

Ardora allows teachers to **create a "site" where to integrate and organize any different pages or page group the program creates**: interactive activities, packages of activities, multimedia pages or pages within a server and, of course, **any other files that can be viewed / reproduced in a browser or any web site (URL)**.

ELEMENTS IN A WEB SITE:

Before beginning with the different sections that we need to configure, it would be advisable to have a look at one example and the different parts we are going to explain later in this tutorial.



A web space can consist (there are elements that you can decide not to include) of a visible area divided from top to bottom in: header, central space and footer.

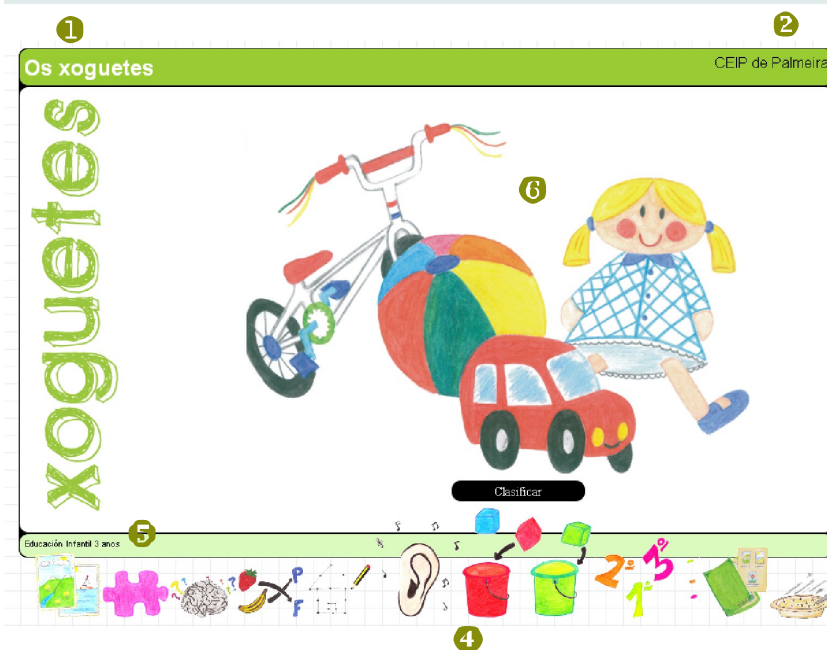
1 and 2: Title and subtitle. They are related to the header.

In the web sites you can create two types of menus: **3** drop-down menu and **4** graph menu.

5 Footer.

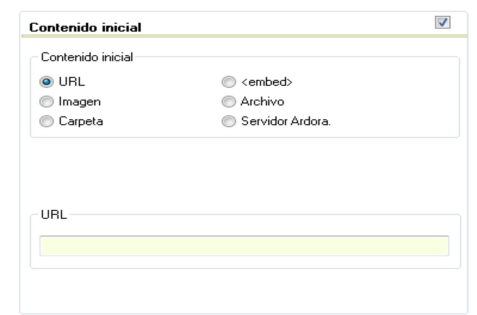
The screen area between the drop down menu and the footer is what we call the "Central Space" (**6**).

In this tutorial we will refer to the "visible area" as well, which is the space occupied by the header, central space and footer as a whole.



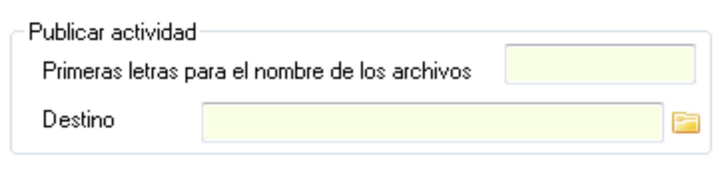
FILE DESTINATION:

In this first tab you can specify the "**Initial content**" (which is what you will see on the screen every time you access your web site), the items are exactly the same as those that can be chosen from any of the menu options (explained in the following sections): an image, a URL, a file, the content of a folder, etc., with only one exception: what we indicate here will be necessarily displayed in the "Central Area".



For example we can include an image that fills the central space and works as if it were a "cover" for our unit (in the pictures on the previous page, "a lady jumping" and "some toys").

On the other hand we must specify the name for the folder containing the site (first letters for the files' name) and the place where we want to save it (File destination). You should take into account that if you need to show this task to your students, you just need to copy this folder to their computer or upload it to a web server.



IMPORTANT: The Chrome browser does not display correctly our web site when opened directly from the folder (local) due to its security policy; surprisingly, however, there is no problem if our folder is located on a web server. This means that, once our site is created and published on the server, everybody can access the content without any problem at all.

Anyway, if you wish to use this browser for a preview directly from the folder created by Ardora, you will need to run Chrome with some special parameters. Click on the Chrome shortcut, using the right button of your mouse choose the option "Properties" and then in the field "Destination" just after "...chrome.exe" copy and paste this line

```
--allow-file-access-from-files
```

Now you can already perform the "preview". This can be highly upset for some users, so the best option is to use always the Mozilla browser as the default browser. So we can make previews of what we are creating without entering the parameters already mentioned.

STRUCTURE OF THE PAGE:

The next tab, "Page Structure" is where we will define the "space" that hosts all the content you consider in your site.

The image shows two panels from a web utility. The top panel, titled 'Página web', has a 'Título de ventana:' text box. Below it is a 'Fondo' section with a file browser icon, a text box, a red minus button, and two dropdown menus labeled 'center' and 'repeat'. The bottom panel, titled 'Área visible:', has an 'ancho' field with '950' and 'pixels' units. To its right are radio buttons for 'thin' (selected) and 'solid', and a color swatch. Below these are more radio buttons and a dropdown menu. The 'Fondo' section at the bottom of this panel includes a file browser icon, a text box, a red minus button, two dropdown menus ('center', 'repeat'), and a checkbox.

determine if this area will have a shadow and if it will show a "sunk" appearance (inset); just below you can specify a background for the entire visible area but be aware that this area is going to be "filled" with the header, central space

The image shows the 'Cabecera' panel. It has a checked checkbox at the top right. The 'Fuente' field contains 'Verdana, Geneva, sans-serif' with a font icon. Below are 'Título' and 'Subtítulo' text boxes, each with a color swatch. To the right of each text box are checkboxes for 'N' and 'L', and a font size spinner (28 for title, 12 for subtitle). The 'alto' field has '50' and 'pixels' units. To its right are radio buttons for 'thin' (selected) and 'solid', and a color swatch. The 'Fondo' section at the bottom includes a file browser icon, a text box, a red minus button, two dropdown menus ('center', 'repeat'), and a checkbox labeled 'autoajustar'.

Web page: It makes reference to the place where you are going to create all your site. It allows us to enter a title which will be visible on the top left-hand corner of your browser as well as the background on which the visible area of our site will be built.

Visible area: as it's been already mentioned, it is the space occupied by all the elements of our website: header, menus, central space and footer. In this section we are going to specify the width. You should have in mind that there is still an important number of monitors which have a resolution of 1024x768 so it would be highly recommended that this number does not exceed 950 or 1000 pixels.

On the right of the width field, we must specify how the edge of this whole area will be: rounded or not, its thickness, appearance and even the colour, if we leave this box unchecked, this subsection will not "show" any edge; you can also

Header: it is the top of our space where a title and a subtitle are shown (if that box is checked). Notice that for these texts (title and subtitle) you can change the font and specify a size, colour and appearance (bold and italic) specific to each of the texts and whether these characters will show a slight shadow.

In **height** we must enter a number guaranteeing that the texts can be read easily (if the chosen size of the font for the title is 26, you cannot enter here a smaller number, moreover you should at least specify a bit more than 26). To the right of this figure you can also determine the appearance of the edge for this area and the background.

Espacio central

alto 450 pixels

thin solid

Fondo

center repeat

Central space: as it's been explained, it is the space between the header and the footer. Here you can also specify the height of the area, its border and background.

In this area, if it is defined in the menus (we'll explain it later), you can specify the images, activities or even other websites which will be displayed.

You should have in mind that a very large number of monitors are still set to a height of 768 pixels nowadays; Maybe you should "remove" some sections from the menu or even the footer or perhaps resize the header of your web site. Anyway, exceeding this value would make some annoying scrolls to appear.

Pie de página

Fuente Verdana, Geneva, sans-serif

Texto

N L

12

alto 30 pixels

Fondo

center repeat

Finally, in this tab, you will find the "optional" area Footer where, as in other areas, you can enter a text and choose its font, size, appearance and colour as well as the already mentioned items: border and background.

IMPORTANT: This button allows you to choose a theme so that the settings of these parameters are filled more quickly and easily. You only need to select a theme and all the aspects related to borders, backgrounds and colours will be filled according to the selected theme. Still, when it's done, you can make any necessary changes.

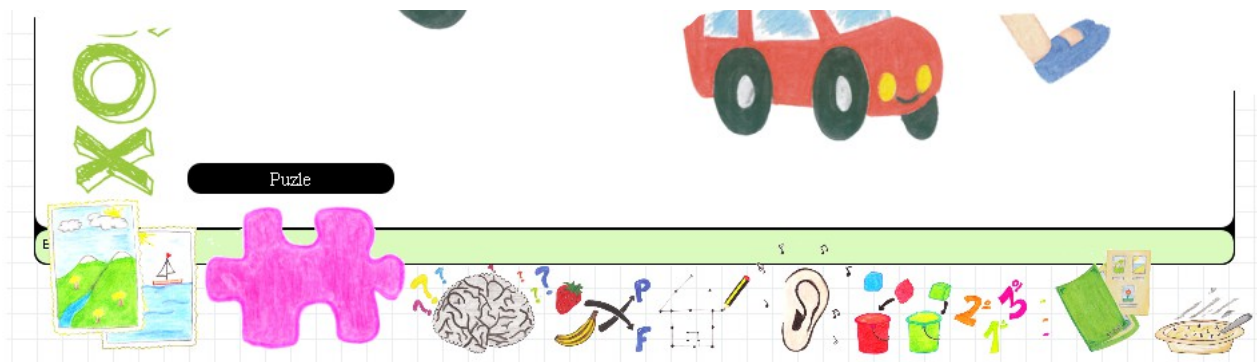
Copiar datos desde tema

As this is a matter of personal preferences, we cannot give you a "methodology" that you can follow for these configurations. Your best bet is to experiment with changes in the parameters and check if the results are completely pleasing to you.

GRAPH MENU OR DROP DOWN MENU:

The webspaces allow us to have a system of menus from which you access all the features of our "site". Ardora offers us the possibility of choosing two types of menus: graph and drop-down menus. Although they are not mutually exclusive, we recommend using one of them but not both of them at the same time.

GRAPH MENU: It requires an image for each of the menu items. It is "inspired" in the popular "doc" by Mac. In this type of menu there are two "presentations": linear (the images are arranged in a line; when the users move their mouse over them, these images are enlarged, in the following image the mouse is over the image of "puzzle").



Drop menu: When you click on a particular image, these items (images) give the impression of "coming out of the image". Do not confuse this type of graph menu with the dropdown menu section.

In the picture on the left, when the students click on the box, the images will be shown.

Use this type of menu if your website is going to contain few elements. Notice that each image can only perform a certain action. You won't have the possibility of adding submenus.

To enter the menu items, we must first tick the proper box. We should start by writing the text identifying the menu item.

Then, on the "image" section, we must click on the yellow folder to select the images that will make up our menu.



Once the image is selected, we should indicate what we want to happen when the users click on it so we must indicate the action and where we want to open that content (Destination) in this box:

Al hacer clic abrir...

Destino:

URL

Imagen

Carpeta

<embed>

Archivo

Servidor Ardora.

Destino:

Ventana nueva

Pop-up

Misma ventana

Ventana de diálogo

URL: This is an Internet address, remember to start with `http://`. Notice that you can find examples like Google which page might be called from here provided that is not made in a "same window" or "pop-up window" (we will explain it later).

Image: Enter the location of the image (jpg) or its path by clicking on the button with the yellow folder.

Folder: Designed to launch all the content that can be created with Ardora: whenever you publish a content Ardora always creates a folder. Inside that folder there is always a "htm" file, which is the file we have to indicate. With this option you can also "load" content developed by other systems, the only condition is that you must have an htm (or html) file to launch that content. **Take into account that in this section, all the content included in the folder is copied into the web site including the htm file already specified.** That's the reason why you should always save every activity, every multimedia page or every page within a server in their corresponding folder.

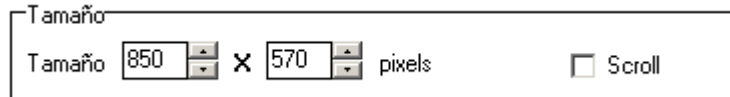
<embed> Here we should paste the "embedded" code provided by any web 2.0 applications such as youtube (in the tutorial about the web 2.0 multimedia activity you will find a more detailed explanation about this code).

File: With this option you'll try to open a file directly in your browser; be aware that not all files can be opened in a browser. For example you can enter a "pdf" or a "swf" file (you need your computer to have the flash plugin installed and you also need that the file is "suitable" to be played in a browser). Ardora will only take that file.

Ardora server: Here we have to select the folder containing the page within a server created by Ardora. Remember that these pages need to be hosted on a web server so that you can work with them, otherwise it would not work. After selecting the type of file / path of the selected type is indicated we must determine where we want it to look / run.

New window: It will open our content in a new browser tab.

Pop-up: This is a new window without menus that will be displayed with the dimensions indicated below this box:



Have in mind that you can also allow scroll bars if the file does not fit in the selected area.

Same window: in this case the file (or URL) indicated will be displayed in the central space.

Dialog: a dialog box with the indicated content is created.



REMEMBER: Once this is done, you must always save the data entered by clicking on the “validate” button. To modify any data, you have to select it in the table, change what you consider appropriate and press again in the “validate” button. **In short every time you change or add a new menu item, you must click on “validate”.**

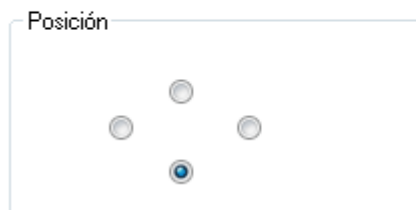
When you have all the menu items, you should decide which aspect it will have: linear or drop.

In both cases you must specify the maximum size for the images making up the menu; if this is a “jpg” file Ardora will reduce it automatically to a value less in width and height than those shown. For other image formats (gif, png ...) Ardora cannot perform this transformation so they will be placed within the menu with the exact size they have.

In **position** we will indicate the place where the menu will be displayed.



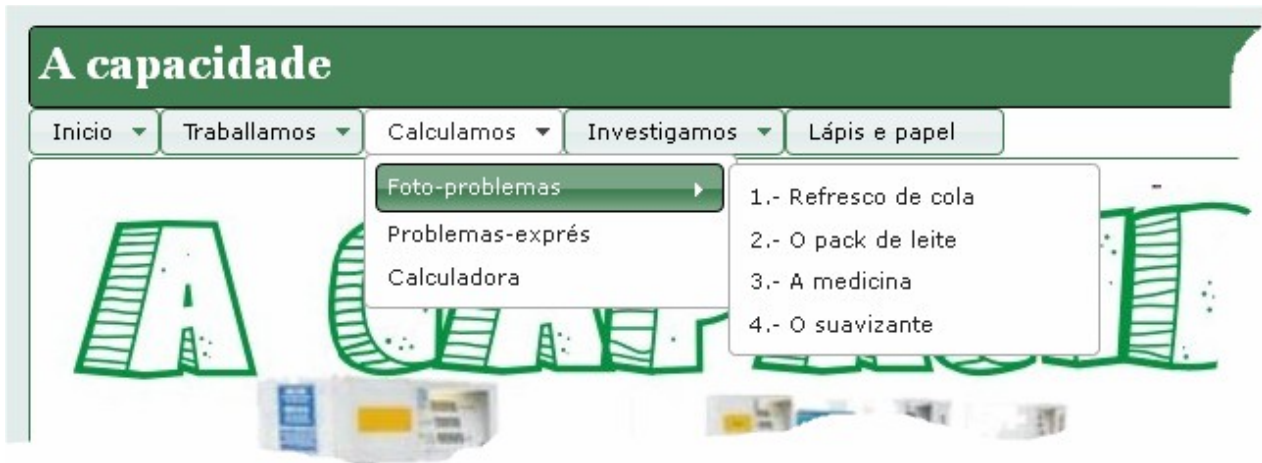
A box will also be shown the drop-down option to indicate the image which the menu will be displayed from (in our example: the box).



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Regarding the **DROPDOWN MENU** (do not confuse with the drop menu option in the graph menu).

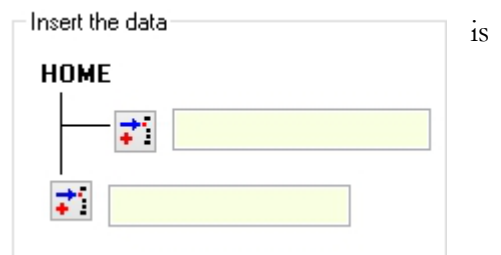
It consists of text but it has got the advantage that we can create submenus.



You need to follow these steps:

First of all we should introduce the text for the first item on our menu here (in the example "HOME") by pressing on this button.

After entering the first element, we will continue with the following menu items: Once we have introduced "Home" we can either introduce an element that will be on the same line as "Home" (let's call it "sibling", that to say: the elements appearing on the same line) or an item depending on "Home" (Let's call it "child").



- ▲ Home
 - └ Cover
 - └ Acknowledgments
 - └ Teacher's guide
 - └ User's manual
- ▲ Grammar
 - ▲ Guide
 - └ Form
 - └ Uses
 - └ Mind Map
 - └ Present Perfect
 - └ Time Expressions
 - └ Simple Past or Present f
 - └ Speaking
 - └ Quiz

As you are entering the data in the adjoining box, you will observe how the "tree" is being formed in the menu you can see on your left. As you can see you can modify any item (sibling, parent or child) to continue creating menus. In the example you can see that "Guide" is a child depending on "Grammar". At the same time there are two children from "Guide": "Form" and "Uses".

Observe that whenever you select an item on the "tree", on its left you can add "siblings" or "children" and on the right there will be another section where you can indicate "what is going to happen" whenever the users click on it. This part works exactly the same as the one explained in the graph menu. The only difference is that in the "parent nodes" it only displays its "children".

Use the arrow buttons to move by the different items in the menu.