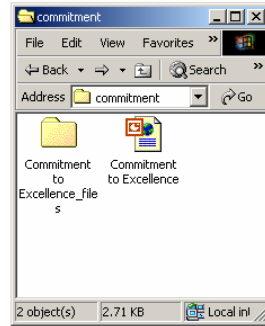


Integrating PowerPoint into your website

- 1.) Create your PowerPoint presentation normally
- 2.) Click on file and then choose Save as a web page...
 - a.) In this step make sure your saving the file to a empty folder.
- 3.) Import the entire folder that was created in step 2 into your FrontPage web.
- 4.) Link the page in this folder to another in your website.



Custom Buttons

<http://www.grsites.com>

- 1.) Click on the absolute Background Textures link.
- 2.) Find a background for your button that you like and click on it.
- 3.) Click on the link to the right that says "[Make customized buttons from this texture](#)"
- 4.) Make all of your selections as indicated on the screen,. At the bottom of the page click on the "Make my button" Button.
- 5.) To save it, right click on the picture and select "save image as" or "save picture as".

Creating a PDF

One of the best ways to add useful content to your website is to allow students and parents to download and print classroom assignments. However, if documents linked to your website are in **Word** format, only families who have Microsoft Office can use them.

Web developers can avoid this problem by providing documents in **Portable Document Format (PDF)**. PDFs, created by Adobe Systems, can be opened by any computer (Mac/PC) with Adobe Reader (FREE at www.adobe.com). Many users already have the free reader software installed on their computers. However, providing a link to download Adobe Reader is helpful.

So...how do you convert documents into PDF files? There are many ways to achieve this, though most involve a cost. However, several *free* PDF converters are now available. One is **CUTE PDF Writer**. It works in combination with another program, **Ghost Script***. To install these programs:

1. Go to www.cutepdf.com/Products/CutePDF/writer.asp. Look for two download links on the left (**Free Download** and **Free Converter**).
2. Click on each download link. When prompted to OPEN or SAVE, choose SAVE; navigate to a convenient location (i.e. F: drive or Desktop). This does not actually install the program.
3. Once both programs have been downloaded, you can install them. You MUST install Ghost Script FIRST. Navigate to the location where you saved both installer files. Double-click the **converter** file and follow the prompts to install.
4. Double-click the **CuteWriter** icon and follow the prompts to install. (Note: Once the programs are actually loaded on your computer, the original installer files can be deleted.)

After installing both programs, simply open the document you wish to make into a PDF. Use the FILE menu to select PRINT. Select **CutePDF Writer** from the list of available printers. Click **OK**. Name the file and navigate to the location where you wish to save it. Now you can import a PDF to your website and create a link so students/parents can download it (see ShenTRAC FrontPage TopTips for additional instructions).

Java Applets

- 1.) Import Java class files and associated files into appropriate folder in your FrontPage web.
- 2.) Edit page where you would like Java applet to appear. Simply place cursor in exact spot on page and then click on the html tab (bottom left)
- 3.) Paste java code taken from vendor into spot where cursor is.
- 4.) If all the java files are in the same folder as the page you just edited you should now see your java applet when you preview the page.

One place to find FREE java applets is...

<http://javaboutique.internet.com/cathome.html>

Stand Alone Program that creates JAVA content

Green Eclipse's Crossword allows you to create a crossword puzzle, choosing the grid size, clues and answers. Once created, the crossword can be printed out (with answer key) or published to a website, with online interactivity. Users with older versions of Windows should install this from Green Eclipse's website.

<http://www.greeneclipsesoftware.com/eclipsecrossword/>

Free Blogs Websites

<http://360.yahoo.com/login.html?.done=http://360.yahoo.com/>

"A **weblog** (now more commonly known as a **blog**) is a web-based publication consisting primarily of periodic articles (normally in reverse chronological order). Although most early weblogs were manually updated, tools to automate the maintenance of such sites made them accessible to a much larger population, and the use of some sort of [browser](#)-based software is now a typical aspect of "blogging".

Blogs range in scope from individual diaries to arms of [political campaigns](#), [media](#) programs, and [corporations](#). They range in scale from the writings of one occasional author, to the collaboration of a large [community](#) of writers. Many weblogs enable visitors to leave public comments, which can lead to a community of readers centered around the blog; **others** are non-interactive. The totality of weblogs or blog-related websites is often called the [blogosphere](#). When a large amount of activity, information and opinion erupts around a particular subject or controversy in the blogosphere, it is sometimes called a **blogstorm** or **blog swarm**."¹

¹ <http://en.wikipedia.org/wiki/Blog>

Yahoo Groups

<http://groups.yahoo.com/>

"Yahoo! Groups is a free service that allows you to bring together family, friends, and associates through a web site and email group. Yahoo! Groups offer a convenient way to connect with others who share the same interests and ideas.

There are millions of groups that you can join in an easy-to-use, privacy-protected, and spam-protected environment. You can use the Yahoo! Groups service at our web site or through any email program."¹

It's easy to set up a group in yahoo. Click on the link above and in the lower right you need to click on add group. **Note you must already have a yahoo account to start a group.**

Step 1- Choose a category for your group. **Entertainment & Arts** is a great choice, then choose a sub-topic such as **Humanities**, it then allows you further choices such as **Books and Writing**.

Step 2 – Describe your group. Here you are required to pick a group name, group email address and a complete description of the groups purpose.

Step3 – Confirm you personal email address and contact info as you are this groups administrator. You will then see a summary of your group info.

Group name: shensf
Group home page: <http://groups.yahoo.com/group/shensf>
Group email: shensf@yahoogroups.com

Step 4 – Customize your group (click on link on summary screen). Click on the **management** section, then **group settings** then **edit**. Choose **restricted membership**. This will force you, the group administrator, to approve all new members before they can post messages. (this way it can be restricted to only your students and you will be able to hold students accountable even though they may have chosen a odd screen name.)

¹ - <http://help.yahoo.com/help/us/groups/groups-01.html>

