# NHDWebCentral

**How to Register as an Individual Student**

Welcome to NHDWebCentral! We are excited that you will be building a website for the NHD Contest. Here is a guide to get you started. Please note that these instructions are for students working individually. If you are working in a group, please use the instructions for a group.

Getting Started
1. Go to www.NHDWebCentral.org. You will come to a screen that looks like this:
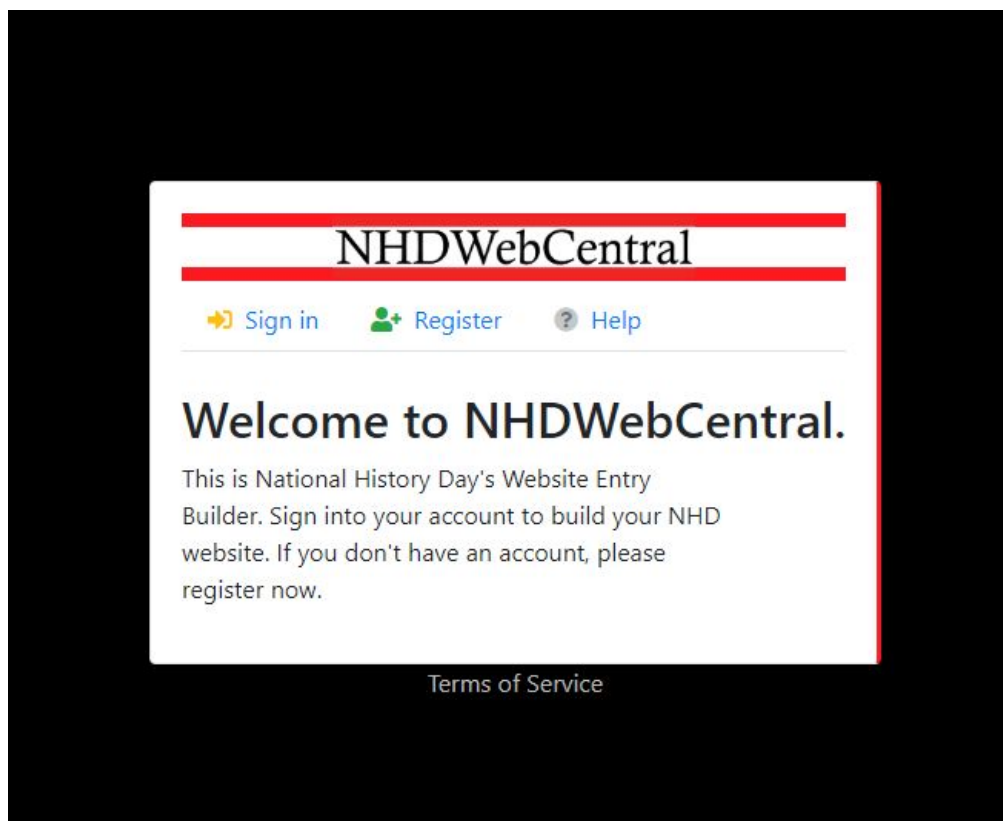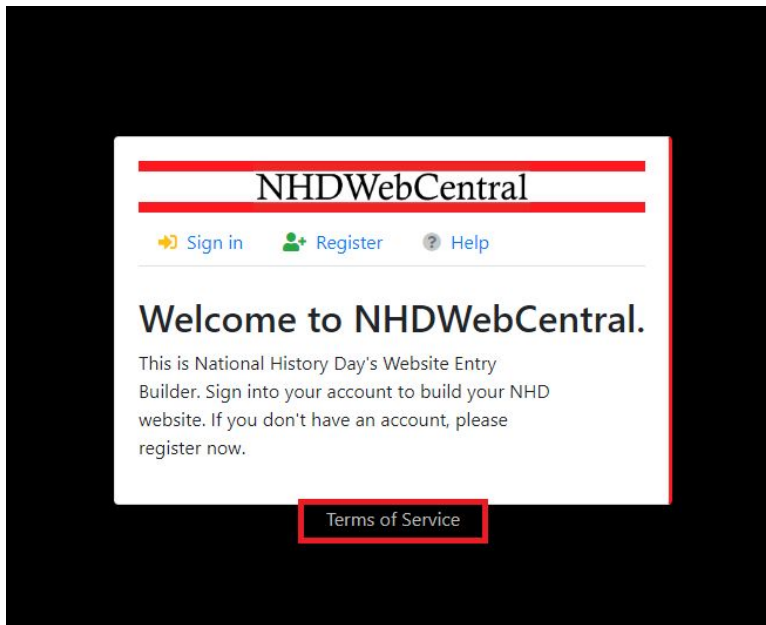

Here is where you sign in AFTER you have created a login.
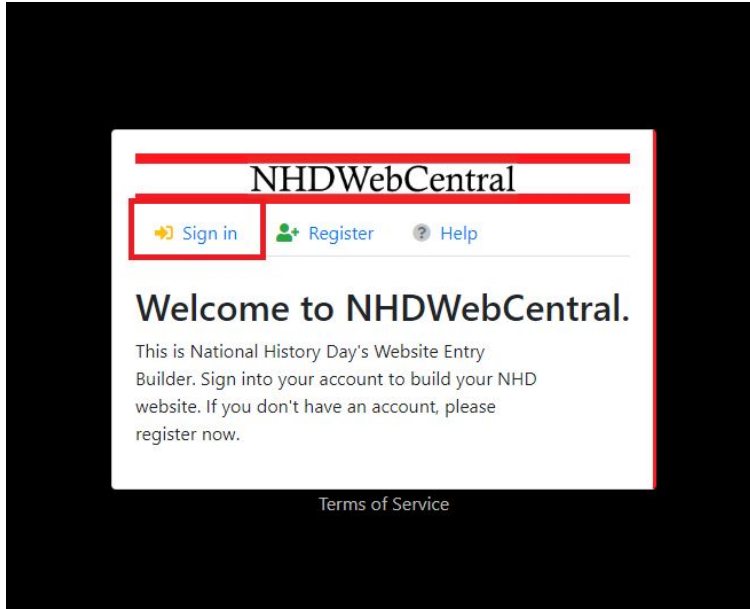
Select the sign in button to sign in to your account (after you have registered).
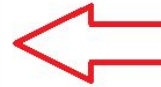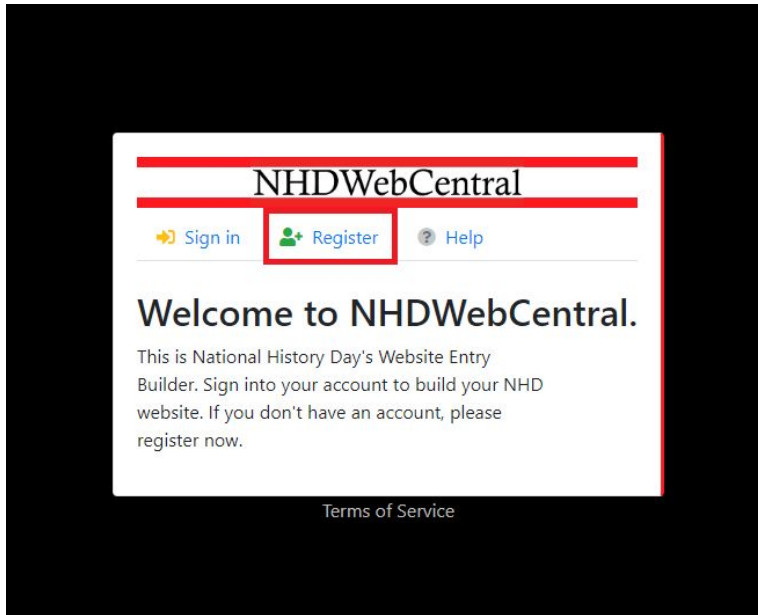
Here is where you find the Terms of Service.

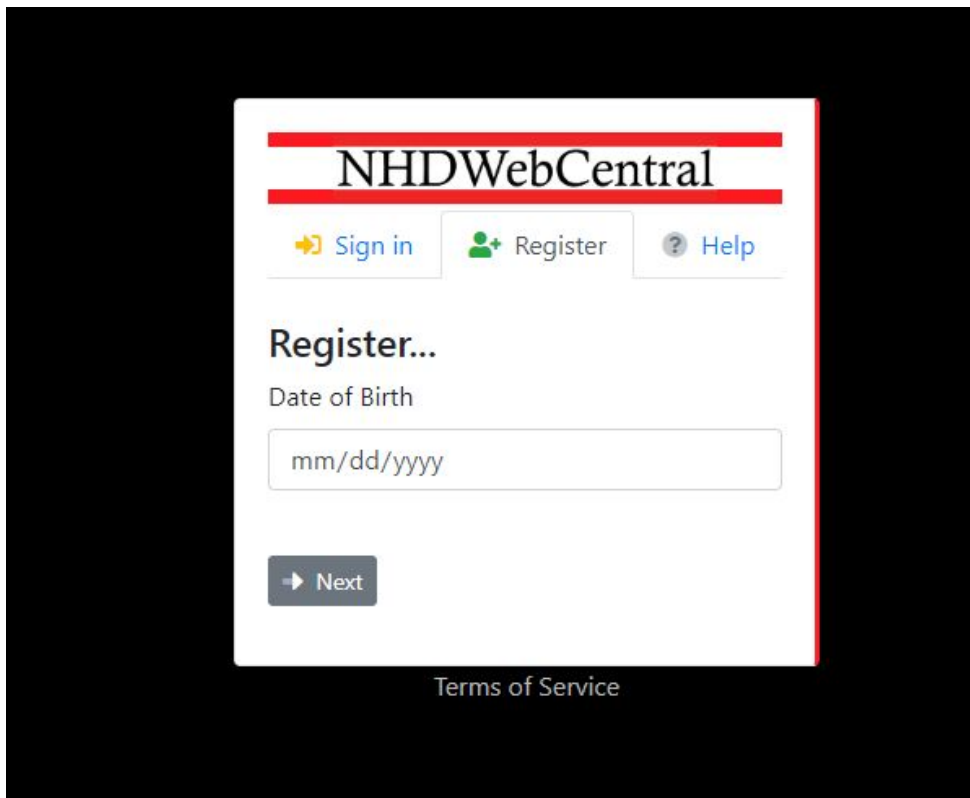Here is where you can find a copy of our Terms of Service.

Here is where we want to begin.

2. Click "Register."

If you are a new user, select Register.

3. First you will be asked to enter your date of birth (mm/dd/yyyy). Click the grey "Next" button.

4. **PLEASE NOTE:** If you are under the age of 13, you need parental consent to use NHDWebCentral. Please fill out your parent or guardian's information. He or she will receive an email notifying them that you have signed up to create an account. ***Note***: If your parent or guardian does not have access to an email address, please speak with your teacher. He or she can receive the email and print a copy for your parent or guardian to read.

5. After you enter your parent information (only for those under 13), you will be asked to complete a basic webform. This form will ask for the following information:
   a. First Name
   b. Last Name
   c. Email address
   d. Username
   e. Password
   f. Confirm Password

Fill out the registration form with the following:
First name
Last Name
Email
Username
Password

Don't forget to accept the Terms of Service and confirm you are not a robot!

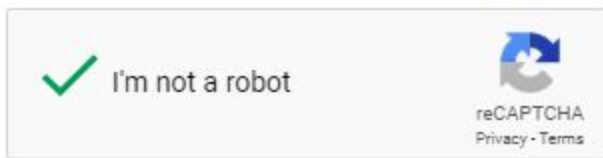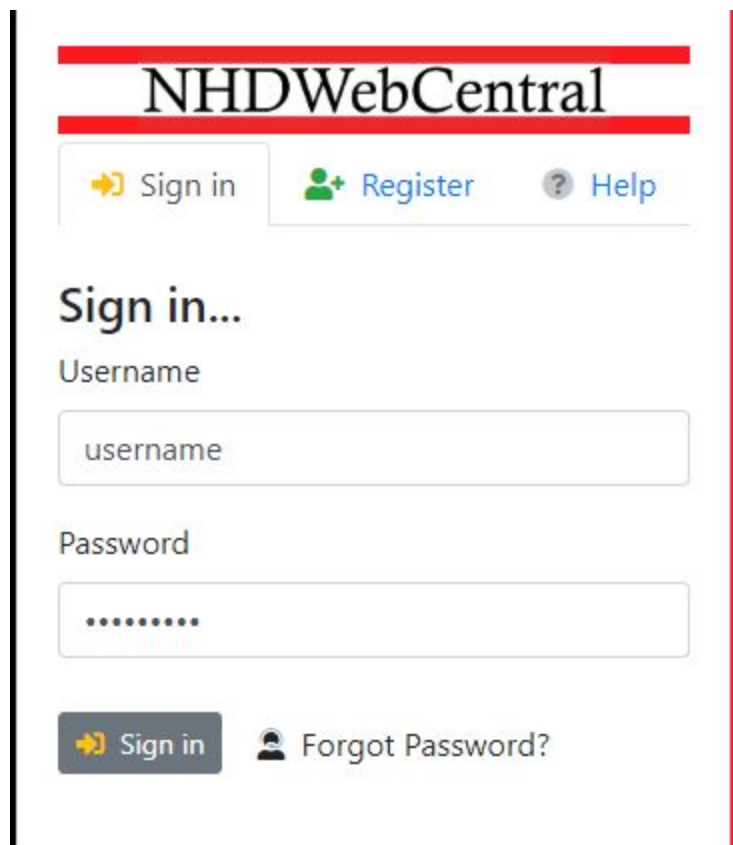| **Note about usernames:** Every student needs to have a unique username. When you enter your username and click on the next box, one of two options will appear in the upper right hand corner:	
A green box will appear telling you that your username is good.	A yellow box will appear to tell you that you need to choose a new username.

	STOP! It is very important to pause for a moment and write down your username and password. This will make your life easier down the road! Write these down **before** you click the "sign-in" button.

You will need to click the checkboxes to accept the Terms of Service and to ensure you are not a robot. In order to confirm you are not a robot. (Sometimes you will be asked to review pictures and verify what you see.)

☑ I accept the *Terms of Service*

✓ I'm not a robot

reCAPTCHA
Privacy - Terms

Once everything is complete, you must sign into your account. Enter your username and password, then click the grey "Sign in" button.

NHDWebCentral

→ Sign in   ▲ Register   ? Help

Sign in...

Username

username

Password

•••••••••

→ Sign in   ▲ Forgot Password?

Since you are not in a group, click the grey and yellow "start now" button to reach your site's landing page. The landing page will allow you several options:

Start your Website

Since you are working as an individual, select start now!

Start Now!

Link to an Existing Website

Does your team already have a site?
If you are participating in a group website, please enter your site key below and click "Link." Then, you will be able to edit the group's website.

Site Key | Site Key | Link

Your Website

Created at 8/16/2019 7:18:56 PM
Last Update at 8/16/2019 8:58:09 PM
Site Key 78289738
https:\\site.nhd.org\78289738

99 MB remaining

Edit Site | **View Site**

This is your site key. You can always find this information here on the landing page should you need it.
Your special URL is just below it.

The View Site button allows you to see a preview of the website (you cannot make edits here).

The Edit Site button is were you will create your website and make changes.

Authorized Users

Users listed below have access to view and edit your website.

Allow Link

The Allow Link button lets you add authorized users to your website (such as group members or your teacher).

NHDWebCentral

How to Register as a Group

Welcome to NHDWebCentral! We are excited that you will be building a group website for the NHD Contest. Here is a guide to get you started. Please note that these instructions are for students working in groups. If you are working individually, please use the instructions for individuals.

Getting Started - Choose Student One

1. Choose one student to begin this process (we will call this person "Student One").
2. Student One needs to go to www.NHDWebCentral.org. You will come to a screen that looks like this:
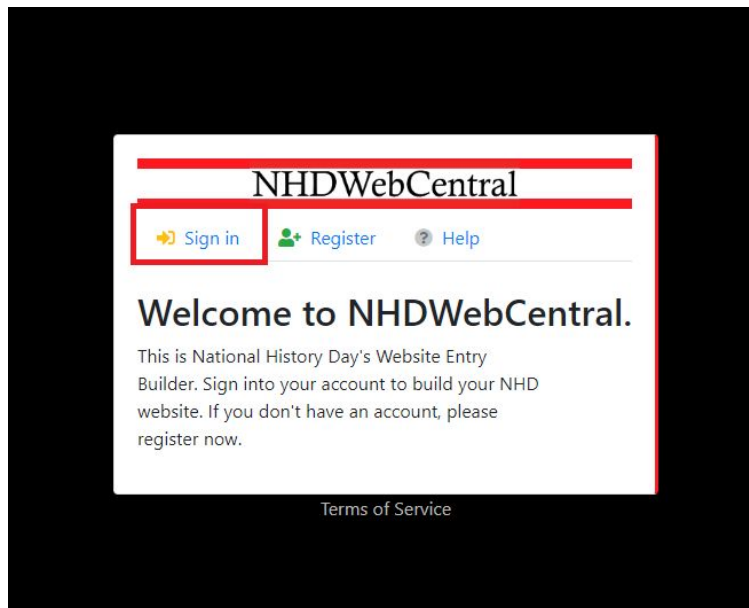
Here is where you sign in AFTER you have created a login.
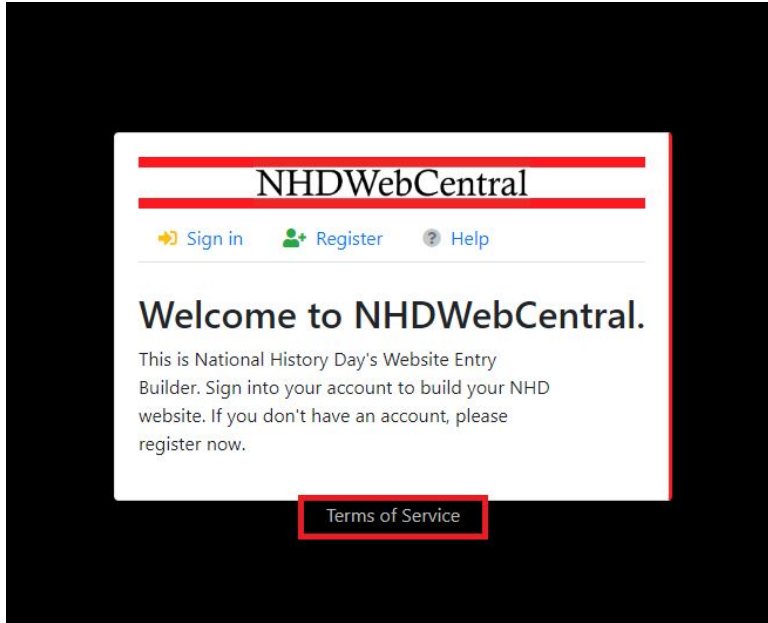

Here is where you find the Terms of Service.
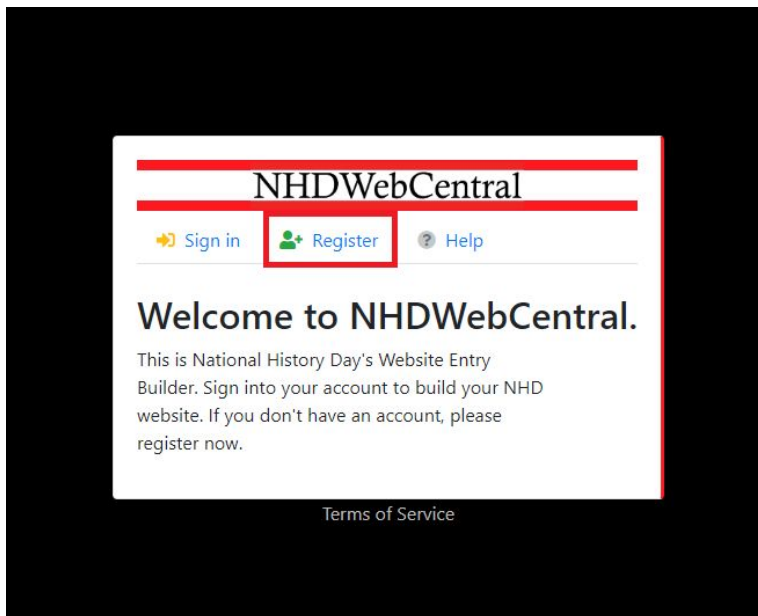
Here is where you can find a copy of our Terms of Service.
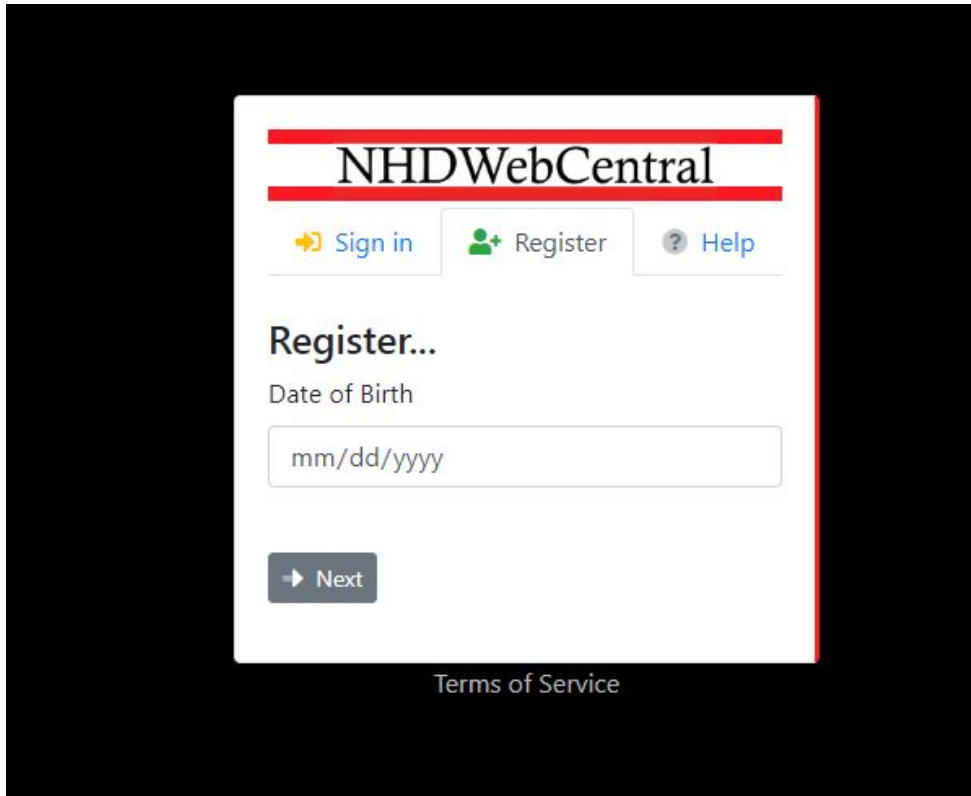
Here is where we want to begin.

3. Click "Register."

If you are a new user, select Register.

4. First you will be asked to enter your date of birth (mm,/dd/yyyy).

5. **PLEASE NOTE:** If you are under the age of 13, you need parental consent to use NHDWebCentral. Please fill out your parent or guardian's information. He or she will receive an email notifying them that you have signed up to create an account. ***Note***: If your parent or guardian does not have access to an email address, please speak with your teacher. He or she can receive the email and print a copy for your parent or guardian to read.

6. After you enter your parents permission (only for those under 13), you will be asked to complete a basic webform. This form will ask for the following information:
   a. First Name
   b. Last Name
   c. Email address
   d. Username
   e. Password
   f. Confirm Password

Fill out the registration form with the following:
First name
Last Name
Email
Username
Password

Don't forget to accept the Terms of Service and confirm you are not a robot!

Note about usernames: Every student needs to have a unique username. When you enter your username and click on the next box, one of two options will appear in the upper right hand corner:	
A green box will appear telling you that your username is good.	A yellow box will appear to tell you that you need to choose a new username.

	STOP! It is very important to pause for a moment and write down your username and password. This will make your life easier down the road! Write these down **before** you click the "sign-in" button.

You will need to click the checkboxes to accept the Terms of Service and to ensure you are not a robot. In order to confirm you are not a robot. (Sometimes you will be asked to review pictures and verify what you see.)

☑ I accept the *Terms of Service*

✓ I'm not a robot

reCAPTCHA
Privacy - Terms

Once everything is complete, you must sign into your account. Enter your username and password, then click the grey "sign-in" button.

NHDWebCentral

→] Sign in   ≗⁺ Register   ? Help

Sign in...

Username

username

Password

....

→] Sign in   ≗ Forgot Password?

You will be asked to sign in to the website. Enter the username and password that you just created to gain access to NHDWebCentral and begin building your website.

Student One should now click the grey and yellow "Start Now" button to reach your site's landing page. The landing page will allow you several options:

Start your Website

Start Now!

If you are Student One, select start now!

Link to an Existing Website

Does your team already have a site?
If you are participating in a group website, please enter your site key below and click "Link." Then, you will be able to edit the group's website.

Site Key | Site Key | 🔗 Link

Your Website

Created at 8/16/2019 7:18:56 PM
Last Update at 8/16/2019 8:58:09 PM
Site Key 78289738
https:\\site.nhd.org\78289738

99 MB remaining

⚠ Edit Site | 👁 View Site

Authorized Users

Users listed below have access to view and edit your website.

🔒 Allow Link

This is your site key. You can always find this information here on the landing page should you need it.
Your special URL is just below it.

The View Site button allows you to see a preview of the website (you cannot make edits here).

The Edit Site button is were you will create your website and make changes.

The Allow Link button lets you add authorized users to your website (such as group members or your teacher).

Student One need to do two key tasks:
1. Write down the site key to share with your group members.
2. Click the grey "Allow Link" button to allow other students to join your group. Once you do this, your group member(s) will have 24 hours to complete their registration and link to the site. If someone doesn't get it done in that time period, Student One can click the "Allow Link" button again to re-open it for another 24 hours.

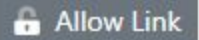**Authorized Users**

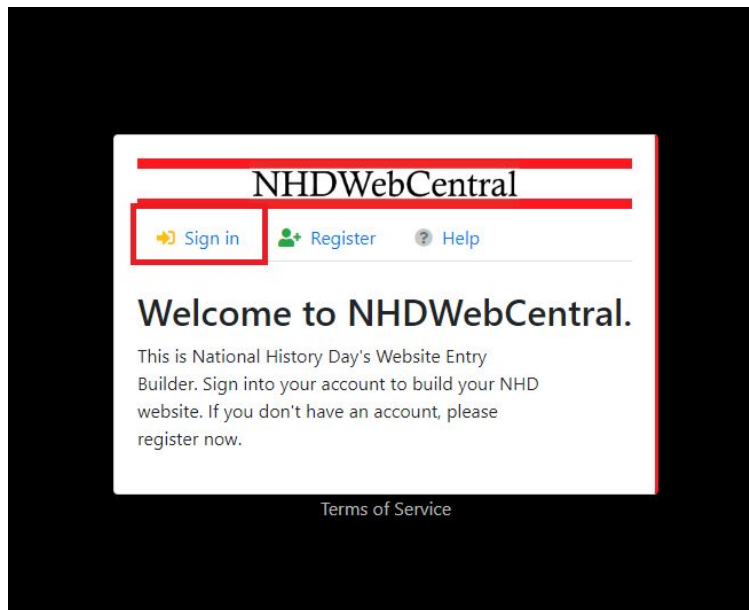Users listed below have access to view and edit your website.

🔒 Allow Link

The Allow Link button lets you add authorized users to your website (such as group members or your teacher).
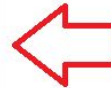
Getting Started - Students Two Through Five

NOW, other students in the group can complete the registration process.

Here is where you sign in AFTER you have created a login.

Select the sign in button to sign in to your account (after you have registered).

NHDWebCentral

→ Sign in   👤 Register   ❓ Help

Welcome to NHDWebCentral.

This is National History Day's Website Entry Builder. Sign into your account to build your NHD website. If you don't have an account, please register now.

Terms of Service

Here is where you find the Terms of Service.
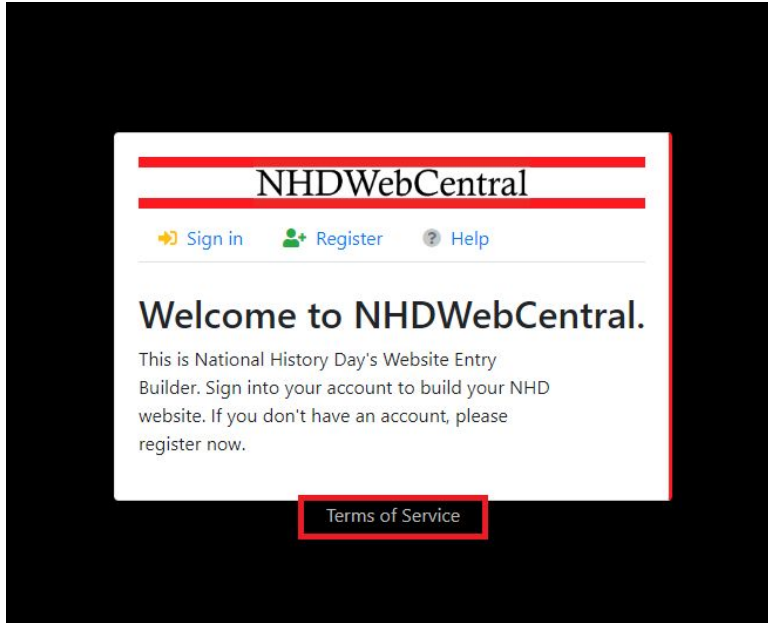
Here is where you can find a copy of our Terms of Service.

Here is where we want to begin.

7. Click "Register."

If you are a new user, select Register.

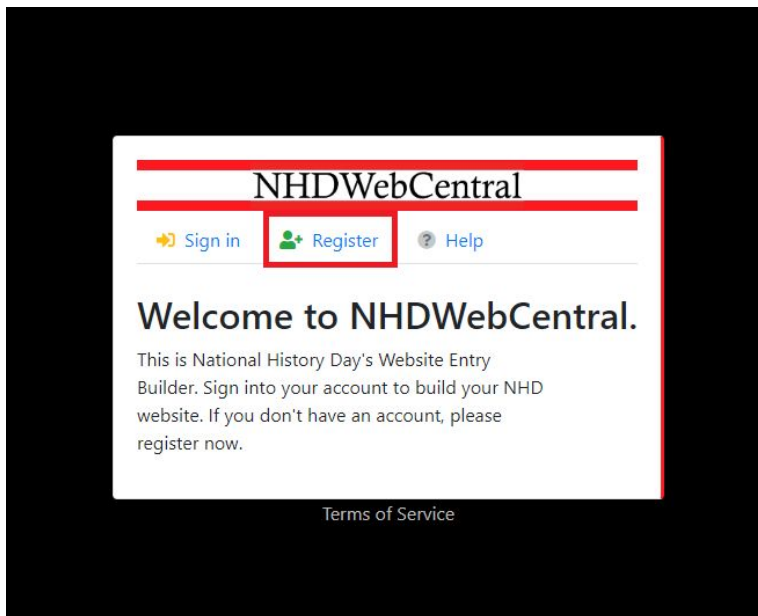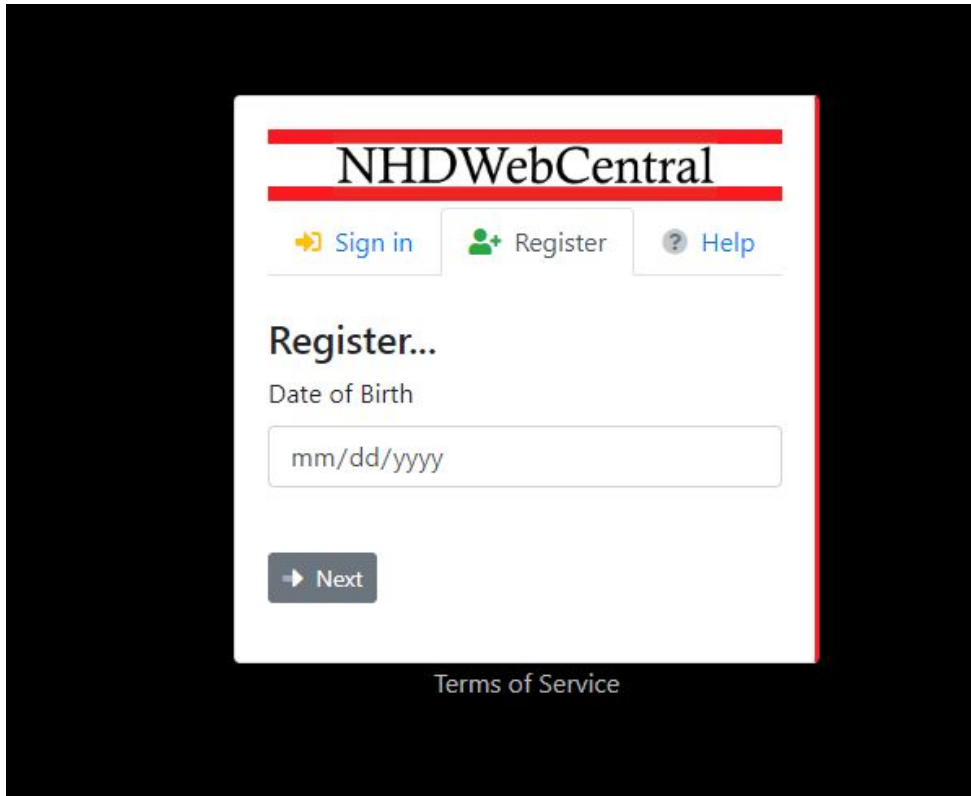8. First you will be asked to enter your date of birth (mm/dd/yyyy).

9. **PLEASE NOTE:** If you are under the age of 13, you need parental consent to use NHDWebCentral. Please fill out your parent or guardian's information. He or she will receive an email notifying them that you have signed up to create an account. *Note*: If your parent or guardian does not have access to an email address, please speak with your teacher. He or she can receive the email and print a copy for your parent or guardian to read.

10. After you enter your parents permission (only for those under 13), you will be asked to complete a basic webform. This form will ask for the following information:
    a. First Name
    b. Last Name
    c. Email address
    d. Username
    e. Password
    f. Confirm Password

Fill out the registration form with the following:
First name
Last Name
Email
Username
Password

Don't forget to accept the Terms of Service and confirm you are not a robot!

Note about usernames: Every student needs to have a unique username. When you enter your username and click on the next box, one of two options will appear in the upper right hand corner:	
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☑ I accept the *Terms of Service*

✓ I'm not a robot

reCAPTCHA
Privacy - Terms

Once everything is complete, you must sign into your account. Enter your username and password, then click the grey "Sign-In" button.

NHDWebCentral

↦ Sign in   ➕ Register   ❓ Help

Sign in...

Username

username

Password

●●●●●●●●●

↦ Sign in   👤 Forgot Password?

You will be asked to sign in to the website. Enter the username and password that you just created to gain access to NHDWebCentral and begin building your website.

The landing page will allow you several options:

Start your Website
Start Now!

If you are Student One, select start now!

Link to an Existing Website

Does your team already have a site?
If you are participating in a group website, please enter your site key below and click "Link." Then, you will be able to edit the group's website.

Site Key   Site Key   Link

If Student One has already joined and you need to join the group website, enter in the site key here and click link!

Since you are in a group, you add the site key that Student One has provided. Enter the site key carefully and click the grey and yellow "Link" button.

Link to an Existing Website

Does your team already have a site?
If you are participating in a group website, please enter your site key below and click "Link." Then, you will be able to edit the group's website.

Site Key   Site Key   Link

If Student One has already joined and you need to join the group website, enter in the site key here and click link!

Once the other group members click "Link" they will come to the same landing page that Student One sees.

Once you "Link" to the site via Student One's site key, your screen will update to the same landing page that Student One sees. This means you have successfully linked your accounts and can start working on your group project!

Your Website

Created at 8/16/2019 7:18:56 PM
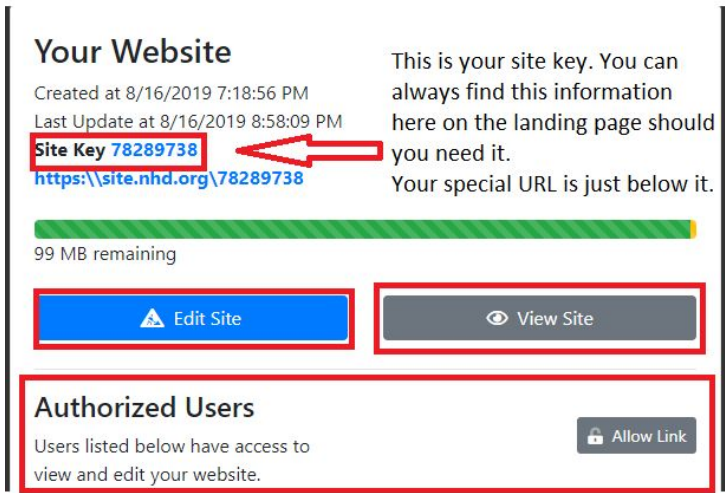Last Update at 8/16/2019 8:58:09 PM
Site Key 78289738
https:\\site.nhd.org\78289738

99 MB remaining

⚠ **Edit Site**   👁 View Site

Authorized Users

Users listed below have access to view and edit your website.

Ashley Dabbraccio

Ashley group

🔒 Allow Link

Linking is currently allowed for the next 24 hours.

Your Website

Created at 8/16/2019 7:18:56 PM
Last Update at 8/16/2019 8:58:09 PM
Site Key 78289738
https:\\site.nhd.org\78289738

99 MB remaining

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NHDWebCentral

How to Navigate the Website Builder

NHDWebCentral has several key features to help you build your website.When you log in and click the blue "Edit Site" button, you get a screen that looks like this. There are three major sections to the editor:

- The Control Bar
- The Toolbox Pane
- The Builder Pane

This guide provides an orientation to the Control Bar and other elements in the top row of your screen.
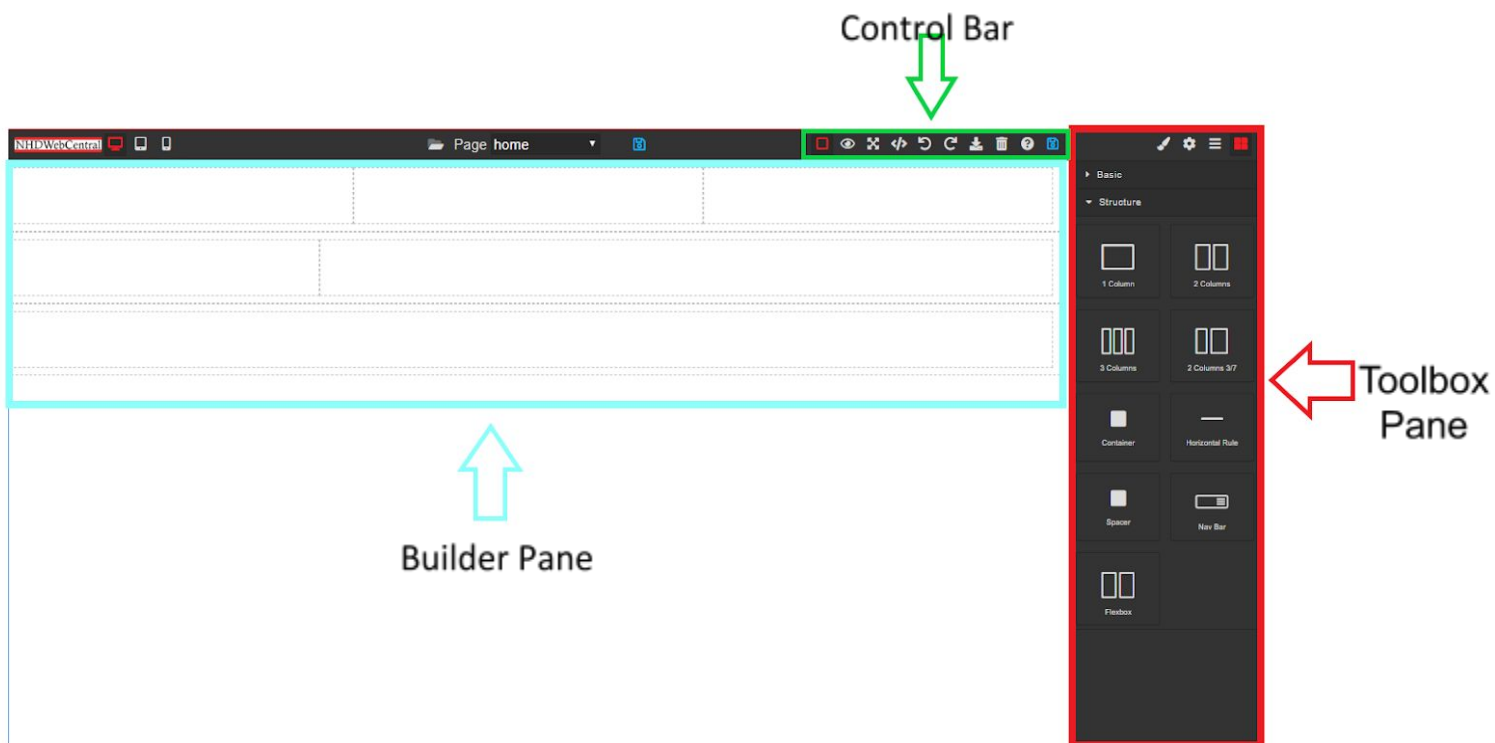
What does the Control Bar Do?

The control bar has many features that will help you when creating a website. Most of these features are ones that you encounter everyday.
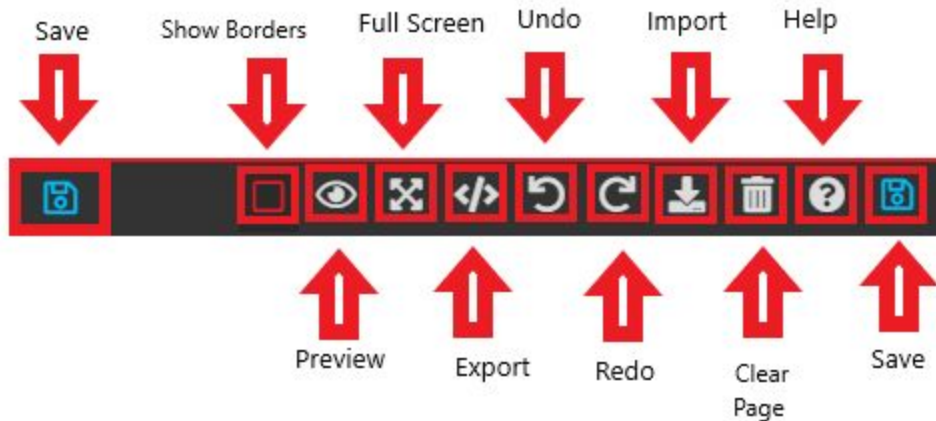
The control bar allows you to see your project from different perspectives including "Show Borders, Full Screen and Preview Site" mode.

The control bar allows you to undo or redo changes you made through the Undo, Redo, and Clear Page buttons.

Finally, the control bar allows you to save your project at various states through the Save buttons and the Export button and the Import button (please see comments below when working with this feature).

It also has one other important button: the Help button. Click on this if you are ever in need of help. This will allow you to access:

- Frequently Asked Questions (FAQs)
- Help Guides and Videos from NHD
- A Glossary of Helpful Terms
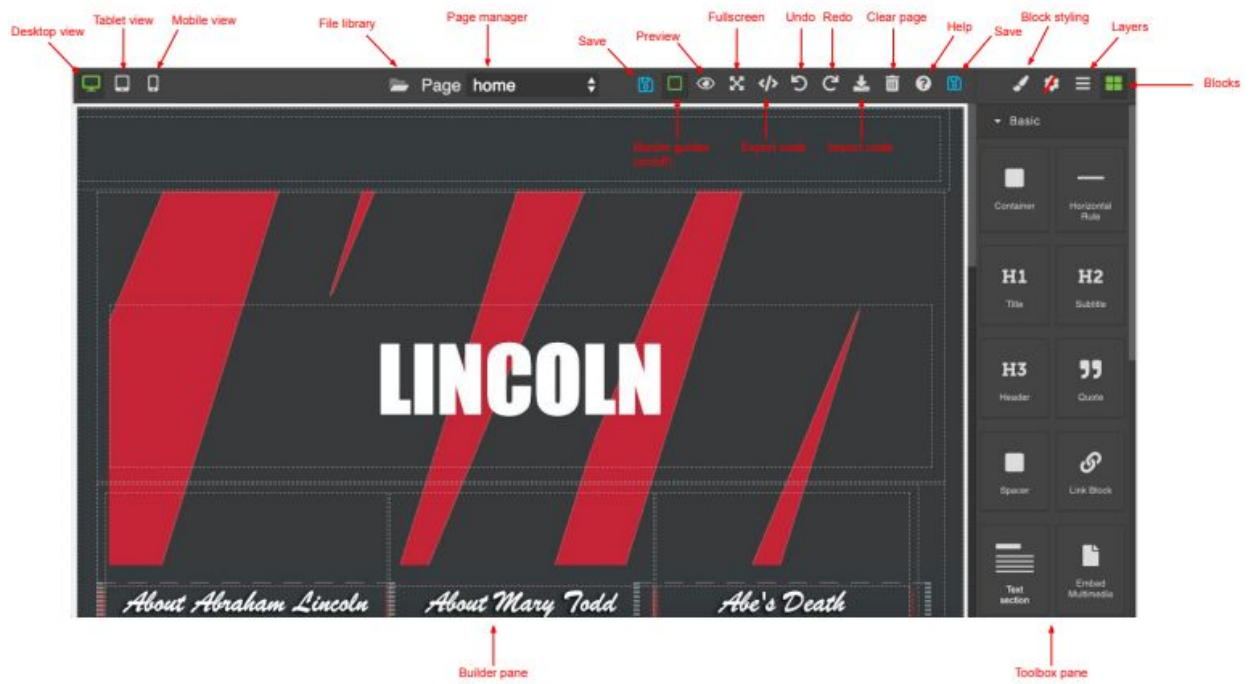- A Contact Us Form if you cannot find your answer in the FAQs, glossary, guides or videos.

Segment One

Segment Two

Segment Three

Segment Four

Desktop view Tablet view Mobile view File library Page manager Save Preview Fullscreen Undo Redo Clear page Help Save Block styling Layers Blocks

Page home

Master section (scroll) Export code Import code

LINCOLN

About Abraham Lincoln About Mary Todd Abe's Death

Builder pane

Toolbox pane

Basic

Container Horizontal Rule

H1 Title H2 Subtitle

H3 Header Quote

Spacer Link Block

Text section Embed Multimedia

Segment One - View Options

Segment One shows the ways your website can be viewed.

Button	What it looks like	What it does
Desktop View		Most of the time you want to work with the website in desktop view. This shows how your website will look when being viewed on a laptop or desktop computer.
Tablet View		Tablet view will show you what your website will look like on a tablet. Keep in mind you cannot edit on your tablet.
Mobile View		Mobile view will show you what your website will look like on a mobile phone.

Segment Two - Pages

Segment Two allows you to switch between different pages that you create by clicking the arrow buttons on the right side of the Page Manager. Every site has a home page. We will show you how to add additional pages later.

Segment Three - Overall Controls

Button	What it looks like	What it does
Save		Save is your best friend. Save frequently. The website does NOT automatically save changes. When you click the blue Save button (floppy disk icon) a green pop-up box will appear reading "Saved!" to alert you that your work has been saved.
Border Guides		When you are building in the Builder Pane, there will be lines showing you the borders of your various elements, such as text boxes. If you click this button, it turns those off. Click it again and it turns them back on. It is probably easier to work with the border guides turned on. Don't worry, your viewers will not see them when they view your site.
Preview		If you want to see what your website will look like to your viewer, click the Preview button (eye icon). Return to editing

		mode by clicking the Preview button with the line across it in the top left hand corner of the page.
Fullscreen		If you want more room to edit, click the Fullscreen key. When you are done, click the Escape key (ESC) on your keyboard to exit.
Export Code		This is an archiving feature. Use it to export your website at the end of the contest year.
Undo		If you make a mistake, hit the Undo button to get rid of it.
Redo		Accidentally "undo" too many features? Hitting the Redo button will bring back the last "undo" made when creating your website.
Import Code		This button allows you to import code from another program or HTML code that you write. This is NOT required, but is an option that students can use if they choose. **This MUST be done at the beginning of website creation; you cannot import or edit code once you have begun building. Trying to use this feature after you have started will break your website.**
Clear Page		The Clear page button will delete the ENTIRE page. It will prompt you before it does to be sure that's what you really want to do. If you clear a page accidentally, hit the Undo button right away and it will come back. It will not delete the website, only the page you are currently editing.
Help		Need help? Click here BEFORE you ask your teacher. NHD will add help videos and instruction guides throughout the year. If you have a problem that you cannot solve with a guide or video, click on the question mark icon and use the contact us form! NHD will respond as soon as possible to help you!
Save		Save is your best friend. Save frequently. The website does NOT automatically save changes. When you click the blue Save button (floppy disk icon) a green pop-up box will appear reading "Saved!" to alert you that your work has been saved.

Segment Four- Design Elements

Button	*What it looks like*	*What it does*
Block Styling		The Block Styling button is used to make changes to the font and other types of formatting, such as alignment, decorations, etc.
Gear		This button does not function. Ignore it.
Layers		This button does not function. Ignore it.
Blocks		The Blocks button will access all of the elements you need to build your website (e.g., containers, text boxes, images, multimedia, spacers, etc.)

Using Blocks to Build Your Website

Building your website on NHDWebCentral is like building a tower of blocks. Each block is an element. It might be a text box, an image, a document, or a video. Your job is to create the boxes and then put them in a logical order for your viewers to experience.

You can access blocks by clicking on the Blocks button (the four squares in the top right of the Control Bar).

Blocks Button

Blocks Button
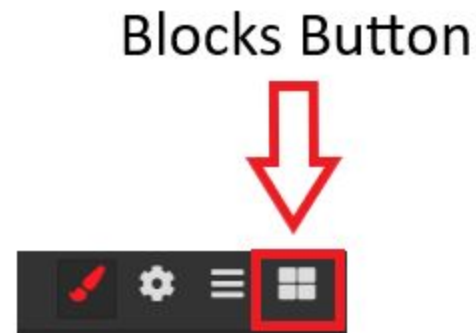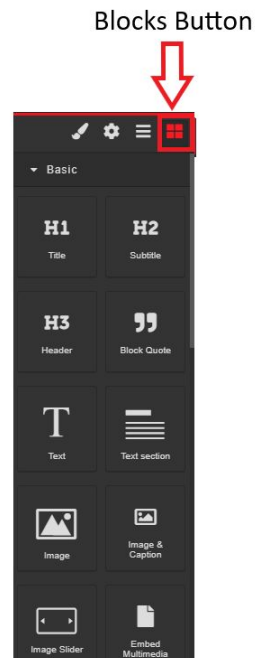
What's a Container and Why Should I Use It?

Containers are KEY elements in NHDWebCentral. They help to keep the website organized.

Think of a container like a clear, plastic bin. If I pack my lunch neatly in my clear plastic bin, I will be able to move it with me through the day. I can take it from the kitchen, put it in my locker, and at lunch time, my lunch will be in the same layout as when I packed it in the morning.

It is the same idea with the website builder. Use a container to keep your website elements (text boxes, images, captions) organized.

Do I Have to Use a Container? YES.
Containers in NHDWebCentral keep your materials organized and neat. If you do not add a container, your work will look one way in "Edit" mode and a different way in "View" mode. It will also ensure that your materials stay organized when viewed on a tablet or a mobile phone.

Start every page with a container. You can add multiple containers on a page to keep your materials organized.

What Blocks Are Available in NHDWebCentral and What Do They Do?

Button	What it looks like	What it does	Can I…..?
Container	Container	Containers hold your web elements. ALWAYS start a page by dragging in a container. You put the other elements (text boxes, images, lines, etc.) inside a container. Multiple containers on a page will allow for a more structured layout. Please be sure not to overcrowd a container.	
Horizontal Rule	Horizontal Rule	The Horizontal Rule block will place a horizontal line across the page to divide sections within a page.	*How do I change the color of the line?* Click on the line and then the Style Pane will appear in the Toolkit Pane on the right. Click the arrow next to Decorations, select a background color, and click ok.
Title	H1 Title	The Title block places a text box with a large font to use as the title of the page or section. You can then edit the text to whatever text you prefer.	*How do I change the color / font / etc.?* Highlight the title and then the Style Pane will appear in the Toolkit Pane on the right. Here you have options to change alignment (left, center, right), font, color, size, etc.

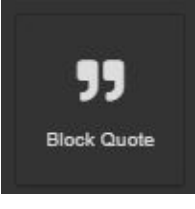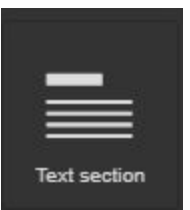|			
Subtitle	H2 Subtitle	The Subtitle block places a text box with a medium size font to use as a subtitle. You can use it to title sections. The text is smaller than the Title block. You can then edit the text to whatever text you prefer.	**How do I change the color / font / etc.?** Highlight the title and then the Style Pane will appear in the Toolkit Pane on the right. Here you have options to change alignment (left, center, right), font, color, size, etc.
Header	H3 Header	Header block places a text box with a medium size font. You can use it to title sections. The text is smaller than the Subtitle block. You can then edit the text to whatever text you prefer.	**How do I change the color / font / etc.?** Highlight the title and then the Style Pane will appear in the Toolkit Pane on the right. Here you have options to change alignment (left, center, right), font, color, size, etc.
Block Quote	,, Block Quote	A quote box is a pre-styled box that you can use to offset a block quote from the rest of the page.	**Can I change the font / style after I enter this quote block?** Sure. Highlight the text and then the Style Pane will appear in the Toolkit Pane on the right. Here you have options to change alignment (left, center, right), font, color, size, etc. .
Spacer	Spacer	If you think your blocks are getting jammed together, you can add extra spacing with this element.	

Image & Caption		The Image & Caption block is a pre-set element that allows you to add an image with a caption block right below it.	
Link		This is a container that you can use to link within the website. Inside this container you can add text or an image and then hyperlink to another page of the website.	
Nav Bar		This element is a pre-set navigation bar that allows you to link pages together.	
Text Section		This is a pre-set element that includes a header block and a text block.	*Can I change the font / style after I enter this quote block?* Sure. Highlight the text and then the Style Pane will appear in the Toolkit Pane on the right. Here you have options to change alignment (left, center, right), font, color, size, etc.
Embed Multimedia		This element allows you to upload: ● PDF files for viewing; ● Audio (MP3) files for listening; and ● Video (MP4, MOV) files for viewing.	

1 Column		The 1 Column button creates a single column within a container. You can place other elements into each cell (e.g.., text box, image with caption, etc.)	
2 Columns		The 2 Columns button creates two columns within a container. You can place other elements into each cell (e.g., text box, image with caption, etc.)	
3 Columns		The 3 Columns button creates three columns within a container. You can place other elements into each cell (e.g., text box, image with caption, etc.)	
2 Columns 3/7		This button creates two columns within a container. The left column is narrower than the right one. You can place other elements into each cell (e.g., text box, image with caption, etc.)	

Text Box		The Text box allows you to enter text on your page.	*Can I change the font / style after I enter this quote block?* Sure. Highlight the text and then the Style Pane will appear in the Toolkit Pane on the right. Here you have options to change alignment (left, center, right), font, color, size, etc.
Link Text		This button provides a text box and the ability to add a hyperlink within your website. The text will highlight blue and when clicked, turn purple.	*Can I hyperlink text in my website?* Yes, this button will allow you specifically hyperlink text in your website.
Image		This button allows you to add an image to your website.	
Image Slider		The Image Slider button allows you to create a slideshow of images. To add more than three images, select the last slide and duplicate it until you have the appropriate number of slide containers needed for the image block.	

Custom Code		This button allows HTML coding to be added/displayed on the website.	
Flexbox		This button creates two equal-sized columns that can be manipulated to any size on the page.	

How do I add elements into my website?
You may wish to add elements (like multimedia, images, files, etc.) to your website. Remember, before you drag in ANY elements, drag in a container to keep your elements organized.

Some of these elements need to be uploaded (like multimedia, images, files, etc.). In order to upload them, first drag the desired block onto the screen. Then, the upload box (for multimedia, it will ask you to double click the box) will appear. You can either drag the elements you wish to upload onto the screen or upload directly from your computer.
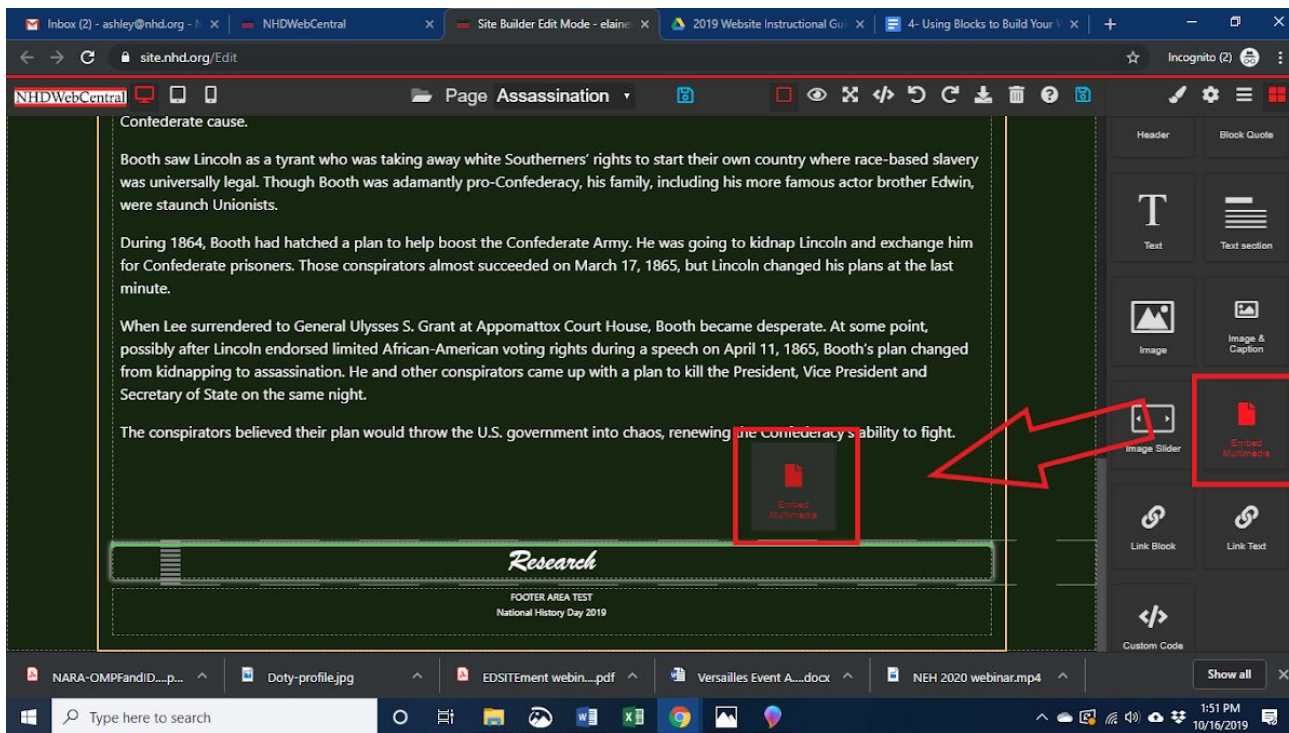
File Source Missing

Double click, to set the source...

Research
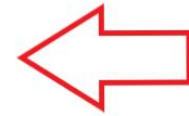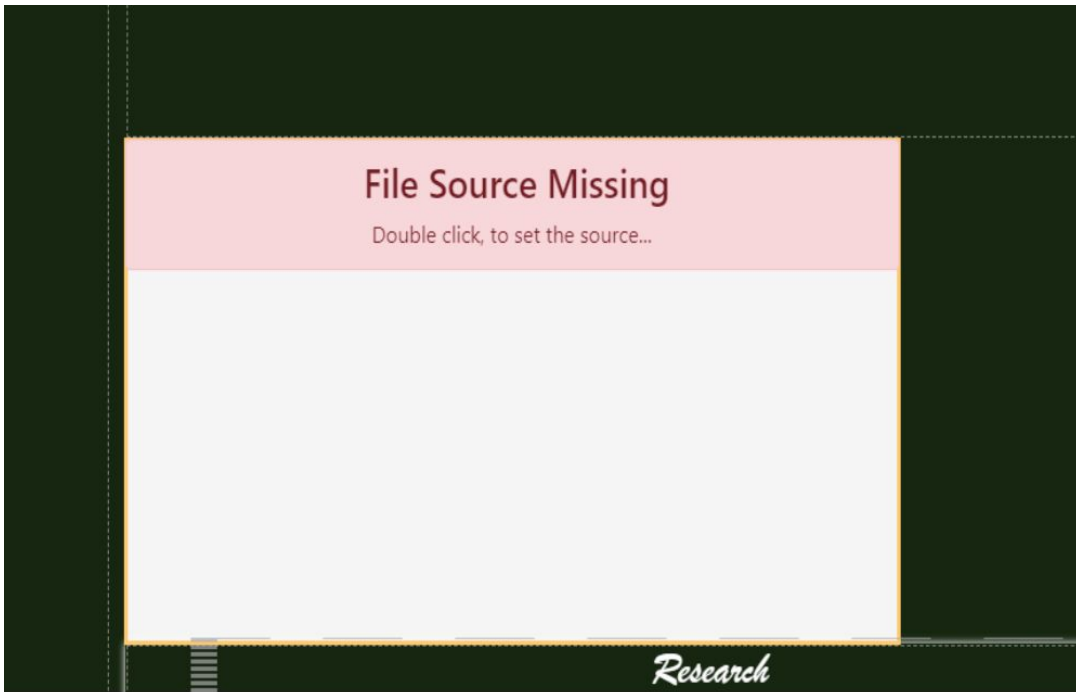
For embedded multimedia, this box will appear. Double click on it to open the upload box.*

*For some elements, the upload box opens automatically.

Your Files (Image, Video, Audio, and PDF files)   ×

Drop files here or click to upload

New Website Category Info Flier 2019.pdf

y2mate.com - abraham_lincoln_us_president_mini_bio_bio
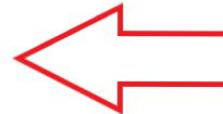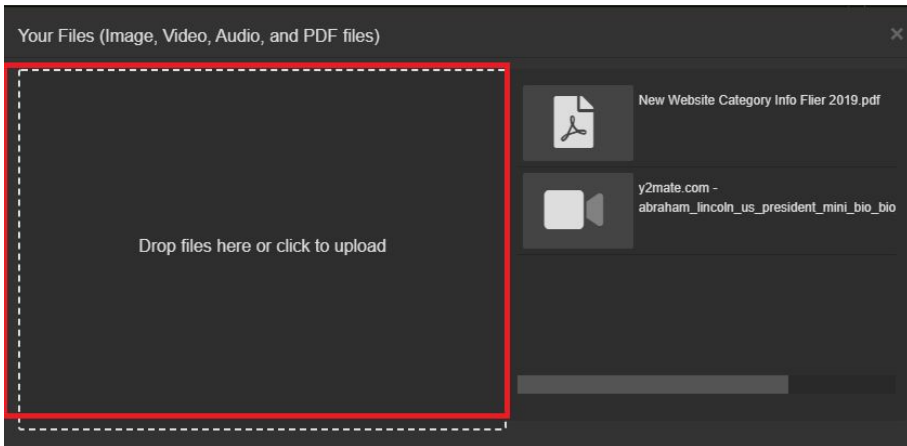
Once the upload box appears, click on "drop files here or click to upload." You can either drag your element on the screen or upload from your computer.

Drop files here or click to upload

New Website Category Info Flier 2019.pdf

y2mate.com -
abraham_lincoln_us_president_mini_bio_bio
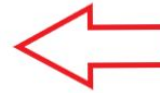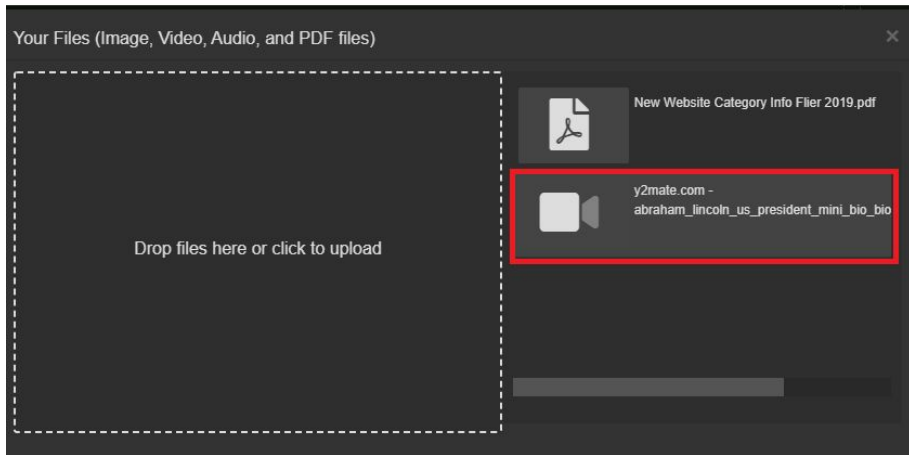
Once you have selected the element
you wish to upload, it will appear on the
right side of the upload box. Select it
and the element will be added to your
website.

Click here once to select element, or double click to change source...

bio.COM

▶ 0:00 / 3:54   🔊 ⛶ ⋮

Research

FOOTER AREA TEST

How do I edit elements once they are added?

Up Arrow	⬆	The button moves to the next element on the page among your blocks. This is helpful when you have many blocks within an area.	
Move Arrows	✥	The button lets you move the image around inside a container.	
Make a Copy	▣	This button lets you make a copy of the selected element.	
Trash Button	🗑	This button allows you delete an element from your website.	
Pencil	✏	The button opens the upload dialog box.	

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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.

Page home ▼

Page home ▼
home
Open: Manage Pages
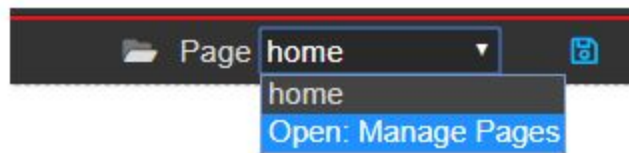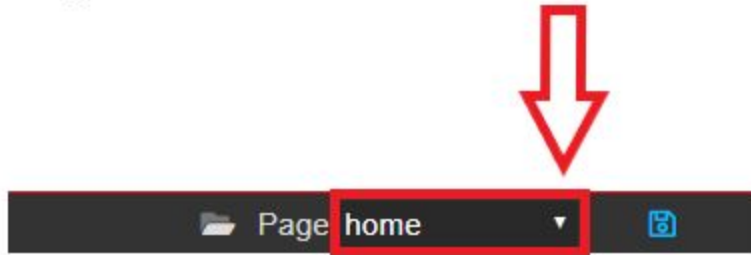
In the drop down, select Open: Manage Pages.

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.

Manage Pages   ×

home

Create New Page
Page Name   page2
Template   Select One   ▼

Add Page

NHDWebCentral   Page page2   ▼   Home About Info

Insert your text here

Insert your text here

Insert your text here

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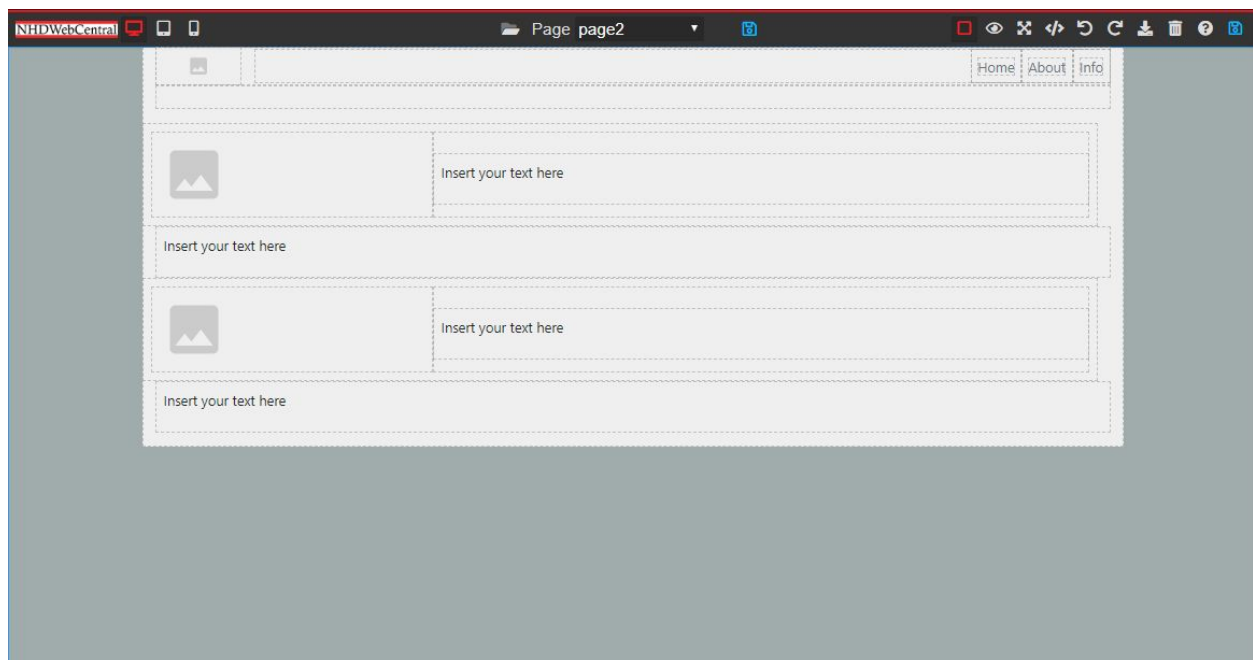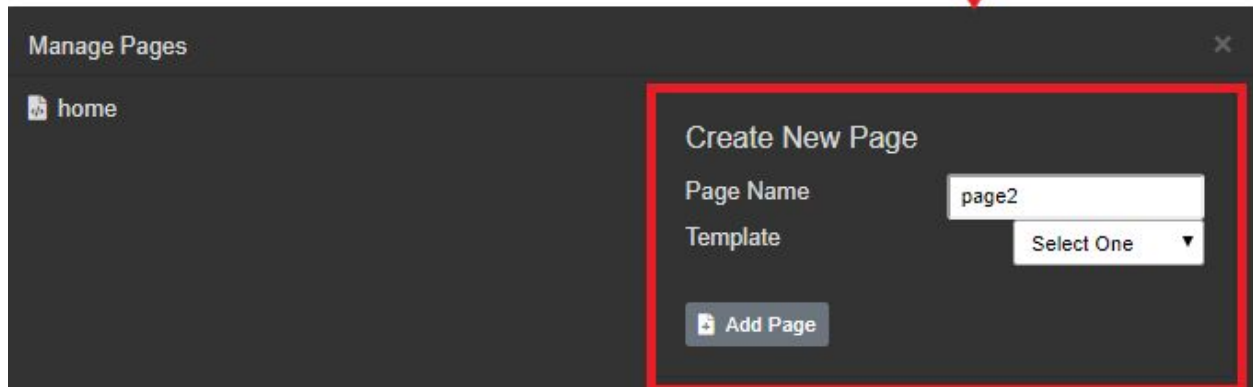
Pro Tip: Keep the names of your pages simple and avoid spaces. For example, if I want to build a page about historical context, I might call that page "context" or "background" or "page2." This will make it easier to hyperlink pages down the road.

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.

Page home ▾ 💾

Page home ▾ 💾
home
Open: Manage Pages

In the drop down, select Open: Manage Pages.

Manage Pages   ✕

home
page2   🗑   Create New Page
                                  Page Name   page name
                                  Template   Select One ▾

                                  📄 Add Page
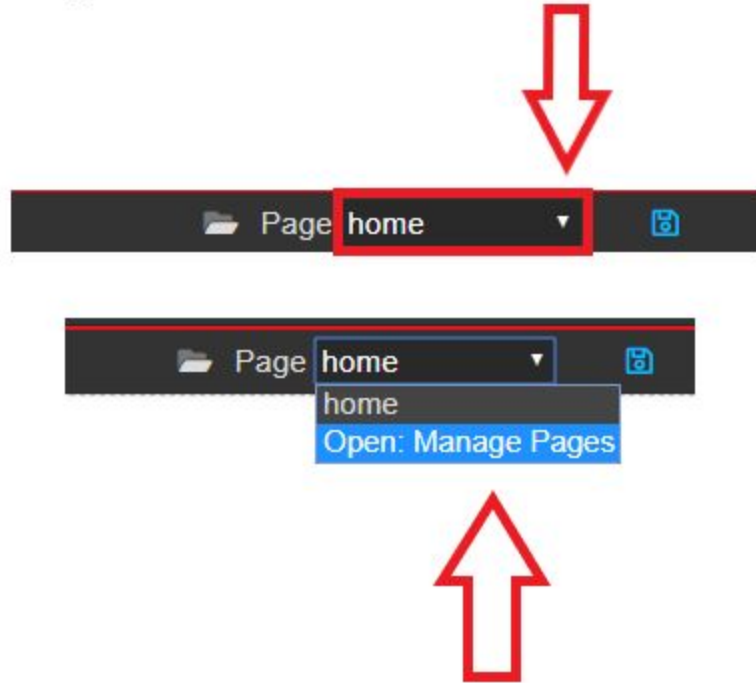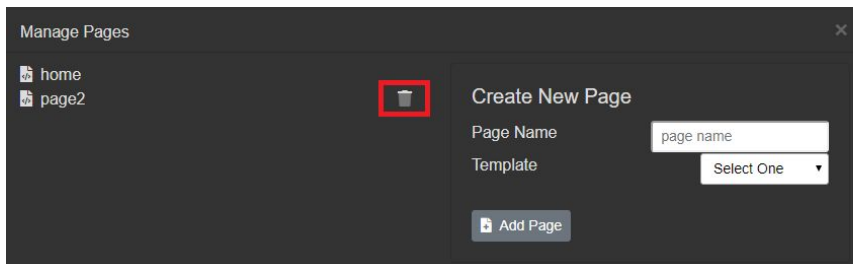
Find the page you wish to delete and then select the trash can located next to that page.
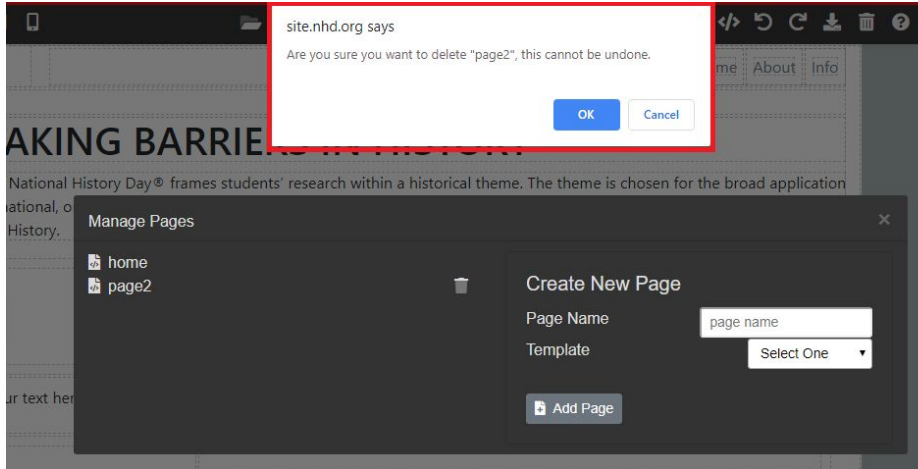
The site will ask to you confirm if you wish to delete this page. If yes, select OK. If no, select Cancel.

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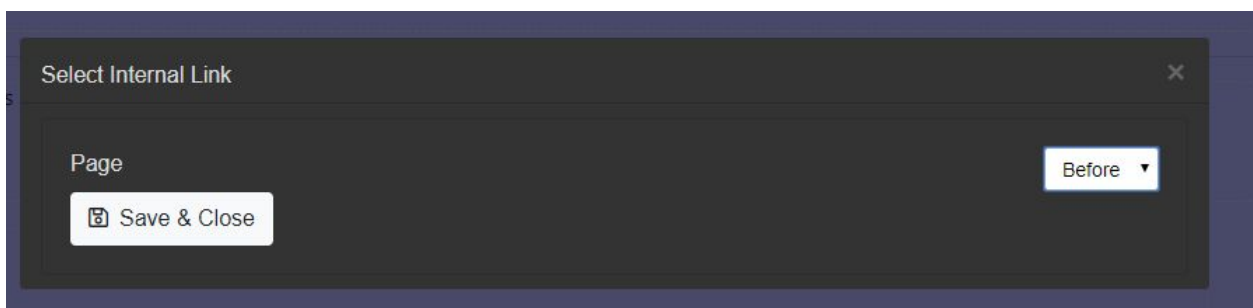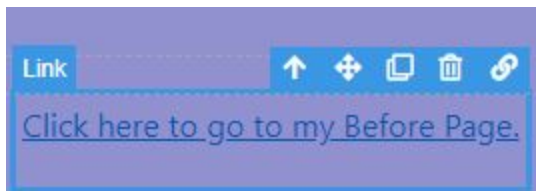
The other way to link a link box is to build an "Href" reference. To do that, you need to know two things: the site key of your website and the name of the page you want to link to.

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.
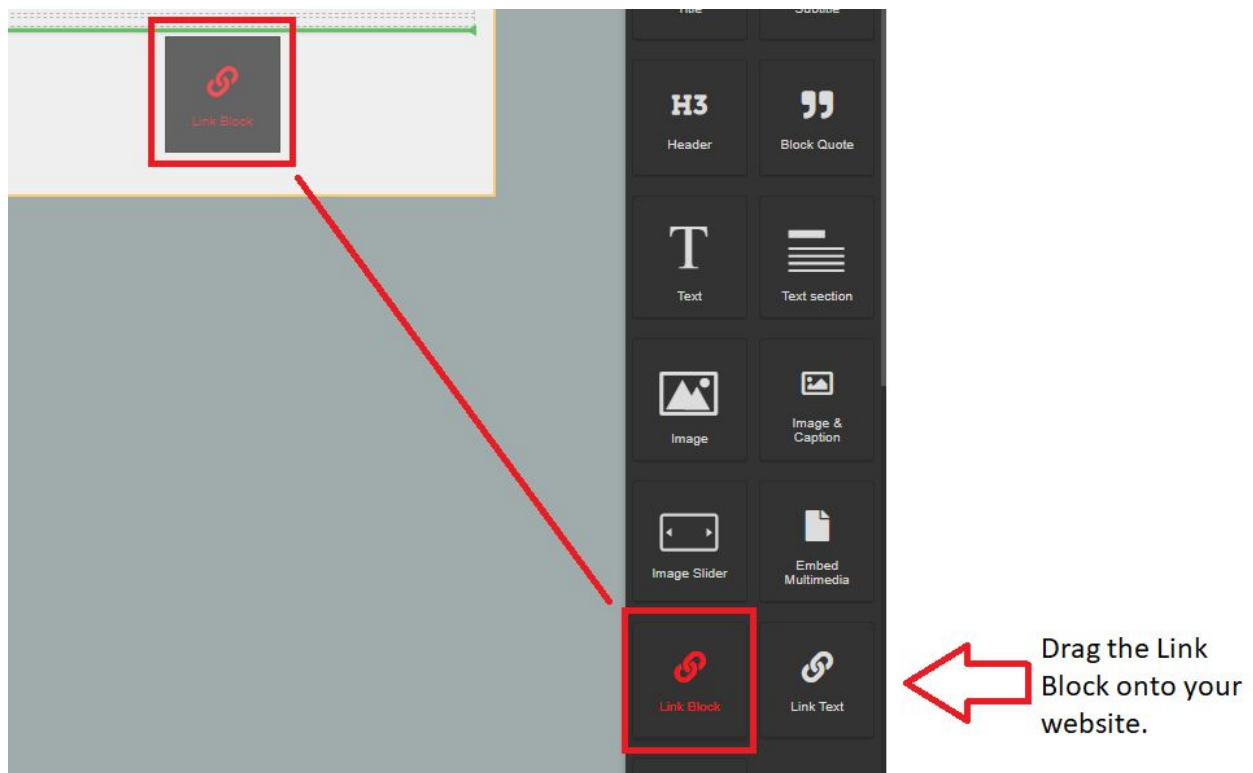
Example:
Site key: 35985270
Name of page: page 3
Enter into href:
/35985270/page%203

Drag the Link Block onto your website.
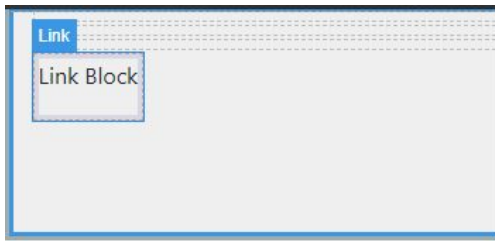
Link

Link Block

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

Selected .nav-link

⚙ Settings

▾ General

Alignment

✕ ≡ ≡ ≡

Display   Position
block   ▾   static   ▾

Top   Right
auto   ▴▾   auto   ▴▾

Left   Bottom
auto   ▴▾   auto   ▴▾

▸ Font

▸ Dimension

▸ Decorations

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

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.
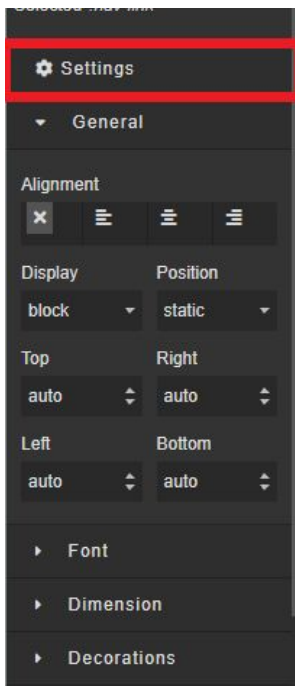
Example:
Site key: 35985270
Name of page: page 3
Enter into href:
/35985270/page%203

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.

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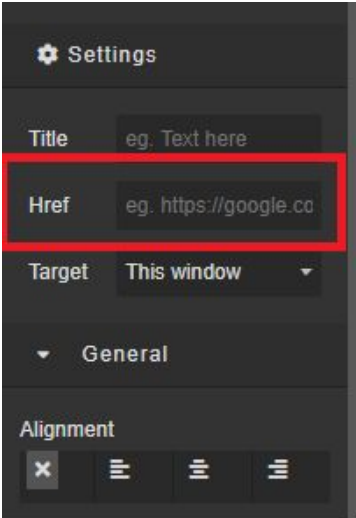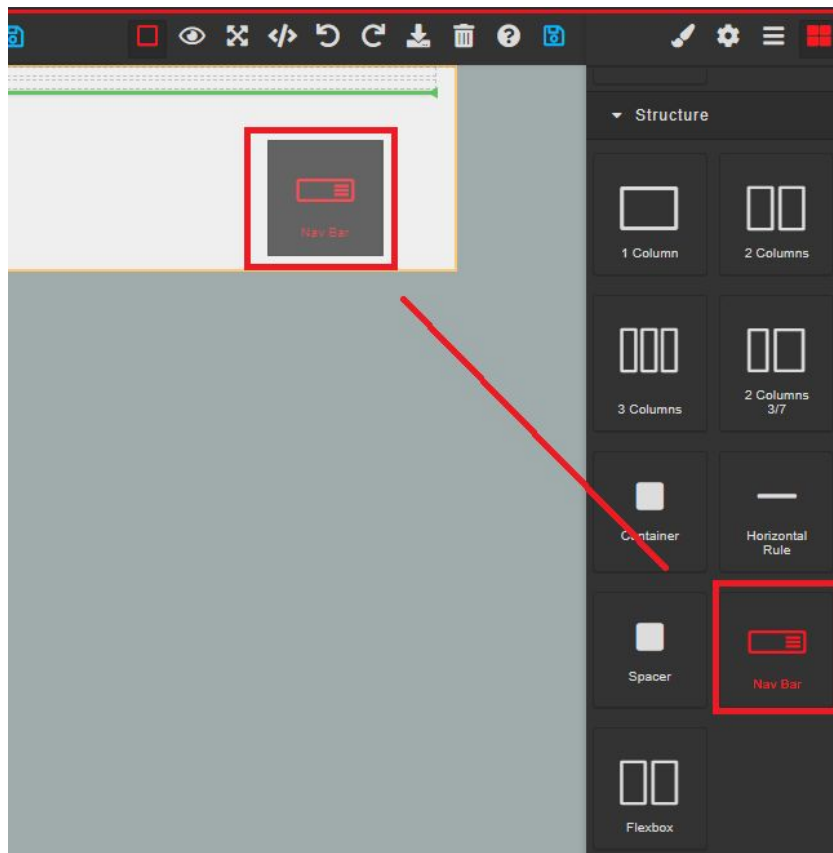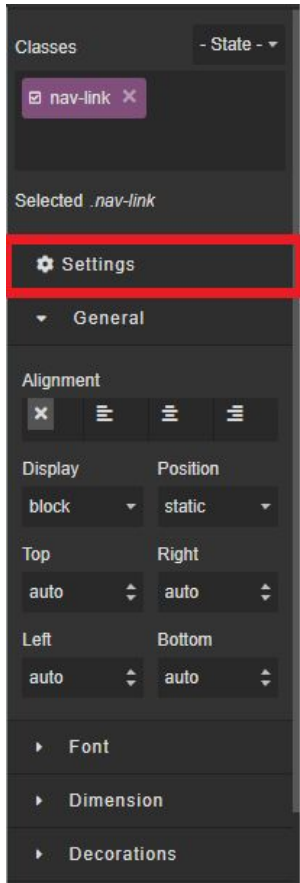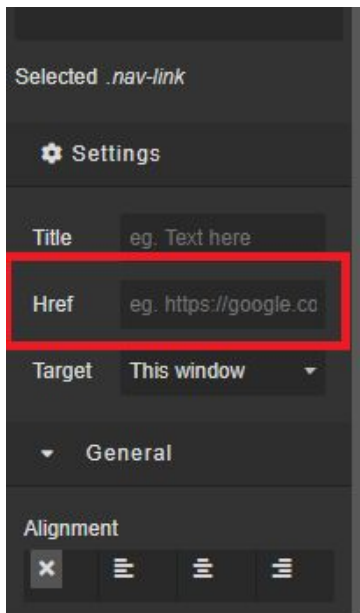
Hover over the text you want to make a link and select "link" when it appears. This will open the Toolbox Pane (on the right side of the screen).

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

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How Do I….?

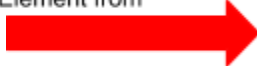Here is a list of common tasks that you will need or want to do as you build your website.
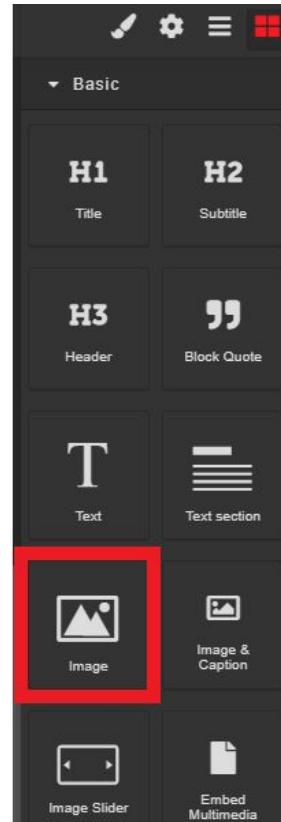
Pro Tips as You Build Your Site:
Be sure to select Text Box before you begin typing. Make sure you double-click the Text Box before highlighting or beginning to type. Failing to double-click in the box will result in unwanted movement or unwanted typing elsewhere.
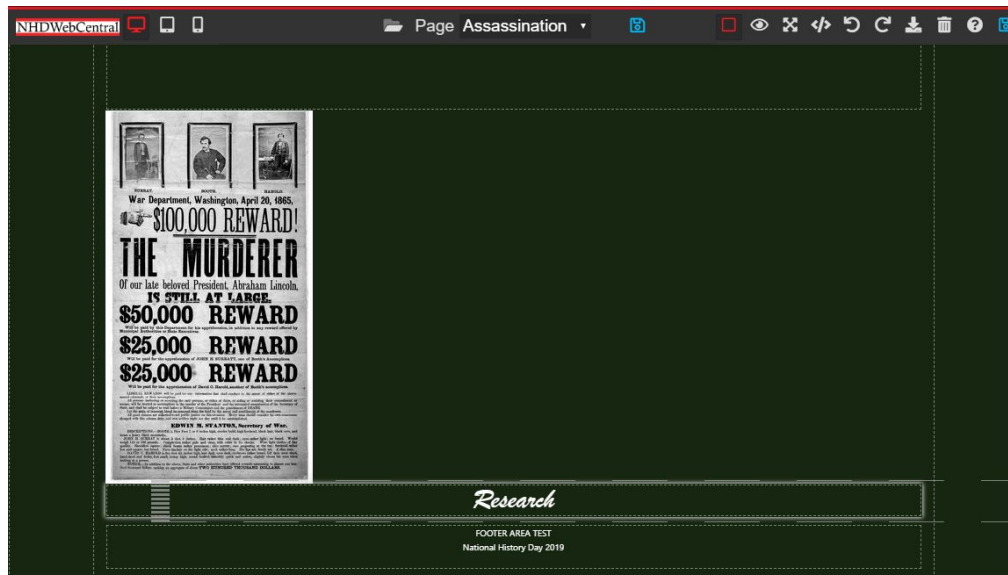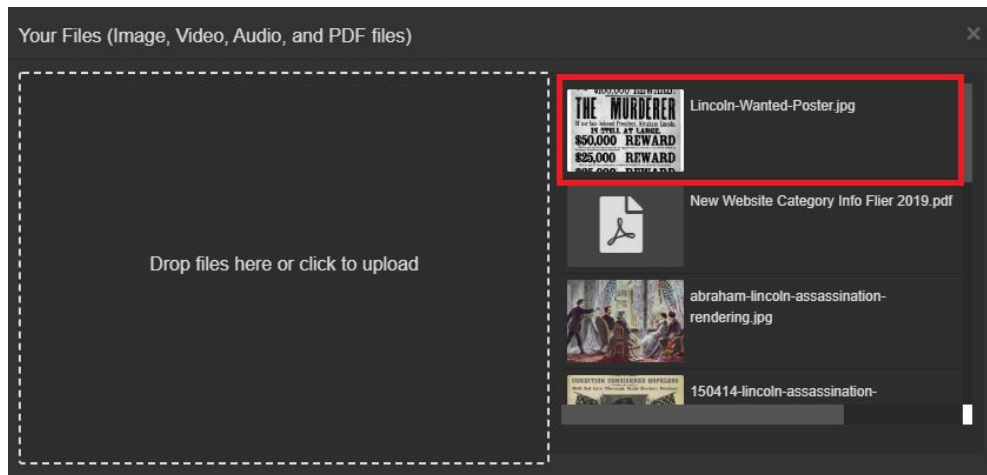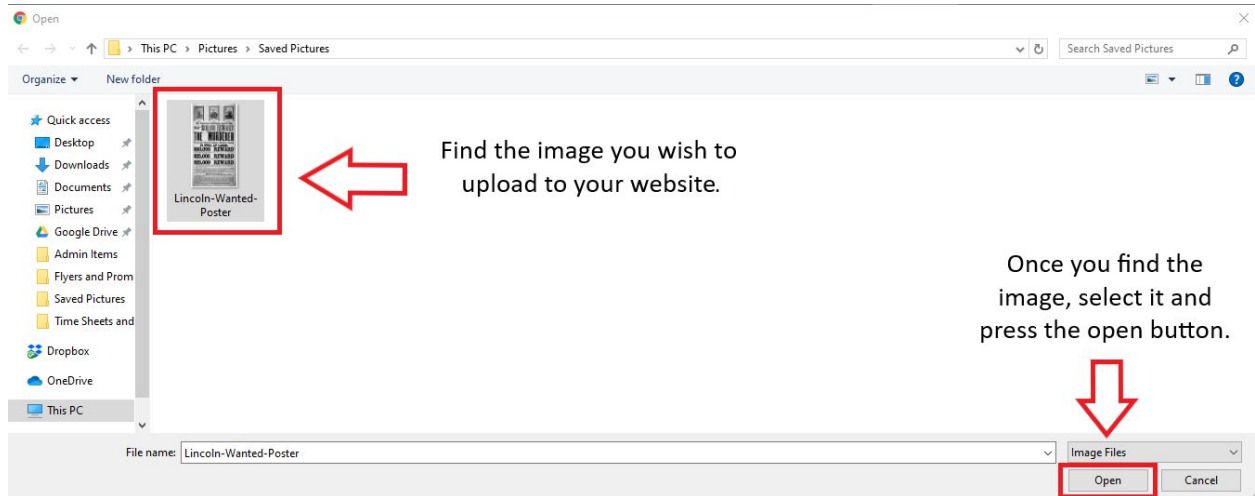
Avoid copying text from another website. Text that is copied and pasted from another website tends to carry extra data with it that you will not see until it is published. The best way to get around this issue is to copy the text from your source, open either Notepad (Windows) or TextEdit (Mac), and paste into the software. Make the text plain text. Select the text in the software and copy and paste it into the website.

How do I upload an image?
- Place an image block in a container.
- The image gallery will automatically appear but if it doesn't, double-click the image block to upload or select an image.
- Double-click the block on the left to select an image from your computer.
- Upload the image.
- Double-click the image in your gallery on the right to insert the image into your page.
- Close out the window.

Select the Image Element from the Toolbox Pane

Basic

H1 Title	H2 Subtitle
H3 Header	Block Quote
T Text	Text section
Image	Image & Caption
Image Slider	Embed Multimedia

Your Files (Image, Video, Audio, and PDF files)

Drop files here or click to upload

abraham-lincoln-assassination-rendering.jpg

150414-lincoln-assassination-03_f7aecd33deb9ea657341ccd9976a77a8.760w.jpg

wide-xsml-fl-4291865-deathbed.jpg

11873930-illustration-of-set-of-vintage-

Find the image you wish to upload to your website.

Once you find the image, select it and press the open button.

File name: Lincoln-Wanted-Poster

Image Files

Open   Cancel

Your Files (Image, Video, Audio, and PDF files)

Drop files here or click to upload

Lincoln-Wanted-Poster.jpg

New Website Category Info Flier 2019.pdf

abraham-lincoln-assassination-rendering.jpg

150414-lincoln-assassination-

The image will appear in the gallery. Select it and it will be added to your website.

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Page Assassination

Research

FOOTER AREA TEST
National History Day 2019

Image appears in website

How do I center an image?

- Place an image block in a container.
- The image gallery will automatically appear or you can double click the image block on your page to make the gallery appear.
- Select or upload your image to the image block.
- Double click on the image you want for that particular image block.
- Select the container block and scroll to font settings.
- Select center alignment under the text align setting (right, left, center, and BLANK alignment is available).

Click on or select the container that holds your image.
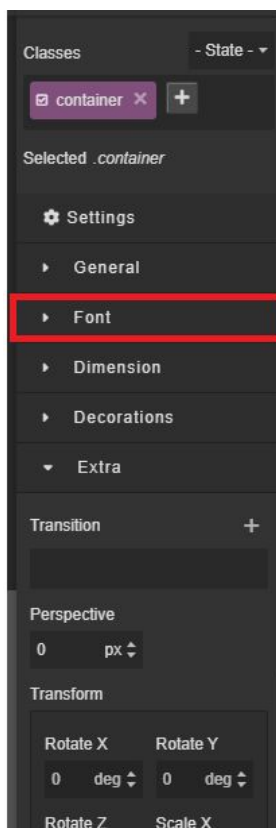
Select "Font" from the Toolbox Pane.
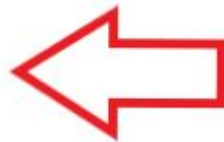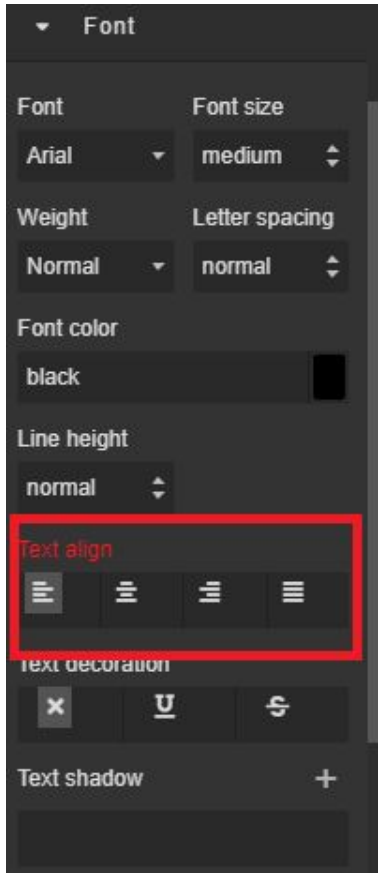
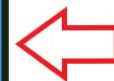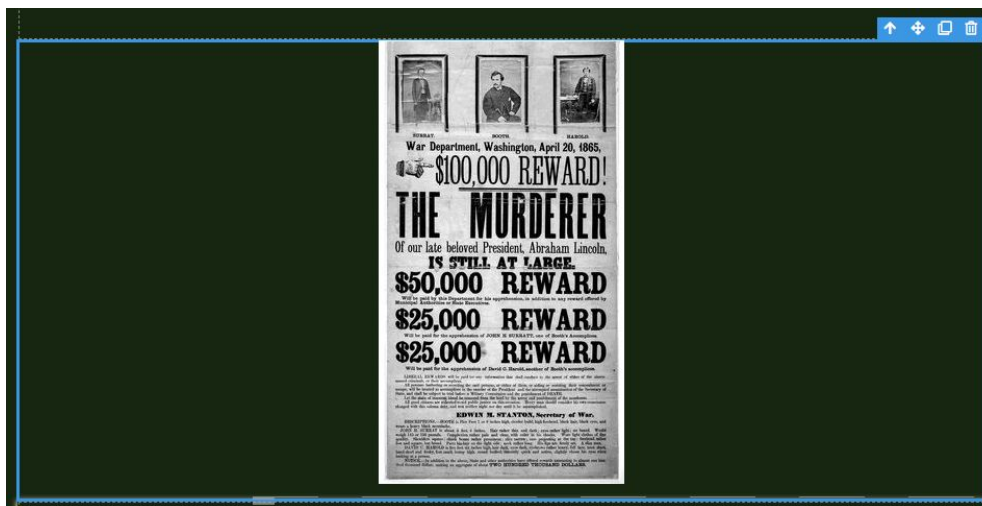Find Text Align under font and select the alignment or orientation for your image.
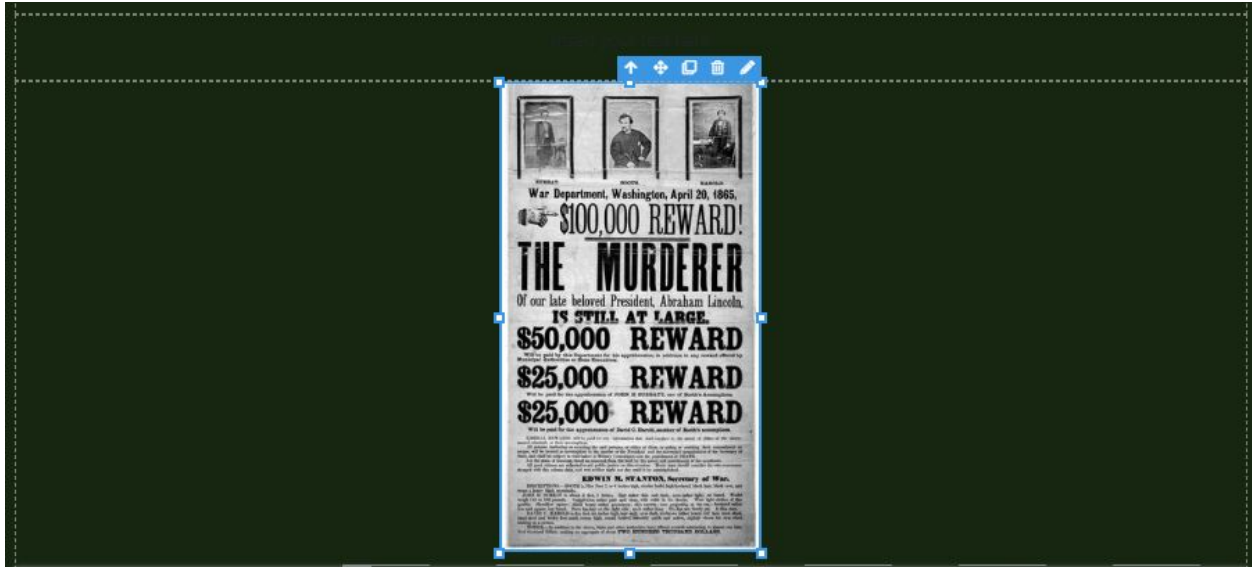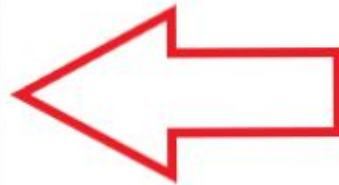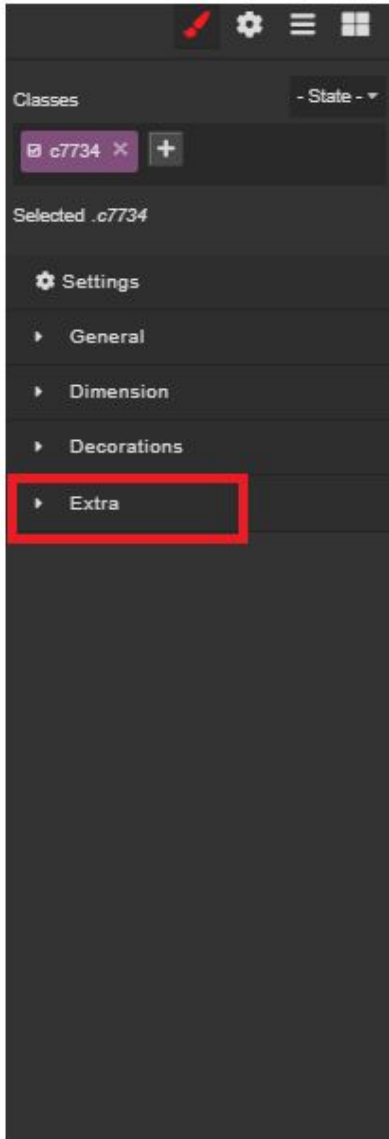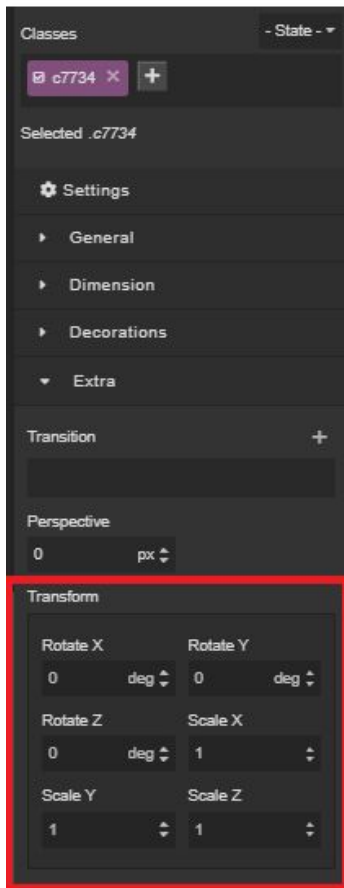
Image is now aligned!

Rotating an Image
- Place an image block in your container.
- With the image block selected, under the Extra settings, you can use the Transform settings (Rotate X,Y,Z) to manipulate the direction of your image.
- Rotate Z is the most common setting to use when rotating your image.

Classes   - State - ▾

☑ c7734 ✕   +

Selected .c7734

⚙ Settings

▸   General

▸   Dimension

▸   Decorations

▸   Extra

Select "Extra" from the Toolbox Pane menu.

Use the Transform settings (Rotate X, Y, Z) to manipulate the direction of your image. Rotate Z is the most common settig to use when rotating your image.
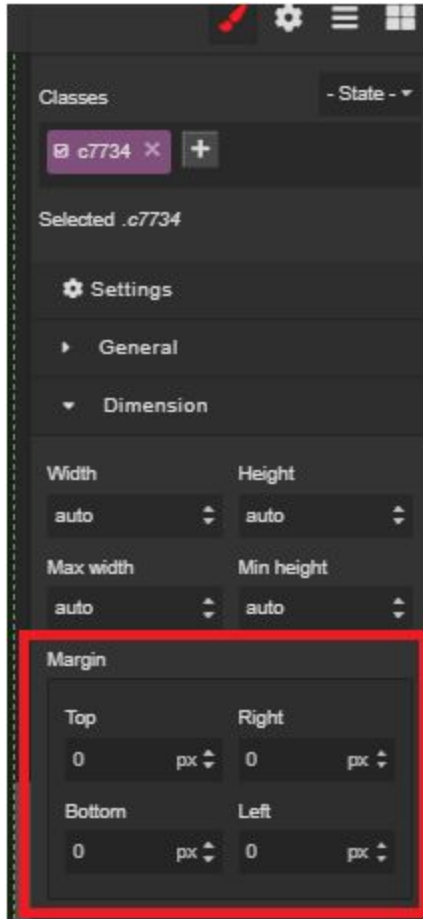
Image Placement

Similar to text boxes over images the image block can be moved all over the page using the Margins settings under Dimension. It really depends on how many block elements you want around the image in a container. Too many blocks in a container can become overcrowded. Be sure to use containers to space your block elements out.

Classes — State —

☑ c7734 ✕ +

Selected .c7734

⚙ Settings

▸ General

▸ Dimension

▸ Decorations

▸ Extra
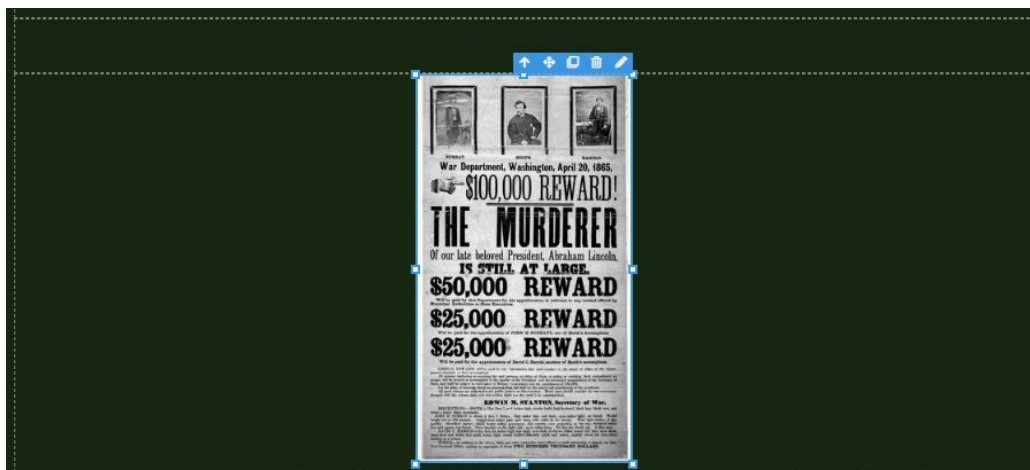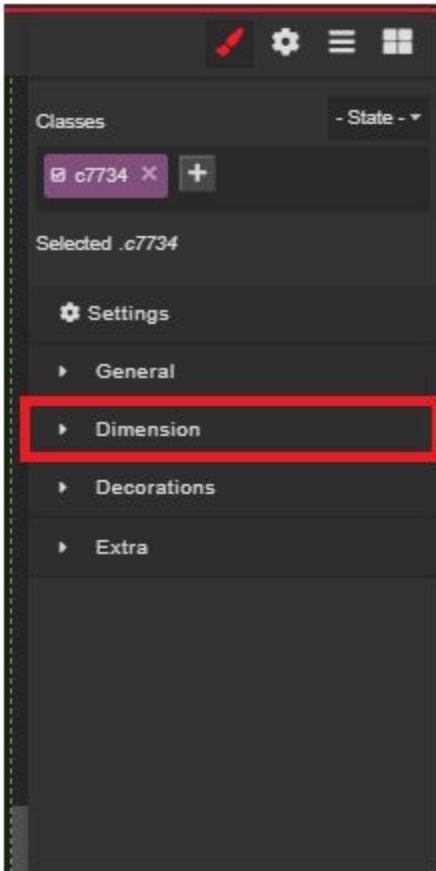
Select Dimension from the Toolbox Pane Menu.

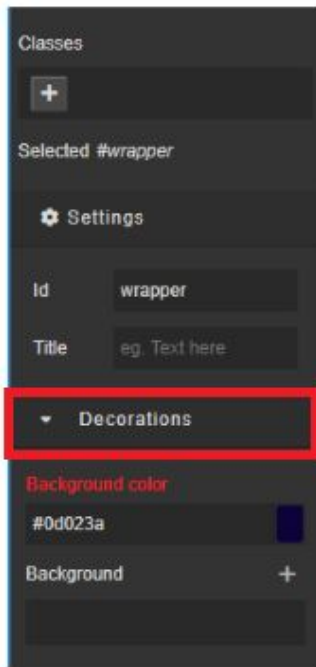Use the Margin setting to change the location of your image on a page.

Can I change the background color of my page?

Yes. The website will default to a black background. You can change the color by:

1. Clicking outside the containers so that the outside edge of your Builder Pane shows a blue line around it.
2. In the Toolbar Pane, click the down around next to "Decorations."
3. Select a Background Color.

Click outside the containers to highlight the whole Builder Pane.

Classes

+

Selected #wrapper

⚙ Settings

| Id | wrapper |
| Title | eg. Text here |

▾   Decorations

Background color

#0d023a

Background   +

Click the drop down arrow next to Decorations and select a background color.