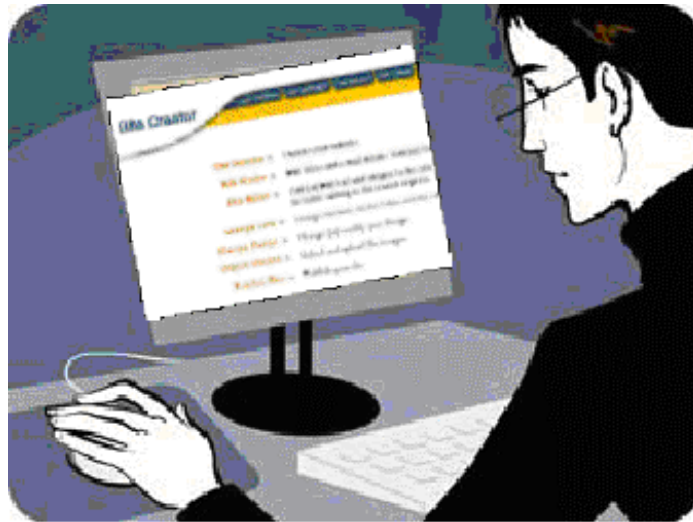


Site Creator

User's Guide



Version 1.0

National Rural Telecommunications Cooperative
2121 Cooperative Way
Herndon, VA 20171

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Author: Mina Mounkhaty

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National Rural Telecommunications Cooperative
2121 Cooperative Way
Herndon, VA 20171
U.S.A.

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INTRODUCTION

Welcome to Site Creator, an online tool for building your Web site. Site Creator offers various design and layout templates to help you create Web pages quickly and easily. No design or programming skills are required. You can build up to ten pages and have a professional or playful Web site published within minutes.

This user guide contains step-by-step instructions for creating your Web pages and having your site published on the World Wide Web. The primary steps in the process are numbered. Within each step, substeps are indicated with bullets. To get started, refer to the modules below:

Module 1 – Site Manager. Introduces the many features of Site Creator and the tools available within the Site Manager.

Module 2 – Site Preview. Shows how to preview your Web site as you create, edit, or change it.

Module 3 – Edit Master. Explains how to add or delete pages as well as how to edit page elements.

Module 4 – Site Editor. Shows how to select the page layout, add or edit text and images, as well as adding Meta tag information for recognition by search engines.

Module 5 – Change Font. Illustrates the various font styles for titles and text.

Module 6 – Change Design. Displays how to modify or change site design and color scheme.

Module 7 – Import Images. Shows the steps for importing and uploading graphics to your site.

Module 8 – Publish Site. Explains the process of publishing your site to the World Wide Web.

Module 9 – HTML Basics. Provides basic HTML code samples to format your Web pages.

MODULE 1 – Site Manager

Overview

This module introduces you to the Site Manager and many of the features available within Site Creator. To start building your site, login to the Site Manager.

Site Creator is not browser specific. Examples used within this guide display Microsoft's Internet Explorer or Netscape, as they are the most commonly used browser applications.

Site Creator Log In

1. Launch your Internet browser.
2. Type in your Site Creator URL in the *Address* field.
3. The *Registered Users* screen appears.
 - ▶ Enter your *Login*.
 - ▶ Enter your *Password*.
 - ▶ Click *Go*.



Site Creator Log In Screen

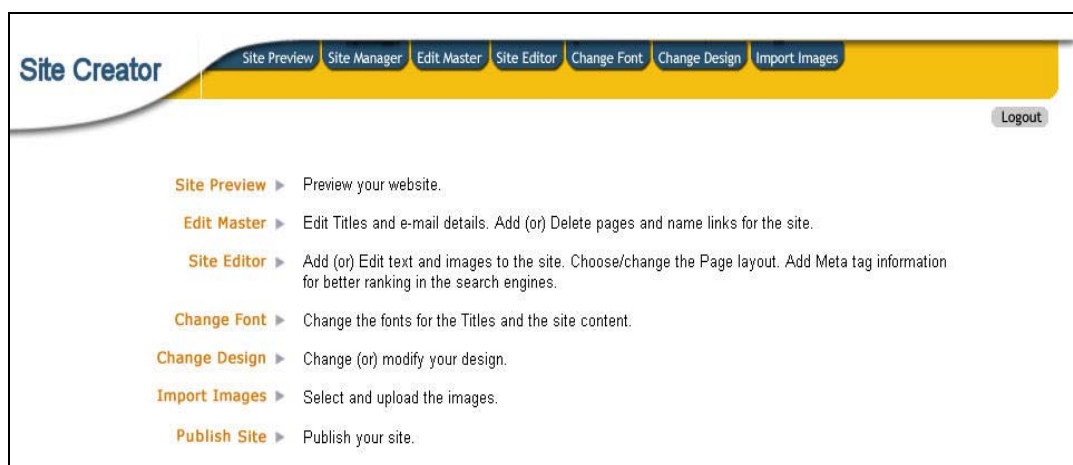
Features of Site Manager

Once in Site Creator, you will see the Site Manager screen. The Site Manager is the main menu of tools available for creating and modifying your site content. These tools include:

- **Site Preview** – quickly preview the edits and changes made to your site.
- **Edit Master** – edit your company name, slogan, e-mail, or page links information.
- **Site Editor** – choose your page layout, customize forms, enter text, import images, as well as enter Meta tag information for search engine rankings.
- **Change Font** – select from predefined font styles or make changes to your site text.
- **Change Design** – select or modify your site design and color scheme.
- **Import Images** – browse, select and upload the graphic images for your site.
- **Publish Site** – publish your site to the World Wide Web.
- **Online Help** – provides additional information for: Edit Master, Site Editor, Change Font, and Import Images tools.

To create your content, click on the titles within Site Manager. Work from the top of the list down (i.e. Site Preview through Publish Site). Once you have created a page, you select the tools you need to modify your content.

To logout of Site Creator, click on the **Logout** button.



Site Creator - Site Manager

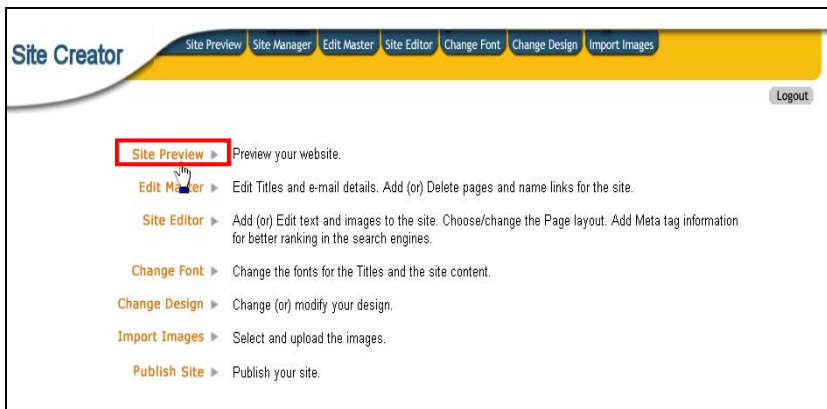
MODULE 2 – Site Preview

Overview

This module illustrates how you can use the Site Preview tool to quickly view your site as you make edits or changes to the content. By clicking on the Site Preview link from the Site Manager, your browser will open a new window to display your current Web site. As build your site and add pages, you can toggle back and forth between the Site Manager and the Site Preview window to view your work.

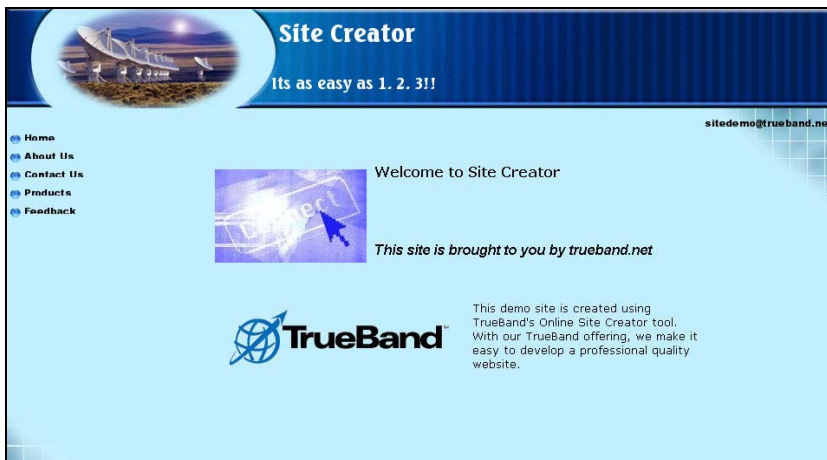
Preview Your Web Site

1. From the Site Manager main menu, click on *Site Preview*.



Site Manager Main Menu - Site Preview

2. A window will open, displaying your current Web site.



Site Preview of Current Web Site

MODULE 3 – Edit Master

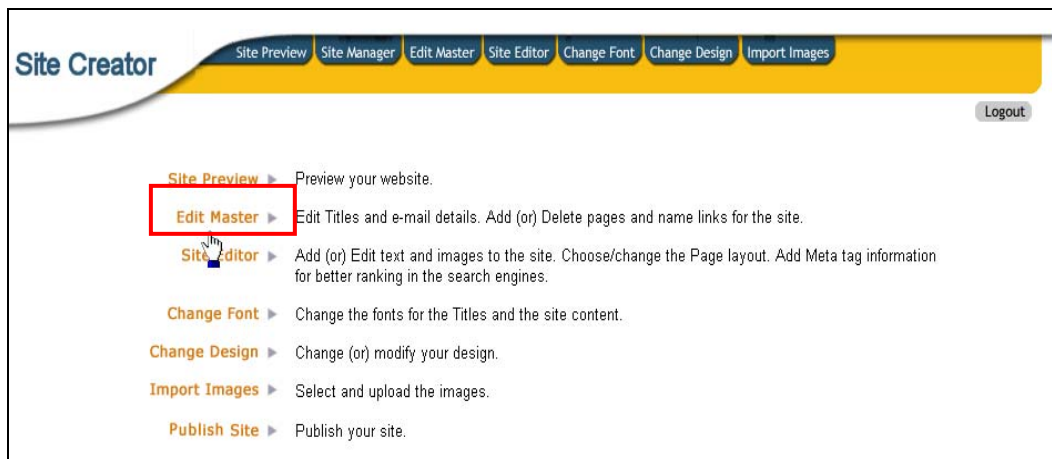
Overview

Within this module, you will be able to do the following:

- Enter your company name, slogan and e-mail address.
- Add or delete pages and name links for your Web site.

Enter Company Name, Slogan and E-mail

1. From the Site Manager main menu, click on *Edit Master*.



Site Manager Main Menu – Edit Master

2. The *Edit Master* screen appears.

The screenshot shows the 'Edit Master' screen in the Site Creator application. The top navigation bar includes 'Site Preview', 'Site Manager', 'Edit Master', 'Site Editor', 'Change Font', 'Change Design', and 'Import Images'. The main content area is titled 'Edit Master' and contains the following form fields:

- Your Company Name (or) Main Title for your site ***: A text box containing 'Welcome to my very ov'.
- Your SubTitle (or) Company Slogan**: A text box containing 'Its as easy as 1. 2. 3!!'.
- Email ***: A text box containing 'sitedemo@trueband.ne'.
- Home**: A dropdown menu with 'Home' selected and '<<' and '>>' buttons.
- Page 2 Name**: A checkbox and a text box containing 'Page 1' with '<<' and '>>' buttons.
- Page 3 Name**: A checkbox and a text box containing 'Page 2' with '<<' and '>>' buttons.

A dropdown menu is open, showing suggested page titles: 'About Us', 'Awards', 'Clients', 'Company', 'Contact Us', and 'Disclaimer'. A red arrow points from a red-bordered box on the right to the 'Your Company Name' field. The red-bordered box contains the text: 'Enter your company name or site title, a slogan or subtitle, and your contact e-mail.'

Below the form fields, there is a note: 'Either type in the desired page name using the fields on the left or click on a suggested page title below and use the "<<" arrow buttons to assign the name to your page.' Below this note are 'Delete Page' and 'Add a Page' buttons. At the bottom of the form is a 'Submit' button and a red instruction: 'Click on the Submit button to Update the changes'.

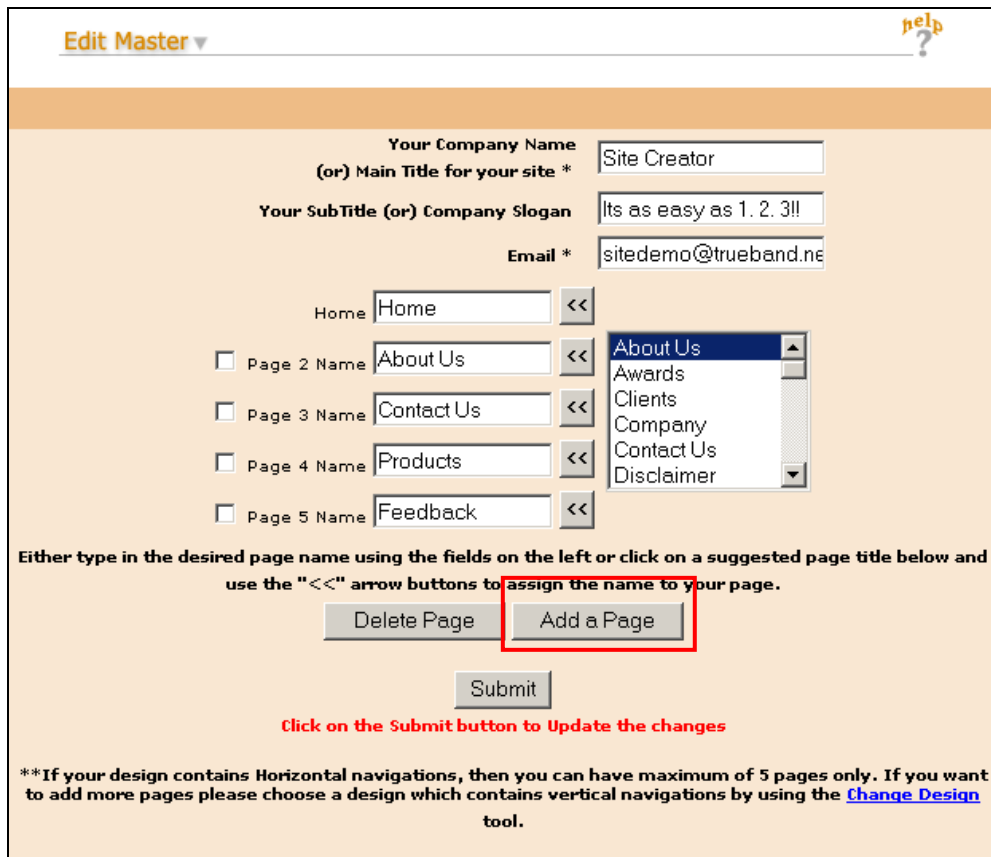
At the very bottom of the form, there is a note: '**If your design contains Horizontal navigations, then you can have maximum of 5 pages only. If you want to add more pages please choose a design which contains vertical navigations by using the [Change Design](#) tool.'

Edit Master

- ▶ In the *Your Company Name* field, enter your company name or the main title for your site. Your company name or main title will appear on all your Web pages.
- ▶ Enter *Your SubTitle or Company Slogan* in the text box provided. If you do not have a company slogan, you can use this text box to display other information you need to provide on all pages of your site.
- ▶ Enter contact information in the *Email* field. The contact e-mail address will be displayed on all your Web pages.

Add a Page

1. From the Edit Master screen, click *Add a Page*.



The screenshot shows the 'Edit Master' interface. At the top left is the text 'Edit Master' with a dropdown arrow, and at the top right is a 'help?' icon. The main content area has a light orange background. It contains several form fields: 'Your Company Name (or) Main Title for your site *' with the value 'Site Creator'; 'Your SubTitle (or) Company Slogan' with the value 'Its as easy as 1. 2. 3!!'; and 'Email *' with the value 'sitedemo@trueband.ne'. Below these are five page configuration rows. The first row is 'Home' with a text field containing 'Home' and a '<<' button. The second row is 'Page 2 Name' with a text field containing 'About Us' and a '<<' button. The third row is 'Page 3 Name' with a text field containing 'Contact Us' and a '<<' button. The fourth row is 'Page 4 Name' with a text field containing 'Products' and a '<<' button. The fifth row is 'Page 5 Name' with a text field containing 'Feedback' and a '<<' button. A dropdown menu is open next to the 'Page 2 Name' field, showing a list of suggested page titles: 'About Us', 'Awards', 'Clients', 'Company', 'Contact Us', and 'Disclaimer'. Below the page configuration rows, there is a paragraph of text: 'Either type in the desired page name using the fields on the left or click on a suggested page title below and use the "<<" arrow buttons to assign the name to your page.' Below this text are two buttons: 'Delete Page' and 'Add a Page'. The 'Add a Page' button is highlighted with a red rectangular box. Below these buttons is a 'Submit' button. At the bottom of the form area, there is a red instruction: 'Click on the Submit button to Update the changes'. At the very bottom of the form area, there is a note: '**If your design contains Horizontal navigations, then you can have maximum of 5 pages only. If you want to add more pages please choose a design which contains vertical navigations by using the [Change Design](#) tool.'

Edit Master – Add a Page

2. A new *Name* field for your page will appear. In this example, Page 6 is added. You may type in your page name in the text field or click on a predefined page title and use the “<<” arrow button to assign that name to your page. All the page names will appear as navigational links for your site.

The screenshot shows the 'Edit Master' interface. At the top left is the 'Edit Master' logo with a dropdown arrow, and at the top right is a 'help' icon with a question mark. Below the header, there are several input fields: 'Your Company Name (or) Main Title for your site *' with the value 'Site Creator', 'Your SubTitle (or) Company Slogan' with the value 'Its as easy as 1. 2. 3!!', and 'Email *' with the value 'sitedemo@trueband.net'. Below these are fields for 'Home' (value 'Home'), 'Page 2 Name' (value 'About Us'), 'Page 3 Name' (value 'Contact Us'), 'Page 4 Name' (value 'Products'), 'Page 5 Name' (value 'Feedback'), and 'Page 6 Name' (value 'Page name'). Each field has a '<<' button to its right. A dropdown menu is open next to the 'Page 2 Name' field, showing a list of suggested page titles: 'About Us', 'Awards', 'Clients', 'Company', 'Contact Us', and 'Disclaimer'. A red box with a white background and black text is overlaid on the right side of the form, containing the instruction: 'Either type in the page name or select from the list and click on the << button to assign the name to your page.' Red arrows point from this box to the 'Page 2 Name' dropdown and the 'Page 6 Name' field. Below the page name fields, there is a text instruction: 'Either type in the desired page name using the fields on the left or click on a suggested page title below and use the "<<" arrow buttons to assign the name to your page.' Below this instruction are two buttons: 'Delete Page' and 'Add a Page'. At the bottom center is a 'Submit' button. Below the 'Submit' button is a red text instruction: 'Click on the Submit button to Update the changes'. At the very bottom, there is a note: '**If your design contains Horizontal navigations, then you can have maximum of 5 pages only. If you want to add more pages please choose a design which contains vertical navigations by using the [Change Design](#) tool.'

Edit Master – Entering a Page Name

3. Once you have added all the pages and entered the page names, click **Submit** to update your site.

Please Note: If your design contains horizontal navigations, you have a maximum of five pages available for your Web site. If you want more than five pages, you will need to select a design with vertical navigations. (Refer to Module 6 for instructions on selecting designs.)

Delete a Page

- To delete a page, select the check box next to the page number and click **Delete Page**. In this example, Page 6 is being deleted.

Edit Master ▾
help ?

Your Company Name
(or) Main Title for your site *

Your SubTitle (or) Company Slogan

Email *

Home <<

Page 2 Name <<

Page 3 Name <<

Page 4 Name <<

Page 5 Name <<

Page 6 Name <<

About Us

Awards

Clients

Company

Contact Us

Disclaimer

Either type in the desired page name using the fields on the left or click on a suggested page title below and use the "<<" arrow buttons to assign the name to your page.

Delete Page

Add a Page

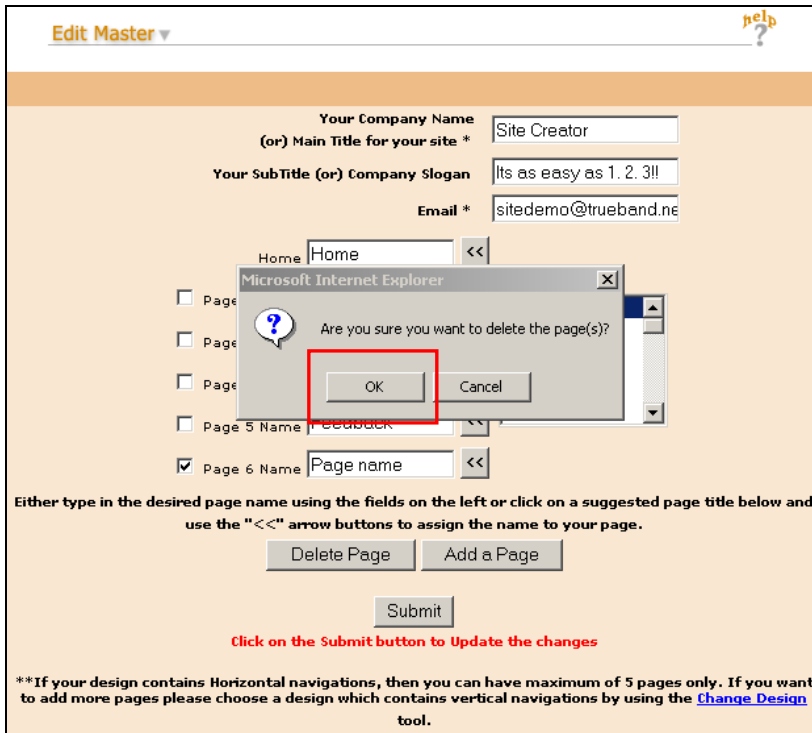
Submit

Click on the Submit button to Update the changes

**If your design contains Horizontal navigations, then you can have maximum of 5 pages only. If you want to add more pages please choose a design which contains vertical navigations by using the [Change Design](#) tool.

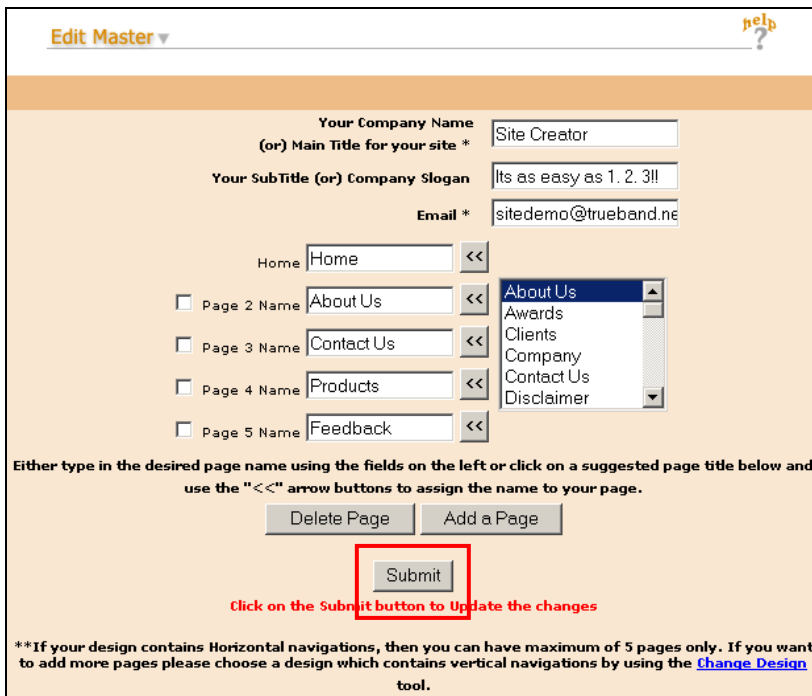
Edit Master – Delete Page

2. A message window will appear asking “*Are you sure you want to delete the page(s)?*” Click **OK** to delete the page.




Edit Master – Deleting the Page(s)

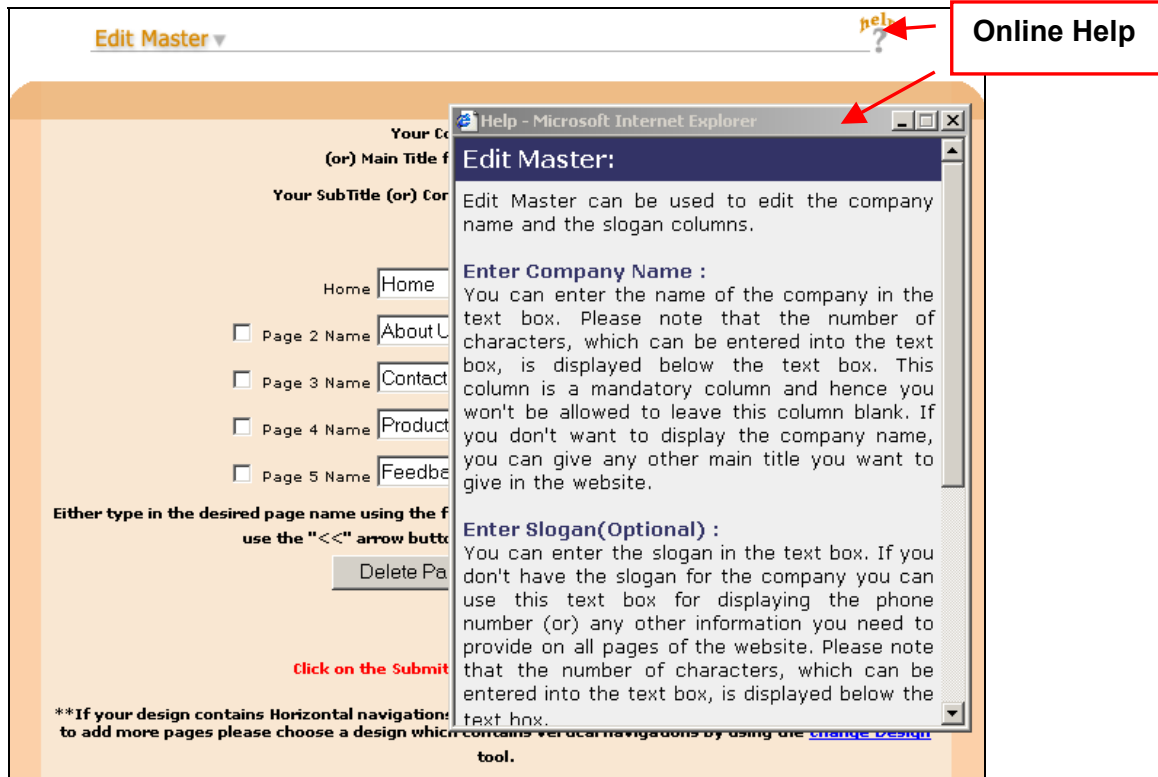
3. A listing of your current Web pages appears. Click **Submit** to update your changes.



Edit Master – Update Changes

Using the Online Help

1. From the *Edit Master* screen, click on the  icon.
2. A Help window appears with additional information pertaining to Edit Master.



Edit Master – Online Help

MODULE 4 – Site Editor

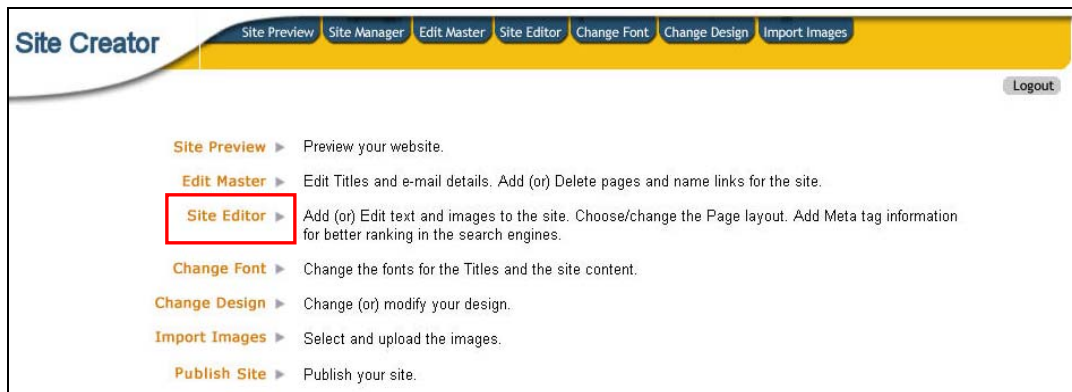
Overview

Within this module you will learn how to:

1. Choose or change the layout for your Web page.
2. Enter Meta tag keywords for search engine ranking.
3. Enter paragraph title and text.
4. Add images and captions to your page.
5. Add or customize forms for your site.

Choose a Page Layout

1. From the Site Manager screen, click *Site Editor*.



Site Manager Main Menu – Site Editor

2. A Site Editor screen appears displaying the Links listing for all current Web pages. **Please Note: The example below shows three pages already created. If you are creating a brand new site, only the Home page link will be displayed.**




Site Editor – Links Listing

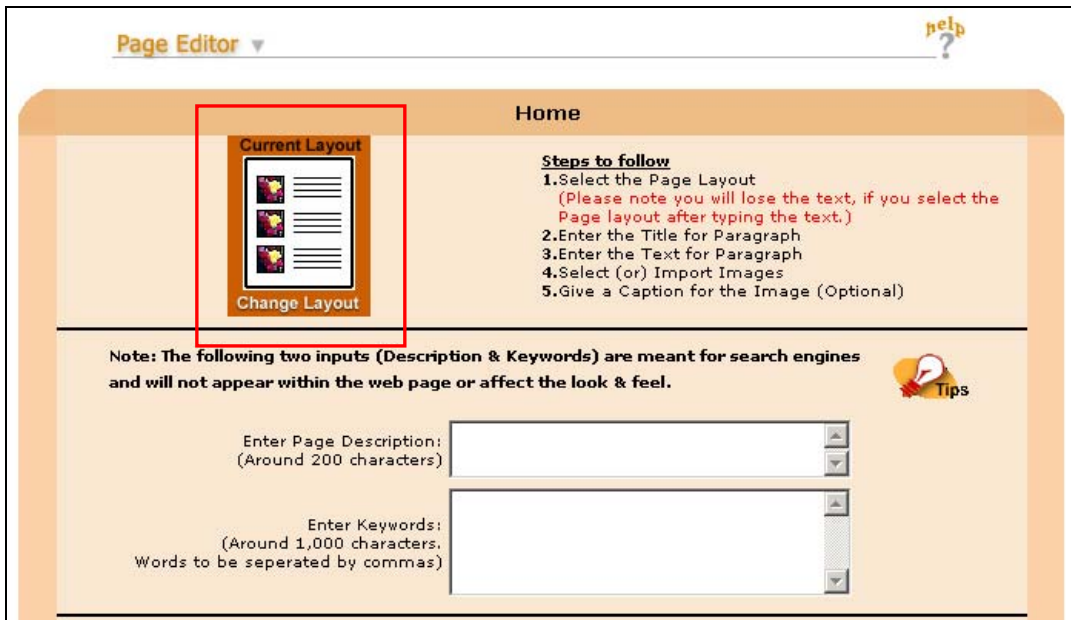
3. You have the option of selecting *Edit* or *View* for each page link. For this example, we will edit the *Home* page to select the page layout. Click *Edit* for the *Home* page link.



Site Editor – Edit Home

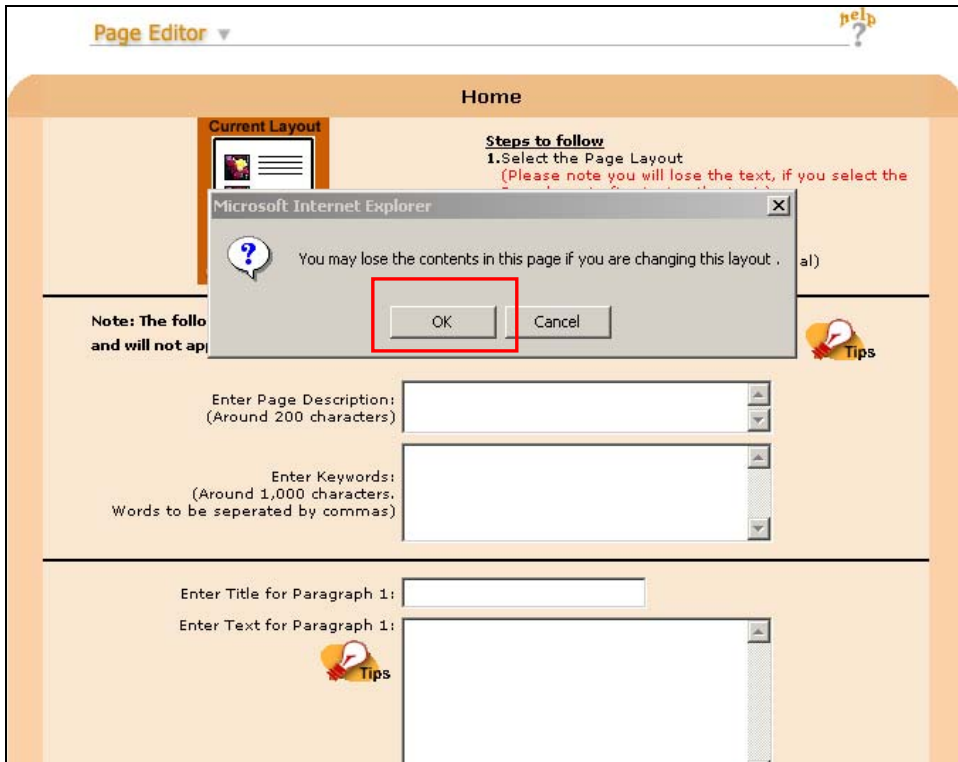
4. The *Page Editor* screen appears. To choose your page layout, click on the  icon.

Please Note: For editing purposes, this icon displays the current layout. You will need to select Change Layout to choose a new page layout. When a new page layout is selected, it will overwrite your previous layout and you will lose the text and image associated with that layout.



Page Editor - Home

5. A window appears with the notification, “*You may lose the contents in this page if you are changing this layout*”. Click **OK**.



Page Editor - Change Layout

6. The **Choose Layout** screen appears. Click on the thumbnail to select the layout for your page.

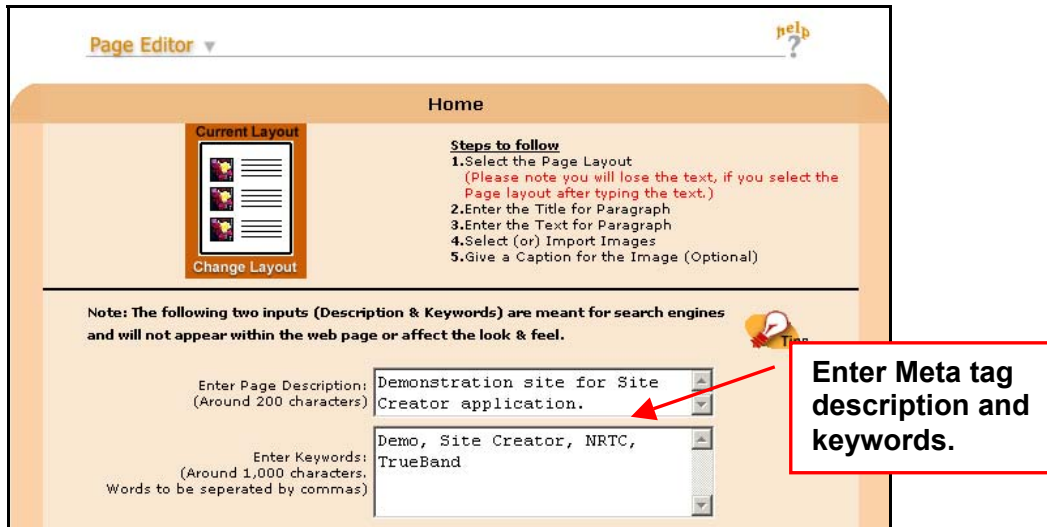


Choose Layout


Enter Meta Tags

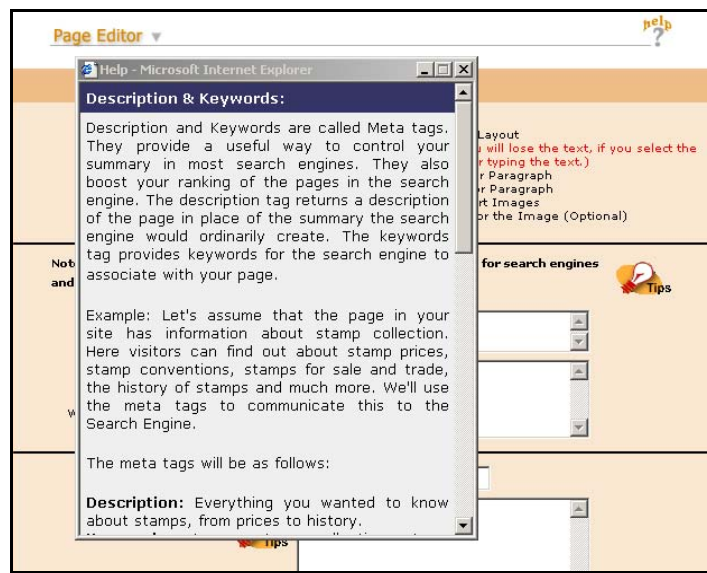
Once you have selected the layout, you can add Meta tags to your Web page to increase your site ranking in some search engines. A Meta tag is a description or keyword identifying your site content to search engines. Meta tags are hidden instructions for search engines and do not appear on your Web page. Adding Meta tags can bring your site to the top of a search engine listing and draw in prospective Internet searchers.

1. From the **Page Editor**, type in your **Page Description** in the text box provided.
2. Type in the **Keywords** in the text box provided.



Meta Tag – Description and Keywords

Clicking on the  icon will open a window with additional information pertaining to Meta tags.



Meta Tag Tips

Enter Paragraph Title and Text

Now that you have selected the page layout and entered Meta tags, you can add paragraph titles and text to your Web page. The number of paragraphs displayed on a page depends on the layout chosen. You have the option of typing directly in the text box for each paragraph title and text or include HTML code for special formatting. For basic HTML code samples, refer to Module 9 – HTML Basics.

Enter Title for Paragraph 2:

Enter Text for Paragraph 2:

```
<BR/><BR/><BR/>
<UL>
<B><I><FONT FACE="ARIAL"
SIZE="3">This site is brought
to you by trueband.net
</FONT></B></I></UL>
```

Select Image 2:

Enter Caption for Image 2:

Enter Title for Paragraph 3:


Enter Text for Paragraph 3:

```
<P>This demo site is created
using TrueBand's Online Site
Creator tool. With our
TrueBand offering, we make it
easy to develop a
professional quality
website.</P>
```


Select Image 3:

Enter Caption for Image 3:

Paragraph Title and Text

Clicking on the  icon will open a window of paragraph and text formatting tips.

Page Editor help

Current Layout 

Note: The following two inputs (Description and Keywords) will not appear within the web page content.

Enter Page Description: (Around 200 characters)

Enter Keywords: (Around 1,000 characters. Words to be separated by commas)

Enter Title for Paragraph 1:

Enter Text for Paragraph 1:

Tips

1. To break a paragraph, just insert `
` where exactly u want a break.
2. To make a part of a paragraph to appear bolder, enclose the text with `` text to appear bold ``.
3. To make a part of a paragraph to appear underlined, enclose the text with `<u>` text to appear underlined `</u>`.
4. To make a part of a paragraph to appear as italic, enclose the text with `<i>` text to appear italic `</i>`.
5. To provide a Hyperlink for a text, enclose the text with `` text here to appear as hyperlink ``.

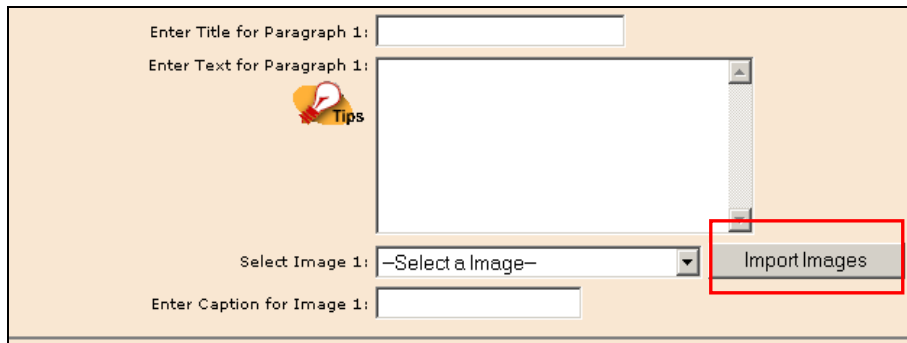
Tips – Formatting Paragraph Title and Text

Adding Images and Captions

In addition to paragraph title and text, Site Creator allows you to incorporate static or animated GIF and JPEG image formats to your site. For optimal viewing, it is recommended that you use images a minimum resolution of 72 dpi (dot per inch) and a file size less than 1 MB. Many graphics editing software such as PhotoShop or Paint Shop allow you to customize image size and resolution settings. Reducing the physical size of the image allows the image to load more quickly.

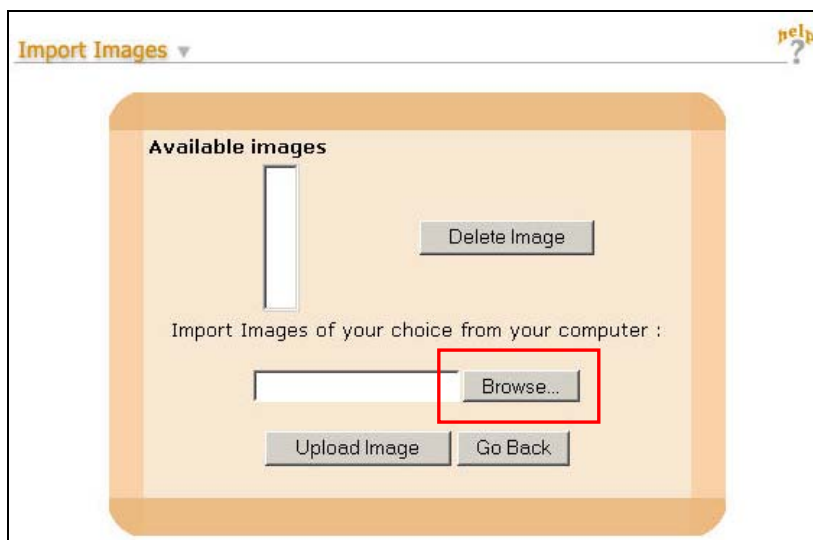
For this example, we will assume this is your first time incorporating images to your site. You may not have any image files to select from so you will need to import images. To add images to a Web page, follow these steps:

1. From the Page Editor screen, click **Import Images**.



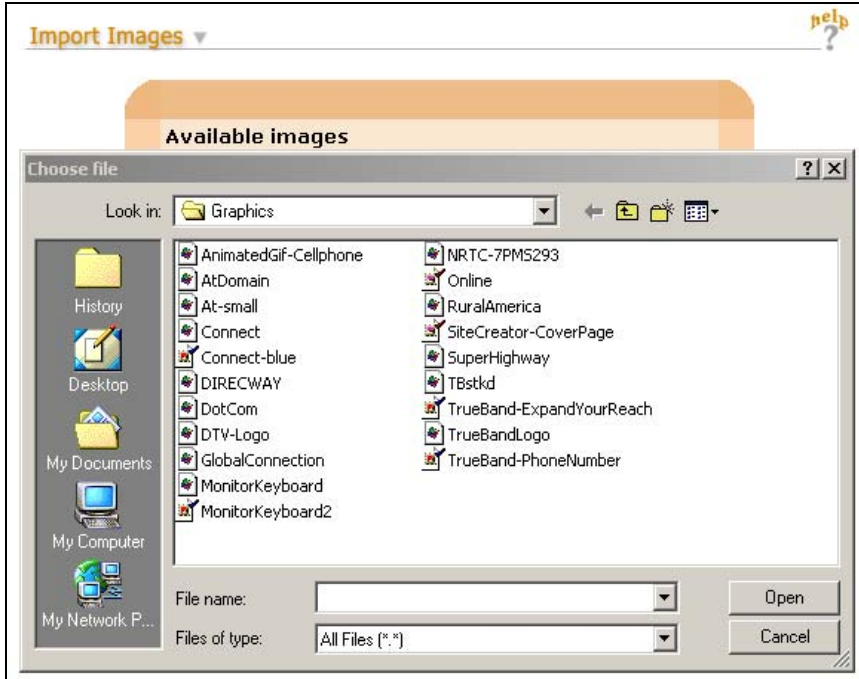
Page Editor – Import Images

2. The **Import Images** screen appears. Click **Browse**.



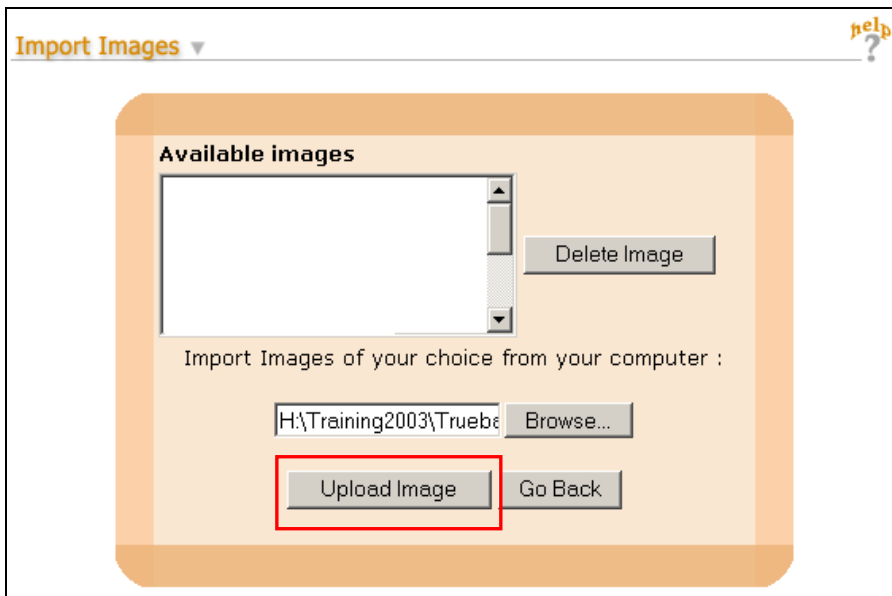
Import Images – Browse for Image File

3. Locate your image files and select the image to import.



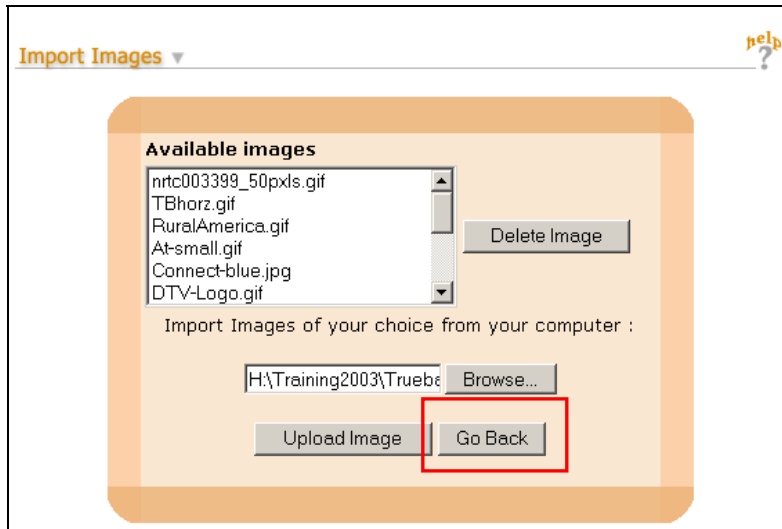
Select Image File

4. The path to the image file will be displayed. Click *Upload Image*.



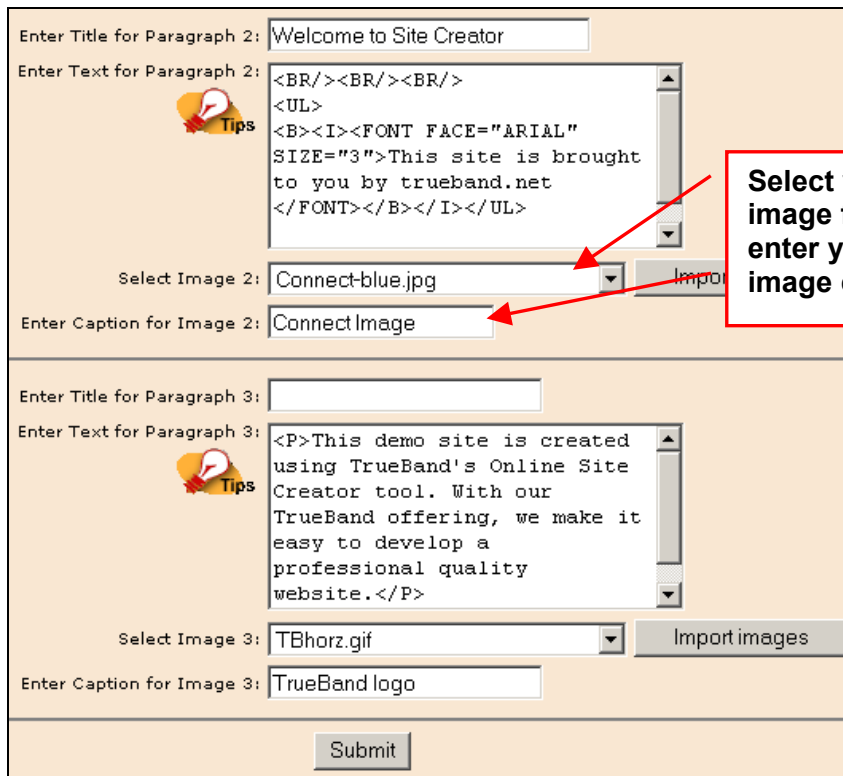
Upload Image

- Once uploaded, your image file will appear in the *Available Images* window. Click *Go Back* to the Page Editor screen to select your images.



Available Images

- From the *Select Image* drop down menu, click on the image file name. The image file will appear in the Select Image box. You may also type in a caption for your image in the *Enter Caption for Image* text box. Click *Submit* to incorporate the image to your page.



Select Image – Enter Image Caption

Adding Forms

Within Site Editor, you have the option of adding a feedback or customizable form to your Web page. Follow these steps to add a form to your Web page:

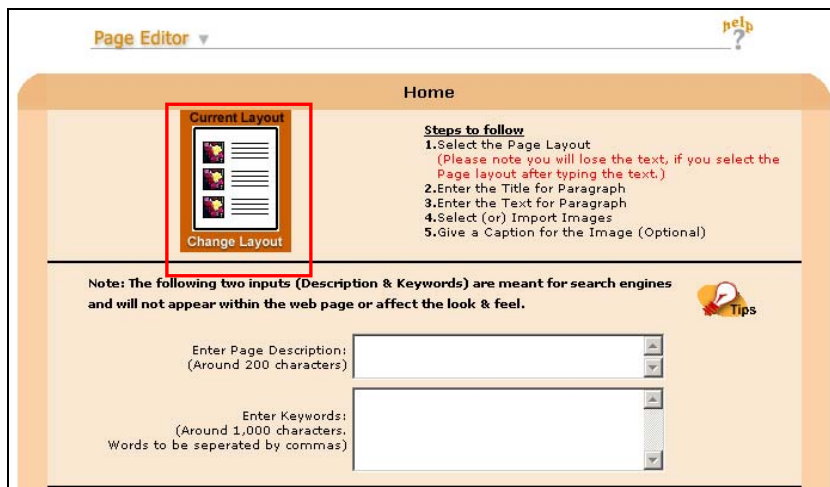
Feedback Form

1. Refer to Module 3 – Edit Master and follow the instructions on how to add a page. Give the page a title such as “Feedback.”
2. From the *Site Editor* screen, click *Edit* for the link to the Feedback page.



Site Editor – Edit Feedback Link

3. The *Page Editor* screen appears. Click *Change Layout*.



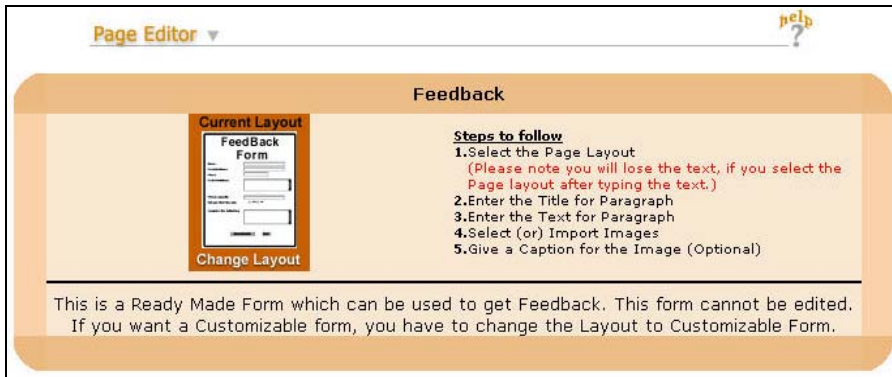
Page Editor – Change Layout

4. From the *Choose Layout* screen, select *Feedback Form*.



Choose Layout – Feedback Form

5. Notice the *Current Layout* is now the *Feedback Form*.



Page Editor – Feedback Form

- Your Web page will display a Feedback form with the fields shown below.
Please Note: The Feedback Form cannot be edited. To customize your form, you will need to change the layout to Customizable Form.

Feedback Form

Name :

Organisation :

Address :

Country :

Phone :

Fax :

EMail :

Comments :

Feedback Form

Customizable Form

- From the *Choose Layout* screen, select *Customizable Form*.




Choose Layout – Customizable Form

2. The **Form Manager** screen appears.

The screenshot shows the 'Form Manager' interface. At the top, there is a 'Form Manager' dropdown menu and a 'help' icon. Below this is a text input field labeled 'Enter the Heading for your Form :'. The main area contains a table with three columns: 'Field Name', 'Field Type', and 'No of Options'. Each row in the table has an empty text input for the field name, a dropdown menu for the field type (all set to '-select-'), and an empty text input for the number of options. At the bottom of the table are two buttons: 'Submit' and 'Add more Fields'.

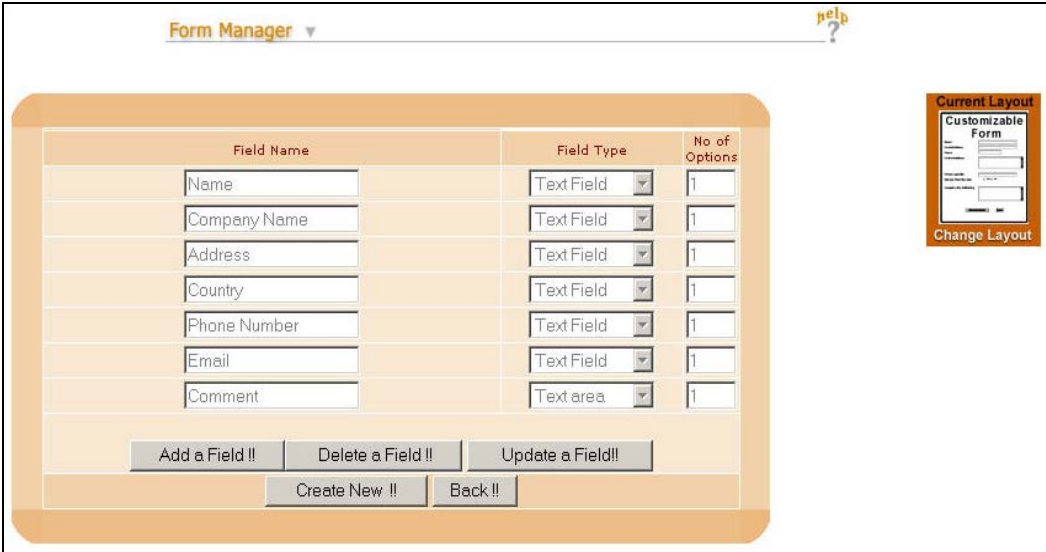
Form Manager – Customizable Form

3. Click on the  icon for instructions on entering the heading, field name, field type, and options for your form. Once finished entering your fields, click **Submit**.

This screenshot shows the 'Form Manager' interface with a help window open. The help window, titled 'Dynamic Form: Form Manager:', contains the following text: 'This is an online tool for developing forms. You can customize the forms to your requirement using this tool. You will have 3 columns, where you need to give your inputs to develop your form. The inputs you need to give are' followed by a bulleted list: 'Field Name', 'Field type', and 'No of options (Required only for Pull down, Radio Button and Check box)'. Below the list, it says 'Field Name: In this column you need to enter the name of the fields you want in the form. For ex: Name, Address, Organization Etc. The maximum number of characters you can give for field name is 30 characters. You will not be allowed to enter more than 30 characters.' A red box highlights the 'Submit' button in the background interface. A red arrow points from a red-bordered text box on the right to the 'help' icon in the top right corner of the interface. The text box contains the instruction: 'Click on Help for additional instructions on customizing your form.'

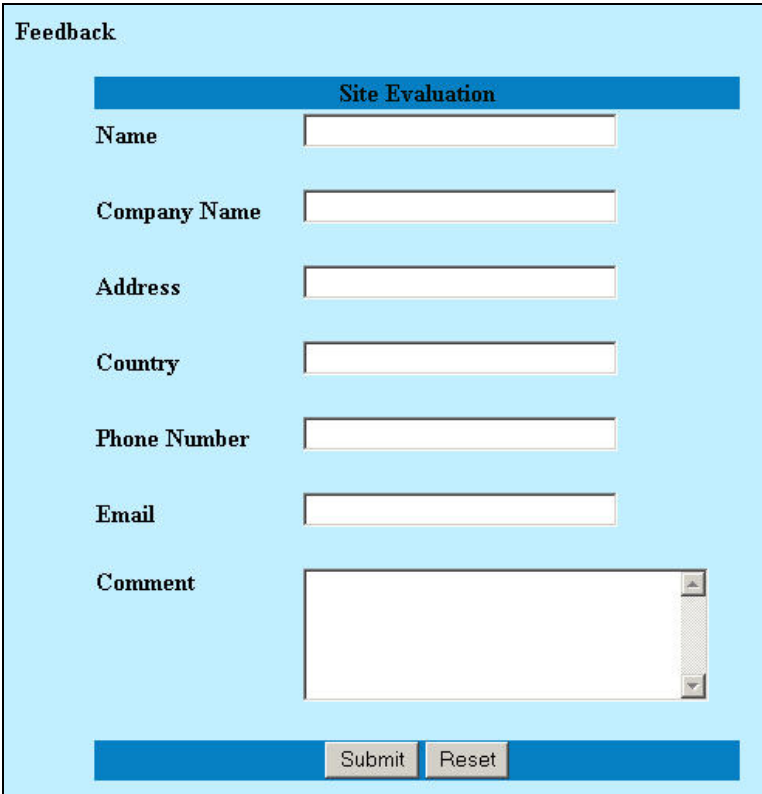
Form Manager – Customizable Form Help

4. Below is an example of field entries for a customized form.



Form Manager – Customized Form Fields

5. Your Web page will display a form with your customized fields.



Customized Form

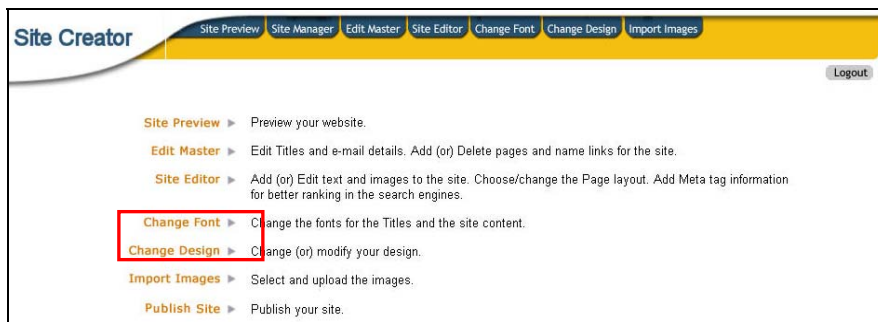
MODULE 5 – Change Font

Overview

This module shows how to change the fonts for your Web site’s title, subtitle or slogan, and the text setting for your site content.

Changing Fonts

1. From the *Site Manager*, click *Change Font*.



Site Manager – Change Font

2. The *Change Font* screen appears. You will see a menu of different text styles for your company name or site title, company slogan or subtitle, and the text for your Web pages. Choose the fonts by clicking on the drop-down menu and selecting the styles you prefer.



Click on the drop-down menu and select your font styles.

Change Font – Select Text Styles

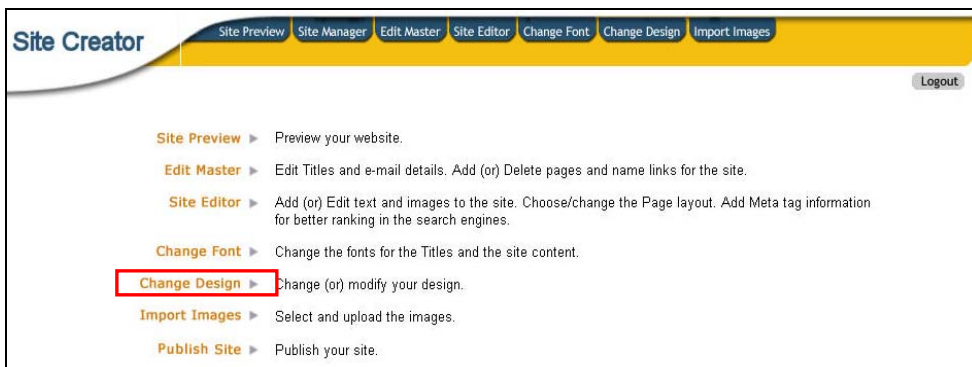
MODULE 6 – Change Design

Overview

Site Creator offers over thirty-five different design templates for your Web site. Within this module, you will be able to change or modify your site design.

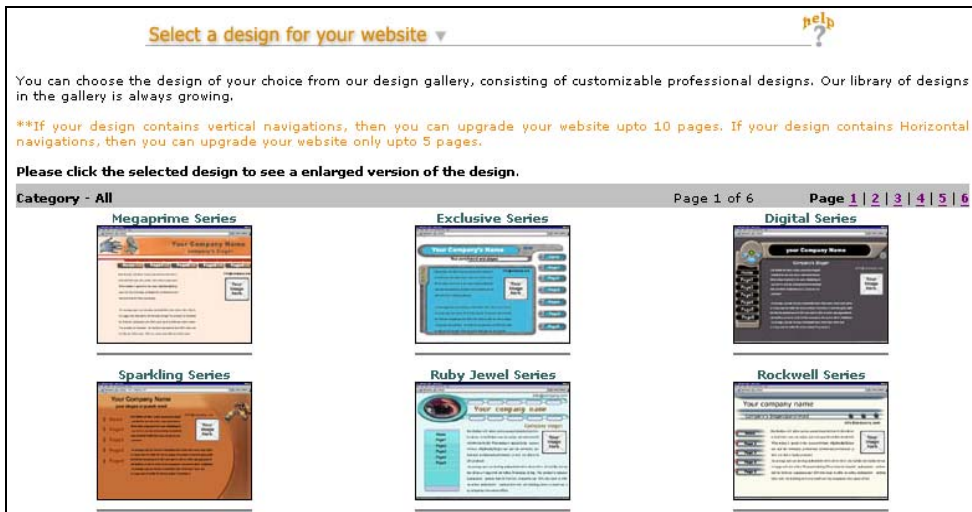
Change or Modify Design

1. From the *Site Manager*, click *Change Design*.



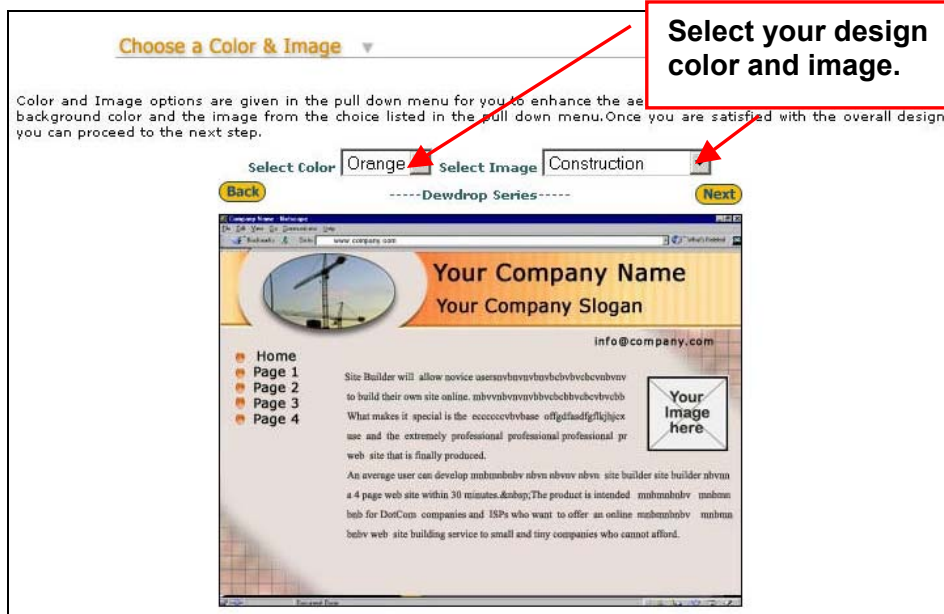
Site Manager – Change Design

2. You will see a design gallery of templates available. To select your design, click on the thumbnail to see an enlarged version.
Please Note: If the design template contains vertical navigations, you are able to build up to ten Web pages. If your design template contains horizontal navigations, you are able to build up to five Web pages.



Change Design - Design Templates

- You can modify the color and image within the design template. To select your color and image, click on the drop-down menu for *Select Color* and *Select Image*.



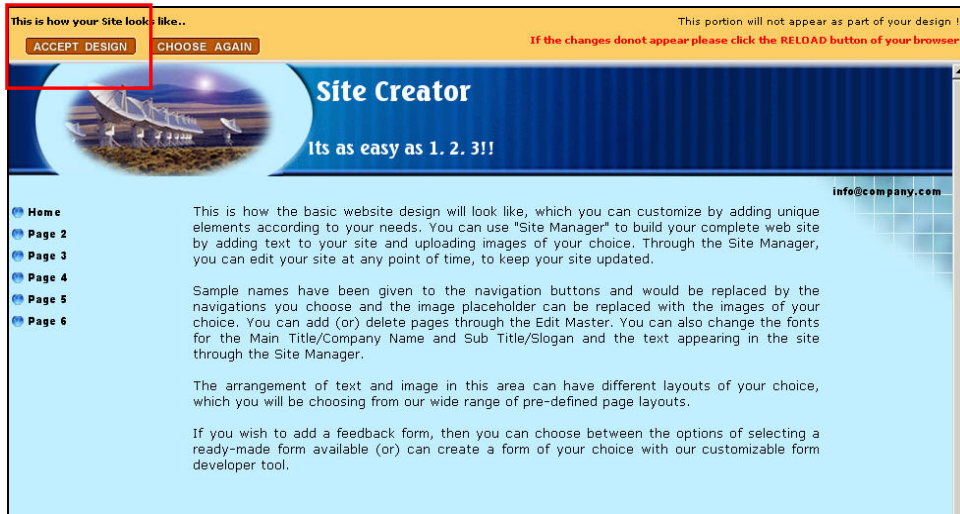
Design Template – Choose Color and Image

- After selecting your color and image, click *Next*.



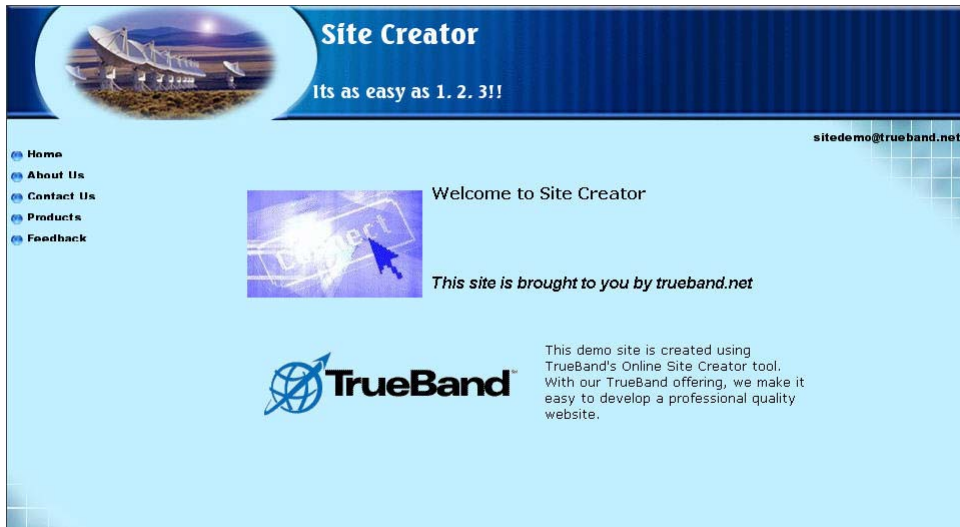
Design Template – Modified Color and Image

- To apply the new design to your site, click *Accept Design*.



Design Template – Accept Design

- From the *Site Manager*, click *Site Preview* to see your new design.



Site Preview of New Site Design

MODULE 7 – Import Images

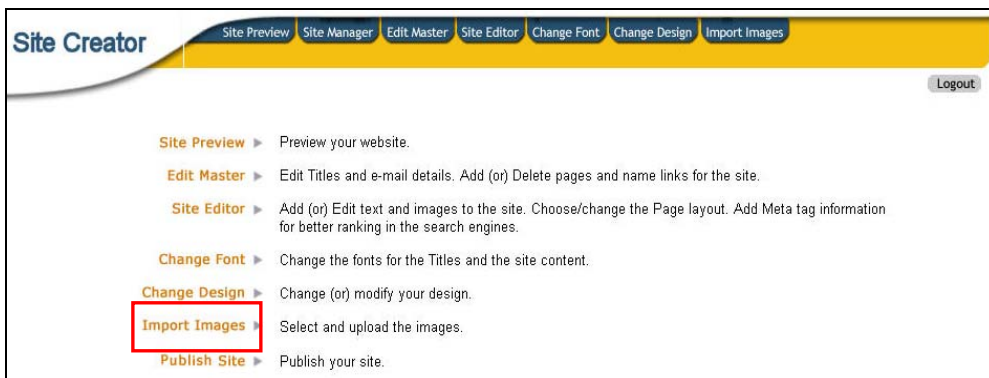
Overview

Site Creator allows you to incorporate static or animated GIF and JPEG image formats to your site. For optimal viewing, keep the image file size less than 1 MB and a minimum resolution of 72 dpi (dot per inch). Many graphics editing software such as PhotoShop or Paint Shop allow you to customize image size and resolution settings. Reducing the physical size of the image allows the image to load faster.

Module 7 shows how the Import Images tool is used to import and delete image files.

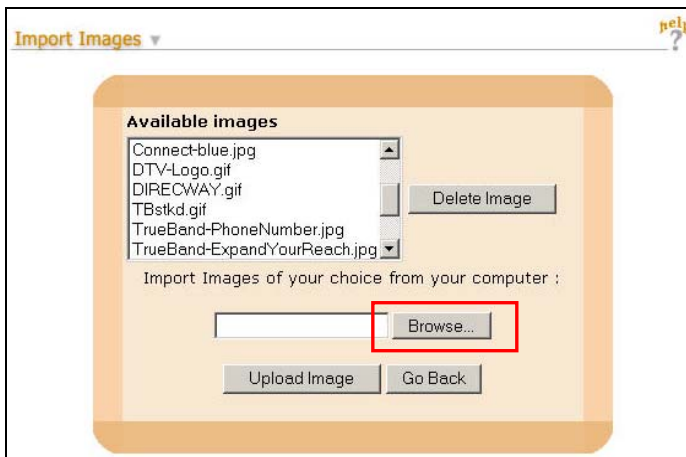
Importing Image Files

1. From the Site Manager, click *Import Images*.



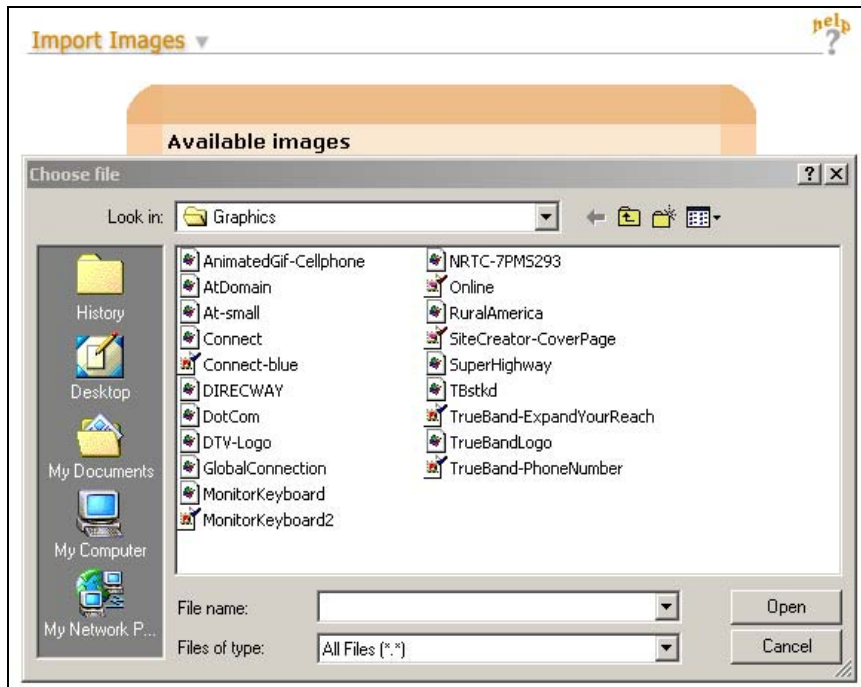
Site Manager – Import Images

2. The *Import Images* screen appears. Click *Browse* to locate the image file to be imported from your computer.



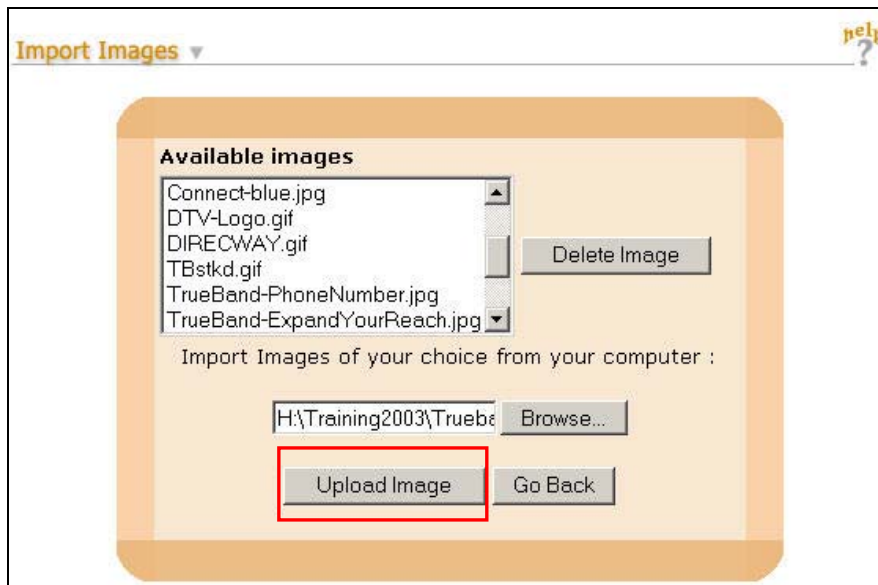
Import Images

3. Select the image file to be imported.



Select Image File

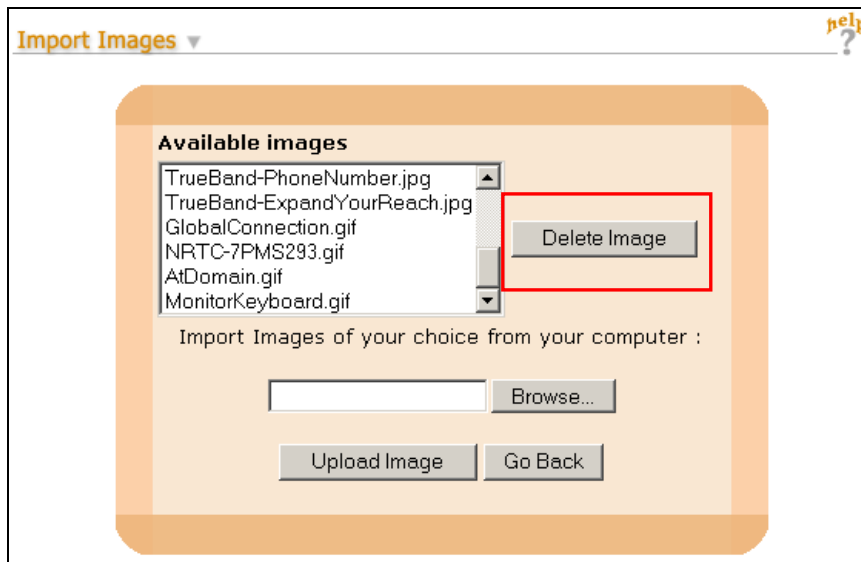
4. The path to the image file will be displayed. Click **Upload Image**. Once uploaded, your image file will be listed within **Available Images**.



Upload Image

Deleting Image Files

1. From the *Import Images* screen, select the image file and click *Delete Image*.



Import Images – Delete Image

2. A confirmation screen appears. Click *Delete Image*.



Import Images – Confirm Deletion of Image

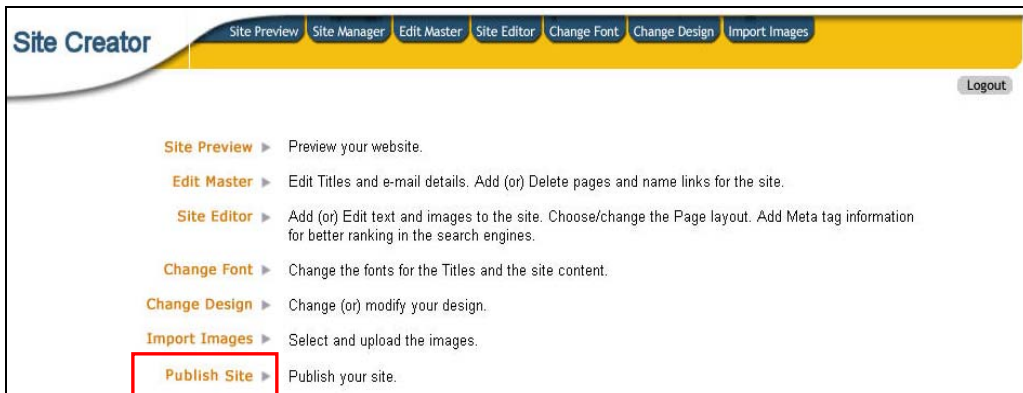
MODULE 8 – Publish Site

Overview

Module 8 shows the procedure for publishing your site to the World Wide Web.

Publishing Your Site

1. From the Site Manager, click **Publish Site**.



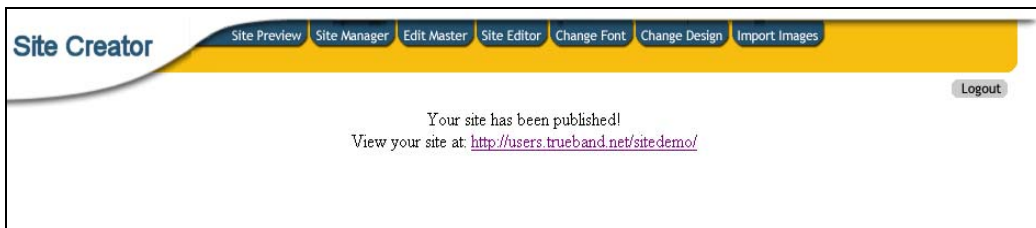
Site Manager – Publish Site

2. You will need to verify your password. Enter your password in the text box and click **Verify**. **Please Note: Publishing your site overwrites any previous Web content.**



Publish Site - Verify Site Password

3. Once published, you can view your site by clicking on the URL. **Please Note: The URL shown below is an example. You will have a different URL based on your account set up with your Internet Service Provider.**



Publish Site – View Your Site

MODULE 9 – HTML Basics

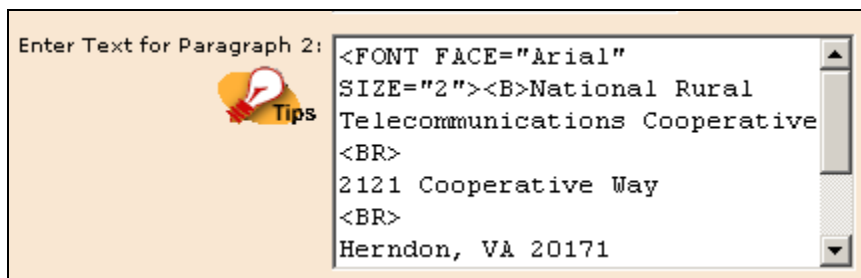
Overview

Site Creator makes it possible to create your Web site without any programming. However, to format some page elements, you need to insert HTML code. This module provides some basic HTML code samples for formatting your content.

HTML Code Samples

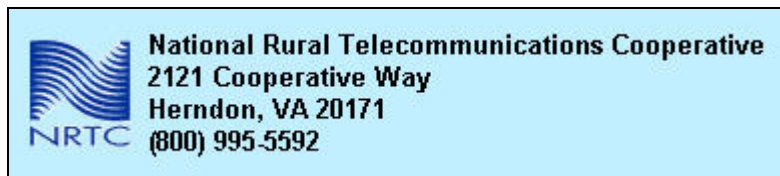
Line Break

To break a line of text, insert the **
** where you want a break. See the example below:

A screenshot of a text editor window. On the left, there is a light brown sidebar with a red speech bubble icon and the word "Tips". The main text area contains the following HTML code:

```
<FONT FACE="Arial"
SIZE="2"><B>National Rural
Telecommunications Cooperative
<BR>
2121 Cooperative Way
<BR>
Herndon, VA 20171
```

HTML Code for Line Break



Line Breaks on a Web Page

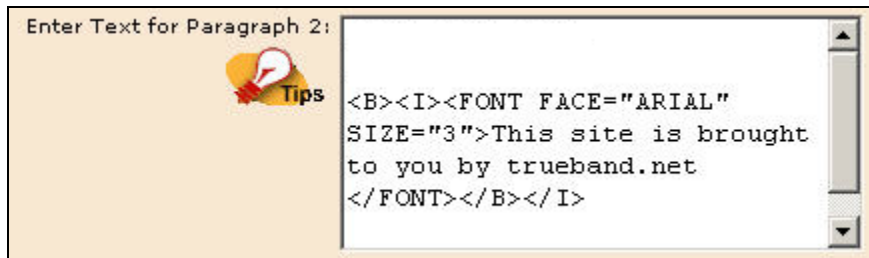
Formatting Fonts

To bold your text, insert the following code: `the text to appear bold goes here`

To have text appear as italics, use: `<i>the text to appear italic</i>`

To change font face, use: `the text to display in arial font`

See the examples below:



Enter Text for Paragraph 2:

Tips

```
<B><I><FONT FACE="ARIAL"
SIZE="3">This site is brought
to you by trueband.net
</FONT></B></I>
```

HTML Code – Bold, Italic, Font Face



Formatting Text on Web Page

Hyperlinks

You can add links to other Web pages. To provide a hyperlink on your page, use the **a** tag:

`The text that will be linked in the Web page.`

See the examples below:

Enter Title for Paragraph 3:

Enter Text for Paragraph 3:

 Tips

Select Image 3:

Enter Caption for Image 3:

HTML Code for Hyperlinks



Hyperlinks on a Web Page