

Getting started with Homesite

Freeware version 1.2

This document explains how to use Homesite to create and edit HTML documents.

Install Homesite

- Zipped file can be found at:
<http://www.tacoma.washington.edu/ctltraining/resources/>
Click on **Creating Web Pages**
Under HomeSite 1.2 Web Editor
Select **Homesite 1.2 Freeware Download**
- Save to a temporary directory or a floppy
- Create a folder and name it something like Homesite
- Unzip the homesite.zip file to that folder
- Click on **homesite.exe** to start the program

The first time you use Homesite – *(Setting up your external browser)*

Select **Options** on the Menu

Select **Settings**

Click on the **General tab**

Remove the check by **force filenames to lowercase when adding and <a> tags**

Click on the **File Location tab**

Under External browsers Click the **Add** button

In the **Name area** - type the name of your browser (IE or Netscape)

Click on **folder** button on the right of location

Browse through your files to find your **browser**

Hint: For most it is under C:\program files\xxxxxxx

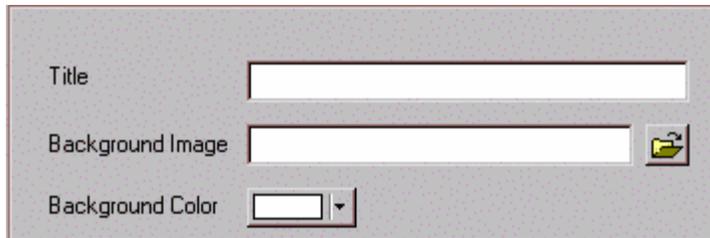


Starting a new web page

- **Quicktab** - Click on the Yellow arrow (Quick Start)
- Type in **title** of your homepage
- **Background image:** click on the folder
- **Background color:** click on down arrow for choices
- Try to pick a background color that contrasts with the other color choices for text, & links. Click on OK when done.
- Click the 'Save' button often as you work

Document Attributes:

Document attributes relate to the overall look and behavior of your document; they include the background, linked-text colors, and page title.



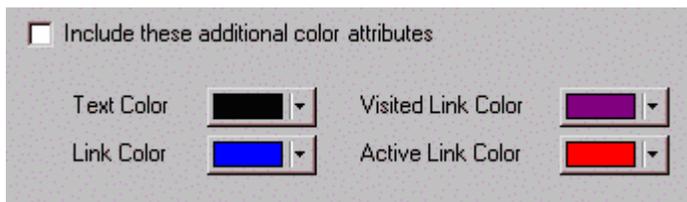
Quick Start Properties

Type in title of your homepage

Title: The title of your page is displayed in the top colored (blue) bar of the browser window when your page is visited and should *not* be confused with the file name you assign your Web page. Some search engines also use titles to help index your page.

Change the background and text colors.

The 'Background' sets up the basic appearance of your page.



- To specify a background image, click on the folder button and you can browse for an image file.
- Background color: click on down arrow for choices Try to pick a background color something that contrasts with the other color choices for text, & links. Click on OK when done.

Link color: This specifies the color of your links. The default color is blue.

Visited link color: This specifies the color that links will be once the viewer has clicked on them. The default for this is purple.

Active Link Color: This specifies the color that links will be for the few moments while the browser is looking for the linked location. These are red by default.

Tip:

There are important style and usability issues involved with choice of background and text colors. Some important hints:

- *Background graphics are very often distracting, lead to slower download times, and make text more difficult to read.*
- *Make sure the text and background colors are in high contrast to each other (such as dark text on light background). Web users learn to look for blue when they look for links. Using other colors raises the likelihood that users will have difficulty understanding how to use your site.*

Open an existing .htm or .html file

To open an existing file or template, click **File > Open**, then find the appropriate file you would like to open.

Save your work often

If you make a mistake or your computer freezes, you can always go back to a previous version of your work.

- Choose **File > Save As** from the menu bar.
- Type in a page title. This is optional, and is *not* the same thing as a file name for your document.
- Click on the 'As a File' button. **This is different from Word!**
- Choose a location to store your file on your computer.
- Enter a file name for your document in the 'File name:' text box.
- Click the
- 'Save' button.



Change your text alignment.

Use the mouse to highlight the text you want to realign.

- From the menu bar, choose the center button or the right justify button on the far right of the screen

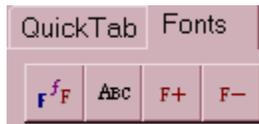
Change the look of the fonts

Use the mouse to highlight the text you want to change.

- On the tool bar, click on the **B** button for **bold**, the **I** button for **italic**, or the **U** button for underline.
- If you change your mind, pressing the **B**, **I**, or **U** button again will undo the formatting.

Choose a different font

Use the mouse to highlight the text you are interested in.



- Click on fonts tab - Click on fff quick font key under the Quick tab
- Choose Size, the higher the number the bigger the text
- Check the color box for text colors. Select face by using the pull down menu

Tip:

For maximum control over how your pages look, use only the most universal fonts such as Times New Roman, Arial, and Courier. While you may use any font installed on your computer, people viewing your page may not have the same fonts on their computers. When this happens, their computers will substitute another font for the one you used, changing the look of your page.



Create a bulleted or numbered list

- Select the Lists tab and Click on tab on far left with 1.2.3.
- Rows Put # of rows
- Choose order if you want it numbered and unordered if you just want a list with bullets
- Type in your first row of text on the first line, and the second row on the second line etc. OK when done.

Images

Images can be inserted almost anywhere on a page, even inside a table.

Insert the image

on the left hand side of the screen under Name select the image file

- Holding down the left mouse button drag the file to the exact location on the right side of the screen.

Tip:

Formatting of images in Homesite 1.2 can be crude at best. To fine-tune photographs and images for the Web, manipulate them with an image-editing program (such as Adobe Photoshop or Paintshop Pro) before inserting them into your Web

Hyperlinks

Select the text or click on the image that you want to hyperlink.

Select the hyperlink tool (anchor)



- In the URL area type or paste the name of the URL address you want to link to. It should start with <http://----->.
- If you want it to pull up a document or image, click on the **folder** icon and browse for the file.



- Check the links
One tiny typo on a link will break it. It is a good idea to test all the links on your page by opening the page with a Web browser to make sure they work. The Web constantly changes, so links should be checked regularly.

TIP: Inserting links can be tedious. The fastest possible way is to have all URLs stored in electronic format (bookmark/favorites files, text files, browsers) so you can quickly copy and paste into your HTML document. The copy/paste method also tends to be more accurate than typing and saves you time.

TIP: *Certain applications will check links for you, saving you time. Web sites like <http://www.websitegarage.com/> will let you know if you have any broken links as well.*

Tables

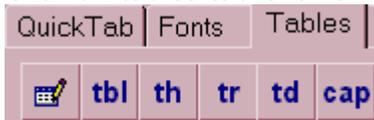
Decide what you want the table to do. Tables on the Web can be divided into two categories: data display and page layout. Although the method for making both kinds of tables is the same, it helps to know what kind of table you want before you begin building it.

- Tables are commonly used to display or organize data. Data tables act as discrete elements of a Web page, much like tables inserted into word processing programs.
- Tables can also serve page layout purposes. Table columns and rows can be used to control where text and graphics are placed with more precision than is typical with simple HTML, which is limited in its ability to handle multiple spaces and tabs.

Create and insert a table.

Position your cursor where you want the table to appear and click once.

- Click on tables tab Click on 1st table icon on the tool bar.



- Decide what you want your table to look like in the Table Editor.



The "table properties tab" dialog box lets you tailor the table to your needs: Type in a caption if you want a title. Want background color? Check the color box for background color and select a color.

Columns: Specify the number of vertical columns you would like your table to have.

Rows: Specify the number of horizontal rows you would like your table to have.

Align: Choose how you want your table aligned on the page. There are many options on the drop down toolbar.

Border Width: Specify the thickness of your table's outside border.

A border size of 0 will give you a table with no visible gridlines. This kind of table can be used very effectively for page layout.

Cell Padding: This is the space between the grid lines of the table (invisible or visible) and the contents of its cells.

Cell Spacing: This specifies how thick the grid lines of the table cells will be.

Table Width: Tables stretch to accommodate whatever you put in them (graphics, text, etc.).

- Width in **Pixels** is absolute: the table will be, say, 400 pixels wide no matter what the monitor on the other end is like.
- Width in **Percent** means a percentage of the width of the Web page as displayed on your browser.

*Different monitors have different pixel maximums and this will affect the amount of a table that can be viewed on a screen. An old monitor, for example, will not be able to display more than 640 pixels horizontally and 480 pixels vertically. Some of this space will be used up by the browser itself. As a general rule, tables should not be more than **550 pixels** wide as a general rule.*

Add your Content.

When you are finished setting up your table, click 'OK' and add your content to the cells by clicking on a cell and typing or pasting text or images

TIP:

If you change your mind about how you want your table to look you will need to make the changes in the code

Useful Information on Creating & Publishing Web Pages at UWT

<http://www.washington.edu/computing/web/publishing/>

Publish your files on a UW Seattle server

<http://www.washington.edu/computing/web/publishing/publish.html>

Great Sites for Free backgrounds

<http://hotwired.lycos.com/webmonkey/>

<http://www.nref.com/merko/backgrounds>

www.grsites.com/textures

Additional sites and resources

www.ncsa.uiuc.edu/General/Internet/WWW/HTMLPrimer.html

www.webmonkey.com

www.mcli.dist.maricopa.edu/tut/

www.htmlgoodies.com/tutors/

www.w3.org

<http://education.lanl.gov/RESOURCES/HTML/>