

Knights of Columbus

Website Creation Tutorial

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Councils who wish to create their own web site need to do the following:

1. Go to the Supreme Council (<http://www.kofc.org>)
2. Click on the "MEMBER" link, then
3. Click on the "Web & Print Resources" picture, then
4. Click on "Council Website Template"

Once there, print out the introductory screen, and then visit the 4 links that are at the bottom of the screen, printing them if they need to:

Further Instructions >>>>

Pointers / FAQ >>>>

How to Get the Site on the Net >>>>

Registering Your Site on a Search Engine >>>>

Return to the Council Website Template page, and if they have the winzip, program, Click on "Download the ZIP file" link.

Choose "Save the file to disk"

Create a new directory off the C: root called "kofc_template" and save the zip file there.

Unzip the file, extracting everything to the kofc_template directory.

If they don't have a winzip type of program, then they will have to follow the steps found in step 2 of the instructions. I don't recommend this for non-computer users.

So you can get an idea of what the new web site will look like, do the following after unzipping.

1. Invoke the Windows Explorer (NOT internet explorer) and change to the directory where you unzipped everything.
2. **NOTE: If your Windows Explorer doesn't show file extensions then refer to the back of this paper for instructions on how to fix it.**
3. Look for the file named "index.htm" and double-click it.
4. This will load your default web browser (probably Internet Explorer). You can now see what everything looks like.
5. Go from link to link so you can get an idea of what's ahead of you.
6. This is a good way to check your web pages out before going through the file upload effort outlined below. **It is HIGHLY recommended that you do this after you make ANY edits to web code before you upload them to the real web site.**

Getting a free web site

To get a free web site area, visit <http://www.geocities.com> and perform the following steps:

1. Click on the “Get Started!” link
2. Refer to the next page for the data entry form when reviewing the following comments
3. Choose a “Yahoo! ID” that identifies your council. For instance, kofc2011 might be used if St. Francis council wished to produce a web site. This part is important because the end result will be a web site: www.geocities.com/kofc2011 which will be the desired effect. (Try to avoid the underscore character. People have a hard time finding it on their keyboard. So don't use kofc_2011)
4. Select a password that is easy to remember!
5. Uncheck any boxes that would result in you getting unsolicited emails, offers, promotions, or the like.
6. Submit the form and wait for the confirmation eMail.
7. About the only thing that could happen would be if someone already has your Yahoo! ID

Data Entry Screen for new Geocities users:

Get a Yahoo! ID and password for access to Yahoo! GeoCities and all other personalized Yahoo! services.

Yahoo! ID:
(examples: "dairyman88" or "free2rhyme")

Password:

Re-type Password:

Choosing your ID

You will use this information to access Yahoo! each time. Capitalization matters for your password!

If you forget your password, we would identify you with this information.

Security Question:

Your Answer:

Birthday: , , (Month Day, Year)

Alternate Email:

Recalling your password

This is our only way to verify your identity. To protect your account, make sure "your answer" is **memorable for you** but **hard for others** to guess!

Language & Content:

Zip/Postal Code: Gender:

Occupation:

Industry:

Customizing Yahoo!

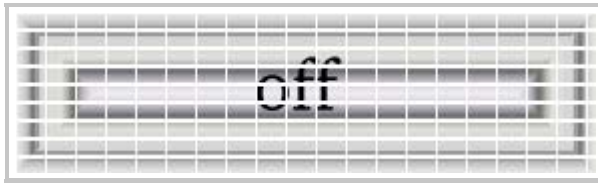
Yahoo! will try to provide more relevant content and advertising based on the information collected on this page and on the Yahoo! products and services you use.

Contact me occasionally about special offers, promotions and Yahoo! features.

Interests (optional):

- | | | |
|--|---|---|
| <input type="checkbox"/> Entertainment | <input type="checkbox"/> Business | <input type="checkbox"/> Shopping |
| <input type="checkbox"/> Home & Family | <input type="checkbox"/> Computers & Technology | <input type="checkbox"/> Sports & Outdoors |
| <input type="checkbox"/> Health | <input type="checkbox"/> Personal Finance | <input type="checkbox"/> Travel |
| <input type="checkbox"/> Music | <input type="checkbox"/> Small Business | <input type="checkbox"/> Sweepstakes & Free Stuff |

Enter the word as it is shown in the box below.



Word Verification

This step helps Yahoo!
prevent automated
registrations.

If you can not see this image [click here](#).

By submitting your registration information, you indicate that you agree to the [GeoCities Terms of Service](#) and have read and understand the [Yahoo! Privacy Policy](#) and [Yahoo! Privacy Information](#). Your submission of this form will constitute your consent to the collection and use of this information and the transfer of this information to the United States or other countries for processing and storage by Yahoo! and its affiliates. You also agree to receive required administrative and legal notices such as this electronically.

Setting up the site.

The files that come with the template that have the extension “.htm” need to be edited in order to provide meaning relative to the council that is using the template. Therefore, one of the following must be done:

1. Find someone in the council that knows how to program web pages
2. Someone from the council needs to buy a book on web programming and become proficient enough to make the necessary changes
3. Find someone else who can do it for you. Preferably someone that lives in the area of the council and is reasonable in price.
4. The State can run a Saturday seminar where I will teach those who come what to do. (This is only a viable option if we get enough interest. I would do it – once.)

Updating your new web site

Once the content is edited, it’s time to update the newly created web site with the changed data. To do that:

1. Go to www.geocities.com
2. Enter in the Yahoo! ID and Password created before (if you only have this one Geocities account, then check the “Remember my ID and Password so you don’t have to this anymore) and click “Sign in”
3. Under the Advanced Toolbox area on the right choose “File Manager”
4. Click “Open File Manager” on the next screen.
5. The next display will show a lot of stuff. Don’t be scared by all this.
6. Look for the heading line labeled:
“Name Last Modified (gmt) Size (bytes)”
7. Notice that there is a file “index.html” under the Name column. That file is created by geocities when you first created your web site. It has to be deleted because the web template comes with a file named “index.htm” WHICH IS DIFFERENT.
8. Click on the box to the left of “index.html” and click on the “delete” button.

Now it’s time to start the file upload cycle.

9. Click on the “Upload files” button found on the right side above the “Size (bytes)” column
10. The first thing you’ll want to do is increase the display count from 5 to the maximum 20 and click “Display” button. Now up to 20 files can be earmarked for uploading. (Note that future updates would probably only require uploading 1 or 2 pages, so it won’t be necessary to change the display count. Discretion is required based on the need of the moment.)
11. Note that there is a “Browse” button next to each text box. Repeat steps 12 – 15 until all files have been earmarked for uploading.
12. Click on the next “Browse” button
13. If necessary, change to the directory where your web code is stored by changing the “look in” drop down box

14. IMPORTANT: Keep track of the files you have chosen as you proceed with the next group of steps.

15. Choose the next file to earmark for uploading and click “open”. This action places the file name into the next text area on the upload screen.
16. Repeat steps 12-15 until there are either no more files to earmark for upload or all 20 spots have been filled in.
17. Click on “Upload files” and wait for notification that the files have been uploaded.
18. If more files need to be uploaded, click on “Upload More Files”. If not then you are done so go to the next section
19. NOTE: The display reverts back to only 5 files when you click on “Upload More Files”. To me this is a nuisance, but what are you going to do. Therefore, you will have to repeat starting at step 10 above.

Running your new website

You now have your web site loaded and you can go to it. Because you might have a mistake or 2 to correct, you need to keep the session with the File Manager open so you don't have to login again, etc. So Minimize the File Manager.

Bring up another browser window and type in the web site name, e.g. www.geocities.com/kofc2011 and see what happens.

Hopefully, the edits you made to your template code produced a 100% correct web site and you can just bask in the glory of your accomplishments. However, this is reality so get a grip! There probably will be a problem or 2. There usually is. The problem has to be diagnosed, debugged, and fixed. Run the tested code from within Windows Explorer (as mentioned above) before uploading to the site.

It will now be necessary for you to upload the files you changed. All you need to do is maximize the File manager, click on “Upload Files” and enter in the corrected file names using steps 12-15 above for each file. As I mentioned before, you probably won't have to upload any more than one or two pages so you shouldn't have to change the display.

Additional Geocities Resources

There are some things that you might want to have on your web site, most notably, a visitors counter or a guest book section. Geocities allows you have these. They are found on the “Web Site Add-ons” area below the “Advanced Toolbox” after you log in into Geocities. Feel free to do whatever you want to do. Instructions for those add-ons are not found here. They are self-explanatory on the Geocities web site.