



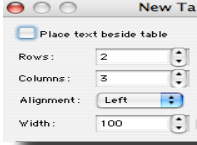
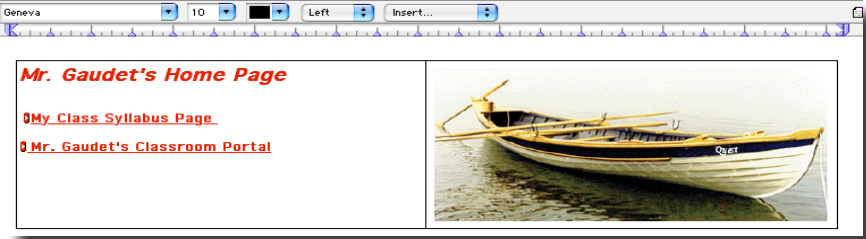
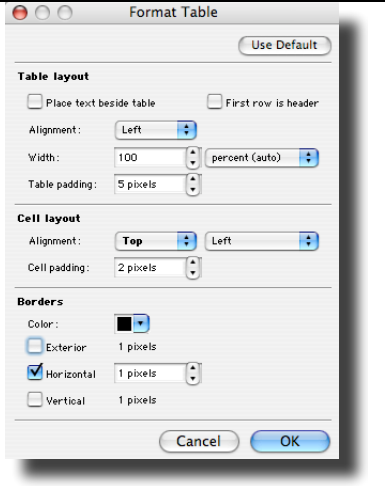
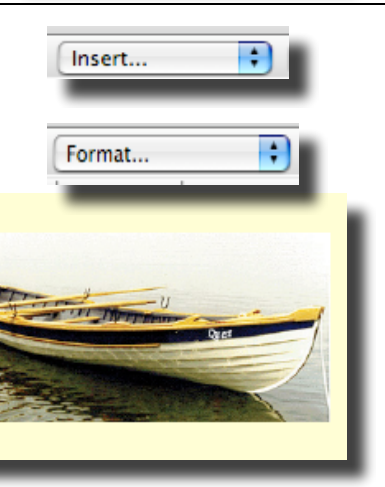
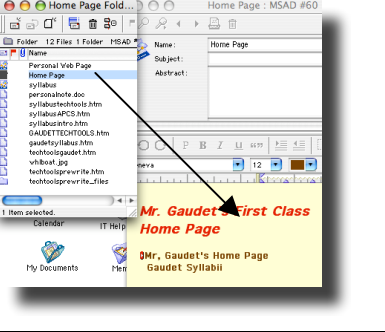
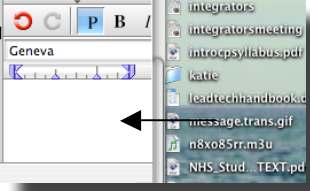
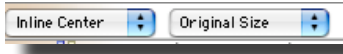
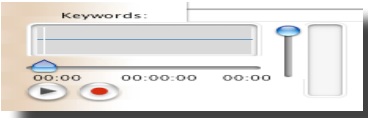
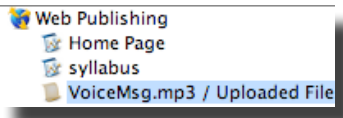
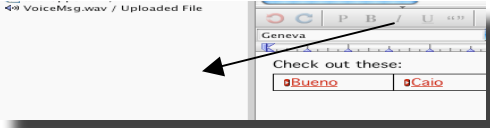

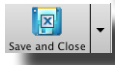


Thirty Second Guide to Making Web Pages in FirstClass

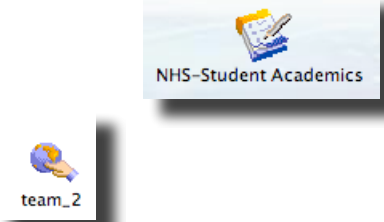
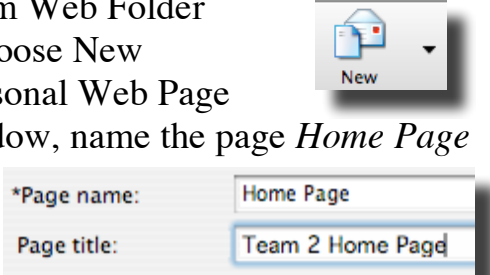
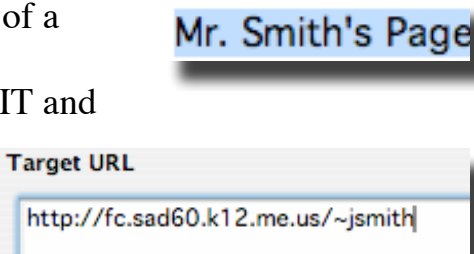
Personal Web Pages

If you want to:	Do this:
Open your web folder	<ul style="list-style-type: none"> Look on the FirstClass desktop for the Web Publishing folder. 
Make a Home Page Using Icon	<ul style="list-style-type: none"> Make sure WebPublishing folder is highlighted. Click New Web Page icon  in menu bar. Select Blank Page. Name the page: <i>Home Page</i> (This will be the main page on your website) 
Add / Format Text On The Home Page	<ul style="list-style-type: none"> Type information into the text window. Highlight the text and format using the options found on the formatting window. 
Add a Table (<i>use tables to align text and pictures</i>)	<ul style="list-style-type: none"> Under INSERT, choose TABLE Choose numbers of rows, columns, alignment and click OK. (Hint: to place pictures next to text, always use a table. Place image in one cell, text in another.)  

<p>Format The Table</p>	<ul style="list-style-type: none"> • Click inside any cell of the table. • Under FORMAT on the menu bar, drag to TABLE. • <i>Table Layout</i> – aligns table placement on webpage; determines percent of page table takes up. • <i>Cell layout</i> – aligns text placement within cells. • <i>Borders</i> – sets thickness and color of table borders. (hint: to have invisible borders uncheck Exterior, Horizontal, Vertical buttons) 	
<p>Add a Background to Page</p>	<ul style="list-style-type: none"> • Click on the insert drop down menu in the formatting bar. Choose Background. • Click the format drop down menu to add a picture or color as a background. 	
<p>Add Links to Pages on the Internet</p>	<ul style="list-style-type: none"> • Type the name of the link in the body or your webpage. • Highlight the name. • Under EDIT on the menu bar, drag to MAKE LINK. • Type the complete URL in to the Target URL window. • Click OK 	
<p>Add Links to Your Own FC Web Pages</p>	<ul style="list-style-type: none"> • Double click on the WEB PUBLISHING folder on your desktop. • Create additional pages by following the directions above. Make sure to change the name to something sensible. (<i>limit 15 characters</i>). • Click on your HOME PAGE and drag the name of any pages to which you wish to link onto the body of your Home Page. 	

<p>Add Images to Your Webpage</p>	<ul style="list-style-type: none"> Place images onto your <i>computer</i> desktop. Double click on the WEB PUBLISHING folder on your FC desktop. Drag the image from the computer desktop into the web page window. To format the image, single the image, under EDIT drag to FORMAT IMAGE. OR single click the image and use the drop down menus on the page.   <ul style="list-style-type: none"> You can also copy/paste images onto the webpage window:
<p>Add Audio to a Webpage</p>	<ul style="list-style-type: none"> Under EDIT on the menu bar, drag to INSERT / INSERT VOICE To record, click the red button. Speak into the built-in microphone. To stop, click the red button again. You will see a sound file called <i>VoiceMsg.mp3</i> stored in you WebPublishing Folder To change the name, single click on the sound file; under FILE drag to GET INFO; rename the file. (IMPORTANT: THE NAME MUST END WITH <u>.mp3</u>) To create a link, drag the sound file from the Web Publishing window to your webpage. (If the microphone does not record sound, open System Preferences and click on Sound. Choose INPUT. Choose INTERNAL MICROPHONE.)   
<p>To Preview / Save Your Page</p>	<ul style="list-style-type: none"> To see your page as it will appear on the web, click on the PREVIEW IN BROWSER button. To Save your page, click on the SAVE AND QUIT button.  
<p>See Your Page's URL</p>	<p>http://fc.sad60.k12.me.us/~yourusername</p>

Team Web Pages

If You Want to:	Do This:
Find Your Team's Web Folder	<ul style="list-style-type: none"> • Open the NHS Student Academics Conference • Open your Academy's Student Conference • Open Your Team's Conference • Find Your Team Web Folder 
Create a Team Home Page	<ul style="list-style-type: none"> • Single Click on the Team Web Folder • Under the New Icon, choose New Document Special / Personal Web Page • In the *Page Name window, name the page <i>Home Page</i> • In the Page Title window, enter your team's name • To save the page, click the Save and Close button. 
Create Links to Teachers' Pages	<ul style="list-style-type: none"> • Type and highlight the Name of a teacher. • In the Menu Bar, click on EDIT and drag to MAKE LINK • Enter the complete URL in the Target Link window. 
Create and Link to Other Pages in the Team Folder	<ul style="list-style-type: none"> • Follow directions for <i>Create a Team Home Page</i>. Title the page as you would like i.e. <i>TeamCulture</i> (Hint: Avoid spaces, punctuation) • Add content to the new page • To link onto the Home Page, open the Home Page by double clicking. Drag the new page from the team folder onto the Home page to create the link.
See Your Home Page's URL	<p>http://fc.sad60.k12.me.us/nhs/team_name</p> <p>This page is linked to your team's name on your academy page.</p>