

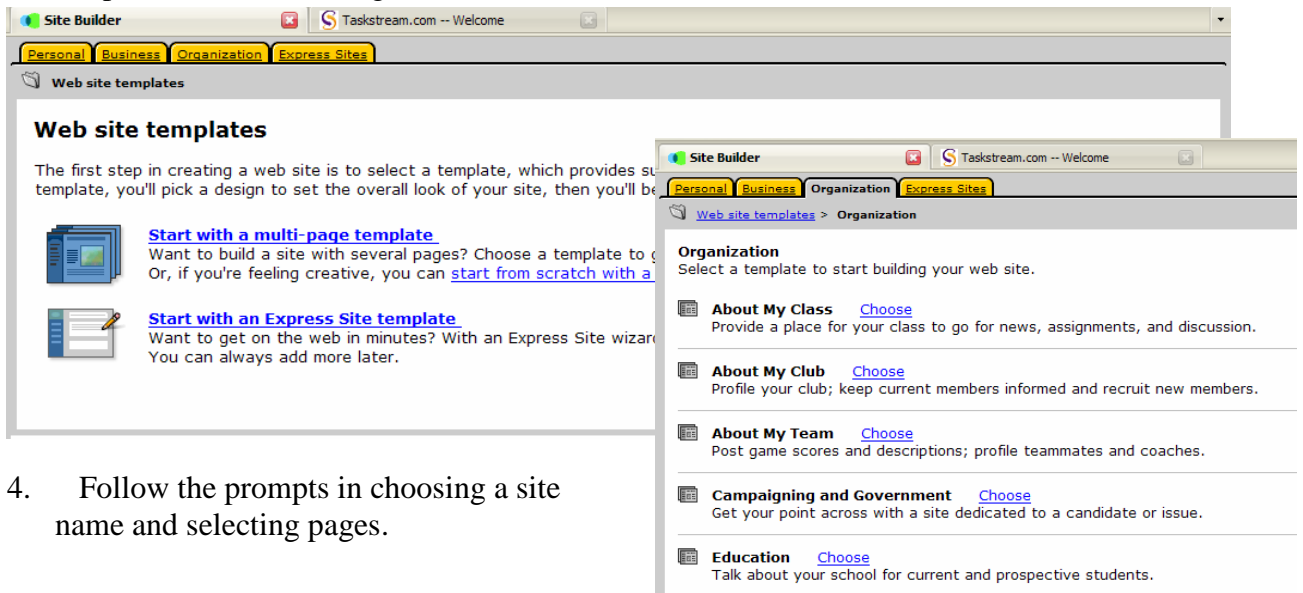
1. First choose a site builder like Tripod. Create an account and log in.



2. Next create new site.



3. Use the website templates, and choose organization- Education.



4. Follow the prompts in choosing a site name and selecting pages.



Choose a web site name and pages

1. Type a name for your site

Education

2. Add a footer (Optional -- displays at the bottom of every page)

3. Choose pages for your site

Your web site will include a home page and the pages that you select from the list below. Each page has sample content that you can customize, or you can add your own content.

Home

- Page 1 About Our School
- Page 2 Admissions
- Page 3 Academics
- Page 4 Programs
- Page 5 Activities
- Page 6 Calendar of Events
- Page 7 Directions
- Page 8 Links
- Page 9 Contact Us
- Page 10 Blank Page

4. [Continue](#), to choose your design

While editing your site, you can change its name and copy, delete, and add pages. You can also add additional information to the footer, including links and pictures.



5. You may choose the suggested design, or from a list

The screenshot shows the Site Builder interface with two browser windows. The left window displays a 'Choose a web site design' page with a 'Suggested design: Column' and a 'Use the suggested design' button. The right window shows a 'Designs' panel with a category list (Customizable Designs, Vertical Navigation, Horizontal Navigation, Basic, Business, Colorful, Crafts/Hobbies, Family, Funky, Holidays/Special Events, Invitations/Announcements, Photo Albums, Travel, Weblogs/Blogs) and a grid of 16 design thumbnails. A 'Text View' link is visible in the top right of the design grid.

To view the available designs, select a category above. To Preview a design, click one of the design thumbnails, or if you are viewing the designs in Text View, click on a design name.

Cancel Help

After selecting a web site design, you'll be able to start editing your web site.

Continue All My Sites Help

6. Now begin to edit your site using the prompts on each page and the navigation tools along the bottom of the page.

The screenshot shows the Site Builder editing interface for an 'Education' page. The page content includes a navigation menu on the left, a 'your logo' placeholder, a 'Welcome to our web site!' message, and several text blocks with 'Edit text' prompts. There are also image placeholders with 'Edit picture' prompts. The bottom of the page features a toolbar with various editing tools like 'Add Text', 'Add Picture', 'Add Link', 'Add Table', 'Add Site', 'Add Page', 'Change Look', 'Move Items', 'Copy Items', 'Delete Items', 'Preview Site', 'Publish to Web', and 'Promote Site'. A 'Click here to add a' button is also visible.



7. The tools along the bottom provide some “advanced” functions, but are very simple to follow. After you finish editing each page you can preview the site and finally publish it when you are finished. You do not have to finish your site in one sitting, and all your work is saved as you complete it. There is a help function for those who get stuck, but I assume the person following these directions will have at least some WISIWIG experience.
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