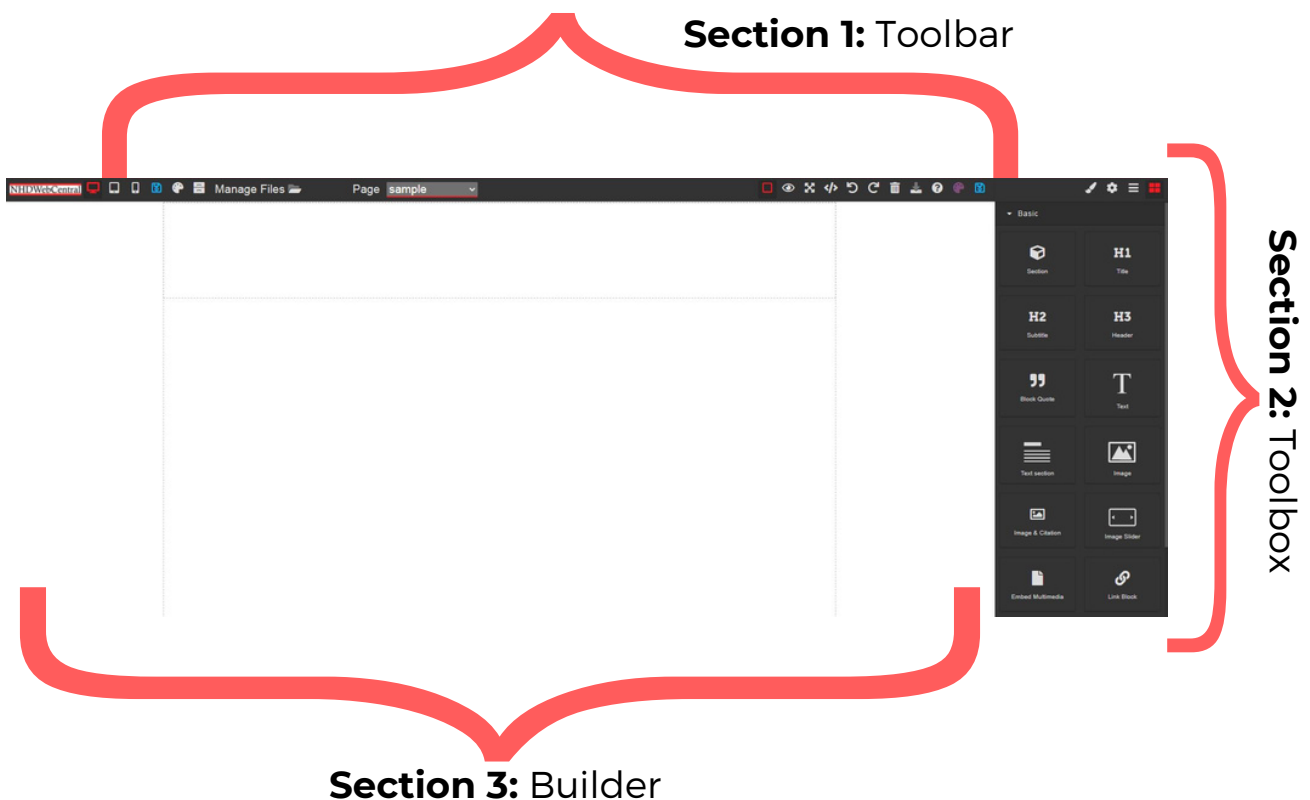▶ **Click here** to follow along with the step-by-step instructional video.

NAVIGATING THE WEBSITE BUILDER

NHDWebCentral® has several key features to help you build your website. When you log in and click the blue **Edit Site** button, you'll be taken to the website builder. This builder has three important sections.

Section 1: Toolbar

Section 2: Toolbox

Section 3: Builder

Section 1: The Toolbar
This is like the "remote control" for your website. It has buttons for managing pages, saving your work, showing or hiding borders, previewing your site, going full screen, exporting, undoing, redoing, clearing a page, importing, and getting help.

Section 2: The Toolbox
Think of this like a toolbox with all your tools to build your website. This includes all the blocks you can drag and drop to make your website.

Section 3: The Builder
This is where you build your website. You drag and drop elements from the Toolbox here. It's like your canvas, where you see how all the pieces fit together on your page.

NAVIGATING THE WEBSITE BUILDER (CONT.)

Section 1: The Toolbar
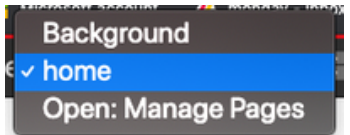
Button	What it looks like	What it does
Desktop View		Usually, you'll want to use **Desktop View**. It shows how your website looks on a computer, just like how judges will see it.
Tablet View		**Tablet View** lets you see how your website will look on a tablet.
Mobile View		**Mobile View** lets you see how your website will look on a mobile phone. But remember, you can't edit your website on a mobile phone.

Note about Toolbar

The **Save** and **Palette** icons will appear twice in your toolbar if you have a large screen.

NAVIGATING THE WEBSITE BUILDER (CONT.)

Button	What it looks like	What it does
File Library Manage Files 📂		The **File Library** is like your storage room for all the pictures and videos you add to your website. These files need to stay in the library so they can show up properly on your website.
Page Manager Page home or	Background ✓ home Open: Manage Pages	You can pick the page you want to work on from the **Page** menu. You can also add, remove, or change the names of pages by choosing **Manage Pages** from the menu or by clicking the **file cabinet icon**.

Button	What it does
Border Guides ▢	When you're creating your website, you might notice lines around things like text boxes. You can make these lines disappear by clicking the **Border Guides** button. Click it again, and they'll come back. It's usually better to keep the borders on. Viewers **won't see them** when they look at your website.
Preview 👁	If you want to see how your website looks to others, click the **Preview** button (it looks like an eye). Your website will open in a new tab. When you're done, just close that tab or go back to the tab where you were editing.

NAVIGATING THE WEBSITE BUILDER (CONT.)

Full Screen	If you want a bigger screen to work on, click the **Full Screen** button. When you're finished, press the 'Escape' (ESC) key on your keyboard to go back to normal.
Export Code	This button works for each page. You can use it to create a ZIP file with your HTML and CSS for that page. Or, you can copy and paste the HTML and CSS from each column to where you want them.
Undo	If you mess up, click the **Undo** button to go back one step.
Redo	If you accidentally go back too far, click the **Redo** button to bring back the last thing you 'undid.'
Save	The website won't save your changes by itself, so be sure to save your work often. Click the blue **Save** button. When you do this, a green **Saved!** pop-up box will appear. That means your work has been saved.
Palette	If you want to make your website look the same on all pages, click the **Palette** icon. It opens the **Site Theme Manager**, where you can create a consistent design theme or select a preset theme.

NAVIGATING THE WEBSITE BUILDER (CONT.)

Import Code	You can use the **Import Code** button to bring in or write HTML code. But remember, it's not necessary. It's better to add code before building a page to avoid any issues. ***Note:*** The editor doesn't support JavaScript, so if you try to use it, it won't work.
Clear Page	Clicking the **Clear Page** button erases everything on the current page and makes it blank again. But don't worry, it will give you a warning before doing that. If you accidentally clear the page, just hit the **Undo** button to bring everything back. And remember, this button won't delete your entire website, just clear one page.
Help	Click the **Help** button to switch between the **Getting Started** and **About** tabs. These tabs have guides and videos from NHD to help you build your website. If your questions aren't answered, you can find a **Contact Us** form on the **About** tab. **Clean CSS Button:** Under the **About** tab, there's a yellow **Clean CSS** button. You can use it to fix any style issues with the coding on your c**urrent page.** **Show on Start Prompt:** When you first open the editor on the **Getting Started** tab, you can uncheck the **Show on Start** prompt if you don't want it to appear every time.

NAVIGATING THE WEBSITE BUILDER (CONT.)

Button	What it does
Block Styling	You can use the **Block Styling** button to change things like font, how text looks, where it's placed, and additional formatting options.
Gear	You can ignore this button because it doesn't do anything.
Layers	You can ignore this button because it doesn't do anything.
Blocks	When you click the **Blocks** button, you'll find all the things you need to create your website. You can simply drag and drop these **Blocks** onto your pages to build your site.