Photo.Web Deluxe™

Version 4

User Guide

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Contents

Chapter 1.
Introduction

Photo Albums On The Web

Whether it's for businesses or for personal needs, taking and sharing photographs has become an essential part of everyday life. More and more families are separated by distance and many people live thousands of miles away from their loved ones. It's tough to stay in touch with your different schedules and time zones, so you need a better way to keep everyone close to you, even if that closeness is digitally created. That's why we created Photo.Web! Email is wonderful, but a picture is worth a thousand words and with Photo.Web, you can instantly share your life with those people who mean the most to you.

Your purchase of Photo.Web means that right now you can stop saving your shoe boxes and use your closet shelves to store really important things – like shoes!

Since the invention of the camera, people just like you have taken thousands of pictures. They have photographed the important events in the lives of their families, their vacations, beautiful sights, their friends, and their cherished belongings. But all of you photographers share a common problem – what do you do with all the pictures that you accumulate? So, you bought pairs and pairs of shoes just so you would have a place to store your photos. Those shoe boxes sure come in handy. They fit neatly in the closet, sit on top of each other and don't take up too much room. The problem with shoe boxes is that you never know where a particular picture is when you want it, so you have to go through all those shoe boxes every time you want a particular picture.

Another problem with shoe box storage is that you always meant to send Aunt Tillie those great pictures of the baby cutting his teeth, but it seems you got busy and the 'baby' is about to graduate from high school! Or, maybe, you're just like us. We take many rolls of pictures on our trip, run to have them developed, ooh and aah over them and then store them away in our closet, never looking at them again, until one day, when the shoe box topples off the shelf.

Photo.Web easily solves all your 'photo' problems. Now you can store your pictures in one safe place and share them with you friends and family in just a few easy steps! With Photo.Web, you can create one or many photo albums by creating your own Web site. Now you can safely store your photos on a server, sharing them instantly with your friends and family around the world.

Not only does Photo.Web store your developed photos, you can transfer pictures to Photo.Web from a scanner, floppy disk, digital camera, the Web or even your VCR. It may sound like a lot of complicated work, but in just a few minutes you will create your first Web-based photo album. So, email your nearest and dearest and tell them to watch for your personal Web site, coming soon to a monitor near them!

Introduction to Photo.Web

Photo.Web is just what it sounds like – your personal photo albums stored on the Web. It was designed for 'beginners' but advanced users will love using its features. You can create one album or different albums. You can organize your albums by your interests or your children or your vacations. It's your choice. You can add text to a photo if you like and the pages 'turn' just like a regular photo album. Add or remove pictures as often as you like, update your albums and create new ones. You can customize your album covers and the pages with whatever interests you, and, the best part is, you can instantly share your memories with your loved ones and friends.

Look at the advantages of Photo.Web.

- Photo.Web is your solution to the age old problem of what to do with "shoe-box" pictures.

- Photo.Web stores your pictures in organized electronic photo albums.

- Photo.Web will create your personal Web site and become your Web host provider. For Free! (See Web-hosting details in the Chapter titled "Boomerang Software Products and Services.")

Documentation Conventions

The following documentation conventions were applied when putting this *User Guide* together:

- Commands you are asked to type and specific content you are instructed to enter are indicated in a sans-serif font, such as: CD\TEMP. Ignore any punctuation included unless specified otherwise.

- Keystrokes, or individual keys that you are asked to press or type are indicated with bold, all capital text, such as: **ALT**, **F1**, **TAB**, **ENTER**. Ignore any punctuation included unless specified otherwise.

- When you are asked to select more than one menu option in sequence, the options are separated by a *greater-than* sign (>). The instruction "Select **Format > Object > Properties**" asks you to complete these steps in sequence: (1) select the **Format** menu; (2) select the **Object** option in the Format menu; and (3) select the **Properties** option in the Object menu.

- When you are asked to "select," "click," or "double-click" with the mouse, use the *left* mouse button. In some cases, you will be instructed to "right-click." If you have reversed the configuration of the mouse buttons in Windows, you should reverse the button instructions in this *User Guide*.

- When you are asked to "select" or "highlight" an object, item, or icon, click on it *once*. In some cases, the object selected will be surrounded by blue or the prevailing "active" Windows system color.

    Note: Program operations can be launched by using one of these methods: (1) clicking on sequential menu option selection, as described above; (2) clicking on a program button icon from a toolbar; (3) selecting an item or object, right-clicking and selecting a program option from a pop-up menu; and (4) pressing a single or combination shortcut key.

Chapter 2.
Installing Photo.Web

System Requirements

Before installing Photo.Web, make sure that your computer meets the following minimum system requirements:

- A personal computer with a 166/200 MHz. processor with Windows 95, 98, 2000, NT (4.0 or higher), Windows Me or Windows XP installed, with a mouse
- 16 Mb. of RAM and 150 Mb. of free hard disk space
- A printer and printer driver compatible with Windows 95, 98, 2000, NT (4.0 or higher), Windows Me or Windows XP (if you want to use Photo.Web's printing features)
- A CD-ROM drive for installation
- SVGA monitor and graphics card or better
- SVGA video card set to True Color (24-bit or 32-bit) mode with a resolution of 800 x 600 or higher

"Auto-Run" Installation

It is recommended that you turn off *any* virus checking software that may be running in the background during the installation. Since the program set is provided on CD-ROM and is thoroughly checked before the CD is made, the chances of getting a virus from the installation are *extremely* small. When done, you can turn all such programs back on to restore your computer to its normal operation.

Figure 2.1 – Installation Title

Photo.Web installation uses an "auto-run" installation that starts when you insert the CD-ROM in the drive. If the installation program does not open automatically, use the manual installation procedure described in the next section.

Manual Installation

To open the Photo.Web installation program manually, follow these steps:

1. With the CD-ROM in the CD drive, select **Start > Run**. In the **Run** dialog box, select **Browse**. The **Browse** dialog box appears.
2. Click the drop-down arrow next to **Look in**. From the list of available drives, select the CD-ROM drive. The list of available files appears.
3. Select the file **Setup.exe** and click **Open**. The **Run** dialog box reappears. Click **OK**. The installation program is now running. The **Welcome to Photo.Web** title screen appears followed by the **Welcome** dialog box. Be sure to close any open programs before continuing with the installation. When done, click **Next**. The **Software License Agreement** dialog box appears.
4. After reading and accepting the terms of the agreement, click **Yes**. The **Choose Destination Location** dialog box appears.

5. The **Choose Destination Location** dialog box indicates the default Destination Folder, **X:\Program Files\Boomerang Software\Photo.Web**, where **X:** is the primary hard drive on your system. For most users, the primary hard drive is **C:**. If the default folder does not exist in your system, Photo.Web will create it for you. To change the default installation location, select **Browse**. The **Choose Folder** dialog box appears.

6. The default **Path** can be deleted, enabling you to enter a different directory location and folder. If you have already created a target directory or folder (other than the default selection), use the **Directories** section to navigate to the new folder. When done, click **OK**. If the folder does not currently exist, Setup prompts you to confirm the folder destination. To continue, click **Yes**. The **Choose Destination Location** dialog box reappears. Your directory path and folder is displayed in the **Destination Folder** section. To continue, click **Next**. The **Select Program Folder** dialog box appears.

7. Type (or select the Program Folder) that you want to create and click **Next**. To launch your program easily, Setup places your program shortcut icons in the program folder that you specify. The Installation program is now launched. A status dialog box appears along with several product description screens. Installation requires one or two minutes to complete.

8. When done, the **Setup Complete** dialog box appears. Click **Finish**. Your installation is now complete!

To launch Photo.Web

•   Select **Start > Programs > Boomerang Software > Photo.Web**.

Registration

The first time you start Photo.Web, the **Online Registration** dialog box appears.

To register by Internet

1. You may **Register by Internet,** which is the easiest way to register if you have a browser installed on your system. Select **Next**. The **Online Registration** form appears.

2. Fill out the registration form completely. When the form is filled, select **Next**. Your Browser connects to the registration Web site and completes the registration process in less than a minute. A confirmation message displays.

3. Select **Finish.** Photo.Web opens and displays the default Web site project screen display.

To register by Calling on the Telephone

1. If you choose not to use the Register by Internet method, you may call Boomerang Software office at 617-489-3000. Be prepared to give the following information over the telephone: Name, Company, address, email, telephone, fax, and the dealer from whom you purchased Photo.Web. Hours of operation are Monday through Friday, 9 AM to 5 PM EST.

2. When you call, state that you want to register your Photo.Web application.

That's it! You have now installed and registered your copy of Photo.Web. The next step is learning to use the software. Photo.Web offers you several choices to create your albums, however we will start with the easiest and fastest way, using the Wizards.

Chapter 3.
How Does Photo.Web Work?

Definitions

Photo.Web works by creating Web pages along with some associated resource files.

- **Web Page**. A Web page is an HTML file that contains directions about what to display.
- **Resource File**. A Resource File is any file (including the HTML file) that is used with a Web site. These can include page files (*.HTM file), image files (*.GIF or *.TIFF files) and others.

How does Photo.Web Create a Photo Album?

To present your photo album pictures on a Web page, Photo.Web creates an Album Object.

An **Album Object** is selectable object on a Web page. This object has specific characteristics. These include:

- **Album Style**. Album Style defines a border style. Each border style has a different character. Use album style to give your album site a particular look that reflects the content of your photographs.
- **Page Turning Mode**. When an Album Object is displayed in a browser, it sequentially displays photographs in the order that you specify. As it moves between photographs, the album "pages" appear to turn. This "page turning" effect is created by special programming. There are four page turning modes, Standard, Smooth, Mosaic, and Cool. Each of these Page Turning Modes creates a different "look" when displayed in a browser. Use Page Turning Mode to specify the page turning "look" that you want viewers to see.

  Note: While an Album Object creates the appearance of several pages that turn in succession, only one Web page is being displayed in the browser. This is important to keep in mind, since you will want to go to a specific Web page, rather than to a specific Album Page. Album "pages" are only page representations used to display your photographs.

  Important! The "page turning" effect uses a Java applet. This means that your viewer's browser must be one of the latest versions that supports the use of Java applets. Use Netscape Navigator (NN) versions 4.5 or higher or Internet Explorer (IE) versions 4.0 or higher. Browser versions earlier than 4.5 (NN) or 4.0 (IE) may not necessarily support Java and may result in a browser error that prevents the viewer from seeing your pictures.

- **Sequence of Photographs**. This is the sequence of photographs that you want to appear in the photo album. When you specify this sequence of photos, you are sequencing a series of image files to display one after the other.

  Important! A photograph is an image resource file that is used with an Album Object. To work, the Album Object accesses image resource files that you

specify. To change the placement of an image in your album, you reposition the image resource file in the album listing.

What Will My Photo Album Web Site Look Like?

While you can specify the "look" of your Web site, every Web site has a number of common elements that define it as a "Web site." These include:

- **Home Page**. The Home Page is the first page that visitors see. This page normally has a title and some additional text that describes the contents of the Web site.

- **Links**. These are the navigation tools that help a visitor get from one page in your Web site to another. Links are very important. Without them, all of your visitors would be stuck on the Home Page!

   Note: With Photo.Web Deluxe your page links are automatically inserted as a navigation bar (or "NavBar," for short). NavBars use the Logical Layout page name to identify where a Web site visitor will go when they click on a NavBar link. NavBar links are automatically updated whenever you change the logical name or whenever you add a new Web page.

- **Photo Album Web Pages**. Photo Album Web pages are Web pages that contain an Album Object. These are the Web pages that your visitors have come to see! Normally, these pages have a cover title that describes what visitors should expect to see. Photo Album Web pages really have two parts: the Web page (that serves as the background for the photo album) and the Album Object itself (that displays the pictures you want your viewer to see). Photo Album Web pages are also called "Album Pages" later in this *User Guide*.

Graphically, a *Photo Album Web site* can be illustrated (see Figure 3.1). The Home Page is the doorway into your Web site. It holds the highest position in your Web site. One level down are the Photo Album Web pages linked to the Home Page. These Web pages are considered "children" to the Home Page. This is important to keep in mind, since several program options default down from "parent" to "child." In Photo.Web, each Photo Album Web page contains only one Album Object. While it is possible to insert more than one Album Object onto a Web page, it's easier to plan a Web site around the idea that each Photo Album Web page contains a single Album

Figure 3.1 – Web Site

Object. Of course, links must be provided to carry visitors back and forth between the Home Page and each of the various Photo Album Web pages.
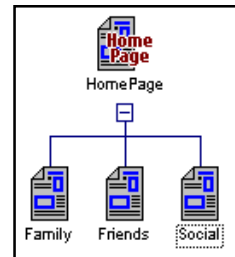
Note: It is recommended that Web sites be kept to a two-tier Logical Layout. NavBar links are designed to provide links to parent, children (and sibling) pages. If you insert a third-level page, the NavBar links for the "parent" page will automatically be updated to include a child link that goes down to the third level, while the newly generated "child" page will contain links to parent page and sibling pages. NavBars are only available if your site is a Template or Wizard generated one, or if you insert an Album page using the Add Album button on the Logical Layout toolbar.

Chapter 4.
Getting Started

Selecting an ISP and a Web-Hosting Service

To arrange hosting services, you will need access to an Internet Service Provider (ISP) or a Web-Hosting Service Provider. These two providers are not the same. However, while most ISPs do offer Web-hosting services, most Web-hosting providers do not specialize in Internet access accounts.

Boomerang Software provides 2 megabytes of space for your albums on its servers for free. Your free site will be in the www.PhotoRing.com community. You must be a registered user of Photo.web to qualify, must use Photo.web to build and publish your album-site, and must abide by the rules of www.PhotoRing.com. Refer to the www.PhotoRing,.com site for more details on the amount of space, pricing, terms and policies, which can change at any time.

If you want to place your Album on the Boomerang Software servers, Photo.web connects to the servers, automatically opens an account for you (if you do not have one) and publishes your album.

What is an ISP?

An ISP is the provider that connects you to the Internet. They offer services such as email, dial-up or direct access, and of course, the capability to surf the Web. With an ISP, you gain full access to the World Wide Web. Normally, this means that you set up an account and make a connection between your PC and the ISP's server. With this connection, you can surf the Web. To make this connection, most people use a modem (Dial-up Account). However, if you want to get fancy, you could have a dedicated line that connects your PC to an ISP-server. What is important is not that you have one or the other kind of networking, but that you know how you are going to establish your connection with your ISP by a modem or through a dedicated line.

What is a Web-Hosting Service Provider?

A Web-hosting service provider, also known as a Web-hosting company, is company that hosts Web sites on the Internet for others. Their only customers are those who want to put a Web site on the World Wide Web. They are not looking to give Internet access to individuals. That's the job of an ISP! They are only looking to provide hosting services to individuals (or companies) who want to "publish" a site on the Internet.

Selecting an ISP

In most cases, you need to have an account at an ISP to have access to the Internet. If you are currently a customer of America Online (AOL), you have already selected an ISP; however, you should know that you might not be able to use AOL as a Web-hosting service. Web sites may have specific hosting require-ments (such as, 100% compatibility with ASP technology) that AOL may not be

able to satisfy. If you are **not** a customer of America Online, then you must find an ISP that gives you the features you want. Typical features to look for in an ISP include monthly cost, email service, connection method, speed of transmission, and ASP support.

Selecting a Web-hosting Service

Before looking for a Web-hosting service, you must decide whether you want to create a full-domain Web site or a sub-domain Web site. A full-domain Web site is a uniquely identified Web site using a licensed URL (for example, www.yourname.com). A sub-domain Web site is a uniquely identified Web site that leases space under a preexisting Community URL (for example, www.ISPdomainname.com/your name). When making the full- or sub-domain decision, you must consider how you intend to advertise your Web site. Most companies seek to have a full-domain Web site, since it more specifically advertises their company. However, sub-domains may not require a yearly fee and may be attractive to you. Boomerang Software web hosting services provide both full- or sub-domain solutions. Visit www.boomerangsoftware.com/webhosting/webhosting.htm for details.

If you choose to set up a full-domain Web site, you will need to choose and register your full-domain URL before uploading your Web site to a hosting service. To search for and verify the availability of a domain name you like, access the "WHO IS search?" function from any of the domain name registration services.   Companies charge a yearly fee for registering your own full domain name. Costs and quality of service may vary. Contact webhosting@boomerangsoftware.com for preferred or suggested registration services.

To better evaluate your Web-hosting service, you should be concerned with a number of generic factors not specific to your Web site. These include:

- **Method of access**. You will access your Web site via the World Wide Web, using a browser or an FTP application. If your Web-hosting service is not your ISP, you will be limited by your ISP mode of access, and not your Web-hosting service mode of access. Web-hosting companies usually run on faster lines than ISPs.

- **Download transfer**. Normally stated as MB (megabytes) or GB (gigabytes) per month which, roughly translated, is a measure of total pages downloaded per month by Internet users (or you can think of it as total number of hits per month). If you anticipate a high rate of usage, some companies will tack on an additional charge for usage that exceeds the standard offer. Some sites offer unlimited download transfer, but you must verify exactly what that means before signing up.

- **Storage space offered**. Normally, storage is offered as so many megabytes (or gigabytes) per site for a flat rate. This is one of the major variables in selecting a Web-hosting service. If you anticipate a large number of graphics, then you will need more storage space.

- **FTP capability**. It may sound obvious, but you have to send files over the Internet via FTP. Any Web-hosting service that does not offer this should not be used.

- **Tech support**. You will want to ask about tech support. Normally you will not need much tech support, but when you do it is a great thing to have. Tech support concerns issues such as Internet access failures (customers cannot call up your site); FTP failures (specific images or pages not being displayed), file retention and back procedures, and Web site installation (including security). A good service should offer tech support in these areas.

- **Domain name registration**. If you want to have a full-domain Web site and also want help registering it, many Web-hosting companies offer registration services to assist you. You can do this on your own, but it's often nice to get a little help along the way.

- **Initial set-up fees**. Most companies will assess an initial set-up fee. Depending upon the provider this may or may not apply to sub-domain Web sites.

Hosting Requirements

A Web site may have some very specific requirements that you must be aware of when looking for a Web-hosting service provider. These requirements are summarized below.

- **Minimum Storage Space**. To insure a maintenance-free Web site, the minimum space requirement is 5 Mb. for every 50 photographs. Graphic images are data intensive and require a lot of storage space.

- **Site Security and Folder Security**. You will want to insure security over your Web site. That means your Web site administrator will have to place access restrictions on your entire Web site during development, and more specifically, on your Administration folder and Database folder once you decide to publish your Web site. Make sure you select a Web-hosting provider that will correctly set up security.

Additional Graphic Development Services

To prepare your images for uploading, you might want investigate any of the following products and/or services that allow you to generate digital images.

- **Digital Film Processing**. Most film processors allow you to request digital output. That means that once your conventional photographic film is developed, it is transferred to digital format, usually by scanner. When you go to pick up your pictures, you will receive a CD or floppy disk that you can put into your floppy disk reader. Each image is a separate file.

- **Digital Cameras**. Rather than using conventional photographic film, you can now by digital cameras that produce nothing but digital images. These cameras write images to a flash cards or floppy disks. This is probably the simplest solution, one that, most likely, will become extremely common in the future.

- **Scanners**. Another popular alternative is the scanner. Scanners are peripheral devices that you attach to your computer (along with some software) that enable you to generate digital images from any flat paper image. Scanners are optical readers that translate conventional images into digital format.

- **Duplication and Conversion Services**. If you have a shoe-box full of images that you want to put into digital format, it might be easier to submit them to a service provider who specializes in digital conversion. If you look in the phone book, under computer services, you will most likely find several companies specializing in media duplication and conversion. They will be more than happy to take your shoe-box and return to you a complete set of digital files.

If you use either a digital camera or a scanner, that is Twain compliant, Photo.Web can upload your images directly, rather than writing them to disk first. The process is called "acquiring" an image. It can save you a lot of time since you eliminate the additional work required to write the image to disk. For more information see the chapter titled "Acquire and Select Source."

Browsers and Browser Preferences

What's a browser? A browser is a software program that interprets HTML code. Everyone who accesses the Internet must have a browser program installed. When developing your Web site, be aware that Photo.Web comes with an internal browser. However, you may want to view your Web site using one of the more popular Web browsers, such as Netscape Navigator or Internet Explorer.

Setting a Browser Preference

By specifying (or changing) the default browser, you can preview your Web site through any one of the commercially available browsers.

To set your browser preference

1. Select **File > Preferences**. The **Preferences** dialog box appears.
2. Click the **Browsers** tab. The **Browser** and **Web-Promote** fields appear.
3. In the **Browsers** section, click **Add**. The **Open** dialog box appears.
4. Point to your preferred browser's executable file and click **Open**.

Chapter 5.
Starting a Project

What is a Photo Album Web Site?

A Photo Album Web site is a Web site that has one or more photo albums assessable from a Home Page. Each album is one Web page with navigation buttons that sequentially opens a series of image files that you specify. When you create a Photo Album Web site, you must have a Home Page and a Photo Album Web page (also called an Album Page). The Home Page contains navigation links that take you to the Album Page and each Album Page contains navigation buttons that sequentially open a series of image files. Each Album Page must also contain a navigation link to take the viewer back to the Home Page.

Starting a Project

Photo.Web allows you to begin a new project in any one of three ways: (1) using a template file, (2) using a blank file, or (3) using the Photo.Web Wizard.

To launch Photo.Web

- Open your Photo.Web application by selecting the **Start > Program > Boomerang Software > Photo.Web**. The **Photo.Web Title** screen appears, followed by the **Getting Started** screen.

About the Getting Started Screen

The **Getting Started** screen is an introductory screen that only appears when you first launch Photo.Web. Use this screen to decide what you want to do. Your choices are:

- **Wizard**. Launches the Wizard. Use this to create a new Photo Album Web site.

- **Template**. Opens a Template. Use this to create a new Photo Album Web site using a template. Templates will be described in more detail later.

- **Open File**. Opens an existing Photo.Web file from your hard disk. Use this to update an Album site that you have already created.

- **Blank**. Opens a blank Photo.Web file. Use this to create a new Photo Album Web site that has no predefined features.
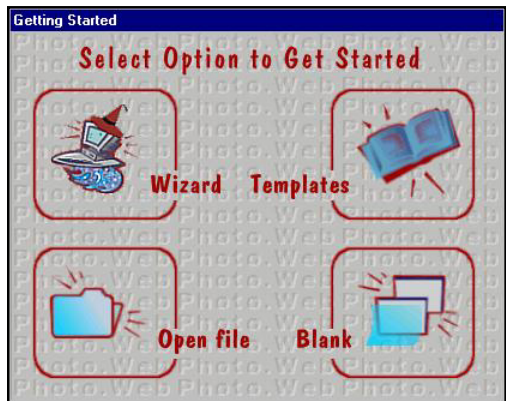

Figure 5.1 – Getting Started

Each of these choices will be described in more detail once you have created your first Photo Album Web site.

To start a new project using a blank file or a template

1. After launching the program, select Template from the **Getting Started** screen. The **New** dialog box appears with the "Web Site" tab selected.

2. Click the **Library Name** drop-down arrow. A list of libraries appears.

   Note: The first template in each library is a blank template.

3. Decide what you want to do:

   - To open a template file, select the template you want to use and click **OK**. The template is opened. The **Site Manager–Logical Layout** window appears.

   - To open a blank file, select the blank template (with the X) and click **OK**. The blank template is opened. The **Site Manager–Logical Layout** window appears.

   Note: To open a template quickly, double-click the preview graphic. To open a blank template you could also select Blank from the Getting Started screen. The Blank option prevents the New dialog box from appearing.

Template Files

Template files are predesigned Web sites. There are four template libraries from which to choose: Personal, Kids, Family, and Albums. Each library has at least three template files from which to choose. When you open a template, Site Manager appears. Click the **Logical Layout** tab. Many templates have an Album Object on the Home Page. Most Templates also have two or more additional Web pages. Each additional Web page contains only one Album Object. Template files are designed to use as is. That means no additional Photo Album Web pages should be added.

To update a template, follow the instructions provided in the Instruction Box. When you are done, delete the Instruction Box by selecting it and pressing **DELETE**. To replace any of the predefined text, click and drag over the text to select it and then type your new text. Your new text will replace the predefined text.

Site Manager Windows

The Site Manager is one of the most important parts of this program. Unlike other programs, Site Manager in Photo.Web is not a separate module or program. It is an integral part of the program and acts as a foundation upon which you build and manage your entire Web site.

There are two Site Manager windows: **Site Manager–Physical Layout** and **Site Manager–Logical Layout.**

- **Logical Layout.** The Logical Layout window provides a graphical display of the arrangement of the album pages in a site. The display arranges the album pages as an "organization chart." This makes it very easy to see how the site is organized, particularly when determining which pages are "parents" or "children" of other pages. In Photo.Web, you are only allowed to create a two-tier Web site, so every page is a child of the Home Page.
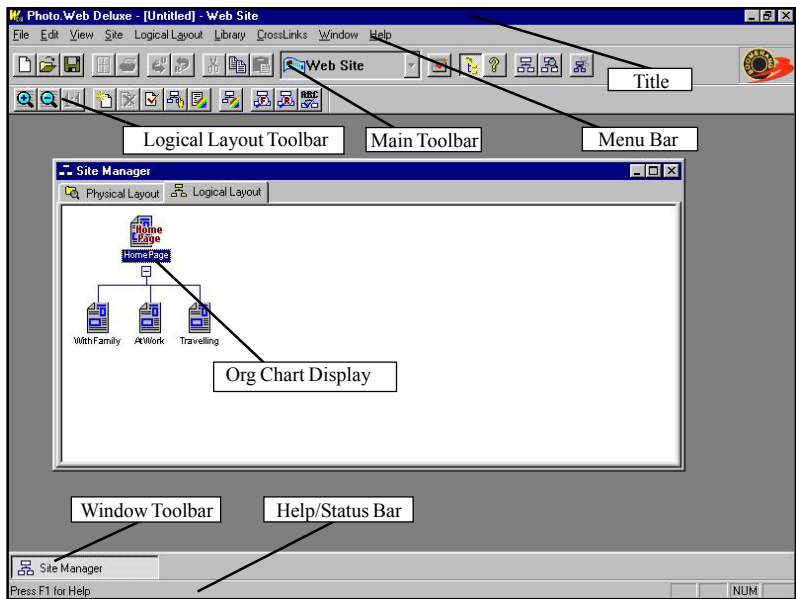
Figure 5.2 – Logical Layout Window

- **Physical Layout.** The Physical Layout window shows an alphabetically arranged "tree" of the files and folders for your Web site. This resource tree is organized and operates in a fashion similar to Windows Explorer.

  Note: The program stores all of the Physical Layout information in a single file. This simplifies the management of your Web site. The folders and files that you see in the Physical Layout window are not "formally" created until you generate (or upload) the site.

Window Naming Convention. The naming convention used in the title bar to identify the content of an open window is "**Photo.Web <CNQ file name> - Web Site - [<logical page name> - <HTML Title>]**" If more than one copy is open "**: <Copy #>**" is added to the Logical name and HTML Title.

Window elements. Depending upon the window opened the following elements can be seen:

- **Title bar**. Indicates the CNQ file that is open and the logical name for the page being displayed.   See "Window Naming Convention" above.

- **Menu bar**. Indicates the menu opetion available from the current screen. There are separate options for Site Manager and Page Editor. Page Editor options are object sensitive. Depending upon the object inserted (or selected), some options become available while others become unavailable.

- **Main toolbar**. Appears across the top of the Page Editor window below the Menu bar and indicates the program functions that are available with all screens.

- **Window toolbar**. Appears near the bottom of the screen and indicates each of the various project windows currently open.

- **Help/Status bar**. Appears at the bottom of the Page Editor window displays a Help tip for any toolbar button or menu option.

Logical Layout Window elements: To view the following elements, click the **Logical Layout** tab on the Site Manager window frame.

- **Logical Layout Organization Chart**. This is graphical display of the arrangement of the album pages in a site. Use this display to open individual albums for editing. To open an album in Page Editor, double-click on it.

- **Logical Layout toolbar**. Use this toolbar to perform a variety of procedures, by clicking on the toolbar icon. All toolbar functions are also available using the Logical Layout menu commands. The toolbar icons include:

  - **Zoom In**. Increases the magnification view of the Logical Layout window.

  - **Zoom Out**. Reverses Zoom In. Displays more of the picture.
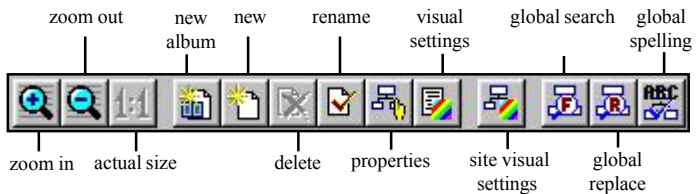
Figure 14.3 – Logical Layout Toolbar

  - **Actual Size**. Returns the Logical Layout window display to normal.

  - **New Album**. Adds a new album page to the Web site. Select the Home Page and click on the New Album icon. A new album page is inserted. If no page is selected, the program adds a new page above the Home Page.

  - **New**. Adds a blank page to the Web site. Select the Home Page and click on the New icon. A new page is inserted. If no page is selected, the program adds a new page above the Home Page.

  - **Delete**. Deletes a logical page from the Web site.

  - **Rename**. Renames a logical page in the site.

  - **Properties**. Opens the Properties dialog box. Set the properties for a page including title and alias. For more information, click the dialog box Help button.

  - **Visual Settings**. Opens the Page Visual Settings dialog box. Use this to set the visual style settings for an individual album. These include background color, link color, and page margins. For more information, click the dialog box Help button.

  - **Site Visual Settings**. Opens the Web Site Visual Settings dialog box. Use this to set the visual style settings for entire Web site. These include background color, link color, and page margins. For more information, click the dialog box Help button.

Note: In general, you will want to establish visual settings by album rather than for the entire site. This will create more visual interest.
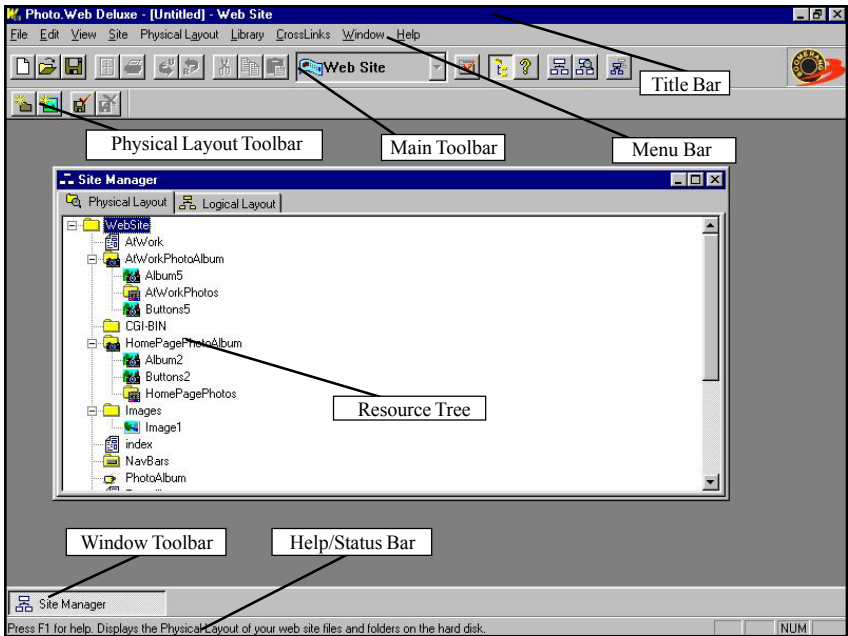
Figure 5.4 – Physical Layout Window

- **Global Search**. Opens the Find dialog box. Use this dialog box to search the entire Web site for a specific text string.

- **Global Replace**. Opens the Replace dialog box. Use this dialog box to search and replace the entire Web site for a specific text string.

- **Global Spelling**. Opens the Spelling dialog box. Use this dialog box to spell check the entire Web site for misspelled words.

Physical Layout Window elements: To view the following elements, click the **Physical Layout** tab on the Site Manager window frame.

- **Physical Layout resource tree**. This is a listing of all the resource files used to create your Web site. As you will discover, developing a Web site means managing a variety of resource files that, when uploaded to your Web-server, create the site. Photo.Web makes managing your resource files easy by automatically storing them where they need to be. *The folder icons on the resource tree operate like Windows Explorer. They can be expanded or collapsed to either hide or reveal a folder's content.*

- **Physical Layout toolbar**. Use this toolbar to perform a variety of procedures, by clicking on the toolbar icon. All toolbar functions are also available using the Physical Layout menu commands. The toolbar icons include:

  - **Create Folder**. Creates a new folder that you can use to store selected resources. The new folder is given the default name "Folder" plus a number.

Figure 5.5 – Physical Layout Toolbar

You can type a new name for the folder in the space provided.

- **Create Image**. Creates a new image file and opens Graphic Editor. To do this, first select an existing folder. The icon becomes active. Next, click the **Create Image** button. The **Image Properties** dialog box appears. Use this dialog box to specify the image file you want to 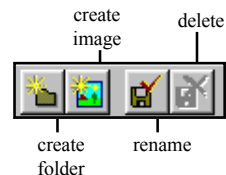create. When done, click **OK**. The new image file is inserted. The new image file is given a default name. To rename this file, type a new name in the space provided. To open the file, double-click on it. The image file is opened in Graphic Editor.

- **Rename**. Renames any folder or file in the Web site. When you click Rename, the name editor is activated enabling you to type a new name. To exit the rename feature without renaming a resource, press ESC.

- **Delete**. Removes the selected folder or file from the Web site.

Resource Icons on the Physical Layout Resource Tree

The Physical Layout Resource Tree lists several different icons. These include Folder icons, Web page icons, Image file icons, a Java icon, and a NavBar icon To understand and read your resource tree the following resource hierarchy applies:

Root folder. This is the root folder that sits at the top of the resource tree. By default it is named "WebSite."

Page icons. These are the Web page representations. A Web page can contain display text, an album object, or other objects. To update your display text, or select an album object for update, double-click on the Page icon that you want. The Web page contents will be displayed in Page Editor.

Photo Album folders. These folders have a camera icon overlaid on a folder icon and are used to store the image files associated with a single album object. By default, Photo Album folders have the same name as the page to which they are associated with the addition of "PhotoAlbum."

Photo Album image files. These image files have a camera icon overlaid on a blue image file. Each Photo Album contains two image files: one for the navigation button that the viewer clicks to turn the album pages and one for album border that "frames" the images that you insert. These image files are created when you select an album style.

Photo folders. These folders have a small film clip icon overlaid on a folder icon. These folders are sub-folders that store the image files that are displayed. By default, a Photos folder has the same name as the Web page to which it is associated with the addition of "Photos." These folders have a small film clip icon overlaid on a folder icon.

Photo image files. These image files have a small film clip icon. These files are directly below the Photos folder. These are the photographs that appear when the photo album is being viewed.

If an album object has been placed on a page, the page icon will be followed by its associated Photo Album folder. If no album object has been placed on a page, it will be followed by another Page icon. Every Web site has one Java Applet icon and one NavBar icon. These icons contain special programming that enables

the album object to display and updates the page navigation links. By default the Home Page is named "Index." If an Album Object has been placed on the Home Page, the album folder is named "HomePagePhotoAlbum" rather than "IndexPhotoAlbum."

Page Editor Window

The Page Editor is where you prepare your album for viewing. Because each album is displayed as an object on Web page, Page Editor lets you design your Web page however you want. When you insert an album, the album comes with several files that enable it to work. Each album comes with a separate graphic files for the album border and the navigation buttons that are used to sequentially opens a series of image files that you insert. These image files, when opened in a browser, will appear to "turn" like individual pages in a photo album as the viewer moves through the album pictures. From Page Editor you can add text to the base page, update the page links, or insert an image that will appear as part of the base page.

To open an album page in Page Editor

- From **Site Manager–Logical Layout**, double-click the album page you want to open. The Page Editor window appears. Maximize the window as desired.
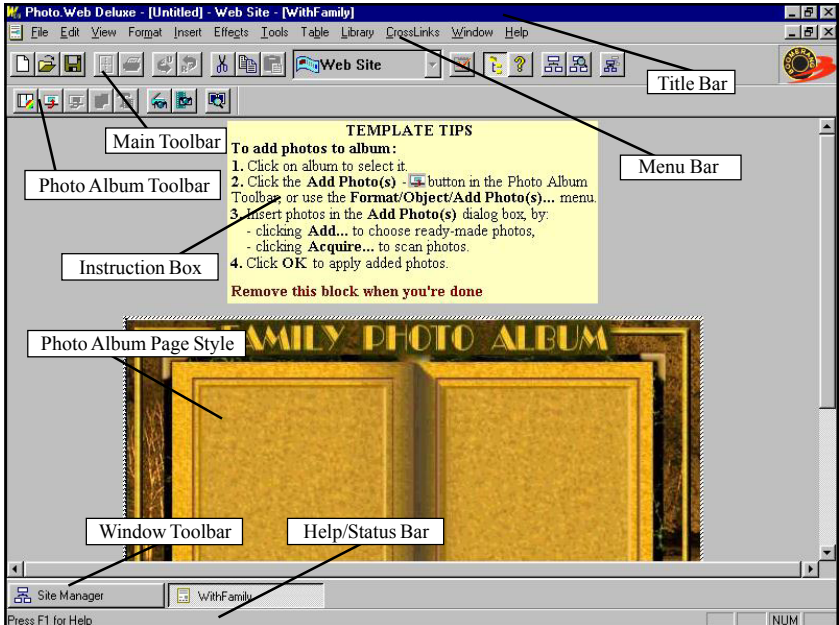

Figure 5.6 – Page Editor Window

Page Editor Window elements: The following elements can be seen on the Physical Layout Window:

- **Instruction Box**. This only appears on a template. This short set of instructions helps you identify what you need to do to set up an album using a template. *Delete this after adding your pictures.*

- **Photo Album toolbar**. Use this toolbar to perform a variety of procedures by clicking on the toolbar icon. All toolbar functions are also available using the **Format > Object** menu commands. The toolbar icons include:

  - **Change Style**. Opens the Change Style dialog box. Use this to change the album style.

  - **Add Photos**. Opens the Add Photo(s) dialog box. Use this to add album photos.

  - **Delete Photo**. Opens the Delete Photo(s) dialog box. Use this to delete album photos.

  - **Replace Photo**. Opens the Replace Photo(s) dialog box. Use this to replace album photos.

  - **Add/Edit Photo Comments**. Opens the Add/Edit Photo Comment(s) dialog box. Use this to add/edit a pop-up comment to a photo.

  - **Select Source**. Opens the Select Source dialog box. Use this to select the source device prior to acquiring an image through a peripheral device.

  - **Acquire Photos**. Opens the Acquire dialog box. Use this to acquire an image using a peripheral device such as a scanner or digital camera.

  - **Preview**. Previews the selected album object. Use this to preview your images prior to generating and uploading your site to a Web-server. This option does not launch your internal browser.
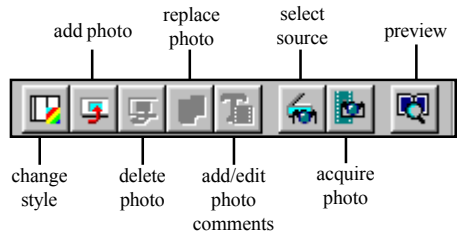

Figure 5.7 – Photo Album Toolbar

Chapter 6.
Creating a Single Album Site With the Wizard

What's a Wizard?

A "Wizard" is an easy way for a beginner to generate a final product. You simply follow the directions on the screen and the system does the work for you.

Using the Wizard to Create a Photo Album

Create a very simple album using the Wizard. Your album will have two pages of photos and no text. Everything you learn by creating this simple album will be used with more complex albums. The steps to create an album are very simple:

- Step 1 of 5–Select the album(s) you want.
- Step 2 of 5–Assign each album an album style and place the album pictures.
- Step 3 of 5–Name your Home Page.
- Step 4 of 5–Specify a title for your album cover(s).
- Step 5 of 5–Review the page listing.

When using the Wizard, each step has its own dialog box. When done, you generate and upload the site to a Web-server. That's how you make your album site available on the Web.

To launch the Wizard

1. Open Photo.Web by selecting the **Start > Program > Boomerang Software > Photo**.**Web**. The **Photo.Web Title** screen appears, followed by the **Getting Started** screen.
2. Select **Wizard**. The **Step 1 of 5** dialog box appears.

Step 1 of 5–Select the album(s) you want.

The screen displays a list of album topics and a sample photo. By default the first topic, **Family**, is selected.

Step 1 of 5 Options. Select any one of the listed albums. Each album creates a single page with navigation buttons that sequentially opens a series of image files that you specify. These image files, when opened, will appear to "turn" the individual album pages as the viewer moves through the album. By selecting an album, you are selecting an album library that contains page designs that will enhance the display of your photographs. For example:

- **Family**. The album library associated with this option contain page designs that are relaxed and family-friendly.
- **Friends**. The album library associated with this option contain page designs that are more cover different kinds of social events.

To select the default album

- Click **Next**. The **Step 2 of 5** dialog box appears.

Step 2 of 5–Assign each album an album style and place the album pictures.

This dialog box identifies the album you have selected and a sample of the photo album style currently selected. By default, Album Style 1 is initially selected whenever this dialog box is first opened. This is an important screen because you will be using it to select your pictures and to assign a page turning style for your album.

Step 2 of 5 Options. The following options are selected using this dialog box.

Album Style. There are twenty-two different album styles from which to choose. Album style assigns a border style. Each border has a different character. Use album style to give your album site a particular look that reflects the content of your photographs.

Page Turning Mode. There are four page turning modes, Standard, Smooth, Mosaic, and Cool. By default, **Smooth** is selected.

- **Standard**. Pages appear all at once with each click of the navigation button.
- **Smooth**. Pages appear to roll as they are turned.
- **Mosaic**. Pages appear to dissolve into a multitude of pieces and are reconstructed when the next page appears.
- **Cool**. Pages appear as 3-D images while the pages turn over.

Fit to Edges. You can elect to have the photos enlarged to fit the photos to the edge of each page. If you have a horizontal image, the left and right edges will touch the album border. If you have a vertical image, the top and bottom edges will touch. If you leave this option unchecked, your photos will be unchanged, that is, the photo size is determined by the image file and not by the program.

> *Note: Images can be of any size. You may want to preview your images before inserting them, especially, if the images have been customized in some way.*

To assign each album an album style, a page turning style and a fit to page option

1. From the **Step 2 of 5** dialog box, select an album from the **Selected Albums** list.
2. Select an album style from the **Album Style** listing. A preview appears.
3. Decide if you want to use that album style or select another.
    - To select another, click a different album style.
    - To use the selected style, go to Step 4.
4. Specify the page turning style you want to assign.
5. Decide if you want to use the **Fit to Edges** option.
    - To automatically resize the image, place a check mark in the **Fit to Edges** check box.
    - To leave the images as they are, leave the **Fit to Edges** check box clear.
6. When done, click **Choose Photos**. The **Choose Photos** dialog box appears.

Choose Photos Dialog Box

Use the **Choose Photos** dialog to locate the photos you want to insert. Your photos must be stored on your hard disk or be available using a peripheral device,
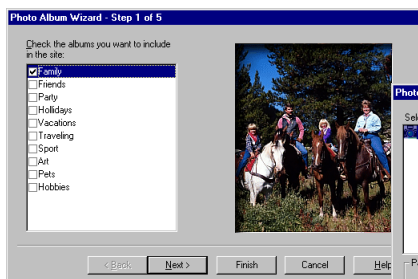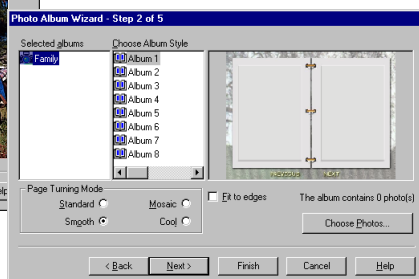
Figure 6.1 – Wizard Step 1 of 5

Figure 6.2 – Wizard Step 2 of 5

such as a digital camera or scanner. If you want to acquire images using a peripheral device, see the chapter titled "Acquire and Select Source."

The **Choose Photos** dialog box is divided into two major areas. The top area provides information about your hard drive and images that you want to insert. The bottom area provides information about the image files you have selected for use with the currently selected album. The image file listing displayed in the bottom indicates the order in which your photographs will display. To better understand this dialog box, the following field descriptions are provided:

- **File and Folder display area**. Provides a listing of files and folders that you can select.
- **Image Preview area**. Provides a preview of the currently selected image file when **Preview** checked.
- **Look In**. Identifies your computer's hard drives and folders. Use this to navigate between drives and folders.
- **File Name**. Identifies the currently selected file. If you know the file name, you can type it directly rather than selecting it.
- **Files of Type**. Identifies a type of file. Use this to list photographs in different file formats. By default, the option, **All Importable Files**, is selected.
- **Add**. Adds the selected file to the album listing.
- **Add All**. Adds all of the files displayed in the File and Folder display area to the album listing.
- **Up**. Moves the selected file up one position.
- **Down**. Moves the selected file down one position.
- **Delete**. Deletes the selected file from the album listing.
- **Delete All**. Deletes all of the image files from the album listing.
- **Acquire**. Activates the Acquire feature. See the chapter titled "Acquire and Select Source" later in this *User Guide*.

To place pictures into an album from your hard drive

1. From the **Choose Photos** dialog box, click the drop-down arrow next to **Files of Type** and select the file format for the image files you want to insert.

   Note: By default, the option, All Importable Files, is selected.

2. Click the drop-down arrow next to **Look In** and navigate to the folder that currently stores file(s) that you want to insert.

3. Using **File and Folder display area**, verify that the file(s) that you want to insert are displayed**.**

4. Decide how you want to insert the files.

Figure 6.3 – Choose Photos Dialog Box

- To insert the files one at a time, select each file and click **Add**. The file is added to the album listing.

- To insert a series of files all at the same time, hold down **CTRL** and click each file you want. When done, click **Add**. The selected files are added to the album listing in the order that you selected them.

- To insert all of the files in the **File and Folder display area** all at the same time, click **Add All**. All of the files are added to the album listing in the order in which they were displayed in the **File and Folder display area**.

5. When done, click **OK**. The **Step 3 of 5** dialog box is reactivated. Notice the screen now says "**The album contains <*total number*> photos.**"

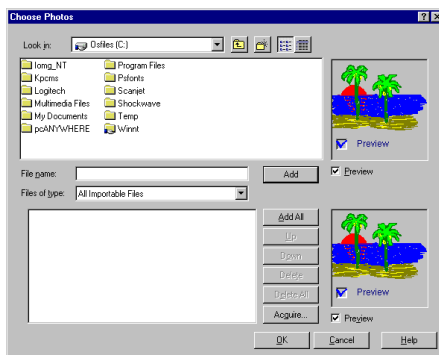6. When done, click **Next**. The **Step 3 of 5** dialog box appears.

Step 3 of 5–Name your Home Page.

This dialog box identifies the Home Page default title and lets you customize the text and font.

Step 3 of 5 Options. The following options are selected using this dialog box.

Home Page Title. The default title is "Attend our Photo.Web Site." Insert a new title by selecting and typing a new title.

Font. Opens the Choose Web Font dialog box. Use this dialog box to select the font that you want to use.

To name your Home Page

1. From the **Step 3 of 5** dialog box, type your Home Page Title in the highlighted area. The new title appears on the top right of the screen preview.

2. To change the font size and style, click **Font**. The **Choose Web Font** dialog box appears.

3. Use the **Style** list to select the HTML font style. Click the font attributes you want to assign using the **Font Attribute** check boxes.

4. To change the font size default, click the font size that you want to assign from the **Font Size** list.

5. When done, click **OK**. Dialog box **Step 3 of 5** reappears. The new title text and font style appears on the top right of the screen preview.

Figure 6.4 – Wizard Step 3 of 5

Figure 6.5 – Wizard Step 4 of 5

6.   When done, click **Next**.   The **Step 4 of 5** dialog box appears.

Step 4 of 5–Specify a title for your album cover(s).

This dialog box identifies the default title for your Photo album and lets you customize the cover text and font. If you created more than one album, more than one album would be listed.

Step 4 of 5 Options. The following options are selected using this dialog box.

Select an Album. Identifies the album title. This title is the same as the album name selected in Step 1 of 5. To change an album title, see Step 5 of 5.

Enter Front Cover Text. Insert cover text for the selected album by typing in the space provided. If you created more than one album, more than one album could be selected and cover text assigned to each. Cover text appears at the top of the album page when generated. The default font style appears in the preview area just below the input line.

Font. Opens the **Choose Web Font** dialog box. Use this dialog box to select the font that you want to use.

To insert cover text for an album

1.   From the **Step 4 of 5** dialog box, select the album that you want from the album listing. If you inserted only one album, then the album is selected for you by default.

2.   Type in the cover text for the selected album using the **Enter Front Cover Text** input line. The new text appears in the preview line below it.

3.   To change the font size and style, click **Font**. The **Choose Web Font** dialog box appears.

4.   Use the **Style** list to select the HTML font style. Click the font attributes you want to assign using the **Font Attribute** check boxes.

5.   To change the font size default, click the font size that you want from the **Font Size** list.

6.   When done, click **OK**. Dialog box **Step 4 of 5** reappears. The new font style appears in the preview line.

7.   When done, click **Next**.   The **Step 5 of 5** dialog box appears.

Step 5 of 5–Review the page listing.

This is the last step in the Wizard. Review the page listing and change the name associated with each Photo Album Web Page if you want.

Note: The Home Page is not listed here since it does not contain a photo album.

Step 5 of 5 Options. The following options are selected using this dialog box.

Web Page selection. Identifies the default Web page title. This title is the same as the album name selected in Step 1 of 5. If you created more than one album, more than one Web page is listed. By default every site has a Home Page. It is *not* listed here. The Home Page title was assigned in Step 3 of 5. The navigation link for the Home Page uses the title "Home Page" in all cases.

Figure 6.6 – Wizard Step 5 of 5

Modify Page Name. Insert a new page name for the selected album by typing the text desired in the space provided. If you created more than one album, more than one album could be selected and a new page name assigned to each. Page names appears as navigation buttons on each set of automatically generated navigation links. Page names are also the Logical and Physical names given to each Web page resource.

To review the page listing and rename selected albums

1. From the **Step 5 of 5** dialog box, select the album that you want. If you inserted only one album, then the album is selected for you by default.

2. Type the new Page name in the space provided.

   Note: A page name cannot contain spaces or any of the following characters: "⌐¥₩Y⌐ H@Ò

3. When done, click **Finish**. The **Preview, Upload, or Generate** dialog box appears.

Deciding How You Want To Continue

To help you see your album site quickly, the Wizard offers you three choices:

- Preview the album site on your PC browser (which keeps all of your resource files on your local PC in one CNQ file),

- Upload the album site to the server (which transfers your resource files to a remote Web-hosting computer), or

- Generate the album site to your local PC (which lets you selectively upload files to a remote Web-hosting computer) and edit the album site by returning to the program.

It is recommended that you preview your album on your PC before uploading any files to a remote server.

Note: To avoid problems, it is highly recommended that you use the following strategy when making updates to your site. Once you create your site, by

generating and uploading it to your server—to make changes—do <u>not</u> import the site from your server or make changes directly on the server. Rather, open your Web site's CNQ file from your hard disk and make your changes <u>to the CNQ file</u>. Then, after completing your changes and saving your file, regenerate and reload your <u>entire</u> site to your server. By keeping your resource files together in one CNQ file, potential confusion is minimized.

To complete your Web site generation

- From the **Preview, Upload, or Generate** dialog box, click **Preview**. The Web site is temporarily generated and the Home Page is displayed in your default browser. You may now view your Web site as any Internet visitor would, or click on the Site Manager window to edit your Web pages.

Figure 6.7 – Preview, Upload or Generate Dialog Box

Note: Previewing your site requires a great deal of free space. If you are having difficulty during preview, verify that you have at least 100 MB of available free space on your hard disk, before trying to preview again.

Saving Your Files

By default, Photo.Web saves your Web site in CNQ format whenever you execute a save. To initially save your Web site project:

1. From any screen display, select **File > Save** or click **Save** on the Main toolbar. The **Save As** dialog box appears.
2. Enter the name for your project.
3. Specify the directory location for your file.
4. Click **OK**.

Launching a New Web Site on the Internet

As a Photo.Web user, you can receive free server space by using Boomerang Software as your Web-host service provider. To use this service, your Web site must be stored as a sub-domain under the Boomerang Software domain name ï ï ï knÙçíço ãÖkÇã . This URL is managed by Boomerang Software for its customers. For more information, see the chapter titled "Boomerang Software Products and Services."

Generating and Publishing your Album (site)

When you are ready to take your site to the Internet, you must use either Generate Site or Upload Site. Both of these features are options located on the **File** menu.

Generate Site takes your albums and creates all of the necessary files and folders automatically in a local directory. Once you complete site generation, all of your files are ready for you to upload.

Note: You should always save a copy of your album Web site project file on your local hard drive. To make changes to an uploaded album on the Web,

make your changes to your local CNQ file and then generate and upload the changed file. Your changed files will replace the old files on the Web-server. Never make changes directly to an uploaded Photo Album Web Site using previously uploaded server files.

Where **Generate Site** creates files and folders on *your* hard disk, **Upload Site** only generates files to *your remote Web-server*. No need to clutter up your hard drive, take your Web site files directly to your Web server!

Generating A Web Site

Use **Generate Site** when you want your Web site files stored locally on your PC. Remember: The files created by Generate Site are upload-ready; however, you must use an FTP program to upload them to your server.

Once you save your photo album, you are ready to generate your site. This operation creates and places your Web site files where you specify on your hard disk. It is recommended that you generate it to another directory or folder separate from the location of the CNQ file.

Note: Generating your site requires a great deal of free space. If you are having difficulty during generate, verify that you have at least 100 MB of available free space on your hard disk, before trying to generate again. This amount depends upon the size of your album(s).

To generate your site prior to upload

1. Create a new folder title "**My WebSite**" on your hard drive.
2. To save your file prior to upload, select **File > Save**.
3. When ready, select **File > Generate Site**. The **Browse For Folder** dialog box appears.
4. Navigate to and select the folder "**My WebSite**" that you created.

   Note: The Generate Site feature creates and places all the sub-folders and files necessary for your Web site in the selected folder. To learn the Physical size of your site after generation, use Explorer's "Folder > Properties" command. The folder size is listed under the General tab.

5. Click **OK**. The program begins processing. This may take some time. When finished, the message **The site has been successfully generated** appears.
6. Click **OK**. Your Web site files are generated.

You can now verify the size of your Web site prior to upload by using Explorer's "Folder > Properties" command. To upload your Web site files from your PC's hard disk to a remote Web-server, you must use a separate FTP program.

Publishing your Album (site)

Use **Upload Site** when you want your Web site files stored on your remote Web-server. Once you save your photo album, you are ready to upload your site.

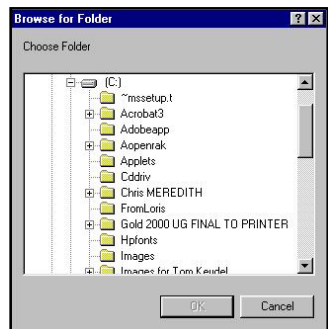*Note: Uploading your site requires a great*

Figure 6.8 – Browse for Folder

deal of free space. If you are having difficulty during upload, verify that you have at least 100 MB of available free space on your hard disk, before trying to upload again. This amount depends upon the size of your album(s).

To upload your site

1. Select **File > Upload Site**. The **Create New Site or Upload** dialog box appears.   The default selection is to create a new site on Boomerang Software's Web-server.

2. Decide what you want to do.

   • To upload your files to a *new* site on Boomerang Software's Web-server at www.photoring.com, click the **Create a new site and upload the album** radio button. Click **OK**. The **Upload** dialog box appears. See the topic "Uploading Your Site to www.photoring.com for the First Time" later in this chapter.

Figure 6.9 – Create New Site Or Upload Dialog Box

   • To upload your files to an *existing* site on Boomerang Software's Web-server at www.photoring.com, click the **Upload and update your existing site** radio button. Click **OK**. The **Upload Web Site** dialog box appears. This dialog box is pre-filled only if you have previously uploaded to the Boomerang Software Web-server. Review the data and click **Upload**. Your Photo.Web CNQ file is generated and the resulting files are stored on your remote Web-server.

   • To upload to a domain name other than ï ï ï ** knÜçíçoãàÖ à Ç ã** , click the **Upload to another site** radio button. Click **OK**.   The **Upload Web Site** dialog box appears. This dialog box is pre-filled only if you have previously uploaded to another Web-server.   Review the data and click **Upload**. Your Photo.Web CNQ file is generated and the resulting files are stored on your remote Web-server.

Uploading Your Site to www.photoring.com for the First Time

To create a new account and then upload your files, you must specify a user name. This name becomes part of the www.photoring.com community and is also used in your Web site's address/URL. Be sure to write down your user name. You will need it whenever you wish to login to your account.

User name/site name example: If you enter the user name "armstrong," your Web site address/URL will be **www.photoring.com/armstrong**.

Note: Uploading your site requires a great deal of free space. If you are having difficulty

Figure 6.10 – Upload Web Site DialogBox (Second Upload)

during upload, verify that you have at least 100 MB of available free space on your hard disk, before trying to upload again. This amount depends upon the size of your album(s).

To upload your files to www.photoring.com for the first time

1. From the **Upload** dialog box, type a user name from 1–64 characters long.

   Note: Do not use the following characters: <>?.;:'"{}[]=-_^!@#$%*().

2. Type a password from 6–14 characters long. Use any character except space and backslash. Re-type the password to confirm it and click **Upload**. The **User Information** dialog box appears.

3. Type **First Name**, **Last Name**, and **Email Address** and click **Close**. The Photoring.com server is setting up your account.

4. When done, the message **"Your account is created successfully. Press OK to continue**" appears.

Figure 6.11 – Upload Dialog Box

5. Click **OK**. The **Site Upload Status** box appears. As files are uploaded, the progress bar reflects the status of the upload process. When done, the message **"Site was successfully generated**" appears.

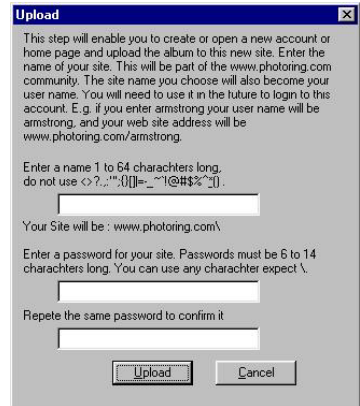6. Click **OK**. The upload process is complete. Your album is now stored on the World Wide Web!

Automatic Account & Free Space

Boomerang Software provides 2 megabytes of space for your albums on its servers for free. Your free site will be in the www.photoring.com community. You must be a registered user of Photo.web to qualify, must use Photo.web to build and publish your album-site, and must abide by the rules of www.photoring.com. Refer to the www.photoring,.com site for more details on the amount of space, pricing, terms and policies, which can change at any time. You can also get your own unique URL or domain name and more space for bigger or more albums. refer to ï ï ï Kñçça Éê–âÖëçÑíì ~ëÉÑKñÇça L ï ÉÁÜçëíáãÖ ï ÉÁÜçëíáãÖKñ ïïã

If you want to place your Album on the PhotoRing servers, Photo.web connects to the servers, automatically opens an account for you (if you do not have one) and publishes your album.
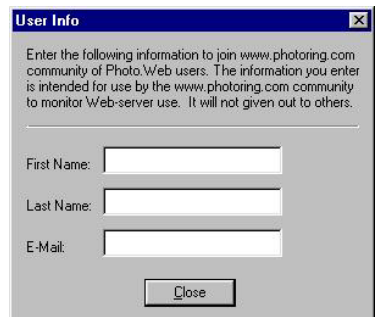

Figure 6.12 – User Information Dialog Box

Chapter 7.
Acquire and Select Source

What does Acquire Mean?

Photo.Web includes an Acquire feature that lets you add images from peripheral devices (such as scanners, digital cameras, and others). This feature lets you create images without first importing the image files into your hard disk. Depending upon the project, this can save you a lot of time.

To use this feature, you must have a Twain compliant device installed on your computer. **File > Acquire** and **File > Select Source** are available from either Site Manager or Graphic Editor.

There is an **Acquire** button on the **Choose Photos**, **Add Photo(s)**, **Image Attributes**, and **Image Library** dialog boxes. Each button works in the same way.

Using Acquire and Select Source

To use Acquire you must first select the source from which you will be importing the image. Only peripheral devices that use a Twain compliant driver can be used with this feature. To select a data source, be sure that the data driver associated with the device has been installed. When adding an image using Acquire, Photo.Web opens the device driver dialog box associated with the source device that you select. This dialog box is part of the software installed for use with that peripheral device.

Note: For detailed instructions on how to use the device driver dialog box associated with the source device that you select, see the product documentation provided by the manufacturer.

To select a source for use

1. Select **File > Select Source.** The **Select Source** dialog box appears.

    Note: The Select Source dialog box lists all devices that have been installed with a Twain compliant driver.

2. Click the source that you want to use.

3. Decide if you intend to acquire multiple images.

    *   To acquire multiple images, leave the check mark in the **Acquire Multiple Images** check box.
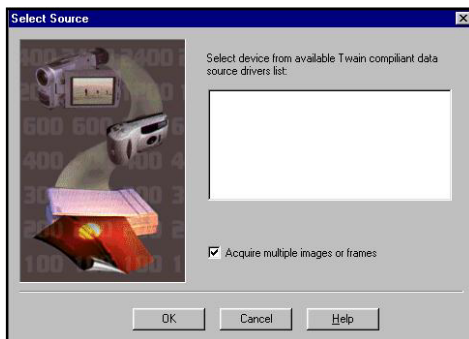

Figure 7.1 – Select Source Dialog Box

Note: Some source devices do not support the acquisition of multiple images in a single session.

- To acquire a single image, clear the check mark in the **Acquire Multiple Images** check box.

Note: When you acquire a single image, the device driver dialog box is closed automatically. When acquiring multiple images, the device driver dialog box remains open. For help, click the dialog box Help button.

4. When done, click **OK**. The source driver is selected. Photo.Web will now open the selected device once the **File > Acquire** command is performed.

To acquire an image after selecting a source

1. Select **File > Acquire.** If the selected source device is open, the device driver dialog box appears. If the source device is unopened or unavailable, the **Acquire** dialog box appears. Select the desired source and click **Acquire**. The device driver dialog box appears.

Note: When more than one Twain device is active (that is, selected and open on your computer) you are prompted with an error message. To avoid this, close any currently opened dialog boxes and close the currently open Twain device driver dialog box. Begin the acquire procedure again.

Figure 7.2 – Acquire Dialog Box

2. Using the device driver dialog box, transfer the image to the Boomerang Scanning Utility. The **Image Name** dialog box appears. Type an image resource file name and click **OK**. The image is imported into Photo.Web.

Figure 7.3 – Name Dialog Box

Note: If you selected Acquire Multiple Images, the device driver dialog box remains open.

3. To acquire a second image, select **File > Acquire.** The device driver dialog box appears. You can continue acquiring images without having to select a source device once the device driver is open.

Note: Most PC's allow you to toggle between open programs (that is, between the acquiring driver program and Photo.Web). To save time, you might try using the toggle feature rather than File > Acquire.

4. When done, close the device driver dialog box. The Acquire feature is now inactive.

Using the Acquire Button

To save time when acquiring images, the Choose Photos, Add Photos, Image Attributes and Library Edit dialog boxes include an **Acquire** button. This button initiates the Acquire operation if a device driver is currently open. If a device driver is not currently open, the **Acquire** button is inactive.

Note: When done acquiring images, make sure to close the device driver dialog box.

To activate the Acquire feature

1. Go to Site Manager and select **File > Select Source**. The **Select Source** dialog box appears.

2. Select a data source and decide if you want to acquire multiple images, and click **OK**. The **Acquire** button is now active.

To acquire an image using the Acquire button

1. Click **Acquire.** If the selected source device is open, the device driver dialog box appears. If the source device is unopened or unavailable, the **Acquire** dialog box appears. Select the desired source and click **Acquire**. The device driver dialog box appears.

   Note: When more than one Twain device is active (that is, selected and open on your computer) you are prompted with an error message. To avoid this, close any currently opened dialog boxes and close the currently open Twain device driver dialog box. Begin the acquire procedure again.

2. Using the device driver dialog box, transfer the image to the Boomerang Scanning Utility. The **Name** dialog box appears. Type an image resource file name and click **OK**. The image is imported into Photo.Web.

   Note: If you selected Acquire Multiple Images, the device driver dialog box remains open.

What Support Services Are Available?

To prepare your images for uploading, you might want to investigate any of the following products and/or services that allow you to generate digital images.

- **Digital Film Processing**. Most film processors allow you to request digital output. That means that once your conventional photographic film is developed, it is transferred to digital format, usually by scanner. When you go to pick up your pictures, you will receive a CD or floppy disk that you can put into your floppy disk drive. Each image becomes a separate file.

- **Digital Cameras**. Rather than use conventional photographic film, you can now by digital cameras that produce nothing but digital images. These cameras write images to flash cards or floppy disks. This is probably the simplest solution; one that, most likely, will become extremely common in the future.

- **Scanners**. Another popular alternative is the scanner. Scanners are peripheral devices that you attach to your computer (along with some software) that enable you to generate digital images from any flat paper image. Scanners are optical readers that translate conventional images into

digital format.

- **Video Input**. If you happen to take video home movies, you have an easy and available source for creating still images for your photo album. Most digital video cameras can be hooked up to your computer and used to export digital "frames." This means that any image that you really like in a home movie can be imported as a photograph. Like scanners, video input must be translated, and most likely you will have to look through your video camera's documentation to see what your video camera's requirements are. At minimum, you will need a video hookup to your computer and some Twain compliant software. For more specific information, contact your video camera manufacturer.

- **Duplication and Conversion Services**. If you have a shoe-box full of images that you want to put into digital format, it might be easier to submit them to a service provider who specializes in digital conversion. If you look in the phone book, under computer services, you will most likely find several companies specializing in media duplication and conversion. They will be more than happy to take your shoe-box and return to you a complete set of digital files.

If you use either a digital camera or a scanner (that is Twain compliant), Photo.Web can upload your images directly, rather than writing them to disk–first. This process is call "acquiring" an image. It can save you a lot of time since it lets you eliminate the additional work associated with writing images to disk.

Chapter 8.

Adding Text to Your Album or Photo Album Web Page

How Can I Add Text?

There are two ways to add text to your albums: by placing "title text" on the Web Page or by inserting "caption text" in a comment box. "Title text" is placed on the Photo Album Web Page (or Album Page) and is a constant part of the page background. "Caption text" is associated with a specific picture and normally explains or describes the picture. "Caption text" that is part of the Album Object and only appears when the specific image is being displayed. This chapter explains how to insert both "title" and "caption" text.

Note: If you use the Wizard, "title" text is inserted. The Wizard, however, does not let you insert "caption" text. To insert caption text, you must select the Album object and click Add/Edit Photo Comments on the Photo Album toolbar.

Inserting and Formatting Text on an Album Page

To insert "title text" that will appear as a constant part of the page background

1. From Logical Layout, double-click the Album Page icon you want to edit.
2. Position the cursor where you want the text to display.
3. Type your text as necessary.
4. To insert a soft return, press **SHIFT + ENTER**.
5. To insert a hard return, press **ENTER**.

   Note: A soft return does not create additional line spacing since it does not create a new paragraph. Hard returns create new paragraphs and insert additional line spacing.

Inserting Text with Bullets

Bullets are used quite often in Web pages. Usually they are simple bold dots or small shapes placed at the beginning of several text lines.

To insert a bullet and turn on the auto-bullet feature

1. Click and drag the cursor over the text that will receive a bullet, or position your cursor at the point where you want to insert a bullet.
2. Select **Insert > Bullet** or click **Bullets** on the Formatting toolbar. The bullet(s) is inserted.

   Note: The paragraph mode changes to accommodate bullets. When you press ENTER to start another line, the program places a bullet as the first character of the new text line.

To turn off the auto-bullet feature

1. Position your cursor at the point where you want to turn off the auto-bullet feature.

2. Select **Insert > Bullet** or click **Bullets** on the Formatting toolbar. The bullet is removed.

To change the bullet style

1. Click and drag the cursor over the text that currently has a bullet.

2. Select **Format > Bulleting**. The **Paragraph Properties** dialog box appears.

3. Decide what you want to do.

   - To use a standard shape, select **Disk**, **Circle** or **Square**.   The selected image is previewed.

   - To create a custom shape, select **Custom**. A **Resource Selection** box appears with three tabs: **Existing Resources**, **Library** and **URL**. Click the **Library** tab. Click the **Library Name** drop-down arrow. A library menu appears. Select a library and clip art image to use. The selected image is previewed.

   Note: For detailed information about the dialog box fields and buttons, click the dialog box Help button.

4. When done, click **OK**. The bullet style is changed.

   Note: You can import a clip art image to use as a bullet. Use the Import button and navigate to the file location. Other options include specifying a URL location for a bullet graphic, acquiring a bullet graphic through a Twain compliant device, or creating a bullet in Graphic Editor. For information about these options, click the dialog box Help button.

Inserting Text with Numbers

The Numbering feature inserts a number in the selected paragraph text instead of a bullet. Each paragraph is numbered in sequence. This feature works in exactly the same way as the bullet feature. Select **Insert > Numbering** or click **Numbers** on the Formatting toolbar. You can change the numbering style by using the **Paragraph Properties** dialog box. Select **Format > Number-ing**. The **Paragraph Properties** dialog box appears.

Text Effects and Style Controls

Photo.Web comes with many ways to change the appearance of text. Use **Format > Paragraph** to access the formatting options associated with the Paragraph style. To change selected words
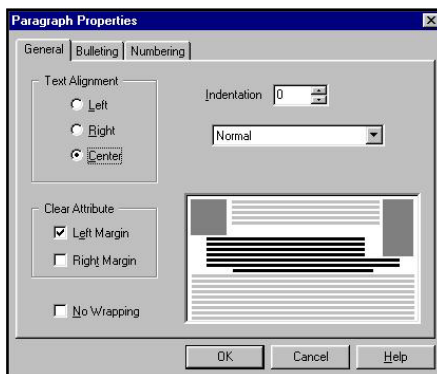

Figure 8.1 – Paragraph Properties Dialog

rather than the entire paragraph, use **Format > Font** to access the formatting options associated with the Font style applied to specific words. Additionally, both font and paragraph styles can be applied using the Formatting toolbar.

To change the text alignment, style or indentation (paragraph styles)

1. Select text you want to change.

2. Select **Format > Paragraph**. The **Paragraph Properties** dialog box appears.

3. To change alignment, click the **Alignment** radio button that you want.

4. To change the assigned style, click the **Style** drop-down arrow. A list of heading styles appears. Select heading style you want.

5. To change the current indentation, click the **Indentation** increase/decrease arrows.

6. When done, click **OK**. The specified text effects appear.

   Note: The Formatting toolbar includes a drop-down head style list box, text alignment buttons, and indentation increase/decrease buttons.

To change font style applied to specific words (character styles)

1. Select text you want to change.

2. Select **Format > Font**. The **Choose WEB Font** dialog box appears.

3. Specify the effects you want to apply using the dialog box fields and buttons.

   Note: The text fonts available are only those associated with HTML 4.1 standard. These are universal HTML fonts that are universally supported. For
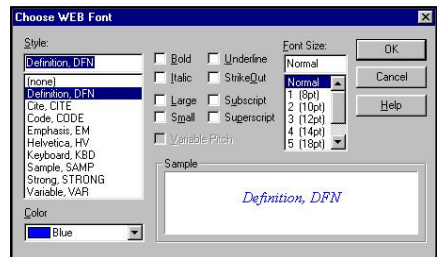
Figure 8.2 – Choose WEB Font Dialog

   detailed information about the dialog box fields and buttons, click the dialog box Help button.

4. When done, click **OK**. The selected text is updated.

   Note: The Formatting toolbar includes a drop-down text style list box and a font size list box. These are attributes that are assigned to individual characters rather than to the entire paragraph.

Inserting Caption Text for Display with Individual Pictures

Caption text is assigned to individual pictures within a Photo Album. To assign caption text, use **Format > Object > Add/Edit Photo Comments**. The **Add Edit Photo Comments** dialog box appears. This dialog box lists all of images associated with the selected photo album object. You may enter a comment of up to 56 characters. The text you enter will appear as a mouse-over "pop-up" box. It will not display unless the viewer moves the cursor over the image.

To insert caption text that displays as a mouse-over "pop-up" box

1. From Logical Layout, double-click the Album Page icon you want to edit.

2. Click on the album object to select it.

3. Select **Format > Object > Add/Edit Photo Comments** or click **Add/ Edit Photo Comments** on the Photo Album toolbar. The **Add Edit Photo Comments** dialog box appears.

4. Select the image to which you want to add text. An image preview appears and the center input box becomes active.

5. Type the text that you want to display.

   Note: You are limited to 56 characters.
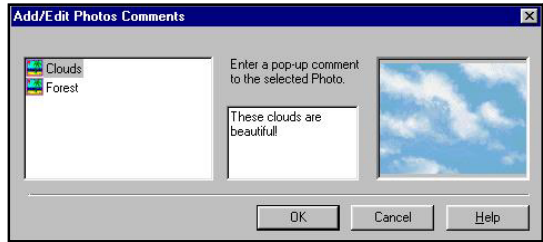
Figure 8.3 – Add/Edit Photo Comments Dialog Box

6. Repeat Steps 4–5 for each image to receive text.

7. When done, click **OK**. The album object now has caption text specified for individual images.

To preview the caption text, click **Preview Album** on the Photo Album toolbar. Photo.Web previews the selected Album Object only. To see your caption text, move the mouse across the image. A pop-up text box appears.

   Note: At present, pop-up text appears in a fixed font style and size. These settings cannot be changed.

Chapter 9.
Linking an Album to Other Web Sites

Why Link to Other Web Sites?

Suppose you want to sell your house. You take a lot of pictures and you set up a photo album Web site to display your house to potential buyers. Now, how do you lead potential buyers to the great photo album about your house? Many listing companies allow you to place links from *their* site to *your* site. You provide some initial sales information on *their* site and then include a link that takes the viewer from *their* site to *your* site where you can provide additional information. E-Bay and other listing companies allow you to do this. With the Photo.Web Cross Links feature, you can link customers that come to the Internet malls to view your "small" product image to a more comprehensive product album.

Equally, you can build links from *your* site to *external* sites, such as family member Web sites. Suppose you had a family reunion and three family members build photo albums of the event. Now, you can provide links to other photographs that cover that same event! All you need to know is the URL for these additional sites.

Inserting Links

Links are navigation tools. Links take a Web site visitor to different pages in your Web site or to entirely different Web sites. To insert these navigation tools, use the **Insert** menu.

To insert a link

1. From Logical Layout, double-click the page that will display the link text.
2. Type and select the text that you want to make into a link.
3. Select **Insert > Link** or click **Insert Link** on the Insert Objects toolbar. The **Link** dialog box appears.

Link Dialog Box

This dialog box has two tabs for choosing where you want to take the viewer. By default the **To Page** tab is selected. The **To Page** fields include a **Page** list box, a **Bookmark** list box and an **Open in New browser** check box. At the bottom is the **Link Text** field. The text you selected is displayed there. If you want to change this text, simply type over it; the new text will be inserted when you complete the link procedure.
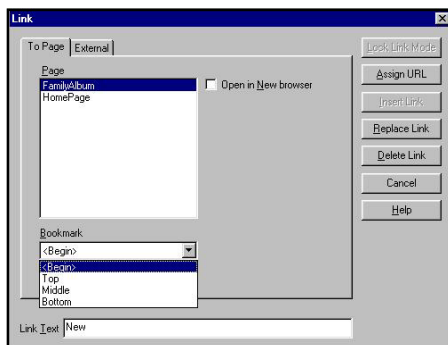
Figure 9.1 – Link Dialog Box - To Page

To set a link to go to one of the pages listed

- Select a page from the **Page** list box and click **Assign URL**. The page link is assigned.

If the page you are linking to has a bookmark, you can set the link to go to a bookmark by selecting the bookmark.

To set a link to go a page that has a bookmark

1. Select a page from the **Page** list box.
2. Click the Bookmark drop-down arrow. A list of bookmarks appears.
3. Select the bookmark and click **Assign URL**. The bookmark link is assigned.

To insert text link from Link dialog box

- Type the text you want to appear on the Web page in **Link Text** box, select a page and click **Replace Link**.

The text you specify replaces the selected text on the Web page.

To insert link text without selecting any text on a page

1. Select **Insert > Link** or click **Insert Link** on the Insert Objects toolbar. The **Link** dialog box appears.
2. Select a page from the **Page** list box.
3. Type the text you want to appear in **Link Text** input line.
4. Click **Insert Link**. The link text is inserted.

To delete an existing link

1. Select the text link that you want to delete.
2. Click **Insert Link** from the Insert Objects toolbar. The **Link** dialog box appears.
3. Click **Delete Link**. The link text is deleted.

Inserting a Link to Open a New Browser Session

Generally, when a user clicks a hypertext link, the browser display changes and a new Web page appears. You can force the visitor's browser to open a new browser window to display the linked page. In this a case, the old Web page remains on the screen and a new browser window opens to display the new Web page.

To insert a link to open a new browser session

1. Type and select the text that you want to make a link.
2. Click **Insert Link** on the Insert Objects toolbar. The **Link** dialog box appears.
3. Select a page from the **Page** list box.
4. Click the **Open in New browser** check box.
5. Click **Assign URL**. The link text is inserted.

Now when a viewer clicks on the text link, the browser will open a new window and place the referenced page into the new browser window.

Typing in Link Mode

Instead of entering your text first in the Web page and then selecting it, you can type in *link mode*. With this mode, everything you type becomes a text link.

To type in link mode

1. Place the cursor in the page where you want to start entering text.
2. Click **Insert Link** on the Insert Objects toolbar. The **Link** dialog box appears.
3. Select a page from the **Page** list box.
4. Click **Lock Link Mode**. The **Link** dialog box disappears.
5. Type the words you want to use as a link. The specified text is a link.

   Note: To disable the lock link mode and switch to normal mode, click Insert Link on the Insert Objects toolbar.

Inserting External Links

You can insert a link to any external URL location you want.

To insert a link to an external resource

1. Type and select the text that you want to make a link.
2. Click **Insert Link** on the Insert Objects toolbar. The **Link** dialog box appears.
3. Click the **External** tab. The **External Link** fields appears.
4. In the **URL field**, click the drop-down arrow and choose the URL prefix you want to use.
5. In the **URL address** line, type the exact address of the external URL.

   Note: Once created, external links are listed in the External links list box. To assign a link to the same URL address previously assigned to another link, select the address from the External links list box.

6. Click **Assign URL**. The external link is inserted.
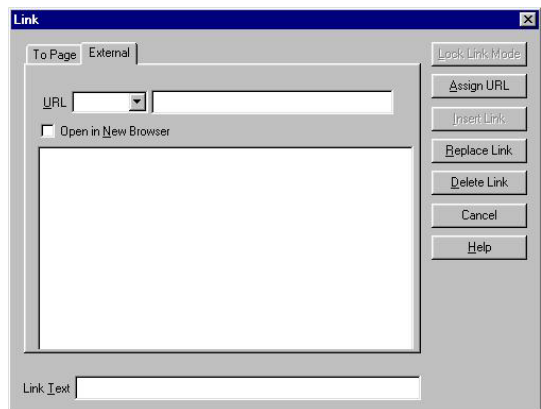
Figure 9.2 – Link Dialog Box - External

Cross Links

Photo.Web provides a powerful capability to organize and display photographs on the Web. Besides having family or company pictures, you can use the program to show more pictures of products you are selling. There are Internet malls, such as Amazon.com, E-Bay, Yahoo or others, where you can set up your own online shop, and sell products.
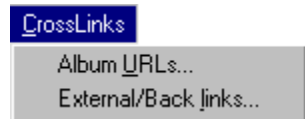
Figure 9.3 – Cross-Link Menu

However, the space and features provided by these online malls are limited. They provide you with a limited number of pictures that you can place for the specific item you are selling. In some cases, the amount of text is also limited. So your potential buyers are unable to see more detailed pictures of the products you are selling.

In such a case, you may use Photo.Web to create an Album site where each Album is dedicated to one product, and the pages of the Album show the product in its many angles, colors, sides and renditions. You can then place this site on www.photoring.com or any other server.

The Cross Links feature, enables you to link customers that come to view your limited pages on the Internet malls, to the more comprehensive albums you create with Photo.Web.

As you might guess, an Album site can have many albums. Each album could be dedicated to one product. You can always place a link from your Internet mall site to the Home Page of the Album site created by Photo.Web. However, it would be so much better, if you were able to place a link from a specific picture or text in your Internet Mall site, directly to the specific album that has more photographs of the product the buyer is interested in and also enable the viewer to link back from the album to your specific page or the Internet Mall. The Cross Links feature provides just that by assigning a specific URL to each album.

Album URL Feature

To use the Cross Links feature, you must first create your Photo Album site, hopefully with more than one album, each dedicated to one product.

Then from the main menu select **Cross Links > Album URLs**. The **Album URLs** dialog box is displayed.

The **Album Name** column lists the names of all the albums in your Album site. The **Relative URL** column lists the URL of the specific album, which is the HTML file of the specific album.
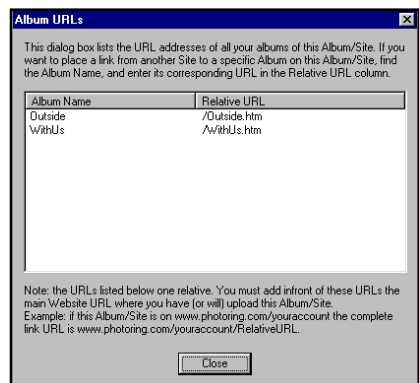

Figure 9.4 – Album URL Dialog Box

To place a link in your Internet Mall site to a specific album, enter any text that you want on your Internet Mall site, and place a URL link on that text using the tools available at that Internet Mall site.

Note: Since Photo.Web enables you to place your Photo Album site on any server, the Relative URL lists not the exact URL of the Album but the relative address.

For example: If the Relative URL lists "/Outside," and you place your Photo Album site on www.photoring.com, and your account name is armstrong, then the exact link you should enter in the Internet Mall site is http://www.photoring.com/armstrong/outside.htm. If you place your Photo Album site on www.aol.com/xx243yy, then the exact link you should enter in the Internet Mall site is http://www.aol.com/xx243yy/outside.htm.

Insert Back Links Feature

In the previous section, we described how this program enables you to connect another site to a specific Album. This lets your viewer, who can view your site anywhere on the Internet, be linked to the specific Album you want on the site you created with Photo.Web. Once viewers arrive at your site created by Photo.Web, and look at the specific album you linked them to, they may return back to the site they came from by clicking on the Back Link placed on each Album page.

The **Insert Back Links** feature automatically inserts the back link URL that you want, on every page of your Album. The back link URL is placed on all pages, right next to the photos of the Albums.

To insert a Back Link, select **Cross Links > External/Back Links** menu option. The **Insert External Links** dialog box appears.

In the **Link Text** field, enter the exact text that you want to appear. This becomes the link text that the viewer clicks on. For example: **Go Back To Main Mall**.

In the **Link URL** field, enter the exact URL address of the site where you want the viewer to go. For example: if your main Internet site was on the www.internetmalls.com/yourshop, then enter www.internetmalls.com/yourshop in the **Link URL** field.
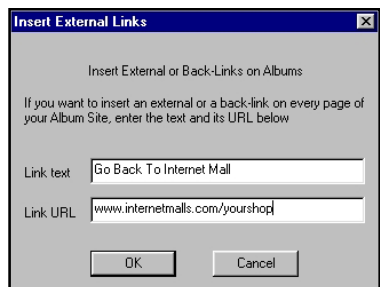
Figure 9.5 – Insert External Links

Chapter 10.
Changing an Existing Photo Album Web Site

Introduction

Once you have created your Photo Album Web site using the Wizard, you can change the album style, add or delete photos, change the cover text, or add photo comments. You can even add a new Photo Album Web page and create an additional photo album. To accomplish any of these changes, keep in mind how your Web site is constructed.

- **Home Page**. The Home Page is the first page that visitors see. This page normally has a title and some additional text that describes the contents of the Web site.

- **Links**. These are the navigation tools that help a visitor get from one Web page to another. Links are very important. Without them, your visitors are stuck on the Home Page!

- **Photo Album Web Pages**. These are Web pages that contain an Album Object. They have two parts: the Web page (that serves as the background) and the Album Object (that displays the pictures you want your viewers to see).

- **Album Object.** This is a selectable object on a Web page. This object has specific characteristics. These include: an Album Style, a Page Turning Mode, and a Sequence of Photographs to be displayed.

   Remember: While an Album Object creates the appearance of several pages that turn in succession, only one Web page is being displayed in the browser. Also, a photograph is an image resource file that is used within an Album Object. To work, the Album Object accesses image resource files that you specify. To change the "placement" of an image in your album, you reposition the image resource file in the album's photo listing.

Updating an Existing Web Site (Without Adding New Pages)

When updating an existing Photo Album Web site keep in mind that a launched Web site exists in *two* places: (1) in the project file on your hard drive and (2) on your remote Web-server.

   Note: You should always save a copy of your album Web site project file on your local hard drive. To make changes to an uploaded album on the Web, make your changes to your local CNQ file and then generate and upload the changed file. Your changed files will replace the old files on the Web-server. Do not make changes directly to any uploaded server files! If you do, it will be difficult to recreate the changes on your local CNQ file–making your CNQ file out-of-date.

If you created your existing Photo Album Web site by template, Wizard, or from scratch, you can always update it at any time. Most often this simply means adding a new photo or re-sequencing the photos in an existing Album Object. Other times, your changes can be more substantial, requiring you to either redesign the Web page or add an entirely new Web page. This section examines how to update your existing Photo Album Web site without adding any new Web

pages (or without changing the Logical Layout). Procedures for updating both Album Objects and Web pages will be covered.

To update an existing Photo Album Web site (without changing Logical Layout)

1. Launch Photo.Web. The **Getting Started** screen appears.

2. Select **Open File**. The **Open** dialog box appears.

3. Navigate to the CNQ file that contains the Photo Album Web site you want to change. Select it and click **OK**. The **Site Manager**–**Logical Layout** window appears.

4. Double-click the Logical Page icon for the page that you want to change. The selected page opens in Page Editor.

5. Decide what kind of change you want to make.

   - To change the content of the Web page but *not the Album Object*, go to the topic "Making Changes to a Web Page."

   - To change *the Album Object* but not the rest of the Web page content, go to the topic "Making Changes to an Album Object."

Web Page Versus Album Object

Many Photo.Web features are specific to the Web page. These include features that applied using the Insert Object toolbar or the Standard toolbar. When updating an existing Web Site, you need to know what you are trying to accomplish. To insert a horizontal rule or graphic image, you are inserting a new object onto the Web page. To add or change text, you are not adding new objects–rather you are changing the Web page display! An Album Object is a separate object which requires you to select it before you can change it. When you select an Album Object, the Photo Album toolbar becomes active. Use this toolbar to make changes to the selected Album Object.

Note: Changes to the Album Image listing using Add Photo(s), Delete Photo(s), or Replace Photo(s) do not take effect until you click OK (to close the dialog box). These dialog boxes also contain Up and Down buttons. You can change the sequence of photos that will appear by selecting the image file you want to move and clicking either Up or Down. The image file, correspondingly, moves up or down one position in the list.

Making Changes to an Album Object

To change the Album Object

1. With the Photo Album Web page open in Page Editor, select the Album Object you want to change by clicking on it. A grey border appears.

2. Go to the Menu bar and select **Format > Object**. A fly-out menu appears.

3. Choose from among the following options: Add Photo(s), Delete Photo(s), Replace Photo(s), Change Style, Select Source, Acquire Photo(s), or Add or Edit Photo/Comments.

Note: Each of these options is available using the Photo Album toolbar. Some options are not activated unless the Album Object contains photographs.

To add a photo

1. Select **Add Photo(s)**. The **Add Photo(s)** dialog box appears.

Decide how you want to add new images.

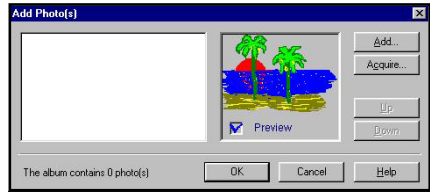2. To add images from your hard disk, click **Add**. The **Import** dialog box appears.

Figure 10.1 – Add Photo(s) Dialog Box

Decide how you want to add your new images.

- To insert the files one at a time, select each file and click **Add**. The file is added to the album listing.
- To insert a series of files all at the same time, hold down **CTRL** and click each file you want. When done, click **Add**. The selected files are added to the album listing in the order that you selected them.
- To insert all of the files in the **File and Folder display area** all at the same time, click **Add All**. All of the files are added to the album listing in the order in which they appear in the **File and Folder display area**.

3. To insert images from an imaging device, click **Acquire**. If the selected source device is open, the device driver dialog box appears. If the source device is unopened or unavailable, the **Acquire** dialog box appears.

- Select the desired source and click **Acquire**. The device driver dialog box appears.
- Using the device driver dialog box, transfer the image to the Boomerang Scanning Utility. The **Name** dialog box appears.
- Type an image resource file name and click **OK**. The image is inserted at the end of the photo sequence list.
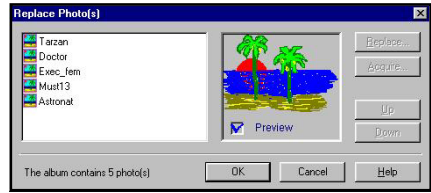
To delete a photo

1. Select **Delete Photo(s)**. The **Delete Photo(s)** dialog box appears. Decide how you want to delete one or more of the current images.
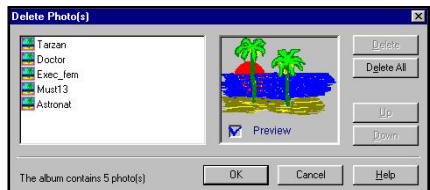
Figure 10.2 – Delete Photo(s) Dialog Box

- To delete the files one at a time, select each file and click **Delete**. The selected file is deleted from the album listing.
- To delete a series of files all at the same time, hold down **CTRL** and click each file you want. When done, click **Delete**. The selected files are deleted from the album listing.
- To delete all of the files from the album listing at the same time, click **Delete All**. The album listing is deleted.

To replace a photo,

1. Select **Replace Photo(s)**. The **Replace Photo(s)** dialog box appears.

Decide how you want to replace one or more of the current images. Images must be replaced one-for-one. You cannot replace one image with multiple images.

Figure 10.3 – Replace Photo(s) Dialog Box

2. To replace an image from your hard disk:

   • Select the image from the album listing and click **Replace**. The **Import** dialog box appears.

   • Navigate to the file you want to use and click **OK**. The selected file is replaced.

3. To replace an image using an imaging device:

   • Select the image from the album listing and click **Acquire Photo(s)**. If the selected source device is open, the device driver dialog box appears. If the source device is unopened or unavailable, the **Acquire** dialog box appears.

Figure 10.4 – Name Dialog Box

   • Select the desired source and click **Acquire**. The device driver dialog box appears.

   • Using the device driver dialog box, transfer the image to the Boomerang Scanning Utility. The **Image Name** dialog box appears.

   • Type an image resource file name and click **OK**. The selected file is replaced.

To change the album style

1. Click **Change Style**. The **Change Style** dialog box appears.

Decide how you want to change the current Album Style settings. Changes to Album Style do not take effect until you click **OK** (to close the dialog box).

   • *To change the border style*, click the **Album Style** that you want.

   • *To change the page turning mode*, click the **Page Turning Mode** radio button that you want to assign.

   • *To change the **Fit to Edges** option*, click the check box to add or remove the checkmark.

   • To select an imaging device to use with Acquire, click **Select Source**. The **Select Source** dialog box appears. The **Select Source** dialog box lists all devices that have been installed with a Twain compliant driver. Click the source that you want to use. Decide if you intend to acquire multiple images and click **OK**. An imaging device is selected. To activate this device, see below.
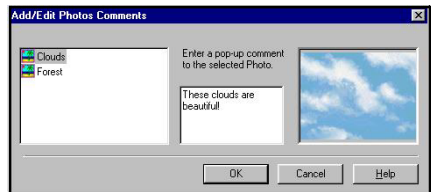
Figure 10.5 – Add/Edit Photos Comments Dialog Box

- *To acquire an image* from an imaging device and place the image at the end of the photo sequence list, select **Acquire**. If the selected source device is open, the device driver dialog box appears. If the source device is unopened or unavailable, the **Acquire** dialog box appears. Select the desired source and click **Acquire**. The device driver dialog box appears. Using the device driver dialog box, transfer the image to the Boomerang Scanning Utility. The **Name** dialog box appears. Type an image resource file name and click **OK**. The image is inserted at the end of the photo sequence list.

- *To add or edit photo comments*, select **Add or Edit Photo/Comments**. The **Add or Edit Photo/Comments** dialog box appears. Select the image to which you want to add text. An image preview appears and the center input box becomes active. Type the text that you want to display. When done, click **OK**. The Album Object now has caption text specified for individual images.

Note: You are limited to a 56 character comment per picture. Currently, these comments are displayed as pop-up boxes. To see the comment, the viewer must position the cursor over the image.

2. When done, click outside the Album Object. The grey border disappears and the cursor is positioned outside in the Web page.

Previewing an Album Object

A special feature of Photo.Web is the ability to preview an Album Object without having to generate the entire site. To preview an Album Object, use the **Preview** button on the Photo Album toolbar. Because an Album Object can hold a lot of photographs, it is quicker to preview a single Album Object rather than the entire Photo Album Web site. This Album Object preview, however, does not make use of your internal browser. Instead it uses an internal display program. When previewing an Album Object, only the **Next** and **Previous** buttons are active. You will not see any other part of the current Web page and you cannot test any links between pages.

To preview the selected Album Object

1. With the Photo Album Web page open in Page Editor, select the Album Object you want to change by clicking on it. A grey border appears and the Photo Album toolbar becomes active.

2. Click the **Preview** button on the Photo Album toolbar. The **Album Preview** window appears. The first two photos are displayed.

3. Decide what you want to do.
   - *To move forward in the photo album*, click **Next**.
   - *To move backward in the photo album*, click **Previous**.
   - *To close photo album*, click **Close**.

Making Changes to a Web Page

To change the Web page

1. From **Site Manager–Logical Layout**, double-click the Page icon that you want to change. The selected page opens in Page Editor.

2.   Decide what you want to do.

- To make changes using the Standard toolbar, go to Step 3.
- To make changes using the Insert Object toolbar, go to Step 4.
- To make changes or additions to the text that appears on the Web page, see the chapter titled "Adding Text to Your Album or Photo Album Web Page."
- To make a change to a text link that appears on the Web page, see the chapter titled "Linking an Album to Another Web Site."

3.   Choose from among the following Standard toolbar options: Paragraph, Font, Object Properties, Form Properties, Global Search, Global Replace, Search, Replace, Global Spelling, Spelling, and Show/Hide.

Note: These options are available using either the Format menu options or the Tools menu options. Some options are not activated unless the cursor has selected some text or unless an object has been selected. For more information, see the chapters titled "Photo.Web Toolbars" and "Photo.Web Menus."

4.   Choose from among the following Insert Object toolbar options: Photo Album, Form, Link, Bookmark, Table, Image, Horizontal Rule, Text, Java Applet, Embedded Object, Special Text, and HTML Code.

Note: Each of these options are available using the Object > Insert menu options. Some options are not activated unless the cursor is positioned in an open area. For more information, see the chapters titled "Photo.Web Toolbars" and "Photo.Web Menus."

5.   When done, select **File > Preview** in Browser or click **Preview** on the Main toolbar. The current Web page is previewed with the Internal Browser.

Previewing a Photo Album Web Site

It is recommended that you preview your Photo Album Web site on your PC before uploading any files to a remote server. When you preview the Photo Album Web site, the entire site is temporarily generated and the page that you were last on is displayed in your default browser. From here you may now view your Web site as any Internet visitor would, or switch back to Page Editor to edit your Web pages.

To preview the Photo Album Web site

- Select **File > Preview** in Browser or click **Preview** on the Main toolbar.

To change your browser preference, see the topic "Setting a Browser Preference" in the chapter titled "Getting Started."

Updating an Existing Web Site (by Adding New Pages)

When updating a Photo Album Web site, keep in mind that an uploaded (or launched) Web site exists in *two* places: in the Photo.Web CNQ file on your hard drive and out on your remote Web-server.

Note: You should always save a copy of your album Web site project file on your local hard drive. To make changes to an uploaded album on the Web, make your changes to your local CNQ file and then generate and upload the changed file. Your changed files will replace the old files on the Web-server. Do not make changes directly to any uploaded server files! If you do, it will be difficult to

recreate the changes on your local CNQ file–making your CNQ file out-of-date.

This section examines how to update your existing Photo Album Web site by adding any Web pages (or by changing your Web site's Logical Layout). The procedures covered here teach you how to add a blank Web page, or add a new Photo Album Web page.

To update an Existing Photo Album Web site (by changing Logical Layout)

1. Launch Photo.Web. The **Getting Started** screen appears.

2. Select **Open File**. The **Open** dialog box appears.

3. Navigate to the CNQ file that contains the Photo Album Web site you want to change. Select it and click **OK**. The **Site Manager**–**Logical Layout** window appears.

4. Decide what kind of change you want to make.

    *   *To add a new Web page*, see the topic "Adding Web Pages."

    *   *To delete an existing Web page*, select the **Page** icon you want to delete and right-click. A pop-up menu appears. Select **Delete**. The Page icon is deleted.

    Note: By deleting a Web page from Logical Layout all of your physical resources are deleted as well. If you want to save your image files prior to deleting them, see the procedure, "To move photo images to the Photo.Web Images folder" later in this chapter.

    *   *To rename an existing Web page*, select the **Page** icon you want to rename and right-click. A pop-up menu appears. Select **Rename**. A bounding box appears around the Logical Name. Type the new name and press **ENTER**. The Page icon is renamed.

    Note: By renaming a Web page, the Physical resource name for the Web page is updated; however, the Folder resource names are not. Album Objects, when created by the Wizard, receive the Logical Page name and the suffix "PhotoAlbum." Renaming a Web page after an Album Object has been inserted does not update the Folder resource names. Also, page names cannot contain spaces or any of the following characters: "⌐╫╪╨╥╩╦"*

    *   *To change the visual settings for an existing Web page*, select the **Page** icon you want and right-click. A pop-up menu appears. Select **Visual Settings**. The **Page Visual Settings** dialog box appears. Use this dialog box to specify the visual

Figure 10.6 – Visual Settings Dialog Box

settings for the selected page. Settings that you can specify include default colors for text and links, background color, and margin settings. Visual settings specified using the **Page Visual Settings** dialog box will take priority over the **Site Visual Settings** only when the **Set Own Visual Settings** radio button is selected. Visual settings are designed to default from *Site* Visual Settings down to *Page* Visual Settings, unless the **Set Own Visual Settings** radio button is selected.

- *To change the visual settings for the entire Web site*, select **Site > Visual Settings**. The **Site Visual Settings** dialog box appears. Use this dialog box to specify the visual settings for the entire site. Settings that you can specify include default colors for text and links, background color, and margin settings. Visual settings specified using the **Page Visual Settings** dialog box will take priority over the **Site Visual Settings** only when the **Set Own Visual Settings** radio button is selected. Visual settings are designed to default from *Site* Visual Settings down to *Page* Visual Settings, unless the **Set Own Visual Settings** radio button is selected.
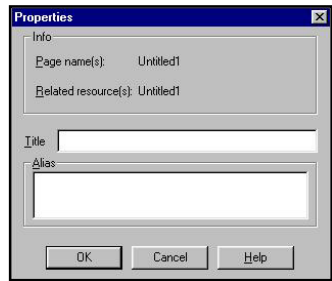
Figure 10.7 – Properties Dialog Box

- *To change the properties for a Web page*, select the **Page** icon you want and right-click. A pop-up menu appears. Select **Properties**. The **Properties** dialog box appears. Use this dialog box to specify the Properties for the selected page. The Properties that you can specify include **Page Title** and **Alias**. Use **Page Title** to specify the text that will appear in the title bar of the browser window. When blank, the server file path is displayed. By default, the Alias field is empty. Use this field to change the name that displays in your Nav Bar.

5. When done, select **File > Preview** in Browser or click **Preview** on the Main toolbar. The Web site is temporarily generated and the Home Page is displayed in your default browser. You may now view your Web site as any Internet visitor would, or use Site Manager to edit your Web pages.

Adding Web Pages

The program allows you to add a blank Web page, add a Photo Album Web page, or copy (duplicate) an existing Web page. If you add a Web page using the **Add** button on the Logical Layout toolbar, the only properties set by default are visual settings. If you add a Photo Album Web page using the **Add Album** button on the Logical Layout toolbar, an album object and navigation bar (or page links) are inserted. If you copy an existing Web page, everything contained on the page is copied as well.

Note: Photo.Web has two commands Copy or Duplicate. Copy stores a copy of the selected page in the program buffer. Duplicate immediately places the copied page below the original. With copy, you can specify a new location in Logical Layout before inserting the copied page. It is recommended that Web sites be kept to a two tier Logical Layout.

To add a blank Web page and place it below the Home Page

1. From the **Site Manager**–**Logical Layout** window, select the Home Page and right-click. A pop-up menu appears.
2. Select **Add**. A blank Web page is added. A bounding box appears around the default name.
3. Type the name you want to assign to this page.
4. Press **ENTER**. The blank Web page is added.

To add a Photo Album Web page and place it below the Home Page

1. From the **Site Manager**–**Logical Layout** window, select the Home Page.
2. Click **Add Album** icon on the Logical Layout toolbar. The **Insert New Album** dialog box appears.
3. Type the name you want to assign to this album and to the new logical page.
4. Click **OK**. The **Photo Album Properties** dialog box appears.
5. Specify the page turning and fit to edge options. When done, click **Choose Photos.** The **Choose Photo** dialog box appears.
6. Add your photos as necessary. When done, click **OK.** The **Photo Album Properties** dialog box reappears.
7. Click **OK** again. The Photo Album Web page is added and Logical Layout is updated.

Note: If you are updating a <u>template site</u>, the Nav Bar that is inserted on your new Album Page must be replaced with a copy of a Nav Bar from one of the pre-existing pages. To do this, open a pre-existing page, select the Nav Bar object, right-click and select Copy. You can now paste the copy inplace of the Nav Bar that was inserted on using Add Album. For a <u>template site</u>, logical page names must also be kept to 8-10 characters.

Important! If you use Add Album to a blank site (without Nav Bars), a Nav Bar is inserted on both the Home Page and the New Album page. If you have other pages, you may wish to copy the Nav Bar to each of the other pages in your site.

To copy an existing Web page and place it below the Home Page

1. From the **Site Manager**–**Logical Layout** window, select the Web page that you want to copy and right-click. A pop-up menu appears.
2. Select **Copy**. A copy of the selected page is stored in the program buffer.
3. Click once on the **Home Page** icon and right-click. Select **Paste**. The copied Web page is inserted on the same level as the other Photo Album Web pages. The default name is "CopyOf<Logical Name>."

Note: By copying a Web page, all of the Physical resources for the Web page are copied as well. By default, the only folder resource names are updated. These resource names are "CopyOf<Logical Name>PhotoAlbum" and "CopyOf<Logical Name>Photos." The image resources that are stored within these folders are not updated with a new name.

To rename the copied Web page and its associated Physical Resources

This procedure is for advanced users who intend to use Site Manager–Physical Layout to manage their Web site resources. This kind of management is not required of normal users.

1. *To rename the copied Web page*, select the **Page** icon and right-click. Select **Rename**. A bounding box appears around the Logical Name. Type the new name and press **ENTER**. The copied Page icon is renamed and all of your nav bar references are updated.

   Note: The associated <u>physical page</u> resource is renamed as well. This resource is repositioned alphabetically in Physical Layout. <u>Photo Album folder</u> resources, however, are not renamed. Once the page is renamed, the page resource and the folder resources are no longer grouped together on the Physical Layout resource tree. To keep track of physical resources, it is recommended that you rename the Folder resources as well.

2. *To rename the copied Folder resources,* select the **Page** icon and right-click. Select **Rename**. A bounding box appears around the Logical Name, which is already selected. With the cursor over the selected text, right-click and select **Copy**. The page name is now stored on the Windows Clipboard. Click the **Physical Layout** tab. The **Site Manager**–**Physical Layout** window appears.

   You now want to rename two Folder Resources: "CopyOf<*Logical Name*>PhotoAlbum" and "CopyOf<*Logical Name*>Photos."

   Locate and select "**CopyOf<Logical Name>PhotoAlbum.**" Click the resource folder, right-click, and select **Rename**. A bounding box appears around the Physical Name. Select the characters in front of the words "PhotoAlbum." With the cursor over the selected text, right-click, select **Paste.** The copied characters are inserted. Press **ENTER**. The remained resource folder is immediately repositioned under the Page Resource with the new name. Because the resource folder "CopyOf<*Logical Name*>Photos" is contained within the PhotoAlbum resource, it has been moved as well.

   Locate and select "**CopyOf<Logical Name>Photos.**" Click the resource folder, right-click, and select **Rename**. A bounding box appears around the Physical Name. Select the characters in front of the word "Photos." With the cursor over the selected text, right-click, select **Paste.** The copied characters are inserted. Press **ENTER**. All of the associated physical resources have been renamed.

   Note: Some people may find it easier to update the various page links before renaming the copied page because the default page name, "CopyOf," clearly indicates the page which is the copy and the page which is the original.

To modify the contents of a Web page

1. From the **Site Manager**–**Logical Layout** window, double-click the Page icon that you want. The selected page opens in Page Editor.

2. Decide what kind of change you want to make.

- To change the content of the Web page but *not the Album Object*, go to the topic "Making Changes to a Web Page" earlier in this chapter.

- To change *the Album Object* but not the rest of the Web page content, go to the topic "Making Changes to an Album Object" earlier in this chapter.

Note: Web sites that are created using a template or the Wizard have page links that are automatically updated. The Navigation Bar feature cannot be directly inserted into a blank Web page (however they can be copied and then pasted). If you selected Add Album, a Navigation Bar is automatically inserted along with the album object.

Managing Your Photos / Images

To save time when moving photos between albums, Photo.Web has an Images folder on the Physical Layout resource tree. Use this folder to store images that you have already brought into your Web site or to move between albums, or that you want to use with one or more Photo Album Web pages.

To move photo images to the Photo.Web Images folder

1. From **Site Manager**, click the **Physical Layout** tab.
2. Locate the **Photos** folder that contains the images that you want to move.
3. Click and drag the image file icon to the **Images** folder. The image file moves with the cursor.
4. Release the mouse over the **Images** folder. The image file is moved.

To insert an Image from the Images folder onto a Web page

Use this procedure when you want to place an image onto a Web page–NOT when you want to place an image into an Album Object (see the topic "Making Changes to an Album Object" earlier in this chapter).

1. From Site Manager, click the **Logical Layout** tab.
2. Double-click the **Page** icon that you want. The page is opened in Page Editor.
3. Place the cursor where you want to insert the image.
4. Select **Insert > Image** or click **Insert Image** on the Insert Object toolbar. The **Image Attributes** dialog box appears.
5. From the resource tree, select the image that you want to insert from the **Images** folder.
6. Click **OK**. The image appears on the page.

Chapter 11.
Creating a Multi-Album Site Using the Wizard

What is a Multiple Album Site?

Multiple album sites are Web sites that have more than one album available from the Home Page. These are really no different from a single album Web site–just one more Web page with an Album Object that sequentially opens a series of image files that you specify.

Using the Wizard

When using the Wizard each step has its own dialog box. When done, generate and upload the site to your Web-server–that's how you make your album site available to others! You can launch the Wizard using any one of three options. All three of these options bring you to the Wizard's **Step 1 of 5** dialog box.

From the Getting Started dialog box

1. Open your Photo.Web application by selecting the **Start > Program > Boomerang Software > Photo**.**Web**. The **Photo.Web Title** screen appears followed by the **Getting Started** screen.
2. Select **Wizard**.

From the File menu

*   Select **File > Wizard**.

From the New dialog box

1. Select **File > New** or click **New** on the Main toolbar. The **New** dialog box appears.
2. Click **Wizard**.

Step 1 of 5–Select the album(s) you want.

The screen displays a list of album topics and a sample photo for each. By default the first topic, **Family**, is selected. There are ten album topics from which you can choose.

To select the albums you want to create

1. Decide which albums you want.
    *   To select an album, place a check mark in the check box next to an album.
    *   To remove a selected album, remove the check mark from the check box.
2. Click **Next**. The **Step 2 of 5** dialog box appears.
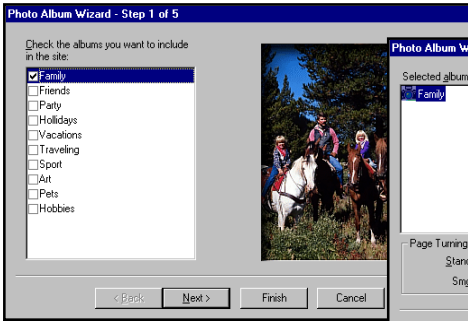
Figure 11.1 – Wizard Step 1 of
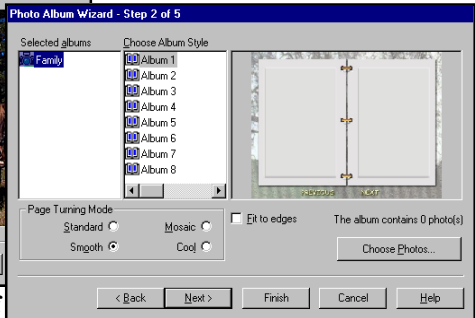
Figure 11.2 – Wizard Step 2 of 5

Step 2 of 5–Assign each album an album style and place the album pictures.

This dialog box identifies the album you have selected and a sample of the photo album style currently selected. By default, Album Style 1 is initially selected whenever this dialog box is first opened. This is an important screen because you will be using it to select your pictures and to assign a page turning style for your album.

To assign each album an album style, a page turning style, and a fit to page option

1. Select an album from the **Selected Albums** listing.
2. Click an album style from the **Album Style** listing. A preview appears.
3. Decide if you want to use that album style or select another.
   - To select another, click a different album style.
   - To use the selected style, go to Step 4.
4. Specify the page turning style you want to assign.
5. Decide if you want to use the **Fit to Edges** option.
   - To automatically resize the image, place a check mark in the **Fit to Edges** check box.
   - To leave the images alone, leave the **Fit to Edges** check box clear.
6. When done, click **Choose Photos**. The **Choose Photos** dialog box appears.

Choose Photos Dialog Box

Use the **Choose Photos** dialog box to locate the photos you want to insert. These photos must be stored on your hard disk or be available using a peripheral device, such as a digital camera or a scanner. If you want to acquire images using a peripheral device, see the chapter titled "Acquire and Select Source." To use the Choose Photos dialog box, an album must be selected.

To place pictures into an album from your hard drive

1. Using **Files of Type**, select the file format for the image file you want to insert.

Note: By default, the option, All Importable Files, is selected.

2. Using **Look in**, navigate to the folder that currently stores file(s) that you want to insert.

3. Using **File and Folder display area**, verify that the file(s) that you want to insert are displayed**.**

4. Decide how you want to insert the files.
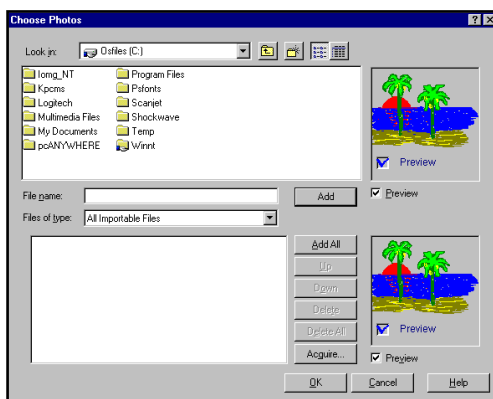
Figure 11.3 – Choose Photos Dialog Box

- To insert the files one at a time, select each file and click **Add**. The file is added to the album listing.

- To insert a series of files all at the same time, hold down **CTRL** and click each file you want. When done, click **Add**. The selected files are added to the album listing in the order that you selected them.

- To insert all of the files in the **File and Folder display area** all at the same time, click **Add All**. The selected files are added to the album listing in the order displayed in the **File and Folder area**.

5. Decide if you want to re-sequence or remove some of the inserted files.

- To move a file up in the album listing, select the one you want to move and click **Up**. The file is moved up one space. Click **Up** as many times as needed.

- To move a file down in the album listing, select the one you want to move and click **Down**. The file is moved down one space. Click **Down** as many times as needed.

- To delete one file from the album listing, select the one you want to delete and click **Delete**. The file is removed from the album listing.

- To delete all of the files in the album listing at the same time, click **Delete All**. All of the files are deleted from the album listing.

6. When done, click **OK**. The **Step 3 of 5** dialog box is reactivated. Notice that the screen message says "**The album contains <total number> photos**."

7. Select the next album that you want place pictures into and click **Choose Photos**. The **Choose Photos** dialog box appears.

8. Repeat Steps 1–8 above for each album.

9. When done, click **Next**. The **Step 3 of 5** dialog box appears.

Step 3 of 5–Name your Home Page.

This dialog box identifies the Home Page default title and lets you customize the text and font.

To name your Home Page

1. Type your new Home Page Title in the highlighted area. The new title appears on the top right of the screen preview.

2. To change the font size and style, click **Font**. The **Choose Web Font** dialog box appears.

3. Use the **Style** list to select the HTML font style. Click the font attributes you want to assign using the **Font Attribute** check boxes.

4. To change the font size default, click the font size that you want to assign from the **Font Size** list.

5. When done, click **OK**. The **Step 3 of 5** dialog box reappears. The new title text and font style appears on the top right of the screen preview.

6. When done, click **Next**. The **Step 4 of 5** dialog box appears.

Step 4 of 5–Specify a title for your album cover(s).

This dialog box identifies the default title for your Photo album and lets you customize the cover text and font. If you created more than one album, more than one album will be listed.

To insert cover text for an album

1. Select the album that you want.

2. Type the cover text for the selected album using the **Enter Front Cover Text** input line. The new text appears in the preview line below it.

3. To change the font size and style, click **Font**. The **Choose Web Font** dialog box appears.

4. Use the **Style** list to select the HTML font style. Click the font attributes you want to assign using the **Font Attribute** check boxes.

5. To change the font size default, click the font size that you want from the **Font Size** list.

6. When done, click **OK**. The **Step 4 of 5** dialog box reappears. The new font style appears in the preview line.

7. Repeat Steps 1–7 above for each album.

8. When done, click **Next**. The **Step 5 of 5** dialog box appears.

Figure 11.4 – Wizard Step 3 of

Figure 11.5 – Wizard Step 4 of 5

Step 5 of 5–Review the page listing.

This is the last step in the Wizard. Review the page listing and change the name associated with each Photo Album Web Page if you want.

> *Note: The Home Page is not listed here since it does not contain a photo album.*

To review the page listing and rename selected albums

Figure 11.6 – Wizard Step 5 of 5

1. Select the album that you want. If you inserted only one album, then the album is selected for you by default.

2. Type the new Page name in the space provided.

   Note: A page name cannot contain spaces or any of the following characters: "⎮ⱲⱲⲨⱵ Ħ@Ò

3. Repeat Steps 1–3 above for Photo Album Web Page.

4. When done, click **Finish**. The **Preview, Upload or Generate** dialog box appears.

Deciding How You Want To Continue

To help you see your album site quickly, the Wizard offers you three choices:

- Preview the album site on your PC browser (which keeps all of your resource files on your local PC in one CNQ file),

- Upload the album site to the server (which transfers your resource files to a remote Web-hosting computer), or

- Generate the album site to your local PC (which lets you selectively upload files to a remote Web-hosting computer) and edit the album site by returning to the program.

It is recommended that you preview your album on your PC before uploading any files to a remote server. By keeping your resource files together in one CNQ file you will minimize confusion.

> *Note: Uploading your site requires a great deal of free space. If you are having difficulty during upload verify that you have at least 100 MB of available free space on your hard disk, before trying to upload again.*

To complete your Web site generation

- Select **Preview**. The Web site is temporarily generated and the Home Page is displayed in your default browser. You may now view your Web site as any Internet visitor would, or click the Site Manager window to edit your Web pages.

Figure 11.7 – Preview, Upload or Generate Dialog Box

Note: Previewing your site requires a great deal of free space. If you are having difficulty during preview verify that you have at least 100 MB of available free space on your hard disk, before trying to preview again.

Chapter 12.
Boomerang Software Products and Services

Product Promotion for Photo.Web Users

Boomerang Software provides 2 megabytes of space for your albums on its servers for free. Your free site will be in the www.PhotoRing.com community. You must be a registered user of Photo.web to qualify, must use Photo.web to build and publish your album-site, and must abide by the rules of www.PhotoRing.com. Refer to the www.PhotoRing,.com site for more details on the amount of space, pricing, terms and policies, which can change at any time.

If you want to place your Album on the Boomerang Software servers, Photo.web connects to the servers, automatically opens an account for you (if you do not have one) and publishes your album. Your Web site will be stored as a sub-domain under the domain name **www.PhotoRing.com**. This URL is managed by Boomerang Software for its customers.

Obtaining Server Space

If you want to obtain server space, Boomerang offers several Web-hosting service plans. To register for Web-hosting services and obtain more information about possible product promotions:

- Go to the Boomerang Photo.Web product site at www.PhotoRing.com, or
- Go to Boomerang Software's company site at www.BoomerangSoftware.com, or
- Send an email to webhostingsupport@boomerangsoftware.com.

WWW.PhotoRing.Com–A Community of Users

To make it easy to be part of the www.photoring.com community of users, the Photo.Web Wizard provides you with several upload options. One option lets you automatically create a new account at www.photoring.com. If you click the **Create a new site and upload the album** radio button from the **Create New Site or Upload** dialog box, the process of creating a new account (and subdomain) at www.photoring.com begins.

> *Note: For detail information, see the topic "Uploading Your Site to www.photoring.com for the First Time" in this chapter titled "Creating a Single Album Site With the Wizard."*

To create a new account for the first time, you must specify a user name/site name. This name becomes part of the www.photoring.com community and is part of your Web site's subdomain URL address. Be sure to write it down. You will need it whenever you wish to login to your account.

User name/site name example: If you enter the user name "armstrong," your Web site address/URL will be **www.PhotoRing.com/armstrong**.

When registering, you are asked to provide some additional user information. This information is only used to manage the photoring.com community of users.

Once your account has been created, Photo.Web uploads your Album Web site automatically.

> *Note: Boomerang Software cannot guarantee the safety of your files once they are uploaded. It is recommended that you maintain a copy of your *.CNQ project file on your hard disk.*

Other Products

The following are other products offered by Boomerang Software.

WebShop

Includes every software tool you need to successfully sell over the Internet. Features Cascading Style Sheets, predesigned electronic stores, shopping cart feature, real-time credit card processing and more!

Internet Design Shop

The most comprehensive Web site creation, management an publishing program for Windows. Features drag and drop frame generator, site manager, navigation bar generator, graphic editor and more!

Internet Design Shop Gold

An easy and economical WYSIWYG introduction to Web site design and personal publishing. Runs on Windows 3.1, 95, 98, NT, 2000, Me and XL.

Secure Shuttle Transport (SST)

Boomerang's SST uses the industry's leading RSA encryption techniques to provide you with confidentiality and security. It's easy to use and free.

SST lets you:

- Set up special windows. Use these windows to page others who are also using SST on the Internet.
- Chat in real-time. As you type and send your message, your counterpart can respond immediately.
- Open as many windows as you want so you can communicate with others simultaneously.
- Selectively decide who you want to receive communications from, by blocking communications you don't want to receive.
- Send encrypted files and messages that are encrypted before they are sent and decrypted once they are received.

SST provides unparalleled access and security:

- Enabling others to page you (by letting them know when you are at your computer).
- Preventing others from reading (or even seeing) the contents of your files while they are transferred.

Chapter 13.
Photo.Web Toolbars

Accessing Toolbars

All program features are accessible through the menus. Most of the important and frequently used features are also accessible through toolbar buttons or icons. The toolbar buttons or icons have Quick Tips. These one or two word descriptions are automatically displayed when you place the mouse on a button and keep it there for a few seconds. When you place the mouse over icons, toolbars or parts of the program screen, a one-line help message also appears in the bottom Help/Status line.

Main Toolbar

The Main toolbar appears at the top of the Photo.Web window just below the Menu bar. This is a standard application toolbar and is not context specific. It also cannot be moved.
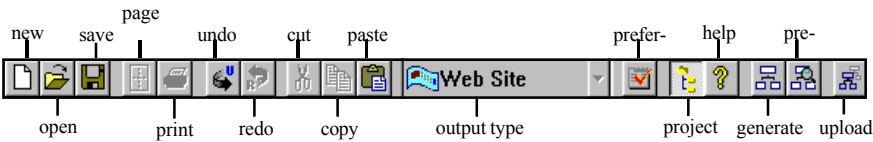
Figure 13.1 – Main Toolbar

Physical Layout Toolbar

The Physical Layout toolbar appears when the **Site Manager–Physical Layout** window is active. Use this to manage the physical resources of your site.
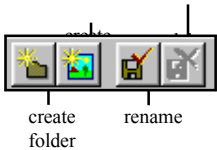
Figure 13.2 – Physical Layout Toolbar

Logical Layout Toolbar

The Logical Layout toolbar appears when the **Site Manager–Logical Layout** window is active. Use the Logical Layout window to add, move, and delete individual pages in your Web site. It displays an organization-type chart showing the relationship of the pages to one another. Use the toolbar to manipulate the window display and each of the logical resources associated with your site.
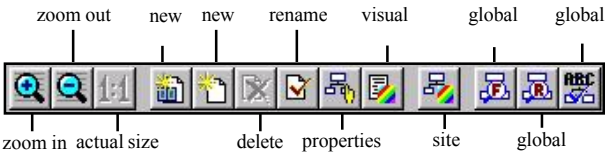
Figure 13.3 – Logical Layout Toolbar

Photo Album Toolbar

Use this toolbar to perform a variety of procedures by clicking on the toolbar icon. All toolbar functions are also available using the **Format > Object** menu commands.

add   replace   select   pre-

change   delete   add/edit   acquire
photo
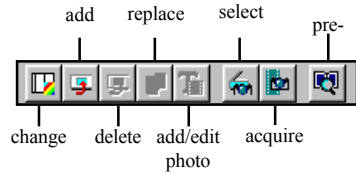
Figure 13.4 – Photo Album Toolbar

Insert Object Toolbar

The Insert Object Toolbar appears and is active only when the cursor is on a Album Page. Use this toolbar to insert a number of different types of objects onto a Album Page.

photo   link   table   horizon-   java   special

embed-   HTML

form   book-   image   text
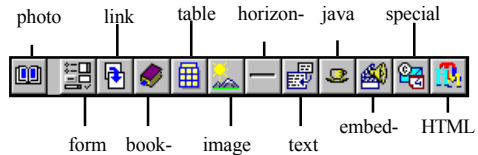
Figure 13.5 – Insert Object

Standard Toolbar

The Standard toolbar appears whenever you open a Web page. This toolbar is automatically displayed and cannot be accessed through the **View** menu. Use this toolbar to change your visual settings, spell check your document, or assign paragraph styles.

font   form   global replace global spell   show /

object   global   spell

para-   search
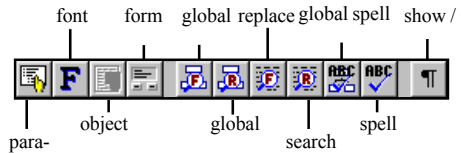
Figure 13.6 – Standard Toolbar

Formatting Toolbar

The Formatting Toolbar appears by default. To remove it from the screen display, select **View > Formatting Toolbar**. The program also hides (or removes) the toolbar from the screen if the cursor is not in a Web page. The Formatting toolbar includes tools that enable you to format the text and lines on the page. To use it, simply select the text on the page and click on the formatting icon you want. (Toolbar not displayed)

Form Fields Toolbar

The Form Fields toolbar appears when you are in Page Editor and want to insert a form field. It becomes active only when you click **Insert Form** on the Insert Object toolbar or select **Insert > Form**.

text   check   combo   text
line   box   box   box

push button   radio   list
button   box
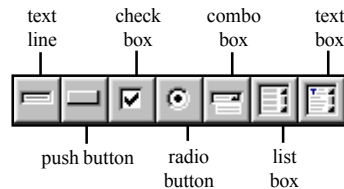
Figure 13.7 – From Fields Toolbar

Chapter 14.
Photo.Web Menu Options

Accessing Menu Options

All program features are accessible through the menus. Most of the important and frequently used features are also accessible through toolbar buttons. To access a menu option from the menu bar, select the menu and a drop-down list appears. Select your menu option using your cursor or the up and down arrows. Some menu options also have shortcut commands. These are listed on drop-down menu.

Note: This chapter introduces only the most important menu options. For a complete listing see the User Guide Supplement which can be found on your program CD.

File Menu

Wizard. Opens the Step 1 of 5 dialog box. Use this option to create a new photo album.

New. Opens the New dialog box. Use this to start a new photo album. Select a template, or use the Wizard button, to create a photo album Web site.

Open. Opens the Open dialog box. Use this option to open an existing CNQ file.

Save. Save the current project under the current name. If this is the first time the project file is saved, the Save As dialog box appears.

Save As. Opens the Save As dialog box. Use this option to save the current project under a new name or as a template file.

Generate Site. Opens the Browse for Folder dialog box. When using this option, your Web site files and folders are generated to a folder on your hard disk. Specify the folder that you want to use. Files and folders created by the Generate Site feature are upload ready. You must now transfer these file to a Web-server before your Web site can be viewed by others.

Figure 14.1 – File Menu

Note: Your project file, as saved by the program, is not upload-ready. The CNQ file format is an integrated format. Everything is saved in one file. To upload your project, this single file must be disbursed into smaller independent files. The Generate Site operation is performed, in a temporary fashion, every time you view your site locally from your internal browser. Both Generate Site and Upload Site perform this operation in a permanent fashion.

Upload Site. Opens the first of two dialog boxes. The first one lets you decide if you want to upload your Web site to the Boomerang Software server. There is a separate option to upload your site to a different Web-host provider. If you select the Boomerang Software option, the Upload dialog box appears. If you select the different Web-host provider option, the Upload Web Site dialog box appears. Both of these dialog boxes ask you for a user ID and password. When using this option, your Web site files and folders are generated and uploaded directly to your Web-server.

Preview in Browser. Launches the internal browser or the selected default browser specified in Preferences.

Web Promote. Displays a fly-out menu of Web sites that are helpful when you want to promote your Web site. By selecting an option, the internal browser is launched and the selected Web site is displayed.

Webhost/Services. Displays a Help page that describes Boomerang Software's Web-hosting services. For more information, go to the Boomerang Software Web site by clicking the link that is provided.

Upgrade. Displays a Help page that describes Boomerang Software's product upgrade. For Photo.Web, the recommended product upgrade is WebShop, the all-in-one Web site solution.

Print Setup. Opens the Print Setup dialog box. Currently this feature does not work.

Print. Currently this feature is disabled. To print a page from your album, open the Web site using a print enabled browser.

Preferences. Opens the Preferences dialog box. Use this dialog box to specify your default browser. Additional fields are available for specifying other program operations.

Insert Menu

Bullet. Turns on (or off) the bulleting of paragraphs. When used, this feature applies the current bullet specifications found in the Paragraph Properties dialog box.

Numbering. Turns on (or off) the numbering of paragraphs. When used, this feature applies the current numbering specifications found in the Paragraph Properties dialog box.

Increase Indent. Increases the amount of indentation for the selected text or paragraph.

Decrease Indent. Decreases the amount of indentation for the selected paragraph.

Photo Album. Opens the Photo Album Properties dialog box. Use this to insert a Photo Album object onto an Album Page. A photo album page may contain more than one photo album. If you place more than one photo album object on an Album page, be sure to provide bookmarks to direct the view to each album on the page.

Form. Inserts a form in the current page. Forms are used to collect responses from users. The response may be as simple as selecting a Submit button or as complicated as filling out an order form.

Form field. Opens a fly-out menu that lists the available form fields. Use this option to insert a form field into the currently selected form. The fly-out menu options are the same as the fields specified in the Form Fields toolbar.

Link. Opens the Link dialog box. Use this dialog box to insert a link in the current page.

Bookmark. Opens the Bookmark dialog box. Use this dialog box to add a bookmark icon to the current page.

Image. Opens the Image Properties dialog box. Use this dialog box to place an image in the current page. You can select an image from a Photo.Web library, a Web resource, or import an image file.

Horizontal Rule. Opens the Horizontal Rule dialog box. Use this dialog box to place a Horizontal Rule (that is, a graphic bar used as a divider) at the cursor's current location. Use the Horizontal Rule dialog box to specify Style, Alignment, Width Style (that is, unit of measure), and the Line Thickness and Width across the page.

Text. Opens the Import Text dialog box. Use this dialog box to import a text file, or part of a text file.

Java Applet. Opens the Java Applet Properties dialog box. Use this dialog box to select a Java Applet, set its properties, and insert it.

Embedded Object. Opens the Embedded Object Properties dialog box. Use this dialog box to select an animated GIF, video, sound, or other multimedia files and place them in the current page.

Copyright, Mail to, and Date. Opens the Special Text dialog box. Use this dialog box to a copyright line, to insert mail-to link, or to select a date format and insert a date.

Figure 14.2 – Insert Menu

HTML Code. Lets you insert your own HTML code in the current page.

Cross Links Menu

Album URLs. Opens the Album URLs dialog box. Use this dialog box to identify the Relative URLs associated with each album in a Web site. When uploaded, these relative URL addresses will assume an exact an URL address. For example: If the Relative URL lists an photo album as "/Outside," and you place your photo album site on www.photoring.com, then the exact URL address is www.photoring.com/outside.htm.

External/Back Links. Opens the Insert External Links dialog box. Use this dialog box to insert a text link that will return the viewer to the Internet shopping mall from which they came. If you are advertising a product for sale using several Internet shopping mall locations, you will want to have back links to each. These back links will display on the Photo Album Web page where the Ablum Object has been placed.

Logical Layout Menu

Open. Opens the selected page in Page Editor. Use this option to view and edit your Photo Album Web pages. You can also double-click on the Logical Layout icons to open a page.

Figure 14.3 – Crosslinks Menu

Add. Lets you add a new Photo Album Web page directly below the selected page. New pages inherit the visual settings of the selected page. When inserted, the Photo Album Web page is ready to be named. Type the name a press ENTER. To accept the default name, press ENTER. The names given to Logical Layout pages default to their associated physical resources.

> *Note: Page names cannot contain spaces or the following characters: "/ \:?<>+#"*

> *Note: To move a Photo Album Web page, drag and drop the selected page to a new parent page. The page that was moved is inserted directly below the selected parent page. Moved pages do not inherit the visual settings of the selected parent page when the Set Own Visual Settings radio button is selected.*

Figure 14.4 – Logical Layout Menu

Delete. Deletes the selected page. Deleted pages cannot be restored.

Rename. Renames the selected page. When used, a bounding box appears around the selected page name. Type the new name and press ENTER. The names given to Logical Layout pages default to their associated physical re-sources.

> *Note: Page names cannot contain spaces or the following charac-ters: "/ \:?<>+#"*

Duplicate. Duplicates the selected page and places the page copy directly below the selected page. When inserted, the duplicated Photo Album Web page is ready to be named. Type the new name a press ENTER. The names given to Logical Layout pages default to their associated physical resources. Duplicated pages can be moved to different Logical Layout locations (see the second note under "Add" above).

Properties. Opens the Properties dialog box. Use this option to specify a page Title and a page Alias. The Title field is the HTML title that appears in the browser's title bar. This field defaults from the Logical Layout name unless specifically altered. By default, the Alias field is empty. Use this field to assign a different page name for use with a Nav Bar.

Visual Settings. Opens the Page Visual Settings dialog box. Use this option to specify the visual settings for the selected page. Settings that you can specify include default colors for text and links, background color, and margin settings. Visual settings specified using the Page Visual Settings dialog box will take priority over the Site Visual Settings only when the Set Own Visual Settings radio button is selected. Visual settings are designed to default from the Home Page down, unless the Set Own Visual Settings radio button is selected.

Meta Information. Opens the Meta Information dialog box. Use this option to edit Meta tags in your Web Page. To use Meta tags, you must be familiar with HTML. Meta tags are used to promote your Web site to search engines. Meta tag information is stored at the top of your Web page along with the page title, however this information does not display in the browser.

Chapter 15.
Technical Assistance

Assistance in Using Photo.Web and Technical Support

Photo.Web includes the following forms of documentation for your convenience:

- **User Guide**. Provides an overview of the features and functions of Photo.Web.
- **Online Help System**. For quick reference on a particular operation or feature, use the Online Help system. To access the Help files, select **Help > Help Topics** or press **F1**. The Online Help system includes a subject index, word index and extensive cross-reference links to related subjects. The Online Help system is ideal for finding specific, detailed information.

Technical Support

Before you ask for technical support, please check the **Readme** file to see if it can answer your question. If you cannot solve your problem, contact Boomerang Software Technical Support at:

E-mail: techsupport@boomerangsoftware.com
Fax: 617.489.1486
Mail: Boomerang Software, Inc.
              ATTN: Tech Support
              90 Concord Ave.
              Belmont, MA 02478

When Contacting Tech Support

It is more effective if you follow these guidelines when contacting tech support:

- Record the exact sequence of events that created the problem. Make sure that you reproduce the problem by following the same series of steps.
- Know the version number for Photo.Web. To get the exact version number, choose the **Help > About** menu option in Photo.Web.
- Know the type of computer and the version of Windows that you are using. Write down and keep handy the following information: amount of free hard disk space on your drive, your PC's RAM.
- Record the text of any error messages that may appear with regard to the problem.
- Preview (or browser-related problems) can be due to your PC having an older version browser. You should be using Netscape or Internet Explorer (version 4.0 or higher). From an open browser window, select Help > About. Write down the version number of the browser as displayed.
- If you are having problems do not return the program. Most problems may be easily solved. You may check the www.BoomerangSoftware.com Web site for posted Questions & Answers.

Using the Online Help System

Photo.Web comes with an Online Help System that you can use to answer some of your questions about how to use specific feature. To access the Online Help System, select **Help > Help Topics**. The **Photo.Web Online Help** dialog box appears and the **Table of Contents** is displayed.

Online Help Window Options

The **Photo.Web Online Help** dialog box has several options that you can select using the Online Help toolbar that appears directly below the title bar. These options include:

backward   table of contents   book-mark   related topics

forward   search
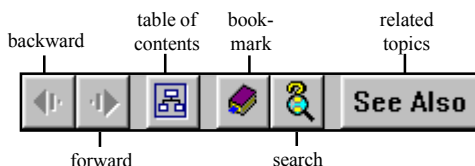
Figure 15.1 – Online Help Toolbar

- **Backward**. Returns the screen display to the last topic.

- **Forward**. Returns the screen display to the next topic in sequence. The button is only active once the Backward button is used.

- **Table of Contents**. Displays the Table of Contents.

- **Bookmark**. Opens the **Bookmark** dialog box. Use this dialog box to store bookmarks that will take you to selected topics. This listing is user-defined and is saved when you exit the program.

- **Search**. Opens the **Search** dialog box. Use this dialog box to selectively search for information on a topic. This dialog box has two tabs, **Index** and **Search**. Use the **Index** tab to select a topic from the topic list. Use the **Search** tab to search on a word or phrase. The program returns a list of topics that contain the specified word or phrase. Click the topic that you want to see and click **Display**. For faster access, double-click on the topic.

- **Related Topics**. Moves the cursor to the next available link in the topic being displayed. Use this feature to quickly access additional topic links associated with a topic.

Using F1

By pressing **F1**, the **Photo.Web Online Help** dialog box appears with the Table

Appendix A.
Album Styles

Introduction

The following is a complete graphic listing of the albums that come with Photo.Web. Use this as a reference for the available album styles.
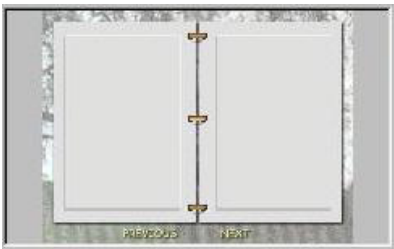
Album 1
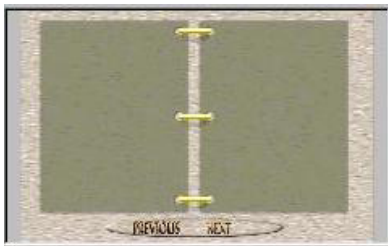
Album 2
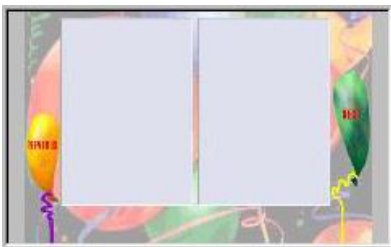
Album 3
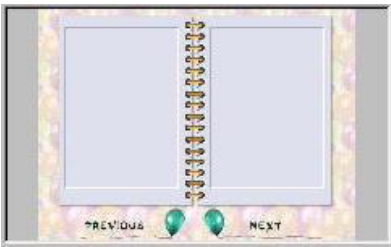
Album 4
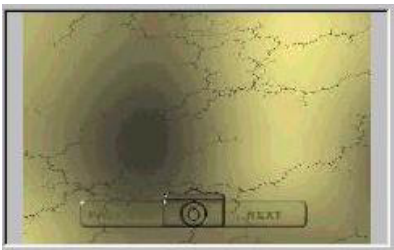
Album 5

Album 6

Album 7
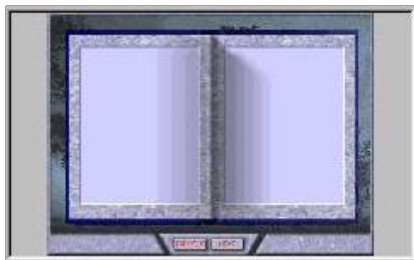
Album 8

Album 9

Album 10

Album 11

Album 12
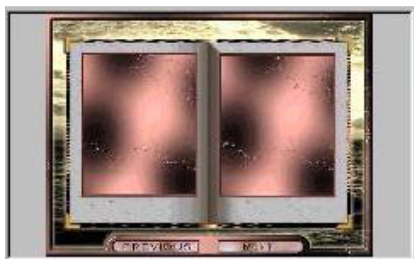
Album 13

Album 14

Album 15
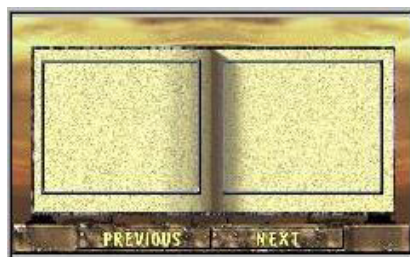
Album 16
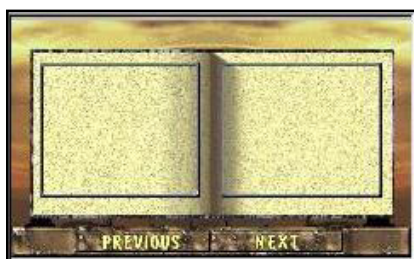
Album 17
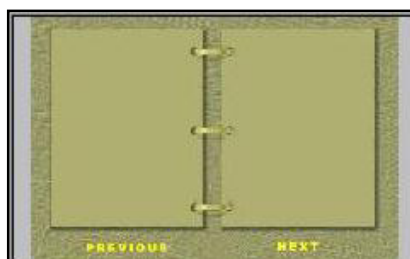
Album 18
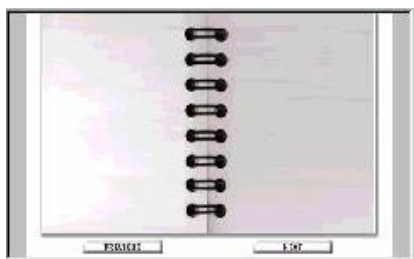
Album 19
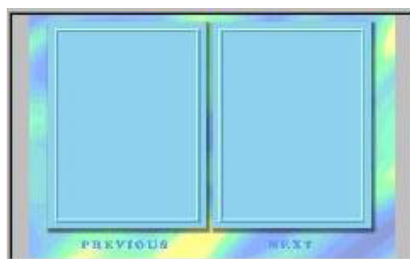
Album 20
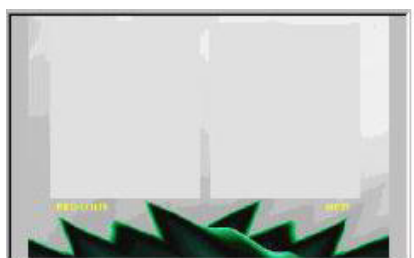
Album 21
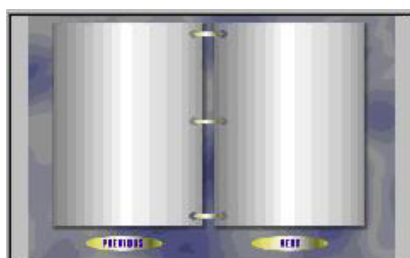
Album 22

Appendix B.
License Agreement and Warranty

IMPORTANT

Opening the software package and using Photo.Web indicates acceptance of the terms of this License Agreement.

NOTICE OF COPYRIGHT

This software program package ("SOFTWARE") is a proprietary product incorporating elements developed by Boomerang Software, Inc. ("BOOMERANG"). This software is protected by copyright laws and international treaty. You must treat the SOFTWARE like any other copyrighted material, except that you may either make one copy of the SOFTWARE for backup or archival purposes, or you may place the SOFTWARE on a single mass storage device (media), such as a hard disk, provided that you keep the original software for archival or backup purposes. Copyright laws prohibit making additional copies of the SOFTWARE for any other reason. You may not copy written materials accompanying the SOFTWARE without the express permission of BOOMERANG.

The Photo.Web program, its screens, icons, sequence, and organization are copyrighted materials of BOOMERANG. They may not be copied or duplicated in any medium without the written authorization of BOOMERANG.

SOFTWARE LICENSE AGREEMENT

The software on the Photo.Web media is licensed to the user. Before using Photo.Web, you should carefully read the terms and conditions of this Agreement. This Agreement is a legal contract between you (the end user) and BOOMERANG, governing your use of the software. If you do not agree with these terms and conditions, please return the software with all accompanying packaging materials to the vendor from who you purchased it for refund or credit. Return policies of vendors may vary; you should check with your vendor as to their return policy on returning unused, unregistered software. Return of software is subject to restocking charges and terms which will be applied and deducted from the initial cost paid by the customer returning the software. This agreement shall also be binding on any subsequent authorized licensee. If you have questions regarding this Agreement, contact BOOMERANG at 617-489-3000.

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Index

U

V

W

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