

Microsoft Word 2013™

Creating a Personal Web Page (Level 2)

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Introduction

This document is an introduction to providing and publishing personal information on the World Wide Web. IT SHOULD NOT BE USED FOR OFFICIAL UNIVERSITY PAGES.

Any member of the University can publish their own private pages on the World Wide Web, via the **SSH Gateway**.

The information given on the web pages should not breach the rules agreed by the NIPP (Networked Information Provision Panel):

- pages must comply with the rules for the [Acceptable Use of University Computers and Data Network](#)
- it is important to remember that the URL (Uniform Resource Locator) or web address carries the University's name and users must not bring the University into disrepute
- users are responsible for monitoring the content of any links they make to other sites
- users should be aware of their use of resources - a few Kilobytes will not be noticed but a personal page using several Megabytes may be
- the University shield may only be used in material published on behalf of the University - it should not be used on PHPs (Personal Home Pages)

If any complaints are received about the content of PHPs, these will be investigated and any necessary disciplinary action taken.

Loading a Browser

The current recommended web browser at the University is Microsoft Internet Explorer (though Google Chrome should also be available on most IT supported PCs). To start up Internet Explorer:

1. Login to the computer as usual by entering your *username* and *password*
2. Click on the **Internet Explorer** icon in the Quick Launch area to the right of **[Start]** in the bottom left-hand corner of the screen (if this is not showing, then click on **[Start]** followed by **All Programs** and then **Internet Explorer**)

Looking Behind Web Pages

Most users are familiar with web pages but the majority probably have no idea how the layout and content of a page is defined. When writing an ordinary document using Word, you define the layout - which text is bold and which centred etc. The computer then adds hidden codes to your text to create your work. With a Word document you cannot display and edit these codes; with web page files you can.

To see the codes:

1. *Right click* in the background of any web page and select **View Source** - the codes are shown in an *Original Source* window

Don't panic at what is displayed - this is a very complex web page and Word can generate all the codes for you automatically. Just scroll down and note the general construction of the information, with special mark-up codes (in angled brackets) liberally scattered through the text itself. The codes used are known as HTML (HyperText Markup Language), which is switched on at the top of the document by `<html>` and off again at the very end by `</html>`. Most codes have the same format - ie they are switched on by `<code>` then off again with `</code>`.

A web page is often comprised of several files. Images, for example, are held separately. Indeed, browsers can be set up so as not to display images at all, allowing you to load up text faster. A

stylesheet setting out the overall layout of the page can also be held in a separate file. This can then be used for several different pages of information to maintain a consistent overall look to the set of pages.

2. Close the *Original Source* window by clicking on the **[Close]** button in the top right corner of its window
3. Now minimize the *Internet Explorer* window by clicking on the **[Minimize]** button - the leftmost of the three buttons in the top right corner of the window

Creating a Web Page

To create a web page, you can write the raw codes yourself (using a text editor, like *Notepad*), save in a HTML format from Microsoft Word (Excel, etc.) or use special software (such as Dreamweaver). In these notes you are going to use Microsoft Word 2013.

Tip: When designing web pages you should make most of them as small as possible (ideally, a single screen of information), with links to further pages of more detailed information where necessary. Someone browsing your pages can then decide whether they want to explore further or whether they have seen enough.

A Simple Page

Start off by creating a very simple page, just to see how easy it is:

1. Open the **Start** menu, choose **All Programs** then **Microsoft Office 2013** and **Word 2013**
2. Press **<Enter>** for **Blank document** to start up a new document
3. In the new document, type *Your Name's Home Page* (substitute your name for the italics)
4. Press **<Ctrl s>** to **[Save]** your page - a *Save As* screen will appear
5. Click on **My Documents** on the right under Computer - a *Save As* window will appear

The name you give to your main home page is important - here, it MUST be **index.htm** (or **.html**) in *lowercase* letters (**home.htm** and **home.html** are also acceptable). Also, it MUST be placed in a folder called **public_html**, again all *lowercase*, here on the University system on your **N:** drive.

6. Change the *File name:* to **index.htm**
7. Change *Save as type:* to **Web Page, Filtered (*.htm, *.html)** - this creates simplified codes (but you will get an extra prompt every time you save - **Web Page** is a good alternative)
8. Click on the **[Change Title...]** button just beneath *Page Title:* and type in the same first line as at step 3 (what you type here is displayed in the title bar of the browser) followed by **[OK]**
9. Scroll down the list of folders on the left and click on **My Computer**. Scroll down the list of computer drives on the right until **your_username (\\ndrive) (N:)** appears and then double click on this

Note: If your N drive does **not** show then click on the Windows Explorer icon  on the taskbar, right click on **My Computer** (on the left) and choose **Map network drive...** Set the *Drive* to **N:** and the *Folder* to **\\ndrive\ your_username** and click on **[Finish]**. Hopefully, your N drive should now be visible. If this still doesn't work then save into the D:/User area of the computer you are using (note that you won't be able to see a live version of your page later).

10. If the folder, **public_html**, is showing in the list, right click on it and **rename** it to **old_public_html**
11. Click on the **[New Folder]** button, rename it to **public_html** (*underscore* is **<Shift ->**) and press **<Enter>**

12. Click on **[Open]** to open the `public_html` folder and then press **<Enter>** for **[Save]** and again for **[Yes]**

Note that a web page should always consider people with poor *accessibility*. The default fonts used by Word are clear to read. You can, of course, change them if you want but try to keep your page accessible.

Viewing the Codes

You saw earlier the codes behind a complex web page. Take this opportunity to look at what's behind your own, very simple, page:

1. Move to *Internet Explorer* by clicking on its icon on the *Task Bar* at the bottom of the screen
2. Press **<Ctrl o>** to open your file
3. Click on **[Browse...]** and select ***your_username* (\\ndrive) (N:)**
4. Open the **public_html** folder and select **index.htm**
5. Press **<Enter>** for **[Open]** and again for **[OK]**
6. Now *right click* in the background and select **View Source**

At first sight, the codes look very complicated for such a simple web page. One disadvantage of using Word (as against programs solely used for web design) is that it creates a lot of extra code (even if you choose the *Filtered* file type). The web page would work equally well if you were to remove these extra codes.

At the very top, **<html>** defines the type of codes being used, while **</html>** turns this off at the very end. In between, there is a **<head>** (which includes *metadata* and, here, font and style definitions),

7. Move down to the end of the codes (using the scroll bar)

At the end of the file is the **<body>** which includes all your text. Surrounding your heading are the codes **<p>** and **</p>** which denote the start and end of a paragraph. This is followed by **</body>** and **</html>**.

8. Close the *Original Source* window by clicking on the **[Close]** button
9. Minimize the *Internet Explorer* window by clicking on its **[Minimize]** button

Note that your words aren't yet a web page - they are just held in a file with special additional codes which can be interpreted by a browser. Only when you publish your information so that other people can read it does it become a true page on the WWW.

Adding Formatting

Your Home Page is not only very short but also very plain. In this next exercise you will add some more text and start including formats - like bold text and headings.

1. Check the insertion point (flashing vertical line) is at the end of your first line of typing
2. Click on the **[Heading 1]** button in the *Styles* group on the **HOME** tab to make your text bigger and bolder. This also colours it blue (you can pick a different colour later)
3. Centre your text by clicking on the **[Center]** button (in the *Paragraph* group)
4. Press **<Enter>** to turn off the heading style (and return to *Normal* style) and *again* to separate the heading from any following text

You may not be familiar with styles but they are very useful in preparing web pages (and in larger Word documents). By choosing particular styles for your headings and other special features, you can maintain a consistency across your web pages (or thesis, for example). Next, type in some more text.

5. Type in a real or rubbish (i.e. not real words but with spaces) paragraph of about 3 lines
6. Press <Enter> at the end of the paragraph
7. Repeat steps 5 and 6 for a second short paragraph of at most 2 lines
8. Make some of the words in the paragraphs bold or italic by *double clicking* to select the word and then clicking on the [Bold] or [Italic] button (in the *Font* group)
9. To embolden or italicise several words, you must select them first by dragging through them. You can also turn bold etc. on/off as you type. It is **not** a good idea to use underline to make text stand out on a web page as this usually suggests a link to another page.
10. Press <Ctrl s> to [Save] your changes – press <Enter> for [Yes] to confirm the filtered format
11. Click on the [Internet Explorer] tab on the *Task Bar* and [Refresh] (the icon on the address bar with a circular arrow) the screen to see the changes

Tip: The quick way to refresh a web page is to press key <F5>.

12. Now *right click* in the background and select **View Source**
13. Scroll down to the bottom to see the new codes

Note all the new HTML mark-up codes which have been added to your file. *You do not need to memorize these, but it's helpful if you can understand what's happening.* turns bold on; turns it off. <i> does the same for italic. <h1...> introduces your heading, </h1> ends it. align=center centres the heading.

14. [Close] the *Original Source* window and [Minimize] *Internet Explorer* to return to *Word*

Tip: For those of you who will go onto designing web pages for a department, club or company, you will be faced with issues of *accessibility*. It is recommended that you use and (short for emphasis) instead of and <i>, respectively. To put these codes into your document, select the text you want to format, click on the [More] button  attached on the right of the *Styles* – you'll find **Strong** and **Emphasis** listed. Note that there's also several associated styles (e.g. **Intense Emphasis** if you want something to be both bold and italic).

Adding Lists and Lines

Numbering:  Bullets: 

Lists are a very precise way of showing information on web pages and also look attractive. Lists can be numbered or bulleted (various characters or even images can be used for bullets). If you are used to creating lists in Word, the next exercise should be very familiar to you:

1. Check you are on a new line at the end of your text (press <Ctrl End> then <Enter>, if necessary)
2. Type **Here are links to my other web pages:** and press <Enter>
3. Click on the [Bullets] button in the *Paragraph* group
4. Type in some headings for your other pages (e.g. *My Interests, My Family, My Friends, My Study/Work*), pressing <Enter> at the end of each line
5. Press <Enter> once on an empty bulleted line to turn the bullets off

To change the look of the list:

6. Drag through the list then click on the arrow attached to the right of the [Bullets] button
7. Choose a different symbol from the *Bullet Library*

Finish off this section with a line across the page:

8. Press <Ctrl End> to move to the end of your document

9. Click on the arrow attached to the right of the **[Borders]** button  in the *Paragraph* group and choose **Horizontal Line**

If you want to change the look of the line:

10. Click on the line (to select it) then *right click* and choose **Format Horizontal Line...**
11. Change *Width*: to **50%** , increase the *Height*: to **3pt** and turn on **Use solid color (no shade)** and choose the colour you want
12. Press **<Enter>** or click on **[OK]**
13. Press **<Ctrl s>** to **[Save]** your changes – press **<Enter>** for **[Yes]** to confirm filtered format

Your Home Page should be looking quite good now. You can look at the new HTML mark-up codes which have been added, if you want, by using the same procedure as before. The codes usually used for a list are `` to turn on bullets (**u** stands for *unordered* or if you had a numbered/ordered list you would see ``) - and `` to turn them off. Within these codes, `` is used for each *list item*. In Word, however, the *MSO list paragraph* style is used instead. A horizontal line is marked by the single code `<hr>` (with any additional properties such as **width="50%"** following inside the brackets).

Adding Colour

Font Color: 

In this next section you are going to add colour to your web page. This is a very easy thing to do, yet it should make your page much more interesting (but take care not to use too many different colours as this can make it difficult for those with poor eyesight to read). Colour can be added to the overall background and to text and tables (including the lines).

1. Click *three* times on your main heading (or drag through it), to select it, then click on the *list arrow* attached to the **[Font Color]** button and choose a different colour
2. Repeat step **2** for other pieces of text on your page (to colour the bullets, just click on the bullet)
3. To set a background colour, move to the **DESIGN** tab on the *Ribbon* and click on **[Page Color]** in the *Page Background* group at the end of the ribbon – choose the colour you require

Note that you aren't restricted to the default set of font and background colours. If you click on **More Colors...** you have a much wider range. You can also use an image (i.e. any picture) as a background to a web page, though these are often not so good for *accessibility*. It's best to make any background image light or transparent.

4. Press **<Ctrl s>** to **[Save]** your changes – press **<Enter>** for **[Yes]** to confirm filtered format

The HTML mark-up codes for colours are `<...color="#hexadecimal number">` for text colours and `<...bgcolor="#hexadecimal number">` for the background page colour.

Adding Tables



It's best to use a single background colour for your web page (though *Fill Effects* allow you to use more). To add more colour, use tables with different background colours. If you want a whole section to appear with a different colour, a simple way is to set up a table with just a single cell (i.e. one row and one column) and then type your text into that cell. In this next exercise you are going to set up a table, with several rows/columns.

1. Move to the end of your existing text (press **<Ctrl End>** then **<Enter>**, if necessary)
2. Move to the **INSERT** tab then click on the **[Table]** button
3. Drag across the first 3 cells to create a table of 3 columns by 1 row then click the mouse button

You can now fill in the cells. Use **<Tab>** to move between the cells, which expand vertically as you type in text or press **<Enter>**.

4. Type something into each cell (e.g. **Name**, **Address** and **Phone**)
5. Press **<Tab>** at the end of the first row and a second row will automatically appear
6. Type in your own details, pressing **<Tab>** to move between the cells

You'll find that the default for a table is for the columns to be of equal width, and that a line of your address may be split over two lines. You can alter the width of a particular column by positioning the mouse cursor on the right-hand border (it becomes a double-headed arrow), holding down the button and moving the mouse to left or right. When you let go of the button, the column is resized. You can also *double click* to fit the column to the data.

7. *Double click* on the right-hand border of each column to fit it to the data

Next set up justification and the required table background colour and borders:

8. Select row 1 (drag through the cells or click in any cell then, on the **TABLE TOOLS LAYOUT** tab, click on **[Select]** and **Select Row**) and make it bold and centred by pressing **<Ctrl b>** for **[Bold]** and **<Ctrl e>** for **[Center]**
9. Next, click on the *table indicator* (the small square which appears at the top left of the table as you move the mouse over it) to select the whole table - you could also use the **[Select]** button and **Select Table**
10. In the *Alignment* group on the **LAYOUT** tab, set the alignment required (e.g. **[Align Center]**)
11. Next click on the **[Properties]** button on the left of the ribbon and, on the *Table* tab, click on **[Borders and Shading...]**
12. Here, set the required *Border Style*, *Color* and *Width*
13. Next, move to the *Shading* tab and set the required *Fill* colour for the whole table - click on **[OK]** twice

Note that each cell (row or column) can have its own distinct colour, if you want:

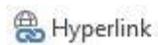
14. Finally, with the table still selected, centre the whole table on the page by pressing **<Ctrl e>** (or move to the **HOME** tab and click on the **[Center]** button)
15. Press **<Ctrl s>** to **[Save]** your changes - press **<Enter>** for **[Yes]** to confirm filtered format

You can have a look at the HTML code used for a table, if you like, but it's quite complicated and not so easy to understand.

Linking to Other Pages

Earlier in this document it was mentioned that a well-designed web site should have relatively small pages of information, with links to further pages where necessary. The very idea of a *web* is that there are links from one place to another and that these can be quite complex. In this next section you will see how to create links both between and within web pages.

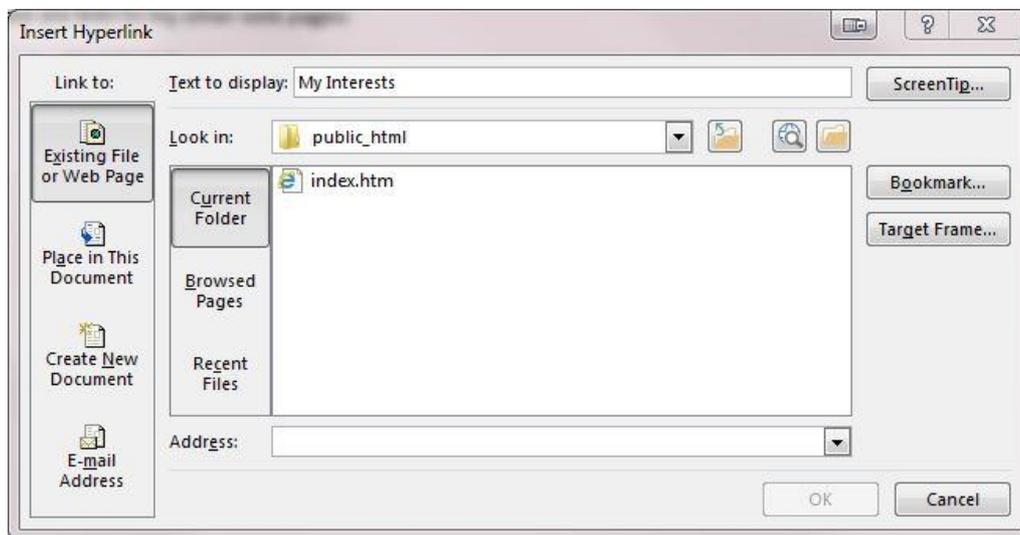
Linking to your Own Pages



Start by linking to a second web page of your own. First, you need to create the second page.

1. Drag through the words *My Interests* in the bulleted list to select them
2. *Right click* on the selected words and choose **Hyperlink...** (or use [**Hyperlink**] on the **INSERT** tab)

The following window will appear:



3. Click on [**Create New Document**] on the left hand side of the *Insert Hyperlink* window
4. Name the new document **interests.htm** then press <Enter> for [**OK**]

This saves the file using the default, complex format. To change to a filtered format:

5. Click on the [**FILE**] tab, choose **Save As** and click on the *Current Folder* selection (should be pointing to your public_html folder on the N: drive)
6. Change the *Save as Type:* to **Web Page, Filtered (*.htm, *.html)**
7. Click on the [**Change Title...**] button just beneath *Page Title:* and type in something like **Your Name 's Interests** followed by [**OK**]
8. Press <Enter> for [**Save**]
9. Click [**Yes**] to overwrite the current file and [**Yes**] again to confirm the filtered format
10. Now type in a heading of **My Interests** setting a style, justification and colour
11. Press <Enter> and type in a paragraph and/or a list explaining what you are interested in (be it work or pleasure)
12. Set a background colour – move to the **DESIGN** tab, click on [**Page Color**] and choose a colour (maybe different from your home page background colour)
13. Press <Ctrl s> to [**Save**] your new page– press <Enter> for [**Yes**] to confirm filtered format

Now that you have a second web page, you can test out the link to it from your Home Page:

14. Move back to your *Home Page* by clicking on the *index.htm* tab on the *Task Bar*
15. Press <Ctrl s> to [Save] the new link to my interests- press <Enter> for [Yes] to confirm the format
16. Click on the *Internet Explorer* tab on the *Task Bar* and [Refresh] the screen (or press <F5>)
17. Click on *My Interests* to test out the link

You now need a corresponding link back to your *Home Page* from the *My Interests* page:

18. Click on the *interests.htm* tab on the *Task Bar* to return to your Interests Page
19. On a new line at the end of the *My Interests* page type: **Back to my Home Page**
20. Drag through the words *Home Page* then *right click* and choose **Hyperlink...**
21. Click on [Existing File or Web Page] on the left hand side of the *Insert Hyperlink* window
22. Choose the file **index.htm** then press <Enter> for [OK]
23. Press <Ctrl s> to [Save] your changes - press <Enter> for [Yes] to confirm filtered format
24. Click on the [Internet Explorer] tab, press <F5> to [Refresh] the screen and test out your links

You should now be able to move freely, back and forward, between your two pages.

Linking within your Own Pages

The simple links you have set up so far always take you to the top of your web pages. You can also create links which take you to a named point part-way through a page by using a bookmark.

1. Return to your *Home Page* - click on the *index.htm* tab on the *Task Bar*
2. Click to set the insertion point at the start of the line introducing the bulleted list
3. On the **INSERT** tab, click on [Bookmark] in the *Links* group
4. Type **links** as a *Bookmark name*:
5. Press <Enter> for [Add]
6. Press <Ctrl s> to [Save] your page- press <Enter> for [Yes] to confirm filtered format
7. Click on the *interests.htm* tab to move to your *My Interests* page
8. After the words *Back to my Home Page* type: **or links to my Other Pages**
9. Select the words *Other Pages* then *right click* and choose **Hyperlink...**
10. Select the required file (**index.htm**) then click on the [Bookmark...] button
11. Click on **links** under the heading *Select a bookmark in the Web page*:
12. Press <Enter> for [OK] - note the form of the address (*index.htm#links*)
13. Click on [OK] to complete the hyperlink definition
14. Press <Ctrl s> to [Save] your changes - press <Enter> for [Yes] to confirm filtered format
15. Click on the [Internet Explorer] tab, [Refresh] the screen and test out your links

This new link would open up the Home Page with *Here are links to my other web pages*: showing at the top of the window, if the page was longer than a single screen. The *Home Page* link shows the page from the first main heading.

This particular example showed you how to link to a bookmark in another page. Bookmarks are more usually used to create links within longer pages, with a *Contents List* provided at the very top - just like in this document.

Linking to External Pages

It's equally simple to provide links to other pages of information, anywhere in the world. Try adding a link to the University Home Page.

1. Return to your *Home Page* - click on the *index.htm* tab on the *Task Bar*
2. Press **<Ctrl End>** to move to the end of your page then type: **To the University of Reading Home Page**
3. Drag through the words *University of Reading Home Page* to select them the *right click* and choose **Hyperlink...**
4. In the *Address:* box type: **http://www.reading.ac.uk/**
5. Press **<Enter>** or click on **[OK]** to create the link

You can test this hyperlink our later. In this example, you linked to another site by typing in its Address (URL); you can also insert a link automatically. Try this next.

6. Press **<End>** to move the insertion point to immediately after the link to the *University Home Page* then press **<Enter >** for a new line
7. On the new line type: **To the Library Pages**
8. Drag through the words *Library Catalogue*, then *right click* and choose **Hyperlink...**

You now have to supply the Address for the page. There are two methods to do this: (a) if you have already visited the required web site today you can use the **[Browsed Pages]** button or (b) if you haven't been to the web site you can do so now by clicking on the **[Browse the Web]** button.

Browse the Web: 

9. Click on the **[Browse the Web]** button - an *Internet Explorer* window appears
10. If necessary, change the *Address:* to **http://www.reading.ac.uk/student** or **/staff**
11. Using the *Quick Links* on the left hand side, click on **Library**
12. Return to *index.htm* (via the *Task Bar*) and you should find the *Address* has been filled in for you
13. Press **<Enter>** or click on **[OK]** to fix the address
14. Press **<Ctrl s>** to **[Save]** your changes - press **<Enter>** for **[Yes]** to confirm filtered format
15. Click on the **[Internet Explorer]** tab, **[Refresh]** the screen and test out the new links
16. Use the **[Back]** button to return to your own page

Tip: You can also copy the URL of a web page into the link box (especially if it wasn't filled in automatically). *Right click* on the *Address* bar in *Internet Explorer* and choose **Copy**. Move back to the hyperlink box in *Word* and **Paste** in the location using **<Ctrl v>**.

The HTML code used to create a link is of the form ** ... **, with the text used for the link occupying the area denoted by ... There's no need to verify this (unless you want to).

Experiment setting up other links to your favourite sites, if you like, either by typing in the address, copying and pasting it, or using automatic fill (as above).

Changing and Removing Hyperlinks

To change or remove a hyperlink you simply select it then alter its *Properties*. You can do this via a *shortcut menu*:

1. Return to your *Home Page* - click on the *index.htm* tab on the *Task Bar* and then *right click* on any of your current hyperlinks
2. From the shortcut menu which appears choose **Edit Hyperlink...**
3. Amend the *Address*: as required
4. Here, [**Cancel**] the change (or use [**Undo**] if you accidentally changed it)

To delete a hyperlink:

1. From the shortcut menu, choose the **Remove Hyperlink** option
2. Here, click on [**Undo**] or <Ctrl z> to restore the link

Adding Graphics

Inserting pictures into your web pages is also very simple. You can even use pictures as links to other pages of information. Graphics can come from many sources - they might be from files you have created yourself (e.g. from a digital camera, by drawing or scanning in a picture), from commercial galleries (e.g. Office.com Clip Art) or from other sites on the WWW. You should acknowledge copyright if you don't own the image yourself (this is **very important** for **official University pages** - contact imps@reading.ac.uk for further information).

Inserting Online Pictures

As you probably don't have your own graphics files yet, try inserting some clip art and pictures from elsewhere on the WWW.

1. Move to your *My Interests* page by clicking on the *interests.htm* tab
2. Set the typing position on a blank line above the link *Back to my Home Page* (you may have to press <Enter> to get this blank line)
3. Move to the **INSERT** tab and, in the *Illustrations* group, click on [**Online Pictures**]
4. In the *Insert Pictures* window that appears, click in the search box next to *Office.com Clip Art* and type the subject of the required clip (if possible, pick something associated with your *interests*)
5. Press <Enter> or click on the Search magnifying glass
6. Choose a picture from those provided, click on it and then [**Insert**]
7. Using the handles provided (these are the little white squares around the edge of the picture), resize it to the required size/shape
8. Click on the [**Center**] button on the **HOME** tab to position it in the middle of the screen
9. Press <Ctrl s> to [**Save**] your changes - press <Enter> for [**Yes**] to confirm filtered format

The HTML code used to link to an image file is of the form .

Copying Images off the WWW

In this next section you'll find out how to pick up an image from another web page. When using images which aren't your own, you must be careful not to infringe **copyright**. All material on the WWW is copyright, even if it doesn't explicitly say so. Even here at the University, you are not allowed to use images such as the University crest (unless it is on an official University page) without special permission. For this next exercise we'll let you use an IT Training image:

Keeping in Touch

1. Go to your **Internet Explorer** window and click on the **New Tab** square to the right of the existing tab (for your home page) followed by the **[Home]** button (the little house)
2. Click on **IT Services** under *Quick links* on the left-hand side and then the **IT Training** button on the left
3. Choose **Training Documents** on the left-hand side and click on the link **Web** under the page heading
4. Click on **Creating Personal Web Pages Using Microsoft Word**
5. Scroll down, and under the **Adding Graphics** heading, click on **Copying Images off the WWW**

You could now click on the image in the PDF (to open it on its own web page) and then *right click* on it and choose **Save Picture As ...**, but Word has a new feature (introduced in 2010) which allows you to capture a *screenshot*:

6. Click on the *index.htm* tab to go to your *Home Page* in Word
7. Next, press **<Ctrl End>** to move to the end of the page (press **<Enter>** if you want to put the image on a new line)
8. Now, move to the **INSERT** tab, click on the **[Screenshot]** button in the *Illustrations* group and choose **Screen Clipping** – the display moves back to *Internet Explorer* and then greys out
9. Using the mouse, drag a rectangle over the *Keeping in Touch* image then release the mouse button – the image is added to your web page

Any images associated with a particular file are stored in a separate folder, one for each file. Thus, *index.htm* would have a folder called *index_files*, while *interests.htm* would have a folder *interests_files*. The file and its associated folder are intricately linked such that if you move the file to a different location then the folder moves automatically with it. You should see these folders when you look at your *public_html* folder through *My Computer* or *Windows Explorer*.

Creating an e-mail Link

In this next exercise you are going to turn your new button into an e-mail link.

1. Click once on the *Keeping in Touch* button to select it
2. Now *right click* on the button and choose **Hyperlink...**
3. Click on the **[E-mail Address]** button on the left of the window
4. In the *E-mail address:* box type: ***your_email_address@reading.ac.uk*** (the code **mailto:** will be added in front) then press **<Enter>** for **[OK]**

This will make the *Keeping in Touch* button an active e-mail link so that anyone clicking on it will automatically be taken to the email client that is setup on their computer.

Tip: In the above exercise you typed in your e-mail address using a **mailto:** code. You can also type e-mail addresses directly into Word - any text which includes an *at* (@) sign automatically becomes an e-mail link. If you don't want the hyperlink inserted after an @, simply press **<Backspace>** (or **<Ctrl z>**) once.

5. Press **<Ctrl s>** or click on the **[Save]** button – press **<Enter>** for **[Yes]** to confirm filtered format
6. Move to *Internet Explorer* - click on the tab on the *Task Bar* and **[Refresh]**
7. The **[Keeping in Touch]** button should be showing (note that on IT supported PCs, clicking on this button won't send an email as no default mail client has been installed)

Editing Raw HTML

Throughout these notes you have viewed the HTML source codes. Occasionally, you may want to edit these directly. In this next exercise you'll make a couple of minor changes, just to show you how it's done.

1. Begin by closing Word to release the files for editing
2. Next, click on the **Start** menu, choose **All Programs** then **Accessories** and, finally, **Notepad**
3. Open your file **interests.htm** from **public_html** on the **N:** drive through **File** and **Open...** (you will also have to change *Text Documents* to **All Files** in the bottom right-hand corner of the *Open* window in order to see your *interests.htm* file)
4. Find the HTML `</h1>` (or equivalent) code marking the end of your main heading and add an extra horizontal line by typing `<hr>` immediately after it
5. Press `<Ctrl s>` or click on **File** followed by **Save** and close the *Notepad* window
6. Move back to *Internet Explorer* by clicking on its Task Bar button
7. Click on the **My Interests** link to go to your interests page

Note that a horizontal line has appeared below your main heading.

Before publishing, it's safest to close down any open web pages by exiting from Word:

1. Move back to *Word* by clicking on its button on the *Task Bar*
2. Click on the [**File**] and choose **Exit** to leave Word

Publishing Pages

Note that currently publishing pages at the University of Reading **no longer works**.

Up until now your web pages have only been accessible to you. In order for them to be viewable by anyone, anywhere in the world, you have to make sure that your files have the correct permissions set. A special **publish** command has been setup to do this. To access this command, you have to log in to a different computer that uses a different operating system, Unix, via the **SSH Gateway**.

In these notes, the connection to the SSH gateway is being made from a computer on campus, but if you need to connect to the SSH Gateway **remotely** then please consult the following documentation:

<http://www.reading.ac.uk/internal/its/help/its-help-internetservices/its-remote-sshgate.aspx>

Accessing the SSH Gateway

In the next set of instructions, if you make a typing mistake you can use `<Backspace>` to correct it.

1. Click on the Windows **Start** button, choose **All Programs** followed by **Communications** and finally **PuTTY SSH**
2. If an *Open File - Security Warning* prompt appears, click on [**Run**]
3. At the **PuTTY Configuration** window, type `sshgate.reading.ac.uk` into the *Host Name* box and press `<Enter>` for [**Open**]
4. If a *PuTTY Security Alert* comes up, click on [**Yes**]
5. In the **PuTTY** window, at the *login:* prompt, type in **your_username** and press `<Enter>` (if you typed this in wrong then press `<Ctrl d>` to close the **PuTTY** window and repeat the previous step 1)
6. At the *Password:* prompt, type in **your_password** (note that due to extra security, your password will **not** appear on the screen) - press `<Enter>`

The following command should only be needed the first time you login:

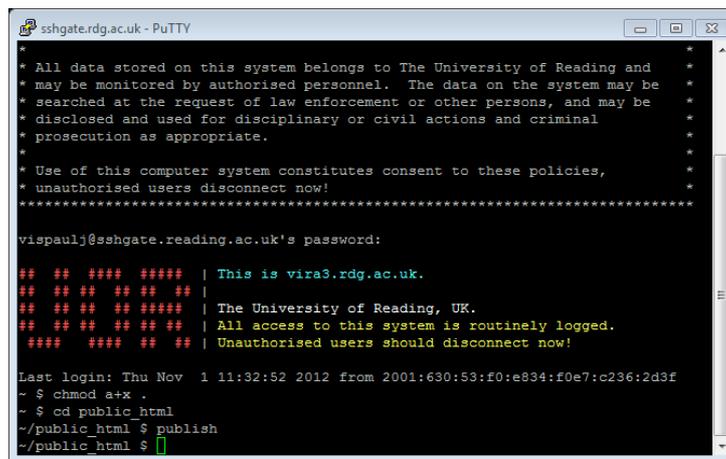
7. At the ~\$ prompt, type `chmod a+x .` (match the spaces and full-stop exactly) - press **<Enter>**

Next, you need to move into the `public_html` directory so as to be in the right area to perform the publish command:

8. At the ~\$ prompt, type `cd public_html` (press **<Enter>**)
9. Now type the command `publish` (press **<Enter>**)

If you get the message *Command not found*, try typing `/usr/local/publish` or `/usr/local/bin/publish` instead.

If the commands carried out above have worked correctly then your PuTTY window should look something like below:



```
sshgate.rdg.ac.uk - PuTTY
* All data stored on this system belongs to The University of Reading and
* may be monitored by authorised personnel. The data on the system may be
* searched at the request of law enforcement or other persons, and may be
* disclosed and used for disciplinary or civil actions and criminal
* prosecution as appropriate.
*
* Use of this computer system constitutes consent to these policies,
* unauthorised users disconnect now!
*****
vispaulj@sshgate.reading.ac.uk's password:
## ## #### ##### | This is vira3.rdg.ac.uk.
## ## ## ## ## |
## ## ## ## ## | The University of Reading, UK.
## ## ## ## ## | All access to this system is routinely logged.
#### #### ## ## | Unauthorised users should disconnect now!

Last login: Thu Nov  1 11:32:52 2012 from 2001:630:53:f0:e834:f0e7:c236:2d3f
~ $ chmod a+x .
~ $ cd public_html
~/public_html $ publish
~/public_html $
```

10. Move to *Internet Explorer* by clicking on its button on the task bar
11. Use your own link (or the University of Reading logo on the Students Page) to move to the University Home Page (<http://www.reading.ac.uk>)
12. In the **Address:** bar at the top, click *twice* at the end of the current *Address* and add `~your_username` - the *tilde* (~) before your username is important
13. Press **<Enter>** to view your web pages - note that *personal* has been added to the *Address* though you don't have to type this, as you have already seen
14. If everything has worked ok (if not, check with the trainer), click on the **PuTTY** button on the task bar and press **<Ctrl d>** to close the **PuTTY** window

Assuming everything is working okay, your Personal Home Page can now be viewed by anyone in the world. If you are on a training session, test this out by exchanging information with your neighbour and take a look at their Personal Home Page.

15. Amend the *Address:* to read `http://www.personal.reading.ac.uk/~their_username` and press **<Enter>**
16. Use **[Back]** to return to your own Home Page

Resetting File Permissions

Sometimes when you make any changes to your files you may find that the new version no longer has public read access. Similarly, when you add new files or images then you'll need to set up the necessary permissions. All you need to do is carry out the same set of instructions as in the previous section, [Accessing the SSH Gateway](#).

Creating HTML from Other Software

Many packages now give you the opportunity of saving text as an HTML file. Most people on campus are using Microsoft Office, so let's concentrate on that bundle of software.

Microsoft Excel and PowerPoint

Creating HTML from a new or existing Microsoft Office 2013 file is fairly easy:

- In **Excel** 2013, click on **[File]**, choose **Save As** and the Computer folder where you want to save it, e.g. My Documents, and finally change the *Save as type:* to **Web Page** – options to **[Publish...]** and **[Change Title...]** are available here
- In **PowerPoint** 2013, set the *Save as type:* to **PowerPoint XML Presentation**

Merging HTML Files

Sometimes you may want to merge two or more HTML files together. For example, you may want to place a chart, created in Excel, into a Word file. To demonstrate how this is done, let's combine your *Home Page* with your *My Interests* page:

1. Open up *Word* then open the *index.htm* file from *public_html*
2. Press **<Ctrl End>** to move to the end of your file
3. Click on the **Insert** tab then on the down arrow attached to the **[Object]** button  in the *Text* group (right of ribbon) and select **Text from File...**
4. Select **interests.htm** from *public_html* and press **<Enter>** for **[Insert]**

You should find that your interests have been added to your Home Page. This isn't very sensible - you did it just to see how to merge files.

5. Click on the **[Undo]** button to restore your original *Home Page*

Managing a Web Site

These notes form an introduction to publishing information on the WWW. For Personal Home Pages the methods used work fine. However, if you are creating a larger site it's just impossible to keep track of everything and make sure all the links etc. still work. It's also a good idea to have two copies of your site - one which you can use for development and the other containing the published web site.

As you edit your information and delete files it's important that any links to those deleted files are removed. Similarly, if you have links to other web sites then these need to be tested regularly to see if they still work. With your own small web site, probably with less than a dozen links, you can do this by hand. With a large site, however, it's better to use dedicated web software to do this.

Further Information

Further information on creating web pages and using the World Wide Web is available from the IT [World Wide Web](#) page.

Logging Out

You have now finished this training session, so save your pages, shut down any open windows and log out:

1. Click on the [**File**] button and choose **Exit** to leave Word
2. Press <Enter> for [**Yes**] if asked if you want to save the changes to your file(s)
3. Close Internet Explorer by clicking on its [**Close**] button
4. Finally, on IT Services machines, click on [**Start**] and choose **Log Off**