

Creating a Simple Web Page for your Club

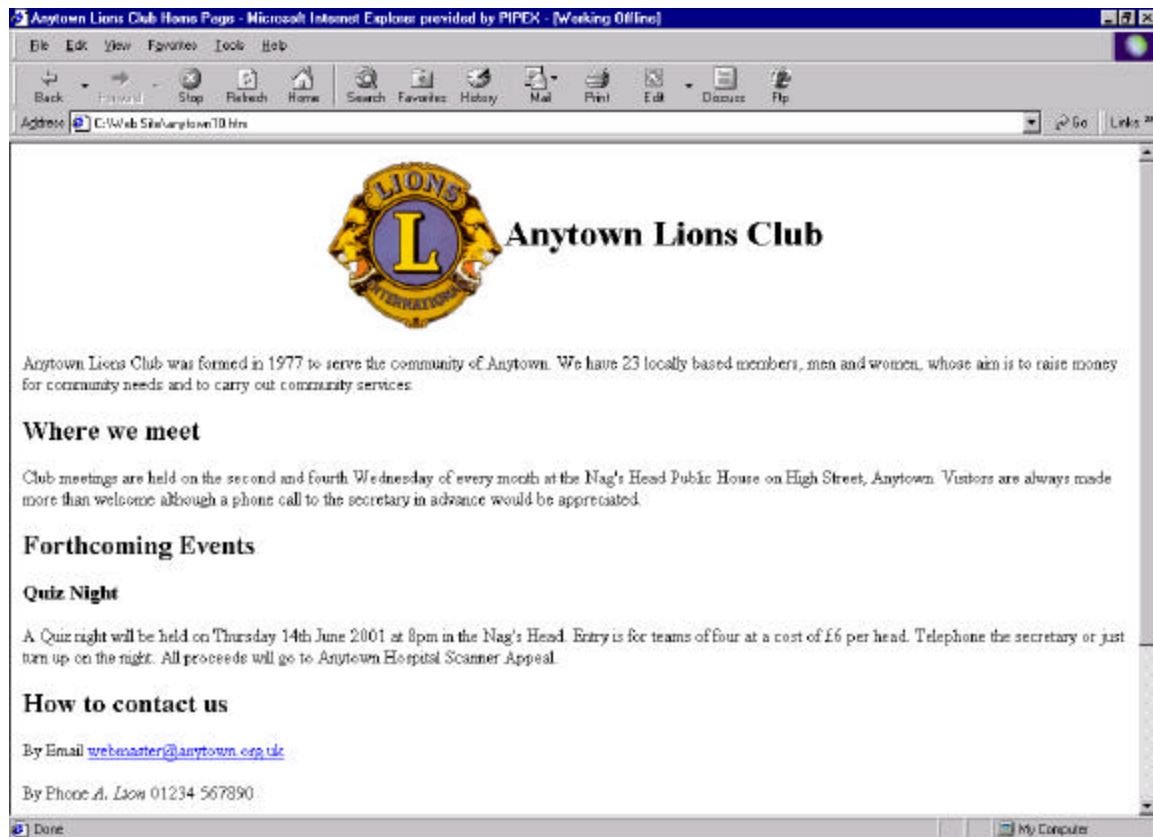
Introduction

In this course we will take a step by step journey through the creation of a simple Club Web Page. To do this you will only need to type, no other skills are required. These notes will explain how to create the page using a series of simple exercises. The exercises will look like this:

Look at this text to learn how an exercise will appear in the notes.

Let's start at the end

Before you start to create your page let's have a look at what the finished page will look like:



What is a Web Page?

A web page is simply some text with a few simple codes which define how the text will appear. These codes are called tags.

What tools will we use?

There is only one tool we need, a program called Notepad.

Notepad is a simple text editor like a word processor without the fancy bits.

A brief look at tags

Tags are codes which describe how the text in the page should be displayed. To type a tag you first type a < symbol, then the tag code word and finally a > symbol. Tags usually come in pairs, one to start the effect and one to finish it. In English a tag pair would look something like this:

```
<Make the text that follows bold>  
This is some text  
<Stop using the bold effect>
```

When displayed it would look like this:

This is some text

To type this every time you wanted bold text would take too long so most tags use letters or single words instead.

```
<B>This is some text</B>
```

The above would make the words “This is some text” appear bold. Note that the second tag of the pair is the same as the first except that it has a / symbol to show it is an end tag.

Not all tags come in pairs but we will worry about that later.

Let's get started

The first thing we need to do is open Notepad



Click the  button.

Move the mouse up to Programs, across to Accessories and across to Notepad and click.



Notepad should open like this:



Let's have a look at Notepad. It is a fairly simple window with

A Title Bar 

A Menu Bar 

And a white area below them where you can type



Click on each of the menu items and have a look at the options. Try typing and deleting text in the white area.

The Basics

Now we are ready to start creating our page. We need to start with some basic tags which tell the browser that this is a web page.

All web page documents start with a `<HTML>` tag and end with a `</HTML>` tag. HTML is the name of the language in which web pages are written.

Each page also has a `<HEAD>` `</HEAD>` section which contains information about the page and a `<BODY>` `</BODY>` section which contains what will be displayed.



Type the following text into Notepad

```
<HTML>
  <HEAD>

  </HEAD>
  <BODY>

  </BODY>
</HTML>
```

**Click on the File menu item and then click on Save.
Change the name of the file to mywebpage.htm.
Change the type of file to All Files
Click on Save.**

Note that in the last exercise we indented some of the tags. This is not absolutely necessary but it makes the file easier to edit later and is good practice.



Open Internet Explorer

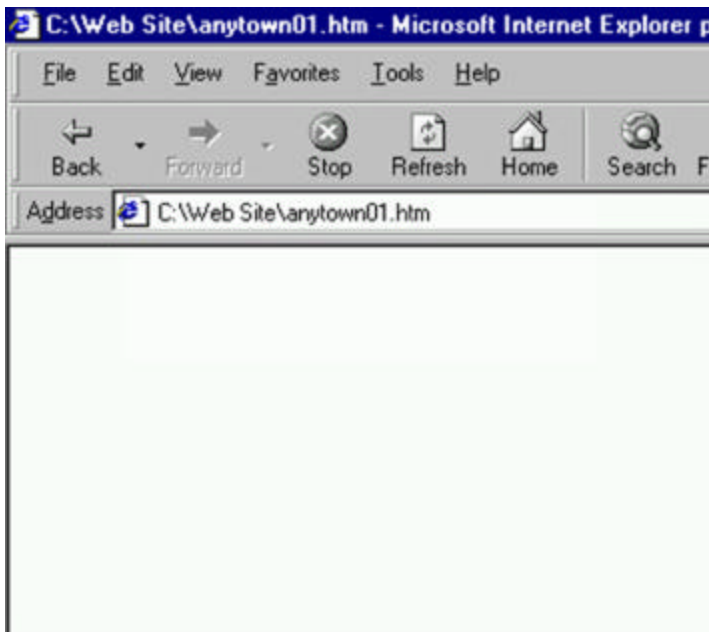
Click on the file menu and select Open...

Click Browse...

Find the folder where you saved MyWebPage.htm, click on the file name and click Open.

Click OK

You have now opened your web page in a browser. Not much to look at for the present.



Now we will put some information in the <HEAD>... </HEAD> section. For this simple page all we will put in the section is the title we want to appear where “C:\Web Site\anytown01.htm – Microsoft Internet Explorer” appears in the title bar of the picture above. We will use the <TITLE>...</TITLE> tag pair.



In Notepad type in the text shown in italics below

```
<HTML>
```

```
  <HEAD>
```

```
    <TITLE>Anytown Lions Club Home Page</TITLE>
```

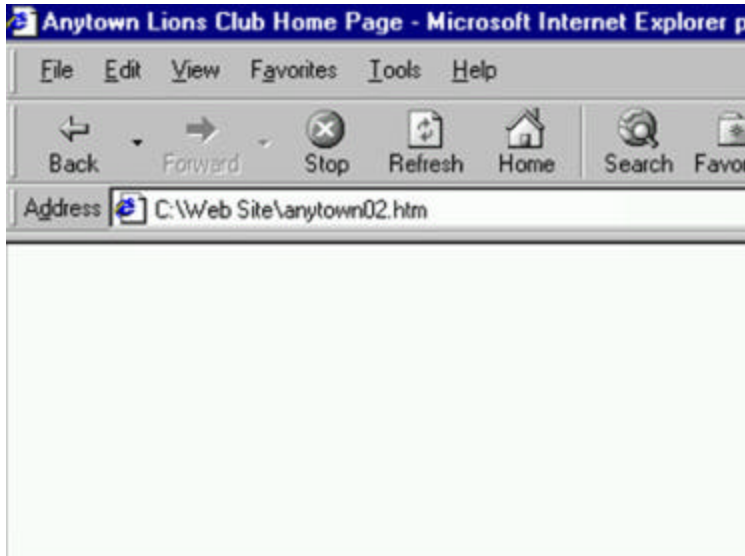
```
  </HEAD>
```

```
<BODY>
```

Click on the file menu and click save.

Go back to the browser and click the Refresh button

The main body of the browser will still be blank but you should see what you typed appearing in the title bar.



Now we're cooking on gas!! Let's start putting some information into that big white space. The first thing we'll do is create a heading for the page. Headings are created using the `<Hn>...</Hn>` tag pair where n is number from 1 to 6 with 1 being the largest heading size and 6 being the smallest. In practice you will only usually use sizes 1,2 and 3.

For Example

```
<H1>This is the biggest heading</H1>  
<H2>This heading is slightly smaller</H2>
```

would look like this

This is the biggest heading

This heading is slightly smaller

Let's do it!

Type the text shown in italics between the <BODY> and </BODY> tags

```
<BODY>
  <H1>Anytown Lions Club</H1>

</BODY>
```

Save the file.

Go to the Browser and click on Refresh.

You should now see a big title at the top of the display area



In the next exercise we will add some informative text about the lions club. The only new tag pair we will use is <P>...</P> . This is the tag pair for a paragraph of text. A blank line will separate each paragraph.

Type the text and tags shown in italics after the heading.

```
<BODY>
  <H1>Anytown Lions Club</H1>
  <P>Anytown Lions Club was formed in 1977 to serve
  the community of Anytown. We have 23 locally
  based members, men and women, whose aim is to
  raise money for community needs and to carry out
  community services.</P>
  <H2>Where we meet</H2>
```

```
<P>Club meetings are held on the second and
fourth Wednesday of every month at the Nag's Head
Public House on High Street, Anytown. Visitors
are always made more than welcome although a
phone call to the secretary in advance would be
appreciated.</P>
```

```
<H2>Forthcoming Events</H2>
```

```
<H3>Quiz Night</H3>
```

```
<P>A Quiz night will be held on Thursday 14th
June 2001 at 8pm in the Nag's Head. Entry is for
teams of four at a cost of £6 per head. Telephone
the secretary or just turn up on the night. All
proceeds will go to Anytown Hospital Scanner
Appeal.</P>
```

```
</BODY>
```

Save the file and click Refresh in the browser.

Now our page is starting to look interesting. Before we go onto some more advanced tags we will do two short exercises to improve how the text appears.

The first thing we will do is to center the first title. To do this we use the `<CENTER>...</CENTER>` tag pair. Note the American spelling. To center some text we type the `<CENTER>` tag in front of it and the `</CENTER>` tag after it.

 Type the two tags shown in italics before and after the heading.

```
<BODY>
```

```
<CENTER>
```

```
<H1>Anytown Lions Club</H1>
```

```
</CENTER>
```

```
<P>Anytown Lions Club was formed in 1977 to serve the community of
Anytown. We have 23 locally
```

Save the file and click Refresh in the browser.

Your heading should now be nicely centred.

We can also make the text more interesting by adding bold and italic formatting. We will use the `...` and `<I>...</I>` tag pairs respectively. These work in the same way as the tags for centring in that we place them on either side of the text to be made bold or italicised.



Type in the two pairs shown in italics.

```
<P><B>Anytown Lions Club</B> was formed in 1977 to
serve the community of Anytown. We have 23 locally based
members, men and women, whose aim is to raise money for
community needs and to carry out community services.</P>
```

```
<H2>Where we meet</H2>
```

```
<P>Club meetings are held on the <I>second and fourth
Wednesday</I> of every month at the Nag's Head Public House
on High Street, Anytown. Visitors are always made more than
welcome although a phone call to the secretary in advance
would be appreciated.</P>
```

```
<H2>Forthcoming Events</H2>
```

```
<H3>Quiz Night</H3>
```

```
<P>A Quiz night will be held on <B><I>Thursday 14th
June 2001</I></B> at 8pm in the Nag's Head. Entry is for
teams of four at a cost of £6 per head. Telephone the
secretary or just turn up on the night. All proceeds will
go to Anytown Hospital Scanner Appeal.</P>
```

```
</BODY>
```

Save the file and click Refresh in the browser.

Adding Images

Now we're ready to try some more advanced things.

It would look quite nice if we had a lions logo before the heading. Inserting an image uses a tag that doesn't come as a pair.

```
<IMG SRC="where the image is">
```

For example if we have a logo file called bronzelogo.gif in a folder called images the tag would be

```
<IMG SRC="images/bronzelogo.gif">
```



Type the tag shown in italics after the heading tag.

```
<BODY>
<CENTER><H1><IMG SRC="images/lion_head1.gif"
ALIGN="CENTER">Anytown Lions Club</H1></CENTER>
<P><B>Anytown Lions Club</B> was formed in 1977 to serve
the community of Anytown. We have 23 locally based members
```

Save the file and click Refresh in the browser.

Adding links to other pages

One of the features of the Internet is that you can move from one page to another by clicking on links. We create a link using the following tag pair.

```
<A HREF="where the page is">...</A>
```

The text that appears between the tags will be underlined and clicking on it will take you to the new page. To link to the District Web site we would type:

```
<A HREF=www.lions105m.org.uk>District Web Page</A>
```



Type the text shown in italics after the last paragraph.

```
All proceeds will go to Anytown Hospital Scanner
Appeal.</P>
<H2>Links to other sites</H2>
<P><A HREF="www.lions105m.org.uk">District 105M Web
Site</A></P>
</BODY>
```

Save the file and click Refresh in the browser.

We can also use images as links by putting a `` tag in between the `...` tags.



Type the text shown in italics where shown.

```
All proceeds will go to Anytown Hospital Scanner
Appeal.</P>
<H2>Links to other sites</H2>
<P><A HREF="www.lions105m.org.uk">District 105M Web
Site</A></P>
    <P><A HREF="www.lions105m.org.uk">
    <IMG SRC="images/105m.gif"></A>
    </P>
</BODY>
```

Save the file and click Refresh in the browser.

Adding e-mail links

It is also possible to create a link to an e-mail address so that when the link is clicked the user's send mail program is started with the e-mail address already entered.

To do this we again use the `...` but instead of a web site link we type `mailto:e-mail address` after the HREF. For example:

```
<A HREF="mailto:simon@moss-family.freeseve.co.uk">Mail
me</A>
```

And so to the final exercise.



Type the text shown in italics where shown.

```
Anytown Hospital Scanner Appeal.</P>
<H2>How to contact us</H2>
<P>By Email <A HREF="mailto:webmaster@anytown.org.uk">
webmaster@anytown.org.uk</A></P>
<P>By Phone <I>A. Lion</I> 01234 567890</P>
<H2>Links to other sites</H2>
```

Save the file and click Refresh in the browser.

That's all folks. If you want to learn more about web page creation come to our next course on 16th September.

Full listing of the page

```
<HTML>
<HEAD>
  <TITLE>Anytown Lions Club Home Page</TITLE>
</HEAD>
<BODY>
  <CENTER><H1>
    <IMG SRC="images/lion_head1.gif" ALIGN="CENTER">
    Anytown Lions Club
  </H1></CENTER>
  <P><B>Anytown Lions Club</B> was formed in 1977 to
  serve the community of Anytown. We have 23 locally
  based members, men and women, whose aim is to raise
  money for community needs and to carry out community
  services.</P>
  <H2>Where we meet</H2>
  <P>Club meetings are held on the <I>second and fourth
  Wednesday</I> of every month at the Nag's Head Public
  House on High Street, Anytown. Visitors are always
  made more than welcome although a phone call to the
  secretary in advance would be appreciated.</P>
  <H2>Forthcoming Events</H2>
  <H3>Quiz Night</H3>
  <P>A Quiz night will be held on <B><I>Thursday 14th
  June 2001</I></B> at 8pm in the Nag's Head. Entry is
  for teams of four at a cost of £6 per head. Telephone
  the secretary or just turn up on the night. All
  proceeds will go to Anytown Hospital Scanner
  Appeal.</P>
  <H2>How to contact us</H2>
  <P>By Email
  <A HREF="mailto:webmaster@anytown.org.uk">
  webmaster@anytown.org.uk
  </A></P>
  <P>By Phone <I>A. Lion</I> 01234 567890</P>
  <H2>Links to other sites</H2>
  <P><A HREF="www.lions105m.org.uk">
  www.lions105m.org.uk
  District 105M Web Site
  </A></P>
  <P><A HREF="www.lions105m.org.uk">
  www.lions105m.org.uk
  <IMG SRC="images/105m.gif"></A>
  </P>
</BODY>
</HTML>
```