

Your school's *Mac OS X* network provides a built-in Intranet facility.

This Intranet facility allows students and teachers to share information through the publishing of web sites on the school's network.

This document is the third in a series of documents about using *iWeb* to publish web sites on your school's Intranet, and assumes that you are already familiar with the information in the preceding topics:

1. Creating and publishing a web site.
2. Adding a *Photo Album* to your web site.
- 3. Adding a *Projects* page to your web site.**
4. Adding a *Podcast* to your web site.
(This topic is published as a podcast at *epod.wazmac.com*)

These documents describe creating web pages for use on a school Intranet, and are not intended to provide an in-depth tutorial on the broader use of *iWeb* for web publishing.

Some useful *iWeb* application tutorial movies are available at:

www.apple.com/au/ilife/tutorials/iweb/

Adding a Projects Page to your Intranet site using *iWeb*.

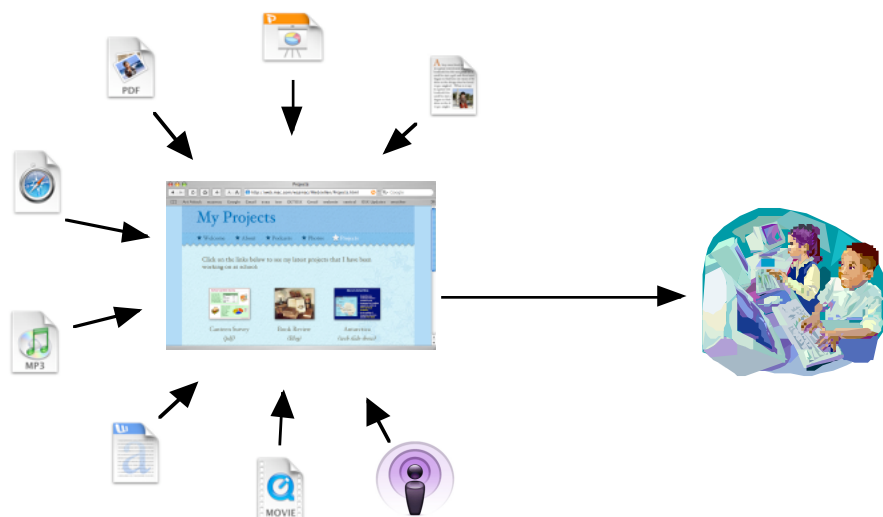
1. Introduction

Previous documents in this series describe the details of editing students' and teachers' Intranet web sites.

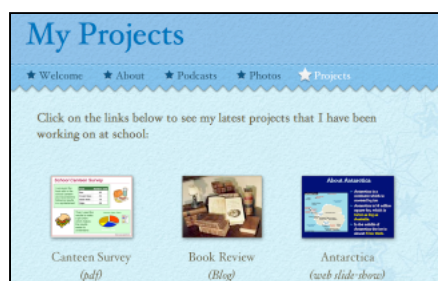
This document provides information specifically about preparing and linking students' portfolio documents to their Intranet web site to provide an electronic portfolio, or Projects page.

A web interface provides an ideal option to share e-portfolios, both on the school network and in student's homes, regardless of the operating system and software applications available.

Students can link slide shows, movies, podcasts, text documents, music, drawings, photo presentations, etc to their web sites so that they can be viewed by other students on their network, or copied to a removable media for viewing at home.



iWeb web sites can be used for students to link their project work and Internet web sites, and can include a section titled **My Projects**.



The following notes describe the process for saving various documents which are likely to be produced in a school environment, in a format suitable for viewing in a web browser, then linking these documents to a student's intranet web site.

2. Creating a Projects page in your iWeb Intranet Site

It is assumed that you have already worked through the previous two topics, and created an intranet web site, using *iWeb*.

2.1. Log on to the school network, using your unique personal username and password.

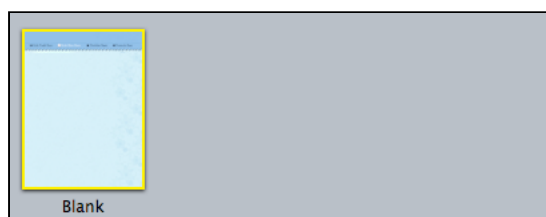
2.2. Launch *iWeb* by clicking on the icon in the **Dock**.



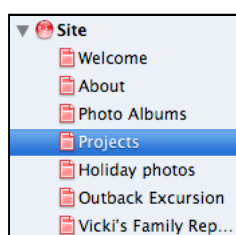
2.3. Click on the **+** button in the **Site Organiser** to add a new page to your web site.



2.4. From the **Template Chooser**, select the **Blank** template.



2.5. In the **Site Organiser**, rename the **Blank** page to **Projects**.



2.6. At the top of your new page, add a suitable **Title**.



2.7. Save your work.

3. Adding content to your Projects page

You have created your **Projects** page. Now we need to prepare and add some content to the page.

The following notes discuss the options for adding various common documents and files to your **Projects** page.

3.1. A Word Processing or Drawing document.

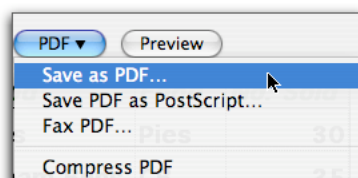
Due to the wide variety of applications used for these functions, saving the document as a **PDF** (Portable Document Format) document will enable anyone to view the file, regardless of platform or application software.

3.1.1. Log on to the school network, using your personal network username and password.

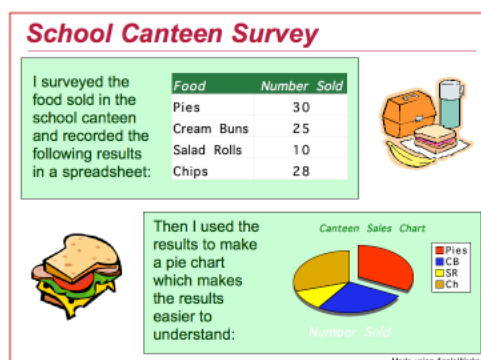
3.1.2. Create a new document, and save it in your **Documents** folder. This can be a *Kid Pix* drawing, a *Word* document, or a *Pages* or *AppleWorks* word processing or drawing document, etc.

3.1.3. After saving the document, choose **Print** from the **File** menu.

3.1.4. Click on the **PDF** button in the **Print** dialogue page. Choose to **Save as PDF** from the **PDF** pop-up box.



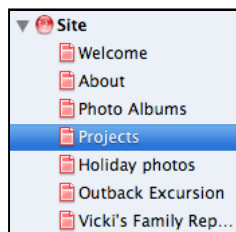
3.1.5. Save the *pdf* document in your **Documents** folder.



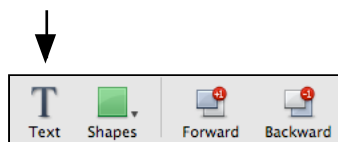
3.1.6. Launch *iWeb* by clicking on the icon in the **Dock**.



3.1.7. In the **Site Organiser**, click on the **Projects** page.



3.1.8. Click on the **Text tool**, at the bottom of the *iWeb* window.

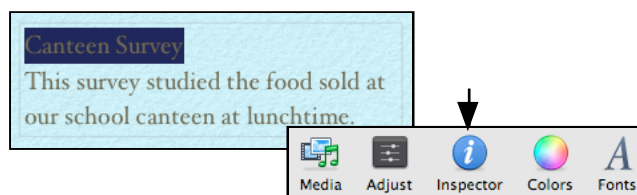


3.1.9. Type a Title, and some information about the project.

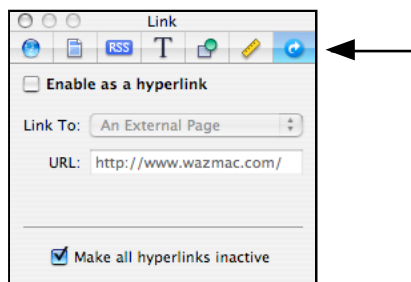


3.1.10. The next few steps will “link” the title of the project to the file.....

Select the text which will be linked, then click on the **Inspector** icon at the bottom of the *iWeb* window.

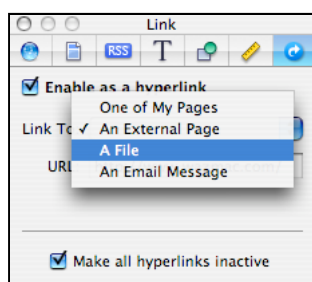


3.1.11. Click on the **Link Inspector** button at the top right corner of the **Inspector** window.

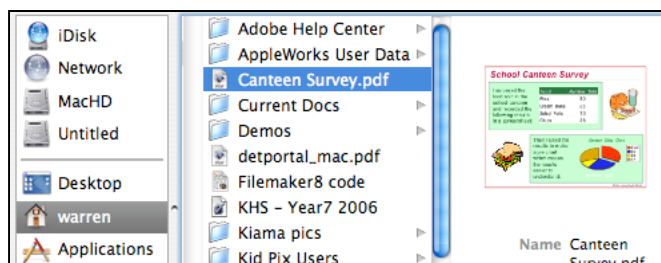


3.1.12. Tick to **Enable as hyperlink**.

From the pop-up menu, choose **A File**.

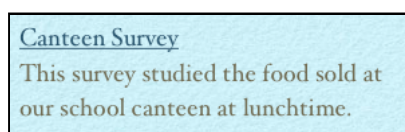


3.1.13. Navigate to the relevant *pdf* file.



Click on the **Open** button.

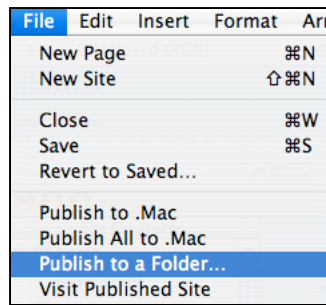
3.1.14. The title of the project on the **Projects** page will now be displayed as a link to the file.



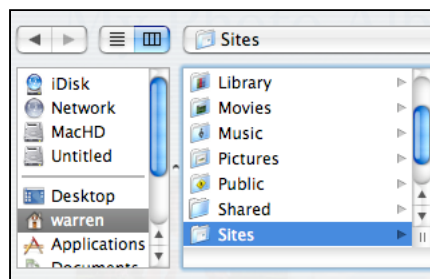
3.1.15. Save your work.

3.1.16. Let's check to see if our work has been successful.....

Choose **Publish to a Folder**, from the *iWeb* **File** menu.



3.1.17. You will be asked to choose a location to store your site.

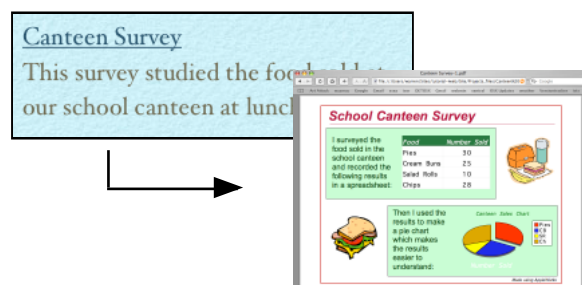


The default location is your **Sites** folder, in your **Home** folder.

- If necessary navigate to your **Sites** folder.
- Click on the **Choose** button.

3.1.18. Now visit your site in a web browser, and navigate to your **Projects** page.

3.1.19. Click on the title of the project and it will open the *pdf* file in your web browser, or using a *pdf viewer* (depending on how your computer and/or browser is configured.)

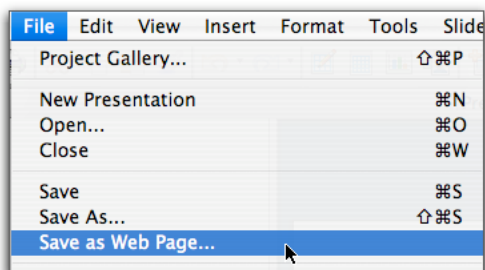


4. PowerPoint Presentations - Web

Slide shows produced in *Microsoft PowerPoint* are a popular format for student presentations. (Though you should also consider creating these types of presentations as *Podcasts* - see the appropriate “how-to” for this.)

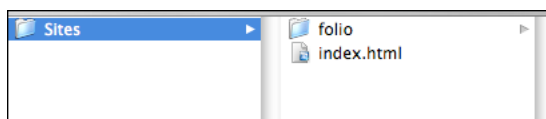
4.1. Save your *PowerPoint* presentation in your **Documents** folder. Remove any large sound files, etc.

4.2. Choose **Save as Web Page** from the **File** menu.

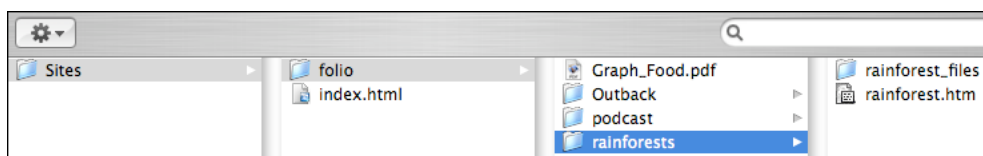


4.3. Navigate to your **Sites** folder or a sub-folder of your **Sites** folder (eg a **Folio** folder), then create a new folder which will contain the web pages that belong to the *Powerpoint* presentation.

*(Note: It is important to save directly into your **Sites** folder, or a sub-folder of your **Sites** folder, rather than saving elsewhere then copying the file to your **Sites** folder).*



4.4. Click on the **Save** button to convert your presentation to a web format.



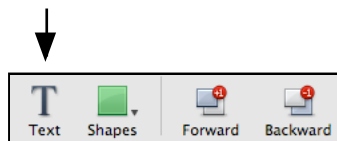
4.5. The file is now in the correct format, and is saved in an area of your **Home** folder which is accessible by others. (Items in your **Sites** folder can be read by everyone, whereas files in your **Documents** folder are visible only to you.)

The next step is to link the presentation web page to your Projects page.

4.6. Open *iWeb*, and click on the **Projects** page in the **Site Organiser**.



4.7. Click on the **Text tool**, at the bottom of the *iWeb* window.



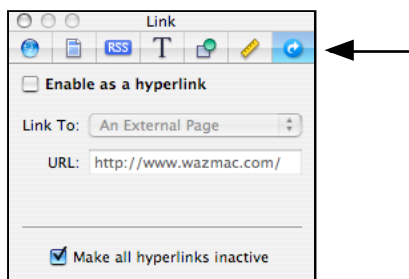
4.8. Type some text to identify the slideshow to which you are going to link.



4.9. Highlight the text that will become the link.

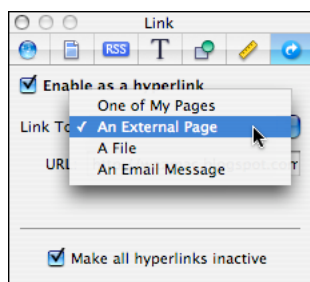


4.10. Open the **Inspector**, and click on the **Link Inspector**.



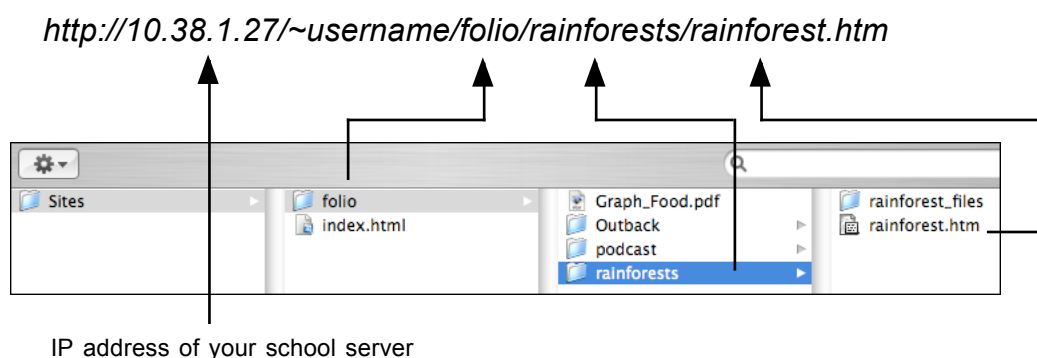
4.11. Tick to **Enable as hyperlink**.

From the pop-up menu, choose **An External Page**.

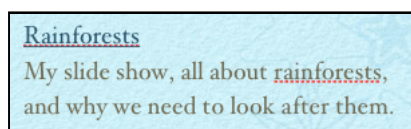


4.12. Enter the **full intranet address** of the web site that was exported from Powerpoint.

This should look something like:



4.13. The selected text will now appear on the **Projects** page as a link.



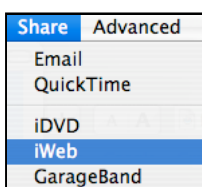
4.14. Publish the site (as previously described) and check that the link works.

5. Movies

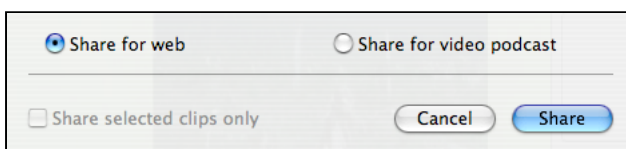
An *iMovie* created by a student can be exported in a form viewable in a web browser. (Various animation applications can also be saved as a movie. *Kid Pix* can also save files as *Flash* animations.)

5.1. Open an *iMovie* project.

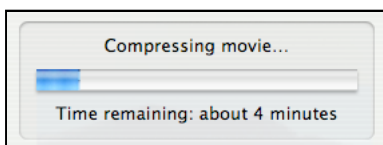
5.2. Choose **iWeb** from the **Share** menu.



5.3. In the **Sharing** window, click on the **Share for web** button, then click on **Share**.



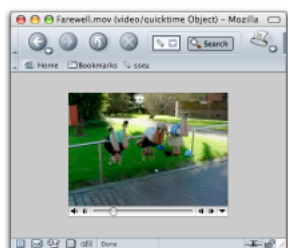
5.4. The movie will then be compressed to a suitable size.



5.5. As described earlier, click on the **Share** button, navigate to the **Folio** folder in your **Sites** folder, and click on **Share** to export the movie.

5.6. Make a link from your web page to the movie you have exported.

5.7. The movie will then play in a browser window. (Again, *Safari* seems to be much better at handling this than *Firefox*.)



6. Appendix

6.1. Tarting up your Projects Page

You can make your *Projects* page far more visually appealing by using visual links to your projects, rather than text links (as described in the relevant sections above).



6.1.1. Open a document that you are going to display on your projects page.

6.1.2. Make a screen capture of the document, or of a relevant part of the document, or of a picture within the document.

Holding down the *Apple > Ctrl > Shift > 4* keys at the same time will change the cursor to a cross-hair that you can use to capture a defined area of the screen.

6.1.3. Paste the picture in your projects page, resize it - maybe even add a border and shadow through the *iWeb Inspector* options.

6.1.4. Link the picture to your file, in the same way that you previously linked selected text.

- 6.2. Open your **Documents** folder (so that you can see both your iWeb projects page and the contents of the Documents folder on the screen at the same time) and drag the icon of *pdf* file to the body of your projects page.



You can use the “handles” at the corners of the image to resize the image.