

## Teacher / Staff Blue Wrench Websites - Workshop Notes

Main Page-initial setup - [www.xxx.sau16.k12.nh.us/tpages/](http://www.xxx.sau16.k12.nh.us/tpages/) where xxx = school abbreviation

### Edit a page

Go to your page and click on the blue wrench icon on the bottom right. Enter the password you were provided. The edit page will appear. (First time into your site, you must change the password. Pick a password that you'll now use for your entire site. Scroll down to the bottom, enter *into New Password?* box and then press <Update page> button.)

Type into *Page Subheading* and *Initial Content Text* fields. You may also use the second and third sections (with headings) if desired. Press <Update page> button at the bottom of the page after keying into any blocks. When done editing the page, use the view icon (magnifying glass) to return to view mode. Each time you need to change a page, you must enter your password. Changes appear immediately on the internet - no special update step is required.

### Add a page

From your page, go to edit (blue wrench icon) and then enter your password.

At bottom of edit screen, press the '+' icon. Enter your full name and a title for your new page. Enter your password. Then add new data to your new page and press <Update page>. Display the page when you're done editing. As many subpages can be added as you want (and subpages of subpages, etc.)

### Delete a page

From your page, go to edit (blue wrench icon) and then enter your password.

At bottom of edit screen, press the '-' icon. You will then be prompted to confirm or cancel. You must delete "child" subpages to the "parent" page before the "parent" can be deleted.

Subpages assume the parent page password when the subpage is created. The password for the parent page should be changed immediately by the teacher and then all subpages will assume that password. Once pages are created, all password changes are specific to that single page. If you forget your password, you can contact [kweise@sau16.org](mailto:kweise@sau16.org).

**HTML:** The icons displayed below each text block each bring up a popup window that explains the HTML code that is required to:

bold text	<b>text to be bold here</b>
italics	<i>text to be italic here</i>
break to a new line	 
create a bulleted list	<ul> (to start list) <li>bulleted item here</li> <li>next item here</li> </ul> (to end list)
create a hyperlink (to link to a website location)	<a href=http://www.sau16.org>SAU 16 Website</a>
display a graphic, picture, or photo.	<img src=images/tpix/xxxx.xxx>
create link to e-mail	<a href=mailto:xxxx@sau16.org>Contact me by e-mail</a>
create a link to a file to download or open (.doc, .pdf, etc.)	<a href=images/tpix/xxxxx.xxx>file description here</a>
center text or graphics on page	<center> before and </center> after

When your site is ready, contact me and we'll put a link on the school website to your new BW site. Any questions or problems, please contact Kathy Weise at 775-8667 or [kweise@sau16.org](mailto:kweise@sau16.org)