The Complete E-Commerce Solution for Everyone!

WebShop™ Designer

For Windows 95, 98 & NT

Version 6.0

For Windows 95, 98, 2000, & NT

User Guide

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Contents

Part 1

STARTING YOUR WORK

This part of the *User Guide* will help you get started. Product Registration, Technical Support and Installation are covered here.

Part 1 includes:

- Introducing WebShop
- Installing WebShop
- Starting WebShop

Chapter 1.
Introducing WebShop

Overview of WebShop

Welcome to WebShop. This is your gateway to designing Web pages, managing Web sites, creating graphic objects, and much more. This application opens the door to the Internet by providing you with all of the tools that you need to create dynamic and exciting Web sites. WebShop includes the new release of the award winning Internet Design Shop Gold. In addition it has significant enhancements and a number of pioneering new features not available in the previous version of the Internet Design Shop Gold or other products.

WebShop is actually many applications in one. It provides you with a rich assortment of tools and utilities for graphic work. All of these tools are easily accessible directly from within the WebShop application window. They give you an unparalleled ease of use to design even the most complex graphic projects.

Topics covered in this chapter include:

- Product Registration
- Assistance In Using WebShop
- Technical Support
- User Guide Conventions

Product Registration

WebShop features a convenient online registration system that is activated the first time you open it. If your computer has a Modem, you can register using the automatic dial-up to Boomerang Software, Inc. This is a toll free call (in the US and Canada) that takes less than a minute to complete. If you do not have a modem or if you prefer to register by telephone, you may call the number indicated in the online registration dialog box to register.

When you register your product you are eligible for notification of upgrades to WebShop as well as information about WebShop related products.

Assistance in Using WebShop

WebShop documentation includes:

- **User Guide.** Provides an overview of the operation of the WebShop application.

- **Quick Start Guide**. Provides a step by step overview of significant WebShop features.

- **E-Commerce User Guide.** Provides an overview of the E-Commerce features of the WebShop application.

- **Graphic Editor PDF User Guide.** Provides a complete presentation of the Graphic Editor module that comes with WebShop.

- **Dynamic Page PDF User Guide.** Provides a step-by-step tutorial for creating the most commone Dynamic Page applications.

- **Online Help System**. For quick reference on a particular operation or feature in WebShop, you may use the Help system. You may access the Help files by selecting the **Help > Contents** menu options or by pressing F1. The Online Help includes a subject index, word index (in Windows 95, 98 & NT), and extensive cross-reference links to related subjects. The Help file is ideal for finding specific detailed information. You may use the search feature, or the many Help buttons of WebShop application.

Technical Support

Before you call Technical Support, please check the **Readme** file to see if it can answer your question. If you cannot solve your problem, contact Boomerang software technical support at the following phone number, fax number, or mail address:

Tech Support (voice):   617.484.4664
Tech Support email: techsupport@boomerangsoftware.com
Tech Support (fax):   617.489.1486
Tech Support (mail):   Boomerang Software, Inc.
                           ATTN: Tech Support
                           90 Concord Ave.
                           Belmont, MA 02478

When Contacting Tech Support by Phone

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

- Provide the following system information:
  - The version number for WebShop. To get the exact version number, choose the **Help > About** menu option in WebShop.
  - The type of computer and the version of Windows that you are using.
- Record and provide the following problem related information:
  - The exact sequence of events that created the problem. Make sure that you can reproduce the problem by following the same series of steps.
  - The amount of free hard disk space on your drive and your PC's RAM capacity.

- Your currently installed browser name and version number (this is important for any preview or browser-related problems).
- The text of any error messages that may appear with regard to the problem.
- Be at your computer with the computer turned on if you call on the voice line.

If you are having problems, do not return the program. Most problems may be easily solved. You may also check the www.boomerangsoftware.com Web site for posted Questions & Answers.

Documentation Conventions

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

- Commands you are asked to type and specific content you are instructed to enter are indicated in a sans-serif font, such as: CD\TEMP. Ignore any punctuation included unless specified otherwise.
- Keystrokes, or individual keys that you are asked to press or type are indicated with bold, all capital text, such as: **ALT**, **F1**, **TAB**, **ENTER**. Ignore any punctuation included unless specified otherwise.
- When you are asked to select more than one menu option in sequence, the options are separated by a *greater-than* sign (>). The instruction "Select **Frames > Advanced > Rename**" asks you to complete these steps in sequence: 1. select the **Frames** menu; 2. select the **Advanced** option in the Frames menu; and 3. select the **Rename** option in the Advanced menu.
- When you are asked to "select," "click," or "double-click" with the mouse, use the *left* mouse button. In some cases, you will be instructed to "right-click." If you have reversed the configuration of the mouse buttons in Windows, you should reverse the button instructions in this User Guide.
- When you are asked to "select" or "highlight" an object, item, or icon, click on it *once*. In some cases, the object selected will be surrounded by blue or the prevailing "active" Windows system color.

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

Using the Online Help System

WebShop 2000 comes with an Online Help System that you can use to answer some of your questions about how to use specific feature. To access the Online Help System, select **Help > Help Topics**. The **WebShop Online Help** dialog box appears and the **Table of Contents** is displayed.

Online Help Window Options

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

Figure 1.1 – Online Help Toolbar

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

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

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

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

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

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

Using F1

By pressing **F1**, the **WebShop Online Help** dialog box appears with the Table of Contents displayed. Use this "hotkey" to quickly access the Online Help System from any where in the program.

Exiting Online Help

To exit online help, select **View > HelpViewer**. This option operates as a toggle switch to turn on and off the Online Help System. You can also click **Close** window button in the upper-right corner of the dialog box.

Chapter 2.
Installing WebShop

Introduction

This chapter provides instructions on installing WebShop and registering your software when the installation is completed. Based on the version of the program you have received, you may selectively install or not install certain parts of the program to manage the amount of hard disk space used up.

Topics covered in this chapter include:
- Installing WebShop
- Starting WebShop
- Online Registration

Installing WebShop

WebShop comes with an installation program to guide you though the installation process.

Before You Begin

Check the system requirements before installing the application. While compliance with system requirements enables you to run WebShop, using the system recommendations enables you to more efficiently take advantage of the program's features.

System Requirements
- A 100 MHZ processor (or better) computer with Windows 95, 98, or Windows NT 4.0 or higher
- Approximately 50 MB (minimum) of hard disk space, with an additional 40 MB of free hard drive space for "virtual memory" functions
- 32 MB of RAM
- A mouse (or similar pointing device)
- A printer and printer driver compatible with Windows 95, 98, 2000 and NT 4.0 or higher

- A CD-ROM drive for installation
- SVGA monitor and graphics card or better

System Recommendations

- Personal computer with a 200 MHZ processor (or better)
- 64 MB of RAM
- 290 MB free hard disk space for all WebShop libraries with 80 MB minimum free hard drive space for "virtual memory" functions. These could be different based on the version of WebShop you have received.
- SVGA video card set to True Color (24-bit) mode with a resolution of 800 x 600 or higher

Windows 95 / 98 / 2000 / NT Installation

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

The WebShop installation uses an "auto-run" installation program for Windows 95 that should start when you insert the CD-ROM in the drive. If the installation program does not open automatically when you close the CD-ROM drive door, use the manual installation procedure described in the next section.

Manual Installation

To open the WebShop installation program manually, follow these steps:

1. With the CD-ROM in the CD drive, select **Start > Run**. In the **Run** dialog box, press **SPACEBAR** to clear any previous command line entry and select **Browse**.
2. In the Browse dialog box, select the **Look in** drop-down menu. From the list of available hard drives, select the CD-ROM drive and select **Open**. The Browse dialog box reappears.
3. Select the file **Install.exe** and select **Open**. The **Run** dialog box reappears. Select **OK**.

WebShop Welcome Screen

The installation program opens with a Welcome to WebShop title screen with installation menu options. Install each application simply by selecting the option in the title screen. It is not necessary to install all of the included applications to use WebShop.

You can always put the CD in the drive or start the installation and install one of the other applications. To install any application, simply click on it in the welcome screen.

Note: The package that you received includes a large **Clipart** *collection with thousands of files. To conserve hard drive space, these files are not installed on your hard disk. To use an image from this collection, simply import from the CD directly into WebShop as needed.*

Running WebShop Installation Program

1. To begin installing WebShop select the **Install WebShop** option in the **Welcome to WebShop** screen. The **Welcome** dialog box is displayed. Select **Next** to continue.

2. Read the software license agreement (use the scroll bar on the right to view the entire agreement). After reading and accepting the terms of the agreement, select **Yes** to proceed. The **User Information** dialog box appears.

3. Specify Name, Company, and Serial Number. When done, click **Next**. The **Choose Destination Location** dialog box appears.

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

5. The default **Path** can be deleted, enabling you to enter a different directory and folder where you want to install WebShop. If you have already created a target directory or folder other than the default selection, use the **Directories** section to browse to the new folder. When you are satisfied with the destination location, click **OK**. Your selection is repeated in the Destination Folder section of the **Choose Destination Location** dialog box.

6. Select **Next** to continue. The **Select Components** dialog box appears, giving you the opportunity to selectively omit certain WebShop options. The **Components** section displays all available WebShop components, the total amount of available hard drive space and the hard drive space required to install currently selected components. By default all components are installed. The **Description** section describes each component and contains the **Change** button, which allows you to open the component and choose among sub-components. Select **Additional Libraries,** then select **Change**.

   *Note: If you uncheck and remove all optional components, a minimum set of sampling of the libraries will still be installed as part of the minimum installed system. The program will operate properly. You will have access to a small number of library components such as buttons, **Clipart**, and so forth*

7. The **Select Sub-components** dialog box appears, displaying the list of available sub-components and the hard drive space required by each. Select **Clipart Libraries**, then select **Change** again. The **Select Sub-Components** dialog box re-appears, displaying another level of available sub-components, each accompanied by the amount of hard drive space required to install that sub-component.

8. Full WebShop installation requires approximately 240 Mb. The **Space Required** option shows the amount of hard disk space required to install the selected components. **Space Available** indicates the amount of space available on the destination drive. To avoid an error message, **Space Available** must be greater than **Space Required**.

9. Customize the installation of the WebShop optional items by using the **Sub-components** dialog boxes for each listed component. Specify the components you want and click **Next**. The **Select Program Folder** dialog box appears.

   Note: One of the sub-components that is installed with Gold 2000 is an BoomFTP program. This is a utility program that you can use to upload selected files to your Web-server.

10. The **Select Program** folder allows you to customize the **Program Group** folder for WebShop. The default program group folder is Boomerang Software. You can accept the default, enter a name for a new program group folder, or place WebShop in an existing Program Group. Select ,or accept the Program Group, then click **Next**. The installation begins and will finish without further instructions.

11. When the installation is complete, a dialog box prompts you to install Microsoft Internet Explorer (IE) 5.0, this may not appear on OEM or certain versions of WebShop. WebShop uses IE version 4 or 5 to preview your Web pages and to display the online WebShop Help files, so you must have either IE 4 or 5 installed on your computer to view them. It is recommended that you use IE 4. IE 3 may not display all program features properly.

    - If you do not have IE version 4 or 5 on your system, you should select **Yes** so that WebShop can install IE 5 on your system.

    - If you already have IE or Netscape, select **No.** WebShop automatically finds either version and uses it to display the online Help files.

    Remember! Version 4 or better is recommended.

12. When the installation is completed, the original **Welcome to WebShop** screen appears. You may install another application from the program CD. If you want to run WebShop, select **Exit**. You are not required to install all the programs listed (if any) in the Welcome Screen together at the same time. You can always place the CD ROM in the drive (or start the Welcome Screen) and from the Welcome Screen install whatever you like.

Starting WebShop

To launch WebShop

- Select **Start > Programs > Boomerang Software > WebShop**.

    Note: The actual name of the WebShop menu option may be different if you changed it during the installation.

Online Registration

The first time you start WebShop, the **Online Registration** dialog box appears. The first dialog box welcomes you and explains the registration process.   The second dialog box gives you three choices for Online registration.

Note: If your Windows system ever crashes or you have to reinstall WebShop, you may need to reregister WebShop again.

To register by Internet

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

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

4. Select **Finish.** WebShop opens and displays the default Web site project screen display.

To register by Modem

1. The first choice is **Register by Modem,** which is the easiest way to register if you have a modem installed in your system. The telephone call is made to a toll-free 800 number and takes less than a minute to complete. Select **Next**.

2. The **Online Registration** dialog box appears and displays the list of available modems. Use the **Properties and Settings** buttons to make configuration changes, if necessary, before dialing. If you have recently used the Dial Up Networking function, you will probably not need to make any configuration changes. Select **Next**. The **Online Registration** form appears.

3. Please fill out the registration form completely. When the form is filled, select **Next**. Your modem connects to the toll-free number and completes the process in less than a minute.

4. Select **Finish.** WebShop opens and displays the default Web site project screen display.

To register by Calling on the Telephone

1. If you choose not to use the automatic modem registration, or if you experience problems with the online registration, you may call Boomerang Software office and register manually. Be prepared to give the following information over the telephone: Name, Company (if applicable), address, email address (if applicable), telephone, fax, and the dealer from whom you purchased WebShop. Hours of operation are Monday through Friday (excluding holidays), 9 AM to 5 PM EST.

2. When you call, state that you want to register your WebShop application.
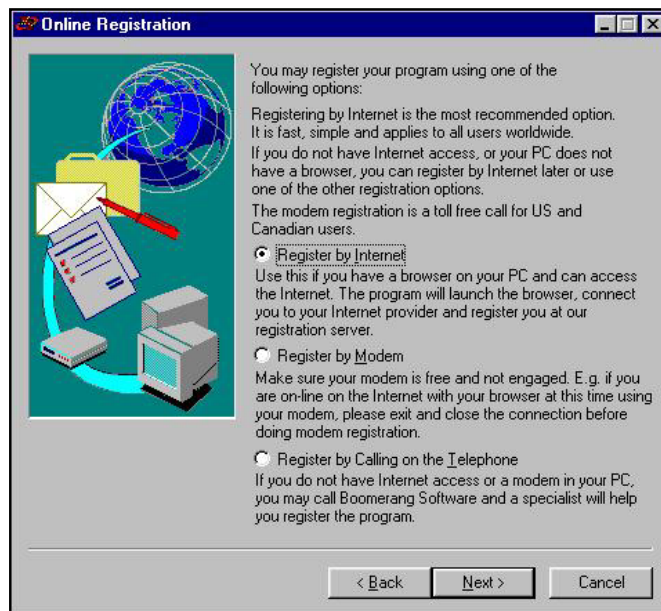
Figure 2.1 – Online Registration Dialog Box

Chapter 3.
Starting WebShop

Introduction

Before beginning work with WebShop after installation, it is a good idea to set the application preferences to your liking.

Topics covered in this chapter include:

- Setting User Preferences
- Common Procedures

Setting User Preferences

WebShop offers a number of preference settings that you can use to control various aspects of the application. While you may not wish to change these settings until you are more comfortable with the operation of the program, it is good to review the preference settings so that you know what is available. You can come back to the Preferences options and change them at any time.

To launch WebShop

- Choose **Start > Programs > Boomerang Software > WebShop**.

    Note: The program group for WebShop may be different if you changed it during installation.

To access the Preference settings

- Choose **File > Preferences**. The **Preferences** dialog box appears.

The Preferences dialog box includes a number of tabs that effect the operation of the application in different areas. These areas and the preference settings include:

General

- **Undo/Redo**. This feature lets you set the levels (that is, the number of previous steps which you can undo and redo in the application). The number can be anything between 0 and 32,767. The higher the number, the more virtual memory is required to store the different levels.
- **Startup**. You can have WebShop open with a blank page, the **WebShop About** dialog box, the Template selector (choose a template for a new project), or to the **Open File** dialog box.

- **Autosave**. The Autosave feature, when turned on, enables the program to automatically save your project every certain number of minutes.

- **Create Backup Files**. If you enable the Create Backup Files feature, WebShop will not overwrite existing files when you try to save a file to an existing name. If you try to save a file to a file name that already exists, WebShop will create a backup copy of the existing file before it saves the current file. To open a file from list, select **File > File Name**.

- **Recent File List**. The program can remember and display at the end of the File menu, the names of the files you worked with most recently. Enter the number of file names you want, most people use about 5 or 6. To open a file from the list of the main program menu, select **File > File Name**.
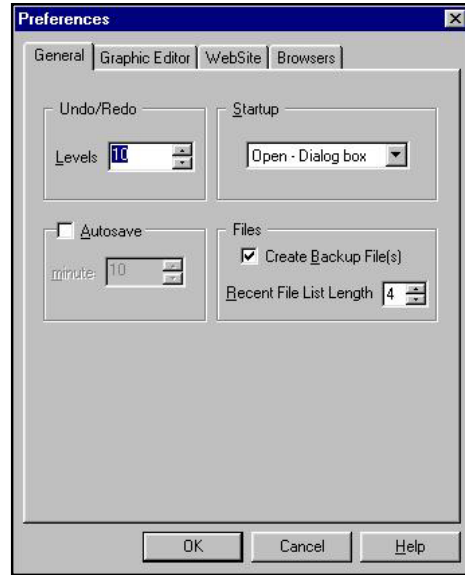
Graphic Editor

- **Ruler Units**. You can select inches, centimeters, millimeters, or pixels as the units of measure in the work page. Note: The Ruler feature works with Graphic Editor and with Free Pages. It does not apply to page types *other than* Free Pages.

- **Workspace**. You can select the Sheet and Shadow options in the Workspace section. When both options are turned on (that is, there is a checkmark in the box to the left of the item), the work page in Graphic Editor displays as a rectangle with a gray drop shadow. Click on the color sample box to the right of the options to select the color for the Sheet and the Drop Shadow.

- **Objects**. The Objects option lets you determine where new objects, such as graphics and text, are inserted into the workspace in Graphic Editor. You can elect to have all new objects inserted in the center of the work page or in the center of the visible work area (if you are zoomed in on a particular portion of work page).

- **Grid**. The Grid feature lets you select the frequency or the number of lines for the grid in a given space. The frequency selection measurement depends upon the units of measure selected. For example, if you select inches as the Ruler Units, you can select the grid based upon the number of lines *per inch.* Make sure the Ruler Units and Grid frequency you choose are reasonable. For example, 100 grids per inch is not reasonable and the program will instead display the maximum number of grids possible. The Grid feature works only if you turn on the grids. You can do this from the View menu of the main program.

Web Site

- **Headers/Footers**. Check the check box to have the program automatically place the default header and/or footer in a new page. Headers and Footers are placed inside dotted bounding boxes.

Figure 3.1 – Preferences Dialog Box

- **Physical Layout**. Check the check box if you want the program to display the list of all files on your site i.e., HTML, images in the Site Manager's left Physical window.
- **Navigate Layout**. Here you can set the colors for pages and links that are viewed in the Site Manager's graphical Navigate Layout. To change the color of a Selected Page, Orphan Page, Internal and External Link select the color box to the right of each option.

Browsers

- **Browsers**. The Browsers option lets you specify the default Internet browser to use when you want to test view your Web pages. You may add as many different Web browsers as you wish. If you are doing a good deal of Web design, you may want to install and use several of the most popular browsers, including Microsoft Internet Explorer and Netscape Navigator. It is good to see how your pages will display in each. If during the initial program installation you install the default browser, the Browsers window lists an Internal Browser. It is recommended that you use Browser Version 4 or higher.

- **Web-Promote**. This function lets you promote your site to the Internet community. The options include quick access to a number of Internet search engines and Web site promotion services. After you create your site and place it on the internet server or your ISP, you should go to these sites to register your Web site with the search engines. Many Internet users depend solely on the search engines to find sites that are of interest to them. If your site is not registered with the major search engines, finding your site is more difficult. You can also add your own personal favorite sites to the Web-Promote list to provide you quick access to those sites from within WebShop. To add a new site to the list, enter a name and the Web address in the Name and URL fields and click Add. To remove one from the list, click on it to select it and then click Delete. To use this feature from the main program screen, Select **File > Web Promote** and select your choice.

Common Procedures

There are several common procedures you will to know to get started.

To start a new Web site

1. After launching the program, select the **File > New** menu options, or click the New button on the Main toolbar. The **New** dialog box appears with the "Web Site" tab already selected.
2. Click on the **Library Name** drop-down arrow. A list of libraries appears.
3. Select the template library that you wish to view. The Library Preview area displays the templates available.

   Note: Each template in a template library appears as a thumbnail graphic. The first template in each library is a blank template.

4. Select the blank template and click **OK**. The template is opened. The **Site Manager– Physical Layout** window appears.

   Note: To open a template quickly, double-click on the preview graphic.

To add a page to a Web site

1. Click the **Home Page** icon to select it and right-click. A pop-up menu appears.
2. Select **New**. The **Add Logical Page** dialog box appears. There are selection three tabs.

3.	Select the **Create New Resource** tab and select the resource type you want to create.

	Note: By default, the Plain Page resource type is selected. This is a plain HTML page without frames (as with a FrameSet Page), without Free-Form Editing (as with a Free Page), or without Dynamic elements (as with a Dynamic Page).

4.	When done, click **OK**. The physical resource associated with the new page is created.

Normally, you would use the Add Logical Page dialog box to add a new page. However, you can split any type of page into a FrameSet, and add Frames and Frame-Content Overlays. Frames and Frame-Content Overlays are closely associated resources. One frame can have many Frame-Content Overlays. The program lets you create navigation links between all the Frame-Content Overlays used with a frame. The program's Frame Manager helps you create and manage your frame resources. Refer to the chapter titled "WebShop Frames" for more details.

To add a new Home Page

1.	Click anywhere in the blank space of the Logical Layout (not on a page icon).
2.	Right-click and select **New Home Page**.
3.	A new Home Page is added directly at the top of your site hierarchy. The old Home Page becomes its first level child.

To move a page to a different location

1.	From **Site Manager–Logical Layout**, click the page that you want to move.
2.	Right-click and select **Delete**. The selected page disappears from Logical Layout.

	Note: When deleting pages from Logical Layout, only the Logical icon is deleted. The Page resource (physical file) is still available.

3.	Click the **Page** icon that you want to be the new parent for the page you just removed from Logical Layout.
4.	Right-click and select **New**. The **Add Logical Page** dialog box appears. There are selection three tabs.
5.	Select the **Existing Resource** tab and select the resource page that was just deleted from Logical Layout.
6.	When done, click **OK**. The new page is inserted using a page resource that was created earlier.

To turn the automatic Header / Footer feature on or off

1.	Select the **File > Preferences** menu options.
2.	Click the **WebSite** tab in the **Preferences** dialog box.
3.	Click the check box next to the **Insert default Header/Footer automatically** option.
4.	Click **OK** to make the change.

You can edit and create new headers and footers using the Page Editor feature in the Header/ Footer window. When you make a change in either the header or the footer, that change is reflected in all appropriate pages throughout the Web site. If you have already generated the site (that is, created the HTML and resource files in Web site format), you will have to regener- ate it to have the pages with the new headers.

Part 2

BASIC FEATURES

This part of the *User Guide* examines some of the basic features of WebShop. These features will help you manage your Web site and create Web Pages that have the content and style that you want.

Part 2 includes:

- WebShop Toolbars
- Site Manager
- Cascading Style Sheets
- Creating Web Pages
- Page Editor Features and Procedures
- Web Site Wizard

Chapter 4.
WebShop Toolbars

Introduction

WebShop comes with a variety of toolbars designed to make it easier to use the various program features. You may want to review these before reading the rest of this User Guide.

Topics covered in this chapter include:

- Accessing Toolbars
- Main Toolbar
- Physical Layout Toolbar
- Logical Layout Toolbar
- Navigate Layout Toolbar
- Common Objects Toolbar
- Styles Toolbar
- Frames and Page Editor Toolbar
- Free Page–New Object Toolbar
- Plain Page–Insert Object Toolbar
- Standard Toolbar
- Formatting Toolbar
- Form Fields Toolbar
- Dynamic Page Toolbar

Accessing Toolbars

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

Floating Toolbars

When you first start the program, toolbars are placed at the top of the program screen area by default. Most of the WebShop toolbars can be made to *float* or be relocated to different positions in the Page Editor window. A floating toolbar can be moved to any location for easier access and convenience. You can *dock* a floating toolbar by returning it to its default location or to one of the toolbar locations at the top, bottom, right or left of a WebShop window.

To relocate (or undock) a toolbar, double-click in the toolbar area (not inside one of the toolbar buttons). The toolbar will be immediately undocked. Place the mouse pointer on the toolbar title bar and drag it to the position that you want.

Most toolbars can be repositioned–except the Main toolbar and the Frames and Page Editor toolbar. If you place it at the left or right sides of the screen, the program re-orients it vertically. To turn on or off the display of a toolbar, select the **View** menu then select the toolbar you want. When you exit the program, the program saves the toolbar locations and brings up the same layout next time you start the program.

The program also displays Window toolbar at the bottom of the screen with window tabs. This toolbar is similar to the Windows program tabs that switch you from one program to another. The window tabs are placed automatically and they correspond to the different windows that you have opened. These tabs include a **Site Manager** tab to access Site Manager; any currently open **Web Pages** to access the associated Page Editor windows; any currently open **Preview Windows** to access the browser preview for a Web page, or any currently open **Image Files** to access the associated Graphic Editor window. To shift between windows, simply click on tab.

Main Toolbar

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

- **New**. Opens the New dialog box to start a new project design.
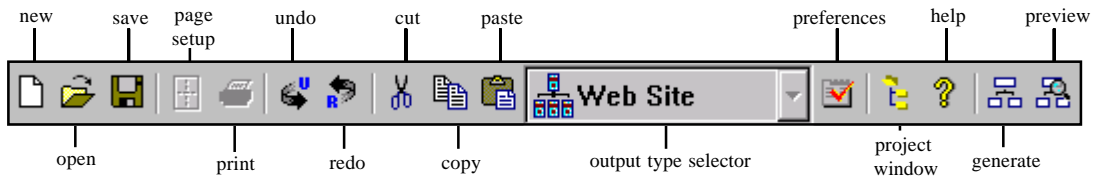
Figure 4.1 – Main Toolbar

- **Open**. Opens an existing file in WebShop.
- **Save**. Saves the current file.
- **Page Setup**. Allows you to change some of the image attributes when editing in graphic editor window.
- **Undo**. Undoes the last action in WebShop. The Preferences dialog box enables you to set the number of levels you may use for Undo. If you have more than one level of undo set in

the Preferences, you may step back through as many steps undoing each. For example, if you have the undo level set to 25, you can undo the last 25 steps that you completed in WebShop. The Undo feature is only functional with operations within WebShop. For example, you cannot undo a save operation.

- **Redo**. Redoes the last undo in WebShop. The Preferences dialog box enables you to set the number of levels you may usee for Redo. If you have more than one level of redo set in the Preferences section, you may go forward through as many undo steps redoing each. For example, if you have the redo level set to 25, you can redo the last 25 undo steps that you completed in WebShop. The Redo feature is only functional with operations within WebShop. For example, you cannot Redo a save operation.

- **Cut**. Deletes the selected graphic or text object and places it in the Windows clipboard.

- **Copy**. Copies the selected graphic or text object to the Windows clipboard.

- **Paste**. Pastes or inserts a graphic, text or any other type of object from the windows clipboard into the current document.

- **Preferences**. Opens the Preferences dialog box and enables you to set user preferences.

- **Show Project Window**. Displays the project window, where you can have as many Site Manager windows as you like. This comes very handy when you want to have different Layouts open at the same time in different windows.

- **Toggle Help Viewer Window**. Opens or closes the WebShop Help window.

- **Generate Web Site**. Creates all of the necessary HTML and resource files necessary for a Web site.

- **Preview**. Opens the Internet browser with the active Web page and shows you what it looks like in a browser. All the other pages are also generated to enable you to test the links. Do not use this feature to view dynamic pages, as they need Internet Information Server (IIS) running.

Physical Layout Toolbar

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

- **New Folder**. Creates a new folder in the Site Manager–Physical Layout window of the
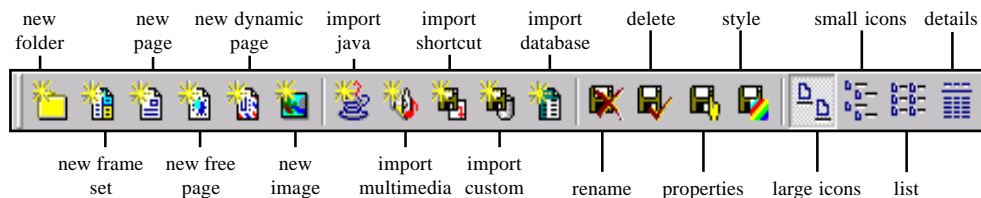
Figure 4.2 – Physical Layout Toolbar

Web site. The new folder is given a temporary name of "Folder" plus a number. You can enter a new name for the folder in the space provided. The folder is created as a child of

the folder you have selected. No selection means that the root folder is selected by default.

- **New Frame Set**. Creates a new FrameSet in the Site Manager–Physical Layout window of the Web site. The FrameSet is created with one default frame without any frame-content overlays. To edit the FrameSet, double-click it. You may split it as you like, and add frame-content overlays. You can later add it to the logical structure of your site. The frame is created inside the selected folder, or in the root folder if nothing is selected.

- **New Page**. Creates a new page in the Site Manager–Physical Layout window of the Web site. You can edit and add it to the logical structure of your site. The page is created and placed in the selected folder or in the root folder if nothing is selected.

- **New Free Page**. Creates a new Free page in the Site Manager–Physical Layout window of the Web site. You can drag, drop, align, overlap and move objects on a Free page as you like. You can edit this page and later add to the logical structure of your site. The page is created and placed in the selected folder, or in the root folder if nothing is selected.

- **New Dynamic Page**. Creates a new dynamic page in the Site Manager–Physical Layout window of the Web site. You can edit and add it to the logical structure of your site. The page is created and placed in the selected folder or in the root folder if nothing is selected. Do not confuse Dynamic HTML with dynamic pages. They are unrelated.

- **New Image**. Inserts a holder file for an image that you want to insert in a page. After you create the file, you can double-click it to open the WebShop Graphic Editor window. Use this feature to create JPEG, GIF (87a format), and transparent GIF (89a). For ease of reference, it is a good idea to place all of the images of your site in one central folder. The Site Manager – Physical Layout automatically creates the Images folder that you can use to store graphics. To place an image in the Images folder, click the Images folder then click Create Image.

- **Import Java**. Imports a Java class file from your hard disk.

- **Import Multimedia**. Imports a audio, video, and animated GIF files from your hard disk.

- **Import Shortcut**. Creates a shortcut to any file. You can have a shortcut to image, text, or any file without importing it into your site project. This is very convenient when you want to place content in your site, but the content is not ready yet. You can modify the shortcut file itself outside the program, without having to edit the whole site project file. Every time you generate the site the shortcut file is placed instead of its shortcut. So you can always have the last updated version of the file used.

- **Import Custom**. Imports any file, which is generated without change.

- **Import Data Base**. Imports a database from your hard drive.

- **Rename**. Renames any folder or file in the Web site. When you click Rename, the name editor becomes active enabling you to enter a new name. To exit the rename feature without changing it, press the ESC key.

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

- **Properties**. Opens the Properties dialog box so that you can set the properties for the selected resource. The tabs available in the Properties dialog box depend on the resource selected. You can select several common resources and view or update their properties at once. For example, select several GIF images and change their type to JPEG. You do not need to change the format for each, one-by-one. Attributes you can change include: HTML title, alias, headers and footers (HTML page resources), image properties – JPEG,

GIF, colors (image resources); shortcut properties; database properties and others.

- **Style**. Opens the Style dialog box to set the visual style settings, such as background, banner and others.
- **Large Icons**. Displays the items in the left side as large icons.
- **Small Icons**. Displays the items in the left side files as small icons.
- **List**. Displays the items in the left side as a list.
- **Details**. Displays the items in the left side with details.

Logical Layout Toolbar

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

Figure 4.3 – Logical Layout Toolbar

- **New**. Adds a new page to the Web site. The Add Logical Page dialog box appears. Use this dialog box to add a new page beneath the page currently selected. If no page is selected, the program adds the new page above the entire site structure as a Home Page.
- **Delete**. Deletes a logical page from the Web site.
- **Rename**. Renames a logical page in the site.
- **Properties**. Opens the Properties dialog box. You can set the properties for a page including the title, alias, and any headers or footers.
- **Style**. Opens the Style dialog box to set the visual style settings, such as background, banner, and others.
- **Zoom In**. Increases the magnification view of the Logical Layout window.
- **Zoom Out**. Reverses Zoom In. Displays more of the picture.
- **Actual Size**. Returns the Logical Layout window display to normal.

Navigate Layout Toolbar

The Navigate Layout toolbar appears when the **Site Manager–Navigate Layout** window is active. The Navigate Layout window displays all of the pages and resources of a Web site. This view is useful for viewing the relationship of each page to other pages as well as to external Web sites. You can open any Web element or image for editing by double-clicking on it. This layout features two views: Spiral and Centered. In the Spiral view, all of the selected resources are displayed in a spiral fashion. In the Centered view, the selected resource high-lighted in the Spiral view item is placed in the center, and all the resources that contain links to it are displayed. You can selectively choose to include those resources that you want to see. The Navigate Layout is designed to give you either a global view of all your Web site resources,
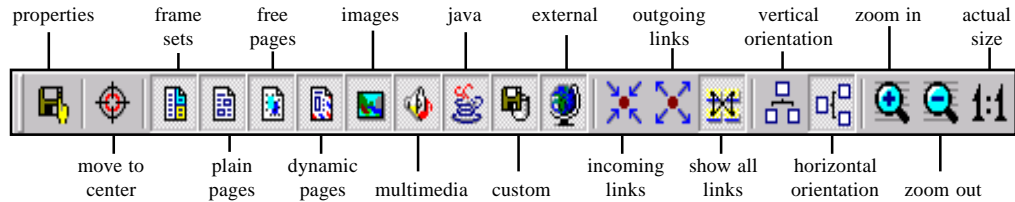
Figure 4.4 – Navigate Layout Toolbar

or a selective view. When in Horizontal view, linked items are displayed from top to bottom.
When in Vertical view, linked items are displayed left and right. Use this toolbar to manage and
view the links between resources.

- **Properties**. Opens the Properties dialog box for the selected resource. Set the properties
  for a page including the title, alias, and any headers or footers.
- **Frame Sets**. Toggles the Frame Set Page display on and off. When turned off, Frame Set
  Pages do not display.
- **Pages**. Toggles the Plain Page display on and off. When turned off, Plain Pages do not
  display.
- **Free Pages**. Toggles the Free Page display on and off. When turned off, Free Pages do
  not display.
- **Dynamic Pages**. Toggles the Dynamic Page display on and off. When turned off,
  Dynamic Pages do not display.
- **Images**. Toggles the display of image resource files on and off. When turned off, image
  resource files do not display.
- **Multimedia**. Toggles the display of multimedia resource files on and off. When turned off,
  multimedia resource files do not display.
- **Java**. Toggles the display of Java resource files on and off. When turned off, Java
  resource files do not display.
- **Custom**. Toggles the display of custom resource files on and off. When turned off,
  custom resource files do not display.
- **External**. Toggles the display of external resources on and off. When turned off, links to
  external resources outside the Web site do not display.
- **Incoming Links**. Toggles the display of incoming links on and off for the selected
  resource. When turned off, links coming into the selected page, frame, frame-content
  overlay, or resource from an outside URL do not display.
- **Outgoing Links**. Toggles the display of outgoing links on and off for the selected re-
  source. When turned off, links going from the selected page, frame, frame-content overlay,
  or resource to an outside URL do not display.
- **Show All Links**. Toggles the display to show all of the links in the site.
- **Vertical Orientation**. Toggles the display of icons in the detail window. When turned on,
  links and icons appear vertically.

- **Horizontal Orientation**. Toggles the display of icons in the detail window. When turned on, links and icons appear horizontally.
- **Zoom In**. Increases the magnification view of the Site Manager–Navigate Layout window.
- **Zoom Out**. Decreases the magnification view of the Site Manager–Navigate Layout window.
- **Actual Size**. Returns the Site Manager–Navigate Layout window display to normal.

Common Objects Toolbar

The Common Objects toolbar appears when the **Site Manager–Common Objects** window is active. Use this toolbar to enter any number of headers and footers that you want. Once they are created, you may then assign any one of them to a page. This eliminates the tedious work of having to complete repetitive tasks for inserting standard information or graphics on pages. Use this toolbar to manipulate the window display and to insert, delete, or rename the common objects.

- **Create Object**. Creates a new header or footer.
- **Delete Object**. Deletes an existing header or footer.
- **Rename Object**. Renames a header or footer.
- **Edit Object**. Opens the header or footer edit window for editing.
- **Set As Default**. Sets the selected header or footer as the default in a Web site.

Figure 4.5 – Common Objects Toolbar

- **Large Icons**. Displays the objects in the active window as large icons.
- **Small Icons**. Displays the objects in the active window as small icons.
- **List**. Displays the objects in the active window as a list.

Styles Toolbar

The Styles toolbar appears when the **Site Manager–Styles** window is active. Use this toolbar to manages the window display and to insert Site Styles from a Style Library.

- **Insert Style**. Inserts a new default style in the Site Styles list. You can redesign the new style as you want and use it in your project.
- **Large Icons**. Displays the style names in folder view.
- **Small Icons**. Displays the style names in a list format with scroll bars if needed.
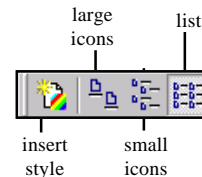
Figure 4.6 – Styles Toolbar

- **List**. Displays the style names in a list format without scroll bars but arranges them in different columns.

Frames and Page Editor Toolbar

The Frames and Page Editor toolbar appears when you open a page resource in Page Editor. This toolbar appears at the top of the Page Editor window and is a fixed part of the window design. It cannot be moved.

To activate the Frame Manager, click the **Frame Manger** toggle button. Use this toolbar to manage the window display and to assign Frame-Content Overlays to your Web pages. Refer to the chapter titled "WebShop Frames" for more details.
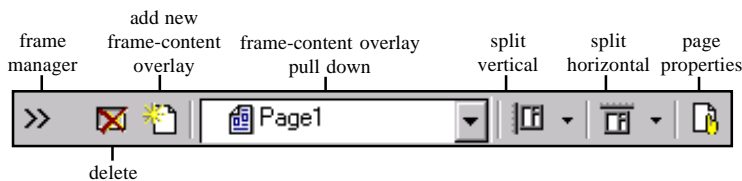
Figure 4.7 – Frames and Page Editor Toolbar

- **Frame Manager**. Toggles to the Frame Manager window.
- **Delete**. Deletes the selected items from the Frame Manager window. When the Frame Manager is closed or hidden, it deletes the active or currently visible frame-content overlay.
- **Add New Frame-Content Overlay**. Creates a new frame-content overlay for the frame.
- **Frame-Content Overlay Pull Down**. Selects the frame-content overlay for the page or a particular frame.
- **Split Vertical**. Splits the active frame into two vertical frames.
- **Split Horizontal**. Splits the active frame into two horizontal frames.
- **Page Properties**. Displays the Properties dialog box.

Free Page–New Object Toolbar

The New Object toolbar appears when you open a Free Page in Page Editor or when working with Free Page objects. Use a Free Page when you want to place graphic or text objects anywhere on the page. This is the more versatile page style where you are not limited by the text line limitation of the simple plain Web page. If you want to be artistic, place objects on the page, and drag them, even use snap to grid options and transparent overlaps, then use this type of a page. Use this toolbar to insert a variety of graphic objects.
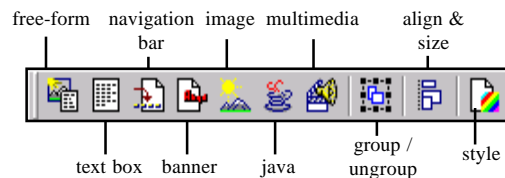
Figure 4.8 – New Object Toolbar

- **Free-Form**. Inserts a blank free page

object.

- **Text Box**. Inserts a blank text box.
- **Navigation Bar**. Opens the NavBar dialog box. You can edit the properties of the navigation bar you want to insert.
- **Banner**. Inserts banner object.
- **Image**. Opens the Image Properties dialog box to place an image in the current page. You can select an image from a WebShop library, Web resource (that is, an image already used), or import an image file.
- **Java Applet**. Opens the Java Applet Properties dialog box. Select a Java Applet to insert and set the properties.
- **Embedded Object**. Opens the Embedded Object Properties dialog box. Select an animated GIF, video, sound, or other multimedia file to embed in the current page.
- **Group / Ungroup**. Groups or un-groups the selected objects to be treated as a single object.
- **Align & Size**. Align and resizes selected objects in reference to one another or to the page area.
- **Style**. Sets a style to the free page frame content overlay.

Plain Page–Insert Object Toolbar

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

- **Navigation Bar**. Opens the NavBar dialog box. Use this dialog box to set or edit the properties of the navigation bar you want to insert.

- **Banner**. Inserts a banner on the page.

- **Form**. Inserts a form in the current page. Forms are used to collect responses from users. The response may be as simple as selecting a Submit button or as complicated as filling out an order form.
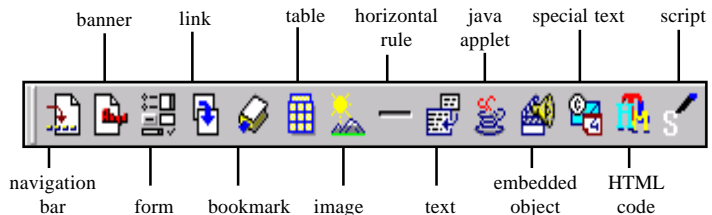
Figure 4.9 – Insert Object Toolbar

- **Link**. Opens the Link dialog box. Use this dialog box to insert a link in the current page.
- **Bookmark**. Opens the Bookmark dialog box. Use this dialog box to add a bookmark in the page.
- **Table**. Opens the Table Properties dialog box. Use this dialog box to insert and edit a table in the current page.
- **Image**. Opens the Image Properties dialog box. Use this dialog box to place an image in

the current page. You can select an image from a WebShop library, a Web resource or import an image file.

- **Horizontal Rule**. Places a Horizontal Rule (that is, a graphic bar used as a divider) at the location of the cursor in the page.
- **Text**. Opens the Import Text dialog box. Use this dialog box to import a text file, or part of a text file.
- **Java Applet**. Opens the Java Applet Properties dialog box. Use this dialog box to select a Java Applet, set its properties, and insert it.
- **Embedded Object**. Opens the Embedded Object Properties dialog box. Use this dialog box to select an animated GIF, video, sound, or other multimedia files and place them in the current page.
- **Special Text**. Opens the Special Text dialog box. Use this dialog box to select a date format, and insert a date, or to insert mail-to, or copyright information.
- **HTML Code**. Lets you insert your own HTML code in the current page.
- **Script**. Lets you create a Java Script or VB script with as many functions as you want and insert it on the page.

Standard Toolbar

The Standard toolbar appears whenever you open a Web page. This toolbar is automatically displayed and cannot be accessed through the **View** menu. Use this toolbar to change your visual settings, spell check your document, or assign paragraph styles.
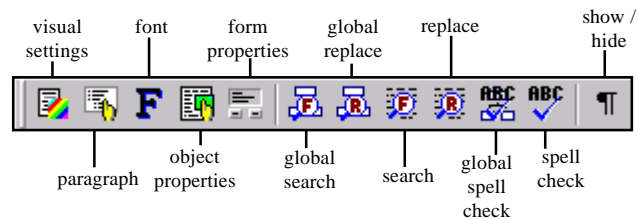
Figure 4.10 – Standard Toolbar

- **Visual Setting**. Opens the Style dialog box. You can edit the style settings only for the current active frame content overlay.
- **Paragraph**. Opens the Paragraph Properties dialog. Use this dialog box to edit the paragraph attributes for text alignment, margins, word wrap, and indentation. You can also edit the paragraph Bulleting and paragraph Numbering attributes in this dialog box.
- **Font**. Selects a particular font, style (such as italic and bold), size, and color.
- **Object Properties**. Opens the corresponding Attributes dialog box for the selected object. Use this dialog box to edit the object's attributes. These include border, alignment, alternate text, spacing and others.
- **Form Properties**. Opens the Form Properties dialog box.
- **Global Search**. Opens the Find dialog box. Use this dialog box to search the entire Web site for a specific text string.

- **Global Replace**. Opens the Replace dialog box. Use this dialog box to search and replace the entire Web site for a specific text string.
- **Search**. Opens the Find dialog box. Use this dialog box to search the current page for a specified text string.
- **Replace**. Opens the Replace dialog box. Use this dialog box to search the current page and replace a specified text string.
- **Global Spelling**. Opens the Spelling dialog box. Use this dialog box to spell check the entire Web site for misspelled words.
- **Spelling**. Opens the Spelling dialog box. Use this dialog box to spell check the current page.
- **Show/Hide**. Toggles on and off the display of many hidden control symbols. These include symbols for hard and soft returns, form object boundaries, and others.

Formatting Toolbar

The Formatting Toolbar appears by default. To remove it from the screen display, select **View > Formatting Toolbar**. The program also hides or removes it from the screen if the cursor is not in a Web page. The Formatting toolbar includes tools that enable you to format the text and lines on the page. To use it, simply select the text on the page and click on the formatting icon you want.
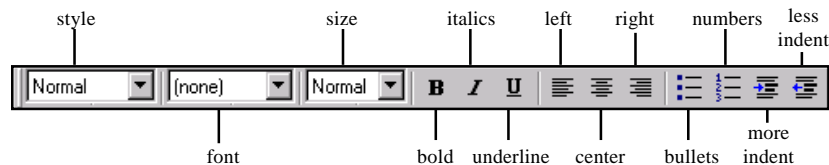
Figure 4.11 – Formatting Toolbar

- **Style Pull Down**. Selects the HTML paragraph style.
- **Font Pull Down**. Selects the HTML text logical style.
- **Size Pull Down**. Selects the HTML font size for the selected text.
- **Bold**. Bolds the text.
- **Italic**. Italicizes the text.
- **Underline**. Underlines the text.
- **Align Left**. Aligns left the selected text or paragraph.
- **Center**. Centers the selected text or paragraph.
- **Align Right**. Aligns right the selected text or paragraph.
- **Bullets**. Turns on/off the bulleting of paragraphs.
- **Numbering**. Turns on/off the numbering of paragraphs.
- **Increase Indent**. Increases the amount of indentation for the selected text or paragraph.
- **Decrease Indent**. Decreases the amount of indentation for the selected paragraph.

Form Fields Toolbar

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

- **Text Line**. Inserts a box that accepts a single line of text.
- **Push Button**. Inserts a push button form field.
- **Check Box**. Inserts a check box form field.
- **Radio**. Inserts a radio button field.
- **Combo Box**. Inserts a drop-down or combo box form field.
- **List Box**. Inserts a list box form field.
- **Text Box**. Inserts a text box form field that can accept multiple lines of text.
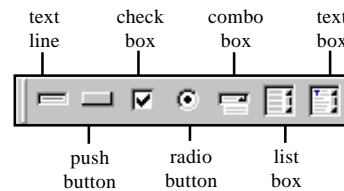
Figure 4.12 – From Fields Toolbar

Dynamic Page Toolbar

The Dynamic Page toolbar appears when the cursor is in a Dynamic Page. It becomes active only when you click on a resource tree element in the Dynamic Page Manager. Use this toolbar to insert and delete dynamic elements from a Dynamic Page.

- **Delete**. Deletes the selected item from the resource tree in the Dynamic Page Manager window.

Figure 4.13 – Dynamic Page Toolbar

- **Insert**. Inserts a Dynamic Page Element into the Page Editor area to the right of the Dynamic Page Manager window. To activate the Insert feature, you must select one of the Frame-Content Overlay icons in the Dynamic Page Manager window.

FrameSet Toolbar

The FrameSet Page toolbar appears when the cursor is in a FrameSet Page. It becomes active only when you click on a resource tree element in the FrameSet Page Manager. Use this toolbar to insert and delete FrameSet elements from a FrameSet Page.

- **Visual Settings**. Lets you modify the style sheet associated with an individual Frame or with a FrameSet Page. The **Frame Style** or **FrameSet Style** dialog box appears depending upon the FrameSet Element selected.

Figure 4.14 – FrameSet Toolbar

- **Frame / FrameSet Properties**. Lets you modify the properties associated with an individual Frame or with a FrameSet Page. The **Frame Properties** or **FrameSet Properties** dialog box appears depending upon the FrameSet Element selected.

Chapter 5.
Site Manager

Introduction

The Site Manager is one of the most important parts for building a Web site. Unlike other programs, the Site Manager in WebShop is not a separate module or program. It is an integral part of the program and acts as a foundation upon which you build and manage your entire site. It provides different views of your site and performs many important functions.

Topics covered in this chapter include:

- Physical Layout Window
- Logical Layout Window
- Navigate Layout Window
- Common Objects Window
- Styles Window

Getting Started

To launch WebShop

1. Select **Start > Programs > Boomerang Software > WebShop**. The Program Group name for WebShop may be different if you changed it during installation.
2. By default, WebShop should start the **Site Manager**, displaying a few windows. One window displays the **Logical Layout**, another window displays the Home page in Page Edit mode. If you want to start a WebShop project from scratch, you are ready.

To start Site Manager manually and return to the default screen display

Occasionally during development, you might close all visible windows. If you have a completely blank work space and want to open Site Manager in the default mode, follow these steps:

1. Select **View > Project.** The Site Manager is launched. The **Site Manager–Logical Layout** window appears.
2. Double-click the **Home Page** icon. The Home Page window opens in Page Editor.
3. Select **Window > Tile Vertically**. Both Site Manager and the Home Page window in Page Editor are displayed side-by-side. This is the default window display that appears when a new Web site project is created.
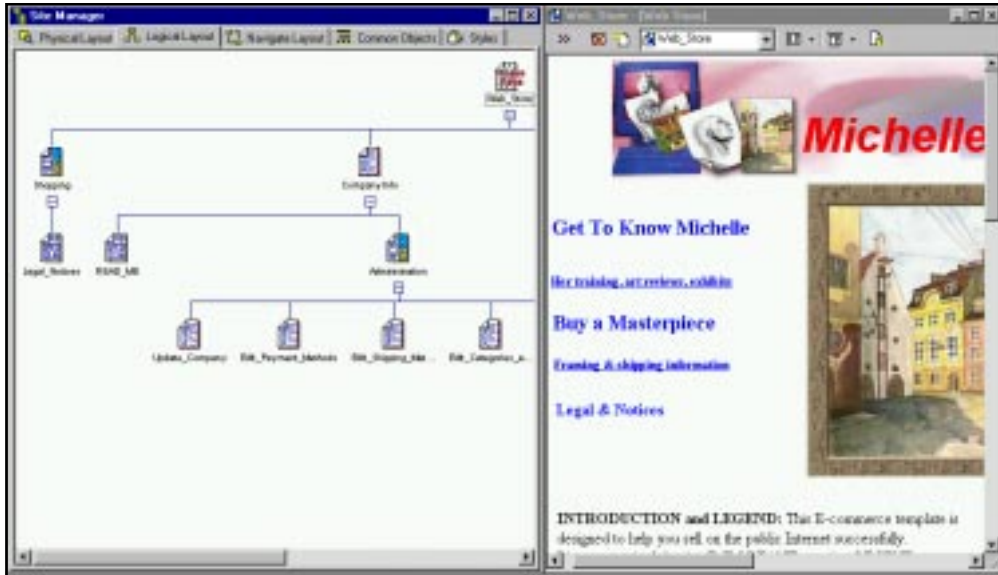
Figure 5.1 – Default Site Manger Window

Site Manager Windows

The Site Manager includes the following windows:

- **Physical Layout.** The Physical Layout window shows the folder view arrangement of the files and folders of your Web site. It is organized and operates similar to the Windows Explorer format you are accustomed to. The program stores all of the Physical Layout information in a single file. This simplifies the management of your Web site. The folders and files that you see in the Physical Layout window are not actually created on the hard disk until you generate or upload the site.

- **Logical Layout.** The Logical Layout provides a graphical display of the arrangement of the various pages in a site. The display arranges the pages in an "organization chart" arrangement. This makes it very easy to see how the site is organized, particularly with respect to which pages are "parents" or "children" of other pages.

   Important! If you want to always be able to see every Web page in the Logical Layout "org chart" view, you must always be in the Logical Layout when you add a page. Advanced users may not need to use Logical Layout. If that is the case, an advanced user may add pages using the Physical Layout and use the Navigate Layout to observe all links between pages. For most users, however, it is recommended that they add pages in the Logical Layout first.

   For example: If you import an image, using the Physical Layout it is not automatically inserted in the Logical Layout because it is not treated as a logical element with a page and parent assignment. In fact, the Logical Layout will show only the Home Page. In such a

*case, it is left up to you to manually set the page properties (including style sheet inherit-
ance) and do the tasks that Logical Layout would have done automatically.*

- **Navigate Layout.** The Navigate Layout window displays your Web site in a graphical
  display showing the links between pages and, if you wish, all of the resources in the Web
  site. This window is especially useful for viewing the link structure between the various
  pages and with external Web sites. The Navigate Layout has two different views: Spiral
  view that displays the entire site including all the resources in the site, and Centered view
  for links to and from the selected page.

- **Common Objects.** The Common Objects window enables you to create both default and
  custom headers and footers to handle repetitive information in many pages. You create and
  name your own customized headers and footers to use in any Web page. The Program
  places a blank default header and footer in the Home page upon start up. You may disable
  automatic insertion of blank headers and footers by accessing the preferences dialog box.
  To do this, select **File > Preferences > WebSite**.

- **Styles.** The Styles window enables you to manage the artistic style used in your site. By
  default, WebShop uses a simple style that you may replace easily with one of the other
  included style sets. You may create different styles, add them to the Styles Library, insert
  one or more in your Web site and change styles at any time. Since a common style is not
  required throughout your site, you may customize any individual page if you want.

The Site Manager enables you to open many windows for different parts of your site. This is
quite helpful when you want to have different layouts open in different windows simulta-
neously. Furthermore, the program places navigation buttons or tabs at the bottom of the
program screen. You can click on any of these tabs to open its corresponding window.

Site Manager–Physical Layout Window

To view this window, click the **Physical Layout** tab in Site Manager. The **Site Manager–
Physical Layout** window displays the physical aspects of the Web site.

These include the directory structures and the actual files of the site. It is organized and
operates very similar to the standard Windows Explorer. When you generate a Web site, the
program creates all of the HTML, graphics, CGI, and support files. These files are placed in the
same directory structure indicated in the Physical Layout. Besides viewing, you can perform
many functions in this window. To import a graphic file, there is a drag and drop feature that
lets you copy a file directly into Site Manager. This can also be done from within a graphics
program that lets you select part or all of an open image. In this case, the drag and drop
operations creates a new image file with a default name.

To rename a resource

1. From the **Site Manager–Physical Layout** window, select and right-click the resource that
   you want to rename. A pop-up menu appears.
2. Select **Rename**.
3. Type the new name for the resource.
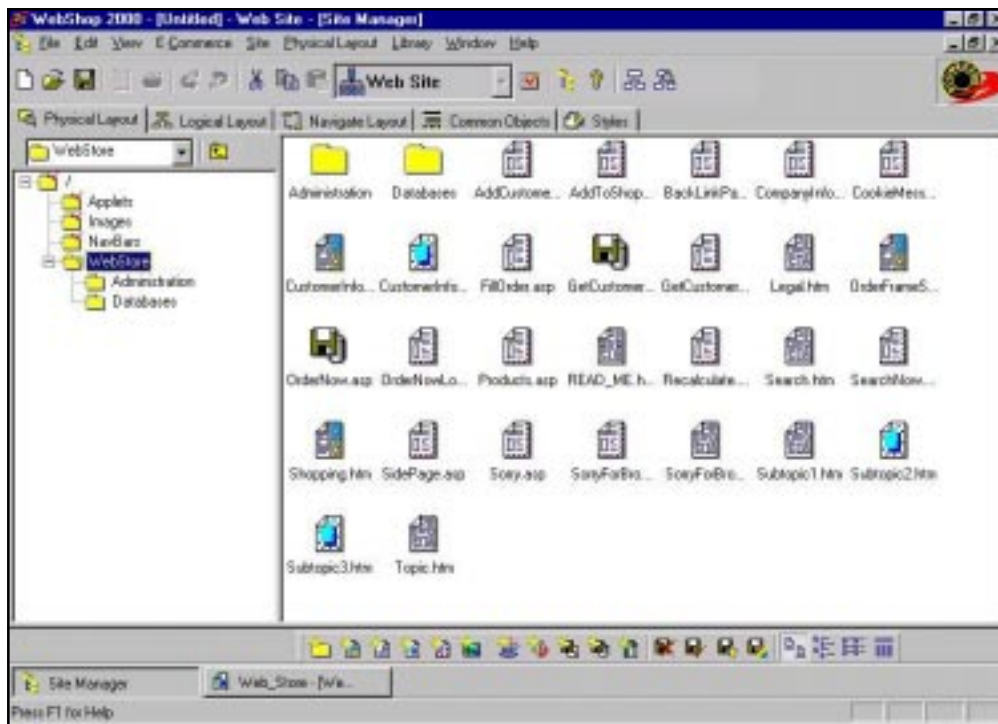
Figure 5.2 – Physical Layout Window

To delete a resource

1. From **Site Manager–Physical Layout** window, select and right-click the resource you want to delete. A pop-up menu appears.
2. Select **Delete**. The item is deleted.

To create a new resource

1. From **Site Manager–Physical Layout** window, select and right-click the resource folder you want in the tree view. A pop-up menu appears.
2. Select **Create <resource type>**.
3. Type the name for the new resource.

To drag and drop an image file from Windows Explorer into Physical Layout

1. Open Windows Explorer and locate the file you want to bring in.
2. Tile Windows Explorer and WebShop so that both windows are visible.
3. Click and drag the file from Windows Explorer to the currently open resource folder.
4. Release the mouse. The file is copied into physical layout.

To drag and drop an open image file from a Windows graphic application into Physical Layout

1. Open the Windows graphic application and open or create an image.
2. Tile the Windows graphic application and WebShop so that both windows are visible.
3. Select all or part of the open image using the graphic application tools.
4. Click and drag the image selection from the graphic application to the currently open resource folder.
5. Release the mouse. The image selection is copied into a default image file.

You can set specific folders in which certain types of objects are stored. Some Internet Service Providers may require that certain files be in a particular folder. To accomplish this, you should create the new folder and then assign it as the default folder for files of that type. For example, if your multimedia files must be stored in a folder labeled "Multimedia," you can create the folder and then set it as the default folder for all multimedia files.

To set a folder as a default folder

1. Right-click the folder you want to make the default.
2. Select the **Set as Default** menu option.
3. Select the type of object that this folder will contain such as pages, images, multimedia.

To import a resource

1. Right-click the folder in the tree view or right-click in the blank area away from any files in the list view. The pop-up menu appears.
2. Select **Import <resource type>**. The **Open** dialog box appears.

    Note: Verify that the files of type lists the type of file you want to import.

3. Navigate the correct file and click **OK**. The resource is imported.

To edit an image

1. Right-click the image file that you want to edit. A pop-up menu appears.
2. Select **Edit**. The image appears in the Graphic Editor window.
3. Specify your edits by selecting the image objects that you want to change or by inserting new objects.

    Note: For more information on how to edit an image, see the chapter titled "Graphic Editor."

To create a shortcut

1. Right-click the folder in the tree view or right-click away from any files in the list view. The pop-up menu appears.
2. Select **Import Shortcut.**

You can make a shortcut to an image, text, or any file without importing it into your site project. This can be very helpful in cases when you want to place an object in your site, but the content of the object is not ready yet. In such a case you can edit or modify the shortcut file in another program and you will not need to change the Web site project file. Every time you generate the

site the shortcut file is used instead of its shortcut. As a result, you can always use the last updated version of the file.

WebShop has the ability to store a particular object or resource as a *slot* or placeholder. A slot contains no information other than the type of object and the dimensions. You might want to use a slot in a Web page to set the placement of a graphic object that changes with every page. For example, you might have a particular graphic button that you want to include on every page, but the actual graphic is different. You can design the page, place the object, and then convert the object to a slot. There are two advantages to doing this: first, if a Web site or page has one object that is converted to a slot, you can save it as a template to use as a master. Second, when you open the template to insert the actual graphic, all you have to do is double-click the slot to insert an object of that type. If the slot is an image, double-clicking on the slot will open the **Insert Graphic** dialog box.

To show a resource as a slot

1.   Right-click the object that you want to convert to a slot.
2.   Select the **Show as Slot** option in the pop-up menu.

When the **Physical Layout** window is open, the Physical Layout toolbar is enabled. The buttons on this toolbar are described in the chapter titled, "WebShop Toolbars."

Site Manager–Logical Layout Window

The **Logical Layout** tab is one of the most useful features in Site Management. This window enables you to add, move, and delete Web pages from your Web site. The Logical Layout window organizes the Web pages in a hierarchical structure, similar to an organization chart. This format enables you to readily see and plan the link structure for your Web site.

The Logical Layout organizes the site in a hierarchy of parents, children, and siblings. The Home Page is a parent page since all other pages in the Logical Layout are below it. Pages on the level below the Home Page are children of the Home Page. The children of a Home Page are also called *First Level Pages*. All children or sub-pages of a particular page are *sibling pages*.

While the **Site Manager–Physical Layout** window allows you to manage and arrange all types of objects and resources, the **Logical Layout** window enables you to organize the Web pages in your site. A new Web site begins with a Home Page. All other pages flow from this page in a hierarchy that displays as an organization style chart. This feature enables you to view and structure your site logically, adding new pages, moving pages, and deleting pages as needed.

While the pages in the **Logical Layout** window appear to be linked in the chart structure, the pages themselves do not have any links until you add them. For example, if you create a new Web site and add a page below the Home Page, there are no links for the user to get to that page or return to the Home Page. The lines in the **Logical Layout** window only show the organiza-tional structure of the Web site and not the link structure. If you want to view the link structure, you must use the **Site Manager–Navigate Layout** window.

Each page icon in the **Logical Layout** window represents a logical page. For example, if a page has two frames, it is actually made up of *three* HTML files. The **Logical Layout** window
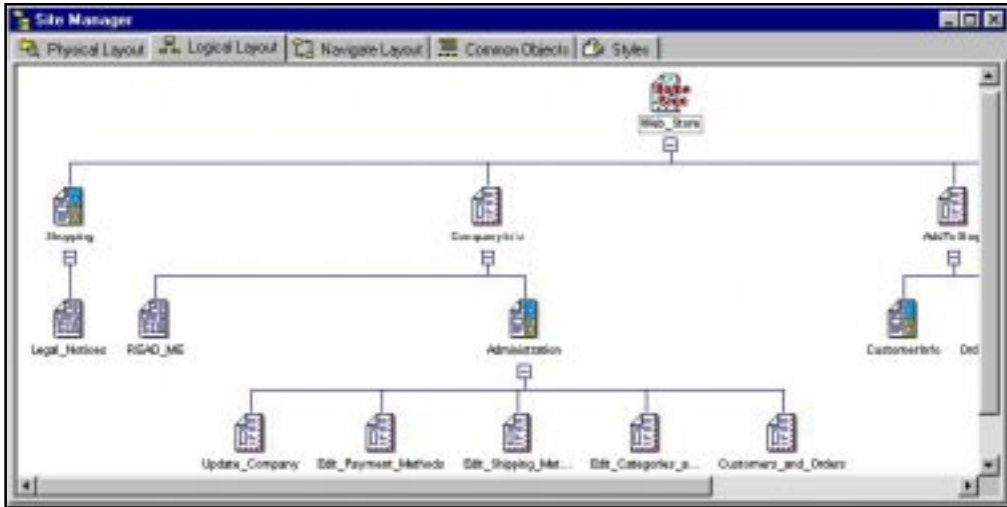
Figure 5.3 – Logical Layout Window

shows only the page itself and not the related HTML files. When you open a logical page, WebShop automatically opens all related HTML pages for you to view and edit.

To open a page for editing

1. Double-click the page that you want to open. The Page Editor window appears.
2. Page Editor displays the page and enables you to edit it, add to it and work with the page. If the page contains more than one frame, as with a FrameSet page, the page will open and display all of the frames associated with that page. You may edit any of them.

To perform operations on more than one page

1. If you wish to perform an operation on more than one page, such as opening pages or setting the visual properties for a set of pages, hold down the **CTRL** key as you click on each page you want.
2. With the pages that you want selected, right-click. A pop-up menu appears.
3. Select the menu option that you want to apply to all of the pages as a group.

To add a new page to a Web site

The **Site Manager–Logical Layout** window uses an "organization chart" system for classifying pages as parent, child, and siblings. The Home Page is the parent page of those pages that come directly below it. The pages that come directly below the Home Page are children of the Home Page. All pages that are tied to a particular page are sibling pages. You can associate a new page with any existing plain page, frame set, free page, or dynamic page.

1. To add a page, select and right-click the parent page. A pop-up menu appears.
2. Select **New**. The **Add Logical Page** dialog box appears with the **Create New Resource** tab selected. Plain Page is the default selection.

3.   Select the type of page that you want to add and click **OK**.

To add a new page that is currently defined as a resource, click on the **Use Existing Resource** tab. Select the folder where the resource is located and select the resource that you want to add. Click **OK** to continue.

To rename a page

1.   Right-click the page. A pop-up menu appears.
2.   Select **Rename**.

To delete a page

1.   Right-click the page. A pop-up menu appears.
2.   Select **Delete**.

To move a page

1.   Click the page and, while holding down the mouse button, drag the page to a new location.
2.   When the page and mouse pointer are over the new parent page, release the mouse button to drop the page as a child page to the selected file. When you are moving a page, you must drag it to and drop it on a new parent page. The only page in the Logical Layout window that does not have a parent is the Home Page.

When the **Logical Layout** window is open, the Logical Layout toolbar is enabled. The buttons on this toolbar are described in the chapter titled, "WebShop Toolbars."

Physical and Logical Page Properties

After you add a new page, there are a number of steps that you should take to complete the page setup. These steps include inserting headers and footers, assigning style to the page, inserting Meta tags, among others. Some of these are placed by the program in the pages by default. If you do not want the new page to inherit the default settings, then you should change the properties of the page.

Properties Dialog Box

To change the properties of a page, right-click the page you want in the Logical Layout. Select **Properties** from the pop-up menu. The **Properties** dialog box appears. This dialog box gives you information about the page, and enables you to enter certain data. When selected for a Page resource, the **Properties** dialog box has two tabs.

Note: The Properties dialog box appears with other resources such as folder, image or database. The dialog box that displays depends upon the object selected.

The **Resource** tab includes:

● **Name**. Displays the name of the page as it appears in the Logical Layout.
● **Type**. Displays the Type of page it is. Types include, Plain Page, Free Page, Dynamic page and others.
● **Path**. Displays the path or location of this page in your Physical Layout folder.
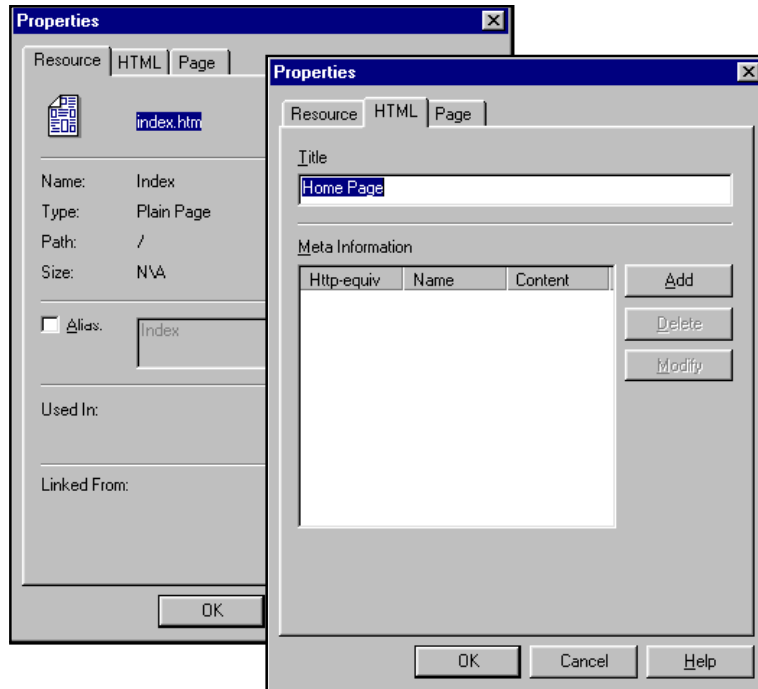
Figure 5.4 – Properties Dialog Box for a Plain Page

- **Size**. Displays the size of the page or object. It mostly applies to graphic images or single files.
- **Alias**. Displays the alternate name for the page that is used with Banners and Navigation Bars. To change the Alias, check the Alias checkbox and enter the name you want.

The **HTML** tab includes:

- **Title**. Displays the title of the page. This is the text that appears in the title bar when the browser displays the page. You may enter your own title if you like.
- **Meta information**. Displays the meta tag of the page. This is explained in more detail in the following section.

The **Page** tab includes:

- **Header**. Displays a drop-down list of Headers currently available. The resource name used are as they appears in Site Manager–Common Objects.
- **Footer**. Displays a drop-down list of Footers currently available. The resource name used are as they appears in Site Manager–Common Objects.

Meta Tags

One of the most important elements of Web pages are *Meta tags*. These text lines appear at the top of almost every Web page, but most of them are generally not displayed by the browser.

Meta tags can include keywords that describe the Web page content, page author, language encoding, and page description. The keywords and page description are especially important for a number of major search engines. These search engines automatically catalog vast numbers of Web pages collecting information stored in the Meta tags. If your pages do not use Meta tags, your site may not be accessible through one of these search engines.

To enter Meta tag information

1. Click **Add** in the HTML tab of the **Properties** dialog box. Enter the Meta tag information that you want and click **OK**.

2. If you want to modify an existing Meta tag, click the tag that you want to edit and click **Modify.**

To remove a Meta tag from the list

- Select the tag, then click **Delete.**

Site Manager–Navigate Layout Window

Visitors to your site navigate in your site a lot like running a software application. Most Web sites require a certain amount of interaction with the visitor. This enables them to go to various pages or find a particular piece of information. It is important to remember that the first time visitors arrive at your site, they will have no advance information about how your site is organized. They may have a general idea of how other Web sites operate and how to navigate them, but they have no idea as to how your navigation system works. In addition, they have no user guide or help file for your site.

The main standard followed by visitors of Web sites is that they navigate in your site by pressing on the links of your pages. Therefore, it is extremely important that you have complete control on the building, management and update of the links in your site. The Navigate Layout provides you that control.

The **Site Manager–Navigate Layout** window graphically displays the links and navigational controls between pages, resources, and external Web sites. This helps you review the links of your site. You should make sure that all of the pages in your site have links. Follow the guidelines of the program, use the NavBars, Header/Footers and other automated functions of the program to minimize broken links or orphan pages. The Navigate Layout gives you an added level of insurance against such errors, as it enables you to visually and graphically examine your entire site and all the links.

You can even set your own colors for the pages, resources, internal and external links (represented by connecting lines). This will help you visually identify each part of the graphical view of your site.

The **Navigate Layout** window provides two views: **Spiral** and **Centered.** The Spiral view displays the entire site with all the resources and links. You can zoom in and zoom out of different parts of the Spiral view. The Centered view displays the selected page (or resource) in the center. The incoming links are displayed at the top or left and the outgoing ones at the bottom or right. You can choose from **Vertical** (top to bottom) and **Horizontal** (left to right) views. The linked pages can be expanded and collapsed to display the links.
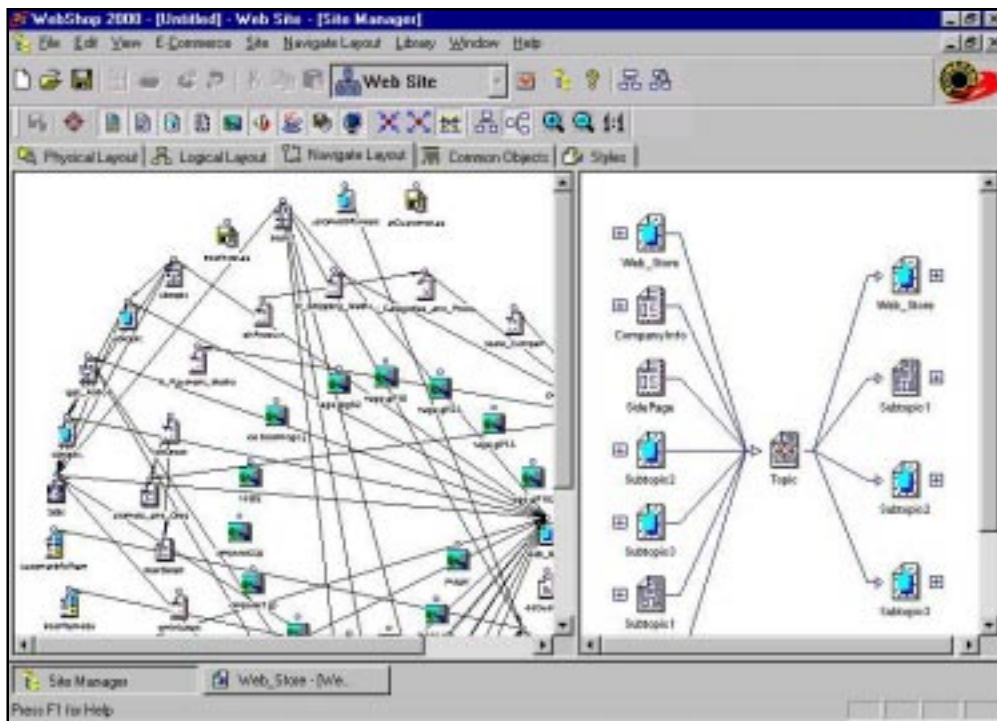
Figure 5.5 – Navigate Layout Window

To change the colors in Navigate Layout display

1. Select the **File > Preferences** menu options.
2. Click the **WebSite** tab in the **Preferences** dialog box.
3. In the **Site Manager–Navigate Layout** window section, click the color sample box for the option you wish to change, such as Selected Page.
4. In the **Choose Color** dialog box, click the color you want.
5. Click **OK** to make the color change.

The **Site Manager–Navigate Layout** window provides many ways you can view the site or links. For example, you may wish to turn the resources display off when you are checking for orphan pages.

To show pages in Navigate Layout

- Click **Include Pages** on the Navigate Layout toolbar or select the **Navigate Layout > Include > Pages** menu options.

To show resources in Navigate Layout

- Click **Include Resources** on the Navigate Layout toolbar or select the **Navigate Layout > Include** menu options and select the resource you want.

You can set the **Site Manager–Navigate Layout** window to show all links between pages in two different formats. You can choose to show all of the links all the time or, you can choose to show only the links to and from the selected page or resource. To apply some of these options, you must first click and select the page in the Logical Layout, then select the menus or tools.

To show all external resource links all the time in Navigate Layout

- Click **Include External Locations** on the Navigate Layout toolbar or select **Navigate Layout > Include > External Resources** menu options.

If you have elected to show only the links for the selected pages or resources, you can also choose to display different types of links.

To show incoming external links in Navigate Layout

- Click **Show Incoming Links** on the Navigate Layout toolbar or select **Navigate Layout > Show Links > Incoming For Selected** menu options.

To show outgoing external links in Navigate Layout

- Click **Show Outgoing Links** on the Navigate Layout toolbar or select the **Navigate Layout > Show Links > Outgoing For Selected** menu options.

To show all links in Navigate Layout

- Select the **Navigate Layout > Show Links > All** menu options.

To show outgoing resource links in Navigate Layout

- Click **Show Outgoing Resource Links** on the Navigate Layout toolbar.

To include or exclude certain links, page types, or resources in Navigate Layout

- Click **Navigate Layout > Include** and select the one you want.

To move a page to the center in the Centered view of Logical Layout

- Click on the page in the left window and select **Navigate Layout > Move to Center** from the menus.

Zoom Feature

The **Site Manager–Navigate Layout** window includes a zoom feature. Use it to increase or decrease the magnification view. This can be especially helpful for very large Web sites.

To zoom in your view

- Select **Zoom In** on the Navigate Layout toolbar or select the **Navigate Layout > Zoom > In** menu options.

To zoom out your view

- Select **Zoom Out** on the Navigate Layout toolbar or select the **Navigate Layout > Zoom > Out** menu options.

To return Navigate Layout to normal view

- Select **Actual Size (1:1)** on the Navigate Layout toolbar or select the **Navigate Layout > Zoom > Normal** menu options.

When the **Navigate Layout** window is open, the Navigate Layout toolbar is enabled. The buttons on this toolbar are described in the chapter titled, "WebShop Toolbars."

Site Manager–Common Objects Window

The **Common Objects** tab enables you to create standard headers and footers to use in Web pages. A header or footer can be inserted in any page or page frame. Each new Web site begins with a blank default header and a default blank footer. You can create as many new headers and footers as you want for your Web site.

Information usually included in standard headers and footers might include a navigational bar or button bar in the header and a copyright notice, company logo, and mail-to option in the footer. Since you would probably want these items to appear on one or more pages, creating and using a standard header and footer can save you a great deal of repetitive work.

Common Objects are context-sensitive. If you insert a relative link or navigation bar in a header, the links will point to different destinations based upon whether the header is inserted in a page or a frame within a page. When you insert a header or footer into a frame, it is inserted in all sources of the frame.

The program includes a feature that automatically inserts a default header and footer in every page that you add to the site. You must enter the information that you want the header and footer to contain. If you like, you can turn this feature off. If you create a default header but not a footer, selecting the automatic header/footer feature will only insert the default header.
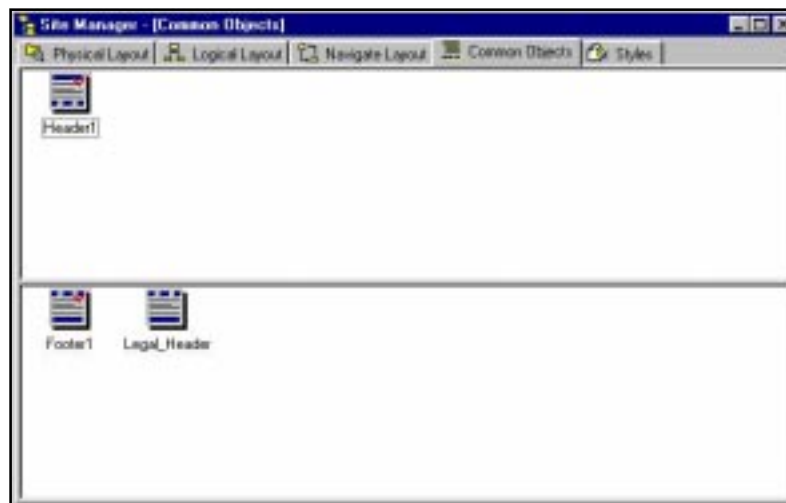
Figure 5.6 – Common Objects Window

To turn the automatic Header / Footer feature on or off

1. Select the **File > Preferences** menu options.
2. Click the **WebSite** tab in the **Preferences** dialog box.
3. Click the check box next to the **Insert default Header/Footer automatically** option.
4. Click **OK** to make the change.

You can edit and create new headers and footers using the Page Editor feature in the Header/ Footer window. When you make a change in either the header or the footer, that change is reflected in all appropriate pages throughout the Web site. If you have already generated the site (that is, created the HTML and resource files in Web site format), you will have to regenerate it to have the pages with the new headers.

To insert a Header or Footer in a page

1. From **Site Manager–Logical** or **Physical Layout**, select and right-click the page that is to receive the header or footer. The pop-up menu appears.
2. Select **Properties** and click the **Page** tab. Click on the pull-down menu and select the **Header** or **Footer** you want to insert.

   Note: You can insert a Header or footer only in a Plain Page, and not in a Free Page or Dynamic Page.

To open a Header or Footer for editing

1. In the **Site Manager–Common Objects** window, double-click the **Default Header** or **Default Footer** icon to edit.
2. The **Page Editor** window opens with the selected Header or Footer. Specify your edits and click **OK**.

   Note: Besides text, the program enables you to insert many graphic elements into a header or footer.

To create a new Header or Footer

1. Right-click inside the **Default Header** or **Default Footer** frame. A pop-up menu appears.
2. Select **New**.
3. When the new **Header** or **Footer** icon appears, select it and right-click. A pop-up menu appears.
4. Select **Open**. The Page Editor window appears for the object selected.
5. Type the content you want to appear.

To rename a Header or Footer

1. Right-click the **Header** or **Footer** icon. A pop-up menu appears.
2. Select **Rename**.
3. Type the new name in the space provided.

To delete a Header or Footer

1. Right-click the **Header** or **Footer** icon you wish to delete. A pop-up menu appears.

*Note: If you wish to delete more than one header or footer, hold down the **CTRL** key as you click the **Header** or **Footer** icons.*

2. Select **Delete**.

3. Click **Yes** to confirm.

The program enables you to create as many header and footer files as you want. You can insert any one in any Plain Page. However, only one of each can be designated as the default. The one selected as the default is added to pages when you select the insert default header/footer option.

To set a Header or Footer as the default

1. From the **Site Manager–Common Objects** window, select and right-click the **Header** or **Footer** that you want to be the default. A pop-up menu appears.

2. Select **Set as Default**. A check mark appears indicating that this is the default.

To view Headers or Footers as large or small icons

1. Open the Web page that has the Header or Footer. Right-click anywhere inside the Header or Footer area. A pop-up menu appears.

2. Select **View > Large Icons, Small Icons**. The Header or Footer display changes as requested.

When the **Common Objects** window is open, the Common Objects toolbar is enabled. The buttons on this toolbar are described in the chapter titled, "WebShop Toolbars."

Site Manager–Styles Window

The **Styles** tab enables you to set the look and appearance of pages. In its simplest form, you can use one style on all the pages, and the entire site will have the same motif. In a more interesting Web site, you may want to use few styles for different parts of the site. The style effects a number of key elements of Web pages. These include items such as Background, Banner, Navigation Bar, Horizontal Rule, Paragraphs (Normal, Headings, Address, Pre-formatted), Logical Font Types (Definition, Site, Code, Emphasis, Helvetica, Keyboard, Sample, Strong, Variable) and Link Colors.

The program allows you to design your own style and place it in a program library for use in your project. However, designing styles needs some artistic talent, and the time dedicated to create a presentable, attractive, yet functional style. The program includes a number of profes-sionally created styles. The installation of the program gives you the option to install some or all of the styles. These styles are placed in libraries that you can readily use.

The **Site Manager–Styles** window has three areas. The **Style Library** area, the **Site Style** area and the **Preview** area. On the left is the **Styles Library**. It lists the styles or style groups you have installed. These are not made part of your project. They are simply listed as styles from which you can choose.

To see what each style looks like, click on a style in **Styles Library**. The corresponding style appears in the **Preview** area to the far right. You can double-click on any object or element in the style to edit it.

Figure 5.7 – Styles Window

If you want to use a style in your Web site, you must first include it as part of your project's active styles. To activate a style, select and right-click on a style displayed in the **Styles Library** area. A pop-up menu appears. Select **Insert**. The style is inserted in the **Site Styles** area. You can include as many styles as you want. Once a style is listed in the Site Styles area, you can refer to it or use it from any page of your Web site. The Site Styles area holds the currently active styles for your project. During development, each time you open the project file, the program remembers and lists the styles you have selected. This is your "palette of styles."

To modify a style after inserting into the Site Styles list, select the style and double-click on any of the elements (or objects) in the **Preview** area. Depending upon what you select, a dialog box appears. Make your changes. After you modify a style, you may want to rename it. To do this, right-click the style in the **Site Styles** area and select **Rename**. Enter the name you want.

When you use a style in your project, the style is activated and saved with the project. In addition to being able to use styles in your Web site, you can assign or apply styles to pages based on certain settings. For example, you can set the pages such that every time you insert a page, it will inherit the style from its parent page. The program provides you with different methods of transferring or applying styles from one part of the site to the other. This topic also referred to as Cascading Style Sheets are covered in detail in the chapter titled "Dynamic HTML and Cascading Style Sheets."

When the **Styles** window is open, the Styles toolbar is enabled. The buttons on this toolbar are described in the chapter titled, "WebShop Toolbars."

Chapter 6.
Using Cascading Style Sheets

Introduction

You will want to set up one or more Cascading Style Sheets for use with your Web site. A Cascading Style Sheet is an exciting feature that allows for the dynamic presentation of Web site text and graphic objects. The word "cascading" implies that styles can be implemented in a hierarchical fashion – with style specifications defaulting down through a specified hierarchy. In WebShop, the hierarchy is your Web site's page hierarchy, which is graphically illustrated using the **Site Manager–Logical Layout** window. Each Web page either accepts a default (or inherited style) from the next highest page or is specifically assigned one. With Cascading Style Sheets, you can set a presentation style for your whole Web site and change it, dynamically, by changing the style sheet default or be assigning a page to a new style sheet.

The basic principle behind Cascading Style Sheets is straightforward: predefine the display treatment of specific Web page elements and then apply the display treatment automatically whenever the object or element is applied on a page. As you will see, the "look" you define through a style sheet impacts the presentation quality of your entire Web site. Bold or subdued– anything is possible.

The Cascading Style Sheet Standard (CSS1) is a standard that was created by the World Wide Web Consortium. It provides for the use of Style Sheets and absolute positioning of objects on a page. Absolute positioning of objects is handled through WebShop's Free Page feature, which is covered later. Style sheets apply to all page types and are used to manage the visual elements of your Web page design.

> Note: For more information about Free pages, see the chapter titled "Dynamic HTML and Free Page Design."

Cascading Style sheets are specified using **Site Manager–Styles** window. WebShop comes with predefines Style Sheets that you can use without modification, use with modification, or create from scratch.

Topics covered in this chapter include:

- What Makes a Style Sheet Different?
- Creating Styles Sheets for Your Web Site
- Assigning a Style Sheet to a Web Page

Applying Style Sheet Elements

What Makes a Style Sheet Different?

Conventional Web page design was very difficult to manage. There was very little control over the presentation of text (or objects) placed on a page. For example, the tag <H1> is called Header 1. This header has specific size, font and other display characteristics. If Web designers wanted some text to be slightly different, they would have to change the <H1> "style" by specifying every characteristic and attribute with every occurrence. With the use of a Style sheet, you can specify what the styles are going to be for the whole document or Web site all at once. This saves a significant amount of time.

When a browser reads a Style sheet tag, it looks for an interpretation of the tag in the Style sheet definition. Style sheets are defined in HTML at the top of each page. These definitions tell the browser how to present each element so that it displays according to the designer's needs.

Creating Styles Sheets for Your Web Site

WebShop has defined Style Sheets for fonts, font color, banners, NavBars, background, bulleting and numbering. Before you create your Web site, you should review the predefined styles and decide what styles you want to use.

To begin working on styles

1. Open WebShop. By default, a blank project file appears.
2. Select **File > New** if you wish to use a Web site template or select **File > Open** if you have already created a file. The **Site Manager–Logical Layout** window appears.
3. Click **Styles** tab. The **Site Manager–Style** window appears.

You will see the **Styles Library** list box and display box, a **Site Styles** display area and a **Preview** area. By default, the **Styles_0** Style Library is selected. Click **Style01** to see a preview. By previewing styles from the Style Library, you can decide what styles you want to use. Once you select a style you want, you must insert it into the Site Styles list.

To insert a Library Style into the Site Style list

1. Highlight on the style you want and right-click. A pop-up menu appears.
2. Select **Insert Style**.

The style you selected has now been inserted into the **Site Styles** display area. It is now available for use. You can insert as many Library Styles as you want. If you do not like any of the Library styles, you may also create a Custom Style.

To create a custom style

1. Right-click on the Site **Styles** box (in the white space). A pop-up menu appears.
2. Select **New Style**.

Making a new style in this way creates a copy of the default style. By default, any custom style based on the default style is named **Style**, **Style1**, **Style2**, successively. You should rename your custom styles and your inserted library so they have a distinctive name, one that tells you how that style will be used.
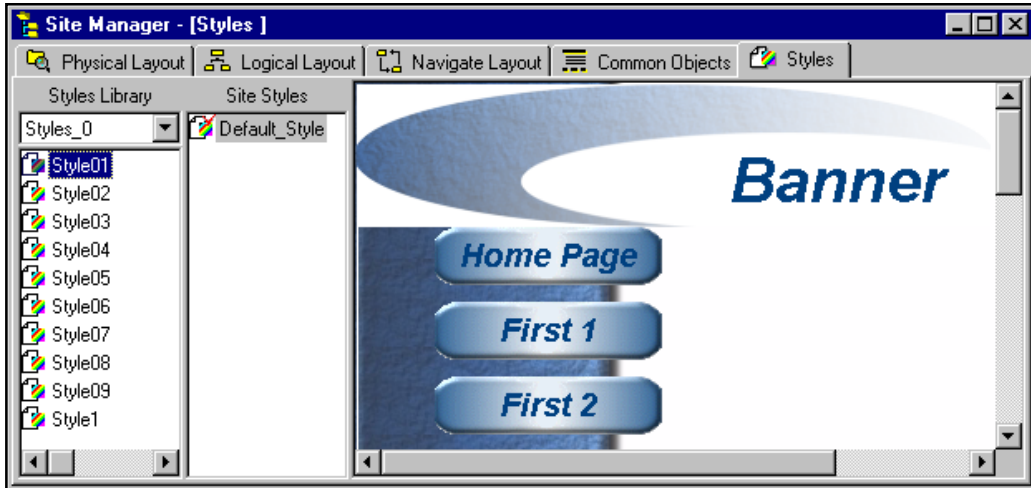
Figure 6.1 – Site Manager–Styles

To rename a style

1. Highlight the style you want to rename and right-click. A pop-up menu appears.
2. Select **Rename**. A box appears around the style name.
3. Type the new name.

Once you have renamed the style, you are ready to customize the style.

To modify (or customize) a style

1. Highlight the style in the Site Styles list.
2. In the preview area, select and double-click on the style element that you want to modify.

   Note: Style previews are divided into different areas. You may want to experiment with several just to learn how style elements are grouped. For example, highlight the word "Banner" (dotted lines appear) and double-click on the box. The Banner Style dialog box appears.

3. From the dialog box that appears, choose the options you wish to change.

   Note: There are several dialog boxes that might open depending upon what style elements you select. These include Background, Banners, NavBars, Horizontal Rules, Paragraphs (Headings, Normal or Special Paragraphs), Phrase Font Styles, Link Colors, Bullets and Numbering. To change a style, you may need to play with the various options used with each to see how they work.

4. When you are done, click **OK**. Your change is now reflected in the preview area.

   Note: If you want to use a custom image for a banner, bullet, or other graphic object, you can insert new images into one of the several image libraries. You can do this by selecting on Library > Edit Image Library. The Edit Library dialog box appears. Use the drop down

menu in the Library Type box to select the library. Then locate the image that you want to add in the top most Look In box. Highlight the image file that you want and click Add. When done, click OK. When you go back to insert the graphic image, the image will be there.

You can customize all of the different sections of the Style sheet using the above procedure. The parts of the Style sheet that can be edited include Banners, NavBars, Horizontal Rules, Headings, Phrase Fonts, Link Colors, Bullets, and Numbering. When done, you might want to set one of your customized Site Styles as the Default Style.

To set one of the styles as the default style

1. Highlight the style that you want to be the default and right-click. A pop-up menu appears.

2. Select **Set as Site Default Style**. A red check mark 📑 appears next to the icon for that style sheet. This indicates that it is the default style.

   Note: You do not have to use the style name "default," however it is recommended that you do. To rename your style Default_Style, delete the old Default_Style before trying to rename the new one.

Once you have imported and/or created one or more styles, you can then go to a Web page and assign the styles to specific pages. By assigning a style, all of the graphic elements of that style become available. To use them, either insert a graphic element such as a Banner or a NavBar, or assign a text format such as a **Head1** style using the **Style** list box on the Formatting toolbar.

Assigning a Style Sheet to a Web Page

When you first open a Web site, the Site Style **Default_Style** is the default style unless you have set a different style as the default. Styles can be assigned to all types of pages, although they can be assigned in different ways. There are three ways that you can assign a style to a page: by default, by assigning a specific style, or by assigning a specific style and then customizing the style at the page level. You can assign styles to pages either from **Site Manager–Logical** or **Physical Layout** or from Page Editor once you open a Web page. In **Logical** or **Physical Layout**, you can assign the same style to a number of pages at the same time.

To begin assigning styles to a page

1. Open WebShop. By default, a blank project file appears.
2. Select **File > New** if you wish to use a Web site template or select **File > Open** if you have already created a file. The **Site Manager–Logical Layout** window appears.

To assign a style to a page from the Site Manager–Logical Layout window

1. From **Site Manager–Logical Layout,** highlight the page icon to which you want to assign a style.
2. Right-click on the page icon. A pop-up menu appears.
3. Select **Style**. The **Page Style** dialog box appears.
4. Decide what you want to do:
   - To accept the default, click **Default (Or Inherited Style)** radio button.
   - To assign a specific style, click **Specific Style** radio button and use the drop-down arrow to select a style.

- To customize a specific style for use with this page (and any default pages below it), click **Specific Style** radio button and use the drop-down arrow to select a style, and then click **Custom** radio button. You are now ready to customize this style. See the procedure "To modify (or customize) a style" described earlier.

5. When done, click **OK**.

To assign a style to a page from Page Editor once you open the Web page

Figure 6.2 – Page Style Dialog Box

1. From **Site Manager–Logical Layout,** double-click on the page icon you want to open. The **Page Editor** window appears.

2. Right-click anywhere on the page and select **Style.** The **Page Style** dialog box appears.

3. Decide what you want to do:
   - To accept the default, click **Default (Or Inherited Style)** radio button.
   - To assign a specific style, click **Specific Style** radio button and use the drop-down arrow to select a style.
   - To customize a specific style for use with this page (and any default pages below it), click **Specific Style** radio button and use the drop-down arrow to select a style, and then click **Custom** radio button. You are now ready to customize this style. See the procedure "To modify (or customize) a style" above.

4. When done, click **OK**.

Applying Style Sheet Elements

Once you have assigned a style to a Plain Page, apply the style elements by inserting or formatting objects on the page.

- To insert a banner, select **Insert > Banner** or click **Insert Banner** on the Insert Objects toolbar.

- To insert a NavBar, select **Insert > Navigation Bar** or click **Insert NavBar** on the Insert Objects toolbar.

- To assign a font style, select **Format > Paragraph** or click **Style** drop-down list box on the Formatting toolbar.

- To assign bullets, select **Format > Paragraph** or click **Bullet** on the Formatting toolbar.

- To assign numbering, select **Format > Paragraph** or click **Numbering** on the Formatting toolbar.

To modify a style object on a page (by double-clicking)

1. Double-click the Banner, NavBar, or Horizontal Rule object that you want to modify. A dialog box appears.

   Note: Not all style elements can be directly modified by double-clicking. Use the Page Style dialog box for those that cannot be updated directly.

2. Using the dialog box fields and buttons, select the options you wish to change.

3. When done, click **OK**. The style element, as displayed on the Web page, is updated.

To modify a style element on a page (using a Style dialog box)

1. Right-click in the white area of the page. A pop-up menu appears.

2. Select **Style**. The **Page Style** dialog box appears.

   Note: When working with a Free Page, use Object > Modify Style. The Free-Form Page Style dialog box appears. When working with a Frame, rather than a Frame Content Overlay, the Frame Style dialog box appears.

3. Click the **Specific Style** radio button and use the drop-down arrow to select a style, and then click the **Custom** radio button. The **Edit** button becomes active. You are now ready to customize a style element.

4. In the preview area, double-click the style element that you want to modify. A dialog box appears.

   Note: Style previews are divided into different areas. You may want to experiment with several just to learn how style elements are grouped. If you want, you can select the style element using the drop-down list box next to the Edit button.

5. Using the dialog box fields and buttons, select the options you wish to change.

6. When done, click **OK**. The style element preview is updated.

7. To apply the style, click **OK**. The style element, as displayed on the Web page, is updated.

To change the page background

1. Right-click in the white area of the page. A pop-up menu appears.

2. Select **Style**. The **Page Style** dialog box appears.

   Note: When working with a Free Page, use Object > Modify Style. The Free-Form Page Style dialog box appears. When working with a Frame, rather than a Frame Content Overlay, the Frame Style dialog box appears.

3. Click the **Specific Style** radio button and use the drop-down arrow to select a style, and then click the **Custom** radio button. You are now ready to customize a style element.

4. In the preview area, double-click the style element that you want to modify. A dialog box appears.

   Note: Style previews are divided into different areas. You may want to experiment with several just to learn how style elements are grouped.

5. Using the dialog box fields and buttons, select the options you wish to change.

6. When done, click **OK**. The style element preview is updated.

7. To apply the style, click **OK**. The style element, as displayed on the Web page, is updated.

Chapter 7.
Creating Web Pages

Introduction

Ultimately all the work that goes into creating Web pages serves one purpose: to have an efficiently designed and modern looking Web site. To write code in HTML for some of the modern features of today's Web sites, even the HTML experts encounter problems. This challenge will continue to get tougher, as the Internet evolves and advances. This program is the result of many years of work, by groups of high-level software engineers. It's main goal is to deliver an easy to use, yet comprehensive, program that provides the average PC-user, who has no knowledge of programming or HTML, the able to design and maintain a robust and powerful Web site. It has a number of pioneering features such as the single secure file and the Frame Manager.

This chapter will describe other important aspects of the program regarding the different types of Web pages you can create. Some of the features, such as the Free Pages, described in this chapter, are quite new to the market and not available with most other programs.

Topics covered in this chapter include:

- Web Page Overview
- Plain Pages, Free Pages, Dynamic Pages, Frame Pages and others.

Web Page Overview

Each page of your Web site can be treated as a separate entity. This program has the unique feature of maintaining your entire site in one single contiguous file structure. Nevertheless, it creates all the individual files needed for every element of your site as it generates and places your site on internet servers. During the design process, each time you add a new page to the site, the program provides you with a set of choices for types of Web pages you can insert. Each type of Web page has its characteristics.

Adding Pages to Your Web Project

You can add a new page to your Web site project from either the Logical Layout or Physical Layout screens of the Site Manager. It is not recommended that you add pages in the Physical Layout. You must add them first in the Logical Layout. The program will assign the page to

the proper parent and also add it in the Physical Layout.

To add a new page from Logical Layout

- In the Logical Layout window, click on a page you want to add a page to, then from the menus select **Logical Layout > New Page** or click on the **Create Page** button from the toolbar.

- You can also right-click the mouse on the page you want to add a new page to. From the pop-up menu, select **New**.

When you create or insert a new page, the program displays the **Add Logical Page** dialog box.

The **Create New Resource** tab of the dialog box includes a number of different types of Web pages you can insert. Select the type you want and click **OK**. The **Use Existing Resource** tab lists all the existing type of pages you already have in your project. Instead of creating and designing a new page, you can select one that you had designed before and use it now. The following sections describe the different types of pages you can insert.

delete   properties   zoom in   actual size

new   rename   style   zoom out
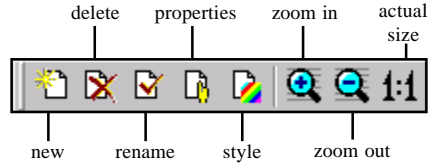
Figure 7.1 – Logical Layout Toolbar
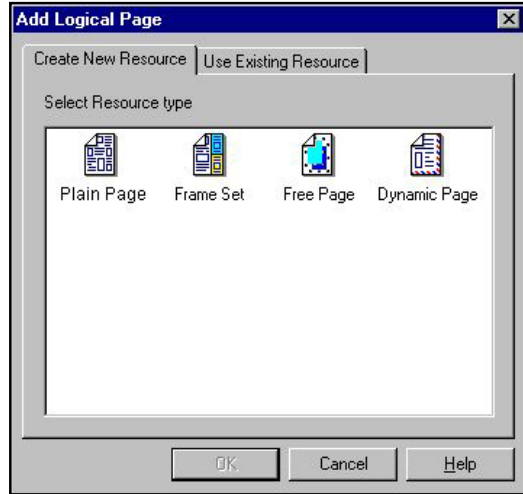
Figure 7.2 – Add Logical Page Dialog Box

new folder   new page   new dynamic page   import java   import shortcut   import database   delete   style   small icons   details

new frame set   new free page   new image   import multimedia   import custom   rename   properties   large icons   list
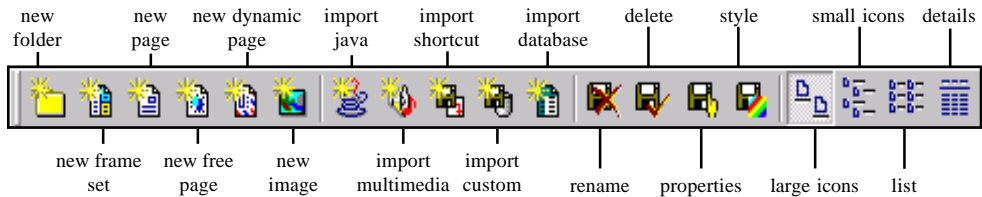
Figure 7.3 – Physical Layout Toolbar

To add a new page from Physical Layout

- In the Physical Layout window, click on the main folder of your project to open it. Select the Physical Layout option from the main menu. The list of choices displays different types of Web pages you can insert. Choose one of the Create options you want.

- In the Physical Layout window, right click the mouse on the main root folder (or any folder that you want). The pop-up menu displays different types of Web pages you can insert. Choose one of the Create options you want.

Plain Page

The Plain Page is the normal simple Web page that you are most accustomed to. It is based on a word processor-like page layout. You enter the text on a line by line basis. You can insert graphic, frames, tables, and all other objects on such a page. The main limitation of a Plain Page is its text line-by-line structure. You cannot drag a graphic object or a table by a pixel-by-pixel drag method in a Plain Page. You can drag objects and place them in different parts of the page. However, the object will be placed at the nearest character and line position on the page. You cannot overlap or layer objects on the Plain Page. You can only do that in a Free Page.

Frame Set Page

The Frame Set Page is a page pre-configured with frames. Use this when you want nested frame sets. In other words when you want to insert a set of frames inside another frame. The page inserted will be given the name FrameSet with a number. It will be blank at first. You can divide it into more frames and add more content.

Free Page

Use this when you want to place graphic or text objects anywhere on the page. This is the more versatile page style where you are not limited by the text line limitations of Plain Pages. If you want to be artistic, place objects on the page where you want, drag them with your mouse pixel-by-pixel for accurate positioning, then use a Free Page.

In a Free Page, the program provides you with a **Grid** pattern and **Snap to Grid** options. The Grid makes it visually easy for you to position and drag objects on the page. The Snap to Grid is like magnet lines. It helps you to line up your objects across certain grid lines. To access these two functions, while in a Free Page, from the main menu select **View > Grid** or **View > Snap to Grid.**

Figure 7.4 – New Object Toolbar

Objects you can place on a Free Page can be text, graphic, and others. You can place links on these objects just like you would on a Plain Page. To insert objects on the Free Page click on one of the buttons from the New Object toolbar.

The program enables you to group and ungroup objects on a Free Page. This is useful, in cases, when you place and design only few objects and when you want to re-size or move them all as one group. To group a set of objects, click once on each object while holding down the Shift key. Then click the Group button from the toolbar. A bounding box will surround all of the objects. You can now resize all of them together proportionally by dragging the handles of the bounding box. You can reposition the group by simply dragging it to a new location.

Figure 7.5 – Example of Overlapping Objects

Note: Objects on a Free Page can have transparent backgrounds. This enables you to (completely or partially) overlap few objects on one another to achieve designs that otherwise would have been almost impossible.

There are a number of significant advantages in using Free Pages. Some of these are:

1. The artistic freedom that you get by being able to position objects on the page and drag them almost in a pixel-by-pixel accuracy.

2. The ability to group (and ungroup) objects together and resize them together proportionately or move them together.

3. The Free object oriented nature of the Free Page enables you to place objects in a columnar and row layout on the page. This was partly done by using tables in earlier versions of Web publishing programs. However, tables were not created for this purpose. The Web pages that used tables to do this are hard to manage, since everything resided in cells, as opposed to being separate objects that you can manage freely.

4. The generated HTML files for Free Pages are much cleaner, smaller and more efficient for internet transmission and faster for browsers to view. This means your Free Pages created by this program will come up on viewer's browsers faster and cleaner than most other table-based Web pages.

Dynamic Page

If the server you are placing your Web site on has Active Server Page (ASP) functionality, then you can use Dynamic Pages. This is a special type of a page. All the other pages we have described up to this point were static or fixed pages. Even if you place animated GIFs, AVI files or Java Applets on the other pages, they are ultimately fixed in the format, layout and what they can display.

In contrast a dynamic page is one that changes and displays different set of items or objects based on certain conditions. This is especially useful in having your site to generate and display specific information or data tailored to specific type of visitors or based on certain interaction between your Web site and the visitor to your site.

Use Dynamic Pages when you want to create a page that displays text or form elements that contain instructions executed by your ISP-server. The Dynamic Page will contain instructions that are executed by your ISP or Web-hosting server. The dynamic pages that you create in your Web site, can only run and operate properly on servers or ISP computers that are running NT-based operating systems with ASP functionality. The ASP standard is part of the Microsoft NT system. Recently other companies have also adopted this ASP standard. In some cases you may find ASP functionality running on UNIX servers such as Solaris from SUN, Netscape and others. Please check with your ISP or Web-hosting company if they are running ASP function-ality modules. Such ASP functionality should be 100% compatible with NT ASP functionality. The Boomerang Web and E-commerce hosting services provide NT-based ASP functionality. You may host your Dynamic Page Web sites or E-commerce sites on the Boomerang Web-hosting services if you want. You can reach Boomerang's Web-hosting services for more details by going to the site www.boomerangsoftware.com or by sending an email to webhosting@boomerangsoftware.com.

Image Page

A Web page can have a set of different text, frames, and other objects. Browsers also support a special feature for displaying pages which are them selves image files. These are called Image Pages. This program enables you to insert or create a Web page which itself is an image or graphics. When you create and insert an Image Page, and place a single image on the page, the generated site will not have an HTML file. Instead there will simply be one image file in *.JPG or *.GIF format.

Insert an Image Page if you want to keep the page simple. If you later wanted to change the image on that page, you do not need to open an HTML file and edit it. You can simply replace that image on the server or in your generated site.

An image page is also useful in performing slide show-type displays on your Web site. You can place a set of buttons in one frame of the screen, and in the other frame of the screen you can insert many image pages. Link each button to a corresponding image in the image page frame. Refer to the chapter on Frame and Frame-Content Overlays for more details on how to do this. When a viewer clicks on the buttons in one frame, the corresponding images in the other frame are displayed in the other frame similar to a slide show.

Page Names

Each page has four different names. They include:

- **Physical File Name**. Displays in Physical Layout. It identifies the name of the resource file.

- **Logical Name**. Displays in Logical Layout, Navigate Layout, and Frame Manager. It identifies the name of the logical resource.

  Note: Resources that are never used with project (that is, placed in the project either as a Logical page, a FrameSet resource, or as an object on a page) are considered to be physical resources only. Logical resources only display in Logical and Navigate Layout once they are placed into the project.

- **HTML Title**. Displays in the browser window title bar when the site is uploaded. The HTML title also displays in the title bar of WebShop's Page Editor window to help you identify the resource that you are looking at.

- **Alias**. Displays the alternate name for the page that is used by Banners and Navigation Bars. The page Alias can be different for all of the above names if necessary. This name can only be displayed and updated from the Properties dialog box.   Alias is most often used when a multi-line name needs to be inserted rather than a single line name.

These names can viewed together from the **Properties** dialog box. However, only Alias and HTML Title can be changed from this dialog box. Physical File Name and Logical Name must be changed from the Site Manager Layouts where these resources are defined.

Naming Defaults. When you create a page resource *four* default names are created. To change these defaults you must go the Site Manager Layout where these names are defined. When
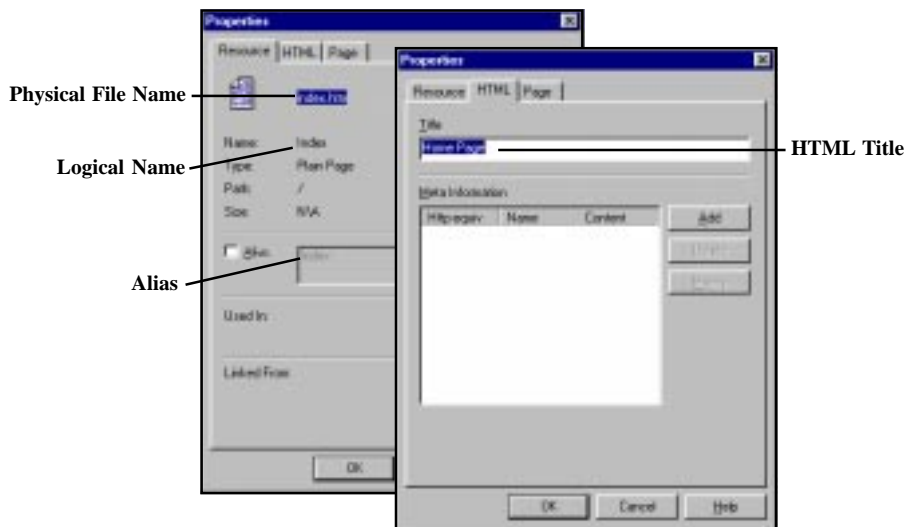
Figure 7.6 – Properties Dialog Box and Page Naming

created, the Physical File and Alias default together and the Logical Name and HTML Title default together. While initially, it appears that the names default as a group. They do not. This has significant implications when you start renaming a page resource and then go to create a new resource. The default naming convention is as follows:

Page Type	Physical Name	Logical Name	HTML Title	Alias
Plain Page	Page1.htm	Page1	Page1	Page1
Free Page	FreePage1.htm	FreePage1	FreePage1	FreePage1
Frame Set Page	FrameSet1.htm	FrameSet1	FrameSet1	FrameSet1
Dynamic Page	DynPage1.asp	DynPage1	DynPage1	DynPage1
Image Page	Image1.gif	Image1	N/A	Image1

Default Names and Renaming. When you change a default name, that default name becomes available again. If you change only one of the four default names, the automatic defaults assigned will, as a group, fall out of synch. When created, the Physical File and Alias default together and the Logical Name and HTML Title default together. While initially, it appears that the names default as a group. They do not.

For example: A Plain Page is created and only the Physical name is changed. The next time a Plain Page is created, that resource will have default names that, as a group, appear to be out of synch.

	Physical Name	Logical Name	HTML Title	Alias
First time resource	Page1.htm	Page1	Page1	Page1
Renamed	New Page	Page1	Page1	Page1
Next time resource	Page1.htm	Page2	Page2	Page1

For example: If a Logical Name is changed, then the following will result:

	Physical Name	Logical Name	HTML Title	Alias
First time resource	Page1.htm	Page1	Page1	Page1
Renamed	Page1.htm	New Page	Page1	Page1
Next time resource	Page2.htm	Page1	Page1	Page2

Physical Names and Logical Names are mutually exclusive (that is, every physical name must be unique and every logical name must be unique). HTML title and default Alias do not need to be unique. You can have more than one resource with the same HTML title and Alias.

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

Chapter 8.
Page Editor–Features and Procedures

Introduction

WebShop's Page Editor module is where you will design your Web pages. From Page Editor you will design all of your Web pages including Dynamic Pages, Free Pages, FrameSet Pages and Plain Pages.

Topics covered in this chapter include:

- Launching Page Editor
- Page Editor Functions
- Inserting New Pages
- Page Editor Windows
- Procedures for Using Page Editor
- Features included with Page Editor

Launching Page Editor

To launch the WebShop's Page Editor module you must specify which page resource file you want to open. There are two ways to open the Page Editor: (1) from the Site Manager—Physical Layout window (where you select the page resource file from the resource tree), or (2) from Site Manager—Logical Layout window (where you select the Page icon that represents the page resource file).

To open Page Editor from Site Manager—Physical Layout

- Double-click on an **Page File** icon from the resource tree. Page Editor opens and the Web page contents are displayed. The page is now ready to be edited.

To open Page Editor from Site Manager—Logical Layout

1. Double-click on a **Web Page** icon. Page Editor opens and the Web page contents are displayed. The page is now ready to be edited.

   Note: The Page Editor Window uses the title: "WebShop <CNQ file name> - Web Site - <page resource file name>." This naming convention emphasizes that pages are resources to the overall project file.

Page Editor Functions

Use Page Editor insert or edit the following Internet objects:

For a Plain Page: **Navigation Bar** (or NavBar), **Banner**, **Form**, **Table**, **Image**, **Horizontal Rule, Java Applet, Embedded Object** (or Multimedia object)**,** and **Text**. You can also use Page Editor to create links or bookmarks, import text, insert HTML code, create custom scripts or convert text and graphic objects into template slots.

> *Note: For more information about template slots, see the chapter titled "Graphic Editor."*

For a Free Page: **Free-Form Object, Text Box, Navigation Bar** (or NavBar), **Banner**, **Border**, **Table**, **Image**, **Horizontal Rule, Java Applet, Embedded Object** (or Multimedia object)**,** and **Text**. You can also use Page Editor to group and ungroup objects, align and size objects or convert text and graphic objects into template slots.

For a FrameSet Page: **Any object available with either Free, Plain, or Dynamic Page** by assigning a FrameSet resource (or what is also called a "Frame Content Overlay") that is defined as a Free, Plain, or Dynamic Page. With FrameSet Pages, you are using Page Editor to manage and design FrameSet resources that display as independent resource files within one or more frames. For more information see the chapter titled "WebShop Frames."

For a Dynamic Page: **Any object available with Plain Page** by creating a Feedback section that acts just like a Plain page, except that dynamic elements can be displayed in place of text. With Dynamic Pages, you are using Page Editor to manage and design Dynamic operations that access a database for communication with your Web site visitor, a third party, or your Web Master. Dynamic Pages use specifically designed programming operations that searches, updates, and displays information contained on a *database*. This is the one resource *unavailable* with any of the other Web Page formats. For more information see the chapter titled "WebShop Frames."

Graphic Objects: You can also use Page Editor to insert or edit the following *graphic* objects by creating and editing an image resource file: **Text Line** (or Artistic Text), **Image**, **Fill Pattern**, **Border**, **Paragraph Text**, **Calendar**, **Chart**, **OLE,** and **Drawing**. You also use Graphic Editor to assign image map links and convert graphic objects or images into template slots.

> *Note: For more information about these graphic objects and how to insert them, see the chapter titled "Graphic Editor."*

Inserting New Pages

There are two ways to insert a new page: (1) from the Site Manager—Physical Layout window, or (2) from Site Manager—Logical Layout window.

To create a new page resource from Physical Layout

1. Click on the resource folder that will store the resource file to be created.

2. Right-click and select **Create <resource type>** or click **one of the page icons** on the Physical Layout toolbar. The **selected resource** file is created.

Note: The default file names are Page1.htm (for a Plain Page), FreePage1.htm (for a Free Page), FrameSet1.htm (for a FrameSet Page), and DynPage1.asp (for a Dynamic Page). You can rename these. The assigned numbers increment up if a resource file with the same name exists.

To create a new page from Logical Layout

1. Click on the page icon that will serve as the parent page.
2. Right-click and select **New** or click **one of the page icons** on the Physical Layout toolbar. The **selected resource** file is created.

   Note: The default file names are Page1.htm (for a Plain Page), FreePage1.htm (for a Free Page), FrameSet1.htm (for a FrameSet Page), and DynPage1.asp (for a Dynamic Page). You can rename these. The assigned numbers increment up if a resource file with the same name exists.

Page Editor Windows

There are several Page Editor windows that you will use depending upon what type of page you are editing.

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

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

- **Title bar**. Indicates the CNQ file that is open and the Logical name and HTML Title for the Page.
- **Menu bar**. Page Editor menu options are replaced with Page Editor menu options. Page Editor options are object sensitive. Depending upon the object inserted some options become available while others become unavailable.
- **Main toolbar**. Appears across the top of the Page Editor window below the Menu bar.
- **Frames and Page Editor toolbar**. Appears across the top of the Page Editor window below the Main toolbar.
- **Window toolbar**. Appears near the bottom of the screen and indicates each of the various project windows currently open. This toolbar is unchanged.
- **Help/Status bar**. Appears at the bottom of the Page Editor window displays a Help tip for any toolbar button or menu option. This toolbar is unchanged.
- **Header and Footer areas**. Appears in the Page Editor window where ever a header or footer has been specified. Only appears with Plain Pages. To assign a Header or Footer to a page, click **Properties** and click the **Page** tab.
- **New Object toolbar**. Appears across the top of the Page Editor window below the Main toolbar.
- **Frame Manager window**. Appears on *any* Page Editor window when you click on the Frame Manager button. Use this area to determine the Frame resources that is currently active. When working with a Frame Set Page, more than one Frame resource maybe listed.

For Plain Page, Free Pages, and Dynamic Page, only one Frame resource will be listed. To identify the various Frame resources associated with a Frame Set Page, the Frame Manager window displays several icons. Use these icons to access the Frame resource files that will display within individually defined frames. For more information about the Frame Manager window, see the chapter titled "WebShop Frames."

- **Frame Set toolbar**. Appears only when you click on a Frame Set Page icon or a Frame icon in the Frame Manager window. Use this toolbar to assign Visual Settings to a Frame or a Frame Set, or to access Properties for either a Frame or a Frame Set. Frames and Frame Sets are different from Frame resources. Frame resources act like Web pages and display information within a Frame that is defined as part of a Frame Set. For more information about the Frame Set toolbar, see the chapter titled "WebShop Frames."

- **Page Editor area**. Displays the content of a currently selected Frame resource or Feedback Section (Feedback Sections only apply to Dynamic Pages or to Frame resource that are defined as a Dynamic Page). When no Frame resource or Feedback Section is selected the area is filled with a crosshatch pattern. This indicates that the Page Editor area is not active. The Page Editor area can be enlarged by toggling off the Frame Manager window. The Dynamic Page Manager window cannot be toggled on and off.

- **Dynamic Page Manager window**. Appears *only* in the Page Editor window when a Dynamic Page open or when a Frame resources that is defined as a Dynamic Page is opened on a Frame Set Page. Use this area to specify the Dynamic operations that will access a database and display specific data values to a Web site visitor, third party (via email), or your Web Master (via email). Unlike the Frame Manager window, the Dynamic Page Manager window cannot be toggled on and off.

  Dynamic Pages use specifically designed programming operations that search, update, and display information contained on a *database*. When using the Dynamic Page Manager window, programming icons display in the Dynamic Page Manager window to indicate the dynamic operation that the server will perform and the order in which those operations are to be performed. Use these icons to access the dialog boxes necessary to program your database operations. For more information about the Dynamic Page Manager window, see the chapter titled "Dynamic Page Manager."

- **Dynamic Page toolbar**. Appears only when a Dynamic Page is open and only becomes active when a Feedback section is displayed in the Page Editor area. Icon or a Frame icon in the Frame Manager window. Use this toolbar to assign Visual Settings to a Frame or a Frame Set, or to access Properties for either a Frame or a Frame Set. Frames and Frame Sets are different from Frame resources. Frame resources act like Web pages and display information within a Frame that is defined as part of a Frame Set. For more information about the Frame Set toolbar, see the chapter titled "WebShop Frames."

Procedures for Using Page Editor

WebShop is one of the most useful tools on the market for non-programmers and advanced Web designers who want to create and maintain E-commerce Web sites. The program is capable of handling both simple and complex Web sites and E-commerce sites.
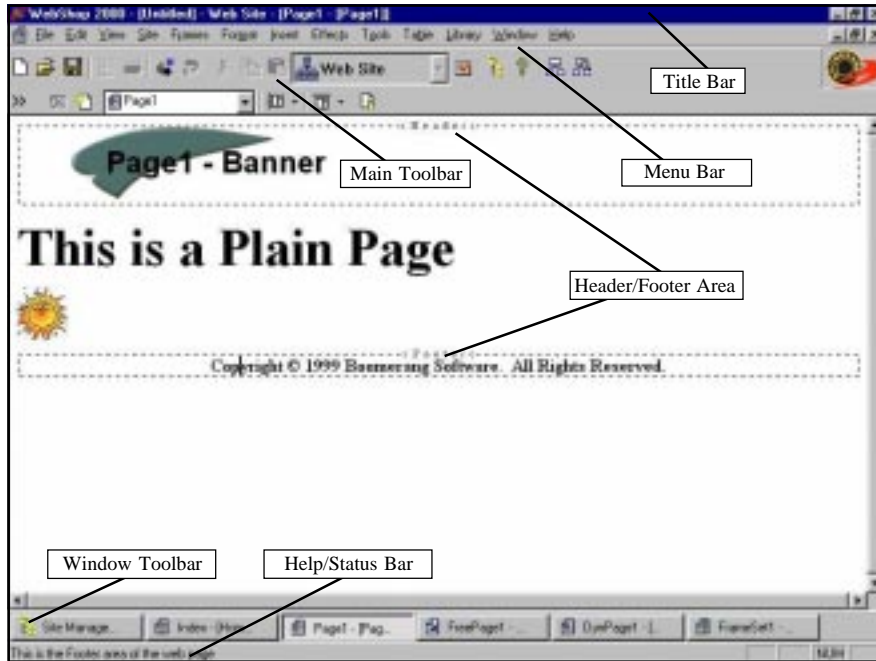
Figure 8.1 – Page Editor Window for a Plain Page
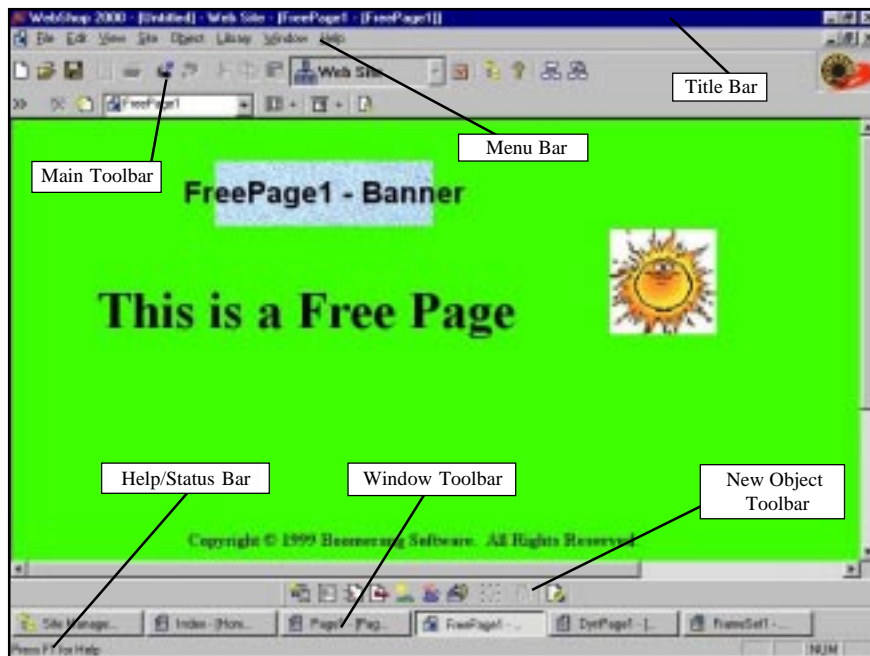
Figure 8.2 – Page Editor Window for a Free Page
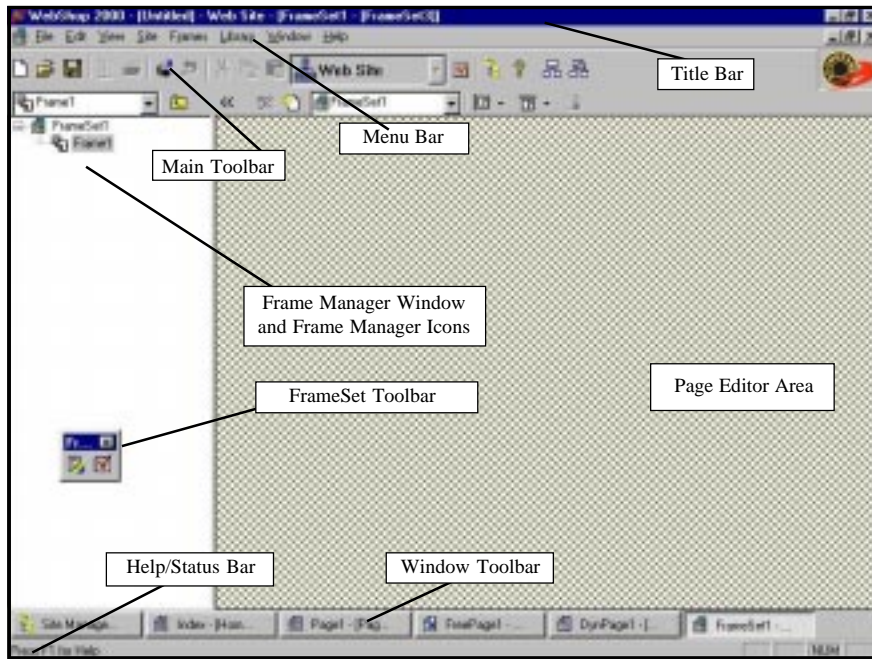
Figure 8.3 – Page Editor Window for a FrameSet Page with Frame Manager Open
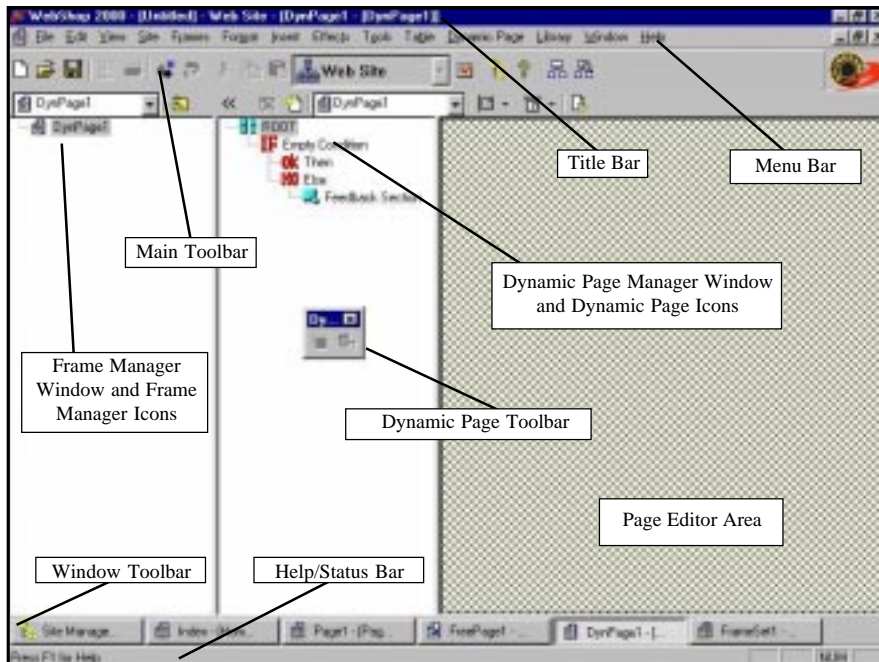
Figure 8.4 – Page Editor Window for a Dynamic Page with Frame Manager Open

Creating, Saving, and Opening

To start a new Web site

1. After you launch WebShop, select **File > New**. The **New** dialog box appears.

   Note: The default Web Site library and templates are displayed. The first template (the box with an "X") is a blank template (that is, without content).

2. To select a library, click the down arrow to the left of the library name.

3. To open a template, double-click on it or select it and click **OK**.

   Important! All E-commerce projects must start with a template from the E-commerce category. A template from another category will not contain "shopping cart" functionality or "catalog" functionality. These are hard-coded into the E-commerce templates. Furthermore, E-Commerce functionality cannot be added into a non-E-Commerce template at a later date. You may achieve similar functionality if you are an expert programmer, know Dynamic Pages and ASP, and want to program the entire E-Commerce back-end on your own. This is not recommended for most users and it is beyond the scope of this documentation. To build an E-Commerce site, it is suggested that you start with one of the E-Commerce Templates provided.

When the new Web site opens, WebShop displays the Site Manager window with the tabs for the **Site Manager–Physical Layout** window, the **Logical Layout**, the **Site Manager–Navigate Layout window**, **Common Objects**, and the **Styles** windows. They provide different views of your site and manage global site characteristics.

To save a project

1. To save a Web site project, select **File > Save** or click **Save** on the Main toolbar.
2. Select the path (that is, drive and folder location) where you want to save the file.
3. In the **Save as Type** list box, click the **WebShop Files** option.
4. Click **Save.** The file is now saved.

You can save the current project as a template. Project files that you want to save as a template must placeholders or "slots." Creating "slots" will be covered later in this manual.

To save a project as a template

1. Select **File > Save**.
2. Click the path (that is, drive and folder location) where you want to save the file.
3. In the **Save as Type** drop-down list, click the **WebShop Templates** option.
4. Type a file name in the **File Name** input line.
5. Click **Save**. The project file is saved as a template.

To open an existing project

1. Select **File > Open**. The **Open** dialog box appears.
2. Select the path (that is, drive and folder location) where the project file is stored.
3. In the **Files of Type** drop-down list, click the **WebShop Files** option to open a WebShop file.

4. Click the **WebShop Templates** option to open a WebShop template.

5. Click the file that you want to open.

6. Click **OK**. The selected file is opened.

WebShop stores Web sites in a consolidated single file that includes all of the pages and resources needed to create the Web site. You only need to open, edit and save one file.

Generating, Viewing, and Specifying a Browser

To generate a Web site

You are not required to physically generate the files and folders traditionally associated with a Web project. In fact it is not recommended that you generate the site while you are developing it. Instead, open and work with the unified single files (*.CNQ or *.CNT) files which are created by the program. This will protect the integrity of your site and keep the graphic characteristics of all the site elements. When you have completed designing or editing the site and are ready to upload it to the server then generate the site. You can also use the Site Upload option which automatically generates and uploads the site in a single step. Follow these steps to generate the site:

1. Create a folder or directory on your hard drive where you want the site folders and files to reside.

2. Select **File > Generate Site** or click **Generate Site** on the Main toolbar. The **Browser for Folder** dialog box appears.

3. Select the folder where you want to store the generated Web site files.

4. Click **OK**. Your Web site files are generated.

   Note: When the "Successfully Generated" message appears, you will have two versions of your Web project on your hard drive: the special WebShop CNQ file and the traditional HTML files and folders that other HTML editors use.

WebShop keeps the entire Web site in a unified single file until you use the Generate Site function. You cannot open this single file in a browser. However you can always preview and test your site with WebShop's internal browser or the one you set in the preferences. In addition, WebShop lets you set other browsers, such as Netscape Navigator and Microsoft Internet Explorer in the preferences and display the pages without having to generate the site.

   Note: When you generate the site, all graphic objects, overlapped images and other key elements are converted to GIF or JPEG for browser compatibility. However, this makes them lose important characteristics. For this reason, do not import or read in your gener-ated site to make changes. When making changes, always open the unified single file (.CNQ or *.CNT) by selecting File > Open, make your changes, and generate the site.*

To view a page in a browser

• Select **File > Preview** or click **Preview** on the Main toolbar.

The browser used in the Preview feature is set in the user **Preferences** dialog box. You can add or remove different browsers to the list to give you greater flexibility in testing your Web pages.

To set the browser preference

1. Select **File > Preferences** or click **Preferences** on the Main toolbar. The **Preferences** dialog box appears.
2. Click the **Browsers** tab on the **Preferences** dialog box.
3. In the **Browsers list box**, click **Add** to add a new browser.
4. To modify a browser entry, click the browser in the list and then click **Modify.**
5. To remove a browser entry, click the browser in the list and then click **Delete** to remove the browser from the list.
6. If you wish to set a particular browser as the default browser, click the browser in the list and click **Default**.
7. Click **OK**. The browser preferences are set.

Features included with Page Editor

There are several key features that come with Page Editor that you need to learn how to use. These include:

*   Inserting Images and Graphic Objects
*   Inserting Horizontal Rules
*   Importing Text
*   Editing Documents before Importing
*   Viewing HTML Code
*   Inserting Date, Mail to, and Copyright
*   Inserting Embedded Objects
*   Inserting Java Applets

Inserting Images and Graphic Objects

Because WebShop offers three different types of Web pages, the process of importing images will vary slightly depending on the type of page you are working in. Nevertheless, WebShop's Graphic Editor is a consistent tool that is available for all your graphic images on any WebShop page.

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

To use this feature, you must have a Twain compliant device installed on your computer. **File > Acquire** and **File > Select Source** are available from either Site Manager or Graphic Editor. To use Acquire from Page Editor, you must first select the source from which you will be importing the image. Once a source device has been selected, the Acquire button found on **Image Properties** dialog box becomes active. As you will see, the **Image Properties** dialog box is the principle tool used to insert images on to a Web page. All images are resource files which can be generated through different methods. You can import, use preexisting clipart

images, use Graphic editor to create an image file, or use **Acquire**.

To drag and drop an image file from Windows Explorer into Page Editor

This procedure allows you to transport an image directly onto a Web Page.

1. Open Windows Explorer and locate the file you want to bring in.
2. Tile Windows Explorer and WebShop so that both windows are visible.
3. Position the cursor in Page Editor where you want to insert the image.

    Note: For Plain Pages, the image is placed whereever you position your cursor. For Free Pages, the image is placed in the center.

4. Click and drag the file from Windows Explorer to the currently open Page Editor window.
5. Release the mouse. The file is inserted into Page Editor and the Physical resource is copied into Physical Layout.

To drag and drop an open image from a Windows graphic application into Page Editor

This procedure allows you to transport an image directly onto a Web Page from an open graphic application.

1. Open the Windows graphic application and open or create an image.
2. Tile the Windows graphic application and WebShop so that Page Editor window and the application design window are both visible.
3. Position the cursor in Page Editor where you want to insert the image.

    Note: For Plain Pages, the image is placed whereever you position your cursor. For Free Pages, the image is placed in the center.

4. Select all or part of the open image using the graphic application tools.
5. Click and drag the image selection from the graphic application to the currently open Page Editor window.
6. Release the mouse. The image selection is copied into a default image file.

To import a graphic image and place it in a Free Page

This procedure allows you to import an image from disk using the **Image Attributes** dialog box.

1. Select **Object > Add > Image** or click **Insert Image** on the Insert Objects toolbar. The **Image Attributes** dialog box appears.
2. Click to place a check mark in the **Preview Image** check box if it is not already checked. In the **Image Resources** section, select **Import**. The **Import** dialog box appears.
3. Use the **Look in** section to select a drive or folder where the desired images are stored. Double-click to import the desired image. The **Image Attributes** dialog box reactivates, with the desired image previewed.
4. Click **OK**. The image is placed in the center of the page. You may drag the image to any location.

To acquire an image using the Acquire button

This procedure allows you to import an image using a peripheral device, such as a scanner or digital camera to create an image file directly. To select a data source, be sure that the data driver associated with the device has been installed.

1. Select **Object > Add > Image** or click **Insert Image** on the Insert Objects toolbar. The **Image Attributes** dialog box appears.

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

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

Figure 6.2 – Acquire Dialog Box

Figure 6.3 – Name Dialog Box

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

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

The **Image Attributes** dialog box is one of the most heavily used of WebShop's various dialog boxes. It contains several sections, which combine to control every aspect of the image placement process:

- **Existing Resources tab**. Lets you import an image once and then use it multiple times in your Web site. Significantly conserves space on your hard drive since only one image file is created.

- **Library tab**. Displays the library of fast-loading WebShop Clipart images which are included with the program.

- **URL tab**. Type in the exact URL of an image located on a remote Web server and it will be displayed in your Web site with the dimensions defined in the Size section.

- **Import button**. Creates a resource file in the **Images** folder using the **Import** dialog box. Use this dialog box to navigate to image file on your hard disk. A copy is inserted into the project file.

Figure 8.5 – Image Attributes Dialog Box

- **Create button**. Creates a blank resource file in the **Images** folder. When inserted into a Web page, you must update this file using Graphic Editor to create an GIF or JPEG image of your own design.

- **Acquire button**. Creates a resource file in the **Images** folder using a Twain compliant device as the selected data source. The device driver dialog box appears. Use the device driver dialog box to select the image that you want and click **OK**.

  Note: The device driver dialog box is part of the software that comes with a Twain compliant device. For instructions on how to use this dialog box, see the product documentation that comes with the selected device.

- **Horizontal and Vertical size section**. Lets you predetermine the size (in pixels) of the image to be imported or created.

- **Preview window**. Lets you display the image before placing it on the page.

- **Alignment and Space sections**. They are only activated when images are being imported to Plain Web pages.

- **Border section**. Lets you specify border settings in pixels.

To insert a graphic image in a Plain Page

1. Place the cursor anywhere on the Plain Page workspace where you want to insert the graphic.

2. Select **Insert > Image** or click **Insert Image** in the Insert Object toolbar. The **Image Attributes** dialog box appears.

   Note: The Image Attributes dialog box offers the same functionality as described above, with the following difference: Alignment and Space sections – for Plain Pages, use the Alignment and Space options to place the image approximately where you want it. For exact placement of imported images, use a Free Page with a free form object box.

Uses for Image Attributes Dialog Box

The following section describes how to use the Image Attributes dialog box.

Using the Existing Resources tab

The **Existing Resource** tab lists all the graphic resources that you have in your current project, enabling you to reuse an image multiple times. Click the (**+**) plus sign on the **Images** folder to show all of the existing image file names. With the **Preview** check box checked, select any existing image and it will be previewed. To create a new image file name and assign an image to that file name later, see "Using the Create button" later in this chapter.

> Note: When you import, create, or use an image from the Existing Resources Library, it is automatically listed in the Existing Resources tab as well as in the Site Manager–Physical Layout window. It becomes part of the resources of your current project.

Using the Library tab

The **Library** tab lets you insert an image from one of WebShop's image libraries.

To insert an image from a library

1. Click the **Library** tab.
2. Click the library drop down arrow and select a library. The library's images appear.
3. Select a graphic image and click OK. The library image is inserted.

Using the URL tab

The **URL** tab gives you the option of placing a graphic using its URL address. You can do this only if you know the exact URL address of a graphic image and you want your Web page to show that image.

To place the URL address for an image

1. Click the **URL** tab.
2. Type the exact URL and file name of the graphic image in the URL input line.

> Note: You must use the proper URL format. These include http:// and ftp:// (for example: http://www.graphicworld.com/animals/ lion.jpg).

3. Click **OK** and the program will insert a square labeled URL in your Web page. If you click **Preview**, the program goes to that URL and places the image on the page.

Using the Import button

The **Import** button lets you import a graphic image and place it on the page.

To import a graphic image

1. Click **Import**. The **Import** dialog box appears.
2. Select the drive and folder where the desired image is stored.
3. Click the image file you want to import.
4. Click **OK**. The Image is now listed in the **Image Resources** tab of the **Image Resources** window.

5. Check the **Preview Image** check box and click the image name. An image preview appears. You may change any of the images other settings such as alignment, size or other attributes.

6. When done, click **OK**. The image is inserted.

Using the Acquire button

The **Acquire** button lets you Acquire a graphic image from a Twain compliant device. This button initiates the acquire operation and if a device driver is currently open, the device driver dialog box appears. Use this dialog box to specify the image you want to bring in. When done, click **OK**. The image is added to **Images** folder. To add this image to your Web page, select the resource and click **OK**.

Note: If a device driver is not currently open, the Acquire button is inactive. To select a source, go to Site Manager and select File > Select Source. The Select Source dialog box appears. Select a data source and decide if you want to acquire multiple images, and click OK. The Acquire feature is now active.

Using the Create button

The **Create** button lets you create and compose your own graphic image.

To create and compose your own graphic image

1. From the **Image Attributes** dialog box, select the **Existing Resources** tab and double-click the **Image** folder.

2. Click **Create** and a new file name is added to the folder. If you like, you can change the name of this file later in the **Site Manager–Physical Layout** window. For now you must accept the default name.

    Note: The default file names are Image.gif, Image1.gif, Image2.gif, etc.

3. Click **OK**. A **Blank Image** box 100 x 100 pixels appears on the Web page.

4. Double-click the blank image box to launch **Graphic Editor** and initiate an "in-place" edit.

    Note: To launch Graphic Editor and initiate a full edit, click on the blank image box once, right-click and select Object > Edit.

5. Click **Page Setup** on the Main toolbar. The **Image Properties** dialog box appears.

Image Properties Dialog Box

Use the **Image Properties** dialog box to define the size of the image (and the image worksheet area), the format of the image and the background color. This dialog box also appears under the **Image** tab on the **Properties** dialog box when an image resource is selected.   In the **Size** section, the current default size appears. You may change the size if you wish. In the **File Format** section, **GIF** is selected by default by WebShop with a color count of **256**. This is the highest value for a GIF, which can be expected to load quickly for most browsers. The **Back-ground Section** provides three choices, one of which is "**Make it transparent**." If you were using a photograph or a detailed artwork, you may want to use JPEG format instead. JPEG files provide crisper and cleaner images on the Web page. However, they are larger in size and take longer to be viewed by the viewer.

To specify an image in JPEG format

1. In File Format, click the JPEG radio button. The JPEG Control fields become active.

2. Click the Encoding Method radio button.

3. Decide what you want to do:

   - For smaller files that load all at once, select **Sequential** (quality may be affected).

   - For progressive files that load progressively, select **Progressive** (quality should not be affected).

   Note: Not all browsers can display progressive images.

   - For files saved in optimal standard format, select **Optimize.**

4. To control the file size, specify a **Quality Factor** from 1–100.

   Note: The lower the setting the smaller the file. Smaller files result in lower image quality and vice versa.

Figure 8.6 – Image Properties Dialog Box

5. When done, click **OK**. The image properties are set.

To complete the Create Image process

1. For this example, select **Make it transparent** and click **OK**. Use the Graphics Editor to create your new image file. (See the chapter titled "Using Graphic Editor" for more information).

2. When you are done creating the image, click once outside the boundary of the new image (when completing an "in-place" edit), or click close the Graphic Editor window (when completing a "full" edit). The Web page reappears. The new image is in place.

   Note: Rather than closing the graphic window (when completing a "full" edit), you can minimize the window if you like.

3. Click on the image once to select it. Select **Format > Object > Properties** or right-click and select **Object > Properties.** The **Image Attributes** dialog box reappears. If **Preview image** is enabled, the new image you created appears in the preview layout. The new image file name is listed as a resource in the **Existing Resources** tab.

4. Check the **Preview Layout** check box to view the alignment of the image and the text of the page.

5. Check the **Size** check box if you want to stretch the image. Type the new size in pixels.

   Note: It is not recommended that you do this. Usually stretching raster graphic images after placing them on the Web page degrades the image quality.

6. If you want to add transparent padding or spacing around the image that separates the image from the text, then check the **Space** check box. Type the spacing in pixels in the **Horizontal** and **Vertical** fields.

7. To add a border around the image, check the **Border** check box. Type the size in pixels for the border.

8. The default alignment for the image is **Baseline**. To select a different alignment click **Alignment** check box and select the type of alignment you want.

9. You may insert alternate text. This is the text that a browser will display in place of the image if the image is missing. Check the **Alternate Text** check box and enter the text you want.

10. Click **OK** to continue.

Inserting Horizontal Rules

You can insert a Horizontal Rule, or divider line, into a Web page. They are often used to divide the Web page into sections and improve the visual look of the page. With WebShop, you can insert simple rules, three dimensional rules, and graphic image rules.

To insert a horizontal rule

1. Place the cursor on your Web page where you want to place the horizontal rule.

2. Click **Horizontal Rule** in the Insert Objects toolbar or select **Insert > Horizontal Rule**. A Horizontal Rule is inserted in the page. To change the style of the rule, double-click on it. A bounding box is placed around the rule drag one of the center handles and make it thicker. Double-click inside the rule. The **Horizontal Rule Style** dialog box appears.

3. Check the **Custom** radio button, and click **Edit**. The **Horizontal Rule** dialog box appears.

   Note: The Style section gives you the three options for horizontal rules: Simple, 3D Shade, and Image.

4. Click the style option for the type of Horizontal Rule you want to insert.

5. To insert a graphic image as a rule, click the **Image Option** button. The Window on the right displays different tabs and the dialog box adds the **Import** and **Create** buttons. You may use any graphic image from the set of available resources in your current Web project, choose from the many libraries included with the program. You may also import or create an image. This window operates exactly like the **Graphic Image** dialog box.

Figure 8.7 – Horizontal Rule Style Dialog Box

6. In the **Align** section of the dialog box, check and set one of the **Alignment** radio buttons. This will align and justify the graphic image horizontally on the line of the Web page.

7. The **Width Style** and **Size** sections enable you to specify the width and thickness of the

horizontal rule. They also set the units of measurement used, such as pixels or a percentage of the page width.

8. To select a color for the horizontal rule, check the **Color** check box. The **Color** dialog box displays the color options and color libraries in the sample window.

9. Choose one of the colors displayed. If you had installed the color libraries during the initial program installation on your PC, then the program will list many groups of pre-made color palettes. To use any of the color libraries, click the drop down box and choose from one of the listed color libraries.
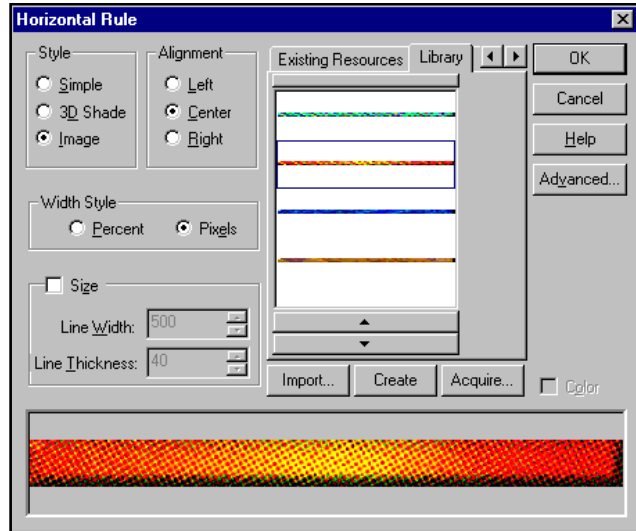
Figure 8.8 – Horizontal Rule Dialog Box

Remember! There are safe color libraries that you can use. These are special color palettes created by us and built into the program. They take into account the Netscape Navigator and Internet Explorer color palettes. If you use one of these color safe palettes, your pages will have a better chance of being displayed on these browsers without color dithering.

10. When you have made all your selections, click **OK** to continue. The horizontal rule is inserted in the Web page.

11. If you want to edit a it and change its width or other attributes, select it on the Web page then double-click on it. The **Horizontal Rule Style** dialog box appears. Make your changes and click **OK** to continue.

Importing Text

You may import text and place them on the Web pages. The program supports a number of data formats. It can import ASCII, Notepad, Windows Write, and Rich Text Format (RTF) file documents. It can also import any document in Microsoft Word if you have the corresponding version of Word installed on your computer. If you would like to import a text document, which is not in one of the supported formats, you must convert it to one of the supported formats in another application.

You can import text documents from any Web page. The imported text is placed in your current page.

To import a document

1. Place the cursor in the Web page where you want to import the document.

2. Select **Insert > Text** or click **Text** on the Insert Object toolbar. The **Text Import** dialog box appears.

3. Click **Files of type** drop-down arrow.

4. Choose the format you want to import.

5. Type the name of the file in the **File name** field or search and find the file using the **Look in** window and the **File Explorer** tool of the dialog box.

6. You may view or edit the contents of a file before you import it. Refer to the next section for more detail.

7. Use the scroll bars to scroll and view the file. Use the **Find** button to search for items in the file. When you are ready, click **OK** to import the file.

Editing Documents Before Importing

The program lets you edit the document before you import it. This useful feature is very important in case you are working with a large document or archive. Most of the time you may not want to import all the document but only certain parts of it.

To edit a document before importing it

1. Find the document and click it to enter the name in the **File Name** field of the **Import Text** dialog box.

2. Check the **View** and **Edit** check boxes in the **File Contents** section.

3. Scroll and use the **Find** and **Replace** buttons to edit the document. You may also select text and delete it. You may also enter new text right in the **File Contents** window.

4. When you have selected parts of the document or edited it, click **OK** to continue. The document is placed in the current Web page.

Search and Replace

You can search or search and replace words or text in your Web page. To do this, place the cursor in the beginning of the page and select **Tools > Find**. To replace text, select **Tools > Replace**.

The search operation includes a number of options that you can choose. These include:

- **Match Whole Word**
- **Match Case**
- **Search Direction** (up or down from cursor position)

Viewing HTML Code

To view the HTML source code of a page

1. Click **Preview** on the Main toolbar.

2. When the browser displays the current Web page, right-click anywhere in the page area.

3. Click **View Source** from the drop-down menu. The HTML source code of this page is placed in a **Notepad** window. You may view and print it if you want.

Any changes you make to the HTML code in the **Notepad** window are not inserted in the

WebShop file. If you want to edit HTML source and perhaps write your own special HTML code, you must use the Insert HTML feature in WebShop.

Inserting HTML Code

Insert your own HTML code in any Web page. This is useful if you know HTML language and you want to write special HTML code for a special feature that WebShop does not have.

To insert your own HTML code

1. Place the mouse on the Web page where you want to insert the HTML code.
2. Click **Insert HTML** on the Insert Objects toolbar. The **Insert HTML** dialog box appears.
3. Type the HTML code that you like.
4. Click **OK** to continue. The HTML source code you entered is inserted in the Web page at the cursor position. The program places the HTML symbol at the location on the page where the code is inserted.

When you save this project, all HTML source code sections that you have entered are saved as well. When you open a project that has such additional HTML source code, the code is opened as well. You can view and edit it if you want.

To view the Web page, click **Preview** on the Main toolbar. The browser will open the page and display the page and the results of the HTML source code you inserted.

When you generate the site, the program inserts your special HTML source code sections in the overall source code pages that it generates for the entire Web site.

It is important to note that the automated system that WebShop provides helps to eliminate errors. The program generates all the code necessary instead of you having to create it. It is not uncommon to find Web pages on the Internet that have errors in the HTML source code. These errors can create problems to viewers and may prevent a page from displaying properly. WebShop creates exact HTML code compliant with HTML 4 standard every time it creates or generates your site.

Inserting Date, Mail to, and Copyright

While creating or editing Web pages, you may want to insert the current date, insert a mail-to address, and add a copyright notice. You can either type these in manually or use the insert special text tool. To use the tool, place the cursor where you want to insert the text or mail to item. Select **Insert > Copyright** or **Mail to** or **Date** or, alternatively, click **Special Text** on the Insert Object toolbar. The **Special Text** dialog box appears.

To insert the current date

1. Click **Date** tab and select the date from the list of available formats listed.
2. Click **OK** to insert the current date in the page.

When you create Web pages, you may want to place your Internet address on the Web page. A typical example is when you explain certain choices to the viewer and ask that the viewer respond to this information (with feedback, questions, or requests for more information) via electronic mail letters. You may use the mail to feature in such cases.

To insert a mail-to feature

1. Click the **Mail** tab in the **Special Text** dialog box.
2. Type the address you want the email responses to be sent to in the Email address field.
3. Type the text that is the link to this email in the **Enter Link** text field.
4. Click **OK** to continue. The mail-to linked text is inserted in your Web page.

To insert a copyright notice

Placing Web pages on the Internet for the public to read and view is a kind of publishing. To protect your designs and documents from copyright infringement or from free duplication and use by unauthorized personnel, you may want to place a copyright statement on your Web pages. Copyright statements are in the form of: **© 1998 Copyright Company Name, Inc.**

1. Click the **Copyright** tab in the **Special Text** dialog box.
2. Type the copyright text that you want.
3. Click **OK** to continue. The copyright statement is inserted in the page.

   Note: This dialog box will use the last text you entered as the default for the copyright text.

Inserting Embedded Objects

You can insert Video (*.AVI), Sound (*.WAV, *.MID, and *.RMI), Animated GIF (*.GIF) and other user defined resources in your Web pages. These are referred to as *embedded objects* since they are embedded in the Web page.

To insert an embedded object in a Web page

1. Place the cursor where you want to insert the object.
2. Select **Insert > Embedded Object** or click **Embedded** on the Insert Object toolbar. The **Embedded Object Properties** dialog box appears.
3. In the **Type** section, check one of the radio buttons to select the type of embedded object you want.

   Note: If your current Web site project has any embedded objects, they are listed in the Site Manager–Physical Layout window or in the Select Embedded Object section of the Embedded Objects Properties dialog box.
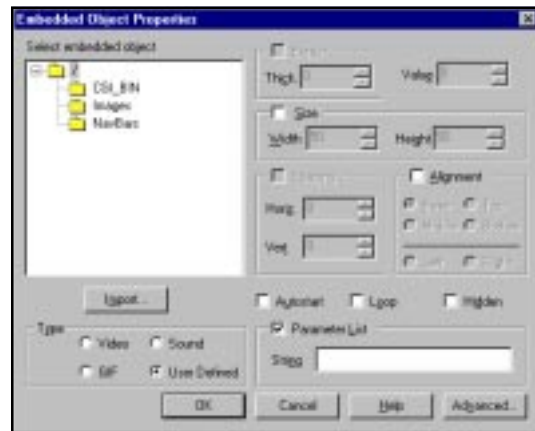

Figure 8.9 – Embedded Object Properties

4. Select one of the objects listed in the window or click **Import** to import another object.
5. To place a border around the embedded object, check the **Border** check box and enter the values in pixels for the border thickness.
6. For sound (*.WAV, *.MID, and *.RMI) objects, you can enter the volume level in the

Value field.

7. If you do not check the **Size** check box, the embedded object appears in the browser in its original size. If you want to change this size, check the **Size** check box, and enter the **Width and Height** (in pixels) that you want.

8. Any embedded object may be surrounded with a padding of transparent space if desired. The surrounding text of the page is separated from the embedded object by this padding. To insert a spacing amount, click **Spacing** check box and enter the **Horizontal** and **Vertical** padding spaces in pixels.

9. If you want the embedded object to have a certain alignment or justification, click the **Alignment** check box and select the alignment options.

10. Click the **Autostart** check box to set the embedded object to start automatically as soon as the page appears in the browser.

11. Click the **Loop** check box to set the object to play continuously.

12. Click the **Hidden** check box to hide the embedded object symbol or control in the browser. The browser will not display the object's hidden controls. If you want the embedded object to start playing automatically when the page appears in the browser then you must also click the **Autostart** check box.

13. Click **Import** to import from disk the multimedia files that you want.

14. If you are using a user defined resource and you need to insert a parameter string, then check the **User Defined** radio button and the **Parameter List** check box and enter the string.

Inserting Java Applets

Java Applets are script codes that you can insert directly in your Web pages. They provide functions that standard HTML code does not. You can use Java Applets to display animation files and produce sound. You must have the code for the Java Applet to use this feature.

To insert a Java Applet object in a Web page

1. Select **Insert > Java Applet** or click **Java** on the Insert Object toolbar. The **Java Applet Properties** dialog box appears.

   Note: If your current Web site project has any Java objects, they are listed in the Site Manager–Physical Layout window or in the Class File section of Java Applet Properties dialog box.

2. Select one of the **Java Classes** listed in the window and click **Import**.

3. Type the values for the

Figure 8.10 – Java Applet Properties Dialog Box

horizontal and vertical sizes (in pixels) of the Applet.

4. Type all the name-value pairs needed or used by the Applet in the **Parameters** window.

   Note: If you do not enter these parameters, the default values are used. If you want to create your own Java Applet, you must first write a ".JAVA" file, then translate it into a "*.CLASS" file with a Java translator, then you can include your Java Applet in the Web page.*

5. A Java object may be surrounded with a padding of empty space. The surrounding text of the page is separated from the Java object by this padding. To insert a spacing amount check the **Spacing** checkbox and enter the **Horizontal** and **Vertical** padding spaces in pixels.

6. If you want the Java object to have a certain alignment or justification, click the **Alignment** check box and select the alignment you want.

7. You can insert a string of text for the Java object. If the browser cannot find the Java object, it will display the string instead of the Java object. It is also displayed as quick tips help when the viewer using the browser places the mouse on the Java object. To insert a string text, enter it in the **Alternate String** field.

Inserting Java Scripts

To insert Java Scripts

1. Place the cursor on the page where you want.

2. Select **Insert > Java Script** or click **Insert Script** on the Insert Object toolbar. The **Insert Script** dialog box appears.

3. Type the parameters of the script

4. When done, click **OK**. The Java Script object is inserted.

   Remember! You can always use the Insert HTML menu option to insert other types of scripts such as VB (Visual Basic) scripts.

Inserting Banners

Banners are context-sensitive objects, as are NavBars. That means that when you insert them they "pick-up" their text from the page on which they are inserted. Specifically, these Banners and NavBars display the Logical page name. To change the display text associated with a banner or a NavBar button, you can either (1) change the **Logical Name** or (2) change the page **Alias**.

Figure 8.11 – Insert Script Dialog Box

Figure 8.12 – Banner Style Dialog Box

To insert a horizontal banner

1. Place the cursor on the page where you want to insert the banner
2. Select **Insert > Banner** or click **Insert Banner** on the Insert Object toolbar. A default text banner is placed on the page.
3. Double-click on the default banner to change it. The **Banner Style** dialog box appears.
4. Make your edits as you like.
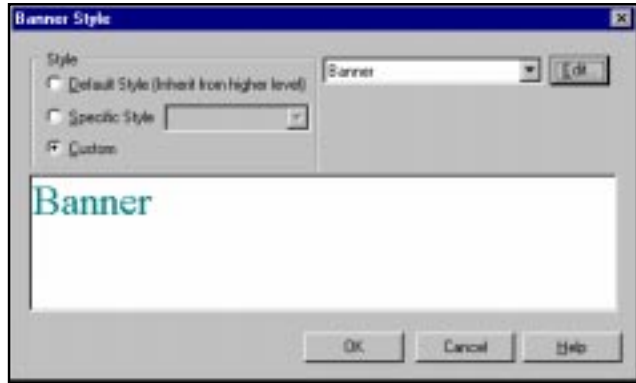5. When done, click **OK**.

Figure 8.13 – Banner Style Dialog Box

To insert a graphic or customized banner

1. Double-click on the banner to wish to change. The **Banner Style (1)** dialog box appears.
2. Check the **Custom** radio button and click **Edit**. The **Banner Style (2)** dialog box appears.
3. Select the **Only Text** or **Image With Label** radio buttons.
4. Make your design changes as you like.
5. When done, click **OK**.

Inserting Navigation Bars, Forms, Tables, Links and other major WebShop objects are described in later chapters. Please refer to these corresponding chapters for more details.

Inserting Component Objects

Components Objects are special objects that contain several files and perform complex functions. WebShop comes with several ready-to use components. These include: clocks, counters, and rolling text.

Note: Not all components are compatible with all browsers. Be sure to test the components in the browsers that you expect your target audience to be using.

- **Clock**. Lets you display the current time as using the visitor's computer time settings. You can adjust the size of the object by resizing the Java Applet that is inserted. You can also adjust the background color and the text color.
- **Counter**. Lets you display the current page / site visitor count. Every time a visitor opens a page (or refreshes the screen display), the counter increases by one. You can adjust the size of the object by resizing the Java Applet that is inserted. You can also adjust the number of digits that appear and the delay time associated with refreshing the counter display once the page is open.
- **Rolling text**. Lets you display rolling text that you specify. You can adjust the following variables: font size, space between text lines, speed (in pixels per second), and Fade Zone the top and bottom areas where the text fades out as it "rolls" through the stationary display box.

Note: Component objects use resource files that when inserted are stored in the CGI-Bin folder. Be sure not to delete these objects by accident.

To insert a component object

1. Place the cursor on the page where you want to insert the component object.

2. Select **Site > Insert Component**. The **Insert Component** dialog box appears.

3. Select a **Component Library** using the drop-down arrow.

4. Double-click on the **Site Component** that you want to insert. A Java object appears.

Figure 8.14 – Insert Component Dialog Box

5. To adjust the component operation, double-click Java object.   The **Java Applet Properties** dialog box appears.

6. Click on the parameter value that you want to adjust and enter a new value.

Note: Only Advanced users will want to adjust a component's parameters. Most users can insert these objects without significantly adjusting the parameters. For scrolling text objects, double-click the Java Object to insert text.

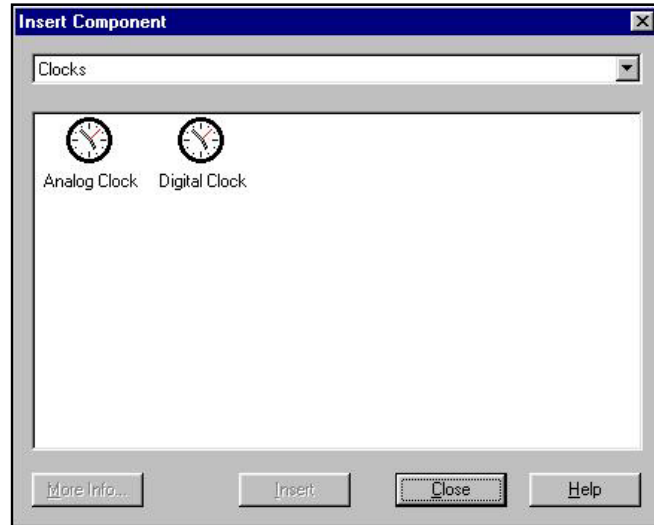7. When done, click **OK**. The component object is inserted.

Chapter 9.
Web Site Wizard

Introduction

WebShop 2000's **Web Site Wizard** helps you create Web sites easily. These sites are automatically generated using a step-by step dialog box procedure. Once created, you add the specific content that you want to display using the Web pages generated by the Wizard. These Web pages make use of many powerful features, such as cascading style sheets, banners, navigation bars, and frames.

Topics covered in this chapter include:

- Using the Web Site Wizard
- What did the Wizard Create?
- Investigating the Frame Resources Created
- Saving Your Work
- Completing the Web Site

Using the Web Site Wizard

The Web Site Wizard is a special feature that can only be launched by creating a new project file. To use the Web Site Wizard, start a new project using the **New** dialog box.

To start a new Web site project using the Wizard

1. After launching the program, select the **File > New** menu options, or click the **New** button on the Main toolbar. The **New** dialog box appears with the "Web Site" tab already selected.
2. Click **Wizard**. The first dialog box for the Web Site Wizard appears.

To run the wizard, complete each of the six required dialog boxes. To cancel out of the Wizard, click Cancel at any time. To access online Help with any of the dialog boxes, click **Help**.

Step 1. Select the type of the site to be constructed.

When first launched, the dialog box **Step 1 of 6** appears. In Step 1, select the type of the site to be constructed.

Your options are:

- **Personal.** Use this option to present information about yourself on the Web.
- **Corporate.** Use this option to present information about a company's products and services.
- **Photo Gallery.** Use this option to create a Web site dedicated primarily to photographs.
- **Article.** Use this option to create a Web site for an article that includes a table of contents and page enabling navigation.

To select the type of the site to be constructed

1. Click the radio button for the site that you want.
2. Click **Next**. Dialog box **Step 2 of 6** appears.

Step 2. Select the pages to be constructed.

In Step 2, select the pages for the site to be constructed from a list of available pages. Make sure there are check marks in boxes next to the pages you want to include. Clear the check marks for pages you do not want created.

The list of available pages depends upon type of site selected.

- **Personal** site contains pages suitable for an individual Web site, such as Interests, Photos, and Resume.
- **Corporate** sites contains pages such as, Guest Book, News, Products, and Job Openings.
- **Photo Gallery** sites contains a Photo List page followed by pages for photos (one page per photo). Specify number of the photos (and pages, respectively) in the site. These pages are generated but are not listed in the dialog box.
- **Article** sites contains the following optional pages: Contents, Glossary, and pages with chapters of the article. Specify number of the chapters (and pages, respectively) in the site. These pages are generated always, and are not listed in the dialog box.

    Note: The Home Page is automatically generated for all sites in addition to the listed pages.

To select the pages to be constructed

1. Click the pages that you *do not* want to have generated. The default check mark is re-moved.
2. Click **Next**. Dialog box **Step 3 of 6** appears.

Step 3. Decide if you want to use frames.

In Step 3, decide if you want to use frames in the site. Frames divide browser's window into separate areas. Each frame can display different content.

For example, you can have a menu list of links that point to one frame and have it's content change, leaving the other frame that contains the menu list of links unchanged so a viewer can make additional selections. Frames are very useful, and make sites look nicer, but some people do not like frames because they may have older browsers which do not display frame-enabled content. Frames require additional HTML files, which are generated when you choose to use frames.

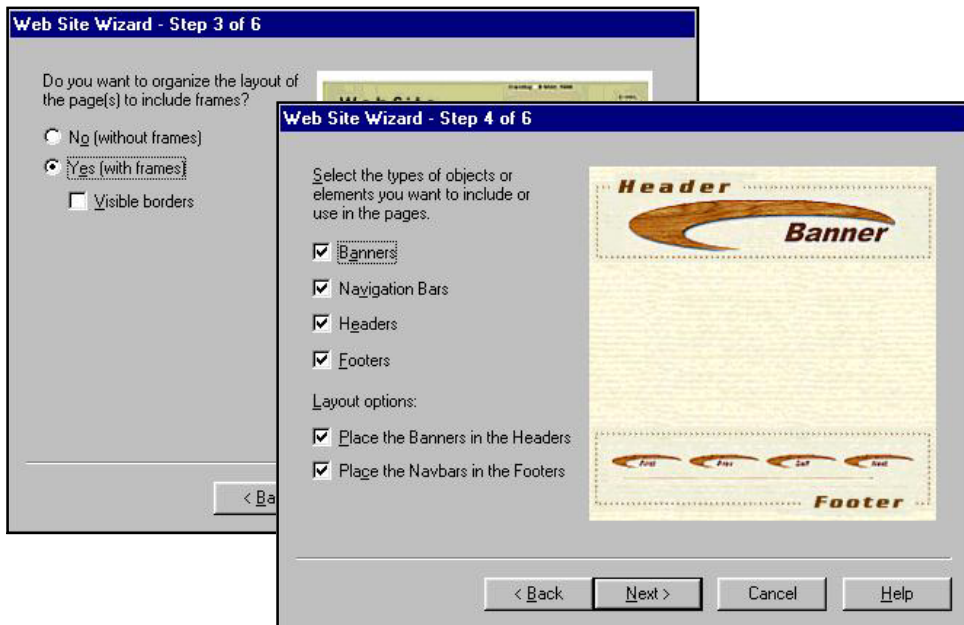**Figure 9.1 – Web Site Wizard Dialog Box (Steps 1 and 2)**

Figure 9.2 – Web Site Wizard Dialog Box (Steps 3 and 4)

Figure 9.3 – Web Site Wizard Dialog Box (Steps 5 and 6)

To turn on or off the Frame feature

1. Decide if you want to use frames.

   To turn off the frame feature, click the **No (without frames)** radio button.

   To turn on the frame feature, click the **Yes (with frames)** radio button.

2. If you selected frames, decide if you want to use frames that have visible or invisible borders by placing or clearing the check mark from the **Visible borders** check box.

3. When done, click **Next**. Dialog box **Step 4 of 6** appears.

Step 4. Select the design elements you want.

In Step 4, select the Web design elements you want to be created with your Web site. Your options are:

- **Banners.** Use this option if you want a banner placed at the top of each page. Banners are context-sensitive elements (that is, their text display depends upon the page where they are inserted). Most often banners include an image and the name of the page. The name is set automatically when the pages are placed into the site.

- **Navigation Bars.** Use this option if you want a Navigation Bar placed at the bottom of each page. Navigation Bars are context-sensitive elements providing navigation through the individual pages of your Web site. When added to your Web site, navigation bars are

automatically updated. When you add a page, it's associated link is automatically added to all existing Navigation Bars that are defined for that type of page.

Note: Navigation bars can be set to provide links to only certain types of pages. For more information, see the procedure on inserting Navigation Bars.

- **Headers** and **Footers.** Use this option if you want to generate placeholders for information at the top or bottom of the pages created. Headers and Footers can contain context-sensitive elements (such as, banners, navigation bars) that automatically change depending upon the page where they are inserted.

Once you have selected your design elements, select one or more of the layout options. Unless specifically instructed otherwise, the Wizard places the Banner inside the Header and NavBar inside the Footer of the Web page. All of your design elements and layout selections are graphically previewed in the Preview area.

To select the design elements you want

1. Decide if you want to exclude the use of any design elements listed by clearing the check mark from the check box next to each.

   Note: By default, all four design elements are selected. If you make a change, the preview area is updated.

2. Decide if you want to exclude the use of any layout options listed by clearing the check mark from the check box next to each.

   Note: By default, both of the layout options are selected.   If you make a change, the preview area is updated.

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

Step 5. Select the site style.

In Step 5, select the cascading style sheet that you want to use with your Web site. This selection defines the visual appearance of your Web site and many of its associated elements. The specified site style predefines elements such as banners, navigation bars, text font, color, size, background color and/or image.

To select a site style

1. Select a Library from the **Library** drop-down list. Library listing is updated.
2. Select a Style from the library listing. The selected style is displayed in the preview area.
3. When done, click **Next**. Dialog box **Step 6 of 6** appears.

   Note: To customize the selected style, go to Site Manager–Styles after the Wizard has completed your Web pages. The Wizard places the style you select into Site Style with the name "Default."

Step 6. Review the page listing.

In Step 6, you can review the page list and decide if you want to include the specified pages, or you can change the default page name associated with each page created.

- **Modify name** field displays the name of the Logical and HTML page name that will be generated for the selected page. This is the name that will appear in your Banner or NavBar.

- **Corresponding File name** field displays the name of the physical file name that will be generated for the selected page.

  Note: The Index file is a special case. The physical file name must be "index," which is not useful as a logical name. In this case the Wizard prevents the physical file name "index" from being updated. Also, when you create a frame-enabled Web site, the Home Page becomes a FrameSet page and the assigned page name does not appear in the Banner or in the Navigation bar. To specify a new name for the automatically generated "Main Page" (which is the Home Page that displays in the browser), see the topic "Investigating the Frame Resource Created" later in this chapter.

To add or remove a page

1. Click **Back** and go to the dialog box for Step 2 to insert your corrections.
   - To exclude the use of any page listed, *clear* the check mark from the check box next to each.
   - To include the use of any page listed, *place* the check mark into the check box next to each.
2. When done, click **Next** until dialog box **Step 6 of 6** reappears.

To change the page name assigned to a page

1. Select a page from the list. The **Modify name** field and the **Corresponding File** name field are updated.
2. Type a new name in the **Modify name** field. The **Corresponding File** name is updated simultaneously.
3. When done, click **Finish**.

What did the Web Site Wizard Create?

In its simplest form, the Web Site Wizard generated a Web page for each page you specified. These pages do not have content other than the design elements you asked to have inserted (such as, a banner, NavBar, header or footer). You will still need to enter the content that you want displayed using Page Editor as you would with any Page. More specifically, the Web Site Wizard creates a series of resources that, depending upon whether Frames were used, appear in Logical Layout in one of two ways.

When done

When done, the default screen display appears. If you accept the all defaults, including no frames and no specifically assigned style, your screen display will appear as seen in Figure 9.4. If you specify frames (without a border) and assign a style from the style library, the screen display appears as shown in Figure 9.5.

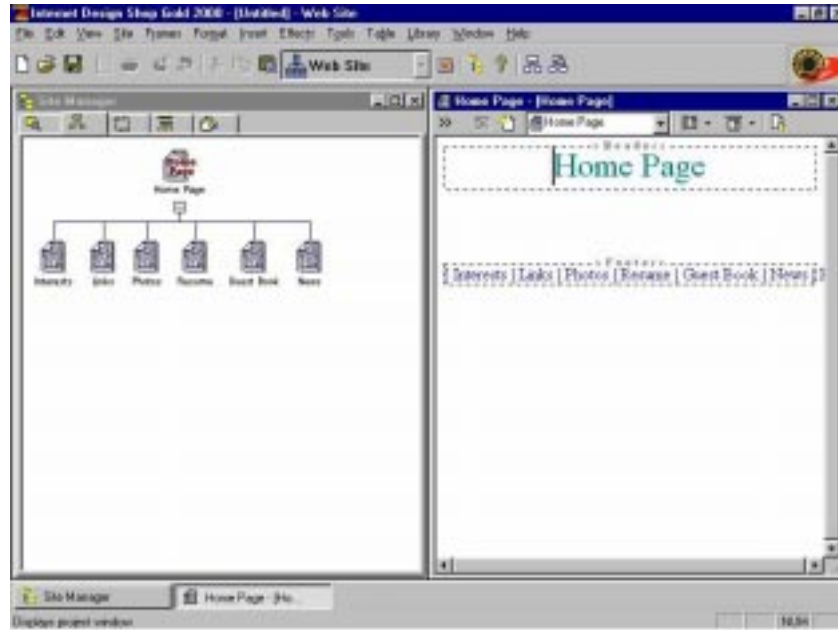*Note: Depending upon the specific style you select, your screen may look different.*

Figure 9.4 – Default Window Display for a Web Site without Frames
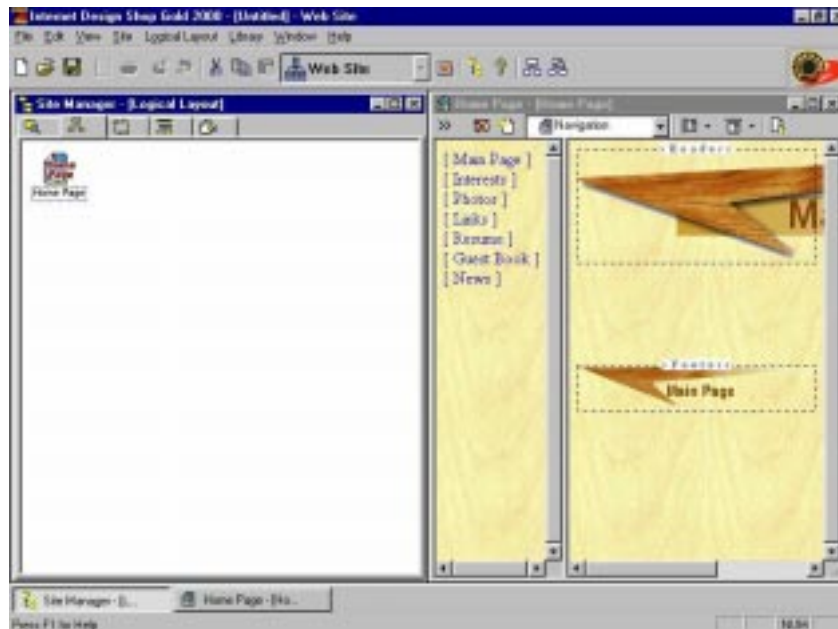
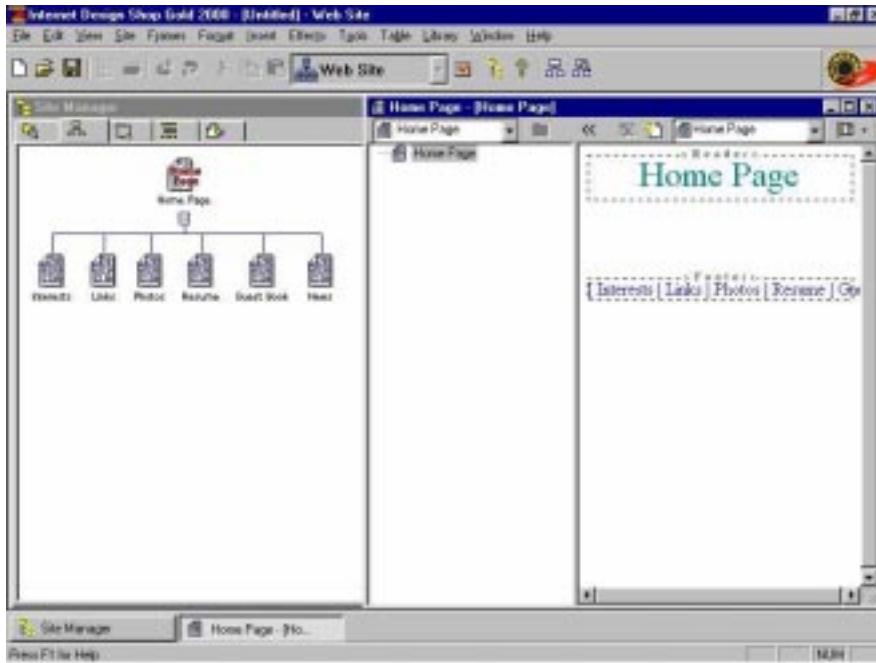**Figure 9.5 – Default Window Display for a Web Site with Frames**

Figure 9.6 – Default Window Display for a Web Site without Frames (Frame Manager Open)
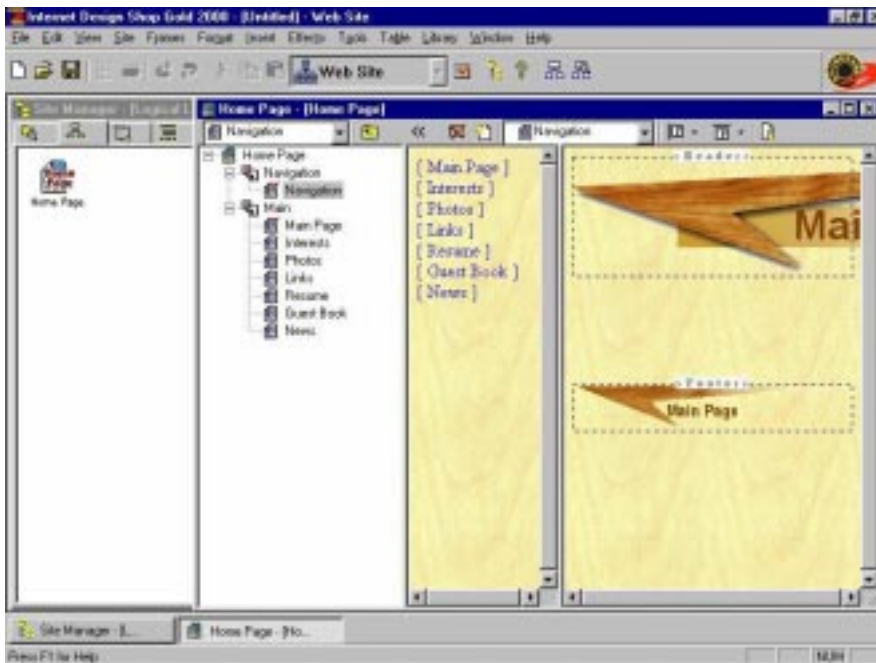

Figure 9.7 – Default Window Display for a Web Site with Frames (Frame Manager Open)

Page Defaults

For a Web site without Frames, Logical Layout displays a two-tier site, including one Home Page and several sibling pages. Each page created is in Plain Page format.

The Logical name, Physical File name (without the extension), and HTML title are the same. The Alias field defaults to blank for all sibling pages.

- **Logical name** is used with navigation bars, banners, and in the window title bars during site design. These names are displayed in **Logical Layout**.
- **Physical File name** is the name of the physical resource file that will be generated and placed on the Web-server. These names are displayed in **Physical Layout**.
- **HTML title** is the name that will appear in the browser title bar when the page is opened. This title is displayed in the **Properties** dialog box.
- **Alias** is the alternative name that will appear in navigation bars and banners, only when the Alias feature is enabled. This Alias name is displayed in the **Properties** dialog box.

 For a Web site with Frames, Logical Layout displays a single page site that includes individual frame resources for each of the individual pages requested. The Home Page is a FrameSet page that includes two frame areas "Navigation" and "Main."

The Logical name, Physical File name (without the extension), and HTML title are the same for all resources created.   The Alias field defaults to "Page1" for all FrameSet page resources except "Main Page."

Frame Page Defaults

If you specify frames, the Navigation bar inserted into the left side frame uses a default style Navigation Bar no matter what style you specified for the entire site. By using Frames, the Wizard automatically creates two additional pages not listed in your page list: **Navigation** and **Main Page**. Navigation is the left side of the screen display. By default, the Wizard inserts a navigation bar that links all of your pages together whether or not you choose to have a naviga-tion bar appear on any of the other pages. This default Navigation Bar always uses **Navigation** style, which is specifically created for this Frame Page resource.

To change the style for the default Navigation Bar created by the Wizard

1. Double-click on the default navigation bar. The **Insert Navigation Bar** dialog box appears with the Specific Style **Navigation** selected.
2. Click the **Specific Style** drop-down arrow and select **Default**.
3. When done, click **OK**. The navigation bar is updated.

The orientation applied to the default style navigation bar is horizontal. When placed into the left side frame, much of the navigation bar disappears and is visible only when the scroll bar is used. Most people will want change its orientation to vertical, so that the entire navigation bar can be seen.

To change the orientation of the Navigation Bar created by the Wizard

1. Double-click on the default navigation bar. The **Insert Navigation Bar** dialog box appears with the Specific Style **Default** selected.

2. Click the **Custom** radio button. The **Edit** button becomes active.

3. Click the **Edit** button. The **Navigation Bar Style** dialog box appears.

4. Under **NavBar Button Groups**, select **Sibling buttons**. The item is highlighted and the check mark remains in the check box.

5. Under **NavBar Orientation**, select **Vertical** and click OK. The **Insert Navigation Bar** dialog box reactivates.

4. Click **OK** again. The navigation bar is displayed with a vertical orientation.

Investigating the Frame Resources Created

By selecting Frames, the Wizard creates one FrameSet page with a separate Frame Resource Page for each page requested. To understand this, click **Frame Manager** on the Frame and Page Editor toolbar.

For a Web site without frames, the screen display appears as shown in Figure 9.4. For a Web site with frames, the screen display appears as shown in Figure 9.5.

By choosing a Web site with frames, two additional Frame Resources are created: **Navigation** and **Main Page**.

For a FrameSet page to work, two things must be specified: A frame area and something to display in that area. As generated, two frame areas were created: "Navigation" and "Main."

Frame Manager Icons

Frame Manager displays different kinds of icons and to "read" the Frame Manager window display, each icon must be interpreted. Frame Manager operates like Windows Explorer; frame resources can be collapsed into their associated frames, just as files can be collapsed into their associated folders.

Figure 9.8 – Collapsed Frame Manager

When collapsed to just its frame elements, the FrameSet page generated by the Wizard appears as shown in Figure 9.8. This is the Frame Manager representation of the Frame Page structure. No presentation "content" is defined by any of these elements. By right-clicking on a frame icon and selecting **Properties**, you can define scrolling and resizing attributes for a frame. By default, Frames inherit their page style from the FrameSet Page, in the same way that Sibling pages inherit their style from a Parent page. These are important defaults to keep in mind.

When expanded individually (as shown in Figure 9.9), each frame has at least one "display page." These Frame Resource pages are used to display content.
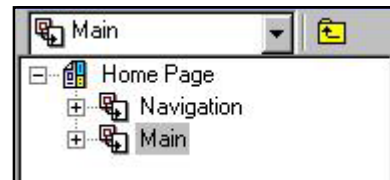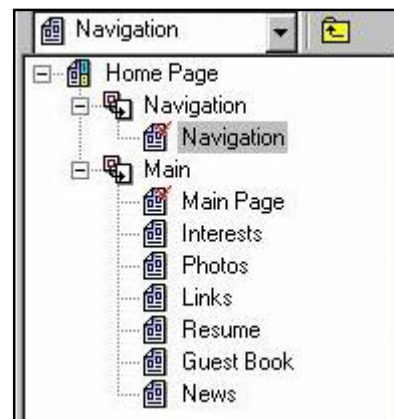

Figure 9.9 – Expanded Frame Manager

When the Wizard generates a Frame-enabled Web site, it creates a default window with two frames and then creates the necessary frame resources to display your content. However, two additional frame resources are created: **Navigation** and **Main Page**. These were not specified when you completed the Wizard.

- **Navigation**. This is the Frame Resource displayed in the Frame area "Navigation." And, like any other page resource, it has a Logical name, a Physical File name, an HTML title and an Alias.
- **Main Page**. This is the Frame Resource displayed in the Frame area "Main." And, like any other page resource, it too has a Logical name, a Physical File name, an HTML title and an Alias.

Both Main Page and Navigation are Plain Pages. You can add content to each of these pages using the standard tools available with a Plain Page.

Context-Sensitive Banners and NavBars

When inserted, Banners and NavBars "pick-up" their text from the name of the page in which they are inserted. Specifically, these elements display the Logical page name. To change the display text associated with a banner or a navigation bar button, you can either (1) change the **Logical Name** for the page from Logical Layout, (2) change the **Logical Name** for the frame resource from Frame Manager, or (3) change the page **Alias**. When the Wizard generates a frame-enabled Web site, it generates Frame Resources that *do not* display in Logical Layout. (Only Page resources display, not frame resources associated with a FrameSet Page.) Therefore to change the display text associated with a banner or a navigation bar you must change the **Logical Name** from Frame Manager, or the page **Alias**. Alias is most often used when a multi-line name needs to be inserted rather than a single line name.

To change the display text associated with a banner or a navigation bar using the Alias name feature

From a FrameSet Page with the Frame Manager window open:

1. Click the page icon for the page you want to change.
2. Right-click and select **Properties**.
3. Click the **Alias** check box to turn on this feature. The associated input box becomes active.
4. Click the input box and type the text that you want to appear in the Banner or NavBar button.
5. When done, click **OK**. The **Alias** feature is turned on and the context-sensitive display text is updated.

Saving Your Web Site

Be sure to save your work, by selecting **File > Save**. The **Save As** dialog box appears. Save your file as an Internet Design Shop Gold File.

Part 3

SPECIFIC FEATURES

This part of the *User Guide* examines some specific features of WebShop that you might want to use. These feature require somewhat more advanced expertise; however, even a novice Web site designer will be able to master these features given sufficient time and practice.

Part 3 includes:

- Links, Image Map Links, Bookmarks, and NavBars
- WebShop Tables
- WebShop Frames
- WebShop Forms
- Dynamic HYML and Free Page Design
- Graphic Editor
- Dynamic Page Pages and ASP Technology

Chapter 10.
Links, Image Map Links, Bookmarks, and NavBars

Introduction

Topics covered in this chapter include:

- Inserting and Deleting Links
- Internal and External Links
- Inserting Bookmarks
- Navigation Bars (NavBars)
- Linking NavBars to Frames in Other Windows

Inserting and Deleting Links

You can insert links in your pages to enable the user to navigate to other pages of your Web site. You can place links on text, graphic images, and Multimedia objects. The method is the same for all objects.

The following example describes how you can place a link on a text in your Web page. We will use one of the example files on your program CD.

To insert a text link in a page

1. Click **New**. The **New** dialog box appears.
2. Click **Wizard**. The **Web Site Wizard** begins.
3. Complete the Wizard accepting all defaults. **Site Manager** opens on the left and the **Home Page** opens on the right. This is the default screen display.
4. Maximize the **Home Page** window on the right.
5. Type words "our company" and select them.
6. Click **Insert Link** in the Insert Objects toolbar or select **Insert > Link**. The **Link** dialog box appears.

The **Link** dialog box has four tabs. Each one is dedicated for a set of different link type. By
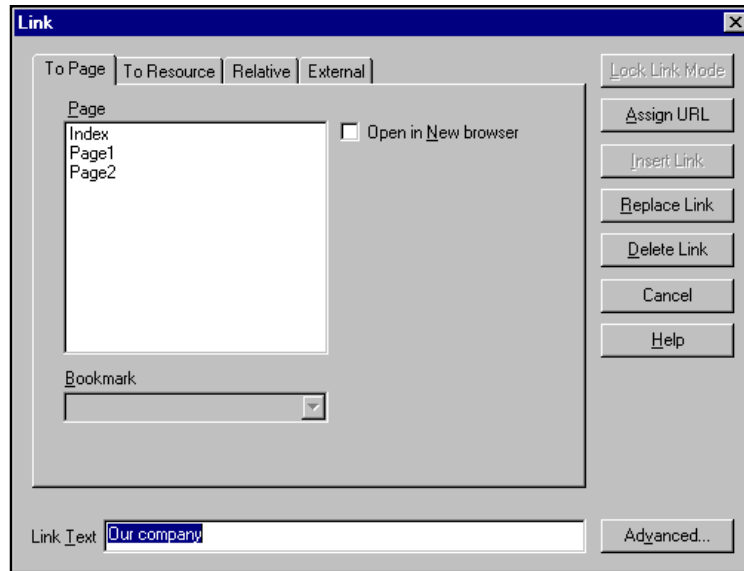
Figure 10.1 – Link Dialog Box

default the **To Page** tab is open. It includes a Page window. This window lists the names of all logical pages. These are all the Logical pages to which you can make link. The **Link Text** field displays the text from the Web page that will carry the link. To link the selected text to **Page1**, click the Logical name **Page1** from the page list to select it. Click **Assign URL** to set the link.

When the **Link** dialog box is open, you may change your mind about the text you have chosen for linking. The dialog box displays the text in the link text field. If at this time you want to replace the text with another one, simply type over or replace it in the link text field and click **Replace Link**. The text you entered is placed in the Web page as a link instead of the text you had selected.

If you want to insert many links in your Web pages, you may want to use the faster method of entering the actual text of the links right in the link dialog box. This applies if you do not select text or objects on the Web page. To do this, place the cursor on the page where you want the link inserted, and without selecting any text on the page click **Insert Link** to open the **Link** dialog box. In the **Link** dialog box, enter the actual text you want in the **Link Text** field. Click **Insert Link** to insert the link text.

Use the same procedure to place a link on an object other than text. For example, to make a logo graphic link to another page, insert the graphic, click once on the image to select it, and select **Insert > Link**. The **To Page** tab is open. Select the page from the list and click **Assign URL**.

Modifying Link Colors

One of the Cascading Style Sheet elements is Link Colors. Use this style sheet element to specify the color you want to assign to your links under various conditions. The **Link Colors** dialog box has four link conditions that can each have a separate color. These link conditions include:

Figure 10.2 – Link Colors Dialog

- **Link**. This is the text color that displays on the page prior to a visitor clicking on the link. By tradition, this color normally is blue.

- **Visited Link**. This is the text color that displays on the page once a visitor has visited the link destination. By tradition, this color normally is magenta.

- **Hover Link**. This is the text color that displays when a page visitor points his mouse to a link that has a onMouseOver effect. By tradition, this color normally is light blue.

- **Active Link**.   This is the text color that displays on the page once a visitor has clicked on the link but prior to the opening of the link destination. An active link is a link currently in process. By tradition, this color normally is red.
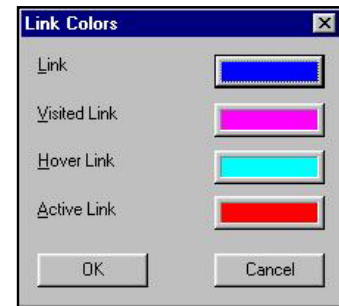
To modify the link colors

Modify the link colors from Site Manager since your settings should apply to your entire site. However you can change the link colors from Page Style or Site Style, by selecting **Site > Style**, or right-clicking on an open Web page and selecting **Styles** from the pop-up menu.

1. Open Site Manager–Styles. The **Site Manger–Styles** window appears.

2. From the **Site Styles** list, select the Style Sheet you want to modify.

3. Double-click the link colors in the preview area. The **Link Colors** dialog box appears.

4. Click the color box for the link condition that you want to change. The **Choose Color** dialog box appears.

5. Select a color from the default color palette or click on the Color Library drop-down arrow to change the color palette.

6. Double-click on the color that you want. The **Link Colors** dialog box is reactivated.

7. To accept your color selections, click OK. The **Site Manger–Styles** window is reacti-vated.

To Insert a Link to a Bookmark

If the page you are linking to has a bookmark, then you can set the link to go to the bookmark location on that page. To do this, you must first place a bookmark on any page. Select the text or object you want to link. Select **Insert > Link** from the menus. Click the name of the page that includes the bookmark you want to link to. In the **Link** dialog box, click the **Bookmark** pull down box. The list displays the list of bookmarks in that page. Select the bookmark you want to link to. To learn more about how to set bookmarks, refer to the topic titled, "Inserting Bookmarks" later in this chapter.

To Delete a Link (Remove a Link)

You can always delete the text or object that has the link. This will delete the link as well, but you will loose the text or object that had the link. To delete an existing link without loosing the text or object, select it in the Web page and click **Insert Link** from the Insert Objects toolbar. Click **Delete Link** to remove the link from the selected object. This will remove the link yet leave the text or object on the page. It is important that when you select the link to remove, you must be accurate in selecting the exact characters or text that had the link before you click on **Insert Link** icon. If you select part of the text, which had the link then delete the link, the part of the text you had not selected will remain as a link.

Insert a Link to Open a New Browser Session

Besides the regular link previously described, you can also insert a special type of a link, which will force the browser to open a new session and display the linked page. Usually, when a user clicks a hypertext link (a link to a URL outside your Web site), the browser changes to display the new page called by the link. However, you can set the link to activate a new browser session. In such a case, the old (current) page remains on the screen and a new browser window opens up with the new page.

To insert a link to activate a new browser session

1. Select the text or object in the Web page you want to use for the link.
2. Select **Insert > Link** from the menu.
3. In the **Link** dialog box, click the **Open in New Browser** check box.
4. Click **Assign URL** button to complete the link. Now when a viewer clicks on the link, the browser will open a new window and place the referenced page in the new window.

Type in Link Mode Selection

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

To type in link mode

1. Place the cursor in the page where you want to start entering text.
2. Click **Insert link** in the Insert Objects toolbar.
3. Select the page you want to link to and click **Lock Link Mode** to continue.
4. Enter the text you want to use as a link. Whatever you type in will be one long link-text. Notice that while you are in this mode the **Insert Link** button stays depressed.
5. When you want to switch back to normal mode and disable the lock-link mode, simply click **Insert Link** in the Insert Objects toolbar.

   Note: When you insert a link to another page, the browser displays the linked page in its window with all its resources including any frames or frame-content overlays that the page contains.

Linking to any other Frame or Frame-Content Overlay

In the previous section, we described how to insert a link from one location to another page. Since pages can have different frames, and frames can have many Frame-Content Overlays, WebShop enables you to insert links to any of these resources.

To link text (or an object) to another frame on the same page

1. Select the text or object you want.
2. Click **Insert Link** in the Insert Objects toolbar.
3. Click **To Resource** tab to continue.
4. From the resources tree, select the resource.
   - If the resource you selected to link to is an HTML resource, such as page, frame set, dynamic or free page, select a specific frame set, frame, or frame-content overlay.
   - If the selected resource is an image, multimedia object, or any other type of resource (not HTML), simply click the **Assign Link** button.

More about Links to Multimedia Objects

1. Click **New**.   The **New** dialog box appears.
2. Click **Wizard**.   The **Web Site Wizard** begins.
3. Complete the Wizard accepting all defaults. **Site Manager** opens on the left and the **Home Page** opens on the right. This is the default screen display.
4. Maximize the **Home Page** window on the right.
5. Type words **"Nationwide"** and select them.
6. Click **Insert Link** in the Insert Objects toolbar or select **Insert > Link**. The **Link** dialog box appears.
7. In the **Link** dialog box, click **To Resource** tab.
8. The **Resources** window displays the **Site Manager–Physical Layout** window of all your resources. CGI scripts, NavBars, images and other components are placed in separate folders by the program and are considered resources of your project. To link to one of the images double-click the **Images** folder in the list. Click on one of the image names to select it.
9. Click **Assign URL** button. The link is now set to point to that Image file.
10. To really see what this does, click **Preview** in the Main toolbar. This will bring up the browser and display the current page.
11. Click the text **"Nationwide"** which is a link to the image. The browser will launch what-ever application is needed to run or display the graphic image. The application is usually preset by windows on your PC and the viewer can reset it. Had this been a .WAV file the MIDI player would have been launched and you would have heard the music play.

Relative Links

Sometimes you may want to place a link on one page to another point in your site where the destination point should not be a fixed location. This is called a relative link. If you add or

delete pages, or change the location of pages, a normal fixed link becomes invalid, in such a case you may want to use the relative link. The logical layout in the site manager is the basis that defines the relative links path.

For example, you want to place a link in the current page where the destination of the link is the parent page of the current page. In this case, do not select the linked page by name, rather select it by its relative position in the logical layout. If, later, you want to add another page in-between the current page and the parent page, the link will point to the new parent page rather than to the original parent page.

The program provides many categories and options for relative linking. These include home, parent, first sibling, content overlays and others.

To insert a relative link

1. Using the same project as earlier, click **Site Manager–Logical Layout**.
2. Double-click a page other than the Home Page.
3. Type word "Our"
4. Select the word **Our**.
5. Select **Insert > Link** menu. The **Link** dialog box appears.
6. Click the **Relative** tab and select the **Home Page** option from the list.

    Note: You are not selecting a Web page by its actual page name. That would be a normal fixed-link to a specific page by name. Instead, you are linking to a <u>type of a page</u>, in this case a Home Page.

7. Click **Assign URL**.

The word "**Our**" is now a relative link to the Home Page. If later, you assigned another page as the Home Page, this link will point to the new Home Page automatically. This is one of the benefits of using a WYSIWYG program like Gold 2000 which does all this automatically. Otherwise, such as in HTML editor programs, this would have been a very difficult and tedious task to remember and edit all the specific HTML codes for such changes.

Inserting External Links

You can insert a link to another site. Links to external URL locations are also known as hyperlinks.

To insert a link to an external resource

1. Using the same project as earlier, click **Site Manager–Logical Layout**.
2. Double-click the Home Page.
3. Type word "Weather"
4. Select the word **Weather**.
5. Select **Insert > Link** menu.
6. Click **External** tab.

Figure 10.5 – Example of Image Mapping

7. In the **URL** field either choose the URL prefix or enter it, and enter the exact address of the external URL.

    For example: www.weather.com. If you have entered external links before, the program keeps them in an internal database and lists them in the External links window. You may click any one and select it.

8. Click **Assign URL** to complete linking to the external URL.

Image Map Links

Just as you can select text and make it a link, you can also select any graphic image. Select **Insert > Link** from the menus and insert a link that uses the entire graphic. Furthermore, you can assign links to different parts of the same graphic image. This is called assigning an Image Map link.

To assign Image Map links

1. Place a graphic image on a Web page.
2. Double-click on it. The image shifts to "in-place" edit.
3. Select **Object > Map Link** or click **Map Link** on the New Object toolbar. The Image Map toolbar appears.

Note: This toolbar has three buttons. Each button defines a different area shape. Choose between square, circle or polygon.

4. Select one of the tools and drag the mouse over part of the image. This defines the link area.

4. Release the mouse. The **Link** dialog box appears.

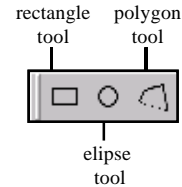5. Specify the link for this part of the image and click **OK**. The image reappears.

Figure 10.3 – Image Map Toolbar

Note: Once you have assigned a URL link to a mapped area of the image, you can resize the area or change its attributes.

6. When done assigning links, click outside the image. The image returns to normal.

To resize the image map area or change the link attributes

1. Double-click on the image that has the image map links. The image shifts to "in-place" edit. The link areas are displayed.

2. Click once on the area you want to select.

3. Click on it one more time. The **Image Map Editing** toolbar appears. The resize handles appear.

Note: This toolbar has three buttons. Each button performs a different edit function. Choose between edit nodes, edit object, or edit link. Once selected the object is ready to be resized.
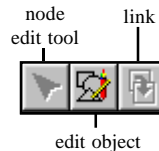

Figure 10.4 – Image Map Editing Toolbar

4. Click and drag one of the resize handles and resize the image map accordingly.

Note: If you click Edit Object, the resize handles are replaced with the object node bullets. Do not resize the object by clicking and dragging the object nodes.

5. When done editing, click outside the image. The image returns to normal.

Inserting Bookmarks

When you insert a link from one page of your Web site to another, the person viewing your Web site is sent to the top of the page being linked. However, bookmarks give you the added advantage of sending the visitor to a specific location on a page. After you set a bookmark on one page, you can link to it from any of your other pages, or from other parts of the same page. The beauty and main purpose of a bookmark is that it directs the viewer to a specific location on a page (where the bookmark is) and not to the top of that page. By default, when you place a link to another page and the viewer clicks on that link, the browser places on the viewer's window the new page. The browser's window will open with the top of the page visible on the screen. However, if the specific information you would like the viewer to see is somewhere else on the same page, then the user needs to scroll down or right to find it. Bookmarks enable you to take the user directly to the location on the Web page that you want them to see first.

Note: A well-designed Web site should not require the viewer to scroll horizontally. You should design your Web pages to display properly without scrolling on 800 by 600 resolution screens. It is recommended that you set the resolution of your computer to 800 by 600 and design your site accordingly for optimum results.

To make this work you must first set a bookmark on a page. After you set a bookmark, you can link to it from any other location in your Web site.

To create a bookmark

1. Open the page you and place the cursor exactly where you want to insert a bookmark.
2. Select **Insert > Bookmark** menu or click **Bookmark** in the Insert Objects toolbar. The **Bookmark** dialog box is displayed.
3. Enter an alphanumeric name for the Bookmark in the **Bookmark Name** field.

   Note: This will not be visible on the page. It is used by the browser to identify the different bookmarks of your site. Make sure you enter a different bookmark for every new bookmark you create. Do not use spaces or \ / : " < > + # characters to avoid possible problems with browsers.

4. If you had entered other bookmarks before, the program will list them in the **Bookmark List** window. If you want to use any one of the bookmarks listed, click it from the Bookmark List. Note that you cannot have two bookmarks with the same name.
5. Click **OK** to continue. The program will place a Bookmark icon on the page.
6. To insert links that point to this bookmark, select the text, graphic or media object on the page, and click **Bookmark** in the Insert Objects toolbar. Click the **To Page** tab. You can also apply the link to bookmark on another frame. To select a frame where the bookmark is, click the **To Resource** tab.
7. Click and select the Web page you want to link to. Click **Bookmark** drop-down menu and select the bookmark you want. Click **Assign URL** to complete the link. This will insert a link, which is a link to this bookmark. When the viewer using a browser clicks on this link, the browser will display the page the bookmark is on, and will place the bookmark area at the top of the visible screen window.

Navigation Bars (NavBars)

The program's Navigation Bar (referred to as NavBar for short) feature enables you to insert navigation bars with text or buttons. NavBars are context-sensitive objects, as are Banners. That means that when you insert them they "pick-up" their text from the page on which they are inserted. Without this feature you have to insert objects or text in your pages and link them manually. The main purpose of NavBars is to provide links to the different pages or parts of your Web site, where the placement of such NavBars and the management of assigning accurate links to the buttons of the NavBars are done automatically by the program. You can place NavBars in horizontal or vertical orientations. They are perhaps one of the easiest and the fastest methods to automatically place links in your pages. The NavBar feature makes the problem of *broken links* a thing of the past. You can place NavBars on any page that you want. You can also place them in Web page Headers or Footers. If you place them in a Header or Footer, the NavBar is automatically replicated and placed on all appropriate pages.
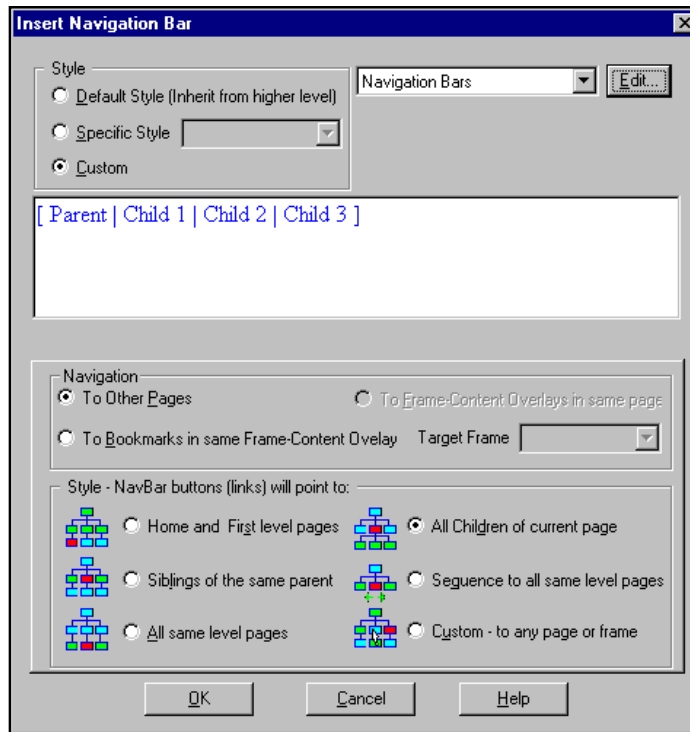
Figure 10.6 – Insert Navigation Bar Dialog Box

To create and insert a NavBar

1. Click **Navigation Bar** in the Insert Objects toolbar or select the **Insert > Navigation Bar** menu options to open the **Insert Navigation Bar** dialog box.

2. By default, the NavBar is inserted with the style inherited from the higher level of the site hierarchy of the Logical Layout. You may check the **Specific Style** radio button to apply any other specific style from the site styles (see Styles Layout). For this example check the **Custom** button to specify custom visual settings for the NavBar being inserted. Notice that the Edit button is no longer grayed out.

3. Select **To Other Pages** option in the **Navigation** section. This will create links in the **NavBar** to the other pages of the site.

4. In the **Style – NavBar buttons (links) will point to** section, select the **Home and First Level pages** option. This will insert a NavBar that has enough buttons to include links to the Home Page (from each page) and to every page of the first level. First level Web pages are defined as all the pages directly below (or children of) the Home Page in your Logical Layout.

5. Click on **Edit** button. The **Navigation Bar Style** dialog box is displayed. It enables you to
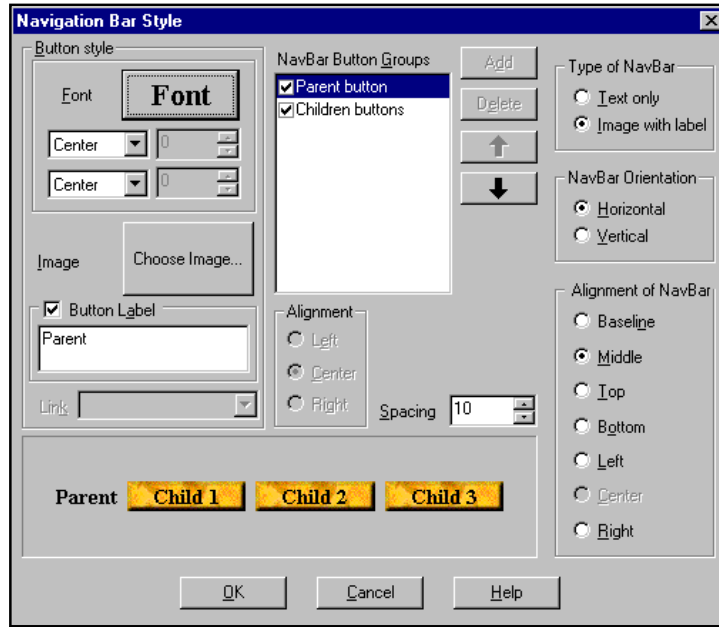
Figure 10.7 – Navigation Bar Style Dialog Box

insert NavBars that can be alphanumeric text or graphic images. Text NavBars are the simple type and can be separated by spaces or dividers. They have the names of the Web pages in the bar as text only. Graphical images can be separated by spaces. You can control the amount of space between the graphical buttons. Each button or label is a link to a corresponding page. The Image type NavBars are more interesting as they can be images or pictures. To change the font, color and other attributes of the text NavBars, click on the name of the NavBar from the list of NavBar button groups and select the options you want.

6. To change the position of a particular button in the order of the NavBar, click and select it from the list of NavBar button groups. Use the **Up** and **Down** arrow buttons to move its location in the NavBar.

7. Check the **Image** radio button to place graphical NavBars in your Web pages. The program includes a library of buttons with hundreds of graphical images especially made for NavBars. If you did not install this library during the initial program installation then the program provides you with a few to work with.

8. In the **NavBar Orientation** section, check the Horizontal check box. You can set NavBars to appear horizontally or vertically on your Web pages.

9. Click **Baseline** radio button in the **Alignment** section.

10. The groups of Web pages listed in the **NavBar Button Groups** window have check boxes. Use this window to select the groups you want and assign different settings for each group of Web pages. For example: all First level Web pages can have a certain font and color. Or you can select all the groups in the list and apply your settings globally to all of them.

Figure 10.8 – Example Navigation Bar

For this example we will create NavBars which are consistent in all pages. Make sure the check boxes for all the Web page groups listed are checked.

11. To make it interesting, make the button that links to the Home Page a different color or image. To do this use the shift key and click every group name in the list to select all the groups except the one that says **Home Page** button.

12. Click **Font** button. In the **Font** dialog box choose the font style, size and color for the font. This font is used for the text of the button label. These labels are placed on each button of the NavBar. You can choose from any of the fonts installed on your PC. Choose **Times Roman**, click **Bold** and select size **10**.

13. Click the rectangular button next to the Image. You can choose from many button images. If you have installed the button library during your installation, you should have many groups of predesigned, colorful buttons to choose from.

14. Click **Wide Rectangle** from the pull down menu. Select one of the buttons you like. These buttons are placed, one next to the other, in the NavBar. If you had selected a Vertical NavBar these buttons would have been placed vertically one above the other. Each button is a link to another page. Click **OK** to continue.

15. The buttons with text labels are placed in the sample window of the dialog box. If you do not like the size of the text, click **Font** on the Formatting toolbar and change the font size. Remember some of your link names are longer than one word. They are the names for the Web pages you set up in Logical Layout. If the page has an **Alias** (different from the logical name), it is used instead of the logical name. An **Alias** can consist of more than one line of text and can contains symbols not allowed for a logical name.

16. The program places the text label right in the center of each button. You can change the position of the labels with respect to each button. In the **Font** section of the dialog box, the two pull down menus give you options to position the text on or around the buttons.

17. Now click the **Home Page** button group in the list and select it. Make sure that the check box is also checked. Select only this group from the list.

18. Click **Font** in the formatting toolbar and select **Arial** for this button. Click **Image** in the Insert Objects toolbar and choose another image for the **Home Page** button.

19. The **Spacing** option enables you to move the buttons closer to each other or push them farther apart. Enter zero for spacing if you want the buttons touching each other with no space in between.

20. Click **OK** to continue. The NavBar you created is placed in the Web page.

You can insert NavBars in Headers or Footers in Web pages. When you insert a NavBar in a Header or a Footer, it is inserted wherever you insert that header or footer. If you make that header or footer the default for all pages, then the NavBar is automatically placed on all pages. If you want to insert the NavBar in the Header or the Footer, you must make sure that the

preferences settings are set accordingly. If the preference settings are not set to insert Headers/Footers by default, then you must manually insert the header or footer in any particular page. Changing this setting will only apply to the pages created after you reset your preferences.

To place a Header or Footer in a page

1. Place the cursor in a page where you want to insert the Header or Footer.
2. Click **Frame Manager** on the Page Editor toolbar. The Frame Manager tree appears with the current page highlighted.
3. Right-click and select **Properties**. The **Properties** dialog box appears.
4. Click the **Page** tab. Separate **Header** and **Footer** fields appear.
5. Select the Header and Footer that you want from the drop-down list. Click **OK**. The specified Header / Footer is inserted.

   Note: To select a Header / Footer from the Properties dialog box it must first be defined in Site Manager–Common Objects. Select <NONE> to turn off the Header / Footer display in Page Editor.

The program enables you to add other items to NavBars to make them fancy. These could be other graphic images such as logos, pictures, animated GIF's or other objects. You can place them at the front or end of the NavBar. Simply create or import an image and place it in the Footer or the Header where the NavBar is.

Once you insert the NavBars throughout your Web site, the program inserts the corresponding links in the pages. Click **Site Manager** button at the bottom of the window. Click the **Site Manager–Navigate Layout** tab. The program displays the graphical picture of the entire site. You can zoom in and zoom out to see certain parts of the site in more detail. The arrows between the pages indicate links between them. These are the links of the NavBars you inserted.

Linking NavBars to Frames in Other Windows

This section describes how you can create and insert a NavBar in one frame with buttons that link to the Frame Content Overlays of another frame. This is used by many Web sites especially with Home Pages that have two frames. The left frame includes a set or list of options and links, and the right frame displays whatever the viewer clicks on in the left frame. You can certainly achieve the same result doing it all manually without the program's NavBar feature. To do it manually, you have to insert a list of items in the left frame, then create separate HTML pages to be displayed in the right frame. To do this, carefully link each item in the left frame to display its corresponding page in the right frame. If you add more pages in the right frame, you have to go back and manually edit the left frame and its contents. Otherwise the two-frame screen will not display properly.

Instead of this long and tedious process, you can use this program's NavBar and Frame Manager features together to get the equivalent result. Furthermore, when you use the NavBar method, the program keeps track of the links. When you delete a page, its respective links (or buttons) are removed from the NavBars. When you add a page or FCO, the program automatically adds a corresponding link or button to all the NavBars in all the appropriate pages or frames.

To add a NavBar in one frame with buttons that link to the other frame

This example will describe how you can place a NavBar in the left frame, with buttons that link to different Frame Content Overlays (FCOs) in the right frame.

1. Start with a new blank Web site, and double click on the Home Page to open it. Place two vertical frames on the page. One on the left and another on the right. See the chapter on Frames for more details on how to create frames and FCOs.

2. Add three FCOs in the right frame. To do this:

    A. Click on the **Frame Manager** icon and click on the name of the right frame, **Frame**, to select it.

    B. Right-click on **Frame**, and from the pop-up menu, select **New Frame Content Overlay**. Select **Plain Page** and click **OK**. This will add **Page2** to the list of FCOs.

    C. Right-click on **Frame** and repeat this step two more times to add two more FCOs.

    D. Click once on the **Index** FCO of **Frame** FCO. The corresponding FCO will be displayed in the right frame window (which is not displayed in the graphic).

    E. Place the cursor in that frame and type "This is the first FCO."

    F. Click on the other FCO names in the **Frame Manager** window and type different text in the other FCOs, which are displayed in the right frame. Now all three FCOs of the right frame have different contents.

3. In Page Editor, place the cursor in the left frame and select **Insert > Navigation Bar**. The **Insert Navigation Bar** dialog box displays. The default style NavBar is previewed.

    Note: Since we want to link these NavBar buttons to Frame Content Overlays and not to the other pages, select "To Frame Content-Overlays in same page" from the Navigation section.

4. Customize your NavBar. To do this:

    A. Select the **Custom** option.

    B. From the **Target Frame** drop-down box, select the frame that has your three FCOs.

    C. In the **Style** section, select the **Siblings of the same parent** option.

    D. Either double-click on the sample NavBar or click on **Edit** button.

    E. In the **Type of NavBar**, select **Image with label**.

    F. In the **NavBar Orientation**, select **Vertical**.

    G. In the **NavBars Button Groups**, select **Siblings buttons**.

    H. Click on **Font** and **Choose Image** buttons to make your choices for the style of button labels and the button graphics.

    I. Click **OK** twice. The vertical NavBar you designed is placed in the left frame.

    Note: As you can see, it has three buttons. Each button is a link to its corresponding FCO in the right frame.

5. To test the links, click on **F7**, or select **File > Preview in Browser**. After the browser displays the page with the two frames, click on the buttons in the left frame. The FCOs in the right frame will change.

    Note: If you change the names of the Frame Content Overlays or add new ones, the buttons on the NavBar in Frame1 are automatically updated.

Chapter 11.
WebShop Tables

Introduction

Tables are a good way to organize data in a Web page in a columnar fashion. Since an HTML Web page does not work exactly like a word processor screen, the normal tabs and paragraph indentation of a word processor are not fully available for you to use. Instead, a table is used to achieve the same or similar purpose. Nevertheless, this program's advanced features such as Cascading Style Sheets and Free Pages have added a whole new dimension to Web page design. Using this program you can now place an object anywhere on the page, and even drag it for exact positioning. You can place a number of objects, such as text, or graphic, and line them up in a columnar form. The generated HTML file (as produced from the Free Page) is much more efficient in the usage of HTML commands, than in the case of tables, usually smaller in size than those produced by tables, and loads much faster than tables on the viewer's browser. Free Pages are described in the Creating Web Pages chapter of this User Guide.

In certain situations, the use of tables may provide certain advantages. In this chapter, we will explain the table features of this program, and how you can use them.

Topics covered in this chapter include:
- Table cells and dimensions
- Table rows and columns and resizing
- Deleting and joining cells and setting other cell attributes.
- Setting different background colors to different cells.

Inserting Tables

You can insert a table anywhere in a Web page. Because tables require additional memory resources, they should be used with care to avoid slowing the page download. Place only the number of rows and columns that you need. Do not create tables where some of the rows or columns are empty. Tables can have different dimensions, captions, vertical and horizontal border lines and may include text or graphics depending on the program. The program allows you to create a *nested table*, which is a table inserted into a single cell of another table.

To insert a table in your Web page

1. Place the cursor on the page where you want to insert a table.
2. Click **Table** in the Insert Object toolbar or select the **Table > Insert Table** menu. The **Table Properties** dialog box appears.

Table Size

The program enables you to specify the size of the table in rows and columns. To specify the size of the main body of the table, enter the numbers that you want for the Rows and Columns in the Cells section. Note that tables consume additional computer memory resources. Do not create a table larger than the size you need. Each table can be no more than 50 rows. You can, however, place more than one table on a page.

> *Note: Make sure that you save your work often when you are inserting tables in a Web page. Tables are very memory intensive. It is also recommended that you close all other Windows applications when working with tables to free as much memory as possible.*
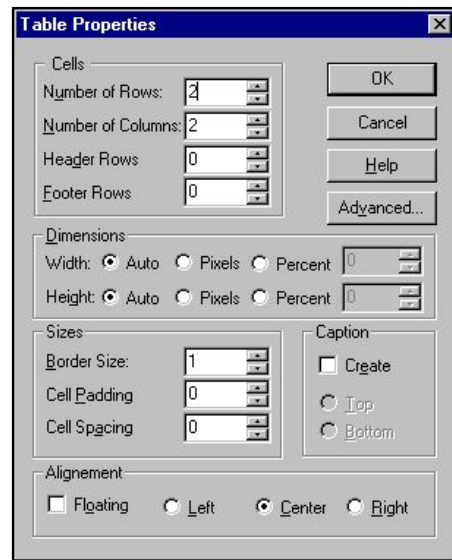
Figure 11.1 – Link Properties Dialog Box

Table Header and Footer Cells

You can assign a Header and/or Footer attribute to a number of top and bottom rows of the table. By definition, a *header cell* in a table is defined as a row in which the text is bold and centered in the cell. Another important point about table headers is that you may have as many headers in a table as you like. A header does not have to be a complete row of cells. You can set a single cell of a table to be a header. You can even select a single cell in the middle of the table and set it to be a header. Setting the cells to be headers is simply a matter of convenience. You can select any cell of a table, and manually set the text inside to be bold or left justified. However, instead of doing this manually one by one, you can select the cell and set it to be a header.

The program enables you to specify which rows in the table are Headers or Footers. The Header rows are always at the top most part of the table. The Footer rows are at the bottom of the table. Headers and Footers are not a separate set of cells. They are part of the main body of the table, but are designated to be either Headers or Footers.

To insert a table with Header and Footer rows

1. Place the cursor where you want to insert a table. Click **Table** in the Insert Object toolbar or select **Insert > Table** from the menu. The **Table** dialog box appears.
2. Enter the numbers of rows and columns you want for the table in the **Number of Rows** and **Number of Columns** fields.

3. To specify which of the top rows of the table are Headers, enter the number in the **Header Rows** field of the **Cells** section.

4. To specify which of the bottom rows of the table are Footers, enter the number in the **Footer Rows** field of the **Cells** section.

5. The number you enter for the rows of the table should include the rows for the following three sections of the table: (1) the header section, (2) the main body of the table, and (3) the footer section.

6. For example if you specify the number of rows to be the same as that of the header rows plus the footer rows, the main body part of the table will have zero rows.

Any text that you enter in the **Caption** and **Header** parts of the table are centered by default. **Header** and **Footer** text are bold by default. However, you can change these attributes after you enter the text. For example, if you want to left justify the text in the **Header**, select the header cell and click **Justify Left** in the Text Format toolbar.

Note: To change the attributes of a table, select the table on the page, place the mouse on the table and right-click. From the pop-up menu select the Object Properties to display the Table dialog box.

Table Dimensions

You can set the units of measure for a table to be in pixels or as a percent of the browser window size. This is the dimension of the entire width or height of the table. The default setting is Auto. This means that after you set the table on the page, you cannot change the width or the height. It is changed automatically by the program, based on the amount of text or other objects you insert in the cells.

Figure 11.2 – Example Cells

Dragging Table Boundaries to Resize

You can set the dimension of the table to be re-sizable and not automatic. This will enable you to drag the borders of the table by dragging them on the Web page. To set the dimensions for variable resizing, check the **Pixels** radio buttons for the **Width** and **Height** of the table in the **Table** dialog box. Now when you insert this table on the Web page select it to resize the borders. The program places an outline with dragging handles around the table.

To resize a table

•   Using your mouse, drag any of the handles to resize the table.

Borders, Cell Padding, and Cell Spacing

Table cells have *border*, cell *padding* and cell *spacing*. The *border* of a table is the outermost frame or four bounding sides of the table. You can enter any number in pixels to be the thickness of this border in the **Border Size** field of the **Table** dialog box.

Figure 11.3 – Example of Cell Padding

Figure 11.4 – Example of Cell Borders

The *padding* of a cell is the extra space added inside each cell. It forces the text or objects in the cell to be positioned away from the border of the cell. The more padding you specify for the cells, the farther apart the contents of the cells will be from the boundaries of the cells.

To specify the padding size, enter the number of pixels in the **Cell Padding** field of the **Table** dialog box.

The *spacing* of the cell is the actual width of the bounding box surrounding each cell.

- If you want the border of each cell to be thick, then enter a high number in the **Cell Spacing** field of the Sizes section in the **Table** dialog box.

- If you do not want the table borders and paddings to show, enter 0 in these fields. The program will display temporary dotted lines instead of actual borders. This will help you change the sizes of the columns or rows and work with the table. However, the browser does not show the dotted line borders.

Table Caption

You can also place a caption for a table. You can insert the caption either on the top of the table or below it (but not both). To insert a caption check the **Create** check box in the **Caption** section of the **Table** properties dialog box. Select one of the radio buttons for **Top** or **Bottom** caption. The caption is placed at the top or bottom of the table.

Only the cell padding size applies to captions. The same cell padding you enter in the Sizes section will apply for the caption. Captions do not have visible borders or cell spacing.

Note: To change the attributes of a table, click once on the table to select it. The bounding box will surround the table. Place the mouse on the table and right-click. From the pop-up

menu select the Object Properties to display the Table dialog box. You can also click on Object Properties button from the Standard toolbar after you select the table. Enter your changes in the Table dialog box.

Table Justification or Alignment

You can justify the table horizontally in the page. Due to the special table characteristics as defined by the HTML language or browsers, the normal text justify icons in the toolbar are not used to justify tables. Instead, the justification or alignment of tables is done with settings inside the **Table** dialog box. To do this, select your choices in the **Alignment** section of the **Table** properties dialog box.

To justify the table click the **Left, Center** or **Right** option buttons. You can also set the table to be in *float mode*. This mode allows the text (not the table) to wrap around the table. If you check the **Float** check box, you can also check the table to be aligned left or right. If you want the table to be aligned left and have text wrapped around it, then check the **Float** and the **Left** check boxes.

If you check the **Float** check box and the **Right Align** radio button, the table is aligned to the right side of the screen and the text is wrapped around the top, left and bottom sides of the table.

> *Note: When you left, center or right align a table it does not stay fixed at these locations. It will move according to the browser visible screen window. For example, if the browser screen window is made narrower, then a right aligned table will not fall out of the screen but is moved to the left along with all the wrapped text.*

Moving a Table

In a plain page you can always select a table and drag it to a new location on the page. As you select the table and start dragging the mouse, the program will display a small square at the edge of the mouse designating the table move. You can drag the table to any other location on the page where there is a text or an object line already inserted. If you want to drag the table beyond the last line limits, you must add more lines or enter spaces first.

After you drag and drop the table, it may not be placed exactly where you dropped it. It is placed as close as possible to the point where you dropped it. The final position is controlled by the justification and alignment options that are set for the table. You can change these settings in the **Table** dialog box. Remember that you can also use the program's Free Page feature to insert a table and position it more accurately on the page. Refer to the chapter titled "Creating Web Pages" for more details on Free Pages.

Editing Tables

To change the text inside the cells of the table, click in the cell and delete or add text. To modify the attributes of a table itself, double-click in the table and select the **Format > Object > Properties** menu options. You may also right-click the table to open the drop-down menu. In the menu, click **Object > Properties** to open the **Table** dialog box. You may also click on the table once to select it, then click the **Object Properties** button in the Standard toolbar.

In the **Table** dialog box, you may change the table options. There are certain rules you should remember when you change the attributes of a table. These include:

- If there is no caption and you check the caption check box in the dialog box, the caption is added to the table.

- When you change the number of rows and columns, the new cells are added or removed at the right and bottom of the table.

  Note: To change the attributes of a table, select the table on the page, place the mouse on the table and right-click. From the pop-up menu select the Object > Properties to display the Table dialog box.

Changing the Size of Tables and Cells

You can change the size of cells from the **Cell Properties** dialog box. To change the size of any cell:

1. Click the mouse on the cell to select the table, then click inside the cell to place the cursor inside the cell.

2. Right-click on the cell. The pop-up menu appears.

3. Select **Table > Cell** Properties. The **Cell Properties** dialog box appears. Make the changes as you want.

Different columns of the same table can have different widths. However, not all browsers support individual column sizes. These features are part of HTML 3 and 4 specification. If you want to create tables that are viewed properly on earlier version browsers, then you must keep the sizes of all the columns in your Web page the same width.

Figure 11.5 – Cell Properties Dialog Box

You can insert text and other objects in the table cells. The cell height for that row of cells is automatically adjusted to fit the larger sizes of the objects you insert. Similarly, when you delete objects from the cell the cell height for that row of cells is adjusted automatically.

Changing the Background Color of a Cell

You can use all the text editing and formatting features on any cell including setting different background colors for each cell. The program enables you to set the cell background to be transparent or any color you want. To change the background color of a specific cell, place the cursor inside that cell, then right-click the mouse on the cell. From the pop-up menu, select **Table > Cell Properties**. Choose the color you want in the **Cell Properties** dialog box.

Joining Cells, Setting Heights, Widths, and Attributes

After you create and insert a table, you can join cells and change the cell attributes.

To join and change cell attributes

1. Place the cursor inside the cell you want and right-click the mouse on the cell.

2. Select **Table > Cell** Properties menu from the pop-up menu. The **Cell Properties** dialog box appears.

3. To make this cell a header cell, click **Header Cell** check box.

4. You can join cells, which are either vertically or horizontally adjacent to one another. To join two cells in a row where the cells are one next to the other, place the cursor in the left most cell. Right-click the table. Select the **Table > Cell Properties** menu options. In the **Cell Properties** dialog box enter the number 1 in the Columnspan field and click **OK** to continue. The two cells are joined. The contents of the first cell will remain but the contents of the other cell are deleted.

5. To join two cells in a column where the cells are above one another, place the cursor in the upper cell and right-click on it. Select the **Table > Cell Properties** menu options. In the **Cell Properties** dialog box, enter the number 1 in the Rowspan field. Click **OK** to continue. The two cells are joined. The contents of the uppermost cell will remain but the contents of the other cell are deleted.

6. To join more than two cells, follow the same steps as described earlier. Enter the appropriate number for the cells you want to join.

Setting Heights and Widths in Rows or Columns

To change the dimensions of a specific column or row

1. Right-click inside the cell you want to change.

2. Select the **Table > Cell Properties** menu options.

3. In the **Cell Properties** dialog box, enter the new size of the row or column in pixels.

4. Click **OK** to continue.

    Note: For this feature to work, you must have the table dimensions set to pixels or percent in the Table dialog box. You must do this first before you change the size of each row or column.

Inserting, Deleting Cells, and Justifying Cells

After you place a table on the page, you can insert more rows or columns or delete rows or columns.

To do this, click and place the cursor in the cell you want to delete or where you want to insert new cells. The pop-up menu appears. Select **Table** then the option you want. A row is inserted in the cell above the cursor's location. A column is inserted to the left of the cell that has the cursor.

If you want to insert a column at the right most edge of the table, or a row at the bottom most edge of the table, you must increase the number of columns or rows in the **Table Properties** dialog box.

To justify the contents of the cells

1. Place the cursor in the cell you want and right-click on the cell.

2. Select **Table** then one of the alignment options you want.

Note: Sometimes when you are performing intricate cell operations, you may need to refresh or redraw the screen to see the updates and changes you make. For example scrolling the page, or minimizing then maximizing the page or window will by default redraw or refresh the screen. You can always click on the preview icon and view the change in the browser.

Chapter 12.
WebShop Frames

Introduction

Frames have become one of the best ways to manage Web page spaces on the Internet. Frames enable companies to place different types of information in different windows on their Web pages. This program provides you with extensive frame functionality. It also includes the Frames Manager that helps you work with the frames and the contents in the frames.

In this chapter we will explain what frames are and how you can place information inside the frames.

Topics covered in this chapter include:

- Horizontal and Vertical Frames
- Renaming, Deleting Frames and Frame Properties
- Frame Content Overlays (FCO)
- Linking Navigation Bars to Frame Content Overlays

Using Frames

You can divide a Web page into separate windows or *frames*. Each frame is independent of the other frames of the page. A frame is the name given to the actual area on the screen defined inside a bordered area. The contents that the program displays inside a frame can be larger in size than the frame itself. In such a case, the program provides scroll bars to enable the viewer to scroll vertically or horizontally to view the entire content of that frame.

The program treats all the frames placed on one page as part of one logical page. However, each frame (and its contents) is treated as a separate and distinct physical resource or page. Each frame has specific properties and can be re-sized and re-named. Separate HTML files are eventually created for each frame content as you generate the site.

It is recommended that you do not use too many frames in a single page due to the difficulty in viewing such a page.

The *Frame-Content Overlay* (FCO) is the name given to the content of a particular frame. Throughout this section on frames, the abbreviation FCO may be used to denote "Frame-

Content Overlay." When a menu choice or dialog box by that title is being referenced, the full name for FCO may be used to avoid confusion.

> *Important! You can place more than one Frame-Content Overlay in any one frame. This is the reason why they are named "Overlays." Each different Content Overlay is another resource for the same Frame. The program enables you to create these FCOs, see them in a physical layout list, access them, and edit them. Without this frame management capability, this would require sophisticated programming capability. With WebShop, this is easily done without programming.*

When you create a frame, you can simply place the mouse inside that frame and start composing and editing that Web page. You can create or insert one of many types of pages in the frames these include: Plain, Free, Dynamic, FrameSet, and Image pages.

To create frames for a page

The program enables you to place vertical and horizontal frames on the page. When you place a vertical frame on the page, this means the screen or the page will be divided vertically and you will have two frames, one on the left and another on the right. In reality, it seems as though the screen or page is being divided into two frames. However, when you create a frame, the program inserts a new frame on the page, and shows the borders of the frames with scroll bars.

1. To insert a horizontally divided frame on the page, select **Frames > Split Horizontal** or click **Split Horizontal** on the Page Editor toolbar. The screen will be horizontally split in the middle, and you will see one frame at the top and another at the bottom, with the new frame you inserted being placed above the current one you were in.

   Note: The drop-down arrow next to the Insert Split Horizontal frame button gives you two options. You can either insert a new frame above the current one your cursor is in, or below it. After you insert a new frame on the page, you can simply click inside any of the frames visible and create or edit that frame's content.

2. To insert a vertically divided frame, select **Frames > Split Vertical** or click on the drop-down arrow next to the **Split Vertical** button on the Page Editor toolbar. Choose which side you want to insert the new frame (that is, to the left or right).

3. To delete a frame from the page place the cursor inside the frame you want to delete, and from the menus select **Frame > Delete**.

Renaming a Frame

Each frame should have a unique name. Since a frame also contains at least one FCO, then that FCO should also be named. Furthermore, if frames have more than one FCOs, then each FCO should also be uniquely named. This is important such that when you want to access a specific frame and a specific FCO, you can do so easily from the list of available frames and FCOs. The program by default gives unique names to all of the frames and FCOs as soon as you create them. It keeps them in its internal database, and manages them properly so that you can access them or link to them from any part of your Web site.

When you place two frames on a page, one on the left and another on the right, the program creates or assigns three files. The calling page which is referred to as the Frame Set page, the

left frame, and the right frame. When a viewer clicks on a link that brings up this page, the browser opens the calling (or the Frame Set) page first. Then it loads the left and right frames in the page.

Figure 12.1 – Example Frame Set Window

You can rename the Frame and FCO names that the program automatically assigns. You may want to do this to provide a more descriptive name for your development.
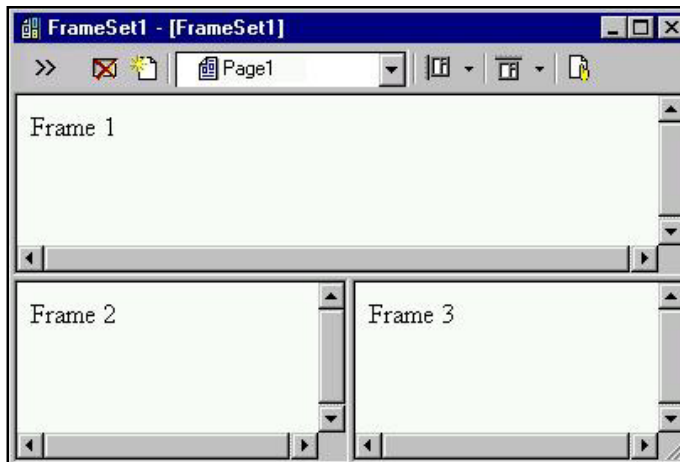
To rename a frame

1. Click **Frame Manager**
   on the Frames and Page Editor toolbar.

The physical layout of the frames and the FCOs is displayed on the left. In this example the frame manager displays the following:

> **FrameSet1**–is the name of the entire Web page. It contains two frames.
>
> **Frame**–is the name of the first frame.
>
> **Index**–is the name of the Frame Content Overlay (FCO) in the frame called "Frame."
>
> **Frame1**– is then name of the second frame.
>
> **Page1**–is the name of the Frame Content Overlay (FCO) in the frame called "Frame1."

**Figure 12.2
FrameSet1 FCO Listing**

2. Click **Frame1**, then click it once more. A box around the frame name appears.
3. Edit the name and press the **RETURN** key.

   Note: You can achieve the same result by right-clicking on any frame named in the list, and selecting the option Rename.

You can also rename any of the items listed in the Frame Manager window including Frame Content Overlays (FCOs). For example, to rename the FCO, called **Frame1**, right-click on it and enter the new name you want.

Frame Properties

You can pre-define how your frame can be viewed in the browser. For example you can configure how the frame will scroll and whether it will be a resizable frame or fixed.

This applies mostly to frames that contain more than one frames. To set the properties of a frame:

1. Place the cursor in the frame page you want and click on the Frame Manager button. The **Frame Manager** window will list the Frame Set and the different frames in that Frame Set.

2. In the **Frame Manager** window, select the **Frame** you want.

3. Right-click on the selected frame and from the pop-up menu select **Properties**, or from the menus select **Frame > Frame Properties**. The **Frame Properties** dialog box is displayed.

4. Select the options that you want.

   • **Scrolling**. Scroll bars in a frame allow the viewer to scroll up or down and left or right, to view the contents of the frame. The Automatic option enables you to set the scroll bars to be displayed only when needed. In this case the browser decides whether to display or not display the scroll bars. The Yes option forces scroll bars to be always displayed. The No option forces scroll bars not to be displayed.

   • **No Resize**. This option enables the frame to be resizable by the viewer or be fixed. Check this box if you want it to be fixed in size.
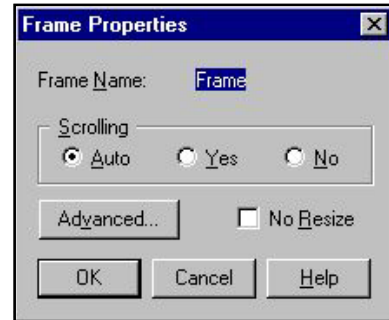
Figure 12.3
Frame Properties Dialog Box

Changing the FrameSet Properties

You can change the properties of FrameSets that are on the Web page. As explained earlier, a FrameSet includes a number of frames. You can change some of the visual settings of frame sets, such as the divider thickness between two adjacent frames. To do this select the Frame Set page from the Frame pull down box, or in the Frames Manager window click on and select the Frame Set you want. From the menu select **Frames > Frame Set Properties**. The **FrameSet Properties** dialog box is displayed. Make the changes you want and click **OK**.

Frame Styles

Each frame on a page can have its own style. Further-more, the styles of frames on one page can be different than the styles of the page itself. You can set the style for each frame and page. The Style includes a number of different elements that could have pre-defined characteristics. When you apply a style to a frame the different objects of that frame inherit the settings of the style. The objects of a frame that could be controlled by
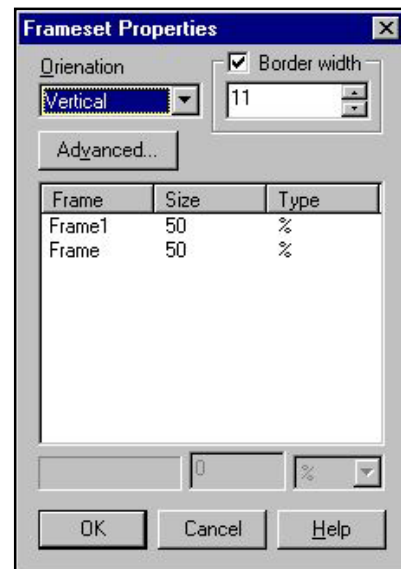
Figure 12.4
Frameset Properties Dialog Box

styles include: Backgrounds, Banners, NavBars, Horizontal Rules, Paragraphs, Phrases, Bulleted Lists, and Numbered Lists.

To change the frame style

1. Click anywhere inside the frame you want to modify or apply a style to.
2. Click **Frame Style** in the Frame and Page Editor toolbar or select the **Frames > Frame Style** menu options.
3. Check the **Specific Style** radio button and select a style from the **Site Styles** combo box. You can also check the **Custom** radio button and edit style to create your own custom style.

Adding Frame Content Overlays (FCO)

You can add as many FCOs to a frame as you like. Each one will be another layer displayed inside that frame. The different FCOs are displayed to the viewer when the viewer clicks on the corresponding links inside another frame.

To add a new FCO inside a frame

1. Click on the **Frame Manager** icon.
2. The **Frame Manager** window displays the list of frames and FCOs. Right-click on one of the frames you want to add a new FCO. From the pop-up menu select **New Frame-Content Overlay**.

From the **Add Frame-Content Overlay** dialog box, choose one of the types of frame (FCO) pages you want to add and click **OK**. The **Add Frame-Content Overlay** dialog box provides you with the choice of adding new resource frames, or even using one of your existing frame resources.

To add a new frame resource, select the **Use New Resource Frame** tab. The different types of page styles you can create or add are:

**Figure 12.5
Frame Manager Pop-Up
Menu**

*   **Plain Page**. Use this when you want a plain simple Web page with a line by line structure.

*   **Frame Set**. Use this when you want nested frame sets (that is, when you want to insert a set of frames inside another frame).

*   **Free Page**. Use this when you want to place graphic or text objects anywhere on the page. This is the most versatile page style—you are not limited by the text line limitations of Plain pages. If you want to be artistic, place objects on the page, using absolute positioning, or even create transparent overlaps, then use this page type.

*   **Image**. Use this when you want to create graphic image file for your page. This is *page*. You can insert an image inside a Web page or FCO, but that is not the same as using an "Image" page. An Image page is converted to one graphic image file in your site. Browsers support this special feature whereby when the viewer clicks on the appropriate link the browser displays the complete image in that frame. This page will not generate into an
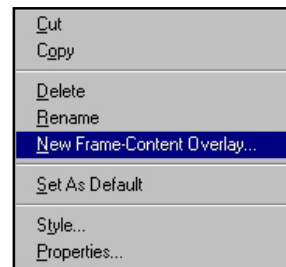
HTML page in your site. It will exist as an image file. One common use of this feature is to place many image pages inside a frame, and their corresponding links in another frame. As the viewer clicks on the links one after the other, the images are successively displayed in the other frame like a slide show.

● **Dynamic Page**. Use this when you want to create a page that displays text or form elements that contain instructions executed by your ISP-server. This is not a traditional page with text or graphics objects, instead this page contains instructions that are executed by your ISP-server and which display data, interactively. These pages perform dynamic actions based on different parameters. Active Server Pages (ASP) is the technology used to perform dynamic page instructions.

Figure 12.6
Example Frame Manager Window

This example displays a frame with many different types of Frame Content Overlays added. **Frame1** has eight Frame Content Overlays.

If you have previously created frame resources in your Web project, you may use it instead of adding a new one. To do this, click on the **Use Existing Resource** tab in the **Add Frame-Content Overlay** dialog box. The window will display the list of page and image resources you currently have in your project. Select the one you want and click **OK**.

To delete a Frame Content Overlay, click inside the frame where the overlay is, and from the Frame Content overlay pull down box, select the FCO you want to delete. From the menus, select **Frame > Delete**.

Adding Content to a Frame-Content Overlay

This simply means you need to display the specific Frame Content Overlay on the screen of the program and add or edit the information. In a frame that includes many Frame Content overlays, you need to first move the FCO you want to the top of the layers of FCOs then make your edits or changes to that FCO.

To access (or display a specific FCO)

1. Click on the Frame Content Overlay you want in the **Frame Manager** window.
2. Move the cursor into that frame and click to activate the frame. Now you can start composing or editing information.

You can also access Frame Content Overlay from the toolbar. Click on the current frame listed, click on the down arrow and from the list of available FCOs select the one you want.

Linking to Frame Content Overlays

To use FCOs for the right purpose, you must provide links in one frame of your page, which correspond to the FCOs that you want displayed in another frame of the page.

To link a text line or object in one frame to a specific FCO in the other frame

1. Select the text line or object you want to link, then select **Insert > Link** menu option. The **Link** dialog box appears.

2. Click **To Resource** tab.

3. From the **FrameSet** drop-down box, select "**index.htm**." In the event that you have more than one frame set, you can choose the frame set you want.

4. From the **Frame** drop-down box, select the frame (which contains the specific FCO) you want.

5. From the **Frame Content Overlays** drop-down box, select the name of the Frame Content Overlay to which you want to link.

6. Click **Assign URL**.

Figure 12.7 – FrameSet Drop-Down List

7. Press **F7** to test your links. The browser is launched and you can test your links by clicking on them.

Navigation Bars and Linking to FCOs

The Navigation Bar feature is a powerful method to create links between frames. You can do this manually with your own links. This was described in the previous section. However, the Navigation bar feature—also known as **NavBar**—provides a more automated method for creating and placing your links. When you use the NavBar method, the program keeps track of the links. When you delete a page, its respective links (or buttons) are removed. When you add a page or FCO, the program automatically adds a corresponding link or button to all the appropriate pages or FCOs.

To add a NavBar in one frame, which will create buttons that link to the Frame Content Overlays of another frame

1. Follow previous instructions to place two vertical frames on your page. You should have a left frame and a right frame. See the procedure "Adding a Frame Content Overlay."

   Note: This example will describe how you can place a NavBar in the left frame, which will link to different FCOs in the right frame.

2. Add three FCOs in the right frame. To do this:

   A. Click on the **Frame Manager** icon and click on the name of the right frame, **Frame** to select it.

   B. Right-click on **Frame**, and from the pop-up menu, select **New Frame Content Overlay**. Select **Plain Page** and click **OK**. This adds **Page2** to the list of FCOs.

   C. Right-click on **Frame** and repeat this step two more times to add two more FCOs.

   D. Click once on the **Index** FCO of **Frame** FCO. The corresponding FCO will be displayed

in the right frame window (which is not displayed in the graphic).

E. Place the cursor in that frame and type "This is the first FCO."

F. Click on the other FCO names in the **Frame Manager** window and type different text in the other FCOs, which are displayed in the right frame. Now all three FCOs of the right frame have different contents.

3. In Page Editor, place the cursor in the left frame and select **Insert > Navigation Bar**. The **Insert Navigation Bar** dialog box displays. The default style NavBar is previewed.

Figure 12.8 – Index FCO

Note: Since we want to link these NavBar buttons to Frame Content Overlays and not to the other pages, select To Frame Content-Overlays in same page from the Navigation section.

4. Customize your NavBar. To do this:

A. Select the **Custom** option.

B. From the **Target Frame** drop-down box, select the frame that has your three FCOs.

C. In the **Style** section, select the **Siblings of the same parent** option.

D. Either double-click on the sample NavBar or click on **Edit** button.

E. In the **Type of NavBar**, select **Image with label**.

F. In **NavBar Orientation**, select **Vertical**.

G. In the **NavBars Button Groups**, select **Siblings buttons**.

H. Click on **Font** and **Choose Image** buttons to make your choices for the style of button labels and the button graphics.

I. Click **OK** twice. The vertical NavBar you designed is placed in the left frame.

Note: As you can see, it has three buttons. Each button is a link to its corresponding FCO in the right frame.

5. To test the links, click on **F7**, or select **File > Preview in Browser**. After the browser displays the page with the two frames, click on the buttons in the left frame. The FCOs in the right frame will change.

Note: If you change the names of the Frame Content Overlays or add new ones, the buttons on the NavBar in Frame1 are automatically updated.
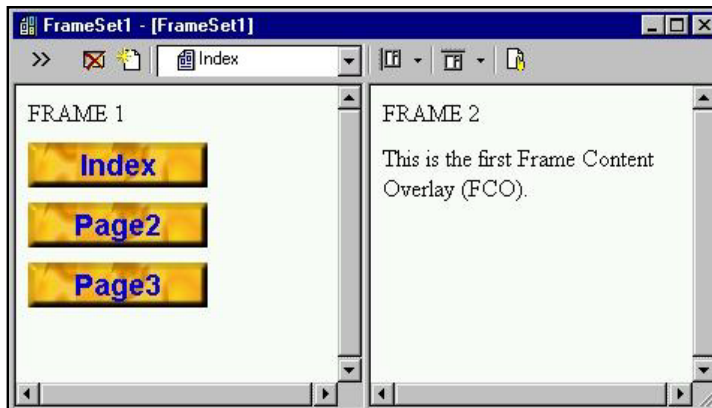
Figure 12.9 – Example NavBars

Frame Manager Expanded View

The Frame Manager provides an easy way to design and manage frames of your site. Whenever you create and use frames, make sure you always use the Frame Manager to avoid mistakes. When you remove or add frames or FCOs, first check the Frame Manager listing. Do not add or remove frames and FCOs from outside your CNQ file. This will create confusion. For example, by deleting a file directly from your server, your CNQ project file becomes outdated. Using Frame Manager with your CNQ file open, avoids errors–especially when your site gets large.

Figure 12.10 – Frame Manager Expanded View

Chapter 13.
WebShop Forms

Introduction

Web pages use forms to receive a response from your Web site visitor. The response can then be used to achieve a specific purpose or function. This second part requires a corresponding script on the Web-server to execute the desired function. The user response may be as simple as a guest book recording user visits to your Web site or as complex as a questionnaire that helps you do market research.

Topics covered in this chapter include:

- Creating Forms
- Generating Email from Forms
- Linking Forms to Dynamic pages

Note: Make sure you create a Dynamic page before creating your WebShop form. The Dynamic page can be empty (that is, existing in name alone). Part of the form creation process requires you to tell WebShop exactly where the form input should be sent.

The Form Fields discussed in this chapter include:

- **Text line** – a single text box for collecting a piece of text such as a first or last name
- **Push button** – the element used to "submit" a form for processing or to clear all fields
- **Check box** – to enable the simple selection of one item instead of another
- **Radio button** – to enable a single selection from a specific group
- **Combo box** – enables a drop-down item list, one of which is then selected
- **List box** – an open list of items, from which one or more items can be selected
- **Text box** – allows long comments to be entered in a "suggestion box" format.

For more information about how dynamic pages and forms are used together, see the chapter titled, "Dynamic Pages—Sending Emails from a Form."

Creating Forms

A WebShop **Form** collects data through the use of specific form fields. Active Server Page (ASP) scripts on the Web-server hosting your site then take over and process the data submitted via the form. Since WebShop has automated to a considerable degree the programming steps involved with designing forms and processing the form input, you can concentrate on simply designing Web page forms that will:

- Perform a product inventory or other database query
- Store, mail, or display a formatted document
- Perform some other custom action (that is, use an ASP script to handle the input data)

To create a form, first open the form and then insert the form elements.

To open a form

1. In Site Manager, open a **Plain Page**. The Page Editor window appears.
2. Move the cursor to the point where you want the form to begin.
3. Select the **Insert > Form** menu option or select the **Insert Form** button from the **Insert Object** toolbar. Automatically, two separate functions are carried out:
   - The **Form Fields** toolbar is immediately activated.
   - The cursor is moved down the workspace by one carriage return. The form (still empty) is started. Now you may place the cursor wherever you want to place a form field. Select the **Show/Hide** button in the Standard toolbar. This will show you where the form begins and ends.

To insert a form field into a form

1. Move the cursor to the point where you want to insert the new form field.
2. Click the appropriate form field button from the Form Field toolbar or select one of the **Insert > Form Field** menu options from the main menu.
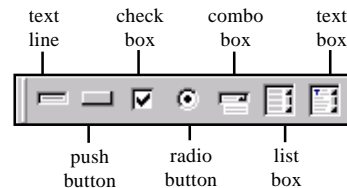
To edit the properties of a form field

If you wish to change the properties of any field type in a form after placing it on your Web page, double-click the form field to open the **Properties** dialog box for that field.

text line   check box   combo box   text box

push button   radio button   list box

Figure 13.1 – From Fields Toolbar

Form Properties

Just as WebShop features dialog boxes for each form field element, the **Form Properties** dialog box lets you manage each form. Before opening the Form Properties dialog box, the cursor must be inside the form that you wish to edit. Select the **Format > Form** options from the main menu or right-click and select **Form** from the drop-down menu.

The **Form Properties** dialog box contains four sections:

- **Action Section**
- **Form Method**

- **Encode Type**
- **Hidden Variables**

Action Section

The **Action** section has three parts—**No Action**, **Local** and **Remote**.

- **No Action** means the form is intended to do nothing. This is not the normal selection – most people go to the trouble of creating forms to actually do something with the input.
- **Local** means the form is being used to call an Active Server Page script created by Web-Shop. (For the vast majority of WebShop users, this is the correct selection.) When the **Local** radio button is selected, the Windows Explorer-like folder box is activated. Select the **CGI_Bin** folder "**plus**" sign icon or double-click the **CGI_Bin** folder. Select the Dynamic page, which will be linked to the form.
- **Remote** means that the form is activating an external script located on a remote Web-
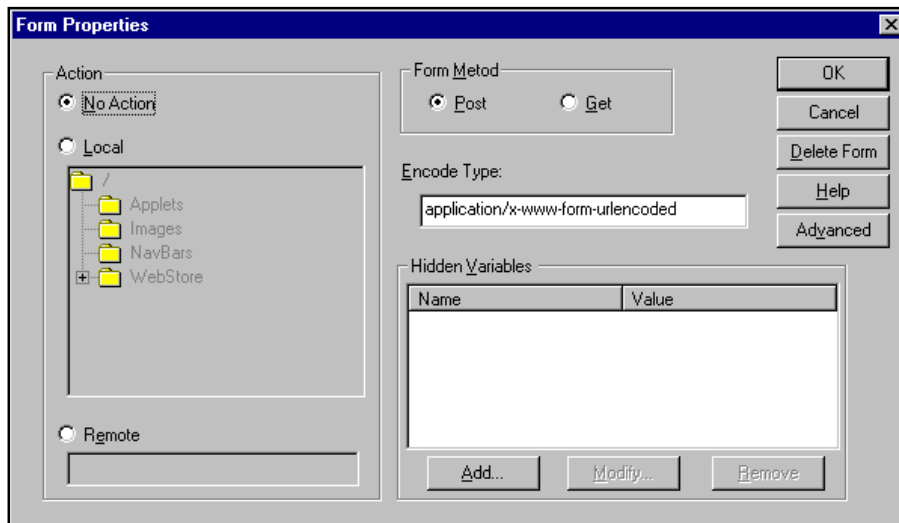
Figure 13.2 – Form Properties Dialog Box

server. When the **Remote** radio button is selected, the **Remote** text line is activated. Enter the entire pathname of the remote script to be called, including the protocol, which is usually **http://**.

Form Method Section

Post and **Get** are the two methods a Web-server uses to activate a WebShop CGI script. The Web-server then gets instructions from the CGI script, and displays Web pages to the browser accordingly.

- **Post** calls for the fill-in form input data to be sent from the browser to the server and straight to the CGI script via standard input. The server tells the script how much form

input data to expect by using an additional variable, "**CONTENT_LENGTH.**"

- **Get** causes the environment variable "**REQUEST_METHOD**" to equal "**GET**." The environment variable "**QUERY_STRING"** is created by the server and will contain all the form data input sent by the browser.

We recommend using **Post** for your form methods since some browsers can experience performance problems if you create a large form asking for lots of input, causing the **GET** query string to get fairly long.

Encode Type Section

The **Encode Type** section contains default syntax which should remain unchanged.

Hidden Variables Section

The **Hidden Variables** section lets you manage the hidden variables in a form. These variables may be any type of form field used by the script that processed the form. As the name implies, the Hidden Variables fields are not visible to the Web viewer and cannot be changed by the Web viewer.

To add a hidden variable to a form

1. Select **Add** in the **Hidden Variables** section.
2. Enter the name for the variable and the default value in the fields provided.
3. Select **OK** to add the new hidden variable.

To modify a hidden variable to a form

1. In the **Hidden Variables** section, select the variable that you wish to modify.
2. Select **Modify** next to the **Hidden Variable** dialog box.
3. Edit the name and value as you wish.
4. Select **OK** to save the edits to the hidden variable.

To delete a hidden variable to a form

1. In the **Hidden Variables** section, select the variable that you wish to delete.
2. Select **Remove** in the **Hidden Variable** dialog box.
3. Select **OK** to confirm.

Form Field Dialog Boxes

There are several dialog boxes used to set up a form. You can use different Form Fields in one Form. Each has its own purpose. When you select to insert a Form Field, the program displays one of the following dialog boxes:

Text Line Properties Dialog Box

The **Text Line Properties** dialog box includes the following sections: form field **Name** (Each field in a form must have a unique name for the form to function correctly), **Value** (default text content for the text line), **Field Size** (the length in characters the text line field will display), the **Text Max**. **Length** (the maximum number of characters the user is permitted to enter), and

Hidden Input (Password) which will hide any text that the visitors enter in that text line as they type.

Combo Box Properties Dialog Box

A Combo Box offers your Web site visitors a drop-down listing of items that you create. Only one item can be "selected" by a visitor. The **Combo Box Properties** dialog box has two sections: **Name** (a required input) and **Items**. The **Items** list displays the **Labels** and the **Values** of the items that are included in the combo list.

For each item, **Label** is what is shown in the drop-down menu. The labels are optional, but each item must have a value. If you have no label, then the **Value** for that item is used as the label. The **Value** may be numerical or text. The longest individual item Value determines the width of the Combo Box. The designated **Value** is sent to the Web-server ASP script to process the combo box input.

To add a new item, click **Add** and enter the necessary information.

To modify an item, select it, then select **Edit**. The **Item Properties** dialog box appears, enabling you to make the necessary edits. For each item, the **Item Properties** dialog box offers a check box to make that item the **Initially Selected** item (that is, that item appears before the Web visitor selects the drop down menu).

If you wish to delete an item, select that item in the **Items** list box, then select **Remove Item**. If you wish to change the order of the items in the list, select the item that you wish to move and then select **Move Up** or **Move Down**.

List Box Properties Dialog Box

A list box offers your Web site visitors a list of items to choose from, and you can decide how many items can be selected, how many are initially visible, and which item is initially selected. More than one item can be "selected" by a visitor.

The **List Box Properties** dialog box works similarly to the **Combo Box Properties** dialog box. At the top, a **Name** field is required. You must specify the number of visible items in the list using the **Number of Visible Items** selector. The number of visible items determines the vertical size of the list box in rows. In addition, the **List Box** feature enables the user to select more than one item from the list if you select **Allow Multiple Selection**. (The Combo Box allows the user to select only one item). In the **Items**
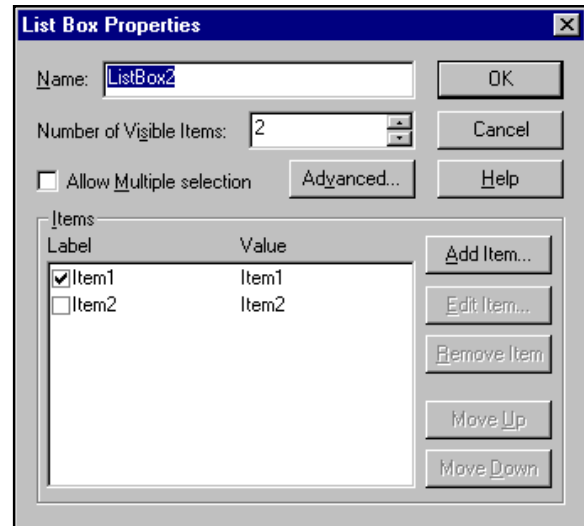

Figure 13.3 – List Box Properties Dialog Box

section, the labels are optional, but each item must have a value. If you omit a label, then the value for that item is used as the label. The designated **Value** is sent to the Web-server ASP script to process the list box input.

To add a new item, click **Add** and enter the necessary information.

To modify or delete an item, click it to select it and then click **Edit** or **Remove Item**. If you wish to change the order of the items in the list, you may click the item that you wish to move and then click **Move Up** or **Move Down**.

Text Box Properties Dialog Box

A **Text Box** form field inserts a text box in the form that enables the user to enter more than one line of text. The **Text Box Properties** dialog box requests a **Name** of the field as well as the **Default Text** that the visitor will initially see. Since a text box can contain multiple lines, you must indicate the **Horizontal Size** (that is, the width of the box in characters) and the **Vertical Size** (that is, the number of lines to display in the box).

Check Box Properties Dialog Box

A **Check Box** form field provides the viewer with a square check box in the form. In the **Check Box Properties** dialog box, a **Name** is required. The designated **Value** is sent to the Web-server ASP script to process the check box input. The **Checked** option lets you indicate whether or not the box is checked when the viewer first views the form.

Radio Button Group Properties Dialog Box

The most common use of radio buttons is when two or more radio buttons are placed in a group and the visitor is allowed to select only one radio button in the group. More than one group of radio buttons can be employed in one form, but in the **Radio Button Group Properties** dialog box, you must enter a unique "Group Name" for each group.

Two groups of radio buttons may not have the same "Group Name." Within each button group, each individual button must have a unique **Member Value**. For each group, you may choose one radio button to be selected by default using the **Selected Member** check box.

Push Button Properties Dialog Box

The **Push Button** form field provides the viewer with a standard push button in the form. To set up a Push button, use the **Push Button Properties** dialog box. You must enter a **Name** for the push button and a **Value (or label)** field. The text that you enter in the **Value (or label)** field is displayed as the button label on the Web page. To create advanced operations with HTML coding and scripting, use the **Advanced** button. The **Advanced Web Operations** dialog box appears. There are three different types of push buttons: **Submit**, **Reset**, and **Button**.

● **Submit**. This button sends all values of the form fields to the specified server. When the viewer clicks on this button, a message is issued through the browser to activate the button's CGI script.

● **Reset**. This button resets all values of the form fields in the current form. When the viewer clicks on this button, all fields are returned to their original value.

Note: The actions of Reset and Submit cannot be changed, regardless of the Value (that is, label) that you enter for the button.

- **Button**. This button does not perform any standard action.   Use this button type to assign a custom action performed by a script. First describe the script using the **Value (or label)** field. To assign an action, click the **Advanced** button and go to the **Script Mapping** tab in the **Advanced Web Operations** dialog box. The most common use for this type of button is to assign a function to the **onClick Event**.

Chapter 14.
Dynamic HTML and Free Page Design

Introduction

Dynamic HTML is an exciting feature that allows for the dynamic presentation of Web page formatting, Web graphics and predesigned Web interactions. The basic principle behind Dynamic HTML is the use of three different dynamic programming principles:
(1) Cascading Style Sheets (CSS); (2) Visual Basic (VB) scripts; and (3) JAVA scripts.

The Cascading Style Sheet Standard (CSS1) is a standard that was created by the World Wide Web Consortium. It provides for the use of Style Sheets and absolute positioning of objects on a page. Absolute positioning of objects are handled through WebShop's Free Page feature. Cascading Style sheets are handled through **Site Manager–Styles** window. Use VB and JAVA scripts to alter the content of Web pages after the page has been loaded, or to create specific actions for an event. It is important to note that Dynamic HTML (DHTML) works in Internet Explorer 4.x and Netscape 4.x or higher.

Topics covered in this chapter include:

- What is Dynamic HTML?
- Free Form Pages
- Scripting using VB and JAVA scripts

What is Dynamic HTML?

Traditionally, conventional Web page content was very difficult to manage. There was very little control over the presentation of text layout. Web designers were forced to change the layout or appearance of a Web page through time-consuming procedures.

Another disadvantage of a conventional Web page is that you cannot place objects anywhere you want. Text and object positioning was relative and proportional—not absolute. Web designers were forced to use tables to format the layout of the Web page to specify where text was to be placed. Not only was this time consuming it also created very slow load time for the Web page content because it had to load everything inside tables first before any other content was displayed. WebShop uses the absolute positioning of elements to place elements and text

on a Web page. This feature of absolute positioning is used only with WebShop's Free Page feature, not with the Plain Page feature. Absolute positioning allows for faster and more even loading of Web page content. You can also place elements over one another, which is called "layering." This level of sophistication has made Boomerang Software, Inc. pioneers in DHTML WYSIWYG editors.

Designing Free Pages

WebShop's Free Page feature is unique. With Free Pages, you can place images or text boxes anywhere on the Web page. You can even layer objects over one another. This is part of the Cascading Style Sheet Standard (CSS1). Image boxes or text boxes can be created and placed anywhere on the page. The boxes use absolute positioning through drag and drop technology.

Creating a Free Page

Free Pages can be created from either the **Site Manager–Physical Layout** window or the **Site Manager–Logical Layout** window. It is recommended you create your pages from the Logical Layout and then customize the file structure in Physical Layout.

To create a Free Page from Physical Layout

1. Highlight the root directory (or subfolder) where you want to place the Free Page and right-click. A pop-up menu appears.

2. Select **Create Free Page**.

OR:

1. Highlight the root directory (or subfolder) where you want to place the Free Page and click **Free Page** on the Physical Layout toolbar or select **Physical Layout > Create Free Page.**
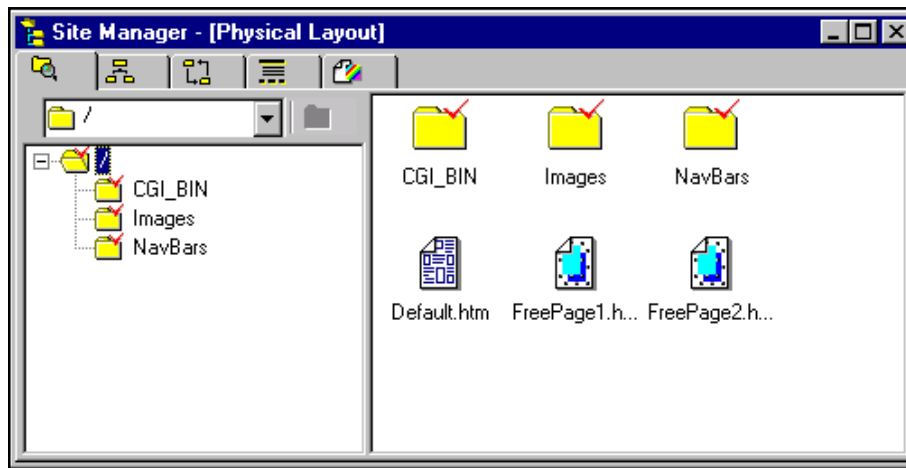
Figure 14.1 – Physical Layout
Creating a Free Page

Note: The pages created in Physical Layout will not be visible in Logical Layout. To make a page visible in Logical Layout, you must create them in Logical Layout.

To create a Free Page from Logical Layout

1. Highlight the page that you want the new Free Page to be under and right-click. A pop-up menu appears.
2. Select **New**. The **Add Logical Page** dialog box appears.
3. Select **Free Page** and click **OK.**

OR:

1. Highlight the page that you want the new Free Page to be under.
2. Click **New Page** on the Logical Layout toolbar. The **Add Logical Page** dialog box appears.
3. Select **Free Page** and click **OK.**

From either Logical or Physical Layout, double-click on the **Free Page** icon you have created. This opens the Page Editor window for that page. To make your placement of objects easier, you may want to use the **Grid** feature or the **Snap to Grid** feature. The Grid feature helps you line up your objects so that everything is aligned properly. The Snap-To-Grid will automatically place the box at the nearest grid line. To do this, select **View > Grid** or **Snap To Grid**.

Inserting Objects on a Free Page

Objects can be inserted by selecting **Objects > Add** or by using the New Object toolbar. Select from among the following objects:
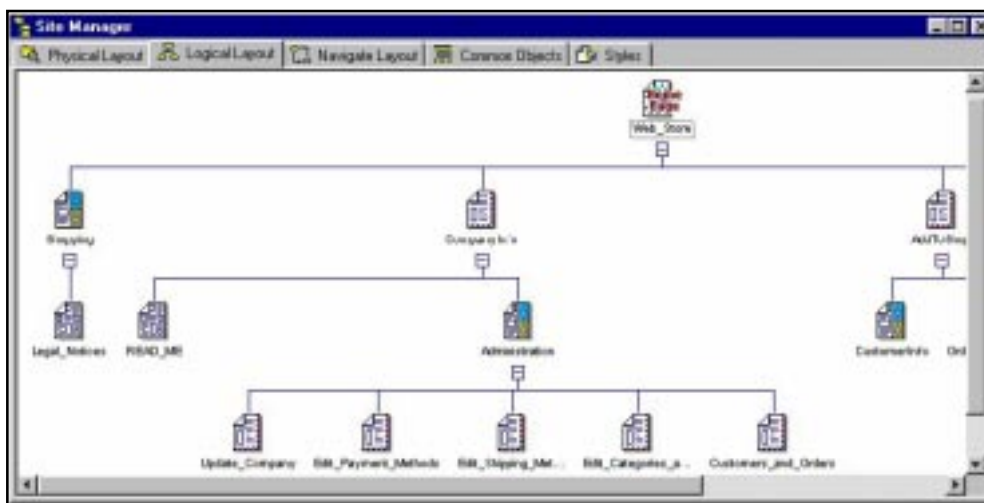
Figure 14.2 – Logical Layout

- Free Form Objects
- Text Box
- Navigation Bar
- Banner
- Image
- Java Applet
- Multimedia

Moving and Selecting Objects on a Free Page

Moving. When moving an object, click outside the object area and then click again inside the object area. The object bounding box appears. Click and drag the object to the desired location.

Selecting. When selecting an object, you have a number of options: (1) selecting one or more objects by clicking on each, (2) selecting one or more objects by lassoing them with the cursor, or (3) using **Edit > Select All**.

Figure 14.3 – Add Logical Page Dialog Box

Aligning and Sizing Objects on a Free Page

To resize an object using the mouse

1. Click object (or objects) you want to resize. A object bounding box appears with resize handles on the corners and sides.

Figure 14.5 – New Object Toolbar

2. Decide how you want to resize the image.
   - To resize the image proportionately, click and drag one of the corner handles. The object bounding box gets either bigger or smaller. Aspect ratio is maintained.
   - To resize the image without regard for its proportions, click and drag one of the side handles. The object bounding box gets either bigger or smaller. Aspect ratio is distorted.
3. When done, release the mouse to set the size. The object is resized.

To align or resize an object or object group using Align & Size

1. Select one or more objects.

2. Select **Object > Align & Size** or click **Align & Size** on the New Object toolbar. The **Align & Size** dialog box appears.

   Note: When a single object is selected align and size options are relative to the image

worksheet area only. Alignment options are either horizontal or vertical and the resize options are to worksheet height or width. When an object group is selected align and size options are relative to either the image worksheet area or to bounding box created by the objects selected. Alignment options include specifications for the entire group or for objects inside the group. Use these options to quickly resize and entire group of images relative to one another or relative to the worksheet area. For more information, click the dialog box Help button.

3. Specify the operation of Align & Size using the dialog box fields and buttons as necessary.
4. When done, click **OK**.

Grouping and Ordering Objects on a Free Page

Ordering Objects. Objects can be sent forwards or backwards so that you can layer objects over one another. This can be done by selecting the object and right-clicking. A pop-up menu appears. Select **Order > Send to Front**, **Send to Back, Forward One**, or **Backward One**.

Grouping Objects. To Group one or more objects together, hold the left mouse button down and lasso the objects that you want to group. You will notice that all the contents become highlighted. Then click **Group/Ungroup** on the New Object toolbar. From this point you can drag the grouped object around the page and have the contents stay in place.

Note: To modify the contents, first ungroup the objects by clicking Group/Ungroup again.

Using a Free Form Object on a Free Page

A Free Form Object is a transparent object that you can insert onto a Free Page. This is a special object that allows you to group images and text together using absolute positioning. With a Free Form Object every object can be independently place and grouped together. Once grouped, you can move the combination of elements around the page as a single Free Form Object. Inside a Free Form Object, you can do everything that you can in a Free Page.

To create a Free Form Object

1. Click **Free Form Object** on the New Object toolbar. An image box is placed on the page.
2. To resize the box, click and drag a resizing handle (one of the small black boxes) to increase or decrease the size of the object.
3. Double-click inside the box. You will see a slight change in the object bounding box (the small black boxes on the outline no longer appear on the inside of the box).

Note: You do not need to create a Free Form Object to start inserting text or images

To insert text and images into a Free Form Object

1. Click **Text Box** on the New Object toolbar. A text box appears in the Free Form Object bounding box.
2. Resize the Text Box and double-click inside that box. A blinking cursor appears inside the Text Box.
3. Begin typing your text.

4. Click outside the text box (but still inside the Free Form Box) and click back on the Text Box and drag and drop the text box to the desired location.

5. To insert an image inside the Free Form Object, click **Free Form Object** and click **Image** on the New Object toolbar.

6. Select the image that you want to use, resize it and click **OK**. The image will appear inside the Free Form Object.

7. Click outside the Image and click back on it. Drag and drop the Image to the desired location.
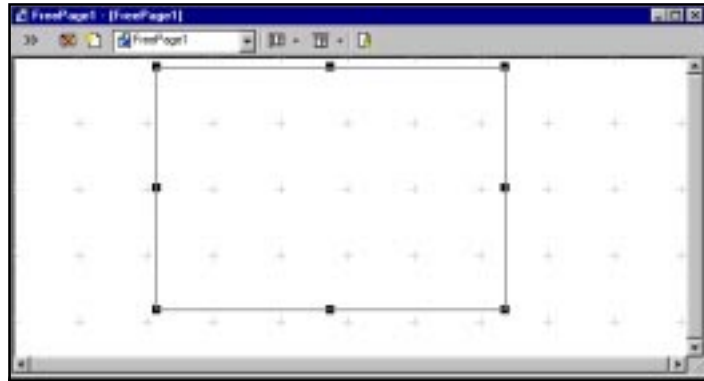
Figure 14.4 – Page Editor
Inserting a Free-Form Object with the Grid Feature On

Using Text Boxes with a Free Page

Text boxes are only available with Free Pages. Using a Text box, you can add any object that is available from the Insert Object toolbar (which is used with Plain Pages). However, objects within a text box cannot be specifically positioned. Object positioning within a text box has the same limitations as object positioning on a Plain Page, *with one advantage* – objects placed within the Text box can be moved to any location on a Free Page.

To insert a Text box object

1. Click **Text Box** on the New Object toolbar. A text box appears.

2. Resize the box and double-click inside the object bounding box. A blinking cursor appears inside the box.

    Note: The Insert Object toolbar used with Plain Pages appears. You have full control over the Fonts and Formatting characteristics as you would in a text editor.

3. Type the contents you want to add.

4. To move the box, click outside the box, then click once on the box and drag it to the desired location.
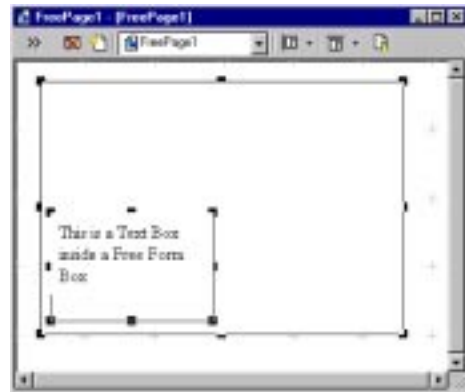
Figure 14.6 – Page Editor
Inserting a Text Box within a Free Form Object

Inserting Images on a Free Page

To insert an image

1. Click **Insert Image** on the New Object toolbar. The **Image Attributes** dialog box appears.
2. Select the image you want to use using the **Existing Resource**, **Library**, or **URL** tabs, or use the **Import**, **Create**, or **Acquire** buttons.
3. Click **OK** and the image will appear on the Page. Move the image to the desired location by dragging and dropping.

Creating Links on a Free Page

Links on Free Page objects can only happen with actual text or an actual image (or a blank image you create). To create a link on an image, highlight the image once and select **Object > Link**. Select the link and assign the Link. To assign a Link to text in a text box, simply highlight the text, right-click and select **Link**. Then choose the link and assign the link.

Note: Free form Objects or text boxes cannot be assigned links.

Using Frames on a Free Page

Create the Free Page and insert either a vertical or a horizontal frame set by clicking **Frame** on the Frames and Page Editor toolbar. To create a new frame within a frame, click inside the frame and choose a vertical or horizontal frame. You can customize the frame lengths by placing the mouse on the border and dragging it to the appropriate size.

Scripting–Predefined and Custom

Scripting in DHTML is an exciting feature that allows for the dynamic presentation of Web graphics or predesigned Web interactions. The basic principle behind DHTML is the idea that VB and JAVA scripts are activated by specific user actions. For these scripts to work three variables must be specified: An object, an event that causes the dynamic interaction of the object, and a script function that specifies what the dynamic interaction is going to be.

WebShop currently comes with two pre-defined scripting effects:

- A double-image effect/mouse-over.
- A slide show effect.

Both of these effects are activated by the mouse-over event (that is, when a Web viewer moves his/her mouse-over a graphic image the original graphic is automatically replaced with a new image). This can be accomplished by using the double image effect. Once a Web viewer moves his/her mouse-over a dynamic image, the original graphic is automatically replaced with a new image until the viewer moves off the image at which point the original image returns. A slide show effect is similar except that more then one image will be automatically displayed in a user-defined sequence. When creating a slide show effect, you can specify as many images as you want, as well as the timing between images. Once the Web viewer triggers the dynamic effect, each image will be displayed in sequence and then continue to repeat until the viewer moves off the page. The slide show effect does not stop by moving off the original image. It

only stops once the view leaves the page that it is placed on. This effect is only slightly more complex than a double-image effect.

Creating a Double-Image/Mouse-Over Effect

To create a double image effect using a mouse-over trigger

1. Go to the Site Manager and click on the **Logical Layout** tab.
2. Double-click on the page that you want.
3. Position the cursor where you want to insert the image file and select **Insert > Image**. The **Image Attribute** dialog box appears.
4. Decide how you want to obtain the first image.
   - To create an image, click **Create** to create an empty image resource file.
   - To import an image, click **Import** and navigate to an external file.
   - To use an existing image that is already a part of current resources, click **Existing Resources** tab, and click the graphic that you want.
   - To use an image from one of the libraries, click **Library** tab, select the library and select the image.
   - To use an image from the Internet, click **URL** tab and record the exact location of the graphic.
5. Click **OK**. The image is inserted on the Web page.
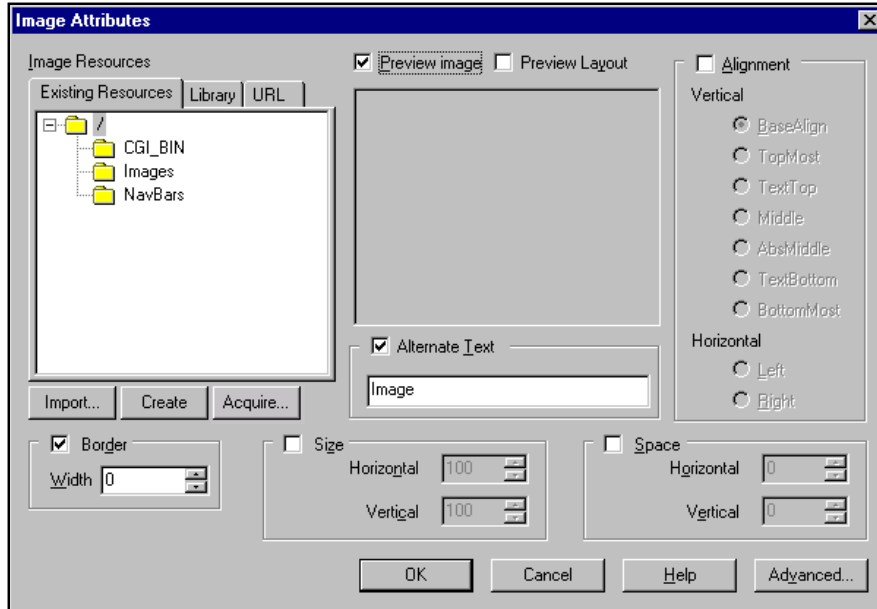
Figure 14.7 – Image Attributes Dialog Box
Creating an Image Resoource File for a Double Image Effect
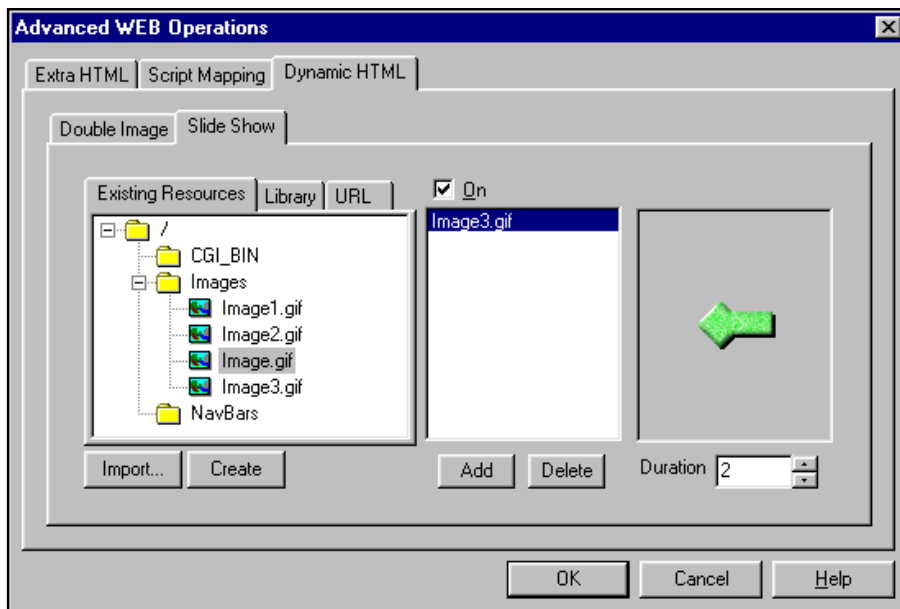
Figure 14.8 – Advanced WEB Operations Dialog Box

6. Click once on the image and right-click. A pop-up menu appears.

7. Select **Object > Properties**. The **Image Attribute** dialog box reappears.

8. Click the **Advanced** button to obtain the **Advanced Web Operations** dialog box.

9. Click the **Dynamic HTML** tab.

10. Click the **Double Image** tab.

11. Click the **On** check box to activate the double-image effect. The resource selection portion of the **Image Attributes** dialog box appears.

12. Decide how you want to obtain the second image.

    - To create an image, click **Create** to create an empty image resource file.

    - To import an image, click **Import** and navigate to an external file.

    - To use an existing image that is already a part of current resources, click **Existing Resources** tab, and click the graphic that you want.

    - To use an image from one of the libraries, click the **Library** tab, select the library and select the image.

    - To use an image from the Internet, click the **URL** tab and record the exact location of the graphic.

13. Select what image you want to use and click **OK**. This returns you to the **Image Attributes** dialog box.

14. Click **OK** again. The updated image is inserted on the Web page.

You are now ready to test the image. Click **Preview** on the Standard toolbar to load the page to

a browser.   Place the mouse over the image to see the mouse-over effect.

Creating a Slide Show Effect

To create a slide show effect to display multiple images

1. Go to the Site Manager and click on the **Logical Layout** tab.
2. Double-click the page that you want.
3. Position the cursor where you want to insert the image file and select **Insert > Image**. The **Image Attribute** dialog box appears.
4. Decide how you want to obtain the first image.
   - To create an image, click **Create** to create an empty image resource file.
   - To import an image, click **Import** and navigate to an external file.
   - To use an existing image that is already a part of current resources, click **Existing Resources** tab, and click the graphic that you want.
   - To use an image from one of the libraries, click the **Library** tab, select the library and select the image.
   - To use an image from the Internet, click the **URL** tab and record the exact location of the graphic.
5. Click **OK**. The image is inserted on the Web page.
6. Highlight the image and right-click on the image and select **Object > Properties**. The **Image Attribute** dialog box reappears.
7. Click the **Advanced** button to obtain the **Advanced Web Operations** dialog box.
8. Click the **Dynamic HTML** tab.
9. Click the **Slide Show** tab.
10. Click the **On** check box to activate the slide show effect. The resource selection portion of the Image Attributes dialog box appears.
11. Decide how you want to obtain the next image.
    - To create an image, click **Create** to create an empty image resource file.
    - To import an image, click **Import** and navigate to an external file.
    - To use an existing image that is already a part of current resources, click **Existing Resources** tab, and select the graphic.
    - To use an image from one of the libraries, click the **Library** tab, select the library and select the image.
    - To use an image from the Internet, click the **URL** tab and record the exact location of the graphic.
12. Using the increase / decrease arrows next to **Duration**, specify the length of time that each image will appear.
13. Click **Add.** The image is added to the slide show list.
14. Repeat Steps 11–13 for each additional image you want to use.
15. Click **OK**. This returns you to the **Image Attributes** dialog box.

16. Click **OK** again. The updated image is inserted on the Web page.

You are now ready to test the image. Click **Preview** on the Standard toolbar to load the page to a browser. Place the mouse over the image to start the Slide Show effect.

Creating Custom Effects with Dynamic HTML

The process for creating customized dynamic effects is a two-step process. First, you must create the underlying script that executes the effect. Second, you must map the script to an object while at the same time specifying the event that triggers the effect. With double-image and slide show, the associated script and triggering events were pre-coded. All you had do to was string together the requisite images. With a custom effect, you must write both the script and then map it to an object.

Note: Custom scripts work only on Internet Explorer and not Netscape. The reason is that IE 4.x follows the World Wide Web Consortium.

When using our predesigned scripts, WebShop considers both browsers and creates alternate scripts depending on which browser is being used. Netscape will not understand these scripts when inserted onto a Free Page. There are ways around this problem. They are described at the end of this section.

Creating a Custom Script

To create a VB or JAVA script that displays "Hello!" and Bye!"

1. In the Site Manager, double-click page where you want to have the script inserted.

2. Click **Script** on the Insert Objects toolbar or select **Insert > Java Script**. The **Insert Script** dialog box appears.

   Note: Scripts should be placed at the beginning of the page.

3. Select the type of script–Java or Visual Basic–from the **Script Type** drop-down menu. In this case, choose **JAVA script**.

4. In the **Functions** section, click the **Add** button. In the **Function Name** dialog box, type "Hello" and click **OK**.

5. Repeat Step 4. For the function "Bye"

6. Click function name. This activates the argument and function body sections of the dialog box.

7. Write the code for the function **Hello**. Type "alert ("Hello!")"

Figure 14.9 – Insert Script Dialog Box

8. Repeat Step 7 for the **Bye** function.

9. Click **OK**. A **Script** icon appears. Now you are ready to map this function to an object.

Mapping a function to an object and specifying a trigger event

The following mapping procedures specify a mouse-over trigger event for "Hello!" and a mouse-out trigger event for "Bye!" Depending upon the browser, these events must be mapped differently.

To map a function to an object—for Internet Explorer

1. Insert an image by clicking **Insert Image** on the Insert Objects toolbar and choose an image. Click **OK**.
2. Click once on the image, right-click, and select **Object > Properties**. The **Image Attributes** dialog box appears.
3. Click **Advanced.** The **Advanced Web Operations** dialog box appears.
4. Click **Script Mapping** tab.
5. Using the **Available Events** list box, select **onMouseOver** and click **Add** in the **Events List** section.
6. Highlight "**onMouseOver**" in the **Event List** section and in the **Available Function** section, highlight "**Hello**."
7. Click **Add** button in the **Function List** section.
8. Repeat Steps 6–8 for the event "**onMouseOut**" and the function "**Bye**."
9. When done, click **OK**. This returns you to the **Image Attributes** dialog box.
10. Click **OK** again. This returns you to the Web page that contains the image.

To map a function to an object—for Netscape

1. Insert an image by selecting **Insert Image** on the Insert Objects toolbar and choosing an image.
2. Highlight the image, right-click, and select **Link** to display the **Insert Link** dialog box.
3. Highlight the same page that the script is on. Click **Advanced**. The **Advanced Web** dialog box is displayed.
4. In the **Extra HTML** box, type "onMouseClick=return false onMouseOut=Bye" Click **OK**. Click **Assign URL**.

You are now ready to test the image. Click **Preview** on the Standard toolbar to load the page to a browser. Run the mouse-over the image and move the mouse out of the image to start the custom script.

Chapter 15.
Using Graphic Editor

Introduction

WebShop's Graphic Editor module is one of its most important features. Understanding the windows, toolbars, and buttons can make using the application quick and efficient.

Topics covered in this chapter include:

- Launching Graphic Editor
- Graphic Editor Functions
- Graphic Editor Window (Full Edit)
- Page Editor Window ("In-Place" Edit)
- Graphic Editor Toolbars
- Procedures for Using Graphic Editor

Launching Graphic Editor

To launch the WebShop's Graphic Editor module you must specify which image resource file you want to open. There are two ways to open the Graphic Editor: (1) from the Site Manager–Physical Layout window (where you select the image file from the resource tree), or (2) from an open Web page in Page Editor (where you select an image that has been placed on the page).

To open Graphic Editor from Site Manager–Physical Layout

- Double-click on an **Image File** icon from the resource tree. Graphic Editor opens and the image is placed in the Image Worksheet. The image is now ready to be edited.

To open Graphic Editor from a Web page in Page Editor

1. From **Site Manager–Logical Layout**, double-click on a **Web Page** that contains a graphic image. The selected page opens in Page Editor.

   Note: A graphic image is any image that has been inserted using Insert > Image, or by clicking the Image button on the Insert Object toolbar.

2. Click on the image that you want to edit and select **Format > Object > Edit** or right-click and select **Object > Edit**.

   Note: The Graphic Editor Window uses the title: "WebShop <CNQ file name> - Web Site - <image file name>." This naming convention emphasizes that images are resources to specific project files.

Graphic Editor Functions

Use Graphic Editor to insert or edit the following graphic objects: **Text Line**, **Image**, **Fill Pattern**, **Border**, **Paragraph Text**, **Calendar**, **Chart**, **OLE,** and **Drawing**. You will also use Graphic Editor to assign image map links and convert graphic objects or images into template placeholders.

To perform any of these operations, an image resource file must be created. Normally, you create and place an image resource file on your Web page prior to editing or inserting a graphic object. When you create an image resource file that is empty and place it on a Web page, you are inserting a blank image file.

To insert a blank image file onto a Plain Page

1. Double-click on a **Plain Page** icon from **Site Manager–Logical Layout**. The Page Editor window appears.

2. Select **Insert > Image** or click **Image** on the New Object toolbar. The **Image Attributes** dialog box appears.

3. Click **Create**. A new image file is added to existing resources and is already selected for you. Click **OK**. The selected blank image file is inserted. An image bounding box appears with the words "**Blank Image**."

   Note: By default, blank images are created with a height and width of 100 pixels and are formatted as GIF files with 256 colors. The background is set to be the same as the Graphic Editor worksheet (this is not necessarily the same as the Web Page background). All of these defaults settings can be changed by selecting the image and clicking the Page Setup button on the Main toolbar. The Image Properties dialog box appears.

Graphic Editor Modes

You can open Graphic Editor from either one of two modes:

- **Full Edit mode**. Makes all Graphic Editor features available and allows you to insert any graphic object. When you are in Full Edit Mode the Graphic Editor window opens. All Control toolbar options are available and the image pasteboard area is visible.

- **"In-Place" Edit mode**. Makes available most Graphic Editor features. In-Place edit allows you to see the rest of your Web Page content while you update a blank or existing image file. The Graphic Editor window does not open. During "in-place" edits, your screen display remains in Page Editor. However, the Menu bar options change, and the Graphic Editor toolbars become available. The image pasteboard area is not available. All objects must be inserted directly into the Image bounding box.

Normal or Template Placeholder Form

Objects placed either in the Graphic Editor window or on a Web page can be displayed in either *Normal* or *Template Placeholder* form. Normal objects are displayed as exact images (or objects). Template Placeholders are displayed as programming representations that will be updated later.

To display a graphic object in placeholder form from Page Editor

1. Right-click a Normal object. A pop-up menu appears.
2. Select **Show > As Placeholder**. The object appears in Placeholder form.

When displayed as a placeholder, an object will have a colored box and a small symbol representing the type of object. This small symbol correlates with the Insert Object buttons on the Insert Object toolbar. When you convert a Normal object into a placeholder, the representative symbol is placed in the corner of the *bounding box* (that is, a box around the object area). Each object type has its own color. The color code for the objects that can be made into placeholders is as follows:

- **Text Line** - blue
- **Image** - red
- **Fill Pattern** - cyan
- **Border** - yellow
- **Paragraph Text** - bright green
- **Calendar** - pink
- **Chart** - olive
- **OLE** - teal

> *Note: For more information about templates and placeholders, see the chapter titled "Creating WebShop Templates."*

Graphic Editor Window (Full Edit)

In Full Edit mode (Figure 15.1), the Graphic Editor window has several elements:

- **Title bar**. Indicates the CNQ file that is open and the Image file that is open. The naming convention used in the title bar is "**WebShop <CNQ file name> - Web Site - <image file name>**."
- **Menu bar**. Provides access to WebShop functions. The menu bar options available in Graphic Editor are different from those available in Page Editor or Site Manager. Graphic Editor Menu options include: File, Edit, View, Site, Object, Library, Window, and Help. Additional Menu options become available depending upon the object inserted or selected. These additional menu options include:
  - **Text Line** - Modify, Alignment
  - **Image** - Modify
  - **Fill Pattern** - Modify
  - **Border** - Modify
  - **Paragraph Text** - Format, Insert, Effects, Tools
  - **Calendar** - Modify
  - **Chart** - Modify
  - **OLE** - Modify
  - **Drawing** - Modify, Create
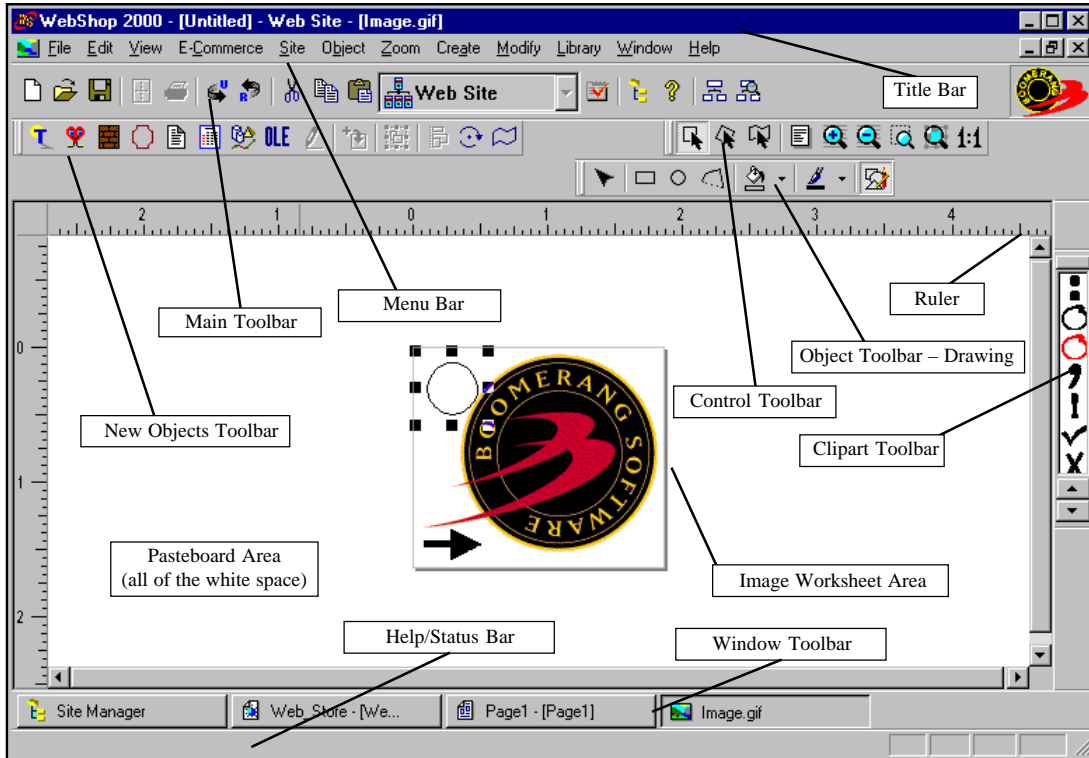
Figure 15.1 – Graphic Editor Window – Full Edit Mode

- **Main toolbar**. Appears across the top of the Graphic Editor window below the Menu bar. This toolbar offers quick mouse access to the most basic functions, such as Save, Cut, Paste, and so forth. This toolbar is common to all WebShop modules.

   Note: The Page Setup button is only available when an image file is being updated.

- **Control toolbar**. Appears across the top of the Graphic Editor window and gives you access to object manipulations (move, rotate, distort) and viewing functions, such as zoom in and zoom out.

- **New Objects toolbar**. Appears just below the Main toolbar and is used to insert graphic objects into the Image Worksheet. There are separate buttons for each graphic object, for assigning image map links, for grouping or ungrouping objects, and others.

- **Clipart toolbar**. Appears on the right side of the Graphic Editor window and displays one of several images and image libraries included with WebShop. To use the Clipart toolbar, specify the Clipart library and scroll through the images available with that library. Click and drag a selected image onto the Graphic Editor window. You can now manipulate the image as usual.

- **Window toolbar**. Appears near the bottom of the screen and indicates each of the various

project windows currently open in WebShop. Use this toolbar to navigate quickly between different windows.

- **Help/Status bar**. Appears at the bottom of the Graphic Editor window and displays a Help tip for any toolbar button or menu option.
- **Ruler**. Appears only when the feature is turned on or when you first install the program.
- **Object Toolbar–Drawing**. Appears only when you insert a Drawing object. The functions performed by this toolbar correspond to the Create and Modify menu options, which are also conditional.
- **Image Worksheet**. Appears in the center of the Graphic Editor window. The Image Worksheet size is controlled by Image Properties which are defined when the image is first created. The Image Worksheet and the size of the Image bounding box visible in Page Editor are the same. When you define the image size using Image Properties, you also establish the Image Worksheet. The default worksheet area color is specified in Preferences.

  WARNING! Do not use the command Format > Object > Properties to resize an image. This opens the Image Attributes dialog box. If you reset the image size from Image Attributes you will not be able to access in-place edit. You can, however, use Image Attributes to set up some space around the image, create a simple image border, or specify the alignment of the image on the Web page.

- **Pasteboard Area**. Appears all around the Image Worksheet.

Page Editor Window ("In-Place" Edit)

From "In-Place" Edit (Figure 15.2), the Page Editor window has several elements:

- **Title bar**. Indicates the CNQ file that is open and the Logical name for the Page that is open. The naming convention used in the title bar is "**WebShop <CNQ file name> - Web Site - <logical page name>**"
- **Menu bar**. Page Editor menu options are replaced with Graphic Editor menu options. Graphic Editor options are object-sensitive. Depending upon the object inserted, some options become available while others become unavailable.
- **Main toolbar**. Appears across the top of the Page Editor window below the Menu bar.
- **Control toolbar**. Appears next to the Main toolbar. This is a smaller version of the full Graphic Editor Control toolbar.
- **Clipart toolbar**. Appears on the right side of the Page Editor window and displays one of several images and image libraries included with WebShop.
- **Window toolbar**. Appears near the bottom of the screen and indicates each of the various project windows currently open. This toolbar is unchanged.
- **Help/Status bar**. Appears at the bottom of the Page Editor window and displays a Help tip for any toolbar button or menu option. This toolbar is unchanged.
- **Image Worksheet**. Appears on the Page Editor window wherever an image is placed. The Image Worksheet size is controlled by Image Properties which are defined when the image is first created. When you define the image size using Image Properties you also establish the Image Worksheet and the image display area.
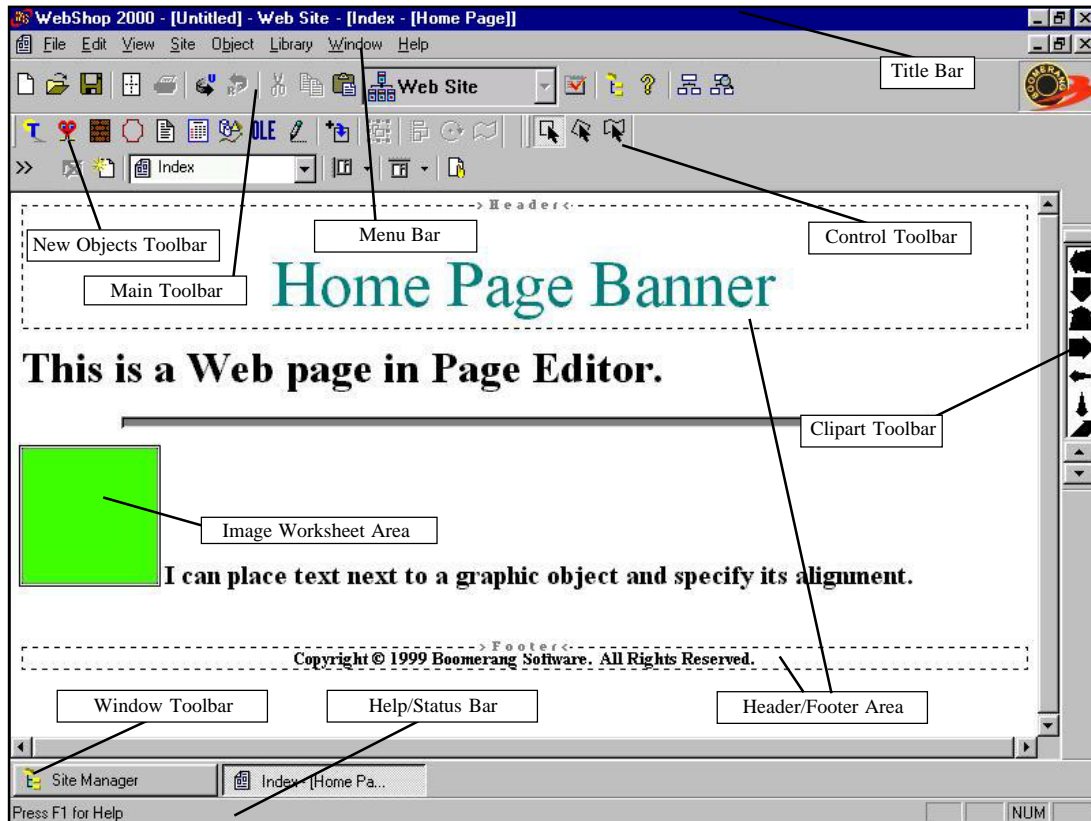
Figure 15.2 – Page Editor Window – "In-Place" Edit Mode

- **Header and Footer objects**. Appears in the Page Editor window whenever a header or footer is specified.

  Note: The Pasteboard area and the Ruler are not available during "in-place" edits.

Floating Toolbars

Most of the WebShop toolbars can be made to *float* or can be placed at different locations in the Page Editor window or in the Graphic Editor window. A floating toolbar can be moved to any location for easier access and convenience. You can *dock* a floating toolbar by returning it to its default location or to one of the toolbar locations at the top, bottom, right, or left of a WebShop window.

To relocate (or undock) a toolbar, double-click in the toolbar area (not inside one of the toolbar buttons). The toolbar is immediately undocked. Place the mouse pointer on the toolbar title bar and drag it to the position that you want.

Graphic Editor Toolbars

The following Graphic Editor toolbars are covered: **New Object**, **Control**, each of the seven **Object** toolbars, **Paragraph Text Formatting**, and **Clipart**.

Note: All seven of the Object toolbars have the same display name, "Object." To identify them individually, the convention Object Toolbar–"Object Type" is used. Depending upon the object selected or inserted, one of the seven Object toolbars appears.

New Object Toolbar

Use the New Object toolbar (Figure 15.3) to initially create a graphic object. To access this toolbar, highlight an image on a Web page and select **Format > Object > Edit**.
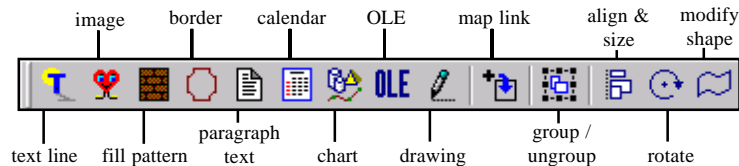
Figure 15.3 – New Object Toolbar

Control Toolbar

The Control toolbar (Figure 15.4) is located on the left side of the Graphic Editor window. This toolbar includes object orientation and viewing controls. With them, you can view an object at different magnifications or change an object's orientation.
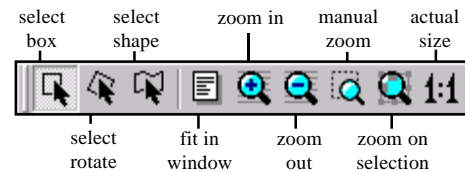
Figure 15.4 – Control Toolbar

Object Toolbars

Specialized versions of the Object toolbar appear in Graphic Editor depending on what object you insert from the New Object toolbar or what object you select for editing. There are seven different Object toolbars: **Text Line**, **Paragraph Text**, **Calendar**, **Charts**, **Drawing**, **Map Link** and **Map Link Editing**. The Object Toolbar–Drawing also activates a secondary toolbar called the **Node Edit** toolbar.

Note: All seven of the Object toolbars have the same display name, "Object." To identify them individually, the convention Object Toolbar–"Object Type" is used. Depending upon the object selected or inserted, one of the seven Object toolbars appears.

Object Toolbar–Text Line

The Object Toolbar–Text Line (Figure 15.5) has a number of options for changing the content and appearance of a text line object. All of these functions access the **Text Line** dialog box. This dialog box contains four tabs. Each tab corresponds to one of the first four toolbar buttons. Additional buttons are provided to align your text within the bounding box. The Object Toolbar–Text Line only appears when you click **Text Line** on the New Object toolbar or when you click on a Text Line object to select it. The operations performed by this toolbar are available from the **Modify** menu or from the **Alignment** menu.
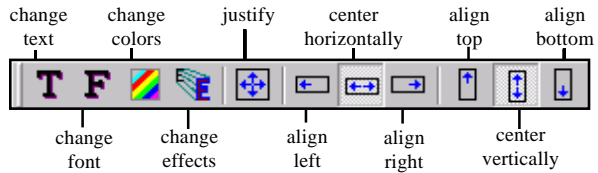
**Figure 15.5 – Object Toolbar
Text Line**

Object Toolbar–Paragraph Text

The Object Toolbar–Paragraph Text (Figure 15.6) has a number of options for changing the content and appearance of a Paragraph Text object. Each function accesses a different dialog box that is used to complete the function. The Object Toolbar–Paragraph Text only appears when you click **Paragraph Text** on the New Object toolbar or when you click on a Paragraph Text object to select it. The operations performed by this toolbar are available from the **Format** menu or from the **Tools** menu.
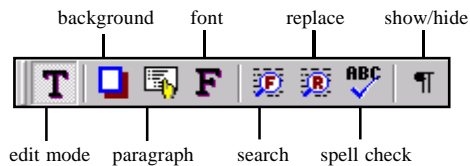
**Figure 15.6 – Object Toolbar
Paragraph Text**

Object Toolbar–Calendar

The Object Toolbar–Calendar (Figure 15.7) has a number of options for changing the content and appearance of a calendar. All of these functions access the **Calendar** dialog box. This box contains seven tabs. Each tab corresponds to a separate toolbar button. The Object Toolbar–Calendar only appears when you click **Calendar** on the New Object toolbar or when you click on a calendar object to select it. The operations performed by this toolbar are available from the **Modify** menu.
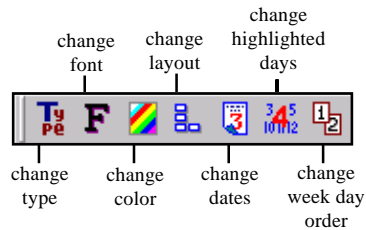
**Figure 15.7 – Object Toolbar
Calendar**

Object Toolbar–Charts

The Object Toolbar–Charts (Figure 15.8) has a number of options for changing the content and appearance of a chart object. All of these functions access the **Chart** dialog box. This box contains three tabs. Each tab corresponds to a separate toolbar button. The Object Toolbar–Chart only appears when you click **Chart** on the New Object toolbar or when you click on a chart object to select it. The operations performed by this toolbar are available from the **Modify** menu.

change type   change colors

change style
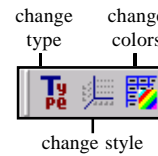
Figure 15.8 – Object Toolbar Charts

Object Toolbar–Drawing

The Object Toolbar–Drawing (Figure 15.9) has a number of options for inserting and changing the appearance of a Drawing object. The Object Toolbar–Drawing only appears when you click **Drawing** on the New Object toolbar or when you click on a Drawing object to select it. The operations performed by this toolbar are available from either the **Create** or **Modify** menu.

rectangle tool   polygon tool   pen color

node edit tool   ellipse tool   brush color   edit object
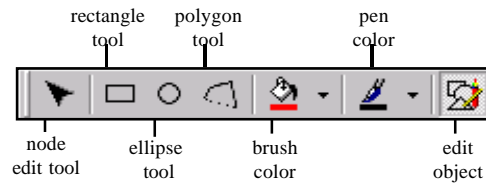
Figure 15.9 – Object Toolbar Drawing

Secondary Object Toolbar – Node Edit

The Node Edit toolbar (Figure 15.10) only appears when you click the **Node Edit Tool**. Use this toolbar to manipulate a Drawing object's bounding area nodes. Node handles only appear if you click **Node Edit Tool** or **Edit Object**. The operations accessed by the Node Edit toolbar are available from the **Modify** menu.

add node   convert to curve   join nodes   align nodes

delete node   convert to line   split nodes
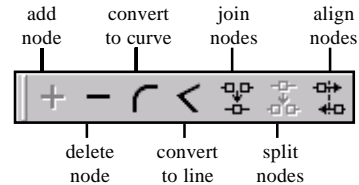
Figure 15.10 – Node Edit Toolbar Drawing

Object Toolbar–Map Link

The Object Toolbar–Map Link (Figure 15.11) has a number of options for establishing map link areas. These are the same drawing tools available on the Object toolbar for drawing objects. The operations performed by this toolbar are available from the **Create** menu which appears when you click the **Map Link** button on the New Object toolbar.

rectangle tool   polygon tool

elipse tool
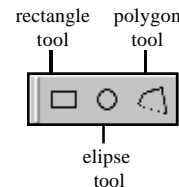
Figure 15.11 – Object Toolbar Map Link

Object Toolbar–Map Link Editing

The Object Toolbar–Map Link Editing (Figure 15.12) has a number of options for editing map link areas and map link URL assignments. Two of the buttons on this toolbar are the same ones found on the Object toolbar that appears for drawing objects. The operations performed by this toolbar are available from the **Modify** menu which appears when you click on an image map area.
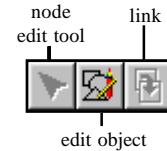
Figure 15.12 – Object Toolbar Map Link Editing

Paragraph Text Formatting

When formatting paragraph text, you could be working with any one of three toolbars: Formatting toolbar, Insert Object toolbar, and Object Toolbar–Paragraph Text. Only the Formatting toolbar and the Insert Object toolbar are covered here. (For information about the Object Toolbar–Paragraph Text, see the topic "Object Toolbars" earlier in this chapter.)

Formatting Toolbar

The Formatting toolbar (Figure 15.13) has a number of options for changing the appearance of text contained within a paragraph mark.
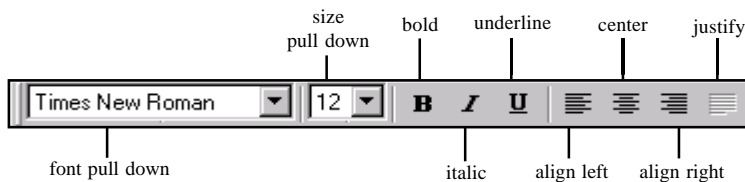
Figure 15.13 – Formatting Toolbar Paragraph Text

Insert Object Toolbar

The Insert Object toolbar (Figure 15.14) has a number of options for inserting formatting *in front* of any text contained within a paragraph mark or to import text into a Paragraph Text object.
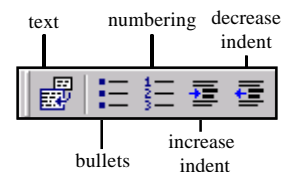
Figure 15.14 – Insert Object Toolbar Paragraph Text

Clipart Toolbar

WebShop features a Clipart toolbar (Figure 15.15) on the right side of the Graphic Editor window and on the right of the Page Editor window during an "in-place" edit. Unlike other toolbars in WebShop that access specific functions, the Clipart toolbar provides *drag-n-drop* access to various images that are stored in Clipart libraries. You can access several Clipart libraries using this toolbar.

To select a Clipart library and scroll through the images

1. Click the button located at the top of the Clipart toolbar. A list of available graphic libraries appears.
2. Click the desired library to display it in the Clipart toolbar.
3. To scroll through the library images, click the left or right arrow at the bottom of the toolbar.

WebShop comes with a variety of Clipart libraries. These include arrows, balloons, bullets, signs, and others. The Clipart libraries available on your PC will depend on the Clipart options you selected during installation.

**Figure 15.15
Clipart Toolbar**

To place a Clipart image on the Image Worksheet

1. Select the Clipart library that you want.
2. Scroll through the images until you find the one you want.
3. Drag-n-drop the image into the Image Worksheet.

You can add or delete Clipart images, or entire Clipart libraries, using **Library > Edit Image Library**.

Ruler Set-up

WebShop features a ruler that you turn on (or off) using the **Preferences** dialog box. If this feature is on, the ruler displays across the top and left sides of the Graphic Editor. The upper left corner of the ruler (Figure 15.16) contains a box which is used to reset the zero point locations on the Top and Left rulers. To use this feature, the ruler option must be turned on.

To reset a zero point on the Ruler

1. Click the box in the corner of the ruler (where the vertical and horizontal rulers meet).
2. Click and drag the cursor to the position on the ruler where you wish the zero point to be located.
3. Release the mouse button. The zero point is reset.

Click the mouse pointer in the corner and drag it to the new zero calibration point.
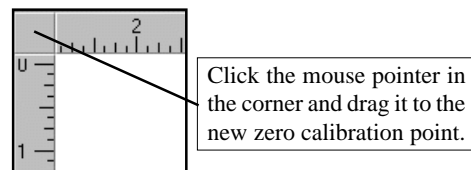
**You can change the zero point of the ruler by
dragging the ruler indicator to a new location**

Figure 15.16 – Ruler Set-up

Procedures for Using Graphic Editor

This section covers the following procedure areas: **Basic Procedures**, **Resetting Image Properties and Image Attributes**, **Controlling Inserted Graphic Objects**, **Rotating and Reshaping Graphic Objects**, **Zooming In and Out**, **Creating and Updating Template Placeholders**, **Inserting Graphic Images**, **Creating Map Link Links**, and **Inserting OLE Objects**.

Note: For object specific procedures, see the three chapters immediately following this one.

Basic Procedures

The following are basic procedures to place an image resource file onto a Web page.

To insert an image onto a Plain Page

1. Position the cursor at the point where you want to insert a picture.

2. Select **Object > Insert > Image** or click **Image** on the New Object toolbar. The Image Attributes window appears.

    Note: For more information about the Image Attributes dialog box, see the topic "Inserting Images and Graphic Objects" in the chapter titled "Key Features and Procedures."

3. Decide how you want to insert (or create) your image:

    *   To insert an image from existing resources, click the **Existing Resource** tab and select an image from the image folder.

    *   To insert an image from a graphic library, click the **Library** tab and select an image library from the drop-down list and click the image you want.

    *   To insert an image from using a URL, click the **URL** tab and enter the exact URL address for the image you want.

    Note: URL images cannot be edited or displayed in Graphic Editor. Because they are linked images, they are not resources that can be edited.

    *   To import an image from your hard disk, click the **Import** button. The **Import** dialog box appears. Select the drive and folder where the desired image is stored. Click the image file and click **OK**. The selected image file is imported as an image resource. Select the imported image file from the resource tree.

    *   To create a new image, click **Existing Resource** tab and click **Create**. A new image file is added to existing resources. Select the newly created image file from the resource tree.

    Note: By default new images are created with a height and width of 100 pixels and are formatted as GIF files with 256 colors. The background is set to be the same as the Graphic Editor worksheet (this is not necessarily the same as the Web Page background). All of these defaults can be changed by selecting the image and clicking the Page Setup button on the Main toolbar. The Image Properties dialog box appears. Change the settings as necessary.

    *   To add an image from a Twain compliant device, click **Acquire**. The device driver dialog box appears. Use this dialog box to specify the image you want to bring in.

When done, click **OK**. A new image file is added to existing resources. Select the newly created image file from the resource tree.

Note: If a device driver is not currently open, the Acquire button is inactive. To select a source, go to Site Manager and select File > Select Source. The Select Source dialog box appears. Select a data source and decide if you want to acquire multiple images, and click OK. The Acquire button is now active.

4.   When done, click **OK**. The specified image is inserted onto the Plain Page.

To begin a "full" edit using Graphic Editor

1.   Click the image you want to edit. A grey outline appears around the image area.

Note: If you have defined your Image Properties using Image Attributes, a graphic bounding box with sizing handles will appear instead of the grey outline.

2.   Right-click and select **Object > Edit**. The Page Editor window is replaced with the Graphic Editor window.

Note: From a full edit, you have complete access to the pasteboard area of Graphic Editor.

To begin an "in-place" edit in Page Editor

1.   Click the image you want to edit. A grey outline appears around the image area.

2.   Double-click the image or right-click and select **Object > Inplace Edit**. The graphic is put into "in-place" edit mode. The New Object toolbar and the Clipart toolbar appear. The Menu bar options are replaced with Graphic Editor selections.

Note: From "in-place" edit you cannot place objects onto the pasteboard area. All of your work must be done in the Image Worksheet defined by Image Properties. You can change the Image Worksheet by clicking on the Page Setup button on the Main toolbar. When manipulating images, always define your image properties using the Page Setup button. This insures that you can continue to use In-Place editing. If you define your Image Properties using the Image Attributes dialog box, you will no longer be able to use in-place editing.

To exit Graphic Editor and return to Page Editor

•   When you are done making edits, click the Windows Close button or press **ALT + X** and specify whether to save or abandon your changes. Page Editor reappears with the content of the Plain Page displayed.

To insert a graphic object onto a Plain Page

There are several graphic objects that can be inserted onto a Web page. These include: a Text Line, Graphic Image, Clipart Image, Paragraph Text, Fill, Border, Calendar, or OLE Objects. To insert any of these graphic objects, a blank image file must be created and inserted before the graphic object can be inserted. Once a blank image file has been inserted onto the Web page, it must be opened in the "in-place" edit mode. "In-Place" edit allows you to insert graphic objects directly into the blank image file without opening Graphic Editor. You will continue to see your Web page content while you update the blank image file.

To insert a blank image file onto a Plain Page in Page Editor

1. Select **Insert > Image** or click **Image** on the New Object toolbar. The **Image Attributes** dialog box appears.

2. Click **Create**. A new image file is added to existing resources and is already selected for you. Click **OK**. The selected blank image file is inserted. An image bounding box appears with the words "**Blank Image**."

   Note: By default blank images are created with a height and width of 100 pixels and are formatted as GIF files with 256 colors. The background is set to be the same as the Graphic Editor worksheet (this is not necessarily the same as the Web Page background). All of these defaults can be changed by selecting the image and clicking the Page Setup button on the Main toolbar. The Image Properties dialog box appears. Change the settings as necessary.

To begin an "in-place" edit of a Blank Image

1. Click once on the "**Blank Image**" box. A grey outline appears around the image bounding box.

2. Double-click the image or right-click and select **Object > Inplace Edit**. The image is put into "in-place" edit mode. The words "**Blank Image**" disappear and the image background color changes. The New Object toolbar and the Clipart toolbar appear. The Menu bar selections are replaced with Graphic Editor selections. You are now ready to insert a graphic object into the blank image file.

To select a graphic object to insert into a Blank Image file

1. With the Blank Image open, decide what kind of image you want to insert:

   - To insert a *Text Line*, select **Object > Add > Text Line** or click **Text Line** on the New Object toolbar. The **Text Line** dialog box appears. Type your text in the Text field and click **OK**. The text line object is inserted and the Object Toolbar–Text Line appears.

   - To insert a *Graphic Image*, select **Object > Add > Image** or click **Image** on the New Object toolbar. The **Image** dialog box appears. Select your image and click **OK**. The selected image is inserted.

   - To insert *Paragraph Text*, select **Object > Add > Paragraph Text** or click **Paragraph Text** on the New Object toolbar. The image bounding box handles change and three toolbars appear: The Formatting toolbar, the Object Toolbar–Paragraph Text version, and the Insert Object toolbar. To insert text, double-click the image box and begin typing.

   - To insert a *Fill Pattern*, select **Object > Add > Fill Pattern** or click **Fill Pattern** on the New Object toolbar. The **Fill Pattern** dialog box appears. Make your specifications as necessary and click **OK**. The fill pattern object is inserted.

   - To insert a *Border*, select **Object > Add > Border** or click **Border** on the New Object toolbar. The **Border** dialog box appears. Select your border and click **OK**. The selected border is inserted.

   - To insert a *Calendar*, select **Object > Add > Calendar** or click **Calendar** on the New Object toolbar. The **Calender** dialog box appears. Select the type of calendar you

want and click **OK**. The Calendar object is inserted and the Object Toolbar–Calendar appears.

- To insert a *Chart*, select **Object > Add > Chart** or click **Chart** on the New Object toolbar. The **Chart** dialog box appears. Select the type of chart you want and click **OK**. The chart object is inserted and the Object Toolbar–Chart appears.

- To insert an *OLE Object*, select **Object > Add > OLE** or click **OLE** on the New Object toolbar. The **Insert New Object** dialog box appears. Make your application selection and click **OK**. The application is launched. When done creating the OLE object, select **File > Exit and Return to WebShop**. The OLE object is inserted.

- To insert a *Clipart image*, select the Clipart library from the Clipart toolbar and click and drag the image that you want into the Image box. Release the mouse once it is in place. The Clipart image is inserted.

Note: To insert a manually drawn image you must be in full edit mode. You cannot insert a drawing object from "in-place" edit. For more specific details on how to insert each of these graphic objects look for its associated procedure later in this chapter.

2. When done, click outside the image box. The New Object toolbar and the Clipart toolbar disappear. The Menu bar selections are replaced with Page Editor selections. "In-Place" edit is complete.

3. Continue specifying Web page content as necessary.

Resetting Image Properties and Image Attributes

There are two dialog boxes that control the global features of an image: Image Properties and Image Attributes. Use Image Properties to specify image size, file format and background color. Use Image Attributes to specify image spacing, alignment, line borders, and alternate text.

To reset the Image Worksheet (or Image Size) using Image Properties

1. Click **Page Setup** on the Main toolbar. The **Image Properties** dialog box appears.
2. Specify the size, file format and background color for the image.
3. When done, click **OK**. The graphic image presentation area is updated.

WARNING! Do not use the command Format > Object > Properties. This opens the Image Attributes dialog box. If you reset the image presentation area from Image Attributes you will not be able to access in-place edit. You can however use Image Attributes to set up some space around the image, create a simple image border, or specify the alignment of the image on the Web page.

To set up some space around the image

1. Click the image you want to edit. A grey outline appears around the image area.
2. Right-click and select **Object > Properties**. The **Image Attributes** dialog box appears.
3. Click the **Space** check box and specify the **Horizontal** and **Vertical** space desired.

Note: Space measurements are defined in pixels.

4. When done, click OK. The grey bounding box indicates the amount of space currently specified.

To specify the alignment of the image

1. Click the image you want to edit. A grey outline appears around the image area.

2. Right-click and select **Object > Properties**. The **Image Attributes** dialog box appears.

3. Click the **Alignment** check box and click alignment option desired.

    Note: Alignment options are mutually exclusive. Select only one. Left and right alignment options automatically force existing text to one side. Vertical selections place the image "in-line" with text.

4. When done, click **OK**. The image bounding box alignment is updated.

To create a simple line border for an image

1. Click the image you want to edit. A grey outline appears around the image area.

2. Right-click and select **Object > Properties**. The **Image Attributes** dialog box appears.

3. Click the **Border** check box and specify the **Width** desired.

    Note: Width measurements are defined in pixels.

4. When done, click **OK**. The image bounding box is updated.

To specify alternate text for an image while it is loading in a browser

1. Click the image you want to edit. A grey outline appears around the image area.

2. Right-click and select **Object > Properties**. The **Image Attributes** dialog box appears.

3. Click the **Alternate Text** check box and specify the **Text** desired.

4. When done, click **OK**. The image is updated.

Exporting an Image File to Disk

Once an image file has been updated, you may want to save the image to disk. To do this, open the image you want to export in Graphic Editor and select **File > Export**. The **Save As** dialog box appears. Using the drop-down arrow for **Save as type**, select the output format you want. Your options include: Windows Bitmap, ComuServe GIF, JPEG Image, Portable Network Graphics PNG, Paintbrush Image, Targa Image, Tiff Image, Windows Metafile, and Enhanced Metafile. The default option is JPEG Image.

Note: Bitmap options each have a specific dialog box (Figure 15.17) where you control the image settings.

When exporting graphical objects in a bitmapped format, specify the following:
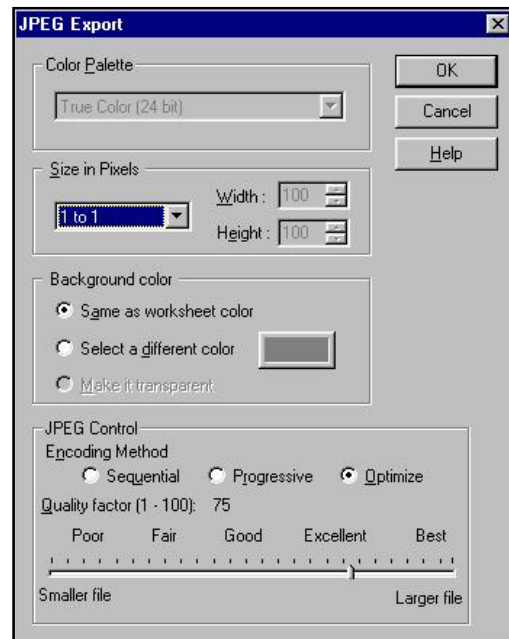
Figure 15.17 – JPEG Export Dialog Box

- In the **Color Palette** section, set the color resolution. The options available depend on the type of bitmap you have selected in the previous dialog box.
- In the **Size in Pixels** section, set the image size. You can set the following size options: 1x1 actual size, 640x480 pix, 800x600 pix, 1024x768 pix, or Custom.
- In the **Background color** section, set the background color. You can set the background color either same as the Worksheet color, or customize by selecting color from the **Choose Color** dialog box, or set the background to be transparent (available only for CompuServe bitmaps, or GIF images).

To export an image to disk

1. Click the image you want to edit. A grey outline appears around the image area.
2. Double-click the image or right-click and select **Object > Inplace Edit**. The graphic is put into "in-place" edit mode.
3. Select **File > Export**. The **Save As** dialog box appears.
4. Using the drop-down arrow for **Save as type**, select the output format you want.
5. Type the **File Name** you want to use.
6. Click **OK**. If the export format is bitmapped or JPEG, a secondary dialog box appears.
7. Specify **Color**, **Size**, and **Background**.

   Note: Depending upon the format you select, some of these options may be inactive.

8. For JPEG images, decide what Encoding Method you want to use:
   - For smaller files that load all at once, select **Sequential** (quality may be affected).
   - For progressive files that load progressively, select **Progressive** (quality should not be affected).

   Note: Not all browsers can display progressive images.

   - For files saved in optimal standard format, select **Optimize.**
9. To control the file size, specify a **Quality Factor** from 1–100.

   Note: The lower the setting the smaller the file. Smaller files result in lower image quality and vice versa.

10. When done, click **OK**. The image is exported to disk.

Controlling Inserted Graphic Objects

Once a graphic object is inserted into the Graphic Editor window, you manipulate them using the Control toolbar.

   Note: Only selected Control toolbar operations are available from "in-place" edit and some object manipulations are not available unless the object is placed within the presentation worksheet area.

To select one or more objects by clicking on each

1. Click the first object that you want. An object bounding box appears with resize handles on the corners and sides.

2. Hold down the **SHIFT** key and click the second object that you want. The object bounding box automatically re-sizes.

3. To deselect an object from the group, click on it again while still holding down the **SHIFT** key. The object is deselected and the object bounding box re-sizes to exclude the object.

To select one or more objects by lassoing them with the cursor

1. Place the cursor outside the image you want to select.

2. Click and drag the cursor until it is on the other side of the image you want to select. A dotted line box is created.

3. Release the mouse. An object bounding box appears with resize handles on the corners and sides.

To resize an object using the mouse

1. Click object (or objects) you want to resize. A object bounding box appears with resize handles on the corners and sides.

2. Decide how you want to resize the image.

    *   To resize the image proportionately, click and drag one of the corner handles. The object bounding box gets either bigger or smaller. Aspect ratio is maintained.

    *   To resize the image without regard for its proportions, click and drag one of the side handles. The object bounding box gets either bigger or smaller. Aspect ratio is distorted.

4. When done, release the mouse to set the size. The object is resized.

To align or resize an object or object group using Align & Size

1. Select one or more objects.

2. Select **Object > Align & Size** or click **Align & Size** on the New Object toolbar. The **Align & Size** dialog box appears.

    Note: When a single object is selected, the align and size options are relative to the Image Worksheet only. Alignment options are either horizontal or vertical and the resize options are to worksheet height or width. When an object group is selected, the align and size options are relative to either the Image Worksheet or to bounding box created by the objects selected. Alignment options include specifications for the entire group or for objects inside the group. Use these options to quickly resize an entire group of images relative to one another or relative to the worksheet area. For more information, click the dialog box Help button.

3. Specify the operation of Align & Size using the dialog box fields and buttons as necessary.

4. When done, click **OK**.

Rotating and Reshaping Graphic Objects

Use the following procedures to rotate and reshape graphic objects in Graphic Editor.

To rotate a graphic object using the mouse

1. Click **Select Rotate** on the Control toolbar.

2. Click once on the object (or objects) you want to rotate. The object bounding box appears with center point bullet.

3. Click and drag the center point to place it anywhere inside or outside the bounding box.

4. Place your mouse on one of the corner handles. A cross-line cursor appears.

5. Click and drag the corner handle to rotate the object as many degrees as you want.

To rotate a graphic object using the Rotate dialog box

1. Click once on the object (or objects) you want to rotate. The object bounding box appears.

2. Select **Object > Rotate** or click **Rotate** on the New Object toolbar. The object bounding box handles change and a center point bullet appears. The **Rotate** dialog box appears.

3. Specify the number of degrees that you want the object to be rotated clockwise or click increase / decrease buttons. A preview outline displays the object rotation.

4. When done, click **OK**. The object is rotated.

To change an object's shape using the mouse

1. Click **Select Shape** on the Control toolbar.

2. Click once on the object you want to reshape. The object bounding box appears with bullet handles.

   Note: The Select Shape button works only with vector graphics, such as Windows Metafiles (WMF) and Computer Graphic Metafiles (CGM) files, and line text objects in Graphic Editor. This feature does not work with raster graphics, such as Windows Bitmapped (BMP) and PaintBrush (PCX) files or paragraph text.

3. Place your mouse on one of the bullet handles. A cross-line cursor appears.

4. Click and drag the bullet handle to reshape the object as desired.

5. When done, click outside the object bounding box. The object is reshaped.

   Note: If you want, you can save the new shape and re-use it with other graphics. To do this, click Modify Shape on the New Object toolbar. The Modify Shape dialog box appears. Click Save As and type a name for the shape. The new name appears in the list of choices.

To change an object shape using one of the predefined shapes

1. Click once on the object (or objects) you want to modify. The object bounding box appears.

2. Select **Object > Modify Shape** or click **Modify Shape** on the New Object toolbar. The object bounding box handles change. The **Modify Shape** dialog box appears.

   Note: The predefined shapes include curved and linear shapes. To return a image back to its original shape after modifying its shape, use the Normal option.

3. Select the shape you want to use from the list of choices. An outline of the shape appears in the sample area.

4. When done, click **OK**. The image shape is modified.

Zooming In and Out

When working with Graphic images in full edit, you will want to get a detailed view of the image you are creating.

Note: The Zoom feature is not available with "in-place" edits.

To zoom in your view

- Click **Zoom In** on the Control toolbar or select **Zoom > Zoom In**. The image magnification increases by 200%. From a view that is full out, you may zoom in eight times.

To zoom out your view

- Click **Zoom Out** on the Control toolbar or select the **Zoom > Zoom Out**. The image magnification decreases by 200%. From a view that is full in, you may zoom out eight times.

To return Zoom to normal view

- Click **Actual Size** on the Control toolbar or select **Zoom > Actual Size**.

To fit the Image Worksheet the Graphic Editor window

- Click **Fit to Page** on the Control toolbar or select **Zoom > Fit to Page**.

To zoom in on a selected object

1. Click on the object that you want to magnify.
2. Click **Zoom on Selection** on the Control toolbar or select **Zoom > Manual Zoom on Selection**. The selected image is magnified so that it takes up the entire window.

To zoom in on a manually selected area

1. Click **Manual Zoom** on the Control toolbar or select **Zoom > Manual Zoom**. The cursor appearance changes.
2. Click and drag the cursor over the area you would like to magnify. An outline is created.
3. Release the mouse. The manually selected area is magnified so that it takes up the entire window.

Creating and Updating Template Placeholders

Images can be displayed normally or in template Placeholder form. When creating a template, you must convert at least one graphic object (or displayed text) into placeholder form, before the file can be saved as a template. Depending upon the graphic object that is converted, there are different update procedures for replacing the placeholder with new content. When you double-click on a placeholder from Page Editor, the editing tools (or dialog box) for the type of object selected will appear. The Placeholder is now in "in-place" edit. To update the place-holder, double-click placeholder again and the object dialog box will appear. Replace the contents, as necessary. Because graphic objects are so common, there are special procedures for updating a graphic placeholder.

Note: Drawing objects cannot be converted into placeholder form.

To insert a graphic object as a Normal object

1. Select **Object > Add > Image**. The **Image** dialog box appears.

2. Select an image from the Library Image display area.

3. Click **Preview**. A larger version appears in the Preview area.

4. Click **OK**. The image appears with a bounding box.

To convert an graphic object into Placeholder form

1. Click once on the image you want and right-click. A pop-up menu appears.

2. Select **Show > As Placeholder**. The graphic object appears in a Placeholder form.

    *Note: Each graphic placeholder contains a button icon that identifies what kind of place-
    holder it is. Also, each graphic placeholder has a unique color. For a listing of colors see
    the topic "Normal or Template Placeholder Form."*

To insert a new graphic into a graphic placeholder from a template file

To complete this procedure, the project file must be saved as a template and then reopened.
This procedure can be done as an "in-place" edit from a Web page.

1. Click once on the graphic placeholder you want to update.

2. Double-click. The **Image** dialog box appears. The graphic object is now in "in-place" edit
    mode.

3. Make your image selection and click **OK**. The placeholder is converted to normal and the
    new image appears.

    *Note: Depending upon the object that is converted into a placeholder, there are different
    update procedures for replacing a placeholder with new content. When you double-click
    placeholder, the normal editing tools (or dialog box) will appear for the type of object
    selected. To update, most objects, double-click again and the object's associated dialog box
    will appear.*

4. To exit "in-place" edit mode, click outside the image. "in-place" edit is complete. The
    Page Editor window appears.

Inserting Graphic Images

Graphic objects have two elements, the bounding box and the image file content. When
inserting a graphic image onto a Web page be aware of both elements. This is particularly true
when creating a graphic placeholder. To maintain your design, replacement images should fill
the bounding box space allocated.

*Note: The Image button in Graphic Editor (on the New Object toolbar) is different from the
Image button in Page Editor (on the Insert Object toolbar). The Image button on the Insert
Object toolbar opens the Image Attributes dialog box so you can reuse or create a new
graphic resource. The Image button in Graphic Editor (on the New Object toolbar) opens
the Image dialog box so you can fill the selected image file (which is an already defined
resource) with an imported graphic or a Library graphic.*

To insert a graphic image while Graphic Editor is active

1. From the Graphic Editor window in either full edit or "in-place" edit, select **Object > Add > Image**. The **Image** dialog box appears.

2. Select the type of image that you want—**Vector** or **Raster**.

3. Click the down-arrow next to **Library Name** and select an image library. Use the horizontal scroll bar to scroll through the catalog of images.

4. Click on an image from the **Library Image** display area.

5. Click the **Preview** check box. A larger version appears.

6. Decide what you want to do:

    •   To insert the image selected, click **OK**. The Graphic Editor window reappears. The image is inserted.

    •   To import an image from you hard disk, click **Import**. The **Import** dialog box appears. Use the dialog box fields and buttons to navigate to your selection. Click **OK**. The Graphic Editor window reappears. The image is inserted.

    Note: Importing an image does not update your image libraries. To do that, see the chapter titled "Editing Internet Design Shop Libraries."

7. To deselect the object, click outside the box. The object bounding box disappears.

Inserting a Drawing Object

Drawing objects have several elements, initial shape, line color, fill color, and line nodes. When you create a drawing object you insert an initial shape and then change it as necessary. Drawing objects can demonstrate three different bounding box handles: (1) selected for proportional resize or move–without line or fill edit available, (2) when initially inserted or selected–with line or fill edit available, or (3) selected for node edit. (Figure 15.18)

Object unselected   1. Selected for propor-   2. Selected for line or fill   3. Selected for node
                         tional resize or move   edit, resize, or move   edit
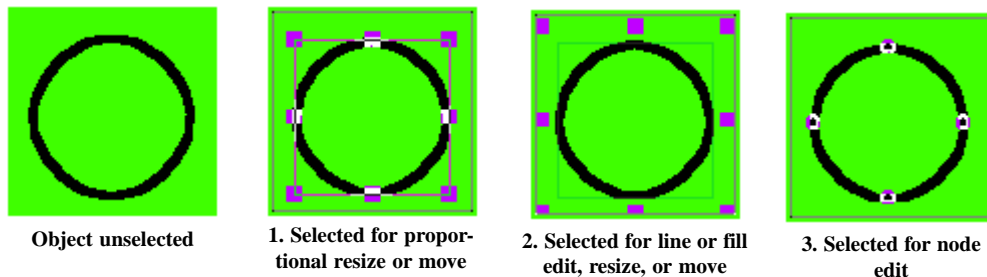
Figure 15.18 – Drawing Object Selection Handles

To insert a drawing object

1. From the Graphic Editor window in either full edit or "in place" edit, select **Object > Add > Drawing** or click **Drawing** on the New Object toolbar. The Drawing Object toolbar appears.

2. Select one of the drawing tools and click and drag the tool over part of the image work-sheet. An object outline appears. This defines the initial shape.

    Note: Choose from either the Rectangle, Ellipse or Polygon tools.

3. Release the mouse. The drawing object is inserted and object is selected for line or fill editing.

4. Click outside the object. The bounding box handles and the Drawing toolbar disappear.

To resize a drawing object

1. Click on the drawing object. The object is selected for moving or resizing. Line or fill editing is not available and the Drawing Object toolbar appears.

2. Decide how you want to resize the image.

    *   To resize the image proportionately, click and drag one of the corner handles. The object bounding box gets either bigger or smaller. Aspect ratio is maintained.

    *   To resize the image without regard for its proportions, click **Edit Object** on the Drawing toolbar. The object is selected for moving or resizing with line and fill editing available. Click and drag one of the side handles. The object bounding box gets either bigger or smaller. Aspect ratio is distorted.

3. When done, release the mouse to set the size. The object is resized.

4. Click outside the object. The bounding box handles and the Drawing toolbar disappear.

To change the line color and fill color for a drawing object

1. Click on the drawing object. The object is selected for moving or resizing. Line or fill editing is not available and the Drawing Object toolbar appears.

2. Click **Edit Object** on the Drawing toolbar. The object is selected for moving or resizing with line and fill editing available.

3. Decide how you want to edit the drawing object.

    *   To change the line color from the default color palette, click **Pen Color** on the Drawing toolbar. A color palette appears. Click on the color that you want. A color palette disappears. The line color is updated.

    Note: To set a transparent line, click the upper left color box that contains an X.

    *   To change the fill color from the default color palette, click **Brush Color** on the Drawing toolbar. A color palette appears. Click on the color that you want. A color palette disappears. The fill color is updated.

    *   To change the default line color and line width, click **Pen Color** on the Drawing toolbar. A color palette appears. Click **More**. The **Set Default Line Options** dialog box appears. The click the **Color Library** drop-down arrow. Select a color palette. The color palette is updated. Click on the color that you want. Click the increase/decrease arrows to change the line width setting. When done, click **OK**. The color palette disappears. The line color and width is updated.

    *   To change the fill color using a color library, click **Brush Color** on the Drawing toolbar. A color palette appears. Click **More**. The **Choose Color** dialog box appears. The click the **Color Library** drop-down arrow. Select a color palette. The color palette is updated. Click on the color that you want and click **OK**. The color palette disappears. The fill color is updated.

Note: The default color palettes that first appear for a line and fill color edit are both the same and are updated together. When you add a new color using a color library palette or a custom color, the selected color is added to the default color palette as a custom color swatch in the bottom three rows.

4. To continue, click outside the object. The bounding box handles and the Drawing toolbar disappear.

Creating Map Link Links

Just as you can select text and make it a link, you can also select any graphic image and make it a link. To do this, click on an inserted image and select **Insert > Link**. Furthermore, you can assign links to different parts of the same graphic image. This is called assigning Map Link links.

To assign Map Link links

1. Place a graphic image on a Web page.
2. Double-click on it. The image shifts to "in-place" edit.
3. Select **Object > Map Link** or click **Map Link** on the New Object toolbar. The Map Link toolbar appears.

   Note: This toolbar has three buttons. Each button defines a different area shape. Choose between square, circle or polygon.

4. Select one of the tools and drag the mouse over part of the image. This defines the link area.
5. Release the mouse. The **Link** dialog box appears.
6. Specify the link for this part of the image and click **OK**. The image reappears.

   Note: Once you have assigned a URL link to a mapped area of the image, you can resize the area or change its attributes.

7. When done assigning links, click outside the image. The image returns to normal.

To resize the link area or change the link attributes

1. Double-click on the image that has the image map links. The image shifts to "in-place" edit. The link areas are displayed.
2. Click once on the area you want to select.
3. Click on it one more time. The **Map Link Editing** toolbar appears. The resize handles appear.

   Note: This toolbar has three buttons. Each button performs a different edit function. Choose between edit nodes, edit object, or edit link. Once selected the object is ready to be resized.

4. Click and drag one of the resize handles and resize the image map accordingly.

   Note: If you click Edit Object, the resize handles are replaced with the object node bullets. Do not resize the object by clicking and dragging the object nodes.

5. When done editing, click outside the image. The image returns to normal.

Inserting OLE Objects

WebShop supports OLE 2 (Object Linking and Embedding). You can launch other applications from inside WebShop, create a document or picture in that application and bring it in WebShop.

If you prefer to work in other applications, this can be very useful. You may perform these functions without leaving the other application, then insert the result automatically in WebShop's work area.

As an example, let us create a simple picture in the Windows Paint program, and place it in the Image Worksheet.

To create a simple picture and place it in the Image Worksheet

1. Click **OLE** on the New Object toolbar. The **Insert New Object** dialog box appears. A list of available programs is displayed. These are programs that support OLE.
2. Click **Paintbrush Picture** and click **OK**. The Paint application opens.
3. Create a simple picture then select **File > Exit & Return to WebShop**.

    Note: The Paint program closes and the picture you created is placed in the Image Work-sheet.

Chapter 16.
Dynamic Pages and ASP Technology

Introduction

Dynamic Pages are the Web pages that perform database operations based on parameters and conditions that you define. Dynamic Pages contain Active Server Page (ASP) technology that lets you dynamically present information based on visitor interaction. The terms Dynamic Page and ASP Page are used interchangeably. Many Dynamic Pages use forms that ask a visitor for information. Based on visitor input, certain data can be displayed as feedback or special processing can be executed. The most frequent Dynamic Page applications include (1) sending email, (2) redirecting a viewer to a URL, (3) adding form input into a database, (4) creating a query/search page, or (5) issuing a cookie and requesting data from the server database based on a cookie that as been retrieved. However, the applications that you can design are limited only by your imagination.

> *Note: For more information on these specific applications, see the Supplemental User Guide found on the program CD titled "Dynamic Pages."*

Topics covered in this chapter include:

- Dynamic Page Window Display
- Associated FrameSet Window Display
- Dynamic Page Toolbar and Menu Options
- Dynamic Page Actions and Icons
- Dynamic Elements
- Getting Started
- Specifying Your Dynamic Page Actions

Dynamic Page Window Display

To manage the operations performed by a Dynamic Page, the Dynamic Page window that appears when you first open a Dynamic Page includes as at least two parts: (1) the Dynamic Page Manager window that is used to specify the Dynamic Page actions and (2) the Page Editor window that is used to design a Feedback Section that will conditionally display information to a Web site visitor.

Frame and Dynamic Page Manager windows are not visible to Web site visitor. For development purposes only
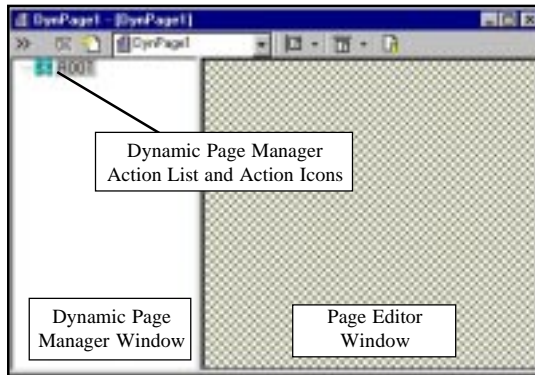
Page Editor windows are visible to Web site visitor only when Feedback Section is specified. Cross-hatch indicates that a Feedback Section is not specified.

Dynamic Page Window for a Single Dynamic Page
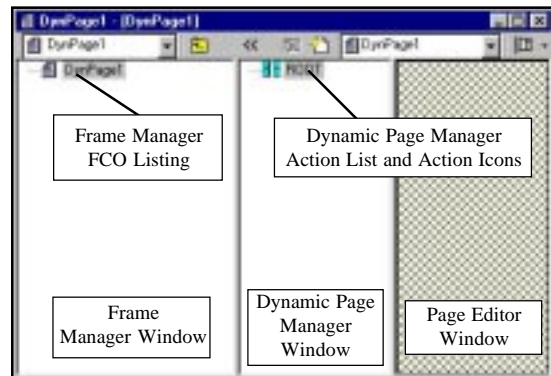
Dynamic Page Window for a Single Dynamic Page with Frame Manager Open

Figure 16.1 Dynamic Page Window for a Single Dynamic Page

It is important to keep in mind that a Dynamic Page contains both action specifications for controlling Dynamic Page operations and text and graphic specifications for controlling what appears in the browser window whenever a page display is specified. The Dynamic Page Manager window displays the actions that the Dynamic Page will perform and their sequence (from top to bottom). The Page Editor window displays the text and graphic specifications for Feedback Sections that appear *only when a Feedback Section <u>action</u> is specified*. When constructing a Dynamic Page, most likely, you will specify more than one Feedback Section action in your action list and will consequently define more than Feedback Section display. That's because a Dynamic Page lets you set up different information displays based upon varying conditions. That's the whole point of a Dynamic Page!

Unlike a Plain Page, a Dynamic Page lets you *dynamically* present information based upon varying conditions. It's up to you to define the conditions that will trigger each information display using the available Dynamic Page actions and then define the information display that the visitor will see using the page design tools that you have already learned. Every information display that you present must be specified as a Feedback Section before it can be viewed by a Web site visitor.

Logical Layout Note: An information display defined as Feedback Section is an resource to a Dynamic Page and does not appear on Logical Layout. Only the Dynamic Page icon will appear <u>not</u> the individual information displays. Clicking on a Dynamic Page icon from Logical Layout, lets you access the Dynamic Page action listing from which you can then access any of individual Feedback Sections that are associated with that Dynamic Page.

Physical Layout Note: An information display defined as Feedback Section does not appear on Physical Layout - only the *.ASP resource file that contains the individual Feedback Sections. If you use a Dynamic Page as a frame resource (FCO) for a FrameSet Page each Dynamic Page FCO becomes a separate *.ASP resource file. You may create

ASP resource files directly from Physical Layout. These resource files can then be used independently as Frame Content Overlays (FCOs). For more information see the chapter titled "WebShop Frames."

<u>FrameSet Note</u>: If you create a Dynamic Page from Logical Layout and then click either Split Horizontal or Split Vertical on the Frames and Page Editor toolbar, the Dynamic Page is automatically converted into a FrameSet Page. By clicking either of the two Split buttons, you in effect are preparing a FrameSet Page that <u>uses</u> ASP resource files–not a Dynamic Page that stands alone as a Logical Page. If you continue to divide the frame areas, you will be creating separate Dynamic Page resource files. Each ASP resource file, when displayed as part of a FrameSet Page, contains its own action listing. Any FrameSet Page can make use of ASP resource files as individual Frame Content Overlays. For more information see the topic "Associated FrameSet Window Display" later in this chapter.

To resize the Dynamic Page Manager window or the Page Editor window

1. Position the cursor over the window border between the Dynamic Page Manager window and the Page Editor window. The cursor changes shape.
2. Click and drag the window border to a new position. The window border moves with the cursor.
3. Release the mouse at the new position. The window is resized.

Associated FrameSet Window Display

Any FrameSet Page that uses a Dynamic Page as a Frame Content Overlay for one of the specified frames will display the Dynamic Page Manager window and Page Editor window in the frame area specified.

Remember! ASP resource files when opened in Page Editor always generate a double window display that includes a Page Editor window and a Dynamic Page Manager window. To view the page <u>as it will appear</u> in a browser, you must minimize the Dynamic Page Manager window.

Normally, a FrameSet Page when opened in Page Editor displays a separate "window" for each frame area. Each frame area can have one or more separately assigned page resources (or Frame Content Overlays) that can appear in that frame area. The "windows" defined by each *frame area* can be resized by repositioning the window border between frame areas. By repositioning the window border between frame areas, you change the Frame Definition associated with the page.

When a Dynamic Page is displayed in a frame, the frame area assigned to the ASP resource file is divided into a Page Editor window and a Dynamic Page Manager window. These ASP resource file "windows" can be resized by repositioning the window border between the Page Editor window and a Dynamic Page Manager window. Resizing these window areas does *not* change the Frame Definition associated with the page. To affect the Frame Definition associated with the page, one of the frame "windows" between frame areas must be repositioned.

DynPages 1, 2, 3, and 4 are separate Frame Resources (FCOs) for one
FrameSet page identified as FrameSet1 on Logical Layout
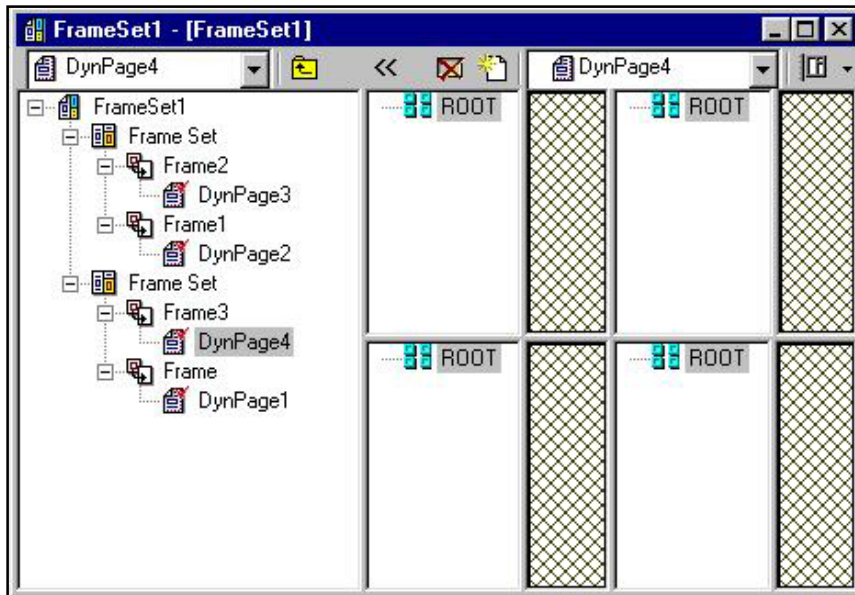
Figure 16.2–Frame Set Page Window with Multiple Dynamic Pages Specified

To resize a FrameSet window with an ASP resource file so that it is WYSIWYG

1. Position the cursor over the window border between the Dynamic Page Manager window and the Page Editor window. The cursor changes shape.

2. Click and drag the window border so that the Dynamic Page Manager window is completely obscured. The window is now resized to approximate what will be seen in the browser.

    Frame Manager Note: By clicking the Frame Manager button on the Frames and Page Editor toolbar, the Frame Manager window appears. This window is not visible to a Web site visitor nor does it affect the Frame Definition associated with a page. To insure that you screen display is WYSIWYG minimize the Frame Manager window by clicking on the Frame Manager button.

Dynamic Page Toolbar and Menu Options

The Dynamic Page toolbar and menu appears whenever the cursor is placed inside a Dynamic Page. To access the menu options, use the **Dynamic Page** menu located on the Menu bar. The toolbar operations and menu commands are conditional and become active only when you click on an action list icon or when you place your cursor in the Page Editor window. If you right-click within the Dynamic Page Manager window, a pop-up menu appears. Many of the options listed below are available from this pop-up menu as well (Figure 16.11).
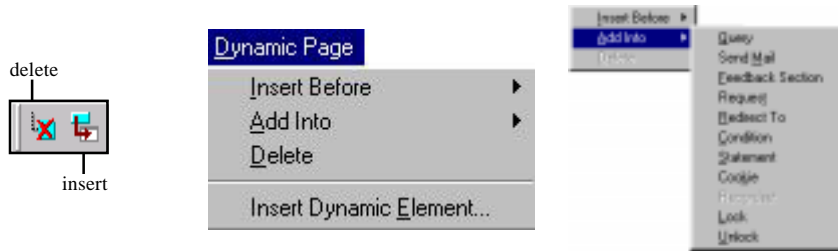
Figure 16.3 – Accessing Dynamic Page Operations

Toolbar Buttons and Menu Options

- **Delete**. Deletes the selected item from the resource tree in the Dynamic Page Manager window.

- **Insert (or Insert Dynamic Element)**. Inserts a Dynamic Element into the Page Editor area to the right of the Dynamic Page Manager window. To activate the Insert feature, you must select one of the Frame-Content Overlay icons in the Dynamic Page Manager window.

- **Add Into**. Inserts a subordinate action into the Dynamic Page action list. The inserted action is subordinate to the selected action and is placed at the end of the action's subordinate list.

- **Insert Before**. Inserts an action into the Dynamic Page action list. The inserted action is placed before selected action and on the same level as the selected action

Dynamic Page Actions and Icons

A Dynamic Page is composed of actions that you specify using the Dynamic Page Manager. Everytime you insert an action into the Dynamic Page action listing, an action icon appears in the Dynamic Page Manager window. You manage the dynamic page actions by clicking the action icons and altering the action specifications. The action icons displayed in the Dynamic Page Manager window are not visible to a Web site visitor. They are presented for development purposes only.

Once your site is generated, the actions that you specify are compiled into ASP script. This ASP script is created by WebShop. Your action listing is organized in a hierarchical fashion. The ASP scripting generated by WebShop is compiled from the top down, with subordinate actions generating subordinate ASP script from left to right.

> Note: The actions you specify for your Dynamic Page are executed only when the Dynamic Page is opened by a visitor to your Web site.

One of the hallmarks of an ASP page is that temporary values
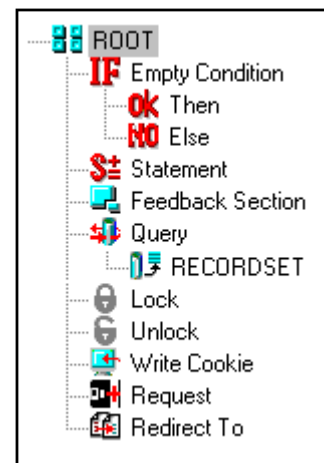
Figure 16.5 – Dynamic Page Icons

are created during the operation of the Dynamic Page. These temporary value can come from many sources. They can come from the Web server, if the action that obtains the data is defined as a Query. They can come from the visitor's PC, if the defined action is a Request. They can also be internally generated by the Dynamic Page itself. Keep in mind, however, that these temporary values are just that–temporary. All of your Dynamic Page values will return to their initial settings once the Web site visitor leaves the page. The only values that are permanent are the ones uploaded to your server after generating the Dynamic Page or the ones that you write out to the server database. This concept is important particularly when creating visitor IDs or record IDs.

The following actions can be executed from a Dynamic Page. Each action has a separate icon that indicates the action performed.

- **Query** - queries a database and returns a result, or executes a database operation on a selected record. There are only four operations that can be performed using **Query**: Select, Insert, Delete, or Update. To establish database connectivity, you must add the **RecordSet** operation into a **Query** operation before specifying the type of operation to be performed.

- **Send Mail** - issues email to one or more email addresses. Specify **From**, **To**, **Cc**, or **Subject**. Also specify an SMTP server address as necessary. In the body of the email to be sent, you can design a Plain Page fragment that can include images, tables, or dynamic elements.

- **Feedback Section** - displays feedback from a Plain Page that you design. A Feedback Section can be designed with (or without) Dynamic Elements. Use this action whenever you wish display text or graphics to the viewer.

  Remember! Feedback Section defines the action of displaying information and while more than one Feedback Section can be associated with a Dynamic Page; only one resource file is created for the Dynamic Page, not several independent resource files. This means that a Feedback Section is not independent of its associated action listing nor can a Feedback Section make use of "predesigned" resources in the same way that a FrameSet Page can make use of independent page resources. If you want to create a Dynamic Page that uses "predesigned" resource files, create a FrameSet Page and use an ASP resource file as one of the Frame Content Overlays.

- **Request** - establishes the value for a Dynamic Page variable by obtaining data from: (1) a form, which is completed by the user during the current session, (2) a query string, which is an ASP-generated dynamic value, (3) a cookie, which is an generated value that is stored on the user's computer and identifies the user, (4) a client certificate, which is server value that enables the transmission of secure communication, (5) a server variable, which is a temporary (or permanent) value stored on the server, (6) an application element, which is a value that references a .DLL file or some other application element, or (7) a session element, which is a server value that references the current session's status. This action is used whenever you wish request information for subsequent ASP processing.

- **Redirect to** - redirects the viewer to different URL address or HTML page within the site. A redirect action can be specified using a parameter or by specifying the URL location directly.

- **Condition**- establishes two processing alternatives based upon a true or false condition. Condition statements can be nested within each other to provide multiple processing alternatives. Each processing result must be separately specified. Each condition statement

is composed of three parts: If-Then-Else. Use this action to make branching evaluations.

- **Statement** - sets (or resets) a variable, value, parameter, query output parameter, or cookie value as necessary. Use this action direct the processing of a Dynamic Page by assigning values directly.

- **Cookie** - writes a small text file to the user's hard disk so that he/she can be identified at a later date. This small text file (or cookie) can be retrieved by the server and matched to a cookie record. Use this action to create a unique identifier for visitors to your Web site.

- **RecordSet** - establishes a database connectivity so that query results can be displayed to a Web site visitor. To initiate this operation, you must first add a **Query** action and then add a **RecordSet** into the **Query**. The **Query** action opens the database and accesses current values whereas the RecordSet action allows you to manipulate the values.

- **Lock** - [investigate this more]

- **Unlock** - [investigate this more]

Dynamic Elements

A Dynamic Element is an element that has a changeable value based on the processing of a Dynamic Page. A Dynamic Element can be defined as a parameter, variable, or a query record field. To enable a field to display as a Dynamic Element, the value assigned to the parameter, variable, or query record field must be obtained from a defined source such as a database, a input form, a request action, or other Dynamic Page action.

To create a Dynamic Element based on a query, the database, table, and field must be specified through a query Select operation. Once the Dynamic Element has been specified, it can be inserted onto a Feedback Section as a query output field. Query output fields, by default, assume the field characteristics assigned by the source database.
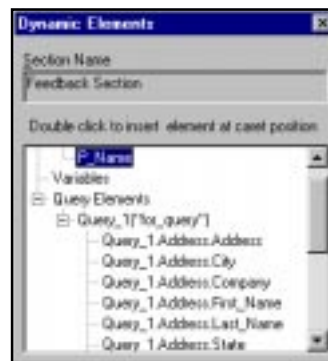
Figure 16.6 – Dynamic Elements

Getting Started

To get started you first need to create a Dynamic Page and set the properties for the Dynamic Page using the **Property Sheet for Dynamic Page** dialog box. The settings that you establish here are used later when performing Dynamic Page operations. However, you can add and modify these settings at any time.

To set up your Dynamic Page properties

1. Double-click the **ROOT** icon. The **Property Sheet for Dynamic Page** dialog box appears with the **Input Parameter** fields displayed.

2. Decide what you want to do.

   • To add a parameter, click inside the **New Parameter** field, type a parameter name, and click **Add**.
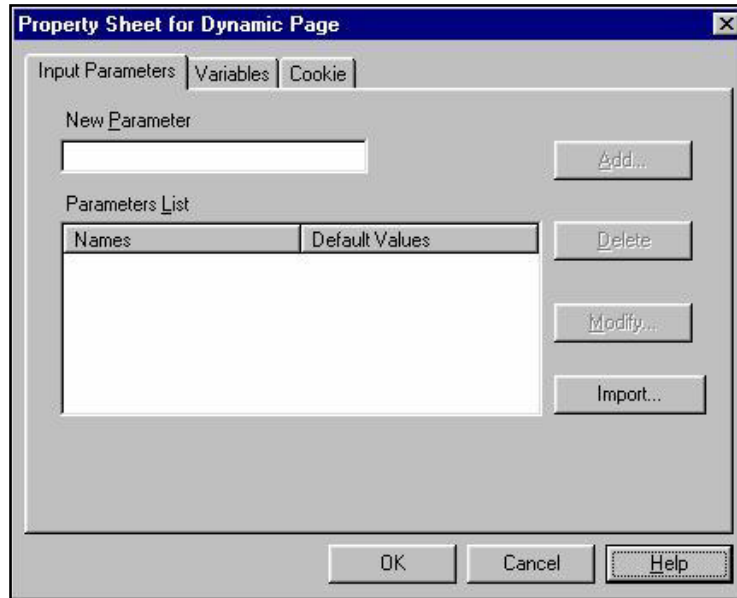
Figure 16.7 – Property Sheet for Dynamic Page Dialog Box

   • To add a variable, click **Variables** tab. The **Variables** fields appear. Click inside the **New Variable** field, type a variable name, and click **Add**.

   • To add a cookie key, click **Cookie** tab. The **Cookie** fields appear. Click inside the **New Key** field, type a key name, and click **Add**.

   Note: To specify a cookie name, expiration date, processing for check security domain or path, as necessary, use the fields that display in the General section.

3. When done, click **OK**.

Property Sheet for Dynamic Page

The Property Sheet for Dynamic Page dialog box contains the following tabs: **Input Parameter**, **Variables**, and **Cookie**. Use this dialog box to define the input parameters, variables and cookie keys used when performing Dynamic Page operations. To save your specifications, you must click **OK** when exiting this dialog box.

Use the following definitions when use the Property Sheet for Dynamic Page dialog box.

- A *parameter* is an identified value that you define for use with a Dynamic Page. A parameter must have two parts: a name and a value. Parameter values are either assigned directly or imported and are defined as alphanumeric strings. You can leave a parameter empty or assign it a default value.

- A *variable* is very similar to a parameter *except that* a variable is used to perform an operation whereas the a parameter is used to hold a result. A variable must have two parts: a name and a value. Variable values are either assigned directly or imported and can defined either as and alphanumeric string or as a number. You can leave a variable empty or assign it a default value.

Figure 16.8 – Property Sheet for Dynamic Page Dialog Box (Input Parameters Tab)

- A *cookie* is a small file located on the client's computer. These files contain persistent state information, such as user information. The server, where the Web site resides, can then request this information from the client browser to perform a task. Two tasks are required when using cookies. First, they must be sent and written to the client computer. Second they must be retrieved/requested by the server from the client computer. Each cookie must have a name and value (*cookie key*). Complex cookies, like cookie dictionaries, have more than one key associated with a page. Keys can have any of the following attributes:

  - *Domain*–This makes sure that when the cookie is requested it will only go back to its own domain.

  - *Expiration Date*–This is a date that the cookie will expire and remove itself from the client computer

  - *Path*–This is the file path that identifies the page from which the cookie issued; it also limits server requests for cookie information to the original page that issued it.

  - *Secure*–This feature will require a secure connection over the Internet before the cookie is sent.

To add a parameter

1. Click the **Input Parameters** tab.
2. Click inside the **New Parameter** field, type a parameter name, and click **Add**. The new parameter is listed in the **Parameter List**.

To assign a default value to a listed parameter

1. Select the parameter from the **Parameter List**, click the **Modify** button. The **Modify** dialog box appears.
2. Type the default value in the **Change Value** field and click **OK**. The default parameter

value is assigned and appears in the **Parameter List**.

Note: You can also use to Modify dialog box to change the parameter name.

To import a parameter or variable from another Dynamic Page

1. Click the **Import** button. The **Import List** dialog box appears.
2. Specify the Dynamic Page that currently contains the parameter or variable.
3. Select the parameter or variable from the **List of Parameters/Variables**.
4. Click the **Arrow** button to transfer your selection to the **Import List**.
5. To complete the import, click **Import**. The imported parameters or variables now appear in the **Parameter List**.
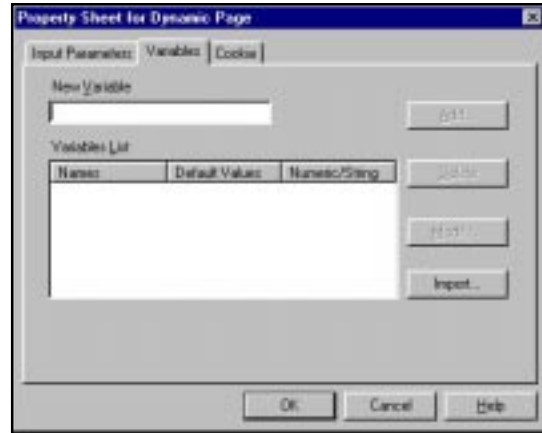
Figure 16.9 – Property Sheet for Dynamic Page Dialog Box (Variables Tab)

To add a variable

1. Click the **Variables** tab.
2. Click inside the **New Variable** field, type a variable name, and click **Add**. The new variable is listed in the **Variable List**.

To add a cookie key

1. Click the **Cookie** tab.
2. Click inside the **New Key** field, type a key name, and click **Add**. The cookie key is added the **Key Name List**.

To specify cookie key attributes

1. Click inside the **Cookie Name** field, type the cookie name, press **TAB** to move between fields, type values for: **Expires**, **Domain**, and **Path** as necessary. To specify the use of secure transmission, check the **Secure** box.
2. To save your attributes, click **OK**. The cookie attributes are specified.

Note: Cookie attributes apply to all Cookie Keys for the current Dynamic Page. These attributes cannot be individually assigned.
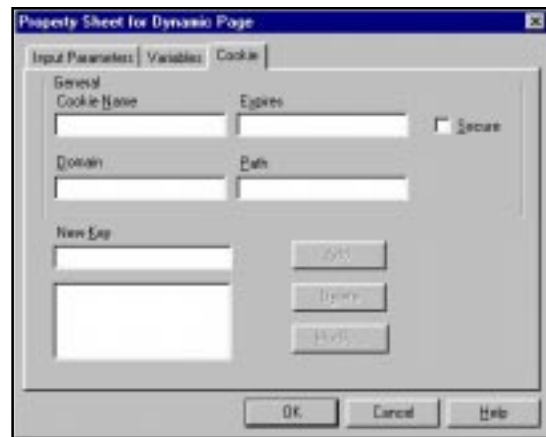
Figure 16.10 – Property Sheet for Dynamic Page Dialog Box (Cookie Tab)

Specifying Your Dynamic Page Actions

Once you have defined your parameters and variable, you are ready to start specifying your Dynamic Page actions. To specify an action, you can either insert an action *before* a selected action or add an action *into* the selected action. The distinction is important since your action listing is organized in a hierarchical fashion. Actions inserted *before* a selected action are on the same hierarchical level and will be performed top down. Actions added *into* the selected action are subordinated to the selected action and will be performed from left to right, one the initiating actions has been performed.

The menu option **Insert Before** places actions on the same hierarchy level as the selected action. The menu option **Add Into** places actions on the next subordinate level *at the end* of any previously entered subordinate actions.

To begin adding actions

1. Click the **Root** icon to select it.
2. Right-click and select **Add Into**. A fly-out menu appears.
3. Select the action that you want. The action icon is inserted at the first hierarchy level below the **Root** icon.

To add additional actions

1. Decide if you want to add the action on the same level in front of a selected action or as a subordinate action OR if you want to add a new subordinate action on the same level or a new action that is one hierarchy level up

    - *To add an action on the same level*, select an action, right-click and select **Insert Before.** A fly-out menu appears. Select the action that you want. An action icon is inserted before of the action selected at the same hierarchy level as the selected action.

    - *To add an action as a subordinate action*, select the action that begins the subordinate list, right-click and select **Add Into**. A fly-out menu appears. Select the action that you want. An action icon is inserted at the end of the subordinate list as a first-level subordinate action.

    - *To add a new subordinate action on the same level*, select a subordinate action right-click and select **Insert Before.** A fly-out menu appears. Select the action that you want. An action icon is inserted before of the action selected at the same hierarchy level as the selected action.

    - *To add a new that is an action that is one hierarchy level up*, select the next closest action that is one-level higher, right-click and select **Add Into**. A fly-out menu appears. Select the action that you want. An action icon is inserted at the end of the subordinate list as a first-level subordinate action.

Frequent Uses and Associated Conditions or Restrictions

The following table identifies the frequent uses associated with each action and any Associated Conditions or Restrictions.

Action	Frequent Use and Associated Conditions or Restrictions

Query	Used to obtain information from the server database; no specific conditions or restrictions apply. This action can be inserted onto a Dynamic Page at any point. There are four query operations–Delete, Insert, Select, and Update; use the Criteria tab to limit the execution of the query to specific conditions. The Criteria tab is available with Delete, Select and Update queries. When reporting Query Results back to a Web site visitor using a Feedback Section, insert a RecordSet action after the Query action and before the Feedback Section action.
Send Mail	Used to send email notification over the Internet; no specific conditions or restrictions apply. This action can be inserted onto a Dynamic Page at any point.
Feedback Section	Used to display information to the Web site visitor; no specific conditions or restrictions apply. This action can be inserted onto a Dynamic Page at any point. When used to report Query Results to a site visitor, insert a RecordSet action after the Query action and before the Feedback Section. When inserting Dynamic text, the Dynamic elements must be defined as a parameter, variable or query output element using either the **Property Sheet for the Dynamic Page** or **Query Properties** dialog boxes prior to being inserted onto a Feedback Section. If used with a Condition action, the Feedback Section will only display if the initiating "OK" or "NO" action is performed.
Request	Used to retrieve and store data in a Dynamic Page; no specific conditions or restrictions apply. This action can be inserted onto a Dynamic Page at any point. Variables used to initiate and store the requested data must be defined using the **Property Sheet for the Dynamic Page** dialog box prior to specifying the Request action.
Redirect to	Used to retrieve and store data in a Dynamic Page; no specific conditions or restrictions apply. This action can be inserted onto a Dynamic Page at any point. Variables used to initiate and store the requested data must be defined prior to specifying the Request actions.
Condition	Used to define two processing alternatives based upon a true or false condition; no specific conditions or restrictions apply. This action can be inserted onto a Dynamic Page at any point. The processing alternatives specified by a condition statement are only executed when (and if) the initiating condition is evaluated; the resulting actions are subordinate to the initiating action.
	If a subordinating action statement (either "OK" or "NO") is left unspecified, then the next initiating action is performed. If you wish to make multiple evaluations that specify actions for only true (or false) conditions, you can "nest" Condition actions within one another. The last subordinated action statement in the "nested" series, if left unspecified, causes the next initiating action to be performed. This enables you can chain together "one-sided" condition statements if you want.
Statement	Used to assign a value to a variable while a Dynamic Page is completing its processing; no specific conditions or restrictions apply. This action can be inserted onto a Dynamic Page at any point. To assign a

	value, you must specify an operation that will construct the variable's new value given the variable's current value.
Cookie	Used to assign a value to a variable and then write that value to the visitor's PC. To assign a value, you must specify both the cookie key that will store the temporary value and the variable that contains the value that you wish to write onto the visitor's PC. ; no specific conditions or restrictions apply. This action cannot be inserted if a Feedback Section has already inserted. The Cookie action must be performed prior to the display of a Feedback Section.
RecordSet	Used establishes database connectivity so that query results can be displayed to a Web site visitor; no specific conditions or restrictions apply. This action can only be inserted once the initiating Query action has specified which database will be queried.
Lock	[needs to be clarified]
Unlock	[needs to be clarified]

Part 4
COMPLETING YOUR SITE

This part of the *User Guide* examines the back-end procedures used to generate and upload your Web site. It also looks at how you might import a Web site from the Internet.

Part 4 includes:

- Generating and Uploading Your Site
- Import Site

Chapter 17.
Generating and Uploading Your Site

Introduction

When you are ready to begin developing your Web site, you must arrange for hosting services *before* you begin testing out your E-commerce site. Unlike a standard Web site, you must generate and upload your E-commerce site to an NT-server that is 100% compatible with Active Serve Page (ASP) technology *before* you can view and test your E-commerce Web pages with a browser. Because your E-commerce Web pages make use of ASP technology, to function properly, they must access and update the database that stores your products and customer orders. Most PC systems do not have this capability—however, an NT-server that is 100% compatible with ASP technology does. To understand this, you must know what a hosting service does and what kinds of system requirements are necessary to successfully host your Web site.

Topics covered in this chapter include:

- Selecting an ISP or Web-Hosting Service
- Hosting Requirements
- Active-X Component Registration
- Boomerang Software As a Web-Host Provider
- What is Your Integrated CNQ Project File?
- Saving Your Files in CNQ Format
- Generating and Uploading Your Web Site
- Uploading A Revised Site
- Uploading Selected Files

Selecting an ISP and a Web-Hosting Service

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

What is an ISP?

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

What is a Web-hosting Service Provider?

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

Selecting an ISP

If you currently are a customer of America Online (AOL), you have already selected an ISP; however, you should know that you might not be able to use them as a Web-hosting service. Web sites have specific hosting requirements (such as, the 100% compatible with ASP technology requirement for one) that AOL may not be able to satisfy. However, AOL does provide 2 Mb. of free Web space to its customers. So, if you intend to put up a standard Web site, you might want to consider using your AOL account. If you are *not* a customer of America Online, then you must find an ISP that gives you the features that you want. Typical features to look for in an ISP include monthly cost, email service, connection method, and speed of transmission.

Selecting a Web-hosting service

There are many factors that influence your selection of a Web-hosting service, not the least among them are the specific requirements for hosting a Web site (see the topic "Hosting Requirements" later in this chapter).

Before looking for a Web-hosting service, you will want to decide whether you want a full domain Web site or a sub domain Web site. A full domain Web site is a uniquely identified Web site using a licensed URL (for example, *www.yourname.com*). A sub-domain Web site is a uniquely identified Web site that leases space under a preexisting URL (for example, *www.ISPdomainname.com/your name*). When making the full- or sub-domain decision, you will want to consider how you intend to advertise your Web site. Most companies seek to have a full-domain Web site since it more specifically advertises their company. If you do choose to go with a sub-domain Web site, you will in effect be advertising someone else's Web site and directing them to use a specific subfolder under that domain name. There are some clear cost advantages, but it really comes down to the issue of marketing.

If you choose to setup a full-domain Web site, you will need to choose and register your full domain URL before uploading your Web site to a hosting service. To search for and verify the availability of a domain name you like, access the "WHOIS search?" function from any of the

domain name registration services.   One such service is Network Solutions, which can be reached at www.networksolutions.com. The cost and duration for registering a domain name varies but generally it is $70 for two years with a $35 charge for each additional year after the first two. Many hosting services will, for a fee, help you register your domain name. If you choose to go the sub-domain route, you will be using your hosting service's URL domain. In such cases, there normally is no setup fee.

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

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

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

- **Storage space offered**. Normally, storage is offered as so many megabytes (or gigabytes) per site for a flat rate. This is one of the major variables in selecting a Web-hosting service. If you anticipate a large number of graphics or a large database, then you will need more storage space. Without embellishment an E-commerce site with a modest product database, currently requires 3–5 megabytes of storage. An average amount of storage space offered for a flat rate is currently between 5–20 megabytes. Over time, your database will begin to accumulate data, so you don't want to max out too quickly.

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

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

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

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

Hosting Requirements

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

- **NT-server that is 100% compatible with ASP technology**. To run an E-commerce site created by this program, your hosting service must run an NT-server that is 100% compatible with ASP technology. This requirement is normally met by an NT-server that has Microsoft Internet Information Server (version 3.0 or higher) installed. Microsoft Internet Information Server (IIS) is a Web site management program and is capable of interpreting Active Server Pages (ASPs). These pages are critical to your Web site. This program manages your site properties and folder security. For Windows '95 users an alternative Web site management program would be Peer Web-server.

- **Active-X Component Registration**. WebShop's E-commerce functionality right now makes use of Active-X component technology for sending email. The Active-X component is a program developed by Boomerang Software that resides not in your HTML files but on your Web-hosting company's NT-server. The Active-X component is a *.DLL file that must be registered on your Web-hosting company's NT-directory of Active-X components. For successful hosting of your site, you need to request that your Web site / ISP provider register the Active-X component on the NT-server that is hosting your site.

- **Site Security and Folder Security**. You will want to insure security over your Web site. That means your Web site administrator will have to place access restrictions on your entire Web site during development and more specifically on your Administration folder and Database folder once you decide to go live. Make sure you select a Web-hosting provider that will correctly set up the security measures covered in the chapter titled, *Maintaining Security and Backing up Your Files.*

Active-X Component Registration

An Active-X component is a *.DLL file that resides in the Web-server's System folder. To successfully run your Web site, the Active-X component that automatically sends email confirmations to you and your customers (once a buy transaction is complete) must be registered on your hosting company's Windows NT Server. To do that, contact your Web site / ISP provider and ask to register the Boomerang Software Active-X component. For them to register this component, you will need to send them the contents of the folder located on the WebShop program **CD X:\Server Components\Send Mail** (where X designates your CD ROM drive).

The **Send Mail** folder contains the following files:

- **MailX.dll**
- **Readme.txt**
- **Reg.bat**
- **Unreg.bat**

Once you have confirmed the contents of this folder, you will want to do the following:

1. Copy the **Send Mail** folder and place it on your hard disk.

2. Send your Web Site/ISP provider the folder by Email and ask them to run the batch file **Reg.bat** or upload your site (including the above files) and ask them to test the Active-X component.

You will want to be sure that your Web-host administrator reads the Readme text file before attempting to register the Boomerang Active-X component. Your Web Site/ISP provider can unregister the Active-X component by running the batch file **Unreg.bat**. The Active-X component has been fully tested on Windows NT Servers Running IIS. If there are any questions, from the Web Site/ISP provider, regarding the registration of the Active-X component, have them call the Boomerang Software Technical Support Department at (617) 484-4664 or email Boomerang Software, Inc. at either of the following email addresses:

techsupport@boomerangsoftware.com

webhostingsupport@boomerangsoftware.com

Boomerang Software as a Web-Host Provider

Boomerang Software currently offers Web-hosting services. There are a number of different service plans to choose from:

- **BASIC PLAN** – 5 Mb. of server space for a sub-domain name. You may choose from one of two URLs: **www.uswebx.com** or **www.webhorizon.com**. Both of these URLs are managed by Boomerang Software for its customers.
- **BASIC PLUS** – 50 Mb. of server space. The same policies from the Basic Plan option apply except that you get ten times the server space with Basic Plus.
- **PROFESSIONAL PLAN** – 5 Mb. of server space for a unique URL domain name. You will have to make sure that you locate a domain name, which is not already reserved. The Internet registration service, InterNIC (also called as Network Solutions), will bill you separately for the first two years of domain name use. Boomerang Software will assess a onetime setup fee.
- **PROFESSIONAL PLUS** – 50 Mb. of server space. The same policies from the Professional Plan option apply except that you get ten times the server space with Professional Plus.

To find out more about these service plans and prices:

- Visit the Web site at www.boomerangsoftware.com, or
- Send an email to webhostingsupport@boomerangsoftware.com.

What is Your Integrated CNQ Project File?

One of the important parts of creating and maintaining a Web site is your ability to easily manage the different HTML files and all other files that are generated and required to present your site.

As you design and update your site, you will create **not one single file**, but many small files in many different formats. Some of these formats include HTML, GIF, JPEG, SCRIPTS, CGI, and many others. Losing, or having any one of them become corrupted, results in a broken link, a Web site malfunction, or some other operation failure. Keeping everything together, *and working*, is very difficult if all your files reside independently on your hard disk. WebShop fixes this problem by storing all of your files in a single integrated file format. These files have a special *.CNQ extension that is unique to WebShop. That CNQ file contains the page, graphic, and object resource files of your entire Web site. When you want to work on your

Web site again, you simply open that one file! Everything is there.

> *Note: WebShop automatically creates a backup file (*.BAK) of your current CNQ file whenever you execute a save. You will want to be sure that you have both of these files.*

Additional Benefits

Not only does your CNQ file provide a single resource file for your entire Web site, but it also saves your resource files in their original file formats. This has important implications—particularly for the graphic files you use.

Currently supported HTML specifications favor Internet images be in *.GIF or *.JPEG format. These are pixel by pixel formats, similar to a bit map style format. If you want to edit them or change their size as part of your ongoing updates to your site, they may lose resolution and versatility. In addition, any special graphics that you create, using graphic drawing tools (which might have special vector characteristics) will lose detail as soon as you place them on your site. *.JPEG and *.GIF formats cannot support this kind of detail and to load these images on to your site, these images must be converted.

WebShop's CNQ file format avoids some of these problems. When you save your Web site project to a CNQ file, it saves your images in their original format. The required conversion to *.JPEG or *.GIF format does not happen until your site is generated. During site generation, WebShop creates all of the necessary files and folders automatically. Any image resource files, not currently in JPEG or GIF format, will be created and placed on the server in its proper place. That means you get the best of both worlds—a development file that saves your work in its original format, and a production directory of files that organizes your work in a format suitable for the Internet.

> *Note: To avoid problems, it is highly recommended that you follow the following strategy to make updates to your site. Once you create your site by generating and uploading it to your server—to make changes—do not import the site from your server and make changes to your HTML code directly. Rather, you must open your Web site's CNQ file from your hard disk and make your changes to the CNQ file. Then, after completing your changes, regenerate and reload your site to your server. In a worst-case, you may import your Web site from the remote server if your CNQ file is lost or corrupted.*

Saving Your Files in CNQ Format

By default, WebShop saves your Web site in CNQ format whenever you execute a save. Once you execute a save, all of the associated resources of your site are saved. You do not save files individually, in a piecemeal fashion. All of your files are saved together at the same time.

To initially save your Web site project in CNQ format

1. Click **Save** from the **File** menu. The **Save As** dialog box appears.
2. Enter the name for your project.
3. Specify the directory location for your file.
4. Click **OK**.
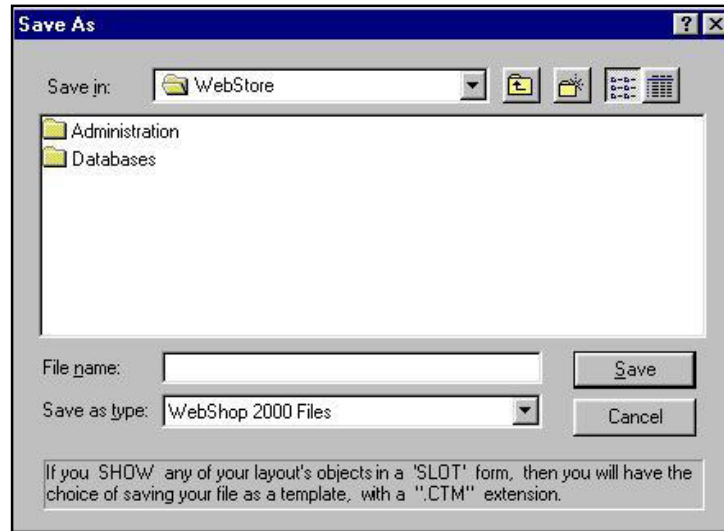
Figure 17.1 – Save As Dialog Box

Generating and Uploading Your Web Site

When you are ready to take your site to the Internet, you must use WebShop's Site Generate or Site Upload features. The Site Generate feature takes your CNQ file and creates all of the necessary files and folders automatically in a local directory. Once you complete site generation, all of your files are ready for you to upload.

The Site Upload feature both generates and transfers your Web site files and folders from your computer's virtual memory to your Server's directory automatically. Where Site Generate creates files and folders on *your* hard disk, Site Upload only generates files to *your remote ISP-server*. You will want to use Site Upload during your initial development and testing. To test a new E-commerce site in development, you may want to upload your Web site many times, successively, by over-writing the remote server files with each iteration.

*Note: Overwriting is a file-to-file operation, not a folder-to-folder operation. We recommend that you selectively delete the files on your server prior to uploading new files—if your new Web site has many instances of folder and file additions or deletions. **Warning**! Do not overwrite your ShopDB.mdb file in your Database folder.*

Generating A New Site

You will only want to use the Generate Site feature when you want your Web site files stored locally on your PC. Remember: The files created by Generate Site are upload-ready. Your *.CNQ file is not upload-ready.

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

To generate your site prior to upload

1. Create a new folder title "**My WebSite**" on your hard drive.

2. Select **File > Save** from the **File** menu options to execute a save.

3. Select **File > Generate Site** from the **File** menu options. The **Browse For Folder** dialog box appears.

4. Select the folder "**My WebSite**" that you created.

   Note: The Generate Site feature creates and places all the sub folders and files necessary for your site in the specified folder. To learn the Physical size of your site after generation, preview it once with the Preview feature. Then, in Physical Layout, right-click the Root folder in the resource tree. Select properties. The Properties dialog box appears. Click the Resource tab. The Size field will display your site's estimated size.
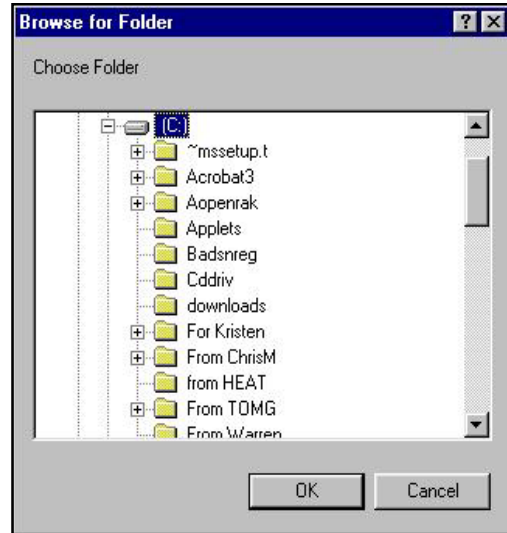
Figure 17.2 – Browse for Folder Dialog Box

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

6. Click **OK**.

Uploading A New Site

Before you begin you will need to have your hosting service's Internet domain name, your ISP-assigned user name (or user login) and password. In general, it is not necessary to know your exact directory address (or upload path). NT-servers with IIS installed identify folder address locations by user name. However, if you currently are hosting more than one site with the same provider, you will need to specify your exact account location.

When you first upload you will be creating an FTP session profile, that is, a predefined set of parameters that you can reuse. Every time you go to execute a Site Upload (using that *.CNQ file), WebShop remembers the most recent upload profile for you and will place the files on your remote NT-server accordingly.

To upload a new site

1. Select **File > Upload Site** from the **File** menu options. The **Upload Web Site** dialog box appears.

2. Click in the **FTP Server Name or Address** field and type "ftp.<domainname.ext>"

3. Click in the **User Login** and **Password** fields and type "<user name>" and "<password>"

4. Click in the **Upload Path** field and enter the directory address only if you have more than one site associated with your user name/folder name.

5. If you want to store your password for future use, click the **Remember Password** check box.

    Note: You might want to consider the security implications of saving your password. If you want to maintain tight control over your server files, do not save your password as part of your FTP session profile. For example, if someone other than you uses your computer, that person is able to upload files to your server without your permis-

Figure 17.3 – Upload Web Site Dialog Box with Example Data

sion — if the password is saved on the FTP session profile. While it is a great convenience to save your ISP password, particularly if you are prone to forgetting passwords, you must weigh the possible security implications.

6. Click **Upload**.

    - If either your password or your User ID were incorrect, the message **Password was not allowed** appears.

    - If you enter the wrong FTP domain name, the message **Server name or address could not be resolved** appears.

    - If your upload is successful, the message **Upload was successful** appears.

Your Web site files are now stored in the Web-server's directory and are ready to be viewed online. The CNQ file remains on your hard disk.

Uploading A Revised Site

When uploading a revised site, you must decide how you want to treat your site's remote database. If you have been "live" for a while, your ShopDB.mdb file has dynamically created data that does not exist in your local CNQ file. This is valuable data. Your remote ShopDB.mdb file contains your customer records and order records. If you overwrite this file, you will permanently lose all of this information. Therefore, you want to be careful not to overwrite this data inadvertently.

Note: Your dynamically created data will be preserved if you un-check the Upload Data Bases check box.

Also, be aware that when over-writing your remote server files, if you have removed a page or a resource, you will not be over-writing those resources. They will continue to exist on the remote Web-server even though they are not used. To solve this problem, we recommend that you selectively delete the files on your server prior to uploading your new files.

Note: To delete existing files prior to uploading new ones requires a distinct FTP session

with appropriate server permissions. If you encounter problems, call your provider for support.

To upload a revised site

1. Select **File > Upload Site** from the **File** menu options. The **Upload Web Site** dialog box appears.

   Note: Since you have already uploaded this site before all of the fields on the Upload Web Site dialog box should have values entered.

2. If you did not select the **Remember Password** check box, enter your password.

3. Decide whether to overwrite your server's ShopDB.mdb file.

   Note: If you <u>do not want</u> to overwrite this file, un-check the Upload Database check box.

   Warning! If your site is live (that is, no longer in development) do not over-write your ShopDB.mdb file.

4. Click **Upload**.

   - If either your password or your User ID were incorrect, the message **Password was not allowed** appears.

   - If you typed the wrong FTP domain name, the message **Server name or address could not be resolved** appears.

   - If your upload is successful, the message **Upload was successful** appears.

   Note: You must call, or ask, the Web-hosting company to place the appropriate permissions on your site folder (see the chapter titled, "Maintaining Security and Backing up Your Files").

Your Web site files are now stored in your server's directory and are ready to be viewed online.

Uploading Selected Files

When uploading selected files, you will not be using the Upload Site feature, which uploads your site all at once. To gain more flexibility, use the File Transfer Protocol (FTP) program. There are several FTP programs available through the Internet.

To transfer your files selectively

1. Launch the WebShop program.
2. Open your project file.
3. Generate your site on your computer.
4. Set up an FTP session profile.
5. Establish connection with your remote ISP-server.
6. Specify the files that you want to transfer.
7. Execute the transfer.

In general, it is not necessary to know the exact directory address on the NT-server where your files are stored. Most NT-servers identify folder addresses by user ID so a specific location is not required. However, if you are currently hosting more than one site with the same provider,
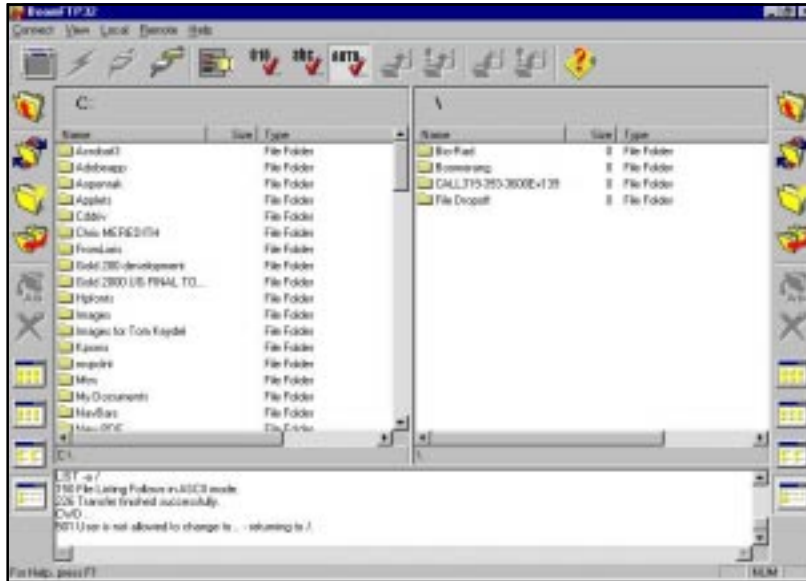
Figure 17.4 – BoomFTP Main Screen

you might want to set up two FTP session profiles and record the exact address locations in specifically defined session profiles.

BoomFTP

One of the sub-components installed with WebShop 2000 is the BoomFTP program. This is a utility program that you can use to upload selected files to your Web-server.

> *Note: If BoomFTP sub-component was deselected during installation, it will not be available.*

To launch the BoomFTP program

1. Click the **Start** button on your Windows taskbar.

2. Select **Programs > Boomerang Software > WebShop 2000 > BoomFTP.** The **BoomFTP Main** screen appears.

> *Note: The actual name of the BoomFTP menu option may be different if you changed the default program group during installation.*
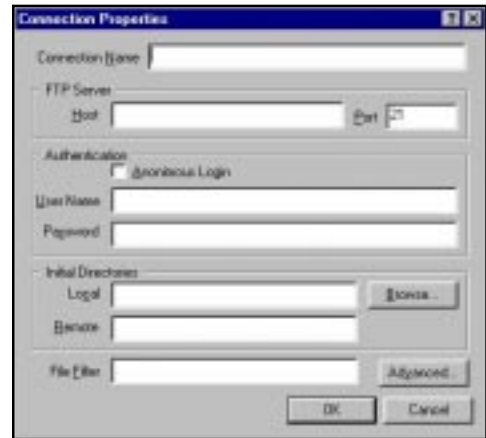
Figure 17.5 – BoomFTP Connection Properties

To set up a reusable FTP session profile

1. With the **BoomFTP Main** screen open, select **Connect > Connect**. The **Connect** dialog box appears.

    Note: The Connect dialog box lists currently recorded session profiles. Once you add a new reusable session profile, it will be listed here.

2. Click **New**. The **Connection Properties** dialog box appears.

3. Click in the **ConnectionName** field and enter a profile name**.** You might want to use the name of your ISP and your ISP assigned user ID somewhere in your profile name.

4. In the **FTP Server** section, click in the **Host** field and type "ftp.<domainname.ext>"

5. Accept the **Port** field default.

6. In the **Authentication** section, click in the **User ID** and **Password** fields and type "<user name>" and "<password>"

    Note: Use the Anonymous login check box whenever you want to enter an FTP site anonymously. Some FTP sites have free downloading privileges. In these cases, no user ID or password is required. Boomerang Software Web-hosting customers should leave Anonymous unchecked.

7. If you want to specify an inital directory:

    - In the **Initial Directories** section, click in the **Local** field and enter the directory address that you want to access on your local computer.

    - In the **Initial Directories** section, click in the **Remote** field and enter the directory address that you want to access on the FTP-server.

8. When you are done, click **OK** to record the profile.   The **Connect** dialog box reappears. The reusable session profile has been added.

9. Click on the profile name to select it and click **OK**.   FTP processing begins.

    - If you enter the wrong FTP domain name, an error message appears.

    - If either your password or your User ID are incorrect, an error message appears.

    - If your connection is successful, the FTP server directories appear.

The **FTP** program has successfully connected to your ISP-server. You can now initiate a file upload or download using the **BoomFTP Main** screen.

An **BoomFTP Main** screen has two sections. The **Local System** section identifies the location on your local drive where you want to upload or down load files either to or from. The **Remote System** section identifies the location on your remote server where you want to upload or down load files either to or from. The program icons listed on the left apply to the **Local** system directory. The program icons listed on the right apply to the **Remote** system directory.   Separate menus are available on the Main menu bar. For more information about using this screen, use the Help menu options.

To upload selected files to your ISP-server

1. Locate the folder/files that you want to upload from your local system, by double-clicking on the left side **Folder Up** or **Down** icon to move up or down one level in your local directory. To open a folder, double-click on it.

2. Locate the remote system folder that you want transfer data to by double-clicking on the right side **Folder Up** icon, or **Down** icon to move up or down one level in the current directory. To open a folder, double-click on it.

3. On your local system highlight the specific folder or files that you want to upload by clicking on them. To select more than one file use either the **SHIFT** key (for contiguous files) or the **CTRL** key (for selected files only) to make a multiple selections.

4. To execute the transfer, click and drag the selected files from the Local directory to the Remote folder. The cursor changes shape to indicate the drag and drop operation.

   Note: You can also select Local > Transfer or click the Upload icon on the Main toolbar.

5. Release the mouse. A confirmation dialog box appears. Click **OK** to confirm the transfer.

   Note: If you are transferring very large files, the transfer may take some time. The program displays a progress indicator to inform you of its progress. If you are over-writing files, the programs asks if you want to copy over the existing file. Respond either Yes or No as necessary.

6. When the transfer is complete, the new files are listed in the Remote System's directory where you specified, or the over-written file lists the transfer date and time.

Chapter 18.
Import Site

Introduction

WebShop includes a site import feature that can import entire Web sites from remote servers (either an FTP-server or a Web-server) as well as from your local computer. This feature lets you take an existing Web site, such as one you may have already created, and bring it into WebShop for editing and maintenance.

> *Note: There is no such thing as a 100% perfect site import. This is due to the many ways sites are originally created. Some are coded line by line by developers, others generated by tools. Some optimized for one browser, others more general, and a good number of sites use undocumented features. Furthermore, it is not uncommon to find errors in the HTML code of sites on the web, or instances where the site creator did not follow the exact specifications of the HTML standards. So depending on the site you want to import, a good import tool, such as the Site Import of Internet Design Shop WEBSHOP, would average about 80% success rate. This success rate can be higher or lower depending on the complexity of the site and other factors mentioned earlier. If the Site Import cannot interpret part of the site's code that is non-compliant, it leaves it out. In addition an FTP import is more successful than an HTTP import. A proper Site Import may have to follow links from page to page or even locations outside the site. This brings an added level of complexity to conducting a Site Import. More about these are explained in the other sections of this chapter. As a rule, however, when you do a site import, you must be willing to do a good effort to obtain the result or close to the result you want. You must select the proper settings and limit the focus of the Site Import appropriately to minimize problems and achieve optimum results.*

> *The HTML features that currently are not supported in this version of Site Import include Cascading Style Sheets, Free Pages and ASP technology. When imported, Free Pages become Plain Pages, cascading style sheets are replaced with the program's Default style, and Dynamic Pages become static HTML Plain Pages including whatever data was present at the time of the import. Check the Boomerang Software Web site for future versions of Site Import.*

Site Import has two options – New and Merge. When you select New, the project that is

currently open is destroyed and replaced by the imported one. If you select Merge, the site (or single resource) is being merged into the existing project. By default, only the Physical Layout displays the imported resources. However, you can also enable the program to create the site's Logical Layout (see the Advanced tab). In this case, the Start Page becomes the Home Page, and all other pages are placed one level down, as children pages off the Home Page. This Logical Layout is created because the program has no information about the Logical Layout. Of course, the program could analyze the linking structure and arrive at some conclusion as to what the Logical Layout might be, but this is both difficult to do and, for the most part, entirely subjective.

The Import File tab on the dialog box is used for importing a single page or resource into a project (or instead of the existing project, if you choose the "New" option). So be forewarned, if you choose New and specify only one HTML page, the imported HTML page will be the only HTML resource in your Physical Layout. If you chose the Add to Logical Layout option as well, this HTML resource will appear as the Home Page for your project, however if you import a non-HTML page resource, your new project will contain an empty Logical Layout.

Topics covered in this chapter include:

- Site Import Protocols
- Why is a Start Page Important?
- Zone References
- Address Formats
- Using Import Site
- Using the Import Zone Tab
- Using the Import File Tab
- Using the Advanced Tab

Site Import Protocols

There are two protocols used with Site Import – http:// and ftp://.

- If you specify a domain URL address, the http:// protocol is used.
- If you specify a file or folder, the ftp:// protocol is used.

When you specify a site import from your hard disk or network, the program uses the internal file:// protocol. A hard disk or network import is similar to an FTP import.

Importing a site using the ftp:// protocol or a hard disk or network import is more successful than an HTTP import since resource files can be specifically selected. An HTTP import is less precise since only the domain URL can be used.

Why is a Start Page Important?

Whenever you perform Import Site, you must specify a Start Page. The Start Page anchors the site import operation. To import the site, Import Site uses the Start Page to trace backwards to the supporting files using the links found on each page. The Start Page is like the first bead on a long chain, which by picking up the first bead, picks up the whole chain and any other chains

connected to it. When evaluating what to import, the program chains backwards, identifying files based upon the links that each file contains.

For example, if there is a page link such as - *<A HREF="AnyOtherPage.htm">* or an image an image link such as - *<IMG SRC="Images/AnyImage.gif">*, the program will import the two referenced resources (the *.HTM resource and the *.GIF). Equally, if there is a reference to additional resources on the AnyOtherPage.htm file, these resources will also be imported. However, there is one problem. Most sites have external links and references. By importing resources though sequentially chained links, you risk to importing the entire Internet into your poor computer. Some limitation is required. That's why you must mention the zone (or the zones) from which the resources may be imported. You specify the zones by using the Add to Zone or Browse for Folder buttons included under the Import Zone tab of the Import Web Site dialog box. Every zone is actually a folder. So you may have as many zones you want, however, at least one is required.

By specifying a zone, that doesn't mean that the entire content of that folder will be imported. First, there may be files, and these files may have no references either to or from the files already imported. So, if you import a site using the HTTP protocol (by clicking the Add to Zone and specifying a URL), this becomes the main rule for the import operation. The HTTP protocol doesn't provide information about the content of a specified folder (as defined by a URL). That means that you won't be able to specify the Start Page from which to begin the import process. In this case, the specified Start Page must be the same as the URL for the zone. Later, the hosting Web-server will decide, what page to start with (by default this page usually Index.htm). So remember, if you use HTTP protocol, you have very little control on what you import. That however, is not your only option. You may also use the FTP protocol by using the Browse for Folder button and specifying the folder that contains the desired site. In this case, you can see the content of the site graphically. The specified folder is expanded by the program so that you can see its files and subfolders. With the FTP protocol, you will have much more flexibility to decide what to import and where from. To do this, you must first, specify a Start Page. (This can be different from Index.htm.) Next you can exclude certain files or folders from the import zone by using the Exclude button. Conversely, you can later choose to include excluded files or folders by using the Include button.

> *Note: If the file is included as part of the Import Zone that doesn't mean, that it will be imported in any case. There may be files, that will have no reference to from others or the reference may be hidden. For example, you have a Java Applet, that uses three class files. The HTML file specified as the Start Page only references one of them. So what about the other two files, without which the first one will not work? For this reason there is a function called "Force Include" that imports files even if there is no reference to them. If you apply "Force Include" to a folder, the entire content of the folder is imported.*

Zone References

A zone is a folder (even when specified by a domain name URL). By providing a Zone reference, you are *not* telling the program to import the entire contents of the folder. Rather, you are providing a reference area. Relational links are built from the Start Page to the identified zone. You may specify as many zones (or folders) as you want, but at least one is required.

With an HTTP import, the Zone reference and the Start Page reference are normally the same.

Generally the domain name URL prompts the Web-server to access Index.htm, which becomes the Start Page. With an HTTP import, you have very little control over what you import since the zone of the site is the same as the domain name URL. However, with the FTP protocol you have more flexibility. By connecting to the Web-site via FTP, WebShop is able to present a graphical display of the folder specified. This allows you to selectively choose the files and sub-folders to include.

Address Formats

- **To specify an http URL** – use the format: http://www.<domainname>
- **To specify an ftp URL** – use the format: ftp://ftp.<domainname>/<filename>
- **To specify a hard disk or network URL** – use Browser for Folder button

Using Import Site

You can import sites, site fragments, or separate files, and use them as a new site, or add them to an existing one. To import a site, use **File > Import Site > New** or **File > Import Site > Merge.** The **New** option lets you create a new project file, the **Merge** option lets you add site fragments to an existing project file. Both options use the **Import Web Site** dialog box.

Import Web Site Dialog Box

The **Import Web Site** dialog box enables you to import Web Sites from remote Web-servers (via FTP or HTTP protocols) or from your local hard disk or network.

The dialog box contains three tabs: **Import Zone**, **Import File**, **Advanced**.

- **Import Zone tab**. Use this tab to import an entire site (from either the Web or your computer). To do this, click the **Import Zone** tab, set zone (site) URL to import and click **OK**.
- **Import File**. Use this tab to import specific files (either from Web or your computer). To do this, click the **Import File** tab, set the file URLs or paths and click **OK**.
- **Advanced**. Use this tab to specify additional settings that control how the site is imported. This tab can be used with any import operation.

    Important! Keep in mind that graphics and Web pages available through the Internet are generally copyrighted material. The import and use of such materials without prior written permission of the copyright holder is a violation of international copyright treaty. While there is nothing wrong with importing a Web site to study it and see how it functions, you should not infringe on the copyright for such materials.

Using the Import Zone Tab

To import a Site using an Import Zone, specify the Import Zone that you want to include by adding URL folders to the Import Zone and specifying a Start Page. WebShop imports all of the files from the Import Zone (including subfolders and files) that are connected to the Start Page in some manner. The pages or resources should be linked from the Start Page, or linked to a file that is linked from the Start Page. You can also use the **Force Include** option to include a file from the Import Zone that is not connected to the Start Page, but is otherwise necessary for the operation of the Web site.
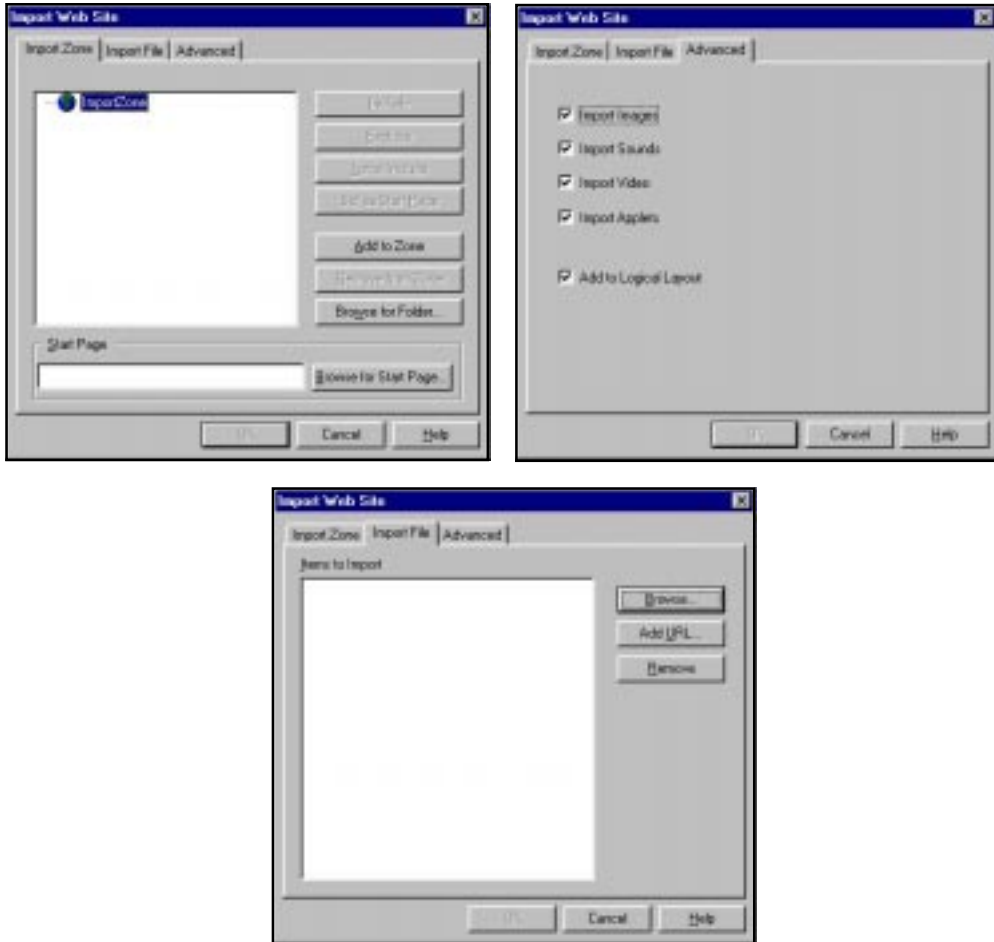
<p align="center">Figure 18.1 – Import Web Site Dialog Box</p>

Import Zone Fields

- **Import Zone window**. Contains a tree-control of the Import Zone. Use this window to identify the URL addresses associated with the pages to be imported. To add or remove URL addresses, use the **Add To Zone** or **Remove from Zone** buttons. When you select a URL address to import, the Import Zone window displays the address as a resource folder. By default, WebShop sets all Web page addresses (and resources included in a folders), as resources to "include" when the import is performed. A small folder icon is placed next to the resource name to indicate that it is a folder. A small check mark in the folder icon indicates that the folder is set to be included in the import. A cross icon indicates that the item is set to be excluded from the import. If you wish to exclude a file or resource, you must click on the icon in the Import Zone window and click **Exclude**.

- **Start Page**. Use this field to specify the Start Page. WebShop imports all of the files from

the Import Zone (including subfolders and files) that are connected to the Start Page in some manner.

Import Zone Buttons

- **Include**. Lets you specify a file or subfolder to include in the import operation. If a folder is included, all of its subfolders are added to the Import Zone.

- **Exclude**. Lets you select a file or subfolder to exclude from import. If a folder is excluded, all of its subfolders are excluded from the Import Zone.

- **Force Include**. Lets you select a file or subfolder and then click Force Include to force the file or folder to be included whether they are related to the Start Page or not. If a folder is force included, the program automatically imports all its associated subfolders and files.

- **Set as Start Page**. Lets you select a file as the starting point from the tree control to use as the Start Page.

- **Add to Zone**. Lets you create a new folder in the Import Zone folder. When a new sub folder is created, you must specify a URL for the remote location or a path for the local file or folder. WebShop verifies the path and, if valid, expands it to a tree when you double-click on it.

- **Remove from Zone**. Lets you remove a folder from the Import Zone folder.

- **Browse for Folder**. Lets you browse your computer to locate a subfolder that you want to add to the Import Zone folder. The program will expand this folder to a tree. The **Browse for Folder** button cannot browse the Internet, only your local hard disk or LAN.

- **Browse for Start Page**. Lets you browse your computer to locate a file that you want to use as the Start Page. The **Browse for Start Page** button cannot browse the Internet, only your local hard disk or LAN.

Importing an Entire Site

When importing a site it is recommended that you launch your browser and open the Web site that you want to import. Using your browser address line, copy the URLs you want use when completing the import. This will prevent transcription errors.

To import a Web site as a new project

1. Select **File > Import Site > New.** The **Import Web Site** dialog box appears. By default, the **Import Zone** tab is active.

2. To add folders to your Import Zone, click **Add to Zone**. The dialog box buttons become active and a URL icon is added to the Import Zone with a file name box and blinking cursor.

3. Decide how you want to add your zone references.

   - To specify a zone reference using an FTP protocol, type (or copy from your browser's address line) a file or folder URL. The URL is verified and a folder icon with the specified URL appears on the **Import Zone** window.

   - To specify a zone reference using an HTTP protocol, type (or copy from your browser's address line) the domain name URL and press **ENTER**. The URL is verified and a folder icon with the specified URL appears on the **Import Zone** window.

   - To specify a zone reference from your hard drive or network, click **Browse for Folder.**

The **Choose Folder** dialog box appears. Navigate to the folder you want and click **OK**.

4. Decide if you want to expand the folder to select specific resources.

- To expand an FTP or a hard drive folder, double-click on the folder icon. The contents of the folder are displayed as a resource tree. Subfolders will display a folder icon, and files will display a file icon.

   Note: You cannot expand an HTTP zone reference.

5. Repeat Steps 2–4 until all zone references have been added.

   Note: If the entire Web site is contained in a single folder on a remote server, only two items need to be specified: the domain name URL and the Home Page URL.

6. Select the files or subfolders you wish to include or exclude.

- To include a subfolder or file, select the folder in the Import Zone display and click **Include**. A green check mark displays on the folder or file icon.

- To exclude a subfolder or files of a Web site from being imported, select the folder in the Import Zone display and click **Exclude**. A red cross displays on the folder or file icon.

7. To remove a zone reference (and all of its associated files), select the folder icon and click **Remove from Zone.** The folder icon and URL address is removed.

8. In the **Start Page** field, decide how you want to specify your Start Page.

- To select a page listed in the Import Zone, use the Set As Start Page button.

- To import a site using an FTP protocol, specify a file name URL.

- To import a site using an HTTP protocol, specify the Home Page URL (in most cases it will be the same as the domain name URL)

- To import a site from your hard drive or network, click **Browse for Start Page.** The **Select Starting Page** dialog box appears. Navigate to the file you want and click **OK**.

9. When done, click **OK**. The site is imported.

   Note: WebShop follows HTML specifications closely. It is not uncommon to find errors in the HTML code of some Web sites. If the Web site you import has errors, or it does not conform to HTML specifications, some of the Web page features may not work or parts of Web pages may not be brought in.

When you are done editing the imported site, select **File > Upload** to upload the files. This feature generates the site and uploads the files in one operation. Only the files that you included in the import are uploaded.

Force Include Feature

Keep in mind that all included files and folders are imported *except* those that do not have links. If a Web page does not have any incoming links, it will not be imported.

You may, however, force WebShop to import such a file using one of two methods:

- Select that file from the list in the Import Zone window and click **Force Include**. This

ensures that the file, or page, is imported regardless of any links.

• Select the main folder or group that has the file or page and click **Force Include**. This forces the program to include and import any and all files, resources, or pages that are in that particular folder.

The Force Include feature is especially important for such items as Java Applets' image files, custom CGI files, AVI, MIDI, and animated GIF's.

For example, a Java Applet is generally a single file. However, some Java Applets include more than one class file. Multiple class files may not have links from an HTML page but may have links within the Java code. In such a case, it is possible to import the Main Java Applet class but not the related class files. The Force Include option can overcome this situation. If you know where all the Java class Applet files are located, include them in the Import Zone and click **Force Include**. If you are not sure about their location, use the Force Include to import the entire folder or group.

When importing a site, you must specify the Start Page. This specification displays in the Start Page field of the **Import Web Site** dialog box. WebShop begins the import operation at the Start Page that you specify, tracing all HTML links throughout the pages specified for import.

There are three methods of specifying the Start Page:

• Place the cursor in the **Start Page** field and type the location address of the start page. This can be either the full path on your PC or LAN (for example, *c:\site2\index.html*. or the exact URL address, for example, *http://www.companyxsite.com/index.html*.)

• Click **Browse for Start Page**. The **Select Starting Page** dialog box appears. Select the file you wish and click **OK**.

• If you have already created the Import Zone resource tree in the Import Zone window, click the file icon in the Import Zone and click **Set as Start Page**. The selected page URL appears in the Start Page field.

> *Note: Using the Set as Start Page button limits your choice of a start page to the list displayed in the Import Zone. However, if you want a start page other than those listed in the Import Zone, use the 'Start Page" field. Enter the location of the start page you want the import to start from in this field. The location can be on your local hard disk, LAN, or an external URL Internet address.*

When you insert a folder in the Import Zone and import the site, all the contents of that folder are imported except those pages that have no links or references.

Using the Import File Tab

With the **Import File** tab selected, browse for file(s) to import on your local computer, or enter the URL address for the file(s) you want to import. The Import File tab does not let you selectively choose files from a resource tree. You must specify them directly.

> *Note: If you select File > Import Site > New and specify only one file, you will have a project file that contains only one page. Generally, Import File is used with File > Import Site > Merge.*

Import File Fields

- **Items to Import window**. Contains a simple listing of URL addresses to import.

Import File Buttons

- **Browse**. Lets you browse your computer to locate a file that you want to add to the Import listing.
- **Add URL**. Lets you specify a URL location to import.
- **Remove**. Lets you remove an item from the Import listing.

To import Web pages using the Import File tab

1. Click the **Import File** tab.

2. Decide how you want to specify the files to import

   - To specify a URL location, click **Add URL** and (or copy from your browser's address line) a file URL and press **ENTER**. The URL is verified and a page icon with a check mark appears.

   - To browse a folder on your hard disk or LAN, click **Browse.** The **Import File** dialog box appears. Navigate to the folder and double-click file that you want. You may also select multiple files at once. A page icon with a check mark appears.

3. If you wish to remove any files from the import listing, select the page icon and click **Remove.** The page icon and URL address are removed.

4. Click **OK**. The specified pages are imported.

The advanced features of the Site Import enable you to divide the work of maintaining a large site between a number of people. Each group can import the portion of the site it maintains, edit it, and place that part back on the Web-server.

Using the Advanced Tab

With the **Advanced** tab selected, specify additional settings that control how the site is imported. By default all of the advanced tab operations are selected. It is recommended that for most site imports, these default settings should remain unchanged.

Advanced Tab Check Boxes

- **Import Images**. Enables image import.
- **Import Sounds**. Enables audio import.
- **Import Video**. Enables video import.
- **Import Applets**. Enables Java Applet import.
- **Add to Logical Layout**. Updates Logical Layout for any pages imported. When unselected only physical files are added to Site Manager.

Note: By default, the Start Page is always made the Home Page and any associated pages that are imported are treated as children off of the Home Page. This results in a Logical Layout with only two levels.

To adjust the settings used to import a site

1. Click the **Advanced** tab.

2. To prevent the program from importing images, sounds, video, or Applets, clear the appropriate check boxes.

   Note: You may not want to import all of the files from the zone specified. They might be copyrighted, or too large.

3. Clear the **Add to Logical Layout** check box to prevent the addition of imported pages to the current Logical Layout. In this case, the imported files are added only to the Physical Layout.

   Note: When merging imported files with a current project, select the parent page for new files. Imported *.HTM files will be added to the logical structure as children of the selected page.

4. When done, click **OK**. The import operation begins.

Part 5

CUSTOMIZING

This part of the *User Guide* examines how WebShop can be specifically customized to suit your needs and how resources that have value use across multiple projects can be installed.

Part 6 includes:

- Creating WebShop Templates
- Editing WebShop Libraries

Chapter 19.
Creating WebShop Templates

Introduction

This chapter examines the procedures for creating your own template files and inserting them into WebShop libraries. Templates provide a versatile and useful means of creating reusable tools that save time and guarantee consistency. To create a template, you must convert the display of at least one object as a slot. "Slots" are placeholder objects that a user can customize after importing the template. By converting an object into a slot, the most object properties remain unchanged, however, the object itself is displayed as grayed out text or with an icon that identifies what kind of object goes there.

Topics covered in this chapter include:

- Considerations
- Opening a File and Converting It Into a Template
- Adding a Template File to a Library
- Removing a Template from a Library
- Creating a New Template Library
- Removing a Template Library

Considerations

When considering how you might use templates, keep the following in mind:

- Templates are saved in libraries, which can be used on multiple project files.
- You can save an entire Web site as a template or just individual pages.
- When saving individual page templates, it is recommended that you *do not* create Dynamic Page templates. (Dynamic Pages are specific to individual forms and databases and are not good candidates for template treatment.)
- Use templates to store objects such as forms, graphics, boilerplate text, headers and footers. The resources associated with these objects are automatically imported with the template and become part of the project's available resources.
- Save template files with only one style sheet, **Default_Style**. Upon importing the template,

you can reassign the style using the styles available for the hosting site.

- Use the Slot feature to create template flexibility. "Slots" are placeholder objects that a user can customize after importing the template. WebShop allows you to make any of the following objects into "slots" — paragraph text, text line, images, media objects, form fields, or horizontal rules.

- Do not try to tack on an E-commerce template to an existing site. It is recommended that if you think *that in the future* you would like your Web site to have E-commerce functionality, then build you Web site using one of the E-commerce templates and disable the E-commerce functionality by removing any links to the E-commerce web pages.

WebShop currently does not allow for the importation of E-commerce functionality into an existing *.CNQ Project file. You could set up two separate sites and provide links between the E-commerce site and pre-existing Web site, but you cannot import E-commerce functionality into an existing project file and then generate and upload the site.

Opening a File and Converting It Into a Template

Any WebShop file you turn into a template by making at least one object (for example, a text object or a clip art image) display as a *slot*. "Slots" are placeholder objects that a user can customize after importing the template. By converting an object into a slot, the most of the object properties remain unchanged, however, the object is now displayed with grayed out text or with an icon that identifies what kind of object goes there.

Once an object has been converted into a slot, you simply save the file designating it as a template file with an extension of *.CTM.

Opening a Project file

To open a file

1. Click **Open** in the Main toolbar or select the **File > Open** menu options.
2. If you wish to view the file before you open it, click **Preview** in the lower right corner of the **Open** dialog box.
3. When you locate the correct file, click it to highlight it, and then click **Open** in the Main toolbar or double-click file name.

Convert an Object to a Slot

After you open the file, convert any of the objects on the page to a slot. The object could be paragraph text, text line, images, media objects, form fields, or horizontal rules.

To convert an object to a slot

1. Click the object to select it. The object is highlighted
2. Right-click. A pop-up menu appears.
2. Select **Show > As Slot**. The object now appears in slot form.

If you use **Show > Normal** to convert the object or text back to Normal, the content of the slot is restored.

There are a number of considerations to keep in mind when displaying objects:

- If you convert an object to a slot and later convert it back to Normal, the content of the object is restored with its original content.
- If you convert an object to a slot, save the file as a WebShop document file (with a file extension of *.CNQ), reopen the file and convert that same object to show as Normal, the content of the object is restored with its original content.
- If you convert an object to a slot, save the file as a WebShop template file (with a file extension of *.CTM), then reopen the file, you cannot use the Normal option in the Show menu. After saving the file as a template, you cannot restore the original contents of an object without manually replacing it.

Save File as a Template

After you have converted a number of objects and/or pieces of text into "slots," you can save the file as a WebShop template. For this operation, you must use the Save As option in the File menu; you may not use the Save File button on the Main toolbar. CTM files are stored outside the project file and must be saved into one of the Template libraries before they are available as resources.

To save the current file as a template file

1. Select **File > Save As**. The **Save As** dialog box appears.
2. Click **Save as Type** at the bottom of the dialog box.
3. Click **Templates** in the **Save as Type** list box.
4. To give the file a new name, enter a new name in the **File Name** box.

   *Note: Since WebShop documents have a file extension of *.CNQ and templates have an extension of *.CTM, it is not necessary to give templates a different file name. You may have an INDEX.CNQ (document file) and an INDEX.CTM (template file) in the same directory. It is not necessary to add the *.CTM file extension to the file name when you are saving it to a template format.*

5. When done, click **OK**. The current file is saved as a template file.

Now that you have created a WebShop template, you must add the template to a template library.

Adding a Template File to a Library

To add a new template file to a library, open the Template Library Edit dialog box. This dialog box enables you to add templates to existing libraries, remove templates from existing libraries, create new template libraries, and delete template libraries.

To add a template to an existing template library

1. Select **Library > Edit Template Library**. The **Template Library Edit** dialog box appears.
2. Select one of the existing libraries where you want to add the template.
3. In the **Look In** section, specify the directory location where the *.CTM file is stored.
4. Click once on the *.CTM file that you want.
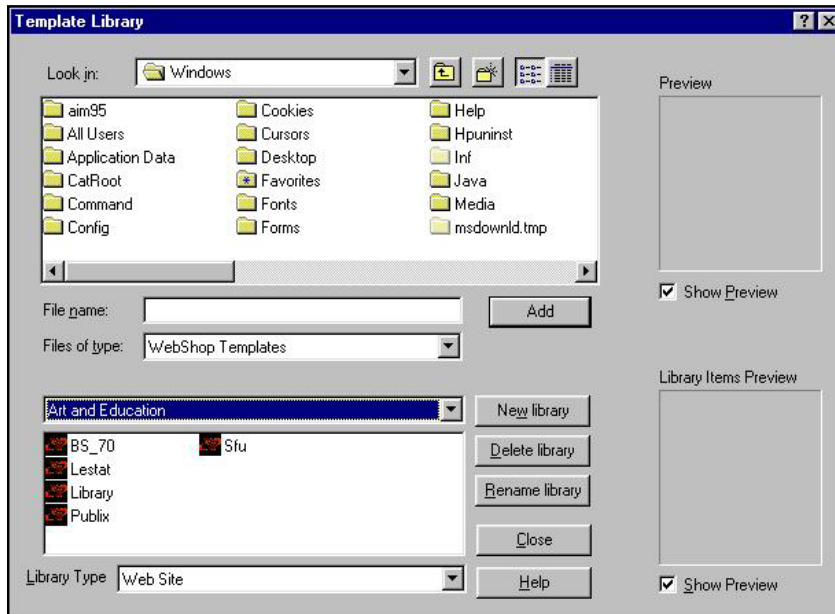
Figure 19.1 – Template Library Edit Dialog Box

5. Click **Show Preview** below the **Sample** box so that you may view the template before inserting it into a library.

6. Click **Add**. The template has now been added to the library. If you scroll through the list of templates in the library, the new template file displays at the end of the list.

7. Click **Close** to close the **Template Library Edit** dialog box.

Now that you have added a new template to the template library, use the **New** command to view the template library contents and verify that the new template is properly inserted.

To verify the new template is in the template library

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

2. Select the **Library** tab to open the template library that you want.

3. Use the horizontal scroll bar to scroll through the template list box until you see the new template that you inserted (it is the last file in the library).

Removing a Template from a Library

To remove a template from the template library, use the Template Library Edit dialog box.

To delete a template from a library

1. Select the **Library > Edit Template Library** menu options. The **Template Library Edit** dialog box appears.

2. Select the **Library** that you want. A list of template files are displayed.
3. Select the template that you want to delete. If necessary, use the scroll bar to locate the template file.
4. When you locate the template, right-click on it. A pop-up menu appears.
5. Select **Delete**. A confirmation message appears.
6. Click **Yes** to confirm the deletion. The template is removed from the library listing.
7. Close the **Template Library Edit** dialog box.

The template is now deleted from the template library.

Creating a New Template Library

In addition to adding new templates, you can also add new template libraries to WebShop. When you create a new library, it is stored as a selectable library within the **Library Type** named "Web Site." Currently, there is only one Library Type for WebShop.

To create a new template library

1. Select **Library > Edit Template Library**. The **Template Library Edit** dialog box appears.
2. Click **New Library**. The **Library** dialog box appears.
3. Enter the name for the new template library and click **OK**. The new library is displayed in the **Library** list box.

   Note: The entry box accepts alphanumeric characters only; you may not use punctuation marks, underlines, dashes, or any non-alphanumeric character.

4. When done, close the **Template Library Edit** dialog box.

You have now created a new template library that is empty (that is, it has no template files).

Removing a Template Library

To remove a template library, use the Template Library Edit dialog box. When you delete a library, you are simultaneously deleting any template files associated with that library. It is recommended that you delete template files individually before deleting the template library itself.

To delete the template library

1. Select **Library > Edit Template Libraries**. The **Template Library Edit** dialog box appears.
2. Select the **Library** that you want to delete.
3. Click **Delete Library**. A confirmation message appears.
4. Click **Yes** to confirm the deletion. The library is removed from the **Library** list box.
5. When done, close the **Template Library Edit** dialog box.

The template library and any template files contained in that library are now deleted from the WebShop library files on your hard disk.

Chapter 20.
Editing WebShop Libraries

Introduction

In this chapter we will examine the different image and color libraries available in WebShop. The instructions in this chapter will show you how to edit and create your own graphical libraries and insert them into WebShop for future use. You can also learn how to tailor graphic libraries so that you can add, edit, and delete images and objects, as you want.

Topics covered in this chapter include:

- Editing an Image Library
- Adding an Image to a Library
- Deleting a Picture from a Library
- Creating a New Image Library Category
- Editing Brush and Pattern Libraries
- Editing a Color Library
- Creating a New Color Library

Editing an Image Library

Select **Library > Edit Image Library**. The **Library Edit** dialog box appears. This dialog box shows many groups of image libraries including:

- **Clipart Library**. This library contains Windows Metafiles (.WMF) and Enhanced Windows Metafiles (.EMF). You can only insert these types of images into this library. You can use these images as clip art in any of the WebShop graphic projects.

- **Vector Image Library**. This library contains Windows Metafiles (.WMF) and Enhanced Windows Metafiles (.EMF). You can only insert these types of images into this library. You can use these images as clip art in any of the WebShop graphic projects.

- **Raster Image Library**. This library contains raster or bitmapped images. These image types include: Windows Bitmap (.BMP), CompuServe Bitmap (.GIF), JPEG Bitmap (.JPG), Paint Brush Images (.PCX), TARGA Bitmap (.TGA), and TIFF Bitmap (.TIF). You can use these images as clip art in any of the WebShop graphic projects.

- **Border Library**. This library contains Windows Metafiles (.WMF) and Enhanced Windows Metafiles (.EMF). You can insert only these types of images into this library.

- **Raster Brush Library**. This library contains raster or bitmapped images. These image
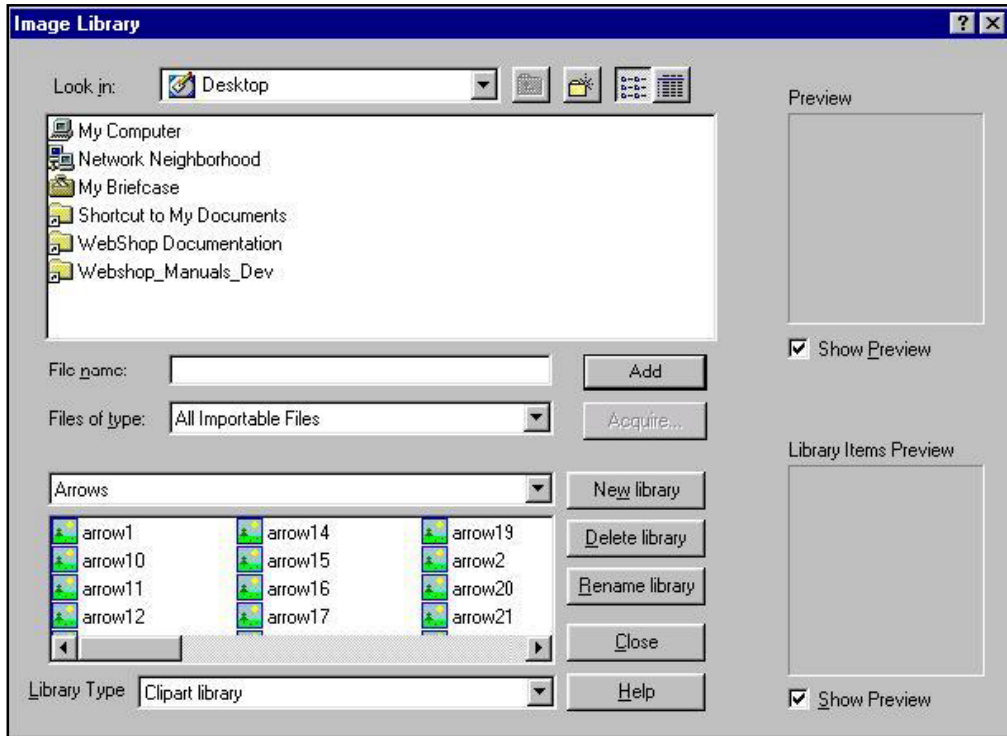
Figure 20.1 – Library Edit Dialog Box

types include: Windows Bitmap (.BMP), CompuServe Bitmap (.GIF), JPEG Bitmap (.JPG),
Paint Brush Images (.PCX), TARGA Bitmap (.TGA), and TIFF Bitmap (.TIF). These files
are generally very small images that you can use as repeated brush strokes in a background
pattern.

- **Vector Brush Library**. This library contains Windows Metafiles (.WMF) and Enhanced
  Windows Metafiles (.EMF). You can insert only these types of images into this library.
  These files are generally very small images that you can use as repeated brush strokes in a
  background pattern.

- **Bullet Library**. This library contains small raster or bitmapped images that may be used as
  bullets to highlight text or graphics. These image types include: Windows Bitmap (.BMP),
  CompuServe Bitmap (.GIF), JPEG Bitmap (.JPG), Paint Brush Images (.PCX), TARGA
  Bitmap (.TGA), and TIFF Bitmap (.TIF).

- **Button Library**. This library contains small raster or bitmapped images that may be used as
  buttons to highlight text or graphics. These image types include: Windows Bitmap (.BMP),
  CompuServe Bitmap (.GIF), JPEG Bitmap (.JPG), Paint Brush Images (.PCX), TARGA
  Bitmap (.TGA), and TIFF Bitmap (.TIF). These files are especially useful in creating
  graphic hypertext links in web pages.

- **Background Library**. This library contains raster or bitmapped images. These image types include: Windows Bitmap (.BMP), CompuServe Bitmap (.GIF), JPEG Bitmap (.JPG), Paint Brush Images (.PCX), TARGA Bitmap (.TGA), and TIFF Bitmap (.TIF). These images are generally used as web page backgrounds.

- **Horizontal Rule Library**. This library contains raster or bitmapped images. These image types include: Windows Bitmap (.BMP), CompuServe Bitmap (.GIF), JPEG Bitmap (.JPG), Paint Brush Images (.PCX), TARGA Bitmap (.TGA), and TIFF Bitmap (.TIF). These images are generally used only in web pages as horizontal dividers.

Each library includes one or more categories of images that are divided by subject matter. See the list on the adjacent page for a list of categories in each library.

Adding an Image to a Library

You may edit any of the picture libraries using **Library > Edit Image Library** menu options.

To add an image to a library

1. Select **Library > Edit Image Library**. The **Library Edit** dialog box appears.

   Note: You can add only specific file types to specific libraries. You must check which libraries support, which file types.

2. Select the library type in the **LibraryType** selector at the bottom of the dialog box.
3. Select the library category in the library selector drop-down list (it is located just below the **Files of Type** selector.)
4. Decide how you want to add the new image.
   - To add an image from your hard disk, navigate to the drive and folder that contains the file you wish to add using the dialog box fields. Click the **Show Preview** option if you wish to see the image before you import it. When done, click **Add**. The image is added to the selected library.
   - To add an image from a Twain compliant device, click **Acquire**. The device driver dialog box appears. Use this dialog box to specify the image you want to bring in. When done, click **OK**. The image is added to the selected library.

   Note: If a device driver is not currently open, the Acquire button is inactive. To select a source, go to Site Manager and select File > Select Source. The Select Source dialog box appears. Select a data source and decide if you want to acquire multiple images, and click OK. The Acquire feature is now active.

5. When you are done editing, click **OK**. The Edit Library dialog box disappears.

It is important to remember that you must select compatible images for the libraries. For example, you cannot import a Windows Bitmapped image (.BMP) into a Vector Image Library.

Deleting a Picture from a Library

You may delete any of the pictures in a library using the Edit Image Library option in the Library menu.

To delete an image from a library

1. Select **Library > Edit Image Library**. The **Library Edit** dialog box appears.
2. Select the library type in the **Library Type** selector at the bottom of the dialog box.
3. Select the library category in the library selector combo drop-down list box located just below the **Files of Type** selector.
4. In the image list box (below the library selector), Select the file that you want to remove.
5. Click the **Show Preview** check box if you wish to see the image before you remove it.
6. Right-click the image file to open the drop-down menu.
7. Select the **Delete** option to remove the image from the selected library.

   Note: Be careful not to click Delete Library. The Delete Library option removes the entire library from the WebShop system.

Creating a New Image Library Category

You may add picture libraries to the program libraries using the **Library > Edit Image** menu options.

To add a new image library

1. Select **Library > Edit Image Library**. The **Library Edit** dialog box appears.
2. Select the library type in the **Library Type** selector at the bottom of the dialog box.
3. Click **New Library** to continue. The **Library** dialog box appears.
4. Enter the name for the new library category.
5. Click **OK** to add the new image category to that library.

Editing Brush and Pattern Libraries

Brush and pattern libraries are edited and created in the same manner as the picture libraries. The only consideration with these libraries is the manner in which the original graphic is used. For example, the graphic of a butterfly is simply inserted in the picture library as is and used in any instance when you need a butterfly image. Brush and pattern libraries, however, are very small patterns or images that are reproduced repeatedly throughout the image to produce a specific pattern. If you wish to create a wallpaper effect of a particular graphic image, you may insert that image into a brush or pattern library.

Editing a Color Library

You may create and edit color libraries using the **Library > Edit Color Library menu options**. The color library feature is an advanced feature intended for the advanced graphic artist who requires precise control of color selections in a color library.

   Note: The default color library cannot be deleted or modified.
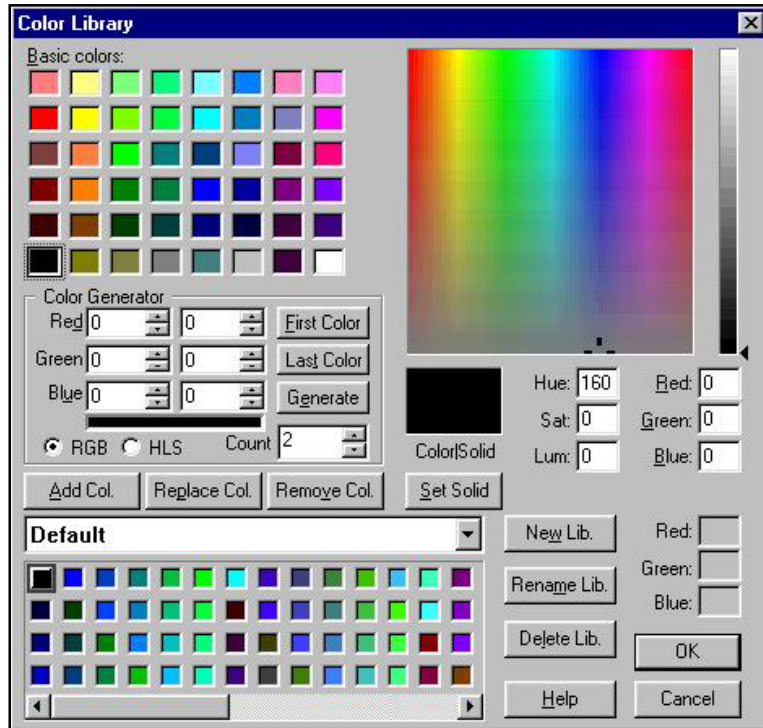
Figure 20.2 – Color Library Dialog Box

To change a color in the color library

1. Select **Library > Edit Color Library**. The **Color Library** dialog box appears.
2. Click the arrow to the right of the **Color Library** selector to open the drop-down library list.
3. Select the **Library** that you wish to edit from the Library list.
4. The colors for that particular library appear in the color swatch display below the library selector. Click the color square that you wish to change.
5. The **Color Library** dialog box includes a display of **Basic Colors** in the upper left corner. Click the color that is closest to the new color that you want to insert.
6. In the color gradient display in the upper right corner, you can notice that the cross hair indicator moves to the color that you selected in the **Basic Colors** section. If this is the color that you want, click **Replace Col** to replace the color in the library with the selected color. The color swatch indicator in the color library will reflect the new color. If the color in the gradient display is not the exact color that you want, you can place the mouse pointer on the cross hair and, while holding down the left mouse button drag the cross hair to the shade that you want.

To add a color to a library

1. Select **Library > Edit Color Library**. T**he **Color Library** dialog box appears.
2. Click the arrow to the right of the **Color Library** selector to open the drop-down library list.
3. Select the **Library** that you want to edit from the Library list.
4. The colors for that particular library appear in the color swatch display below the library selector. Click the color square immediately after the square that you want to insert the new color. (The new color will be inserted just before this selected square.) If you want to add a color to the end, select the last blank square with an X.
5. The **Color Library** dialog box includes a display of **Basic Colors** in the upper left corner. Click the color that is closest to the new color that you want to insert.
6. In the color gradient display in the upper right corner, you can notice that the cross hair indicator moves to the color that you selected in the **Basic Colors** section. If this is the desired color, click **Add Col** to add the color to that library. If the color in the gradient display is not the exact color you desire, you can place the mouse pointer on the cross hair and, while holding down the left mouse button drag the cross hair to the shade you like.

To remove a color from a library

1. Select **Library > Edit Color Library**. T**he **Color Library** dialog box appears.
2. Click the arrow to the right of the **Color Library** selector to open the drop-down library list.
3. Select the **Library** that you want to edit from the Library list.
4. The colors for that particular library appear in the color swatch display below the library selector.
5. Select the color in the library that you want to remove.
6. Click **Remove Col** to remove that color from that library.

Creating a New Color Library

WebShop includes a number of different color libraries for you to use. You can also create your own new libraries using any color combination that you desire. You can assemble a library from individual colors that you select or you can have WebShop create ranges of colors based upon your specifications.

To create a new color library

1. Select **Library > Edit Color Library**. The **Color Library** dialog box appears.
2. Click **New Library** to create a new library. The **Name** dialog box appears.
3. Enter a name for the new library.
4. Click **OK** to accept the new library name. You now have a new library that does not contain a color palette.

To add color palettes to a new color library

1. In the Basic Color section, you can select individual colors and then click **Add Col** to add the colors to the library.

2.   If you wish to create a range of colors for the new library, you can have WebShop create a color range based upon the colors you select. To use this feature, you must select the first color for the library. You can select the color by clicking the color in the Basic Color display or by dragging the cross hair in the gradient color display to the desired shade.

3.   When you have the desired color for the first color in the color library, click **First Color**. Notice that the **Color Generator** section includes a numerical display indicating the mix for the colors. If you know the precise amounts of each color required, you can enter the numbers in the spaces provided in the **Color Generator** section.

4.   Next, you must click the last color to insert in the library range. You can select the color by clicking the color in the **Basic Colors** display or by dragging the cross hair in the gradient color display to the desired shade. When you have the desired color, click **Last Color**.

5.   You must now select the number of color shades that are to appear in the library through the first and last colors (this number must also include the first and last). To enter the number of color shades, use the scroll arrows in the **Count** box or enter the number desired. The horizontal display bar to the left of the **Count** indicator displays a gradient for the number of shades selected for the first and last colors.

6.   To complete the color library, click **Generate**. A color range using the **Count** number is inserted into the new library. The range of colors begins with the **First Color** you selected and ends with the **Last Color**.

To remove a color library

1.   Select **Library > Edit Color Library**. The **Color Library** dialog box appears.
2.   Click the arrow to the right of the **Color Library** selector to open the drop-down library list.
3.   Click the library that you wish to remove from the library list.
4.   Click **Delete Library**.
5.   Click **Yes** to confirm the deletion. The library is removed from the program.

To rename a color library

1.   Select **Library > Edit Color Library**. The **Color Library** dialog box appears.
2.   Click **Rename Library** to rename it.
3.   Click the combo box at the bottom of the dialog box to open the list of available libraries.
4.   Select the library name that you wish to rename.
5.   Click **Rename Library**.
6.   Enter a new name for the library.
7.   Click **OK** to accept the new library name. The library is renamed.

You can also cut, copy or paste color swatches (groups of colors) between individual color libraries. The procedure for these is simple.

To cut or copy a color swatch

1.   Select **Library > Edit Color Library**. The **Color Library** dialog box appears.
2.   Click the arrow to the right of the **Color Library** selector to open the drop-down library list.

3. Click the **Library** that you want to use from the Library list.

4. Select the colors you want to cut or copy.

   - If you want to select adjacent colors, click the first color square you want. Press **SHIFT**, and then click the last color square you want. Click and drag your cursor across the color range you want. All of the highlighted colors including the endpoint points will be selected.

   - If you want to select non-adjacent colors, click the first color square you want, press **CONTROL**, and then click the each color square you want. Only the squares that you click on will be selected.

5. With the colors highlighted, right-click. A pop-up menu appears. Select **Cut** or **Copy**.

   - If you select **Cut**, the color squares are removed from the current color library. You may now import them to another.

   - If you select **Copy**, the color squares remain in the current color library. You may now import them to another library.

To paste a color swatch

1. Click the arrow to the right of the **Color Library** selector to open the drop-down library list.

2. Click the **Library** that you want to use from the Library list.

3. Decide where you want to paste the new colors and select one of the following:

   - A single point. The new colors will be inserted before this point.
   - A range of colors that you want to overwrite.

   Note: If you want to add colors to the end of your color palette choose the last blank square with an X.

4. With the insertion point (or range) selected, right-click. A pop-up menu appears.

5. Select **Paste**. The imported color swatch is added.

Appendix A.
License Agreement and Warranty

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Appendix B.
America Online Information

Upload Procedures

The following sections explain how AOL users can upload their Web page files to AOL.

- **Section I**. For the America Online (AOL) user who wishes to FTP (File Transfer Protocol) files to AOL using AOL's "Built-In" FTP program
- **Section II**. For the America Online (AOL) user who wishes to upload files to a non-AOL server without using AOL's "Built-In" FTP program

Both of these require that you know the URL domain (or subdomain) for your Web site, user ID and password. The procedure introduced in Section II uses the WebShop FTP program included with the Upload Site operation. When possible, it is recommended that the Upload operation be used to upload your files.

Section I. For the America Online (AOL) user who wishes to FTP (File Transfer Protocol) files to AOL using AOL's "Built-In" FTP program

This section applies to the America Online (AOL) user who wishes to FTP (File Transfer Protocol) files to AOL using AOL's "Built-In" FTP program.

Note: If you are NOT an AOL customer, this section does not pertain to you. Please refer to the next section if you need help in uploading and downloading Web site files.

To upload your files using AOL's "built-in" FTP program

Before you begin

1. Save your Web site project file.
2. Write down your file names and their location (usually a folder on your hard disk).

   Note: This tutorial uploads files to the Boomerang Software Web site on AOL. The following values are used: URL location: members.aol.com/boomsoft; File Names: index.htm, and pict0000.gif.

To upload files to the "members.aol.com" subdomain

1. Log onto AOL as you normally would.
2. Select Go To from the AOL menu bar.
3. Click Keyword and type "FTP" in the "Enter word(s)" area.
4. Click Go. The FTP - File Transfer Protocol window appears.

   Note: There is a list box in the middle with two link icons on either side.

5. Click Go To FTP. The "Anonymous FTP" window appears.

    Note: A scrollable list box in the middle shows "Favorite Sites." Two link buttons appear in the lower window area: Connect and Other Site.

    For AOL users who are uploading files to a Web-server OTHER than an AOL, jump to the procedure "To upload to "www.webhorizon.com/giftshop" subdomain (on a non-AOL Web-server)"

6. Scroll through the list box until you see *members.aol.com*.

7. Click this once and click Connect. You are connected to "members.aol.com"

    Note: The current status appears in the window title bar. It reads: "members.aol.com/<your screen name>." This indicates that you are in your own personal FTP area. Seven com-mand buttons appear on the bottom. In the middle, a list box shows the folders and files currently available on the remote Web-server. This is the FTP control console.

8. Click Upload to begin an upload session. The window *members.aol.com* appears.

    Note: There is an input box titled, Remote Filename, and two buttons: Continue and Cancel.

9. Type index.htm for Remote Filename and click Continue. The Upload File box appears.

    Note: There are two options: Send and Select File. These are joined by an empty input line titled, File

10. Click Select File. The Attach File window appears.

11. Scroll through the folder tree and locate the Web project folder boom.htm.

12. Double-click the folder. The folder contains the files: *index* and *pict0000*.

13. Double-click Index. The Upload File box reappears.

    Note: The File input line displays the pathname in gray text.

14. Click Send. The file is uploaded. The *members.aol.com* window reappears.

    Note: The Filename input line displays "index.htm" and the file "index.htm" appears in the control console list box.

15. Clear index.htm and type *pict0000.gif* (in the next filename for uploading) and click Continue. The Upload File box appears.

16. Repeat Steps 10–14 (one file at a time) until all of the files are uploaded.

    Note: The uploaded files appear in the control console list box.

To upload files to "www.webhorizon.com/giftshop" subdomain (on a non-AOL Web-server)

1. Click Other Site. The Other Site window appears.

    Note: There is an input line titled "Site Address" and a Connect button in the lower portion of this window. There is also a check box labeled "Ask for login name and Password."

2. Type the FTP server address. This is the target Web-server.

    For example: "ftp.webhorizon.com" would upload to www.webhorizon.com/giftshop.

3. Place a check mark next to "Ask for login name and Password" and click Connect. The Remote Sign On window appears.

   Note: The title bar for this screen is labeled "Anonymous FTP."

4. Type your *login name* in the first box followed by your password in the second box.

5. Click Continue.

If your login name and password are accepted, the FTP control window appears with a listing of any files on the remote server. The title bar identifies the Web site subdomain.

Section II. For the America Online (AOL) user who wishes to upload files to a non-AOL server without using AOL's "Built-In" FTP program

This section applies to AOL users who are in the following groups:

- AOL is your only connection to the Internet.
- You want to publish your Web site to a server that does *not* reside on the AOL network.

You need the Windows 95 version of AOL 3.0 software to take advantage of this publishing method.

To publish your Web site to an non-AOL Web-server

Before you begin

- Save your Web site project file. You do not need to write down your file names or their location.

To upload your Project file to a Non-AOL Web-server

1. Log onto AOL as you normally would. The Welcome screen appears.

2. Minimize the AOL window.

   Note: When done, you will come back to AOL to view your Web site.

3. Open Internet Design Shop and open the Web project you wish to upload.

4. Select **Site > Upload** Site. The Upload Web Site dialog box appears.

5. Fill in the four input lines as follows:

   - **FTP Server Name or Address:** Type the FTP server address for the server you have selected as your Web-host provider.
   - **User Login:** Type your login name given to you by your Web-host provider.
   - **Password:** Type your password. To save the password, check the Remember Password check box.
   - **Upload Path:** Type the upload path given to you by your Web-host provider.

6. Click Upload. The Web site publishing operation uploads all your files to the target Web-server.

   Note: You can follow the progress of your upload on screen.

7. When done, exit WebShop and maximize the AOL Welcome screen. Navigate to Internet Explore and type your Web site URL. You Web site should appear.

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