

2 SETTING UP YOUR HOMEPAGE

Now that you have registered with cherwell-local and received your email confirming that your application was successful, you can start work on your *home page*.

Start with a plan

Before you even sit down at your computer, think about the website you want to create. For example:

- what (and how much) information do you want to include?
- will you need more than one page?
- who will be using your website?
- have you got any text already prepared?
- will you want to include a picture on your home page or any other pages?
- have you had a look at other websites to find out what you like and what you don't like?

The *home page*

The *home page* is the first page you will be creating and the page that most visitors to your site will see first. A typical home page includes a simple welcome and short description of what the site is about. You can always add more pages to your site later on if you have got more stuff you want to include.

Preparing your text

Although you can type your text directly into the *home page* template when you are setting up your site, it is advisable to use your normal word processor to prepare the text in advance. Not only will this give you the chance to check for any spelling or grammar errors it will also cut down the time you are online (which can be expensive).

Including a picture

If you have a picture you would like to include on you home page you need to make sure that it is available on your computer's hard disk. It doesn't matter where the picture has come from (digital camera, scanner, internet) you must make sure that you save it on to your hard disk. Also make sure that the image you want is royalty and copyright free.

Although most of the common picture file formats are OK (for example, .jpg, .gif, .bmp, .tif) some picture file formats such as .bmp are much bigger and can take a long time to load (be displayed) on a web page. The maximum size permitted by cherwell-local is 100kb but ideally you should aim for a size of 20kb or less.

The actual dimensions of the picture are also important.. Picture sizes are measured in pixels (px) and the optimum width for a picture on your home page is 350 pixels in proportion to its height. To make changes to any picture you will need some image editing software. If you have a digital camera or a scanner you will almost certainly have some image editing software on your computer.

If you need further information at this stage about using and editing images, take a look at the lesson called Using Pictures. Alternatively why not add a picture later.

Creating your homepage



To create your homepage, go to www.cherwell-local.com and click on . The following screen is then displayed.

JOIN NOW -

Before you can create your own website you must first apply for trusted user status.

If you are already a trusted user - please log in below

LOGIN -

User ID :

Password :

Enter your new user ID and password and then click on the arrow at the bottom of the LOGIN box. The following is then displayed.

Create a site -
 create your own site on www.Cherwell-Local.co.uk

Modify an existing Job

[add a new job](#)

As you are creating a new site, simply click on the arrow at the bottom of the [Create a site](#) box and the following is displayed.

Fields marked with a * are compulsory

title - *

parish - *

category - *

The information you enter at this point is very important because it cannot be changed.

- title Start by entering a title for your website (don't make it too long – a short and snappy one which describes your site is best). This is the title visitors to your site will see in the browser bar at the top of their screen.
- parish Choose a parish (or area) for your website. Visitors to wospweb.com can search for websites in a particular parish and so it is important to choose the parish your organisation is based in. If, however, your organisation covers all or part of Cherwell district you can choose *all parishes*. To choose a parish, simply click on the small up and down arrows on the right-hand side of the *parish* box and a drop-down list of parishes is displayed. Click on the parish you want and it is automatically inserted into the *parish* box.

category

Choose a category for your website. There are a number to choose from such as business, education, voluntary and community group, charity etc. If you think more than one applies you should choose the most relevant. Once again, click on the arrow to the right of the *category* box and choose which category you want from the drop-down list.

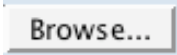
When you have finished, click the arrow at the bottom to go the following screen. This is where you enter the content for your home page.

The image shows a web form titled "Home Page Template" with a light blue background. At the top, it says "Fields marked with a * are compulsory". Below this are several input fields: "page title*" (with an asterisk), "contact name", "contact email", "existing web address", and "contact telephone number". The "Image" field is followed by a "Browse..." button. Below the form fields are three large text areas labeled "paragraph 1 -", "paragraph 2 -", and "paragraph 3 -". To the right of each paragraph area is a small square button containing a question mark. The entire form is enclosed in a rounded rectangular border.

This is just one of the templates you can use to create your web pages. This is the first part of the *home* page template - when you add more pages you will find that

there are seven more templates (page designs) to choose from. Some boxes have question marks next to them. If you click on a question mark, some help about what you should enter in the box appears on the left-hand side of the screen.

To set up your *home* page, all you have to do is type the appropriate details into the white boxes.

- page title Start by entering a title for your page (this will be displayed at the top of your home page). You can choose to position your title on the left, in the centre or on the right.
- contact name Enter a contact name for your website.
- contact email Enter the email address of the contact.
- web address If you already have a website or if you are using cherwell-local.com to link to another site, enter the address in this box – otherwise simply leave it blank.
- telephone no. You can also include the telephone number of your contact but this is not compulsory.
- image If you have got a picture you want to include, click on the  button. You will then be asked to look for the picture on your computer. Once you have found it, simply double click on it to tell cherwell-local.com where to find the picture you want to display (upload). You will notice that the name of the picture and its location is then displayed on the template. If you are not sure the picture you want to use is the right size (see *Including a picture* above), it may be better to wait and add it later.
- paragraph 1 You can now start to enter the text you want to appear on your *home* page. Simply type the first paragraph into the first paragraph box, the second paragraph into the second paragraph box and so on. Don't forget that too much text is hard to read on a screen, so keep the paragraphs short and make sure you check for any mistakes.

The information you enter in the remaining boxes on the *home* page template (see below), will help people find your website using search engines such as Google, Yahoo and MSN.

browser page title -
(used by search engines)

description -
(description for search engines)

keywords -
(for search engines)

New-test-site

?

?

▶

- browser title** The *browser page title* displays the title you chose on the previous screen.
- description** The description is important because this is what is displayed by search engines in their search results. Make your description is simple and clear so that surfers will know what your site is all about.
- keywords** Keywords help people find your website when they are using a search engine so choose words which are specifically relevant to your site.

Once you have added all the information to the template, click on the arrow at the bottom of the page. You will then see a preview of your *home* page with the following message displayed underneath.

Is the page correct?

If you would like to go back to amend the page please [click here](#)

If the above page is how you would like it to be please click below to proceed.

▶

If you want to make some changes, use the **[click here](#)** link to go back to the home page template. If you are happy with the content, click on the arrow at the bottom and a message is displayed telling you that your website is now live! You will also get to see the address of your website (make a note of the address so as you can start publicising your website straight away). For example:

Your homepage is now live.

You can view it at

<http://www.Cherwell-Local.co.uk/site/New-test-site/index.htm>

Please use this web address to direct people to your website.

Would you like to add another page now?

yes

no



Although you can add another page at this point, for now click on **no** and the following message is displayed:

If you decide to add more pages later or edit the content of the homepage please return to the create page and log in.

There you can modify the site by adding additional pages and editing the text.

[click here](#) to logout

[click here](#) to logout and launch your website

Why not try clicking on your new website address to have a look at your new site live on the world wide web.