## MS Access Lab

## **Topic: HTML**

## Summary

- Understanding Simple HTML Tags
- Creating and Editing Your Own Web Page
- Publishing Your Web Page

# 1. Understanding Simple HTML Tags

Go to the website: http://www.gettingstarted.net

We will be going through the HTML tags listed on the page as an introduction to hypertext markup language.

Other HTML resources: <u>http://www.htmlguild.com/resources/</u> <u>http://www.ieor.berkeley.edu/~ieor170/</u> ("Related Links" link)

# 2. Creating and Editing Your Own Web Page

There are a good number of HTML editors that we can use to create our web page:

- Adobe Page Mill
- Microsoft Front Page
- Netscape Composer

They are great because they help you in inserting HTML tags graphically and simplifying the more complicated tasks (such as specifying tables and frames). But with all things great, they come with a price. However, since the lab already has Microsoft Front Page installed, we will be using it for this lab.

## A Basic Web Page

We will be creating a very basic web page that contains:

- Horizontal lines
- Images
- Text Links
- Image Links

Go to Start → Programs → Microsoft FrontPage

#### Text

• Just type normally as you would with a text document.

#### Converting text into text link

 Highlight the text that you want to show up as a link to another web page. In the example (Figure 1) we highlighted the word "IEOR Department" and then clicked on the "Hyperlink" icon in the toolbar. In the "Create Hyperlink" dialog box, insert the Web address that you want the link to go to. In this example, we entered the IEOR Department's web site (Figure 2).

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Figure 1

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Figure 2

# Horizontal Line

• Go to Insert  $\rightarrow$  Horizontal Line

#### Images

 Go to "Insert Picture From File" icon (Figure 3) on the toolbar. Specify the location of the image file. (Note: a wide range of image files are supported, but the most common are .jpg, .bmp and .gif)

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Figure 3

#### Converting Images to Image Link

• Click the Image you want to convert and then click on the "Hyperlink" icon on the toolbar. Follow the steps in "Converting text into text links".

#### Saving the .html file

• Go to File → Save.

# 3. Publishing Your Web Page

Now that you have created your own personal web page, the next step is to actually publish it on the World Wide Web.

## [A] Publishing on the IEOR Web site

#### (You need to have an account in the IEOR department)

#### **Transferring Files**

- 1. Open **Programs** → **SSH Secure Shell** → **Secure File Transfer Client** program. Log in using your account name and password.
- 2. Once you are connected, go to your directory in the SSH window and look for a directory called "public\_html"
- 3. Drag and drop your HTML files into directory.

Now that you have transferred your files into the directory, we have to set up the directory permission so that other users can actually view your html files.

## Setting Permissions

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Fig. 1 : SSH Secure File Transfer Window (public\_html directory)

- 1. Click on the "**New Terminal Window**" icon to start a session of **SSH Secure Shell Client** (**NOT** the SSH Secure File Transfer Client).
- 2. You should now be in your home directory.
- 3. Go to the "public\_html" directory by typing : cd public\_html
- 4. Do a list of all the files and directories available in public\_html by typing: 1s -1
- 5. You will see the permission settings for all the files and directories under "public\_html" (Fig.2)
- 6. The format for the permission is (10 characters):

1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10 <sup>th</sup>
directory?	Yourself (User)			Group			Others		
-	Readable Writeable Executable?			Readable Writeable Executable?			Readable Writeable Executable?		
d	r	w	х	r	w	х	r	w	х

R = read permission

W = write permission

X = execute permission

- 7. For you to publish your web pages, all files (that you want people to see) must be READABLE by OTHERS and all directories (that you want people to see) must be READABLE and EXECUTABLE by OTHERS (specifically public\_html)
- 8. General command to set permissions: *chmod* <*user level><give/take away><permission type>* <*file/directory name>*
- 9. Set permission for all files to be **READABLE** by **GROUP** and **OTHERS** by typing:

chmod go+r \*.\* ( o = others, u = user/yourself, g = group) (+ means give access, while – means take away access) ( r = read, w = write , x = execute)

with this command, we GIVE READ access to ALL files to OTHERS (NOTE: It does not affect the other attributes of the file's permission). You can also use combinations such as chmod o+rwx to give read/write/execute permission simultaneously.

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Fig. 2 : File Permissions (in public\_html)

9. Set permission of the directories under public\_html (if you have any) to be **EXECUTABLE** by **OTHERS** by typing:

chmod o+x <directory name>

10. Check that your web page is up and running by going to :

http://www.ieor.berkeley.edu/~your directory/index.html

11. Make sure all the links are working.

#### [B] Publishing for Free on Other Web Sites (Geocities)

Go to http://www.geocities.com

If you don't have an account with Yahoo!Geocities, sign up for one. Follow theonline instructions for signing up. Upon creating your account, Go to "Build Your Page Now" link.



You should see the screen above. (This would also be the default page when you login to your account.

Click on "Yahoo! PageWizards" link. Follow the online instructions to create your web page.

If you want to edit the page that you have already created or if you want to create a page from scratch, Click on "Yahoo! PageBuilder" link.

To manage your files and folders and uploading new files, click on "File Manager" link.

VOILÀ ! You've just created your first home page.

## QUIZ HTML (due next Friday: 7<sup>th</sup> September 2001)

Create a personal Web Page that contains the following elements and save it asindex.html

- 1. Horizontal line(s)
- 2. Text Link(s)
- 3. Image(s)
- 4. Image Link(s)
- 5. Your email address (so users can contact you)