GETTING STARTED

iWeb is an web design program that makes beginning web design easy. iWeb offers all the tools needed to produce professional and quality results for even a beginner. This tutorial will take you through some of the basic uses of iWeb.

TABLE OF CONTENTS

In this tutorial, you will learn the following:

1. Create A New Page Pg. 3
2. Adding Text Pg. 4
3. Adding Images Pg. 5
4. Changing the Page Properties Pg. 6
5. Hyperlinking Pg. 7
6. Publishing iWeb Document Pg. 8-10
CREATING A NEW PAGE

1. Launch iWeb. Locate the icon on your dock. If there is not an icon for iWeb on your dock, you may find it under your applications folder.

2. When you launch the iWeb application you will be prompted to choose a template for your page:

![Figure 1. Choosing a template]

3. Select a template. In the blue area of Figure 1 you will find the template portion of window. There are a variety of templates for you to choose from, but it is important that you choose a template that is appropriate for the page you are creating.

4. Select a layout. In the orange area of Figure 1 you will find the Layout portion of the window. In this area you will choose the layout that represents the type of page you intend to create.

5. After you have selected both a template and a layout press the Choose button.
1. First, you must click the **Text** button at the bottom of the window.
2. After clicking the Text button, you will notice that a blank text box displays in the center of your page. To move this text box click anywhere in the border of the box and drag it to your desired position on the screen.
3. When the textbox is selected you will notice little white squares in each corner of the box, as well as on the border of the box. These squares are called Resizing Handles. To change the size of your text box, click on one of the handles and drag until your box reaches the desired size.

![Figure 2. Resizing a text box](image)

4. After you have placed and sized your text box, you are ready to being adding text. To do so simply click within the text box and begin to type.
5. To format your text click the **Inspector** button at the bottom of the window.
6. When the inspector panel opens, choose the **Text** icon as shown in Figure 3.

![Figure 3. Property Inspector](image)
3. ADDING IMAGES

1. To add an image to your page you will need to go to Insert > Choose as shown in Figure 4.

![Image showing Insert an image]

**Figure 4. Insert an image**

2. In the finder box, locate the image you wish to insert as shown in Figure 5.

![Image showing Finder window]

**Figure 5. Finder window**

3. To position your image, click within the image and drag it to your desired position on the page.

4. If necessary, you can use the Adjust icon located at the bottom of the window to adjust your image. The adjust option allows you to control Brightness, Contrast, Saturation, Temperature, Tint, Sharpness, Exposure and allows you to manipulate the Levels.
4. Changing the Page Properties

1. To modify elements of your page such as page name, page size, background color and browser background click the Inspector button at the bottom of the window.

A. **Page Name** – Allows you to title your page. The title you enter into this text box will appear in the browser window when your website is visited.

B. **Page Size** – This area of the inspector allows you to change the size of your webpage.

C. **Page Background** – Use this area of the inspector to change the fill of the background of your page. You can choose between Color, Gradient, Image and Tinted Image fill options.

D. **Browser Background** – You can change the fill of the browser window using this option. Choose between Image Fill and

Figure 6. Page Inspector
5. HYPERLINKING

1. To add an image to your page you will need to go to Insert > Choose as shown in Figure 4.

2. After you input the text, select it and choose the Link icon from the Inspector panel as shown in Figure 7.

3. With your text selected be sure the Enable as hyperlink box is checked.

4. In the Link to field choose from One of my pages, An External Page, A File or An E-mail Message.
   - If linking to a page that you have previously created in iWeb, choose One of my pages, and choose your page from the drop down list.
   - If linking to An External Page, input the URL of the page you would like to link to in the box provided.
   - If linking to A File, choose the file you would like to link to from the finder window.
   - If linking to An E-mail Message, input the desired e-mail address and subject.

5. Test link to be sure that it is functioning properly.

**To hyperlink an image, follow same steps with image selected instead of text**
1. Select the site you want to publish by clicking its name in the sidebar on the left of the iWeb window.

2. In the Site Publishing Settings window appears, choose Local Folder from the “Publish to” pop-up menu shown in Figure 8.

3. Provide a site name and contact email address if you want. If you have an Email Me button on your website, the address you provide here receives those messages.

4. Click the Choose button in the Folder Location section of the window.

5. In the window that appears, select a folder in which to store the site (somewhere on your computer or an external hard disk), and then click Choose.
6. Provide your site’s URL, if you know what it is. If you don’t provide the URL, then certain features of the site, such as RSS feeds and some links, won’t work.

7. Click the Publish Site button in the toolbar at the bottom of the iWeb window.

8. Launch Dreamweaver by clicking the icon on your dock. If there is no Dreamweaver icon on your dock, you may find it in your Applications folder.

9. When the program launches, click the Manage Sites button.

10. In the Manage Sites window click the New button.

11. In the Site Definition window input the following data:
   Site Name: yourname_iweb
   Local root folder: Press the folder icon to the right. Locate the folder that you published your iWeb page to in Step 2.
   Default images folder: Press the folder icon to the right. Locate the “images,” folder within the folder you published your iWeb page to in Step 2.

12. Choose Remote Info from the categories list on the right.

13. In the Access drop down list select FTP.

14. Enter the following data:
   FTP Host: personal.bgsu.edu
   Host Directory: public_html
   Login: Your BGSU login name
   Password: Your BGSU login password
   Be sure to check the “Use Passive FTP,” check box.

** If you do not have a personal BGSU server account activated, you must first do so in order for this process to work. To activate your account go to myBGSU.edu **

15. Press the OK button.

16. Press the Done button.
6. PUBLISHING WEB DOCUMENTS CONT.

17. When the Dreamwaver window appears, in the Files window to the right select your folder and press the blue up arrow button as shown in Figure 9. This will place your site on your personal BGSU site.

18. To test your site, open a web browser and enter: “http://personal.bgsu.edu/~yourBGSUlogin”.

Figure 9. File Window