# Step 5

**Webbpages**

**Webnode One.com Word File manager**

**Windows 10**

# Beginning

You must know Step 1, 2, 3 and 4.

Before you are ready to place a webpage on internet there are many things to think about. If the persons you want to reach are aware of where they can find the page and the page shall leave or collect information your problem is easy.

If you want unknown persons to find your page with assistant of searching words and search engine your problem is more difficult.

Step 6 is treating that problem while this course only treats how to produce your webbpage.

To get a place (domain) on a webbhotel you need a mailadress. It may be f.ex. a gmailadress. It is called a contactadress in list of addresses in the end of this booklet. Note your own adress on row 2.

If you need your place in the future you must be careful when you choose your name. If you have or concider to start a business which f.ex. is named Johns bicycles you mabee will call your domain johnsbycycles.com or as in this course liljedalsdata.se. Maybee you are not able to get the name you have in mind someone else may have it earlier.

When you have booked a name you also can create a mailadress which match the name f. ex.  info@bycycleexpert.se

My mailadress is info@liljedalsdata.se which is username when I login to one.com. Write your username on row 6.

This course is treating how you can give information and how you under certain curcomstances can get information from a user.

This course is also a good beginning if you in the future are going to start a webbshop or if you want information from a user automaticly will be stored in your computer.

The course is treating how to handle computers and programs. What is in texts and pictures is uninteresting. No work is done on a good layout. This is your work when you start working with your own activity.

Start with examine startpage Studyit.eu and links.

Create these folders:

/Dokument/Start
/Dokument/Link
/Dokument/Stina
/Dokument/Svlesson

/Dokument/Picture
/Dokument/Kompass

The address you are writing on top of webreader is called URL-adress.

# One homepage

Emma is living in the countryside and has decided to create a homepage to inform her customers about her knitted clothes she is selling. She often is travelling around to market places and sell her clothes.
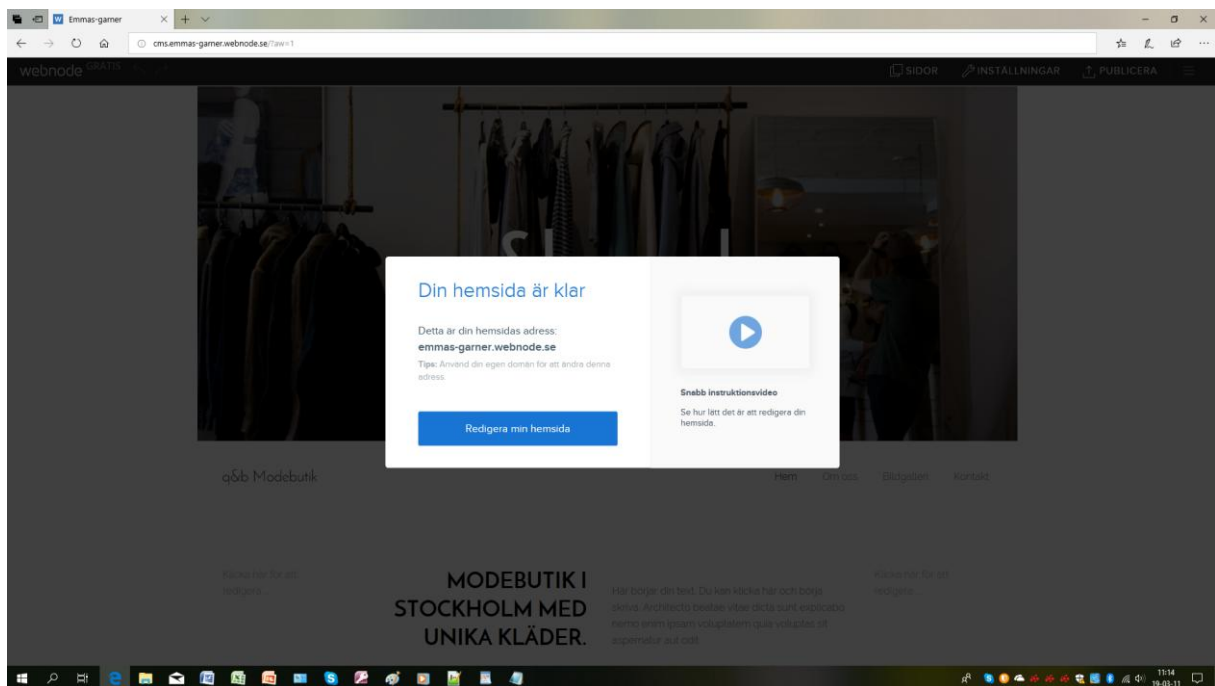
Start Edge and enter http://webnode.se

Click <Begin>

Write a name on homepage and write it in adresslist row 8

Write a mailadress corresponding to omvarlden555@gmail.com and write it on row 10

Write a password  on row 6



Click edit your homepage

Find some suitable pictures by starting Edge and search picture knitted skirt.When you have found a picture, click on it for a bigger picture. Click right and choose copy. Now you can enter Explorer and save picture in a suitable folder. Click right and paste.

Change your homepage by clicking on different rectangles with text or pictures and change.
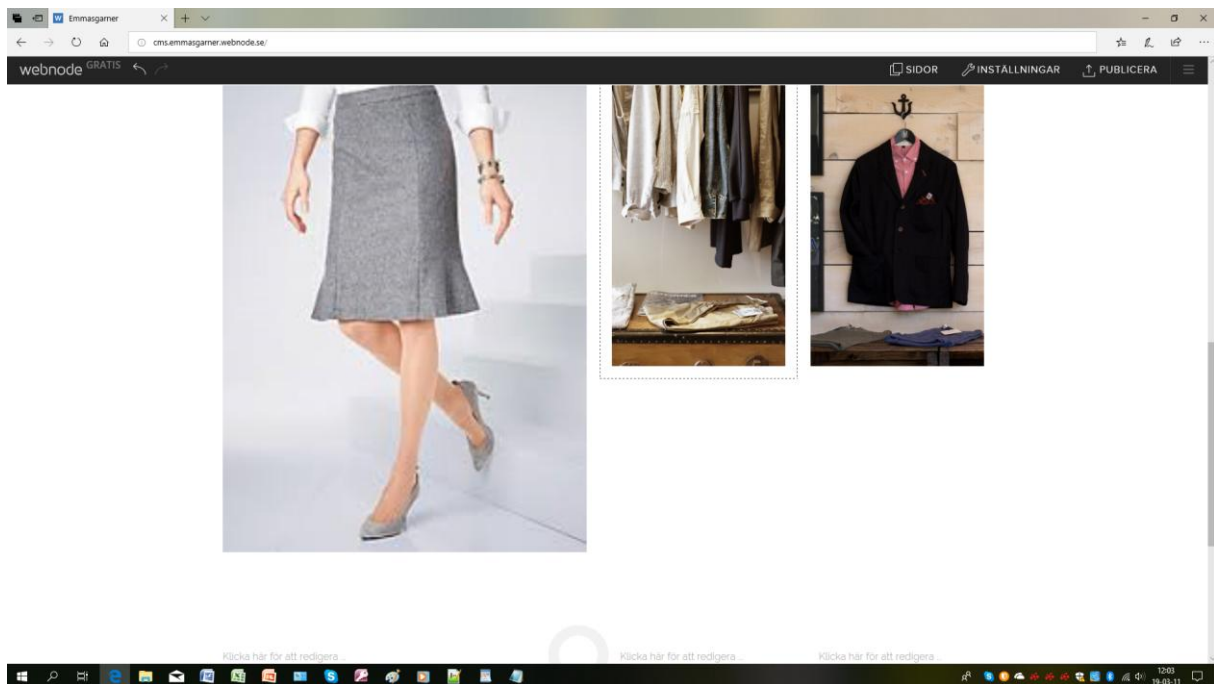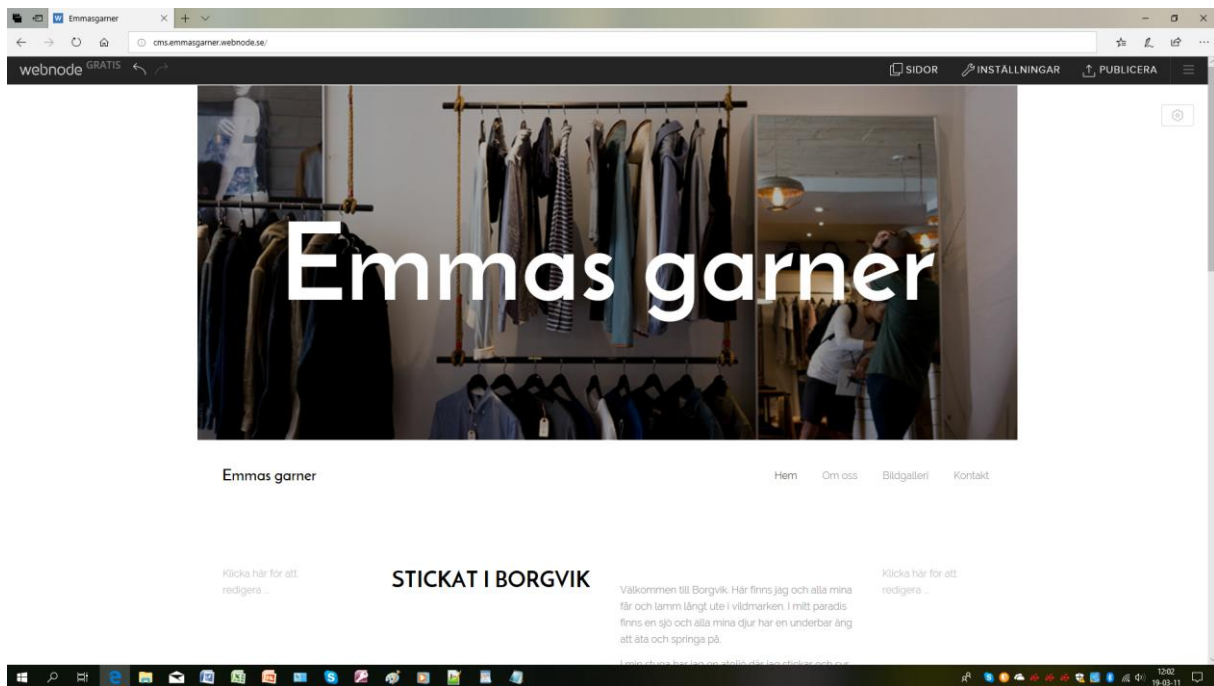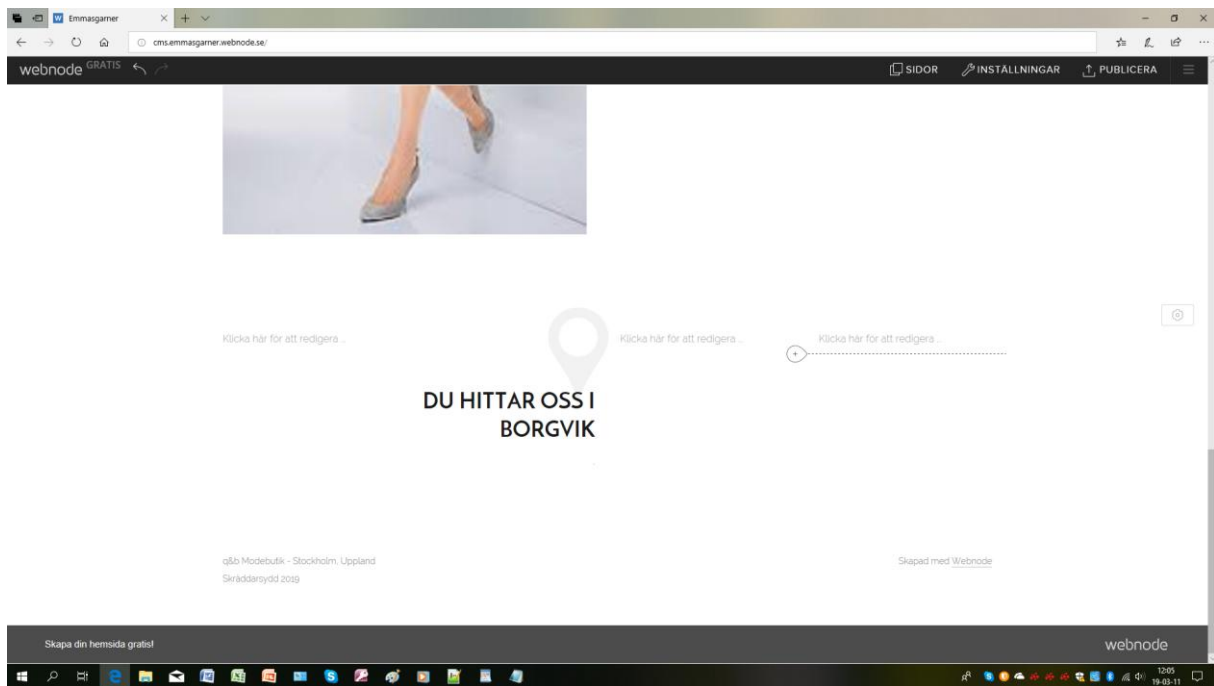
Klick publich on top to the right
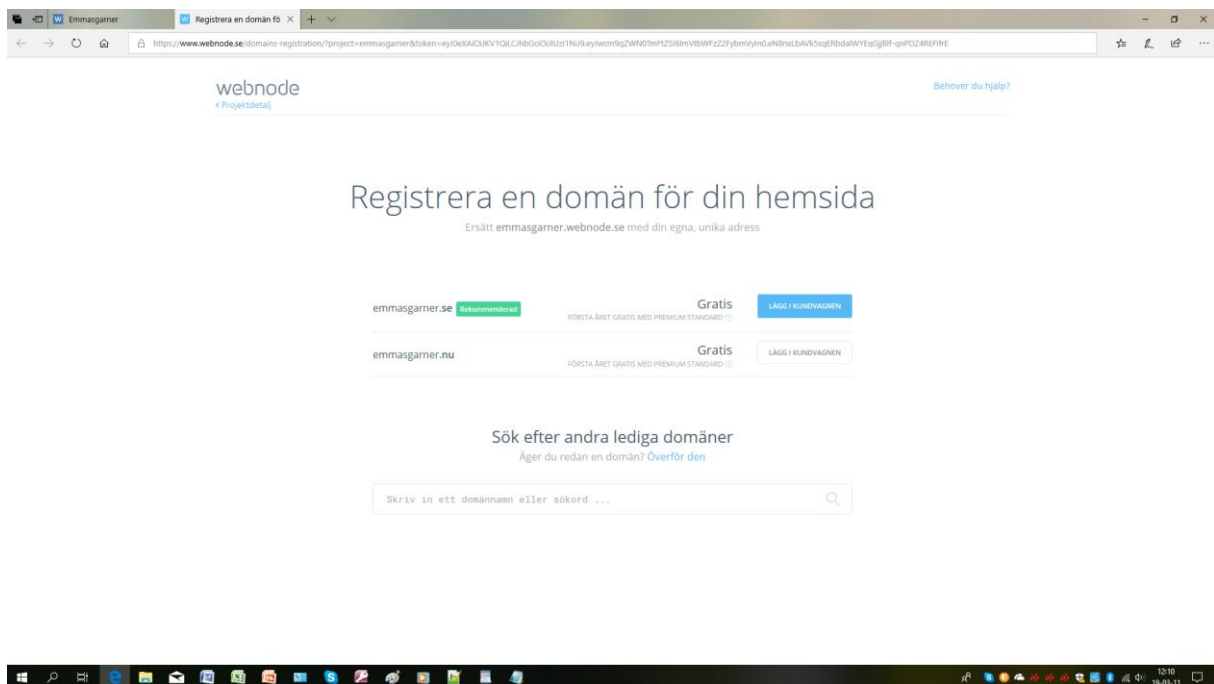


You may registrate your webpage by another name which is easier to remember for yours visitors. Though you have to pay in the future

# Book a place on a webbhotell

If you use my link http://one.me/svafzbyg when you order your subscription you will get 50 SEK and I get 50 SEK to be able to keep this education for free.

Start explorer and enter one.com



Order cheapest alternativ and that you want domain corresponding to liljedalsdata.se. This name is on row 3 adresslist. Wtite your own name of domain on row 4.

You will get an invoice to your mail. (Row 7)

You are not able to use your domain before your invoice is payed.

We suppose your place is okay.

# Webbpages in HTML

To create a page you may use a program written in HTML code.

Click window down to the left, search notes, click right and fix to activity field.

Notes is a text editor producing clean text files. Meaning there are no steering as in a word file.

Write:

```
<HTML>
<H1>My fantastic webpage</H1>
</HTML>
```

When you write HTML code you write command within tags.

---

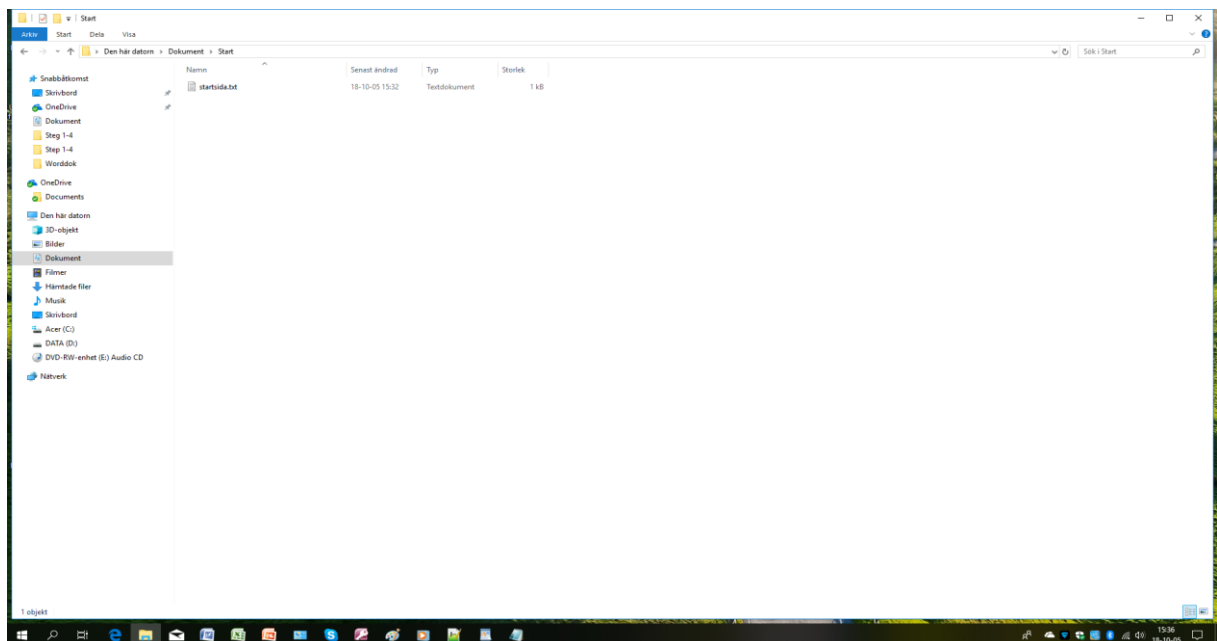Here we start with a tag saying here is HTLM code coming.

After that a tag says here is a head line.

After that the head line is finished.

After that HTLM code is finished.

Now save this in /Document/Start as startpage.txt

Close Notes and start Explorer



.
If your screen is not looking like this check you have Show/Detailed list when you press small arrow to the right.

Now you can see startpage has got name startpage.txt
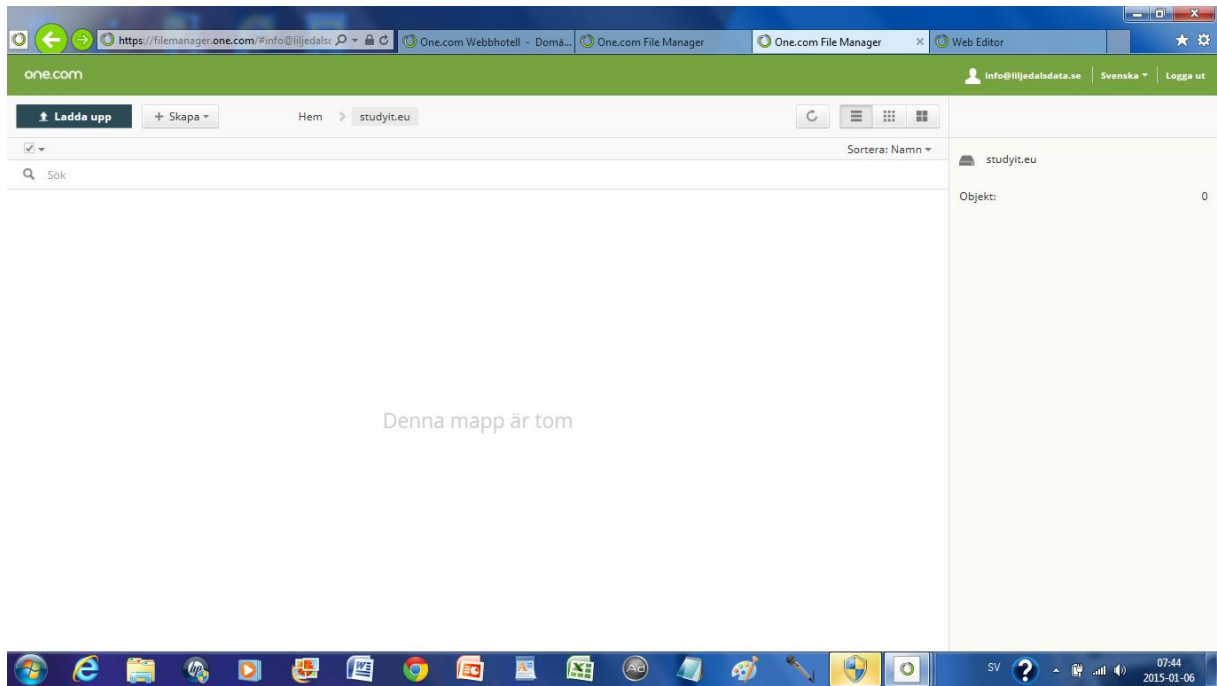
## Copy webbpage to your webbhotell

Start Edge.

Login to one.com

You can create a shortway by clicking right on deskboard, click New/Shortway and write place http://one.com

Click Control panel and logg in with contactadress + password (row 7).

Click File manager.

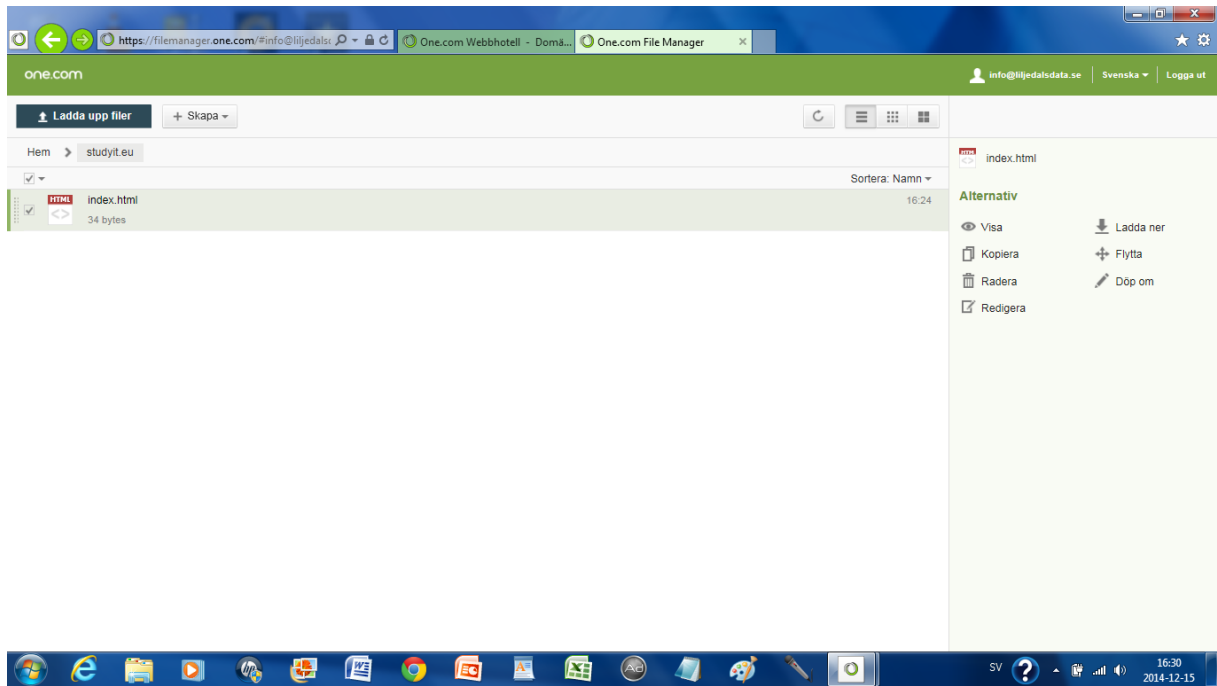## Clear File manager

Enter  File manager

Delete all files by marking file and click delete till all files are deleted.

## Copy start page to webbhotel

Enter File manager

Click <Upload files >

Search startpage.txt and click twice on it.

You may think this is corresponding to Explorer on computer.

Mark the file and rename it to index.html

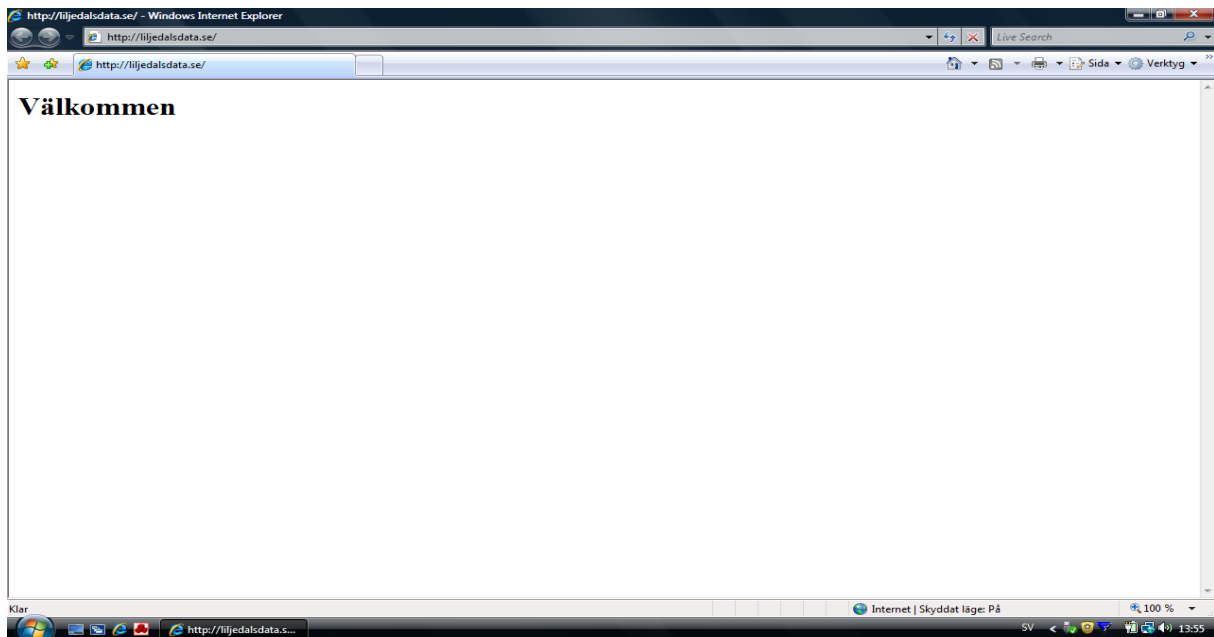Now you have to confirm you want to change type of file

Logg out from File manager.

**You now have constablished Explorer on webbhotel works about as explorer on your computer. You can see all files, you can delete files and rename files.**

Logg out.

# Check webbpage by URL-adress

Enter corresponding http://liljedalsdata.se (your adress on row 4 adresslist)
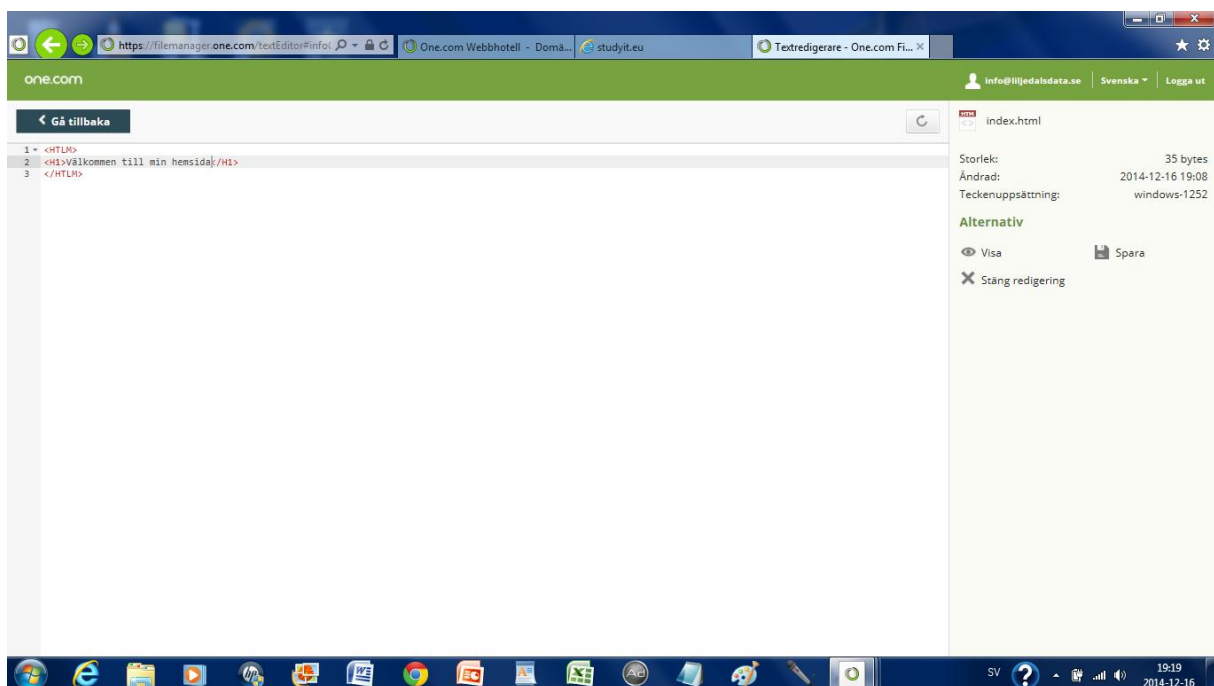
Check text My fantastic homepage is shown.

**The file in File manager named index.html will be written in HTML and is exposed when someone write URL-adress in a webbreader.**

# Change your webbpage

Enter One.com and Control panel.

Start File manager, mark index.html click edit.



Here you see the program in HTML code

Change page so text is: My unbelieveable fantastic homepae

Click Save.

Logg out from one.com and enter by URL-adress corresponding to Liljedalsdata.se. (Row 4)

**Välkommen till min hemsida**

Check the page is changed. Sometimes an error occurs in One.com the page is not correct. Try <Ctrl+F5> when this happens.

**Conclusion**

**To place a webbpage on a webbhotel it must be created in HTML code in your computer.**
**You may copy by File Manager on One.com.**
**You check startpage is named index.html .**
**You can rename files, delete files and change pages in File manager.**
**When someone write the URL-adress to your domain in a webbreader the page named index.html is shown.**
**This concerns all computers all over the world.**

# Webbpages in Word

# PDF-filer

If a document written in word will be placed on internet you often choose to change the docx-file to a pdf-file because everybody may not be able to read a docx.file and because the text not shall be able to change.

Yoy may save as a pdf-file in the same way as a htm-file.

## Webbpage with link

**Create webbpage by clicking Word/Show/Webblayout**

Create tabs at 4, 8 and 12 cm and write

**Startpage**

Lowerpage 1        Lowerpage 2        Lowerpage 3

Click save as and save as webbpage with name startpage.htm in folder /Dokument/Link

**Lowerpages**

Create the three lowerpages in Word/Show/Utskriftslayout and save these as pdf-files.

This is lowerpage  1

This is lowerpage  2

This is lowerpage  3

Check by explorer you have folder startpage-files, startpage.htm, lowerpage 1.pdf, lowerpage 2.pdf and lowerpage 3.pdf in folder /dokument/link

**Create links**

Go to explorer

Click right on icon before startspage.htm and choose Open by word

Mark Lowerpage 1

Click right on Lowerpage 1 and choose hyperlink.

Mark lowerpage 1 and click OK

Continue by Lowerpage 2 and Lowerpage 3

Check links by placeing curson on the three lower pages

Click save

**File manager**

Login to one.com and file manager

Check file manager is empty

Create folder index-files by clicking arrow down/new and write name.

When folder is marked you may open it by Open

Now you see files in indexfolder instead of usual folder.

Upload the three files in folder startpage-files on computer to folder index-files in file manager.

Return to usual folder.

Upload file startpage.htm and rename it to index.htm

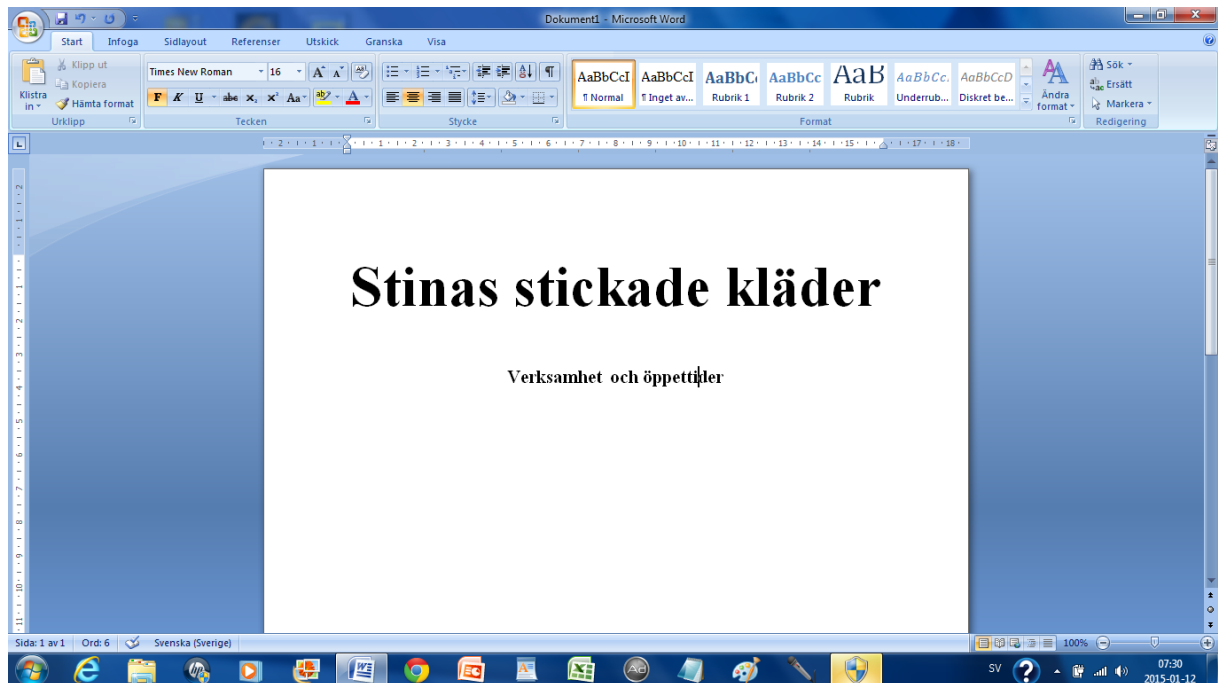Upload the three pdf-files.

Logout from one.com

Test webpage by entering the URL-adress

Now you get a check question where you click allow

You may create a short wayby clicking right on desktop, Choose new/create shortway and write URL-adress.

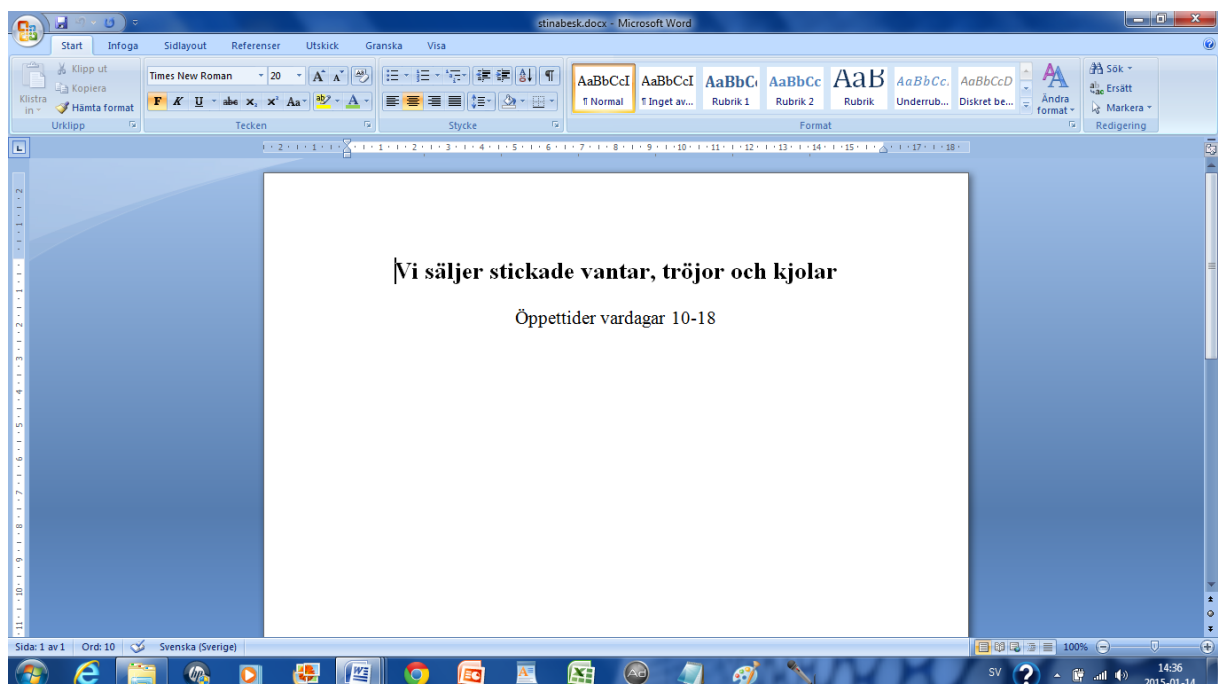Check the three links to lower pages work

# Mary´s knitted clothes



Clear File manager

Start Word and click Show/Webblayout and create webbpage.

Save as index.htm in Document\Stina



Click Show/Webblayout

Write this document and save as lowerpage1.pdf in Documents\Stina

Check in explorer you have folder index-files, index.htm and lower page 1.pdf

# Create links

Open index.docx by clicking right on icon and choose Open in word.

Mark Activity and opening

Click right on mark and choose hyperlink

You can check link by paceing cursor on marking

Mark lowerpage 1 and click OK

Click Save and Close

# Copy files to File manager

Logg in to One.com and File manager

Check File manager is empty

Crate folder index-files and upload the three files from folder index-files on computer.

Copy index.htm and lowerpage1.pdf to File manager.

Logout from one.com and test webbpages by URL-adress.

# Solving problems

Sometimes an earlier project is still shown when you test a new project.

In this case click cogwheel to the right in one.con

Click internetalternatives

Mark delete

Make sure temporary internetfiler and webbplacefiles is marked.

Click Delete

You are able to avoid this problem by making sure the linked file has another name than the earlier one. In this case we cold have named the file lowerpage 1 ver 2.

# OC Compass program 2014

**Create webpage index.html**

Start Word and create document

# OC Compass program 2014

| Date | Aktivity | Responsible |
|------|----------|-------------|
| 4 april | Spring party | Johan Svensson |
| 25 april | Spring competition | Jens Aronsson |
| 3 september | Autumn party | Johan Svensson |
| 29 september | Autumn competition | Jens Aronsson |

Create webpage by clicking Word/Show/Wbblayout

Click Insert/Table and choose 3 columns and 5 rows

Save document as index.htm in Document\Compass
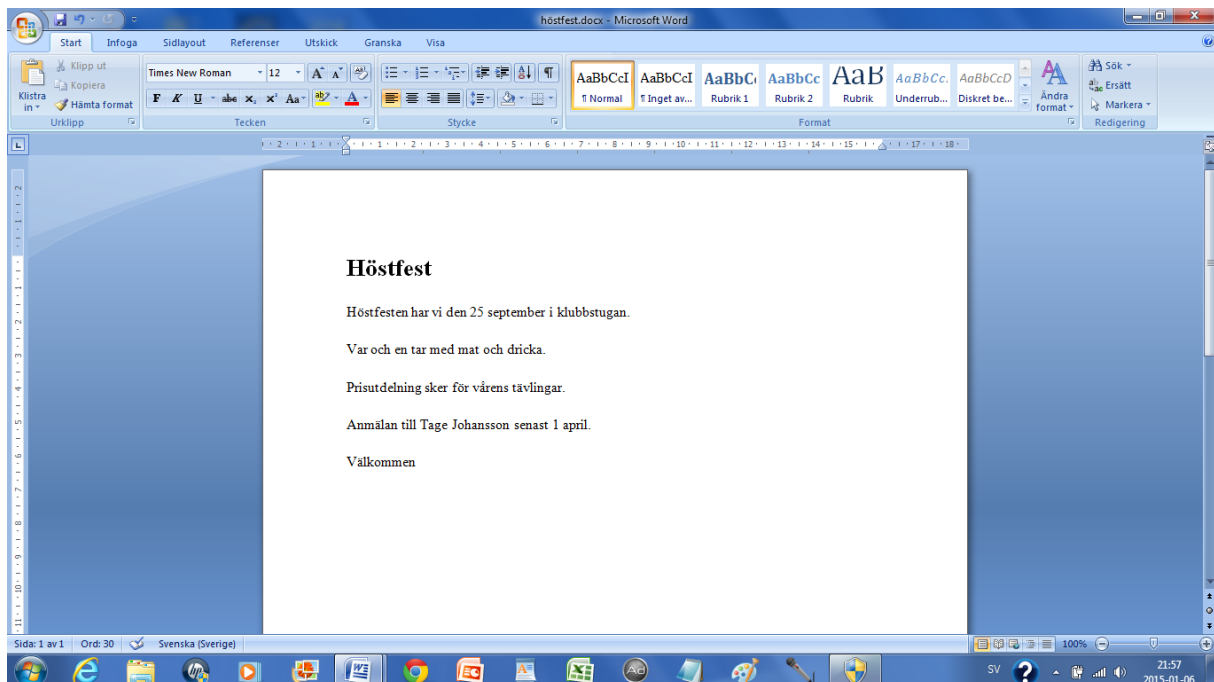
Click New

**Create 4 lowerpages**
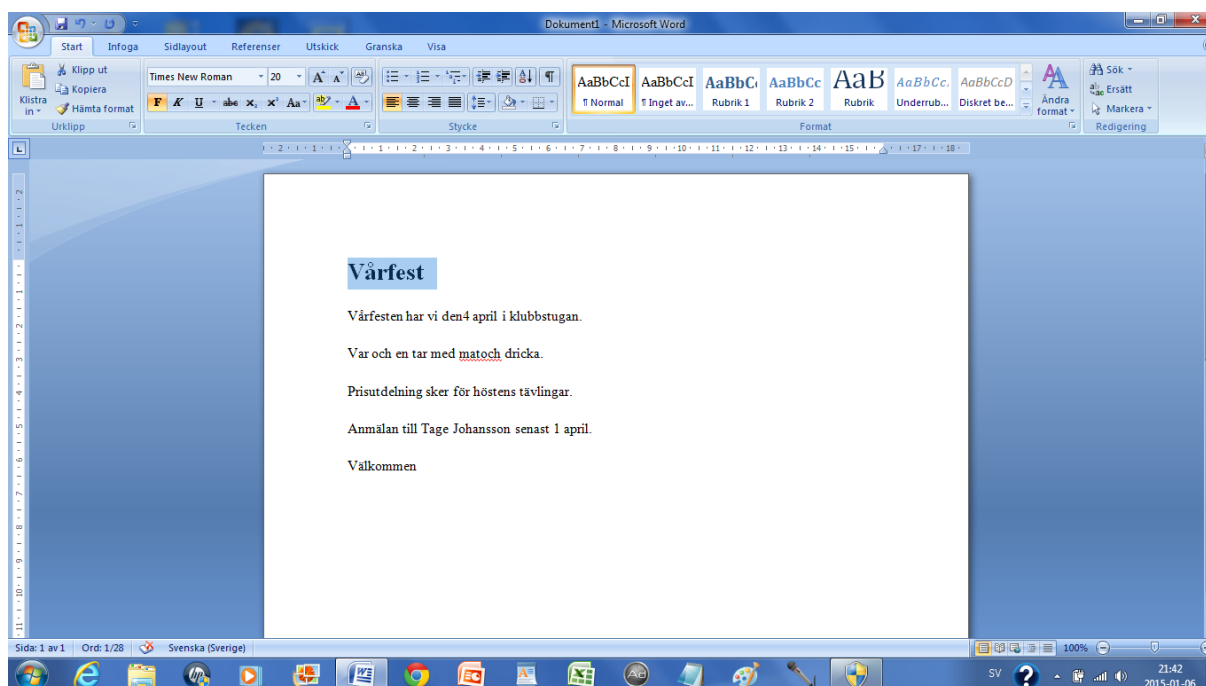
Click Save as choose type of file pdf and save as lowerpage1.pdf in /Document/Compass.
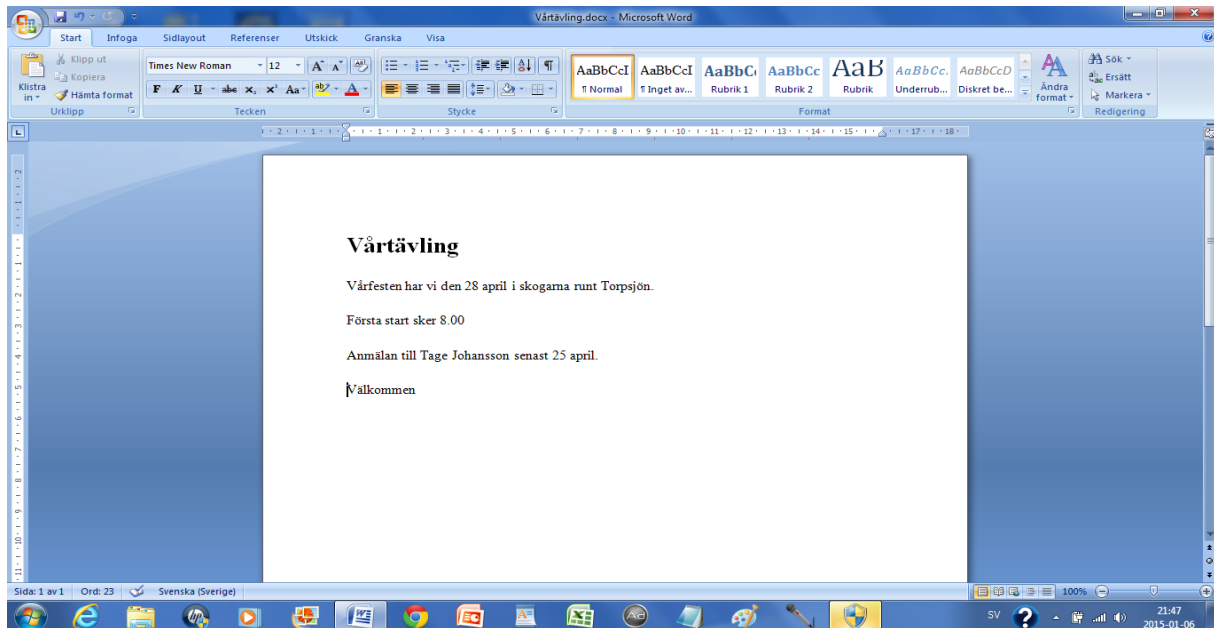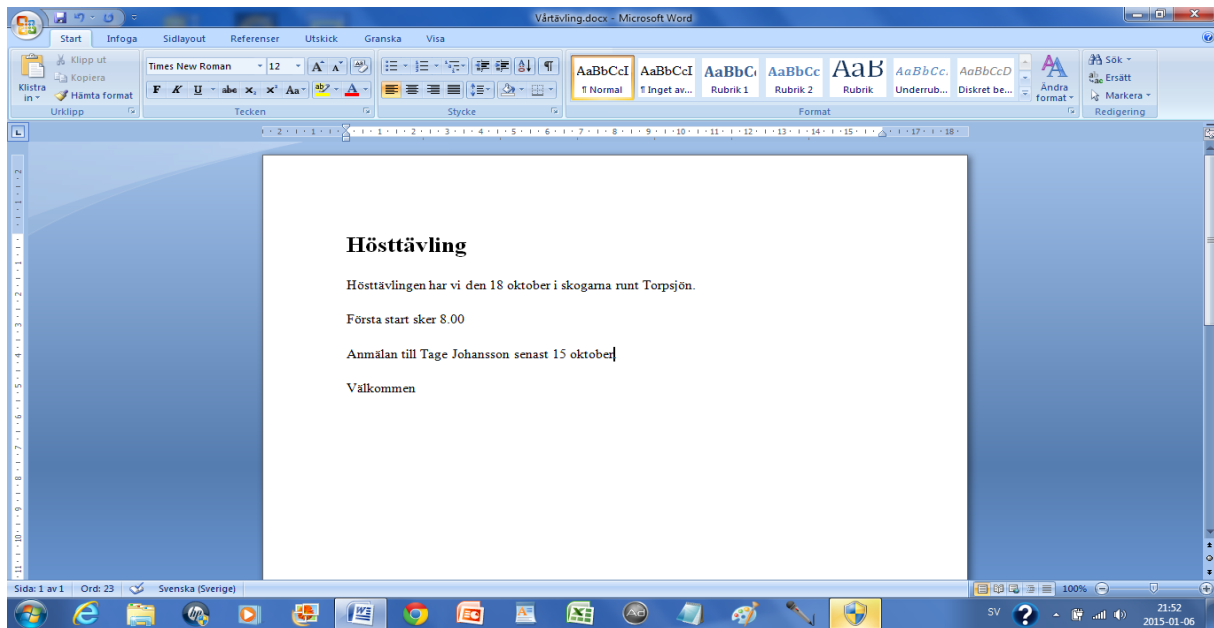
Click New



Write document in Word/Normallayout and save as lowerpage2.pdf in Document\ Compass

Click New



Write document in Word/Normal layout and save as lowerpage3.pdf in Dokuments\ Compass

Click New



Write document in Word/Normal layout and save as lowerpage4.pdf  in Document\ Compass

Click New

# Create links to program

Open Explorer

Click right on icon in front of index.htm and choose Open by word

Mark 4 april, click hyperlink, mark lowepage1 and click OK

Mark Springparty,  click hyperlink, mark lowepage1 and click OK

Mark Johan Svensson, click hyperlink, mark lowepage1 and click OK

Continue in the same way with following three rows and links to lowerpage 2.pdf, lowerpage 3.pdf and lowerpage4.pdf

Check all links

Click Save

**Copy to File manager**

Login to One.com

Clear File manager

Create folder index-files and upload the three files from computer to folder.

Return to root

Upload index.htm and the four files lowerpges.

Test webbplace by URL-adress.

# Pictures in a webpage

**Index.html**

Create webpage by clicking Word/Show/Webblayoutt

# Soon summer is here



# We have superprices on boat colours during week 14

# Welcome to Colour expert

Save document as index.htm  in Documents\Picture

**Lowerpage 1**

Click New

Click Show/Normal layout

Create this document:

## Picture is from northwest corner of lake Vänern

## Boat is a Havsfidra model 1973.

Save as lowerpage 1.pdf  in \Documents\Picture.

# Create links

Open Explorer

Click on icon by index.htm and choose by word

Open index.htm

Click right on picture and choose hyperlink

Mark lowerpage1 and click OK

Click Save

# Copy webbplace to File manager

Login to One.com and File manager

Create folder index-files and open it

Upload the five files from computer to file manager.

In earlier examples there have been three files in folder index-files and you have been able to use the same folder in different examples. Here are five files and you can not use a folder with three files

Return to usual folder

Upload all files

Logout from one.com

Test webbplace by URL-adress. When you click the photo the lower page with text will be shown

Test if  webbplace is working. When you enter and click the photo the information will be shown.
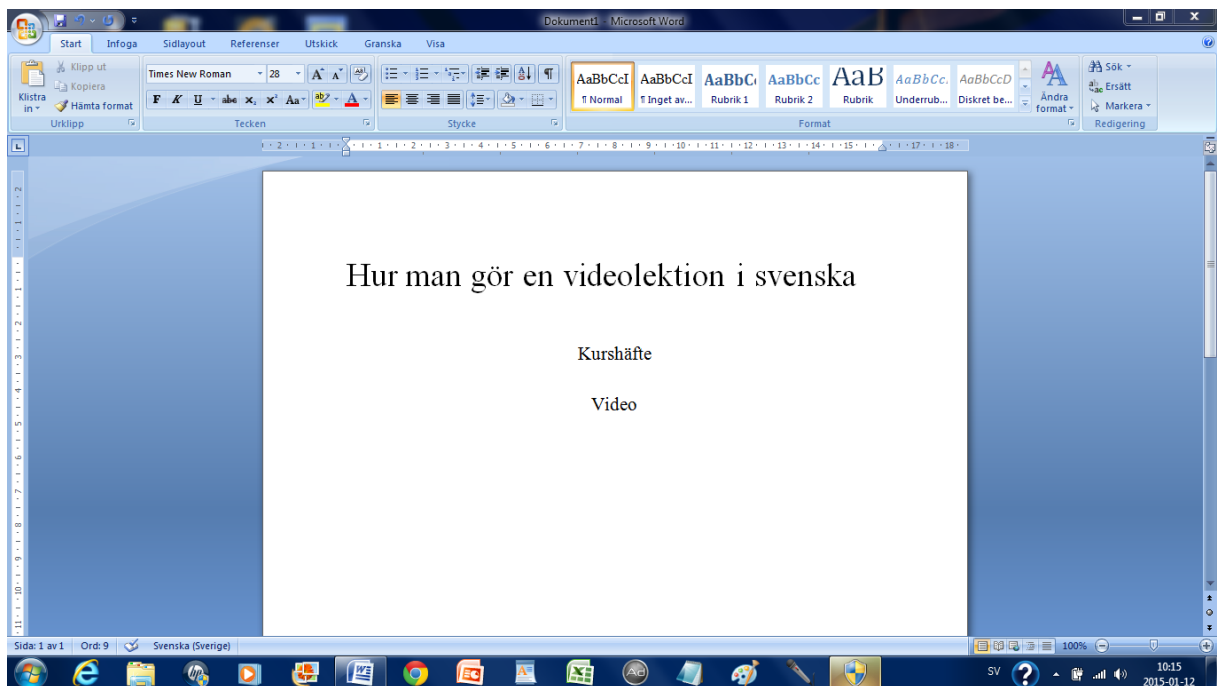
# Swedish lesson

Clear File manager

Check the video is reachable. You will find it where you found the booklet. Click right and save target as. Click Document/svlekt

When you have downloaded the file you will find it in downloaded files

**Index.html**

Create webpage by clicking Word/Show/Webblayout



Save as index.htm in Document/Swless

Click New and create the following document

**Lower page 1**

Write: You need Debut video capture and one computer

Save as lowerpage1.pdf in /Dokument/Svensklekt

**Video**

Check video in Document/Swedish lesson

**Create links**

Go to explorer

Click right on icon in front of index.htm and choose Open by word

Mark booklet

Click right on booklet and click hyperlink

Mark lowerpage 1 and click OK

Mark video and click hyperlink

Click Save

**Copy webbplace to file manager**

Login to one.com

Clear file manager

Copy htm-file, pdf-file and svlekt.mov to file manager. When you upload video-file you have to wait until you can see it is ready.

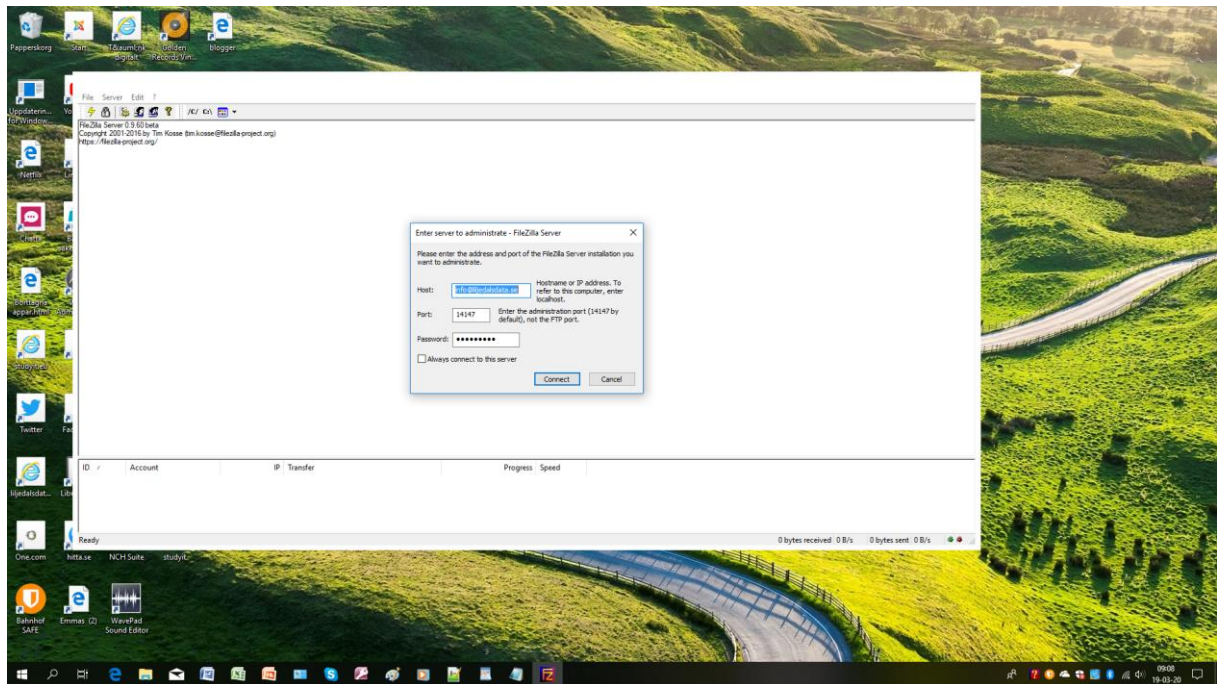Create folder index-files and upload index-files from computer

Logout from one.com

Test by URL address.

# FTP-program

Om du have many or big files to copy to File manager you may need a FTP-program.

Enter Edge and search for filezilla

Download the program

Start File Zilla

If this picture is shown when you start your computer and you wont use file zilla you can take it away by window down the screen to the left/Autostart

**Change all data to your own**

# Prepare contact between one.com and File Zilla

Enter one.com and ssh and ftp
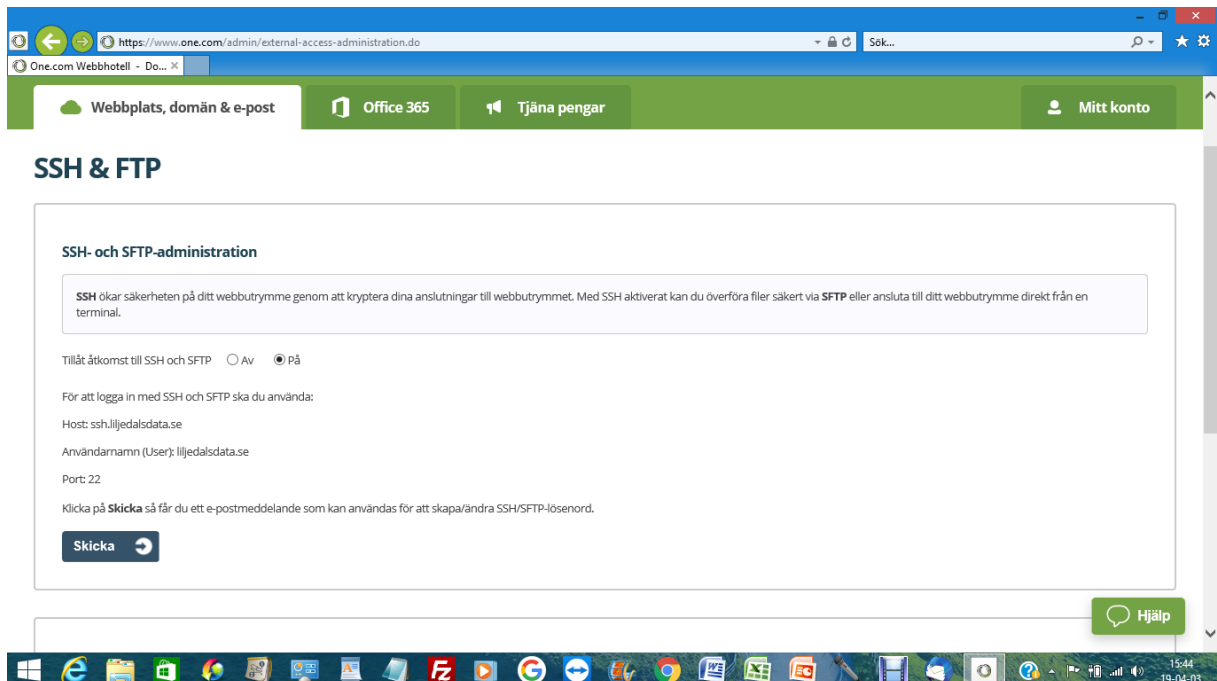


Make sure On is marked

Check Host sftp://ssh.liljedalsdata.se

User name: liljedalsdata.se

Gate 22

Click Send

# Create contact between your computer and File Zilla
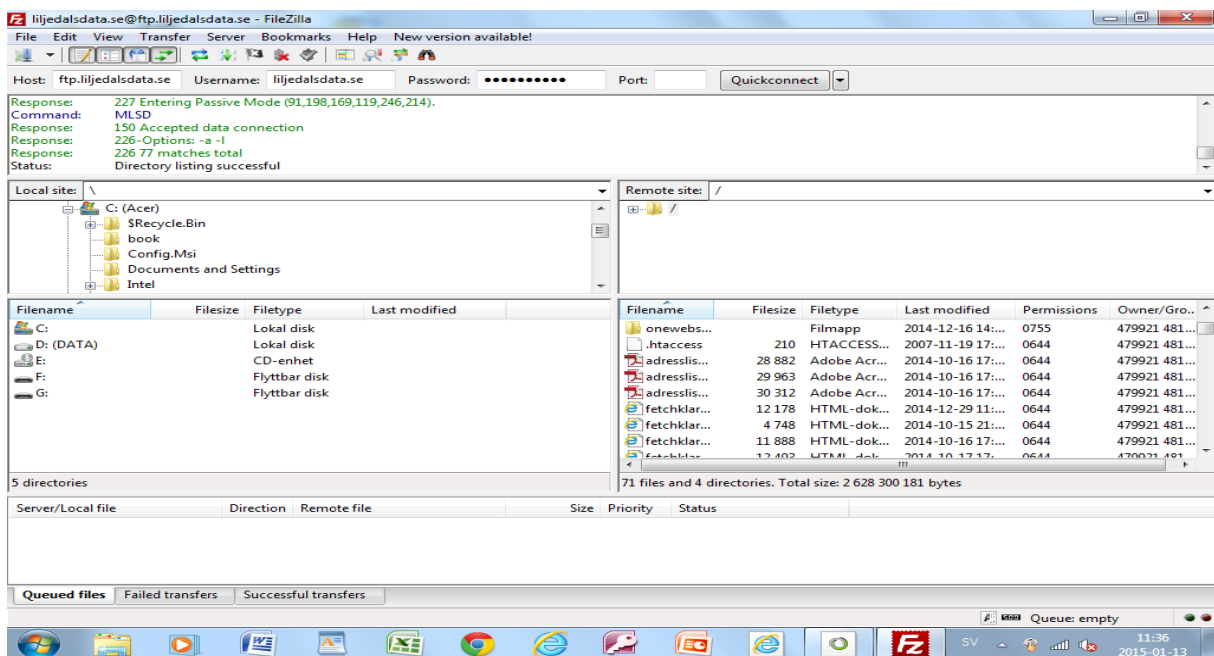
Start File Zilla

Write sftp://ssh.liljedalsdata.se as host

Write liljedalsdata.se as username

Find out password and write it

Write gate 22

Click Connect

Check your mail and write a new password each time you use file zilla. Your settings are time limited



Mark files on your computer to the left, click right and click right arrow

Files moved to File manager you see to the right.

# Get a mailadress including name of your domain

You may create a mailadress including name of your domain f.ex. info@johnsbicycles.com.

Logg in to One.com.

Click Mail administration.



Clicka New mailadress

Write first part of your mailadress and choose a password. Logg out.

You have to logout from control panel and log in to webmail to reach mailprogram.

To install the adress in Thunderbird you can use Step 4 and a guide you can find on support department at one.com.