The Complete E-Commerce Solution for Everyone!

# WebShop™ Designer

For Windows 95, 98 & NT

# Quick Start Guide

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# Preface: Toolbar Overview

## Introduction

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

### Accessing Toolbars Though Different Modules

You access the program toolbars using the **View** menu. Some toolbars are not available with some screens. All toolbar buttons have quick tips. These very short button descriptions display when you place your cursor over the toolbar button. There is also Help, which displays at the bottom of the screen in your Windows Status bar. The program uses three major modules to assist you in creating your Web pages. These are Site Manager, Page Editor, and Frame Manager.

**Site Manager**. This is the entry point into your Web site. The Site Manager window features five tabs for accessing the five main areas of Web site design and management. Site Manager is covered in more detail in the *WebShop User Guide* (see the *WebShop User Guide* "Table of Contents").

**Page Editor**. This is where you will do most of your page design work. When you open a page from Site Manager, you are launching Page Editor.

**Frame Manager**. Frame Manager is available when you are in Page Editor. The Frame Manager display area is visible only when you use the Frame Manger toggle button. Use Frame Manager to organize the display of a Web page when that uses the Frame feature.

Depending upon which module you currently are using only certain toolbars are available.

### Toolbar Locations and Docking

The default location for most of the toolbars upon installation is vertically down the right side of the WebShop window. This, however, is not necessary true for all toolbars. Most toolbars can be undocked and placed elsewhere. To undock a toolbar, you will want to click and drag the toolbar header line—the vertical line that demarcates the beginning and end of a toolbar. If you undock a toolbar and then re-dock it at a new location, the buttons are arranged in a vertical or horizontal direction depending upon the new location.

# Main Toolbar

The Main toolbar appears at the top of the WebShop window just below the Main menu.  This toolbar is standard and does not change when the active window changes.  It also cannot be moved.

# Physical Layout Toolbar

The Physical Layout toolbar displays when the **Site Manager–Physical Layout** window is active.  Use this to manipulate the physical resources for your site.

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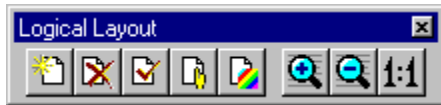
The Logical Layout toolbar displays when the **Site Manager–Logical Layout** window is active.  The Logical Layout window enables you to add, move, and delete individual pages in your Web site.  It displays an organization-type chart showing the relationship of the pages to one another.  Use the toolbar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

# Navigate Layout Toolbar

The Navigate Layout toolbar displays 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 Centered view, the selected resource highlighted in the Spiral view is placed in the center, and all the resources that contain links to it are displayed. In the Spiral view, all of the selected resources are displayed in a spiral fashion. You can selectively choose to include those resources that you want to see. This view is designed to give you either a global view of all your Web site resources, or a selective view. When in Horizontal view, linked items linked items are displayed from top to bottom. When in Vertical view, linked items linked items are displayed left and right. Use this toolbar to manipulate the Navigate Layout window display or the various links between resources.

# Common Objects Toolbar

The Common Objects toolbar displays when the **Site Manager–Common Objects** window is active. This window enables you 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 saves you the tedium 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 your common objects.

# Styles Toolbar

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

# Frames and Page Editor Toolbar

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

To activate Frame Manager, click on the Frame Manger toggle button. Use this toolbar to manipulate the window display and to assign Frame-Content Overlays to your Web pages (see the *User Guide* for more information about Frame-Content Overlays).

# New Object Toolbar

The New Object toolbar displays when you open a Free Page in Page Editor mode or when working with Free-Form objects.  Use a Free Page when you want to place graphic or text objects anywhere on the page.  The Free Page style is the more versatile—you are not limited by the text line limitations of the simple plain Web page.  If you want to be artistic—that is, if you want place objects on the page, drag them to a specific location, use the snap to grid option or even create graphic images with transparent overlaps—then use the Free Page style.  Use the New Object toolbar to insert a variety of graphic objects.  These include patterns, frames, artistic and special effects text, drawing tools, calendars.  You can even launch another application using the OLE button.

# Standard Toolbar

The Standard toolbar displays when you open a page resource that manipulates text.  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.

# Formatting Toolbar
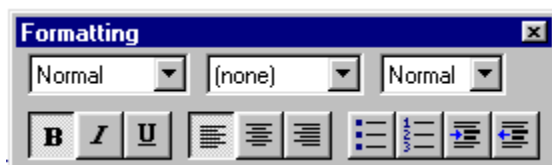
The Formatting toolbar only displays when opened from the **View** menu and is only available when you open a page resource that manipulates text.  The Formatting toolbar includes tools for implementing format commands.  Use this toolbar when you want to assign display attributes such as bold, italics, or underscore.

# Insert Object Toolbar

The Insert Object toolbar displays on a Free Page only when you are manipulating an object. With other pages, this toolbar displays when you are in Page Editor and becomes active only when you are manipulating an object. The Insert Object toolbar provides quick access to tools that place various objects on a Web page.

# Form Fields Toolbar

The Form Fields toolbar displays when you are inserting a form into a Web page in Page Editor. Use this toolbar when inserting a form into a Web page. The toolbar is only active (that is, visible) when the Form button on the Insert Object toolbar is selected.

# Dynamic Page Toolbar

The Dynamic Page toolbar displays only when you are in Page Editor for a Dynamic Page. It becomes active only when you click on a tree element in the Dynamic Page Manager. A Dynamic Page has three elements. 1. A Dynamic Page Manager—this is the left frame on the Dynamic Page window, 2. A Dynamic Page "editor" display—this is the right frame on the Dynamic Page window and is same as other Page Editor displays—and 3. A Frame Manager window—which you access by using the Frame Manager toggle button, just as you would with any other page in Page Editor. The Dynamic Page toolbar allows you to insert or delete dynamic page elements. It also allows you to attach a Dynamic Page to your database. Use this toolbar only when working with Dynamic Pages.

# Working with WebShop

## Introduction

This *Quick Start Guide* summarizes the primary features of WebShop and employs a step-by-step approach to showing you how to use them. The *WebShop User Guide* covers all of the program's features in much greater detail. This portion of the *Quick Start Guide* is dedicated to the construction of a small demonstration Web site. The demonstration Web site has just a few pages; however many of WebShop's most powerful features will be introduced. Specific tutorials are used to teach you how to take advantage of the most important features, including a detailed section on using WebShop's new Active Server Page (ASP) capability.

After you have created the demonstration Web site, you are encouraged to take the next step—to set up a powerful E-commerce presence on the Internet by customizing one of the E-Commerce templates included with your program CD. After you have personalized the template to suit your business, the same step-by-step method will help you upload your new E-commerce Web site to a Web-server. If you are upgrading from *Internet/Intranet Design Shop GOLD version 4*.x and you want to launch an E-commerce project right away, you can proceed directly to the chapter titled "Customizing a WebShop Template" in the *E-Commerce User Guide.*

WebShop features quick button access to the most common development features, so we will include the button images in the left margin as each feature is described so that you can start to learn the icons and their operation.

Since menu bar commands are easier to find when you are just starting with a new program, we will include the sequential menu commands for all operations described.

## System Requirements

The minimum installation for WebShop requires approximately 51 Mb. of hard disk space. The full installation, including the accompanying libraries and applications, require approximately 278 Mb. The minimum amount of RAM is 16 Mb., but you will quickly discover that multimedia applications like WebShop are RAM-intensive. Even a beginner will soon require 32 Mb. to efficiently manage a Web site created from one of the E-commerce templates. 64 Mb. is the minimum recommended RAM for advanced users.

It is recommended that you install all of the WebShop software library components. Through-

out this *Quick Start Guide*, we will assume that you installed the all WebShop components and libraries. See *Installing WebShop* in the *User Guide* for a more complete description of system requirements.

# User Guide Conventions

There are several conventions that you should be familiar with when working with this manual.

1.  Commands you are instructed to type and specific content you are instructed to enter are indicated in a sans-serif font, such as: CD\TEMP with quotation marks. Ignore any punctuation included, unless specified within the quotation marks.

2.  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.

3.  When you are instructed 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.

4.  When you are instructed 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 *Quick Start Guide*.

5.  When you are instructed to "select" or "highlight" an file, icon, or window, click *once* on it. In some cases, it will be surrounded by blue or the prevailing "active" Windows system color.

    *Note: Program operations in WebShop can be launched by using any one of the following methods: 1. A sequential menu option selection, as described in 3 above; 2. Clicking on a program button; 3. Selecting an item or object, right-clicking and then selecting a program option from the pop-up menu; and 4. Pressing a single or combination shortcut key.*

# Installing WebShop

WebShop features an Autostart Installation process that starts the installation program when you place your WebShop CD in the CD drive and close the door. If the **WebShop Welcome** screen does not appear within a few moments after you close the CD door, follow these steps for manual installation.

### To manually open the installation program

1.  Click **Start** in the lower left corner of the **Program Manager** window.
2.  Select the **Run** option from the **Start** menu.

3. In the **Run** command box, type "**<CD drive>:\setup.exe**" where <CD drive> is the letter that identifies your system's CD drive. For example, "D:\setup.exe"

4. Press **ENTER** to open the installation application.

## WebShop's Installation Program

WebShop comes with an installation program that loads the program into you hard drive.

1. When the **WebShop** screen appears, click the **Install WebShop** menu option to begin the installation process. The **Welcome** dialog box appears.

2. Click **Next**. The **License Agreement** dialog box appears.

   *Note: The License Agreement dialog box displays the License Agreement for the application.*

3. When you have read the license agreement and agreed to the terms, click **Yes**. The **Choose Destination Location** dialog box appears.

   *Note: The Choose Destination Location dialog box allows you to change the installation location on your hard disk.*

4. To change the install location, click **Browse** and select the new location.

5. When done, click **Next**. The **Select Component** dialog box appears.

   *Note: The Select Component dialog box allows you to customize your installation of WebShop. To change the Library and Templates that will be installed, click Change.*

6. Select the components that you want to install and click **Next**. The **Select Program Folder** dialog box appears.

   *Note: The Select Program Folder dialog box allows you to customize the Program Group folder for WebShop. The default program group is Boomerang Software.*

7. Specify a new program group or select one from the list of existing groups.

8. Click **Next**. When the installation program finishes, you are prompted to install Internet Explorer.

   *Note: If you already have installed Internet Explorer (version 3 or 4), you can ignore this step. If you do not have Internet Explorer (version 3 or 4) installed, install it at this time.*

9. To install Internet Explorer (version 4), click **Yes**. The installation program for Internet Explorer is launched.

For more information about WebShop installation, see the chapter titled "Installing WebShop" in the *WebShop User Guide*.

If you have installed *Internet Design Shop Gold*, then install WebShop to the Boomerang Software program folder that currently exists. After installation, if you cannot see the WebShop icon in your Boomerang Software program folder, restart your computer. To restart your computer, select the **Start > Shut Down** from the taskbar Start menu. The **Shut Down Windows** dialog box appears. Select **Restart** and press **OK**.
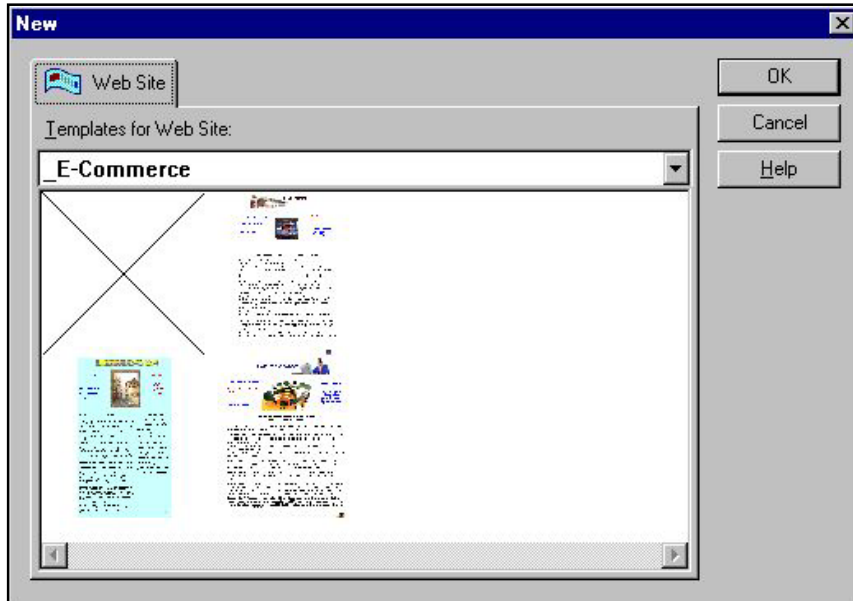
# Creating Your First WebShop Web Site

To make a quick start, begin by building a simple demonstration Web site promoting a small business called **Tim's Trains**, which deals in electric model train sets and accessories. For now, no "shopping cart" functionality will be included.

1. Select the **File > New** menu options from the Menu bar. The **New** dialog box appears with a preview box displaying thumbnail pictures of all available template selections.

2. Select the template with an **X** in the preview box, which does not open an E-commerce template. Click **OK**.

3. WebShop launches the Site Manager feature. Two default windows appear. On the left, there is the **Site Manager** window; on the right, the **Home Page** window. By default your cursor is placed the Page Editor window for the Home Page.

   *Note: It is recommended that you do not use an E-commerce template when completing the tutorials associated with this E-Commerce Guide. However, if you want to open an E-Commerce template and modify the Style Sheet associated with the template, see the topic "Changing the ECStyle for an E-Commerce Template" later in this manual.*

# Site Manager

Site Manager is module that helps you organize your Web site. The Home Page window on the right displays a blank header and a blank footer. This window is also called a Page Editor
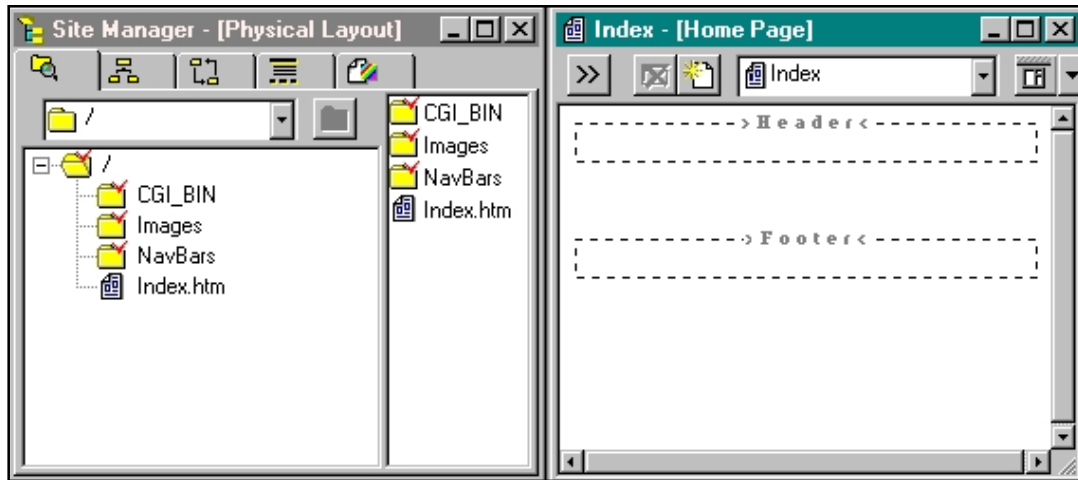
window.  From here you can edit the Home Page.  WebShop has automatically inserted these header and footer defaults into your Web site project.  On the left is the Site Manager window.

Site Manager is perhaps the most important element of the WebShop system, providing access to the main program features using five distinct layout windows:

- **Physical Layout**.  The Physical Layout window displays the structure of the Web site in a style similar to *Exploring Windows*.  All Web site elements are displayed for easy access.

- **Logical Layout**.  The Logical Layout window uses a hierarchical layout like an organization chart, showing the Web site pages and their relationship to one another.  From the Logical Layout window, you will add, open, and edit your pages.

- **Navigate Layout**.  The Navigate Layout window displays the pages, links, and resources of the Web site.  If you import an image, an icon representing that item appears in the Navigate Layout window as a *resource*.  Single Web pages are represented by *Logical Page* icons.  A page divided into two or more frames is also considered a *Logical Page*.  Resource icons represent the individual frames of the page.

- **Common Objects**.  The Common Object window enables you to create headers and footers for use on any page.  "Boiler-plate" headers or footers easily handle site contents that repeat on every page—these can include logos and navigation bars.  If you set up a default header or footer, you may also want to create unique headers or footers for use when and where as you please.  WebShop lets you do this.

- **Styles**.  The Style window enables you to select one of many predefined style sets from a Styles Library.  These styles control the "look" of your Web pages.  You may select a new style set for your Web site at any time during development.

# Changing WebShop Preferences

In Site Manager, select the **File > Preferences** menu options. The **Preferences** dialog box appears. This dialog box has four tabs that control different preference selections. Each tab has one or more sections:

- **General tab**. *Undo/Redo* section: The default setting is 10. *Startup* section: From the pop-up menu, you may select one of four startup display options you prefer to see when WebShop is launched. The *Autosave* and *Files* sections are self-explanatory.

- **Graphic Editor tab**. *Ruler units* section: The default setting is *inches*. For now, retain *inches* as the active setting. *Workspace* section: Retain the default settings for background colors of new Free pages. *Objects* section: Retain the default object placement setting, *center of visible area. Grid* section: The default setting is 1 grid-line per inch. Set *Frequency* to 4 gridlines per inch for a more exact level of control over object placement

- **WebSite tab**. *Headers/Footers* section: The default setting compels WebShop to automatically insert a blank header and footer in each new page. Retain the default setting. *Physical Layout* section: Retain the default setting, which is a full "tree" display of Web site elements.

- **Browsers tab**. *Browsers* section: WebShop uses an internal browser to preview your Web pages. An external browser may also be used for this purpose. At any given time, one browser serves as the "current" internal browser. To test with a different browser, it must already be installed on your PC. To add the new browser to the **Browsers** list box, click the **Add** button and browse for the program file you want. *Web Promote* section: WebShop helps you promote your Web site to the Internet community by automating part of the registration process with Internet search engines. You may choose to add more Internet search engines to the list of search engines already configured by the WebShop developers.
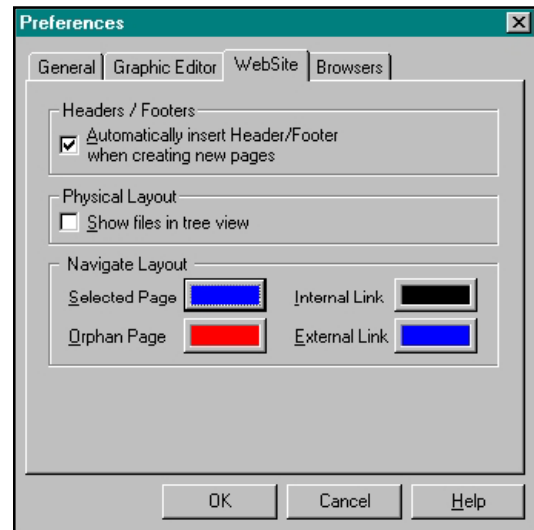
# Changing Style Sets

The test Web site we are creating will have a consistent graphical style. You control the style of your site in the **Site Manager–Styles** window. Later, if you create a style set of your own, you can return to the Styles window and add it to the Styles Library. Using style sets will save you
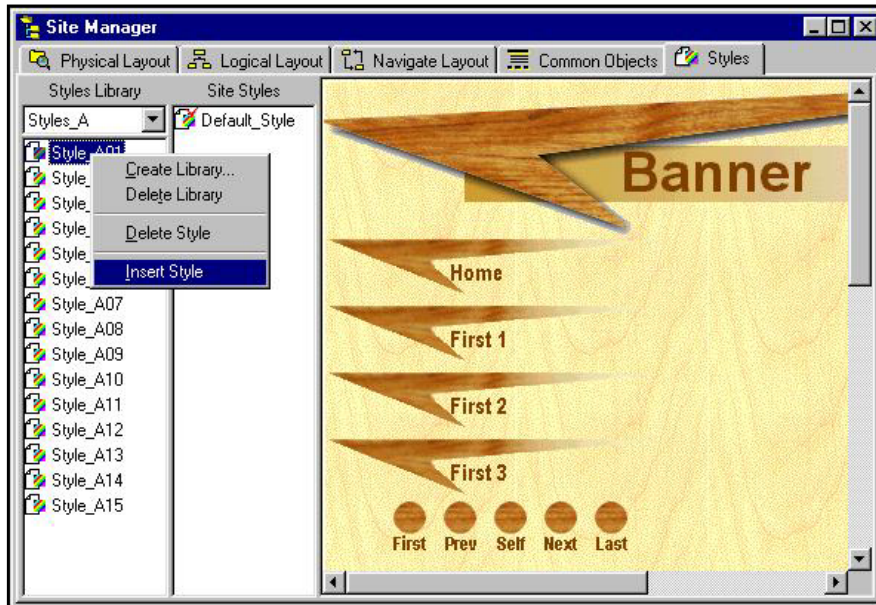
time because with a few mouse clicks you can change the graphical theme of your entire Web site. Even if you apply a style set to an entire Web site, you can customize a specific page or even a specific object on a page.

*Note: It is recommended that you do not use an E-commerce template when completing the tutorials associated with this E-Commerce Guide. However, if you want to open an E-Commerce template and modify the Style Sheet associated with the template, see the topic "Changing the ECStyle for an E-Commerce Template" later in this manual.*

### To change a style set

1. From Site Manager, click on the **Styles** tab. The **Site Manager–Styles** window appears.

2. Click **Style_A01** from the **Library** list box. A preview of this style is displayed in the preview area.

3. Highlight **Style_A01**, right-click, and select **Insert Style** from the pop-up menu. **Style_A01** appears in the **Site Styles** list box. Now you can use this style in the current project.

4. Select **Style_A01** in the **Site Styles** list box and right-click. From the pop-up menu, select **Rename Style**. For this demonstration Web site, type "BlueJeans" and press **ENTER**.

5. With the style "**BlueJeans**" selected, right-click, and select **Set as Site Default Style** from the pop-up menu. You have now set the "BlueJeans" style set as the default site style.

*Note: The "BlueJeans" style is now in use. If the Home Page window is open, you will see the "BlueJeans" style background color displayed.*

# Creating a Default Header

Headers and footers are completely optional. For Tim's Trains, we will employ a default header to display a simple banner in the "BlueJeans" style on the Home Page. Later, you can create custom headers for use on specific pages. We recommend that you close all other Web site pages when you create or edit a header. If you do not want to use a header or footer, skip ahead to the procedure "Saving Your Work" (see the *Table of Contents*).
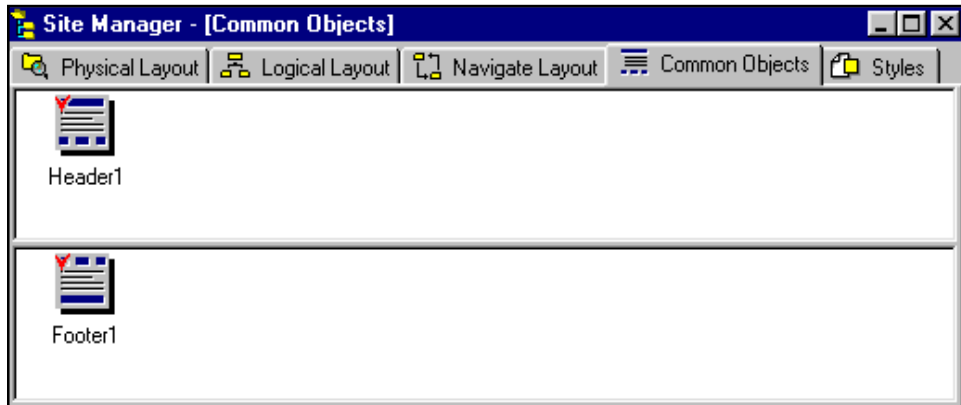


**To create a default header**

1. From Site Manager, select the **Common Objects** tab. The **Site Manager–Common Objects** window appears. Double-click on the **Header1** icon. The **Header1** window opens with the cursor at the far left.

2. Click on the **Center** button on the Formatting toolbar. The cursor is now centered in the Header1 workspace.

3. Click the **Insert Banner** button on the Insert Objects toolbar. A banner in the "BlueJeans" style appears in the **Header1** window. The display text reads "Banner."

   *Note: The display text "Banner" only appears when you insert the banner object.*

4. Close the **Header1** window. If the **Home Page** window is still open, the banner text automatically changes to "Index."

The default text "Index" is not very useful. Customize the banner text using the Alias feature.

**To customize a default header using the Alias feature**

1. With the **Home Page** window still open, select the banner object. An object outline appears.

2. Click the **Properties** button on the Standard toolbar. The **Properties** dialog box appears.

3. Click on **Alias** check box and press **TAB**. The contents of text field box is highlighted.
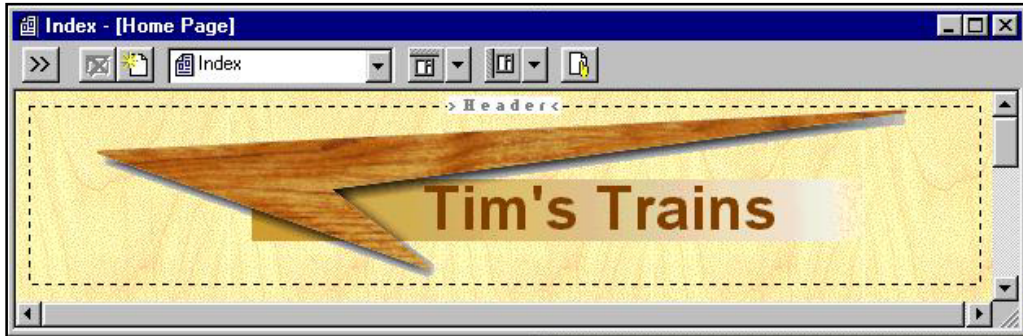
4. Type "Tim's Trains" to overwrite "Index" and click **OK**. The banner text now reads "Tim's Trains" and uses the "BlueJeans" style.

# Entering and Formatting Text

To enter text or other content in a header, footer or the regular work space of a Web page, you must be in Page Edit mode. You may enter text in a Web page in a header, footer or normal work space simply by typing the text. We will begin entering content into the pages with the Home Page.

**To enter and format text on the Home Page**

1. With the **Home Page** window still open, click the maximize button to enlarge your display,
2. Click the work space just below the Header and select the **Center** button on the Formatting toolbar. The flashing cursor is now centered below the Header.
3. Tim's store address should appear beneath the banner. Type "9899 Round House Road" and press **ENTER**.
4. Repeat Step 3 until the following upper and lower case text has been entered:

   Topeka, KS 55555
   9899 Round House Road
   (555) 555-5555
   www.timstrains.com
   Established in 1970 by hobbyists for hobbyists
   Announcing: CUSTOMER APPRECIATION DAYS !
   Click here to go to the customer satisfaction survey!

## Formatting Text

When text is entered, it automatically takes on the style, height and weight dictated by the Style setting in the Style menu on the Formatting toolbar. To achieve an even more elaborate effect, you may customize text even further.

### To format the text entered on the Home Page

1. With the **Home Page** window still open, highlight the postal address, phone number, and URL address for Tim's Trains.

2. Select the **Format > Font** menu options or select the **Font Properties** button in the Standard toolbar. The **Choose Web Font** dialog box appears.

   *Note: This dialog box has four main sections: Font, Font Style, Size, and Color. The Color section has two tabs, one to specify font color another to specify a text background color. You may choose any font available and supported by your PC.*

3. Click the **Font** drop-down box, type "V" and press the **DOWN ARROW** to select **Verdana**.

4. Click the **Font Style** drop-down box and press the **DOWN ARROW** to select **Bold**.

5. Click the **Font Size** drop-down box and press the **DOWN ARROW** to select **10**.

6. In the **Color** section, select the **Text** tab, click the drop-down box and press the **DOWN ARROW** to **Custom Colors** from the list box. The **Choose Color** dialog box appears.

   *Note: This dialog box enables you to specify a predefined color palette. It has two main sections: A drop-down list box and a preview area.*

7. Click the drop-down arrow to display a list of available color palettes. Select the **Browser_Safe_216_Color_Palette**. The palette appears immediately.

8. Select a royal blue shade and select **OK**. The **Choose Web Font** dialog box reappears. The **Text Color** tab reflects the new color setting.

9. Click **OK**. The specified text formatting appears on the Home Page.

Repeat this procedure for the other text phrases, giving each phrase a unique font style. As you can see WebShop gives you great flexibility.

## Creating a Default Footer

You will create a simple default footer for the **Tim's Trains** Web site. It is recommended that you close all other Web page windows before creating this footer. This footer will include a horizontal rule, a copyright notice, and a mail to link that says "Send Tim Email."
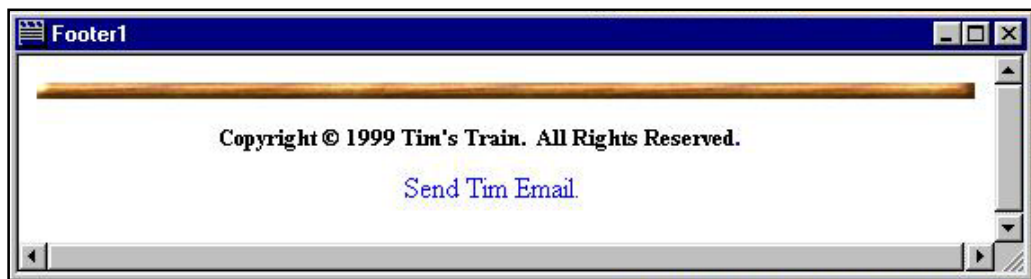
### To create a default footer

1. Select the **Site Manager–Common Objects** tab and double-click on the **Footer1** icon to open the **Footer1** window.

2. Click the **Center** button on the Formatting toolbar. The cursor is now centered in the Footer1 workspace.

3. Select the **Insert > Horizontal Rule** menu option or click the **Horizontal Rule** button on the Insert Objects toolbar. A horizontal line appears.

   *Note: The "BlueJeans" style is applied. The cursor is positioned at the right edge of the horizontal line.*

4. Press **ENTER** to position the cursor beneath the horizontal rule and select the **Insert > Copyright** menu option. The **Special Text** dialog box appears.

   *Note: This dialog box has three tabs: Date, Mail to, and Copyright. When first opened, the Copyright tab is active and the default text is highlighted. The default text should read "Copyright © 199X My Company. All Rights Reserved."*

5. Select the text "**My Company" and** type "Tim's Trains"

6. Select the text "**9X**" and type "99"

7. Click **OK**. The **Footer1** window reappears with the text "Copyright © 1999 Tim's Train. All Rights Reserved." displayed.

8. Press **ENTER** to position the cursor beneath the this text and select the **Insert > Mail to** menu option. The **Special Text** dialog box appears.

9. In the top input line, type "tim@timstrains.com" This is Tim's email address.

10. In the bottom input line, type "Send Tim Email." This is the hypertext that will launch the mail to email.

11. Click **OK**. The **Footer1** window reappears with the text **Send Tim Email** displayed in blue.

### To format the default footer text

1. With the **Footer1** window still open, select the text "**Copyright © 1999 Tim's Trains**. **All Rights Reserved**."

2. Select **Heading6**, **H6** from the drop-down **Style** menu on the Formatting toolbar. The text display is changed.

3. Close the **Footer1** window. The **Site Manager–Common Objects** window reappears.

This completes our work on the Home page and the default footer. To display Home Page Header, Footer and display text, go to Site Manager–Logical Layout and double-click the Home Page icon. Then click the Preview icon on the Main toolbar to view this partially constructed Web site.

## Saving Your Work

To protect against a loss of power, you should routinely save your WebShop project file as you work.  It is a good habit to save your work every 15 to 30 minutes.

**To save your project file**

1.  Select the **File > Save** menu option or click the **Save** button on the Main toolbar.  The **Save As** dialog box appears.

    *Note: This dialog box enables you to specify where on your hard disk you want to save your project file.  It has three main input lines: Save in, File name and Save as type.*

2.  In the **Save in** input line, select the drive and folder where you want to save your project file.

3.  In the **File name** input line, type "TTrains" WebShop automatically adds a \*.**CNQ** file extension.

    *Note: Do not attempt to save as an \*.HTM or \*.HTML file.  The WebShop CNQ file automatically contains all of the HTML files and other Web site resource files, using a convenient Unified File Structure.  To edit your \*.HTML files directly, refer to the WebShop User Guide.*

4.  The **Save as type** box enables you to select the type of file your are creating, a WebShop file or a WebShop *template* file.  For this exercise, select the **WebShop Files** option.  This produces a CNQ file.  To create a WebShop template, click on the drop-down arrow and select **WebShop Templates**.  Templates are saved with a \*.CTM extension.

5.  When done, click **Save**.

# Adding New Pages

We will be adding two new pages to our test site: one **Free Page** and one **Dynamic Page**. As you will see, WebShop comes with different page types that you select when you add a new page.

### To add a Free Page

It is recommended that you create Free Pages from the **Site Manager–Logical Layout** window. A Free Page created under the Physical Layout will not appear in the Logical Layout window.

1. Select the **Site Manager–Logical Layout** tab and click the **Home Page** icon to select it.

2. Select the **Logical Layout > New Page** menu options or click the **New** button on the Logical Layout toolbar. The **Add Logical Page** dialog box appears.

*Note: This dialog box enables you to add new Web pages. You can select one of four page types. By default Plain Page is highlighted.*
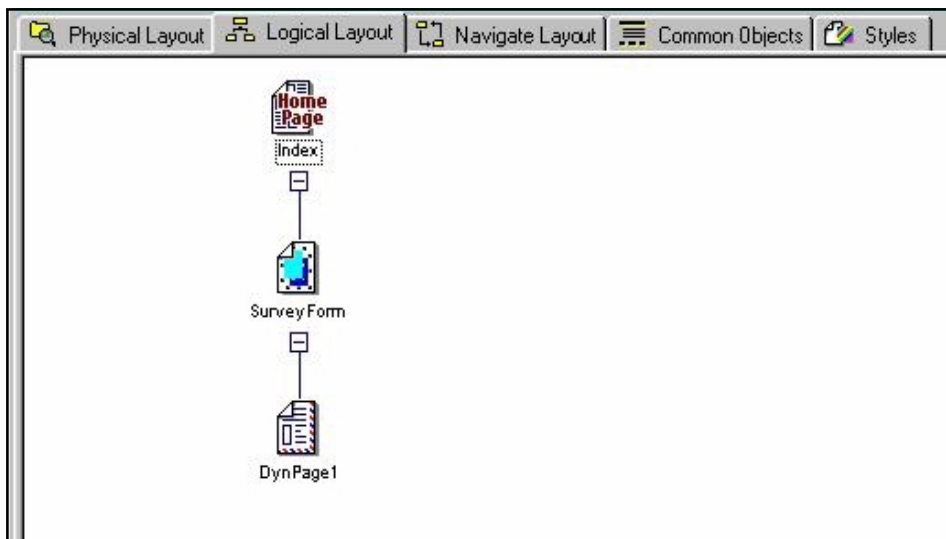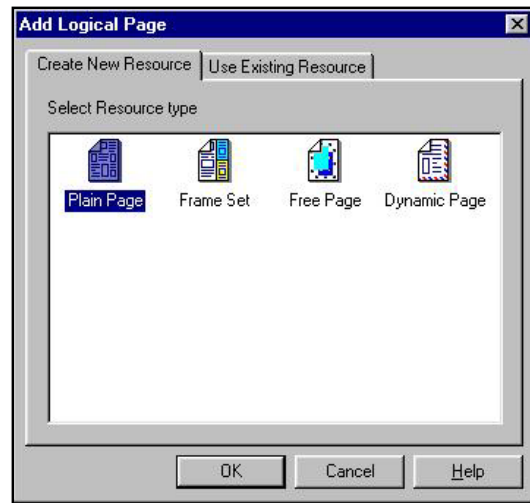
3.  Select **Free Page** and click **OK**. A **Free Page** icon appears in the **Site Manager–Logical Layout** window with the default name "FreePage1" ready to be customized

4.  Type "SurveyForm" and press **ENTER** to accept the new name.

### To add a Dynamic Page

It is recommended that you create Dynamic Pages from the **Site Manager–Logical Layout** window. A Dynamic Page created under the Physical Layout will not appear in the Logical Layout window.

1.  From **Site Manager–Logical Layout**, select the **SurveyFrom** icon.

2.  Select the **Logical Layout > New Page** menu options or click the **New** button on the Logical Layout toolbar. The **Add Logical Page** dialog box appears.

3.  Select the **Dynamic Page** icon and click **OK**. A Dynamic Page appears in the Logical Layout with the default name "DynPage1."

4.  Press **ENTER** to leave this logical name unchanged.

In the **Site Manager–Physical Layout** window, WebShop identifies this Dynamic Page as DynPage1.asp. Logical Layout names and Physical File names are not the same. Logical names do not include extensions and can be entirely different from Physical names. You will be working with the Dynamic Page "DynPage1" later.

# Working with Free Pages

WebShop's Free Page feature makes it easier group images, text boxes and other objects together on the same page. You can freely drag and drop objects without line-by-line constraints of plain Web pages. In conformance with the **Cascading Style Sheet-1 Standard (CSS1)** a WebShop Free Page uses "absolute positioning" to provide a higher level of creativity when dragging and dropping layered objects.

For your demonstration Web site, you will want to place a text box and a survey form on a Free Page. Use the Grid feature to help you place these objects on the page. The survey form is used to gather information about visitors to your Web site and will include a variety of form elements.

### To set up the Grid and Snap to Grid features and insert a text box

1.  From **Site Manager–Logical Layout**, double-click the **SurveyForm** icon to open the **SurveyForm** window.

    *Note: The window naming convention for pages displayed in Page Editor is as follows: <Logical Layout name> followed by <Physical File name>. The Physical File name is always in brackets. For purposes of this manual, the Page Editor window will be identified by the Logical Layout name.*

2.  Select the maximize button to maximize this **SurveyForm** window.

3.  Select the **View > Grid** menu option. WebShop transforms the **SurveyForm** window
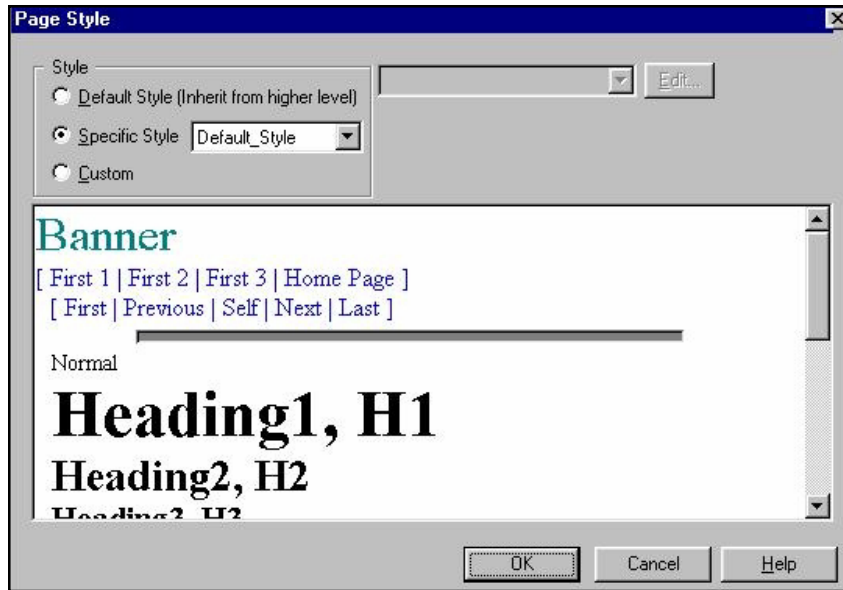
background by displaying a page layout grid.  Visitors will not see this grid once the page is published.

4.   Select the **View > Snap to Grid** menu option.  Objects will now "snap" to the layout grid when inserted or repositioned.

*Note: When WebShop Preferences were covered, Frequency was set to 4 gridlines per inch. This gives you detailed control over object placement. The Snap to Grid feature automatically places the edge of objects on the nearest grid line.*

5.   To add a text box to the free page, select the **Object > Add > Text Box** menu option or click the **Text Box** button on the Insert Object toolbar.  A default Free Page text box appears.

*Note: WebShop considers this an "object." Rectangular "handles" appear on the sides and corners of the text box. You may select and drag the text box anywhere on the Free Page. To "turn off" the Snap to Grid controls select **View > Snap to Grid**. The box frame only appears when the text box is selected. By default, the text box has inherited the same background as the Free Page.*

### To customize the style of a single Free Page object

To provide a solid background color for this text box without changing the style of the entire Free Page, follow these steps:

1.   Double-click within the text box.  The handles shrink in size.  The layout grid in the text box background is also hidden.

*Note: The flashing cursor indicates that the text box is in Edit mode. While in Edit mode you can add new content, edit existing content, or customize the style of the text box.*

2. Select the **Format > Background** menu options. The **Page Style** dialog box appears.

   *Note: The Style section indicates that the text box has automatically "inherited" the "BlueJeans" style that you assigned to the entire Web site when completing the procedure "Changing Style Sets" (see Table of Contents).*

3. Select the **Specific Style** radio button in the **Style** section and select the **Default_Style** from the **Specific Style** drop-down list. This style carries a solid white background.

4. Click **OK**. The **SurveyForm** window reappears with "BlueJeans" still displayed as the style for the page, but the text box now has a white background and remains in Edit mode.

**To enter and format text for a Free Page text box**

1. With the text box still in Edit mode, select the **Center** button on the Formatting toolbar to center the cursor in the text box.

2. Type "Tim's Trains" and press **ENTER** to move the cursor down.

3. Type "Customer Satisfaction Survey" and press **ENTER** again to move the cursor down.

4. Highlight "**Tim's Trains**" and select **Heading4**, **H4** from the **Style** menu on the Formatting toolbar. "Tim's Trains" appears in the **Heading4**, **H4** style.

5. Highlight "**Customer Satisfaction Survey**" and select **Heading5**, **H5** from the Formatting toolbar. The text displays the new style. Press the **DOWN ARROW** once to move to the next line.

   *Note: The text box remains in Edit mode. If you are done editing, you exit Edit mode by clicking once outside the text box. For now, allow the text box to remain in Edit mode.*

# Creating Web Page Forms

For this test site, you will want to create a simple customer survey form for Tim, who wants to set up a store on the Internet. This form will demonstrate several different types of form elements: Combo Boxes, Check Boxes, Text Lines, List Boxes and Text Boxes. After building a simple form, you will build a simple feedback page that makes the survey information come to Tim's email box.

Build your survey form using the same text box you just created. To add form elements, you must be in Insert Form mode. To do this, open the Free Page that contains the text box and double-click on the text box to open it. You are now in Edit mode. Select the **Insert > Form** menu options or click the **Insert Form** button from the Insert Objects toolbar. You are now in Insert Form mode. Once in Insert Form mode, the Form Fields toolbar appears. Click the Show/Hide icon on the Standard toolbar to display the two lines that represent the form area. All from contents must be within these two lines.

### To create a Combo Box form element

Tim wants you to set up this combo box as the response to survey question 1, which asks for the visitor's favorite scale model. The combo box prompt will say "Choose One" and two options are HO scale and O scale. You must type in survey question 1 before inserting the combo box. Make the option "Choose One" the default so that it can be a prompt.

1. With the text box in Edit mode, type "1) Your favorite scale models:" and press the **SPACEBAR** twice.

2. Select the **Insert > Form Field > Combo Box** menu options or click the **Combo Box** button on the Form Fields toolbar. The **Combo Box Properties** dialog box appears.

   *Note: This dialog box is used to name the combo box object and specify the items to its display in the combo box list.*
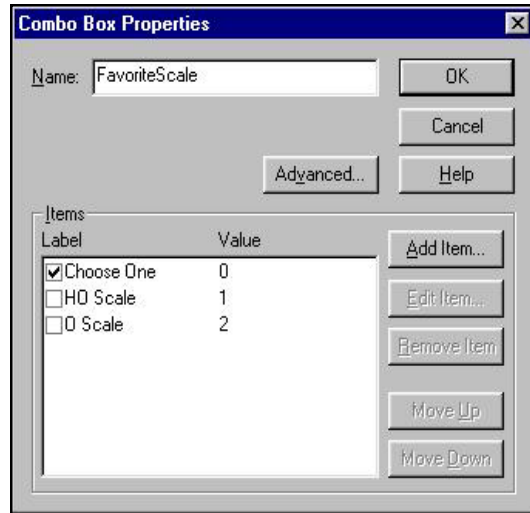
3. In the **Name** input line, type "FavoriteScale"

4. Double-click **Item1** in the **Items** section. The **Item Properties** dialog box appears.

   *Note: This dialog box is used to specify an item label and an item value for each selectable option.*

5. Type "Choose One" in the **Item Label** input line and press **TAB**.

6. Type the numeral "0" in the **Item Value** input line and click **OK**. The **Combo Box Properties** dialog box reappears.

7. Double-click **Item2** in the **Items** section. The **Item Properties** dialog box appears.

8. Type "HO Scale" in the **Item Label** input line and press **TAB**.

9. Type the numeral "1" in the **Item Value** input line and click **OK**. The **Combo Box Properties** dialog box reappears.

10. Select **Add Item**. The **Item Properties** dialog box appears.

11. Type "O Scale" in the **Item Label** input line and press **TAB**.

12. Type the numeral "2" in the **Item Value** input line, and click **OK**. The **Combo Box Properties** dialog box reappears.

    *Note: The text box now contains your first survey question and form element, a Combo Box. This form element is set up with one prompting item and two selectable items.*

13. Click on the check box for the item **Choose One** to make this the initially selected default.

14. When done, click **OK**. The **SurveyForm** window reappears.

The combo box is placed next to the survey question and the cursor is to the right of the combo box. The window is still in Insert Form mode.

### To create a Radio Button form element

Tim wants you to set up some radio buttons that allow visitors to respond to survey question 2, which asks "Do you collect rare model train pieces?" To create this part of the survey, insert three radio button form elements. Each of these radio buttons will have the same radio button name, "RareModelPieces." By assigning the same name, only one radio button can be selected. Use the labels "Yes, Often," "Occasionally," and "Well, No." Make the option "Yes, Often" the default.

1.  Still in Insert Form mode, press **ENTER** to move to the next line.

2.  Type "2) Do you collect rare model train pieces? (Check one box only please)" and press **SHIFT + ENTER** to create a soft line return.

    *Note: A hard line return is a paragraph break, a soft line return keeps text and form elements together in the same paragraph.*

3.  Select the **Insert > Form Field > Radio Button** menu options or click the **Radio Button** icon on the Form Fields toolbar. The **Radio Button Properties** dialog box appears.
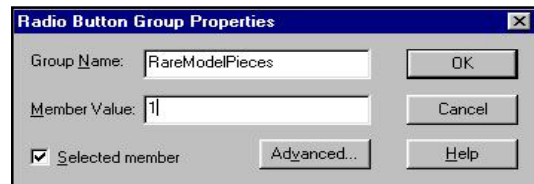
    *Note: This dialog box is used to specify the object name and value.*

    | Radio Button Group Properties | |
    | --- | --- |
    | Group Name: RareModelPieces | OK |
    | Member Value: 1 | Cancel |
    | ☑ Selected member   Advanced... | Help |

4.  Type "RareModelPieces" in the **Name** input line and press **TAB** to move to the **Value** field.

5.  Type the numeral "1" in the **Value** input line and click **OK**. The **SurveyForm** window reappears. The radio button appears on the form, however there is no label.

6.  Press the **SPACEBAR** once, type "Yes, Often" and press the **SPACEBAR** twice to position the next radio button.

7.  Repeat Steps 3–6 twice to create two additional radio buttons with the labels "Occasion-ally" and "Well, No" and with the values "2" and "3" respectively. All of these will have the same object name "RareModelPieces."

8.  When done, click **OK**. The **SurveyForm** window reappears.

All radio buttons and labels are displayed and the cursor is to the right of the last radio button label. The window is still in Insert Form mode.
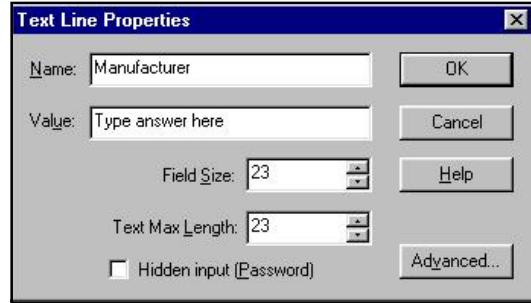
### To create a Text Line form element

Tim wants you to set up a text line element that allows visitors to response to survey question 3, which asks for the visitor's favorite model manufacturer. This will be an open-ended response. The text box will store the visitor's answer just as it is typed. To create this part of the survey, insert a text line next to the survey question and use the prompt "Type answer here." Specify a

text box that is 23 characters long and only holds 23 characters of text.  By using the prompt "Type answer here" you have assigned a default value.

1. Still in Insert Form mode, press **ENTER** to move to the next line.

2. Type "3)  Your favorite model manufacturer:" and press the **SPACEBAR** twice.

3. Select the **Insert > Form Field > Text Line** menu option or click the **Text Line** button on the Form Tools toolbar.  The **Text Line Properties** dialog box appears.

   *Note:  This dialog box is used to specify the object name, value, field size, maximum text length.*

4. Type "Manufacturer" in the **Name** input line and press **TAB**.

5. Type "Type answer here" in the **Value** input line and press **TAB**.

6. Type the numeral "23" in the **Field Size** input line and press **TAB**.

7. Type the numeral "23" in the **Text Max Length** input line and click **OK**.  The **SurveyForm** window reappears.
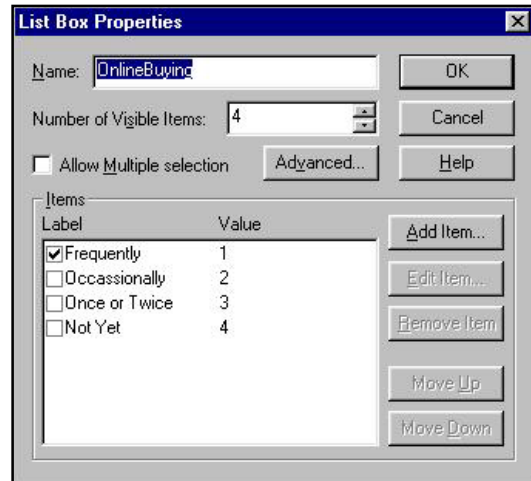
The text line with the prompt "Type answer here" is displayed next to the survey question and the cursor is to the right of text line box.  The window is still in Insert Form mode.

### To create a List Box form element

A List Box enables your visitors to pick from a visible list of one or more options.  If you wish, more than one option to be selected.  In this case, Tim is asking visitors to make a single choice from four visible options.  Make the option "Frequently" the default.

1. Still in Insert Form mode, press **ENTER** to move to the next line.

2. Type "4)  Have you purchased products on the Internet?" and press the **SPACEBAR** twice.

3. Select **Insert > Form Field > List Box** or select the **List Box** button from the Form Fields toolbar.  The **List Box Properties** dialog box appears.

   *Note: This dialog box is used to name the list box object, specify the number of visible items, and define the selection items.*

4. Type "OnlineBuying" in the **Name**

input line and press **TAB**.

5.  Type the numeral "4" in the **Number of Visible Items** input line and press **TAB**.

6.  Leave the **Allow Multiple selection** check box unchecked.

7.  Double-click **Item1** in the **Items** section. The **Item Properties** dialog box appears.

    *Note: This dialog box is used to specify an item label and an item value for each selectable option.*

8.  Type "Frequently" in the **Item Label** input line and press **TAB**.

9.  Type the numeral "1" in the **Item Value** input line and click **OK**. The **List Box Properties** dialog box reappears.

10. Select **Item2** and click **Remove Item**. The warning message **Are you sure you want to delete this item?** appears. Click **Yes**.

11. Repeat Steps 7–8 three times using **Add Item** to create three list box items. Use the following item labels and values, respectively: "Occasionally" (2), "Once or Twice" (3); and "Not Yet" (4).

12. Click on the check box for the item **Frequently** to make this the initially selected default.

13. When done, click **OK**. The **SurveyForm** window reappears.

The list box with four selectable items is displayed next to the survey question and the cursor is to the right of list box. The window is still in Insert Form mode. As displayed, your list box has a scroll bar. When the published, this scroll bar disappears.

### To create a Text Box form element

Unlike a text line, a text box enables your visitors to supply free-form responses without any size restrictions. In this case, Tim is asking visitors to type comments into a text box that has the opening salutation, "Hello Tim." By entering the salutation "Hello Tim," you have assigned a default value.

1.  Still in Insert Form mode, press **ENTER** to move to the next line.

2.  Type "5) Please feel free to add an additional comment or suggestion:" and press the **SPACEBAR** twice.

3.  Select **Insert > Form Field > Text Box** or select the **Text Box** button from the Form Tools toolbar. The **Text Box Properties** dialog box appears.

    *Note: This dialog box is used to specify the object name, default value, horizontal size, and vertical size. The size specifications are for form display purposes only.*

4.  Type "Comments" in the **Name** input
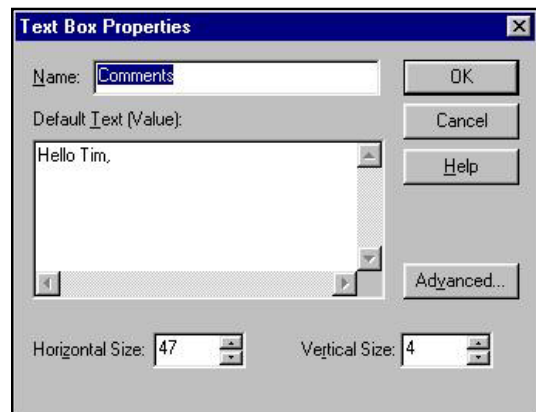
line and press **TAB**.

5. Type "Hello Tim," in **Default Text (Value)** input box and press **TAB**.

6. Type the numeral "47" in the **Horizontal Size** field to make the text box 47 characters wide.  Press **TAB**.

7. Type the numeral "4" in the **Vertical Size** field to create a text box 4 lines long and click **OK**.

The **SurveyForm** window reappears in Insert Form mode.  A text box 47 characters wide and 4 lines tall is displayed.  "**Hello Tim**," is default text.

### To create another Text Line form element

Tim wants you to set up another text line element that allows visitors to response to survey question 6, which asks for the visitor's email address.  To create this part of the survey, insert a text line next to the survey question and use the prompt "Type address here."  Specify a text box that is 23 characters long and only holds 23 characters of text.

1. Still in Insert Form mode, press **ENTER** to move to the next line.

2. Type "6)  Your E-mail address:" and press the **SPACEBAR** twice.

3. Select the **Insert > Form Field > Text Line** menu option or click the **Text Line** button on the Form Tools toolbar.  The **Text Line Properties** dialog box appears.

4. Type "Email" in the **Name** input line and press **TAB**.

5. Type "Type address here" in the **Value** input line and press **TAB**.

6. Type the numeral "23" in the **Field Size** input line and press **TAB**.

7. Type the numeral "23" in the **Text Max Length** input line and click **OK**.  The **SurveyForm** window reappears.

The text line with the prompt "Type address here" is displayed next to the survey question and the cursor is to the right of text line box.  The window is still in Insert Form mode.

### To create a Clear Push Button element

A **Clear** push button allows your Web site visitors to erase their survey responses before submitting them.  In this case, Tim wants to center the push button at the bottom of the survey form.

1. Still in Insert Form mode, press **ENTER** to move to the next line and click the **Center** button on the Formatting toolbar to center the cursor in the text box.

2. Select **Insert > Form Field > Push Button** on the Main toolbar or select the **Push Button icon** from the Form Fields toolbar.  The **Push Button Properties** dialog box appears.

*Note: This dialog box  specifies the object name, the button label, and the button type.*

3. Type "Clear" in the **Name** input line and press **TAB**.
4. Type "Start Over" in the **Value (Label)** input line.
5. Click the **Reset** radio button in the **Button Type** section and click **OK**. The **SurveyForm** window reappears.

A push button with the button label "**Start Over**" is displayed. When visitors click on it, the survey form is reset.

### To create a Submit Push Button element

When the visitor has completed the survey, you will want to gather the information for processing. This is done by creating a **Submit** push button.

1. Still in Insert Form mode, press the **SPACEBAR** twice to add space between the two buttons.
2. Select **Insert > Form Field > Push Button** or select the **Push Button** icon on the Form Fields toolbar. The **Push Button Properties** dialog box appears.
3. Type "Submit" in the **Name** input line and press **TAB**.
3. Type "Send It In" in the **Value (Label)** input line.
4. Click the **Submit** radio button in the **Button Type** section and click **OK**. The **SurveyForm** window reappears.

A push button with the button label "**Send It In**" is displayed. When visitors click on it, the survey form is submitted.

This completes the work on the survey form. To view it from your default browser, select **File > Preview in Browser** or select the **Preview** button from the Main toolbar. You should see the following in your browser:

### Linking the Survey Form Free Page to the Dynamic Page

To make the survey form useful, WebShop needs you to point to the Dynamic Page where the visitors' form input will be sent for processing. To do this you must be in Form Insert mode. To return to Form Insert mode, open the Free Page that contains the text box and double-click on the text box to open it. You are now in Edit mode. If the text box contains a form, place your cursor in the form area and you are automatically placed in Form Insert mode.

#### To link the survey form to a dynamic page

1. Still in Insert Form mode, right-click on some white space inside the text box form. A pop-up menu appears.

2. Select **Form**. The **Form Properties** dialog box appears.

    *Note: This dialog box is used to specify the action that is associated with the form elements you have placed in the text box. It has a number of different sections. At this point, you are concerned only with the Action section.*

3. Click **Local** radio button in the **Action** section. The Physical Layout display area becomes active.

4. Double-click the **CGI_Bin** folder and select "**DynPage1.asp**."

    *Note: By creating the Dynamic Page, DynPage1, in Logical Layout, the physical resource associated with this page, DynPage1.asp, was automatically stored in the CGI_Bin folder.*

5. When done, click **OK**. The **SurveyForm** window reappears.

6. Click on some blank area outside the text box to close the text box and to exit Insert Form mode.

7. Close the **SurveyForm** window to return to **Site Manager–Logical Layout**.

After Tim's test Web site is uploaded to the Internet and once a visitor submits a valid survey, all input from the survey form will be directed to the Dynamic Page, DynPage1.asp, for processing. Your survey form will not work until the Dynamic Page is built and uploaded to a server. You should save your work before continuing.

# Working With Dynamic Pages

WebShop employs the power of Active Server Pages (ASP) to enable the non-programmer to create forms, collect data from Web site visitors and have that data processed for delivery via email. The ASP technology used in WebShop adopts the ASP standard developed by Microsoft and requires that your Web site be hosted on a Web-server using one of the following system platforms:

- Windows NT running Internet Information Server (IIS)
- Windows 95 running the Peer Web Server
- Unix, Sun Solaris, Netscape or other Web Server systems which are 100% compatible with ASP technology.

Sending an email generated from Web site form has traditionally been problematic due to errors in the use of CGI scripts through an SMTP server.  To solve this problem, Boomerang has developed an **Active-X** component that will contact the Mail server and send the mail without error.

# Active-X Component Registration

An Active-X component is a *.DLL file that resides in the Web server's System folder.  Web-Shop comes with a proprietary Active-X component called Send-MAX (short for "Send Mail Active-X).  To successfully run your E-commerce Web site, Send-MAX must be registered on your hosting company's Windows NT-server.  Send-MAX automatically generates email confirmations for you and your customers once a buy transaction is complete. To register Send-MAX, contact your Web-hosting / ISP provider and ask them to register the Boomerang Software Active-X component called Send-MAX.  For them to register Send-MAX, 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-hosting/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 Send MAX.

Be sure that your Web-host administrator reads the Readme text file before attempting to register Send MAX.  Your Web Site/ISP provider can unregister Send MAX by running the batch file **Unreg.bat**.  Send MAX 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, Send MAX, 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

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# Dynamic Page Display

To open a dynamic page, select **Site Manager–Logical Layout** and double-click the **DynPage1** icon.

When first opened, a Dynamic Page has two visible parts: A Dynamic Page Manager window, which displays a **ROOT** icon; and Dynamic Page "editor" window, which when empty displays a crosshatch pattern. For simple operations you will only need these two window displays. If you choose to assign frames to the dynamic page, you will also want to open the Frame Manager window. To do this, click the **Frame Manager** button on the Frames and Page Editor toolbar. The Frame Manager window displays the Frame resources currently applied. These resources are called Frame-Content Overlays and are associated with entire pages or with individual frames on a page. For more information about frames, see the chapter titled "Web-Shop Frames" in the *WebShop User Guide*.
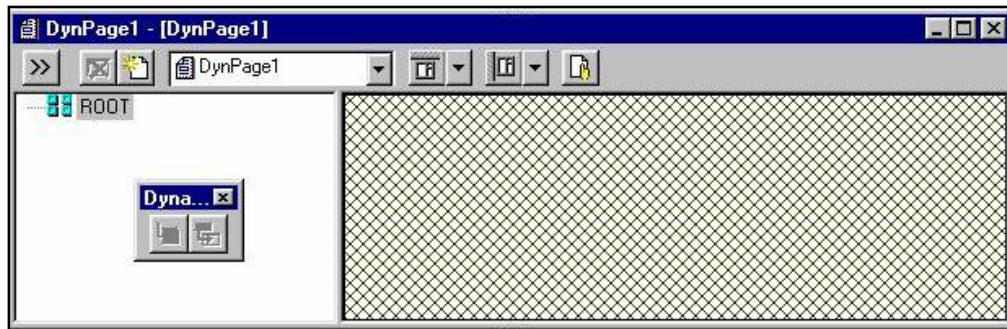


# Dynamic Page Operations

For purposes of this manual, we are only concerned with generating a Dynamic Page that takes the survey information and creates two kinds of feedback: an error condition feedback that asks the visitor to fill in fields that are missing and a success feedback that thanks the visitor for completing the survey. Once the survey results are successfully evaluated then the survey data must be sent via email to the Tim who will then respond to each respondent as he wishes. To accomplish this the following dynamic page operations must be completed:

- **Assigning parameter names**. Dynamic operations are build around parameters that reference existing objects that have a specified value. In this operation, you will be creating parameters that reference back to each of the survey form objects. You will remember, each object or selectable item has a specified value. By assigning parameter names, these object values become available for evaluation. The survey form objects that you have already created and which require a parameter name are as follows: "FavoriteScale" (combo box); "RareModelPieces" (radio buttons); "Manufacturer" (text line); "OnlineBuying" (list box); "Comments" (text box); "Email" (text line). You do not need to set up the "Clear" and "Submit" (Push Buttons) as parameters.

- **Defining variables**. Variables are used to hold temporary values that are generated by a Dynamic Page operation. These variables can then be used to make condition evaluations. By defining the variables that will be used in one or more operations you make them available for use with your dynamic page. For Tim's survey, you will be defining the variable "var_any_error." This variable will be used to determine whether or not the visitor entered values into the survey fields. If the customer failed to enter a value, then the variable will accumulate a value that will be displayed to the visitor so that he / she can correct their survey and resubmit it. This variable will use the operation called CONCAT-ENATE—to concatenate means "to join to." This operation will allow the variable to accumulate error information by successively joining error text together before sending it back to the visitor.

- **Setting up an "IF" condition**. An "If" condition is a test that is applied to one or more of the parameters and variables assigned to a Dynamic Page. The construction of an "If" condition has three parts: If–Then–Else. The first part is a simple evaluation of a parameter or variable against a specifically assigned value. This part generates either a true or false result. The Then–Else parts are both action statements used to complete an operation. The "Then" condition assigns and operation to a True result; the "Else" condition assigns an operation to the False result. The icons associated with an "If" condition include the "IF" statement icon, the "OK" statement icon and the "NO" statement icon. The "IF" statement icon is associated with the "If" condition. The "OK" statement icon is associated with the "Then" condition. The "NO" statement icon is associated with the "Else" condition.

  For Tim's survey, you will be evaluating each of the parameters setup in the Customer Survey to insure that the default values have been changed. The default values assigned to each parameter on the survey form were as follows: "FavoriteScale" (combo box; default 0–Choose One); "RareModelPieces" (radio buttons; default 1–Yes, Often); "Manufacturer" (text line; default 'Type answer here'); "OnlineBuying" (list box; default 1–Frequently); "Email" (text line; default 'Type address here'). The "IF" condition for each of these parameters will evaluate to see if the default value still remains. If so, then an error message will be created. You will not be evaluating the "Comments" (text box; default 'Hello Tim') since Tim will not be evaluating this field for completion. Therefore, you will not be creating an "If" condition to evaluate this parameter.

- **Creating an "OK" statement**. By creating an "OK" statement you are creating an action statement that assigns an operation to a true result. For Tim's survey, the OK statement will be responding to those instances where the visitor has failed to enter information (that is, the default values are the current values). To generate a result that can be Feedback to the visitor, you will need to "add into" the OK statement; a Statement element that will allow you to accumulate error text that can be displayed.

- **Creating Feedback Sections**. Feedback sections are conditional Web pages that display only under certain conditions. For Tim's Survey, you will be creating a Success Page and an Error Page. The Success page will display the message, "Thanks for filling out our customer satisfaction survey! Your comments have been sent to Tim." The Error page will display the message "You have not entered the following fields:" along with the current value of "var_any_error."

- **Creating a Send Mail operation**. The send mail operation enables you to take parameter results send them over the internet (via email) to another person. For Tim's survey, this operation will happen after the survey has been successfully evaluated and the Success page feedback has been sent. Therefore, the Send Mail operation must be added into the same condition that generated the Success page feedback.

# Setting Up Dynamic Page Functions

To open a dynamic page, select **Site Manager–Logical Layout** and double-click the **DynPage1** icon. The **DynPage1** window appears. Using the Dynamic Page Manager window and the Dynamic Page "editor" window, you perform the necessary procedures required to create a Dynamic Page that receives a visitor's survey response upon clicking the **Send It In** button. This dynamic page will evaluate the survey for completion, provide conditional feedback, and upon successful submission send an email to Tim with the visitor's responses.

## Assigning Parameter Names

For each of the form field names we assigned in the survey form, we need to assign a parameter name. These parameter names will be used by WebShop to process Send Mail. Follow these steps to set up parameter names:

1. Double-click the **ROOT** icon. The **Property Sheet for Dynamic Pages** dialog box appears.

   *Note: This dialog box defines parameters, variables and cookies to the Dynamic Page. To apply an operation to any one of Tim's Survey fields, the field must be assigned an input parameter name.*

2. Select the **Input Parameters** tab and type in the **New Parameter** input line the field names from the form. Type "FavoriteScale" for Tim's survey item number 1 and click **Add**.

3. Repeat Step 2 for each customer survey form field: "Manufacturer," "OnlineBuying," and so on, until all form field elements have been assigned Input Parameter names.

## Defining a Variable

Because we are requiring all visitors who want to submit a survey to complete every field except the comments section, we need a simple error message to appear when a visitor attempts to submit a survey with one of the required fields left blank. This means you need to create an "error" variable.

**To define a variable**

1. With the Dynamic Page, **DynPage1**.**asp**, open, double-click on the **ROOT** icon. The **Property Sheet for Dynamic Page** dialog box appears.

2. Select the **Variables** tab.
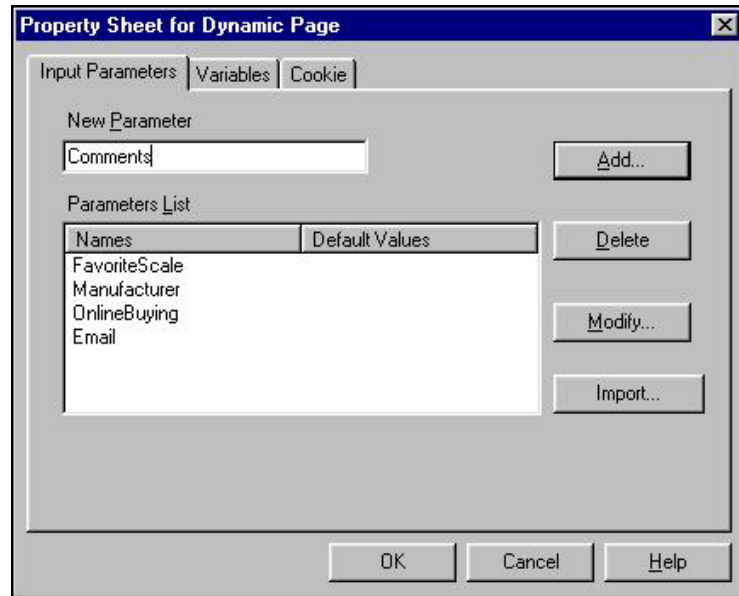
3. Type into the **New Variable** input line "var_any_error" which is the name of our "error variable" and select **Add**. The variable **var_any_error** now appears in the **Variables List** box.

4. Select **OK**. We will use this variable if any required survey fields are submitted empty or not selected.

## Setting up an "IF" Condition

For the error variable to succeed, we need to set up and run a simple "**IF**" condition test each time a visitor clicks on "**Send It In**." We already assigned each survey form field a parameter name. If a condition exists in which a survey field is not filled out or entered but that survey is submitted, then we will assign the field parameter a name and the variable "**var_any_error**" a value.

### To set up an IF condition

1. Highlight **ROOT** and right-click. A pop-up menu appears.

2. Select **Add Into > Condition**. An "**IF**," "**OK**," and "**NO**" set of icons appears. The "**IF**" icon is titled "**Empty Condition**." In this procedure you will be concerned only with this icon.

3. Repeat Steps 1–2 five times. You will be creating a condition to test each of the survey fields for completion. When done, five sets of condition icons should appear in the **Dynamic Page Manager** window.

4. Double-click the first "**IF**" statement icon. The **Set Conditions** dialog box appears.

*Note: This dialog box defines the evaluation that you want to perform. It has three parts, a*

*left operand, an operation, and a right operand. An operand is a value that is subject to an operation, most often these will be either parameters or variables.*
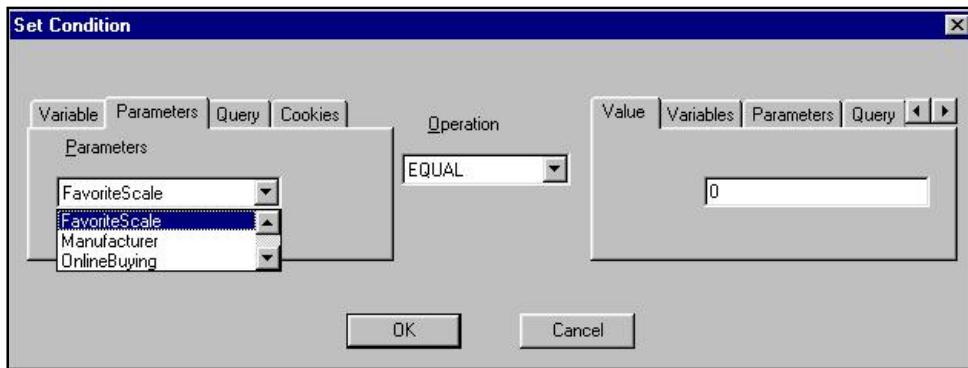


5.  Select the **Parameters** tab on the left side operand, and click to open the drop-down list box. All of the parameters you assigned above should be listed. Select "**FavoriteScale**" and press **TAB**.

6.  For **Operation** use the drop-down list box, select "**Equal**," and press **TAB**.

7.  For the right operand, select the **Value** tab and type the numeral "0" which is the default value we assigned to the item "**Choose One**." See the procedure titled "To create a combo box form element" in the **Working with Forms** section above.

You have just set up a condition which specifically looks for and identifies the default value. The presence of that condition will trigger an error page which is defined by the variable "**var_any_error**." Click **OK**.

In plain English, those visitors to Tim's Web site who want to submit a customer survey will be required to pick a model train scale as their "favorite." The default prompt item "**Choose One**" will not be accepted by the Web-server because "**Choose One**" has a default value of zero. Since all of the other model scale choices have a value **other** than zero, the default Choose One is the **only** choice that will trigger the error the condition.

Now, repeat Steps 4–7 four more times to create an "IF" condition that tests for the default values for each of the survey form's elements. You do not need to create an "IF "condition for the parameter "**Comments**." Tim is not requiring this field to be completed.

When done, the following "**If** "condition statements should display:

> **IF Parameter["FavoriteScale"]=0**
> **IF Parameter["RareModelPieces"]=1**
> **IF Parameter["Manufacturer"]='Type answer here'**
> **IF Parameter["OnlineBuying"]=1**
> **IF Parameter["Email"]='Type address here'**

## Creating an OK Statement

After creating an "IF" condition which identifies the presence of a parameters default value you now must generate an "OK" statement which will assign the variable, "**var_any_error**" a value that will let visitor's know that they have not completed the form. If the customer fails to answer a question, then this variable accumulates a value (as a message) that is displayed to the visitor, who then will correct and resubmit the survey. This variable uses the operation, concatenate—which means "to join to." This operation enables the variable to accumulate error information by successively joining error text together before sending it back to the visitor on the Error page.

### To create an OK statement

1. With the **DynaPage1** window still open, select the "**OK**" icon and right-click. Select **Add Into > Statement**.

2. Double-click the **Statement** icon. The **Set Variable To** dialog box appears.

   *Note: This dialog box defines the value that you want to assign to the variable. It has three parts, a left operand which is always a variable, an operation, and a right operand.*

3. In the **Choose Variable Name** section select "**var_any_error**."

4. Select the center operand drop-down arrow. From the drop-down list box, select **Concatenate**.

5. Select the **Value** tab in the right operand. Type "FavoriteScale," in the **Insert Value** input line. Be sure to add a ", " (comma and space) after the last "e" in "**FavoriteScale**." Click **OK**.

6. Repeat this procedure for the other required form fields, using "**var_any_error**" for the **Choose Variable Name** and **Concatenate** for the center operand and under the **Value** tab in the right side operand, typing in the respective parameter names for the other required form fields: "RareModelPieces," "Manufacturer," "OnlineBuying," and "Email."

When done, the "**OK" statement** will have a sub-statement, with a **Statement** icon that assigns the variable, "var_any_error," the following value:

> **OK Then**
>
>> **S Variable[**"var_any_error"**] CONCATENATE WITH** "*parameter,* "
>
> where "*parameter,* " represents the respective form fields required.

## Setting up the Feedback Page Condition

You must now set up the feedback condition that will deliver feedback to the visitor and send out Tim's email with the survey results. This condition will evaluate the variable, "var_any_error," to see if there is any data in it. If so, then an error message must be sent. If not, then a success message must be sent. Since the success message confirms that the survey was correctly completed, you will also want to set up the Send Mail operation within the same condition that evaluates the variable, "var_any_error" for data.

```
Set Variable To                                                      ⊠

                                              Value │ Parameters │ Query │ Cook ◄ ►
    Choose Variable Name                      Insert Value

    │var_any_error            ▼│ │ Concatenate    ▼│   │Favorite Scale,                    │

    CONCATENATE WITH

    Joins  strings represented by right and left operands. Result is
    assigned to left operand. Applies only to strings.

                                                   OK              Cancel
```
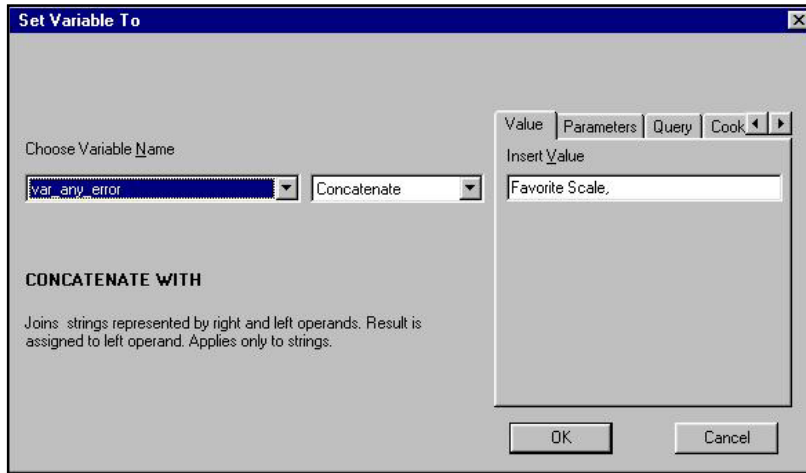
**To set up the feedback page condition**

1. With the **DynaPage1** window still open, highlight the **ROOT** icon, right-click and select **Add Into > Condition**.

2. Double-click the "**IF**" statement.  The **Set Condition** dialog box appears.

3. For the left operand, select the **Variable** tab and select the variable "**var_any_error**."

4. For the operation, select "**Not Equal**."

5. For the right operand, select the **Value** tab and leave the input line blank.  Click **OK**.  The **DynPage1** window reappears,

When done, the following "**If** "condition statement should display:

> **IF Variable[**"**var_any_error**"**] < >**
>     **OK Then**
>     **No Else**

This condition sums up everything we have done in the **Working With Dynamic Pages** section. It says that "**IF**" the condition variable "**var_any_error**" contains information (that is, **not equal** to <empty string>) then "**OK**"– an error message will be sent (this message is not yet specified), or "**NO**"– an success message will be sent (this message also is not yet specified).

## Creating an Error Page

Tim wants you to create some feedback that tells the visitor which fields have not been competed.  You will want the feedback to be delivered once, after all of the survey fields have been evaluated.  The variable, "var_any_error," has accumulated the names of each field that must be completed before the survey can be successfully submitted.

**To create an error page**

1. Click the "**OK**" statement icon. Right-click and select **Add Into > Feedback Section**. Beneath the "**OK**" statement icon, a **Feedback Section** icon appears.

2. Select the **Feedback Section** icon and double-click. The **Feedback Section** dialog box appears.

   *Note: This dialog box assigns the Feedback Section a name.*
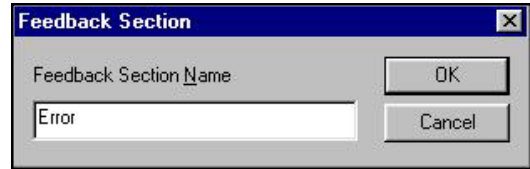
3. In the **Feedback Section Name** input line, delete **Feedback Section**, type "Error" and click **OK**.

4. Click once in the right-side work space window.

   *Note: You are now in the Page Editor for the Feedback Page you just created. By default, this is a Plain Page.*

5. Type "You have not entered the following fields:" and press **ENTER**.

6. Select **Dynamic Page > Insert Dynamic Element** menu option or select the **Insert Dynamic Element** button on the Dynamic Page toolbar. The **Dynamic Text Element** dialog box appears.

   *Note: This dialog box lists the parameters and variables that can be inserted onto a Feedback Section.*

7. Highlight "**var_any_error**" and double-click. The shaded variable *var_any_error* instantly appears in the right window. This shaded phrase represents the concatenated phrase which includes the names of any survey fields that still contain the default value.
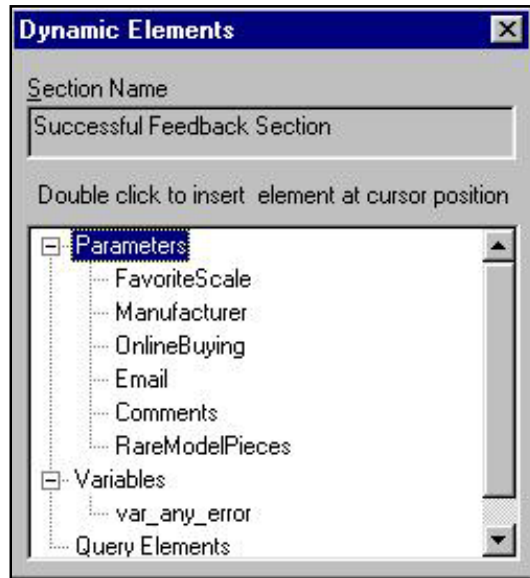
8. Click on the Windows Close button to close the **Dynamic Text Elements** dialog box.

An Error page with a custom "message" has been created. It will only display when any one of the evaluated survey fields has not completed.

## Creating a Success Page

You created a Feedback page from the **"OK"** condition and named it **Error**. Now, you must create a **Success** page for the "**NO**" condition. This feedback page will have a thank-you message indicating that the survey was successfully submitted.

### To create a success page

1. Click the "**NO**" statement icon. Right-click and select **Add Into > Feedback Section**. Beneath the "**NO**" statement icon, a **Feedback Section** icon appears.

2. Select the **Feedback Section** icon and double-click.  The **Feedback Section** dialog box appears.

3. In the **Feedback Section Name** input line, delete **Feedback Section**, type "Success" and click **OK**.

4. Click once in the right-side work space window and type, "Thanks for filling out our customer satisfaction survey!  Your comments have been sent to Tim."

An Success page with a custom "message" has been created.  It will only display when all of the evaluated survey fields have been completed.

## Creating a Send Mail operation

Once the success page has been displayed to the visitor, Tim wants that visitors responses sent to him via email.  You must now insert the Mail To operation and compose the email message that reports the survey responses to Tim.

### To create a Send Mail operation

1. Click the "**NO**" statement icon that contains the **Success** feedback page.  Right-click and select **Add Into > Send Mail**.  The **Send Mail** icon appears beneath the **Success** page icon.

2. Double-click on the **Send Mail** icon.  The **Send Mail Property Dialog** box appears.



*Note: This dialog box specifies how the email will be sent.  It contains the fields From:, To:, CC:, Subject, SMTP server, and Attachment. The two critical fields that must be filled out every time are To: and SMTP Server.*

4. In the **From:** section, select the **Parameters** tab.  From the drop-down list box select the

**Email** parameter. This places the Email address from the Email form field into the **From** section in the Header of the email Tim will receive. So Tim can reply directly if he desires to each survey respondent.

5. In the **To:** section, select the **Value** tab. Type the email address where the results of each survey submission should be sent. In this case, we would type Tim's Email address: "tim@timstrains.com"

6. In the **Subject:** box enter what you want to be displayed in the Subject Box of the Email sent to Tim. In this case, the Subject is, "Tim's Trains Customer Survey." You could even have the Subject set up as choices in a form field and have it dynamically posted.

7. In the **SMTP server** field, type in the name of the mail server where the Web site is hosted.

   *Note: A mail server name usually resembles something like, "mail.mailserver.com" or an "IP address" which is usually four numerals separated by decimals. In this case, based on the IP address depicted, we are assuming that "timstrains.com" is hosted by Boomerang Software, Inc.*

8. When done, click **OK**.

You have now set up the specifications for sending an email to Tim. However, you have not specified the format for sending this information. To do this you will need to create some dynamic text that will display the visitor's survey responses.

## Creating Dynamic Text for a Mail to Operation

Tim wants the survey responses sent to him is as close a form as possible to the survey itself. Right now some of the survey responses are identified by a value that corresponds to a radio button label or selection item. Tim wants to receive these numerical values (rather than the label text) since he is going to analyze the survey results arithmetically.

### To create dynamic text for an Mail to operation

1. Highlight the **Send Mail** icon. Click once in the right-side work space window.

2. Type "Customer Survey Results" and press **ENTER**.

3. Type "1. Favorite Model Train Scale:" and press the **SPACEBAR**.

4. Select **Dynamic Page > Dynamic Element Insertion** or select the **Dynamic Element Insertion** button on the Main toolbar.

5. In the **Parameters** section select "**FavoriteScale**" and double-click. A shaded **Parameter(**"FavoriteScale"**)** icon appears. Press **ENTER**.

6. Repeat Steps 3–5 for each of the survey form questions and associated parameters, Question 2–"RareModelPieces," Question 3–"Manufacturer," Question 4– "OnlineBuying," Question 5–"Comments," and Question 6–"Email." When all six survey questions have been accounted for, and dynamic text has been associated with each has been inserted, click the Windows Close button to close the **Dynamic Text Elements** dialog box.

7. Click the **Save** button to save your work. Your demonstration Web site is complete!

   *Note: When constructing a form for use with a Dynamic Page, it is recommended that you assign a default value to every parameter. While assigning a parameter a default value of <empty string> is possible, this default does not provide a developer with much test information. Once your site has been tested, then you might consider resetting those defaults, associated with those survey questions that **do not** have an invalid option. For Tim's survey, this would include questions 2 and 3.*

To summarize, you have created a Web site with a Home Page, a Survey Page and a Dynamic Page that evaluates a visitor's survey responses and sends survey results to Tim via Email.

The Dynamic Page tests to see if the survey form's defaults have changed to determine if the survey was completed by the visitor. If so, a Success Page is displayed. If not, an Error page is displayed.

Although this step-by-step process may seem tedious, consider this—WebShop provides a very powerful set of tools that will allow you to set up intricate form fields and employ Send Mail just like the professionals—even if you are an absolute non-programmer.

These step-by-step tutorials are designed to give even a nervous new Webmaster a solid opportunity to deploy some of the latest Internet technology.

You are now ready to upload your demonstration Web site to a World Wide Web-server and try it out! In the following sections, you will be introduced to additional WebShop features which you can use to create unique Web pages that do what you want.

# Working with WebShop Features

## Introduction

In this section we will be introducing some additional features that you may want to use. Some will continue with Tim's Trains scenario, but most do not.

## Creating Tables

### Inserting Tables in a New Free Page

1. In **Site Manager–Logical Layout**, select the **Home Page** icon.

2. Select the **Logical Layout > New Page** menu option or click the **New** button on the Logical Layout toolbar. The **Add Logical Page** dialog box appears.

3. Select **Free Page** and click **OK**. A **Free Page** icon appears in the **Site Manager–Logical Layout** window with the default page name ready to be customized

4. Type "Announcing" and press **ENTER**.

Double-click the "**Announcing**" page icon to open the **Free Page** window. Maximize the Free Page workspace. The table for Tim will announce *Tim's Customer Appreciation Days*. A table on a Free Page needs a text box to contain it. Follow these steps to build a table:

1. Select the **Object > Add > Text Box** or click the **Insert Text Box** button from the New Object toolbar. The new text box appears, inheriting the default style background.

2. Double-click the text box. The text box handles shrink as the text box enters Edit mode.
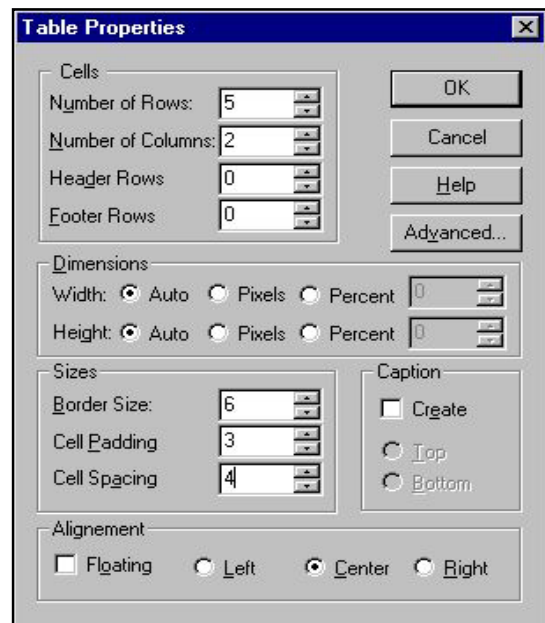
3. Select **Table > Insert Table** on the main menu or click the **Table** button on the Insert Object toolbar. The **Table Properties** dialog box appears.

4. In the **Cells** section, type the numeral "5" for **Number of Rows** and press **TAB**. Type the numeral "2" for **Number of Columns**. As Tim will not need a header or footer, **TAB** to the **Sizes** section.

5. For **Border Size**, type the numeral "4" and press **TAB**. For **Cell Padding**, type the numeral "3" and press **TAB**. For **Cell Spacing**, type the numeral "3" and **TAB** to the **Caption** section.

6. Select the **Create** check box, select the **Top** radio button and **TAB** to the **Alignment** section.

7. Select the **Center** radio button. Press **OK**. The new table appears in the text box with the cursor flashing.

The cells of the table show a default width of 1 character. The new table automatically inherits the default background style of the text box. The text box background can be customized to accommodate the new table. Follow these steps to fill the table with content:

1. Click once to place the cursor in the empty caption section. Select **Heading**, **H5** from the **Style** drop-down menu on the Formatting toolbar. Type "Announcing"

2. Click once to place the cursor in the top-left cell of the new table. Type "Who?" and press **RIGHT ARROW**. The cursor appears in the top right cell.

3. Type "Tim's Trains" and press **RIGHT ARROW**. The cursor moves to the next row.

4. Repeat Step 3 until all text is entered and the table is constructed as depicted.

### Modifying Individual Table Cells

Each table cell may be customized for background, text attributes, cell height, etc. The caption
may also be customized. The caption of
Tim's table will have a custom background
color. Follow these steps to customize a
table cell or a table caption:

1. With the table in Edit mode, click to
   place the cursor in the caption. Select
   the **Table > Cell Properties** option on
   the main menu. The **Cell Properties**
   dialog box appears.

2. In the **Background** section, click to
   remove the **Transparent** check mark.
   Select the color bar icon on the right.
   The **Choose Color** dialog box appears.

3. Select a light blue shade and click **OK**.
   The caption displays "**Announcing**"
   with a light blue background.

4. Repeat Steps 1–3 to customize the
   background color of any individual table cell.
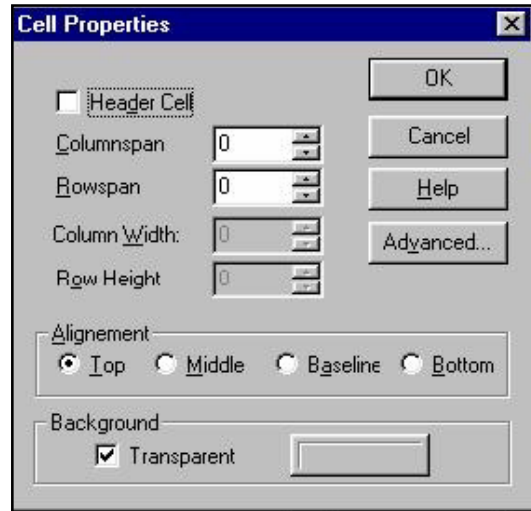
## Importing Graphic Images

WebShop easily imports graphic images into Web pages. You can also insert a graphic and text
into a table within a Web page so that a formatted system of rows and columns will display your
images.

To demonstrate this feature, build a table with 2 rows and 2 columns (no headers or footer
rows) below the table previously described. Follow these steps:

1. Click twice inside the first cell (upper left corner of the table) to place the cursor in the cell.
   Type "Meet Tim."

2. Select the **Insert > Image** menu option or click the **Insert Image** button on the Insert
   Objects toolbar. The Image Library loads and the **Image Attributes** dialog box appears.

3. In the **Image Resources** section, select **Import**. The **Import** dialog box appears.

4. In the **Look in** section, use the drop-down arrow to open the list of drives or other available
   resources. Here you would browse to the drive or directory where you can access a photo
   of Tim.

5. Click once on each file being considered for import and the WebShop preview. In the
   Preview section of the **Import** dialog box, place a check mark to enable immediate pre-
   viewing of each file before you physically import the image. Pick an image to represent
   "Tim"

6.   Click **OK**.  The previewed image is imported into the cell.

7.   In the **Alternate Text** box, remove the "Image" text and type "Photo of Tim"

8.   Click **OK** to import the image as a resource.

# Creating Bookmarks

You can insert a Bookmark reference anywhere in a page or frame.  When you link to a bookmark, the browser will go to that point in the page and display it at the top of the Browser window.

1.   If the **Home Page** is not open, double-click the **Home Page** icon to open it.

2.   Press the **END** key to move the cursor to the end of the page.

3.   Press **ENTER** to move the cursor to a new line.

3.   Type "Important Events"

4.   Highlight the text, "**Important Events**."

5.   Select the **Insert > Bookmark** menu option or click the **Bookmark** button on the Insert Objects toolbar.

6.   In the **Bookmark Name** text box, type "Events"

7.   Click **OK** to close the **Bookmark** dialog box.  A **Bookmark** icon appears to the left of the text that you entered indicating that the text is a bookmark.  This icon does not display when viewed in a browser.

# Creating a Link to a Bookmark

When you add a new page, you will also need to add a link to that page unless it is included in a navigation bar.  Since the Home Page added in the previous step is not included in the navigation bar, you must add a link to it.  Any page in a Web site that has no link from another page is an *orphan page* and is inaccessible to the viewer.  For this example, the new link will be to the Bookmark in the Home Page.

1.   If the Logical Layout window is not open, click the **Site Manager–Logical Layout** tab to open it.

2.   Double-click the **Other** page icon to open it in the Page Editor.

3.   The Other page includes the Default Header and Default Footer that you previously created.  Click below the Default Header and above the Default Footer (that is, in the space between the two dotted-line boxes).

4.   Select the **Insert > Link** menu option or click **Link** on the Insert Objects toolbar to open the **Link** dialog box.

5.   Click the **Calendar Item** in the **Page** list box to select it.

6.   In the **Bookmark** list box, click to the arrow to the right of the <Begin> option to open the drop-down list.

7. Click the **Events** item in the list box.

8. In the **Link Text** box, type "List of Important Events"

9. Click **Insert Link** to complete the link assignment.

The Other page now has a hypertext link to the Events bookmark in the Calendar page.

# Creating Links to External Web Sites

You can insert links in Web pages to other Web sites regardless of the physical location of the external "target" link. External links can serve very useful purposes.

1. Click in the first cell of the table you just created.

2. Press the **END** key to move the cursor to the end of the cell (that is, to the right of the image)

3. Press the **SPACEBAR** to move the cursor one space to the right of the button image.

4. Type "Hotbot Search Engine"

5. Highlight "**Hotbot Search Engine**."

6. Select the **Insert > Link** menu option or click **Link** on the Insert Objects toolbar.

7. Click the **External** tab in the **Link** dialog box.

8. The first item in the **External** tab is the **URL** box. Click the arrow to the right of the URL box to open the drop-down list. Click the URL type: **"http://"**.

9. Click in the blank box to the right of the URL selector box and type the text "www.hotbot.com" This is the address for the Hotbot search engine Web site.

10. Click **Assign URL** to complete the link assignment. When you return to the Home Page, the "Hotbot Search Engine" text is blue indicating that it is a hypertext link. When it displays in a browser, it appears in blue with an underline which is typical for a hypertext link.

You have now created a link to an external Web site.

# Using Artistic Text

WebShop features a wide variety of text manipulation effects that you can use to make your Web pages more interesting to view. To create artistic text, you must create an image box and then enter the text.

1. Double-click the new **Header** icon to open the header in the **Page Editor** window.

2. Select the **Insert > Image** menu option or click the **Image** button on the Insert Objects toolbar to open the **Image Attributes** dialog box.

3. Click **Create** in the **Image Attributes** dialog box.

4. Type the value "200" for **Width** and "50" for **Height**.

5. Click **OK** to accept the values.

6. Click **OK** in the **Image Attributes** dialog box to insert the blank image box.

7. A **Blank Image** box appears at the top of the **Page Editor** window. Double-click inside the **Blank Image** box to open the Graphic Editor.

8. Select the **Object > Add > Text Line** menu option or click **Text Line** on the Graphic Object toolbar to open the **Text Line** dialog box.

9. In the Text box, type "Welcome"

10. Click the **Colors** tab to open the color selection features.

11. Click the **Symbol** tab in the **Colors** dialog box.

12. Click the **Fill** tab in the **Colors** dialog box.

13. Click the red color sample in the color sample box.

14. Click the **Effect** tab.

15. Click the **Shadow Right-Back** item in the **Basic Effects** scroll box. The sample box to the right displays what the effect looks like.

16. Click **OK** to accept the changes. When you return to the **Header** window, the formatted "Welcome" text appears at the top of the window.

17. Click outside the graphic box to place the image.

18. Click the graphic box to highlight it.

19. Select the **Format > Center** menu option or click **Center** on the Formatting toolbar to center the image.

The text appears centered at the top of the header. The "Welcome" text that you entered is now a graphic image and may not be edited.

# Inserting Graphic Objects and Charts

Depending upon what version and options you have purchased with WebShop, the program includes a Business Graphics Chart feature that allows you to create and insert a number of different business graphics charts on your Web pages.

1. Place the cursor anywhere on the page you want to insert a business graphics chart.

2. Select the **Insert > Image** menu option or click **Image** from the Insert Objects toolbar. The **Image Attributes** dialog box appears.

3. Click **Create** in the **Image Attributes** dialog box.

4. Click the **Size** check box to place a check mark and click **OK**. The **Page Editor** window now has an empty graphic box in it with the text, "Blank Image," indicating that there is a placeholder box for a graphic image.

5. Double-click inside the **Blank Image** box. The **Graphic Editor** window appears. Use this window to import, create or edit graphics. A blank graphic box appears.

   *Note: The New Object toolbar includes many type of graphic objects you can insert. These include patterns, frames, artistic and special effects text, drawing tools, calendars. You can even launch another application with the OLE button.*

To insert business graphics, select the **Object > Add > Chart** menu option or click **Chart** on the Graphic Objects toolbar.

6. The Chart feature allows you to create a number of different types of charts in different styles and formats. When you are finished editing the Chart attributes, click **OK** to insert the chart into the Graphic Editor.

7. You can close the Graphic Editor or simply click on the Web page window. The business graphics chart is placed in the Web page. You can resize it right in the Web page if you want. To do this, click on the graphic image once to select it, then drag the handles of the bounding box to resize it.

# 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 renamed.  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 is used to denote "Frame-Contents 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 layer in the same Frame. The program enables you to create these FCOs, see them in a physical layout list, and access them and edit any particular FCO that you want. Without this frames management capability you need to be an advanced Web designer with HTML programming know-how, to be able to design a Web page which includes few frames, and where depending on what the viewer clicks in one of the frames, the content overlays in the other frame change. With WebShop this is easily done without any programming needed.*

### To create a Frame 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 the **Frames > Split Horizontal** menu option or click on the **Split Horizontal** button 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 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 Content.*

2.  To split the page vertically and insert a frame either on the left or right side, click on the down arrow of the **Split Vertical** button.  Choose which side (left or right) you want to insert the new frame.

# 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
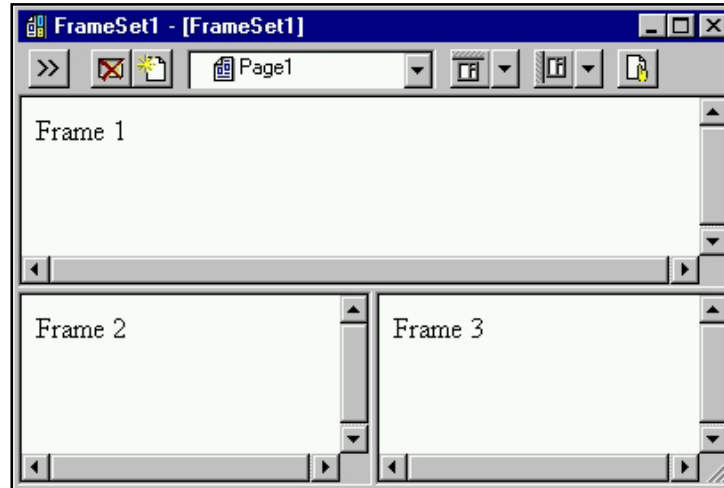


frame and a specific FCO, you can do so easily from the list of available frames and FCOs. The program by default gives unique names to all of the frames and FCOs as soon as you create them. It keeps them in its internal database, and manages them properly so that you can access them or link to them from any part of your Web site.

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 on the **Frame Manager** button from the toolbar.  $\boxed{\gg}$

The physical layout of the frames and the FCOs is displayed on the left. In this example the frame manager displays the following:
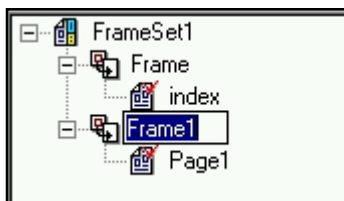


**FrameSet1**–is the name of the entire Web page. It contains two frames.
**Frame**–is the name of the first frame.
**Index**–is the name of the Frame-Content Overlay (FCO) in the frame called "Frame."
**Frame1**–is then name of the second frame.
**Page1**–is the name of the Frame-Content Overlay (FCO) in the frame called "Frame1."

2.  Click on **Frame1**, then click on 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.
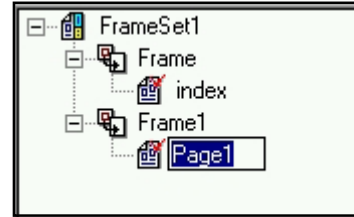
# Adding Frame Content Overlays (FCO)

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** button.

2.  The **Frame Manager** window appears.  This window displays a 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:

- **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 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, and drag them, even use snap to grid options and transparent overlaps, then use this type of a page.
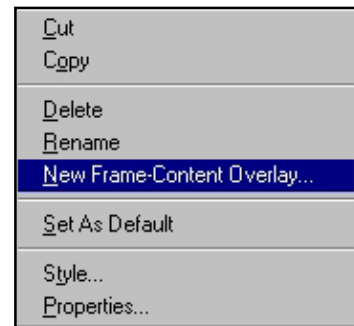
- **Image**.  Use this when you want to create graphic image file for your page.  This is a *page*, which can be one or more images.  You can insert an image inside a Web page or FCO, but that is not the same as using an "Image" page.  An Image page is converted to one graphic image file in your site.  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.

This example displays a frame with many different types of Frame-Content Overlays added.  **Frame1** has eight Frame-Content Overlays.

If you created frame resources in your Web design project before, and instead of adding a new frame resource you wanted to use one of them, 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.  Simply select the one you want and click **OK**.
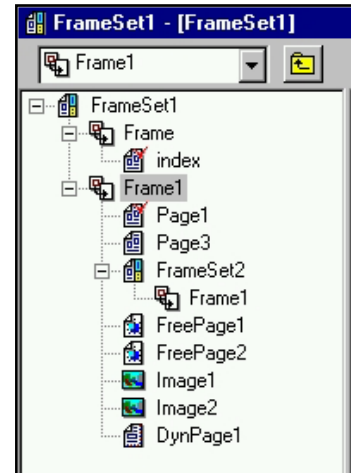
# Adding Content to a Frame-Content Overlay

Adding content to a Frame-Content Overlay requires that you display a specific Frame-Content Overlay and add (or edit) the information as you would with a Plain Page.

### To access (or display a specific FCO)

1. From the **Frame Manager** window, click on the Frame-Content Overlay you want to access.

2. Move your cursor into the frame and click on the open area to activate the frame.  Now you can start composing or editing information.

You can also access a Frame-Content Overlay from the Frames and Page Editor toolbar.  Click on the current frame
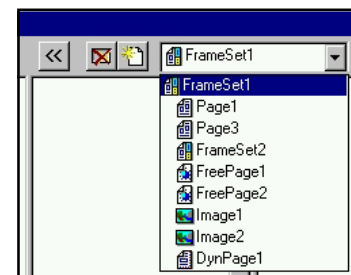
listed in the FCO drop down box.  Click on the down arrow and from the list of available FCOs select the one you want.

### *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**.

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** button and select **Frame**, the name of the right frame.

    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 **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.
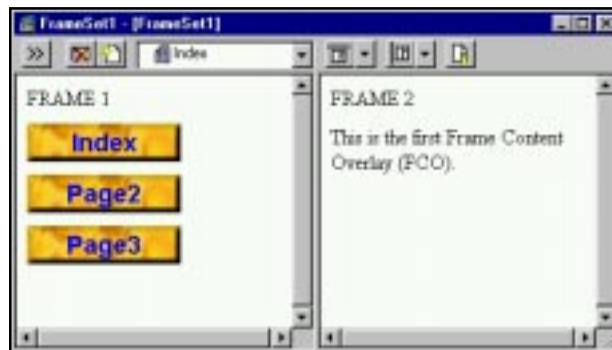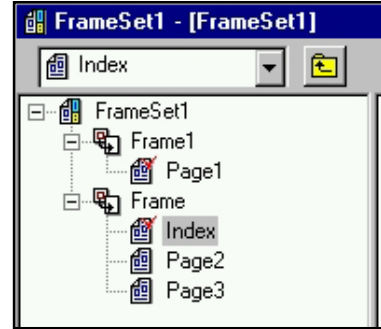
*Note: As you can see, it has three buttons. Each button is a link to its corresponding FCO in the right frame.*

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.*



# Inserting HTML Code

WebShop features a What You See is What You Get (WYSIWYG) environment where you design the Web pages and it generates the necessary HTML.  There are a number of advantages to this system:

*   The HTML code is error-free since it is generated by the program and not by hand.
*   You do not have to learn HTML coding language or keep up with the ever-changing HTML variations.
*   WebShop converts graphic formats and designs into optimized HTML objects.  For example, most HTML editors cannot import vector images or Windows bitmapped images. Internet browsers cannot view them.  WebShop enables you to import a number of different graphic formats, including Windows Bitmapped images, and then automatically converts them to the best format for use with Web browsers.  This saves you the time and effort of having to manually convert text and images to proper HTML compatible formats.

However, if you are an advanced user and would like to insert your own HTML code, you can use the HTML Insert feature.  With this feature, you can also insert *comments* into a Web page. These comments are not visible when a user views a page in a browser unless they select the View Source option to see the HTML source code for the page.

**To insert HTML code**

1. If the **Site Manager-Logical Layout** window is not open, click on the **Logical Layout** tab to open it.
2. Double-click on one of the pages and place the cursor where you want to insert your HTML code.
3. Select the **Insert > HTML Code** menu option or click **HTML Code** from the Insert Objects toolbar.
4. Type "<!— This is comment text.  It is not visible in the browser page.  —>" in the **HTML Code Editor** dialog box.
5. Click **OK** to insert the HTML code into the Web page.

# Using Multimedia Objects

If you wish to add new types of objects to your Web site, such as music or video files, it is helpful to place them in a dedicated new folder in the physical layout of your project.  This helps you keep the Web site files organized more efficiently.

**To create folders for individual types of multimedia files**

1. Click the **Physical Layout** tab from the **Site Manager** window.
2. Click the first entry in the tree listing, once, to select it.  This is the *root folder*.
3. Right-click on this folder to open the drop-down menu.
4. Select **Create > Folder**.  The new folder appears.
5. Type the new folder name "Music"
6. Click the **Music** folder that you just created to select it.
7. Right-click the **Music** folder to open the drop-down menu.
8. Select the **Import > Multimedia** menu option.  The **Open** dialog box appears.
9. Open the **Windows** folder on the C drive.
10. Click on the arrow to the right of the **Files of Type** selector to open the list box.
11. Click the **Audio Files** item from the drop-down list.
12. Scroll down through the **Windows** folder or search in the Media folder until you locate an audio file (either a MIDI or a WAV file).

    *Note: For an NT system, these files could be in another system folder area.*

13. Click the **Audio** file in the **Open** dialog box to select it.
14. Click **OK** to insert the file into the resource list in the **"Music"** folder.

This inserts the sound file as a *resource*, but this resource, at this point, has not been placed on any page in the Web site.

# Inserting Multimedia in the Web Page

You can insert a multimedia file anywhere on a page.  In the case of sound files, you may want a multimedia file to begin playing as soon as the browser opens the Web page.  The Autostart feature controls this feature and can be turned on or off when you embed the multimedia object. To continue the example we started before, we will place on the Web page the multimedia file we imported.

### To insert a multimedia file on the page

1.  In Page Editor, place the cursor anywhere on the **Home Page** window where you want to insert the multimedia object.

2.  Select the **Insert > Embedded Object** menu option or click the **Embedded Object** button on the Insert Objects toolbar.  The **Embedded Object Properties** dialog box appears.

3.  The **Select Embedded Object** window lists the **"Music"** folder where you placed the multimedia object in the previous section.  Click **+ (plus sign)** to the left of the **"Music"** folder to open the folder tree beneath it.

4.  Click the audio file that you imported in the "Inserting Multimedia Objects" procedure earlier.

5.  In the **Type** section, click the **Sound** radio button to designate the file as a sound file.

6.  Click the **Autostart** check box to turn the feature on.  This will make the sound file start playing as soon as the browser displays the page.

7.  Click the **Hidden** check box to hide the audio file when it opens in the browser.  Click **OK**.

    *Note: The sound file appears as a gray button with a speaker on the Web page. This will not display like this when you generate this page as an HTML file.  At that point, it will disappear because it is defined as a Hidden object.*

8.  To test this page with the multimedia object, click on the **Preview** button or select **File > Preview in Browser**.

# Navigate Layout

The **Navigate Layout** window graphically displays the Web site with all of the resources and links in the site.  These include links and resources that are outside the Web site.  This window is most valuable in checking your Web site for missing links, orphan pages (that is, pages that have no links to them), and the site structure.  While the Logical Layout window shows the Web site structure of the physical pages, the Navigate Layout window displays all of the resources, such as HTML pages, Frame-Content Overlays, images, multimedia files, and special features. Arrows are used to display the current links between resources.

It is a good idea to examine the Web site in the Navigate Layout window periodically as you assemble the various elements to insure that the navigation organization is correct.  You should also check the layout before you generate the Web site to ensure that all of the elements and

links are in place. In the Site Manager, click the **Navigate Layout** tab to graphically view your entire Web site.

# Previewing the Web Site

WebShop features a Preview option that allows you to view any page in the current Web site quickly and easily. This feature saves you the trouble of having to generate the Web site and then open your browser just to see what a page looks like.

1. If the Home Page is not open in the **Page Editor** window, double-click the **Home Page** icon to open it.
2. Select the **File > Preview in Browser** menu option or click the **Preview** button on the Main toolbar.

WebShop opens the current page in a new browser window that enables you to see how the page will appear when viewed in a standard browser.
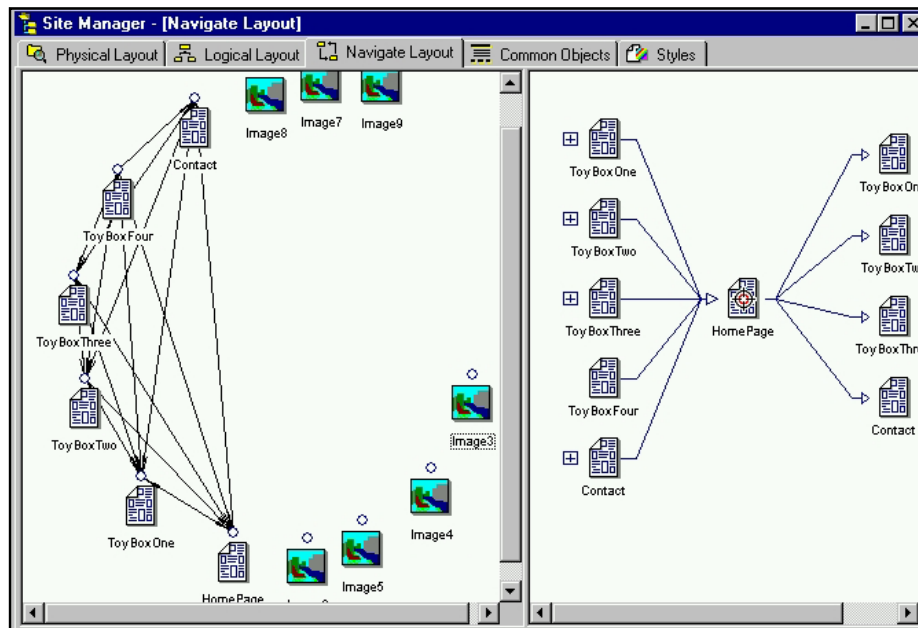


# Generating the Web Site

WebShop stores all Web site information, including all graphics, in a single, proprietary file. This keeps all of the design elements together so that they will not be misplaced or lost. It also facilitates moving the Web site from one computer to another since you only have to move one file. The process of generating a Web site causes WebShop to create all of the HTML pages

and accompanying graphics that are necessary for the Web site.

1. Before you generate the Web site, it is a good idea to save the project. Select the **File > Save** menu option or click **Save** on the Main toolbar to save the project.

2. Select the **File > Generate Site** menu option or click the **Generate Site** button on the Main toolbar. The **Browse For Folder** dialog box appears.

3. Select the folder where you want WebShop to place your files.

    *Note: The Generate Site feature will create a new folder named "WebSite". All of the sub folders and files necessary for the site will be created and placed in the "WebSite" folder.*

4. Click **OK**. The program begins processing. When finished the message **Site successfully generated** appears.

This completes the process of designing and generating a Web site.

## Viewing the Web Site

When you finish generating the Web site, you can view it in an Internet browser, such as Netscape Communicator or Internet Explorer—provided you are not using Active Server Pages (ASP) or a predesigned E-commerce template.

Unlike standard Web pages, you must generate and upload your site to an NT-server that is 100% compatible with Active Server 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.

### To view your non-ASP pages

1. Open your Internet browser.

2. Select the **File > Open File** menu option (or whatever menu option you use in the browser to open a file on your hard drive).

3. Select the **Index**.**htm** file from the WebSite folder that you created in the Generate Site operation. You should now be able to view your Web pages in the browser. Test all of the hypertext links to make sure that you can access each page properly.

4. When you are satisfied that the Web site appears as you wish, you are ready to upload it to a Web-server.

## Changing Visual Settings

WebShop provides extensive support for changing the visual settings of your Web pages. WebShop does this through Styles. Styles enable you to set the different objects of your Web page to conform to a general set of attributes. For example, you can set the color, size and format of bullets, horizontal rules, headings, body text, banners NavBars, backgrounds and other objects. Once you set them as you like, when you insert an object it will have the color or settings that you had set in the styles.
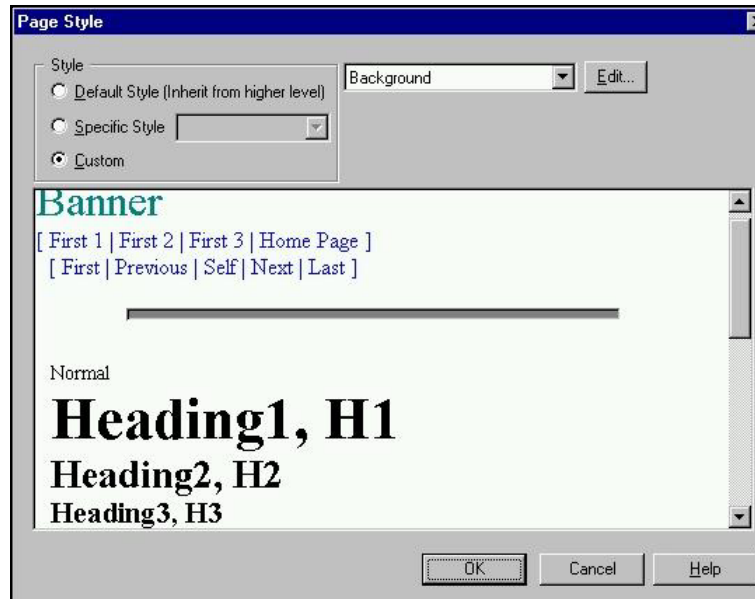
The program comes with a set of predefined styles. You can create your own styles and use them in your current project or add them to the library of styles. You can even modify the styles that are in the Styles library to fit your need.

When you first start the program, a very plain style is applied to the pages. You can choose another style to apply or you can change the visual settings of one page. These different style options are created by the three categories of style options: Default, Specific, and Custom styles. A default style is the style currently applied to the Home Page. It defaults (or is inherited) by every page below it. A specific style is currently available site style. Specific styles must be set up in Site Manager before they become available. Custom style is a single page application of a specific style. You create a custom style by selecting a specific style then change its visual settings.

**To use the default style**

1. Place the cursor in the page you want to apply the default style.
2. Right-click in the open area. A pop-up menu appears. Select **Style**. The **Page Style** dialog box appears.
3. Click on the **Default Style** radio button to inherit the style from the next highest level.
4. Click **OK**.

The **Default Style (Inherit from higher level)** radio button, enables you to set the visual settings of this page to the style of its parent page (that is, the next highest level page). If the page is a Home Page and has no parent page, the Default style is applied to the Home Page.

### To use a specific style

1. Place the cursor in the page you want to apply a Specific Style.

2. Right-click in the open area. A pop-up menu appears. Select **Style**. The **Page Style** dialog box appears.

3. Click on the **Specific Style** radio button to make available the specific style drop-down list. Select the specific style that you want.

   *Note: When you first start a project there is only one style, it is the default style.*

4. Click **OK**.

### To design or add more styles to the Specific Style drop-down list

Your current project may have a number of predesigned styles that came with the program and others you may have designed. You must specify the styles you want in the Site Manager before they become available for use on individual pages.

1. In the **Site Manager** window, click the **Styles** tab. The **Site Manager–Styles** window appears.

   *Note: The Site Styles column lists all the styles that are available and usable in your current project. The Styles Library column lists all the pre-made styles available for you. To use some of these styles for your pages, you must select them in the library column and add or insert them in the Site Styles column.*

2. Right-click on any style in the **Styles Library** column. A pop-up menu appears.

3. Select **Insert Style**. The selected style is inserted in the **Site Style** column. You can add as many styles as you want.

4. Once you have inserted all the styles you want, go to the Web page to which you want to assign a specific style. Right-click in the open area and select the **Style** option from the pop-up menu. The **Page Style** dialog box appears.

5. Select the **Specific Style** radio button and from the pop-up menu select the style you want to apply or use in this Web page.

6. Click **OK**.

   *Note: Now when you insert an object in this page, it will follow the attributes and format of the Style you have chosen. For example, if you select a text line and from the text formatting buttons you select it to be Heading1, it will be converted to the style and colors of the Style currently in use. The same applies for bullets, horizontal rules and other objects on the page.*

**To use custom styles and change a style for the current page**

1. Right-click on the page and from the pop-up menu select **Style**. The **Page Style** dialog box appears.

2. Click the **Custom** radio button with the default selected in the **Specific Style** drop-down list.

   *Note: The changes you will make will apply to the Default Style. To change to another style, before you set the Custom radio button, click on Specific Style radio button, and from the pull down menu select any style you want to customize.*

3. Double-click on any part of the sample style to change it. In this case, double-click on the Banner object. The **Banner Style** dialog box appears.

4. Make your changes and click **OK**.

5. Double-click on any other object controlled by the style. You can customize the entire style if you want.

6. To change the colors of the background, double-click on an area of the Style away from the text or labels. The **Page Background** dialog box appears. Once you have done all your changes, click **OK**. The **Page Style** dialog box appears
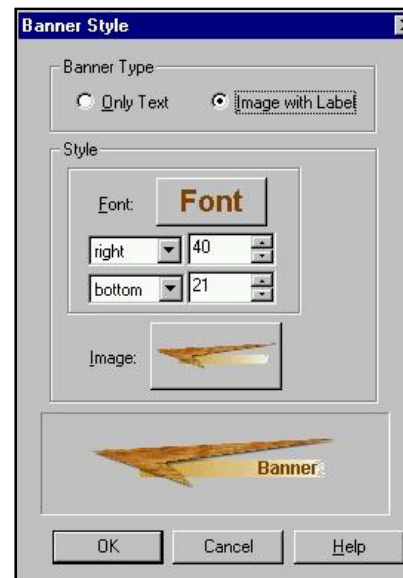
7. Click **OK** to save your changes.

   *Note: The Style is applied to your current page. It is also applied to all the children pages of this page, provided those pages are set to inherit styles from higher level or parent page.*

# Uploading Your Web Site to a Web Server

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). All NT-servers with Microsoft Internet Information Server (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.

If you want to use the Boomerang Software Web-hosting service, contact <u>webhosting @boomerangsoftware.com</u> to obtain the proper information. Then follow these steps.

### To upload your Web site to a Web Server

1. Select the **File > Upload Site**. The **Upload Web Site** dialog box appears.
2. Type your FTP server name or address in the **FTP Server Name or Address** text box.

   *Note: The FTP Server Name or Address text box defaults to the Boomerang Software Web-server. If you wish to upload to a different Web-server, simply press the SPACEBAR and enter the FTP server address of your target Web-server.*

3. Type your user login name in the **User Login** text box.
4. Type your password in the **Password** text box.
5. Type your **Upload Path**.

   *Note: The Upload Path text box allows you to specify the Web-server directory or folder in which to load your Web site files. For example, if your Web site URL is <u>www.uswebx.com/ richard</u>, you would type "/richard" in the Upload Path text box. Many Web servers are case sensitive, so be sure to enter the folder name exactly as it appears on the Web-server. If you are not sure about the proper Upload Path, contact your Web-server administrator.*

6. Click **Upload**.

When the process of transferring your Web site files is complete, you may establish an Internet connection, log onto the World Wide Web, and go visit your new Web site!

   *Note: One of WebShop's important features is its ability to manage databases. If you have opened an E-commerce Web site, your Web site will have one *.MDB file with several database tables. These could be products that you are selling on the Web from your*

*WebShop, or customer names that have bought products. When you upload a new revised Web site, you may not want to overwrite the existing database on the server. For this reason, the Upload Web Site dialog box includes the Upload Database check box. If you do not want to upload the database along with the rest of the site, then click on the Upload Database check box to uncheck it. Refer to the E-Commerce User Guide for more details.*

# Changing the ECStyle for an E-Commerce Template

Every E-Commerce Template comes with two predefined Site Styles: Default Style and ECStyle. The Default Style is a very basic style. Use it to practice making style modifications. It **is not** the default style for your template. It has been inserted in case you want to create a Style Sheet of your own. When opened, each page in your template uses ECStyle. ECStyle **is** the default style for your E-Commerce Template.

To change ECStyle, you must decide if you want to replace ECStyle with an entirely different style sheet or if you want to modify one or more of the existing style sheet elements. Both of these are important options. One gives you an entirely different look by using an entirely new Style Sheet and the other enables you to customize one or more of the existing style sheet elements.

## Assigning a New Style Sheet to ECStyle

To assign a new style sheet to ECStyle you must either

- Insert a library style into the Site Style listing or
- Create a custom style based on Default Style–Base

Once you have defined the new style that you want to use in place of ECStyle, then you must delete the existing ECStyle, rename the new style "ECStyle," and set the new ECStyle to be the default style

## Customizing the Existing ECStyle

To modify (or customize) the existing ECStyle you must

- Determine what style sheet elements you want to change
- Change the current settings for those elements that you want to change

You do not need modify the ECStyle name as it appears in the Site Style listing.

### To begin working on styles

- From Site Manager, click the **Styles** tab. The **Site Manager—Style** window appears.

This dialog box is used to define styles for use with your Web site. It has three parts: **Styles Library** list box and listing area, a **Site Styles** display area and a **Preview** area. By default, the **Styles_A** Style Library is selected. Click **Styles_A01** to see a preview. By previewing styles from the Style Library, you can decide which of the predefined style sheets you want to use. Once you select a style you want, 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 in the **Site Styles** box (in the white space). A pop-up menu appears.
2. Select **New Style**.

Making a new style creates a copy of the Default Style. By default, any custom style based on Default Style is named **Style**, **Style1**, **Style2**, successively. You should rename your custom styles so they have a distinctive name, one that tells you how that style will be used.

### 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 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 five dialog boxes that might open depending upon what style elements you select. These include NavBars, Headings, Font Styles, Bullets and Numbering. To change a style, you may need to play with the various options used with each of these dialog boxes to see just 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 the 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 changed include NavBars, Headings, Font Styles, 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 site 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: When changing the default style for an E-Commerce Template, you must use the name "ECStyle." Your E-commerce dynamic pages use this style as a specifically assigned style. There must always be one style in the Site Styles listing called "ECStyle." You may assign other pages different styles with different names, but to function properly, your WebStore's dynamic pages must be set to ECStyle.*

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