

TeacherWeb Tips

To Add/Delete/Rename pages

- Click the “**Bottom Divider Line**” to get the “**Update Index**” page.
- Click on **Add/Delete/Rename Pages**.
- Click box on the left to add (check) or Delete (uncheck).
- Type the “title” you want to appear on your page on the right.
- Type password and click submit.

Change Home Page Icons, Background, Divider Lines

- Go to your Update Index page (by clicking on the **Bottom Divider Line** of any page of your web) and click on the button which applies.
 - Change Graphics - Select from Library
 - Change Graphics - Select from Uploads
 - Change Background / Divider Lines

To update a page

- Click on the page you want to update
- Click on the “**Top Divider Line**”
- Enter the information then type your password and click the submit button.

To add a “Marquee”

Go to your Update Index page (by clicking on the **Bottom Divider Line** of any page of your web) and click on the "**Customize Home Page**", or, for a frame style web, the “Customize Frame Style” button.

To change the number of home page icons

Go to “Customize Home Page” screen and change the number.

To use the Help pages

Click on any of your pages. Click the **Bottom Divider** to get “Update Index Page”. Click Help. Click on a topic that pertains to your question.

To add Photos and/or Documents to a Gallery, Photos /Docs or All Purpose page

This is a two-step process.

- Go to your “**Update Index page**” by clicking on the bottom divider line of any regular page of your web. On the Update Index page, scroll down and click on the **Add Photos/Docs** button.

Upload the Photo(s) using the Upload Photos Button.

- You must then add the photos and/or docs. by clicking the top Divider Bar of the page.
- **Upload Photos/Graphics** - best to resize using iPhoto
 - Place all photos in an album.
 - Choose File > Export
 - Scale Images 300 (width) x 225 (height).
 - Use Title (no spaces).
 - Use extensions should be checked.
 - Click Export.
 - Select Desktop.
 - Click OK.
- The space allocated to each web for uploaded files is 20 Megabytes.

Upload Music

To upload a music file, go to your Update Index page by clicking on the bottom divider line of any regular page of your web. On the Update Index page, scroll down and click on the **Add Photos/Docs** button.

To use Your Music: Uploaded files can become part of your web in several ways:

Add Music to a Photos/Docs Page

Go to your Update Index page and click on the **Add/Delete/Rename Pages** button. On the resulting page, add Photos/Docs pages by putting a check mark in the appropriate box. Once you've added a Photos/Doc page to your web, go to that page and click on the top divider line to get to the Update Photos/Docs page and follow directions.

Add Music To a Homework or Homework With Text Formatting page

Go to your Update Index page and click the **Change Graphics-Select From Uploads** button and select the uploaded music/media file that you want to use for a specific page.