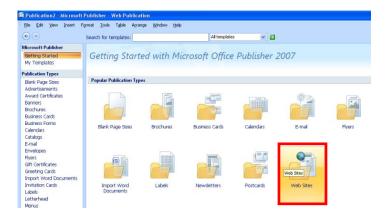
Creating a Web Site with Microsoft Publisher 2007

If you want a way to create a simple web site with text and pictures, Microsoft Publisher is your answer. Publisher allows you to create web pages without having to know HTML coding. When you are ready to publish your site, Publisher assembles all of the related files into a single folder. You can then upload your web site to NetDrive which will be used as your hosting service.

To Create a New Web Site

- 1) Open Publisher
- 2) Click Web Sites

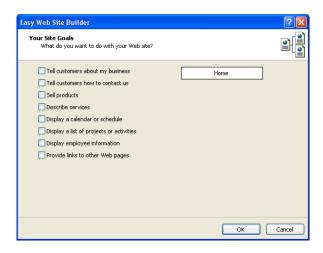


- 3) Click on a design template
- 4) Click Create



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- 5) In the **Easy Web Site Builder** select the type of web pages you want added to your web site
- 6) Click OK

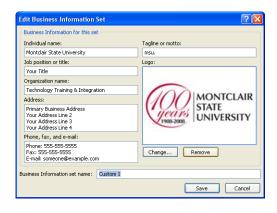


A navigation bar is included on all of the pages within the web site and automatically updates when new pages are added.

The first page to appear is the **Home** page. This is the first page that will be seen when your web site is viewed.

To Change the Title or the Logo on all Pages

- 1) Click on Edit
- 2) Click Business Information
- 3) Type the Organization Name, which is used as the title on all of the web pages
- 4) Change the logo if you wish to include one on all the pages



- 5) Click Save
- 6) Click Update Publication

To Add Additional Pages:

- 1) Click Insert
- 2) Click Page
- 3) Click on the Page Type
- 4) Click **OK**

Modifying Web Pages

Your publication is made up of text frames and picture frames. You replace the text and pictures with your own text and pictures, or with other objects.

To Replace Text:

- 1) Click within the text frame
- 2) Type your text

To Replace Picture Frames:

- 1) Click on the picture to select it
- 2) Click on **Insert**
- 3) Click **Picture**
- 4) Click on Clip Art or From File

To Insert a New Text Box:

- 1) On the Objects toolbar, click **Text Box**
- 2) In your publication, click and drag to draw a new text frame
- 3) Type your text

To Insert a Picture:

- 1) Click on **Insert**
- 2) Click Picture
- 3) Click on Clip Art or From File
- 4) Once the picture is inserted you can resize it and/or move it

To Save the Publication

- 1) Click on File
- 2) Click on Save

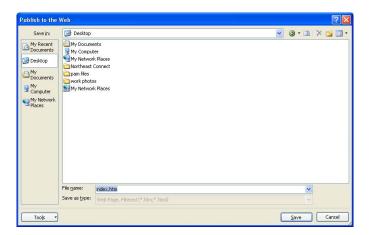
This is being saved as a publication file. This is the file you will open when changes need to be made to the web site.

To Publish your Web Site

- 1) Click on View
- 2) Click on Toolbars
- 3) Click on Web Tools
- 4) Click on Publish to Web



- 5) Click **OK** for the **Publish to Web** message
- 6) Choose a location to save and leave the file name as (index.htm). Index.htm determines that this is the first page of the web site.
- 7) Click Save



8) Click **OK** for the below message:



Publisher saves the **index** file as well as an **index_files** folder which contains all of the related files.



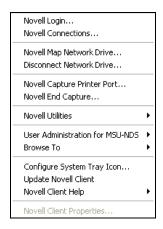
Logging on to NetDrive

1) From the desktop, right click on the **red letter N** (located at the bottom right hand side of your desktop)

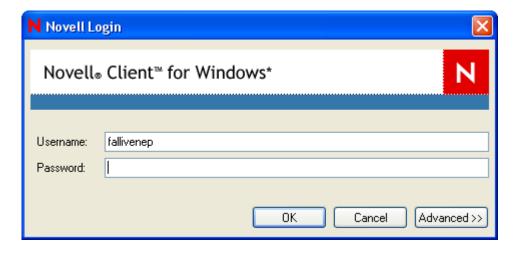


Note: If you don't see the red letter N, click on the show arrow

2) The following menu will pop up. Click on Novell Login



- 3) Enter your NetId
- 4) Click **OK**

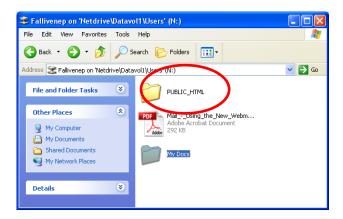


You are now logged in.

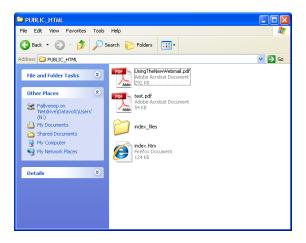
- 5) Open My Computer
- 6) Double-click on your personal drive Netdrive\Datavol1\Users'(N:)



7) Double-click on your Public folder



8) Copy the index.htm file and the index_files folder into your Public folder



Your web site is now available for the public to view.

To Access your Web Site:

- 1) Open a web browser such as Internet Explorer or Firefox
- 2) Click in the address bar and type http://netdrive.montclair.edu/~fallivenep/index.htm

fallivenep will be replaced with your username.

To Modify your Web Site:

- 1) Open Publisher
- 2) Open the publication file
- 3) Make any modifications
- 4) Save your changes
- 5) Click Publish to Web
- 6) Click Save
- You may receive a message stating that the files already exist. Click YES to replace the files.
- 8) Follow steps under Log on to NetDrive