

# Building A Web Site

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**N**amo WebEditor offers an easy way to build your web site. With NamowebEditor you don't have to know complex and difficult HTML syntax. This is something that had once prevented ordinary users from creating their own web site. In this chapter you will see just how easy it is to build and publish your web site using NamowebEditor.

## **Getting Started with the NamowebEditor 3.0**

This is a guide for people who are using the NamowebEditor for the first time. You will get some basic knowledge about using NamowebEditor. Once you finish this guide, you will be able to easily enter and edit text and images.

## **Building a Web Site Quickly**

This will show you how to create your web site in just a few minutes using the template wizard function.

## **Publishing Your Web Site**

Once your web site is created, you are ready to publish it. We have made drastic improvements in the publishing feature since our previous release.

## **Handling Internet Information**

NamowebEditor 3.0 is equipped with new features that make it one of the most indispensable HTML editing and publishing programs on the market.

## GETTING STARTED

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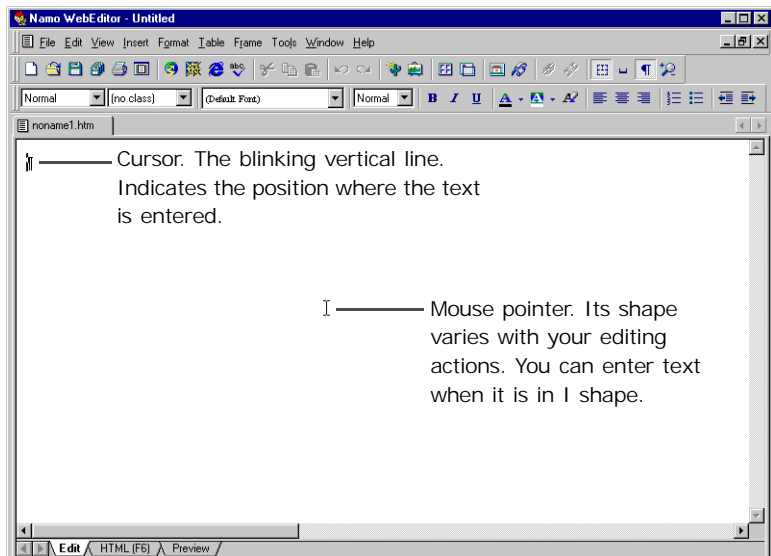
Before you arrive at your final HTML document, you must have some knowledge on how to use Namo WebEditor.

### Launching WebEditor

Launch the Namo WebEditor from the desktop icon. If you did not make the desktop icon, please select Start-Program-Namo WebEditor3-Namo WebEditor3, or the location specified by you. The Namo WebEditor window will then open.

The Namo WebEditor screen consists of a title bar, toolbars, edit window, scroll bar, status bar and buttons.

When you launch Namo WebEditor, a blank document will appear as shown below.



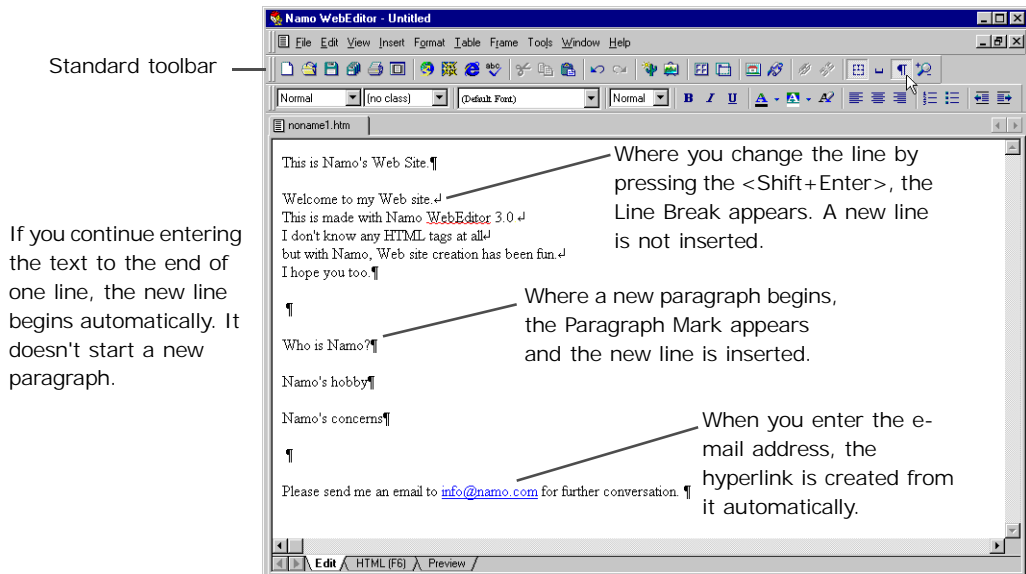
### Entering Text

After Namo WebEditor is launched, the cursor is the only item that will blink in the white space. This space is called the edit window, this is where you will enter text.

As you enter text you will notice it becoming underlined in red. The red underline indicates that the auto spelling check function of the Namo WebEditor is active. Once a word is completed, the red line will disappear if the spelling is correct. If the spelling is not correct, or the word happens to be a pronoun not currently in the dictionary, the red line will remain. For further information on the spell check feature, see *Spelling(9-1)*.

If you press the <Enter> key while entering text, a new paragraph will begin and the cursor position moves back to the left margin. Where a paragraph ends, a Paragraph Mark appears. You can make the mark appear or disappear by clicking the *Show/Hide Paragraph Marks* button on *Standard toolbar*.

The difference between an HTML document and a text document is that a blank line is inserted between paragraphs in HTML. To begin a new line without starting a new paragraph, press <Shift+Enter>. This new line begins without a blank line separating it.



### Editing Text

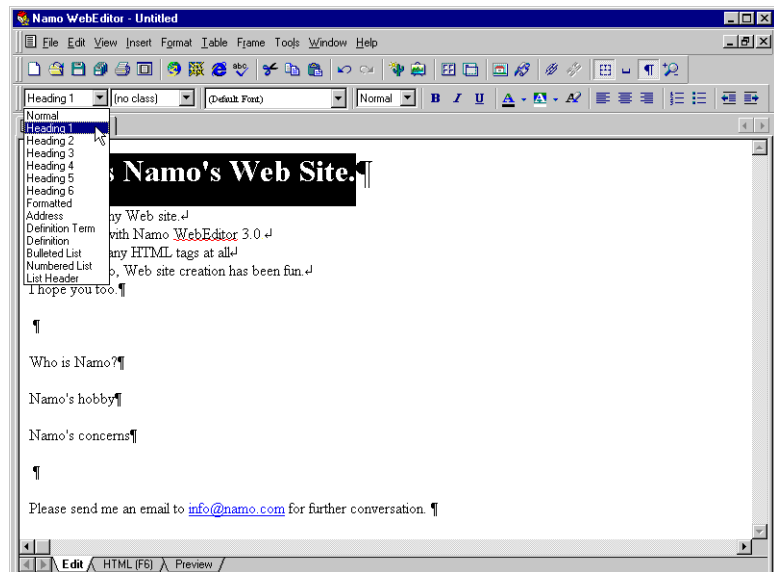
In the early days of HTML, anyone who edited the HTML document had to remember and enter all the complex tags. But with Namo WebEditor you no longer have to do this!

For example, to adjust the shape of characters and paragraphs, just use the *Format* menu or *Format toolbar*. For more information on the *Format* menu, see *Format(6-1)*.

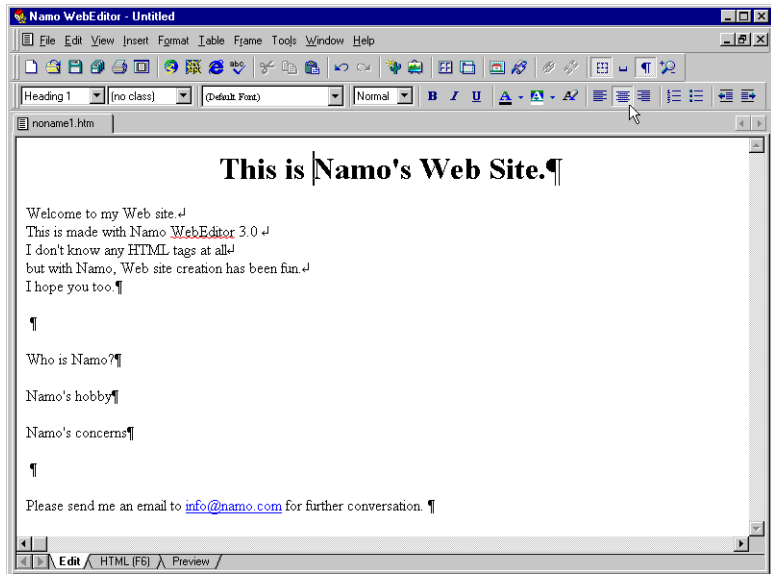
By using Namo WebEditor, beginners could enter text or change the font type and size as easily as in a word processor. Where you show your work is really the only main difference between using Namo WebEditor and a word processor. With Namo you display the HTML document on the Internet, or send it as an e-mail. Whereas with a word processor, you print it on paper. Note that you can also print an HTML on paper.

To change a paragraph to a Heading, place the cursor position on the paragraph and select the paragraph type you want from the *Change Paragraph Style* sub menu on the *Format toolbar*. The shape of the characters and paragraph will then change as your selection. If you don't like how it looks, you can easily try another type.

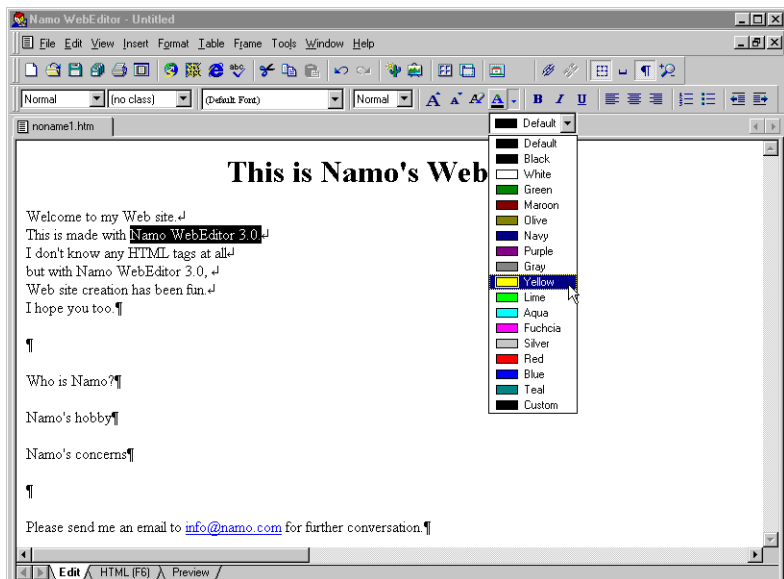
The Format toolbar contains tools to control character and paragraph appearance.



With the cursor position on a paragraph, click the Align Center button on the Format toolbar. The paragraph will then be centered on the screen.



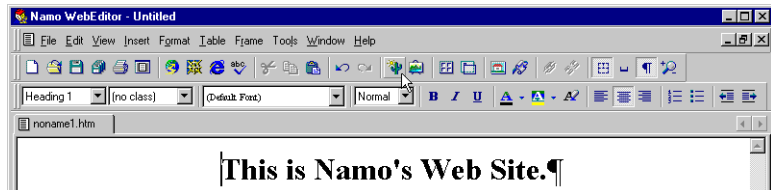
To display text in yellow, select the text and specify yellow as the background from the drop down menu. To select the text, drag the mouse over the text or click the beginning of the text and then click the end of the text while holding <Shift> key.



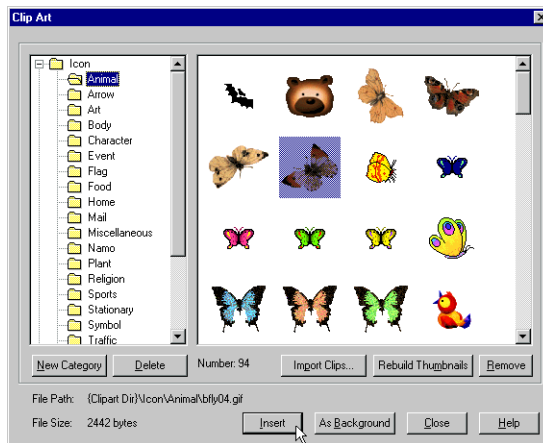
### Inserting Image

Inserting images into the HTML document is also very easy. You can select from over 3,400 clip art images provided by Namo WebEditor.

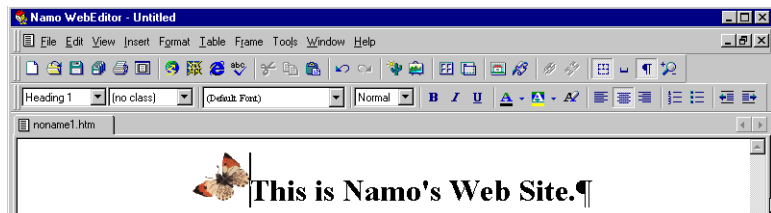
Place the cursor position where you want to insert an image, then click the *Insert Clip Art* button on the *Toolbar*.



In the *Clip Art* window, select the image type in the left window, then select the image you want in the right window. Then click the *Insert* button.

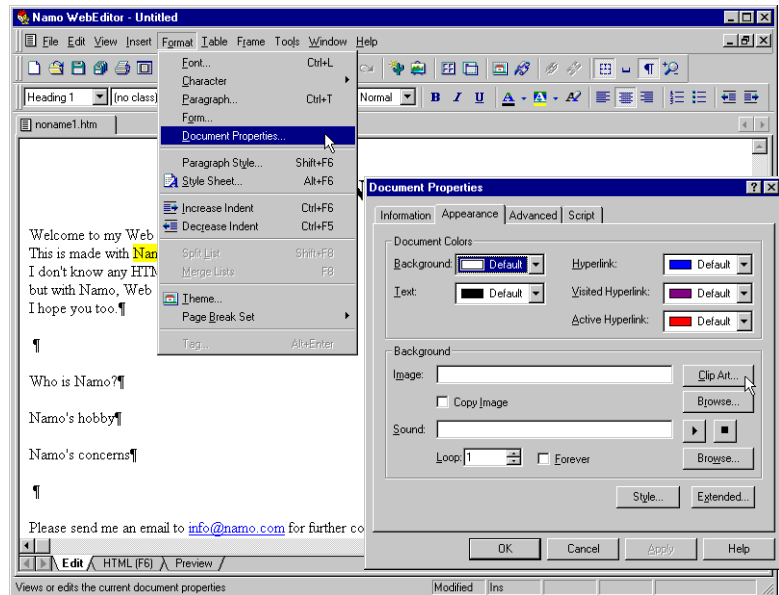


The image is inserted at the current cursor position. You can then modify the size of the image.

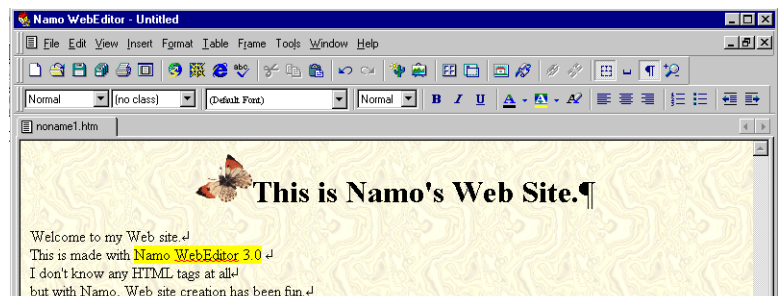


## Inserting Background Image

This allows you to insert background colors and images. When you select the *Document Properties* command from the *Format* menu, the *Document Properties* dialog box will appear. Click on the *Clip Art...* button from the dialog box to specify the background image.



In the *Clip Art* window, select the image you want from the *Texture* sub folder in the *Background* folder. Then click the *Insert* button. The image you specify will appear as the background of the document. For more information on the background image, see *Document Properties(6-16)*.

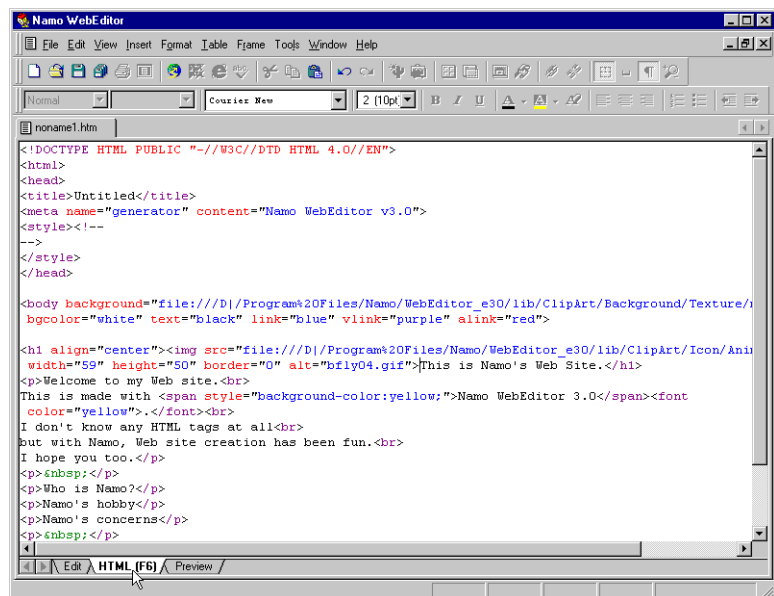


**Viewing HTML Code** At the bottom of the edit window are the *Edit*, *HTML* and *Preview* tabs. Until now the edit window has been the only one visible on the screen, because the *Edit* tab was selected.

When you click the *HTML* tab or press the <F6> key, the HTML window will open. You can now see HTML tags along with the text you entered. Once you see these HTML tags, you will appreciate how easy it is to use Namo WebEditor!

The text you entered is displayed in black, while the HTML syntax is displayed in purple (tag) or red (attribute). The words displayed in blue are the attribute values.

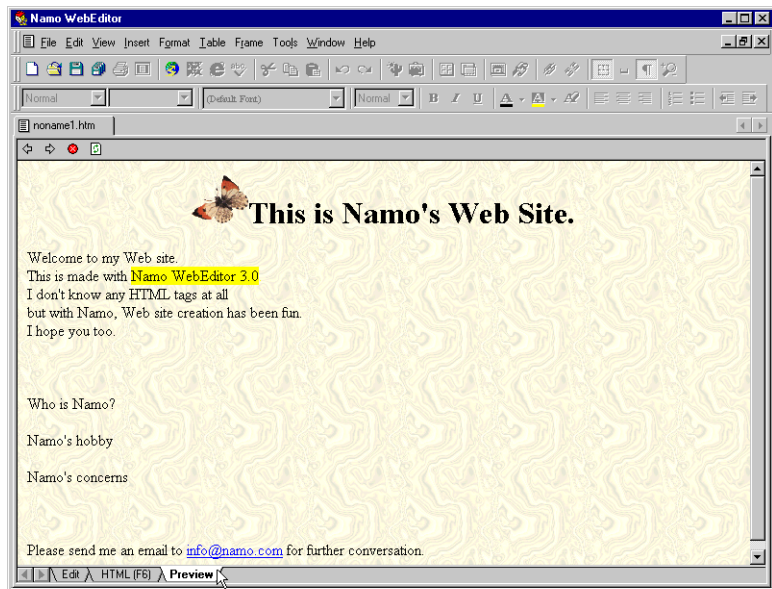
If you have no knowledge of HTML, you should not adjust or delete these tags. This could cause your document to show improperly in the browser. To return to the edit window, press the <F6> key or click on the *Edit* tab.



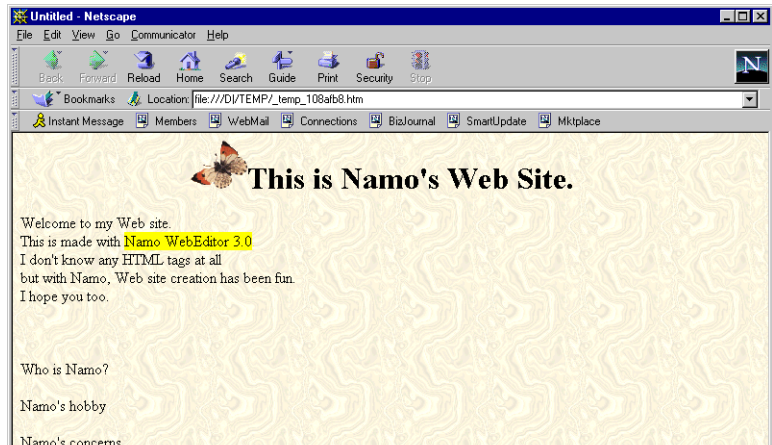


## Preview in Web Browser

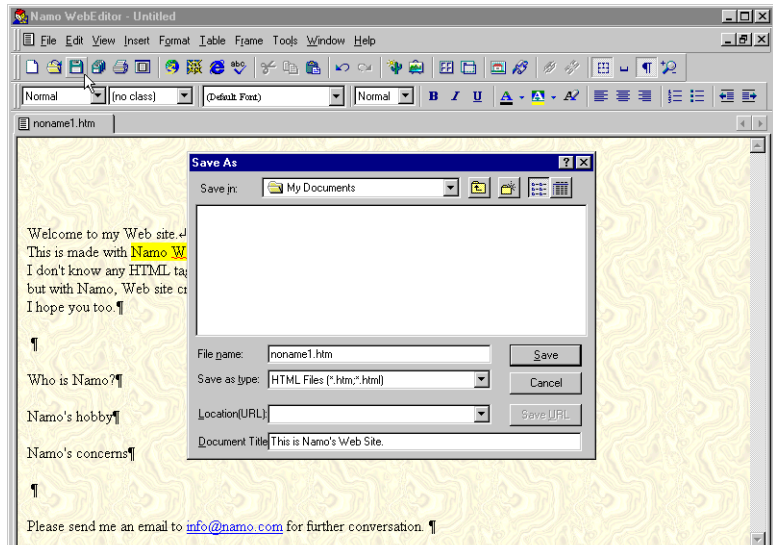
If you click the *Preview* tab, you can then see how the document will look in Internet Explorer. Internet Explorer 4.0 or higher is required for this function.



When you are using Netscape, press the <F12> key on your keyboard. Netscape will start and will display your document.

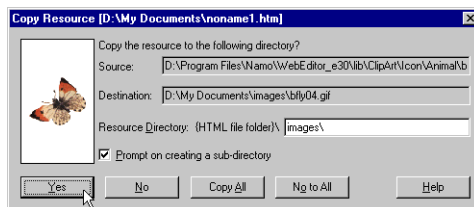


**Saving Documents** You can save the document by: selecting the *Save* command from the *File* menu, pressing <Ctrl+S>, or by clicking the *Save* button on *Standard toolbar*. Since this is the first time that you save the document, the *Save As* dialog box appears. Find the folder where you want to save the document, enter the file name, and click the *Save* button.



If you used images in your document, the dialog box will then appear asking whether Namo WebEditor should save the image files to a path inside the directory of your HTML file. When there is no particular reason not to save them, click the *Yes* button. You can, however, specify the folder where you would like them saved. If this folder does not exist, a dialog box will appear asking whether Namo WebEditor should create it. Click the *Yes* button in the dialog box.

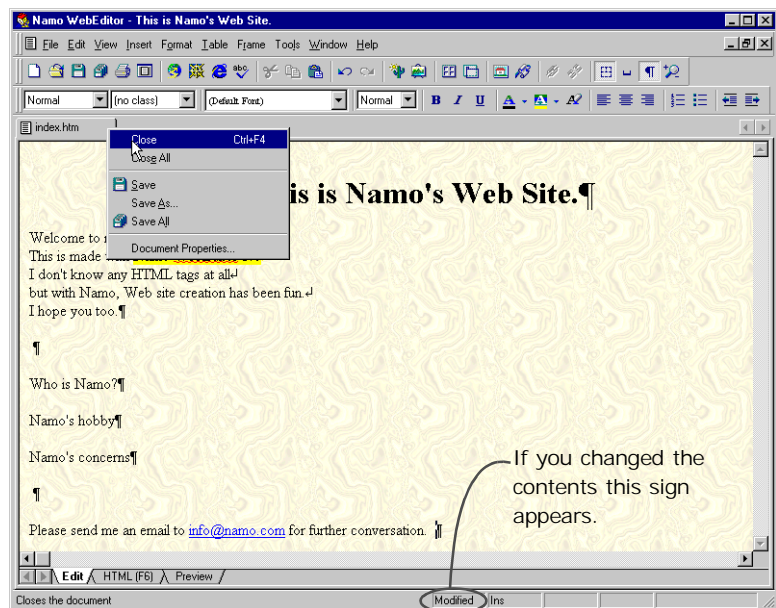
For more information on saving a document, see *Save(2-16)*.



**Closing Document** After you are finished editing a document, you should close it. To do this, select the *Close* command from the *File* menu or press <Ctrl+F4> on your keyboard. You can also do this by selecting *Close* on the menu that appears when you right click on the current document tab in the edit window.

If you close the document after making changes to it, a dialog box will appear asking “Save changes to filename?”. To save it, click the *Yes* button.

Click the *Cancel* button, if you want to cancel this dialog box and return to your document.



**Exiting WebEditor** If you are done with all editing work and want to close Namo WebEditor itself, select the *Exit* command from the *File* menu. You can also exit by pressing <Alt+F4> on your keyboard. When there are documents that have been changed but have not yet been saved, a dialog box asking whether Namo WebEditor should save the documents or not will appear. To save, click the *Yes* button or if you choose not to save, click the *No* button.

## BUILDING A WEB SITE QUICKLY

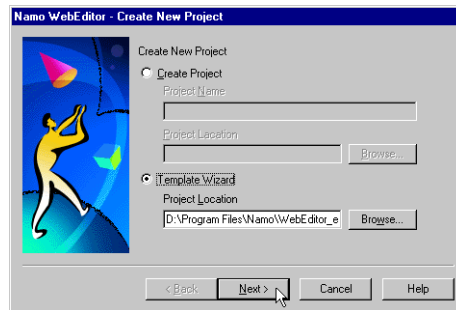
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Using the Template Wizard feature in the Namo WebEditor is a quick and easy way for you to build an entire web site. With the Template Wizard you will use a model, called a theme, as the base of your web site; thereby giving you consistency to its structure. It is up to you to fill in the substance of the site once the template has been created.

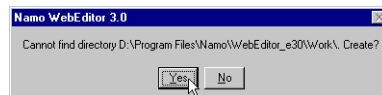
### Template Wizard

When you select the *New Project* command from the *File* menu, the *Create New Project* dialog box will appear. A document makes up an element of your web site whereas a project manages multiple documents as an integrated part of your site. This will allow convenience and speed when editing and maintaining your site.

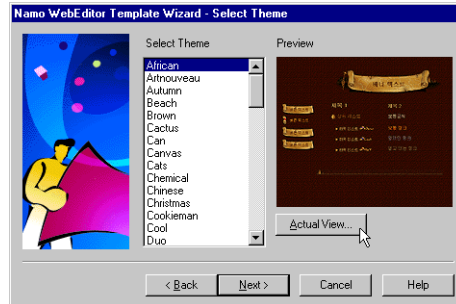
Select the *Template Wizard* from within the *Create New Project* dialog box and click the *Next* button. You can then specify the folder for the project using the *Browse* button.



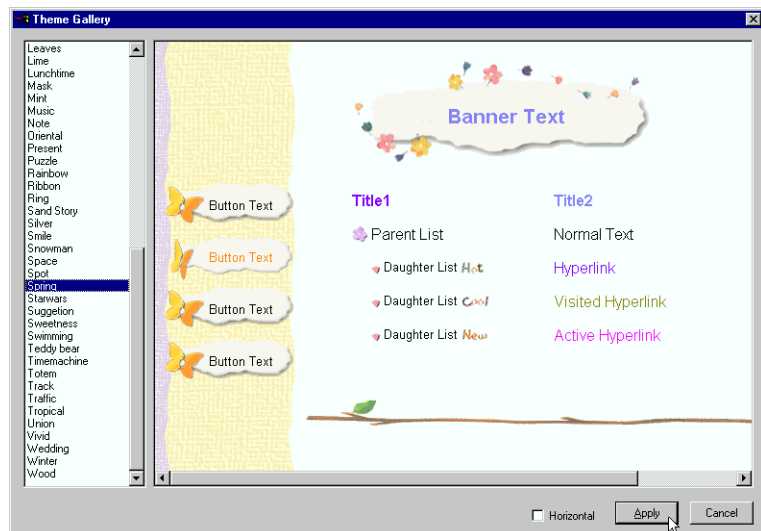
When a folder doesn't exist as you specified, a dialog box asking whether Namo WebEditor should create the folder or not will appear. To create the folder, click the *Yes* button, or click *No* and select a pre-existing folder.



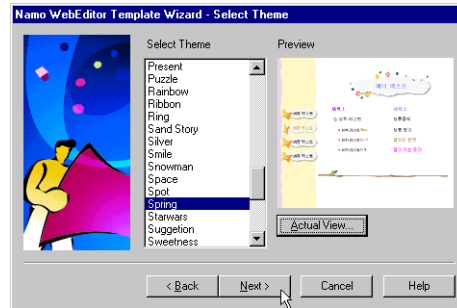
With the *Select Theme* dialog box open, you can view the themes in the Preview window by clicking the theme name. Namo WebEditor has 71 themes for you to choose from. To get a more realistic view, click the *Actual View* button.



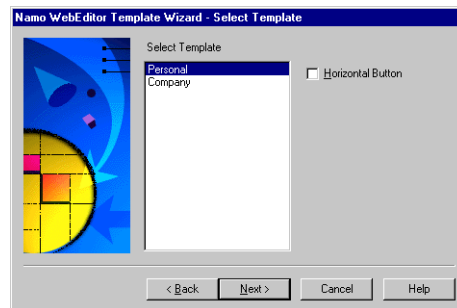
When you click the *Actual View* button, the *Theme Gallery* dialog box appears. In this dialog box, you will have a larger view of the selected theme. You can also arrange the buttons in the theme horizontally, rather than vertically, by selecting the *Horizontal* option. In the preview box you can also see the rollover effect that pertains to the images when they are pointed with the mouse. After selecting the theme you want, click the *Apply* button.



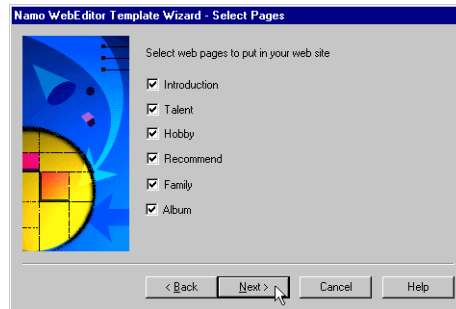
When you click the *Apply* button in the *Theme Gallery* dialog box, then the *Select Theme* dialog box appears. If the selected theme appears in the *Preview* window, click the *Next* button.



You now are given two options; *Personal* and *Company*. These will give you a general topic layout for your site. Decide which one suits your need and click the *Next* button. If you select the *Horizontal Button* option in the *Select Template* dialog box, the buttons will be arranged horizontally.



The list of pages to be included in the selected template will be shown in the *Select Pages* dialog box. Click the *Next* button after selecting, or deselecting the pages you don't want to be included.

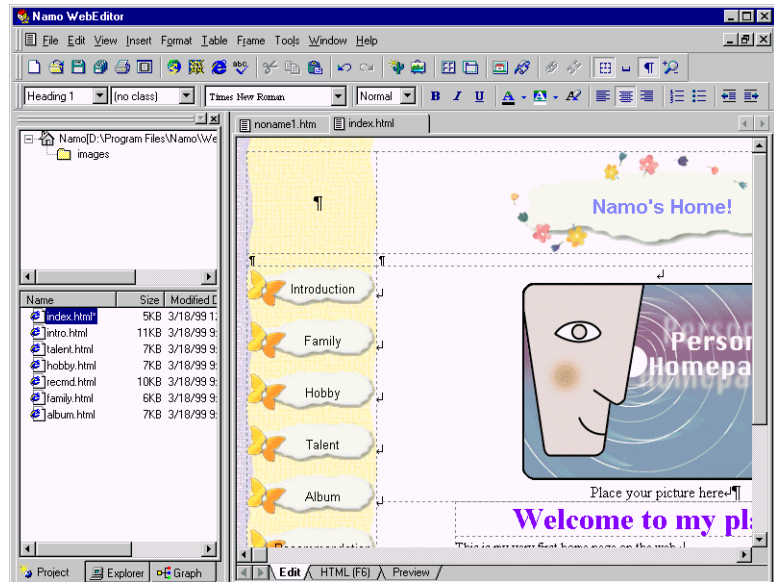


Enter the web site name (note this name will be displayed on your banner. It is for your personal use only, not as a filename) and click the *Finish* button.



The web site will be created, saved and the first page of your web site is displayed in the edit window.

Congratulations! Now you have your own web site waiting to be filled up with information.



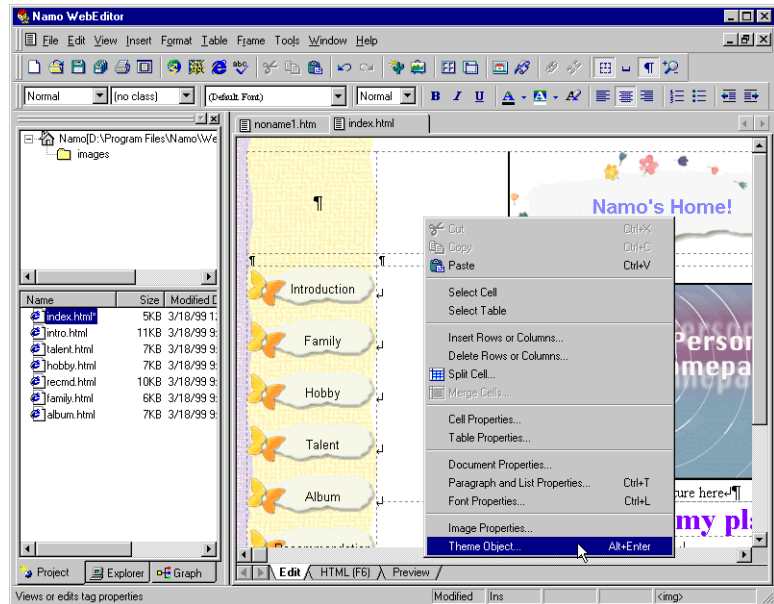
At the left is the *Project Window*. It allows you to easily manage your web site.

## Editing a Theme Object

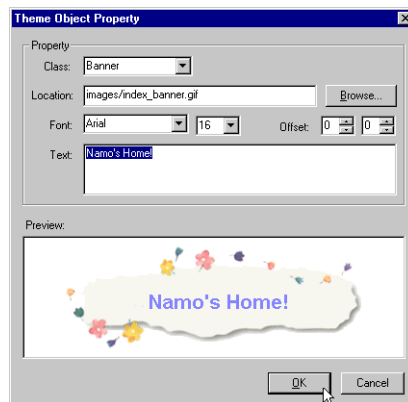
Of the images that make up the theme such as the Banner, Button, Bullet, Horizontal Ruler, Cool, Hot and New, you can enter any text you want, without using a graphic program!

Select the banner on the top by clicking in it, then right click or select the *Theme Object...* command from the *Insert* menu. The *Theme Object Property* dialog box then appears. The dialog box will also appear when you double click the banner in the edit window.



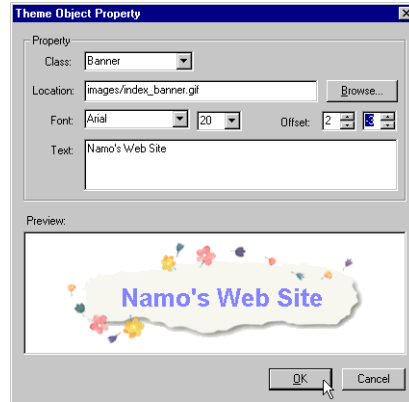


You can edit the text and specify the new font and size in the *Theme Object Property* dialog box.



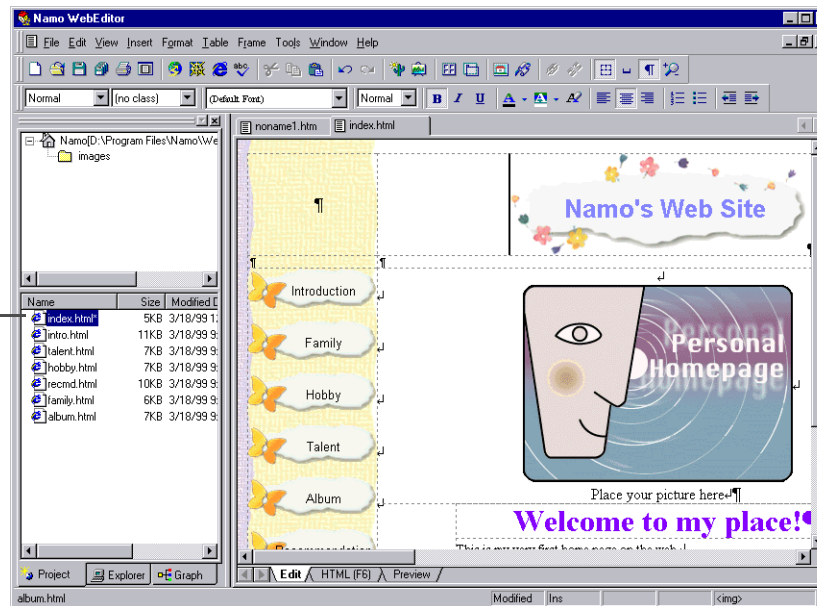
In your HTML document you should not use strange or uncommon fonts. When the font you specify is not installed in the browsers computer, the document will be displayed in the first font available on their system. However, the text that is entered on the Banners

and Buttons are converted onto the image, allowing you can specify any font you want.



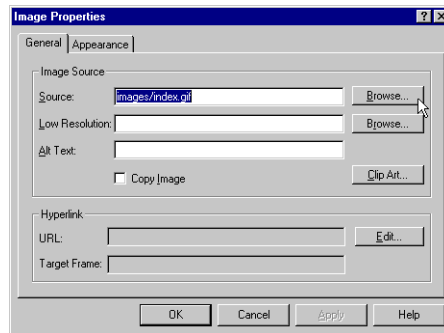
The Banner then appears as specified.

When you make changes to the project document, a '\*' mark appears to the right of the file in the *Project* Window.

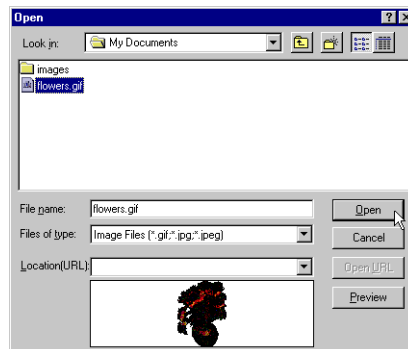


## Changing Image

Let's now change the image on the first page of the sample web site. When you double click on the image in the first page, the *Image Properties* dialog box appears. To change this image to one from your hard disk, click the *Browse* button and search for another image (.GIF or .JPG) file. Then the *Open* dialog box will appear.

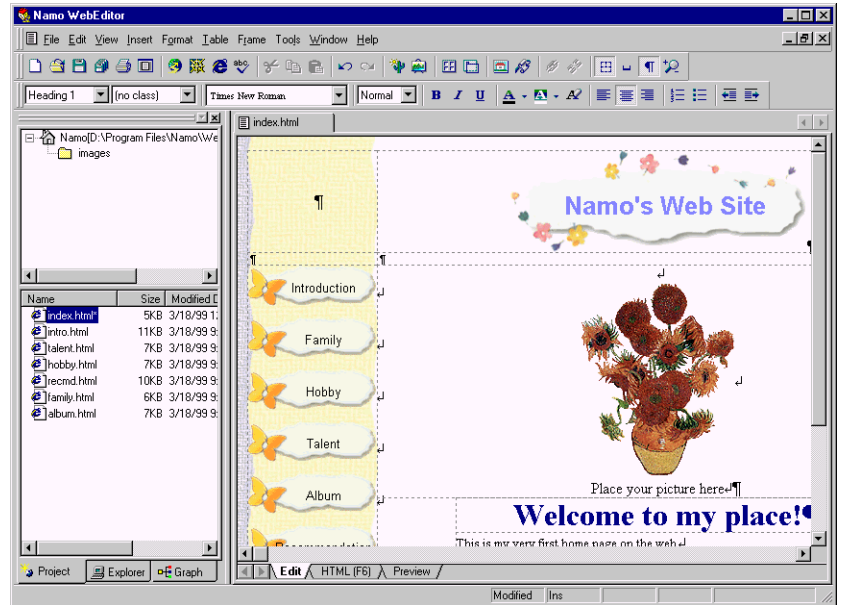


We are going to change the existing 'Personal Homepage' image to a flower. You can choose whatever image file you have instead of a flower. Move to the folder where the flower image file locates by pressing the drop down menu button. Select the flower image and click the *Open* button.

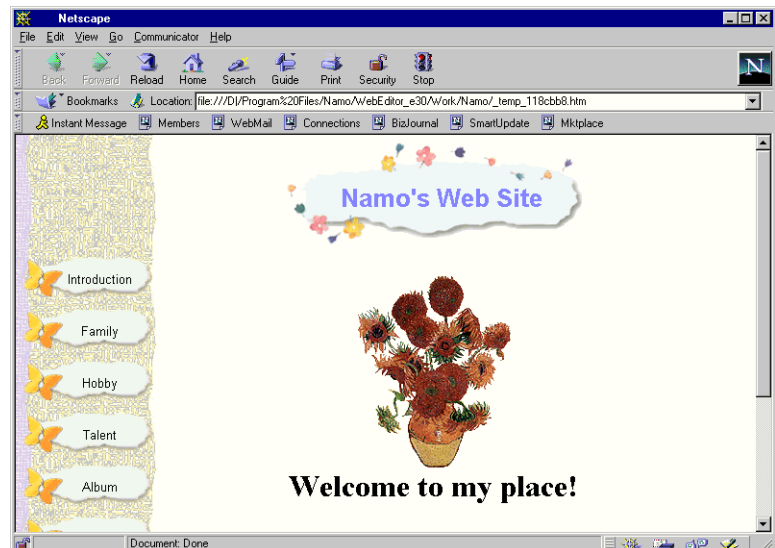


If you want to insert an image from the web, enter the exact URL, including the filename, into the *Location(URL)* field. For example, <http://www.namo.com/image/flower.gif>.

The selected image now appears, replacing the previous image.



After saving the document, you can preview it in the web browser by pressing the preview button in *Standard toolbar*:



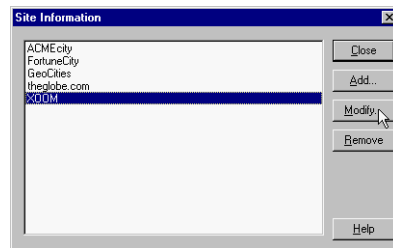
## PUBLISHING A WEB SITE

To publish your web site on a web server you must first have an account setup on it with login, password, and folder information for your files. Any host that allows you to upload your web site via FTP will be acceptable.

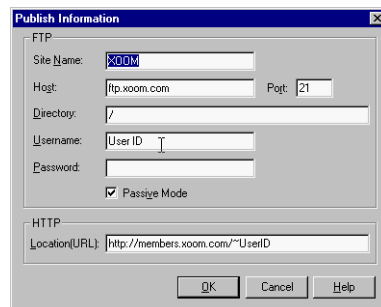
### Registering Publish Information

When you select *Publish Information* from the *Site Management* command in the *Tools* menu, the *Site Information* dialog box will then appear. Commonly used site hosts are registered here by default.

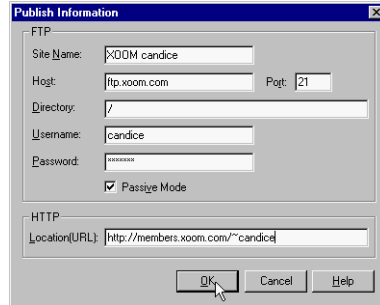
If your host is on the list, it is easy to register the information. To do this, select your host and then click the *Modify* button.



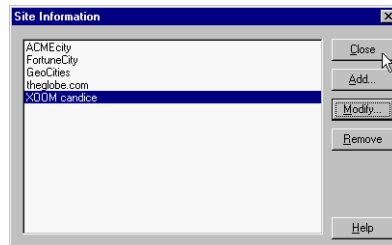
Because all the information needed is entered by default, simply complete the *Username* and *Password* field.



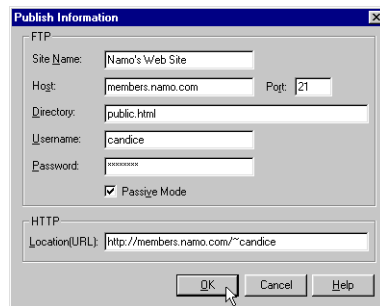
After entering the *Username* and *Password*, modify the *Username* in the *Location* field, then click *OK*.



Close the *Site Information* dialog box by clicking the *Close* button.

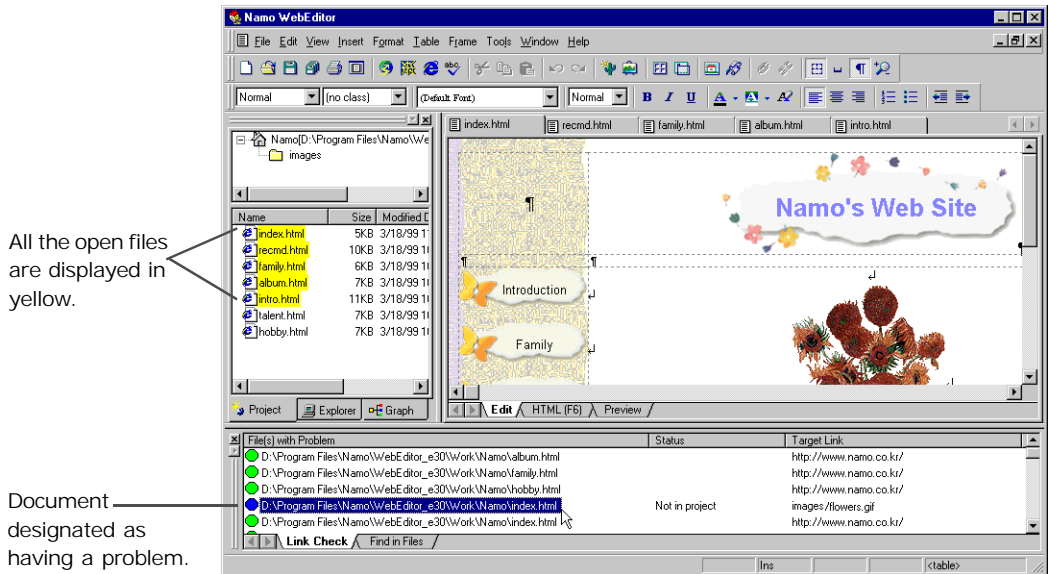


When you are publishing on your company's web server, you will need to consult the server administrator. After getting the information you need, click the *Add* button in the *Site Information* to enter the Site Information. See *Manage Site Information(2-23)*.



**Checking Hyperlinks** Before you publish your site, you will need to check everything on your web site works. You can do this by previewing your site in a web browser. Sometimes, if you are making updates to a very large web site you can not view the entire site easily.

When you select the *Verify Link* option from the *Site Management* command in the *Tools* menu, Namo WebEditor will check all the files in the project and their linkage to each other. It then displays all broken hyperlinks in the *Link Check* section of the *Result Window*. For more information on checking links, see *Incremental Verify Link*(9-25).



Above, the image file 'flowers.gif', linked to 'index.html', is shown as having a problem. If the 'flowers.gif' file is not found, the hyperlink would be shown as broken. However, in this case, the fact that the 'flowers.gif' file is not included in the project is what caused the problem.

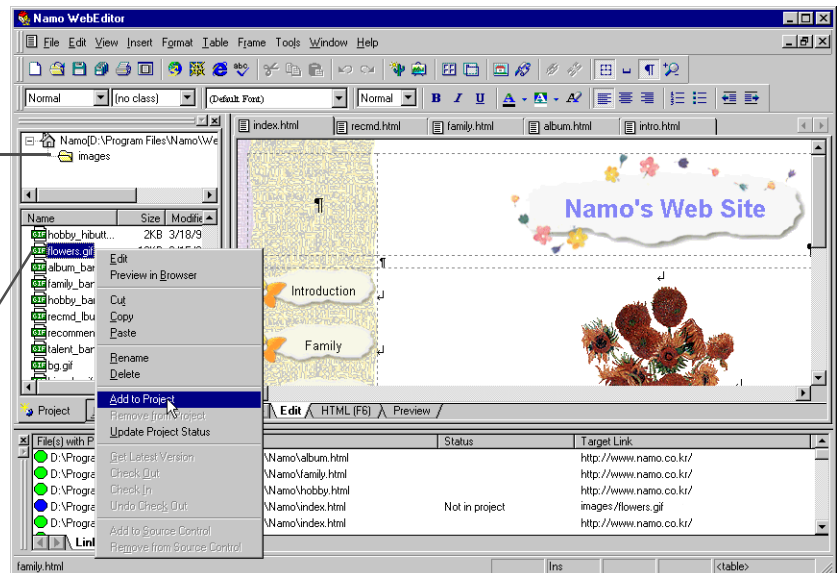
This is because the change of the images on the first page (index.html) is not reflected in the project. Therefore you need to add the image file 'flowers.gif' to the project. To publish your web

site without errors, all files that are linked to the web site should be included inside the project.

Now you will need to find the image file 'flowers.gif'. According to the *Target Link*, the file is located in the 'images' folder. Click the 'images' folder in the *Project Window*. A list of the image files found appears.

When you click the folder where the file is saved, the list of the image files appears.

Here the image file is found.



Find the 'flowers.gif' file in the list. When you find it, right click to open the menu. If you select the *Add to Project* on this menu, the file will be added to the project.

If you check the hyperlinks again, no errors will be found. You may now save the project by selecting the *Save Project* command from the *File* menu.

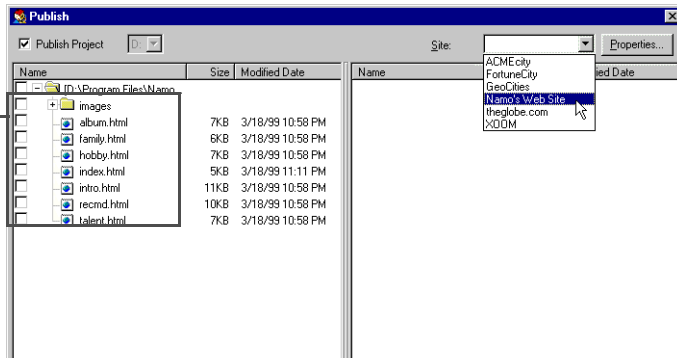
When the link check is through, you can publish your site on the web server.



## Publishing the Whole Web Site

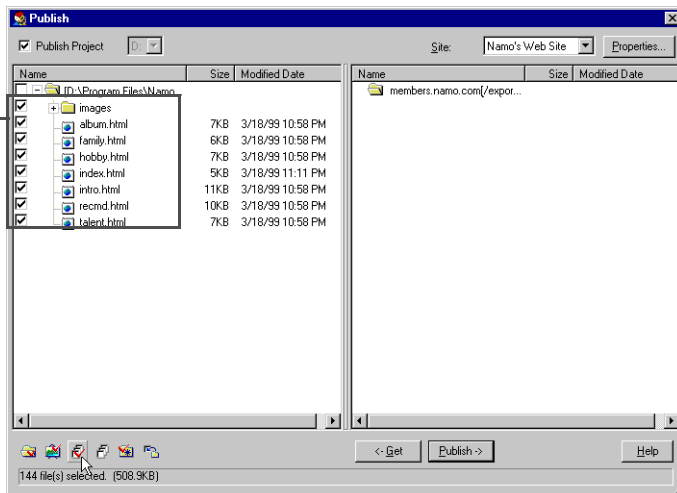
When you select the *Publish* command on the *File* menu, or press the <F4> key while a project is open, the *Publish* dialog box will appear. In the left window the files in the current project folder are displayed. In the right window the files in the specified directory on the web server are shown. To connect to your host, choose its name from the drop down menu in the upper right hand corner.

The files and image folder of the project are shown. Because the files to be published are not selected yet, the check marks do not appear in the squares at the left.

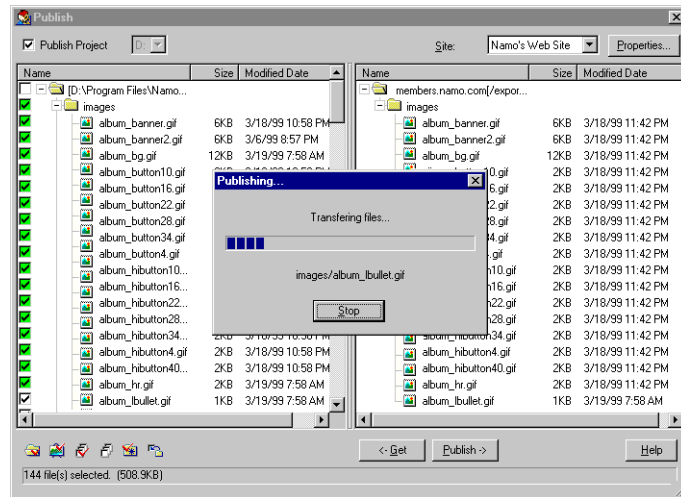


After connecting to the server, select the files you want to publish. Since this is the first time you are publishing the files, you should select them all by clicking the *Select All* button at the bottom of the *Publish* dialog box.

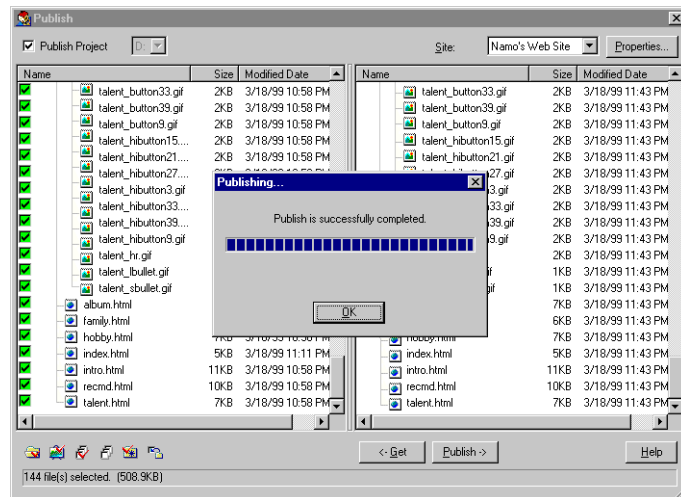
The check marks are displayed at the left of the files selected to be published.



When you click the *Publish* button, Namo WebEditor will begin to transfer the files one by one while displaying the transfer status of each.



When the squares to the left of the published files become green, it means they have been transferred. When prompted, click the *OK* button and Close the *Publishing...* dialog box.



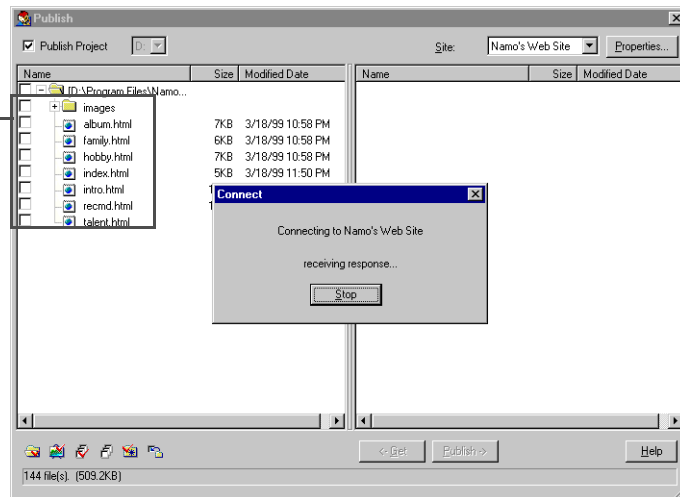
If the squares at the left of the files turn red, it indicates the files have not been published. It is possible that the files have been moved or deleted from your computer, and have not been saved or shown in your project. Check your links again.

## Publishing Unmodified Files

Once you have published the project, and have modified your site, you will only need to republish a certain number of files.

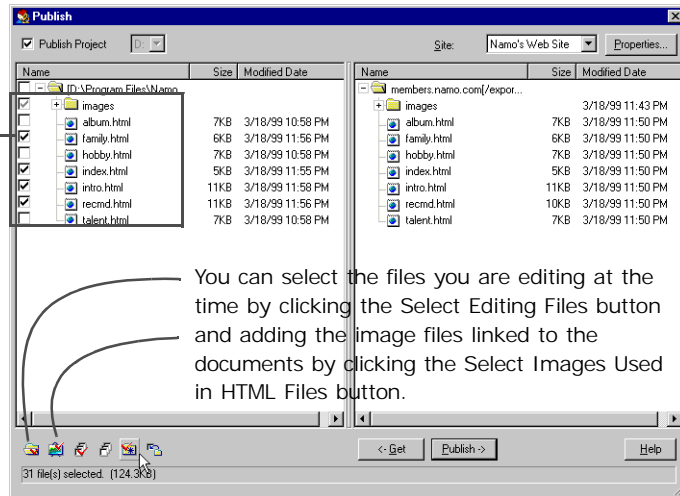
When you select the *Publish* command from either the *File* menu or by pressing <F4> while the project is open, the *Publish* dialog box will appear and you will be automatically connected to the web server.

The files and image folder of the project are shown. Because the files to be published are not selected yet, the check mark doesn't appear in the squares at the left.



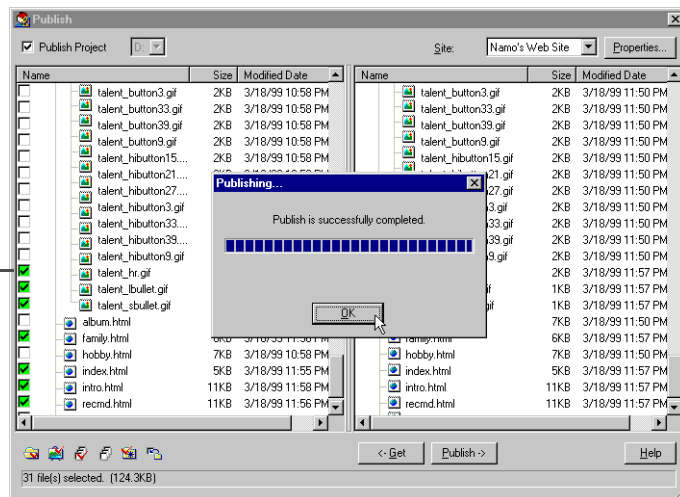
If you click the *Select Modified* button from the *Publish* dialog box, only the files modified after your last publish are selected. This saves you the time from having to select each individual file.

The check marks appear in the squares at the left of the selected files. The obscure check marks at the left of the 'images' folder indicate that not all the files in the folder are selected.

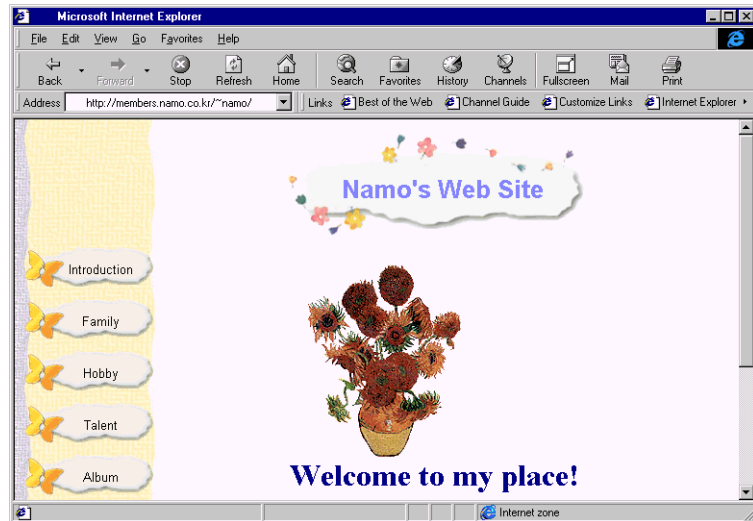


When you click the *Publish* button, Namo WebEditor will begin to transfer the selected files, one by one, while displaying their status.

The squares at the left of the published files turn to green.



Your web site is now updated. Check that your web site works correctly in a web browser, make sure you refresh/reload your page once you view it.



## **HANDLING INTERNET INFORMATION**

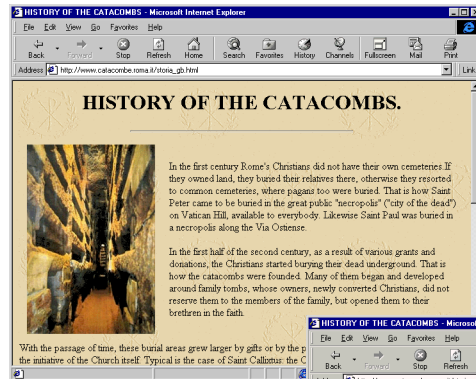
The importance of HTML documents has been growing as more people use the Internet to receive and transfer information. With Namo WebEditor you can effectively handle the information in web sites and e-mails. Even if you don't have your own web site, Namo WebEditor can still be a great help to you by allowing you to process the information you receive from the Internet.

### **Importing Information from the Web**

It's not easy to import specific web site information to a word processor. Namo WebEditor, however, supports the all HTML format so that all the contents you copy from Internet Explorer or Netscape will preserve their full HTML properties. Any graphics you see in your browser, including animated GIF files, will also be imported into Namo WebEditor.

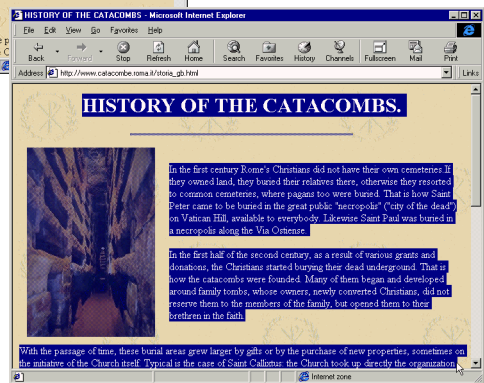
# BUILDING A WEB SITE

## Handling Internet Information

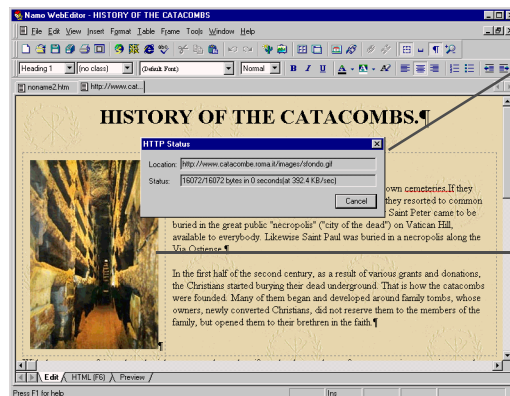


Press <Ctrl+A> to select the entire document.

To select specific contents from the web browser, click at the beginning and drag to the end. To be more specific, click the cursor at the beginning of the document, and click another location while holding the <SHIFT> key down.



When you paste the contents copied from the web browser, Namo will display the image after it has been downloaded.

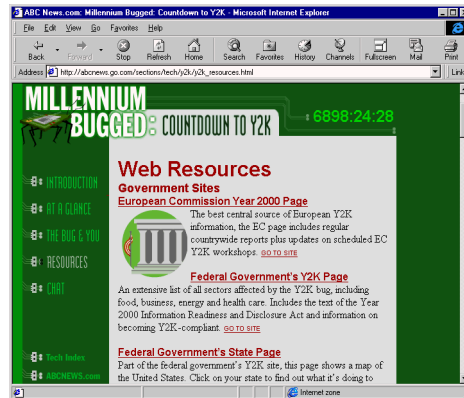


The image download status is shown.

If you select the Copy Image option after selecting an image by double clicking it, you can then save the image.

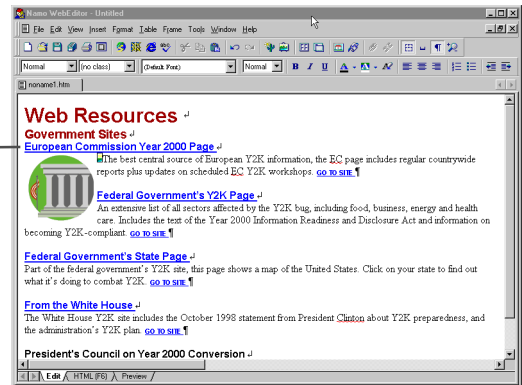
# BUILDING A WEB SITE

## Handling Internet Information



Namo WebEditor excels in filtering the advertisements and logos that are no use to you, while importing the information you want. For example, when you import the feature story on the millennium bug, you can import only the linked lists of the related web sites. You can import the entire web site by selecting the Import from Web command on the Tools menu.

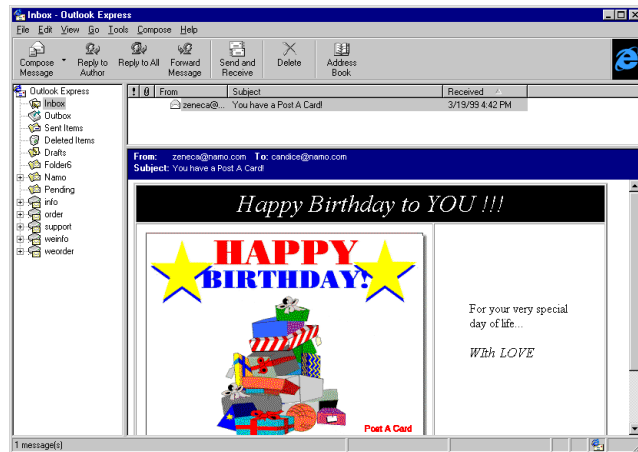
Namo WebEditor can import not only images but also hyperlinks as well. If you import a highly detailed linked list, it can be more convenient than simply using a bookmark.



### E-mail and WebEditor

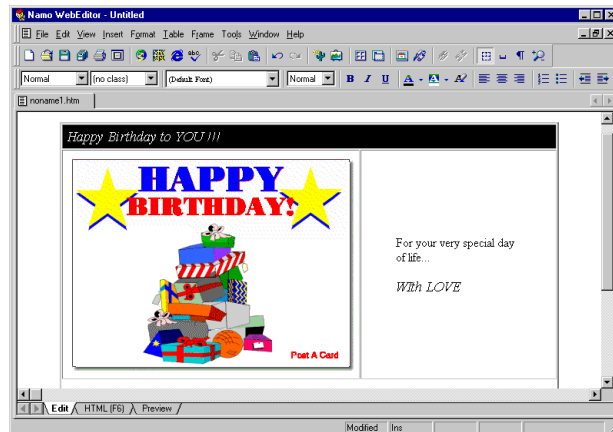
Namo WebEditor helps you easily save multimedia information received via e-mail as well. You can also send an HTML document edited by Namu using e-mail software that is compatible with HTML documents, like Outlook Express. You could surprise your friend by sending a multimedia card on his or her birthday!

Let's say you received this birthday card from your friend via your e-mail.



After clicking the contents of the e-mail, press the <Ctrl+A> to select the whole contents. Then copy it by pressing <Ctrl+C>.

After pasting the contents into Namu WebEditor, edit it as you wish and you can send it back to someone else!



In many softwares, it is very difficult to delete a table. But in Namu WebEditor, it is easy. Place the cursor position in the table, then move it out of the table by pressing <Shift+Esc>, then press <Delete> or <Backspace> on your keyboard. The table will then be deleted.

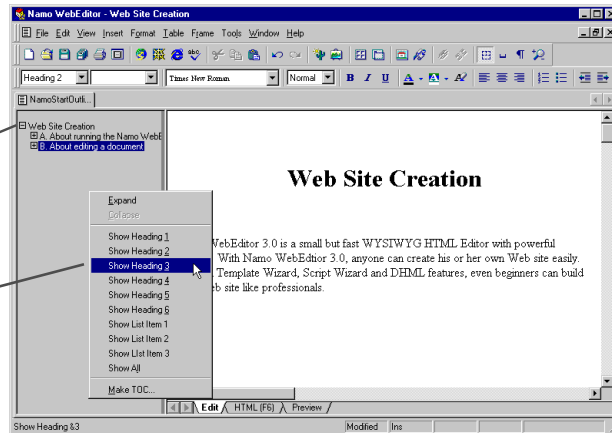


## Auto Document Outline/TOC

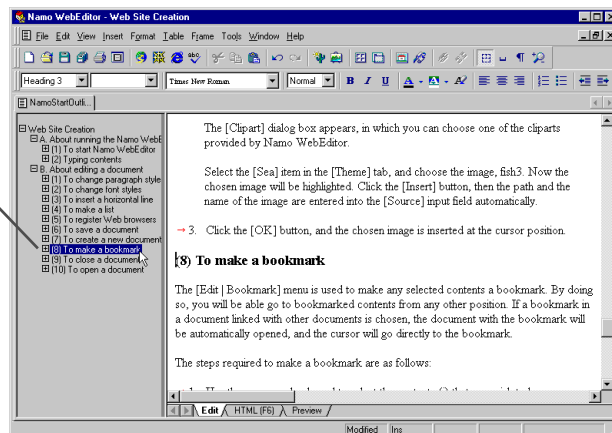
In an HTML document where paragraphs style are applied to its titles, a document outline is automatically created. When you select the *Document Outline* option from the *Tool Windows* command in the *View* menu, or press <Alt+3>, the *Document Outline* window will appear to the left. In this window the titles of paragraph styles are displayed.

If the '+' mark appears at the left, the sub outlines are hidden. While the '-' mark indicates all the sub outlines are shown.

If you right click the Document Outline window, you can specify up to which level of sub outlines are shown.



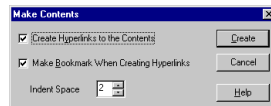
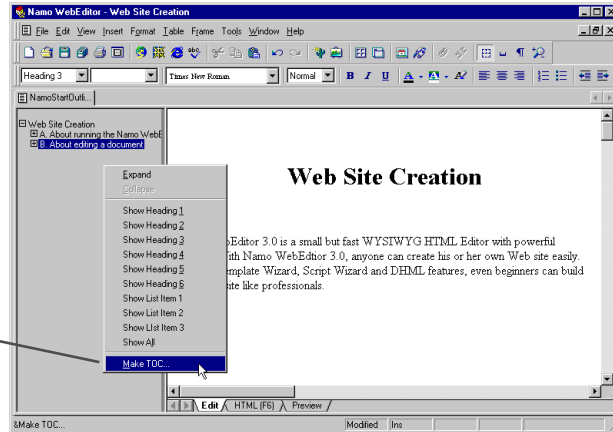
When you click one of the outline headings, then the paragraph appears in the edit window. In this way you can move easily around a long document.



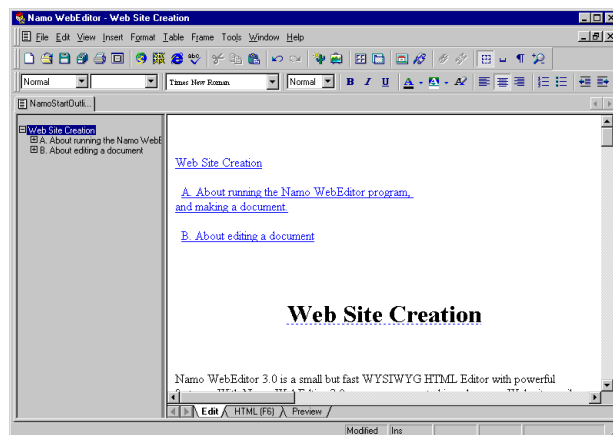
### Making a TOC

The outline is the same as the table of contents, therefore you can create a hyperlink from the table of contents by selecting the *Make TOC* command from the shortcut menu that appears when you right click the *Document Outline* window.

Select Make TOC after right clicking the Document Outline window.



Specifications such as the hyperlink and bookmark are created on the document outline.



The table of contents is created at the beginning of the document. In Nano WebEditor if you click the table of contents while pressing the <Ctrl> key, you can move to the linked position.