

# Web Master Mini-Lesson

## Adding a Search Feature

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To preview this feature on the Instructional Technology Web site, go to <http://www.nisd.net/cmptecww/DeptWebSite/search.htm> and use the Method 2 Search. Type Kelly Smith in the *Search For:* field. A list of 10 search results with summaries, sorted by score, is returned.

The following steps will help you add the search feature to your campus Web site.

1. Go to [www.atomz.com](http://www.atomz.com) and follow the link to **Atomz.com Search for personal Web sites**
2. Follow the link to **join**. Type your e-mail address and click the **join button**. Check your e-mail in a few minutes for your assigned password. Be sure to write it down!
3. Go back to the Atomz.com site and follow the link to **log in**. Type you e-mail address and password.
4. Follow the onscreen prompts to
  - Review the service agreement
  - Provide contact information
  - Provide your site information
5. Follow the link to **index** your site. Since you probably make frequent changes and additions to your site, the **Full Index Scheduled** is recommended. (e.g. Midnight, every Friday)
6. Follow the link to HTML so that you can add the appropriate HTML to your search page.
7. Decide whether you want the **Standard Search Form** or the **Advanced Search Form** and then follow the appropriate link to **HTML code**.
8. **Select all of the HTML code and copy it.**
9. Launch Claris HomePage.
  - Type a Title on the page. (e.g. Search Page)
  - View the HTML source code.
  - Paste the HTML that you copied in step 8 in the body of the document.
  - Save the document
  - Preview in the browser and test it
  - (Optional) Add your own background image or color to the search document.

10. The **Options** link allows you to customize your search feature. (e.g. URL Masks if you have more than 500 pages in your site)