

User Level:
 beginner

FACULTY AND STAFF COMPUTER TRAINING @ DE ANZA COLLEGE

Faculty Webpages with Manila



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Introduction

Welcome

Whether you're interested in creating a simple Webpage with some basic contact information that seldom changes or an elaborate Website with dozens of frequently-changing pages and sophisticated discussion and calendar features, Manila can make creating and maintaining your Website easy.

While you can't be available 24 hours a day, 7 days a week, your Website can, and with it your syllabus, term calendar, and assignment instructions. Students increasingly rely on the World Wide Web to obtain information about classes and instructors, to register and pay fees, to purchase textbooks, to perform academic research, and to check grades. Your Website can become a valuable addition to your classes, helping students learn about your course before registering and helping them learn in your course after they are enrolled.

Objectives

This workbook is designed to accompany a two-hour introductory workshop on creating a simple faculty Website using Manila at De Anza College. By the end of the workshop, you will perform each of the following:

- 1. Locate your faculty Website**
- 2. Edit the Homepage**
- 3. Add a picture**
- 4. Create a new Webpage**
- 5. Make links between pages and to an external Website**

What is Manila?

Manila is software that allows the creation and editing of Websites using a Web browser. De Anza has bought a central computer (a server) to run the Manila software and store the Websites that faculty create. Faculty don't need any special software to work on their Webpages—any Web browser should work. (Netscape and Internet Explorer are the most common.) Manila has some powerful built-in features that make it useful for creating

“Weblogs,” Websites that change frequently and store content by date. It also has a discussion feature.

Manila does...	Manila does not...
<ul style="list-style-type: none"><input type="checkbox"/> Make simple Websites<input type="checkbox"/> Make complex Websites including Weblogs with calendar and discussion features<input type="checkbox"/> Allow instant updating of pages<input type="checkbox"/> Provide page editing through Web browsers<input type="checkbox"/> Allow editing from home, office, or computer lab	<ul style="list-style-type: none"><input type="checkbox"/> Provide e-classroom features like WebCT or etudes (ex. student records, testing, and automatic grading)<input type="checkbox"/> Provide portability of content (pages are not easy to move)<input type="checkbox"/> Work without a Manila server

Making Webpages with Manila is much easier than creating them from scratch using HTML, the construction language of Webpages. It's a little different than using Web editors like Claris HomePage or Macromedia Dreamweaver because Webpages created with Manila are a combination of HTML and Manila shorthand. Manila has few built-in formatting tools, unlike most Web editors. You can, however, copy and paste sections of HTML code created by HomePage or Dreamweaver into a Manila page. The formatting will be preserved.

Tip!

If you edit your Manila pages using Internet Explorer on a PC, you may have access to a graphical formatting toolbar that makes it easier to apply special formatting.

Prerequisites

Getting started using Manila doesn't require much knowledge or equipment. You are ready to create a Manila Website if you have the following:

Knowledge

- Basic computer operations (mouse, keyboard, copying and saving files)
- Web browsing (go to a particular Web address, use the Back button and links)

Equipment

- ☐ Computer (Mac or PC)
- ☐ Internet connection
- ☐ Web browser software (Netscape or Internet Explorer) with **cookies** enabled
(See **Logging In as Editor** for instructions on how to enable cookies.)

You do **not** need to know HyperText Markup Language (HTML) or how to FTP files to a server. All of that is taken care of by Manila. If you do know HTML, you may use your knowledge to add more complex formatting and interactivity to your site than Manila has built-in.

If You Already Have a Website

Don't worry! Your hard work need not go to waste. You may choose to simply link your existing Website to the De Anza Faculty Webpage Directory, leaving your Website where it is and continuing to maintain it the way you have been. Or you might find that Manila makes editing and updating your pages faster, and you may choose to copy and paste your existing site content into Manila pages. It's up to you.

Getting Started

Getting to Your Site

You and your students (and anyone else looking for your Website) will be able to get to your site in several ways:

Go to Your Site: Three Ways

From the De Anza Homepage

1. Go to <http://www.deanza.fhda.edu>
2. Click on **Directories**
3. Click on **Faculty Websites**
4. Click on your name in the listing

From the Faculty Directory Page

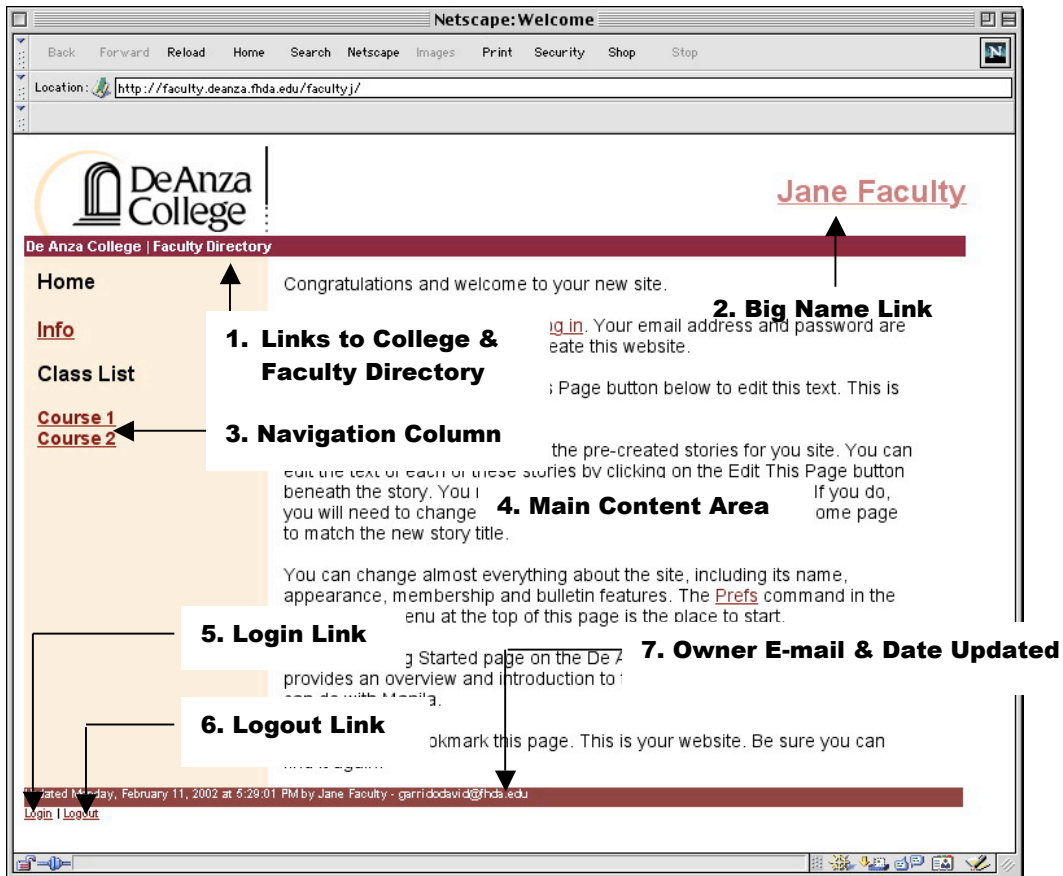
1. Go to <http://faculty.deanza.fhda.edu>
2. Click on your name in the listing

Directly Using Your Website Address (URL)

1. Go to <http://faculty.deanza.fhda.edu/lastnamefirstinitial/>

Anatomy of a De Anza Faculty Webpage

The basic templates for faculty Websites are designed to be consistent with the rest of the De Anza College Website, providing a professional look for visitors. Many elements are common across faculty pages and can not be easily changed. You will focus on the main content area and, if you choose to use the multi-page template, the navigation column on the left side of the window.



1. Links to College and Faculty Directory

Common to all standard faculty sites, these links go to the De Anza College Homepage and the Faculty Webpage Directory.

2. Big Name Link

Another standard element, this link will always return you and your site visitors to your Homepage.

3. Navigation Column

The Navigation Column is what appears when a single-page site is switched to a multi-page site. You can customize both the regular text and the links in this area.

4. Main Content Area

If you have a single-page site, your Homepage content will fill the browser window between the maroon bars. If you have a multi-page site, the content of your pages loads into the white section between the maroon bars as visitors click on the links in the Navigation Column.

5. Login Link

You and your students don't need to log in to view your Webpages, but you will need to log in to edit your pages. If you later decide to add discussion features, students can log in to participate.

6. Logout Link

It's important to remember to log out when you are finished editing your site. Otherwise, someone else could sit down at your computer and change your site.

7. Owner E-mail Address and Date Updated

The bottom maroon bar shows the date that the page content was last updated and the e-mail address of the site owner (you). If you ever forget which e-mail address you're supposed to use to log in, this is the one.

What If I Want a Different Look?

Your Faculty Website can be formatted a little differently or extensively customized, even to the point that it bears no resemblance to other De Anza Webpages at all. The beginner workshop will focus on getting started using the standard templates. If you decide later that you desire a different look, you may modify your site, though you are encouraged to maintain consistency with other college pages.

It's All About Content

Just as the desktop publishing revolution allowed people to design and publish visually-appealing documents using just their personal computers, the World Wide Web is allowing people to publish in ways that were previously impossible or prohibitively expensive. While Webpages typically lack the formatting precision of desktop-published documents, they offer the potential of great visual appeal, particularly since they are viewed on color monitors instead of black-and-white handouts. But as with desktop publishers, Webpage authors can quickly find themselves spending a great deal of time creating and perfecting documents. Is that time well-spent?

If you keep your design focus on the *content* of your Webpages, your investment of time and energy in your faculty Website will probably be a good one. Manila has some built-in features for easily adding formatting to your text, and you are free to incorporate HTML tags to further enhance your Webpages. Certainly some formatting makes content more organized and appealing.

And Webpages incorporate the powerful feature of **hyperlinking**. References to other documents or Websites can easily be turned into active hyperlinks that transport the viewer to the new document or page with the click of a mouse button. That can allow rapid navigation and creative investigation of content. The key to getting the most out of your investment in a faculty Website is staying focused on the quality of the content and functionality of the site.

Editing Your Homepage

Before You Log In: Enable Cookies

For you to edit your faculty Website, Manila needs to keep a little bit of information about your Web account on your computer. That small file of information is called a “**cookie**.” In order to be able to create and change this file, Manila needs your browser to be configured to enable cookies. If you try the login procedure below and do not see the “**Editors Only**” links appear at the top of your page, it might be because cookies are not enabled in your browser. See the boxes below for directions on enabling cookies in your browser. (Steps for your particular browser version may be slightly different.) Remember these things:

- Manila requires cookies be enabled in your Web browser
- Manila will not warn you that cookies are not enabled
- Cookies must be enabled on each computer from which you work

Enable Cookies in Netscape

- 1. Start Netscape**
- 2. Select **Edit | Preferences** from the menu bar**
- 3. Scroll down the **Category (left) column of the Preferences window (if necessary)****
- 4. Click on **Advanced****
- 5. Click on the selection button for “**Accept only cookies that get sent back to the originating server**”**
- 6. Click **OK****



Netscape Communicator™

Enable Cookies in Internet Explorer

1. **Start Internet Explorer**
2. **Select Edit | Preferences (or Tools | Internet Options, if that's what your version has) from the menu bar**
3. **Scroll down the Category (left) column of the Preferences window and click on Advanced (or click on the Security tab)**
4. **Click on the selection button for "Accept only cookies that get sent back to the originating server" and click OK (or make sure that Internet security is not set to High)**



Logging In as Editor

"There are two kinds of people in this world...."

In the world of your faculty Website, there are basically two kinds of people: the site owner (or **editor**) and visitors, i.e. there's you and everyone else. What makes you so special? Lot's of things, but we're talking here about the fact that you will be creating and editing the site. Everyone else will be looking at it. If you add the discussion feature to your site later, visitors will be able to "join" your site and contribute comments, but you will still be in charge of the site content.

Log In as Editor

1. **Go to your Homepage (See Getting to Your Site above)**
2. **Click on the Login link at the bottom of the page**
3. **Enter your Foothill-De Anza "friendly" e-mail address and Manila password**
–Your e-mail address appears near the bottom of your Homepage. You probably received your Manila password in an e-mail. If not, or if you forgot to bring that information, ask the workshop presenter to help you. Note that your Manila password is different from your e-mail and Meeting Maker passwords.
4. **Click the Submit button**

[Login](#) | [Logout](#)

When you have successfully logged in, you'll see "Editors Only" links across the top of your page and a button in each section to Edit the content. If the links and buttons don't appear, check to make sure cookies are enabled in your browser.

Important!

You must remember to log out when you are finished editing your Website. Otherwise, someone else could use your computer to change your site without your permission. Log out by clicking on the Logout link.

What about Teaching Assistants?

OK, so there are more than two kinds of people in the world. You might want to allow someone else, maybe a teaching assistant, grader, or another instructor who is team-teaching a course, to have editing privileges on your site. Manila allows you to designate other people with full or limited editing privileges. We won't cover that in the beginner workshop, but you may add this feature later.

Edit this Page

One of the great features of Manila Websites is how intuitive it is to begin the editing process. After you have logged in to your site as the editor, you can navigate to different pages (if you have more than one) in the normal fashion, by clicking on links. When you see something you want to change, just click the **Edit this Page** button and make the changes!

Begin Editing Your Homepage

- 1. Click the Edit this Page button**

Edit this Page

Setting the Page Title

Each of your pages should have a descriptive title, including your Homepage. "Welcome to Jane Faculty's Homepage!" might be a good one. You might title other pages "EWRT 1B Syllabus" or "Elementary Statistics Homework: Spring Quarter." The title you choose will appear in the browser window's title bar when students visit that page of your site. You will be able to use it as linking text, as you will see later, and in multi-page sites the title will appear as a heading at the top of the page. So think "short and descriptive" when you are choosing a title!

Editing Page Content

Changing the title and main content of a page is easy: just click in the editing window and type or paste text into it.

Replace the Current Page Content

1. Click in the **Title** section of the editing window
2. Replace the current title with something more personal
ex. **Welcome to Your Name's Homepage!**
3. Click in the **Text** section of the editing window
4. Select all of the contents with **Edit | Select All** or by clicking and dragging
5. Press the **Delete (or Backspace)** key
6. Type a sentence or two about yourself

Edit Story

Title:

Welcome to Jane Faculty's Homepage!

Text:

Welcome to my Homepage! I'm a faculty member in the Underwater Basketweaving program here at De Anza. I'll be teaching several courses this quarter, all of them underwater.

Post Changes

Post the Changes to Your Page

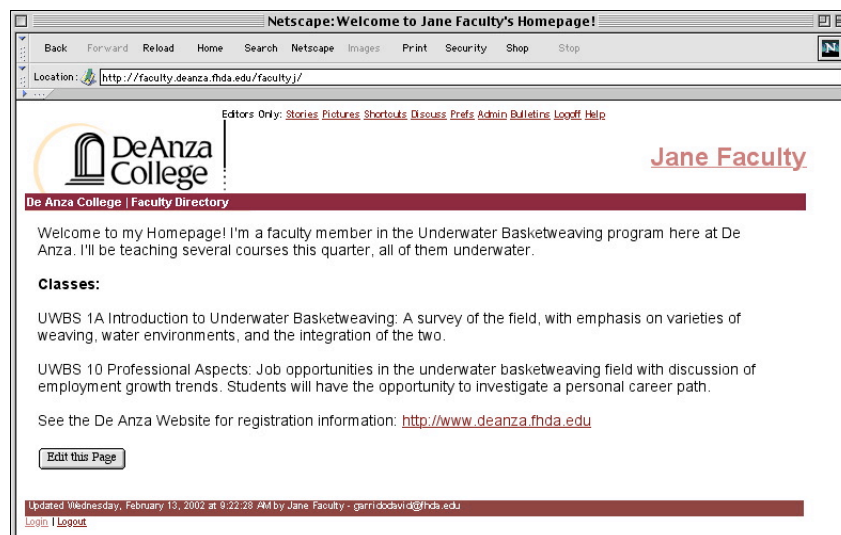
1. Click the **Post Changes** button

Post Changes

Your page has been updated! When do students and other visitors to your site see the changes? Immediately! As soon as you post changes, your Website is updated for all the world to see. There is no administrative approval or transfer process. You control when and how often your site is updated, and changes take effect immediately.

Add a Second Paragraph

1. Enter editing mode by clicking the **Edit this Page** button
2. Click to place the cursor at the end of your last sentence
3. Press the **Return (or Enter)** key twice to begin a new paragraph
4. Type *****Classes:**
–That’s Shift-8 three times and “Classes:”
5. Press the **Return (or Enter)** key twice to begin a new paragraph
6. Type a sentence or two about the classes you are teaching
–Include the Web address for your division Web page and/or the college:
ex. <http://www.deanza.fhda.edu> or
ex. <http://www.deanza.fhda.edu/depts/specialed/>
7. Click the **Post Changes** button to see the results



Notice that three asterisks at the beginning of a line causes the whole paragraph to be bold. Notice also that Web addresses are automatically turned into links. Did you press the **Return** (or **Enter**) key just once? Doing so will not move you down to the next line. To move down just one line before the line would automatically break, you must use an HTML tag:

Moving down two lines, giving you a blank line and beginning a new paragraph, requires two returns.

Add a Third Paragraph

1. Enter editing mode by clicking the **Edit this Page** button
2. Click to place the cursor at the end of your last sentence
3. Press the **Return** (or **Enter**) key twice to begin a new paragraph
4. Type ---
-That's three hyphens.
5. Press the **Return** (or **Enter**) key twice to begin a new paragraph
6. Type ***Contact Info:
7. Press the **Return** (or **Enter**) key twice to begin a new paragraph
8. Type a sentence or two about contacting you
-Be sure to include your e-mail address.
9. Click the **Post Changes** button to see the results

Title:

Welcome to Jane Faculty's Homepage!

Text:

UWBS 1A Introduction to Underwater Basketweaving: A survey of the field, with emphasis on varieties of weaving, water environments, and the integration of the two.

UWBS 10 Professional Aspects: Job opportunities in the underwater basketweaving field with discussion of employment growth trends. Students will have the opportunity to investigate a personal career path.

See the De Anza Website for registration information: <http://www.deanza.fhda.edu>

***Contact Info:

Office: B24 (next to the small basketweaving pool)
Hours: M, W, F 12-1:30 pm
Phone: x1234
E-mail: facultyjane@fhda.edu

Post Changes

Welcome to my Homepage! I'm a faculty member in the Underwater Basketweaving program here at De Anza. I'll be teaching several courses this quarter, all of them underwater.

Classes:

UWBS 1A Introduction to Underwater Basketweaving: A survey of the field, with emphasis on varieties of weaving, water environments, and the integration of the two.

UWBS 10 Professional Aspects: Job opportunities in the underwater basketweaving field with discussion of employment growth trends. Students will have the opportunity to investigate a personal career path.

See the De Anza Website for registration information: <http://www.deanza.fhda.edu>

Contact Info:

Office: B24 (next to the small basketweaving pool)
Hours: M, W, F 12-1:30 pm
Phone: x1234
E-mail: facultyjane@fhda.edu

Edit this Page

Updated Wednesday, February 13, 2002 at 9:34:25 AM by Jane Faculty - gerri.dodwin@fhda.edu
Last Modified

Notice that typing three hyphens produces a horizontal rule (line). If you notice spelling errors or want to change something you've typed, you can return to editing mode and fix your page.

What's Different about Editing Webpages in Manila?

- Most text formatting requires inserting HTML tags (such as `<i>` and `</i>`) (Internet Explorer on the PC provides some formatting tools)
- Manila provides formatting shortcuts to bold a paragraph and draw a horizontal rule
- Manila automatically makes e-mail and Web addresses into links
- A single press of the **Return** key does not drop to the next line (`
` does)

Adding or changing Webpage content is as simple as clicking in the **Text** section of the editing window and typing! Because we're editing Webpages instead of word processing documents, there are a few differences. The **Manila Shortcuts** and **A Little HTML** boxes below highlight some of the formatting you may wish to use. Begin editing by replacing the current page contents with a few sentences about yourself:

Manila Formatting Codes

Typing this...	Produces this ...
***	Bold paragraph
---	Horizontal rule (line)
Return (Enter) key twice	Blank line and new paragraph
facultyjane@fhda.edu	facultyjane@fhda.edu (e-mail link)
http://www.google.com	http://www.google.com (Web link)

A Little HTML

Typing this...	Produces this ...
----------------	-------------------

A <code>bold</code> word	A bold word
An <code><i>italicized</i></code> word	An <i>italicized</i> word
<code>
</code>	[produces a line break]

Adding a Picture

Adding pictures to a document can make it much more inviting to read, but there are some special considerations when adding pictures to Webpages. Because pictures produce much larger file sizes than text, Webpages with a large picture or many small ones can take much longer for viewers to download. And since most people don't like to wait more than a few seconds for a Webpage to appear, it's generally best to limit the number and size of pictures on Webpages.

Another consideration is file format. Web browsers only recognize two kinds of pictures: **gif** and **jpg** (or jpeg). If you have a picture in a different format (such as bmp, pct, eps, or tif), you will need to use a graphics program like Adobe PhotoShop or Paint Shop Pro to convert the file to a Web format.

.gif
.jpg

Copyright Law and the Web

As you think about adding pictures and text to your site, don't forget to consider copyright law and fair use. Material you post on your Manila Website is being published for the whole world to see, unlike material distributed on paper to students in a classroom. It's appropriate to get written permission from the copyright holder before posting copyrighted pictures or text on the Web.

Copy a Picture from the Web: Macintosh

- 1. File | New Navigator (in Netscape) or File | New Window (in Internet Explorer)**
–This opens a new browser window so you can find a picture on another Website without leaving your Manila site.
- 2. Navigate to <http://www.deanza.fhda.edu>**

3. **Click on the picture you want and hold the mouse button down until a menu appears**
4. **Select **Save this Image as...****
5. **Navigate to your desktop and click the **Save** button**

Copy a Picture from the Web: Windows

1. **File | New Navigator (in Netscape) or File | New Window (in Internet Explorer)**
–This opens a new browser window so we can find a picture on another Website without leaving our Manila site.
2. **Navigate to <http://www.deanza.fhda.edu>**
3. **Right-click on the image you want**
4. **Select **Download Image to Disk****
5. **Navigate to your desktop and click the **Save** button**

You've now made a copy of a picture you saw on the Web and saved it to your computer. Now you need to send a copy to the Manila server (**upload** the picture) so that it is available to your Website.

Upload a Picture to Your Site

1. **Switch back to your Manila browser window and click the **Edit this Page** button**
2. **Click on the [Pictures](#) Editors Only link**

Editors Only: [Stories](#) [Pictures](#) [Shortcuts](#) [Discuss](#) [Prefs](#) [Admin](#) [Bulletins](#) [Logoff](#) [Help](#)

3. **Click on the [Create a New Picture](#) link**
4. **Click the **Browse** button, navigate to the picture you saved, and click **Open****
5. **Type a short, descriptive title in the **Title** field (ex. **De Anza Students**)**

–You will use this title, in double quotes, to insert the picture into Webpages. Typing additional descriptive text in the Text field is optional.

6. Click the Post New Picture button

Post New Picture

Congratulations! You've successfully uploaded a new picture to your site and can now place it in as many of your Webpages as you would like. Insert the picture into your Homepage by navigating to the Homepage and inserting the picture's title in double quotes where you want it.

Accessibility to the Disabled

Did you know that blind and visually-impaired students surf the Web? They do, with the help of screen-reader software. The software "reads" the text on the pages to the student in a simulated human voice. It lets them know when text links to another document, and it even tells them about pictures on the page. How does the software know how to describe the pictures? It's up to you, the author of the pages, to provide descriptions. In Manila, you do that by using a descriptive title for pictures, and using the **Text** field if more explanation is needed.

So don't give the title "surprise" to a picture of a surprise party in the division office. Call it "Biology department birthday party" or something similar.

Your Big Name Link

Do you see your name in the top-right corner of every page, above the maroon bar? That's more than just a reminder of whose Website this is: it's a link to your Homepage. Whenever you want to return to your Homepage, just click on it! It works for both editors and visitors.

Inserting a Picture

Insert a Picture

- 1. Click on your Big Name Link to return to your Homepage**
- 2. Click on the **Edit this Page** button**
- 3. Click to place the cursor where you want the picture inserted**
- 4. Type the picture title (not file name) in double quotes (ex. "De Anza students")**
- 5. Click the **Post Changes** button to see the results**

Creating a Multi-Page Site

A single Webpage might be all you need or want right now. But switching to a multi-page site is easy and will allow you to expand your site content without putting too much on your Homepage. And you can always switch back to a single-page site if you decide you're not ready for more pages yet. So let's add a navigation column and a new page!

Adding a Left Navigation Column

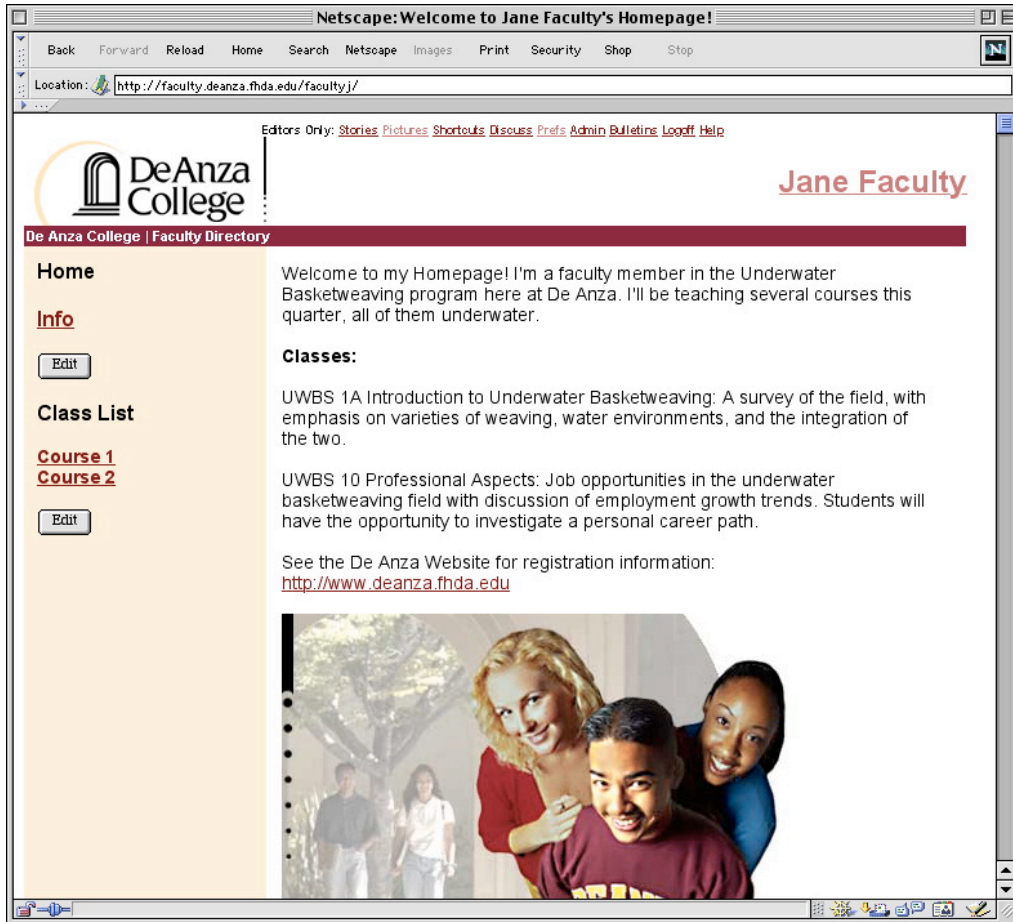
Add a Left Navigation Column

1. Click on the **Prefs Editors Only** link (for site preferences)
2. Click on the **Themes** link
3. Choose **Multi-Page**
4. Click the **Apply Theme** button
5. Click the **Yes** button to confirm the change
6. Click on your **Big Name Link** to return to your Homepage

Your Homepage has a new look! In addition to the main content section on the right, you now have a navigation column on the left in which you can put links to your other pages. What other pages? There are a few others that have already been created for you: **Info**, **Course 1**, and **Course 2**. They need content, and you can feel free to delete them, edit them, or add other pages as well. We'll start by editing the Info page.

Tip!

Don't panic! Remember, you can switch back at any time to the single-page site if you need more time to develop your pages!



What about Other Preferences & Themes?

Manila sites can be much more powerful and complex than we will cover in the beginning workshop. Feel free to explore other areas of the program when you've become comfortable with the basics.

Editing Other Pages (Stories)

Making changes to other pages in your site is the same as making changes to your Homepage: navigate to the page you want to change and click on the **Edit this Page** button. Let's add some content to the new pages.

Replace the Info Page Content

1. **Click on the Info page link in the left navigation column**
2. **Click the Edit this Page button**
3. **Click in the Text section of the editing window**
4. **Select all of the contents with Edit | Select All or by clicking and dragging**
5. **Press the Delete (or Backspace) key**
6. **Type *****Biography**, two returns, and a few sentences about yourself**
7. **Click the Post Changes button to see the results**

Now let's begin creating a course syllabus in the **Course 1** page.

Replace the Course 1 Page Content

1. **Click on the Course 1 page link in the left navigation column**
2. **Click the Edit this Page button**

3. **Type the name of a course you teach in the Title field**
4. **Click in the Text section of the editing window**
5. **Select all of the contents with Edit | Select All or by clicking and dragging**
6. **Press the Delete (or Backspace) key**
7. **Type ***Your Course Title and Number**
8. **Press the Return (or Enter) key twice to begin a new paragraph**
9. **Type the beginning of a syllabus, perhaps office location and hours, a course description, etc.**
–You don’t have to complete the page right now, and you can always make changes later. Feel free to use the formatting tips you learned earlier to improve organization.
10. **Click the Post Changes button to see the results**

Try This

Edit the content of the Course 2 page in the same manner as Course 1.

Finding Your Other Pages

Finding your Homepage is easy because the Big Name Link is always visible. Finding the Info, Course 1 and Course 2 pages was easy because they already had links in the navigation column. But how do you find and edit Web pages when you can’t see a link to that page?

Click on the **Stories** Editors Only link. It will show you a list of all your pages, also known in Manila as “stories.” Just click on any of them and you’ll be taken to that page where you will be free to do your editing. Note that you can build many Webpages but choose to link only some of them to your Homepage, allowing you to develop pages in private, revealing them when you are finished and create the link.

Changing the Navigation Column Link Names

Clicking on the Course 1 and Course 2 links in the navigation column will take you (and your site visitors) to the syllabi for two of your courses. But “Course 1” and “Course 2” aren’t very descriptive. Let’s customize them for your courses.

Page Titles Are Internal Links

In Manila, the titles you assign to pages become links to those pages when you put the title inside double quotes. This works whether you create the link in the main content section of a page or in the navigation column, but only for linking to other pages within your site (i.e. internal links). Creating links to external Websites requires use of the full address and is discussed below.

Editing the Navigation Column

Change the Course 1 Link to Match Your Course

1. **Click on the Course 1 link to go to the Course 1 page**
2. **Use the mouse to select the course title at the top of the page (ex. EWRT 1A or Elementary Statistics)**
3. **Edit | Copy**
4. **Click the Edit button in the bottom section of the navigation column**
5. **Paste the new course title in place of “Course 1” in the main text field**
–Don’t forget to make sure the new page title is enclosed in double quotes.

Class List

Course 1
Course 2

Edit

6. Click the Post Changes button to see the results

Now your navigation column should list the name of one of your courses followed by Course 2.

Try This

Change the Course 2 link to match your second course. Use the directions above to make the change yourself.

Creating a New Page (Story)

So far, we've only edited Webpages that already existed. Now let's create a new page.

Story = Webpage

In Manila, the term “story” is often used to mean Webpage. That's because Manila is “Weblog” software that can be used to manage large numbers of Webpages stored by date, like a newspaper would catalog stories. And that's why clicking on the **Stories** Editors Only link reveals a list of all your Webpages. In the vocabulary of Manila, creating a new Webpage means creating a new story.

The Stories Editors Only Link

Use the **Stories** Editors Only link to see a list of all your Webpages (i.e. stories) and to create a new Webpage (i.e. story).

Create a New Story

- 1. Click on the Stories Editors Only link**
- 2. Click on the Create a New Story link**
- 3. Type the title of a third course in the Title field**
- 4. Type the beginning of a syllabus in the Text field**
- 5. Click the Post Changes button**

If you were to click on the **Stories** Editors Only link again, you'd find your new story listed there.

Creating Links

The ability to easily **hyperlink**, or just link for short, Web documents is one of the most powerful attributes of Webpages. There are links to the De Anza College Homepage and to the Faculty Webpage Directory built into the template you're using; they're located in the maroon bar near the top of your pages. There are also built-in links to your Login and Logout pages (in the maroon bar near the bottom of your pages) and to your Homepage (the Big Name link). All of those links are intended to be consistent across different faculty members' sites and are difficult to change. Other links have been pre-built into the navigation column of your site; these links you may feel free to change.

In the vocabulary of the Web, “**internal**” links are to pages within your Website; “**external**” links are to sites other than yours, such as the De Anza College Homepage or Yahoo.

Adding Internal Links to the Navigation Column

To create a link in the navigation column to the new page, just follow the format of the existing links.

Add an Internal Link to the Navigation Column

- 1. Copy the title of the new page**
- 2. Click the **Edit** button in the navigation column**
- 3. Paste the title in the **Text** field of the navigation section where you want the link to appear, and type double quotes around it (ex. “BIOL 10”)**
- 4. Click the **Post Changes** button**

Don't forget to use the `
` tag or press the **Return** (or **Enter**) key twice to space the links out. Feel free to change the non-link text in the navigation column if you wish.

Adding Internal Links to Pages

Use the same technique to add internal links within the body of Webpages.

Add an Internal Link to a Page

1. **Copy the title of the page to which you want to link (the target)**
2. **Navigate to the page to which you want to add the link**
3. **Click the **Edit this page** button**
4. **Paste the title in the **Text** field of the navigation section where you want the link to appear, and type double quotes around it (ex. "BIOL 10")**
5. **Click the **Post Changes** button**

Note that the title of the target page is an active link.

Shortcuts

Manila uses the term “**shortcut**” to refer to text that functions as a link when it’s enclosed in double quotes. We’ve already seen shortcuts in action: the title you assign to a Webpage automatically becomes a shortcut to that page. Titles of pictures are automatically added to your shortcut list as well. And you can create your own shortcuts. Maybe you titled a course Webpage “Theory and Technique of Ballet II,” but you’d also like to use the text “Ballet II” to link to that page. Creating an additional shortcut called “Ballet II” makes that possible. In summary, shortcuts possess the following characteristics:

- Act as link when enclosed in double quotes
- Automatically created with any picture or story (the title)
- Are listed in the **Shortcuts** Editors Only section
- Can be created manually

Create an Internal Shortcut

1. **Navigate to the page for which you want to create a shortcut (for linking to it)**

-Let's create a shortcut to our Info page by clicking on the Info link in the navigation column.

- 2. Click on the Shortcuts Editors Only link**
-Notice the list of shortcuts that already exist for each of your pages and pictures. Also notice that the address of the internal page you were on when you clicked on the Shortcuts link is automatically filled in for you, making the process much easier. Always start at your target page!
- 3. Type the text you wish to use to link to your Info page (ex. My Bio)**

Add a new shortcut:

Name:	<input type="text" value="My Bio"/>
URL:	<input type="text" value="http://faculty.deanza.fhda.edu/facultyj/"/>
<input type="button" value="Add New Shortcut"/>	

- 4. Click the Add New Shortcut button**
- 5. Click on your Big Name Link to return to your Homepage**
- 6. Edit the page to include the text “My Bio” somewhere**
-Be sure to enclose the shortcut in double quotes.
- 7. Post your changes and test out the new link!**

From now on, you can type the text “My Bio” anywhere in your site and it will create a link to the Info page. If you type My Bio without quotes, it will just appear and function as regular text.

Create an External Shortcut

- 1. File | New Navigator (in Netscape) or File | New Window (in Internet Explorer)**
-This opens a new browser window so we can copy the Web address of another Website without leaving our Manila site.
- 2. Navigate to the page for which you want to create an external shortcut**
-Let's create a shortcut to the De Anza College Homepage.
Go to <http://www.deanza.fhda.edu>

3. **Copy the Web address, or URL, from the Location or Address line of your browser**
–If you know the address in advance, like we do here, you could skip going to the site and copying the address and instead just type it in. However, you will sometimes want to create shortcuts to Websites you’ve discovered in your Web browsing, and it’s always a good idea to copy and paste the address instead of typing it to reduce the chance or errors.
4. **Click on the Shortcuts Editors Only link**
5. **Type the text you wish to use to link to the De Anza page (ex. De Anza)**
6. **Edit | Paste the address into the URL field**
7. **Click the Add New Shortcut button**
8. **Click on your Big Name Link to return to your Homepage**
9. **Edit the page to include the text “De Anza” somewhere**
–Be sure to enclose the shortcut in double quotes.
10. **Post your changes and test out the new link!**

Add a new shortcut:

Name:

URL:

Important!

You must remember to include the `http://` portion of the Web address when you create an external shortcut.

Returning to a Single-Page Site

Now that you've seen the potential of a multi-page site, you probably don't want to go back to just a Homepage, right? Well, we promised to show you how to return, so we will. Rest assured that all the additional pages you've edited or created will still be there; what will disappear is the navigation column on the left. Even with a "single-page site," you can add other pages and links to them. You'll just need to put the links in the body of your Homepage. Here's the process of switching back to a single-page site if you still want to do so:

Return to a Single-Page Site

1. Click on the **Prefs Editors Only link (for site preferences)**
2. Click on the **Themes link**
3. Choose **Single-Page**
4. Click the **Apply Theme** button
5. Click the **Yes** button to confirm the change

What Now?

Finish Your Site

It doesn't take long to create and edit Webpages using Manila, but we've spent most of the workshop learning new skills. Plan on setting aside a couple hours in the near future to practice your new skills and complete your course syllabi. Then you can add new content as time permits. Remember that you can copy and paste text from your word processor into Manila. You will lose any formatting you had in the word-processed document, but at least you won't have to retype everything. And remember that you can work from home, from work—anywhere there's a Web browser and Internet connection!

Expand and Enhance

You will probably find that once students know about your Website, they will make regular use of it if you post valuable information there. Perhaps you will want to add a calendar of assignments so that students don't need to contact you to verify due dates. Perhaps you will post sample assignments there or lists of Web resources students can use for class research. Your Website can be as big or as small as you want it to be!

Advanced Features

Manila has advanced features not covered in the beginner's workshop. You can add a discussion feature that allows you to easily create different topics for your students to discuss with each other online. Your Website can add Weblog features like a calendar with links to postings grouped by date. Check the Support Resources section below for more information on these and other advanced features.

Support Resources

There are a variety of sources from which you can obtain more information about your Website and Manila. The first place to start is the Faculty Support Website.

Faculty Support Website: <http://faculty.deanza.fhda.edu/support/>

–Access the district technology training schedule and training documentation as well as other Manila support materials.

Manila Corporate Website: <http://manila.userland.com/>

–This company Website includes a thorough online user guide for Manila.