Open up Mozilla.
 - b. Enter your homepage address into the address bar.
 - c. Once your webpage opens, go to the File pull down menu and select Edit Page. When you do this, the webpage will open into a composer page that allows you to edit your webpage.
 - d. When you are finished making changes/corrections/additions you need to save the new webpage, publish it and check to see that all your changes were made successfully using the browse button. (See directions above)