

Easy Way To Go Online

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Topics

- Why go online?
- Processes
- Tools
- Step-by-Step Guide
- Next



Why Go Online?

- No need to print materials (costs, lead time,...)
- Change as often as needed
- Access anytime/anywhere
- Ability to create a richer document using:
 - Link
 - Color
 - Images, animation and movies
- And more ...



4-Step Process

- Decide on the pages
 - Home Page
 - Course Pages
 - Contact and Office Hour Page
 - Additional Resource Page
- Create pages on your PC
- Upload the pages
- View pages using a browser



Tools

- Microsoft Word or other word processor
 - Create your document normally
 - Save as web document
- Set up
 If you do not have a domain and hosting then visit <u>www.matrixscan.com</u> to select a domain name and set up a hosting (cost is less than \$6/month)



Step-by-Step Guide Create a home page

Open Microsoft Word

Select <Start><Programs>< MS Word> menu

Create a new website

Select <File><New> menu

Type information in the file



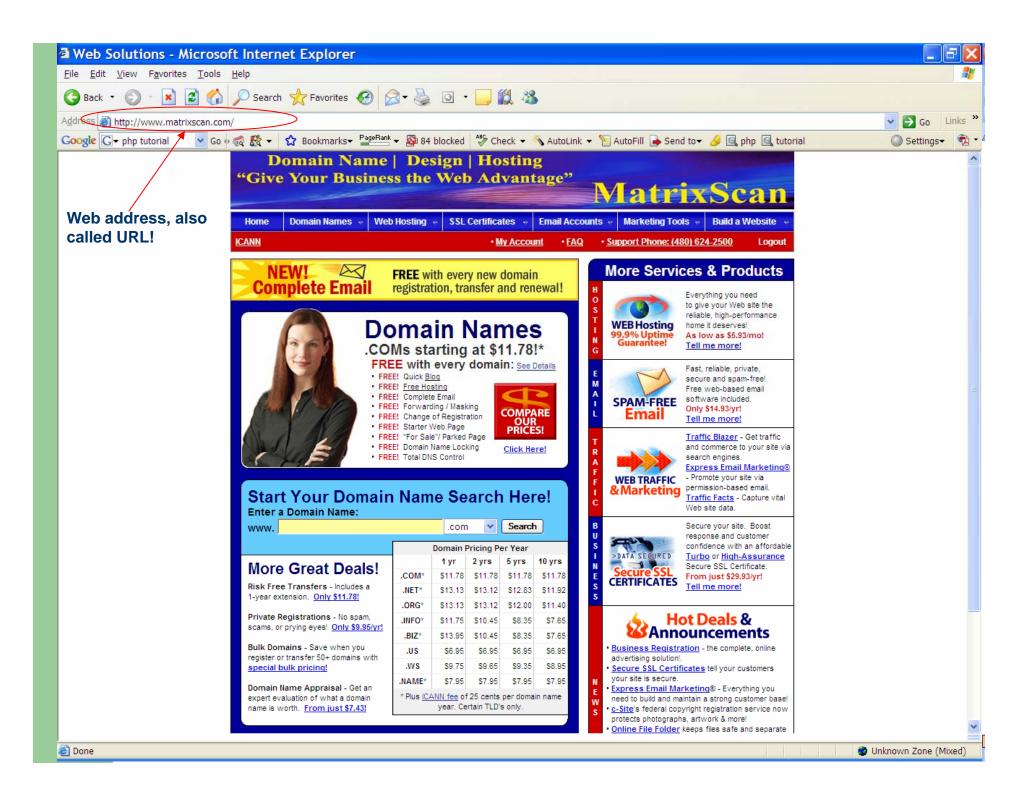
Step-by-Step Guide (2)

- Save the webpage <File><Save> menu
 - Name the file "index.htm"
 - The name "index.htm" identifies this page as your home page
 - You can name other files as you wish
- Upload your file
 Use the FTP information to upload your file. Ask
 hosting company (matrixscan.com) for help in doing
 it.



Step-by-Step Guide (3)

- Go to website
 - Open Internet Explorer
 - Enter your website address in the address bar
 - Press <enter>
 - Verify your new webpage





Step-by-Step Guide Creating additional Pages

- Create additional pages
 Select <File><New> menu
- Type your information
- Save the new file
 Select <File><Save> menu



Step-by-Step Guide Linking from one page to another

- Select the text to be linked to another page
- Create the link
 - Type in the address of page to be linked in
 "Page addressed may be on your website or any other website"
 - It will automatically becomes link to the selected page



Other Resources

If you are new to web pages visit:

http://www.pageresource.com/html/index2.htm

If you want add automation visit:

http://us3.php.net/tut.php