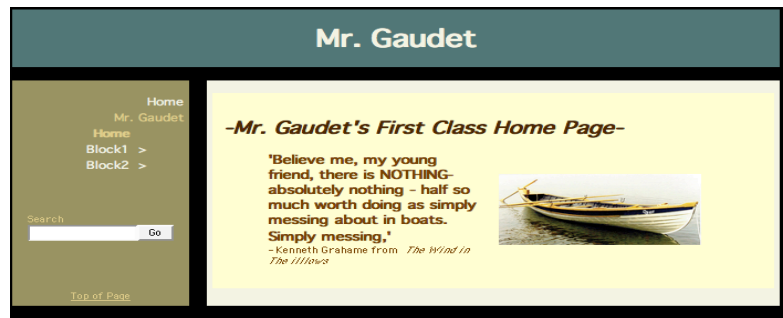


30 Second Guide to Using Templates to Maintain Your FC Web Site:

FirstClass offers a system of Templates that can be used to format your FC web site. One caution is that once you use a FC template you will need to continue using templates for future web pages.

FirstClass template web pages look like this.





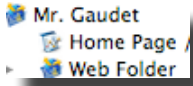
The brown column on the left contains links to your pages. For instance, *Block1* and *Block 2* link to web pages for those classes. When viewing those pages, clicking on *Mr. Gaudet* will bring you back to this page.




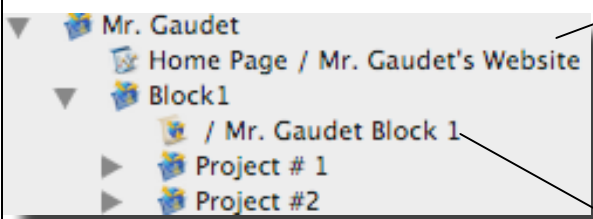
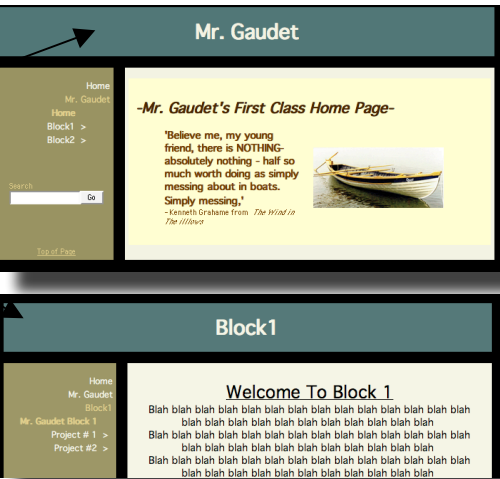

In order for these links to occur, you will need to create folders for Block1 and Block2.

The tan column on the right contains the contents of the Home Page that was created for this web site.

Here is How:

Follow These Steps:	Do This:
Set up Your Web Site	<ul style="list-style-type: none"> • Open the Web Publishing Folder. • Single-click on Web Publishing and under FILE drag to GET INFO. • Change the name from Web Publishing to whatever you would like to show on the top of your webpage.  <ul style="list-style-type: none"> • Single Click on the newly named Web Publishing folder. Click the APPEARANCE icon and choose a template. • If you do not already have one, create a Home Page. (See <i>30 Second Guide to Making Web Pages in FC</i>). The contents of this page will appear in the tan area above. 
Create a New Folder	<ul style="list-style-type: none"> • Single click on the newly renamed Web Publishing Folder. • Click the NEW WEB PAGE icon. • Choose WEB FOLDER.   <ul style="list-style-type: none"> • The new folder will appear in the left column under the Web Publishing Folder. • Rename the folder by single clicking on it. On the keyboard hit the APPLE / I keys. Enter the new name. • Single Click on the new folder and re-choose your template under APPEARANCE. You will need to do this for every new folder. • GO TO NEXT STEP. 

<p>Add a Page to Your Folder</p>	<p>(Note: You need to add a page to the folder in order to fill the right hand column of the template as viewed in View in Browser.)</p> <ul style="list-style-type: none"> • Single click on the folder. • Click the New Web Page icon. • Choose BLANK PAGE. • Fill in the PAGE TITLE with a descriptive name. <div style="text-align: center;">  <p>New Web Page</p> </div> <div style="text-align: center; border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> Page title: <input type="text" value="Mr. Gaudet Block 1"/> </div> <ul style="list-style-type: none"> • Add whatever content you would like to have on the right hand column of your webpage.
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What you see in FirstClass	What You See on The Web
 <p>Mr. Gaudet Home Page / Mr. Gaudet's Website Block 1 / Mr. Gaudet Block 1 Project # 1 Project #2</p>	 <p>Mr. Gaudet</p> <p>Home Mr. Gaudet Home Block1 > Block2 ></p> <p>Search <input type="text"/> Go</p> <p>Top of Page</p> <p>-Mr. Gaudet's First Class Home Page-</p> <p>'Believe me, my young friend, there is NOTHING- absolutely nothing - half so much worth doing as simply messing about in boats. Simply messing.'</p> <p>-Kenneth Grahame from <i>The Wind in The Willows</i></p>  <p>Block1</p> <p>Home Mr. Gaudet Block1 Mr. Gaudet Block 1 Project # 1 > Project #2 ></p> <p>Welcome To Block 1</p> <p>Blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah Blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah Blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah Blah blah blah blah blah blah blah blah blah blah blah blah</p>

Some Formatting Ideas:

- You can create your webpage (the one in the right hand column) in a word processor (Microsoft Word or Apple Pages). *Select All* and copy from the word processor document. In FC under FILE, drag to PASTE SPECIAL and choose one of these options:
 - QUOTED TEXT – For text only documents.
 - JPEG IMAGE – For documents that contain images. (This option will create an image of the whole document and include text and pictures.)
- Images on web pages do not always show in the browser view as the same size as seen in the FirstClass. To solve this problem, drag the bottom right corner of the image in FC to make the picture smaller than the size you would like to have on the final web page. This is a trial and error activity. You will have to keep checking in View In Browser as you resize.
- The links in the left column in your template will only link to folders and pages in your FirstClass Web Publishing Folder To create links to documents or internet sites, create those links on the page that appears on the right hand side.