

# HANDOUT: USING THE NHD WEBSITE EDITOR FOR HISTORY DAY WEBSITES

## The Basics

1. Log on to [www.nhd.org](http://www.nhd.org). Click on the left-hand link “Start your website entry at the NHD web portal.” You can also go there directly: <http://nhd.weebly.com/>.
2. Fill in a username and password. Choose “student” or “teacher” from the drop-down menu.
3. Give your site a title. This title will appear on all of your website pages.
4. Click on the “Designs” tab and choose a design. This might change as your website grows, but it is helpful to have a design in place so you can visualize how your website is coming together.
5. Click on the “Pages” tab to add pages. Always start with “Home.” Add the names of all the pages, including a page for the bibliography. The order of these pages can be changed at any time on this page.
6. The “Home” page must include students’ names, entry title and division.
7. The “Process Paper” page should include the entire 500-word document.
8. The “Bibliography” page must include the entire annotated bibliography. It works well if this is the last page. Instead of pasting your bibliography into your website, try saving your bibliography as a PDF in your word processing program and then uploading the PDF to your website as a file. This way, you will only have to format your bibliography once.
9. To edit pages, either click on “Edit this Page” on the “Pages” tab, or click the “Elements” tab and choose a page from your navigation bar. Click on an element and drag it down into the body of the page. The element icon will appear; double-click on the icon and you will be able to start adding content. You can add multiple elements to a page.
10. Double-click on dummy text to start adding content. Once you start editing text, a new menu will appear to let you change font color, size, alignment or bold/italic/underline. Remember that you cannot link to pages outside of your History Day website.
11. It’s best to write and save your text in a word processing program – not in the NHD Website Editor, which doesn’t have a spell-check, grammar-check, or word count. You can then copy and paste your text into the NHD website editor when you’re ready. To avoid problems with formatting, be sure to paste as “plain text.”
12. When adding images, students can only upload from the computer they are working on or from a disk. The image size can be changed, but changing it within the NHD Website Editor may make the image look unclear.
13. At any time, you can delete an element by clicking on the red X in the upper right-hand corner of the element box. You can also move any element to another page by clicking the green arrow in the upper left-hand corner of the element box.
14. Under the tab “Settings,” students should not create a site password. This may disable some viewers, including judges, from viewing the site. Students can choose to change the footer message, but it should be something appropriate to the project.
15. Every time students return to edit their site, they can go straight to <http://nhd.weebly.com/>.

## The Bells and Whistles

Under “Elements,” click on the “Multimedia” tab on the upper left-hand side of the page. There are a number of options, all of which require previous research or saving of documents into a file.

- **Photo Gallery** – Students can add a number of photographs in one section. They can change the space between images, the borders and do minor cropping. There is not an option to add text to the images.
- **File** – Students can add a file, such as a primary document or a PDF of their bibliography. Once the file is added, students should be sure to change the File Name to something that adequately describes the file.
- **Audio and Video** – Students can add audio or video files, such as the recording of a speech, commercial, historic film footage, or interviews. Audio and video clips should be saved to a disk or computer first, then edited to the appropriate length before uploading to the website. Students have four minutes total time for all multimedia clips together. Students can choose how to divide up this total four minutes.
- **Flash** – Students can add a SWF file, which is an animated graphic. This function may not be entirely appropriate for History Day projects.
- **Google Maps** – Students can add a Google Map of a particular place to orient their viewers. San Francisco is the default location. To change the location, click next to the map once it’s embedded, and a navigation bar will appear that will allow students to change the location and the width, height and zoom level of the map.
- **Slideshow** – This is similar to the Photo Gallery, except viewers can sift through images, much like Flickr.
- **Video** – Students can embed a video by downloading the file from their computer. Videos may be a total of 4 minutes long throughout the website, broken up into multiple videos or a single one.

Another advanced element they can use is the “hidden page.” Hidden pages do not appear in the navigation bar but can be useful as places to store more primary documents. Students can then link to these hidden pages from other pages. On the “Pages” tab, just select “no” from the “Show in Navigation?” dropdown menu. To link to a hidden page, highlight text or a picture and click the chain icon. Choose the correct hidden page to link to. To edit these hidden pages, choose the page on the “Pages” tab. The navigation bar will continue to be visible on the hidden page.