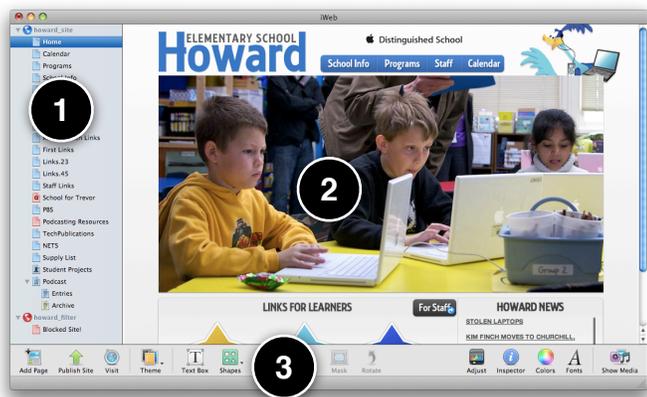# iWeb '09 Basics

About iWeb

iWeb is one of the applications in Apple's "iLife" suite. This particular app allows you to create your own websites quickly and easily.
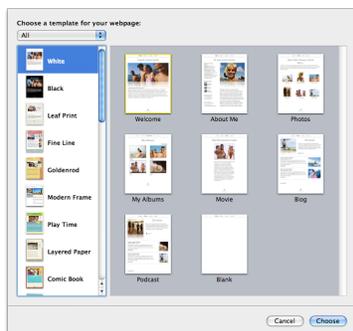
The iWeb Interface

iWeb's main window is composed of three sections. On the left you will see a sidebar (**1**) which lists the titles of all the pages in your site. In this example, the "Home" page is selected. Its contents appear in the work area to the right (**2**). At the bottom of the window is a toolbar (**3**) which allows you to add text, pictures and movies to your site. It also has tools for changing colors, fonts and more.

Creating a New Site

1. Click on the **File** menu.
2. Click **New Site**.
3. You will be asked to choose a template for the first page in your website. Find one you like and click on the template to highlight it.
4. Click the **Choose** button to select the template.

Adding Pages to Your Site

1. Click the **Add Page** button at the left end of the iWeb toolbar.
2. You will be asked to choose a template for the this new page. Click once on a template to highlight it.
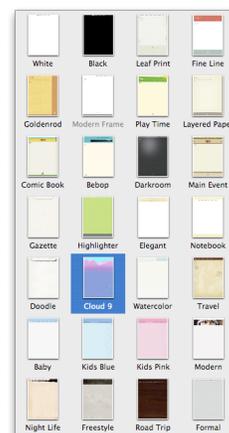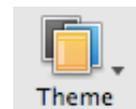3. Click the **Choose** button to select the template.

Deleting Pages

1. Make sure you have selected the page to be deleted: Click once on the its title in the left sidebar to highlight the page.
2. Click on the **Edit** menu.
3. Click **Delete Page**, and it will disappear from the list.
4. If you ever accidentally delete the wrong page, immediately select **Undo Delete Page** in the **Edit** menu.
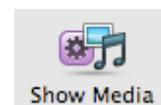
Changing Themes for Existing Pages

1. Make sure you have selected the desired page by clicking once on its title in the left sidebar.
2. Click the **Theme** button in the iWeb toolbar.
3. A panel will appear above the page, listing all possible themes. Click once on a different theme.
4. Your page will switch to the theme which was selected.
5. If you do not like the way your page looks using the new theme, select **Undo Change Theme** from the **Edit** menu.

Adding Photos

1. Click the **Show Media** button in the iWeb toolbar. A new sidebar appears on the right side of the iWeb window.
2. Click on the **Photos** tab and locate an image from your iPhoto library.
3. Click and drag the image to your iWeb document. You can drag it into some empty space in your page to add it there, or right on top of an existing photo to replace it.
4. Click the **Hide Media** button to close the sidebar.
5. Drag the picture around the page to locate it exactly where you want it to appear.
6. Drag the handles on the corners of the picture to resize it.
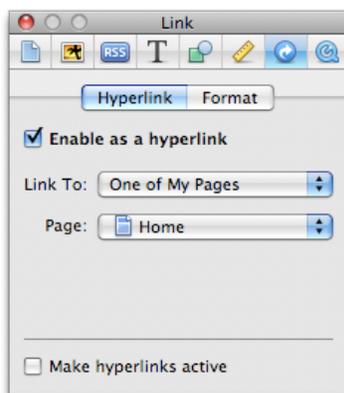
iWeb '09 Basics

Adding Movies or Audio

1. Click the **Show Media** button in the iWeb toolbar. A new sidebar on the right will appear.
2. Click on the **Audio** tab or the **Movies** tab and locate an audio clip or video which you wish to include.
3. Drag it to your iWeb document.
4. Click once on the sound or movie to highlight it.
5. Click the **Inspector** button to show more options.
6. In the inspector window, click the **QuickTime** icon.
7. Make sure that **Autoplay** (begins playing when the page opens), **Loop** (repeats indefinitely instead of playing only once), and **Show movie controller** (displays a play, rewind, and fast-forward button and timeline) are set to your liking.
8. Move and resize the movie or audio clip in your page as needed.
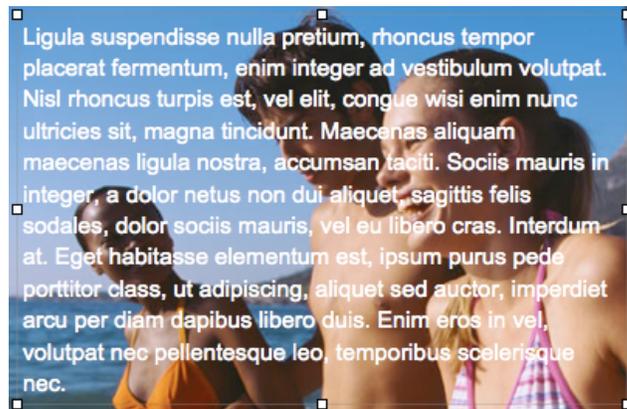
Creating Links

1. Highlight the object that you wish to turn into a link. This can be a picture, a symbol, a word or phrase, or an entire block of text.
2. Click the **Inspector** button to show more options.
3. In the inspector window, click the **Link Inspector** icon.
4. Click the **Hyperlink** tab if it is not already selected.
5. Check the box labeled **Enable as hyperlink**.
6. From the **Link To:** menu, select the type of page or file you wish to link:
   - **One of My Pages** (another page within your own website),
   - **An External Page** (the address of a completely different website),
   - **A File** (a file found on your hard drive), or
   - **An Email Message** (your email address, so that site visitors can write to you.)
7. Select the page, file, or web/mail address you wish to use.

Layering Pictures and Text

1. Click once on any object that you want to layer on top of another. For example, text that will be overlaid on a picture.
2. Click on the **Arrange** menu.
3. Click **Bring to Front**.
4. Drag the object around the page until it appears in the desired location.
5. Use the arrow keys on your keyboard to fine-tune its placement. Each time you press the up, down, left or right arrow keys, iWeb will nudge the photo or text slightly in the corresponding directions.

Adding Shapes

1. Click on the **Insert** menu.
2. Choose **Shape**, then the type of shape you wish to draw.
3. When the object (circle, square, arrow, etc.) appears in the page, drag use the handles on each corner to resize it.
4. Move around the page as necessary.
5. Click the **Inspector** button to show more options.
6. In the inspector window, click the **Graphic Inspector** icon.
7. In the **Fill** section, select the type of fill your shape should have. Among the options are a solid **Color Fill**, **Gradient Fill**, or an **Image Fill**.
8. Select the **Stroke** options you prefer. These determine the size, style, and color of line that outlines you shape.
9. Optionally enable a **Shadow** and adjust its settings as desired.
10. Optionally adjust the **Opacity** to make the object semitransparent.