

Working on the Web Site

Tips and Tricks to use when building web pages for the Back Country Horsemen of Montana web site.

Introduction

- I will be showing you tools for editing HTML, images, & newsletters. Lots of demos to prevent death by slides!
- How many people are in charge of creating your chapters newsletter?
 - What application do you use to build the newsletter?
- How many of you have edited web pages?
 - What HTML editor do you use?
- I'm not a web developer or graphics designer I'm a JOATMON.

Agenda

- Getting an account for the web site.
- Sending files to the web site.
- Resizing images for the web.
- Shrinking the size of PDF's.
- Editing web pages.
- Using FrontPage & Office SharePoint Designer.
- Questions?

Overview

- Do I want to send my information in for O'l Dan to enter or do I want to create my own pages?
- Putting it all together



Vocabulary

- HTML - Hyper Text Markup Language
- XHTML – eXtensible Hyper Text Markup Language
- FTP – File Transfer Protocol
- JPG - Joint **P**hotographic **E**xperts **G**roup
- PDF - Portable Document Format (Adobe Acrobat)
- GIF - Graphic Interchange Format
- WebDAV – Web Distributed Authoring Protocol


Getting an Account

- Do I need an account?
- Types of accounts available
 - E-Mail (POP)
 - FTP
 - Web Administrator
- What part of the web site can I get to with my account?
 - The entire website
 - Your chapters folders only
- How do I get an account?
 - Request an account from: webmasher@bchmt.org

Sending files to the web site

- E-Mail
 - webmaster@bchmt.org
- FTP
 - <ftp.powweb.com> (Powweb FTP Server)
 - FileZilla
 - Internet Explorer or FireFox
 - Dos based FTP command
- FrontPage, Designer
- Kompozer, Nvu, CoffeeCup, PageBreeze

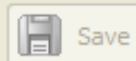
Resizing images for the web

- Keep them small
 - Maximum physical size of 640 X 480 
 - Maximum resolution of 72 Pixels per inch
 - Compress the image
 - Reduce the number of colors
- Free tools to edit images
 - Microsoft Powertoy Image Resizer
 - IrfanView
 - Picasa2
 - Gimp

PDF Optimizer

Preset:

Web



Audit space usage...

Preset Settings

Current PDF Version: 1.4 (Acrobat 5.x)

Make compatible with:

Acrobat 5.0 and later

Images

Scanned Pages

Fonts

Transparency

Discard Objects

Clean Up

Image Settings

Color Images :

Downsample: Bicubic Downsampling to 100 pixels/inch. For images above 150 pixels/inch

Compression: JPEG Quality: Medium

Grayscale Images :

Downsample: Bicubic Downsampling to 100 pixels/inch. For images above 150 pixels/inch

Compression: JPEG Quality: Medium

Monochrome Images :

Downsample: Bicubic Downsampling to 200 pixels/inch. For images above 300 pixels/inch

Compression: CCITT Group 4

OK

Cancel

Editing Web Pages

- Should I edit my pages or let someone else edit them for me?
- What do I need to know to edit web pages?
 - HTML (Hypertext Markup Language)
 - XHTML (eXtensible Hypertext Markup Language)
 - ActiveX
 - PHP, JavaScript
 - CGI scripting
 - CSS and Themes
- What tools are available to edit the web pages
 - Notepad
 - Web based
 - FireFox
 - FrontPage, Deamweaver, SharePoint Designer, In-Design
 - Kompozer, Nvu, CoffeeCup, PageBreeze

Using FrontPage & SharePoint Designer

- Microsoft FrontPage
 - Very easy to use WYSIWYG and/or code view with a drag and drop interface
 - Rapid development
 - WebDav by default – You are working directly on the web site files!
 - Standard theme across entire site
- Microsoft Office SharePoint Designer
 - Very versatile
 - WYSIWYG and/or code view
 - Includes CSS view
 - WebDav or FTP
 - Does not use FrontPage extensions

Free HTML editors

- Kompozer
 - Replaced Nvu good choice updated September of 07
- Nvu
 - Lots of help no further development since 05
- CoffeeCup
 - Nice editor but lots of advertising
- PageBreeze
 - Another nice editor pretty basic

Where to Get More Information

- There are many training options available
 - Remote assistance available for XP users
 - Books
 - Online courses CBT (Computer Based Training)
 - Google for HTML references
- E-Mail me at webmaster@bchmt.org
- Links

Links to HTML editors

- Nvu free HTML editor
 - <http://nvudev.com/download.php>
- Kompozer free HTML editor replaced Nvu
 - <http://www.kompozer.net/download.php>
- PageBreeze free HTML editor
 - <http://www.pagebreeze.com/download.htm>
- CoffeeCup free HTML editor 9.0 plus other free tools
- <http://www.coffeecup.com/freestuff/>

Links to image editors/viewers

- Gimp is a photoshop type open source tool
 - <http://gimp-win.sourceforge.net/>
- Irfanview file viewer and editor
 - http://www.irfanview.com/main_download_engl.htm
- PowerToys including Image Resizer, Raw Image viewer, and HTML slide builder
 - <http://www.microsoft.com/windowsxp/downloads/powertoys/xppowertoys.msp>
- Picasa image viewer
 - <http://picasa.google.com/>

Links to other tools

- FileZilla is a free FTP tool
 - <http://filezilla-project.org/download.php?type=client>
- Firefox Browser and add-ons
 - <http://www.mozilla.com/en-US/firefox/>
- TopStyle Lite CSS editor
 - <http://www.newsgator.com/Individuals/TopStyle/Default.aspx>

Links to help sites

- How-To on using Kompozer
 - <http://home.exetel.com.au/cmckay/buildws/build-ws2.html>
- User guide to Kompozer and Nvu
 - <http://www.charlescooke.me.uk/web/kz-ug-home.htm>

Summary

- You should now have the tools to update your chapters web site.
- You should be able to resize your images for the web.
- You should be able to reduce the size of your PDF files for publishing to the web.
- Don't put it off.... Start now and apply what you have learned today. The best way to learn is by getting your hands dirty.

Questions?

