**Workshop**

Creating an educational website

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| **Creating an account****and customizing the global settings** | 1 | Go to the link : [www.e-monsite.com](http://www.e-monsite.com) |
| 2 | Create an account |
| 3 | Specify your website information (title, Address, language, type of the site) |
| 4 | Choose a design |
| 5 | Access your e-mail and **validate your account** |
| **Creating categories and pages** | 6 | Click **manage pages** and create **two categories** (name them **courses** and **tutorials**) |
| 7 | Under the category **courses,** create two pages (name them **Verbs** and **adverbs**) |
| 8 | Under the category **Tutorials,** create two pages (name them **tutorial1** and **tutorial2**) |
| **Managing menus** | **Side menus** | 9 | Go the **settings** menu and choose **menus** |
| 10 | Rename the **default block** in the side menu1 into **courses** and then assign the category **courses** to it. |
| 11 | Create a new block in the side menu1 and name it **tutorials** and then assign the category **tutorials** to it. |
| **Top menu** | 12 | In the category entitled **pages** create a new page entitled **about**. |
| 13 | The top menu contains by default one item entitled **home**. Create another item and name it **about** to which you assign the page of the same name. |
| **Managing files and images** | 14 | Go to the **file storage** menu and add a file (you can create a word document to use it in this tutorial). |
| 15 | Go to the **file storage** menu and add an image (to be included later in the page entitled verbs) |
| 16 | Right click the image and choose **copy image address** (to be used in the next step) |
| **Editing pages****E.g: (adding a downloadable link and an image)**  | 17 | Click the **edit** link of the page named **verbs** and insert an image. |
| 18 | Go to the page entitled **tutorial1** and add the block entitled **downloadable file**. |