

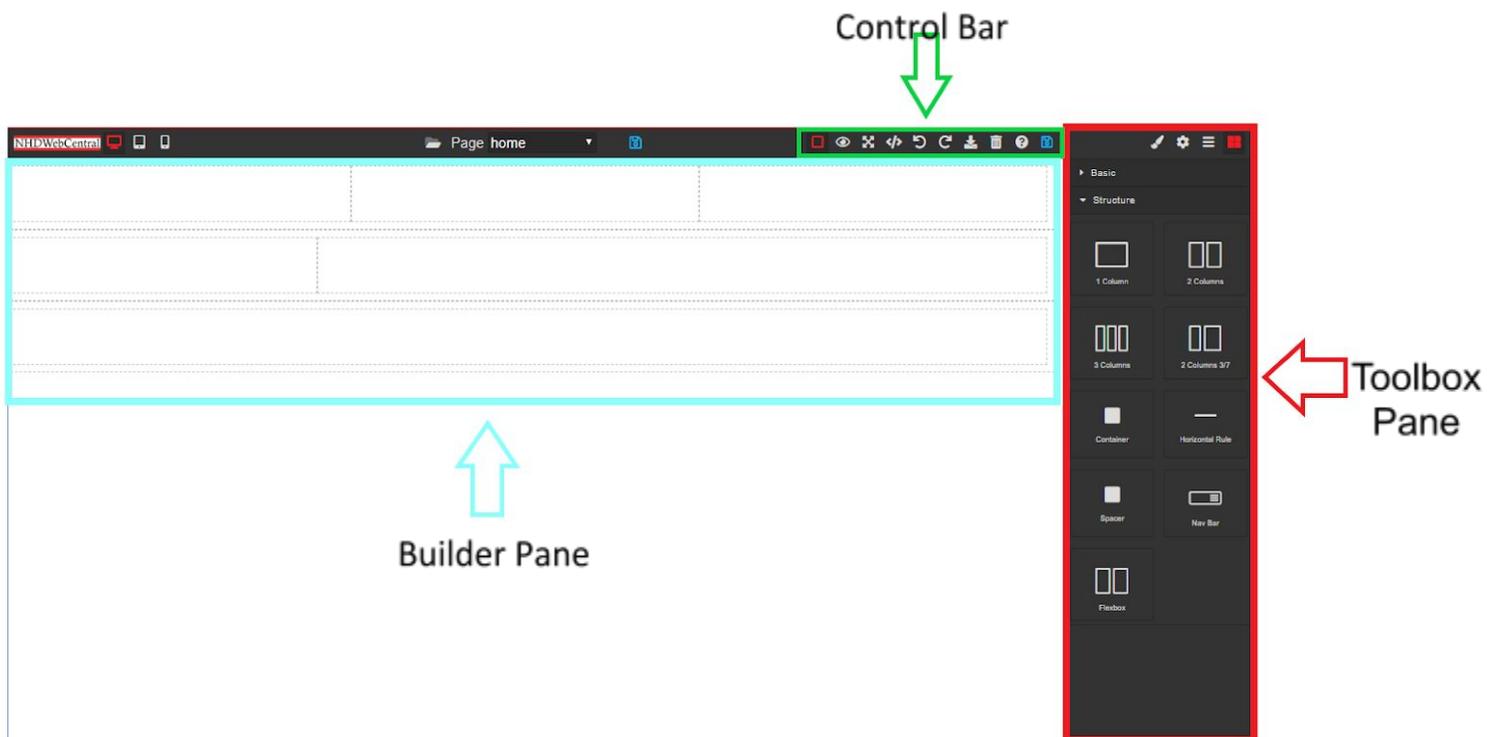
NHD WebCentral

How to Navigate 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 get a screen that looks like this. There are three major sections to the editor:

- The Control Bar
- The Toolbox Pane
- The Builder Pane

This guide provides an orientation to the Control Bar and other elements in the top row of your screen.



What does the Control Bar Do?

The control bar has many features that will help you when creating a website. Most of these features are ones that you encounter everyday.

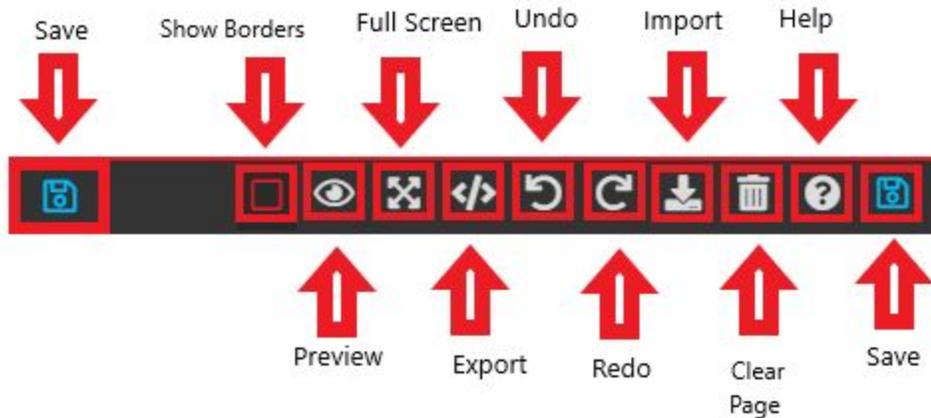
The control bar allows you to see your project from different perspectives including “Show Borders, Full Screen and Preview Site” mode.

The control bar allows you to undo or redo changes you made through the Undo, Redo, and Clear Page buttons.

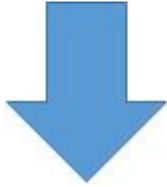
Finally, the control bar allows you to save your project at various states through the Save buttons and the Export button and the Import button (please see comments below when working with this feature).

It also has one other important button: the Help button. Click on this if you are ever in need of help. This will allow you to access:

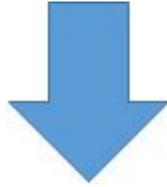
- Frequently Asked Questions (FAQs)
- Help Guides and Videos from NHD
- A Glossary of Helpful Terms
- A Contact Us Form if you cannot find your answer in the FAQs, glossary, guides or videos.



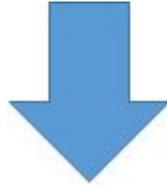
Segment One



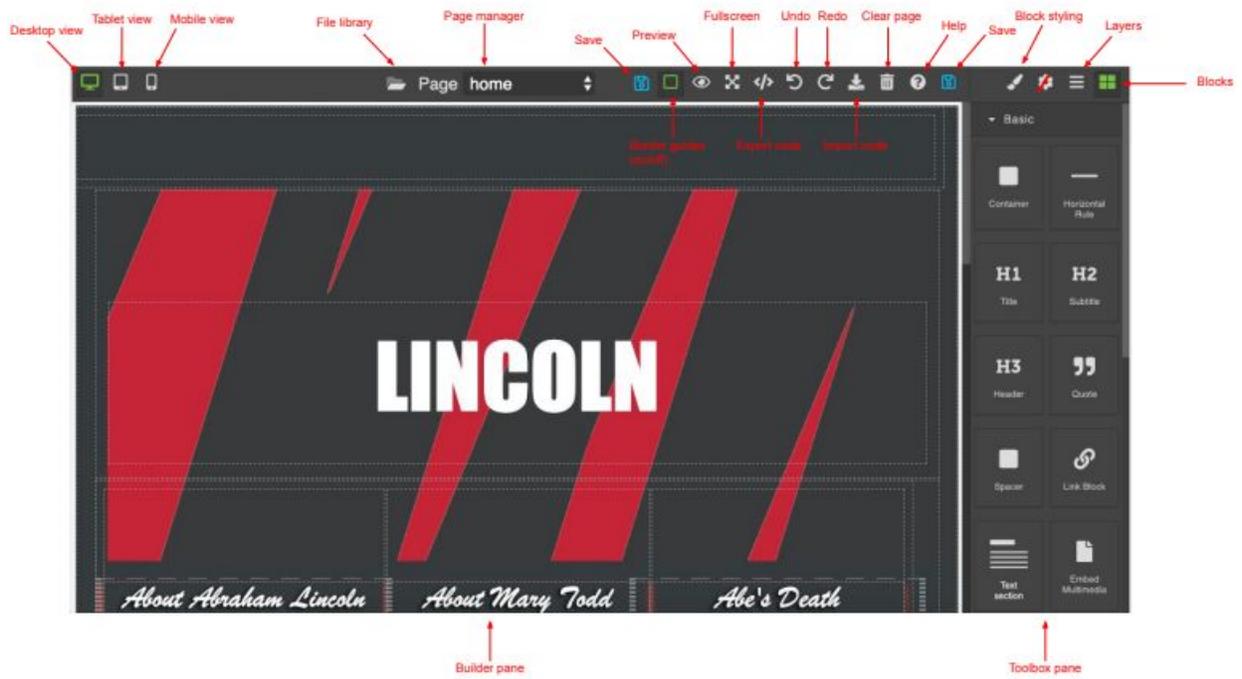
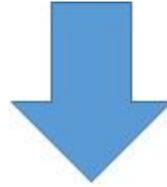
Segment Two



Segment Three



Segment Four



Segment One - View Options

Segment One shows the ways your website can be viewed.

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 will look when being viewed on a laptop or desktop computer.
Tablet View 		Tablet view will show you what your website will look like on a tablet. Keep in mind you cannot edit on your tablet.
Mobile View 		Mobile view will show you what your website will look like on a mobile phone.

Segment Two - Pages

Segment Two allows you to switch between different pages that you create by clicking the arrow buttons on the right side of the Page Manager. Every site has a home page. We will show you how to add additional pages later.

Segment Three - Overall Controls

Button	What it looks like	What it does
Save		Save is your best friend. Save frequently. The website does NOT automatically save changes. When you click the blue Save button (floppy disk icon) a green pop-up box will appear reading "Saved!" to alert you that your work has been saved.
Border Guides		When you are building in the Builder Pane, there will be lines showing you the borders of your various elements, such as text boxes. If you click this button, it turns those off. Click it again and it turns them back on. It is probably easier to work with the border guides turned on. Don't worry, your viewers will not see them when they view your site.
Preview		If you want to see what your website will look like to your viewer, click the Preview button (eye icon). Return to editing

		<p>mode by clicking the Preview button with the line across it in the top left hand corner of the page.</p> 
Fullscreen		If you want more room to edit, click the Fullscreen key. When you are done, click the Escape key (ESC) on your keyboard to exit.
Export Code		This is an archiving feature. Use it to export your website at the end of the contest year.
Undo		If you make a mistake, hit the Undo button to get rid of it.
Redo		Accidentally “undo” too many features? Hitting the Redo button will bring back the last “undo” made when creating your website.
Import Code		This button allows you to import code from another program or HTML code that you write. This is NOT required, but is an option that students can use if they choose. This MUST be done at the beginning of website creation; you cannot import or edit code once you have begun building. Trying to use this feature after you have started will break your website.
Clear Page		The Clear page button will delete the ENTIRE page. It will prompt you before it does to be sure that’s what you really want to do. If you clear a page accidentally, hit the Undo button right away and it will come back. It will not delete the website, only the page you are currently editing.
Help		Need help? Click here BEFORE you ask your teacher. NHD will add help videos and instruction guides throughout the year. If you have a problem that you cannot solve with a guide or video, click on the question mark icon and use the contact us form! NHD will respond as soon as possible to help you!
Save		Save is your best friend. Save frequently. The website does NOT automatically save changes. When you click the blue Save button (floppy disk icon) a green pop-up box will appear reading “Saved!” to alert you that your work has been saved.

Segment Four- Design Elements

<i>Button</i>	<i>What it looks like</i>	<i>What it does</i>
Block Styling		The Block Styling button is used to make changes to the font and other types of formatting, such as alignment, decorations, etc.
Gear		This button does not function. Ignore it.
Layers		This button does not function. Ignore it.
Blocks		The Blocks button will access all of the elements you need to build your website (e.g., containers, text boxes, images, multimedia, spacers, etc.)