AUGUST 2021
Questions? Visit nhd.org/nhdwebcentral

NHDWEBCENTRAL™
INSTRUCTIONS

2021-2022 REVISIONS
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Click the play button that corresponds to the topic to be taken to 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.

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 the age of 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:** If your parent or guardian does not have access to an email address, please speak with your teacher. 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.

Site Key

_______________________________________________

STRUCTURE OF NHDWEBCENTRAL™ LANDING PAGE

Your Website
Created at 10/22/2019 4:51:53 PM
Last Update at 7/15/2020 11:56:59 AM
Site Key 71701053
https://site.nhd.org/71701053

95 MB remaining

1. Edit Site
2. View Site

Authorized Users
Users listed below have access to view and edit your website.
Jane Smith

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 (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 completely delete your website, you can click the Remove Site button and assign a new URL to your account. THIS CANNOT BE UNDONE!
REGISTRATION 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](http://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. They will receive an email with a 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. 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.

Questions? Visit [nhd.org/nhdwebcentral](http://nhd.org/nhdwebcentral)
REGISTRATION 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.

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 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 two 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. They will receive an email with a 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. 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 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.

**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.

**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

<table>
<thead>
<tr>
<th>Button</th>
<th>What it looks like</th>
<th>What it does</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desktop View</td>
<td><img src="image" alt="Desktop View" /></td>
<td>Most of the time you want to work with the website in <strong>Desktop View</strong>. This shows how your website will look when viewed on a laptop or desktop computer. This is how judges will be viewing your website.</td>
</tr>
<tr>
<td>Tablet View</td>
<td><img src="image" alt="Tablet View" /></td>
<td><strong>Tablet View</strong> will show you what your website will look like on a tablet.</td>
</tr>
<tr>
<td>Mobile View</td>
<td><img src="image" alt="Mobile View" /></td>
<td><strong>Mobile View</strong> 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.</td>
</tr>
</tbody>
</table>

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.
### Segment 2 – Pages and File Library

<table>
<thead>
<tr>
<th>Button</th>
<th>What it looks like</th>
<th>What it does</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Library</td>
<td><img src="image" alt="File Library" /></td>
<td>The <strong>File Library</strong> 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.</td>
</tr>
<tr>
<td>Manage Files</td>
<td><img src="image" alt="Manage Files" /></td>
<td>In the drop-down, you can select which page you want to edit. You can also select <strong>Manage Pages</strong> from the drop-down or the file cabinet icon to add, remove, or rename pages.</td>
</tr>
<tr>
<td>Page Manager</td>
<td><img src="image" alt="Page Manager" /></td>
<td></td>
</tr>
</tbody>
</table>

### Segment 3 – Controls

<table>
<thead>
<tr>
<th>Button</th>
<th>What it does</th>
</tr>
</thead>
<tbody>
<tr>
<td>Border Guides</td>
<td>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 <strong>Border Guides</strong> 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 <strong>not</strong> see the borders.</td>
</tr>
<tr>
<td>Preview</td>
<td>If you want to see your website as a viewer, click the <strong>Preview</strong> button (eye icon). Your website will open in a new tab. When finished, close the tab or click back to the editor tab.</td>
</tr>
</tbody>
</table>
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.

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.

If you make a mistake, hit the **Undo** button to reverse the previous action.

Accidentally "undo" too many features? Hitting the **Redo** button will bring back the last "undo."

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.

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**.
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.**

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.

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.)

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.

Questions? Visit [nhd.org/nhdwebcentral](http://nhd.org/nhdwebcentral)
# Navigating the Website Builder (Cont.)

**Segment 4 – Design Elements**

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

<table>
<thead>
<tr>
<th>Block</th>
<th>What it does</th>
<th>Can I...?</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Section" /></td>
<td>The Section block allows you to organize within containers without having the same settings and formatting as the container.</td>
<td>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.</td>
</tr>
<tr>
<td><img src="image" alt="Title" /></td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td><img src="image" alt="Subtitle" /></td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td><img src="image" alt="Header" /></td>
<td>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.</td>
<td>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.</td>
</tr>
</tbody>
</table>
## Using Blocks to Build Your Website (Cont.)

### Basic Blocks (Cont.)

<table>
<thead>
<tr>
<th>Block</th>
<th>Description</th>
<th>Font/Style Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block Quote</td>
<td>A pre-styled box that you can use to offset a block quote from the rest of the page.</td>
<td>Highlight text, Style Pane appears in Toolkit Pane, options to change alignment, font, color, size.</td>
</tr>
<tr>
<td>Text</td>
<td>Allows you to enter text on your page.</td>
<td>Highlight text, Style Pane appears in Toolkit Pane, options to change alignment, font, color, size.</td>
</tr>
<tr>
<td>Text section</td>
<td>A pre-set element that includes a header block and a text block.</td>
<td>Highlight text, Style Pane appears in Toolkit Pane, options to change alignment, font, color, size.</td>
</tr>
<tr>
<td>Image</td>
<td>Allows you to add an image to your website.</td>
<td></td>
</tr>
<tr>
<td>Basic Blocks (Cont.)</td>
<td>Questions</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Image &amp; Citation" /></td>
<td><strong>How do I change the color/font?</strong> Highlight the text, and the <strong>Style Pane</strong> will appear in the <strong>Toolkit Pane</strong> on the right. Here you have options to change alignment (left, center, right), font, color, size, etc.</td>
<td></td>
</tr>
<tr>
<td><strong>Image &amp; Citation</strong></td>
<td><strong>How do I add more than three slides?</strong> Select the last slide and click the duplicate button until you have the appropriate number of slides desired. <strong>Can I use different multimedia in the slides?</strong> Yes.</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Image Slider" /></td>
<td><strong>How do I add my process paper and annotated bibliography?</strong> Drag the embed multimedia button into your container. Then double-click to upload the PDF versions of your process paper and annotated bibliography.</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Embed Multimedia" /></td>
<td><strong>Can I hyperlink text in my website?</strong> Yes, this block will allow you specifically to hyperlink text in your website. <strong>How do I change the text color?</strong> You must set the internal link before changing the text color.</td>
<td></td>
</tr>
<tr>
<td><strong>Embed Multimedia</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Link Block" /></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Link Block</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Link Text" /></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Link Text</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The **Image & Citation** block is a pre-set element that allows you to add an image with a citation text box right below it.

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.

The **Embed Multimedia** block allows you to upload:
- PDF files for viewing
- Audio (MP3) files for listening
- Video (MP4, MOV) files for viewing

The **Link** block allows you to add an image or text to create a hyperlink to another part of your website.

The **Link Text** block allows you to hyperlink within your website. By default, the text will highlight blue and when clicked change to purple.

**Questions**

- **Visit nhd.org/nhdwebcentral**
USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

Basic Blocks (Cont.)

<table>
<thead>
<tr>
<th>Block</th>
<th>What it does</th>
<th>Can I...?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custom Code</td>
<td>The Custom Code block allows HTML coding to be added or displayed on the website.</td>
<td></td>
</tr>
<tr>
<td>Auto-Nav</td>
<td>Auto-Nav bar populates an organized, horizontal menu across your page. This navigation bar also supports subpages and hiding pages.</td>
<td>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.</td>
</tr>
</tbody>
</table>

Structure Blocks

<table>
<thead>
<tr>
<th>Block</th>
<th>What it does</th>
<th>Can I...?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Horizontal Rule</td>
<td>The Horizontal Rule block will place a horizontal line across the page. These act as dividers within a page.</td>
<td>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.</td>
</tr>
<tr>
<td>Spacer</td>
<td>If you think your blocks are too close together, you can add extra spacing with the Spacer block.</td>
<td></td>
</tr>
</tbody>
</table>
# Using Blocks to Build Your Website (Cont.)

## Easy Layout Blocks

<table>
<thead>
<tr>
<th>Block</th>
<th>What it does</th>
<th>Can I...?</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Columns</td>
<td>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.).</td>
<td>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.</td>
</tr>
<tr>
<td>3 Columns</td>
<td>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).</td>
<td>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.</td>
</tr>
<tr>
<td>4 Columns</td>
<td>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).</td>
<td>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.</td>
</tr>
<tr>
<td>Columns 3/4/3</td>
<td>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).</td>
<td>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.</td>
</tr>
<tr>
<td>Columns 3/7</td>
<td>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).</td>
<td>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.</td>
</tr>
</tbody>
</table>
Easy Layout Blocks (Cont.)

The **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.

How do I add blocks to my website?

- Adding blocks to your website is as easy as dragging and dropping onto the page.

- 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?

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Up Arrow</strong></td>
<td>The <strong>Up Arrow</strong> button moves to the next element on the page among your blocks. This is helpful when you have many blocks within an area.</td>
</tr>
<tr>
<td><strong>Delete</strong></td>
<td>The <strong>Delete</strong> button deletes the selected element from your page.</td>
</tr>
<tr>
<td><strong>Move Arrow</strong></td>
<td>The <strong>Move Arrow</strong> button lets you move the element around your page.</td>
</tr>
<tr>
<td><strong>Pencil</strong></td>
<td>The <strong>Pencil</strong> button opens the settings box relevant to the element selected. This <strong>Pencil</strong> button wraps text in a cell if the text extends past the cell border.</td>
</tr>
<tr>
<td><strong>Duplicate</strong></td>
<td>The <strong>Duplicate</strong> button makes a copy of the selected element.</td>
</tr>
<tr>
<td><strong>Link</strong></td>
<td>The <strong>Link</strong> button opens the internal link settings box. This is how you hyperlink text and images on your website.</td>
</tr>
</tbody>
</table>

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

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**Questions? Visit** [nhd.org/nhdwebcentral](http://nhd.org/nhdwebcentral)
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 Page and select Open: Manage Pages or click the file cabinet icon.

![Manage Pages](image)

- 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 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.
  - **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.
  - **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.
  - **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” or “background” or “page2.” This will make it easier to navigate to pages.
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.
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. 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.
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.
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.
CREATING A DESIGN THEME

How do I create my own 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.
How do I use a preset 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 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.
FOLLOWING COMMON HOW-TOS

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.
**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 the 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).
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.

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.
S A V I N G  Y O U R  N H D W E B C E N T R A L ™  W E B S I T E

An email will be sent out to all NHDWebCentral users when it's time to save the 2021-2022 websites. This email is typically sent in June after the National Contest. To save your 2021-2022 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.