

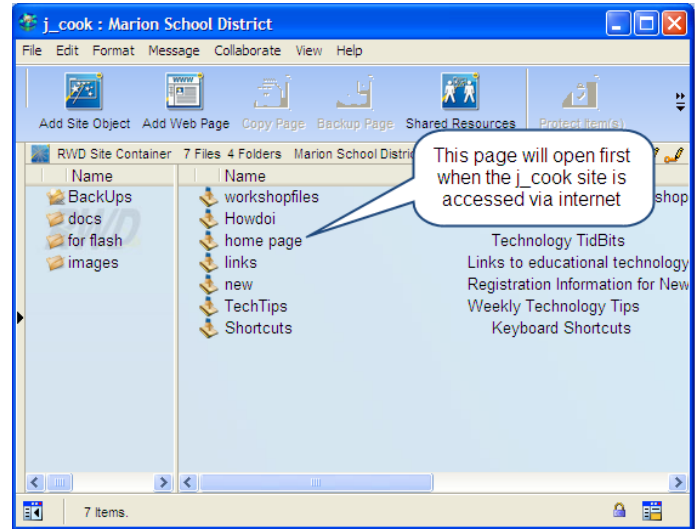
WebSite Design w/RWD4

Your URL or web address will be:
www.ms3.org/rwd/faculty/first_initial_last_name
ex. www.ms3.org/rwd/faculty/j_cook

Specifying a home page document

Each RWD4 website MUST have one page named "home page". (without parenthesis) If you don't designate a home page document, anyone accessing your site over the web will see its entire contents, just as you see them in the FirstClass client.

To make a document that was created using RWD4 your home page, it must be named "**home page**".



Rapid Web Designer 4 (RWD)

RWD is an extremely user friendly application that will allow you to easily create and maintain a very attractive web site. RWD pages are created within your FirstClass account and publish to the web via the FirstClass server.

Log in to FirstClass. There are two new "containers".

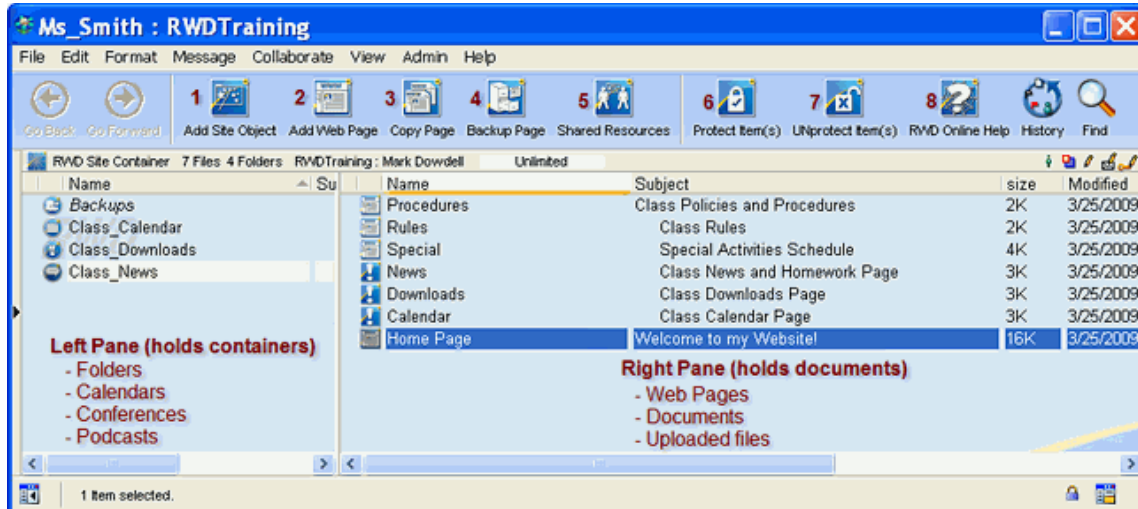
1. RWD builders.rez
 - a. Open the builders.rez container and click Update to install the RWD software on your computer.
 - b. This will only be necessary the first time you work in RWD on a computer.
2. RWD Site container
 - a. An RWD Site Container is a FirstClass conference that has been customized for the purpose of web publishing.
 - b. This is where your web pages will be created and stored.



Step 1: Open the builders.rez container and click Update, then close this container.

Step 2: Set up your web site

- Open the web container.

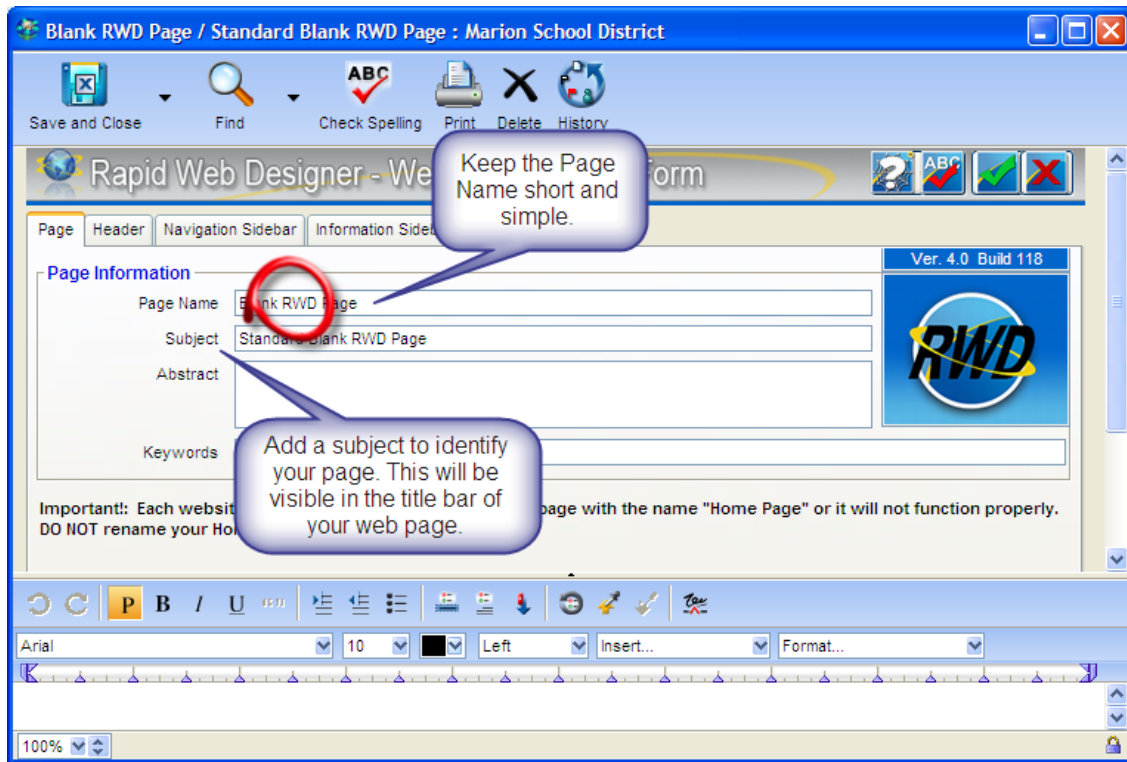


- The default view for these containers is a two pane view with both sides listing the content.
 - The left pane is where you will see any containers in your site if you have them; folders, conferences, calendars and graphics gallery are all containers.
 - In the right pane of your site container you will find your web pages and any documents you create or files that you upload to your site.
- Your site container must have one page that is specifically named 'Home Page' (without quotes). This special name is given to the page you want to have open automatically when a browser hits your website container.
- Along the top of your Site Container is the toolbar.
 - The toolbar contains a number of buttons that have various functions associated with them.
 - Note: You may have more or fewer buttons if you have a customized implementation of RWD, or are using an earlier version of the product.



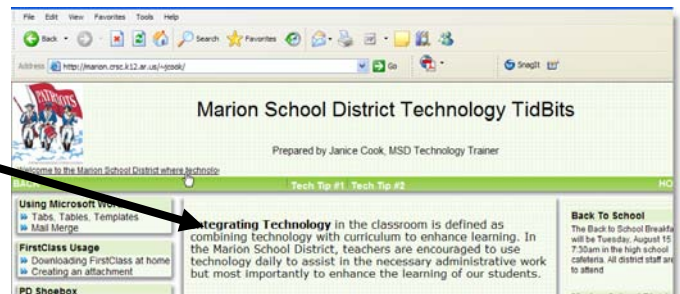
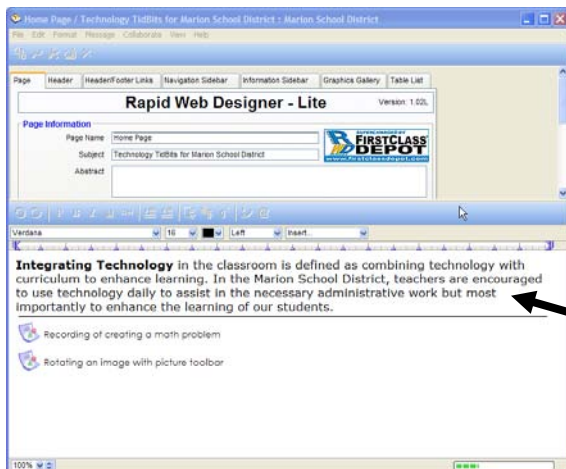
- 1) New Site Object Picker 2) Add Web Page 3) Copy Current Page 4) Backup Current Page 5) Shared Resources 6) Protect Item(s) 7) UNprotect Item(s) 8) RWD Online Help

The first page you should create is the home page. To do this simply click the 'Add Web Page' icon and select 'Blank RWD Page'. The subject is up to you. This will appear in the title bar of your web site.



Next, in the word processing area, type or copy and paste the body text for your website. (NOTE: This may be done from any tab and at any time.)

- b. Notice that you may change the font, size, alignment, etc. this part basically works like any word processor.
- c. Graphics may be copied and pasted into this area
- d. Links to files/documents may be dropped into this area also.
- e. Click the insert list arrow to see the different items that may be inserted into your website.



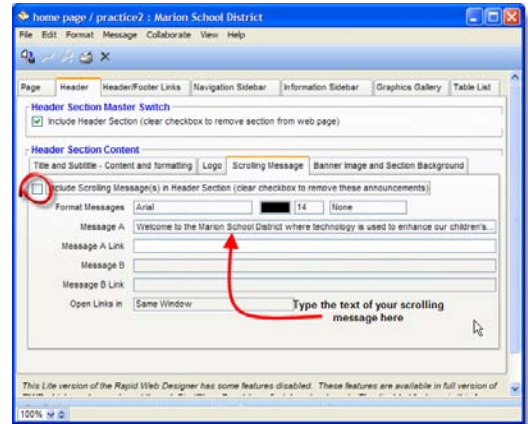
Janice Cook, Technology Trainer
jcook@msd3.org
 URL: www.msd3.org/rwd/faculty/j_cook

Header Tab:

- In this section you may choose to add a scrolling message.
- Please leave the Title and Subtitle areas blank

Adding the Scrolling Message (optional)

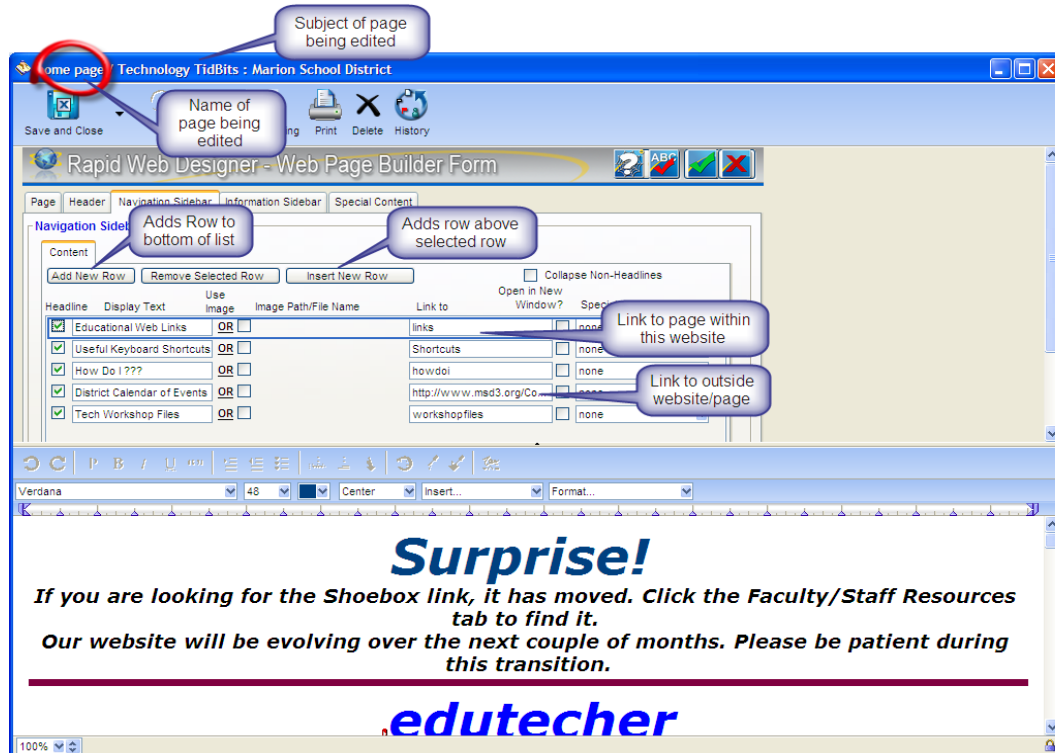
- Click the **Scrolling Message** tab located in the Header area
- Click to indicate that you want the scrolling message.
- Type the text of your message



Navigation Sidebar Tab: Adding Navigation links to your site

This is where you will add direct links to other web pages, either within your site, or outside your site.

1. Click the **Navigation SideBar Tab** to move to this page.



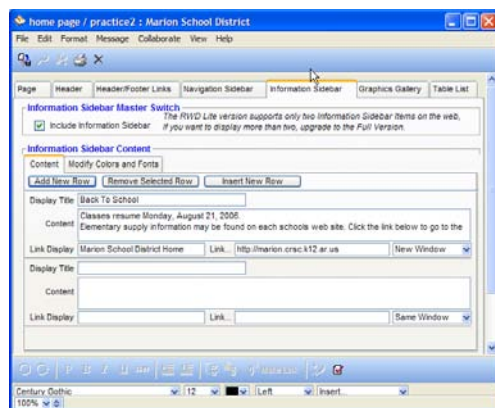
2. Next, click to **Add a New Row**
 - ✓ **Add New Row** adds the row at the end of the list
 - ✓ **Insert New Row** adds the row above the selected row

- o Selecting the **Headline** option will change the formatting of display text. (I suggest you make this selection)
- o Complete the navigation entry by adding the URL or path to the page that you want to link to.
- o If you are linking to another page within your site, the name of that page is all that is necessary.

Finally, we will create an **Information Side Bar**. This area of your page may be devoted to news stories, upcoming events, or any number of other high-visibility content. The steps to completing this are similar to adding the NavBar and Header items.

Information Sidebar Tab: Adding more information (Optional)

- o Click the **Information Sidebar** tab to move to the next page.
- o Click in the box in the **Information Sidebar Master Switch** area to activate the sidebar. The Information Sidebar will always appear opposite the NavBar
- o Click to **Add New Row**
- o Add a title to be displayed and the content of the sidebar. If links are needed, you may add those also.



Viewing your creation

1. Click on Internet Explorer (the big blue e).
2. In the address bar, type the URL to your website.

www.msds3.org/rwd/faculty/j_doe

3. Check your links and make sure everything works!
4. If a link does not work, or something doesn't look the way you want, simply minimize Internet Explorer, return to the web site container, open the RWD page that you need to edit and make your changes.
5. To view the changes, click the page in the task bar at the bottom of the window, click the Refresh button on the IE toolbar and your changes should appear.

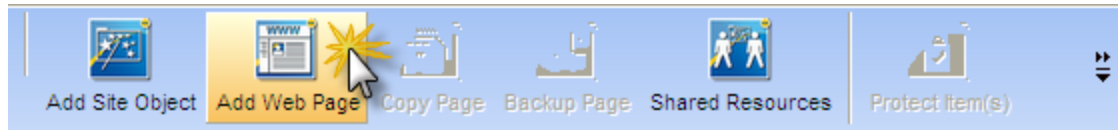


The next step is to create another page in your site, and link it to your home page.

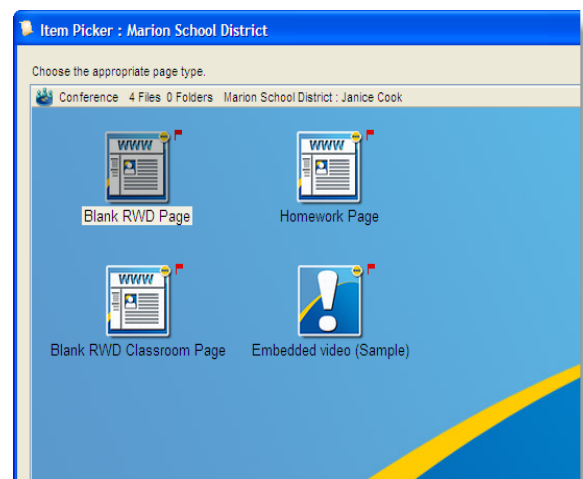
Creating another RWD Page

Method #1 – From Scratch

- From your web page container
- Click **Add Web Page**



- Select the type page you want to create
- Click OK and the page is created
- Name the page (KISS), add a Subject
- Click Save and Close



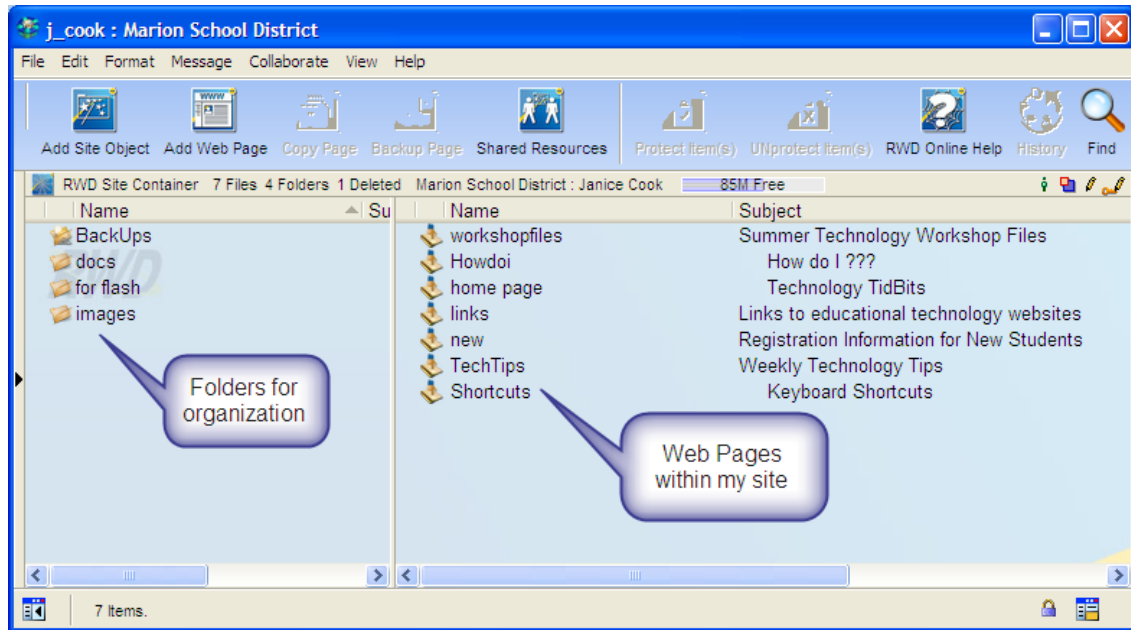
Method #2 – Copying an already created page

- From your web page container
- Select your home page, or the page you want to copy
- Rename it and update the Subject
- Click in the “body” area of your page, Press CTRL+A, CTRL+C.
 - This select all text and graphics on the page and then copies it.
- Press Delete to remove everything from the copy of the page.

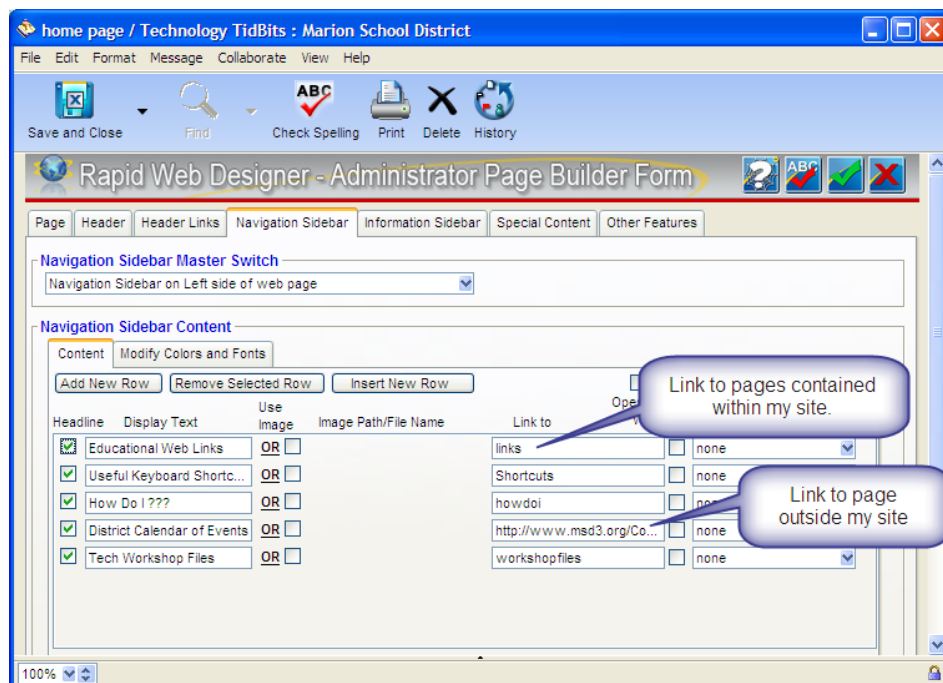
This will make an exact copy of your home page document with formatting, links everything intact. I think it is a huge time saver! ...but... this does not update. So if you make additions to your home page, the other pages are not automatically updated.

Linking to pages

Take a look at the contents of my web page container. It has seven separate pages.



Now look at how I have linked to these pages from my Navigation Sidebar Buttons



- ✓ To link to another page within your Home Page Folder, simply type the page name in the "Link to" text box.

THERE IS NO ROOM FOR ERROR!!!!

If you misspell, or add an unnecessary space or capital letter, the page will not link.

TIP: even though you think you have linked everything correctly, go to your web site, refresh, and check the links ...often.

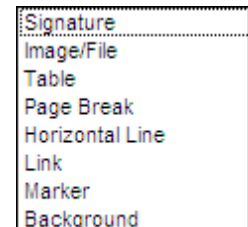
- ✓ To link to a page outside your Home Page Folder, you must use the entire URL. Notice my link to the District Calendar of Events, this is not a page within my Home Page Folder, so I created an outside link to our district calendar.

http://www.msd3.org/Conferences/Resource_and_Location_Calendars/District_Calendar/?

NOTE: Copy and Paste!!!!!! URL can be very long and complicated and if even one digit is transposed or left off, the link will not work.

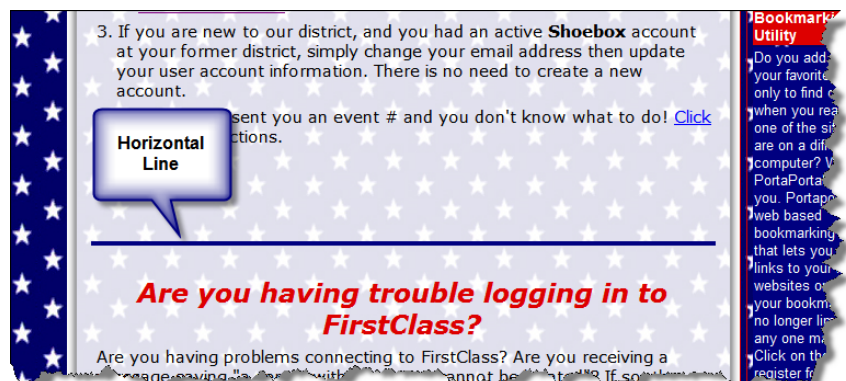
Inserting Page Objects

RWD offers several different page objects that may be used on your web pages. Two of my favorites are the Table and the Horizontal Line.



Inserting and Formatting Horizontal Lines

Horizontal Lines are a great tool to use in adding a visual break on a page. These are not mandatory by any means but they are extremely effective.



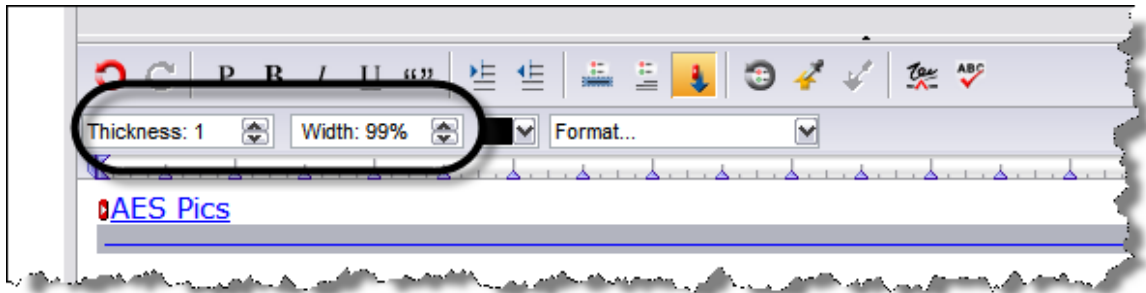
To add a Horizontal Line:

Step 1: Check the location of your Insertion Point.

Click **Insert** on the toolbar and select **Horizontal Line**.

To Format a Horizontal Line:

Step 1: Click on the line to select it. New toolbar options will now be available.



Step 2: Click to change the thickness, width and/or color of your horizontal line. As you click you will notice the horizontal line adjusting to your choices.

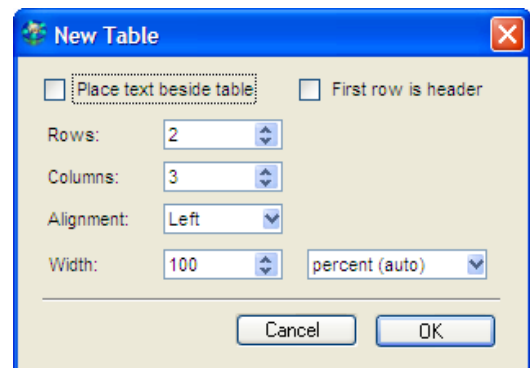
When the line looks appropriate, simply click off the line to deselect.

To add a Table

Step 1: Check the location of your Insertion Point.

Click **Insert** on the toolbar and select **Table**.

Step 2: Complete the Dialog Box to set your # of rows and columns. These may be added to or deleted as you work.



NOTE: I suggest placing almost all of your content within a table. This ensures your content renders correctly within any browser. The lines may be "turned off" if you don't want them to be visible.