

Smart Card for Technology

Paradise Valley Unified School District

ConnectMe: Web Publishing Level I

“Web Publishing Made Easy!”

Creating web pages in First Class, Connect Me is as easy as authoring a document using a word processor, or creating an email message in ConnectMe! Once you have entered content on the Home Page, it is “live” on the Internet! Please email your principal your web address, for a “final ok,” before publishing your web address to others.

Your ConnectMe webpage is live at:
<http://cmweb.pvschools.net/~username>

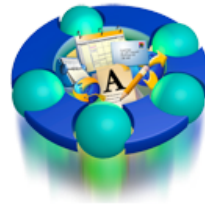
About the Web Publishing folder:

The **Web Publishing** folder on your CM Desktop is the place to put material (web pages) that you want others to view using their web browsers. ConnectMe publishes the contents of **Web Publishing** on the web. Don't move **Web Publishing** off your Desktop, or it won't work properly. If you move this folder off your Desktop by mistake, you can move it back, and it will work again.

Include these elements in your webpage:

- Title
- Purpose
- Disclaimer if Links to other web pages are listed (copy/paste from <http://cmweb.pvschools.net/~cstafford/webpage/>)
- Webmaster's Name (you)
- School website link
- PVUSD website link
- Last Updated Date

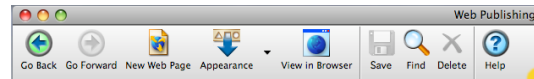
*There are tutorials in Atomic Learning for some of these steps. The Key Number is listed next to the topics which have a tutorial.



Getting to Web Publishing: Key #34741

To open Web Publishing:

Choose **Web Publishing** from the Navigation Pane or go to **Web Publishing** folder on your Desktop.



Create a new page by clicking New Web Page in the Toolbar.

There are 8 types of pages to choose from. You may want to start with the Welcome Page. Leave Welcome as the page name. Add a title.
Key #34742

Adding Content:

You can add content by typing and by copy/paste.

- **Copy/Paste:** Text and graphics from another document

Select an appearance for your page.

In the toolbar, click on the Appearance button. Key #34748

Select one, then click View in Browser in toolbar, to see how this style looks.

Other pages you can create:

- Go to New Web Page in the toolbar and choose the **About Me page**.
Key #34743
- Create a new page from the **Blank Page** option. Add the basic content for your class: links, resources, events, important dates, information, etc.

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Note that all pages you add will be linked to your first page, and will appear in the sidebar.

Formatting Content:

Use the FirstClass Format menu, or Formatting Toolbar to Add/Insert horizontal bars and more.

Format the horizontal line by selecting it and then using the horizontal tool bar that appears to change the thickness and color.

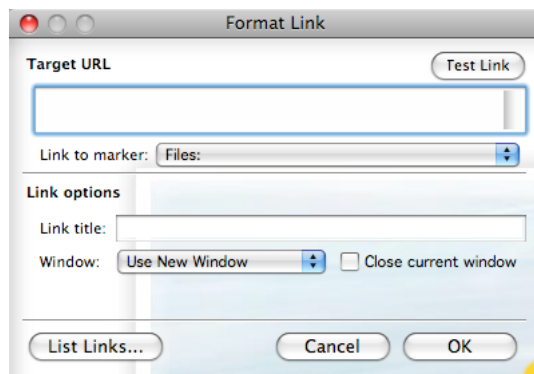
Save Changes by clicking Save and Close in toolbar.

Creating Links

If you want to have other Internet web resources linked to your page:

To Create a link with Selected Link Text

1. Type the name of the link
2. Select the text (or embedded picture) that you want to use as a link
3. Choose **Edit>Make Link**.
 - a. The link icon is inserted before the selected text.
4. Update the Format Link form



Other options for creating links

To Embed A Link To A Web Site:

1. Display the target web page (one you want to make a link to) from the browser.
2. Drag the URL icon from the address bar in your web browser to the desired location on your web page. A link icon is displayed, with the

name of the target inserted as the link text.

To Create a Link, then Type Link Text

1. Click where you want to embed the link.
This can be anywhere on a line.
2. Choose **Insert (drop down)>Link**
3. **Update the Format Link form**
4. **Click to right of link to insert text**

To Create an *Email Me* Link

1. Type Email Me on the About Me page
2. Select the text, and choose **Edit>Make Link**
3. In Target Link space, type **mailto:username@pvschools.net**

Adding Images

Gather or “harvest” images for your web page, using copyright free photos (.jpeg) or clip art (.gif)

Save each photo or image, drag and drop a copy of it a folder you have stored on your computer, but not in the Web Publishing folder.

With image selected, the alignment and size can be adjusted.

***Beware of copyright!!**

Some resources:

<http://www.bellsnwhistles.com/>
<http://www.pics4learning.com/>
<http://creativecommons.org/>

TIPS:

***You cannot make multiple web sites as all pages you create will automatically be linked to your first page.**

Organize the pages in your Web Publishing folder in the order that you want them to appear on your final web page. If your Welcome page should be your main page, then make sure it is first in the list.

View your finished page, by clicking View in Browser. Key #34752