

Creating an Intranet Website for Library & Information Services in an Organization

The Objective

The purpose of this write-up is to guide you through all the steps necessary to create a website and put it on a web server in your local network so that any one on the Intranet has access to it. You can put it in a on the Internet as your website too. You can be part of the information technology revolution by creating and maintaining a website for your organization or library in the Intranet/Internet.

What is a Website?

The website is a multimedia communication tool that can include text graphics, audio, video and scripts. The website is put on the computer that sends the information to the computers at the receiving end through the links -in either Internet or Intranet- that connect both the computers. The network has made it easier and cheaper to exchange information, ideas and pieces of knowledge to others. Network consists of computers, communication lines, switches, protocols and softwares to exchange data/knowledge.

A Website in the Intranet

An Intranet site is a website that is viewable only to those within an organizations network. Local Area Network, that connects the computers in proximity in your organization, can be used for exchange of information within the organization with the help of an Intranet site.

Connection to the outer world is possible by adding an Internet connection to the local area network.

A website in the Intranet can be put to use by posting web pages containing information that is of interest to others. Even interactivity is possible through

websites. The websites in the Intranet or Internet have practically no difference except in the difference in visibility limited to intranet or outside. The Intranet uses protocols such as TCP/IP, HTTP, HTML etc. as in Internet for transferring information between computers. To do this one computer will act as the **Server** that serve information and other computers will be the **clients** that request for information from the **Server** in the client-server mode. The remote server computer will receive and process a client's request and transfer the information. The basis steps in the process start with establishing a connection between the client and the server, then client creates a request, the request is sent to the server, the server processes the request and creates a response, the response is sent to the client and the connection is terminated. In client-server mode, a client can activate a server computer from remote location through a browser. The server works automatically.

Tools for creating a website

Macromedia Dream weaver, Microsoft FrontPage etc. are the popular html editors that are useful for creating websites.

Creating a website

A website consists of one or more web pages that are interconnected. The main webpage is an **html** page that links to other web pages. It is called homepage of the website. It will be placed in the web server (document root folder) so that others connected to the server can access it through their web browser and download the file to their computer. The web server will be installed in a good computer that would be set apart to function as a **Server**.

A webpage can present text, audio, animation or video. Each webpage has an address called the *Uniform Resource Locator* such as <http://www.google.com>, which indicates a path name to the web page. The format of the web page path name should be *http://servername/home page name* In intranet, the address should be <http://library/index.htm>

In an Intranet, when a client computer make a request for a website or page with an address (<http://library/index.htm>) the domain server routes the request to the correct location in the network. The actual file name of the homepage usually should be *index.htm* or *default.htm* as default name. The server name *library* is equivalent of the numeric domain name *100.0.0.17* So by typing the server name alone, you will get the home page if it has the home page with default name *index.htm*. That means <http://library/> will be understood as <http://library/index.htm>. Even typing the word *library* in the browser will take you to the homepage.

Designing Web Application

Define Your Requirement

Good website design implies having a clear understanding of the goals of the web application and the organization of information in it. You need to be clear on what you are going to communicate through the site. The content of the site should be placed in a logical and intuitive manner. Homepage should reflect the nature of content.

Collect and Organize Information

Collect local images and articles, sort them into logical groups and then structure the web. You can sort alphabetical, chronological or not-so-obvious order for organization of web pages.

Structure the Web

The availability of materials will determine the structure of the web. Hierarchical is the traditional top-down approach where you create a homepage and then arrange materials underneath in local subcategories.

Welcome to CEC - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.cec-ugc.org/



HIGHER EDUCATION CHANNEL

Consortium for Educational Communication

- Home
- Library
- Governance
- Celebration
- CWCR
- EM²RC
- 24 Hour Channel Sch.
- Video on Demand
- Photo Gallery
- E - Content



UGC and other IUGs

University Grants Commission

RTI

Inter University Accelerator Center

Inter University Centre for Astronomy and Astrophysics

INFLIBNET

National Assessment and Accreditation Council

SAKSHAT

An Inter University Centre of the UGC

Cornell University Library Gateway - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://library.cornell.edu/



Cornell University Library

Search Library Pages Search Cornell

Library Catalog | Find it! | Articles Databases e-Journals Images | MyLibrary | Ask a Librarian | Individual Libraries

Quick Links

Library Hours

Map of the Libraries

View your **account** or **renew** a book

Request Items:

- Borrow Direct
- Interlibrary Loan
- Document Delivery
- Library to Library
- Library Purchase

Help

ASK A LIBRARIAN
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Library Catalog

Find it!

- Articles
- Databases
- e-Journals
- Images
- Library Catalog
- Course Reserves
- Citation Tools

Instruction

Instruction/Workshops/Tours
Research & Subject Guides

Services

- Requesting Items
- Circulation & Reserves
- Interlibrary Services
- Reference
- MyLibrary
- Library Collections
- Copyright Information
- Services for:
 - Faculty | Visitors | Alumni

Technical Support

Printing and Photocopying

Announcements

- Peter Hirtle, CUL Intellectual Property Officer, quoted in press
- Enter the 2007 Book Collection Contest

Exhibitions

The Ezra Cornell Bicentennial

Rutgers University Libraries - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.libraries.rutgers.edu/>

Rutgers University Libraries

NOT LOGGED IN **ASK A LIBRARIAN** HOURS & DIRECTIONS SEARCH WEBSITE SITE INDEX

SEARCH IRIS AND OTHER CATALOGS

FIND ARTICLES

FIND ARTICLES WITH SEARCHLIGHT

FIND RESERVES

RESEARCH RESOURCES

CONNECT FROM OFF-CAMPUS

HOW DO I...?

SEARCHPATH

LIBRARY INSTRUCTION

BORROWING DELIVERY AND INTERLIBRARY LOAN

REFERENCE

FACULTY SERVICES

FIND ARTICLES

[Indexes and Databases](#)
Use these indexes to search for articles on a particular topic.

[How do I find an article on my topic?](#)
Step-by-step instructions on how to find a journal article on a particular topic.

[How do I get my article?](#)
Locate an article you have identified.

[How do I know if RU has a...](#)

NEWS & EVENTS



4th Annual "Celebration of Faculty Authors" Exhibition & Reception

[More info...](#)

- Libraries host Ivies+ annual conference, March 15-16th
- Photo & Video

Library and Media Services Home - Microsoft Internet Explorer

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Address <http://www.emerson.edu/library/>



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LIBRARY AND MEDIA SERVICES HOME

- Library Home
- Library Catalogs
- Articles and More
- Research Help
- Information For
- About the Library
- Other Libraries
- Media Services
- Archives
- Contact Us

LIBRARY SPOTLIGHT

PRINTERS AND SCANNER HAVE MOVED!

Over spring break, we made some small changes. You can now find the printers together in the microfilm hallway, past the Reference Desk, on the way to the photocopiers. The scanning workstation is now in front of the Reference Desk. The classroom printer remains in the classroom.

DEJA VU BLOG

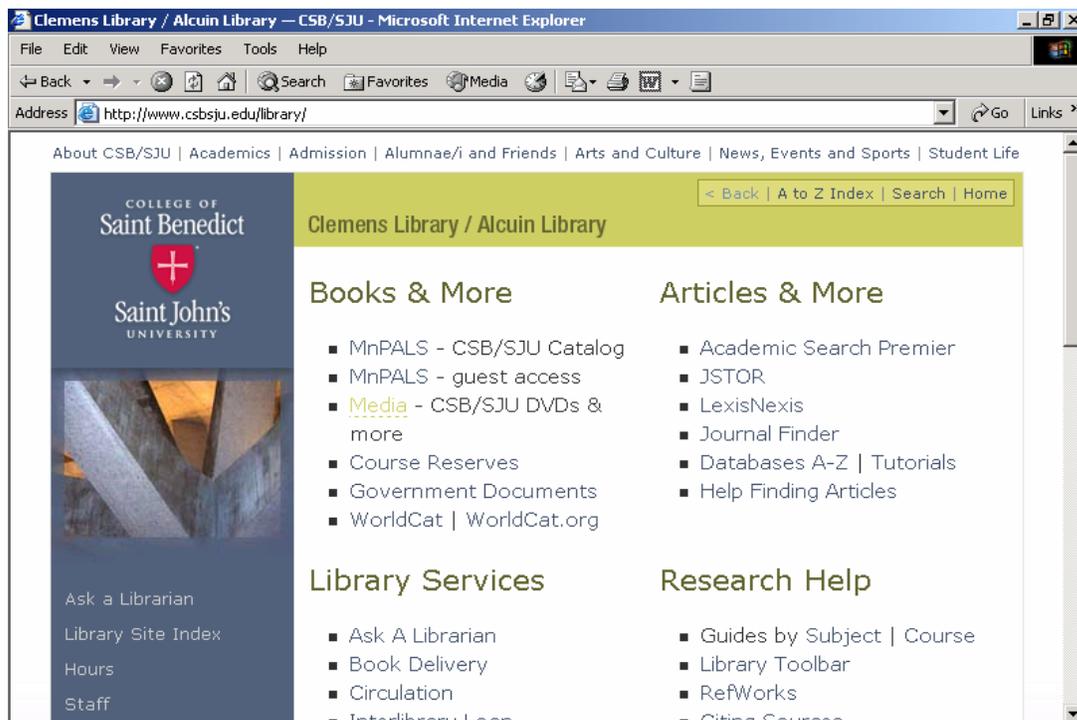
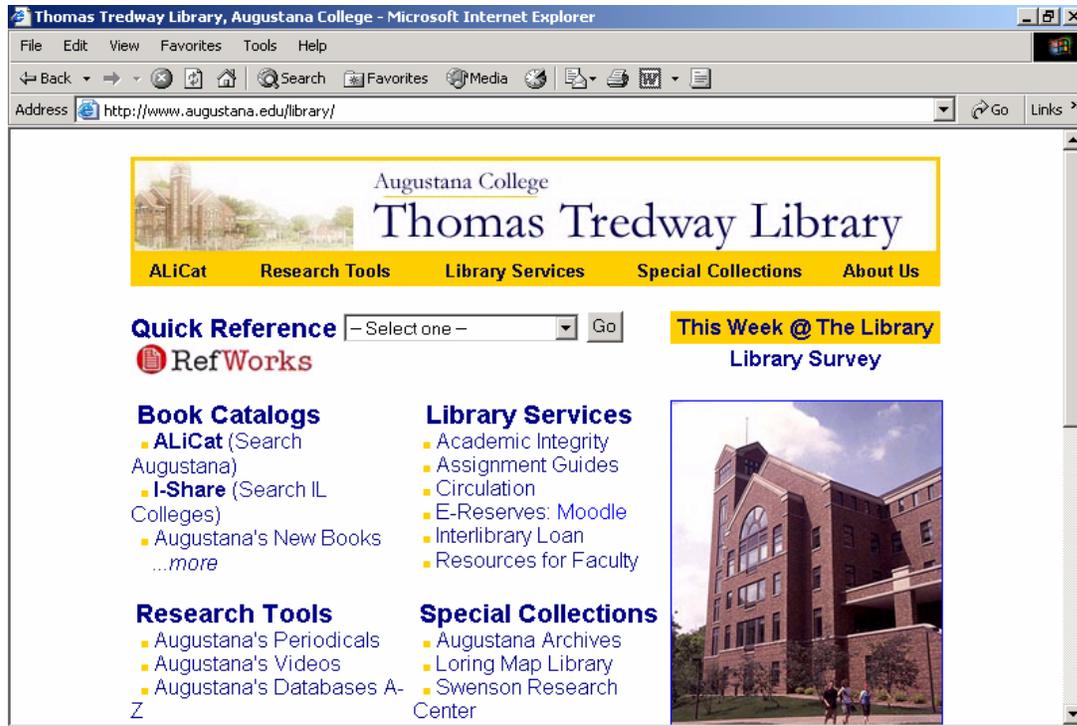
Want to know about DVD and video titles in the Library Media Resources collection? The [Deja Vu Blog](#) keeps you up to date on Media Resources news and lets you know about interesting and timely titles. Written by Media

WHAT'S NEW

- [Faculty Survey](#)
- [Women's Herstory Month](#)
- [Spring 07 Art Exhibit](#)
- [Spring 07 READ Poster](#)
- [Ask a Librarian on IM](#)
- [Book Group - Mar 26](#)
- [New Titles](#)

([News Archive](#))

QUICK LINKS



Hierarchical structuring of a website is the most popular structuring method. It creates a hierarchy in the structure of the site that helps the users to move around without getting confused or lost. But remember to keep a balance between the width

and depth of the hierarchy. Linking the pages each other without a specific structure is also possible and that would be useful in some cases .

Develop a Navigation Scheme that User can understand

Keep the navigation scheme very simple to avoid confusing or dazzling the website users. One navigation feature you should incorporate in your web is the use of the blue underlined type to indicate an unvisited link and purple underlined type to indicate a visited link.

One way of showing the hierarchy and structure is the outline form which shows the top level hierarchy on the flush left and to show each level down with indent to the right in the proportionate manner as follows:-

1. Classical Music

A Modern

B Romantic

i. Brahms

ii. Chopin

iii. Schubert

The label used for navigation links needed to reflect the material they represent. The wording for the label should be consistent, with same verb tense, punctuation, capitalization and so on. Use same labels in different pages.

The left side of the page has become a standard place to put navigation bars.

The homepage becomes more on an index of links to the rest of the web application. Use descriptive filename with lower case letters.

You can use either text links or navigation buttons. Navigation buttons add beauty to the site but text links are easier to create or edit. Relevant keywords should be provided in the meta tags so as to enhance the possibility of search by search engines easily.

Using Graphics

Graphics refers to the visual elements on a page. Consider the file size of the formats while using graphics, as the time required to download an graphics is more.

Creating sub-webs for each department

Your Intranet website can be broken up into sub-webs so that each department can take up the responsibility of creating their own part of the content.

Publishing your website

Publishing a web means uploading or copying the files that contain the web pages and graphics to a web server such as *Apache* either in Intranet or Internet. In order to upload your site in Internet, you need to obtain the server space and domain name from an Internet service provider. In Intranet, you need to install the Apache server/equivalent program in the computer set apart to serve as the Server. Then you can put your *index page* in the document root (*htdocs* in Apache). Apache would be the best choice for the web server.

For the sites, which will be hosted in the Internet, the *meta* tags of the home page should contain all the possible keywords so as to make it search engine friendly for keyword search. As well, the automotive page title that gets generated during page creation should contain some words appropriate for search by the search engines.

Upload a site in the Internet with Cute FTP

Uploading a website to the remote server is very easy and simple. Cute FTP is the most popular web-publishing program that can be used for uploading, downloading and editing files on remote servers.

Choose File ⇒ Site Manager from menu bar. Then you will get the Site Manager window.

Click **New** button, New site setting boxes will appear provided the following information.

Label for Site **My FTP**

FTP Host Address **192.168.0.254**

FTP Site Username **ritesh**

FTP Site Password **system**

FTP Site Connection Port **21**

Then click the connect button on Site Manager Window.

On establishing the connection, the left hand side of the window displays the directories on your computer and the right hand side of the window displays the directories on FTP.

You can transfer files from cute FTP, by cut or copy and paste or by drag-and-drop. You can stop a transfer by pressing the **Stop** button on the tool bar.
