

Quicksheet: iWeb

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1. Open iWeb / go to FILE/NEW SITE (if needed)
2. Choose a theme (can be changed later)
3. Choose a page (suggest: Welcome)
4. Show Media (button in menu bar at bottom, media shows at right when open)
5. Change text and replace photos at place holders on page
6. COMMAND S TO SAVE
7. Add another page (suggest: About Me)
8. Change text and replace photos at place holders on page
 - a. *notice that iWeb creates a navigation bar across the top automatically
9. COMMAND S TO SAVE
10. Add another page (suggest: Blank)
11. Rename this page in the list at left (right click to rename)
12. Add a photo, resize and move it around on the page
 - a. *TIP: select a photo, hold command key and the rotate photo using grabber handle at corner of photo
13. Add a shape/choose a cartoon speaking bubble
14. Add text
15. Adjust speaking bubble as desired
16. COMMAND S TO SAVE
17. Continue with various page choices to suit your needs
18. When ready to publish to desktop:
 - a. Click on site name in site list at left
 - b. At Publish To choose: LOCAL FOLDER
 - c. At Folder Location click choose/desktop/create new folder/name/choose
 - d. Then click the green publish arrow in menu at bottom
 - e. Once folder has been populated with all items do NOT move any items out of place (if the path is interrupted the site will not function properly)
 - f. Quit iWeb
 - g. Open folder on desktop and open index.html file to launch website
 - h. If all looks ok, burn this folder to a CD
19. View Apple tutorial to see more ideas
(<http://www.apple.com/support/ilife/tutorials/iweb/index.html>)