



## Creating Web Pages Using Thinkport's Web Building Tool

First things first...you must register at Thinkport before you can begin creating a web page. Go to <http://www.thinkport.org> and click on the register link in the upper right hand corner.

1. To start the process log into Thinkport so you can gain access to your web site. Now you should see a button called My Web Site. Click there to enter the editor.

2. The first time you enter the web site you will be asked to select a template. Select yours, but know that it can be modified later to meet your needs.

3. You will now be in the Define Pages section.

4. You have a pre-selected set of pages for your web site that you can edit here

**Choose a Template**

Thinkport's templates for Elementary, Middle, High School or Professional Development are available below. You may add the pages from any of these templates to your current web site.

You can start by choosing the **Select** button.

|             |               |  |
|-------------|---------------|--|
| <b>View</b> | <b>Select</b> | <b>Early Childhood</b><br>Early childhood development program and information. |
| <b>View</b> | <b>Select</b> | <b>Elementary</b><br>Elementary School classroom and supply list.              |
| <b>View</b> | <b>Select</b> | <b>Middle</b><br>Middle School classroom and course info.                      |
| <b>View</b> | <b>Select</b> | <b>High</b><br>High School classroom, student work, syllabus.                  |
| <b>View</b> | <b>Select</b> | <b>Electronic Portfolio</b><br>Educational goals, journal, and resume.         |

This is your web site's URL to share with others.

The web address for Mr. Holechek is <http://members.thinkport.org/wholechek>

**Define Pages**

Pages of a web site are like rooms in a house. You can have separate areas for students' homework assignments that all your students and their families can visit. Or, you can have more private rooms like your lesson plans, evaluations, resume, etc., which only those with a password (you) can store.

Let's define the pages of your web site now. Choose a new page title and add it to your list. As you add a 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 Visible to hide the page on your web site until you're ready to publish it.

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

New Page:  **Add Page**

| Page Title                    | Visible |  |
|-------------------------------|---------|--|
| <a href="#">Homework</a>      | Show    | <b>A</b> <b>V</b> <b>Edit</b> <b>X</b> |
| <a href="#">Contact</a>       | Show    | <b>A</b> <b>V</b> <b>Edit</b> <b>X</b> |
| <a href="#">Announcements</a> | Show    | <b>A</b> <b>V</b> <b>Edit</b> <b>X</b> |
| <a href="#">FAQ</a>           | Show    | <b>A</b> <b>V</b> <b>Edit</b> <b>X</b> |
| <a href="#">Welcome</a>       | Show    | <b>A</b> <b>V</b> <b>Edit</b> <b>X</b> |
| <a href="#">...</a>           | Show    | <b>A</b> <b>V</b> <b>Edit</b> <b>X</b> |

Change the page order on the Navigation Pane

Add new pages here.

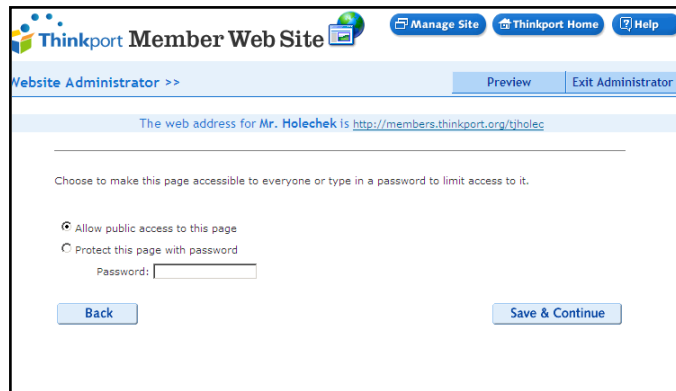
You can show or hide the page based upon the status of the page.

Click to Edit the page name or to change the visibility.

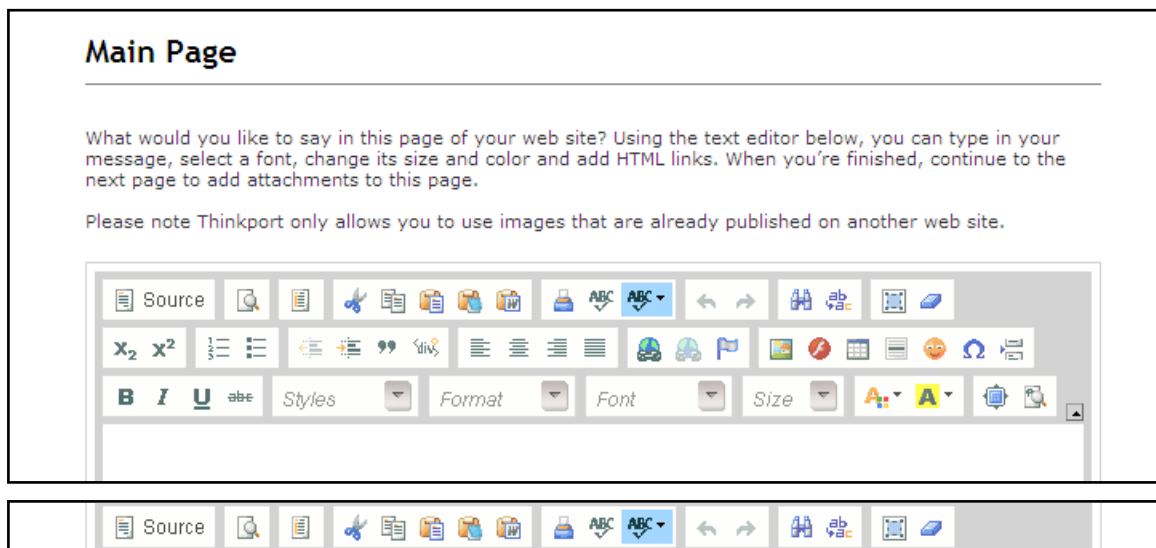
X to delete the page

## Working on the page...

1. Click on the Page Title you need to work on to enter the editor for that specific page.
2. You will get a new window that will allow you to password protect the page if needed.
3. Click Save and Continue and then you will be at the editor.



## The Editor Tools...



## Standard Tools

1. Source- Plain Text or HTML
2. Preview
3. Templates- Three to choose from or you can create freehand
4. Copy, Cut, Paste- If you write in Word you need to select the paste from Word.
5. Print the page
6. Spell Checkers- Your choice to check as you type or at the end
7. Undo...Redo
8. Find and Replace
9. Select All
10. Remove Format- Used if the format is causing trouble



### Formatting Tools

1. Subscript and Superscript
2. Numbers and Bullets
3. Increase/Decrease Indent
4. Justifications
5. Creating/Removing Hyperlinks- This tool will allow you to place links to other web sites with out using the URL from the site. It helps to keep your site looking clean and easy to use. To do this highlight a key word on your web page to use as the link and click on the link tool. In the window that appears copy/paste in the needed URL. Next select the Target Tab and select new window. Click OK. Always test to make sure the link is working.
6. Anchor- linking to another place on the same page. See the instructions at the end of this document.
7. Insert Images- You can use pictures already posted on the web in Thinkport. It is easier to find the picture you need and simply copy/paste it into you page. Make sure you give credit to the website. \*\*\*\* **NEW**... You can place your own pictures in you're my Idea Box and then place it into your web page. See the instructions on how to do this at the end of this document.
8. Insert Flash
9. Insert Tables
10. Insert Horizontal lines
11. Insert a Smiley
12. Insert a Special Character
13. Printing Page Break



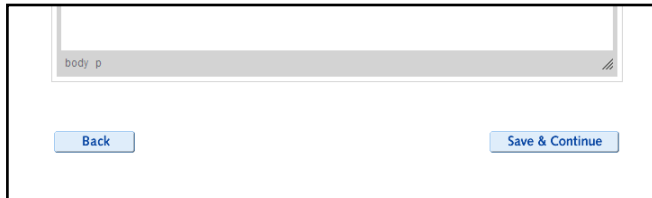
### Formatting Tools

1. Format Tools
2. Formatting Styles
3. Paragraph Format
4. Font
5. Size
6. Text Color and Background Color
7. Maximize Editor View
8. Show Blocks

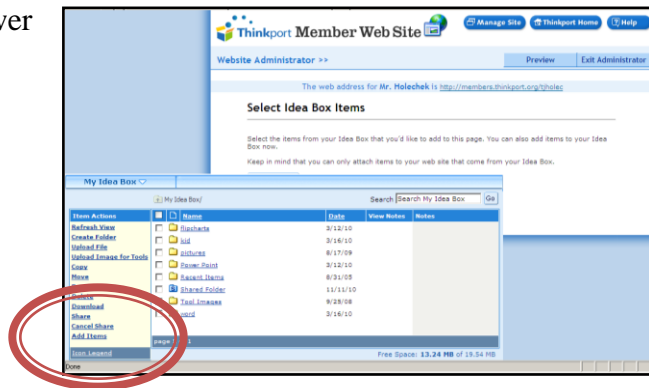
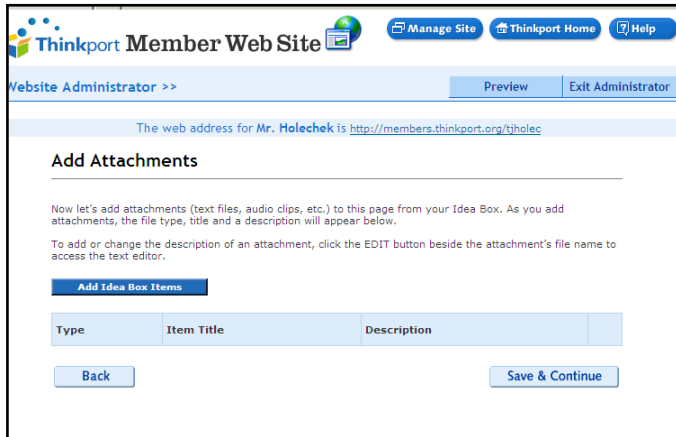
## Adding Attachments

It is not possible in Thinkport to attach document in the body of the web page. You can attach, but they will be at the bottom of the web page in a section named Attachments. The documents you are attaching also need to be placed into your My Idea Box before making the connection. The default size of your My Idea Box is 10 MB, but this can be increased. It may be set up to 100MB, but you need to request that from me via an email. (tjholec@carrollk12.org )

- At the bottom on the Editor page you will find the button Save and Continue. Click there and it will bring you to the Add Attachment window.



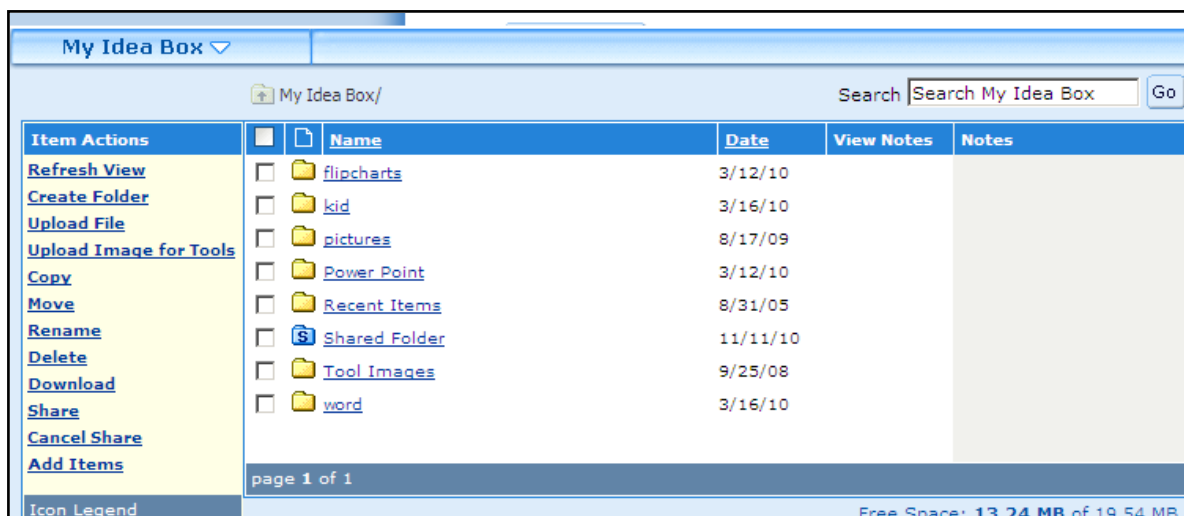
- In this window click on the Add Idea Box Items.
- Your My Idea Box will now open and you can connect to the document there.
- Open the needed folder and check the document you need to attach.
- Click the Add Item link on the lower left and you will be prompted to save and continue.



\*\*\*\* You can connect documents that are saved as a PDF directly into the text of the web page. You do this using the link tool and following the directions on how you create a hyper-link. See page 3 in this set of directions. On page 6 there are steps to finding the needed URL.

## Getting Documents into the My Idea Box

- You can enter your My Idea Box once you have logged into Thinkport, you do not need to be in the editor tool. It is recommended that you place all your documents in the My Idea Box before you enter the webpage editor.
- Start by creating your own folders to store your documents
- Click the Upload File link, select the folder you wish to save the document in and then browse to locate it on your drives. Then click the Begin Upload button.
- The other functions are available if needed as well.

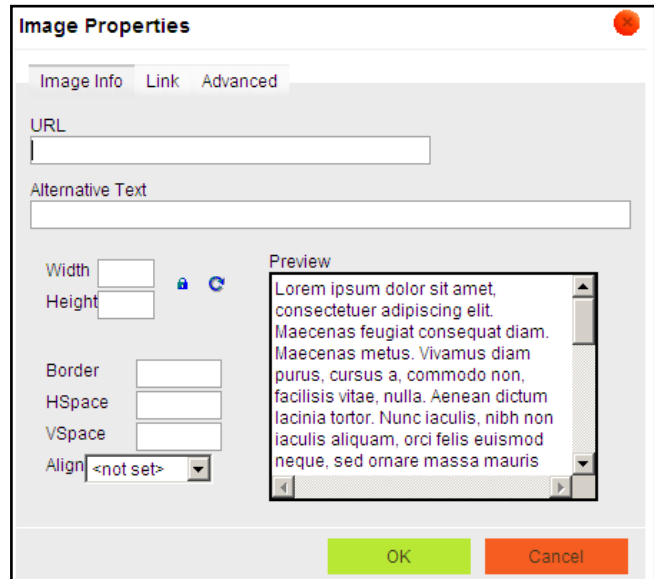


\*\*\*\* If you are saving pictures you will want to resize them before uploading them into your My Idea Box. They should be less than 100KB so they take up less space and load quickly on your web page. This can be done by using various programs like Microsoft Office Picture Manager and others.

## Getting Your Picture from the My Idea Box and Placing it in Your Web Page

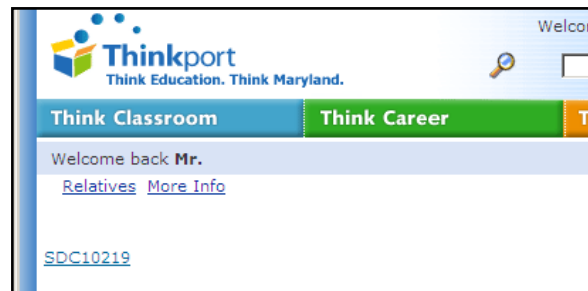
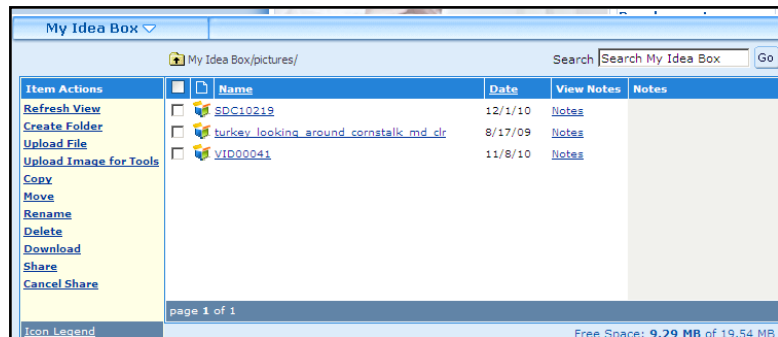
To place a picture use the directions for placing documents in you're My Idea Box. Go ahead and create a file folder for pictures.

- Click on the Image Button on the Editor tools and the window to the right will open.
- You are going to need to find the URL for the picture in your My Idea Box.
- You will be required to use the Alternative Text feature so we can be 508 compliant for those with disabilities. There you will place a description of the picture you are placing so a web reader can read what the picture is about.

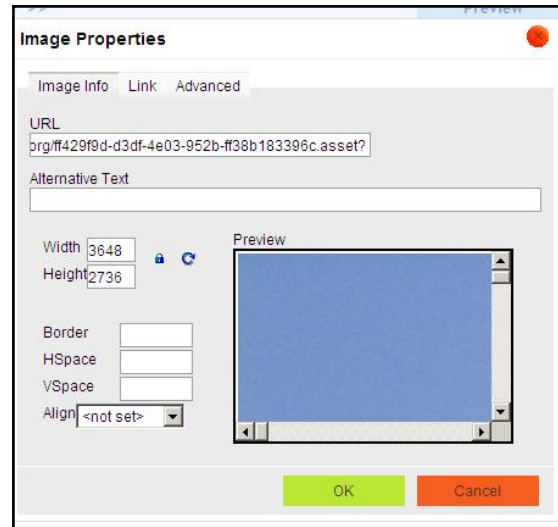


### Steps to Finding the URL for the Picture

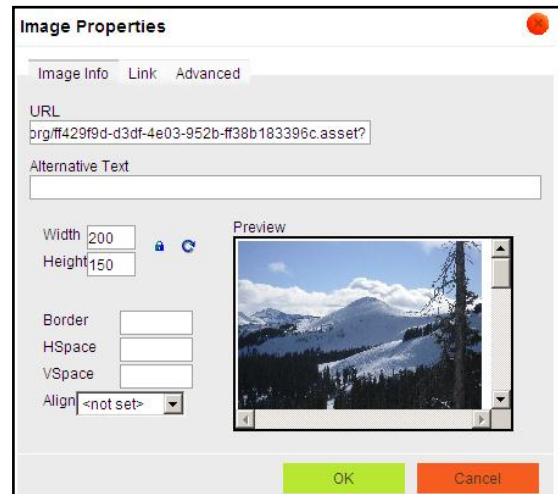
- Open two Internet Explorer Windows. One will be for the Editor and the other for your My Idea Box.
- Open your My Idea Box and locate the picture you want to use.
- In this example it is the top document...SCD10219. Click that link.
- It will open a new window. Click on that link and the picture you are looking for will now open in a new window.
- Now go up to the URL at the top and Copy and Paste that into the URL space in the Image Properties Window.



- Click in the Alternative Text box. You should now see a preview of your picture in the Image Property Window. If it is too large you can resize it here.
- In this example it is too large...note the number in the width and height.
- Resize to 200 x 150 by typing in 200 in the width space. The other will then adjust. See example below...



- At 200x150 you can see the entire picture. Once it is in the Editor it can be clicked and dragged to be resized as well
- You can select the Align and set it to left or right or leave it as not set.
- Make sure to type into the Alternative Text box about the picture to make sure we are 508 compliant. (ex. This is a picture of Wolf Creek Colorado in the winter of 2010.)

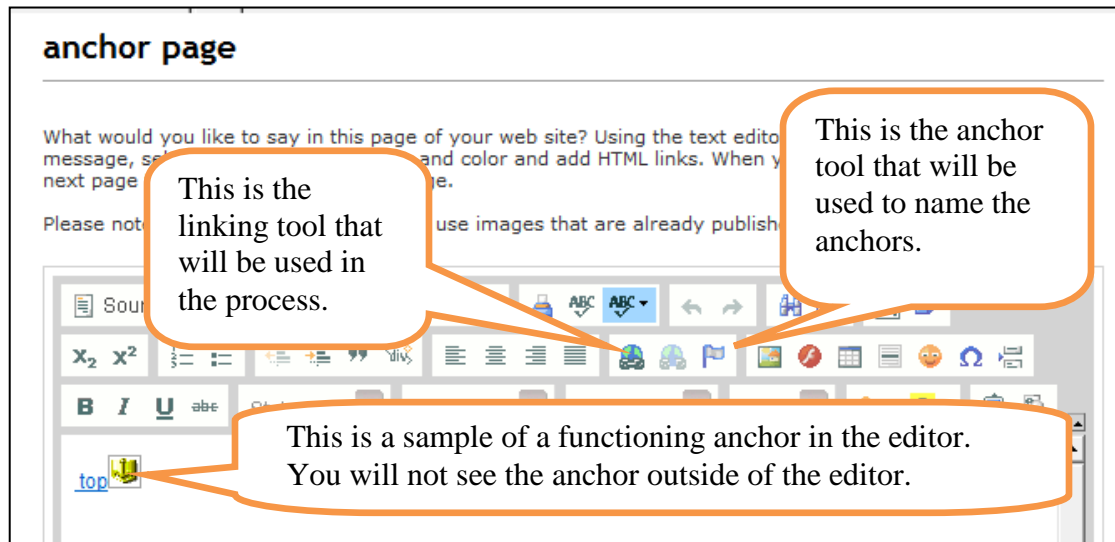


- If you want to have a border around the picture you can plug in numbers to see how they look for the border and the horizontal and vertical space. The sample will adjust as you make changes. To change the color of the border click OK and then select the picture and use the Font Color selector to make the changes.
- Click on Save and Continue once you are done.

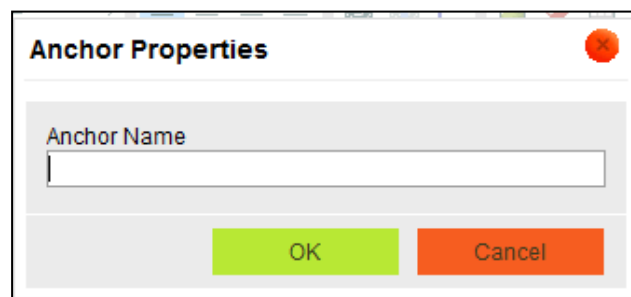
## Creating Anchors

Anchors can be used to quickly connect sub-titles of a long web page or bring you back to the top of the page. This is a multi-step process involving the use of the anchor and the linking tool. This will be done after all the content is on the page and the titles/subtitles are in place.

Open the editor to the page you want to place the anchors. Plan out what you need to connect to prior to starting this process.



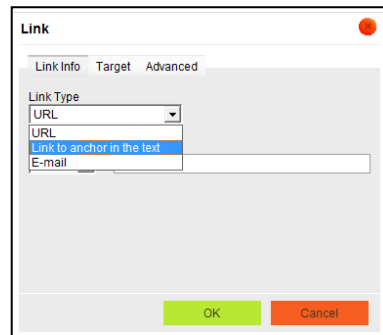
- Click next to the subtitle that you want to place an anchor to get the insertion point. Click on the anchor tool and the Anchor Properties window will appear. Now type in the name needed which would be the title or subtitle of that section. Click OK and repeat this process for all areas you want to anchor. A small yellow anchor icon will appear in that area, but you will only see this in the editor.



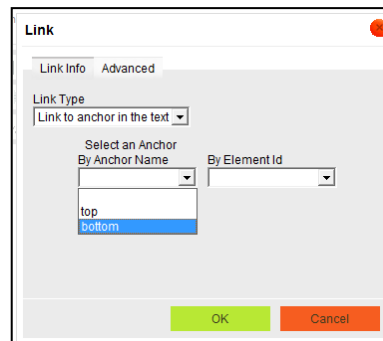
\*\*\*\* Now that all the anchors are named now we need to link to them using the linking tool.

## Linking the Anchors

- Highlight the title or sub title next to the anchor and select the linking tool.
- This window will open and click on the down arrow to get the drop down menu and select Link to Anchor in the Text.



- Now you should see the window to the right to select an anchor by name.
- Click the down arrow to select the anchor you want to connect to and then click OK.
- Repeat to make all the connections to different sections and to return to the top of the page.
- Do not forget to click Save and Continue when you are all finished to save the changes.
- Go into the preview to make sure all is working correctly.



## Creative Commons and Embedding Images

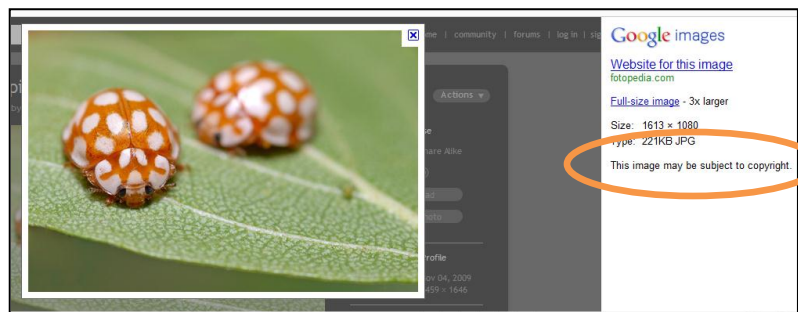
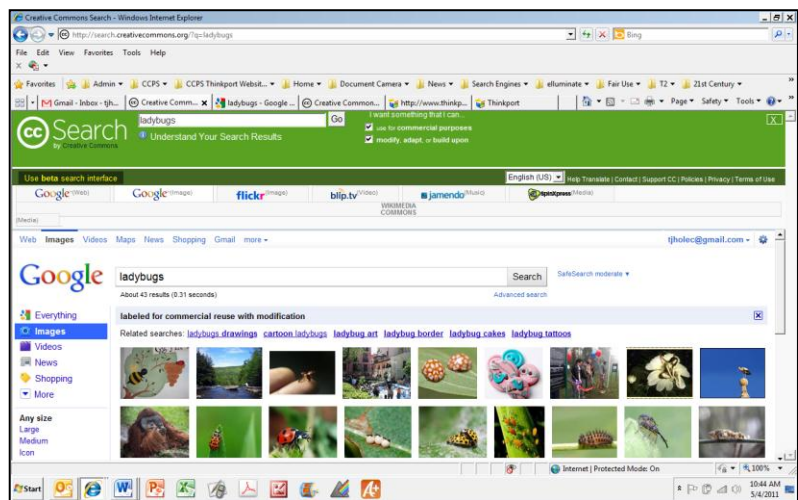
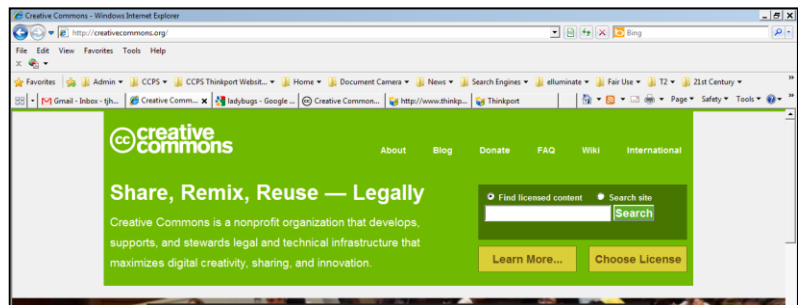
Creative Commons is a great source of images that have licenses that will often allow you to use them on your web site. You still need to post the proper citation giving credit the original creator of the image. If you use Creative Commons you have the capability to use HTML and embed the code directly into your web page. The benefits here are two fold. First you do not need to upload the image to your My Idea Box saving you space. The other is that by embedding the code it contains the citation for the source so you don't have to worry about that step. The only drawback is if the picture is removed from the web it will be lost on your page as well.

### The Steps...

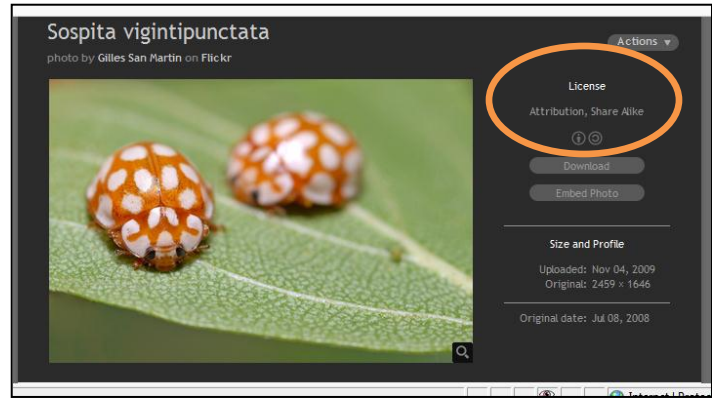
- Open your browser and go to Creative Commons and do your image search.
- The easiest way to do this is place the key word and search for Find License Content.
- In the next window it should default to Google Images.

\*\*\*\* There will be a greatly reduced return here compared to searching Google Images without the Creative Commons acting as a filter for license for reuse images only. You will still need to verify that the images you are using is licensed for reuse.

- Click once on the image you need. A window like the one to the right will appear. Note the caution about copyright.
- Click on the link Website for this image.



- The window to the right may contain the License Attribution, if not it may not be licensed for reuse. This example is ShareAlike which means we can use this for our purposes, but it must be cited.



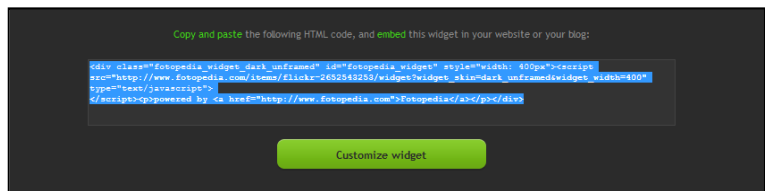
\*\*\*\* For more information about The Licenses from Creative Commons go to <http://creativecommons.org/licenses>

Just below the licensing information are two buttons one is for downloading the image and the other is for embedding the image. You can download the image as we have done before, but you may need to resize the image before uploading it into the My Idea Box. Also you'll need to keep track of the citation information. The other button for embedding is what we will share in the following steps.

### Embedding the HTML code into Thinkport

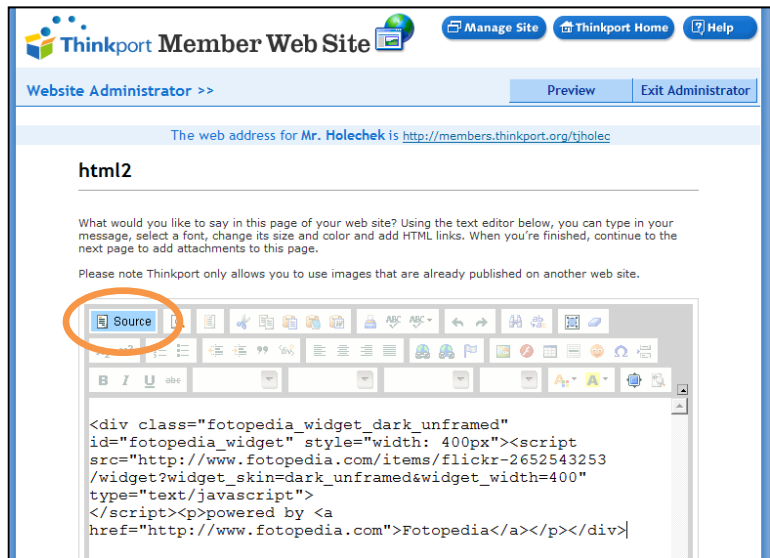
- Click on the Embed Photo button and the window will adjust and a button to get the HTML will appear. Click on that button.

- The window to the right will appear and it contains the needed HTML. Copy it from here.



- Open your web page in the editor that you want to add this image.

- Click on the Source button on the editor tools and then click down in the body to get the insertion point. Use Control and V on the keyboard to paste the code into the page. See the sample to the right to see the results.



- Click Save and Continue and then Preview the page to make sure it has worked.

This is a sample of what was just done to embed the picture.

The screenshot shows a web browser window titled "Member Web Pages - Windows Internet Explorer". The address bar shows the URL: <http://members.thinkport.org/members.aspx?MPTUserLogon=tjholec&sectionID=f6a255ba-becc-4103-b61d-d12ff1356606&preview=True>. The page content is titled "html" and features a sidebar with a "Pages" menu containing links like "Main Page", "work", "Hello", "Announcements", "FAQ", "Internet Links", "Tech Page", "Calendar", "Extension Page", "FSK 1", "Picture Size Matters", "School Banners", and "FONTS".

The main content area displays two images. The first image is a red ladybug with black spots on a green leaf. Below it is the caption: "photo by [Gilles San Martin](#) on Flickr". A speech bubble points to this image with the text: "This picture I got from CC, then downloaded it and reduce the size before adding it to My Idea Box. I needed to add the citation below as well. I will never lose this picture since it is in My Idea Box."

The second image is a white ladybug with orange spots on a green leaf. Below it is the caption: "by [Gilles San Martin](#) on Flickr © Some rights reserved. powered by Fotopedia". A speech bubble points to this image with the text: "This is the picture I embedded using the HTML code. The citation is part of the code so I did not need to worry about adding that. The only caution here is that if the original picture is removed or its location changed it will become a broken link on my web page."