

# Home Page Construction Kit v2

**Note: HCK version 2 requires FirstClass Client v7.1 or higher.**

The Home Page Construction Kit is designed to give you an easy way to build and maintain a robust Web Site without having to use any addition Home Page development software or, be an expert with html, the language of the Web. In fact, you can build your web site without knowing anything at all about html.

## Conceptualizing Your Web Site

The first thing you need to do before you even begin to use the Home Page Construction Kit is to give some thought to the information that you wish to present on your web site. The key to the Home Page Construction Kit is to design the main page of your site and then duplicate it, replacing only the content so that your web site has a professional, consistent look. This means you need to consider what topics will require a separate link. Each link will require a separate document. Take a minute to view current web sites of other schools and teachers to get some ideas as to what might be appropriate. Some examples might be:


### ***For a Teacher Home Page***

- Homework Policy
- Course Outlines
- Current Homework
- Related Web Sites
- Resources
- Behavior Expectations
- Class/Course Calendar

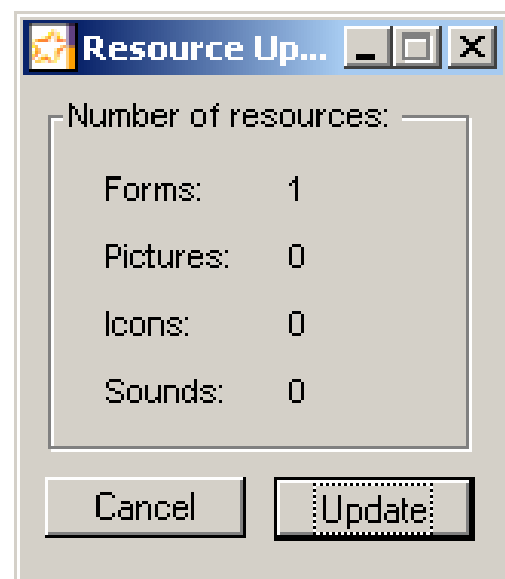
## Constructing Your Web Site

The first thing you will need to do on any computer you use to build and/or edit your web pages is merge the Home Page Construction Set form to your current logged in settings file.

To do this, double-click on the

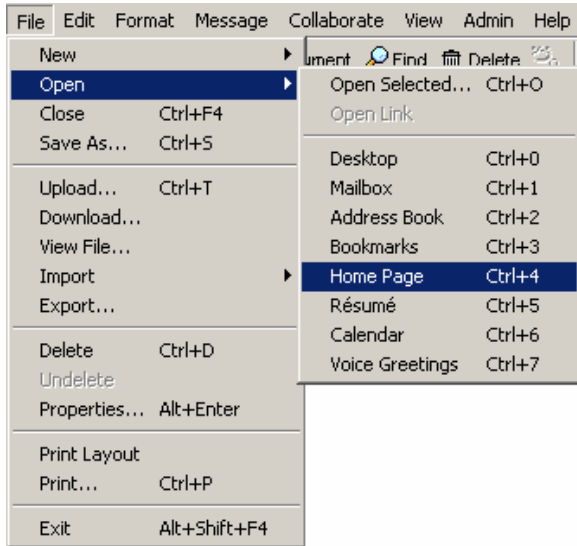
 HCK Settings File v2.fc file found within the Home Page Construction Kit folder which is in the All Staff Conference. When you do this, you will be presented with this dialog box. Click on Update to merge the form.

Now that you have done this, you have the ability to use the new form.

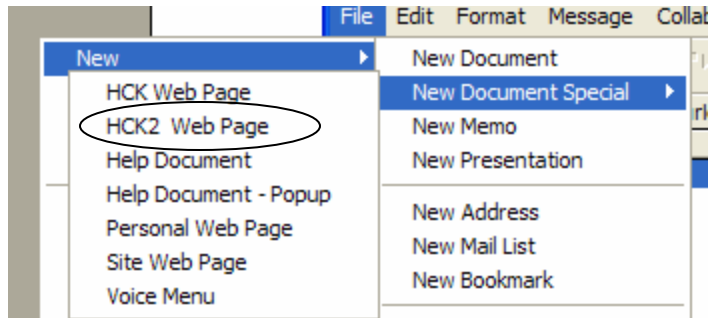


If you do not already have a Home Page Folder then you need to choose to have your Home Page Folder created by following the directions pictured below.

Do not move your Home Page Folder off your Desktop, or it will not work properly. If you inadvertently move this folder off your Desktop, you can move it back, and it will work again.



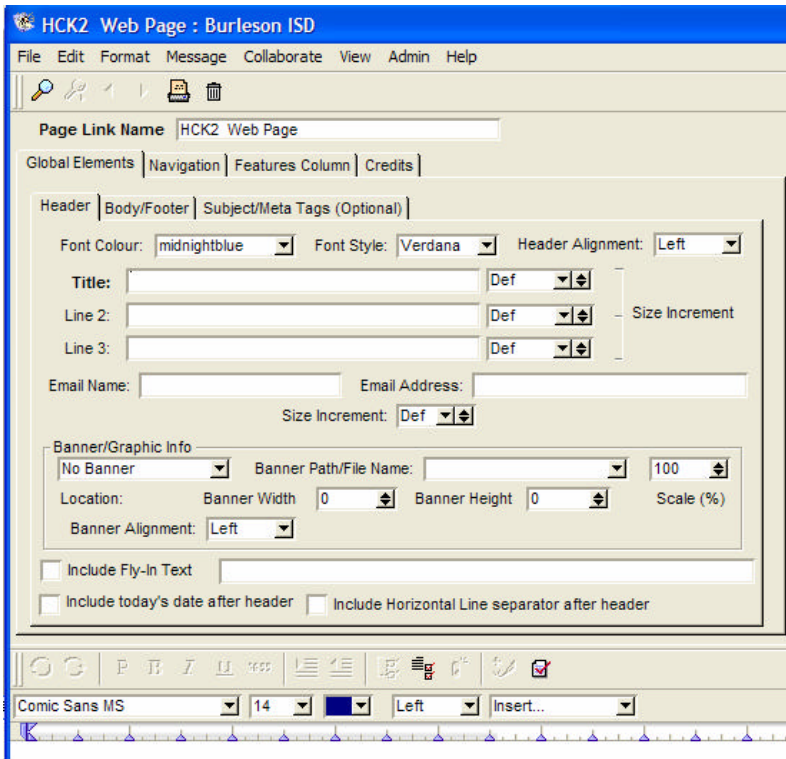
With your Home Page folder open, choose: File/New/New Document Special/HCK2 Web Page



This will create a new, blank web page within your Home Page folder. Since this will be your main page, rename it as "Home Page" in the Page Link Name field – If it is not the main page, name it accordingly.



Each new page can be duplicated from a Template page that will be discussed later on.



## The Header

The header is where you place the key information about your Web Site.

The example shown below has a 4 button, button bar along the top along with a navigation column on the left with 2 distinct sections. A "Features" column on the right displays some current information.

The Home Page Construction Set has 22 different buttons to choose from. If you do not find a button to meet your needs, you can design and use your own.

Enter Your **Title Line**: with your name and class home page such as Mr. Smith's Math Class Home Page.

**Line 2**: – enter Burleson ISD

**Line 3**: can be left blank for now.

**Email Name**: is what you want the viewer to click on in order to email you.

**Email Address**: should be your user ID with @burlesonisd.net

Type a few words in the body of the webpage and look at what you have.

You can also go directly to any user's web pages if you know the user name or mail alias and the domain name of the server for this user. Type the web page address in the address field of Internet Explorer, using the following format:

http://fc.burlesonisd.net/~first name \_last name or

http://fc.burlesonisd.net/~username

For example, to see Michael Hill's (user name Michael Hill) web pages at fc.burlesonisd.net, you would type http://fc.burlesonisd.net/~Michael\_Hill

To see Michael's web pages using his email alias (his email address is mhill@burlesonisd.net), you would type http://fc.burlesonisd.net/~mhill

Hope you like it so far. Now it is time to add your picture to the heading.

## Adding a Banner Image

You can add a head shot image of yourself or any clipart or graphic image or your choice. You will want to reduce the image quality to conserve file size and note the pixel dimensions. (See page 13 for directions.)

The file is uploaded directly to the Home Page folder or (Images folder inside the Home page folder) using File > Import > Import Files and Folders so that the file is located at the same level as the Home Page document. If you are going to add several files and images, you may want to create an image folder and put all images and backgrounds in it. To Create an Images Folder, *File> New> Folder*. Then right click and rename it.

*Hint: Do not name a folder and file the same name. FirstClass will be confused.*

On the "Home Page" document, in the Banner/Graphic Info section, the location, name, height, width and scale values are entered.

When viewed in the browser if it is obvious that the image is far too large you can scale the image down and change the font size increment.

## Horizontal Line

If you wish, you can include a horizontal line to break up the header and the remaining portion of the screen and add fly in text.

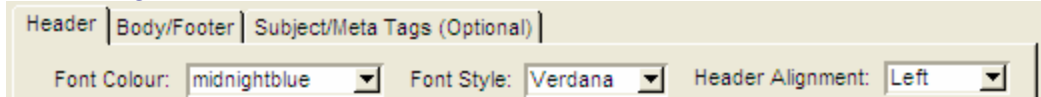
Include Horizontal Line separator after header

Include Fly-In Text | Welcome to the new school year. Time to buckle down to work.....

## Fly-In Text

Used sparingly, having text fly in raises the attention of your viewers. You have the ability here to enter a line of text that will fly in from the left of your screen below your header.

## Font Style and Color (on the Global Elements Tab under Header)



Header | Body/Footer | Subject/Meta Tags (Optional)

Font Colour:  Font Style:  Header Alignment:

*Verdana* Font Style is recommended as it is universally recognized as the BEST cross platform font for viewing on the Web.

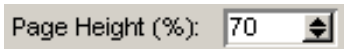
## Additional Body/Footer information Click on the **Body/Footer** tab

If you wish, you can include a line that will display the current date to your visitors. You can also add the "Last modified date," but the Counter option is not available at this time.



Include 'last modified' date at bottom of page  Include Counter at bottom of page

When you view your Home Page at this stage, you may find that you have to scroll down to view the footer information. You can adjust the page height by adjusting

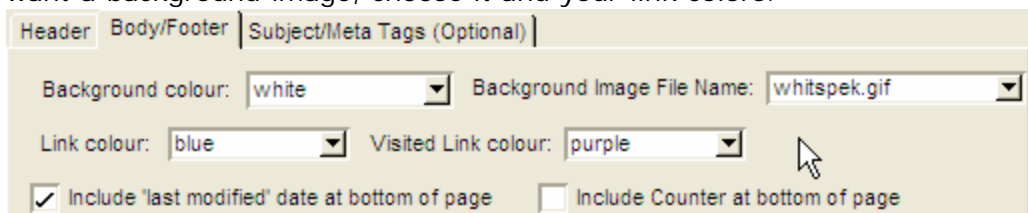


Page Height (%):

## Color Scheme/Button Bar (Still on Body/Footer)

### Color Scheme

Choose your Background color even if you choose a background image. Now if you want a background image, choose it and your link colors.



Header | Body/Footer | Subject/Meta Tags (Optional)

Background colour:  Background Image File Name:

Link colour:  Visited Link colour:

Include 'last modified' date at bottom of page  Include Counter at bottom of page

## Navigation

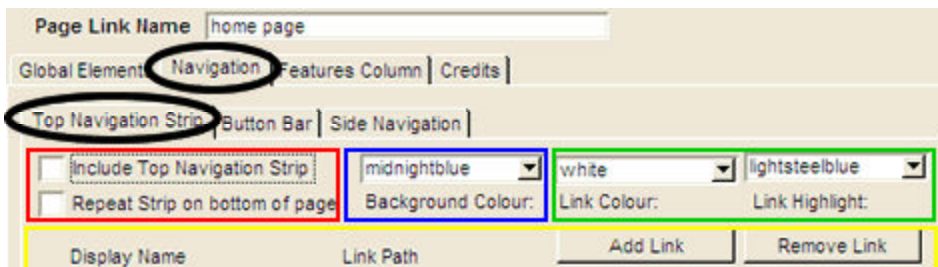
You can choose between a Navigation Strip,



A Button Bar,

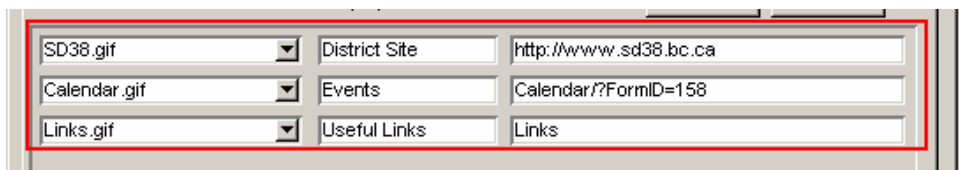


or no navigation across the top. *Click on Navigation > Top Navigation Strip or Button Bar.* You must but a check in the Include box and you can select the background, link and Highlight colors.



The example below is from the Button Bar menu and shows three buttons across the top, linking to a School District Web Site, Calendar and to a page that includes a list of useful Web Sites.

The Buttons were selected from the dropdown menu. To add your own images for buttons, the files must be uploaded as described above, on page 4, and should be small (88x49). In the Button Name, precede the file name and or folder with \* to inform FirstClass to look in your home page folder. For instance, if the links.gif below was from your own files and in your images folder, it would read: \*images/Links.gif To add more links, click on the [Add Link](#) button.



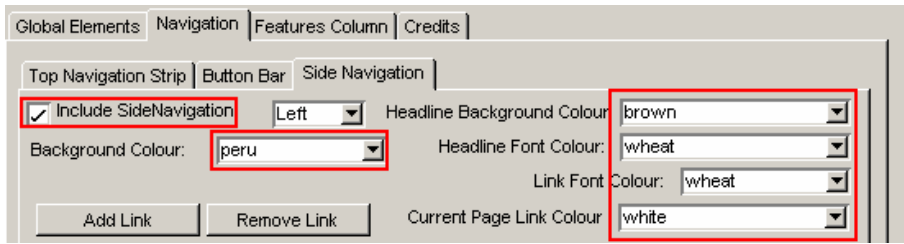
The first entry is made in the first line, selecting the Button name then entering the Display name and specifying the link path. If you are linking to an outside web page, copy and paste the address into the Link Path area. If you are linking to an internal page you are creating, type the name of the page in the Link Path area.

Take another look at what you have.

## Side Navigation

The Side Navigation is one place you can put the links to other documents on your web site. Choose colors that compliment your color scheme.

If you wish to use the Side Navigation, be sure to check that option.



In the example below, one section is titled *Student Info* and below it will show two links, that will link to two other documents that will reside in the home page folder and designed based on duplicates of the template.

The Header, *Student Info* will not link to a page so the link path will be left blank. The remaining two links will be directed to other pages. In this example there will be two additional documents inside the Home Page folder. One called *Homework Policy* and the other called *Behavior*.

This column is what will appear on the web page and become the link that viewers will click on.	This column is the actual file name or Internet address that is being linked to and does not have to be the same name as the link.
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<input checked="" type="checkbox"/>	Header	School Info	
<input type="checkbox"/>	Header	Homework	Homework
<input type="checkbox"/>	Header	Course Outlines	Outlines
<input checked="" type="checkbox"/>	Header	Parent Info	
<input type="checkbox"/>	Header	Homework Policy	Homework Policy
<input type="checkbox"/>	Header	Behaviour Expecations	Behaviour

This configuration will require an additional four pages to be added to the Home Page folder. They will have to be named *Homework*, *Outlines*, *Homework Policy*, and *Behavior*.

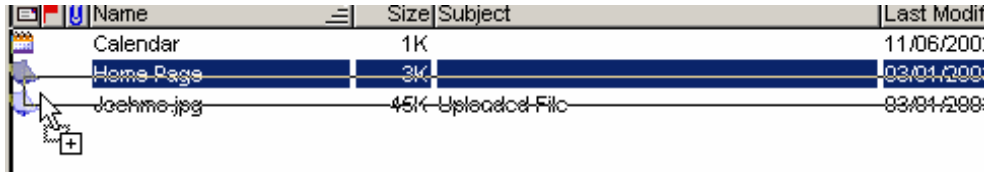
It's time to take another look at your web page.

If you have it the way you want it, you can create a Template or profile page from which all other pages will be created. The *Features* section is normally only used on the main home page so we will return to this later once we have created the *Template*.

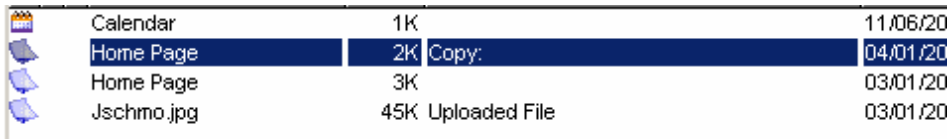
## Home Page Template

Once you have your Links, Buttons and Color Scheme selected for your main page and BEFORE you start to add content, you should create a *Home Page Template*. This is simply a duplicate copy of your *Home Page* document (before content added) and renamed *Template* which you will use as your master copy for creating all subsequent linked pages. The procedure is very simple.

To duplicate the *Home Page* file, hold down the <Control> key on your computer's keyboard and click and drag a copy of the existing *Home Page* document.

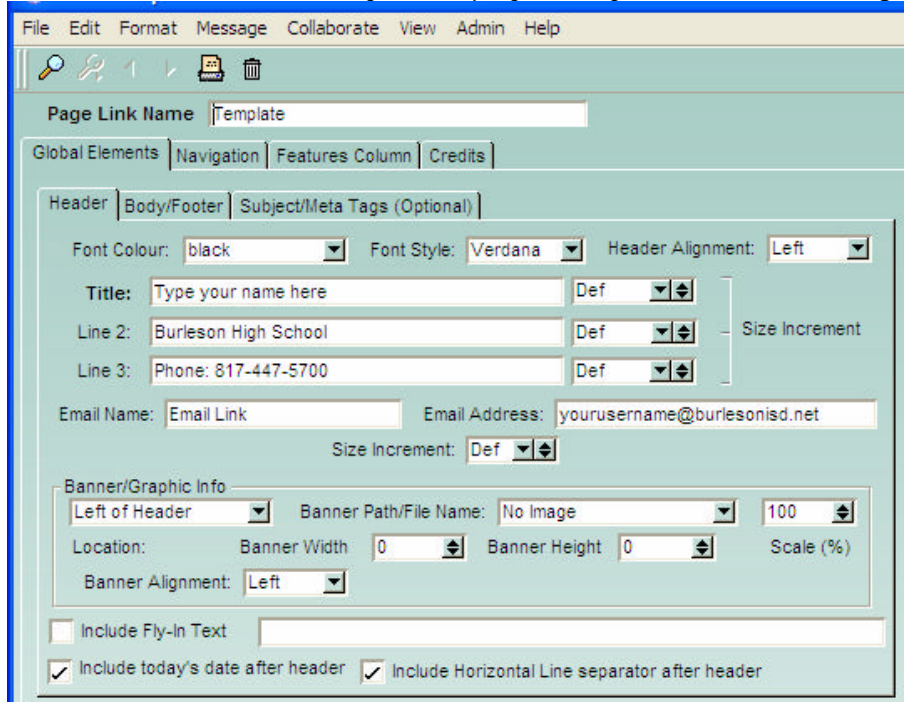


When you release the mouse button, a second copy of the document with the word "Copy:" in the subject field will be created.

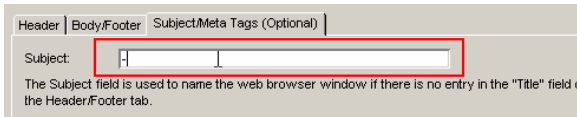


Double click to open this copy and change the Page link name to *Template*

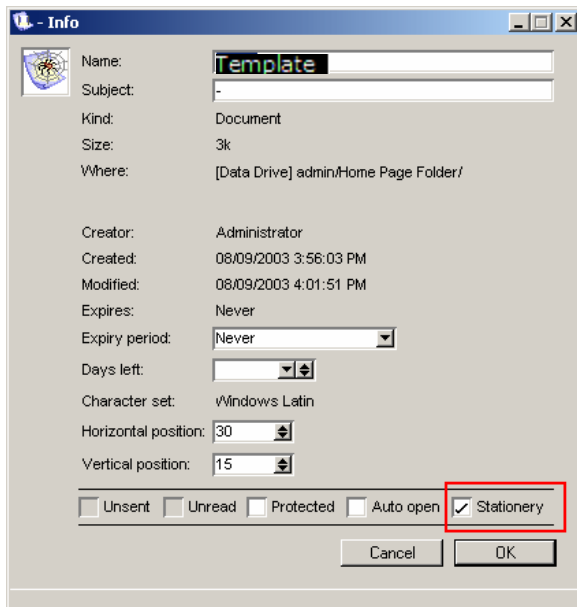
You should also REMOVE the check on the "Include today's date after header" check box as this item should only be displayed on your main *Home Page*.



Click on the Subject/Meta Tags Tab and replace the copy: in the Subject field with a dash,



Close the template and click on it once then choose File > Properties to bring up the properties form for the Template document.



Click on the Stationery box to make the document a Stationery item. Now, whenever you need to create a new HCK2 Page based on your Template, just double-click on it and a new copy will be produced ready for you to input content.

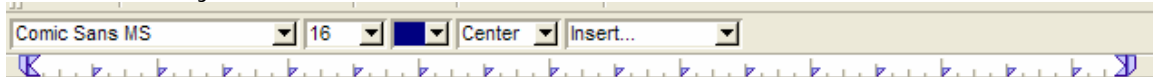
When you click on the new Template file, a new document will be produced. You will need to change the name of the new file based on the web page you are creating. Then change the subject in Subject/Meta Tags.

## Adding Content

You can start adding content at any time. To add content, simply start typing in the message portion of each of your Home Page Construction Kit home pages.

## Fonts - Colors – Sizes

Font, color, and size of the body of your text can be chosen from the menu bar above the body area.



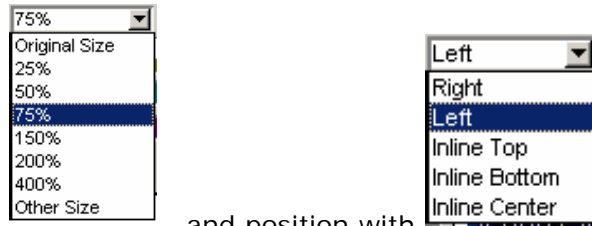
## Graphics

The more graphics you have on your page, the slower your page will load. When you are designing and viewing your pages on a high speed network this is not an issue. However, if people are viewing your Web site over a dial-up modem connection, they may not wait around long enough for your pages to load. FirstClass uses a relatively new file format called PNG (Portable Network Graphics) that is both cross platform (work on PC or Mac) and compressed.

**TIP:** The BEST way to insert any graphic file in to your content is to use Copy and Paste. Select your graphic in your graphics program and choose Copy from the file menu. Switch over to your FirstClass Home Page document and click where you want the graphic to be inserted and choose PASTE from the file menu. FirstClass will automatically convert the image to a PNG image for you.

Once the graphic has been inserted in to your text you can resize it and choose the text wrapping features of the FirstClass Client to control how your text will be displayed around your graphic.

**To do this, click on the graphic**




and resize with , and position with

### Animated GIF files

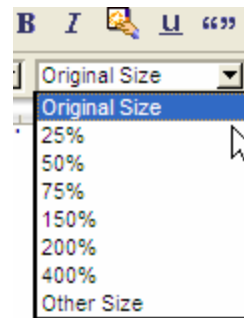
Many people enjoy using animated gif files in their web pages. For licensing reasons, the FirstClass client no longer includes a GIF plug-in so you will not be able to see your GIF file in the FirstClass Client. However, any animated GIF inserted in to your home page documents will be displayed properly in a web browser.

1. Find a copyright free animated GIF
2. If it is on the Internet, Right click it and Select "Save Picture As"
3. Navigate the **Desktop** or **My Pictures** folder and save it.
4. Return to your HCK2 file
5. Click where you want the animated GIF to be inserted into your document

and choose **Insert**  -> **Image/File** and select the file from your computer. This will insert it to your home page and will sometimes display it using a generic icon



like this - . You can view your page in a Web Browser, and if necessary, use the resizing and text wrapping features of the FirstClass Client accordingly by clicking the image and adjusting the size.

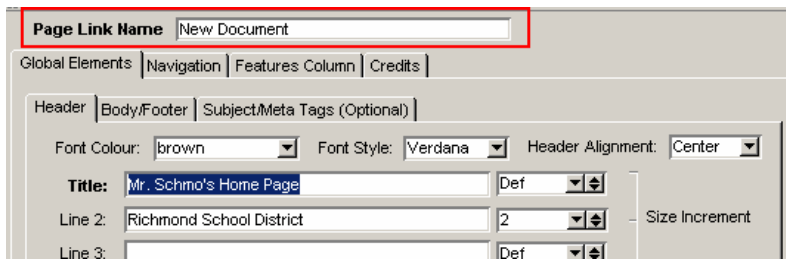


### Creating Linked Pages

Creating Linked pages is as simple as **double-clicking on your stationery Template page, changing the page link name from New Document and adding content.**

If your template page is kept up to date, then all of the links and color schemes will be the same for your entire site. This will give your web site a professional look and feel.

The new file will open automatically with the name "New Document". Change the name of the file to the name that you have entered in one of your Link Path fields on your *Home Page*. There must be a corresponding file or link for each of your link fields.

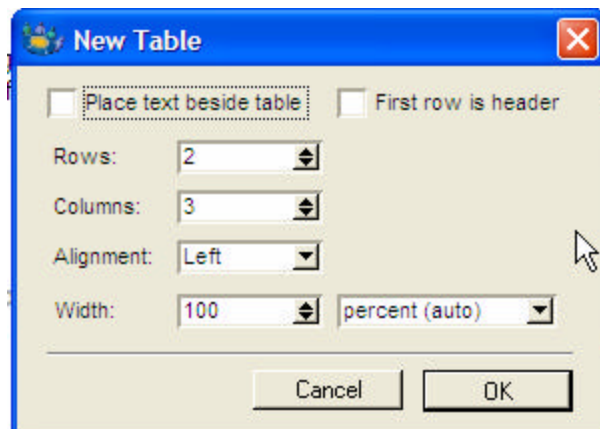


## Advanced Content Tips

For the most part, the FirstClass Client will handle almost any kind of display that you wish. However, there are some restrictions. For example, there are no table features in FirstClass yet and the Tabs, though they work fine in the Client, do not render out content to the web in the same way. You have two options here. One is to use a graphic to display tabular text and the other is to use Literal HTML to display a true web table.

## Tables

Tables may be added to place text and graphics in rows and columns. Select Table from the Insert menu above the body of the web page.



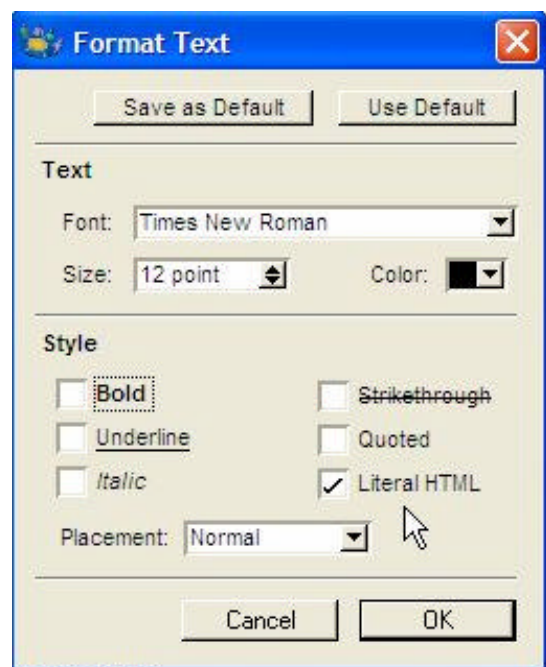
## Using a Literal HTML

If you have access to an HTML editor, or if you are comfortable in HTML, you can design most any web content in HTML. Design your content so that it will appear the way you want it to and then view the corresponding source code. Copy everything including and between the `<` and `>` and `</ >` tags.

Once pasted in to your Home Page document, select all of the HTML text and choose Format -> Style -> Literal HTML.

This tells the web browser NOT to display it as text, but to interpret and display it as literal html.

This goes for **ANY** code that you may wish to display, and not just tables.



## Adding Sound Files

Here are instructions on how to add an audio file to your FirstClass Web page that can be easily turned off by the viewer. It will look like this...



Copy the three line text below, beginning with the <! and ending with the -->

```
<!--Begin audio insert-->
```

```
<p><embed height="44" src="images/BearSong.mp3" width="184"></p>
```

```
<!--end audio insert-->
```

1. Paste it into your web page where you want the control bar to appear.
2. Replace the "images/BearSong.mp3" with the folder and file name of your audio file. The audio file must be in your home page folder. The one illustrated above is also inside a folder called "images."
3. Highlight the section
4. Select the **Format** menu
5. Select Format Text
6. Check Literal HTML
7. click OK

Finish your web page.

## Links Within Content

You are not restricted to having links only in the navigation section of your Home Page Construction Kit pages. The content section of your home pages can also contain links.

### Text Links to Outside URLs

To create a text link, type in some text and highlight (select) the text. Choose Edit -> Make Link to bring up the Link Dialog Box

### Text Links to Documents or Files in your Home Page Folder

You can follow the above procedure to create a link to a document or File that resides in your Home Page folder but you can also just drag the file on to your content window and the link will be automatically created.

### Links Behind Embedded Graphics

Links can be associated with embedded graphics as well. Just click on the image and choose Edit -> Make Link to bring up the Link Dialog Box.

## Graphics Software

There are many different graphics software packages that you can use to assist you with manipulating graphics files. This section will refer to Paint which is free and powerful enough to assist you in creating your Banner Image and to determine the pixel size and width.

Go to Start> Programs> Accessories>



The reliable, free and installed **Paint** application is feature rich enough to complete the task. Paint allows you to save graphics in a variety of different formats and to crop, resize and determine the pixel depth.

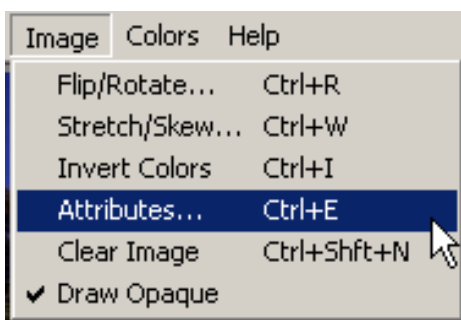


### Cropping your Image in Paint

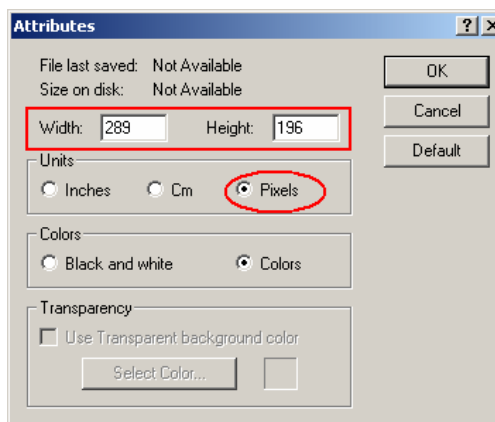
To crop your image in Paint, place your mouse over one of the little squares (handles) that are placed around the image and drag until you get the size you want. Repeat this in all directions until you get the size you want.

### Determining the Pixel Width and Depth

Once you have the image cropped to the size you want, choose Attributes from the Image Menu

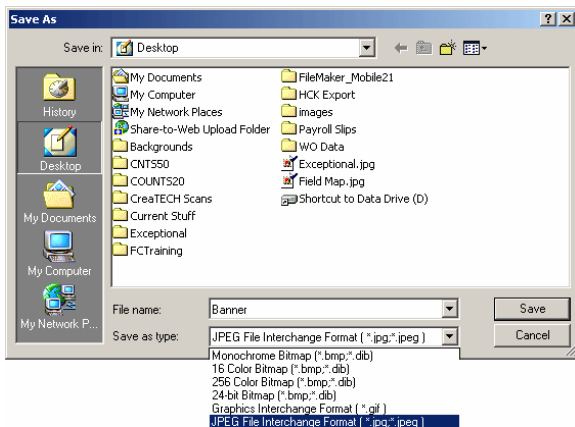


Make sure that you select **Pixels** as your Unit type and record the Width and Height dimensions.



### Saving Your Image

Choose Save As... and select the correct file format to save your image to your computer for future uploading to your Home Page folder.



To learn more than you want to know about creating your home page in the FirstClass HCK environment, open the Home Page Construction Kit inside the HCK folder.

You may also visit <http://www.burlesonisd.net/it/resources.htm> for online help creating your web page.