

Smart Card for Technology

Paradise Valley Unified School District

ConnectMe



Web Publishing Level II

Now that you have a basic web page, you're ready to add tables, formatting, and markers and links with secondary pages.



Double-click on Home Page open it. You can add, edit, and format content for your webpage in the body of the document.

Change Content:

You can change content by deleting and typing over and by copy/paste text and graphics.

Formatting Content:

Use the FirstClass Format menu, or Formatting Toolbar to Add/Insert background color, 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.

Saving occurs automatically.



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 into your my Web Site folder.

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

Adding Movie or Sound files

Go to Insert drop down, select Image/File Locate the file you want, click Open

This puts the name of the file on your web page.

OR

Drag and drop a copy of the movie file or sound file into your my Web Site folder
Type text on web page that will be linked to file

Go to Edit, Make Link

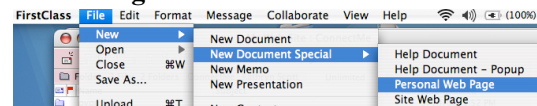
Type name of file in Target URL field, OK

**Note: If you do not complete this step, it will still make the text look like a link, but it will not work.

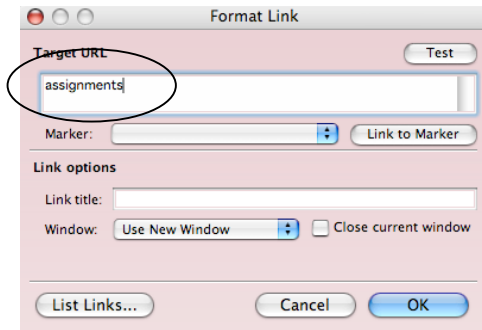
Adding a Secondary Page, or Internal Link:

A secondary page, or internal link, allows you to link to a second document within the same My Web Site folder.

1. From the My Web Site folder
2. Go to File menu>New>New Document Special>select **either Personal Web Page, OR Site Web Page**



3. Rename the Personal Web Page (right-click/ control key+click on Site Web Page) with a name fitting of that file. All lower case, no spaces!
4. With the page open add a title, content, format.-Save.
5. From the Home Page, create an internal link, that when clicked will automatically open the secondary page.
6. Type text, highlight text, choose **Edit>Make Link**. Update the Format Link Form to include the name of the page, "assignments." –OK.



Check the navigation of your page, and the working of your link(s), by opening up your Internet browser, and entering your webpage URL. *After any changes, remember to hit the browser “refresh” button to upload the latest changes.

Linking a Presentation

Save the presentation as a web page. Drag and drop both the file and file folder into you’re My Web Site folder. Link as you would to a file.

Creating Links and Markers:

If you have a long web page, you may want to include “markers” so the viewer can jump to exact heading on the page they are interested in viewing without having to scroll down.

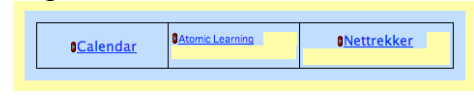
- Complete all headings and text on your web page.
- Go back to the top of the web page and type a list of the headings that are on your page
- Select the first heading on your page
- Go to Edit, Make Marker
- Next Select the same heading from your list at the top of the web page
- Go to Edit, Make Link
- Choose the correct Marker Heading in the Drop Down menu in the Format Link window
- Click Link to Marker
- Test
- OK
- Repeat steps as needed

Tables

- Click where you want table.
- Go to Insert drop down menu and select table.
- Select alignment of table on page and width of table in this window.
- Insert text, pictures, or links in your table.

With the table selected, use the Table drop down menu to format cells, format the table, add/delete columns or rows, and more.

Tip: To select the table, click just under the exterior border. The table will be highlighted around the edges, as well as the interior.



To make the table “invisible” on the page, choose a standard crayon color as the background of your webpage. Then when the table is complete, go to Format table, in the color drop down menu choose the same crayon color.

Cell padding – increases the row height.
Table padding – increases the spacing around the edge of the table.

TIP:

*If you make multiple webpages, put each page in its own folder, add a Personal Web Page, and **rename** it **Home Page**. Add folder name to the URL.