

## CREATING A WEBPAGE

A few directions are provided on the following pages to help guide you through making your web page.

NOTE: In order for your web page to be published on the Texas State University - Department of Sociology website you must follow these instructions and use KompoZer 0.7.10. This is the only way you will receive credit for your web page.

### Materials

You will need a CD-R or a CD-RW disk.

*All your web page files will be “burned” or copied onto this disk, and the disk will then be submitted to the Internship Office.*

### Contents

Your web page must include the following components:

1. Your name.
2. A picture of you at your internship site.
3. A description of your internship experience.
4. A link to the internship site (if there is one).
5. A link to the Texas State University website.
6. A link to the Sociology Department’s website.
7. A link to your email.

Your website may also include other relevant information and images that might help describe your internship experience.

## STEP-BY-STEP INSTRUCTIONS

### Step 1

- Create a new folder on your desktop.

*You will be saving **all** files associated with your web page to this folder.*

### Step 2

- Copy all photographs and any other images you plan to use.
- Save them to your new folder.

*Photograph/logo/image files need to have either “jpg” or “gif” extensions. (e.g., sarahpic.jpg).*

### Step 3 – Download and Install KompoZer 0.7.10.

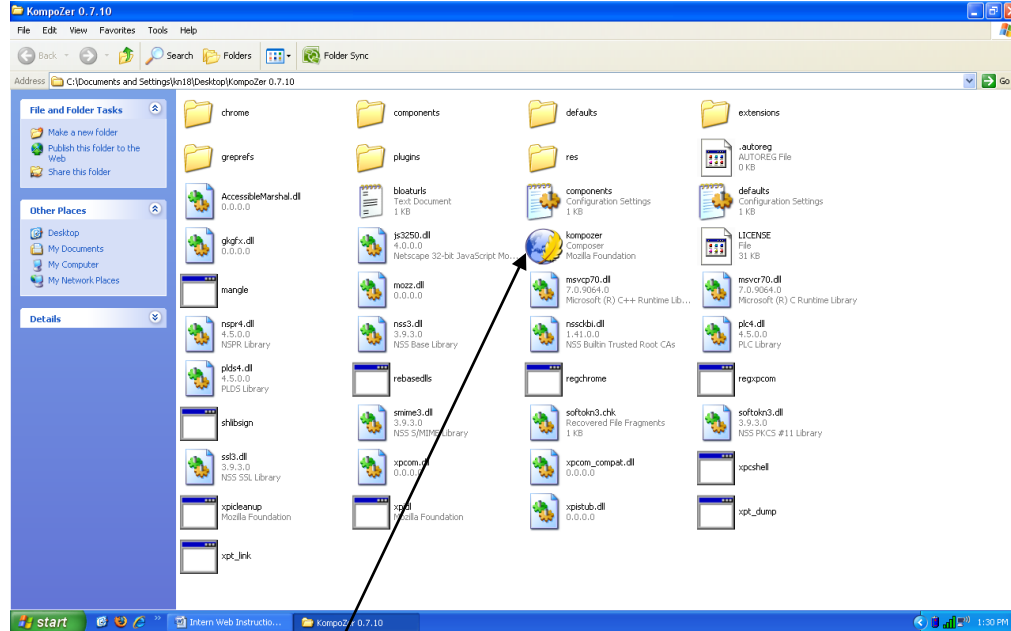
To install KompoZer do the following:

- Connect to the internet
- Go to <http://www.kompozer.net/download.php>
- Select the appropriate version for your operating system
- Follow the instructions to download
- Save the files to your desktop

Note: The files will be downloaded to a zipped folder. Open this folder, extract all, follow instructions to unzip files.

The unzipped files will appear in a folder called KompoZer 0.7.10 on the desktop.

The following shows the KompoZer folder and the files within:



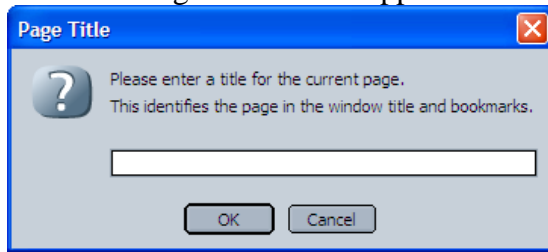
Double click on the “globe”.

You should now be in KompoZer and ready to start creating you webpage. There will be a “tips” window that you may read or close.

### Step 4 – Title you webpage:

- Go to “File” in the menu bar at the top of the page.
- In the drop down menu, select “Save As”.

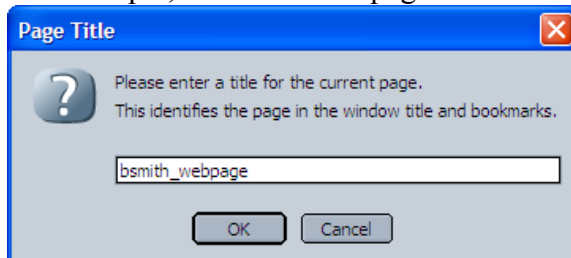
The following window will appear:



- Enter a title for your page

*NOTE: The title should be entered in lower case as follows - first initial, last name, underscore, webpage.*

For example, Brian Smith's page would be:



Click "OK"

- You will be returned to a blank screen. The screen will be titled with the name you just gave it e.g. bsmith\_webpage.

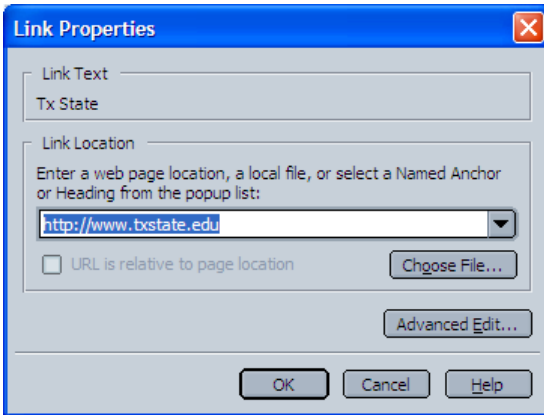
### **Step 5 – You are ready to Create your web page.**

- KompoZer has many tools to help you create your webpage.
- Familiarize yourself with these tools – have fun.
- Need some design ideas? Check out the web pages of former interns at: <http://www.soci.txstate.edu/Internship/Intern-webpages.html>

*The following instructions are included to help you add links and insert images.*

### **Adding links to your web page:**

- Type in the name or reference, e.g., Texas State University
- Highlight the text that you want to attach a link to.
- Click on "Link" on the KompoZer menu bar.
- Type in the URL for Texas State University. See below,



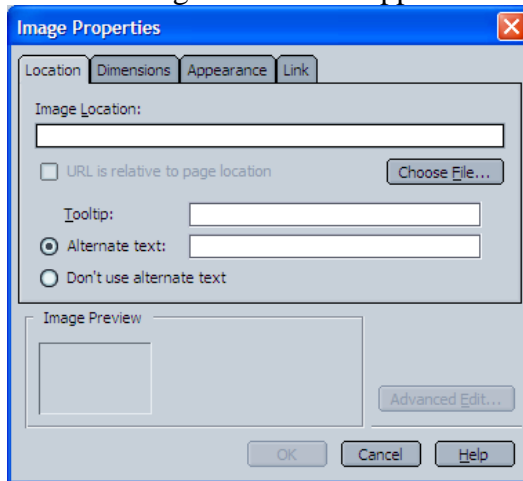
Click “OK”

- Use this same process to create a link to your email, but instead of a URL type - “mailto:” (e.g. mailto: bs1034@txstate.edu).

### **Adding pictures or image files to your web page:**

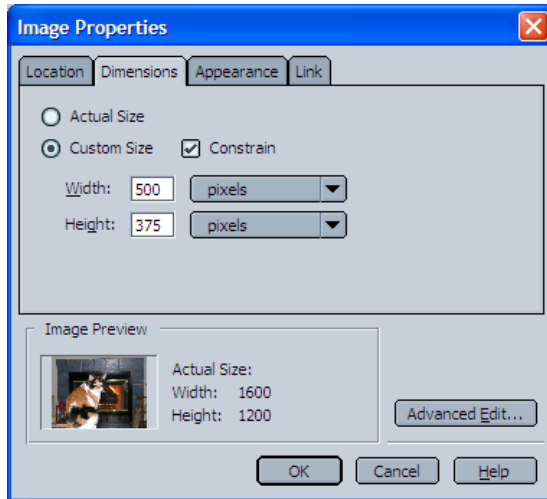
- Go to “Image” on the KompoZer menu bar

The following window will appear:



- Click on “Choose File” and choose an image file from your desktop folder.
- Select “Alternate text” and enter a brief description of the picture (e.g. me at internship site).
- Now, click on the “Dimensions” tab.

The following window will appear:



- Select “Custom Size” and make sure “Width” is not more than 600 pixels (“Height” pixels will be automatically adjusted).
- Click “OK”

### Step 6

Once you have finished composing your webpage:

- Save the file (it will have the extension “html” e.g. bsmith\_webpage.html).

*NOTE: Make sure it is being saved to the desktop folder you set up earlier i.e. the same desktop folder your picture/logo/image files are in.*

### Step 7

- Check that the desktop folder contains your webpage.html file, and all the image. jpg files, and image.gif files you used to make your webpage.
- “Burn” this folder to your CD-R or CD-RW disk.

### Step 8

- Write your name on the CD-R or CD-RW.
- Make a print copy of your webpage.

### Step 9

- Submit the CD-R or CD-RW, together with the print copy of your webpage to the Internship Office.

*Congratulations – you’re done!*