SWRAASA
Web Site Tips

The Southeast Texas Area (SETA) website is www.aa-seta.org You can find a copy of this tip sheet at the Webmaster page there.

Recommended Software:

A. Microsoft Office: people send documents to post on the web site in a number of formats that use Office, Word, PowerPoint, Excel, Publisher etc. All MS Office file formats can be "saved as a web page." Tip: when you save an Office document as a web page and post it to your web site, be sure to post the folder containing the image files, too. It will have the same name as the web page.

2. Microsoft FrontPage: FrontPage is now part of certain versions of Office. Almost all web hosts offer the FrontPage Extensions that are needed for free. Someone who has learned to use Word or Excel can easily learn to use FrontPage to post to a web site. So a lot more people can be webmaster than just those who are already experienced at it. Tip: if you use FrontPage to post to your website you can't use anything else. I once FTPed some files to our website and not only could I not open them in FrontPage but I couldn't edit or delete them at all. The file permissions got totally messed up. Don't let this happen to YOU!

III. Scansoft PDF Converter Pro: Adobe PDF files are great for a web site. The software to create them, Adobe Acrobat, is not only expensive but complicated. If all you need is to convert documents, not create them from scratch, then PDF Converter Pro is a much less expensive solution. Tip: when you convert a Word document to PDF you can set the title and author properties using the Edit [document settings] button on the Save dialog. Don't leave the author property blank or the software will put something in. If you don't set the author here then the PDF file will probably violate someone's anonymity.

Note: If you don't check the document properties for the author before you post it then you don't know if you are breaking anonymity or not. Always check, please.

Major Tip: most people do not read the instructions, only nerds like me. So a web site has to be immediately navigable. That's why I like having the navigation down one side. There are probably better ways to do this than frames. Frames are easy in FrontPage.

Email Anonymity Tip: web mail can send mail anonymously. When POP3 is used (like in Outlook Express) the mail headers will show the account you are logged into the internet. Only a few of us really want to send anonymous email so maybe you should just ignore the whole thing. POP3 mail servers can deny 'relaying' so the mail never gets there. If you google 'POP3' and 'relaying' then you might just be a nerd.

Mailing List Tip: webmaster@aa-seta.org is a mailing list. When more than one person gets the mail then more than one person can take the action. So more than one person gets the spam, viruses, phishing etc. Update your antivirus software, turn on your firewall and don't open email attachments unless you already know what it is. I have Outlook Express set to preview email as text only. The actual email is an attachment I can open separately if I want. Also regularly go to Windows Update to install the critical patches. Linux nerds can laugh at me now. Oh, go install a package, root!

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