Getting Started With Pow-Pak

Pow-Pak is a tool used to create a web site. The advantage of Pow-Pak is that the user does not need to know HTML code or a complicated web authoring program like Dreamwever. Pow-Pak is web based which means the user opens a browser like Safari and performs all web page creation activities within the browser. Pow-Pak uses a series of menu choices to set up a basic web site. On the other hand, what makes Pow-Pak so easy to learn also makes it highly structured and limited in its advanced capabilities.
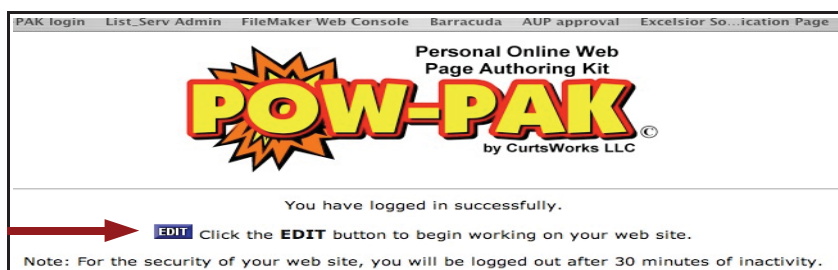
To create a web site using Pow-Pak follow the instructions below:
1. Open Sandy Valley web site, www.svlocal.org, and click on the Pow-Pak login link. Students use the "Create Web Site" link located on the STUDENT tab. Teachers use the Pow-Pak link located on the TEACHER tab
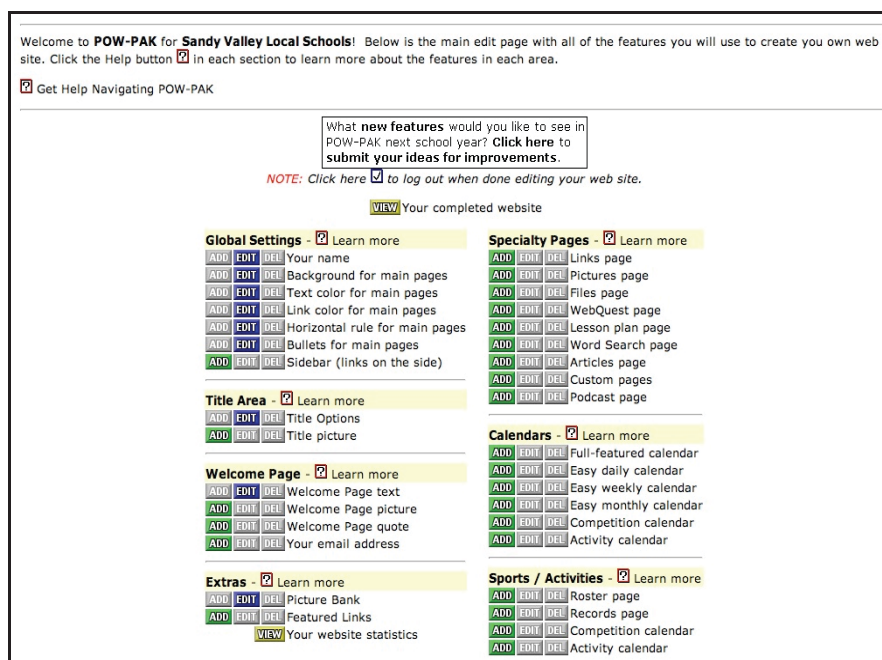
2. Log in with your account.

3. If this is your first attempt at using Pow-Pak, click the EDIT button

4. The POW- PAK Menu is the starting point for all design features. You may view your Web Site at anytime by clicking on the VIEW button.

5. Menu items that contain a green ADD button do not currently contain any settings. The user must click the ADD button to activate the feature. Menu items that contain a blue EDIT button currently contain an active setting. The user may leave the setting as is or click on the EDIT button to change the configuration. Menu items that contain a red DEL button indicates that this feature is not required and maybe removed completely from your web site. Click the DEL button to remove a Pow-Pak feature.

This document will discuss those menu items with red arrows . . . .

VIEW Your completed website

Global Settings - ? Learn more
ADD EDIT DEL Your name
ADD EDIT DEL Background for main pages
ADD EDIT DEL Text color for main pages
ADD EDIT DEL Link color for main pages
ADD EDIT DEL Horizontal rule for main pages
ADD EDIT DEL Bullets for main pages
ADD EDIT DEL Sidebar (links on the side)

Title Area - ? Learn more
ADD EDIT DEL Title Options
ADD EDIT DEL Title picture

Welcome Page - ? Learn more
ADD EDIT DEL Welcome Page text
ADD EDIT DEL Welcome Page picture
ADD EDIT DEL Welcome Page quote
ADD EDIT DEL Your email address

Extras - ? Learn more
ADD EDIT DEL Picture Bank
ADD EDIT DEL Featured Links
VIEW Your website statistics

Specialty Pages - ? Learn more
ADD EDIT DEL Links page
ADD EDIT DEL Pictures page
ADD EDIT DEL Files page
ADD EDIT DEL WebQuest page
ADD EDIT DEL Lesson plan page
ADD EDIT DEL Word Search page
ADD EDIT DEL Articles page
ADD EDIT DEL Custom pages
ADD EDIT DEL Podcast page

Calendars - ? Learn more
ADD EDIT DEL Full-featured calendar
ADD EDIT DEL Easy daily calendar
ADD EDIT DEL Easy weekly calendar
ADD EDIT DEL Easy monthly calendar
ADD EDIT DEL Competition calendar
ADD EDIT DEL Activity calendar

Sports / Activities - ? Learn more
ADD EDIT DEL Roster page
ADD EDIT DEL Records page
ADD EDIT DEL Competition calendar
ADD EDIT DEL Activity calendar

6. **Menu Item . . . .** ADD EDIT DEL Your name

Personal Online Web
Page Authoring Kit
POW-PAK ©
by CurtsWorks LLC

Edit your Name

Below is your name as it currently appears on your website. This name will appear in the title area of all the p
name that is descriptive of the site such as **Mr. Smith**, **Mrs. Johnson**, **High School Basketball**, or **Spanish Cl**

Click in the box to make changes to how you wish your name to appear. When done, click the **Update** button.

Name: Matt Huszar's Global Studies Project Page

Update

Type the title that will appear at the top of your opening web page. This title will be followed by the words "Home Page" unless your change a "Title Options" setting.

7. **Menu Item . . . .** `ADD` `EDIT` `DEL` Background for main pages

Click on a background picture radio button and click the UPDATE button.

8. **Menu Item . . . .** `ADD` `EDIT` `DEL` Title Options

Click the "NO" radio button in the "Display page name?" setting if you don't want the heading to appear on your pages. Another option is to type a different page heading in the box to the right of page name.

9. **Menu Item . . . .** `ADD` `EDIT` `DEL` Welcome Page text

Edit Welcome Page Text

Below you can edit the text for the main page of your web site. This is the information visitors will see when they first arrive at you The information can include whatever you wish, such as family, education, hobbies, pets, favorite things, current projects, class inf general information, the purpose of the web site, and such.

Note: If the text box below does not display or fails to function properly, you may have a non-compatible browser. Click here ☑ to reload this page with a simpler version of the text box.

`ADD` Image from Picture Bank   `VIEW` Available Links   ❓ Help Using Editor Below

[Style] | [Font] | [Size]

B *I* <u>U</u> x² ×₂ ≡ ≡ ≡ ≡ — ⦂≡ ⦂≡ ⦂≡ ⦂≡ **A** ▨ ▨ ⚙ ⚙ ▢ ↶ ↷ ▨

The effect of radical Islam on global politics.

These "Page Text" entry screens appear in various locations in Pow-Pak and are used to enter information that you want displayed on your web page. For example you may type text, place pictures, and create hyper-links in this area. (Those users who have some knowledge of HTML can click the " ☐ View Source ", box and enter their own code.)

10. **Menu Item . . . .** `ADD` `EDIT` `DEL` Welcome Page picture

Edit your Title Picture

Here you can upload a picture (in .gif or .jpg format) for the title area of your page. The im be of you, your class, or just a neat image you want to greet people with.
Helpful Hint: Good places to search for images include:

* http://images.google.com
* http://www.picsearch.com/

❓ Help Adding a Title Picture

(Choose File) 🖼 islamists.jpg

(Upload)

`BACK` to the main edit page of POW-PAK.

Adding photos, diagrams, cartoons and other visual media can be added to your welcome page by:
A) Cicking the "choose file" button.
B) Navigate to the desired .jpg or .gif file on your hard drive.
C) Click the upload button

11. **Menu Item . . . .** `ADD` `EDIT` `DEL` Picture Bank

Insert Image from Picture Bank

Below are the pictures you have uploaded to your Pictures Bank. To add an image to the text box you were editing, simply click on the image below. This window will close and the image will be inserted into the text box.

❓ Help Understanding what the Picture Bank Is

If you wish to add more images to your Picture Bank, click here to `EDIT` your Picture Bank.

The image bank provides an area that you can use to upload your pictures for later placement. First upload and organize all the pictures you will use on your web site in the Picture Bank. Subsequently, you will also use the picture bank whenever you wish to select a picture to place on one of your pages.

Click the EDIT button to open your Picture Bank.

Picture Bank Edit

Below you can add, edit, and delete pictures for your web site Picture Bank. These images are not automatically visible to visitors. Instead they are for you to insert on other pages of your web site using the link ADD **Image from Picture Bank**

? Help Understanding what the Picture Bank Is
? Help Editing your Picture Bank

ADD Click this **ADD** button to include a new picture in your Picture Bank.

BACK to the main edit page of POW-PAK.

Click the ADD button to begin uploading your pictures into the picture bank.

Add Pictures to your Picture Bank

Below you can add pictures for your web site Picture Bank.

? Help Adding Pictures

Picture 1	
Title	islamic terrorist
Description (optional)	
Category	Select existing: General
Or enter new:
Picture File	Choose File terrorist.jpeg

1. Type a "Title" for each of your pictures.
2. Click the CHOOSE button and pick a .jpg or .gif file from your hard drive.
3. Click the UPLOAD button.

12. **Menu Item . . . .** ADD EDIT DEL Custom pages

Custom Page Edit

for your web site. This allows you to add pages that cannot b

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ADD Click this **ADD** button to create a new custom page.

Custom pages are one way to create additional web pages that are linked to your Welcome Page. Click the ADD button to create a custom page.

Edit your Custom Page

a custom page for your web site.

our Custom Page
tom Pages Work

te: If the text box below does not display or fails to function properly, you may have a *non-compatible browser*.
Click here ☑ to reload this page with a simpler version of the text box.

ADD Image from Picture Bank   **VIEW** Available Links   ☑ Help Using Editor Below

[Style] ▼   [Font] ▼   [Size] ▼

B *I* <u>U</u> x² x₂ ≡ ≡ ≡ ≡ — ≣ ≣ ≣ ≣ **A** 🎨 🌐 ✉ 🖼 ▦ ↶ ↷ 🅰

This a test custom page

Type information or place photos and links in the data entry area. Choose a background color if desired and click the upload button when finished.   Upload

General Custom Page Information

Title	Test Page
Description *(Optional)*	
Category	Select existing: General ▼
	Or enter new: New Test Cutom Page
Active	Yes: ⦿ No: ○

Custom Page Background - ☑ Help Editing the Background

OPTIONAL: You may create a new category name for your custom page and create a link to it.

As you create custom pages you will see their names listed when you
click on ADD EDIT DEL Custom pages

Custom Page Edit

for your web site. This allows you to add pages that cannot b

ADD Click this **ADD** button to create a new custom page.

Category - Islam Religion
EDIT DEL Principles of Islam - *inactive* -
Category - Islamic Terrorism
EDIT DEL Islamic Terrorism - *inactive* -
Category - Radical Islam
EDIT DEL Growing Radical Islam - *inactive* -

13. **Menu Item . . . .** ADD EDIT DEL Featured Links

The "featured links" section provides the user with a method for displaying links from the "welcome page" to your other Pow-Paw pages. The "featured links" appear in your "sidebar".

Featured Links

Below are **links to the main resources on your web site**, which you can check to add to the **Featured Links** section of your sidebar.
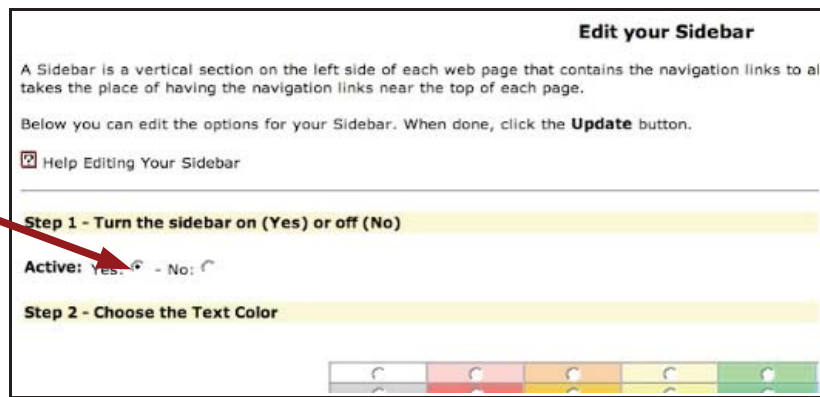
? Help Understanding and Making Featured Links

- ☑ **Home Page**
  http://cardnetserver.svlocal.org/powpak/cgi-bin/homepage.pl?id=sv_matthhus09

- ☐ **Custom Pages**
  http://cardnetserver.svlocal.org/powpak/cgi-bin/custom_page.pl?id=sv_matthhus09
  - ☐ **Category - Islam Religion**
    http://cardnetserver.svlocal.org/powpak/cgi-bin/custom_page_list.pl?id=sv_matthhus09&category=Islam%20Religion
    - ☑ **Page - Principles of Islam**
      http://cardnetserver.svlocal.org/powpak/cgi-bin/custom_page_display.pl?id=sv_matthhus09&cp=1
  - ☐ **Category - Islamic Terrorism**
    http://cardnetserver.svlocal.org/powpak/cgi-bin/custom_page_list.pl?id=sv_matthhus09&category=Islamic%20Terrorism
    - ☑ **Page - Islamic Terrorism**
      http://cardnetserver.svlocal.org/powpak/cgi-bin/custom_page_display.pl?id=sv_matthhus09&cp=2
  - ☐ **Category - New Test Cutom Page**
    http://cardnetserver.svlocal.org/powpak/cgi-bin/custom_page_list.pl?id=sv_matthhus09&category=New%20Test%20Cutom%
    - ☑ **Page - Test Page**
      http://cardnetserver.svlocal.org/powpak/cgi-bin/custom_page_display.pl?id=sv_matthhus09&cp=4
  - ☐ **Category - Radical Islam**
    http://cardnetserver.svlocal.org/powpak/cgi-bin/custom_page_list.pl?id=sv_matthhus09&category=Radical%20Islam
    - ☑ **Page - Growing Radical Islam**
      http://cardnetserver.svlocal.org/powpak/cgi-bin/custom_page_display.pl?id=sv_matthhus09&cp=3

- ☑ **Podcast Page**
  http://cardnetserver.svlocal.org/powpak/cgi-bin/podcast_page.pl?id=sv_matthhus09

Update

Check the boxes of the pages that you want linked on the "sidebar".

14. **Menu Item . . . .** ADD EDIT DEL Sidebar (links on the side)

Edit your Sidebar

A Sidebar is a vertical section on the left side of each web page that contains the navigation links to al takes the place of having the navigation links near the top of each page.

Below you can edit the options for your Sidebar. When done, click the **Update** button.

☐ Help Editing Your Sidebar

Step 1 - Turn the sidebar on (Yes) or off (No)

Active: Yes: ⦿ - No: ○

Step 2 - Choose the Text Color

Click Yes in step 1 to activate the Sidebar

15. **Menu Item . . . .** ADD EDIT DEL Podcast page

Add and Edit Podcasts
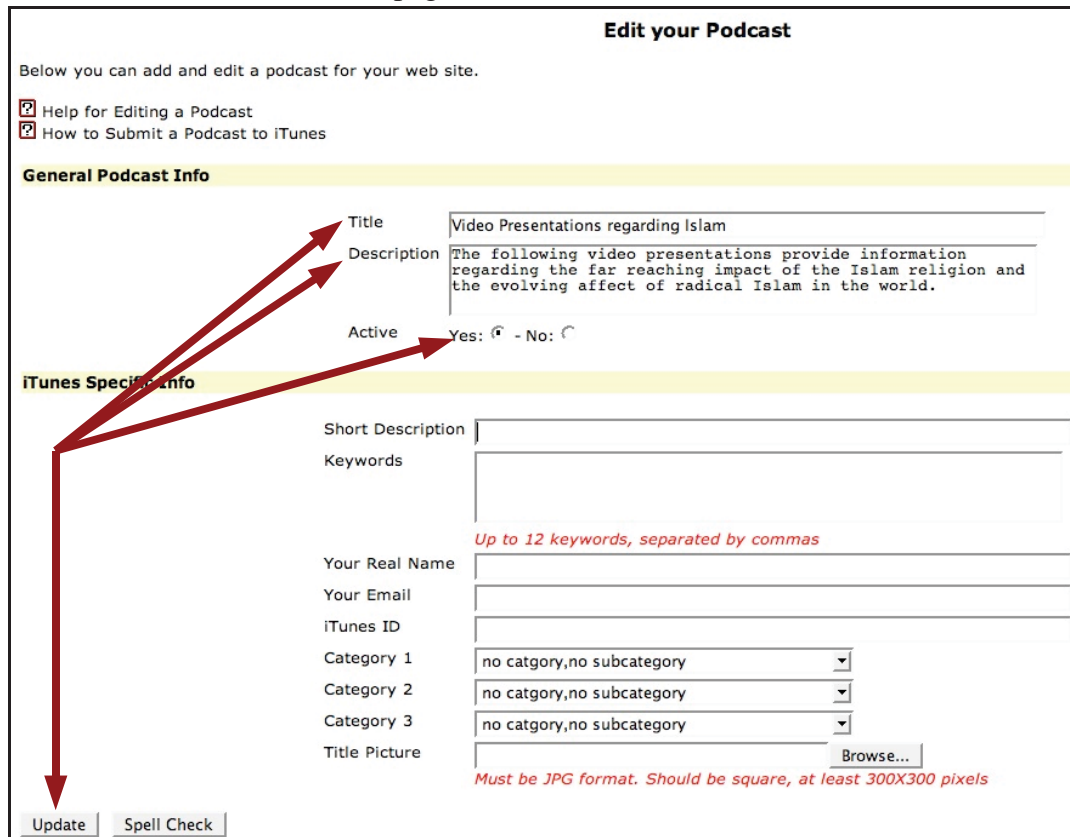
Below you can add and edit Podcasts for your web site.

- **To add a Podcast** - simply click the **ADD** button below and follow the instructions from there.
- **To edit a Podcast** - simply click the **EDIT** button next to an existing Podcast.
- **To delete a Podcast** - simply click the **DEL** button next to an existing Podcast.

☐ Learn more about Podcasts
☐ How to Submit a Podcast to iTunes

ADD Click this **ADD** button to create a new Podcast.

Click the ADD button to create a Podcast page.

Edit your Podcast

Below you can add and edit a podcast for your web site.

☐ Help for Editing a Podcast
☐ How to Submit a Podcast to iTunes

General Podcast Info

Title   Video Presentations regarding Islam

Description The following video presentations provide information regarding the far reaching impact of the Islam religion and the evolving affect of radical Islam in the world.

Active   Yes: ⦿ - No: ○

iTunes Specific Info

Short Description |

Keywords

Up to 12 keywords, separated by commas

Your Real Name

Your Email

iTunes ID

Category 1   no catgory,no subcategory

Category 2   no catgory,no subcategory

Category 3   no catgory,no subcategory

Title Picture   Browse...

Must be JPG format. Should be square, at least 300X300 pixels

Update | Spell Check

This screen is used to set up the appearance of the Podcast page but is not used post a podcast.

Click the EDIT button to add an actual podcast to your podcast page.

Click the ADD button to place a new podcast on your podcast page.

Type in any description that you would like to accompany your podcast link as it appears on the web page.

□ View Source

Show Notes Title Picture - *(Optional)* - ☒ Help Adding a Title Picture for the Show Notes
To include a show notes title picture with your podcast episode, click the **Browse** button below.
[   ] Browse...

General Episode Information

Title   The Importance of Conserving Paper in the Islam world

Description   Many Islam countries especially those in the middle east
                have a shortage of trees and a shortage of paper. Monitoring
                computer paper use is becoming a serious matter.

Episode File   /Users/rogerrob2/Desktop/PaperCut2.mov   Browse...
               Format must be .mp3, .m4a, .mp4, .m4v, .mov, .wmv, or .pdf

Active   Yes: ⦿ - No: ○

iTunes Specific Episode Info

Short Description [   ]
Keywords   [   ]

                Up to 12 keywords, separated by commas
Episode Length   Hours: [00 ▾] - Minutes: [00 ▾] - Seconds: [00 ▾]

                Update │ Spell Check

Type a title for your podcast.

Type a short description of your podcast.

Locate your podcast on your computer using the BROWSE button.

Click the ACTIVE yes button.

Click the UPDATE button.