

Step 5

Webbpages

One.com LibreOffice writer File manager

Mac OS X

Feb –19
Liljedalsdata.se

Beginning

You must know Step 1, 2, 3 and 4.

Operating system HighSierra 10.13.6

Before you are ready to publish a page on Internet there are many things to consider. If the persons you want to reach know where to find the page and it only is to leave information or collect information your mission is not very difficult.

If you turn to unknown persons which you hope will find your page by seaching words and searching engines your problem is much bigger.

Step 6 deal with that problem while this course only is about how to produce your page.

To be able to get a place on a webhotel you need a mailadress. It may be f.ex. a gmailadress. My address is info@liljedalsdata.se This address is in row 1 in adresslist in the end of this booklet. Write your own on row 2.

This course provides you book a domain in a webhotel and pay for the time you need for this course..

If you are going to use this place in the future you have to choose the name carefully. If you consider starting a business called bycycleexpert you maybe choose to call your domain bycycleexpert.se or as in this course liljedalsdata.se. Maybee you have to try different names if some body else has choosen same as you.

When you have got a name of the domain you also can choose a mailadress connected to the name f.ex. info@bicycleexpert.se.

This course show how to give information and under certain curcomstances may get information from a user.

This course is also a good beginning if you are planning an advanced webbplace as webbshop or where information from user will be automaticly saved in your computer.

This course is about handeling computers and programs. What is in texts and pictures is not interesting. This is your problem when you start working with your own problems.

Start by studying webpage Studyit.eu

Create the following folders:

/Dokument/Start
/Dokument/LOWLink

/Dokument/LOWStina
/Dokument/LOWSvlesson
/Dokument/LOWPicture
/Dokument/LOWKompass

The adress to a webpage you write on top of a webreader is called URL-adress.

This webpage from webnode seems to be perfect for this kind of education. Though it doesn't work in mac. If it still is not working when you start you may use windows

A homepage

Emma is living in the countryside and want a homepage to inform her costumers about knitting clothes which she is selling. Usually she is also travelling to market places

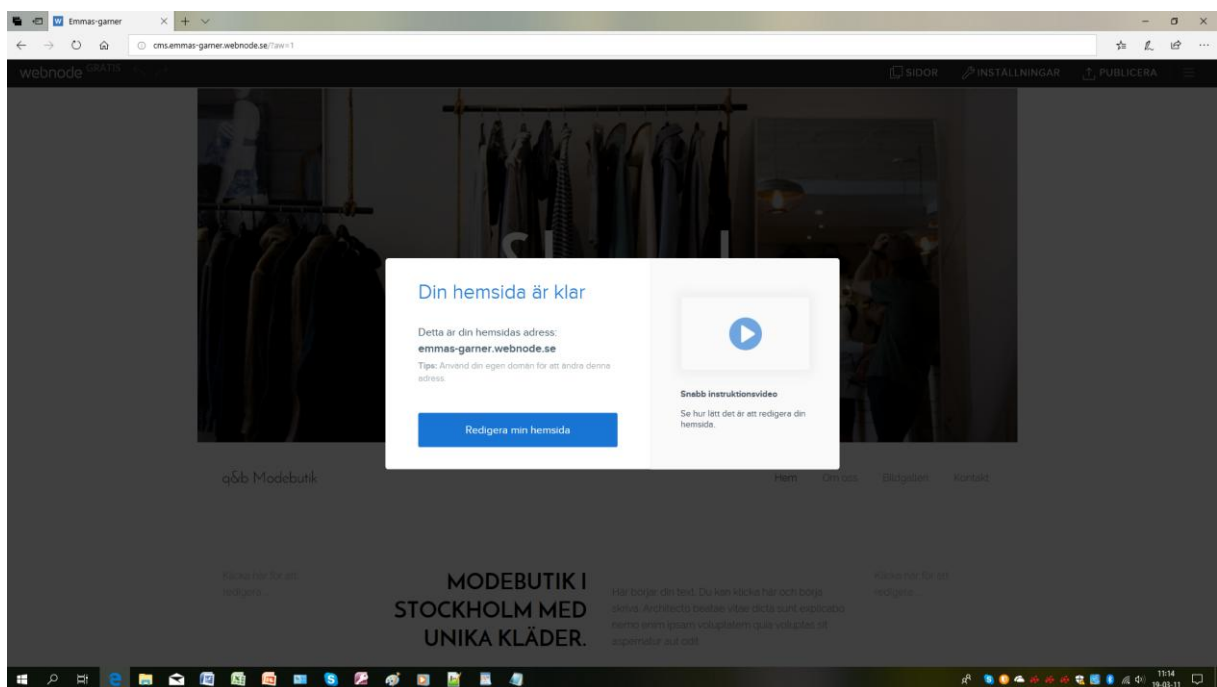
Start Safari and enter <http://webnode.se>

Registrare a name corresponding to emmasgarner row 4

Registrare a mailadress corresponding to bengtsson5559@gmail.com on row 6

Registrare a password on row 8

Choose form picture 1

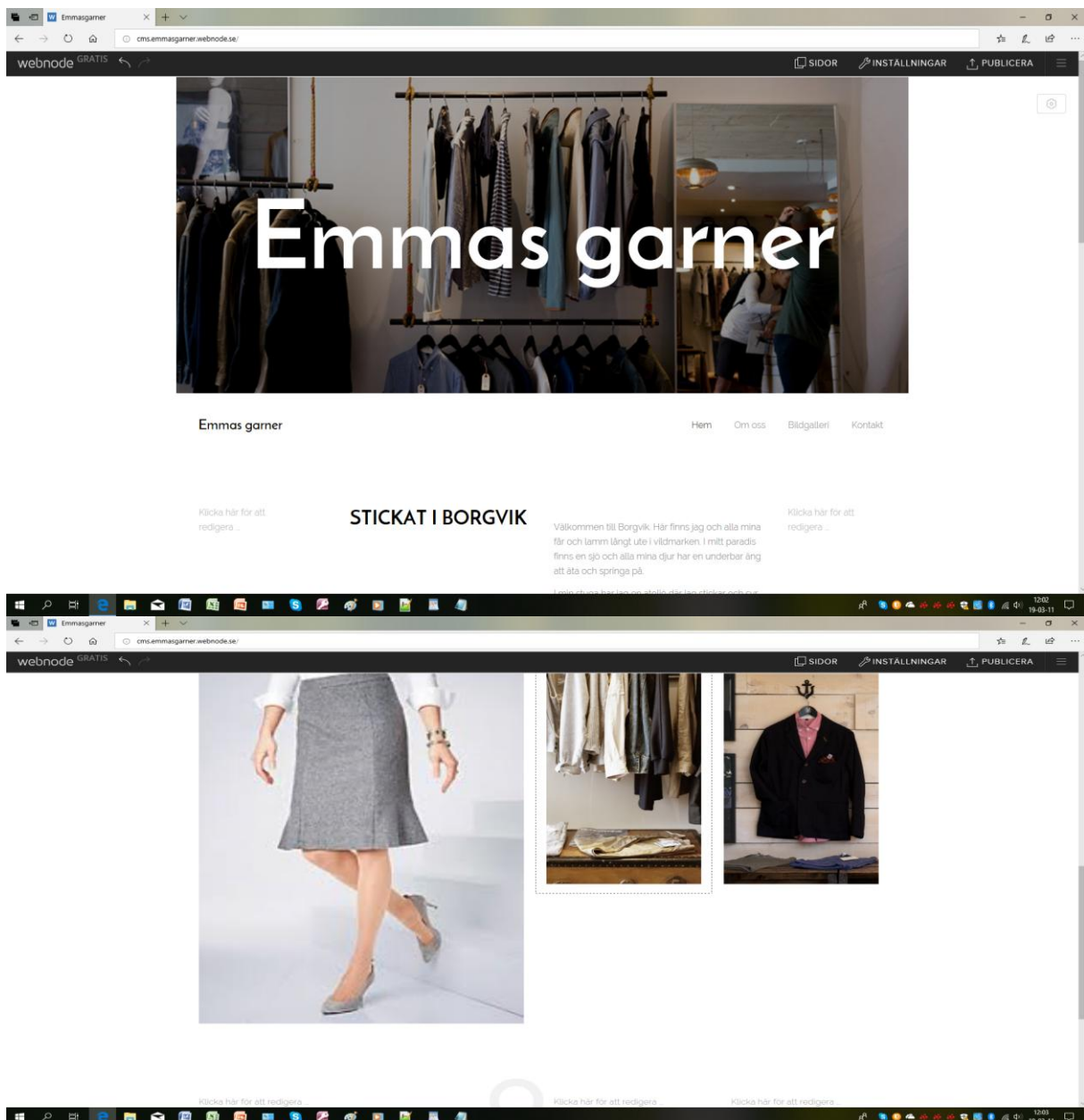


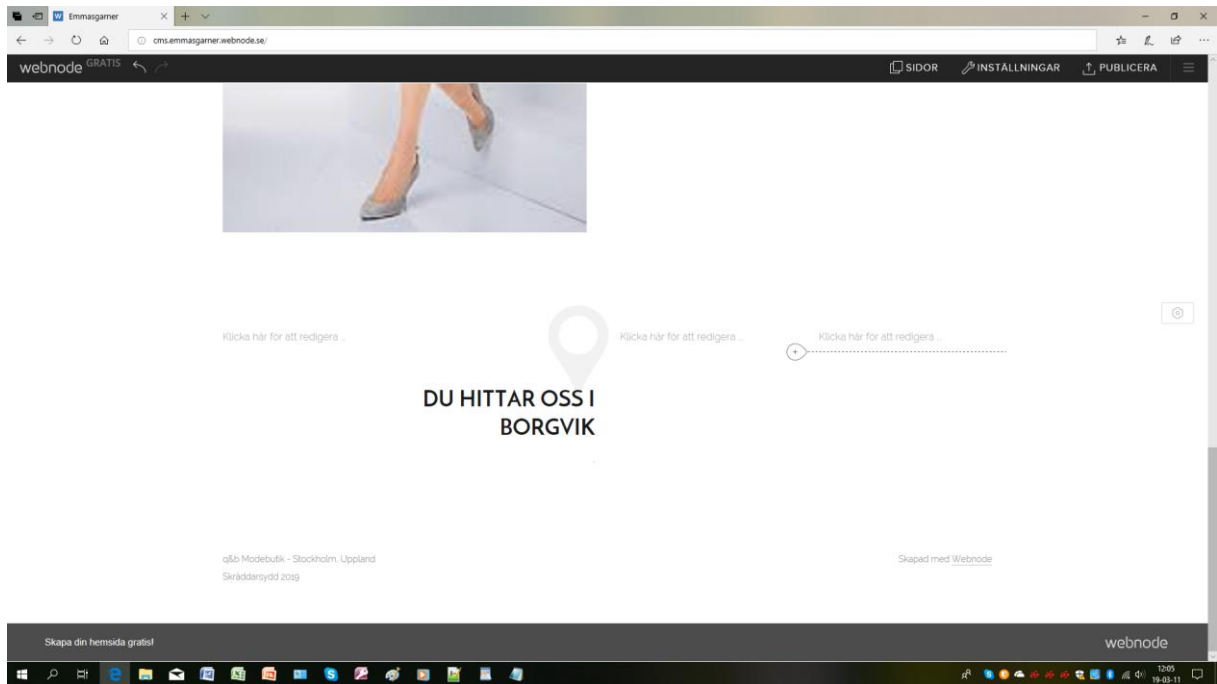
Emmas garner5.webnode.se

Click edit my homepage

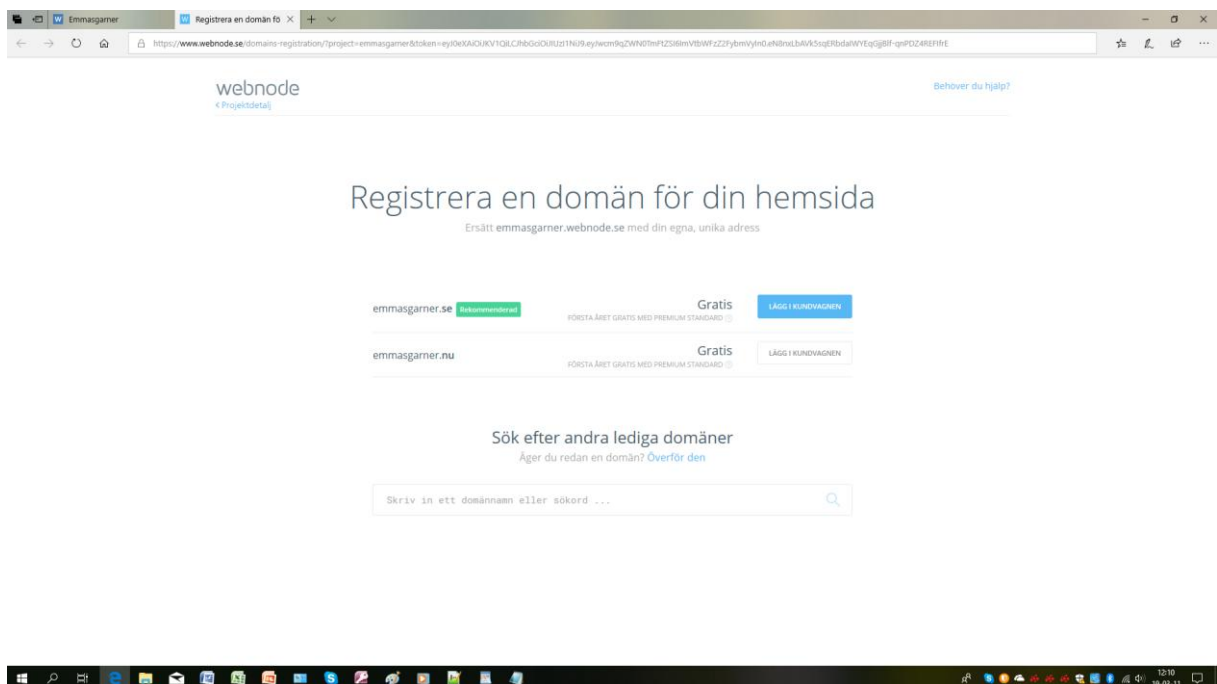
Find some suitable pictures to your page by starting Safari and search picture knitted skirt. Click right on a picture in harddisk and choose copy and paste.

Change your webpage by clicking on a rectangle with text or a picture and change the texts and picture as you want.





Klicka publicera uppe till höger

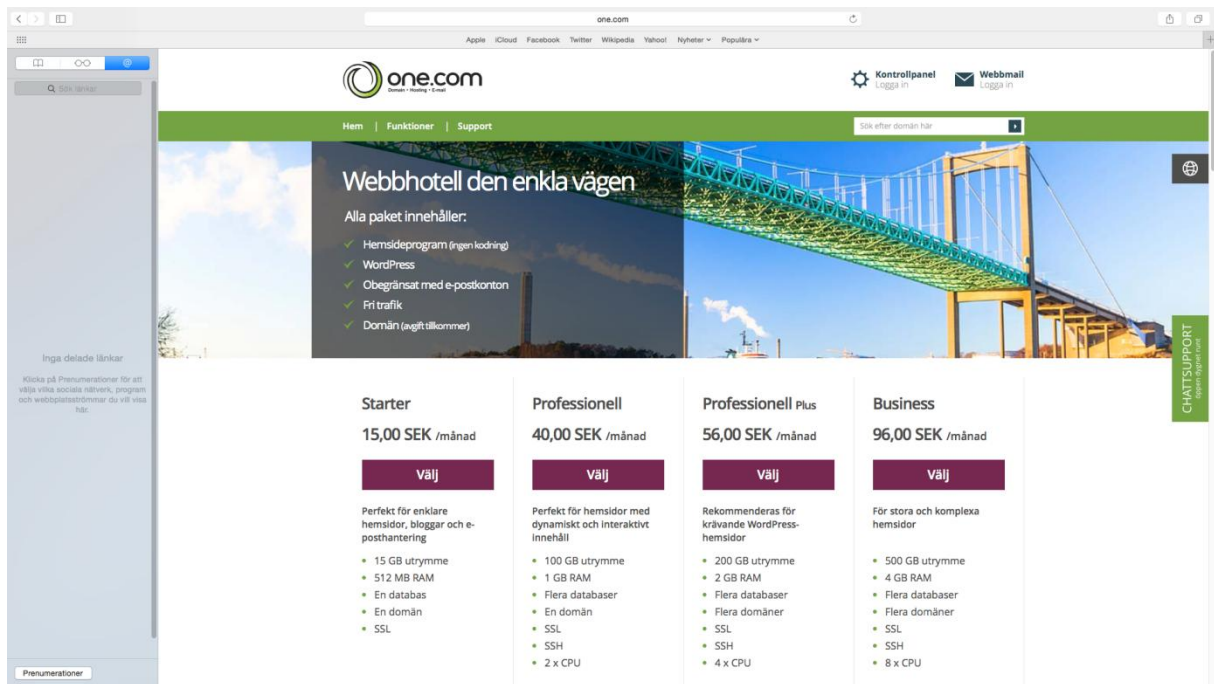


Now you may registrate your homepage with a new name which is easier to remember by your costumers. Though you have to pay in the future.

Book place in a webbhotel

Start Safari and enter one.com

If you use my link <http://one.me/svafzbyg> when you order your subscription you get 50 SEK off and I get 50 SEK to be able to keep this education for free.



Order cheapest alternative and that you want domain corresponding to liljedalsdata.se. This address is in row 1 adresslist inn the end of booklet. Write your adress on row 2 in adresslist.

You will get invoice, password and other information by mail. Rad 1

You are not able to use your place before you have paid the invoice.

We now suppose your place is ready.

Webbpages in HTML

To create a page in basic form we will look at a page written in HTML-code

Notepad is a so called texteditor which produce cleen text files which does not have stearing signs as in an odf-file

Start notepad and write:

```
<HTML>
<H1>My fantastic homepage</H1>
</HTML>
```

When you write HTML-code you write commands within “tags”

Here we start with a tag which is telling here is HTML-code

After that is a tag telling here will come a headline

Then the head line is finished

Then HTML code is finished

Click File Save and save this in Dokument/Start as startpage.txt

When you will save in Dokument/Start you have to click twice on Document to choose Start

Close Notepad and open harddisc

Now you can see startpage has been named startpage.txt

Copy webpage to your webhotel

Start Safari.

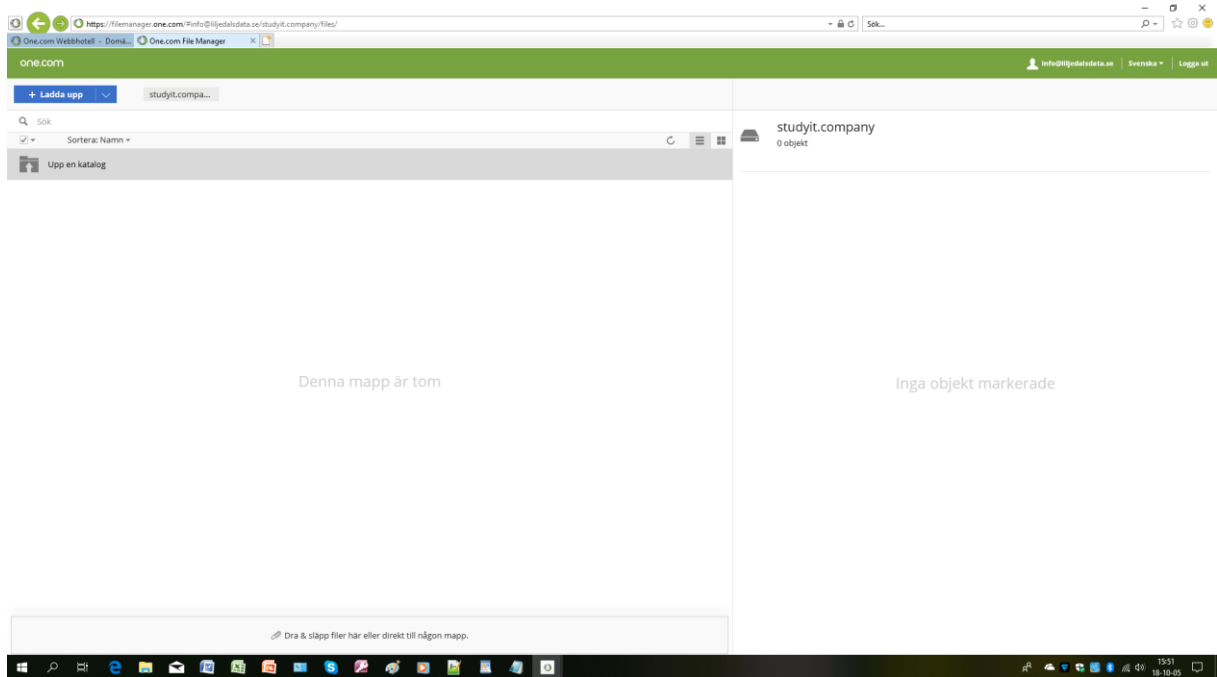
Enter one.com

When you have written address <http://one.com> in Safari there is an icon to the left of address

Drag icon to desk to use it as a shortcut in future. You must not change the text on desk

Click control panel and login by your name of domain row 5 and password you have got from One.com.

Click File manager



Cleaning File manager

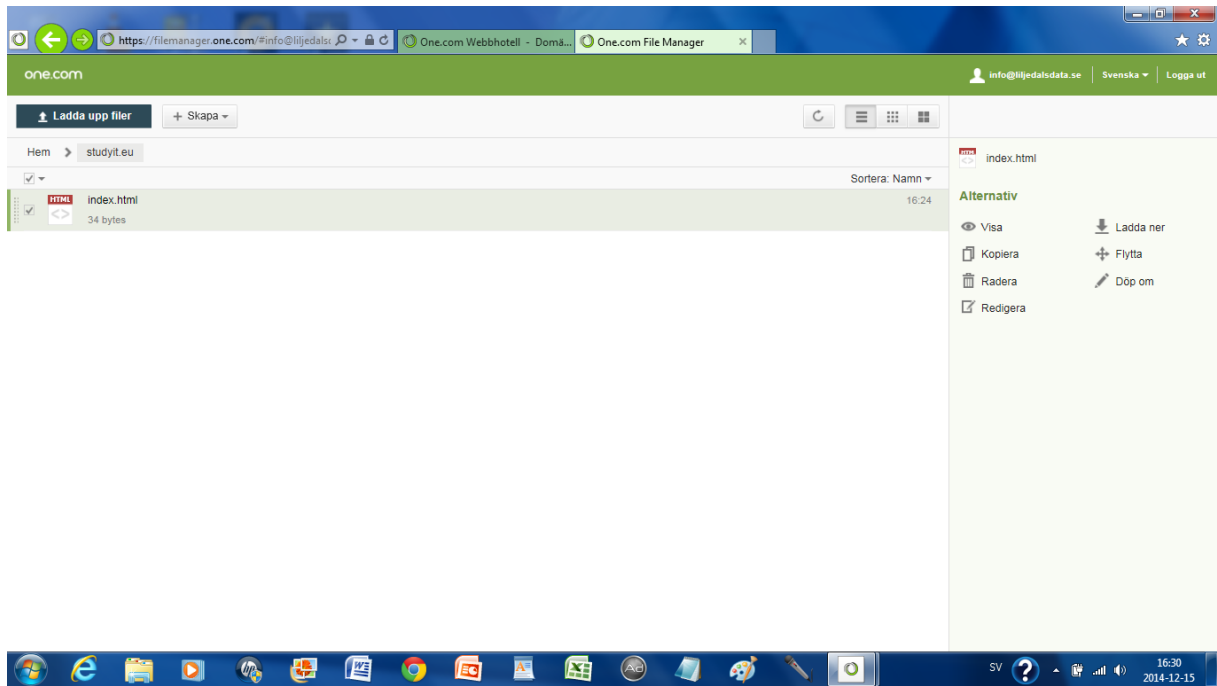
Enter File manager

Delete all files by marking one or several files and click delete until all files are deleted.

Copy startpage to webhotel

Click <upload >

Click twice on startpage.txt on computer



You may think you are in explorer in webhotel

Click the small arrow to the right of Edit choose rename

Mark file and rename it to index.html

Now you must confirm you want to change type of file

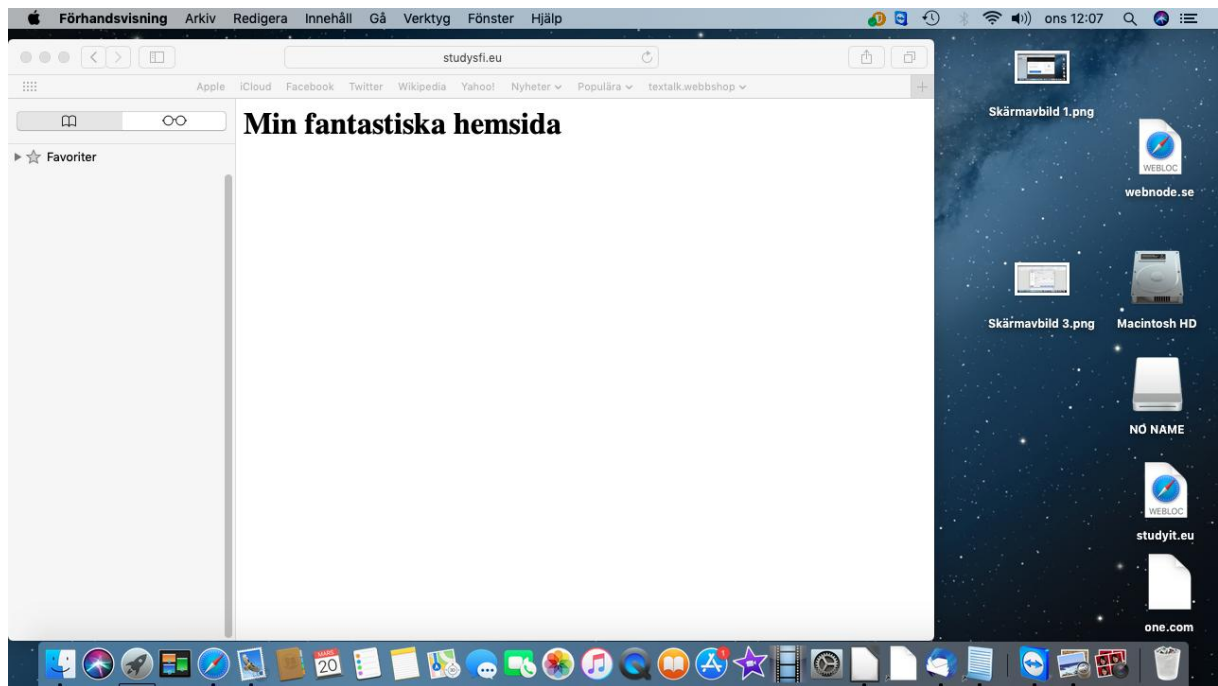
Logout from file manager

Now you have established that explorer in webhotel work about as explorer in your computer. You can see files, you can delete files and change name of files.

Logout by red bottom

Check webpage by URL-address

Enter corresponding <http://studysfi.eu> (your address row 10 adresslist)



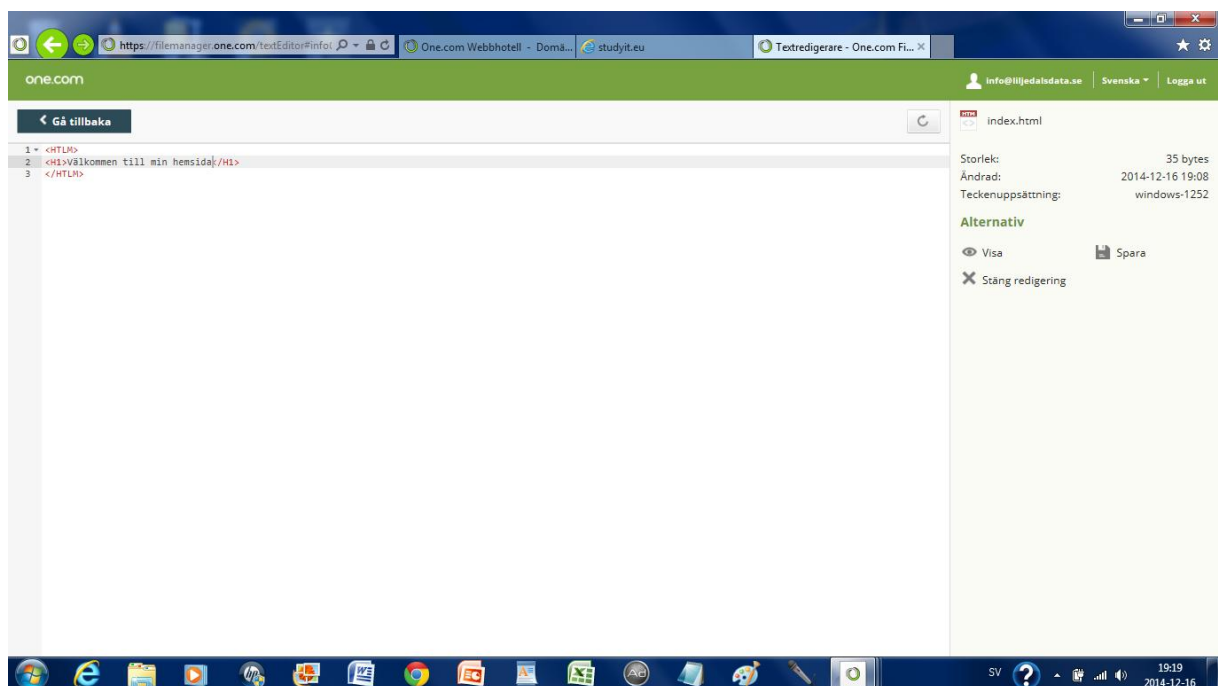
Check My fantastic homepage is shown

The file on webhotel named index.html will be written in HTML and shown when somebody enter by URL-address

Change your webpage

Enter one.com and login to control panel

Start File manager, mark index.html and click edit

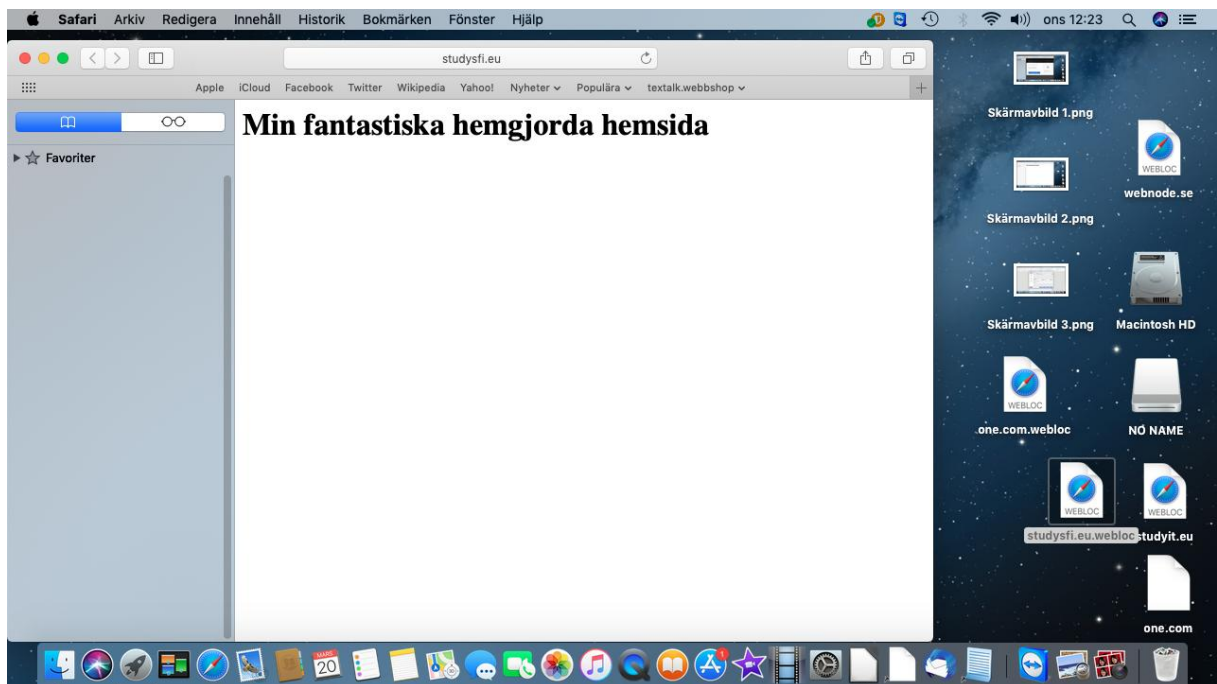


Here you can see program in HTML-code

Change page to text: My wonderful hemmade homepage

Click Save

Logout from one.com and enter by URL-adress consisting to studysfi.eu
row 4



Check page is updated

Summery

To place a webpage on a webhotel you may create the page in HTML-code on your own computer
Copy the page to your webhotel
You copy by control panel/File manager at one.com
You make sure stratpage has name index.html
You are able to change name of files, delete files and change layout on a page by File manager
Hen you use URL-adress to your domain in Safari the page named index.html is shown
This is about all computers in the whole world

Webbpages in LibreOffice writer

PDF-filer

If a document written in LOW will be placed on internet you often change odt-file to pdf-file because everybody may not have access to read odt-files and because text will not be able to be changed.

You save as pdf-file by pressing pdf-bottom (fourth bottom on top of screen)

Webbpage with links

Start LibreOffice writer

Registrate tabs at 4 and 8 cm

Startpage

Lowerpage 1

Lowerpage 2

Lowerpage 3

Click File/Save as and save as HTML document with name startpage.htm in folder /Document/Link. If you cannot see folder Link click twice on Dokument

Lowerpages

Click File/New and create the three lowerpages in LOW and save these as pdf-files in folder Link. This you do by clicking fourth bottom from the left in top row of bottoms

This is lower page 1

This is lower page 2

This is lower page 3

Check you have startpage.htm, lowerpage1.pdf, lowerpage2.pdf, lowerpage3.pdf in folder LOWLink

Create links

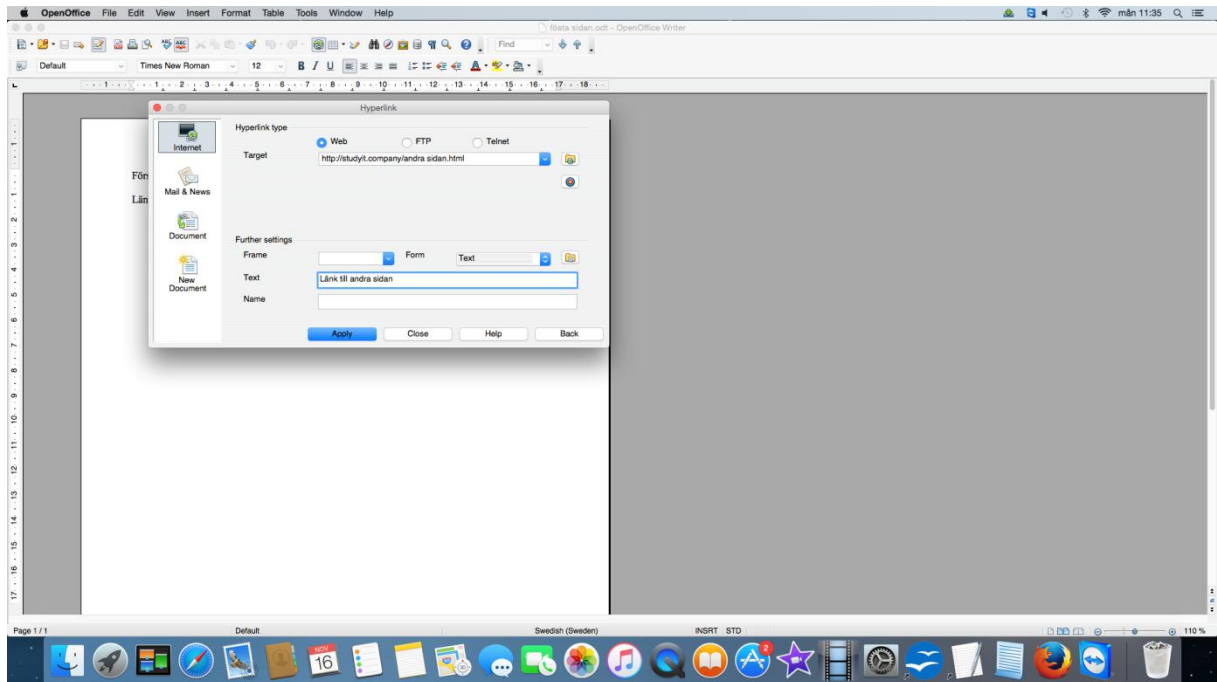
Start LOW

Click File/Open

Open index.html in Document/Link

Mark lowepage1

Click Insert/Link



Make sure icon Internet is marked.

Write corresponding to <http://studysfi.eu/lowerpage1.pdf> as URL.

Mark text, click right and copy so you can use the copy later.

Check text is Lowerpage 1

Click Apply and Close

Continue with Lowerpage 2 and 3

Now you can use the copied text. Check lowerpage 2 and 3

Click File/Save

Click Use html

Close LOW

Start safari

Clean history/Clean history

File manager

Enter one.com and file manager

Delete all files

Upload index.html from Document/Link

Upload the three pdf-files

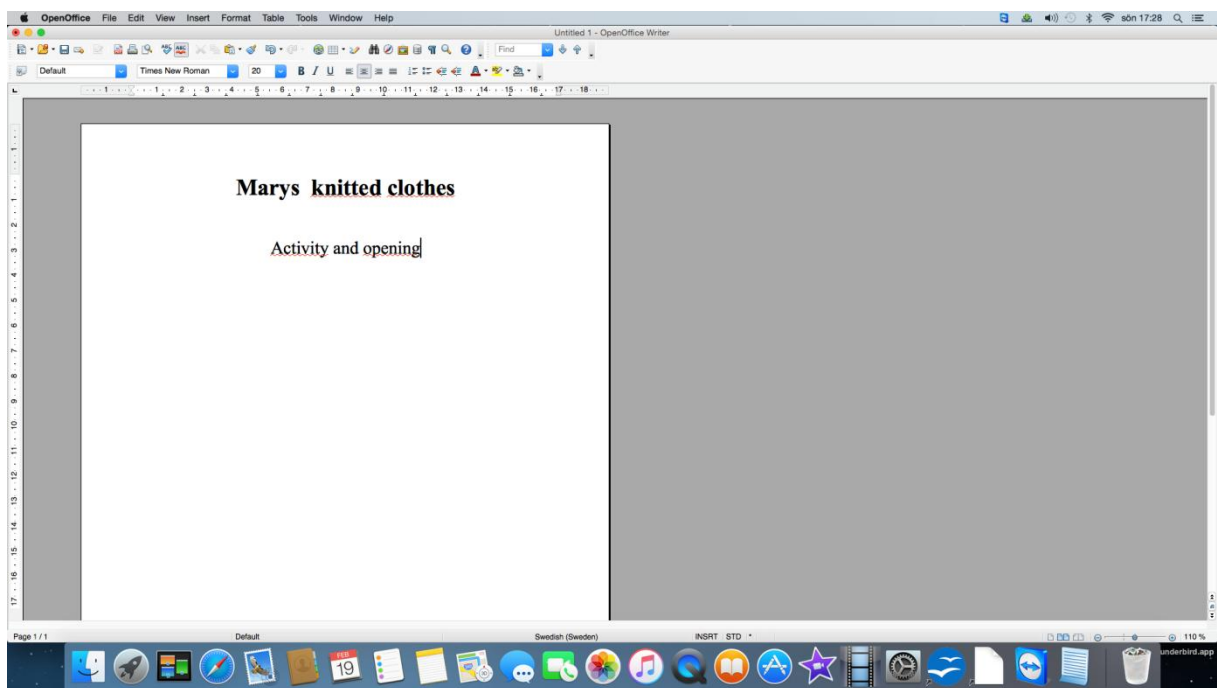
Logout from one.com

Check webpage with the three links by entering URL-adress

Return to startpage by arrow on top to the left

Marys knitted clothes

Start LOW and create this



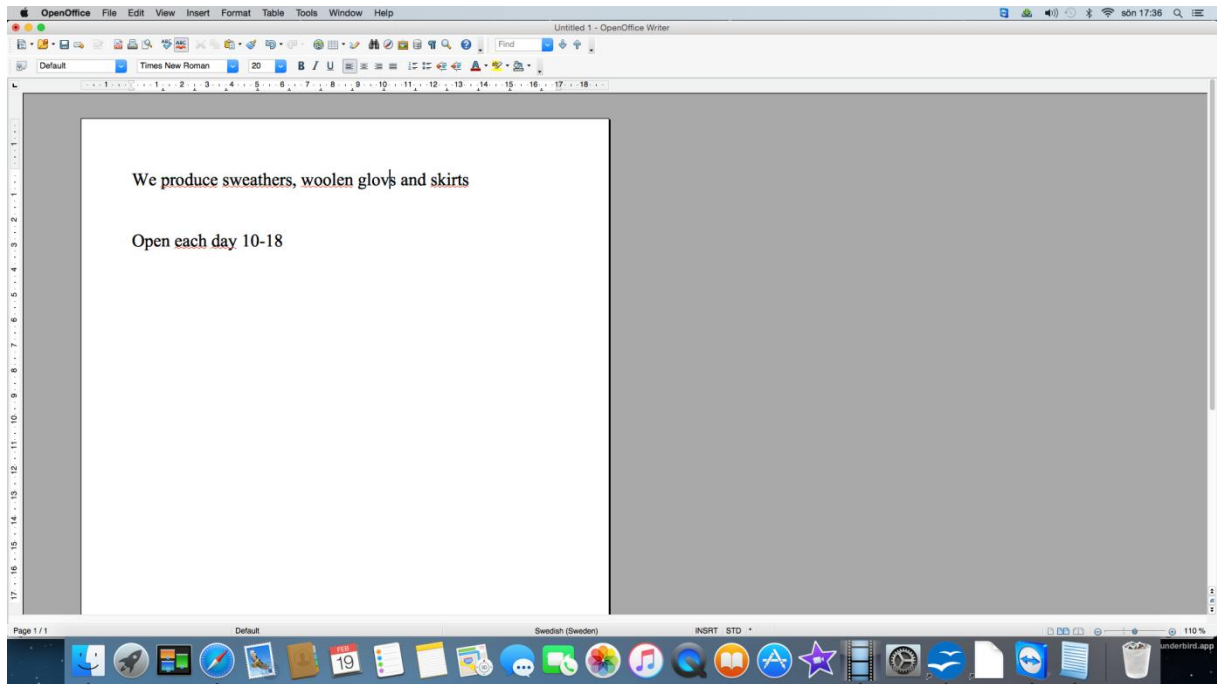
Click File/Save and save as index.html in Document\Stina

You change type of file to html down the page

Confirm .html

Click File/New

Create document and save as lowerpage1.pdf in \Dokument/Stina



Check harddisk that you have index.html and lowerpage1.pdf in
\\Dokument\\Stina

Click File/New

Create link

Start LOW

Click File/Open and open index.html

Mark Activity and opening time

Click Insert/ Link

Write corresponding to <http://studysfi.eu/lowerpage1.pdf> as URL

Click right and paste to find the copy

Click Apply and Close

Click File/Save and close

Copy to file manager

Start Safari and clean history

Enter One.com login to File Manager

Check File manager is empty

Click <Upload> and get index.html and lowerpage1.pdf.

Logout and check the link is working when you use URL-adress.

OC Compass program 2014

Start LOW and create document:

OC Compass program 2014

Click bottom Table in the middle of bottom row and click More options

Choose 3 columns and 5 rows

Create table

Datum	Aktivitet	Ansvarig
4 april	Vårfest	Johan Svensson
25 april	Vårtävling	Jens Aronsson
3 september	Höstfest	Johan Svensson
29 september	Hösttävling	Jens Aronsson

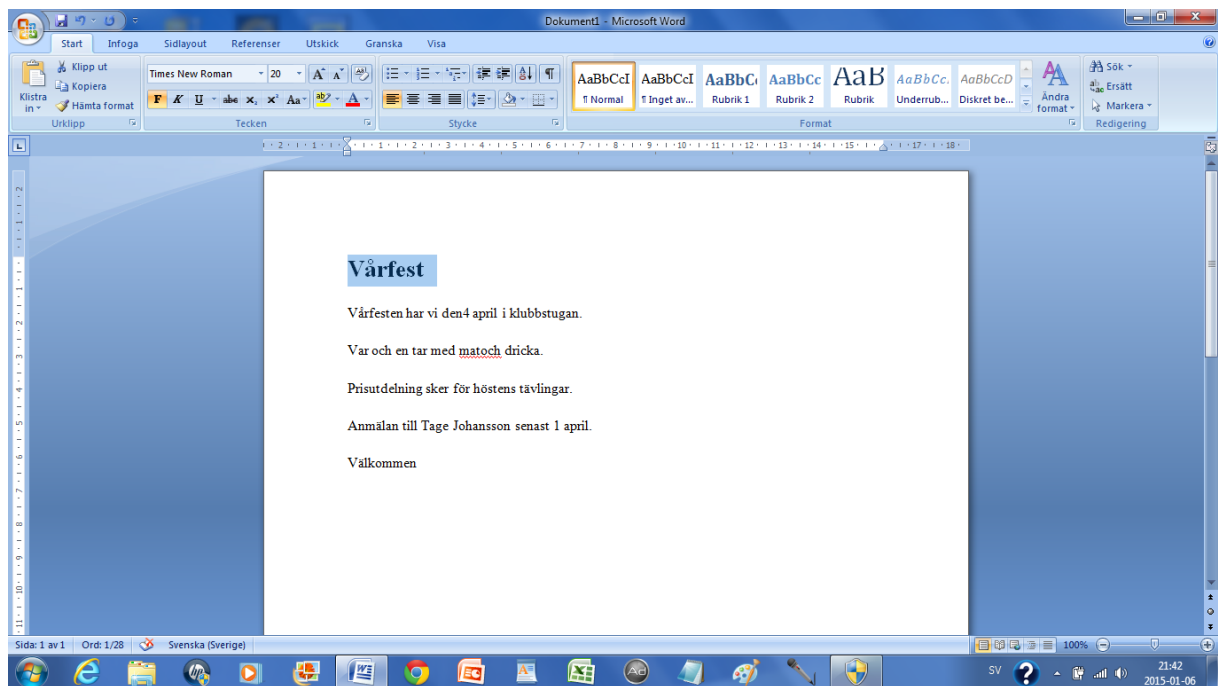
Click file/Save

Save document as index.html i \ Dokument\Kompass

Confirm html

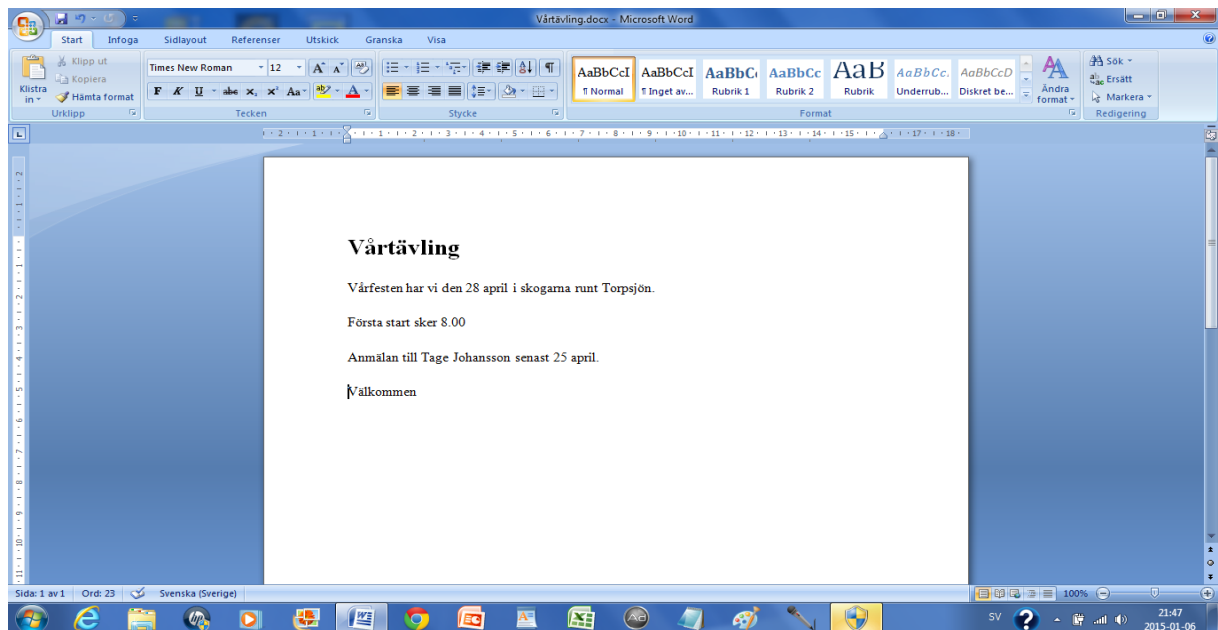
Clicka File/New

Create 4 lower pages



Save by pdf-bottom as lowerpage1.pdf in \Document\ Kompass

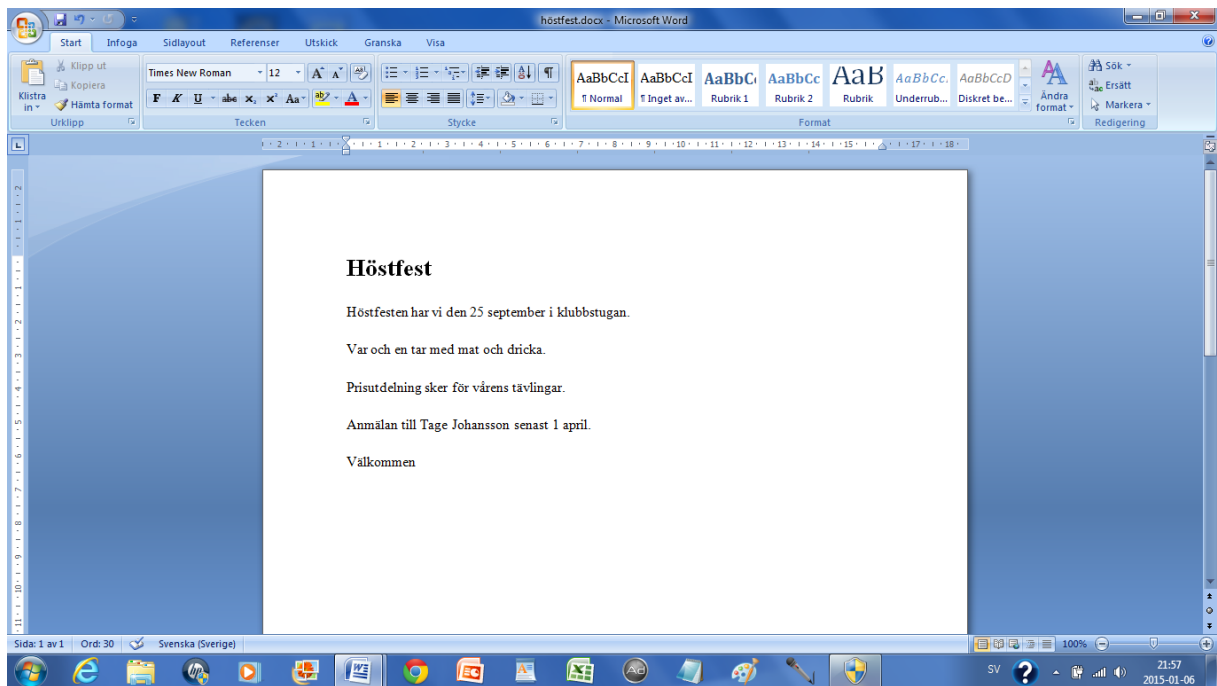
Click File/New



Create document in LOW

Save by pdf-bottom as lowerpage2.pdf in \Document\Compass

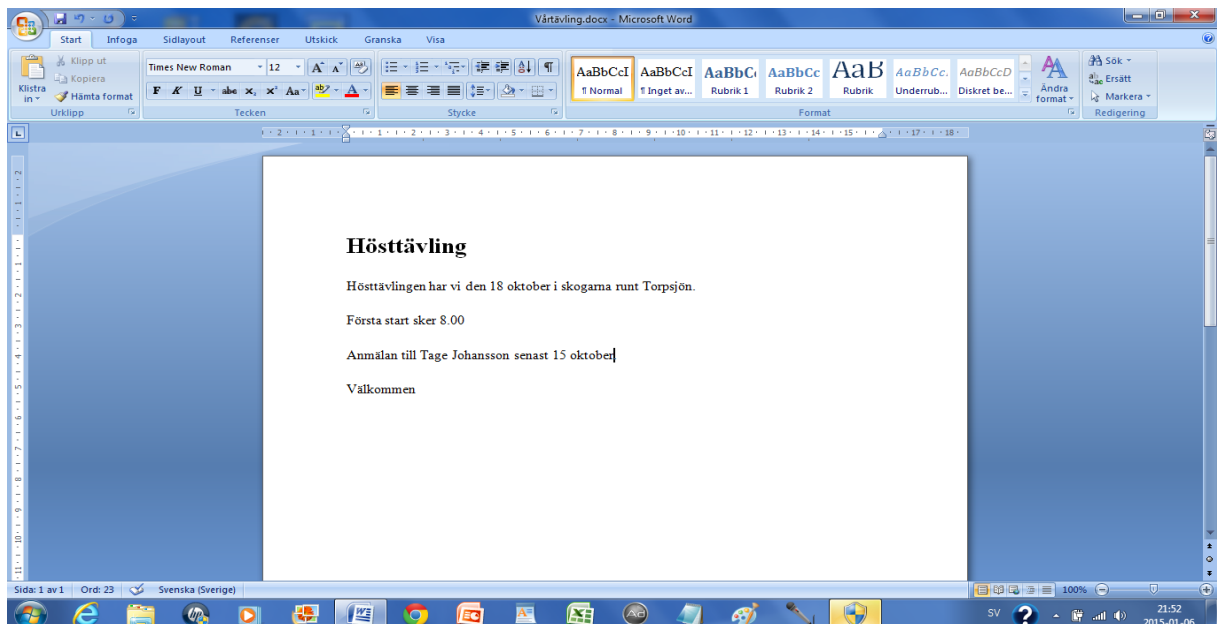
Click File/New



Create document in LOW.

Save by pdf-bottom as lowerpage3.pdf i \Document\ Kompass

Klicka File/New



Create document i LOW.

Save by pdf-bottom as lowerpage4.pdf in \Dockument\ Kompass

Create links

Start LOW

Click File/open and open index.html

Markera 4 april,

Click Insert/Link

Make sure URL is corresponding to <http://studysfi.eu/lowerpage1.pdf>

Markera lowerpage1 och klicka OK.

Klicka Apply Close

Mark Vårfest

Click Insert/Link

Make sure URL is corresponding to <http://studysfi.eu/lowerpage1.pdf>

Mark lowerpage1 och click OK.

Klicka Apply Close

Markera Johan Svensson

Click Insert/Link

Make sure URL is corresponding to <http://studysfi.eu/lowerpage1.pdf>

Mark lowerpage1 och klicka OK.

Klicka Apply Close

Klicka File/Save

Continue in the same way with table.

Kopiera till File manager

Login till One.com

Make File manager empty.

Upload index.htm and files of lowerpages

Test webpage by URL-adress.

Pictures in a webpage

Make sure you have a photo in folder Bild

You can download from internet where you found booklet

Create document i LOW

Click bottom Insert image in the middle of row with bottoms

Soon summer is here



We have fantastic prices on boat colours during week 14

Welcome to colour expert

Click File/Save and save as index.html in Dokument/Bild

Bekräfta html

Click File/New

Create the following document

Picture is from northwest corner of lake Vänern

Boat is a Havsfidra from year 1973.

Save by pdf-bottom as lowerpage1.pdf i \Dokument\Bild.

Create links

Click File/Open and open index.html

Mark picture

Click Insert Link

Make sure URL is corresponding to <http://studysfi.eu/lowerpage1.pdf>

Mark lowerpage1 and click OK

Click Apply Cloe

Click File/Save

Copy webbplatsen till File manager

Login till One.com och File manager.

Clean File manager

Ladda upp de tre filerna i Dokument/Bild

Logout från one.com

Make sure the webplace works when you enter by URL-adress and when you click the photo the document will be shown

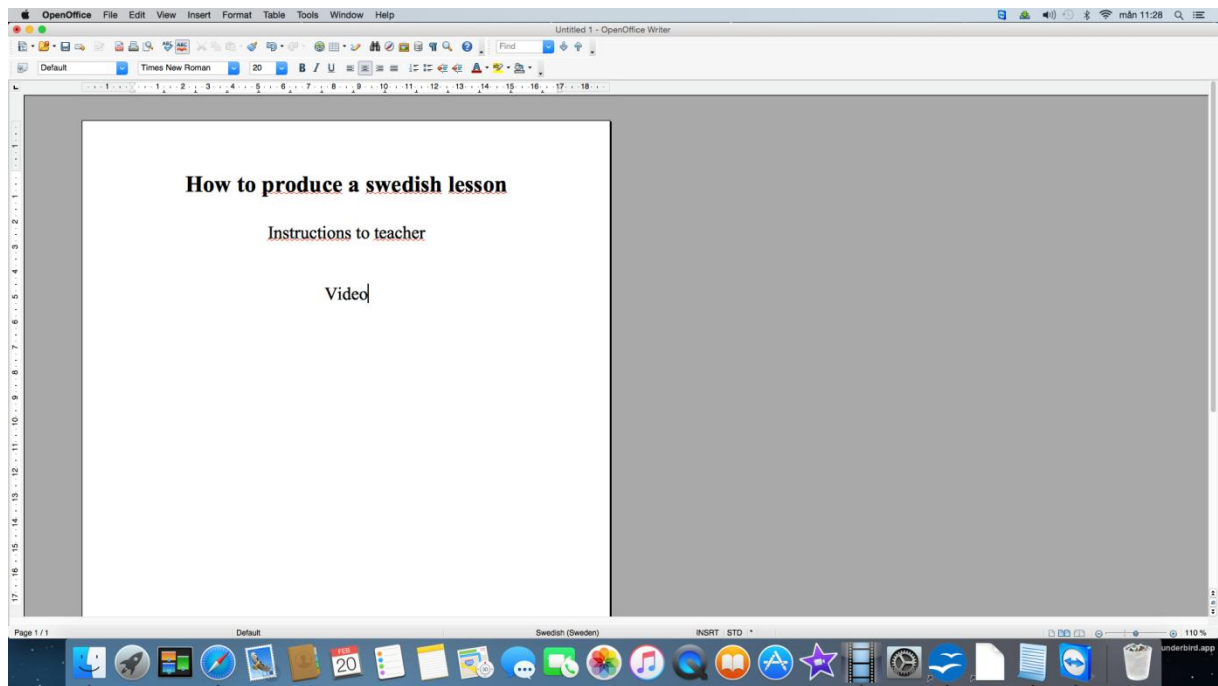
Swedish lesson

Make sure you have a video recorded by Quick time player tillgänglig.

Go to studyit.eu and click right on video windows steg5 svenska and choose Hämta länkad fil som. When you have downloaded the file is in Hämtade filer

When you have downloaded the video is in Hämtade filer

Create webpage in LOW



Click File/Save as and save as index.html in /Document/Svlesson

Confirm HTML

Click File/New and create

Booklet videolesson

You need Debut video capture and a computer

Save as lowerpage1.pdf in /Document/Svlekt

Create links

Click File/Open and open index.html

Mark booklet

Click Insert/Link

Write corresponding to <http://studysfi.eu/lowerpage1.pdf>

Click Apply Close

Click File/Save

Bekräfta Use HTML

Mark Video

Click Insert/Link

Write URL <http://studysfi.eu/svlektsteg5f1wsve.mov>

Click Apply/Close

Click File/Save

Copy to File manager

Login to one.com

Clean file manager

Copy html-file, pdf-file and svlektsteg5f1wsve.mov to File manager. When you upload the video you have to wait until it is finished

Log out from One.com

Test by URL-acress

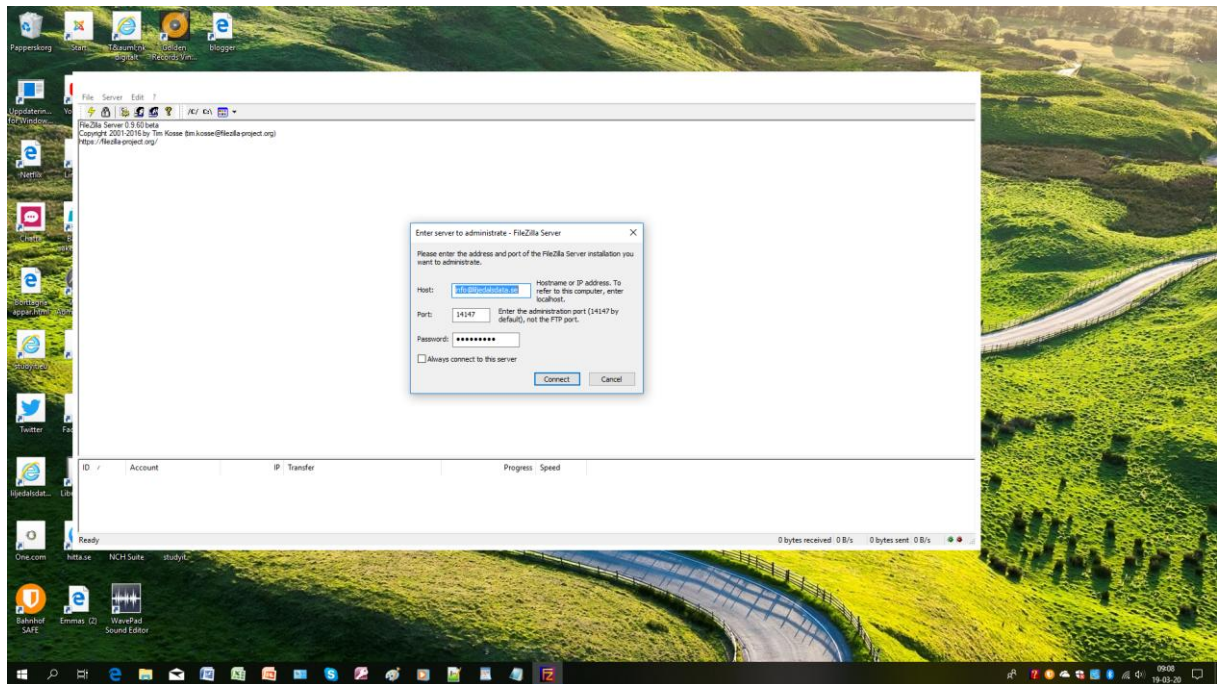
FTP-program

If you have many or big files and you are going to copy these to File manager you may need a FTP-program.

Enter google and search filezilla.

Download program

Start File Zilla.

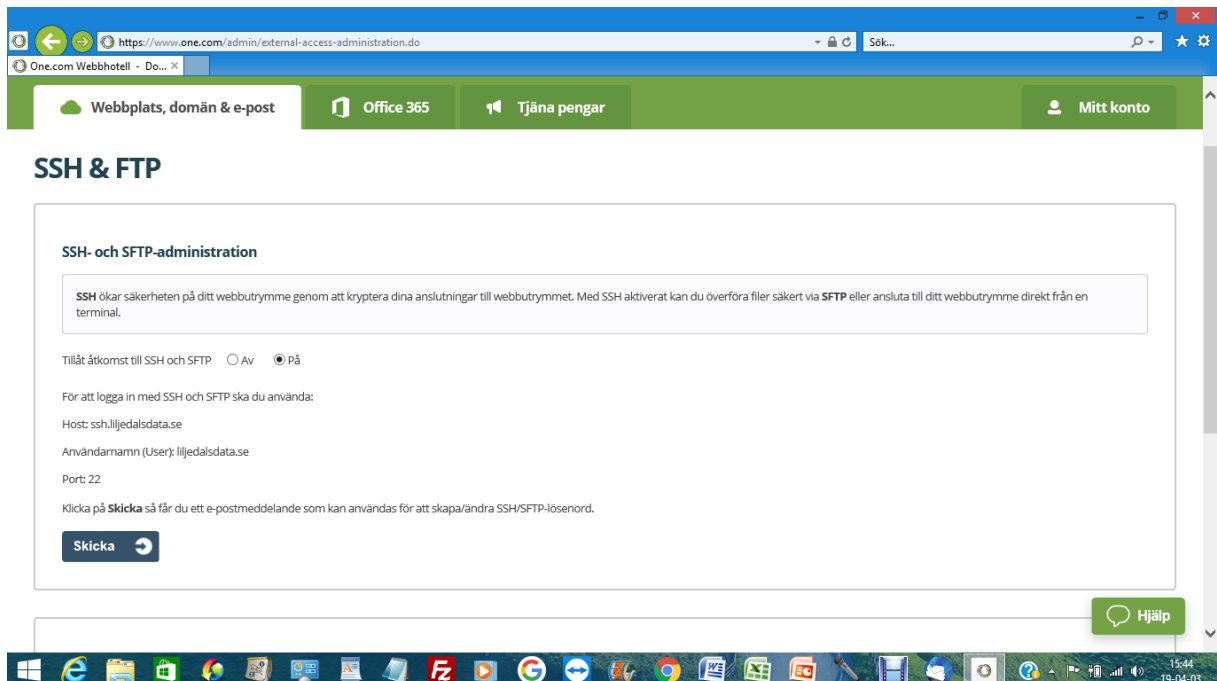


If this picture is shown when you start computer and you don't want to use File Zilla you may delete it by window down to the left and mark Autostart

Change all data to your own

Prepare contact between one.com and File Zilla

Enter one.com and ssh and ftp



Check On is marked

Check Host sftp://ssh.liljedalsdata

Username liljedalsdata.se

Gate 22

Click Send

Create contact between your computer and File Zilla

Start File Zilla

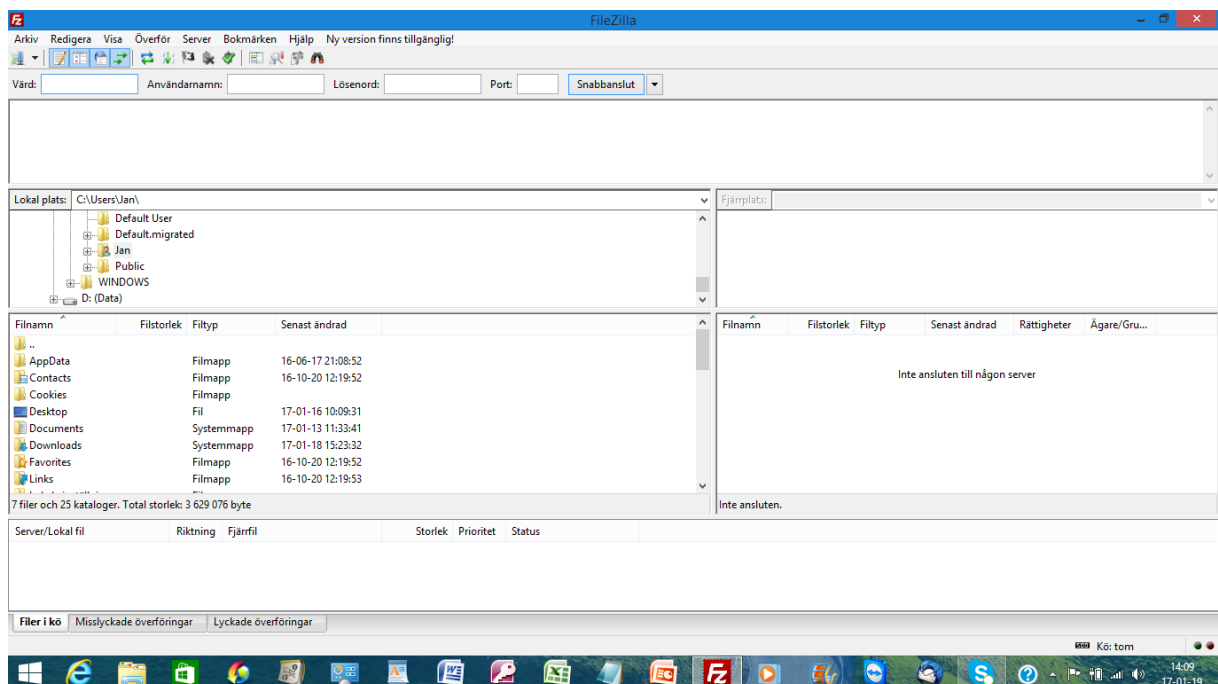
Write sftp:ssh.liljedalsdata.se as username

Find out a password and write it

Write gate 22

Click Connect

Check your mail and write a new password you like to use File Zilla. Your data has a limit of time



Mark files on your computer to the left, click right and click arrow

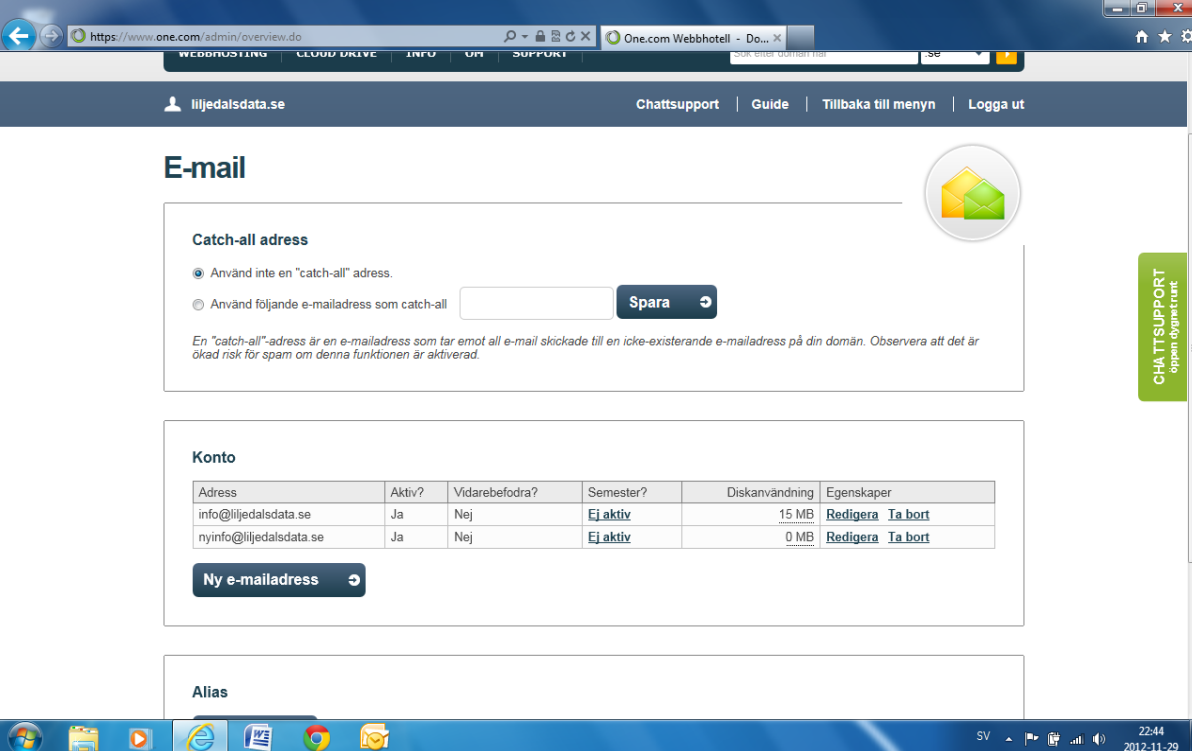
Files moved to File manager you see to the right

Get a mailaddress at one.com

As we have said earlier you may get an mail adress chained to your domain
Enter One.com

Login to control panel

Click Mail administration



The screenshot shows the One.com webmail administration interface in a web browser. The browser's address bar shows the URL <https://www.one.com/admin/overview.do>. The page has a dark blue header with navigation links: [Chattsupport](#), [Guide](#), [Tillbaka till menyn](#), and [Logga ut](#). The main content area is titled "E-mail" and features a "Catch-all adress" section with two radio buttons: "Använd inte en 'catch-all' adress." (selected) and "Använd följande e-mailadress som catch-all" (with an empty input field). A "Spara" button is next to the input field. Below this is a "Konto" section with a table of email accounts. The table has columns: Adress, Aktiv?, Vidarebefodra?, Semester?, Diskanvändning, and Egenskaper. Two accounts are listed: `info@liljedalsdata.se` (15 MB) and `nyinfo@liljedalsdata.se` (0 MB). Both are marked as "Ej aktiv". A "Nytt e-mailadress" button is at the bottom of the "Konto" section. The "Alias" section is partially visible at the bottom. A green vertical sidebar on the right says "CHATT SUPPORT" and "öppen dygnet runt". The Windows taskbar at the bottom shows the time as 22:44 on 2012-11-29.

E-mail

Catch-all adress

☒ Använd inte en "catch-all" adress.

☐ Använd följande e-mailadress som catch-all [Spara](#)

En "catch-all"-adress är en e-mailadress som tar emot all e-mail skickade till en icke-existerande e-mailadress på din domän. Observera att det är ökad risk för spam om denna funktionen är aktiverad.

Konto

Adress	Aktiv?	Vidarebefodra?	Semester?	Diskanvändning	Egenskaper
<code>info@liljedalsdata.se</code>	Ja	Nej	Ej aktiv	15 MB	Redigera Ta bort
<code>nyinfo@liljedalsdata.se</code>	Ja	Nej	Ej aktiv	0 MB	Redigera Ta bort

[Nytt e-mailadress](#)

Alias

Click new mailadress

Write first part of your mail adress and find out a password

You have to logout from control panel and login to webmail to reach mailprogram

To install the adress in Thunderbird use step 4