AUGUST 2022

Questions? Visit nhd.org/nhdwebcentral

NHDWEBCENTRAL® INSTRUCTIONS

2022-2023 REVISIONS

TABLE OF CONTENTS

Registering as an Individual Website..... 2
Registering as a Group Website..... 4
Starting a New Website in an Existing Account..... 9
Navigating the Website Builder..... 10
Using Blocks to Build Your Website..... 16
Adding and Linking Additional Pages..... 23
Creating a Design Theme..... 28
Using a Preset Design Theme..... 29
Using an iPad or Tablet..... 30

Click the **Play** button corresponding to the topic to be taken to the step-by-step instructional video. To view all of the NHDWebCentral videos, visit the **NHD YouTube channel** playlists.

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

REGISTERING AS AN INDIVIDUAL WEBSITE

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 13, you need parental consent to use NHDWebCentral®. Please complete your parent's or guardian's information. They will receive an email with a notification that you created an account.* ***Note:*** *Please speak with your teacher if your parent or guardian cannot access an email address. They 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 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.

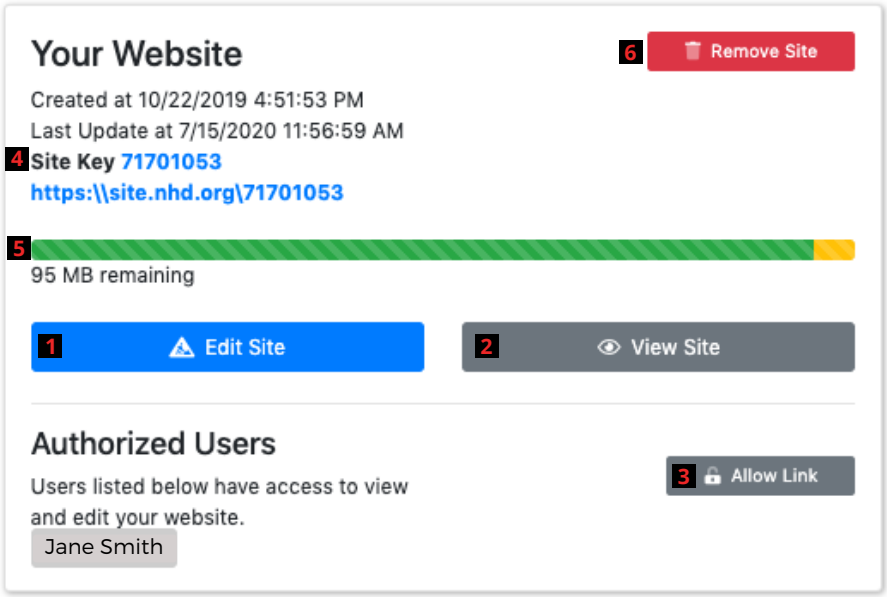
REGISTERING AS AN INDIVIDUAL WEBSITE (CONT.)

- Click the grey and yellow **Start Now!** button to reach your site's landing page. **STOP:** Write down your **Site Key**. ***Note:*** You find the site key location in the image below.

Site Key

_____

STRUCTURE OF NHDWEBCENTRAL® LANDING PAGE



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 lets you preview the most current work saved on your website (you cannot make edits here).
3. The **Allow Link** button allows other users (like your teacher) 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 delete your website, you can click the **Remove Site** button and assign a new URL to your account. **THIS CAN NOT 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 13, you need parental consent to use NHDWebCentral®. Please complete your parent's or guardian's information. They will receive an email with a notification that you created an account.*

  Note: *Please speak with your teacher if your parent or guardian cannot access an email address. They 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.

REGISTERING AS A GROUP WEBSITE (CONT.)

- 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.

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

- Write down the 8-digit site key to share with your group members.

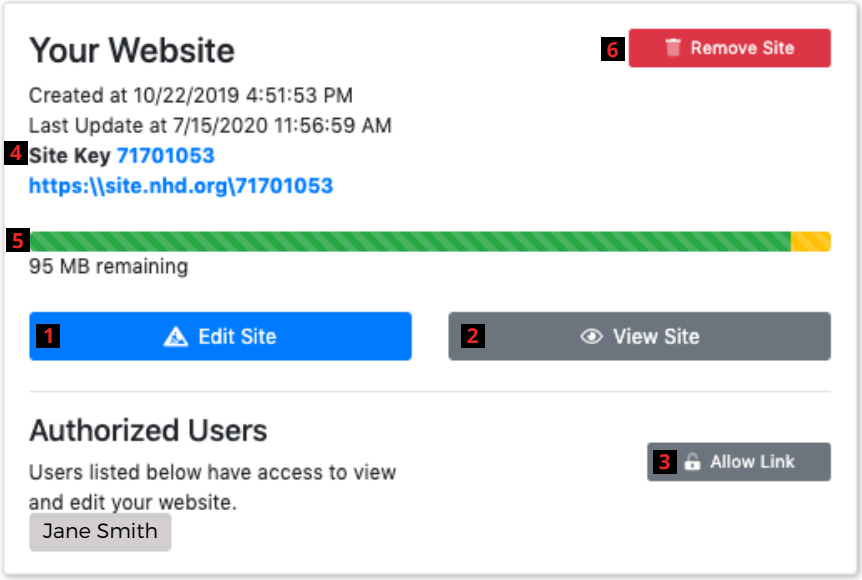
Note: *You find the site key location in the image below.*

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

STRUCTURE OF NHDWEBCENTRAL® LANDING PAGE



The red numbers in the above image correspond with the numbers on the next page.

REGISTERING AS A GROUP WEBSITE (CONT.)

1. The **Edit Site** button is where you will create your website and make changes.
2. The **View Site** button lets you 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 delete your website, you can click the **Remove Site** button and assign a new URL to your account. **THIS CAN NOT BE UNDONE!**

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 13, you need parental consent to use NHDWebCentral®. Please fill out your parent's or guardian's information. They will receive an email with a notification that you created an account.*

  Note: *Please speak with your teacher if your parent or guardian cannot access an email address. They 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."

REGISTERING AS A GROUP WEBSITE (CONT.)

- 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 the **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!

FAQ: What do I do if I accidentally click the **Start Now** button instead of entering my group's existing site key?

Answer: On your landing page, click the red **Remove Site** button and confirm the 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

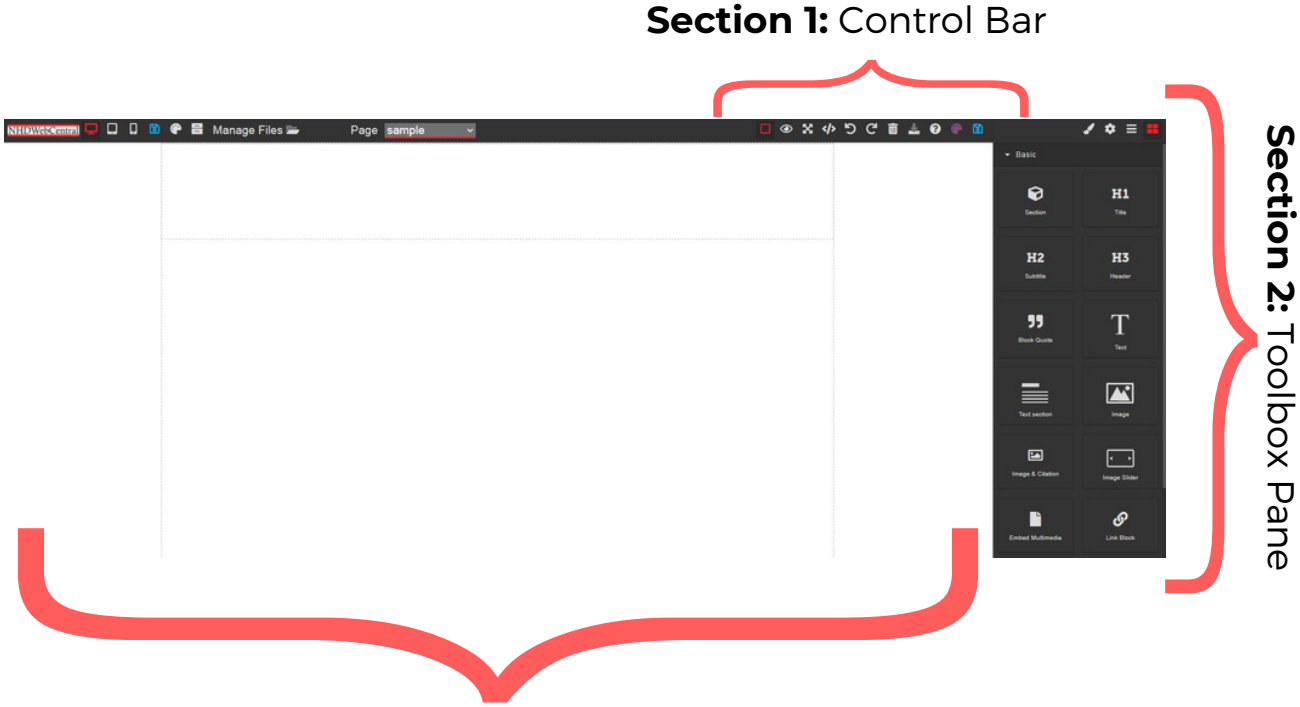
- If you created a website for the previous contest season, you could use the same account to create a website for the current contest season.
- Go to www.nhdwebcentral.org.
- Click on the **Sign-in** tab under the NHDWebCentral® header.
- Insert your username and password.
  - If you forgot your username 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, you can create an individual website, group website or connect to an existing 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. You are taken to the website builder when you log in and click the blue **Edit Site** button. The editor has three sections and four major segments.

Sections:



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.
Section 3: The **Builder Pane** is where all your elements will reside when you drag and drop them from the **Toolbox Page**. This website view shows how all elements are laid out on your page.

NAVIGATING THE WEBSITE BUILDER (CONT.)

Segments:

Segment 1 – View Options

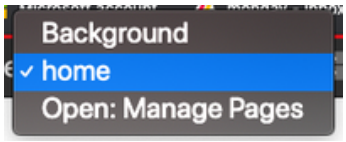
Button	*What it looks like*	*What it does*
Desktop View		Most of the time, you want to work with the website in ***Desktop View.*** This shows how your website looks when viewed on a laptop or desktop. This is how judges will view your website.
Tablet View		***Tablet View*** will show you what your website will look like on a tablet.
Mobile View		***Mobile View*** will show you what your website will look like on a mobile phone. Remember that you cannot edit your website on a mobile phone.

Note about Segment 1

The **Save** and **Palette** icons will appear twice in your toolbar if you have a large screen. See **Segment 3** for more information on those icons.

NAVIGATING THE WEBSITE BUILDER (CONT.)

Segment 2 – Pages and File Library

Button	*What it looks like*	*What it does*
File Library Manage Files		The **File Library** is where all the media you upload to your website is stored. Files must remain in the file library to be correctly viewed on your website.
Page Manager Page home or		You can select which page you want to edit in the Page drop-down. 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*
Border Guides	When building your website, 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.

NAVIGATING THE WEBSITE BUILDER (CONT.)

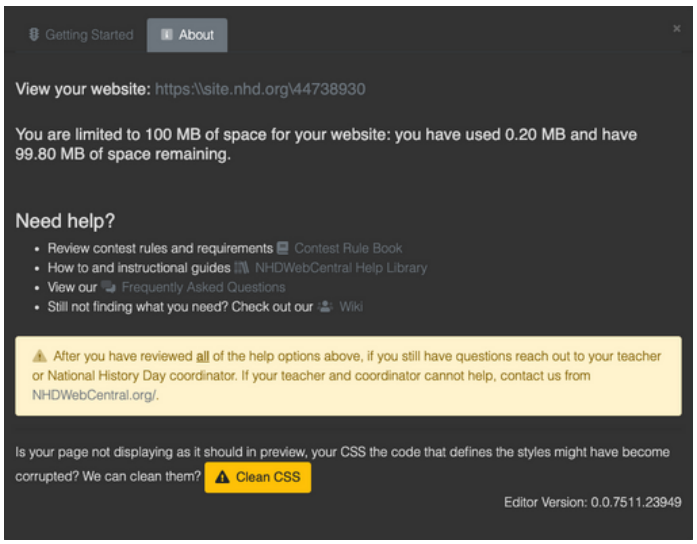
Segment 3 – Controls (Cont.)

Full Screen	If you want a larger screen while editing, click the **Full Screen** button. When you are done, click your keyboard's Escape (ESC) key 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 your chosen destination.
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."
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.
Palette	If you want to create a design theme across your website pages, click the **Palette** icon. This will open the **Site Theme Manager.**

NAVIGATING THE WEBSITE BUILDER (CONT.)

Segment 3 – Controls (Cont.)

Import Code	The **Import Code** button allows you to import or write HTML code. This is **not** required. **You should add coding before building out a page to avoid corrupt code. *Note:*** *JavaScript is not supported and will be stripped if applied in the editor.*
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 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 (image below). NHD provides guides and video instructions 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 can be unchecked when you open the editor 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

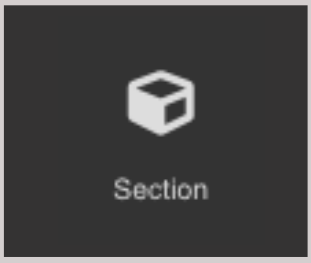
Button	*What it does*
Block Styling	The **Block Styling** button is used to make changes to font, formatting, alignment, decorations, dimensions, and other settings.
Gear	This button does not function on the user's end. Please ignore it.
Layers	This button does not function on the user's end. Please ignore it.
Blocks	The **Blocks** button will provide all 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

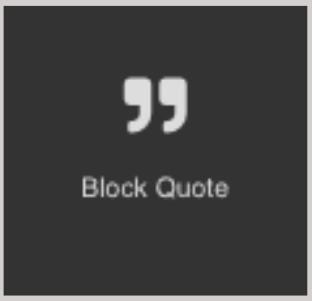
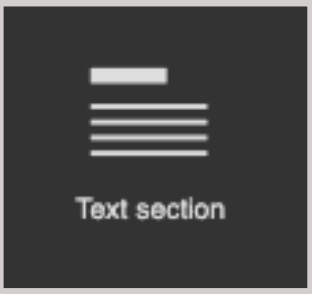
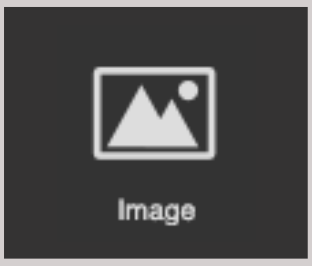
Building your website on NHDWebCentral® is like building a tower of blocks. It is up to you to decide how to organize your blocks for your viewers. Access the blocks menu by clicking on the **Blocks** button in the upper right corner of the editor (the four squares icon).

Basic Blocks

Block	*What it does*	*Can I... ?*
	The **Section** block allows you to organize within containers without having the same settings and formatting as the container.	
	The **Title** block places a text box with a large font to use as the page's title or a 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. Go to the **Font** section. Here you have options to change alignment (left, center, right), font, color, size, etc.
	The **Subtitle** block places a text box with the 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. Go to the **Font** section. Here you have options to change alignment (left, center, right), font, color, size, etc.
	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 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. Go to the **Font** section. Here you have options to change alignment (left, center, right), font, color, size, etc.

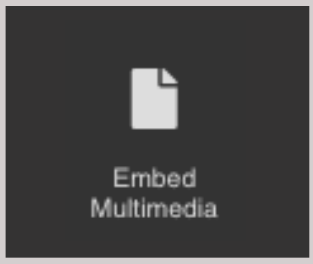
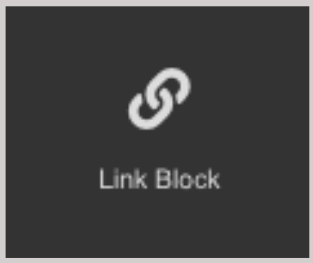
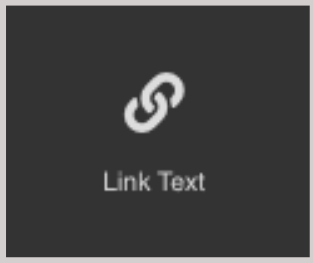
USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

Basic Blocks (Cont.)

	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. Go to the **Font** section. Here you have options to change alignment (left, center, right), font, color, size, etc.
	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. Go to the **Font** section. Here you have options to change alignment (left, center, right), font, color, size, etc.
	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. Go to the **Font** section. Here you have options to change alignment (left, center, right), font, color, size, etc.
	The **Image** block allows you to add an image to your website.	**How do I center an image?** Watch **this video** for tips on adding images and changing their justification (right, left, center).

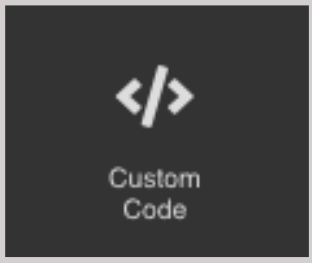
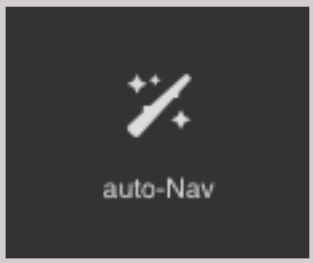
USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

Basic Blocks (Cont.)

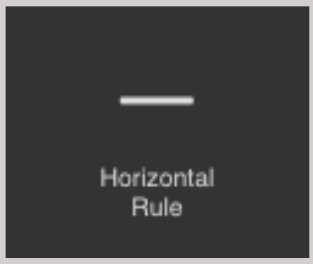
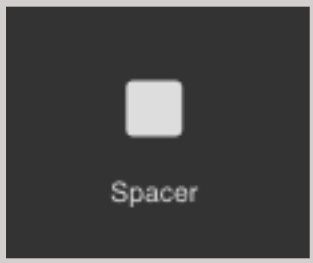
	The **Image & Citation** block is a pre-set element that allows you to add an image with a citation text box right below it.	**How do I change the color/font?** Highlight the text, and the **Style Pane** will appear in the **Toolkit Pane** on the right. Go to the **Font** section. Here you have options to change alignment (left, center, right), font, color, size, etc.
	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 desired number of slides. **Can I use different multimedia in the slides?** Yes.
	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.
	The **Link** block allows you to add an image or text to create a hyperlink to another part of your website.	**How do I add a Link Block?** Watch **this video** for tips on adding a link block and linking pages.
	The **Link Text** block allows you to hyperlink within your website. By default, the text will highlight blue and change to purple when clicked.	**Can I hyperlink text on my website?** Yes, this block will allow you specifically to hyperlink text on your website.

USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

Basic Blocks (Cont.)

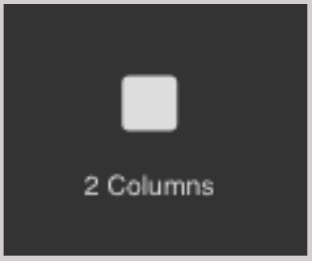
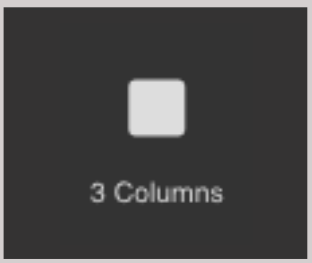
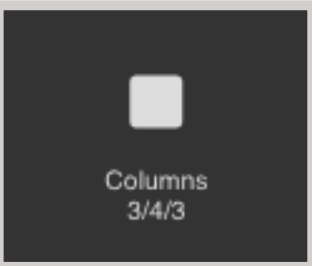
	The **Custom Code** block allows HTML coding to be added or displayed on the website.	***Note:*** *JavaScript is not supported and will be stripped if applied in the editor.*
	**Auto-Nav** bar populates an organized, horizontal menu across your page. This navigation bar also supports subpages and hiding 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... ?*
	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 **Ok.**
	If you think your blocks are too close, 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... ?*
	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.
	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.
	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.
	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.
	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.)

	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.
	The **Flexbox** creates two equal-sized columns that can be manipulated to any size on the page.	

FAQ: ***How do I add these blocks to my website?***

Answer: Adding blocks to your website is as easy as dragging and dropping them onto the page. Watch **this video** to see how to drag and drop blocks onto your website.

- Some elements must 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 drag the elements you wish to upload onto the screen or 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.)

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

Answer: Each block has its own 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:

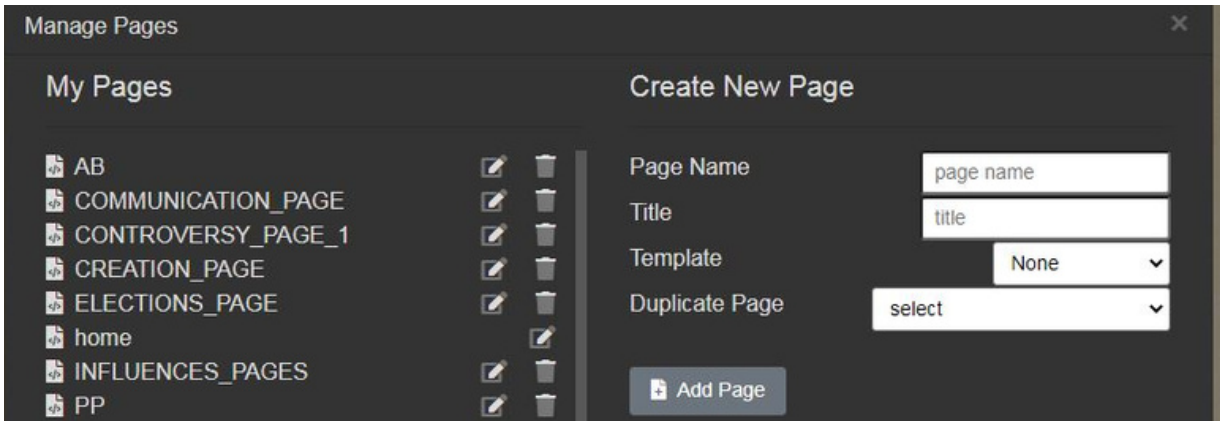
- Settings
- General
- Font
- Dimension
- Decorations
- Extra
- Flex

Watch **this video** to see how these settings appear on the website builder.

	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.		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.

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

ADDING AND LINKING ADDITIONAL PAGES



- In **Manage Pages settings,** you can do the following:
- **Create a new page.** On the right side of the screen, under **Create New Page:**
  - Give your page a **Page Name** (this is the URL name).
  - Give your page a **Title** (how it will appear on the auto-nav menu).
  - Select a **template** (or **None** to start from scratch).
  - **Duplicate** an already existing page.
  - Click the grey **Add Page** button.
- **Delete a page**. On the left side of the screen, you will see the pages you have created. Select the trash can next to the page name if you do not want that page.
- **Edit a page.** On the left side of the screen, you will see the pages 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.
- **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.

Note about page names

Keep the page names simple and avoid spaces. For example, if I want to build a page about historical context, call that page "context," "background," or "page2." This will make it easier to navigate to pages.

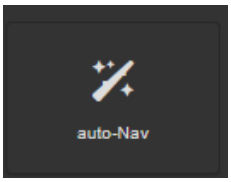
ADDING AND LINKING ADDITIONAL PAGES (CONT.)

FAQ: ***How do I link my pages together so that my viewers can see them?***

Answer: Adding an **Auto-Nav** allows you to organize your pages and subpages easily. Watch **this video** to see how to add an Auto-Nav bar.

Setting up Auto-Nav

- Drag and drop the **Auto-Nav** block on your page to a container or cell.



- Double-click the **Auto-Nav** block, 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 pages' titles 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 change the title of your page, remember to click **Set**.
  - You can **hide** pages from displaying **Auto-Nav** by checking the **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.

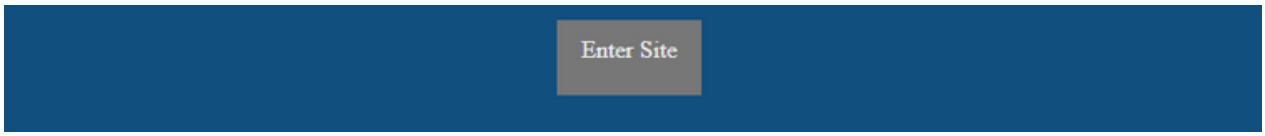
ADDING AND LINKING ADDITIONAL PAGES (CONT.)

FAQ: ***How do I add Enter Site, Previous, or Next buttons (link blocks) to each page?***

Answer: Decide where you want your button, and then drag in a **Link block** from the **Toolbox Pane**. You can add text or add an image. If you add a photo, make sure it is clear what to do; a judge might not know to click on a star picture to move to the next page.

Once you add your text or image, you need to direct the link. Select the block and click the **chain icon** to open the **Internal Link** editor. This will allow you to select the page you want to link to. Click **Save and Close**.

Watch **this video** to help you add **Link Blocks.**



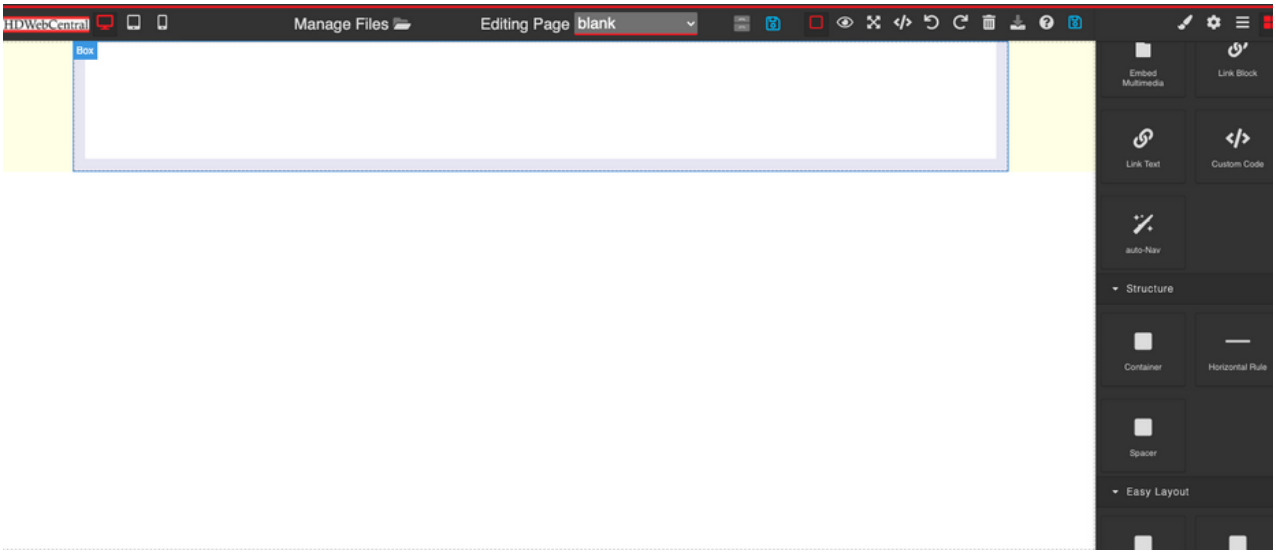
ADDING AND LINKING ADDITIONAL PAGES (CONT.)

FAQ: ***What do the page templates look like?***

Answer: See the options below.

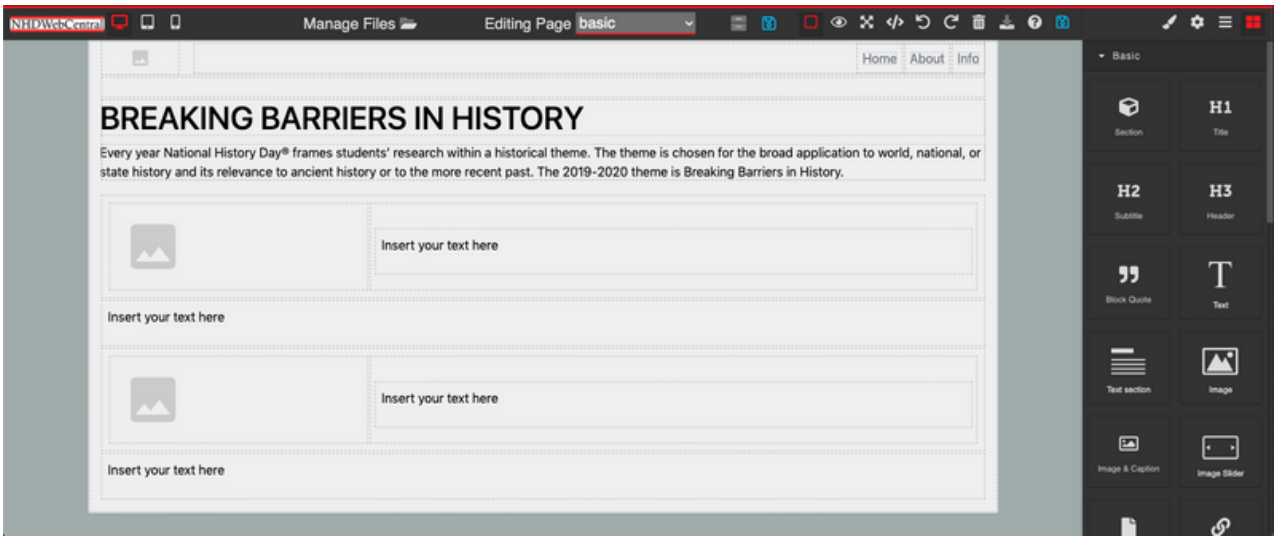
Example of a Blank/Empty Template

This template is blank. Start by dragging and dropping blocks into the container or code/paste code into the Import editor.



Example of a Basic Template

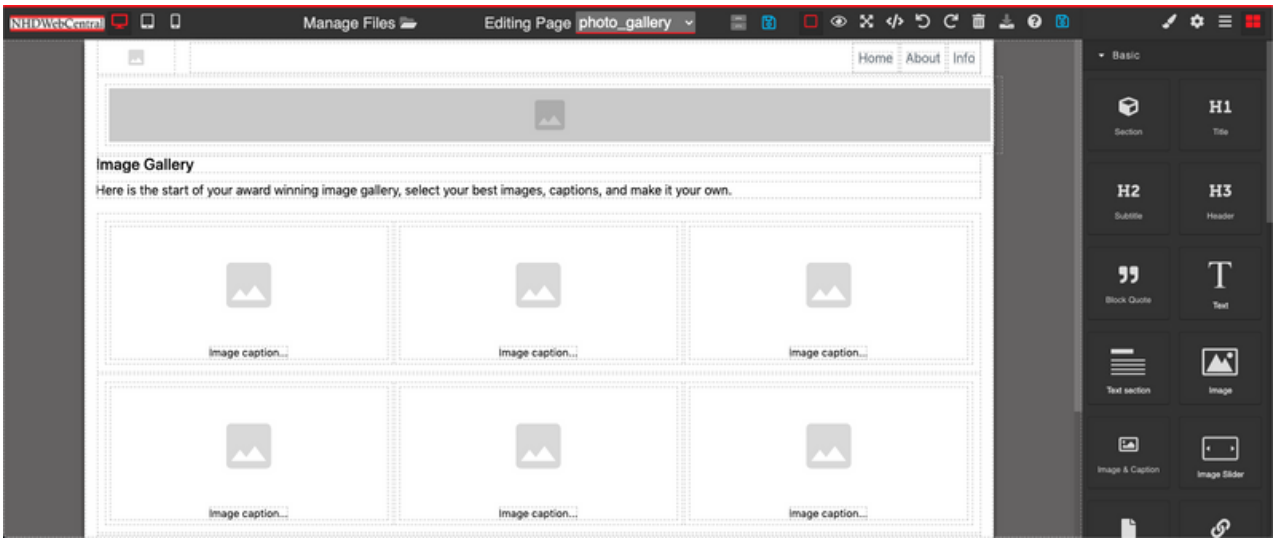
This template is preset with headers, images, and text blocks to get you started building a page.



ADDING AND LINKING ADDITIONAL PAGES (CONT.)

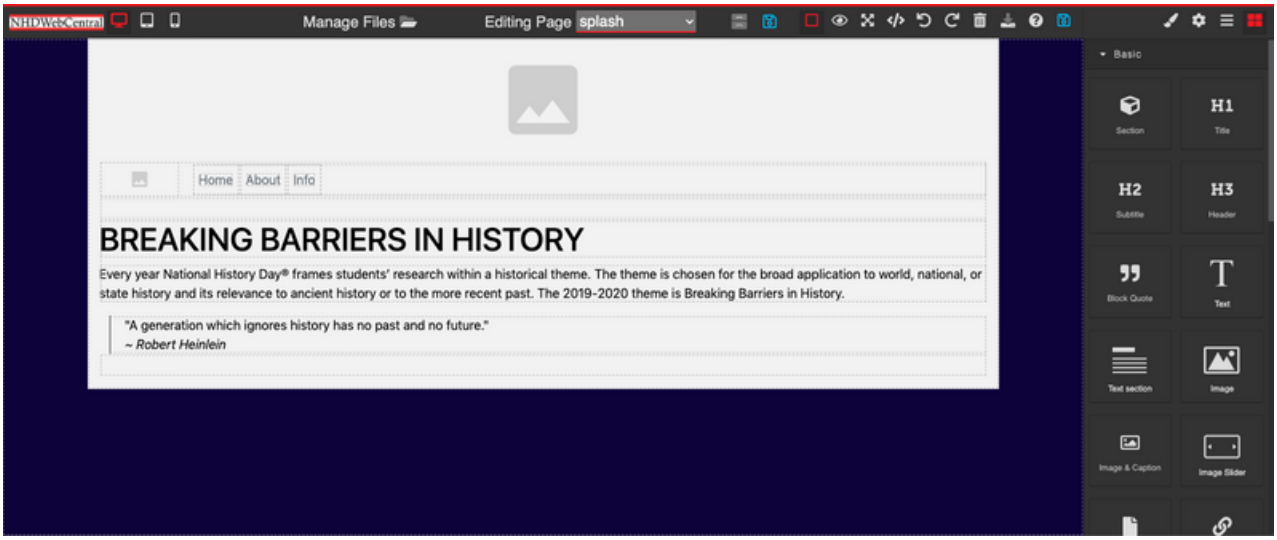
Example of a Photo Gallery Template

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.



Example of a Splash Template

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



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

CREATING A DESIGN THEME

Follow these instructions to set your website theme across all of your 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 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.

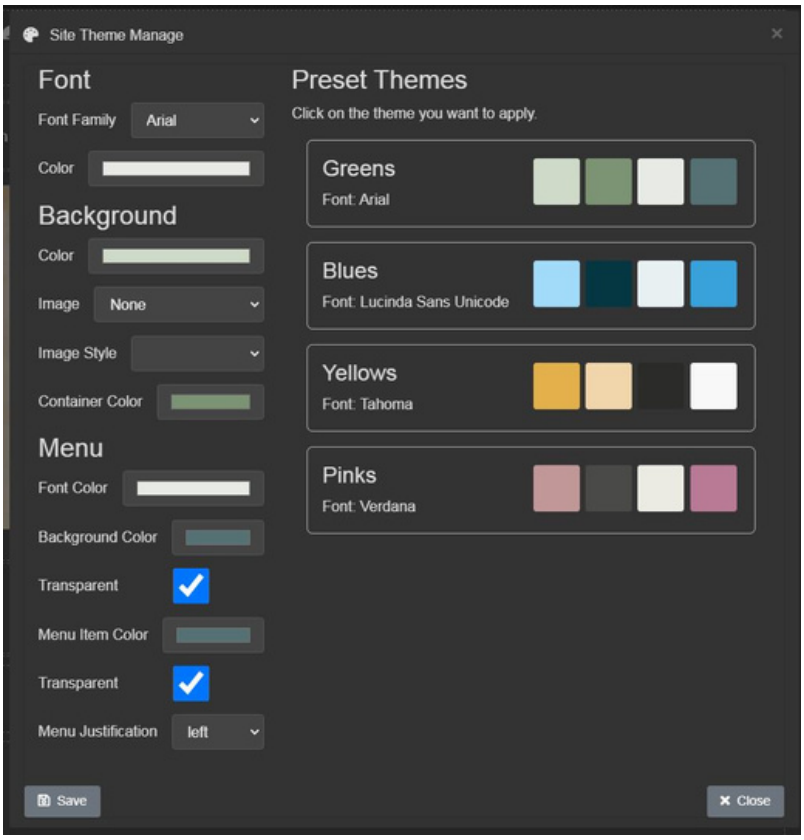
Do not forget to click **Save** after setting your website's design theme!

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.

USING A PRESET DESIGN THEME



Follow these instructions to set a preset website theme across all of your 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 will see multiple preset themes. Select which one you would like to use across your pages. Then click **Save**.
- If you'd like to select a different preset theme, repeat the process until you find one of the color themes you would like to use.

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.

When working on a tablet, you will want to rely on the tools found in **this video.**

USING AN IPAD OR TABLET

- Depending on whether you are starting a new website or logging into an existing one, you can use a tablet to build 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 2-9 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 browser to access your website.

NOTE: While you can build your website on a tablet, refining and testing it on a laptop or desktop computer would be best. This ensures the functionality works correctly when a judge or teacher views your website.