

Quick Guide to iWeb 08

Create a new website

1. Choose File > New Site.
2. In the template chooser that appears, select a theme from the list on the left.
3. Select a webpage template from the thumbnails on the right.
4. Click Choose.

Create a new webpage

1. Click the Add button or choose File > New Page.



2. In the template chooser, select a theme from the list on the left.
3. Choose webpage template from the thumbnails on the right and double-click.

The new page contains placeholder text and graphic objects, which you can replace with your own.

The first page listed below the site name in the sidebar is the homepage (the first page visitors see when they go to your website).

- **To rearrange pages:** In the sidebar (on the left side of the iWeb window), drag pages up or down.
- **To make a page the homepage:** Drag it so that it appears immediately below the site name in the sidebar.
- **To rename a website or webpage:** In the sidebar, double-click the name and type the new one.

Move or resize an object on a page

- **To move an object :** Use the mouse to drag it.
- **To move an object one pixel at a time:** Select it and press an arrow key. To move an object ten pixels at a time, press Shift–arrow key.
- **To resize an object:** select it and drag one of its selection handles.

- **To resize while maintaining proportions:** press the Shift key while you drag.

- **To specify an exact size or position for an object:** select the object and enter values in the Metrics Inspector (choose View > Show Inspector, and then click the Metrics Inspector button).

Delete an object

- **To delete an object:** click the object to select it, then press the Delete key.

Some text boxes and other objects can't be deleted or moved to another region. Items you can't delete have gray selection handles; deletable objects have white selection handles.

About text boxes

To add text to a webpage, you must type the text in a text box. iWeb templates include text boxes with placeholder text, which you can replace with your own. Text boxes grow to accommodate the text.

- **To see the boundaries of the text boxes on a page:** choose View > Show Layout. The gray boundaries do not appear on your published website.
- **To move a deletable text object between regions:** press Command (⌘) as you drag the text box.

Add or modify text

- **To replace placeholder text or edit existing text:** select the text and start typing.
- **To add a new text box:** click the Text Box button in the toolbar, then move the new text box as you would any object.
- **To delete text:** select it and press the Delete key (or choose Edit > Delete).

If you accidentally delete text, choose Edit > Undo immediately to restore it.

- **To choose a new font for text:** select the text you want to change, or click in a text box where you want to type new text, then click

Fonts in the toolbar and choose a font, typeface, and size for your text.

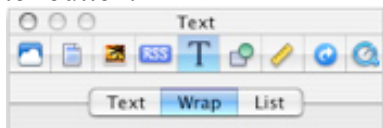
- **To change text color:** Select the text you want to change, or click in a text box where you want to type new text, then click Colors in the toolbar and select the color you want to use.

Save swatches of colors you want to reuse by dragging them from the color bar at the top of the Colors window to the palette at the bottom.

Make text wrap around an object

1. Click the text where you want to place the object, and then insert or paste the object at the insertion point.
2. Select the object.

If the Text Inspector isn't open, click Inspector in the toolbar (or choose View > Show Inspector), and then click the Text Inspector button.



3. Click Wrap.
4. Select the "Object causes wrap" checkbox.
5. Click a Wrap button to make the text wrap to the right or left of the object.

To adjust the amount of space between the object and the text, enter a new value in the Extra Space field.

Add photos using a Photos template

The iWeb Photos template contains a photo grid that makes it easy to add, organize, and format photos and captions. You can also add movies to a photo grid on a Photos template.

1. Click the Add button or choose File > New Page.
2. In the template chooser, select a template in the list on the left, choose Photos from the templates on the right, and then click Choose.
3. Do one of the following:

- Drag the photos directly from a folder or the desktop to the photo grid on the Photos page.
- Click Media in the toolbar to open the Media Browser, click Photos or Movies, and then drag photos or movies from the Media Browser to the photo grid on the Photos page.

4. Click the placeholder text below a photo and type a caption.

- **To turn off captions:** click a photo, and set the caption lines to zero in the Photo Grid window that appears. This setting affects all the photos in the photo grid.

Create a My Albums index page

You can use the My Albums template to create a pictorial index allowing visitors to click a thumbnail or poster frame to go to the album or movie.

1. Click the Add button or choose File > New Page.
2. In the template chooser, select a theme on the left, and select the My Albums template on the right.
3. Do either of the following:
 - In the sidebar, drag Movie and Photos pages to the My Albums page in the sidebar.
 - Drag albums and movies from the Media Browser (if the Media Browser isn't open, click Media in the toolbar).

iWeb creates a new Photos page or Movie page for the album or movie you dragged and adds it to the list in the sidebar.

- **To change the layout of the page:** click a photo or movie on the My Albums page to open the Media Index window.

Create a hyperlink

Hyperlinks are text or objects that visitors click to go to another webpage. In iWeb, objects that are hyperlinks have a blue arrow in the lower-right corner. These arrows don't appear on your published website.

1. Select the text or object you want to turn into a hyperlink.
2. If the Link Inspector isn't open, click Inspector in the toolbar (or choose View > Show Inspector), and then click the Link Inspector button.
3. In the Link Inspector, select "Enable as a hyperlink," and then choose an option from the Link To pop-up menu:
 - One of My Pages: Choose the page from the Page pop-up menu.
 - An External Page: Type the address in the URL field.
 - A File: Downloads a file to the visitor's computer. (The file is part of your website; visitors won't have access to your computer.)
 - An Email Message: Opens a new email message containing the email address and subject you specify.

■ **Here are other ways to create hyperlinks on a page:**

- Drag a page from the sidebar (on the left side of the iWeb window) to create a link to the page.
- Drag a URL from the address field in Safari to create a link to that page on the web. If you drag the URL to an image, the image becomes the hyperlink.

- **To prevent a page from appearing in the navigation menu:** Select the page in the sidebar, open the Page Inspector toolbar (choose View > Show Inspector), click Page, and deslect "Include in navigation menu."

Publish your site to a folder

1. Choose File > "Publish to a Folder."
2. If you have Subscribe buttons on your site, you must specify your site's URL in the message that appears.
3. Choose a location to store your site, and then click Choose.

Modify your site from another computer

Your websites are stored in one file called "Domain" on your computer. You can copy this

file to another computer as a backup or to work on your site from another location. For example, you may want to update your website from home and from work.

The Domain file is located in your Library/Application Support/iWeb/ folder in your home folder.

- To move your Domain file, do one of the following:
- Copy the Domain file to the default location shown above on another computer, and then open iWeb.
 - Copy the Domain file to another computer, but not to the default location, and then double-click the Domain file.

In either case, the next time you open iWeb the most recent Domain file opens.