

Faculty Pages on the RCC Website

Full-time faculty members will have an official RCC contact page on the Richland Community College Web Site. Part-Time Faculty members will have a link to their e-mail address on the adjunct faculty page when logged in to the web site. RCC Technical Services Staff will not create pages for faculty members beyond the official RCC contact information.

Faculty members may request space on the RCC Web Server to post Web pages that relate to the classes they teach at RCC. These pages will be located at people.richland.edu/username.

Efforts will be made to provide training on how to create and post Web pages. KompoZer, an open-source web design program, is available for use to faculty who wish to create their own Web pages. Core FTP Lite, an open source file transfer program, is also available, and will allow faculty to transfer pages to the Web Server. Following is a brief basic tutorial on how to get started, use **KompoZer** to create web pages, and use **Core FTP Lite** to transfer pages to the web server.

Getting Started

Request space on the Web Server

Requests for server space should be sent to either James Jones (james@richland.edu) or Nancy Sullivan (nsulliva@richland.edu). You will be sent your username and password for the web server via e-mail once your web space is available. This information will be needed for settings in KompoZer and Core FTP Lite.

Create a folder and an images folder for your Web pages

First, create a folder on your computer to store all the files that will be uploaded to the Web Server. You might name it “My Web Pages” or something of that sort. It can be located on your desktop or in your My Documents folder – just somewhere that it will be easily accessible. Also create a subfolder within this folder and name it “images.” You will put all pictures or images that you are going to use for your Web pages into this folder. You may wish to create additional folders and/or subfolders depending on your organization style. These folders might be course titles or numbers, syllabus, assignments, etc.

A note on file names and types of files

Filenames for any pages or files you post to the Web server should not contain any spaces. Leaving spaces can create problems when people are typing in the address for your Web pages. Also, be aware that Web addresses are also case-sensitive, which can present a problem if you use upper-case and lower-case letters in filenames. For consistency, you may want to stick with all lowercase letters. For instance, if you teach Education 101 and you want to create a Web page specifically for that class, you would want to name it **educ101, education101, or education_101** (all lowercase, no spaces) instead of Education 101 or education 101. (Also note that the number one (1) looks very similar to the lowercase letter L. These two characters are easily confused for one another when naming web pages.)

This also applies to files or documents that you have already created and are planning to post to your Web pages. You may need to rename your files before you post them to your Web pages. If you already have a syllabus created for your class, you can make a copy and put the copy in your Web folder, then rename it so that it doesn't have any spaces.

Unless you want students to be able to change the word processing documents you have created, you may want to create PDF documents to post on your Web page rather than posting the original word processing document. While PDF documents are not as accessible as HTML pages, they are a somewhat better alternative than posting a word processing document, especially if the original document was formatted using headings & subheadings. (For information on how to create accessible PDF documents, contact Nancy Sullivan at Ext. 563 or by e-mail at nsulliva@richland.edu.)

Using KompoZer to create Webpages

This is just a “quick and dirty” summary of how to create a **very basic** Web page using KompoZer. KompoZer is a WYSIWYG (What You See Is What You Get) web editor. KompoZer runs on Windows, Macintosh and Linux. The complete tutorial, created by Christopher Heng, can be found at <http://www.thesitewizard.com/gettingstarted/kompozer-tutorial-1.shtml>.

What You Will Need

You will need to have KompoZer. If you are using a computer at RCC, KompoZer should be installed on the computer. If you wish, you can obtain KompoZer free of charge from <http://www.kompozer.net/download.php> for use on your home computer. There are versions of KompoZer for Windows, Macintosh and Linux. Select the appropriate one for your system.

Creating A Simple First Web Page

To give you an idea how simple it is to create a web page, first start up KompoZer.

You will be greeted with a window that contains a menu (the top line of the window that says "File Edit View Insert..." etc), a few lines of toolbars (containing buttons like "New", "Open", etc), a left panel with a heading "Site Manager", and a large pane on the right-hand side that has a tab called "Untitled". This large pane is where you will design your web page.

Type the following into the KompoZer. You don't have to do anything special - just start typing. Note that you can type whatever you wish – this block of text is just an example. For ease of explanation, it will be assumed that you have typed the text below in the rest of the tutorial. Don't let that stop you from being creative, though.

Shakespeare's Website

Tomorrow, and tomorrow, and tomorrow, creeps in this petty pace from day to day, to the last syllable of recorded time; and all our yesterdays have lighted fools the way to dusty death. Out, out, brief candle! Life's but a walking shadow; a poor player, that struts and frets his hour upon the stage and then is heard no more. It is a tale told by an idiot, full of sound and fury, signifying nothing.

When you type, you are typing into KompoZer's "Normal" mode. You can see which mode you are using by glancing at the series of tabs at the bottom of the KompoZer window.

To see how your page appears in an actual web browser, click the "Preview" tab to enter KompoZer's "Preview" mode. Return to the "Normal" mode before continuing. The

tutorial assumes that you are using the "Normal" mode in this tutorial unless otherwise specified. The "Normal" mode is KompoZer's WYSIWYG editor mode, and is like using Microsoft Word or Corel WordPerfect. When you type text in this mode, KompoZer converts it into a HTML web document behind the scenes so that web browsers can recognize it as a web page. If you want to look at the HTML code that is generated from what you just typed, click the "HTML Source" tab at the bottom of KompoZer. Remember to return to the "Normal" mode when you've finished admiring the code.

Now save the page onto your hard disk. Do this by clicking on the "File" menu, then the "Save" item on the menu that appears. A dialog box should appear asking you for the Page Title.

Note: For convenience, in future, this will be referred to the sequence of clicking on the "File" menu, followed by the "Save" item simply as:

File | Save

This means that you are to click on the "File" menu, followed by the "Save" item on the menu that appears. There are shortcuts to saving a file in KompoZer, as there are for the many commands given in this tutorial.

As mentioned earlier, when you use "File | Save", a dialog box will pop up, asking you to give a title to your page. Since this is the main page of your website, you should enter the name of your website here. Give your page a title that fits what the page will be; your name if it is the index page, or the name of a class if it is a secondary page (i.e. Nancy Sullivan's Web Page, or Education 101 at RCC). The name you give the page as your title should also be what you use as the heading at the top of this first page.

Once you've finished with the title, click the OK button or simply hit the Enter key (or Return key on the Mac).

A new dialog box will appear, prompting you for a filename. Navigate to the directory (ie, folder) on your computer where you want to save your page. The default web page, or start page, for your pages on the RCC website should be named index.html. KompoZer automatically assumes that you are creating an HTML file and adds the .html extension, so you need only type the word index. You do not need to type index.html. Do **not** accept the default name given in the dialog box. Do **not** use another name. Do **not** use capital letters in the name (ie, uppercase).

After you've saved the file, you will be returned to KompoZer's main window. Look at the top of the window at the window's title bar. Notice that instead of the words "untitled", the title that you typed in earlier now appears there.

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How to Change Font Faces and Point Sizes

As it stands, we have not specified the font face that your web page is to use. This means that your page will appear in the default font of the web browser your visitor is using, whatever that may be. For visitors using Internet Explorer on Windows, this usually means that the "Times New Roman" font face will be used, unless your visitor has changed the default setting. Since the actual font face varies from system to system, and browser to browser, it is usually best to specify that a particular font be used by the browser everytime it displays your page, so that you have more control over the appearance of your web page.

To do this, select the text of the entire page. This can be done with the mouse by dragging the mouse cursor from the first "S" in "Shakespeare" to the full stop (period) after the last word. Alternatively, type Ctrl-A (type "a" while holding down the key labelled "Ctrl") in Windows to select everything.

From the "Format | Font" submenu, select "Helvetica, Arial." "Helvetica, Arial" (actually "Helvetica, Arial, sans-serif" although the menu does not say it) means that the browser will try to use a font named "Helvetica" on the visitor's computer if available, otherwise it will use the "Arial" font. If the latter is not available either, the browser will try to use another sans-serif typeface. For the curious: the Helvetica and Arial fonts are very similar in appearance. Arial is found by default in Windows systems, while Helvetica is available by default in a number of other systems.

The appearance of the text should instantly change. If you are running Windows, the Preview window will now show your text using the "Arial" font.

You can also change the point size of the font on the page. For example, if you think that the text of the "Tomorrow, and tomorrow" paragraph is too small for your visitors (for example, your site caters to people who need large print such as the elderly or the visually impaired), select the "Tomorrow, and tomorrow" paragraph, and go to the "Format | Size" menu. You can experiment with the various sizes till the text of the page is to your liking. Be careful not to make the text too small. What looks good on your computer with your particular monitor resolution may be unreadable on a different system with a high resolution monitor.

Do not change the point size of "Shakespeare's Website". We will do this next, using a different technique.

Specify Headers and Titles

In web design lingo, the text "Shakespeare's Website" is actually regarded as the *header* of the paragraph, or perhaps of the entire page. By convention, both in print and on the web, headers are usually in bold and in a larger point size than the rest of the text on the page.

While it is possible to simply change the point size of the text using the technique described earlier, headers are usually specified in a different way.

Select the text "Shakespeare's Website" at the top of the page. Go to the "Format | Paragraph" menu and select "Heading 1". "Shakespeare's Website" should now be in a large point size and in bold.

You may have noticed from that menu that there are a variety of header styles - "Heading 1" to "Heading 6". Although KompoZer will not prevent you from doing so, you should only use "Heading 2" after you have used "Heading 1", "Heading 3" after you have used "Heading 2" etc. That is, "Heading 1" is meant to be used as the topmost header in the hierarchy, with "Heading 2" used for the lower level section headers, and so on.

Note that even though you're using "Heading 1" for "Shakespeare's Website", it is still possible to control or change the point size and font face using the method mentioned earlier.

Now save the page with "File | Save". If the "File | Save" option is disabled, use "File | Save As". KompoZer may ask you for the filename again. Simply choose the "index.html" file, and click "OK" to replace the existing version. Note that you must save your page before you go on to the next step, or KompoZer will disable certain features that you will need later.

Add Images

1. If you want to add an image to your web page, you must have a means of creating that image. For that, you either need to have a digital image, access to a graphics drawing program, or if you already have the picture on paper that you can use (such as a logo that is printed on your company's letterhead), you will need to scan that picture into the computer. If you are creating your own pictures, you need a drawing program that can create either PNG, GIF or JPG files.
2. Place the image file into the images folder you created inside the folder for your web site files. For the purpose of this tutorial, I shall assume that your file is called "logo.gif". Again, use lowercase letters to name your files with no spaces in the name. This avoids a variety of problems that occurs when your filename has capital letters and spaces.
3. To insert an image beside the words "Shakespeare's Website", position your cursor to the left of the word "Shakespeare" (or whatever word you have typed in the header). Select "Insert | Image..." from the menu. A dialog box will pop up asking you for the location of the image. Click the "Choose File" button (next to the box for "Image Location") to select your image and click "Open".

← Under the "Image Location" box, which should now contain the name of your image file, the "URL is relative to page location" box should have a tick in it. If not, click it to enable it. If the box is grayed out, it means that either you have not published your page before or you have not saved your file since your last change

or both. Click the "Cancel" button and fix the error before returning to this step. If you have already published your page previously and still encounter this error, it means that you have not saved the file after making some changes. Do it before returning here. →

4. In the "Alternate text" field, enter "Logo for Shakespeare's Website". The text you type here will be displayed if the visitor uses a browser that does not display graphics or has the graphics display deliberately disabled. It is also useful for people who are blind or visually impaired, and rely on speech synthesizers to read web pages out aloud for them. As such, any time you add a picture, it is important that you add some sort of descriptive text in the "Alternate text" field. As a side benefit, adding the alternate text also improves your website's search engine friendliness, which is an important part of website design if you want your site to have visitors.
5. Click the "Appearance" tab in the dialog box. You can now change the alignment of the image. Click the down arrow in the box under the "Align Text to Image" field to display a menu with the options available for that item. Select the item "Wrap to the right" on that drop down menu. This will cause any text that follows your picture to move to the right of the image.
6. Click the OK button. Your image should display to the left of the words "Shakespeare's Website". Depending on the height of your image, it is possible that some of the words in the paragraph that follows are also aligned to the right of the image.
7. Move your cursor to the start of the main paragraph, that is, move it to the first "T" in "Tomorrow, and tomorrow". Select "Insert | Break Below Image(s)". The paragraph should now start below the image and not wrap to the right of it as before. Note: You do not have to do this if your image did not affect your main paragraph. To undo what you just did, click "Edit | Undo" on the menu. You can always use "Edit | Undo" to undo something that you just did, if you decided it was a mistake.

At this point, your page may or may not look good, depending on the size of your image. If your image is too large and the text too small, the alignment will not look good. One way to fix that is to adjust either the size of the image (use your drawing program) or the size of your heading.

If putting the image to the left of your header does not work too well, you can insert the image above your header. To do this, delete the existing image by clicking on it with your mouse, and hitting the Delete key. Next, insert a blank line above your header and move your cursor upwards to the blank line. Insert the image as before, only this time, do not change the alignment of the image in the "Appearance" tab (just leave it set to the default).

If you insert an image in this way, you may want to center both the image and the header "Shakespeare's Website" on your web page. To do this, click on the image once to select

it. Then select "Format | Align | Center". Similarly, to centre "Shakespeare's Website", select the text, and then use "Format | Align | Center" from the menu again.

Background Color and Text Color

There may be occasions that you need to change the color of certain aspects of your web page. For example, you may wish to change the background color of your page. To do this, select "Format | Page Colors and Background" from the menu. Click "Use custom colors", and then the color button beside "Background". You will be presented with a dialog box with many colors to choose from. Select your preferred color then click OK to accept the changes.

If you are changing the colors of your background and text, be sure to select colors that will contrast well so that your text can be easily read.

Create a Link to Another Page

To create a series of links to the other pages on your site, do the following:

1. Move your cursor to the bottom of the page. Leave a blank line after the the paragraph above. We will be creating a navigation bar for this site at the bottom of this page.
2. Select "Insert | Link" from the menu.
3. Enter "Home" (without the quotes) in the box entitled "Enter text to display for the link". This will be the underlined text that visitors will see.
4. For the "Link Location" field, enter "index.html".
5. Click the OK button.
6. Using the same procedure, add links to the following pages as well:
 - o About Us (aboutus.html)
 - o Feedback Form (feedback.html)
 - o Reciprocal Links (links.html)
 - o Site Map (sitemap.html)

Separate the links using a space and a vertical bar. For those who don't know how to get the vertical bar, you can find it on your keyboard.

When you've finished this, the bottom of your page should look like the following:

Home | About Us | Feedback Form | Reciprocal Links | Site Map

7. Select the entire line at the bottom, centre the line with "Format | Align | Center", and if you wish, change the font to "Helvetica, Arial" as before.

At this point, your page should look something like the following.



Shakespeare's Website

Tomorrow, and tomorrow, and tomorrow, creeps in this petty pace from day to day, to the last syllable of recorded time; and all our yesterdays have lighted fools the way to dusty death. Out, out, brief candle! Life's but a walking shadow; a poor player, that struts and frets his hour upon the stage and then is heard no more. It is a tale told by an idiot, full of sound and fury, signifying nothing.

[Home](#) | [About Us](#) | [Feedback Form](#) | [Reciprocal Links](#) | [Site Map](#)

Writing the Real Content of Your Main Page

At this point, you have a working main page for your web site, except that the real text for the page has not yet been written. You should now replace the header on the page (if you have not already done so) and the quote from Macbeth with the real content of your site.

Here are some tips on what you can put on your main page.

1. Replace the header "Shakespeare's Website" with the real name of your website.
2. Visitors arriving at your site at the main page should be able to tell what your site is about. The text and graphics in your site should work together to that end. This does not mean, though, that you have to write a long story on your front page describing the purpose of your site or company. However, simply putting a cryptic picture in place of the existing Shakespearean text will not help your visitors figure out what your site or your company is all about.
3. Your main page should also allow visitors to access the rest of the site. For the purpose of this tutorial, we have placed links to certain pages of the site that are found on a typical company website. If you intend to have other pages, for example a page listing your products, you should create a link to that page as well. **Important:** when creating filenames for these other pages, create names that do not have any capital letters (ie, uppercase letters) or spaces in them. Spaces and capital letters in the names might lead to problems in the future.

Once you've finished rewriting the text on the page with more appropriate content for your site, publish your web page again. Select "File | Publish". When the dialog box appears, put a check in the checkbox for "Include images and other files" if it's not already there. If you don't do this, your images will not be uploaded to your website. Finally, click the OK button to allow KompoZer to upload your revised page to your web server.

Congratulations - you now have a functional main page for your website.

Transferring Your Web Pages to the Web Server Using Core FTP Lite

Now it's time to transfer your pages to the web server. KompoZer does not have the functionality necessary to interact with the RCC web server at this time, so we have to switch programs and use Core FTP Lite. Core FTP Lite is Complete tutorials for Core FTP are located at <http://www.coreftp.com/doc>. Below are the basics to get you started.

What You Will Need

You will need to have Core FTP Lite. If you are using a computer at RCC, Core FTP Lite should be installed on the computer. If you wish, you can obtain Core FTP Lite free of charge from <http://www.coreftp.com> for use on your home computer.

Setting up Connections

When you first start Core FTP Lite, you will have to enter the settings to get your computer to connect with the web server.

- Click on the New Site button at the bottom of the window that pops up when you start Core FTP Lite.
- Put your name in the Site Name Box. (You can't use spaces in the site name, but you can use the underscore_key.)
- In the Host/IP/URL box, type people.richland.edu.
- Type your username in the username box.
- Type your WEB SERVER PASSWORD into the password box. Remember – your web server password is not the same as your regular Richland password. If you do not know what your web server password is, contact either Nancy Sullivan (nsulliva@richland.edu) or James Jones (james@richland.edu) to have your web server password reset.
- Make sure the PASV box has a check mark next to it.
- Now click on the Advanced button up near the top of the box.
- When the Advanced tab comes up, click on the Directory/Folder button on the left.
- In the Remote Start Folder, type the following: /web /username (where username is your username) and make sure there is a check mark in the box next to Abs.
- In the Local Start Folder, you will click on the button to the right of the box and browse to wherever you are storing your webpages.
- Then click OK, which will take you back to the site manager screen.
- Click Connect to connect to the web server.

Once your settings are entered, you will not have to do this again. The program will save your settings, and the next time you open Core FTP Lite, you will just have to click on the name of your web site and click Connect.

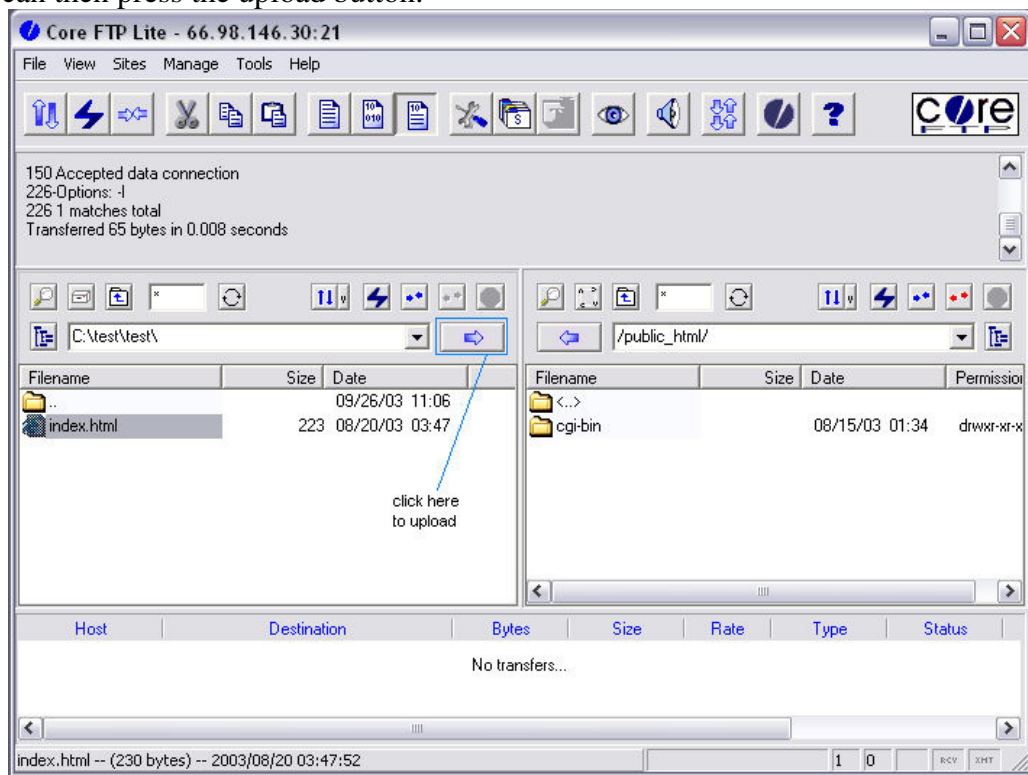
Upon successful connection, you should get a window that is divided vertically into two sections. The left part of the screen lists the files that are on your local computer. The

right part of the screen lists the files that are on the remote (web) server. (If this is the first time you have attempted to upload pages to the web server, the window on the right will probably be empty.)

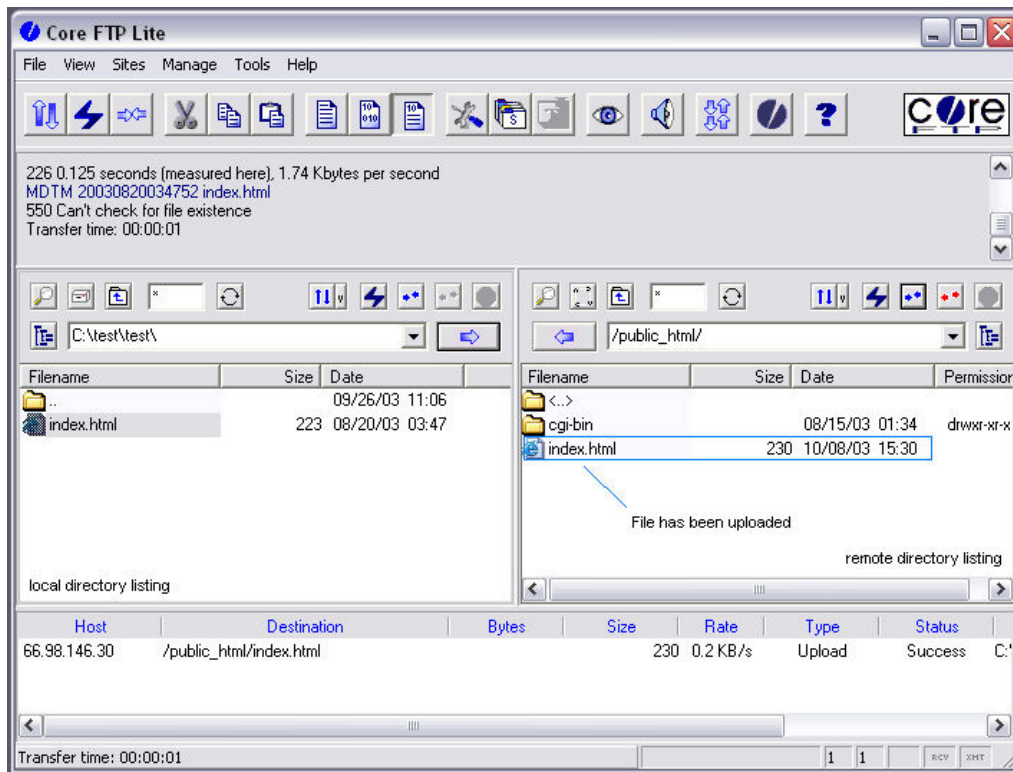
Transferring Files TO the Web Server (Uploading files)

Your files on your computer are displayed in the local directory listing which is on the left side of the screen. This tutorial assumes you know how to locate your files on your hard drive. Anytime you wish to update your web pages, you will need to upload your updated files to the web server.

To upload a file to the FTP server, all you have to do is select (highlight) the file in the local directory listing, and then click on the upload button. You can alternatively right click on the selected file, and select upload, or click and drag the file over to the remote directory listing. You can select multiple files by holding down the control key and then clicking on the files you want to upload. Once you have selected all the files to upload, you can then press the upload button.



Once you have pressed the upload button, Core FTP will transfer the file(s) to the remote server. When the transfer is complete, you should see the remote file(s) in the remote directory listing. If the file has been uploaded to the server successfully, it can now be viewed in a web browser.

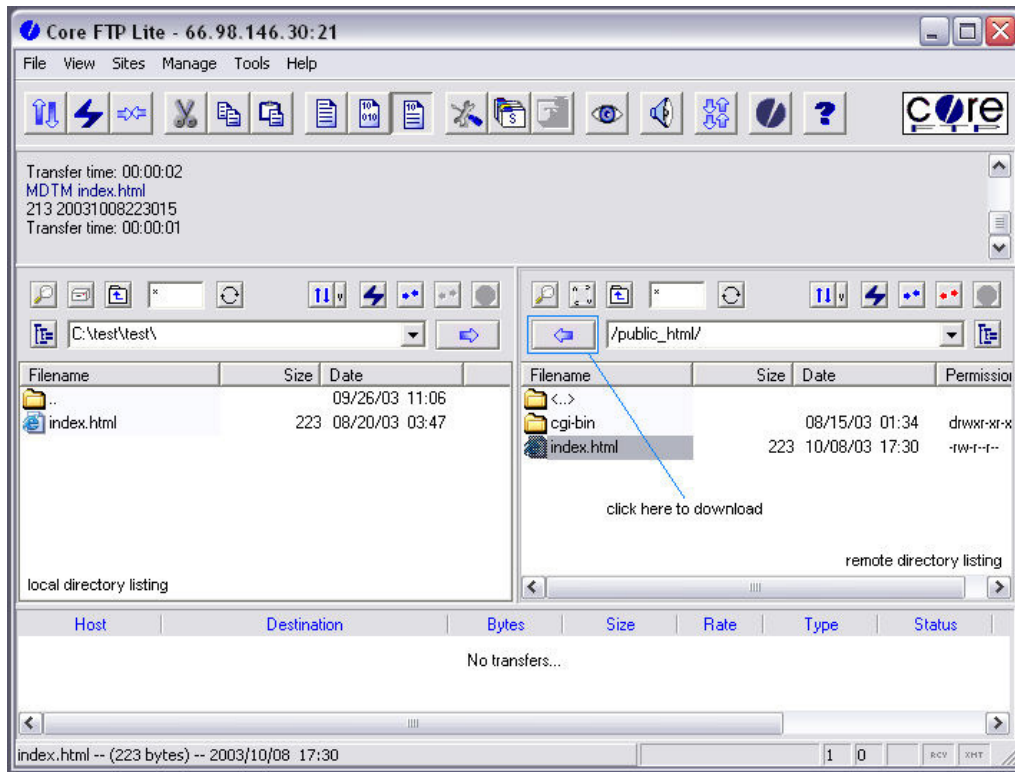


If you are updating a page that has already been uploaded to the web server, you will get a prompt giving you a choice to overwrite the existing file or to cancel.

Transferring files FROM the web server to your local machine (Downloading Files)

From time to time, it may be necessary to download a file from the web server to your local machine. For example, you may wish to update your web pages from your home computer, but all your web files are on your office computer. You could copy your web files from your office computer onto a flash drive and then copy them onto your home computer, but it is more convenient to download them from the web server directly onto your home computer.

To download a file, simply select the files in the remote directory listing, and hit the download button.



In this example, the file already exists in the local directory listing. Select 'overwrite' if you want to overwrite the file. Overwriting will replace the file. If you do not wish to overwrite the file, hit cancel.