

Handout #3

Working on Your Web Pages

Here are the steps to follow from now on **every time** you settle down to work on your Web pages. You'll get used to doing this after a while, but follow these directions carefully for the first couple of times till you get the hang of it.

1. First **close** out of **any other open programs** (you can open them later if you want).
2. Put a disk in a disk drive so you can save the files you're about to create. If you're using your own computer, be sure to back them up on your hard drive, too.
3. Open **Internet Explorer**.
4. Now go to <http://www.geocities.com> and **login** with your **Yahoo! login name and password**.
5. In the **Geocities Control Panel**, click on the **Create & Update** Tab. Then scroll down to the **File Management Tools** section and click on **File Manager**.
6. On the next screen, click on **Open File Manager**. Now you are in your **Yahoo! File Manager**.
7. Next, by way of getting yourself set up to work on your web pages, you want to

open up a **second** window in your web browser. Do this by pressing **control-N** ("N" for **New Page**).

8. In this new, second window, locate your **geocities home page URL**--it'll look something like this:
http://www.geocities.com/yourloginname
9. Click on this URL in this second browser window to go to **your geocities home page**.
10. Now open **FrontPage (Start > All Programs > Web Design > FrontPage)**.
11. OK, so now look down at the Task Bar at the bottom of your screen. You should see icons for the three "tasks" you have open at this time--one for your **File Manager**, the next for your **Home Page**, and the third for **FrontPage**.

Now you're ready to work on your web site. You'll follow a **cyclical process** as you develop the pages for your web site

The diagram below illustrates this cyclical process. Read it carefully now, starting with Step 1. Soon (hopefully) you'll be following this cyclical process in your sleep!

