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## Welcome to Publishing Wizard window

The Welcome to Publishing Wizard window is a brief introduction to the program. The window appears every time you start up Publishing Wizard.

Publishing Wizard is a Windows application program developed by CompuServe to enable you to publish Web pages on the World Wide Web. You must have a CompuServe account to publish Web pages with Publishing Wizard.

Publishing Wizard can use Web page files prepared with any application, but it is especially designed to work with Home Page Wizard, another CompuServe application developed to help CompuServe members create their own personal pages on the World Wide Web.

Publishing Wizard takes you through a series of windows where you provide the administrative information required to set up your Web pages. Optionally, you can also provide information to be used in the directory of Web pages maintained by CompuServe. If you start up Publishing Wizard from outside Home Page Wizard, you will also need to identify the files that Publishing Wizard will use to set up your Web pages.

If you have any questions about the information requested in a window, click the Help button at the bottom to see help information about that particular window.

Note: The specific windows that you see depend on whether you started Publishing Wizard from the CompuServe program group or from Home Page Wizard. Sometimes the windows may already have information filled in. You can make any changes you want; Publishing Wizard will save the information from this session and use it the next time you start up the program.

When you finish with each window, click the Next button at the bottom to move on to the next window in the series. If you decide to make changes in any previous window, you can click the Back button (as many times as necessary) to return to any window in the sequence.

Note: You can exit the program at any point before you actually upload Web page files by clicking the Close button at the bottom of a window. Publishing Wizard will save any information that you enter up to the point of exiting and use it the next time you start up the program.

After you complete the sequence, Publishing Wizard connects you to CompuServe and sets up your pages in the World Wide Web. You can see your own Web pages within minutes.

## **Selection window**

The Selection window is where you tell Publishing Wizard whether to delete the Web pages that you currently have on the World Wide Web, or to publish new Web pages.

By default, the Upload Files option button is selected. To publish new Web pages, simply click the Next button. To delete any pages that you currently have on the World Wide Web, click the Delete All Files option button and then click the Next button.

## Personal Information window

The Personal Information window enables you to supply your name and city of residence, for use in the CompuServe Home Page Directory, which is a directory of the home pages maintained by CompuServe.

Note: You can find your own home page and those of other people by visiting the CompuServe Home Page Directory at <http://ourworld.compuserve.com>.

If you have used Publishing Wizard before, this window will contain the information from your last session. Similarly, if you started up Publishing Wizard from Home Page Wizard (the special program for CompuServe members to create Web pages), then the window will have any personal information from your current Home Page Wizard project.

To provide each item of information, just click on the associated text box and type. Here are some things you might want to know about the various information items:

- First Name -- A first name is required.
- MI -- A middle initial is optional.
- Last Name -- A last name is required.
- City -- A city name is optional.
- State/Province -- A state or province is optional. This information is mainly pertinent to residents of the U.S. (state) or Canada (province). If you reside in any other country, you can type in any administrative subdivision that you like.
- Country -- A country is optional.

When you're ready to move on, click the Next button at the bottom of the window.

## Directory Information window

The Directory Information window enables you to identify your occupation and hobbies for use in the CompuServe Home Page Directory, which is a directory of the home pages maintained by CompuServe

Note: You can find your own home page and those of other people by visiting the CompuServe Home Page Directory at <http://ourworld.compuserve.com>.

If you have used Publishing Wizard before, this window will contain the information from your last session. Similarly, if you started up Publishing Wizard from Home Page Wizard (the special program for CompuServe members to create Web pages), then the window will have any directory information from your current Home Page Wizard project.

To provide each item of information, just click on the associated text box and type. Here are some things you might want to know about the various information items:

- Occupation -- An occupation is optional. Whatever you type here will be included in the CompuServe Home Page Directory.
- Hobbies -- One or more hobbies or leisure interests are optional. Whatever you type here will be included in the CompuServe Home Page Directory.
- Email Address -- Your e-mail address is optional.

When you're ready to move on, click the Next button at the bottom of the window.

## **File Upload window**

The File Upload window alerts you to the fact that you must identify the files that Publishing Wizard will use to create your Web pages. You perform the actual identification in the following window.

When you're ready to move on, click the Next button at the bottom of the window.

## Web Page File Identification window

The Web Page File Identification window is where you select the files you want to publish on the World Wide Web. You can select any combination of graphics files and Hypertext Markup Language (HTML) files. The graphics files that you select should be in a format that most Web browsers can process, such as Graphics Interchange Format (GIF).

The Files box at the upper left lists the files in the currently selected directory, which is identified above the Directories box. You can only select files from this list. To select one file, click the filename and then click the Add button at the upper right of the window. To select all the files in the list, click the Add All button. Home Page Wizard lists any files that you select in the Files to upload box in the lower part of the window.

You can list the files in a different directory by clicking the one you want in the Directories box. Or you can switch to a different drive by clicking the arrow at the right of the Drives box and then clicking the drive you want from the resulting pop-down menu. You can select files from the new directory and add them to the files already listed in the Files to upload box.

If you add a file to the Files to upload box and then decide not to use the file, you can remove it from the box by clicking the filename and then clicking the Remove button at the right of the window. Or you can remove all the files at once by clicking the Remove All button.

There are four action buttons on the right side of the window:

### **Add**

Click this button to add the highlighted file in the Files box to the Files to upload box

### **Add All**

Click this button to add all the files in the Files box to the Files to upload box.

### **Remove**

Click this button to remove the highlighted file in the Files to upload box.

### **Remove all**

Click this button to remove all the files from the Files to upload box.

When you're ready to move on, click the Next button at the bottom of the window.

## **Home Page Selection window**

The Home Page Selection window is where you choose which page will serve as your home page. The home page is the first page that people will see when they visit your Web pages.

You choose your home page by highlighting the file and then clicking the Next button.

## **Account Information window**

The Account Information window is where you enter your CompuServe User ID number and your CompuServe password. You must have a valid CompuServe account to publish Web pages in the CompuServe area.

The Account Information window also appears if you are deleting Web pages. You should be aware that Publishing Wizard will delete all the pages currently set up for the specified account.

To enter your CompuServe User ID number and password, click inside the appropriate box and type in the requested information. When you're ready to move on, click the Next button at the bottom of the window.

## Delete All Files window

The Delete All Files window presents a final warning that if you proceed, Publishing Wizard will delete all the Web pages currently associated with the CompuServe account identified in the [Account Information window](#).

Note: Publishing Wizard deletes only the pages that are currently on the World Wide Web. Deleting these pages does not affect any Web page files on your computer.

To proceed with deletion, click the Next button at the bottom of your screen.

## **Delete Complete window**

The Delete Complete window notifies you that Publishing Wizard has finished deleting all the Web pages associated with the account specified in the [Account Information window](#).

If you want to publish new Web pages, you can start up Publishing Wizard again. This time, select Upload Files in the [Selection window](#).

To exit Publishing Wizard, click the Finish button at the bottom of your screen.

## **Its Time to Publish window**

The Its Time to Publish window lets you know that we have all the information we need to publish your home pages on the World Wide Web.

When you're ready to move on, click the Next button at the bottom of the window.

## Personal Address Registration window

The Personal Address Registration window is where you choose a Personal Address. A Personal Address is used to create the Internet address for your Web pages. Whenever someone selects that address in a Web browser, he or she will visit your home page.

To enter your Personal Address, click in the box and then type it in. A Personal Address must be at least 2 characters long, and it can be up to 32 characters long. It must contain at least one letter. Characters that can be used include letters, numeric digits, and underscore characters. No spaces are allowed.

To see some suggested addresses, click the Suggest button at the right of the Personal Address box. This takes you to the [Personal Address Suggestions window](#). When you make a selection there, you return to this window, and whatever you select is automatically placed into the Personal Address box.

When you're ready to move on, click the Next button at the bottom of the window.

## **Personal Address Suggestions window**

The Personal Address Suggestions window enables you to select your Personal Address from three suggestions that follow frequently used address formats.

You reach this window by clicking the Suggest button in the [Personal Address Registration window](#).

To use one of the selected addresses, click the adjacent option button and then click the OK button. To use a different address, click the option button next to None of these, and then click the OK button.

## **Upload Complete window**

The Upload Complete window notifies you that Publishing Wizard has succeeded in setting up your pages on the World Wide Web, and shows you your Uniform Resource Locator (URL), which is the Internet address for your Web pages. You can use this window to visit your Web pages right away and review their appearance and operation.

This window automatically appears at the end of a successful publication process, after a series of progress reports.

**Note:** Be sure and write down your URL. You will need it to visit your Web pages later on.

To visit your Web pages right now, click the View Page button. This takes you to your home page on the World Wide Web.

To exit from Publishing Wizard, click the Finish button at the bottom of the window.

