

## Internet Resource Assignment—posting your work on the College of Education server

Advantages of this server: Unlimited filespace, your work stays posted after you graduate for at least 2 years, no legal disclaimer stamped on your work.

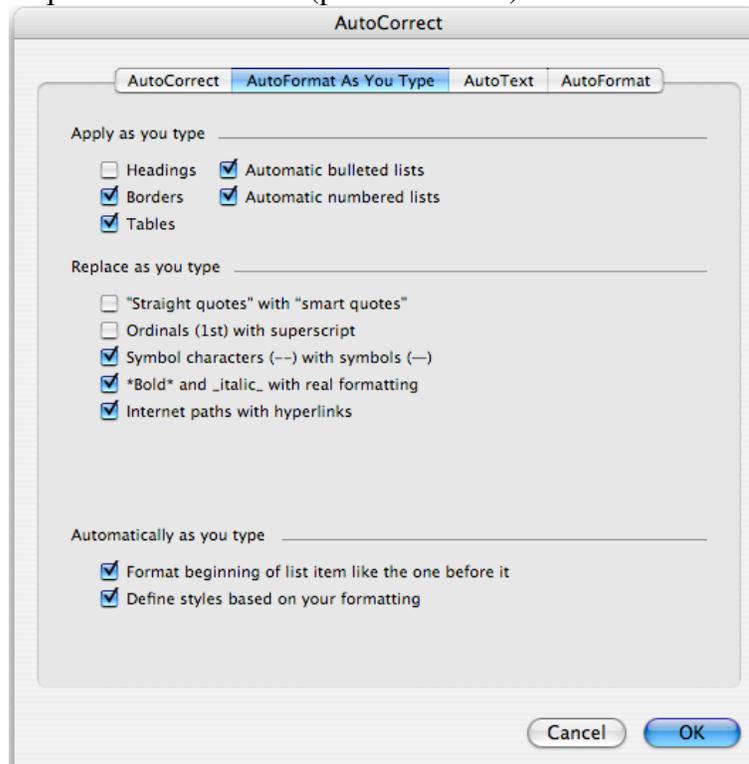
Disadvantages of this server: Must come on campus to post your work and you must wait until someone posts it to see it online (versus seeing it immediately).

1. Open your Internet resource assignment in MS Word.

- Create a 1x1 table and copy/paste the contents of your page inside that table.  
This table will help preserve the formatting of your text on different monitors/computers/browsers.



- Select *no border* on the borders tool so the line will not appear around your table.
- Spell-check your work! **Tools/Spelling and Grammar**
- Special note: MS Word uses some special codes for “quotes” and apostrophes that can result in some odd characters when saved as a webpage. To avoid this, turn off “smart quotes” (see the MS Word help menu on how to do this for your version of word). In my version I go to Tools/AutoCorrect and click on the AutoCorrect as you type tab to deselect “smart quotes” and ordinals (pictured below)

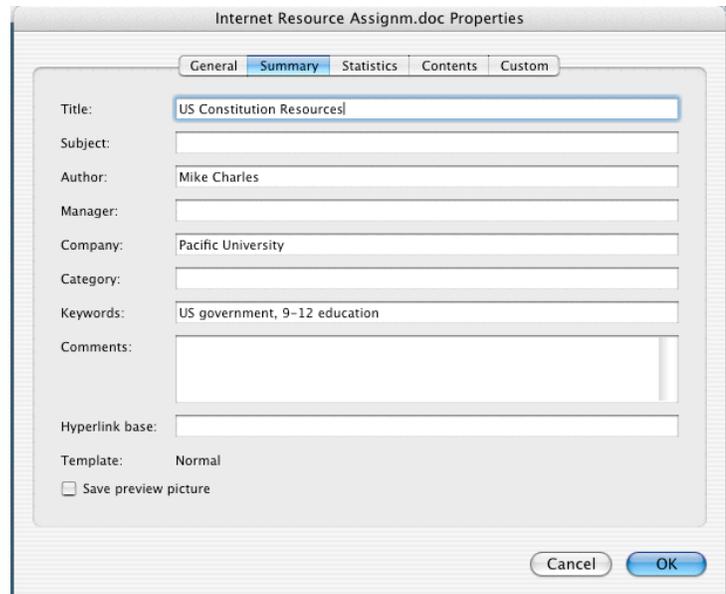


This will prevent Word from adding any more smart quotes, but it won't get rid of any smart quotes or apostrophes in your page currently. To do that use the Edit/Replace feature as described in the help menu item “Change curly quotes to straight quotes and vice versa.”

- Check to make sure all links work! Click on the hyperlink tool  to correct any broken links

## 2. Title your page

- **File/Properties** and give your page a title that fits the content
  - E.g. US Constitution Resources
- Put in the name of the author and the key words to help Internet search engines find your page



## 3. Save your file as a webpage. Title your file with a lowercase single word file name and save it on the desktop of your computer

- **File/Save as Webpage**. Name your file something like **frogs.htm** or **frogs.html**. Use all lowercase letters in a single word because this file name will eventually be part of a URL.
- Note to windows users—make sure you save an .htm or html file (webpage) and not an .mhtml or .mhtml file (called “single webpage”).
- Note that if you add an image, there is a folder associated with your .html file. For your webpage to work, you will need to put both the html file and its associated folder in a single folder for posting on the web.

## 4. Create a folder for your website. Name it your last name, all lowercase letters. Put your file and its associated folder inside that folder.

- E.g. mine folder would be **charles**
- Move your webpage file “**frog.html**” over to the Webdrop folder on the **Student** folder at the Carnegie computer lab.

## 5. Email Mike Charles at [charlesm@pacificu.edu](mailto:charlesm@pacificu.edu). Tell him the name of your folder and the name of the first page of your website. He will put your folder on the web and email you back your URL.

- The resulting URL will be <http://fg.ed.pacificu.edu/sweb/yourfoldername/yourwebpagename.htm>
  - E.g. <http://fg.ed.pacificu.edu/sweb/charles/frog.html> for the page frog.html saved inside the webfolder named charles.

## 6. Once you have viewed your webpage online and you are confident that it works, please email me at [charlesm@pacificu.edu](mailto:charlesm@pacificu.edu) with the URL of your assignment so I can check it.