



## Homepage Creator – Creating and Using Your Homepage

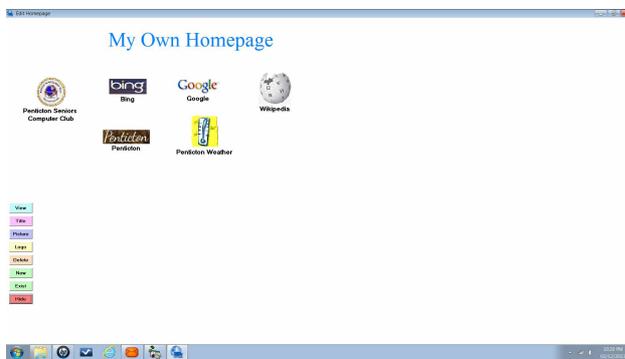
### Introduction

Once you have downloaded and installed the program *Homepage Creator*, it can be used to create your own personal homepage, store it on your computer and then maintain it by adding and deleting web links.

### Starting the *Homepage Creator* Program

When you installed the *Homepage Creator* program you created a shortcut for it on your desktop. You can use this to start up the program and get ready to edit/create your own personal homepage as follows.

1. Double click on the *Homepage Creator* program shortcut to start the program. A start up page shows which lists the links currently on your homepage along with an **Edit** and **Exit** button.

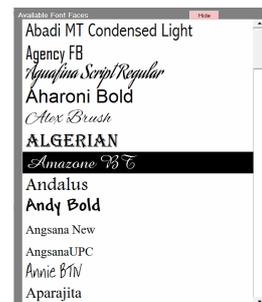


2. Click on the **Edit** button to go to the edit window. This window shows the various links that currently exist on your homepage along with various buttons down the left side which can be used to perform various operations.

### Changing the Title on Your Homepage

Make sure you are in the edit window then you can change the page title as follows.

1. **Move the Title** - You can move the title to be anywhere you wish on the page by moving the cursor to be over it, hold the left mouse button down, and drag the title to a new position.
2. **Change the Title Font, Size and Colour** - Click on the **Title** button. A window appears which lets you change the title.
3. Change the title wording by changing the text in the box labelled **The Title**.
4. Change the font by clicking on the **Get Font** button. A new window appears which lets you select the font you wish to use. Double click on the font face you wish to use.
5. Change the title colour by clicking on the **Colour** button. A colour selecting window will appear. Select the desired colour and click the **OK** button.
6. Change the text size of the title by moving the slide bar labelled **Text Size**.



When finished making the changes, click on the **Hide** button.

## Changing the Position of Links on the Homepage

Make sure you are in the edit window. You can move any link or the title to anywhere on the page by moving the cursor to be over it, holding the left mouse button down, and dragging it to wherever you wish it to be. Notice that in the edit window there are buttons down the left side of the page. These do not show when the actual web page is viewed so you may locate links under these buttons if desired.

## Selecting a Link

In order to process a link (change it or delete it) you must select it. This is done by clicking on it. Once a link is selected, then its logo and text show with a border line. Clicking on the page where there is no link or clicking on another link, unselects a selected link.

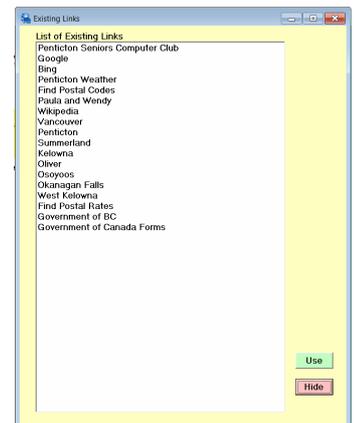
## Trying Out Your Homepage

Make sure you are in the edit window. To create your actual web homepage, click on the **View** button. A new web homepage will be created and a browser window will appear which shows it. The links and title should appear in the same place as they did in the edit window. However, if you click on any one of the links, the page that it is a link to will appear. Use the back arrow to return to your homepage so that you can select another link. To return to the edit window, click on the **Hide** button.

## Adding an Existing Link to Your Homepage

There are several links predefined for the Homepage Creator program. Six of these already exist in your homepage when you first use the program but you can add others as follows.

1. Make sure you are in the edit window. Click on the **Exist** button. A new window appears which lists all the existing links.
2. Select the link you wish to add by clicking on it.
3. Click on the **Use** button. The new existing link will appear in the edit window at the top, left. Move it to where you wish it to be by moving the cursor to be over it, depressing the left mouse button and dragging it.



## Deleting a Link

Delete a link on your homepage as follows.

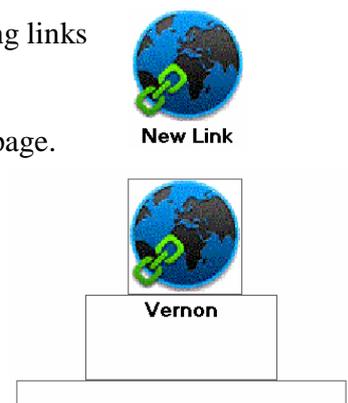
1. In the edit window, click on the link you wish to delete. Its name and logo will now have a border.
2. Click on the **Delete** button.

Note that when you delete a link that is not already in the existing link list, it will be added to this list. This means that you can easily re-add the link if desired.

## Adding a New Link

You will very likely wish to add links of your own that are not currently in the existing links list. This can be done as follows.

1. Make sure you are in the edit window.
2. Click on the **New** button. A new link will appear in the top, left corner of the page.
3. Note that this unfinished link will not be saved when you close the program. You will have to change its name and perhaps create the actual link before it will be saved.
4. Double click on the link logo picture to allow the link to be changed. The logo, the name box and a box for the web address of the link will show.



5. Click on the words *New Link* to put the cursor there then change the words *New Link* to be the name you wish to use for the link (eg *Vernon* if, for example, you wish to make a link to the city of Vernon).
6. If you know the web address of the link you can type it in the box below the name box. Otherwise you can leave it blank. Then double click somewhere in this address box. If an address was there, a new window with a web browser will appear showing the page for the link specified. If the box was blank then the *Google* search page will show.
7. If the Google search page appears, use this search engine to find the page for the link (eg, the city of Vernon web page).
8. Once the web page for the link is showing, click on its *Save* button to save the page and its address then on the *Done* button to return to the edit window. The web address of the page for the link will now show in the address box and the web page will have been saved so that we can extract a logo from it if desired.

### Changing the Logo for a Link

1. If you wish to change the logo for this link, click on the *Logo* button after finding, viewing and saving the web page as described above. A new window will appear showing the web page that we saved above. It will likely have a logo somewhere on it that we can use.



2. Near the top, left corner is a cropping rectangle. Move it to where the logo is on the page by putting the cursor over it, holding the left mouse button down and dragging it. Then move the cursor over any of the rectangle's lines or corners until arrows appear which can be dragged to fit the cropping rectangle around the logo. (In the picture above it is shown around the Vernon logo.)
3. Click on the *Save Pic* button. The logo on the link will now be the one cropped from the web page.
4. To change the size of this logo, right click on it. A slide switch will appear at the top, left of the edit window. Move the slide left or right to change the size of the logo.

### Adding a Picture to the Homepage

If you have one or more favourite pictures of, say a family member, a pet or a beautiful scene, you can add them to your homepage. They are added in a fashion similar to adding a link except that no web address is used. To add a picture do the following.

1. Make sure you are in the edit window then click on the *New* button to add a new link.
2. Click on the new link and move it to where you would like to have the picture.
3. Double click on the logo of the new link, then change the caption to be a suitable caption for the picture you are about to add.
4. Click on the *Picture* button. A new window appears which will let you browse your computer to find the file of the picture you wish to add. Click on the *Use Pic* button to select that picture.
5. A new window appears showing the picture with a crop box. Move the lines or corners of the crop box and drag the crop box to show the part of the picture you wish to use (as described above for cropping a logo). Click on the *Save Pic* button. The picture with its caption should now show on your homepage.

6. To change the size of the picture right-click on the picture and use the slide bar in the top, left corner to change its size. If you cannot make it large enough, unselect the picture then right-click on it again to increase the size further.

### **Stopping the Program**

If you are in the edit window, click on the *Hide* button. The start up window will now appear. Click on the *Exit* button.

### **Setting Up Your Browser to Use Your Personal Homepage**

Once you create your personal homepage you need to change your web browser to load it when it starts. Do this as follows for *Internet Explorer*.

1. Start up *Windows Explorer* (not *Internet Explorer*) by clicking on *Start* then on *Computer*. Alternately if there is a yellow file folder icon in your task bar at the bottom of the screen, click on it.
2. Browse to find disk *C:\* and the folder *myhomepage* and select that folder to show its contents.
3. Scroll in the folder contents to find the web page *mylinks.htm* and double click on it. Your browser will start up and load this page. It will be the page with links that you created above.
4. In the menu bar at the top, click on *Tools*, then *Internet Options*.
5. In the new window that appears, make sure that the *General* tab is selected. In the Home page section, click on the *Use current button*. Click on *Apply* then on *OK*.
6. From now on whenever you start up your browser, it will load your personal homepage with the links you like to use. Note that you only have to set up your browser to do this once.