

Advice for World Book Web PageWizard

Welcome Screen

Welcome to the Web Page Wizard, a tool that helps you easily make Web pages.

You can show the pages to your friends and family, hand them in to your teacher on a diskette, or even post them on the World Wide Web through your ISP (Internet Service Provider).

Your project can contain up to three Web pages, and the wizard automatically links them together.

Before You Begin

This program will help you create three linked Web pages. You must create the Web pages in order (that is, create page one before page two). You always can go back and add or change a Web page later.

Before you start to make your web pages, you'll need to make a few decisions:

- What topic will your Web pages be about?
- What information do you want on each page?
- What pictures, captions, and text do you want to include? Make sure you know where to find these materials before starting to design your Web pages.

Notice: Copyright laws prohibit the publication of others' materials that you do *not* have permission to use, including World Book. If you plan to publish your Web pages on the Internet, do *not* include someone else's text, pictures or any other materials.

Name Your Project

Before you start your Web page project, you need to name it. The Web Page Wizard will create a directory folder for you. Then it will automatically save your project file, web pages, and pictures into that folder, so that you do *not* accidentally lose your work.

Save your project using a name that will help you remember what the Web pages are about. For example, if you are creating Web pages about your hobby, use your name and the hobby, like this: "Jen Tennis" or "Al Baseball."

Choose a Type of Project

When you want to create a Web page report about a topic that you've researched, choose *Report*.

When you want to make a Web page that passes along news or information, choose *Newsletter*. When you want to use a Web page to tell others about yourself - your life, friends, family, activities, or other interesting facts, choose *Personal*.

Choose a Style

A style gives your Web page its look and “feel.” A style can be colorful and bold, simple and elegant, or daring and experimental.

Choose the style that suits the subject of your Web pages, or just choose a style that you like. It’s up to you!

Create Web Page

Web pages are made up of *elements*, such as titles, pictures, captions, and text. Work on one element at a time, but plan ahead. Before you start, think about the overall message you want your page to deliver. Then choose pictures and words to convey that message.

You can type anything you want, or choose any picture. Whenever you want to see how your Web page looks, click the View Page button. You can easily make changes to any element by choosing it again on the Create Web Page screen.

Create a Header

A Web page header presents important information about the page. Pages that are created using the Web Page Wizard always include a professionally designed graphic in the header.

Headers may also include information that you enter, such as your name. They may also include the date the Web page was created, or Web page project headline. Type the information that you want to display in your Header, then click OK.

Type a Title

A title is the label for a section of your Web page. The title should briefly and accurately describe the section. Readers often decide whether to read a section based on its title. Write a title that will catch the reader’s attention and make him or her want to read that section of your Web page.

Type a title into the text entry box, then click OK.

Choose a Picture

Pictures are a great way to catch your reader’s attention or quickly show the main point of a section. Choose a picture that clearly matches the subject of the section.

If you plan to publish your pages on the Internet, then include only pictures that you own.

If you are creating Web pages for your own use, or as a homework assignment, be sure to show the copyright owner's name and copyright date in the caption area.

You may also want use the caption area to briefly describe the picture.

Enter a Caption

Use this picture caption area to show the copyright owner's name and copyright date. To insert the copyright symbol, click the © button. You can also use the caption are to briefly describe the picture.

Type a caption , then click OK.

Enter Text

Text on a Web page conveys your message. Type, copy/paste, or insert text into the text-entry box and click OK.

To enter a footnote, place the cursor where you want the footnote to appear, and click Add/Change Footnote. To delete a footnote, delete the footnote number from the text-entry box.

To move a footnote, highlight the footnote number, then click Cut. Position your cursor where you want it to appear, and click Paste.

On Newsletter and Personal pages:

Text on a Web page conveys your message.

You may enter text using one of three methods:

- Type it into the text-entry box,
- Copy and paste it from another source
- Insert a .txt file

It's more difficult to read text on a screen than on a printed page. When you write your text, use as few words as possible to make your point.

Note: To ensure that your page displays properly in all browsers, enter a minimum of 50 characters (approximately 10 words).

Enter a Footnote

Use a footnote to show the source of a quote, or to give the reader more information. Type the footnote text into the field below, then click OK. To insert the copyright symbol, click the © button. This footnote will be automatically positioned at the bottom of your web page. The number referring to it will appear in the text as a hyperlink.

Wrap it Up Screen

To publish your Web pages on the Internet, contact your ISP (Internet Service Provider).

Remember that if you publish your pages online, anyone in the world can see them. If you publish your Web pages on the Internet, do *NOT* include your age, phone number, home address, hometown, school name or e-mail address on them.