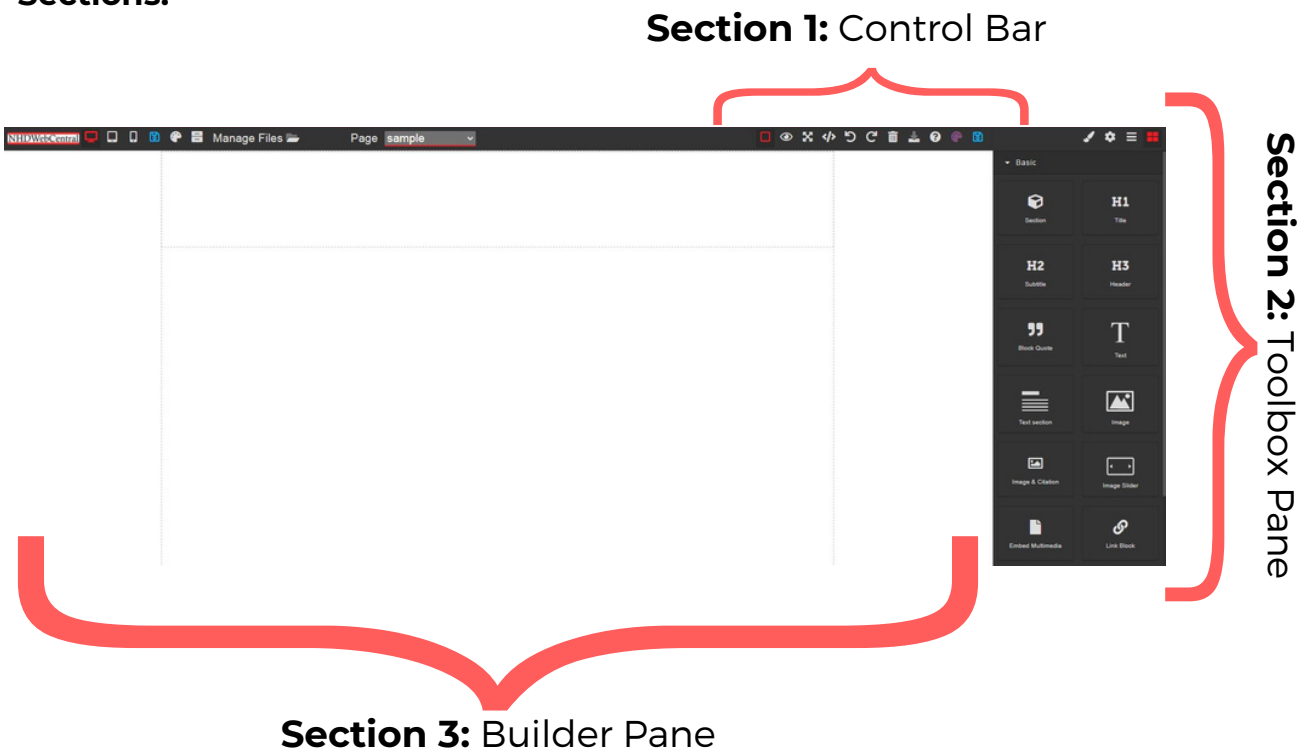


▶ **Click here** to follow along with the step-by-step instructional video.

# 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 Pane**. This website view shows how all elements are laid out on your page.

# NAVIGATING THE WEBSITE BUILDER (CONT.)

## Segments:



## Segment 1 – View Options

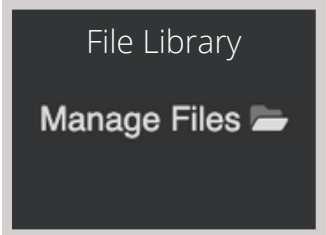


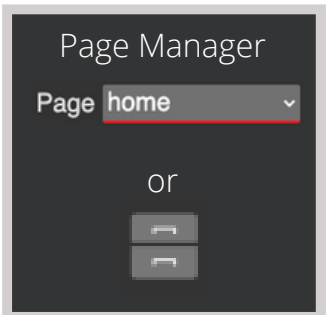


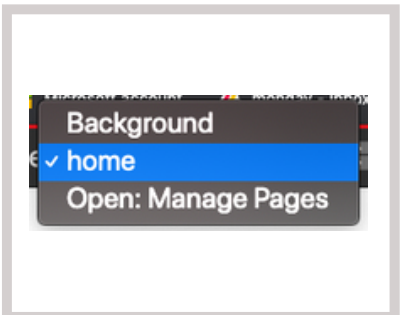
Button	What it looks like	What it does
<p>Desktop View</p> 		<p>Most of the time, you want to work with the website in <b>Desktop View</b>. This shows how your website looks when viewed on a laptop or desktop. This is how judges will view your website.</p>
<p>Tablet View</p> 		<p><b>Tablet View</b> will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

### Note about Segment 1



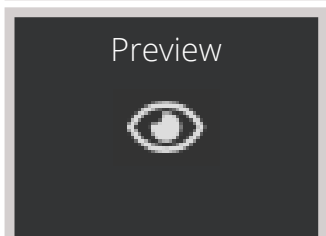

The **Save** and **Palette** icons will appear twice in your toolbar if you have a large screen. See **Segment 3** for more information on those icons.

# NAVIGATING THE WEBSITE BUILDER (CONT.)

## Segment 2 – Pages and File Library




<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 <b>File Library</b> 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.</p>
 <p>Page Manager Page <b>home</b>  or </p>	 <p>Background ✓ home Open: Manage Pages</p>	<p>You can select which page you want to edit in the Page drop-down. You can also select <b>Manage Pages</b> from the drop-down or the <b>file cabinet icon</b> to add, remove, or rename pages.</p>

## Segment 3 – Controls

<i>Button</i>	<i>What it does</i>
 <p>Border Guides </p>	<p>When building your website, you will see lines around the borders of the various elements, such as text boxes. If you click the <b>Border Guides</b> 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 <b>not</b> see the borders.</p>
 <p>Preview </p>	<p>If you want to see your website as a viewer, click the <b>Preview</b> 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.)

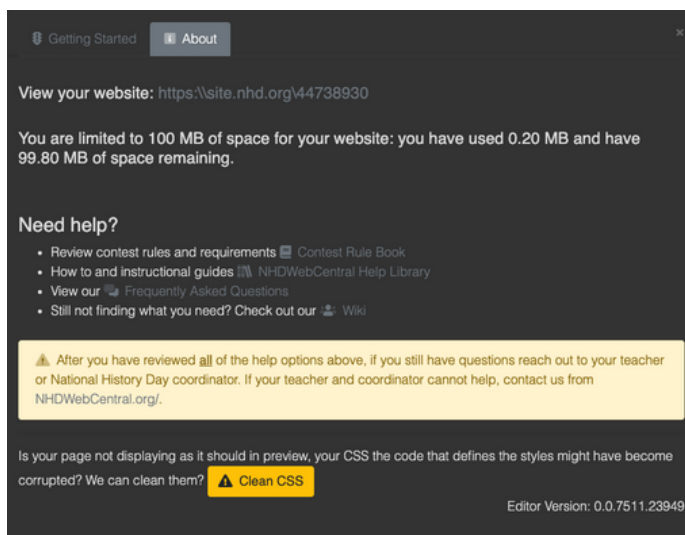
## Segment 3 – Controls (Cont.)

<p>Full Screen</p> 	<p>If you want a larger screen while editing, click the <b>Full Screen</b> button. When you are done, click your keyboard's Escape (ESC) key to exit.</p>
<p>Export Code</p> 	<p>The <b>Export Code</b> 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.</p>
<p>Undo</p> 	<p>If you make a mistake, hit the <b>Undo</b> button to reverse the previous action.</p>
<p>Redo</p> 	<p>Accidentally "undo" too many features? Hitting the <b>Redo</b> button will bring back the last "undo."</p>
<p>Save</p> 	<p>The website does <b>not</b> automatically save changes. <b>Save frequently.</b> When you click the blue <b>Save</b> button (floppy disk icon), a green <b>Saved!</b> pop-up box will appear. This means your work was saved.</p>
<p>Palette</p> 	<p>If you want to create a design theme across your website pages, click the <b>Palette</b> icon. This will open the <b>Site Theme Manager</b>.</p>

# NAVIGATING THE WEBSITE BUILDER (CONT.)

## Segment 3 – Controls (Cont.)





<p>Import Code</p> 	<p>The <b>Import Code</b> button allows you to import or write HTML code. This is <b>not</b> required. <b>You should add coding before building out a page to avoid corrupt code.</b> <i>Note: JavaScript is not supported and will be stripped if applied in the editor.</i></p>
<p>Clear Page</p> 	<p>The <b>Clear Page</b> 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 <b>Undo</b> button to reverse the action. This button does <b>not</b> delete your entire website.</p>
<p>Help</p> 	<p>Click the <b>Help</b> button to navigate between the <b>Getting Started</b> and <b>About</b> tabs (image below). NHD provides guides and video instructions to help you build your website. The <b>Contact Us</b> form can also be found on the <b>About</b> tab if your questions are still not answered. (<b>About</b> tab shown below.)</p> <p>The yellow <b>Clean CSS</b> button under the <b>About</b> tab allows you to clean up the coding on the current page if you run into styling issues.</p> <p>Lastly, the <b>Show on Start</b> prompt can be unchecked when you open the editor under the <b>Getting Started</b> 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.

# NAVIGATING THE WEBSITE BUILDER (CONT.)

## Segment 4 – Design Elements

<i>Button</i>	<i>What it does</i>
<p>Block Styling</p> 	The <b>Block Styling</b> 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's end. Please ignore it.
<p>Layers</p> 	This button does not function on the user's end. Please ignore it.
<p>Blocks</p> 	The <b>Blocks</b> button will provide all the elements you need to build your website. All of these <b>Blocks</b> are drag-and-drop.