

# Creating a web site using **YAHOO!** GEOCITIES

Brief reference

## Building pages

### Creating a web page with PageWizards

PageWizards is a free web page building program that is fast and easy to use. Yahoo! PageWizards offers templates that will take you step-by-step through the process of adding text and images to create your page.

To start building a web page with PageWizards, please follow these steps:

1. Sign in to your Yahoo! GeoCities account.

On the Create & Update tab of your GeoCities Control Panel, click the "Yahoo! PageWizards" link. (You can also head straight to your Index tab and click the "PageWizards" link under "Create & Update.")

### GeoCities Control Panel



#### Basic Site Building Tools

[Yahoo! PageBuilder](#)

[Yahoo! PageWizards](#)

2. Select a template for your web page.

Build your page by following the step-by-step instructions. You can skip any steps you do not want to complete by clicking the "Next" button. Please note: when you are prompted to name your file, be sure to enter a name that includes no special characters, symbols, or spaces. File names can only contain upper- or lowercase letters, numbers, underscores (\_), dashes (-), and periods(.), and cannot start with a period.

### Saving a page using Yahoo!PageWizards

Your file will be automatically saved when you reach the "Name Your Page" step and click the "Next" button (this is the last step in the PageWizards process). If your page doesn't already have a name, PageWizards will suggest one for you, or you can type in your own. (If you choose a file name already in your directory, PageWizards will ask you if you want to overwrite the existing page with the one you're about to save. If you'd like to do this, select "Yes," and then click "Next.")



## Editing a page already created with PageWizards

To edit a page you created with PageWizards, follow these steps:

1. Sign in to your Yahoo! GeoCities account.
2. On the Create & Update tab of your GeoCities Control Panel, click the "Yahoo! PageWizards" link. (You can also head straight to your Index tab and click the "PageWizards" link under "Create & Update.")
3. Select the template of the page you would like to edit.
4. When PageWizards opens, you'll see a window that says, "Create or change your page?" To change an existing page, select the "Edit an existing page" radio button, then use the pull-down menu to select the page you would like to edit.
5. Click the "Next" button.
6. Edit your page by following the step-by-step instructions.
7. When you reach the "Name Your Page" step, click the "Next" button to save your edits.

## Deleting or changing a picture on PageWizards page

1. Sign in to your Yahoo! GeoCities account.
2. On the Create & Update tab of your GeoCities Control Panel, click the "Yahoo! PageWizards" link. (You can also head straight to your Index tab and click the "PageWizards" link under "Create & Update.")
3. Select the template of the page you would like to edit.
4. PageWizards opens a window "Create or change your page?" To change an existing page, select the "Edit an existing page" radio button, then use the pull-down menu to select the page you would like to edit.
5. Click the "Next" button.
6. When you reach the image upload step, choose one of the following options:
  - o **Use a picture that you have already uploaded to your File Manager.** To do this, select the "Use your own image" radio button. In the pull-down menu, you'll see all the JPEG (.jpg) and GIF (.gif) files in your File Manager. Simply select the image you want to appear.

- **Upload a new picture.** If you'd like to use an image on your computer, click the "Upload new image..." button. You'll be able to select an image from your computer, a CD, or a disk.
  - **Use the template's default image.** To do this, select the "Use the template's default image" radio button. (Please note that this option is not available in the Photo Page template.)
  - **Do not use a picture.** To do this, select the "Don't use an image" radio button. (Please note that this option is not available in the Photo Page template.)
7. Once you've edited your image, continue through PageWizards until you reach the "Name Your Page" step. Click the "Next" button to save your edits.

## Renaming or deleting a web page

You can rename or delete your pages using your GeoCities File Manager. To rename a file:

Open your File Manager by clicking the "File Manager" link on the Create & Update, Manage, or Index tabs of your GeoCities Control Panel.

1. Select the checkbox to the left of each file you want to rename.
2. Click the "Rename" button.
3. On the following page, enter a new name for each file you selected.
4. Click "Rename Files" to save your changes.

Be sure your new file name doesn't contain any special characters, symbols, or spaces. File names can contain only upper- or lowercase letters, numbers, underscores, dashes, and periods, and cannot start with a period.

To delete a file or multiple files:

1. Open your File Manager by clicking the "File Manager" link on the Create & Update, Manage, or Index tabs of your GeoCities Control Panel.
2. Select the checkbox to the left of each file you want to delete.
3. Click the "Delete Files" button.
4. You will see a page confirming that you want to delete the selected file(s). Choose "Delete Files" to delete the file(s). Choose "Cancel" to return to the File Manager.

## Creating a new page with PageBuilder

1. Sign in to your GeoCities account.
2. On the Create & Update tab of GeoCities Control Panel, click the "PageBuilder" link, then choose "Launch PageBuilder." (You can also head straight to your Index tab and click the "PageBuilder" link under "Create & Update.")
3. Click the "New" button on the toolbar, or click "File" in the menu bar and choose "New Page" from the pull-down menu.
4. A new blank page will load. Your page is ready to add text, images, or add-ons.

*Please note:* When you are prompted to name your files, be sure to enter names that include no special characters, symbols, or spaces. File names can only contain upper- or lowercase letters, numbers, underscores ( \_ ), dashes ( - ), and periods ( . ), and cannot start with a period.

## Editing a page already created in PageBuilder

1. Click the PageBuilder link on the Create & Update tab of your GeoCities Control Panel.
2. Click the "Launch PageBuilder" link.
3. Click the "Open" button to view your site files.
4. Select the file you want to edit by clicking it once, and then click the "Open" button. Your file will be opened, allowing you to edit it using any of PageBuilder's tools.



## Copying and pasting text from another program into PageBuilder

1. Copy the text in the other program by highlighting the text and pressing "Ctrl-C" on your keyboard.
2. In PageBuilder, click the "Text" button to create a text box.
3. Double-click the text box, and then click the "Clipboard" icon in the toolbar.
4. Paste the text into the clipboard by pressing "Ctrl-V" on your keyboard.
5. Click the "Paste" button to paste the text into the text box on your page.

## Creating linked images or text on your PageBuilder pages

1. Select an image or text on your page.
2. Click the "Link" button in the toolbar. You can also click "Format" in the menu bar, and choose "Create Link..." from the pull-down menu.
3. When the pop-up window appears, choose one of the following options from the pull-down menu:
  - *Web URL:* Type in a web page address such as "http://www.yahoo.com/."
  - *My Page:* After you select this option, click "Choose..." When the pop-up window appears, choose the page on your site to link to.
  - *Email:* Type in an email address. When people click the linked text or image, their mail program will automatically open a new mail message, displaying your email address in the "To:" field.
  - *My File:* After you select this option, click "Choose..." When the pop-up window appears, choose one of your files. When people click this text or the image, their browser will open this file (you can even link to an mp3!).
  - *Other:* Link to any other type of server.
4. When you're ready, click "OK."

