

Using Yahoo Page Builder: A User's Manual of Sorts

All information courtesy of <http://help.yahoo.com/help/us/geo/builder/edit>.

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How Do I Add Links to my Webpage?

You can add links to your webpage quite easily in **PageBuilder**. All you have to do is follow the following steps in **PageBuilder**.

- Type some sort of text that will be the link for your webpage. A standard way of creating this link is to simply type out the text of the URL that you want to link to (i.e. <http://www.yahoo.com>).
- Now, highlight the text—using your mouse.
- Now, click on the button at the top of the **Pagebuilder** window labeled “**Link.**”
- This will bring up a window in which you can enter the link that you want to have students, parents, or other teachers go to.

How Do I Add Pictures to My Webpage?

There are several ways that you can add pictures to your webpage, and some are built right into **Pagebuilder**. Will start with the easy stuff and move to the harder stuff.

The Easy Stuff

Clip Art:

You can add a variety of clip art by simply clicking on the button labeled **"Pictures"** in **PageBuilder**. This will bring up a window that will allow you to scroll through a huge variety of clip art pictures: everything from cupids to pictures of Booker T. Washington.

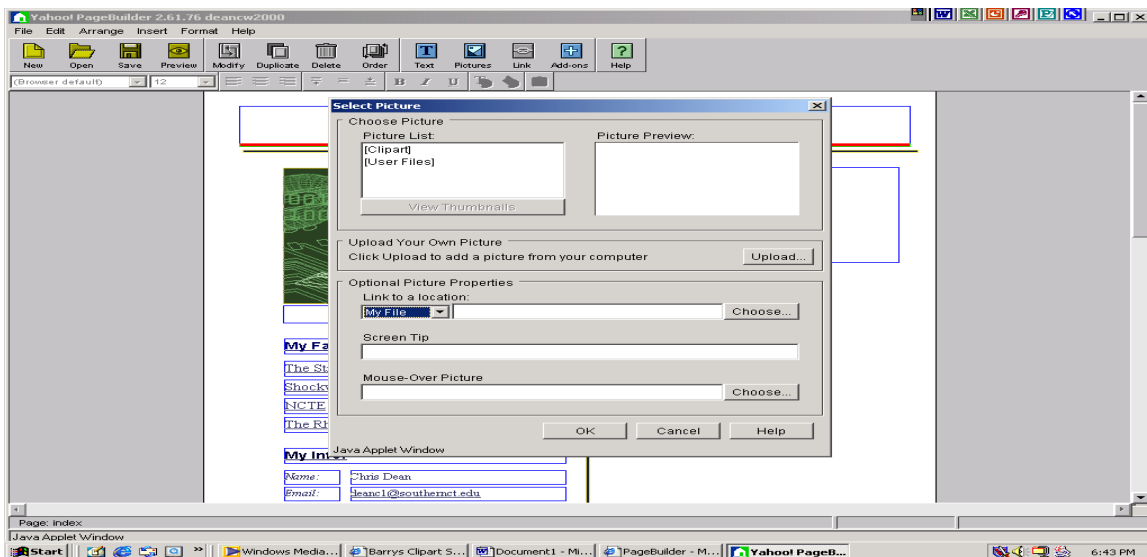
When you find something you want, simply double-click on it, and then click on the button labeled **"upload"** and the button labeled **"okay."** You should now be able to move this picture anywhere in your webpage.

The Harder Stuff

Pictures from the Web:

You can get pictures from the web and put them in your page, but be very careful about issues of copyright and ethical issues. **(In other words, if the pictures say that they're copyrighted—you have no right to take the pictures and put them in your page. Also, if you use someone else's pictures, you'll want to credit them somewhere in your page with creating those pictures.)**

Now, with that disclaimer said, let's talk about how you get pictures from the web into your webpage. On any webpage, you can save pictures by right clicking on the photo and then saving that photo to the desktop of your computer by selecting, with your left mouse key, the option, **"Save Picture As."** Once the picture is saved, all you have to do is go into **PageBuilder** and click on the button at the top of the page labeled **"Pictures."** This will bring up the window below:



Now, all you have to do is click the button labeled **"Upload."** This should bring up a window that will allow you to "browse" your way to your image—located on the desktop of your computer. **Once you've chosen your picture and it appears in the "Picture Preview" box at top of the window, you can click on "OK," and your picture will pop into your webpage.**

When you have the pictures you want, and they're positioned where you want them, simply click on the save button and see what you've done.

Finally, if you want to start playing with pictures, go to Barry's Clip Art Server, located at <http://www.barrysclipart.com/>. This will give you access to an enormous amount of clip art to play with.