

# Yahoo PageBuilder Tutorial

## Step 1: Start with a New Page

If you don't already have Yahoo! PageBuilder running, go to the [PageBuilder launch page](#) with your web browser and click the **Launch PageBuilder** link - please allow up to 5 minutes for the program to load if you are using a modem to access the Internet.

To begin, you will access PageBuilder's menu bar (shown below). You will be introduced to most of the buttons and their functions as you move through this tutorial.

1. To start with a new page, click the **New** button on the toolbar (circled in red).



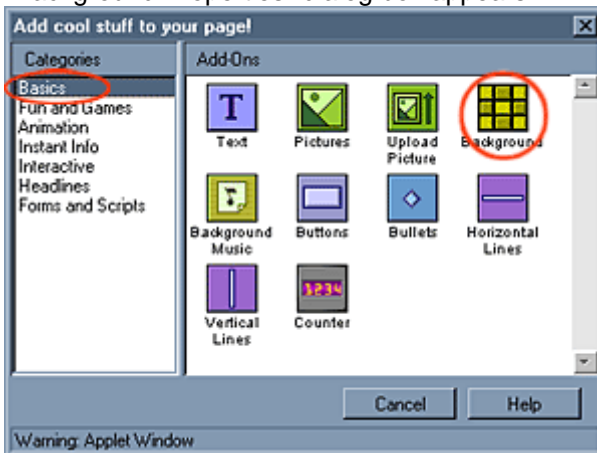
## Step 2: Selecting a Background

Selecting a background image or color is a good way to start building a page. Often times, the background will set the look and feel for your page. In this step, you will be selecting a background from PageBuilder's image library.

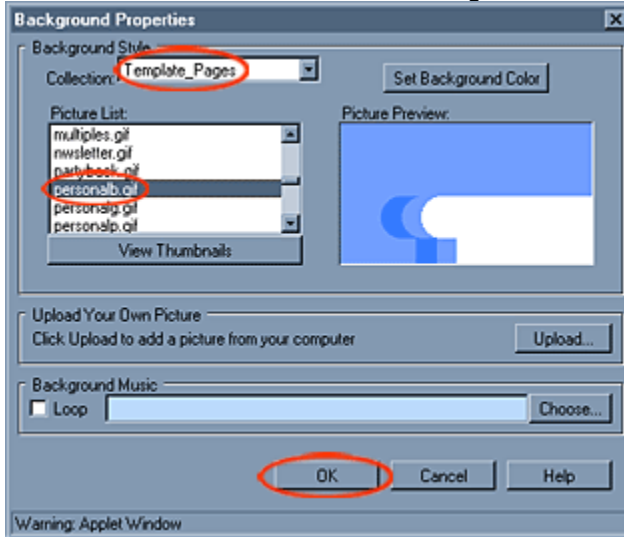
1. Click the **Add-ons** button on the toolbar. A dialog box labeled the "Add stuff to your page!" will appear.



2. Select **Basics** from the "Category" frame and click the **Background** icon in the "Add-ons" frame. The "Background Properties" dialog box appears.



3. Select **Template\_Pages** from the "Collection" drop-down list and select **personalb.gif** from the "Picture List" box. You can also set a solid background color by clicking on the **Set Background Color** button.

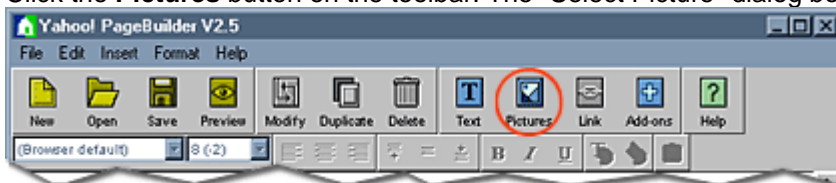


4. Click the **OK** button. The selected background now appears on the page.

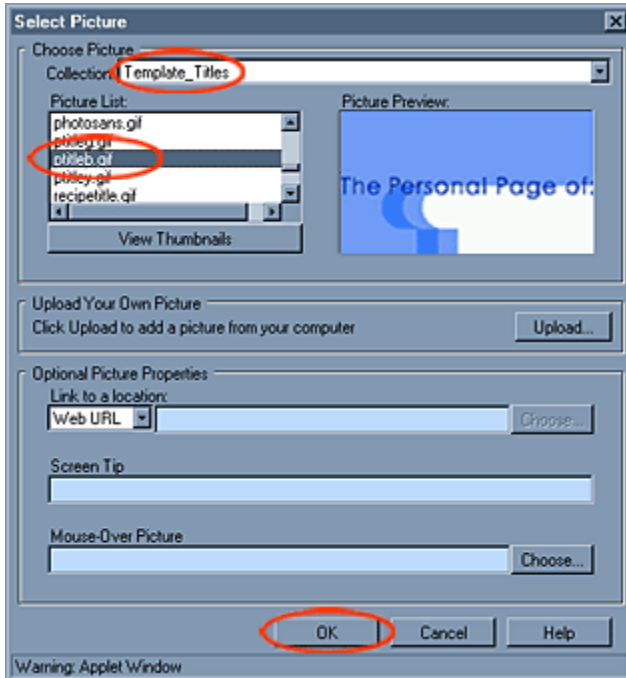
### Step 3: Adding a Page Title Image

Your page title describes what your web page is about. The title can be plain text or an image of stylized text. In this step you will be selecting a title image from PageBuilder's image library.

1. Click the **Pictures** button on the toolbar. The "Select Picture" dialog box appears.



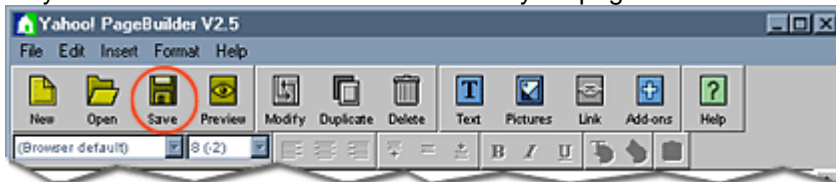
2. Select **Template\_Titles** from the "Collection" drop-down list and select the **ptitleb.gif** image from the "Picture List" box.



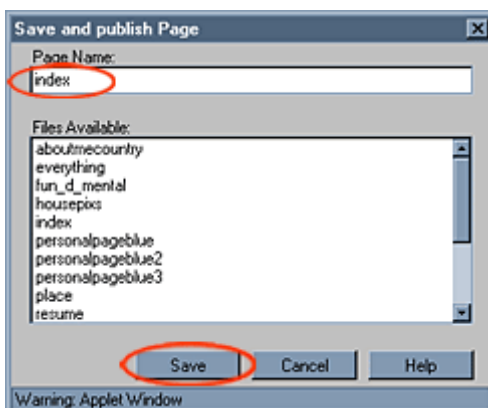
3. Click the **OK** button. The selected image appears on the page.
4. Click and drag the image on the blue background in the top left corner of the page.

### Save your work

1. It is a good habit to save your work as you move through this tutorial and when you are building web pages on your own. Click the **Save** button to save your page. The "Save and Publish Page" window appears.



2. Type **index** in the "Page Name" box. If you already have a page named index, save your page using another name like **mypage**. Click the **Save** button.



**TIP:** **index**, or more precisely, **index.html**, is the standard file name for your main home page -- the page first seen when visiting your URL. Read more [here](#).

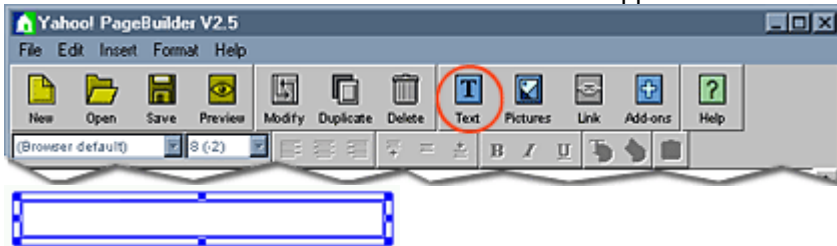
- 3.

4. When the "Yahoo! PageBuilder" save confirmation window appears, click the **No** button for now. You can view your page at the very end of this tutorial.

#### Step 4: Adding Text

Making use of Yahoo! PageBuilder's rich set of text tools, you can achieve a variety of looks. You can specify font type, size, and color. In this step, you will be adding text and then will use the text toolbar to modify that text.

1. Click the **Text** button on the toolbar. A text box will appear in the center of the page.



2. You will see the text portion of the toolbar become active at the top of the screen. Type your name and then highlight the text by clicking and dragging with the cursor. Select **Arial** and **14-point** font from the drop-down list and click on the **B** button to make the text appear in bold.

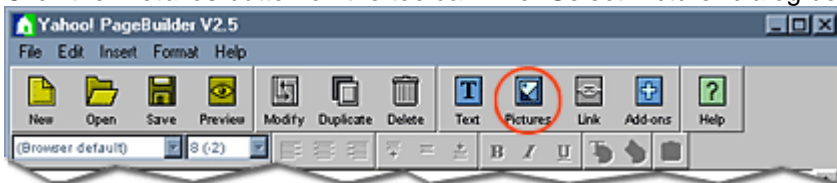


3. Click and drag the text box until its under the image in the top left corner of the page.

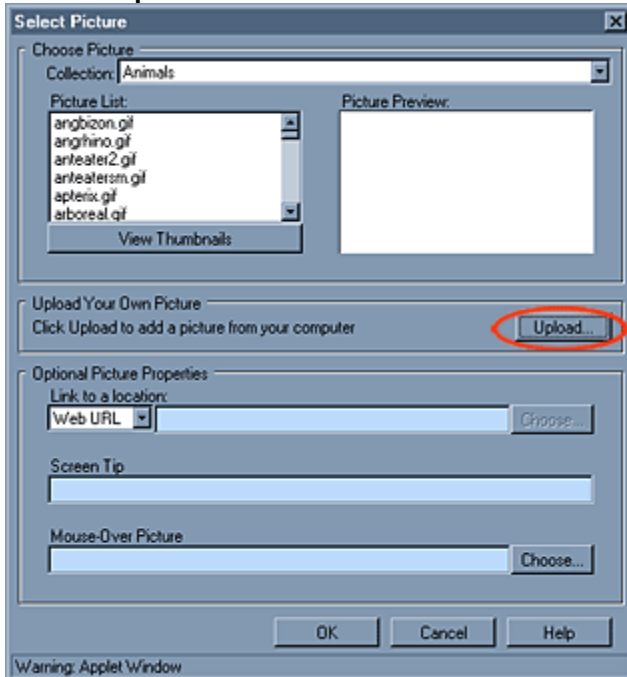
#### Step 5: Adding a Picture

Pictures make a page interesting and personal. Adding pictures with Yahoo! PageBuilder is as simple as selecting one and clicking the OK button. In this step you will be selecting a picture from your personal library, or the PageBuilder's image library if you don't have one of your own (see the bottom of this page).

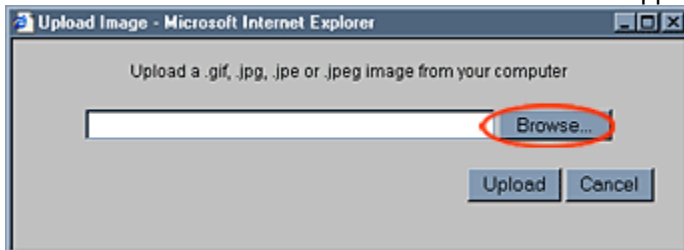
1. Click the **Pictures** button on the toolbar. The "Select Picture" dialog box appears.



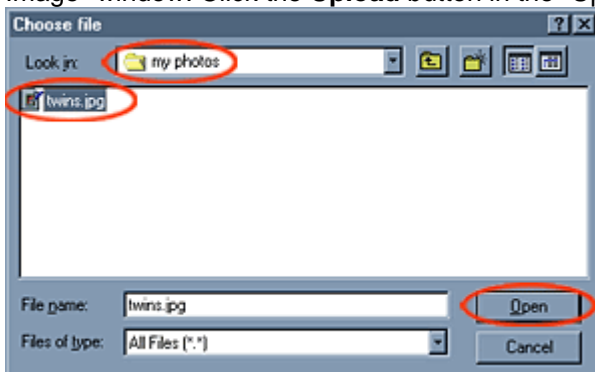
2. Click the **Upload** button from the "Select Picture" dialog box. The "Upload Image" window appears.



3. Click the **Browse** button. The "Choose File" window appears.



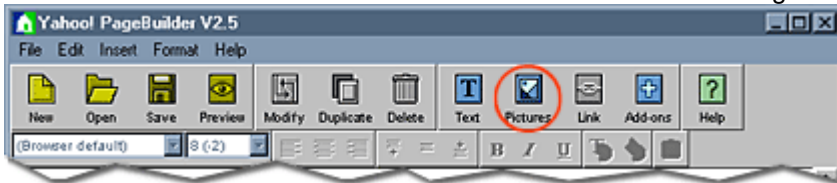
4. Go to the directory or folder on your computer where your picture is saved, select the picture you want to add to your page, and click the **Open** button. The location of the selected file appears in the "Upload Image" window. Click the **Upload** button in the "Upload Image" window.



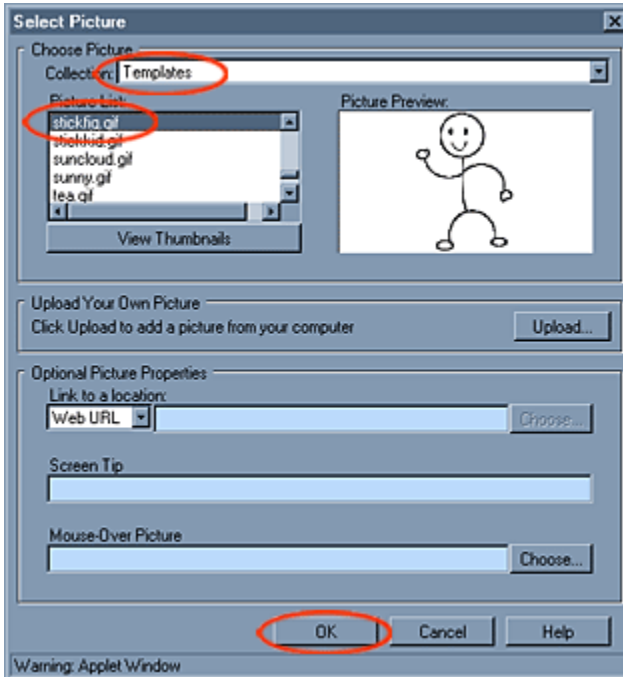
5. The selected picture now appears in the center of the page. Click and drag the picture until its under the text box that has your name in it.

If you don't have your own picture on your computer, you can add a picture from PageBuilder's image library

1. Click the **Picture** button on the toolbar. The "Select Picture" dialog box appears.



2. Select **Templates** from the "Collection" drop-down list and select the **stickfig.gif** image from the "Picture List" box.

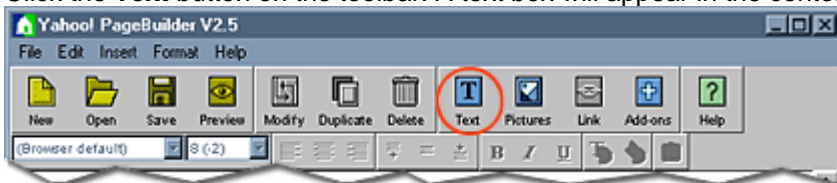


3. Click the **OK** button. The selected image appears in the center of the page.
4. Click and drag the picture until its under the text box that has your name in it.

### Step 6: Adding an Email Link

With PageBuilder you can add a link to your email address on your page so your friends and family can easily contact you. In this step you will be adding an email link to your page.

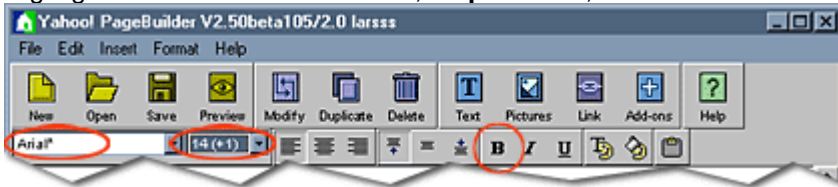
1. Click the **Text** button on the toolbar. A text box will appear in the center of the page.



2. Type **Email Me!** in the text box.



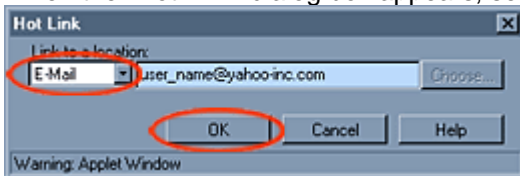
- Highlight the text and make it **Arial, 14-point font, and bold.**



- Keep the text highlighted and click the **Link** button on the text toolbar.



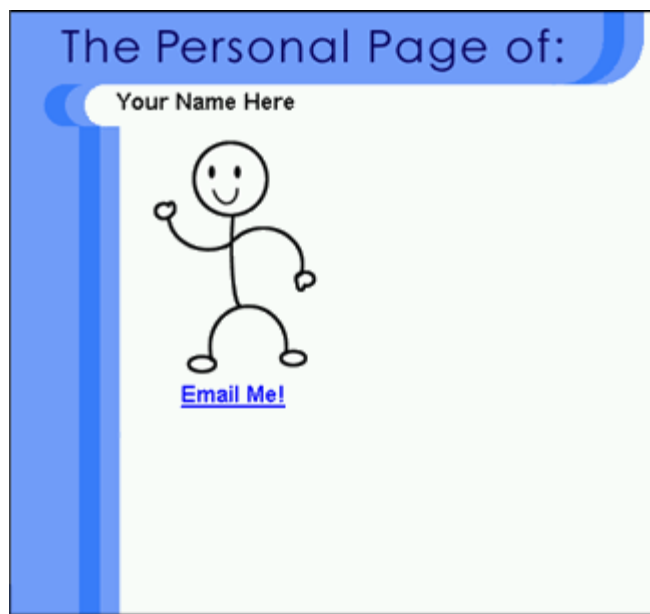
- When the "Hot Link" dialog box appears, select **E-Mail** from the "Link to a Location" drop-down list.



- Your Yahoo! email address should appear in the text box. If it does not, or if you want to use a different email account, type in that email address. Click the **OK** button.
- Click the text box and drag it under the picture on the left side of the page.

### Save your work!

- Remember to save your work occasionally when you are working in PageBuilder. To do so, click the **Save** button on the toolbar.

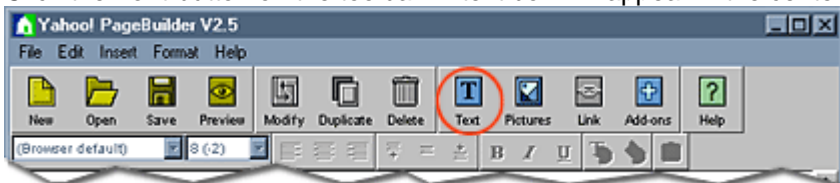


- At this point your page should look like this:

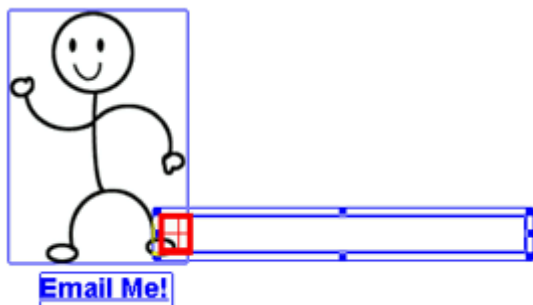
### Step 7: Adding a Paragraph of Text

Many people build web pages to express themselves on a variety of topics, including themselves. In this step you will be adding a paragraph of text about yourself to your page. Remember however, that anyone can view your web page, so take care about the information you choose to communicate.

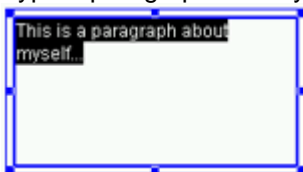
1. Click the **Text** button on the toolbar. A text box will appear in the center of the page.



*Note:* At times when you add new elements to your page you may see red crossed lines over the overlapping element. If this is the case, move the text box so that it does not overlap. Or if you want it to overlap, go to **Format** menu, select **Page Properties**, and then check **Layered HTML**.



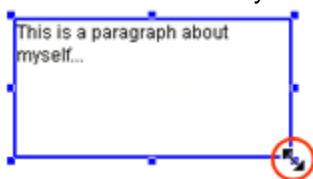
2. Type a paragraph about yourself into the text box.



3. Highlight the text and select **Helvetica** and **10-point** font from the drop-down list in the text toolbar.



4. Position your cursor on the blue bottom-right handle, click and hold, and then move the cursor to resize the window to remove any blank space.

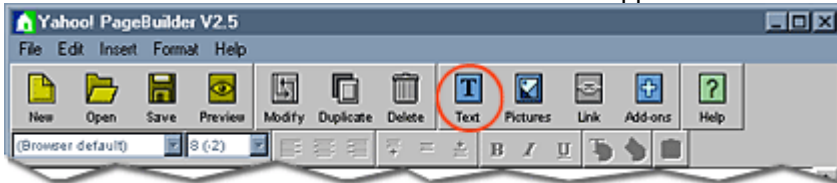


5. Click and drag the text box over to the right-hand side of your picture.

## Step 8: Adding Links to Other Web Sites

Part of expressing yourself through a web page is including links to your favorite web sites. The links you choose to include on your page can communicate your interests and hobbies. In this step you will add two links to popular Yahoo! sites.

1. Click the **Text** button on the toolbar. A text box will appear in the center of the page.



2. Type "My Favorite Links". Press **Enter** and type "Yahoo!". Press **Enter** again and type "Yahoo! GeoCities".

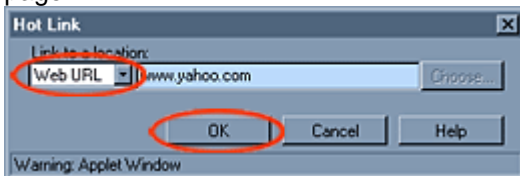


3. Click and drag over the "My Favorite Links" text to highlight it, then select **Helvetica, 11-point** font, and **bold** from the font toolbar.

4. Highlight the "Yahoo!" text and click the **Link** button on the text toolbar.



5. When the "Hot Link" dialog box appears, select **Web URL** from the "Link to a Location" drop-down list and type "www.yahoo.com" in the text box and click the **OK** button. You now have a link to the Yahoo! home page.



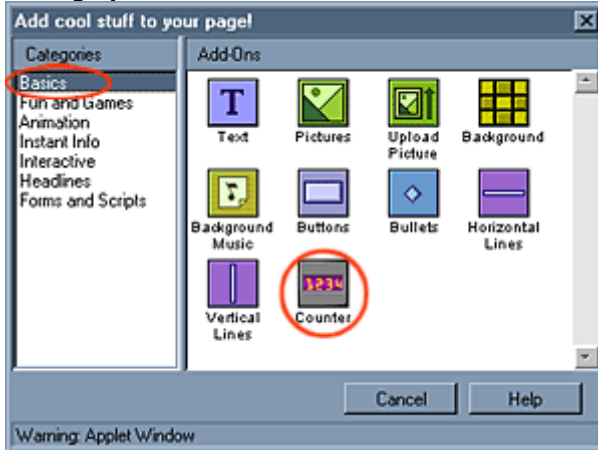
6. Highlight "Yahoo! GeoCities" and repeat steps 4 and 5 to make the text a link to the Yahoo! GeoCities web site using this address: "geocities.yahoo.com".

7. Resize the text box so that there is no blank space around the text.

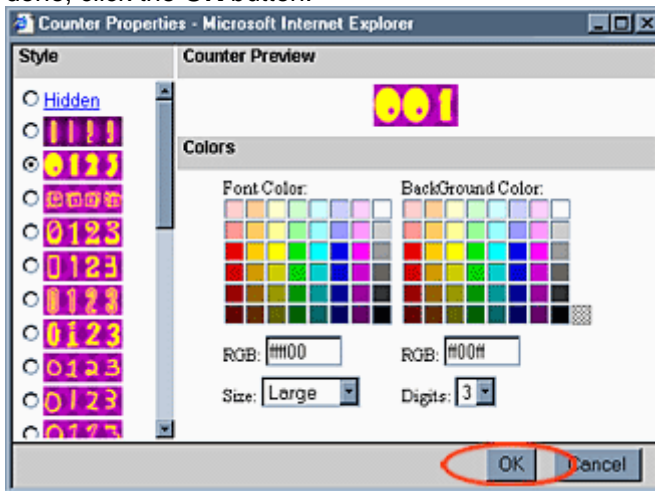
## Step 9: Adding a Counter

Yahoo! PageBuilder has many Add-ons that add dynamic, fun, and professional-looking objects to your page. For example, the web page counter dynamically counts how many times your page has been viewed. In this step you will be adding a counter to your page.

1. Click the **Add-ons** button on the toolbar. When the "Add-ons" pallet opens, select **Basics** from the "Category" frame and click the **Counter** icon in the "Add-ons" frame.



2. When the "Counter Properties" window appears, select a style from the "Style" frame, and the color and size properties from the "Color" frame. You can see your changes in the "Preview" frame. When you are done, click the **OK** button.

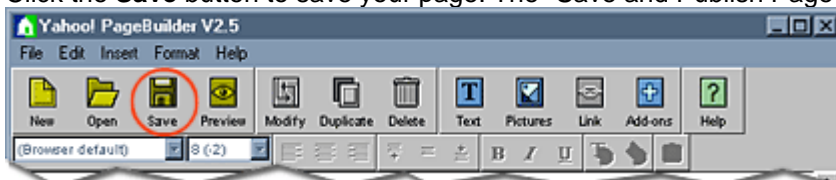


3. The counter appears in the center of the page. Click and drag the counter to the bottom your page.

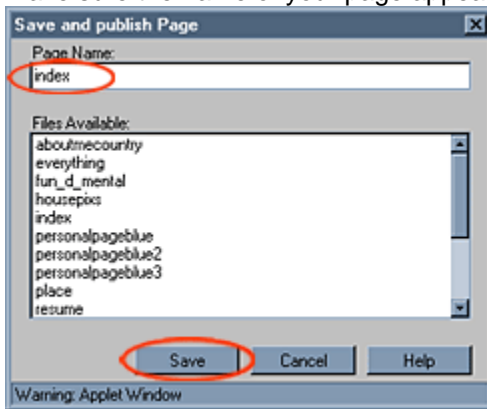
### Step 10: Saving and Viewing Your Page

The final step to building a web page is saving it and then viewing it in a web browser. In this step you will save and view your newly created page.

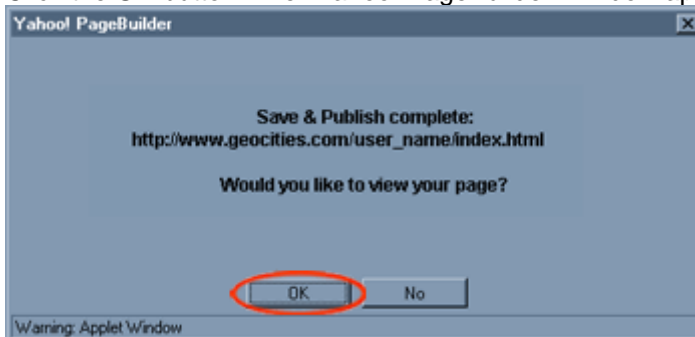
1. Click the **Save** button to save your page. The "Save and Publish Page" window appears.



2. Make sure the name of your page appears in the "Page Name" box.



3. Click the **OK** button. The "Yahoo! PageBuilder" window appears.



4. Write down the URL for your new web page. You may want to share it with your friends and family.
5. Click the **OK** button. A new instance of the web browser is launched and you can view your newly created web page.

**Congratulations!** You just created your very own web page. If you followed all of the steps, your page should look similar to the one on the right.

[Return to PageBuilder](#)

