Huntington CP School
Learning Platform
at
www.huntington.cheshire.sch.uk

Rough Guide to Homepages

Contents

REMEMBER

DON'T include any information on your Homepage that would identify you to people from outside school (full name, address, email address, date of birth, photo).

Although no-one outside school will have log-in details, we are trying to teach good practice for your future use of the internet and online technology.

Logging on

1. Go to www.huntington.cheshire.sch.uk, and click on **LEARNING PLATFORM**
2. Type the Username and Password given to you into the box at the top right of the screen.
   Don't forget to use a **capital letter at the start of the <u>password</u> only.**
3. If your name appears instead of the Log in box, you have logged in – well done!

Note that the Username box already contains the first 5 characters (HUNT_) – so you only need to type the letters after the underscore (_). If you delete the underscore by accident, it is the key to the left of the + sign, top right of your keyboard (you'll need to press *Shift* down at the same time to make it work).

Help Yourself

If you prefer to learn by finding things out for yourself, you can use the Help button onscreen
This has information about absolutely everything you can do on the Learning Platform, but some of it is a bit complicated. To get help about one particular part of *My Panel* (the menu on the right of the screen), click on that part (e.g. *My Blogs and Forums*), then click the Help button.

Viewing Homepages

<u>To view your Homepage</u>
Click the link to *My Homepage* (or the picture of a house) at the top of the menu on the right of the screen (this is called *My Panel*).

<u>To view other people's Homepages</u>
- Look at the bottom of *My Panel*, under *Community*, and click the link to *My User Directory*.
- In the box that appears (*Enter Name / Username*), type the name of the person whose page you wish to see, then click *Search* (you can type their first name, last name or full name).
- Find the person you want in the list of names that appears, then click on the house picture on the same line as their name to see their Homepage.

Editing and Saving your Homepage

Go to your Homepage, then click on the small picture of a red pencil on a piece of paper.
A set of tools will appear, similar to those in Microsoft *Word.* The important ones are explained on the next page.
(If you can't see a cursor (vertical flashing line) when you click on your page, click this button
and then click on the black square (top right) in the colour window that appears).

IMPORTANT

You **MUST** go down to the bottom of your Homepage and click the **Save** button when you have finished working – or all your work will be lost!
It's a good idea to press this button quite often even if you haven't finished, so if anything goes wrong your work has been saved.
To start editing again, you'll need to press the button again.

Tools to use on your Homepage

The most useful tools on the toolbar for beginners are explained below.

Remember

Select your choices before you start to type, or highlight the words and then make your choices.

(to highlight words, click and hold the mouse button down at the start or end of the section of words, move the mouse over the words you want to change until there is a coloured box around them all, then let go).

Style and size of writing

This toolbar lets you choose the **style of writing** (*Font Name*) and **size** (*Font Size*), by clicking on the small black arrows to the right of each box, then clicking on your choice in the windows that then appear.

Extra writing styles and where the writing starts on the page
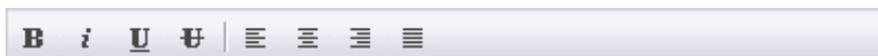
This tool bar lets you choose extra word styles: **Bold**, *italic*, <u>Underline</u> or ~~Strikethough~~

(Try not to use <u>Underlining</u> on web pages, though – it usually means there's a link to another page)

This tool bar also lets you choose how your words (or pictures) are set out on the page:

Words start from left –

Words are centred -

Words start from right -

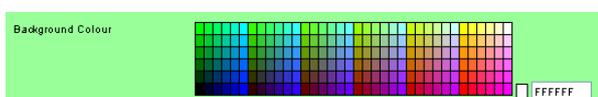## Colours and changes

Colour of writing

Background colour (only behind writing)

Undo and Redo   (to correct mistakes)

Page Colour

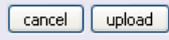Go down to the bottom of your Homepage and click on a square in the colour block.

Click *Save* to see how your chosen colour looks.

Adding Pictures (Images)

- To add a picture **you must have saved the picture first**, hopefully in your *My Pictures* folder, and **resized it if it is from a digital camera**, or a very large picture.
Instructions about how to do this can be found on the next page.

- **DO NOT copy and paste pictures from the internet** to your page – this only copies information about where the picture is, not the picture itself, so if it disappears from the page you saw it on, it will disappear from your page too.

Insert an image

As a beginner, it is better to create a new line for pictures, using the Return/Enter key – click in this new line so that your picture will appear here.

1. Find this toolbar

2. Click the *Image* button.

3. Click the *Browse* button in the *Image* window that appears (top left).

4. Click *Browse* again in the *Upload File* window that appears,

5. Find the picture you want to use, click on it, then click *Open*.

6. Click the *Upload* button in the *Upload File* window (top right).

7. Click the *Insert* button in the *Image* window (bottom right)

Once you've done this a few times it won't seem so complicated!!

You can then **shrink the size of the picture** on the screen by clicking and dragging on one of the small boxes in the **corners** of the picture (don't make it larger – it will go fuzzy).
Be careful! If you use the boxes on the **sides** of the picture it will change shape, which will look odd.

REMEMBER

Don't put photos of yourself on your Homepage!

Use avatars (cartoon pictures) instead of personal photos

Making Avatars

In school we have made and saved avatars (cartoon pictures) to put onto Homepages – you can make these yourself at http://www.doppelme.com/.

- When you have made all your choices (hats, expressions, etc), click *I'm Done*.
- On the next page (*Save your DoppelMe*) **don't fill in all the boxes**, just right-click the avatar picture you've made, then click *Save Image As…*, and save the picture in your *My Pictures* folder.

Resizing Pictures

It is important to **resize pictures before uploading** them for two reasons:
1. Anyone able to view your pictures can save them onto their own computer, at the size they were uploaded, not the size they appear onscreen, by right-clicking on them. If your picture is from a digital camera, it will be very large, and anyone saving it will be able to edit the picture in ways you might prefer them not to!
2. It is a waste of file space to save pictures at a size larger than that you wish them displayed at.

These instructions are for Microsoft Image Resizer, as used in school.
(see bottom of page for free download details)

1. Find the pictures you want to resize, in the folder you have saved them into, and select them with the mouse.
(click on one at a time, or highlight all at once by clicking and dragging over them).

2. **Right-click** the selected picture/s.

3. Click the words *Resize Pictures* in the menu that appears.

4. Make sure *Select a size* is set to *Small*.

5. Click *OK*.

6. The copies of your pictures will appear in the same folder, but with the word *Small* in brackets after them. Make sure you insert these, not the large ones, when making your page.

Instead of step 4 you could do these steps instead:

a. Click the *Advanced* button Advanced >> (bottom left of window)

b. Click to select *Custom*

c. Type 400 into the box after the words *fits a…*   (400 is probably as large as you need)

d. Click to put a tick in the box: *Make pictures smaller but not larger*

e. Click *OK*

(more button presses needed, but you probably won't have to resize the picture after you've added it).

Downloading *Microsoft Image Resizer*

All photo editing programs will let you resize pictures, but most are quite complicated.
The simplest one to use is *Microsoft Image Resizer*.

Download it from the following web address
http://www.microsoft.com/windowsxp/Downloads/powertoys/Xppowertoys.mspx
You can also find this page by typing *Microsoft Image Resizer* into *Google.*

This link will take you to the page *Microsoft PowerToys for Windows XP*.

Scroll down the page until you find the *Image Resizer.exe* link on the right-hand side (light blue column).
Double-click and follow the instructions to load it.

When resizing you don't need to open the program – just follow the *Resizing Pictures* instructions above.

Advanced Skills

Adding a hyperlink

1. Go to the webpage you wish to link to, and copy the web address (click on the address bar to highlight the address in blue, then copy (using *Ctrl + C*)).
2. On your Homepage, **Select** the text, or picture, that you wish to link from.
3. Click the *Hyperlink* button
4. In the window that appears, click in the long box at the top (right-hand side), then paste the address into it (using *Ctrl + V*).
5. If you want the linked website to open up in a new window <u>on top of</u> your page, click the blue arrow to the right of the word *Target,* then click *Blank*.
6. Click *Insert*.
7. Click *OK.*
8. Don't forget to click *Save* !
9. Try out your link by clicking on it.

Using Tables to set out your page

Invisible tables are especially useful when setting out a mixture of text and pictures on a page. If you don't use a table, the writing will always sit at the same level as the bottom edge of the picture, leaving a big gap above (see below, left). With a table, though, you can put the text at exactly the height you want (see below, right) – and with the table border invisible (the default setting), no-one will know how you did it!

Ordinary layout	Layout with a table
Writing stuck down here	Writing can go anywhere between

In this example there are three parts in the layout (2 photos and some writing in-between), so you need to use a 3-cell table, like this.

1. Click the blue *Insert Table* button
2. In the grid that appears, move the mouse cursor to create the layout of cells you want, then click in the last (bottom right) cell to insert it.
3. Within the inserted table on your page, set the layout within the cells to contain photos: click in each cell, then click one of the alignment buttons (usually *Centre*).
4. Set the layout within the cells to contain writing:
    a. Click the *Edit Table/Cell* button , then click *Edit Cell* in the drop-down menu.
    b. In the new window, click *Properties*.
    c. In the *Text Alignment* boxes at the top of the new window, click the blue arrows to select how you wish the writing to be set out in that cell: choose from Top/Middle/Bottom, Left/Centre/Right.
    d. Click *OK.*
5. Insert the pictures and the writing. If you put the pictures in first, don't be surprised if the cells change size or seem to disappear – when you type into a cell, it will become larger as you fill it.
6. Click *Save* !!!