

Handout #1

Getting Started

This explanation assumes you have **Internet Explorer** installed on your computer.

Eventually you'll need **Microsoft FrontPage**, too, for the ensuing handouts that accompany this series.

You also need a **Yahoo! geocities free web account**. You can sign up for one at <http://geocities.yahoo.com/>. This account is also a Yahoo! email account.

Let's go!

1. Open **Internet Explorer**.
2. Now go to the following web address: <http://geocities.yahoo.com/home/> and **login** with your **Yahoo! login name and password** that you have been using for my class. If you can't remember it, open a new yahoo account by going to <http://mail.yahoo.com> and click on Sign Up, then go to <http://geocities.yahoo.com/home/>
3. Click on the button on the right to **Sign Up Now** for a **Free** website account, then **login** with your **Yahoo! login name and password**.
4. For Step 1, click on the radio button for **Education**.
5. For Step 2, click on the radio button for **Friend, Family Member, or Colleague**.
6. Step 3, type the weird number to verify your registration (this is for security purposes), then click on **Submit**.
7. In the next window, click on **Build your website now!**
8. In the **Geocities Control Panel**, click on the **Create & Update** Tab.
9. Scroll down to the **File Management Tools** section and click on **File Manager**.
10. On the next screen, click on **Open File Manager**.

Now you are in your **Yahoo! geocities File Manager**. There is only one document in there at the moment (called **index.htm**). You're going to replace it with an index.htm file of your own making in a bit (see next handout). But for now, this is all you need to do in geocities at this stage.

Next you need to complete the second web site handout (handout #2) called **Creating your home page on the web**.

Complete this handout before you tackle any of the others. Note that you will need a digital photo to go on your web home page. Any digital photo will do (could be a picture of you or your friends or family or of your pet—whatever).

Very important: The photo needs to be in .jpg or .gif format and it must have **NO SPACES** in the name. It must also be saved on your **hard drive** or on your USB Flash drive (or other removable media such as a zip disk) before you can upload it to your File Manager.

The photo should be no larger than about 200K to 300K. Photos taken with modern megapixel digital cameras are usually larger than that, so here are some simple directions for.

Check the **size** of the picture file by **right clicking** on the picture name and selecting **Properties** from the pop up **context menu**. If the size is larger than about **300K**, you should reduce the picture size by following the directions given in the next section of this handout (**Reducing the byte size of images**). Do this before proceeding to handout #2!

Reducing the byte size of images

Using Paint:

If you want to reduce the byte size of a picture, open the picture in *Paint* (Start > All Programs > Accessories > Paint)

Go to **Image > Stretch/Skew**, and reduce the **vertical** and **horizontal** dimensions by whatever percentage you want till you reduce the picture to the size you need. Be sure to reduce **BOTH vertical** and **horizontal** dimensions to the **SAME** degree (say by 50%), otherwise the picture will be stretched or skewed—unless that's what you want to do, of course.

For more suggestions about ways to edit and reduce the size of pictures/photos/images, check out **handout #4**, "Working with Pictures on the Web."