Welcome to NetObjects Fusion

NetObjects Fusion™ 4.0 is the essential tool for building dynamic business Web sites. You can use NetObjects Fusion to create and maintain an entire site whether or not you know HTML. NetObjects Fusion's Everywhere HTML™ eliminates the problems and confusion caused by browser differences. Because NetObjects Fusion generates HTML pages based on page layout and publish settings you control, you can build your site once and publish it everywhere.

In NetObjects Fusion's open site environment you can work the way you want to. You can design pages using NetObjects Fusion's position-based editor, its text-based editor, an external HTML editor, or a combination of all three. Powerful message-based animation and interactive authoring features included in NetObjects Fusion make it easy for you to create sophisticated effects. You'll also find it easy to add scripts, Java applets and servlets, Shockwave Flash, Headspace RMF, ActiveX controls, and more.

You can also add NetObjects Fusion Components, pre-built mini-applications that add interactivity to your site without custom programming. Internal improvements in NetObjects Fusion 4.0 make it easy for third-party publishers to build powerful components. Several of these components are included with NetObjects Fusion 4.0, so you can quickly create pages that dynamically interact with a database, build an online store, and more.

Work in an Open Environment

NetObjects Fusion provides an open site-building environment. You can use a variety of other tools for specialized purposes and then return to NetObjects Fusion to integrate the content into one cohesive site. Think of NetObjects Fusion as the control center where you create and manage all of the site's resources.

Depending on your preference, you can lay out pages in graphical mode, text mode, or using an HTML editor. In graphical mode, you can place objects anywhere on the page and see exactly how they will look when you publish the site. In text mode, you can work on a page as if you were working in a word processor. You draw a text box and then use it to contain graphics, Java applets and servlets, components, and other objects, as well as text. This design method keeps your HTML code lean. If you want more control over HTML, you can use your favorite HTML editor for all or part of a page, for as many pages as you want.

Generate HTML That Works Everywhere

A major challenge when building sites today is overcoming browser disparity problems. If you use the wrong site-building tool, you can waste time and energy building and maintaining several versions of a site, each one targeting a different browser. When you use NetObjects Fusion these problems disappear. You can depend on the NetObjects Fusion HTML generation capability to provide Everywhere HTML. Whether you’re designing for a 2.0 browser or for the latest DHTML-capable browser, NetObjects Fusion generates HTML that works.

Add Dynamic Content

NetObjects Fusion makes it easy for you to add dynamic content to your site whether you want simple object animation or custom JavaScript actions. You can have objects fly across the screen as the result of a site visitor's action. Or you can launch a sequence of animations at any given time. You can also reduce your visitors' download time by having text, graphics, or other objects appear as needed. NetObjects Fusion contains powerful message-based animation and interactive authoring capabilities that you can use to achieve these effects.

About This Help

This online help explains how to build a site using NetObjects Fusion. In addition to the basics of designing with text and graphics, creating links, and so on, you'll find topics that deliver additional information, including data publishing and using NetObjects Fusion Components.

Before you begin your projects, refer to the *Building Business Web Sites* manual included with NetObjects Fusion 4.0 and work through the lessons. This is the most efficient way to learn NetObjects Fusion. If you are already familiar with an earlier version of NetObjects Fusion, read "If You Are Upgrading..." in *Building Business Web Sites*.

The manual and online help assume you are proficient with Windows 95, Windows 98, or Windows NT. If you need help using these systems, consult their respective user guides.

This help also assumes you are familiar with the World Wide Web and its terminology. For general advice about the Web and examples of how to use NetObjects™ products, visit the NetObjects Web site, **www.netobjects.com**.

For readability, this help presents all file names, paths, file extensions, HTML tags, and URLs in **boldface**. Example names that you should replace with your own names appear in ***bold italic***.

NetObjects Fusion often provides multiple ways to accomplish a task. For example, to display a page in Page view, you can click the Page button on the control bar, choose Page from the View menu, or press Ctrl+2. The procedures generally include the most convenient method, but other methods are usually available. If you are most comfortable using menu commands, you will probably find the item you are looking for on a menu even if it is not explicitly included in the steps. If you prefer using shortcut keys, check the *NetObjects Fusion Quick Reference* card.

Getting Help

NetObjects Fusion offers several options for getting online help:

- Select Help Topics from the Help menu to launch the help system and display the table of contents.
- Right-click an object in any NetObjects Fusion window or a control in a dialog or palette, then select What's This? from the shortcut menu.
- Click the question mark icon in the title bar of a dialog or palette, then click the item you want to learn about.
- Highlight a menu command, then press F1.
- Select one of the Web options from the Help menu—for example NetObjects Web Site—to open your browser and display the NetObjects Home page, which contains links to information about NetObjects Fusion. You must be connected to the Internet for this to work.

Building Dynamic Pages

You can include animations and other cool effects in your site by adding actions to individual objects or pages. You can make objects move on, off, and around the screen, hide or show them, bump them with other objects, have them exchange places, and so on. Site visitors can drag them around the page. You can even have actions respond to a site visitor's entry in a form. No programming is required. You build actions by choosing options from menus.

In addition to the actions NetObjects Fusion provides, JavaScript programmers can also script their own actions.

When you use actions, note that:

- Actions work only in versions 4.0 and later of Internet Explorer and Netscape Navigator.
- You can use actions on pages with AutoFrames, but not with frames scripted by adding HTML directly.
- For reliable performance, make sure CSSP+Layers, CSSP, or Layers is selected as the HTML output method on the Layout Properties palette.

How Actions Work

An action consists of a trigger event that causes the action to begin, a message and various parameters specifying what the action does, and one or more targets that perform the action.

- A trigger event can be a mouse click or simply hovering over a button. It can be when a site visitor enters or exits a page, so a page load might trigger pictures to fly across the page. A trigger event can also be another action, so one object flying off the page could make another object fly on.
- The action message might be to show or hide an object, make an object fly off the page, make an object stick to the pointer so the site visitor can drag it around the page, display a dialog or alert, and so on.
- The target can be one or more objects on the page, the page itself, or a MasterBorder.

You add an action to the object that triggers it. For example, if you add an action to a button with the trigger event "when clicked," the action message "fly off the page," and Picture A as the target, clicking the button makes Picture A fly off the page.

To sequence actions, you can trigger one with another. Say you also add an action to Picture A with the trigger event "motion ended," the action message "fly onto the page," and Picture B as the target. As soon as the first action makes Picture A fly off the page, the second action makes Picture B fly on.

Adding Actions to Objects and Pages

You can add an action to any object, Layout, or MasterBorder. NetObjects Fusion comes with several actions you can apply by choosing options from menus. Just specify a trigger event to start the action, the action itself, and the object you want it to target.

You can add any number of actions to an object. For example, one action might cause a button to highlight when you mouse over it, while another action removes the highlighting when you move the mouse away.

Note: Remember that MasterBorders can apply to several pages. So any object in the Layout that's targeted by an action involving a MasterBorder has to be available in all Layouts using that MasterBorder.

1. In Page view, select the item you want to trigger the action, and click the Actions tab on the Properties palette.

   On the Actions tab, clear the Object initially visible in browser option if you want the object to be hidden when the page loads; for example, if an action targeting this object makes it fly onto the page.

2. Click the plus (+) button on the Properties palette to add a new action.
3. In the Set Action dialog, specify the action's trigger event in the When field.

   Click the button next to the field, point to a trigger category, and click the trigger event you want.

   The trigger events available depend on the object you're adding the action to. These can include:

- **Mouse.** Includes options for triggering the action when the site visitor clicks the object, mouses down or up (for example, you might display a pushed-in picture of a button on mouse down), or moves the pointer over or off the object.
- **Object.** Triggers the action when the object is hidden or shown as the result of another action that targets this object.
- **Page.** Triggers the action when the page finishes loading, or when the site visitor opens another page.
- **Transition, Motion, Drag.** In a sequence of actions, triggers the action at the start or end of another action that targets this object. For example, ending a drag might trigger another action to restore the object you dragged to its original position.
- **Custom.** These are messages you create to trigger one action with another for specialized action sequences. See Tailoring Actions with Custom Messages.

4. Make sure Standard Action is displayed in the action type drop-down list. For information about scripted actions, see Scripting Your Own Actions.
5. Specify the object your action is to target in the Target field.

   The action can target any object on the page, the Layout itself, or even the MasterBorder. By default, it targets the object triggering it. To target another object, click the button next to the Target field and choose an object from the Object Tree. If you add a "Fly Out to Top Right" action to one picture and target it at another, for example, clicking the first picture can trigger the target picture to fly off the page.

   You can also cascade an action to several objects at once; see Targeting Several Objects with One Action.

6. Specify the action you want to occur in the Message field.

   Click the button next to the Message menu, point to a category, and click the action you want.

   Your choices for actions depend on the object you're targeting. These can include:

- **Object.** Includes options for hiding, showing, or otherwise arranging the target in relation to other objects; adding a delay between the trigger event and a subsequent action; loading different images to use for a picture, say to show a highlighted button when a site visitor mouses over or it. For examples, see Creating a Button Rollover and Sequencing Actions for a Slide Show.
- **Transition, Motion.** Redraws the object in any of several ways, or causes it to move in some way across, on, or off the page.
- **Drag.** Makes an object stick to the pointer so site visitors can drag it around the page. One action might make the object stick on mouse down, while another lets the object go on mouse up. For an example, see Colliding One Object with Another.
- **Get Property, Set Property.** These actions are typically used as components of scripted actions or parameter values, in particular when working with values entered in forms. For an example, see Generating a

Parameter Value from a Form.

- **Location, Dialog, Window, Browser.** If the target is a Layout or MasterBorder, you might open another URL after an animation occurs; display a dialog; set the size, position, or some other state of the window; or check what browser the site visitor is using, say to trigger a different set of actions depending on the browser type.
- **Custom.** These are messages you create to trigger one action with another in specialized action sequences. See Tailoring Actions with Custom Messages.

7. If the action you specify requires or can be tailored with additional parameters, specify a value in the Parameters field.

   Click the button next to the Parameters field and click an available option. For example, for a Fly message you can choose a direction parameter like In from Top.

   For some actions, you can click Values on the Parameters menu to choose from a wider selection of values. The Parameter Values dialog appears, listing all parameters currently available for this action and their default values.

   To modify a value, select a parameter and edit its value in the field at the top of the dialog. Depending on the parameter, you might type the value, or choose it from a drop-down list, Color Picker, Picture File Open dialog, or Link dialog. Click OK when you're done editing parameters.

   You can also write your own JavaScript expression to generate a parameter value. See Scripting Parameter Values.

8. Click OK in the Set Action dialog.

Adding an Action to Text

You can add an action to text by creating a smart, Blank link and opening the Set Action dialog from the Link dialog. Clicking the text then causes the action to occur instead of linking to another page.

1. In Page view, select the text and click Link on the Format tab of the Properties palette.
2. In the Link dialog, click the Smart Link tab, and select Blank under Link Types.
3. Click the Actions button.
4. In the Actions dialog, click the plus (+) button and add an action as described in Adding Actions to Objects and Pages.
5. Click OK in the Actions dialog and click Link again in the Link dialog.

Tailoring Actions with Custom Messages

You can simplify some action combinations or create specialized sequences by triggering actions with custom messages. A custom message is a simple text string you create that becomes available in the When menu as a trigger and in the Message menu as an action. You can then send it as a wildcard action from one object to trigger whatever action is added to another. Some actions also use custom messages as parameter values.

Say you want clicking any of several buttons to trigger an action on a picture, but you want to periodically change the action from Wipe to Iris. Instead of having to change each button's action message from Wipe to Iris, you can have each button send a custom message that triggers a Wipe or Iris action added to the picture. Controlling the effect of each button then requires modifying only the picture's action.

To create a custom message:

1. Select the object you want to trigger the first action in a sequence, and click the plus (+) button on the Actions tab of the Properties palette.
2. In the Set Action dialog, open the When or Message menu, and choose Custom, Edit.
3. In the Custom Message dialog, click the plus (+) button.
4. In the Add Message dialog, type a name for the message and click OK. You can use spaces in message names, but don't use punctuation or it might cause problems in the HTML when you publish.

   The message is added to the Custom Message dialog. You can remove it by selecting it in the dialog and clicking the minus (-) button.
5. Click OK in the Custom Message dialog.
6. In the Set Action dialog, create an action that sends your custom message to the target.

   For example, to make clicking the source object trigger an action added to a picture, fill out the Set Action dialog like this: Enter Mouse, Clicked in the When field; the picture object in the Target field; and your custom message, which is now available in the When and Message menus, in the Message field.
7. Click OK in the Set Action dialog to close it.
8. Select the target object, click the plus (+) button on the Properties palette, and add the action you want the custom message to trigger.

   The Set Action dialog reappears. Enter your custom message in the When field, and specify a target and action in the remaining fields.
9. Click OK in the Set Action dialog.

Targeting Several Objects with One Action

You can target an action at a container object—a Layout, MasterBorder, Layout Region, text box, or table—to apply the action to every object in the container. For example, clicking a button could hide all objects in a Layout Region. Just select the Cascade message option in the Set Action dialog when you create the action.

Cascading messages work best with custom messages. See Showing One Object While Hiding Others for an example.

1. In Page view, place the objects you want to target in a Layout, MasterBorder, Layout Region, text box, or table.

   Note: Actions sent to a Layout or MasterBorder apply to the entire page, not just the Layout or MasterBorder. So cascading a Hide message at a Layout makes the entire page go blank. To hide only a subset of objects on the page, put the objects in a Layout Region and target it instead.

2. Select the object you want to trigger the action, and click the plus (+) button on the Actions tab of the Properties palette.
3. In the Set Action dialog, create an action targeting the container of objects you want the action to apply to.

   When filling out the Set Action dialog, enter the Layout, MasterBorder, Layout Region, text box, or table in the Target field.

4. Select the Cascade message option.
5. Click OK in the Set Action dialog.

Triggering the source object targets the action at the container and then at each of its objects in the order they're listed in the Object Tree. Keep in mind that the container responds to the action if it can. So if you cascade a Hide action to a Layout Region hiding all the objects in it, and then send an action to show an object that's in the region, the object won't appear because the region itself is still hidden.

For an example of cascading an action, see Showing One Object While Hiding Others.

Modifying Actions

You can modify an object's actions, for example, to change a trigger event, to reorder actions if the object has more than one, to disable an action, or to delete it altogether.

In Page view, select the object whose actions you want to modify, and click the Actions tab on the Properties palette.

- To change the sequence of actions, select an action and click the up or down arrow at the bottom of the palette.

  If two or more actions share the same trigger event, they occur in the order listed.

- If you don't want to publish an action now but might want to later, or if you want an action available only to use in a scripted action or JavaScript expression, clear that action's check box. Next time the site is published, this action is not included, but it is still available to insert in a script or expression.
- To change an action's properties—its name, trigger event, target, action message, and so on—double-click the action and make changes in the Set Action dialog.
- To delete an action, select the action and click the minus (-) button.

Scripting Your Own Actions

In addition to the actions NetObjects Fusion provides in the Message menu, experienced JavaScript programmers can script their own.

1. In Page view, select the object you want to trigger the scripted action, and click the plus (+) button on the Actions tab of the Properties palette.
2. In the Select Action dialog, select Scripted Action from the action type drop-down list.

   A text box appears in the dialog.
3. In the text box that appears in the dialog, enter your scripted action using JavaScript.

   NetObjects Fusion doesn't verify code you enter, so be sure to use valid syntax. You can use any combination of typing, inserting existing script text from a text file (click Insert Script and open the file from the File Open dialog), or inserting a call to an existing action.

   To insert a call to an existing action, click Insert Action. A list of the actions you added to the object appears. Select an action to insert and click OK. NetObjects Fusion inserts the action at the insertion point in the text box, in the form **$*(ActionName)***.
4. Click OK in the Set Action dialog.

Scripting Parameter Values

You can customize an action's parameter values instead of choosing from the ones NetObjects Fusion provides by generating them with a JavaScript expression. For example, you might use the value a site visitor types in a form object as the number-of-seconds value in a Delay action.

If you know JavaScript, you can enter expressions directly. You can also modify code for the default values NetObjects Fusion creates, and you can assemble expressions out of an object's other actions. For example, an expression might test for a particular condition—like time of day—and then trigger actions you created with the Set Actions dialog based on that condition. Just as the Values dialog often lists several values, an expression can generate one or more values, too.

For an example even nonprogrammers can try, see Generating a Parameter Value from a Form.

1. In Page view, select the object whose parameter values you want to script, and add any actions you want to use as components of the JavaScript expression.

   For these actions, ignore the When field, since each action is triggered by the expression. Also, if an action's only purpose is to be called by the expression, disable the action by clearing the check box next to it on the Actions tab of the Properties palette.

2. Create the action whose parameter value you want generated by the expression, as described in Adding Actions to Objects and Pages. Or, open an existing action by double-clicking it on the Actions tab of the Properties palette.
3. In the Set Action dialog, open the Parameters menu and choose Expression.

   The JavaScript Expression dialog appears. If the action already has default parameter values, the dialog displays the code for those values.

4. Enter your own JavaScript to generate the parameter value, or modify the code that's already there. NetObjects Fusion doesn't verify code you enter, so be sure to use valid syntax.

   To build your expression around existing actions, click the Insert Action button, select an action from the Actions dialog, and click OK. NetObjects Fusion inserts the action at the insertion point, in the form **$*(ActionName)***.

5. Click OK in the JavaScript Expression dialog and again in the Set Action dialog.

When the action is triggered, it uses the parameter values generated by your expression.

For more information about JavaScript and scripting expressions, see **www.scriptbuilder.com**.

Creating a Button Rollover

You can use the Set Image and Use Image actions to give three-dimensional feel to a button, for example, by highlighting it when the site visitor's pointer passes over it, by making it appear pushed in when pressed, and so on. For this example, you need three pictures of a button—one showing how it looks when the page loads, one showing it highlighted, and one showing it pressed.

1. In Page view, place the picture of the button as it looks when the page loads on your page.
2. Add an action to the button, as described in Adding Actions to Objects and Pages, that makes all versions of your button available to the browser when the page loads.

   In the Set Action dialog, enter Page, Page Loaded in the When field; the button itself in the Target field; and Object, Set Image in the Message field.

   Then open the Values dialog from the Parameters menu, and identify when to use which picture file: Make sure the "loaded" version of the button is selected for the Select Image 1 (Normal) value. Then select the highlighted button for Image 2 (Highlighted), and the pressed version for Image 3 (Depressed).

   To specify a picture file in a Set Image action's Values dialog, select a value, click the button next to the edit field, and open a file from the Picture File Open dialog.
3. Add four Use Image actions to the button, filling out the Set Action dialog for each action like this:

   Action 1. Enter Mouse, Mouse Over in the When field; the button itself in the Target field; and Object, Use Image in the Message field. Then open the Parameters menu and click Image 2 (Highlighted).

   Action 2. Enter Mouse, Mouse Out in the When field; the button in the Target field; Object, Use Image in the Message field; and Image 1 (Normal) in the Parameters field.

   Action 3. Enter Mouse, Mouse Down in the When field; the button in the Target field; Object, Use Image in the Message field; and Image 3 (Depressed) in the Parameters field.

   Action 4. Enter Mouse, Mouse Up in the When field; the button in the Target field; Object, Use Image in the Message field; and Image 2 (Highlighted) in the Parameters field.

Make sure CSSP+Layers, CSSP, or Layers is selected as the HTML output method on the Layout Properties palette. Then preview the page to test your rollover. Mouse over the button to see it highlighted, and press it to see it pushed in.

Colliding One Object with Another

This example demonstrates a drag action, collision detection, and custom messages, where dragging one object into another makes the second object fly off the page.

1. In Page view, add two objects to the page.
2. Select the first object (the one you plan to drag), and create a custom message named Fly Away, as described in Tailoring Actions with Custom Messages. Create an action to use in creating the custom message and then delete it.
3. Add an action to the first object, as described in Adding Actions to Objects and Pages so mousing down on it makes it stick to the pointer until you mouse up.

   In the Set Action dialog, enter Mouse, Mouse Down in the When field; the first object in the Target field; Drag, Start Drag in the Message field; and Until Mouse Up in the Parameters field.

4. Add a collision detection action to the first object like this:

   In the Set Action dialog, enter Page, Page Loaded in the When field; the first object in the Target field; and Drag, Set Collision Detection in the Message field. Then open the Values dialog from the Parameters menu and specify the first object for the Object ID value (type the object's ID exactly as it appears on the Actions tab of its properties palette), and enter Fly Away for the Message value.

   When the first object is dropped over the second, it sends the Fly Away message to the second object.

5. Add yet another action to the first object that's triggered by the Fly Away message and tells the second object to fly off the page.

   In the Set Action dialog, enter Custom, Fly Away in the When field; the second object in the Target field; Motion, Fly in the Message field; and Out To Top in the Parameters field.

Make sure CSSP+Layers, CSSP, or Layers is selected as the HTML output method on the Layout Properties palette. Then preview the page to test your collision. Drag the first object over the second, drop it there, and watch the second object fly off the page.

Showing One Object While Hiding Others

Here's an example of cascading a custom message to build a sequence of actions where displaying one object selectively hides others.

Say your page displays a map showing the locations of five company offices. For each location, a button superimposes a text box on the page profiling that office's activities. When a site visitor clicks a location, you want to hide any profile that's currently visible, and then display the one describing the selected location.

1. In Page view, place the buttons and text boxes in the Layout area, arranging them however you want.
2. Select one of the buttons and create a custom message called Hide All Profiles, as described in Tailoring Actions with Custom Messages.
3. To each button, add an action, as described in Adding Actions to Objects and Pages, so clicking the button cascades the Hide All Profiles message to the Layout.

   In the Set Action dialog, enter Mouse, Clicked in the When field; the Layout in the Target field; and Custom, Hide All Profiles in the Message field. Also, check the Cascade message option.

4. Add a second action to each button so clicking it targets a Show message to the text box associated with the button.

   In the Set Action dialog, enter Mouse, Clicked in the When field; the text box this button should display in the Target field; and Object, Show in the Message field.

5. Select each text box, and on the Actions tab of the Properties palette, clear the Object initially visible in browser option.
6. Add an action to each text box that's triggered by the Hide All Profiles message and hides the text box.

   In the Set Action dialog, enter Custom, Hide All Profiles in the When field; the text box itself in the Target field; and Object, Hide in the Message field.

Make sure CSSP+Layers, CSSP, or Layers is selected as the HTML output method on the Layout Properties palette. Then preview the page. Clicking a button should send Hide All Profiles as a cascading action message to the Layout. The Layout doesn't have any actions triggered by this message so it doesn't respond. But it does cascade the message down to its embedded objects. As a result, every object on the page receives the message. But only those objects with actions triggered by the message—the text boxes—respond by hiding themselves. Next, the button sends a Show message to its associated text box, which makes itself visible.

Without cascading messages you'd have to add four additional actions to each button—one for hiding each text box. If you didn't use a custom message to trigger the text boxes to hide, cascading a Hide message to the Layout would hide every object on the page.

Sequencing Actions for a Slide Show

Here's an example of using custom messages and a delay action to build a slide show. When the page loads, a slide flies onto the page, stays there for the duration of a delay, flies off, and is followed by another slide.

Before you begin, gather the pictures you want to show in each slide.

1. In Page view, create a Layout Region, and in it, place pictures and text for your first slide.

   By creating each slide in a Layout Region, you can include multiple objects per slide.

2. Select the Layout Region and clear the Object initially visible in browser option on the Actions tab of the Properties palette.

   This is so the slide doesn't appear until an action triggers it to fly onto the page.

3. Create three custom messages named Show Picture, Picture Is In, and Delay Is Done, as described in Tailoring Actions with Custom Messages.

   Using custom messages rather than a generic End Motion trigger to trigger each slide's entrance and exit lets you control exactly which motion triggers what.

4. Add five actions to the Layout Region, as described in Adding Actions to Objects and Pages . For each action, fill out the Set Action dialog like this:

   Action 1. Enter Page, Page Loaded in the When field; the Layout Region in the Target field; and Custom, Show Picture in the Message field.

   Action 2. Enter Custom, Show Picture in the When field; the Layout Region in the Target field; and Motion, Fly in the Message field. Then open the Values dialog from the Parameters menu, enter a Direction value of 270 (degrees), and make sure Visibility is set to Show, which tells the picture to fly in from the left. Also enter Picture Is In as the Completion Message.

   You define the Fly action's parameters in the Values dialog, instead of choosing In From Left from the Parameter menu, so you can trigger the next action with a custom message.

   Action 3. Enter Custom, Picture Is In in the When field; the Layout Region in the Target field; and Object, Delay in the Message field. Then open the Values dialog from the Parameters menu and enter Delay Is Done as the Custom Message, and 2 for the Delay value.

   The arrival of the first slide triggers a two-second delay after which the Delay Is Done custom message is sent to trigger the next two actions.

   Action 4. Enter Custom, Delay Is Done in the When field; the Layout Region in the Target field; Motion, Fly in the Message field; and Out To Right in the Parameters field.

   After two seconds, the slide flies off the page.

   Action 5. Enter Custom, Delay Is Done in the When field; the Layout Region in the Target field (you change this later); and Custom, Show Picture in the Message field.

   Also after two seconds, another slide flies onto the page.

5. Create the second slide by copying and pasting the entire Layout Region, placing the copy directly on top of (not inside) the first Region.

   Copying the Layout Region copies its actions, too, so you don't have to add the same actions over and over to subsequent slides.

   To stack Layout Regions without inserting one in the other, select the Regions and align them using buttons on the Multi-Object Palette.

6. Select the new Layout Region, replace its contents with the contents for your second slide, and delete its first action from the Actions tab on the Properties palette.

   To make sure you're working with the second Layout Region's actions, open the Object Tree (from the View menu choose Palettes, Object Tree), and select the Region.

7. Copy and paste the second Layout Region once for each remaining slide. Align the resulting Regions on top of each other as you did in step 5. While working with each Layout Region, replace its contents with those for a new slide.

   You can uncover a Layout Region to work on in Page view by selecting Regions in the Object Tree and using the Hide Object or Show Object command on the Object menu. Also in the Object Tree, you can rename Regions Slide1, Slide2, and so on to keep track of which slide is which.

8. Edit the last action of all but the last slide so it targets the next slide in the show.

   Double-click the action on the Actions tab of the Properties palette to open the Set Action dialog and change the target.

9. For the last slide, deactivate all but the first action by clearing the box to the left of the action.

   By deactivating rather than deleting actions that target another currently nonexistent slide, you can easily add slides to your show later by reactivating and targeting the actions at a new slide.

Make sure CSSP+Layers, CSSP, or Layers is selected as the HTML output method on the Layout Properties palette. Then preview the page to test your slide show.

Loading the page sends a Show Picture action to the first slide, triggering it to fly onto the page. The completion of the Fly action sends a message that triggers a two-second delay, after which another custom message triggers both the exit of the current slide and the entrance of the next.

Generating a Parameter Value from a Form

Here's an example of generating a parameter value with a JavaScript expression that even a nonprogrammer can try. This example also demonstrates getting a value from a form object. It builds off the example in Sequencing Actions for a Slide Show—specifically, you add a field to the show where the site visitor types a number of seconds to view each slide.

1. Build the slide show described in.Sequencing Actions for a Slide Show.
2. In Page view, add a text-based form anywhere outside the Layout Regions containing your slides. Then place a forms edit field inside the form, as described in Adding a Single-Line Text Field.
3. Add an action to each Layout Region that retrieves the value typed in the new text field.

   In the Set Action dialog, ignore the When field (any entry is fine), enter the forms edit field (not the text box it's in) as the action's target, and enter Get Property, Get Value in the Message field.
4. Click OK to close the Set Action dialog, then disable the action by clearing its check box on the Actions tab of the Properties palette.
5. Modify each Layout Region's Delay action (the one labeled "On Picture Is In do Delay" on the Properties palette) to use the value retrieved by the action you created in step 2.

   Double-click the action on the Actions tab of the Properties palette. Then from the Set Action dialog, open the Expression dialog from the Parameters menu, select the value 2 (the delay value you typed when you first built the show), click the Insert Action button, and insert the action you created in step 2. Click OK when you're done.

Make sure CSSP+Layers, CSSP, or Layers is selected as the HTML output method on the Layout Properties palette. Then preview the page to test your delay. After the page loads, type a number in the text field and press Enter. Each slide should remain on the page for the number of seconds you specified.

Customizing Default Actions

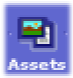
The trigger events, action messages, and default parameter values available in the Set Action dialog are defined in the JavaScript Beans (**.jsb**) and JavaScript (**.js**) files in the **\NetObjects 4.0\NetObjects System** folder. If you’re experienced in JavaScript programming, you can add your own **.jsb** and **.js** files to provide even more choices in the Set Action dialog.

Managing Assets

With NetObjects Fusion, you can manage all the assets—files, links, data objects, and variables—used in your site. In Assets view, you can navigate to the pages on which these assets appear, delete unused assets, and verify the location of assets that are in use. For information about how to add assets to a site, see Page View Basics.

NetObjects Fusion uses aliases for files and external links, so you can globally replace an item that appears on several pages—such as a picture or an external link—by replacing the file or link once in Assets view. If you insert a variable in text boxes on different pages, you can edit the value of the variable in Assets view, and NetObjects Fusion updates all instances of the variable throughout your site automatically.

Working in Assets View



When you switch to Assets view, choose which kind of asset to view by clicking one of the four tabs below the control bar. You can sort a list by clicking a column heading, and you can change the width of any column by dragging the column divider to the left or right.

Depending on the selected asset type, Assets view lists:

Files	Links	Data Objects	Variables
Name	Name	Name	Name
Type	Link To		Contents
In Use	Type		
Location	Target		
Size	Verify Status		
Date			
Verify Status			

Managing File Assets

When you click the Files tab, a list of the files associated with your site appears, including external files and those generated by NetObjects Fusion. File types include image, audio, video, applets/plugins, Java class, HTML, data source, and link target.

In Assets view, you can add assets, edit asset names, and go directly to the page containing a selected asset. You can verify the locations of assets in your site, and you can open an asset file for editing in the application associated with it. Replace assets, delete selected assets, or delete all unused assets in a single action.

For example, if you have an image file of an arrow that indicates the next page in the site, you could name this asset Next Page and place it on several pages. If you later decide to change the image to a pointing finger, you need only edit the file asset so Next Page uses the pointing finger image file. NetObjects Fusion automatically changes the image on all the pages that include the Next Page image asset.

The File dialog displays an asset's name, location, and the pages on which it is used. To display the File dialog, double-click an asset's name in Assets Files view.

Note: Image files that you place on stacked pages to populate an internal data object are not listed in Assets view. You can manage such files directly on the stacked pages. For information about data objects and stacked pages, see Data Publishing.

Adding a File Asset

1. 

In Assets Files view, from the Assets menu, choose New File Asset, or click New on the control bar.
2. In the Location field of the File dialog, type the path and file name of the asset you want to add, or click Browse and select a file.
3. If you want, edit the Asset name and click OK. See Editing Asset Names and Locations.
4. To force publication of the file, even if it is not in use, select Always publish file.
5. Click OK.

When you add an asset in this manner, it is available for use in your site, but it is not yet actually in use. The asset now appears on the Assets tab in the Open dialog. See Reusing Assets.

Editing Asset Names and Locations

Giving custom names to assets can make them easier to manage.

1. In Assets Files view, double-click the asset name to display the File dialog.
2. Type a new name into the Name field and click OK.

You can also edit the location directly in the File dialog. For example, you could enter a URL instead of a file path to point to a dynamic image on a server. Such images, however, are represented by an X in Page view, because the asset is not accessible.

Opening a File Asset in an External Application

NetObjects Fusion can automatically open a file asset in the external application with which the file asset is associated. For HTML documents, you can specify your preferred HTML editor in the Preferences dialog. See Setting General Preferences. For other types of files, see Editing Objects and Assets.

To open a file asset in an external application:

1. In Assets Files view, select the asset.
2. From the Assets menu, choose Open Asset.
3. Make your changes and save the file in the external application.

Displaying a Page Containing a Specific File Asset

1. In Assets Files view, double-click a file asset to open the File dialog.
2. Select the page you want to see from the list of pages.
3. Click the Go To button.

The page you selected appears in Page view.

Deleting a File Asset

1. In Assets view, right-click the file asset you want to delete and choose Delete File Asset from the shortcut menu.
2. Click Yes to confirm the deletion.

Note: You cannot undo this operation. You must use the New File Asset command on the Assets menu to recreate the file asset.

Deleting All Unused File Assets

1. In Assets view, from the Assets menu choose Delete All Unused File Assets.
2. Click Yes to confirm the deletion.

NetObjects Fusion removes all file assets for which the In Use indicator is not Yes.

Note: You cannot undo this operation. You must use the New File Asset command to recreate file assets.

Verifying File Assets

To make sure assets publish correctly, you can verify that all file assets are in their expected directories.

1. In Assets view, from the Assets menu choose Verify All File Assets.

   NetObjects Fusion verifies and reports the path status of all files.

- When a file's path information is correct, NetObjects Fusion lists the date and time found in the Verify Status column.
- When a file's path information is incorrect and the file or folder cannot be found, the Verifying Files Used by File Assets dialog appears.

2. Resolve the paths of any lost files or folders.

- To specify a new path, click Browse and locate the file or folder.
- To skip the lost item and continue verification, click Skip. NetObjects Fusion gives this file Not found status and goes on to verify subsequent files or folders. If the file is due to be published, you receive a publish error.
- To stop the verification process, click Cancel. The verification status of the current file or subsequent files is not updated.

3. When verification is complete, click OK in the confirmation dialog.

Managing Links

When you click the Links tab, a list of all the links used in your site appears, including external links, user-defined internal links, and smart links. See Creating Links.

Links between entries in a data list and their associated stacked pages do not appear in Assets view. You can manage such links directly on the data list pages. See Creating a Data List.

Updating an External Link

The Link To location varies depending on the type of link. In Assets view, you can change the location of an external link yourself by changing the URL.

1. In Assets Links view, double-click the external link you want to update.
2. In the Links dialog, change the name in the Name field if desired.
3. Update the URL in the Link To field and click OK.

Displaying the Page Containing a Link

1. Double-click the link in Assets Links view.
2. In the Links dialog, select the page you want to see in the list of pages.
3. Click the Go To button.

The page you selected appears in Page view.

Adding a Link

1. In Assets Links view, from the Assets menu choose New Link, or click the New button on the control bar.
2. In the Links dialog, enter a name.
3. Type the link destination and click OK.

Deleting a Link

1. In Assets Links view, select the link you want to delete
2. From the Edit menu, choose Delete Link or press Delete.
3. Click Yes to confirm the deletion.

You cannot delete a link that is in use. You must use the Link dialog to unlink.

Note: You cannot undo this operation. You must use the Add Link command to recreate the link.

Verifying Links

To make sure links will work properly when a site visitor clicks them, you can verify link destinations.

1. In Assets Links view, from the Assets menu, choose Verify All Links.

   NetObjects Fusion displays a progress bar as it verifies and reports the status of link destinations. It accesses the Internet to verify external link references.

- When a link’s destination is found, the date and time of validation appear in the Verify Status column.
- If a link’s destination is not found, the problem is described in the Verify Status column.

   When verification is complete, the progress bar disappears.

2. Resolve the destinations of any broken links by double-clicking the link and editing it as described in Updating an External Link.

Link verification takes place in the background, so you can switch to another view and continue working while links are being verified.

To verify links through a proxy server, open the Windows Control Panel and double-click the Internet icon. In the Internet Properties dialog, click the Advanced tab, select Use Proxy Server, and configure your proxy server settings.

Note: When NetObjects Fusion cannot verify that an http, rlogin, tn3270, snews, or javascript link is valid, “Unsupported URL Type” displays. If NetObjects Fusion cannot verify a mailto, news, or telnet link, no status displays.

Managing Data Objects

Data objects are collections of fields of data. You can use a data object to publish data without using CGI scripts or database programming. For information about data objects, including how to create and delete them in Assets view, see Data Publishing.

When you click the Data Objects tab, NetObjects Fusion displays a list of all the data objects used in your site. In an internal data object, you can edit the name and field names and add new fields. See Changing an Internal Data Field Name.

For an external data object, you can change Simple fields to Image fields and vice versa, but you cannot edit field names or add new fields, because these items depend on data in the external data file.

Managing Variables

Text variables make it easy to update text that appears throughout your site. User-defined variables are displayed in Assets Variables view so you can edit, create, or delete them. NetObjects Fusion also provides standard variables, such as the date and time the site was created or last modified, but these are not displayed in Assets Variables view.

Adding a Variable

1. 

In Assets Variables view, from the Assets menu choose New User-Defined Variable, or click New on the control bar.
2. In the New Variable dialog, enter a name and value for your variable and click OK.

Editing a Variable

1. Double-click the variable in Assets Variables view.
2. In the Edit Variable dialog, edit the name and value of the variable and click OK.

   If you edit the value of the variable, NetObjects Fusion updates all text blocks containing that variable with the new value.

Deleting a Variable

1. In Assets Variables view, select the variable you want to delete.
2. From the Edit menu, choose Delete User-Defined Variable.
3. Click Yes to confirm the deletion.

Note: You cannot undo this operation. You must use the New Variable command to recreate the variable. Do not delete a variable that is in use. If you do, it will be replaced with Undefined User variable:variable name in the text where it was used.

NetObjects Fusion Basics

NetObjects Fusion 4.0 incorporates new technologies with the current browser environment to help you meet today's site building challenges. Using NetObjects Fusion you'll find it easy to build dynamic, content-rich sites that use the latest interactive technologies, including CSS Positioning and Dynamic HTML. You don't need to build multiple versions of your site; you can depend on NetObjects Fusion's Everywhere HTML to generate HTML that works on all browsers.

NetObjects Fusion Views

NetObjects Fusion provides five views that correspond to the tasks you complete when you design and build a site. Changes you make in one view are reflected in the others. You can go to any view at any time by clicking a button on the control bar at the top of the NetObjects Fusion window.

Start with Site view to create the hierarchical structure of a site or to import an existing site. You can see a structural map of the site, which is a graphical view that shows how the pages relate to each other, or an outline view similar to the Windows Explorer. You can quickly rearrange your site by dragging and dropping pages and sections. See Creating and Managing Sites.

Use Page view to design pages and add content. In Page view you see the Layout area and MasterBorder of each page. The Layout area displays objects that are unique to that page. The MasterBorder contains objects that repeat on a set of pages, much as headers and footers appear in a word processing document. See Page View Basics.

A SiteStyle consists of a variety of elements, including navigation buttons, banners, lines, and text color. In Style view you can create your own SiteStyle, or choose from more than 50 pre-built SiteStyles to give your entire site a consistent look and feel. See Using SiteStyles.

Assets include the files, links, data objects, and variables that you reference in your site. Assets view gives you centralized control over all these referenced entities. When you change an asset, NetObjects Fusion updates every reference to that asset throughout the site. See Managing Assets.

When you are ready to publish the completed site, go to Publish view to configure file transfer settings, generate the HTML for your site, and transfer your site to a local or remote server. See Publishing Your Site.

NetObjects Fusion Window

When you start NetObjects Fusion and create a new blank site, you see a window containing a Home page icon, a Standard toolbar docked at the left side of the window, and a Properties palette.

The title bar, menu bar, and control bar are at the top of the NetObjects Fusion window. The title bar shows the name of the current site.

About the Properties Palette

When you click an object in Site or Page view, the properties palette changes to display the properties available for that object. Properties appear on tabs that also might change when the selected object changes. For example, when you select a text box in Page view, the Text Properties palette includes Text Box and Actions tabs. When you double-click in the text box to edit the text, the Format tab is added to the display.

To shrink the properties palette to display just its title bar, double-click the title bar or click the minimize button; do the same thing again to restore the full display. To completely hide the properties palette, click its close box. To show the palette again, from the View menu, select Properties Palette. A check mark on the menu indicates the palette is displayed.

About Toolbars

When you initially open NetObjects Fusion, the Standard toolbar is docked at the left side of the Site view window. Additional toolbars are available in Page view.

You can move a toolbar by positioning the pointer over the double line at its top and dragging it anywhere in the window. To dock the toolbar, double-click its title bar or drag it to the left side or top of the window.

A small triangle in the lower right corner of a tool button indicates the tool is one of a group. To see the entire group, point to the tool and hold down the left mouse button. A flyout containing the other tools in the group appears. As you move the pointer over each tool, a ToolTip identifies the tool group and the name of the specific tool.

To select a tool from a flyout, position the pointer over the tool and release the mouse button. The tool you select is displayed on the toolbar. For example, if you point to the Draw tool on the Page view Standard toolbar and hold down the left mouse button, you can draw a Rectangle, Rounded Rectangle, Ellipse, or Polygon.

To hide and show toolbars, from the View menu choose Toolbars, Name of toolbar. A check mark on the menu indicates a toolbar is displayed.

Using the Zoom Tools

You can select the Zoom In or Zoom Out tool from the Standard toolbar in Site and Page views. The Zoom In tool is a magnifying glass with a plus sign; the Zoom Out tool has a minus sign.

You can reverse the function of the current Zoom tool by holding down the Alt key. For example, if the selected Zoom tool is Zoom In, pressing Alt changes it to Zoom Out. When you release the Alt key, it becomes Zoom In again.

Using the Control Bar Buttons

You use the buttons on the left side of the control bar to move between views. See NetObjects Fusion Views. The buttons on the right side of the control bar provide shortcuts you can use to move from page to page and preview your site.

To see how the site will appear a browser with options you specify in the Preferences dialog, click the Preview button.

To create a new page in Site view or Page view, click the New button. In Style view, you use this button to create a new SiteStyle; in Assets view, to create a new file, link, data object, or variable; and in Publish view to create a new folder.

To search the entire site for any named NetObjects Fusion item (a page, layout, style, data list, and so on), click the Go to button, enter the name, or partial name, of the item you want to locate, and click OK. If only one object meets your criteria, NetObjects Fusion opens the appropriate view or dialog to display the object. If several objects meet your criteria, NetObjects Fusion lists them so you can pick one.

To return to the previous page or view, click the Last button. Click the button again to redisplay the current page or view. Use this button to quickly switch back and forth between the current and last page or view.

Using the Go Menu

The Go menu provides all the navigation features in one place and shows equivalent keyboard shortcuts. A dot to the left of a command indicates the current view.

The Go menu commands vary slightly from view to view.

- From all views you can go to any other view. From Site view and Assets view you can also navigate to the subviews; from Page view you can go to other pages.
- Use the Go To command the same way you use the Go to button on the control bar to find any named object in your site.
- Use the Last command to go to the last page or view you were working on.
- Use the Recent command to select from a list of the views and pages you displayed during the current session.
- Use the Preview command to launch your browser and display a preview of your site.

Using Shortcut Menus

NetObjects Fusion provides shortcut menus you open by right-clicking an item in Site, Page, and Publish views. The menu lists the commands you can use on the selected item. In all views, and in dialogs and properties palettes, you can right-click an item and select What's This? from the shortcut menu to display context-sensitive help for the item.

Choosing Colors

In NetObjects Fusion, whenever the properties palette includes a Color button, you can change the color of the selected object. For example, you can change the color of the page icons or the background in Site view, objects in Page view, or link text color in Style view.

To choose a color for a selected object:

1. Click the Color button in any properties palette where it is offered or double-click a text style element in Style view.

   The Color Picker appears. The name of the current palette is shown above the color display. The last eight colors you selected from the palette are displayed in the Recent Colors boxes.

2. Click the color you want to assign to the object.

   The Original and New boxes show the original color and the color you just selected. RGB and HTML hexadecimal values are also displayed.

   You might see a warning that the selected color is not Web safe. To avoid unexpected results for your site visitors, choose colors that are Web safe.

3. Click OK.

The new color appears in the selected object.

Choosing a Color Palette

1. Click the Color button in any properties palette where it is offered.
2. In the Color Picker, select a palette from the drop-down list at the top of the dialog. If you choose Custom Palette and want to load an existing custom palette, see Loading a Custom Color Palette. To create your own custom palette, see Creating or Editing a Color Palette.

   The palette is displayed in the Color Picker until you change it.
3. Click OK.

Loading a Custom Color Palette

1. Click the Color button in any properties palette where it is offered.
2. In the Color Picker, select Custom Palette from the drop-down list at the top of the dialog.
   A blank palette appears.
3. Click Load.
4. In the Open dialog, navigate to the palette you want to use, then click Open.
   This palette is displayed in the Color Picker until you change it.
5. Click OK to close the Color Picker.

Creating or Editing a Color Palette

1. Click the Color button in any properties palette where it is offered.
2. In the Color Picker, select Custom Palette from the drop-down list at the top of the dialog.

   A blank palette appears.
3. Click a box in the palette area.
4. Set the RGB values for the color you want to add to the palette, type the hexadecimal (HTML) value for the color, or double-click the blank box and choose or create a color in the Color dialog.
5. Repeat step 4 for each color you want to add to the palette.
6. Click Save.
7. In the Save As dialog, type a file name for the palette and click Save.

The new palette is displayed in the Color Picker until you change it.

NetObjects Fusion Folder Structure

The NetObjects Fusion 4.0 folder contains all the files you need to use NetObjects Fusion.

Do not move or rename the **NetObjects Fusion 4.0** folder or any folders within it. NetObjects Fusion performs best when the application and its parts remain in the folder recommended during installation. This is especially true with the **\User Sites** folder. Since NetObjects Fusion keeps track of assets and links, folder names and locations are very important. If you change names and/or locations using Windows Explorer or File Manager, Net Objects Fusion might not be able to track assets and links properly.

The subfolders organize files according to their use:

- **\Components** contains the NetObjects Fusion Components, mini-applications that can add sophisticated functions to your site. See Using NetObjects Fusion Components for information.
- **\Java** contains Java applets and beans.
- **\NetObjects System** contains files used by the program; do not delete or remove these files.
- **\Samples** contains design parts such as picture files and animated **.gifs**, plug-in parts such as media files and Java applets, as well as sample sites that demonstrate NetObjects Fusion 4.0 features.
- **\Styles** contains a separate folder for each SiteStyle, including the ones you create. NetObjects Fusion style files have an **.ssf** extension. See Using SiteStyles for information.
- **\Templates** contains AutoSites™, Forms, and Page templates. A NetObjects Fusion Template file has an **.nft** extension and its own Assets folder. See Working with Templates for information about templates.
- **\Tutorial** contains the assets you need for the lessons in *Building Business Web Sites*.
- **\User Sites** contains all the sites you create. NetObjects Fusion automatically creates a new subfolder within **\User Sites** to keep your projects organized. Each NetObjects Fusion site is saved with a **.nod** extension. The site folder also includes an **\Assets** folder where the assets originally included in the site template are saved, a **\Preview** folder where HTML sufficient for previewing but not for publishing is stored, and a **\Backups** folders where backup **.nod** files are saved. You can also save sites in other locations.

Setting Preferences

You can change your preferences from any view. Changes take place as soon as you click OK to close the Preferences dialog. Most General and International preferences apply throughout NetObjects Fusion and affect all sites; Page and Backup preferences affect the current site only and are saved with the site.

Setting General Preferences

From the Edit menu, choose Preferences. The General tab of the Preferences dialog appears.

- **Auto Save.** When this option is selected, your site is saved each time you change views or pages. If you clear the Auto Save check box, be sure to save your site periodically by choosing Save Site from the File menu.
- **Application window maximized at startup.** If you clear the check box for this option, the NetObjects Fusion window opens in the last size you set, rather than full screen size.
- **Open to most recently used file at startup.** If you select this option, when you start NetObjects Fusion, the last site you worked on opens automatically, displayed in the last view you worked in.
- **Use Small Fonts in Properties Palette.** If you clear this check box, you see larger properties palettes in Page view. To maximize the area available for your page Layout, leave this option selected.
- **Preview.** Choose the Web browser you want to use for previewing sites by selecting it from the Browser drop-down list.

  If you have more than one version of a browser installed, when you select Preview, NetObjects Fusion launches the version that was most recently opened. To use other versions, you must launch them manually from the Windows Start menu. For example, suppose you have both Netscape Navigator 3.0 and 4.0 installed. You open Navigator 4.0 to check your stock portfolio, then close it and begin working on a site in NetObjects Fusion. When you preview the site, NetObjects Fusion launches Navigator 4.0 because it was the last version opened. To preview in Netscape Navigator 3.0, you must launch it manually. Once you open Navigator 3.0, NetObjects Fusion uses it for previews until you manually launch another version.

  Also choose whether you want to preview only the Current Page or the Entire Site for the site you are working on. Previewing the entire site takes longer, but you can move from page to page in the browser to test your site's navigation buttons. Select the Current Page option to preview only the current page or the current section of pages.

  You can also use keyboard shortcuts to preview either the whole site or just the current page or section:

  - If Entire Site is selected in Preferences, pressing Alt+P or clicking the Preview button previews the entire site; pressing Ctrl+Alt+P or clicking the Preview button while pressing Ctrl previews just the current page or section.
  - If Current Page is selected in Preferences, pressing Alt+P or clicking the Preview button previews the current page or section; pressing Ctrl+Alt+P or clicking the Preview button while pressing Ctrl previews the entire site.
- **WYSIWYG Optimization**. Choose whether Page view should display text spacing as it will appear in Netscape Navigator or in Microsoft Internet Explorer in the site you are working on.
- **HTML editor**. Click Browse and find the file that launches your editor. For example, you can install Allaire HomeSite, which is included with NetObjects Fusion 4.0, and select it here to make it the default HTML editor. When you want to edit the HTML of an External HTML object, double-click the External HTML's X in Page view to launch the selected editor. See Working with HTML Directly.

Setting Page Preferences

From the Edit menu, choose Preferences and click the Page tab.

- **Browser Font Settings**. Choose Proportional and Fixed Width font settings. To ensure that your pages appear in your browser the way you design them in NetObjects Fusion, choose the same font settings in your browser. For example, if you use Times, size 12, and Courier, size 10, for your browser proportional and fixed width fonts, choose the same fonts and sizes in NetObjects Fusion. Note that the suggested settings are the defaults used by the browser when it was installed.

  This setting does not add <FONT> tags to the text. To do this, you must modify the Normal paragraph style. See Modifying a Text Style.

  Be aware that NetObjects Fusion sizes text boxes based on the expected font size, so when you change sizes, you change the Layout of the page slightly.

- **General**. Choose the measurement unit you want to use as you build your site. Then specify a width and height in this unit of measurement for your default page and grid sizes. When you add a new page to your site, it will have this size. Changing this option does not change the size of existing pages in your site. However, if you change the Grid Size setting, it will change the size of the grid on both new and existing pages. For more information about page size, see Displaying Pages in Page View.
- **Background Image (pixels)**. Most Web browsers add a margin at the top and left of the page; this margin can vary from 6 to 16 pixels. However, no margin is added for background images; a background image is aligned at the top and left edges of the page. If you need to match a background pattern to objects on the page, use this setting to compensate for the shift of your content in the browser.

  If Offset is not selected, NetObjects Fusion uses Left 0, Top 0 as the settings. With Offset selected, Left set to 10, and Top set to 16, the settings are optimized for Netscape Navigator 3.0 and Microsoft Internet Explorer 3.0 and 4.0 running on Windows. However, not all browsers on all platforms use the same margin. For example, Netscape Navigator 4.0 for Windows and 3.0 for Macintosh use Offset selected, Left 8, Top 8. These settings also do not apply if you use frames; in that case the settings are always Left 2, Top 1. If you set the Background Image Offset, be sure to test your pages using the browsers you want to support.

Setting Backup Preferences

From the Edit menu, choose Preferences and click the Backup tab.

- **Automatic Backup**. This option is selected by default. When you close NetObjects Fusion, the program automatically backs up your .nod file and saves it in the **\Backups** subfolder under the **\User Sites\sitename** folder. If you need to use one of these backup files, copy it from the **\Backups** folder into the **\User Sites\sitename** folder before you open it so the asset paths will be correct.

  If you do not want NetObjects Fusion to automatically back up your sites, clear the check box.

- **Backup Settings**. NetObjects Fusion saves backup files in the \User Sites\sitename folder by default. To change the location of the backup files, type a new path name in the Backup location field, or click Browse and select a new location.

  Select a backup file name convention from the drop-down list: you can choose a plain format or one that includes the date and time.

  Indicate the number of backups you want NetObjects Fusion to keep. The oldest backups are overwritten as newer backups are created. The default is 2 backups; if you have adequate disk space, change this setting to 5.

- **Compact database upon exit**. This option is selected by default. Compacting the files can save you substantial hard disk space. In addition, when this option is selected, NetObjects Fusion performs an error-checking procedure to verify your database as it compacts the files. It is recommended that you do not change this setting.

Warning: Do not shut down Windows while the file is being compacted. This could cause your **.nod** file to become unstable.

Setting International Preferences

From the Edit menu, choose Preferences and click the International tab.

- **Date, Time, and Decimal Formats**. The date, time, and decimal formats you select affect how these items are displayed wherever they appear in NetObjects Fusion; for example, the last published date of items in Publish view and the size of the page in Page view. These settings do not affect generated HTML or text you enter on Web pages.

  Select a format from the Date/Time drop-down list. A sample of the format is shown next to each language. To determine the decimal point character, select a format from the Decimal drop-down list. If you choose Use System Setting for either option, NetObjects Fusion uses the setting in the Windows Regional Settings Properties dialog.

- **Spelling Dictionary**. Select the dictionary you want to use when checking spelling.
- **Sort Order**. Character variations between languages result in variations in sorting priorities. To ensure items in Assets view and Publish view are sorted correctly, you can choose the appropriate sort order. This affects only how the items are displayed in NetObjects Fusion; it does not affect the generated HTML. If you choose Use System Setting, NetObjects Fusion uses the current system sort setting.
- **Imported text uses character set**. For information about character sets, see Working with Character Sets.

Creating and Managing Sites

Site view is where you create, view, and maintain the architecture of your site. Site view frees you from the details of file and link management, so you can focus on organizing and updating your site. For example, you can drag a page or section to any location in Site view, and NetObjects Fusion updates the links to other pages automatically.

Starting NetObjects Fusion

When you install NetObjects Fusion, it is added to your Windows Start menu. From the Start menu, choose Programs, NetObjects, NetObjects Fusion 4.0. When NetObjects Fusion starts, the Welcome dialog appears.

- Creating a blank site and opening an existing site are described Creating and Opening Sites.
- Creating a new site based on a NetObjects Fusion AutoSiteª or template file is described in Working with Templates.
- Creating a site from an existing Web site is described in Importing Existing Sites.

You can set preferences so NetObjects Fusion automatically opens your last file each time you start the program. See Setting General Preferences.

Working with Site Files

A NetObjects Fusion site file is a database of information about your site. Site files have a **.nod** extension.

Site files are stored in a folder that has the same name you give the site. For example, if you name the site **Fruit**, the site's folder is called **Fruit**, and the site file—**Fruit.nod**—is saved inside the folder. The site folder contains a folder with the assets included in the original template as well as a **\Backups** folder. Once you preview or publish the site, a **\Preview** folder is added.

By default your site folder is saved inside the **\User Sites** folder, but you can store the site in any location on your local computer. Because the paths to the assets in a site file are absolute—they include the drive and folder names—you cannot save the site file on another computer on a network. To do that, you must export the site as a template, as described in Exporting a Site.

Creating and Opening Sites

When you create a site, you always begin with a *template*, ranging from the simple Blank Site template to the professionally designed templates provided with NetObjects Fusion. You can also derive templates from sites you create.

A template is a fully designed page or site that you can use as a starting point for your own pages or sites. A typical template might include a banner and navigation buttons, an assigned SiteStyle, and text or other content. You can start a new site from a template or insert one into your current site. Once inserted into a site, you can modify template pages any way you like. Templates are described in detail in Working with Templates.

You can also open an existing site and add to it, change its style, or modify it.

Starting with a Blank Site

You can build a new site from a blank site, which is a template that consists of a Home page with a banner and navigation buttons.

To start with a blank site:

1. From the File menu, choose New Site, Blank Site. The New Blank Site dialog appears.

   You can also start a blank site by selecting the Blank Site option in the Welcome To NetObjects Fusion dialog.

2. Enter a site name in the dialog.

   For cross-platform compatibility, do not give your site a name with more than 26 characters.

3. Click Save.

   Site view opens and displays a Home page. You can begin developing the SiteStructure, as described in Working with the SiteStructure.

Starting with a Site Wizard

You can also start a new site by installing and using a Site wizard. For example, you can install iCat E-Commerce Wizard 1.0, which you use to set up an e-commerce site using the service available on the iCat Web site. Or you can install Allaire Cold Fusion Data Entry, which helps you to build a data entry application so site visitors can enter records into a database. Several components are included with NetObjects Fusion 4.0. See *Building Business Web Sites* for information about these components and also refer to the documentation provided by the component publisher, which is included on your NetObjects Fusion 4.0 CD. For information about the latest components, check **www.netobjects.com**. You can purchase components at the NetObjects online store at **www.netobjects.com**.

To start with a Site wizard:

1. In Site view, from the File menu, select Launch Site Wizard.
2. In the Select Site Wizard dialog, select an item from the list and click OK.
3. Follow the instructions appropriate for the individual component.

Opening an Existing Site

1. From the File menu, choose Open Site.
2. In the Open dialog, open the folder that contains the site you want to open.
3. Select the site's **.nod** file and click Open.

You can also open an existing site by:

- Selecting it in the Welcome To NetObjects Fusion dialog.
- Choosing it from the list of recently used files on the File menu.
- Double-clicking the **.nod** file in Windows Explorer.
- Dragging the **.nod** file from Windows Explorer to the NetObjects Fusion window.

Working with the SiteStructure

In Site view, the structure of your site is represented by page icons. As in a family tree, pages have parent, child, and sibling relationships.

In Site view you can add pages to the site, rename pages, move them, delete them, and complete other site-oriented actions. To add content to a particular page—for example, to add text or pictures—use Page view. As you construct a site, you typically go back and forth between Site view and Page view.

Selecting a Page

Before you can add, rename, or move pages, or set page properties, you must first select a page. By selecting a page, you identify it as the one you will work with. NetObjects Fusion places a blue border around the selected page.

To select a page:

- Click the Selection tool on the toolbar and then click the icon for the page you want to select. Don't click the page's name unless you want to rename the page.
- Press the arrow keys to select the current page's parent, child, or sibling pages.

Working with a Group of Pages

In addition to selecting individual pages, you can select sections of your site. A section is any page and all its children, their children, and so on.

To select a section:

- Hold down the Shift key and click the parent page of the section.
- Select the parent page of the section and press Shift+Enter.

NetObjects Fusion places a blue border around the pages in the section.

Sections are not permanent entities. You can deselect the section by clicking any page in the site, or by clicking the Site view background.

Setting Page and Section Properties

Pages and sections have properties. Some properties affect the published site; others are for your information only. For example, you can assign colors to the page icons to create visual groups that indicate which pages are finished or which are assigned to a particular developer. You can instruct NetObjects Fusion not to publish a particular page, note if a page is done, and enter comments about the selected page.

You can set the following page properties:

- **Name.** The name assigned to the page. See Renaming Pages.
- **Custom Names.** See Using Custom Page Names and Extensions.
- **Page Type.** Shows whether the page is a normal page or a stacked page. You cannot change this setting; it is determined by how the page was created. For information about stacked pages, see Data Publishing.
- **Color.** Sets the color of individual page icons in Site view. The page icon's color has no effect on the published site.
- **Status.** Marks pages as Done or Not done, a convenient way to manage individual pages in a large site. This setting has no effect on the functioning of the site. The page icon displays a check mark when you select Done.
- **Publish/Don't publish.** Makes it possible to publish some pages while not publishing others that might be under construction or private. The page icon displays a red indicator when you select Don't publish.

  NetObjects Fusion removes pages marked Don't publish from the navigation bars of other pages in the site, disables manually created links to such pages, and does not produce HTML for these pages during publishing. However, you can preview a page that is designated Don't publish as an individual page.

  Do not use the Don't publish setting in an attempt to publish only changed pages to an already-published site. Doing so causes broken links and other undesirable results. Instead, you can publish a section of the site to update it. See Publishing Your Site.

- **Comments.** Enter notes about the status or content of individual pages.

You can set the following section properties:

- **MasterBorder.** Sets the MasterBorder for all pages in the section. See Applying a MasterBorder to a Section.
- **Custom names.** You can only set a custom file extension. See Using Custom Page Names and Extensions.
- **Color.** Applies a color to the page icons included in the section.
- **Status.** Marks all page icons in the section as Done or Not done.
- **Publish/Don't publish.** Sets the publication flag for all page icons in the section.

Adding a Page

1. In Site view, select the page you want to be the parent of the new page.
2. 

Click the New button on the control bar.

In Site view, the new page appears beneath the selected page. The new page is named Untitled.

Deleting a Page

1. In Site view, select the page you want to delete, right-click the page icon, and choose Delete Page from the shortcut menu.
2. Click Yes to confirm the deletion.

Note: Deleting a page removes all its child pages and cannot be undone. You cannot delete the Home page.

Moving a Page

When you move pages in Site view, NetObjects Fusion updates all affected links within the site.

1. In Site view, select the page you want to move. You cannot move the Home page.
2. Drag the page to the target page, where it becomes either a sibling or a child in its new location.

As you drag the page, a colored outline highlights the target page. A triangle to the left or right of the target page's border indicates the moved page will be a sibling; a triangle below the target page's border indicates the moved page will be a child.

If you want to move a page so it will be the child of a page that already has children, target the sibling page.

Renaming Pages

By default, NetObjects Fusion uses the page name on banners and navigation buttons that identify the page. When you publish your site, NetObjects Fusion uses the page name as the HTML file name for the page. It also uses the page name when it creates links to the page.

NetObjects Fusion converts spaces and non-alphanumeric characters except periods (.) and hyphens (-) in the page name to underscores (_) in the HTML file name. To change this default, see Defining Server Profiles.

If you give two pages the same name, NetObjects Fusion adds a numeral to the file name when it creates the HTML files for the second and any additional pages. For example, if you have two pages named Great, NetObjects Fusion creates **great.html** and **great1.html**.

You can change the name directly on the page icon or in the Name field on the Page tab of the Properties palette. For cross-platform compatibility, do not give your page a name with more than 26 characters.

To rename a page on the page icon:

1. In Site view, click the page name text and type a new name.
2. Press Enter or click outside the page icon to enter the name.

Once in this edit mode, you can tab between sibling pages to edit their names. NetObjects Fusion remains in edit mode until you press Enter. If a page has no siblings, pressing Tab moves the text edit selection to the page's parent.

To rename a page on the Properties palette:

1. Select the page you want to rename.
2. Edit the text in the Name field on the Page tab of the Properties palette.
3. Press Tab or click outside the palette to enter the new name.

Using Custom Page Names and Extensions

By default, the browser window title bar, banners, and navigation buttons use the page name. If you prefer, you can specify different names. If you have a long page name, you can break it into two lines so it fits on the banner and buttons.

To specify custom page names:

1. In Site view, select the page you want to name.
2. On the Page tab of the Properties palette, click the Custom Names button.
3. In the Custom Names dialog, type the custom names you want to use.

- **Page Title.** Appears in the title bar of the browser window when it displays this page. When site visitors bookmark this page, the page title is used. The title is also emphasized in search engine queries.
- **Navigation Button.** Appears on navigation buttons leading to this page. To add a second line of text, press Enter after the first line.
- **Banner.** Appears in the page's banner. To add a second line of text, press Enter after the first line.
- **File Extension.** Page files usually have an **.htm** or **.html** extension. A page sometimes requires a different extension to function with specific server software. For example, pages for secure locations use the extension **.shtml**.

  The extension you choose for this page overrides the extension you specify in Publish view, which applies to all pages in the site.

4. When you finish entering names, click OK.

Setting Site View Properties

The Site tab of the Properties palette displays site information. When you enter an author name, NetObjects Fusion includes it in a META tag that appears in each page's HTML file header when the site is published. If you do not fill in this field, the META tag is not generated. See Setting Advanced HTML Options.

On the View tab of the Properties palette, you can change the Site view orientation and background color. The orientation and background color are strictly for working in Site view. They have no effect on the published site.

To change orientation, click the button for the orientation you want. To change background color, click the Color button and select a new color from the Color Picker.

Collapsing the SiteStructure Display

By collapsing the display of the SiteStructure, you hide the child pages of a selected page, displaying only the page icons you want to see. A page with hidden child pages displays a plus symbol beneath its icon.

To collapse the display of child pages, click the triangle beneath the parent’s page icon. To expand the display to see child pages again, click the plus sign.

You can also collapse the display by selecting a parent page and pressing Tab. To expand the display, press Tab again.

The Structure and Outline views display the same expanded and collapsed pages. If you change the child pages hidden and shown in one view, the other view reflects your changes.

Printing the SiteStructure

In Site view, you use the Print command on the File menu to print the SiteStructure view of your site or of a section. You cannot print the Site Outline view. The printed structure shows the same magnification, colors, orientation, and expanded or collapsed child pages that you see on the screen. The printout shows the site name in the header and the number of site pages in the footer.

- To print the entire site, select the Home page, or click All in the Print dialog.
- To print a specific page and its children, select the top-level page or a section, or click Selected page and its children in the Print dialog.
- To view what will be printed, select Print Preview from the File menu. Select Close to return to Site view.
- To fit a large site on a single page, from the File menu, choose Print Setup, and select the Print to fit option in the Print Setup dialog.

Working in Site Outline View

Site Outline view displays the SiteStructure in outline format, including a table of the properties—child name, page type, status, publishing status, and comments—of the child pages of the currently selected page. If the selected page has no children, the table describes the selected page itself.

To switch to Outline view:

- In Site view, click the Outline tab.

Like SiteStructure view, Site Outline view shows if a branch of the site is collapsed. A collapsed branch is indicated by a plus sign to the left of the page icon; an expanded branch is indicated by a minus sign.

- To expand a branch, click the plus sign to the left of a page.
- To collapse a branch, click the minus sign to the left of a page.

Sorting the Display in Outline View

In Outline view you can sort the child pages by their properties so you can quickly identify pages with common characteristics.

- Click the heading of the column you want to use to sort the list.

  NetObjects Fusion sorts the list in ascending (A-Z) order. To sort the list in descending (Z-A) order, point to the column heading and press Shift+Click.

Saving Your Work

To save your work, choose Save Site from the File menu. NetObjects Fusion also has an auto save feature that saves your work each time you change views. See Setting Backup Preferences.

Backing Up Your Site

You can back up your site manually or automatically.

To make a manual backup:

1. From the File menu, choose Save Site As.

   The Save Site As dialog appears.

2. Type a descriptive file name for your backup file and select a location.
3. Click Save.

NetObjects Fusion creates a copy of the **.nod** file in the location you specified and automatically opens that file.

Note: The backup you make with the Save Site As command does not collect all assets and make all links relative. Your backup will still refer to assets and components in the original site file folder. To make a backup with assets and relative links, export your site file as a template, as described in Exporting a Site.

For information on automatic site file backups, see Setting Backup Preferences.

Working with Templates

A template is a predefined set of pages and assets that you can modify to meet your needs. Templates can contain a single page, a site section, or an entire site. You can create a new site from a template or add a template to an existing site.

You can export your NetObjects Fusion site as a template, so you can share your work with other NetObjects Fusion developers or move your site to another computer system.

NetObjects Fusion Templates and Sample Sites

NetObjects Fusion includes templates that can save you hours of work by giving you a jump start on designing pages, sections, or whole sites. Choose among three types of templates that you can use as a starting point for your site or insert as a section or page that you add to your current site:

- AutoSite templates provide a complete site with predesigned pages, a suggested SiteStructure, and placeholder content. AutoSite templates are stored in **NetObjects Fusion 4.0\Templates\AutoSites**. There are two AutoSite templates:
- Company Internet
- Department Intranet
- Page templates are professionally designed pages containing generic content that you can replace with your own information. Page templates include special-use pages, such as a calendar, an FAQ page, and a "what's new" page.
- Form templates are predesigned form pages containing generic or placeholder content for typical forms, including a billing form, guestbook, order form, and product support form.

In addition to AutoSites, page, and form templates, NetObjects Fusion comes with sample sites, which are templates with content designed to showcase NetObjects Fusion features. Sample site templates are stored in the **NetObjects Fusion 4.0\Samples\Sites** folder.

Creating a Site from a Template

AutoSite templates provide a complete SiteStructure with predesigned pages and suggested content. You can also use templates that you or your colleagues create and templates created in previous versions of NetObjects Fusion.

1. To create a new site based on an AutoSite or other template:

- Open NetObjects Fusion, select From AutoSite or Template File in the Create a New Site section of the Welcome dialog, and click OK.
- If NetObjects Fusion is already running, from the File menu of any view, select New Site, From Template.

2. In the Select a Template File dialog, open the folder containing the template you want, select the appropriate ***TemplateName*.nft** file, and click Open.
3. In the Save Site As dialog, enter a name for the new site in the File name field. To ensure cross-platform compatibility, limit the name to a maximum of 26 characters.
4. Select the location where you want to save the site. By default, NetObjects Fusion saves your site in the **NetObjects Fusion 4.0\User Sites** folder, but you can store it in the location of your choice.
5. Click Save.

NetObjects Fusion opens in Site view and displays the page icons of the site you created. You can modify the SiteStructure as described in Working with the SiteStructure.

The first time you work with an AutoSite or page template, explore the individual pages in Page view before you delete or rearrange them.

Using Templates to Expand a Site

One way to expand a site is to append NetObjects Fusion templates to a specific location in your site. Appending templates is especially helpful if you have standard boilerplate sections or pages that you want to add to multiple sites. This is also a great way to share with other developers who use NetObjects Fusion. You can save sections or pages as templates and then incorporate them anywhere in your site. See Exporting a Site.

When you append a template, follow these guidelines:

- Before you insert the template, select the location in Site view where you want to append it. The inserted site, page, or section becomes a child of the selected page. You can move the pages once they are inserted.
- All inserted pages take on the SiteStyle of the current site. For example, if several developers separately create parts of a site, export their work as templates, and insert the templates into a single master site for publishing, the master site's SiteStyle ensures that the compiled site has a consistent look and feel. If you save the site as a template, the SiteStyle is saved as well. See Using SiteStyles.
- When NetObjects Fusion inserts a template, if the MasterBorder names duplicate those already in the site, it prefixes the template's MasterBorders with *Inserted* and adds them to the current site's library of MasterBorders. You can rename, manipulate, or delete these extra MasterBorders. See Managing MasterBorders.
- Every template begins with a single root page, which is helpful if you are adding the template to your site. However, if you want the root page of your template to be the Home page of your site, you must create a new site based on the template, rather than inserting it. See NetObjects Fusion Templates and Sample Sites.

To insert a site or page template:

1. In Site view, right-click the page under which you want to insert the template. This page becomes the parent of the inserted page or pages.
2. Select Insert Template from the shortcut menu.
3. In the Insert Template dialog, navigate to the template you want to insert and select the ***TemplateName*.nft** file.
4. Click Open.

   NetObjects Fusion inserts the template and appends it under the page you selected. The page data and all assets are stored in your current site folder. The original template is still available.

Exporting a Site

You can export any site as a template to use its style or content in another site. When you export a site as a template, NetObjects Fusion copies all assets into the **\Assets** folder of the template in the location you select, and converts absolute paths to relative paths. NetObjects Fusion includes the SiteStyle files and resources for any SiteStyle in use by the source site in the exported template. Exporting a site as a template (**.nft**) is the only way to share sites with other NetObjects Fusion developers or to combine sites.

To create a template:

1. In Site view, from the File menu, choose Export as Template.
   The Browse for Folder dialog appears.
2. In the Browse for Folder dialog, select the folder where you want to store the template and click OK.

NetObjects Fusion creates the template and stores it in a subfolder of the folder you selected. The current site remains open.

Changing an Existing Template

You can change or customize any NetObjects Fusion template. For example:

- You can customize a standard company template so it contains your department name, location, and personnel information.
- If your company develops custom sites, you can add your company name, contact information, and default links to the templates you use most often.
- If you often create new pages or sites with the same look and feel, you can add standard objects to the NetObjects Blank site template.

To preserve the original template, copy the entire template folder, including the ***TemplateName*\Assets** subfolder, before you edit or modify a default template. If you need to undo changes to a default NetObjects Fusion template, you can re-install it. If your modified template includes a custom SiteStyle, see Customizing a Template by Changing the SiteStyle.

Customizing a Template

1. From the File menu, choose Open Site.
2. In the Open dialog, make sure NetObjects Fusion Template Files (***.nft**) is selected on the Files of type drop-down list.
3. Select the template and click Open.
4. Using Windows Explorer or NT File Manager, copy assets you want to add to the template to the template's **\Assets** folder.
5. Modify the template page(s) as needed.
6. To record the changes as part of the original template, choose File, Save Site.

   To rename or move the template to a different folder, choose File, Save Site As. Select a new parent folder or enter a new name for the site.
7. Click OK.
8. Insert the customized template as needed.

Customizing a Template by Changing the SiteStyle

1. From the File menu, choose New Site, From Template.
2. In the Select a Template file dialog, select the template you want to customize and click Open.
3. In the Save Site As dialog, enter a new name for the template, set the location where you want to save it, and click Save.

   If you want to replace the original template with the new template, use the template name for the site.

   NetObjects Fusion creates a site based on the selected template.
4. Change the template's content, structure, or properties as necessary.
5. Go to Style view.
6. From the Style menu, choose Add Style To List.
7. In the Open dialog, select the ***Stylename*.ssf** file for the SiteStyle you want to apply to the template, and click Open.

   NetObjects Fusion adds the SiteStyle to the list.
8. Go to Site view. Click Yes to apply the new SiteStyle to the site.
9. From the File menu, choose Export as Template.
10. In the Browse for Folder dialog, select a folder and save the custom template.

NetObjects Fusion creates the template and stores it in a subfolder of the folder you selected. If the site has the same name as the original template and you choose the location where the original template is stored, the new template replaces it. To create a new template, export the site to a new location.

Sharing NetObjects Fusion Site Files

Templates are the only effective way to share NetObjects Fusion site files among several developers or across platforms. You cannot copy a ***Sitename*.nod** file to another computer and open it, because the file refers to files and styles that are not contained in the ***Sitename*.nod** file itself.

Note: If most of your sites involve the efforts of three or more developers using NetObjects Fusion, you should consider using NetObjects Authoring Server Suite, which uses client-server technology to manage, integrate, and safeguard the contributions of each team member. See **www.netobjects.com** for information.

To distribute or move a NetObjects Fusion site:

1. Export the site as a template according to the information in Exporting a Site.
2. Copy the new template folder to the target computer via network, diskette, or other storage media. Locate the template so you do not have to move it after you create the site. This ensures that the assets are mapped correctly. Also make sure the folder and file names are not truncated or changed in the process.
3. Start NetObjects Fusion on the destination computer.
4. From the File menu, choose New Site, From Template.
5. In the Select a Template File dialog, open the template's folder, select the ***TemplateName*.nft** file, and click Open.
6. In the Save Site As dialog, enter a name for the new site in the File name field, select the location where you want to save the site, and click Save.

The site that was created in NetObjects Fusion on the source computer is now the active site, with its own ***Sitename*.nod** file, on the destination computer.

Importing Existing Sites

You can create a site or expand a site you are working on by importing a site that was created using a different site or page development tool. When you import an existing site, NetObjects Fusion duplicates the SiteStructure, page content, and links. It lays out content in a design as close as possible to the original.

When you create or expand a site by using an existing site, follow these guidelines:

- Importing a complex site requires processing time. If the source site was created in NetObjects Fusion, it is more efficient to import it as a template.
- You can import an existing site from a local or networked drive, or from a remote location such as an intranet server or the World Wide Web.
- To import from a local drive, you must know the drive and folder where the site's Home page, usually named **index.htm** or **index.html**, is stored.
- To import from a remote location, you must know the URL to the site's top-level source page, such as **http:\\www.netobjects.com.**
- You can limit the number of pages and levels that NetObjects Fusion captures from a local or remote site. Levels are based on the hierarchy of pages in the source site, defined by the site's navigation; the first level is always the site's Home page. The second level consists of pages that are linked from the Home page. Third-level pages are linked from second-level pages, and so on. NetObjects Fusion imports as many pages as possible at a higher level before going to a lower level.
- You must be connected to the Internet or intranet to activate the remote import.
- When NetObjects Fusion imports a site, it starts with the page you specify and stops importing when it hits the page number limit, the site level limit, or the end of the site. If you don't define import limits, NetObjects Fusion imports to the end of the site—no matter how long that takes or how much it requires in system resources. NetObjects recommends limits of 200 pages and 20 levels.
- When you create a new site from an imported site, NetObjects Fusion applies the imported MasterBorder. If you expand a site by importing a section, you can apply any MasterBorder already in the site.
- HTML coding practices vary, so the contents of the source site pages are unpredictable. Spaces in **.html** file names can cause import problems.
- NetObjects Fusion imports assets such as Java applets, Shockwave, and other media. It does not import server-side imagemaps or manage server-side resources. If the imported site originally used server resources such as JavaScripts, CGI scripts, or Server-Side Includes, you must manually recreate these on your server.
- NetObjects Fusion imports HTML tables. If the source table has a visible border, no row or column spans, and a maximum size of 40 x 200 cells, then NetObjects Fusion imports it as a table. This works for Regular Tables and Nested Tables that meet the criteria. Otherwise, NetObjects Fusion converts the table into a series of text boxes and positions them on the page to represent the table structure. NetObjects Fusion tables do not support vertical alignment attributes.
- NetObjects Fusion's import feature supports the HTML 3.2 specification. Cascading Style Sheet (CSS) coding is removed from pages during import. Content with no other alignment formatting is placed flush left on its page.
- When you import a site that was built using HTML frames, NetObjects Fusion imports the frameset's content pages as regular pages, and references the original frameset page as an external HTML page.

Be prepared to clean up an imported site. Adjust font size and style as needed, and add NetObjects Fusion navigation bars and banners as appropriate to your design. If a page does not import the way you expect, check the original source file for incorrect or nonstandard HTML code or data.

Creating a New Site from an Existing Site

1. From the File menu, choose New Site, From Existing Web Site.
2. In the Import Web Site dialog, select Local or Remote import.
3. Enter the exact file location and path to the top-level page you want to import:

- To specify a local site, enter the full drive and path to the local site's top-level source page in the Home Page URL field, or click Browse, select the appropriate top-level page, and click OK.
- To specify a remote site, enter the full URL to the site's top-level source page in the Home Page URL field. To ensure accuracy, navigate to the site or page using your browser, then copy and paste the URL from the browser.

   The starting page of your site import does not have to be the source site's Home page, usually named **index.htm** or **index.html**; it can be any page of any accessible Internet or intranet site.

4. From the Assign MasterBorder drop-down list, select the MasterBorder you want to apply to the imported site or section.

   The list includes MasterBorders available in the current site; if no site is open, Import is used as the name of the MasterBorder.

5. Set the limits for the number of pages and number of levels you want to apply to the import process. NetObjects recommends limits of 200 pages and 20 levels.
6. If you are importing a local site, enter the domain name for the site's Home page in the Domain name field. If the local site was ever published on the Web, use the domain name that was used to access it; if not, leave the placeholder **www.domain.com** in the field.

   When it imports a local site, NetObjects Fusion needs to know the "home base" domain of that site, so it can tell whether to convert the links it finds into external or internal links. It does that by comparing the targeted domain, if there is one, to the domain name you enter.

7. If you are importing a remote site, make sure your system is connected to the Internet or intranet so NetObjects Fusion can link to and import the site.
8. Click OK.
9. In the Save Site As dialog, enter a name for the new site in the File name field. To ensure cross-platform compatibility, limit the name to a maximum of 26 characters.
10. Select the location where you want to save the site. By default, NetObjects Fusion saves the site in the **NetObjects Fusion 4.0\User Sites** folder, but you can store it in the location of your choice.
11. Click Save.

    NetObjects Fusion imports the site and converts its content, structure, and links into NetObjects Fusion format. It stores the site's assets in the ***Sitename*\Import** folder, and assigns the MasterBorder you selected to each page in the new site.

12. Navigate to each page and make necessary adjustments.

Using an Existing Site to Expand a Site

1. In Site view, select the page you want to use as the parent of the imported content.
2. From the File menu, choose Import Web Site.
3. Follow the steps in Creating a New Site from an Existing Site.

Working with AutoFrames

AutoFrames permit site visitors to scroll the body of the page while objects in the AutoFrame, such as navigation buttons, remain in view. You can set any or all of the MasterBorder margins as an AutoFrame.

Understanding Frames

Frames are an HTML mechanism you can use to subdivide the browser window into independent areas. When a site visitor scrolls the Layout, the frame doesn't scroll with it, so you can keep navigation buttons in view at all times. Frames can also reduce the amount of refreshing required by your visitor's browser.

Each frame displays its own content, which can include links, a form, regions, or any text, graphic, or media objects. Links within a frame can display a page, or display information in the same frame or a different frame. You can define targets for the links contained in one frame so they retrieve content into another frame.

A special type of HTML page—called a *frameset*—establishes the combination of frames and frame properties that make up the browser window display. The frameset specifies the number of frames, defines their size and placement, and specifies the pages or resources that make up their original or default content.

NetObjects Fusion supports two ways of creating frames.

- You can use a graphical interface to set *AutoFrames* and add navigation controls, banners, text, graphics, links, and scroll bars. An AutoFrame frameset contains a body frame for the Layout area of the page and frames for one or more of the MasterBorder margins: Left, Right, Top, Bottom. An AutoFrame frameset cannot have more than these five frames and they must be in the specified positions.
- If you require more than five frames or frames in different positions, you can manually code frames using HTML. See Examples of Page and AutoFrame HTML.

Although Netscape Navigator and Microsoft Internet Explorer support frames, not all browsers do. If you use frames, you might want to consider creating an alternate site for visitors with browsers that do not support frames. See Accommodating Browsers that Don't Support Frames and Directing Visitors to a Browser-Specific Page.

Within a frame, you can influence how variations in browser fonts affect your design. The Rows and Columns properties work within a frame the same way they work within a Layout. For information, see Optimizing Nested Tables Output.

Adding an AutoFrame

When you add AutoFrames, NetObjects Fusion applies them to the current MasterBorder and all pages that use that MasterBorder. Before you add AutoFrames, you might want to select or create a designated "framed" MasterBorder that you can apply to the appropriate pages. To apply different framesets to different pages, you'll need one MasterBorder for each frameset. As you develop these MasterBorders, follow these guidelines:

- Objects in frames can't straddle frame boundaries, so check the corners of your page before you add AutoFrames. For example, if you have a banner across the top of the page that overlaps the left and top borders, resize it or move it before you turn on AutoFrames for either border.
- To avoid scroll bars displaying when you don't need them, add a little extra room to margins you're going to set as frames.

See Creating a MasterBorder if you need help creating a MasterBorder.

To set a MasterBorder margin as an AutoFrame:

1. In Page view, click an empty space inside the MasterBorder, or in the gray area outside the page.
2. On the MasterBorder Properties palette, click the AutoFrames tab.
3. Click the button for each margin you want to set as a frame—Left, Right, Top, or Bottom.

   NetObjects Fusion adds a label—Left, Right, Top, or Bottom—to indicate a frame. In addition to the frame you select, the Layout area also becomes a frame.

   If you add frames to more than one border, the selection sequence is important because frames overlap each other in the order in which you add them. You can change the overlap sequence by clearing the AutoFrame option for all margins and then reselecting them in a different sequence.

Keep in mind that because enabling AutoFrames makes your page consist of at least three HTML pages, it can slow page loading.

Generating HTML Frame Borders

Frames have borders by default. If you want site visitors to be able to resize the frame, on the AutoFrames tab of the MasterBorders Properties palette leave Generate HTML frame borders selected.

To set frames to be borderless in the site visitor's browser, clear Generate HTML frame borders. NetObjects Fusion turns off the borders for all frames in that MasterBorder.

Be sure that one of the frame buttons is selected; otherwise this setting will have no effect.

To combine frames with borders and frames without borders on the same page, you must script the frames. See Examples of Page and AutoFrame HTML.

Setting Frame Properties

1. In Page view, click the frame label or right-click in the frame and select Frame properties from the shortcut menu.

   The Frame Properties palette appears. You cannot change the name of the frame.

2. Select a User scrollable option:

- **Yes.** The browser always displays vertical and horizontal scroll bars in the frame, whether needed or not.
- **No.** The browser never displays scroll bars, even if needed to display all objects in the frame. If the page content is larger than the frame itself, site visitors cannot see the entire page.
- **Auto.** The browser displays scroll bars if the size of the page content requires them.

Note: Due to the nature of browsers, links to anchors on a frame do not work if User scrollable is set to No.

3. Select User resizeable frame so site visitors can resize the frame.

   HTML frame borders must be visible so the site visitor can drag them to specify a new size. If User resizeable frame is not available, return to the AutoFrames tab and select Generate HTML frame borders.

4. Clear Enable margin padding if you want to place objects at the frame border with no spaces.

5. If you are publishing using the Nested Tables or Regular Tables HTML output method, choose the most efficient Table Structure—Columns or Rows. If you are publishing using CSSP+Layers, CSSP, or Layers, this setting has no effect. See Controlling Published Output.

6. Click the Background tab and select:

- The background of the current SiteStyle or a color. If the color shown is not the one you want, click the Color button, select a color from the Color Picker, and click OK.
- To add a picture to the frame background, select Picture. In the Picture File Open dialog, select an image file. If the picture is smaller than the frame, it is automatically tiled to fill the frame. If you selected a picture with a transparent color, the background color shows through.

You can add an action to a frame using the Actions tab. See Building Dynamic Pages.

Targeting Links in AutoFrames

When a site visitor clicks a link placed within a frame, the browser has to know where to display the results. The frame that displays the retrieved content is the target of the link; when you specify which frame is to display the results of a link, you are targeting that frame.

1. In Page view, select the object or text that you want to link.
2. On the object's properties palette, click the Link button.

   The Internal Link tab of the Link dialog appears.
3. Select the tab appropriate to the type of link you are targeting: Internal Link, Smart link, External Link, or File Link and set up the link. See Creating Links and Anchors.
4. Choose the target frame in which you want to display the linked information from the Select Frame Target drop-down list.

   Note: You may not need to assign a target. NetObjects Fusion automatically targets most internal links for you. You must always assign a target to external links.
5. Click Link to close the dialog and create the link.
6. Preview the page to test your targeted links.

   Note: Targeted links in framesets do not load the URL of the page into the browser Location input field.

AutoFrames and Browser Refresh

When a site visitor clicks an untargeted link in a frame you created with AutoFrames, the browser either refreshes the entire page or only the content of the Layout area. This doesn't affect the appearance of the page, but for performance reasons you might not want the browser to refresh the entire page unnecessarily.

- The browser refreshes the entire window if a framed MasterBorder contains a dynamic object, such as a banner, highlighted navigation buttons, or a smart link. The dynamic object, by definition, changes from page to page, so the browser has to load the new page. Rollover buttons do not change from page to page, so they do not affect the page refreshing.
- The browser exits the frameset and displays the retrieved resource in the full browser window if the link retrieves a page with a different MasterBorder, or an external HTML page.

If neither condition exists, the browser refreshes the body frame even if no target is assigned.

Working Around Browser Problems

Sometimes browsers don't properly display or handle actions, forms, and other objects you create in NetObjects Fusion. This can happen because earlier versions of browsers don't support the latest features available in HTML, or because of problems in the browsers themselves. These topics help you work around browser problems that affect the way your pages display.

This information is current for browser versions available at the time of publication. If you encounter a browser problem, obtain the latest browser version from the vendor to determine if the problem is fixed in the latest release.

Also be aware that later versions of browsers might have different problems. See the usage notes at **www.netobjects.com** for the latest information on browser problems. This includes not only the browser problems you might encounter while using NetObjects Fusion, but also URLs to sites that have more comprehensive listings of browser problems.

Refer to the following topics for troubleshooting information:

- About HTML Output Methods
- Problems with Actions
- Problems with Components
- Problems with Forms
- Problems with Java Beans
- Problems with Sounds and Shockwave Objects
- Problems with Older Browsers
- Other Browser Problems

About HTML Output Methods

You can often work around browser problems by changing the HTML output method you use to publish the affected page or Layout Region. The HTML output method specifies the format of the HTML generated by NetObjects Fusion. To determine which HTML output methods are appropriate for your site, read the discussions on publishing with Nested Tables, Regular Tables, CSSP+Layers, CSSP, and Layers in Selecting an HTML Output Method. To learn how to change the HTML output method for a page or Layout Region, see Setting the HTML Output Method for a Layout or Layout Region.

If the solution to your problem is to publish the page with a particular HTML output method, but other objects on the same page require a different HTML output method, use Layout Regions to accommodate both requirements. For example, if you have a form, which must be published in Nested Tables or Regular Tables, and you also have the Use Image action assigned to an image, which must be published in CSSP+Layers, you can put the form in a Layout Region set to publish with Regular Tables and put the image inside a Layout Region set to publish with CSSP+Layers. Layout Regions change the HTML output method for a portion of a page, which lets you take advantage of the strengths of each HTML output method on the same page.

The CSSP output setting is designed specifically for site visitors who use Microsoft Internet Explorer 4.0 and above; the Layers setting for site visitors using Netscape Navigator 4.0 and above. If you view a site published with one of these settings in the “wrong” browser, objects might be positioned incorrectly. If you are not sure which browser your site visitors use, choose CSSP+Layers as the HTML output method.

Problems with Actions

If you or your site visitors have problems seeing actions work correctly, check the following list of problems and solutions. If you publish a page that contains actions, make sure your site visitors view the page with 4.x browsers because earlier browser versions do not support the DHTML that makes actions possible.

Problem: I have objects with actions on a page. The page is published with Nested Tables as the HTML output method. Actions do not work when I view the page in a browser.

Solution: In general, you should publish pages with actions with Regular Tables or CSSP+Layers as the HTML output method. Many actions, such as those triggered by mouse events, do not display properly in Netscape Navigator 4.x when the page is published with Nested Tables as its HTML output method.

Problem: I have an object with an action inside a Layout Region on a page. The page, including the Layout Region, is published with Regular Tables as the HTML output method. The action does not work when I view the page in Microsoft Internet Explorer 4.0.

Solution: In general, if you have an object with an action inside a Layout Region, change the Layout Region’s HTML output method to CSSP+Layers and republish the site. If both the object and the Layout Region that contains it have actions, change the HTML output method for the entire page to CSSP+Layers and republish the site.

Problem: I assigned an action to an object embedded inside a text box, table, or Layout Region. When I view the published page, the object disappears or appears in the wrong place. If the object does appear, the action assigned to the object does not work. The page is published with Nested Tables as the HTML output method.

Solution: If Netscape Navigator 4.x doesn’t display some objects or if it displays them in the wrong place, publish the page with CSSP+Layers as the HTML output method. If you don’t want to use CSSP+Layers as your HTML output method, move the object with the action outside the text box or Layout Region, change the page’s HTML output method to Regular Tables, and republish the site. You also might be able to fix the problem by removing any action assigned to the table, text box, or Layout Region.

Problem: When I preview pages that contain actions in Netscape Navigator 4.x, most of the actions do not work, but if I publish the page to a remote Web server and view the page, the actions work correctly.

Solution: Avoid using Netscape Navigator 4.05 to preview sites with actions. A security feature in that version prevents actions from working correctly when you preview or publish locally. This problem does not exist in other versions of Netscape Navigator.

Problem: Transition and movement actions seem jerky and slow when I view them with my Macintosh browser. Sometimes when I click to start an action, the action does not start.

Solution: You might experience delays starting actions when you view your pages on a Macintosh. Actions are also slower to execute with Macintosh browsers, making them seem shaky. Make sure you wait until the loading activity in the browser’s status bar is complete before you try to invoke actions that require user input, such as a mouse click. Also, if you click and hold down the mouse button, the browser might incorrectly identify the click as an attempt to see the context menu.

Problem: My drag and collision detection actions work only sporadically in Macintosh browsers.

Solution: The Macintosh operating system’s drag-and-drop functionality sometimes interferes with drag and collision detection actions in the browser. The operating system tries to interpret a drag in the context of the operating system's built-in drag and drop functionality.

Problem: I assigned a transition effect action or a clip action (such as Iris, Peek, Set Clip Top, Set Clip Right, and so on) to an object on my page. The transitions do not display when I view the page in Microsoft Internet Explorer.

Solution: If you are viewing the page in Microsoft Internet Explorer 4.x for Windows, set the page's HTML output method to CSSP+Layers and republish the site to see the transition or clip action. If the objects with transition actions are inside a table or text box, changing the HTML output method will not fix the problem. Either put the object inside a Layout Region instead of the table or text box and set its HTML output method to CSSP+Layers, or use a motion transition instead.

If you are viewing the page in Microsoft Internet Explorer 4.x for Macintosh, transitions and clip actions do not work. Images with transitions on Macintosh display in their static state. Tell your Macintosh site visitors to view the page with another browser or use a motion action instead.

Problem: I assigned an action to an object that is triggered by a mouse click, a mouse over, or a mouse out. When I view the published page in Netscape Navigator 4.x, the action does not work. The page is published with Nested Tables as the HTML output method.

Solution: Sometimes Netscape Navigator 4.x does not register mouse clicks properly when the HTML output method is Nested Tables or Regular Tables. Change the HTML output method to Regular Tables or CSSP+Layers and republish the site.

Problem: I have a SET SRC or Use Image action attached to an object. It is supposed to cause a different image to appear based on a mouse event (mouse click, mouse over, mouse out, mouse up, or mouse down), but these actions do not work when viewed in Netscape Navigator 4.x. The page is published with Nested Tables as the HTML output method.

Solution: Use Regular Tables or CSSP+Layers as the HTML output method and republish the site.

Problem: I made a Layout Region and assigned a Display HTML action to it. The Display HTML action does not work correctly.

Solution: In Netscape Navigator 4.x, the Display HTML action, assigned to a Layout Region, does not work if the Layout Region's container is published with Regular Tables or Nested Tables as its HTML output method. Make sure the Layout Region's container, which can be either the page or another Layout Region, has CSSP+Layers as its HTML output method. If you don't want to change the HTML output method of the entire page, make another Layout Region of the same size, set its HTML output method to CSSP+Layers, and embed the first Layout Region inside the second Layout Region.

You might encounter another problem with the way the Display HTML action and Layout Regions work together. If the Display HTML action's target is a Layout Region, and the Layout Region has a background color or image, the Layout Region shrinks to the size of the displayed HTML when the action is performed. To avoid this, use Microsoft Internet Explorer to view the page.

Problem: I added actions to a page that includes custom JavaScript expressions and I see JavaScript errors when I view the page in a browser.

Solution: If you use the JavaScript Expression dialog box to specify the parameters of an action, the code you enter must be valid JavaScript. If you want to type in your own JavaScript to complete an action, consult a JavaScript reference guide for correct syntax and acceptable values.

Also, if you create custom messages that you send to other objects on a page, use only alphanumeric characters in the message name because the name is used in a JavaScript expression when the HTML is generated for the page.

Problems with Components

Problem: I added the Picture Rollover component to a page. Some of my site visitors get JavaScript errors when they mouse over the picture.

Solution: Site visitors who view the Picture Rollover component with Netscape Navigator 3.x get JavaScript errors as they mouse over the picture. Tell your visitors to use a different browser version to avoid this problem.

Problem: Dynabuttons do not display in Microsoft Internet Explorer 3.01 for the Macintosh.

Solution: Tell your site visitors to view your site with Microsoft Internet Explorer 4.x or Netscape Navigator 3.x or 4.x.

Problem: I put the Message Board component on a page. When I view it in the browser, the forward and back buttons do not work consistently.

Solution: In Microsoft Internet Explorer 4.0, the forward and back buttons for the Message Board component work only once. Tell your site visitors to use another browser to access the page containing the Message Board component.

Problem: I placed a Form Handler component on a page and configured it to email when the Submit button is clicked. When site visitors fill out the form on the browser page and click Submit, it brings up an addressed, but otherwise empty email document. It does not put the values in the body of the email.

Solution: If the site visitor is using Microsoft Internet Explorer 4.x browser, the browser must be correctly configured to use email. If the site visitor is using a 3.x browser, sometimes the mailto: HTML tag does not work properly. They might need to use Netscape Navigator 4.x to submit the form.

Problem: I included the Screen Door component to redirect site visitors using Netscape 4.5 and it is not working properly.

Solution: This is a problem with the **browscap.ini** file in Windows NT that you can fix easily. On your IIS server, go to the **\%*SystemRoot*%\System32\InetSrv** directory, where **%*SystemRoot*%** is the Windows NT directory, typically **C:\WinNT**. In the **browscap.ini** file, search for the phrase **Navigator 4.x WILDCARD**. On the line below this phrase, change **[Mozilla/4.0*]** to **[Mozilla/4.*]** and save the changed file. If you don't want to edit the file, you can get an updated version at **www.cyscape.com/asp/browsercap**.

Problems with Forms

Problem: I have a page with a form. Within the form, I also have an object with an action. None of the form objects are visible when I view the page in Netscape Navigator 4.x.

Solution: The problem occurs if the object with the action appears within <FORM> tags before the form objects. If the object with the action is after the form objects, the problem does not occur. If the object with the action is before the form objects, but is not within <FORM> tags, the problem does not occur.

Move the object with the action so it appears below the form objects in the form container, or place the form objects in a Layout Region form and place the object with the action above the layout Layout Region form.

Problem: I placed form objects on a page, set the Layout to be a form, and set the page's HTML output method to CSSP+Layers. When I view the page in any browser, I see all the content on the page stacked vertically against the left margin of the browser.

Solution: Forms do not work in Netscape 4.x browsers if the form is published with CSSP+Layers as the HTML output method. Change the HTML output method to Regular Tables or Nested Tables and republish the site.

Problems with Java Beans

Problem: I placed a Java Bean on a page, but the Java Bean does not work when site visitors view it in their browsers.

Solution: Check to see if the page includes actions and also note the page's HTML output method. If you have actions on the same page as your Java Bean, and you use Nested Tables as the HTML output method, Java Beans do not work. Either change the HTML output method or remove the actions from the page.

Also, Java Beans do not work in version 4.04 of Netscape Navigator Japanese. Tell site visitors to use another browser version.

Problems with Sounds and Shockwave

Problem: In some situations, sound or Shockwave objects published using Nested Tables or Regular Tables as the HTML output method can't be started, stopped, or otherwise controlled in Netscape Navigator 4.0.

Solution: To avoid this problem, change the HTML output method to CSSP+Layers.

Problem: I assigned Play, Pause, and Stop actions to objects on my page. When clicked, the objects are supposed to control a sound. When I view the page in a browser and click the objects, nothing happens.

Solution: In Netscape Navigator 4.x, the Play, Pause, and Stop actions do not work unless the sound icon is an inline icon and the HTML output method is CSSP+Layers. When you place the sound, choose the inline icon in the Display section of the Sound Properties palette, change the page's HTML output method to CSSP+Layers, and republish the site. The actions do not work in Microsoft Internet Explorer 3.x, 4.x, or Netscape Navigator 3.x. Site visitors with those browser versions must click the controls in the inline icon itself to control the sound.

Problem: I put a RealAudio sound on my page. When I view the page in a browser, I get a message that says the plugin is not loaded. But I know I have the RealAudio plugin loaded, and it works for other RealAudio sounds.

Solution: You might have selected the inline option in the Display section of the Sound Properties palette. Netscape Navigator does not handle the sound properly if the inline icon is displayed. Select another icon or picture in the Display section of the Sound Properties palette.

Problems with Older Browsers

Problem: When I view my published page in either Netscape or Microsoft browsers, I see all the content on the page stacked vertically against the left margin of the browser.

Solution: You probably viewed a page published in CSSP+Layers with an older (3.x) browser, or you viewed a form published in CSSP+Layers with a 4.x browser. If you viewed a form, see Problems with Forms for information. If the problem occurred because you used an older browser to view a page published in CSSP+Layers, either view the page with a 4.x browser or change the HTML output method to Regular Tables or Nested Tables and republish the site.

Problem: Some images do not display in older Netscape or Microsoft browsers.

Solution: Make sure the images are not in **.png** format. NetObjects Fusion 3.0 lets you place **.png** images on the page, but 3.x and earlier browsers do not support **.png** images. If you want the images to display correctly in all browsers, open them in an image editing application and save them in **.gif** or **.jpg** format.

Other Browser Problems

Problem: I have links to anchors in my site, but they don't work. The links take my site visitor to the correct page, but not to the anchor location.

Solution: In Netscape Navigator 3.x, if you have a link to an anchor, and the anchor is on a page that is published with CSSP+Layers as its HTML output method, the link displays the page, but does not scroll to the anchor. To fix this, change the HTML output method for the page with the anchor to Nested Tables or Regular Tables and republish the site.

Problem: I made a table and embedded it inside a Layout Region. The table does not display properly in Netscape Navigator. It displays as an empty one-celled table. The HTML output method for the Layout Region is CSSP+Layers.

Solution: This occurs if you embed a table in a Layout Region whose HTML output method is set to CSSP+Layers, and the Layout Region's container is set to Nested Tables. To ensure that the table displays properly, change the HTML output method for the Layout Region's container to Regular Tables or CSSP+Layers. The Layout Region's container can be the page Layout or another Layout Region.

Problem: I embedded an object inside some text and set its alignment to Middle on the Align tab of the Picture Properties palette. When I view the page in the browser, the object is aligned to the bottom of the text instead of the middle.

Solution: If the embedded object is shorter than the text, the Middle option does not work correctly in Netscape Navigator 3.x or 4.x. If it is important that your site visitors see the object aligned correctly, tell them to use another browser.

Problem: I applied a background image to a Layout Region, but the background image does not display in the browser.

Solution: Background images do not display in Netscape Navigator 4.x for Layout Regions if the HTML output method is Nested Tables or Regular Tables. Change the HTML output method for the Layout Region to CSSP+Layers. For the page itself, you can leave the HTML output method set to Nested Tables or Regular Tables.

Problem: I have multiple Layout Regions inside of one another on a page. Sometimes Layout Regions do not display in the browser, and sometimes Netscape Navigator crashes or hangs.

Solution: When you publish a page with Nested Tables or Regular Tables as the HTML output method, Netscape Navigator 4.x has problems handling multiple Layout Regions on top of one another. Redesign your page so it does not contain multiple Layout Regions within Layout Regions, change the page's HTML output method to CSSP+Layers, or instruct your site visitors to use another browser.

Problem: Site visitors who view my site with Microsoft Internet Explorer on the Macintosh do not see scroll bars on the browser window. They cannot scroll to see content outside the visible portion of the browser window.

Solution: Microsoft Internet Explorer 4.x for Macintosh does not display scroll bars for pages published with CSSP+Layers as the HTML output method. Either change the HTML output method for the page to Regular Tables or Nested Tables and republish the site, or tell your Macintosh site visitors to use another browser to view the site.

Problem: The alt tags I assign to imagemap hot spots don't show up in my browser.

Solution: In Microsoft Internet Explorer 4.0, alt tags assigned to hot spots don't appear in the browser window.

Working with Character Sets

In the past, most computers used the same character set to represent upper and lowercase English language letters, number characters, and punctuation characters. This character set is known as ASCII. However, ASCII is a very limited character set, unable to support a variety of alphabets. To accommodate computer users worldwide, different character sets were developed. A number, such as code page 850 or ISO-8859-1 often identifies these new character sets.

Character sets are composed of code points, which are the numbers assigned to characters that the computer uses to identify the character. For example, in ASCII, when you type a capital A, the computer sees its code point, which is the number 65; if you type a B, the computer sees a 66. Both the code page 850 and the ISO-8859-1 character sets include accented characters, but 850 uses the code point 130 for a specific character, and 8859-1 uses 233 for the same character. To eliminate this confusion, an effort is underway to create a universal character set that includes every character from every language. This character set is called Unicode.

Characters display correctly in NetObjects Fusion because they are stored in Unicode. When NetObjects Fusion publishes or previews a page, it converts the text from Unicode to the character set selected for the site or for the individual page.

Suppose you type Greek characters on a page, set the page character set to Western European, and preview the page. Because their particular code points do not have equivalents in the Western European character set, the Greek characters are displayed as yen characters. If you want the Greek characters on the NetObjects Fusion page to display correctly when you preview or publish, you must choose a character set that includes Greek characters. This character set is then inserted in the charset parameter in the generated HTML META tag, which tells the browser how to interpret and display the characters.

If you have a page that contains languages that use different character sets, for example, English on the right and Greek on the left, you can use Unicode (UTF-8) as a character set for the page. Remember that Unicode is evolving; it is not complete yet, but it does include code points for most characters in languages commonly used on computers today. Note that only Netscape 4.0 and Microsoft Explorer 4.0 and up currently support UTF-8.

Available Character Sets

The following character sets are included with NetObjects Fusion:

- Western European (ISO-8859-1)
- Western European (Windows-1252)
- Western European (CP850)
- Western European (CP437)
- Central European (ISO-8859-2)
- Central European (Windows-1250)
- Japanese (JIS)
- Japanese (SHIFT_JIS)
- Japanese (EUC-JP)
- Traditional Chinese (BIG5)
- Simplified Chinese (GB2312)
- Korean (KSC5601)
- Cyrillic (KO18-R)
- Cyrillic (ISO-8859-5)
- Cyrillic (Windows-1251)
- Greek (ISO-8859-7)
- Greek (Windows-1253)
- Turkish (ISO-8859-9)
- Turkish (Windows-1254) (Windows 98 and Windows NT only)
- Unicode (UTF-8)
- Unicode (UTF-7)
- Baltic (Windows-1257) (Windows 98 and Windows NT only)

The following character sets are not included with NetObjects Fusion, but are supported once installed in your operating system. You can download language kits at **www.microsoft.com** or install them from your Windows NT installation disks.

- Western European (CP-437)
- Western European (CP-850)
- Central European (CP-852)
- Cyrillic (CP-866)
- Greek (CP-869)
- Greek (CP-737)
- Turkish (CP-857)
- Turkish (CP-1254)
- Baltic (CP-1257)

Setting the Site's Character Set

1. Go to Publish view.
2. Click the Setup button on the control bar.
3. In the Publish Setup dialog, click the HTML Output tab.
4. Select a character set from the Site Character Set drop-down list.

   All text you type on pages in this site is published in this character set, unless you change the character set for the individual page.

   All characters display properly in NetObjects Fusion because it stores all characters in Unicode. However, if you type characters that are not included in the selected character set, when you preview or publish the page, you see question marks or yen marks in place of unknown characters.

Setting the Character Set for an Individual Page

You can override the default site character set and choose a different character set for individual pages.

1. In Page or Site view, right-click on the page and select Page Character Set from the shortcut menu.

   The character set for the site is shown. To change this setting, you must go to the Publish Setup dialog.

2. Select a character set for the page from the Page Character Set drop-down. This character set will be applied only to this page.

Setting the Character Set for a Section

1. Go to Site view and select a section by holding down the Shift key and clicking the parent page of the section.
2. Right-click the parent page of the section and select Section Character Set from the shortcut menu.

   The character set for the site is shown. To change the setting for the site, you must go to the Publish Setup dialog.
3. Select a character set for the section from the Section Character Set drop-down.

Setting the Character Set for Imported Pages

When you import a site into NetObjects Fusion, you must ensure that it has the correct character set before you begin the import.

1. From the Edit menu, choose Preferences.
2. In the Preferences dialog, click the International tab.
3. In the Imported HTML section of the dialog, select a character set for imported text from the drop-down list.

   If you know the HTML pages in the site you are importing have the appropriate character set specified in the META tag, you can use the Specified in imported Meta tag setting. If, however, you know the site is in Greek and the correct character set is not specified in the META tag, then before importing you should choose an appropriate character set from the drop-down list.

   If there is no character set specified in the META tag, and you forget to set the correct character set before importing, you must delete the imported pages, set the correct character set, and then import the pages again.

URL and Page Name Character Requirements

The characters in a URL are limited to those represented in lower ASCII, which includes upper and lowercase English letters, numbers, and common English punctuation. You cannot use accented characters or other special characters in a URL.

You can, however, name pages using international characters. The names on the banner and buttons display in the correct international form. In Publish view, however, you see the ASCII version of the file names, page names, folders, and so on. For the Asian languages, NetObjects Fusion uses the ASCII characters that are normally converted to an Asian character. For European languages, NetObjects Fusion strips out the accents; the words look the same but without accents.

Using NetObjects Fusion Components

Components are pre-built mini-applications that add interactivity to your site without custom programming or scripting. Three types of components are available in NetObjects Fusion 4.0: Site wizards, Publish components, and Page components. The component's type dictates where it appears within NetObjects Fusion.

Internal components are installed when you install NetObjects Fusion. You can also install third-party components. Some, such as NetObjects Fusion Connector for Allaire Cold Fusion and NetObjects Fusion Components for IBM HotMedia, are included with NetObjects Fusion 4.0. As other components are developed and released you can purchase them at the NetObjects online store at www.netobjects.com.

If you are a software developer and want to create your own NetObjects Fusion Components, sometimes called NFXes, you can use the NetObjects Component Development Kit (CDK), available for free from NetObjects. You can download the CDK from the NetObjects site at **www.netobjects.com**.

Note: You cannot preview components in NetObjects Fusion. When you add a component to a page and preview, you see a placeholder graphic. To see how the component works, you must publish the site.

About Components

Components are pre-built mini-applications that add interactivity to your site without custom programming or scripting. There are three types of components in NetObjects Fusion: Site wizards, Publish components, and Page components. The component's type dictates where it appears within NetObjects Fusion.

- You access Site wizards by selecting Launch Site Wizard from the File menu in Site view. Generally, Site wizards help you create a SiteStructure based on your responses to a series of questions. The resulting site has components and other objects already placed on the page. See Starting with a Site Wizard.
- Publish components are listed on the Components tab of the Publish Setup dialog. Publish components are used to post-process the HTML generated by NetObjects Fusion or to change NetObjects Fusion's FTP capabilities. See Publishing Components.
- Page components appear on toolbars in Page view. You use the tools to place components on your pages. Page components are likely to be used to configure a single page or object on the page.

Internal components are automatically installed when you install NetObjects Fusion. The 12 internal components appear on the NetObjects Fusion Components toolbar in Page view. Eleven of these internal Page components are discussed in this chapter; the Form Handler component is discussed in Submitting Responses as Plain Text.

In addition, you can install third-party components included with NetObjects Fusion 4.0, such as NetObjects Fusion Connector for Allaire Cold Fusion and NetObjects Fusion Components for IBM HotMedia. As other components are developed and released you can purchase them at the NetObjects online store at **www.netobjects.com**.

Depending on their type, third-party components are installed in the appropriate place in NetObjects Fusion. Additional component toolbars become available in Page view when you install a third-party Page component. For information about using some of the third-party components, see *Building Business Web Sites*; for additional information check **www.netobjects.com**.

Adding a Rotating Banner

You can use the Ad Banner component to display a series of images within a banner. You determine which images display, associate a transition with each image, set the amount of time each image is displayed, and specify a URL linked to each image.

NetObjects Fusion supports the most popular graphics formats used on the Web, including **.gif** and **.jpeg**. See Choosing an Image Format.

To add an Ad Banner:

1.  In Page view, select the Ad Banner tool from the Components toolbar.
2. Draw a box on the page where you want to place the Ad Banner.
   An Ad Banner placeholder appears on the page, and the Ad Banner Properties palette appears.
3. Specify the Banner Type.
   - **Image Size.** The Ad Banner is the same size as the images you select.
   - **Standard Banner Size.** Click Banner Size and choose from the drop-down list.
   - **Custom.** Enter a width and height for the Ad Banner.
4. Enable or disable Automatic Resizing.

   If Automatic Resizing is disabled, you must choose images that are the same size. If Automatic Resizing is enabled, Ad Banner resizes the smaller images to match the largest image. For best results, use images that are the same size.
5. Set Pause Time to control how long each image is displayed.
6. Enter the total number of images you want to use. You can use from 1 to 50 images.
7. To select an image, double-click the Image row, select the image from the Picture File Open dialog, and click Open.
8. Double-click the URL for Image row and in the Link dialog select a type of link for the image. See Creating Links.
9. Specify the link information and click Link.
10. Click the Transition row and select a transition from the drop-down list. You can choose:
   - **Column** to draw increasingly larger columns of the new image onto the old image. The new image appears to slide in from behind the old image.
   - **Fade** to change one image into another by drawing a set of random pixels from the new image onto the old image.
   - **Rotate** to make it appear as though one image is rotating upward from below the other image.
   - **Smash** to drop the new image onto the old one. The old image appears to crumble under the weight of the new image.
   - **Tear** to make it appear as though the old image is ripped away to reveal the new image.
   - **Unroll** to place the new image on top of the old image and unroll it.

   When the site displays in the browser, the sequence begins with a random image and its associated transition.
11. Repeat steps 7 through 10 for each image you want to rotate into the Ad Banner.

You can add an action to an object using the Actions tab. See Building Dynamic Pages.

Adding a Message Board

You can create a Message Board on your site by adding the Message Board component to a page. The Message Board is also called the BBS or BBS component.

When site visitors click the Message Board button, the Message Board appears in a new browser window. Visitors can read messages organized by thread, subject, author, or time; expand or collapse the view; post new messages; and reply to messages.

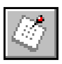
Note: The Message Board component does not work if cookies are turned off in the site visitor's browser.

You can have only one Message Board per site. For the Message Board to run properly, your Web server must be able to run CGI scripts, and the site visitor's browser must support the Netscape JavaScript standard. Before you can view the Message Board, you must complete the server-side setup described in usage notes available at **www.netobjects.com/support**.

Note: For UNIX and Macintosh servers, Perl5 must be installed for the CGI scripts to run.

Some components, such as the Message Board and Form Handler, generate files when the site visitor uses them. When you publish your site, NetObjects Fusion attempts to set up the proper file and directory permissions using the CHMOD command. Some servers do not allow this permission change. The Message Board will not work if it cannot write to certain files and directories. This situation is more common with UNIX servers. Contact your ISP to find out if CHMOD through FTP is implemented on the server.

To add a Message Board and set its properties:

1.  In Page view, select the Message Board tool from the Components toolbar.
2. Draw a box on the page to indicate where you want to place the Message Board.

   The Message Board button appears on the page, and the Message Board Properties palette appears.

3. To specify where Message Board files are stored, double-click the Subdirectory row, type the new location in the Message Board field, and click the check mark.

   The default is BBS. NetObjects Fusion creates the directory in your site's base directory, which is the directory where you want to publish the site.

4. To specify the title that appears in the title bar of the Message Board window, double-click the Page Title row, type the title, and click the check mark.

   The Page Title cannot include a single quote.

5. To select the operating system platform on which the server is running, click the Publish to row, then select the platform from the drop-down list.

   This option determines if the Perl5 CGI script, the Mac Perl5 binaries, or NT CGI binaries are uploaded to the server.

   Note: If you are publishing your site to a Macintosh Web server, Message Board Macintosh CGI requires a Webstar 2.0 Web server running on a PowerPC computer with Mac Perl5 installed.

6. If you are publishing to a UNIX server, Perl5 must be installed on the server. Click the PerlPath for UNIX row, then type the path name to the Perl 5 interpreter.

   The path name is relative to the base publishing directory. You can obtain the path name from your ISP. Or, if you want to get the Perl5 path yourself, you can type **which perl** or **which perl5** at the UNIX command-line prompt.

7. To specify the CGI-bin directory where the BBS CGIs are to reside, double-click the CGI-bin Directory row, type the path name for the directory, and click the check mark. You can obtain the path from your ISP.

You can add an action to an object using the Actions tab. See Building Dynamic Pages.

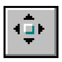
Adding DynaButtons

DynaButtons are Java buttons that link to another page on your site, other sites, or a specific file. You can place DynaButtons anywhere on your pages and assign up to 20 buttons to a DynaButton bar. In addition, you can assign up to 20 sub-buttons to each DynaButton. You can create sub-buttons for navigating from a main page to pages at a lower level.

When you publish the site, each button appears in the browser in the primary button style selected for the site and displays the name of the page to which it is linked. You cannot assign custom images to DynaButtons. The button's style is determined by your SiteStyle. To use custom images for buttons, use the Picture Rollover tool.

Because a DynaButton is an active link, the button appears active when a site visitor moves the mouse pointer over the DynaButton or clicks the button. The site visitor can click the DynaButton to go to the appropriate link.

To add DynaButtons and set properties:

1.  In Page view, select the DynaButtons tool from the Components toolbar.
2. Draw a box on the page to indicate the DynaButtons' location.

   A button placeholder labeled DynaButtons appears on the page, along with the DynaButtons Properties palette.
3. Select the buttons' orientation—vertical or horizontal—from the drop-down list.
4. Click the Number of Buttons row, specify how many buttons you want, and click the check mark.
5. Double-click the number row, such as Button 1.

   The Link dialog appears. You can link this button to another page, file, smart link, or external link. See Creating Links.
6. Create the link for the button and click Link.

   The details of the link appear in the right column of the button row.

You can add an action to an object using the Actions tab. See Building Dynamic Pages.

Adding Sub-Buttons

If a DynaButton contains sub-buttons, the sub-buttons appear when a site visitor clicks the DynaButton. The sub-button shows information about the link associated with the button. For example, if a sub-button is linked to an external link, the sub-button displays the asset name for the external link.

To add sub-buttons and set the properties:

1. In Page view, create a DynaButton as described in “Adding DynaButtons.
2. Double-click the Use Sub-Buttons row.

   Yes appears in the right column and NetObjects Fusion adds a Number Sub-Buttons row under the Use Sub-Buttons row.
3. To specify the number of sub-buttons, select the Number Sub-Buttons row, enter the number of buttons, and click the check mark.

   The limit is 20 sub-buttons. The appropriate number of sub-button rows appear, numbered in sequential order.
4. To define the link for each sub-button, double-click the appropriate sub-button row, such as Sub-Button 1,2. The first number, in this case the 1, identifies the button for which the sub-button was created, and the second number is number of the current sub-button.

   The Link dialog appears. See Creating Links.
5. Create the link for the sub-button and click Link.
6. Repeat steps 4 and 5 to create and define each sub-button.

Loading Pictures onto Your Site

Use the NetObjects Picture Loader Component to load an image from a site other than your own. You can use this to place advertising banners if the banners are located on a server other than your Web server.

To load a picture from an external source:

1.  In Page view, select the Picture Loader tool from the Components toolbar.
2. Draw a box on the page to indicate where you want to place the picture.
   A picture placeholder appears on your page, and the Picture Loader Properties palette appears.
3. Click the Image URL row and type the URL where the picture is located.

   Type the complete URL. For example:
   http://www.netobjects.com/announcements/assets/images/homepagemainart.gif.
4. Click the check mark.

You can add an action to an object using the Actions tab. See Building Dynamic Pages.

Adding a Go Menu

You can use the Go Menu component to easily create a drop-down navigation menu, with each menu item corresponding to a single page in the site.

1.  In Page view, select the Go Menu tool from the Components toolbar.
2. Draw a box on the page where you want to place the Go Menu.
   A Go Menu appears on the page, and the Go Menu dialog appears.
3. On the Menu Items tab, select a link type from the drop-down list and set up a link to the items you want to include on the Go Menu. See Creating Links.
4. From the list on the left, select the specific items you want to include on the Go menu and click the right arrow to move them into the Link column.

- To change the way an item is listed on the menu, double-click it in the Menu Item Name column and type a new name.
- Select an item and click the Move up or Move down button to change the order of items on the menu.
- To delete an item, select it and click Delete.

5. Click the Button Format tab.
6. Select one of the three formats. An example of each format is shown on the left of the dialog.
7. Click OK.
8. To change the items included on the Go Menu or the button format, use the Go Menu Properties palette.

You can add an action to an object using the Actions tab. See Building Dynamic Pages.

Adding Pictures That Roll Over

You can use the Picture Rollover component to create JavaScript rollovers for any image on your site. Because this component uses JavaScript, the colors of your images are not compromised.

To view a rollover picture, site visitors must use Netscape Navigator 3.x or 4.x or Microsoft Internet Explorer 3.x or 4.x. You can also create rollovers for any image using NetObjects Fusion actions; however, this only works in Netscape Navigator 4.x or Microsoft Internet Explorer 4.x.

To add pictures that roll over:

1.  In Page view, select the Picture Rollover tool from the Components toolbar.
2. Draw a box on the page where you want to locate the pictures.
   A picture placeholder appears on your page, and the Picture Rollover Properties palette appears.
3. To specify the first image to display, double-click the Initial image row, select the image from the Picture File Open dialog, and click Open.

   The Picture Rollover Properties palette changes and displays two new rows—Mouse over image and Mouse out image.
4. To specify the image to display when the mouse pointer moves over the image, double-click the Mouse over image row, select the image from the Picture File Open dialog, and click Open.
5. To specify which image to display when the site visitor moves the mouse pointer off the picture, double-click the Mouse out image row, select the image from the Picture File Open dialog, and click Open.
6. To link the image to a specific URL, double-click the Link URL row.

   The Link dialog appears. Because the entire image is treated as one object, you can link it to another page, file, smart link, or external link, such as another site. See Creating Links.
7. Create the link for the image and click Link.

   The details of the link appear in the right column of the button row.

You can add an action to an object using the Actions tab. See Building Dynamic Pages.

Adding Rotating Pictures

You can use the Rotating Picture component to display different pictures in succession in the same place on the page. For example, you could rotate among several images that advertise new products or current sale items.

To add a rotating picture, you specify the image to display and the number of seconds to pause before displaying the next picture in the sequence. You can also assign a link to each picture.

NetObjects Fusion supports the most popular graphics formats used on the Web, including **.gif** and **.jpeg**. See Choosing an Image Format.

To add pictures that rotate and set their properties:

1.  In Page view, select the Rotating Picture tool from the Components toolbar.
2. Draw a box on the page to indicate where you want to place the picture.
   A rotating picture placeholder appears on the page, and the Rotating Picture Properties palette appears.
3. To set the number of seconds each picture is displayed before moving to the next one, click the Pause Time (Seconds) row, specify the number of seconds, and click the check mark.
4. To set the number of different images to display in the rotating picture, double-click the Number of Images row, specify the number of images, and click the check mark.

   You can display up to 50 images for your rotating pictures. An Image row and URL for Image row for each image you specified appears.

   Note: The images you select for rotating pictures are resized to the size of the first image you select. For best results, use images that are the same size.

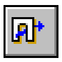
5. Double-click an Image row, select an image file from the Picture File Open dialog, and click Open.
6. To create a link for this image, double-click the image's URL for Image row, then in the Link dialog select the type of link. See Creating Links.
7. Specify the appropriate information for the link and click Link.
8. Repeat steps 5 through 7 for each image.

You can add an action to an object using the Actions tab. See Building Dynamic Pages.

Directing Visitors to a Browser-Specific Page

The Screen Door component detects the visitor's browser type and redirects the visitor to a page targeted for that specific browser. You can choose Netscape Navigator 4.0 and up, Microsoft Internet Explorer 4.0 and up, Netscape Navigator 3.0, or Microsoft Internet Explorer 3.0. You select an image to represent the link on your page and then choose the specific pages to link to.

You can only include one Screen Door per page.

1.  In Page view, select the Screen Door tool from the Components toolbar.
2. Draw a box on the page where you want to place the Screen Door.
   A Screen Door placeholder appears on the page, and the Screen Door Properties palette appears.
3. Choose a Method.
   - **JavaScript (client)** works for all browsers except the few that do not support the META tag.
   - **ASP (server)** requires that your Web server is ASP compliant.
4. Choose to pause or not pause before redirecting a site visitor.
5. Set up appropriate links for the default page and for each individual browser type. See Creating Links.

You can add an action to an object using the Actions tab. See Building Dynamic Pages.

Adding a Site Map Button

Site Mapper is a Java navigation applet that site visitors can use to create an interactive map of a site. If your site is large, Site Mapper simplifies navigation by providing a detailed view of the site's levels. Using the site map, visitors can jump directly from page to page without using the page navigation controls.

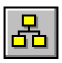
The Site Map button provides three ways for visitors to view the site:

- By structure, similar to Site view in NetObjects Fusion.
- In an outline view
- By searching for certain words

To add a Site Map button and set its properties:

1. In Page view, display the page where you want to add the Site Mapper component.

   If you place the Site Mapper component in a MasterBorder, any page can be displayed.

2.  Select the Site Mapper tool from the Components toolbar.
3. Draw a box on the page to indicate the location of the Site Map button.

   The Site Map button appears on the page, and the Site Mapper Properties palette appears.

4. To change the image displayed for the Site Map button, double-click the Image row, then select the image file you want from the Picture File Open dialog.

   The selected image appears on the page.

You can add an action to an object using the Actions tab. See Building Dynamic Pages.

Using Ticker Tape

Often, you want to announce a special promotion or event on your site. You can use the Ticker Tape component to add a scrolling message to a page and set the colors and speed used to display the message.

To add a Ticker Tape display and set its properties:

1. 

In Page view, select the Ticker Tape tool from the Components toolbar.
2. Draw a rectangle to indicate the location of the Ticker Tape display. Make the rectangle the size you want for the message background.

   The Ticker Tape placeholder appears on the page, and the Ticker Tape Properties palette appears.

3. To display multiple messages in the Ticker Tape display, double-click the Number of Messages row, enter the number, and click the check mark.

   You can specify up to 50 messages. A new Text for Message and URL for Message row appears for each message you specified.

4. Click the Text for Message row, and type the message in the Ticker Tape text entry field. Click the check mark.
5. Double-click the URL for Message row.

   The Link dialog appears. See Creating Links.

6. Create the link for this message and click Link.
7. Repeat steps 4 through 6 for each message in the Ticker Tape display.
8. Click the Speed row, and specify the scrolling speed (1 to 50) of the message.

   Specify a higher number to make the message scroll faster; a lower number to make the message scroll slower.

9. To set the frame, background, and LED colors, click the appropriate row, then select the color you want from the drop-down list.

- **Frame Color** determines the border color of the Ticker Tape display. The default is gray.
- **Background Color** determines the background color of the Ticker Tape display. The default is black.
- **LED Color** determines the color of the message text. The default is green.

You can add an action to an object using the Actions tab. See Building Dynamic Pages.

Adding Time Based Pictures

You can use the Time Based Picture component to display different pictures at the same location on your page at different times. You select the image to display and specify the hour at which to display it. The browser automatically displays the picture at the specified time. The picture remains on the page until it is time for the next picture to be displayed.

NetObjects Fusion supports the most popular graphics formats used on the Web, including **.gif** and **.jpeg**. See Choosing an Image Format.

To add time based pictures and set the properties:

1.  In Page view, select the Time Based Picture tool from the Components toolbar.
2. Draw a box on the page where you want to locate the picture.
   A picture placeholder appears on your page, and the Time Based Picture Properties palette appears.
3. Click the Number of Images row and specify the number of images you want to rotate.

   You can use up to 24 images. NetObjects Fusion adds an Image, Start Time for Image, and URL for Image row for each image.
4. To select an image, double-click the Image row, select the image from the Picture File Open dialog, and click Open.
5. Double-click the URL for Image row, then select the type of link.

   See Creating Links.
6. Specify the link information and click Link.
7. Click the Start Time for Image row and select a starting time from the drop-down list.

   The start time determines when the image is displayed on your site. You can select one-hour increments from 12 a.m. to 12 p.m. The image is displayed until the next image’s starting time. Be sure images have consecutive starting times.
8. Repeat steps 4 through 7 for each image you add.

You can add an action to an object using the Actions tab. See Building Dynamic Pages.

Data Publishing

NetObjects Fusion makes it easy to publish information such as employee directories, product and service catalogs, and event schedules. You can enter, manage, and store this information as records either in your NetObjects Fusion site, or in an external application such as a database or spreadsheet.

To publish the data, you specify its source and create a layout for the pages that will display it. NetObjects Fusion uses your Layout to create a separate page for each record, and can automatically provide site visitors with buttons to navigate between them.

Static and Dynamic Data Publishing

NetObjects Fusion supports two kinds of data publishing: static and dynamic.

- **Static data publishing** takes any kind of data—text, pictures, multimedia files, and so on—from a database or spreadsheet. NetObjects Fusion publishes the data on your site, where it remains unchanged—static—until the source data is changed and the site is re-published. Static data publishing, which is the focus of this chapter, uses data objects that derive data from internal or external sources.
- **Dynamic data publishing** makes it possible to refresh the data each time a visitor goes to the site. When the browser requests the data, it is assembled on the spot; it does not depend on re-publishing the site.

  Dynamic data publishing requires third-party components. To learn how to use the third-party data publishing components included with NetObjects Fusion 4.0, see *Building Business Web Sites*. Third-party publishers regularly release new components for NetObjects Fusion. For the latest information, visit the NetObjects Web site at **www.netobjects.com**. To purchase additional third-party components, visit the NetObjects online store.

Storing Data with NetObjects Fusion

Using the data publishing capabilities of NetObjects Fusion, you can store text and pictures in a database internal to your site, or import data from external sources such as Microsoft Excel, Access, and ODBC databases. In both cases, NetObjects Fusion publishes your data in standard HTML pages. This makes it easy to add listings, such as product and service catalogs, employee directories, and event schedules to your site.

You use the following objects when you publish data in NetObjects Fusion:

- **Data objects.** A *data object* is a collection of data fields that define what data will be published. Creating a data object is the essential first step in adding internal or external data to your site. The data object becomes an asset of your site. When you reference records internally, you must specify the data fields you want to store. When you store records from external data, NetObjects Fusion includes all fields available in the source.
- **Data fields.** Defined in the data object, *data fields* appear on stacked pages and are the containers for the data in your site. You can arrange and label data fields; the arrangement appears on all stacked pages.
- **Data lists.** The *data list* appears on the parent page of the stacked pages that contain the actual data. The data list functions as a table of contents for the internal or external data in your site. You select the fields you want to display as column headers in the list. The field data from either the internal or external source populates the data list when you publish.
- **Stacked pages.** Each record in your database appears on a separate *stacked page* below the page containing the data list. Stacked pages are not siblings of each other, but instead are iterations of the same page, containing the fields defined in your data object.

For example, you could publish a backpack catalog on your site with a record for each backpack. Each row in the data list lets the site visitor navigate to the stacked page that contains the corresponding backpack's description, photo, and price.

To create the backpack catalog, your first step is to create a backpack data object. You can define a data object once and use it in different filtered data lists. For example, you can create one data list of all the backpacks in your database. With the same data object, you can create additional data lists of internal frame backpacks, external frame backpacks, frameless backpacks, and so on.

If you create a data object from an external source—for example, from a Microsoft Access database—and then update or change the external source, you must republish the site to update the data. For example, suppose your backpack data object referenced 50 records originally and the external database is increased with 25 new records. After you republish your site, the data object references 75 records, the backpack data list contains 75 rows, and there are 75 stacked pages.

After you create a data list on a page, NetObjects Fusion generates the first stacked page. You create the Layout of how all stacked pages look on the first stacked page. When you create the Layout of the first stacked page, the remaining stacked pages automatically inherit the same Layout. The following illustration shows how the data list page and its child stacked pages appear in Site view.

Publishing Data

In general, when you work with data publishing, you follow this process:

1. Create a data object.
2. Create a data list.
3. Design a set of stacked pages.

When you create a data list, you create the stacked page for the data object. On this stacked page you create the Layout to be used for all the pages in the stack, including the field data you want to display on the page.

- If you are storing data internally, you enter the field data on the stacked page itself.
- If you are using an external source, the field data is drawn from the external database, spreadsheet, or ASCII text file.

When you use the Data List tool in Page view, you can perform all three tasks within the Data Publishing dialog.

Creating a Data Object

You can create two types of data objects:

- **Internal data objects** reference simple text, formatted text, and picture data fields stored within your site.
- **External data objects** import simple text fields from a data field created in a program other than NetObjects Fusion. External data sources include external databases, spreadsheets, and ASCII text files. Use external data if your database is maintained by others who do not use NetObjects Fusion, if you have large quantities of data, or if the data is frequently updated.

Note: Importing external data takes a single table from a database or a single worksheet from a program such as Microsoft Excel; it does not import the entire database.

The tools for creating the two data object types appear on the Data tools flyout on the Advanced toolbar. Use the New External Data Source tool to create a data object for external data; use the Data List tool to create a data object for internal data. After you create an internal data object, use the Data Field tool to add data fields to the stacked pages.

Creating a Data Object for Internal Data

Internal data is records and fields stored within your site. You enter internal data directly into a stacked page by typing text or numbers and by placing pictures.

You can create a data object in Page view or in Assets view. If you create a data object in Page view, you can immediately create stacked pages and start entering data. If you create a data object in Assets view, you must return to Page view to create a data list and stacked pages.

To create a new internal data object:

1. Display the Data Object dialog:

 In Page view, select the Data List tool from the Advanced toolbar, and draw a rectangle on the page. In the Data Publishing dialog, click the New button.

- In Assets view, click the Data Objects tab and then click the New button on the control bar.

2. Select Internal and enter a name for the data object and comments about it.

   NetObjects Fusion uses the data object name in the list of data objects in the Data Publishing dialog and in Assets view.

3. Click the plus (+) button to add a field. Fields define the kind of data you can enter.
4. In the Data Field dialog, type the field name and select a data type for the field.

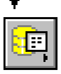
- **Formatted Text.** Characters in these fields can be formatted individually. Formatted text fields can contain paragraph breaks and line breaks and can exceed 255 characters. You cannot sort on formatted text fields.
- **Simple Text.** All characters in these fields share the same formatting characteristics. Simple text fields cannot contain paragraph breaks or line breaks and cannot exceed 255 characters. You can sort on simple text fields.
- **Image File.** These fields can contain an image in one of these formats: **.bmp**, **.gif** (animated, embedded, interlaced), **.jpg**, **.pct**, **.pcx**, **.png**, **.psd**, **.tga**, or **.tif**. You can sort on image file fields. NetObjects Fusion uses the file names to sort the image files.

Note: Take special care as you define fields. Once you click OK in the Data Field dialog, you cannot delete the field from the data object.

5. Click OK.
6. Repeat steps 3, 4, and 5 to add fields.
7. When you are done, click OK in the Data Object dialog.

The data object is now an asset of your site, and you can continue as follows:

- If you're working in Page view, the Data Publishing dialog is still open. You can select fields and format the data list as described in Creating a Data List, and lay out your stacked pages as described in Creating Stacked Pages.
- If you're in Assets view, go to Page view, select the Data List tool

 from the Advanced toolbar, and draw a rectangle on the page. In the Data Publishing dialog, select the newly created data object from the drop-down list. Select fields and format the data list as described in Creating a Data List, and lay out your stacked pages as described in Creating Stacked Pages.

Changing an Internal Data Field Name

1. Go to Assets view.
2. Click the Data Objects tab.
3. Double-click the data object name.
4. In the Fields list of the Data Object dialog, double-click the name of the field you want to rename.
5. In the Data Field dialog, type a new name in the Name field and click OK.
6. Click OK.

Creating a Data Object for External Data

External data exists in local desktop databases or in ODBC data sources. To make this data available to your site, you must choose an appropriate driver. NetObjects Fusion uses two types of drivers to access external data:

- **Indexed Sequential Access Method (ISAM) drivers** draw data from desktop databases, such as Microsoft Access, Paradox¨, dBASE¨, Microsoft FoxPro¨, Microsoft Excel, or delimited text files.
- **Open Data Base Connectivity (ODBC) drivers** draw data from Structured Query Language (SQL) data sources, such as Oracle and Sybase data files.

A data source is either:

- an ISAM driver plus a source data file
- an ODBC data source, which is an ODBC driver bound to a database

If your system includes both types of drivers for your application, use the ISAM driver, which is faster. In addition, selecting an ISAM driver takes fewer steps.

NetObjects Fusion automatically imports all the fields available in the external database file. If a simple text field contains a valid path to an image file, NetObjects Fusion asks if you want to make the field an image field. Before you add an external data object, make sure you have all the necessary fields. You cannot add fields once you create the external data object.

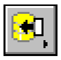
Note: NetObjects Fusion Connector for Allaire Cold Fusion and NetObjects Fusion Connector for Microsoft Active Server Pages support dynamic data publishing.

Creating an External Data Object from a Desktop Database

You can draw data from desktop databases such as Microsoft Access, Paradox, dBASE, Microsoft Fox Pro, Microsoft Excel, or from delimited text files. Your system must include an ISAM driver appropriate for your source. ISAM drivers are automatically installed with most desktop databases.

To create an external data object from a desktop database:

1. Display the Data Source Type dialog:

 In Page View, select the New External Data Source tool from the Advanced toolbar, and draw a rectangle on the page.
- In Assets view, click the Data Objects tab, and then click New on the control bar. In the Data Object dialog, select External and then click the Source button.

2. Select the data file type from the drop-down list.

   NetObjects Fusion always lists the Microsoft Access Driver. Additional data types are available if ISAM drivers are installed. ISAM drivers are automatically installed when you install Microsoft FoxPro, Microsoft Visual FoxPro, Paradox, Microsoft Excel, or dBASE.

   Note: If the data is in Microsoft Excel 97 Workbook format, use an ODBC driver. See Creating an External Data Object from a SQL Data Source.

3. Click the Browse button, locate the database, and open it.

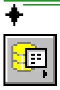
   When you click Browse, the Open dialog shows the database files available for the selected file type. If the file you select is a multiple-file database or a spreadsheet with multiple tabs, the Select dialog appears.

4. Select the file or tab you want to use and click OK.
5. If a simple text field contains a valid windows path to an image file, choose to make it a text field or an image field.

   NetObjects Fusion creates the data object and makes it an asset of your site. The data object contains all fields in the external source, and takes the name of the selected file or tab.

The data object is now an asset of your site, and you can continue as follows:

- If you're working in Page view, the Data Publishing dialog opens or it might still be open. You can select fields and format the data list as described in Creating a Data List, and lay out your stacked pages as described in Creating Stacked Pages.
- If you're in Assets view, go to Page view, select the Data List tool

 from the Advanced toolbar, and draw a rectangle on the page. In the Data Publishing dialog, select the newly created data object from the drop-down list. Select fields and format the data list as described in Creating a Data List, and lay out your stacked pages as described in Creating Stacked Pages.

Creating an External Data Object from a SQL Data Source

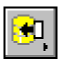
This section describes how you use an Open Data Base Connectivity (ODBC) driver to draw data from a Structured Query Language (SQL) data source, such as an Oracle data file.

Before you can choose an ODBC data source, you must specifically create the data source by binding your data file to a driver. You can do this in the Windows ODBC Data Source Administrator, found in the Control Panel as 32bit ODBC. After you create the ODBC data source, you can select it in NetObjects Fusion.

If you use MS Office or MS Office Professional, you might already have a set of ODBC drivers installed on your system. If you do not use those products, contact Microsoft for information.

To create a data object from a SQL data source:

1. Display the Data Source Type dialog:

 In Page view, select the New External Data Source tool from the Advanced Tools toolbar, and draw a rectangle on the page.

- In Assets view, click the Data Objects tab, and then click New on the control bar. The Data Object dialog appears. Select External and then click the Source button.

2. Click ODBC and then click the Select button.

   The Select Data Source dialog appears. It displays all the ODBC data sources stored on your computer. You can select an existing data source, or you can create a new data source.

To create a new data source:

- Click New in the Select Data Source dialog, and then follow the steps in the Windows Create New Data Source wizard.

To select an existing ODBC source on your system, you can use the File Data Source tab or the Machine Data Source tab:

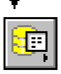
- File Data Source. Select from the list of data sources and click OK.
- Machine Data Source. Select from the Data Source Name list and click OK. Depending on the data source type you choose, the Select Workbook or Select Database dialog appears. Follow these steps:
- Select a file in the dialog and click OK.
- If the source refers to a multiple-file database or a spreadsheet with multiple tabs, the Select dialog appears. Select the file or tab and click OK.

  NetObjects Fusion creates the data object, gives it the name of the selected file or tab, and imports its fields as simple text fields.

If a simple text field contains a valid path to an image file, you can choose to make it a text field or an image field.

The data object is now an asset of your site, and you can continue as follows:

- If you're working in Page view, the Data Publishing dialog is still open. You can select fields and format the data list as described in Creating a Data List, and lay out your stacked pages as described in Creating Stacked Pages.
- If you're in Assets view, go to Page view, select the Data List tool

 from the Advanced toolbar, and draw a rectangle on the page. In the Data Publishing dialog, select the newly created data object from the drop-down list. Select fields and format the data list as described in Creating a Data List, and lay out your stacked pages as described in Creating Stacked Pages.

Creating a Data List

Once you create a data object, you can create a data list on any page. You create a data list and a set of stacked pages at the same time. NetObjects Fusion automatically includes linked data list icons in the first column in the data list. The data list thus acts as a table of contents—each row contains data for, and is linked to, a single stacked page.

To create a data list:

1. In Page view, display the page on which you want to place the data list.
2. Select the Data List tool from the Advanced toolbar and draw a rectangle in the Layout area.

   The Data Publishing dialog appears. Select the data object you want to use for this data list.

   The fields in the selected data object are listed.
3. Choose a sort field from the drop-down list. For internal data objects, you can only sort on simple text or image fields.

   Records are sorted in ascending order.
4. To filter the data, click the Set button. You can use simple text fields to filter the data.

   The Filter dialog appears. By default, all available records in the data list and on stacked pages appear. You can set up a filter to select a subset of the available records to display. You can create selection criteria that isolate exactly the records you want to appear in your data list.
5. Enter your selection criteria and click OK.

   If you do not use all three lines, choose end from the drop-down list at the end of the last line you use.
6. In the Data List area of the Data Publishing dialog, enter a name for the data list.
7. In the Fields list, select fields to include in the data list by clicking the check boxes to the left of the fields.

   As a shortcut, you can click the Add All button, which marks all fields for display. Typically, however, you display only a subset of fields in the data list and display all fields on stacked pages.
8. To link a field to its stacked page, select the field in the Data Publishing dialog and click the Link/Unlink button.

   A data list automatically includes at the left of each row a navigation button that links to the record's stacked page. When you link a field, your site visitor can click either the button or the linked field to jump to the record's stacked page.
9. To change the order in which fields appear left to right in the data list, click a field and then click the up and down arrow buttons.

   Continue to select fields and press the up and down arrow buttons until the list is in the order you want.
10. Set the Stacked Page options:

- **Display all fields** places all fields available in the data object in a simple layout when NetObjects Fusion creates the first stacked page. Use this shortcut to avoid placing fields individually as described in Designing the Stacked Page Layout.
- **Add navigation buttons** creates smart links to navigation buttons (next/previous/up) when NetObjects Fusion creates the first stacked page. Use this shortcut so you don't have to create these buttons as described in Adding Navigation Buttons to Stacked Pages.

  The images used for these buttons—**SPNavLeft.gif**, **SPNavRight.gif**, and **SPNavUp.gif**—are in the **NetObjects Fusion 4.0\NetObjects System** folder.

11. Click OK.

    The data list placeholder appears. Its column heads are the names of the fields you selected for display, and a data list button appears at the left of the first row. NetObjects Fusion populates the data list only when you preview or publish the page. Data never appears in the data list in Page view.
12. Set the Data List properties.

Adjust the settings to change the bullet type, background color, border size, spacing of data, and column title display. Drag the column heading borders to adjust column width.

When you are satisfied with the appearance of the data list, create a layout for the stacked pages as described in Designing the Stacked Page Layout.

Creating Stacked Pages

Stacked pages correspond to records in a database. When you store information internally in NetObjects Fusion, you enter data for one record on each stacked page. If you are drawing information from an external data file, each stacked page automatically displays information from a record.

Note: You can add or delete stacked pages for internal data as described in Adding a Stacked Page for Internal Data. To add or delete records for external data, you must make the changes in your external database or spreadsheet and then republish the site.

Designing the Stacked Page Layout

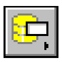
The stacked page Layout determines the appearance of all the stacked pages. Data fields and non-data objects (text, pictures, or other assets) added to the stacked page Layout are repeated across all the stacked pages. Layout changes you make to any stacked page are automatically applied to all pages in the stack.

If you did not select any stacked page options when you created your data list, your stacked page Layout is blank. You can add text and graphic objects to this page, just like any other page. The key items to be added, however, are the data fields you defined in the data object.

To design stacked pages:

1. Go to Site view or use the Site Navigation window in Page view to navigate to the first stacked page.

   If you are working with external data, the control bar indicates this is 1 of as many records as were imported from the external source. If you are working with an internal data object, it indicates this is 0 of 0 because you have not created any records.

2.  In Page view, select the Data Field tool from the Advanced toolbar, and draw a rectangle in the Layout area of the stacked page. The dashed rectangle represents the first field you are adding.

   The Data Field dialog appears. The fields available on the Name drop-down list are in the data object you selected in the Data Publishing dialog when you created the stacked pages.

3. Select a field and click OK.

- If you are using external data, NetObjects Fusion displays simple text field data from the first record in the data file.
- If you are using internal data and selected an image file field, the field area is marked with an X. After you create a new record, you can double-click the X to open the Picture File Open dialog, select the file, and then click OK.
- If you are using internal data and selected a simple or formatted internal text field, NetObjects Fusion displays a blank field. Simple text fields allow only one line of information and no character formatting. Formatted text fields allow multiple lines of information and character formatting. See Adding a Stacked Page for Internal Data.

4. Drag the field to the location you want on the stacked pages.

5. Place additional data fields. Add text blocks to label your fields, lines, and other graphics until you are satisfied with the Layout.

6. Use the Data Field Properties to set the background and other options for the current data field.

7. Do one of the following:

- If you are using external data, your stacked pages are already created. You can use the Next and Previous buttons on the control bar to scroll though all pages in the stack.
- If you are using internal data, add records as described in Adding a Stacked Page for Internal Data. You cannot enter data until you add a record to contain it.

Adding Navigation Buttons to Stacked Pages

Next and Previous buttons simplify navigation between stacked pages. You can automatically add navigation buttons when creating your data list as described in Creating a Data List, or you can create custom navigation aids by drawing or importing buttons, as described here.

To add navigation buttons for stacked pages:

1. In Page view, on one of the stacked pages, add an object to serve as a button.

   You can place text, draw a button using the Draw tool, or import an image using the Picture tool. If you copied the **\Extras** folder from the NetObjects Fusion CD, look for the pictures designed to be used as page navigation buttons.

2. Select the object.
3. Click Link on the object's Properties palette.
4. In the Link dialog, click the Smart Link tab.
5. Select Next Stacked Page or Previous Stacked Page, and then click Link.

Adding a Stacked Page for Internal Data

To add a new record to internal data, you create a new stacked page. Each new stacked page has the same layout of data fields and non-data objects as all the others in the stack.

You can create as many new stacked pages as you want. For each new stacked page, NetObjects Fusion adds a row to the data list on the data list page. You can delete stacked pages for internal data whenever you want.

Note: You cannot add or delete stacked pages associated with an external data object. To add or delete records when data is stored externally, you must update your external database or spreadsheet application and re-publish your site.

To add internal data stacked pages:

- In Page view, on the first stacked page, click the plus (+) button on the control bar.

  A stacked page with blank data fields appears. The counter on the navigation bar indicates the new total of records in the stack.

Deleting a Stacked Page

To delete the current stacked page of an internal data object:

- In Page view, click the minus (-) button on the control bar and click Yes to confirm deletion.

Adding Text and Images to Stacked Pages

When a stacked page displays data from an internal data object, you can enter text and add pictures in fields on the stacked page. You cannot edit text on stacked pages that reference external data.

To enter text in a text field:

- Double-click the field.

  A dotted outline with hollow handles highlights the field, and an insertion point appears inside. Type the text you want, then click outside the field to deselect it.

To add an image in an image file field:

- Double-click the field and select the image you want in the dialog that appears.

After you add data to the stacked pages, the data list can display it. Preview the data list page to see how it will look in your browser.

Deleting a Data Object

If you created stacked pages for the data object, you must delete the stacked pages and any data lists before you can delete the data object.

1. Go to Site view and select the stacked pages.
2. Press Delete, and click Yes to confirm.
3. Go to Page view, select the data list, and press Delete.
4. Go to Assets view.
5. Click the Data Objects tab.
6. Select the data object and press Delete.
7. Click Yes to confirm the deletion.

Referencing and Editing External HTML

In addition to content you create and maintain in Page view, your site might also include pages that require special, hand-coded HTML. Instead of importing and converting this HTML, you can reference HTML files externally and place them anywhere in your site. NetObjects Fusion doesn't parse the HTML when it publishes your site, ensuring that your HTML is kept pure.

You can manage external assets in Assets view, and apply a consistent look to the published pages by assigning a MasterBorder. You can edit referenced files using any HTML editor, such as Notepad, Allaire HomeSite, or NetObjects ScriptBuilder. To set a default HTML editor, see Setting General Preferences.

Note: You can reference files located on a hard disk or LAN, but not from a remote Web server. Also, <A HREF> links in the original HTML files should point to other HTML files and anchors within those files, using relative rather than absolute path names. See Managing Referenced Assets for information.

Referencing HTML from Site View

You can reference an entire site or section of a site from Site view. For example, you might reference an existing site you want to manage with NetObjects Fusion now and import later. Or, you can reference files you prefer to maintain in their native code.

Note: For links to work between the HTML files you reference, use relative path names in the original <A HREF> tags, keep all HTML files in the same directory, and publish files using the same directory structure as the original site. See Managing Referenced Assets for information.

When you reference HTML from Site view, NetObjects Fusion publishes the <HEAD> content from the original files, along with <HEAD> content it generates.

1. In Site view, select the page to be the parent of the pages you reference.
2. From the File menu, choose Reference External HTML.
3. In the Reference External HTML dialog, click Browse.
4. In the Open dialog, select the top-level HTML file you want to reference, and click Open to return to the Reference External HTML dialog.
5. Choose which files to reference, and assign a MasterBorder.

- **Assign MasterBorder.** Choose a MasterBorder from this drop-down list. Each HTML file you reference occupies the Layout area of a page, while the MasterBorder gives pages the consistent look of your site. To display external content with its original look, choose ZeroMargins.

  Note: If any external HTML you're referencing contains frames, you must choose the ZeroMargins MasterBorder.

- **Limit number of pages to.** You can select this option to enter a number of files to reference. NetObjects Fusion begins with the Home page you select and stops referencing when it reaches the end of the site or the number of pages entered here.
- **Down to structural level.** Select this option to enter how many levels of your site structure to reference. NetObjects Fusion references as many pages as possible at a higher level before going to a lower level.
- **Do not manage or move assets.** If you select this option, NetObjects Fusion doesn't copy external assets into Assets view. Do this if you prefer that path names in the published HTML not be edited from your native code. However, you then have to manage images and other assets yourself. See Publishing Unmanaged Assets.

6. Click OK.

The referenced files appear in Site view, where you can rename them just like other pages. You can keep track of what part of your site is externally referenced using the View tab on the Properties palette to assign a different color to the referenced pages' icons.

Referencing HTML from Page View

You can reference an external HTML file as the Layout area of a page from Page view, and incorporate the file's <HEAD> content—for example, to include existing META tag keywords or JavaScript definitions.

1. Create a page in Site view.
2. In Page view, from the File menu, choose Reference External HTML Page.
3. In the Reference External HTML Page dialog, click Browse.
4. In the Open dialog, select the external file you want to reference, and click Open to return to the Reference External HTML Page dialog.

   If the file is already referenced elsewhere in the site, avoid creating a duplicate asset by clicking the HTML Assets tab and selecting the file from there.

5. Choose whether to import the referenced file's <HEAD> content and manage external assets.

- **Import <HEAD>.** Select this option to publish the external HTML file's <HEAD> content. Choose Append to Current <HEAD> to add external <HEAD> content to what NetObjects Fusion generates, or choose Replace Current <HEAD> to publish only the external file's <HEAD> content.

Caution: Don't select Replace Current <HEAD> if the page contains actions or is being published using the CSSP+Layers, CSSP, or Layers HTML output options. NetObjects Fusion generates <HEAD> content these options require.

- **Do not manage or move assets.** If you select this option, NetObjects Fusion doesn't copy any external assets into Assets view. Do this if you prefer that path names in the published HTML not be edited from your native code. However, you then have to manage images and other assets yourself. See Publishing Unmanaged Assets.

6. Click OK.

In Page view, a placeholder for the referenced HTML fills the Layout area.

Double-click the referenced Layout area to edit the referenced HTML. To choose a default editor, see Setting General Preferences.

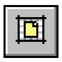
Referencing HTML as an Object

You can reference an external file as an individual object on a page. Reference an ad banner, for example, an applet created by a Java generator such as NetObjects BeanBuilder, or any other object requiring special code.

You can even reference several external files on a page. For example, you might construct a front page for a company newsletter that includes a slot for each of several externally maintained story leads.

As when you reference HTML as a Layout area, you can incorporate each file's <HEAD> tags and script definitions to include existing META tag and script definitions.

To reference HTML as an object:

1.  In Page view, choose the External HTML tool from the Advanced toolbar.
2. Draw a box where you want the referenced content to appear.
   Put the box in the Layout area to publish the content on one page, or in the MasterBorder to publish it in the border of several pages.
3. In the Reference External HTML Page dialog, click Browse, select the external file you want to reference, and choose whether to import the file's <HEAD> content and manage external assets, as described in Referencing HTML from Page View.
4. Click OK.

A placeholder for the referenced HTML file fills the box. Preview the page to see the object. If necessary, go back and adjust the box's position in Page view to get the spacing you want. As with other objects, you can drag a referenced object around the page, drag it inside other objects, or even layer it.

Double-click the referenced HTML placeholder to edit the referenced HTML. To choose a default editor, see Setting General Preferences.

Toggling Referenced Layouts and Objects

You can convert a referenced layout into an object; for example, to add other objects to the Layout area. Or conversely, size a referenced object to fill the Layout area. Use the Size to Layout option on the External HTML Properties palette.

1. In Page view, click in the referenced Layout area or object you want to resize.
2. Click the General tab on the External HTML Properties palette.
3. Select or clear Size to Layout.

   Clearing this option adds resize handles to a referenced Layout area, so you can resize it, move it, and add other objects. Selecting the option removes resize handles from an object, which fills the Layout.

Note: Avoid sizing a referenced object to a Layout if there are other objects in the Layout area. You might get unexpected results in some browsers.

Managing Referenced Assets

When you reference an external HTML file, NetObjects Fusion lists the HTML file in Assets view. Unless you choose otherwise, it imports into Assets view pictures, applets, media, and most other external assets the file references.

You can move external assets around in your directory structure in Publish view while maintaining paths. When you publish, NetObjects Fusion edits paths to the assets so they can be found. For example, depending on your original and published directory structures, NetObjects Fusion might change the original HTML's **<IMG SRC="Images/Logo.gif">** to **<IMG SRC="../Index/Logo.gif">** in the published HTML.

However, NetObjects Fusion doesn't edit paths to other HTML files, or to <TARGET=> anchors within a file. For these links to be maintained, the path names in the original files must work as-is when you publish. The original <A HREF> tags must use relative rather than absolute path names; that is, use **<A HREF=".Index.html">** rather than **<A HREF="HTTP://www.your_original_domain.com/Index.html">**. And you must position external HTML files in your NetObjects Fusion directory structure so these original paths work. See Customizing Your Directory Structure.

In particular, NetObjects Fusion manages external assets referenced by these tags:

- <IMG SRC=>
- <A HREF=> to non-HTML assets, such as sound files
- <BODY BACKGROUND=>
- <EMBED SRC=>
- <BGSOUND SRC=>
- <SCRIPT SRC=>
- <INPUT SRC=>
- <APPLET CODE=>

Although NetObjects Fusion manages external applets that are assets of referenced HTML, it might not manage certain classes referenced by the applets. Look in Assets view to see if any classes you reference aren't listed. Then see Publishing Unmanaged Assets for information on getting these classes and other unmanaged assets to the **\Preview** folder or Web server.

Once an external asset is imported into Assets view, you can use it anywhere throughout your site. Deleting referenced HTML from your site removes its assets from Assets view unless they're in use elsewhere.

Publishing Native HTML

When you preview or publish referenced HTML, NetObjects Fusion copies the HTML from the original files to **.html** files it creates in the **\Preview** or publish folder. If managing external assets or including MasterBorders, NetObjects Fusion also adds its own code to the published HTML. Of course it never modifies your original files.

If you don't want HTML added to the original code when the site is published, you can choose these options in the Reference HTML dialog.

- When you reference from Site view, choose the ZeroMargins MasterBorder. NetObjects Fusion doesn't add MasterBorder information to the published HTML or impose a table structure.
- When you reference from Page view, choose Replace Current <HEAD> from the Import <HEAD> drop-down list. NetObjects Fusion publishes the original <HEAD> as-is, without adding HTML of its own.

  Don't do this if you're using actions on the page or publishing using the CSSP+Layers, CSSP, or Layers HTML output options.

- In either case, select Do not manage or move assets. NetObjects Fusion doesn't copy external assets into Assets view, so it doesn't edit path names in the published HTML. However, you have to publish images and other assets yourself. See Publishing Unmanaged Assets.
- Be sure Size to Layout is selected on the External HTML Properties palette.

Publishing Unmanaged Assets

If you choose not to manage assets when you reference external HTML files, you have to get external pictures, media files, applets, and other assets to the Web server yourself.

You can upload the files to the server from wherever they reside using an FTP utility. Or, use the New File Asset command to copy assets into Assets view so they will be published with the rest of the site.

1. In Assets view, from the Assets menu, choose New File Asset.
2. In the File dialog, click Browse in the dialog to open an external asset you want to publish, and type a name for the asset.

   For information about this dialog, see Adding a File Asset.

3. Select Always publish file in the dialog and click OK.

   This causes the file to be published, even though it's not listed as being in use.

4. In Publish view, position the asset in your directory structure so when it's published, it can be found by any HTML referencing it.

   Because paths to unmanaged assets aren't edited in the published HTML, you must position assets so the original paths will work. See Customizing Your Directory Structure.

Designing and Implementing Forms

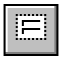
You can add forms to your site to collect information from site visitors; for example, to survey potential customers, conduct credit-card transactions, have customers register products, or otherwise process information visitors submit.

Using forms, visitors can type in text fields, and select options using check boxes, radio buttons, and combo boxes. You can use the NetObjects Form Handler component to have responses posted in an email or copied to a text file on your Web server. Or, you can assign a Common Gateway Interface (CGI) script to further process responses, for example, by summarizing them on a confirmation page. If you use a CGI script, check with your server administrator or ISP for setup information.

You can also use JavaScript or Visual Basic routines with forms. See Working with HTML Directly. So you can test form features, sample forms are available in the **NetObjects Fusion 4.0\Templates** folder.

Creating a Form

With NetObjects Fusion, you can devote an entire Layout area to a detailed survey, or create one or more forms, each in a Layout Region, table, or text box. One form might log product registrations, for example, while another emails customer comments to a product manager. You can also add a form to the MasterBorder so it appears on several pages.

1.  In Page view, select the Form Area tool from the Standard toolbar, and draw a rectangle in the Layout area or MasterBorder.
2. In the Create Form dialog, select a type of form.

- **Create position-based form (Layout Region)** creates a form in a Layout Region that you can resize and drag anywhere on the page. When you add form objects, text boxes, and other objects to the Layout Region, you can freely position and align them, just as you position objects in a Layout area.
- **Create text-based form (Text box)** creates a form in a text box. Text you type and form objects you add appear sequentially inline, just as when you type. This is a good choice for forms that have a lot of text, where objects appear inline, or that have a simple layout, like a row of check boxes or single column of fields. A text box form typically generates less HTML when you publish than a Layout Region form.
- **Create form in a table** creates a table where you can line up form objects by inserting them in table cells. Each cell acts like a text box, where you type and add objects just as you add other objects to a table. You can only have one table for the entire form.

  If you define a Layout, Layout Region, or text box as a form, you can insert multiple tables to help align form objects.

- **Define Layout as a form (limits page to one form)** creates a single form on the page that occupies the entire Layout area.

3. Click OK.
4. Add fields, check boxes, and other objects to your form, along with images and other content, as described in Adding Objects to a Form.

You can also turn an existing Layout or object into a form. Click the Layout area, Layout Region, text box, or table, and select the form option on the Properties palette; for example, Text box is a form.

Adding Objects to a Form

You can add any standard form objects to a form, including single- and multiple-line text fields, check boxes, radio buttons, scrolling lists, and drop-down lists.

You add objects to a form using the Form toolbar. This toolbar appears when you first create the form, or you can open the toolbar from the View menu by choosing Toolbars, Form Tools.

Arrange and align the fields, check boxes, and other objects in a form, just as you would arrange objects in a Layout area, table, or text box. You must place form objects inside a form to make them work as part of the form. If you don't place form objects inside a form, a red warning icon appears in the form object.

To minimize the HTML generated by a Layout Region form, align its objects using the options on the Multi-Object Palette.

Browsers display form objects differently, so test your form on all the browsers and platforms you plan to support.

Note: If you publish pages containing forms using the CSSP+ Layers, CSSP, or Layers HTML output options, the forms don't display properly and form objects display warning icons in Page view.

Naming Form Objects

When you add objects to a form, you provide a name or argument for each object that is passed to the NetObjects Form Handler component or CGI script which processes responses. These names can be used to output or otherwise process the text typed in a field, or the state of each check box, radio button, or combo box.

If you're using the Form Handler component to output responses, you must name each form object with a sequential number, beginning with 1, and continuing with 2, 3, and so on. The exception to this sequential numbering is when you use radio buttons or check boxes in a form. See Adding Radio Buttons and Adding Check Boxes. Don't use text characters or punctuation, as in 1-TextField. For Form Handler information, see Submitting Responses as Plain Text.

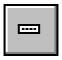
In addition to names, you can also provide a value to be sent when a site visitor selects a check box, radio button, or item in a combo box. For example, a check box named Yellow with a value of Yes might be sent to a CGI script as Yellow=Yes, depending on the script.

Actions you add with NetObjects Fusion can also use form object values to manipulate a site visitor's response. See Scripting Parameter Values.

If you're using a CGI script, you might need to coordinate the names and values you enter with those used in the script. Each CGI script has its own naming conventions, but in general, names cannot include spaces or punctuation. Check with your server administrator or ISP for information.

Adding a Single-Line Text Field

A single-line text field can accommodate just a few words, such as a name or phone number. After creating the form:

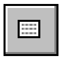
1.  In Page view, select the Forms Edit Field tool from the Form toolbar.
2. Draw a rectangle on the form.
3. On the Forms Edit Field Properties palette, set the Forms Edit Field properties.

- **Name.** Type the argument for this field that's passed to the CGI script processing the form. If you're using the Form Handler, use a number indicating the object's order in the output text.
- **Text.** Type text to appear in the field by default. This text is submitted as the response if the site visitor doesn't replace it.
- **Password field.** Select this option if the field is for sensitive information like a password or credit card number. Characters site visitors type are submitted to the script, but depending on the browser, visitors see asterisks, bullets, or nothing at all as they type.
- **Visible length.** Enter a number to define the number of characters visible in the field.
- **Max length.** Enter a number to define how many characters site visitors can enter in the field. When typing exceeds the field's visible width, text scrolls up to this number of characters.

4. To label the field, use the Text tool on the Standard toolbar.

Adding a Multiple-Line Text Field

To provide a place for long comments or descriptions, you can add a multiple-line text field. Site visitors can type as much as they want, and text scrolls as necessary. After creating the form:

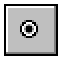
1.  In Page view, select the Forms Multi-Line tool from the Form toolbar.
2. Draw a rectangle on the form.
3. Set the Forms Multi-Line properties.

- **Name.** Type the argument for this field that's passed to the CGI script processing the form. If you're using the Form Handler, use a number indicating the object's order in the output text.
- **Text.** Type text to appear in the field by default. This text is submitted as the response if the site visitor doesn't replace it.
- **Visible length.** Enter a number to define the width of the text box by specifying the number of characters visible in the field.
- **Visible height.** Enter a number to define the number of lines visible in the field.

4. To label the field, use the Text tool.

Adding Radio Buttons

Use radio buttons when you want site visitors to choose one option from a group. Clicking one radio button deselects all others in its group. After creating the form:

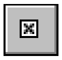
1.  In Page view, select the Radio Button tool from the Form toolbar.
2. Draw a rectangle on the form.
3. Set the Forms Radio Button properties.

- **Group name.** Type the argument for this group of buttons that's passed to the CGI script processing the form. This should be the same for all buttons in the group. If you're using the Form Handler, use a number indicating the buttons' order in the output text.
- **Value sent.** Type the argument passed for the button if the site visitor selects it. If you're using the Form Handler, and a visitor selects a button named Large in a group named 4, the output text might appear as 4=Large.
- **Default.** Choose either Selected or Not selected to set the button's initial state, which is returned as the response if the site visitor doesn't change it. Remember that only one radio button in a group can be selected at a time.

4. To label each radio button, use the Text tool.

Adding Check Boxes

You can provide check boxes for making one or more selections from a group of options, or to turn a single option on or off. Unlike radio buttons, any number of boxes in a group can be selected at the same time, or site visitors can leave them all unselected. After creating the form:

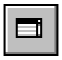
1.  In Page view, select the Forms Checkbox tool from the Form toolbar.
2. Draw a rectangle on the form.
3. Set the Forms Checkbox properties.

- **Name.** Type the argument for this check box that's passed to the script processing the form. If you're using the Form Handler, use a number indicating the box's order in the output text.
- **Value.** Type the argument passed for the box if the site visitor checks it. If you're using the Form Handler, and a visitor checks a box named 6 that has the value Email, the output text might appear as 6=Email. If the site visitor doesn't check it, no value is sent to the server.
- **Default.** Select either Checked or Unchecked to set the box's initial status, which is returned as the response if the site visitor doesn't change it.

4. To label each check box, use the Text tool.

Adding a Combo Box

If a long list of check boxes or radio buttons takes up too much space in your form, you can list options in a combo box. Use a scrolling list if you want site visitors to be able to select more than one option, which is a space-saving alternative to a group of check boxes. Or use a drop-down list for selecting only one option, which is an alternative to radio buttons. After creating the form:

1.  In Page view, select the Forms Combo Box tool from the Form toolbar.
2. Draw a rectangle on the form.
3. Set the Forms Combo Box properties.

- **Name.** Type the argument for this combo box that's passed to the script processing the form. If you're using the Form Handler, use a number indicating the combo box's order in the output text.
- **Type.** Select whether you want a drop-down list that displays one item at a time, or a list box that displays several items in a scrolling list.
- **Visible height.** For a list box, enter the number of visible lines in the box.
- **Allow multiple selections.** For a list box, select this option if you want site visitors to be able to select more than one item in the list.

4. To add items to the list, click the plus (+) button and, in the Enter Value dialog, type a name and the value passed to the script for the item.

- **Name.** Type the name passed for this item, which is also the name that appears in the list.
- **Value.** Type the value passed if the item is selected.
- **Selected by Default.** Check this option if you want this item initially selected. Unless you're creating a list box and you select Allow multiple selections, only one item in the list can be selected.

5. To label the list, use the Text tool.

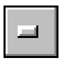
To remove items from the list, select the item and click the minus(-) button. Use the arrow buttons to rearrange the order of items in the list.

Adding Submit, Reset, and Custom Buttons

After adding objects for collecting data from site visitors, you must add a Submit button to send the data to your Web server. You can also supply a Reset button so visitors can clear the form and start over. And you can add a custom button that runs a script on the visitor's browser; for example, to calculate shipping for a purchase or to validate that the right information is entered in a field. To make the interaction with the server work, you can use the NetObjects Fusion Form Handler or specify a custom CGI script.

Note: If you're using the Form Handler component to send form responses in an email or to a text file, create your Submit button as described in Submitting Data to a Text File.

After creating the form:

1.  In Page view, select the Forms Button tool from the Form toolbar.
2. Draw a rectangle on the form.
3. Set the Forms Button properties.

- **Name.** Use the name your CGI script references.
- **Text.** Type the button label text in the field.
- **Image.** To use a picture as a label, select Image, click Browse, and choose an image file from the Picture File Open dialog.
- **Type.** Choose a button type:
- **Submit** creates a button that sends the site visitor's responses to the Form Handler or CGI script on the server.
- **Reset** creates a button that reverts to the form's initial settings.
- **Button** creates a custom button that runs the script you add using the HTML button.
- **HTML.** Opens the Object HTML dialog so you can add a script that runs when site visitors click the custom button. See Accessing an Object's HTML.

Submitting Responses as Plain Text

You can have responses submitted as plain text in an email or to a file on the Web server using the Form Handler component. When you use the Form Handler, you don't have to provide your own CGI script, the Form Handler provides it for you.

Note: Using the Form Handler component might require configuration of your Web server. To find out what's required, see the usage note at **www.netobjects.com**.

Submitting Data to a Text File

To use the Form Handler component to copy site visitors' responses to a text file on your Web server, use the component tool to create the form's Submit button. After creating the form:

1.  In Page view, select the Form Handler tool from the NetObjects Fusion Components toolbar, and draw a rectangle on the form.
2. Set the Form Handler properties.

- **Button Name.** Type another name for the button's label, or accept Submit.
- **Publish to.** From the drop-down list, choose the type of Web server you're publishing to: Windows, Mac, UNIX, or Email. If you chose Email, see Submitting Data in an Email.
- **Success URL.** Double-click this row and in the Link dialog, select the page to display when a visitor correctly completes the form. Click the Link button.
- **Error URL.** Double-click this row and in the Link dialog, select the page to display when submission fails, for example, if the visitor doesn't fill in a required field.
- **Output File.** Type a name for the file you want responses copied to. Do not specify a path.
- **Perl Path for UNIX.** If you're publishing to a UNIX server, type the path to the Perl application on the server. Perl 5 is required on the server.
- **CGI-Bin Directory.** Type the path to the directory on the Web server where the CGI scripts provided by Form Handler should be copied. This directory must be in the Publish to directory or lower in the directory hierarchy.
- **Abs. Storage Directory** (Windows only) or Storage Directory. Type the path to the directory on the server where you want the server to put the output file.
- **Required Fields.** For each field, choose whether a response is required (True) or not (False) for a submission to be successful. If you mark a field True, and visitors don't fill it in, they see the Error URL when they submit the form.

If any object in your form isn't listed in the Form Handler Properties palette, you might have named it incorrectly. See Naming Form Objects.

Submitting Data in an Email

You can also use the NetObjects Form Handler component to copy site visitors' responses into an email to any address you specify.

1.  In Page view, select the Form Handler tool from the Component toolbar, and draw a rectangle on the form for the Submit button.
2. On the Form Handler Properties palette, click the Publish to row and select Email.
3. Enter the email address, and relabel the button if you want.

- **Button Name.** To change the button's label, click in the Button Name row and type a name in the Form Handler text field.
- **Publish to.** Choose Email from the drop-down list if you have not already done so.
- **Email.** Click and type the email address to which responses will be sent.

Processing Data with a CGI Script

To process form responses other than by outputting text using the Form Handler component, use a custom CGI script. A CGI script is a program that controls a program on your Web server. Using a CGI script, you can format responses for a particular application, summarize them on a page that's returned to the site visitor, or do practically anything else with the data.

Note: Not all administrators let you install CGI scripts on their servers. Some provide standard CGI scripts for you to use, and a few don't support CGI at all.

1. In Page view, click anywhere in the form except on a form object.
2. On the Properties palette, click the Settings button.

   For a text box form, look for the Settings button on the Text Box tab. For other forms, look on the General tab.
3. In the Form Settings dialog, specify:

- **Form Name.** Type an arbitrary name for the form. This is required by some browsers.
- **Action.** Type the URL to the CGI script on a server. If the CGI script is already on the server, enter its URL here; for example:

  http://www.host.com/myaccount/fusionproject/assets/cgi-bin/myscript.cgi

  ---

  Note: Normally, NetObjects Fusion publishes custom CGI scripts to the cgi-bin directory specified in Publish view. If your server's configuration requires publishing scripts somewhere else, you must use the Advanced Settings dialog in Publish view to specify that location in the CGI script field. This applies only to custom CGI scripts, not to the Form Handler. See Creating Aliased Folders and Setting the CGI-Bin Directory.

  If the CGI script isn't already on the server but needs to be published along with your site's assets, click Browse and select the script file to be published from the Open dialog. This file appears in the Action field. NetObjects Fusion adds the file as an asset and puts it in the CGI bin directory.

  When visitors click Submit, the server executes the CGI script at this URL.

  Note: If the URL isn't to your server's cgi-bin folder, you also have to customize your site's published directory structure by renaming cgi-bin appropriately. See Customizing Your Directory Structure.

- **Method.** Choose a method for sending form data to the Web server:
- **Post**, which is the preferred method, sends data as a standard stream of name=value pairs, separated by an ampersand (&).
- **Get** sends data using environment variables. Use Get with care, as some servers truncate data sent via this method.
- **Encoding Type.** If your server requires data to be encoded in a particular format, such as MIME or BinHex, type the format here.

4. Click OK.

Adding Hidden Fields

If a CGI script is processing your form, you probably need to use hidden fields to pass additional information to it, such as which fields must be filled out to display the success page or where to return data once it's been processed. Site visitors don't see these fields, but the values are submitted to the script with form responses.

1. In Page view, click anywhere in the form except on a form object.
2. On the Properties palette, click the Settings button.

   For a text box form, look for the Settings button on the Text Box tab. For other forms, look on the General tab.

3. In the Form Settings dialog, add names and values for each hidden field in the Form Settings dialog.

- To add a field, click the plus (+) button, then enter a name and value for the field in the Enter Value dialog.
- To remove a field, select it and click the minus (-) button.
- To reorder fields in the list and define their order in the submitted data, select a field and click the up or down arrow.

4. Click OK.

If you're using the Form Handler component to process a form, don't enter hidden fields yourself. The Form Handler enters the fields it needs.

Working with HTML Directly

In addition to adding content, links, and DHTML actions to your site using NetObjects Fusion's tools, you can work directly with the code to insert HTML and scripts yourself. For example, you can add META tags to index your site for search engines, power content with JavaScript or Visual Basic routines, center pages throughout your site, or do whatever else you can when coding raw HTML. You can't edit the HTML that ultimately gets published, but you can add your own code virtually anywhere.

Before working with HTML directly, you should be familiar with HTML tags and page structure. If you're not familiar with HTML, you can still complete the tasks in Examples of Page and AutoFrame HTMLand Examples of Object HTML.

You can also insert code within link tags and add your own actions. See Adding HTML to a Linkand Customizing Default Actions.

Note: NetObjects Fusion doesn't verify HTML you add, so be sure to use valid syntax, enclosing scripts within <SCRIPT> and </SCRIPT> tags, and so on. Also, assets referenced in your HTML aren't managed in Assets view. If you move the HTML or its assets in your directory structure, edit paths in the HTML accordingly.

Accessing the Page's HTML

You can add HTML or script to the <HEAD> or <BODY> of the HTML NetObjects Fusion generates. First, select the area of the page you want to access—the Layout area to access the current page's HTML, or a MasterBorder to access the HTML of several pages. Then use the Page HTML dialog to add code between the <HEAD> tags, inside the <BODY> tag, or at the beginning of the <BODY>.

To find out how to add HTML or script to pages that use AutoFrames, see Accessing an AutoFrame's HTML.

1. In Page view, click in an empty spot in the Layout area or MasterBorder. To select a ZeroMargins MasterBorder, click outside the page.
2. Click the HTML button on the Properties palette.
3. In the Page HTML dialog, click a tab to indicate where in the HTML you want to add tags or script.

- **Between Head Tags.** Adds code to the <HEAD> content, inserting it just before the </HEAD> tag.
- **Inside Body Tag.** Adds code inside the <BODY> tag, as in **<BODY attribute=value>**, where **attribute=value** is your code.
- **Beginning of Body.** Adds code just below the <BODY> tag.

4. Enter your code on the tab.

   Your typing also appears in blue in the dialog's gray area, where you can preview its location in the HTML that gets generated.

   Note: To enter a tab character as part of the HTML, press Shift+Ctrl+Tab.

   You can click the Insert File button to insert contents of an HTML, script, or other text file. Click the Insert Field button to insert a field. See Managing Variables.

5. Click OK.

Preview the site to test your code, and view the source from your browser to see the resulting HTML. To edit your code, open the Page HTML dialog again, click the tab containing the code, and make your changes.

Accessing an AutoFrame's HTML

If your site uses AutoFrames, you can add HTML or script to the frameset file that gets generated, for example, to include a <NOFRAMES> tag for browsers that don’t support frames, or to modify the size or layout of your frames. You can also add code to any content page the frames display, for example, to center the frame’s contents.

In Page view:

- To access the frameset’s HTML, click in the MasterBorder or AutoFrame, then click the HTML button on the General tab of the Properties palette. Or right-click in the MasterBorder or AutoFrame, and choose Master HTML from the shortcut menu.
- To add code to a frame’s actual contents, click the AutoFrame label and then click the HTML button on the Frame Properties palette. Or right-click in the AutoFrame, and choose Frame HTML from the shortcut menu.

In each case, the Page HTML dialog appears, where you can add code between the <HEAD> tags, inside the <BODY> tag, or at the beginning of the <BODY>, as described in Accessing the Page’s HTML.

Note: If you convert an AutoFrame back to a MasterBorder, code added to the frame’s content HTML is deleted.

Examples of Page and AutoFrame HTML

Examples are provided to show you how to:

- Center a page's contents
- Index pages for search engines
- Auto-forward from a transition page
- Accommodate browsers that don't support frames
- Create a default target frame

Centering a Page's Contents

NetObjects Fusion generates fixed-width pages by default. As a result, content doesn't widen or narrow when site visitors resize their browsers. If your pages are narrow, you can center them to avoid an imbalance of white space by adding the <CENTER> tag at the beginning of each page's <BODY>.

Note: This works only if you select Nested or Regular tables as your HTML output method.

1. In Page view, click in the Layout area of the page you want to center, in a MasterBorder to center a set of pages, or on an AutoFrame label to center just the contents of the frame.
2. Click the HTML button on the Properties palette.
3. In the Page HTML dialog, click the Beginning of Body tab and type **<CENTER>**.
4. Click OK.

Preview the site and resize your browser to test the centered pages.

You cannot use NetObjects Fusion to add a <\CENTER> tag at the end of the page's <BODY>, which is considered standard HTML syntax. Although this breach of protocol might be noted by an HTML code-checking program, it doesn't cause problems in your site.

For information on scaling page content, see Changing Layout Size.

Indexing Pages for Search Engines

To give your content the best chance of being found and ranked by search engines like AltaVista, you can add META tag descriptions and keywords to your pages' <HEAD> content. Site visitors don't see this information, but search engines require it to index your site.

Note: Search engines index frameset files, so if your site uses AutoFrames or scripted frames, be sure to access Master HTML so your tags are added to the frameset file.

1. In Page view, click in the Layout area of the page you want indexed, or in the MasterBorder or AutoFrame to index a set of pages.
2. Click the HTML button on the General tab of the Properties palette.
3. In the Page HTML dialog, click the Between Head Tags tab and enter META tags that describe your content. For example, type:

   <META NAME="DESCRIPTION" CONTENT="Large selection of valuable, high quality antiques and collectibles for any budget.">

   where the content is a one-sentence description containing the most important keywords site visitors might search for. Then type:

   <META NAME="KEYWORDS" CONTENT="antiques, quality antiques, valuable antiques, low-cost antiques, collectibles, jewelry, furniture, novelties">

   where the content lists all important keywords.

4. Click OK.
5. Register your site with search engines.

   You must do this separately with each search engine for it to find your site. Visit AltaVista, Excite, Lycos, Yahoo, and so on, for information. Search engines continually evolve how they use content to index and rank pages, and many of them make this information available at their sites.

To see the resulting HTML, publish the site and view the source in your browser. To test the tags you added, publish the site and search for keywords using the various search engines. Be patient, as it can take days or weeks for indexers to find your site.

Auto-Forwarding from a Transition Page

You can create a transition page that appears for a few seconds, for example, to display a product logo, and then forwards site visitors automatically to another page. You do this by inserting a META tag in the page's <HEAD>.

Note: This might not work with all browsers.

1. In Page view, click in the Layout area of the transition page, and click the HTML button on the Layout Properties palette.
2. In the Page HTML dialog, click the Between Head Tags tab and type:

   <META HTTP-EQUIV="REFRESH" CONTENT="*seconds*; URL=*http://server.domain.com/page.htm*">

   where ***seconds*** is the number of seconds you want the transition page to appear, and ***http://server.domain.com/page.htm*** is the URL of the page you want to link to.
3. Click OK.

Preview the site to test the transition, and view the HTML source in your browser to see your code.

Accommodating Browsers that Don't Support Frames

Some older browsers don't support frames. To prevent site visitors using these browsers from being greeted with a blank page or error message when they access your site, add alternate content for them using the HTML <NOFRAMES> tag.

You add the <NOFRAMES> tag and your alternate content to the frameset file generated when you publish. Your content can include text, pictures, and links, using standard HTML tags.

1. In Page view, select the AutoFrame.
2. Click the HTML button on the General tab of the Properties palette.
3. In the Page HTML dialog, click the Beginning of Body tab and enter:

   <NOFRAMES>

   <H1>Thanks for visiting our site!</H1>

   We're sorry you haven't had a chance to upgrade your browser yet and can't see our framed site. We think the frames make it easier to find what you want.

   <P>If you want to obtain a more current browser, check out either Microsoft's <A HREF="http://www.microsoft.com">Internet Explorer</A> or Netscape's <A HREF="http://www.netscape.com">Navigator or Communicator</A> products!

   </NOFRAMES>

4. Click OK to close the dialog.

A site visitor with a browser that supports frames sees the framed site as you designed it. A site visitor with an older browser sees the message you just typed.

Creating a Default Target Frame

If you code your own frames, and one content page contains a lot of links that target the same frame, you can make that frame the default target. That way you don't have to script a target attribute for each link. The default target for the contents of a frame that displays navigational buttons, for example, might be a frame that displays the primary content those buttons point to. Unless you add a target attribute specifying differently, all links on that page display their contents in the default frame.

1. In Page view, open the content page to be targeted.
2. Click the HTML button on the Layout Properties palette.
3. In the Page HTML dialog, select the Between Head Tags tab and enter:
   <base target="*framename*">

   where ***framename*** is the name of the frame as defined in the frameset file that you want to be the default target.
4. Click OK to close the Page HTML dialog.

Create several links on the content page using the Link dialog. Don't add any HTML specifying a target frame. Preview the site and test the links. They should all display contents in the default target frame.

Accessing an Object's HTML

You can add HTML or script to pictures, media, a text box, or any other object, to modify or control that object. You can enclose the object in HTML tags, or add HTML or script inside the object's tag.

You can add code before and after a text box's HTML as described here. To insert code inside a text box, see Inserting HTML in a Text Box.

1. In Page view, select the object you want to add code to, and click the HTML button on the Properties palette. Or from the Object menu, choose HTML.
2. In the Object HTML dialog, click the tab to indicate where you want to insert HTML or script.

- **Before Tag.** Adds code just before the object's tag, as in ***your_code*<IMG SRC=>**, if the object is a picture.
- **Inside Tag.** Adds code inside the object's tag, as in **<IMG SRC="*Image.gif*" *attribute*>**, where ***attribute*** is your code. This tab appears only if you can add something inside the object's tag.
- **After Tag.** Adds code just after the object's tag; for example, to insert a closing HTML tag for any opening tag inserted before the object.

3. Enter your code on the tab.

   Your typing also appears, shown in blue, in the dialog's gray area, where you can preview its location in the object's HTML.

   You can click the Insert File button to insert contents of an HTML, script, or other text file. Click the Insert Field button to insert a field. See Managing Variables.

4. Click OK.

   The object is marked with an HTML icon .

Preview the site to test your code, and view the source from your browser to see the resulting HTML. To edit the code, open the Object HTML dialog again, click the tab containing your code, and make changes.

Examples of Object HTML

- Display a message on mouse click
- Link to a new browser window
- Link from a frame to a page without frames
- Insert HTML in a text box

Displaying a Message on Mouse Click

You can display a message when site visitors click an image or text link. One way to do this is by creating a Blank link and inserting an onClick JavaScript in the link's opening <A HREF> tag.

1. In Page view, select the image or exact text site visitors are to click, and click the Link button on the Properties palette.
2. In the Link dialog, click the Smart Link tab and select a Blank link.
3. Click the HTML button in the Link dialog.
4. In the Link HTML dialog, click the Inside Link tab and type:

   onClick="alert('*your message*')"

   where ***your message*** is the text of your message.

5. Click OK in the Link HTML dialog, then click Link in the Link dialog.

Preview the page and click the image or text to see the message.

View the HTML source in your browser to see the resulting HTML.

Another way to add this JavaScript to a picture or text link is to create a custom link. In the Link dialog, click the External Link tab, choose javascript from the URL drop-down list, and type the onClick script in the URL field. See Linking to a New Browser Window for another example of creating a link this way.

Linking to a New Browser Window

You can have a link open a page in a new browser window rather than in the current window, so site visitors can keep the current page around while exploring a new part of your site. To do this, define a window.open JavaScript in a page's <HEAD>, and call the function from the link using the Link dialog.

1. In Page view, select the image or exact text to be the link, and click the Link button on the Properties palette.
2. In the Link dialog, click the External Link tab and create a custom link.
   - **URL.** Choose javascript from this drop-down list. In the field, type **openMe()**.
   - **Asset Name.** In this field, type **NewWindow**, which identifies the link in Assets view.
3. Click the Link button to close the dialog.
4. On the same page, click in the Layout area or MasterBorder depending on where the link is, and click the HTML button on the Properties palette.
5. In the Page HTML dialog, click the Between Head Tags tab and type:

```
<SCRIPT LANGUAGE="javascript">
function openMe()
{
window.open("http://server.domain.com/filename.htm", "newwindow")
}
</SCRIPT>
```

   where ***http://server.domain.com/filename.htm*** is the URL of the page you're linking to.

6. Click OK.

Preview the page to test the link, and view the HTML source in your browser to see the resulting HTML.

Linking from a Frame to a Page without Frames

To create a link within a frame that displays its target in a full browser window—not within the current set of frames—you can add a target attribute to the link.

1. In Page view, select the text or object you want to link, and click the Link button on the Properties palette.
2. In the Link dialog, click the tab for the type of link you want—Internal, Smart Link, External, or File—and enter the page or resource you're linking to (as described in Creating Links).

   Make sure the Select Frame Target drop-down list is set to (none).
3. Click the HTML button in the Link dialog.
4. In the Link HTML dialog, click the Inside Link tab and type:

   target ="_top"

   to display the link in the full browser window (not within a current frame). Or type:

   target ="_blank"

   to display the link in an entirely new window.
5. Click OK in the Link HTML dialog, and click Link in the Link dialog.

   NetObjects Fusion inserts your target attribute inside the link tag, telling the browser to display the new page in either the full browser window or in another window.
6. Preview the page and test the link. View the HTML source in your browser to see the resulting HTML.

Inserting HTML in a Text Box

You can insert HTML or script inside the contents of a text box at the insertion point, for example, to add text attributes or comments to the HTML.

1. In Page view, double-click in the text box to get an insertion point.
2. From the Text menu, choose Insert HTML.
3. In the Insert HTML dialog, enter your HTML or script.
4. Click OK.

Preview the page to test your code, and view the source from your browser to see the resulting HTML.

Coding Your Own Objects

You can create an object, such as a Java applet or a table you want to code yourself, by entering HTML or script in an empty text box.

1. In Page view, draw a text box where you want the object to go.

   The box marks the object's position when you publish, but it can grow vertically or horizontally depending on the object. To approximate the published size in your Layout area, select Lock height on the Text Box tab of the Text Properties palette.

2. Right-click in the text box and choose Object HTML from the shortcut menu.
3. In the Object HTML dialog, on the Before Tag tab, type, paste, or insert the HTML or script.
4. Press Enter after the script and type **<!--**
5. On the After Tag tab, type **-->**
6. Click OK.

You defined a space on the page for a text item, inserted the HTML or script, and told NetObjects Fusion to put the HTML or script in place of the text.

Preview the page to test your code, and view the source from your browser to see the resulting HTML. If necessary, go back and adjust the box's position in Page view to get the actual spacing you want.

Coding Your Own Frames

You can create HTML frames in any part of the MasterBorder without coding HTML by using AutoFrames. But if you want to put frames in the body of your page, you can script them, just as with any HTML editor.

Here’s an example of accessing HTML to create a section of a site that uses two horizontal frames; one body frame that scrolls, and a footer frame that doesn’t. Navigation buttons in the footer open each of two pages in the body, while a Home Page button links out of the frames section to the site’s Home page.

1. In Site view, create a new page for the frameset—the page where your frames begin. Name the page Frames.
2. Beneath this page, create three content pages for the frames to display, named Footer, One, and Two.
3. Display the Frames page in Page view, and add HTML that defines it as a frameset, setting the size and position of each frame, and the content it initially displays.

   Select the Layout, click the HTML button on the Layout Properties palette, and type the following on the Between Head Tags tab of the Page HTML dialog:

   ```
   <frameset rows=“*,70”>
   <frame name=“main” src=“./one.html”>
   <frame name=“menu” src=“./footer.html>
   </frameset>
   ```

   Or, if you’re publishing the site using the By Site Section directory structure rather than the Flat or By Asset Type structure, type instead for the second and third lines:

   ```
   <frame name=“main” src=“./html/one.html”>
   <frame name=“menu” src=“./html/footer.html>
   ```

   This HTML creates two horizontal frames—one called “main” that occupies the bulk of the page, and a 70-pixel-high frame called “footer” at the foot of the page.

   Click OK in the dialog when you’re done.

   Note: The src attribute is a relative path name to a content page that must match exactly the path name generated when you publish the page. The path depends on the directory structure selected in the Setup dialog in Publish view. The file name is the page’s name in Site view, all lowercase, with an **.html** extension and an underscore in place of spaces and other special characters. So Page One in Site view becomes **page_one.html** in the resulting HTML. If you’re not sure where a content file is relative to your frameset page, or what its HTML name is, look in Publish view.

4. Open the Footer page in Page view.
5. Click in the MasterBorder and select ZeroMargins in the Name field on the MasterBorder Properties palette.
6. Click in the Layout area and enter 110 in the Height field on the Layout Properties palette.
7. Add three text boxes to the Layout, containing the text One, Two, and Home.
8. Select the text One, create an Internal link to the One page, and add HTML that makes the page’s contents appear in the **main** frame.

   Create the link as described in Creating an Internal Link. Keep the Link dialog open, click the HTML button in the dialog, and type the following on the Inside Link tab of the Link HTML dialog:

   ```
   target="main"
   ```

   When you’re done, click OK in the Link HTML dialog and click Link in the Link dialog.

9. Select the text Two and repeat the previous step to create an Internal link to the Two page and add HTML that makes that page’s contents appear in the **main** frame.
10. Select the text Home, create an Internal link to the Home page, and add HTML that makes the page’s contents appear in the full browser window, not in frames.

Create the link in the Link dialog, click the HTML button in the dialog, and type the following on the Inside Link tab of the Link HTML dialog:

target="_top"

When you're done, click OK in the Link HTML dialog and click Link in the Link dialog.

11. Open the One and Two pages in Page view, choose the ZeroMargins MasterBorder on the MasterBorder Properties palette, and add whatever content you want to appear in the **main** frame for each page.

Publish the site to test your frames (you can't preview to see scripted frames). Click each button in the bottom frame. The One button should display the contents of the One page in the top frame, the Two button should display the Two page in the top frame, and the Home button should exit the frames altogether and display the Home page in the whole browser window.

Adding Java and ActiveX

You can make your site more interesting and interactive by adding special applications, such as Java applets, Java Beans, or ActiveX controls. NetObjects Fusion tools make it easy to insert these items and set the properties. To choose appropriate properties settings, you should be familiar with Java or ActiveX before you add these types of application files to your site. Sample Java applets are available in the **NetObjects Fusion 4.0\Java\Applets** folder; sample Java Beans are available in the **NetObjects Fusion 4.0\Java\Beans** folder. You can also find tips and tricks for using Java applets with NetObjects Fusion at **www.netobjects.com/workbench**.

Inserting a Java Applet or Servlet

Java applets and servlets are an efficient way to add sound and animation, such as scrolling messages and color cycling buttons, to a page. Java applets and servlets are platform-independent applications with compact file sizes. Usually, Java applets and servlets run on the client platform, which means site visitors download and run them from a browser; however, servlets can include commands that are executed on the server. Most browsers are Java-compatible, so site visitors don't need special plugins to run a Java application.

To insert a Java applet or servlet:

1.  In Page view, select the Java tool from the Advanced toolbar.
2. Draw a box to indicate the position of the Java applet or servlet.
3. In the Open dialog, select a Java file from your hard disk or LAN, or select one that is currently used in the site from the Java Class Assets tab.

   The extension for a Java file is **.class**.

4. Click Open.

   The Java placeholder image appears on the page, and the Java Properties palette appears. The path to the file you selected appears in the File field on the General tab. To select a new file, click Browse, find the file, and click Open.

   The current **.class** file is displayed in the Class field.

   You can also drag a Java **.class** file from Windows Explorer onto your page. The Java placeholder appears on the page, and you can set the Java properties for that file.

5. To provide text for the browser to display if it cannot display the file, enter a description in the AltTag field.
6. Select Applet or Servlet depending on the type of file you are inserting.
7. If your applet or servlet requires additional files, click the Additional Files button, then click Add in the Java Applet Files dialog.
8. Select another file in the Add Java Applet Files dialog, and click Open. Click OK to add the selected file. The file is added to the Class drop-down list.

   To delete a **.class** file from the Class list, click the Additional Files button and select the appropriate applet in the Java Applet Files dialog. Click Delete, then click OK.

9. Click the Parameters tab.

   This guide assumes you are familiar with Java and understand the effects of setting these parameters. In some cases, Java developers provide documentation that explains the parameters.

- To edit parameters, double-click the parameter and enter a value in the Enter Value dialog.

  For servlets, you can specify that the value is an initialization value for the parameter by checking the Value is an initialization option in the Enter Value dialog.

- To learn more about each parameter, check the Parameter info section.
- To remove a parameter, select it and click the minus (-) button.
- To add a parameter, click the plus (+) button and enter a name and value in the Enter Value dialog.

  Typically, you can add more instances of a parameter that already exists. For example, if text1 and text2 already exist, the applet will probably recognize a text3 parameter. If you add a parameter the applet doesn't recognize, the parameter is ignored.

- To change the order of the parameters, click the Up or Down arrow buttons. The selected parameter moves up or down in the Parameters list.

Note: After you place a Java object, you cannot change the applet or servlet it embeds. If you want to replace one object with another, you must delete the original Java object.

Inserting a Java Bean Component

Java Beans are a type of Java applet. Unlike Java applets, which require **.class** files plus other types of files, Java Beans are an all-in-one implementation of Java. A single file contains everything required to run the applet.

To insert a Java Bean:

1. Before you place a Java Bean, copy the file to the **NetObjects Fusion 4.0\Java\Beans** folder.
2. In Page view, select the Java Bean tool from the Java tool flyout on the Advanced toolbar.
3. Draw a box to indicate the position of the Java Bean.
4. In the Open dialog, select a Java Bean file from the **NetObjects Fusion 4.0\Java\Beans** folder, or select one that is currently used in the site from the Java Archive Assets tab.

   A Java Bean file can have a **.jar** or **.class** extension.

   Note: Most Java Beans have a **.jar** extension, but some **.jar** files might not be Java Beans. If you try to open a **.jar** file that is not a bean, you see a message from NetObjects Fusion.

5. Click Open.

   The Java Bean placeholder appears on the page. Different beans have different icons in the upper right corner of the placeholder; the icon has no effect on the bean or its behavior.

   The path to the file you selected appears in the File field on the General tab of the Java Bean Properties palette. To select a different file, click Browse, find the file, and click Open. The current **.class** file is displayed in the Class field.

6. To provide text for the browser to display if it cannot display the file, enter a description in the AltTag field.
7. Select Applet or Servlet depending on the type of bean you are inserting.
8. If the bean requires other files, click the Additional Files button, then click Add in the Java Applet Files dialog.
9. Select another file in the Add Java Applet Files dialog, and click Open. Click OK to add the selected file. The file is added to the Class drop-down list.
10. Click the Prop. tab.

    Different beans have different sets of properties. You should be familiar with Java Beans and understand the effects of setting these properties. In some cases, Java Bean developers provide documentation that explains properties.

11. To edit a property, double-click it. Some properties require you to choose a color or enter a value in a dialog. Other properties toggle True/False or require you to type text. In some cases properties appear that have no affect on the bean or its behavior.
12. Click the Parameters tab.

    If you know the bean's internal parameters, you can add or remove them.

- To add a parameter, click the plus (+) button and enter a name and value in the Enter Value dialog.
- If there are parameters listed, to remove one, select it and click the minus (-) button.
- To change the order of the listed parameters, select a parameter and click the Up or Down arrow buttons.

13. Publish the page to see how the bean works.

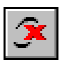
You can add actions to Java Beans using the Actions tab. When you choose a Java Bean as the target or source of an action, you see an expanded selection of available actions or trigger events as appropriate. See Building Dynamic Pages.

Inserting an ActiveX Control

ActiveX controls are small applications designed with a specific purpose, such as playing an animation. Microsoft Internet Explorer 3.x or later supports ActiveX controls with which you can add custom capabilities such as audio and movie players, calendars, custom buttons, and forms to your pages. You can view documents such as Microsoft Office files in Internet Explorer without launching the associated program. Site visitors must use Internet Explorer 3.x or later to view content created with ActiveX controls. To view the content in Netscape Navigator, site visitors must install special plugins.

ActiveX requires that you install Microsoft ActiveX controls on your system. You can get ActiveX controls from the Microsoft site. You can also check at **www.netobjects.com** and **www.microsoft.com** for links to archives of free, ready-to-use ActiveX controls.

To insert an ActiveX control:

1.  In Page view, select the ActiveX Control tool from the Advanced toolbar.
2. Draw a box to indicate the position of the ActiveX control.
   The Insert ActiveX Control dialog appears, listing the ActiveX controls currently installed on your system. The bottom section shows the selected ActiveX control, which has an **.ocx** extension.
3. To display the file name of the control in the Codebase field of the ActiveX Properties palette, select Set Codebase.
4. Select the control you want and click OK. The ActiveX placeholder appears on your page, and the ActiveX Control Properties palette appears.

   The General tab displays the options for the selected control. If you selected Set Codebase in the Insert ActiveX Control dialog, the path name and file name of the ActiveX Control appear in the Codebase field.

   Note: If you use an ActiveX control that references an external file, such as a **.pdf** file, you must specify the relative path of the file as it will be in the final published site. First you must add the file as an asset of the site and set it to always publish. See Adding a File Asset. To determine the file's relative path in the final site, look at the publish directory structure listed in Publish view.

5. To provide text that the browser displays if it cannot launch the ActiveX control, enter the text in the AltTag field.
6. To change an option, select it and enter the information in the field.

- To accept any text you enter, click the check mark or move the cursor to another field.
- To cancel the change, click the X.
- To use the native property page for the ActiveX control, click the Properties button. You can change the control's settings using the native property page instead of NetObjects Fusion properties. Some ActiveX controls do not have a native property page.
- To insert HTML tags and scripts, click the HTML button. See Working with HTML Directly.

Working with Layouts and Layout Regions

Layouts and Layout Regions are containers for the objects you place on your pages. When you use Layouts and Layout Regions you can position content with pixel-level precision by dragging it into place in the container.

Working with Layouts

The Layout makes up the body of the page. It is surrounded on all four sides by the MasterBorder. Each Layout is attached to a single page, unlike a MasterBorder, which can be applied to any page in the site. There is no connection between Layouts on separate pages.

Each page has a default Layout named *Pagename*Layout. For example, when you add a page, its page name is Untitled. Until you rename that page, the default Layout is named UntitledLayout.

You can add multiple Layouts to a page, each with its own properties, design, and content. You might use several Layouts to prototype or publish several versions of the same page. You could also create separate Layouts for different versions of your site, such as English, French, media, and text-only. When you publish the site, NetObjects Fusion publishes each page using the currently selected Layout.

The name of the currently selected Layout appears in the Layout drop-down list in the lower-left corner of Page view.

You can control various characteristics of the Layout's appearance in Page view. See Setting Up the Page View Display.

Creating a New Layout

1. In Page view, display the page for which you want to create a Layout.
2. Select Add from the Layout drop-down list.

   A new, blank Layout appears. Any content on the previous Layout is stored with that Layout. Each Layout you add is named *Pagename*Layout.

3. Change the Layout name so it is unique. See Renaming a Layout.
4. Add objects to the Layout and modify the Layout properties—such as size, background, or HTML output options.

Selecting a Layout

To display a different Layout for a page:

- In Page view, select a Layout from the Layout drop-down list.

Renaming a Layout

1. In Page view, select a Layout from the Layout drop-down list.
2. On the General tab of the Layout Properties palette, enter a new name in the Layout name field. Use letters and numbers only; Layout names cannot have spaces, hyphens, underscores, or other special characters, and they cannot begin with a number.

   The name of the Layout changes and the Layout drop-down list is updated.

You can also use the Object Tree to change the name of the Layout. See Renaming an Object.

Changing Layout Size

You can set Layout size by entering specific measurements on the Layout Properties palette or by dragging the Layout handles. See Setting Page Size.

To reduce the size of the HTML file NetObjects Fusion generates for your page:

- In Page view, from the Object menu, select Size Layout to Objects.

Adding an Object to the Layout

The Layout is the default container for the page, and can contain any object. To add objects to a Layout, you can:

- Select the appropriate tool and create an object within the Layout.
- Paste an object into the Layout from the Clipboard.
- Drag and drop any object that you previously placed with a tool.

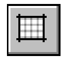
Working with Layout Regions

A Layout Region is a container you use to group objects in a defined area on the page. Layout Regions are independent page segments that you can place, size, and control independently from the rest of the Layout.

There are five key aspects to using Layout Regions:

- When you move a Layout Region on the page, its embedded objects move with it and maintain their positions relative to each other and the Layout Region.
- You can send cascading action messages to the Layout Region, and it will pass the message to all objects embedded within it. See Building Dynamic Pages.
- You can embed a Layout Region within a text box. This gives you position-based placement of the objects within the Layout Region, while the rest of the page is arranged in a text-based layout.
- You can assign an HTML output method to a Layout Region independent of the method used for its parent Layout. See Setting the HTML Output Method for a Layout or Layout Region.
- You can designate a Layout Region as a form and embed form objects within it. See Designing and Implementing Forms.

Creating a Layout Region

1. In Page view, select the Layout Region tool  from the Standard toolbar.
2. Draw a Layout Region on the Layout.
3. Position and size the Layout Region, just as you would position any other object.
4. Add objects to the Layout Region.

Adding Objects to a Layout Region

Like a Layout, a Layout Region can contain any object: text, pictures, media, or even other Layout Regions. To add objects to a Layout Region:

- Select the appropriate tool and create an object within the Layout Region.
- Drag objects into the Layout Region from elsewhere on the page.
- To make the Layout Region expand as needed to contain the object, drag the top left corner of the object into the Layout Region.
- When the Layout Region border changes to a thick blue outline, the object is contained in the Layout Region.
- When the pointer changes into the embedded object symbol , you can drop the object.
- To drag an object over a Layout Region without embedding it, hold down Alt as you drag the object.

Displaying the Layout Region Grid

To make it easier to place objects precisely in the Layout Region, you can use a local alignment grid that is independent from the grid displayed within the Layout.

To display and modify the Layout Region grid:

1. In Page view, select the Layout Region.
2. On the General tab of the Layout Region Properties palette, select Local Grid if necessary.
3. Enter values for the width and height of the local grid. The Layout Region grid always displays in pixels.

Setting the HTML Output Method for a Layout or Layout Region

You can select the HTML output method that determines the type of HTML code NetObjects Fusion produces for the current Layout or Layout Region. This HTML method is independent of the method used to publish the parent container.

For example, if a Layout Region is placed in a Layout area, you can set the region to a different HTML output method than the one used for the Layout area. When you publish, the Layout area is published using its setting and the Layout Region is published using its setting. See Applying HTML Output Methods.

1. In Page view, click the Layout or Layout Region.
2. In the HTML output section of the General tab of the Properties palette, select the HTML output method you want from the drop-down list.

- **Publish Setting** generates the Layout using the output method specified for the entire site.
  Parent Setting generates the Layout Region using the output method specified for its parent container.
- **Nested Tables** uses Nested Table tagging and other features of the 3.2 HTML specification. If you select Nested Tables, you can set the table formatting preference. See Optimizing Nested Tables Output.
- **Regular Tables** uses basic HTML table tagging. See Publishing with Regular Tables.
- **CSSP+Layers** uses Cascading Style Sheet Positioning code, layers, and scripts. See Publishing with CSSP+Layers.
- **CSSP** uses code that optimizes your site in Microsoft Internet Explorer 4.0 and above. See Publishing with CSSP Only.
- **Layers** uses code that optimizes your site in Netscape Navigator 4.0 and above. See Publishing with Layers Only.

The method you select for the Layout affects the entire page, including the MasterBorder.

Setting Layout and Layout Region Background Properties

You can control the appearance of each Layout and Layout Region by setting background properties. You can assign a background color and place an image in the background of a Layout or Layout Region. You can attach a background sound to a Layout that plays when a visitor views the page.

1. In Page view, select the Layout or Layout Region.
2. On the General tab of the Properties palette, select the Background tab.
3. Select:

- **SiteStyle** to set the Layout background to the default background specified by the current SiteStyle or click the Color button and select a solid color from the Color Picker.

  Transparent to make the Layout Region transparent, so the background color and/or image assigned to the Layout underneath shows through or click the Color button and select a solid color from the Color Picker.

- **Picture** to specify an image file in the background.

  Click Browse, select the image file you want to use for the background, and click Open. See Choosing an Image Format. If the picture is smaller than the Layout or Layout Region, the browser tiles the image.

4. To assign a sound to a Layout that plays when a site visitor views the page:

   a. Select Sound, click Browse, and select a sound file from your hard disk, CD-ROM, or LAN.

      You can use sound files in **.au**, **.aiff**, **.midi**, or **.wav** formats.

   b. To repeat the sound while the page is open, select Continuous Loop.

   c. Click OK.

The selected sound plays when you preview the page.

Note: Site visitors must have a sound board, speakers, and a browser that supports background sounds installed on their computers to hear background sound. To preview and test sounds, your system must also be appropriately configured. Some sound formats also require support from the Web server. See Inserting a Sound File.

Creating Links and Anchors

NetObjects Fusion makes it easy to create navigation aids using links. You can make any text, image, shape, or area of an image into a navigation aid by adding a link. Link page objects to any point on the Web, including points within your site. You can also create and link to anchors—markers at a specific location on a page—to aid navigation in long pages.

Creating Links

You can use the linking techniques described in this chapter to manually link objects, such as text, pictures, and drawn shapes, to locations within a site and outside it. As you organize a site, you're likely to create multiple links to the same location. You can easily update these links using the lists in Assets view.

The Properties palette for all linkable objects has a Link button in the lower left corner. You click this button to open the Link dialog, where you specify the destination of a link. There are four types of links, each with its own tab in the Link dialog:

- **Internal link**, which links to a page or anchor within the site.
- **Smart link**, which links to a relative position in the site, such as previous page or next page. Smart links are sometimes called structural links. The Blank link, which you can use to trigger an action without going to a new page, is also a smart link.
- **External link**, which links to a page in another site via a URL, using a protocol such as ftp, mailto, http, or JavaScript.
- **File link**, which links to a file that is published with the rest of the site.

Creating an Internal Link

Internal links link to pages or anchors within a site. If you move a linked page in the SiteStructure or change the page's name, NetObjects Fusion automatically updates all associated links. Assets view lists the internal links in your site.

Using an anchor, you can link to a specific page or to a specific location on the current page. See Adding, Editing, and Deleting an Anchor.

To create an internal link:

1. In Page view, select some text or select an object to link.
2. On the Properties palette for that object, click Link.

   The Link dialog appears. The Select Frame Target field appears if the current page contains an AutoFrame. The Actions button appears if you are linking text.

- If you are linking to a page, select Page Name and choose a page name.
- If you are linking to an anchor and always want to link to a specific page, select Page Name and the name of a page.
- If you are linking to an anchor and always want to link to an anchor on the browser's current page, select Current Page.

3. If you are linking to an anchor, choose the name of the anchor from the Select Anchor drop-down list.
4. If the current page contains an AutoFrame, select the name of a frame from the Select Frame Target drop-down list.

   Note: You may not need to select a target. NetObjects Fusion automatically targets most internal links.

   The destination page for the link appears only in the frame you select.

5. Click Link.

NetObjects Fusion creates the link. When your site visitor clicks the linked item, the browser displays the destination page or the selected anchor.

Adding, Editing, and Deleting an Anchor

An anchor marks a specific location on a page. Anchors let site visitors go directly to a particular part of a long page instead of scrolling and searching for information. You can place an anchor anywhere in a text box or table, or on a picture or drawn shape. You link to an anchor from the Link dialog. When a site visitor clicks the link, the browser displays the page containing the anchor, beginning at the location of the anchor.

When an anchor link is in a MasterBorder or AutoFrame, use the Current Page option in the Link dialog to ensure that the link always points to an anchor on the current page. If you want an anchor link to always lead to a specific page, select the page name instead of the Current Page option when you link to the anchor.

For example, suppose your Layout contains a very long text box. You place anchors at the top and bottom of the text box, and in the MasterBorder, you link the words To Top to the top anchor and the words To Bottom to the bottom anchor. In the Link dialog, instead of choosing the current page name in the Page Name section, you choose the Current Page option. If you copy that text box to another page with the same MasterBorder and replace its content, the To Top and To Bottom links still work, jumping to locations on the current page instead of the page where you made the links.

To add an anchor:

1. In Page view, select an image or drawn shape or double-click to place the insertion point within a line of text.

   Make sure you place the insertion point within the text without selecting any text. If you select text, the Anchor button is not accessible.

2. On the Properties palette for the selected object, click the Anchor button.

   The Add Anchor dialog appears listing anchors already on the page.

3. Type a name for the anchor in the Name field. The name cannot contain spaces.
4. Click OK.

If Object Icons is checked on the View menu, the Anchor icon appears at the anchor location on the page.

To edit the anchor, select the anchored text or object, click the Anchor button on the Properties palette, and change its name in the Change Anchor dialog.

To delete the anchor, click the Anchor icon and click Remove in the Change Anchor dialog. If you are working with a text object, you can double-click the anchor icon to display the Change Anchor dialog.

Creating a Smart Link

Smart links lead to a page in your site based on its relative position in the SiteStructure, rather than its name. These links automatically adjust when you change the SiteStructure. For example, if your smart link leads to the parent of the current page, and you move the current page to a different parent, NetObjects Fusion updates the link to point to the new parent. Sometimes a smart link is called a structural link.

To create a smart link:

1. In Page view, select some text or select an object to link.
2. On the Properties palette for that object, click Link.
3. In the Link dialog, select the Smart Link tab.

   The Select Frame Target drop-down list appears if the current page contains an AutoFrame. The Actions button appears if you are linking text.

4. Select the type of link you want. The links listed depend on the type of page you are on—normal or stacked, and on what pages are available to link to from the page you are on.

- **Home** links to your Home page.
- **Up** links to the parent of the current page.
- **Next Stacked Page** links to the next page in a set of stacked pages.
- **Previous Stacked Page** links to the previous page in a set of stacked pages.
- **Next Page** links to the sibling to the right of this page in your SiteStructure.
- **Previous Page** links to the sibling to the left of the current page in your SiteStructure.
- **First Child Page** links to the first child page of the current page.
- **Blank** creates an empty link on the page. You can use the Blank link to assign an action.

5. Click Link.

For information about stacked pages, see Data Publishing.

Creating an External Link

External links are Universal Resource Locators (URLs) that point to other pages and items in other sites. A valid URL can include the protocol, host name or DNS, path name, and sometimes a file name, such as **http://www.netobjects.com/products/fusion.html**. Each external link becomes an asset of the site that you can update in Assets view.

To create an external link:

1. In Page view, select some text or select an object to link.
2. On the Properties palette for that object, click Link.
3. In the Link dialog, select the External Link tab.

   The Select Frame Target drop-down list appears if the current page contains an AutoFrame. The Actions button appears if you are linking text.

4. Select a protocol from the URL drop-down list.

   If you're creating a link that does not require a protocol, select (none). If you want to use a protocol that is not in the drop-down list, type it in the protocol field.

5. Enter the appropriate information in the URL field or select an existing link from the list. For example, you could enter a URL, a mailto address, or a Java command depending on the selected protocol. For details about email links, see Adding an Email Link.
6. If you're creating a new external link, enter a name for this link in the Asset Name field.

   This name is for your reference. It appears in the list of links in Assets view so you can quickly identify and sort link destinations. It is not added to the HTML generated when your site is published.

7. Click Link.

Adding an Email Link

To add a mailto link:

1. In Page view, select some text or select an object to link.
2. On the Properties palette for that object, click Link.
3. In the Link dialog, select the External Link tab.
4. Select mailto from the URL drop-down list.
5. In the URL field, type the email address using the format ***username@domain.com***.
6. Preview the page.

   When you click the link, the browser's email client displays a mail window with the address you typed entered in the recipient field.

Adding a Relative Link

Relative links are important if you must link to files that are published separately from NetObjects Fusion. Relative links protect the links on your pages if your ISP moves or changes the server location. To create a relative link, you must know where the destination file is relative to the file containing the link.

For example, suppose you publish a site using the By Site Section publishing option. Your company PR department wants to place HTML documents on the server, but publish them separately from the main Web site. The PR department has its own **Articles** directory on the server at the root of the site. There is also a **News** directory and the index page for the site at the root of the site. The structure looks something like this:

index.html
/News
    news.html
/Articles
    PressRelease1.html
    PressRelease2.html

The main **News** page is published in the **News** directory. You must create a relative link to link the **news.html** page to the articles in the **Articles** directory.

To create a relative link:

1. In Page view, select some text or select an object to link.
2. On the Properties palette for that object, click Link.
3. In the Link dialog, select the External Link tab.
4. Select (none) from the URL drop-down list.
5. In the URL field, type the relative path from the news page to the press release page. For example:

   ../Articles/PressRelease1.html

   You cannot test this link by previewing, because it requires the exact configuration of files that only exists on the server. However, after you publish the site and the PR department uploads articles into the **Articles** directory, the link will work correctly.

   When typing the path, if you do not include periods or slashes in front of the file name, NetObjects Fusion attempts to find the file in the same directory as the page containing the link. This is also true for the format **./filename.html**. To back up one directory before looking for the path, use **../path/filename.html**. For each directory you need to back up to find the destination file, include another **../**. For example, suppose you create a **Press Releases** page in a directory called **PR** within the **News** directory:

   index.html
   /News
       news.html
       /PR
           PRlinks.html
   /Articles
       PressRelease1.html
       PressRelease2.html

   A link from **PRlinks.html** to **PressRelease1.html** looks like this:

   ../../Articles/PressRelease1.html

   Remember that most servers are case sensitive; your link must exactly match the directory names and file names of where you want to go.

6. Click Link.

Creating a File Link

You use file links to link to a file. For example, you might create a file link so site visitors can download the file. When you create a file link, the file it refers to becomes an asset of the site and is uploaded to the server when the site is published.

To create a file link:

1. In Page view, select some text or select an object to link.
2. On the Properties palette for that object, click Link.
3. In the Link dialog, select the File Link tab.

   The Select Frame Target drop-down list appears if the current page contains an AutoFrame. The Actions button appears if you are linking text. The Path field is the path to the file and the Asset Name field is the name that appears in Assets view.
4. Click Browse and select a file in the Open dialog.
5. If necessary, enter or edit the Asset Name.

   This name is for your reference. It appears in the list of links in Assets view so you can quickly identify and sort link destinations. It is not added to the HTML generated when your site is published.
6. Click Link.

Following Links

If Object Icons is checked on the View menu, NetObjects Fusion displays the Link icon  wherever you create a link on an image. Text links are underlined and appear in the default font and color for links.

In Page view, you can follow an existing link to its target page or anchor:

- Right-click a linked object and select Follow Link from the shortcut menu, or select the object and from the Go menu, choose Follow Link.
- To follow a text link, select the text marked as linked, then right-click the linked text and select Follow Link from the shortcut menu.

Editing or Removing a Link

To edit a link, select the linked text or object, click the Link button on the Properties palette, then change the link in the Link dialog. If you want to change the type of link, you must remove the link and then insert a new link. If an external link is used in multiple places in your site, you can edit the link in Assets view.

To remove a link, select it, click Link on the Properties palette, and click Unlink in the Link dialog. You cannot remove a link in Assets view; unlink every instance of the link and it is removed automatically.

You can use NetObjects Fusion's HTML button to insert your own HTML and JavaScript before, inside, and after links. See Adding HTML to a Link. You can also use a link to trigger an action using the Blank link. See Adding an Action to Text.

Adding HTML to a Link

You can add your own HTML or JavaScript to a link to extend its capabilities. For example, you might want to add HTML that directs the browser to open the link in a new window, or JavaScript that displays a dialog. The steps below demonstrate how to add HTML that directs the browser to open the link in a new window. For more information, see Accessing an Object's HTML.

1. In Page view, select some text or an object to link.
2. On the Properties palette for that object, click Link.
3. In the Link dialog, select a link on one of the link tabs.
4. Click the HTML button in the Link dialog. For some components, the HTML button may not be available. This means the component does not allow additional HTML.
5. In the Link HTML dialog, click the Inside Link tab to indicate where you want to enter HTML or JavaScript.
6. Type **target=NewWindow**.

   As you type, the top part of the dialog displays your code in blue type as it will appear in the HTML NetObjects Fusion generates.
7. Click OK in the Link HTML dialog.
8. Click Link in the Link dialog.

When you preview or publish the site, the link opens a new browser window.

Working with Imagemaps

An imagemap can contain several links in a single picture. You create an imagemap by drawing hotspots on a picture. You can link as many hotspots as you like in a single image, but the hotspots cannot overlap or extend beyond the edge of the picture. Because the imagemaps you create with the following procedure do not require a CGI script running on the server, they are called client-side imagemaps. Server-side imagemaps require setup on a Web server to run properly.

Creating an Imagemap

1.  In Page view, click the Hotspot tool on the Standard toolbar, and select the appropriate tool from the flyout to create a rectangular, circular, or polygon hotspot.
2. Draw a hotspot on an image.
   If you are using the Polygon Hotspot tool, you must click to establish each vertex of the polygon, then double-click to complete the hotspot shape.
3. In the Link dialog, select the type of link by clicking a tab.
4. Select a target for the link or type an URL and click the Link button.

Once a picture has hotspots, you can move it anywhere on the page and even copy and paste it elsewhere in the site without affecting the imagemap.

Editing an Imagemap

To edit an existing hotspot, click the hotspot. The General tab of the Hotspot Properties palette appears.

- To edit the link, click Link. The Link dialog appears, displaying the tab for the type of link. Change the link destination or click Unlink to remove the link.
- To add HTML to a hotspot, click HTML. See Accessing an Object's HTML.
- To assign an action to a hotspot, click its Actions tab on the Properties palette and follow the procedure described in Adding Actions to Objects and Pages.
- To resize a hotspot, select it and drag its handles.
- To create an alt tag for the hotspot, type in the AltTag field. The alt tag appears when the browser does not display the image.

Working with Text Boxes

A text box is a container for text as well as other kinds of objects, including pictures, sound objects, and tables. When you use a text box as a container, you do not have pixel-level control over embedded objects. For example, you do not insert a picture in a text box and drag it into position. Instead, you embed the object at a selected point in the text and adjust its placement using alignment, positioning, and text-wrapping choices. When NetObjects Fusion publishes pages that use a text box as the main Layout container, they have extremely lean HTML code and load relatively quickly in the site visitor’s browser.

Adding a Text Box

1.  Select the Text tool from the Standard toolbar.
2. Drag a box in the location where you want to place the text box.

To add and format text, see Designing with Text.

Selecting a Text Box

- To work with a text box as a container, click the text box. The selection handles are solid, and the Text Properties palette displays only Text Box and Actions tabs.
- To add or edit text within a text box, double-click in the text box. The text box selection handles are hollow, and the Text Properties palette includes a Format tab in addition to the Text Box and Actions tabs.

To add and format text, see Designing with Text.

Embedding Objects in a Text Box

When you embed an object in a text box, a wide border appears around the box and the insertion point appears as a vertical bar.

The insertion point indicates where the object's HTML tags are inserted when NetObjects Fusion generates the HTML.

NetObjects Fusion positions pictures at the insertion point. Text, tables, sound, video, and other objects are placed one line below the insertion point, flush left. You use the object's alignment options to arrange the object within the text box. An insertion marker indicates the object's insertion point.

To move an embedded object, drag it. To place an embedded object on the top line of the text box, drag it until its insertion marker is positioned before the first text character.

You can create a new object in a text box or insert an existing object.

Dragging and Dropping an Existing Object

1. In Page view, select the Text tool from the Standard toolbar and draw a text box.
2. Select an object elsewhere on the page and drag it into the text box.
   The thick blue text box boundary indicates the object will be embedded.
3. Position the insertion point at the place in the text where you want to insert the object and drop the object.
4. Position the object within the text box. See Wrapping Text around Objects.

Creating a New Embedded Object

1. In Page view, select the Text tool from the Standard toolbar and draw a text box.
2. Add text. See Designing with Text.
3. Select the appropriate tool to create the new object.

Note: To embed a text box within a text box, you must create it outside the text box and drag it into place.

4. Position the mouse pointer in the text and draw a box for the new object.

   If appropriate, the Open file dialog for that type of object appears. Select the object you want to embed and click OK.

5. Position the object within the text box. See Wrapping Text around Objects.

Wrapping Text around Objects

Once you embed an object in a text box, you can wrap text around it.

1. In Page view, select the object embedded in the text box.
2. On the object's properties palette, click the Align tab.
3. Set the alignment options.

   Depending on the type of object you selected, NetObjects Fusion displays some combination of the following alignment options:

- Vertical alignment of the object to the top, middle, or bottom of the text line.
- Horizontal alignment of the object to the left, center, or right of the text box, without text wrapping.
- Horizontal alignment of the object to the text box, with text wrapping. If you select Left wrap, the text wraps around the right side of the object; if you select Right wrap, the text wraps around the left side of the object. To embed the object at the top left of the text box, move the pointer to the beginning of the text.
- In the Space around object section, specify the amount of space you want to leave between the image and the text.

The text wraps around the object according to your specifications.

Setting Paragraphs to Clear Wrapped Objects

To force the paragraph following a wrapped paragraph to start on the next line:

1. In Page view, draw a text box, add the text, embed the objects, and set the alignment options. Press Enter at the end of each paragraph.
2. With the mouse pointer in the text box, in the Paragraph section of the Format tab of the Text Properties palette:

- Select the Clear Left check box to restart the text at the first left margin that is clear of a picture.
- Select the Clear Right check box to restart the text at the first right margin that is clear of a picture.

Sizing a Text Box

When you create or select a text box, you can control its width and internal margins, the minimum height, and the scaling of the text box to the full width of the Layout area or the browser window.

1. In Page view, select a text box or add a new text box.
2. On the Text Properties palette, click the Text Box tab.
3. To set the margins inside the text box, enter a Text Inset value.

   Insetting text creates a new table in HTML.
4. To set the width of the text box, select it and drag the handles to size the text box as needed. The text box retains the width you set unless you size it to the Layout area as described in step 6.
5. To set a minimum height for the text box, select Lock height and drag the text box handles to the minimum height you want.

   If Lock height is not selected, NetObjects Fusion automatically adjusts the height of a text box to fit the text and objects it contains. Selecting Lock height sets a minimum size, so your page design is maintained even if browsers display font sizes differently.
6. To use a text box as the main Layout container on the page, select Size Layout to Text. This results in extremely lean HTML code.

   Before you do this, embed all objects in the Layout area in the text box or place them in the MasterBorder. Objects left in the Layout area outside the text box will be overlapped by the text box when you size it to the Layout. Unless you want this overlap—and use CSSP+Layers, CSSP, or Layers HTML output to support it—you must embed, move, or remove the objects.

Scaling Text Box Contents to the Browser Window

You can configure NetObjects Fusion so the text box is maximized in the site visitor's browser window. When you use this option, NetObjects Fusion generates the page's HTML without using tables.

1. In Page view, click the MasterBorder.
2. On the MasterBorder Properties palette, select the ZeroMargins MasterBorder from the MasterBorder name drop-down list or use any combination of AutoFrames and non-framed borders MasterBorders with margins set to zero.
3. Select an existing text box or create a new one and embed all objects in the Layout area in the text box.
4. On the Text Box tab or the Text Properties palette, select Size to Layout and then Contents wrap to browser width.

   When you publish this page, the contents of the text box adjust to the size of the browser window.

Setting Text Box Background

You can add colors and pictures to text box backgrounds. If you choose a **.gif** with a transparent color, the text box background color will show through.

1. In Page view, select the text box and click the Text Box tab on the Text Properties palette.
2. Select None to eliminate text box background color, or click Color and select a background color from the Color Picker.
3. To add a picture to the background, select Picture and choose an image in the Picture File Open dialog.

Preserving Your Design Intentions

When you place a text box on a page, the text is shown in the default display font. You format the text and position the text box relative to other objects on the page.

When you preview or publish the page and view it in your browser, the size of the text box and its alignment with the objects around it are controlled by the font settings in the browser. If your NetObjects Fusion default browser font is 10-point Times Roman, and your browser default font is set to 14-point Arial, you see an immediate difference in the arrangement and spacing of objects, because text boxes expand to accommodate the new font size.

This font variation is not caused by NetObjects Fusion; it’s a consequence of site visitors controlling their browser environment. You can avoid potential problems by viewing the page in a variety of browsers using different font sizes.

Managing MasterBorders

NetObjects Fusion divides a page into the Layout area and the MasterBorder area. The MasterBorder contains objects that repeat on a set of pages. You can place anything in a MasterBorder that you can place in the Layout, including banners, pictures, and text.

You can create a MasterBorder and apply it to all the pages in your site or just to selected pages. A site can use more than one MasterBorder. When you modify a MasterBorder, NetObjects Fusion automatically makes the change on every page that shares the MasterBorder.

Working with MasterBorders

The MasterBorder is the set of margins—top, bottom, left, and right—on the page.

By default, the left, right, and bottom margins are separated from each other by an outline. The lack of an outline between the left margin and the top margin indicates objects can straddle that boundary.

All pages have a MasterBorder. If no MasterBorder is visible, the assigned MasterBorder has all margins set to zero. This is called the *ZeroMargins* MasterBorder. You can change the size of any MasterBorder margin, even those set to zero. See Modifying the Current MasterBorder.

When you create a new site, NetObjects Fusion creates a default MasterBorder that contains three navigation aids—a banner showing the page name at the top, a graphical navigation button bar on the left, and a text navigation bar on the bottom. If you do not want to include these objects, you can select the ZeroMargins MasterBorder, or create a new MasterBorder and delete the objects.

Selecting a MasterBorder

- In Page view, click an empty space inside the MasterBorder. If the page has the ZeroMargins MasterBorder, click outside the page.

Modifying the Current MasterBorder

1. In Page view, select the MasterBorder.

   The MasterBorder Properties palette appears. The Name field shows the name of the MasterBorder assigned to the current page.

2. To change the size of the margins, drag the handles on the ruler.

   Note: If an object is in the way—such as a banner occupying the top and left margin—you must move the object to resize the MasterBorder.

   For precise margin settings, in the Margins section of the MasterBorder Properties palette, type values into the fields or click the arrows.

3. Arrange objects such as a banner or navigation buttons, delete unwanted objects, and insert additional text or objects.

4. When the objects are arranged to your satisfaction, from the Object menu, choose Size MasterBorder to Objects.

   The MasterBorder shrinks to the minimum size required to display the objects it contains. This can conserve browser window space.

Creating a MasterBorder

1. In Page view, select the MasterBorder.

   The MasterBorder Properties palette appears. The Name field shows the name of the MasterBorder assigned to the current page.

2. Click the Add/Edit button.

   The Edit MasterBorder List dialog appears displaying a list of all the MasterBorders in the site. The current MasterBorder is selected.

3. To add a MasterBorder, click Add.

   The New MasterBorder dialog appears.

4. Type a name for the new MasterBorder, select an existing MasterBorder to base it on, and click OK.

   You cannot include spaces in the MasterBorder name. You cannot begin the MasterBorder name with a number.

   NetObjects Fusion creates a new MasterBorder based on the selected MasterBorder and makes it the current MasterBorder.

5. Continue working on the MasterBorder by following the steps in Modifying the Current MasterBorder.

Changing MasterBorders

1. In Page view, display the page where you want to apply a different MasterBorder.
2. Click in the MasterBorder to display the MasterBorder Properties palette.
3. Select the MasterBorder you want from the Name drop-down list.
   The margins of the page now display the contents of the selected MasterBorder.

Applying a MasterBorder to a Section

You can apply a MasterBorder to a section of pages in Site view. A section is any page and all its children, their children, and so on.

1. In Site view, select a section by holding down Shift and clicking the parent page of the section.
2. On the Section tab of the Properties palette, select the MasterBorder you want from the MasterBorder drop-down list.

The MasterBorder is applied to all the pages in the section.

Renaming a MasterBorder

1. In Page view, click in the MasterBorder to display the MasterBorder Properties palette.
2. Click Add/Edit.
3. In the Edit MasterBorder List dialog, select the MasterBorder you want to rename and click Rename.
4. In the Rename MasterBorder dialog, type a new name and click OK.
5. Click Close.

The new MasterBorder name now appears in the Edit MasterBorder List dialog and in the drop-down list in the MasterBorder Properties palette.

Deleting a MasterBorder

1. In Page view, click in the MasterBorder to display the MasterBorder Properties palette.
2. Click Add/Edit.
3. In the Edit MasterBorder List dialog, select the MasterBorder you want to delete and click Delete.
4. Click Yes to confirm deletion.

If you delete a MasterBorder that is in use, the ZeroMargins MasterBorder is assigned to those pages.

Placing Media

Media such as sound and video give a site impact. The tools in NetObjects Fusion make it easy to add various media files to your pages. Sample media files are available in the **NetObjects Fusion 4.0\Samples\Content** folder. The **\Extras** folder on the NetObjects Fusion CD contains additional media sample files that you can use.

Inserting a Shockwave File

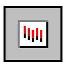
With Shockwave from Macromedia, you can create multimedia, graphics, and audio that downloads quickly. NetObjects Fusion supports these Shockwave file formats:

- Shockwave for Director 4.0 and 5.0 (**.dcr**)
- Director (**.dir**)
- Protected Director (**.dxr**)
- Flash (**.swf**) and Splash (**.spl**)

To view these files, site visitors must install the Shockwave plugin appropriate for their browser and platform. These plugins are available from the Macromedia Web site at **www.macromedia.com**.

You cannot directly add a Shockwave audio (**.swa**) file to a page. You must embed it in a Director movie by passing it as a parameter to the movie, and place the movie on your page. Then in Assets view, add the Shockwave audio file as a file asset. Any Shockwave files you place on a page appear inline on the page itself.

To insert a Shockwave file:

1.  In Page view, select the Shockwave tool from the Media flyout on the Advanced toolbar.
2. Draw a box to indicate the Shockwave file's location.
3. In the Open dialog, select a Shockwave file from your hard disk or LAN, or select a Shockwave file already in use in the site from the Applets/Plug-in Assets tab.

   For information about using assets, see Managing Assets.

4. Click Open.

   The Macromedia Shockwave placeholder appears on your page, and the Shockwave Director Properties palette appears.

   NetObjects Fusion sizes the Shockwave placeholder to fit the stage, which is the space where the animation appears. If automatic sizing does not occur, you might not have the right browser plugin or ActiveX control installed. Before NetObjects Fusion can automatically set height and width parameters for Macromedia Director movies, you must install the Macromedia Director ActiveX control (version 6.0.1 or later) or the Macromedia Director Netscape plugin (version 6.0.1 or later). To obtain the ActiveX control, create a site with NetObjects Fusion that contains a Director movie, then preview the site with Microsoft Internet Explorer. The ActiveX control is automatically downloaded and installed. If you don't have Internet Explorer, you can download the current Macromedia Director plugin at **www.macromedia.com/shockwave/download**.

   The Properties title changes depending on which type of file you selected. The name of the selected file appears in the File field on the General tab.

5. To provide text for the browser to display if it cannot play the Shockwave file, enter a description in the AltTag field. See Adding and Modifying Alt Tags.
6. Click the HTML button to insert HTML tags and scripts. See Working with HTML Directly.
7. Select the Controls tab.

   The options on the Controls tab vary depending on the type of Macromedia file you selected, as described in Setting Properties for Shockwave Director and Setting Properties for Shockwave Flash or Splash.

Setting Properties for Shockwave Director

- In Page view, after adding a Shockwave Director file, on the Controls tab of the Properties palette, click the option you want, enter the parameter, and click the check mark.

  If you have worked with Director files, you should be familiar with these options. For information, see your Shockwave or Director user guide.

Setting Properties for Shockwave Flash or Splash

1. In Page view, after adding a Shockwave Flash file, click the Controls tab on the Properties palette. The options for the Flash or Splash file appear.
2. To control the display when using anti-aliasing, select a Quality option.

- **AutoLow** sets the default to normal quality. The host computer uses high quality if it has the capacity.
- **AutoHigh** starts the movie in high quality. The host computer uses low quality if it cannot display the movie in high quality.
- **High** anti-aliases the movie on any computer.
- **Low** uses a normal quality so the movie displays quickly.

3. To determine how the movie fits in the frame, select the Scale option.

- **ShowAll** displays the movie within the frame but maintains the image proportions.
- **NoBorder** displays the movie so it fills the frame but maintains the ratio of the animation. Some edges of the animation might be trimmed.
- **ExactFit** displays the movie exactly within the frame.

4. To specify the movie's alignment within the frame, select an Alignment option, such as Left, Right, or Top.
5. To play the movie automatically when the site visitor opens the page, select Auto Start.
6. To replay the movie when it ends, select Loop.

Inserting a QuickTime Movie

QuickTime, developed by Apple Computer, is a multimedia software architecture used to create and deliver graphics, sound, video, text, music, and 3D media. You can use the QuickTime tool to place QuickTime movies.

To display QuickTime movies, site visitors must install the QuickTime plugin appropriate to their browser and platform. For more information on QuickTime, visit Apple Computer's site at **www.quicktime.apple.com**.

To insert a QuickTime movie:

1. In Page view, select the QuickTime tool from the Media flyout on the Advanced toolbar.
2. Draw a box to indicate the location of the QuickTime movie.
3. In the Open dialog, select a QuickTime file from your hard disk or LAN, or select a QuickTime file that was already used in the site on the Video Assets tab.

   For information, see Managing Assets.

   QuickTime media has a **.mov** or **.qt** extension.

4. Click Open.

   The QuickTime placeholder appears on the page, and the QuickTime Properties palette appears. You might have to resize the QuickTime placeholder.

   The name of the file you selected appears in the File field on the General tab. To select a different movie file, click the Browse button.

5. To provide text for the browser to display when it cannot play a movie, enter a description in the AltTag field.
6. In the Display section, select:
   - **Play inline** to play the movie in your site.
   - **Launch from picture** to use a picture other than the QuickTime icon to represent the movie.
7. Click the HTML button to insert HTML tags and scripts. See Working with HTML Directly.
8. On the Controls tab, set the sound volume for the movie. You can enter a number from 0 to 256.
9. In the Display options section, select:
   - **Hide All** if you don't want to show the movie but want to use it only as background sound.
   - **Controller** to display a control bar that site visitors can use to start or stop the movie. This option is not available when Hide all is selected and it does not work if you choose Launch from picture on the General tab.
   - **Auto start** to automatically start playing the movie when the page loads.
   - **Loop** to replay the movie when it comes to the end. To replay the movie from the end to the beginning, select Back and forth.
10. To store the movie in the cache on the site visitor's system, select Keep movie in user's cache. If the visitor leaves the page and comes back, the movie doesn't have to be downloaded again because it is already in the system cache.

You can add an action to an object using the Actions tab. See Building Dynamic Pages.

Inserting a Video File

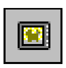
You can add video, such as an animation or a movie, to a site. To view these files, site visitors must install the appropriate plugin for their browser and platform.

The latest browsers often have video players built in. For example, Netscape Navigator includes Live Video. To ensure that site visitors can view your video, provide a link to a site from which they can download the appropriate plugin.

NetObjects Fusion supports these popular video file formats:

- Moving Pictures Experts Group (**.mpg**, **.mpeg**, **.mpe**, **.mpv**), supported by Windows and the Macintosh with browser plugins
- Microsoft Audio Video Interleaved (**.avi**), supported by Windows
- Vivo Active Producer (**.viv**), supported by Windows and the Macintosh with browser plugins
- QuickTime (**.mov**, **.qt**)
- Real Media (**.rm**)
- Real Player Media (**.rpm**)

To insert a video file:

1.  In Page view, select the Video tool from the Media flyout on the Advanced toolbar.
2. Click where you want to position the video placeholder.
3. In the Open dialog, select a video file from your hard disk or LAN or select a video file already used in the site from the Video Assets tab.

   For information about using assets, see Managing Assets.

4. Click Open.

   The video icon appears on the page, and the Video Properties palette appears. The selected file name appears in the File field on the General tab.

5. To provide text that the browser displays if it cannot display the video, enter the text in the AltTag field.
6. In the Display section, select:

- **Inline** to display the first frame of the video in the browser window. The first frame of the video serves as a placeholder for the movie. Site visitors can start the movie by clicking the image.
- **Icon** to select a different image to represent the video. The video plays in a viewer or on a new blank page.
- **Picture** to use another image file to represent the video. Click Browse and choose an image file. The video plays in a viewer or on a new blank page.

7. Click the HTML button to insert HTML tags and scripts. See Working with HTML Directly.

You can add an action to an object using the Actions tab. See Building Dynamic Pages.

Inserting a Sound File

Sounds are either digital or synthesized audio files that a browser with a built-in player or helper application can play. For example, Live Audio technology is built into Netscape Navigator. Visitors can also download helper applications from sound technology developers and install them in their browsers. To play sounds, a system must have a sound card and speakers.

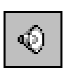
NetObjects Fusion supports the following popular audio file formats:

- Windows Wave (**.wav**) format sound files that play on Windows and Macintosh. For Macintosh, site visitors must have Netscape 3.x or later.
- Audio Interchange File Format (**.aiff**) with browser plugins can play on Windows 95 and Macintosh.
- Musical Instrument Digital Interface (**.midi**, **.mid**) can play on almost all types of operating systems.
- **.au**, a common sound format found on the Web, is used in Java applets and can play on Sun Microsystems and NeXT systems.
- RealAudio (**.ra**, **.ram**) can play streaming audio on all systems, requires RealAudio Web server-resident software, and sometimes includes video. Site visitors must install the RealAudio player browser plugin.
- Rich Music Format (**.rmf**) is a sound file format that enhances the use of music and sound in interactive environments, such as the Web.

You can also add any of these formats as a background sound that plays when a visitor views your page. See Setting Layout and Layout Region Background Properties.

Because an audio file has no visual object, NetObjects Fusion represents the audio file with a graphic, usually an icon or an inline player control bar the browser recognizes. When a site visitor clicks the icon or the play button on the inline player control bar, the browser plays the sound file or opens a helper application to play it.

To insert a sound file:

1.  In Page view, select the Sound tool from the Media flyout on the Advanced toolbar.
2. Click on the page to indicate the location of the sound file.
3. In the Open dialog, select a sound file from your hard disk or LAN, or select a sound file already used in the site from the Audio Assets tab.

   For information about using assets, see Managing Assets.

4. Click Open.

   The default sound icon appears on the page, and the Sound Properties palette appears. The name of the file you selected appears in the File field on the General tab. You can use the Browse button to select a different sound file.

5. To provide text that the browser displays if it cannot play the sound, type a description in the AltTag field.
6. In the Display section, select:

- **Inline** to use the audio player for your browser. If site visitors have Headspace Beatnik installed on their system, the browser uses that player to play the sound.
- **Icon** to change the sound icon. Click one of the three images. The selected image represents a link to the sound on the page.
- **Picture** to use another image file as an icon linking to the sound. Click Browse and select an image file.

7. Click the HTML button to insert HTML tags and scripts. See Working with HTML Directly.

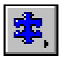
You can add an action to an object using the Actions tab. See Building Dynamic Pages.

Inserting Other Types of Files

Although NetObjects Fusion supports a wide variety of media files, you might have other formats, such as Adobe Acrobat PDF files, that you want to include in your site. You can place other files, including Adobe Acrobat, VRML, RealSpace FlashPix files, and Headspace Beatnik files, using the Plug-in tool.

When a site visitor clicks the document's icon, the file appears in the visitor's browser or downloads to the visitor's system. When you insert a file using the Plug-in tool, site visitors need the appropriate plugin for their browser and platform to use the file.

To insert a file using the Plug-in tool:

1.  In Page view, select the Plug-in tool from the Media flyout on the Advanced toolbar.
2. Draw a box to indicate where you want to position the file.
3. In the Open dialog, select a file from your hard disk or LAN, or select a file that was already used in the site from the Applets/Plug-in Assets tab.

   To display the various file types that NetObjects Fusion supports, use the Files of type drop-down list.

   To insert a file that is not explicitly supported by NetObjects Fusion, choose All Files in the Files of type drop-down list, then select the file.

4. Click Open.

   The plug-in placeholder image appears on your page, and the Plug-In Properties palette appears. The name of the file you selected appears in the File field on the General tab.

5. To provide text for the browser to display if it cannot display the file, enter a description in the AltTag field.
6. In the Display section, select:
   - **Play inline** to display the file on the page in your site.
   - **Launch from picture** to use a picture other than the plug-in icon to represent the plugin.
7. Click the HTML button to insert HTML tags and scripts. See Working with HTML Directly.
8. Select the Advanced tab to set the Advanced options.
9. Set the parameters. Because you can add different parameters for different files, see the associated user guide.
   - To edit parameters that appear in the Parameters section, double-click the parameter. Enter the value in the Add Plug-In Parameter dialog.
   - To add a parameter, click the plus (+) button and enter the parameter name and value in the Add Plug-In Parameter dialog.
   - To remove a parameter, select it and click the minus (-) button.
   - To change the order of the parameters, click the Up or Down arrow buttons. The selected parameter moves up or down in the parameters list.

You can add an action to an object using the Actions tab. See Building Dynamic Pages.

Replacing a Media File

Sites are constantly changing and evolving. As you build your site or after using it for some time, you might want to change a media file that you used in a specific location. You can replace one file with another.

To replace a media file with a new file:

1. In Page view or Assets view, double-click the media placeholder on your page.
2. In the Open dialog, select the new file and click Open.

Editing a Media File's Properties

When you place a media file on your page, you can set the properties for that file on the Properties palette. The properties determine how the media file looks and works on your page. After previewing a page or from site visitors' feedback, you might want to change the properties for a particular file.

To edit a media file's properties:

1. In Page view, click the media file's placeholder.
2. On the Properties palette, change the options you want.
3. Save the site.

Creating Navigation Bars and Banners

NetObjects Fusion includes tools you can use to create banners and navigation bars that help site visitors understand and navigate the structure of your site. A new blank site includes a navigation bar and banner in the MasterBorder. You can create your own banners and navigation bars and place them in any MasterBorder or Layout area. You save time using banners and navigation bars because NetObjects Fusion automatically places page names on the banner and navigation bar buttons and automatically links the buttons to pages in your site.

New banners and navigation bars you create use elements of the currently selected SiteStyle. However, you can customize the banners and buttons by assigning other styles or labels or by replacing their images with your own.

Working with Banners and Navigation Bars

Typically, in each new site you create, NetObjects Fusion automatically places a banner in the top margin, a button navigation bar in the left margin, and a text navigation bar in the bottom margin. You can place banners and navigation bars anywhere on the page, including MasterBorders and Layouts, as well as inside text boxes, table cells, and Layout Regions.

Banner titles and button names are determined by the page names you set in Site view or by the settings in the Custom Names dialog. Buttons are linked according to your site's structure. Whenever you change your SiteStructure in Site view or change the name of a page, NetObjects Fusion updates the buttons and banners.

When you preview or publish your site, NetObjects Fusion creates a **.gif** file for each button and banner. It combines the assigned font style, size, and color with the image file for that SiteStyle element to ensure the font you choose appears despite differences in site visitors' browsers.

Using Navigation Bars

Navigation bars are rows or columns of buttons or text that are automatically linked to other pages in your site. NetObjects Fusion provides two types of navigation bars: button navigation bars and text navigation bars. Use the Navigation Bar tool to add navigation bars to MasterBorders or page Layouts.

By default, a button name is the same as the page name unless you specify a custom name, as described in Using Custom Page Names and Extensions. You can split button text into two lines by customizing the button name.

The style for buttons is determined by the SiteStyle you set in Style view. See Using SiteStyles. The SiteStyle button picture is automatically applied to buttons throughout your site. You can change the button style for an individual navigation bar or even an individual button without changing the overall SiteStyle. See Customizing Banners and Buttons.

You can assign an action to any navigation bar using the Actions tab of the Navigation Bar Properties palette. For example, a navigation bar could fly in from the top when the site visitor opens the page. See Building Dynamic Pages.

Adding Button Navigation Bars

You can add a horizontal or vertical button navigation bar to a page.

1. In Page view, display the page on which you want to place the navigation bar.
2.  Select the Navigation Bar tool from the Standard toolbar.
3. Drag a box in the MasterBorder or Layout area where you want to place the navigation bar.
   Drag in a horizontal direction for a horizontal navigation bar or in a vertical direction for a vertical navigation bar.

A new button navigation bar appears with buttons linked to the pages indicated by the setting in the Display field of the Navigation Bar Properties palette.

Setting Navigation Bar Display Options

You set the display level to specify the relationship between the current page and the pages represented on the navigation bar.

If a navigation bar appears in a MasterBorder assigned to pages at several different levels of the site, a single display level might not make sense at all levels. To make sure site visitors have access to all levels of your site, you can create new MasterBorders containing navigation bars with different display level settings.

To set the display options:

1. In Page view, select the navigation bar.
2. In the Display section of the General tab of the Navigation Bar Properties palette, click the Options button.
3. In the Show section of the Nav Bar Display dialog, set the navigation option for this bar. Use the illustrations to visualize the page relationships.
   - First Level links to the children of your Home page.
   - Parent Level links to all pages in the level above the current page in the SiteStructure.
   - Current Level links to the current page and all other pages that share the same parent page.
   - Child Level links to the children of the current page.

   Go to Site view or open the Site Navigation window if you are unsure about the site level you want to link.
4. To include the Home page as a link in the button bar, select Include Home Page.
5. To change the orientation of the bar, select Horizontal or Vertical.

Setting Border Width and Button Spacing

You can set the thickness of a button navigation bar's border, as well as the spacing between buttons. You can increase the spacing between buttons to let the background show through or to add visual breaks around buttons. The border and spacing are measured in pixels regardless of the measurement you set in Preferences. You cannot change the spacing or border for text navigation bars.

To set button border and spacing:

1. In Page view, select the button navigation bar.
2. In the Display section of the General tab of the Properties palette:

- To change the thickness of the navigation bar border, enter a number in the Border field or click the arrows.
- To change the spacing between buttons, enter a number in the Spacing field or click the arrows.

Setting Navigation Bar Button Style

New navigation bars use the currently applied SiteStyle, but you can set individual navigation bars to use any available SiteStyle.

To change the button style:

1. In Page view, select the navigation bar.
2. In the Button style section of the General tab of the Properties palette, select Other, and choose a SiteStyle from the drop-down list.

Setting Navigation Bar Button Type

You can display navigation bar text buttons or picture buttons. Text navigation bars provide navigation for visitors whose browsers cannot display picture buttons.

Primary and secondary navigation bars offer different sets of button pictures. Other than the pictures displayed, primary and secondary navigation bars function the same way. Because secondary button pictures are typically different in size, shape, or color, you can use a secondary navigation bar to visually distinguish links to different parts of your site. For example, to help site visitors understand the SiteStructure, you can use the secondary navigation bar for the lower levels of your site. To see the difference between primary and secondary navigation bars, go to Style view.

You can also choose whether the button for the current page will be highlighted or not. Use button highlighting to show site visitors which page they are on. If you are using AutoFrames, be aware that highlighting can affect the way the browser refreshes your page.

You can also enable rollover buttons on the navigation bar. If rollover is on, when site visitors move their pointers over the button, the SiteStyle rollover image appears.

To set the navigation bar button type:

1. In Page view, select the navigation bar.
2. In the Button Type section of the General tab of the Properties palette:

- Select Primary, Secondary, or Text buttons.
- Turn Highlighted buttons on or off.
- Turn Rollover buttons on or off.

Text navigation bars use the SiteStyle's linked text color and the Normal text style. See Formatting Text and Editing Text Colors.

Setting Navigation Bar Background

You can set a background color for a text or button navigation bar. The background color appears around buttons in a navigation bar or behind text in a text navigation bar. A background color can visually unify a navigation bar if buttons are widely spaced; it can also help site visitors distinguish the navigation bar from the background of the page.

To set navigation bar background:

1. In Page view, select the navigation bar, then click the Background tab of the Properties palette.
2. Click the Color button and select a color from the Color Picker or select None to use no background color.

Using Banners

Banners are picture title bars that display the name of the page, helping site visitors understand where they are in your site. You use the Banner tool to add new banners.

By default, the banner text is the page name, but you can specify a custom name or no name for the banner. You can also split banner text into two lines. See Using Custom Page Names and Extensions. The style of a banner is determined by the current SiteStyle.

You can assign an action to any banner using the Actions tab of the Banner Properties palette. For example, you can make a banner “grow” into existence when a site visitor goes to the page by assigning the On Page Loaded do Transition action with the transition type set to Iris. See Building Dynamic Pages.

Adding a Banner

1. In Page view, go to the page on which you want to place the banner.
2.  Choose the Banner tool from the Standard toolbar.
3. Drag a box in the MasterBorder or Layout area where you want to place the banner.
   Drag in a horizontal direction for a horizontal banner or in a vertical direction for a vertical banner.

   A new horizontal or vertical banner appears in the current SiteStyle and contains the page name or the text specified in the Custom Name dialog.
4. To change the banner orientation, select Horizontal or Vertical on the Banner Properties palette.

Setting Banner Style and Orientation

New banners use the current SiteStyle, but you can set a banner to any available style. If you change the style of a banner in a MasterBorder, it changes on every page using that MasterBorder.

1. In Page view, select the banner.
2. In the Style section of the General tab of the Banner Properties palette, select Other, and choose a different style from the drop-down list.
3. In the Display section, select Vertical or Horizontal orientation.

Customizing Banners and Buttons

You can use a navigation bar’s automatic page linking, but design the button—including special text effects not available in NetObjects Fusion—in an image editing application. Or, you could replace a banner on just one page, without affecting the other pages that use the same MasterBorder. The advantage to using customization is that NetObjects Fusion manages the page links for you.

Changing the Image for One Banner

You can change the picture for a selected banner in Page view. When you assign a new picture to a banner, NetObjects Fusion does not display the page or custom banner name on the image. If you want text to appear on the banner, you must include the text in your banner graphic. If you change the image for a banner in a MasterBorder, the change does not affect the banner on all the other pages that use that MasterBorder. You do not change the SiteStyle when you customize a banner picture.

To change the picture for one banner:

1. In Page view, display the page containing the banner you want to change.
2. Select the banner.
3. Double-click the banner, or click Custom Image on the General tab of the Banner Properties palette.
4. In the Picture File Open dialog, select an image file from your hard disk or LAN. If you want to use an image that is on a CD-ROM, copy it to your hard disk first.

The selected banner displays the new picture. If you change the SiteStyle, the banner no longer displays the custom picture. To restore the banner to its original image, select Remove Customization on the Banner Properties palette.

Changing the Image for One Button

You can change the picture on each individual button in a navigation bar in Page view. When you assign a new picture to a button, NetObjects Fusion does not display the page name or custom name on the button. If you want text to appear on the button, you must include the text in your button picture. You do not change the current SiteStyle when you customize a button picture.

Changing a button picture affects every instance of the button for that page, even if the button is on different MasterBorders and on different pages. For example, if you change the picture for a regular button named "Download" in a primary navigation bar, every instance of the regular Download button in all primary navigation bars in your site will change. However, the highlighted and rollover buttons for Download do not change, nor do the Download buttons in secondary navigation bars. The Download page itself, which contains the highlighted button picture for the Download button, remains unchanged. To change the regular, highlighted, and rollover buttons you must customize the button for each page.

To change the picture for one button:

1. In Page view, navigate to the page containing the navigation button you want to change.
2. Double-click the button to select it.

   A wide border surrounds the button to show it is selected.
3. Double-click the selected button, or click Custom Image on the General tab of the Navigation Button Properties palette.
4. In the Picture File Open dialog, select an image file from your hard disk or LAN. If you want to use an image that is on a CD-ROM, copy it to your hard disk first.

The selected button displays the new picture. If you change the style assigned to the site, the button no longer displays the custom picture. To restore the original image, click Remove Customization on the Navigation Button Properties palette.

Controlling Published Output

The default settings for NetObjects Fusion generate efficient HTML that faithfully reproduces your visual design on the published page. The design of your text content, however, is subject to each site visitor's browser settings. To limit these variations, NetObjects Fusion offers ways to control published output. You can:

- Select from four different types of page containers to serve as your page layout medium.
- Use one of five HTML output methods to generate your site's HTML. For cross-browser output, use Nested Tables, Regular Tables, or CSSP+Layers. If you are sure site visitors use only Netscape Navigator 4.0 or above, choose Layers; if you are sure they use only Microsoft Internet Explorer 4.0 or above, choose CSSP.
- Control the table formatting priority—horizontal or vertical—used to generate Nested Table HTML pages.

Approaches to Page Design

In NetObjects Fusion, a *container* is an object into which you can embed other objects. A container can be any size and can hold any kind of object. NetObjects Fusion provides four types of containers you can use to design and lay out pages:

- The *Layout* is the body of the page, surrounded on all four sides by the MasterBorder. Each page has at least one Layout, although you can create additional layouts as needed. See Working with Layouts.
- *Layout Regions* are mini-layouts that you can use to subdivide the page. You can draw and place Layout Regions anywhere on the page, and place any kind of objects—including text boxes or other Layout Regions—within their borders. See Working with Layout Regions.
- *Text boxes* are a special class of objects because you can embed other objects within them. You can also maximize a text box so it fills the entire Layout—in effect, using a single text box to lay out the entire page. See Working with Text Boxes.
- *Tables* serve as containers for objects. If your page design is based on rows or columns of content—as in a spreadsheet or other tabular arrangement—you can lay out all or part of your page in tables. You can then lay out your content within the cells of the table. You can embed any object in a table cell. See Adding Tables.

The type of container you choose determines which of the following page design options you use. You can:

- Position content with pixel-level precision by dragging objects into place. The position-based approach uses Layouts and Layout Regions as containers and preserves your position-based layout by generating pages consisting of either HTML or CSS code.
- Use a text-based approach. With text-based design you can preserve the flow of content by embedding objects in text boxes or table cells. Text-based page layout generates lean and efficient HTML code that responds effectively to variations in browser and font size.
- Include hand-coded HTML pages in your site. You incorporate external HTML pages as part of your site by referencing them as objects on a page, or the page itself. See Referencing and Editing External HTML.

Using Layouts

If precise placement of content is important to you, or if you want to publish individual pages using an HTML output type that is different from the rest of the site, use the Layout area as the container for your page layout.

Layout Advantages

- You have pixel-level control of the layout and design of your page.
- You can drag-and-drop objects into position.
- You can specify the HTML output type for any individual Layout.
- Layouts support the column or row priority for page formatting, which means pages adjust more predictably to site visitor's font and display configurations.

Layout Limitations

- Position-based pages require more HTML code to achieve pixel-level placement of content, so your HTML files will be somewhat larger.
- Text cannot flow around other objects unless they are embedded in a text box. To create the text wrap effect you have to create multiple text boxes to contain the other objects.
- You cannot set the Layout to wrap to the width of your site visitor's browser. If the browser window is wider than your page, the page's background fills in; if the window is smaller than your page width, your site visitor has to scroll.

Using Layout Regions

Like Layouts, Layout Regions offer pixel-level placement and a choice of HTML output methods, but you can embed them in text boxes. So, if you need precise placement or specific output for some content, but want to generate leaner pages, you can use text boxes as your main layout container, and embed Layout Regions for selected content.

Layout Region Advantages

- You have pixel-level control of the layout and design of content within the Layout Region.
- You can embed the Layout Region within a text box, which combines the benefits of both containers.
- You can specify the HTML output type for any individual Layout Region.
- Layout Regions support the column or row priority for page formatting so selected sections of your page can adjust more predictably to site visitor’s font and display configuration.

Layout Region Limitations

- HTML page files are significantly larger, and download more slowly.
- Text cannot flow around other objects unless they are embedded in a text box. To create the text wrap effect, you have to create multiple text boxes within the Layout Region.
- You cannot maximize a Layout Region to the full Layout size, or set the Layout Region to wrap to the width of your site visitor’s browser.

Using Text Boxes

If efficient, lean HTML pages are more critical to site visitors than precise placement of content, use a text box for page layout.

Text Box Advantages

- NetObjects Fusion generates extremely efficient HTML code for your site. HTML files are smaller, which means they load faster.
- Text within the text box flows around other embedded objects automatically, so you don’t have to create multiple text boxes to achieve a text-wrap effect.
- You can set the text box to resize itself to the size of the browser window. When your site visitor views the page, it rewraps to fit within the browser window.
- You can use any HTML output method: Nested Tables, Regular Tables, Layers, CSSP, or CSSP+Layers.

Text Box Limitations

- You give up pixel-level control of the layout and design of your page, and use alignment choices to control the placement of objects.

Using Tables

If your page design or page content is tabular, you can use a NetObjects Fusion table to control the layout of the entire page.

Table Advantages

- Each cell within a table functions like a text box, with all the attributes and controls of a text box outside the table.
- You can embed objects within cells, arrange them using each object's alignment properties, and wrap text around objects.
- You can use a percent width layout so the basic layout design is not affected by changes in browser window width, font sizes, or screen resolution.

Table Limitations

- You give up pixel-level control of the layout and design of your page, and use alignment choices to control the placement of objects.

Selecting an HTML Output Method

You can choose:

- Nested Tables
- Regular Tables
- CSSP+Layers
- CSSP only
- Layers only

Publishing with Nested Tables

When you choose Nested Tables, NetObjects Fusion uses complex hidden tables to achieve the highest level of layout accuracy across browsers. Nested Tables is the default publishing method for NetObjects Fusion. Using Nested Tables:

- You get relative placement of your content as you designed it in Page view, with relative spacing preserved regardless of the site visitor's display configuration.
- You can prioritize either the vertical or horizontal relationship between objects so site visitors are more likely to see the pages as you designed them, regardless of their local browser, font, and display configurations.
- Pages can be viewed in most browsers that support the 3.2 HTML specification, including Microsoft Internet Explorer 3.0 or higher and Netscape Navigator 3.0 or higher.

Optimizing Nested Tables Output

If you set a Layout or Layout Region to Nested Tables output, you can control the text flow for each container by choosing the table formatting priority—columns or rows—that NetObjects Fusion uses to generate the page HTML. This helps to preserve your design if a browser's font settings change the size of your text.

A Columns or vertical priority keeps text together in a vertical orientation when text size changes rearrange the page. A Rows or horizontal priority keeps text together in a horizontal orientation when text size changes rearrange the page.

You can make pages more efficient and predictable by optimizing placement of objects within the site's underlying table structure. As a general rule, it's best to align objects to each other and to isolate text boxes in their own cells within the underlying table structure so they can resize as necessary in response to browser font changes.

To help determine the best alignment, you can preview the underlying table row and column structure to see if NetObjects Fusion can divide your Layout into cells efficiently or if you need to rearrange some objects.

1. In Page view, select the Layout or Layout Region you want to preview.
2. On the General tab of the Properties palette, select Columns or Rows in the HTML output section.
3. Click and hold the Show button.

   NetObjects Fusion hides grid lines, guide lines, and object borders in the Layout and displays solid gray lines to show how the Layout is divided into rows and columns.
4. Identify underlying table cells that contain multiple text boxes or other objects.
5. Release the Show button.
6. If row and column dividers do not separate objects the way you think they should, those objects might not be aligned with pixel-level accuracy. To correct this, Shift+Click all the objects you want to align.
7. On the Multi-Object palette, click the alignment setting appropriate for the selected objects.
8. Repeat steps 3 through 7 as needed.
9. Preview the site or page.
10. To test the results, reset your browser display fonts to a significantly larger size and preview the site again.

    You can see a page's table structure in the browser by holding down Shift when you click the Preview button.

Optimizing AutoFrames

You can control realignment of AutoFrame content by selecting, for each frame, the table alignment setting that best preserves your design. When you use the Show button to preview the Layout’s table structure, the preview includes the table structure that NetObjects Fusion expects to use within AutoFrames.

Locking or Maximizing a Text Box

If all the objects on a page are embedded in a text box, you can apply three text box properties to reduce the impact of variations in browser configurations: locking the minimum size of a text box, sizing the text box to fill the Layout, and wrapping the text box contents to the browser width. See Working with Text Boxes for information about these options.

Publishing with Regular Tables

When you choose Regular Tables, NetObjects Fusion translates each page Layout or Layout Region into an HTML table with rows and columns, and places your content into table cells. This results in relative placement of content on the page; content maintains its position in the underlying table. If text content expands because of a browser font setting, its table row expands with it, and the content below it on the page is moved down.

Regular Tables is recommended when you:

- Want pages to display successfully in older versions of some browsers.
- Embed form objects in the page's Layout area or Layout Region.
- Include objects with actions on the page, and you choose not to use CSSP+Layers, CSSP, or Layers as the output method.

Publishing with CSSP+Layers

When you choose CSSP+Layers, NetObjects Fusion expresses the location of content in terms of absolute positioning. For example, instead of using HTML workarounds such as empty table rows and transparent **.gifs** to position a line of text below the top of the page, the absolute positioning supported by CSSP+Layers defines placement of the text box a specific distance from the top left corner of the page in a simple statement of x,y coordinates.

CSSP+Layers uses a combination of CSSP code, JScript, and browser-specific codes to control the placement and delivery of content. Pages published using CSSP+Layers can only be viewed accurately in Microsoft Internet Explorer 4.0 or higher or Netscape Navigator 4.0 or higher browsers. Older browsers can view the pages, but with unpredictable results; in many cases the page content is stacked flush left down the page.

When you select CSSP+Layers:

- NetObjects Fusion generates HTML code that produces the same results in Microsoft Internet Explorer and Netscape Navigator.
- Pages are typically more compact and download faster than table-based HTML pages.
- You can overlap objects in Layouts or Layout Regions. See Layering Objects.
- You get consistent results with pages containing actions. See Building Dynamic Pages.
- There is some risk for text-rich pages. If a CSSP+Layers page is viewed in a browser with large font settings, the text boxes expand without regard for other objects on the page, which can result in unplanned overlapping of objects.

Publishing with CSSP Only

If you are sure all site visitors use Microsoft Internet Explorer 4.0 or higher, choose the CSSP output method. In this method, NetObjects Fusion uses Cascading Style Sheet Positioning to achieve a high level of layout accuracy. The resulting HTML files are smaller than the files produced when you use CSSP+Layers.

Publishing with Layers Only

If you are sure all site visitors use Netscape Navigator 4.0 or higher, choose the Layers output method. In this method, NetObjects Fusion uses Layers to achieve a high level of layout accuracy. The resulting HTML files are smaller than the files produced when you use CSSP+Layers.

Applying HTML Output Methods

You must choose one output method as the default for your site. Note that if you set CSSP+Layers as the default, site visitors must have a 4.0-level browser to view the site correctly, which excludes site visitors who use older browsers. See Setting the Site's HTML Output Method.

To change the HTML output method for a specific page Layout or Layout Region, you can override the:

- **Site publishing method for a specific page Layout.** When you publish selected pages in CSSP+Layers—while publishing the rest of the site in one of the table-based formats—you can keep the bulk of your site accessible to most browsers, and provide specialized content to those with browsers that support it. See Setting the HTML Output Method for a Layout or Layout Region.
- **Site or page publishing method for a specific Layout Region.** Publishing a selected Layout Region in CSSP+Layers—while publishing the rest of the page and site in a table-based format—makes an even finer distinction between the content available in basic HTML format and specialized content for newer browsers. See Setting the HTML Output Method for a Layout or Layout Region.

Design Priorities and Method Choices

Use this table to determine which combination of layout methods and HTML output methods best supports your site design priorities.

If your priority is...	Suggested container object	Suggested HTML output method
Lean HTML and fast browser loading	Text box or Layout-sized table	Nested Tables
Precise placement control for objects	Layout and/or Layout Region(s)	Nested Tables
Maximizing usability for site visitors with older browsers	Text box sized to Layout	Regular Tables
Absolute control over minimum text box height	Text box with size locked	Nested Tables
Precise placement control for selected content, but lean HTML otherwise	Text box for page with embedded Layout Region for selected content	Nested Tables
Wrapping text around images and other objects	Text box and/or table	Nested Tables
Overlapping selected objects	Text box for page; overlapped objects in Layout Region embedded in the text box	Nested Tables for site; CSSP+Layers for Layout Region containing overlapped objects
Wrapping page to varying browser sizes	Text box sized to Layout with content wrapped to browser	Nested Tables
Drag-and-drop placement of objects while designing the page	Layout and/or Layout Region	Nested Tables
Horizontal or row-based content flow such as spreadsheets or other tabular data	Table sized to page	Nested Tables
Delivering objects with actions or other DHTML effects only to advanced browsers	Text box and/or table	CSSP+Layers
Delivering objects with actions or other DHTML effects to greatest number of browser versions	Text box for page; objects with actions in Layout Region embedded in the text box	Nested Tables for site; Regular Tables for Layout Region containing objects with actions
Using cascading actions	Text box for page; embedded Layout Regions containing objects with actions, grouped for cascading messages	Nested Tables CSSP Layers CSSP+Layers

Page View Basics

Page view is where you add text, graphics, and other objects to develop page design and add content. You can use a variety of tools, object properties, and layout aides, such as rulers, guides, and grids, to add and arrange objects on the page.

MasterBorder and Layout Area

In NetObjects Fusion, a page consists of a Layout area and a MasterBorder area. The Layout area is the body of the page. It contains objects that are unique to that page. The MasterBorder is the page margins. MasterBorders contain objects, such as navigation bars, that appear on multiple pages.

You can define multiple Layouts and MasterBorders, then assign one of each to a page. See Working with MasterBorders and Working with Layouts.

Setting Up the Page View Display

Use the commands on the View menu to show or hide Page view elements.

- Show and hide palettes and toolbars as described in NetObjects Fusion Window.
- Use the MasterBorder command to hide the MasterBorder. This provides more onscreen area for you to work on the page Layout.
- Use the Page Labels command to show and hide the Layout and MasterBorder labels and margin lines.
- Display object outlines to help you control object size and position.
- Use the Object Icons command to display or hide the indicator icons.
- Link icon indicates the object has an associated link.
- Anchor icon indicates the object has an anchor point to which you can link.
- Script icon indicates the object has associated HTML or scripts.
- HTML tag icon indicates the text has an HTML tag inserted at this point.
- Embedded object icon indicates the embedded object's insertion point.
- Action icon indicates an action is associated with the object.
- Warning icon indicates a potential layout problem or other error condition. Move the mouse pointer over the warning icon to display a ToolTip that identifies the problem.
- Select Rulers & Guides from the View menu to show and hide rulers and guides.
- Select Grid from the View menu to show and hide grids.

Setting Page Properties

To display the Page Properties palette, from the View menu, select Page View Options and click the Page tab. See Setting Page and Section Properties.

Displaying Pages in Page View

From Site view, to display a page in Page view:

- Click the page icon, then click the Page button
- on the control bar.
- Double-click the page icon.
- Click the page icon, then from the Go menu, choose Page.

Moving Between Pages in Page View

Move between pages in Page view using the page navigation buttons, the Site Navigation window, or the Go To command on the Go menu. For information about the Go To command, see Using the Go Menu.

The Page Navigation buttons and button for displaying the Site Navigation window are at the bottom of the NetObjects Fusion window.

Using Page Navigation Buttons

To move between pages using the page navigation buttons:

- On a child page, click the Parent page button to display its parent page.
- On a parent page, click the Child page button to display its first child page.
- Click the Previous page button to move to the preceding sibling page.
- Click the Next page button to move to the next sibling page.

Using the Site Navigation Window

The Site Navigation window displays the SiteStructure.

1. In Page view, click the Site Navigation window button.
2. In the Site Navigation window, double-click the page you want to open.

Setting Page Size

The size of a NetObjects Fusion page is defined by the combined size of the MasterBorder and Layout area. The default page size is 600x555 pixels. You can redefine the default page size setting in the Preferences dialog. See Setting Page Preferences.

You can change the size of an individual page by adjusting the size of the MasterBorder area, the Layout area, or both.

To resize the Layout and MasterBorder areas:

With the rulers showing, drag a Layout or MasterBorder handle to change the area's height and/or width. Use the far right MasterBorder handle to change the size of the right MasterBorder and the bottom MasterBorder handle to change the size of the bottom MasterBorder.

To set Layout size precisely, enter values in the Layout Width and Height fields on the General tab of the Layout Properties palette. For precision MasterBorders, enter values for the left, right, top, and bottom margins on the General tab of the MasterBorders Properties palette.

Using Object Tools to Add Objects

1. In Page view, select the tool you want to use.
2. Draw a box to position the object.

   For some objects, you must select a file from the Open dialog.

   The object appears on the page with the appropriate properties palette. The options displayed on the properties palette vary depending on the object.
3. Set the object properties.

After you use a selected tool to place an object on the page, the Selection tool automatically becomes active. To use a tool repeatedly to add several objects, double-click it to keep it active. This is not true for the Component tools.

Page View Toolbars

Page view includes Standard, Advanced, Form, and Components toolbars. Internal Page components are on the NetObjects Fusion Components toolbar. If you install third-party Page components, associated toolbars are listed on the View, Toolbars, Component Tools menu. For general information about using toolbars, see About Toolbars.

Dragging and Dropping Objects onto the Page

1. In Windows Explorer, select the file you want to place. You can drag and drop any file you can place with an object tool.
2. Drag the file into the NetObjects Fusion window and drop it on the page.
3. Set the object’s properties.

Importing Pages

In Page view, you can import a page authored elsewhere, convert it to NetObjects Fusion format, and edit its contents as you would any other page. You can import files with **.htm**, **.html**, **.jsp**, **.rtf**, or **.txt** extensions.

If you prefer not to convert an HTML page to NetObjects Fusion format, you can place it as an object. See Referencing HTML from Page View.

Note: Because of variations in HTML code, not all pages import exactly as you see them. Unpredictable results can occur if the page contains incorrect HTML. Non-HTML, such as JavaScripts and CGI scripts, does not import. However, assets such as Java applets, Shockwave, and other media do import. If NetObjects Fusion cannot parse the HTML, it is imported, but appears as external HTML.

1. In Page view, display the Layout on which you want to import the page. It is easiest to import a page into a Layout that contains no content, because objects from the imported file will overlay existing objects.
2. From the File menu, choose Import Page.
3. In the File Open dialog, select the type of file you want to import from the Files of type list.
4. Select a file from your hard disk or LAN. To use a file on a CD-ROM, copy it to your hard disk. To reuse an HTML file already included in the site, select it from the HTML Assets tab.
5. Click Open.

NetObjects Fusion places the contents of the file on the current page, beginning in the upper left corner of the Layout area.

Reusing Assets

By treating object files as assets, NetObjects Fusion provides you with a convenient way to replace or update multiple instances of an object. Reusing assets can also reduce the number of files stored on the server. Instead of adding multiple copies of a file in several locations, you add the asset once and then select from the list of existing assets when you want to place another instance of the asset.

To place an asset:

1. In Page view, choose the appropriate tool and draw a box to specify where you want to place the asset.
2. In the File Open dialog, click the Assets tab to see a list of current assets.
3. Select the asset you want to place and click Open.

NetObjects Fusion places the asset on the page and opens the appropriate properties palette. In Assets view, you can replace all instances of this asset in your site using a single command or add file assets. See Managing Assets.

Adding and Modifying Alt Tags

To make pages load faster, some visitors set up their browsers so they do not display images. To ensure that your pages provide the information you want to convey regardless of how the site visitor’s browser is set up, use alt tags to provide descriptive text that appears when images are not displayed. You can add an alt tag to Java, drawn shape, generic plugin, QuickTime, Shockwave, audio, and video objects in the AltTag field of the properties palette.

Microsoft Internet Explorer 3.x and 4.x and Netscape Navigator 4.x display alt tag text in a ToolTip when site visitors point at an object, so make sure every alt tag is appropriate for a ToolTip.

To add or modify an alt tag:

- On the object’s Properties palette, type a descriptive name in the AltTag field.

Editing Objects and Assets

You can edit objects created in other software applications from within NetObjects Fusion. In Page view, right-click the object and select Open File In External Editor from the Object menu. In Assets view, you select the Asset, and then from the Asset menu, select Open Asset. If the correct application does not open, the file type of the object or asset is probably not associated with the correct application.

For example, to edit a **.gif** image, right-click it in Page view and select Open File in External Editor. If Microsoft Internet Explorer opens rather than an image-editing application, you must change the application associated with **.gif** files. For example, you can change the associated application to NetStudio 1.0.1, the image editor included with NetObjects Fusion 4.0.

To set the application associated with a specific file type in Windows:

1. Double-click the My Computer icon on your Windows Desktop.
2. From the View menu, select Options.
3. Click the File Types tab.
4. For every image file type in the list, click Edit and choose the appropriate Content Type.
5. Click OK to close the Options dialog and close the My Computer window.

Selecting an Object

In NetObjects Fusion you might not always be aware of making a selection, but in Page view something is always selected. For example, when you switch from Site view to Page view, the Layout Properties palette appears. You might not see evidence that the Layout is selected, but it is indicated on the properties palette. To find out what is selected at any time, check the properties palette.

Using the Selection Tool

- Click the Selection tool  on the Standard toolbar.
- Click an object to select it. Click elsewhere to deselect it.
- Drag a marquee around multiple objects, or Shift+Click each object you want to select. Shift+Click selected objects one-by-one to deselect them.

Using the Object Tree

The Object Tree provides a convenient way to select objects, especially if you are working with layered or hidden objects.

1. In Page view, from the View menu, choose Object Tree.
2. In the Object Tree, click an object to locate it on the page.
   Selection handles identify the object on the page.

Renaming an Object

If you add several of the same type of objects to a Layout or MasterBorder, NetObjects Fusion numbers each object in the order in which you placed it. You can rename the objects for easy identification.

1. In Page view, from the View menu, choose Object Tree.
2. In the Object Tree, select the name of the object and type a new name.

Resizing an Object

- Click an object and drag the selection handles to resize the object. If Display is set to Normal, you cannot make the object larger.

To make multiple objects the same size:

1. In Page view, select the objects by Shift+Clicking each one or by drawing a marquee around them.
2. From the Objects menu, choose Size Objects:

- Width, to make the objects the same width.
- Height, to make the objects the same height.

The selected objects size to match the largest object you select.

Moving or Copying an Object

- Press Ctrl, then click and drag an object to copy it.
- Click and drag an object to move it.
- To prevent an object from dropping into a container, such as a Layout Region or text box, select the object and press Alt while moving it over a container.
- You can move or copy objects from Layout to Layout in Page view using the Cut, Copy, and Paste commands on the Edit menu.

  If you want to specify the position of an object before you paste it, click the page and then use the Paste command. The upper-left corner of the pasted object appears at the point where you click the page.

Aligning and Distributing Objects

In a Layout or Layout Region, you can align two or more objects to each other and distribute three or more objects equidistant from each other. You can also align and distribute objects relative to the Layout or Layout Region.

1. In Page view, select the objects you want to align by Shift+Clicking each one or by drawing a marquee around the objects.

   The Multi-Object Palette appears.

2. If you want the objects to align or be distributed relative to the Layout or Layout Region in which the objects are placed, select Relative to Layout.

3. In the Align section, specify the horizontal and vertical alignment.

- Select an option from the Horizontally section to align objects' left or right sides, or to center them on top of each other. If you select Relative to Layout, the objects align to the right or left side of the Layout, or are centered in the Layout, one on top of the other.
- Select an option from the Vertically section to align objects' top or bottom sides, or to center them next to each other. If you select Relative to Layout, the objects align to the top or bottom of the Layout, or are centered in the Layout side-by-side.
- Select Horizontally or Vertically from the Distribute section to make selected objects equidistant.

Note: Object alignment can have an impact on preserving your design and optimizing your code. See Optimizing Nested Tables Output.

Adding, Moving, and Deleting Guides

Use the page guides to align objects vertically and horizontally. You can add as many guides as you want to either the MasterBorder or the Layout area. MasterBorder guides are red, Layout area guides are blue. Guides associated with a MasterBorder appear on all pages that use that MasterBorder. Guides you create are saved with the site. To:

- Add a guide, click in the ruler or hold down the Ctrl key while you drag an existing guide.
- Move a guide, click its arrow on the ruler and drag it.
- Delete a guide, click its arrow and drag it off the ruler.
- Show or Hide a guide, select Rulers & Guides from the View menu.

Snapping Objects to Grids, Guides, and Each Other

Use the Snap feature to align objects exactly. When you select a Snap to command, NetObjects Fusion creates a "magnetic" attraction between the selected object and the grid, guide, or other objects. Forcing objects to snap to grids, guides, and each other makes your HTML code more efficient.

To force objects to snap to:

- Guides, select Snap to Guides from the View menu.
- Grids, select Snap to Grid from the View menu.
- Other objects, select Snap to Object Outlines from the View menu.

Layering Objects

NetObjects Fusion supports CSSP+Layers, CSSP, and Layers, forms of HTML output that displays overlapped objects correctly. Site visitors using Microsoft Internet Explorer 4.x or Netscape Communicator 4.x can see objects overlap other objects. See Publishing with CSSP+Layers, Publishing with CSSP Only, and Publishing with Layers Only.

To overlap objects:

1. In Page view, on the General tab of the Layout Properties palette, select CSSP+Layers in the HTML output section. If your site visitors use only Netscape Navigator 4.0 and above, select Layers; if they use only Microsoft Internet Explorer 4.0 and above, select CSSP.
2. Place two or more objects in the Layout or a Layout Region.

Objects are layered in the order in which you place them. To change the layering order, see Rearranging Layered Objects.

Rearranging Layered Objects

1. In Page view, from the View menu, select Object Tree.
2. In the Object Tree, click the object you want to move.

   Handles appear around the object on the page.

3. Click and drag the object up or down the tree to move it to a different layer, or from the Object menu, choose Arrange Objects and select:

- Bring to Front to bring the object to the top of the layer.
- Bring Forward to bring the object up one layer.
- Send to Back to send the object to the bottom layer.
- Send Backward to send the object down one layer.

Placing Pictures

You can enhance your pages by placing pictures in the Layout area and MasterBorder. This chapter tells how to add pictures and modify their size and appearance.

Choosing an Image Format

To display a picture, most browsers require the picture to be stored in one of the following Web-standard formats:

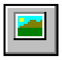
- Joint Photographic Experts Group (**.jpg**) supports 24-bit true color.
- Graphics Interchange Format (**.gif**) supports 8-bit, 256-color images. NetObjects Fusion also supports GIF 89, a format for transparency, interlacing, and animation, as well as animated **.gifs**. An animated **.gif** file contains multiple images that a browser plays in sequence, adding movement to your pages without browser plugins.
- Portable Network Graphics (**.png**) supports any color-depth image. To view **.png** images with Netscape Navigator 4.0, the PnP Live 2.0 plugin is required; Microsoft Internet Explorer 4.0 does not require a plugin. Earlier versions of both browsers require PNGLive 1.0 to view the image. You can find this plugin at **http://home.netscape.com/plugins/image_viewers.html**.

NetObjects Fusion includes sample pictures in the **NetObjects Fusion 4.0\Samples\Content\Images** and **\Animated GIFs** folders. There are more samples in the **\Extras** folder on the NetObjects Fusion installation CD.

If you try to place a picture that is in **.bmp**, **.pcx**, **.pct**, or **.psd** format, NetObjects Fusion offers to convert it to **.gif** or **.jpg** format.

If you are using Windows NT, you can use the Picture tool to place Flashpix (**.fpx**) images. You can also use the Media Plug-in tool, as described in Inserting Other Types of Files to place an **.fpx** file in Windows 95, Windows 98, or Windows NT.

Adding a Picture

1.  In Page view, choose the Picture tool from the Standard toolbar, and draw a box where you want to place the picture.
2. In the Picture File Open dialog, select the image file you want from your hard disk, CD-ROM, or LAN. From the Files of type drop-down list, select:

- **Web Images**, to see a list of all image files that can be viewed in a Web browser, including **.gif**, **.jpg**, and **.png**.
- A specific file type, to see only files of that type. You can select GIF, JPEG, PNG, BMP, PCX, PICT, or FPX.
- **All Images**, to view all files that are image files.
- **All Files**, to see all files in the selected folder.

3. Make sure Show thumbnail image is selected if you want to preview your image in the dialog.
4. Click Open to place the image on the page.

   If you select a non-standard Web format, the Unsupported File Format dialog appears.

- If you convert to **.gif**, NetObjects Fusion reduces the image to 256 colors.
- If you convert to **.jpg**, NetObjects Fusion retains the color information from the original file.
- If you choose not to convert, NetObjects Fusion positions the image in HTML using the <EMBED> tag. Only browsers that have the appropriate plugin installed can view the image.

5. Choose the appropriate conversion format and click OK.

   The picture and Picture Properties palette appear. The box you drew automatically resizes to fit the picture.

6. Type a description of the picture in the AltTag field.

   See Adding and Modifying Alt Tags.

If you want to use a picture that is already placed in the site, you can choose it from the list on the Image Assets tab in the Picture File Open dialog. See Managing Assets.

Resizing a Picture

When you resize a picture and publish the site, NetObjects Fusion changes the HTML <HEIGHT> and <WIDTH> tags of the original image. Your original file is unchanged and included among the site assets.

1. In Page view, select the picture you want to resize.
2. On the Picture Properties palette, set the picture's Display property to Stretch.
3. Drag any handle until the picture is the size you want. To size the picture proportionally, hold down the Ctrl key as you drag a corner handle.

To return the selected picture to its original size, either:

- Set the picture's Display property to Normal.
- From the Object or shortcut menu, choose Restore Original Size.

Cropping a Picture

You can crop a picture to make only part of it visible. When you publish the site, NetObjects Fusion generates a new file listed in Publish view as an Auto-generated image. Your original file is unchanged and included among the site assets.

1. In Page view, select the picture you want to crop.
2. Set the picture's Display property to Normal.
3. Drag the lower-right selection handle to reduce the size of the box enclosing the picture. NetObjects Fusion crops the bottom and right sides of the picture. To crop proportionally, hold down Ctrl as you drag.

Tiling a Picture

You can create multiple instances of a picture by tiling it. When you publish the site, NetObjects Fusion generates a new file listed in Publish view as an Auto-generated image. Your original file is unchanged and included among the site assets.

1. In Page view, select the picture you want to tile.
2. On the Picture Properties palette, set the picture's Display property to Tile.
3. Drag a selection handle to enlarge the box and display more or fewer tiled images.

   NetObjects Fusion displays multiple images of the picture in the box. Each image is the size of the picture in the source file.

Rotating a Picture

You can rotate pictures in 90-degree increments. When you rotate a picture and publish the site, NetObjects Fusion generates a new file listed in Publish view as an Auto-generated image. Your original file is unchanged and included among the site assets.

1. In Page view, select the picture you want to rotate.
2. On the Picture Properties palette, click the Effects tab.
3. In the Rotate field, select the desired rotation.

Creating a Border around a Picture

You can use the Picture properties to add a black border around a picture.

1. In Page view, select the picture for which you want to create a border.
2. On the Picture Properties palette, click the Effects tab.
3. In the Border field, specify the thickness of the border.

Creating a Transparent GIF

When you place a **.gif** image on a page, you can make every pixel of one color transparent. Although only part of the image is transparent, it is called a transparent **.gif**. You can use transparent **.gif**s to blend an image background with the page background, or to silhouette an image against the page background.

An image with a solid background works best because only pixels of exactly the same color can be transparent. If the image background is dithered, it contains several colors.

Note: Transparency only works with **.gif**s. You cannot set a transparency for a **.jpg** or other image file format.

When you use transparency, NetObjects Fusion generates an Auto-generated image. Your original file is unchanged and included among the site assets.

To create a transparent **.gif**:

1. In Page view, select the picture for which you want to create a transparent **.gif**.
2. On the Picture Properties palette, click the Effects tab.
3. Click the Transparency dropper, then click the color in the picture that you want to make transparent.

   The Use color check box is selected, and NetObjects Fusion displays the color you selected in the box next to it.
4. To make a transparent color opaque, clear the Use color check box.

Adding Text to a Picture

You can add text to a picture and format its font, size, and alignment. The text you add becomes part of a new image file when you publish the page containing the picture. When you add text to a picture and publish the site, NetObjects Fusion generates a new file listed in Publish view as an Auto-generated image. Your original file is unchanged and included among the site assets. See Adding Text to a Shape or Picture.

Publishing Your Site

When you complete your site design and development, you're ready to publish the results. The publishing process generates the HTML pages and associated assets. When you publish, you can control the location of your published site, directing NetObjects Fusion to store your site on a local disk or a remote server.

Note: Sites published with NetObjects Fusion work with any Web server, on any operating platform. No special Web-server extensions are required. If your site contains server-side components—including NetObjects Fusion Message Board or Form Handler components, CGI scripts, or third-party components —it will require additional server setup.

The Publishing Process

When you publish your site, NetObjects Fusion generates HTML pages and associated assets from the information in the ***Sitename*.nod** file, which contains your SiteStructure, page design, content, links, and assets.

You can publish your site to a local drive, a Web server on your intranet, an ISP's Web server, or any server to which you have access. If you want to test your site before you share it with the world, you can publish it to a local drive. You do not need a Web server when you publish locally. If you want a few site visitors to test your site, you could publish to a private Web server. When you are ready to share your site with the world, publish to your ISP's Web server or your company's Web server.

To publish to multiple locations, you simply set up different server profiles. The My Computer profile included with NetObjects Fusion is preconfigured to publish your site to your local drive. You do not have to do additional setup to publish locally. When you are ready to publish to a Web server, you must set up a server profile. You can create as many server profiles as you need.

To publish a site to a Web server the first time:

1. Select Publish Setup in Publish view.
2. Define your site's publishing settings in the Publish Setup dialog by:
   a. Defining the directory structure.
   b. Selecting the HTML output method.
   c. Defining server profiles.
   d. Selecting Publish components, if necessary.

   These settings are saved in your ***Sitename*.nod** file for future use.
3. Customize your site's directory structure, if needed, by:
   a. Re-arranging and renaming site folders.
   b. Creating custom folders.
   c. Changing the publishing properties for folders, pages, and assets.

   NetObjects Fusion saves the customized directory structure in the ***Sitename*.nod** file for future use. The file and directory structure you use does not change the appearance, design, or content your site visitor sees; it only controls the way the pages and assets are stored on the server and the paths in the HTML to those assets.
4. Publish your site to the selected server location.

Once you successfully publish, you can re-publish at any time by clicking the Publish button on the control bar. You can also modify these settings at any time and then re-publish.

Exploring Publish View

You must be in Publish view to publish your site. When you go to Publish view, it looks similar to the Microsoft Windows Explorer or the Windows NT File Manager. You can manipulate the directory structure, rename folders, create new folders, and so on in Publish view.

The Directory Structure pane on the left displays the directory structure of your site as it will be published on your server. You can delete, rearrange, or rename folders shown in the Directory pane, and you can create new subfolders at any level below the root. Components and their related assets have a black lock image on their icons, signifying that they cannot be renamed or rearranged.

The pane on the right displays the contents of the folder currently selected in the Directory pane. For each folder, page, or asset, the pane displays its name, type, attributes, and the date and time of the last local and remote publish. You can sort the content files and folders by clicking a column heading, and you can resize the columns by dragging the column heading border. The icons associated with different file types are set in the Windows File Types Registry.

Click a folder's plus sign to expand the display to show the subfolders beneath it. Click a folder's minus sign to collapse the display and hide the subfolders beneath it. Resize the Directory Structure and Contents panes by dragging the divider bar in either direction.

Setting the Directory Structure

When you publish your site, you control the directory structure used to arrange your files and assets on the server. Setting the directory structure does not change the structure that the site visitor sees, nor does it affect the relationships or links between pages and assets. It simply defines how your pages and assets are stored on the server, and what URL is required to access them. For example, some servers require a one-level structure, with all pages, images, and other assets in the same directory; others let you set up your own directories.

NetObjects Fusion supports three pre-configured directory structures:

- **Flat** for servers that require all resources and assets to be in a single directory. Many commercial ISPs require this kind of structure.
- **By Asset Type** arranges your site contents into folders according to their asset type. This is the structure generated by earlier versions of NetObjects Fusion. For example, if your site contains a typical mix of text and media, a structure set By Asset Type arranges your contents into the structure shown below.
- **By Site Section** arranges your site contents into a directory structure that looks like your site in Site view:
- Your Home page and its assets are stored in the site's root directory.
- Each first-level page is stored in its own folder with its assets.
- Any child page is stored with its assets in a subfolder beneath the folder that contains its parent page. You determine the maximum number of subfolders by setting the Number of Levels option.

For example, a structure set By Site Section would have this directory structure on the server.

This setting creates the most efficient file structure, allowing your server to load your pages as quickly as possible in your site visitor's browser. It is the default directory structure setting in NetObjects Fusion. It also provides the most effective directory structure for search engines, which might index only one page per folder.

Note: If you apply the By Site Section directory structure, shared assets are stored in the deepest folder common to all pages that use that asset. This makes the shared access to those assets as efficient as possible.

To set the Directory Structure property for this site:

1. 

In Publish view, click the Setup button on the control bar.
2. On the Directory Structure tab of the Publish Setup dialog, select the arrangement you want from the Directory Structure drop-down list.
3. If you customized your directory structure and want to reset your arrangement to the default directory structure, click the Clear All Customizations button.

   NetObjects Fusion removes any custom folders and changes all customized asset names back to their original, auto-generated names. See Customizing Your Directory Structure.
4. Click OK to apply the selected directory structure type.

The directory structure is revised and displayed in Publish view.

Setting the Site's HTML Output Method

The wide range of browser versions and capabilities makes it difficult to know exactly what kind of HTML tags and functions will display effectively to site visitors. Advances in HTML coding and browser abilities have also made it possible to create pages using less code and more efficient downloads—if your site visitor's browser can support it. To address these concerns and take advantage of these improvements, you can choose among several types of HTML output when publishing your site.

- **Nested Tables** uses Nested Table tagging and other features of the 3.2 HTML specification. This is the default output method because it produces the most predictable and consistent results onscreen, regardless of the type, version, or configuration of the site visitor's system or browser fonts. Both Microsoft Internet Explorer 2.x and above and Netscape Navigator 2.x and above correctly display pages published in Nested Tables format. See Optimizing Nested Tables Output.
- **Regular Tables** uses basic HTML table tagging to deliver your design and content. Both Microsoft Internet Explorer 2.x and above and Netscape Navigator 2.x and above correctly display pages published in Regular Tables format, although site visitors' results might vary according to their system and browser font settings.

Note: If you select either Nested Tables or Regular Tables, be sure your pages do not have overlapping objects, or your published results will not be what you expected. See Editing Objects and Assets.

- **CSSP+Layers** uses Cascading Style Sheet Positioning code, layers, and scripts to position and publish your design and content. Both Microsoft Internet Explorer 4.x and Netscape Communicator 4.x correctly display pages published in CSSP+Layers format, although the site visitors' results might vary according to their system and browser font settings.
- **CSSP** uses Cascading Style Sheet Positioning to achieve a high level of layout accuracy. The resulting HTML files are smaller than the files produced when you use CSSP+Layers. If you are sure all site visitors use Microsoft Internet Explorer 4.0 or higher, choose the CSSP output method.
- **Layers** uses Layers to achieve a high level of layout accuracy. The resulting HTML files are smaller than the files produced when you use CSSP+Layers. If you are sure all site visitors use Netscape Navigator 4.0 or higher, choose the Layers output method.

On the HTML Output tab of the Publish Setup dialog, you designate which type of HTML output is generated. This setting determines the site setting for HTML output. You can override this setting for individual Layouts and Layout Regions, so NetObjects Fusion generates the HTML using a different method. See Setting the HTML Output Method for a Layout or Layout Region.

To set the publishing method for your site:

1. 

In Publish view, click the Setup button on the control bar.
2. In the Publish Setup dialog, click the HTML Output tab.
3. Select the publishing method you want to use from the Output Type drop-down list.

   The selected output method becomes the default for all the pages in the site, unless overridden in a specific Layout or Layout Region.

4. In the Options section of the dialog:
   - Choose a character set from the Site Character Set drop-down list. See Setting the Site's Character Set.
   - Use the Quote Type drop-down list to select one of the three types of quotation marks you can use in your site's text objects.

     Straight Quotes is the default setting. The site visitor's browser font settings control the appearance of these quotes in the browser.

5. Click the Advanced button to set additional HTML options. See Setting Advanced HTML Options.
6. Click OK to set the selected HTML output options.

Setting Advanced HTML Options

NetObjects Fusion includes a variety of options you use to control HTML format and generation.

1. In Publish view, click Setup on the control bar.
2. Click the HTML Output tab and click the Advanced button.
3. Set the Formatting options. These settings affect only the appearance of the HTML code; they have no impact on the appearance of the site.

- **Case.** Choose Uppercase, Lowercase, or Initial Cap for HTML tags and attributes.
- **Indentation.** Choose tabs or indicate a specific number of spaces.
- **Line breaks.** Choose PC/Unix or Mac.
- **Wrap width.** Enter a value for the number of characters on each line.
- **Do not format document HEAD.** Select this option to exclude the HEAD section from the format settings in this dialog.
- **Maximum compression.** Select this option to produce the smallest possible HTML code. The code will be illegible. To restore the code, clear the option and republish the site.

4. Click the HTML Generation tab and set the options.

- **Charset information.** If you select this option, NetObjects Fusion creates a META tag displaying the site character set selected on the HTML Output tab. This may cause Netscape Navigator to refresh unnecessarily.
- **Generator.** Select this option to list the HTML generator listed in the META tag. You can accept the default or enter your own generator information. If you clear this option, no generator information is listed in the META tag.
- **User Transparent GIF as Spacer.** If you select this option and publish using Regular Tables or Nested Tables, invisible image files named **clearpixel.gif** with varying widths and heights are placed in table cells to ensure accurate placement of objects. If you clear this option, your HTML files will be smaller, but your pages may not display as you intended. Be sure to test your pages in all browsers.
- **Descriptive comments.** Select this option to include comments in the HTML file created for each page. Comments identify the beginning and ending of each page's head and body, as well as objects.

5. Click OK to close the Advanced HTML Options dialog.
6. Click OK to save the settings.

Defining Server Profiles

The last task in configuring your publishing settings is to define the local or remote server locations where you want to store the published site.

Each server profile has a name and a set of properties that define the local path name or the remote host connection settings that NetObjects Fusion uses to publish your site to that location and server. You can select a server profile or set its properties any time before you publish the site. The profile is stored with the rest of your publishing specifications in the ***Sitename*.nod** file.

NetObjects Fusion includes two default server profiles:

- **My Computer**, which defaults to a local setting with the target directory of ***Sitename*\Local Publish**.
- **Remote Publish Server**, which defaults to a blank remote server profile that you must fill out before publishing.

You can modify these default profiles, create your own, or delete unneeded profiles.

Defining a Server Profile for Local Publishing

1. 

In Publish view, click the Setup button on the control bar.
2. In the Publish Setup dialog, select the Server Locations tab.

   To modify an existing local server profile, select the profile from the list and click Edit. Continue with step 4.

3. To create a new server profile, click Add.

   NetObjects Fusion displays the Location Properties dialog with the Server Name field blank.

   Enter a name for this profile in the Server Name field.

4. Click Local and fill in the Directory field using one of these methods:

- Enter the drive and directory path you want to use. This path can point to an existing directory or create a new directory.
- Click Browse to display the Browse for Folder dialog and select the local directory you want to use. To create a new directory, browse to and select the directory immediately above the location you want, then click OK. Enter the name of the new directory at the end of the path in the Directory field.

   To prevent your published site files from getting mixed in with other files, enter or select a new or empty directory. Also, make sure the local drive has sufficient space for your published site files.

5. To set the file name for the Home page of your site, use the Rename the home page as drop-down list. You can select:

- **Index**, which is the default page name automatically recognized by most current servers. This is the default.
- **Current Page Name**, which is set by the value of the Name property for the Home page.
- **Home**, as in **Home.html**.
- **Default**, as in **default.html**.

6. Set the default file name extension applied to each page in your site by either:

- Selecting **.htm**, **.html**, or **.shtml** from the drop-down list.
- Entering an extension of your choice.

   For local publishing, be sure to use a page extension that your browser recognizes, or it might not display the page properly. If you defined a file name extension for an individual page in the Custom Names dialog, that extension overrides the site default for that page.

7. To convert all spaces and most non-alphanumeric characters in asset file names to underscore characters (_), select Replace spaces and other special characters with underscores. NetObjects Fusion doesn't replace periods (.) or hyphens (-) because all servers understand those characters.
8. Click OK to complete the configuration of the local server profile.

Defining a Server Profile for Publishing on a Remote Server

The information needed to connect to a remote server is specific to your server. Contact your ISP or Web server administrator for the precise information to enter in these fields. For guidance on the questions you need to ask, see Remote Server Access Checklist.

To define a remote server profile:

1. In Publish view, click Setup on the control bar.
2. In the Publish Setup dialog, select the Server Locations tab.

   To modify an existing remote server profile, select the profile from the list and click Edit. Continue with step 4.

3. To create a new remote server profile, click Add.

   The Location Properties dialog appears with the Server Name field blank.

   Enter a name for this profile in the Server Name field.

4. Select Remote and in the Remote Host field, enter the name or IP number used to connect to the remote server. This can be your site's domain name, the name of an intranet server, or the name of your ISP's server.
5. To specify a CGI FTP port number or custom port number, or establish aliases or virtual directories for some of your site content, click Advanced to display the Advanced Settings dialog. See Creating Aliased Folders and Setting the CGI-Bin Directory.
6. Enter the Base Directory for your site that defines where on the server your content will be stored:

- If your site's Home page should be stored in the home directory of the user ID or server account that you use to publish your site to your Web server, leave this field blank.
- If you want your site's Home page to be stored in a different directory than the home directory, enter the absolute or relative path to the Home page here, such as **./public_html/user**.

   For more information on the base directory setting, see Remote Server Access Checklist.

7. In the Name field, enter the user ID needed to log on to the remote server so you can transfer files to it.
8. In the Password field, enter the password that authorizes this ID to access the server. To effectively publish your site, you need server permissions that let you add files and create directories, so you can transfer scripts and other executable resources to a directory on the server that lets them run.
9. Select the Remember password option if you do not want to be prompted for your password every time you publish remotely to this server.
10. To set the file name for the Home page of your site, use the Rename the home page as drop-down list. You can select:

- **Index**, which is the default page name automatically recognized by most current servers. This is the default.
- **Current Page Name**, which is set by the value of the Name property for the Home page.
- **Home**, as in **Home.html**.
- **Default**, as in **default.html**.

   If you use Current Page Name, your site visitors must include the exact file name as part of the URL to reach your site.

11. Set the default file name extension **.htm**, **.html**, or **.shtml** from the drop-down list that is applied to each page in your site. If you define a file name extension for an individual page in the Custom Names dialog, that extension overrides the site default for that page.
12. To convert all spaces and most non-alphanumeric characters in asset file names to underscore characters (_), select Replace spaces and other special characters with underscores.

   Your site might be hosted on a server that cannot handle spaces in file names, so it's recommended that you select this option. NetObjects Fusion does not replace periods (.) or hyphens (-), because all servers understand those characters.

13. Click OK to complete the configuration of the remote server profile.

Creating Aliased Folders and Setting the CGI-Bin Directory

Sometimes you need to store certain assets of your site in a location separate from the rest of your site. For example:

- You can link to programs such as CGI scripts or other executables that have to be placed in a specific CGI directory so they run properly.
- You can place an order form or other pages in a secure location that requires authorized access, without restricting access to the rest of your site.
- You can link to images or other assets that are maintained or controlled by others, and stored in a protected location.

Note: You cannot do this with NetObjects Fusion's Message Board or Form Handler components.

To do this, you create alias folders, using a process in which you define two locations: the actual physical location where you want to FTP the pages or assets, and the URL or logical address that you want NetObjects Fusion to use when referring to that object. On some servers, this is referred to as creating virtual folders.

Once the site is published, you or your server administrator must configure the server to look in the FTP location for assets that are described as being in the URL location. For example, your site might include several stock images from your company's marketing department, such as the company logo and other approved artwork. When you create your site, you use copies of the artwork that you stored on a local disk. When you publish and upload your site to the company server, however, you want to use the "official" images that have been approved and maintained by the marketing department.

Check with your server administrator to see if your site contents or remote server configuration requires a CGI directory or other aliases.

To specify the CGI-BIN directory:

1. In Publish view, click Setup.
2. Click the Server Locations tab, select a remote server, and click Edit.
3. Click the Advanced button.
4. In the Advanced Settings dialog, enter the FTP path where CGI scripts are stored in the CGI field.
   This establishes an alias to the executable directory on the server where CGI scripts are kept.

You can also use the Advanced Settings dialog to define a specific server port or permissions setting—even if you are not defining aliases or virtual folders. Depending on your Web server configuration, you might need to set specific permissions so your Web server software can access your published files. This section describes how to set a different permission string to override the default permissions normally set by NetObjects Fusion. If you simply want to define a specific server port or permissions setting for this server profile, proceed to step 10.

To create other aliased folders:

1. In Publish view, arrange the directory structure for your site the way you want it to appear on your server.
2. Isolate the pages or assets you want to store in an aliased location into one branch of the directory structure, under a common parent folder. If necessary, create a custom folder for each set of aliased content.

   If your site requires more than one alias—such as one alias for secure pages and another alias for protected assets—you can create more than one custom folder.

3. Drag pages and assets into the appropriate custom folder(s) as needed.
4. 

   Click Setup on the control bar.
5. In the Publish Setup dialog, select the Server Locations tab.
6. Select the remote server profile that you want to change, and click Edit.
7. In the Location properties dialog, enter remote server profile information, if needed.
8. Position the Locations Properties dialog so you have a clear view of the Directory pane of Publish view.

Refer to the directory structure to make sure you type the URL to your custom folder correctly.

9. Click the Advanced button.
10. In the Advanced Settings dialog, to specify a port or permissions setting to access this server, enter the port number or permissions flag in the appropriate field.
11. To add a new alias, click the Add button. To edit an existing alias, select it from the list, then click the Edit button.
12. In the New Alias dialog, enter the absolute or relative path from your site's root folder to the custom folder containing the aliased pages and assets as the URL Path.

    Refer to the directory panel as needed to enter the path exactly as it appears, including the use of uppercase and lowercase names and spaces. For example, if you create a custom folder called **\Companypix** and place it under your **\Assets** folder, the URL Path would be**./Companypix**.

13. Enter the FTP path that you want to use to actually store that folder and its contents. This FTP location must be on the same server as the rest of the site because your server profile only logs onto one server at a time.
14. Click OK.
15. To add additional aliases, return to step 11.

When you publish your site, NetObjects Fusion keeps all links and references to your aliased content pointing toward the URL path, but actually stores the pages and assets in the FTP location you specified.

Note: The server must be configured to support this alias. This is a system administrator task outside of NetObjects Fusion, so you or your server administrator must define the alias on the server.

Publishing Components

If you installed third-party Publish components, you can choose to publish or not publish them. These components generally perform post-publish processing of the generated HTML files.

1. In Publish view, click Setup on the control bar.
2. Click the Components tab.

   A list of available components appears. NetObjects Fusion 4.0 does not include Publish components, so if you do not install any third-party components, such as NetObjects Fusion Connector for Allaire Cold Fusion, this tab will be blank.
3. Select a component to turn it on.

Customizing Your Directory Structure

Although NetObjects Fusion offers three directory structures, you might need to customize your site's directory structure further. You can do this in Publish view by renaming, rearranging, or deleting site folders, creating custom folders, or changing the publishing properties for folders, pages, and assets.

Note: Customizing your directory structure does not change the appearance, design, or content that your site visitor sees; it only controls how the pages and assets are stored on the server, and the URL necessary to access the site's interior information.

Creating a Custom Folder

1. In either pane of Publish view, right-click the folder, page, or asset where you want to add a custom folder, and select New Folder from the shortcut menu.

   NetObjects Fusion adds a custom subfolder named **New Folder** below the selected folder or file.

2. Enter a new name for the folder and press Enter or select another object to record your changes.
3. Drag other folders or files into the custom folder as needed.

Renaming Folders and Files

1. In either pane of Publish view, right-click the object and select Rename from the shortcut menu.
2. Edit the existing object name, or enter a new name. Press Enter or select another object to record your changes.

You can rename auto-generated folders and files; NetObjects Fusion remembers the new names the next time you generate your site. Any folder or file that you rename is considered customized. If you name a customized folder with a name used by an auto-generated folder, it is still treated as a customized folder.

Aliased folders are also considered customized folders. Publish view displays them in the directory structure, even if they are empty, and tracks their name and location in the event you change them. See Creating Aliased Folders and Setting the CGI-Bin Directory.

By definition, read-only assets, such as script files used by NetObjects Fusion Components, can't be changed. NetObjects Fusion ignores attempts to move or rename read-only files.

Deleting Folders

1. In either pane of Publish view, click the folder you want to delete, and make sure it is empty. You cannot delete a folder until it is empty, and you also cannot delete pages or assets in Publish view.
2. Right-click the folder and select Delete Folder from the shortcut menu.

   NetObjects Fusion deletes the folder.

After you delete a customized folder, the next time you publish the site, NetObjects Fusion recreates auto-generated assets that it needs.

Rearranging the Directory Structure

- In either pane of Publish view, click the folder, page, or asset and drag it to its new location.

  NetObjects Fusion moves the object and updates all references to it.

If you move pages, NetObjects Fusion remembers their new locations, but might continue to auto-generate folders needed to contain that page's assets. Components and their related assets have a black lock image on their icons, signifying that they cannot be renamed or rearranged.

Viewing and Setting Publication Properties

In addition to their other properties, your site's folders, pages, and assets have publishing properties that indicate or control the way they are included in your published site. Three of these publication properties are indicators of the publishing status for that folder, page, or asset:

- Folders, pages, and assets that were renamed or moved from their default location have a customized publication property. Customized assets display a C in the Attributes column in Assets view, and a checkmark in the Customized option in the Attributes section of the Properties dialog.
- Some folders, pages, and assets are marked read-only:
- Assets created by NetObjects Fusion components, such as Site Mapper or Message Board.
- Dependent Java **.class** files that were added to the site's assets. When you add a Java object and preview or publish your site, NetObjects Fusion analyzes the object's **.class** file to see if it calls for other **.class** files; if so, those dependent **.class** files are added as read-only assets.

  Read-only assets display an R in the Attributes column of the Contents pane, and a check in the Read-only option of the Properties dialog.

- Pages and assets have two published date properties that display the latest publication date in both the Last Remote Publish and Last Local Publish columns of the Contents pane.
- If an asset was never published locally or remotely, it displays Never Published in red in the appropriate column, and has a check in the Needs Publishing option of the publication Properties dialog.
- If an asset was changed since the last time it was published, it displays the Last Published date in red, and has a check in the Needs Publishing option of the Publication properties dialog. If you select Publish changed assets only when you publish this site, the assets with red dates are re-published to the server.

Suppressing a Page or Asset from the Published Site

You can also suppress publishing for a selected page or asset by setting its Don't Publish property. If you set this property, NetObjects Fusion:

- Overrides Needs Publishing or Publish changed assets setting for this page or asset.
- Displays a diagonal red slash mark through the page or file icon in Publish view and adds a D to its attribute column.
- Publishes the site without that page or asset.

To suppress publishing for a page or asset:

1. In Publish view, right-click the page or asset and choose Properties from the shortcut menu.
2. In the Properties dialog, select Don't Publish, then click OK.

   NetObjects Fusion displays a red slash through the page or asset icon and suppresses it from the site when published.

To re-enable publishing for a suppressed page or asset, repeat step 1, then clear Don't Publish and click OK.

Publishing Your Site

When your publishing configuration settings are complete, you are ready to publish your site.

1. In Publish view, click the Publish button on the control bar.

   The Publish Site dialog appears. Publish the entire site the first time. Later, if you change the site, make sure you publish the page or section with the changes.

2. Use the Location drop-down list to select a server profile.

   Click Edit to change the server profile settings. See Defining Server Profiles.

3. Select Publish changed assets only to publish only those assets that changed since the last time you published the site.

   NetObjects Fusion determines which assets have changed since the last time the site was published, then generates and transfers only those assets.

Note: NetObjects Fusion does not query the server to see if it has all the unchanged assets needed by the site. If you publish changed assets only, be sure you publish to the same location you did previously, so unchanged assets are still available.

4. Select what part of the site to publish.

- **Entire Site.** Publishes all the pages on the site.
- **Site Section.** Publishes everything within a section of a site. Click the arrow (>) to display the SiteStructure. In the tree structure, double-click the base section page to publish. The section name appears in the Site Section field.

  If you change the directory structure after publishing the site for the first time, make sure you publish the entire site and not a site section.

- **Selected Page only.** Publishes the page you select in the SiteStructure. You can use this feature if you want to make a change on one page and then re-publish that page. To publish a page, click the greater than sign (>) to display the SiteStructure. Double-click page you want to publish. The page name appears in the Selected Page only field.

5. Click OK to publish your site.

- If you publish locally, NetObjects Fusion creates the local directories if needed and stores the formatted site as specified.
- If you publish your site on a remote server, NetObjects Fusion generates a temporary copy of the site, connects to the remote server using the settings in the server profile, and uses its internal FTP program to transfer the site files and directories to the remote server, using the file and directory structure you specify.

  If you specify in Publish Setup a folder that doesn't exist yet on the server, NetObjects Fusion alerts you that the target directory doesn't exist, and asks for confirmation that you want it to be created.

6. While NetObjects Fusion is transferring the published site to the server, you can select a different view and continue working. You cannot open a different site.

Note: Any changes made to the site while it is being transferred are not automatically made in the published version.

7. When the transfer is complete and your site is in place, access it with your browser and examine the results. You can now make changes to the site file (***Sitename*.nod**), and re-publish the site or its changed assets as needed.

Additional Publishing Guidelines

- Sites published with NetObjects Fusion work with any Web server, on any operating platform. No special Web server extensions are required.
- When you re-publish your site, NetObjects Fusion overwrites existing files as needed. It does not, however remove old files or obsolete assets from local or remote directories; you have to perform these housekeeping duties yourself. Delete unused assets and clean out obsolete files before publishing a new version of a site. See Managing Assets.
- NetObjects Fusion does not automatically publish through firewalls or to proxy servers. See Publishing with Firewalls or Proxy Servers.
- If NetObjects Fusion has difficulty storing your site on a remote server:
- Make sure your system is online and has a valid connection to your network or the Internet.
- Make sure the server is not down or offline.
- Make sure your server profile settings are correct. Test the remote host, account name, and password settings displayed in the Location Properties dialog by using them to log onto the server using a separate FTP or telnet application.
- Make sure your account has the appropriate permissions, and that there is sufficient storage space for your site on the server.
- If you define publishing configuration settings for a site, and then export that site as a template, those settings travel with the template. If you are sharing a template with colleagues who can use the same publishing settings, you can save time by configuring the publishing settings in advance, exporting them with a template, and then distributing the template.

Publishing with Firewalls or Proxy Servers

If you develop sites behind a firewall and need to publish to a remote server that is outside the firewall, you might be able use FTP passive mode to connect to the server.

1. In Publish view, click Setup.
2. Click the Server Locations tab, select a remote server, and click Edit.
3. Click the Advanced button.
4. In the Advanced Settings dialog, select Connect passive [PASV] mode.

If the reverse is true and your remote server is behind a firewall or stored on a proxy server, NetObjects Fusion cannot publish directly to the server. If that's the case, follow these steps:

1. Publish your site to a local folder other than the ***Sitename*\Preview** folder of your site. Use whatever directory structure and publishing method you would normally. The default setting, My Computer, publishes to the folder ***Sitename*\Local Publish.**
2. Consult with your server administrator for the preferred method of transferring content to the remote server. Potential methods include:

- Transferring the entire directory structure of the locally published site to a holding location on an unprotected server, so an authorized administrator can then transfer the site to the protected location.
- Using an FTP application such as WS-FTP or other means of access authorized by the server administrator to transfer the entire directory structure of the locally published site to the protected server.

In either instance, be sure to transfer all files and to duplicate the local folder structure precisely.

Publishing Special Assets

When you publish your site, NetObjects Fusion transfers the entire site to your designated location, including special assets you told it to manage. These special assets include things like Java classes, images and assets contained on external HTML pages, and CGI scripts. The list of managed assets included in your published site is displayed in Assets view.

There are three ways to ensure that these special assets are included in your site's managed assets when you publish:

- Include the assets when you add the object that refers to them. For example:
- If you reference external HTML pages using the External HTML tool, NetObjects Fusion automatically analyzes the external pages and includes their assets in the Asset Manager—unless you select Do not manage or move assets. If you do not select this option, you have to add the assets those pages need to the Asset Manager, using one of the two methods below. See Adding a File Asset.
- If you add Java objects to your pages using the Java tool, NetObjects Fusion analyzes their **.class** files and adds other **.class** files referenced there. If you listed special assets in the Java Object Properties palette, NetObjects Fusion includes them as managed assets. See Inserting a Java Applet or Servlet.
- You can add a file link to a special asset, and NetObjects Fusion manages and publishes the asset. See Creating a File Link.
- You can explicitly add any special asset to the Asset Manager and select Always publish file to ensure that NetObjects Fusion manages and publishes the asset. If you select Always publish file and only publish a section of the site, NetObjects Fusion places this asset at the root of the site. See Adding a File Asset.

Managing Script Assets

NetObjects Fusion does not analyze custom scripts that you add to pages, MasterBorders, or other objects. If those scripts reference special assets, they are not automatically included in the site's managed assets. To have NetObjects Fusion manage and publish assets called in custom scripts, you must create file links to those assets, or explicitly add them to the Asset Manager.

Remote Server Access Checklist

Before you create a remote server profile, answer these questions.

1. **Who is your service provider?** This is the ISP, organization, or department that is going to store your site on its server and provide your site visitors access to it.

   The technical support staff of your service provider should be able to provide the answers to the rest of these questions. ISPs and other service providers often offer technical support pages on their own Web sites.

2. **What is the name of your remote host?** This is the name of the server where you are going to store your site. It might be the same as your domain name, such as **www.*yourname*.com**; a name assigned by the service provider, such as **inbox.*isp*.com**; or a specific IP address, a series of four numbers separated by periods.

   My Remote Host: ____

3. **What is your base directory?** When you log onto your remote host, you automatically begin in the home directory for your log-in account. This might not be the right place to put your site, however. For a variety of reasons, you might need to store your site in a subdirectory of your home directory, or in another directory altogether.

   You must know the absolute or relative path from your account's home directory to the base directory where your site should be stored. When NetObjects Fusion publishes your site and logs onto your service provider, it stores your site's pages and assets in this base directory. This path statement is the value you enter for Base Directory in the Location Properties palette for remote server publishing.

   However, the host and base directory might not look anything like the URL that your site visitors use to access your site. For security and other reasons, service providers frequently name their host machines and user directories according to their own needs.

   My Base Directory or path to my site folder:______________________________________

   ____

   Note: If you have your own domain, such as **www.*mycompany*.com**, and are logging in directly to the account that owns that domain, you might not need to specify a base directory, because the home directory of that account might be the same location as the base directory.

4. **What is the name and password for your account?** You need these so NetObjects Fusion can log on to the server and store your site files.

   My account name:______________ Password: _______________

5. **What is the preferred name for the default Home page?** Your service provider determines what file name the server displays by default for each directory on the server. Some servers are configured to display by default any file named **index**; others default to **home** or **default**. You must match this preferred name in the Location Properties dialog for remote server publishing.

   My server's default file name is: _____________________________

6. **What HTML file name extension does your server support?** Web page servers typically support **.html**, **.htm**, or **.shtml** as file name extensions. Some service providers map one to the other so the server recognizes all of them; others require you to use a specific one. You must set the Location Properties dialog so NetObjects Fusion publishes files with the correct extension. You can also enter a custom extension, if your server supports it.

   My server's preferred or required extension: __________________

7. **Is a specific port required for upload?** The service provider might have designated a specific port on the server that it wants you to use to upload files. If so, you must specify this for NetObjects Fusion. See Creating Aliased Folders and Setting the CGI-Bin Directory.

   My server's custom port number: __________________

8. **Does your log-in account have the necessary permissions?** Servers use permission configurations to control what users are allowed to do while logged on—whether they can delete files, for example, or create new directories.

In Publish view, you can specify the server file and directory structure that you want NetObjects Fusion to create or use for your site. Your log-in account—which NetObjects Fusion uses to store the files—must have the server permissions necessary to create the directory structure you defined.

If your service provider does not let user accounts create directories, then you must use the Flat directory structure option to publish your site.

My account does / does not have permission to create server directories.

9. **How much server space do you have?** Before you publish, you should publish your site locally and check the size of the generated ***Sitename*\Publish** folder, including all its sub-folders. Make sure the space allocated on the server is enough to accommodate all the files in the Publish folder.

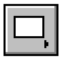
   My account's storage capacity: _________________________

Drawing Shapes and Lines

Shapes and lines are essential building blocks for your page designs. You can draw rectangles, rounded rectangles, ellipses, and polygons, as well as HTML horizontal rules, lines, or SiteStyle lines, and set shape and line properties.

Drawing Shapes

To draw an ellipse, rectangle, rounded rectangle, or polygon:

1.  In Page view, select the Draw tool on the Standard toolbar and choose the shape you want to add from the flyout.
2. Draw the shape on the page.
   - To draw a rectangle, ellipse, or rounded rectangle, click and draw the shape.
   - To draw a polygon, click to set the start point, click to set each subsequent point, and double-click to complete the shape.

   The Properties palette for the shape you selected appears.
3. Type an alt tag in the AltTag field.

   See Adding and Modifying Alt Tags.
4. In the Line width box, set the shape outline thickness.

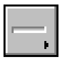
   To make the outline invisible, set it to zero.
5. In the Color section of the Properties palette, click the Fill Color button. In the Color Picker, select the color you want to assign to the shape fill and click OK.
6. Click the Line Color button. In the Color Picker, select the color you want to assign to the shape border and click OK.
7. To adjust the shape, drag its handles.
   - To change the shape proportionally, drag a handle while holding down Ctrl.
   - To vary the curve of a rounded rectangle, select it, place the pointer over the inside corner handle until it changes to a four-headed arrow, then drag toward the inside or outside of the shape.
   - To edit the lines of a polygon, select it, place the pointer over any handle until you see the four-headed arrow, then drag the handle to adjust the shape.
8. To add text to a shape, see Adding Text to a Shape or Picture.

When you publish a page with shapes, NetObjects Fusion generates each shape as a **.gif** file.

Adding HTML Horizontal Rules

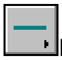
HTML rules are always horizontal. They can display with beveled edges in a browser. When you embed an HTML rule in a text box, you can set its width as a percentage of the text box width.

To draw an HTML horizontal rule:

1.  In Page view, select the Line tool on the Standard toolbar and choose the HR Rule tool from the flyout.
2. Draw the horizontal rule on the page.
3. In the Thickness box on the HR Rule Properties palette, set the thickness of the rule. The standard width is 2 pixels.
4. Select Shaded to create a bevel effect. The standard HR rule is shaded.
5. If the HR rule is embedded in a text box, you can specify its length as a percentage of the text box.

Adding a SiteStyle Line

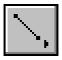
You can use SiteStyle lines to divide a page into sections. A SiteStyle line is part of the current SiteStyle. See Using SiteStyles.

1. In Page view, select the Line tool on the Standard toolbar and choose the SiteStyle Line tool from the flyout.
2. Draw a box to position the line.

The SiteStyle line appears.

If you change SiteStyles, NetObjects Fusion updates the line. In your published site, a SiteStyle line is a **.gif** file.

Drawing Lines and Arrows

1.  In Page view, select the Line tool on the Standard toolbar and choose the Draw tool from the flyout.
2. Drag from one point to another to set the position, length, and orientation of the line. The point where you start dragging is the head of the line. The point where you finish is the tail of the line, regardless of the direction you drag. To constrain the line to vertical or horizontal, hold down the Shift key while dragging.
3. Type an alt tag in the AltTag field on the Line Properties palette. See Adding and Modifying Alt Tags.
4. In the Line width box, set the width of the line in pixels.
5. In the Color section, click the Color button for the line, head, and tail, choose a color, and click OK. To set all three items to the line color, select All parts use one color.
6. In the Style section, select a style for the head and tail from the appropriate drop-down list. If you want the head and tail to share the same style, select the style for the head from one of the drop-down lists, then select Head/Tail same style.

   Select Outline to assign the line color to the head and tail outlines, regardless of their fill colors.

When you publish a page with drawn lines, NetObjects Fusion generates each one as a **.gif** file.

Editing Lines and Arrows

To change the length and width of a line, or change the shape and size of the line's head and tail:

1. In Page view, select the line.
2. Place the pointer over a selection handle. The pointer changes to a crosshair.
   - To make the line longer or shorter, or to change its direction, drag an end handle.
   - To make the line thicker or thinner, drag a side handle.
   - To change the shape of the head or tail, drag one of its handles.
3. In the Style section of the Line Properties palette, select a style from the Head or Tail drop-down lists to change the head or tail style.

Using SiteStyles

SiteStyles are sets of thematic elements you can apply to your site. Some style elements are graphical and others affect the text colors on your pages. In Style view, you use SiteStyles to create the look and feel of your entire site. NetObjects Fusion comes with 55 professionally designed SiteStyles, and you can find additional SiteStyles in the **\Extras** folder on your installation CD. You can see examples of all the SiteStyles used in NetObjects Fusion versions 1.0 through 4.0 at **www.eFuse.com**.

You can use SiteStyles as they are or edit them. You can also create SiteStyles using your own artwork to give your site a distinctive look.

What Is a SiteStyle?

A SiteStyle is a collection of graphical and typographical elements you can apply to every page in your site to create its look and feel. Your site's SiteStyle gives it a consistent look that survives variations introduced by your site visitor's browser. When you change the SiteStyle, NetObjects Fusion automatically updates every page in your site with the new look.

If you do not find a pre-built style that is appropriate for your site, you can create your own custom SiteStyle. Or, if a SiteStyle works for most, but not all, pages in your site, you can customize it for just a few pages. See Creating Navigation Bars and Banners. For even more flexibility—for example, to use more than one banner image in your site or to use a different image for each button in a navigation bar—you can use the Navigation Bar and Banner Properties palettes in Page view. See Customizing Banners and Buttons.

Style View

✦

When you click the Style button on the control bar, NetObjects Fusion displays Style view. Style view shows a list of SiteStyles available for the current site and the elements of the selected SiteStyle.

Each NetObjects Fusion SiteStyle is composed of nine style elements:

- **Banner.** Image containing the banner text
- **Primary Navigation Bar.** Images for highlighted and non-highlighted navigation buttons and highlighted and non-highlighted rollover buttons
- **Secondary Navigation Bar.** A second set of images for highlighted and non-highlighted navigation buttons and highlighted and non-highlighted rollover buttons
- **Data List Icons.** Bullet graphic displayed when you use a data object to create a data list
- **Normal Text Color.** Color of text on the page
- **Regular Link Color.** Color of linked text on the page
- **Visited Link Color.** Color of linked text already explored by site visitor
- **Background.** Color or image used as a background of the page
- **SiteStyle Line.** Image for lines placed with SiteStyle Line tool

The SiteStyle designer is listed below the style elements.

Applying SiteStyles

By default, navigation banners and buttons obtain their images and text attributes from the SiteStyle assigned to the site. When you apply a SiteStyle, NetObjects Fusion automatically applies style elements throughout your site. For example, it replaces all the buttons in your navigation bars with images from the style you specified, while maintaining the relevant links.

To apply a SiteStyle:

1. In Style view, select a SiteStyle from the list of SiteStyles.

   The elements of the selected style appear.

2. 

   Click the Set style button on the control bar.

   NetObjects Fusion applies the style to your site. The more pages in your site, the longer this takes. When complete, a message confirms that the style was applied and the name above the style list changes to the one you selected.

3. Click OK to acknowledge the message.

The next time you go to Page view, you see the new style elements and new text colors on each page.

Editing SiteStyles

You can edit any element of an existing style to customize it. For instance, if you like every element of a style except the banner, you can change just the banner image. The image for every banner in your site changes to the new image.

To customize SiteStyle elements for some, but not all pages, you do not edit the SiteStyle, you customize it just for those pages. See Customizing Banners and Buttons.

Note: When you edit a SiteStyle, every site that uses the SiteStyle is affected. Your **\Styles** folder stores only one copy of a SiteStyle. When you change it, the change appears in all sites that use that SiteStyle. If the style you want to change is used in other sites and you don't want them to be affected, create a new style from the original style's graphic elements and customize the new style. See Creating a SiteStyle. If you inadvertently change a style, you can find backups of style folders in the **\Extras** folder on the NetObjects Fusion CD.

Editing a Style Banner

1. In Style view, select the style you want to change and double-click the banner.
2. To change the banner's image, in the Banner dialog, click Browse, select an image file, and click Open.
3. To change the appearance of text, click Text Settings and set text options as described in Editing Text Settings for Buttons and Banners .
4. Click OK.

Editing Text Settings for Buttons and Banners

With SiteStyles, you can choose any font on your system for banner and button text. NetObjects Fusion dynamically generates image files for these banners and buttons using the font you specified for each element. This means that on buttons and banners, your site visitors see the fonts you select regardless of their browser or the fonts installed on their systems.

To format the text on navigation buttons and banners:

1. In Style view, double-click the banner or button image.
2. In the Banner, Primary Button, or Secondary Button dialog, click the Text Settings button.
3. In the Text Settings dialog, edit the settings.

   For details on how to change each text setting, see Adding Text to a Shape or Picture.
4. When you finish adjusting the text, click OK.

   After you close the banner or button dialog, the banner or button text appears with its new options in Site view.

Editing a Navigation Bar

Each SiteStyle includes a primary navigation bar and a secondary navigation bar. The two navigation bars differ only in the style of the button images. You can set the navigation bars in your site to display either style of navigation bar. For example, top-level pages can display the primary buttons while lower-level pages display the secondary buttons. See Using Navigation Bars.

Each navigation bar contains images for regular and highlighted buttons. Highlighted buttons appear in button navigation bars to show which page a visitor is currently viewing. You can turn highlighting on and off in the Navigation Bar Properties palette in Page view, as described in Setting Navigation Bar Button Style. Highlighting is turned on by default.

Each regular or highlighted button can also have an image for a rollover button. Site visitors see the rollover button image when they move the mouse pointer over a button. Move your mouse pointer over the navigation bar samples to see how the rollover images appear. You can turn rollover buttons on and off in the Navigation Bar Properties palette in Page view, as described in Setting Navigation Bar Button Style.

To edit a navigation bar:

1. In Style view, select the style you want to change and double-click the Primary or Secondary Navigation Bar.

   The Primary Button or Secondary Button dialog appears, depending on which navigation bar you are editing.

2. To select a different button image:

- Choose a regular button image by clicking the Regular Browse button, selecting an image file, and clicking Open.
- Choose a regular rollover button image by clicking the Regular Rollover Browse button, selecting an image file, and clicking Open. For best results, use an image that is the same size as the regular button image.
- Choose a highlighted button image by clicking the Highlighted Browse button, selecting an image file, and clicking Open.
- Choose a highlighted rollover button image by clicking the Highlighted Rollover Browse button, selecting an image file, and clicking Open. For best results, use an image that is the same size as the highlighted button image.

3. Choose text options by clicking the appropriate Text Settings button.

   The Text Settings dialog appears, where you can set text options as described in Adding Text to a Shape or Picture.

4. When finished, click OK in the Text Settings dialog and then click OK in the Primary or Secondary Button dialog.

Editing a Data List Icon

Data list icons appear when you use the Data List tool to create a data list in Page view. See Data Publishing.

1. In Style view, select the style you want to change and double-click a Data List icon.
   The Picture File Open dialog appears.
2. In the Picture File Open dialog, select an image file.
3. Click Open.

Editing Text Colors

You can set the colors for normal text, links, and visited links. These colors apply only to text created with the Text tool in Page view and to text navigation bars. They do not apply to text on buttons, banners, or other images. To edit the default font and font size, see Setting General Preferences. The normal text color is automatically applied to all text you add to text boxes in Page view. You can override the default color by formatting the text in Page view.

The regular link color is applied to all text you link; the visited link color appears after your site visitor follows the link. You do not see this color in Page view. Link colors show site visitors where links are located, and browsers keep track of which links were followed. Choose different colors for ordinary text, links, and visited links so site visitors know at a glance which links they visited. If color consistency is more important than this detail, assign identical colors to regular and visited links.

To edit a text color:

1. In Style view, select the style you want to change and double-click the text label you want to edit. Choose:
   - **Normal Text Color** to change the default text color for the site.
   - **Regular Link Color** to change the color of links in the site.
   - **Visited Link Color** to change the color of visited links in the site.
2. In the Color Picker, select a color and click OK.

Editing a Style Background

1. In Style view, select the style you want to change and double-click the word Background.
2. In the Background Style dialog, select:

- **None** to use the default background color set in the browser's preferences.
- **Color** to use a solid-color background. White is the default. To choose a different color, click the Color button and select from the Color Picker.
- **Picture** to use an image file as a background. Browsers tile the image across the page. Click Browse, select an image file, and click Open.

3. Click OK.

Editing the SiteStyle Line

You can use a variety of horizontal page-wide images to separate pages into sections. You insert these lines in Page view using the SiteStyle Line tool, as described in Adding a SiteStyle Line.

1. In Site view, select the style you want to change and double-click the SiteStyle Line.
2. In the Picture File Open dialog, select an image file.
3. Click Open.

Creating a SiteStyle

You can create original styles to give your site a unique look. When you create a new SiteStyle, each element is saved into its own subfolder in the style's folder in the **NetObjects Fusion 4.0\Styles** folder. See Styles Folder Structure.

When you create your own SiteStyle, keep these points in mind:

- When you use an animated **.gif** for a style image, only the first frame of the animation displays on the image.
- Text labels for buttons and banners are placed on top of images. If you want the label to appear below the image, leave space above or below the image when you create it in your image editing application.
- If you plan to use your SiteStyle on a page with a background color or image, and you want the background to show through your image, use your image editing application to set transparency in your image.

To create a SiteStyle:

1. Create or collect images for your banner, buttons, lines, icons, and background.

   Use an image creation application to create the images. To be included in a published site they must be in **.gif**, **.jpg**, or **.png** format. If you use an image in **.bmp**, **.pcx**, **.pct**, or **.fpx** format, NetObjects Fusion can convert a copy of the image to **.gif** or **.jpg** for you.

2. In Style view, click the New button on the control bar.
3. In the New Style dialog, enter a name for your new SiteStyle and click OK.
   NetObjects Fusion displays placeholders that indicate where you click to define the image for each element. It also displays default text colors.

   NetObjects Fusion creates a new folder in the **\Styles** folder to contain the style elements. See Styles Folder Structure.

4. Define each style element by double-clicking it as described in Editing SiteStyles.

   As you define each element, its image appears in Style view.

5. 

   Click Set style to apply the new style to your site.

   Your custom SiteStyle images and settings are applied to your site.

Managing SiteStyles

You can add new styles to the list of available styles, such as those you obtain from your colleagues or those you create on your own. You can also remove styles and synchronize the list with the style folders currently in your **\Styles** folder. SiteStyles are stored in folders labeled with the style name. Because NetObjects Fusion stores a list of SiteStyles with each site file, you must add new styles you obtain to your site's style list before you can use them.

If you create a new site from a template, your new site contains the same style list as the site from which the template was made. If you import a template into your current site, style names that were in the template's style list are added to your site's style list. Templates created in NetObjects Fusion 4.0 include the **\Style** folder for the template's style. Templates created in earlier versions of NetObjects Fusion do not include the style and you must manually copy the style to your **\Styles** folder to use it. For more information on transferring SiteStyles, see "If You Are Upgrading..." in *Building Business Web Sites*.

Adding a SiteStyle

You can add a style from any NetObjects Fusion style folder on your hard drive, CD-ROM, or LAN. The Add Style To List command on the Style menu makes a complete copy of the added style's folder in your **NetObjects Fusion 4.0\Styles** folder. See Styles Folder Structure.

Note: When you add a style, it appears in the list of styles for the current site only. If you want that style to appear in the style list of every new site you create, see Changing an Existing Template.

To add a SiteStyle to the style list:

1. In Style view, from the Style menu, choose Add Style To List.
2. In the Open dialog, navigate to the style folder of the style you want to import and select its **.ssf** file.
3. Click Open.

   NetObjects Fusion adds the style name to the style list.

Adding All Available SiteStyles

To synchronize your style list with the styles in your **\Styles** folder:

- In Style view, from the Style menu, choose Update Styles List.

  NetObjects Fusion updates the Style list of the active site to match the contents of the **\Styles** folder, adding and removing styles as necessary.

Removing SiteStyles

You can remove a style from the list of styles in the current site. You cannot remove the currently applied style. When you remove a SiteStyle, its name is removed from the current site only. Its style folder and the associated image files are not deleted, and it is not removed from any other sites.

To remove a style from the list:

1. In Style view, select the style you want to remove.
2. From the Style menu, choose Remove Style From List.
3. Click Yes to confirm.

The style disappears from the style list of the open site. It remains in the **NetObjects Fusion 4.0\Styles** folder.

Styles Folder Structure

Each SiteStyle stores the images it uses in a special folder structure in the **NetObjects Fusion 4.0\Styles** folder.

NetObjects Fusion uses this folder structure to organize and label SiteStyle elements so you can easily locate parts of a style. When you assign an image to a SiteStyle element in Style view, NetObjects Fusion automatically copies the file to the appropriate folder within the **\Styles** folder. You can give a style element any name you want, but NetObjects Fusion style images generally have the name of the style and element, such as **DaisyBanner.gif** or **DaisyLine.gif**.

When you select a new image for a style element, NetObjects Fusion copies it into the appropriate folder for the SiteStyle. If you’re editing an existing SiteStyle, the new image replaces the file previously assigned to that element. NetObjects Fusion copies the new image to the folder, but doesn’t overwrite the old file unless the new and old files have identical names.

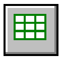
For example, suppose you want to modify the Corporate SiteStyle to change the highlighted button color. First, use an image editing application to open **CorpPrimHi.gif** and change the button’s color. Give the new image file any name you like. Then in Style view, edit the Primary Navigation Bar highlighted button and choose the edited image. The image file you select is copied to the **\Primary Buttons Highlighted** folder in the **NetObjects Fusion 4.0\Styles\Corporate** folder. If the new image file has the same name as the original file, the original is overwritten. Every site you create or open on your machine that uses the Corporate style uses this file for highlighted primary buttons.

This applies to all style elements that you can base on images: Background, Banner, Primary Navigation Bar, Secondary Navigation Bar, SiteStyle Line, and Data List Icon. This also occurs when you replace the image for a single instance of a button or banner. See Customizing Banners and Buttons.

Adding Tables

Presenting information in tabular format is often an effective way to convey complex concepts and ideas. NetObjects Fusion makes it easy to add tables to a site. You can select and work with a whole table, just a row, just a column, a single cell, or several rows, columns, or cells. Each of these objects has its own properties palette and its own HTML button, so you can apply HTML to the cell, row, column, or table.

Adding a Table

1.  In Page view, choose the Table tool from the Standard toolbar and draw a box where you want to position the table.
2. In the Create Table dialog, specify the number of columns and rows in the table and click OK.
   The table appears with the Table Properties palette. These properties apply to the entire table; you can also select a row, column, or individual cell and set its properties. See Setting Row and Column Properties and Setting Cell Properties.

Each table, column, row, and cell is an individual object. You can view the object hierarchy by selecting Object Tree from the View menu. You can also see which table object is selected by referring to the Object Tree. You can rename tables and cells in the Object Tree, but you cannot rename rows or columns.

You can add an action to a table or cell using the Actions tab on the Properties palette.

Setting Table Properties

1. In Page view, select the table and make sure the General tab of the Table Properties palette is displayed.
2. If the table is embedded in a text box, you can choose Fixed width or Relative width. If the table is not in a text box, these options are not available.

- If the text box containing the table is sized to the Layout and set to wrap to the browser width, you can use Relative width to size the table as a percentage of the text box. If a site visitor resizes the browser window, the table will resize accordingly.
- Use Fixed width to ensure that NetObjects Fusion does not resize the table if the site visitor resizes the browser window.

3. Select a thickness for the table border.
4. Set the Cell Padding, which is the amount of space between the contents of a table cell and the cell boundaries.
5. Set the Cell Spacing, which is the distance between cells.
6. In the Advanced section of the General tab, select:

- **Generate <COL> tags** to render the table quickly in Microsoft Internet Explorer 4.0 browsers.
- **Generate width on all cells** to improve rendering speed and WYSIWYG in both Netscape Navigator and Microsoft Internet Explorer browsers.
- **Generate non-breaking spaces** to prevent empty cells from collapsing in Netscape Navigator.

7. To make the table a form, select Table is a form. See Designing and Implementing Forms.

You can add HTML code to a table. See Working with HTML Directly.

Setting the Table Background

You can have both a color and a picture in the table background. If the picture has a transparent area, the background color shows through.

1. In Page view, select the table.
2. Click the Background tab on the Table Properties palette.
3. To change the background color, click Color, select a color from the Color Picker, and click OK. To remove the background color, select None.
4. To add a picture to the background, select the Picture option, select a picture in the Picture File Open dialog, and click Open.

Resizing Table Rows and Columns

- In Page view, select the table, and:
- Drag the cell guides on the vertical or horizontal ruler to resize the rows or columns. If you drag the leftmost or topmost guide, you move the table.
- Point to the border of the row or column you want to resize and drag the cell boundary to the new size. This changes column width, but does not change the overall table width.
- For precise sizing of rows and columns, or to make all rows or all columns the same sized, see Setting Row and Column Properties.

Inserting a Row or Column

1. In Page view, select the table.
2. Select a row or column by pointing to it in the table border and clicking when you see the single-headed arrow.
3. Right-click to display to shortcut menu.

- To insert a row at the bottom of the table, or a column at the right side of the table, select Append Row or Append Column.
- To insert a row above the selected row, or a column to the left of the selected Column, select Insert Row or Insert Column.

Removing a Row or Column

1. In Page view, select the table.
2. Select the row or column you want to delete by pointing to it in the table border and clicking when you see the single-headed arrow.
3. Right-click and select Delete Row or Delete Column from the shortcut menu.

Merging and Splitting Table Cells

1. In Page view, select the cells in the table that you want to merge or split.
2. Right-click to display the shortcut menu.

- To divide the cells, select Split Cells and enter the number of rows and/or columns you want to split the cell into in the Split Cells dialog. The maximum is 10 x 20.
- To merge cells, select Merge Cells. All borders between the selected cells disappear.

Setting Row and Column Properties

When you select a table row or column, a Row or Column tab is added to the Cell Properties palette.

1. In Page view, select the table.
2. Select a row or column by pointing to it in the table border and clicking when you see the single-headed arrow. Drag to select multiple rows or columns.

   The Cell Properties palette appears with the Row or Column tab added.
3. Set the Vertical and Horizontal Alignment to position objects within cells.
4. Set Row height or Column Width.

- To make all selected rows the same height, clear the Specified option and set the row height. If Specified is selected, rows maintain their individual heights. You can use this option to set the height for any individual row.
- To make columns the same width, select them, enter a number, and press Enter. To size each selected column to its contents, click Fit to Contents.

5. To make the row a form, select Row is a form. See Designing and Implementing Forms. Due to limitations of HTML, you cannot make a column a form.

You can add HTML code to a row or column. See Working with HTML Directly.

Setting Cell Properties

1. In Page view, click a cell in a table to select it.
2. On the Cell Properties palette, if necessary, click the Cell tab.
3. Set the Vertical and Horizontal Alignment for the cell. Alignment for the row or column containing the cell is shown in parentheses.

- **Vertical** determines alignment of content within the cell.
- **Horizontal** determines alignment of the text in the cell.

4. Set the cell background. You can use both a color and a picture. If the picture has transparent areas, the background color shows through.

- To change the background color, click Color, select a color from the Color Picker, and click OK. To remove the background color, select None.
- To add a picture to the background, select the Picture option, select a picture in the Picture File Open dialog, and click Open.

5. Increase the text inset to add space between the text in a cell and the cell border.
6. To make the cell a form, select Cell is a form. See Designing and Implementing Forms.

You can add HTML code to a cell. See Working with HTML Directly.

Sizing Cells

To make a table cell shrink to fit the content in the cell:

1. Right-click in the cell you want to size.
2. Select Fit Cell from the shortcut menu.

The cell shrinks to fit the content. Each cell in the column and row containing the cell becomes the same size.

Adding Text and Pictures to Cells

Working in a table cell is the same as working in a text box. You can:

- Add and format text. You can apply formats to all selected cells at one time. See Designing with Text.
- Embed objects. See Embedding Objects in a Text Box.
- Wrap text around objects. See Wrapping Text around Objects.
- Modify text box properties. See Working with Text Boxes.

To select a cell:

- Double-click the cell.

  Cross-hatching appears around the selected cell. You can edit the text in the cell or change cell properties.

Designing with Text

Text is the primary tool for delivering your message. You can type text onto your pages, add it to pictures and shapes, and format it for maximum impact.

Adding Text to a Page

To add text to a page, you can use the Text tool, drag and drop text from another application, or paste text from the Clipboard. In each case, the text is placed in a text box.

Using the Text Tool

1. In Page view, select the Text tool from the Standard toolbar and draw a text box on the page.

   A text box and the Text Properties palette appear. Hollow selection handles indicate the text box is in text editing mode.

2. Type or paste text into the box.

   The text automatically wraps to the width of the box.

   To force a line break, position the pointer at the end of the line and press Shift+Enter.

3. Click outside the text box to deselect it.

The text box length automatically sizes to the text you entered.

Dragging and Dropping a Text File

1. In Windows Explorer, locate the text or **.rtf** (rich text format) file you want to add to the page.
2. Drag the file onto the page.

The text appears on the page in a text box.

Pasting Text from the Clipboard

1. Cut or copy the text from the original source, such as a word processing document.
2. In Page view, click where you want to position the text.
3. From the Edit menu, choose Paste.

The text appears on the page in a text box.

Selecting Text

1. Double-click the text box to edit the text.

   Hollow selection handles appear around the text box.

2. To select:

- Specific characters, drag.
- A word, double-click.
- A paragraph, triple-click.
- A block of text, click the first word, then Shift+Click the last word.
- Multiple paragraphs, drag through them.

Formatting Text

With NetObjects Fusion you can format text using fonts. If the specified font is installed on the site visitor's system, HTML 3.x-compatible browsers display your text using this font. If the font is not installed, the browser checks a substitution table. If the specified substitution is not possible, the browser uses its default font. You can change the substitution table by editing the **fontmap.txt** file in the **\NetObjects System** folder.

Note: You can format selected characters in text boxes or table cells. On a stacked page, you can format selected characters in formatted text fields, but in simple text fields, all characters have the same format. See Data Publishing.

To format text:

1. In Page view, select the text you want to format.
2. Select a font from the Font drop-down list on the Text Properties palette.
3. Click a font style button to assign characteristics—bold, italic, underline, and strikethrough—to the text.
4. Click a font effects button to superscript or subscript the text.
5. Select a size for the text from the Size drop-down list.
6. To assign a color other than the SiteStyle color to the text, click Color and select a color from the Color Picker.

Formatting Paragraphs

1. In Page view, position the insertion point in the paragraph you want to format.
2. In the Paragraph section of the Text Properties palette, select left, center, or right alignment.
3. To indent the paragraph, click an indent button or press Tab.

Note: Due to limitations in HTML standards, you cannot insert a Tab character in a text box—for example, to indent the first line of a paragraph. You can only indent a whole paragraph.

Applying a Text Style

A text style is a predefined set of font and paragraph formats. Text styles are a convenient way to specify, replicate, and update paragraph formatting.

1. In Page view, position the insertion point in the paragraph to which you want to apply a text style.
2. In the Paragraph section of the Text Properties palette, select a text style from the Style drop-down list.

Creating a Text Style

A text style is a predefined set of font and paragraph formats. Text styles are a convenient way to specify, replicate, and update paragraph formatting.

1. In Page view, from the Text menu, choose Edit Text Styles.
2. In the Text Styles dialog, click New.
3. In the New Style dialog, enter a name for the new text style. If appropriate, select a text style on which to base this new style from the Based on drop-down list.

   For example, if you create heading text styles, you could set up a format for the H1 style, then create an H2 text style based on H1 by specifying formatting that differs; for example, the font size or style.

4. From the Following Paragraph drop-down list, select the text style you want to apply to the paragraph that follows the paragraph you are formatting.
5. Click Paragraph to modify paragraph settings.

   In the Paragraph dialog:

- Specify the number of units you want to indent the paragraph in the Indent Level field.
- If you are creating a text style for a list, select a bullet type or a numbered list option from the Bullet list.
- Specify how you want to align the paragraph by selecting an option in the Alignment section.

   Click OK to close the Paragraph dialog.

6. In the New Style dialog, click Font to select a font or modify the style, size, effect, or color of the current font.

   In the Font - [style name] dialog:

- Select the font, font style, and size you want to specify for the text style. The font size values represent size relative to your site visitor's default browser font size.
- In the Effects section, click the check box for the effect or effects you want to specify for the style.
- To assign a color other than the SiteStyle color to the text, click Color, select a color from the Color Picker, and click OK.

   Click OK to close the Font dialog.

   The changes appear in the Preview and Description sections of the New Style - [style name] dialog.

7. In the New Style dialog, click OK.

   The new style is added to the Styles list in the Text Styles dialog.

8. Click Close.

Modifying a Text Style

1. In Page view, from the Text menu, choose Edit Text Styles.
2. In the Text Styles dialog, select the style you want to modify, then click Change.
   The Change Style - [style name] dialog appears.
3. To change the style, see Creating a Text Style.
4. When you finish, click OK in the Change Style dialog.
5. In the Text Styles dialog, click Close.

NetObjects Fusion updates any paragraph to which you applied the style.

Deleting a Text Style

1. In Page view, from the Text menu, choose Edit Text Styles.
2. In the Text Styles dialog, select the style you want to delete, then click Delete.
   You cannot delete a style that has other styles based on it.
3. Click Yes to confirm deletion and click Close.

Modifying a Text Style by Example

You can modify a text style by formatting a paragraph then reapplying the style.

1. In Page view, select a paragraph that is in the style you want to modify, so the style name is selected in the Style list on the Text Properties palette.
2. Select the text and use the options on the Format tab of the Text Properties palette to change it to the font, size, style, color, and alignment you want.
3. Select the style again from the Style list.

   The Reapply Style dialog appears, showing the name of the selected style.
4. Select Redefine the style using the selection as an example and click OK.

   If you select Reapply the formatting of the style to the paragraph, you lose all your changes and the paragraph returns to its original settings for that style.

The selected style now has the changed format, and all paragraphs with that style are updated.

Creating Bulleted and Numbered Lists

To create a simple numbered or bulleted list:

1. In Page view, select the text you want to format as a numbered or bulleted list.
2. Select an option from the Bullet drop-down list on the Format tab of the Text Properties palette.
3. If you select a numbered list and want to start with a value other than 1 or A, click Start Value, enter a number in the Start value field in the Start Value of Numbered List dialog, and click OK.
4. To add a bulleted item to the list, press Enter. Press Shift+Return to start a new line under the same bulleted item.

To create a multi-level numbered or bulleted list:

1. In Page view, select the text you want to include in the list. Make sure each item in the list is a separate paragraph.
2. Select a list type from the Bullet drop-down list.

   If you select a numbered list and want to start with a value other than 1 or A, click Start Value, enter a number in the Start value field in the Start Value of Numbered List dialog, and click OK.
3. Select the paragraph or paragraphs you want to make subordinate and click the right indent arrow or press Tab.
4. Select a different list type from the Bullet drop-down list. Be sure to set the indent before you choose a bullet style.

Inserting Symbols

You can insert special symbols, such as an em dash or copyright symbol into text.

1. In Page view, double-click the text box where you want to insert the symbol.
2. Click the location where you want to insert the symbol.
3. From the Text menu, select Insert Symbol.
4. In the Insert Symbol dialog, select a symbol and click Insert.

The symbol appears in the text.

You control whether quotation marks are straight or curly in Publish view. See Setting the Site's HTML Output Method.

Adding Text to a Shape or Picture

When you add text to a shape or picture, the text becomes part of a new image file when you publish the page. Because the text is part of the image, the site visitor's browser displays the correct font, even if the font you use is not installed.

If you add text to a picture file, when you publish the site, NetObjects Fusion generates a new picture file listed in Publish view as an Auto-generated image. Your original file is unchanged and not included among the site assets.

Windows NT, some versions of Windows 95, and Windows 98 include a utility for smoothing fonts that works with NetObjects Fusion. In Windows 95 and Windows NT, to turn on font smoothing, open the Control Panel, click the Display icon, and on the Plus! tab select Smooth edges of screen fonts. In Windows 98, the option is on the Effects tab.

To add text to a shape or picture:

1. In Page view, select the shape or picture to which you want to add text.

   The corresponding properties palette appears. If you are working with a picture, click the Effects tab.

2. In the Text in element section, select Enable and click Settings.
3. In the Text in Element Settings dialog, replace the highlighted text with the text you want to add.
4. Click the Font Set button and select a font, style, and size, and click OK.
5. In the Text in Element Settings dialog, click the Color Set button, select a color in the Color Picker, and click OK.
6. In the Text in Element Settings dialog, select the Relative Alignment, Horizontal Position, and Vertical Position for the text.

   The Relative Alignment left-aligns, centers, or right-aligns two or more lines of text. It has no effect on single lines of text.

   The Horizontal Position and Vertical Position settings position the text within the object frame.

   To specify multiple lines of text in a SiteStyle banner or button, use the Custom Names dialog as described in Using Custom Page Names and Extensions.

7. In the Orientation section, move the slider to rotate the text.

   Select Right angles to limit the text rotation to 90-degree increments.

8. Click Close to apply the text settings to the text.

Inserting an Existing Field

Fields contain variable text that is subject to change, such as the date and time the site was created or last modified, the site name and author, and so on.

1. In Page view, double-click the text box and position the insertion point where you want to insert the field.
2. From the Text menu, choose Insert Field.
3. In the Insert Field dialog, select the type of field you want to insert from the Type drop-down list.

   If you select Date & Time, click Date & Time Format, select a format from the list in the Date & Time Format dialog, and click OK.

   Note: Once you publish the site, the date on the final HTML page does not change automatically. It only changes if you modify the site in NetObjects Fusion and publish again. This is true of all variables.

4. Select the specific field to insert from the Field list.
5. Click OK in the Insert Field dialog.

Creating a User-Defined Variable

A user-defined variable is text or a phrase that is subject to change. For example, if you need to refer to quarterly sales figures, you can create a user-defined variable and insert the number as a field. As the figure changes each quarter, you can edit the field as described in Editing a Variable, and NetObjects Fusion automatically updates the name wherever it appears in your site. You can only create plain text variables. You cannot reference internal NetObjects Fusion fields, such as page names, asset names, or object properties.

1. In Page view, double-click the text box where you want to insert a user-defined variable.
2. From the Text menu, choose Insert Field.
3. In the Insert Field dialog, select User-defined Variable from the Type drop-down list.
4. Click New.
5. In the New Variable dialog, type a name and value for the field and click OK.

   The field appears highlighted in the Field list of the Insert Field dialog.
6. Click OK.

Checking Spelling

You can check the spelling of English language words in NetObjects Fusion. You can add words to a personal dictionary so they will no longer be flagged as misspelled. Your personal dictionary is a simple text file, so you can use any text editor to add or delete words. The spelling checker checks one page at a time.

1. In Page view, select the text you want to check. To check all text boxes and tables on the page, select the Layout area or MasterBorder.
2. From the Edit menu, choose Spell Check.

   If NetObjects Fusion does not recognize the word, it displays the word in the Not found field of the Spelling dialog.

3. Click:

- **Ignore** to skip this instance of the word.
- **Ignore All** to skip all instances on this page.
- **Change** to replace this instance with the word in the Change to field.
- **Change All** to replace all instances on this page with the word in the Change to field.
- **Add** to put the word in your personal dictionary.
- **Suggest** to see alternate spellings for the word. Double-click a suggestion to use it.
- **Options** to choose U.S. or UK English, and to choose a location for your personal dictionary.
- **Close** to cancel the spelling check.

Finding Text

1. In Page view, from the Edit menu, choose Find.
2. In the Find what field of the Find dialog, type the word, letters, or phrase you want to find and select options to narrow the search.
3. Click Find Next.

NetObjects Fusion searches the current page.

Replacing Text

1. In Page view, from the Edit menu, choose Replace.
2. In the Find what field of the Replace dialog, type the text you want to replace.
3. In the Replace with field, type the replacement text.
4. Select options to narrow the search.
5. Click Find Next.

   NetObjects Fusion searches the current page.
6. Click Replace to replace the found text, or click Replace All to replace all instances of the text on the page with the replacement text.

Counting Words, Lines, and Paragraphs

- To get a word count for the current page, in Page view, choose Word Count from the Edit menu.
- To get a word count for a section of text, select the text, then choose Word Count from the Edit menu.

The Page Word Count dialog appears.

If the text box includes embedded objects, the line count is incremented for each embedded object.

Select this option to create a new blank site. In the New Blank Site dialog, enter a name and select a location for the new site. A folder containing the new site is created. The new site includes basic navigational objects such as a banner and navigation bar.

Welcome to NetObjects Fusion, the premier tool for building Web sites! As you’ll soon find out, NetObjects Fusion gives you unprecedented power to design, publish and manage professional dynamic sites. If you’ve used NetObjects Fusion before, you’ll be excited about the hundreds of improvements, additions and features, those most requested by you!

To find out more about NetObjects Fusion, consult *Building Business Web Sites* or the *NetObjects Fusion 4.0 User Guide* PDF. For online documentation, select Help Topics from the Help menu.

Select this option to create a site based on a NetObjects template. In the Select a Template File dialog, locate a NetObjects Template (.nft file) on which to base your new site. A template is a pre-designed site that you can base new sites on or import into existing sites. Page, form and AutoSite templates are included in your Templates folder. Page and form templates are single page sites that are designed to be imported into an existing site, and AutoSites are professionally designed sites that include graphics, site structure, and placeholder text—you just replace the content with your own material.

Select this option to open an existing NetObjects Fusion site. Click the Browse button to locate the NetObjects Fusion site file (.nod). The most recently used file is displayed by default.

Displays the most recently opened NetObjects Fusion site file. If the radio button on the left is selected, this site is opened when you click OK. Click the Browse button to locate another NetObjects Fusion site file (.nod).

Launches a standard Open dialog, where you can locate a NetObjects Fusion site file (.nod file.)

Rulers and Guides. Rulers can be turned on and off from the View menu. The ruler measurement is based on settings in the Preference dialog. Click inside the ruler area to create horizontal or vertical guides, which help in the orderly placement of objects. You can turn on snapping to guides from the View menu. To remove guides, drag the triangular guide marker above or to the left of the ruler. Drag the gray ruler markers to change margin sizes.

MasterBorder. A page consists of the Layout and MasterBorder areas. The MasterBorder is an area whose content repeats across all pages that share the same MasterBorder. The Layout area contains the unique content of the page.

On the MasterBorder Properties palette, which appears if you click in the MasterBorder, you can assign different or zero MasterBorders to the page; you can resize MasterBorders; and you can convert MasterBorders to frames. See the Frame Properties palette by clicking directly on the frame labels.

Changes made to a MasterBorder on a page are reflected on all pages that use the same MasterBorder. Some dynamically generated objects, such as banners and navigation bars, appear differently on each page to reflect the site's structure.

Layout. A page consists of the Layout and MasterBorder areas. The Layout area contains the unique content of a page. The MasterBorder area is shared by multiple pages.

On the Layout Properties palette, which appears if you click in the Layout, you can set options that apply to the Layout, such as size, background, background sound, HTML generation preferences, and more. You can also resize the layout by clicking on its gray markers in the ruler. Set its MasterBorder by clicking in the MasterBorder and then selecting another MasterBorder on the MasterBorder Properties palette. You can add alternate Layouts by clicking the drop-down list at the lower left corner of the window.

Page Icon. This icon represents the page. Click this icon to see the Page tab of the Properties palette; drag it to change the site's structure; double-click it to edit the page in Page view; right-click it to view a shortcut menu with applicable commands.

Stacked page Icon. A page icon with a layered lower edge indicates a stacked page, which contains multiple pages of the same design. Each page displays the information from one record of a data object.

Section. Select a section of pages by pressing the Shift key and clicking a page icon. All of the page's children (and their successive children) are selected. You can then apply attributes to all the selected pages on the Section tab of the Properties palette.

Object Tree. This palette displays a hierarchical view of all objects and containers found on your page. The name or IDs of objects can be can be modified in the Actions tab of a selected object. Object names are necessary to set up dynamic actions. Many objects, such as Layout regions, text boxes or tables, can be containers for other objects. You can select objects directly from this palette and the object becomes selected on the page. Change object front-to-back arrangement by dragging objects up or down the tree. You can select hidden objects on the Object Tree, which are displayed with gray icons.

Warning

Because of browser incompatibilities and the varied complexity of dynamic pages, you might experience inconsistencies when viewing actions different browsers. For more information, click this icon to see the *Problems with Actions* section of help topics.

Rectangle. You can adjust properties for this Rectangle on the Properties palette.

Rounded Rectangle. You can adjust properties for this Rounded Rectangle on the Properties palette. To vary the curve of a rounded rectangle, place the pointer over the inside corner handle until it changes to a crosshatch icon, then drag toward the inside or outside until you have the desired curve.

HR Rule. You can adjust properties for this HR Rule object on the Properties palette. The HR Rule uses the Horizontal Rule HTML tag **<HR>**.

Ellipse. You can adjust properties for this Ellipse on the Properties palette.

Text. You can adjust properties for this text box on the Properties palette. To edit the text inside the box, double-click inside the text box. When you are in text edit mode you can format selected text with options on the Format tab on the Properties palette. A text box can be a container for pictures or other objects.

Picture. You can adjust properties for this Picture on the Properties palette. In some cases, this picture might be a placeholder for a component or other object. Double-click this picture to select a new picture file for this object.

Polygon. You can adjust properties for this Polygon on the Properties palette.

Java Applet or NetObjects Component. You can adjust properties for this Java Applet or NetObjects Component on the Properties palette.

Data List. You can adjust properties for this data list on the Properties palette. Select the data list and click Define on the Properties palette to open the Data Publishing dialog for this data list.

Forms Button. You can adjust properties for this Button form object on the Properties palette. Form objects must be placed inside a form to work properly.   Define a form area with the Form Area tool on the Standard toolbar, or by selecting the Form option, which is on the General tab, for a Layout, layout region, text box, table cell, or table.

Forms Radio Button. You can adjust properties for this Radio Button form object on the Properties palette. Form objects must be placed inside a form to work properly. Define a form area with the Form Area tool on the Standard toolbar, or by selecting the Form option, which is on the General tab, for a Layout, layout region, text box, table cell, or table.

Forms Checkbox. You can adjust properties for this Checkbox form object on the Properties palette. Form objects must be placed inside a form to work properly. Define a form area with the Form Area tool on the Standard toolbar, or by selecting the Form option, which is on the General tab, for a Layout, layout region, text box, table cell, or table.

Forms Edit Field. You can adjust properties for this Edit Field form object on the Properties palette. Form objects must be placed inside a form to work properly. Define a form area with the Form Area tool on the Standard toolbar, or by selecting the Form option, which is on the General tab, for a Layout, layout region, text box, table cell, or table.

Forms Combo Box. You can adjust properties for this Combo Box form object on the Properties palette. Adjust settings from the properties tabs. Form objects must be placed inside a form to work properly. Define a form area with the Form Area tool on the Standard toolbar, or by selecting the Form option, which is on the General tab, for a Layout, layout region, text box, table cell, or table.

Forms Button. You can adjust properties for this Button form object on the Properties palette. Adjust settings from the properties tabs. Form objects must be placed within a form to work properly. Define a form area with the Form Area tool on the Standard toolbar, or by selecting the Form option, which is on the General tab, for a Layout, layout region, text box, table cell, or table.

Picture. HID_PALETTE_GRAPHIC.

Rectangle Hotspot. You can adjust properties for this Rectangle Hotspot on the Properties palette. You can modify its link target by clicking the Link button. Hotspots are represented as children of picture objects in the Object Tree palette.

Polygon Hotspot. You can adjust properties for this Polygon Hotspot on the Properties palette. You can modify its link target by clicking the Link button. Hotspots are represented as children of picture objects in the Object Tree palette.

Circle Hotspot. You can adjust properties for this Circle Hotspot on the Properties palette. You can modify its link target by clicking the Link button. Hotspots are represented as children of picture objects in the Object Tree palette.

Background Color Selector. Use the Background Properties palette to modify attributes of this object.

Shockwave. You can adjust properties for this Shockwave object on the Properties palette.

Sound. You can adjust properties for this Sound object on the Properties palette.

Video. You can adjust properties for this Video object on the Properties palette.

ActiveX Control. You can adjust properties for this ActiveX Control on the Properties palette. Use the settings on the General tab to modify the ActiveX control's parameters or click the Properties button to open the external Properties dialog for the selected control.

Forms Multi-Line. You can adjust properties for this Multi-Line form object on the Properties palette. Form objects must be placed inside a form to work properly. Define a form area with the Form Area tool on the Standard toolbar, or by selecting the Form option, which is on the General tab, for a Layout, layout region, text box, table cell, or table.

Line. You can adjust properties for this Draw Line on the Properties palette.

NetObjects Component. You can adjust properties for this Java Applet or NetObjects Component on the Properties palette.

HID_PALETTE_ImageText

Navigation Bar. You can adjust properties for this Navigation Bar on the Properties palette. Click the Options button on the General tab to open the Nav Bar Display dialog, where you can modify navigation and display settings. Navigation bar pictures and text styles are defined in Style view.

Navigation bars are auto-generated objects that automatically update button text and button links as the site's structure is modified. Button titles are based on page names but they can also be set in the Custom Names dialog. Navigation bars contain navigation buttons, which can be individually customized.

Banner. You can adjust properties for this Banner on the Properties palette. Banner pictures and text styles are defined in Style view. Banners are auto-generated objects that automatically update as a pages are renamed. Banner names are based on page names but they can also be set in the Custom Names dialog.

Vertical Banner. You can adjust properties for this Banner on the Properties palette. Banner pictures and text styles are defined in Style view. Banners are auto-generated objects that automatically update as a pages are renamed. Banner names are based on page names but they can also be set in the Custom Names dialog.

Vertical Navigation Bar. You can adjust properties for this Navigation Bar on the Properties palette. Click the Options button on the General tab to open the Nav Bar Display dialog, where you can modify navigation and display settings. Navigation bar pictures and text styles are defined in Style view.

Navigation bars are auto-generated objects that automatically update button text and button links as the site’s structure is modified. Button titles are based on page names but they can also be set in the Custom Names dialog. Navigation bars contain navigation buttons, which can be individually customized.

HID_PALETTE_BBSComp

HID_PALETTE_SiteMapperComp

HID_PALETTE_PopMenuComp

HID_PALETTE_FormToolComp

HID_PALETTE_BillBoardComp

HID_PALETTE_ODBC_DBList

HID_PALETTE_ISAM_DBList

HID_PALETTE_TickerTape

HID_PALETTE_ComponentByFileName

Navigation Button. You can adjust properties for this Navigation button on the Properties palette. Button images and text styles are defined in Style view. This button is contained within a Navigation Bar. You can select a custom image for the button by double-clicking the button or by clicking Custom Image on the General tab.

QuickTime. You can adjust properties for this QuickTime object on the Properties palette.

SiteStyle Line. This SiteStyle is based on the current SiteStyle, which is defined in Style view.

Layout Region. You can adjust properties for this Layout Region object on the Properties palette. A Layout region is a layout within a Layout. It can contain objects, or be a form container (checkbox found on General tab). Layout regions also can have a separate or Local grid (General tab). Layout regions are useful for cascading messages with Actions, defining layers, defining multiple forms on a pages, and setting a different HTML output method for only part of a page.

External HTML. You can adjust properties for this External HTML object on the Properties palette. Add an external HTML file to the layout, and the exact same HTML is added to the HTML of the final generated page source, within the object dimensions. You have various options when you place an external HTML object that determine how the HTML is incorporated. To edit the external HTML file in your default HTML editor (specified in Preferences), double-click the object.

HID_PALETTE_Document

Plug-In. You can adjust properties for this Plug-In object on the Properties palette. A file of any file type (such as one which requires a browser plug-in) can be placed onto a page with the generic plug-in tool.

HID_PALETTE_FormArea

HID_PALETTE_ImageRollover

HID_PALETTE_TimebasePic

HID_PALETTE_PicLoader

HID_PALETTE_RotatingPic

HID_PALETTE_InternalHtml

HID_PALETTE_DBPictureField

HID_PALETTE_DBTextField

HID_PALETTE_MAXSHAPE

To view help on buttons, options or objects, right-click the item and choose "What's This?" from the shortcut menu.

Aligns all selected objects to the left edge of the left-most object selected.

Center aligns all selected objects relative to the horizontal center position of all selected objects.

Aligns all selected objects to the right edge of the right-most object selected.

Aligns all selected objects to the top edge of the top-most object selected.

Center aligns all selected objects relative to the vertical center position of all selected objects.

Aligns all selected objects to the bottom edge of the bottom-most object selected.

Evenly distributes all selected objects horizontally.

Evenly distributes all selected objects vertically.

When this option is selected, all Align and Distribute options are applied to selected objects in relation to the Layout. If you select objects and then align left, all selected objects are aligned to the Layout's left-most margin. Similarly, Distribute will distribute objects evenly across the Layout height (if vertically) or width (if horizontally).

Opens the Object HTML dialog where you can enter or insert HTML and scripts into the page’s HTML. From the Layout, MasterBorder or Frame properties palette, this button open the Page HTML dialog.

Opens the Object HTML dialog where you can enter or insert HTML and scripts into the HTML of the cell.

Layout HTML. Opens the Page HTML dialog to let you enter or insert scripts or HTML tags that are added to the HTML source of the page.

To view help on individual buttons, options or objects, right-click the item and choose "What's This" or "Help" from the shortcut menu.

Click to cancel your spell check session and close the Spelling dialog.

Most Recently Used Sites. A recently opened site file. To reopen a site, select its name in this menu.

Most Recently Used Sites. A recently opened site file. To reopen a site, select its name in this menu.

Most Recently Used Sites. A recently opened site file. To reopen a site, select its name in this menu.

Most Recently Used Sites. A recently opened site file. To reopen a site, select its name in this menu.

On the MasterBorder Properties palette, select a MasterBorder for the current page. Click the Add/Edit button on the MasterBorder Properties palette to add, rename, or remove MasterBorders from this list.

When importing or referencing pages in Site view, select a MasterBorder from this list to assign to the imported or referenced pages.

In the New MasterBorder dialog, select a MasterBorder from this list on which you want to base the new MasterBorder. To begin with an empty MasterBorder, base the new MasterBorder on the ZeroMargins MasterBorder.

If in the Reference External HTML dialog: Enter a local or network file path to the home page file of the site you want to reference, for example, **C:\InetPub\wwwroot\default.htm**. The HTML files of the site must be accessible through your local file system, either on your computer or on a shared network drive. The site's HTML files are added as external HTML assets to this site, and each HTML file is placed on its own page as an external HTML object. The HTML files are not converted to NetObjects Fusion format.

If in the Import Web Site dialog: Enter the path to the home page file of the site you want to import. If you are importing a local Web site, you enter a local or network file path such as **C:\InetPub\wwwroot\default.htm**. If you are importing a remote Web site, you enter the Web address of the home page, such as **www.netobjects.com/support.html**. In either case, the assets of the site are copied, and the HTML pages are converted to NetObjects Fusion format.

Select this option to display hotspots that have been applied to the selected picture. Make hotspots visible to help you design the imagemap. The hotspots are not visible in browsers.

Sets the page background color to match the current SiteStyle background selected in Style view.

Select this option and click Color to set a solid color background for this page.

Select this option if you want a tiled picture as the background. If the picture is a transparent GIF, you can also set a background color and the color shows through the transparency.

Opens the Color Picker dialog to let you choose a solid color background.

Click to display the Open dialog where you can locate a picture file to use for the background.

Displays the path and file name for the selected picture. Change the picture by typing in a new path or by clicking the Browse button to locate a new file.

Displays the link assigned to the selected hotspot. Click the Link button to specify a new link.

Select the next data field on which to perform a Boolean query.

Select the next data field on which to perform a Boolean query.

Lists available Web browsers. When you click Preview or publish locally, your site appears in the browser you select in the drop-down list.

Click this button to add a .class file references by the Java applet.

Shows the current fill color for the selected object.

Opens the Color Picker dialog where you can select a new color.

Opens a standard file Open dialog to let you locate a file.

Applies underline formatting to the selected text.

Applies strikeout formatting to the selected text.

Lists available point sizes for the selected text and the corresponding HTML standard sizes.

Click to change the background color of the selected text box.

Displays the file name of the selected object.

Opens the standard Open dialog to let you locate a file.

Click one of these icons to place it on your page as a placeholder for the multimedia file.

Select this option to choose from one of the supplied multimedia icons. To choose an icon, click it.

Select this option if you want to choose an image file from your hard drive to represent the multimedia file.

Opens the standard Open dialog where you can locate an image file to represent the media object.

Displays the file name of the picture selected to represent the media object. Click the Browse button to select a picture file.

Select this option if you want this entry to be selected by default.

Makes the field a password field so any text entry is displayed as asterisks.

Select this option if you want the site visitor who uses your form to be able to simultaneously select multiple items in the list box.

Displays the name of the selected data list. You can edit this name at any time. It is for your reference only.

Enter the name for the new internal data object. This field is not used by external data objects.

Displays the name and type of each data field in the internal data object. Double-click a field to edit its name. Click the add button (+) to add data fields to this data object. You cannot delete fields.

Enter any comments for this data object here. These comments are for your reference only.

Adjust size of the external border for the selected data list, table or navigation bar.

Select a method of comparison to use for this relational query.

Enter the value to be compared to the specified data field.

Select the logical conjunction (“and” or “or”) to compare data fields. Select “end” to end your query without specifying further conditions.

Enter the value to be compared to the specified data field.

Enter the password for the Web server. This is optional. If you don’t enter your password here, you will be prompted when you publish to this server.

Enter a valid login name for the Web server.

Displays the location of the selected file asset.

This is an identifier for the selected form object.

Select this option to make the default state of the form object "not selected" or "unchecked."

Select this option so the radio button is selected by default when the form is viewed in a browser.

Select this option so the radio button is not selected by default when the form is viewed in a browser.

Use to adjust the width of the grid blocks.

Lets you change the width or height of the current page layout. The page layout size does not include the size of the MasterBorders. You can change the layout width or height by typing a new number directly into the field or clicking the spin buttons. You cannot make the page layout smaller than the objects it contains. Select Size Layout to Objects from the Object menu as a shortcut for shrinking the page.

Adjust size of the external border for the selected data list, table or navigation bar.

Adjusts the margin, in points, between cell contents and cell container edges.

Adjusts the margin between cells in a table or data list, or buttons in a navigation bar, and its outside borders.

Select this option and then click Browse to choose an image file to use as a bullet in the selected data list.

Select this option to if you do not want to use bullets within the selected data list.

Select this option to show navigation buttons for this page and this page's sibling pages. Other pages on this level do not show up in this navigation bar if they are not siblings of this page. All buttons are automatically linked to their page.

Moves the selected item up one position in the list.

Lets you change the width or height of the current page layout. The page layout size does not include the size of the MasterBorders. You can change the layout width or height by typing a new number directly into the field or clicking the spin buttons. You cannot make the page layout smaller than the objects it contains. Select Size Layout to Objects from the Object menu as a shortcut for shrinking the page.

Shows the background color of the selected text box if this option is selected.

Lets you change the measurement units used for page, Layout, and MasterBorder height and width, grid size, ruler units, and the x y information in the bottom page border.

Select this option to use the primary button style, as shown in the Style view, for the selected navigation bar.

Select this option to use text links for the selected navigation bar.

Select this option to use the secondary button style, as shown in the Style view, for the selected navigation bar.

Displays the current page type. A page is either normal or stacked. Stacked pages display information from the records of a data object.

Shows the color that is changed to transparent in the selected GIF image.

Enter comments about the currently selected page. You can use this area to make notes on the completion status of each page. Notes you enter here do not become part of the published page’s HTML.

Click to change the color of the selected page.

Shows the color of the currently selected page icon. To change the color, click the Color button.

Click to set the color of the Site view background.

Select this option if you want a solid color as a background for this style. Click the Color button to select a new color.

Select this option if you want a picture as a background for this style. Click the Browse button to browse for a picture. After you click OK, a sample is displayed to the right.

Click to open the Color Picker dialog, where you can select a color for the background style.

Opens the Edit MasterBorder List dialog, where you add, rename or delete MasterBorders. Changes made in the Edit MasterBorder List do not change the current page's settings.

Closes the dialog and saves any changes you made.

Displays the URL (internet address) for this external link.

Displays the initial value of the new parameter or variable you are defining. The name is used to identify the data; the value is the actual data that is collected or sent.

Select this option to make the form object a drop-down list box, which takes up less space on the form. The site visitor views the list by clicking on it.

You've selected a text button face. Enter the text you want displayed on the button and specify whether it is a Submit, Reset, or other button type.

Lists the ActiveX controls available on your system. Select an ActiveX control to be inserted and click OK.

Lists the properties available in the selected ActiveX control.

These icons show graphical illustrations of text alignment options. When your cursor is in a text box, these icons affect the current paragraph. When you are in Text in Element Settings in Page view, or Text Settings in Style view, these icons affect the relative alignment of multi-lined text only.

Displays the current background color of the selected object. To change the color, click the Color button.

Enter the host name or IP address of the remote Web server. Examples: **www.yourcompany.com** or **128.0.0.0**.

Select this option if you want your password stored with the site. If this is selected, you do not need to enter your password each time you publish.

Select this option to use the current default bullet style (as shown in Style view) in the selected data list.

Lets you change between vertical and horizontal orientation in Site view.

Select or clear this option to show or hide column headers in the selected data list.

Select a file extension for all the generated HTML files of your site. The extension “.HTML” is used by UNIX and Macintosh computers and is more commonly found on the Web. The extension “.HTM” is used by IBM-PC compatibles because of the three-character extension limit. You can set the extension on a per-page basis by clicking the Custom Names button in Site view.

Shows the date and time the current site was created.

Shows the date and time the current site was last changed.

Shows the current color of Site view background.

Enter a directory on the Web server to which you have ftp write permission. This is where your Web site will be published. If you want to publish to the top level of the Web server, you can leave this blank.

Displays a list of symbol characters, with descriptions and shortcut keys, that can be inserted into a text box. You can use shortcut key combinations instead of this dialog to enter symbols into a text box. Select a symbol and click Insert to place it at the insertion point of the currently selected text box.

Select this option to use highlighted buttons, as defined in Style view, in the navigation bar. If you select this option, your site visitor always knows what page he or she is on, because the button for the current page always displays a distinct image. This option has no effect on text navigation bars.

Select this option to include the site home page as a navigation button in the navigation bar.

Displays the number of words on the current page.

Displays the number of characters on the current page.

Displays the number of lines on the current page.

Opens the selected page in Page view.

Opens a pre-built ActiveX control Properties dialog (if available), where you can edit the ActiveX control's properties. Also use this property palette to modify ActiveX properties within NetObjects Fusion.

Displays the color that is applied to the selected line or object border.

Select a method of comparison to use for this relational query.

Displays the color to be applied to the selected text if you select the color option.

Enter or select the number of rows for your table here.

Applies italic formatting to the selected text.

Displays the name assigned to the current page layout. You can change this name at any time.

Displays the current image file name used for the banner of this style. Click the Browse button to select a new image.

This displays the current background style color. Click the Color button to change this color.

Displays the current picture used for the background in this style. Click the Browse button to modify this selection.

Displays the name of the picture used for regular (non-highlighted) buttons in this style.

Displays the file name of the picture used for highlighted buttons in this style. When site visitors navigate through your site, the button for the page they are currently on displays this image instead of the regular image so they can easily tell which page they are on. You can turn highlighting on or off in Page view on the Navigation Bar Properties palette.

Opens the standard Open dialog, where you can select a picture for this style element.

Enter the name of the page in your site to which to link.

Graphical display of the pages linked by this type of navigation bars. The picture corresponds to Site view and shows, in yellow, the row of pages that appear in the navigation bar if you Select this option. Red pages represent the page you are currently on.

Graphical display of the pages linked by this type of navigation bars. The picture corresponds to Site view and shows, in yellow, the row of pages that appear in the navigation bar if you Select this option. Red pages represent the page you are currently on.

Graphical display of the pages linked by this type of navigation bars. The picture corresponds to Site view and shows, in yellow, the row of pages that appear in the navigation bar if you Select this option. Red pages represent the page you are currently on.

Graphical display of the pages linked by this type of navigation bars. The picture corresponds to Site view and shows, in yellow, the row of pages that appear in the navigation bar if you Select this option. Red pages represent the page you are currently on.

Select this option if your data source uses one of the pre-built database drivers listed in the drop-down list to the right. Click the Browse button to choose the data source. The data source you choose must match the driver type specified in the drop-down list.

Click this button to add a new field to your data object. You can delete fields.

Click to apply the change.

Click to remove the currently assigned link.

Select this option if you want the Auto Save feature to automatically save your site as you work on it. Clearing this option can improve overall performance when working with large sites, but if you turn it off you must manually save your site by selecting the Save Site command.

Opens a standard Open dialog that lets you locate files.

Opens the standard Open dialog, where you can select a picture for this style element.

Opens a Browse dialog to let you choose a new bullet graphic for the selected data list.

Adds a new item to the list.

Moves the selected item down one position in the list.

Removes the selected item from the list.

Enter the location on the remote Web server where CGI (Common Gateway Interface) scripts are located.

Select this option to automatically place all data fields on the stacked pages that are created with this data list. If you do not select this option, the stacked pages are initially blank, and you must manually place each data field. Navigate to the stacked pages in Page view to manually adjust the layout and add data fields.

Select this option to automatically add navigation buttons on the stacked pages that are created with this data list. Next, Previous and Up buttons are automatically added to the stacked pages if you select this option. Navigate to the stacked page in Page view to manually adjust the properties of these navigation buttons.

Displays the currently selected solid background color. Only applies if the Solid Color option is selected. To change the color, click the Color button.

Lists the pre-built database drivers available on this system. Click the Browse button to choose the data source. The data source you choose must match the driver type specified in the drop-down list.

Select a data field to be added to the current stacked page from the drop-down list.

Select a method of comparison to use for this relational query.

Enter the value to be compared to the specified data field.

Opens a dialog where you can add ODBC data sources and select from a list of existing ODBC data sources.

Opens the Data Publishing dialog, where you can change the name assigned to this list, show or hide fields assigned to the list, assign the Linked Field attribute to fields in the list, change the order in which fields appear, and other options.

Contains a list of data objects defined for this site. The list includes both internal and external data objects.

Enter the path to the local folder where you want to publish your site. Click the Browse button to locate a folder.

If you selected List box above, use this to set the number of lines that are displayed in the box. If there are more items in the list than the number you set here, a scroll bar is added.

If you selected List box above, use this to set the number of lines that are displayed in the box. If there are more items in the list than the number you set here, a scroll bar is added.

If this is for a radio button or a checkbox, this contains the value that will be returned when the form is submitted and this is selected. All checkboxes and radio buttons should have a name and a value assigned to them. Otherwise, if the option is selected, and the form is submitted, the default string “On” is returned.

If this is for a single- or multi-line edit field, this contains default text that initially appears in the field. When the form is submitted, the new or edited text the site visitor has entered is returned.

Set the number of lines that are visible in the field, which determines the onscreen height of the box. If the box contains more lines than the Visible Height setting, the site visitor can view the additional text by scrolling up or down using the keyboard.

Set the number of lines that are visible in the field, which determines the onscreen height of the box. If the box contains more lines than the Visible Height setting, the site visitor can view the additional text by scrolling up or down using the keyboard.

Adjusts the number of characters that are visible in the field, which determines the onscreen width of the box. Set the maximum number of characters the box can contain in the Max Length field. If the box contains more characters than the Visible Length setting, the site visitor can view the additional text by scrolling right or left using the keyboard arrow keys.

Adjusts the maximum number of characters allowed in the field. If the box contains more text than shown in the Visible Length setting, the site visitor can view the additional text by using the arrow keys to scroll right or left.

Adjusts the maximum number of characters allowed in the field. If the box contains more text than shown in the Visible Length setting, the site visitor can view the additional text by using the arrow keys to scroll right or left.

Adjusts the number of characters that are visible in the field, which determines the onscreen width of the box. Set the maximum number of characters the box can contain in the Max Length field. If the box contains more characters than the Visible Length setting, the site visitor can view the additional text by scrolling right or left using the keyboard arrow keys.

Adjusts the number of characters that are visible in the field, which determines the onscreen width of the box. Set the maximum number of characters the box can contain in the Max Length field. If the box contains more characters than the Visible Length setting, the site visitor can view the additional text by scrolling right or left using the keyboard arrow keys.

Select an initial data field on which to perform a Boolean query.

Displays the file name and path for the picture. To choose another picture, click the Browse button.

Click here to add or delete Java .class files that are referenced by the Java applet or servlet.

Opens the Filter dialog, where you can set database queries or filters for the data fields listed below. Filters let you display only some of the records in a data object, based on comparison expressions you define.

Select this option to show navigation buttons for all pages on the first level of the site structure, which includes all children of the Home page. The buttons are automatically linked to their page.

With the Get method, the values of the form variables are sent as part of the URL. This corresponds to the “METHOD=GET” attribute of the Form tag in HTML.

Post is the default method used by forms. The values of the form variables are echoed as text, whereas in the Get method the values are sent as part of the URL. This corresponds to the “METHOD=POST” attribute of the Form tag in HTML.

Advanced users can specify a local copy of the CGI script used for processing forms. The Action field should contain the full path to the CGI script. This file will be FTP’ed to the CGI directory indicated in your remote publish server’s Location Properties dialog. If your CGI script is already on your Web server, you can leave this field blank.

This field is optional. Advanced users might need to specify a non-standard encoding type when configuring advanced forms. MIME-type application/x-www-form-urlencoded is the default encoding type, which encodes the form's name-value pairs as URL's are encoded.

Opens a standard Open dialog where you can select a local CGI script.

Opens the Forms Settings dialog, where you can configure your form.

Select a file name for the home page HTML file. It can be the current home page name as displayed in Site view, or Index, Default, or Home. Different Web servers recognize different names as a default home page name.

Select this option to display a set of graphical audio or video controls on the page. This interactive object can be used to control the sound or video object from the client browser.

Select this option to show navigation buttons for this page’s parent page, and the parent’s sibling pages. Other pages on the same level as the parent do not show up in this navigation bar if they are not siblings of the parent. All buttons are automatically linked to their pages.

Select this option to show navigation buttons for the pages that are children of the current page. All buttons are automatically linked to their page.

Opens a standard Open dialog where you can locate an HTML or text file to insert into the edit field at the cursor location.

Opens the Action dialog, where you can insert other actions that have already been defined for the current object.

Enter text for the alternate (ALT) attribute of the selected object, which will be added to the object's HTML. This text, generally a short description, appears in place of the object in browsers when images, Java or other features are unsupported or have been disabled.   The ALT text might appear while an object is loading. In some browsers, it might appear as a tooltip when the site visitor mouses over the picture or object.

Displays the file name of the selected Java applet or Shockwave file.

Lets you change the width or height of the current page layout. The page layout size does not include the size of the MasterBorders. You can change the layout width or height by typing a new number directly into the field or clicking the spin buttons. You cannot make the page layout smaller than the objects it contains. Select Size Layout to Objects from the Object menu as a shortcut for shrinking the page.

Displays the currently selected unit of measurement used to determine layout and page size. The measurement unit preference can be changed in the Preferences dialog.

Opens the Color Picker dialog to let you choose a background color.

Lets you change the width or height of the current page layout. The page layout size does not include the size of the MasterBorders. You can change the layout width or height by typing a new number directly into the field or clicking the spin buttons. You cannot make the page layout smaller than the objects it contains. Select Size Layout to Objects from the Object menu as a shortcut for shrinking the page.

Displays the currently selected unit of measurement used to determine layout and page size. The measurement unit preference can be changed in the Preferences dialog.

Click a field above and click this button to link the field to the Web page that displays the record for this data list entry. Whatever information is displayed in the field will be automatically linked to the corresponding stacked page.

Displays the URL (Internet address) for this external link.

This list displays all pages that contain this asset. You can click a page and then click Go To to see the page in Page view.

If you are in a Properties palette: This is a list where parameters or other items are displayed. Double-click an item to edit it. To add or remove an item, click it and then click the + or - buttons. To reposition an item, click it and then click the up or down arrow buttons.

If you are in the Custom Messages dialog: You can add or delete custom messages using the buttons. Use custom messages to simplify some action combinations or to create specialized sequences by triggering actions.

If you are in the Select Site Wizard dialog: This is a list where installed third party or NetObjects components are installed. With a Site component, you can create a new site or a new page that contains highly specialized functionality such as database interaction or e-commerce capabilities.

If you have installed any additional third party or NetObjects publish components, they are displayed here. Click the checkbox next to the component name to turn the component on or off. Typically, publish components perform post-processing of generated HTML files.

Displays a list of actions you have already added to the current object. To insert an action into the script dialog, click the action name and click OK.

Select this option to create a publish location on your local file system. It can be on your local hard drive, or on shared network drives to which you have write access.

Displays the name of the selected asset. The default name is the file's name if it is a file asset or the IP address if it is a link. The name is for your reference only; changes to the name only affect the listing in Assets view.

Click this button to create a new data object. A data object is a definition of fields that comprise a simple database. Each record of the database is displayed on its own page in your site. After you create and place a data object, a set of stacked pages appears in SiteStructure to contain the records of the database.

Select the logical conjunction (“and” or “or”) to compare data fields. Select “end” to end your query without specifying further conditions.

Select a page from the list and click OK to go to that page.

The name of the selected ActiveX control or NetObjects Component.

Select this option if the data object uses a data source defined by the Open Database Connectivity (ODBC) standard. Click the Select button to open a dialog where you can choose data sources and ODBC drivers for this data object.

Click this button to open the Data Source Type dialog, where you can specify the location and type of an external data source.

Select this option if you do not want this page to be published when you publish the rest of the site. If you select this option, this page’s navigation buttons do not show up on other pages. A red dot appears in the upper right of each page icon to indicate that the Don't Publish option is set. Use this option to prevent pages from being published before they are ready.

Enter or modify a name for the selected page.

Select this option if you want this page to publish with the rest of the site. By default all pages are set to Publish.

Displays the data type (string, integer) required by the selected parameter.

Describes the required contents of the selected parameter.

Opens the Color Picker dialog where you can choose a new color for the line or border of the selected object.

Opens a font dialog where you can choose a font and font formatting for the text that appears in the object.

Opens the Link dialog where you can add or change a link for the selected object. The link can point to a page in your site or to a location on the Internet or your intranet.

Enter text for the alternate (ALT) attribute of the selected object, which will be added to the HTML. This text, generally a short description, appears in place of the object in browsers when images, java or other features are unsupported or have been disabled.   The ALT text might appear while an object is loading. In some browsers, it appears as a tooltip when the visitor mouses over the picture or object.

The file name of the image to be used as a tiled background.

Opens the Color Picker dialog where you can choose color for the text that appears in the object.

You've selected an image form button. Click the Browse button to select a picture file. By default, a graphic form button acts as a Submit button.

Makes the button a "reset" control. When the site visitor clicks the button in a client Web browser, form contents on the page are cleared.

Makes the button a "submit" control. When the site visitor clicks the button in a client Web browser, form contents on the page are sent to the site.

Select this option to make the default state of the form object "selected" or "checked."

A copy of the image file will be converted from its current file format to a .GIF file. The original file will not be changed.

A copy of the image file will be converted from its current file format to a .JPG file (.JPEG). The original file will not be changed.

Select this option to make the form object a standard list box.

Select this option to have a transparent background for this style.

Select this option to create an internal data object, which stores data in the site itself instead of drawing the data from an external database. Select a name, enter comments, and create data fields below.

Select this option to create a data object whose data source is an external database. Click the Source button to open the Data Source Type dialog where you can select the external data source type.

Creates a data field that consists of images. If you are creating this data object internally, you can select images by double-clicking the empty data field after it is placed on a stacked data page.

Select this option to create a server location on your intranet or the Internet. You must have access to ftp files to this remote Web server. You enter basic settings for this Web server below. Click the Advanced button to configure advanced settings such as server port, permissions and aliases.

Select this option if you want all spaces and special characters in the names of your assets replaced with underscores when published. Local file names are not changed; only the copies that are ftp’ed are changed.

Enter the name for a field within this data object. Choose from the options below to determine the type of data field.

The checked data fields will be displayed in the data list on the page. The data list is like an index to a series of Web pages (Stacked Pages), each of which contains the data from one record of the data object. Ordinarily, you would select only fields with basic information to display in the data list and display more complete information on the stacked page for the record. You can change the order in which fields appear in the data list with the up and down arrow buttons.

Displays the name of the current site.

Choose the data field on which this data list will be sorted. You can sort only on simple or image fields. If you sort on an image field, it sorts on the image’s file name. To see the data list populated with data and sorted, you must publish or preview the site.

Select a specific option to view its help.

Enter text for the alternate (ALT) attribute of the selected object, which will be added to the object's HTML. This text, generally a short description, appears in place of the object in browsers when images, Java or other features are unsupported or have been disabled. The ALT text might appear while an object is loading. In some browsers, it might appear as a tooltip when the site visitor mouses over the picture or object.

Select this option to apply a solid color background to the selected table, data list, or navigation bar.

Select this option if you want the table, data list or navigation bar to have a transparent background.

Adjusts the margin, in points, between cell contents and cell container edges.

Adjusts the margin between cells in a table or data list, or buttons in a navigation bar, and its outside borders.

Enter the number of columns for your table here.

Enter the number of columns for your table here.

Enter or select the number of rows for your table here.

Select this option to reapply the formatting of the style to the selected paragraph. The formatting for the entire paragraph or text box, not just the current selection, will be replaced with the formatting for the style.

Select this option to redefine the style using the current text selection as an example. The formatting of the style will be replaced with the formatting of the text selection.

Applies bold formatting to the selected text.

Choose a bullet style for the selected paragraph.

Click to choose a new color in the Color Picker dialog.

Click to apply the color to the selected text. To change the currently defined color, click the Color button.

Applies the current SiteStyle text color to the selected text. The SiteStyle text color is defined in Style view.

Lists available fonts that you can apply to the selected text. If you select Browser Proportional, the default, the text changes based on the site visitor’s browser font settings.

Applies a solid color background to the selected text box.

Choose a style for the selected paragraph. The style overrides previously assigned font settings. Select Edit Text Styles from the Text menu to add, edit, and delete text styles.

Inserts the selected symbol into the text box at the insertion point.

Enter a value to be used as the start value for the selected paragraph's bulleted list. Although this field only accepts whole numbers, they correspond to their alphabetical or roman equivalents.

Select this option if you want to overlay formatted text onto the selected object. Then click the Settings button to add and edit the text. When you add text to the picture, the original file is not altered. Instead, when you publish, a new image is created, consisting of the original image plus the overlaid text. This feature lets you make a picture of text, which preserves font appearances despite browser font preferences.

Displays the paragraph style to be reapplied or redefined.

Select this option to make the background of the selected text box transparent.

If in the External Link tab: Enter the URL (Internet address) to which the selected object will link. Do not enter the protocol, such as **http:**, because you choose the protocol in the drop-down list to the left. Example: **www.netobjects.com.**

If in the File Link tab: Enter the path to a file or browse to a file. This links the file using the **file:** protocol.

Displays the number of paragraphs on the current page.

Enter or modify the site author's name here. In Publish view, click Setup, then the HTML Output tab, then the Advanced button to choose whether this name is included in the META tag or not.

This text field displays the module (usually an .OCX file) that the selected ActiveX control uses for implementation.

Select this option to place the file name listed in the above text field into the Codebase field in the ActiveX Properties tab.

Enter the number of pixels your background image will be moved toward the top.

Lets you offset your background image. Most browsers (such as Netscape Navigator or Microsoft Internet Explorer) add a small gutter to the top and left edges of their windows. Offsetting your background images allows you to compensate by moving the image to the left and toward the top.

Enter the text you would like to be inserted into the published HTML page before the selected object. Click the Insert button to insert a text or HTML file in this field. Click OK to confirm the insertion, Cancel to exit this dialog without inserting or changing the script.

Displays the name of the new parameter or variable you are defining. The name is used to identify the data; the value is the actual data that is collected or sent.

Creates a data field of text that can have customized formatting. Formatting is bold, italic, color, and so on. Use a formatted field for a field that contains text that has variable formatting. For instance, if you want to apply bold to only some words within the text, and italic to other words within the text, use a formatted field. The formatting only applies to the text to which you applied the formatting.

Creates a data field of text that has the same kind of formatting applied to all text within the field. Formatting is bold, italic, color, and so on. Use a simple text field for short amounts of text where the same formatting will be applied to the entire field. For instance, if you bold any text in a simple text field, all the text in the simple text field will be bold.

Select this option to find the page that begins with the characters entered above. A list of all pages that match the search characters will be displayed.

Select this option to go to the page that ends with the characters entered above. A list of all pages that match the search characters will be displayed.

Select this option to go to the page that contains the characters entered above. A list of all pages that match the search characters will be displayed.

Select this option if you only want the entire site’s HTML to be generated and displayed when you click Preview. Select Current Page if you want the only the current page’s HTML to be generated and displayed when you click Preview. To toggle this option on the fly, hold down the Cntrl key while you click Preview. Previewing only the current page lets you quickly view a page without waiting for the entire site’s HTML to be generated. However, if you preview only the current page, all of its links to other pages in the site are temporarily disabled.

Select this option if you only want the current page's HTML to be generated and displayed when you click Preview. Select Entire Site if you want the entire site's HTML to be generated and displayed when you click Preview. To toggle this option on the fly, hold down the Cntrl key while you click Preview. Previewing only the current page lets you quickly view a page without waiting for the entire site's HTML to be generated. However, if you preview only the current page, all of its links to other pages in the site are temporarily disabled.

Enter the name or partial name of the page you want to go to. Use the options below to choose whether to search for a page which begins with, contains, or ends with the text entered here. A list of all pages that match the search characters will be displayed.

Enter the number of pixels your background image will be moved to the left.

Displays the number of pages in your site.

Lets you offset your background image. Most browsers (such as Netscape Navigator or Microsoft Internet Explorer) add a small gutter to the top and left edges of their windows. Offsetting your background images allows you to compensate by moving the image to the left and toward the top.

Displays the file name of the selected Java applet, Shockwave or other plug-in file.

Shows the color of the currently selected page icon. To change the color, click the Color button.

Displays the current background color. To change the color, click the Color button.

Shows the color of the currently selected page icon. To change the color, click the Color button.

Displays the color that is applied to the selected line or object border.

Shows the current fill color for the selected object.

Displays the file name of the selected Java applet, Shockwave or other plug-in file.

Shows the date and time the current site was last changed.

Displays the current image file name used for the banner of this style. Click the Browse button to select a new image.

Displays the name of the picture used for regular (non-highlighted) buttons in this style.

Displays the file name of the picture used for highlighted buttons in this style. When site visitors navigate through your site, the button for the page they are currently on displays this image instead of the regular image so they can easily tell which page they are on. You can turn highlighting on or off in Page view on the Navigation Bar Properties palette.

Displays the color to be applied to the selected text if you select the color option.

Shows the background color of the selected text box if this option is selected.

Files. Shows you a list of files (such as pictures, audio, video, external HTML documents, Java applets, etc.) that are associated with your site. You can use the list to manage these files and their associations.

Links. Shows you a list of page, smart, and external links that are associated with your site, as well as the page or pages on which each link appears.

Data Objects. Shows you a list of data objects that are associated with your site. Data objects define database information from either internal or external sources You can use the list to remove the data object from your site or edit the data object definition.

Variables. Shows you a list of User defined variables that are used within your site, as well as the page or pages on which each variable appears.

Enter or modify the name for this link. This name, used in Assets view, is for your reference only and is not added to HTML generated when the site published.

Select a tail style to use for the selected line. You can choose a Point, Arrow, Diamond, Circle or Square.

Select a head style to use for the selected line. You can choose a Point, Arrow, Diamond, Circle or Square.

Select this option to have the line head and tail share the same style.

Select this option if you want all parts of the line to share the same color. This lets you change the color of the entire line at once.

Enter a line width value or use the spin buttons to adjust the line width. Valid values are 1 through 100.

Enter a line width value or use the spin buttons to adjust the line width. Valid values are 1 through 100.

Select this option to outline the head and tail with the line color.

Select the type of variable to insert at the cursor position into the text box. Select **Date & Time** to insert date or time variables. You can click Date and Time Format to choose from many date and time formats. Select **Site & General** to insert site information and other variables. These fields update when you switch from view to view, preview, or publish. Select **User defined** to choose from text variables you have created or to create a new one. You can edit user-defined variables in the Variables tab of Assets view.

Displays all available variables for the field type selected above. If a **Date & Time** field is selected, click Date and Time Format to choose a date and time format. If **User defined** is selected, choose from the list of defined variables, or click New to define a new one. You can edit user-defined variables in the Variables tab of Assets view.

The current value for the selected variable is displayed here. The values are not editable.

Click to choose a date format for the currently selected date or time field.

Click here to define the text insertion point or the selected object as an anchor. An anchor is a pre-defined place on a page to which you can make a link. To define an anchor in text, place the blinking cursor inside a text box, but do not select any text. To remove an anchor, click directly on the anchor symbol inside text, or click on the object that has an anchor defined, and then click this button. Then click Remove in the Change Anchor dialog. If you want to *link* the selected object or text to an anchor that is already defined, click the Link button instead and then select a page and anchor from the Internal Link tab.

Select this option to create an internal link to the current page. This link always looks on the current HTML page regardless of the page name. Use this option when you are linking to an anchor. See help topics for more information.

Click this icon to make the left side of the current MasterBorder a frame. The order in which you choose frames (displayed in parentheses below) determines whether a frame spans the height of the MasterBorder margin or ends at another frame's edge.

Select this option to display a background grid for the layout region. Set the grid width and height below. The grid uses the unit of measurement set in Preferences.

Displays the name of the currently selected anchor. If you are creating a new anchor, enter its name here.

Click this icon to make the right side of the current MasterBorder a frame. The order in which you choose frames (displayed in parentheses below) determines whether a frame spans the height of the MasterBorder margin or ends at another frame’s edge.

The value for the selected variable is displayed here. The values are not editable.

Displays the names of all pages in the current site.

Click this icon to make the top margin of the current MasterBorder a frame. The order in which you choose frames (displayed in parentheses below) determines whether a frame spans the height of the MasterBorder margin or ends at another frame's edge.

Select this option to let site visitors resize the current frame from within their browser window. If you do not select this option, the frame is set to its current fixed height and width.

Choose a date and/or time format to use for the current variable from the formats below.

Displays a list of anchors defined for the page you selected above. Select an anchor from this drop-down list to create or modify an internal link to an anchor. You create an anchor by selecting an object or clicking on some text and then clicking the anchor button on the Properties palette. See help topics for more information.

Click this icon to make the bottom margin of the current MasterBorder a frame. The order in which you choose frames (displayed in parentheses below) determines whether a frame spans the height of the MasterBorder margin or ends at another frame's edge.

Displays the degrees of text rotation. Use the slider control on the left to adjust the number of degrees to rotate the text. If the Right angles option is selected, rotation is constrained to 90-degree increments.

Displays a list of anchors defined for the current page.

Select this option to create an internal link to a page within the current site. Enter a full or partial name of the desired page in the field to quickly scroll to the desired page in the list box.

Displays the current frame's name. The default names are Left Frame, Right Frame, Top Frame or Bottom Frame. NetObjects Fusion uses this name when generating the HTML source for your site.

If this option is selected, text rotation is constrained to 90-degree increments.

Click here to make the current frame scrollable. Regardless of the frame contents, site visitors see scroll bars for this frame in their browser window.

Click here to make the current frame size not scrollable. Regardless of the frame contents, site visitors will never see scroll bars for this frame in their browser window.

Click here to have browsers automatically determine whether to include scroll bars or not for the current frame. If the contents of the frame fit within the frame size, no scroll bars are displayed. If the contents extend beyond the frame size (such as when site visitors resize their browser window) scroll bars are displayed.

Enter the number of the FTP port that is active on your Web server. The default ftp port number is 21.

Click this button to define a new text variable when the **User defined** type is selected above. Opens the New Variable dialog, where you name and assign a value to a new variable. Edit user-defined variables in the Variables tab of Assets view.

Enter a name for the new user-defined variable here. You can edit both the name and value in the Variables tab of Assets view.

Enter a value for the new user-defined variable here. You can edit both the name and value in the Variables tab of Assets view.

Use to indent the selected text. The shortcut key to indent is Tab.

Displays the name of the currently selected anchor. If you are creating a new anchor, enter its name here.

Enter or adjust the number of directory levels to be imported from the Web site.

Click this button to remove the currently selected anchor from the page.

Enter or adjust the maximum number of pages to be imported from the Web site.

Adjust the width of the top margin here. You can also click and drag the rectangular gray MasterBorder handles that appear in the ruler.

Adjust the width of the top margin here. You can also click and drag the rectangular gray MasterBorder handles that appear in the ruler.

Adjust the width of the bottom margin here. You can also click and drag the rectangular gray MasterBorder handles that appear in the ruler.

Adjust the width of the bottom margin here. You can also click and drag the rectangular gray MasterBorder handles that appear in the ruler.

Enter the domain name used by the local site or referenced HTML. Imported assets are defined as internal or external based on the domain name entered here. Links that include this domain name in their URL are considered internal.

Opens an Open dialog where you can choose a personal dictionary (*.dic) file.

Click this button to open the Text Settings dialog, where you can modify the text formatting for the current style element.

Opens the Custom Names dialog, where you can customize names on the page. Change the title that displays in the browser, the button and banner names, and the file extension of the published HTML page. Use Custom Names if you want to break a long name into multiple names to fit on a button or banner.

Enter the correct file path or click Browse to locate the file or folder.

Choose an application to use as an HTML editor, which is opened when you double-click external HTML objects and referenced HTML pages. Enter the filename and path here, or click Browse to locate a program file (.exe).

Displays the current display setting for the selected navigation bar. Click the Options button to adjust the current display setting.

Click this button to open the Text Settings dialog, where you can modify the text formatting for the current style element.

Click here to set a background sound to play for the current page.

Select this option to limit the number of pages imported from the Web site. Enter or adjust the maximum number of pages in the number field.

Displays the file or folder that cannot be found at its stored file path.

Enter a name for your form here. The form name is used primarily for advanced scripting.

Select this option to limit the depth of directory levels to be imported from the Web site. Enter or adjust the number of levels in the number field.

Opens a standard Open dialog where you can locate files or folders.

Select this option to use images from the current SiteStyle for this navigation bar or banner. You can also choose to use primary or secondary images, as defined by the SiteStyle, for button navigation bars. This option has no effect on text navigation bars.

Click this button to skip this file and continue verifying file assets.

Adjust the default page or layout width for new pages you create.

Select this option to set the banner or navigation bar to use images from a different style than the style set in Style view. Then choose from the drop-down list that contains a list of styles.

If a folder that contains multiple assets is missing, the folder is listed above, and all the complete file paths of the missing assets are listed here. Instead of redefining the path for each file, redefine the path for the containing folder and all the broken paths are fixed at once.

Opens the Background Sound dialog, where you browse for another sound file and set the file to loop continuously.

Select a style to use for the selected banner or navigation bar. This affects the current banner or navigation bar only.

Enter the path and filename of a sound file to use as the background sound for this page (aiff, .au, .wav .ra, and .mid files are supported). Click Browse if you want to browse for a sound file.

Lets you specify what level of pages have buttons in the selected navigation bar.

Use the spin buttons to adjust the rotation of the selected picture in 90 degrees increments.

Select this option to have the background sound repeat continuously when site visitors browse to this page.

Displays the currently selected font. To change it click the Set button.

Opens a standard file Open dialog where you can browse for sound files (.aiff, .au, .wav, .ra, and .mid files are supported).

Displays the current text color.

Click here to display all fields listed above in the data list.

Contains a list of authoring servers currently available on the local network, authoring servers that were available at one time, and authoring servers that have been manually added to the list. If the authoring server you need is not in this list, it might be unavailable or might not be on the local network. If it is not on the local network, you can add it by clicking the Other button and then clicking New.

Click to reset all fields in this dialog.

Displays a number indicating the order of frames selected with the icons above. This order determines which frames span the height or width of the MasterBorder margin or end at another frame's edge.

Displays a number indicating the order of frames selected with the icons above. This order determines which frames span the height or width of the MasterBorder margin or end at another frame's edge.

Displays a number indicating the order of frames selected with the icons above. This order determines which frames span the height or width of the MasterBorder margin or end at another frame's edge.

Displays a number indicating the order of frames selected with the icons above. This order determines which frames span the height or width of the MasterBorder margin or end at another frame’s edge.

Select this option if you want HTML frame borders to be visible in Web browsers.

The image itself will be placed on the page unconverted. The image might not show up in most browsers.

Click to cancel your modification to the property or parameter selected below.

Click this button to open an applicable dialog such as a standard Open, Color Picker, or Link dialog, to edit the selected parameter.

Displays the total size of the current page, which includes the current layout size plus the MasterBorder size. You change the page size by changing either the page layout size or the MasterBorder size.

Enter or adjust the number of directory levels to be imported from the Web site.

Select from a drop-down list of available .class files used by this Java applet or servlet. To add or delete .class files click the Additional Files button, which opens the Java Applet Files dialog. This dialog allows you to manage a list of Java files referenced by this applet or servlet.

Adjust the width of the left margin here. You can also click and drag the rectangular gray MasterBorder handles that appear in the ruler.

Adjust the width of the left margin here. You can also click and drag the rectangular gray MasterBorder handles that appear in the ruler.

Adjust the default page or layout height for new pages you create.

Enter a custom title for the current page. Site visitors see this title in the titlebar of their browser when they view this page. This overrides the default page title, which is the page name.

Displays the total size of the current page, which includes the current layout size plus the MasterBorder size. You change the page size by changing either the page layout size or the MasterBorder size.

Click this button to remove a Java .class file from the list.

Applies strikeout formatting to the selected text.

Click this button to add and edit text on the selected object.

Enter or edit the selected property in this field. Click the check icon to save your changes, or the X icon to cancel the adjustment.

Enter or edit the selected property in this field. Click the check icon to save your changes, or the X icon to cancel the adjustment.

Enter a custom banner name for the current page. This overrides the default banner name, which is the page name.

Enter a custom button name for the current page. This overrides the default button name, which is the page name. The name you enter here is used in all navigation buttons for the current page that appear throughout your site.

Adjust the width of the right margin here. You can also click and drag the rectangular gray MasterBorder handles that appear in the ruler.

Shows a list the available properties for various objects. Depending on which type of object is selected, you see different parameter/value combos. Click on a parameter and then edit it above. Click the small square button labeled with **…** to open a browse or Link dialog. Click the checkmark icon to save your changes, or the **X** icon to cancel the current adjustment.

Use this slider to adjust the degree of text rotation. In Page view, the text is repositioned immediately on-screen so you can preview it. The degree of rotation is displayed to the right. If the Right angles option is selected, text rotation is constrained to 90-degree increments.

Adjust the width of the right margin here. You can also click and drag the rectangular gray MasterBorder handles that appear in the ruler.

Displays the file name of the background sound you have selected for this page.

Enter a custom file extension to use for the current page. When the html for this page is published, the HTML file name has the extension you set here. This overrides the default extension, which is set in the Location Properties dialog in Publish view. This custom extension applies to the current page only.

Enter or adjust the maximum number of pages to be imported from the Web site.

Click here to increase or decrease the selected parameter.

Adjust the default page or layout width for new pages you create.

Applies subscript formatting to the selected text.

Enter or modify the text you want to place on the selected object. Modify font settings for the text below.

Applies superscript formatting to the selected text.

Adjust the default page or layout height for new pages you create.

Use the spin buttons to adjust the rotation of the selected picture in 90 degrees increments.

Opens a standard Open dialog where you can browse for a picture file to use for this style's background.

Positions text horizontally to the left within the object. This is different from the Relative Alignment buttons above. They position text in relation to other text and this option positions text relative to the object boundaries.

Positions text horizontally to the center within the object. This is different from the Relative Alignment buttons above. They position text in relation to other text and this option positions text relative to the object boundaries.

Positions text horizontally to the right within the object. This is different from the Relative Alignment buttons above. They position text in relation to other text and this option positions text relative to the object boundaries.

Positions text vertically to the top within the objects. This is different from the Relative Alignment buttons above. They position text in relation to other text and this option positions text relative to the object boundaries.

Positions text vertically to the center within the objects. This is different from the Relative Alignment buttons above. They position text in relation to other text and this option positions text relative to the object boundaries.

Positions text vertically to the bottom within the objects. This is different from the Relative Alignment buttons above. They position text in relation to other text and this option positions text relative to the object boundaries.

Select this option so the application window is always maximized at startup.

Adjust the amount of space between the text and the border of the text box. If you select this option, the generated HTML code contains a table within a table to achieve the inset amount.

Displays a list of previously defined links of the selected type. You can select a link from this list instead of retyping it.

Select this option to optimize HTML generation for Netscape browsers. Optimized WYSIWYG support displays your previewed or published site in Netscape Navigator or Communicator as it appears in Page view.

Select this option to optimize HTML generation for Microsoft Internet Explorer. Optimized WYSIWYG support displays your previewed or published site in Microsoft Internet Explorer as it appears in Page view.

Choose a language dictionary to use for spell checking from this drop-down list.

Adjust the amount of space between the text and the border of the text box.

Click to leave the word in the Not found field unchanged.

Click here to specify the language and personal dictionary to use when you check spelling.

Displays words not found in the dictionary or personal dictionary file are displayed here. You automatically have a personal dictionary assigned, but you can change it by clicking Options.

Suggested spellings for the misspelled word are displayed here. The most probable word spelling appears in the Change to field. Choose another word from the list of suggestions to replace the entry in the Change to field.

Displays the personal dictionary file in use. Click the Browse button to locate a dictionary file (*.dic) or enter its path and name here.

Click here to change all instances of the word in the Not found field to the word in the Change to field.

Click here to leave all instances of the word in the Not found field unchanged during this spell check.

Click here to add the word in the Not found field to the personal dictionary selected in Spell Check Options.

Click here to change the word in the Not found field to the word in the Change to field.

Click here to display a list of suggested alternatives for the word in the Change to field.

Locks minimum height of current text box. Use this feature to maintain a fixed minimal height, even when the box contains little text. This is helpful in preserving layouts when a site visitor's browser font size is smaller than the default or when designing layouts before all text is entered.

Click and hold the mouse button down over this button to view a superimposed outline of the HTML tables that will be generated for the current layout if a tables option is selected in the HTML Output drop-down list.

If you have tables selected in the HTML Output Method drop-down list, these options determine how HTML is generated for the table structure. Browser font preferences cause text boxes to grow or shrink vertically based on the size of the fonts in them. With Columns selected, the space between a text box and the object beneath it is preserved because HTML tables are generated with a preference for columns. With Rows selected, the relative horizontal positions objects is preserved more because HTML tables are generated with a preference for rows.

To view the HTML table structure that will be generated, click the Show button and hold the mouse button down. For further information, see help topics.

If you have tables selected in the HTML Output Method drop-down list, these options determine how HTML is generated for the table structure. Browser font preferences cause text boxes to grow or shrink vertically based on the size of the fonts in them.

With Columns selected, the space between a text box and the object beneath it is preserved because HTML tables are generated with a preference for columns; the relative vertical position of objects is preserved more than the relative horizontal position of objects. With Rows selected, the relative horizontal positions of text boxes and other objects are preserved more than the relative vertical position of objects.

The Columns option is selected by default. To view the HTML table structure that will be generated, click the Show button and hold the mouse button down. For further information, see help topics.

If you have tables selected in the HTML Output Method drop-down list, these options determine how HTML is generated for the table structure. Browser font preferences cause text boxes to grow or shrink vertically based on the size of the fonts in them.

With Columns selected, the space between a text box and the object beneath it is preserved because HTML tables are generated with a preference for columns; the relative vertical position of objects is preserved more than the relative horizontal position of objects. With Rows selected, the relative horizontal positions of text boxes and other objects are preserved more than the relative vertical position of objects.

The Columns option is selected by default. To view the HTML table structure that will be generated, click the Show button and hold the mouse button down. For further information, see help topics.

If you have tables selected in the HTML Output Method drop-down list, these options determine how HTML is generated for the table structure. Browser font preferences cause text boxes to grow or shrink vertically based on the size of the fonts in them. With Columns selected, the space between a text box and the object beneath it is preserved because HTML tables are generated with a preference for columns. With Rows selected, the relative horizontal positions objects is preserved more because HTML tables are generated with a preference for rows.

To view the HTML table structure that will be generated, click the Show button and hold the mouse button down. For further information, see help topics.

Lets you mark a selected page completed. When you set the status of a page to Done, a small checkmark appears in the upper-right of the page icon. This checkmark is for your reference only and has no effect on publishing the site.

Lets you mark a selected page as not completed. When you set the status of a page to Not Done, the checkmark disappears from the upper-right of the page icon. This checkmark is for your reference only and has no effect on publishing the site.

Enter a name for the new MasterBorder.

Adjust the left, top, right and bottom MasterBorder margins below.

Select this option to open an existing site on the authoring server.

Click to unindent the selected text. The shortcut key for unindent is Shift + Tab.

Shows the color of the parent of the selected section. To change the color of all selected pages in the section, click the Color button.

Select this option to create a site based on a NetObjects Fusion or NetObjects Fusion template. Then, in the Select a Template File dialog, locate a template file and click Open. A template (.nft) is a special kind of site that you do not open directly. Instead, you create a new site based on the template. The new site is an identical copy of the template. You can base sites on templates you create yourself, or you can use one of the professionally designed templates (AutoSites) included inside the Templates folder.

Enter a UNIX permission string for this server location. It will be determine the UNIX permissions assigned to the published files.

Refresh. Refreshes the information in this site with the latest information available on the authoring server. You will see changes and new information that has been checked in since you last refreshed.

Select this option to import the **<HEAD>** tag section of the referenced HTML. You can either append the imported page's **<HEAD>** tag to the current page's **<HEAD>** or replace the current page's **<HEAD>** tag. Select one of these options in the drop-down list.

If the Import **<HEAD>** option is checked, select from the two options in this drop-down list.   You can either append the imported page's **<HEAD>** tag to the current page's **<HEAD>** or replace the current pages' **<HEAD>** tag.

Enter the new name for the MasterBorder.

If you have tables selected in the HTML Output Method drop-down list, these options determine how HTML is generated for the table structure. Browser font preferences cause text boxes to grow or shrink vertically based on the size of the fonts in them. With Columns selected, the space between a text box and the object beneath it is preserved because HTML tables are generated with a preference for columns. With Rows selected, the relative horizontal positions objects is preserved more because HTML tables are generated with a preference for rows.

To view the HTML table structure that will be generated, click the Show button and hold the mouse button down. For further information, see help topics.

Date the file was last modified.

Sets the layout region background to a solid color.

Available if you select the text option above. Enter the text you want displayed on the button and specify whether it is a Submit, Reset, or other button type. A Submit button sends the data to the Web server, a Reset button clears the form, and you can add a custom button to run a script on the site visitor's browser.

Select the networking protocol you want to use to connect to the authoring server. Currently the only valid protocol is TCP/IP.

Select this option to create a new blank site. The new site will include basic navigational objects such as a banner and navigation bar. To base a new site on an existing Web site, select New Site, From Local Import or New Site, From Remote Import from the File menu.

Click this button to remove the selected alias from the list.

Modify the name of this action in this field. The name you enter here is used in the Actions dialog and the Actions Properties tab. Naming actions descriptively helps you organize a complex series of actions.

File or folder name.

File asset type.

Click here to specify a message to send to the target object. Messages are the heart of actions; they send information or instructions to the target object. Your choices for action messages are numerous and vary depending on the target object. For example, if you target the Layout, context-specific menu options for window and browser appear. Messages can also be triggers that start other actions when they are received by target objects. See help topics for more information.

Select a trigger event for this action. A trigger event can be a user input such a as Mouse Over, a browser state such as page loaded or exiting, an action complete message, or a custom message sent from another object. Click the square button to the right (labeled with an arrow icon) to select from a menu of possible triggers.

This contains a list of styles available to this site. There might be more styles located in your **\Styles** folder whose names do not display here. Select Update Styles List from the Style menu to see all styles currently in your **\Styles** folder. Click a style and click Set Style to apply the style to the site. When you apply a style, all navigation bars, banners, and other style elements in Page view change to the new images. Double-click style elements to edit them.

For more styles, check the Extras folder on the NetObjects installation CD. Add styles by selecting Import Style from the Style menu and then choosing the **.ssf** file located in a style folder.

Displays the background color that is applied if the Solid Color option is selected.

Contains the port number over which the authoring server and NetObjects TeamFusion Client communicate. Leave the default 8001 unless your authoring server administrator tells you to change it.

Select an HTML output type from the drop-down list to be the default for all new pages in your site. This determines the method by which this site’s HTML is generated when you publish or preview. A detailed description of each HTML output method appears below.

Click this button to open the New Alias dialog, where you can add a new alias. See help within that dialog for more information.

Lists the sites available on the server to which you are connecting. The list only contains those sites for which you are a team member.

Choose an orientation for the selected banner or navigation bar. When you place a banner or navigation bar, drag vertically to create a vertical banner or navigation bar, and drag horizontally to create a horizontal banner or navigation bar.

Select this option if you want the active site's database to be compacted each time you exit the site. The feature is enabled by default. The result of compaction is decreased .nod file sizes. We recommend that you leave this option enabled.

Click to remove currently selected custom image from the navigation bar or banner. Use custom images for buttons in navigation bars if you want unique artwork for every button but you still want NetObjects Fusion to manage the automatic linking of the buttons based on SiteStructure.

Click to remove currently selected custom image from the navigation bar. Use custom images for button rollover images in navigation bars if you want unique artwork for every button but you still want NetObjects Fusion to manage the automatic linking of the buttons based on SiteStructure.

Displays the file name of the rollover image of the currently selected button in the navigation bar. Use custom images for buttons in navigation bars if you want unique artwork for every button but you still want NetObjects Fusion to manage the automatic linking of the buttons based on SiteStructure.

Click to change the rollover image of the currently selected button in the navigation bar. Use custom images for buttons in navigation bars if you want unique artwork for every button but you still want NetObjects Fusion to manage the automatic linking of the buttons based on SiteStructure.

Sets the layout region background to transparent.

This option is available when the Size to layout option is selected. Select this option if you want the contents of the text box wrap to the browser width. In some cases, the HTML output of the page is generated without tables, which results in text and objects wrapping to the width of the browser. When you use the Nested or Regular Tables HTML output with a MasterBorder composed of frames or set to ZeroMargins, for example, the contents of a text box sized to the layout wraps to the browser’s width.

Select this option to have this message broadcast to all children of the target. For example, if a custom message is sent to a layout region, and this option is enabled, the custom message is sent to all objects inside the layout region. This can be very useful and timesaving when creating complex dynamic pages.

A description of the publish option selected above. For more information about these options, see help topics.

Click on an item in the list above and click here to revert it to the state it was in before you checked it out. You cannot revert items checked out by other team members.

Click this button to delete the selected server location. Its location properties are permanently deleted.

Click here to update the contents of the list box above with the most recent information from the server.

Select the directory structure you want your published site to have. Select either Flat, By Site Section or By Asset Type to read its description.

Displays the external HTML filename. Click the Browse button to open the Reference HTML Page dialog, where you can select a new external HTML file to reference.

Click on an item in the list above and then click here to check that item in. This saves your changes to the server and makes the item available for other team members to check out.

Click this button to clear all manual customizations you made to the directory structure. The directory structure will reset to the selected directory structure.

Click here to edit the selected Web server location.

Displays a list of current aliases. Click the Add button to add a new alias, Remove to remove the current selection or Edit to modify the selection. You can create an alias when you need to store certain assets of your site in a different location from the rest of your site. Any assets in the URL path you specify are actually transferred to the ftp path you specify. Your Web server must have the same alias configured so that the URL path refers to the ftp location.

Select this option to hide the selected object when the page is initially loaded. This is used by actions, which can dynamically hide and show objects, move objects, and display objects with transitions.

Select the Applet option if the selected Java .class file is an applet.

Select the Servlet option if the selected Java .class file is a servlet.

When this option is selected, the directory location of this file has been manually changed from the default.

Date this file was last published.

Shows the maximum number of subdirectories that will be generated when you publish by site section.

File creation date.

Specify a message to send to the target object. Click the square button to the left (labeled with the arrow icon) to select a message from the menu. Messages are the heart of actions; they send information or instructions to the target object. Your choices for action messages are numerous and vary depending on the target object. For example, if you target the Layout, context-specific menu options for window and browser appear. Messages can also be triggers that start other actions when they are received by target objects. See help topics for more information.

Click here to specify an appropriate parameter for this message. Some actions require or accept additional parameters that control some aspect of their activity. In most cases, you can select from a list of predefined parameter values. Select Values from the menu to set detailed parameter values for selected message above. Select Expression from the menu to write or insert a JavaScript expression to generate or control the parameter values. Once you have selected or set the parameter value, the name of the value appears here.

Specify an appropriate parameter for this message. Click the square button to the right (labeled with a right arrow icon) to select from the parameter menu. Some actions require or accept additional parameters that control some aspect of their activity. In most cases, you can select from a list of predefined parameter values. Select Values from the menu to set detailed parameter values for selected message above. Select Expression from the menu to write or insert a JavaScript expression to generate or control the parameter values. Once you have selected or set the parameter value, the name of the value appears here.

Specify an appropriate parameter for this message. Click the square button to the right (labeled with a right arrow icon) to select from the parameter menu. Some actions require or accept additional parameters that control some aspect of their activity. In most cases, you can select from a list of predefined parameter values. Select Values from the menu to set detailed parameter values for selected message above. Select Expression from the menu to write or insert a JavaScript expression to generate or control the parameter values. Once you have selected or set the parameter value, the name of the value appears here.

Select a target object for this action. The default target is the object you’re adding the action to. Click the ellipsis button on the right to select a target object from the Object Tree.

Enter your scripted action directly into this edit field. Click the Insert Script button to insert a text script file. To insert a call that returns an action’s value, click the Insert Action button.

Opens the Actions dialog, where you can select an action to insert into a scripted action. Only actions that you have already assigned to the current object are listed. A call that returns an action's value is inserted, in the form $(*Action*).

Select a parameter value from this drop-down list.

Resizes the selected text box to occupy the entire layout. When this option is selected, you cannot resize the text box. When a text box is sized to the layout, you can set the Contents wrap to browser width option.

Specify the maximum number of backup files to be maintained in the location specified above. When the maximum number is reached, the earliest backups are deleted. The maximum allowed number of backup files is 20 and the default setting is 2.

Click this button to add a new Web server location. You must provide connection information such as the IP name or address, login name and password, a directory name to which you have write access, and other publishing information.

Select a target object for this action. The default target is the object you’re adding the action to. Click the ellipsis button on the right to select a target object from the Object Tree.

Click here to change the color of all selected pages to the same color. This overrides any previous color settings.

Opens the standard Open dialog where you can select a picture image to use a background for this layout region.

A warning prompt or informational message is displayed here.

Shows the color of the parent of the selected section. To change the color of all selected pages in the section, click the Color button.

Date this file was last locally published.

Enter the FTP path for the alias. This is the actual location that the virtual folder or alias points to on your Web server. This alias must also be configured on the Web server itself so it will direct requests to the above URL path to this location.

Indicates that the selected object exists in an error state. Hold you mouse over the alert exclamation that appears inside the selected object for more details.

Indicates that the selected object exists in an error state. Hold you mouse over the alert exclamation that appears inside the selected object for more details.

Displays the picture file in use as the background for this layout region.

Displays all available MasterBorders for this site. You cannot rename or delete the ZeroMargins MasterBorder.

Select this option if you want automatic backup copies made of your site files. Then customize your backup settings below. Automatic backup is enabled by default.

Select this option if you do not want to see this message or prompt appear again.

Click on an item in the list above and click here to go to the page that contains that item. If the item is a MasterBorder, clicking here takes you to the page on which the MasterBorder was originally checked out.

If this option is selected, the file cannot be customized. Certain internal files might be marked as read-only to preserve their required relative positions.

Select a target object for this action by clicking this button to select a target object from the Object Tree.

When this option is selected, this file needs to be published. This attribute is set if this file has changed since it was last published. For example, generated HTML files need to be published when the contents of the pages change.

Select this option to apply the clear right attribute to the closing line break for the selected paragraph (in HTML, **<BR CLEAR=RIGHT>**). This breaks the line, and adds space until you have a clear right edge free of pictures or other inserted objects. Select both left and right to apply the clear all attribute.

Select this option to apply the clear left attribute to the closing line break for the selected paragraph (in HTML, **<BR CLEAR=LEFT>**). This breaks the line, and adds space until you have a clear left edge free of pictures or other inserted objects. Select both left and right to apply the clear all attribute.

Click here to add a new MasterBorder. The New MasterBorder dialog will open, where you name the new MasterBorder and choose a MasterBorder to base it from. To begin with an empty MasterBorder, you can base the new MasterBorder on the default ZeroMargins MasterBorder.

Select this option to use a picture as the background for this layout region. If you use a transparent GIF, you can also choose a background color.

Shows the maximum number of subdirectories that will be generated when you publish by site section.

Select a default proportional font for this site from the drop-down list. All new text boxes have this font set by default.

Select a default fixed width (or monospace) font for this site from the drop-down list. All new text boxes have this font set by default.

Select a size for the default proportional font.

Select a size for the default fixed width font.

Click this button to rename the selected MasterBorder. You cannot rename the ZeroMargins MasterBorder.

Click this button to delete the selected MasterBorder.   You cannot delete the ZeroMargins MasterBorder.

Click to select a color for the layout region background.

Click here to open the Advanced Settings dialog, where you can configure settings such as server port, permissions and aliases.

Select this option to turn publishing on or off for this asset.   You can turn publishing for an entire page on or off on the Page Properties palette.

Enter a relative URL path for the alias. The alias is a virtual folder that points to the ftp location set below. This path is relative to the root directory of your published site and is not a full URL. For example, if your directory structure in Publish view has a folder called CompanyPix under the Assets folder, the URL Path would be **./companypix**.

Select a method of generating quote characters in text boxes in the published Web site.

Choose an orientation for the selected banner or navigation bar. When you place a banner or navigation bar, drag vertically to create a vertical banner or navigation bar, and drag horizontally to create a horizontal banner or navigation bar.

Select a file naming convention from the drop-down list. Choose from either dated backup files or sequentially numbered backup files.

Assigns one MasterBorder to all selected pages. Select the MasterBorder from the drop-down list. This overrides the MasterBorder settings for each page.

Select this option so the file is always published. This overrides the Publish changed assets only option available from the Publish dialog (which opens when you publish in Publish view). Even when that option is selected, this file will be published regardless of whether the file has changed or not.

Lists available locations to which you can publish. Choose My Computer to publish the site to your local hard drive. The local publish location is in the **\User Sites*Sitename*** folder. Before you can publish to Remote Publish Server, you must edit it; double click it and enter valid connection information for a specific Web server.

Specify the maximum number of backup files to be maintained in the location specified above. When the maximum number is reached, the earliest backups are deleted. The maximum allowed number of backup files is 20 and the default setting is 2.

Click to change the maximum number of subdirectories that will be generated when you publish by site section.

Use to set the start value of a numerical or alphabetical bulleted list. Although the dialog only accepts whole numbers, they correspond to their alphabetical or roman equivalents.

Displays the Object ID for the selected object. This ID is used for actions that refer to this object and it is displayed in the Object Tree palette. You can change this ID at any time and all current references to this Object ID are updated automatically.

Opens the Browse for Folder dialog, where you can select another folder for your backup files.

Opens the Browse for Folder dialog, where you can select another folder for your local publish.

Type the location where you want to keep your backup site files or click Browse to select a new location. The default backup location is **User Sites*sitename*\\Backups\\.**

If you have tables selected in the HTML Output Method drop-down list, these options determine how HTML is generated for the table structure. Browser font preferences cause text boxes to grow or shrink vertically based on the size of the fonts in them. With Columns selected, the space between a text box and the object beneath it is preserved because HTML tables are generated with a preference for columns. With Rows selected, the relative horizontal positions objects is preserved more because HTML tables are generated with a preference for rows.

To view the HTML table structure that will be generated, click the Show button and hold the mouse button down. For further information, see help topics.

Specify a message to send to the target object. Click the square button to the left (labeled with the arrow icon) to select a message from the menu. Messages are the heart of actions; they send information or instructions to the target object. Your choices for action messages are numerous and vary depending on the target object. For example, if you target the Layout, context-specific menu options for window and browser appear. Messages can also be triggers that start other actions when they are received by target objects. See help topics for more information.

Enter your script in this edit field. It must be valid JavaScript with correct syntax.

Enter a name for the new custom message in this edit field. A custom message is a simple text string you create that becomes available in the When menu as a trigger and in the Message menu as an action. You can then send it as an action from one object to another to trigger other actions.

Select a trigger event for this action. A trigger event can be a user input such a as Mouse Over, a browser state such as page loaded or exiting, an action complete message, or a custom message sent from another object. Click the square button to the right (labeled with an arrow icon) to select from a menu of possible triggers.

Click this button to open the Edit Alias dialog, where you can edit the selected alias.

Select options below.   See help on each option below for more information.

Select this option if you do not want NetObjects Fusion to move or manage the assets of the referenced HTML pages. If you select this option, the assets show up in Assets view where you can manage them. They are ftp'ed to the Web site when you publish the site. If you clear this option, you must manually ftp them to the Web site after you publish the site.

Enter the domain name used by the local site or referenced HTML. Imported assets are defined as internal or external based on the domain name entered here. For example, links that include this domain name in their URL are considered internal.

Enter the domain name used by the local site or referenced HTML. Imported assets are defined as internal or external based on the domain name entered here. For example, links that include this domain name in their URL are considered internal.

Lets you mark a selected page as not completed. When you set the status of a page to Not Done, the checkmark disappears from the upper-right of the page icon. This checkmark is for your reference only and has no effect on publishing the site.

Lets you mark a selected page as completed. When you set the status of a page to Done, the checkmark appears from the upper-right of the page icon. This checkmark is for your reference only and has no effect on publishing the site.

Select this option if you want this page to publish with the rest of the site. By default all pages are set to Publish.

Select this option if you do not want this page to be published when you publish the rest of the site. If you select this option, this page’s navigation buttons do not show up on other pages. A red dot appears in the upper right of each page icon to indicate that the Don't Publish option is set. Use this option to prevent pages from being published before they are ready.

Shows the color of the parent of the selected section. To change the color of all selected pages in the section, click the Color button.

Click here to find the next instance of the text you want to find.

Enter the text you want to find here.

Enter the text with which you want to replace the found text.

Select this option to the match the exact upper or lower-case of the text you want to find.

Select this option to the match only the entire word entered above. All instances of the text found inside larger words are ignored.

Click to replace all instances of the found text with the replacement text.

Click to replace the found text with the replacement text.

Select an HTML output type for the current page or layout region from the drop-down list. If you select Publish Setting, the HTML output reflects the setting in the Publish Setup dialog in Publish view. Click Setup in Publish view and then click the HTML Output tab to find a detailed description of each HTML output method.

For a Layout Region, choose Parent Setting if you want the selected Layout Region to inherit the output method of its container..

Select this option to designate the current selection as a form. A Layout, a layout region, a table, table cells, or a text box can be made into a form. Click the Settings button to configure the form.

Select this option to view rulers and guides. You can set the unit of measurement for rulers, guides, and grid in the Preferences dialog.

Select this option to view the grid. To configure the grid, adjust the Width and Height fields.

Select this option to display or hide text labels and dividing lines for page areas such as the Layout, MasterBorders, and frames. This option is also available on View menu.

Select this option if you want objects to snap to guides you've placed on the page.

Select this option to display or hide outlines around each object placed on your page. This option is also on the View menu.

#Select this option to display icons on objects that indicate specific settings for the objects. Icons display on objects to notify you of links, anchors, HTML scripts, HTML tags (found within text boxes), actions and error conditions. This option is also on the View menu.

Select this option if you want objects to snap to the grid. This option is also on the View menu.

Select this option if you want objects to snap to each other.

Use to adjust the width of the grid blocks.

Use to adjust the width of the grid blocks. The unit of measurement is set in Preferences.

Use to adjust the height of the grid blocks.

Use to adjust the height of the grid blocks.

Use to adjust the height of the grid blocks. The unit of measurement is set in Preferences.

Opens the Insert HTML dialog, where you can insert tags and fields, including user-defined variables, into the HTML of the text, at the insertion point.   The inserted HTML will be generated within the text at the selected point.

Select a publish location for this site. To edit properties of the publish location selected from this drop-down list, click the Edit button. To add a new publish location, go to Publish Setup, Server Locations tab.   If you haven't published before, you need to set up publish locations and options from the Publish Setup dialog.

Click here to edit properties of the publish location selected from the drop-down list. To add a new publish location, go to Publish Setup, Server Locations tab.

Select this option to re-publish only those assets that have changed since your last publish. This does not impact your site’s pages, which are always regenerated and reloaded when you publish your site. Note: NetObjects Fusion does not query the server to see if it has all the unchanged assets needed by the site. If you publish changed assets only, be sure you publish to the same location as you did previously, so assets that were published previously are still available.

Select this option to create a layout region that is designated a form container. Form objects must be placed within form containers. The Forms toolbar, which contains tools for making form objects, will display after your form area is created. Use layout regions, text boxes, or tables as form containers if you want multiple forms on one page. You can make any existing layout region, text box, table, or layout a form container by selecting it and clicking its form checkbox on the Property palette.

Select this option to create a text box that is designated a form container. Form objects must be placed within form containers. The Forms toolbar, which contains tools for making form objects, will display after your form area is created. Use layout regions, text boxes, or tables as form containers if you want multiple forms on one page. You can make any existing layout region, text box, table, or layout a form container by selecting it and clicking its form checkbox on the Property palette.

Select this option to create a table that is designated a form container. Form objects must be placed within form containers. The Forms toolbar, which contains tools for making form objects, will display after your form area is created. Use layout regions, text boxes, or tables as form containers if you want multiple forms on one page. You can make any existing layout region, text box, table, or layout a form container by selecting it and clicking its form checkbox on the Property palette.

Select this option to define the layout itself as a form container. Form objects must be placed within form containers. When the layout is defined as a form, you cannot have multiple forms on the page. If you want multiple forms on one page, use layout regions, text boxes, or tables as form containers. The Forms toolbar, which contains tools for making form objects, will display after your form is created.

Select this option to define the layout itself as a form container. Form objects must be placed within form containers. When the layout is defined as a form, you cannot have multiple forms on the page. If you want multiple forms on one page, use layout regions, text boxes, or tables as form containers. The Forms toolbar, which contains tools for making form objects, will display after your form is created.

Select this option if you want to always open to the most recently used file at startup. If this option is cleared, the Welcome dialog appears each time startup.

Select this option to use small fonts in the Properties palettes. The palette itself is smaller in size, which helps you conserve screen space.

New Blank Site. Lets you create a new blank site. Enter a name for the new site file and select a file location. A folder containing the new site will be created in the selected location, by default the NetObjects Fusion **User Sites** folder. The site folder consists of the site file, ***yoursitename*.nod**, and an **Assets** folder.

New Site from Template. Lets you create a site from a template. Locate a NetObjects template file (.nft file) on which to base your new site. NetObjects Fusion offers excellent page, form and site templates (AutoSites), located in the **Templates** folder. You can create a new template from any site you develop.

New Site from Existing Web Site. Lets you create a new site by importing an existing Web site. You can import a local Web site—you must have access to the site's HTML files on your computer or local network—or you can import a remote Web site—you must be able to access the site through a Web browser. The HTML of the Web site is converted to NetObjects Fusion format.

Import Existing Web Site. Lets you create a new site by importing an existing Web site. You can import a local Web site—you must have access to the site's HTML files on your computer or local network—or you can import a remote Web site—you must be able to access the site through a Web browser. The HTML of the Web site is converted to NetObjects Fusion format.

Open Site. Lets you open an existing NetObjects Fusion site file. You can only open one site file at a time.

Save Site. Saves the current site to disk. If you want your site to be automatically saved as you work, select the Auto Save option in Preferences.

Save Site As. Use to save a copy of the current site. The current site will close and the new copy will open.

Launch Site Wizard. Use to start a new site or add a page to the site. If you installed Netobjects Fusion or third party Site components, the components appear in the Select Site Wizard dialog. Site components provide specialized functionality such as e-commerce capabilities or database access. See *Building Business Web Sites* for information.

Insert Template. Lets you insert a template into the current site. Locate a NetObjects template file (.nft file) to insert. NetObjects Fusion offers excellent page, form and site templates (AutoSites), located in the **Templates** folder.

Import Page. Converts an existing HTML document (*.htm or *.html file) into a page in Page view. It copies the assets referenced in the HTML onto the page and copies the text and text formatting. Once you import a page, it retains no link to the original HTML file. If you want to use an HTML file while maintaining the ability to edit the HTML, you should use the Reference External HTML Page menu command instead.

Reference External HTML.

If in Site view: Lets you locate the home page of a Web site that is available on your hard drive or local network. Once you select the home page, NetObjects Fusion determines the HTML files of the site based on internal links in the home page file, then it places each HTML file in the site on a page in your site. The files are placed as external HTML objects, which retain references to the HTML file. When the site is published, the HTML from the files are incorporated into the pages' HTML. The assets for the site can also be managed by NetObjects Fusion.

If in Page view: Lets you locate an HTML file that is available on your hard drive or local network. NetObjects Fusion places the HTML file on the page as an external HTML object and retains a reference to the HTML file. When the site is published, the HTML from the file is incorporated into the page's HTML. The assets for the HTML file can also be managed by NetObjects Fusion.

Export as Template. Opens the Browse for Folder dialog which lets you save the current NetObjects Fusion site as a template (.nft) file. Templates can be imported into other sites and new sites can be created from templates.

Print Setup. Open the standard Windows Print Setup dialog, with the addition of a Print to fit option.

Print Preview. Displays a preview of the printed Site Structure in the standard Windows preview window.

Print. Open the standard Windows Print dialog.

Properties. Shows a Properties dialog for the selected file or folder.

Clear All Customizations. Select this command to clear all manual customizations you made to the directory structure. The directory structure will reset to the selected directory structure.

Exit. Quits the application.

Undo. Undoes the last command or action you performed. You can undo multiple commands.

Redo. Redoes the last command or action you performed.

Cut. Deletes the selected object from the page and places it on the Windows clipboard. You can then paste it on the same page or on another page in the same site—do not paste it into another version of NetObjects Fusion. It remains on your clipboard until you copy or cut another object.

Copy. Copies the selected object and places it on the Windows clipboard. You can then paste it on the same page or on another page in the same site—do not paste it into another version of NetObjects Fusion. It remains on your clipboard until you copy or cut another object.

Paste. Pastes the contents of the Windows clipboard onto the current page. To paste at a specific location on the page, first click in that location and then paste.

Delete (*object*). Lets you delete an object from your site. What gets deleted depends on which view you're in:
Clear. In Page view, deletes the currently selected object.
Delete Page. In Site view, removes the selected page or pages from the site structure.
Delete File (*object*). In Assets view, removes the selected file, link, data object, or user-defined variable..

Select Section. Selects all the child pages of the current page, and the subsequent child pages of those pages.

Select All. Selects all objects in the currently selected MasterBorder or the currently selected Layout, but not both.

New (*object*). Lets you add a new object to your site. What gets added depends on what view you're in:
New Page. Lets you add a new page to your site when you're in Site or Page view.
New Style. Lets you create a new style when you're in Style view.
New File Asset. In Assets view, File Assets tab, use this to choose a new external file such as a picture or a Java applet.
New Link. In Assets view, Link tab, use this to add a new external link.
New Data Object. In Assets view, Data Object tab, use this to create a new data object.
New Variable. In Assets view, Variables tab, use this to add or create a new variable.

Custom Names. Opens the Custom Names dialog, where you can customize names on the page. Change the title that displays in the browser, the button and banner names, and the file extension of the published HTML page. Use Custom Names if you want to break a long name into multiple names to fit on a button or banner.

Find. Searches for specified text on the current page.

Replace. Searches for and replaces specified text on the current page.

Spell Check. Checks the spelling of text on the current page.

Word Count. Counts words, lines, paragraphs and characters for the entire current page.

Preferences. Opens the Preferences dialog. The General tab shows application preferences, the Page tab shows site preferences, the Backup tab shows options regarding automatic backup, and the International tab shows options regarding using different languages.

Properties Palette. Toggles between viewing and hiding the Properties palette.

Standard Tools. Toggles between viewing and hiding the Standard Tools toolbar. Some tools have a tool flyout that contains more tools. If a small triangle appears at the bottom right of the tool icon, press the tool with the mouse button to see other tools. A ToolTip tells the name of each tool.

Advanced Tools. Toggles between viewing and hiding the Advanced Tools toolbar. The advanced tools include tools for placing rich media, Java, ActiveX, data objects, and external HTML.

Show All. Shows all component toolbars. If you have third party components installed, their component toolbars appear in this menu. Otherwise, only the listing for NetObjects Fusion Components appears here.

Hide All. Hides all component toolbars. If you have third party components installed, their component toolbars appear in this menu. Otherwise, only the listing for NetObjects Fusion Components appears here.

Form Tools. Toggles between viewing and hiding the Form Tools toolbar. If you designate the Layout, a Layout Region, or another container as a form, these tools automatically appear.

Object Tree. Toggles between viewing and hiding the Object Tree. This palette displays a hierarchical view of all objects and containers found on your page. The name or IDs of objects can be can be modified in the Actions tab of a selected object. Object names are necessary to set up dynamic actions. Many objects, such as Layout regions, text boxes or tables, can be containers for other objects. You can select objects directly from this palette and the object becomes selected on the page. Change object front-to-back arrangement by dragging objects up or down the tree. You can select hidden objects on the Object Tree, which are displayed with gray icons.

MasterBorder. Select this option to hide the MasterBorder.

Page Labels. Select this option to display small text labels and dividing lines for page areas such as the Layout and MasterBorder.

Object Outlines. Select this option to view outlines around each object placed on your page.

Object Icons. When you select this option, small icons representing links, anchors, HTML scripts, HTML tags (found within text boxes), actions and error conditions are displayed on objects.

Rulers & Guides. Select this option to show or hide rulers and guides.

Grid. Select this option to show or hide the grid.

Snap to Guides. Select this option if you want objects to snap to guides when you drop them close to the guides.

Snap to Grid. Select this option if you want objects to snap to the nearest gridlines when you drop them on the page.

Snap to Object Outlines. Select this option if you want objects to snap to the nearest object when you drop them on the page.

Page View Options. This opens the View tab of the Page Properties palette where you can change settings for rulers, guides, grid, object outlines and icons, and labels.

Site. Takes you to the Site view where you build, organize and edit the structure of your site. As you drag pages and sections to new locations in your site, NetObjects Fusion updates all the links automatically.

Page. Takes you to Page view where you lay out your pages and add content. Content includes: text, pictures, drawn shapes, tables, sound, video, Java applets, Active X controls, Shockwave files, data-based information, form objects and more.

Style. Takes you to Style view where you can view, apply, create, and manage the SiteStyles available for use within your site.

Assets. Takes you to Assets view where all the files, links, data objects and variables that are associated with your site are listed. This view provides site-wide asset management.

Publish. Takes you to Publish view where you configure settings for publishing your site to a local or remote Web server.

Next Page. Takes you to the page that appears to the right of the current page in Site view.

Previous Page. Takes you to the page that appears to the left of the current page in Site view.

Parent. Takes you to the page that appears above the current page in Site view.

First Child. Takes you to the first page that appears below the current page in Site view.

Follow Link. Goes to the destination page of the selected object's internal or structural link.

Go To. Opens a dialog that lets you perform a keyword search for items within the current view, such as an individual page in Site view or SiteStyles in Style view.

Last. Lets you toggle between the current view and the last one that was displayed.

Recent. Opens a scrollable selection list of views and pages that have been displayed during the current NetObjects Fusion session.

Preview. Quickly generates HTML for the site and displays it in the browser you have selected in Preferences. You cannot copy the HTML generated by a preview to your Web server because it contains absolute paths to files on your hard drive. When you publish locally or remotely, all assets are copied in the publish folder so that absolute paths can be changed to relative paths in the HTML.

Align Objects Left. When more than one object is selected, this command aligns the objects to the left edge of the left-most object.

Align Objects Right. When more than one object is selected, this command aligns the objects to the right edge of the right-most object.

Align Objects Top. When more than one object is selected, this command aligns the objects to the top edge of the top-most object.

Align Objects Bottom. When more than one object is selected, this command aligns the objects to the bottom edge of the bottom-most object.

Align Objects Vertical Center. When more than one object is selected, this command centers the objects to the vertical center position between all selected objects.

Align Objects Horizontal Center. When more than one object is selected, this command centers the objects to the horizontal center position between all selected objects.

Distribute Objects Vertically. When more than one object is selected, this command evenly distributes all selected objects vertically.

Distribute Objects Horizontally. When more than one object is selected, this command evenly distributes all selected objects horizontally.

Size Objects Width. If more than one object is selected, this command resizes the objects to match the width of the widest object.

Size Objects Height. If more than one object is selected, this command resizes the objects to match the height of the tallest object.

Size Layout to Objects. Select this option to resize the current Layout to the smallest possible size that fits the objects within it. When objects in the MasterBorder extend past objects in the Layout, the layout is constrained to the minimum acceptable size.

Size MasterBorder to Objects. Select this option to resize the current MasterBorder to the smallest possible size that fits the objects within it. When objects in the Layout extend past objects in the MasterBorder, the MasterBorder is constrained to the minimum acceptable size. Because MasterBorders can be used on multiple pages, it might be contstrained because of object in the Layout of other pages.

Restore Original Size. Select this option to resize the bounding box of the current image to fit the picture exactly. It resets the picture's original dimensions after you stretch or crop the picture.

Open File in External Editor. Select this option to open the current object in the editor with which it's three-letter file name extension is associated. You must use your Windows operating system to change the application association for three-letter extensions.

Open Asset. Select this option to open the current object in the editor with which it's three-letter file name extension is associated. You must use your Windows operating system to change the application association for three-letter extensions.

Hide/Show Object. Select this option to hide the currently selected object. To see the object again immediately, select Show Object. Once you click anywhere else on the page, you must select Show All Objects to see the hidden object.

Show All Objects. Makes all hidden objects on the page visible.

Link. Brings up the Link dialog so you can link the selected object.

Anchor. Brings up the Anchor dialog so you can add an anchor to the selected object.

HTML. Brings up the Object HTML dialog so you can add HTML to the selected object's HTML.

Edit Text. Makes the currently selected text box available for editing.

Show Text Invisibles. Select this option if you want to see invisible characters in text such as tab and paragraph marks.

Edit Text Styles. Opens the Text Styles dialog where you can add, edit, and delete text styles. Text styles are collections of text attributes that you can apply to text. You assign text styles to selected text by choosing a style from the Style drop-down list on the Text Properties palette.

Insert HTML. Opens the Insert HTML dialog where you can type HTML or scripts. The text you type is inserted into the HTML source for the active text box at the insertion point. A small **T** icon will appear in the text box to indicate the inserted code. The icon only appears if you have Show Object Icons selected in the View menu.

Insert Symbol. Provides a dialog for you to select ASCII characters (such as © or ™) from a list and insert them into the selected text box.

Insert Field.. Opens the Insert Field dialog where you can specify a field to be inserted into the selected text box at the insertion point. The variable, which can be a date or time, a site value, or a value defined by you, appears highlighted in grey in the text box.

Remove Style from List. Removes the style from the list for this site only. The style's folder within the **NetObjects Fusion\Styles** folder is not deleted.

Add Style to List. Opens a dialog where you can locate another style folder and select it's .ssf file. The style you choose is added to the style list for this site only, and it's style folder is copied to the **NetObjects Fusion\Styles** folder.

Update Styles List. Updates your style list so that it contains all the styles found in your **NetObjects Fusion\Styles** folder. It removes the style names of styles whose folders are not found in your **NetObjects Fusion\Styles** folder.

Set Style. Applies the selected style to the current site. All banners, navigation bars, lines, data icons, and text is immediately changed to the new images and colors on all the pages of your site.

Delete All Unused File Assets. If there are assets listed here, but the asset does not appears on any page in the site, this command deletes those asset names. It does not delete the actual file itself, it only removes the name from this view.

Verify All File Assets. Verifies that each asset really resides at the path listed in the Location column. If any are not, a dialog notifies you that the asset is missing and asks you to locate it.

Verify All Links. Verifies that all external links are valid. You must be connected the the Internet for NetObjects Fusion to verify links to the Internet. This command might take some time, depending on the number of external links and the speed of your Internet connection. The status of the URL is displayed in the Verify Status column.

Publish Setup. Opens a dialog that lets you configure various settings such as directory structure, HTML output method, server locations, and components that perform post-processing of the generated HTML (if you have third party Publish components installed.)

New Folder (unused).

Delete Folder. Deletes the currently selected folder and all of it's contents. Anything that you delete will not be published when you publish your site.

Rename Folder. Renames the currently selected folder in the final published version of your site.

Publish Site. Publishes your final site by generated HTML and copying assets and other files to your hard disk or a Web server.

Help Topics. Opens the NetObjects Fusion help system. The Help window opens to the Contents tab, where you select a help topic to be displayed. Use the Index or Find tab to search the help system for specific keywords or text.

NetObjects Fusion Web Site. Takes you to the NetObjects Web site if you are currently connected to the Web.

Register NetObjects Fusion. Takes you to the NetObjects online product registration page if you are currently connected to the Web.

About NetObjects Fusion. Gives you information about what version of NetObjects Fusion you are using.

NetObjects WebSupport. Takes you to the NetObjects main support page if you are currently connected to the Web. The support page has links to newsgroups, documentation, training, and technical support policies.

NetObjects Fusion Knowledge Base. Takes you to the NetObjects Knowledge Base page if you are currently connected to the Web. The Knowledge Base is a searchable database of common problems and solutions you might experience while using NetObjects Fusion.

NetObjects Online Store. Takes you to the NetObjects Online Store page if you are currently connected to the Web. You can use the online store to quickly and easily upgrade or to order other NetObjects products.

eFuse.com. Takes you to **www.eFuse.com**, a Web site dedicated to helping Web developers build more attractive, exciting, and effective Web sites. This Web site, appropriate for both first time site developers and seasoned Web professionals, goes beyond product manuals to offer tips, lessons, examples, articles, and valuable reference information for using NetObjects Fusion.

Opens a standard Open dialog where you can choose a file.

Select a frame to which the link is targeted. Because there are frames on the current page, you can choose the frame in which to display the link you are creating. The linked page will display only in the frame you specify in the drop-down list.

Select a frame to which the link is targeted. Because there are frames on the current page, you can choose the frame in which to display the link you are creating. The linked page will display only in the frame you specify in the drop-down list.

When a link is selected above, this opens the Object HTML dialog where you can enter or insert HTML and scripts into the page's HTML.

Select this option to wrap text on both sides around the object, aligning the top of the object to the top of the text.

Select this option to wrap text on both sides around the object, aligning the center of the object to the bottom of the text.

Select this option to wrap text on both sides around the object, aligning the bottom of the object to the bottom of the text.

HIDC_EMBED_ALIGN_NOWRAP

Select this option to align the object to the left. Text falls to the next available line and is not wrapped around the object.

Select this option to wrap text on both sides around the object, aligning the center of the object to the bottom of the text.

Select this option to align the object to the right. Text falls to the next available line and is not wrapped around the object.

Select this option to align the object to the left, wrapping text to the right of the object.

Select this option to align the object to the right, wrapping text to the left of the object.

Use this option to create extra white space around the selected object. Use the arrows to adjust the number of pixels of white space that appear around the object.

Use this option to create extra white space around the selected object. Use the arrows to adjust the number of pixels of white space that appear around the object.

Use this option to create extra white space around the selected object. Use the arrows to adjust the number of pixels of white space that appear around the object.

Adjust the horizontal space between the selected object and the wrapped text.

Adjust the horizontal space between the selected object and the wrapped text.

Adjust the horizontal space between the selected object and the wrapped text.

Adjust the vertical space between the selected object and the wrapped text.

Adjust the vertical space between the selected object and the wrapped text.

Adjust the vertical space between the selected object and the wrapped text.

Select this option if you want the picture to be displayed with the original dimensions of the source file. You can reduce (but not enlarge) the dimensions of the picture by dragging its handles. Hold Ctrl down to reduce it proportionally. Picture effects do not alter the original file; a new file is generated from the original when you publish the site.

Select this option if you want to be able to stretch the selected picture to any size. Picture effects do not alter the original file; a new file is generated from the original when you publish the site.

Select this option if you want the picture to tile within its bounding box. To see this feature work, you must enlarge the bounding box to be bigger than the original picture. Picture effects do not alter the original file; a new file is generated from the original when you publish the site.

Click this icon if you want to set the background of the currently selected GIF image to be transparent. When your cursor changes to an eyedropper, click on the area of the GIF that you want to be transparent. The Use Color check box is selected automatically. This option is disabled if you do not have a GIF selected.

Select this option to use the color swatch as the transparency color for the selected GIF picture. To select a transparency color from the picture itself, click the eyedropper icon and click on a new color. To turn off transparency for the selected GIF, clear this option. This option is disabled if you do not have a GIF selected.

Use the spin buttons to adjust the thickness of the selected object’s border.

Use the spin buttons to adjust the thickness of the selected object’s border.

Opens a standard Open dialog where you can locate an image file.

Select this option if you want the selected plug-in or multimedia file to be displayed in the browser window in the same position.

Select this option if you want a picture is displayed to represent this plug-in or multimedia file. When the site visitor clicks the picture in the browser, the plug-in or multimedia file opens by itself in the window. Click Browse to select a custom picture.

Enter a value for the parameter named above. This value will vary in type depending on the parameter.

Add the parameter name here. Make sure that this name corresponds exactly to the intended parameter name used by the plug-in.

Adjust the thickness of the line or border here.

Adjust the thickness of the line or border here.

Select this option if you want the selected horizontal rule to be shaded. If you clear this option, the NOSHADE attribute is applied to the horizontal rule, which results in a solid rather than embossed appearance.

Displays a list of all available styles for this site. To add a new style click New; to modify a style, select it and click Change; to delete a style, select it and click Delete.

Displays a sample preview of text in the selected style.

Displays the current style’s properties. The descriptive names represent the style, paragraph and font settings for the style.

Click to add a new style to your site.

Click to modify the selected style.

Click to delete the selected style from your site.

Enter a name for your new text style here. You cannot edit this name after you create the style.

Select a text style on which you want to base the new style. You can leave this field blank. If you base this new style on another style, and that other style later changes, your new style will inherit the changes to the other style.

The style you select from this drop-down list will always follow a paragraph of the style you are defining in this dialog. For instance, if you format some text as the style you are now defining, then press the Enter key and begin typing on a new line, the new line will be formatted to the style you select here. The default for this field is the Normal style. A good use of this feature is to have a subheading paragraph automatically follow a heading paragraph each time you enter heading and subheading text.

Displays a sample preview of text in the style you are defining.

Displays the current style’s properties. The descriptive names represent the style, paragraph and font settings for the style.

Click to open the Paragraph dialog, where you can modify paragraph attributes for the current text style.

Click to open the Font dialog, where you can modify font attributes for the current text style.

Specify the number of tabs to indent the paragraph.

Specify the number of tabs to indent the paragraph.

Specify a bullet type from this list for the current text style. To remove all bullets from the text style, select None from the list.

Select a paragraph alignment for this text style.

Select a paragraph alignment for this text style.

Select a paragraph alignment for this text style.

Select a paragraph alignment for this text style.

Select a font for the text style from this list box. A preview is displayed below.

Select a font style for the text style from this list box. A preview is displayed below.

Select a font size for the text style from this list box. A preview is displayed below.

Select this option to apply superscript to this text style. A preview is displayed below.

Select this option to apply subscript to this text style. A preview is displayed below.

Select this option to apply strikethrough to this text style. A preview is displayed below.

Select this option to apply underlining to this text style. A preview is displayed below.

Select this option to apply the text color defined by the SiteStyle applied in Style view. A preview is displayed below.

Select this option to choose a color for this font, then click the Color button.

Opens the Color Picker dialog where you can choose a color.

Displays the current color for this text style. A preview is displayed below.

Displays a sample preview of text with the selected font attributes.

When the loop option is selected for this QuickTime movie, select this option to set this QuickTime movie to play in reverse (from end to beginning) after the movie plays from beginning to end, in a continuous loop.

Adjust the initial volume setting for this QuickTime movie. You can enter a number from 0 to 256.

Select this option to set this QuickTime movie to replay each time it ends.

Select this option if you don’t want to show the QuickTime movie, but want to use it only as background sound.

Select this option to display the QuickTime control strip for this QuickTime movie.

Select this option to set this QuickTime movie to automatically begin playing when it is loaded in the browser.

Adjust the initial volume setting for this QuickTime movie. You can enter a number from 0 to 256.

Adjust the initial volume setting for this QuickTime movie. You can enter a number from 0 to 256.

Select this option to store the QuickTime movie in the cache on the site visitor’s system. If the visitor leaves the page and comes back, the movie is available from the browser’s cache, and doesn’t need to be downloaded again.

When this option is selected, the Shockwave Flash movie is replayed each time it ends.

Select this option to play the Shockwave Flash movie automatically when the site visitor opens the page.

Specify the Shockwave Flash movie’s alignment within the frame, Left, Right, or Top.

Specify the Shockwave Flash movie’s alignment within the frame, Left, Right, or Top.

Select a scale setting for this Shockwave Flash movie from the drop-down list. ShowAll displays the movie within the frame but maintains the image proportions. NoBorder fits the movie within the frame so it fills the frame but maintains the ratio of the animation. Some edges of the animation might be trimmed. ExactFit displays the movie exactly within the frame.

Select a scale setting for this Shockwave Flash movie from the drop-down list. ShowAll displays the movie within the frame but maintains the image proportions. NoBorder fits the movie within the frame so it fills the frame but maintains the ratio of the animation. Some edges of the animation might be trimmed. ExactFit displays the movie exactly within the frame.

Select a quality type for this Shockwave Flash movie from the drop-down list. AutoLow sets the default to normal quality. The host computer uses high quality if it has the capacity. AutoHigh starts the movie in high quality. The host computer uses low quality if it cannot display the movie in high quality. High anti-aliases the movie on any computer. Low uses a normal quality so the movie displays quickly.

Select a quality type for this Shockwave Flash movie from the drop-down list. AutoLow sets the default to normal quality. The host computer uses high quality if it has the capacity. AutoHigh starts the movie in high quality. The host computer uses low quality if it cannot display the movie in high quality. High anti-aliases the movie on any computer. Low uses a normal quality so the movie displays quickly.

Displays all the .class files detected for the selected Java applet or servlet. If your Java file references other Java files, and they are not listed here, click Add to add them.

Select a page to link to using a smart link. Smart links are internally managed links to related pages in this site. These links automatically update as your SiteStructure changes.

Select Blank to create an empty link (in HTML, **<A HREF="javascript:void(0)">**) which lets you adds script or actions to the link. To add an action to a Blank link click the Actions button.

Opens the Actions dialog where you can add, enable, and reorder dynamic actions for the selected text link. To add actions or scripts to the selected text without adding a working link, select a Blank link from the Smart Link tab. This creates an empty link (in HTML, **<A HREF="javascript:void(0)">**) which lets you manually script or add actions to text selections.

Select this option to wrap text on both sides around the object, aligning the top of the object to the top of the text.

Select this option to wrap text on both sides around the object, aligning the center of the object to the bottom of the text.

Select this option to wrap text on both sides around the object, aligning the bottom of the object to the bottom of the text.

Select this option to align the object to the left. Text falls to the next available line and is not wrapped around the object.

Select this option to align the object to the center. Text falls to the next available line and is not wrapped around the object.

Select this option to align the object to the right. Text falls to the next available line and is not wrapped around the object.

Select this option to align the object to the left, wrapping text to the right of the object.

Select this option to align the object to the right, wrapping text to the left of the object.

Displays the selected line’s color. Click the Color button change the color for the line.

Click to change the color for the selected line.

Displays the selected line's tail color. Click the Color button to change the color for the tail.

Click to change the color for the line's tail.

Displays the selected line’s head color. Click the Color button change the color for the line’s head.

Click to change the color for the line head.

Enter a valid user name to connect to the authoring server selected above. Contact your authoring server administrator if you need a valid user name and password.

Click this button to see the Select Server dialog, where you see a list of authoring servers. In this dialog, you can add to and delete from the list of servers and you can edit each server's connection information.

Enter a name for the new server site. The name cannot contain spaces or special characters. To create a new site, you must have the Site Creation privilege.

Click to add a new authoring server to the list. Authoring servers on your local network automatically appear in the list. Use this button to add authoring servers that are not on your local network.

Select this option if you want your palettes to display with smaller fonts. This helps you maximize your screen area by making the palettes smaller.

Click a server name and then click here to edit the information for an authoring server in the list that you added to the list. View help on the Servers field for more information.

Click a server name and then click here to remove an authoring server from the list. Because authoring servers on your local network automatically appear in the list, those servers will appear in the list again next time you connect to an authoring server even if you delete them.

Enter a server name for the server you are adding or editing. This name is for your reference only and appears in the server list.

This contains a list to help you manage and coordinate workflow with other team members who are working on the current site. Depending on the tab selected, it shows items you and other team members have checked out, it shows status and history of site publishing, and it shows a list of files currently being editing by team members. Files appear in the Opened Files tab after a team member opens them in an external editing application, such as an image editing application, a javascript editor, and so on.

Click on a file name that you have opened for editing and then click here to update the file on the authoring server with the file you have edited.

Click on a file name and click here to open the authoring server's version of that file in an external editing application.

Click on a file name and click here to open the local edited version of the file on your hard drive.

Click on a publish listing and click here to see details of the publish. This shows you what files were copied to the Web server.

Click on a publish listing that is currently in progress and click here to stop the publish. You can only cancel the publish if you initiated it.

Enter a name for the publish location you are defining. This name is for your reference only and appears in the list of available publish locations.

Click here to publish the entire site.

Click here to display a mini-site view from which you can select a base page. The selected base page and all pages that reside beneath the base page in the site structure will be published.

Click here to display a mini-site view from which you can select a page to be published. Only the selected page will be published.

Click here to choose the measurement units your site uses. This unit will be used for rulers, guides, grids, and in the status bar at the bottom of the window.

Enter a valid password for the authoring server selected above. Contact the authoring server administrator for help if your password is rejected.

Displays the default character set for text in the site. To change the character set on a page-by-page basis, in Page or Site view, right-click on a page or section and select Page or Section Character Set. The character set tells the browser how to interpret and display the characters on your pages when you publish or preview. Make sure that the character set matches the language of the text on your pages.   If you have multiple languages in your site, try setting the character set to Unicode (UTF-8).

Select a quotation mark type from this drop-down list. This determines how quotation marks you type on pages in NetObjects Fusion display on the published Web pages.

Lets you change the way dates and time are displayed any place where a date or time appears, such as file dates in Assets view and publish dates in Publish view. This does not affect text you type on a page.

Lets you change the way numbers are displayed any place where a number appears, such as the width and height of pages on palettes and file sizes in Assets view. This does not affect text you type on a page.

Lets you choose the language that the spell checker checks against. The spell checker skips characters that are not in the Western European character set.

Lets you choose the sort order for the language of your choice. This only affects sortable columns in NetObjects Fusion, such as those found in Assets or Publish view, not columns in tables you make on the page.

Lets you choose the character set NetObjects Fusion uses to interpret and display text of Web sites you import. If the character set is specified in the Meta tag of the html pages you import, you can choose the “Specified in imported Meta tag” option. If the character set is not specified in the Meta tag, select the character set of the pages you want to import. If a character set is not selected, and the character set is not specified in the Meta tag, the imported pages will be interpreted and displayed as Western European (ISO-8859-1) characters.

Displays the default character set for text in the site. All new pages inherit this character set. To change the default, click Publish Setup in Publish view, select the HTML Output tab, and change the Site Character Set.

You can change the character set for just the selected page or section by selecting another character set from the drop-down list below.

Displays the default character set for text in the site. All new pages inherit this character set. To change the default, click Publish Setup in Publish view, select the HTML Output tab, and change the Site Character Set.

You can change the character set for just the selected page or section by selecting another character set from the drop-down list below.

Displays the character set for the text on the current page or section of pages. The character set tells the browser how to interpret and display the characters on the current page when you publish or preview. Make sure that the character set matches the language of the text on the page. If you have multiple languages on this page, try setting the character set to Unicode (UTF-8).

Displays the character set for the text on the current page or section of pages. The character set tells the browser how to interpret and display the characters on the current page when you publish or preview. Make sure that the character set matches the language of the text on the page.   If you have multiple languages on this page, try setting the character set to Unicode (UTF-8).

Displays the default character set for text in the site. To change the character set on a page-by-page basis, in Page or Site view, right click on a page or section and select Page or Section Character Set. The character set tells the browser how to interpret and display the characters on your pages when you publish or preview. Make sure that the character set matches the language of the text on your pages. If you have multiple languages in your site, try setting the character set to Unicode (UTF-8).

Select this option if you need to turn on passive ftp mode in order to ftp through a firewall. Some intranets are configured so that the only way to ftp through a firewall is to use passive ftp mode.

Stacked pages correspond to records in a database. When you store information in an internal data object, you enter data for one record on each stacked page. If you are drawing information from an external database file, each stacked page automatically displays information from one record. In Site view, a stacked page icon is layered at the bottom, to show that multiple pages share the same design, but display information from different records of the database. Navigate to the stacked pages in Page view to manually adjust the layout and add data fields.

Click to create a new site based from an existing Web site. You can then choose either a local Web site (the html pages are located on your local hard drive) or a remote Web site (the html exists on a Web site.) The Web pages and their assets are imported and the html is converted to graphical page layout, which you can view in Page view.

Select this option to turn margin padding on or off. Normally, frames have two pixels of blank space between the frame margins and the body area. To get rid of the two pixels of blank space, turn off margin padding.

Displays the file name of the selected Java applet.

Links the selected object to your selection in the Link dialog.

Click to customize specific details of generated HTML.

Select this option to change the navigation bar so it uses rollover buttons. If you select this option, the button image changes in the browser when your site visitor puts the mouse over the button. You can view and define images for the rollover buttons in Style view.

If the selected Publish or Site component has an associated NFI file, additional information from the component developer is displayed here.

Select Standard Action, where you build actions by selecting menu commands, or Scripted Action, where you can code your own action in JavaScript.

Table. Click a cell to select it. Click a cell and drag to select contiguous cells. To select a row or column, move your cursor over the top or left edge of the column or row until the cursor changes to a small down or left arrow. Then click to select the column or row. Access Cell, Column, or Row preferences and HTML tags on the Properties palette. To access the table's HTML, select HTML from the Object menu. Select Merge or Split from the table's right-click menu to merge multiple contiguous cells or split individual cells into more rows or columns.

Click here to publish only a section of your site. Choose the parent page of the section to be published by clicking the **>** button to the right.

Displays the parent page of the section to be published. Choose the parent page of the section to be published by clicking the **>** button to the right.

Click here to publish only one page of your site. Choose the page by clicking the **>** button to the right.

Displays the page to be published. Choose this page click clicking the **>** button to the right.

Displays the name of the picture used for rollover buttons in this style. When the site visitor mouses over the button in a navigation bar, this button is displayed until the site visitor mouses out. You must select the Use Rollover Buttons option on the Navigation Bar Properties palette to enable rollovers for a navigation bar.

Displays the name of the picture used for rollover buttons in this style. When the site visitor mouses over the button in a navigation bar, this button is displayed until the site visitor mouses out. You must select the Use Rollover Buttons option on the Navigation Bar Properties palette to enable rollovers for a navigation bar.

Displays the name of the picture used for the highlighted rollover button of this style. When the site visitor mouses over the highlighted button in a navigation bar, this button is displayed until the site visitor mouses out. You must select the Use Rollover Buttons option on the Navigation Bar Properties palette to enable rollovers for a navigation bar. See help for Highlighted also.

Displays the name of the picture used for the highlighted rollover button of this style. When the site visitor mouses over the highlighted button in a navigation bar, this button is displayed until the site visitor mouses out. You must select the Use Rollover Buttons option on the Navigation Bar Properties palette to enable rollovers for a navigation bar. See help for Highlighted also.

Opens the standard Open dialog, where you can select a picture for this style element.

Opens the standard Open dialog, where you can select a picture for this style element.

Click this button to open the Text Settings dialog, where you can modify the text formatting for the current style element.

Click this button to open the Text Settings dialog, where you can modify the text formatting for the current style element.

Select how much padding appears around the selected object below.

Click to insert a field. Choose from date and time fields, site fields, and user-defined fields.

Click to remove the attached HTML code from this location in the text and close this dialog. All the HTML in this dialog is permanently deleted if you click this button.

Select this option to apply a background picture to the selected text box. If the background picture is a transparent GIF, any background color applied to the text box shows through the background picture.

Displays the file name of the background picture image.

Click to open a standard Open dialog where you can choose a file.

Choose what part of the site to publish below.

Select this option if the HTML files for the Web site you want to import reside on your local file system and can be accessed through standard Windows Open dialog.

Select this option if the Web site you want to import exists on your intranet or Intranet and you can only access it through a Web browser.

Click and hold the mouse button down over this button to view a superimposed outline of the HTML tables that will be generated for the current layout if a tables option is selected in the HTML Output drop-down list.

Use to align the cell contents to the top, middle, or bottom of cell.

Use to align the cell contents to the left, center, or right, or if cell contains text, use to justify text in the cell.

Select this option to set the background color of the cell to transparent.

Select this option to set the background of the cell to a solid color.

Shows a swatch of the currently selected color.

Shows a swatch of the currently selected color.

Click to change the cell background to another color.

Select this option to apply a background picture to the cell. If the picture is a transparent GIF, you can apply both a solid color and a background picture. The color displays in the transparent areas of the picture.

Displays the file name of the cell’s background picture.

Click to choose or change the background picture.

Select this option to designate the current selection as a form. A Layout, a layout region, a table, table cells, or a text box can be made into a form. Click the Settings button to configure the form.

Opens the Forms Settings dialog, where you can configure your form.

Click to merge a contiguous selection of cells into one cell.

Click to split the currently selected cell or cells into multiple cells. Each cell will be split into the number of columns and rows you specify in the subsequent dialog.

. Use to align the cell contents to the top, middle, or bottom of cell.

. Use to align the cell contents to the left, center, or right, or if cell contains text, use to justify text in the cell.

Use to adjust the width of the selected column or columns. You can also adjust the width by dragging the gray column markers in the ruler.

Use to adjust the width of the selected column or columns. You can also adjust the width by dragging the gray column markers in the ruler.

Click to automatically adjust the width of the selected column or columns to smallest width possible that accommodates the contents. If you add wider content later, you must click AutoFit again to resize the cells.

Opens the Object HTML dialog where you can enter or insert HTML and scripts into the **<COL>** tag of the selected column.

IDC_RADIO_CONV_NESTED

IDC_RADIO_CONV_REGULAR

Select this option if you want the table cells to stay the same width even if the site visitor widens the browser. This option is only available if the table is embedded in a text box.

Select this option if you want the table cells to proportionally widen as the site visitor widens the browser. This option is only available if the table is embedded in a text box, and only becomes functional if the text box containing the table is sized to the Layout and set to wrap to browser width. You can find the Size Layout to Text option and the Contents Wrap to Browser Width option on the Text Box tab of the Text Properties palette when you select the text box.

Adjusts the amount of space between the cell contents and the cell border.

Adjusts the amount of space between the cell contents and the cell border.

Adjusts the amount of space between cells.

Adjusts the amount of space between cells.

Select this option if you want the table HTML to use **<COL>** tags. These tags, for example, **<COLGROUP>** and **<COL WIDTH=103>**, are only supported by Microsoft Internet Explorer 4.x and above, but they make rendering of the table faster in Microsoft browsers. If you select this option, tables still display correctly in Netscape browsers.

Select this option to improve rendering speed and WYSIWYG in both Netscape Navigator and Microsoft Internet Explorer browsers. An absolute width value is inserted into each cell tag if the cell is empty. An absolute width value is always inserted into cell tags for cells that are not empty. An example of a cell tag with an absoute width: **<TD WIDTH=98></TD>**.

Select this option to generate a non-breaking space inside of empty cells. Without a non-breaking space, rows with no content collapse to zero height. An example of a cell tag with a non-breaking space character: **<TD> </TD>**

Select this option if you want a tiled picture as the background. If the picture is a transparent GIF, you can also set a background color and the color shows through the transparency.

Displays the name of the picture that is set as the background image.

Click to choose a picture file from a standard Open dialog.

Use to align the cell contents to the top, middle, or bottom of cell.

Use to align the cell contents to the left, center, or right, or if cell contains text, use to justify text in the cell.

:Locks the row to the specified height.

Use to adjust the height of the row.

Use to adjust the height of the row.

Select this option to designate the current selection as a form. A Layout, a layout region, a table, table cells, or a text box can be made into a form. Click the Settings button to configure the form.

Opens the Forms Settings dialog, where you can configure your form.

Opens the Object HTML dialog where you can enter or insert HTML and scripts into the **<ROW>** tag of the selected row.

Adjust the number of columns. The selected cell will be split into the number of columns you specify. If you have more than one cell selected, the change applies to each cell individually, not the cells as a whole.

Adjust the number of columns. The selected cell will be split into the number of columns you specify. If you have more than one cell selected, the change applies to each cell individually, not the cells as a whole.

Adjust the number of rows. The selected cell will be split into the number of rows you specify. If you have more than one cell selected, the change applies to each cell individually, not the cells as a whole.

Adjust the number of rows. The selected cell will be split into the number of rows you specify. If you have more than one cell selected, the change applies to each cell individually, not the cells as a whole.

Use to align the cell contents to the top, middle, or bottom of cell.

Use to align the cell contents to the left, center, or right, or if cell contains text, use to justify text in the cell.

Shows you where the code you enter will be inserted in the generated HTML when you publish or preview your site. The blue text represents the code you enter. Keep in mind that local **file:///** paths are changed to relative paths in the final generated HTML.

Enter HTML or JavaScript code here. Click the three tabs above to access different locations within the generated HTML. The code you enter here will be inserted at the locations illustrated above when you publish or preview your site.

Enter JavaScript code here. The code you enter here will be inserted as a function between **<SCRIPT>** tags into the page's generated HTML when you publish or preview your site. Make sure that the JavaScript is valid with no syntax errors because your syntax is not checked.

Enter HTML or JavaScript code in this field. The code you enter here will be inserted into the generated HTML when you publish or preview your site. It will be inserted at the exact location your cursor is in the text box you are currently editing.

Select an option below to specify capitalization in your final generated HTML.

Choose whether HTML tags are upper- or lower-case in the final generated HTML. Example: **<HEAD>**.

Choose whether tag attributes are upper- or lower-case in the final generated HTML. Example: **BGCOLOR=**.

Choose whether tabs or spaces are used to indent tags in the generated HTML. If you choose spaces, you can also choose how many spaces to use. The opening and closing tags are indented to the same level so you can see what is between any set of tags.

Choose whether tabs or spaces are used to indent tags in the generated HTML. If you choose spaces, you can also choose how many spaces to use. The opening and closing tags are indented to the same level so you can see what is between any set of tags.

Choose whether tabs or spaces are used to indent tags in the generated HTML. If you choose spaces, you can also choose how many spaces to use. The opening and closing tags are indented to the same level so you can see what is between any set of tags.

If you choose to use spaces for indentation in your generated HTML, use this field to edit the number of spaces used for a single indent. You can choose to use between 1 and 10 spaces.

If you choose to use spaces for indentation in your generated HTML, use this field to edit the number of spaces used for a single indent. You can choose to use between 1 and 10 spaces.

Choose whether your generated HTML uses the PC or UNIX character for line breaks, or uses the Macintosh character for line breaks. This is for your convenience if you plan to view the generated HTML code on another platform. What you choose here does not affect site visitors from any of the three platforms.

Choose how many characters are on one line of your generated HTML before it wraps to the next line. Use this option to increase the HTML's readability in editors that do not automatically wrap text.

Choose how many characters are on one line of your generated HTML before it wraps to the next line. Use this option to increase the HTML's readability in editors that do not automatically wrap text.

Select this option if you do not want to apply the special HTML formatting you chose above to the **<HEAD>** tag.

Select this option if you want the generated HTML to use as few characters as possible. Line breaks, tabs, and unnecessary spaces that make HTML more readable are stripped from the generated HTML. Use this feature if you don’t want site visitors to easily read your HTML code.

Select from the options below to customize information in your META tag.

Select this option if you want the character set to appear in the META tag of each page. You set character set on a page-by-page basis by right clicking on a page in Site or Page view and choosing Page Character Set from the shortcut menu. To set a default for the site, open the HTML Output tab of the Publish Setup dialog. Example: **content="text/html; charset=Windows-1252"**

Select this option if you want the HTML generator to be listed in the META tag. You can leave the default or enter your own generator information. If you clear this option, no generator information is listed in the META tag. Example: **<META NAME="Generator" CONTENT="NetObjects Fusion 4.0 for Windows">**.

Enter the string to appear after the generator content attribute in the META tag. Example: **<META NAME="Generator" CONTENT="NetObjects Fusion 4.0 for Windows">**.

Select this option to use a transparent GIF named clearpixel.gif to accurately space items on your page. If you select this option and publish using Regular or Nested Tables, invisible image files named clearpixel.gif with varying widths and heights are placed in table cells to ensure accurate placement of objects. If you clear this option, your HTML files will be smaller, but your pages might not display as you intended.

Select this option to insert comments into your generated HTML that make reading the HTML easier. For example, with this option selected, the comment ***<!-- Start of the Body for this Page -->*** appears before the **<BODY>** tag.

Click here to insert any variable or field that is defined in the Insert Field dialog. The variable name is inserted into the HTML and when you preview or publish the site, the variable name is replaced with the variable’s value.

Click here to choose a file that contains HTML, text, or JavaScript. The current contents of the file you choose is copied and pasted into the selected tab below. When the site is previewed or published, code you pasted is part of the HTML for this page.

Java Bean. Java Beans are a type of Java applet. Unlike Java applets, which require .class files plus other types of files, Java Beans are an all-in-one implementation of Java. A single file contains everything required to run the applet. Change its properties on the Java Bean Properties palette.

The Directory Structure pane displays the directory structure of your site as it will be published on your Web server. You can delete, move, and rename folders and files as you would in Windows Explorer, and you can create new subfolders at any level below the root. To move an item, drag it over a directory. Components and their related assets have black lock image on their icons, signifying that they cannot be renamed or moved. If the Last Local Publish or Last Remote Publish date and time displays in red, it means that file has changed since the last publish.