NHDWEBCENTRAL™ INSTRUCTIONS

2020-2021 REVISIONS

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Click the play button that corresponds to the topic to be taken to the step-by-step instructional video.

▶ Click here to follow along with the step-by-step instructional video.

R E G I S T E R I N G   A S   A N   I N D I V I D U A L   W E B S I T E

Please note that these instructions are for students working ***individually.*** If you are working in a group, please use the instructions for a group website (page 4).

- Go to www.nhdwebcentral.org.
- Click on the **Register** tab under the NHDWebCentral™ header.
- Enter your date of birth.
  - ***Please note:*** *If you are under the age of 13, you need parental consent to use NHDWebCentral™. Please complete your parent's or guardian's information. He or she will receive an email with notification that you created 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.*
- After you enter your parent's or guardian's information and your parent or guardian consents to you creating an NHDWebCentral™ website (only for those under 13), you will be asked to complete a basic registration form.

STOP: Take a moment to fill out your username and password below.

Username

_____

Password

_____

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 corner:

A **green** box will appear telling you that your username is good.

A **yellow** box will appear telling you that you need to choose a new username.

- Terms of Service and reCAPTCHA checkboxes are required.
- Once you click **Register**, you must sign into your account. Enter your username and password; then click the grey **Sign in** button.

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- Click the grey and yellow **Start Now!** button to reach your site's landing page.
  STOP: Write down your site key.

Site Key

_____

S T R U C T U R E   O F   N H D W E B C E N T R A L™   L A N D I N G   P A G E

The red numbers in the above image correspond with the numbers below.

1. The **Edit Site** button is where you will create your website and make changes.
2. The **View Site** button allows you to preview the most current work saved on your website (you cannot make edits here).
3. The **Allow Link** button allows other users to join your website. Once you click this, the users have 24 hours to complete their registration and link to the site.
4. This is your site key. Your unique URL is just below it.
5. This is the size limit of your website. The green will shift depending on the media and files you upload to your website.
6. If you wish to completely delete your website, you can click the **Remove Site** button and assign a new URL to your account. **THIS CANNOT BE UNDONE!**

▶ Click here to follow along with the step-by-step instructional video.

REGISTERING AS A GROUP WEBSITE

Please note that these instructions are for students working in **groups.** If you are working individually, please use the instructions for individual websites (page 2).

- Choose one student to begin this process (we will call this person "Student One").
- Go to www.nhdwebcentral.org.
- Click on the "Register" tab under the NHDWebCentral™ header.
- Enter your date of birth.
  - ***Please note:*** *If you are under the age of 13, you need parental consent to use NHDWebCentral™. Please complete your parent's or guardian's information. He or she will receive an email with notification that you created 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.*
- After you enter your parent's or guardian's information and your parent or guardian consents to you creating an NHDWebCentral™ website (only for those under 13), you will be asked to complete a basic registration form.

STOP: Take a moment to fill out your username and password below.

Student One
Username

_____

Password

_____

Note about usernames

Every student needs a unique username. When you enter your username and click on the "next" box, one of two options will appear in the upper-right corner:

A **green** box will appear telling you that your username is good.

A **yellow** box will appear telling you that you need to choose a new username.

R E G I S T E R I N G   A S   A   G R O U P   W E B S I T E   (C O N T .)

- Terms of Service and reCAPTCHA checkboxes are required.
- Once you click **Register**, you must sign into your account. Enter your username and password; then click the grey **Sign in** button.
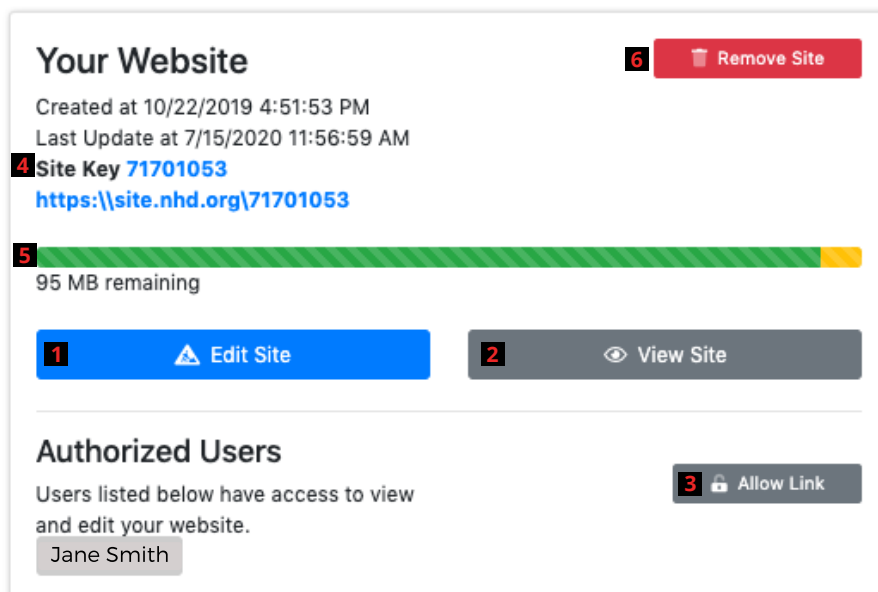- Student One should now click the grey and yellow **Start Now!** button to reach your site's landing page.

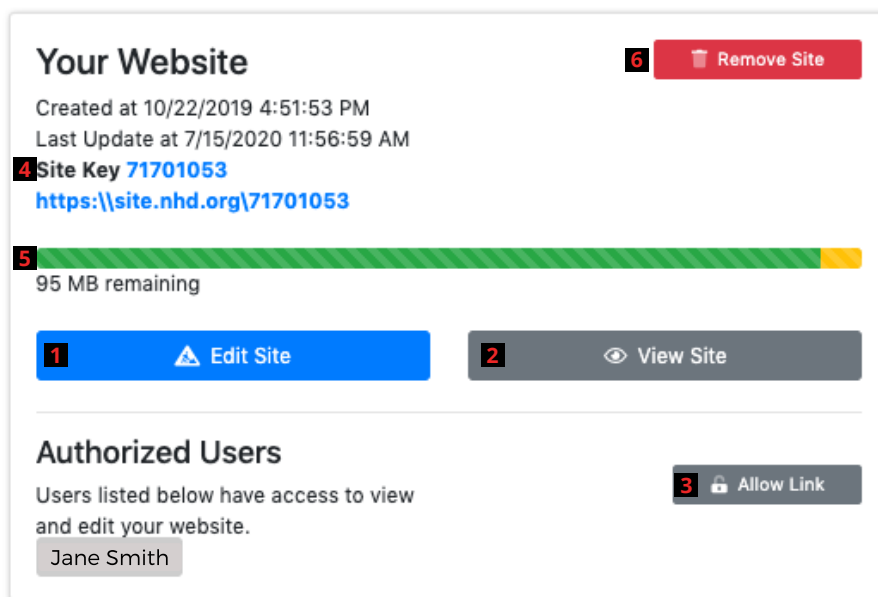## S T R U C T U R E   O F   N H D W E B C E N T R A L ™   L A N D I N G   P A G E

The red numbers in the above image correspond with the numbers below.

1. The **Edit Site** button is where you will create your website and make changes.
2. The **View Site** button allows you to preview the most current work saved on your website (you cannot make edits here).
3. The **Allow Link** button allows other users to join your website. Once you click this, the users have 24 hours to complete their registration and link to the site.
4. This is your site key. Your unique URL is just below it.
5. This is the size limit of your website. The green will shift depending on the media and files you upload to your website.
6. If you wish to completely delete your website, you can click the **Remove Site** button and assign a new URL to your account. **THIS CANNOT BE UNDONE!**

REGISTERING AS A GROUP WEBSITE (CONT.)

Student One needs to do <u>two</u> key tasks:

- Write down the 8-digit site key to share with your group members. **STOP:** Take a moment to fill out your 8-digit site key below.

Site Key

_____

- 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 does not get it done in that time period, Student One can click the **Allow Link** button again to re-open for another **24 hours**.

GETTING STARTED -- STUDENTS TWO THROUGH FIVE

- After Student One registers, other group members can complete the registration process.
- Go to www.nhdwebcentral.org.
- Click on the **Register** tab under the NHDWebCentral™ header.
- Enter your date of birth.
  - ***Please note:*** *If you are under the age of 13, you need parental consent to use NHDWebCentral™. Please fill out your parent's or guardian's information. He or she will receive an email with notification that you created 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.*
- After you enter your parent's or guardian's information and your parent or guardian consents to you creating an NHDWebCentral™ website (only for those under 13), you will be asked to complete a basic registration form.

STOP: Take a moment to fill out your username and password below.

REGISTERING AS A GROUP WEBSITE (CONT.)

Student Two
Username

_____

Password

_____

Student Three
Username

_____

Password

_____

Student Four
Username

_____

Password

_____

Student Five
Username

_____

Password

_____

See page 4, "Note about usernames."

R E G I S T E R I N G   A S   A   G R O U P   W E B S I T E   (C O N T .)

- Terms of Service and reCAPTCHA checkboxes are required.
- Once you click **Register**, you must sign into your account. Enter your username and password, then click the grey **Sign in** button.
- Students Two through Five will enter the site key carefully into the field under the **Link to an Existing Website** heading.
- Once the other group members click **Link**, they will come to the same landing page that Student One sees.
- You have successfully linked your accounts and can start working on your group project!

Did you accidentally click the "Start Now" button instead of entering the existing site key?
On your landing page, click the red **Remove Site** button and confirm deletion. You will return to the **Start Now/Link to an Existing Website** page.

Please note: Be sure you want to remove the site from your account, this action cannot be undone.

▶ Click here to follow along with the step-by-step instructional video.

# STARTING A NEW WEBSITE IN AN EXISTING ACCOUNT

- If you created a website for the previous contest season, you can use the same account to create a website for the current contest season.
- Under the **Sign in** tab, log in with your username and password at www.nhdwebcentral.org.
  - If you forgot your username and/or password click on the **Forgot Password?** button under the **Sign in** tab.
  - Fill out the Find your Account form to create a new password for your existing account.
  - If you receive an *Account Not Found* error, please click on the *Return to Home* button. Select the **Help** tab and click the **Contact** button to submit a ticket to NHDWebCentral™ staff.
- Once you are logged in, follow the steps to create an individual website or a group website for the current contest season.

▶ Click here to follow along with the step-by-step instructional video.

NAVIGATING 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 are taken to the website builder. The editor has three sections and four major segments.

Sections:

Section 1: Control Bar

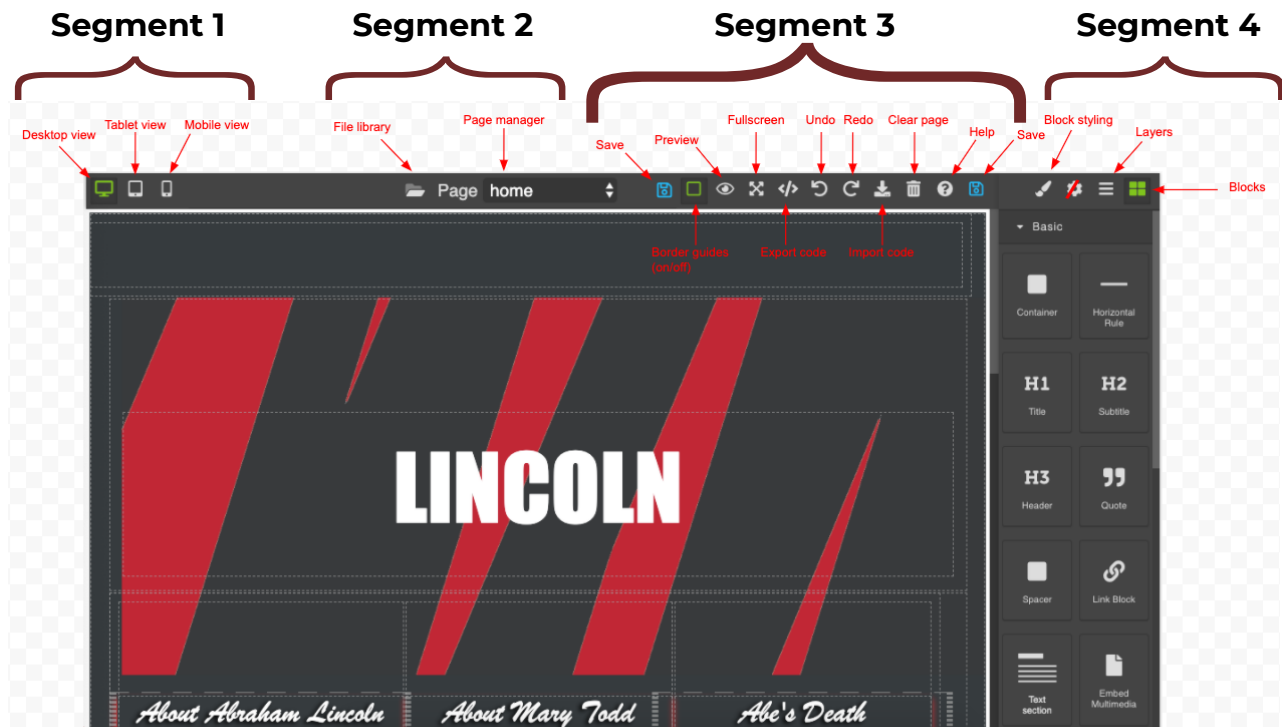**Section 2:** Toolbox Pane

Section 3: Builder Pane
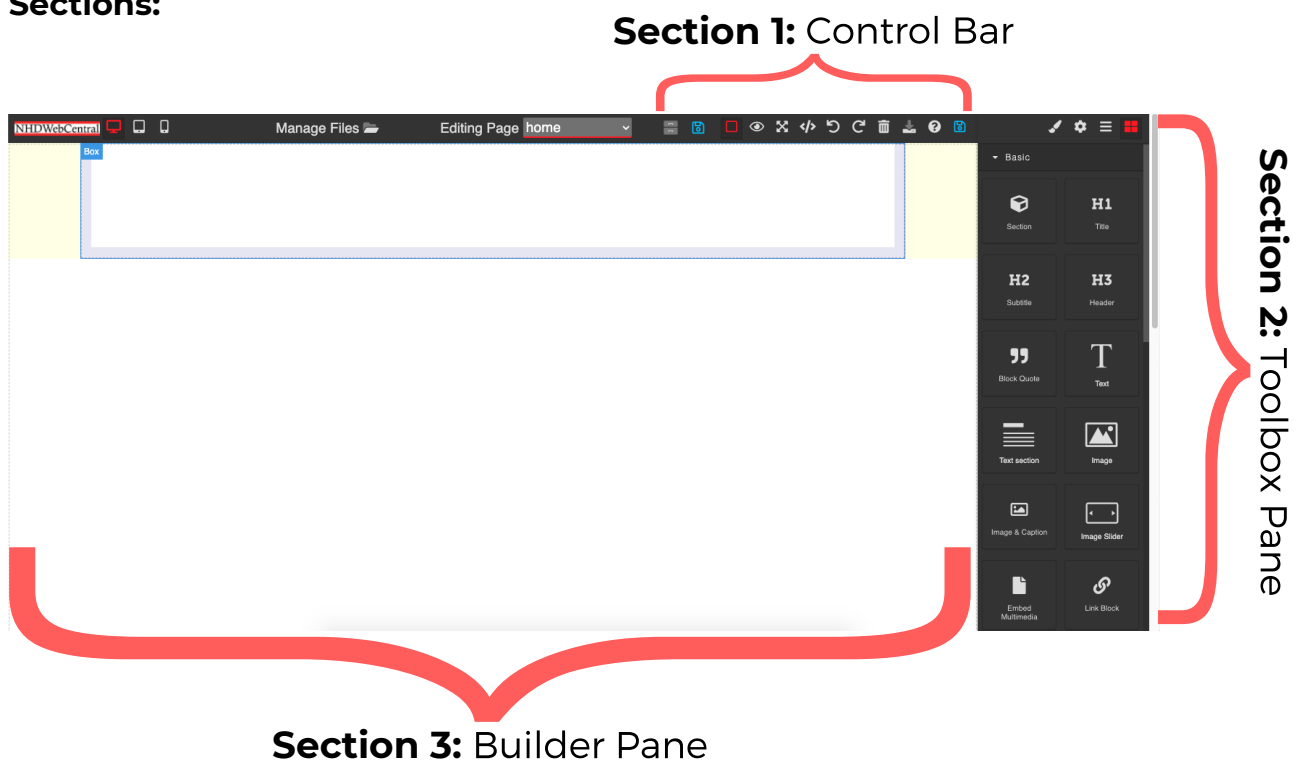
Section 1: The **Control Bar** gives you "control" of your website. It contains Manage Pages, Save, Show/Hide Borders, Preview, Fullscreen Mode, Export, Undo, Redo, Clear Page, Import, Help, and another Save.
Section 2: The **Toolbox Pane** is where all blocks and block settings reside. When you are working in the **Builder Pane,** you will be changing settings in the **Toolbox Pane** to reflect in the **Builder Pane**.
Section 3: The **Builder Pane** is where all your elements will reside when you drag and drop them. This is the website view and shows how all elements are laid out on your page.

NAVIGATING THE WEBSITE BUILDER (CONT.)

Segments:

Segment 1 – View Options

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 viewed on a laptop or desktop computer. This is how judges will be viewing your website.
Tablet View		**Tablet View** will show you what your website will look like on a tablet.

NAVIGATING THE WEBSITE BUILDER (CONT.)

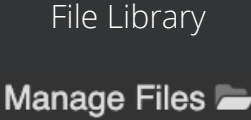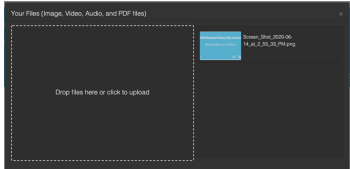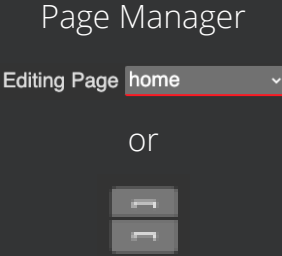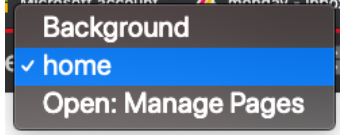## Segment 1 – View Options (Cont.)

Mobile View		**Mobile View** will show you what your website will look like on a mobile phone. Keep in mind you cannot edit your website on a mobile phone.

Segment 2 – Pages and File Library

Button	*What it looks like*	*What it does*
File Library **Manage Files**		The **File Library** is where all of the media you upload to your website is stored. Files must remain in the file library to be properly viewed on your website.
Page Manager Editing Page home or	Background ✓ home Open: Manage Pages	In the drop-down, you can select which page you want to edit. You can also select **Manage Pages** from the drop-down or the file cabinet icon to add, remove, or rename pages.

Segment 3 – Controls

Button	*What it does*
Save	The website does **not** automatically save changes. Save frequently. When you click the blue **Save** button (floppy disk icon), a green **Saved!** pop-up box will appear. This means your work was saved.

NAVIGATING THE WEBSITE BUILDER (CONT.)

Segment 3 – Controls (Cont.)

Design Theme	If you want to create a design theme across all of your website pages, click the **Design Theme** icon. This will open the **Site Theme Manager.**
Border Guides	When you are building in the Builder Pane, you will see lines around the borders of the various elements, such as text boxes. If you click the **Border Guides** button, it turns these borders off. Click it again and it turns them on. It is easier to work with borders turned on. Viewers will **not** see the borders.
Preview	If you want to see your website as a viewer, click the **Preview** button (eye icon). Your website will open in a new tab when finished. Close the tab or click back to the editor tab.
Full Screen	If you want more room to edit, click the **Full Screen** button. When you are done, click the **Escape (ESC)** key on your keyboard to exit.
Export Code	The **Export Code** button works per page. You can use this to export a ZIP file of your HTML and CSS per page. You can also select the HTML and CSS in each column and copy and paste them to a destination of your choosing.
Undo	If you make a mistake, hit the **Undo** button to reverse the previous action.
Redo	Accidentally "undo" too many features? Hitting the **Redo** button will bring back the last "undo."

NAVIGATING THE WEBSITE BUILDER (CONT.)

Segment 3 – Controls (Cont.)

Import Code	The **Import Code** button allows you to import code from another program or HTML code that you write. This is **not** required. **It is advised you add coding before building out a page to avoid corrupt code.**
Clear Page	The **Clear Page** button will delete everything on the current page and revert it to a blank template. You will be prompted with a warning before the page clears. If you do clear your page accidentally, hit the **Undo** button to reverse the action. This button does **not** delete your entire website.
Help	Click the **Help** button to navigate between the **Getting Started** and **About** tabs. NHD provides guides and video instruction to help you build your website. The **Contact Us** form can also be found on the About tab if your questions are still not answered. (**About** tab shown below.) The yellow **Clean CSS** button under the **About** tab allows you to clean up the coding on the current page if you run into styling issues. Lastly, the "show on start" prompt, when you open the editor, can be unchecked under the **Getting Started** tab.
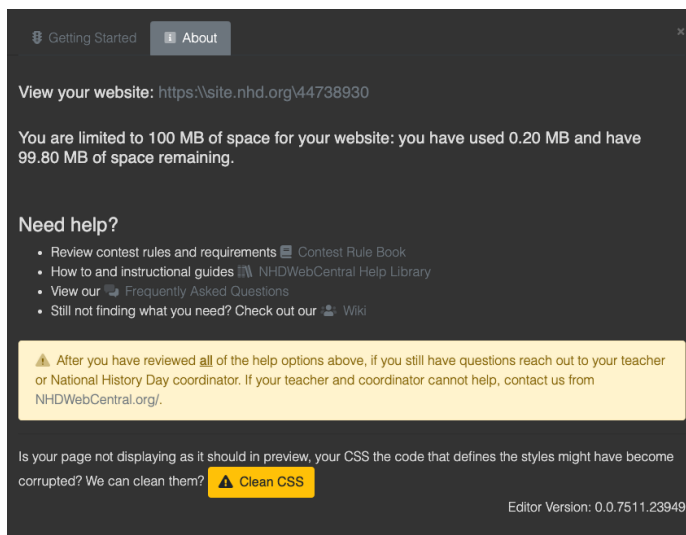
Your website link and size limit are at the top, helpful links and information are in the middle, and the button to clean your styling issues is at the bottom.

NAVIGATING THE WEBSITE BUILDER (CONT.)

Segment 4 – Design Elements

Button	What it does
Block Styling	The **Block Styling** button is used to make changes to font, formatting, alignment, decorations, dimensions, and other settings.
Gear	This button does not function on the user end. Ignore it.
Layers	This button does not function on the user end. Ignore it.
Blocks	The **Blocks** button will provide all of the elements you need to build your website. All of these **Blocks** are drag-and-drop.

▶️ Click here to follow along with the step-by-step instructional video.

USING BLOCKS TO BUILD YOUR WEBSITE

Building your website on NHDWebCentral™ is like building a tower of blocks. It is up to you to decide how to organize your blocks for your viewers. Access the blocks menu by clicking on the **Blocks** button in the upper right corner of the editor (the four squares icon).

Note about containers

A container is the foundation of each NHDWebCentral™ page. A container helps keep blocks organized and properly formatted on every page.

Each page will start with a container. If you clear your page and erase the container, you **must** drag-and-drop a container block onto that page before building. You can add a container later and move your blocks into it, but it is **always** better to begin with a container.

Basic Blocks

Block	What it does	Can I... ?
Section (cube icon)	The **Section** block allows you to organize within containers without having the same settings and formatting as the container.	
H1 Title	The **Title** block places a text box with 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?** Highlight the text, and 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.
H2 Subtitle	The **Subtitle** block places a text box with medium 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 to whatever text you prefer.	**How do I change the color/font?** Highlight the text, and 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.

USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

Basic Blocks (Cont.)

H3 Header	The **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 text to whatever text you prefer.	**How do I change the color/font?** Highlight the text, and 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	A **Block Quote** 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?** Yes. Highlight the text, and 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.
T Text	The **Text** block allows you to enter text on your page.	**Can I change the font/style after I enter this text block?** Yes. Highlight the text, and 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.
Text section	The **Text section** block is a pre-set element that includes a header block and a text block.	**Can I change the font/style after I enter this text block?** Yes. Highlight the text, and 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.
Image	The **Image** block allows you to add an image to your website.	

USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

Basic Blocks (Cont.)

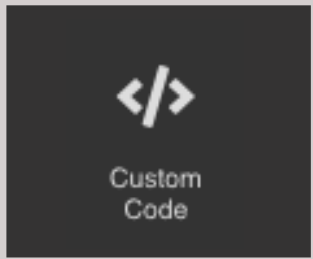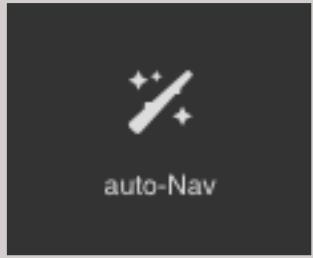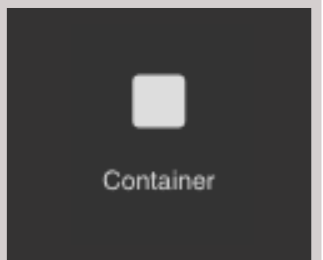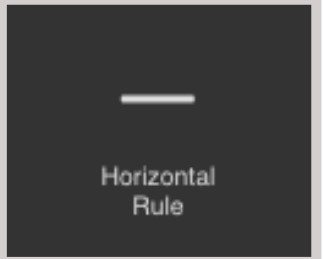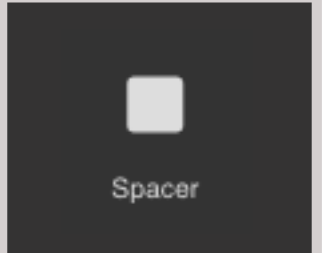|		
Image & Caption	The **Image & Caption** block is a pre-set element that allows you to add an image with a caption text box right below it.	**How do I change the color/font?** Highlight the text, and the **Style Pane** will appear in the **Toolkit Pane** on the right. Here you have options to change alignment (left, center, right), font, color, size, etc.
Image Slider	The **Image Slider** allows you to create a slideshow of images. You will need to drag a Section block into each slide and then an **Image block** into each **Section block** to keep your sliders organized.	**How do I add more than three slides?** Select the last slide and click the duplicate button until you have the appropriate number of slides desired. **Can I use different multimedia in the slides?** Yes.
Embed Multimedia	The **Embed Multimedia** block allows you to upload: • PDF files for viewing • Audio (MP3) files for listening • Video (MP4, MOV) files for viewing	**How do I add my process paper and annotated bibliography?** Drag the embed multimedia button into your container. Then double-click to upload the PDF versions of your process paper and annotated bibliography.
Link Block	The **Link** block allows you to add an image or text to create a hyperlink to another part of your website.	
Link Text	The **Link Text** block allows you to hyperlink within your website. By default, the text will highlight blue and when clicked change to purple.	**Can I hyperlink text in my website?** Yes, this block will allow you specifically to hyperlink text in your website. **How do I change the text color?** You must set the internal link before changing the text color.

USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

Basic Blocks (Cont.)
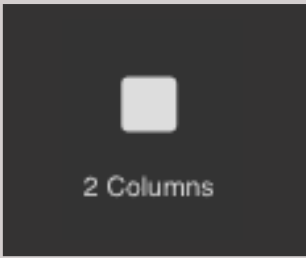
Custom Code	The **Custom Code** block allows HTML coding to be added or displayed on the website.	
auto-Nav	**Auto-Nav** bar populates an organized, horizontal menu across your page. This navigation bar also supports subpages and hiding pages.	**Do I have to rebuild Auto-Nav on every page?** No, once you set the order in **Auto-Nav** on one page and drop **Auto-Nav** onto other pages, the order will stay the same.

Structure Blocks

Block	What it does	Can I… ?
Container	A **Container** block keeps your elements formatted correctly. You drag and drop all the other blocks into the **Container** block.	**Can I use more than one container on a page?** It is not recommended to use more than one container on a page. If you wish to format areas differently, use section blocks within your container.
Horizontal Rule	The **Horizontal Rule** block will place a horizontal line across the page. These act as dividers 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 okay.
Spacer	If you think your blocks are too close together, you can add extra spacing with the **Spacer** block.	

USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

Easy Layout Blocks

Block	What it does	Can I... ?
2 Columns	The **2 Columns** block creates two equal columns. You can place elements side by side in each cell (e.g., text box, image with captions, etc.).	**Can I create more columns after placing a Columns block?** Yes, you can duplicate a column but if you want them to spread across the page, you will need to resize the columns accordingly.
3 Columns	The **3 Columns** block creates three equal columns. You can place elements side by side in each cell (e.g., text box, image with captions).	**Can I create more columns after placing a Columns block?** Yes, you can duplicate a column but if you want them to spread across the page, you will need to resize the columns accordingly.
4 Columns	The **4 Columns** block creates four equal columns. You can place elements side by side in each cell (e.g., text box, image with captions).	**Can I create more columns after placing a Columns block?** Yes, you can duplicate a column but if you want them to spread across the page, you will need to resize the columns accordingly.
Columns 3/4/3	The **3/4/3 Columns** block creates columns across the page. The middle column is wider than the outside columns. You can place elements side by side in each cell (e.g., text box, image with captions).	**Can I create more columns after placing a Columns block?** Yes, you can duplicate a column but if you want them to spread across the page, you will need to resize the columns accordingly.
Columns 3/7	The **3/7 Columns** block creates columns across the page. The right side is wider than the left side. You can place elements side by side in each cell (e.g., text box, image with captions).	**Can I create more columns after placing a Columns block?** Yes, you can duplicate a column but if you want them to spread across the page, you will need to resize the columns accordingly.

USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

Easy Layout Blocks (Cont.)

Columns 7/3	The **7/3 Columns** block creates columns across the page. The right side is narrower than the left side. You can place elements side by side in each cell (e.g., text box, image with captions).	**Can I create more columns after placing a Columns block?** Yes, you can duplicate a column but if you want them to spread across the page, you will need to resize the columns accordingly.
Flexbox	The **Flexbox** creates two equal-sized columns that can be manipulated to any size on the page.	

How do I add blocks to my website?

Adding blocks to your website is as easy as dragging and dropping. Every new page has a preset container. Check that you see an empty container on your page before you begin bringing in other blocks.

Some elements need to be uploaded (i.e., multimedia, images, files, etc.). 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.

Once the file has been uploaded, wait for the **File uploaded** dialog box to appear in the top right corner before closing the window. Videos and larger files can take a while until they are uploaded and rendered into the builder.

Once your file has populated with a thumbnail in the right column, click on that file to add it to your website. Click the "x" in the top right corner of the files menu to go back to your page.

USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

How do I edit elements once they are added to a page?

↑	The **Up Arrow** button moves to the next element on the page among your blocks. This is helpful when you have many blocks within an area.	🗑	The **Delete** button deletes the selected element from your page.
✥	The **Move Arrow** button lets you move the element around your page. Remember not to move the element outside of your container.	✏	The **Pencil** button opens the settings box relevant to the element selected. This **Pencil** button wraps text in a cell if the text extends past the cell border.
▢	The **Duplicate** button makes a copy of the selected element.	🔗	The **Link** button opens the internal link settings box. This is how you hyperlink text and images on your website.

Each block has its own set of settings when you select it on your page. These settings show up in the **Toolkit Pane** on the right side. Depending on the block you are editing, the following setting sections might appear:

- Settings
- General
- Font
- Dimension
- Decorations
- Extra
- Flex

▶ Click here to follow along with the step-by-step instructional video.

ADDING AND LINKING ADDITIONAL PAGES

Better websites include multiple pages (as opposed to one long page). 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 drop-down area beside **Editing Page** and select **Open: Manage Pages** or click the file cabinet icon.

The **Manage Pages** settings will appear; you can do the following:
1. **Create a new page.** On the right side of the screen under **Create New Page**:
   - Give your page a URL name **(Page Name)**.
   - Give your page a title (how it will appear on the menu).
   - Select a template (or **None** to start from scratch).
   - Duplicate an already existing page.
   - Click the grey **Add Page** button.

═ Note about page names ═

Keep the page names 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 navigate to pages.

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 the trash can next to the page name.
3. **Edit a page.** On the left side of the screen, you will see pages that you have created. If you want to edit the page name of the title, click the pencil in the square icon next to the page name.
4. **Duplicate a page.** When creating a new page, you have the option to duplicate a page you already created. Next to **Duplicate Page**, select the page you wish to duplicate from the drop-down menu. This feature comes in handy when there are blocks you would like to duplicate onto other pages.

A D D I N G   A N D   L I N K I N G   A D D I T I O N A L   P A G E S   (C O N T .)

How do I link my pages together so that the judges can see them?
Auto-Nav allows you to organize your pages and subpages, displaying them in a coherent manner.

Setting up Auto-Nav
- Drag and drop the **Auto-Nav** block to a container or cell on your page.
- Double-click the **Auto-Nav** block or select the box and click on the pencil icon.
- When the **Nav Editor** appears, you have several options:
  - Reorganize the pages by dragging/dropping the titles of the pages in the list. You will see a green line indicating where the page will be moved to and a pink line indicating the creation of a subpage.
  - Select a page and under the **Update Menu Item** title, you can **rename** the title of your page. If you do change the title of your page, remember to click **Set**.
  - You can **hide** pages from displaying **Auto-Nav** by checking **Hide the Menu Item** option under the **Update Menu Item** screen. Remember to click **Set**.
- When you are happy with your list of organized pages, click **Save**.
- To change the alignment of the **Auto-Nav** bar:
  - With **Auto-Nav** selected, click on **Flex** settings in the **Toolbox Pane** to the right.
  - Enable **Flex** container and change the alignment under the justify setting (start, end, space between, space around, or center).
- Once you save your **Auto-Nav** on a page, move to another page and drag and drop the **Auto-Nav** block onto the page. The order you created in **Nav Editor** on the first page will be the same.

Notes about Auto-Nav

Pro tip: You could always design your first page with **Auto-Nav** (style and appearance setup) and duplicate that page so the styling and appearance remain constant across all pages.

You can always come back to the **Nav Editor** to reorganize your pages.

A D D I N G   A N D   L I N K I N G   A D D I T I O N A L   P A G E S   (C O N T .)

How do I build a Link block?

Decide where you want your link block and then drag in a **Link block** from the **Toolbox Pane**. You can add text or add an image. If you add an image, make sure it is 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. Select the block and click the chain icon to open the Internal Link editor. This will allow you to select the page you would like to link to. Click **Save and Close**.

What do the page templates look like?

Example of a Blank/Empty Template

This template is blank except for a container block. This is the template you would use to start from scratch by dragging and dropping blocks into the container or code/paste code into the Import editor.
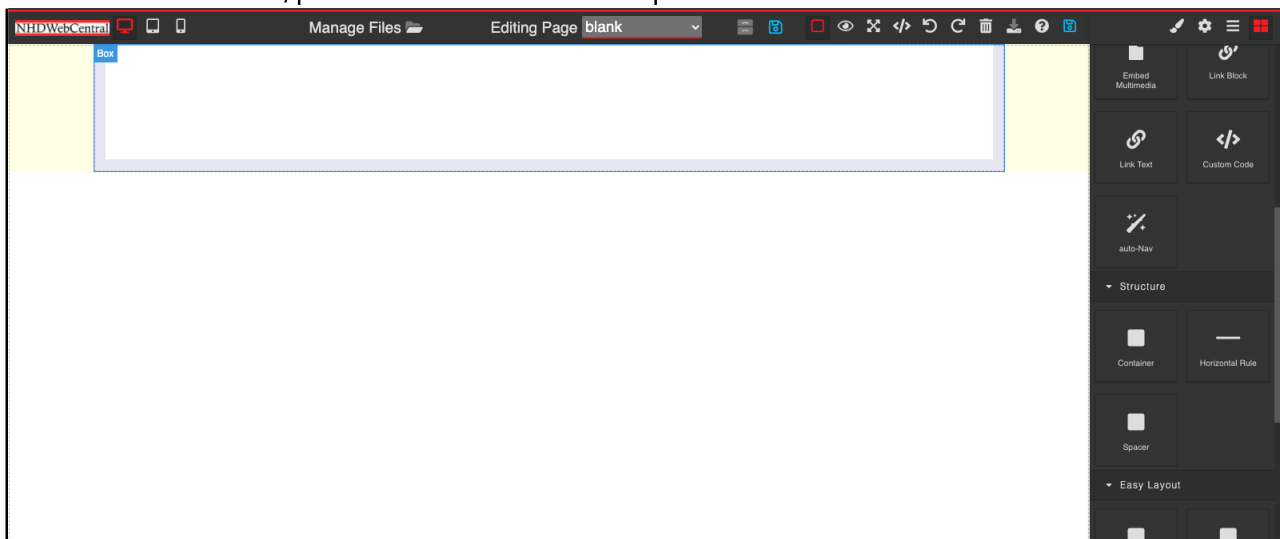
ADDING AND LINKING ADDITIONAL PAGES (CONT.)

What do the page templates look like? (Cont.)

Example of a Basic Template

This template is preset with headers, images, and text blocks to get you started building a page.

Example of a Photo Gallery Template

This template is preset with photo gallery elements. This template can be handy for creating a timeline or displaying images or documents relevant to your topic.
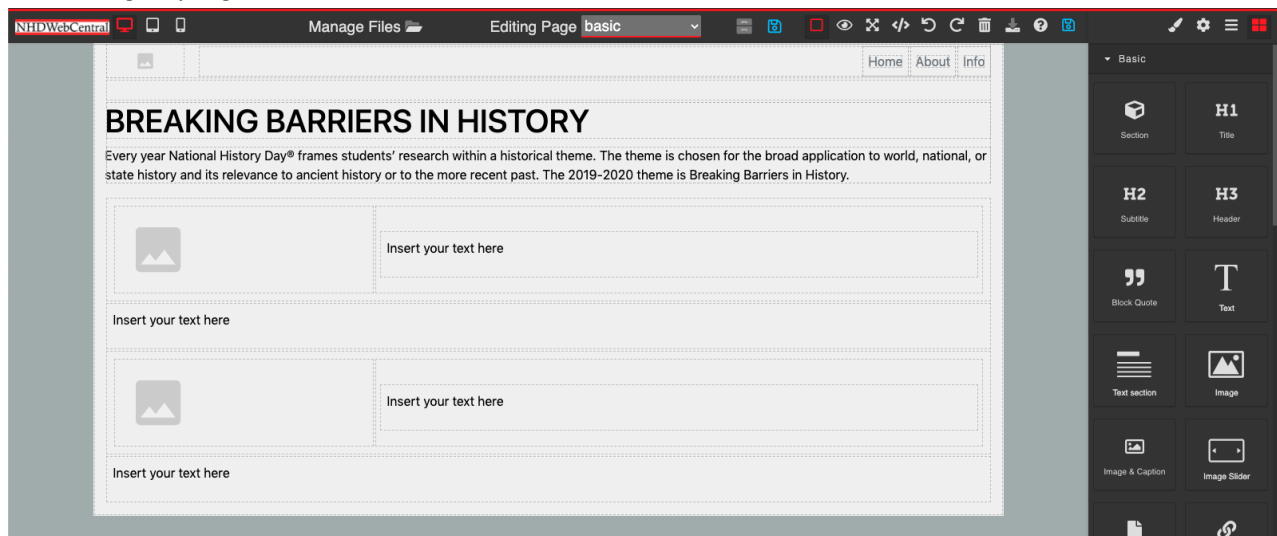
ADDING AND LINKING ADDITIONAL PAGES (CONT.)
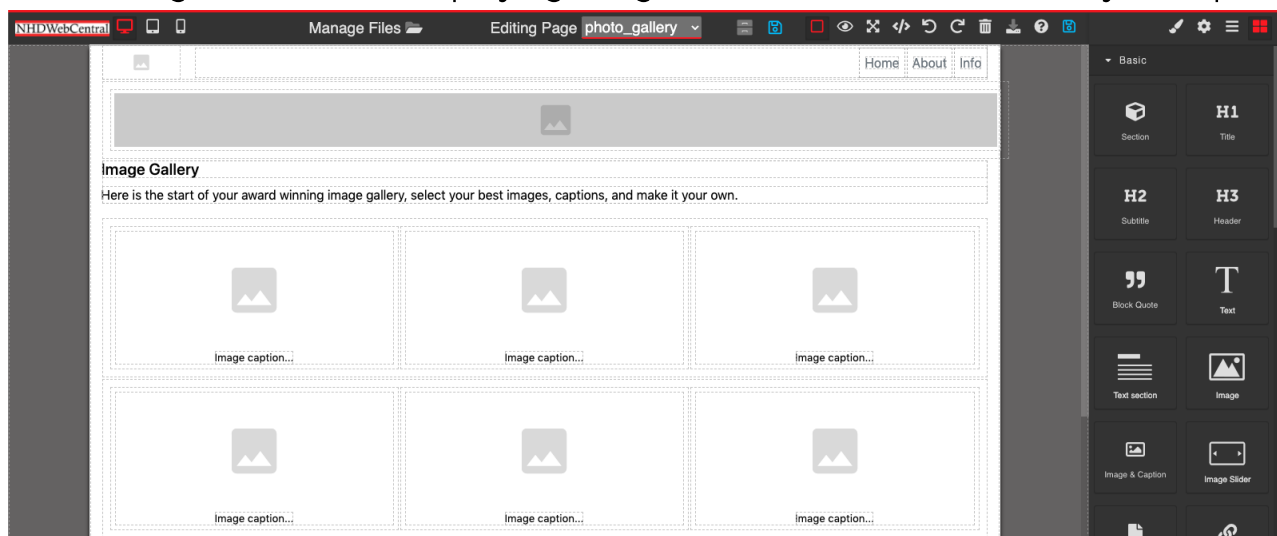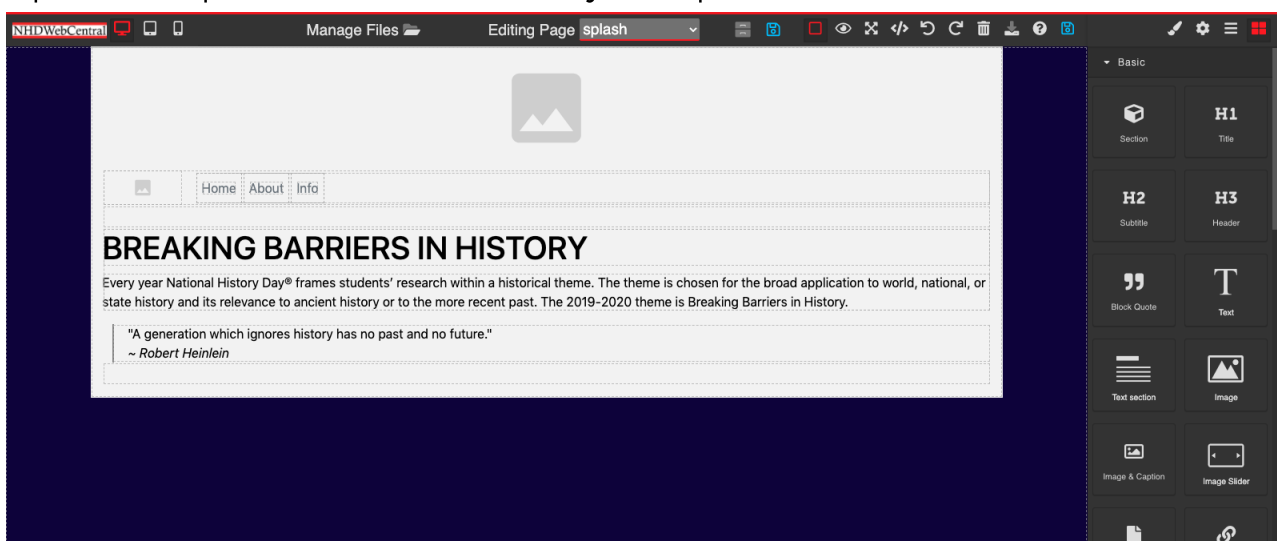
What do the page templates look like? (Cont.)

Example of a Splash Template
This template is preset with headers, images, and text boxes to get you started building a page. The image at the top of the page gives you space to add a "splash" of a photo that is relevant to your topic.

▶ Click here to follow along with the step-by-step instructional video.

C R E A T I N G   A   D E S I G N   T H E M E

How do create a design theme across all of my website pages?
- Go to the **Control Bar** across the top of the page. Click the **Palette** icon next to the **Save** icon. This will open the **Site Theme Manager**.
- In the **Site Theme Manager**, you can set your own design themes for your website's font, background, and menu.

Font
- **Font Family** - This sets the font across your website.
- **Color** - This sets the font color across your website.

Background
- **Color** - This sets the color of your background across your website.
- **Image** - If you want an image as your background, this sets your background as that image across your website.
- **Image Style** - If you select an image of your background, you have several options on how the image appears: default, cover, no repeat, repeat x, repeat y
- **Container** - This sets the color of your containers across your website.

Menu
- **Font Color** - This sets the font color of your Auto-Nav menu.
- **Background Color** - This sets the background color of your Auto-Nav menu.
- **Menu Item Color** - This sets the color of your Auto-Nav menu.
- **Menu Justification** - This sets the justification (right, center, left) of your Auto-Nav menu.

Do not forget to click **Save** after setting your website's design theme!

Important to note

- If you want one of your site's pages to have a different theme, go to the page, click the element you wish to edit (font, background, menu) and click the **Block Styling** icon to make edits to that particular page.
- Changing the font, background, and menu settings in the **Toolbox Pane** will overwrite the settings in the **Site Theme Manager**. Leaving the font, background, and menu settings as "blank" or "none" in the **Toolbox Pane** will enable the **Site Theme Manager** settings.

▶ Click here to follow along with the step-by-step instructional video.

F O L L O W I N G   C O M M O N   H O W - T O S

Here is a list of common tasks that you will need or want to do as you build your website.

How do I upload an image?
- Drag and drop the **Image** block into a container or any of the **Structure/Easy Layout** blocks within a container.
- The **File Library** will automatically appear but if it does not, double-click the **Image** block to upload or select an image.
  - Double-click the dotted box on the left side of the Library to select an image from your computer.
  - Let the image load into the right side of the **File Library**. Then double-click the image in your gallery to add it to your page.
  OR
  - Double-click the image in your gallery on the right side of the Library to insert an image into your page.
- Close out the window and click **Save** (floppy disk icon) on your control bar.

How do I change alignment of an image?
- Once your image is placed on the page, select the container or cell that contains the **Image** block. You can select the image itself and click on the up arrow in the blue toolbar that appears to select the element where the image is located.
- With the container or cell selected, click on **Font** settings in the **Toolbox Pane** to the right.
- Select the alignment of your choice under the text align setting (left, center, right, or justified).
- Click **Save** (floppy disk icon) on your control bar.

How do I rotate an image?
- With the **Image** block selected, under the **Extra** settings, you can use the **Transform** setting **(Rotate X,Y,Z)** to manipulate the direction of your image.
  - **Rotate Z** is the most common setting to use when rotating your image.
- Click **Save** (floppy disk icon) on your control bar.

F O L L O W I N G   C O M M O N   H O W - T O S   (C O N T .)

How do I change the background color of my page?
The website will default to a white background. The templates will default to a certain color as well.
- Click outside the container on the page so that the outside edge of your **Builder Pane** shows a blue line around it.
- Click the down arrow next to **Decorations** in the **Toolbox Pane**.
- Select a **Background Color** and **Save**.

How do I place text over an image?
- Place an **Image** block and any text block in the same cell on a page.
- Be sure the image block is stacked on top of the text block.
- Select the text block and open the **Dimension** setting in the **Toolbox Pane** to the right.
- Change the margin (top, right, left, or bottom) settings to move the text anywhere you wish around the page.
- Change the alignment of the text by moving it left or right under **Font** settings.

Image placement
Similar to text blocks over images, the **Image** block can be moved all over the page using the margin settings under **Dimension**. It really depends on how many block elements you want around the image in a container. Too many blocks can become overcrowded. Be sure to use **Section** blocks, **Column** blocks, **Spacers**, and **Dividers** to space your blocks out.

How do I change alignment of the Embed Multimedia block?
- After you place the **Embed Multimedia** block within a container or cell, you can select the block itself and click on the up arrow in the blue toolbar to select the element where the block is located.
- With the container or cell selected, click on **Flex** settings in the **Toolbox Pane** to the right.
- Enable flex container and change the alignment of your choice under the justify setting (start, end, space between, space around, or center).

▶ Click here to follow along with the step-by-step instructional video.

SAVING YOUR NHDWEBCENTRAL™ WEBSITE

- Log in to nhdwebcentral.org with your username and password.
    - If you forgot your password, click on the **Forgot Password?** button to find your account.
- Click on the green banner across the top of the current contest season.
- Insert your credit card information.
- Click the blue **Save Site** button.
- You will now see a confirmation screen that indicates you have preserved your website.
- You will receive an email from NHDWebCentral™ confirming your payment and an email from Stripe with your payment receipt. If you do not see a confirmation email, check your spam folder.

Important to note

- Unsaved websites will be deleted in September after each year's National Contest.
- You will not be able to edit your preserved NHDWebCentral™ website.
- A small fee preserves your website for one year. If you are in a group, only one group member will need to pay.
- Your NHDWebCentral™ URL will change to include the creation year.

    For example: 20-12345678.nhdwebcentral.org.

▶ Click here to follow along with the step-by-step instructional video.

USING AN IPAD OR TABLET

- Depending on if you are starting a new website or logging into an existing website, you can use a tablet to build out your website.
- You will open a browser on your tablet and register/log in to begin your website by going to nhdwebcentral.org
- You can refer to the instructions on pages 2-30 for registering and creating your website, as the instructions remain the same.

Notes about tablets

- The blue control box that appears with your elements (explained on page 22) will help you navigate your blocks and edit on a tablet.
- Devices that NHDWebCentral™ can be created/built on:
  - iPad
  - Amazon Fire
  - Android tablets
- On your tablet you will go to nhdwebcentral.org through your tablet's browser to access your website.

NOTE: While you can build out your website on a tablet, it would be best to refine and test your website on a laptop or desktop computer. This ensures the functionality is working properly when a judge views your website.