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ICCD Software Training II

Web Pages – Class Pages – HTML Encoding – NetMeeting

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This tutorial will introduce you to editing your Web and Class Pages, explain the basics of html encoding and introduce you to using NetMeeting.

Please find all necessary equipment on the Software Training CD 2.

The CD 2 contains:

- Local Web Pages – blank pages
- Local Class Pages – blank pages
- WS_FTP 95 LE – FTP program
- Tutorial: Software Training II
- Material for Training II

Preparations

Before getting started, please use the Windows Explorer to create a new directory on your local drive [C:\iccd] in which you will work during the software training.

Web Pages – Class Pages

In the following section you will find a set of exercises to repeat your skills in creating and editing Class Pages. On your ICCD CD 2 you will find a blank version of the Class Pages and a range of files [../training/...] containing material for the exercises. This material is taken from data of the Dresden Class Page winter term 04/05 in order to reduce text typing time during the exercise.

Please copy the blank Class Pages and the Training material into your ICCD folder.

The Repetition section aims at enhancing your skills obtained during the 1st software training on a practical level. You will do editing work in two files, the Reports and the Participants pages.

Repetition – Exercise & Solutions

Exercise 1:

Run the **Microsoft FrontPage** program and open your Class Pages. Open the *reports.htm* file. Within in the exercise material you will find a list of class contents and personal names [../training/ex1/names.htm] and some Word documents [../training/ex1/...] fitting to some of the personal names in the list.

Please arrange both within the *reports.htm* file in a proper manner. After inserting the reports into the file, please additionally set hyperlinks to the corresponding documents. Please insert explanatory sentences to make sure that students can understand the structure and function of the page.

Think of a proper structure of saving single files within the folder structure of your Class Pages.

Single tasks: running Microsoft FrontPage and Word programs, copying, editing, formatting, setting of hyperlinks

Exercise 2:

Open the *participants.htm* file. Please insert introductory passages and pictures from the exercise material [../training/ex2/...] into the table.

Think of a proper structure of saving single files within the folder structure of your Class Pages.

Single tasks: running Microsoft FrontPage and Word programs, copying, editing, formatting, inserting and formatting pictures.

Solution to exercise 1:

Click on **Start** → **Programs** → **Microsoft FrontPage** to open FrontPage

If there are differences between the versions FrontPage 2003 and FrontPage 2000 you will find both versions explained. (FP 2003, FP 2000)

Click on **File** →

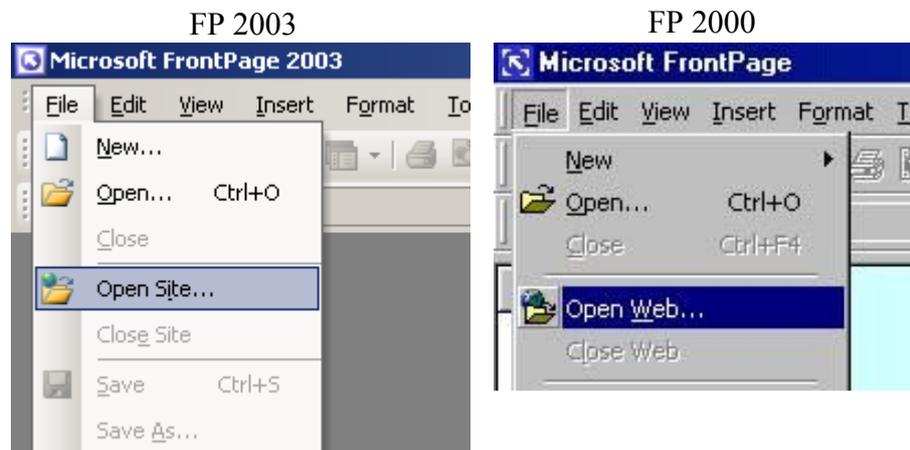
Open Site... (2003)

[Open Web... (2000)]

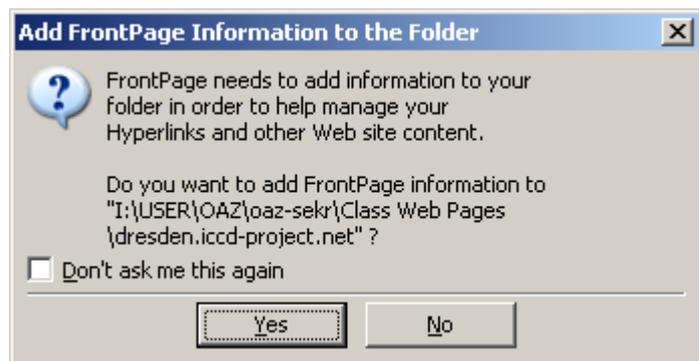
in the menu bar.

Select your directory

and hit **Open**



If a directory is opened for the first time, FrontPage opens a window. Answer the question with “Yes”, because then e.g. hyperlinks and references to images are updated automatically when you move around files or delete them.



Next you see the structure of your directory in the work area.

Double clicking on *Index.htm* provides you with a general view of the Web / Class Pages appearance.



If you wish to edit single pages please avoid working in this mode. Instead please **open** the *content_cp* folder and open the single files directly by double clicking on the respective file name.

When opening a page you are automatically in the **Design** mode [**Normal** mode in FP 2000]. Here you can type and edit your pages very similar to the use of Microsoft Word.

1st step: completing the table

Open the file *reports.htm* of your Class Pages. Next please open the file *../training/ex1/notes.htm*. Click on **File** → **Open** in the menu bar. Select your directory and hit **Open**.



If the 2nd file opens in a new window you have to change windows later on.

Select all and copy it by clicking **File** → **Copy**. You may alternatively select items and copy them by hitting **Ctrl + C**.

Now switch into the *reports.htm* file, place the cursor under the table and paste the copied data by clicking **File** → **Paste** or hitting **Ctrl + V**. Now the new content is in the same file as the table in which you want to add it.

For inserting the contents into the table you first have to select the “Name+++Name+++” column and delete its content. Select and hit **Del**.

Now insert the data into the table. The easiest way is possibly to select a string of words with the mouse (click left side and move over the string to be selected). Then move the cursor into the selected area, click left side and keep it pressed. Move the cursor into the respective table cell and stop pressing). Instead using “drag & drop” you may as well use “cut & copy” (**Ctrl + X** for cutting and **Ctrl + C** for copying).

2nd step: inserting students’ reports

Open a corresponding word document containing a student’s report in Microsoft Word. Copy the content and paste it into your FrontPage file at the proper place.

3rd step: setting hyperlinks to doc versions of the reports

Sometimes documents sent in by students may be too long or may contain elements like pictures, tables etc, difficult to display within the *reports.htm* file. In this case it is better to save the students file as a doc file in Microsoft Word (or as a pdf file) and the insert a hyperlink. Then the user of the Class Pages can open it separately as a Word document.

Write a sentence hinting to the possibility of viewing the report as a Word document and of downloading the file separately. I.e.: Due to technical reasons the report is not displayed in here. To view it, please refer to the doc version.

Before inserting a hyperlink you have to save the doc file within your Class Pages. Please open the Explorer and go to your Class Pages. Open the *content_cp/material* folder. Create a new folder [i.e.: *report-docs*] and copy the relevant Word documents into this folder.



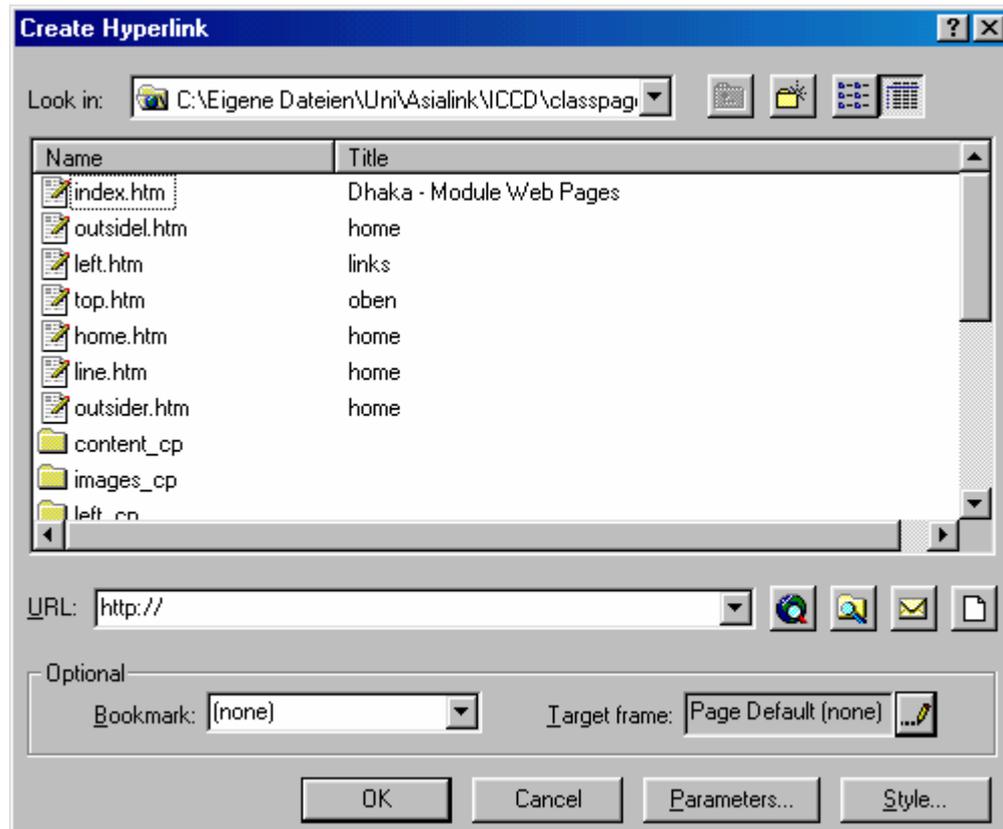
Please remember to copy the new folder [*../report-docs*] or any new doc in this folder when uploading the revised *reports.htm* file to your subdomain. Otherwise the hyperlink will not work online.

To insert a hyperlink

1. highlight the word or phrase within the sentence you want to link [i.e.: "doc version" of the above mentioned explanatory sentence]
2. click the hyperlink icon  or go to **Insert** → **Hyperlink**
3. enter the **Address** of the link destination

If you link a page from your directory, you may select the file from the dialog box.

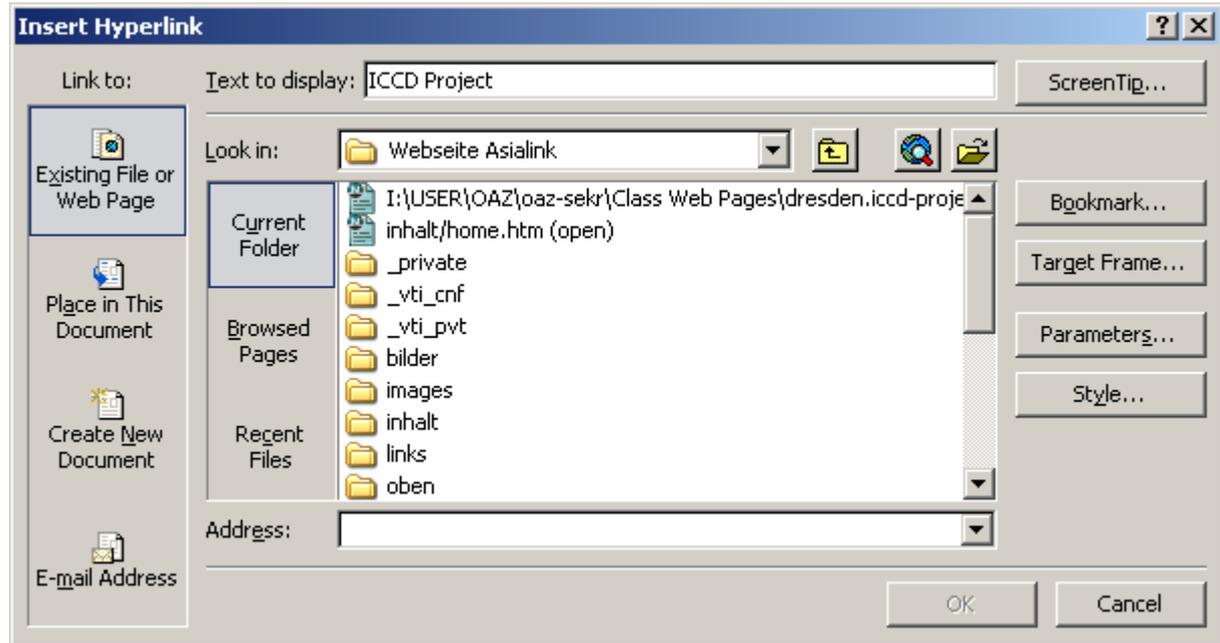
FP 2000



The **Text to display** automatically shows the word or phrase you have highlighted before. You are free to change it.

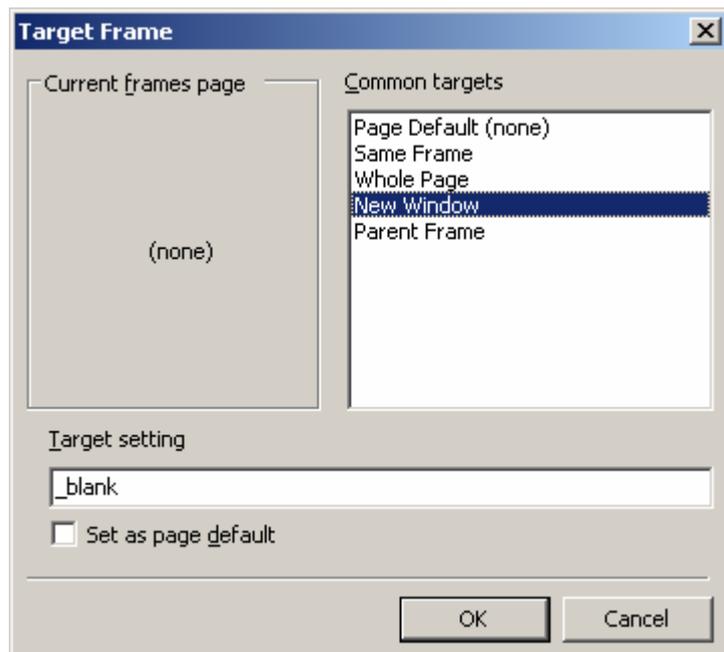
When you activate the link later in an internet browser it is better to have the Word document opened in a new window, since it will be opened in Microsoft Word or another word processing program you have installed on your computer.

FP 2003



1. go to the box **Target Frame**
2. select **New Window** in **Common Targets**

A link you create that points to a web site that is no part of your directory is called: external link. It is advised to use the Target Frame command New Window. Clicking on the link will then open it in another window. The window with your Class Pages' web site is retained and one can easily jump between the windows without having to hit the Back and Forward button endlessly.



3. Click **Ok**
4. clicking **Ok** again brings you back to your text
5. save your file



After updating the contents of any site, don't forget to change the date at the bottom of the page to the actual date of update.

Solution to exercise 2:

To customise your Participants page please advise your students to send you by email:

- a short introductory text about themselves (name, age, interests, hobbies etc.) of about 50 words in length.
- a newer photo in a jpg or gif format

For the exercise you will find some files showing information composed by students for the *participants* page in the folder [../training/ex2/...] on your software CD 2. After opening and having a look at them you will see that you may get the data from students in two different forms.

1. text and picture separated
2. text and picture in one file

Inserting text

Generally you are facing the same problem as in exercise 1. All files (text or pictures) which are connected by a link have to be saved within the structure of the Class Pages and to be uploaded separately.

Since the students' introductory texts are very short it is most convenient to integrate them into *participants.htm* by copying and pasting them from the students' files.



According to the original format of the text given to you, the cell spacing of the underlying table may change instantly.

After inserting the text, please mark the text and apply the format **Normal** from the format scroll bar in the top menu. If the student's text is longer than the given amount of words, the cell's height will increase automatically to a fitting size. Please pay attention that the length of the students' introductory texts is approximately the same. The corresponding picture is aligned to the cell's middle level.

Inserting pictures

The pictures should be saved in a special sub-folder. Within your Class Pages../images_cp/ .. you find a folder *participants*. (If it is not there, please create it using the Explorer).

The 1st alternative of data (separate text and picture files) is more convenient for you. In case of getting text and picture in one file (alternative 2) you should save the picture as an independent file out off the Word document. (i.e. lietzmann.doc)

1. Mark and copy the picture in the Word document

2. Open a program designed for working with pictures. Every Windows version has a program called **Paint** which is sufficient for this task. Run the program by clicking on Start in the bottom Windows toolbar. The **Paint** Program is in the **All Programs** → **Extension** folder. Click to open the program.
3. Paste the picture into the white working area.
4. Click on **File** → **Save as** and enter a file name (in this case: lietzmann). Pay attention to choose a jpg or gif format.
5. Close the Paint program

If you are used to work with alternative programs to edit pictures you may use any one of them.

To insert a picture into your page:



Please do not enter text or a table below the page's bottom line or the *Disclaimer* link.

- place the cursor where you want to insert a picture
- click on the menu option **Insert** → **Picture** → **from File** or use the Insert picture from File icon 
- choose a picture from the *../images_cp/participants* folder and click **Insert**

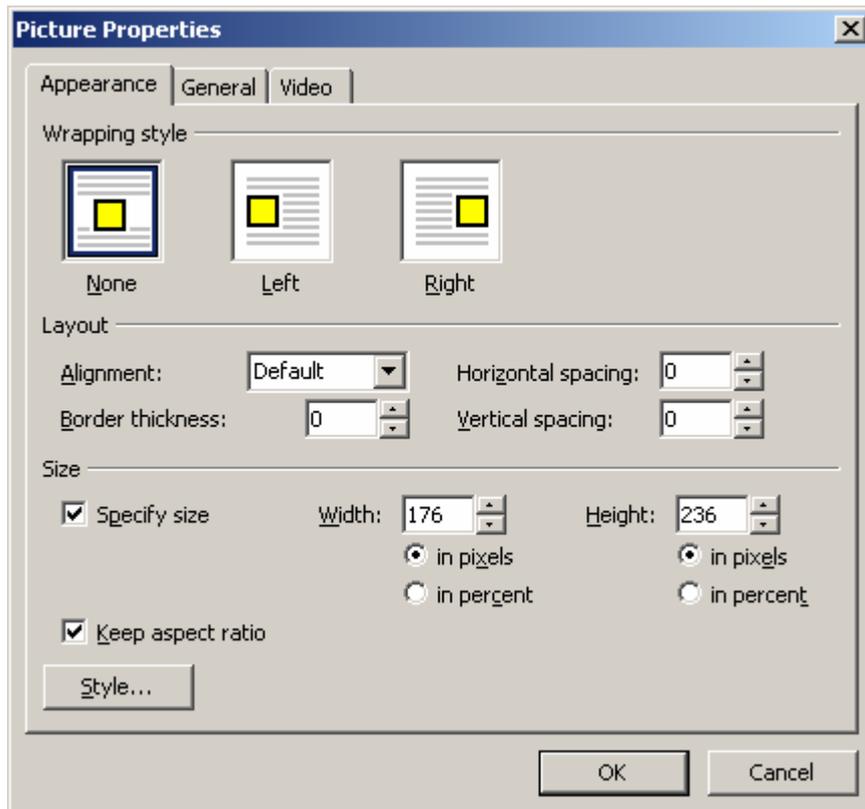


According to the original size of the photo given to you, the cell spacing of the underlying table may change instantly.

To restore the proper spacing of cells and to ensure that all photos appear more or less at the same size please open the **Picture properties ...** menu and set the **Height** to 100 pixels. The **Width** should then be around 70.

Please tell the students to send in pictures with a maximum size of 100 KB. A resolution of 72dpi is enough for displaying it properly on the screen. If the students send in pictures bigger than that, you might have to use the above mentioned program to reduce size and resolution.

- right mouse click on the picture and choose **Picture Properties ...**
- Set the properties, especially **Width** and **Height** properly.



Repeat this with other pictures.

You now have successfully edited your *participants* page.

Save the Changes

After having changed something in one of your pages always save the file, even when the page is not finished. You might want to get into the routine of saving changes every 5 to 10 minutes. As Murphy's Law also applies to computers, the computer freezes or there is a power failure just when you have worked on your Web / Class Pages for hours and hours and then all your work is gone. To prevent such frustrating and discouraging events, always save your files. There are three ways to do that:

1. click on **File** → **Save**
2. use the shortcut **CTRL+s**
3. click on the floppy disk icon 

You may now like to edit and save another page.

HTML Encoding

This section of the tutorial aims on explaining what HTML is, what important HTML document control characters, or *tags* exist, and how these elements are used to structure a Web page.

What is HTML?

HTML stands for **HyperText Markup Language**. This means that by embedding **control characters** in a file, the way text, images, and links are shown in a WWW document are determined. The characters specify where information, like texts, heads, tables, paragraphs, and lists, will go and what it will look like.

The HTML control characters are called **tags**. These tags are started and ended with the < ... > symbol. Once a tag is set, the following sentence or text will be displayed in the specified way. At the end of the sentence the tag has to be turned off. To turn off a tag, a / character has to be added within the < ... > symbol.

Example: <tag>Text to be displayed</tag>. We will return to the most important tags later in this tutorial.

HTML Document Structure

HTML documents are structured into two parts, the **head**, and the **body**. The **head** contains general information, or meta-information, about the document, for example the title. This information is not generally displayed with the document. The **body** is where the document material to be displayed is placed.

Please run your FrontPage program and open the file *training/html/example.html* from your Software Training CD 2.

Up to now you have worked in the **Design** code. Please switch into the **Code** mode in the bottom menu and see what the file really looks like. You may also like to choose the **Split** mode, which allows you to see the **Design** and the **Code** mode simultaneously.

Example of Document Structure.

```
<HTML>
  <HEAD>
    <TITLE>ICCD - Project</TITLE>
  </HEAD>
  <BODY>
    <h1> Internationally Co-ordinated Curriculum Development for Modules in
    Intercultural Communication</h1>
    <p> In times of globalisation profound knowledge concerning the world beyond one's
    own culture is one of the key qualifications required by the international community.
    </p>
  </BODY>
</HTML>
```

You can see the document structure in FrontPage within the **Code** mode. Note that a document has to always be started and ended with the `<html> ... </html>` tags. If you set up a page in FrontPage, the document structure will be started automatically.

You may now open the file *training/html/training.html* from your Software Training CD 2. This file provides with an introduction into the most common tags used to structure a web site.



Please notice that the character “<” is a control character opening a tag. If you want to type “<” within the **Code** mode it will normally not appear in the **Design** mode, because the program interprets it as a control character. Instead you have to type “<”.

Likewise all special characters have to be encoded similarly. “ ” defines a non breaking space. “→” stands for “→”.

You may recognise all control or special characters by beginning with “&” and ending with “;”.

In the following you will find the *training.html* file in **Design** and afterwards in **Code** mode for reference reasons only. For the exercises, please look into the file directly.

You may find further help at:

http://www.w3schools.com/html/html_reference.asp

http://www.w3schools.com/html/html_examples.asp

<http://archive.ncsa.uiuc.edu/General/Training/HTMLIntro/Intro.html>

<http://archive.ncsa.uiuc.edu/General/Internet/WWW/HTMLPrimerAll.html>

<http://www.utoronto.ca/webdocs/HTMLdocs/NewHTML/htmlindex.html>

Html Training in Design Code

Heading 1

Heading 2

Heading 3

Paragraphs and Line Breaks

This is a text within a normal paragraph. The paragraph tag is `<p></p>`. All text within the tags is formatted according to the paragraph format. It doesn't matter if you insert a lot of spaces or if you insert a couple of line breaks by hitting Enter in the Code mode. When displayed in Design mode it looks like a normal paragraph.

If you want to insert a line break within a paragraph or if you want to insert vertical space use the break tag: `
`.

Even if you write some break tags in one line in the Code mode it will increase the vertical space in the Design mode according to the number of tags.

Character formats

By inserting a **bold** tag: `` directly before and after a phrase it will be displayed in bold characters.

By inserting an *italic* tag: `<i></i>` directly before and after a phrase it will be displayed in italic characters.

By inserting an underlined tag: `<u></u>` directly before and after a phrase it will be displayed underlined.

Since underlining is often used for other features, i.e. marking hyperlinks etc., it not advisable to use this format in html documents.

Lists

There are multiple possibilities to design a list. The most common ones are unnumbered = bulleted and numbered lists.

Unnumbered List

The tag for an unnumbered list is ``. Within the tag the listed items are listed. Every item is placed within a listed item tag: ``.

- list item 1
- list item 2

Numbered List

The tag for a numbered or ordered list is ``. Within the tag the listed items are listed. Again every item is placed within a listed item tag: ``.

1. list item 1
2. list item 2

Jumping

The general tag for hyperlinks and bookmarks, meaning that you jump from a certain point in your document to a specified other point either within the same document (= internal hyperlink) or to another document (= external hyperlink) is ``. "href" stands for: hyperlink reference.

External Hyperlink

An External Hyperlink is written in the following manner:

```
<a href="net-address" target="_blank">Text to be displayed</a>
```

To set a link to the ICCD-Project web site you need to write the following:

```
<a href="http://www.iccd-project.net" target="_blank">External Hyperlink to ICCD-website</a>
```

The following line will be shown in the display:

External Hyperlink to ICCD-website

The task: `target="_blank"` opens the site in a new window.

Internal Hyperlink

To set an Internal Hyperlink you first have to set a bookmark within your document, which will mark the point in your document you want to jump to. You will find a bookmark set at the end of this document.

Generally you have two possibilities to create new bookmarks:

- In the Design mode please mark the word or phrase which you want to bookmark. Then click in the top menu bar **Insert** → **Bookmark** and **OK** if you wish to accept the Bookmark Name.
- In the Code mode you need to create the following line:
`Text to be displayed`

In this case it could be:

```
<a name=Internal_Hyperlink>Internal Hyperlink &lt;/a>
```

, which would display as follows:

Internal Hyperlink

Please note that spaces between words within the name have to be marked by `_`, i.e. "Internal_Link".

To set an internal hyperlink to this bookmark you have type the following:

```
<a href="Bookmark_Name">Text to be displayed</a>
```

, in this case:

```
<a href="Internal_Hyperlink">Internal Hyperlink</a>
```

, which will display the following:

Internal Hyperlink

To illustrate how an internal link works we have set an additional bookmark to the bottom of the page.

Inserting Images

The tag to insert an image into a FrontPage document is

To insert a picture you have to type the following:

```

```

To insert the picture below please type:

```

```

This would specify, that the picture's width is 400 pixel, the height is 300 pixel, that it will be displayed without any border and that the source file to load the picture from is "zwinger.jpg" in the same folder as the actual document. You may play a bit by changing the pixel data and see what happens.



Inserting Tables

The tag to insert a table is <table> </table>.

A table is a more complex structure. Please have a look at the following table in the Split mode and find the explanations afterwards.

text 1		
text 2	text 3	text 4

Whole table

The first line defines the general table appearance.

- border: defines the outside borders of the whole table.
- width: defines the width, the table takes from the whole page. 100% means the table covers the whole width of the page. You may use pixels as well.
- cellpadding: defines the height of the cells.
- cellspacing: defines the space between individual cells vertically and horizontally.

Rows

Next you find the tag `<tr></tr>`. This tag defines single table rows. As you can see, you find this tag three times. Accordingly our table has three rows.

Within the `<tr>` tag you find every single cell defined by an `<td></td>` tag.

Cells

Within the first row the width of each column needs to be defined.

You need to do this only for the 1st row. All following rows within the `<table>` tag will apply the same width for the cells in the respective column.

You can use percentages, which in this case refers to 30, 30, and 40% of the table width defined above.

You may otherwise use pixels as well. Pay attention that the sum of all pixel equals the number of pixel for the whole table.

All text content within the cells is placed in paragraph tags `<p></p>`. If a cell is empty you will find a "non breaking space" (in the Code mode displayed as ` `).

Within the second row you find further possibilities to define the layout of the table. Adding "align" into the `<td>` tag allows you to align the cell text to the left, right, or centre position.

You may play a bit by changing the table's, row's, or cell's specifications in the code mode and see what happens.

Html Training in Code mode

```
<html>
```

```
<head>
```

```
<link rel=stylesheet type="text/css" href="dd.css">
```

```
<meta http-equiv="Content-Type" content="text/html; charset=iso-8859-1">
```

```
<meta http-equiv="Content-Language" content="de">
```

```
<title>material</title>
```

```
</head>
```

```
<body>
```

```
<br>
```

```
<h1>Heading 1</h1>
```

```
<h2>Heading 2</h2>
```

```
<h3>Heading 3</h3>
```

```
<h2>Paragraphs and Line Breaks</h2>
```

```
<p>This is a text within a normal paragraph. The paragraph tag is &lt;p>&lt;/p>. All text  
within the tags is formatted according
```

```
to the paragraph format. It doesn't matter if you insert a lot of spaces
```

```
or if
```

```
you insert
```

```
a
```

```
couple of linebreaks
```

```
by hitting Enter in the Code mode. When displayed in Design mode it looks like a normal  
paragraph.</p>
```

```
<p>If you want to insert a line break within a paragraph or if you want to insert vertical  
space use
```

```
<br>the break tag: &lt;br>.
```

```
<br><br><br><br><br>
```

Even if you write some break tags in one line in the Code mode it will increase the vertical space in the Design mode according to the number of tags.</p>

```
<br><br>
```

<h2>Character formats</h2>

<p>By inserting a bold tag: directly before and after a phrase it will be displayed in bold characters.</p>

<p>By inserting an <i>italic</i> tag: <i></i> directly before and after a phrase it will be displayed in italic characters.</p>

<p>By inserting an <u>underlined</u> tag: <u></u> directly before and after a phrase it will be displayed underlined.

Since underlining is often used for other features, i.e. marking hyperlinks etc., it not advisable to use this format in html documents.</p>

```
<br><br>
```

<h2>Lists</h2>

<p>There are multiple possibilities to design a list. The most common ones are unnumbered = bulleted and numbered lists.</p>

```
<br>
```

<h3>Unnumbered List</h3>

<p>The tag for an unnumbered list is . Within the tag the listed items are listed. Every item is placed within a listed item tag: .</p>

```
<ul>
```

```
<li>list item 1</li>
```

```
<li>list item 2</li>
```

```
</ul>
```

```
<br>
```

<h3>Numbered List</h3>

<p>The tag for a numbered or ordered list is . Within the tag the listed items are listed. Again every item is placed within a listed item tag: .</p>

```
<ol>
```

```
<li>list item 1</li>
```

```
<li>list item 2</li>
```

```
</ol>
```


<h2>Jumping </h2>

<p>The general tag for hyperlinks and bookmarks, meaning that you jump from a certain point in your document to a specified other point either within the same document (= internal hyperlink) or to another document (= external hyperlink) is . "href" stands for: hyperlink reference.</p>

<h3>External Hyperlink</h3>

<p>An External Hyperlink is written in the following manner:

Text to be displayed

To set a link to the ICCD-Project web site you need to write the following:

External Hyperlink to ICCD-website

The following line will be shown in the display:

External Hyperlink to ICCD-website

The task: target="_blank" opens the site in a new window.</p>

<h3>Internal Hyperlink</h3>

<p>To set an Internal Hyperlink you first have to set a bookmark within your document, which will mark the point in your document you want to jump to. You will find a bookmark set at the end of this document.

Generally you have two possibilities to create new bookmarks:</p>

In the Design mode please mark the word or phrase which you want to bookmark.

Then click in the top menu bar

Insert → Bookmark and OK if you wish to accept the Bookmark Name.

In the Code mode you need to create the following line:

Text to be displayed

In this case it could be:

Internal Hyperlink, which would display as follows:

Internal Hyperlink

Please note that spaces between words within the name have to be marked by _ , i.e. "Internal_Link".

<p>To set an internal hyperlink to this bookmark you have type the following:

Text to be displayed, in this case:

Internal Hyperlink, which will display the following:

Internal Hyperlink </p>

<p>To illustrate how an internal link works we have set an additional bookmark to the bottom of the page.</p>

<h2>Inserting Images</h2>

<p>The tag to insert an image into a FrontPage document is </p>

<p>To insert a picture you have to type the following:

To insert the picture below please type:

This would specify, that the picture's width is 400 pixel, the height is 300 pixel, that it will be displayed without any border

and that the source file to load the picture from is "zwinger.jpg" in the same folder as the actual document.

You may play a bit by changing the pixel data and see what happens.</p>

<h2>Inserting Tables</h2>

<p>The tag to insert a table is <table> </table>. </p>

<p>A table is a more complex structure. Please have a look at the following table in the Split mode and find the explanations afterwards.</p>

<table border="1" width="60%" cellpadding="4" cellspacing="2">
<tr>

```

        <td width="30%"><p>text 1</p></td>
        <td width="30%"><p>&nbsp;</p></td>
        <td width="40%"><p>&nbsp;</p></td>
    </tr>
    <tr>
        <td align="left"><p>text 2</p></td>
        <td align="right"><p>text 3</p></td>
        <td align="center"><p>text 4</p></td>
    </tr>
    <tr>
        <td><p>&nbsp;</p></td>
        <td><p>&nbsp;</p></td>
        <td><p>&nbsp;</p></td>
    </tr>
</table>

```

<h3>Whole table</h3>

<p>The first line defines the general table appearance. </p>

border: defines the outside borders of the whole table.

width: defines the width, the table takes from the whole page.

100% means the table covers the whole width of the page. You may use pixels as well.

cellpadding: defines the height of the cells.

cellspacing: defines the space between individual cells vertically and horizontally.

<h3>Rows</h3>

<p>Next you find the tag <tr></tr>. This tag defines single table rows. As you can see, you find this tag three times.

Accordingly our table has three rows.</p>

<p>Within the <tr> tag you find every singel cell defined by an <td></td> tag. </p>

<h3>Cells</h3>

<p>Within the first row the width of each column needs to be defined.

You need to do this only for the 1st row.

All following rows within the <table> tag will apply the same widht for the cells in the respective column.

You can use percentages, which in this case refers to 30, 30, and 40% of the table width defined above.

You may otherwise use pixels as well. Pay attention that the sum of all pixel equals the number of pixel for the whole table.</p>

<p>All text content within the cells is placed in paragraph tags <p></p>. If a cell is empty you will find a "non breaking space" (in the Code mode displayed as &nbsp;).</p>

<p>Within the second row you find further possibilities to define the layout of the table. Adding "align" into the <td> tag allows you to align the cell text to the left, right, or centre position.</p>

<p>You may play a bit by changing the table's, row's, or cell's specifications in the code mode and see what happens.</p>

<p>Bottom of the page</p>

</body>

</html>

Formatting Problems

You have seen how a html document may be structured and how a specific layout may be applied to the text. When working with your Class Pages it might often be necessary to copy text of Word programs written by students or other people into your FrontPage documents, i.e. on the report page.

Documents from different programs contain their own layout data defining what the document should look like in the respective program. When copying the data into your FrontPage document the system tries to meet two formatting standards: the Style Sheet (css) of your Class Pages and the formats of the original document. The more complex the formats of the original document are the more difficulties may occur in redefining formats into FrontPage standards or in keeping both standards.

Take for example one report handed in by a student in Dresden. You may have seen this problem during exercise 1. Please have a look at the document *training/ex1/honig.doc* in Microsoft Word at first to get an idea, what it should look like. Then copy the whole text into a blank FrontPage file. Now have a look at the text how it displays in the **Design** mode. You will find inconsistencies. You may now switch into the **Code** mode and just have a look at the amount of tags. You will barely find the original text in between.

NetMeeting

NetMeeting is a program which allows you to:

- talk to others
- use video/audio option to see/hear others and let them see/hear you
- share application and documents with others
- collaborate with others in shared applications
- send files to others
- draw with others in a shared Whiteboard
- send messages to others in chat

NetMeeting is normally delivered as part of Windows (98, 2000, NT, XP etc.). The latest version is 3.01.

If you have a 2.1 NetMeeting version or earlier you will have difficulties working together with 3.0 or later versions. Generally the 2.1 version will have limited features only. You may prefer to download the newest free version from <http://www.microsoft.com/netmeeting>.

Installation and Setup of NetMeeting

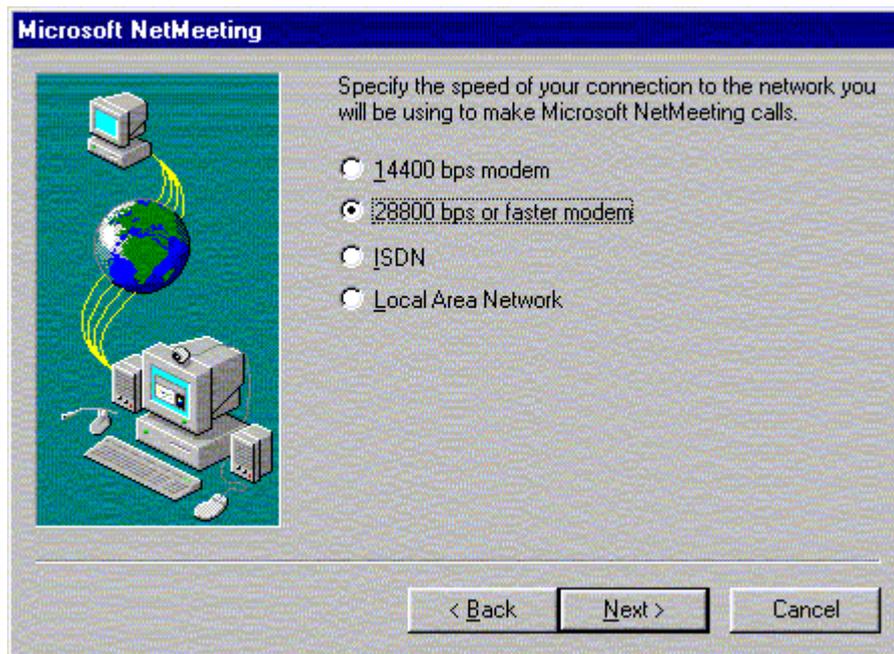
Open the Explorer and go to *C:\Program Files\NetMeeting*.

Double click on the file *Conf.exe*.

If you cannot find these folders or files you can download NetMeeting from Microsoft at <http://www.microsoft.com/netmeeting>. After downloading you are asked if you want to install NetMeeting. Select **Yes** and follow the instructions. After launching NetMeeting for the 1st time you will need to perform a setup. You can alternatively double click on the file *Conf.exe* in the *C:\Program Files\NetMeeting* folder now.

Follow the setup assistant which will lead you through the process. You can accept all default options. Yet you have to fill out the form asking for your name, email-address and city. Specify how you want your data to be categorised: private, business, adult.

Specify your internet connection:



If you have one of the first two options, NetMeeting will be of very limited use for you. Both options do not have a data exchange rate sufficient for audio and video transmission. Nonetheless you can use chat, whiteboard, and shared application options.

The best is to have a LAN connection.

The system will try to setup audio and video options. If you have no speakers, micro or camera installed, just go ahead. A proper configuration can be done later at any moment within the program.

Now the installation and setup are finished. You can launch NetMeeting by clicking on **Start** → **Programs** → **NetMeeting**

 NetMeeting will always be performed in the same language as your Windows system operates.

You may find further help at:

<http://disted.tamu.edu/classes/foundations99s/netmeeting/section3/how2nm.html>

<http://support.microsoft.com/ph/2457>

http://www.enhanceproject.com/Products/tasks/wp3d/cosite/Remote%20Collab%20Work%20Tools/NetMeeting/Install/NMinstallation_guide.htm

Before going on, please have a look at the main NetMeeting buttons:

 - Place a call	 - Chat
 - End a call	 - Whiteboard
 - Find someone in the directory	 - Transfer files
 - Application sharing	

Connecting procedures

You have two options to set up a connection:

- individual calls
- conference calls

Individual call

For placing an individual call press the **Place a call**  button. You can connect to more than one user, yet audio and video features will only be enabled with the first one.

In the address field type the IP Address (Internet Protocol Address) of the person you want to call.

To inquire about your own IP Address, please open **Start** → **Run** and type “cmd” or “command” into the field.

A window for DOS applications opens. Type “ipconfig” and press **Enter**. On the screen you will find your IP Address and some other data. If you are working at a computer pool or at home, it is most likely that you have a dynamic IP Address. This means the IP Address will be different every time you connect. If somebody wants to call you via NetMeeting you should give him /her the current IP Address via email.

Close the DOS window by clicking on the windows closing icon or typing “exit” and pressing **Enter**.

You may also inquire about your IP Address by clicking the Help [?] symbol of NetMeeting and opening **Info**.

Remember not to disconnect before you receive the call.



Please notify the meeting participant of the time of your meeting. He needs to have a open connection to the internet and the NetMeeting program running.

The person being called will be asked to accept or reject the call. An **Incoming Call** dialog box appears. Click Accept or Ignore.



To end a call, click the **End a Call**  button.

Conference call

To host a conference meeting

- on the **Call** menu, click **Host Meeting**
- in the field **Meeting Name**, type the meeting name or leave it set to “Personal Conference”
- in the field **Password** type the meeting password. The password is set by the host for one meeting.
- click **OK** to start the meeting

The conference participants may now call you individually. (See above)



When hosting a conference please remember the following:

- Notify meeting participants of the time of your meeting, the meeting password, and whether this will be a secure meeting.
- To create a secure meeting, click the **Require security for this meeting** check box. Secure meetings are data-only calls.
- To monitor who joins the meeting, click the **Only you can accept incoming calls** check box.
- To restrict participants from inviting other people, click the **Only you can place outgoing calls** check box.
- To limit the tools used in the meeting, select one of the options under **Meeting tools**. If you are hosting a secure meeting, you cannot use the audio and video features. You can change activations any time during the meeting as well.

Features of NetMeeting

Chat

Click the **Chat** button  to open the Chat feature.

Type your message into the **Message field** and

- click on **Everyone in Chat** in the **Send To** field if you wish to send it to everybody.
- click on a person's name if you wish to send it only to a specific person.

To send the message, click on the **Send Message**  button.

You may then start chatting.

The function **Option** in the **View menu** provides you with some possibilities to customize the information display, message formats, and fonts.

Whiteboard

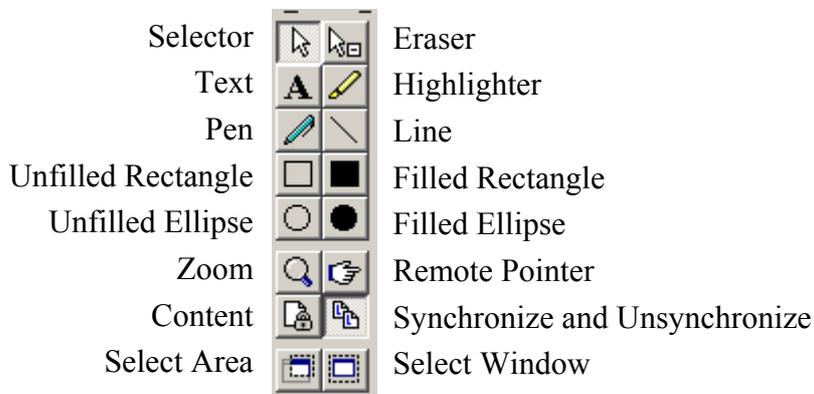
The Whiteboard allows all participants to draw shapes and type texts and do some formatting simultaneously. Additionally you can paste and copy elements from any other program you are running on your desktop.

 Other participants have no access to your desktop when using the Whiteboard.

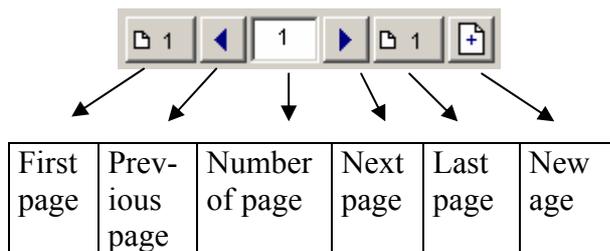
To start the Whiteboard, click on the **Whiteboard**  button.

A window opens with the Whiteboard program, resembling very much the Windows **Paint** program.

The main functions are:



Additionally you have page option located at the right bottom.



- To type a text, click the **Text** Button, and then place the cursor where you want a text box to appear.
- To draw a shape, click one of the **Drawing Tools** (line, filled / unfilled rectangular / ellipse, pen, etc.), then place the cursor where you want to draw and form a shape.
- To erase, highlight, or remote pointing, click on the respective tool and point to the relevant object in the whiteboard.
- To paste something from another program copy it from there and paste it into the whiteboard.
- To zoom the whiteboard, click on the **Zoom** button.
- To lock the content, click on the **Lock Content** button.

Synchronization

Normally everybody within the whiteboard can see and write simultaneously. If you want to work privately, you can click on **Synchronize and Unsynchronize** Button. However, everybody can still see your changes to the whiteboard.

Whenever you are closing the Chat or Whiteboard window you will be asked whether you want to save your contents. You can also save the contents manually by clicking **File** → **Save as**.

Sharing Applications

One of the most useful features of NetMeeting is the possibility to share applications with other participants. Once you are connected you can share single applications like Microsoft Word or Excel etc. or the complete Desktop. You may share more than one program. Any participant online can share his / her programs with others. If you share a program it does not need not to be installed on any of the other computers.

To share a program, click on the **Share Program**  button. The Sharing dialog box opens. You will find a list of all programs you are currently running. Click on the program you want to share. If you open a program after the **Sharing** dialog box opens, click the **Share Program** button again to add the new program to the list.

To enable the sharing, click **Share**.

You can share more than one program at a time and several people can share programs simultaneously.



If you share the Desktop or Windows Explorer, such as My Computer, Control Panel or a folder on your computer, every program you start while you are still in the meeting is shared with the other participants automatically.



When you share a program and decide to allow someone to control it, remote users can use the **File Open** and **File Save** dialog boxes in your program to gain access to or delete files on your computer or network. It is recommended that you do not leave your computer unattended while sharing a program and allowing control.



It is highly recommendable to share single applications only.

Control of shared programs:

You have access to the **Sharing** dialog box only if you are the one sharing the program. You can **Allow Control** or **Prevent Control**. The latter can be done any time by hitting **ESC**! To stop the sharing, click on **Unshare**.

If you are the person sharing somebody else's application you will see the program within a **Control Menu**. To take over control, click **Request Control** in the **Control Menu**. The other person has to grant it before you can work in the program. Within the Control Menu you can forward the control to others by clicking **Forward Control** plus a participant's name from the list.

Transfer files

To send a file to somebody, click the **Transfer Files**  button.

A **File Transfer** dialog box opens. Click the **Add File**  button and select the files you want to send.

Click the name of the person you want to send the file to, or click **All** to send it to everyone in the meeting.

Click the **Send All**  button.

To cancel a file transfer before it is completed, click the **Cancel Transfer**  button.

To remove a file from the list, click the **Remove File**  button.

To receive a file, click **Accept**, and close the dialog box.

To specify where to save received files, click the **Transfer Files**  button to open the File Transfer dialog box. On the **File** menu, click **Change Folder**, and then click the folder where you want NetMeeting to save received files.