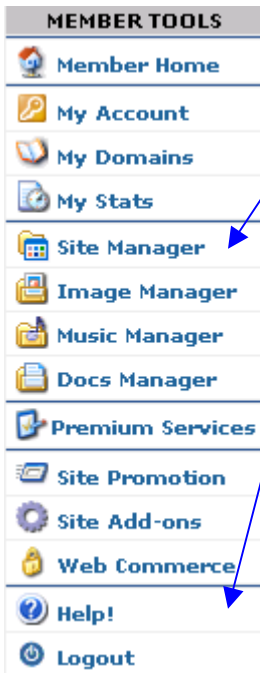


# Using FreeWebs to set up a Free Web site

<http://www.freewebs.com/>

**Warning:** Only click once when editing. Do not double-click.

Please read through these instructions before starting. They will make it easier to create your site.



*On the Member Tools menu I generally only use 2 items when editing:*

**Site manager** – To edit and add/delete pages.

**Help!** – On-line help. This is your friend!

*Other useful menus:*

**Image manager** – To add and delete images. You will not use this much. You should only put one or two images on a page. *You cannot use the Multiple File Uploader.*

**Site add-ons** – Will let you use a counter, but they aren't really reliable. Don't use the photo album option, it's really fussy!

**Logout** – Be sure to log out when done.

Just about all the other options costs money or are advanced options.

**Site wide essentials:** you only do this once, but you may revise later.

**You cannot change the login name of your site (the very first thing it asks you) so choose wisely.**

<b>Site Title:</b> <input type="text" value="SRS Technology Classes"/>	Your site title will appear in the banner on the top of all your pages. It should be between 1 and 35 characters in length.
<b>Secondary Site Title:</b> <input type="text" value="Training for South Redford Schools"/>	Your secondary site title will appear below the banner on the top of your pages. It should be between 1 and 75 characters in length.
<b>Site Footer:</b> <input type="text" value="http://freewebs.com/srsdclasses/"/>	Your site footer appears on the bottom of every page. Many users choose to include copyright information in this field. I usually put the web site address (URL) here so if someone prints the page they have the address
<b>Site Logo</b>	Your site logo will appear on all of your pages automatically. The logo is much too small so I don't generally use it.

The **Site Manager** is where we spend most of our time! There are several options:

**Add a page** – This lets you create a new page for the web site. Use a short name (up to 14 letters).

**Add a Link to the NavBar** – Asks you for a short name and a web address.


**Edit SiteWide Essentials** – See the site wide essentials box below.

**Change Site Template** – This lets you choose one of many new backgrounds with different layouts, colors and themes. It's like a whole new website!!!

This will also let you edit, rename, delete or move the page up or down (see icons on next page).


The columns of the control panel and the icons on the editing page:


**Page name** - Views that web page.

 **Edit** – Lets you edit that page (see below).

 **Rename** – Renames that page.

 **Delete** – Deletes the page.

 **Move Down** – Moves the page down one item in the list.

 **Move Up** – Moves the page up one item in the list.

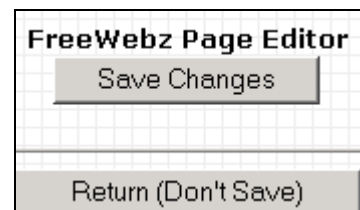
*For all of the above: click and wait for a response.*

## Editing Pages

### Important!

When done editing be sure to **Save Changes**.

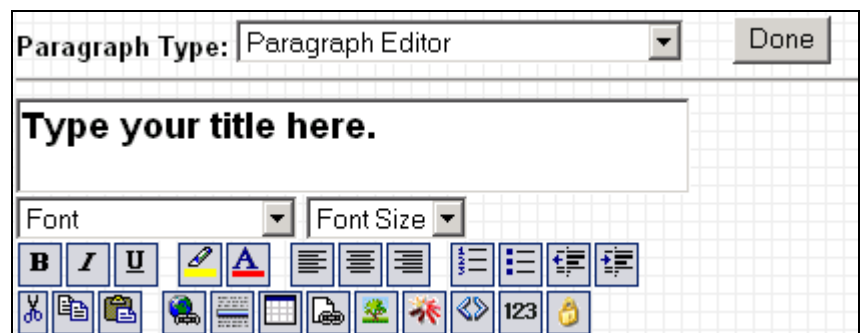
FYI: Once or twice I've had **Don't Save** save anyway(!)



When editing pages they refer to blocks of text as 'paragraphs'. A 'paragraph' can contain multiple paragraphs, text, links, bullets and graphics. Don't let this confuse you! Click New Paragraph to create a new text block. Click the icons (see above) to move paragraphs around. Clicking Edit will let you modify that 'paragraph'. You cannot change any other elements on that page. You can only edit the contents of 'paragraphs' (text block).

You use the editor to modify the block of text. There is a short delay when you make changes. Be patient.



Type the 'title' the larger font box. This is the title for each 'paragraph' (block of text).








Point at an icon (and wait) to have it tell you what function it performs.

   Set text to Bold, Italics or Underline.


   Cut, Copy or Paste.

  Change the color of the background or the text.


   Left Justify, Center or Right Justify the sentence you are working on.

  Numbered or Bulleted lists.

  Move paragraphs left or right.

 Insert a hyperlink.

 Insert a table.

 Insert an image. (You need to choose your image and move it where you want it)

**Be sure to click  and then SAVE CHANGES or you'll lose your work!!!**