

# PCC/WebEasy Quick Start Guide

## To get an account or training...

Visit <http://www.pcc.edu/webcenter> and follow the appropriate links to information on account setup and training. In just a few days, you'll be notified by email that your account has been set up, with instructions on what to do next.

## Here's how to make your web pages. It's easy.

1. To log in to your account, go back to <http://www.pcc.edu/webcenter>. Follow the link to department pages, student organizations, or to faculty and staff pages. Then click the "log in" link, near the top of the left column.
2. To log in, enter your PCC/WebEasy user name and password.
3. The **Start Page** will give you an overview of all the functions within PCC/WebEasy.
4. Instructions are right on the screen, so be sure to read them.
5. Click on **Page Manager** to create new pages or to select existing files for editing.  
On that page you will see the following table.
6. To edit a page, click on **Edit**. This will take you to the **Edit Page**.

Menu Rank	Page Title	Display On/Off	Edit Page	Copy Page	Remove Page
<b>Group</b>	<b>Biology</b>				
99	Laboratories	On	Edit	Copy	Delete

**Note:** When you start to edit a page, a "Security" alert may appear on your screen. Your computer is asking if it's safe to run PCC/WebEasy's Java applet that allows you to edit your web page text.

**Netscape:** Click the "Remember this decision" check box, then click the **Grant** button at the bottom of the alert box.

**Internet Explorer:** Click the "Always trust..." check box, then click the **Yes** button at the bottom of the alert box.

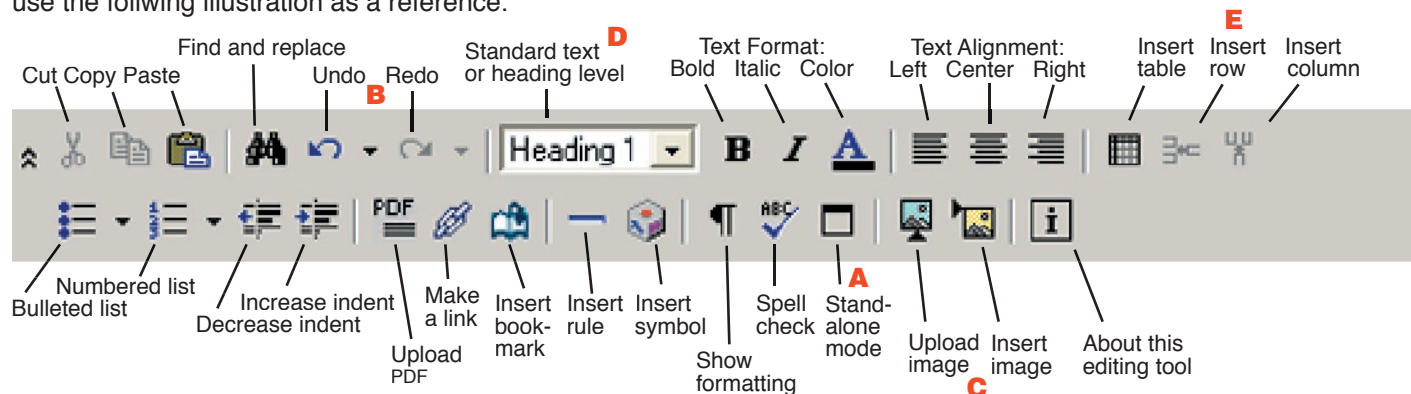
## On the Edit Page

### The Page Title and Page Description

The **Page Title** (required) appears in the left-side menu of your pages. The optional **Page Description** is listed in search engine results.

### The Editing Tool Bar

The **Editing Tool Bar** is like those in a word processor. Hold your cursor over the buttons to display what they do, or use the following illustration as a reference.



**Note:** Mac OS 9 users will not see the icons for find and replace, undo-redo, or stand-alone mode.

### Tool Bar Notes

- A** Use the Stand-Alone Mode to enlarge the editing area and create a more comfortable work space.
- B** Use the Undo button as soon as you make a mistake. You can undo your last 20 actions, but every character you type counts as one action. If you delete something, then type 20 characters, you can no longer undo the delete.
- C** Before you can **insert** an image into your page, it must first be **uploaded** to that page's image folder. 60k size limit.
- D** Format text as either a heading, with its hierarchy level, or as standard body text. Required for accessibility.
- E** Table creation tools. To set detailed table properties, right-click in the table.

## Page Settings

Decide whether or not to make the currently visible page on your web site.

Decide on the order in which the page will appear on your left-side menu list. (Assigning a higher number will make the page appear closer to the top of your list of pages in this menu.)

### Saving Your Work

Save is at the bottom of the page.

**Warning:** Don't click the save button until any pre-existing content has finished loading into the editing window or you'll lose that content. If you open a page and quickly decide it's not the page you wanted, just click "Cancel."

**To display this page on the web, check this box.**

If you leave this box unchecked, this page will not display on the web, but it will be saved and will appear on the Page Manager screen.

**Menu Order for this page**

Where do you want this page to appear on the menu?  
Choose a number from 0 to 1000  
Top of the menu list = 1000  
Bottom of the menu list = 0

Click ONLY ONCE and wait for the next screen.

Takes you back to the Page Manager. No changes are saved.

### Mac OS 9 Users: You have an extra step to save your work.

1. You must click the little disk icon at the upper left of the **Editing Tool Bar** to save the contents of the area below the tool bar. This icon only appears on Macs running OS 9.
2. At the bottom of the page, Mac OS 9 users must save again by clicking on the **Save button**. This saves the contents of the rest of the page, such as the page title, menu order, etc.

## Setting Your "Home" Page (Department sites only)

Designate the home page of your site by clicking the "Feature Page" button, near the bottom of the Edit Page, at the right side. All other pages should just be set to "Page." Do not use the "Archive" button, since it's a setting we don't use in PCC/WebEasy.

## Adding New Pages to Your Site

1. At the top of the **Page Manager** screen, click on New Page:  You will go to the **Edit Page**.
2. On the **Edit Page** add a **Page Title** (which shows up in the left side menu) and an optional **Page Description**.
3. Add your content.
4. Check the **Display this page on the web** box, if you want your page to display on your web site now.
5. Select the **Menu Order** for this page and click the Save button at the bottom of the screen.

## Create a New Page Based on an Existing One

If you've done a lot of work on a page and want to create others that are similar to it, you can just copy the original page by clicking **Copy** on the Page Manager screen. A copy of that page is created with the name "Copy of" at the start of the page title. Just give this new page a new title and change the content as you wish.

## When You Are Finished Working in PCC/WebEasy

Click on **Log Out** either in the side menu, or on the bottom of the **Your Page Has Been Saved** screen.

## Selecting Page Categories

Categories are used in academic department sites to organize information according to pre-set topics. For more information, see "About Categories," in the Web Center's documents area at [www.pcc.edu/webcenter](http://www.pcc.edu/webcenter).

## Creating Links to Other Web Pages and to Email Addresses

Select the text you want to turn into a link. Then click on the link icon. Web page addresses start with **http://** and email links start with **mailto://**

## Important: Use the Web Authoring Checklist

This quick start guide just gives you the basics of PCC/WebEasy. There's much more to know about making good Web pages, and a wealth of information is contained in an easy-to-use Web Authoring Checklist you'll find in the Web Center's documents area at [www.pcc.edu/webcenter](http://www.pcc.edu/webcenter). This checklist is **required for department sites** and is highly recommended for faculty and student organization sites.