


Step-by-step Procedure for "ABC Book" Web site

1. Insert the "Templates" CD-ROM into the CD-ROM drive, label side up.
2. Double-click on "My Computer".
3. Double-click on the icon of the CD-ROM disk.

Copy the template from the CD-ROM:

1. Open the "Templates" folder and drag the "Alphabet Book Template with Sound" from the CD-ROM onto the desktop. (If you're *not* going to have sound, use the "Alphabet Book Template").
2. Click on the **Back** button  to return to the CD window and minimize (you will need it later).
3. If you wish, you may rename this folder to a more appropriate name. Right-click on the folder, select **Rename** from the pop-up menu, type a new name, and press **enter**.

Prepare the copied files for editing:

1. Double-click on the copy of the "Alphabet Book Template" folder on the desktop.
2. Select **Select All** from the **Edit** menu.
3. Right-click on any one of the files and select **Properties** from the pop-up menu.
4. Make sure the **Read-only** box is *not* checked. If it is, click it so that is *not* checked. Click **OK**.
5. Double-click on "index.htm" to see how the empty template looks in your Web browser.
6. Click on one of the letters. If you get an error beep and a yellow bar at the top of the page, click on the yellow bar and select "Allow Blocked Content". Minimize the browser window.


Adding pictures:

1. Decide on a topic and choose the items to represent each letter: for example, A is for Apple.
2. Find a picture (ideally in jpg format) to go with each letter, rename the picture file "a", "b", "c", and drag or save them into your ABC book folder on the desktop. For example, you could
 - a) have the students draw suitable pictures, scan each one, and save in jpg format as "a", "b", "c"...
 - b) find suitable copyright-free pictures on the Internet and rename them "a", "b", "c"...
 - c) use digital photos from a field trip, then resize them to fit on the page and rename "a", "b", "c"...
3. For a quick project, you could make an ABC book of the states of Florida or Maryland, using the pictures on the CD-ROM, in the folders "Florida ABC pix" and "Maryland ABC pix". Simply open one of those folders and drag all of the pictures to your ABC book folder on the desktop.


Using the Google Image search to find pictures on the Internet:

1. Open a Web browser (such as *Internet Explorer*).
2. Click **Images** (below the **G** in Google).
3. Type in a search term (for example, "endangered species") and click the **Search Images** button.
4. Click the thumbnail of the image you want, then click "**See full-size image**" at the top of the page.
5. If you want to save that image, right-click on the image, select "**Save picture as...**", select your ABC Book folder in the "Look in" menu at the top, type a, b, c ... into the "File name", and then click **Save**. When you save the images, notice what format they are in (shown in the Save dialog box). JPG images will work directly in the Alphabet Book Template. If the image is in GIF format, you must change `` to `` when you edit the text for that page, in the next step. Note: You should use only copyright-free images for your projects.


Edit the text on the letter pages:

1. Open your alphabet book folder and double-click on "a.htm".
2. If you are using *Internet Explorer*, pull down the **Edit** menu  and select **Edit with Notepad**. If

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- you are using *Netscape*, pull down the **File** menu and select **Edit Page**.
3. Edit "**A is for ...**" to read as you wish. (This text will appear *above* the picture)
 4. Type a caption in the space between the `<H2>` and `</H2>` tags. (Text appears *below* the picture)
 5. Click **File** => **Save**.
 6. To see how the page looks in the Web browser, click on the Web Browser in the task bar at the bottom of the screen (to activate its window) and click **Refresh**. If you see a mistake, click on the Notepad window, correct the text, then **Save** and **Refresh** again. If you are satisfied with that letter, close the Notepad window (click on the **x** in the upper right).
 7. Click on the right-arrow icon  to move to the next letter and repeat.

Edit the title/index page file:

1. Go to the index page of your ABC book (click on .
2. Using the same technique that you used before (in editing the letter pages), edit "Our ABC Book" and "Created by students of ..." as you wish.
3. Put your name and the date at the bottom of the page in the places indicated.
4. Click **File** => **Save**. Click **Refresh** to view the changes.

Optional:

A. Using other pictures. If you want to use some other picture for letter x (where x = any letter), simply name the new picture "x.jpg" and copy it to your ABC book folder, replacing the old picture. If the picture is in GIF format, change `` to read `` .

B. Adding additional pictures. If you would like to have *two or more pictures* on a page, copy the line that says `` (or whatever the letter) and paste it in to the right, separating the two with a `<p>`. Edit the second tag to match the name of the second picture. For example:

```
 <p> 
```

C. Adding a recorded comment for each letter: (if you have used the template with sound)

1. Connect and adjust the multimedia headset with microphone (see page **B13**).
2. Click **Start** => **Programs** => **Accessories** => **Entertainment** => **Sound Recorder**.
3. Click on the round red button to begin recording and read the comment for that letter.
4. Click on the square button to stop. Click the triangle button to hear what you have recorded.
5. If you are not satisfied with that sound, select **File** --> **New**, click **No**, and repeat step 3.
6. Select **File** --> **Save**, navigate to your ABC folder on the desktop, type the letter "a" into the File Name box, and click **Save**.
7. Select **File** --> **New** to clear the old sound.
8. Repeat steps 4-7 for each letter of the alphabet, saving each a single-letter file name: a, b, c, etc.
9. Close the sound recorder program when you are done.

Note 1: If you want to *replace* a old sound with a new one for that page, *you must move to a different Web page* temporarily before deleting or replacing the sound, then move back to the page to test the new sound. Otherwise you'll get an error message when you try to delete or replace the sound.

Note 2: If the microphone does not seem to be working, see the handout "[Adding sound to your Web pages](#)" for more detailed instructions (page **B13**).

Maryland Alphabet Book Text

Note: You can use this text to make an ABC book of Maryland. These items match the pictures in "Maryland ABC Pix". Each item has a sentence or short paragraph that you can type between the <H2> and </H2> tags on that page (or if you prefer, open

D:\Maryland ABC Pix\ABCs text and **Copy** these paragraphs and **Paste** them between the <H2> and </H2> tags).

A is for Annapolis

*Annapolis is the capital of Maryland.

B is for Black-Eyed Susan

*The state flower is the black-eyed susan.

C is for Crab

*The blue crab is the state crustacean.

D is for Dove

*The Dove was one of two ships that landed at St. Mary's City in the 1600's.

E is for Ecphora

*Ecphora is the state fossil.

F is for Flag

*The Maryland state flag is very colorful.

G is for Great Chesapeake Bay

*The Chesapeake Bay is a great body of water that provided Maryland with many natural resources and wonderful recreational facilities.

H is for Harriet Tubman

*Harriet Tubman was a brave woman that lead many to freedom via the Underground Railroad.

I is for Insect

*The state insect is the Baltimore Checkerspot butterfly.

J is for Jousting

*Jousting is the state sport.

K is for Kitty

*The calico cat is the state cat.

L is for Lighthouse

*There are many lighthouses in Maryland. This is Thomas Point Lighthouse.

M is for Milk

Milk is the state drink.

N is for Native American

*There were many Native American in Maryland. The map shows the tribes that were here before 1600.

O is for Oriole

*The Baltimore Oriole is the official state bird.

P is for Peggy Stewart

*You would be very interested to hear why the Peggy Stewart was set on fire.

Q is for Queen Henrietta Marie

*Queen Henrietta Marie is the queen Maryland was named after

R is for Retriever

*The golden retriever is the state dog.

S is for Skipjack

*The state boat is the Skipjack.

T is for Terrapin

*The terrapin the state reptile.

U is for U.S. Naval Academy

*The U.S. Naval Academy is located in Annapolis.

V is for Vacant Chair

*Vacant Chair, Anne Carroll was to sit in the chair but since she was a woman she could not.

W is for Wye Oak

*The Wye Oak tree is a famous tree. And, the white oak, is the state tree.

X is for the X-Ray facility at John Hopkins

* You can get an X-Ray at the world famous John Hopkins Medical facility in Baltimore.

Y is for Yard

*Camden Yard is the home of the famous Baltimore Orioles baseball team.

Z is for Zoo

* Baltimore has a wonderful zoo. Its Web site is http://www.marylandzoo.org/.

How To Create Alphabet Books on Any Topic

1. Do a **Google** search and add "ABC book" or "alphabet book" or "list of" or "dictionary of" to your search terms (with the quotes).
2. Go to amazon.com, do a search for books on the topic of interest, look for those that have the "**Look Inside the Book**" feature, and see if that book has an *index* (near the end). Most non-fiction books have an index. The index is always in alphabetical order.
3. Try the Google Book Search (<http://books.google.com/>) to search for the topic of interest, click on **Index** (on the left) to view the index, then click on the < and > arrows at the bottom of the page to move through the index. Most non-fiction books have an index.
4. Once you have found a specific name to go with a particular letter, you can **Google** that specific name to find information about it. (Don't forget to record the name of the Web site where you got the information, so you can add it to your references later).
5. To find pictures, you can use the **Google image search**. Click "**Images**" just above the search term field. Perform a search as usual. The search results will be shown as thumbnails. Click on a thumbnail to view the Web page containing that picture, then click "**See full-size image**" at the very top of the page to see the image actual size. To save it, *right-click* on the image and select "**Save Image As...**" from the pop-up menu. Note, if you know you want to use that particular picture for a given letter, you can name it right on the spot, so you won't have to re-name it later - just type that letter in the "**File name:**" box before clicking **Save**. You can even save the picture directly in the desired folder (i.e. into your ABC book folder) by clicking in the "**Save in:**" menu at the top and select the desired folder. That way you won't have to move the image files later.
6. Other image search engines include <http://www.altavista.com/image/> and <http://alltheweb.com/> (click on **Pictures**). To search for digital photographs of a particular topic, try public photo sharing services such as <http://flickr.com/> or <http://community.webshots.com/>.
7. To search for sounds (for use with the "*templates with sound*"), try these search engines: <http://www.findsounds.com/types.html>, <http://www.altavista.com/audio/>, or go to <http://alltheweb.com/> and click on **Audio**. Or you can try a regular Google search with **wav** OR **mp3** added to your search terms (two popular audio file formats that are often used for sound files on the Web). Also look in the folder "downloadable sound and music sites" on the Template Workshop CD-ROM. To save a sound, right-click and select "Save target as...", click in the "**Save in:**" menu at the top and select your alphabet book folder, type the letter (a, b, c or whatever) in the "**File name:**" box, and click **Save**.
8. For more alphabet book ideas, see "**ABC Books Aren't for Babies!**" by Gary Hopkins, on the Template Workshop CD-ROM, and **ABC Books and Activities**, a great Web site by Sue LeBeau (<http://www.suelebeau.com/abcbooks.htm>).

Using *Picasa 2 with Web Templates*

Picasa 2 is an excellent free photo organizer that is the easiest and quickest way to get your digital photographs ready for use with our web templates. *Picasa* helps you organize, find, and collect pictures that you want to use, helps you improve them (by cropping, straightening, brightening, etc), and finally it will automatically re-size an entire folder of pictures at once, so they fit on the Web pages neatly.

Downloading and installing *Picassa*

1. Connect to the Internet, go to picasa.com, and click **Free Download**. (Or, open the CD-ROM and double-click "picasa2-current.exe").
2. Follow the on-screen instructions to install the program.
3. Run *Picasa* by double-clicking on the *Picasa* icon on the desktop. If you are asked to register, give your usual email address (necessary for *Picasa's* picture email function).

Importing new photos from digital cameras, card readers, and photo CD.

1. Connect the camera or card reader, or insert the photo-CD.
2. Click the **Import** button in the upper left.
3. Pull down the **Select Device** menu and select the desired device. Wait for the pictures to load.
4. Click the **Finish** button at the bottom, then type a descriptive title for this group of pictures into the "Finish Importing" box and click the **Finish** button again. (Pictures with a red **X** have already been imported and are skipped).

Finding pictures and collecting them into one folder

1. *Picasa* makes a "library" of all the pictures on your hard disc, so you don't have to know where they are stored. You can just scroll through the library or through the list of folders on the left.
2. You can also use the Search button: type in a search term next to the magnifying glass icon at the upper right of the screen. All the matching photos will be displayed instantly. (Click the red **X** in the search field to return to the full library display). The computer searches for matches in the file names, the folder names, and in any added captions. To add a caption, open the picture (double-click on the thumbnail) and type in the space under the picture.
3. As you find pictures that you want to include in your collection, you can collect them in "labels", which are groups of specially-identified pictures. To create a label, right-click on a photo, select **Add Label => New Label**, type a name for the label, and click **OK**. To include other photos in that label, right-click on each photo, select **Add Label**, and choose the desired label from the list. Labels are listed at the top of the left-hand panel in *Picasa* to make them easy to find.

Cropping and enhancing photos.

1. Open the picture (by double-clicking on it).
2. Click the **Auto Contrast** or **Auto Color** buttons and adjust the **Fill Light** slider in the left-hand panel to see if this improve the picture. Click the **Undo...** button to remove the effect.
3. Often you can improve a picture by cropping out some of the background to zoom in for a close-up of the important subject. To crop a picture, click the **Crop** button in the left-hand panel, click on "Manual", then, click, hold, and drag over the picture to select the desired area. Click the **Apply OR** click **Reset** to remove the crop. Click **Cancel** to exit the crop mode.

Exporting and re-sizing pictures for making Web pages

1. Click on the desired label in the left panel and pull down **Label => Export as Web page...**
2. Choose a size (640 is good), click **Next**, and choose any of the styles listed there.
3. Click **Finish**. Minimize the Web page that pops up. To find the exported files, open **My Documents/Picasa Web Exports/** and the folder named the same as the label. If all you want is a simple slide show, you can use the *Picasa*-created Web page as-is (open [index.htm](#) in this folder), or you can use the images in the "images" and "thumbnails" folders with our templates by re-naming the images according to our naming convention (e.g. p1, p2, or T1, T2 for thumbnails) and dragging the images out of these folders and into the template folder.

Customizing Templates

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1. Background and text color

Each page in the template can have its own separate color scheme. The default (standard) color scheme is black text on a light background, but it's easy to change it on any page. Simply replace the <BODY> tag on that page (5th line of the HTML text) with:

```
<BODY BGCOLOR="#XXXXXX" TEXT="#XXXXXX">
```

where #XXXXXX are codes that determines the color of the background color (BGCOLOR) and text, respectively. The color change applies *only to that page*. Here are a few examples of some codes for familiar colors that can be used for background color or text color. See <http://www.bagism.com/colormaker/> for the codes for more colors.

000000 = black	ffffff = white	404040 = dark gray
808080 = medium gray	B0B0B0 = light gray	ff0000 = red
ff8080 = pink	00ff00 = green	80ff80 = pale green
0000ff = blue	8080ff = pale blue	ffff00 = yellow
ffff80 = pale yellow	ff00ff = magenta	00ffff = cyan
800080 = purple	401000 = brown	ff7000 = orange

2. Background Patterns

You can specify a graphic (GIF or JPG file) to be used as a background pattern for any page. Simply place the graphic file in your HTML folder and replace the <BODY> tag at the top of the HTML file with:

```
<BODY background="xxxx.gif">
```

where "xxxx.gif" ("xxxx.jpg") or is the name of a graphic file in gif (or jpg) format that is to be used as the background pattern. The graphic will be "tiled" to fill the page. The background appears only on that page; however, you can use one background graphic file on several pages just by changing the <BODY> tag on those pages to refer to the same graphic file. There are several examples of suitable background graphic files in the Background patterns folder on the CD.

3. Alternative Navigation arrows

You can change the navigation arrows. Open the "Alternative navigation arrows" folder on the CD and open one of the folders of alternative arrow graphics. Copy each of the three arrow graphics "bf.gif", "bb.gif", and "bh.gif" to the folder containing your HTML files, replacing the existing three arrow graphics. This change applies to *all* the pages in that folder. You can also design arrows in a drawing program or download arrows from the Internet (search on "arrows" or "buttons"); simply save then as GIF files and change the names to "bf.gif" (for the "forward" arrow), "bb.gif" (for the "back" arrow), and "bh.gif" (for the arrow that returns to the index).

4. Adding graphics

The general HTML template for a graphic is . You simply put the graphic file in the same folder as the HTML files and put the file name of the graphic between the quotes. If you want the graphic centered on the page, use <center></center>. If you want to embed the graphic in the body text, so that the text wraps around the graphic, use or .

5. Adding links

The general template for a link to an external Web site is . You simply put the address of the site between the quotes "" and the link text (the text that you want to act as the hot link) between the > and the <. For example:

```
Pictures of the First Family may be viewed on the <a href="http://www.whitehouse.gov">White House Home Page</a>.
```

This will make the phrase "White House Home Page" a hot link; if you click on it, it takes you to <http://www.whitehouse.gov>.

6. Basic text formatting

Effect	HTML tags	What it looks like
boldface	<code>example</code>	example
Italic	<code><i>example </i></code>	<i>example</i>
bold italic	<code><i>example</i></code>	<i>example</i>
larger font	<code>example</code>	example
larger font	<code>example</code>	example
smaller font	<code>example</code>	example
Color text	<code>example</code>	example
Centering	<code><center>example</center></code>	example
subscript	<code>H<sub>2</sub>O</code>	H ₂ O
superscript	<code>cm<sup>2</sup></code>	cm ²

7. Adding sound

You can record sound bytes on your PC by connecting a microphone to the microphone input on the back of the computer and running **Start --> Programs --> Accessories --> Entertainment --> Sound Recorder**. Or you can download sound and music files from the Internet. There are several ways to add sound to a Web page. Suppose you have a sound file called "s1.wav".

One way to play this from a Web page is to add this to the HTML text:

```
<a href="s1.wav">[Click here to hear a sound bite]</a>.
```

This creates a hot link labeled [Click here to hear a sound bite]; when you click on it, your browser's sound player is launched and the sound is played. Depending on your sound player, this also works for other audio file formats such as ".au", ".aiff", ".mp3" and ".mid" files. Just change the file name in the HTML link to match the exact name of the audio file.

Another way to play sound from a Web page is to use an embedded sound controller:

```
<embed src="s1.wav" width=144 height=45 autostart=false>
```

This displays a sound controller on the Web page, with controls to start and stop the sound and adjust the volume. To hear the sound, click on the right arrow icon on the controller. If you want the sound to play automatically as soon as the page is opened, replace `autostart=false` with `autostart=true`.

8. Adding video

You can make your own video clips using a digital camcorder or a Sony Mavica camera (which records video in ".mpg" format). Video works just like sound. Suppose you have a video file called "v1.mpg". One way to play this from a Web page is to add this to the HTML text:

```
<a href="v1.mpg">[Click here to see a video clip]</a>.
```

This creates a hot link labeled [Click here to see a video clip]; when you click on it, your browser's video player is launched and the video is played. Depending on your video player, this also works for other video file formats such as ".mov" files. Just change the file name in the HTML link to match the exact name of the video file.

Another way is to add this to the HTML text:

```
<embed src="v1.mpg" width=350 height=300 autostart=false>
```

This displays a video controller on the Web page, with controls to start and stop the video and adjust the sound volume. (You may need to increase the width and height numbers if the whole video frame is not shown). To see the video clip, click on the right arrow icon on the controller. If you want the video to play automatically as soon as the page is opened, replace `autostart=false` with `autostart=true`.

9. Using *NoteTab Light* to customize templates more easily.

NoteTab Light is a freeware multi-file text editor useful for editing templates. It allows all the files in a template to be opened at once and performs search and replace functions within all the files of one template simultaneously. Great for changing background and text color throughout an entire template, adding image and sound links, or changing graphic or sound file types. See the handout "How to Edit Templates in *NoteTab Light*".

How to Edit Templates in *NoteTab Light*

To install *NoteTab Light*

1. Insert the **Templates CD-ROM** into the computer's CD-ROM drive.
2. Right-click on "My Computer" on the Desktop and select **Open**.
3. Right-click on the icon of the CD-ROM and select **Open**.
4. Right-click on "NoteTab_Setup" and select **Open**.
5. Follow the on-screen instructions. (Just keep clicking **Next** or **Install**).

To run *NoteTab Light*

Right-click on the NoteTab Light icon on the Desktop and select **Open**, or click **Start => Programs => NoteTab Light => NoteTab Light**.

To open a template:

1. Copy (drag and drop) the desired template from the Template CD-ROM onto your desktop.
2. Run *NoteTab Light* (right-click on the NoteTab Light icon on the Desktop and select **Open**, or click **Start => Programs => NoteTab Light => NoteTab Light**.)
3. If there are any files open from previous sessions, pull down **File** and select "**Close All Documents**".
4. Select **File => Open** from within *NoteTab Light*.
5. Click on the "Look in:" menu and select Desktop.
6. Click on the desired template and click **Open**. This displays all the files in the template folder.
7. Hold down the **ctrl** key on the keyboard and click on each file in the template that you want to edit. To open a *contiguous range* of files, click on the first file, then hold down the **shift** key while clicking on the last file: to edit pages 1- 30, click on "page1", then **shift-click** on "page30".
8. Click **Open**.
9. To switch between one open file and another, click on the gray tabs across the top of the window.

To edit a particular file:

1. Click on the row of gray tabs across the top of the window to select and display the desired file.
2. Edit it just like any text editor: you can delete, re-type, Copy and Paste, replace, etc.

To Search and Replace text across all the open files.

1. Pull down the **Edit** menu and select **Replace**.
2. Click **All Documents** under **Scope**.
3. Type the text you want to replace into "Find what" and type the text you want to replace it with into "Replace with". For example, to change the background color on all pages to dark gray, replace `<body>` with `<body BGCOLOR="#808080">`. (See "Customizing Templates").
4. Click **Replace All**.

To Save the edited files:

1. To save the file that is currently displayed in *NoteTab Light*, select **File => Save**.
2. To save all the open files at once, select **File => Save All**.
3. To close all the files at once, pull down **File** and select "**Close All Documents**".

Three ways to make your own templates

A. Start with one of our templates and modify/expand it.

1. Change the background color, text color, background patterns, or navigation arrows. (See the handout "Customizing Templates").
2. Add more pictures or sounds.
Copy the line that says `` (or whatever the graphic file name) and paste it in to the right, separating the two with a `<p>`. Edit the second tag to match the name of the second picture. For example:

```
 <p> 
```

 (Take out the `<p>` if you'd rather have the pictures side-by-side rather than one above the other).
3. Add different text sections and new specialty pages.
Separate paragraphs with a `<p>`. See "HTML Reference Table" for more information.
4. See the handout "NoteTab" for an easier way to make changes across all the pages of a multi-page template.

B. Start with any Web page that you like.

1. Select **View => Source** to view the HTML code for that page. **Copy** and **Paste** it into a text editor so you can change it.
2. Replace all the content-specific text with placeholder text.
3. Devise a naming scheme for graphics and sounds and replace all the graphics and sound file names with sequential names (such as p1a, p1b, s1, etc).
4. Duplicate (Select All, Copy, New, Paste) that page's HTML code for all the required pages in your template and re-name and graphic and sound links for that page (such as, p2a, p2b, s2, etc). When you save the files, change the extension to ".htm" extension, *not* ".txt" or ".doc".
5. Add navigation arrows, similar to the ones in our templates, so users can easily move between that pages of the template. The easiest way to do this is to **Copy** and **Paste** the HTML code at the top of the template pages and Paste it in. Also copy the arrow graphic files (bb.gif, bh.gif, bf.gif) to your new template folder.

C. Start from scratch and design a template with a Web editor.

Some template ideas: yearbook, student portfolio, cook book, story book, photo album, baby book, diary, sports/physical fitness record book, "About Me" book.

Adding sound to your Web pages

A. Recording sound with a microphone headset.

For recording voice, use a headset with an attached microphone, rather than a separate hand-held microphone. This type of headset leaves your hands free and keeps the microphone at a fixed distance from the mouth. Position the microphone to the *side of the mouth*, **not** in front. (This will avoid pops and other noises caused by some consonants).

The microphone headset has two plugs, one for the microphone and one for the headphones. Plug in the microphone plug into the microphone jack on the computer. Plug in the headphone plug into the speaker or headphone jack on the computer. Usually the plugs and jacks are labeled with a picture or a word to indicate their function. Ignore the colors of the plugs and jacks; they won't usually match because different manufacturers use different color coding schemes. If in doubt, just plug and try - you can't hurt it if you get it backwards.

1. **Start => Programs => Accessories => Entertainment => Sound Recorder.**



2. Click on the round red button to begin recording. Click on the black square button to stop. Click on the black triangle to hear what you have recorded.

Note: if the microphone does not seem to be working, double-click on the volume control (little loudspeaker icon) in the taskbar on the lower right corner of the screen. (If the volume control is not showing on the taskbar, select **Start => Settings => Control Panel => Multimedia** and make sure "Show volume control on the taskbar" is checked). Make sure that the Mute box under Microphone is not checked and that the microphone volume is turned up. If the volume is too low even with the volume control is turned all the way up, click on the **Advanced** button below Microphone and make sure that the **Mic Gain** box is checked. Select **Options => Properties** and click on **Recording** and click **OK**. Then make sure the **Select** checkbox is checked under Microphone. Close the box.

3. If you're satisfied, skip to step 4. If not, Select **File => New** to clear the old sound and repeat step 2.

4. Select **File => Save**, navigate to the desired folder to save the sound in, and click **Save**.

5. Select **File => New** to clear the old sound and repeat steps 2 -4 for each sound. Give each saved sound a different file name. For example, if you are making a talking alphabet book using the "Alphabet Book Template with Sound" template, save each sound as a single-letter file name: "a", "b", "c", etc, for each letter of the alphabet. The other Templates with Sound require sound files named "s1", "s2", "s3", etc. Make sure you save the sound files in the same folder as the HTM files and graphics files.

B. Downloading sound and music files from the Internet.

1. Look at the folder on the CD-ROM entitled "Sources of downloadable sounds and music" for some Internet sites to download sounds and music from.
2. To download a sound, right-click on the link to the sound, select **Save Target As...**, navigate to the desired folder, type in a name into the File name box, and click **Save**.
3. Sound files on the Internet may be in any of several different audio file formats, such as "wav", ".au", ".aiff", ".mp3" and ".mid" files. If your system is up-to-date and you have the latest versions of multimedia players, such as Windows Media Player or Quicktime Player, you should be able to play all of these sound types.
4. To preview a sound file, double-click on the sound file (which will launch whichever player application is associated with that file type. (To change those file associations, select **Start => Settings => Folder Options => File Types**). Or you can drag the sound file and drop it in top of the icon (or shortcut to) the player, which will force that player to play the sound.

C. Adding sound to a Web page that does not have a sound link.

Method 1: Link to file. Suppose you have a sound file called "s1.wav". One way to play this from a Web page is to add this to the HTML text:

```
<a href="s1.wav">[Click here to hear a sound bite]</a>.
```

This creates a hot link labeled [Click here to hear a sound bite]; when you click on it, your browser's sound player is launched and the sound s1.wav is played. Depending on your sound player, this also works for other audio file formats such as ".au", ".aiff", ".mp3" and ".mid" files. Just change the file name in the HTML link to match the exact name of the audio file.

Method 2: Embedded controller. Another way is to add this to the HTML text :

```
<embed src="s1.wav" width=144 height=45 autostart=false>
```

This displays a sound controller on the Web page, with controls to start and stop the sound and adjust the volume. To hear the sound, click on the right arrow icon on the controller. If you want the sound to play automatically as soon as the page is opened, replace `autostart=false` with `autostart=true`. Depending on your computer, operating system, and Web browser, this may also work, this may also work for other audio file formats such as ".au", ".aiff", ".mp3" and ".mid" files. Just change the file name in the HTML link to match the exact name of the audio file.

Note: If you want to replace a sound that is connected to an embedded sound controller on a Web page (Method 2 above), *you must move to a different Web page* temporarily before deleting or replacing the sound, then move back to the page to test the new sound. If you don't do this you'll get an error message when you try to delete or replace the sound.

Generic Guidelines for Class Project

You will need to adapt your plans to accommodate for different grade levels, different abilities levels and learning styles within a grade level, time constrains, etc.

A. Introduce Topic

1. Provide background information from any or all of the following:

1. textbooks, 2. trade books, 3. reference books,
4. CD's (software), 5. Other media; films/filmstrips/vertical files etc.
6. Internet sites, (you may want to bookmark sites students will use later during the information gathering stage of the project)

2. Assessment on objectives as per curriculum or teacher plans.

Provide students, in writing, with the final evaluation form or rubric. This should spell out what is expected and how each part will be evaluated. This helps students keep focused on the requirement of the project.

3. A timeline of the project should be posted.

Provide students, in writing, a timeline for the project. Break the different parts down so each part has a due date. This will help students stay on track and not fall behind. It will also help you keep track of students' progress.

B. Describe the multimedia project to students.

1. Resources students can use (tell students what resource and how many will be required):

1. text books, 2. trade books,
3. reference books, 4. CD's (software),
5. Internet sites,
6. other media; films/filmstrips/vertical files etc.

2. Text component

(Depending on the group, you may want to ask for a bibliography, index, glossary, etc.)

1. note cards, (list resource used to get this info.)
2. rough draft, (typed and saved as "rough draft")
3. proofread copy (with signatures) of peer reviews
4. corrected copy after peer review to be given to teacher for corrections
5. final copy after teacher corrections

3. Graphic (complements written portion)

1. original student work (will need to be digitized via a scanner or digital camera)
2. scanned graphic from photo or other art work
3. picture captured from copyright free Internet site

4. Optional sound byte (complements written portion)

1. direct input from microphone to computer

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2. record on tape then input to computer
3. downloaded from copyright free Internet site

5. Collect all work (*note cards, rough draft proof-read copy, corrected copy*) from students and evaluate project using the rubric you gave students in the beginning. Gather all final copies from their disk to avoid retyping.

C. Assemble Web Site

1. Choose appropriate web template to create web site.
2. Assign each student report to a page on the web site; **page1.htm**, **page2.htm**, etc.
3. Name the graphics to fit the template you choose; **p1.jpg**, **p2.jpg** etc.
4. If you are doing sounds, name them **s1.wav**, **s2.wav**, etc. to match the student page so that **page1.htm** will have graphic **p1.jpg** and sound **s1.wav**, and so on until all student projects are included. Put all the files into a copy of the template folder and rename the folder.

C. Distribute Web Site

1. The site can of course be viewed locally, on the computer it was created on.
2. If the Web site is small enough to fit on a floppy diskette, you can make copies on that medium to distribute to students, parents, or other teachers. To view the site, open the disc and double-click "index.htm" or "Title.htm".
3. If you have a CD-RW burner, you can make copies on CD-Rs to distribute to students, parents, or other teachers. CD-Rs hold *much* more than floppy discs. Use CD-R rather than CD-RW blanks, however. CD-Rs are cheaper (as little as \$0.10 each) and are compatible with computers that have only CD-ROM drives.
4. You can upload to your school's Web server, depending on your school system's policy. Than anyone in the world will be able to see your site. Make a copy of the finished Web site folder, change that name so that it has no spaces, and give it to your school's Web master. Tell them to link to "index.htm" or to "Title.htm", depending on which template you used.

Reference Table of HTML Tags

Last updated April, 1999

<u>line break</u>	 	
<u>paragraph break</u>	<p>	
rule	<hr>	Draws a horizontal line across page
<u>Headings</u>	<h3>example</h3>	h1=largest; h6=smallest
Centering	<center>example</center>	example
<u>Indented</u>	example	example
<u>Preformatted</u>	<pre> </pre>	
boldface	example	example
Italic	<i>example </i>	<i>example</i>
bold italic	<i>example</i>	<i>example</i>
larger font	example	example
larger font	example	example
smaller font	example	example
Large letter	Example	E_xample
subscript	H₂O	H ₂ O
superscript	cm²	cm ²
Color text	example	example

Inline graphics

Display sun.gif	
Graphic on right	
Graphic on left	
Display centered image	<center></center>
Graphic in folder	
Display image.jpg	
Graphic as hyperlink	

Hyperlinks

Link to page.html in same directory:

```
<a href="page.html">LINK TEXT</a>
```

Link to page.html stored in subdirectory "directoryname":

```
<a href="directoryname/page.html">LINK TEXT</a>
```

Link to page.html in higher-level directory:

```
<a href="../page.html">LINK TEXT</a>
```

"Absolute" reference to another server (e.g. The White House):

```
<a href="http://www.whitehouse.gov/">The White House</a>
```

"Absolute" reference to a specific page on another server:

```
<a href="http://www.wam.umd.edu/~toh/">Tom O'Haver's Home Page</a>
```

Link to page.html with sun.gif as a graphic hyperlink:

```
<a href="page.html"></a>
```

Link to sound file "sound.au" (or movie file "movie.mov"):

```
<a href="sound.au">LINK TEXT</a> (or "movie.mov")
```

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Imbedded controller for sound files:

```
<embed src="sound1.au" width=144 height=30 autostart=false>
```

"Mailto" link to send email to a specified email address:

```
<a href="mailto:toh@umd.edu">Send email to Tom O'Haver</a>
```

In each of the above, LINK TEXT is the underlined blue text that you click on.

Indented lists

Bulleted list:

```
<ul>
  <li>first item
  <li>second item
</ul>
```

Ordered (auto-numbered) list:

```
<ol>
  <li>first item
  <li>second item
</ol>
```

Tables

```
<TABLE BORDER=1>
  <TR>
    <TH></TH>          <TH>Column heading</TH> <TH>Column heading</TH>
  </TR>

  <TR>
    <TH>Row heading</TH> <TD>cell contents</TD> <TD>cell contents</TD>
  </TR>

  <TR>
    <TH>Row heading</TH> <TD>cell contents</TD> <TD>cell contents</TD>
  </TR>
</TABLE>
```

Simply Copy and Paste this template, adding rows and columns as needed, and replacing "Column heading", "Row heading", and "cell contents" with your own contents.

Background and text colors

Replace <BODY> tag with <BODY BGCOLOR="#XXXXXX" TEXT="#XXXXXX">

000000 = black	ffffff = white	404040 = dark gray
808080 = medium gray	B0B0B0 = light gray	ff0000 = red
ff8080 = pink	00ff00 = green	80ff80 = pale green
0000ff = blue	8080ff = pale blue	ffff00 = yellow
ffff80 = pale yellow	ff00ff = magenta	00ffff = cyan
800080 = purple	401000 = brown	ff7000 = orange

Background patterns

To use xxxx.gif as background pattern, replace <BODY> tag with:

```
<BODY background="xxxx.gif">
```