

# **{ewc HLP25632,HLP256\_CENTER,logom256.bmp}**

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{ewc HLP25632,HLP256\_CENTER,logobgsy.bmp}

Thank you for purchasing ViaPage. ViaPage is a powerful but inexpensive WYSIWYG ***and*** source-code HTML editor that puts tremendous web-publishing power into the hands of both professional and casual users. ViaPage is flexible, so that it may be used for creating basic web pages or huge web sites consisting of unlimited numbers of pages. It has the features professionals need, yet casual users find it easy to use.

If you have a question about ViaPage, before you call please look in the on-line Help for the solution. Remember to check the Index.

If you cannot find the answer to your question in the documentation, contact the ViaPage Technical Support Department at:

**ViaGrafix Corporation: ViaPage Support**  
**One American Way**  
**Pryor, OK 74361**  
**Telephone: (918) 825-4844**  
**Fax: (918) 825-6744**

When calling, please have the document in question open on your screen.

You can also send questions by electronic mail. Technical Support's e-mail address is: support@viagrafix.com.

Whether you write or call, please provide the following information:

- Serial number, version name of ViaPage (e.g., ViaPage, version 2.0), and release date.  
The release date is located in the About ViaPage dialog box. To open the About ViaPage dialog box, select the About ViaPage command from the Help menu.
- The type of hardware you are using.

Look for us on the World Wide Web at: <http://www.designcad.com/viapage/>.

ViaPage is a comprehensive HTML editing package that incorporates a full range of HTML functions. ViaPage combines powerful functionality with a sleek, easy-to-use interface; the kind of interface for which Windows 9x and NT operating systems were created.

You can use ViaPage to create web pages for personal use or for any assignment, from simple to complex, and the finished pages may be printed for proofing or presentation purposes using any printer that the various 32-bit versions of Windows support.

With its intuitive interface and numerous high-end features, ViaPage compares favorably with HTML editors that cost much more. Unlike some other editors though, ViaPage is easy to set up, learn, and use. With a little practice, virtually anyone can make a web site of professional quality using ViaPage.

In addition to its WYSIWYG interface, ViaPage is a true HTML source editor. You can use this feature to add scripting information to your pages.

Web sites with frames are simple to create with ViaPage. You can easily create a frameset and import existing pages or create new content in each frame without even looking at any code. Links for different pages are easily targeted for the current frame, a different frame, or a new frameless instance of the browser.

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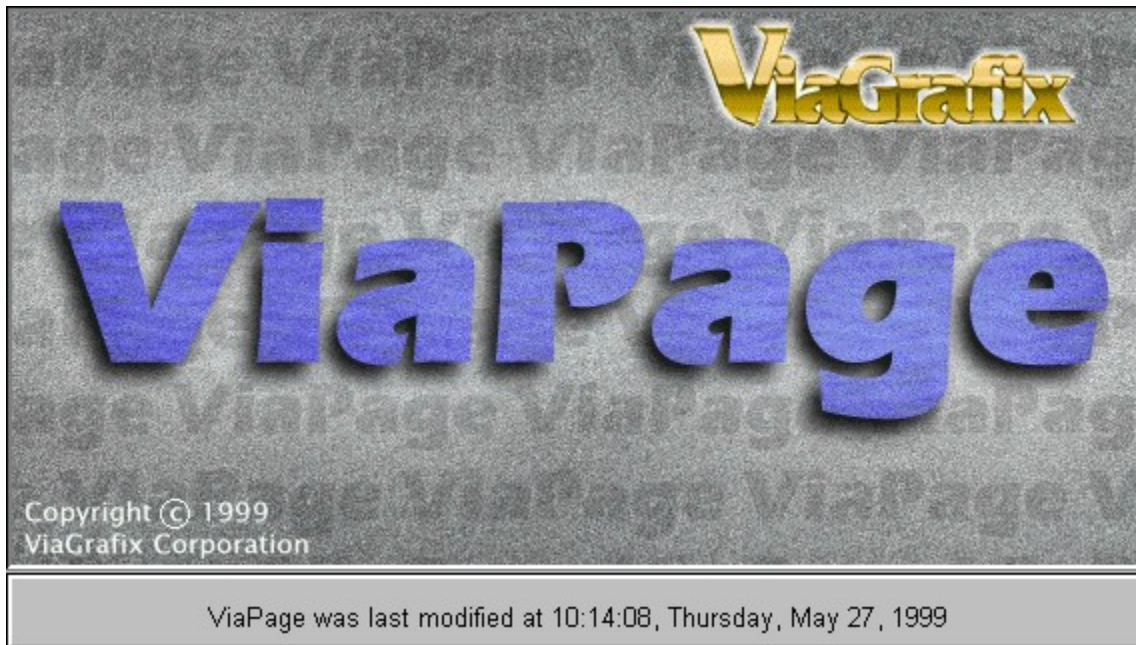
Menu: HELP

Menu Command: ABOUT VIAPAGE

The About ViaPage command displays information about the program, including the ViaPage release date.

### Using the Command

Select the ABOUT VIAPAGE Command from the HELP menu. The About ViaPage dialog box appears.



The Add a New Column to Frame command splits a frame in half vertically. The Add a New Column to Frame command can be found in the Frame submenu of the context-sensitive menu that pops up anytime you right-click in a frame.


### **Using the Command**

Right-click in the frame you want to split. Using the mouse, go to FRAME and then select the ADD A NEW COLUMN TO FRAME command. ViaPage divides the current frame in half vertically.

The Add a New Row to Frame command splits a frame in half horizontally. The Add a New Row to Frame command can be found in the Frame submenu of the context-sensitive menu that pops up anytime you right-click in a frame.

### **Using the Command**

Right-click in the frame you want to split. Using the mouse, go to FRAME and then select the ADD A NEW ROW TO FRAME command. ViaPage divides the current frame in half horizontally.

Menu: TABLE  
Menu Command: ADD COLUMN AFTER  
Toolbox Icon: 


The Add Column After command adds a column to the right of the current column in a table.

### **Using the Command**

Place the cursor in the column after which you would like to add a column. Choose the ADD COLUMN AFTER command from the TABLE menu. A column is added to the table directly to the right of the current column.

Menu: TABLE


Menu Command: ADD COLUMN BEFORE

Toolbox Icon: 

The Add Column Before command adds a column to the left of the current column in a table.

### **Using the Command**

Place the cursor in the column before which you would like to add a column. Choose the ADD COLUMN BEFORE command from the TABLE menu. A column is added to the table directly to the left of the current column.

Menu: TABLE  
Menu Command: ADD ROW AFTER  
Toolbox Icon: 


The Add Row After command adds a row directly below the current row in a table.

### **Using the Command**

Place the cursor in the row after which you would like to add a row. Choose the ADD ROW AFTER command from the TABLE menu. A row is added to the table directly below the current row.

Menu: TABLE

Menu Command: ADD ROW BEFORE


Toolbox Icon: 

The Add Row Before command adds a row above the current row in a table.

### **Using the Command**

Place the cursor in the row before which you would like to add a row. Choose the ADD ROW BEFORE command from the TABLE menu. A row is added to the table directly above the current row.

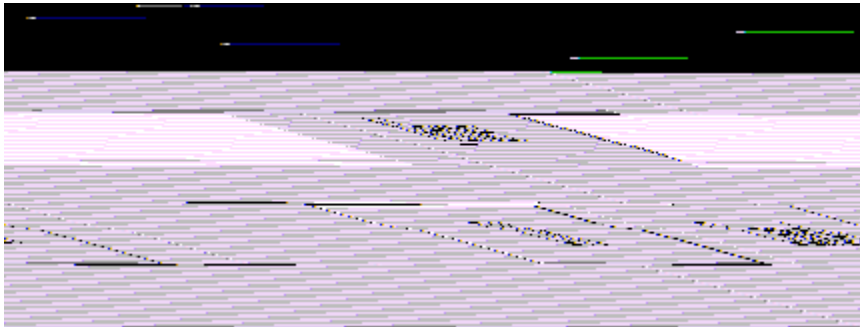


Menu: INSERT  
Menu Command: ANCHOR  
Toolbox Icon: 

An anchor is a location in a page to which links can be created. The Anchor command inserts an anchor into the current page.

### Using the Command


Place the cursor at the location in the page where the anchor is to be located. Choose the ANCHOR command from the INSERT menu. The Named Anchor dialog box appears.



Enter the name for the anchor in the dialog box. Then click OK. The anchor will be inserted at the current cursor location with the name you specify. If you decide not to insert an anchor, the Cancel button will return you to the page window without making any changes.

**See Also:** [Hyperlink Command](#)

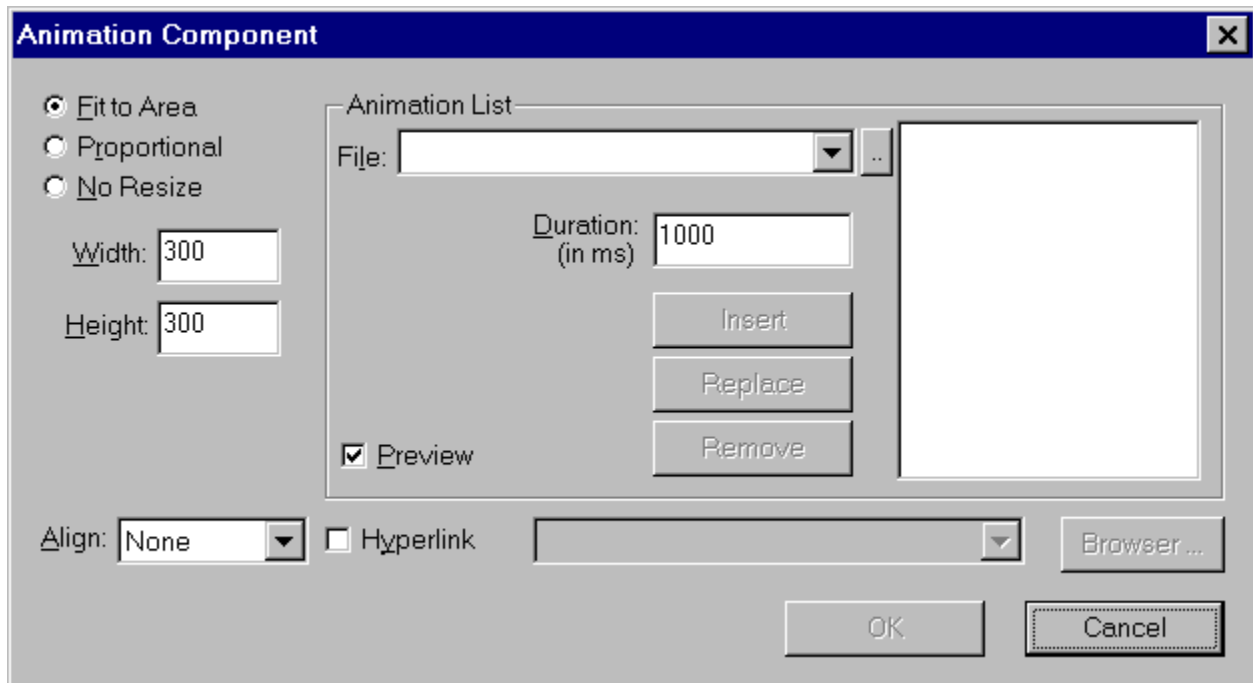
Menu: INSERT  
Submenu: COMPONENTS  
Menu Command: ANIMATION

Toolbox Icon: 

The Animation command inserts an area at the current cursor location that cycles through a list of specified graphics files. Each image is displayed for an independent length of time before the next image is displayed. Animations may also be used as hyperlinks if desired.

### Using the Command

Place the cursor in the document at the location desired for the animation. Choose the ANIMATION command from the COMPONENTS submenu of the INSERT menu. The Animation Component dialog box appears.



#### Fit to Area

The Fit to Area option stretches all of the images for the animation to precisely fit the area specified by the Width and Height options.

#### Proportional

The Proportional option scales each of the images for the animation to precisely fit either the Height or Width option (whichever is closest) and the other dimension is scaled by the same percentage so that the height/width ratio of the image remains the same. A background color may be specified for display in the blank areas of the image area.

#### No Resize

The No Resize option uses the original sizes of the images for the animation. No stretching of the images occurs. If the images differ in size, a background color may be specified for display in the blank area of the smaller images.

### **Align**

The Align option lets you align the text on the same line as the applet using the bottom, middle, or top. The applet may also be set so that it is aligned with the left or right side of the page.

## **Animation List**

### **File**

Type the path and filename, select the filename from the list of recently used image files, or click the button to the right of the File list box to browse for the file to be inserted in the animation.

### **Duration**

The Duration option specifies the amount of time (in 1/1000 of a second increments) that the currently selected image file will be displayed during the animation if it is inserted in the list of files for the animation. The default value for the duration is 1 second.

### **Insert**

The Insert button inserts the selected image file and duration for the file into the list of image files for the animation.

### **Replace**

The Replace button lets you replace a selected image file that is already in the list of files for the animation. One of the files in the animation list must be selected before this button is enabled.

### **Remove**

The Remove button lets you remove a selected image file that is already in the list of files for the animation. One of the files in the animation list must be selected before this button is enabled.

### **Preview**

When the Preview checkbox is checked, a thumbnail preview of the currently selected image is displayed. Click on the Preview checkbox to check or uncheck this option.

### **Hyperlink**

When the Hyperlink checkbox is checked, a hyperlink may be specified for the animation. Type the path and filename, select the filename from the list of recent links, or click the button to the right of the Hyperlink list box to browse for the file to be linked to the animation.

## **OK**

Click the OK button to accept the changes and return to the page window.

## **Cancel**

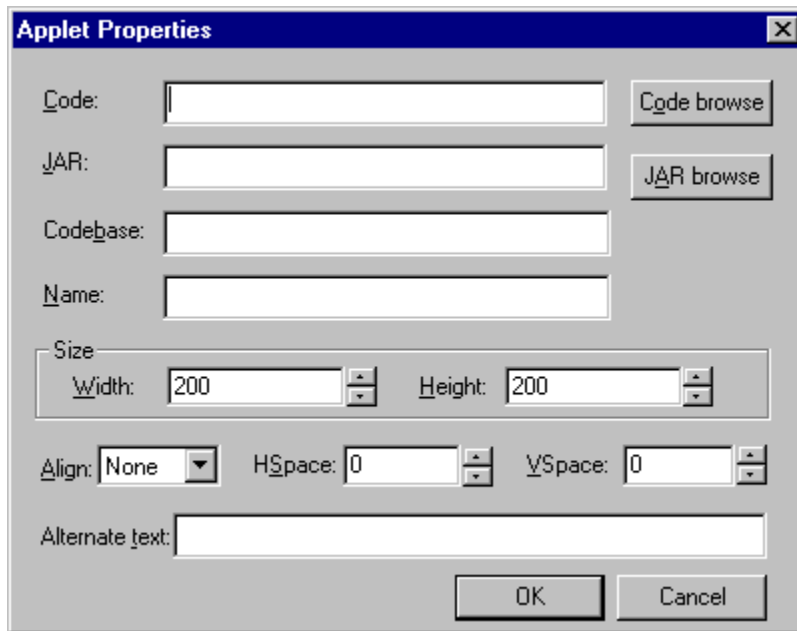
Click the CANCEL button to return to the page window without making any changes.

Menu: INSERT  
Submenu: ADVANCED  
Menu Command: APPLLET

The Applet command inserts an applet into the web page.

### Using the Command

Place the cursor at the location for the applet. Select the APPLLET command from the ADVANCED submenu of the INSERT menu. The Applet Properties dialog box appears.



#### Code

Type the path and filename or click the Code Browse button to browse for the applet code (\*.class file).

#### JAR

Type the path and filename or click the JAR Browse button to browse for the applet archive (\*.jar file).

A JAR (Java ARchive) file is a file that contains the class (code), image, and sound files for a Java applet. These files are combined into a single file and compressed for faster download.

#### Codebase

This option specifies the Codebase (which is similar to a parent directory). The paths for all of the files needed for the applet will be specified as relative paths that start with this directory.

#### Name

This option lets you name the applet. The name is not visible in a browser, but the Name parameter is visible in the source for the page. Also, if you are using inter-applet communication, another (same-page) applet can use the getApplet() method to retrieve the applet by name.

**Size****Width**

The Width option specifies how wide the applet will appear on the page. The value for the width is measured in pixels.

**Height**

The Height option specifies how tall the applet will appear on the page. The value for the height is measured in pixels.

**Align**

The Align option lets you align the text on the same line as the applet using the bottom, middle, or top. The applet may also be set so that it is aligned with the left or right side of the page.

**Vspace**

The Vspace option determines the number of pixels of space that appear between the applet and any page elements above and below it.

**Hspace**

The Hspace option determines the number of pixels of space that appear between the sides of the applet and any surrounding page elements.

**Alternate Text**

This option lets you specify text that will be displayed if the page that contains the applet is opened in a browser that is not Java-enabled.


**OK**

Click the OK button to accept the options that have been set for the applet. ViaPage returns to the page window and inserts the applet at the current cursor location.

**Cancel**

Click the CANCEL button to return to the page window without inserting the applet.

Menu: TOOLS  
Menu Command: APPLET WIZARD

Toolbox Icon: 

The Applet Wizard helps you insert an applet into your web page quickly and easily.

### Using the Command

Place the cursor at the location for the applet. Select the APPLET WIZARD command from the TOOLS menu. The first Applet Wizard dialog box appears.

#### Step 1

##### Select Source

Choose CREATE A NEW APPLET or SELECT A SAMPLE APPLET FROM LIBRARY (RECOMMENDED). If you have never used applets before and know nothing about them, choose the SELECT A SAMPLE APPLET FROM LIBRARY (RECOMMENDED) option.

Click the NEXT button when you are ready to move on to the next dialog box. The second Applet Wizard dialog box appears.

Note: If you chose the Create a New Applet option, the remainder of the wizard is the same as the Applet command. See the [Applet Command](#) entry in the “Command Reference” section for details.

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#### Step 2

##### Select Applet

Select an applet name from the Select Applet area of the dialog box. A preview of the applet appears on the left-hand side of the dialog box.

When you have found the applet you want to insert in the web page, click the NEXT button to move on to the next dialog box. The third Web Page Wizard dialog box appears.

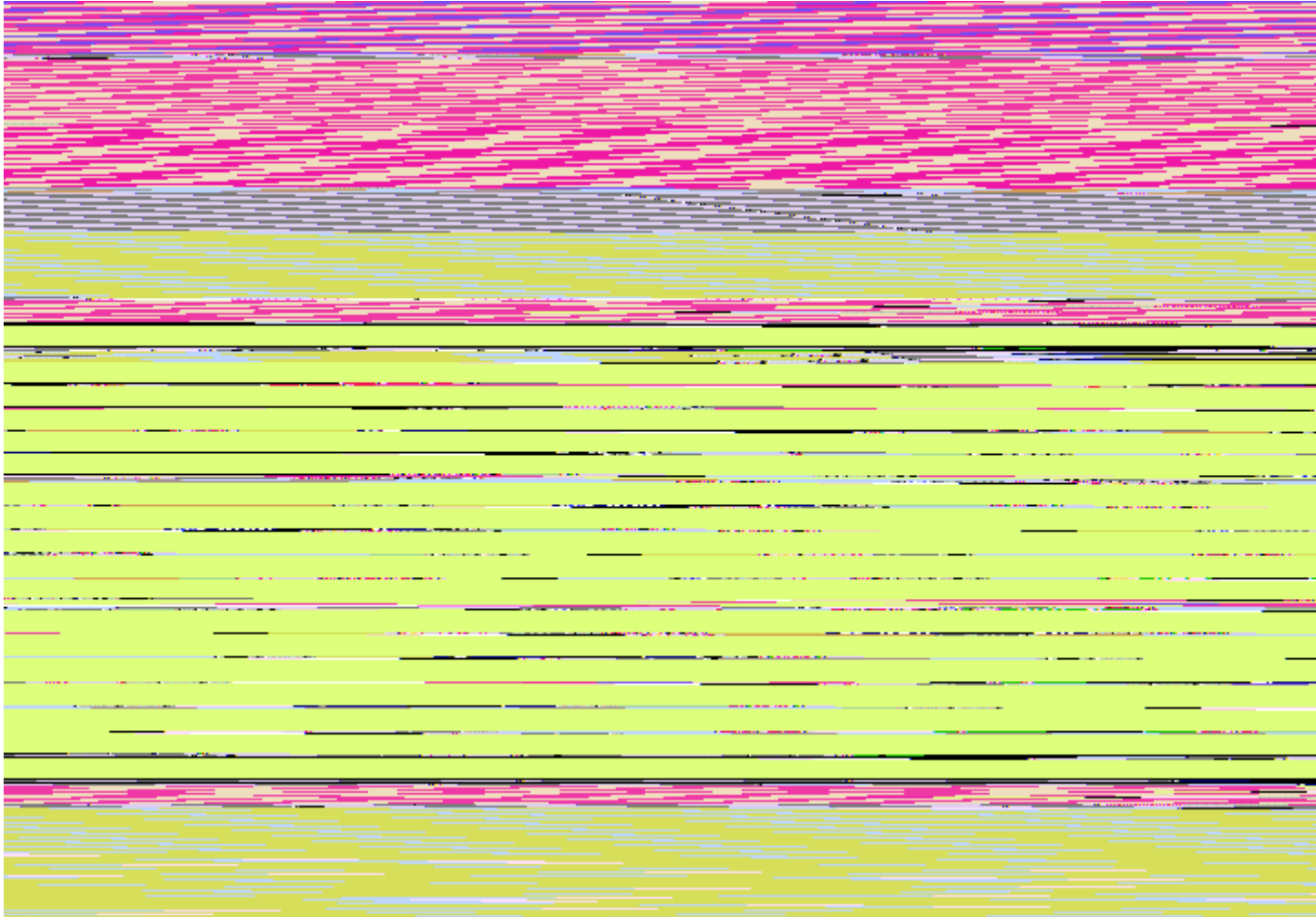
For details on the available options for the applet you chose, see the appropriate entry in the “Command Reference” section of this help file.

- [Animation Command](#)
- [Audio Player Command](#)
- [Clock Command](#)
- [Nervous Text Command](#)
- [Scroller Text Command](#)
- [Swirl Text Command](#)
- [Word Wheel Command](#)



Menu: WINDOW  
Menu Command: ARRANGE ICONS


The Arrange Icons command organizes the minimized page icons at the bottom of the window.



### **Using the Command**

Any page window in ViaPage can be minimized, maximized, or sized. If you have minimized several page windows into icons, you can arrange them at the bottom of the document screen. Choose the ARRANGE ICONS command from the WINDOW menu. The icons are automatically arranged.



Menu: INSERT  
Submenu: COMPONENTS  
Menu Command: AUDIO PLAYER  
Toolbox Icon: 

The Audio Player command lets you insert an AU audio file in your page. An applet will be referenced from the document as well so the audio file can be played from a browser.

### Using the Command

Select the AUDIO PLAYER command from the COMPONENTS submenu of the INSERT menu. The Audio Component dialog box appears.



### Initial Sound

This option specifies that the audio file will be played only once when the page containing it is opened.

### Play

The Play button previews the selected AU file. This lets you be sure the file is the correct one before it is actually inserted in the page.

### Browse

The Browse button opens the Open dialog box so you can browse for the audio file to be inserted.

## **Loop Sound**

This option specifies that the audio file will be repeated for as long as the page containing it is open.

### **Play**

The Play button previews the selected AU file. This lets you be sure the file is the correct one before it is actually inserted in the page.

### **Browse**

The Browse button opens the Open dialog box so you can browse for the audio file to be inserted.

## **Applet Appearance**

### **Animated Icon**

This option displays an animated AU icon.

### **Image**

This option lets you specify an image to be displayed. Click the BROWSE button to open the Open dialog box so you can browse for the image file to be inserted.

### **Hyperlink**

When the Hyperlink checkbox is checked, a hyperlink may be specified for the image. Type the path and filename, select the filename from the list of recent links, or click the button to the right of the Hyperlink list box to browse for the file to be linked to the image.

**Note:** When you upload the page to your site, don't forget to include the audio file.

Toolbox Icon:



The Back Command lets you return to the previous page after using Ctrl+Click to preview links in a page.

### **Using the Command**

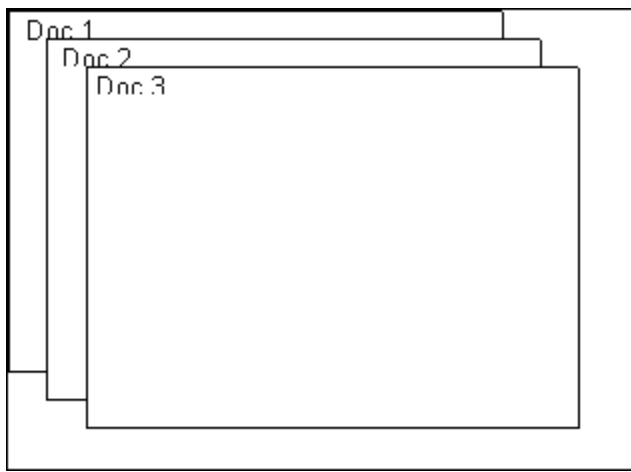
Press and hold the **Ctrl** button on the keyboard and click on a hyperlink in the current page. ViaPage follows the link and opens the linked page. Now click the BACK button. ViaPage returns to the previous page.

Menu: WINDOW  
Menu Command: CASCADE

The Cascade command arranges open document windows so that they overlap on the screen.

### Using the Command

Choose the CASCADE command in the WINDOW menu. All open document windows are arranged on the screen.



# Cell Properties Command

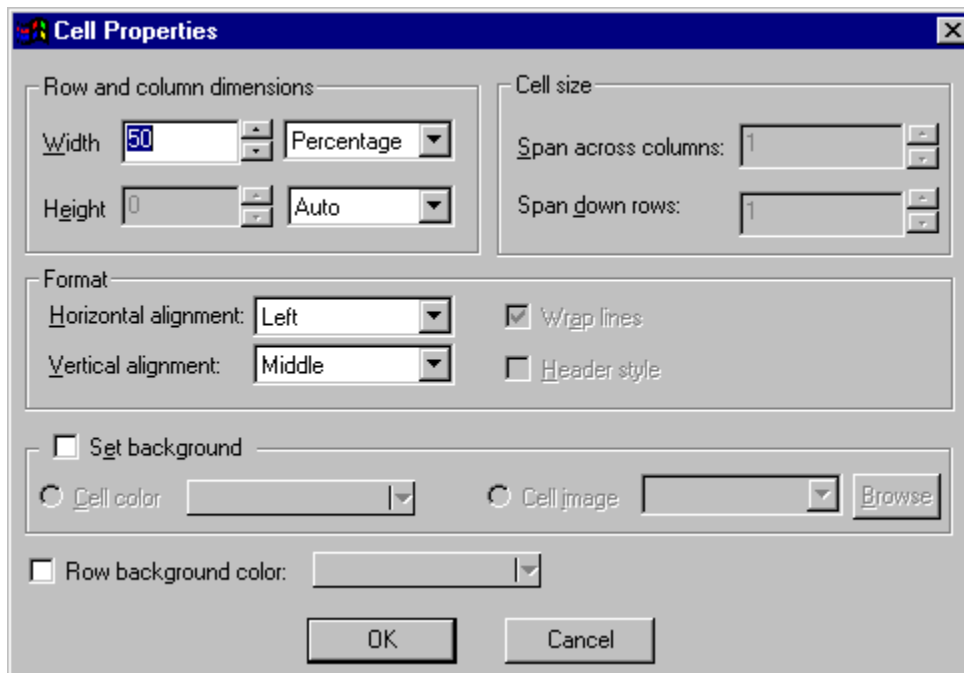
Menu: TABLE

Menu Command: CELL PROPERTIES

The Cell Properties command displays and lets you change properties of cells in the selected table.

## Using the Command

Click on or in the table for which you want to display the cell properties. Select the CELL PROPERTIES command from the TABLE menu. The Cell Properties dialog box appears.



## Row and Column Dimensions

### Width

Depending on what is selected in the list box to the right of the Width field, the width of the cells in the current column may be determined automatically or specified by a percentage of the screen width or number of pixels.

### Height

Depending on what is selected in the list box to the right of the Height field, the height of the cells in the current row may be determined automatically or specified by a number of pixels.

## Format

### Horizontal Alignment

The Horizontal Alignment option lets you specify whether the contents of the cell will be aligned to the left, right, or in the center of the cell.

### Vertical Alignment

The Vertical Alignment option lets you specify whether the contents of the cell will be aligned to the

top, bottom, or in the middle of the cell.

### **Set Background**

Click on this option with the mouse to place or remove the check. If a check appears beside this option, the Background Color or Background Image option (not both) may be selected.

#### **Background Color**

To set a background color for the cell, click the BACKGROUND COLOR option and then click on the COLOR button.

Click on the desired color in the color pallet that appears. The current color is changed to the selected color.



To choose from more colors click the MORE button in the color palette. See the Color Command for details on setting custom colors.

#### **Background Image**

To set a background image for the cell, click the BACKGROUND IMAGE option. Type the path and filename, select the filename from the list of recently used image files, or click the Browse button to the right of the Background Image list box to browse for the image to be inserted as the background.

### **Row Background Color**

To set a background color for an entire row in the table, check the ROW BACKGROUND COLOR option and then click on the COLOR button.

Click on the desired color in the color pallet that appears. The current color is changed to the selected color.



To choose from more colors click the MORE button in the color palette. See the Color Command for details on setting custom colors.


**OK**

Click the OK button to accept the properties that have been set for the cells in the table. ViaPage returns to the page window and applies the new properties to the table.

**Cancel**

Click the CANCEL button to return to the page window without changing the cell properties.

Menu:               FORMAT  
Submenu:           PARAGRAPH  
Menu Command:    CENTER

Toolbox Icon:     

The Center command centers text or images from left to right on the page.

### **Using the Command**

The CENTER command works in one of two ways. If the command is selected and then the text is typed or an image is inserted, the text or image will automatically be aligned in the center. If the text or image is inserted and then selected or the cursor is located in the paragraph, choosing the Center command will align the text or image in the center (left to right) of the page.

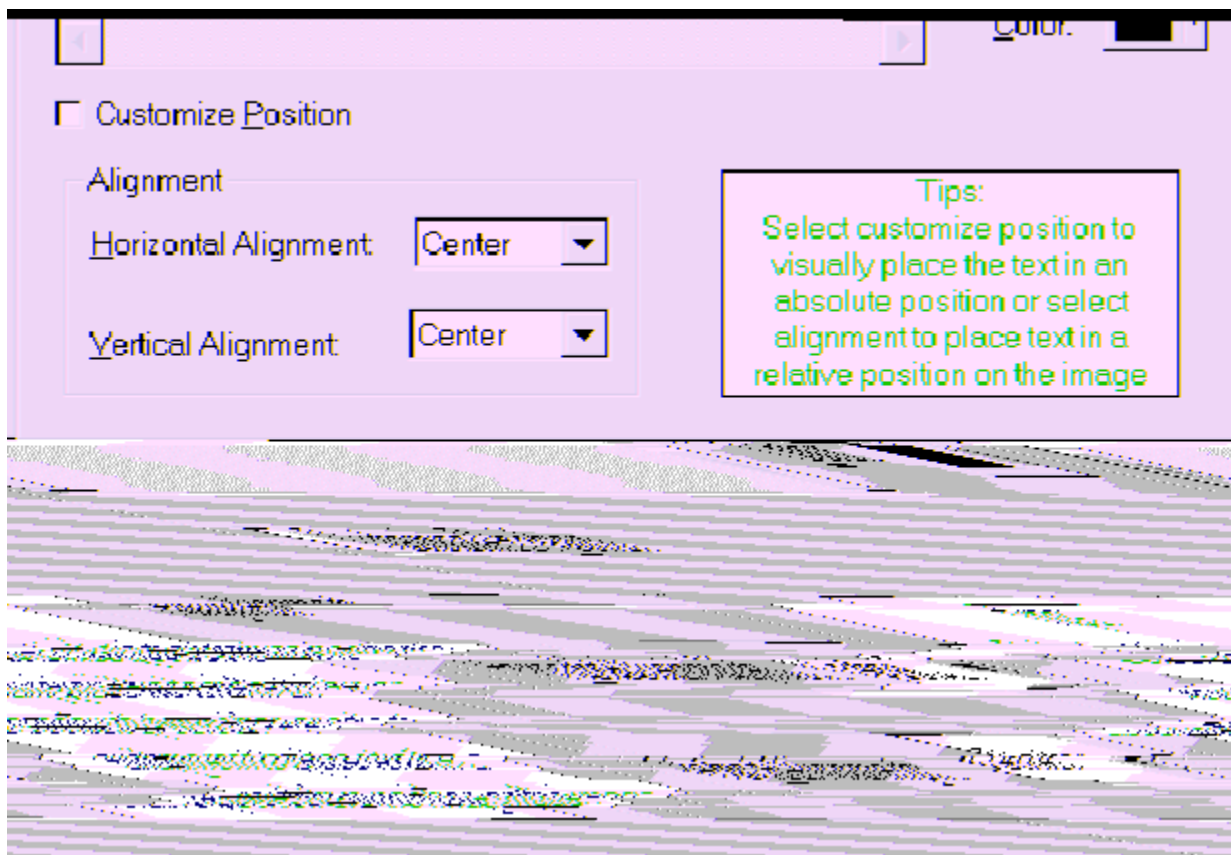


Menu: EDIT  
Submenu: IMAGE  
Menu Command: CHANGE TEXT ON IMAGE

The Change Text on Image command makes it possible to edit text that has been added to an image using the Draw Text on Image command.

### Using the Command

Select the image that contains the text you want to change by clicking on it with the mouse. Select the CHANGE TEXT ON IMAGE command from the IMAGE submenu of the EDIT menu. The Write Text to Image dialog box appears.




Make the desired changes to the text or text properties and then click OK. ViaPage returns to the current page, and the changes to the text are implemented.

**Note:** The Change Text on Image command will not be enabled unless an image is selected. The selected image must also contain text that has been added to it with the Draw Text on Image command.

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**See Also:** [\*\*Draw Text on Image Command\*\*](#)



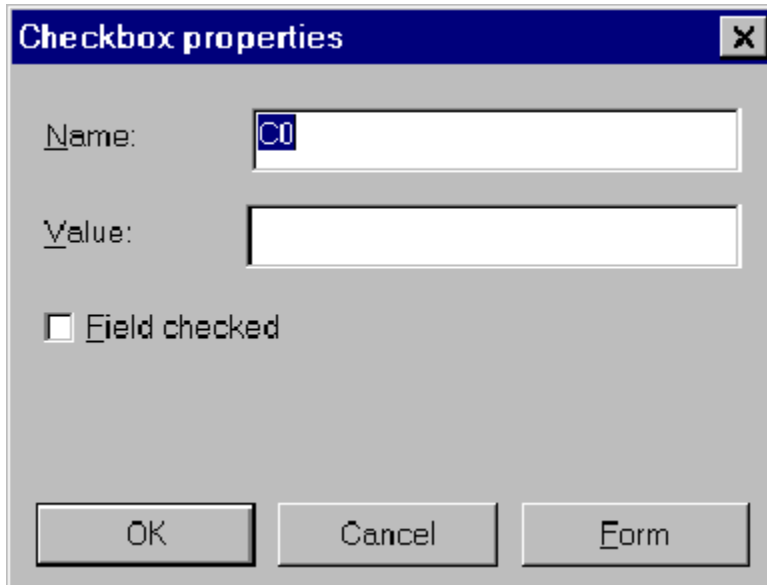
Menu: INSERT  
Submenu: FORM  
Menu Command: CHECK BOX  
Toolbox Icon: 

The Check Box command lets you insert a checkbox into a form. This command will also automatically start a new form if the cursor has not been placed in a form area.

### Using the Command

Place the cursor at the location for the checkbox. Select the CHECK BOX command from the FORM submenu of the INSERT menu. A checkbox is inserted in the page at the current cursor position. The checkbox is automatically assigned a name.


If the script that will be using the form has already been written, you can easily change the name and value of the checkbox so it will be recognized by the form. To change the name and/or value of the checkbox, right-click on the checkbox, and select the BOX PROPERTIES command from the context-sensitive menu. The Checkbox Properties dialog box appears.



The image shows a dialog box titled "Checkbox properties" with a close button (X) in the top right corner. The dialog has a light gray background. It contains three input fields: "Name:" with the text "C0" inside, "Value:" which is empty, and a checkbox labeled "Field checked" which is currently unchecked. At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "Form".

The Checkbox Properties dialog lets you specify the name and value for the checkbox and whether or not the field will be checked by default. You may also obtain the properties for the form that contains the checkbox by clicking on the Form button.

Menu: EDIT  
Submenu: IMAGE  
Menu Command: CIRCLE MAP

Toolbox Icon: 

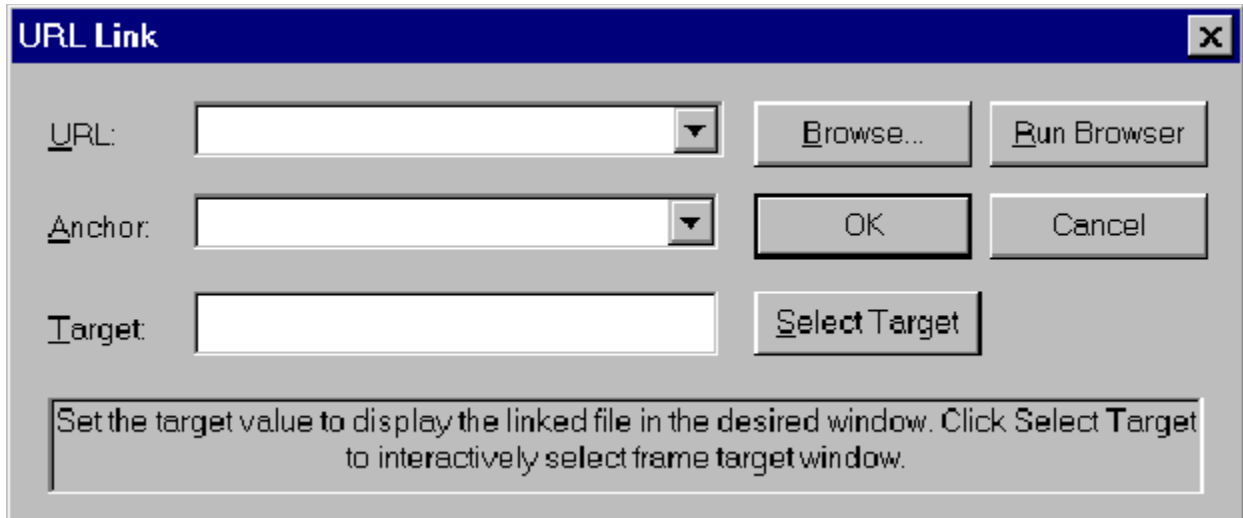
Point 1: Center of the circle

Point 2: Point on the circle

The Circle Map command defines a circular area of an image as an URL link.

### Using the Command

Select the image to which the URL link is to be added. Choose the CIRCLE MAP command. Click the mouse in the center of the area in which the link is to be located. A rubber-band circle appears to show the size of the circle if the current cursor position were used as the outside of the circle. Move the mouse until the circle is large enough to include all portions of the image that will contain the URL link. When the circle is the desired size click the mouse a second time to finish the circle. The URL link dialog box appears.



Specify the file to which the link is to be made in the URL: box. An Anchor name and Target may optionally be specified. Click OK. The area of the image inside the circle now contains an URL link.

Specifying an anchor in the Anchor box will direct the link to the named anchor in the destination file instead of the beginning of the file.

In framesets (pages that have frames), a target may be defined as part of a link. A target specifies the frame in which the linked file will be displayed. If no target is specified, the linked file will be displayed in the frame that contained the link that called it.

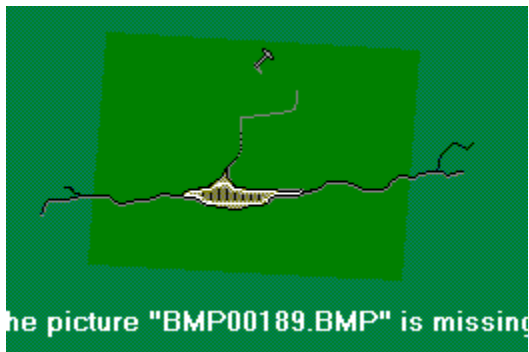
**See Also:** [Hyperlink Command](#)

Menu: INSERT  
Menu Command: CLIP ART

The Clip Art command is used to insert Clip Art into a web page.

### Using the Command

Place the cursor at the location for the image. Select the CLIP ART command. The Clip Art Organizer appears, providing a selection of clip art from which you may choose.



Select the category of clip art you want to look through from the list on the left side of the dialog box. Use the scroll bar at the bottom of the image preview area to scroll through the clip art available in that category. Once you have found the piece of clip art you want to insert in your page, click on it with the mouse. After selecting the clip art, click the INSERT button. ViaPage returns to your page and inserts the image at the current cursor location.

### Insert

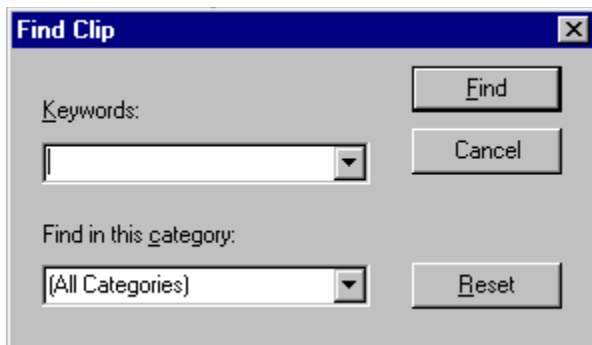
Click this button to insert the clip art in your web page.

### Close

Click this button to return to your web page without inserting any clip art.

### Find


Click this button to open the Find Clip dialog box.



Enter information relating to the desired clip art in the Keywords and Find in This Category boxes. Click on the Find button and ViaPage will search through the clip art in the Clip Art Organizer to find all the clip art which meets the specifications.

**Import Clips**

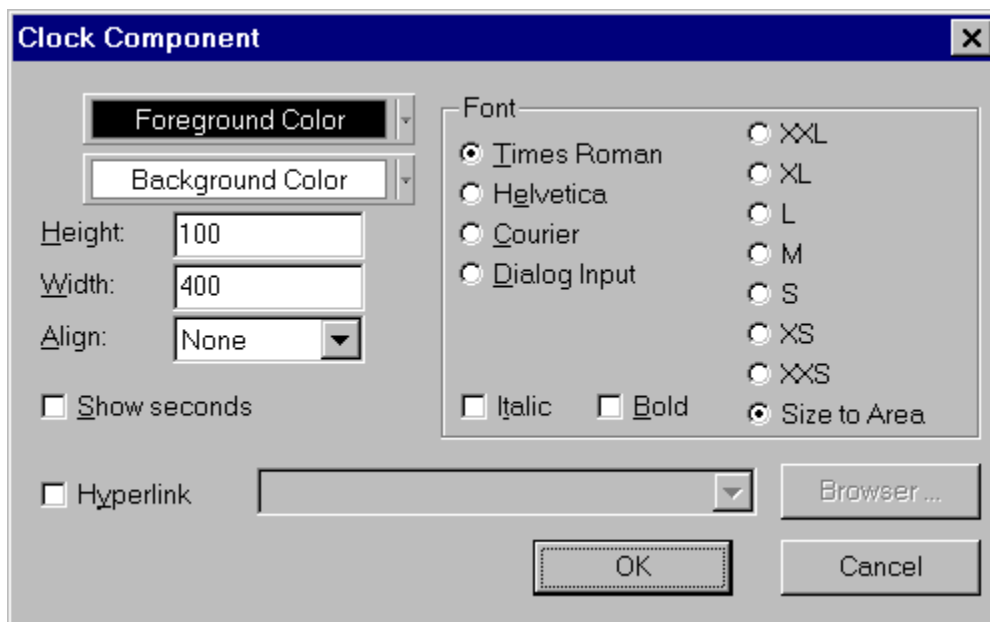
Makes other pieces of clip art available from the Clip Art Organizer.

Menu: INSERT  
Submenu: COMPONENTS  
Menu Command: CLOCK  
Toolbox Icon: 

The Clock command inserts a clock into the current page at the current cursor position. The background and foreground color for the the clock may be changed, as well as the font, font size, and overall size of the clock. The clock may also be used as a hyperlink.

### Using the Command

Place the cursor at the location for the clock. Select the CLOCK command from the COMPONENTS submenu of the INSERT menu. The Clock Component dialog box appears.



#### Foreground Color

The Foreground Color option lets you change the text color for the clock. Click the FOREGROUND COLOR button to open the color pallet. Click on the color for the text in the clock.

#### Background Color

The Background Color option lets you change the background color for the clock. Click the BACKGROUND COLOR button to open the color pallet. Click on the color for the clock's background.

#### Height

The Height option specifies how tall the clock will appear on the page. The value for the height is measured in pixels.

#### Width

The Width option specifies how wide the clock will appear on the page. The value for the width is measured in pixels.

### **Align**

The Align option lets you align the text on the same line as the clock using the bottom, middle, or top. The clock may also be set so that it is aligned with the left or right side of the page.

### **Show Seconds**

The clock will include seconds if the Show Seconds option is checked. To check or uncheck this option, click on it.

### **Font**

The Font area of the dialog box contains options for selecting the font and the font size. The text for the clock may also be made italic or bold.

### **Hyperlink**

When the Hyperlink checkbox is checked, a hyperlink may be specified for the clock. Type the path and filename, select the filename from the list of recent links, or click the button to the right of the Hyperlink list box to browse for the file to be linked to the clock.

### **OK**

Click the OK button to accept the properties that have been set for the clock. ViaPage returns to the page window and inserts a clock at the current cursor location.

### **Cancel**

Click the CANCEL button to return to the page window without inserting a clock.

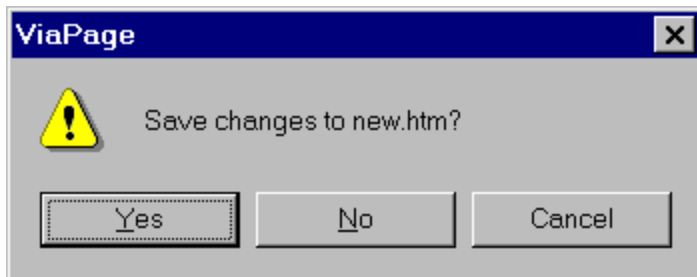


Menu: FILE  
Menu Command: CLOSE

The Close command closes an open page.

### Using the Command

Choose the Close command. If the page has changed since the page has been saved, the program gives you the opportunity to save the changes.



Clicking YES saves the changes. Clicking NO closes the page, dropping all modifications since it was last saved. Clicking CANCEL or pressing **Esc** cancels the Close command and returns you to the page window.

Toolbox Icon:



The Color command changes the current component color or the color of selected components or text.

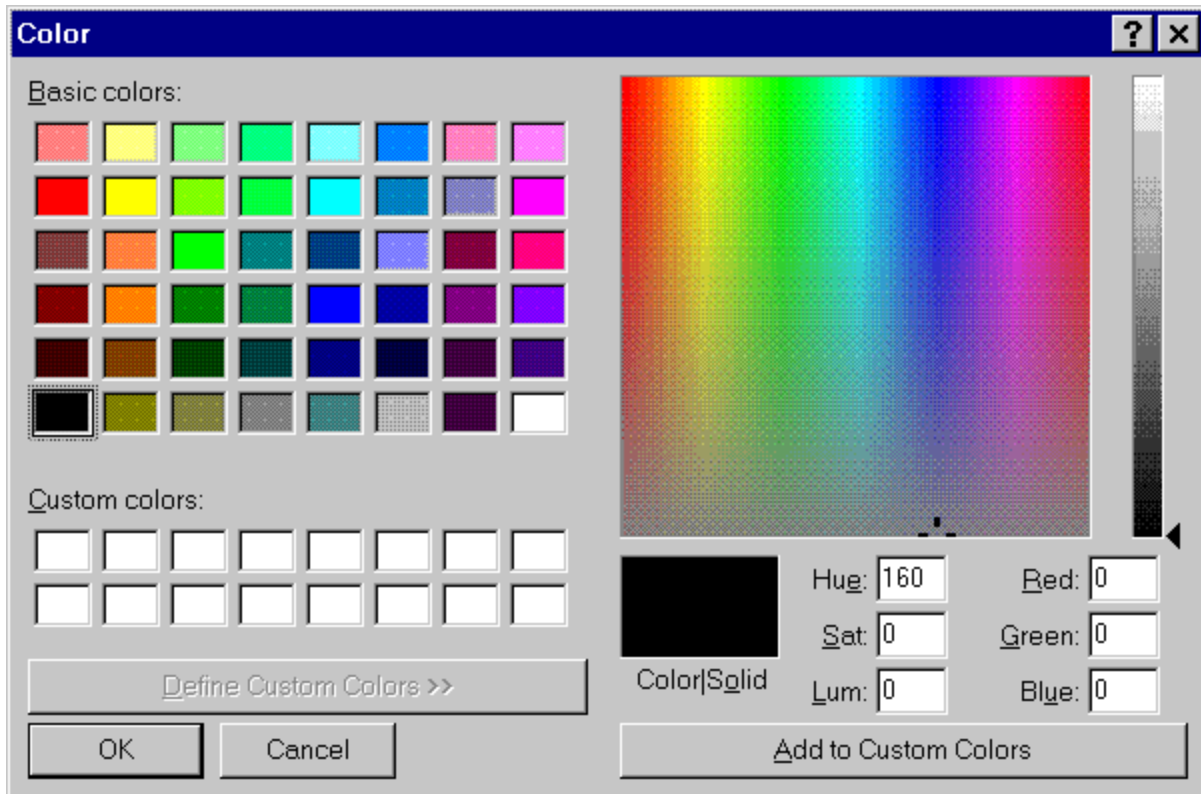
### Using the Command

Select the COLOR command by clicking on a COLOR button. Click on the desired color in the color pallet that appears. The current color is changed to the selected color.



If you want to change the color of an existing component or text, select the component or text before you select the Color command. Select the COLOR command as usual and then select the new color. Only the color of the selected component or text is changed.

To choose from more colors click the MORE button in the color palette. The Color dialog box appears.



To make a custom color, move the color selector or directly enter the desired Red, Green, and Blue values. The Hue and Sat (Saturation) values will change as the color selector moves, and the Lum (Luminance) value will change with the movement of the arrow beside the brightness bar. These values can also be entered directly. The proposed new color is displayed in the COLOR|SOLID box. It is updated as you change the settings. Click the ADD TO CUSTOM COLORS button to keep the new color.


Click on the desired color from the Basic Colors or the Custom Colors area. A selection box will appear around the selected color and the color will appear in the COLOR|SOLID box. Click OK to choose the selected color, or cancel to return to the page window without changing the color.

Menu: EDIT  
Submenu: IMAGE  
Menu Command: COMPOSE IMAGE

The Compose Image command opens a selected image in the application on your computer that is registered to open/edit the image file type.

### **Using the Command**

Select the image to be edited by clicking on it with the mouse. Choose the COMPOSE IMAGE command from the IMAGE submenu of the EDIT menu. The image is automatically opened in the application on your computer to which that type of file is registered.

Menu: EDIT  
Menu Command: COPY  
Shortcut Key: **Ctrl+C**  
Toolbox Icon: 

The Copy command copies selected objects from the ViaPage screen to the Windows Clipboard, *leaving the original objects still in the document*. From the Clipboard, they can be pasted back into ViaPage or into other Windows applications.

### **Using the Command**

Select the object or objects to be copied. Choose the COPY command. The program copies the selected items to the Clipboard.


#### **Example: Copy an object to the Windows Clipboard.**

Select the object and click the COPY icon. Position the cursor at the location where you want to put the copy. Then select PASTE from the EDIT menu. Another copy of the object is inserted into the page.

If you want to paste the object into another page or Windows application, you can do so without recopying. The object remains in the Clipboard until another object is cut or copied to the Clipboard, replacing it.

**See Also:** [Cut Command](#), [Paste Command](#)

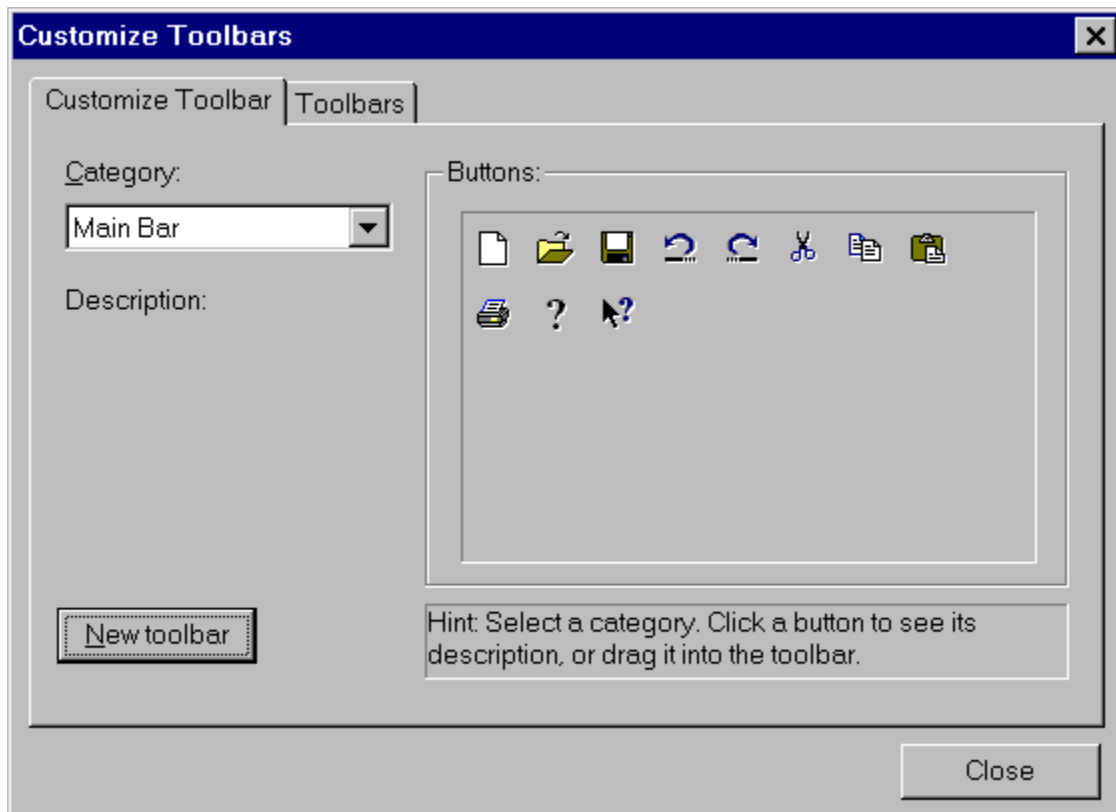
Menu: TOOLS  
Menu Command: CUSTOMIZE TOOLBAR

Toolbox Icon: 

The Customize Toolbar command can be used to create new custom toolbars or configure existing custom toolbars. It can also be used to hide or display any of the ViaPage toolbars.

### Using the Command

Choose the CUSTOMIZE TOOLBAR command. Then click on the Customize Toolbar tab to bring up the CUSTOMIZE TOOLBAR folder.



### Customize Toolbar

#### Category

Select the menu containing the command which is to be added to the custom toolbar.

#### Buttons

Choose which tools you want to add to the custom toolbar from the ones shown. To add tools, simply click and hold the mouse button on the appropriate icon in the Buttons area and drag the icon to the custom toolbar.

## Description

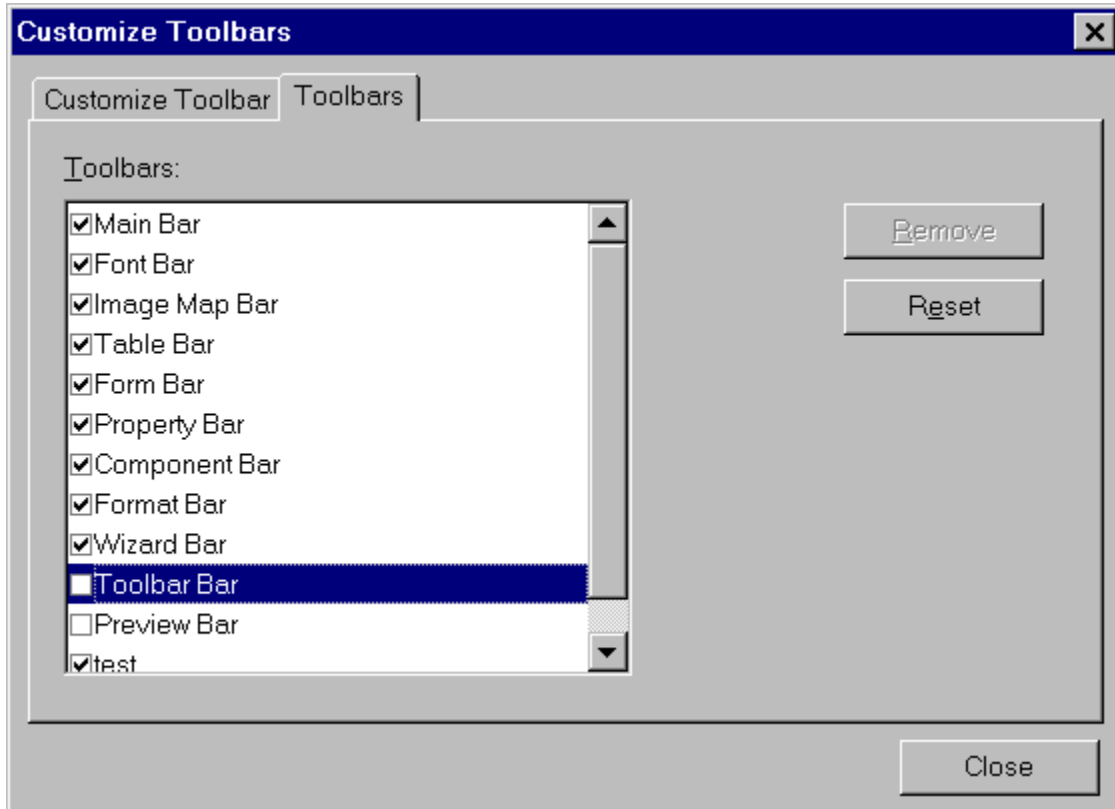
A description of the highlighted tool appears here.

## New Toolbar


This button creates a new, empty toolbar. The toolbar will be added to the ViaPage screen. To add tools, simply click on the appropriate icon in the Buttons area and drag the icon to the custom toolbar.

## Toolbars

The Toolbars tab to bring up the TOOLBARS folder.



In this folder, toolbars can be toggled on or off and custom toolboxes can be removed.

Menu: EDIT  
Menu Command: CUT  
Shortcut Key: **Ctrl+X**  
Toolbox Icon: 

The Cut command removes a selected object or group of objects from the document screen and places them on the Windows Clipboard. Once the selected object or objects are on the Windows Clipboard, you can paste the contents back into ViaPage, or into many other Windows applications.

### **Using the Command**

Select the object or objects you want to remove from the document and place in the Clipboard. Then choose the CUT command. The selection is cut to the Clipboard.

### **Example: Remove an object from your page and place it on the Windows Clipboard.**

Select the object and click the CUT icon. The object is removed from the page. Place the cursor in the new location for the object and then select PASTE from the EDIT menu. The object is inserted in the new location on the page.

**See Also:** [\*\*Copy Command\*\*](#), [\*\*Paste Command\*\*](#)



Menu:

TOOLS

Menu Command:


DATABASE WIZARD

Toolbox Icon:



Menu: INSERT

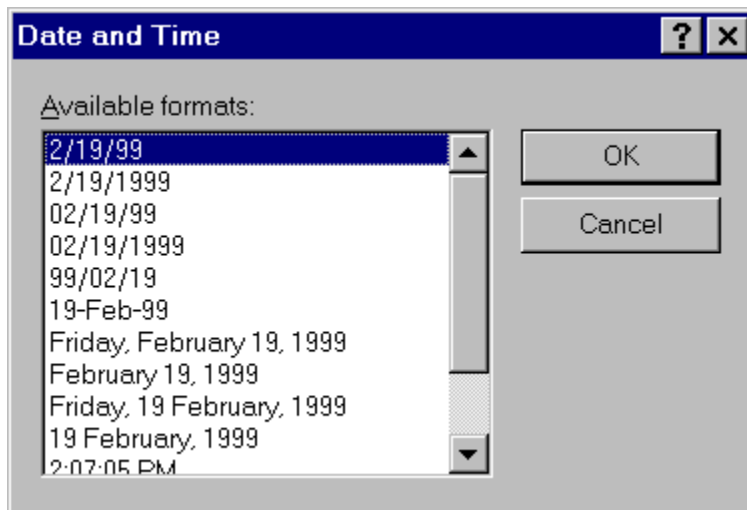
Menu Command: DATE AND TIME

Toolbox Icon: 

The Date and Time command inserts the current date or time into the web page.

### Using the Command

With the cursor at the point on the page where the date or time is to be inserted, select the DATE AND TIME command.



In the dialog box, select the format for the date or time and then click OK. The selected information is inserted into the page.


Toolbox Icon:



The Decrease command decreases the current font size.

### **Using the Command**

Select the text for which you want to decrease the size. Choose the DECREASE command. The size of the text is reduced.

Menu:                   FORMAT  
Menu Command:        DECREASE INDENT  
Shortcut Key:          **Shift+Tab**  
  
Toolbox Icon:          

The Decrease Indent command decreases the amount of indention for the current paragraph.

### **Using the Command**

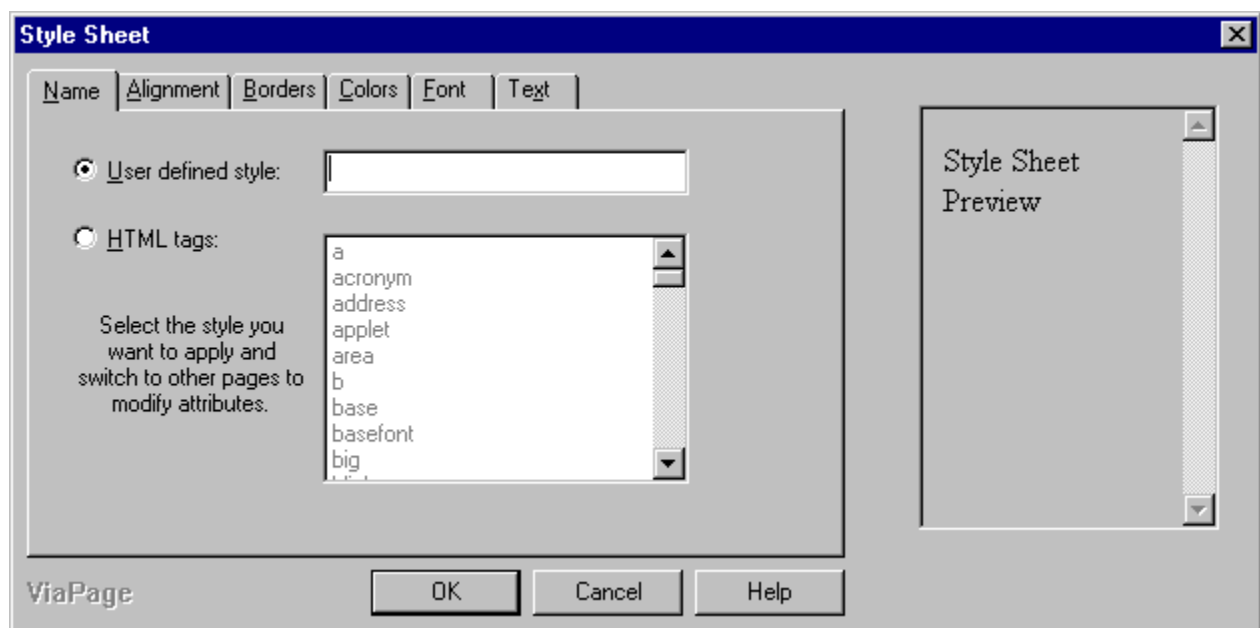
Place the cursor in the paragraph for which you want to decrease the indention. Choose the DECREASE INDENT command. The amount of indention for that paragraph is reduced.

Menu:                   FORMAT  
Submenu:               STYLE SHEET  
Menu Command:        DEFINE

The Define command sets up styles for use in the current style sheet. Styles apply a whole group of text attributes to text elements of your document in one simple operation.

### Using the Command

Select the DEFINE command from the STYLE SHEET submenu of the FORMAT menu. The Style Sheet dialog box appears.



### Name Tab

The NAME tab of the Style Sheet dialog box lets you determine whether the new style will be a user defined style or will be used for existing HTML tags. If you select the User Defined Style option, be sure to give the new style a name in the text area to the right of the option. If you select the HTML Tags option, be sure to select the existing tag for which you are changing the attributes from the list area to the right of the option.

When you have finished giving the new style a name or selecting the tag for which you are changing the attributes, click on the ALIGNMENT tab.

### Alignment Tab

#### Margins

The Left, Right, Top, and Bottom options in the Margins area set the margins for the current style.

#### Paddings

The Left, Right, Top, and Bottom options in the Margins area set the margins for the current style.

When you have finished setting the margins and paddings for the current style, click on the BORDERS tab.

## **Borders Tab**

### **Style**

The Left, Right, Top, and Bottom options in the Style column set the border style for the current style. The border style settings include: Dashed, Dotted, Double, Groove, Inset, None, Outset, Ridge, and Solid.

### **Width**

The Left, Right, Top, and Bottom options in the Width column set the border width for the current style. These values are expressed in pixels.

### **Color**

The Left, Right, Top, and Bottom options in the Color column set the border color for the current style. Click on the color button for the border for which you want to change the color; the Color Palette box appears. Select the new color for the border from the Color Palette.

For details on using more than basic colors, see the [Color Command](#) entry in the "Command Reference" section of this help file.

When you have finished setting the borders for the current style, click on the COLORS tab.

## **Colors Tab**

### **Background Color**

To set a background color for the style, click on the color button. Click on the desired color in the color pallet that appears.

To choose from more colors click the MORE button in the color palette. See the [Color Command](#) for details on setting custom colors.

### **Foreground Color**

To set a background color (the color the text will be) for the style, click on the color button. Click on the desired color in the color pallet that appears.

To choose from more colors click the MORE button in the color palette. See the [Color Command](#) for details on setting custom colors.

### **Repeat**

This option controls the way a background image is repeated. Repeat uses as many copies of the image as necessary to completely fill the area vertically and horizontally. Repeat-x repeats the image in a single row (side by side) only to fill the area's width. Repeat-y repeats the image in a single column (top to bottom) only to fill the area's height.

### **Background Image**

To set a background image for the style, type the path and filename, select the filename from the list of recently used image files, or click the Browse button to the right of the Background Image list box to browse for the image to be inserted as the background.

When you have finished setting the colors for the current style, click on the FONT tab.

## **Font Tab**

### **Primary Font**

Select your first choice for the font that the current style will use from the PRIMARY FONT list box.

### **Secondary Font**

Select your second choice for the font that the current style will use from the SECONDARY FONT list box.

**Note:** If neither of the fonts you selected for the Primary Font and Secondary Font options is available on the machine on which the page is being viewed, the default font for the browser in which the page is being viewed will be used instead.

---

### **Font Size**

The Font Size option determines the text size for the current style.

When you have finished setting the font and font size for the current style, click on the TEXT tab.

## **Text Tab**

Menu: EDIT  
Menu Command: DELETE  
Shortcut Key: **Del**

The Delete command erases selected entities from the page. You must first select the entity you want to erase, and then choose the Delete command.


**Example: Remove an object from a page.**

Select an item on the page you want to delete. Then choose the DELETE command. The item is erased from the document.



Menu: TABLE

Menu Command: DELETE COLUMN

Toolbox Icon: 


The Delete Column command deletes the current column from the table.

### **Using the Command**

Place the cursor in the column to be deleted. Choose the DELETE COLUMN command from the TABLE menu. The column is removed from the table.

Menu: TABLE

Menu Command: DELETE ROW

Toolbox Icon: 

The Delete Row command deletes the current row from the table.

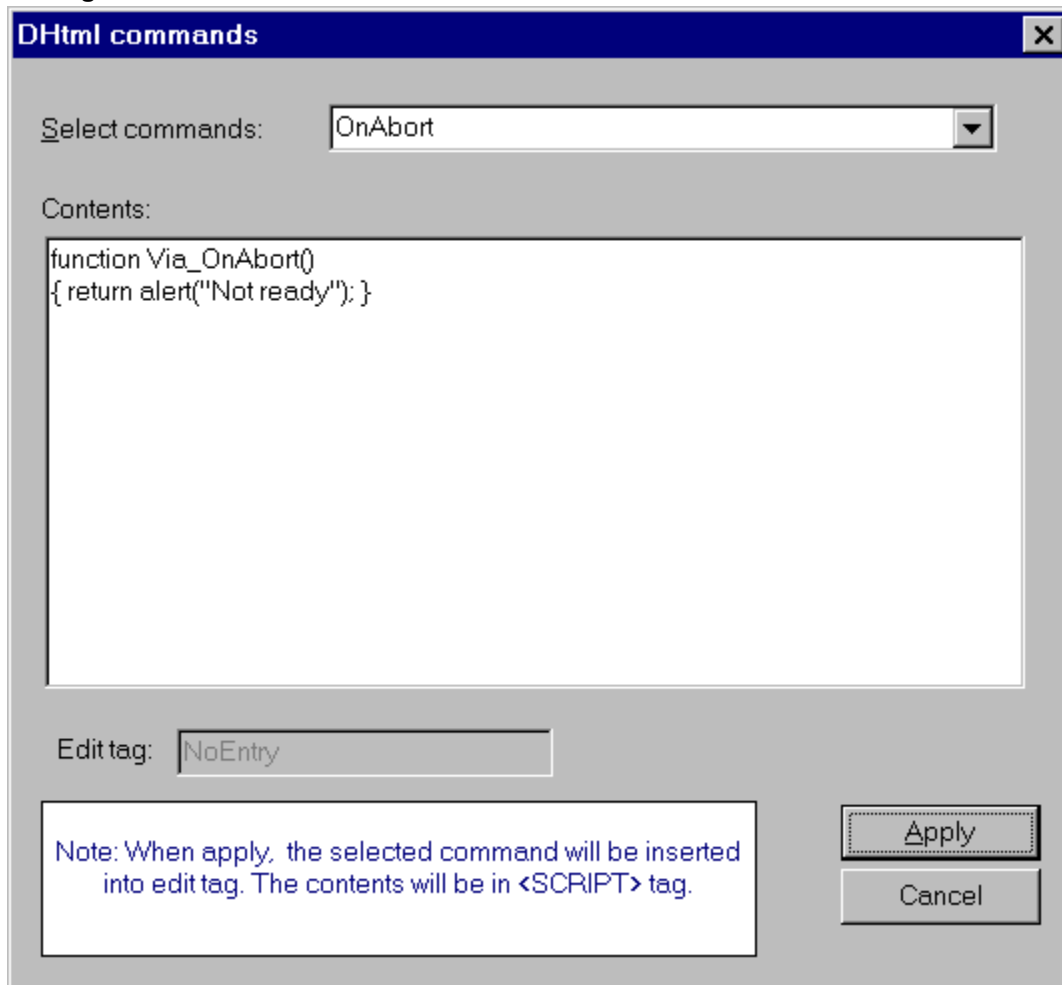
### **Using the Command**

Place the cursor in the row to be deleted. Choose the DELETE ROW command from the TABLE menu. The row is removed from the table.

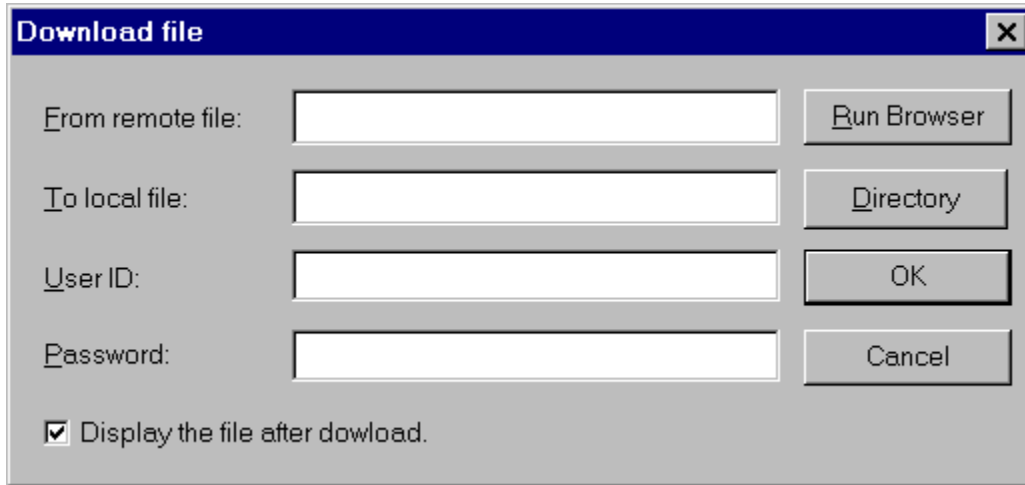
Menu: INSERT  
Submenu: ADVANCED  
Menu Command: DHTML

The Dhtml command

### Using the Command



Menu: FILE  
Submenu: FILE TRANSFERS  
Menu Command: DOWNLOAD A FILE



The image shows a dialog box titled "Download file" with a close button (X) in the top right corner. The dialog box has a light gray background and contains the following elements:

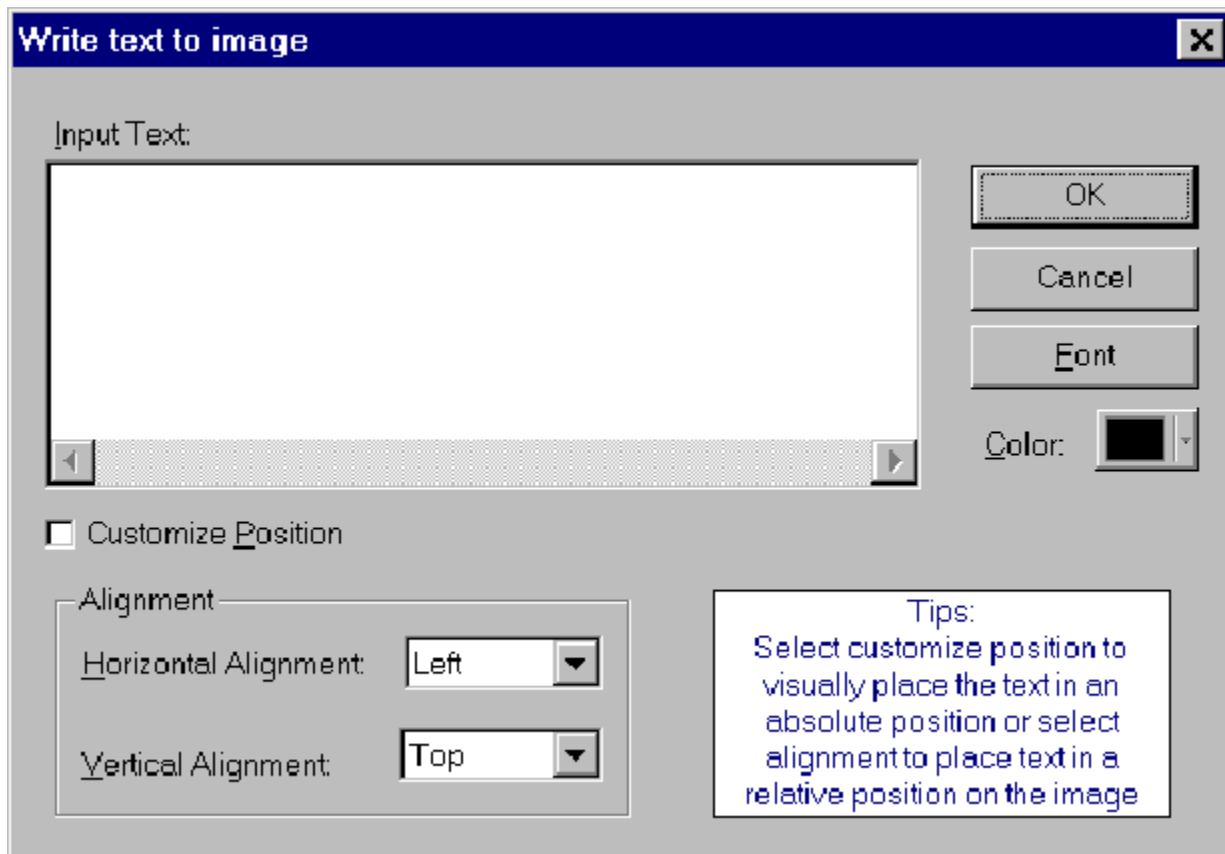
- From remote file:** A text input field followed by a "Run Browser" button.
- To local file:** A text input field followed by a "Directory" button.
- User ID:** A text input field followed by an "OK" button.
- Password:** A text input field followed by a "Cancel" button.
- Checkboxes:** A checked checkbox labeled "Display the file after download."

Menu: EDIT  
Submenu: IMAGE  
Menu Command: DRAW TEXT ON IMAGE

The Draw Text on Image command makes it possible to place text directly on an image.


### Using the Command

Choose the DRAW TEXT ON IMAGE command from the IMAGE submenu in the EDIT menu.



Type the text you wish to add to the image in the INPUT TEXT: box. Clicking the FONT button opens a dialog box allowing you to change the font of the text. The COLOR button opens the color palatte so the color of the text can be changed. Check the CUSTOMIZE POSITION box to place the text anywhere on the image. If the Cutomize Position box is unchecked, set the HORIZONTAL ALIGNMENT and VERTICAL ALIGNMENT as desired in the appropriate boxes.

When all of the options are set, click OK. ViaPage places the text on the image according to the specifications. If the Customize Position option was checked, move the mouse until the text is in the desired location, then click the mouse button and the text is dropped into place.

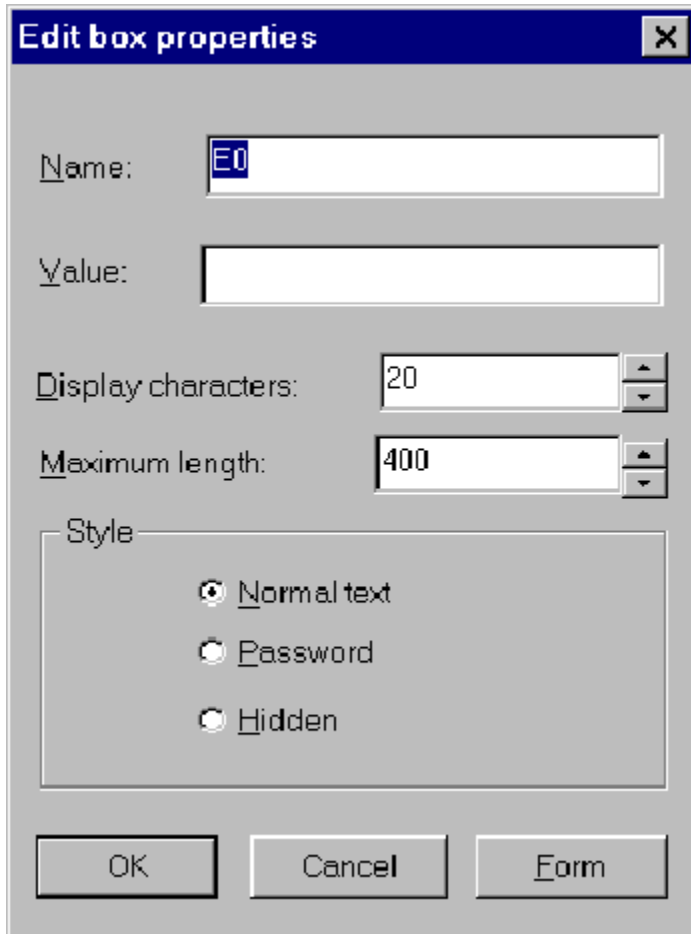
Menu: INSERT  
Submenu: FORM  
Menu Command: EDIT BOX  
Toolbox Icon: 

The Edit Box command lets you insert an edit box into a form. This command will also automatically start a new form if the cursor has not been placed in a form area.

### Using the Command

Place the cursor at the location for the edit box. Select the EDIT BOX command from the FORM submenu of the INSERT menu. An edit box is inserted in the page at the current cursor position. The edit box is automatically assigned a name.

If the script that will be using the form has already been written, you can easily change the name and value of the edit box so it will be recognized by the form. To change the name and/or value of the edit box, right-click on the edit box, and select the EDIT PROPERTIES command from the context-sensitive menu. The Edit Box Properties dialog box appears.



The dialog box is titled "Edit box properties" and has a close button (X) in the top right corner. It contains the following fields and options:

- Name:** A text input field containing "E0".
- Value:** An empty text input field.
- Display characters:** A spin box with the value "20".
- Maximum length:** A spin box with the value "400".
- Style:** A group box containing three radio buttons:
  - Normal text
  - Password
  - Hidden

At the bottom of the dialog box are three buttons: "OK", "Cancel", and "Form".

**Name**

This option sets the name for the edit box.

**Value**

This option sets the value for the edit box.

**Display Characters**

This option sets the number of characters the edit box will display at one time.

**Maximum Length**

This option sets the maximum number of characters that the edit box will accept.

**Style**

Choose Normal Text, Password, or Hidden. The Normal Text option displays the text entered in the edit box. The Password option displays only star characters.

**OK**

Click the OK button to accept the changes and return to the page window.

**Cancel**

Click the CANCEL button to return to the page window without making any changes.

**Form**

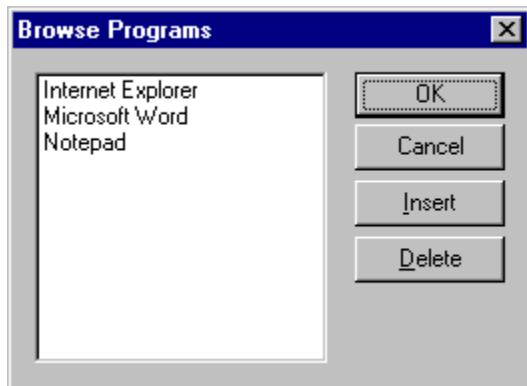
Displays the properties for the form that contains the edit box.

Menu: VIEW  
Menu Command: EDIT PREVIEW BAR

The Edit Preview Bar command adds and removes programs from the Preview toolbar.

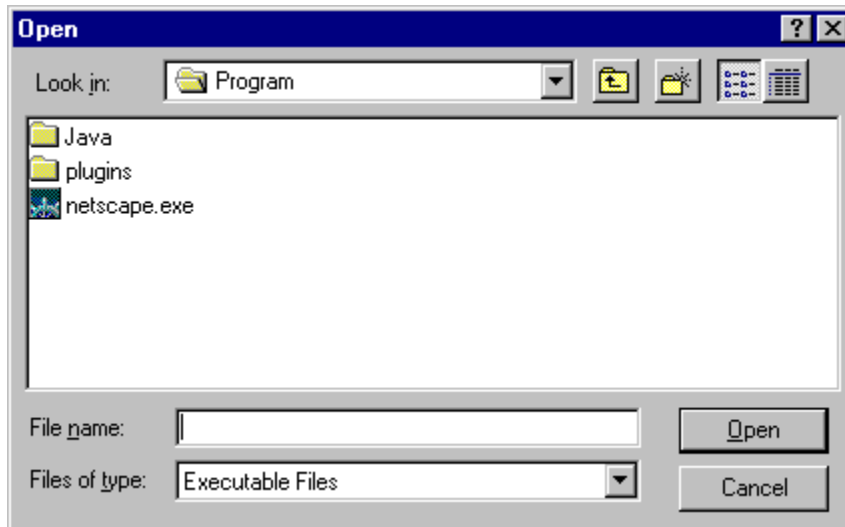
### Using the Command

Select the EDIT PREVIEW BAR command from the VIEW menu. The Browse Programs dialog box appears.



### Adding a Program to the Preview Toolbar

To add a program to the Preview toolbar, click on the INSERT button. The Open dialog box appears.



Browse to the location of the browser you want to add to the Preview toolbar and click on the executable file (\*.exe) to select it. Click OPEN to add the browser to the list of browsers that have a button in the Preview toolbar.

**Note:** Be sure when you close the Browse Programs dialog box to click the OK button instead of Cancel. If you click Cancel, the button for the browser will not be added to the Preview toolbar.

---



**Deleting a Program from the Preview Toolbar**

To delete a program from the preview toolbar, select the program you want to delete from the list of programs currently in the Preview toolbar. Click on the DELETE button.

**OK**

Click the OK button to accept the changes and return to the page window.

**Cancel**

Click the CANCEL button to return to the page window without making any changes.

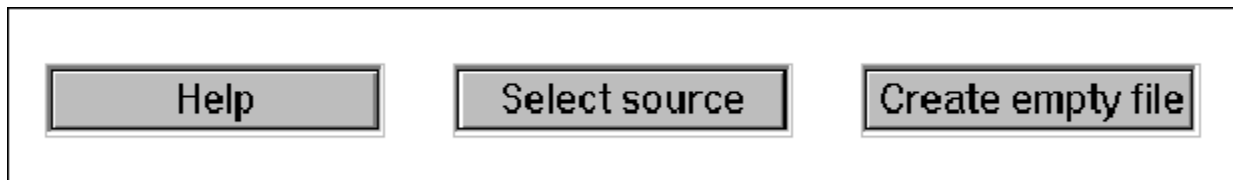
Menu: FRAME

Menu Command: EMPTY CURRENT FRAME

The Empty Current Frame command starts a new document in the current frame of a frameset. This allows new documents to be created in the frame for which they are intended.

### Using the Command

If the frameset for which you want to create a new document is not the current one, open the frameset. Using the mouse, click in the frame in which you want to create a new document. Now select the EMPTY CURRENT FRAME command from the FRAME menu. The current document in the frame is replaced with the New Document Tools.



---

**Hint:** If you are creating a list of links in one frame to documents that will be displayed in another, this command is a great way to create the linked documents for the target (destination) frame.

If the documents you are linking already exist, use the SELECT SOURCE button to open the existing document. If you just want to see how the document looks in the frame, that's all there is to it. If you need to save the document under a different name to match the link you created in another frame, place the mouse cursor in the frame and right-click. Select FRAME|SAVE FRAME AS from the context-sensitive menu that appears, and save the document under the new name.

---

Menu: FILE  
Menu Command: EXIT  
Shortcut Key: **Alt+F4**

The Exit command closes ViaPage.

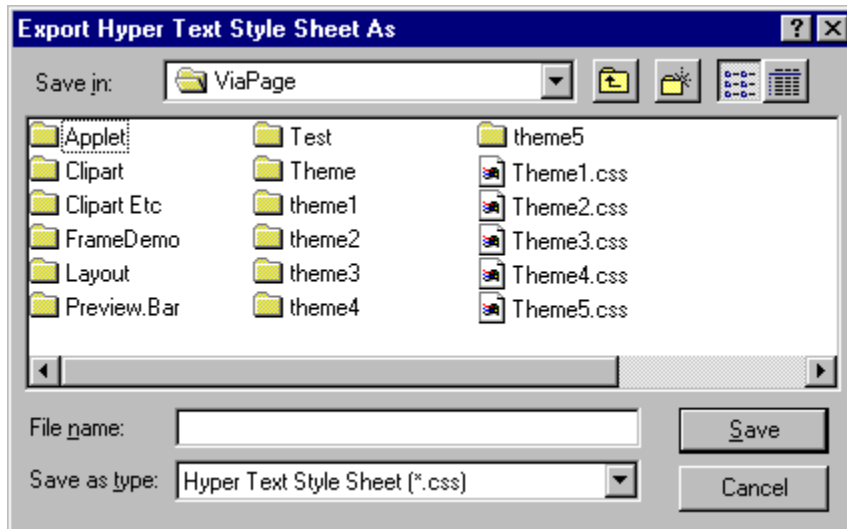
### Using the Command

Choose the EXIT command. If you have any unsaved pages open, the program gives you the opportunity of saving each one before the program closes.



Choosing YES activates the Save As command. Choosing NO closes the program (or prompts you to save the next page if more than one was open). Choosing CANCEL returns you to the ViaPage screen with no change.

Menu:               FORMAT  
Submenu:            STYLE SHEET  
Menu Command:      EXPORT



Menu:

TOOLS

Menu Command:

OPTIONS

Toolbox Icon:

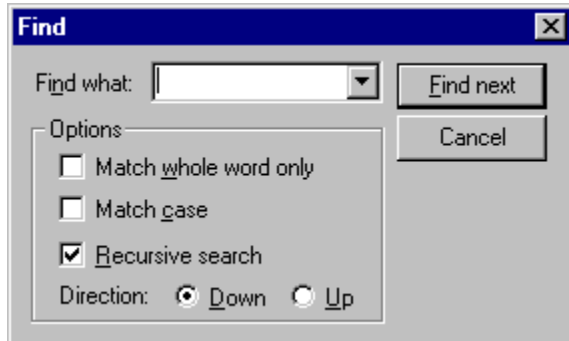


Menu: EDIT  
Menu Command: FIND  
Shortcut Key: **Ctrl+F**

The Find command locates a particular word within the current page.

### Using the Command

Select the FIND command from the EDIT menu.



In the FIND WHAT: box enter the text for which you want to search. Check the desired options and click the FIND NEXT button. ViaPage locates the next instance of the text according to the specified options.

#### Match Whole Word Only

ViaPage finds only complete words (e.g., if you search for "some," "someone" will not be found).

#### Match Case

ViaPage finds only text with the specified capitalization (e.g., if you search for "Page," neither "page" nor "PAGE" will be found).

#### Recursive Search

When this option is disabled and ViaPage has searched to the beginning or end of the document, ViaPage will ask if you want to resume the search at the opposite limit of the document.

When this option is enabled and ViaPage has searched to one end of the document, ViaPage will automatically start searching at the opposite limit of the document.

#### Direction

This option determines the direction of the search.

Menu: EDIT  
Menu Command: FIND NEXT  
Shortcut Key: **F3**

The Find Next command finds the next instance of a word specified previously in the Find command.

### **Using the Command**

Select the FIND NEXT command from the EDIT menu. If text has previously been searched for using the Find command, ViaPage will find the next instance of that text. All of the options specified in the Find command will be used with the Find Next command.

Menu: TOOLS  
Menu Command: FORM WIZARD

The Form Page Wizard helps you create a form quickly and easily.

### Using the Command

Select the FORM WIZARD command from the TOOLS menu. The first of three Form Wizard dialog boxes appears.

#### Step 1 of 3

##### Where to Store Results

This option specifies where the results of the form should be sent once the form is completed by a user. The Send to E-mail Address option lets you specify an e-mail address. If you choose the Send to Other option and click on the Options button, you can specify an action, method, and encryption type.

Click the NEXT button when you are ready to move on to the next dialog box. The second Form Wizard dialog box appears.

#### Step 2 of 3

##### Element Type

This list box contains the various form elements that are available. For details on particular form elements and their labels, values, and names, see the following entries in the "Command Reference" section of this documentation.

- [Check Box Command](#)
- [Edit Box Command](#)
- [List Box Command](#)
- [Radio Button Command](#)
- [Reset Button Command](#)
- [Submit Button Command](#)
- [Text Area Command](#)

##### Insert

This button inserts the currently selected Element Type with the specified label, value, and name into the Form Element List.

##### Modify

This button opens a dialog box that lets you modify the properties of the selected item in the Form Element List.

##### Remove

This button removes a selected item from the Form Element List.

Click the NEXT button when you are ready to move on to the next dialog box. The third (and final)



Form Wizard dialog box appears.

**Step 3 of 5**

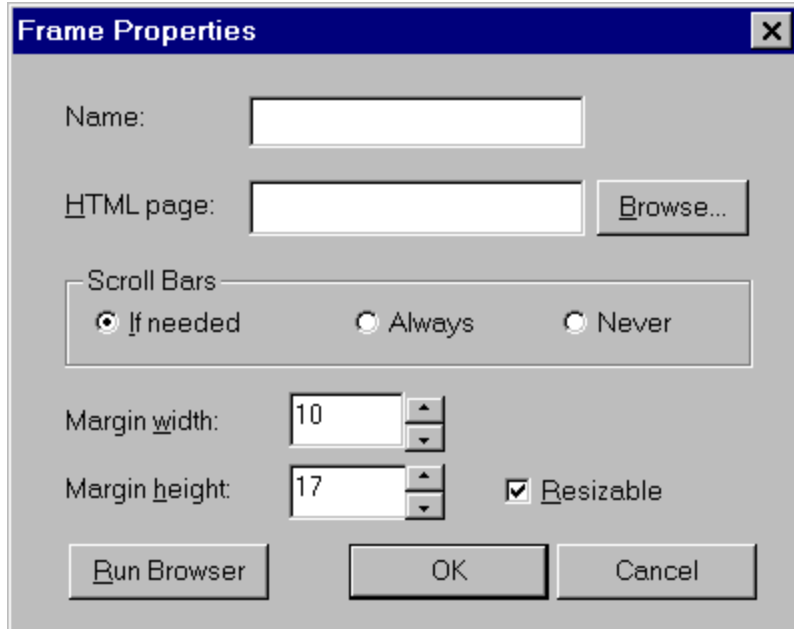
This dialog box gives you a preview of what the form will look like. If the form appears incorrect, click the Back button to make changes.

When you have entered all of the desired elements for the form, click the Finish button to create your new form.

Menu: FRAME  
Menu Command: FRAME PROPERTIES

The Frame Properties command lets you name a frame, set the initial source document for the frame, determine when scroll bars will be present, and set the margins for the frame.

### Using the Command



#### **Name**

Sets the name for the frame. When you insert a link in one frame and want the linked document to be displayed in another, use this name as the target.

#### **HTML page**

This lets you set the initial source document for the frame. When the frameset is opened, this option determines which document will be displayed in the current frame. (This accomplishes the same thing as specifying a document using the Select Source button when you start a new HTML document or frameset.)

#### **Scroll Bars**

This option controls the display of scroll bars for the current frame. The If Needed option will display the scroll bars only if the document being displayed in the frame is larger than the frame. The Always option will display the scroll bars even if the content of the frame is a single word. The Never option will not display the scroll bars even if the document being displayed is larger than the frame.

#### **Margin Width**

This option determines the width of the left and right margins. This value is expressed in pixels.

#### **Margin Height**

This option determines the height of the top and bottom margins. This value is expressed in pixels.

**Run Browser**

Clicking this button starts your default web browser and displays the current frameset. This allows you to preview the new properties for the current frame before they are actually set.

**OK**

Click the OK button to accept the changes and return to the page window.

**Cancel**

Click the CANCEL button to return to the page window without making any changes.

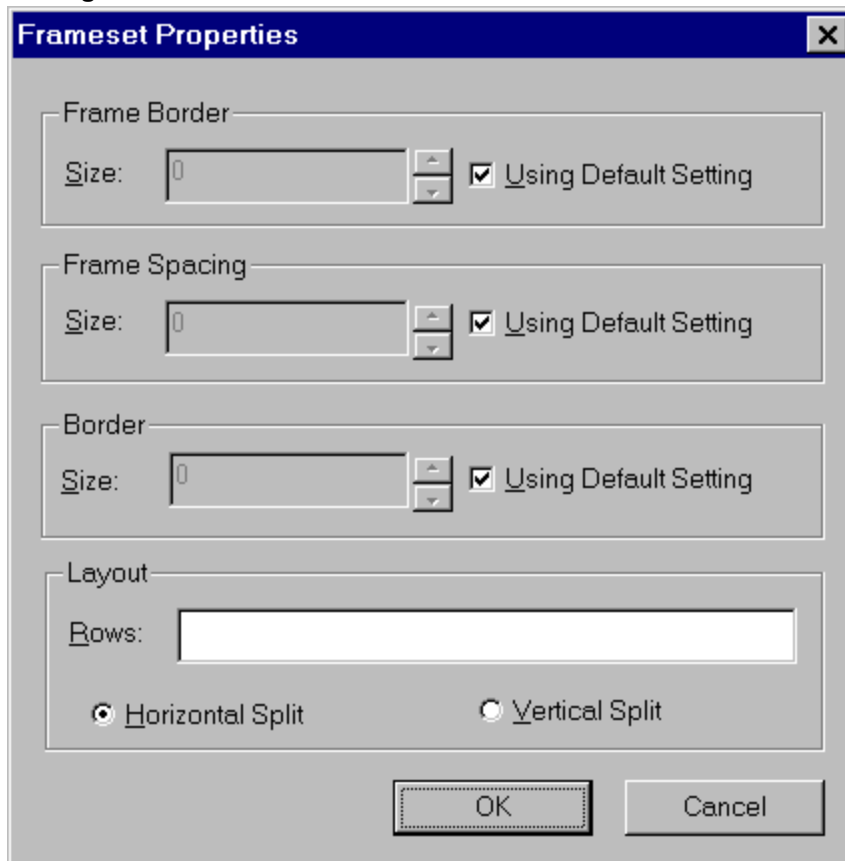
***See Also: Circle Map Command, Frameset Properties Command, Hyperlink Command, Polygon Map Command, Rectangle Map Command***

Menu: FRAME

Menu Command: FRAMESET PROPERTIES

The Frameset Properties command lets you set the frame border size, the frame spacing, and the border size.

### Using the Command

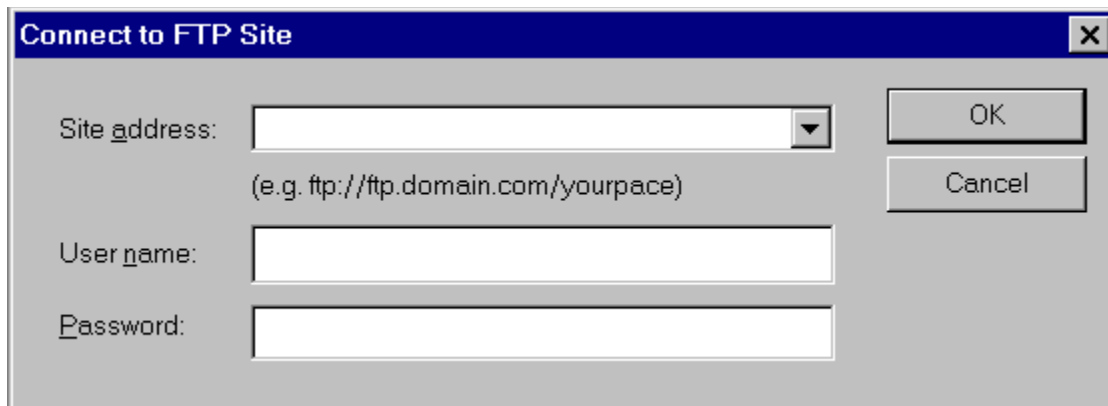


Menu: FILE  
Submenu: FILE TRANSFERS  
Menu Command: FTP BROWSE

The FTP Browse command opens a browse interface that will display files on your local machine and on a Web server. Using this interface, you can copy files from your local machine to the server and from the server to your local machine. You can also use the interface to delete files from your local machine and/or the server.

### Using the Command

Select the FTP BROWSE command from the FILE TRANSFERS submenu of the FILE menu. The Connect to FTP Site dialog box appears.



The screenshot shows a dialog box titled "Connect to FTP Site" with a close button (X) in the top right corner. The dialog contains three input fields: "Site address" with a dropdown arrow and a sample "(e.g. ftp://ftp.domain.com/yourpace)", "User name", and "Password". There are "OK" and "Cancel" buttons on the right side.

### Site Address

This option tells ViaPage the FTP site you want to browse (and potentially copy files to and from), so ViaPage can open an [FTP](#) connection with the appropriate server and then display your site on the server in the next dialog box. Type the FTP site and path to your space on the server (e.g., ftp.yourdomain.com/directory/filename.ext). If you registered for a free web site from eTracks.com the FTP site and path will look something like this:

ftp.myweb.members.etracks.com/*yourdirectory/*

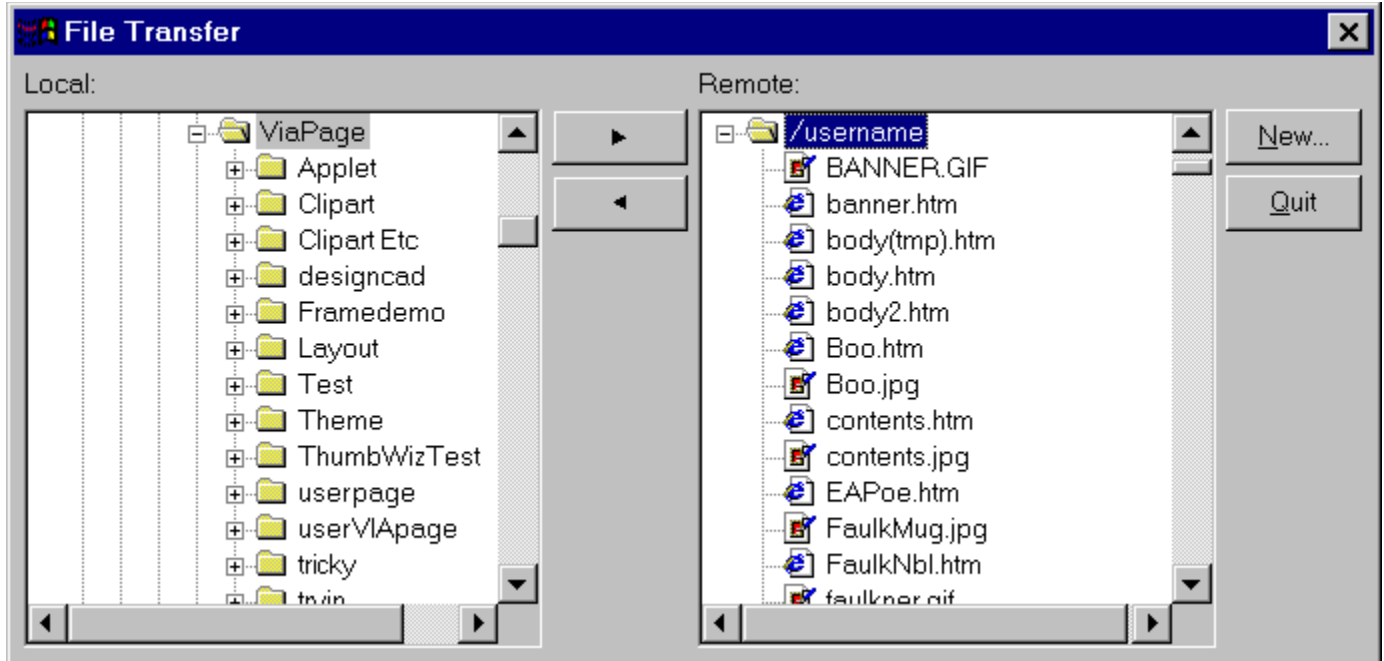
### User ID

This tells the FTP server who is logging in for file transfers.

### Password

Your password proves your identity.

Click the OK button when you have finished entering the information. ViaPage establishes a connection with the site and opens the File Transfer dialog box which displays local folders and files (on your local machine) on the left hand side and remote folders and files (on the server you specified in the previous dialog box) on the right hand side.

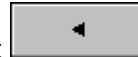


To copy a file from your machine to the Web server, browse to the location in your area on the Web server where you want to place the file in the right hand side of the dialog box. Now in the left hand side of the dialog box, browse to the file on your local machine you want to place on the server and then click on it with the mouse to select it. Finally, click the arrowhead button that points to the right



To download a file from the Web server to your machine, browse to the location on you local machine where you want to place the file in the left hand side of the dialog box. Now in the right hand side of the dialog box, browse to the file on the server you want to place on your machine and then click on it with the

mouse to select it. Finally, click the arrowhead button that points to the left



To delete a file on your local machine or on the Web server, just browse to the file on the appropriate side of the File Transfer dialog box (Local or Remote), select the file, and press the Delete key on the keyboard.

To connect to another FTP site, click the NEW button to repeat the login process.

When you have finished transferring files click the EXIT button.

Menu:

TOOLS

Menu Command:

OPTIONS

Toolbox Icon:



Menu: HELP  
Menu Command: HELP TOPICS  
Shortcut Key: **F1**

To get help quickly as you work, choose the ViaPage Help command. When the Help window appears, you can display information on ViaPage commands.

To get information quickly about a command or task, use on-line Help. You can display instructions, then complete your tasks without having to turn away from the screen.

**With Help, you can:**

- Search for topics associated with a word or phrase.
- View instructions in Help while you perform a task in ViaPage.
- Add your own notes to a Help topic.
- Bookmark topics you often use so you can jump to them quickly.
- Print a copy of a Help topic.

**Using the Command**

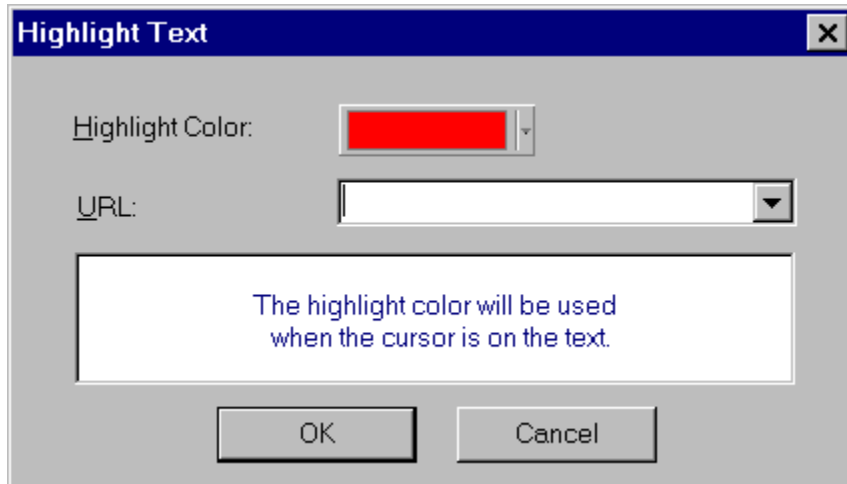
Press **F1** to display the Contents topic for ViaPage Help or get help on a selected command.

You can view Help side-by-side with a page so that both windows remain fully visible while you work. To display Help and your page at the same time, resize the windows so they do not overlap.



Menu: FORMAT

Menu Command: HIGHLIGHT TEXT

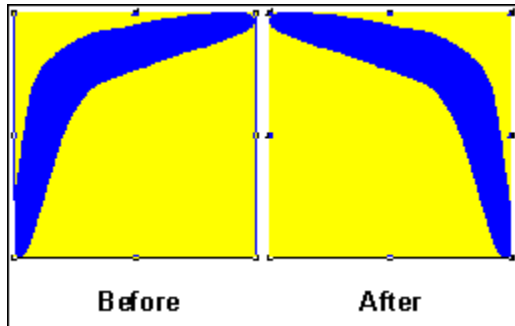



Menu: EDIT  
Submenu: IMAGE  
Menu Command: HORIZONTAL FLIP  
Toolbox Icon: 

The Horizontal Flip command flips the selected image horizontally.

### Using the Command

Select the image to be flipped by clicking on it with the mouse. Select the HORIZONTAL FLIP command from the IMAGE submenu of the EDIT menu. The image is mirrored so that what was the left side of the image is now the right side and vice versa. If portions of the image were mapped as URL links, those areas are **not** flipped and remain in their locations relative to the image's borders, not the image's appearance.




Menu: INSERT  
Menu Command: HORIZONTAL LINE  
Toolbox Icon: 

The Horizontal Line command inserts a horizontal bar which can be used as a divider or separator.

### **Using the Command**

Place the cursor at the location on the page at which you would like to insert the horizontal bar. Choose the HORIZONTAL LINE command from the INSERT menu. A horizontal bar or separator is inserted in the page.

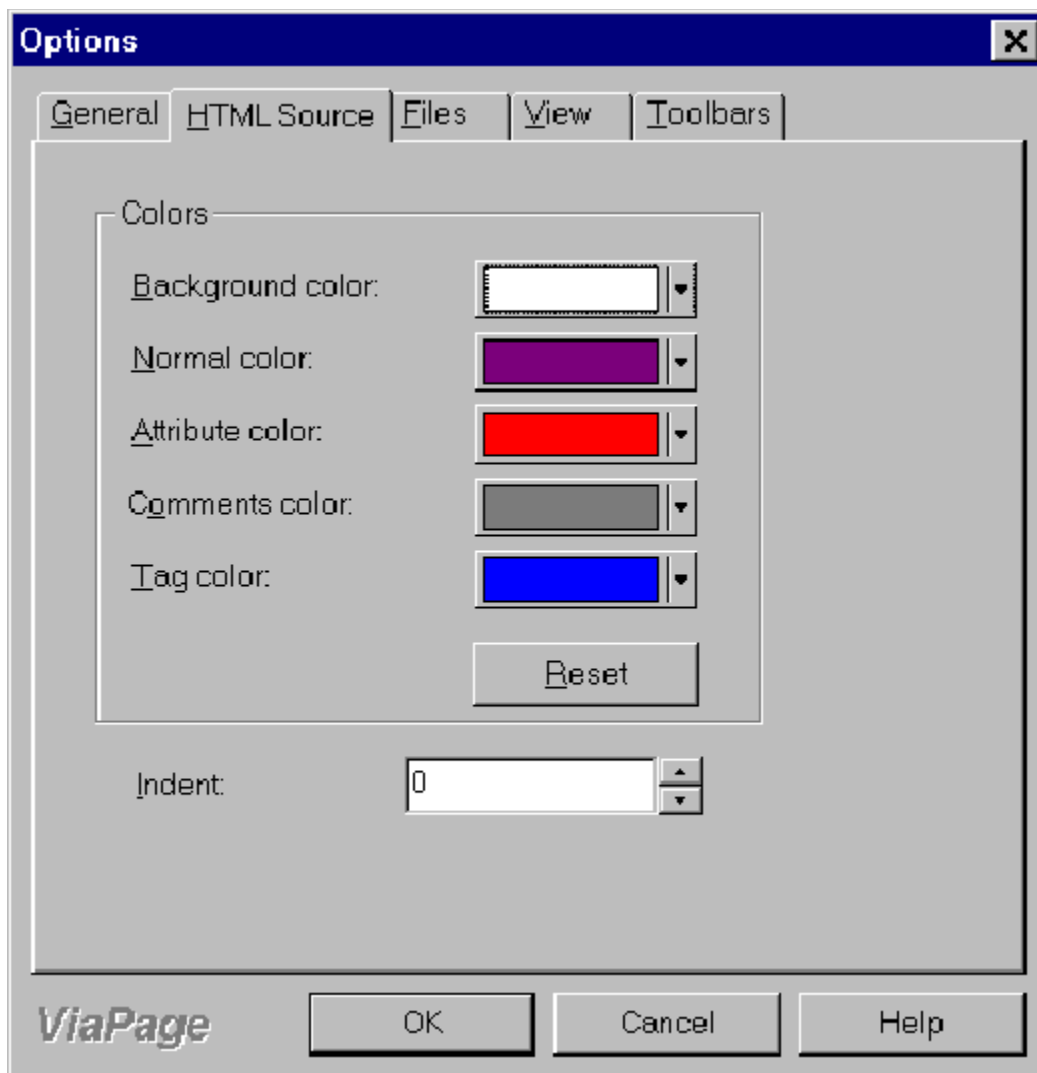
Menu: TOOLS  
Menu Command: OPTIONS

Toolbox Icon: 

In the HTML Source Options folder, you can set the color of the background, normal text, attributes, comments, and tags for HTML Source Mode.

### Using the Command

Choose the OPTIONS command from the TOOLS menu, and then click the HTML SOURCE tab to bring up the HTML Source Options folder.



Click the button beside the item for which you want to change the color; the Color Palette box appears. Select the new color for the item from the Color Palette.

For details on using more than basic colors, see the Color Command entry in the "Command

Reference" section of this help file.

**Reset**

Clicking the RESET button restores the default colors for the items.

**Indent**

Clicking the UP ARROW or DOWN ARROW on the right side of this option increases or decreases the amount of indentation for the HTML source.

**OK**


Click the OK button to accept the changes and return to the ViaPage window.

**Cancel**

Click the CANCEL button to return to the ViaPage window without making any changes.

**See Also:** [\*Color Command\*](#)

Menu: INSERT  
Menu Command: HYPERLINK

Toolbox Icon: 

The Hyperlink command turns the selected graphic or text into a link to another web page.

### **Using the Command**

Select the text or image you want to use as a link. Choose the HYPERLINK command from the INSERT menu. The Hyperlink dialog box appears. Specify the document to be linked by either typing the filename in the URL: field or by clicking BROWSE and navigating to the file.


If the file you specified for the URL contains named anchors, you can select a particular anchor to which you want the link to jump.

If the current page is a frameset with multiple frames, type the name of the frame in which you want to display the linked document in the TARGET field, or click the SELECT TARGET button to interactively specify the frame in which you want to display the linked document.

**See Also: [Anchor Command](#), [Circle Map Command](#), [Polygon Map Command](#), [Rectangle Map Command](#)**

Menu: INSERT

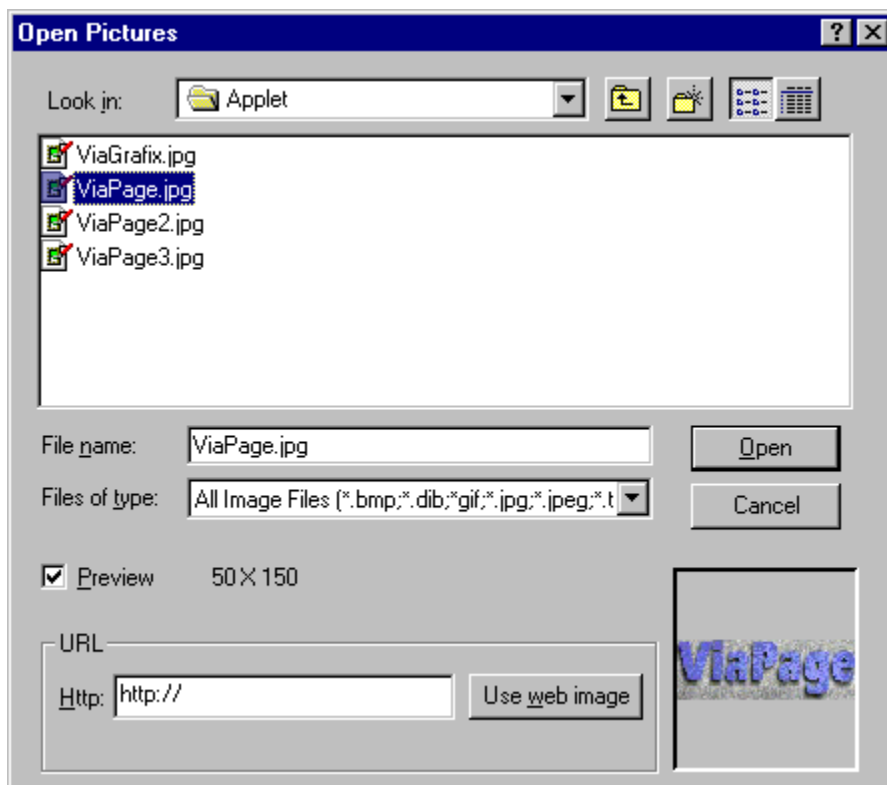
Menu Command: IMAGE

Toolbox Icon: 

The Image command inserts images into the current page.

### Using the Command

Position the cursor at the location where you wish to insert the image. Choose the IMAGE command from the INSERT menu. The Open Pictures dialog box appears.



Select the image you wish to insert and click the OPEN button. The image is inserted into the page at the current cursor location.

After the image has been inserted, the Object Properties command can be used to set several options for the image, including size and alignment.

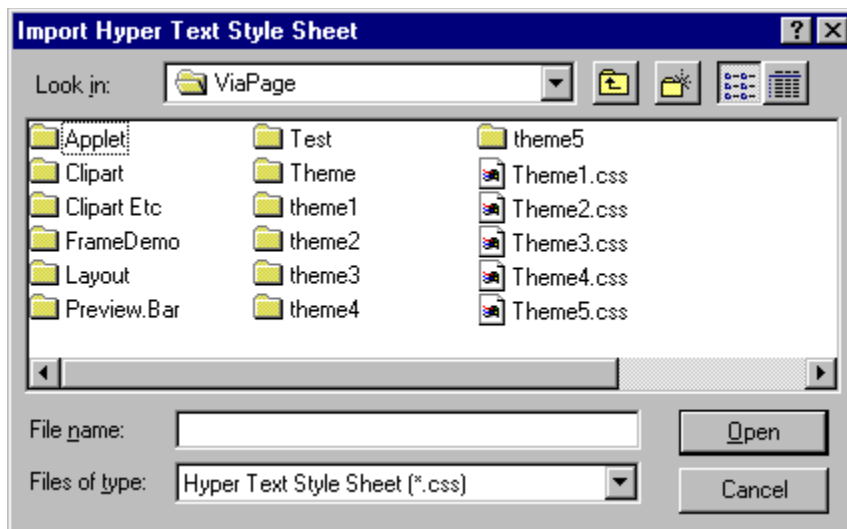
**See Also:** [Hyperlink Command](#), [Object Properties Command](#)

Menu:                   FORMAT  
Submenu:               STYLE SHEET  
Menu Command:        IMPORT

The Import command imports an existing style sheet file (\*.css) for use with the current file.

### Using the Command

Open the page to which you want to apply the existing style sheet. Select the IMPORT command from the STYLE SHEET submenu of the FORMAT menu. The Import Hyper Text Style Sheet dialog box appears.



Navigate to the folder that contains the style sheet (\*.css) file. Select the style sheet file you want to use for the current page by clicking on it with the mouse. Click the OPEN button. The style sheet is applied to the current page.



Toolbox Icon:




The Increase command increases the current font size.

### **Using the Command**

Select the text for which you want to increase the size. Choose the INCREASE command. The size of the text is increased.

Menu:                   FORMAT  
Menu Command:        INCREASE INDENT


Toolbox Icon:         

The Increase Indent command increases the amount of indention for the current paragraph.

### **Using the Command**

Place the cursor in the paragraph for which you want to increase the indention. Choose the INCREASE INDENT command. The amount of indention for that paragraph is increased.

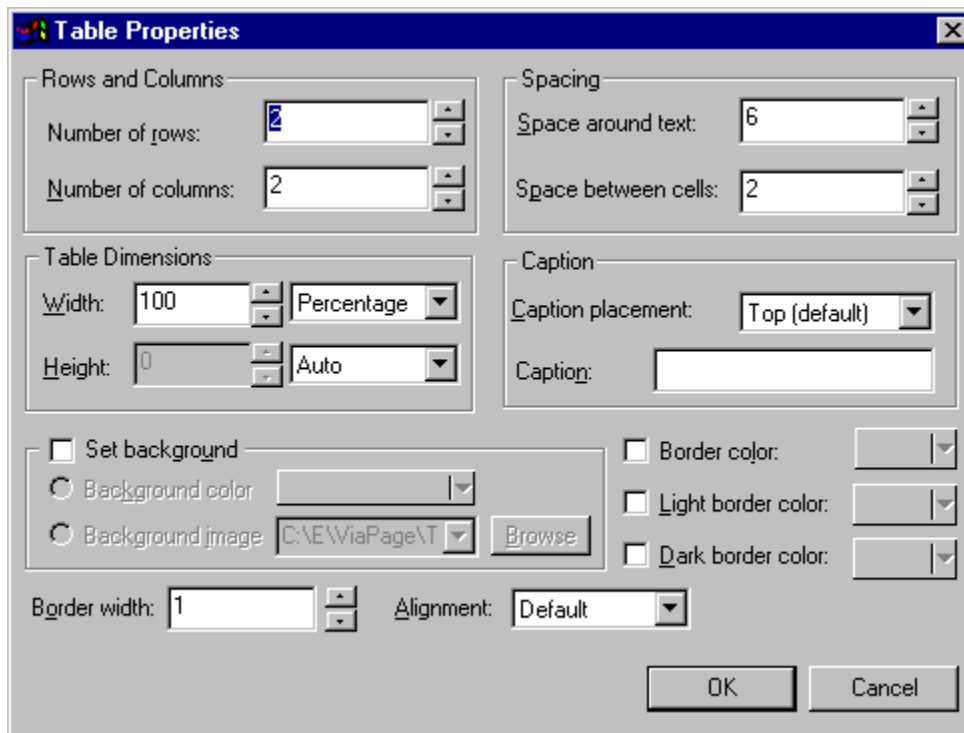
Menu: TABLE  
Menu Command: INSERT TABLE

Toolbox Icon: 

The Insert Table command inserts a table into your web page.

### Using the Command

Place the cursor at the point where the table is to be inserted. Choose the INSERT TABLE command from the TABLE menu. The Table Properties dialog box appears.



#### Rows and Columns:

##### Number of Rows

This option sets the number of rows for the table.

##### Number of Columns

This option sets the number of columns for the table.

#### Spacing

##### Space Around Text

Determines the number of pixels of space that appear between the text and the cell borders for all cells in the table.

### Space Between Cells

Determines the number of pixels of space that appear between the sets of cell borders for the table.

### Table Dimensions

#### Width

Set the width of the table in Pixels or a Percentage, or choose Auto to let ViaPage set the width for you.

#### Height

Set the height of the table in Pixels, or choose Auto to let ViaPage set the height for you.

### Caption

#### Caption placement

This option places the caption above or below the table.

#### Caption

Enter the text for the caption here. If this field is left blank, a caption is simply not displayed.

### Set Background

Click on this option with the mouse to place or remove the check. If a check appears beside this option, the Background Color or Background Image option (not both) may be selected.

#### Background Color

To set a background color for the table, click the BACKGROUND COLOR option and then click on the COLOR button.

Click on the desired color in the color pallet that appears. The current color is changed to the selected color.



To choose from more colors click the MORE button in the color palette. See the Color Command for details on setting custom colors.

#### Background Image

To set a background image for the table, click the BACKGROUND IMAGE option. Type the path and filename, select the filename from the list of recently used image files, or click the Browse button to the right of the Background Image list box to browse for the image to be inserted as the background.

### Border Color

Sets the border color for all of the cells in the table. To set a border color for the table's cells, click the

BORDER COLOR option and then click on the COLOR button. See the BACKGROUND COLOR description above for details on setting color.

**Note:** If both the Light Border Color and Dark Border Color options are enabled, the Border Color option can be set, but the Border Color will not be visible except in those browsers that do not support light and dark border colors for tables.

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### **Light Border Color**

Sets the top and left border color for the table. To set a border color for the table's top and left borders, click the LIGHT BORDER COLOR option and then click on the COLOR button. See the BACKGROUND COLOR description above for details on setting color.

### **Dark Border Color**


Sets the bottom and right border color for the table. To set a border color for the table's bottom and right borders, click the DARK BORDER COLOR option and then click on the COLOR button. See the BACKGROUND COLOR description above for details on setting color.

### **Border Width**

This option sets the width of the border surrounding the table.

### **Alignment**

This option sets the alignment of the table to the right, left, or default.

Menu: INSERT  
Submenu: COMPONENTS  
Menu Command: LAST MODIFIED DATE  
Toolbox Icon: 

The Last Modified Date command inserts the date and time at which the page was last updated.

### **Using the Command**

Place the cursor at the location in the page where the update text is to be located. Choose the LAST MODIFIED DATE command. The phrase "This page was last updated on" and the current date and time are inserted into the page. Each time the page is saved, the information will be modified to show the date and time of the update.

Menu:               FORMAT  
Submenu:           PARAGRAPH  
Menu Command:     LEFT



Toolbox Icon:

The Left command aligns the text or selected paragraph on the left side of the page.

### **Using the Command**

The LEFT command works in one of two ways. If the command is selected and then the text is typed, the text will automatically be aligned to the left. If the text is already typed and then is selected, choosing the Left command will align the selected text to the left.

Menu: INSERT  
Submenu: FORM  
Menu Command: LIST BOX



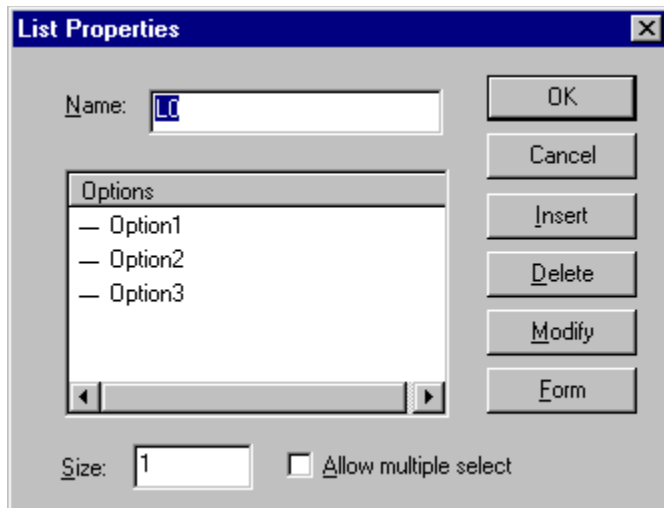
Toolbox Icon:

The List Box command lets you insert a list box into a form. This command will also automatically start a new form if the cursor has not been placed in a form area.

### Using the Command

Place the cursor at the location for the list box. Select the LIST BOX command from the FORM submenu of the INSERT menu. A list box is inserted in the page at the current cursor position. The list box is automatically assigned a name.

If the script that will be using the form has already been written, you can easily change the name and options of the list box so it will be recognized by the form. To change the name and/or options of the list box, right-click on the list box, and select the SELECT PROPERTIES command from the context-sensitive menu. The List Properties dialog box appears.



The List Properties dialog lets you specify the name and options for the list box. You may also obtain the properties for the form that contains the list box by clicking on the Form button.

#### Name

This option sets the name for the list box.

#### OK

Click the OK button to accept the options that have been set for the list box. ViaPage returns to the page window and applies the new options to the list box.

#### Cancel



Click the CANCEL button to return to the page window without changing the list box options.

**Insert**

Click this button to insert a new option into the Options list.

**Delete**

Click this button to remove the selected option from the Options list.

**Modify**

Click this button to change the input name or value for the selected option.


**Size**

Change this value to change the number of options that are visible when the list box is not open.

**Allow Multiple Select**

When the Allow Multiple Select checkbox is checked, users may select more than one option from the list box. Click on the Allow Multiple Select checkbox to check or uncheck this option.

Menu: TABLE  
Menu Command: MERGE CELLS

Toolbox Icon: 

The Merge Cells command combines two selected cells of a table into a single cell.

### Using the Command

Select the cells to be merged. Choose the MERGE CELLS command from the TABLE menu. The two cells are automatically merged into a single cell.

***See Also:*** *[Add Column After Command](#)*, *[Add Column Before Command](#)*, *[Add Row After Command](#)*, *[Add Row Before Command](#)*, *[Delete Column Command](#)*, *[Delete Row Command](#)*, *[Insert Table Command](#)*, *[Split Into Columns Command](#)*, *[Split Into Rows Command](#)*

Menu: FILE

Menu Command: *FILENAME*

ViaPage provides you with a list of recently used document files. The filenames appear on the list in order of their most recent use. To open one of these files, select it from the menu.

### **Using the Command**

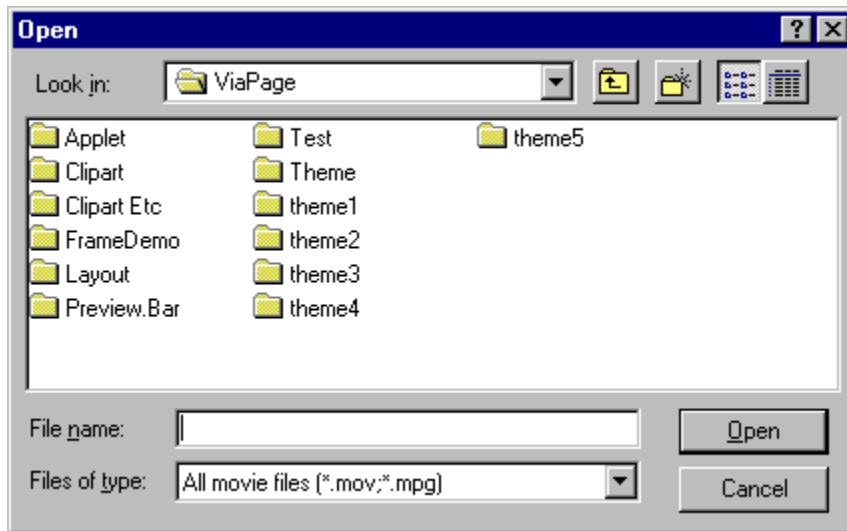
Select the *filename* of a file you have worked on recently from the listing in the FILE menu. ViaPage will open the file whether it was opened during the current ViaPage session or a previous one. This is a faster way of opening a recently used file than using the Open command and being forced to specify the path to the directory in which it is stored.

Menu: INSERT  
Submenu: ADVANCED  
Menu Command: MOVIE

The Movie command inserts a video file at the current cursor location.

### Using the Command

Place the cursor at the location for the video file. Choose the MOVIE command from the ADVANCED submenu of the INSERT menu. The Open dialog box appears.



Navigate to the folder that contains the video (\*.mov or \*.mpg) file. Select the video file you want to use for the current page by clicking on it with the mouse. Click the OPEN button. The video is inserted at the cursor location.

**Note:** When you upload the page to your site, don't forget to include the video file.

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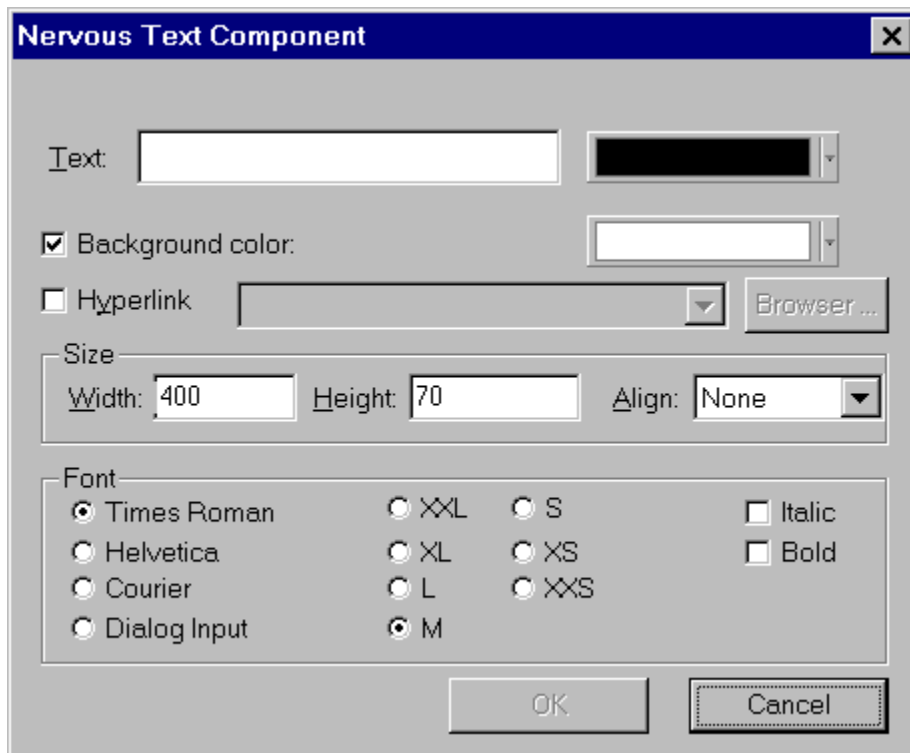
Menu: INSERT  
Submenu: COMPONENTS  
Menu Command: NERVOUS TEXT

Toolbox Icon: 

The Nervous Text command inserts a nervous text applet into the web page.

### Using the Command

Place the cursor at the location at which the nervous text is to be inserted. Choose the NERVOUS TEXT command. The Nervous Text Component dialog box appears.



#### Text

Type the text for the nervous text applet in the text field.

#### Text Color

The Text Color option lets you change the text color for the applet. Click the TEXT COLOR button to open the color pallet. Click on the color for the text.

#### Background Color

The Background Color option lets you change the background color for the applet. Check the BACKGROUND COLOR checkbox to turn on the background color. Click the color button to the right of the Background Color option to open the color pallet. Click on the color for the background.

**Hyperlink**

When the Hyperlink checkbox is checked, a hyperlink may be specified for the nervous text applet. Type the path and filename, select the filename from the list of recent links, or click the button to the right of the Hyperlink list box to browse for the file to be linked to the applet.

**Size****Width**

The Width option specifies how wide the applet will appear on the page. The value for the width is measured in pixels.

**Height**

The Height option specifies how tall the applet will appear on the page. The value for the height is measured in pixels.

**Align**

The Align option lets you align the text on the same line as the applet using the bottom, middle, or top. The applet may also be set so that it is aligned with the left or right side of the page.

**Font**


The Font area of the dialog box lets you specify the font name, size, and style for the text in the applet.

**OK**

Click the OK button to accept the properties that have been set for the nervous text applet. ViaPage returns to the page window and inserts the applet at the current cursor location.

**Cancel**

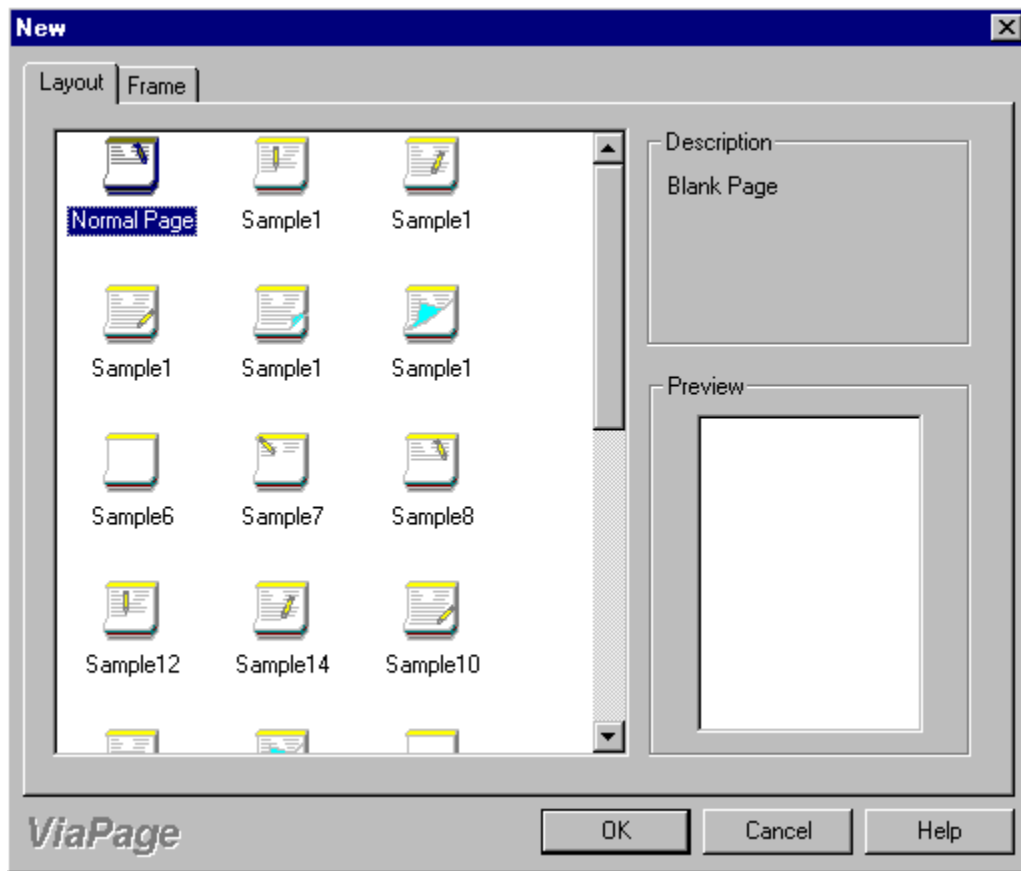
Click the CANCEL button to return to the page window without inserting a nervous text applet.

Menu: FILE  
Menu Command: NEW  
Shortcut Key: **Ctrl+N**  
Toolbox Icon: 

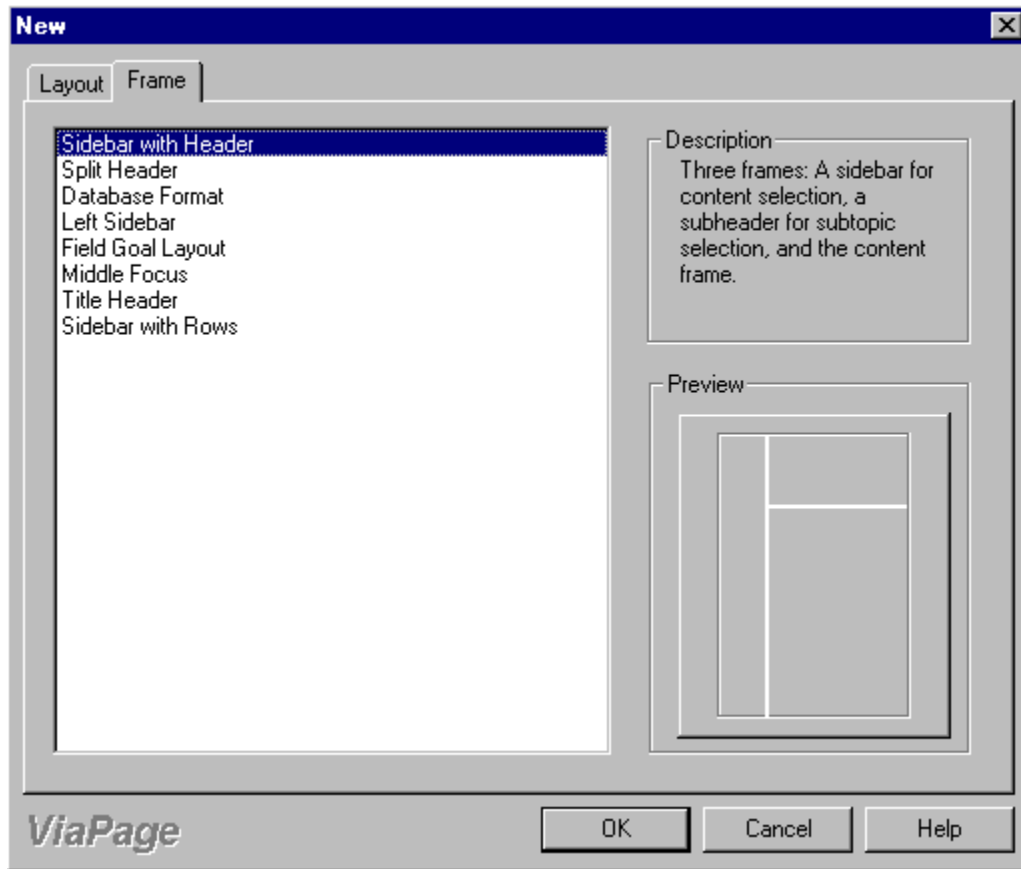
The New command opens a new page. It does not close any page that you already have open. It simply opens a new page according to your specifications.

### Using the Command

Choose the NEW command. The New dialog box appears.



The LAYOUT tab offers a selection of several sample web page layouts from which you can choose. Simply select the desired layout, and a sample web page will open. Follow the directions and replace the existing text with your own.



The FRAME tab offers a blank page and several preset frame arrangements from which you can choose. If no frames are desired on the new page or you would like to set up your own frames, choose the NORMAL PAGE option and a new, single-paned, blank page will open.

There are also several options available for pages with pre-arranged frames. On the right side of the screen, there is a description and preview of the pages, including the frames. If one of the preset frame options fits your needs, simply select it, click the OK button, and the new page will open.

If you already have several documents open and try to start a new one, ViaPage may warn you that it's not possible to create an empty document.

In this case, close one or more of your pages, or other open applications, and try NEW again. The number of documents that you can open depends on the amount of memory on your system, the number of other applications that are open, the complexity of each page, and other factors.

**See Also:** [Close Command](#), [Open Command](#), [Save Command](#), [Save As Command](#)



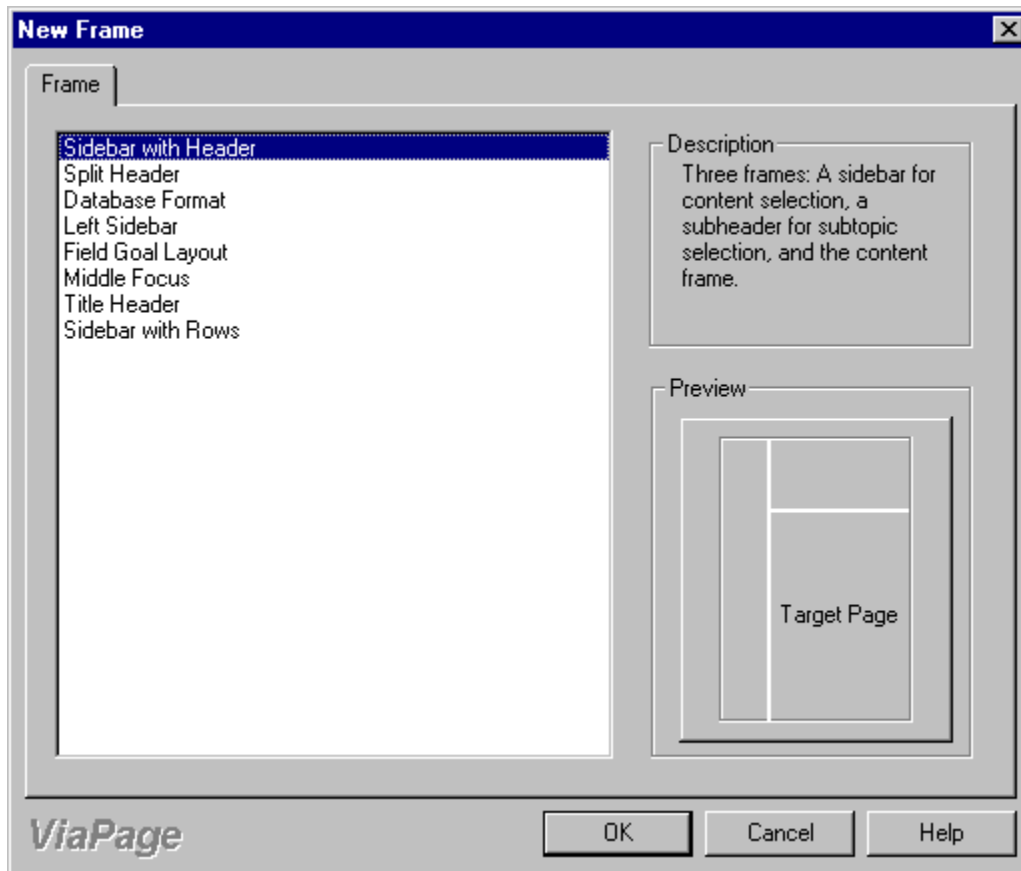
Menu: FRAMES

Menu Command: NEW FRAMES PAGE

The New command opens the New Frame dialog box which allows you to select a frameset on which to base a new page. It does not close any page that you already have open. It simply opens a new page according to your specifications.

### Using the Command

Choose the NEW FRAMES PAGE command. The New Frame dialog box appears.



The dialog box offers several preset frame arrangements from which you can choose. On the right side of the screen, there is a description and preview of the pages, including the frames. Select the frame option that fits your needs, click the OK button, and the new page will open.

If you already have several documents open and try to start a new one, ViaPage may warn you that it's not possible to create an empty document.

In this case, close one or more of your pages, or other open applications, and try NEW again. The number of documents that you can open depends on the amount of memory on your system, the number of other applications that are open, the complexity of each page, and other factors.

**See Also:** [Close Command](#), [New Command](#), [Open Command](#), [Save](#)

**Command, Save As Command**

Toolbox Icon:




The Next Command lets you return to a page after using Ctrl+Click (to preview links in a page) and the Back command.

### **Using the Command**

Press and hold the **Ctrl** button on the keyboard and click on a hyperlink in the current page. ViaPage follows the link and opens the linked page. Click the BACK button. ViaPage returns to the previous page. Now click the NEXT button. ViaPage returns to the linked page.

Menu: EDIT  
Menu Command: OBJECT PROPERTIES

Toolbox Icon: 

The Object Properties command opens a dialog box that contains all of the pertinent properties for the currently selected object.

### **Using the Command**


Select some text, an image, or another type of object in the page. Select the OBJECT PROPERTIES command from the EDIT menu. A dialog box appears with all of the options that can be set for that type of object. Change the options as desired.

### **OK**

Click the OK button to accept the changes and return to the page window.

### **Cancel**

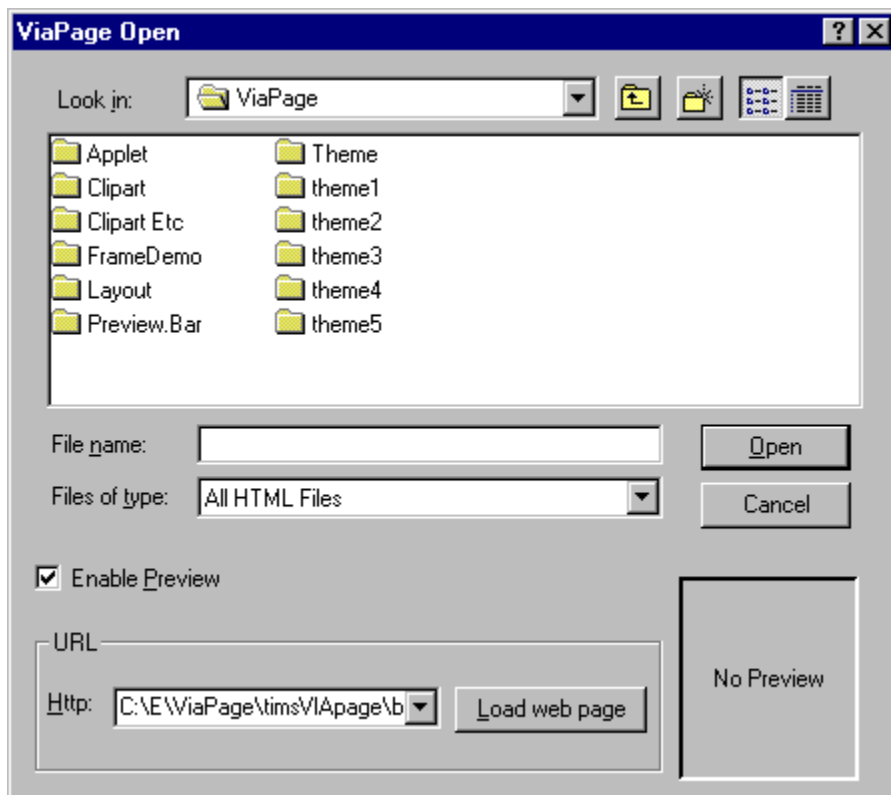
Click the CANCEL button to return to the page window without making any changes.

Menu: FILE  
Menu Command: OPEN  
Shortcut Key: **Ctrl+O**  
Toolbox Icon: 

The Open command opens an HTML file and loads it onto the screen as the current page.

### Using the Command

Choose the OPEN command. The OPEN dialog box appears.



In the LOOK IN box select the location of the file. In the FILES OF TYPE box select the type of file you want to open. In the FILE NAME box enter the name of the file you want to open or choose the file from the file area. If the ENABLE PREVIEW option is checked, a preview of the selected page will appear in the box on the right side of the dialog box. Click the OK button when you have entered the necessary information, or click the CANCEL button to return to the current page.

If you already have a page on the screen, the Open command will not close that page but will open a second page.

If you already have several pages open and try to start a new one, ViaPage may warn you that it's not possible to open another page.

In this case, close one or more of your pages, or other open applications, and try OPEN again. The

number of pages that you can have open depends on the amount of memory on your system, the number of other applications that are open, the complexity of each page, and other factors.

### **Changing a Remote File**

To make changes to a page that has already been placed on the World Wide Web, open it using the options in the URL box at the bottom of the OPEN dialog box. If you know the web address for the page you would like to edit, type the address in the HTTP: box and click the OPEN REMOTE FILE button.

**Note:** If you use the Open Remote File feature to open one of your own pages that is already on an Internet server, it will be necessary to save the changed file to your hard drive and then use the Upload a File command to transfer the edited file back to the server.

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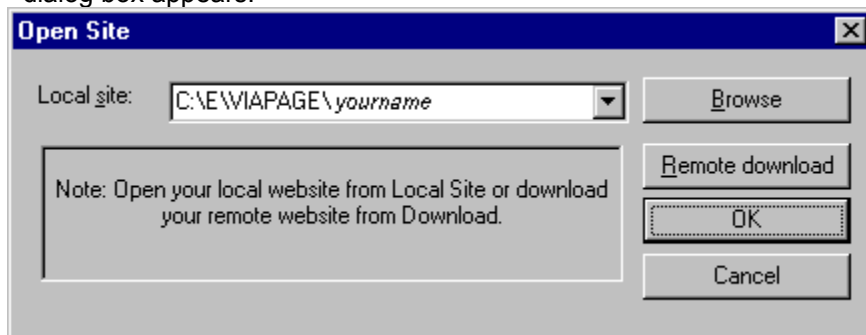
**See Also:** [Close Command](#), [New Command](#), [Save Command](#), [Save As Command](#), [Upload a File Command](#)


Menu: FILE  
Submenu: WEB SITE  
Menu Command: OPEN SITE

The open site command opens the specified site in the HTML Tree Panel.

#### Using the Command

Select the OPEN SITE command from the WEB SITE submenu of the FILE menu. The Open Site dialog box appears.



Menu: TOOLS  
Menu Command: OPTIONS  
Toolbox Icon: 

The Options command gives you the opportunity of setting a wide range of parameters that control the operation of ViaPage. The Options command displays several properties folders. For more information, refer to the individual entries listed in the "Command Reference" section of this help file:

- [Files Options](#)
- [General Options](#)
- [HTML Source Options](#)
- [Toolbars Options](#)
- [View Options](#)



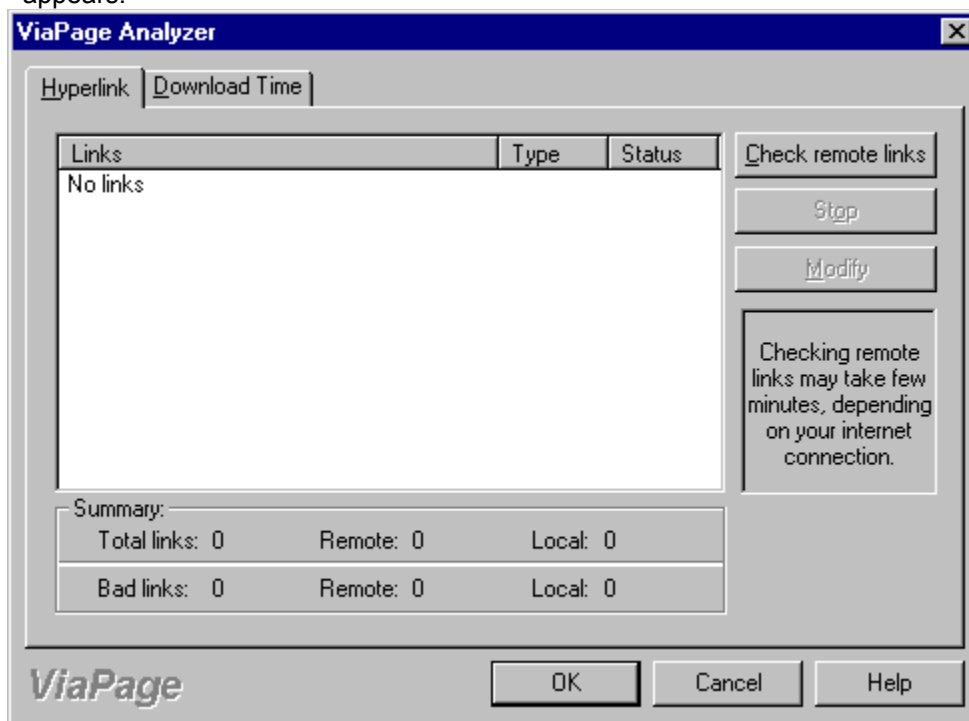
Menu: TOOLS

Menu Command: PAGE ANALYSIS

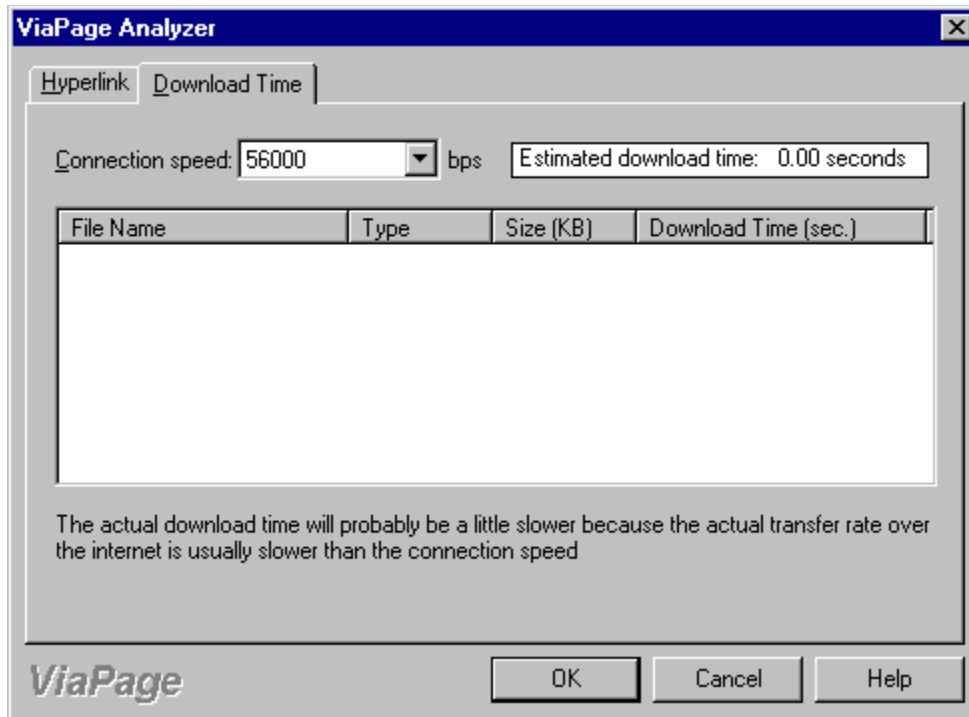
The Page Analysis command checks the links in the current page or frame to make sure they are valid. This is a quick way to see if your link to a page has broken because the target page has moved. This command may also be used to approximate the download time of each element in your site, based on connection speeds between 28.8 and 56k.

### Using the Command

Select the PAGE ANALYSIS command from the TOOLS menu. The ViaPage Analyzer dialog box appears.



The Hyperlink tab contains a list of all of the links in the current page or frame. The type of link (i.e. local, remote, mail, etc.) is listed along with the status.



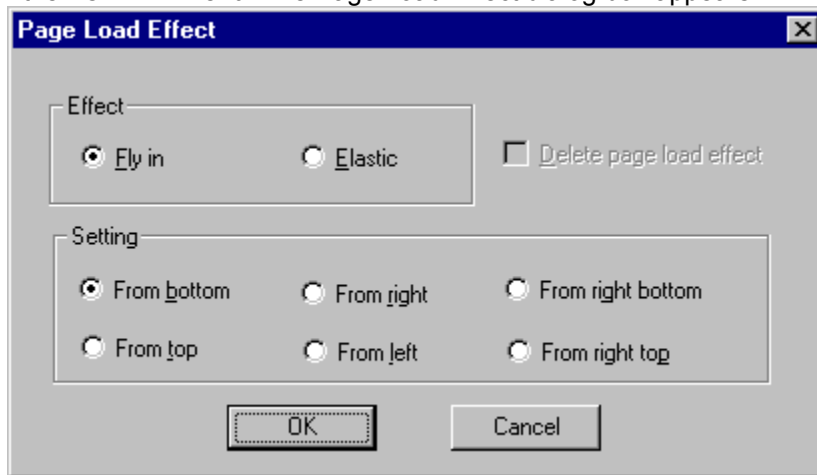
The Download Time tab lists the current page or frame as well as all of the background and in-line images that occur in the page. Based on the value selected in the Connection Speed list box, ViaPage includes an estimate of how long it will take to download the current page and all of its necessary elements.

Menu:                   FORMAT  
Menu Command:       PAGE LOAD EFFECT

The Page Load Effect command lets you specify a special loading effects that will occur when your page is loaded in a browser.

### Using the Command

Open the page to which you want to add a load effect. Select the PAGE LOAD EFFECT command from the FORMAT menu. The Page Load Effect dialog box appears.



From the EFFECT AREA, select either Fly In or Elastic, and then choose the direction for the effect from the SETTING area.

### OK

Click the OK button to accept the settings and return to the page window.

### Cancel


Click the CANCEL button to return to the page window without making any changes.

### Deleting a Page Load Effect

Open the page from which you want to remove a load effect. Select the PAGE LOAD EFFECT command from the EDIT menu. The Page Load Effect dialog box appears.

Check the DELETE PAGE LOAD EFFECT option and then click on the OK button. The effect is removed from the page.

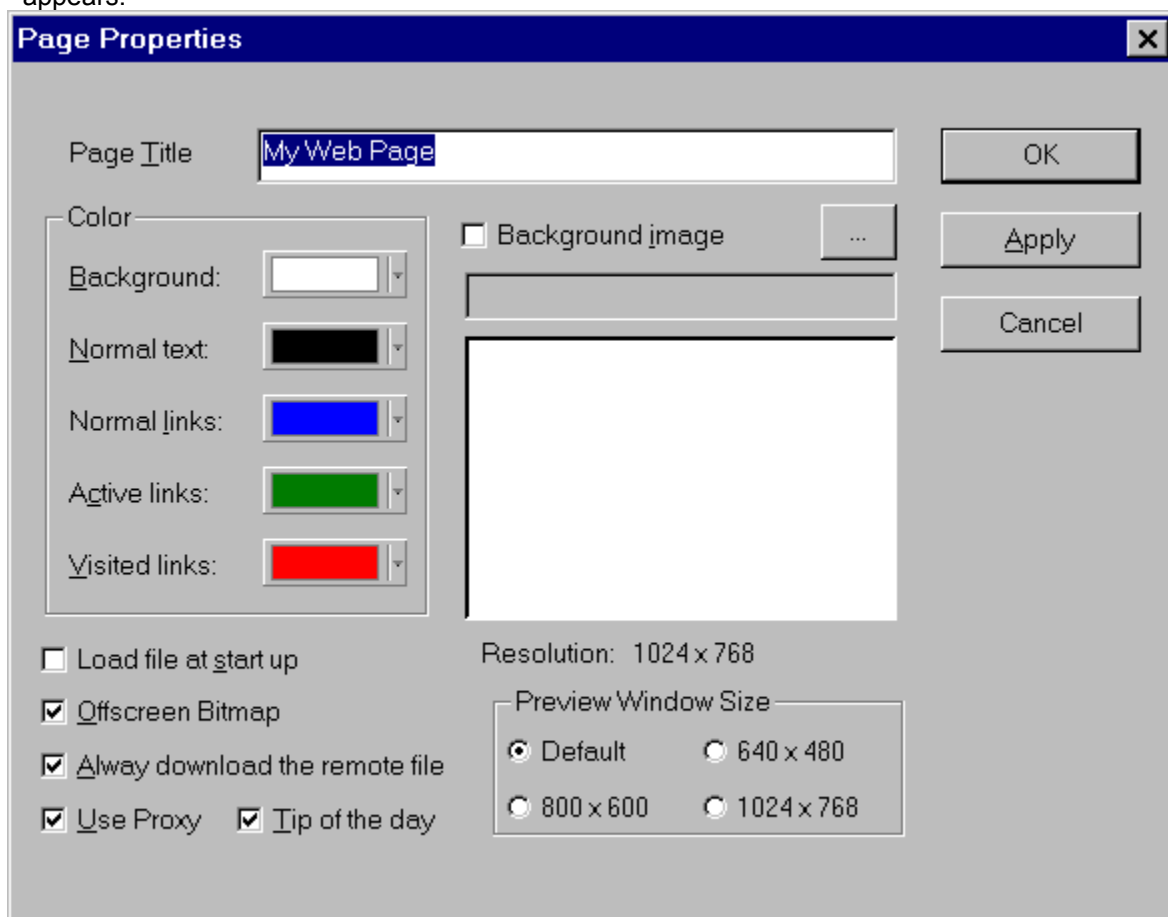
Menu: EDIT  
Menu Command: PAGE PROPERTIES

Toolbox Icon: 

The Page Properties command lets you specify the page title, background image and/or color, and the default colors for page elements (background, text, and links).

### Using the Command

Select the PAGE PROPERTIES command from the EDIT menu. The Page Properties dialog box appears.



#### Page Title

This option specifies the page title which will be displayed in the title bar of a browser when the page is loaded.

#### Color

The color options specify the default color for page elements when the page is loaded in a browser.

Click the button beside the item for which you want to change the color; the Color Palette box appears.

Select the new color for the item from the Color Palette.

For details on using more than basic colors, see the [Color Command](#) entry in the "Command Reference" section of this help file.

### **Background Image**

Check the BACKGROUND IMAGE checkbox to turn on the background image. Type the path and filename in the box directly below the Background Image label or click the Browse button to browse for the file to be inserted as the background.

### **OK**

Click the OK button to accept the settings and return to the page window.

### **Cancel**

Click the CANCEL button to return to the page window without making any changes.

Menu: FILE  
Menu Command: PAGE SETUP

The PAGE SETUP command is used to change some of the ViaPage printer options.

### **Paper**

#### **Size**

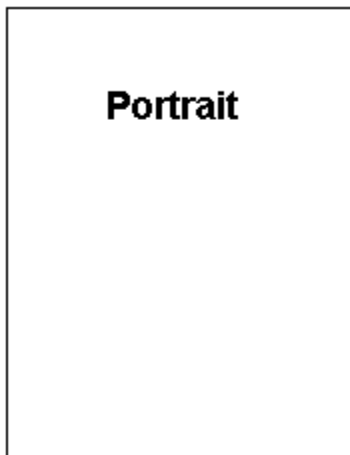
This option allows you to select the paper size for your that will be used for the print job from a list of standard sizes.

#### **Source**

This option allows you to select the paper source from a list of standard printer paper sources.

### **Orientation**

This option determines the orientation of the print job. A document can be printed using Portrait or Landscape orientation.



### **Margins**

#### **Top**

This option is used to set the size of the top margin.

#### **Bottom**

This option is used to set the size of the bottom margin.

#### **Left**

This option is used to set the size of the left margin.

#### **Right**

This option is used to set the size of the right margin.

### **Printer**

Clicking on this button opens a dialog box for selecting the printer for the pending print job. Select the printer by clicking on the down arrow to the right of the PRINTER: label and clicking on the printer name. If you do not see the printer you would like to use for the print job in the list of available printers, make sure the printer is installed correctly with your version of Windows. If you have problems, consult your Windows documentation and your printer manual. Make sure you have not only the correct driver installed, but also that it is the most recent driver from the manufacturer.

### **Properties**


Click the PROPERTIES button to set up options for the printer that is currently selected in the Printer option. The options that will be displayed depend on the printer manufacturer and the features of the printer.

### **OK**

Clicking on this button saves the changes you have made and returns you to the previous dialog box or your page (depending on what level of Page Setup dialog box is currently open).

### **Cancel**

Clicking on this button disregards the changes you have made and returns you to the previous dialog box or your page (depending on what level of Page Setup dialog box is currently open).

Menu: EDIT  
Menu Command: PASTE  
Shortcut Key: **Ctrl+V**  
Toolbox Icon: 

The Paste command copies the contents of the Windows Clipboard into ViaPage.

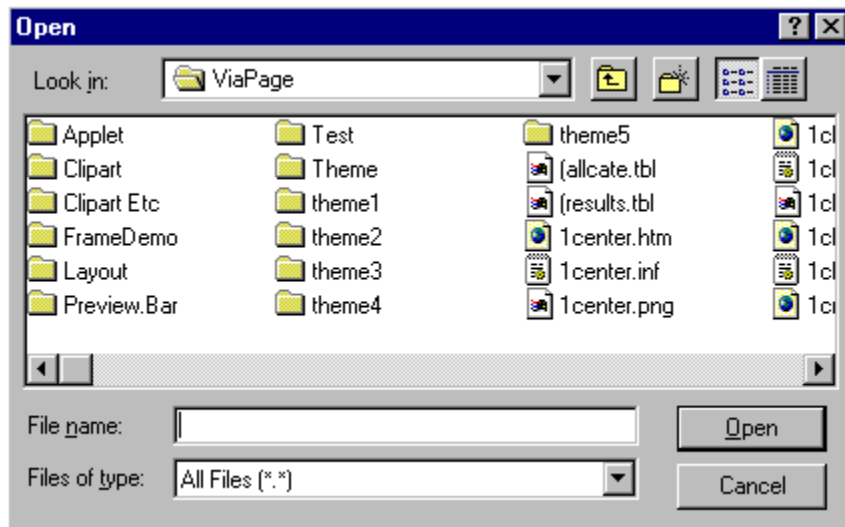
### **Using the Command**

Choose the PASTE command. The contents of the Clipboard are placed in the page at the current location of the cursor.

**See Also:** [\*Copy Command\*](#), [\*Cut Command\*](#)



Menu: INSERT  
Submenu: ADVANCED  
Menu Command: PLUGIN



Menu: EDIT  
Submenu: IMAGE  
Menu Command: POLYGON MAP

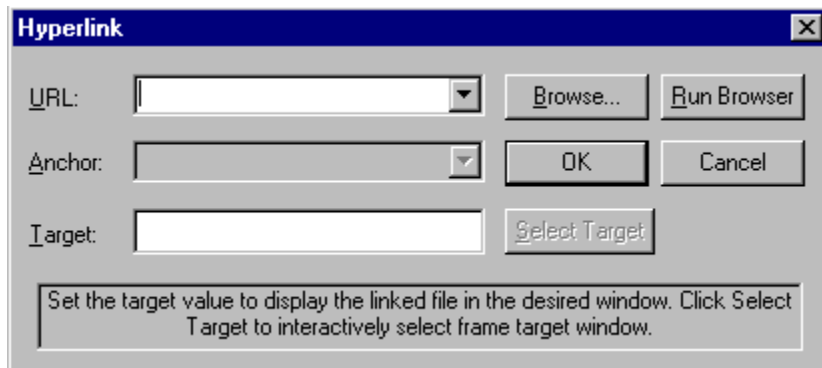
Toolbox Icon: 

Point 1-n: points of the polygon

The Polygon Map command specifies a specific area of an image as a URL link.

### Using the Command

Select the image to which the URL link is to be added. Choose the POLYGON MAP command. Click the mouse at one corner of the area on the image where the link is to be located. Continue to set points to form the shape needed to include all portions of the image that are to be part of the URL link. When the polygon is the desired shape, double-click the mouse or press **Enter** to finish the polygon. The URL link dialog box appears.



Specify the URL: to which the link is to be made in the URL: box. An Anchor name and Target may optionally be specified. Click OK. The area of the image inside the polygon now contains an URL link.

Menu: VIEW

Menu Command: PREVIEW IN DEFAULT BROWSER


The Preview in Default Browser command opens the default web browser on your computer and displays a preview of your web page.

### **Using the Command**

Select the PREVIEW IN DEFAULT BROWSER command from the VIEW menu. The default web browser is opened, showing you how your web page looks in that particular browser.

Menu: VIEW

Menu Command: PREVIEW IN VIAPAGE

Toolbox Icon: 

The Preview in ViaPage command opens a ViaPage preview of the active page.

### **Using the Command**

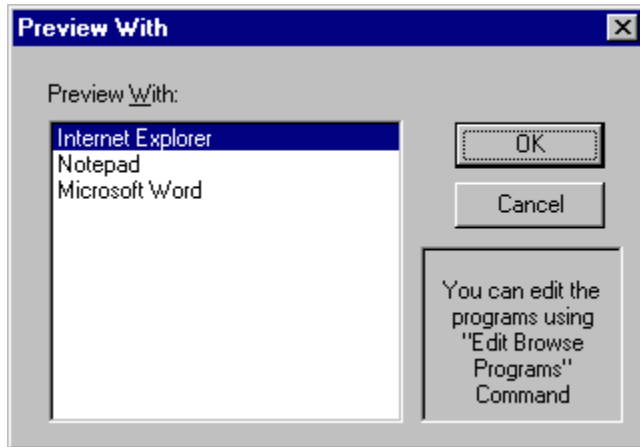
Select the PREVIEW IN VIAPAGE command from the VIEW menu. ViaPage shows you how your web page will look in a browser.

Menu: VIEW  
Menu Command: PREVIEW WITH...

The Preview With... command lets you choose a browser that is installed on your system. ViaPage will then open the specified browser and send a copy of the current page to that browser for you to preview.

### Using the Command

Select the PREVIEW WITH... command from the VIEW menu. The Preview With dialog box appears.




Choose the browser in which you want to preview the current page.

**Note:** The browsers that are available in the Preview With... command are determined by those that have been specified in the [Edit Preview Bar command](#). If you don't see the browser that you want to use to preview the page, add the browser using the [Edit Preview Bar command](#).

---

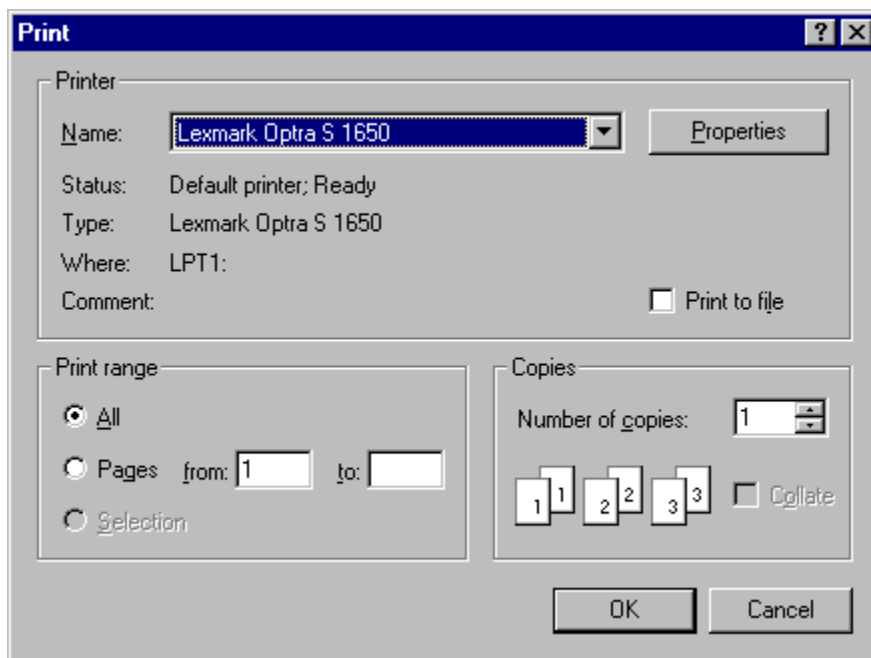
**See Also:** [Edit Preview Bar Command](#)

Menu: FILE  
Menu Command: PRINT  
Shortcut Key: **Ctrl+P**  
Toolbox Icon: 

The Print command outputs the current page or frame to any printer supported by the 32-bit versions of Windows.

### Using the Command

Clicking the Print icon automatically sends the current document or frame to the currently selected printer. To specify different printer settings, select the PRINT command from the FILE menu or press **Ctrl+P**, the shortcut key. The Print dialog appears.



### Printer

#### Name

Select the printer for the pending print job from the list of available printers by clicking on the DOWN ARROW to the right of the printer NAME field and clicking on the printer name.

**Note:** If you do not see the printer you would like to use for the print job in the list of available printers, make sure the printer is installed correctly in Windows. If you have problems, consult your Windows documentation.

---

#### Properties

Click on the Properties button to display the current settings for the selected printer.

**Status**

Displays the status of the selected printer.

**Type**

Displays the manufacturer and model number of the printer selected.

**Where**

Displays the port and/or address of the selected printer.

**Comment**

Displays additional information about the selected printer.

**Print Range**

Determines if the entire page, specified pages of the document, or the currently selected portion of the document will be printed.

**Copies**

Sets the number of copies of the page to be printed and if the pages will be collated.

**OK**

Clicking on this button sends the print job to the printer and returns you to your page.

**Cancel**

Clicking on this button cancels the print job and returns you to your page.

Menu: FILE

Menu Command: PRINT PREVIEW

The Print Preview command shows exactly how your page is going to look on paper. There are also several options that can be adjusted from the Print Preview screen.

### **Using the Command**

Select the PRINT PREVIEW command from the FILE menu. The Print Preview window appears and displays a preview of the beginning of the current web page.



## ViaGrafix Software Products

### ViaGrafix Family of CAD Products



#### *Award winning CAD Software!*

Tired of trying to decide between a 3D solid modeling program and a 2D drafting system? Or perhaps you're just getting into drafting, and need a program capable of delivering on your department's expectations? DesignCAD is the logical choice. With our intuitive DesignCAD interface, advanced editing functions, and powerful features, you'll be creating professional drawings in no time!

### ViaDraw



#### *Graphics Software for everyone!*

Let ViaDraw help you make your ideas come alive. Finally a software program that any age can enjoy. ViaDraw was developed with the novice in mind. If you're looking for software to do a professional graphic presentation or you just want to create party invitations, ViaDraw is for you.

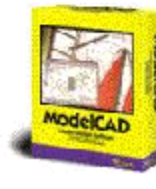
### ViaPage



#### *Web Page Building made easy!*

ViaPage is a powerful, yet simple Web Creation tool that includes HTML Source Editing, Graphical Layout mode, wizards, Java applets, Image maps, frame-sets, predefined page layouts, tables, browser preview and WYSISYG (what you see is what you get) editing.

### Software for RC Modelers



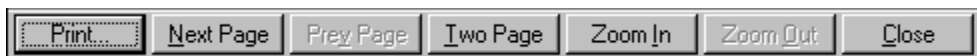
#### *The Modeler's CAD System!*

Every modeler has experienced it: the desire to design and build his own models. ViaGrafix has created software specifically to fill this need.

### VinylCAD

6/4/1999 10:05

The toolbar at the top portion of the screen allows you to navigate through the preview.



### Print

Clicking on this button returns you to the main ViaPage window and opens the Print dialog box. For details on the Print dialog box, refer to the [Print Command](#) entry.

### Next Page

Clicking this button moves the preview to the next page.

**Prev Page**

Clicking this button moves the preview to the previous page.

**Two Page**

Click this button to view two pages at a time.

**Zoom In**

Click this button to enlarge the preview and show more detail.


**Zoom Out**

Click this button to reduce the size and show a larger portion of the preview.

**Close**

Clicking on this button returns you to your page.

Menu: INSERT  
Submenu: FORM  
Menu Command: PUSH BUTTON

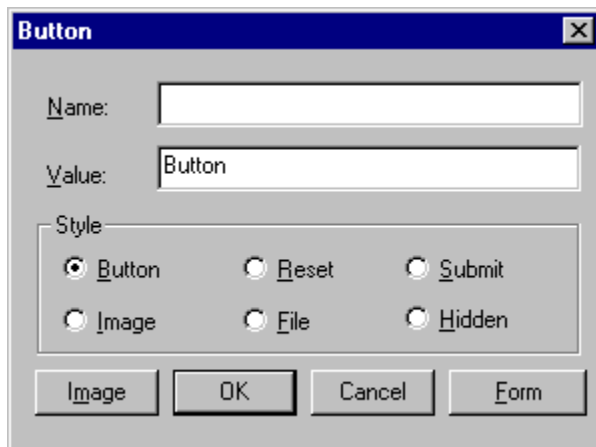
Toolbox Icon: 

The Push Button command lets you insert a push button into a form. This command will also automatically start a new form if the cursor has not been placed in a form area.

### Using the Command


Place the cursor at the location for the push button. Select the PUSH BUTTON command from the FORM submenu of the INSERT menu. A push button is inserted in the page at the current cursor position.

If the script that will be using the form has already been written, you can easily change the name and value of the push button so it will be recognized by the form. To change the name and/or value of the push button, right-click on the push button, and select the EDIT PROPERTIES command from the context-sensitive menu. The Button Properties dialog box appears.



The Button Properties dialog lets you specify the name and value for the push button and the push button style. You may also obtain the properties for the form that contains the push button by clicking on the Form button.

Menu: INSERT  
Submenu: FORM  
Menu Command: RADIO BUTTON

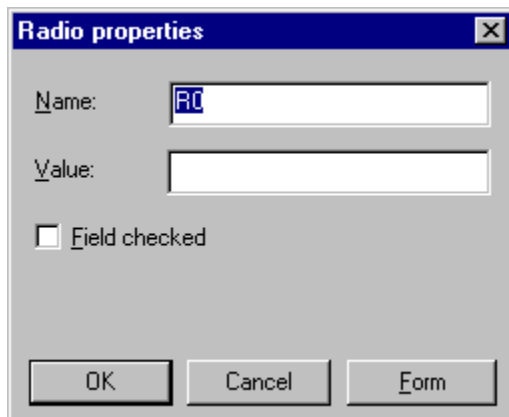
Toolbox Icon: 

The Radio Button command lets you insert a radio button into a form. This command will also automatically start a new form if the cursor has not been placed in a form area.

### Using the Command

Place the cursor at the location for the radio button. Select the RADIO BUTTON command from the FORM submenu of the INSERT menu. A radio button is inserted in the page at the current cursor position. The radio button is automatically assigned a name.


If the script that will be using the form has already been written, you can easily change the name and value of the radio button so it will be recognized by the form. To change the name and/or value of the radio button, right-click on the radio button, and select the BOX PROPERTIES command from the context-sensitive menu. The Radio Properties dialog box appears.



The Radio Properties dialog lets you specify the name and value for the radio button and whether or not the button will be selected by default. You may also obtain the properties for the form that contains the radio button by clicking on the Form button.

To insert multiple radio buttons so only one may be selected, change the names of the radio buttons so they are the same.

Menu: EDIT  
Submenu: IMAGE  
Menu Command: RECTANGLE MAP

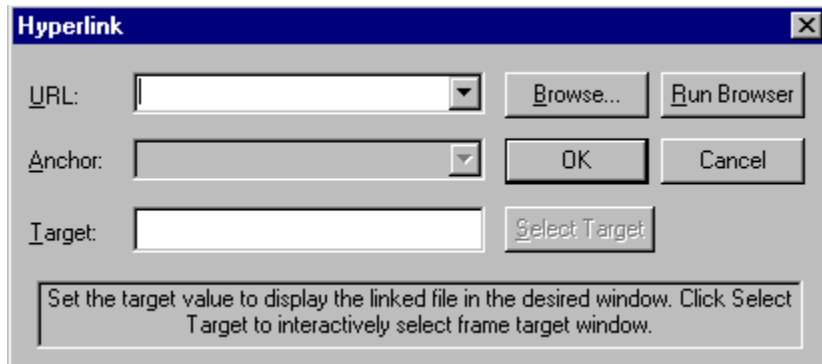
Toolbox Icon: 

Point 1: first corner of the rectangle  
Point 2: opposite corner of the rectangle

The Rectangle Map command specifies a specific, rectangular area of an image as a URL link.


### Using the Command

Select the image to which the URL link is to be added. Choose the RECTANGLE MAP command. Click the mouse at one corner of the area on the image where the link is to be located. Move the mouse until the rectangle is the desired size, then click again. The URL Link dialog box appears.



Specify the URL: to which the link is to be made in the URL: box. An Anchor name and Target may optionally be specified. Click OK. The specified rectangular area of the image now contains an URL link.

**See Also: [Circle Map Command](#), [Hyperlink Command](#), [Polygon Map Command](#)**

Menu: EDIT  
Menu Command: REDO  
Shortcut Key: **Ctrl+Y**  
Toolbar Icon: 

The Redo command reverses any action performed by the Undo command. It is only available immediately after you have used the Undo command.

### **Using the Command**

Press the shortcut key, click the Toolbar icon, or choose the command in the EDIT menu. The preceding Undo is immediately reversed.

**See Also:** [\*\*Undo Command\*\*](#)

# Register Online Command

Menu: HELP

Menu Command: REGISTER ONLINE

The Register Online command opens your default web browser and goes to the ViaPage Registration page.

## Using the Command

Select the REGISTER ONLINE command from the HELP menu. ViaPage directs your default web browser to the ViaPage Registration page. Fill out the form and then click the SUBMIT REGISTRATION button.

**Note:** If you use Dial-Up Networking for Internet access, connect to the Internet before you select this command to ensure that it will work correctly.

---

## Remove Frame Command

Menu: FRAME

Menu Command: REMOVE FRAME

The Remove Frame command removes the current frame from the frameset.

### **Using the Command**

Place the cursor in the frame to be removed. Choose the REMOVE FRAME command from the FRAME menu. The frame is removed from the page.

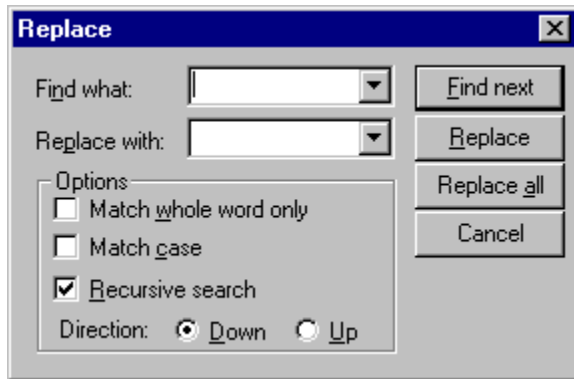


Menu: EDIT  
Menu Command: REPLACE  
Shortcut Key: **Ctrl+H**

The Replace command searches for a particular word within a page and replaces it with another word.

### Using the Command

Choose the REPLACE command from the EDIT menu.



In the FIND WHAT: box enter the text for which you want to search. In the REPLACE WITH: box enter the text you want to use as replacement text. Check the desired options and click the FIND NEXT button. ViaPage locates the next instance of the text according to the specified options.

To replace the text, click the REPLACE button. To skip the current instance and find the next instance of the text, click the FIND NEXT button. To replace every instance of the text, click the REPLACE ALL button.

### Match Whole Word Only

ViaPage finds only complete words (e.g., if you search for "some," "someone" will not be found).

### Match Case

ViaPage finds only text with the specified capitalization (e.g., if you search for "Page," neither "page" nor "PAGE" will be found).

### Recursive Search


When this option is disabled and ViaPage has searched to the beginning or end of the document, ViaPage will ask if you want to resume the search at the opposite limit of the document.

When this option is enabled and ViaPage has searched to one end of the document, ViaPage will automatically start searching at the opposite limit of the document.

### Direction

This option determines the direction of the search.

Menu: INSERT  
Submenu: FORM  
Menu Command: RESET BUTTON

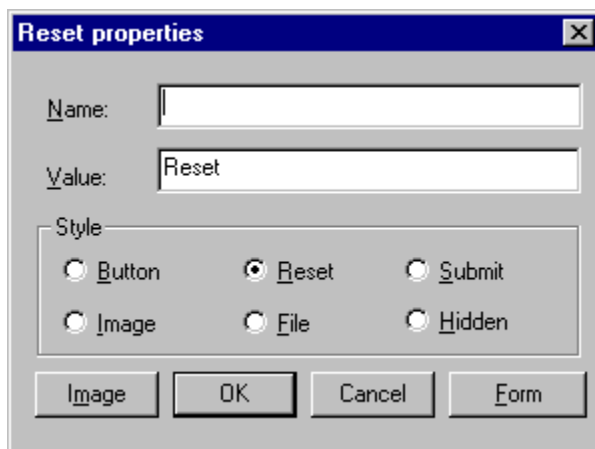
Toolbox Icon: 

The Reset Button command lets you insert a button into a form that users can click on to return all of the values for the form to their default settings. This command will also automatically start a new form if the cursor has not been placed in a form area.

### Using the Command


Place the cursor at the location for the reset button. Select the RESET BUTTON command from the FORM submenu of the INSERT menu. A push button is inserted in the page at the current cursor position.

You can easily change the name and value of the reset button. To change the name and/or value of the reset button, right-click on the reset button, and select the RESET PROPERTIES command from the context-sensitive menu. The Reset Properties dialog box appears.



The image shows a dialog box titled "Reset properties" with a close button (X) in the top right corner. It contains two text input fields: "Name:" which is empty, and "Value:" which contains the text "Reset". Below these fields is a "Style" section with six radio button options: "Button", "Reset" (which is selected), "Submit", "Image", "File", and "Hidden". At the bottom of the dialog are four buttons: "Image", "OK", "Cancel", and "Form".

The Reset Properties dialog lets you specify the name and value for the button and the button style. You may also obtain the properties for the form that contains the push button by clicking on the Form button.

Menu:                   FORMAT  
Submenu:               PARAGRAPH  
Menu Command:       RIGHT  
Toolbox Icon:         

The Right command aligns the text or selected paragraph on the right side of the page.

### **Using the Command**

The RIGHT command works in one of two ways. If the command is selected and then the text is typed, the text will automatically be aligned to the right as it is typed. If the text is already typed and then is selected, choosing the Right command will align the selected text to the right.


Toolbox Icon:



The Same As command changes the properties of the selected object to match those of a similar object already in the page.

### **Using the Command**

Select the object for which you want to change the properties. Select the SAME AS command. Now click on a similar object in the page that already has the properties you want to apply to the selected object. The properties of the selected object are changed to match those of the other object.

Menu: FILE  
Menu Command: SAVE  
Shortcut Key: **Ctrl+S**  
Toolbox Icon: 

The Save command saves the active page to disk. If the page is new and has not yet been saved, you will be asked to name the file you want to save.

### **Using the Command**

Choose the SAVE command. If this is your first time to save the page, the Save As box appears. Enter the name of the file you want to save and where you want to save it. Then click OK. If you have saved the page before, the Save command saves all changes to the page since the last time you chose the Save command.

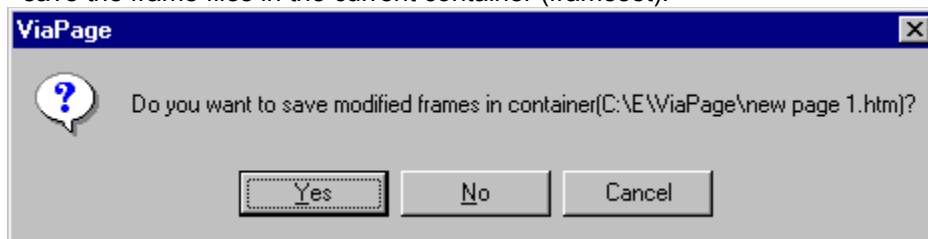
**See Also:** [Save All Command](#), [Save As Command](#)

Menu: FILE  
Menu Command: SAVE ALL

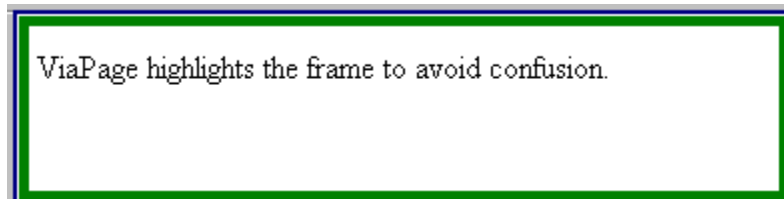
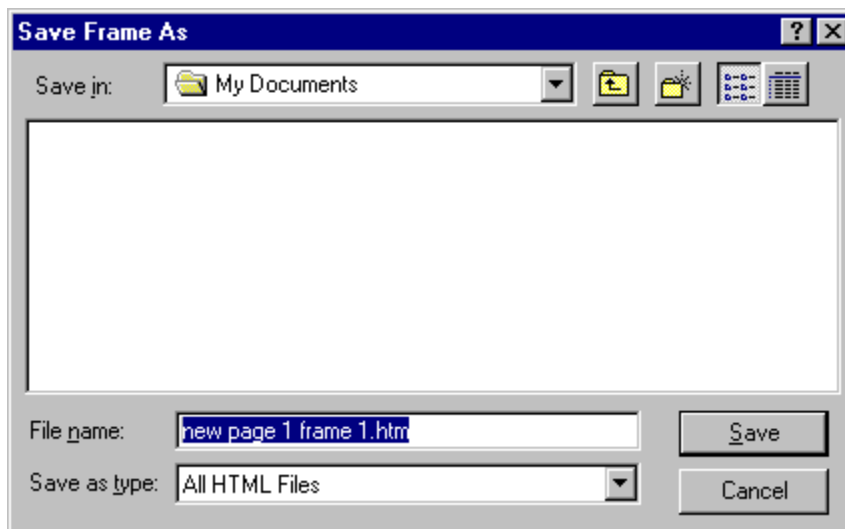
The Save All command saves all of the frame files and the frameset file for the current frameset.

### Using the Command

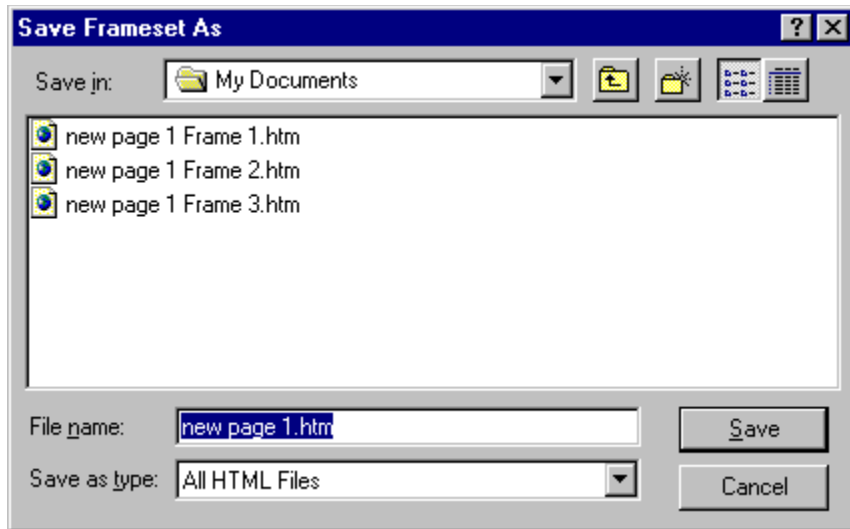
Select the SAVE ALL command from the FILE menu. A dialog box appears and asks if you want to save the frame files in the current container (frameset).



Click the YES button to begin saving the files. The Save Frame As dialog box appears. The frame that corresponds to the file that will be saved is highlighted.



Once the frame has been saved, another instance of the Save Frame As dialog box appears to save the next frame. When all of the frames for the frameset have been saved, the Save Frameset As dialog box appears to allow you to save the frameset file.



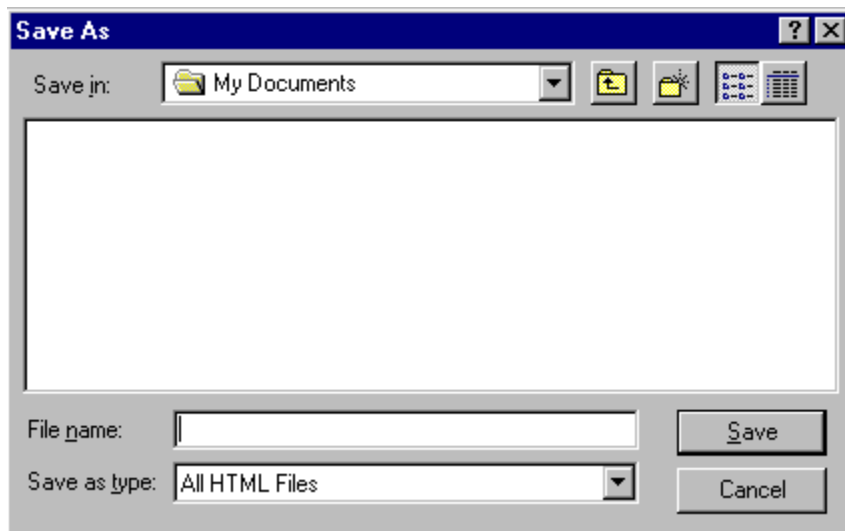
**See Also:** [Save Command](#), [Save As Command](#)

Menu: FILE  
Menu Command: SAVE AS

The Save As command saves the active page to disk.

### Using the Command

Choose the SAVE AS command. The Save As box appears. In the FILE NAME box enter or select the name of the file to save. In the SAVE IN box specify the location where you want to store the page. Then click OK.



**See Also:** [Save Command](#), [Save All Command](#)



Menu: FRAME

Menu Command: SAVE CURRENT FRAME

The Save Current Frame command saves the frame that contains the cursor.

### Using the Command

Place the cursor in the frame you want to save. Select the SAVE CURRENT FRAME command from the FRAME menu. If this is your first time to save the frame, the Save Frame As box appears.



Enter the name for the frame and where you want to save it. Then click OK. If you have saved the frame before, the Save Current Frame command saves all changes to the frame.

**See Also:** [\*Save Frameset Page Command\*](#)

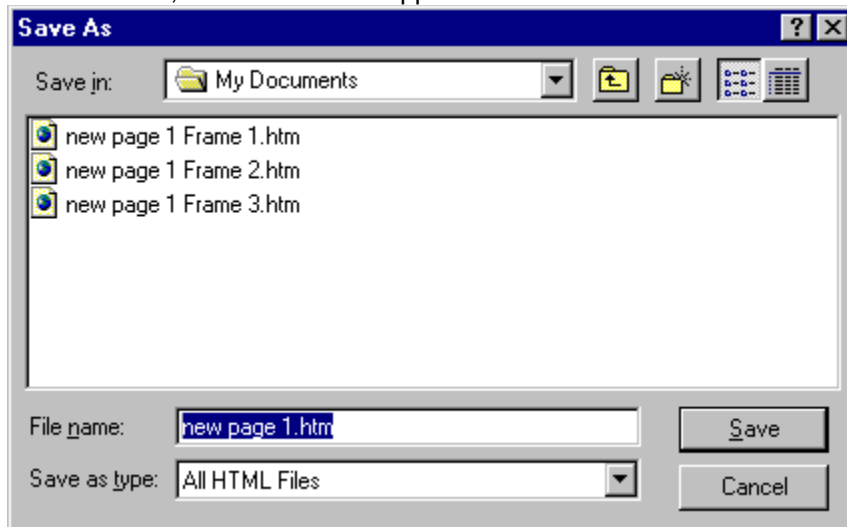
Menu: FRAME

Menu Command: SAVE FRAMESET PAGE

The Save Frameset Page command saves the frame container (frameset).

### Using the Command

Select the SAVE FRAMESET PAGE command from the FRAME menu. If this is your first time to save the frameset, the Save As box appears.



Enter the name for the frameset and where you want to save it. Then click OK. If you have saved the frameset before, the Save Frameset Page command saves all changes to the frame.

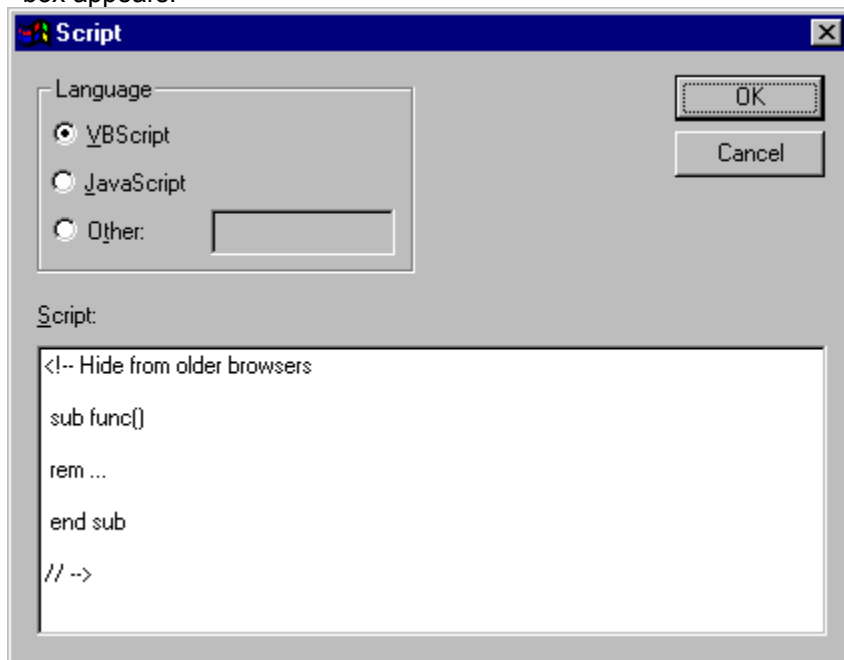
**See Also:** [Save Current Frame Command](#)

Menu:                INSERT  
Submenu:            ADVANCED  
Menu Command:      SCRIPT

The Script command makes it easy to insert scripting information into your pages.

### Using the Command


Select the SCRIPT command from the ADVANCED submenu of the INSERT menu. The Script dialog box appears.



Select VBSCRIPT, JAVASCRIPT, or OTHER from the Language area. In the SCRIPT area, type or paste the scripting information. Click the OK button. The script is added to the page.

To return to the page without adding the script, click the Cancel button instead of OK.

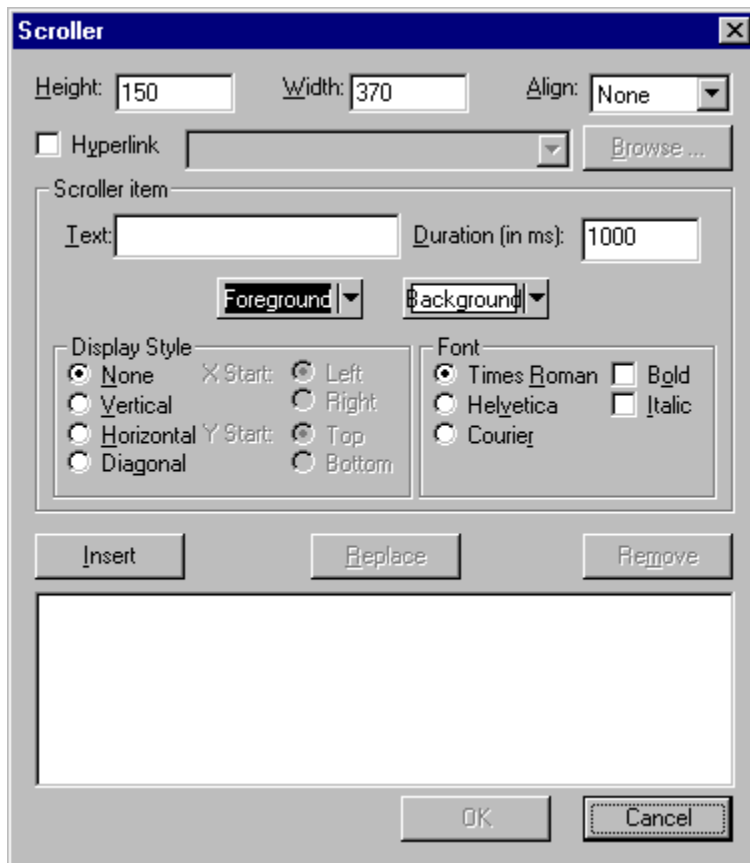
Menu: INSERT  
Submenu: COMPONENTS  
Menu Command: SCROLLER TEXT

Toolbox Icon: 

The Scroller Text command inserts a scroller text applet into the page.

### Using the Command

Place the cursor at the location at which the scrolling text is to be inserted. Choose the SCROLLER TEXT command. The Scroller dialog box appears.



### Height

The Height option specifies how tall the applet will appear on the page. The value for the height is measured in pixels.

### Width

The Width option specifies how wide the applet will appear on the page. The value for the width is measured in pixels.

**Align**

The Align option lets you align the text on the same line as the applet using the bottom, middle, or top. The applet may also be set so that it is aligned with the left or right side of the page.

**Hyperlink**

When the Hyperlink checkbox is checked, a hyperlink may be specified for the scrolling text applet. Type the path and filename, select the filename from the list of recent links, or click the Browse button to browse for the file to be linked to the applet.

**Text**

Type the text for the scrolling text applet in the TEXT field.

**Duration**

The Duration option specifies the amount of time (in 1/1000 of a second increments) that the current text item will be displayed if it is inserted in the list of text items for the applet. The default value for the duration is 1 second.

**Foreground Color**

The Foreground Color option lets you change the text color for the applet. Click the FORGROUND button to open the color pallet. Click on the color for the text.

**Background Color**

The Background Color option lets you change the background color for the applet. Click the BACKGROUND button to open the color pallet. Click on the color for the background.

**Display Style**

This set of options determines how the current text item will move into place when it is time for it to be displayed.

**Font**

The Font area of the dialog box lets you specify the font name and style for the text in the applet.

**OK**

Click the OK button to accept the properties that have been set for the scrolling text applet. ViaPage returns to the page window and inserts the applet at the current cursor location.

**Cancel**

Click the CANCEL button to return to the page window without inserting a scrolling text applet.

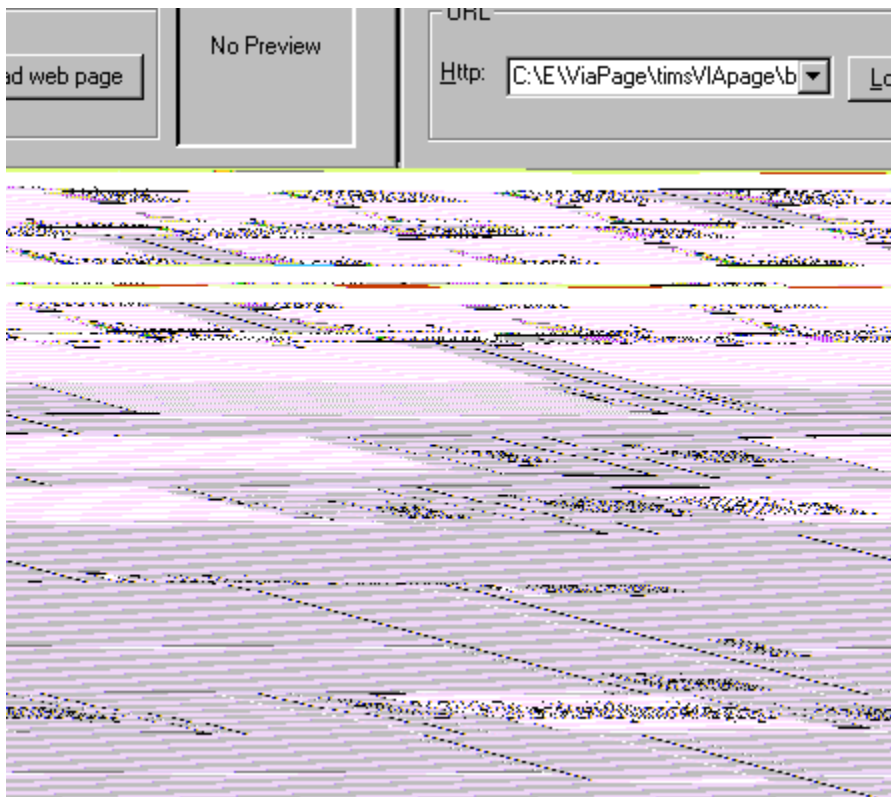
The Select Source command is one of the New Document Tools and is used to specify an existing HTML document as the document that will appear in a certain frame when the frameset (or container) you are creating is opened in a browser.

### Using the Command

When you select the New command to start a new page and choose one of the choices in the Frame tab, the New Document Tools appear to help get you started.



To set an existing HTML document as the content for a frame, click on the SELECT SOURCE button in that frame. The ViaPage Open dialog box appears.



In the LOOK IN box select the location of the file. In the FILE NAME box enter the name of the file you want to open or choose the file from the file area. If the ENABLE PREVIEW option is checked, a preview of the selected page will appear in the box on the right side of the dialog box. Click the OK button when you have entered the necessary information to set the document as the default source for

the current frame. Click the CANCEL button to return to the current frame without setting the source.


Menu: FILE

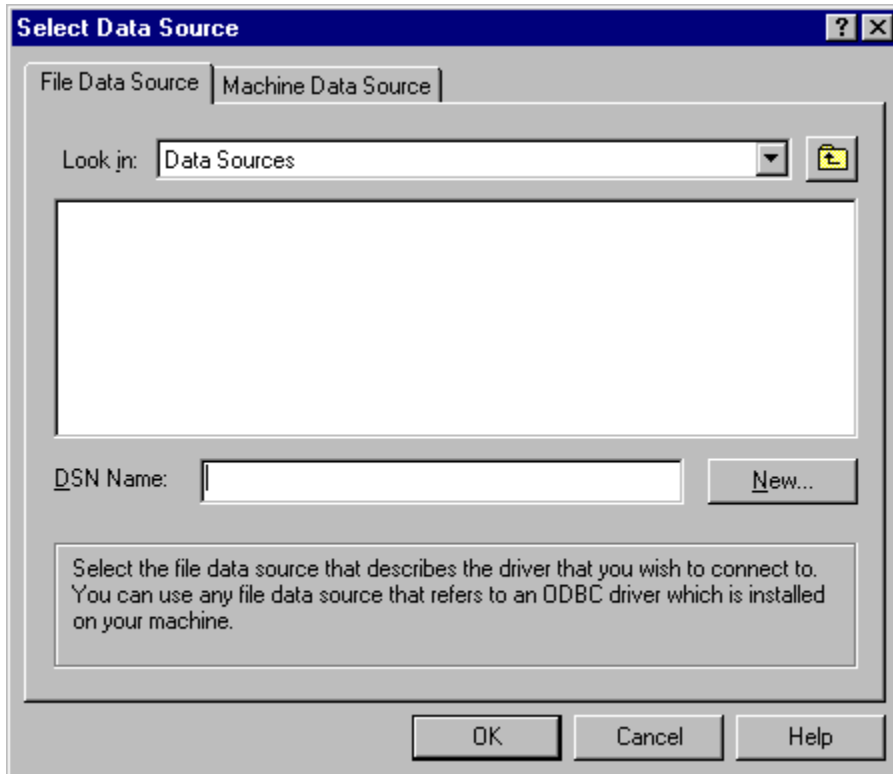
Menu Command: SEND FILE

The Send File command is a Windows function that lets you send the current page through the application you use for electronic mail and fax functions. For more information, please refer to your Windows documentation.



Menu: INSERT  
Submenu: COMPONENTS  
Menu Command: SERVER DATABASE

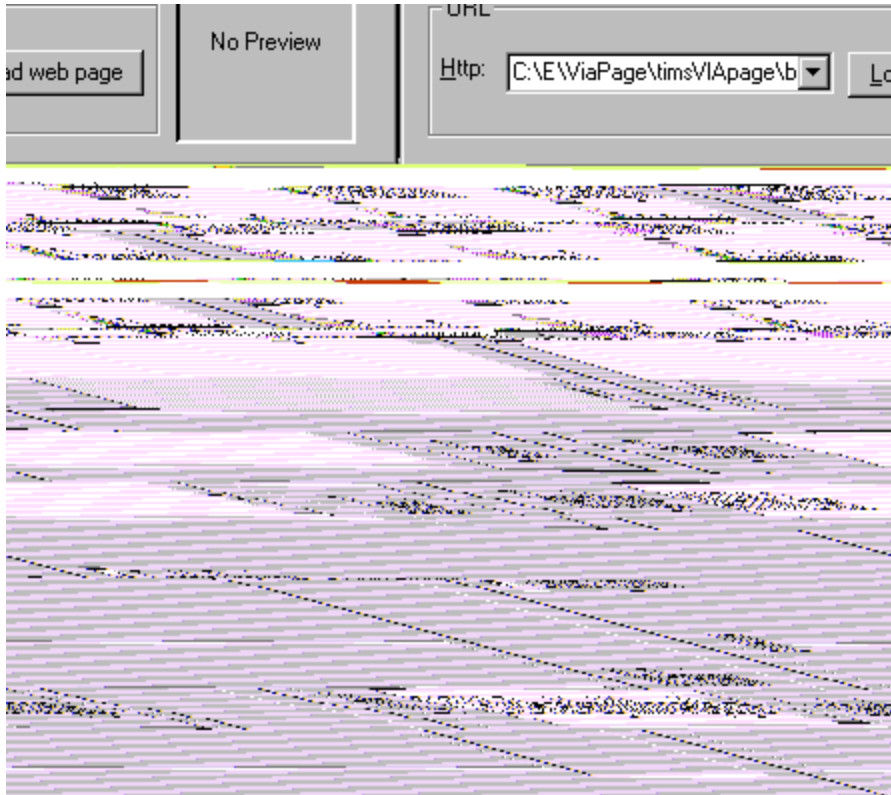
Toolbox Icon: 



The Set Frame Source command can be found in the Frame submenu of the context-sensitive menu that pops up anytime you right-click in a frame.

### Using the Command

Right-click in the frame for which you want to set the source. Using the mouse, go to FRAME and then select the SET FRAME SOURCE command. The ViaPage Open dialog box appears.



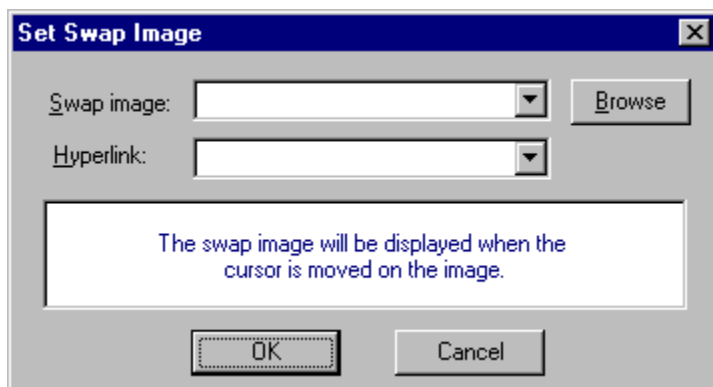
In the LOOK IN box select the location of the file. In the FILE NAME box enter the name of the file you want to open or choose the file from the file area. If the ENABLE PREVIEW option is checked, a preview of the selected page will appear in the box on the right side of the dialog box. Click the OK button when you have entered the necessary information, or click the CANCEL button to return to the current frame.

Menu: EDIT  
Submenu: IMAGE  
Menu Command: SET SWAP IMAGE

The Set Swap Image command makes it possible to set two images to be swapped. This means that while the web page is being viewed in a browser, moving the cursor over the original image will display the swap image.

### Using the Command

Select the image for which you would like to set a swap image by clicking on it with the mouse. Choose the SET SWAP IMAGE command from the IMAGE submenu of the EDIT menu.



In the SWAP IMAGE: box, enter the image to swap with the original or click the BROWSE button to locate the desired image. When the web page is viewed in a browser or placed on the web, the images will be swapped if the cursor passes over the original image.

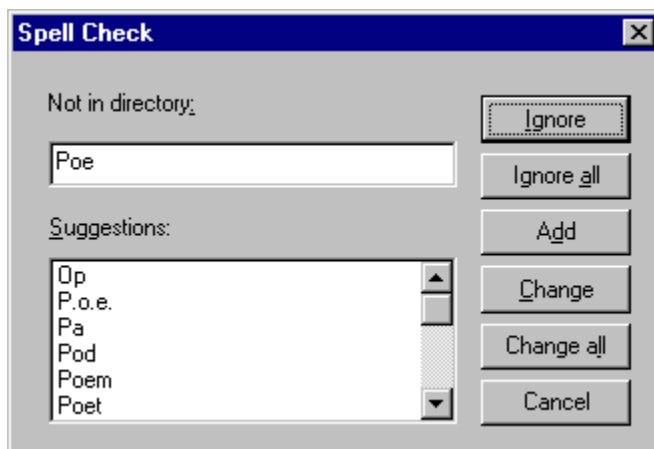
In the HYPERLINK: box, type the path and filename of the file for which the image will be a link.

Menu: TOOLS  
Menu Command: SPELL CHECK

The Spell Check command checks the current page or frame for possible spelling errors and displays suggestions for correcting them.

### Using the Command

If the current page is a frameset, click the mouse in the frame for which you want to perform the spelling check. If the current page is a simple page, you don't need to worry about clicking anywhere. Select the SPELL CHECK command from the TOOLS menu. ViaPage performs a spelling check. If incorrectly or questionably spelled words are found, the Spell Check dialog box appears.



### Not in Dictionary

This is the word ViaPage found questionable.

### Suggestions

This is a list of replacements for the word ViaPage found questionable.

### Ignore

Click this button to ignore the questionable word and continue the spelling check.

### Ignore All

Click this button to ignore all instances of the questionable word and continue the spelling check.

### Add

Click this button to add the questionable word to the ViaPage dictionary.

### Change

Click this button to replace the word ViaPage found questionable with the selected word in the Suggestions list. If the word you wish to use as a replacement is not listed in the Suggestions list, type the word in the Not in Dictionary field and then click the Change button.

### Change All

Click this button to replace all instances of the word ViaPage found questionable with the selected word in the Suggestions list. If the word you wish to use as a replacement is not listed in the Suggestions list, type the word in the Not in Dictionary field and then click the Change All button.

**Cancel**

Click this button to stop looking for misspelled words and close the Spell Check dialog.

Menu: FRAME

Menu Command: SPLIT FRAME HORIZONTALLY

The Split Frame Horizontally command divides the current frame in half horizontally.

### **Using the Command**

Place the cursor in the frame to be split. Choose the SPLIT FRAME HORIZONTALLY command from the FRAME menu. The frame is automatically split horizontally into two separate frames.

Menu: FRAME

Menu Command: SPLIT FRAME VERTICALLY

The Split Frame Vertically command divides the current frame in half vertically.

### **Using the Command**

Place the cursor in the frame to be split. Choose the SPLIT FRAME VERTICALLY command from the FRAME menu. The frame is automatically split vertically into two separate frames.

Menu: TABLE

Menu Command: SPLIT INTO COLUMNS

The Split Into Columns command divides the current cell of a table in half vertically.

### **Using the Command**

Place the cursor in the cell to be split. Choose the SPLIT INTO COLUMNS command from the TABLE menu. The cell is automatically split vertically into two separate cells.

***See Also: Add Column After Command, Add Column Before Command, Add Row After Command, Add Row Before Command, Delete Column Command, Delete Row Command, Insert Table Command, Merge Cells Command, Split Into Rows Command***



Menu: TABLE

Menu Command: SPLIT INTO ROWS


The Split Into Rows command divides the current cell of a table in half horizontally.

### **Using the Command**

Place the cursor in the cell to be split. Choose the SPLIT INTO ROWS command from the TABLE menu. The cell is automatically split horizontally into two separate cells.

***See Also: Add Column After Command, Add Column Before Command, Add Row After Command, Add Row Before Command, Delete Column Command, Delete Row Command, Insert Table Command, Merge Cells Command, Split Into Columns Command***

Menu: INSERT  
Submenu: COMPONENTS  
Menu Command: STATUS BAR CLOCK

Toolbox Icon: 

The Status Bar Clock command inserts a clock that will be displayed in the status bar when the current page is opened in a browser.

### Using the Command

Select the STATUS BAR CLOCK command from the COMPONENTS submenu of the INSERT menu.

A clock will be displayed in the status bar of a browser when this page is opened.

**Note:** The appearance of the clock depends on the browser in which the page is viewed. Not all browsers support this type of clock.

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Wed Jun 09 12:10:00 Central Daylight Time 1999

Menu:               FORMAT

Submenu:           PARAGRAPH

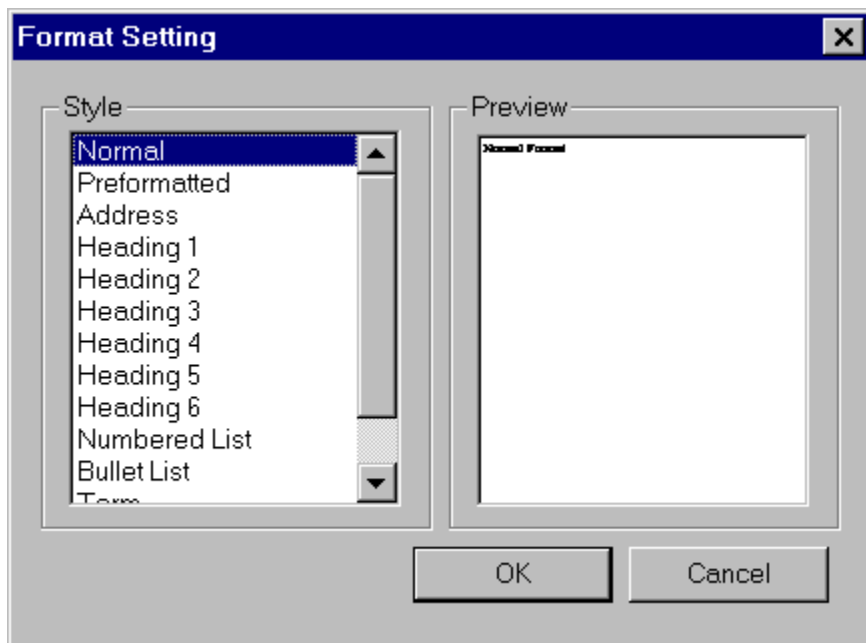
Menu Command:     STYLE

Toolbox Icon:      

The Style command changes the style for the current paragraph.

### Using the Command

Place the cursor in the paragraph for which you want to change the style. Select the style command from the paragraph submenu of the format menu. The Format Setting dialog box appears.



Select the new style for the current paragraph from the STYLE area of the dialog box. Click the OK button to return to the page window and apply the selected style to the current paragraph.

If you decide not to change the style of the current paragraph, the Cancel button will return you to the page window without making any changes.

**See Also:** [Text Command](#)

Menu: INSERT  
Submenu: FORM  
Menu Command: SUBMIT BUTTON

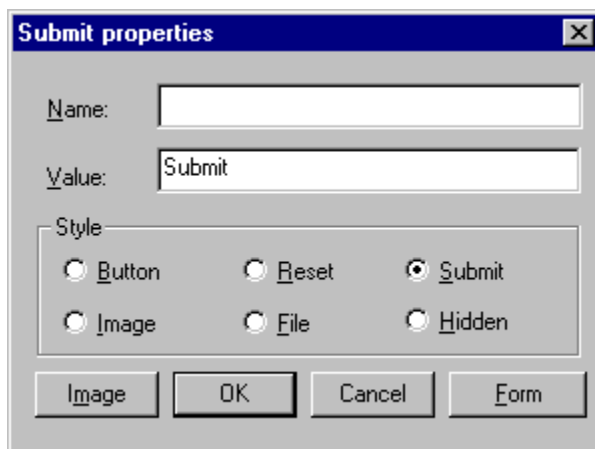
Toolbox Icon: 

The Submit Button command lets you insert a submit button into a form. This command will also automatically start a new form if the cursor has not been placed in a form area.

### Using the Command

Place the cursor at the location for the submit button. Select the SUBMIT BUTTON command from the FORM submenu of the INSERT menu. A submit button is inserted in the page at the current cursor position.


If the script that will be using the form has already been written, you can easily change the name and value of the submit button, so it will be recognized by the form. To change the name and/or value of the submit button, right-click on the submit button, and select the SUBMIT PROPERTIES command from the context-sensitive menu. The Submit Properties dialog box appears.



The image shows a dialog box titled "Submit properties" with a close button (X) in the top right corner. It contains two text input fields: "Name:" (empty) and "Value:" (containing "Submit"). Below these is a "Style" section with six radio button options: "Button", "Reset", "Submit" (which is selected), "Image", "File", and "Hidden". At the bottom of the dialog are four buttons: "Image", "OK", "Cancel", and "Form".

The Submit Properties dialog lets you specify the name and value for the submit button and change the submit button style. You may also obtain the properties for the form that contains the submit button by clicking on the Form button.

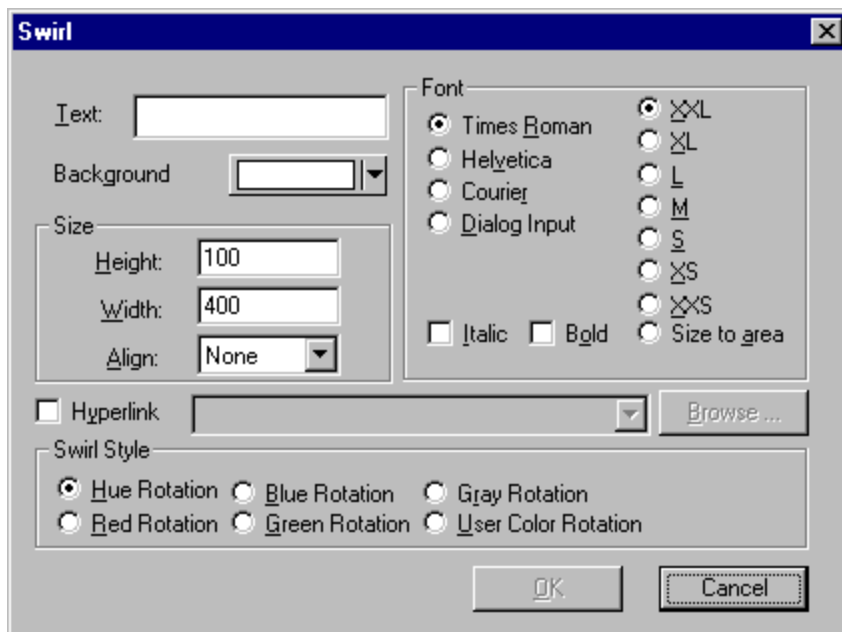
Menu: INSERT  
Submenu: COMPONENTS  
Menu Command: SWIRL TEXT

Toolbox Icon: 

The Swirl Text command inserts a swirling text applet into the web page. The resulting applet will gradually change the color of the text in a continuous cycle.

### Using the Command

Place the cursor at the location for the swirling text. Select the SWIRL TEXT command from the COMPONENTS submenu of the INSERT menu. The Swirl dialog box appears.



### Text

Type the text for the swirl text applet in the text field.

### Background

The Background option lets you change the background color for the applet. Click the BACKGROUND button to open the color pallet. Click on the color for the background.

### Size

#### Width

The Width option specifies how wide the applet will appear on the page. The value for the width is measured in pixels.

#### Height

The Height option specifies how tall the applet will appear on the page. The value for the height is measured in pixels.

### **Align**

The Align option lets you align the text on the same line as the applet using the bottom, middle, or top. The applet may also be set so that it is aligned with the left or right side of the page.

### **Font**

The Font area of the dialog box lets you specify the font name, size, and style for the text in the applet.

### **Hyperlink**

When the Hyperlink checkbox is checked, a hyperlink may be specified for the swirl text applet. Type the path and filename, select the filename from the list of recent links, or click the Browse button to the right of the Hyperlink list box to browse for the file to be linked to the applet.

### **Swirl Style**

Select the type of color rotation for the swirl text from this area


### **OK**

Click the OK button to accept the properties that have been set for the swirl text applet. ViaPage returns to the page window and inserts the applet at the current cursor location.

### **Cancel**

Click the CANCEL button to return to the page window without inserting a swirl text applet.

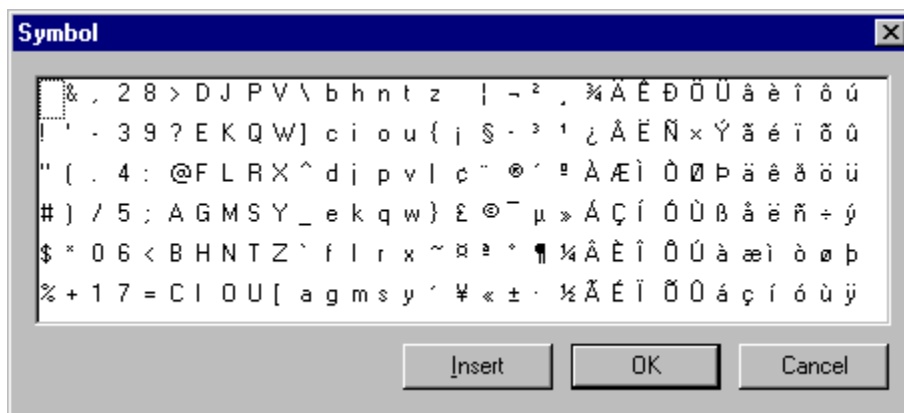
Menu: INSERT  
Menu Command: SYMBOL

Toolbox Icon: 

The Symbol command inserts symbols and special characters into the text of a web page.

### Using the Command

With the cursor at the point on the page where the symbol is to be inserted, select the SYMBOL command.



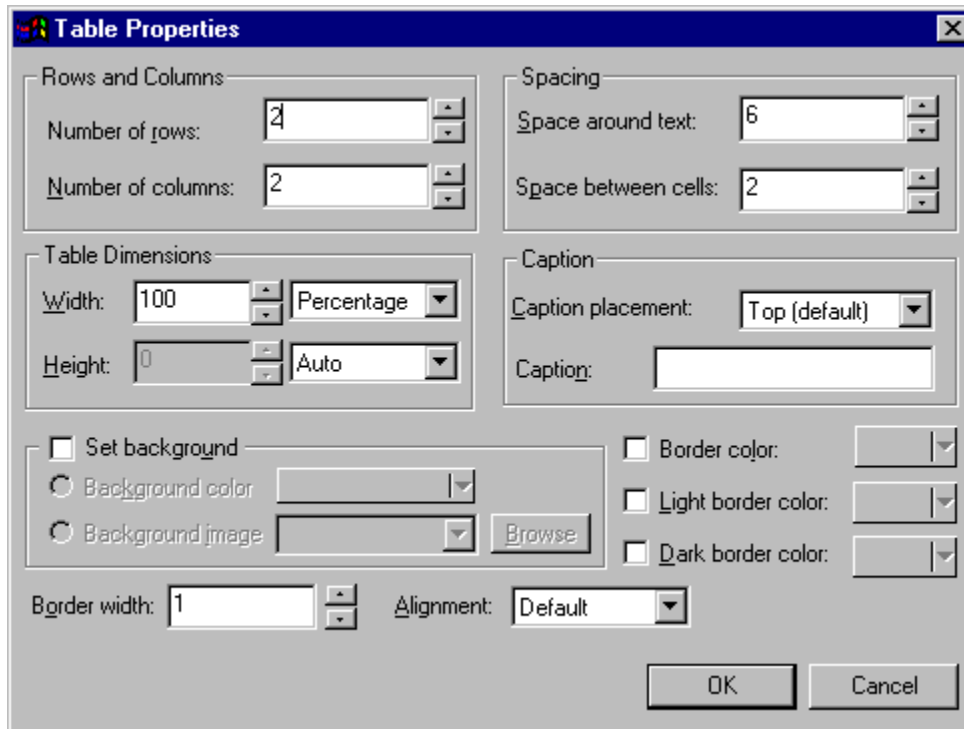
In the Symbol dialog box, click to highlight the symbol to be inserted. Click the INSERT button and then the OK button. The symbol will be inserted in the page at the current location of the cursor. Clicking the Cancel button will return you to your page without inserting a symbol.

Menu: TABLE  
Menu Command: TABLE PROPERTIES

The Table Properties command displays and lets you change properties of the selected table.

### Using the Command

Click on or in the table for which you want to display the properties. Select the TABLE PROPERTIES command from the TABLE menu. The Table Properties dialog box appears.



### Row and Columns

The row and columns area displays the number of rows and columns in the currently selected table. For details on adding rows and columns see the Add Column After, Add Column Before, Add Row After, and Add Row Before command entries. For details on deleting rows and columns see the Delete Column and Delete Row command entries.

### Spacing

#### Space Around Text

Determines the number of pixels of space that appear between the text and the cell borders for all cells in the table.

#### Space Between Cells

Determines the number of pixels of space that appear between the sets of cell borders for the table.

### Table Dimensions



### **Width**

Depending on what is selected in the list box to the right of the Width field, the width of the table may be determined automatically or specified by a percentage of the screen width or number of pixels.

### **Height**

Depending on what is selected in the list box to the right of the Height field, the height of the table may be determined automatically or specified by a number of pixels.

## **Caption**

### **Caption Placement**

The caption for a table may be placed at the top or bottom of the table depending on what is selected for this option.

### **Caption**

Sets the text for the table caption. If this field is left blank, a caption is simply not displayed.

## **Set Background**

Click on this option with the mouse to place or remove the check. If a check appears beside this option, the Background Color or Background Image option (not both) may be selected.

### **Background Color**

To set a background color for the table, click the BACKGROUND COLOR option and then click on the COLOR button.

Click on the desired color in the color pallet that appears. The current color is changed to the selected color.



To choose from more colors click the MORE button in the color palette. See the Color Command for details on setting custom colors.

### **Background Image**

To set a background image for the table, click the BACKGROUND IMAGE option. Type the path and filename, select the filename from the list of recently used image files, or click the Browse button to the right of the Background Image list box to browse for the image to be inserted as the background.

## **Border Color**

Sets the border color for all of the cells in the table. To set a border color for the table's cells, click the BORDER COLOR option and then click on the COLOR button. See the BACKGROUND COLOR description above for details on setting color.

**Note:** If both the Light Border Color and Dark Border Color options are enabled, the Border Color option can be set, but the Border Color will not be visible except in those browsers that do not support light and dark border colors for tables.

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### **Light Border Color**

Sets the top and left border color for the table. To set a border color for the table's top and left borders, click the LIGHT BORDER COLOR option and then click on the COLOR button. See the BACKGROUND COLOR description above for details on setting color.

### **Dark Border Color**

Sets the bottom and right border color for the table. To set a border color for the table's bottom and right borders, click the DARK BORDER COLOR option and then click on the COLOR button. See the BACKGROUND COLOR description above for details on setting color.

### **Border Width**

Determines the width of the outside table borders in pixels.

### **Alignment**

Determines whether the table is aligned left or right.

### **OK**


Click the OK button to accept the properties that have been set for the table. ViaPage returns to the page window and applies the new properties to the table.

### **Cancel**

Click the CANCEL button to return to the page window without changing the table properties.

Menu:                   FORMAT

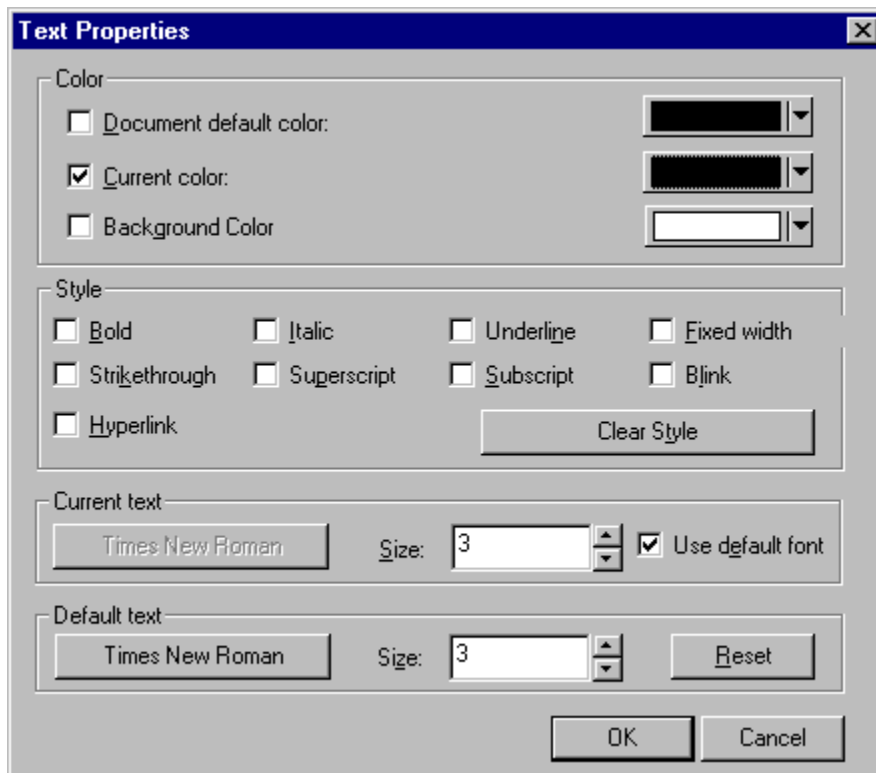
Menu Command:       TEXT

Toolbox Icon:         

The Text command sets several of the text properties.

### Using the Command


Select the text for which you want to change the properties. Select the TEXT command from the FORMAT menu. The Text Properties dialog box appears.



Select the desired font, size, color, and various styles for the text on the page. Set the Default Text and Default Color for browsers that may not support the Current Text and Current Color options selected.

**See Also:** [Style Command](#)

Menu: INSERT  
Submenu: FORM  
Menu Command: TEXT AREA

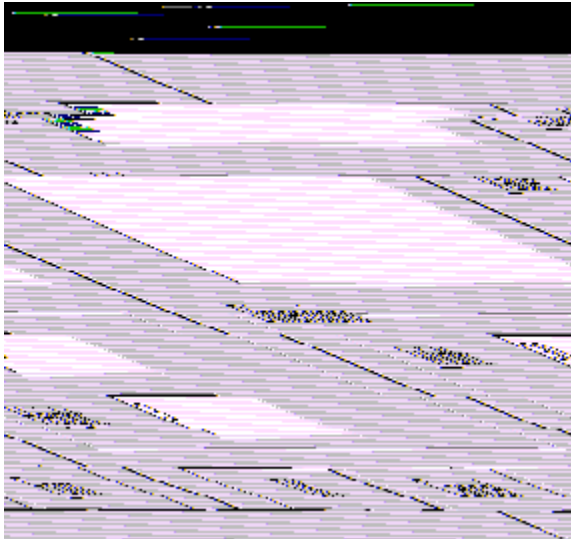
Toolbox Icon: 

The Text Area command inserts a text area which will hold more text than a text field. This command will also automatically start a new form if the cursor has not been placed in a form area.

### Using the Command

Place the cursor at the location for the text area. Select the TEXT AREA command from the FORM submenu of the INSERT menu. A text area is inserted in the page at the current cursor position. The text area is automatically assigned a name.


If the script that will be using the form has already been written, you can easily change the name and value of the text area so it will be recognized by the form. To change the name and/or value of the text area, right-click on the text area, and select the TEXT AREA PROPERTIES command from the context-sensitive menu. The Text Area Properties dialog box appears.



The Text Area Properties dialog lets you specify the name, value, and dimensions for the text area.

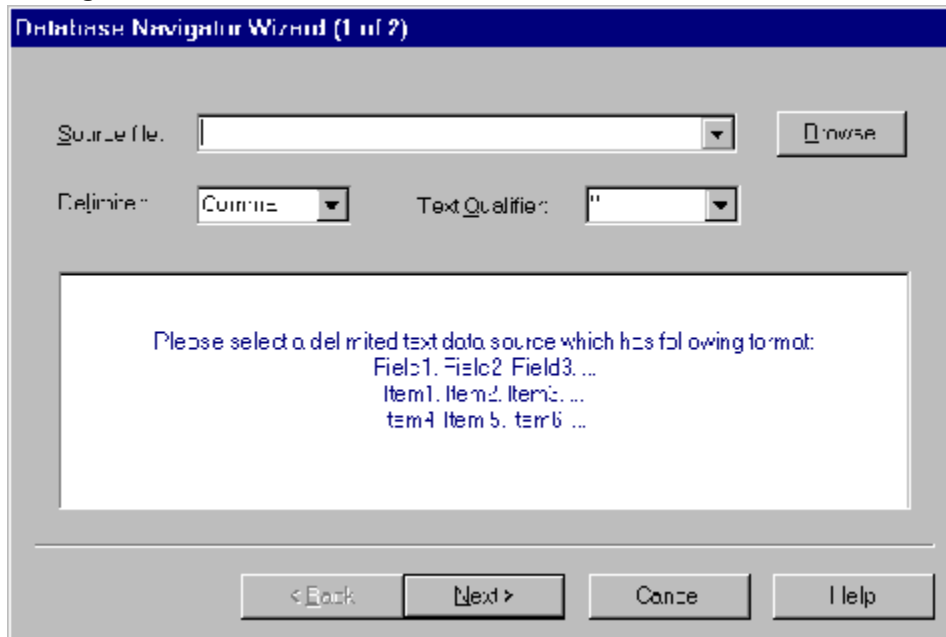
The size of the text area may be changed by entering the values for the height and width of the text area in the Height and Width fields. You may also obtain the properties for the form that contains the text area by clicking on the Form button.

Menu: INSERT  
Submenu: COMPONENTS  
Menu Command: TEXT DATABASE


Toolbox Icon: 

The Text Database command

### Using the Command



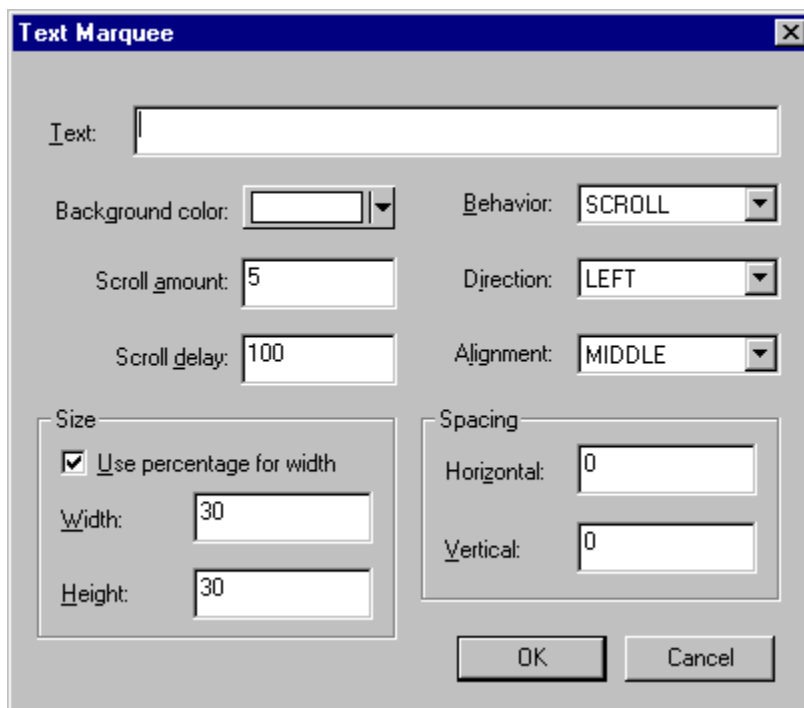
Menu: INSERT  
Menu Command: TEXT MARQUEE

Toolbox Icon: 

The Text Marquee command creates a line of text that scrolls across the designated area of the page.

### Using the Command

Position the cursor at the location on the page where the marquee is to be inserted. Choose the TEXT MARQUEE command from the INSERT menu. The Text Marquee dialog box appears.



#### Text

Type the text for the text marquee in the text field.

#### Background Color

The Background Color option lets you change the background color for the text marquee. Click the BACKGROUND button to open the color pallet. Click on the color for the background.

#### Scroll Amount

This value determines the distance the text moves (in pixels) per movement.

#### Scroll Delay

This value determines the amount of time that will pass (in 1/1000 of a second increments) between text movements. The default value is 1/10 second.

**Behavior**

The Scroll option causes the text to move from outside of the marquee area, across the marquee area, to the outside of the marquee area on the opposite side; the movement then repeats. The Slide option causes the text to move from outside of the marquee area, across the marquee area, and stop inside of the marquee area on the opposite side. The Alternate option caused the text to “bounce” from side-to-side in the marquee area.

**Direction**

This option determines the direction the text moves when Scroll or Slide is selected for the Behavior option.

**Alignment**

The Alignment option lets you align the text on the same line as the text marquee using the bottom, middle, or top.

**Size****Use Percentage for Width**

If this option is checked, the value entered in the Width option determines the percentage of the overall page width that the text marquee will occupy. If this option is not checked, the value entered in the Width option determines the width of the text marquee in pixels.

**Width**

Depending on whether or not the Use Percentage for Width option is checked, the width of the text marquee may be specified by a percentage of the screen width or number of pixels.

**Height**

The Height option specifies how tall the text marquee will appear on the page. The value for the height is measured in pixels.

**Spacing****Horizontal**

The Horizontal option determines the number of pixels of space that appear between the sides of the text marquee and any surrounding page elements.

**Vertical**

The Vertical option determines the number of pixels of space that appear between the text marquee and any page elements above and below it.

**OK**

Click the OK button to return to the page window and insert the text marquee.

**Cancel**

Click the CANCEL button to return to the page window without inserting a text marquee.

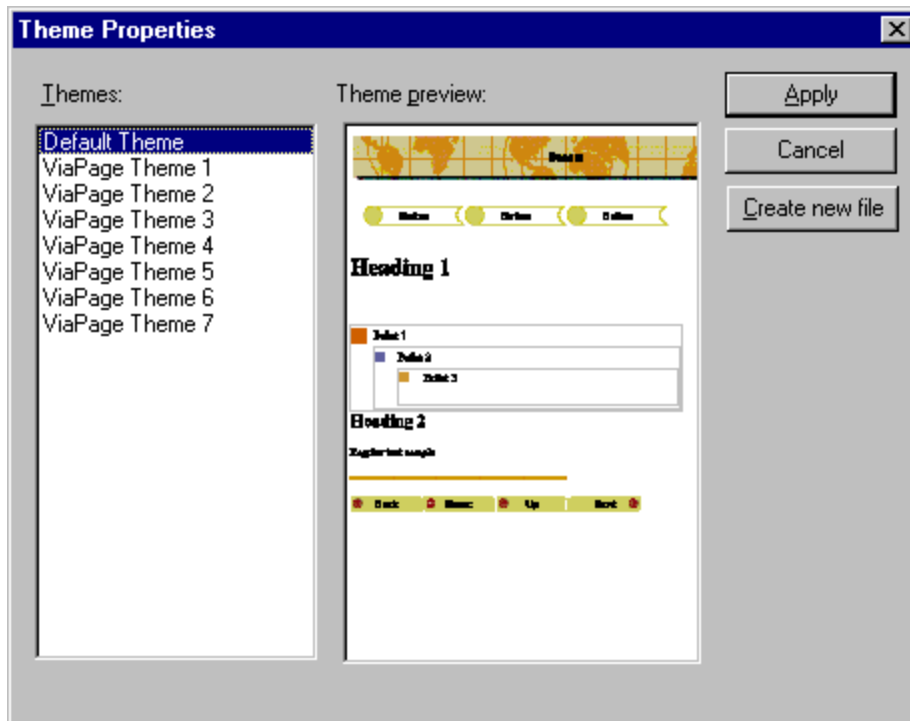
Menu:                   FORMAT

Menu Command:       THEME

The Theme command lets you select a theme for the current document or start a new document using the selected theme.

### Using the Command

Select the theme command from the format menu. The Theme Properties dialog box appears.



### Themes

This is a list of the available themes. Select one of the themes by clicking on the theme name.

### Theme Preview

This area shows a preview of the theme currently selected in the Themes area.

### Cancel

Click this button to return to the current page without applying a theme.

### Create New File

Click this button to start a new page and apply the current theme to it.

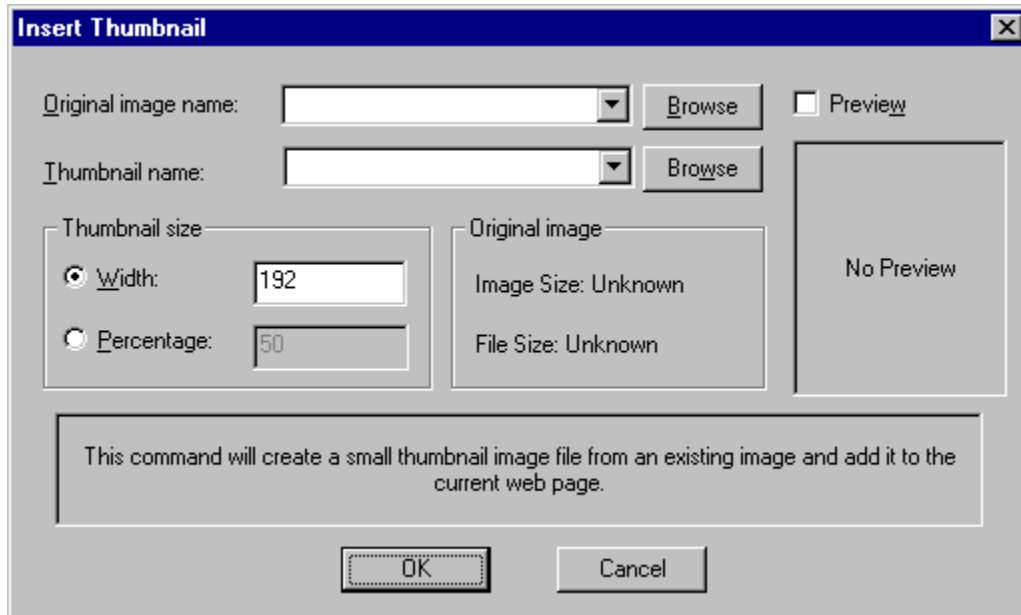


Menu: INSERT  
Menu Command: THUMBNAIL

The Thumbnail command inserts a thumbnail image into the page.

### Using the Command

Choose the THUMBNAIL command from the INSERT menu. The Insert Thumbnail dialog box appears.



#### Original Image Name

Type the path and filename, select the filename from the list of recently used image files, or click the Browse button to the right of the File list box to browse for the file you want the thumbnail to be based on.

#### Thumbnail Name

The Thumbnail Name option determines the name and location of the new file that will be created for the thumbnail image. Type the path and filename, select the filename from the list of recently used image files, or type the filename and click the Browse button to browse for the location for the file.

#### Preview

When the Preview checkbox is checked, a preview of the currently selected image is displayed. Click on the Preview checkbox to check or uncheck this option.

#### Thumbnail Size

##### Width

When this option is selected, the thumbnail size is determined by the width of the image in pixels. The height of the image is determined by the aspect ratio of the original image and the new width.

##### Percentage

When this option is selected, the thumbnail size is determined by a percentage of the original image size.

**OK**

Click the OK button to return to the page window and insert the thumbnail image.

**Cancel**

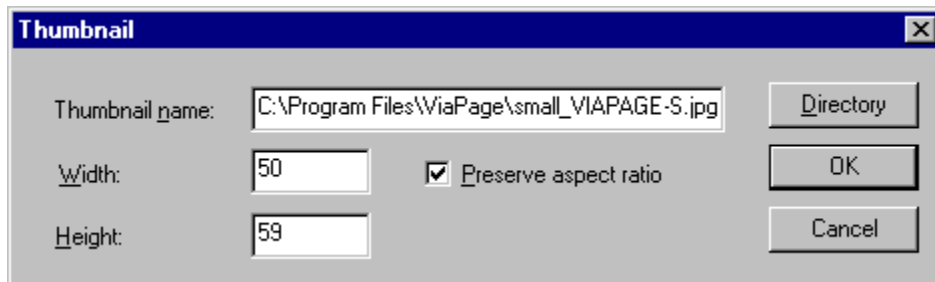
Click the CANCEL button to return to the page window without inserting a thumbnail image.

Menu: EDIT  
Submenu: IMAGE  
Menu Command: THUMBNAIL ON IMAGE

The Thumbnail on Image command is used to create a thumbnail of an image in your web page.


### Using the Command

Click on an image to select it. Choose the THUMBNAIL ON IMAGE command from the IMAGE submenu of the EDIT menu.



Change the Thumbnail Name or Directory if desired. The height and width of the thumbnail can also be changed. If the Preserve Aspect Ratio option is checked and you change the Width or Height option, ViaPage will figure the percentage of the width or height of the original image that the new value represents and change the other option to the same percentage automatically. Click OK. ViaPage creates a thumbnail of the image and inserts it into the page where the original image had been located. When the page has been saved and is viewed in a browser, clicking on the thumbnail will open the larger, original image for viewers to see.

Menu: TOOLS  
Menu Command: THUMBNAIL WIZARD

Toolbox Icon: 

The Thumbnail Wizard command automatically creates small preview images (thumbnails) of specified images. The Thumbnail Wizard can optionally insert the thumbnails in a table in the current document, and define each of the thumbnail images as a link to the original, full-sized image.

### Using the Command

Place the cursor in the document window where you want the table of thumbnail images to appear. Choose the THUMBNAIL WIZARD command from the TOOLS menu. The first Thumbnail Wizard dialog box appears.

### Thumbnail Size

In the THUMBNAIL SIZE area, click on WIDTH or PERCENTAGE to specify how you want to determine the size of the resulting thumbnails. Depending on whether you selected Width or Percentage enter the width in pixels in the WIDTH box or the percentage of the original size the thumbnails will be in the PERCENTAGE box.

### Thumbnail Prefix

Enter the prefix for the thumbnail names in the THUMBNAIL PREFIX box. This prefix will be appended to the original filename for the corresponding thumbnail name.

Click the NEXT button when you are ready to move on to the next dialog box. The second Thumbnail Wizard dialog box appears.

### File Name

Enter the path and filename for the file for which you want a thumbnail to be created or navigate to the file using the area below this option. Once the name of the file has been typed/selected, add the file to Thumbnail Images list by clicking on the single arrowhead button.

To add an entire directory to the list of thumbnails to be created, type/select the path and directory name and then click the double arrowhead button. All of the images in the specified directory will have thumbnails created by the Thumbnail Wizard.

### Thumbnail Images

This list displays the thumbnail files (and their paths) that will be created by the Thumbnail Wizard.

### Preview

When the Preview checkbox is checked, a preview of the currently selected image is displayed. Click on the Preview checkbox to check or uncheck this option.



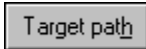
Click this button to move the selected thumbnail up in the Thumbnail Images list.



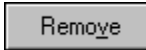
Click this button to move the selected thumbnail down in the Thumbnail Images list.



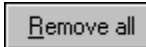
Click this button to rename the selected thumbnail.



Click this button to change the location where the selected thumbnail will be saved.



Click this button to remove the selected thumbnail from the Thumbnail Images list.



Click this button to remove all of the thumbnails from the Thumbnail Images list.

Click the NEXT button when you are ready to move on to the next dialog box. The third Thumbnail Wizard dialog box appears.

### **Create Table**

Determines whether or not a table containing the thumbnail images will be inserted in the current document. If this option is not checked, the thumbnails will be created and stored according to the options in the previous dialog box, but they will not be displayed in the current page.

### **Columns**

If the Create Table option is checked, this option determines the number of columns the table will have.

### **Overwrite Existing Thumbnail**

If this option is checked, you will not be prompted if existing files in the specified location have the same name as thumbnail files that are being created. The existing files will be overwritten.

Click the FINISH button to create the thumbnails of the images you selected. If you selected the Create Table option, the new thumbnails will be inserted in the current document.

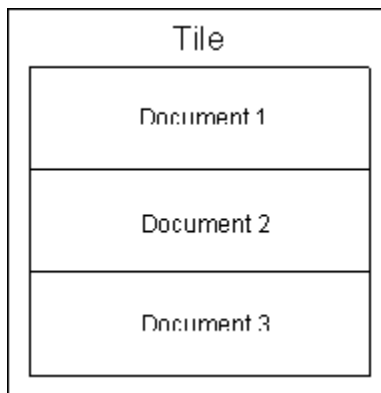
Menu: WINDOW

Menu Command: TILE

The Tile command organizes your open windows by arranging them horizontally across the screen. Each window takes up the same amount of space on the screen.

### Using the Command

Select the TILE command from the WINDOW menu. The open document windows are stacked on top of each other.



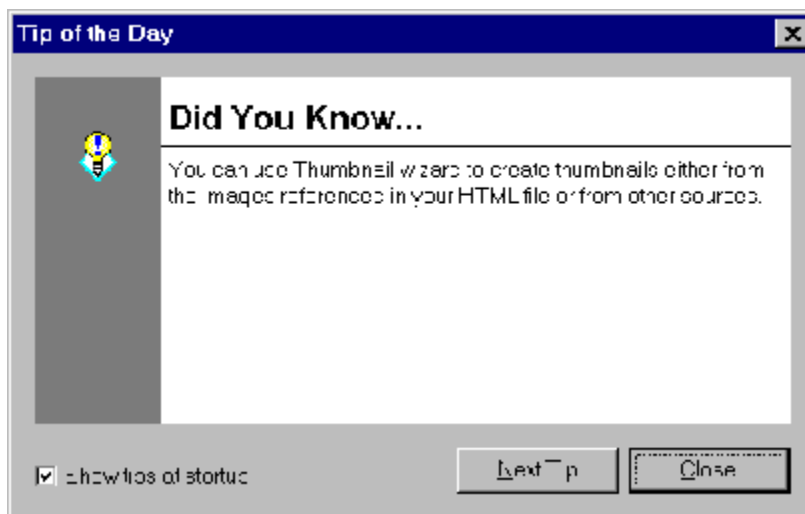
Menu: HELP

Menu Command: TIP OF THE DAY

The Tip of the Day command opens the Tip of the Day dialog box. In this dialog box, tips can be viewed and the Show Tips at Startup option can be enabled or disabled.

### Using the Command

Choose the TIP OF THE DAY command from the HELP menu. The Tip of the Day dialog box appears with a tip that will help you work with ViaPage more efficiently. To view another tip click on the NEXT TIP button. Click the CLOSE button to close the Tip of the Day and return to ViaPage.



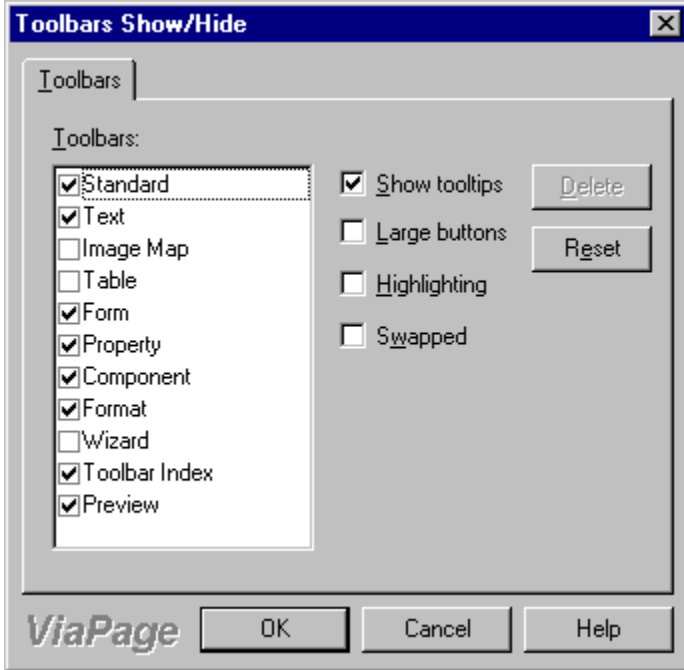
If the Show Tips at Startup option is checked, the Tip of the Day dialog box will appear when you start ViaPage. To disable this option, uncheck the Show Tips at Startup option by clicking on the check box.

Menu: VIEW  
Menu Command: TOOLBARS

The Toolbars command shows or hides the toolbars on the ViaPage screen.

### Using the Command

Click on the TOOLBARS command in the VIEW menu. The Toolbars Show/Hide dialog box appears.



If there is a check beside the toolbar name, that ViaPage toolbar is visible on the screen. If there is not a check beside the toolbar name, that ViaPage toolbar is not visible on the screen. Click the checkbox to the left of a toolbar name to place or remove the check and make that toolbar visible or invisible.

**Note:** The toolbars may also be made visible or hidden by clicking on the icon for the toolbar in the Toolbar Index toolbar.



### Show Tooltips

When this option is enabled (checked) and the mouse cursor is held over a tool button for a moment, the name of the tool will be displayed next to the tool button and a description of the tool's function will be displayed in the Status Bar.

### Large Buttons

When this option is enabled (checked), ViaPage displays large buttons.

### Highlighting

When this option is enabled (checked), buttons will become highlighted when they are enabled



(depressed) or the cursor is placed over them.

**Swapped**

When this option is enabled (checked), ViaPage uses alternative colors for the tool buttons.

**Delete**

When a custom toolbar has been created using the Customize Toolbar command, that toolbar can be deleted by selecting the toolbar name from the Toolbars area and clicking the Delete button.

**Reset**

Returns all of the ViaPage toolbars to their default locations and visibility status.

**OK**

Click the OK button to accept the settings and return to the page window.

**Cancel**

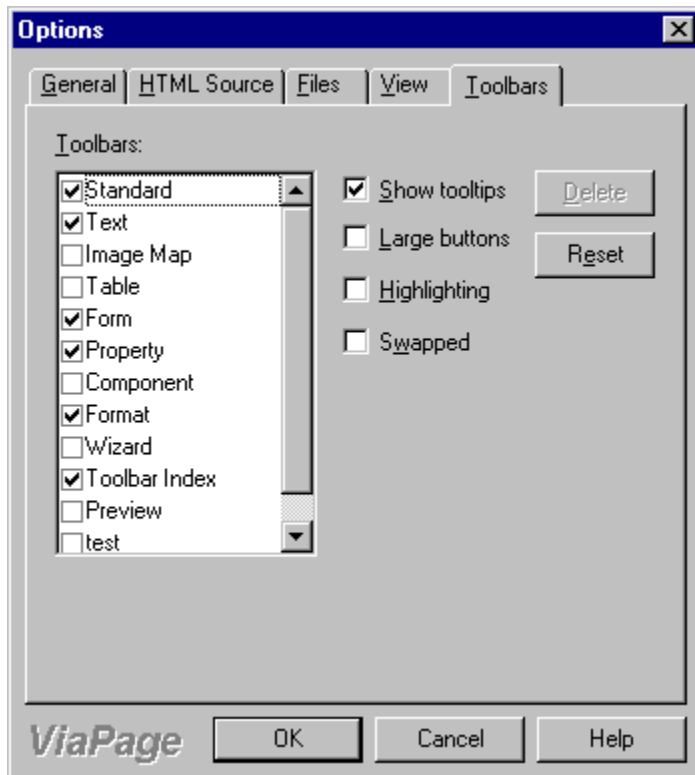
Click the CANCEL button to return to the page window without making any changes.

Menu: TOOLS  
Menu Command: OPTIONS

In the Toolbars Options folder, you can make toolbars visible/hidden, reset the toolbars to their default locations, delete custom toolbars, and set options for toolbar button appearance.

### Using the Command

Choose the OPTIONS command from the TOOLS menu, and then click the TOOLBARS tab to bring up the Toolbars folder.



If there is a check beside the toolbar name, that ViaPage toolbar is visible on the screen. If there is not a check beside the toolbar name, that ViaPage toolbar is not visible on the screen. Click the checkbox to the left of a toolbar name to place or remove the check and make that toolbar visible or invisible.

### Show Tooltips

When this option is enabled (checked) and the mouse cursor is held over a tool button for a moment, the name of the tool will be displayed next to the tool button and a description of the tool's function will be displayed in the Status Bar.

### Large Buttons

When this option is enabled (checked), ViaPage displays large buttons.

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When this option is enabled (checked), buttons will become highlighted when they are enabled (depressed) or the cursor is placed over them.

**Swapped**

When this option is enabled (checked), ViaPage uses alternative colors for the tool buttons.

**Delete**

When a custom toolbar has been created using the Customize Toolbar command, that toolbar can be deleted by selecting the toolbar name from the Toolbars area and clicking the Delete button.

**Reset**


Returns all of the ViaPage toolbars to their default locations and visibility status.

**OK**

Click the OK button to accept the settings and return to the page window.

**Cancel**

Click the CANCEL button to return to the page window without making any changes.

Menu: EDIT  
Menu Command: UNDO  
Shortcut Key: **Ctrl+Z**  
Toolbar Icon: 

The Undo command cancels the most recent action. It can be used repetitively to "back out" of a series of commands, as it is always negating the previous action. You can "back up" to the point where the page was last saved.

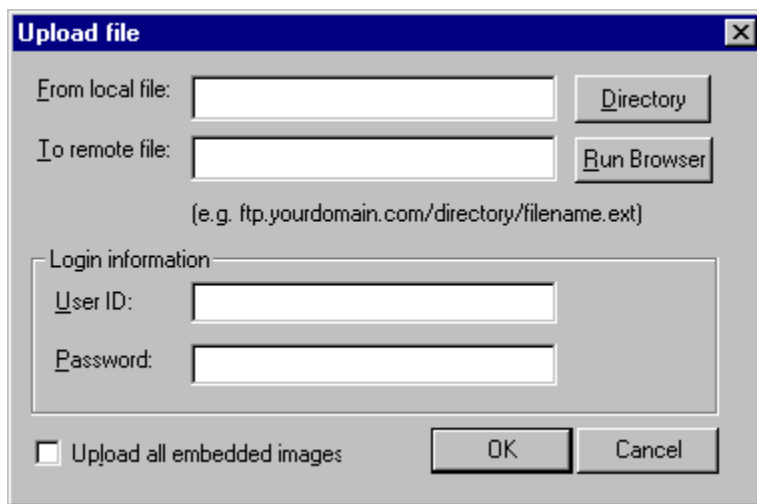
**See Also:** [Redo Command](#)

Menu: FILE  
Submenu: FILE TRANSFERS  
Menu Command: UPLOAD A FILE

The Upload a File command lets you upload (or copy) individual files to a server, so files that you have been working with on your local machine can be incorporated into your web site.

### Using the Command

Select the UPLOAD A FILE command from the FILE TRANSFERS submenu in the FILE menu. The Upload File dialog box appears.



The screenshot shows a dialog box titled "Upload file". It has a blue title bar with a close button (X). The dialog contains the following elements:

- "From local file:" text label followed by an empty text input field and a "Directory" button.
- "To remote file:" text label followed by an empty text input field and a "Run Browser" button.
- An example text below the "To remote file:" field: "(e.g. ftp.yourdomain.com/directory/filename.ext)".
- A "Login information" section containing:
  - "User ID:" text label followed by an empty text input field.
  - "Password:" text label followed by an empty text input field.
- At the bottom left, a checkbox labeled "Upload all embedded images" which is currently unchecked.
- At the bottom right, "OK" and "Cancel" buttons.

### From Local File

Type the path and filename or click the Directory button to browse for the file to be uploaded to the server.

### To Remote File

When you specify the file to be uploaded, the filename is automatically copied to the To Remote File field. Change the filename for the destination file if desired. Type the FTP site and path to your space on the server in front of the filename (e.g., ftp.yourdomain.com/directory/filename.ext).

### Login Information

#### User ID

This tells the FTP server who is logging in for file transfers.

#### Password

Your password proves your identity.

**Note:** Your User ID and Password should be provided by the webmaster of the space or server on which the page will be placed.

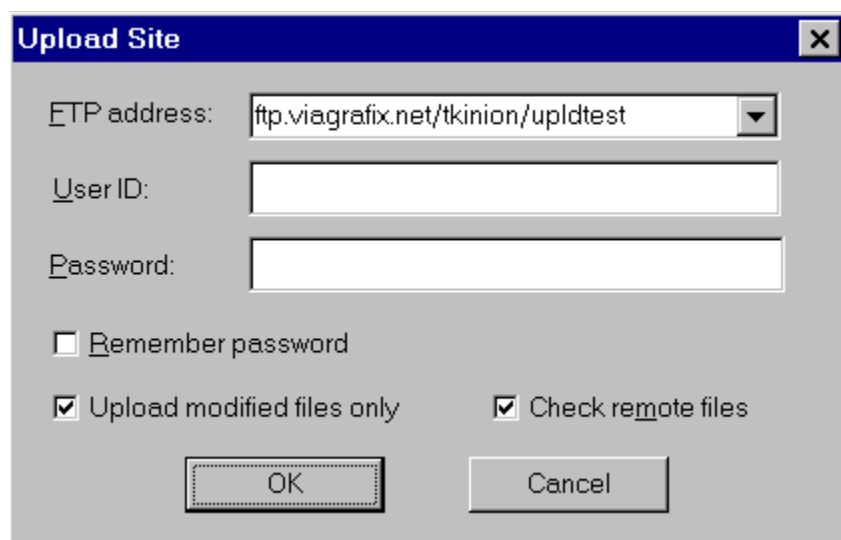
---

Menu: FILE  
Submenu: WEB SITE  
Menu Command: UPLOAD SITE

The Upload Site command is used to place entire sites on the World Wide Web.

### Using the Command

When your site is finished, use the OPEN SITE command in the WEB SITE submenu of the FILE menu to open the site and enable the Upload Site command. Select the UPLOAD SITE command from the WEB SITE submenu of the FILE menu and the UPLOAD SITE dialog box appears.



The screenshot shows a dialog box titled "Upload Site" with a close button in the top right corner. The dialog box contains the following elements:

- FTP address:** A text box containing "ftp.viagrafix.net/tkinion/upldtest" and a dropdown arrow on the right.
- User ID:** An empty text box.
- Password:** An empty text box.
- Remember password**
- Upload modified files only**
- Check remote files**
- OK** button (highlighted with a dashed border)
- Cancel** button

In the FTP ADDRESS: box type the FTP (File Transfer Protocol) address where your site is to be placed. Add your User ID and Password in the appropriate fields. If the REMEMBER PASSWORD option is checked, ViaPage will remember your password, and you will not have to type it in the future when you use this command.

**Note:** All of the information required for this command should be provided by the company which owns the space or server on which the page will be placed.

---

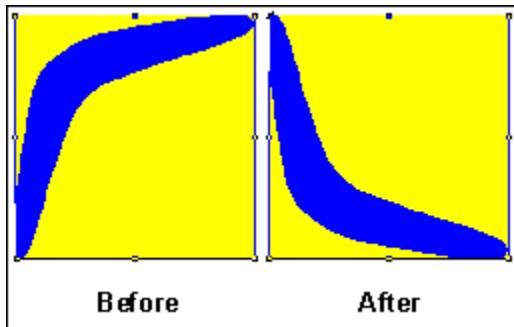
After all the requested information has been given, click OK and the site will be uploaded to the World Wide Web.

Menu: EDIT  
Submenu: IMAGE  
Menu Command: VERTICAL FLIP  
Toolbox Icon: 

The Vertical Flip command flips the selected image vertically.

### Using the Command

Select the image to be flipped by clicking on it with the mouse. Select the VERTICAL FLIP command from the IMAGE submenu of the EDIT menu. The image is inverted so that what was the bottom is now the top and vice versa. If portions of the image were mapped as URL links, those areas are **not** flipped and remain in their locations relative to the image's borders, not the image's appearance.



Menu: HELP

Menu Command: VIAGRAFIX ONLINE

The ViaGrafix Online command opens your default web browser and goes to the ViaGrafix home page.

### **Using the Command**

Select the VIAGRAFIX ONLINE command from the HELP menu. ViaPage directs your default web browser to <http://www.viagrafix.com>.

**Note:** If you use Dial-Up Networking for Internet access, connect to the Internet before you select this command to ensure that it will work correctly.

---



Menu: HELP

Menu Command: VIAPAGE ONLINE

The ViaPage Online command opens your default web browser and goes to the ViaPage home page.

### **Using the Command**

Select the VIAPAGE ONLINE command from the HELP menu. ViaPage directs your default web browser to <http://www.designcad.com/viapage>. Program updates and technical information will be posted on this page as it becomes available.

**Note:** If you use Dial-Up Networking for Internet access, connect to the Internet before you select this command to ensure that it will work correctly.

---

Menu: FRAME

Menu Command: VIEW FRAMESET SOURCE


The View Frameset Source command acts as a toggle between the WYSIWYG view and HTML source for the current frameset.

### **Using the Command**

Select the VIEW FRAMESET SOURCE command from the FRAME menu. The HTML source for the current frameset is made visible, allowing you to see all of the tags and make any desired changes.

Select the VIEW FRAMESET PAGE command that replaced the View Frameset Source command in the VIEW menu. The WYSIWYG view for the current frameset is again made visible, and already reflects any new source edits.

Menu: VIEW  
Menu Command: VIEW HTML SOURCE/PAGE  
Shortcut Key: **Ctrl + E**

Toolbar Icon: 

The View HTML Source/Page command acts as a toggle between the WYSIWYG view and HTML source for the current page or frame.

### Using the Command

Select the VIEW HTML SOURCE command from the VIEW menu. The HTML source for the current page or frame is made visible, allowing you to see all of the tags and make any desired changes. While in source mode, not only are the tags and values that ViaPage has created while you were in the WYSIWYG window color-coded and indented, but the code you insert in the source is automatically color-coded as you type it.

**Hint:** If you have a frameset open and a frame other than the desired one changes to source when you select the View HTML Source command, click in the desired frame with the mouse and then select the VIEW HTML SOURCE command again.

---

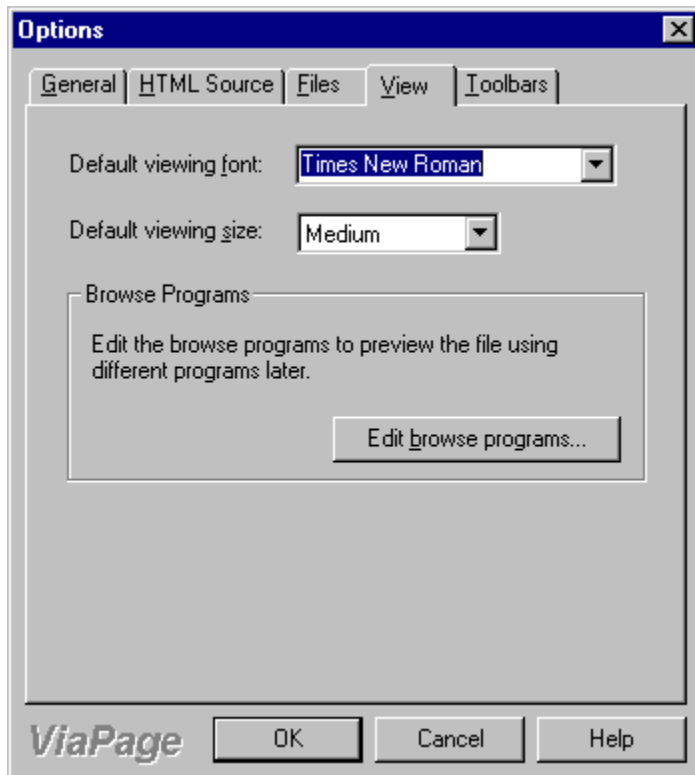
Select the VIEW PAGE command that replaced the View HTML Source command in the VIEW menu when you switched to source mode. The WYSIWYG view for the current page is again made visible, and already reflects any new source edits.

Menu: TOOLS  
Menu Command: OPTIONS

In the View Options folder, you can change the default viewing font and text size and change the programs that are available from the Browser toolbar.

### Using the Command

Choose the OPTIONS command from the TOOLS menu, and then click the VIEW tab to bring up the View folder.



### Default Viewing Font

Determines which font will be used to display text in Page Mode in ViaPage. This option does not affect the font for text when the page is previewed or opened in a browser.

### Default Viewing Size

Determines which font size will be used to display text in Page Mode in ViaPage. This option does not affect the font size for text when the page is previewed or opened in a browser.

### Edit Browse Programs

Click the EDIT BROWSE PROGRAMS button to change the programs that are available in the Preview toolbar. The Browse Programs dialog box appears.



To add a program to the Preview toolbar, click on the INSERT button. The Open dialog box appears.



Browse to the location of the browser you want to add to the Preview toolbar and click on the executable file (\*.exe) to select it. Click OPEN to add the browser to the list of browsers that have a button in the Preview toolbar.

**Note:** Be sure when you close the Browse Programs dialog box to click the OK button instead of Cancel. If you click Cancel, the button for the browser will not be added to the Preview toolbar.

---

To delete a program from the preview toolbar, select the program you want to delete from the list of programs currently in the Preview toolbar. Click on the DELETE button.

Menu: TOOLS  
Menu Command: WEB PAGE WIZARD

The Web Page Wizard helps you create a relatively simple web page quickly and easily.

### **Using the Command**

By default, the Web Page Wizard opens automatically when you start ViaPage. If you are already running ViaPage and want to use the Web Page Wizard, select the WEB PAGE WIZARD command from the TOOLS menu. The first of five Web Page Wizard dialog boxes appears.

#### **Step 1 of 5**

##### **Page Title**

This option specifies the page title which will be displayed in the title bar of a browser when the page is loaded.

##### **Color**

The color options specify the default color for page elements when the page is loaded in a browser.

Click the button beside the item for which you want to change the color; the Color Palette box appears. Select the new color for the item from the Color Palette.

For details on using more than basic colors, see the [Color Command](#) entry in the "Command Reference" section of this help file.

##### **Font**

The Font area of the dialog box lets you select the font for the text in the page you are making. If the Use Default Font option is used, the text for the page will be displayed in whatever font has been specified in the default font for the browser in which the page is opened.

If you choose the Select Font option and then specify a font, the text will be displayed in that font provided the font is installed on the machine on which the page is being viewed. If the font you used for the text is not installed on that machine, the default font for the browser in which the page is being viewed will be used instead.

Click the NEXT button when you are ready to move on to the next dialog box. The second Web Page Wizard dialog box appears.

#### **Step 2 of 5**

##### **Plain Text Heading**

If this option is selected, the heading for your page will be regular text. Type the text for the title in the area immediately below this option.

##### **Use Image for Heading**

If this option is selected, the heading for your page will be an image you specify. Type the path and filename for the image to be used as the title in the area immediately below this option or click the Browse button to browse for the image file to be inserted as the title.

##### **Use Applet for Heading**

If this option is selected, the heading for your page will be an applet. Select the applet to be used as the title from the list box immediately below this option. The options for the selected applet will appear. For more information on the options for the various applets, see their individual command entries in the “Command Reference” section of this help file.

- [Animation Command](#)
- [Audio Player Command](#)
- [Nervous Text Command](#)
- [Scroller Text Command](#)
- [Status Bar Clock Command](#)
- [Swirl Text Command](#)
- [Word Wheel Command](#)

### **Background**

Check the BACKGROUND checkbox to turn on the background image. Type the path and filename in the box directly below the Background Image label or click the Browse button to browse for the file to be inserted as the background.

Click the NEXT button when you are ready to move on to the next dialog box. The third Web Page Wizard dialog box appears.

### **Step 3 of 5**

This dialog box lets you specify the frame style for your page. The Normal Page option makes a simple page with no frames. The other options make framesets with various numbers and arrangements of frames. A preview of the selected frameset appears in the lower-right portion of the dialog box to help you make your decision.

Click the NEXT button when you are ready to move on to the next dialog box. The fourth Web Page Wizard dialog box appears. The dialog box that appears depends on whether you chose Normal Page or one of the frameset options.

### **Step 4 of 5 (Normal Page)**

If you chose Normal Page in the previous dialog box, this dialog box lets you select a theme for your page. The Blank option makes a blank page, but the previous options such as the background and colors are retained for when you enter various page elements. The other options start pages with various buttons, bullets, and headings that can be copied to other areas of the page. A preview of the selected theme appears in the lower-right portion of the dialog box to help you make your decision.

### **Step 4 of 5 (Frames)**

If you chose one of the frameset options in Step 3 of 5, this dialog box lets you choose properties for individual frames. Select a frame name from the list and then set the desired options.

#### **Leave Frame Undefined**

The Leave Frame Undefined option disregards the settings for the background, normal text color, visited link color, etc. that have been set in previous Web Page Wizard dialog boxes.

#### **Use Current Settings**

The Use Current Settings option uses the settings for the background, normal text color, visited link color, etc. that have been set in previous Web Page Wizard dialog boxes.

**Set Frame Colors**

The Set Frame Colors option lets you specify new settings for the background, normal text color, visited link color, etc. that are different than those that have been set in previous Web Page Wizard dialog boxes.

**Read Frame From File**

To set an existing HTML document as the content for a frame, select the READ FRAME FROM FILE option. Type the path and filename, select the file from the recently used files in the list box, or click the button to the right of the list box to browse for the HTML file to be used as the content for the selected frame.

Click the NEXT button when you are ready to move on to the next dialog box. The fifth (and final) Web Page Wizard dialog box appears.

**Step 5 of 5**

This dialog box lets you enter information for the header of the page. The header information will not be visible in the page but will be entered in the source of the document for reference purposes.

When you have entered all of the desired information for the header, click the Finish button to create your new page using the options you have chosen.

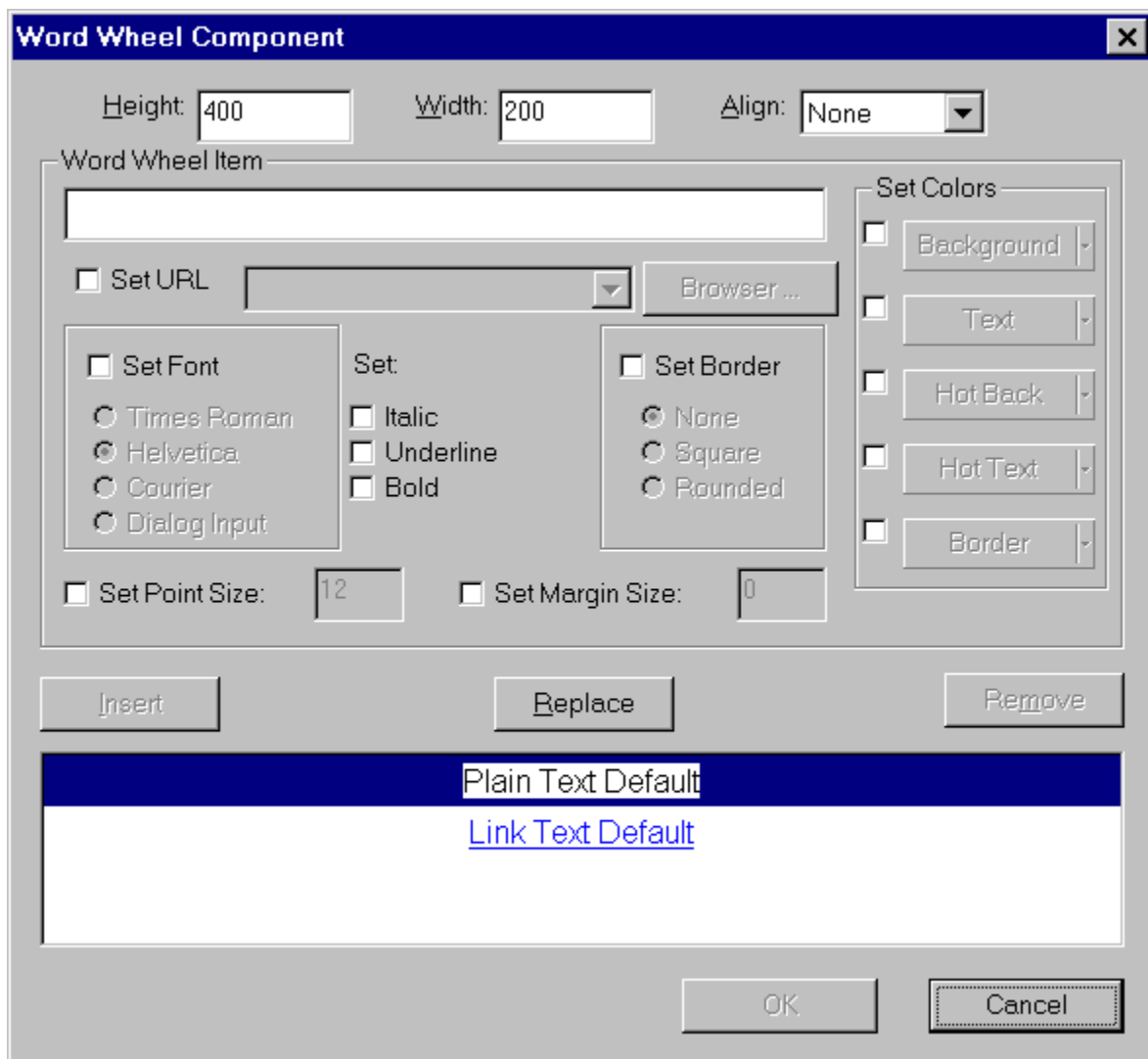


Menu: INSERT  
Submenu: COMPONENTS  
Menu Command: WORD WHEEL

The Word Wheel command inserts a word wheel text applet into the page. The inserted word wheel will scroll text and/or hyperlinks upward line by line.

### Using the Command

Place the cursor at the location at which the word wheel is to be inserted. Choose the WORD WHEEL command. The Word Wheel Component dialog box appears.



### Height

The Height option specifies how tall the applet will appear on the page. The value for the height is measured in pixels.

## **Width**

The Width option specifies how wide the applet will appear on the page. The value for the width is measured in pixels.

## **Align**

The Align option lets you align the text on the same line as the applet using the bottom, middle, or top. The applet may also be set so that it is aligned with the left or right side of the page.

## **Word Wheel Item**

Type a line of text to be inserted in the word wheel. You may also set various options for this current word wheel item. When you have finished setting all of the options, be sure to click the Insert button to enter the item in the word wheel list before you start another item.

## **Set URL**

When the Set URL checkbox is checked, a hyperlink may be specified for the current word wheel item. Type the path and filename, select the filename from the list of recent links, or click the Browse button to browse for the file to be linked to the current word wheel item.

## **Set Font**

Check the SET FONT option to enable the four fonts listed below it. Select one of the fonts for the current word wheel item.

The text may also be made italic, underlined, and/or bold by clicking the appropriate options to check them.

## **Set Border**

Check the SET BORDER option to enable the three options listed below it. The border may be square or rounded.

## **Set Point Size**

Check the SET POINT SIZE option to enable the box to the right of it. Click the mouse in the box to put the cursor in it. Enter the new value for the point size.

## **Set Margin Size**

Check the SET MARGIN SIZE option to enable the box to the right of it. Click the mouse in the box to put the cursor in it. Enter the new value for the margin size.

## **Set Colors**

The color options specify the colors for the current word wheel item.

Click the checkbox next to a color button to enable the button. Click the button; the Color Palette box appears. Select the new color for the item from the Color Palette.

For details on using more than basic colors, see the [Color Command](#) entry in the "Command Reference" section of this help file.

## **Background**

The Background option sets the background color for the current word wheel item.

## **Text**

The Text option sets the text color for the current word wheel item.

**Hot Back**

The Hot Back option sets the color to which the background color will change if the current word wheel item is a hyperlink and a user moves the cursor over the item in the word wheel.

**Hot Text**

The Hot Text option sets the color to which the text color will change if the current word wheel item is a hyperlink and a user moves the cursor over the item in the word wheel.

**Border**

The Border option sets the color for the border of the current word wheel item if the Set Border option has been enabled and the Square or Rounded option has been selected.

**Insert**

Click this button to insert the current word wheel item and its options into the word wheel list.

**Replace**

Click this button to replace the selected item in the word wheel list with the current word wheel item and its options.

**Remove**

Click this button to remove the selected item from the word wheel list.

**OK**

Click the OK button to accept the properties that have been set for the word wheel. ViaPage returns to the page window and inserts the applet at the current cursor location.

**Cancel**

Click the CANCEL button to return to the page window without inserting a word wheel.

[Basic Commands](#)

[Creating a Simple Web Page](#)

[Creating a Simple Page With Frames](#)

[Uploading Your Web Site to a Web Server](#)

[Getting Your Free Web Site](#)

Text, hyperlinks, and images are the basic components of any web page. You are likely to include at least one (and probably all) of these components in every web page you create. In ViaPage, the commands for inserting these items in a page are easy to learn and use.

[Selecting Text and Graphics](#)

[Formatting Text](#)

[Inserting Images](#)

[Inserting Hyperlinks](#)

You can select text and graphics by using the mouse or keys on the keyboard.

### **Using the Mouse**

To select a graphic, click on the graphic.

To select large or small amounts of text, click and hold the left mouse button and drag the mouse cursor over the text.

To select a single word, double-click on the word.

To select a paragraph, triple-click anywhere in the paragraph.

To select multiple lines or paragraphs of text, move the mouse cursor to the left of a line of text, click and hold the left mouse button, and then drag the mouse cursor up or down.

To select a large block of text, click at the beginning of the block, move the mouse cursor to the end of the selection (using the scroll bars if necessary), hold down the **Shift** key on the keyboard, and click the mouse.

### **Using the Keyboard**

Select text by holding down the **Shift** key and using the arrow keys.

To select one character (or an image) to the right of the current cursor position, press **Shift+Right Arrow**.

To select one character (or an image) to the left of the current cursor position, press **Shift+Left Arrow**.

To select to the end of a word, press **Ctrl+Shift+Right Arrow**.

To select to the beginning of a word, press **Ctrl+Shift+Left Arrow**.

To select to the end of a line from the current cursor position, press **Shift+End**.

To select to the beginning of a line from the current cursor position, press **Shift+Home**.

To select one line down from the current cursor position, press **Shift+Down Arrow**.

To select one line up from the current cursor position, press **Shift+Up Arrow**.

To select to the end of the document from the current cursor position, press **Ctrl+Shift+End**.

To select to the beginning of the document from the current cursor position, press **Ctrl+Shift+Home**.

To select the entire document, press **Ctrl+A**.

The basic purpose of the Internet and web pages is to exchange information. Though hyperlinks help people surfing the web navigate to different locations, and images can convey more information more easily in some situations than words ever could, the majority of the content on most web pages is text.

ViaPage provides many different options for the appearance of text so you can make your text as subdued or as noticeable as you want it. Options for text include font, text size, text color, background color, bold, italic, underline, blinking, etc.

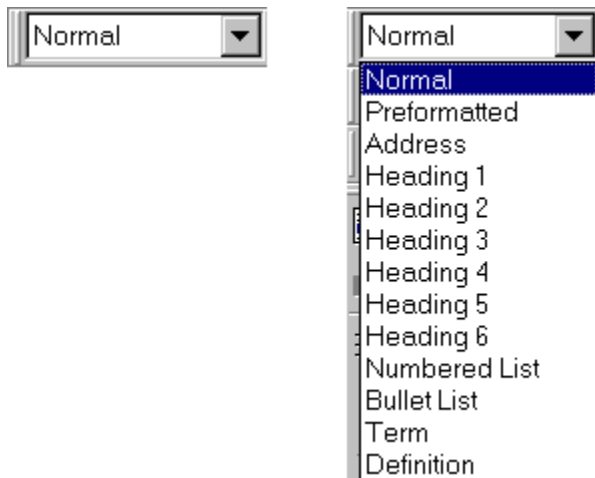
**Note:** It is important that you remain aware of the fact that not all of the options for text (or other web page elements for that matter) are supported by all browsers. Just because you set an option for text doesn't necessitate that it will appear that way in all browsers.

---

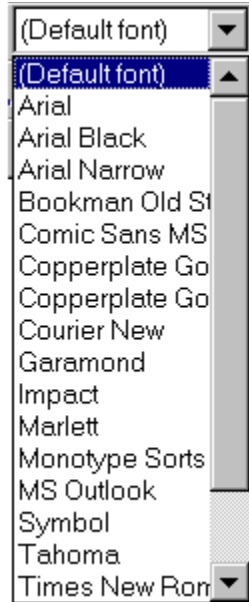
Many of the tools that can be used to format text are in the Text Toolbar.



To apply a predefined style to the text to the current paragraph (the paragraph where the cursor is), click on the STYLE list box in the Text Toolbar, and then click on the style you want to apply.



To change the font for the text, select the text you want to change, click on the FONT list box in the Text Toolbar, and then click on the font you want to apply.



To make text bigger, select the text you want to change, and then click the INCREASE tool in the Text Toolbar.



To make text smaller, select the text you want to change, and then click the DECREASE tool in the Text Toolbar.



To change the color of text, select the text you want to change, and then click the COLOR tool in the Text Toolbar.





To make text bold, select the text you want to change, and then click the BOLD tool in the Text Toolbar.



To italicize text, select the text you want to change, and then click the ITALIC tool in the Text Toolbar.



To underline text, select the text you want to change, and then click the UNDERLINE tool in the Text Toolbar.



To strike through text, select the text you want to change, and then click the STRIKETHROUGH tool in the Text Toolbar.



To make text into a superscript, select the text you want to change, and then click the SUPERSCRIPIT tool in the Text Toolbar.



To make text into a subscript, select the text you want to change, and then click the SUBSCRIPT tool in the Text Toolbar.



For details on the more formatting options that are available for text (e.g. background color, blinking, etc.), refer to the [Text Command](#) entry in the “Command Reference” section of this help file.

The Image command inserts an image into your page at the current cursor position. You can insert as many images in a page as you want, but it is important to remember that the more images there are on a page, the more time the page will take to download and display in a browser.

### Using the Image Command

Move the mouse cursor into the page area and to the location for the image and then click the left mouse button to place the cursor. Next select the IMAGE command. As with nearly all the commands in ViaPage, you can choose the Image command in one of several ways:



1. Click on the icon in the Form Toolbar.
2. Click on the INSERT menu and click on IMAGE.
3. Press **Alt+I** then **I** again.

After you choose the Image command, the Open Pictures dialog box will appear.



Using the LOOK IN list box and the file area below it, navigate to the folder that contains the image you want to insert in your page. If you are having trouble navigating to the desired folder, see your Windows documentation for instructions.

As an example, let's insert the image globannd.png in the Theme subdirectory of the ViaPage directory. Navigate to your ViaPage directory (C:\Program Files\ViaPage by default), double-click on the THEME folder in the file area, select GLOBANND.PNG by clicking on it with the mouse, and then click on the OPEN button. The ViaGrafix logo is inserted into the page at the current cursor location.

### Image command



**Note:** It is important to remember that when you copy a page that uses an image to a Web server, you must also copy the image file to the server. The image and page files must also be in the same [relative location](#) on the server as they were on your local machine. If you do not copy the image file to the server, or if the relative locations are different, the image will not be displayed when the page is opened in a browser.

---

Most pages that contain large numbers of images use thumbnail images. Thumbnails are small preview images of larger images that have better resolution. Most thumbnails are also links to the larger images. For details on using thumbnails in your pages, refer to the [Thumbnail](#), [Thumbnail on Image](#), and [Thumbnail Wizard](#) command entries in the “Command Reference” section of this help file.

The Hyperlink command lets you turn selected text or images into links that can be clicked on to open (or call) other pages. Hyperlinks work in much the same way that the links in this help file do: clicking on a link takes the user to a different page.

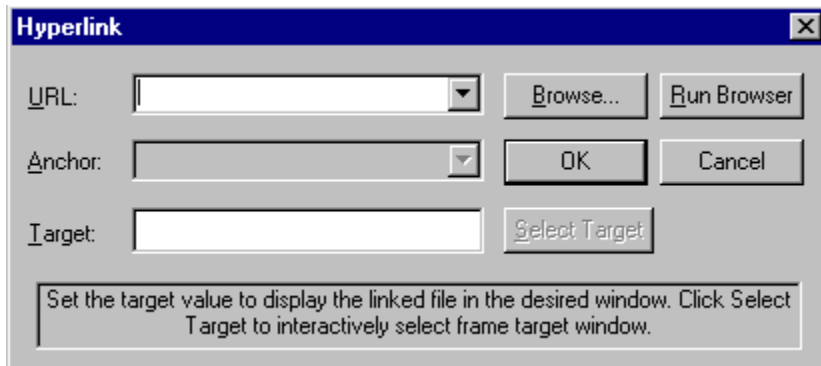
### Using the Image Command

Type the word **ViaGrafix** in the current page. Select the word "ViaGrafix" by moving the mouse cursor to one end of the word "ViaGrafix" and then click and hold the left mouse button. While holding the mouse button, move the mouse cursor to the opposite end of "ViaGrafix." Release the mouse button. Once the text is selected you can execute the Hyperlink command in one of several ways:



1. Click on the icon in the Format Toolbar.
2. Click on the INSERT menu and click on HYPERLINK.
3. Press **Alt+I** and then **L**.
4. Press **Ctrl+K**.

After you choose the Hyperlink command, the Hyperlink dialog box will appear.



Type <http://www.viagrafix.com/> in the URL area and then click on the OK button. The highlighted text is underlined and turns blue indicating that it is a hyperlink. If this link were on an actual web page, users could click on this link and the ViaGrafix home page would be opened in their browser.

For details on the Anchor and Target options that are available in the Hyperlink dialog box, refer to the [Hyperlink Command](#) entry in the "Command Reference" section of this help file.

## Note

### **Using the ViaPage Wizard to set up the ViaGrafix Web Page**

Step 1

Step 2

Step 3

Step 4

Step 5

### **Building The Web Page**

Step 1: Inserting the First Anchor

Step 2: Inserting the First Image

Step 3: Inserting Text

Step 4: Inserting the Second Image

Step 5: Inserting the Third Image

Step 6: Inserting the Second Anchor

Step 7: Making the Third Image a Hyperlink for the Links anchor

Step 8: Inserting the First Table

Step 9: Entering and Formatting the Text in the First Table

Step 10: Inserting a Word Wheel Component in a Table Column

Step 11: Inserting the Third Anchor

Step 12: Inserting the Second Table (About ViaPage-Heading Table)

Step 13: Entering Text in the Second Table

Step 14: Inserting the Third Table (About ViaPage - Text Table)

Step 15: Inserting the Fourth Image as a Hyperlink

Step 16: Inserting the Fourth Anchor

Step 17: Inserting the Fourth Table (ViaPage Creation Features-Heading Table)

Step 18: Inserting the Fifth Table (ViaPage Creation Features-Text Table)

Step 19: Inserting the Fifth Image As A Hyperlink

Step 20: Inserting the Fifth Anchor

Step 21: Inserting the Sixth Table (The Familiarity of Use Text Table)

Step 22: Inserting the Sixth Image as a Hyperlink

Step 23: Inserting the Sixth Anchor

Step 24: Inserting the Seventh Table (Advanced Features - Heading Table)

Step 25: Creating Hyperlinks in the First Table

Step 26: Inserting the Seventh Image as a Hyperlink

Step 27: Inserting an Internet Website Address

## Step 28: Inserting an Audio Component

All web page backgrounds and graphics used in the sample ViaGrafix web page have been saved in the WebPage folder. When you are instructed to insert a graphic for this page, browse to the WebPage folder in your ViaPage directory and then insert the specified graphic.

## Saving Your Web Page in ViaPage

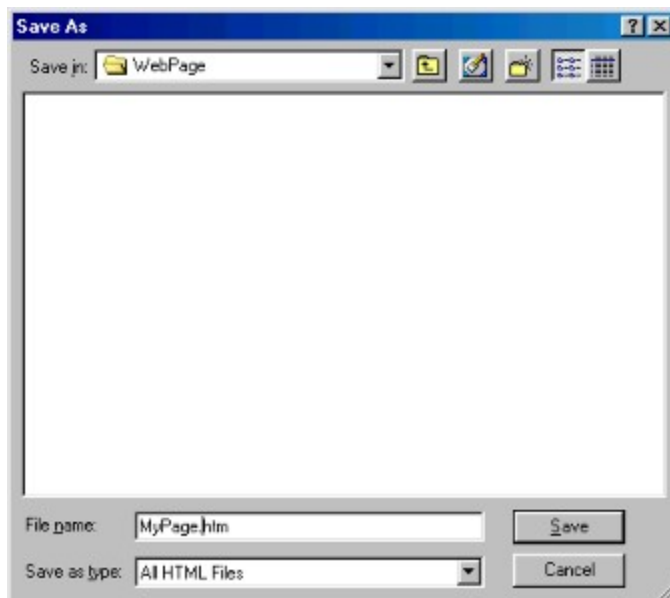
It is good practice to get into the habit of saving your work often. Saving after each step in ViaPage prevents you from losing elements of your web page due to user error or a malfunction in your computer's system.

### Saving Your Web Page in ViaPage for This Tutorial

1. Select the SAVE AS command from the FILE menu or click on the SAVE icon.



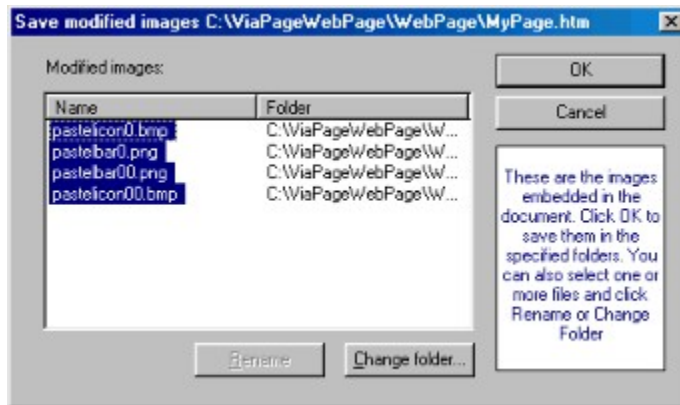
The SAVE AS dialog box appears.



2. Locate the WebPage folder in your ViaPage Folder.
3. Save your work in the WebPage subdirectory by entering, **MyPage.htm** in the FILE NAME box of the Save As dialog box.

### Saving Modified Images

If you have inserted and modified any images in the web page, ViaPage will prompt you to save them and open the Save Modified Images dialog box.



1. When the Save Modified Images dialog box appears, click the OK button on the dialog box. This step saves all converted images in your web page.



Start ViaPage by double-clicking the left mouse button on the ViaPage desktop icon:

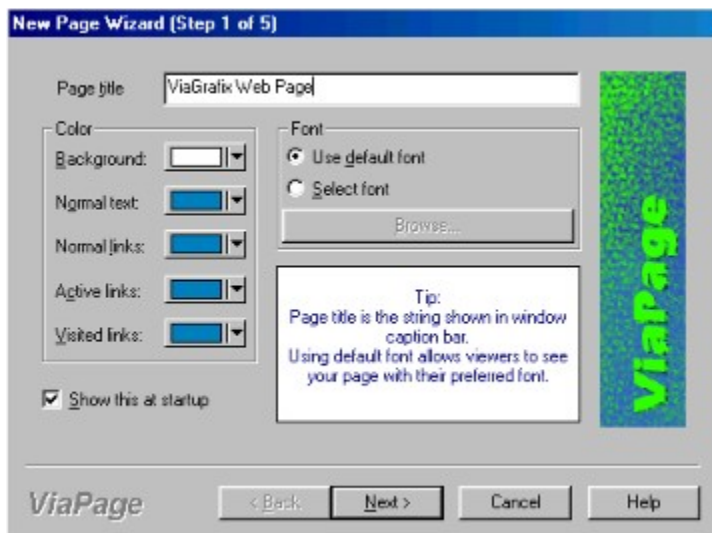


Or, select VIAPAGE from the PROGRAMS area from the START menu in the Windows Taskbar.

ViaPage opens with a Tip of the Day dialog box. To view another tip click on the NEXT TIP button. Click the CLOSE button to close the Tip of the Day.

Next, the ViaPage Web Page Wizard opens. To recreate the ViaGrafix web page, enter or select the following information in the New Page Wizard (Step 1 of 5) dialog box:

1. In the Page Title option enter: **ViaGrafix Web Page**.
2. In the Color boxes: Change the SELECT BACKGROUND, NORMAL TEXT, NORMAL LINKS, ACTIVE LINKS, and VISITED LINKS colors by clicking on the down arrow to the right of the color boxes and selecting the desired color from the color palette that appears.
3. Font: Click on the USE DEFAULT FONT radio button.

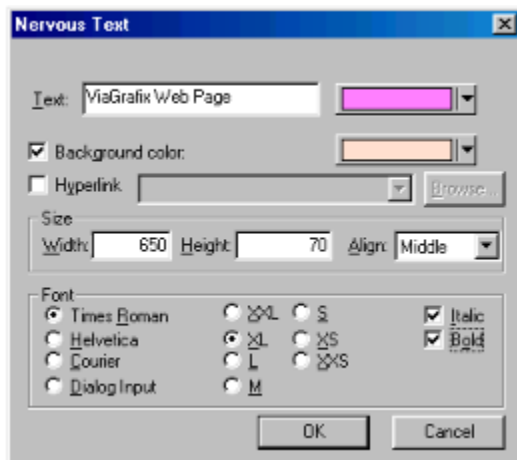


4. Click on the NEXT button at the bottom of the New Page Wizard (Step 1 of 5) dialog box.

The Select Title and Background (step 2 of 5) dialog box opens.

1. In the Select Title and Background (step 2 of 5) dialog box select:  
USE APPLET FOR HEADING and choose NERVOUS TEXT from the Select Applet list box.

The Nervous Text dialog box appears.



2. In the Nervous Text dialog box enter:

Text: **ViaGrafix Web Page**

Text color: Choose a text color

Background color: Choose a background color

Size:

Width: **650**

Height: **70**

Align: MIDDLE

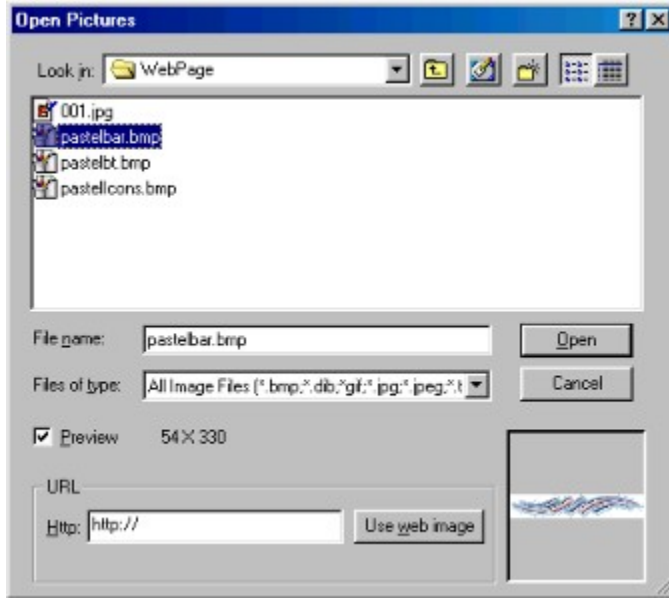
Font: TIMES NEW ROMAN, XL, ITALIC, BOLD

3. Click on the OK button at the bottom of the Nervous Text dialog box.

ViaPage now returns to the Select Title and Background dialog box.

4. Choose a background by clicking the BACKGROUND checkbox. Next, click on the BROWSE button.

The Open dialog box appears.



5. From the Open dialog box, select the background IMAGE 001.JPG saved in the WEBPAGE folder.

6. Click on the OPEN button at the bottom of the Open dialog box.

The background image is inserted in the page.

7. Click on the NEXT button.

The Select Frame Style (Step 3 of 5) dialog box appears.

1. In the Select Frame Style (Step 3 of 5) dialog box select:

NORMAL PAGE

2. Click on the NEXT button.

The Select Page Theme (Step 4 of 5) dialog box appears.

1. In the Select Page Theme (Step 4 of 5) dialog box select:

BLANK

2. Click on the NEXT button.

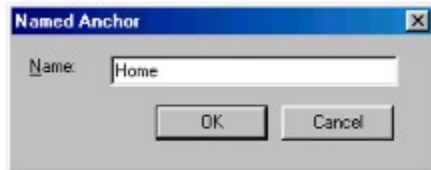
The Misc. Header Information (Step 5 of 5) dialog box appears.

1. In the Misc. Header Information (Step 5 of 5) dialog box:  
No information needs to be changed in this dialog box.
2. Click on the FINISH button.

1. Place the cursor to the left of the Nervous Text applet you inserted for the title and press the **Enter** key on the keyboard to move the applet down one line.
2. Return the cursor to the top of the page directly above the applet. Next, click on the ANCHOR icon or select the ANCHOR command from the INSERT menu.



The Named Anchor dialog box appears.



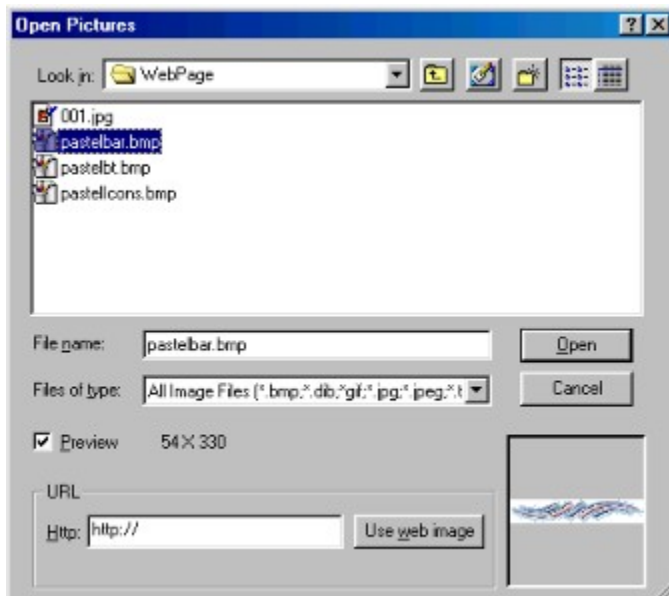
3. In the Named Anchor dialog box enter the text:  
**Home**
4. Click on the OK button at the bottom of the Named Anchor dialog box.

Later in this tutorial (at the bottom of the page) we will insert a link that will jump to this anchor at the top of the page.

1. Space down two lines below the Applet and click on the IMAGE icon or select the IMAGE icon from the INSERT menu.



The Open Pictures dialog box appears.



2. From the Open Pictures dialog box, select the PASTELBAR.BMP file located in the WEBPAGE folder by clicking on it.
3. Click on the OPEN button in the Open Pictures dialog box.

This will insert the pastelbar.bmp image into the page.

4. Click on the newly inserted image to highlight it, then click on the VERTICAL FLIP icon or select the VERTICAL FLIP command from the IMAGE submenu of the EDIT menu.

This will flip the selected image so that what was the top is now the bottom and vice versa.





5. While the image is still selected, click on the CENTER icon or select the CENTER command from the PARAGRAPH submenu in the FORMAT menu.

This will center the image on the page.



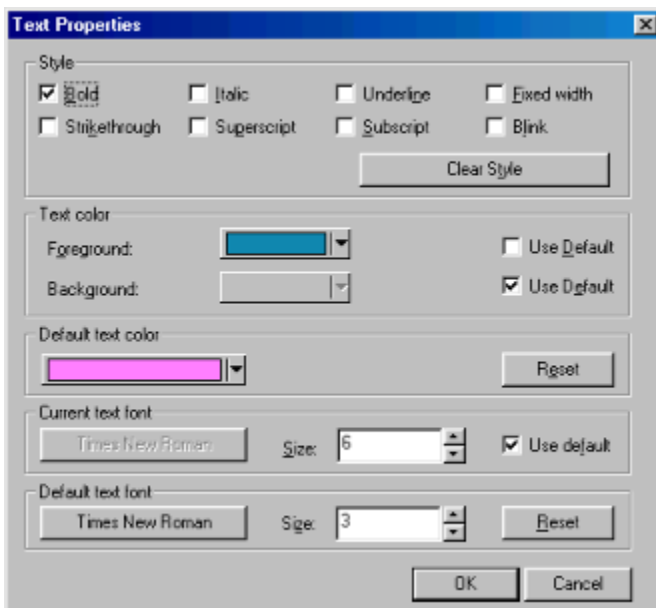
#### **Setting Transparent Color to an Image**

1. Left-click to select the image. Next, right-click and then select IMAGE|SET TRANSPARENT COLOR from the context-sensitive menu.
2. The mouse cursor changes to an eye-dropper tool. Move it just inside the outer boundary of the selected image and click the left-mouse button once. This removes the image background and allows the page background to show instead.

1. Without moving the cursor, press the **Enter** key one time and then click on the CENTER icon or select the CENTER command from the PARAGRAPH submenu in the FORMAT menu to center the cursor on the page.
2. Type the text: **Welcome to ViaPage**
3. Press the **Enter** key on the keyboard and then type the second line of text: **Your Guide to Internet Web Page Design.**
4. Select the first row of text ("Welcome to ViaPage"). There are two ways to select the text:
  - A. Place the cursor at the beginning of the text, click and hold the left mouse button down, drag the mouse from the beginning to the end of the text until it is all highlighted, and then release the mouse button.
  - B. Triple-click (click three times in rapid succession) the left mouse button anywhere inside the line of text.
5. Click on the TEXT icon or select the TEXT command from the FORMAT menu.



The Text Properties dialog box appears.



6. In the Text Properties dialog box select:  
Style: **BOLD**

Text Color:

Foreground: Click on current color and select text color from the drop down color menu.

Current Text Font:

Size: 7

If the Use Default option is not checked, click on it to enable it.

7. Click the OK button at the bottom of the Text Properties dialog box. This will format the text according to the specifications you entered.
8. Repeat the steps listed above for the second row of text ("Your Guide to Internet Web Page Design"), but instead of selecting Size 7 as the Current Text Font size in the Text Properties dialog box, select SIZE 6 and ITALIC.

1. Space down two lines and center the cursor below the second line of text.
2. Click on the IMAGE icon or select the IMAGE command from the INSERT menu.
3. In the Open Pictures dialog box, select the PASTELBAR.BMP (make sure you are still looking in the WEBPAGE folder) by clicking on it once. Then click on the OPEN button at the bottom of the Open Picture dialog box.
4. Follow the procedure outlined in the *Inserting the First Image-Setting Transparent Color to an Image* section.

This inserts the second image in the page.

1. Space down two lines and center the cursor beneath the second image.
2. Click on the IMAGE icon or select the IMAGE command from the INSERT menu.
3. From the Open Pictures dialog box, select the PASTELICON.BMP by clicking on it once and then click on the OPEN button at the bottom of the Open Picture dialog box.

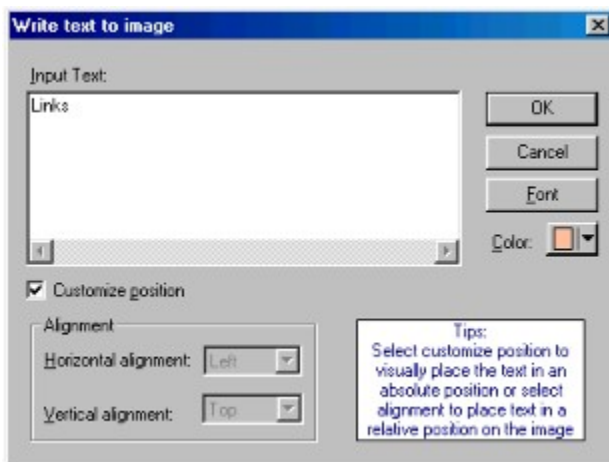
The image is now inserted in the page.

4. Click on the image to select it. Next, right-click the mouse and then select IMAGE|SET TRANSPARENT COLOR from the context-sensitive menu.
5. The mouse cursor changes to an eye-dropper tool. Move it just inside the outer boundary of the selected image and click the left mouse button once. This removes the Image background and allows the page background to show instead.

#### Writing Text to an Image

1. Click again to select the image, then right-click the mouse and move the cursor to the word IMAGE on the context-sensitive menu. This time choose WRITE TEXT TO IMAGE.

The Write Text to Image dialog box appears.



2. In the **Write Text to Image** dialog box enter:

Input Text: **Links**

Make sure the Customize Position option is checked. If it is not checked, click on CUSTOMIZE POSITION to enable it.

Click on the down arrow to the right of the color box and select the desired color from the color palette that appears.

Click on FONT.

The Font dialog box appears:



A. In the Font dialog box select:

Font: ARIAL

Font Style: BOLD

Size: 16

Click the OK button in the Font dialog box to close it and return to the Write Text to Image dialog box.

Click the OK button in the Write Text to Image dialog box.

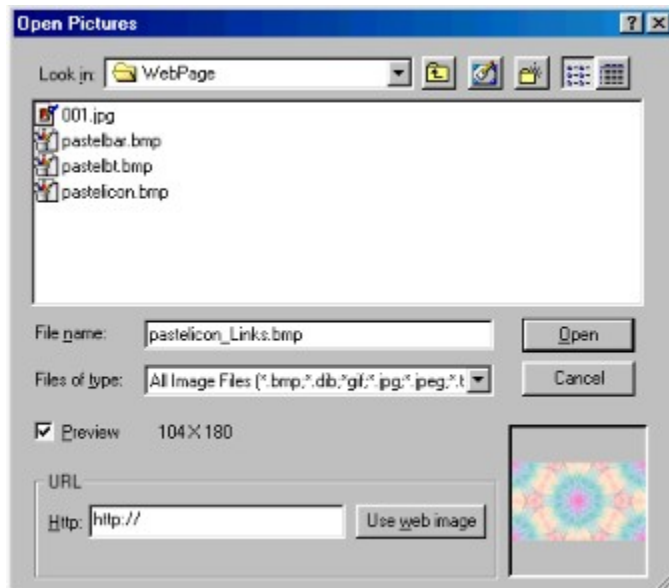
3. The Image text now appears at the end of the arrow cursor. Move the cursor to the image and position the text in the desired location. Left mouse click once to set the text to the image.

The **ViaPage** dialog box appears:



4. ViaPage will prompt you to save the image. Click on the YES button in the dialog box that appears.

The Save As dialog box appears.



5. In the Save As dialog box, rename the image by entering a new name in the box to the right of File name: **pastelicon\_Links.bmp**.

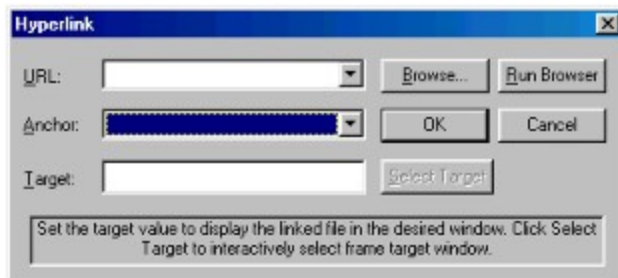
6. Click on the SAVE button.

The new image with text is saved as pastelicon\_Links.bmp.

1. Without moving the cursor from the right side of the third image, press the **Enter** key nine times and then click on the CENTER icon or select the CENTER command from the PARAGRAPH submenu in the FORMAT menu to center the cursor on the page. Then click on the ANCHOR icon or select the anchor command from the INSERT menu.
2. For the NAME option In the Named Anchor dialog box, enter the text:  
**Links**
3. Click on the OK button.



1. Return to the pastelicon\_Links.bmp image and select it by left-clicking on it. When the image is selected, right-click on the image.
2. From the context-sensitive menu, select HYPERLINK.
3. In the Hyperlink dialog box, click on the down arrow to the right of the ANCHOR box and select LINKS from the drop down menu by clicking once on the word.



4. Click the OK button in the Hyperlink dialog box.

The pastelicon\_Links.bmp image is now tied to the Links anchor and will jump to that specific anchor when the icon is clicked.

1. Return the cursor to the right side of the Links anchor and press the **Enter** key five times. Click on the INSERT TABLE icon or select the INSERT TABLE command from the TABLE menu.
2. In the Table Properties dialog box enter:

**Rows and Columns**

Number of Rows: 1

Number of Columns: 2

**Spacing**

Spacing around text: 6

Space between cells: 2

**Table Dimensions**

Width: 65 and PERCENTAGE

Height: AUTO

**Caption**

Caption placement: TOP (DEFAULT)

Border Color: Click the BORDER COLOR option to enable it.

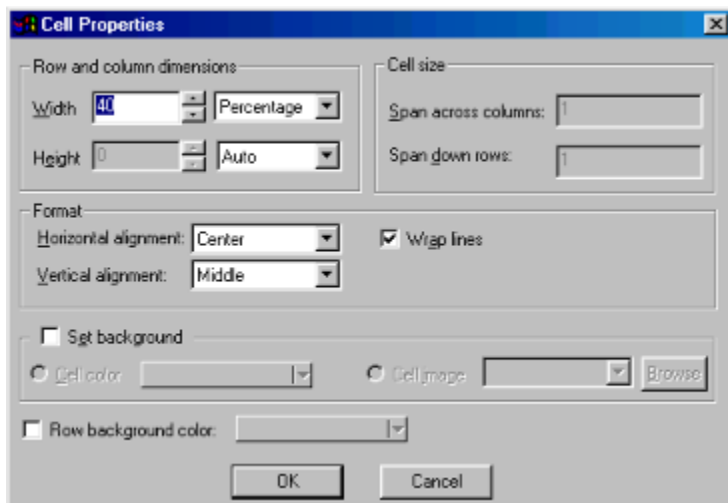
Click on the down arrow to the right of the BORDER color box and select the desired color from the color palette that appears.

**Border Width: 1**

Alignment: DEFAULT

Click on the OK button at the bottom of the Table Properties dialog box.

3. Place the cursor in the left column of the table and click the right mouse button. Select TABLE|CELL PROPERTIES from the context-sensitive menu that appears.



4. In the Cell Properties dialog box appears enter:

**Row and Column Dimensions**

Width: **40** and PERCENTAGE

Height: AUTO

**Format**

Horizontal Alignment: CENTER

Vertical Alignment: MIDDLE

5. Click on the OK button at the bottom of the Cell Properties dialog box. This formats the left column in the table.
6. Place the cursor in the right column of the table and click the right mouse button. Select TABLE|CELL PROPERTIES from the context-sensitive menu.
7. When the Cell Properties dialog box appears enter:

**Row and Column Dimensions**

Width: **60** and PERCENTAGE

Height: AUTO

**Format**

Horizontal Alignment: CENTER


Vertical Alignment: MIDDLE

8. Click on the OK button at the bottom of the Cell Properties dialog box. This formats the right column in the table.

### Entering Text in the First Table

1. Return the cursor to the left column. Type the text:  
**About ViaPage**
2. Press the **Enter** key once and type the text:  
**ViaPage Creation Features**
3. Press **Enter** again and type the text:  
**Familiarity of Use**
4. Press **Enter** a third time and type the last line of text:  
**Advanced Features**

### Formatting Text in the First Table

1. Select all text in the left column. To select the text, place the cursor at the beginning of the text, click and hold the left mouse button down, drag the mouse from the beginning to the end of the text until it is all highlighted, and then release the mouse button.
2. Once text has been selected, click on the TEXT COLOR icon.  

3. Select a new text color from the color palette that appears.
4. With the text still selected, click on the INCREASE icon or the DECREASE icon until the highlighted text is the desired size.



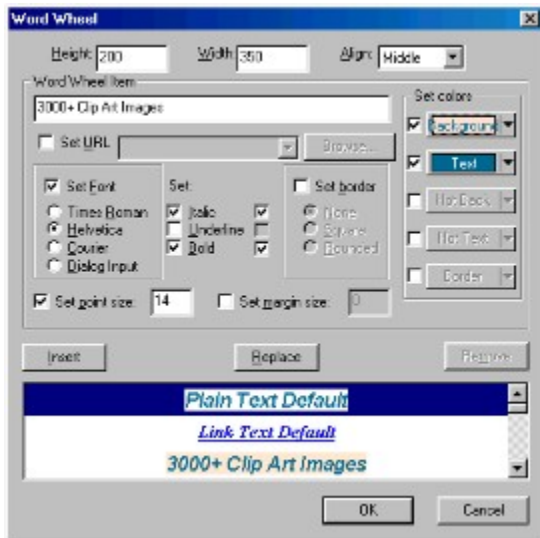
5. Next, while the text is selected, click on the BOLD icon.

**B**

1. Place the cursor in the right column of the table and click on the WORD WHEEL icon or select the WORD WHEEL command from the COMPONENTS submenu of the INSERT menu.



The Word Wheel dialog box appears.



2. In the Word Wheel dialog box enter/select:

Height: **200**

Width: **350**

Align: MIDDLE

Click the SET FONT option to enable it.

Click the HELVETICA radio button.

Click the ITALIC option to enable it.

Click the BOLD option to enable it.

Click SET POINT SIZE option to enable it.

3. Select adjacent point size value and change from 12 to **14**.
4. Under SET COLORS, check the BACKGROUND option, click the BACKGROUND button, and select the background color from the color palette that appears.
5. Check the TEXT option, click the TEXT button, and select the text color from the color palette that appears.
6. Click on the REPLACE button.
7. Place the cursor in the WORD WHEEL ITEM box and enter the text:  
**3000+ Clip Art Images**

8. Click on the INSERT button in the Word Wheel dialog box.
9. Repeat this procedure changing only the WORD WHEEL ITEM text and clicking the INSERT button, until all 12 of the following lines of text have been entered:

**Free Web Site Included**  
**Builds Multiple Frame Style**  
**Creates Complex Tables Effortlessly**  
**Link Images with Image Mapping**  
**Free Java Applets Included**  
**Design Special Effects with Dynamic HTML**  
**Mail Web Pages to Your Friends**  
**ViaPage Troubleshoots Your Web Page**  
**Instant Picture Galleries**  
**Web Site Tree Panel Organizes Your Web Pages**  
**Shows Estimated Download Time of Web Page**  
**One-step Web Publishing and Much More!**

10. Click on the OK button at the bottom of the Word Wheel dialog box.

This inserts the Word Wheel component with the specified features into the page.

1. Place the cursor on the right side of the table that contains the Word Wheel and press the **Enter** key twelve times. Click on the ANCHOR icon or select the ANCHOR command from the INSERT menu.

The Named Anchor dialog box appears.

2. In the Named Anchor dialog box enter the text:  
**About ViaPage**
3. Click on the OK button at the bottom of the Named Anchor dialog box.



1. With the cursor still on the right side of the third anchor, press the **Enter** key three times. Click on the INSERT TABLE icon or select the INSERT TABLE command from the TABLE menu.
2. In the **Table Properties** dialog box enter:
  - Rows and Columns**  
Number of Rows: 1  
Number of Columns: 1
  - Spacing**  
Space around text: 6  
Space between cells: 2
  - Table Dimensions**  
Width: 45 and PERCENTAGE  
Height: AUTO
  - Caption**  
Caption placement: TOP (DEFAULT)
3. Click the SET BACKGROUND option to enable it and then click the BACKGROUND COLOR radio button.
4. Click on the BACKGROUND COLOR box and select the background color from the color palette that appears.
5. Click the BORDER COLOR option to enable it, click the BORDER COLOR button, and select the border color from the color palette that appears.
6. Make sure that the BORDER WIDTH is set to 1 and the ALIGNMENT is set to Default. If necessary change one or both of these options.
7. Click on the OK button at the bottom of the Table Properties dialog box.

This inserts the second table in the page. The reason this text has been placed in a single-cell table is so the text can have a border.

1. Center cursor inside the table cell by placing the cursor in the cell and clicking the CENTER icon. Type the text:

**About ViaPage**

2. Format the text by following the previous procedure outlined in the *Formatting Text in the First Table* section. Also, click the ITALIC icon to italicize the text in the second table.



1. Place the cursor to the right of the second table and press the **Enter** key twice. Click on the INSERT TABLE icon or select the INSERT TABLE command from the TABLE menu.
2. In the **Table Properties** dialog box enter:

**Rows and Columns**

Number of Rows: 1

Number of Columns: 1

**Spacing**

Spacing around text: 6

Space between cells: 2

**Table Dimensions**

Width: 85 and PERCENTAGE

Height: AUTO

**Caption**

Caption placement: TOP (DEFAULT)

3. Click the SET BACKGROUND option to enable it and then click the BACKGROUND COLOR radio button.
4. Click on the BACKGROUND COLOR box and select the background color from the color palette that appears.
5. Click the BORDER COLOR option to enable it, click the BORDER COLOR button, and select the border color from the color palette that appears.
6. Make sure that the BORDER WIDTH is set to 1 and the ALIGNMENT is set to Default. If necessary change one or both of these options.
7. Click on the OK button at the bottom of the Table Properties dialog box.

This inserts the third table in the page.

8. Place the cursor inside the table and type the text (Note: If you don't want to type the text, select the following paragraphs in this help file, press **Ctrl+C** on the keyboard, then place the cursor in the table in ViaPage and press **Ctrl+V**.):

**ViaPage is a Web site design tool focused on the beginner to intermediate level web user. It can be mastered in a single afternoon, and actually includes everything you'll need to make and post a web page to the Internet. ViaPage doesn't require any previous web design experience or knowledge. In fact, if you can write with a typewriter you're already set to build a site with ViaPage.**

**ViaPage includes tools for easy site construction, unique and advanced editing controls, point and click Javascript and DHTML effects, many timesaving wizards, a wide array of business and personal page layouts, simple to use site upload and download tools, a free WebSite from E-Tracks.com, and several page analysis tools.**

9. Once the text is in the table, select the text and follow the same procedure for formatting as outlined in the *Formatting Text in the First Table* section.

1. Place the cursor to the right of the third table and press the **Enter** key twice. Click on the IMAGE icon or select the IMAGE command from the INSERT menu.
2. From the **Open Pictures** dialog box, select the PASTELICON\_LINKS.BMP by clicking on it once and then clicking on the OPEN button at the bottom of the Open Pictures dialog box.
3. Follow the procedure outlined in the *Inserting the First Image-Setting Transparent Color to an Image* section.
4. Next, follow the procedure outlined in *Making the Third Image a Hyperlink for the Links Anchor* section to tie the fourth image to the Links anchor.

1. Place the cursor to the right of the fourth image and press the **Enter** key ten times. Click on the ANCHOR icon or select the ANCHOR command from the INSERT menu.

The **Named Anchor** dialog box appears.

2. In the Named Anchor dialog box enter the text:  
**ViaPage Creation Features**
3. Click on the OK button at the bottom of the Named Anchor dialog box.

1. Place the cursor to the right of the "ViaPage Creation Features" anchor and press the **Enter** key once. Now insert a table. If you can't remember how to insert a table or have forgotten some of the options to use, refer to the *Inserting the Second Table* section.
2. Once the table has been inserted, center the cursor inside the table cell by placing the cursor in the cell and clicking the CENTER icon. Type the text:  
**ViaPage Creation Features**
3. Now select and format the text. If you do not remember how to format the text, refer to the *Formatting Text in the First Table* section.

1. Place the cursor to the right of the "ViaPage Creation Features" table and press the **Enter** key once. Click on the INSERT TABLE icon or select the INSERT TABLE command from the TABLE menu.

2. In the **Table Properties** dialog box enter:

**Rows and Columns**

Number of rows: 4

Number of columns: 2

**Spacing**

Space around text: 6

Space between cells: 1

**Table Dimensions**

Width: 95 and PERCENTAGE

Height: AUTO

**Caption**

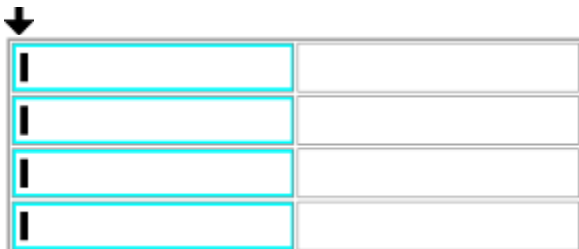
Caption Placement: TOP (DEFAULT)

**Border Width: 1**

Alignment: DEFAULT

3. Click on the OK button at the bottom of the Table Properties dialog box.

4. Next, move the cursor outside and above the left column. Position until the I-beam cursor turns into a solid black arrow. Click the left mouse button once to highlight the left column of the table.



The diagram shows a 4x2 table with a cyan border. The left column is highlighted with a darker cyan border. A black arrow points to the top-left corner of the table.


5. Place the cursor inside the left column and right-click. From the context-sensitive menu, select TABLE|CELL PROPERTIES.

6. In the Cell Properties dialog box enter/select:

**Row and column dimensions:**

Width: 25 and PERCENTAGE

Height: AUTO

**Format:**

Horizontal alignment: CENTER



Vertical alignment: MIDDLE

Check SET BACKGROUND

Check CELL COLOR and select the cell color from the color palette.

7. Click the OK button.
8. Reposition the cursor outside and above the right column and repeat the procedure outlined above to select the right column.
9. Place the cursor inside the right column and right-click. Repeat the procedure to select Cell Properties from the context-sensitive submenu.
10. In the Cell Properties dialog box enter/select:

**Row and column dimensions:**

Width: 50 and PERCENTAGE

Height: AUTO

**Format:**

Horizontal alignment: LEFT

Vertical alignment: MIDDLE

Check SET BACKGROUND.

Check CELL COLOR and select the cell color from the color palette.

11. Click the OK button.

This formats the fifth table in the page.

**Entering Text In The Fifth Table**

1. Place cursor inside the first row of the left column and type the text:  
**Best Web Page Creation Features**
2. Press the **Tab** key to move the cursor to the first row of the right column.  
Type the text:  
**ViaPage has top-of the line features to help you easily create your Web Page, whether you're a first time user or veteran designer. ViaPage is a simple and comprehensive program you can learn quickly! The tools and features are easy to use, yet powerful enough to do the most complex tasks.**
3. Place the cursor in the second row of the left column and type the text:  
**Tables**
4. Press the **Tab** key to move the cursor to the second row of the right column.  
Type the text:  
**You can enhance and organize the information on your Web page in a clear and simple way by inserting a table. You can adjust and manage your tables, and add a custom caption. Tables can be visible to show the frame of the organization, or you can hide the frame so only the text and/or graphics are visible. Organize your Web page with tables and make it more readable and easier to follow!**
5. Place the cursor in the third row of the left column and type the text:

### **Making Links and Image Maps**

6. Press the **Tab** key to move the cursor to the third row of the right column.  
Type the text:

**Links and Image Maps are an easy way to link related pages together. To make a link in ViaPage, you simply select the text you wish to become a link, then click the hyperlink icon on the format toolbar. Image maps for hyperlinks can be made just as easily.**

7. Place the cursor in the fourth row of the left column and type the text:  
**Time Saving Layouts, Web Page Wizard and the Thumbnail Wizard.**

8. Press the **Tab** key to move the cursor to the fourth row of the right column.  
Type the text:

**Skip the headache of designing a Web page from scratch, and utilize one of the many wizards ViaPage includes. Each of these timesaving tools provides systematic instruction to guide you as you create your Web page. This takes the stress out of designing, making it simple and fun!**

### **Formatting Text in the Fifth Table**

Select and format all text in the Table by following the procedure outlined in *Formatting Text in the First Table* section.

1. Space down one line and center the cursor under the Creation Features Table. Click on the IMAGE icon.
2. Follow the procedure outlined in the *Inserting the Fourth Image as a Hyperlink* section.

1. Space down fifteen lines from the fifth Image/Hyperlink and center cursor.  
Click on the ANCHOR icon or select the ANCHOR command from the INSERT menu.

The **Named Anchor** dialog box appears.

2. In the **Named Anchor** dialog box enter the text:  
**Familiarity of Use**
3. Click on the **OK** button at the bottom of the **Named Anchor** dialog box.

1. Place the cursor to the right of the *Familiarity of Use* anchor and press the **Enter** key three times.
2. Center the cursor and click on the INSERT TABLE icon.
3. Create this table by following the same procedure as outlined in the *Inserting the Fifth Table* section.

#### **Entering Text in the Sixth Table**

4. Place cursor inside the first row of the left column and type the text:  
**Familiarity of Use**
5. Press the **Tab** key to move the cursor to the first row of the right column.  
Type the text:  
**ViaPage compares in ease of use to your favorite word processor, because all the best features found in the leading programs like Microsoft Word and Corel WordPerfect are at your fingertips. It is unnecessary to skip from program to program because everything you need is in one place with ViaPage.**
6. Place the cursor in the second row of the left column and type the text:  
**Basic Text Editing**
7. Press the **Tab** key to move the cursor to the second row of the right column.  
Type the text:  
**Editing text in ViaPage is a snap. ViaPage includes the editing features you need to enter and adjust your text quickly. For instance, by double clicking on a word in ViaPage, the entire word is selected. Triple-click and you can select the entire line of text. Right-clicking, the shift key, Ctrl key, properties command and text properties dialog box are all other shortcuts to help you edit your text quickly.**
8. Place the cursor in the third row of the left column and type the text:  
**One Click Options**
9. Press the **Tab** key to move the cursor to the third row of the right column.  
Type the text:  
**ViaPage makes basic formatting such as alignment, bullets and numbering a one click step. This saves time and allows editing to happen naturally. With just one click of the mouse, you have your formatting done in seconds.**
10. Place the cursor in the fourth row of the left column and type the text:  
**Search and Replace**
11. Press the **Tab** key to move the cursor to the fourth row of the right column. Type the text:  
**You can search an entire document for instances of a word or phrase and edit it quickly. Once found, you can use the Replace feature to edit according to your specifications.**

**Formatting Text in the Sixth Table**

Select and format all text in the Table by following the procedure outlined in *Formatting Text in the First Table* section.

1. Center the cursor directly under the Familiarity of Use Text Table and click on the INSERT IMAGE command icon.
2. Follow the procedure outlined in the *Inserting the Fourth Image as a Hyperlink* section to: insert the image; set the image to transparent color; and tie the image to the Links anchor.

1. Space down fifteen lines from the sixth Image/Hyperlink and center cursor.  
Click on the ANCHOR icon or select the ANCHOR command from the INSERT menu.

The **Named Anchor** dialog box appears.

2. In the **Named Anchor** dialog box enter the text:  
**Advanced Features**
3. Click on the OK button at the bottom of the Named Anchor dialog box.



1. Center the cursor directly under the sixth anchor and follow the same procedure as outlined in the *Inserting the Fifth Table* section.

#### **Entering Text In The Seventh Table**

1. Place cursor inside the first row of the left column and type the text:  
**Advanced Features**
2. Press the **Tab** key to move the cursor to the first row of the right column.  
Type the text:  
**ViaPage is easy enough for novice users, yet it includes advanced features that veteran Web Designers will appreciate. You no longer have to use complicated programs that take an excessive amount of time to learn, because ViaPage has the tools and features you'll need to create eye-catching Web pages.**
3. Place the cursor in the second row of the left column and type the text:  
**Form Creation**
4. Press the **Tab** key to move the cursor to the second row of the right column.  
Type the text:  
**You can effortlessly create a form. You can insert boxes, buttons and text areas. As the graphic elements are displayed in layout mode, the HTML code for each is inserted in source view. Therefore, there is no need to learn HTML, ViaPage takes care of the translation for you!**
5. Place the cursor in the third row of the left column and type the text:  
**Form Elements**
6. Press the **Tab** key to move the cursor to the third row of the right column.  
Type the text:  
**With the Form Elements command, you can change the names, values and other information even if your script is already written. It just takes a simple right click on the form element command, and all of the pertinent information for the element type is displayed.**
7. Place the cursor in the fourth row of the left column and type the text:  
**Advanced Web Page Elements**
8. Press the **Tab** key to move the cursor to the fourth row of the right column.  
Type the text:  
**Plug-ins, Visual Basic Script or Java Script can easily be inserted in your Web page as well as DHTML events and sounds.**

#### **Formatting Text in the Seventh Table**

1. Select and format all text in the Table by following the procedure outlined in *Entering Text in the Web Page* section.



1. Return to the First Table and select the text: About ViaPage.
2. Click the right mouse button and select HYPERLINK from the context-sensitive menu.

The **Hyperlink** dialog box appears.

3. In the Hyperlink dialog box, click on the arrow to the right of the ANCHOR box and select ABOUT VIAPAGE from the drop-down menu.
4. "About ViaPage" jumps to the URL box above. Click the OK button on the Hyperlink dialog box.
5. In the first Table, the "About ViaPage" text is now underlined and tied to the third Anchor. When the text is clicked on, the page will jump from the text to the location of the third anchor.
6. Return to the first table and select the next line of text: ViaPage Creation Features. Repeat the above procedure selecting VIAPAGE CREATION FEATURES from the Hyperlink dialog box drop-down menu.
7. Return to the first table and select the next line of text: Familiarity of Use. Repeat the above procedure selecting FAMILIARITY OF USE from the Hyperlink dialog box drop-down menu.
8. Return to the first table and select the next line of text: Advanced Features. Repeat the above procedure selecting ADVANCED FEATURES from the Hyperlink dialog box drop-down menu.

All text in the left column of the first Table has now been tied to specific anchors in the page and will jump from the text to the location of the specified anchor.

1. Center the cursor directly under the seventh Table and click on the IMAGE icon.
2. When the Open Pictures dialog box appears, select the PASTELICON.BMP by clicking on it once and then clicking on the OPEN button at the bottom of the Open Picture dialog box.

The image is now inserted in the page.

3. Click on the image to select it, and repeat the procedure from the *Inserting the First Image-Setting Transparent Color to an Image* section to set a transparent color for the seventh image.
4. Select the image is still selected, then right mouse click and move the cursor to the word IMAGE on the context-sensitive menu, then choose WRITE TEXT TO IMAGE from the context-sensitive submenu. Write text to the image by following the procedure outlined in *Inserting the Third Image-Writing Text to an Image*; except, instead of entering the text "Links" as the input text in the Write Text to Image dialog box, enter **Home**.
5. When ViaPage prompts you to save the image, click on the YES button in the dialog box that appears.

In the **Save As** dialog box, rename the image by entering a new name in the box to the right of File name: **pastelicon\_Home.bmp**.

6. Click on the SAVE button.

The new image with text has now been saved as pastelcon\_Home.bmp.

7. With the image still selected right-click again and select HYPERLINK from the context-sensitive menu.
8. In the Hyperlink dialog box, click on the down arrow to the right of the Anchor box and select HOME from the drop-down menu by clicking once on the word.
9. Click on the OK button.

The seventh image is now tied to the "Home" anchor and will jump to that specific anchor when clicked.

1. Place the cursor to the right of the seventh image and press the **Enter** key once. Enter the text:

**www.viagrafix.com**

2. Next, select the text and then right-click. From the context-sensitive menu, select HYPERLINK.

The Hyperlink dialog box appears.

3. In the Hyperlink dialog box enter:

**URL: www.viagrafix.com**

4. Click the OK button in the Hyperlink box.

The text is now underlined and linked to the ViaGrafix web site.

1. Place the cursor to the right of the hyperlink and press the **Enter** key once.  
Click on the AUDIO PLAYER icon or select the AUDIO PLAYER command from the COMPONENTS submenu of the INSERT menu.



The Audio dialog box appears.



2. In the Audio dialog box enter/select:

Click INITIAL SOUND.

Click the BROWSE button.

The Open dialog box appears.

- A. From the Open dialog box select the sound file SPACEMUSIC.AU from the list of files by clicking on it once then clicking on the OPEN button at the bottom of the Open dialog box.

The path and filename for the sound has now been inserted into the Audio dialog box.

3. In the Applet Appearance area, click the IMAGE radio button and then click on the BROWSE button under the image box.

The Open dialog box appears.

- A. In the Open dialog box, select the PASTELBT.BMP image from the list of files by clicking on it once then clicking on the OPEN button at the bottom of the Open dialog box.

The image path and filename has now been inserted in the image box in the Audio dialog box.

4. Next, click OK at the bottom of the Audio dialog box.

This inserts the audio file as an image in the page.



## Note

### **Using the ViaPage Wizard to Set Up the Simple Frames Page**

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6: [Saving the Frameset and Frames](#)

### **Editing and Adding Items to the Frames Page**

Step 1: [Deleting the Nervous Text Applet and Extra Space From the Contents Frame](#)

Step 2: [Saving the Contents Frame](#)

Step 3: [Moving the Text Links From One Frame to Another](#)

Step 4: [Editing the Properties of the Text Links](#)

Step 5: [Copying the Word Wheel to a New HTML Document](#)

Step 6: [Setting the Background for the New Document](#)

Step 7: [Saving the New Frame Document](#)

Step 8: [Creating a New Text Link to Word Wheel.htm](#)

Step 9: [Saving the Frame1.htm File in the Sidebar Frame](#)

Step 10: [Resetting the Default Documents for the MyFrames.htm Frameset](#)



The main purpose of this tutorial is to help you deal with framesets and their frames; therefore, to avoid as much confusion as possible, the page here will be constructed of elements you created in the simple web page MyPage.htm that you created in [Creating a Simple Web Page](#).

If you have not read the "Creating a Simple Web Page" tutorial and created the page described there, please do so. It will help you with many of the simpler aspects of web page creation that are necessary for any web page. If you have not gone through the "Creating a Simple Web Page" tutorial but are determined to start getting your feet wet with framesets and frames, insert the ViaWebPage.htm file (located in the WebPage subdirectory of your ViaPage directory) in lieu of the MyPage.htm file when you are instructed to do so.

If ViaPage is not already running, start ViaPage by double-clicking the left mouse button on the ViaPage desktop icon:



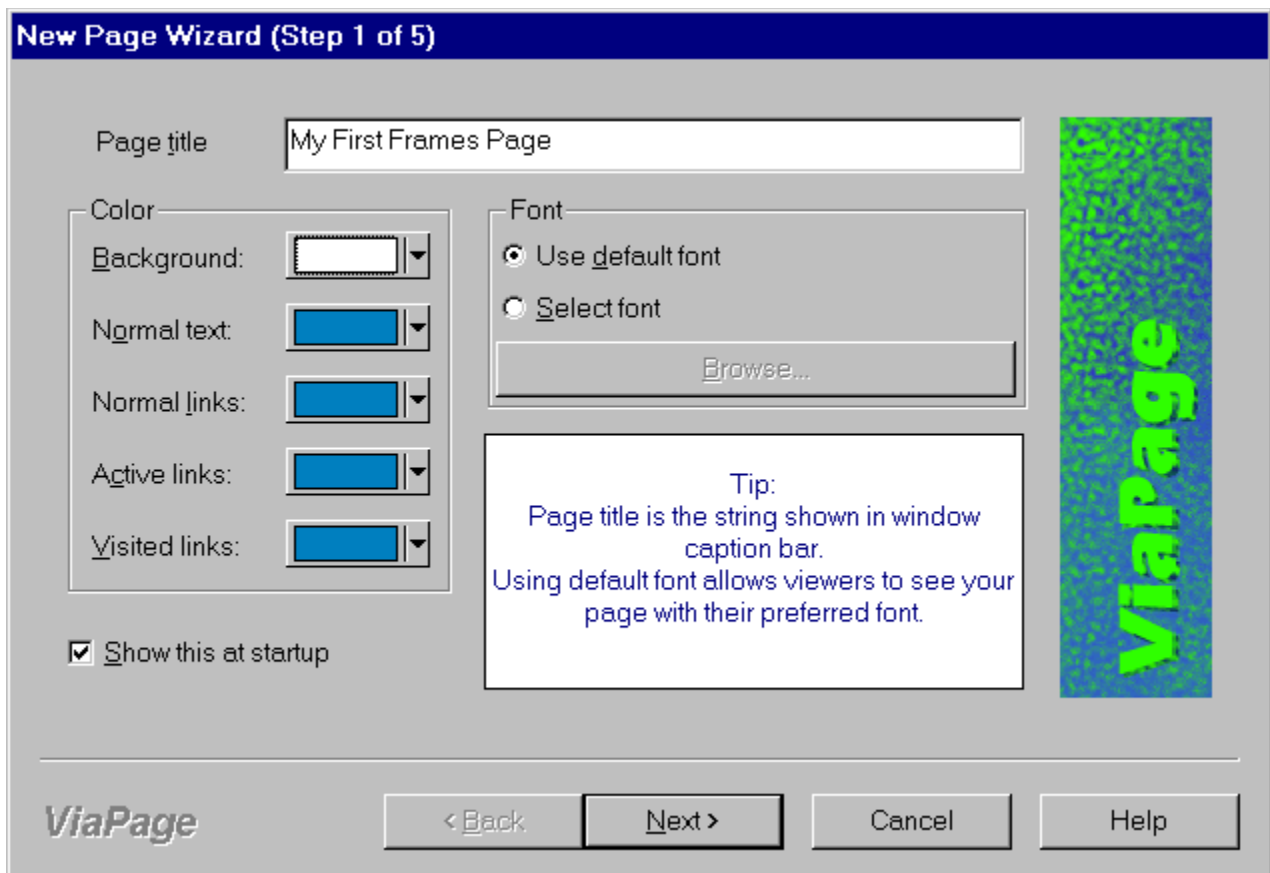
ViaPage

Or, select VIAPAGE from the PROGRAMS area from the START menu in the Windows Taskbar.

ViaPage opens with a Tip of the Day dialog box. Click the CLOSE button to close the Tip of the Day.

Next, the ViaPage Web Page Wizard opens. Enter or select the following information in the New Page Wizard (Step 1 of 5) dialog box:

1. In the Page Title option enter: **My First Frames Page**.
2. In the Color boxes: Change the SELECT BACKGROUND, NORMAL TEXT, NORMAL LINKS, ACTIVE LINKS, and VISITED LINKS colors by clicking on the down arrow to the right of the color boxes and selecting the desired color from the color palette that appears.
3. Font: Click on the USE DEFAULT FONT radio button.



**New Page Wizard (Step 1 of 5)**

Page title: My First Frames Page

Color:

- Background: [Blue]
- Normal text: [Blue]
- Normal links: [Blue]
- Active links: [Blue]
- Visited links: [Blue]

Font:

- Use default font
- Select font

Browse...

Tip:  
Page title is the string shown in window caption bar.  
Using default font allows viewers to see your page with their preferred font.

Show this at startup

ViaPage

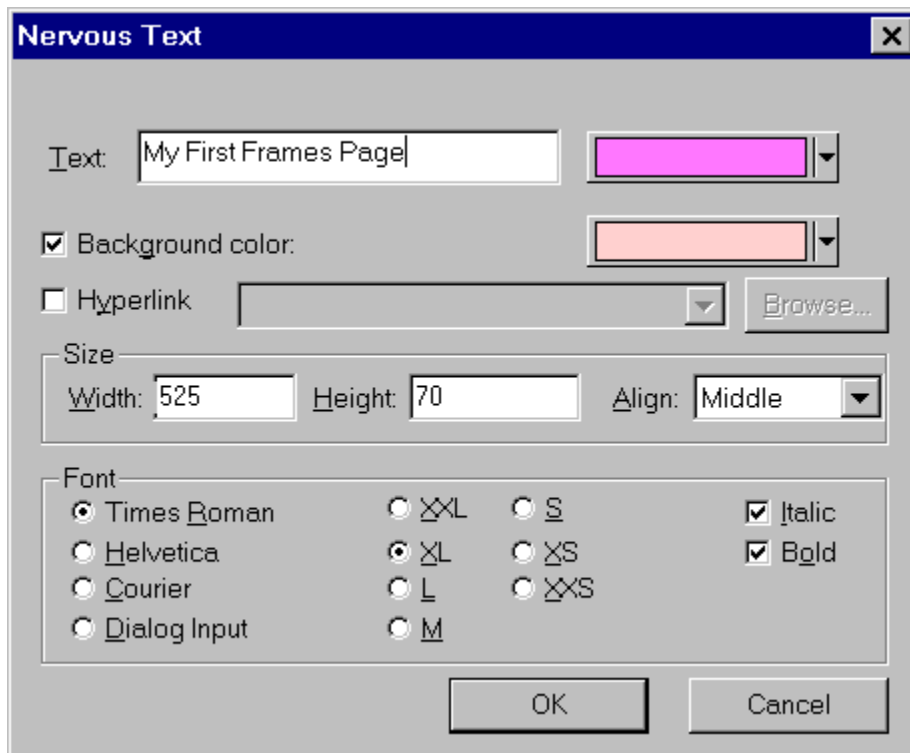
< Back   Next >   Cancel   Help

4. Click on the NEXT button at the bottom of the New Page Wizard (Step 1 of 5) dialog box.

The Select Title and Background (step 2 of 5) dialog box opens.

1. In the Select Title and Background (step 2 of 5) dialog box select:  
USE APPLET FOR HEADING and choose NERVOUS TEXT from the Select Applet list box.

The Nervous Text dialog box appears.



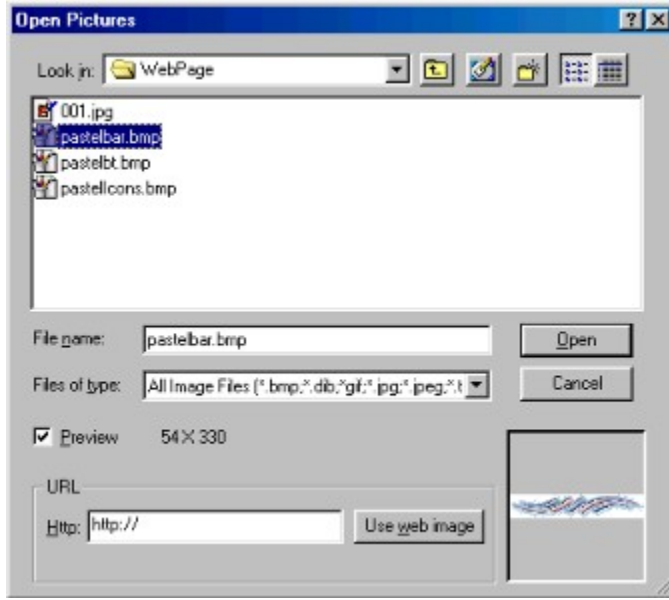
2. In the Nervous Text dialog box enter:  
Text: **My First Frames Page**  
Text color: Choose a text color  
Background color: Choose a background color  
Size:  
Width: **525**  
Height: **70**  
Align: MIDDLE  
Font: TIMES NEW ROMAN, XL, ITALIC, BOLD

3. Click on the OK button at the bottom of the Nervous Text dialog box.

ViaPage now returns to the Select Title and Background dialog box.

4. Choose a background by clicking the BACKGROUND checkbox. Next, click on the BROWSE button.

The Open dialog box appears.



5. From the Open dialog box, select the background IMAGE 001.JPG saved in the WEBPAGE folder.

6. Click on the OPEN button at the bottom of the Open dialog box.

The background image is inserted in the page.

7. Click on the NEXT button.

The Select Frame Style (Step 3 of 5) dialog box appears.

1. In the Select Frame Style (Step 3 of 5) dialog box select:  
    SIDEBAR WITH HEADER

2. Click on the NEXT button.

The Select Sub-Frame Properties (Step 4 of 5) dialog box appears.

1. In the Select Sub-Frame Properties (Step 4 of 5) dialog box select:  
CONTENT

This will make the largest frame in the preview become highlighted to let you know for which frame you are going to change the options.

2. Now select the READ FRAME FROM FILE option by clicking on it.
3. To browse for the file to be inserted in the highlighted "Content" frame click the button with two periods on it.



The Open dialog box appears.

- A. Browse to and select the file you created in the "Creating a Simple Web Page" tutorial. (If you didn't work through the Creating a Simple Web Page tutorial, browse to the WebPage subdirectory of your ViaPage directory and select the VIAWEBPAGE.HTM page.)
  - B. Click the OPEN button to complete the selection of the file and return to the Select Sub-Frame Properties (Step 4 of 5) dialog box.
4. Click on the NEXT button.

The Misc. Header Information (Step 5 of 5) dialog box appears.

1. In the Misc. Header Information (Step 5 of 5) dialog box:  
No information needs to be changed in this dialog box.
2. Click on the FINISH button.

The basic structure for the frameset and its frames is created. The top (or title) frame has the applet you created with the text "My First Frames Page." The content frame contains all of the items that you created in the "Creating a Simple Web Page" tutorial.

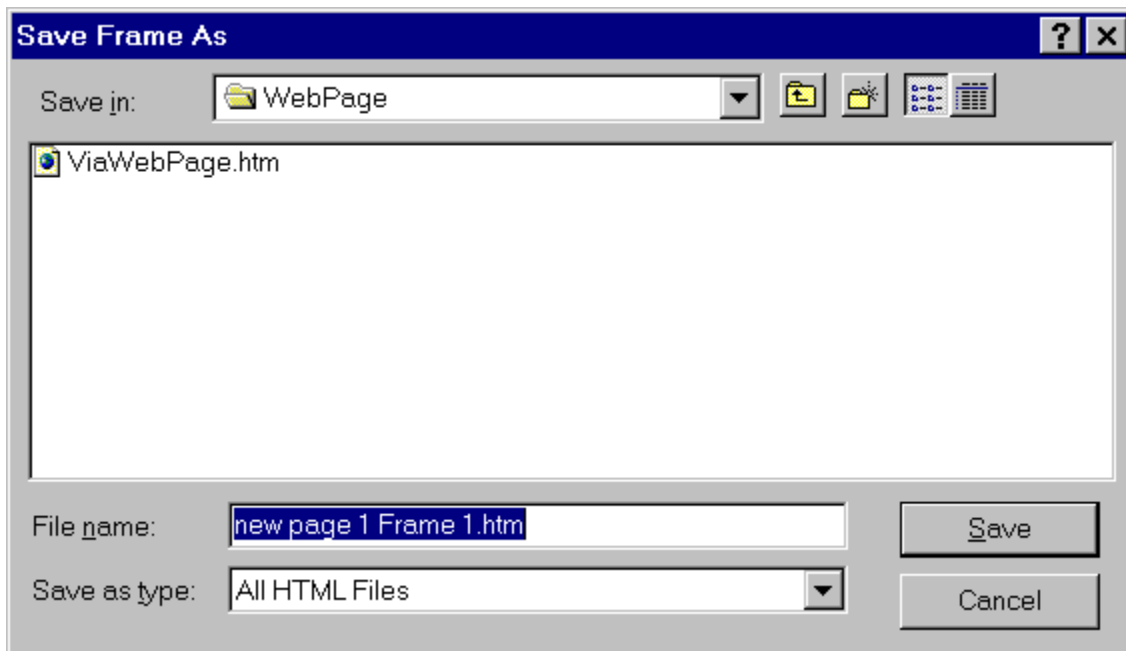


1. Click on the SAVE icon or select the SAVE command from the FILE menu.



2. A dialog box appears to ask if you would like to save modified frames in the container (or frameset). The container (or frameset) is the html file that tells the browser the number, size, and location of frames for the page. Click the YES button.

The Save Frame As dialog box appears.



Notice that behind the Save Frame As dialog box, one of the frames in the frameset is highlighted. This highlighted frame is the one that is being saved.



3. Change only the File Name option in the Save Frame As dialog box. Enter **Frame1.htm** for the FILE NAME and then click the SAVE button.

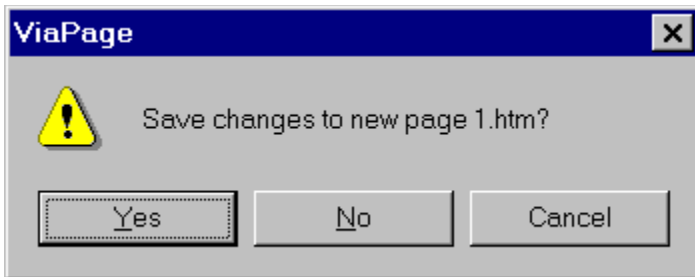
The first frame is saved in the WebPage subdirectory of your ViaPage directory as Frame1.htm. Once the frame has been saved, another instance of the Save Frame As dialog box appears to save the next frame.

4. Save the other two frames as **Frame2.htm** and **Frame3.htm**.

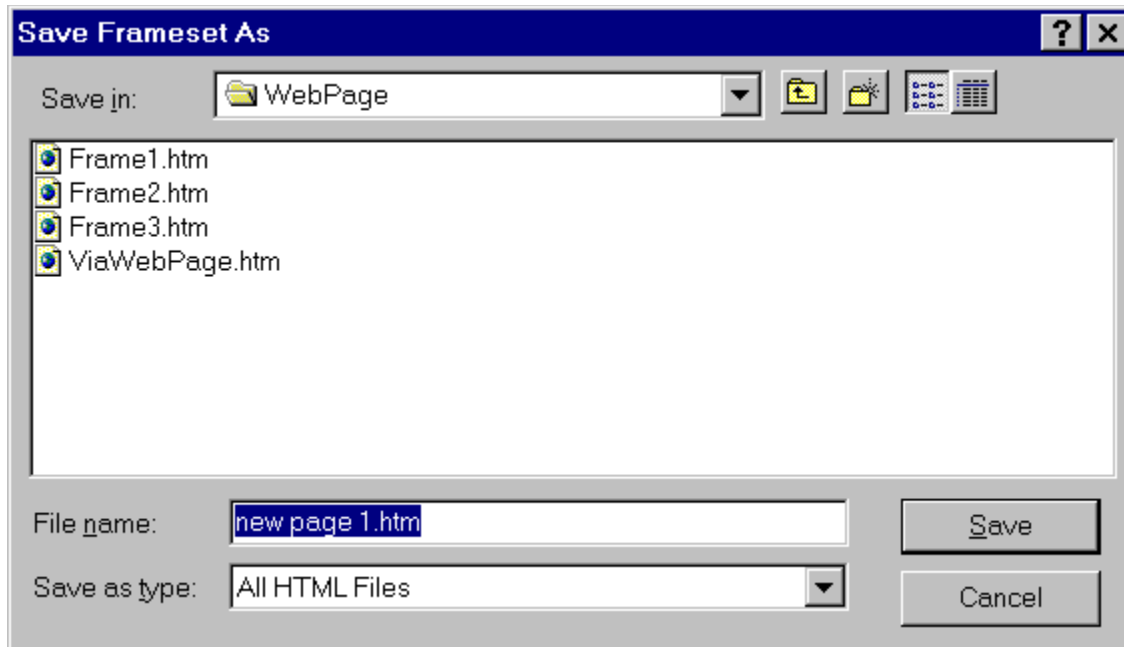
Note: You will also be asked two times if you want to overwrite the ViaPageNervous.class file. This file is associated with the Nervous Text applet which is currently being used in two of the three frames in the frameset. (One instance of the applet, you just created in the header frame while using the Web Page Wizard. The other instance was already in the file you inserted for the content frame.) Click YES for both prompts.

---

5. When all three of the frames in the frameset have been saved. You are asked if you would like to save new page 1.htm. Click the YES button.



The Save Frameset As dialog box appears to allow you to save the frameset file.



6. Change only the File Name option in the Save Frameset As dialog box. Enter **MyFrames.htm** for the FILE NAME and then click the SAVE button.

The frameset is saved in the WebPage subdirectory of your ViaPage directory as MyFrames.htm.

Since there is now a Nervous Text applet in the title frame of the frameset, you need to delete the Nervous Text applet in the contents frame (the largest of the three frames) that contains the text "The ViaPage Web Page."

1. Select the applet in the contents frame by clicking on it with the mouse.
2. Press the **Del** key on your keyboard to delete the applet.
3. Now place the cursor to the right of the topmost anchor in the page and press the **Right Arrow Key** on the keyboard once. The cursor will drop one line below the anchor.
4. If the line that the cursor is on is not the line that contains the first graphic (it shouldn't be if you followed all of the directions in the "Creating a Simple Web Page" tutorial correctly), quickly press and release the **Del** key on the keyboard. Continue pressing and releasing the **Del** key until the cursor is on the same line as the first graphic.

1. Right-click the mouse in the contents frame. Select FRAME|SAVE FRAME from the context-sensitive menu that appears.

1. Using the scroll bar on the right side of the contents frame, scroll down to the text links in the same table as the Word Wheel applet.
2. Now select all of the links. To select the links, move the mouse cursor to the left of the first link, click and hold the left mouse button, and then drag the mouse cursor up or down the page and to the right until it is just to the right of the last link.
3. With the links highlighted, press **Ctrl+C** to copy them to the clipboard.
4. Press the DEL key to delete the links.
5. Move the mouse cursor into the sidebar frame on the left side of the page and click the left mouse button once to place the cursor in that frame.
6. Click on the CENTER icon or select the CENTER command from the PARAGRAPH submenu in the FORMAT menu.

This will center the cursor in the frame.



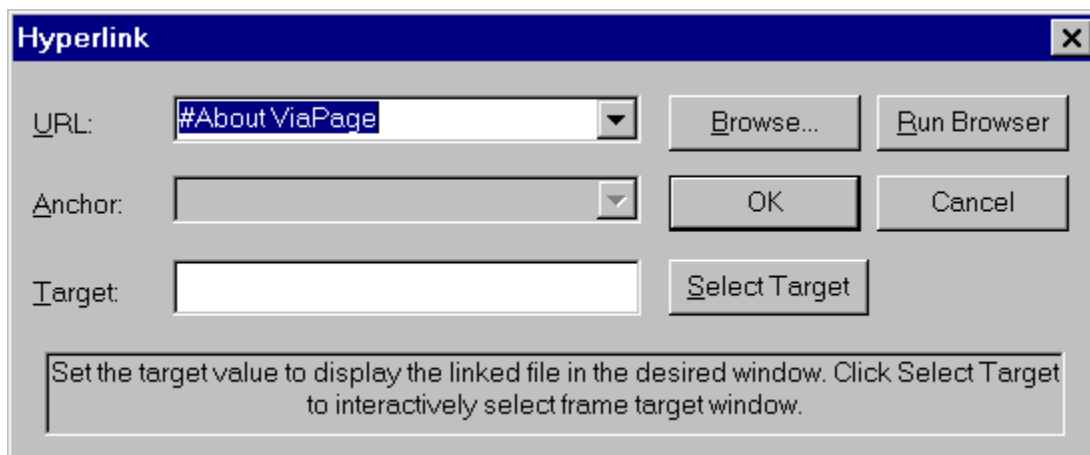
7. Now paste the links into the frame by pressing **Ctrl+V**.

With hypertext links, it is possible to link to another document to be displayed or a particular reference point (or anchor) in a document. When dealing with frames and framesets, the document (or file) that contains a link is replaced by the linked document by default when a user clicks on the link; however, it is also possible to specify that the linked document be displayed in another frame in the frameset (called a "target" for the link), leaving the document that contains the link where it is.

Since the text links have been moved, the properties for the links need to be changed. Because the text links were in the same document as the anchors to which they were linked, the links contain only the anchor names and not the name of the document that contains the anchors. For this kind of frameset, it is also common practice to display any linked documents in the content (or main) frame, so the links will also need to specify a target.

1. Move the mouse cursor over the "About ViaPage" link and click the left mouse button once to place the cursor in the text for the link.
2. Press the right mouse button and select HYPERLINK from the context-sensitive menu that appears.

The Hyperlink dialog box appears.



3. Click the BROWSE button.

The Open dialog box appears.

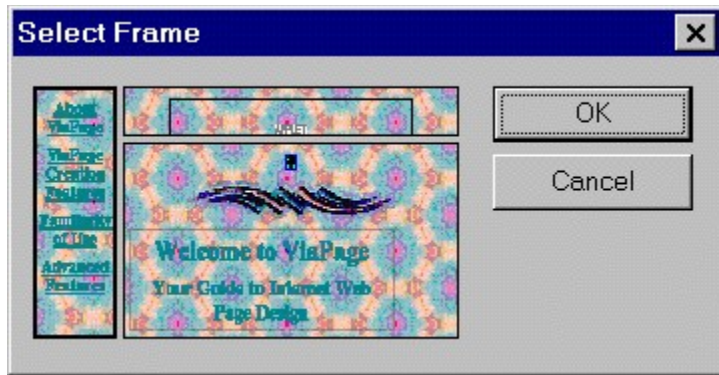
- A. From the Open dialog box select the file FRAME3.HTM from the list of files by clicking on it once then clicking on the OPEN button at the bottom of the Open dialog box.

Note: If you do not see the file Frame3.htm, make sure the Open dialog box is displaying the contents of the WebPage subdirectory of your ViaPage directory. If necessary, browse to this directory.

---

4. In the Hyperlink dialog box, click on the down arrow to the right of the ANCHOR box and select ABOUT VIAPAGE from the list box by clicking once on it.
5. Now click on the SELECT TARGET button.

The Select Frame dialog box appears.



- A. Click on the contents frame (the largest of the three frames) in the Select Frame dialog box and then click the OK button.

Now that more than one document or file has been directed to this frame for display, it is necessary to give the frame a name.

The Frame Name dialog box appears.

- B. Type **Contents** in the Frame Name dialog box and then click the OK button.

Repeat this step for the remaining text links. The only difference will be to select the appropriate anchor from the list box in Item 4 (VIAPAGE CREATION FEATURES, FAMILIARITY OF USE, or ADVANCED FEATURES) instead of selecting "About ViaPage."

**Note:** It will not be necessary to name the Contents frame more than once, so the Frame Name dialog box will not appear again.

---



1. Select the word wheel applet in the Contents frame by clicking on it with the mouse.
2. With the word wheel highlighted, press **Ctrl+C** to copy it to the clipboard.
3. Press the DEL key to delete the word wheel.
4. Place the cursor to the left of the now empty table and press the **Delete** key to delete it. Also, delete the "Links" anchor and the image links to the "Links" anchor.
5. Right-click in the contents frame and select FRAME|SAVE FRAME from the context-sensitive menu that appears.

The changes to the frame document are saved under the frames previous name: Frame3.htm.

6. With the cursor still in the Contents frame, select the EMPTY CURRENT FRAME command from the FRAME menu.

The Frame3.htm file that was in the Contents frame is replaced with the New Document Tools.



7. Click on the CREATE EMPTY FILE button. A new blank document is displayed in the Contents frame.
8. If necessary, click in the Contents frame to replace the cursor, and then click on the CENTER icon or select the CENTER command from the PARAGRAPH submenu in the FORMAT menu.

This will center the cursor in the frame.



9. Now paste the word wheel into the frame by pressing **Ctrl+V**.

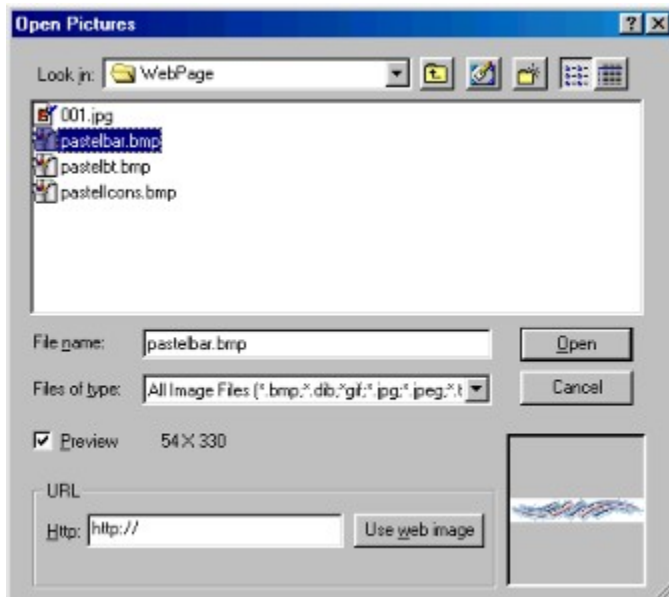


1. With the cursor still in the Contents frame, right-click and select PAGE PROPERTIES from the context-sensitive menu that appears.

The Page Properties dialog box appears.

2. Choose a background by clicking the BACKGROUND IMAGE checkbox. Next, click on the BROWSE button.

The Open dialog box appears.

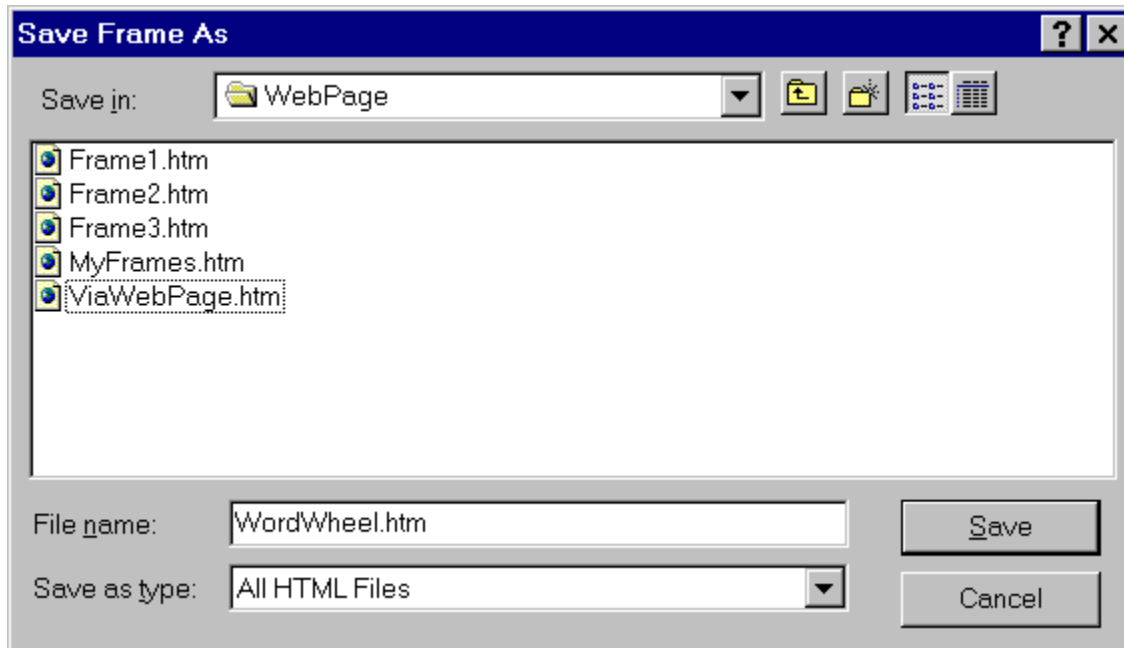


5. From the Open dialog box, select the background image 001.JPG saved in the WEBPAGE folder.
6. Click on the OPEN button in the Open dialog box.
7. Click the OK button in the Page Properties dialog box.

The same background image that has been used for the rest of the page is inserted in the new frame document.

1. Right-click in the Contents frame. Select FRAME|SAVE FRAME AS in the context-sensitive menu that appears.

The Save Frame As dialog box appears.



2. Enter **WordWheel.htm** for the FILE NAME and then click on the SAVE button.

Note: You will also be asked if you want to overwrite the ViaPageWordWheel.class file. This file is associated with the Word Wheel applet. Click YES for the prompt.

---

1. Place the cursor in the sidebar frame on the left side of the frameset by clicking in it with the mouse.
2. Press and hold the **Down Arrow Key** until the cursor stops moving down. Press and hold the **Right Arrow Key** until the cursor stops moving to the right. The cursor should be just to the right of the word "Features" in the "Advanced Features" text link.
3. Press the **Enter** key once. Enter the text:  
**Word Wheel**
2. Next, select the text and then right-click. From the context-sensitive menu, select HYPERLINK.

The Hyperlink dialog box appears.

3. For the URL in the Hyperlink dialog box enter:  
**WordWheel.htm**
4. For the TARGET enter:  
**Contents**
5. Click the OK button in the Hyperlink box.

The text is now underlined and linked to the document WordWheel.htm that was just created.

Since a link has been added to the sidebar frame, it is necessary to save it.

1. Right-click in the sidebar frame and select FRAME|SAVE FRAME from the context-sensitive menu that appears.

The changes to the frame document are saved under the frames previous name: Frame1.htm.

If you were to close the MyFrames.htm frameset at this point, you would be prompted to save it since one of the frames was cleared to make a new document. If you chose "Yes" to save the frameset, the new document "WordWheel.htm" would be displayed in the Contents frame by default (when the frameset was first opened in a browser). If you chose "No" to close the frameset without saving, the document "Frame3.htm" that was originally placed in the Contents frame would be displayed in the Contents frame by default.

In this step, an alternate method will be described. It will accomplish the same thing, but will help you use an additional feature that can come in very handy when dealing with frames. Hopefully this method will also help increase your level of comprehension more than just closing the frameset and selecting "No."

1. Right-click in the Contents frame and select FRAME|SET FRAME SOURCE from the context-sensitive menu that appears.

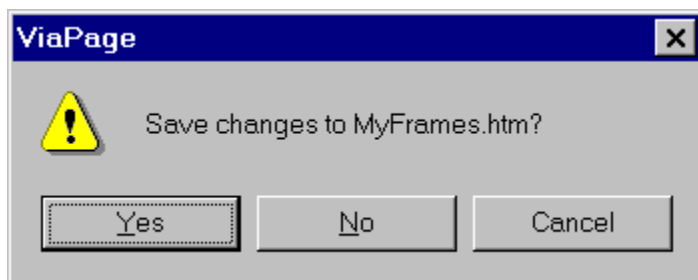
The ViaPage Open dialog box appears.

2. Select the file FRAME3.HTM by clicking on it with the mouse. This was the original source for the Contents frame in the MyFrame.htm frameset.
3. Click the OPEN button.

The frame document Frame3.htm replaces WordWheel.htm in the Contents frame.

4. Select the CLOSE command from the FILE menu.

Since the frame source for the Contents frame was changed to WordWheel.htm and then changed back to Frame3.htm, you are prompted to save the frameset.



5. Click YES to save the frameset MyFrames.htm with Frame3.htm as the default document for the Contents frame.

The frameset closes. Now when the frameset is first opened in a browser Frame3.htm will be displayed as the content for the Contents frame.

One of the most important tasks in creating a web page is uploading (copying) it to your web server. After all, what is the point in creating a web page all about you if you are the only one who can see it?

If you already have a web site, use the information provided by the company that owns the Web server your site is on. If you don't already have a web site, see [Getting Your Free Web Site](#) for details on how to get a free web site.

There are three ways to upload your site to the server using ViaPage's [FTP](#) commands. The Upload a File command is perfect when you've changed one or two files. It lets you upload a single file, so you don't have to wait while files that haven't been updated are copied to the server.

The Upload Site command lets you upload your entire site at one time. The Upload Site Command is great for those times you have made changes to lots of files or have created lots of new files. You don't have to remember all of the files that you've updated and then upload them one at a time using the Upload a File command.

The FTP Browse command lets you see what files are in both your site directory on your local machine and on your Web server. The interface is great if you are not sure which files you have already transferred to the Web server.

[Using the Upload a File Command](#)

[Using the Upload Site Command](#)

[Using the FTP Browse Command](#)



When you are ready to Upload a File to a Web server, select the UPLOAD A FILE command. There are a couple of ways to select the command:

1. Click on the FILE menu, click on FILE TRANSFERS, and then click on UPLOAD A FILE.
2. Press **Alt+F, F** again, and then **U**.

**Note:** Remember that you must be able to provide all of the Login information required for this command before it will work. This information should be provided by the company which owns the space or server on which the page will be placed.

---

After you choose the Upload a File command, the Upload File dialog box will appear.



#### **From Local File**

This option tells ViaPage which of the files on your machine you want to copy to the Web server. Type the path and filename or click the Directory button to browse for the file to be uploaded to the server.

#### **To Remote File**

This option tells ViaPage where you want the file copied, so ViaPage can open an FTP connection with the appropriate server and then tell the server where to put the file. When you specify the file to be uploaded in the From Local File option, the filename is automatically copied to the To Remote File field. Change the filename for the destination file if desired. Type the FTP site and path to your space on the server in front of the filename (e.g., ftp.yourdomain.com/directory/filename.ext). If you registered for a free web site from eTracks.com the FTP site and path will look something like this:

ftp.myweb.members.etracks.com/*yourdirectory/*

#### **Login Information**

##### **User ID**

This tells the FTP server who is logging in for file transfers.

##### **Password**

Your password proves your identity.

As we touched on a little earlier, the Transfer a File command is great if you just want to upload one or two files, but it is extremely slow and cumbersome if you want to upload several files. For this reason, ViaPage also provides the Upload Site command.



Before you use the Upload Site command, you must first open the site using the Open Site command.

1. Click on the FILE menu, click on WEB SITE, and then click on OPEN SITE.
2. Press **Alt+F, W**, and then **N**.

The Open Site dialog box appears.



Type the path, select the path from the list of recently used paths, or click the Browse button to browse for the location of the site.

**Note:** With ViaPage there is not a particular file that determines what is a part of a certain site. To keep things as simple as possible for new users, ViaPage uses directories to define "sites."

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Once the site is open, you can copy the site to the server using the Upload Site command.

1. Click on the FILE menu, click on WEB SITE, and then click on UPLOAD SITE.
2. Press **Alt+F, W**, and then **U**.

**Note:** Remember that you must be able to provide all of the Login information required for this command before it will work. This information should be provided by the company which owns the space or server on which the page will be placed.

---

The Upload Site dialog box appears.



### FTP Address

This option tells ViaPage where you want the site copied, so ViaPage can open an FTP connection with the appropriate server and then tell the server where to put the files. If you registered for a free web site from eTracks.com the FTP site and path will look something like this:

`ftp.myweb.members.etracks.com/yourdirectory/`

As with the Upload a File command, you must provide identification and a password.

**User ID**

This tells the FTP server who is logging in for file transfers.

**Password**

Your password proves your identity.

**Remember Password**

If you don't want to type your password every time you perform a Site Upload and security is not an issue, check the Remember Password option.

**Upload Modified Files Only**

If you only want to upload files that have been modified since the last upload, check the Upload Modified Files Only option.

When you are ready to upload file to a Web server, select the FTP BROWSE command. There are a couple of ways to select the command:

1. Click on the FILE menu, click on FILE TRANSFERS, and then click on FTP BROWSE.
2. Press **Alt+F**, **F** again, and then **F** a third time.

**Note:** Remember that you must be able to provide all of the Login information required for this command before it will open the browse interface. This information should be provided by the company which owns the space or server on which the page will be placed.

After you choose the FTP Browse command, the Connect to FTP Site dialog box will appear.



#### **Site Address**

This option tells ViaPage the FTP site you want to browse (and potentially copy files to), so ViaPage can open an [FTP](#) connection with the appropriate server and then display your site on the server in the next dialog box. Type the FTP site and path to your space on the server (e.g., ftp.yourdomain.com/directory/filename.ext). If you registered for a free web site from eTracks.com the FTP site and path will look something like this:

ftp.myweb.members.etracks.com/*yourdirectory/*

#### **User ID**

This tells the FTP server who is logging in for file transfers.

#### **Password**

Your password proves your identity.

Click the OK button when you have finished entering the information. ViaPage establishes a connection with the site and opens the File Transfer dialog box which displays local folders and files (on your local machine) on the left hand side and remote folders and files (on the server you specified in the previous dialog box) on the right hand side.



To copy a file from your machine to the Web server, browse to the location in your area on the Web server where you want to place the file in the right hand side of the dialog box. Now in the left hand side of the dialog box, browse to the file on your local machine you want to place on the server and then click on it with the mouse to select it. Finally, click the arrowhead button that points to the right



To download a file from the Web server to your machine, browse to the location on you local machine where you want to place the file in the left hand side of the dialog box. Now in the right hand side of the dialog box, browse to the file on the server you want to place on your machine and then click on it with the



mouse to select it. Finally, click the arrowhead button that points to the left

To delete a file on your local machine or on the Web server, just browse to the file on the appropriate side of the File Transfer dialog box (Local or Remote), select the file, and press the Delete key on the keyboard.

To connect to another FTP site, click the NEW button to repeat the login process.

When you have finished transferring files click the EXIT button.

Once you have installed ViaPage, you can register for a free web site from eTracks.com. After you have registered for your web site, you can upload your pages to the eTracks.com Web server, so people can view your pages via the Internet.

To register for your free web site, just select the FREE WEB SITE command from the HELP menu. ViaPage will open your default web browser and direct it to <http://myweb.etracks.com/signup/>. This page contains a simple form. Complete the form and then click on the PROCEED button.

Your request for a free web site will be processed, and you will receive an e-mail that contains the URL for your new web page, as well as instructions on how to use it.

# FTP

FTP (File Transfer Protocol) is a type of connection to the Internet that allows users to copy files from their local machine to a Web server (and vice versa) using programs such as browsers, HTML editors, etc.



# Relative Paths vs. Absolute Paths

In HTML, every link uses a Uniform Resource Locator (URL) to find its destination. Links as they are referred to here include hypertext links and linked images (images that have been inserted into pages). An URL is similar to the directory paths used in operating systems such as DOS or UNIX, and includes the appropriate protocol required by the link.

Absolute URLs (or paths) give the entire path (e.g. C:\Program Files\ViaPage\yourpage.html or http://www.designcad.com/viapage/default.htm) to the linked page or image. You might need to use an absolute URL to link to a clip art file that resides in your company's Web site. Avoid using absolute URLs whenever possible—they will no longer be valid if you move the referenced files to another folder or server.

Most problems associated with absolute URLs can be prevented by using local aliases (see Using local aliases) or relative URLs.

Relative URLs (or path) point to a file based on its location relative to the current file. If you use a relative path to specify a file, that link will still be valid if the files are moved to a server. For example, lets assume that you have a page called MyPage1.htm that is located in C:\Program Files\ViaPage\MySite\, and you want to insert a hyperlink to another file in the same location: MyPage2.htm. Instead of inserting the absolute path to the new file (C:\Program Files\ViaPage\MySite\MyPage2.htm), insert only the relative path (MyPage2.htm). This makes the link “portable,” so instead of being forced to change the path when you move the files to your server, you need only make sure that you copy both files to the same location.

Now if MyPage2.htm were located in a subdirectory of MySite called MoreSite, it would be necessary to specify the subdirectory in the relative path (MoreSite\MyPage2.htm) and place MyPage2.htm in a MoreSite subdirectory on the server.

Note: Two periods at the beginning of a relative path tell the browser that the file is located in the folder above the folder containing the current page (../MyPage2.htm).

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