Personal Online Web Page Authoring Kit

POW-PAK ©

by CurtsWorks LLC

Help Guide: Navigating POW-PAK

When done with this help guide, simply close this window to return to POW-PAK.

POW-PAK is designed to be as user-friendly as possible. To help with this, most all of the navigation is done with bright colored, easy-to-understand buttons. Below is a brief explanation of the **navigation buttons you will use in POW-PAK**:

Button	Explanation
?	This is the **Help Button**. You will see this button on most of the pages in POW-PAK. Any time you click this button a new window (or tab) will open up to give you a detailed explanation of what you are working on. Most POW-PAK questions you have will be answered by the **Help Button**.
ADD	This is the **Add Button**. You will click this button any time you want to add something new to your site. This might include a new link, a new lesson plan, a new word search, or such.
EDIT	This is the **Edit Button**. Once you have added something to your web site, you may want to change it later. Clicking the **Edit Button** will take you to a screen where you can make changes to existing parts of your web site.
DEL	This is the **Delete Button**. Most of the parts of yur web site can be removed if you so choose. Clicking the **Delete Button** allows you to get rid of things you no longer want. Typically, POW-PAK will ask you to verify that you really do want to delete an item before the item is removed. Still though, always use this button with caution. **Once an item is deleted, it is really gone.**
VIEW	This is the **View Button**. Clicking this button will usually open a new window (or tab) where you can view the results of your work or access a useful resource. Examples would be viewing your completed web site, viewing a WebQuest, and viewing available links on your site.

BACK   This is the **Back Button** and it lets you move back to an earlier page in POW-PAK. You will typically find this button at the **bottom of every page**. Often there will be more than one **Back Button**, giving you multiple options for navigation.

☑   This is the **Check Button**. It gets used as a **generic button** for many options. There will always be text next to the **Check Button** explaining what clicking the button will do.

⬆   This is the **Up Button**. Some items in POW-PAK allow you to change their order, such as links on your Links Page and files on your Files Page. In such cases, clicking the **Up Button** will move an item in the list one position higher.
Note: *There is not a Down Button. To make an item move down, simply make the item below it move up.*

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