



## Welcome to the Hale, Page, Diamond Lake Community Web Pages

### Instructions for Creating Your Web Page(s)

Creating a web page in the Hale, Page, Diamond Lake “Neighborhood Connection” web site is EASY! And now you can use the HPDL **digital camera** to take photos and upload those photos to your page(s).

Here is an overview of what you will do. **More detailed instructions are on the following pages.**

- A. Go to **<http://www.hpdlba.com/register.html>** and complete the form. Enter a descriptive username (one word, no spaces, lower case). This will be the directory of your site.
- B. Within one business day you will be notified by email of your authorization and be given a password.
- C. Once you have the password you can login in at **<http://www.hpdlba.com/sitelogin.html>** and create your page.
- D. When you have created your web page(s), tell your family and friends to go to the Neighborhood Connections home page (<http://www.hpdlba.com>) and click on the Community Web Pages link.



## Steps for Creating Your Site

### STEP 1

Fill in the form at  
<http://www.hpldb.com/register.html>  
 to create your "account."

Create a New User	
User: <small>Use a single word. No spaces, only letters and numbers (must be at least six characters long). This will be the directory name of your site.</small>	<input type="text" value="wolverines"/> Required
Your Name:	<input type="text" value="David Jones"/> Required
Community:	<input type="text" value="Youth Sports"/> Required
Title For Your Web. This will be the name listed on the Community Web Listing page.	<input type="text" value="The Wolverines"/> Required
Email Address:	<input type="text" value="david@look-on.com"/> Required
Location: (Enter Minneapolis)	<input type="text" value="Minneapolis"/> Required
Do you have any comments?	<input type="text"/>
<input type="button" value="Create User"/>	

After you submit your information, you'll get a "Hello" screen with the login address. Go to the login page and bookmark it so it will be easy to return.

You will receive an email with your password. (May take one day.)

<p>Hello David Jones,</p> <p>You have been added to the Neighborhood Connection Youth Sports          Your Username is <b>wolverines</b>          Your password will be emailed to you once the <b>Moderator</b> has authorized your access.</p> <p>When you have your password, please login at <a href="http://www.hpldb.com/sitelogin.html">http://www.hpldb.com/sitelogin.html</a></p> <p style="text-align: center;"><small>©1999, UNPLD          Using WebSite2000 v3.57</small></p>
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### STEP 2

Login at:  
<http://www.hpldb.com/sitelogin.html>  
 when you receive your password by email.



Username:	<input type="text" value="wolverines"/>
Password:	<input type="password" value="*****"/>
<input type="button" value="Login"/>	

## Steps for Creating Your Site

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### STEP 3

After you login, you will see the “User Center” page for your account.

Click the Create button to create a home page. Your home page file name will be named automatically and will always be “index.html.”

You can create up to four web pages. The “sportsteam” template has space for two photos and two paragraphs. A guestbook and counter is on each page.

The “photos” template has space for eight photos.

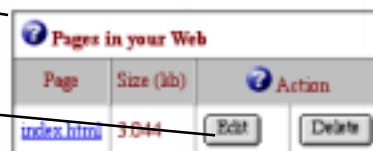
For pages other than the home page (index.html), use lower case and no spaces when you name the page (file).



### STEP 4

After you click the Create button in step 3 above, you will see a refreshed User Center page with your home page listed in this box (index.html is the name of the file).

Click the Edit button to edit your home page.



 Your homepage can be viewed at <http://www.hpdhs.com/sites/youthsports/webpages/index.html>

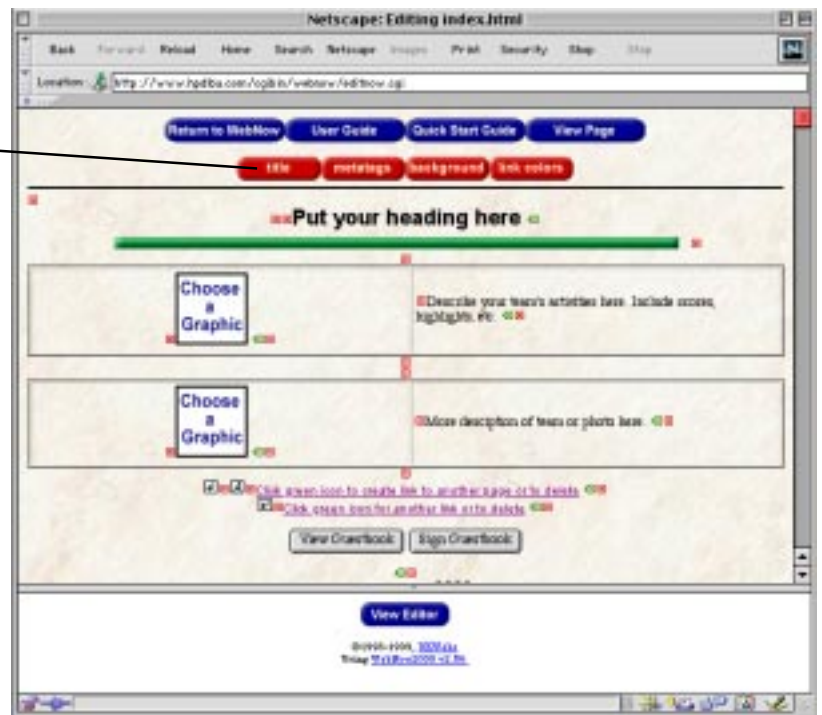
## Steps for Creating Your Site

### Page Editor

#### STEP 5

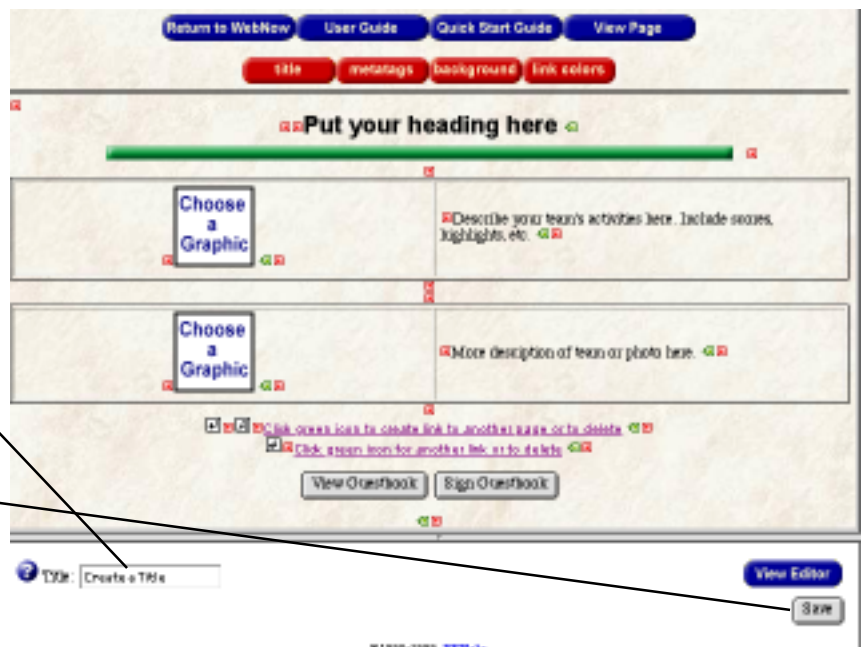
After you click the Edit button you will see the page editor.

Click on the red Title button to create a title for the page. This will be the title at the top of your browser window.



When you click the red Title button, you will get another page with an editing box at the bottom.

Type in the title for the page.

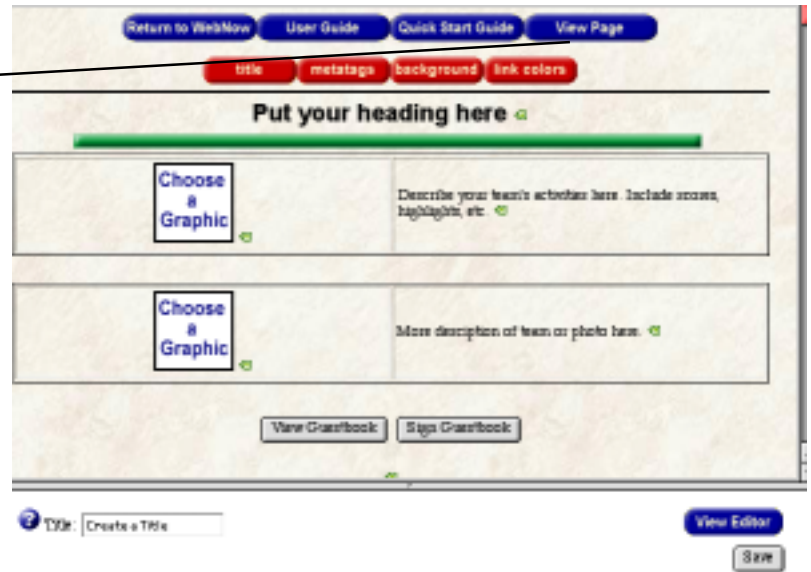


Then click the Save button.

HALE, PAGE, DIAMOND LAKE  
COMMUNITY WEB PAGES

Steps for Creating Your Site

You can see what your web page looks like anytime by clicking on the blue View Page button.



This will open a new browser window with the actual web page. Close it to continue working in the page editor.

New title (The Wolverines)



## Steps for Creating Your Site

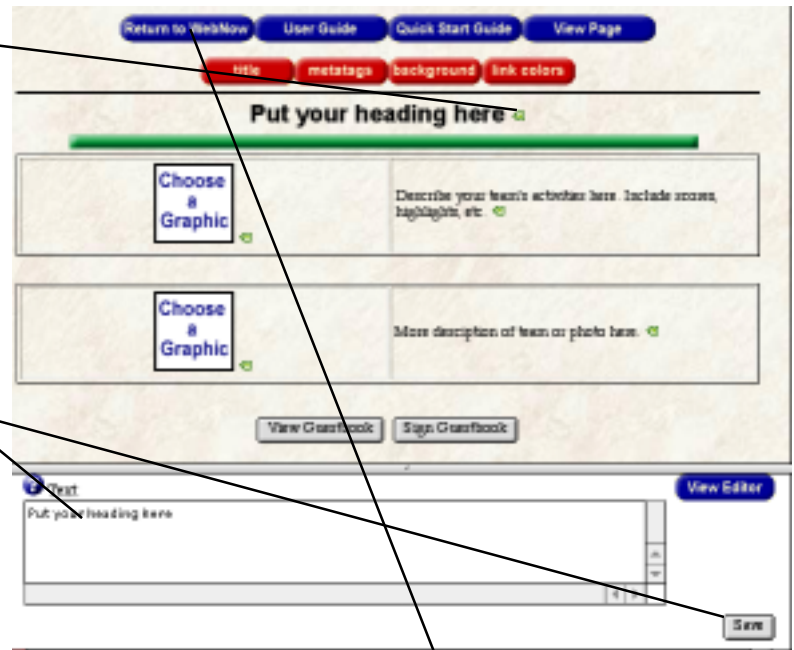
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### STEP 6

Click on the small green arrow icon next to “Put your heading here.”

This will give you an edit page with the heading box below, where you will type in your heading.

Click Save.



**Wherever you see the small green arrow icon, you can click on it and put in your own information at the bottom of the page editor. That is how the page editor works. Always be sure to click the save button to make your edits a part of your web page.**

**Whenever you want to return to the User Center to create another page or to upload images, click the “Return to Webnow” button.**

**Steps for Creating Your Site**

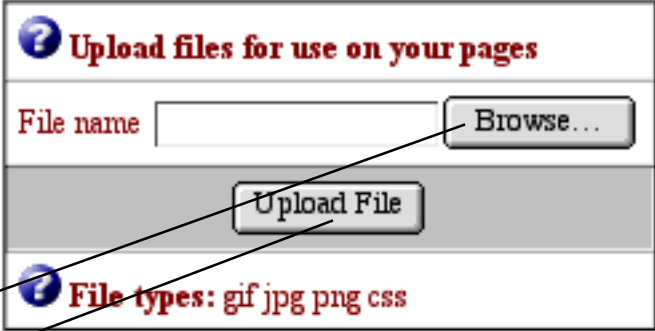
**STEP 6**

To upload a photo, go back to the User Center and use the "Upload File" box to upload your photos. Photos need to be in the correct format for the web (jpeg format). **The HPLD office will help you with this as well as furnish a digital camera for you to use to create your photos.**

The image files must be in your computer to upload them. Navigate to the image files in your computer by clicking the Browse button.

Then click the Upload File button to upload the image.

**Files**



**Upload files for use on your pages**

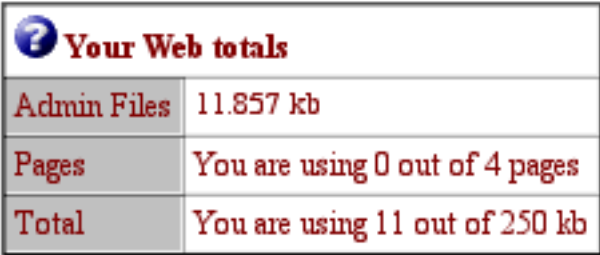
File name

**File types: gif jpg png css**



File	Size (kb)	Action
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**Web Totals**



<b>Your Web totals</b>	
Admin Files	11.857 kb
Pages	You are using 0 out of 4 pages
Total	You are using 11 out of 250 kb

Click the Edit button to go to the page editor to insert your photos into your web page.



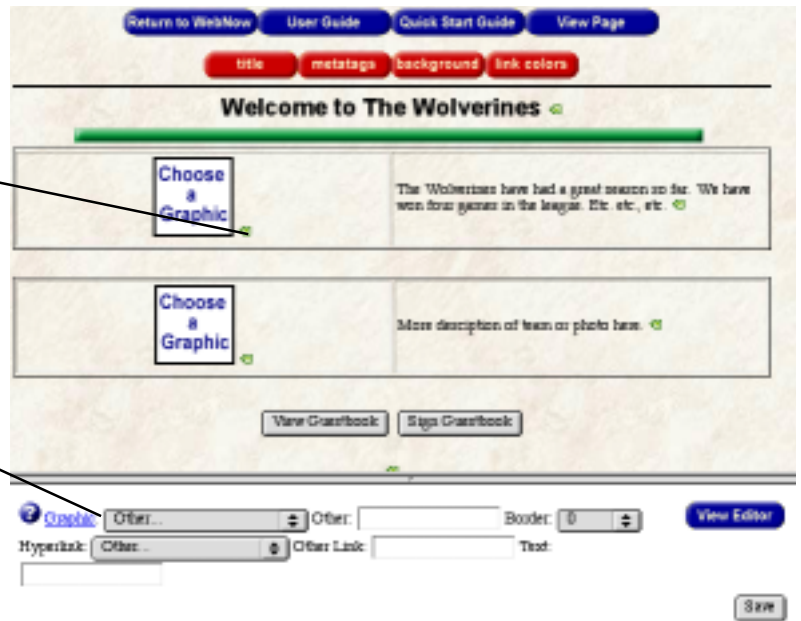
Page	Size (kb)	Action
Admin Files	11.857	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

## Steps for Creating Your Site

### STEP 7

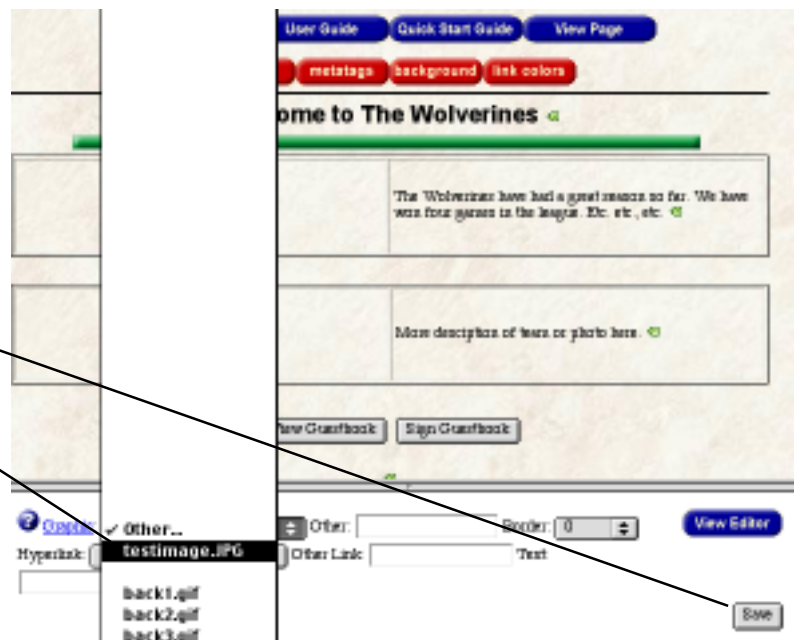
When you are back in the page editor, click on the green arrow icon next to the “Choose a Graphic” box.

You will then be able to choose the photo file you just uploaded.



Choose the photo you want on your page.

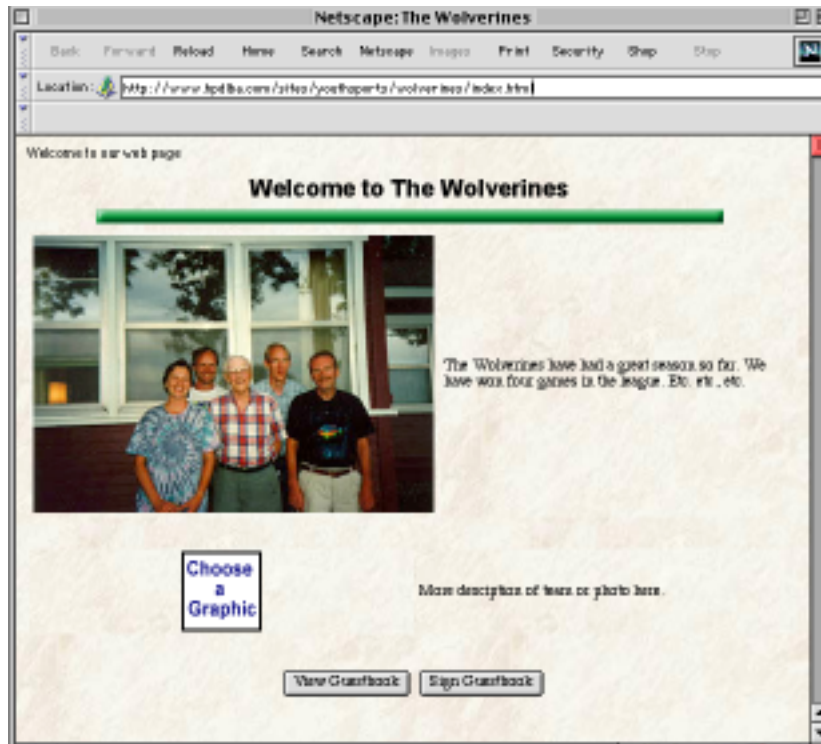
Click Save



You can place another photo on the page the same way by clicking the other green icon next to the second graphic box in the editor.

## Steps for Creating Your Site

Click the blue View Page button at the top of the page editor to see what your web page looks like. YOU MAY NEED TO **REFRESH** OR **RELOAD** THE PAGE TO SEE IT CORRECTLY.



### User Information

**Your User Information can be changed here**

Web Title	<input type="text" value="The Wolverines"/>
Full Name	<input type="text" value="David Jones"/>
Email Address	<input type="text" value="david@look-on.com"/>
Location	<input type="text" value="Minneapolis"/>
New Password	<input type="password"/>
<input type="button" value="Update User"/>	
<input type="button" value="Delete My Web"/>	
Password	<input type="password" value="*****"/>

#### FINAL NOTE:

To change your login password or to delete your site, go to the User Center and type in your password. Click Update User or

Delete My Web

**That's how it works. Have fun! It's easy once you do it!**