

**Website Creation Toolkit:
Creating an online presence through the UH Server**

Having an online presence is necessary as we navigate our professional careers. Yet the thought of creating our own websites can be intimidating because we frequent so many well-designed webpages and may lack formal computer language training. I'm happy to report that with some very basic knowledge, you can successfully learn to create and edit your own website. If you are a University of Hawaii Manoa student or faculty, webspace is available to you at no cost. This toolkit is designed to be a gateway to web design by building the skills necessary to create and upload a basic professional website to the University of Hawaii server using html code.

The Website Creation Toolkit is divided into two sections. Part 1 of the toolkit is, "*Website Creation Basics*," provides instructions to create and edit a personal webpage using an html editor. This section will cover creating a page, uploading text, pictures, and linking content. Hopefully the toolkit will facilitate building confidence to continue exploring and make a much richer webpage design. Part 2 of the toolkit is, "*Putting your webpage on the UH server*," will guide you through the process of uploading a webpage onto the UH server.

I. Website Creation Basics

A. Organizing files

The file organization in this toolkit is designed to comply with the UH server standards. However, organizing website files into appropriate locations is very important and this format can be used with other servers.

1. Create a folder called **public_html** on your hard drive. This folder will contain all your website files. This folder is also known as a directory.
2. Within the **public_html** directory, create a folder called **graphics**. This is where you will put photos for your webpage.

B. HTML Editors

HTML is the most common computer language for creating webpages. HTML code provides instructions for what a web browser will display. Like any spoken language, it is difficult to learn html all at once. Programs called HTML editors can provide a graphical user interface with templates and shortcut keys that can simplify the process. There are a number of free and pay programs that you can use to edit html code. **KompoZer**, is a free HTML editor that works on both PC and Mac, though not actively supported (last update 2010).

1. Download and install the 2010 version of **KompoZer** HTML editor from <http://www.kompozer.net/download.php>
2. Open **KompoZer**.
3. A new blank webpage should open automatically. If not click **File >>> New >>> Blank Document**. The arrows “>>>” indicate choosing an option from the drop down menu.
4. Save this page before you start editing. Click **File >>> Save**. Be sure to save your webpage as you are working.
5. A pop-up window titled “*Page title*” opens. Enter a title for your webpage like “*Lisa’s webpage*” and click Ok. Note: this will be displayed on the top of the browser window and not on the webpage itself.
6. The “*Save Page As*” screen will pop up. Save your webpage in the public_html directory you created earlier. Name your webpage **index** and be sure the type is HTML. Your webpage file should be in the format **index.html**.

C. Adding text

Adding and editing text is easily done in an html editor such as KompoZer by typing text into the design window. The html editor will write the appropriate html code.

1. Open **KompoZer**.

2. Click **File >>> Open File**.
3. Locate and select your webpage **index.html** file and click **Open**.
4. When the file opens be sure you are in the Design window. Click **View >>> Design**. The Design window is where you will add text, links, and photos. Within the Design window, move the cursor to the top of the page. Type the title of your webpage for example, "Lisa's Webpage."
5. Adjust the size of your heading by selecting **Format >>> Paragraph**. Choose from 'Body text' 'Headings 1-6' and 'Paragraph' formats. 'Heading 3' is an appropriate size for your page title.
6. Center your text within your webpage. Be sure your text is still highlighted and click **Format >>> Align**. Choose '*Center*' justify.
7. Add text a couple lines below your webpage title. Choose an appropriate text size and center justify. Add the following information

Your name
Email
Address

8. To save your changes. Click **File >>> Save**.
9. Feel free to add more text and play with the formatting options!

D. Adding photos

Photos make easy additions to any website. Be sure to move photos into your graphics folder associated with your webpage rather than your typical My Pictures location on the hard-drive or they will not be show up when you transfer to the UH server.

1. Find a digital photo of yourself. Photos smiling and doing fieldwork in a beautiful landscape are always nice.
2. Copy and paste this photo into the **graphics** folder within the **public_html** directory. Be sure the photo has a simple name so it's easy to keep track of.
3. Open **KompoZer**.
4. Within the **KompoZer** Design mode (**View >>> Design**), use the cursor and click where you would like the photo to be inserted on your page. If you have added a webpage title and contact information from Part C, place the photo below the webpage title and before the contact information.
5. Click **Insert >>> Image**.

6. An “*Image Properties*” dialog box will open up. Choose the image location for your photo. The photo should be in your graphics folder.
7. Type in an alternate text description for your photo. This is the text that will be displayed if your photo does not load in a viewer’s web browser.
8. Click Ok. The image will be inserted.
9. You may need to resize your image so it fits within the page. Right click on your photo in the Design window and choose Image Properties. In the Image Properties window, select the Dimensions tab. Click on the Custom Size button and be sure Constrain has been selected. Choose an appropriate pixel width and height. Start with a width of 500 pixels. Click OK when done.
10. Highlight the image and center justify the image (See Inserting Text, Step 6).
11. To save your changes. Click **File >>> Save**.
12. To preview your webpage, open your **index.html** file using a web browser.

E. Adding links

Linking on webpages occurs the viewer clicks on a line of text that will direct the browser to open another webpage or to download a file. If you are linking a file that a visitor to your webpage can open, be sure to include the file in your public_html directory.

1. To link in **KompoZer**, open your **index.html** file. Within the Design window (Inserting Text: Step 4) place the cursor at the location you want to insert the link.
2. Click **Insert >>> Link**.
3. A new window will pop up. Enter the text of the link under the “*Link Text*” box you would like to be displayed on the page. For example “Click here to view my CV.”
4. Under the “*Link Address*” box enter your link. If you are linking to a webpage, next enter the address of the webpage. Under the “*Target box*” you can select if you would like a new window to open when a visitor clicks on your link. If you are attaching a file, be sure the file is located in your public_html directory and browse to locate the file.
5. Click ‘OK’ at the bottom of the Linking window.
6. To save your changes. Click **File >>> Save**.

F. Basic HTML page code

If you get serious about website design, you may want to use HTML commands that are not available in KompoZer. There are many websites that have chunks of HTML codes or templates

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that can be manipulated to fit your needs. While this toolkit does not teach HTML code, you can examine the code that you created in the editor to teach yourself some of the basic code formatting.

Below is the code of new blank webpage in KompoZer. Note that the majority of the commands are in brackets < > and are listed twice. The first bracket is <html> and the second bracket </html>. This pair signifies the start and end to your webpage code. The code within the bracket signifies a certain html element. For example the <body> and </body/> represent “body” elements. The body elements are the start and end to portion of your webpage that a visitor will see. Any changes in the html editor that you make to your page will show up between the <body> and </body>.

```
<html>
  <head>
    <meta content="text/html; charset=ISO-8859-1" http-equiv="content-type">
    <title> </title>
  </head>

  <body>
    <br>
  </body>
</html>
```

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This is the code from the basic webpage created using Steps A-D. Notice how all the content code falls in between the `<body>` brackets. Examine the code to see if you can decipher the code language or specific html elements.

```
<html>
  <head>
    <meta content="text/html; charset=ISO-8859-1" http-equiv="content-type">
    <title>Matt's webpage</title>
  </head>

  <body>
    <dl style="text-align: left;">
      <dt style="text-align: center;"><big style="font-weight: bold;"><big>Matt
      Lurie's Webpage</big></big><br>
      </dt>
    </dl>
    <div style="text-align: center;"><br>
    </div>
    <dl style="text-align: center;">
      <dd><big><big>Matt Lurie</big></big><br>
      </dd>
      <dd>lurie@hawaii.edu</dd>
      <dd>3190 Maile Way </dd>
      <dd>St John Room 101</dd>
      <dd>Honolulu, HI 96822</dd>
    </dl>
    <br>
  </body>

</html>
```

II. Putting your webpage on the UH server:

The University of Hawaii (UH) provides free webpage hosting for students using their UH username. The unique URL or web address will be in the following form.

[http://www2.hawaii.edu/~\[UH username\]](http://www2.hawaii.edu/~[UH username])

For example:

<http://www2.hawaii.edu/~lurie>

UH Information Technology Services (ITS) has information regarding website creation procedures and troubleshooting at <http://www.hawaii.edu/askus/694>. This packet provides supplemental information.

A. Activating your UH webpage

Students need to activate their web address before they can upload or edit files. If you type in your www2.hawaii.edu/~username address before activating, you will receive a “file not found on server” notification

1. Ensure you have a current UH username and password. This will be the same user name you use to log into your UH email.
2. Proceed to UH’s “*Managing Your Username*” website
<http://www.hawaii.edu/username>
3. Login using your UH username and password.
4. Once logged in, locate the “*Personal Home Page Options*” Box.
5. Click on the “*Create Home Page*” link.
6. You will be taken to a “*Managing Your Username*” webpage that indicates your personal website has been activated. Woohoo! Note if you type in your personal webpage into a browser, you will be taken to a blank page because you haven’t uploaded any html code yet.

B. Setting up a file transfer client.

In order to build your UH website, you will need to upload the html code, pictures, or other files you have created. A **file transfer client** is a program designed to move files from your computer onto the UH server. UH has free file transfer clients for both PC and Mac available on the ITS website. The ITS website also contains instructions for specific settings so you can tell your file transfer client how to locate and access the UH server.

<http://www.hawaii.edu/askus/694>

Instructions for PC

1. Proceed to the UH ITS website “*Creating Personal Homepages*”

<http://www.hawaii.edu/askus/694>
2. Scroll down to the section titled “*SSH/SFTP.*” Note the table below which has links to file transfer clients for PC and Mac platforms.
3. Click on the **SSH 3.2.9** link to download the file transfer client program for PC.
4. Download and install the **ssh329.exe** file to an appropriate place on your hard drive.
5. Open the **SSH Secure File Transfer Program.**
6. Locate and click the “*Quick Connect*” button on the toolbar or under the **File** tab.
7. A screen will pop up titled “*Connecting to Remote Host.*” This is where you will enter settings to let the program know where the UH server is and how to access your webpage. Specific settings can be found on the UH ITS webpage.
<http://www.hawaii.edu/askus/694>

Host name: uhunix.hawaii.edu

User name: [UH username]

Port number: 22

Authentication method: password

8. After the settings information is entered a “*Message from Server*” screen will pop-up saying “*Unauthorized access is prohibited...*” Click Ok and agree to not misuse or do anything illegal with your webpage.
9. Another screen will pop up and ask you to “*Enter Password.*” Type in the password that corresponds with your UH username.
10. Note at the bottom of the SSH Secure File Transfer program screen, there should be a note indicating: “*Connected to uhunix.hawaii.edu.*” This shows you are indeed connected to the UH server.
11. Observe that there are two columns in the SSH Secure File Transfer program. Each column has folders that look like a computer directory.
 - a. The **local name** folder: The first column with the “*Local Name*” heading shows files on your personal computer. This is where you can access the folder containing your webpage so it can be uploaded.

- b. The **remote name folder**: The third column with the name “*Remote Name*” shows folders on the UH server under your username. This column only shows folders, not specific files. At minimum you should see a folder titled **public_html** containing an **index.html** file.

Instructions for Mac

1. Proceed to the UH ITS website “*Creating Personal Homepages*”

<http://www.hawaii.edu/askus/694>
2. Scroll down to the section titled “*SSH/SFTP*.” Note the table below which has links to file transfer clients for PC and Mac platforms.
3. Click on the “**Fugu**” link to download the file transfer client program for Mac.
4. Download and install **Fugu** on your hard drive.
5. Open the **Fugu** Program.
6. Click on the **SFTP** menu option at the top of the screen and then click “*Show SFTP*” window.
7. On the right side of the screen you will need to enter settings to let the program know where the UH server is and how to access your webpage. Specific settings can be found on the UH ITS webpage. <http://www.hawaii.edu/askus/694>

Connect to: uhunix.hawaii.edu

User name: [UH username]

Port number: 22

Directory: public_html

8. After the settings information is entered click “*Connect*.”
9. Another screen will pop up and ask you to enter your password. Type in the password that corresponds with your UH username and click “*Authenticate*.”
10. Once connected there will be a notification at the top of the screen labeled

Username@uhunix.hawaii.edu

11. Observe the two columns on the screen. The column on the left displays files on your personal hard drive. The column on the right displays files on the UH server under your directory **public_html**.

C. Transferring files to the server

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You must use the file transfer client to upload your personal website files from your personal computer to the UH server. When you transfer files and folders to the server, you will either be adding new files or completely replacing existing ones.

1. Make sure that you have organized all of your website files in directory called **public_html**. Make sure your main webpage name is **index.html** and that this is located within the **public_html** directory.
2. Open your file transfer client and connect to the UH server as outlined in Part B.

Instructions for PC SSH/SFTP

1. On the left column titled “Local Name” of the **SSH Secure File Transfer Program**, locate the **public_html** directory you have created on your hard drive.
2. Click on the local **public_html** directory. The **index.html** file and **graphics** folder you created in Part 1 should be visible.
3. Be sure the **public_html** directory is visible under the “remote name” folder. This **public_html** directory is on the UH server.
4. Select the contents of the **public_html** server under the “local name” column and drag into the **public_html** directory either into the “remote name” column. If there are existing files in the remote **public_html** directory, the program will ask you to replace the existing files. Click Yes.
5. Type your personal web address into a web browser and double check that your files to the server. Hopefully your webpage has been uploaded!

Instructions for Mac Fugu Transfer Client

1. On the left column of the **Fugu** program, locate the **public_html** folder on your hard drive containing your webpage files. Click on your personal file so that your personal webpage files including **index.html** and **graphics folder** are showing.
2. On the right column be sure that the **public_html** folder is also selected on the UH server.
3. Select both the **index.html** file and **graphics** folder on the left column (your hard drive) and drag to the right column (the server). Note this will replace any existing files with the same name.
4. Type your personal web address into a web browser and double check that your files to the server. Hopefully your webpage has been uploaded!