

Starting Your Web Site

Your web site exists in two places, on the hard drive of your computer and on the web server. You will make all of the updates to your web site on your computer and then transfer the files from your computer to the web server, **www.wyckoffschools.com**. Remember, your web site, and the updates you make to it, will not be available on the web until you transfer the files from your computer to the web server. People can only access your web site if it is on a web server.

A folder named teachers, like the one shown below in figure 1, will be loaded onto your computer. This folder represents the folder on the Eisenhower web site called **teachers**.

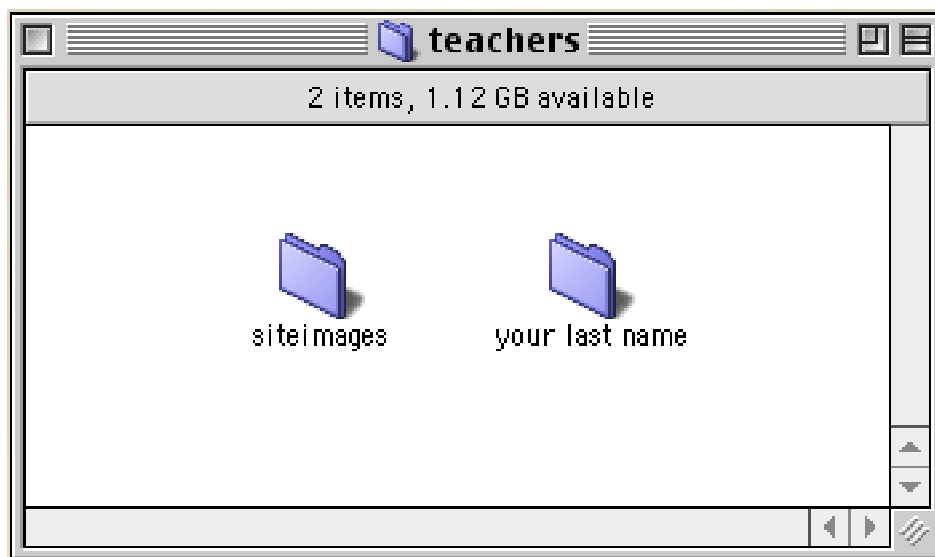


figure 1, The Teachers Folder

The siteimages folder should be left alone. This folder represents the folder on the web server that contains the graphics used for the Eisenhower web site's header. The folder identified above as "your last name" will be the

folder that contains your web site. Change the name of the folder from “**your last name**” to your last name. For example, I would change the name of the folder to olejarz.

When you open the “**your last name**” folder you will find two files in the folder. They will look like the ones shown below in figure 2.

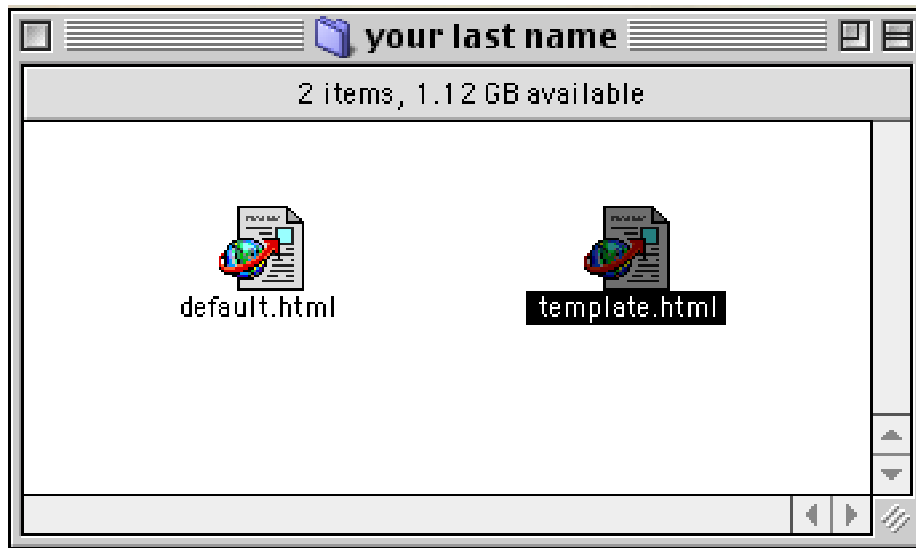


figure 2, Your Web Site Folder

The **default.html** file is the main index file of your web site. Think of it as the table of contents of your web site. The pages that you add to your site will be indexed on the **default.html** web page. Links to the web pages in your site will be on the default.html web page. The **template.html** file is just what its name implies, a template web page that you will use to create new pages.

All of the web pages that you add to your site **MUST** be saved in the folder called **your last name**. The better

organized this folder is the easier it will be to manage your web site. You make create new folders in this folder to store images and/or organize web pages for all of the web pages in a unit that you teach. An example of this would be if you are teaching math and will have several web pages on fractions you may want to create a folder called fractions to store all of the pages on this topic.

REMEMBER - All web pages, images and folders should be named using only lowercase letters and/or numbers.