

Your First Web Site

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To give you a head start on your first Web site – and to show you how easy basic HTML is – here are three Web pages that you can easily adapt for your own use.

How to Use

Create a folder or subdirectory named “Sample Web Site.” Open a basic text-editing program (Windows Notepad or Macintosh Simple Text). Save the file as shown in the example with the extension .html. Type the sample file exactly as shown. Save the file again.

To view your new Web page, open your Web browser (Internet Explorer or Netscape). Then select File > Open and browse to the “Sample Web Site” folder. Select the file name, for example default.html for the first file.

Go back to your text-editing program. Create new files for the other two Web pages. Type in the sample files exactly as shown. Save the files. Now you can go back to your browser, and follow the links to your two new pages.

Some Basic Codes

- `<h1>`, `<h2>` and `<h3>` create headings.
- `<p>` creates normal paragraphs.
- `` and `` are used to create bulleted lists.
- `` and `<i>` create bold and italic type.

Tips

- The codes, or tags, are the brackets `< >` with the letters and numbers inside. Do not change anything inside the brackets at least until you learn more HTML. Edit only text outside the bracketed codes.
- Most codes work in pairs. The text between the codes will appear in the Web browser.
- To create a new heading or paragraph, copy and paste a section that looks like what you want to create.
- After each edit, save the file. To see the changes in your Web browser, hit the “Refresh” or “Reload” button.
- Hang in there! If something doesn’t work the way you expected, keep trying. HTML coding is very logical, so double check your typing and change one thing at a time until you get what you want.

Main Page

File name: default.html

```
<html>
<head>
<title>Your Organization - Web Site Name</title>
</head>

<body bgcolor="#ffffff">
<h1>Web Site Name</h1>

<p>The first paragraph on your Web site should include an introduction to your
organization.</p>

<p>To make this HTML file into a Web page that you can use, replace the text between
the special codes -- the brackets with letters -- with your own
text.</p>

<p>Here a list to link to other pages on your Web site:</p>

<ul>
  <li><a href="details.html">Details on the conference of product</a>
  <li><a href="contacts.html">How to contact us</a>
</ul>

<h3>Copyright Ownership</h3>

<p>Protect your Web pages by putting a copyright notice at the bottom on each
page.</p>
<p><i>Copyright 2003 Your organization<br>
  Address<br>
  Phone number and fax<br>
  <a href="mailto:Webmaster@organization.com">Contact person</a></i></p>

</body>
</html>
```

Details Page

File name: details.html

```
<html>
<head>
<title>Your Organization - Details Page Title</title>
</head>

<body bgcolor="#ffffff">
<h1>Details Page Title</h1>

<p>On this page, replace this text with information on a specific program or product.
This sample page outlines typical information for an SGMP chapter
meeting.</p>

<p>This paragraph introduces the meeting. Use the list below to give details about the
meeting:</p>

<ul>
  <li>Topic
  <li>Date and time
  <li>Location
  <li>Registration: Call 000-000-0000 or e-mail <a
href="mailto:contact@domain.com">Contact Name</a> by deadline date.
</ul>

<h2>Speaker Information</h2>

<p>Insert information on the speaker in this paragraph. Also include a description of the
topic and what the participants will learn.</p>

<p>On this page, suppliers might include details on one of more of their products.</p>

<p><a href="default.html">Return to Home Page</a></p>

<p><i>Copyright 2003 Your organization<br>
Address<br>
Phone number and fax<br>
<a href="mailto:Webmaster@organization.com">Contact person</a></i></p>

</body>
</html>
```

Contacts Page

File name: contacts.html

```
<html>
<head>
<title>Your Organization - Contacts</title>
</head>

<body bgcolor="#ffffff">
<h1>Your Organization Contacts</h1>

<p>On this page, replace dummy names with your organization's contact names, phone
numbers and e-mail addresses. To create e-mail links, replace

"name@domain.com" inside the "a href" tag with the individuals e-mail address. Then
delete this paragraph before unloading to the Internet.</p>

<p>Insert general contact information in this paragraph. Organization Name<br>
Street address<br>
Mailing address<br>
City, State ZIP<br>
Main telephone 000-000-0000<br>
FAX 000-000-0000<br>
<a href="mailto:name@doman.com">Primary contact e-mail address</a></p>

<h4>President</h4>
<p><b>Name</b>, 000-000-0000, <a href="mailto:name@domain.com">e-mail
address</a></p>

<h4>Other Officer</h4>
<p><b>Name</b>, 000-000-0000, <a href="mailto:name@domain.com">e-mail
address</a></p>

<p>Copy and past the previous two lines for each contact person. Suppliers should
include sales representatives / consultants. They might also include

technicians or other contacts that planners may need to contact.</p>

<p><a href="default.html">Return to Home Page</a></p>

<p><i>Copyright 2003 Your organization<br>
Address<br>
Phone number and fax<br>
<a href="mailto:Webmaster@organization.com">Contact person</a></i></p>

</body>
</html>
```

References

There are hundreds of books, CDs and Web sites on HTML coding. Here are three excellent resources for beginners:

HTML4 for Dummies: Quick Reference by Deborah S. Ray and Eric J. Ray. ISBN 0764507214. 224 pages. John Wiley and Sons, second edition, 2000.

HTML Goodies: The Basics. <http://www.htmlgoodies.com/primers/basics.html>

Web Monkey: Authoring / HTML Basics.
<http://hotwired.lycos.com/Webmonkey/authoring/>