

# Japan UK LIVE! - Using the Project Pages

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# IntroduCtion

Project Pages is an area of Japan UK LIVE! where you work together with a partner school (or schools) on your own investigation. Then you put together all your work and present it on your own website. You will be given your own special bilingual talkboard and an area where you can create your own web pages, so please make the most of this chance to plan your own activities and develop your own ideas.

Take up the challenge to join forces with friends from other schools and make your own website!

# Getting ready!



In the Project Pages area, join forces with friends at other schools and take up the challenge to create your own website.

First, find out [how to get into your own project area](#).

## 2-1) HOW TO GET INTO YOUR OWN PROJECT AREA

- 1) Go to any page in Japan UK LIVE!
- 2) On the left hand menu bar, click the link to Project Pages (the one with the green button).
- 3) This will take you to a page called 'Projects'. Here you will find a list of all current projects, each with a short description,
- 4) Look for your project. (If you don't have a project yet, ask your teacher to contact Japan 21 and we will set one up for you.)
- 5) To the right of the project name, you will see two links: **View** and **Edit**
- 6) If you click on **Edit**, you will be asked for your username and password. Type these in like when you use the talkboards. (If you have already logged on, you won't be asked for these.) Now you will be in the first page of your own project area.

In this handbook, we will call this first page the Project Management Page. It's where you will find all the tools you need for your project.

Now we'll explain how you can use different languages. Like the rest of Japan UK LIVE!, the project pages area is bilingual and you can use either English or Japanese (or both) to make your website.

This is how you [choose your working language](#).



## 2-2) CHANGING YOUR WORKING LANGUAGE

- 1) Look at the Project Management Page. The buttons and instructions are probably all in English. There is text at the top left of the green frame on this page. When it says 'Edit English page', you can add text to your website in English.
- 2) If you want to write in Japanese, click the **Change language** button. When you do this, the text at top left will change to 'Edit Japanese page'. You can now write in Japanese or check the Japanese translation of text which was originally in English.
- 3) You can change language whenever you want. The text at top left will always show you whether you are in English or Japanese mode. Please note that some computers with English operating systems will not show Japanese characters properly.

Now it's time to introduce yourselves to the other school and decide the themes you want to find out about. Discussing and planning projects with people in other places far away may sound difficult, but please don't worry. If you use the **talkboard** set up for you in the Project Pages area, you can exchange messages with people wherever they are and whichever language they speak.



## 2-3) USING YOUR TALKBOARD TO TALK TO YOUR PARTNERS IN OTHER PLACES

In the Project Pages area there is a talkboard, just for you and your project partners.

- 1) Find your project on the main Projects page and click 'edit' to get into the Project Management Page.
- 2) At the bottom of the green frame, you will find 7 long buttons.
- 3) Click the **Talkboard** button (it's the last button). This will take you to your talkboard.

¶ Your project talkboard is the same as all the other talkboards on Japan UK LIVE! However, only you and your partners can see this one. Write your messages in the message box. You can send photographs and pictures too. You can view the messages either in 'date order' or in 'threaded view'. The talkboards are explained on the Netiquette page:

<http://www.japanuklive.org/english/netiquette/index.html>

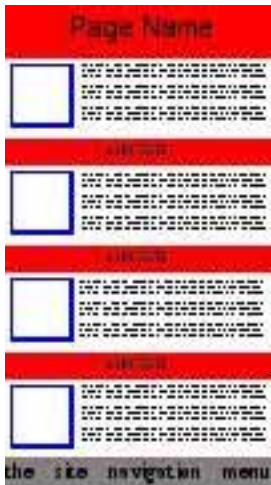


When you have decided what you will investigate, discuss your ideas about what you want your website to be like. In the Project Pages area, there are **7 different webpage templates**. You can choose how many pages you will make, and which templates to use. First let's find out what the different templates are like.

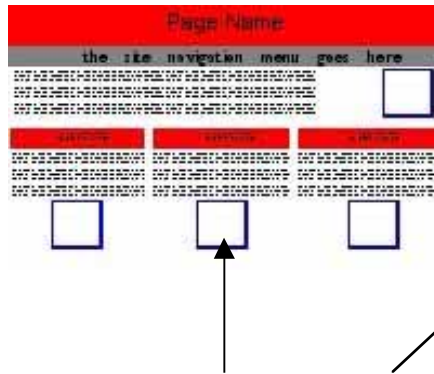
## 2-4) THE SEVEN DIFFERENT WEBPAGE TEMPLATES

There are 7 different web page templates (designs). When you make your website, choose the templates which are best for the things you want to write. Here is a short description of what you can do using each template. Details of how to use them come a bit later in this handbook.

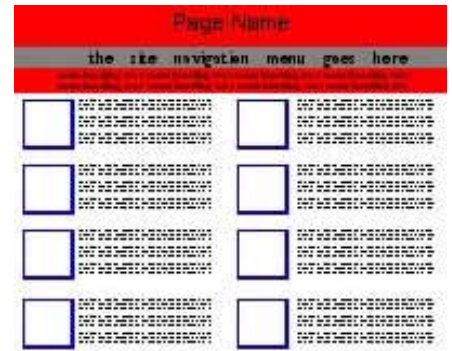
Template 1 (basic 1)



Template 2 (basic 2)

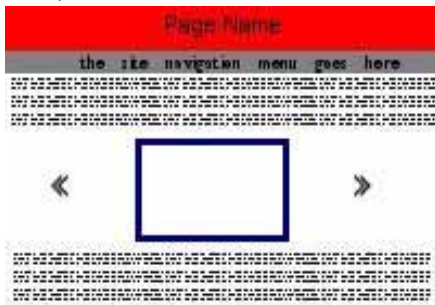


Template 3 (basic 3)



Templates 1, 2 and 3, each have a basic page layout, with a title, sub titles, text and pictures. Decide which layout works best for your material.

Template 4 (slide show)



With this template you can show up to 10 photographs like a slideshow. You click on the arrows to go forwards or backwards in the show.

Template 5 (bar graph)



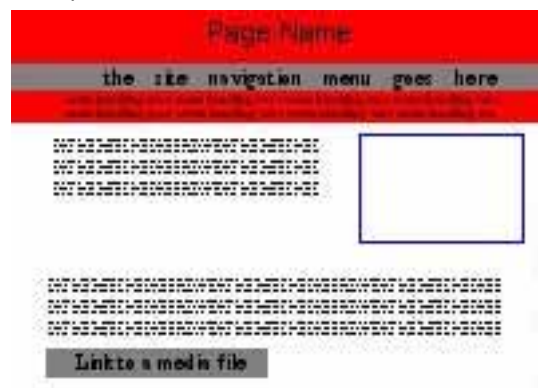
Use this template when you want to make a bar graph. It's great for showing the results of surveys.

Template 6 (table)



Use this when you want to make a table. You can include titles and explanations, even photos.

Template 7 (sound or movie files)



If you want to include a sound or movie file, use this template. You can include text and a photo on this page too.

Have you begun to decide what page layouts you will use in your website? Now start to collect together the information, photographs, sound or movie files you will use in your web pages. It would be dreadful to lose any of your precious resources, so as soon as you've found something, upload it straight to the Resources area of your website.



## 2-5) HOW TO STORE PICTURES, SOUND OR MOVIE FILES IN THE RESOURCES AREA

Before you can use your photographs, sound or movie files on your Project Page, you must first save them in the Resources area.

### Putting a picture file in Resources

- 1) On the Project Management Page, you will find a button called **Resources**. (Next to the **Talkboard** button.)
- 2) When you click on **Resources**, you will see a section for uploading pictures and another for uploading sound or movie files. To put a picture in your resources area, use the top section.
- 3) In the 'Name' box, type the name you want to give this picture. The other box (名前) is for text which will show on the Japanese edit pages. If you want your Japanese partners to be able to use this picture, make sure you type a name in this box too. The name can be in English or Japanese.  
In both cases, choose a name which you will recognise easily later. It should tell you what is in the picture.
- 4) Next click the **Browse** button. Find and select the picture file on your computer that you want to save in Resources.
- 5) The picture file name will show up in the box next to the **Browse** button. Now click **Upload** to save it for you to use on your website.
- 6) When you have uploaded it, you will see a small picture at the top of the page. You will be able to see all the pictures you have got in your Resources area.

### Putting other file types in Resources

- 1) To add a sound or movie file etc to your Resources area, use the bottom section of the Resources page, called 'Files'. Steps 1) ~ 5) are the same as for picture files.
- 2) When you have uploaded your file, you will see the word 'test' beneath the file name. If you click on 'test' you can hear the sound, watch the movie etc. Try it out and see.

When you have finished saving pictures and files into your Resources area, click on the **Back** button to go back to the Project Management Page.

§ The **Back** button is at the bottom of all the pages in the website creation area. Clicking on it will always take you back to the Project Management Page.

# Design your website!



Now you are ready to start designing your website. First you need to design your **home page**, the first page on your site. This is how you do it.

## 3-1) -① OPENING THE HOME PAGE

- 1) On the Project Management Page, click on the green link which says 'Home Page'. (It's just above the row of buttons.)
- 2) This will take you to a screen where you can set up your home page. This is the first page that people will see when they visit your website.

The screenshot shows a web design tool interface for a page titled "Japan UK LIVE". The interface includes a left-hand navigation menu with categories like "Home", "Workshop Worksheets", "Project Pages", "Resources", and "Feedback Register". The main workspace is divided into sections for "Colours" (with options for Header, Main, and Menu background and text colors), a "Picture" area with a drop-down menu, and several text boxes. Each text box has a set of buttons for font style and text layout. At the bottom, there are buttons for "Update", "Delete", and "View".

Choose your layout template

The preview shows you what the layout you have chosen (see left) will look like.

Choose background and text colours.

Use this drop-down menu to add a picture to the page. You have to put pictures in your Resources area before you can see them here.

Each text box has buttons which let you choose the font style and text layout. (In Windows only. – this is not available on Macs.)

Click 'Update' to save the changes you have made to the page.

Be careful! This 'Delete' button will remove the page from your website.

If you change your mind about what you have just typed, and want to leave the page as it is, click 'Cancel'. (This will not work if you have already clicked 'update'.)

The 'Back' button takes you back to the Project Management Page.

'Projects' will take you back to the list of Project Pages.

Use 'View' to see what your page will look like. Make sure you 'Update' the page first to save any changes you have made.



The header at the top of your home page is set so that it will be the same as your project name. What do you do if you want to change it?

### 3-1)-② CHANGING THE NAME OF YOUR HOME PAGE

The only people who can change the name of your project (and therefore of your home page) are the Japan UK LIVE! site organisers. To get it changed, ask your teacher to contact us at [education@japan21.org.uk](mailto:education@japan21.org.uk)

Have you managed to open the page where you can set up your 'Home Page'? Right, now it's time to see [how to choose your template](#).



### 3-1)-③ CHOOSING A TEMPLATE












- 1) Click on the arrow next to the template box. You can now see a drop down list of the different templates. When you change template here, you will see that the preview changes too. You can see what the different layouts will be like.
- 2) To select a template for your page, click on **Change Template**. The text boxes and other edit features will change to match your new layout.



Did the layout change when you clicked 'Change Template'? Here, we will use Template 1 as an example, but all the templates are similar. [Please start by choosing Template 1\\*](#). First, let's look at what all the formatting buttons do. They do the same in all the templates, so make a careful note of their jobs.

\* You don't have to use Template 1 for your home page, but please use it now while we explain how the system works. If you want to use a different layout, please change it later. Be careful though – if you change your template after you have typed in the text, you may lose some or all of the things you have written.

### 3-1)-④ THE BUTTONS AND HOW TO USE THEM

	Bold	Makes the text look fatter and darker
	Italics	Makes the text slant
	Underline	Underlines the text you have chosen
	Left justify	Makes the left side of the text line up evenly
	Right justify	Makes the right side of the text line up evenly
	Centre	Centres the text
	Copy	Copies the text you have selected
	Paste	Puts copied text where you want it to go
	Cut	Cuts (deletes) the text you have selected
	Numbered list	Makes a list with numbered points
	Bullet list	Makes a list with bullet (•) points

Now you know what the buttons do, have a go at adding a title and some text.



### 3-1)-⑤ ADDING THE HEADERS AND TEXT

- 1) Type the header in the header boxes and text in the text boxes. In Template 1, the text you type in the boxes just under the picture menus will appear next to the pictures. The things you type in the other text boxes will appear as sub headings across the whole web page. Note: You do not need to put text in every box. Empty text boxes will not show up on your website.
- 2) Use the buttons we've just learned about to make the text bold, add underlines etc.



When you've finished adding your text, check what it will really look like on the web page. Before you do that you will need save your work by **saving** your changes onto the site.

### 3-1)-⑥ SAVING YOUR WORK

- 1) Find the **Update** button at the bottom of the template page.
- 2) When you click on this, any text or pictures you have added to your page will be saved.

Now you have saved your page, you can have a look at it. Here's how:



### 3-1)-⑦ CHECKING THE PAGE YOU HAVE MADE

- 1) At the bottom of the template page, you will find the **View** button.
- 2) If you click on this, a new window will open and you can see the page you have made.
- 3) When you have checked it, close the window.



Now that you have seen the what the title and text look like on the real web page, it's time to learn how to **change the colour**. The colour you choose will completely change the feel of your page, so make sure you discuss it carefully with the rest of your group. If you're not sure what you want, experiment with different options. You can easily change the colours back again.

### 3-1)-⑧ CHOOSING COLOURS

- 1) At the top left of the template, there are some small boxes which let you change colours. You can choose the colour of the header text and its background as well as the colour of the main background and main text. Set each colour using the colour boxes.
- 2) When you have chosen your colours, click **Update** to save the colour information.
- 3) Use the **View** button to check what the colours look like on the real web page.
- 4) Close the web page window when you've done this.
- 5) If you don't like the colours you have chosen, repeat stages 1 – 4 to try out different colours.



Now, let's see how to **use the pictures** that you have put in the Resources area. If you use photographs and pictures, your home page will look much more fun, so try and use them where you can.

### 3-1)-⑨ ADDING PHOTOGRAPHS AND PICTURES

- 1) The box  is where you select the pictures you want to use.
- 2) If you click on the arrow, ▼ you will see the names of all the picture files you have saved in the Resources area.
- 3) Choose the picture you want to use and click on it. Make sure its name appears in the box.
- 4) Now click , then . Check that the picture appears on your page.
- 5) When you've finished checking, close the view window. Now, click on the  button to go back to the Project Management Page.

### 3-1)-⑩ ADDING SOUND AND MOVIE FILES

It is not possible to place sound or movie files in Template 1, which we have used so far. If you want to include sound or movie files, please use Template 7. You can add sound and music files in the same way that you add picture files.

Now you know how to make the Home Page of your website. Next let's find out how to **add a new page**. You can add as many pages as you want. This time, try using a different template. Templates 2 – 7 are explained at the end of this handbook.



### 3-2) ADDING A NEW PAGE

- 1) On the Project Management Page, you will find the Add Page link, to the right of the text saying 'Edit Page'. Click on it.
- 2) Give your new page a name by typing in the Name box. This is the name that will show as a link on each of the pages of your website, so choose a name which describes the content. Of course, you can go back later and change the name if you need to. (Please note. the only page whose name you can't change is your home page. Please see **Changing the name of your home page** for more details about this.
- 3) Next select a template from the list in the template box.
- 4) When you have given your page a name and chosen the template, click on the  button
- 5) Your screen will show the new template for editing.

Once you have conducted your investigation and discussed the project with your partners, you will probably want to change your pages or add things to them. Don't worry, you can **edit** any of your pages whenever you want and as often as you want.

### 3-3) EDITING YOUR WEBSITE

Open the Project Management Page.

You will see the names of all the pages you have made so far.

Click on the name of the page you want to edit.

The page will open.

Change anything you want. You can change the page name, text, colours, pictures and sound or movie files.

Be careful! If you change the template, you will lose any text you have already put on the page.


When you have finished, click **Update** to save your changes. Then click **View** to check that the changes to your page have been made.

So now you know how to use the Project Pages area. Finally, we'll explain the **different templates** and what they can do. We've already looked at Template 1 in detail, now let's look at Templates 2 & 3.

### 3-4) USING TEMPLATES 2 ~ 3

Template 2

Template 3



Like Template 1, Templates 2 and 3 are pages which use both text and pictures. You edit them the same way as Template 1, but their designs are different, so look at them carefully and choose the one which you like best.

Template 4 is a slide show

Japan UK LIVE

Our town  
Wicked Worksheets  
Project Pages  
Netiquette  
Teachers Register  
Links

Editing English  
Page Updated

Template Four Change Template

Colours  
Header Background: Black  
Header Text: White  
Main Background: White  
Main Text: Black

Slide	Caption
-- none --	
-- none --	
-- none --	
-- none --	
-- none --	
-- none --	
-- none --	
-- none --	
-- none --	
-- none --	

Type your captions here. This will explain what's in the picture. On the web page, this text will appear underneath the picture.

This is where you choose the pictures you want to use in your show. Click on the arrow ▼ to bring up a list of all the pictures you have saved in Resources. Choose the picture you want to use. You can use up to 10 pictures in each slide show.



With Template 6 you can create a table.

The screenshot shows a web editor interface for a site titled "Japan UK LIVE". On the left is a navigation menu with items like "Our town", "Webbed Worksheets", "Project Pages", "Netquizzes", "Teachers Register", and "Links". The main area is titled "Setting English" and "Page content". Under "Colours", there are dropdown menus for "Header Background", "Header Text", "Main Background", "Table Body Background", "Main Text", "Table Body Text", "Table Title", and "Table Header Background". A "Change Template" button is also present. A preview table is shown with a red header row and a black header row. Below the settings are two text editors with rich text toolbars. Three callout boxes provide instructions on how to use the table creation features.

The boxes inside the double line will become the table.

The boxes inside the dotted line are where you put the table header. You can choose a colour for the Table Header Text and for the Table Header Background.

The boxes inside the bold line are the main content of the table. You can type either text or numbers here. You can change the text and background colour using the Table Body Background and Table Body Text colours.

Template 7 is used for adding sound or movie files.

The screenshot shows a web browser window titled "Japan UK LIVE - Microsoft Internet Explorer" with the address bar displaying "http://www.japanuklive.org/cgi-bin/japan/student/cms.pl". The page header features the text "Japan UK LIVE" in a stylized font. A left sidebar contains a menu with items: "Our town", "Wicked Worksheets", "Project Pages", "Netiquette", "Teachers Register", and "Links". Below the menu are several small photographs. The main content area is titled "Editing English" and includes a "Page updated" message. It features a "Template Seven" dropdown and a "Change Template" button. A "Colours" section contains dropdown menus for "Header Background" (Black), "Header Text" (White), "Main Background" (White), and "Main Text" (Black). There are three rich text editors, each with a toolbar containing icons for bold, italic, underline, bulleted list, numbered list, indent, outdent, link, unlink, and print. A callout box points to a small dropdown menu on the right of the first editor, stating: "This is a picture file selection box, not for sound or movie files." A second callout points to the text area of the first editor, stating: "This is where you can write about your sound or movie file." A third callout points to a dropdown menu at the bottom of the page, currently showing "none", and states: "This is where you can choose your sound or movie file. When you click on the arrow ▼, you will get a list of the sound and movie files in your Resources area. Select the one you want to use." At the bottom of the editing area are buttons for "Update", "Delete", "Cancel", "Back", and "Preview".