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### LESSON 3

#### Your home page

Once you have received that email to confirm you have been accepted, you are ready to start building your home page!

#### Some Tips

- **Make a plan** – look at other sites, find out what works best, what information do they display?
- **What text?** – Choose the text you want to have displayed upon your page. Save it as a word document so you can easily cut and paste during the design stage
- **Images** – you will need any pictures you would like on your site stored upon your hard disk of your computer. All common file formats are supported - .jpg, .bmp, .gif. Make sure any images you use are royalty free and not protected by copyright. (**more details in lesson 10**)

#### Create Your Home Page

From any page at district level on [www.wiltshirecommunityweb.org.uk](http://www.wiltshirecommunityweb.org.uk) you can select CREATE A SITE to begin. Simply enter your user id and password to login and select the arrow below 'Create a Site' section from the subsequent page.

Next you will get the first of two pages for home page creation.

- Title – the name for your site. Keep it as short as possible.
- Place – select the relevant parish.
- Category – choose the most relevant

Once completed, click the arrow to proceed.

#### Home Page Content

The next page will display one of the templates that the system uses to create web pages. All you have to do is type into the boxes provided. You can even copy and paste from documents you have available. (*Any formatting will be lost*)

When you see an \* (asterisk), these fields are compulsory. A page will not be created until all these have been completed. The help feature (?) displayed to the left of the screen will help with completing certain boxes.

To start, insert a title for your page and a contact name, telephone number and email address. A web link can also be entered if you already have an existing site.

### **Uploading the Image**

*(Skip this section if you have no images to add)*

Click on the browse button and navigate to where you have stored your image. Double click the image to select it. The path to the image will be displayed on the form so that it will upload. If the image looks wrong when you have finished or you would like to upload an alternative, you can always go back and edit the page.

### **Adding Content**

Next enter your text into the 3 boxes provided – one paragraph per box. Check the text carefully for spelling mistakes and poor grammar.

Text entered into the Browser Page Title box will appear in the blue bar at the very top of your browser screen, so make sure it is something useful!

A description for your website should be entered into the next box. This is also very important as this will be displayed in search engine results. Again keep it simple and clear so visitors know what your site contains.

The keywords box is a chance for you to enter words associated with your site. These will be picked up in searches. (No commas are needed within words)

Once you have completed all relevant boxes, click the arrow at the bottom of the page. A preview of your home page will be displayed. If you need to make any changes, select 'click here' to return to the previous screen. Once you are happy with your page, click the arrow at the bottom of the preview screen to upload to the web.

A message will be displayed to inform you that your page is now live! A web address for your site will be beneath this - write this down or print this out for future reference.

Congratulations you have a website!