

Computer Tips

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Building a Website — Part 2

Now that you have your domain name and website hosting company signed up and ready to go, you can now start creating your website.

To begin, you should get a piece of paper, and write down all the different categories of information you want your site to contain. For example, if you are creating a business website, you would have a welcome page, a page outlining what your business does or sells, another of where customers can find you, and lastly maybe a page with links to associated businesses or organizations. It is up to you how many pages your site will contain, but if this is your first website, you may not want it to be too complicated.

Once you have jotted down all your information categories, next is to sort these categories into a logical order. Your welcome page is the most important. This is what your website visitor will see first, and depending on how it looks and what it contains, will determine if you attract your visitor's interest. This main page needs to be attractive, simple, yet informative.

After the welcome page, you might have a page describing your business and the products or services you offer. Next would be a contact us page, which gives visitors your business address, email and phone details and other contact info. After this you could include your links page. Other pages can be added to this order, depending on what information your site contains.

To make a page viewable on the Internet, it must be written in a computer code called HTML. So you don't have to enroll in a crash course on HTML, there are several software programs that make web page building just as easy as creating a birthday card or a newsletter. We use and recommend Microsoft Frontpage 2000. This program enables you to add your text, graphics, and pictures just as you would in any desktop publishing software. The HTML code is written out for you in the background.

Another important part of any web page is the navigation links. These links are what tie together all your different pages of information. Therefore, each of your pages must have listed at the top, or on the side, all the other pages in your website. This enables your visitor to click on these links, and go to that relevant page.

Microsoft Frontpage makes this linking of pages very simple. Once all your different pages have been created and saved, go back and open the welcome page. At the top, or the side, depending where you put it, highlight the text that gives the page's name. Then right click the highlight, and select Hyperlink. In the resulting box, type the name of the page to which you are linking, and click OK. Your link on the welcome page will now have an underline, and is able to be clicked.

In our next column, we will deal with getting your completed web site up and running online. For more information, please call us on 0419 790 071 or email us.

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