

# Making Home Pages With Yahoo PageBuilder

Phillip Radcliffe

## Introduction

Why have students make home pages? The answer for me has always been two-fold; one, they are learning and using English actively in a way that has tangible, visual results, and two, it gives them more experience using computers and that will hopefully help them in their search for a career after graduation. Creating and using home pages can enhance language learning in many areas and at different learner levels, and the vocabulary and skills learned are transferable to other English language software programs, such as Word, PowerPoint, and so on.

This paper is an introduction to Yahoo! PageBuilder and is based on a workshop titled “**Creating (Free) Web-based Homepages Using Yahoo! Geocities**” given by me at the JALT Call Conference on October 4-5, 2003 at Kinjo Gakuin University, Nagoya (see the archives at <http://jaltcall.org/>).

Yahoo! PageBuilder is a free web site in English. You need to have an Internet connection and be working from a PC, not a Mac. Yahoo! PageBuilder will not run on Apple computers, but if you want to create your own HTML, you can use either Windows or Macs. In this paper I will go over the basic features of the program such as how to upload pictures and files, make links, and copy and paste from word processing programs, adding and modifying text, and add-ons.

Note: Although this paper is concerned with the functions of the PageBuilder program, it is important to remember that the most important aspect of any home page is in adding the content.

### Preparation

Before you begin to create your home page you first need to register with Yahoo! by filling out a form, giving some information and answering some questions. To do that, first go to <http://www.yahoo.com>, then find and click on the GeoCities link. On the next page, click on "Sign in." Then, on the page after that click on "Sign up now." What you see next is a form you must fill out (see Fig. 1). Make sure you uncheck the box near the bottom of the form, unless you want junk mail, of course. After you submit the form you will see the "Acceptance of Terms." Click on "I Accept" at the bottom.

Sometimes the form will not go through on the first try, usually because the ID selected was already taken. A new ID must be selected to proceed. I tell students you use their student numbers for their ID, and anything they want for their password. Make sure you write all of the ID's and passwords down so that you and your students can access the accounts if they forget them. Also, I selected Japan as the country I am in, but English as my language. You can choose any country, but you must give a zip code number. If you want students to use the US Yahoo!, then give them a US zip code to fill in. After it is accepted you will see the registration and the instructions on how to activate your account. This process usually takes one 90 minute class to complete.

Once you have entered the Geocities site you will see a page that reads "Build My Site." Under that you will see "Yahoo PageWizards" and

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**YAHOO! GeoCities**

Yahoo! - [Help](#)

**Sign up for your Yahoo! ID** Already have an ID? [Sign In](#)

Get a Yahoo! ID and password for access to Yahoo! GeoCities and all other personalized Yahoo! services.

Yahoo! ID:   
Examples: "dairyman86" or "free2rhyme"

Password:   
Must be six characters or more

Re-type Password:

**Choosing your ID**  
You will use this information to access Yahoo! each time. Capitalization matters for your password!

Activate Yahoo! Mail: ☒ Create your free Yahoo! email address for this ID and begin using Yahoo! Mail.

**Free Yahoo! Mail**  
Your email address will be the Yahoo! ID you've chosen followed by @yahoo.com.

If you forget your password or need help with your account, you'll need to confirm the following information:

Security Question:

Your Answer:

Birthday:  /  /  (Month DD, YYYY)

Alternate Email:

Account notices will be sent to this email address, including new password requests.

**Recalling your password**  
This information is our only way to verify your identity. To protect your account, make sure "Your Answer" is memorable for you but hard for others to guess!

First Name:  Last Name:

Language & Content:

ZIP/Postal Code:  Gender:

Industry:

Title:


Specialization:

**Customizing Yahoo!**  
Yahoo! will try to provide more relevant content and advertising based on the information collected on this page and on the Yahoo! products and services you use.

☒ Send me special offers, promotions, and research surveys from selected Yahoo! partners through Yahoo! Delivers.

Interests (optional):  
☐ Entertainment ☐ Business ☐ Shopping  
☐ Home & Family ☐ Computers & Technology ☐ Sports & Outdoors  
☐ Health ☐ Personal Finance ☐ Travel  
☐ Music ☐ Small Business ☐ Sweepstakes & Free Stuff

Enter the word as it is shown in the box below.



**Word Verification**  
This step helps Yahoo! prevent automated registrations.  
  
If you cannot see this image [click here](#)

By submitting your registration information, you indicate that you agree to the [GeoCities Terms of Service](#) and have read and understand the [Yahoo! Privacy Policy](#). Your submission of this form will constitute your consent to the collection and use of this information and the transfer of this information to the United States or other countries for processing and storage by Yahoo! and its affiliates. You also agree to receive required administrative and legal notices such as this electronically.

Fig. 1

“Yahoo PageBuilder.” Click on “Yahoo! PageBuilder.” (Yahoo PageWizards is a simple program that makes a page using a template, but it does not allow you to be creative with it. What you see is what you get. PageBuilder, on the other hand, allows for creativity.)

A new screen will appear. Click on “Launch Pagebuilder.” After clicking on “Launch PageBuilder” allow a minute or two for it to load onto the computer. The first time you launch PageBuilder, you will be presented with a window asking you if you want to install and run Yahoo! PageBuilder. Click the “Yes” or “Hai” (in Japanese) button (Fig. 2).

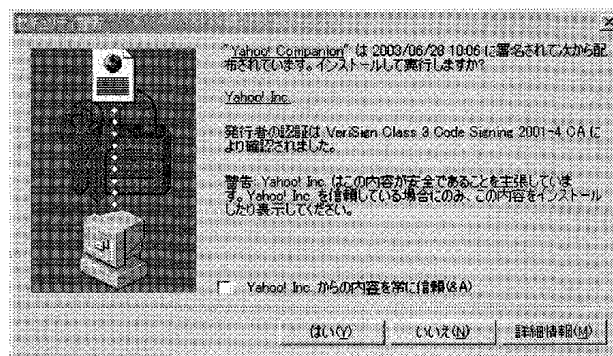


Fig. 2

Note: If you have previously chosen to “Always trust content from Yahoo!” you may not see this window. Once you grant access, PageBuilder will be downloaded and stored on your computer. The next time you launch PageBuilder the application will be accessed from your computer, decreasing launch time. Also, the signed applet version of PageBuilder can’t be launched directly from your computer. You will still need to have an open Internet connection and be logged into Yahoo! to access PageBuilder and your web pages. Do not click your mouse on anything once the program has started loading. Once it is loaded, a new (white) page will appear.

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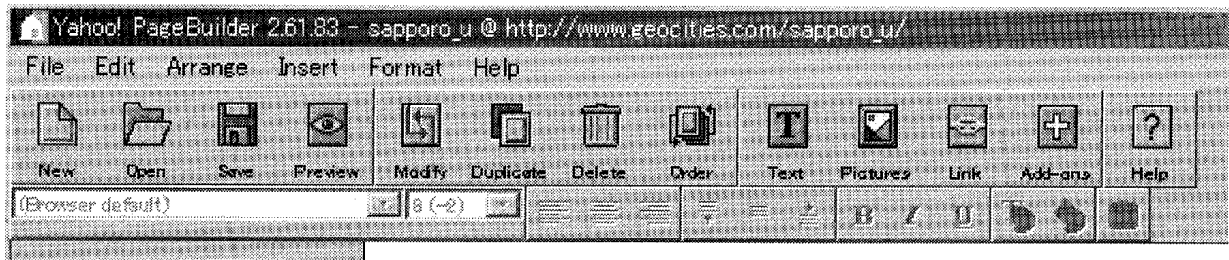


Fig. 3

At the top of the page is the menu bar (Fig. 3). The easiest way to use the program is by utilizing these buttons. They are, from left to right, New, Open, Save, Preview, Modify, Duplicate, Delete, Order (not used for the free site), Text, Pictures, Links, Add-ons, and Help. You can carry out these same functions by click on the words File, Edit, Arrange, Insert, Format, and Help at the top of the menu, but some of them have added functions that the buttons don't have. Students will be using these buttons often, so they will need to learn and remember the vocabulary.

### Procedure

What follows is a condensed and simplified step-by-step tutorial for using PageBuilder taken from the site itself, but with out all the graphics. You can refer to the Menu Bar above as you go through the tutorial.

#### Step 1: Start with a New Page

If you don't already have Yahoo! PageBuilder running, go to the **PageBuilder Launch Page** with your web browser and click the **Launch PageBuilder** link.

To begin, you will access PageBuilder's menu bar (see fig. 1). You will

be introduced to most of the buttons and their functions as you move through this tutorial.

## Step 2: Selecting a Background

Selecting a background image or color is a good way to start building a page. The background will set the look and feel for your page. In this step, you will be selecting a background from PageBuilder's image library.

1. Click the **Add-ons** button on the toolbar. A dialog box labeled the "Add stuff to your page!" will appear.
2. Select **Basics** from the "Category" frame and click the **Background** icon in the "Add-ons" frame. The "Background Properties" dialog box appears.
3. Select **Template\_Pages** from the "Collection" drop-down list and select something from the "Picture List" box. You can also set a solid background color by clicking on the **Set Background Color** button.
4. Click the **OK** button. The selected background now appears on the page.

## Step 3: Adding a Page Title Image

Your page title describes what your web page is about. The title can be plain text or an image of stylized text. In this step you will be selecting a title image from PageBuilder's image library.

1. Click the **Pictures** button on the toolbar. The "Select Picture" dialog box appears.
2. Select **Template\_Titles** from the "Collection" drop-down list and select

an image from the “Picture List” box.

3. Click the **OK** button. The selected image Appears on the page.
4. Click and drag the image on the blue Background in the top left corner of the page.

### Save your work

It is a good habit to save your work as you move through this tutorial and when you are building web pages on your own. Click the **Save** button to save your page. The “Save and Publish Page” window appears.

Type **index** in the “Page Name” box. If you already have a page named index, save your page using another name like **mypage**. Click the **Save** button. (The index page is the page first seen when visiting your URL). When the “Yahoo! PageBuilder” save confirmation window appears, click the **No** button. You can view your page later.

### Step 4: Adding Text

Making use of Yahoo! PageBuilder’s text tools, you can achieve a variety of looks. You can specify font type, size, and color. In this step, you will be adding text and then will use the text toolbar to modify that text.

1. Click the **Text** button on the toolbar. A text box will appear in the center of the page.
2. You will see the text portion of the toolbar become active at the top of the screen. Type your name and then highlight the text by clicking and dragging with the cursor. Select **any font** and **any font size** from the

drop-down list and click on the **B** button to make the text appear in bold.

3. Click and drag the text box until it's under the image in the top left corner of the page.

### Step 5: Adding a Picture

Pictures make a page interesting and personal. Adding pictures with PageBuilder is as simple as selecting one and clicking the OK button. In this step you will be selecting a picture from your personal library, or the PageBuilder's image library if you don't have one of your own.

1. Click the **Pictures** button on the toolbar. The "Select Picture" dialog box appears.
2. Click the **Upload** button from the "Select Picture" dialog box. The "Upload Image" window appears.
3. Click the **Browse** button. The "Choose File" window appears.

The selected picture now appears in the center of the page. Click and drag the picture until it's under the text box that has your name in it. **If you don't have your own picture on your computer, you can add a picture from PageBuilder's image library.**

1. Click the **Picture** button on the toolbar. The "Select Picture" dialog box appears.
2. Select **Templates** from the "Collection" drop-down list and select one of the images from the "Picture List" box.
3. Click the **OK** button. The selected image appears in the center of the page.



4. Click and drag the picture until it's under the text box that has your name in it.

### Step 6: Adding an Email Link

With PageBuilder you can add a link to your email address on your page so your friends and family can easily contact you. In this step you will be adding an email link to your page.

1. Click the **Text** button on the toolbar. A text box will appear in the center of the page.
2. Type **Email Me!** in the text box.
3. Highlight the text and choose a font, make it at least **14-point**, and **bold**.
4. Keep the text highlighted and click the **Link** button on the text toolbar
5. When the "Hot Link" dialog box appears, select **E-Mail** from the "Link to a Location" drop-down list.
6. Your Yahoo! email address should appear in the text box. If it does not, or if you want to use a different email account, type in that email address. Click the **OK** button.
7. Click the text box and drag it under the picture on the left side of the page.

**A note of caution:** In the actual tutorial. The example for Step 6 is adding an E-mail link. I generally tell my students not to give away their e-mail address. However, the link feature is good for adding links to sites the students are interested in, as long as they are English language based sites. The procedure is the basically the same (see Step 8).

## Step 7: Adding a Paragraph of Text

Many people build web pages to express themselves on a variety of topics, including themselves. In this step you will be adding a paragraph of text about yourself to your page. Remember however, that anyone can view your web page, so take care about the information you choose to communicate.

*Note:* At times when you add new elements to your page you may see red crossed lines over the overlapping element. If this is the case, move the text box so that it does not overlap. Or if you want it to overlap, go to **Format** menu, select **Page Properties**, and then check **Layered HTML**.

1. Click the **Text** button on the toolbar. A text box will appear in the center of the page.
2. Type a paragraph about yourself into the text box.
3. Highlight the text and select any font (at least **12-point**) from the drop-down list in the text toolbar.
4. Position your cursor on the blue bottom-right handle, click and hold and then move the cursor to resize the window to remove any blank space.
5. Click and drag the text box over to the right-hand side of your picture.

## Step 8: Adding Links to Other Web Sites

Part of expressing yourself through a web page is including links to your favorite web sites. The links you choose to include on your page can communicate your interests and hobbies. In this step you will add two

links to popular Yahoo! sites.

1. Click the **Text** button on the toolbar. A text box will appear in the center of the page.
2. Type "My Favorite Links". Press **Enter** and type "Yahoo!" Press **Enter** again and type "Yahoo! GeoCities."
3. Click and drag over the "My Favorite Links" text to highlight it, then select any font, at least **12-point** font, and **bold** from the font toolbar.
4. Highlight the "Yahoo!" text and click the **Link** button on the text toolbar.
5. When the "Hot Link" dialog box appears, select **Web URL** from the "Link to a Location" drop-down list and type "www.yahoo.com" in the text box and click the **OK** button. You now have a link to the Yahoo! home page.
6. Highlight "Yahoo! GeoCities" and repeat steps 4 and 5 to make the text a link to the Yahoo! GeoCities web site using this address: "geocities.yahoo.com".
7. Resize the text box so that there is no blank space around the text.

### Step 9: Adding a Counter

Yahoo! PageBuilder has many Add-ons that add dynamic, fun, and professional-looking objects to your page. For example, the web page counter dynamically counts how many times your page has been viewed. In this step you will be adding a counter to your page.

1. Click the **Add-ons** button on the toolbar. When the "Add-ons" pallet opens, select **Basics** from the "Category" frame and click the **Counter** icon in the "Add-ons" frame.

2. When the “Counter Properties” window appears, select a style from the “Style” frame, and the color and size properties from the “Color” frame. You can see your changes in the “Preview” frame. When you are done, click the **OK** button.
3. The counter appears in the center of the page. Click and drag the counter to the bottom your page.

### Step 10: Saving and Viewing Your Page

The final step to building a web page is saving it and then viewing it in a web browser. In this step you will save and view your newly created page.

1. Click the **Save** button to save your page. The “Save and Publish Page” window appears.
2. Make sure the name of your page appears in the “Page Name” box.
3. Click the **OK** button. The “Yahoo! PageBuilder” window appears.
4. Write down the URL for your new web page. You may want to share it with your friends and family.
5. Click the **OK** button. A new instance of the web browser is launched and you can view your newly created web page.

### Concluding Remarks

As I stated at the beginning of the paper, the vocabulary and skills learned when using PageBuilder are transferable to most other English language software programs. Students are given a variety of repetitive tasks to perform in order to learn the functions of the program. Some

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examples are making links to other sites, adding photos and writing short essays on MS Word for content, then saving those in their personal files on the school computers (so that they can retrieve them from any other computer on campus). Once they have finished those they e-mail them to me as an attachment. After they have been corrected they learn how to copy and paste them into PageBuilder. As you can see, students are learning a variety of skills that go beyond just making a home page.

### Reference

Yahoo! Geocities Tutorial

<http://geocities.yahoo.com/home/>