Quick Tips

You should have completed the following before you start your Thinkport Web site:

- Decide what pages your site will have.
  - Write all of the text that you want to appear on your web page(s) in Microsoft Word or some other word-processing program.
  - Create all of the resources you want to link to your web page and save them to your Idea Box.
  - Decide what each page will be about.

- This Web Site Builder doesn't allow you to create directories that would, for example, put the French Homework and the Social Studies Homework in a folder called "Homework". Everything must stay at the same level, so keep that in mind when you are deciding how to organize your information. You'll need to make a page for each.

Quick Tips

- **Note:** When you use the Return key in this free-form writing tool, it will actually show you the equivalent of hitting the Return key twice in a word processor. This is a quirk of HTML. If you want the equivalent of hitting the return key once in a word processor, hold the Ctrl key down while you hit Return.

- There is an option under the main free-form text tool that allows you to look at the formatting you've done in HTML. If you are accustomed to looking at and working with HTML code, this is a valuable tool for precision "tweaking" of the formatting. If you are not accustomed to looking at HTML code, this will not be particularly useful to you.

- You can see your new web site at http://members.thinkport.org/username. For example, if John Doe's username for Thinkport was jdoe, then the address for his web site would be http://members.thinkport.org/jdoe.

Getting Started

You will be creating a whole web site -- a series of web pages that link together. You can have as few or as many pages in your site as you would like. Before you begin to use this tool, you should have a really good idea about what you want to be in your web site. You should have the following completed before you start your Thinkport Web Site:

• Decide what pages your site will have.
• Decide what each page will be about.
• Write all of the text that you want to appear on your Web page(s) in Microsoft Word or some other word processing program.
• Create all of the resources you want to link to your Web page and save them to your Idea Box.

If you have all of this at your fingertips before you get started, the process will go quickly and painlessly.

Template

This How-To will guide you through how to use the Web Site Builder without a template. Choose the select button to get started. Templates for Elementary, Middle, High, and Professional Development will be added in the near future

Select   Do not use a Template

Define Pages

The first page you come to is the Define Pages. This is where you tell Thinkport what pages your site will have.

Define Pages

Pages of a website are like rooms in a house. You can have separate areas for student's homework assignments that all your students and their families can visit. or you can have more private rooms, which might house your lesson plans, evaluations, resume, etc., which only those with a password (a key, if you will) can enter.

Let's define the pages of your website now. Choose a new page title and add it to your list. As you add each page, you'll be able to make it available to the public or make it private (password protected).

Not finished working on a page? Uncheck VISABLE to hide the page on your website until you're ready to share it.

Keep adding pages until you have all that you need. Use the EDIT button to make changes to pages after you have created them.

New Page: [Home Page]   [Add Page]

Page Title	Visible	

Define Pages

Type in the name of each page and select the **Add Page** button. Continue adding new pages until you have pages for all of the information you want to put on your web site. Eventually, you should have a list that looks something like this.

New Page:		Add Page

Page Title	Visible	
Home Page	Hide	∧ ∨ Edit X
French Homework	Hide	∧ ∨ Edit X
Social Studies Homework	Hide	∧ ∨ Edit X
My Resume	Hide	∧ ∨ Edit X
For Parents	Hide	∧ ∨ Edit X

Note: This Web Site Builder doesn't allow you to create directories that would, for example, put the French Homework and the Social Studies Homework in a folder called "Homework". Everything must stay at the same level, so keep that in mind when you are deciding how to organize your information. You'll have to make a separate page for each topic.
The order you see here is the order in which the links will appear in your site's main navigation (the buttons that take you from page to page in your web site). You can use the ∧ and the ∨ buttons to sort or reorder the pages. Use the button with the **X** in it to delete a page from your list.

Edit a Page

Select your first page by selecting the link on the left.

Page Title

Home Page

French Homework

The first choice you have is to decide if you want to add a password to the page. Remember that you are only making this decision about one page at a time. If you have a page that you only want certain groups or people to see, that page should be password protected.

Allow public access to this page

Protect this page with password

Password:

When you've made a choice, select the **Save and Continue** button.

Format Text

The next step is where you actually create a page. The first page in your list will serve as your Home Page and will be the page visitors to your site will see first. If you spent the time to write the text of the page in Microsoft Word or some other word processing program, you can just copy and paste your text into this window. Most of the time, the formatting you used in your Word processor will appear in the free-form text tool without you having to fix anything. If it doesn't, however, you can use the formatting tools provided to make the page look the way you want.

Note: When you use the Return key in this free-form writing tool, it will actually show you the equivalent of hitting the Return key twice in a word processor. This is how HTML displays separation between paragraphs, and the free-form text tool reflects this. If you want the equivalent of just a single Return, hold the Ctrl key down while you select Return.

When you are finished, select the **Save and Continue** button.
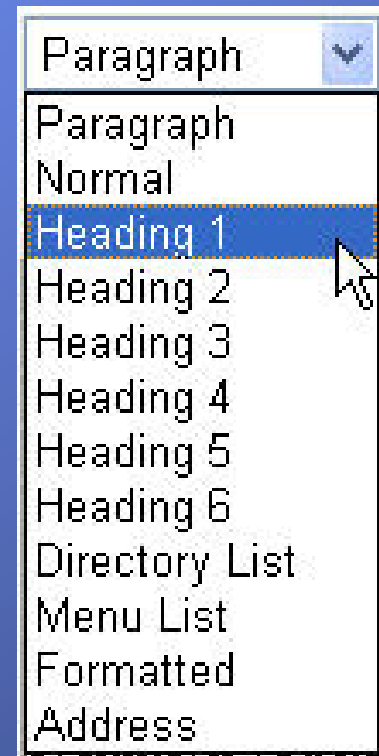
Editing Tools – Paragraph

Normal means that it is just body text. It is the most readable and should be used for the main bulk of your text.

The **Headings** are meant to be used for headlines and subheads. All headings automatically appear boldfaced. The numbers refer to how big they appear. Heading 1 is the largest. By the time you get to headings 4-6, the size might actually appear smaller than your "normal" text. These headings are rarely used in web pages.

A **Directory List** and **Menu List** have some meaning for people who are very good at HTML. If you are a beginner, these options will basically give you bulleted lists (lists with dots in front of them).

The **Formatted** option refers to "preformatted" text. This means that text will appear in Courier font with predictable spaces between letters. If you are trying to create columns without using a table and are having trouble getting the columns to line up, apply Formatted to those columns. That should make it easier to line things up.

Applying **Address** to text will remove any double returns between paragraphs and italicize the text. It is an attractive format for addresses, but can be used for anything.

Paragraph

Paragraph
Normal
Heading 1
Heading 2
Heading 3
Heading 4
Heading 5
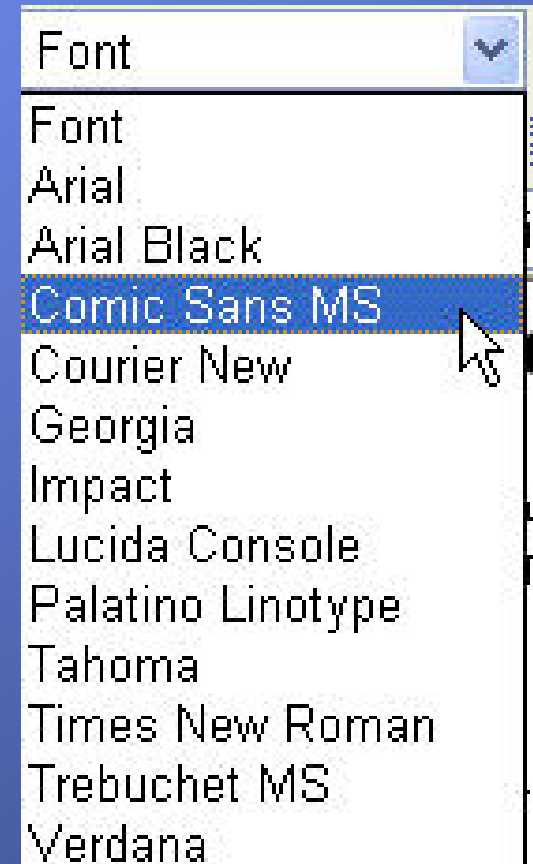Heading 6
Directory List
Menu List
Formatted
Address

Editing Tools – Font

These are common typefaces
used in Web sites.

Arial

Arial Black

Comic Sans MS

Courier New

Georgia

Impact

Lucinda Console

Palatino Linotype

Tahoma

Times New Roman

Trebuchet MS

Verdana

Font

Font
Arial
Arial Black
Comic Sans MS
Courier New
Georgia
Impact
Lucida Console
Palatino Linotype
Tahoma
Times New Roman
Trebuchet MS
Verdana

Editing Tools – Size

Size refers to the size of the letters. The numbers pretty much agree with the Heading numbers. Size 1 is the largest and size 6 is quite small. The difference between these numbers and the Headings is that this allows you to make a letter larger or smaller without making it boldface.
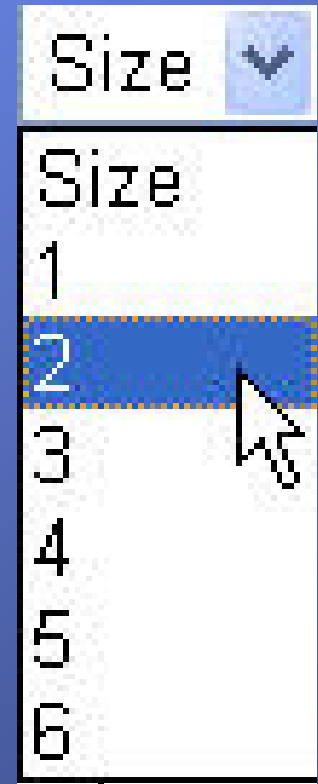
Editing Tools – Color

Select some text and
then select a color from
this menu. You can only
apply color to the text.

Editing Tools – Highlight

This allows you to apply color in a square around the text you select – as if you had run a highlighter pen over the text.

Highlight

Highlight
Gray
DarkGray
LightGray
White
Aquamarine
Blue
Navy
Purple
DeepPink
Violet
Pink
DarkGreen
Green
YellowGreen
Yellow
Orange
Red
Brown
BurlyWood
Beige

Editing – Text Tools

B Boldface text

I Italicize text

U Underline text

x^2 x_2 Superscript or subscript a letter or number

Align text on the left

Center text

Align text on the right

Create a numbered list

Create a bulleted list

"Outdent" (opposite of indenting text)

Indent text

Cut text for pasting elsewhere

Copy text for pasting elsewhere

Paste cut or copied text

Undo or redo a change you made to the text

Insert a thin horizontal line in your text

Insert a table

Insert a new row into an existing table

Insert a new column into an existing table

Remove a row from an existing table

Remove a column from an existing table

Editing – Symbols

Because of a special quirk in how Web-based applications like Thinkport work, certain typographical symbols need to be handled separately. Use the drop down list under Symbols to insert these symbols rather than typing them in yourself.
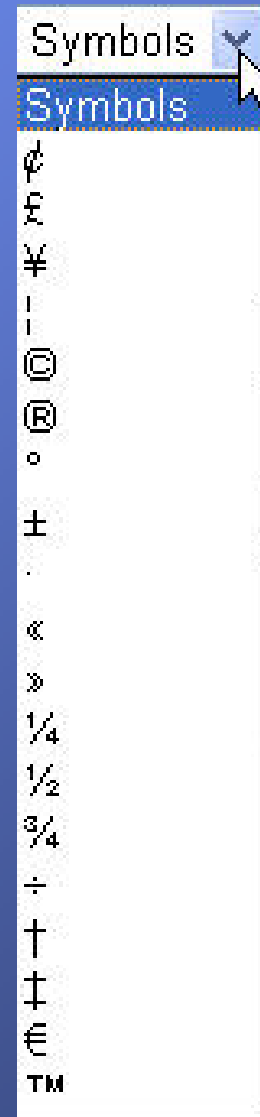
Adding Images

You can add images to your Thinkport web pages by linking to images that already exist on another web site. Locate the image you would like and copy and paste that image onto your Thinkport page.

Please do not attempt to copy and paste a picture from your hard drive. It will look fine on your computer, but it will appear as a broken image on other machines.

Adding Emoticons

Emoticons are the "smilies" that people use so often in email and chats. Since Emoticons are meant to represent feelings, that is how they are referred to in the free-form text tool. Here are the actual emoticons and how Thinkport refers to them.

Angel and Angry

Devil and Confused

Crying and Disappointed

Embarrassed and Cool

Grinning and Sad

Smiley and Surprised

Tongue Out and Winking

Time & Date

These tools will automatically put in the current date and time.

Note: There is an option under the main free-form text tool that allows you to look at the formatting you've done in HTML. If you are accustomed to looking at and working with HTML code, this is a valuable tool for precision "tweaking" of the formatting. If you are not accustomed to looking at HTML code, this will not be particularly useful to you.

Add Attachments

This is where you can link to specific resources that you have saved in your Idea Box. If you have not yet uploaded the documents you need, you can do that now.

Select the **Add Idea Box Items** button.

This will bring up a new page that allows you to access your Idea Box. It might take a minute for the Idea Box to appear at the bottom of your screen. Be patient.

Add Attachments

Select the items you want to add to your web page by using the checkboxes. Once you have put checks next to each related item (by selecting your mouse in the checkbox), select **Add Items** from the **Actions** drop-down menu.

Choose the **Select** button. The screen will change again, and the items you chose will appear in a list. You can use the ⌃ and the ⌄ buttons to reorder the pages. Use the button with the **X** in it to delete a page from your list. The **Edit** button will allow you to go directly to that resource (even if it is a Lesson Plan or Activity) and make changes.

When you have added all of the resources you want, select **Save and Continue**.

You will be brought back to the **Define Pages** section so that you can start over with the next Web page in your Web site.

Site Visible

None of your pages are visible on the Internet until you make them that way. This allows you to spend as much time as you need getting them ready. When you are finally ready to make your web site public, you'll need to do it one page at a time.

Select the **Edit** button next to the page you are ready to make public.

Page Title	Visible	
Home Page	Hide	∧ ∨ Edit ✕

Site Visible

This will change just that one line so that you can both edit
the name of the page and choose whether to make it visible.

Once you've selected Show from the drop-down menu (or Hide, if you changed your mind
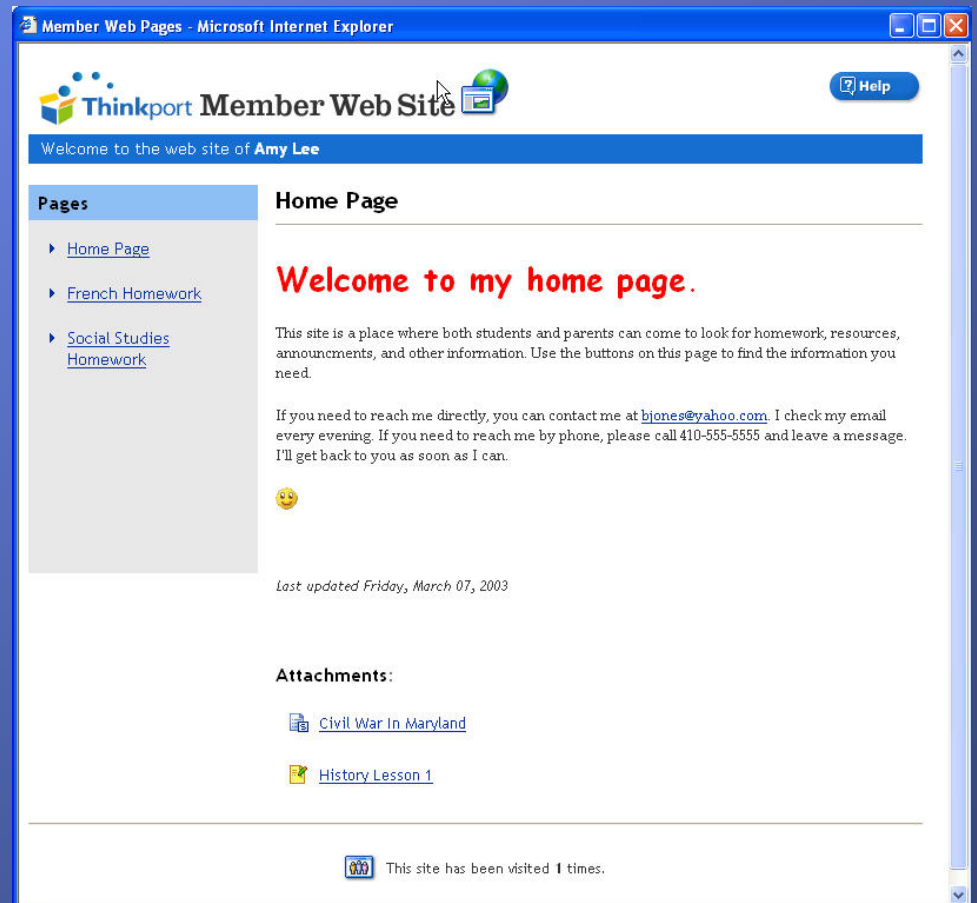about making a page public), select the Update button.

As soon as you do that, the page is visible to anyone on the Internet. The address for your
new Web site is: http://members.thinkport.org/username. For example, if John Doe's
username for Thinkport was jdoe, then the address for his web site would be
http://members.thinkport.org/jdoe.

Your Web Site can also be located through Thinkport's Member Directory. If you would
prefer that your Web Site not be available simply choose to not be included in the Member
Directory under your profile.

Preview

This will show you the site as you have created it so far.

Select the Preview button at the upper right corner of the screen to get a sneak preview of what your site looks like.

Elements of the Site

There are four key sections to your web page. These elements appear on every page on your web site.

1. the main navigational links on the left,
2. the center content area,
3. the attachments, and
4. the visitor counter.

Main Navigational Links

These are the links to the other web pages in your web site. This list of links will show up on every one of your web pages in exactly the same place. Notice that only the pages you set as "Visible" in the Web Site Builder are showing up in the main navigational links.

As soon as you set the other pages on your site to **Show**, the links will appear automatically in the main navigation.

Center Content Area

This is where all of the text you put into the free-form text tool is visible, including any formatting.

If you are creating tables or columns, those tables or columns will only appear in this area. They will never overlap the Main Navigational Links.

Attachments/Visitor Counter

Attachments. The attachments are the documents you added from your Idea Box. They will appear in a list in alphabetical order (as they appear in the Idea Box). Your attachments will always be at the bottom of the Center Content Area on your web page.

The Visitor Counter. This allows you to see how many people have viewed your web page since you put it up. Every page on your web site has its own counter so you can see which pages people are looking at.

This site has been visited **1** times.

To close the Preview window, simple select the **X** at the top right corner of the window.
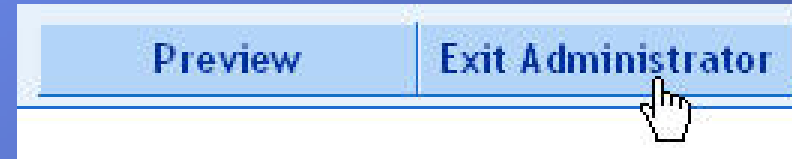
Exiting

This will take your web site as it appears to everyone else, with one exception.
What you see if you are logged into Thinkport.

What everyone else sees.

When you are finished with the Web Site Builder, select the button at the top right corner of the screen that says **Exit Administrator**.

Notice that you get an extra button that says **Manage Site**. This is, essentially, a shortcut that allows you to manage your web site without having to go back the Web Site Builder link on Thinkport. No one else will see or be able to use that button. If you don't see it, that means you aren't logged into Thinkport. Simply select the **Thinkport Home** button and log in.