

NHD WebCentral

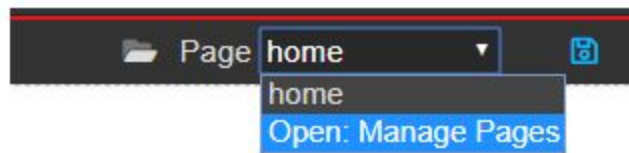
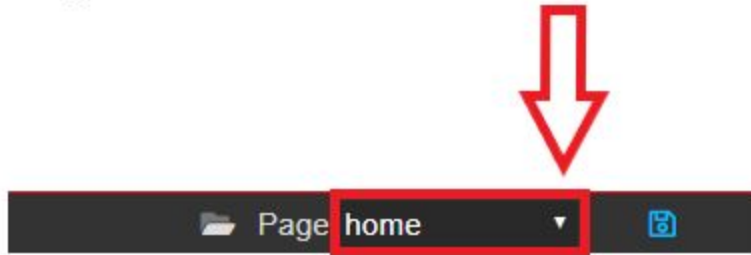
Adding and Linking Additional Pages

Better websites include multiple pages (as opposed to one long page that you keep scrolling down). On a website, pages are how you organize, or segment, the website.

How do I add a new page?

Go to the Control Bar across the top of the page. Click the down arrow to the right of home and select "Open: Manage Pages."

On the control bar, select the down arrow to the right of home.

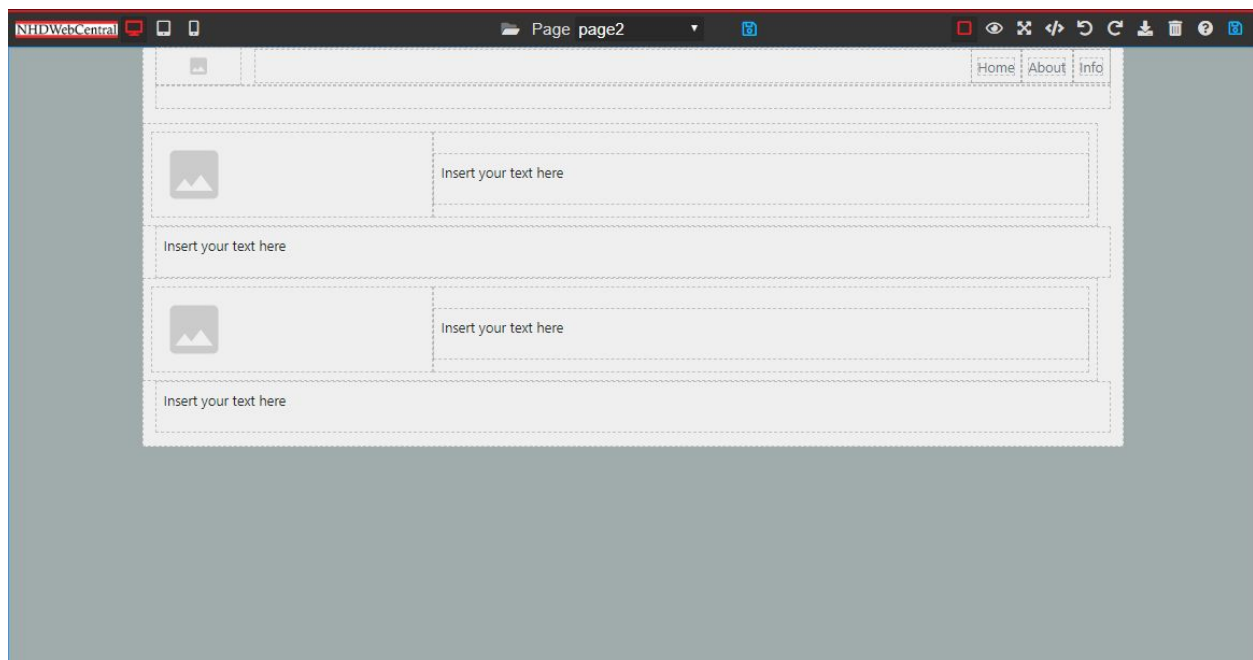
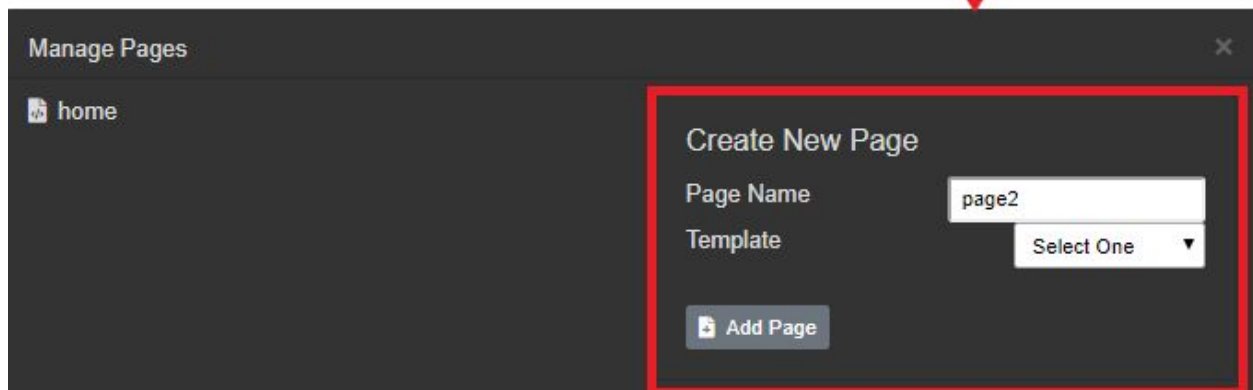


In the drop down, select Open: Manage Pages.

In the Manage Pages pane, you can do the following:

1. **Create a new page.** On the right side of the screen, give your page a name, select a template option (or blank to start from scratch), and then click the grey Add Page button.

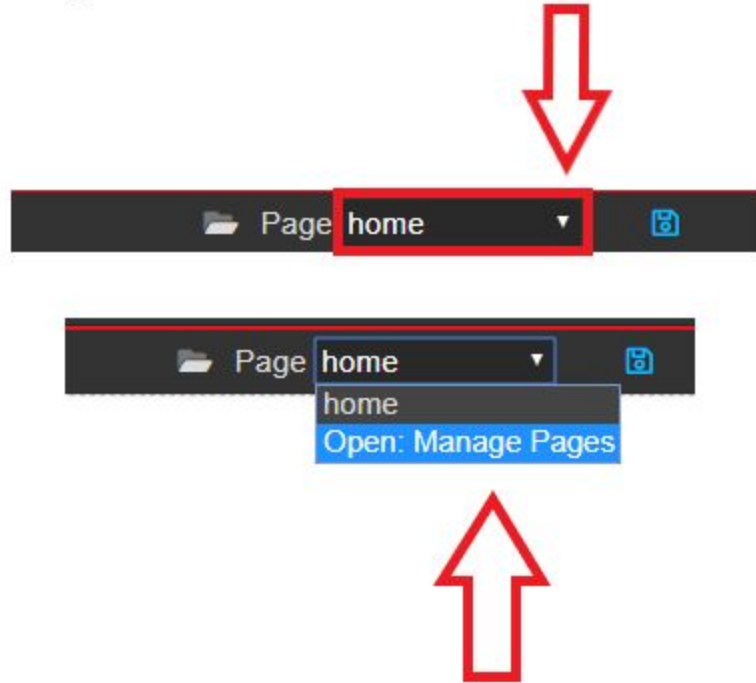
In Create New Page, name your page, select a template, and click Add Page.



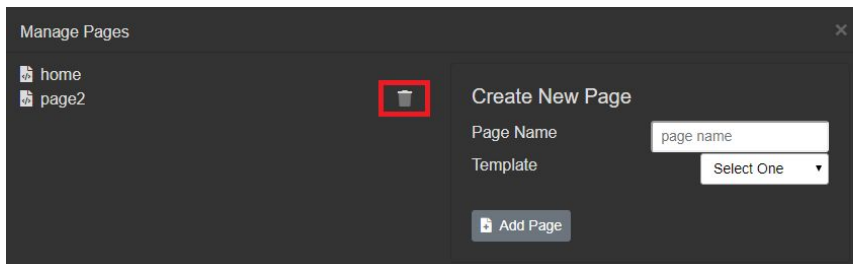
Pro Tip: Keep the names of your pages simple and avoid spaces. For example, if I want to build a page about historical context, I might call that page “context” or “background” or “page2.” This will make it easier to hyperlink pages down the road.

2. **Delete a page.** On the left side of the screen, you will see pages that you have created. If you do not want that page, select Open: Manage Pages. Then, click the trash can next to the page.

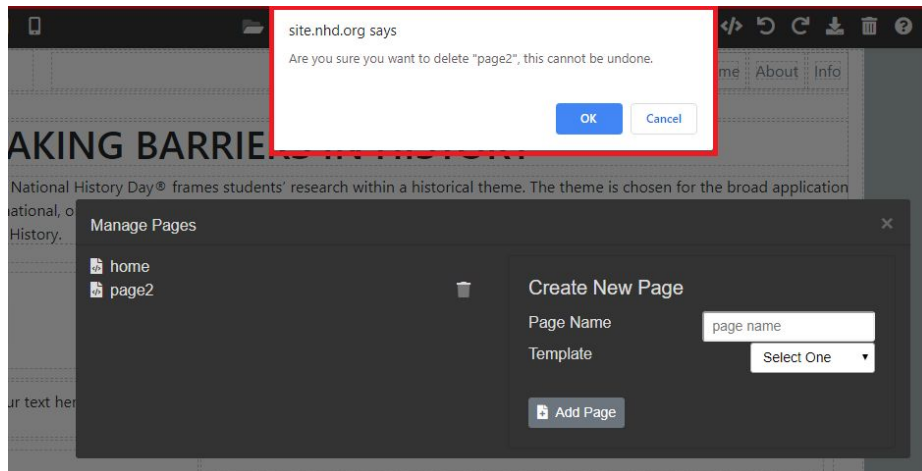
On the control bar, select the down arrow to the right of home.



In the drop down, select Open: Manage Pages.



Find the page you wish to delete and then select the trash can located next to that page.



← The site will ask to you confirm if you wish to delete this page. If yes, select OK. If no, select Cancel.

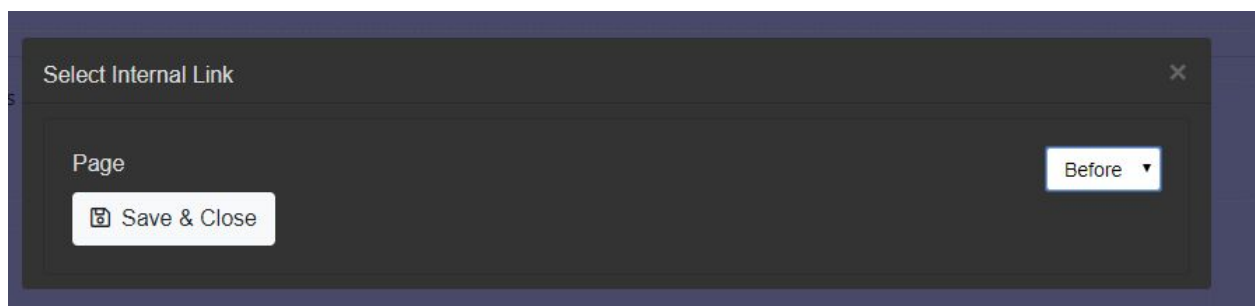
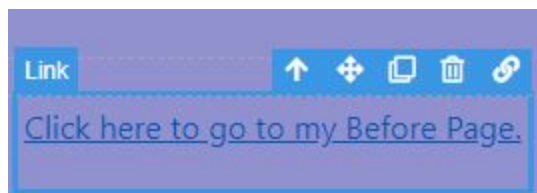
How do I link my pages together so that the judges can see them?

There are two ways to do this - using link blocks or by building a navigation bar. Note that you need to make a page before you can link to it.

How do I build a link block?

Decide where you want your link block and then drag in a Link Block element from the Toolbox Pane. You can add text ("Next" or "Click here") or add an image. If you add an image, make sure it's clear what to do; a judge might not know to click on a picture of a star to move to the next page.

Once you add your text or image, you need to direct the link where to go. There are two ways to do this. One way is to click the box and then click the "Internal Link" button that appears in the upper right hand corner. This will then allow you to select the page you would like to link to. Click "Save and Close."



The other way to link a link box is to build an "Href" reference. To do that, you need to know two things: the site key of your website and the name of the page you want to link to.

Click your Link Block, and the Style Pane will appear (at the side in the Toolbox Pane). Click the Settings menu. A box will appear called "Href."

Enter the following into the box:

/sitekey#/nameofpage

Example:

Site key: 35985270

Name of page: page3

Enter into href:

/35985270/page3

If the name of your page contains a space, you need to insert "%20" where the space is.

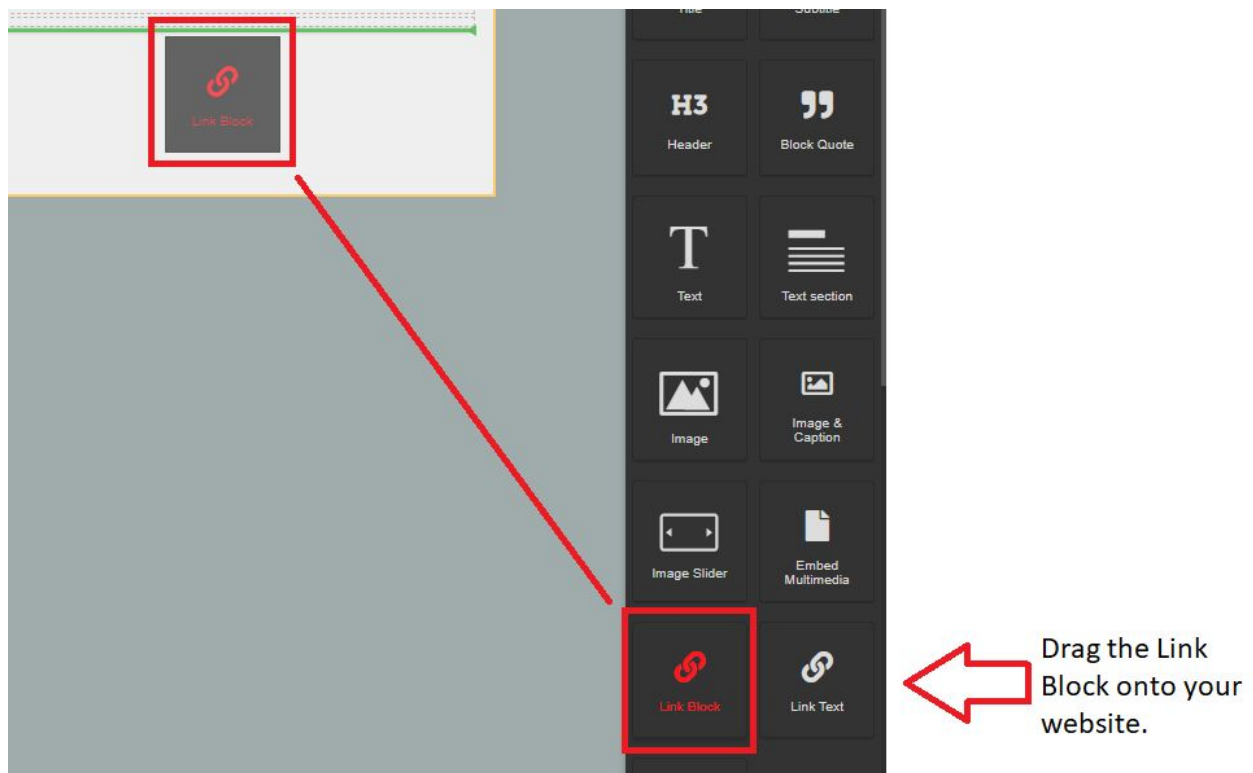
Example:

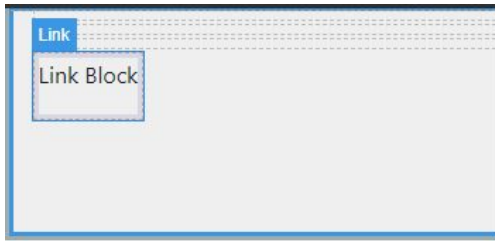
Site key: 35985270

Name of page: page 3

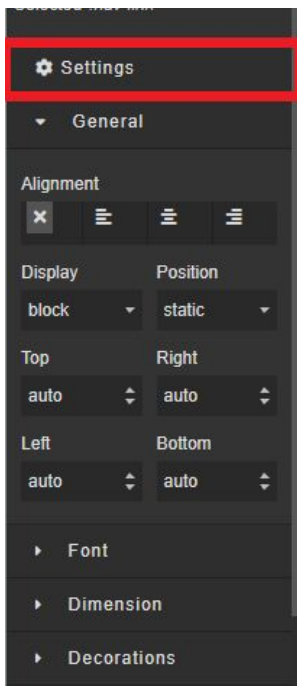
Enter into href:

/35985270/page%203

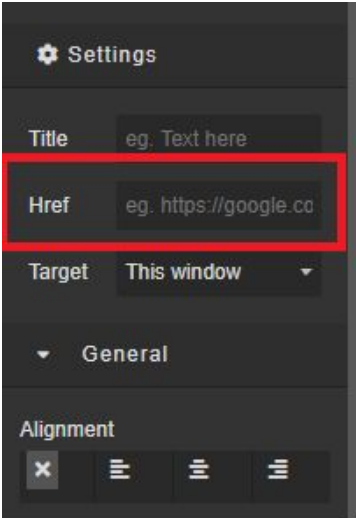




Hover over the Link Block. Select "link." This will open the Toolbox Pane (on the right side of the screen).



Once you have clicked "link," look to your right at the Toolbox Pane. Then, find and select "Settings."



Enter the following into the box:
`/sitekey#/nameofpage`

How do I build a Navigation Bar?

Decide where you want your navigation bar and then drag in a navigation bar element from the Toolbox Pane. You can add text (“Next” or “Click here”). You can also add an image to the side of your navigation bar. If you add an image, make sure it's clear and serves a purpose for your navigation bar.

Once you add your text or image, you need to direct the link where to go. To link, you will need to know two things: the site key of your website and the name of the page you want to link to.

Click your Link Block, and the Style Pane will appear (in the Toolbox Pane). Click the Settings menu. A box will appear called “Href.” Enter the following into the box:
`/sitekey#/nameofpage`

Example:

Site key: 35985270

Name of page: page3

Enter into href:

`/35985270/page3`

If the name of your page contains a space, you need to insert “%20” where the space is.

Example:

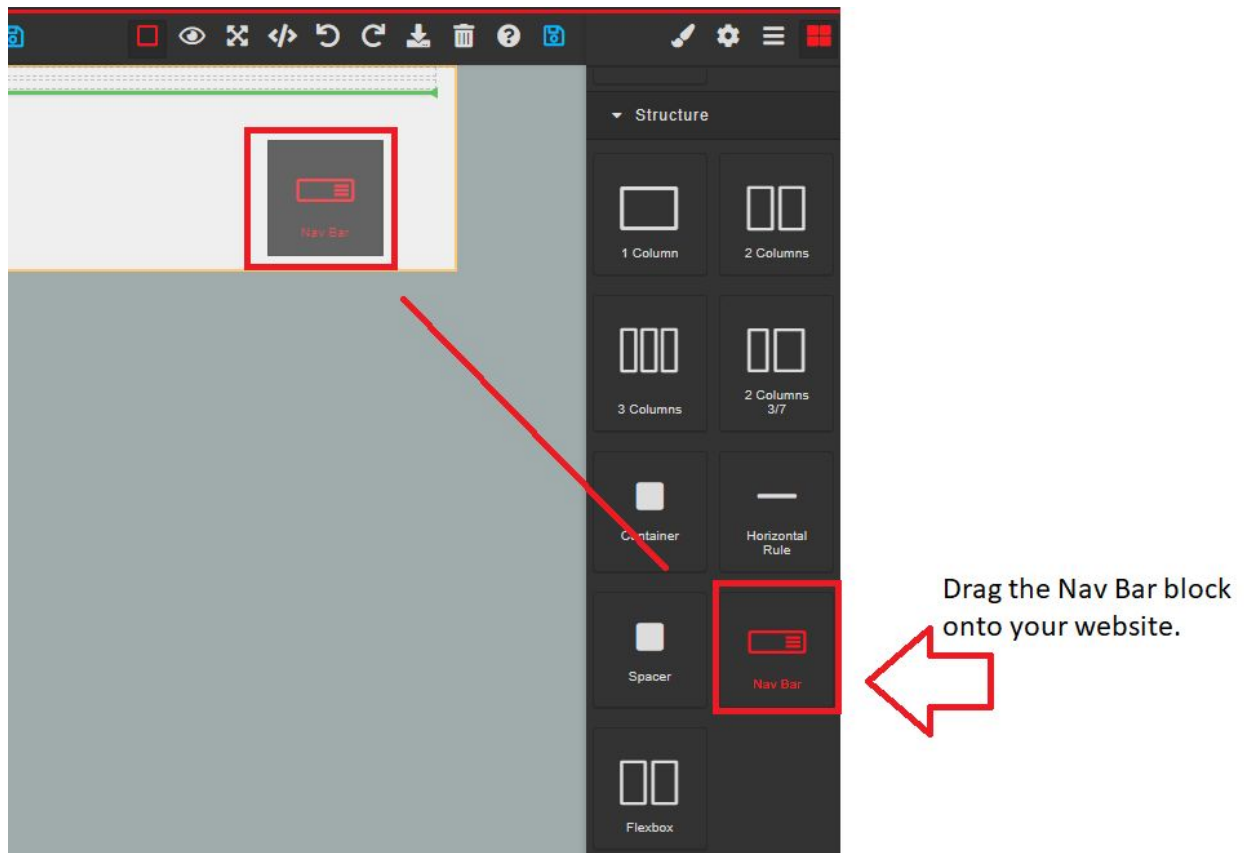
Site key: 35985270

Name of page: page 3

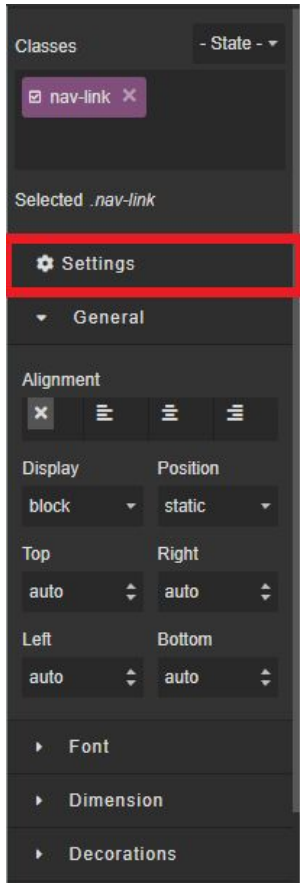
Enter into href:

`/35985270/page%203`

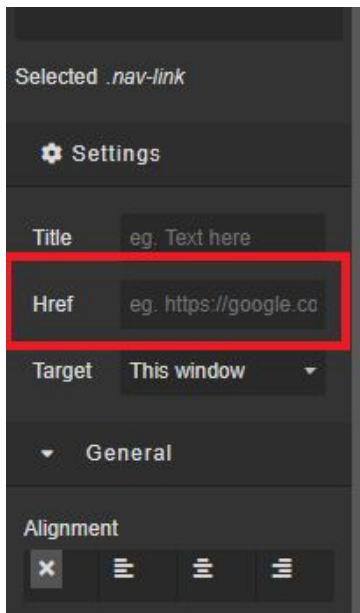
Please note: If you want your Navigation Bar to appear on more than one page, you will need to build it on more than one page.



Hover over the text you want to make a link and select "link" when it appears. This will open the Toolbox Pane (on the right side of the screen).



Once you have clicked "link," look to your right at the Toolbox Pane. Then, find and select "Settings."

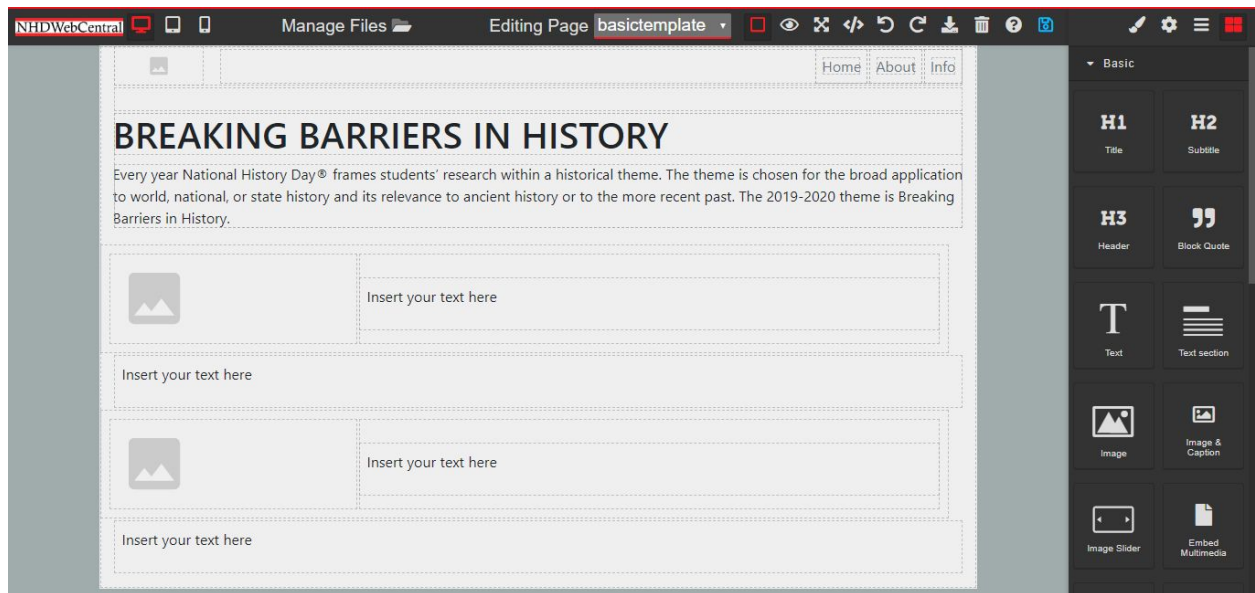


Enter the following into the box:
/sitekey#/nameofpage

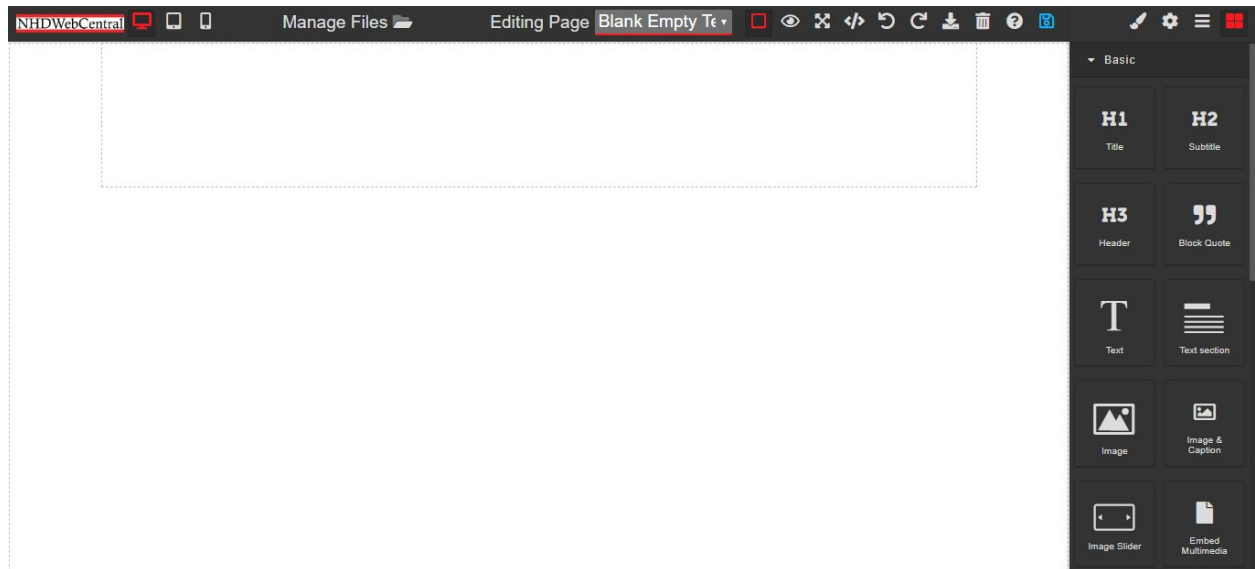


What do the page templates look like?

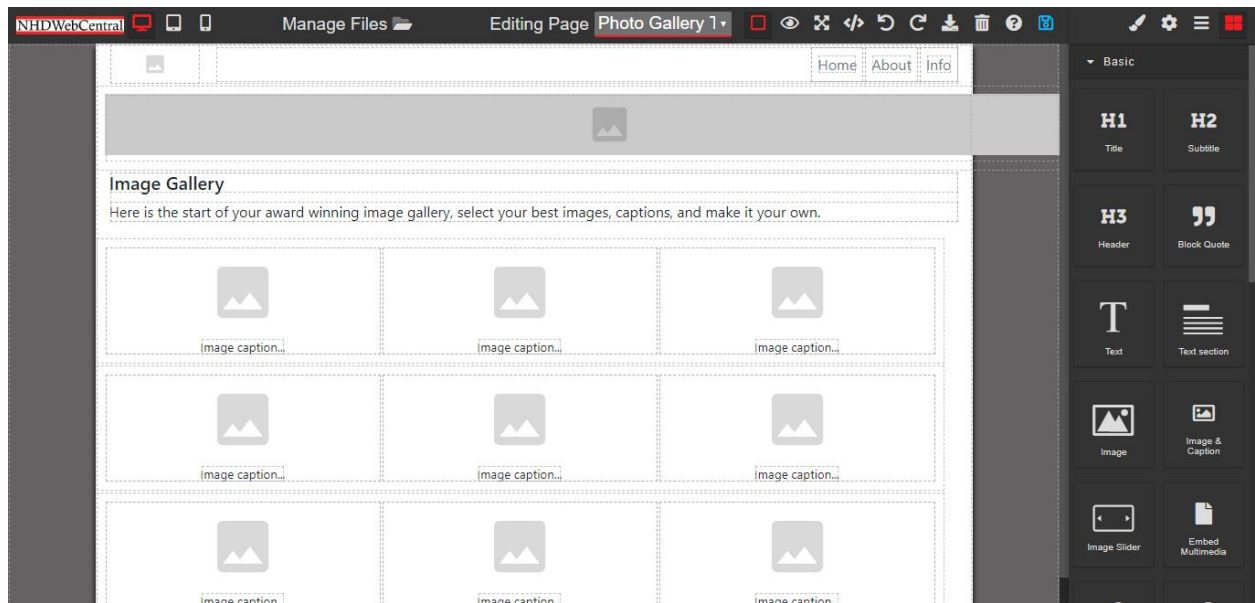
Example of Basic Template



Example of Blank / Empty Template



Example of Photo Gallery Template



Example of Splash Template

