

CMHF Website Tip-sheet

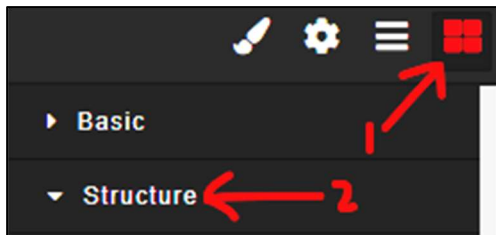
Breaking the barriers of frustration and building websites in NHDWebCentral

Tip #1: Research, design, THEN build your website

Working with NHDWebCentral is going to require patience, perseverance, and endless tweaking. Decide what you want to say, what sources you want to use (and how you'll cite them), and how your pages will be laid out *before* you begin working in NHDWebCentral. Trying to complete your research at the same time as you are creating your website is a recipe for frustration.

Remember: Your **website** (or **site**) is your project – you only have one. You create and edit **pages** – the collection of pages together make up your site.

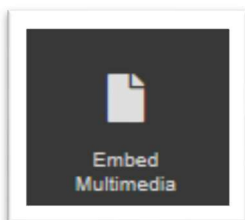
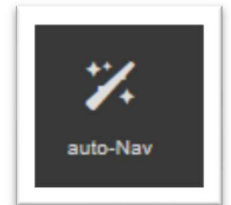
Tip #2: Put everything in containers



- In the Blocks menu (1), scroll down past the “Basic” items and look under “Structure” (2).
 - You should start building every single page on your website with one of the items here – usually the “container.”
 - This will help ensure that your website looks the same in the editor as it does when it is published/viewed later.
- Objects inside of containers are easier to control. Try setting their dimensions to “100%” to make things only fill up 100% of the container (and not overflow into other parts of the page)

Tip #3: Use AUTO-NAV to create page navigation

- Simply drag the “auto-Nav” block (pictured) onto every page.
- Double-click inside the Nav-bar to open the Nav Editor where you can rearrange the order of pages (be sure to click “save”). These changes apply to your auto-Nav-bars on every page at once, so the order of your menus will be the same on every page!
- When you add new pages to your site, they are automatically added to your Nav-bar.
- Use the “Style” panel to change font, background color, size, etc. of the Nav-bar to match your project’s theme (but be careful – you’ll have to do this for each bar, on every page)



Tip #4: Use “Embed Multimedia” for images and your SS/AB

Your quick guide to creating a “References” page with your Annotated Bibliography and Summary Statement:

- Create your annotated bibliography and summary statement, and save them as PDF files
- Create a new page called “References.” Drag an empty container onto the blank page. Save.
- Drag a “2 column” block into the container. Drag an “embed media” block into each “cell,” or column. Save.
- Double click each “embed” block and upload your SS to one and your AB to the other. Save.
- Finally, single-click each embed block, and for each go to Style -> Dimension. Set the “width” to “100%”
- Save and Preview to check your work! Be sure your References page has a Nav-block. It’s also probably a good idea to put a label (perhaps a Header block) on your SS and AB to make them easy to spot.