Creating your home page (and other pages)

To create or edit pages, select the icon marked "Edit your Home Page" appearing at the top-left of the page.

You will then arrive at this screen:

First, select the page you would like to create or edit: the number zero indicates your home page, while other pages are numbered from 1 to 10. The red arrow above indicates where to click to select a page.

Give your new page a title either in English or in French (or both) by filling in the fields above the text box. Don't choose a long title, as the fields have a 25 character limit including spaces.

Make sure the box marked "Active/Visible" is checked, or no one will be able to see your page. Select "both languages" under the language option if you want your page to appear in both English and French lists.
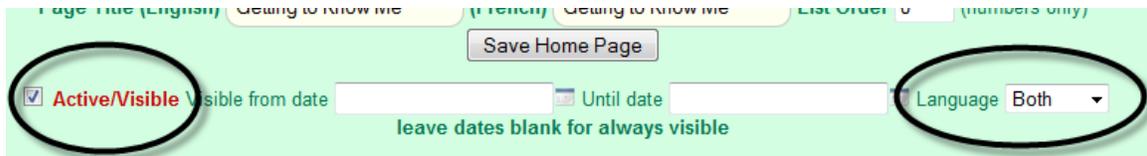
To create the content of your page, click on the text box and start typing. There are a variety of options within the text box which are similar to those found in Word, such as alignment options, size and type of font, and numbers and bullets. If you would like to spell-check your document, the best way to do it is to enable SCAYT, and spell-check while you type:
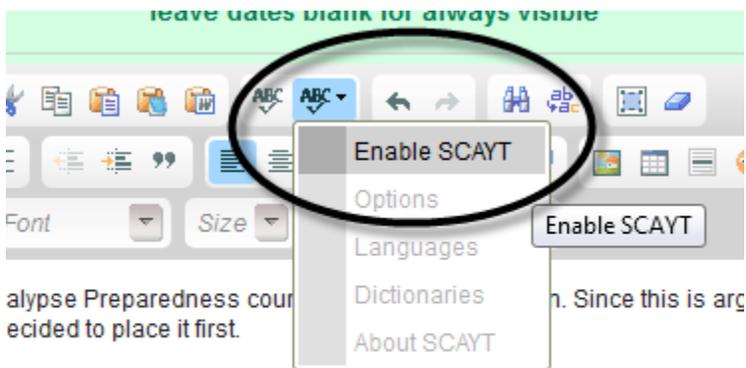
SCAYT must be enabled again after each time you save the page if you want to continue using it.

In order to ensure that your work is not lost, remember to save a page you are working on frequently. Do not use the save icon within the text box: save your work by clicking the **Save Page button** above or below the box.
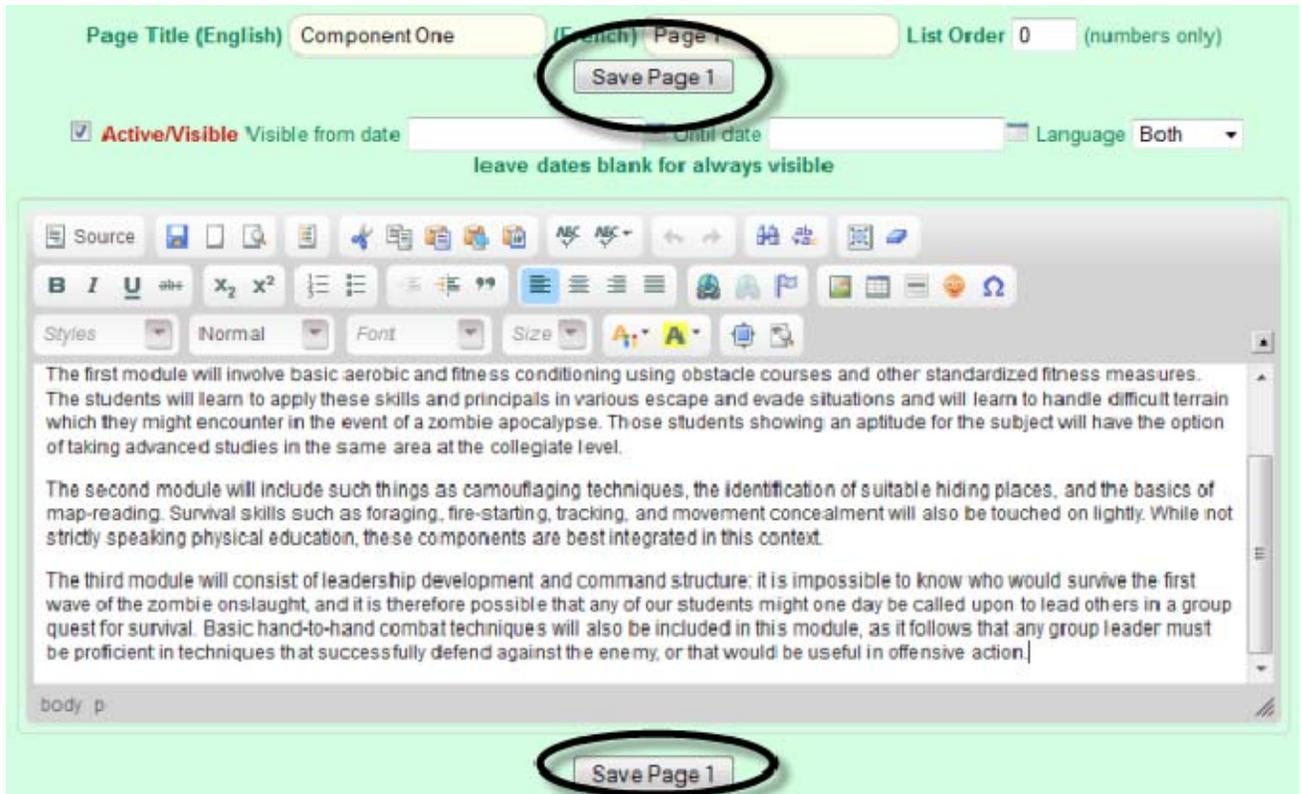
Press the Save Page button <u>twice</u> to ensure that your work is properly saved.

Adding a picture to your page:

Select the place you would like to add your picture by placing your cursor there; create a space by hitting <Enter>.
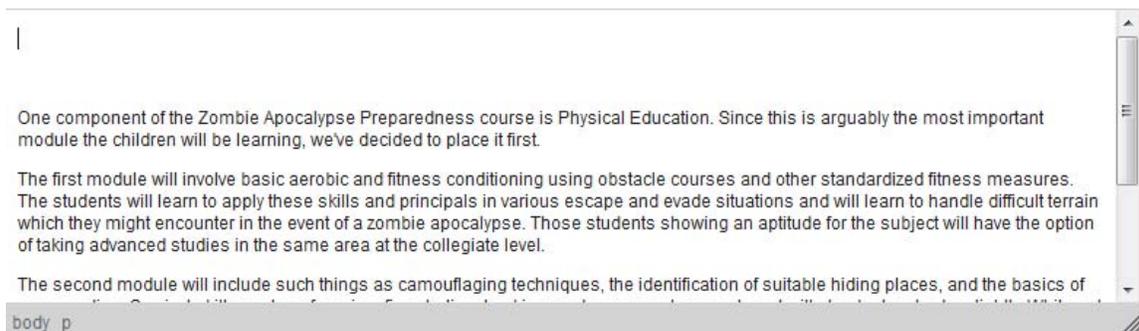
Then, find an image that you would like to use and copy its URL. In the text box, select the icon for adding an image.

Add the URL address to the box.
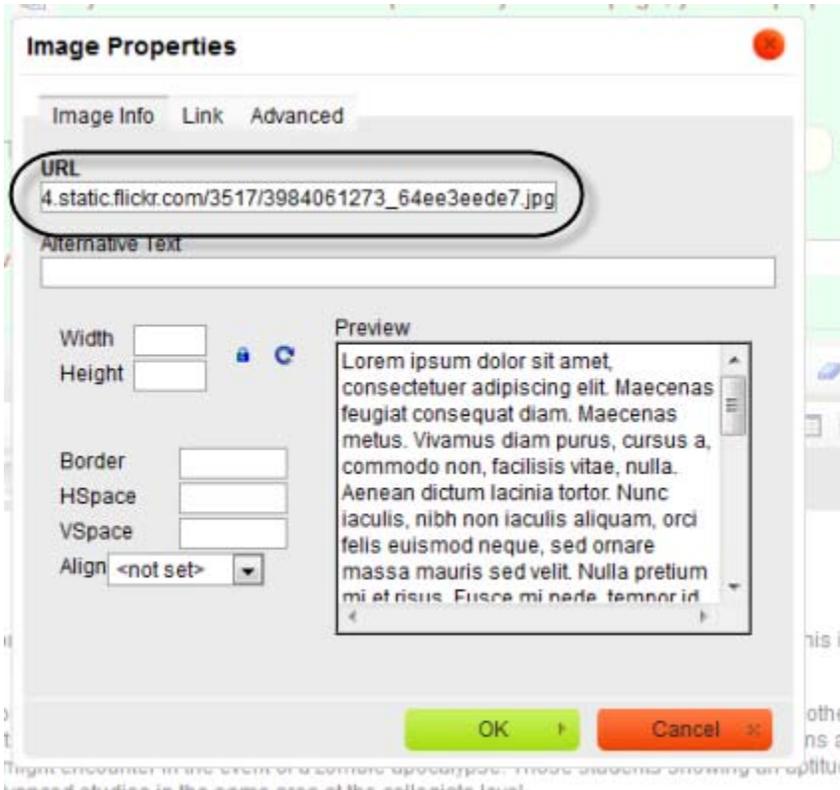
If you add the picture at its default size, it will be gigantic. Type in a width that fits well on the page: I suggest typing in '200' x '133' and adjusting it larger or smaller depending on the look of the picture. To do this, unlock the ratio at the side of the image.
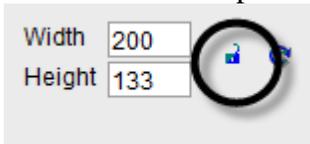
 Add in some H and V space to prevent the text from being too close to the picture: I suggest something like '10'. Choose an alignment for your picture to make the page look neater.
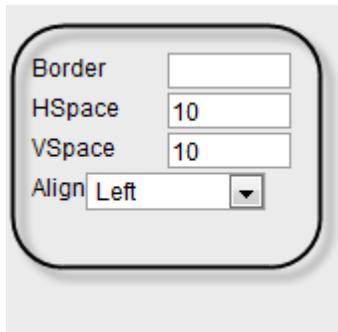
When you're finished, press 'OK' at the bottom of the box. Be sure to save your page as soon as you have finished this step.

If you don't like the way the picture looks on the page, you can alter its properties by double-clicking it, which will re-open the insert image box.

Tips on how to get the URL of an image:

Sometimes when you grab an image from a website, it has its own URL at the top of the page because it is the only thing on there once you have clicked on it. However, sometimes a picture is embedded in a site and does not display a URL at the top of the screen. If you want to use an image like this, right-click on it, and select 'View Image Info.' The URL is its location. Highlight this, right click to copy, and paste it into the image box on your page where it requests the URL.
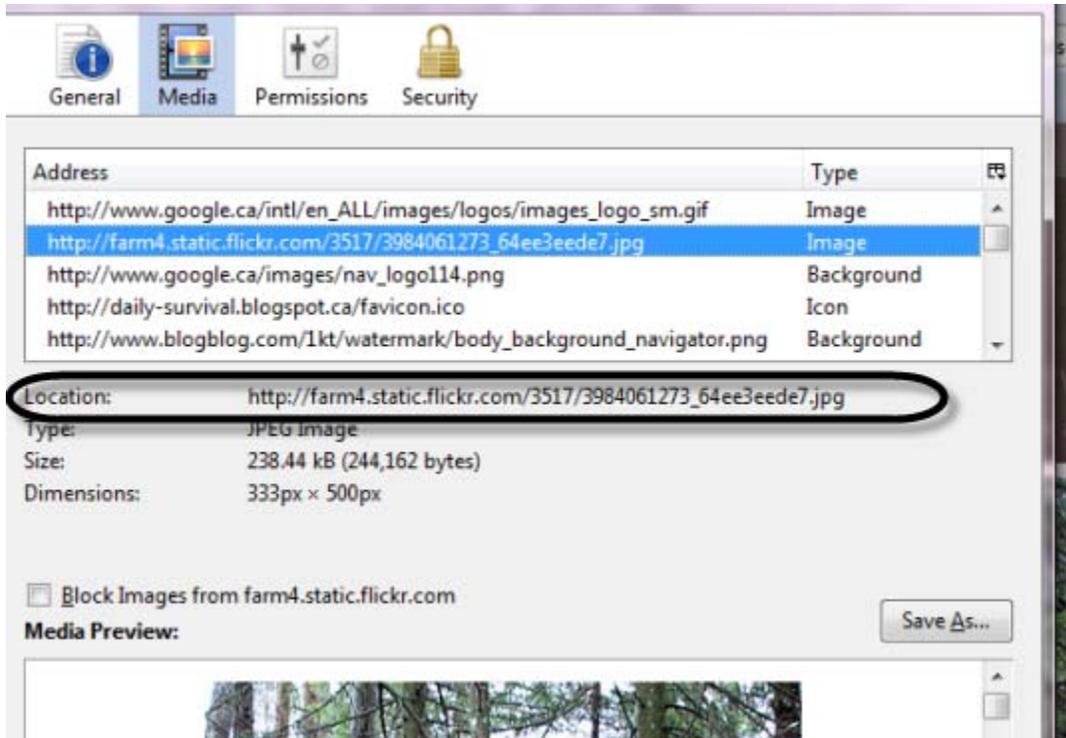
Restricting the amount of time your page can be seen:

Most of the time, you want people to always be able to view your page. But every once in a while you might create a page that you only want people to see for a year or a short time. It's possible to adjust the settings so that your page only shows up within a specific time frame.

Next to the box you checked to make your page active/ visible, there are two calendar icons. Select the dates during which you want your page to be visible by clicking those boxes and choosing a start and end date.

Be sure to **save the page** once you have selected your dates, or the page will revert to the default setting of always being available.

Adding a link to your page:

Sometimes, you may want to add a link to another website within your page if there is information relevant to your topic at that address and you want people to visit it. You add a link using the button that looks like a blue globe within the text box:

This will open another window, into which you will copy-paste the address of the website you want to link to.

Select 'OK' when you are done to insert the link into your text.
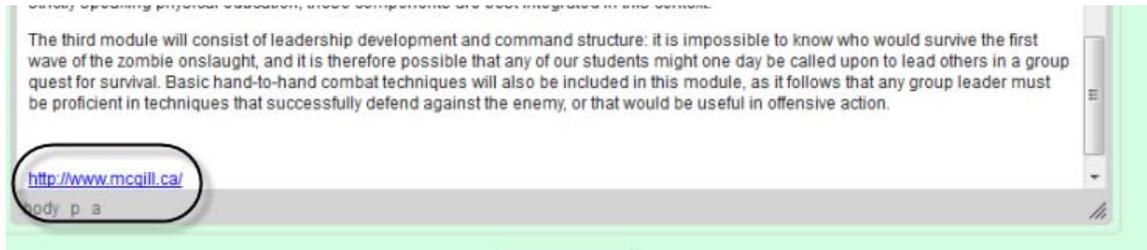
The link will appear in the text box where you have left your cursor: to choose a location, simply click on the area you would like it to appear (as if you were about to start writing) and follow the above procedure. Be sure the **save the page** when you are finished.

Changing the order in which your pages appear:

Ordinarily your pages will appear in the order you created them as they are each assigned a number from zero to ten.

If you want you pages to appear in an order other that this (for example, if you want your page '1' to appear last, click in the box marked 'list order' at the top of that page's text box.
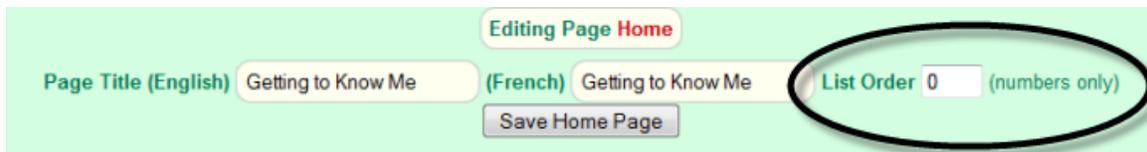
Write '10' (or whichever is the number you want the page to appear) in this box. Save the page. Then go to page '10' (or the page you selected to change location with) and type in the number of the first page you changed (in this example, 1). Save the page. The two pages will then change the positions in which they appear.

Please note that it is impossible to change the position of page 0: this is your homepage and cannot change position on the list.