

## DESIGNING WEBSITES WITH iWEB

### Create a website

1. Open iWeb by clicking once on the iWeb icon in the dock.
2. Choose FILE > NEW PAGE.
3. When the TEMPLATE CHOOSER appears, select an appropriate template approved by your teachers.
4. Note: Every time you add a new webpage to your site, you will need to select the page's template.



### iWeb Workspace

Site Organizer  
(websites and webpages that you create appear here)

Navigation Menu  
(all of the pages in the site are listed here)

Webpage Canvas  
(this shows you what your webpage will look like)

Placeholder text and graphics (click on heading to type your own title; click on the body text and replace it with your own)

iWeb Toolbar (Gives you one-click access to actions you'll need to perform when creating webpages)



## iWeb Toolbar



+ (add page button)

Text (add text)

Shapes (Add predrawn shapes that you can modify)

Forward/Backward (move objects up or down in a stack)

Mask (Crop (mask) or uncrop images)

Media (open window to add photos, songs, movies)

Adjust (open window to do basic image editing when your object is on your webpage)

Inspector (open window to perform various tasks for a website, webpage, or object)

Colors/Fonts (open window to adjust colors and fonts)

## Add a New Page

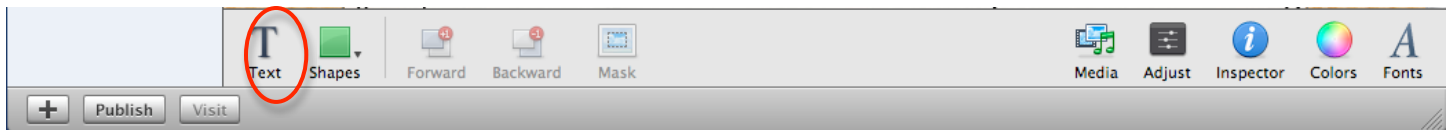
1. Go to FILE > NEW PAGE or use the add page button (+)
2. Select any of the teacher-approved themes and type of page you want to add (Welcome, About Me, Photos, Movie, Blog, and Podcast).

**You are not allowed to use the following themes: Doodle, Cloud, Baby, Kids Pink, Kids Blue, Night Life, Freestyle, and Road Trip. Remember that you are creating an educational site and not a social website. Thus, your content and website must be presented in a formal way.**

## Add Your Own Text

1. In order to add text to a webpage, the text must be placed in a text box.
2. To add text to a placeholder text box, click on the placeholder text and start typing or copy/paste text from a document into the placeholder.
3. When you start typing or paste text into the text box, the placeholder text is replaced by what you type.

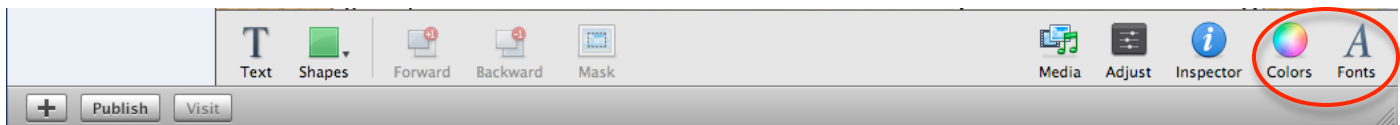
4. To add a new text box, click on the T icon in the iWeb Toolbar.



5. You can also drag the text box to reposition it, resize the box by dragging a handle, or can change the appearance of the text box by changing the fill color, border style, or add a shadow. Be sure that any changes you make are enhance your website and are not distracting to your readers.

### Formatting Text

1. Highlight the text you would like to format.
2. In the iWeb Toolbar, click on Color icon to change the color or the A icon to change your font.



**Be sure that the text and color you select is consistent throughout the site and easy to read. Specifically, Titles should be 18-point font; text should be 12-point. Use legible, plain text fonts as opposed to script, bolded, or illegible fonts. Dark colored text on light backgrounds is preferred to light colored fonts on dark backgrounds.**

### Add a Shape

#### Inline Text

1. To add a shape inline with text, click to place the insertion point where you want the shape to appear.
2. Click the Shapes icon in the toolbar and then choose a shape. Or, go to INSERT > SHAPE.



3. You can now manipulate the shape by resizing it, changing its color, adding a shadow, and so on.
4. Double click to add text inside of the shape.

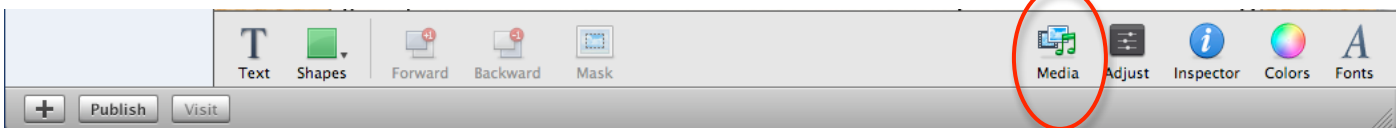
## Fixed Location

1. To add a shape in a fixed location, click Shapes in the toolbar and then choose a shape. Drag the shape wherever you want it.
2. You can now manipulate the shape by resizing it, changing its color, adding a shadow, and so on.
3. Double click to add text inside of the shape.

## Adding Photos

### Using the Media Browser

1. If you use iPhoto to store your photos, click on the Media icon in the iWeb toolbar.



2. In the Media Browser, click Photos.
3. Drag a photo from the Media Browser to any image on your webpage.
4. As you drag an image over a photo placeholder, a blue rectangle will appear to indicate where your photo will be placed.
5. If you would like to resize the image, click on the image and the selection handles will appear.

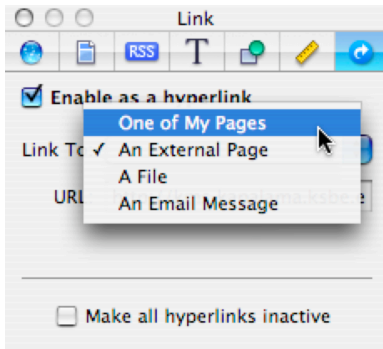
### Inserting other pictures

1. To insert pictures outside of iPhoto, click once on the image you would like to change.
2. Next, go to INSERT > CHOOSE, locate your image, and click on INSERT.
3. Your image now replaces the photo in the image placeholder.
4. If you would like to resize the image, click on the image and the selection handles will appear.

**Be sure to provide a caption for each image and document the url. You will also be expected to provide the full citation in your Works Cited page.**

## Adding Hyperlinks

1. To add a hyperlink to text, shape, or image, select the text/shape/image you'd like to turn into a hyperlink, be sure that a page is selected in your Site menu on the left.
2. Click on the Link Inspector icon in the toolbar or go to View > Show Inspector.
3. In the Link Inspector, select "Enable as a hyperlink" and then choose an option from the "Link To" pop-up menu:



- One of My Pages: Opens another page in any of your iWeb websites. Choose the page from the Page pop-up menu.

- An External Page: Opens any webpages for which you know the website address. Type or copy/paste the URL in the URL field.

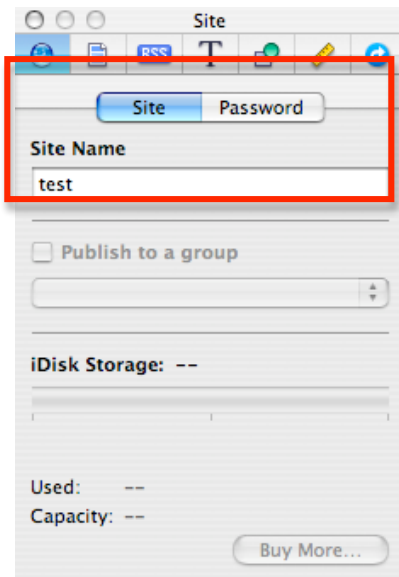
- A File: Downloads a file to the reader's computer. You can link to pdf files, Word documents, movie files, and sound files. If the "Make all hyperlinks inactive" option is not checked, you will not be able to download the file in iWeb. However, the hyperlinked text will be a different color than the rest of your text. If you linked a shape or

image to a file, you should see a hyperlink symbol. 

- An Email Message: Opens a new email message containing the email address and subject heading you specify.

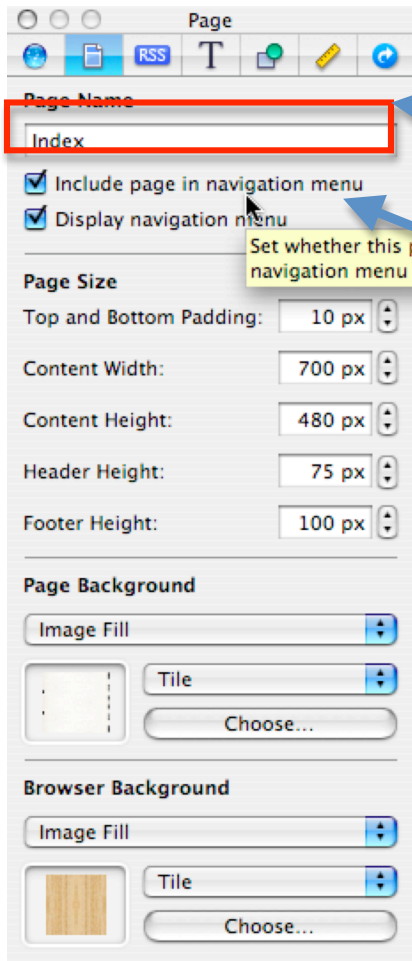
## Organizing Your Website

### Using the Site Inspector



**Rename the site with your group number and alternative energy resource. Only use letters and numbers. Do not use spaces or special characters like an 'okina, kahakō, #, etc.**

## Using the Page Inspector



Rename page title (Index, Location Analyst, Futurist, Marketing Manager, Public Relations Specialist, Financial Analyst, and Works Cited)

Be sure that both options are checked, as it will make it easier for your readers to navigate your website.

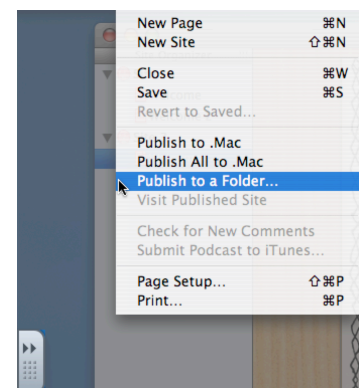
Page background: Choose a background or image for your webpage that is appropriate for this project and doesn't distract your reader.

Browser background: Your webpage content is a fixed size, but some people have browser windows that extend beyond your page dimensions. Choose a color or image that will appear around your webpage content that enhances your website and is not distracting to your readers.

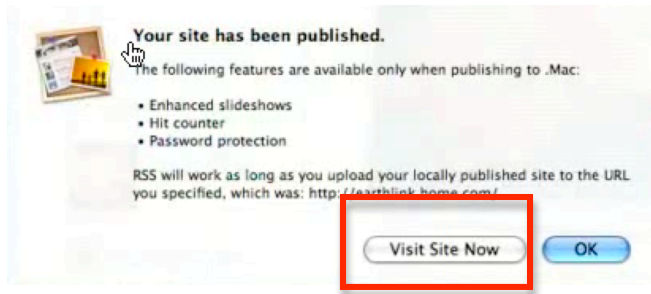
## Prep Website for Publishing

Once you've completed all of the pages in your website, you're ready to get it ready for publishing. Be sure to save all of your work, and then create a site folder to submit to your teachers via the drop box.

1. Go to FILE > PUBLISH TO A FOLDER.
2. Follow the window prompts to save the site folder to your computer.



3. When a copy of your site is published to the selected folder and a window appears, click on the "Visit Site Now" button.



4. Your default browser will open with a local copy of your website so that you can preview and make sure that your website functions properly.
5. If you need to make any adjustments, open the iWeb application, make changes to your site, then publish the site again. Submit a copy of this website file folder to your teacher's drop box.