

# Creating On-Line Documents in RPIInfo on the World Wide Web

## Table of Contents

<b>1</b>	<b>Introduction</b>	<b>1</b>
<b>2</b>	<b>How Can I Make My Documents Readable on the WWW?</b>	<b>1</b>
<b>3</b>	<b>How Do I Make an HTML File?</b>	<b>2</b>
3.1	The Basic HTML Codes . . . . .	2
3.2	Things to Keep in Mind . . . . .	4
3.3	Creating Hypertext Links . . . . .	5
<b>4</b>	<b>Basics on Using Images</b>	<b>6</b>
4.1	Including Images in Your Document . . . . .	6
4.2	Scanning Images . . . . .	6
<b>5</b>	<b>This Seems Like Too Much Trouble. Is There an Easier Way?</b>	<b>8</b>
<b>6</b>	<b>Staying Organized and Using Relative Path Names</b>	<b>11</b>
<b>7</b>	<b>How Can I View My Work?</b>	<b>14</b>
<b>8</b>	<b>Creating a WWW Directory on RCS</b>	<b>15</b>
<b>9</b>	<b>Troubleshooting and Special Characters</b>	<b>16</b>
<b>10</b>	<b>References and Searching for Information</b>	<b>17</b>
10.1	Searching for Information . . . . .	17
10.2	Filters and Translators . . . . .	17
10.3	Relevant ITS Documentation . . . . .	18
10.4	Other College WWW Sites . . . . .	18
10.5	Additional Information . . . . .	18

# Creating On-Line Documents in RPIInfo on the World Wide Web

## 1 Introduction

This document describes how you can take existing documents or create new ones and make them readable on the World Wide Web (WWW) through RPIInfo, Rensselaer's on line campuswide information service. This document assumes you are familiar with the WWW and that you have used it on the Rensselaer Computing System (RCS).

If you haven't used RPIInfo or looked around the WWW, the easiest way to do so is to log in to an RCS workstation and click the left mouse button while pointing to the option **RPIInfo: Information Browser** on the **RCS Applications** menu.

This memo is current as of March 1995, but the WWW changes so rapidly that it's impossible to keep this memo completely up-to-date. Several on line references are made, so please check those first for the most up-to-date information available.

The instructions here can be used for UNIX systems or personal computers, with special instructions as noted.

If you would like to share a tip with us or make any other comments on this document, please send electronic mail to **its-documentation@rpi.edu**, mentioning the name and number of this memo and your comments.

## 2 How Can I Make My Documents Readable on the WWW?

Browsers, such as Netscape, Mosaic, Cello, and others, interpret your documents for on-line presentation using special codes you insert in your documents. These codes, or tags, make up a markup language called Hypertext Markup Language (HTML).

You could use plain text files, but HTML gives your documents a more polished look and creates a more reliable document. Various browsers might

handle plain text differently, and some don't understand line breaks at all, causing files without HTML codes to look like one long sentence. HTML also enables you to make hypertext links to other files, which enables readers to skip from one file to another simply by clicking on a link that you made in your document.

In general, HTML defines the parts of your document. It's quite primitive, compared to word processors and desktop publishing. However, its simplicity helps to keep files small for quick transmission across networks, and it sets a standard that can be viewed on many kinds of computers using many different kinds of browsers.

### 3 How Do I Make an HTML File?

To make an HTML file, create a file as you would any other file, and type in your text with HTML codes. Basic codes are described below.

If you are using RCS, you can use your favorite text editor, such as emacs or vi. If you are using a personal computer, you can use any word processor. You just have to make sure to save the file as ASCII or text and to give the file a .html extension on its name (file.html).

The most basic way to make an HTML file or to add HTML codes to your existing file is to add the codes by hand. There are other ways to add codes to your file, namely using various software filters. Those will be covered later.

If you want your work to appear in RPIInfo, in most cases you will have to move your work to RCS (unless you are supporting your own WWW server) or do your work right in RCS. This will be covered later. For now, just work on how to create your files.

#### 3.1 The Basic HTML Codes

A very basic HTML file might look like this:

```
<title>A Short File</title>
<body>
<h1>A Short Sample File</h1>
This is a short sample file to show you what
some basic HTML codes look like.
<p>
Remember to use a paragraph tag between
paragraphs.
</body>
```

The result would look something like this:

---

## A Short Sample File

This is a short sample file to show you what some basic HTML codes look like.

Remember to use a paragraph tag between paragraphs.

---

This example is a complete HTML file. The codes, or tags, appear in angle brackets `< >`. Most codes have a start code and a stop code. For example, `<title>` tells HTML to start a title and `</title>` tells it to stop.

The file needs to have a name ending in `.html`, such as **sample.html**. Each file needs to have tags that define the beginning and ending of the document, such as `<body>` and `</body>`. As you look around the WWW, you'll see different styles of this. Some people use `<html>` and `</html>`, for example. For now, these different methods all work.

Note that the title appears in a special box or field in some browsers, like Mosaic. When people save your page to their hotlist or bookmark file in their browser, the title you set is the name that appears in their listings. It is not a header.

Headings come in various sizes. `<h1>` is the largest and is often used as the main heading of a page. (A "page" being one screen that appears in a WWW browser.) `<h2>` headings are often used as subheads. The sizes range from `<h1>` to `<h6>`, but `<h3>` is simply the same size as the text used in HTML document paragraphs and is bold, and `<h4>` is smaller than regular sized type as displayed in the browsers.

To create paragraphs breaks, place the `<p>` tag between paragraphs. The paragraph tag does not have an ending tag. You only need to use one tag, `<p>`, to specify paragraph breaks.

Tags can be upper or lower case.

With those very few tags you can write a rather complete HTML document.