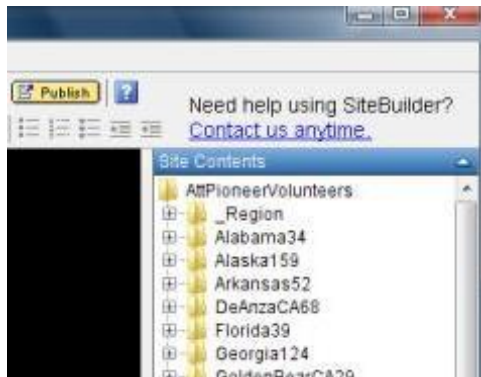


## Site Contents



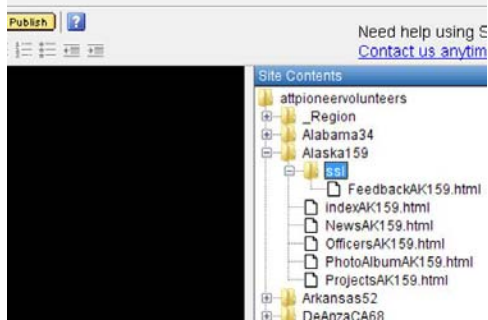
If you do not see the Site Contents, click the blue bar in the middle of the screen on the right to view the **Site Contents**

There is also a blue bar for opening & closing the **Help and Quick Links** area on the left and A blue bar for opening & closing the **Page Effects** are at the bottom

**At any time during the updating process you want to preview the web page as it would appear on the internet, select F12 on the keyboard**

## Opening Chapter Folder

Double-Click or select the plus sign (+) for your Chapters' Folder from Site Contents

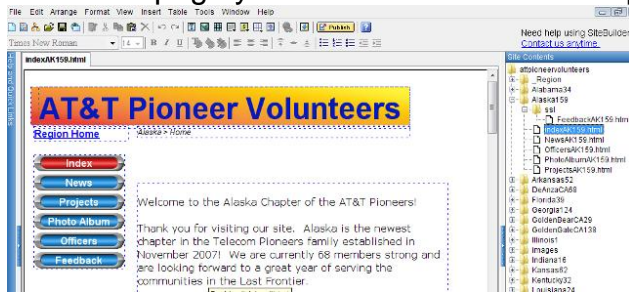


You will see the Chapter Pages

- IndexST##.html (home page)
- NewsST##.html
- ProjectsST##.html
- PhotoAlbumST##.html
- OfficersST##.html
- FeedbackST##.html

## Opening a Page

Double-Click the page you want to edit and it will appear in the center window area of SiteBuilder



## Editing a Page



Menu area

Where you will find either an icon or menu selection to use for inserting text and images

## Inserting Text



When you insert a text box, it initially appears blue

Click and hold the left mouse button to drag it to where you want it located

Resize the box from any square on the box

Double-click to add/edit text --- Editing text is similar to any word processing software

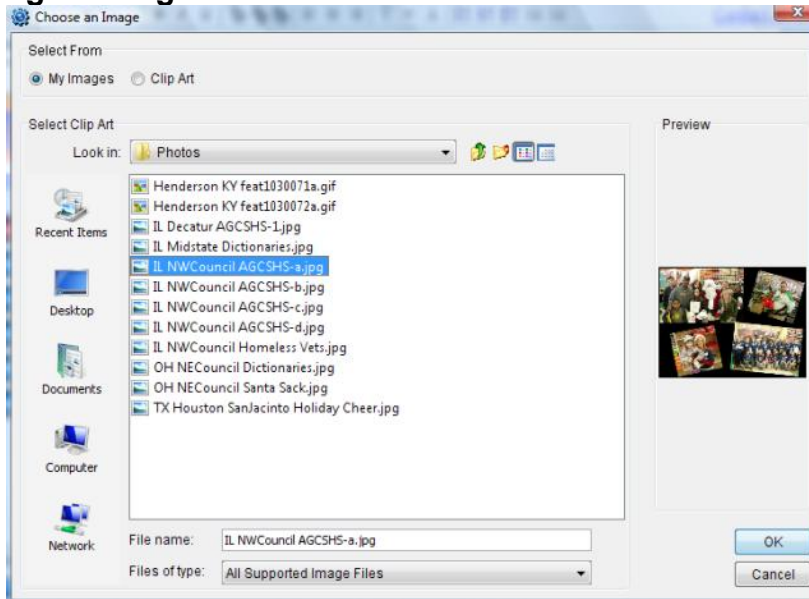
Changing fonts or point size

Highlight the text and change from the font and size selection at the upper left

Changing font color

Highlight the text and change from the menu bar under Format

## Inserting an Image



Select the image to place on the page and click **OK**

Click and hold the left mouse button over the image to drag it to where you want it located  
Resize the box from any square on the box



You can adjust the size of the photo to be viewable on the page ---- no need for thumbnails

This particular photo on the screen shot is 77kb and is very clear

If you keep the photo sizes around 300kb or so, that would be OK for file transferring

## Linking Files/Photos

File names must be – no spaces, no special characters, no dashes --- use an underscore or nothing, such as, PALSVolunteerHoursReportForm.xls

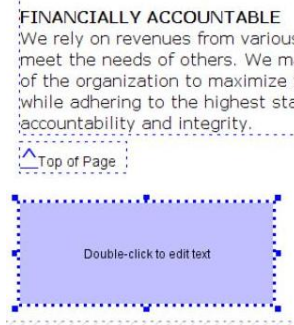
If you are using a file that may be updated, add a date to the file name

## Top of Page

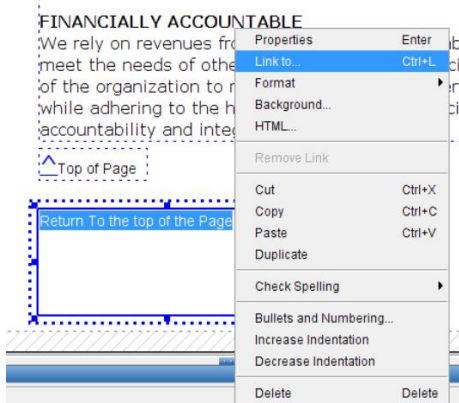
### Creating a Return to the top of the page link



### Create a text box and enter Top of Page or???

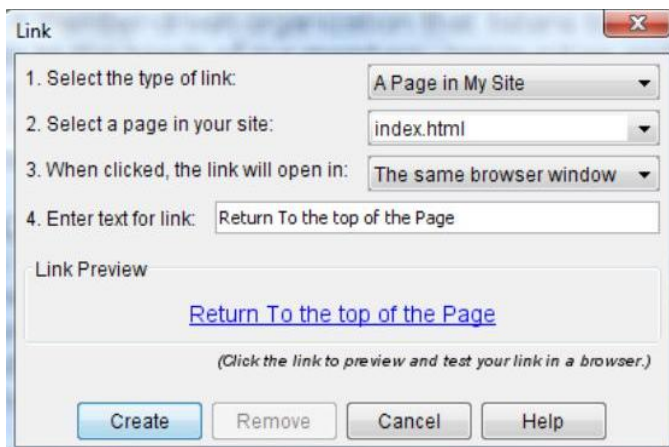
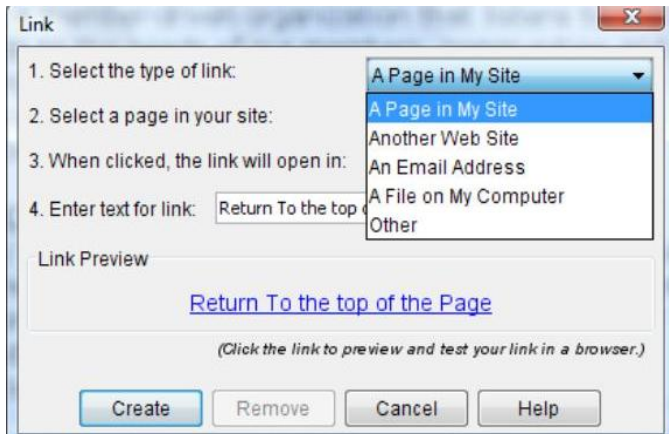


Highlight the text you entered  
Secondary click on the text  
Select **Link to...**



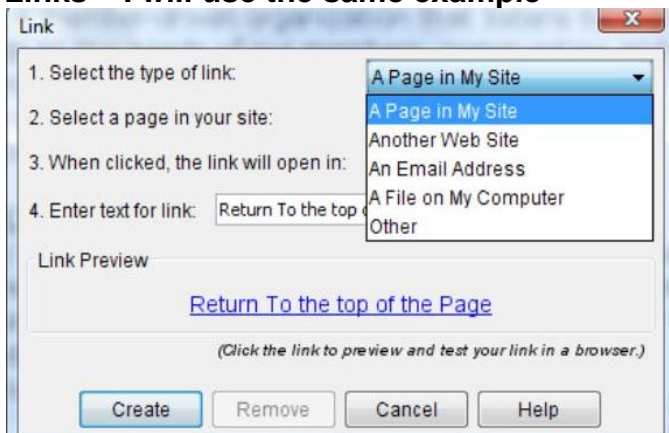
## More Linking

Link to *A Page in My Site* ---the page you are currently editing  
This will return to the top of the current page



Use the same browser window and click Create

## Other Links – I will use the same example



When you choose any of the other Links, you may want to select **A new browser window**

## AT&T Pioneers Opening and Editing

Link

1. Select the type of link: Another Web Site

2. Enter the destination URL: http://

3. When clicked, the link will open in: A new browser window

A new browser window prevents the user from using the back button repeatedly  
To Link anything else, follow the same process