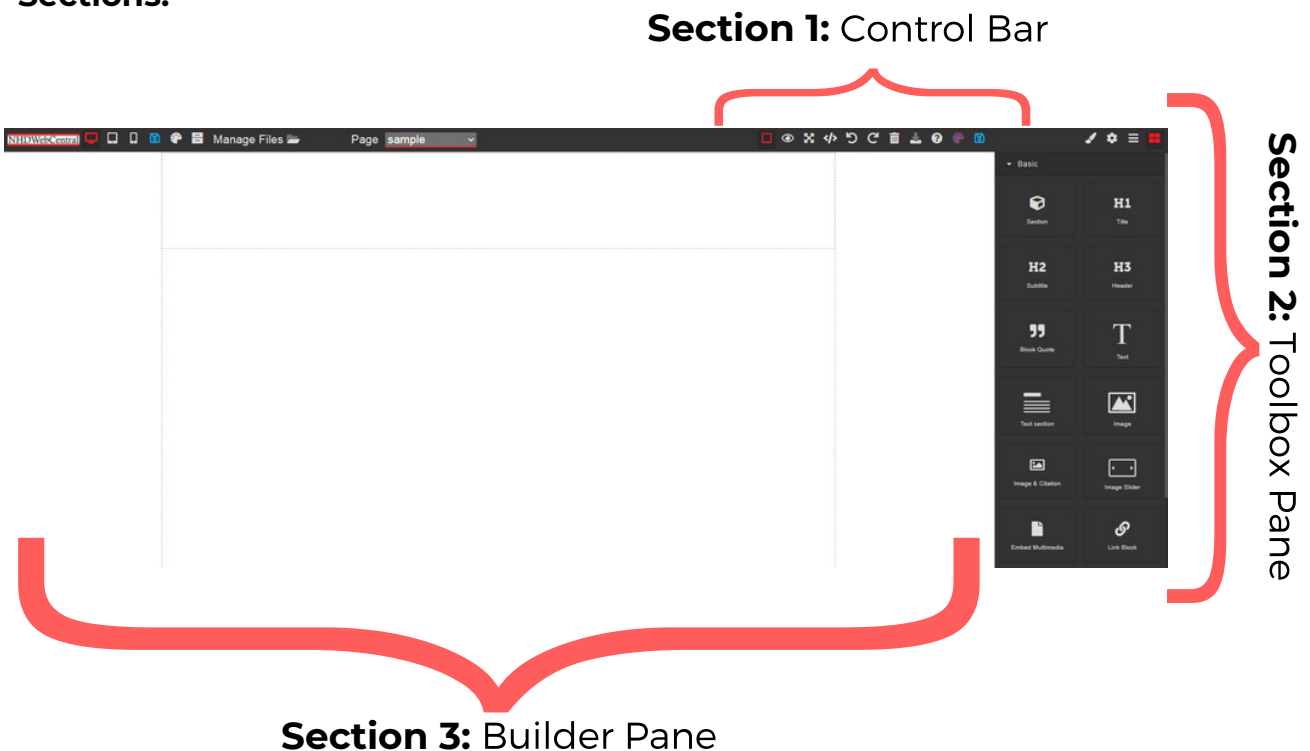
 Click here to follow along with the step-by-step instructional video.

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: 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 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

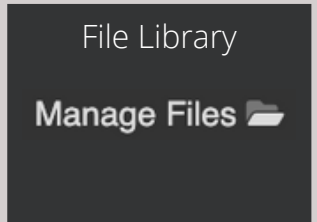

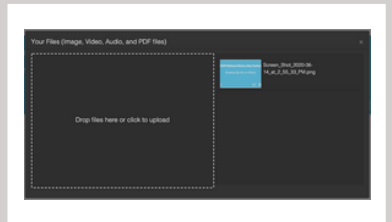
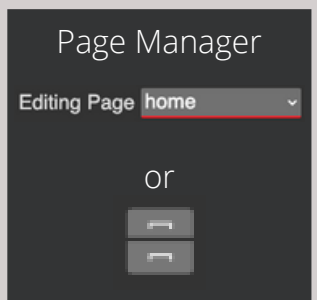



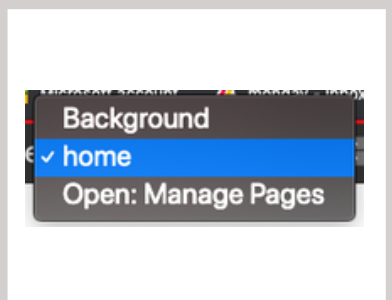
Button	What it looks like	What it does
<p>Desktop View</p>		<p>Most of the time you want to work with the website in Desktop View. This shows how your website will look when viewed on a laptop or desktop computer. This is how judges will be viewing your website.</p>
<p>Tablet View</p>		<p>Tablet View will show you what your website will look like on a tablet.</p>
<p>Mobile View</p>		<p>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.</p>

Note about Segment 1

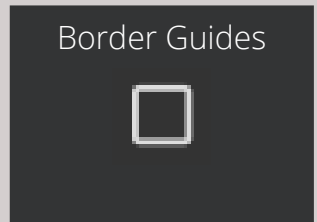

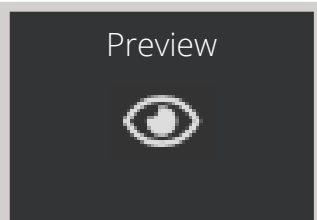

If you have a large screen, the **Save** icon and the **Palette** icon will appear twice in your toolbar. See Segment 3 for more information on those icons.

NAVIGATING THE WEBSITE BUILDER (CONT.)

Segment 2 – Pages and File Library







<i>Button</i>	<i>What it looks like</i>	<i>What it does</i>
 <p>File Library Manage Files </p>	 <p>Your Files (Image, Video, Audio, and PDF files) Drop files here or click to upload</p>	<p>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.</p>
 <p>Page Manager Editing Page home  or  </p>	 <p>Background ✓ home Open: Manage Pages</p>	<p>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.</p>

Segment 3 – Controls

<i>Button</i>	<i>What it does</i>
 <p>Border Guides </p>	<p>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.</p>
 <p>Preview </p>	<p>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.</p>




NAVIGATING THE WEBSITE BUILDER (CONT.)

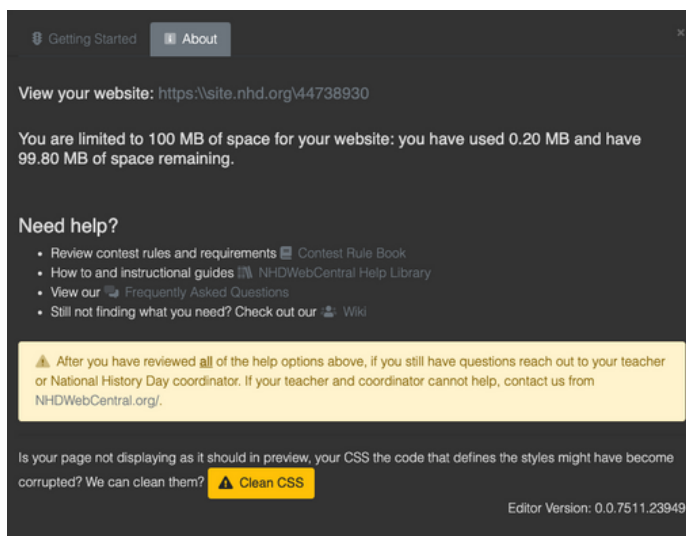
Segment 3 – Controls (Cont.)

<p>Full Screen</p> 	<p>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.</p>
<p>Export Code</p> 	<p>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.</p>
<p>Undo</p> 	<p>If you make a mistake, hit the Undo button to reverse the previous action.</p>
<p>Redo</p> 	<p>Accidentally "undo" too many features? Hitting the Redo button will bring back the last "undo."</p>
<p>Save</p> 	<p>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.</p>
<p>Design Theme</p> 	<p>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.</p>

NAVIGATING THE WEBSITE BUILDER (CONT.)

Segment 3 – Controls (Cont.)

<p>Import Code</p> 	<p>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.</p>
<p>Clear Page</p> 	<p>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.</p>
<p>Help</p> 	<p>Click the Help button to navigate between the Getting Started and About tabs (image below). 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.)</p> <p>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.</p> <p>Lastly, the "show on start" prompt, when you open the editor, can be unchecked under the Getting Started tab.</p>







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.

AUGUST 2021

Questions? Visit nhd.org/nhdwebcentral

NAVIGATING THE WEBSITE BUILDER (CONT.)

Segment 4 – Design Elements

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