

INSTRUCTIONS TO CREATE A WEBSITE MAE435

1. Download WinSCP (<http://winscp.net/eng/index.php>)
2. Once WinSCP has been downloaded, select the "new" user login option and input the following information into the window (Figure 1). Enter your username and password in the appropriate locations. When all information has been inputted click Login.
3. A folder titled "public_html" (Figure 2) must be created as this allows access to the World Wide Web. This can be done by clicking the "Create Directory" button on the button of the window (Figure 2). Once the create directory button is clicked a smaller window will appear (Figure 2), where you will input "public_html" as the folder name and set the permissions of the folder as listed in Figure 2 below. There must be an underscore between public and html.
4. Next, you must create the homepage of your website. Open up a blank Microsoft Word document. This file must be saved with the filename "index".
 - a. The "index" page will be your homepage in which all links to documents, photos, etc. will be provided (<http://dasp.mem.odu.edu/~username/index.htm>).
 - b. Make sure to save each Word document that you create so that you can go back and easily modify these files.
5. A sample "index" document is shown in figure 3. In order to create hyperlinks, you must type the desired name of the link and then input the actual web address of the link. For example, figures 3 and 4 show how to create a link to the Old Dominion Website.
 - a. First, you must type the desired name of the hyperlink (i.e. Old Dominion University).
 - b. Highlight the entire name of the hyperlink and then right click and select "Hyperlink" (figure 3).
 - c. Input the desired web address (i.e. www.odu.edu) and click OK
 - d. If this is done correctly, the entire selected word or words will turn blue to indicate that it is a hyperlink.
6. In order to create a hyperlink to a particular document (i.e. pdf, word, excel, .htm, etc.), you must follow a similar approach as outlined in step 5 above.
 - a. Once again type the desired name of the hyperlink
 - b. Next, you must place the desired document from your computer into the public_html folder that you created in step 3. This can be done by dragging the desired document into the public_html folder
 - i. If you create a link to a ".htm" then make sure to place both the ".htm" and the corresponding folders that are created into the public_html folder

- c. Once the document is placed into the public_html folder, right click on that document and set the permissions as shown in figure 5. It is important to set the permissions correctly or else others will not be able to view the document posted to your webpage.
 - d. Repeat step 5b-5c except type in the following:
<http://dasp.mem.odu.edu/~username/document>, where username is your username and document is the name of the document that you just placed into the public_html folder the appropriate file extension (i.e. .pdf, .doc, .xls, .htm, etc.).
 - e. **AVOID USING SPACES IN FILE NAMES**
7. The link highlighted in 6d is the main default link that you will use when creating a hyperlink for other documents.
8. When you are satisfied with your homepage (index) document, make sure to save the index word document.
9. Next, save the index document as a webpage (.htm) by going to File --> Save As --> Other Formats (figure 6). **Make sure the index file is saved with the extension .htm**
 - a. This will create one folder and file named "index_files" and "index.htm", respectively.
 - b. Place both the folder and file created in 9a into the public_html folder.
10. The user can modify the original index Word document, re-save this modified version as a .htm file and place the modified "index_files" folder and "index.htm" file in the public_html folder.
11. Once steps 1-9 have been completed, the user can now access their webpage by navigating their browser to the following link:
<http://dasp.mem.odu.edu/~username/index.htm>, where username is the user's username.
12. Also make sure to include a link to the class project webpage on your homepage.

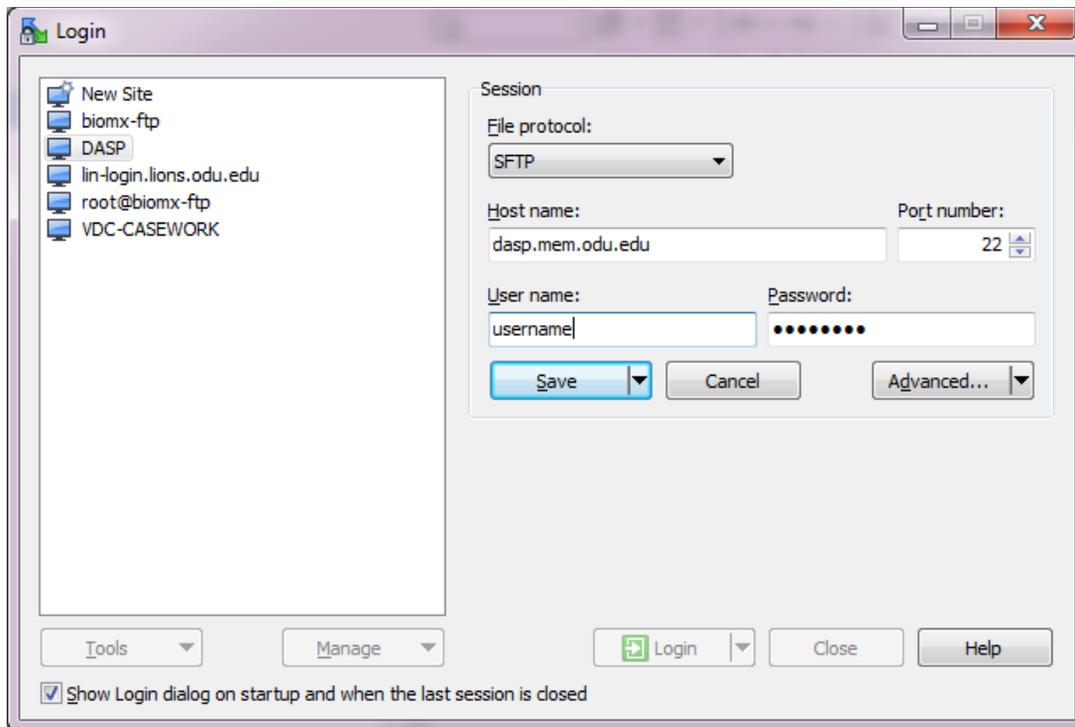


Figure 1: WinSCP new user login screen

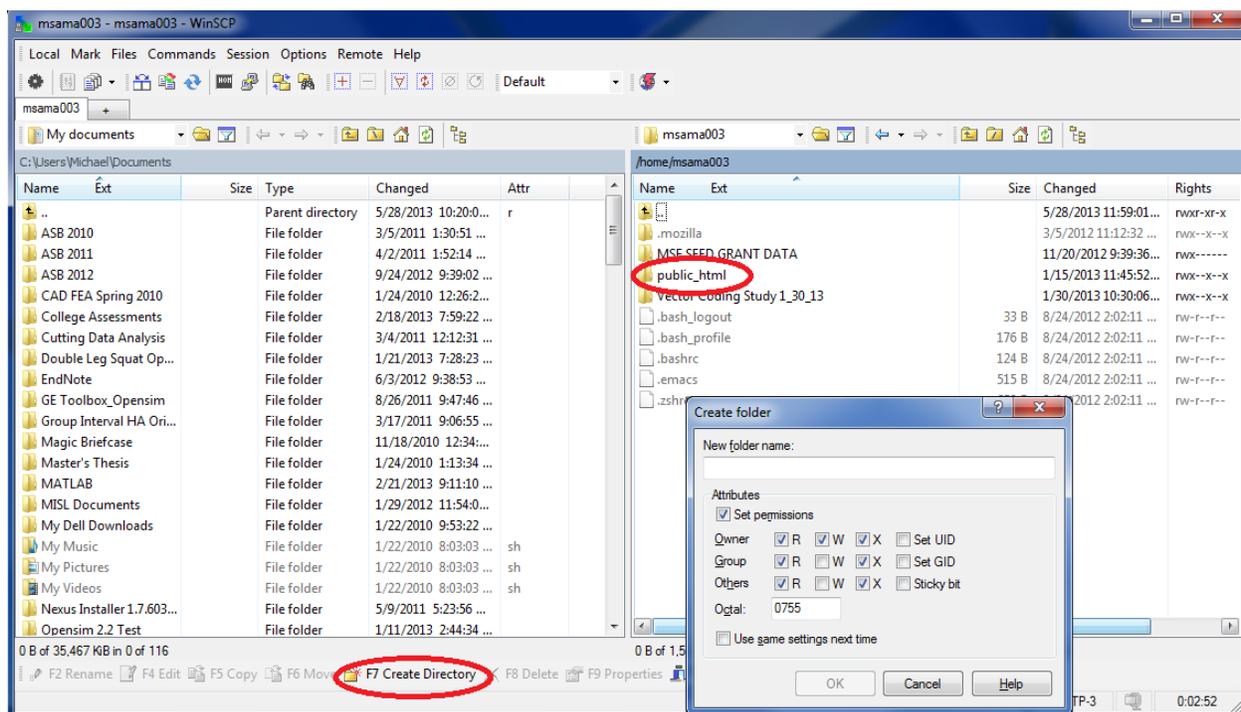


Figure 2: Create public_html directory

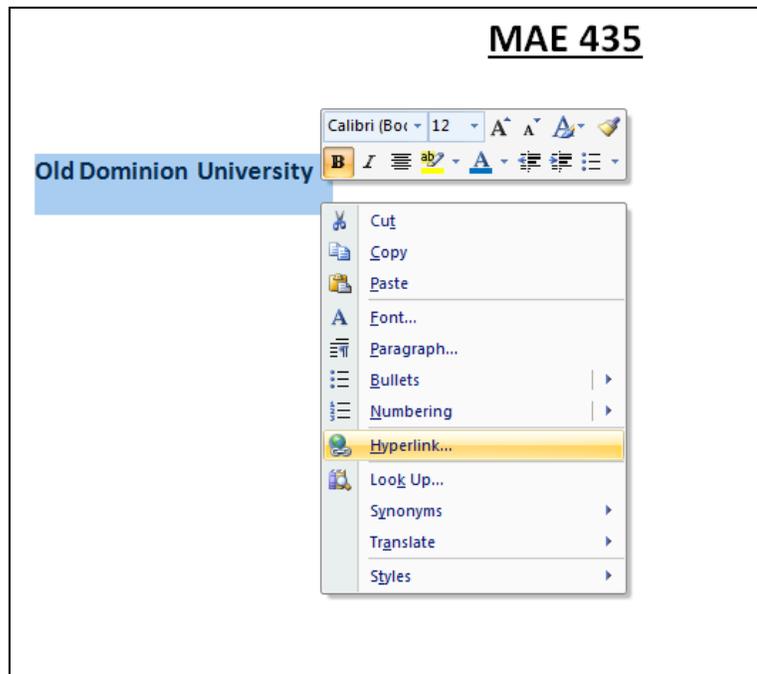


Figure 3: Create hyperlinks

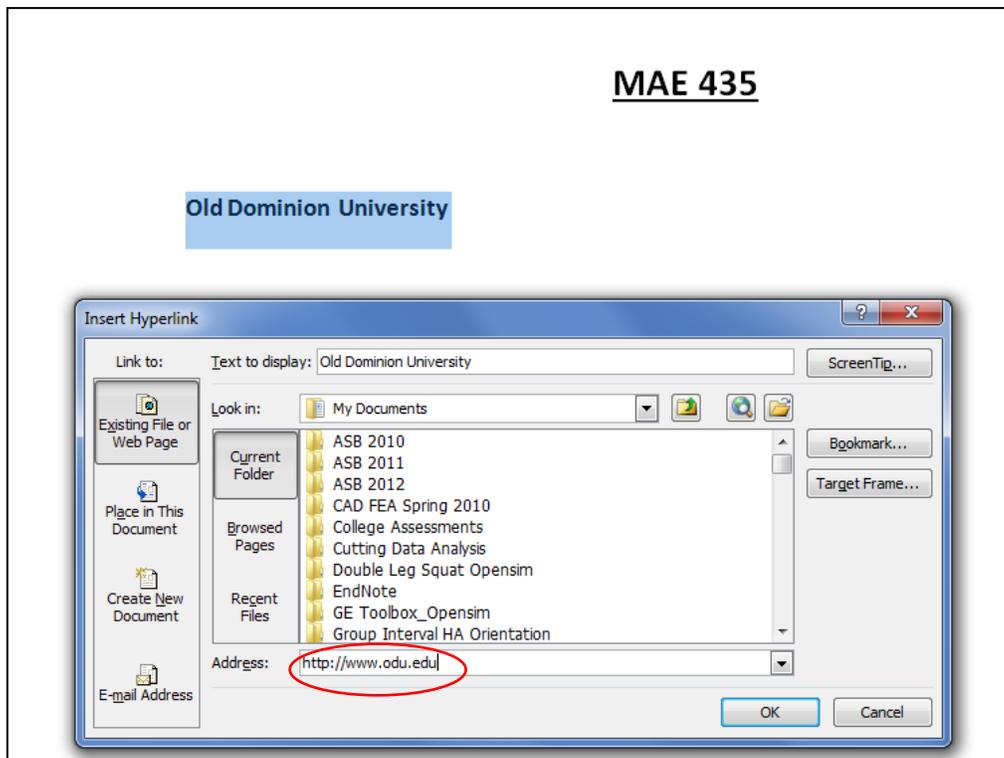


Figure 4: Edit hyperlink

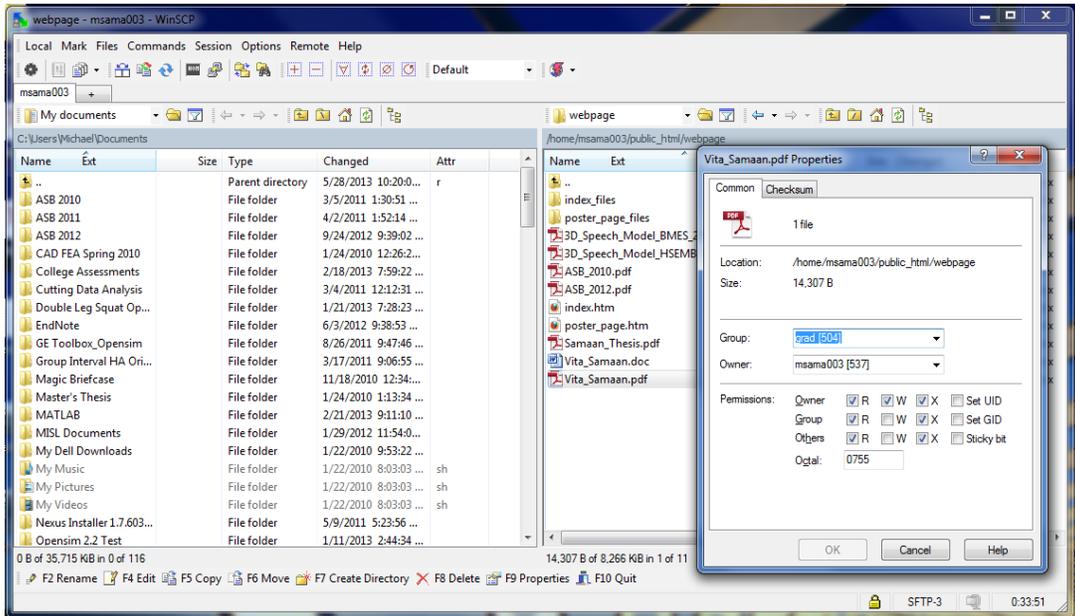


Figure 5: Setting document permissions

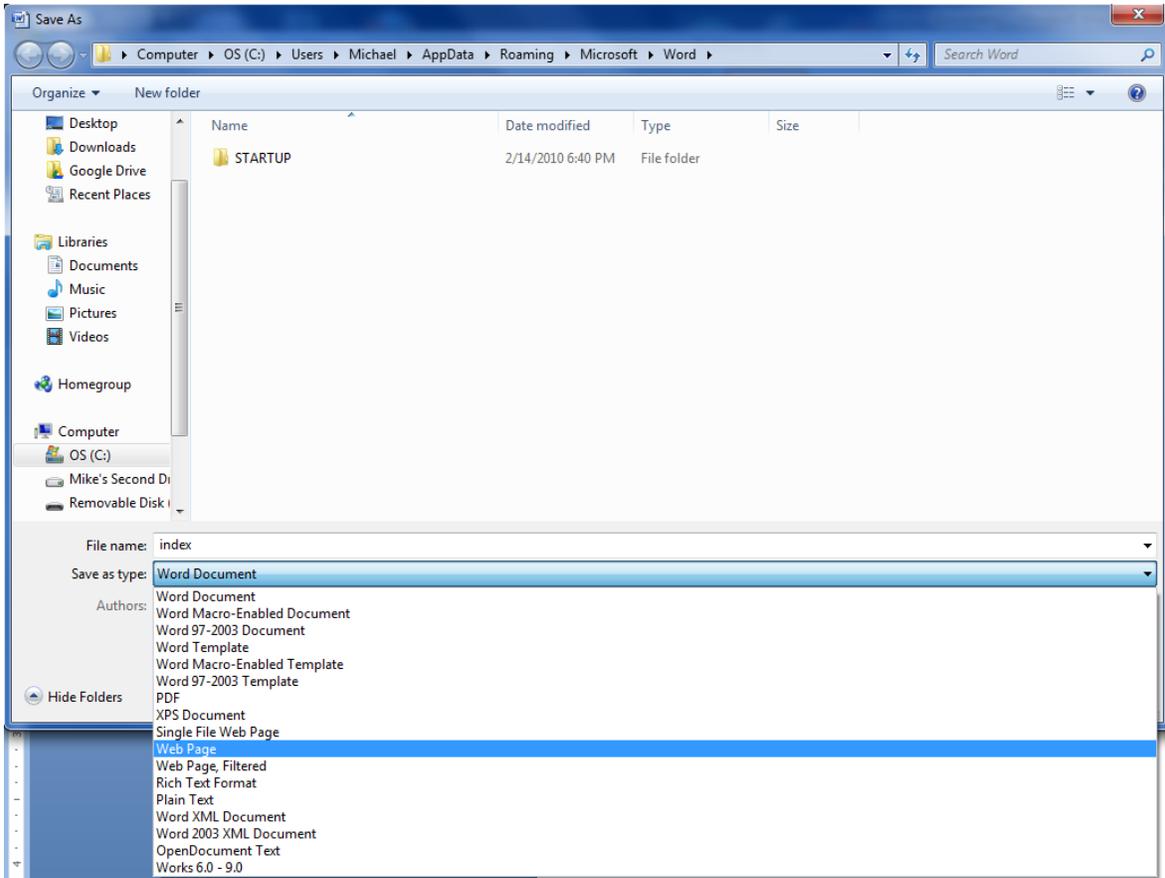


Figure 6: Save index document as a webpage

OPTIONAL: CREATING WEBSITE USING MOBIRISE

If you choose not to create your website using Microsoft Word, you can also use the Mobirise Website Builder as an alternative. All instructions will be the same as described above, the main difference is that the URL to access your homepage will be modified slightly:

<http://dasp.mem.odu.edu/~username/index.html>

The program as well as instructions on building your class website using Mobirise can be assessed using the following link:

<https://mobirise.com/> (Download)
<https://mobirise.com/how-to/make-your-own-website/> (Instructions)