

# SIMPLE WEB DESIGN FOR A.M.O.K. MINISTRIES

*by Dave Weiss*

If you spend anytime at all with youth you begin to realize one thing, they spend a lot of time on line. E-Mail and Instant Message are their method of communication. If they need information or if they need to research something, they don't go to the newspaper or the encyclopedia, they go to the web. Are you there? Is your group's information out there where your kids can find it. Do you have a presence on the web? You can and it is easier than you think.

You don't need special software. Really, you just need to know the code and:

- A computer with internet access
- A text editing program such as Simple Text for Macintosh or Notepad (Found in the accessories menu in Windows (for PC's)
- An FTP (File Transfer Protocol) Program (which can be easily downloaded at low cost on the web) which allows you to put your files on the internet.
- A place to put your site. There are a lot of free server spaces out there, that will house your site, FREE!!

As a help to you, I have set up a basic page in HTML Code and two pages for you to link to for your personal information. All you need to do is simply type this code and fill in your own copy and graphics.

To Get Started: Set up a folder on your desktop. For the sake of easy communication we will refer to that file as "webfile." Save all your code and graphics to that folder. In this way when you open your file in Netscape or Internet Explorer you will see it exactly as it will look when you upload it to your server. You can open up Netscape Navigator or Internet Explorer and go to Open Page in Navigator (or the similar function in Internet Explorer) to see how your pages are progressing. Next type the code in either Simple Text or Notepad. (Note: it is of the utmost importance that you type the code exactly as it appears. Find the code on the next page.) You will notice that I have indicated the places you fill in, in italic bold type. Simply replace that with your own copy.

The page that follows is the code for the main page which must be titled "index.html" .



<HTML><HEAD><TITLE>Welcome to the Fill in your your group's name here web-site</TITLE></HEAD>

<BODY BACKGROUND="Fill in your background pattern here.jpg">  
<CENTER><H1><B>Fill in your Site Title here</B></H1></CENTER><HR>  
<FONT SIZE="+1">Fill in your introductory copy here</FONT><HR>  
<CENTER><TABLE BORDER="10" BACKGROUND="Fill in your table background here.jpg">

<TR><TD><A HREF="intnews.html"><IMG SRC="Fill in your News graphic here.jpg"></A>  
</TD><TD><H1><B>Fill in your news headline here</B></H1>  
<FONT SIZE="+1">Fill in your introductory copy here on news</FONT></TD></TR>

<TR><TD><A HREF="intcalendar.html"><IMG SRC="Fill in your Calendar graphic here.jpg"></A>  
</TD><TD><H1><B>Fill in your Calendar headline here</B></H1><FONT SIZE="+1">Fill in  
your introductory copy here on your Calendar</FONT></TD></TR>

<TR><TD><A HREF="intprayer.html"><IMG SRC="Fill in your Prayer graphic here.jpg"></A></TD><TD><H1><B>Fill in your Prayer headline here</B></H1><FONT SIZE="+1">Fill in your  
introductory copy here on your Prayer</FONT></TD></TR>

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<TR><TD><A HREF="http://hisinternet.com/mohrsvilleyouth/intjc.html"><IMG SRC="Fill in  
your Jesus graphic here.jpg"></A></TD><TD><H1><B>Get to know Jesus</B></H1><FONT  
SIZE="+1">The most important decision a person will ever make, is the decision to follow Jesus.  
Get your questions answered and get to know Jesus here.</FONT></TD></TR>

<TR><TD><A HREF="http://hisinternet.com/mohrsvilleyouth/intmusic.html"><IMG SRC="Fill in  
your Music graphic here.jpg"></A></TD><TD><H1><B>Get to know the latest in cool Christian  
Music</B></H1><FONT SIZE="+1">Link to your favorite Christian band here, Check out the  
Comparison Chart to see what Christian band is sort of like your favorite secular Band and see  
reviews on the latest Christian CD's. </FONT></TD></TR>

(The previous two items are links to existing pages created specifically for A.M.O.K. only. You may remove these simply by not typing them in. Do not add this copy it is for instruction only. If you choose not to use them, make sure to continue at "</TABLE><HR>" if you do not have that item in the page will not work)

</TABLE><HR>

<FONT SIZE="+1">Fill in your closing copy here</FONT>

(The following are a few optional items for you to consider. If you do not want them, simply do not put them in the items in parentheses are instructions and should not be typed in.)<HR>

(To contact you by e-mail add this line)

To contact us for more information on this ministry (or fill in your name in place of "this ministry".)<A HREF="mailto:your email address here">Click here</A><HR>

(To link to your church's web site add this line)

To check out our church's web-site <A HREF="http://your church's web address">Click here</A><HR>

</BODY></HTML>

For an even easier way, go to <http://www.hisinternet.com/mohrsvilleyouth/intindex.html> in either Netscape Navigator or Internet Explorer and click on the "View" line in the control bar then select page source, and copy and paste the code into Notepad or Simple Text. In Notepad be certain to save the file as a ".txt (text) file. Remember, you must save this main page as "index.html" or when you go to your web site you will see an index of files instead of your home page.

**Adding Graphics:** You can select graphics from a number of sources. There are a number of sources of free graphics and buttons on the internet. You can enter those types of keywords into your search engine and find them. I have also prepared a page of graphics that you can open and copy. Simply click on the graphic hold the button down until the popup menu comes up and then select "Save Item As" and save it to your web file. Then simply type that file name into the appropriate <IMG SRC="..."> code. My graphics pages can be accessed at <http://hisinternet.com/mohrsvilleyouth/graphics/>

The graphics needed to do the format as it exists are as follows:

- 1 Background Pattern
- 1 Table Background Pattern
- 3 News Graphics
- 1 Calendar Graphic
- 1 Prayer Graphic
- 1 Jesus Graphic
- 1 Music Graphic

You can also make your own graphics in any program that can export a file as a JPEG (.jpg) or a GIF (.gif) file. If you make your own graphics, keep in mind they must be either JPEG or GIF to work. You must also watch the size of your graphic. The necessary resolution for the web is 72dpi. If you make it much bigger than that your graphic will be a huge file that will take forever to load. The width of the average screen window is 600x800 pixels. This is basically the size of your whole screen. Gauge the size of your graphics accordingly. You can also use digital photos and scanned items as long as you can save them as either GIF or JPEG Files. Remember to save all graphics to the "webfile."

**Testing:** You can test your site as you go by opening it in Netscape Navigator. In order to be able to do this you must have your graphics and your code stored in the same file. (If you have set up the "webfile" earlier this should not be much of a problem.) Simply go to the Netscape control bar and click on "File" then select open page in Navigator. If all your elements are in the same file, you should be able to see everything in your file before you upload it to the server.

Sometimes you will see a broken graphic. Instead of a Graphic you will either see a ripped Icon or sometimes an icon with a question mark. This indicates a graphic is either not in the right format (.jpg or .gif) or that that particular graphic file has been corrupted. To troubleshoot this, first go to the file and make sure you remembered to save it to the webfile. If you have done that, then go to your code and make sure the graphic is spelled properly and is between two quotation marks. Also be sure that the file name ends in .jpg or .gif. Make sure that a jpeg is labelled as .jpg and a gif is .gif. It makes a big difference. If all this is correct, reload the graphic.

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## Calendar page code:

```
<HTML><HEAD><TITLE>Welcome to the Fill in your your group's name here's Calendar</TITLE></HEAD>
```

```
<BODY BACKGROUND="Fill in your background pattern here.jpg">
<CENTER><H1><B>Fill in your Calendar Headline here</B></H1></CENTER><HR>
<FONT SIZE="+1">Fill in your calendar copy here</FONT><HR>
<CENTER><TABLE BORDER="10" BACKGROUND="Fill in your table background here.jpg">
```

```
<TR><TD><H1><B>January</B></H1></TD><TD></TD></TR>
<TR><TD><FONT SIZE="+1">Date</TD><TD><FONT SIZE="+1">Event</TD></TR>
(Recreate the line below for each event in January, Do not add this line)
<TR><TD><FONT SIZE="+1">Fill in Date</TD><TD><FONT SIZE="+1">Fill In Event</TD></TR>
```

```
<TR><TD><H1><B>February</B></H1></TD><TD></TD></TR>
<TR><TD><FONT SIZE="+1">Date</TD><TD><FONT SIZE="+1">Event</TD></TR>
(Recreate the line below for each event in February, Do not add this line)
<TR><TD><FONT SIZE="+1">Fill in Date</TD><TD><FONT SIZE="+1">Fill In Event</TD></TR>
```

```
<TR><TD><H1><B>March</B></H1></TD><TD></TD></TR>
<TR><TD><FONT SIZE="+1">Date</TD><TD><FONT SIZE="+1">Event</TD></TR>
(Recreate the line below for each event in March, Do not add this line)
<TR><TD><FONT SIZE="+1">Fill in Date</TD><TD><FONT SIZE="+1">Fill In Event</TD></TR>
```

```
<TR><TD><H1><B>April</B></H1></TD><TD></TD></TR>
<TR><TD><FONT SIZE="+1">Date</TD><TD><FONT SIZE="+1">Event</TD></TR>
(Recreate the line below for each event in April, Do not add this line)
<TR><TD><FONT SIZE="+1">Fill in Date</TD><TD><FONT SIZE="+1">Fill In Event</TD></TR>
```

```
<TR><TD><H1><B>May</B></H1></TD><TD></TD></TR>
<TR><TD><FONT SIZE="+1">Date</TD><TD><FONT SIZE="+1">Event</TD></TR>
(Recreate the line below for each event in May, Do not add this line)
<TR><TD><FONT SIZE="+1">Fill in Date</TD><TD><FONT SIZE="+1">Fill In Event</TD></TR>
```

```
<TR><TD><H1><B>June</B></H1></TD><TD></TD></TR>
<TR><TD><FONT SIZE="+1">Date</TD><TD><FONT SIZE="+1">Event</TD></TR>
(Recreate the line below for each event in June, Do not add this line)
<TR><TD><FONT SIZE="+1">Fill in Date</TD><TD><FONT SIZE="+1">Fill In Event</TD></TR>
```

```
<TR><TD><H1><B>July</B></H1></TD><TD></TD></TR>
<TR><TD><FONT SIZE="+1">Date</TD><TD><FONT SIZE="+1">Event</TD></TR>
(Recreate the line below for each event in July, Do not add this line)
<TR><TD><FONT SIZE="+1">Fill in Date</TD><TD><FONT SIZE="+1">Fill In Event</TD></TR>
```

```
<TR><TD><H1><B>August</B></H1></TD><TD></TD></TR>
<TR><TD><FONT SIZE="+1">Date</TD><TD><FONT SIZE="+1">Event</TD></TR>
```

(Recreate the line below for each event in August, Do not add this line)

```
<TR><TD><FONT SIZE="+1">Fill in Date</TD><TD><FONT SIZE="+1">Fill In Event</TD></TR>
```

```
<TR><TD><H1><B>September</B></H1></TD><TD></TD></TR>
```

```
<TR><TD><FONT SIZE="+1">Date</TD><TD><FONT SIZE="+1">Event</TD></TR>
```

(Recreate the line below for each event in September, Do not add this line)

```
<TR><TD><FONT SIZE="+1">Fill in Date</TD><TD><FONT SIZE="+1">Fill In Event</TD></TR>
```

```
<TR><TD><H1><B>October</B></H1></TD><TD></TD></TR>
```

```
<TR><TD><FONT SIZE="+1">Date</TD><TD><FONT SIZE="+1">Event</TD></TR>
```

(Recreate the line below for each event in October, Do not add this line)

```
<TR><TD><FONT SIZE="+1">Fill in Date</TD><TD><FONT SIZE="+1">Fill In Event</TD></TR>
```

```
<TR><TD><H1><B>November</B></H1></TD><TD></TD></TR>
```

```
<TR><TD><FONT SIZE="+1">Date</TD><TD><FONT SIZE="+1">Event</TD></TR>
```

(Recreate the line below for each event in November, Do not add this line)

```
<TR><TD><FONT SIZE="+1">Fill in Date</TD><TD><FONT SIZE="+1">Fill In Event</TD></TR>
```

```
<TR><TD><H1><B>December</B></H1></TD><TD></TD></TR>
```

```
<TR><TD><FONT SIZE="+1">Date</TD><TD><FONT SIZE="+1">Event</TD></TR>
```

(Recreate the line below for each event in December, Do not add this line)

```
<TR><TD><FONT SIZE="+1">Fill in Date</TD><TD><FONT SIZE="+1">Fill In Event</TD></TR>
```

```
</TABLE><HR>
```

```
<FONT SIZE="+1">Fill in your closing copy here</FONT><HR>
```

```
<CENTER><FONT SIZE="+1">To return to our home page<A HREF="index.html"> Click Here</A></FONT></CENTER><HR>
```

(The following are a few optional items for you to consider. If you do not want them, simply do not put them in the items in parentheses are instructions and should not be typed in.)<HR>

(To contact you by e-mail add this line)

To contact us for more information on this ministry (or fill in your name in place of "this ministry".)<A HREF="mailto:your email address here">Click here</A><HR>

(To link to your church's web site add this line)

To check out our church's web-site <A HREF="http://your church's web address">Click here</A><HR>

```
</BODY></HTML>
```

(you can also access this page's code through <http://www.hisinternet.com/mohrsvilleyouth/intcalendar.html>)

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## News Page Code

```
<HTML><HEAD><TITLE>Welcome to the Fill in your your group's name here web-site</TITLE></HEAD>
```

```
<BODY BACKGROUND="Fill in your background pattern here.jpg">
<CENTER><H1><B>Fill in your Site Title here</B></H1></CENTER><HR>
<FONT SIZE="+1">Fill in your introductory copy here</FONT><HR>
<CENTER><TABLE BORDER="10" BACKGROUND="Fill in your table background here.jpg">
```

```
<TR><TD><IMG SRC="Fill in leader's photo (GIF or JPEG) or a generic graphic here.jpg(or GIF)"><H1><B>Fill in your news headline here (From "your name here's" desk, for example)</B></H1>
<FONT SIZE="+1">Fill in your message here</FONT></TD></TR>
```

```
<TR><TD><IMG SRC="Fill in Student's photo (GIF or JPEG) or a generic graphic here.jpg(or GIF)"><H1><B>Fill in your news headline here (Students in the News for example)</B></H1>
<FONT SIZE="+1">Fill in your message here</FONT></TD></TR>
```

```
<TR><TD><IMG SRC="Fill in activity photo (GIF or JPEG) or a generic graphic here.jpg(or GIF)"><H1><B>Fill in your news headline here (Coming Events)</B></H1>
<FONT SIZE="+1">Fill in your message here</FONT></TD></TR>
```

```
<TR><TD>(Duplicate the above section as many times as necessary to cover all of your news items)</TD></TR>
```

```
</TABLE><HR>
```

```
<FONT SIZE="+1">Fill in your closing copy here</FONT><HR>
<FONT SIZE="+1">To return to the main page, <A HREF="index.html">Click Here.</A></FONT>
```

(The following are a few optional items for you to consider. If you do not want them, simply do not put them in the items in parentheses are instructions and should not be typed in.)<HR>

(To contact you by e-mail add this line)

To contact us for more information on this ministry (or fill in your name in place of "this ministry".)<A HREF="mailto:your email address here">Click here</A><HR>

(To link to your church's web site add this line)

To check out our church's web-site <A HREF="http://your church's web address">Click here</A><HR>

```
</BODY></HTML>
```

(you can also access this page's code through <http://www.hisinternet.com/mohrsvilleyouth/intnews.html>)

## Prayer Page Code

---

```
<HTML><HEAD><TITLE>Welcome to the Fill in your your group's name here web-site</TITLE></HEAD>
```

```
<BODY BACKGROUND="Fill in your background pattern here.jpg">
<CENTER><H1><B>Fill in your Prayer Title here</B></H1></CENTER><HR>
<FONT SIZE="+1">Fill in your introductory copy here on Prayer</FONT><HR>
<CENTER><TABLE BORDER="10" BACKGROUND="Fill in your table background here.jpg">
```

```
<TR><TD><CENTER><IMG SRC="Fill in prayer photo (GIF or JPEG) or a generic graphic here.jpg(or GIF)"></CENTER></TD></TR><TR><TD><FONT SIZE="+1">Fill in reasons to pray here</TD></TR>
```

```
</TABLE><HR>
```

```
<FONT SIZE="+1">Fill in your closing copy here</FONT><HR>
```

```
<FONT SIZE="+1">If you would like us to pray for you, <A HREF="mailto:your email address here">Click here!</A><HR>
```

```
<FONT SIZE="+1">To return to the main page, <A HREF="index.html">Click Here.</A></FONT>
```

(The following are a few optional items for you to consider. If you do not want them, simply do not put them in the items in parentheses are instructions and should not be typed in.)<HR>

(To contact you by e-mail add this line)

To contact us for more information on this ministry (or fill in your name in place of "this ministry".)<A HREF="mailto:your email address here">Click here</A><HR>

(To link to your church's web site add this line)

To check out our church's web-site <A HREF="http://your church's web address">Click here</A><HR>

```
</BODY></HTML>
```

(you can also access this page's code through <http://www.hisinternet.com/mohrsvilleyouth/intprayer.html>)

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Finish all four pages. You must save the first page as "index.html." If you rename the file, your site will not open on your front page. The other three pages "calendar.html" and "news.html" and "prayer.html" must also be named exactly as shown or the links on your index page will not function. Be certain to save each of the files as a "text" file. If you save it as anything else it will not upload properly. Once you have finished your code and all your graphics, and you have checked it out in your browser, you are ready to put it up on the web. I have taken the liberty of creating two other pages a music page and a salvation page that are automatically linked to the index page. You may either keep these or remove the links (I have indicated these on the code page).

**Upload Your Site:** Before you begin you will have to download either Fetch (macintosh [www.dartmouth.edu/pages/softdev/fetch.html](http://www.dartmouth.edu/pages/softdev/fetch.html)) or WS\_FTP (windows [www.ipswitch.com/products/ws\\_ftp](http://www.ipswitch.com/products/ws_ftp)). These programs are low cost software that you will need to put your information up on the web. You will have to select a place to host your site. To find a host I recommend you type "Christian Web Hosting" into your search engine and check out the variety of options available. Many of these have a free plan which is good enough for the average youth group. If your church already has a site, check with your web administrator to see how to put a site on their server.

If you go with a free service your name will be bit longer, but it will be OK since we have added META TAGS (a device that will help search engines to find your site). Most of these sites will have an option to pick a "dot com" name. This can come with a monthly fee or annual fee. It is optional, although I have not found it necessary at this point. A word of caution, try to use a Christian service if you go with a free hosting plan. Many, though not all, free services pay for their services by adding pop-up ads at the top of their page. When I first created my site, I placed it on a secular site that a friend recommended. Things were going well until one day I saw an ad featuring scantily clad women for an internet personals service at the top of my page. I moved it the same day, but a few people had already seen it and questioned me on it.

To upload the page, you simply upload each file seperately. Graphics are uploaded as

raw data, and html files are uploaded as text. Your host will give you the appropriate passwords, name and contact information, to access the host computer that will hold your site. In a matter of minutes you will be up and running.

To take full advantage of your site, update it regularly. All you have to do is save your files and rework them and then just re-upload the page. Should you lose your files, all is not lost. Access your files with the FTP program, select the appropriate file and then click "Get File." This will then allow you to save the file back to your computer for alterations. You may even want to teach one of your students to maintain your site for you. As soon as your site is up, you should email your students letting them know about the new site. All your correspondence should also include your web address (URL).

This is the next wave of communication. The great thing is if you have a computer and web access you can do it yourself for practically free. What a great way to keep your kids posted. By surfing around on the web, you can find a multitude of things you can add to your site. There are Bible Study Sites out there where you can access hundreds of Bible translations and references. There are free sites out there that will help you to set up your own bulletin boards and chatrooms (be cautious and check all these things out carefully before linking to them). The possibilities are endless. I have followed these instructions and set up a sample page you can look at to see how this format will look when It's done. To see it go to <http://www.hisinternet.com/mohrsvilleyouth/sampleindex.html>.

Enjoy Your new site.



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A.M.O.K.*