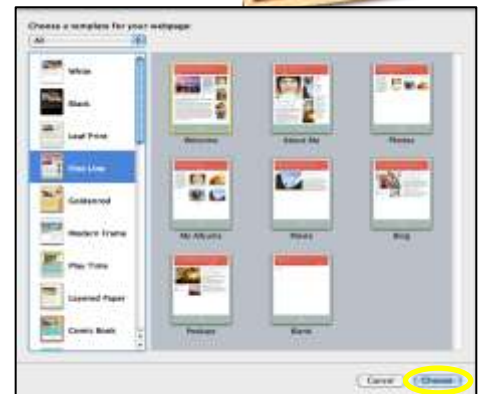


This documentation includes a basic overview of iWeb as a part of the iLife '11 suite, and it includes instructions on creating a webpage project, adding text, photos, and other media to your page, as well as webpage navigation and publishing.



Getting Started

iWeb provides an easy way to create a personal website that can include photos, podcasts, movies, blogs, and more. To begin creating your website, click on the **iWeb** icon in the Dock to launch iWeb. The template window will open, allowing you to choose from various templates to apply to your webpage. Each template has multiple types of pages for pictures, movies, and text. Choose the template that best suits the purpose and tone of your website.



When you have chosen a template, select **Welcome Page** and click **Choose** to begin constructing your page. This will open the main iWeb window where you can begin to insert your own photos and text to customize the page. This will be displayed first when people visit your site.



Adding Text and Photos

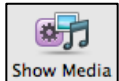
To include text on your webpage, you can edit existing text or add additional text boxes. To edit existing text, double-click on the **text box** so that it is highlighted, and you can edit as you like.



To change font, size, color, or other aspects of the text, click the **Fonts** button in the lower right corner of the main window. This will open the Fonts window that allows you to alter text in various ways.

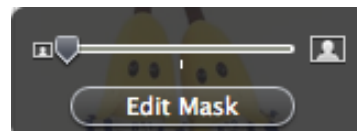


To create a text box, click the **Text Box** button along the bottom of the window or open the **Insert** menu and select **Text Box** from the menu that appears. A box will appear in the middle of the screen for you to move and edit as you wish.



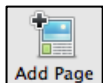
Adding pictures to your site is another easy way to customize your webpage. Click the **Show Media** button on the right side of the tool bar to open the Media Browser if it is not already open. Open the **Photos** tab to browse through images in iPhoto. When you have chosen one you would like to use, select and drag it into a photo placeholder on your page.

Once you have filled the placeholders with your own photos, you might need to move the photos within the frame to zoom in and out or center them. To do this, click on the **photo** and a window will appear under it, allowing you to zoom in and out by moving the zoom slider. You can also move the picture within the frame by clicking the **Edit Mask** button. This will show the entire photo, including the area that is not displayed in the frame. You can drag the photo to set the area that will be displayed in the frame on your webpage.



After inserting your photos, you can enhance them using various effects. To do this, click the **Inspector** button in the tool bar. This will open the Inspector window, which allows for the customization of many different aspects of your project.

Opening the **Graphics** tab in the Inspector provides options to enhance your photos. Select a photo and choose a frame for it under the **Stroke** heading, or check the **Shadow** or **Reflection** boxes to add those effects. You will be able to preview your changes instantly.



To add photos to your site within albums or slideshows, you should first add the My Albums template page by clicking the **Add Page** button in the bottom left corner of the main window, selecting the **My Albums** template, and clicking **Choose**. The template will load with an empty, placeholder album. To add

Tip: iWeb gives you the power to move and rearrange all of the objects on the screen. You can select and drag any text box, photo, or decorative object to rearrange and further customize your webpage.



Drag
albums
here

ALBUM
No photos yet

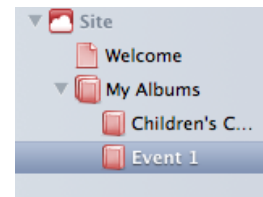
photos and create an album, open the Media Browser and the **Photos** tab. You can then drag an entire album, an event, or specific photos to fill the placeholder.

Once you have added photos to an album, the Photos page will open, providing you with the opportunities to rename and drag photos to reorganize them within the album. You can also enter album information in the text box provided.

To navigate back to the Albums page from the Photos page, click **Back to Index** in the upper left corner of the album.

Your filled album will appear on the Albums page. To add more albums, select an event or album in the Media Browser that you want to add and drag it onto blank space of the page. iWeb will automatically create a new album for these images and open the Photos page.

To navigate between albums easily, iWeb will organize your albums, along with all your site's pages, along the left side of the main window.



Navigating Your Webpage



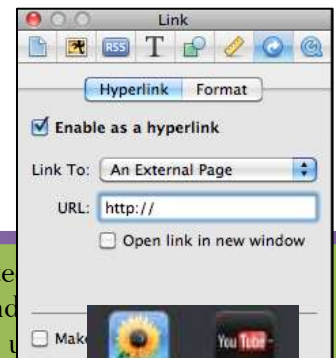
Like creating an Albums page, once you have created the Welcome page you can add other pages by clicking the **Add Page** button in the bottom left corner of the main iWeb window.

This will open the template window again so you can choose which type of page you would like to add. Select a page and click **Choose**. The page will automatically be added and linked to your Welcome page.

As you add pages, iWeb will automatically organize them by placing links across the top of every page that allow visitors to easily move from one page to another, as well as organizing them within the navigation bar along the left side of the window.

Note: Before publishing your site, make sure that the **Make hyperlinks active** box is checked, or the links will not work on your webpage.

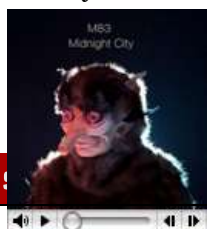
You can also navigate to other websites (or other pages within your site) using hyperlinks. To do this, highlight the word in your text that will serve as the link. Open the Inspector and then the **Link** tab. Check the box next to **Enable as a hyperlink** and copy and paste the URL of the website you want to link in the URL field.



Adding Other Media to Your Project

You can add movies, music, podcasts, and blogs to your project in the same way pictures are added. Open the Media Browser and select the tab that corresponds to the media you want to insert (choose from **Audio**, **Photos**, **Movies**, or **Widgets**). Select and drag the files you would like to add into your project.

Tip: iWeb has created movies, podcasts, and widgets that are not restricted to iWeb. Media can be dragged into iWeb and moved around on any page. You can also drag movies and music into iWeb placeholders.



When you add music, a control bar will appear. Attached to the bar is a placeholder photo. (If you are inserting an enhanced podcast, an

image from the podcast will automatically fill the space.) You can drag an image from iPhoto to fill the placeholder or leave the placeholder empty. Anything behind the placeholder will be visible, and the audio control bar will appear when you publish the page.

Be sure to respect copyright laws when adding music, photos, and other media to your project.

You can also add interactive widgets to your website using iPhoto. Click the **Widgets** tab at the top of the Media Browser, and you can browse available widget options. Add a widget by dragging it onto your webpage. You can then customize your widgets by entering specific information relevant to your site.

The Blog and Podcast pages are both designed to automatically organize your posts beginning with the most recent.

At the top these page there is a summary area followed by a list of entries. The most recent blog entries are listed first.

To add and delete blog entries, select **Entries** from the Navigational sidebar on the left side of the iWeb window. This will open the edit view of the page so that you can see a list of all blog entries. To create a new entry, click the **Add Entry**. This will create a new entry that you can name. Edit the content on the page by double-clicking to highlight the text and then including your own text.

If you select **Archive** under the **Entries** tab in the Navigational sidebar, you will be able to see a list of all of the blog entries you have written.



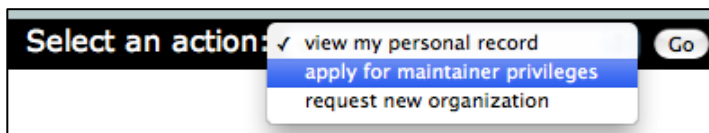
The Podcast page is very similar to the Blogs page. Rather than creating your post solely within iWeb, though, drag your podcast from GarageBand or iTunes using the Media Browser to include it on your page.

Publishing Your Site

Before you can view your site on the web, you first have to publish it. Unpublished pages are shown in **red** within the Navigational sidebar on the left side of the iWeb window, but will switch to **blue** once they are published.

Before you can publish your site, ensure that you have server space from which to run your site. As a part of the Denison community, you are able to request this space free of charge from Denison. Otherwise, you will have to pay for space from MobileMe, Apple's public server.

To request Denison server space, visit <http://apps.denison.edu/computing/divisions/websrv/pmdb>. You will be prompted to log in using your Denison **username** and **email password**.



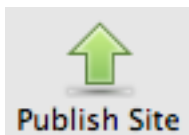
The Pagemaintainer's Database window will open. In the top right corner of the window, open the **Select an action** menu and choose **apply for maintainer privileges**, then click **Go**.

On the Application for Web Maintainer Privileges page, select **Request a Personal Website Account** and click **OK**.

After a moment, you will receive a message telling you that your request has been sent. Requests are processed from 8:00am to 5:00pm, Monday through Friday. You will receive an email when your space is ready.

Once your space is ready, you can publish your site. To do this, open the **Site** tab from the Navigational sidebar and adjust the Publishing settings. The top drop-down menu allows you to choose where you would like to publish your site; choose **FTP Server**. (Choosing **Local Folder** will save your website in the Sites folder for future publishing.) Enter your site name and personal contact email. Then, in the FTP Server Settings area, enter **webby.cc.denison.edu** as the server address along with your **username** and **email password**. For the Directory/Path section, enter **public_html**, and in the Protocol drop down box choose **SFTP**. The Port number will automatically be detected. Finally, enter the URL for your personal site, which will be included in the email you receive from Denison with your maintainer privileges.

Once your publishing settings are configured, open the **File** menu and choose **Publish Entire Site**. iWeb will ask you to confirm that you hold the copyright to everything you are publishing (unless you have disabled this feature); click **Continue**. iWeb will then ask you to enter the password to access the server; enter your **email username**. iWeb will then begin to publish your page.



Once you have made updates to your website (new content will be displayed in **red**, compared to the **blue** contents already published), you will

need to update the site as well. You can do this using the **File** menu or by clicking the **Publish Site** button at the bottom of the window.