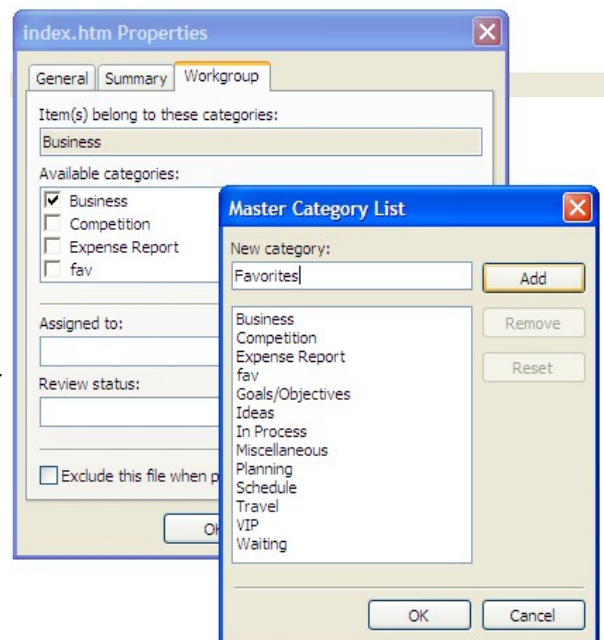


### ***Creating a Personal Web Site with a site map using a Template.***

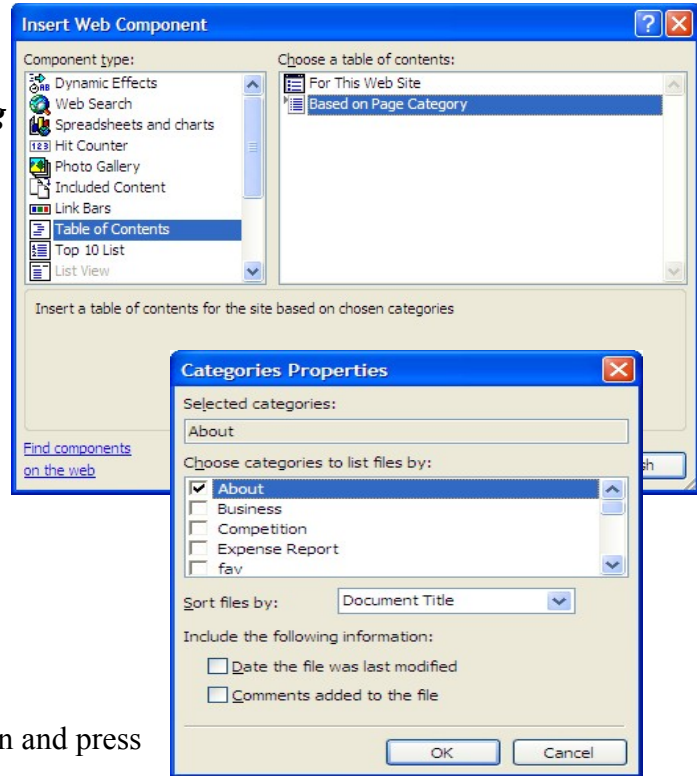
1. Create a new Web site using the Personal Web Site Template. In the Site Templates dialog box, click Personal Web Site and then select where to save the files. Click the Okay button
2. On the View Menu, Click Navigation. Delete the Interests, Feedback and Photo Gallery pages from the Web site
3. Double-click the index.htm page icon in the Folder List pane to open the Home page
4. If necessary, apply the Sumi Painting theme or another theme of your choosing, to the Web site. Be sure to apply the theme to all the pages of the Web site.
5. Select and delete all table cells below Favorite Links and Below Weather
6. Double click the page banner component. In the Page banner Properties dialog box, select the text in the Page Banner text box and type your name.
7. Select the link bar and then edit the properties to add hyper links to child pages under home. Remove the check box from the Home page check box.
8. Delete the first paragraph of placeholder text.
9. Select the placeholder text in the second paragraph and then type ***Looking for links to great sites that I regularly read? Browse through my collection of favorite Web links to get information on great computing resources.***
10. Save the Web page. Open the About Me page. Replace all placeholder text with information about yourself. **Include at least one hyperlink on this page.** Have fun with this.
11. Save the web page, and open the Favorites page.
12. Select the first paragraph of placeholder text and type ***A topical list of some of your favorite web sites.***
13. Edit the bulleted list of hyper links to include at least 4 of your favorite site.
14. Save the Web page

### ***INSERTING a TABLE OF CONTENTS***

15. Click the Web Site tab
16. In the Folder List, right click on The Favorites page, and select Properties. Click the Workgroup tab. Next to Available Categories, click the Categories button. Type the text ***Favorites*** in and press the Add button. Now in the Available Categories section, place a check mark next to Favorites.
17. Now click the summary tab and enter some comments about the page.



18. Do the same thing for the About Me page. Create a new Category called **About**, and place a check mark next to it.
19. To insert a table of contents, open the Home page (index.htm)
20. Click after **on great computing resources**. And press the enter button. Type **About** and press the Enter key
21. Select Web Component from the Insert Menu. Select Table of Contents and then select Based on Category and press the finish button.



22. Select **About** from the list given and press the Okay button
23. You should see something that looks like  
 Page in Category  
 Page in Category  
 Page in Category

*This is normal, when you view your page in a web browser, it will look normal.*

24. Type the text **Favorites** after the last Page in Category.
25. Follow the steps in number 20 and 21 above except substitute **favorites** for **about**
26. Publish your web site to the instructors computer. I will give you the IP number in class. Use the folder assigned to YOU only. The user ID is CIT122 and the password is CIT122. I will give credit by viewing the site. Nothing to turn in.

Your page should look similar to the one below.

