



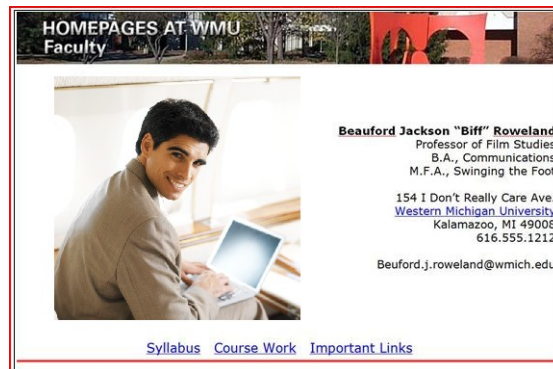
Creating a Faculty Web Site Using Microsoft WORD

Software programs that you use every day, like Microsoft Word, can make the creation and implementation of your web site simple while reducing the new information that you need to learn. If you follow our instructions, you will be surprised at how easy it really is to create and maintain your own site.

System Requirements

Windows (2000 or higher) PC	Winzip/WinRAR File Compression application	FTP Software (Used to upload your web site to the server)
Microsoft Office Word (Version 2003 or newer)	Internet Access (Broadband preferred)	About an hour to complete the entire set of instructions

After reading and following our instructions, you will be able to create and edit your own faculty web site using Microsoft Word. It is important to note that you do not need to complete all of these instructions in one sitting. If you need to do so, you can stop and start as needed as time allows. These instructions are easy to follow, but they will take about an hour of your time to complete.



These instructions will guide you through the creation of a simple home page with basic features. The features that we will explain in our instructions include: how to create and edit your web site in Microsoft Word, how to use a web site template (provided by WMU), how to use software to upload your web site to the WMU's Server, and how to create links from one page to other pages in your web site.

Please note that our instructions do not cover advance web site design, such as custom color schemes, video, flash, or many other advanced web site concepts. However, any formatting you know how to do in Microsoft Word for customizing a word document will translate into your web site.

Our instructions are available in an easy-to-follow step-by-step format. To make the use of our instructions as simple and convenient as possible, we provided them both online and via a printable Adobe Acrobat (.pdf) file for easy use.

Although computers can be frustrating at times, following our instructions will help you avoid getting frustrated and help you create a simple web site that will do exactly what you want it to do. We have refined the instructions into simple-to-understand steps that take all of the guesswork out of creating your own web site.

It is important to read the entire set of instructions prior to starting. Doing so will help you understand where you are in the process and give you insight into next steps. Don't rush through the process; take your time and you will create your own web site.

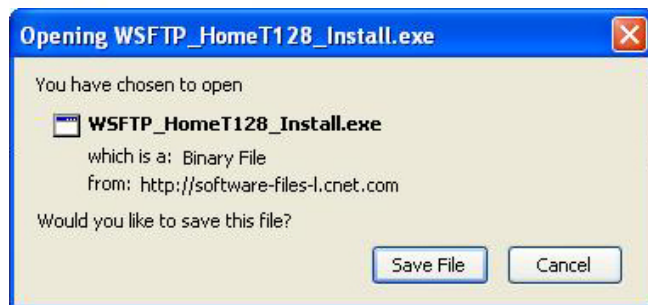
I. Collect the Materials

Before you begin to craft and upload your web site, take a few minutes to prepare. Start by collecting some needed files and software.

Download The FTP Software

1. Go to <http://homepages.wmich.edu/student/getting-started/index.html>. Under the heading "Editing the Template," click on the hyperlink ([download WS FTP LE](#)) to download the software. You will need it to upload your website to the University's server.

Using FTP ([download WS FTP LE](#)), download that file to your local hard drive.



2. You will be automatically redirected to www.CNET.com. Once on the site, click on the green "Download Now" button.
3. Follow the directions on the screen to download the software. Once you get to the screen that asks you if you want to "Run, Save, or Cancel," click on "Save."
4. A new window will open asking you where you would like to save the new file. So that the file will be easy to find, click on the "Desktop" icon to save this software to your desktop.

Install the FTP Software

1. Once the download is complete, find the Icon WSFTP_HomeT128_Install on your desktop and double click on the icon to open it.
2. In the pop-up window that asks "do you want to run this file?," click on "Run".
3. Follow the installation instructions that pop up.
4. Once the program is installed, open it.
5. You will receive a Welcome screen the first time you use the software. Click next.





6. In the “Site Name” field, Input a name for your web site; “My Faculty Web Site” is the example. After you have made your choice, click “Next.”

7. On the next screen, “Connection Type,” choose “FTP” from the drop-down list and click “Next.”



8. In the dialog box labeled “Server Address,” enter the address <http://homepages.wmich.edu>, then click next.

9. On the next screen, Input your Bronco NetID into the User Name field and your password into the Password field. Click next.

10. On the Finish screen, click the finish button.

You have now installed the software that will enable you to upload your web site.



Download the Template



1. Go to <http://homepages.wmich.edu/fac-staff/wdk/index.html>

2. The site contains 7 templates for downloading. You can preview each in full-screen mode by clicking on “Click Here to Preview.”

3. Once you have selected the template you like best, click on the template.zip link to download. When prompted, choose to save the file to your desktop.

Open the Template

1. Create a new folder by right-clicking on your desktop and choosing New/Folder. Name it what you like (Example: “My Web Site Template.”)

2. To unzip the template, double-click on the file you downloaded to your desktop. Click on “Extract To” when WINRAR/WINZIP opens the file.

3. In the dialog box, choose the folder you created on your desktop in step 1. Click “OK.”

You have now finished gathering the materials for your web site.



II. Register Online

You must register your web page with the University’s faculty homepage index to gain access to the server for your site.

1. Go to <http://homepages.wmich.edu>

Click “Visit the Faculty/Staff Homepage site.”

2. Click [Register for Web publishing access](#).

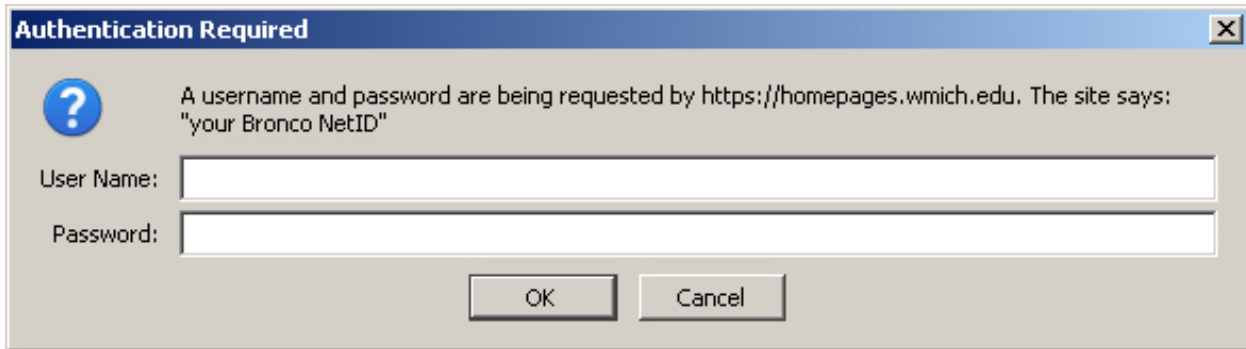
3. Read the information on the resulting new screen. The URL address is:



<http://homepages.wmich.edu/fac-staff/registration/agreement.html>.> Click

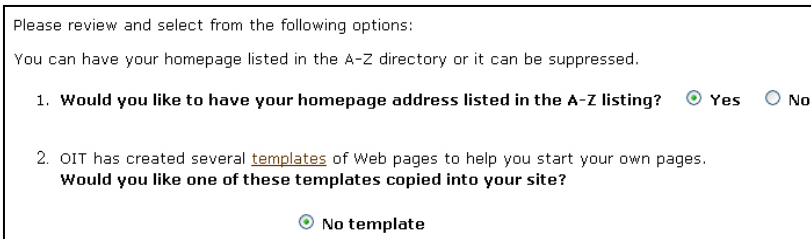


to indicate that you’ve read and understood the service agreement.



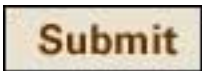
4. Input your Bronco NetID and password in the pop-up window. They will be the same ID and password you use to log on to GoWmu.

5. Follow the screen instructions; you will be given a few features to choose for your Web site.

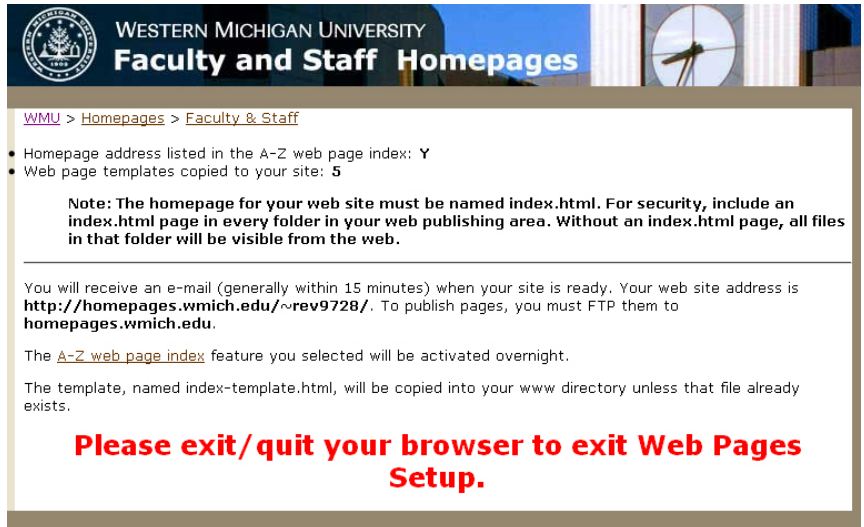


Unless you would like you web site to be excluded from the university’s faculty site index, choose “Yes” to the first question. Keep the page’s default of “No Template,”

since we have already downloaded a template. Scroll to the end of the screen and click



6. You will receive an email with all the information contained on the following confirmation screen. One important feature is your newly registered site's address, in the form [http://homepages.wmich.edu/~\[X\]/](http://homepages.wmich.edu/~[X]/), where [X] is your Bronco NetID. To finish the registration process, exit your browser.



The screenshot shows a confirmation page for Western Michigan University's Faculty and Staff Homepages. At the top, there is a header with the university's logo and the text "WESTERN MICHIGAN UNIVERSITY Faculty and Staff Homepages". Below the header, there is a navigation breadcrumb: "WMU > Homepages > Faculty & Staff". The main content area contains a list of two items: "Homepage address listed in the A-Z web page index: Y" and "Web page templates copied to your site: 5". A note follows, stating: "Note: The homepage for your web site must be named index.html. For security, include an index.html page in every folder in your web publishing area. Without an index.html page, all files in that folder will be visible from the web." Below the note, there is a paragraph: "You will receive an e-mail (generally within 15 minutes) when your site is ready. Your web site address is <http://homepages.wmich.edu/~rev9728/>. To publish pages, you must FTP them to homepages.wmich.edu." This is followed by two more lines of text: "The [A-Z web page index](#) feature you selected will be activated overnight." and "The template, named index-template.html, will be copied into your www directory unless that file already exists." At the bottom of the page, there is a large red text box that says: "Please exit/quit your browser to exit Web Pages Setup."

You have now finished registering your web page with the faculty homepages server.

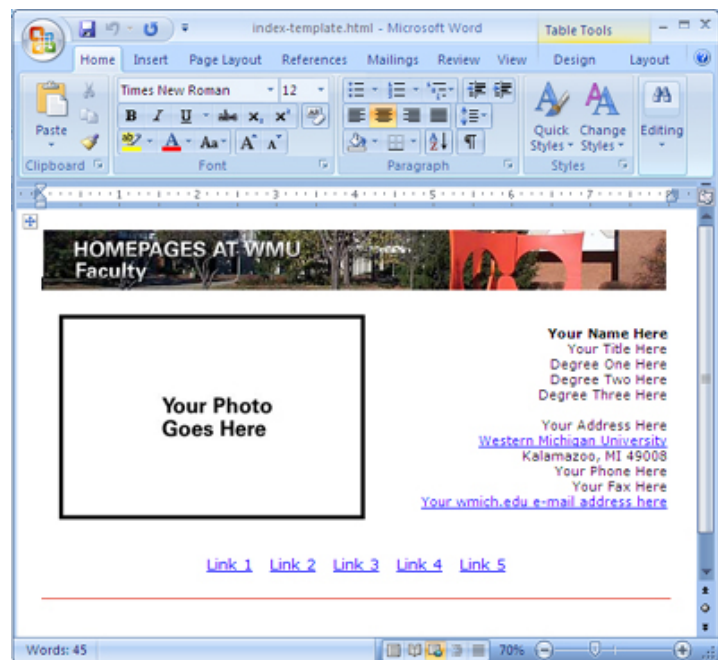


III. Create Your Web Site

Now that you've taken some preparatory steps by gathering materials and registering, you're ready to create a personal faculty web site.

Craft Your Web Site Using Microsoft Word

1. In the folder containing your template files, right-click on "index-template.html." Choose Open /Choose Program. In the resulting dialog box, choose Microsoft Office Word. Click "OK."
2. You may now edit the template as you would any other Word document. Delete template information such as "Your Name Here" and input your own information. Fill out the sections for your degrees held, email and land addresses, and telephone.
3. If you wish to have a picture on your web page, right click on the box labeled "Your Photo Goes Here" and choose "Change Picture." Navigate to the photo you would like for your web page- .jpg files are optimal, but you may use most photo formats. When you have selected a picture, highlight it and click "Insert."
4. When you have finished editing the template, you must save your work as a web page. To do so, click "Save As..." in Microsoft Office Word and choose "Web Page *.htm; *.html."



Add Documents to your Web Site

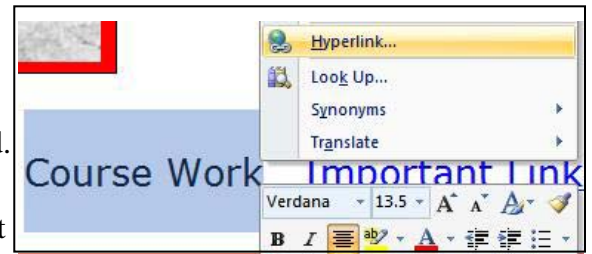
You probably want to add class materials to your site, such as syllabus or class calendars, for your students to access throughout the semester. You can do this easily.

1. Open the document that you would like to add to your web site.
2. Go to file, choose “save as.”
3. In the drop down menu “Save type as,” choose “web page.”
4. Save this file as a “web page” in the folder that you created for saving your web site template (we used the folder name “Web Site Template” in our instructions.)

Once you have saved the files you want to make available to students on your web site, you are ready to create links (hyperlink) to the material on your web site template.

Create Links to Your Web Site Documents

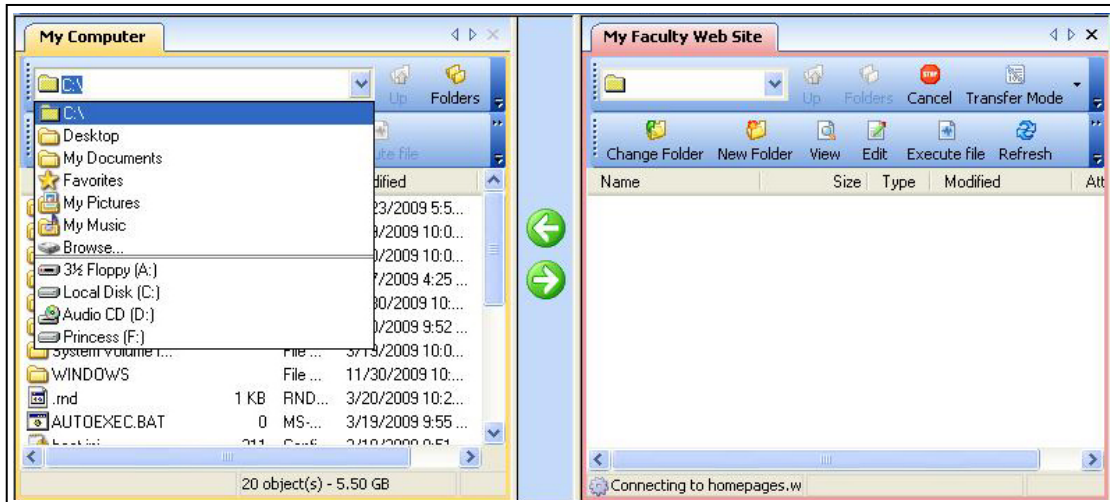
1. Highlight the text you would like to use to create the hyperlink.
2. Click on the right mouse button while the text is highlighted.
3. Select Hyperlink option from the menu.
4. Navigate to the document you want the hyperlink to connect to and click on it.
5. Click ok.



With your edited personal information, photograph, course documents, and hyperlinks, your web page is now finished and ready to be uploaded to the faculty homepages server.

IV. Upload Your Web Site to the Server

1. Open/run the FTP software by clicking on the software icon on your desktop.



2. In the window that is called “My Computer” on the left hand side of the IpSwitch WS_FTP Home window, click on the dropdown arrow in the upper left hand area to browse your computer files.
3. In that drop down window click on browse. In the window that pops up called “Browse for Folder” click on the Desktop choice to highlight it and then click ok.
4. Now, in the window find your folder that you saved your web site in. In our example we called it the Web Site Template. Double click on the folder to open it.
5. Once your folder is open, press “Ctrl-A” at the same time to highlight all the files in your folder.
6. Between the two windows are two green arrows. Click on the one pointing to the right to upload your web site to the server.

Once the files appear in the right sight of the window, “My Faculty Web Site,” your web page has been successfully loaded.