

# Website Editor

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# Page Basics

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## Start Building a Website

By default, your Web site was created with a template. You may decide to [build your Web site from a template](#) or to [build your Web site from scratch](#). For advanced design options, click [here](#). What follows is a basic summary of the steps needed to start building your Web site. Please click on the underlined links to take you to the appropriate pages for each topic.

### Start from the Beginning

#### 1. Plan and Organize

Plan and organize the text to put on your pages, the images to place on your pages, the location of things on your pages, and your page organization (that is, how many pages you would need and which pages would be accessible from where). This step is the most critical, as building a Web site and then finding a mistake in your Web site structure could cause you to have to start from the beginning. This step can also minimize repetition as well as plan for future growth.

#### 2. Create a Template Page

- [Create a new page](#) that will be your template (name the page "template.html" so that you will know what the page is for). Your template page will be used as a guide so that pages copied from the template page will look identical to the template page.
- [Create a color palette](#) so that you can define your colors for the Web site. If you have colors defined before you start, you will be able to just apply the colors to your pages and components without having to constantly create colors as you go.
- Create a [table component](#) as the first component for the template page. With the table component, you will be able to organize other components on the page with ease. You can designate the structure of the table by [adding and merging columns and rows](#) for the table.
- Create a [navigation component](#) so that visitors to your Web site can navigate between Web pages.
- Add [text components](#) and [image components](#) that you would like to display for all of your pages.

#### 3. Create New Pages

- [Create your new pages](#) so that the components from the template.html page will be [copied on to your new pages](#).
- Add [text components](#) and [image components](#) to each of your pages.

#### 4. Publish

[Publish](#) your Web site to save and apply your changes so that Web site visitors can

see the latest changes to your Web site.

## Start from a Template

### 1. Modify the Page Design

Edit the design of all of the pages to fit your design ideas and design tastes; including the [table](#), [logos](#), header [images](#), and [navigation](#).

### 2. Modify Content

Edit your [text](#) and [images](#) to fit your needs. If necessary, you may add additional components.

## Advanced Design

### ○ HTML and Javascript

If you are familiar with using HTML and Javascript, you would input them to the page as [literal components](#). If you need to input the code to the HEAD section of a page, you would input that code in to the [Page Properties](#).

### ○ Foreign Language

To set up your Web site for other foreign languages, you would input a [Language Translator component](#) on to the page.

### ○ Splash Introduction page

To set up a splash introduction page for visitors to your Web site, you would click on the link "[Add Splash Page](#)" in the [Website Editor main menu](#).

### ○ Stylesheet and Classes

If you are familiar with using [style sheets](#) and [classes](#) you can apply them to the template page before starting with the template page. Once your styles and classes have been defined, you will be able to use them on [components](#). For more information on stylesheets, styles, and classes, [click here](#)

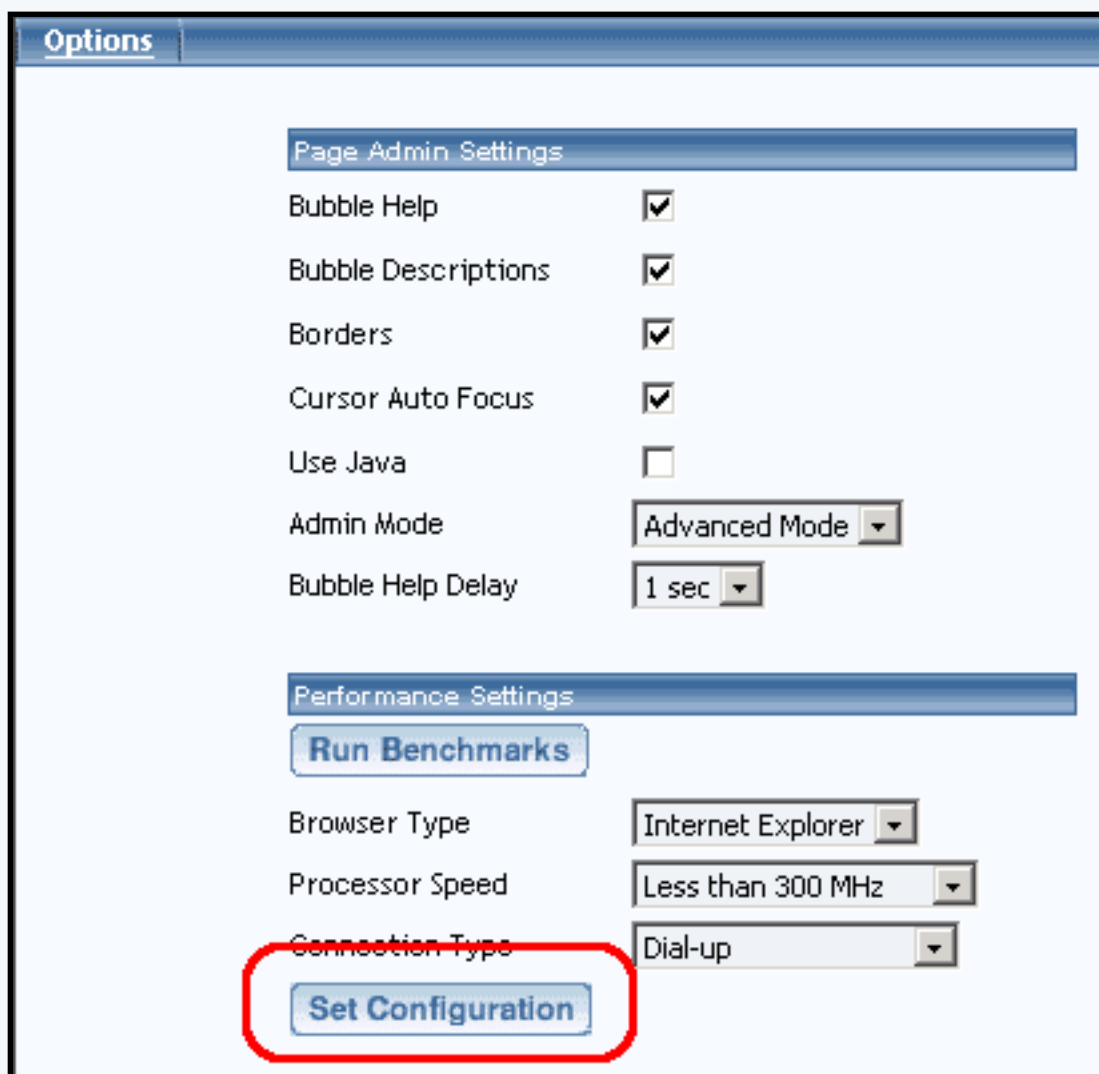
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## Simple and Advanced Mode

This tutorial covers making modifications in Advanced Mode for the 3.0 Administration. There are more options and functionality in Advanced Mode than Simple Mode. Also, simple Mode will not allow you to add or remove components, it will only allow you to modify existing components.

To convert from Simple Mode to Advanced Mode, follow these steps (please keep in mind that you can only switch between Simple and Advanced Mode if you have at least one page for your Web site, disabled or active). From the Administration home page, click on the blue text of your sitename. Click on

the button "Edit" for any of your pages to enter the Page Editor. Click on the button "Options" in the top-left corner of the Web page. A small window appears.



The image shows a screenshot of a web application's 'Options' dialog box. The dialog has a blue header with the word 'Options' in white. Below the header, there are two main sections: 'Page Admin Settings' and 'Performance Settings', each with a blue header bar. In the 'Page Admin Settings' section, there are seven items: 'Bubble Help' (checked), 'Bubble Descriptions' (checked), 'Borders' (checked), 'Cursor Auto Focus' (checked), 'Use Java' (unchecked), 'Admin Mode' (set to 'Advanced Mode' in a dropdown), and 'Bubble Help Delay' (set to '1 sec' in a dropdown). In the 'Performance Settings' section, there is a 'Run Benchmarks' button, followed by three dropdown menus: 'Browser Type' (set to 'Internet Explorer'), 'Processor Speed' (set to 'Less than 300 MHz'), and 'Connection Type' (set to 'Dial-up'). At the bottom of the 'Performance Settings' section, there is a 'Set Configuration' button, which is highlighted with a red rounded rectangle.

Select "Advanced Mode" in the drop-down menu next to the text "Admin Mode". Click on the button "Set Configuration" to save and apply your changes.

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# Page Editor

## Editing Basics

[Editing Navigation](#) | [Editing Basics](#)

### Editing Navigation

The Page Editor has been minimalized to reduce the amount of menus that might clutter your view of the page that you want to work with.

In the top-left corner of your Internet browser window, you will have five buttons: [Page](#), [Main](#), [Reload](#), [Options](#), and [Back To Main Menu](#). Clicking on "Page", "Main", or "Options" will cause a menu window to appear. The "Reload" button will refresh or reload the page. The "Back To Main Menu" button will return you to the [Website Editor main menu](#).



Next to the buttons, the Page Editor will inform you whether the page is [active or disabled](#).



You will still be able to modify a disabled page but there will be no way to access the disabled page outside of the Administration. Once the page is enabled, the page will work normally.

In the top-right corner of your Internet browser window, you have a button to access [Help](#) which will open up the User Guide in a new window.



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## **Editing Basics**

[Copy Components](#)

[Copy Page](#)

[Add Component](#)

[Modify Component](#)

**Copying Components** All components can be [copied](#) or [used](#) multiple times on multiple pages. If a component is copied, the Administration will create an exact replica of the component - each component can then be changed separately without the changes affecting the other component. If a component is used by multiple pages, all of the used components are linked together so that any changes on the component will be reflected on all of the used components. Click here for a [more detailed explanation on copying and using components](#).

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## **Copy Page**

When a [page is copied](#), the Administration creates an exact replica of the page. [All components](#) on the previous page, except for container components, will be used by the new page. [Container components](#) will be [copied](#) to the new page and any components inside of a container component will be [used](#) by the newly created page. Click here for a [more detailed explanation on copying pages](#).

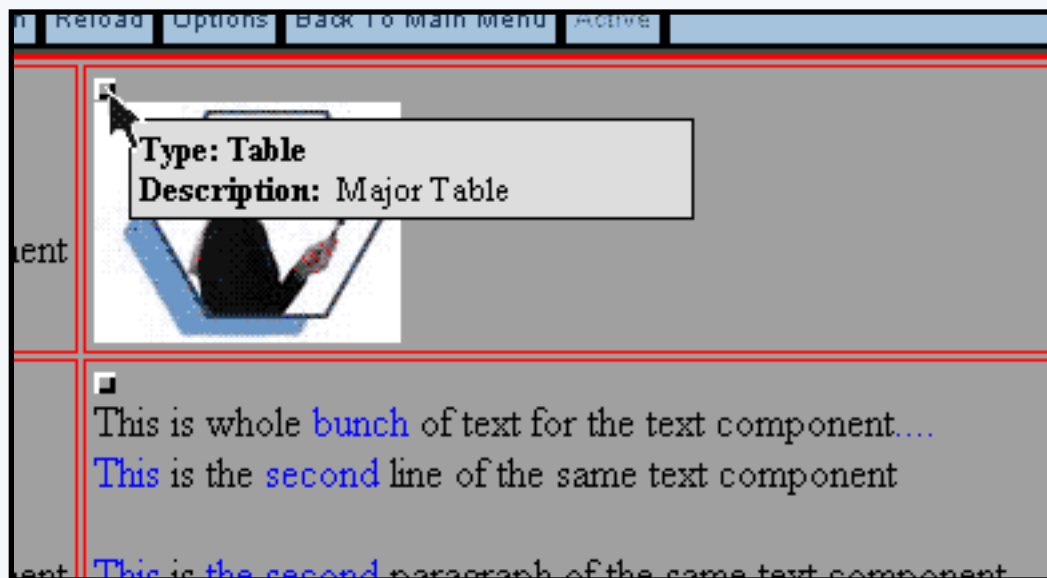
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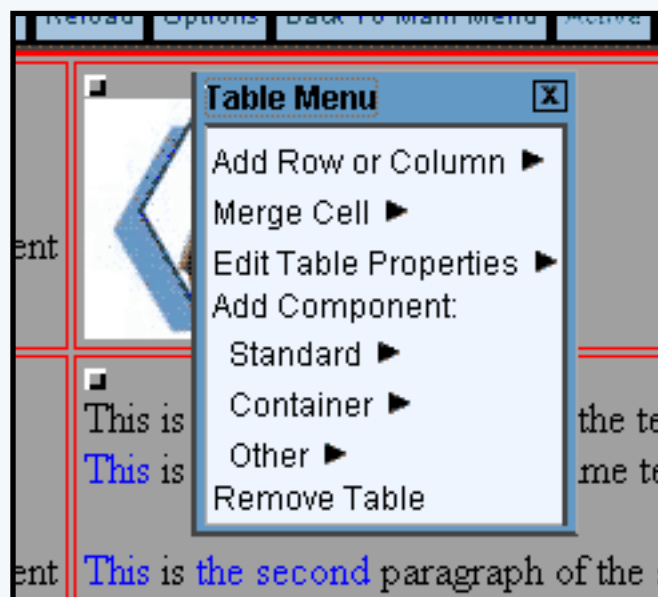
## **Adding Components**

To add a component to a page, you would click on the button "Page" in the top-left corner of the Page Editor. Select the component type that you would like to add to the page.

In Advanced Mode, you can add a component inside of a [container component](#) by clicking on the editing squares in the top-left corner of the container cell.



Select the component type from the pop-up menu that you would like to add to the container cell.



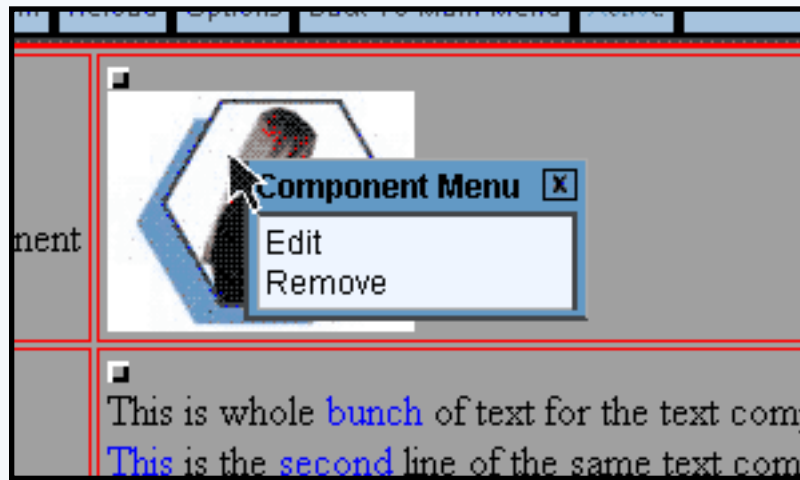
Click here for a [more detailed explanation on adding components](#).

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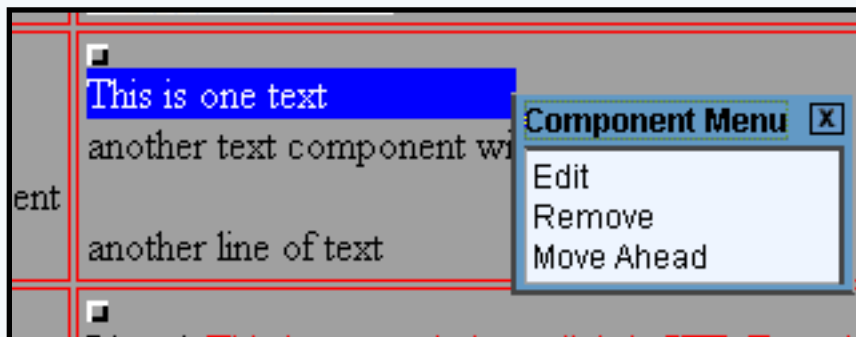
## Modifying Components

When you click on any component, you will get a pop-up menu to edit and remove the component.

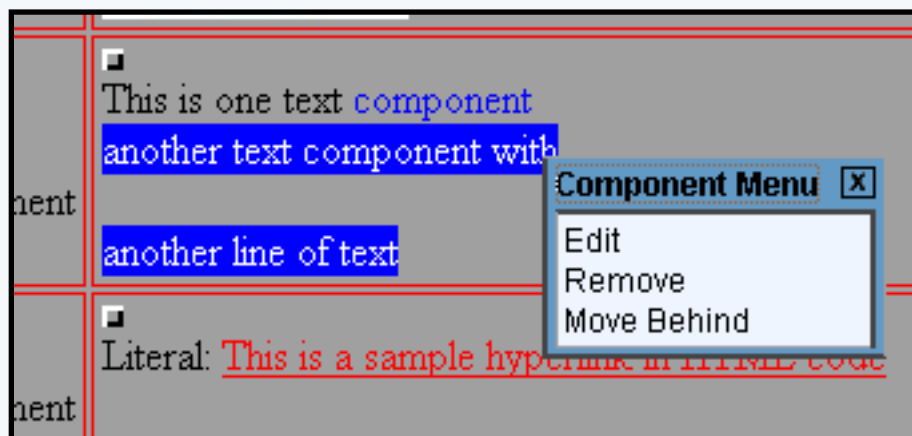


If there are multiple components in a container cell, you will also have the option to sort a component ahead or behind of other components. Moving a component ahead will sort the component in to the right or under the other component. Moving a component behind will sort the component to the left or above the other component.

For example, if you have two text components and you want to move the second text component on top of the first text component, you would either move the first text component ahead of the second text component...



...or you would move the second text component behind the first text component.



Both choices will achieve the same effect, to move the second text component on top of the first



text component.

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# Website Editor

[Edit Pages](#) | [Overview](#) | [Properties](#) | [E-Commerce](#) | [Change Website](#) | [Tool Box](#)

## Overview

The Website Editor area of Administration allows you to manage all aspects of a Web site. When you access Website Editor, its secondary navigation bar provides tabs to access its major subareas:

- [Edit Pages](#) offers a main menu for managing the site's pages, to publish and view your site, and to access the Page Editor.
- [Properties](#) lets you manage Web site information such as addresses, contact information, the site's name and password for login, etc.
- [Ecommerce](#) provides a comprehensive set of options to set up and manage the site's product catalog and shopping options.
- [Change Website](#) allows you to switch to another Web site's Website Editor without having to return to the Account Manager home page.
- [Tool Box](#) offers tools to manage the site's physical files and password protect directories, work with forms and their submissions by visitors, manage which other users can access which part of the site's Administration, and much more.

To access the Web site Editor, you click the "My Account" link in the Administration main navigation menu. Select a Web site from the dropdown menu of your Web site(s). Or if you have been given permission to access Administration for other users' sites, select a site from that dropdown menu. The "Edit Pages" subarea of Website Editor will appear first. Use the tabs provided to switch to other subareas of Website Editor.

## Edit Pages

Template: **Photographers - Portrait** Scheme: **Purple**  
[ [Activate Website](#) ]

[ [Create New Page](#) ] [ [Add Splash Page](#) ] [ [Pre Publish Checks](#) ] [ [Publish](#) ] [ [View Site](#) ]

[ [Delete Unused Components](#) ] [ [Delete Unused Images](#) ] [ [Change Page Order](#) ] [ [Change Template](#) ]

Page Modifier

Select	Title	Filename	Menu Name	Status	Editor
<input type="checkbox"/>	<a href="#">Home</a>	<a href="#">index.html</a>	<a href="#">Home</a>	Active	<a href="#">Edit / View</a>
<input type="checkbox"/>	<a href="#">About Us</a>	<a href="#">about.html</a>	<a href="#">About Us</a>	Active	<a href="#">Edit / View</a>
<input type="checkbox"/>	<a href="#">Contact Us</a>	<a href="#">contact.html</a>	<a href="#">Contact Us</a>	Active	<a href="#">Edit / View</a>
<input type="checkbox"/>	<a href="#">Services</a>	<a href="#">services.html</a>	<a href="#">Services</a>	Active	<a href="#">Edit / View</a>
<input type="checkbox"/>	<a href="#">Portfolio</a>	<a href="#">portfolio.html</a>	<a href="#">Portfolio</a>	Active	<a href="#">Edit / View</a>
<input type="checkbox"/>	<a href="#">Weddings</a>	<a href="#">weddings.html</a>	<a href="#">Weddings</a>	Active	<a href="#">Edit / View</a>
<input type="checkbox"/>	<a href="#">Feedback</a>	<a href="#">feedback.html</a>	<a href="#">Feedback</a>	Active	<a href="#">Edit / View</a>
<input type="checkbox"/>	<a href="#">Template</a>	<a href="#">TEMPLATE.html</a>		Active	<a href="#">Edit / View</a>
<input type="checkbox"/>	<a href="#">splash</a>	<a href="#">splash.html</a>		Active	<a href="#">Edit / View</a>

[ [Set Pages To Active](#) ] [ [Set Pages To Disabled](#) ] [ [Select All](#) ] [ [Select None](#) ]

[ [Find Components](#) ] [ [Edit Style Sheet](#) ] [ [Edit Color Palette](#) ] [ [Undo](#) | [Redo](#) ]

[Template Info](#)

[Activate Website](#)

[Create New Page](#)

[Add Splash Page](#)

[Pre Publish Checks](#)

[Publish](#)

[View Site](#)

[Delete Unused Components](#)

- [Delete Unused Images](#)
- [Change Page Order](#)
- [Change Template](#)
- [Page Modifier](#)
- [Find Components](#)
- [Edit Style Sheet](#)
- [Edit Color Palette](#)
- [Undo](#)
- [Redo](#)

### Template Information

At the top of the Website Editor main menu, you will see your sitename in bold. Below that, you will see the template that is currently applied to your Web site:



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### Activate Website

This link allows you to add this Web site to your [cart](#) so that you can activate and purchase this Web site. Once the Web site has been activated, this link will disappear from the Administration.



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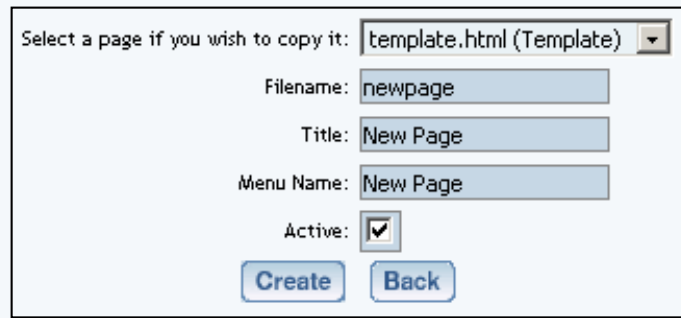
### Create New Page

To create a new page, click on the link "Create New Page". The Website Editor will reload the page with information for your new page.



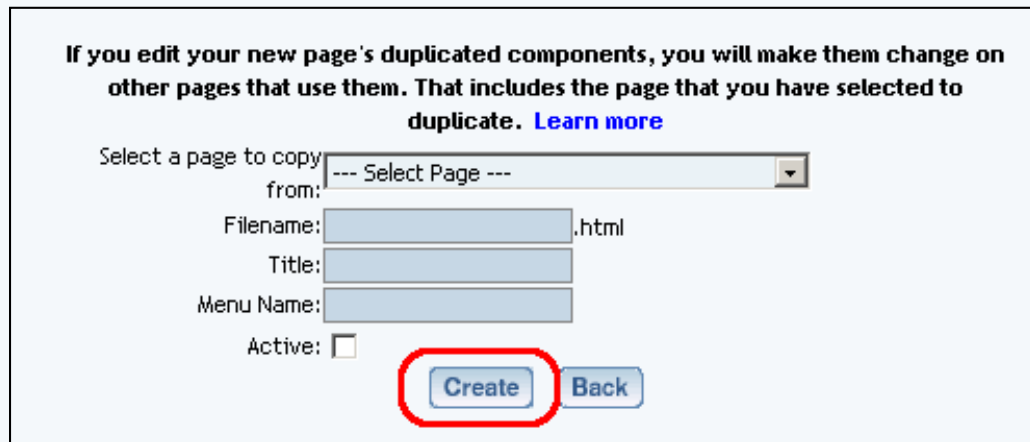
Select a page that you may wish to [copy](#), if not, do not choose an option for the drop-down menu next to the text "Select a page if you wish to copy it". Enter the filename of the new page (do not add the file extension) in the text field next to the text "Filename". Enter in the title of the page in the text field next to the text "Title". Enter the name of the menu for this page in the text field next to the text "Menu Name". If you want the page to be active or enabled when it is created, checkmark the box next to the text "Active". Please keep in mind that the filename should not have any spaces and that the filename is case sensitive.

That is, a Web page called "Location.ivnu" is different than "location.ivnu".



When a [page is copied](#), the Administration creates an exact replica of the page. All [components](#) on the previous page, except for container components, will be [used by the new page](#). Any [container components](#) will be [copied to the new page](#); any components inside of a container component will be [used by the newly created page](#).

When done entering in the information for the new page, click on the button "Create". If you do not want to create a new page, click on the button "Back" to return to the Website Editor main menu.



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### Add Splash Page

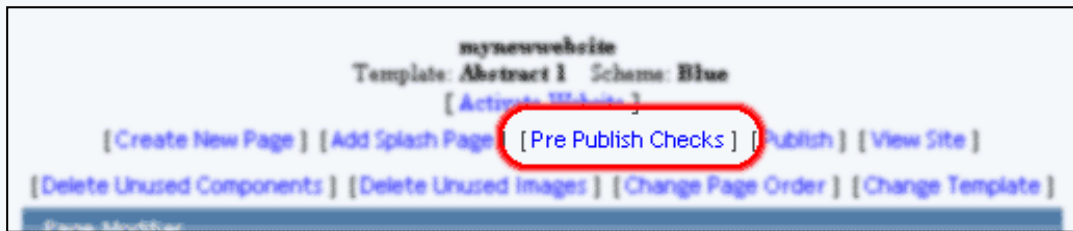
To create a splash introduction page that will display when visitors first arrive at your Web site, click on the link "Add Splash Page". The system will then create a splash.html page for your Web site; this page will be the first page that a customer will see when they visit your site.

The splash.html is a normal page, but a [Flash component](#) will be placed on the page and will take up the whole page as it is displayed on a visitor's Web browser. The Flash component can be modified and removed as a normal Flash component.



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### Pre Publish Checks



When you run a pre-publish check on your Web site, the Pre Publish Checks tool will check your website to see if your calendars, forms, and product items are set up correctly (if you have those components set up on your website). If you have those components, you will see something similar to the following when you re-run the Pre Publish Check:

Status	Type	Component Name	Comment	Select
PASS	Form	newer form	my new form processor selected.	[ Form Manager ] my new form processor ▾
PASS	Form	new form	my new form processor selected.	[ Form Manager ] my new form processor ▾
FAILED	Calendar	my new calendar component	No calendar selected	[ Calendar Manager ] --- Select Calendar --- ▾
PASS	Item	my new item	carton of pencils - ZF22278 selected.	carton of pencils - ZF22278 ▾

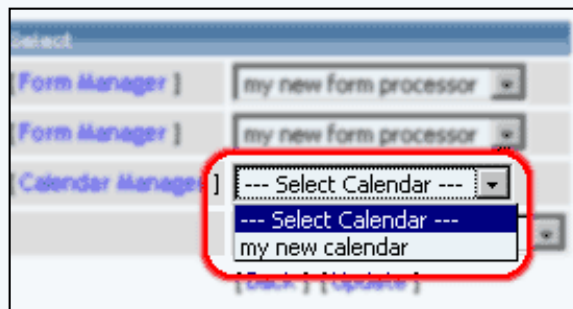
[ Back ] [ Update ]

If you get an error message, "FAILED", you will need to correct the error before continuing. Click here for more information on [form components](#), [calendar components](#), and [item components](#). For this example,...

Status	Type	Component Name	Comment	Select
PASS	Form	newer form	my new form processor selected.	[ Form Manager ] my new form processor ▾
PASS	Form	new form	my new form processor selected.	[ Form Manager ] my new form processor ▾
FAILED	Calendar	my new calendar component	No calendar selected	[ Calendar Manager ] --- Select Calendar --- ▾
PASS	Item	my new item	carton of pencils - ZF22278 selected.	carton of pencils - ZF22278 ▾

[ Back ] [ Update ]

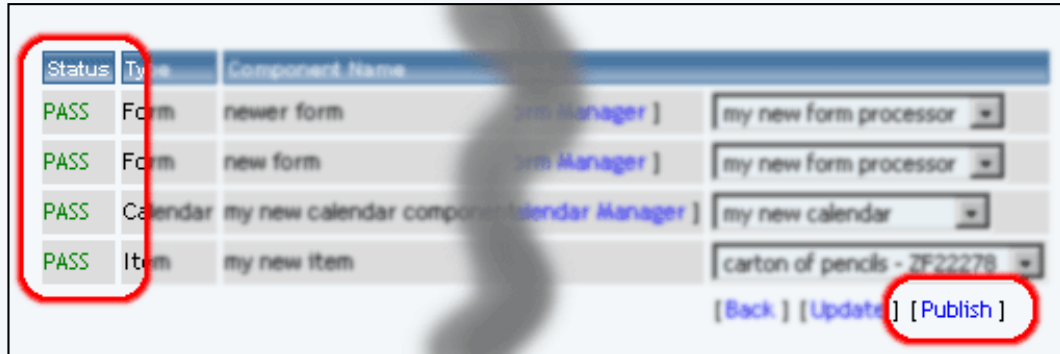
...no valid [calendar](#) was chosen for this [calendar component](#). This particular issue can be corrected by selecting an appropriate calendar to assign to the calendar component:



Once corrected, click on the link "Update" to have the Pre Publish Checks process check your setting again:



If there are no errors, the link "Publish" will appear in the bottom-right corner:



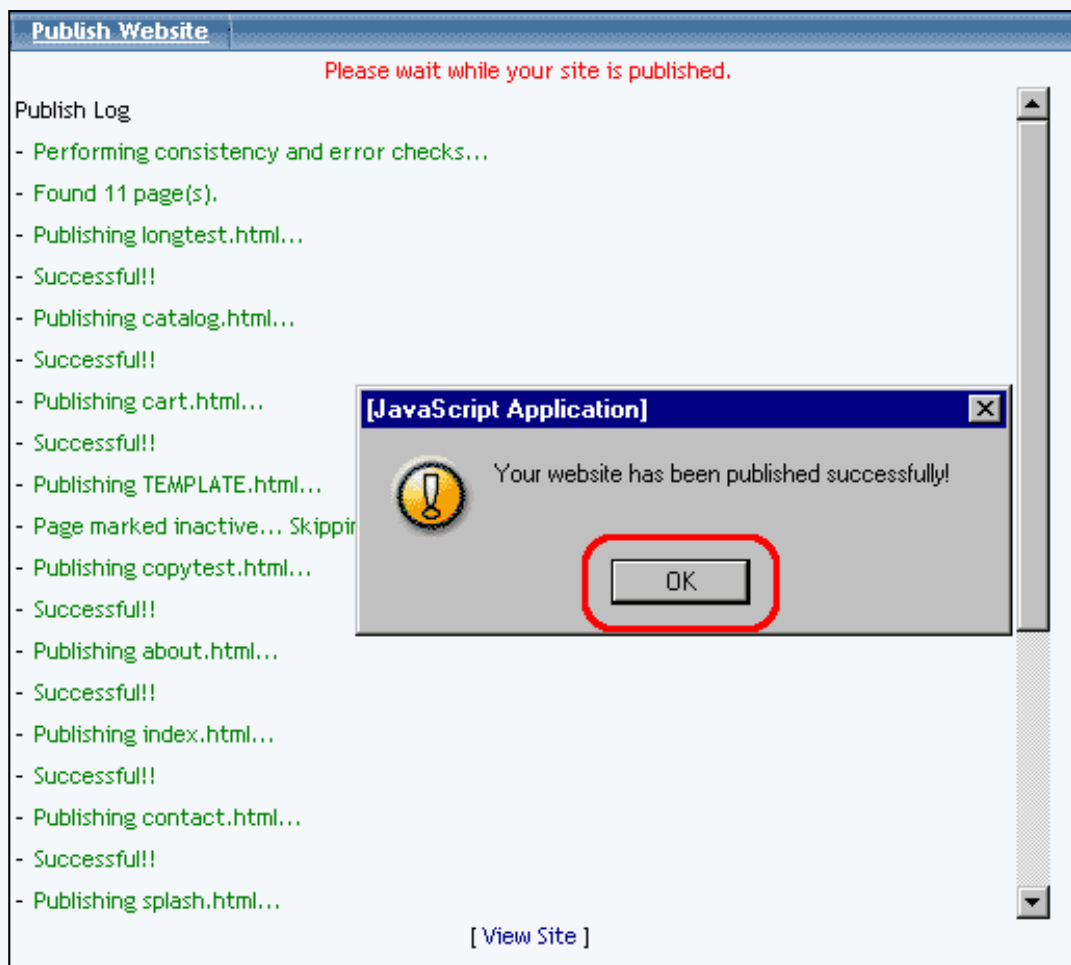
Click on the link to continue to [Publish](#) your Web site. [Back to the Top of the Page](#)

### **Publish**

When you proceed with this function, the Administration will integrate all (if any) changes to the Web site.



When the publish process is completed, you will see the following:



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### View Site

Click this button to view your Web site. When you view the Web site, you will only see the information that was last published for your Web site.



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### Delete Unused Components

When you click on "Delete Unused Components", a new window will appear. The Administration will display all of the components that it detects that is not in use on your Web site.



**Components That Are Not Being Used** Close Window

**Warning:** Deleting a component is an **irreversible** process. Components can not be retrieved after deletion.

Search   Results per page

Delete	Name ▼	Type	Time Updated	Time Created
<input type="checkbox"/>	SampleImage	Image	Wed Apr 16 19:58:08 2003	Wed Apr 16 19:58:08 2003
<input type="checkbox"/>	SampleLiteral	Literal	Wed Apr 16 19:58:24 2003	Wed Apr 16 19:58:24 2003
<input type="checkbox"/>	SampleText	Text	Wed Apr 16 19:57:54 2003	Wed Apr 16 19:57:51 2003

1

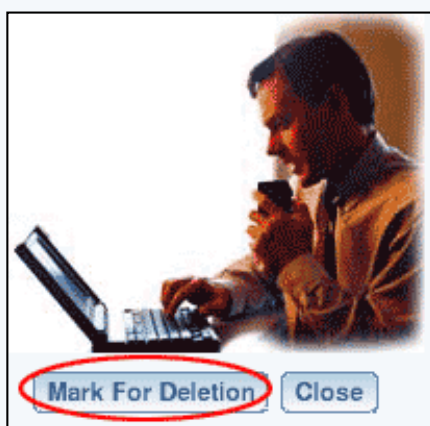
1

Close Window

All unused components will be displayed in a table with information on the name of the component, the component type, the last time the component was updated, and the time the component was created. You can sort the list of components alphabetically by clicking on the name of the column. If you click on the column name again, the Administration will list the components by alphabet in reverse.

If you click on the name of the component, the Administration will bring up a new window displaying what the component looks like. You can then click on the button "Mark For Deletion" to designate this component to be deleted. When done viewing the component, click on the button "Close" to close the window.

Delete	Name ▼	Type	Time Updated	Time Created
<input type="checkbox"/>	SampleImage	Image	Wed Apr 16 19:58:08 2003	Wed Apr 16 19:58:08 2003
<input type="checkbox"/>	SampleLiteral	Literal	Wed Apr 16 19:58:24 2003	Wed Apr 16 19:58:24 2003
<input type="checkbox"/>	SampleText	Text	Wed Apr 16 19:57:54 2003	Wed Apr 16 19:57:51 2003



If you have many unused components, you can sift through pages of components by clicking on the page number to jump to that page.



Search  Search Results per page 20 1

Delete	Name ▼	Type	Time Updated	Time Created
<input type="checkbox"/>	SampleImage	Image	Wed Apr 16 19:58:08 2003	Wed Apr 16 19:58:08 2003
<input type="checkbox"/>	SampleLiteral	Literal	Wed Apr 16 19:58:24 2003	Wed Apr 16 19:58:24 2003
<input type="checkbox"/>	SampleText	Text	Wed Apr 16 19:57:54 2003	Wed Apr 16 19:57:51 2003

You can also search for unused components by using the provided field next to the text "Search" at the top of the window. After you have entered in the keyword(s) to search for, select how many results you want to list in the drop-down menu next to the text "Results per page". To search for your keyword(s), click on the button "Search".

Search Results for "Image"

Search  Search Results per page 1000

To delete unused components, click on the checkbox in the column "Delete" for the component. To select all of the components to delete, click on the button "Select All". To deselect all of the components, click on the button "Select None". When you are done designating which components to remove, click on the button "Delete Components".

Search  Search Results per page 1000 1

Delete	Name ▼	Type	Time Updated	Time Created
<input checked="" type="checkbox"/>	SampleImage	Image	Wed Apr 16 19:58:08 2003	Wed Apr 16 19:58:08 2003
<input checked="" type="checkbox"/>	SampleLiteral	Literal	Wed Apr 16 19:58:24 2003	Wed Apr 16 19:58:24 2003
<input checked="" type="checkbox"/>	SampleText	Text	Wed Apr 16 19:57:54 2003	Wed Apr 16 19:57:51 2003

1

Select All Select None

Delete Components

If you are done deleting unused components, close the window by clicking on the blue text "Close Window".

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### Delete Unused Images

When you click on "Delete Unused Images", a new window will appear. The Administration will display all of the image files that it detects as not in use on your Web site.

mynewwebsite  
 Template: Abstract | Scheme: Blue  
 [ Activate Website ]

[ Create New Page ] [ Add Splash Page ] [ Pre Publish Checks ] [ Publish ] [ View Site ]

[ Delete Unused Components ] [ Delete Unused Images ] [ Change Page Order ] [ Change Template ]

If you want to specify how many image files will be listed on one page, choose the number of files you would like to display

from the drop-down menu next to the text "Results per page".

Show  Show images in undo components

Results per page 50

1

Delete	Image	Directory
<input type="checkbox"/>	website_editor_1.gif	_images
<input type="checkbox"/>	website_editor_2.gif	_images
<input type="checkbox"/>	website_editor_3.gif	_images
<input type="checkbox"/>	website_editor_4.gif	_images
<input type="checkbox"/>	website_editor_5.gif	_images

Select All Select None

Delete Images

You can also specify if you would like to display image components that have recently been removed from the page due to an ["Undo" command](#) in the [Page Editor](#). Check the checkbox next to the text "Show images in undo components". You must then click on the button "Show" to update how your images will be displayed.

Show  Show images in undo components

Results per page 50

1

Delete	Image	Directory
<input type="checkbox"/>	website_editor_1.gif	_images
<input type="checkbox"/>	website_editor_2.gif	_images
<input type="checkbox"/>	website_editor_3.gif	_images
<input type="checkbox"/>	website_editor_4.gif	_images
<input type="checkbox"/>	website_editor_5.gif	_images

Select All Select None

Delete Images

All unused images will be displayed in a table with information on the name of the image and the location of the image file.

If you click on the name of the component, the Administration will bring up a new window displaying what the image looks like. You can then click on the button "Mark For Deletion" to designate this image to be deleted. When done viewing the image, click on the button "Close" to close the window.

Delete	Image	Directory
<input type="checkbox"/>	website_editor_1.gif	_images
<input type="checkbox"/>	website_editor_2.gif	_images
<input type="checkbox"/>	website_editor_3.gif	_images
<input type="checkbox"/>	website_editor_4.gif	_images
<input type="checkbox"/>	website_editor_5.gif	_images

If you have many unused images, you can sift through pages of images by clicking on the number of the page to jump to that page.

Results per page 50

1

Delete	Image	Directory
<input type="checkbox"/>	website_editor_1.gif	_images
<input type="checkbox"/>	website_editor_2.gif	_images
<input type="checkbox"/>	website_editor_3.gif	_images
<input type="checkbox"/>	website_editor_4.gif	_images
<input type="checkbox"/>	website_editor_5.gif	_images

Select All Select None

To delete unused images, click on the checkbox in the column "Delete" for the image you want to delete. To select all of the images to delete, click on the button "Select All". To deselect all of the images, click on the button "Select None". When you are done designating which images to remove, click on the button "Delete Images".

Show  Show images in undo components

Results per page 50

1

Delete	Image	Directory
<input checked="" type="checkbox"/>	website_editor_1.gif	_images
<input checked="" type="checkbox"/>	website_editor_2.gif	_images
<input checked="" type="checkbox"/>	website_editor_3.gif	_images
<input checked="" type="checkbox"/>	website_editor_4.gif	_images
<input checked="" type="checkbox"/>	website_editor_5.gif	_images

Select All Select None

Delete Images

If you are done deleting unused images, close the window by clicking on the blue text "Close Window".

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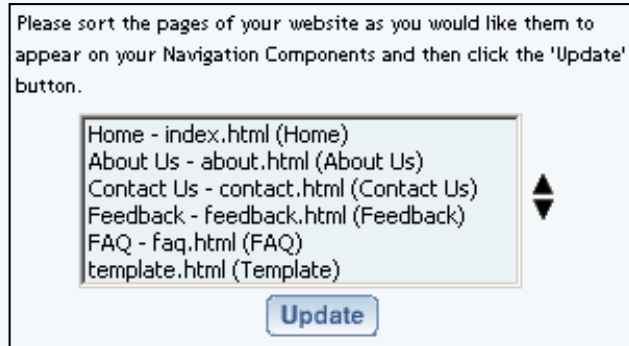
### Change Page Order

You use the "Change Page Order" option to change the order in which buttons will appear in your Web site's [menus \(Navigation Components\)](#).

From the Administration home page, click on the blue text of your sitename. Click on the link "Change Page Order".

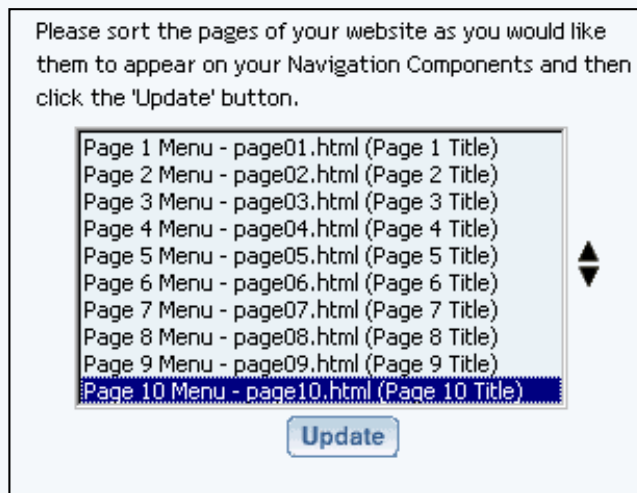


The Change Page Order Tool opens in a new window. You will see a list of all of your pages for your Web site. Click on a page name and then use the arrows to move the page up and down the list.



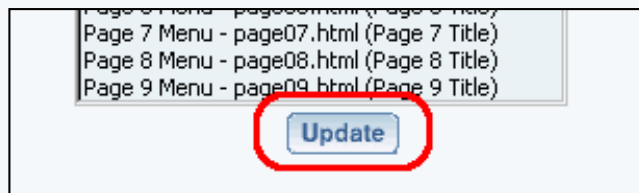
If you have to move a page from close to the bottom of a long list to the top (for example, trying to move your page #101 to the top of the list), click on the page name and click on the filename that you would like to move the first selected page in front of.

For example, if you have a list of 10 pages and wanted to move page 10 between page 1 and page 2, you would click once on page 10 ...



... and click once on page 2. The Administration will then move pages 2 through page 9 down the list and will move page 10 to the second spot, and now page 10 will be the second listed page and page 2 will be the third listed page, and so on...

When you are finished configuring the arrangement of your pages, click on the button "Update" to save and apply your changes to the Web site.

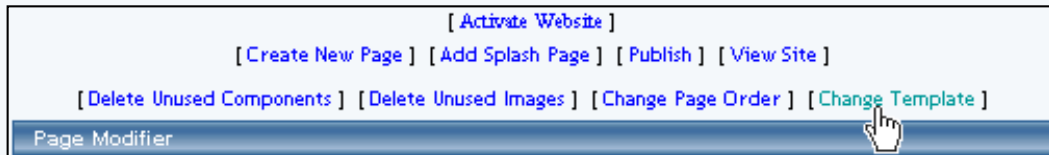


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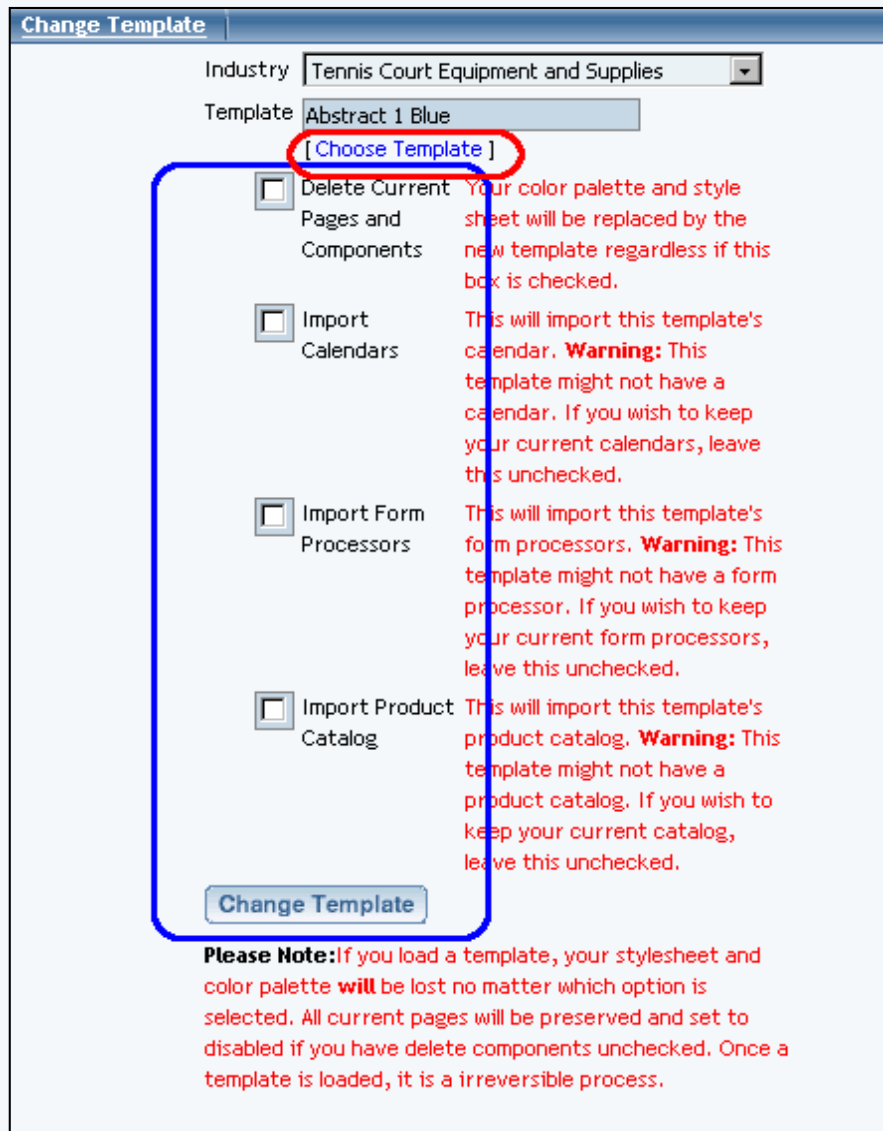
### Change Template

If you want to change the layout and structure of your Web site, you would use this option. You also have the choice of keeping all of your components or deleting all components when you change the template.

From the Administration home page, click on the blue text of your sitename. In the section "Select A Page To Begin Customizing", click on the text "Change Template".



The Administration will then bring up a new window to change your template. Select your business industry in the provided drop-down menu next to the text "Industry". Select a template that you would like to use by clicking on the link "Choose Template".



selected. All current pages will be preserved and set to disabled if you have delete components unchecked. Once a template is loaded, it is a irreversible process.

If you want to delete all of your components, checkmark the check box next to the text "Delete Current Pages and Components". If the checkbox is unchecked, all of your components will be untouched and will be available to be copied or used on your Web pages (you will get duplicate pages if you already have pages with the exact same page names of the template - to prevent this, rename your pages to names that the template does not use). If the checkbox is checked, **the Administration will remove all of your pages, files and images and replace them with the pages, files, and images from the template.**

Check the checkboxes next to the appropriate options if you wish to import calendars, forms, or the product catalog from the templates. If you do import them, they will replace your existing calendars, forms, or product catalog. This operation is irreversible, so please make sure if you will be overwriting your existing information.

Please keep in mind that changing your template will also cause the Administration to replace your Color Palette and Style sheet when you change template, as explained in the red text above the button "Change Template".

To continue with changing your template, click on the button "Change Template".

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### Page Modifier

The Page Modifier section contains a list of all of the pages on your Web site.

[Select](#)

[Title](#)

[File Name](#)

[Menu Name](#)

[Editor](#)

Select	Title	Filename	Menu Name	Status	Editor
<input type="checkbox"/>	Home	index.html	Home	Active	Edit / View
<input type="checkbox"/>	Template	TEMPLATE.html		Active	Edit / View
<input type="checkbox"/>	splash	splash.html		Active	Edit / View

[ Set Pages To Active ] [ Set Pages To Disabled ] [ Select All ] [ Select None ]

### Select

The checkboxes to the left of the pages allow you to select multiple pages to manage. Checkmark the pages you want to affect, then click on the links at the bottom of the list: "Set Pages To Active" and "Set Pages To Disabled".

Select	Title	Filename	Menu Name	Status	Editor
<input checked="" type="checkbox"/>	Home	index.html	Home	Active	Edit / View
<input checked="" type="checkbox"/>	Template	TEMPLATE.html		Active	Edit / View
<input checked="" type="checkbox"/>	splash	splash.html		Active	Edit / View

[ Set Pages To Active ] [ Set Pages To Disabled ] [ Select All ] [ Select None ]

If you want to select all of your pages, click on the blue text "Select All" at the bottom of the page list. If you want to select none of your pages, click on the blue text "Select None" at the bottom of the page list.

FILENAME	MENU NAME	STATUS	EDIT
index.html	Home	Active	Edit / V
TEMPLATE.html		Active	Edit / V
splash.html		Active	Edit / V
t Pages To Disabled [ Select All ] [ Select None ]			

[Back to the Page Modifier](#)

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### **Title**

Here you can specify the title of the Web page. The title is displayed in the top-left corner of the Internet browser when the page is viewed.

Click on the title of the page to change the title.

The Administration will reload the page and give you the option to change the filename, the title, and the menu name. Once you have finished making your changes to the page, click on the button "Update" to save and apply your changes to the page. If you want to delete this page, click on the button "Delete".

[Back to the Page Modifier](#)

[Back to the Top of the Page](#)

### **Filename**

The filename of the page is how the Internet world will be accessing the Web page. The filename can only contain letters or numbers, to be compatible with the Web standards for page names. Please keep in mind that the filenames are case sensitive. So, for example, the page "aNewPage.html" is a totally different page than "anewpage.html".

Click on the filename of the page to change the filename.

The Administration will reload the page and give you the option to change the filename, the title, and the menu name. Once you have finished making your changes to the page, click on the button "Update" to save and apply your changes to the page. If you want to delete this page, click on the button "Delete".

[Back to the Page Modifier](#)

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### **Menu Name**

If you create a navigation component to use for all of your pages and set it to automatically create the navigation, the navigation component will use the Menu Names of the pages as the text for the menu links.

Click on the menu name of the page to change the menu name.

The Administration will reload the page and give you the option to change the filename, the title, and the menu name. The "Page Header" section allows you to see or modify any HTML or Javascript code that you added to the HEAD section of the page. Once you have finished making your changes to the page, click on the button "Update" to save and apply your changes to the page. If you want to delete this page, click on the button "Delete".

Filename: .html

Title:

Menu Name:

Active:

Page Header

[Back to the Page Modifier](#)

[Back to the Top of the Page](#)

### Editor

To begin editing a page, click on the blue text "Edit" that is in the same row as the page you want to modify. You will then be taken in to the [Page Editor](#).

Menu Name	Status	Editor
Online Shopping	Active	<a href="#">Edit</a> / <a href="#">View</a>
	Active	<a href="#">Edit</a> / <a href="#">View</a>
Shopping Cart	Active	<a href="#">Edit</a> / <a href="#">View</a>
<a href="#">Add</a>   <a href="#">Delete</a>   <a href="#">Select All</a>   <a href="#">Select None</a>		

To view a preview of the page, click on the blue text "View" that is in the same row as the page you want to modify. This link will open a new window that will display a preview of the page (this will work whether the page has not been published and/or is disabled). This differs from the View Site link, since the View Site link will display the last published information of the Web site (which will not show any disabled pages).

Menu Name	Status	Editor
Online Shopping	Active	<a href="#">Edit</a> / <a href="#">View</a>
	Active	<a href="#">Edit</a> / <a href="#">View</a>
Shopping Cart	Active	<a href="#">Edit</a> / <a href="#">View</a>
<a href="#">Add</a>   <a href="#">Delete</a>   <a href="#">Select All</a>   <a href="#">Select None</a>		

[Back to the Page Modifier](#)

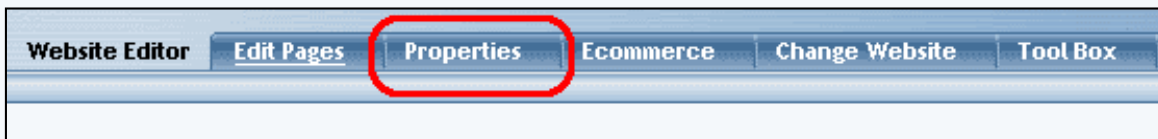
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### Properties

The "Website Properties" section allows you to change the sitename, add/modify your address information, change the business type, and give access to the WebCenter owner to modify your Web site.



From the Administration home page, click on the blue text of your sitename. Click on the secondary navigation menu link "Properties".



To change the sitename, replace your existing sitename with the sitename that you would like to change it to. Please keep in mind that the sitename must be made up of letters or numbers. Also, please be advised that you may only change your sitename to a sitename that is available; or, in other words, you can only choose an available sitename to change to.

Enter in any changes or additions of your address information.

If your Webcenter Owner will need access to modify your Web site, please check the box next to the text "Allow Webcenter Licensee To Edit This Site".

When you are done making changes to the properties of the Web site, click on the button "Update Website Information".

A screenshot of a web form titled 'Website Properties'. The form contains several text input fields for: Sitename (mynewwebsite), Company Name (My New Company Here), Phone Number (111-111-1111), Fax Number (222-222-2222), Email (notrealemail@test.com), Address 1 (123 Test Way), City 1 (Las Vegas), Zip Code 1 (89121), State 1 (Nevada), Address 2 (222222 Billing Street), City 2 (Billings), Zip Code 2 (empty), and State 2 (Indiana). There is a checkbox labeled 'Allow Webcenter Licensee To Edit This Site:' which is checked. At the bottom of the form, the 'Update Website Information' button is highlighted with a red rectangular box.

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### Change Website

If you have multiple Web sites, you can choose which Web site to work with in this section.

From the Administration home page, click on the blue text of your sitename. Click on the secondary navigation menu link "Change Website".

Select the Web site you want to work on in the drop-down menu and then click on the button "Select Website".

If you have been granted permission to edit another user's Web site, select that Web site under the section "Other Websites" and click on the button "Select Website" in the same section.



The image shows a screenshot of a web interface titled "Your Websites". It contains a dropdown menu with the text "-- Select Website --" and a button labeled "Select Website". The button is circled in red.

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## Tool Box

The Tool Box menu includes tools for managing aspects of your Web site not addressed by the other subareas of Website Editor. Click to learn more about each tool. (When editing another user's site, the Tool Box list may differ. Only those tools will be listed which you have permission to use for that site.)

[File Cabinet Manager](#)

[Password Protection](#)

[Website Statistics](#)

[Image Tool](#)

[Form Processor Manager](#)

[Form Processor Browser](#)

[Rebuild Search Engine](#)

[Website Permissions](#)

[Create a New User Account](#)

[Chat Room Admin](#)

[Website Promotion](#)

[Website Analyzer](#)

[Contact Manager](#)

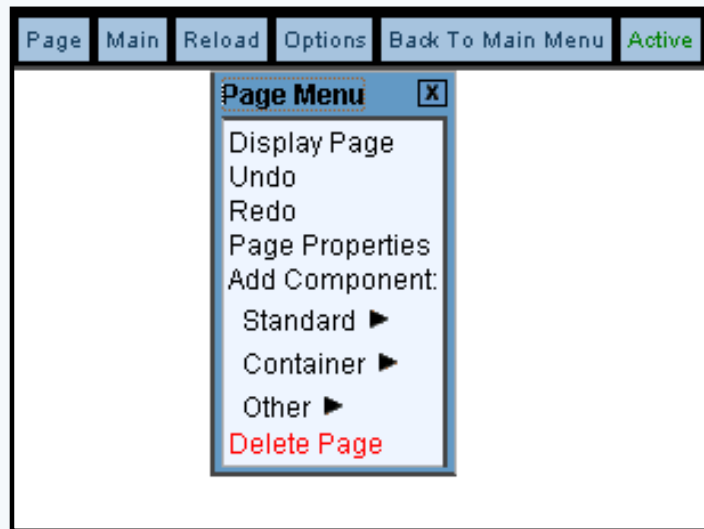
[Calendar Manager](#)

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# Page Editor

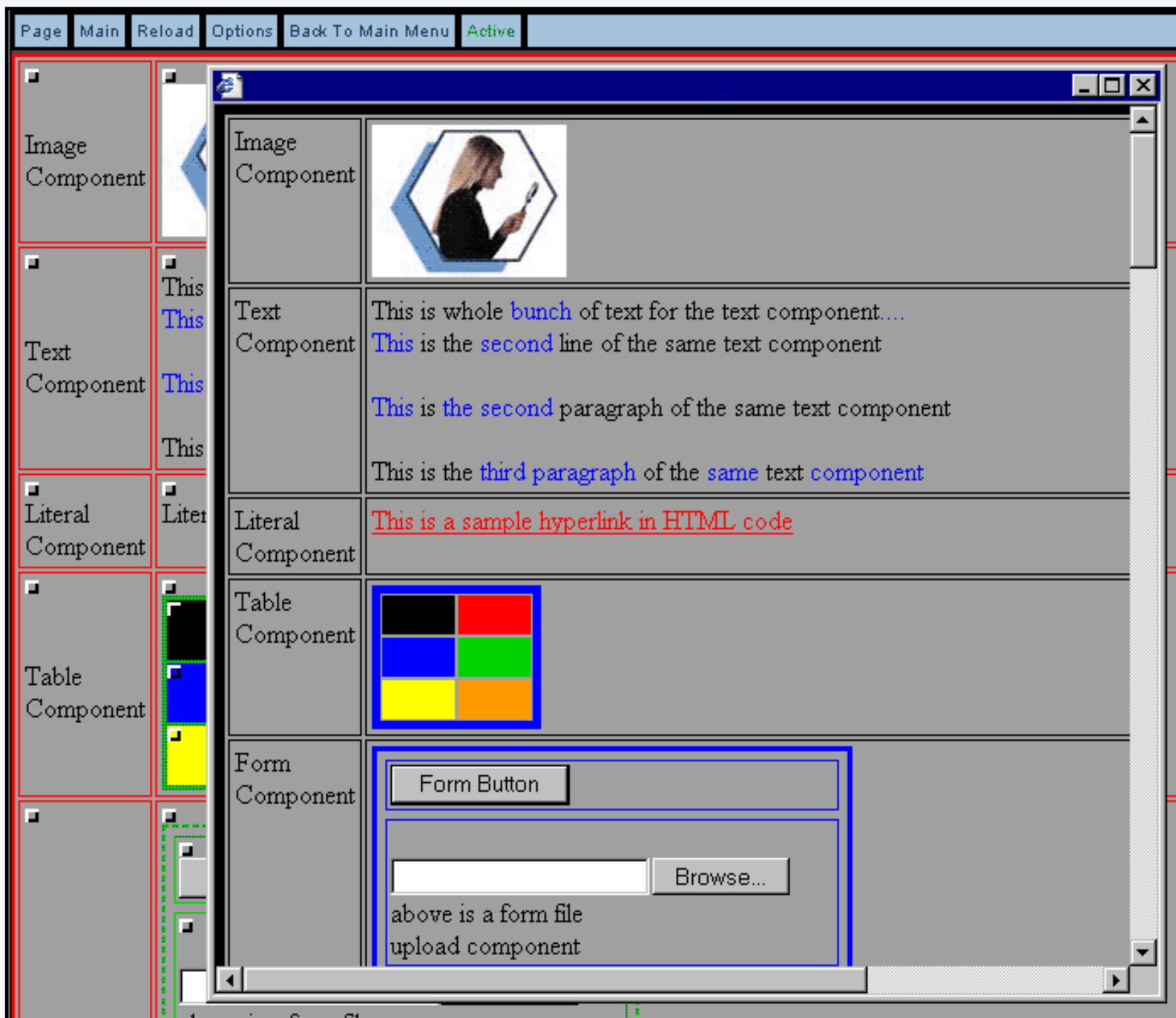
## Page Menu

[Display Page](#) | [Undo](#) | [Redo](#) | [Page Properties](#) | [Add Component](#) | [Delete Page](#)



### Display Page

This option will allow you to view the page that you are editing as your Web site visitors would see your Web page. If you choose this option, the Page Editor will open a new window to display the page that you are working on. As you apply changes to the page using the Page Editor, this window will refresh to show you what the page would look like for your Web site visitors.



Please keep in mind that you are previewing the page. The page would still need to be published and active for a Web site visitor to be able to see the current look of the page.

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### Undo

This option allows you to undo the last editing change that you have just applied. Not all changes or actions can be undone - for example, [deleting components](#) or [deleting pages](#) cannot be reversed. If a process or action cannot be reversed, you will be informed such.

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### Redo

This option allows you to repeat the last editing change that you have just applied. Not all changes or actions can be repeated by this command.

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## Page Properties

Under this section, you have options for [Page Properties](#), [Page Header](#), and [Meta Data](#).

Page Properties	Page Header	Meta Data
Background Color (optional):		<input type="button" value="No Color"/>
Background Image (optional):		<a href="#">No Image</a>
Text Color (optional):		<input type="button" value="No Color"/>
Link Color (optional):		<input type="button" value="No Color"/>
Visited Link Color (optional):		<input type="button" value="No Color"/>
Top Margin Width (optional):		<input type="text"/>
Left Margin Width (optional):		<input type="text"/>
Classname:		<input type="text" value="default"/>
<input type="button" value="Update"/>		

### Page Properties

Background Color, Text Color, Link Color, and Visited Link Color allow you to change the colors for the appropriate sections.

To select an image file to use as background image, click on the blue text link "No Image". If you already have a background image specified, you would need to click on the blue text of your filename.

The Top Margin Width and Left Margin Width are to specify spacing margins from which the top of your Web page will be starting from.

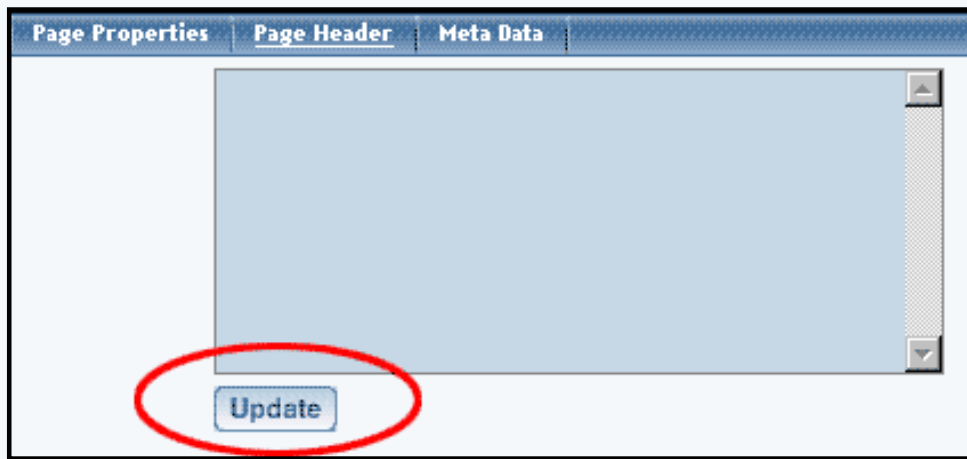
The drop-down menu labelled "Classname" allows you to [specify classes and styles that will apply to the body of the page](#).

When done, click on the button "Update" to save and apply your changes to the Web page.

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### Page Header

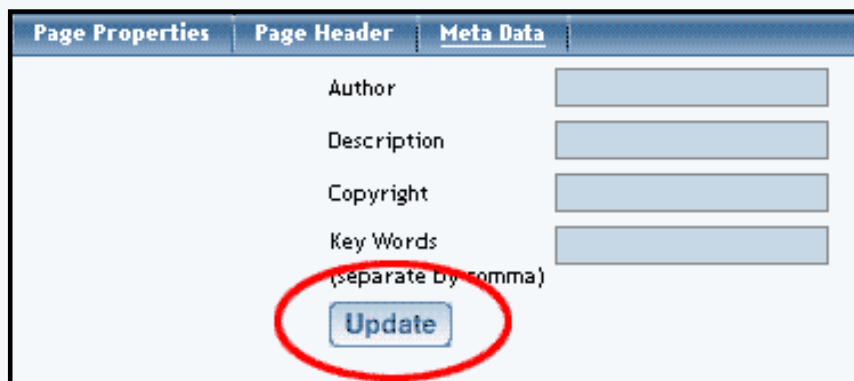
The Page Header tab allows you to specify any code that you would need to specify in the HEAD section of an HTML page. Enter your desired text in the blue text area. When done, click on the button "Update" to save and apply your changes to the Web page.



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### Meta Data

The Meta Data tab allows you to specify the Author, Description, Copyright, and Keywords for the page. This section appears in the HTML code of a Web page but will not be displayed on the Web page itself. When done, click on the button "Update" to save and apply your changes to the Web page.



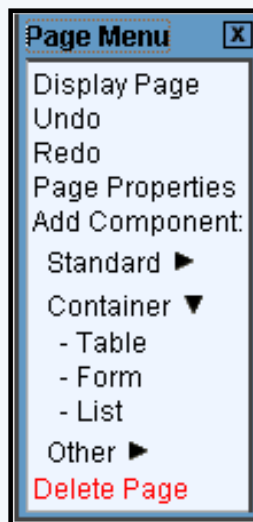
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### Add Component

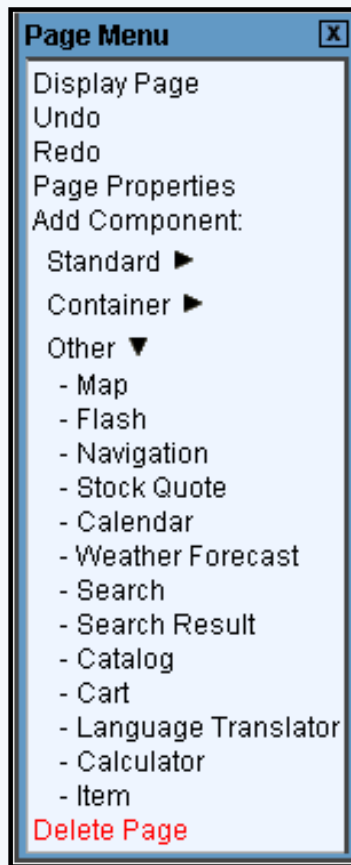
To add a component to a page inside the Page Editor, click on the button "Page" in the top-left corner of the Page Editor. Under the words "Add Component", click on the type of component that you want to add. The [Standard type of components](#) are images, text, and literal.



The [Container type of components](#) are table, form, and list.



The [Other type of components](#) are map, flash, navigation, stock quote, calendar, weather forecast, search, search result, catalog, cart, language translator, calculator, and item.



When the menu expands and you see the list of components for the component type, click on the name of the component to add that component.

A new window will open up, with a section for "Create New XXXX Component" and "Use Existing XXXX Component". In the section "Use Existing XXXX Component", the Page Editor will list all of the existing components for your [component type](#). For a text component, you will see:



**Add Text Component**

**Create New Text Component**

Name

**Create New Text**

**Use Existing Text Component**

**Search**  **Results per page** 10

Page 1 2 3 >>

Name ▼	Last Updated	Created Time	
Container - Form Component	Wed Mar 26 15:07:38 2003	Wed Mar 26 15:06:23 2003	<a href="#">View</a> <a href="#">Copy</a> <a href="#">Use</a>
Container - List Component	Wed Mar 26 15:07:26 2003	Wed Mar 26 15:06:44 2003	<a href="#">View</a> <a href="#">Copy</a> <a href="#">Use</a>
Container - Table Component	Wed Mar 26 15:07:48 2003	Wed Mar 26 15:05:54 2003	<a href="#">View</a> <a href="#">Copy</a> <a href="#">Use</a>
form file component text	Mon Apr 7 18:20:58 2003	Mon Apr 7 18:20:16 2003	<a href="#">View</a> <a href="#">Copy</a> <a href="#">Use</a>

If you want to continue to create a new component for the page, enter in the name of your new component, then click on the button "Create New XXXX".

**Create New Text Component**

Name

**Create New Text**

**Use Existing Text Component**

**Search**  **Results per page** 10

If you want to use a copy of an existing component, find the component you want to use a copy of and then click on the blue text of "Copy".

## Use Existing Text Component

Results per page Page [1](#) [2](#) [3](#) >>

Name ▼	Last Updated	Created Time	
Container - Form Component	Wed Mar 26 15:07:38 2003	Wed Mar 26 15:06:23 2003	<a href="#">View</a> <a href="#">Copy</a> <a href="#">Use</a>
Container - List Component	Wed Mar 26 15:07:26 2003	Wed Mar 26 15:06:44 2003	<a href="#">View</a> <a href="#">Copy</a> <a href="#">Use</a>
Container - Table Component	Wed Mar 26 15:07:48 2003	Wed Mar 26 15:05:54 2003	<a href="#">View</a> <a href="#">Copy</a> <a href="#">Use</a>
form file component text	Mon Apr 7 18:20:58 2003	Mon Apr 7 18:20:16 2003	<a href="#">View</a> <a href="#">Copy</a> <a href="#">Use</a>
form password component text	Mon Apr 7 18:19:49 2003	Mon Apr 7 18:18:47 2003	<a href="#">View</a> <a href="#">Copy</a> <a href="#">Use</a>
list component A	Sat Mar 29 09:44:50 2003	Wed Mar 26 15:34:41 2003	<a href="#">View</a> <a href="#">Copy</a> <a href="#">Use</a>
list component B	Wed Mar 26 15:44:00 2003	Wed Mar 26 15:43:51 2003	<a href="#">View</a> <a href="#">Copy</a> <a href="#">Use</a>

If you want to use a component on this page, find the component you want to use and then click on the blue text of "Use". When this component is modified, the changes will affect all the other uses of this component.

Use Existing Text Component			
Search <input type="text"/>		Results per page	10 <input type="button" value="v"/>
			Page <a href="#">1</a> <a href="#">2</a> <a href="#">3</a> >>
Name ▼	Last Updated	Created Time	
Container - Form Component	Wed Mar 26 15:07:38 2003	Wed Mar 26 15:06:23 2003	<a href="#">View</a> <a href="#">Copy</a> <a href="#">Use</a>
Container - List Component	Wed Mar 26 15:07:26 2003	Wed Mar 26 15:06:44 2003	<a href="#">View</a> <a href="#">Copy</a> <a href="#">Use</a>
Container - Table Component	Wed Mar 26 15:07:48 2003	Wed Mar 26 15:05:54 2003	<a href="#">View</a> <a href="#">Copy</a> <a href="#">Use</a>
form file component text	Mon Apr 7 18:20:58 2003	Mon Apr 7 18:20:16 2003	<a href="#">View</a> <a href="#">Copy</a> <a href="#">Use</a>
form password component text	Mon Apr 7 18:19:49 2003	Mon Apr 7 18:18:47 2003	<a href="#">View</a> <a href="#">Copy</a> <a href="#">Use</a>
list component A	Sat Mar 29 09:44:50 2003	Wed Mar 26 15:34:41 2003	<a href="#">View</a> <a href="#">Copy</a> <a href="#">Use</a>
list component B	Wed Mar 26 15:44:00 2003	Wed Mar 26 15:43:51 2003	<a href="#">View</a> <a href="#">Copy</a>

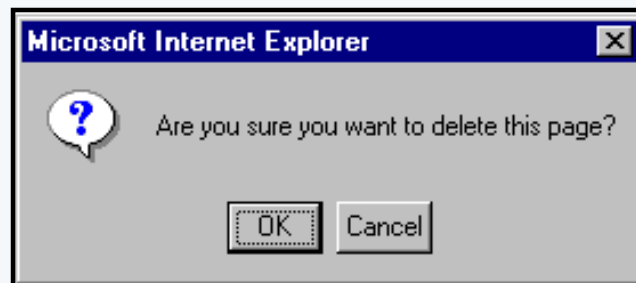
Click here for a [more detailed explanation on adding components](#).

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### Delete Page

This option allows you to delete the page that you are working on.

Click on "Page" in the top-left corner of the Page Editor. Click on "Delete Page". A pop-up dialog box will ask you to confirm deletion of the page. **Please keep in mind that deleting the page is an irreversible process; if you are not sure whether you want to delete a page, disable the page for a few weeks and then remove the page if you are sure you do not need anything from the page.** If you wish to continue to delete the page, click on the button "OK".



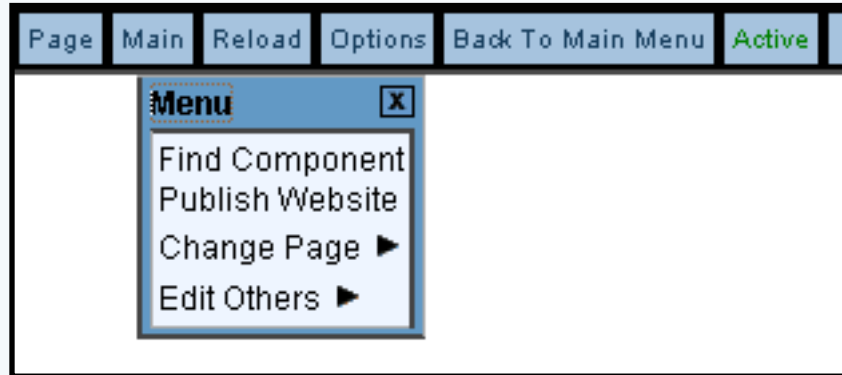
[Back to the Top of the Page](#)

[Back to the Previous Page](#)

# Page Editor

## Other Menus

[Page](#) | [Main](#) | [Reload](#) | [Options](#) | [Back To Main Menu](#) | [Active](#)



### Main

[Find Component](#)

[Publish Website](#)

[Change Page](#)

[Edit Others](#)

### Find Component

If you need to find a component that you have created, you would use this option. A new window will open up displaying all the components in your Web site.

**Edit Components**

All components

Search  **Search**

Page  Results per page

1 2 3 4 5 6 >>

Component Name ▼	Type	Last Updated	Create Time	
<a href="#">blank image1</a>	Image	Sun Mar 30 14:33:26 2003	Sun Mar 30 14:30:22 2003	<a href="#">Edit</a>
<a href="#">blank image2</a>	Image	Sun Mar 30 14:36:44 2003	Sun Mar 30 14:35:31 2003	<a href="#">Edit</a>
<a href="#">Cart Component</a>	Cart	Wed Mar 26 16:25:03 2003	Wed Mar 26 16:25:03 2003	<a href="#">Edit</a>
<a href="#">Container - Form Component</a>	Text	Wed Mar 26 15:07:38 2003	Wed Mar 26 15:06:23 2003	<a href="#">Edit</a>
<a href="#">Container - List Component</a>	Text	Wed Mar 26 15:07:26 2003	Wed Mar 26 15:06:44 2003	<a href="#">Edit</a>
<a href="#">Container - Table Component</a>	Text	Wed Mar 26 15:07:48 2003	Wed Mar 26 15:05:54 2003	<a href="#">Edit</a>
<a href="#">Flash Component</a>	Flash	Tue Apr 15 12:36:04 2003	Wed Mar 26 15:55:38 2003	<a href="#">Edit</a>
<a href="#">form button component</a>	Button	Sat Mar 29 16:39:51 2003	Sat Mar 29 16:39:03 2003	<a href="#">Edit</a>
<a href="#">form checkbox component</a>	Checkbox	Sat Mar 29 16:50:21 2003	Sat Mar 29 16:40:56 2003	<a href="#">Edit</a>
<a href="#">Form Component</a>	Form	Tue Apr 15 10:14:27 2003	Wed Mar 26 15:32:11 2003	<a href="#">Edit</a>

1 2 3 4 5 6 >>

Click on "Main" in the top-right corner of the Page Editor. Click on "Find Component".

Type in the name of the component in the text field next to the text "Search". You can specify whether you would like the Page Editor to search for all pages or a particular page. You can also specify the number of search results per page in a drop-down menu. When you are done specifying options to search for, click on the button "Search" to search for a component with the text that you specified.

The Page Editor will display a table with a list of components matching your search terms. By default, the Page Editor will list all created components until you search for a particular template. You can click on the name of the column in order to sort (alphabetically from A to Z) the components by the name of the column. If you click on the name of the column again, it will reverse sort (from Z to A) the components. You can automatically jump to the edit menu for the component by clicking on the button "Edit". You can jump from page to page by clicking on the page numbers on the top-right and bottom-right corners of the table.

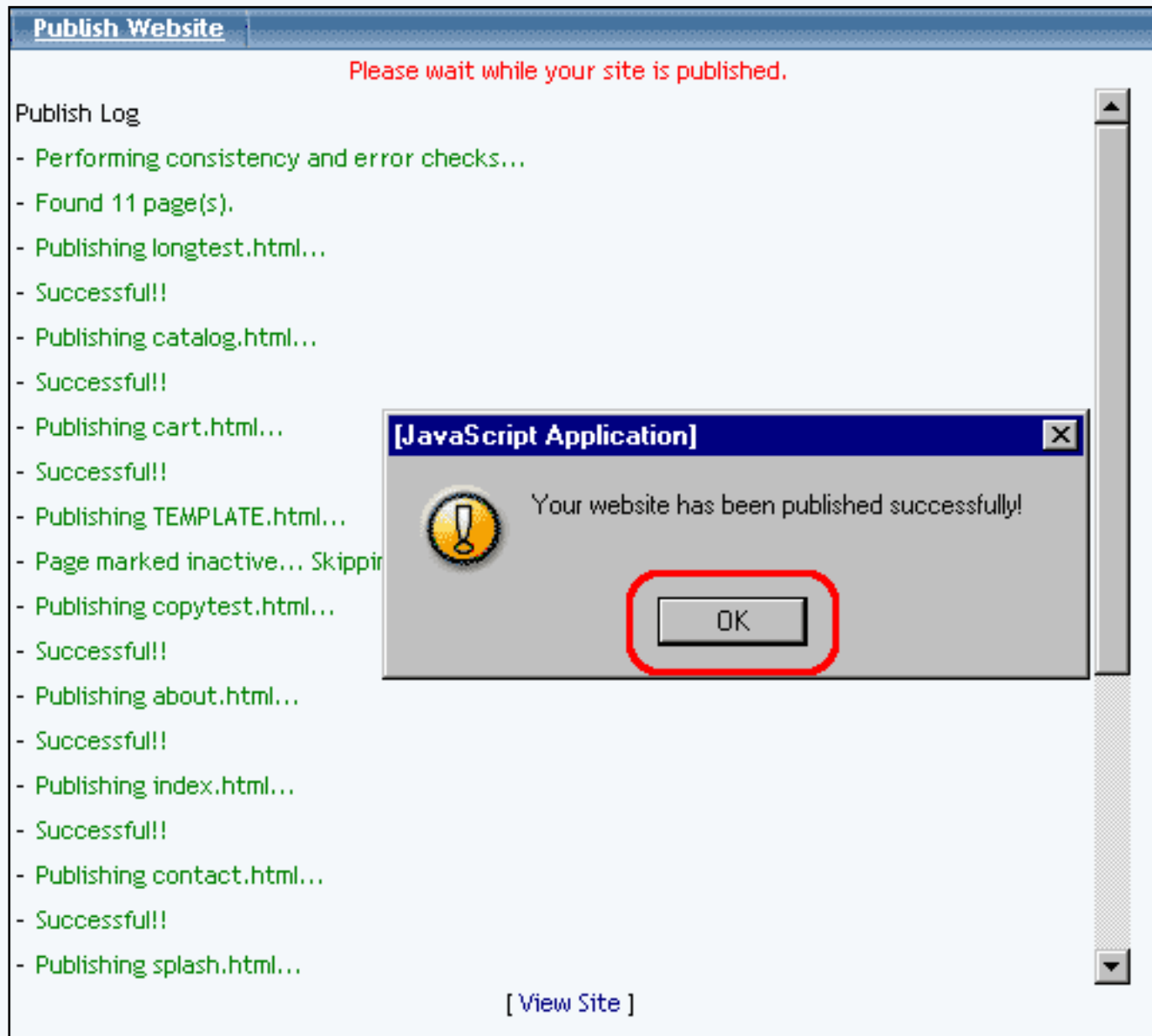
If you are done searching for components, you can close the window.

[Back to Main](#)

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## Publish Website

When you proceed with this function, the Administration will integrate all (if any) changes to the Web site. You will see the following screen after the Publish process has completed:

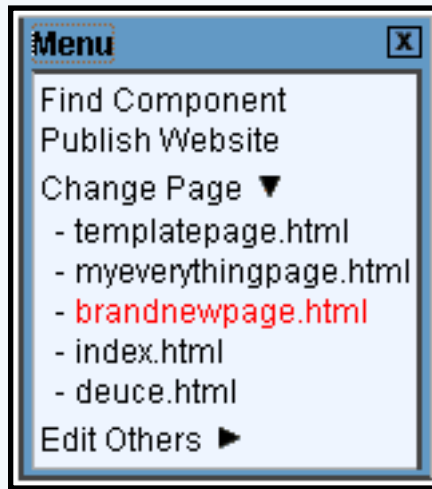


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## Change Page

When in the Page Editor, you can switch which page you would like to edit by using this function.

Click on "Main" in the top-right corner of the Page Editor. Click on "Change Page".



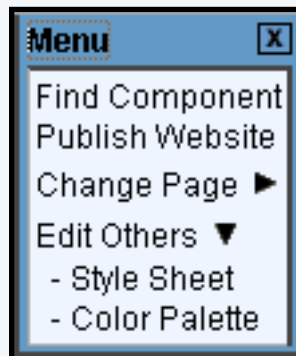
The Page Editor will list all of your pages for your Web site. Click on the name of the page that you would like to start editing on. The Page Editor will then reload so that you can begin editing your selected page.

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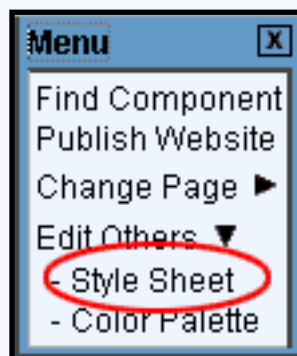
[Back to the Top of the Page](#)

### Edit Others

You can modify and view the [style sheet](#) and [color palette](#) for your Web site in this option. Click on "Main" in the top-right corner of the Page Editor. Click on "Edit Others".



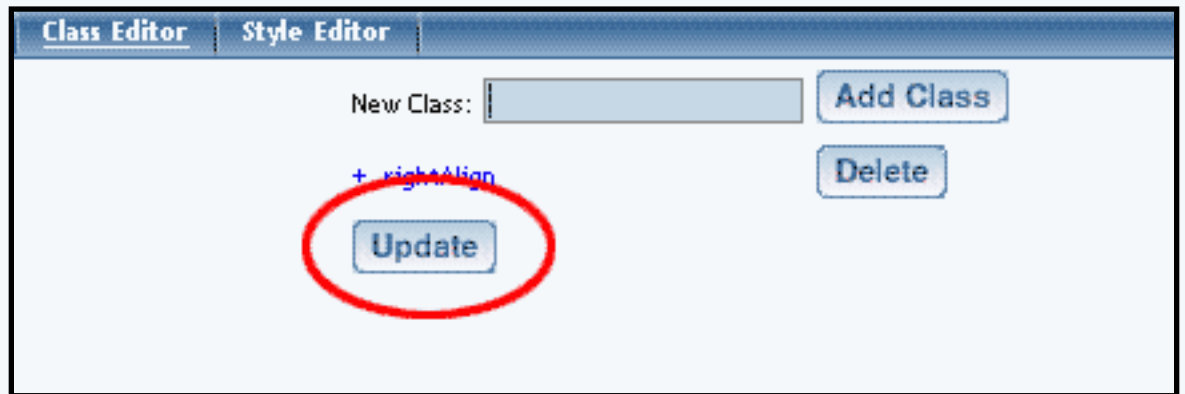
### Style Sheet





## Class Editor

To define classes for your Web site, you would use the Style Sheet Class Editor. Enter in a class name, then click on the button "Add Class".



Click on the blue text of the class name to edit the class. Specify the main, link, visited link, hover link, and active link styles by using the drop-down menu for each option. To add styles in the drop-down menu, click on the button "Edit Style" or click on the link "Style Editor" at the top of the window.

**Class Editor** | **Style Editor**

New Class:

- CellPadding

Main

Link

Visited Link

Hover Link

Active Link

- noBorders

Main

Link

Visited Link

Hover Link

Active Link

[Back to Main](#)

[Back to Edit Others](#)

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### Style Editor

**Class Editor** | **Style Editor**

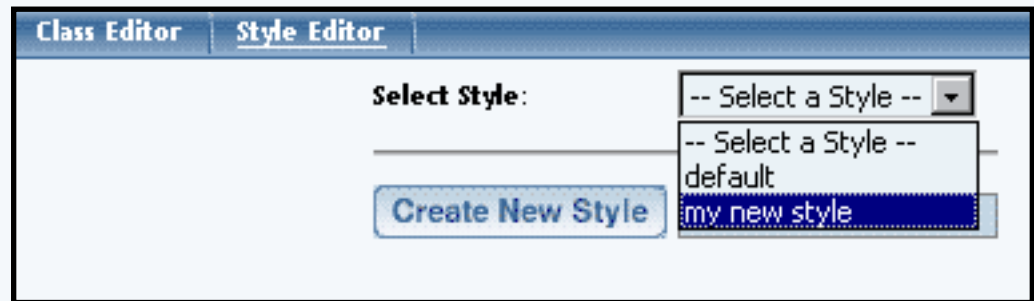
Select Style:

---

To create a style, enter in the name for your style in the text field next to the text "Style Name" and then click on the button "Create New Style". The Page Editor

will then reload the page with options to modify your newly created style.

To edit an existing style, choose the style in the drop-down menu next to the text "Select Style:". The Page Editor will reload the page with options to modify the existing style.



Each style has sections to modify [font properties](#), [text properties](#), [background properties](#), [box properties](#), and [position properties](#). You also have links to [delete the style](#) and select another style to edit. You must click the button "Update" when switching between style properties or when finished in order to save and apply your changes to the Web site.

Font Properties allow you to specify font faces, font style, font weight, font size, and font color.

**Class Editor** | **Style Editor**

**Style Name: my new style**

- Font Properties
- Text Properties
- Background Properties
- Box Properties
- Position Properties
- Delete Style
- Select another Style

---

**Font Properties:**

Font Family: **Font List:** **Fonts:**

serif

Font Style:

Font Weight:

Font Size:

Font Color:  ?

Text Properties allow you to specify word spacing, letter spacing, white-space, vertical alignment, text transformation, text alignment, text indentation, line height, and text decoration.

**Text Properties:**

Word Spacing: -- No Value --

Letter Spacing: -- No Value --

White-Space: -- No Value --

Vertical Alignment: -- No Value --

Text Transformation: -- No Value --

Text Alignment: -- No Value --

Text Indentation: -- No Value --

Line Height: -- No Value --

Text Decoration:  None  Underline  Overline  
 Line-through  Blink

**Update**

Background Properties allow you to specify a background image, background repeat, background attachment, background color, and background position.

**Background Properties:**

Background Image: No Image

Background Repeat: -- No Value --

Background Attachment: -- No Value --

Background Color:  No Color ?

Background Position:  Top  Center  Bottom  
 Left  Right

**Update**

Box Properties allow you to specify options for top margin, right margin, bottom margin, left margin, all margins, top padding, right padding, bottom padding, left padding, all padding, top border width, right border width, bottom border width, left border width, all borders width, border style, border color, clear, and float.

**Box Properties:**

Top Margin:	-- No Value -- ▾
Right Margin:	-- No Value -- ▾
Bottom Margin:	-- No Value -- ▾
Left Margin:	-- No Value -- ▾
Margin:	-- No Value -- ▾
Top Padding:	-- No Value -- ▾
Right Padding:	-- No Value -- ▾
Bottom Padding:	-- No Value -- ▾
Left Padding:	-- No Value -- ▾
Padding:	-- No Value -- ▾
Top Border Width:	-- No Value -- ▾
Right Border Width:	-- No Value -- ▾
Bottom Border Width:	-- No Value -- ▾
Left Border Width:	-- No Value -- ▾
Border Width:	-- No Value -- ▾
Border Style:	-- No Value -- ▾
Border Color:	<input type="color"/> No Color ?
Clear:	-- No Value -- ▾
Float:	-- No Value -- ▾

Position Properties allow you to specify options for position, top, right, bottom, left, width, height, minimum width, minimum height, maximum width, maximum height, overflow, and visibility.

**Position Properties:**

Position: -- No Value --

Top: -- No Value --

Right: -- No Value --

Bottom: -- No Value --

Left: -- No Value --

Width: -- No Value --

Height: -- No Value --

Minimum Width: -- No Value --

Minimum Height: -- No Value --

Maximum Width: -- No Value --

Maximum Height: -- No Value --

Overflow: -- No Value --

Visibility: -- No Value --

**Update**

To delete a style, click on the red text "Delete Style" to delete the currently selected style. When the confirmation dialog window appears, click "OK" to confirm the removal of the style.

**Style Name: my new style**

- Font Properties
- Text Properties
- Background Properties
- Box Properties
- Position Properties
- **Delete Style**
- Select another Style

**Microsoft Internet Explorer**

Are you sure you want to delete my new style style?

**OK** Cancel

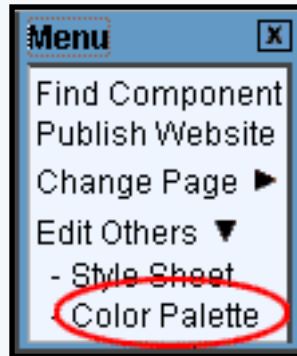
For [more information on classes and styles, click here.](#)

[Back to Main](#)

[Back to Edit Others](#)

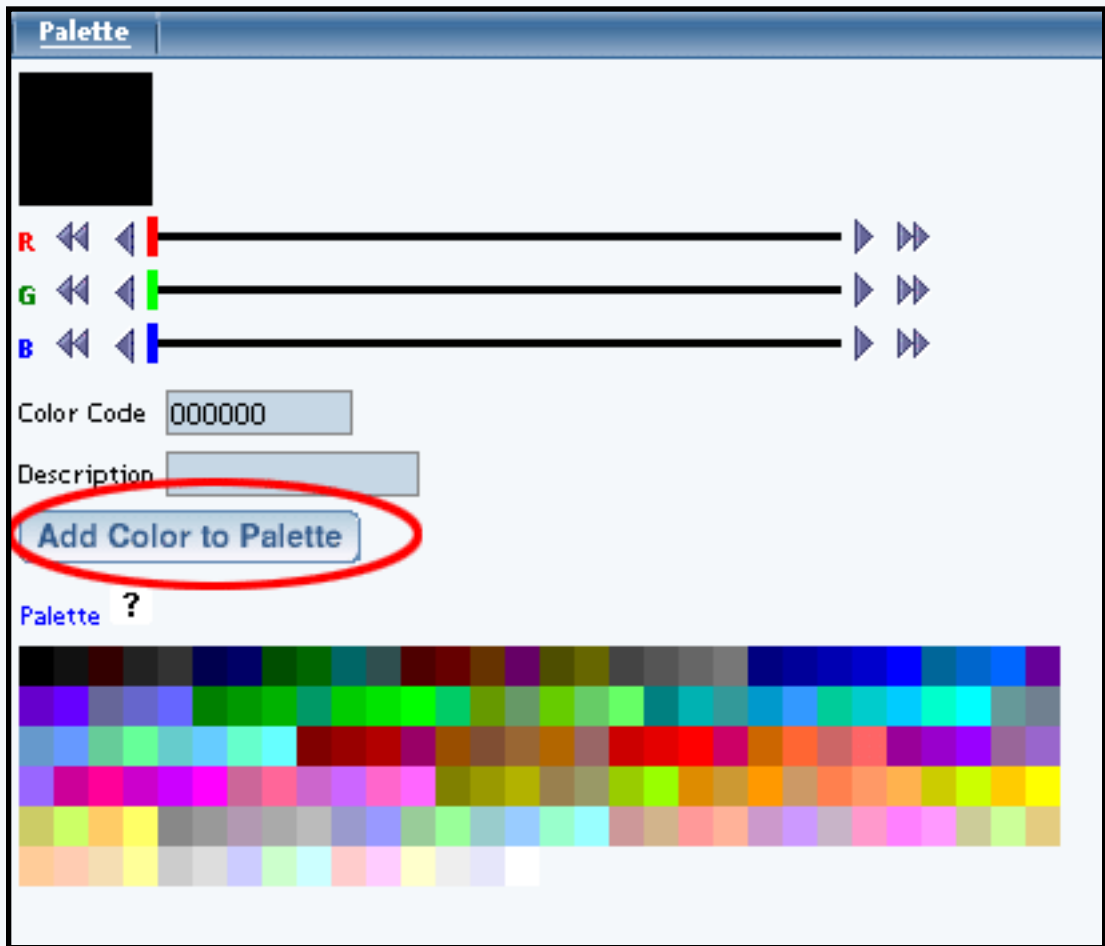
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## Color Palette

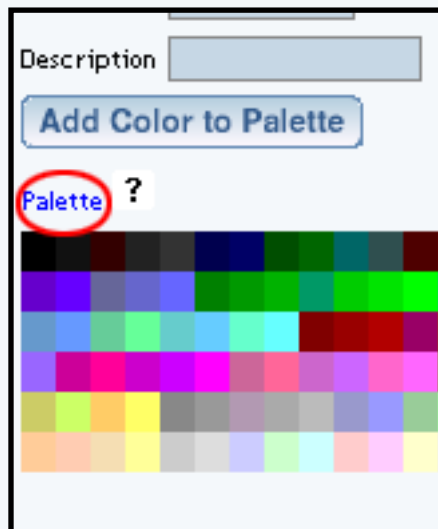


You can specify your own shade of colors by either using the sliders (one slider for each primary color of red, green, and blue) or by inputting the HTML hexadecimal color code. To choose one of our predetermined color shades, click on one of the colored squares near the bottom of the window. Once you have found a color that you like, enter in a description of the color in the field "Description" and then click on the button "Add Color to Palette". To best setup your Color Palette, [click here for more information.](#)

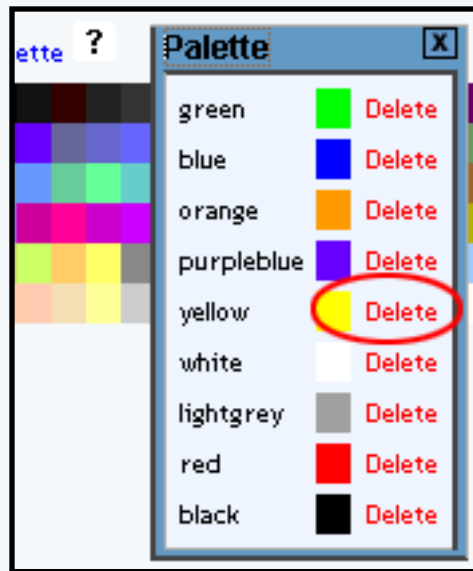




To remove colors from the color palette, click on the blue text "Palette".



A new palette window appears. Click on the red text "Delete" to remove that color from the color palette.



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## Reload

Use this option to reload the Page Editor page that you are working on.

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## Options

This option allows you to specify your settings for your Site Builder Administration. You can specify the Page Admin Settings and your Performance Settings.

The Page Admin Settings allows you to enable/disable bubble help, enable/disable bubble descriptions, enable/disable borders, enable/disable cursor auto focus, enable/disable the use of Java, select between Simple and Advanced Mode for the Administration, and select the time delay before a bubble help displays on the page.

**Options**

**Page Admin Settings**

Bubble Help	<input checked="" type="checkbox"/>
Bubble Descriptions	<input checked="" type="checkbox"/>
Borders	<input checked="" type="checkbox"/>
Cursor Auto Focus	<input checked="" type="checkbox"/>
Use Java	<input type="checkbox"/>
Admin Mode	Advanced Mode ▾
Bubble Help Delay	1 sec ▾

**Performance Settings**

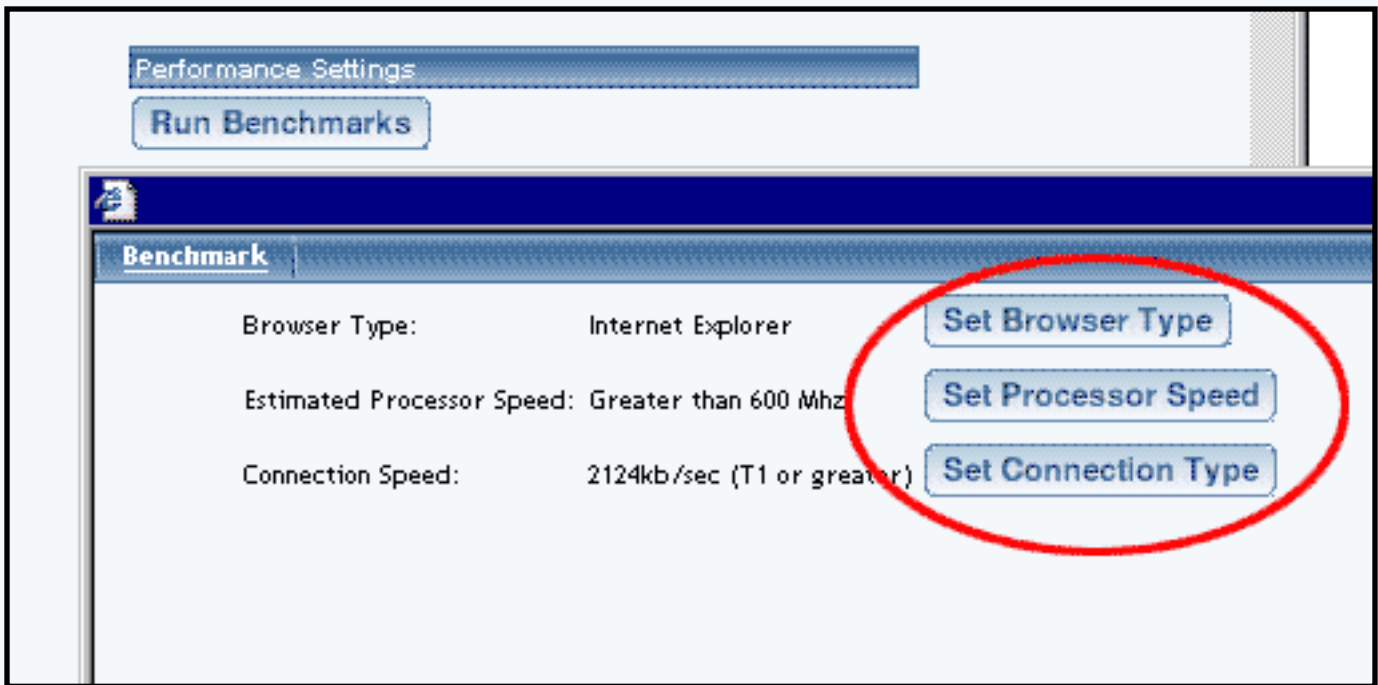
**Run Benchmarks**

Browser Type	Internet Explorer ▾
Processor Speed	Less than 300 MHz ▾
Connection Type	Dial-up ▾

**Set Configuration**

The Performance Settings allows you to optimize the speed at which the Administration responds based on the speed of your computer, your choice of Internet browser, and the speed of your Internet connection. Click on the button "Run Benchmarks" to allow the Administration to communicate with your computer.

When the new window opens and finishes loading (this could take anywhere from 3 seconds to 15 seconds), you will see the information that the computer reported back to the Administration. Click on the buttons "Set Browser Type", "Set Processor Speed", and "Set Connection Type" to assign the listed information as your benchmarks.



If you are done making modifications to your Options for your Administration, click on the button "Set Configuration" to save and apply your changes to the Administration.

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### **Back To Main Menu**

Use this option to return to the [Website Editor main menu](#).

### **Active**

This section of the Page Editor navigation bar indicates if the page that you are editing is active or inactive. You set a page to active or inactive via the [page modifier options](#) on the Website Editor main menu.

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# Styles, Classes, and Stylesheets

## Detailed Explanation

Related Links: [Editing Basics](#) | [Getting Started](#)

[Overview](#) | [Styles](#) | [Classes](#)

### Overview

If you wanted to change the overall appearance of a Web page, one of the most powerful ways to do so is with a style sheet. A style sheet is made up of style rules that tell an Internet browser how to present a Web page. Once you have created a [style](#), you would designate a [class](#). You can apply styles to your class using the [Style Editor](#) and then you would assign that class to your [component](#).

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### Styles

Styles designate rules for Internet browsers to read when a Web site visitor arrives at your Web site. You can apply such styles such as font properties...

**Class Editor** | **Style Editor**

**Style Name: my new style**

- [Font Properties](#)
- [Text Properties](#)
- [Background Properties](#)
- [Box Properties](#)
- [Position Properties](#)
- [Delete Style](#)
- [Select another Style](#)

---

**Font Properties:**

Font Family: **Font List:** **Fonts:**

serif

Font Style:

Font Weight:

Font Size:

Font Color:  ?

..., text properties...

**Text Properties:**

Word Spacing: -- No Value -- ▾

Letter Spacing: -- No Value -- ▾

White-Space: -- No Value -- ▾

Vertical Alignment: -- No Value -- ▾

Text Transformation: -- No Value -- ▾

Text Alignment: -- No Value -- ▾

Text Indentation: -- No Value -- ▾

Line Height: -- No Value -- ▾

Text Decoration:  None  Underline  Overline  
 Line-through  Blink

**Update**

..., background properties...

**Background Properties:**

Background Image: No Image

Background Repeat: -- No Value -- ▾

Background Attachment: -- No Value -- ▾

Background Color:  No Color ?

Background Position:  Top  Center  Bottom  
 Left  Right

**Update**

..., box properties...

**Box Properties:**

Top Margin:	-- No Value -- ▾
Right Margin:	-- No Value -- ▾
Bottom Margin:	-- No Value -- ▾
Left Margin:	-- No Value -- ▾
Margin:	-- No Value -- ▾
Top Padding:	-- No Value -- ▾
Right Padding:	-- No Value -- ▾
Bottom Padding:	-- No Value -- ▾
Left Padding:	-- No Value -- ▾
Padding:	-- No Value -- ▾
Top Border Width:	-- No Value -- ▾
Right Border Width:	-- No Value -- ▾
Bottom Border Width:	-- No Value -- ▾
Left Border Width:	-- No Value -- ▾
Border Width:	-- No Value -- ▾
Border Style:	-- No Value -- ▾
Border Color:	☐ No Color ?
Clear:	-- No Value -- ▾
Float:	-- No Value -- ▾

**Update**

..., and position properties.



**Position Properties:**

Position:	-- No Value -- ▾
Top:	-- No Value -- ▾
Right:	-- No Value -- ▾
Bottom:	-- No Value -- ▾
Left:	-- No Value -- ▾
Width:	-- No Value -- ▾
Height:	-- No Value -- ▾
Minimum Width:	-- No Value -- ▾
Minimum Height:	-- No Value -- ▾
Maximum Width:	-- No Value -- ▾
Maximum Height:	-- No Value -- ▾
Overflow:	-- No Value -- ▾
Visibility:	-- No Value -- ▾

These styles can be added to the 3.0 software by using the [Style Editor](#). From the Administration home page, click on the blue text of your sitename to go to the Website Editor. At the bottom of the list of your Web pages, click on the link "Edit Style Sheet".

So, for example, you could tell the browser to always display all text content as red instead of the default color. This will work if all of the text components have the same style (that is, all of the text components must have the same [class](#)). Make a change once to the style and the whole look of your website has been changed.

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## Classes

The 3.0 software allows you to designate a class to a component so that you can apply many styles at the same time. You can manage your classes by using the [Class Editor](#). Your styles should have been created prior to this applying a class, but if you did not, you can come back to apply the styles to the class.

**Class Editor** | **Style Editor**

New Class:

- CellPadding

Main

Link

Visited Link

Hover Link

Active Link

- noBorders

Main

Link

Visited Link

Hover Link

Active Link

So, for example, if you wanted to have text wrap around an image you would designate a class called "text wrap left". You would have also needed to have a style already created, in which the style has a Box Properties of "float" is set to "right" (yes, that is correct - since this class and style will be applied to an image, the image will be aligned to the right and the text will be wrapping on the left) [to see more on how to wrap text, [click here](#)]. The style would be applied to the class under the drop-down menu for "Main".

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# Working with Forms

## Detailed Explanation

[Overview](#) | [Set up the Form Processor](#) | [Modify the Form Input Components](#) | [Designate the Form Processor for the Form Component](#)

### Overview

Forms on your website can gather the information that a visitor submits to you and automatically populate the [Contact Manager](#) if the visitor decides to be added to your "e-mail list".

It is **always** best to confirm with a customer before adding them to the [mail list](#). The confirmation with a Web site visitor is to prevent them from accusing you of unsolicited bulk e-mail (spam). **Please be advised that the Contact Manager must NOT be used to send spam or for any other unethical marketing practice. Such usage will result in termination of services without notice, as per the [Terms of Service](#).**

Whether you have an existing form or will create a new form, you will need to:

- [Step 1](#): have or create a form processor using the [Form Processor Manager](#)
- [Step 2](#): modify or create your [form input components](#) with special field names
- [Step 3](#): designate the form processor for the form component

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### Step 1 - Set up the Form Processor

From the Administration home page, click on the blue text of your sitename. In the secondary navigation menu, click on "Tools". Click on "[Form Processor Manager](#)". If you don't already have a form processor to handle the forms on your website, enter in a name for your form processor (only letters, numbers, and spaces are valid characters) and click on the button "Create Form".

Once a form processor has been created, click on the blue text "Edit" for the form processor to modify the settings. You will see the following screen:

Form Processor Manager

Close Window

Return To Main Form Page

Form Processor Editor

Form Name:

Email:

If you desire to be updated everytime there is an entry, please fill out the desired email address

Populate Contact Manager:

Subject Line:

Redirect Link:

This link is the url the user will be directed to after the form has been submitted.

Specify your settings for the e-mail address that the form processor will send the form to and the subject that will be sent to you as the e-mail. If you want to specify where the Web site will take a visitor once the form has been submitted, specify the URL of a Web site or a Web page in the field "Redirect Link". Click on the square to the right of the text "Populate Contact Manager" so that the form processor will submit the contents of the form to the Contact Manager. When done entering in your information, click on the button "Update" to save your changes to the form processor. You will need to Publish the Web site in order to apply your changes to the Web site.

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## Step 2 - Modify the Form Input Components

Whether you have to create your [form input components](#) for the [form component](#) or whether the fields already exist for a form component, the Field Names of the form input components must match what the system is looking for. If the Field Names do not match, the information from the form will not be sent to the Contact Manager. Please be advised that the Feedback Form created by default already has the correct Field Names, but still needs to have a form processor specified.

Below is a table that explains what the Field Names must be:

Information	Field Name	Type
Add Me to your E-mail List?	addemail	<a href="#">checkbox</a>
First Name	firstName	<a href="#">textbox</a>
Last Name	lastName	<a href="#">textbox</a>
Company Name	companyname	<a href="#">textbox</a>
E-mail Address	email	<a href="#">textbox</a>
Street Address	address	<a href="#">textbox</a>
Second Address	address2	<a href="#">textbox</a>
City	city	<a href="#">textbox</a>
State	state	<a href="#">textbox</a>
Zip Code	zipCode	<a href="#">textbox</a>
Country	country	<a href="#">textbox</a>
Home Phone Number	homePhone	<a href="#">textbox</a>
Work Phone Number	workPhone	<a href="#">textbox</a>
Mobile Phone	mobilePhone	<a href="#">textbox</a>
Alternate Phone	alternatePhone	<a href="#">textbox</a>
Secondary E-mail Address	email2	<a href="#">textbox</a>

The column "Information" is the information that you want to gather from the Web site visitor. The column "Field Name" lists what the form input component's Field Name must be (the list is not case sensitive, so if you have a form input component called "firstname" or "FIRSTNAME", the contact manager will still accept the information correctly). The column "Type" details the form input type that the form input component must be.

The field "addemail" is required. The Contact Manager must also have either the field "firstName" or "email" in order to accept the information from the form (it is in your best interest to collect both information, as you will need to address the Web site visitor via the e-mail in any case). The checkbox for "addemail" must also be unchecked - so that a customer **MUST** choose to be added to your Contact Manager. All other listed fields are optional.

For a textbox component, the Field Name field is shown below:

Edit Text Box	Properties
Component Name:	text box for first name
Field Name:	firstName
Default Value:	
Character Length (Size):	20
Maximum Length:	50
<input type="button" value="Update"/>	

For a checkbox component, the Field Name field is shown below:

Edit Check Box	Properties
Component Name:	add me to your email list checkbox
Value:	Add email value
Display Text:	Yes, add me to your email list
Field Name:	< New > addemail
Checked:	No
<input type="button" value="Update"/>	

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### Step 3 - Designate the Form Processor for the Form Component

Edit the Form Component itself. Under the section "Form Options", designate the form processor you created in [step 1](#).

Cell Padding:

Cell Spacing:

Background Color:

Border Color:

Border Color Light:

Border Color Dark:

Background: [No Image](#)

Frame:

Rules:

### Form Options

Action:

Method:

or

Post to:  [Form Processor Manager](#)

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# Working with Colors

## Detailed Explanation

[What is it Used For?](#) | [How Would I Use It?](#) | [Adding Colors](#) | [Removing Color Labels](#)

### What is it Used For?

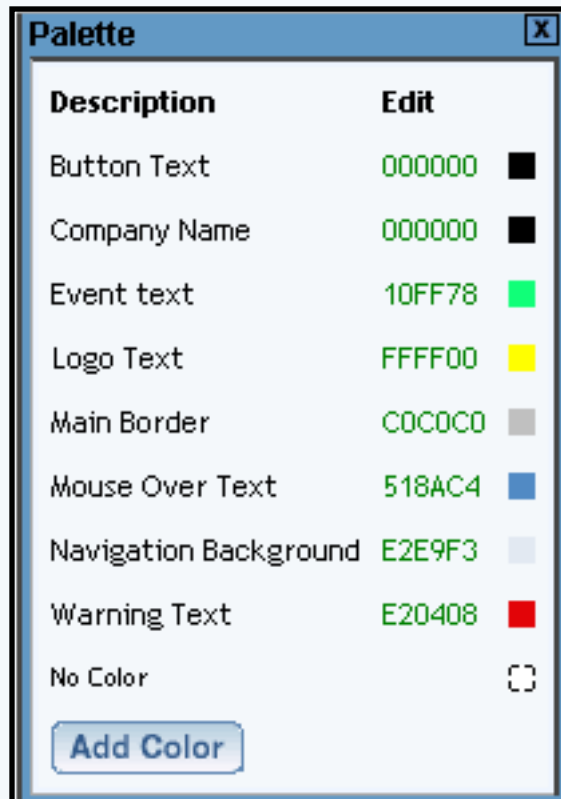
The Color Palette is used by the 3.0 software to allow you to easily designate labels for your colors. However the Color Palette can also be used to easily change the entire look of your website quickly.

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### How Would I Use It?

Usually, the [Color Palette](#) would be set up with the color label set to the same as the color itself. So, for example, if the color was blue the color label would also be set to "blue". Instead of limiting the Color Palette in this fashion, apply a color label that is appropriate for the component. For example, if you have a particular color you want to apply to the company name, apply a color label of "Company Name" and designate a color for the color label.

So your Color Palette should be set up as follows:

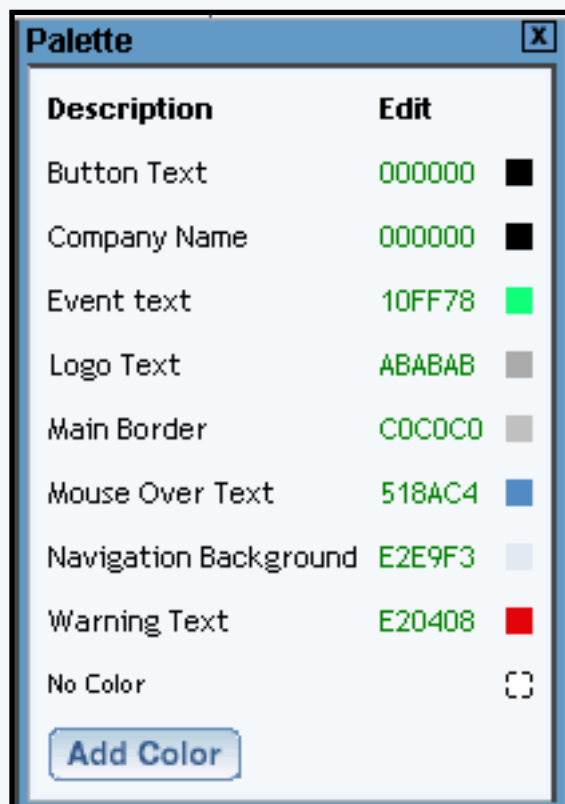


With a Color Palette set up in this fashion, you can apply the color label to the appropriate components



and then adjust the color of the color label in the Color Palette and all of your components using that color label will be changed.

For example, if you changed the color of "Logo Text" from yellowish to grayish...

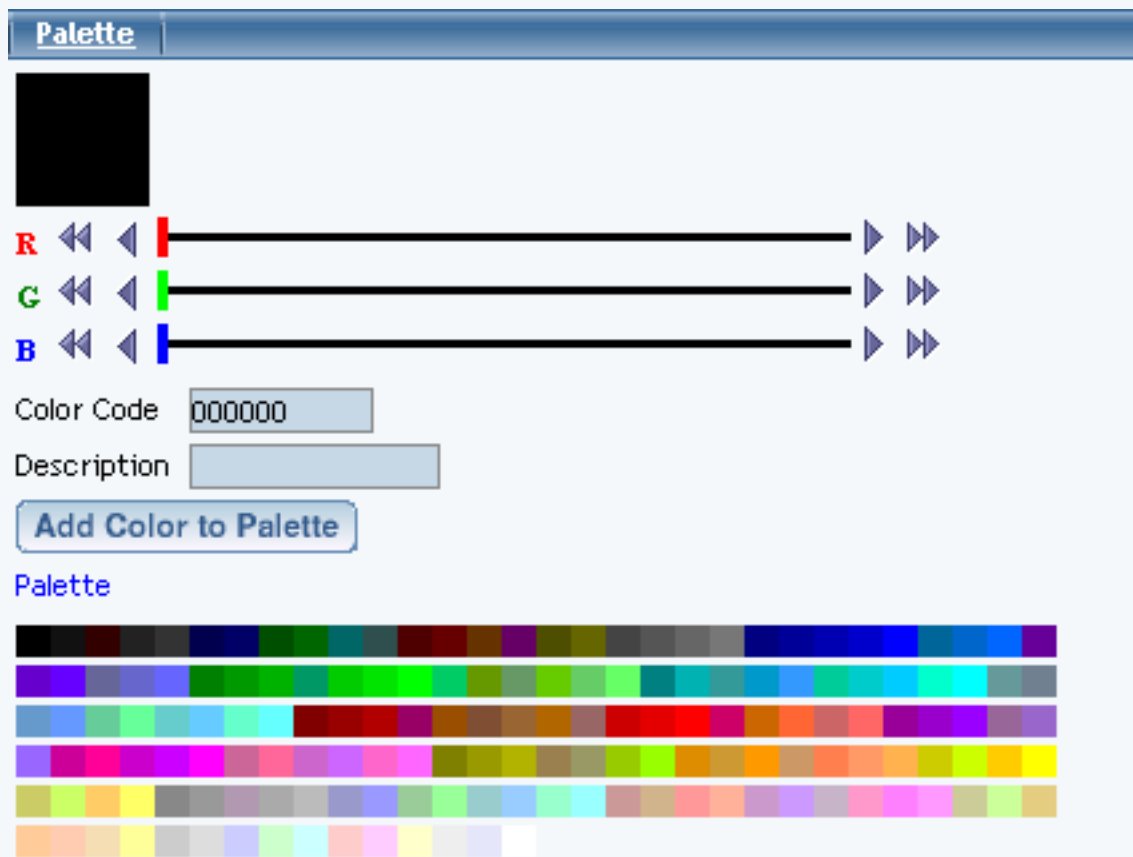


... any component that has a color label of "Logo Text" applied to it will have the color changed universally.

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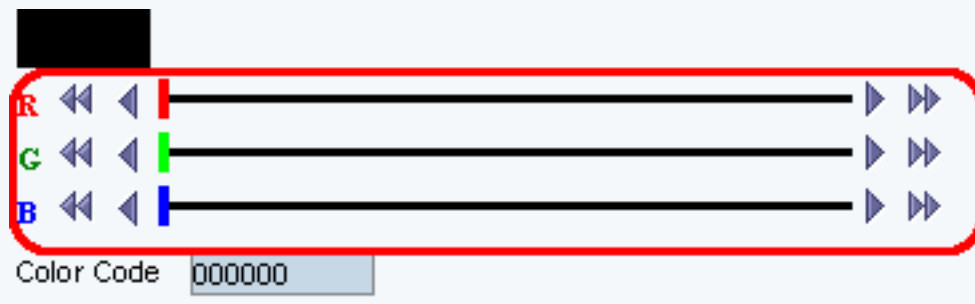
### Adding Colors

When viewing the Color Palette, click on the button "Add Color". You will then see the following window:



There are three ways that you can add a new color label to your Color Palette.

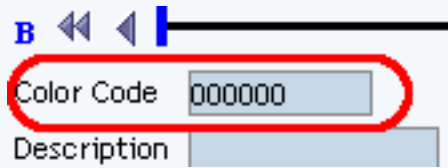
The first method is to use the color sliders:



Slide the color sliders for Red, Green, and Blue colors to achieve the color that you want. The colored square at the top-right corner will change to display the color that you created.

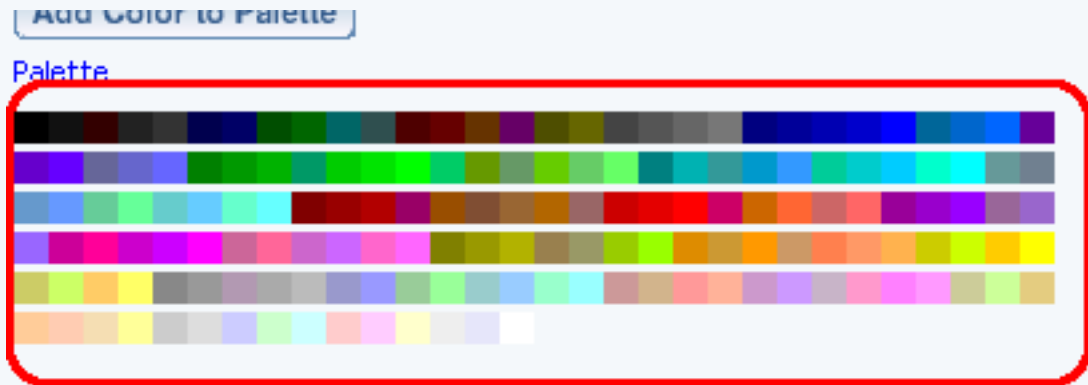


The second method is to use the Hexadecimal code for the color. If you do know the hexadecimal color code for your color, you can enter it in the field labelled "Color Code".

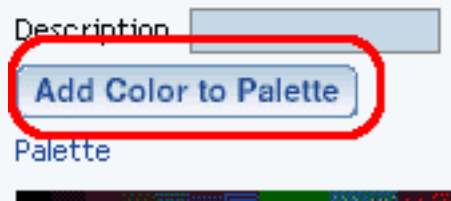


A screenshot of a web interface for color selection. At the top, there is a blue 'B' icon and a horizontal line with a blue vertical bar. Below this, there is a 'Color Code' input field containing the text '000000', which is circled in red. Below the 'Color Code' field is a 'Description' input field.

The third method is to choose a color label based on one of our provided 165 pre-defined colors. Click on any of the colored squares to choose a color.



Once you have picked a color, enter in the label for your color in the field "Description". Then click on the button "Add Color to Palette".

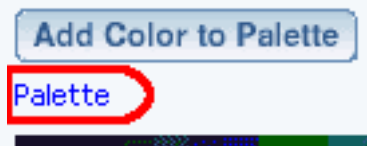


A screenshot of the 'Add Color to Palette' button and the 'Description' field. The 'Add Color to Palette' button is circled in red. Below the button is the word 'Palette' in blue text. Below 'Palette' is a horizontal line with a blue vertical bar.

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### Removing Color Labels

When you are editing the Color Palette, click on the blue text "Palette"

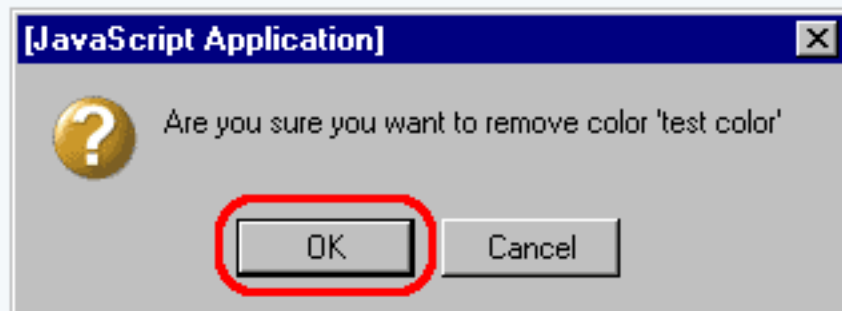


A screenshot of the 'Add Color to Palette' button and the 'Palette' text. The 'Add Color to Palette' button is at the top. Below it is the word 'Palette' in blue text, which is circled in red. Below 'Palette' is a horizontal line with a blue vertical bar.

You will then see the following screen:



Click on the red text "Delete" that is next to the color label that you want to remove. The system will ask whether you want to continue deleting the color label, click the button "OK" to continue to delete the color label.



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# Working with Buttons

## Detailed Explanation

[What is it Used For?](#) | [How to Add Buttons](#) | [Changing the Color of your Site's Buttons](#)

### What is it Used For?

Buttons are used on Web pages to allow your Web site visitors to navigate around your Web site. The buttons can be as simple as a color rectangle with text or as complex as moving images.

### How to Add Buttons

To add a single button to a page, you would add an [image component](#) to the Web page. To add a menu of buttons to a page, you would add a [navigation component](#).

#### Adding a Single Button

Click on "Page" in the top-left corner of the Page Editor. Click on "Standard". Click on "Image". Input a name for your button in the blue text field, then click on the button "Create New Image".

Specify the page you want to send Web site visitors to when the button is clicked in the blue text field next to the text "Link Url (Optional)". Click on the button "Select" next to the text "Image" to [choose an image file](#) as the button. Click on the button "Select" next to the text "Mouse Over (Optional)" to [choose an image file](#) as the button when the mouse pointer is over the button. When done specifying your options, click on the button "Update" to apply your changes to the [image component](#).

#### Adding a Menu of Buttons

Click on "Page" in the top-left corner of the Page Editor. Click on "Other". Click on "Navigation". Input a name for your menu of buttons in the blue text field, then click on the button "Create New Menu".

If you want the Page Editor to automate the process of the menu navigation, click on the radio button next to the text "Yes". The Page Editor will generate links to all of active pages that have a Menu Name assigned.

If you select "No" to automate the menu navigation, you will have to define each menu listing. Enter the text you want to display on the Web site in the field "Text", the page you want to link to in the field "Link", and specify whether you want the link to open the page in a new window. When done specifying your new menu listing, click on the button "Create New Element". Once you have menu listings, you can modify them, move up or down, and delete the menu listing.

To customize the settings for your Navigation component, click on the button "Customize". Select a Menu Style in the drop-down menu at the top of the window. You have options to select

"Default", "Image" and "3Image". Once you have chosen a Menu Style, click on the button "Update" to see additional options.

[Default menu Style](#)

[Image Menu Style](#)

[3Image Menu Style](#)

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## **Changing the Color of your Site's Buttons**

When your website was first built, its buttons were created in a navigation component based upon the color scheme and design of the [layout template](#) that you chose. You may change these buttons so that the background button itself looks different. Here are the steps to use one of our button images, though you are welcome to upload and use your own.

- 1) Choose a page that uses the navigation component whose buttons you wish to change, edit the navigation component, click the "Customize" button, then click the image name to open the image selection pop-up. The image name will vary depending upon which site template is in use. For the Products 6 Red template, for example, you'll see "Products\_6\_Red\_Button.gif" as the image name to click.
- 2) In the image selection "Our Images" dropdown menu (at the top left of the window), scroll to the folders whose names begin with "Buttons". These are starting images for buttons that are freely available for use within your website.
- 3) The selected folder's contents will appear in a scrollable list on left side of the image selection pop-up. Click on the name of a button image. It will appear in the preview area to the right. If you like it, click the "Use" button just above and left of its preview. That will close the pop-up window; the selected button image's name will appear in the navigation component edit window as the new image name.
- 4) To save your change and create fresh versions of your site's buttons, click the "Update" button at the bottom of the edit window. A very small window will display the progress of the generation. If the small button is hidden behind the edit window, move it to the top; it doesn't always pop automatically to the top like other 3.0 windows. Close this small pop-up once generation is 100% complete.
- 5) To ensure that the new settings are preserved, be sure to publish the site. You should see your new buttons when you view your site. If not, delete your temporary Internet files. If you still do not see your new buttons, then your ISP may have its own cache and you will need to wait until that refreshes. The delay varies from one ISP to another.

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# Working with Calendars

## Detailed Explanation

[What is it Used For?](#) | [Create Calendar](#) | [Add a Calendar to the Page](#)

### What is it Used For?

The calendar feature allows you to add one or more interactive calendars to your site. The calendar is added to a Web page by using a [calendar component](#) and modified by using the [calendar manager](#). You can add interactive calendars for events such as:

- Online Bookings of concerts, plays, events
- Online Team Sign-ups
- Class Enrollments
- Professional Scheduling (for Dentists, Doctors, Lawyers, etc...)
- Online Reservation Requests (for hotels or motels, bed & breakfasts, etc...)

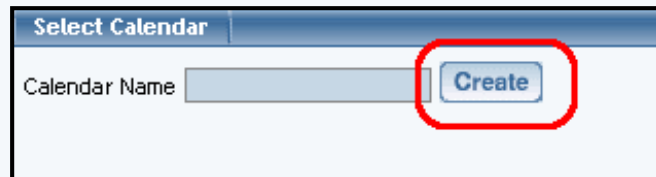
To add a calendar to your Web site, you need to [create the calendar](#) first and then [add the calendar to the Web page](#).

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### Create Calendar

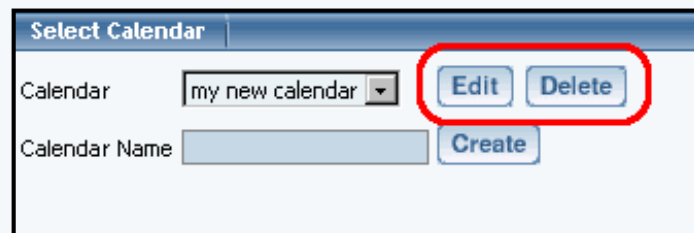
To create a calendar from the Calendar Manager, go to the Administration home page. Click on the blue text of your sitename to go in to the Website Editor. Click on "Tool Box" in the secondary navigation menu. Click on "Calendar Manager".

When the Calendar Manager page first loads, you will see the following screen



The screenshot shows a form titled "Select Calendar". It contains a text input field labeled "Calendar Name" and a blue button labeled "Create". The "Create" button is circled in red.

Enter in a name for your new calendar, then click on the button "Create". You will see the following screen:



The screenshot shows the "Select Calendar" form after a calendar has been created. It now includes a dropdown menu labeled "Calendar" with "my new calendar" selected. To the right of the dropdown are two buttons: "Edit" and "Delete", both circled in red. Below the dropdown is the "Calendar Name" input field and a "Create" button.

Choose your calendar in the drop-down menu to the right of the text "Calendar". Click on the button "Edit" to edit the calendar. Click on the button "Delete" to delete the calendar. When you edit the calendar, you will see the following screen:

Jun 2003 Go

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	<u>26</u>	27	28
29	30					

Properties

Add Events:

### Thursday, June 26th 2003

M   W	<u>12:00am</u>
M   W	<u>1:00am</u>
M   W	<u>2:00am</u>
M   W	<u>3:00am</u>
M   W	<u>4:00am</u>
M   W	<u>5:00am</u>
M   W	<u>6:00am</u>
M   W	<u>7:00am</u>
M   W	<u>8:00am</u>
M   W	<u>9:00am</u>
M   W	<u>10:00am</u>
M   W	<u>11:00am</u>
M   W	<u>12:00pm</u>
M   W	<u>1:00pm</u>
M   W	<u>2:00pm</u>
M   W	<u>3:00pm</u>
M   W	<u>4:00pm</u>
M   W	<u>5:00pm</u>
M   W	<u>6:00pm</u>
M   W	<u>7:00pm</u>
M   W	<u>8:00pm</u>
M   W	<u>9:00pm</u>
M   W	<u>10:00pm</u>
M   W	<u>11:00pm</u>

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#### Calendar Properties

To get to the properties section of the calendar, open up the Calendar Manager. Select a calendar to edit, then click on the button "Edit". Below the small picture of the current month, click on the blue text "Properties".

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#### Jump to a Specific Date

To jump to another month or year, select the month or year in the drop down menu, then click on the blue text "Go". To manually move through month to month, click on the blue << to move to the previous month or the blue >> to move to the next month. If the system is already displaying the month in which you want to select, you may click on the day that you wish to work with.

The day that is underlined shows you the current day. The day that has a dark grey background is the day that you are currently viewing.

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#### **How to Add an Event**

[To add a one-time event](#), click on the blue text "One Time Event" above the daily schedule or click on the time that the event will

start.

[To add a weekly event](#), click on the blue text "Weekly Event" above the daily schedule or click on the "W" for the time that the event will start.

[To add a monthly event](#), click on the blue text "Monthly Event" above the daily schedule or click on the "M" for the time that the event will start.

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### **Adding an Event**

[One Time Event](#)

[Weekly Event](#)

[Monthly Event](#)

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### **Editing an Event**

The events in the daily schedule are color coded based on the event time - light gray for one-time events, pink for monthly events, and light green for weekly events. You may click on the blue text "Edit" to edit the event or the blue text "Delete" to delete the event.

When you edit an event, the window will be identical to the window when you added the event with the exception of the button "add" now replaced with the button "Update".

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### **Add a Calendar to the Page**

There are two methods to add components to a page. The first is from the [Page Menu](#) in the [Page Editor](#). The second method is from the editing square inside of a [container component](#).

[Method 1 - adding a component from the Page Menu](#)

[Method 2 - adding a component from the editing square](#)

Once the calendar component has been added to the page, you can now edit the calendar component - which determines how the calendar will appear on the website.

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### **Edit Calendar**

The image shows a software dialog box titled "Edit Calendar" with a "Properties" tab. It is divided into three sections: "Select Calendar", "Display Options", and "Choose Colors".

- Select Calendar:** A dropdown menu labeled "Calendar" with the text "Select a Calendar" and a link "[ Your Calendar Manager ]" below it.
- Display Options:** Contains four controls:
  - "Full View" with an unchecked checkbox.
  - "Day Width" with a text input field.
  - "Show Event Times" with an unchecked checkbox.
  - "Day Height" with a text input field.
- Choose Colors:** A list of color selection options, each with a dashed square icon and the text "No Color":
  - Title Background
  - Title Font (with a "Size: Default" dropdown)
  - Days Of Week Background
  - Days Of Week Font (with a "Size: Default" dropdown)
  - Day Of Month Background
  - Day Of Month Font (with a "Size: Default" dropdown)
  - Blackout Border
  - Event Background
  - Event Font (with a red note: "Event font size will be the same size as 'Day Of Month'")
  - Border Color

A red circle highlights the "Update" button at the bottom left of the dialog.

Once you have created your calendar using the [Calendar Manager](#), specify which calendar to use for this calendar component.

Designate whether you want the calendar to display on the website as full-view or reduced view using the checkbox to the right of the text "Full View". If you want Web site visitors to see the event times in full-view, click the checkbox to the right of the text "Show Event Times". The width and height dimensions of the days in the full-view calendar can be specified in the text fields next to the text "Day Width" and "Day Height". Please keep in mind that the width and height that you specify are suggestions to the system if nothing else restricts the size. That is, the system will attempt to display the width of each day evenly across the available width of the browser window while still trying to keep your suggested width and height dimensions.

This is a close-up view of the "Display Options" section from the previous image. A red rounded rectangle highlights the following elements:

- The "Full View" checkbox, which is currently unchecked.
- The "Day Width" text input field.
- The "Show Event Times" checkbox, which is currently unchecked.
- The "Day Height" text input field.

[Specify your color labels](#) for Title Background, Title Font, Days Of Week Background, Days Of Week Font, Days Of Month Background, Days Of Month Font, Blackout Border, Event Background, Event Font, and Border Color by clicking on the dashed-square to the right of the text.

Property	Value
Title Background	<input type="checkbox"/> No Color
Title Font	<input type="checkbox"/> No Color Size: Default
Days Of Week Background	<input type="checkbox"/> No Color
Days Of Week Font	<input type="checkbox"/> No Color Size: Default
Day Of Month Background	<input type="checkbox"/> No Color
Day Of Month Font	<input type="checkbox"/> No Color Size: Default
Blackout Border	<input type="checkbox"/> No Color
Event Background	<input type="checkbox"/> No Color
Event Font	<input type="checkbox"/> No Color <b>Event font size will be the same size as "Day Of Month"</b>
Border Color	<input type="checkbox"/> No Color

When done configuring your options for the calendar component, click on the button "Update" to save and apply your changes.

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