**FLORIDA CENTER FOR
INSTRUCTIONAL TECHNOLOGY**

iWeb is the web design application included in iLife. iWeb allows you to see exactly what your website will look like as you work on it. You do not need to know any HMTL or programming to create a website with photo galleries, blogs, podcasts, and movie pages. iWeb includes several professionally-designed templates that make it easy to get started with web design. iWeb also works well with the other programs in the iLife suite. You can drag and drop content from iTunes, iMovie, and iPhoto (or a Finder window) to add it to your website. Your website can be published using Apple's MobileMe service or uploaded to any server that supports FTP (File Transfer Protocol).
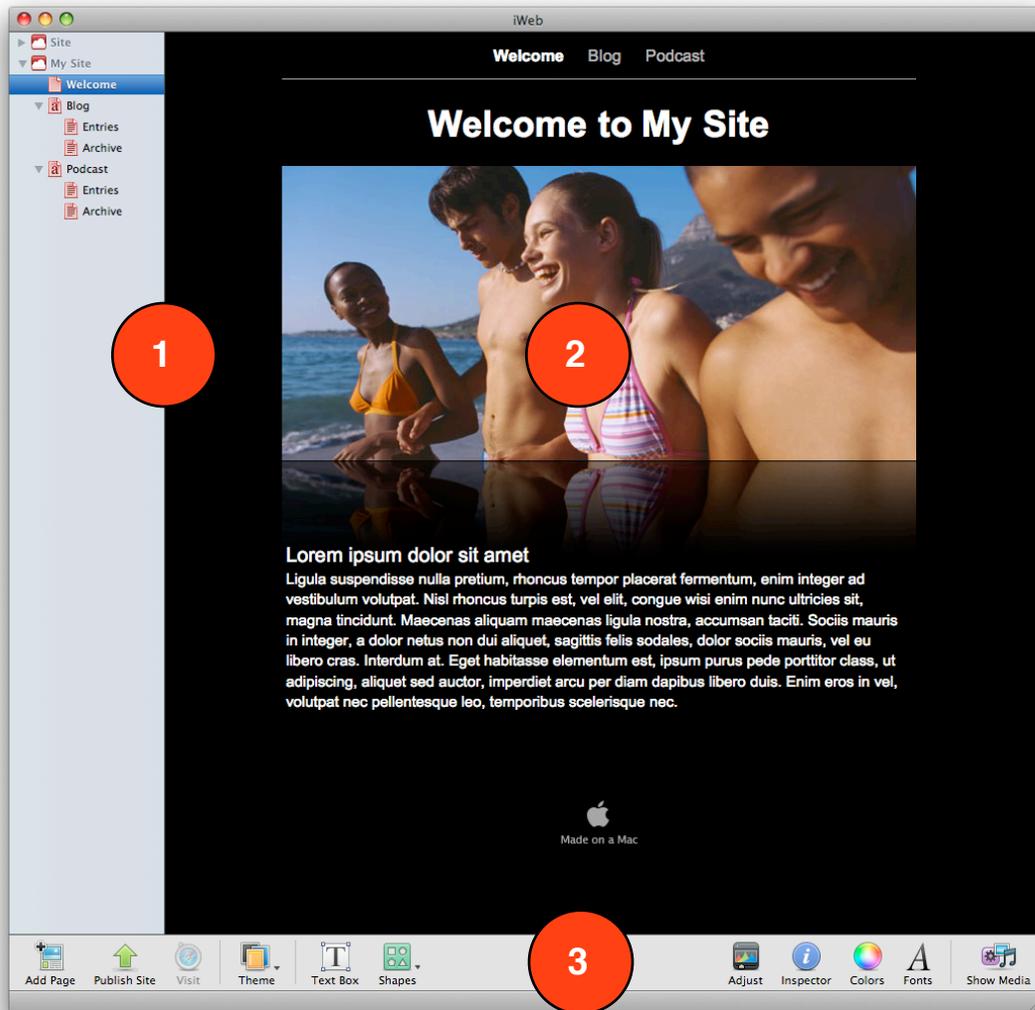
The iWeb Interface

1. **Sidebar:** allows you to manage your site by listing all the web pages you have created. This is where you add, rename and delete pages.

2. **Canvas:** the main work area where you add text and images to your web pages and do all of your formatting.

3. **Toolbar:** includes buttons for the most common tasks, such as using the Inspector to change site and page settings, changing the theme, adding media, and more.

Site Management
The Sidebar allows you to manage the web pages that make up an iWeb site.

To create a new website in iWeb:
1. Launch iWeb by clicking on its icon in the Dock or in the Applications folder. If you're launching iWeb for the first time, the Template Chooser will open automatically to let you choose a template for your first site.
2. When the Template Chooser opens, choose All from the pulldown menu at the top of the window to view all of the themes that ship with iWeb '09.
3. Choose a template from the list on the left, then choose a page type for the first page in the site by clicking on one of the thumbnails on the right.
4. Click on Choose to create a new site with the selected template.
5. Choose File > Save to save your site.
6. The new site will be listed in the Sidebar (the column on the left) with the default site name.

7. To rename the site, double-click on "Site" and type in the desired name.

To add a page to the new site:
1. Click the Add Page button on the Sidebar to open the Template Chooser and select a page type for the new page.
2. Click on Choose to add the page to the site.
3. Repeat steps 1 and 2 to add pages as needed.
4. To rename a page, double-click on its name in the Sidebar and type in the desired name.
5. To delete a page, click on its icon in the Sidebar, then choose Edit > Delete Page. You must have at least one page in an iWeb site. If you delete the

last remaining page of an iWeb site, iWeb will delete the site.
6. The first page listed in a site is the start page for that site. To change the order of pages, drag and drop the pages in that site until they are in the desired order in the Sidebar.

You can create multiple sites in iWeb. To create additional sites, choose File > New Site and repeat the steps in this section. To delete a site, select it in the Sidebar and choose Edit > Delete Site (you must have at least one site in iWeb).

Navigation
iWeb automatically creates a navigation bar which appears at the top of each page in a site. The navigation bar automatically updates as you add and remove pages.

To hide the navigation bar and create your own navigation links:
1. Click on the Inspector button in the toolbar (or choose View > Show Inspector) and select the Page Inspector.
2. In the Page tab, uncheck the box next to "Display navigation menu."
3. If you only want to remove a single page from the navigation bar, select the page in the Sidebar and uncheck the box next to "Include page in navigation menu."

Links
To add a hyperlink:
1. Select the text or object you want to turn into a hyperlink.
2. Open the Link Inspector.

3. Check the box next to "Enable as a hyperlink."
4. Using the drop-down menu, select one of the link types:
   ● One of My Pages: use this option to link to another page in your site. Use

the Page drop-down menu to select the name of the page.

- An External Page: select this option to link to a page on the Web. Enter the web address of the page in the URL field.
- A File: to link to another file such as an MS Word document.
- E-Mail Message: use this option to create a contact link. Enter a recipient address and a subject in the corresponding fields.

By default, hyperlinks are not active while you work in iWeb. This makes it easier to edit them. However, if you want to activate hyperlinks you can do so by checking the box next to "Make hyperlinks active" at the bottom of the Hyperlink Inspector.

Working with Text
iWeb templates include placeholder text to show you exactly how your text will be formatted. To replace the placeholder text, double-click to select it and begin typing your own text.

There are several ways to format text in iWeb:
- To change the spacing and alignment, open the Inspector and select the Text Inspector.

Use the sliders to change the character, line, and paragraph spacing and click on the buttons at the top to change the alignment.
- To change the text color, click on the color well to the left of the alignment buttons and choose a color in the color picker window.
- To change the background color, check the box next to "Background color" in the Text Inspector, click on the background color well, and choose a color in the color picker window. Make sure to lower the opacity of the background color to ensure that the text is legible.

- To change the font and style, click on the Fonts button in the toolbar and select a font family, font typeface, and size using the different columns. The buttons at the top of this window will allow you to add underlining, a shadow, or other styling to your text.
- To add a list, place the cursor in the line where you want to start your list, open the Text Inspector and select a list type using the drop-down menu in the List pane. A new list item is created each time you press Return. To create a line break without creating a new list item hold down the Shift key on your keyboard as you press Return.

To add your own text boxes, click on the Text Box button in the toolbar then modify the text box as follows:
- To move a text box, click on it to select it and move it to another location.
- To resize the text box, drag on one of the handles that appear when you click on it.
- To make other text on the page wrap around your text box, choose the Wrap tab in the Text Inspector, then check the box next to Object causes wrap and choose which side the text will wrap around and how much extra space you want around the text box.

Images
iWeb templates also include placeholder images. There are several ways to add images to an iWeb site:
- Drag and drop an image from a Finder window until it is over a placeholder image.
- Click on the Show Media button on the toolbar, then click on the Photos pane and choose an image from your iPhoto library or from one of your iPhoto albums. Drag the image into the canvas until it is over a placeholder image.
- Select a placeholder image and then choose Insert > Choose to navigate to the location where the image is stored

on your hard drive. Select the image and click on Choose to replace the placeholder image.

Once you have added an image to a page, you can drag it to a different location or use the handles that appear around it to resize it.

In addition to replacing the placeholder images included in iWeb templates, you can add an image anywhere on an iWeb page using the techniques described above. However, instead of dropping the image on a placeholder image you will drop it on a blank area of the canvas.

The Graphic Inspector can be used to further customize an image:

- Check the box next to Shadow to add a drop shadow. Use the controls to change the angle, offset, and other options for the drop shadow.
- Check the box next to Reflection to create a reflection effect. Use the slider to change the opacity of the reflection.
- Use the opacity slider to increase the level of transparency in the image.

The Metrics Inspector also has options that apply to images:

- Use the Flip buttons to flip the image vertically or horizontally.
- Use the Angle wheel to rotate the image.

The toolbar also includes a Rotate button that allows you to rotate the image counter-clockwise (or clockwise if you hold down the Option key before clicking on it).

The Adjust Image window allows you to adjust the colors and lighting in your images without having to open iPhoto:

1. Select the image you want to edit and click on the Adjust button in the toolbar to open the Adjust Image window.
2. Use the sliders to change the overall brightness and contrast, or to fix the colors in your image.
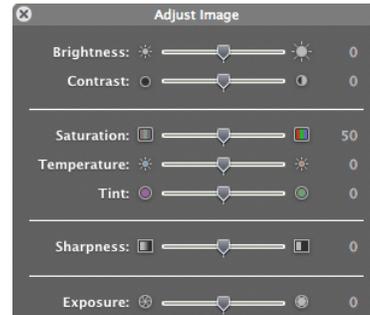
3. The histogram at the bottom of the window displays tonal information for your image.
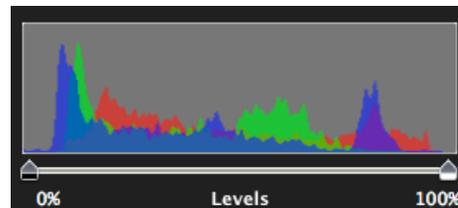
To work with the shadows or highlights individually, use the markers below the histogram. Drag in from the left to increase the shadows (and make the image darker), or from the right to bring out the highlights (and make the image brighter).
4. To perform an automatic adjustment, click on the Enhance button. If you're not happy with the results, click on Reset Image to start over.

When you add an image to a page, it can be added inline (added by placing the cursor inside a text box and selecting Insert > Choose) or fixed on the page (added from a Finder window or using the Media button). Inline images move along with the text as you type, and they can have text wrap around them. Fixed images can be dragged to any location on the

page and they do not affect the flow of the text. To wrap text around an image:
1. Select an inline image in the canvas.
2. Open the Wrap pane of the Text Inspector.
3. Check the box next to "Object causes wrap".
4. Click on one of the buttons to have the text wrap around the right or left side of the image.
5. To add white space between the image and the text, enter a value in the Extra Space field.

iWeb allows you to mask or hide parts of an image. To mask an image:
1. Select the image in the canvas and click on the Mask button on the toolbar.
2. The grayed out area is the part that will be hidden. To change the size of the masked area move the bounding box and drag on the handles. Use the zoom slider in the mask overlay to adjust the zoom level of the image.
3. Press Return on your keyboard to set the mask. If you want to remove the mask, select the image and click on the Unmask button in the toolbar.

Images can be layered in iWeb by placing them on top of each other. The layer order can be controlled using the options in the the Arrange menu.

Shapes
Shapes can be used in iWeb to create rounded text boxes and callouts. To add a shape, click on the Shapes button on the toolbar and select the shape type you wan to add. To add text to a shape, double-click inside of it and begin typing.

Shapes behave like images in iWeb. As with images, you can edit a shape by selecting options in the Graphics and Metrics Inspectors. You can change the fill and stroke colors, or add a drop shadow.

Photos Pages
One of the page types included in iWeb allows you to quickly build a photo gallery.

To create a Photos page in iWeb:
1. Click on the Add Page button to add a new page to the site.
2. When the Template Chooser opens, select the Photos page type.
3. Click on Choose to add the page to the current site. The new page includes a grid with placeholder photos.
4. Click on the Show Media button on the toolbar, then select the Photos pane.
5. Drag an image from the Media Browser until it is over one of the placeholder photos. The first photo added replaces all the placeholder photos in the grid.
6. Continue dragging photos from the Media Browser to add them to the grid. The existing photos move to create space for the photos you are adding.
7. To add multiple photos, drag an album from iPhoto into the grid.
8. To rearrange the order of photos in the grid, drag and drop until the photos are in the desired order.
9. To edit the caption text below an image (by default the file name is used), double-click on it to select it and begin typing.

To create a Photos page from iPhoto '09, select an album and choose Share > Send to iWeb > Photo Page.

If you have a lot of albums you want to add to your website, the My Album template can create an index page for those albums:
1. Click on the Add Page button and choose My Albums in the Template Chooser.
2. There are two ways to add albums to the My Album index page:
3. Drag Photos pages to the My Album page in the Sidebar.

4. Drag albums from the Media Browser into the My Album page.
5. To change the order of albums in the My Albums page, drag albums to different locations on the page.
6. To change the settings for the My Albums page, click on one of the albums to display a settings controls. Here you can change the frame type, the spacing, and the number of columns and other settings.

Blogs
A blog is an online journal. To create a new blog in iWeb:
1. Click on the Add Page button to add a new page to the site.
2. Select the Blog page type in the Template Chooser.
3. Click on Choose to add the page to the current site. Three icons are created in the Sidebar:
   - Blog: This is the main page your website visitors see. It contains excerpts of the five most recent entries in the blog. You can edit the title and description for the blog by replacing the placeholder text in this page.
   - Entries: This is where you create and manage your blog entries. Your website visitors don't see this page.
   - Archive: This page includes all blog entries, including those that don't appear on the main page. The blog templates include a link to the archive on the main page.

4. To add a new entry, select the Entries icon in the Sidebar and click on the Add Entry button in the Title List. iWeb will automatically add the date to each new entry.
5. To change the title of a new entry:

- double-click the placeholder title text on the page and type in the desired title, or
- double-click the title in the Title List and type the title you want for your new blog entry.
6. To edit the text in a blog entry, click on its title in the Title List to display its page. You can then edit it as you would any page in iWeb.
7. To delete a blog entry, click on the Delete Entry button once you have it selected in the Title List.

To change the options for a blog:
1. Select the Blog icon in the Sidebar.
2. Open the RSS Inspector and choose the Blog pane.

3. Enter the number of entries in the excerpts field. Use the slider to determine the length of each entry.
4. Check the box next to "Allow comments" if you want your website visitors to be able to comment on your blog entries. Your site must be hosted on a MobileMe account for comments to work.
5. Check the box next to the Display search field to include a search box in your Blog page.

When you create a blog, iWeb automatically adds a Subscribe link with the RSS icon on the main page of the blog.

Your website visitors can click on this link to subscribe to your blog using an RSS reader or a website that supports RSS subscriptions (such as Bloglines or Google Reader).

Podcasts
iWeb includes two kinds of blog templates: Blog and Podcast. You can create podcasts using either template, but if your

blog will contain mainly podcasts you should use the Podcast template.

There are two ways to create a podcast using iWeb:

- start off in iWeb and use the Media Browser to find media files on your computer, or
- start off in GarageBand or iMovie and send a podcast to iWeb.

To create a podcast in iWeb:

1. Click on the Add Page button to create a new page.
2. Select the Podcast page type in the Template Chooser and click on Choose.
3. Select the Entries icon in the Sidebar.
4. Click on the Add Entry button in the Title List at the top of the window.
5. Edit the new entry as you would when adding a new blog entry.
6. Drag a media file from the Media Browser or from a Finder window until it is over the placeholder thumbnail.
7. Repeat step 6 to add more entries to the podcast. Each entry will be a new podcast episode.

To create a podcast from GarageBand:

1. Create the podcast in GarageBand.
2. Choose Share > Send Podcast to iWeb.
3. Choose an encoder and set other audio settings, then click on Share.
4. The next step will depend on whether you already have a Blog or Podcast page in iWeb:
   - If you don't already have a Blog or Podcast page, the Template Chooser will open. Select the Podcast page type and click on Choose to create a new Podcast page.
   - If you already have a Blog or Podcast page, a new entry will be added in the Title List of the Entries page.

- If you have more than one Blog or Podcast page in your site, a popup window will open to let you choose which one you want to use.

To create a video podcast from iMovie:

1. Create a movie in iMovie and choose Share > Media Browser.
2. Choose a size using the checkboxes on the left side of the popup window.
3. Click on Publish.

The movie will be rendered and it will then be available to iWeb through the Media Browser.

Each time you create a Podcast page, iWeb automatically adds a Subscribe to podcast link to the Podcast and Archive pages.

Your website visitors can use this link to subscribe to your podcast using iTunes or any program that supports podcasts.

You can use iWeb to submit a podcast to the iTunes Store. To submit a podcast:

1. Select the main page of the podcast (click on Blog or Podcast in the Sidebar, depending on which template you selected).
2. Open the Inspector and select the RSS Inspector. Click on the Podcast pane.
3. Enter descriptive information for your podcast series and podcast episode.
4. Check the box next to "Allow Podcast in iTunes Music Store."
5. Choose File > Submit Podcast to iTunes.
6. Enter the additional information in the dialog box, such as the category, language, and parental advisory rating.
7. Click on Publish and Submit.
8. Follow the instructions in the iTunes window to complete the submission process.

Movie Pages

iWeb has a special template for movies that are not included in a podcast. To add a Movie page to an iWeb site:

1. Click on the Add Page button, select the Movie page type in the Template Chooser, and click on Choose.
2. Drag a movie file from a Finder window or the Media Browser until it is over the placeholder in the movie page.
3. To add a description, double-click on the placeholder text below the movie and type your own text.

To create a Movie page from iMovie:

1. Create a movie in iMovie and choose Share > Media Browser.
2. Choose a size using the checkboxes on the left side of the popup window.
3. Click on Publish.

The movie will be available to iWeb through the Media Browser.

Widgets

To add a Google Map to a page:

1. Click on the Show Media button on the toolbar and click on the Widgets tab.
2. Drag the Google Maps widget into the canvas.
3. Enter a starting address in the popup window.
4. Check the box next to Zoom Controls, Search Bar and Address Bubble if you want to include these in your map.
5. Click on Apply in the popup window.
6. Move the map to the location where you want it to appear on your page.
7. To resize the map, drag on one of the handles that appear when you click on the map to select it.

The HTML web widget can be used to add live web content (such as slideshows, web videos, etc.). To add HTML content to your page:

1. Drag the HTML Snippet widget from the Media Browser into the canvas.

2. Enter the HTML code in the HTML Snippet window or copy and paste code from another website.
3. Click on Apply.
4. Move the HTML Snippet where you want it to appear on your page. To resize the HTML Snippet, use the handles that appear when you select it.

To add a YouTube video to a page:

1. Drag the YouTube widget from the Media Browser into the canvas.
2. Enter the URL of the YouTube video in the popup window. The URL is usually provided in a text field to the right of a video on the YouTube site.
3. Uncheck the box next to "Show related videos" and click on Apply.
4. Move and resize the YouTube video widget as you would any other widget.

Other widgets included with iWeb include:

- MobileMe Gallery: allows you to display a MobileMe gallery as a Flash slideshow on your webpage.
- iSight Photo: captures a photo using your iSight camera and adds it to the page.
- iSight Movie: records a movie using your iSight camera and adds it to the page.
- Countdown: adds a countdown to the page.
- RSS Feed: adds content from an RSS feed to your page. An example is a feed that lists the most recent entries to a blog you want to follow.

Special Elements

iWeb allows you to add several special elements to a website.

To add a Date and Time Field:

1. Insert a Text box by clicking on the Text button in the toolbar.
2. Click inside the Text box and choose Insert > Date & Time.
3. Select a format in the Date and Time dialog box.

4. Check "Automatically update the date and time" if you want the date and time to be updated each time you open iWeb.
5. Click on Insert.

To add an Email Me button:
1. Place the cursor where you want to insert the Email Me button.
2. Choose Insert > Button > Email Me.

Email Me

If you publish your site using a MobileMe account, your MobileMe email address is used. If you use a different account, the address in your card in Address Book is used instead.

A hit counter is included with most iWeb templates to let you know how many people visit your site.
To add a hit counter (only works if the site is published using MobileMe):
1. Go to page where you want to insert the hit counter.
2. Choose Insert > Button > Hit Counter.
3. Drag the button to the location on the page where you want it to appear once the site is published. You can't resize the counter or modify it.

To remove the Made on a Mac logo that appears at the bottom of each page, choose Insert > Button > Made on a Mac to remove the check mark.

Publishing
Once you're finished creating your iWeb sites, you need to publish them to a web host so that other people can access them online.

The first step is to tell iWeb where you want to publish your content:
1. Click on the site name in the Sidebar to display the Site Publishing Settings on the right side of the screen.

2. Enter a site name and a contact email using the text boxes on the right side of the screen.
3. Choose a web host using the Publish to pulldown menu:
   • To publish to a MobileMe account, check the box next to "Make my published site private" if you want to password protect your site, then enter the desired user name and password.
   • To publish to a web server that supports FTP connections, enter the server address, user name, and password, then choose a protocol (FTP, or secure FTP). Click on Test Connection to check your connection to the server before you attempt to publish your sites. You should also enter your website's registered URL in the URL text box. This information will be used to create the RSS feeds for your site.
   • To save your sites to a local folder on your computer, click on Choose and select a save location.
4. To update your Facebook profile when you publish or update your site, check the box next to "Update my Facebook profile when I publish this site."

Once you've set up your publishing settings, you can publish a site as follows:
1. Select a site in the Sidebar on the left side of the screen.
2. Choose File > Publish Entire Site and click on Continue. The icons for the site and its pages will change from red to blue in the Sidebar once they're published.
3. To update the site as you make changes, choose File > Publish Site Changes.
4. To view the published site using a web browser, click on the Visit button below the Sidebar or choose File > Visit Published Site.

5. If you need to email the address to other people, the format is: http://web.me.com/ YourMobileMeUserName/iWeb/ SiteName/.

Backing Up
You can back up iWeb sites (and transfer them between computers).

To back up your iWeb sites:
1. Click on the icon for your hard drive (Macintosh HD).
2. Go to Users > Your User Name > Library > Application Support > iWeb and copy the Domain file.

To restore iWeb sites from a backup, copy the Domain file from the backup location to Users > Your User Name > Library > Application Support > iWeb.

Structuring a Class Website
A class website can serve as a central location for providing information to parents and students. The class website can include the following sections:
- Home Page: this page should include a prominent Email Me button for parents and students to contact you if they have any questions. The Home Page is the first page anyone visiting your site will see, so this is a good place to put information about upcoming events (parent-teacher conferences, open houses, etc.).
- Student Page: this page can include homework assignments, handouts, grading rubrics, links to sites that might be helpful to your students as they work on projects, classroom rules, and other reference information you want students to have available over the course of the year.
- Parent Page: this page may be a good place to include your teaching philosophy, as well as links to slideshows and movies of student work.

- Teacher Page: this page can include your teaching portfolio (with lesson plans you've created, etc.) and any other information you would want to share with your supervisor and other colleagues.

Design Tips
- Include headings, bold text for key terms, and lists to make it easier to scan your page. People do much more scanning than reading online. Headings and lists make it easier to scan a web page.
- Ensure that there is good contrast between your text and your background. Black or dark text on a white background works best.
- Left-aligned text provides a good resting point for the eye as it moves across the page. Center-aligned text does not and should be avoided unless absolutely necessary.
- Make sure your pages do not look too busy as this will make it difficult for important information to stand out from the rest of the page.
- Use attractive images to make your site visually appealing, but make sure to observe copyright for any images you use on your site. The best way to avoid copyright problems is by using images you have taken or by finding images that have a Creative Commons license. The Creative Commons website (http://search.creativecommons.org) provides an easy way to search Flickr, Google Images and other sites for images that have a Creative Commons license.