

THE MAGAZINE FOR COMPLETE WEB SITE BEGINNERS

QUICKSTART

WEBPAGES made easy™

HOW TO... BUILD A BETTER WEB SITE

Create your first ever pages
with our simple tutorials



We help you...

- ✓ Plan your own site
- ✓ Design unique content
- ✓ Sign up for Web space
- ✓ Put your pages on the Net
- ✓ Create exciting graphics
- ✓ Choose the right software



THE **ESSENTIAL** GUIDE TO CREATING YOUR FIRST WEB PAGES

Welcome to QuickStart

Want to build a Web site, but don't have a clue where to start? Then this is a must have guide.



Our 16-page pullout section is aimed at getting you started in minutes. QuickStart targets a whole range of tasks that are vital for getting your first ever site up and running. Before you begin, however, it's important to familiarise yourself with what makes a Web page tick, and plan your style of design. We tackle these issues head-on.

We'll also give you the lowdown on important areas, such as creating slick-looking graphics, without lapsing into technical jargon. In short, QuickStart contains everything you need to become a Web site master.

Rob Clymo, Editor
robcc@paragon.co.uk

Contents

- 3 **What is a Web site?**
Discover how a Web page works
- 4 **Your battle plan**
The first step – planning your site
- 6 **Register a domain name**
How to register your own domain name with Easily.co.uk
- 8 **Picture perfect**
Your complete image-editing guide
- 10 **Find a space of your own**
Every site needs a set place on the Web. Sign up for Web space here
- 12 **Make your first Web site**
We take you through the basics – making a simple Web page with Netscape Composer
- 14 **Publish your site**
The final hurdle – uploading to the Web explained
- 16 **Online Resources**
Some essential Web resources to get you started

What is

1 First things first! We show you just what makes up a Web page – and how you can create one in just minutes...

If you're already an Internet surfaholic, you're probably more than familiar with the concept of a Web site. Millions of sites make up the cyber jungle that is the World Wide Web, and they're full of useful information, interesting images and all sorts of exciting special effects.

Contrary to popular belief, you don't have to be a coding genius or a PC guru to build a Web site. The actual process is really simple. All you need is a basic grasp of what Web pages consist of, and how they are made. With your own Web site, you can communicate with the world in any way you like – stay in touch with friends or make new ones, share your passions, promote your club, society or business and tell the world about what goes on in your life. Here's how to get started...

Super site ideas

So first things first – what kind of site are you going to make? We've got some great suggestions and ideas below. Then look at the diagram opposite to learn about the six most important aspects of a Web page and the things you need to get to grips with before you plunge, head-first, into the wonderful world of site design.

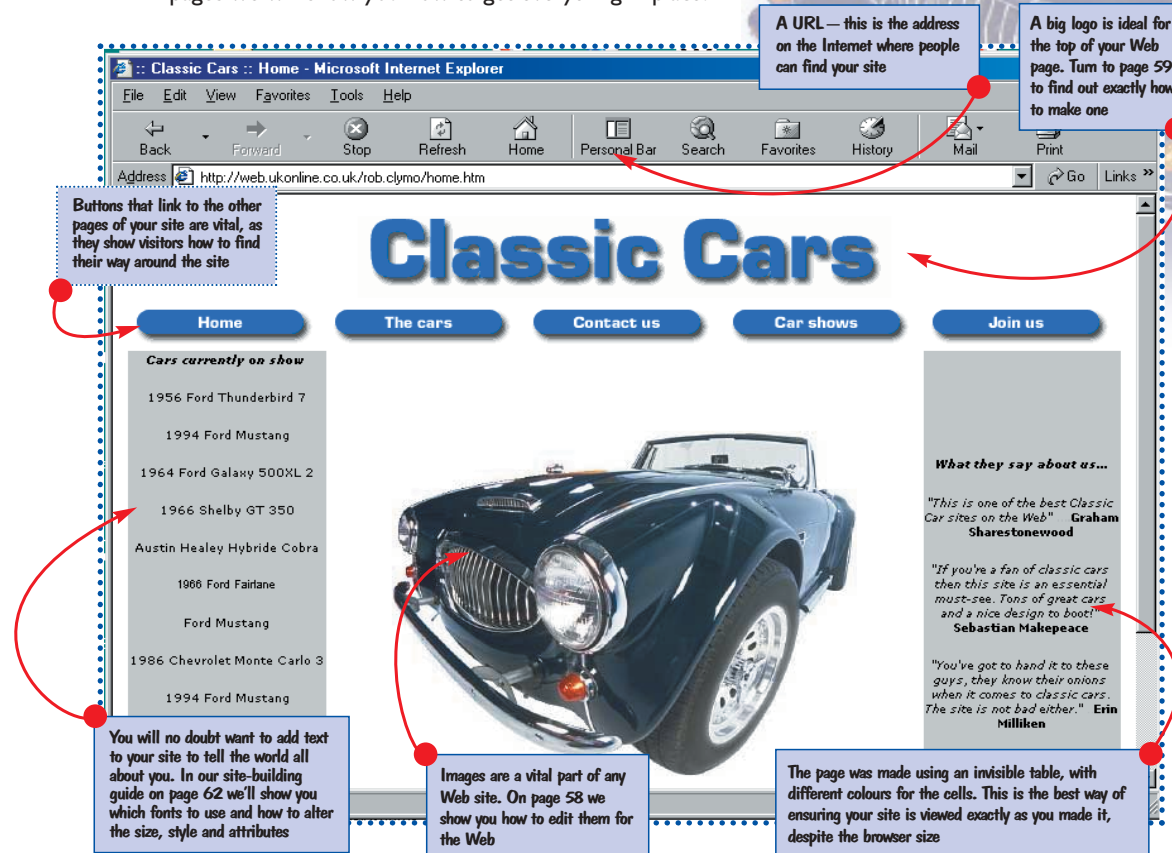
Your complete guide

If this all still seems a little overwhelming, don't panic, just read on – the Web Pages Made Easy QuickStart guide has everything you need to get a Web page online. All the software you need is on our cover CD-ROM.

a Web site?

2 What makes up a Web site?

Want to know the essential elements of a Web page? Here is an example site with all the vital bits and pieces that any self-respecting site should have. On the next few pages we will show you how to get everything in place.



Jargon Buster

HTML

The coding behind Web sites is known as HTML (Hyper Text Mark-up Language). Don't worry though – modern software means you don't have to be a coding genius. Insert the elements you want into your page and the software will generate the code for you. Easy!

Images

Images or pictures are a vital part of a Web site. Try using photos you've scanned in, artwork or clip-art you've downloaded from the Web. You could also use files you've created in image-editing software such as Paint Shop Pro 7. Decide what pictures you want, then turn to page 58 to find out how to edit them to use on the Web.

The next step

Develop a plan of attack

Now you know exactly what makes up a Web page, and have some early ideas about what you want to do, it's time to get moving with your site. Before you get building with site creation software, you need to do a little planning first. Turn the page for your complete site planning guide – get a pen and paper handy!

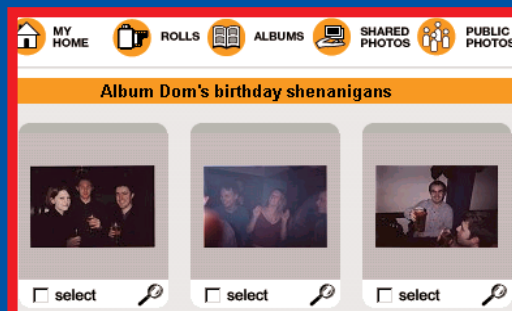
WHAT KIND OF SITE SHALL I MAKE ?



1

Where I live

Why not make a site about the town or village where you live? You can make a list of the town's attractions and create a site your fellow residents can be proud of.



2

Say cheese!

Keep your friends and family up-to-date with your family news and get your 15 minutes of fame on the Web by making a Net photo gallery.



3

Join our club

If you are a member of a sports team, club or society, make a Web site to tell the world about your activities. Include photos, news, a calendar and a messageboard.



4

Hobbies and interests

However obscure you think your interest is, there's bound to be someone online who shares it. Put up a site about your hobby and invite people to send you comments.



Making a battle plan

Before you start designing, you need a plan for your site. Here's where to start...

Too many badly thought-out, thrown together pages adorn the Web, full of mis-matched colours, broken links and big blocks of poorly written text. However, you can easily avoid this route with just a few minutes of careful planning.

Once you've decided what your site is going to be about, sit down with a piece of paper and brainstorm some ideas of what information the site is going to contain. Then decide what details are going to go on each page of the site. Think carefully about what people visiting the site will want to know, and theme each page around that.

Small is beautiful

For your first site, keep it simple – three or four pages is plenty. You can always add more later. Decide what images will go on each page – do you need to go out and take some more photos to use on your site? Gather everything you need to hand before you start and the design process will be a lot easier in the long run.

Home is where the heart is

Once you get to the design stage, your plan will come into its own. The first page you design will be what is known as a 'home' page – as the first port of call for your visitors, it acts as an introduction to your site and contains links to all the other pages. Now you know what each page will be, you can design your home page easily and use it as a template for each subsequent page.



1

Get inspired

The first thing to do is get an idea for your site. Is it going to be about your family, your hobby or the town where you live? Sit down with a piece of paper and brainstorm all the things that come to mind.



2

Get organised

Take a new piece of paper and organise all the information from your brainstorm into pages on your site. Remember, keep it small for now – perhaps just three pages to start off with.



3

Get pictures

Gather together the information and pictures you'll need to make each page. You may want to go out and take some photos or call friends and family to see if they have pictures you can use.

The plan



Tip!

Some top tips to help you plan your site...

1 Look at Web pages on a similar theme to the site you want to make. How many pages do they have? How do they organise their information? Go to a search engine such as Yahoo! (www.yahoo.co.uk) and see what the Web has to offer.

2 If you are making a site for a club or society or about a group of people like your family, ask them for their opinions. What information would they like to see on the site?

3 Pictures are just as important as text, so try and gather together a fair few images for your Web site. They brighten up the pages and show the world exactly who or what you are talking about.

4 Making alterations to a piece of paper is a lot easier than changing an HTML document, so do some sketches now of how you'd like your site to look on the screen.

The next step

Spring into action!

Now you know exactly what your Web site is about, how many pages you are going to make and what pictures you are going to use on each, you can sort out your artwork. But first of all, let's get hold of some free Web space to host your site – turn the page to find out how...



Use your imagination to dream up a catchy name for your Web site, then register it with Easily.co.uk

Register your domain name

Getting your own domain name is an ideal way of attracting people to your site.

By registering your own unique domain name, you won't have to put up with the long-winded tag that is often inflicted on you by your ISP or Web hosting company.

Finding a good name used to be a major problem, but it isn't so difficult these days, thanks to the introduction of new domain endings such as '.info' and '.biz', which are not so over-subscribed.

One of the many sites that allows you to register for a domain name is Easily (www.easily.co.uk). Let's take a look...

Time taken...
45 minutes

How to...
Register a domain name for your site

How does it work?

FTP

In this tutorial we show you how to register for a domain name with a '.co.uk' ending. These sites are specific to Britain and often cost less than the other top level domains (TLDs) such as '.com', '.org' and '.net', which are used all around the world. You're far more likely to get hold of the name you want by applying for one with a new domain ending. These have just recently been incorporated into the Internet and are endings such as '.biz' (business) and '.info' (information).



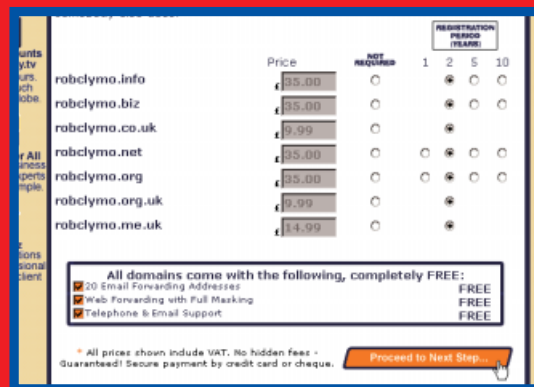
1 Search for a name

Visit the site at www.easily.co.uk and you'll soon guess why the site is called Easily! All you have to do is type a name that you would like your site address to be and click the 'Go' button beside it.



3 Extra! Extra!

We're only registering a domain name, but you may wish to snap up some Easily offers. We're given the chance to buy Web site hosting and email (POP) accounts, at added cost. If you don't want these, skip the screen and click 'Add to Basket'.



2 Pick your perfect domain

You'll see a list of domain names. If the address you want isn't there, click 'Back' and search again. Once a search is successful, select the address by checking the 'Not Required' tick box of the names you don't want. Click 'Proceed to Next Step'.



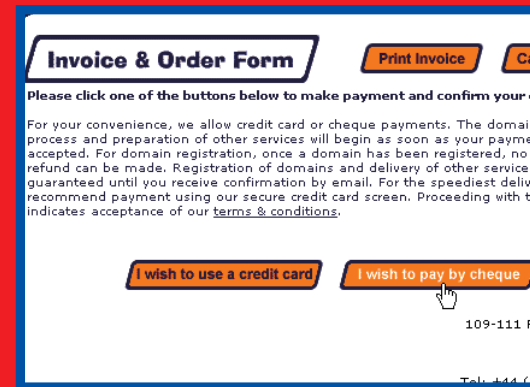
4 What's in the basket?

Now we're given a price breakdown of the domain names and any extras. You're shown how much each item costs, the VAT charge and what the total charge is. Providing you're happy with this, click the 'Make Purchase' button.



5 Easily register

We need to set up an account with Easily before we can snap up our exciting new domain name. As this is our first time on the site, click on 'New Customer' to go to the site's registration section.



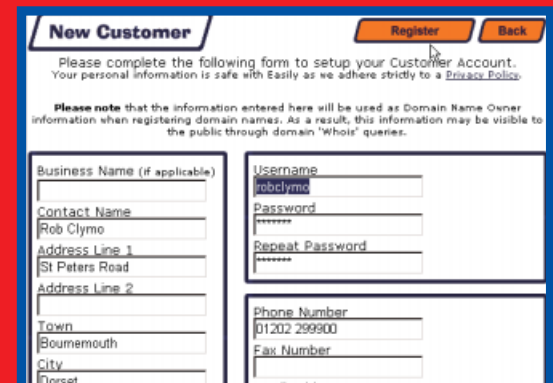
7 Pay up

Now decide what payment method you prefer at the 'Invoice & Order Form'. Print a copy of our invoice by clicking 'Print Invoice'. Easily is a secure site for credit cards, but those who feel uneasy about using cards online can opt to pay by cheque.



9 A polite gesture

That's the end of the registering stage. This screen is a big 'thank you' from the nice guys at Easily. It gives you details of how to manage your new account, plus some other general advice.



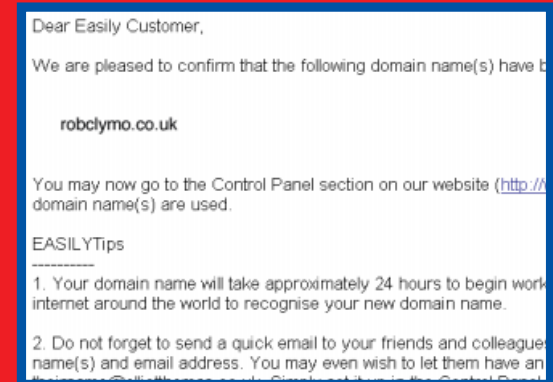
6 Enter your details

Fill in all your personal details in the spaces provided. Choose a username and a password. Easily will contact you to confirm that your domain name has been secured, so it's important to enter a valid email address. Once complete, click 'Register'.



8 Complete the purchase

If you've chosen to pay by cheque, write the order number on the back of the cheque and note the address of where to send it. Once you've done this, click 'I wish to pay by cheque'. If you're paying by card, enter the details and click 'Submit'.



10 We have confirmation

Once Easily has accepted your payment, you will be contacted by email with confirmation that you are now the proud owner of a new domain name. If you have any queries regarding the name, respond via email or phone Easily directly.

Jargon Buster

URL

This stands for Uniform Resource Locator. This is used to describe the location of a Web page on the Internet. By registering a domain name, you can create a URL that is easy for people to remember, which will increase the number of hits on your Web site.

Web hosting

A host is a computer that functions as the beginning and end point of data transfers. This is most commonly known as the place where your Web site is stored.

Tip!

As part of the domain name package with Easily, you also get free email forwarding. This means that people can send you messages to an address featuring your domain name, and you can check this from your ordinary account with your ISP.

The next step

Create a Web site

So we've made an important start on the journey of getting your work published on the World Wide Web. Now that you have your very own domain name, it's time to put it to some use. Turn the page to begin sorting out your images and artwork, in preparation to build your first Web site...



Get a great-looking Web page with our guide to logos, buttons and much much more...

Get your artwork right!

If you're going to the trouble of designing your Web site, chances are you've got something more elaborate in mind than just a simple page of text.

As well as photos, clip-art or any other bits and bobs you want to add to your

site, it's well worth getting to grips with image-editing packages so you can create your own artwork as well. After all, no site worth its salt is seen without a snazzy logo and some bright buttons to help it stand out from the crowd.

Image editing package Paint Shop Pro (you can find a trial version on your

cover CD-ROM this issue) is loved by Web designers the world over for its flexible tools and colour creation options. Perfect for making artwork to get your site exactly as you want it, you can design a great-looking logo and a bevy of buttons for your site in just nine steps.

Time taken...
30 minutes

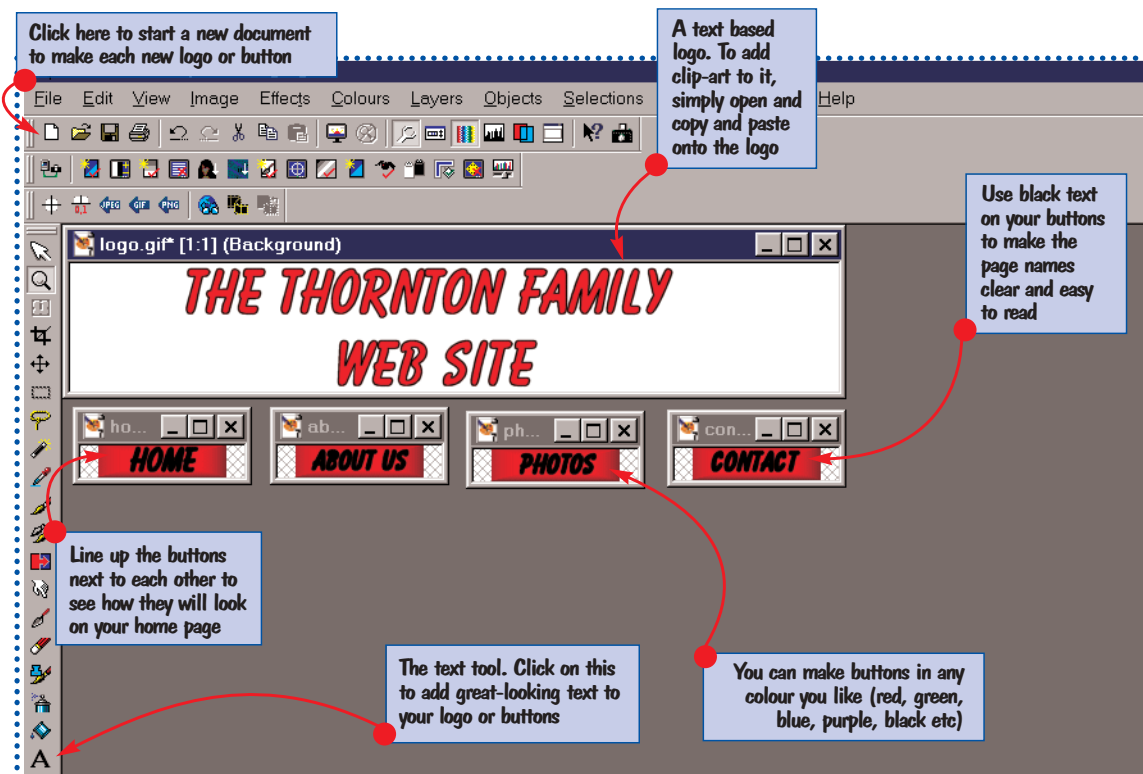
How to...
Make logos and buttons

How does it work?

Web-safe fonts

Why go to all the trouble of creating a logo when you can just type your site name straight into the Web page? Well, this is so you can use fancy fonts to make your heading stand out from the crowd.

You must use image editing software such as Paint Shop Pro whenever you want to use elaborate fonts on your site – no matter what the options are on your software, Internet browsers can only recognise the most basic, simple fonts. Vendana, Times, Courier, Arial, and Trebuchet MS are known as 'Web safe fonts' as these are the only styles that you can guarantee all Internet browsers can read.

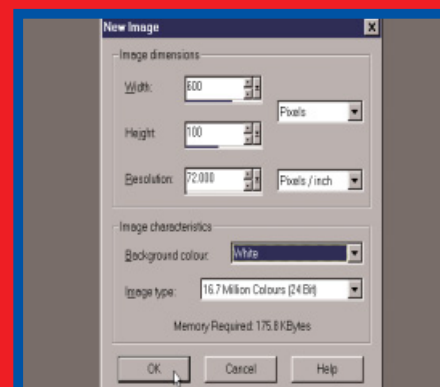


More more more

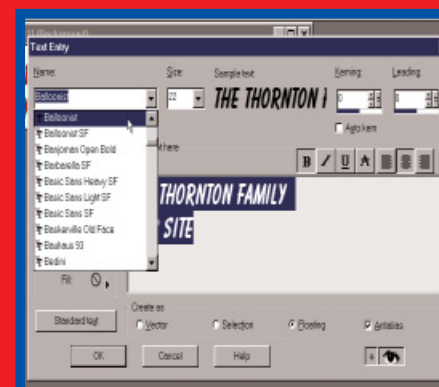
Once you've got to grips with basic logos and buttons, you can explore the other Paint Shop Pro tools for image creation. You can paint, draw, spray-paint or even use preset shapes to your heart's content to author some fantastic Web images.

Picture perfect

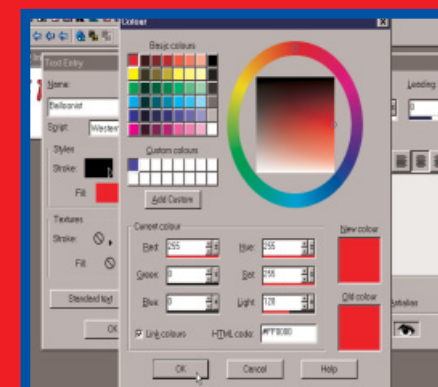
Once you've finished making your logo and buttons, be sure to sort out your photos as well. Paint Shop Pro is ideal for resizing and cropping photos to use on your site – go to 'Image' and 'Resize' for starters and explore the toolbars for more photo fun. For now, logos and buttons are our mission. Dig out your site plan and work out how many buttons you need – there should be one on the home page for each page on your site. Now let's get creative!



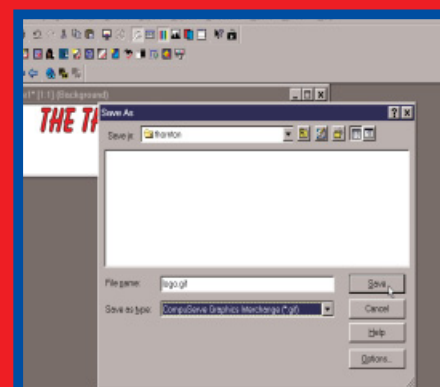
1 Logo to go
We're going to make a logo. Go to 'File' and 'New' to start a new document 600 pixels wide and 100 pixels tall. Use any background colour you like to match your site. Click 'OK'.



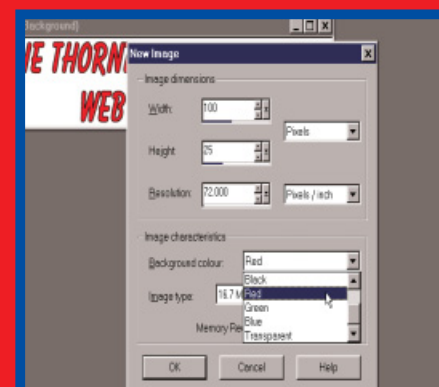
2 Select your text
Select the text tool from the toolbar. Click on your document. Type the name of your site. Highlight it. Choose any text style and size you like from the menus on the 'Text Entry' menu.



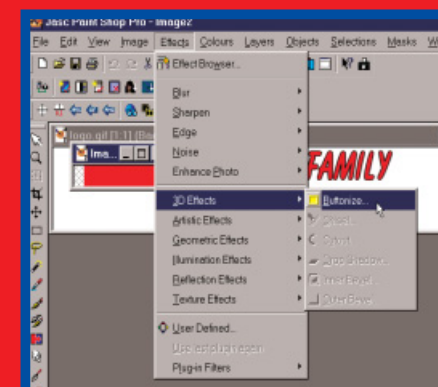
3 Picking a colour
Click the boxes next to the 'Stroke' and 'Fill' options to pick a colour for your logo text. Click 'OK' on the colour palette. Choose 'Bold' or 'Align center'. Click 'OK' on the 'Text Entry' menu.



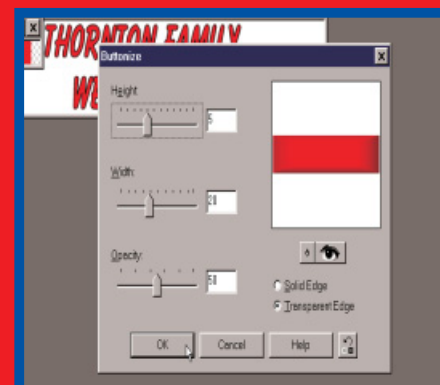
4 Save it
Drag your text into the middle of the document. Go to 'Selections', 'Select none'. Save your logo in your image folder. Pick 'Compuserve GIF' in the 'Save as type' menu. Call it 'logo.gif'.



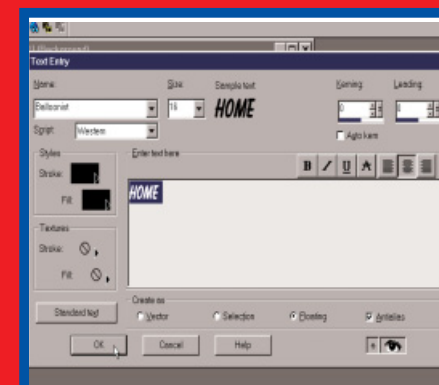
5 Beautiful buttons
Now let's make some buttons to go with the logo. Start another new file, this time just 100 pixels wide and 25 pixels tall. Choose a colour to match your logo – in this case, red.



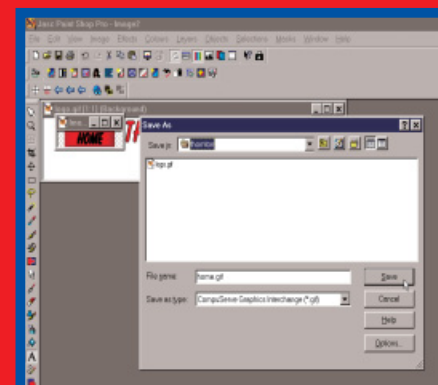
6 The Buttonise tool
Paint Shop Pro has a ton of handy special effects tools to spruce up your buttons. One of the best ones is the 'Buttonise' tool – go to 'Effects', '3D Effects' and 'Buttonise' to start.



7 Set your levels
Now choose the extent to which you want to 'Buttonise' your button – we've gone for '5' in height, '20' in width and '50' in opacity. When you get the effect you want, click 'OK'.



8 Keep on writing
Add text in the same way as you did to your logo. When you've specified your text style, click 'OK', drag it into place and go to 'Selections' and 'Select none' again.



9 More savings
Save your button in your site's image folder along with the logo. Ensure that it is a 'Compuserve GIF' file. Repeat the previous steps to make as many buttons as you need.

Every site needs a set place on the Web. Learn how to sign up for some free Web space with EidosNet in our beginner-friendly tutorial...

Find a space of your own



Obtaining Web space is an extremely important part of the Web site creation process. And the best thing is, it doesn't have to cost a penny!

Most Internet Service Providers (ISPs) give away free Web space to host a site in as part of their Internet browsing deal. You should check your ISP's home page to find out details,

including how much space is on offer (10Mb is plenty for a first-time builder).

However, you don't have to settle for whatever your ISP has to offer – there are plenty of Web space providers fighting for your attention. A favourite of ours here at *Web Pages Made Easy* is **www.eidosnet.co.uk**. It's a straightforward service and offers 20Mb of space to keep your site in. Let's take a look...

Time taken...
10 minutes

How to...
Sign up for free Web space

How does it work?

Using your Web space

Every Web site needs a place on the Net to call home. Firstly, you sign up to a Web space provider, such as EidosNet, who will give you a unique username, password and Web address. You then design your site and transfer it to the space EidosNet has put aside for you, by accessing it through uploading software such as WS FTP LE (explained on page 64). EidosNet then saves your site's files on its server, ready to be opened whenever anyone types your Web address into an Internet browser.

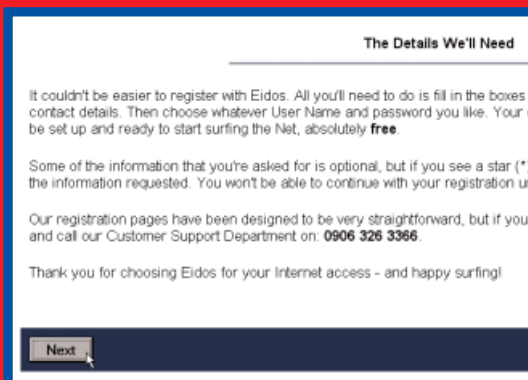


1 Getting started

Head over to the EidosNet home page, at **www.eidosnet.co.uk**. Scroll down and read about all the great reasons why you should sign up. Once happy with what this fantastic ISP has to offer, click 'Signup' at the bottom of the screen.

3 Child's play

Filling in forms doesn't come any easier than this. Pop in your personal details, including your address and contact telephone number. Work down the page and when finished, click on 'Next'.



2 A brief explanation

Instead of just throwing you into the perils of registration, EidosNet gives an explanation of exactly what we will be doing over the next few minutes. Read through this and click 'Next'.

4 Use-a-name

Pick a username. Either go with one of EidosNet's suggestions, or dream one up yourself. Your username will form the beginning part of your new email address and will also be your Login name. Note it down and click 'Next'.

5 Is everything OK?

Take a look through the details you have given, making sure it's all present and correct. If anything needs altering, just hit the 'Back' icon at the top of the screen and amend that particular field.

7 Congratulations!

Print this page. Keep these details – you'll need the login name and password later. Click 'Download INS file' if you want EidosNet to be your main ISP. If you don't, click the 'Eidosnet home page' link.

9 What now?

This page gives you some friendly Web-page building advice. Read through the four points just to familiarise yourself with what we will soon be guiding you through, then click on the 'web terms and conditions' link.

6 Signup

Scroll down the confirmation screen and flag whether you use an analogue modem or an ISDN connection. Type in your name to agree the details are correct and click 'Create My Account'.



8 Home at last

There's more to this page than just a picture of Lara Croft – this is the EidosNet home page. This gives us links explaining about newsgroups and emails, but as this is about gaining Web space, click on the 'Webpace' button.

10 The small print

Have a browse through some of the small print, just to clarify what you can and can't do. Now turn over the page for our guide to designing a site and then uploading the pages to the Web!

Jargon Buster

Web space

Every site needs Web space – the place on the Net where the pages and image files are stored, ready to be loaded up by an Internet browser when someone wants to surf into your site.

Internet browser

Internet browser software is the program on your computer – generally Internet Explorer or Netscape Navigator – that you use to surf the Web. Typing a specific Web address in the browser bar at the top of the interface will open that particular site – for example, typing **'www.eidosnet.co.uk'** will open the EidosNet home page.

Tip!

You shouldn't experience any problems with registering, but just in case you do, phone 0906 326 3366 (calls will be charged at 50p per minute). This is the technical support number at EidosNet and they will be more than happy to help you out.

The next step

Build a site

You have the space, but what to do with it all? We're taking you through one step at a time, so by the end of QuickStart, you'll see it all fall into place. Just turn the page and build a site to fill the empty void...

No prior knowledge required! You can get a Web site online this afternoon with our simple guide to using Netscape Composer

Make your first Web site

Are you ready for your first foray into site design? Well, you'll be glad to hear that it's as easy as pie with Netscape Composer, a Web site creator that you can find free on your cover CD-ROM as part of the Netscape 6.2 suite.

We've chosen this software for the QuickStart tutorial as it is one of the

clearest, most easy-to-use packages out there. Everything you need to build a site is in front of you, with large icons on the toolbar to help you add images and links, format text and save your pages.

Whether you're building a simple one-page affair or a more ambitious site, this is the perfect guide for you. We've left it open-ended – you can make as many

pages as you like and link them all together with Composer's simplistic tools. Then, once you've finished the creative process, turn the page to get your site on the Net.

So, make sure you've got everything you need – Web space, images, logos and buttons – then turn to step one. You'll be online in no time!

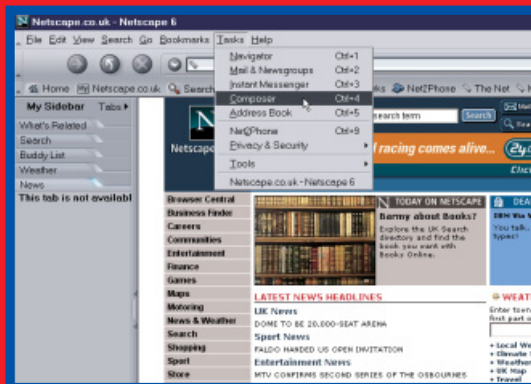
Time taken...
45 minutes

How to...
Make a simple site with Netscape Composer

How does it work?

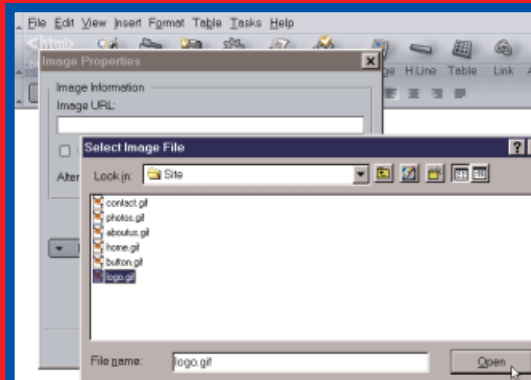
The Composer Toolbar

Netscape Composer is the perfect software for those new to the Web design game, as all the tools you need are as clear as day on the toolbar. Simply click on each shortcut to add tables, images and links as required. You can also save your pages and start new ones from here. Below the tools you will also find a number of shortcuts for formatting your text. Highlight any text you want altered and click on these tools to make your text bold, align it in the centre of the screen or even change its colour. Simple!



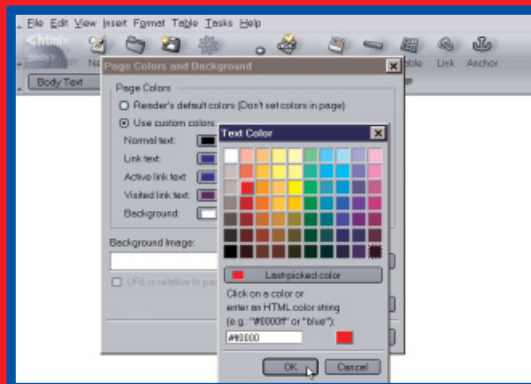
1 Compose your site

Install Netscape 6.2 from our cover CD-ROM – you'll find it in the 'Browsers' menu. Follow the helpful on-screen prompts to start up the program. From the browser, select 'Composer' from the 'Tasks' menu.



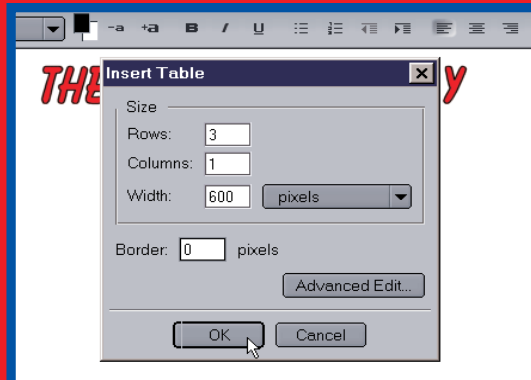
3 Adding the logo

Now let's add the logo we made in the tutorial on page 59. Click the 'Image' icon on the toolbar then 'Choose file' from the 'Image Properties' box. Find your logo in your site's image folder then click 'Open'. Add some Alternative text. Hit 'OK'.



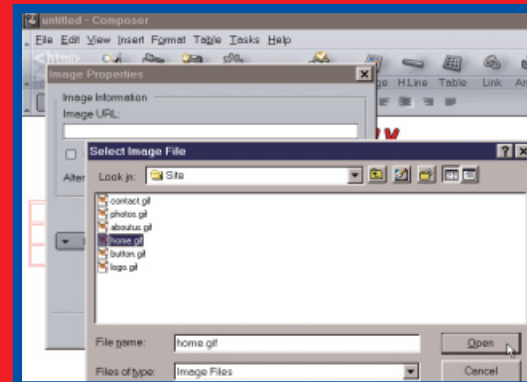
2 Choosing a colour scheme

Go to 'Page colours and background' in the 'Format' menu. Click 'Use Custom Colours' and then click on the colour square next to 'Normal text'. Pick a colour from the colour palette. Repeat for each text and background colour option.



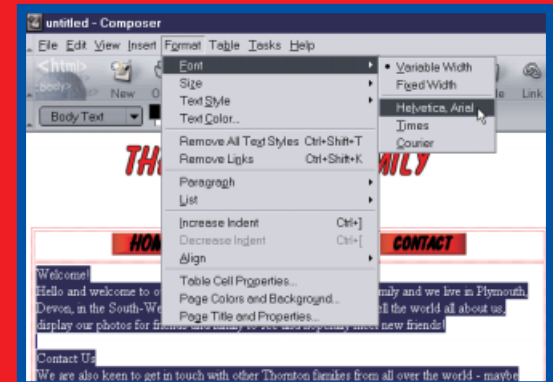
4 Lay the table

Hit 'Return'. We're going to add an invisible table to hold all the elements of our page together. Click the 'Table' icon on the toolbar and add a table with these properties – 3 rows, 1 column, a width of 600 pixels and a border width of 0.



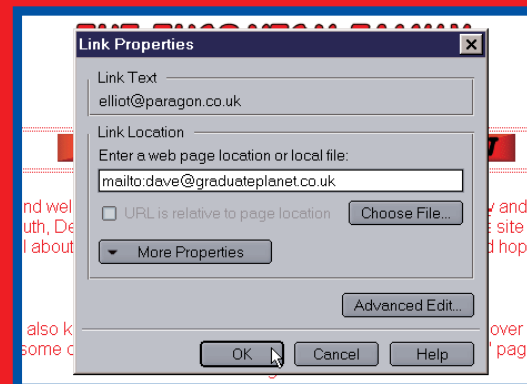
5 Button it up

Click inside the first cell of the table, then go to 'Format' 'Align' and 'Centre' to get the cursor in the middle. Now use the 'Image' tool to add your buttons one at a time.



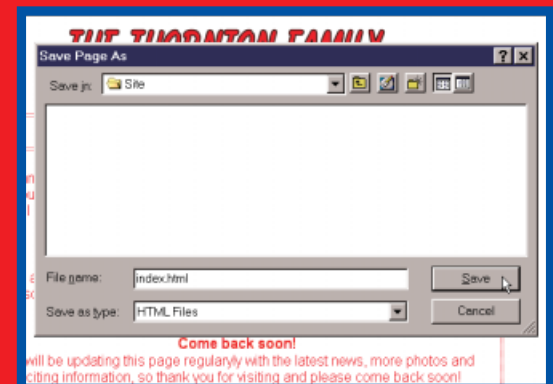
6 Text time

Click inside the next cell and type in some text to act as an introduction to your site. Then highlight the text and alter the font style, size and properties with the options on the 'Format' menu. Use the 'Bold' and 'Align Center' icons on the toolbar also.



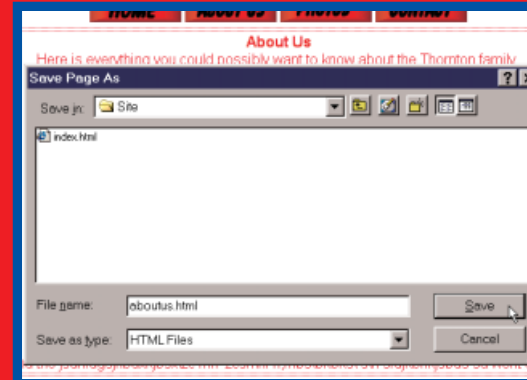
7 Finishing touches

Add any more images as required. Now click in the bottom cell and type your name, email address and the date. Highlight your email address and click 'Link'. Type 'mailto:' followed by your email address in the link location box.



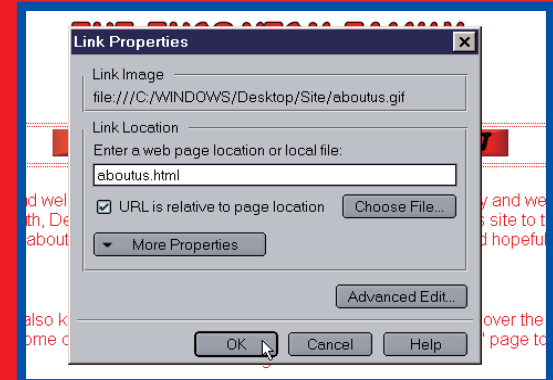
8 Save it

Go to 'File' and 'Save as'. You will be asked to give your page a name – call it 'index' (the file name Web browsers look for when searching for a home page). Now save it in your Web site's folder as 'index.html'.



9 More pages

Use the home page as a template to make more pages – simply add new text and images as required. When you're finished, save each one in your Web site folder – be sure to give each page file a different name.



10 Link it up!

To link your pages, open your home page, click the button you want as a link and press 'Link'. 'Choose file'. Find the file for the page you want the button to link to. Click 'OK'. Repeat for all your buttons. Re-save and repeat until your pages are all linked.

Jargon Buster

Alternative text

Each time you add an image, Composer will ask you for some 'Alternative text'. This is a line of text that will be displayed in the browser if an image fails to open. So if your home page button image fails to appear for any reason, visitors will still be able to know what to click to take them back to your site index.

Format

As you can see, Composer has plenty of tools for formatting text. Highlight your introductory paragraph and scroll through the 'Format' menu to change the font style, size, colour and other attributes as required.

Tip!

Make as many pages as you like. Once you've linked them together and seen it working on the Web, your confidence will grow and you'll be able to add more and more to your site.

The next step

Site success

Go through all your pages and ensure every button has a link. Re-save each page in your site folder. Make sure you do all this correctly, else your visitors will not be able to move from page to page on your site. When you've finished, sit back and congratulate yourself on building your first Web site. Now let's get it online – turn the page to find out how...

Now it's time for the world to see your superb site!
It's easy to get it on the Net with WS FTP LE

Get your site on the Net

You've designed your very own, fully working Web site, but what was the reason behind building it? The general idea is to reach the rest of the world with your views, hobbies and interests.

Unfortunately, your site is going to waste if it just sits on your desktop. We need to bring the pages to life by uploading them onto the Internet, with

this guide to using WS FTP LE (free on your cover CD-ROM).

Before we take you through this, you need some important details about your Web space to hand – your username, password and address of your Web space provider. If you have any doubts about these, see our tutorial on page 60 about how to gain free Web space from EidosNet.

Don't be put off by the look of WS FTP LE – all that we will be doing is copying a simple Web site to a server. This free piece of software is extremely professional, but remains user-friendly, with two clear screens – one representing your hard drive and the other your Web space.

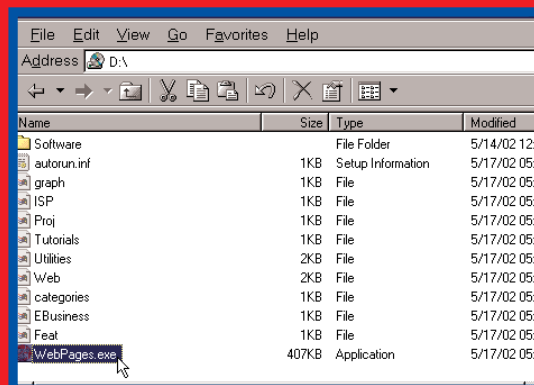
Time taken...
20 minutes

How to...
Upload your pages onto the Web

How does it work?

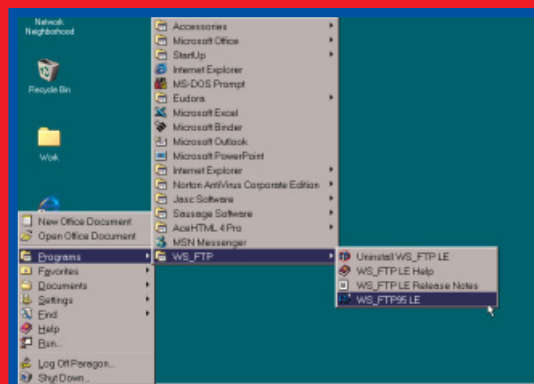
FTP

This stands for File Transfer Protocol. It sounds complicated, but it's actually extremely straightforward. It's a means of copying files that you have created from your own PC to a computer server. You will then be able to let others view your completed Web pages. To do this, you'll need to set up a Web account first. People will also need to know your exact Web address in order to view your site.



1 The free CD

Put the cover CD into the CD-ROM drive. Double-click the 'My Computer' icon on the desktop and click on the CD-ROM drive (usually the 'D' drive). Run the program by double-clicking on 'WebPages.exe'.



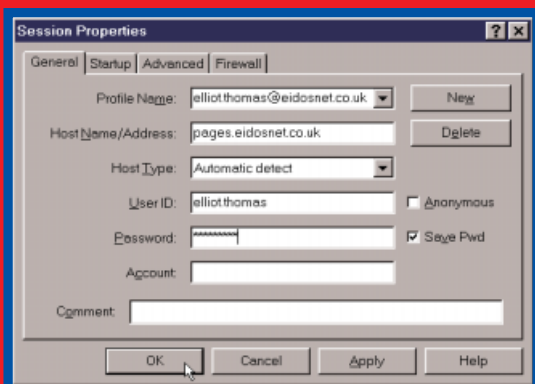
3 Run the program

WS FTP LE has now installed onto the hard drive and you can find it in your 'Programs' folder as 'WS_FTP95 LE'. Click on the icon and the program will start running. This software is ready to go, so you won't need any technical knowledge.



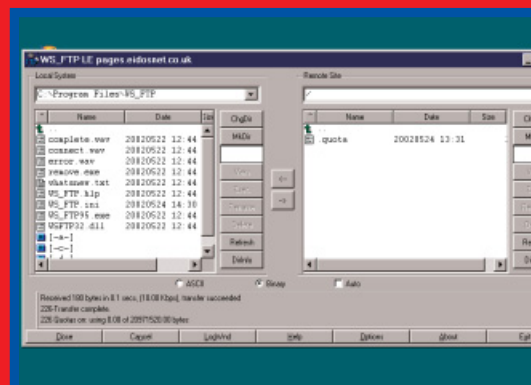
2 Install WS FTP LE

Now we need to install the uploading software. Select the 'Authoring' menu and scroll down until you come to 'WS FTP LE'. Click on this and follow the on-screen prompts to install.



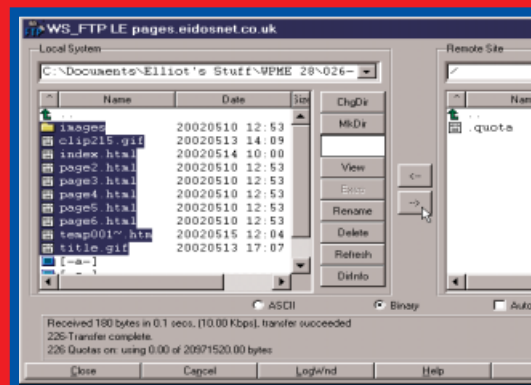
4 Add your details

'Session Properties' is the first window you see when you open this software. Click 'New'. Type in your Profile Name, Host Address, User ID and a Password. You will have been granted these when you opened your Web space account. Click 'OK'.



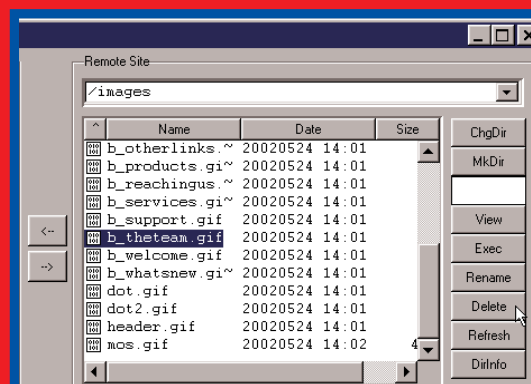
5 Get connected

WS FTP LE will connect to your Web space. This may take a couple of minutes, so be patient. The window on the right shows you what files are already in your Web space, while the window on the left represents your hard drive.



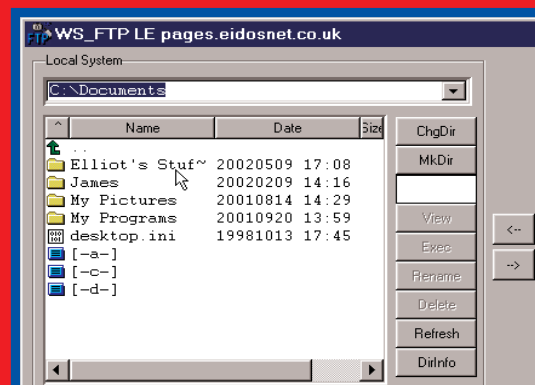
7 Upload your site

Open your site folder by double-clicking on it. We need to highlight all the files. Single-click on the first file whilst holding down the 'Shift' key. Click on the remaining files – keep holding down 'Shift'. Transfer these by clicking the right-facing arrow.



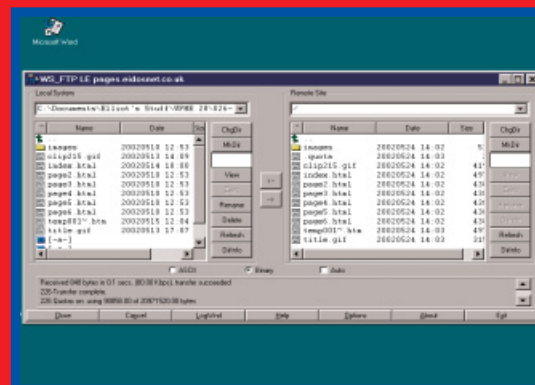
9 Save some space

Double-click on the 'Images' folder in the Web space window. There may be some files that you have not used in your Web site. If you would like to save some Web space, select the unwanted file and click the 'Delete' button.



6 Locate your site

The program probably won't open in the exact location of your site. Here, the site has been saved in a 'Documents' folder, so type 'C:\Documents' in the 'Local Systems' box and open up the relevant folders until you find your Web site files.



8 Tea break

The uploading process does take about five minutes, which gives you plenty of time to make a nice cuppa. After polishing off your brew, you will be able to see that your Web site files have been copied over to the Web space window.



10 Visit your site

Close down and exit WS FTP LE and open Internet Explorer. Type in the URL of your site in the 'Address Bar'. This will be the address of your Web space (e.g. <http://pages.eidosnet.co.uk/elliott.thomas/>). View it, in all its glory!

Jargon Buster

Uploading

When you copy a file from your computer onto a remote server (such as your Web space) the process is known as uploading. The opposite of uploading is 'downloading', when you transfer a file from the Internet to your computer.

Tip!

If WS FTP LE doesn't connect with the Web space server, don't worry! The best thing to do is email EidosNet (support@eidosnet.co.uk). They may be experiencing problems with their server. They are fairly speedy with a reply and will advise you on what's the best course of action to take.

The next step

Name games

If you followed the tutorial on page 56, on registering a unique domain name, put it to some use. Go to www.easily.co.uk and click 'Control Panel'. Login and select 'D' to 'Administer My Domain Names'. Click 'W' to 'Administer Website/ Hosting' and change the drop-down menu to 'External website (Web Forwarding)'. Click 'Change'. Type in your current URL address so that your domain name is redirected to it. Select 'Save'. After 24 hours, people will be able to type in your new domain name as the URL and be directed to your new Web site.

Online Resources

There are plenty of Web sites out there with something to offer the average site designer – in terms of advice, resources and even free software! Here are some of our favourite Web destinations...

SITE BUILDING ADVICE

Visual Vision

www.visualvision.com

Webmonkey

hotwired.lycos.com/webmonkey/design

Big Nose Bird

www.bignosebird.com

Quick Web Page Design

www.quickwebpagedesign.com

Build Your Own Website

www.build-website.com

FREE CLIP-ART AND IMAGES

Clip Art Warehouse

www.clipart.com

Clipart Gallery

www.clipartgallery.com

Clipart Castle

www.clipartcastle.com

321 Clipart

www.321clipart.com

1 Free Clipart

www.1clipart.com

FREE BUTTONS AND BACKGROUNDS

Free Buttons

www.freebuttons.com

AAA Buttons

www.aaa-buttons.com

Cool Text

www.cooltext.com

Boogie Jack

www.boogiejack.com

Free Background Zone

www.freebackgroundzone.com

ADVICE ON IMAGE EDITING

Mccannas

www.mccannas.com

Web reference

www.webreference.com/dev/graphics

GrafX Design Tutorials

www.grafx-design.com/tutorials.html

State Of Entropy

www.state-of-entropy.com

SpoonO Tutorials

www.spoonO.com

FREE SITE BUILDING SOFTWARE

Web Attack

www.webattack.com

Tucows

www.tucows.com

Dave Central

www.davecentral.com

ZDNet

www.zdnet.co.uk/downloads

Completely Free Software

www.completelyfreesoftware.com

DOMAIN NAME RETAILERS

Easyspace

www.easyspace.com

Simplynames

www.simplynames.com

Easily

www.easily.co.uk

I & I

www.oneanddone.co.uk

UK Reg

www.ukreg.com

SEARCH ENGINES

Google

www.google.co.uk

Yahoo!

www.yahoo.co.uk

AltaVista

www.altavista.com

Lycos

www.lycos.co.uk

Ask Jeeves

www.ask.co.uk

WEB RING SERVICES

Ringsurf

www.ringsurf.com

Bravenet Site Ring

www.bravenet.com/samples/sitering.php

Millennium Free-Net

<http://hosting.millennium-abuse.org.uk/internet>

Crick Rock

www.crickrock.com

Web Ring

www.webring.org

EBUSINESS NEWS

TechWeb

www.techweb.com

Silicon Valley

www.siliconvalley.com

The Inquirer

www.theinquirer.net

Cnet News

www.news.com

ZDnet News

www.zdnet.co.uk/news

WEB AWARDS

Maestro Awards

www.maestroawards.com

Web Marketing Association

www.webaward.org/

BECTA UK Education Web site awards

www.becta.org.uk/websiteward/

International Web Page Awards

www.webpageawards.com/

Golden Web Awards

www.goldenwebawards.com