



WEB CLINIC WIZARD INSTRUCTIONS

What is the Web Clinic Wizard?

The Web Clinic Wizard is a companion to the HUD Web Clinic. Using the information you gathered to answer the questions in “Creating Your Website - Step-by-Step,” you can use the Wizard to build a simple website for you.

As you step through the Wizard, you will answer questions and fill in text boxes. The program automatically does all the HTML coding, behind the scenes. There is a **Preview** button at the bottom of the Wizard that will allow you to see your page as you are creating it.

While you will not find advanced or complicated designs in the Wizard, you will find everything you need to make a good beginning website for your organization. As your website grows and becomes more complex, you may find that you’ll need to purchase a more sophisticated commercially available HTML authoring tool.

What You’ll Need

To install the Web Clinic Wizard, the computer must have:

- Pentium 166 or higher
- 32 MB RAM
- CD-ROM Drive
- 45 MB hard disk space
- Windows 98 or above (NT, 2000, XP)
- Netscape Navigator or Microsoft Internet Explorer version 4 or higher.

If your computer meets these requirements, the Web Clinic Wizard should work without any problems.

Note: There is a known problem with the Toshiba Tecra 8000 laptops. Something about the way Toshiba configured this particular laptop makes it incompatible with the Web Clinic Wizard 2.0. If you try to install this software on the Toshiba Tecra 8000, you may experience problems running Microsoft Windows. This is the only conflict we’ve discovered at this time.

Installing the Software

Installation is pretty simple and straightforward. The entire process takes about 5 minutes.

1. Take the CD and place it in your computer. After some whirring, an installation screen should start up. If it doesn’t, go to **Start**, then up to **Run** and type D:\setup.exe

If you have installed Web Clinic Wizard Version 1 on your computer, the first screen you see will state that an older version of Web Clinic Wizard has been found. If you’d like the Web Clinic Wizard to automatically convert your older pages to the new software, click **OK**. Clicking **Cancel** will stop the installation of Version 2. Once you’ve selected **OK**, the program will skip to Step 5 of these instructions.

2. A warning screen asking you to close all programs comes up. Be sure all your programs are closed and then click on **Next**. Select the directory into which you'll install the Web Clinic Wizard. If you want to accept the default directory, just click on **Next**.
3. A screen will appear asking you in what program folder you'd like to install this software. If you're happy with the default (**HUD Software**), then just click **Next**. Otherwise, you'll need to select an existing folder, or rename the default to what you'd like it to be called.
4. The setup utility will now confirm all your choices. Click **Next** to begin the installation.
5. The installation program will begin installing the files on your computer. This should take 5 or 10 minutes—go grab a cup of coffee, walk around the block, whatever, and let the computer run through the installation routine.
6. The next prompt you'll see will ask if you would you like to install a desktop shortcut to the Web Clinic Wizard. If you'd like the Wizard Icon always available on your computer screen, select **Yes**. Otherwise, click on **No**.
7. When setup is finished, you will need to reboot your computer. Click on the **Finish** button.

And that's it. You've installed the Web Clinic Wizard.

Starting the Web Clinic Wizard

To start the Web Clinic Wizard, either double click on the icon (if you chose to place one on your desktop when installing the program) or:

1. Select **Start**
2. Then **Programs**
3. Then **HUD Software** (or the program group you selected)
4. Then **Web Wizard**
5. And finally click on **Web Wizard** to start the program.

Using the Web Clinic Wizard

- **Open/Create Website**

The first screen you'll see is **Open/Create Website**. At the top of the screen you'll see two tabs—**Create New** and **Open Existing**.

- **Create New:** If you're beginning a new project or if you've never used the Web Clinic Wizard before, you'll select the **Create New** tab (the program automatically opens with this tab selected).

Website Name: You'll need to give your project a name. Type the name of your website into the **Website Name** box.

Save Location is the directory on your computer's hard drive where all your files will be kept for this website. The Wizard creates a default directory. If you want to accept this directory, you don't have to do anything. Otherwise, click on the browse button to select a different directory.

Set Location As Default: If you want to use this directory for all the files you're going to create within this project, clicking on **Set Location As Default** will save you from having to select the directory for each page you create

Once you've given your project a website name and picked a save location, click on **Create Website** to begin creating your web page.

- **Open Existing:** If you've used the Wizard to create a web page, you can click on the **Open Existing** tab to edit your files. You'll see your projects listed. Select the one you wish to edit and then **Open** to begin editing.

- **Step 1: Welcome to the Web Clinic Wizard**

This step explains how to use the Web Clinic Wizard. Notice the buttons across the top of the screen. They are the buttons for each step. At any point in the program, you can jump back and forth among the steps and make changes by selecting one of these buttons at the top.

You also should see a **Next** button at the bottom of the page and an **Exit** button. The **Next** button will always advance you to the next step. Beginning with Step 2, you will see a **Back** button, to go back a step, and a **Preview** button that will show your web page at that stage. The **Finish** button will allow you to finish the web page at any stage of its development.

The **Existing Pages** box in the middle of the screen will show you any pages within this project that you have already created. If you wish to edit a page, click on the page in which you are interested and then click on the **Edit** button.

Clicking on **Create New** will take you to Step 2 and begin creating a new page within this project.

- **Step 2: Pick a Template**

The template will determine how your front page looks. There are three options to choose from under the **Available Templates** box.

You will also notice **Add Template**. If you're a bit more adventurous and wish to create your own template, this button will take you to the template creation wizard. Instructions for creating your own templates are in Appendix A.

If you decide later to change your web page design to another template, you need only come back to Step 2 and select a different template. You will not have to re-enter any information, as everything is saved as you enter it into the Wizard.

When you've selected your template, click on the **Next** button to go to Step 3.

- **Step 3: Contact**

Every website should have the name, address, and phone number of the organization; an email contact; and a privacy link on the front page. Provide this information in this step and the next.

- **Organization name:** This is the name of your organization, e.g., U.S. Department of Housing and Urban Development
- **Phone number:** You should put the general phone number people can call for more information about your organization and the services you offer.
- **Name of email contact:** This is what will show on the page for people to click on to send an email to your organization. You don't have to use a person's name. You can use a generic statement like "Contact Us"

- *E-mail address*: Type in the email address (John_Doe@abc.net) that you wish people to use to contact your organization for more information.
- *Street address*: Provide your organization's address. If your organization has a mailing address that is different from your street address, you'll have to decide which is better to use. Do people try to find your office? Do you correspond by mail? Pick the address that is going to be the most useful to your audience.

After you've entered all the information, click on the **Next** button to go to Step 4.

- **Step 4: Privacy Statement**

The greatest concern individuals have about using the web is how an organization is going to use the information it collects about them. You can make users feel more comfortable about using your website by having a privacy statement. In fact, it's one of the items we believe every website must have.

You either can use the one we've created in the Wizard (which is similar to the one HUD uses) or modify it to reflect your organization's policies. The buttons above the privacy statement allow you to modify the look of the privacy statement. You'll find buttons to change the font, face, and add links or images to the page.

If you'd like to start from scratch, the first button on the left will allow you to write your own privacy statement.

If you already have a privacy statement and wish to import it into the Web Clinic Wizard, select the "import" button at the bottom of the page. The file you are going to import should be saved as a text file (.txt or .rtf extensions).

When finished, click the **Next** button to go to Step 5.

- **Step 5: Page Information**

In this step, you'll provide some information that makes your web page easier to find and informs your visitors when the last time you updated that page.

- *Page title*: This is the title that will show on the top of the page. It'll also be what is shown when people find your website when they use a search engine.
- *Page keywords*: Select 5 to 10 words that best describe your site. Don't think in sentences—that comes next—but words someone might use to find the information on this page. You separate words and phrases by using commas.
- *Page description*: Write a sentence or two describing this page. When people do a search, some services will list both the page title and the description. This description will also help people find your site and the services you offer.
- *Date of Last Update*: This will automatically default to today—which, in most cases, will be just fine. If you're just making a couple of changes and would like to keep the original date you created the page, you can select that date by clicking on the arrow button.

When finished, click the **Next** button to go to Step 6.

- **Step 6: Page Logo**

Many organizations like to have their logo or icon at the top left corner of their web pages.

- *Page Logo:* If you'd like to place an image in the top left of the page, type the URL (address) of the graphic image. If it is located on your hard drive, you can select the image by clicking on the **Browse** button. The Web Clinic Wizard will show you the image you've selected, give you the file size (remember people with slow modems!), and allow you to add a description.
- *Description:* To ensure your website is usable by people with disabilities, you should provide a text description for all your images. Simply click on the **Description** button, provide a useful description in the box, then click **OK**.

Click **Next** to go to Step 7.

- **Step 7: Website Colors**

In this step, you get to select the colors of your website. Remember people with disabilities, and use common sense (like red-green combinations).

- *Background:* This is the color of the background on your page. You probably should stick with white. But if you choose a color, remember to keep the background light and your text dark.
- *Text:* Pick the color of your text. All text on the page (except for links) will be this color.
- *Link:* Pick the color of the links on your page. This selection is for links that have not been visited.
- *Active Link:* This selection is for the color the link will be when someone clicks on it.
- *Visited Link:* This selection is for the color the link will be after someone has followed the link. Many people use the difference in link color to determine which links they've followed and which they haven't.
- *Page Title:* This is the color of the title of your page—it can be a different color than the text on your page.
- *Topics Header:* This is the color of the word "Topics" at the top of your topics column. If the box is grayed out, you will not have topics down the left side of the page.

When you have finished, click the **Next** button to go to Step 8.

- **Step 8: Topics Menu**

These are the categories you created in the "Creating Your Website—Step-by-Step" session. The topics are the links down the left side of the page that take the user to more information.

- *Create a topic:* click on the **Create Topic** button. Type the name of the topic and the URL (address) of the page to which the topic will link. Then click on **OK**. You'll be reminded that we cannot check your links for you (except those created with the Web Clinic Wizard).
- *Topic management:* repeat the steps above. To delete a topic, select the topic with your mouse, and then click on the **Remove Topic** button. If you wish to re-order your topics, click on the topic you wish to move and press the up or down arrow buttons.

When you have finished, click the **Next** button to go to Step 9.

- **Step 9: Features**

Features are the main body of your page. You can have a single “feature” that runs the length of the page, or you might have several smaller features.

- *To create a feature*, click on the **Create Feature** button.
 - *Title*: This is where you’d put the title of the feature
 - *Body*: The main body of your feature—all the text, etc.—is placed in this box.

If you’d like to embed a picture with this feature, click on the icon that looks like a picture frame. Select the picture, like you did for the page logo. If you click on the little arrow next to the icon, you’ll find a menu of options that includes **Remove Picture**, **Add Description**, and **Edit Picture**.
 - *You can create a link within a feature* by highlighting the text you’d like to link, click on the **Create Link** button (the second icon from the right) and then enter the URL (address) of the page to which you’d like to link.

When finished, click on the **OK** button.

- *To add more features*, repeat the steps above. To delete a feature, select the feature with your mouse, and then click on **Remove Feature** button. If you wish to re-order your topics, click on the feature you wish to move and press the up or down arrow buttons.

When you have finished, click the **Next** button to go to Step 10.

- **Step 10: Links**

This page will only be available if you’ve selected the template that has links down the right hand side. If you’d like to have links along the right edge of your page, go back to step 2 and select the first template.

- To create a link, click on the **Create Link** button. Type the name of the link and the URL (address) of the link. Then click on **OK**.
- To add more links, repeat the steps above. To delete a link, select it with your mouse and then click on the **Remove Link** button. If you wish to re-order your links, click on the link you wish to move and press the up or down arrow buttons.

When you are finished, click on the **Next** button to go to Step 11.

- **Step 11: Save Your Page**

You’re almost finished. While the Wizard has been saving your information all along, this step asks you where you’d like to save the web pages.

- *Save Folder*: this is the directory into which you’ll save your pages. The program picks a directory by default, but you can specify any directory you’d like.

- **Web Page Name:** This is the file name of your page. If it is your homepage, you should call the file “index.” (Note: the program will add the .html at the end of your file name automatically). If this is a secondary page (one that is linked to from the home page or another page), you’ll need to type in the name of the file here. Try to pick a file name that makes sense. For example, a phone listing might be called “phone.html.”

Click the **Next** button to go to Step 12.

- **Step 12: Finish**

This is it! The big moment. Click on the **Finish** button at the bottom of the page to create your web page.

- **Spell Check:** You’ll be asked if you want to spell check your web pages. This is probably a good habit to be in. Click **Yes** to begin the spell check.
- **Duplicate web page name:** If you are saving a web page with the same name as one you’ve previously saved, you’ll be prompted that you are about to overwrite the file. If you’re editing a page, you’ll want to click **Yes** to continue. Otherwise, click **No**, go back to Step 11, and give your page a new name.

You will see the Web Clinic Wizard process your answers and create a web page. When finished, a box will pop up that says, “Finished!” Click **OK**.

What Would You Like to Do Now?

Congratulations! You’ve done it! You’ve created your first web page. Now, you have the option to:

- **Preview Current Page:** This button does the same thing as the preview button did while you were creating your web page—it opens your browser displaying your web page
- **Create a New Page for the Current Project:** If you select this option, you can build another web page without having to select colors and other options. The Wizard will use the selections you used for the page you just finished.
- **Edit an Existing Page in the Current Project:** Is there a page you need to go back and change? Clicking on this button will bring you back to Step 1, where you can select the page.
- **Create a New Project:** This option allows you to start over again from scratch and build a new website.
- **Open an Existing Project:** If you’d like to work on a project you’ve worked on previously, select this option to open the project.
- **Exit the Web Clinic Wizard:** Clicking this button closes the Web Clinic Wizard

Transfer Settings

Once you’ve created your website, you’ll need to place them on a host’s server in order for the world to see them. The Web Clinic Wizard can help you copy your files from your computer to your host.

Note: If you use the Web Clinic Wizard behind a firewall, you will not be able to transfer files using the Wizard. You will need to install a File Transfer Protocol (FTP) client that supports firewalls.

1. Preview your page to make sure everything is correct and the way you'd like it to appear. The **Preview** button is on the bottom right corner of the Wizard. When you click the **Preview** button, the Wizard will launch your browser (e.g., Internet Explorer, Netscape) and display your web page.
2. Ensure you have the information from your host on where to put your files. You should know the Host Name, User Name, Password, and possibly the Destination folder.
3. Check to see that you are connected to the Internet. You will be transferring your files via the Internet to your host. If you aren't connected already, do so now.
4. Click on **File**, then **Transfer Files to Website**. This will bring up a new screen where you'll put in your information and transfer your files to your web host.

When you've clicked on **Transfer My Files**, you'll need to fill out the following blocks:

- **Host Name:** this is the name of the server to which you'll transfer the files.
- **Username:** this is your username
- **Password:** this is your account's password
- **Remote Dir:** Some services require you to place web pages in a certain directory (e.g., public_html). Your web host will tell you what directory to use. If you don't know the directory, leave this blank.

Once you've filled in the transfer information, click on the **Connect** button. The Web Clinic Wizard will automatically select the files that need to be transferred. If you don't want to transfer all the files or want to transfer additional files, select **Add** or **Remove**, as needed.

Ok, if everything's set, let's go. Click on **Transfer** to send your files to the web host. Once you're finished, click **Close** to end the transfer session.

And that's it. You're on the Internet. Go to the web address your host gave you for your website and look at your new website.

What If I Have Problems?

We've tried to make the Web Clinic Wizard as easy-to-use and error-proof as possible. However, there are always exceptions and situations that we couldn't foresee.

If you have problems with the Web Clinic Wizard, you can contact Alisa Reese on HUD's Departmental Web Team at:

e-mail: Alisa_D_Reese@hud.gov
phone: 202-708-1547

If you can't reach Alisa, you can contact any other member of the Departmental Web Team at 202-708-1547.

The company who helped us build this Web Clinic Wizard is on retainer; and should the need arise, we can consult with them on any problems you might experience.

Let us know how you like it! We can make the Wizard better only if we know what you like – and don't like – about it. So let us know.

Appendix A – Using the Template Wizard

In step 2, you had the option to create your own template. The Web Clinic Wizard will walk you through this. You will be able to move items around the page, select fonts and background colors, and change the basic layout from the standard templates.

First, you should select **Add Template** in Step 2. This will launch a new window for the Template Wizard. The Template Wizard has four steps—page layout, header, body, and footer.

- **Page Layout**

The page layout governs the overall structure of your website. First, you should give your new template a name. The name will not show up anywhere except in Step 2 of the Web Clinic Wizard.

Once you've given the template a name, pick one of the basic layouts—one column, two columns, or three columns. Click on **Next** when finished.

- **Header**

The “header” is the top portion of your web page—the information before you get to the topics, features, and the body of the web page. The header screen has three elements you can adjust:

- **Layout:** Choose whether you want two rows or two columns at the top of your page. In most cases, you'll want two columns.
- **Choose Elements:** In each column/row, you can place a a) logo, b) title, or c) spacer.
- **Format:** These options are dependent on what you selected in the **Choose Elements** option above. The options are available for each column/row. You can choose fonts, alignment, border, foreground color, and background color.

First, select one of the sections in the boxes above. Pay attention to where you've clicked your mouse. If you click on the logo, you'll be able to modify the characteristics of the logo. If you select the box in which the logo is showing, you can change the background characteristics. This is true of the second column/row as well. (E.g., selecting the “title” will allow you to change fonts, colors, etc. of the text, selecting the box will change the attributes of the background.)

Once you've adjusted the Header to the way you'd like, click Next to go on to the Body of the page.

- **Body**

The “body” is the main part of your web page. This is where you'll define what goes in each column and how it should look. There are two main items here—**Choose Elements** and **Format**.

- **Choose Elements:** In each column, you can place a) topics, b) features, c) links, or d) a spacer.
- **Format:** This works exactly like the format section on the header screen. You can change fonts, alignment, borders, foreground color and background color for each column.

Note that when you click your mouse, you can also assign attributes to the topics header, the topic text, the feature label, feature text, links header, and links text as well as the backgrounds for all those options.

Once you've adjusted the Body to the way you'd like, click Next to go on to the Footer of the page.

- **Footer**

The footer is the bottom of your page. This is where you'll put your contact information, your privacy statement link, and your date of last update. There are 3 choices on this screen—**Layout**, **Choose Elements**, and **Format**. All these elements work exactly as in **Header** and **Body**. Play around with the options until you get the look of the footer the way you'd like.

Once you've finished, click **Save** at the bottom of the page. That's all there is to it! Your new template will now show up in the list of choices in Step 2 of the Web Clinic Wizard. If you ever want to make any changes, you simply select **Edit Template** in Step 2.

You can create as many different templates as you'd like. We'd suggest no more than two or three—a home page, a secondary page, and maybe a document level page. Ensure that your navigation is consistent across the templates and try to stick to the same color scheme and fonts.