



# Easy Way To Go Online

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## Topics

- Why go online?
- Processes
- Tools
- Step-by-Step Guide
- Next

# Why Go Online?

- No need to print materials (costs, lead time,...)
- Change as often as needed
- Access anytime/anywhere
- Ability to create a richer document using:
  - Link
  - Color
  - Images, animation and movies
- And more ...

## 4-Step Process

- Decide on the pages
  - Home Page
  - Course Pages
  - Contact and Office Hour Page
  - Additional Resource Page
- Create pages on your PC
- Upload the pages
- View pages using a browser

# Tools

- Microsoft Word or other word processor
  - Create your document normally
  - Save as web document
- Set up

If you do not have a domain and hosting then visit [www.matrixscan.com](http://www.matrixscan.com) to select a domain name and set up a hosting (cost is less than \$6/month)



# Step-by-Step Guide

## Create a home page

- Open Microsoft Word
  - Select <Start><Programs>< MS Word> menu
- Create a new website
  - Select <File><New> menu
- Type information in the file

## Step-by-Step Guide (2)

- Save the webpage <File><Save> menu
  - Name the file “index.htm”
  - The name “index.htm” identifies this page as your home page
  - You can name other files as you wish
- Upload your file  
Use the FTP information to upload your file. Ask hosting company (matrixscan.com) for help in doing it.

## Step-by-Step Guide (3)

- Go to website
  - Open Internet Explorer
  - Enter your website address in the address bar
  - Press <enter>
  - Verify your new webpage

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Domain Pricing Per Year				
	1 yr	2 yrs	5 yrs	10 yrs
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.NET*	\$13.13	\$13.12	\$12.83	\$11.92
.ORG*	\$13.13	\$13.12	\$12.00	\$11.40
.INFO*	\$11.75	\$10.45	\$8.35	\$7.65
.BIZ*	\$13.95	\$10.45	\$8.35	\$7.65
.US	\$6.95	\$6.95	\$6.95	\$6.95
.WS	\$9.75	\$9.65	\$9.35	\$8.95
.NAME*	\$7.95	\$7.95	\$7.95	\$7.95

\* Plus ICANN fee of 25 cents per domain name year. Certain TLD's only.

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Web address, also called URL!





# Step-by-Step Guide

## Creating additional Pages

- Create additional pages  
Select <File><New> menu
- *Type your information*
- Save the new file  
Select <File><Save> menu



# Step-by-Step Guide

## Linking from one page to another

- Select the text to be linked to another page
- Create the link
  - Type in the address of page to be linked in  
*“Page addressed may be on your website or any other website”*
  - *It will automatically becomes link to the selected page*



## Other Resources

- If you are new to web pages visit:  
<http://www.pageresource.com/html/index2.htm>
- If you want add automation visit:  
<http://us3.php.net/tut.php>