

Overview

Web Page Maker is an easy to use web creator that helps you make your own web pages with no experience or HTML knowledge. Just drag and drop images, text, music and video.. into a layout. During the edit process, you can easily move the objects with your mouse to anywhere on the page. Web Page Maker comes with some high quality templates that help you to get started. Other features include thumbnail, mouse-over effects, ready-to-use Java Script effects, text link style sheet, tables, forms, iframes etc... The program also includes a built-in FTP publisher to allow you upload your site to the Internet by pressing a publish button.

Features

Create your web site with this professional, easy-to-use web creator software! The program is very easy to use and will allow you to create your web site in an extremely short time.

Main features:

- No html coding is required and you do not need any web experience.
- Drag and drop the objects. True WYSIWYG layout & design.
- You can create websites with multiple pages and easily manage your site at once.
- Create an unlimited number of websites (No Restrictions).
- Pre-designed website templates are included.
- You can embed audio and video files directly on your site.
- You can use CSS style sheet to control how the text appears on your site.
- Hundreds of functions: thumbnail, mouse-over effects, ready-to-use Java Script effects, text link style sheet, tables, forms, iFrames and much more...
- You can publish all your pages on your site at one time with the built-in publisher function.
- Your website will be compatible with any browser, including Netscape, Mozilla, Opera, not just Internet Explorer.

Installing Web Page Maker

Follow these steps to install Web Page Maker:

1. Double-click the Web Page Maker installer icon.
2. Follow the on-screen instructions.

To uninstall Web Page Maker, follow these instructions:

From the Start menu, choose Control Panel. When the Control Panel appears, double click Add or Remove Programs. Find "Web Page Maker" in the list and click Remove to uninstall.

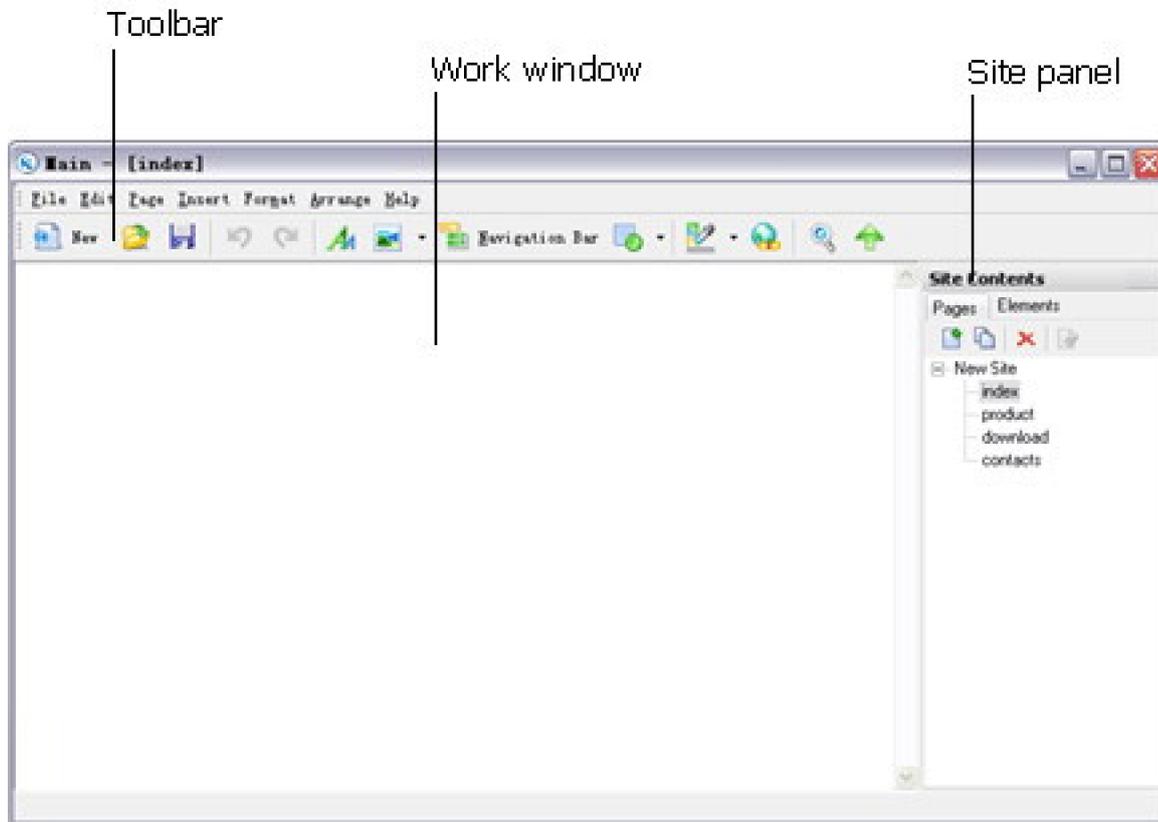
System requirements

The following hardware and software is required to run Web Page Maker.

- An Intel Pentium processor or equivalent, 400 MHz or faster
- Windows 95/98/2000, Windows ME, Windows XP, Windows Vista, or Windows .NET Server 2003
- At least 64 MB of available random-access memory (RAM) (256 MB recommended)
- At least 100 MB available disk space
- A 16-bit (thousands of colors) monitor capable of 1024 x 768 pixel resolution or better (millions of colors recommended)
- An Internet Explorer 5.0 or higher (IE6.0 or higher recommended)

Windows and panels overview

This section briefly describes some elements of the **Web Page Maker** workspace.



The Toolbar contains buttons for inserting various types of "objects", such as images, texts, and navigation bars, into a document. For example, you can insert an image by clicking the image button in the toolbar. If you prefer, you can insert objects using the Insert menu instead of the toolbar.

The Work window displays the current document as you create and edit it. It provides a surface upon which you Drag and Drop objects to create pages.

The **Site panel** enables you to manage your pages on your site. To show or hide this panel, press **F8**.

On the **Pages tab**, these buttons are used to add, clone and remove the pages on a site. It will show all pages on a site in the list box.

Move to a different page by selecting it from the list box. To change the name of the current page, select it, right click then Rename, type a new

name in the box. When the project is published, the published file will be the name of the page with the file type specified in the list box.

The default name for the first page in the project is index. This will produce a file called index.html when publishing. Please note: *Your homepage should be named **index**.*

On the **Elements tab**, it displays all elements included in the current page in the list box.

Menus overview

This section provides a brief overview of the menus in Web Page Maker.

The **File menu** contains the standard menu items, such as New, Open and Save. The File menu also contains various other commands for viewing or acting on the current document, such as Preview in Browser and Publish.

The **Edit menu** contains the standard menu items, such as Cut, Copy, Paste, Undo and Redo. The Edit menu includes selection, grid and locking commands, such as Select All, Include on All Page/Include on, Lock/Lock All, Show Grid and Show Guide Border.

Include on:

Use the Include dialog box to quickly include a selected object on all pages or specific pages of your project.

You can create an object, position it on the page where you want it, and then set it to be included on any or all other pages in the project. An include object will be added to every page you designate in exactly the same location and with the same attributes as the original object. Then, any moves, transformations, or edits to the object on any page will automatically be applied to it on every page to which it has been included.



Include option is enabled only in projects with more than one page.

You can delete an included object from a page and on any other pages on which it has been included. For more information, see [Delete Included Object](#).

Locking an element:

Once your element is positioned and set up correctly you may wish to prevent it from being accidentally moved. This can be done by locking it.

1. Select the element you want to lock.
2. Select **Edit > Lock**.

Show Grid:

The show grid provides a guide to help position elements vertically and horizontally. This grid can be toggled on and off with the **Show Grid** command.

Snap Grid:

The Snap grid can be used to help align elements and vertices by restricting the current position to specified incremental values. The default value is 10 so that a current location in the work window will be restricted to pixel positions 10, 20, 30... etc. Use the **Grid Preferences** dialog to set a different increment.

Show Guide Border:

The Guide Border displays the target outline, it can be used as a guide to positioning elements for screen resolutions. This guide can be toggled on/off with the **Show Guide Border** command.

The **Page menu** provides menu items to add, clone, remove pages on a site. This menu also contains show or hide the site panel.

Add a New Page	Adds a new blank page to the end of the document.
Clone Page	Copies the current page.
Remove Page	Removes the current page from the document.

The **Insert menu** provides an alternative to the toolbar for inserting elements into your document.

The **Format menu** allows you to change properties of the selected page element or item.

The **Arrange menu** is used to change the elements order, to set the elements positioning and to group two or more elements.

Bring To Front Moves the selected element forward one position.

Send To Back Moves the selected element back one position.

Bring To All Front Moves the selected element in front of all other elements.

Send To All Back Moves the selected element behind all other elements.

Once you've placed two or more elements on a web page, you can use the **Align** command to align them for you. Use the command below to specify the desired alignment.

Left Align Align the selected elements to the left.

Right Align Align the selected elements to the right.

Top Align Align the selected elements to the top.

Bottom Align Align the selected elements to the bottom.



Align option is enabled only with more than one elements.

Group Converts a temporary Group element into a Group element.

Ungroup Breaks a Group element into its member element.

The **Help menu** provides the following commands:

Help Offers you an index to topics on which you can get help.

About Displays the version number of this application.

Positioning page elements

Web Page Maker allows you drag and drop your page elements exactly where you want them. Once you've added an element to a page, simply drag it to its approximate location and drop it there. You can also use your keyboard's arrow keys to move the element into exactly the right position.

To drag and drop a page element:

1. Click on the page element, holding the mouse button down.
2. Drag the element to the desired location.
3. Release the mouse button.

To position a page element using your keyboard's arrow keys:

Click on the element you'd like to reposition.



You can also use your keyboard's **arrow** keys to move the element up, down, right, or left.

Show Grid

You can display grid lines over your web pages to help you position elements on the page. The grid lines appear in work window only; they will not appear on your actual web page.

To show grid, select or unselect **Show Grid** from the **Edit** menu.

Snap to Grid

When you activate the Snap to Grid feature, elements will move from one grid line to the next when you drag them across the page.

Activating Snap to Grid can help you align elements on a web page.

To activate Snap to Grid, select **Snap to Grid** from the **Edit** menu.

Show Guide Border

The Guide Border displays the target outline, it can be used as a guide to positioning objects for screen resolutions. The guide border appears in work window only; it will not appear on your actual web page.

To show guide border, select or unselect **Show Guide Border** from the **Edit** menu.

Managing page elements

Find out how to select, delete, or copy any of the elements that are included in a web page.

Selecting a page element

In order to cut, copy, delete, duplicate, or modify a page element, you must first select it. Selected page elements are indicated by a pink selection border.

- **To select a single page element**, click on the page element.
- **To select multiple page elements**, hold down the **Shift** key on your keyboard, and click on each of the elements you would like to select.



You can also select multiple objects by dragging a rectangle around them.

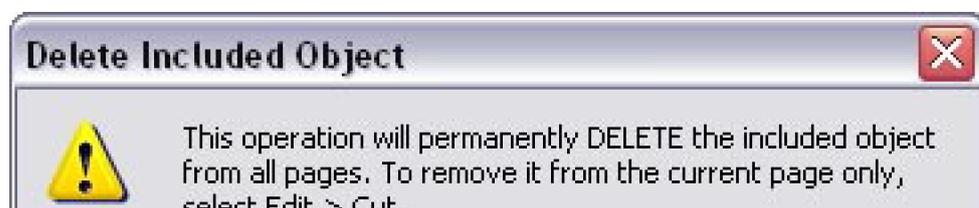
Deleting a page element

To delete any of the elements on a page:

1. Click on the element to highlight it.
2. Select **Delete** from the **Edit** menu or use the **Delete** key on your keyboard.

To delete an included object:

1. Select the included object you want to delete.
2. Select **Delete** from the **Edit** menu or use the **Delete** key on your keyboard. A "Delete Included Object" dialog box appears.





3. Click OK. Doing this will delete the included object from the pages on which it has been included. (For more information, see [Include Object](#).)



This operation will permanently DELETE the included object from the project.

To delete an included object from the current page:

Select **Edit** -> **Include on**, uncheck the current page from the list. Or, select Edit -> Cut.

Copying a page element

To copy any of the elements on a page:

1. Click on the element to highlight it.
2. Select **Copy** from the **Edit** menu or use your keyboard's **Ctrl-C** keys.
3. Right click anywhere on the work window.
4. Select **Paste** from the **Edit** menu or use your keyboard's **Ctrl-V** keys.

To copy any of the elements from a page to another:

1. Click on the element to highlight it on your first page.
2. Select **Copy** from the **Edit** menu or use your keyboard's **Ctrl-C** keys.
3. Switch to another page by clicking the name in the page list of the "Site panel" at the right side of the screen.
4. Right click anywhere on the second page work window.

5. Select **Paste** from the **Edit** menu or use your keyboard's **Ctrl-V** keys.

Including elements on pages

You can place common elements such as logos, navigation buttons, copyright information on every page of a site. With Web Page Maker's "include" option, the elements can be shared by more than one page. When the information changes, it can be automatically updated on all pages in your project.

You can create an object, position it on the page where you want it, and then set it to be included on any or all other pages in the project. An include object will be added to every page you designate in exactly the same location and with the same attributes as the original object. Then, any moves, transformations, or edits to the object on any page will automatically be applied to it on every page to which it has been included.

Among the benefits of the include option are the following:

- You can create a single navigation bar and include it on all your pages. If you need to add or modify it in any way, it will automatically change on all pages in your project.
- You can create common elements that can be shared by more than one page, such as logos, contact information, copyright, etc.
- You can create a web page template by including the common elements to ensure that every page is identical.
- If you have finished a website, but want to add a new object to all pages on the entire site, simply use the include on feature.



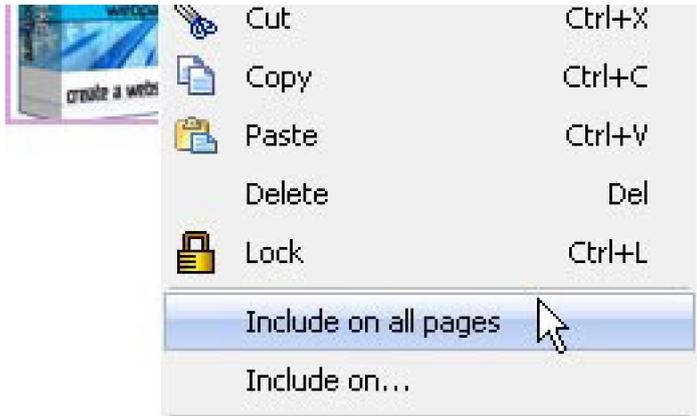
Include option is enabled only in projects with more than one page.

To include an element on all pages:

Add an element on a page, right click on it then "**Include on all pages**".

You can also use the **Include On** dialog box to include a selected object on all pages or specific pages of your project.





You can delete an included object from a page and on any other pages on which it has been included. For more information, see [Delete Included Object](#).

Resizing page elements

Web Page Maker makes it easy to resize an element on web pages. Simply select it, then drag it to its new size using the resize handles.

To change the size of an element on a page:

1. Select the element you'd like to resize.
2. Move the pointer to the edges or corners of the element until the cursor changes to a resize handle (a small black arrow at the the edges or corners of the element).
3. Click on one of the resize handles, hold down the button of your mouse, drag the element to the desired size.

Note: To resize the element in proportion, move the pointer to the **corner** of the element and hold down the button of your mouse.

To change the size of the element using the keys on your keyboard:

Select the element you'd like to resize.



You can also use your keyboard's **Shift-arrow** keys to resize it to the desired size.

To obtain the accurate size of an element on a page:

1. Select the element you'd like to resize.
2. Right click then **Properties**, the Properties dialog box appears.
3. On the **General** tab, set it to the accurate size.

Resizing an image changes only the HTML tags (HTML tag: A text string used in HTML to identify a page element's type, format, and appearance.) that tell a Web browser how to display that image. The graphics file itself is not changed, and neither

is its size or its download time.

You can resample an image according to its new size, which can provide improved clarity while increasing or decreasing the size of the graphics file.

To resample an image on a page:

Right click on the image and then **properties**, check **Resample image to match size**.

Aligning page elements

Once you've placed two or more elements on a web page, you can use the Align command to automatically align them.

To align two or more page elements:

1. Select more than two elements you would like to align on a page. (You can select multiple elements by dragging a rectangle around them or by holding down the Shift key on your keyboard and clicking on the elements one by one.)
2. Select the desired alignment (**Left Align**, **RightAlign**, **TopAlign**, or **BottomAlign**) from the **Arrange** menu. You can also select **Align...** from the **Arrange** menu for advanced options.

Layering page elements

Web Page Maker allows you to overlap images and text to create more interesting page designs.

- **Bring to Front**

Use the Bring to Front command to display an element in a group of layered elements in the next layer forward.

To display a layered element in the next layer forward:

1. Click on the element.
2. Select **Bring to Front** from the **Arrange** menu.

- **Send to Back**

Use the Send to Back command to display an element in a group of layered elements in the next layer back.

To display a layered element in the next layer back:

1. Click on the element.
2. Select **Send to Back** from the **Arrange** menu

- **Bring to All Front**

Use the Bring to All Front command to display an element in a group of layered elements in the top layer.

To display a layered element in the top layer:

1. Click on the element.

2. Select **Bring to All Front** from the **Arrange** menu.

- **Send to All Back**

Use the Send to All Back command to display an element in a group of layered elements in the bottom layer.

To display a layered element in the bottom layer:

1. Click on the element.

2. Select **Send to All Back** from the **Arrange** menu.

Locking page elements

Once an element (such as text box, image, shape and so on) is positioned to the right position, use the lock tool to prevent it from being accidentally moved.

To lock an element on a page:

1. Click on the element.
2. Select **Lock** from the **Edit** menu.
3. Move your mouse over the element, it is indicated by a golden lock ().

To unlock an element on a page:

1. Click on the locked element.
2. Select **Unlock** from the **Edit** menu.

Note: You can use **Lock All/Unlock All** to lock all or unlock all elements on a page.

Creating a site: workflow overview

This lesson explains how to set up a web site. The most common approach to creating a website with Web Page Maker is to create and edit pages on your local disk, and then upload those pages to a remote web server for viewing on the web.

There are three ways to create a web site. You can use Web Page Maker's professional templates or start from scratch by dragging and dropping images, music and video.. into a layout. You can also import a web site from an existing web site or from a folder on your computer.

In this lesson, you'll learn how to start from scratch by creating a brand-new web site.

To create a web site:

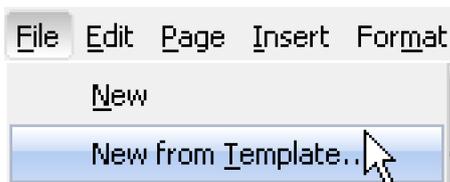
1. Create pages, add content, set the page properties (see [Creating pages](#)).
2. Link pages together (see [Linking pages](#)).
3. Preview and publish your site (see [Previewing and Publishing](#)).

Creating a site using template

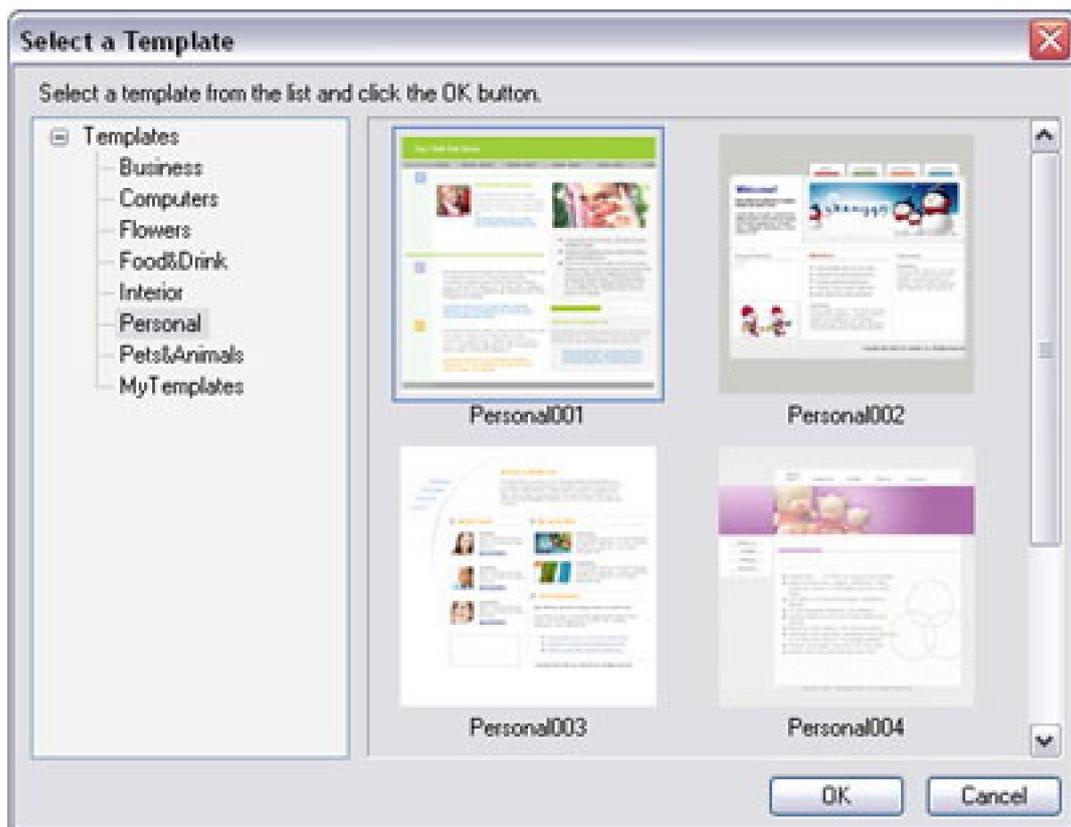
Templates are customizable, pre-designed web sites that contain multiple web pages. Web Page Maker includes high quality templates for a wide variety of purposes.

To create a web site using template:

1. Select **New from Template** from the **File** menu.



2. Select a template from the list of the available templates.



3. Click **OK**.

Editing a Template Page

Once you've created a site using one of Web Page Maker's templates, you will want to customize it with contents that are appropriate to your own web site.

- **Modifying Text**

Double click on a text box and then the **Text Editor Window** appears. Type or paste your own text into the text editor, you can click the buttons on the text editor to format your text.

- **Changing Images**

You may wish to replace the images that are included in your template page with images of your own. To replace an image, double click on the image and then click **Browse** to locate an image from your computer's hard drive.

- **Deleting Un-needed Page Elements**

To remove page elements you don't need, highlight them and select **Delete** from the **Edit** menu or use the **Delete** key on your keyboard.

- **Rearranging Page Elements**

You can rearrange the elements on your template page. Click on the element you would like to move, and drag it to a new location on the page.

- **Modifying Links**

To replace links with your own links, click on the element containing the link and then click **Hyperlink** button on the toolbar.

Note: Registered users are welcome to use and modify the templates for their own use. Templates may not be resold or distributed in any fashion without the express permission of Web Page Maker Software Inc.

Importing existing html documents

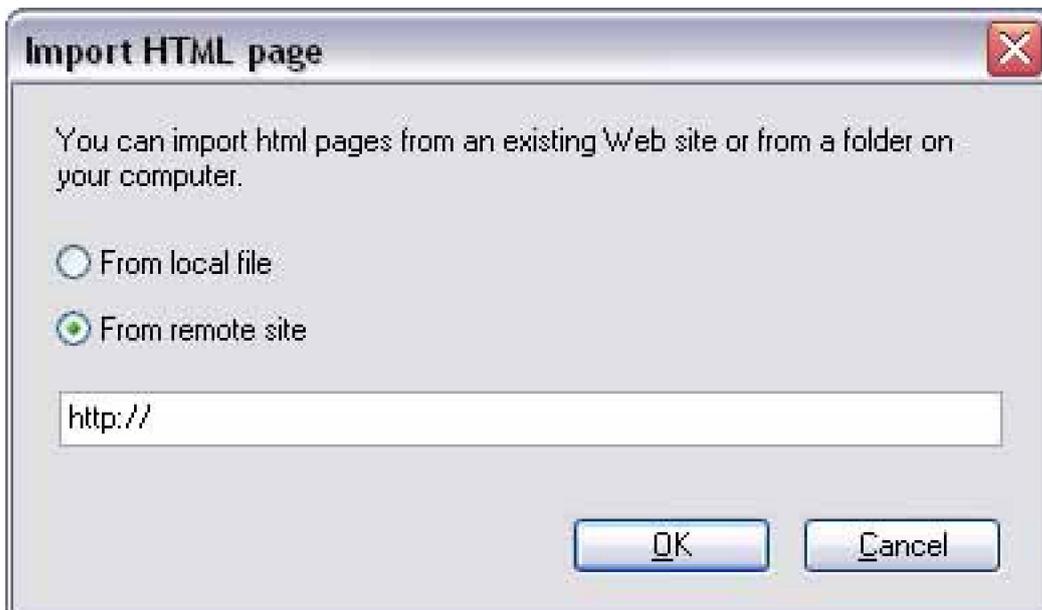
Importing an html page is easy way of transferring an html page hosted on a web server to your local hard drive. In Web Page Maker, you can open an existing web page document, even if it wasn't created in Web Page Maker. You can open the html document and use Web Page Maker to edit it in a wysiwyg manner.

To import an existing html document:

1. Select Import... > HTML Page from the File menu. The Import HTML Page dialog box appears.

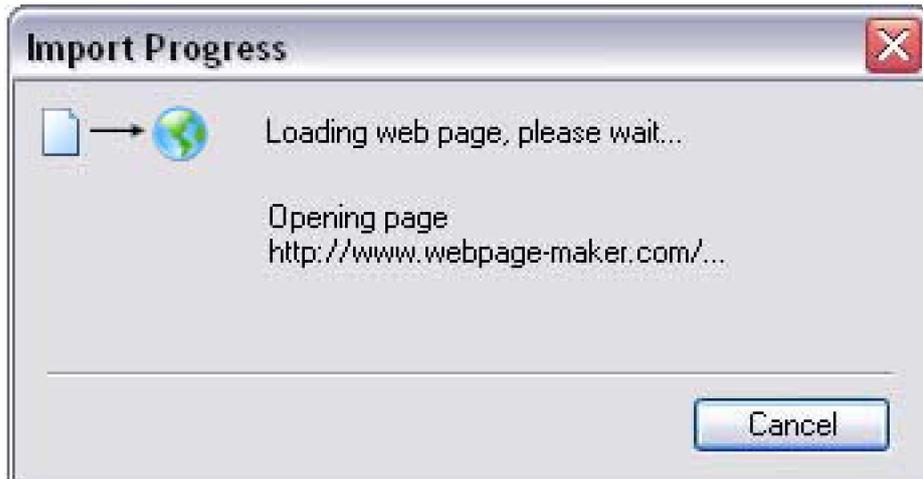


2. Navigate to and select the html file you want to open on your local hard drive. Or, click the "From Remote site" option and then type URL in the space provided and click OK.



3. You may see an Import Progress dialog box popup as Web Page Maker downloads the site. This is an indicator that the download is working. Please be aware that importing very large sites can take some

time to complete.



After the download has finished the importation process is complete. Now you can edit it with Web Page Maker as usual.



You can get pretty good results if you import web pages created with Web Page Maker. If you import a web page that was created with a different web page creator tool, Web Page Maker will do its best to interpret the pages correctly, preserving their original content and layout. However, due to variations in HTML and other web page creator code, Web Page Maker sometimes has trouble translating html files into a form that it can display properly.

- Because of variations in HTML code, not all pages import exactly as you see them.
- Web Page Maker currently does not parse CSS style sheets, so in some cases text may look different than the original page.
- Unpredictable results can occur if the page contains incorrect HTML. Non-HTML, such as JavaScripts, CGI scripts and framesets, does not import.

You should be sure after importing an html page to check all of your pages carefully for errors before saving and publishing.

Creating a new page

Web Page Maker allows you to create web your own site containing as many web pages as you like. Every web site begins with a single page, so let's get started!

Run Web Page Maker, you can use the default start page to create a blank new page. Web Page Maker always gives the name **index** to the first page. This is important because the first page of your website, the home page, should be named **index**.

For more information, see the related topics below:

- [Set page properties](#)
- [Create a second page](#)
- [Save a document](#)

Setting page properties

You can set a variety of properties for a page, including its title, background color and so on. Double click or right click any blank area of the page (not on an object) to open the **Page Properties** dialog. There are five tabs on the Page Properties dialog: [Meta Tags](#), [Background](#), [Appearance](#), [Page Transition](#) and [Header](#).

Various page properties such as title, author, keywords, and description can be specified on the **Meta Tags** tab.

- **Title**
Specifies the document's title, as it appears in the title bar of a web browser.
- **Author**
Specifies the name of the document's author, or any other information regarding authorship.
- **Keywords**
Words separated by commas may be entered. It may be used by Internet search engines to identify the document as relevant to a particular category or search query.
- **Description**
A brief description of the document's contents or purpose can be entered here. This information may be used by Internet search engines to find relevant documents in a particular category or that match a search query.
- **No Generator**
The program automatically inserts a meta tag into the <HEAD> section of the HTML to identify the software you used to build and publish the page. <meta name="generator" content="Web Page Maker">

If you would like to exclude this meta tag from the page, try checking the box.

Click the **Background** tab and choose a background image for your page. You can also choose a background sound that will play when a visitor views your page.

To add a background image to your web page:

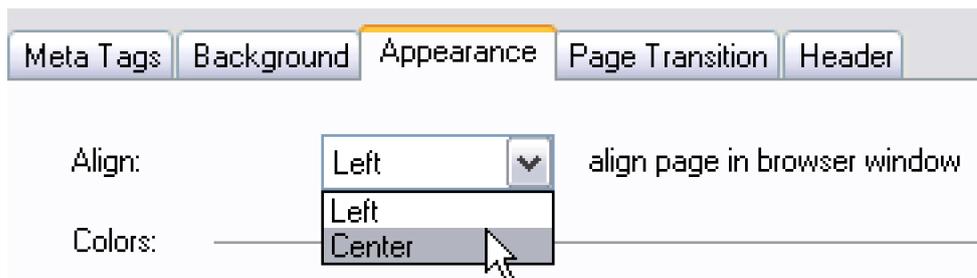
1. Select an image from your computer's hard drive or, if you like, add an image from Web Page Maker Background folder.
2. Click **OK**.

Fixed Background: This is option will fix the background so that it does not scroll when the foreground is scrolled. Fixed backgrounds work well with watermark.

To add a background sound to a web page:

1. Select a sound file from your computer's hard drive.
2. Check the **Loop** check box if you would like the file to play continuously while a visitor is viewing your web page.
3. Click **OK**.

Click the **Appearance** tab, in the top area above you may adjust how the page will **align** in the browser window. Most all web pages are aligned Left and Top. Some pages look good when centered (choose **Center**), however, Netscape web browsers do not support page centering.



Character set Web browsers use the character set (also called "language encoding") specification in a document to determine how the document should be displayed. By default, web browsers may display text using the Western character set (ISO-8859-1).

If a document contains non-Western text, you should specify the appropriate language encoding for the document. Change the "character set" to "User Define" and type your language encoding.

On the **Page Transition** tab, a transition effect can be specified and will be displayed when site visitors enter or exit the document. (These effects only work with Internet Explorer.)

- **Event**

Selects when the effect should appear. You can set a different effect for each of the four events.

- **Effect**

Selects the transition type from the drop-down list.

- **Duration**

Specifies the length of the transition effect in seconds.

The **Header** tab is used to enter custom header information for the current page. Header information is placed within the Head section of the web page. Use this function to enter custom CSS, JavaScript, etc. The user is responsible for entering valid code.

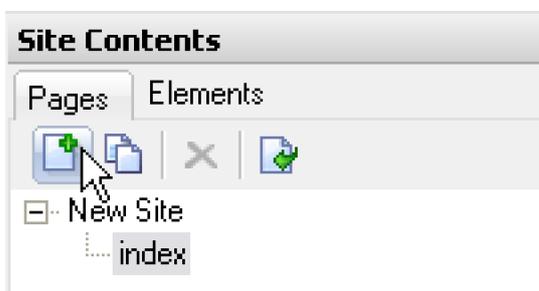
Creating a second page

In this lesson, you'll create a second page for your site; later, you'll create links between the pages.

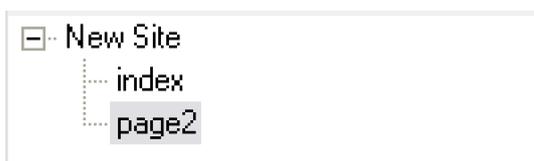
There are several possible ways to create a second page:

- **To create a blank web page:**

1. Click the **New Page** button in the **Site Contents** panel at the right side of the screen. (To show or hide this panel, press **F8**.)



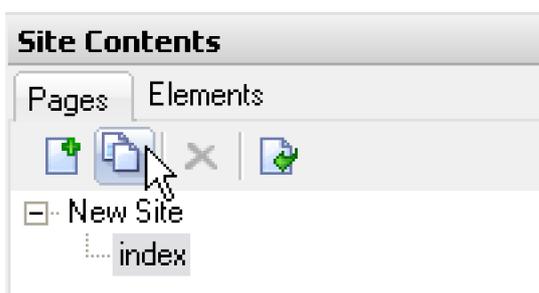
2. A new blank file appears. By default, Web Page Maker will name it "page2".



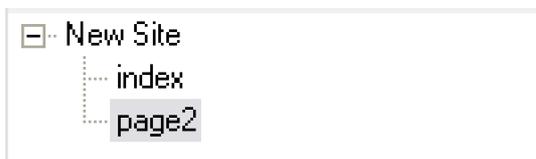
You can also create a second page by making a copy of the first one.

- **To create a copy of your first page (index):**

1. Click the **Clone Page** button in the **Site Contents** panel at the right side of the screen. (To show or hide this panel, press **F8**.)

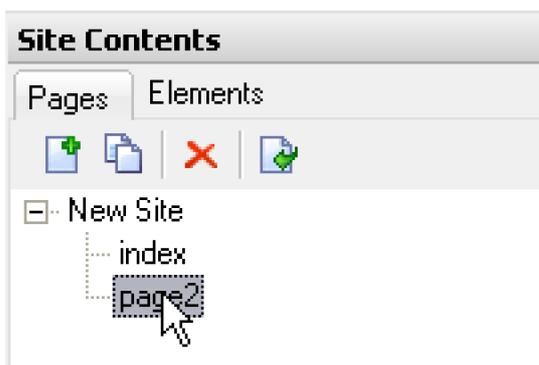


2. A copy of this file appears. By default, Web Page Maker will name it "page2". Remove content that shouldn't appear on the second page, and then add new content.

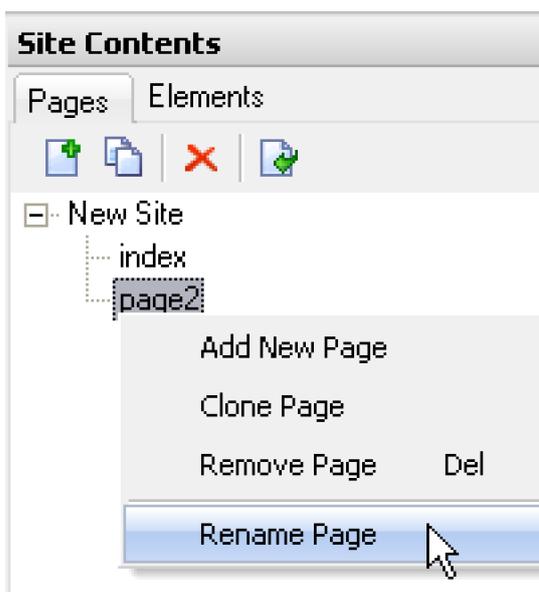


To rename a web page:

1. Select the file name of the page you would like to rename in the **Site Contents** panel.



2. Right click the file name and then **Rename Page**.



3. Enter a new name for the file.



Filenames should contain only letters, digits, and underscores - no spaces. Avoid using capital letters in page names.

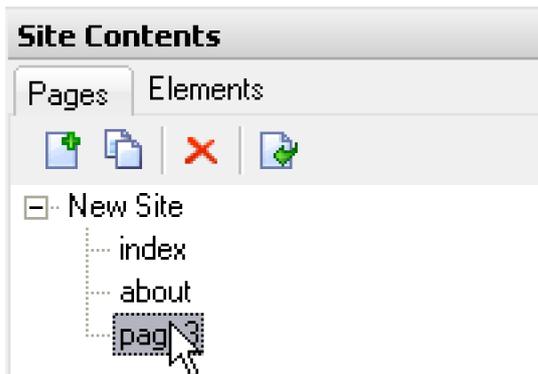
You now have two pages on your site, then you'll need to create hyperlinks between the pages. See the related topic below:

- [Linking to another page within your website](#)

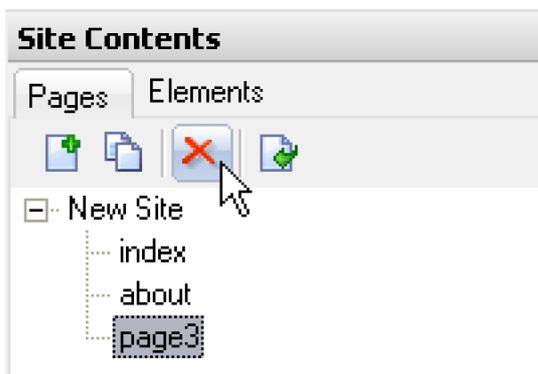
Deleting a page

To delete a web page you have already created:

1. Highlight the file name of the page you would like to delete in the **Site Contents** panel.



2. Click the **Delete Page** button on the Pages tab.



3. Click **OK** to confirm that you would like to delete the file.

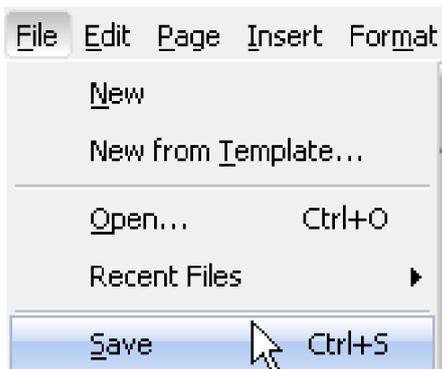
Note: This is a permanent action and cannot be undone.

Saving a document

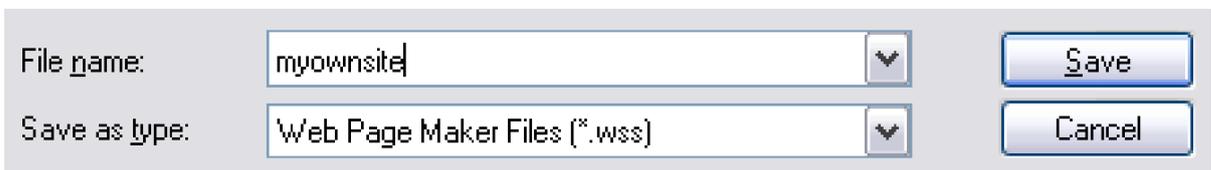
Use this command to save and name the active document. A "Save As" dialog box will open so you can name your document.

To save your site:

1. Select "**Save**" from the **File** menu.



2. A "**Save as**" dialog box appears. Type any name that represents your site in the filename box, without an extension.



3. Press the **Save** button. The extension (.wss) will be added automatically.

- **File name**

Any name that represents your site is fine.

- **Save as type**

When you save a file, you need save it as .wss format for re-editing.

Note: This command saves the current site in a .wss file. This means all the pages on your site are saved as one single file. To obtain html format files, use the built-in publishing function, the program will auto convert these pages to .html format. The published pages are .html files.



👉 Though Web Page Maker has the ability to import html pages, it will still be crucial to save it as .wss format. An .html file does not contain all the extended information that is in Web Page Maker project file (.wss), such as objects configurations (navigational buttons, wordart, shapes and so on), etc.

See the related topic below:

- [Back up your files](#)

Backing up your files

The importance of backing up your files cannot be stressed enough. From time to time we get support mail from users who have lost all of the data on their hard drives due to a virus or some other unplanned accident. Needless to say, an event such as that can be quite frustrating or even painful if one has forgotten to make backup copies of the important files.

What files should you back up?

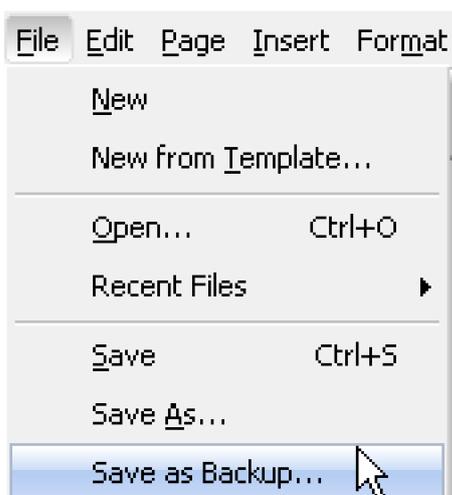
To backup a file for re-editing in Web Page Maker, you need to save the file (the .wss file) and also any image files or other external files that you used in your pages. The .wss file does not contain any actual images or sound files used on the site it does include a reference to those files. For that reason it is recommended that images and sounds used also get backed up.

Fortunately, Web Page Maker gives you an easiest way to make a copy of your files.

How to make backup copies?

You can manually make a backup copy of your files by following these steps:

1. Select "**Save As Backup**" from the **File** menu.



2. A "**Save as**" dialog box appears. Choose a folder to save your files in.
3. Press the **Save** button. Web Page Maker will generate a **.wss file** and

an image folder that contains all supporting files, such as images, sound files and more.



myownsite.wss
WSS File
8 KB



images

4. Select the .wss file and the image folder, right-click and then click Copy.

5. Now, in My Computer, you can right-click the disk or external hard drive where you want to store the backup copy, and then click Paste.

It is usually a good idea to store your backup file copies in an external hard drive or USB flash drive.

Inserting text

You can insert text to your web page. Web Page Maker text tools allow you to specify font type, size, and color.

To insert text to a web page:

1. Click the **Text** button on the toolbar or select **Text** from the **Insert** menu.



2. Double-click the text box that appears on the web page and then the **Text Editor Window** appears. Type or paste your text into the text editor.

To insert Symbols to a web page, click the **Symbols** button on the Text Editor toolbar, this is useful to insert symbols normally not available in the keyboard, such ç §, etc...

To copy text from another program into Web Page Maker:

1. Copy the text in the other program (such as Word) by highlighting the text and pressing **Ctrl-C** on your keyboard.
2. Switch to Web Page Maker, insert a text box.
3. Double-click the text box that appears on the web page and then paste the text into the text box by pressing **Ctrl-V** on your keyboard.

Note: Web Page Maker doesn't preserve text formatting applied in the other application.

To choose the font and font size of your text:

1. Double-click a text box.

2. In the Text Editor, highlight the text you would like to modify.
3. Select your desired font size and style using the button on the Text Editor toolbar.

Note: We suggest that you use common fonts (like Arial, Verdana and Times New Roman) that are supported by most web browsers.

To select the background color of a text box:

1. Right click the text box then **Properties**.
2. On the **Colors and Borders** tab, select your desired text background color.

Inserting images

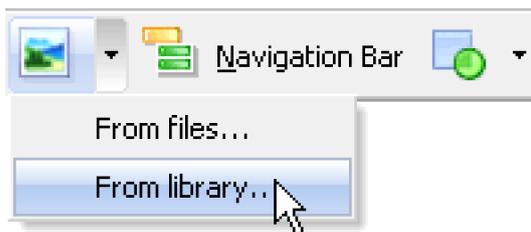
Pictures help to give balance and visual interest to your web pages. You can select images from your computer's hard drive to add to your web page (You can also use images from Web Page Maker built-in images library). Web Page Maker supports the following image file formats: JPG, JPEG, GIF, BMP, PNG, ICO, WMF.

To insert an image to a web page:

1. Click the **Image** button on the toolbar.



Or, click the arrow next to the **Image** button, then **From Library**.



2. Select an image from your computer's hard drive or from Web Page Maker built-in images library.
3. Click **OK**.



You may also drag drop an image directly onto your page.

1. Locate the image in a directory on your hard drive.
2. Drag and drop the file onto your page in the Web Page Maker work window.
3. The Image file will appear on the page.

To change the size of an image:

1. Click on the image you want to resize.
2. Drag the selection handle on the edge or corner of the image.

Note: To resize an image in proportion, move the pointer to the **corner** of the image and hold down the button of your mouse.



Resizing an image changes only the HTML tags (HTML tag: A text string used in HTML to identify a page element's type, format, and appearance.) that tell a Web browser how to display that image. The graphics file itself is not changed, and neither is its size or its download time.

You can **resample** an image according to its new size, which can provide improved clarity while increasing or decreasing the size of the graphics file. To resample an image, right click on it and then properties, check **Resample image to match size**.

To rotate an image:

Right click on an image then **Image Transform**. You can also specify a value in degrees for the rotation by right clicking on an image then **Image Transform -> Rotate**, and inputing a value to rotate.

You can apply border to images. Specify the width in pixel.

To set an image borders:

1. Right-click over an image then **Properties**.
2. Specify the width and color of the border on the **Colors and Borders** tab.

To create a thumbnail image:

A thumbnail image is just a copy of the full-sized image that has been modified to reduce the size of the file. You do not have to create another page to do that.

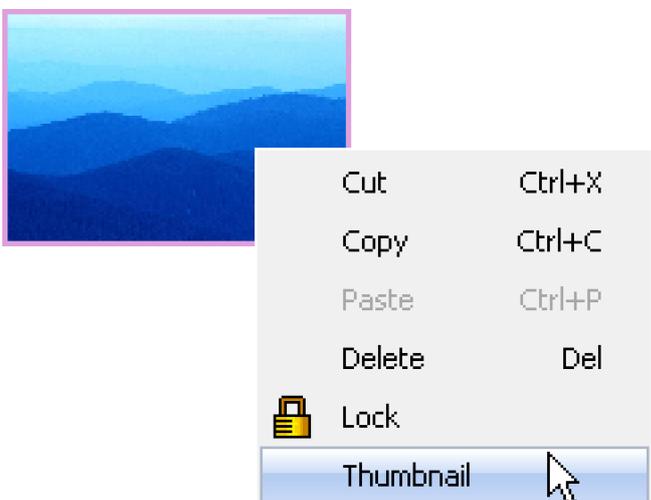
1. Select an image on your page.



2. Resize it by moving your pointer to the **corner** of the image and holding down the button of your mouse.



3. Right click it then **Thumbnail**.



Note: Thumbnails work with all browsers except IE in preview mode.

However, they will work when published no matter which browser you use.

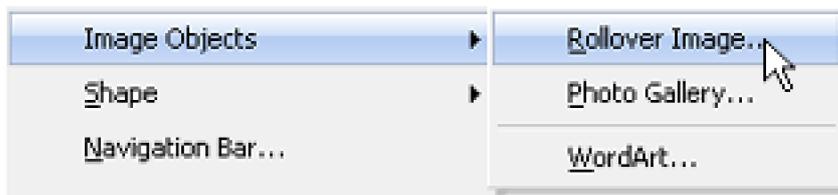
Inserting rollover images

You can insert rollover images in your page. A **rollover** is an image that, when viewed in a browser, changes when the pointer moves across it.

Before you begin, obtain one or more pairs of images for the rollover. You create a rollover with two image files: the primary image (the image displayed when the page first loads) and a secondary image (the image that appears when the pointer moves over the primary image). Both images in a rollover should be the same size; if the images are not the same size, Web Page Maker automatically resizes the second images to match the properties of the first image.

To create a rollover:

1. Select **Insert > Image Objects > Rollover Image**.



2. The Rollover Image dialog box appears, complete the dialog box.

(1) In the Original Image text box, click **Browse..** and select the image you want displayed when the page loads.

(2) In the Mouseover Image text box, click **Browse..** and select the image you want displayed when the pointer rolls over the original image.

(3) (Optional) In Mouseover sound box, click **Browse..** and select the sound file you want when the pointer rolls over the original image.

(4) (Optional) In Alternate Text, enter text to describe the image.

(5) Click the Hyperlink button at the lower left corner of the Rollover Image dialog box, set a hyperlink that you want to open when a user

clicks the rollover image.

Note: If you don't set a link for the image, Web Page Maker inserts a null link (#) in the HTML source code to which the rollover behavior is attached. If you remove the null link, the rollover image will no longer work.

(6) Click **OK** to close the Insert Rollover Image dialog box.

You can see the effect of a rollover image in Preview window, move the pointer over the original image. The display should switch to the rollover image.

Inserting photo gallery

A photo gallery contains a collection of photos arranged in a specific layout. With Web Page Maker, you can add a photo gallery that consists of thumbnail images with titles. Site visitors can easily scan your collection of images in the thumbnail state. They can also click on each thumbnail image to see a full-size image.

When you create a photo gallery, you can add as many photos as you want. You can also add or remove photos any time.

To create a photo gallery:

1. Select **Insert > Image Objects > Photo Gallery**.



2. The Photo Gallery dialog box appears. Click the Add button and select some photos or other images from your computer's hard drive.
3. Click **OK** to close the photo gallery dialog box.
4. Select **File > Preview** to preview the photo gallery in your browser.

To remove a photo from a photo gallery:

1. Double-click the photo gallery.
2. Select the photo from the list, and then click Remove.

To rearrange the order of the photos:

1. Double-click the photo gallery.
2. Select the photo from the list, and then click Move Up or Move Down.

To change the title of a photo:

1. Double-click the photo gallery.
2. Select the photo from the list, in the Title box, type the new title.

To resize a thumbnail in a photo gallery:

1. Double-click the photo gallery.
2. Click the thumbnail photo that you want to resize.
3. Under Thumbnail size, specify a new width and height in pixels.

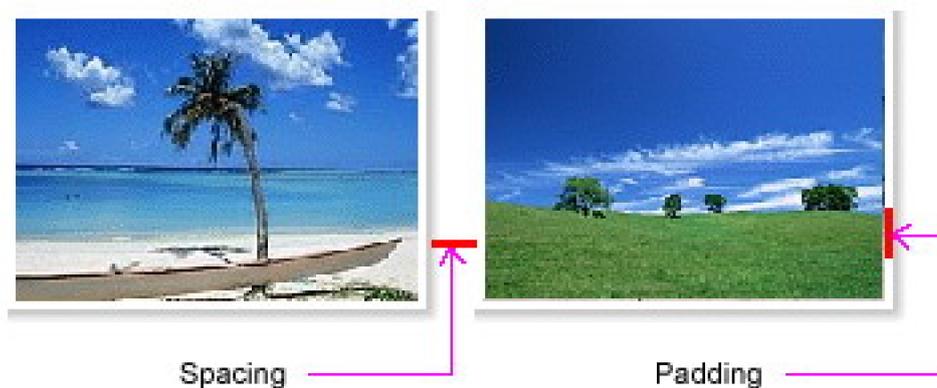
To generate thumbnail images:

1. Double-click the photo gallery.
2. Check the "Generate thumbnail images" check box.

Doing this will generate an thumbnail image according to its new size, which can provide improved clarity while decreasing the size of the graphics file. By default, the thumbnail images are 100 pixels by 100 pixels in size—a little larger than 1 inch by 1 inch.

To change the style of a photo gallery:

1. Double-click the photo gallery.
2. Click the **Settings** tab.



3. Type or select a number in the Spacing or Padding box.

To show the title of photos:

1. Double-click the photo gallery.

2. Click the **Settings** tab.
3. Check the **Show Title** check box.



lands01.jpg

↑ Title



lands02.jpg



lands03.jpg

To open the full-sized image in a browser window:

1. Double-click the photo gallery.
 2. Click the **Settings** tab.
 3. Click the arrow next to the Target drop down box, select one from the list.
- Open in a new browser window
 - Open in the same browser window
 - Open in a popuo window
 - Open in a window

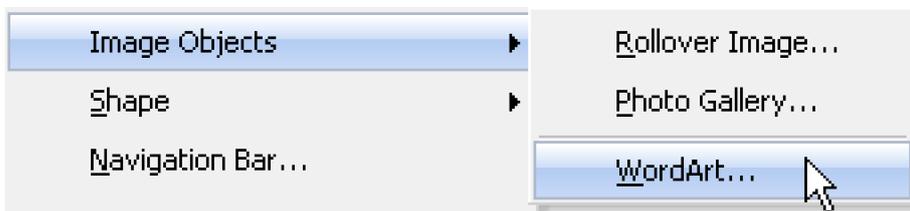
If you select "Open in a window", first you should insert an iframe by selecting iFrame from the Insert menu. Type the name of the iframe in the box next to the Target area. For example: iFrame1 (It is case sensitive).

Inserting WordArt

You can use WordArt to produce special text effects in Web Page Maker. WordArt is a gallery of text styles that you can add to your Web page to create a decorative effect. For example, you can create shadowed, rotated, and stretched text, as well as text that has been fitted to predefined shapes. These are called text effects.

To add WordArt to your page:

1. Select **Insert > Image Objects > WordArt**.

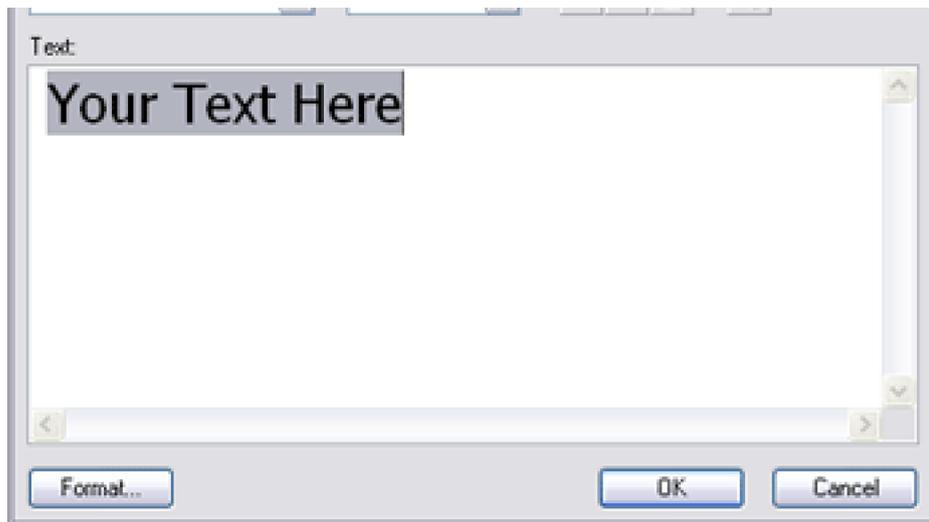


2. In the WordArt Gallery dialog box, double-click the style you want.



3. In the Edit WordArt Text dialog box, type your text and select the desired font and size.





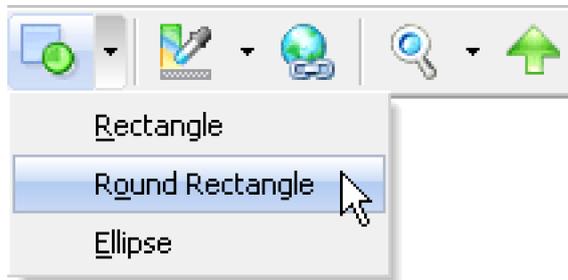
4. Click OK.

Inserting shapes

You can insert **colored shapes** (**rectangle**, **roundrect** and **ellipse**) to your web page. You can place a colored shape on top of another one or place a text box on top of it.

To insert a colored shape to a web page:

1. Click the arrow next to the **Shape** button, and then select the type of shape you want.



2. Use your mouse to draw a colored shape on the page. Hold down the left mouse button while dragging the mouse on the page.

To change the size of a shape:

1. Click on the shape you want to resize.
2. Drag the selection handle on the edge or corner of the shape.

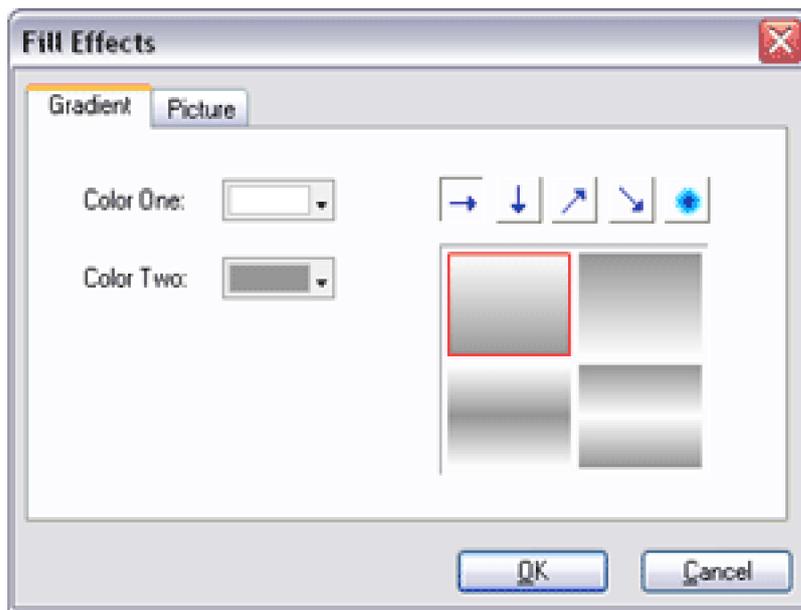
To fill a shape with a solid color or a gradient:

When it is active you can change the color of it by clicking the **Color** button on the toolbar. You can fill shapes with a solid color or a gradient.

1. Select the shape you want to fill.
2. Click the arrow next to **Color** on the toolbar.
3. Do one of the following:
 - To apply a solid color, click the color you want, or click **More Colors** for more

choices.

- To apply a gradient fill, click **Gradient fill** then select the options that you want.



To set a shape borders:

You can apply border to shapes. Specify the width in pixel.

1. Double click to open the shape **Properties**.
2. Specify the width and color of the border on the **Colors and Borders** tab.

Inserting navigation bar

A well-designed navigation bar will give your web site a professional look and feel. Web Page Maker makes it easy to create navigation bars with a mouse-over effect on any or all of your web pages.

To create a navigation bar for use on your web pages:

1. Click the **Navigation bar** button on the toolbar or select **Navigation bar** from the **Insert** menu.



2. Choose one category at the left side of the **Navigation Bar** dialog box, and select the navigation bar button style you want to insert, click **NEXT**.
3. On the **Options** tab, enter the text you would like to appear on each button in the **Text** field.
4. Click the **OK** button.

To add a new navigation button:

Click the **New Button** on the **Options** tab.

You can change the font and font size of the text that appears on your navigation bar buttons.

To modify the font, font size, font color and font style of your button text:

1. Adjust your font settings on the **Text** tab of the **Navigation bar** dialog box.





2. Click **OK**.

Web Page Maker allows you to choose a vertical or horizontal layout for your navigation bar.

To change the navigation bar layout from vertical to horizontal or vice versa:

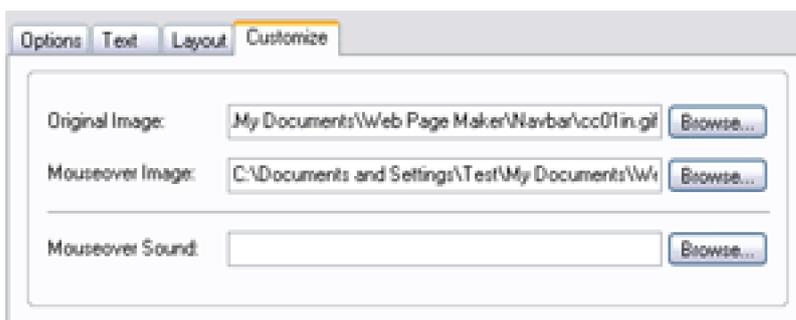
1. Click on the **Vertical** or **Horizontal** radio button to select your navigation bar layout on the **Layout** tab of the **Navigation bar** dialog box.



2. Click **OK**.

To customize a navigation bar:

1. Click on the **Customize** tab of the **Navigation bar** dialog box.



2. In the Original Image text box, click **Browse..** and select the image you want displayed when the page loads.

3. In the Mouseover Image text box, click **Browse..** and select the image you want displayed when the pointer rolls over the original image.

4. (Optional) In Mouseover sound box, click **Browse..** and select the sound file you want when the pointer rolls over the original image.

You can link navigation buttons to a page in your site, another web address or email address.

To create a button's link to another page within your site:

1. Select a file name of the navigation button you'd like to link to another page of your website.

To select a file name of the navigation button, move the mouse cursor over the text to highlight it in the text list by clicking the text at the left side of the **Options** tab.

2. Select "**A Page in My Site**" from the **Link Type** pull-down box at the right side of the **Options** tab.



The image shows a screenshot of a web form with four fields. The first field is labeled 'Link Type' and has a dropdown menu with 'A Page in My Site' selected. A mouse cursor is pointing at the dropdown arrow. The second field is labeled 'URL' and has a text input box with a dropdown arrow on the right. The third field is labeled 'Bookmark' and has a text input box with a dropdown arrow on the right. The fourth field is labeled 'Target' and has a text input box with a dropdown arrow on the right.

3. Click the arrow next to the **URL** drop box, a list of all current pages in the site will be displayed. Select one from the drop box.

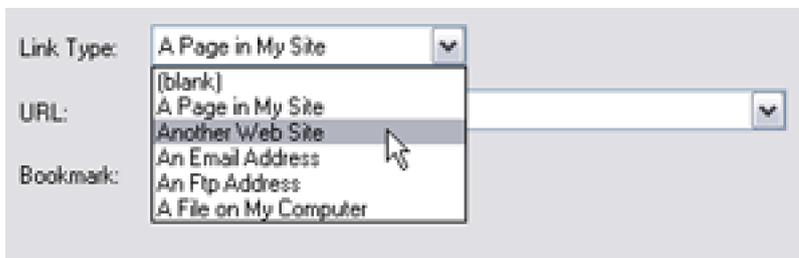




4. (Optional) If you want your specified page will be loaded in a new window, select **_blank** by clicking on the **target** area.

To create a button's link to another website:

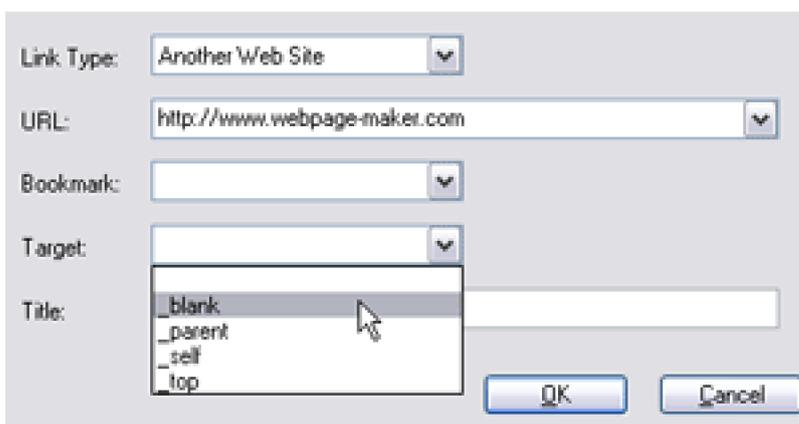
1. Select a file name of the navigation button you'd like to link to another website.
2. Select "**Another Website**" from the **Link Type** pull-down box.



3. Type the full URL of the website following the **http://** in the **URL** box.
For example: <http://www.webpage-maker.com/new.html>

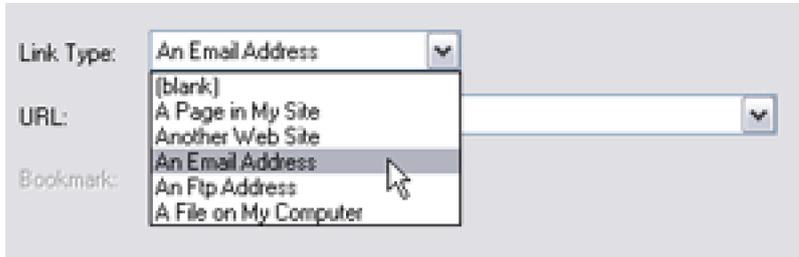


4. (Optional) If you want the linked page will be loaded in a new window, select **_blank** by clicking on the **target** area.

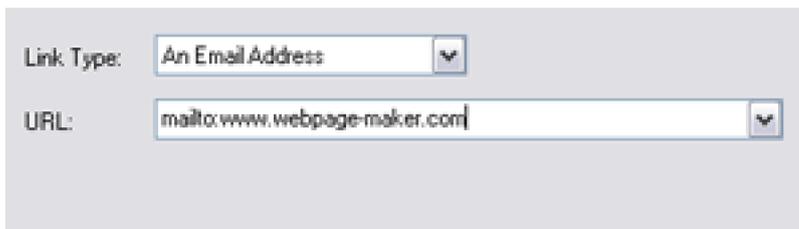


To create a button's link to an e-mail:

1. Select a file name of the navigation bar button.
2. Select "**An Email Address**" from the **Link Type** pull-down box.



3. Type your full email address following the mailto: in the **URL** box, and then click **OK**.



Note: Do not type any spaces between the colon and the e-mail address. For example, mailto:support@webpage-maker.com

Now that you've created a working navigation bar. You can use the "Include on" option to quickly include a navigation bar on all pages or specific pages of your project. The object will be added to every page in exactly the same location and with the same attributes as the original object. When the information changes, it can be automatically updated on all pages in your project.

To insert the navigation bar into other pages in your site:

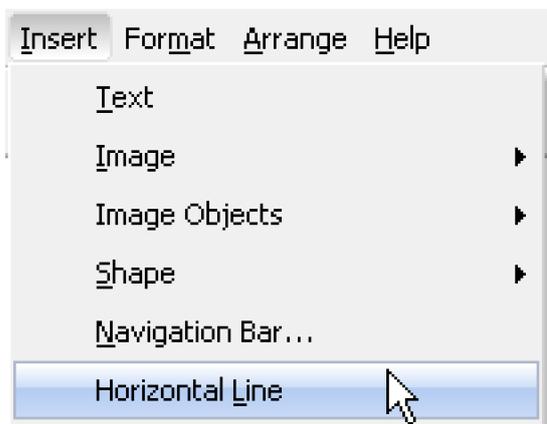
1. In the index page, select the navigation bar you inserted.
2. Select **Edit > Include on all pages**.

Inserting horizontal lines

Horizontal lines are useful for organizing information. On a page, you can visually separate text and objects with one or more rules.

To create a horizontal line:

Select Insert > Horizontal Line.



To modify a horizontal line:

1. Double click the horizontal line in the work window to open the Property dialog box.



2. Modify the properties as desired:

(1) Specify the height of the rule in pixels in the Size area.

(2) Change the color by clicking the arrow next to Color.

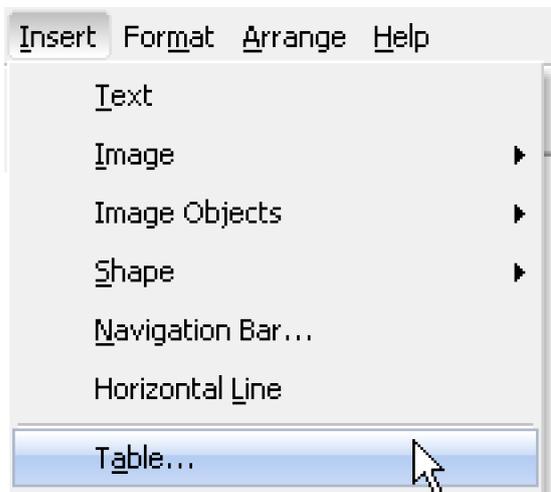
(3) Shading specifies whether the rule is drawn with shading. Deselect this option to draw the rule in a solid color.

Inserting tables

Tables are a great way to display data in an organized fashion. Web Page Maker allows you to create tables that contain any number of columns and rows you might desire.

To create a table for use on your web pages:

1. Select **Table** from the **Insert** menu.



2. Use the **New Table** dialog to specify the number of columns and rows.
3. Click the **OK** button.

To add text into a table cell:

1. In the Table Editor, click inside the table cell.
2. Type or paste your text into the table cell.

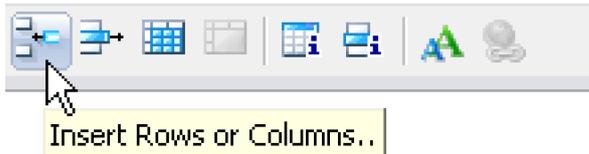
To align text of cell(s):

1. Place the cursor inside the cell containing the text you wish to align.
2. Click the Cell properties button on the Table Toolbar. Change the Horizontal and/or Vertical alignment.

3. Click OK.

To insert a table column or row into a table:

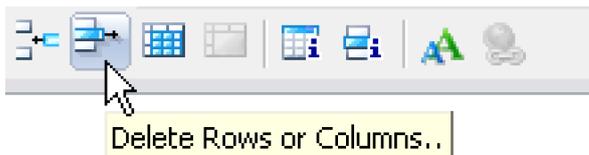
1. In the Table Editor, place the cursor inside a cell you wish to insert rows or columns.
2. Click the **Insert Rows or Column** button on the table toolbar.



3. In the Insert Rows or Columns dialog box, specify whether to insert columns or rows, and whether to insert them before or after the row or column containing the cursor.
4. The new table column or row will be added to the table.

To delete a table column or row:

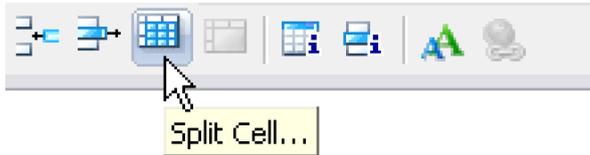
1. In the Table Editor, place the cursor inside a cell you wish to remove.
2. Click the **Delete Rows/Columns** button on the Table Toolbar.



3. In the Delete Row or Columns dialog box, specify whether to delete rows or columns, and whether to delete them before or after the row or column where the cursor is currently located.
4. Click **OK**.

To split a table cell:

1. In the Table Editor, select the cells to be split.
2. Click the **Split Cell** button on the table toolbar.



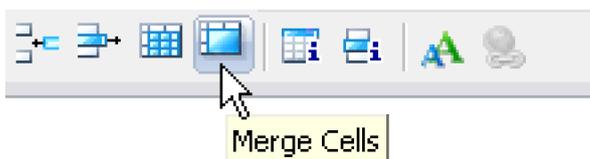
3. In the Split Cell dialog box, specify whether to split the cells into rows or columns and determine the number of rows or columns to split each cell into.

4. Click **OK**.

To merge multiple table cells:

1. In the Table Editor, select two or more cells to be merged.

2. Click the **Merge Cells** button on the table toolbar.



You can specify a background color to an entire table or cells. If you have applied the table background color, row background color, and cell background color at the same time, cell background will take the precedence, and then table color in turn.

To select the background color of a table:

1. Place the cursor inside the table.

2. Click the **Table properties** button on the Table Toolbar. Specify Color in the Table properties dialog box.

3. Click **OK**.

To select the background color of a table cell:

1. Place the cursor inside the table.

2. Click the **Cell properties** button on the Table Toolbar. Specify Color

in the Cell properties dialog box.

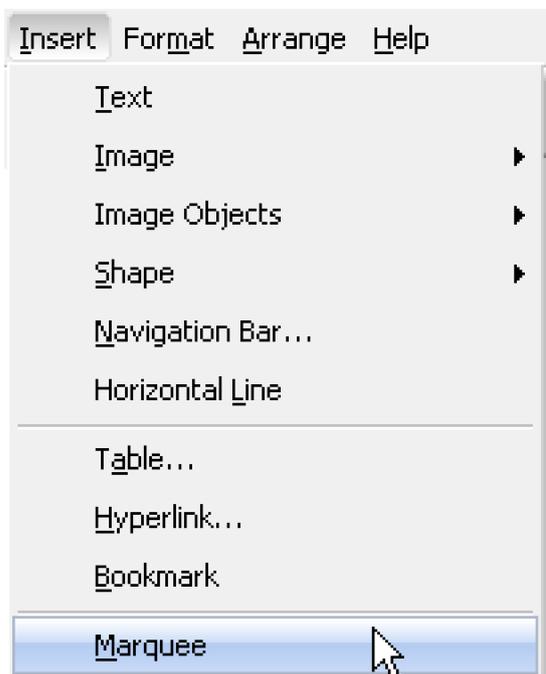
3. Click OK.

Inserting scrolling text

The scrolling text (also called "marquee") is a special html code that allows you to make your context MOVE. It provides a great way to draw attention to your web site.

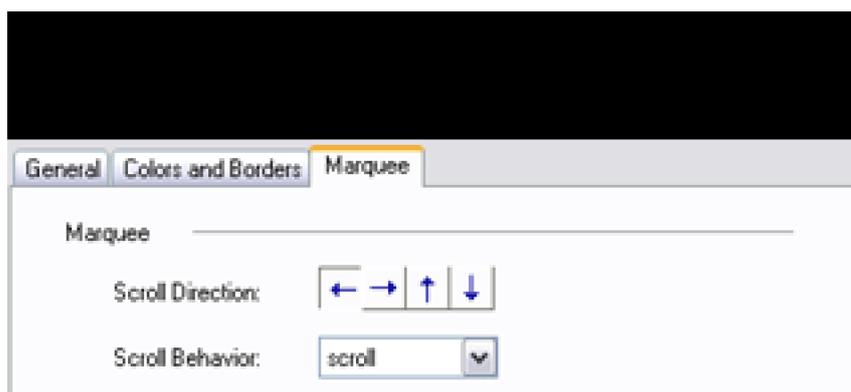
To insert scrolling text to your page:

1. Select **Insert > Marquee**.



2. Double click the marquee box, the **Text Editor** window appears. Just like Text Boxes, type the text you want to have scroll across your web page. Choose the font type, size and color.

3. Right-click the marquee box and then **Properties**, select any other options you want on the **Marquee** tab.



Loop:

-1 

(-1 loops infinitely)

Note: Scrolling text is only supported by Microsoft Internet Explorer.

Inserting flash movie

You can use Web Page Maker to insert flash movie in your pages. You should insert flash movie file (*.swf), not flash file(*.fla), in the web document.

To insert a flash movie (.swf file):

1. Select **Insert > Flash > Flash Movie**.



2. Click **Browse** and select a flash file (.swf), the first frame of the flash appears in the work window.

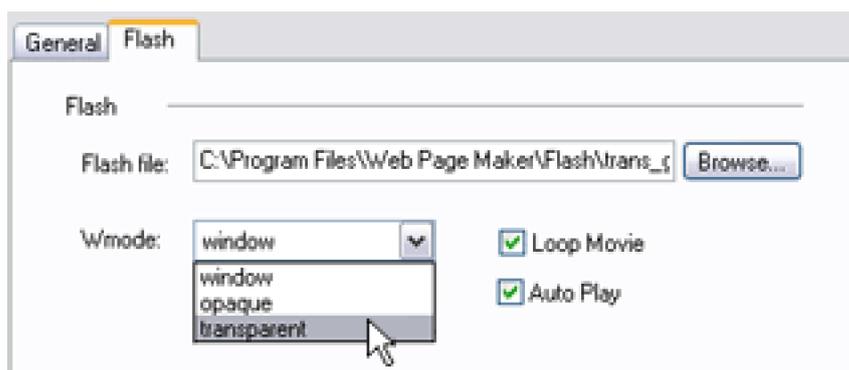
Note: Flash movies cannot be executed in the work window.

3. Select **File > Preview** to preview the flash movie in a browser.

The background of a flash movie can be set to transparent. This allows the background color or image of the HTML page that contains the flash movie to show through.

To make a flash movie with a transparent background:

1. Select the flash file, right click then **Properties**.
2. Set "**WMODE**" to "**transparent**".



Inserting Flash Video

Web Page Maker lets you easily insert Flash Video in your web pages. When viewed in a browser, this component displays the Flash Video content you select, as well as a set of playback controls. When the video is played, the video file is downloaded to the visitor's computer (hard drive) before playback. The file is served from a normal web server through an HTTP request just like a normal web page or any other downloadable document. Unlike traditional download-and-play methods of video delivery, however, the video file starts playing before the download is complete.

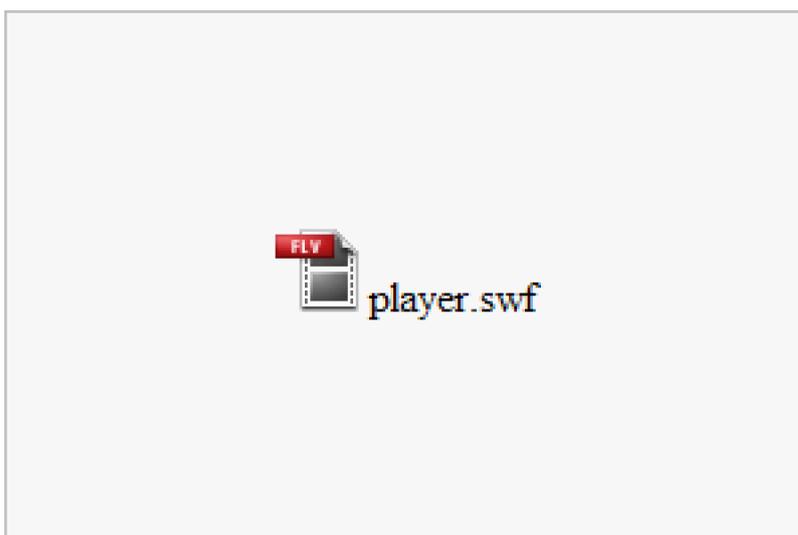
You can use Web Page Maker to insert Flash Video content in your pages. You must have an encoded Flash Video (.FLV) file before you begin.

To insert a flash video:

1. Select **Insert > Flash > Flash video**.



2. Click **Browse** and select a flash video (.flv) from your hard drive.



3. Select **File > Preview** to preview the flash video in your browser.

Inserting flash slideshow

You can use Web Page Maker to insert flash slideshow in your pages. It makes animated photo slideshows. This slideshow loads images with fade in/out transition.

To insert a flash slideshow:

1. Select **Insert > Flash > Flash slideshow.**



2. Click the **Add** button and select some images from your computer's hard drive.

3. Select **File > Preview** to preview the flash movie in your browser.

When publishing, all the files will be uploaded to your web host automatically.



If you uploaded your web pages with a third party FTP program, you should upload the "ac_activex.js" file to the root folder on your server, and upload the slideshowxxxxxxxx.xml file to the "images" directory on your server. To do it, select "export to html" from the File menu, the program will generate an ac_activex.js file, html files and an images folder. Upload all these files to the correct directories on your server by the FTP program.

Adding audio/video

Web Page Maker lets you add sound and movies to your website quickly and easily.

You can add sound to a web page in different ways and using different formats. Audio can be streamed so that it plays while it is downloading or it can be downloaded to the user. This section contains the following topics:

- [Setting a sound file as background](#)
- [Embedding a sound file](#)
- [Linking to an audio file](#)

Setting a sound file as background

The simplest way to have an audio file on your page is to set it as background. When a visitor comes to your page, the audio file will load and play automatically. The visitor has no control over the files, such as the ability to turn it off or adjust the volume. You can only have one audio file as part of the page.

To set an audio as background:

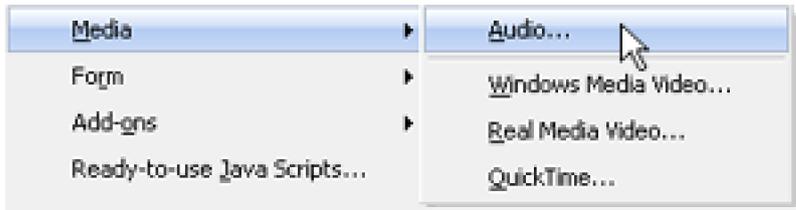
1. Double click or right click any blank area of the page (not on an object) to open the **Page Properties** dialog box.
2. On the **background** tab, select an audio from your computer's hard drive.

Embedding a sound file

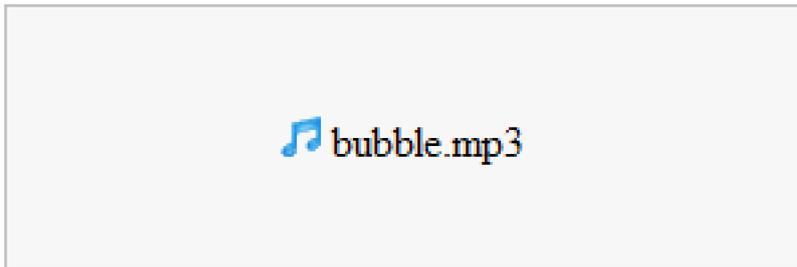
By embedding audio files into your page you give the visitor the option to control the playback - on/off, volume, etc. You can also embed more than one file in the page. The files are played back by whatever audio software the visitor has on their system.

To embed a streaming audio file in your page:

1. Select **Insert > Media > Audio**.



2. Select an audio file from your computer's hard drive .
3. The audio file name appears. Note that audio cannot be executed in the work window.



4. Select **File > Preview** to preview it in a browser.

When publishing, the sound file will be uploaded to your web host automatically.

Linking to an audio file

Linking to an audio file is a simple and effective way to add sound to a web page. If you have an mp3 file for example, you would simply create a link to myaudio.mp3. When a visitor comes to your site, they can click on the link. They then have the option of playing or downloading the file.

To include an audio in your page that the user can download:

1. Select the text or image you want to use as the link to the audio file.
2. Click the **Hyperlink** button.
3. Select "**A File on My Computer**" from the **Link Type** pull-down box of the Hyperlink dialog.





4. Click the **Browse...** button and select an audio file from your computer's hard drive.

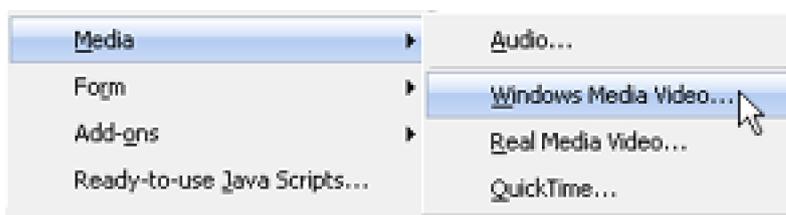


When publishing, the sound file will be uploaded to your web host automatically.

There are basically two ways to put video on you page. You can embed the video into your page. Or you can link to the video file.

To embed a video file:

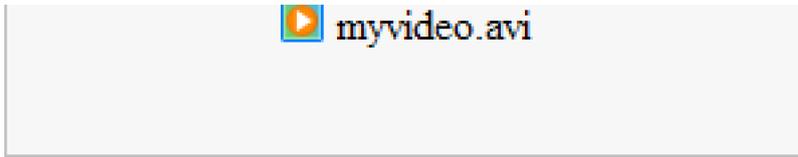
1. Select **Insert > Media > Windows Media Video** (avi file) or **Real Media Video** (rm or ram file).



2. Select a video file from your computer's hard drive.

3. The video file name appears. Note that video cannot be executed in the work window.



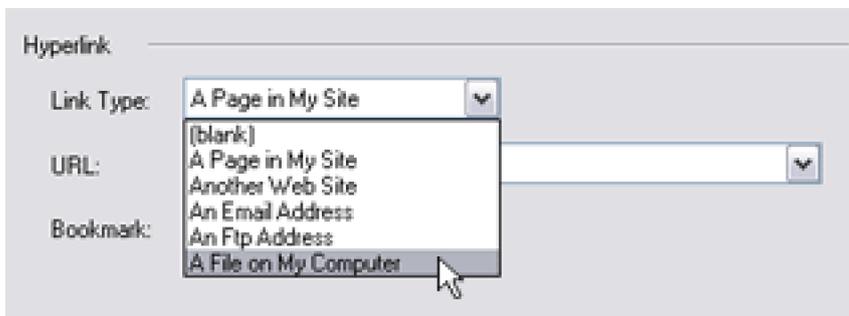


4. Select **File > Preview** to preview it in a browser.

When publishing, the video file will be uploaded to your webhost automatically.

To create a link to a video file:

1. Select the text or image you want to use as the link to the video file.
2. Click the **Hyperlink** button.
3. Select "**A File on My Computer**" from the **Link Type** pull-down box of the Hyperlink dialog.



4. Click the **Browse...** button and select a video file from your computer's hard drive.



When publishing, the video file will be uploaded to your web host automatically.

What are Forms?

Forms are a means of collecting information, designed to obtain user inputs or dynamically show data to site visitors. Users fill in a form and/or select something, and then they click a button.

For something to be done with the information, it must be sent somewhere. User inputs taken from a form are sent to web server and processed by a Common Gateway Interface (CGI).

What actually processes the data is a server-side program, usually CGI, not the form itself. Forms only obtain or show data. However, form has one required attribute, ACTION, specifying the URL of a CGI script which processes the form and sends back feedback.

Form Elements

Form elements are types of methods used when the site visitors input data to the form. The input data is transmitted to the Web server and processed by a CGI for further actions. Each type of form element provides different functions for others.

Types of form Elements:

1. **One-line text box:** Used to allow the site visitor to enter a small amount of text in a form.

2. **Multi-line text box:** Used to let the site visitor enter more text than would fit in a one-line text box.

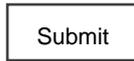
3. **Check box:** Used to let site visitors select or deselect an option in a form.

4. **Radio button:** Used when the site visitor must select only one item among two or more choices.

5. **Drop-down list:** Used in a form to let the site visitor select an item from a list.

6. **Push button:** Used to let the site visitor submit a form, clear a form,

or submit a value to the web server.



7. **Image button:** Used to get the coordinate information of a clicked position.

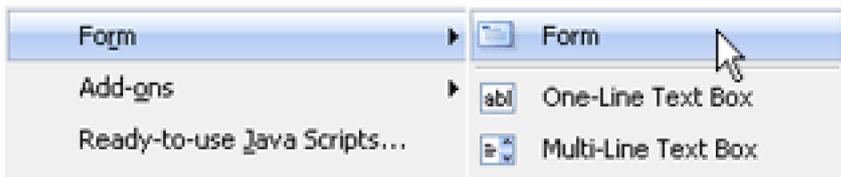
8. **Hidden form field:** Used for sending a value to the Web server while keeping the form invisible to site visitors (The hidden form field is invisible to the site visitors).



Creating a form

To create a form:

1. Select the **Insert > Form > Form** menu command.



2. Double click to set the Form properties in the Form tab of the Properties window.

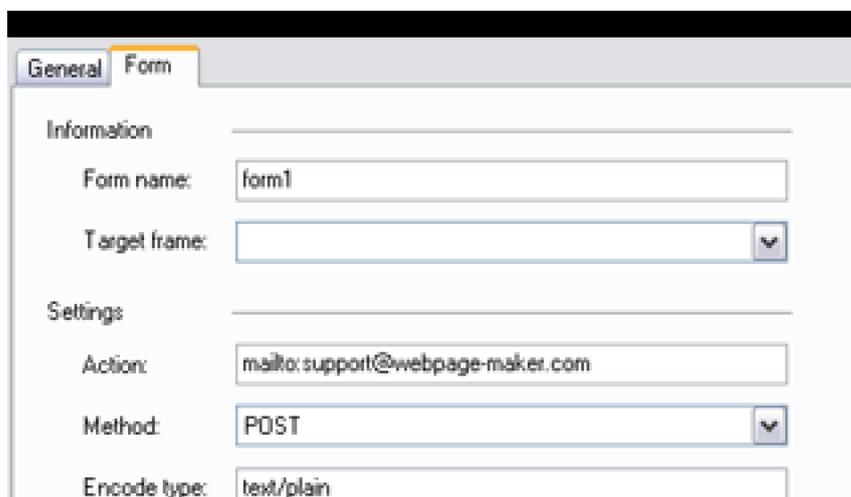
Actions determines the path to the URL where the processing script or application that will process the form information. For example:

mailto:support@webpage-maker.com or,
http://www.mysite.com/cgi-bin/myform.cgi

The **Method** box defines the method in which the form data will be handled:

Select **Post** to hide the script information in the URL. Select **Get** to display the script information in the URL.

And then specify the **Encoding Type** how the information is being sent.
For example: text/plain

A screenshot of a 'Form' properties window. The window has two tabs: 'General' and 'Form'. The 'Form' tab is selected. The window is divided into two sections: 'Information' and 'Settings'. In the 'Information' section, there is a text box for 'Form name' containing 'form1', and a dropdown menu for 'Target frame'. In the 'Settings' section, there is a text box for 'Action' containing 'mailto:support@webpage-maker.com', a dropdown menu for 'Method' set to 'POST', and a text box for 'Encode type' containing 'text/plain'.



After you've added a Form to your web page you can start adding [form elements](#). The form elements are the areas of the form where your visitors type their response, or select their choices. The form elements are belonged to the form you have added automatically.

We highly recommend you to *insert the form in the first, then the form elements*.

Inserting a one-line text box

The one-line text box allows a site visitor to input text.

To add a one-line text box:

1. Select **Insert > Form > One-Line Text Box...**
2. Double click to specify **Name** and **Initial value**. If initial value has not been specified, the text box is displayed as blank.
3. Select an **Input type**. The default is standard text.
 - Select **Standard text** for most purposes.
 - If you select **Password**, each character typed into the text box will be shown as an asterisk (*) rather than the actual character.
 - If you select **File name**, a browse button will be inserted next to the text box, allowing site visitors to select a file on their hard drive, of which the filename will be automatically entered into the text box.
4. Click **OK**.
5. If you wish to attach an **action**, select **Insert > Form > Form**. Then make the form element is belonged to the form.

Note: If you add the form in the first, then the form elements, the form elements are belonged to the form you have added automatically.

You can modify the size of the text box by selecting the text box and dragging its resize handles. You can also modify the properties of the box in the One-Line Text Box Properties, which appears when you double-click the text box.

Inserting a Multi-line text box

The scrolling text box allows a site visitor to enter more than one line of text.

To add a multi-line text box:

1. Select **Insert > Form > Multi-line Text Box...**
2. Double click to specify **Name** and **Initial value**. If initial value has not been specified, the text box is displayed as blank.
3. Click **OK**.
4. If you wish to attach an **action**, select **Insert > Form > Form**. Then make the form element is belonged to the form.

Note: If you add the form in the first, then the form elements, the form elements are belonged to the form you have added automatically.

You can modify the size of the scrolling text box by selecting the scrolling text box and dragging the resize handles. You can also modify the properties of the box in the Scrolling Text Box Properties dialog box, which appears when you double-click the scrolling text box.

Inserting a check box

Check boxes allow to make one or more selections from a group of options, or to turn a single option on or off. Unlike radio buttons, any number of boxes in a group can be selected at the same time.

To add a check box:

1. Select **Insert > Form > Check Box...**
2. Double click to specify **Name** and **Value**.
3. Specify **Initial state**. The initial state defines the check box is selected or not when the form loads in a browser.
4. Click **OK**.
5. If you wish to attach an **action**, select **Insert > Form > Form**. Then make the form element is belonged to the form.

Note: If you add the form in the first, then the form elements, the form elements are belonged to the form you have added automatically.

Inserting radio buttons

Radio buttons allow user to make only one choice from a set of options. Radio buttons are typically used in groups. All radio buttons in a group must have **the same name** and must contain different values.

To add radio buttons:

1. Select **Insert > Form > Radio Button...**
2. Double click to specify **Name** and **Value**.
3. Specify whether the item should be initially selected in **Initial state**.
4. Click **OK**.
5. If you wish to attach an **action**, select **Insert > Form > Form**. Then make the form element is belonged to the form.

Note: If you add the form in the first, then the form elements, the form elements are belonged to the form you have added automatically.

You can create multiple radio button interactions in a form, be sure each set of radio buttons has a unique name, and all radio buttons in a one group must have the same name.

Inserting a drop-down list

A drop-down menu is used in a form, and allows a site visitor to select an item from a list.

To add a drop-down list:

1. Select **Insert > Form > Drop-down List...**
2. Click **Add**.
3. In the Add Option dialog box, enter **Text** and **Value** and click OK.
 - **Text:** Enter the text of the item that will appear in the menu when viewed in a browser.
 - **Value:** Enter the value that will be sent to the web server when a site visitor selects the item.

You can write the option values to meet your needs, i.e., type the page's URL using a relative path in the Value box (e.g. page2.html).

4. If you wish to attach an **action**, select **Insert > Form > Form**. Double click the main form, enter action in the **Action** box to apply any actions. Then make the drop-down list is belonged to the form.



Note: You will need an html code to make the drop down list to work. Select Html Code or Script code from the Insert menu, paste the code below into the Html Editor window:

```
<script language="javascript">
function gotoUrl(url) {
if (url == "")
return;
location.href = url;
}
function newWin(url) {
```

```
// url of this function should have the format: "target,URL".
if (url == "")
return;
window.open(url.substring(url.indexOf(",") + 1, url.length),
url.substring(0, url.indexOf(",")));
}
function fnOnChange(){
gotoUrl(selector.options[selector.selectedIndex].value);
return true;
}
var selector = (document.getElementById)?
document.getElementsByName("formselect1")[0] :
document.all.formselect1;
selector.onchange=fnOnChange;
</script>
```

Inserting a push button

A push button allows the site visitor to give the web browser a command regarding the form, such as "Submit this form now". Sometimes, a button is used in combination with a JavaScript action that performs some function when the button is clicked.

To add a push button:

1. Select **Insert > Form > Push Button...**
2. Double click then enter a name to identify the button in **Name**.
3. In **Value**, enter the text to use as the button's label. If the button type is submit, this value is also sent to the server.
4. Select a **Button type**.
 - If you set the type to **Submit**, the button will cause the values in the form to be sent to the server.
 - If you set it to **Reset**, the button will cause the form to be cleared.
 - If you set it to **General**, the button doesn't do anything by itself; it needs to have an attached JavaScript action that performs some function when the button is clicked.
5. Click **OK**.
6. If you wish to attach an **action**, select **Insert > Form > Form**. Then make the form element is belonged to the form.

Note: If you add the form in the first, then the form elements, the form elements are belonged to the form you have added automatically.

Inserting an image button

An image form element is an image that acts as a kind of submit button in a form. Like a standard submit button, when clicked, it causes the information in the form to be sent to the Web server.

To insert an image button:

1. Select **Insert > Form > Image Button...**
2. Locate and select an image file on your local drive, and click **open**.
3. Double click the image button, enter a name to identify the image button in **Name**.
4. Click **OK**.
5. If you wish to attach an **action**, select **Insert > Form > Form**. Then make the form element is belonged to the form.

Note: If you add the form in the first, then the form elements, the form elements are belonged to the form you have added automatically.

Inserting a hidden form field

A hidden field is used to store a static value that is sent to the server along with the rest of the information in a form. However, it is invisible to the visitor. You might use a hidden field, for instance, to send the filename of the document containing the form.

To add a hidden form field:

1. Select **Insert > Form > Hidden Form Field...**
2. Double click then enter a **Name** to identify the hidden form field.
3. Enter the **Value** that will be sent to the server.
4. Click **OK**.

In the work window, a hidden form field is indicated by with a picture that looks like this:



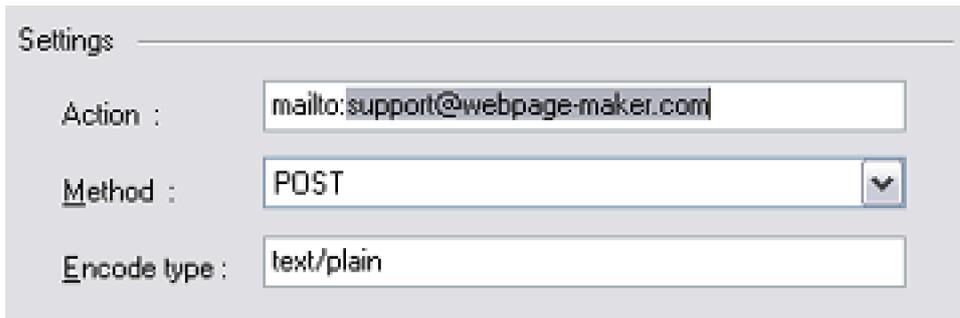
This picture is not visible in a browser or the Preview window.

Example - Email Form

The example form is a standard email form. By default, when a visitor fills out the form and clicks the submit button, the default browser tells him it's sending the data via email, and then sends it automatically (without opening up a mail client).

To add an email form:

1. Select **Insert > Form > Example - Email Form**.
2. A form and a set of form elements appear. Double click the **form** (a picture named form), replace support@webpage-maker.com with your own email address in the **action** box.



Settings

Action :

Method : ▼

Encode type :

3. Click **Ok**.

If you want a more powerful email form which suits your needs, you need a server side script like **FormMail.cgi** or find some form server provider. You should contact your web host for instructions on how to access their server side programs and if they provide such .cgi program.

What is PayPal?

PayPal is an e-commerce business that allows members to send money online quickly and safely to anyone with an email address. Once you sign up for a free account, you can use PayPal to send and receive online payments with credit card or bank account.

You can use PayPal Buttons to let your site visitors purchase individual items on your site. When a visitor clicks a PayPal button on your site, a new window will open containing a PayPal payment details page. Here he'll be prompted to sign in to an existing PayPal account or sign up for a new one, then complete his transaction on the PayPal web site.

If you receive a payment through PayPal, you will receive an email notification and the money will be credited to your PayPal account. You can then use your PayPal balance to make payments, or you can withdraw the funds to your bank account.

Let's see how customers pay:



Customers shop on your site and click the payment button.



They pay on secure PayPal pages.



And return to your site after payment.

Add any of the following buttons to your site:

Buy Now



Sell single items in various quantities with [Buy Now button](#)

Add to Cart



Sell multiple items at one time with [Add to Cart button](#)

Donate



Accept monetary contributions with [Donate button](#)

View Cart



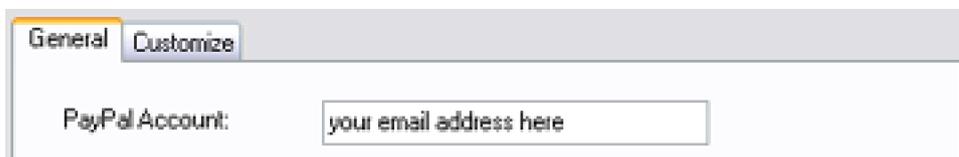
Review the items in carts before checking out with [View Cart button](#)

Adding a PayPal Buy Now Button

To let your customers buy one item at a time, put a Buy Now button on your website. Your customers can then click the button to buy an item.

To add a PayPal Buy Now Button to your web page:

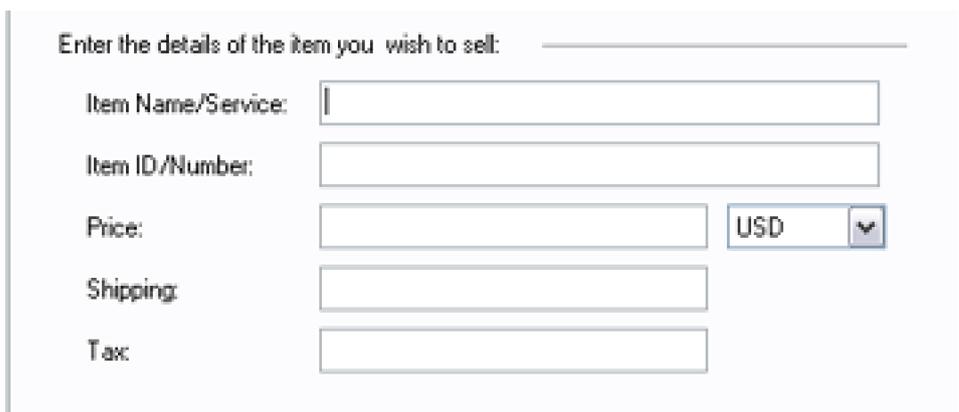
1. Select **Insert > Add-ons > PayPal Buttons > Buy Now**.
2. Click the **General** tab, enter the email address to which you want payments to be sent in the **PayPal Account** field.



The screenshot shows a configuration window with two tabs: 'General' and 'Customize'. The 'General' tab is active. Below the tabs, there is a label 'PayPal Account:' followed by a text input field containing the placeholder text 'your email address here'.

If you already have a PayPal account, be sure to enter the email address associated with that account here; if you do not yet have an account, sign up now. This field is required.

3. Enter the details of the item you wish to sell below:



The screenshot shows a form titled 'Enter the details of the item you wish to sell:'. The form contains the following fields and controls:

- Item Name/Service: A text input field.
- Item ID/Number: A text input field.
- Price: A text input field followed by a dropdown menu currently showing 'USD'.
- Shipping: A text input field.
- Tax: A text input field.

- **Item Name/Service** -- Enter the name of the item or service that you wish to sell. Your customers will see this name associated with the item in their transaction details on the PayPal website.
- **Item ID/Number** -- If your item is associated with a product identification number or code, enter it here. Your customers will see this ID associated with the item in their transaction details on the PayPal website (Optional).

- **Price** -- Enter the price of your item here, and choose the currency in which the price should be listed from the pull-down menu.
- **Shipping** -- Enter the cost of shipping this item (Optional).
- **Tax** -- Enter the tax price for the item in this field (Optional).

4. Choose a button to put on your website.

Choose a button to put on your website:

C:\Program Files\Web Page Maker\F

If you want to choose a button to place on your website, click the **Browse...** button. You can choose a button from the built-in image library or from your local hard drive.

5. For additional item options, click the **Customize** tab (Optional).

General **Customize**

Take customer to a specific page (URL) after successful checkout:

Take customer to a specific page (URL) after checkout cancellation:

Allow customer to specify quantity on PayPal payment page

Prompt for shipping address

Prompt the customer for a note

Note title :

- If you'd like to use your own transaction confirmation page, enter the URL (web address) of another confirmation page in the Confirmation page field.
- If you'd like to use your own transaction cancellation page, enter the URL (web address) of another cancellation page in the Cancellation page field.
- If you'd like to make it possible for your customers to purchase more than one of this individual item, check the "Allow customer to specify quantity on PayPal payment page" check box.
- If you'd like your your customer to provide a shipping address, check the

"Prompt for shipping address" check box.

- If you'd like your customer to be able to send you a note with his payment, check the "Prompt the customer for a note" check box, then enter a title for this field next to Note Title.

After creating your Buy Now buttons, you can put them on your website to start selling.

Other types of buttons include:

- [Donations](#)
- [Add to Cart](#)
- [View Cart](#)

Adding a PayPal Donations Button

To accept donations, put a Donate button on your website. Donors can then click the button to make donations.

To add a PayPal Donations Button to your web page:

1. Select **Insert > Add-ons > PayPal Buttons > Donations**.
2. Click the **General** tab, enter the email address to which you want payments to be sent in the **PayPal Account** field.



The screenshot shows a dialog box with two tabs: "General" (selected) and "Customize". Below the tabs is a label "PayPal Account:" followed by a text input field containing the placeholder text "your email address here".

If you already have a PayPal account, be sure to enter the email address associated with that account here; if you do not yet have an account, sign up now. This field is required.

3. Enter the details of the item below:
- **Item Name/Service** -- Enter the name of your item. Your customers will see this name associated with the item in their transaction details on the PayPal website.
 - **Item ID/Number** -- If your item is associated with a product identification number or code, enter it here. Your customers will see this ID associated with the item in their transaction details on the PayPal website (Optional).

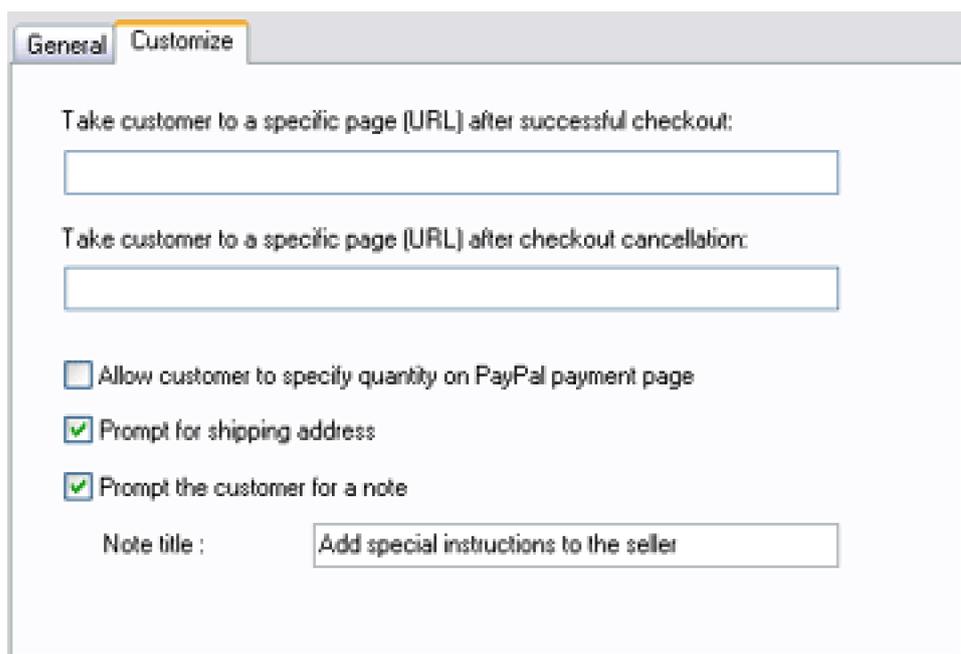
4. Choose a button to put on your website.



The screenshot shows a dialog box with the text "Choose a button to put on your website:" followed by a text input field containing the path "C:\Program Files\Web Page Maker\F". To the right of the input field is a "Browse..." button.

If you want to choose a button to place on your website, click the **Browse...** button. You can choose a button from the built-in image library or from your local hard drive.

5. For additional item options, click the **Customize** tab (Optional).



General Customize

Take customer to a specific page (URL) after successful checkout:

Take customer to a specific page (URL) after checkout cancellation:

Allow customer to specify quantity on PayPal payment page

Prompt for shipping address

Prompt the customer for a note

Note title : Add special instructions to the seller

- If you'd like to use your own transaction confirmation page, enter the URL (web address) of another confirmation page in the Confirmation page field.
- If you'd like to use your own transaction cancellation page, enter the URL (web address) of another cancellation page in the Cancellation page field.
- If you'd like to make it possible for your customers to purchase more than one of this individual item, check the "Allow customer to specify quantity on PayPal payment page" check box.
- If you'd like your your customer to provide a shipping address, check the "Prompt for shipping address" check box.
- If you'd like your customer to be able to send you a note with his payment, check the "Prompt the customer for a note" check box, then enter a title for this field next to Note Title.

After creating your Donate buttons, you can place them on your website to start raising funds.

Other types of buttons include:

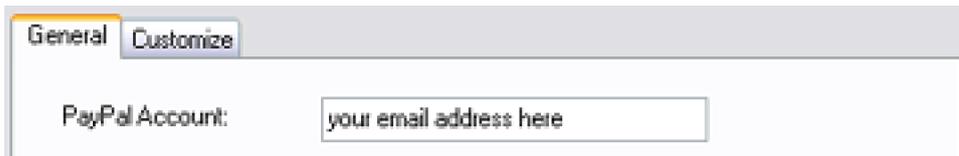
- [Buy Now](#)
- [Add to Cart](#)
- [View Cart](#)

Adding a PayPal Add to Cart Button

With the PayPal Shopping Cart, you can let buyers select multiple items on your website and pay for them with a single payment. Buyers click Add to Cart buttons to add items to their virtual PayPal Shopping Carts, and they click View Cart buttons to review the items in their carts before they check out and make their payments.

To add a PayPal Add to Cart Button to your web page:

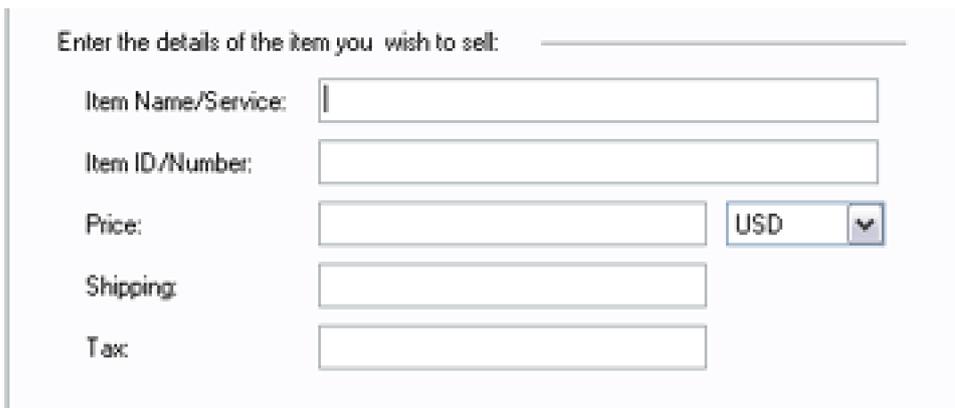
1. Select **Insert > Add-ons > PayPal Buttons > Add to Cart.**
2. Click the **General** tab, enter the email address to which you want payments to be sent in the **PayPal Account** field.



The screenshot shows a configuration window with two tabs: "General" (selected) and "Customize". Below the tabs is a label "PayPal Account:" followed by a text input field containing the placeholder text "your email address here".

If you already have a PayPal account, be sure to enter the email address associated with that account here; if you do not yet have an account, sign up now. This field is required.

3. Enter the details of the item you wish to sell below:



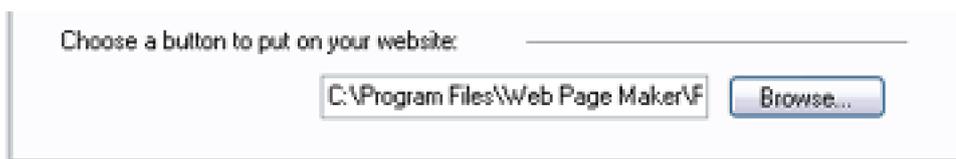
The screenshot shows a form titled "Enter the details of the item you wish to sell:". It contains several input fields: "Item Name/Service:", "Item ID/Number:", "Price:" (with a currency dropdown menu set to "USD"), "Shipping:", and "Tax:".

- **Item Name/Service** -- Enter the name of your item. Your customers will see this name associated with the item in their transaction details on the PayPal website.
- **Item ID/Number** -- If your item is associated with a product identification

number or code, enter it here. Your customers will see this ID associated with the item in their transaction details on the PayPal website (Optional).

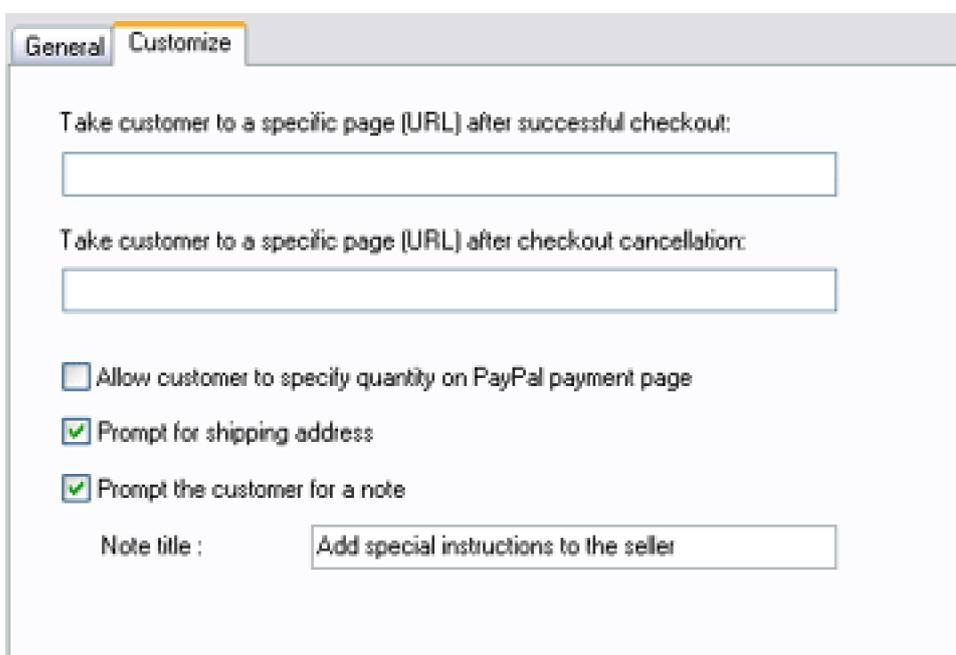
- **Price** -- Enter the price of your item here, and choose the currency in which the price should be listed from the pull-down menu.
- **Shipping** -- Enter the cost of shipping this item (Optional).
- **Tax** -- Enter the tax price for the item in this field (Optional).

4. Choose a button to put on your website.



If you want to choose a button to place on your website, click the **Browse...** button. You can choose a button from the built-in image library or from your local hard drive.

5. For additional item options, click the **Customize** tab (Optional).



- If you'd like to use your own transaction confirmation page, enter the URL (web address) of another confirmation page in the Confirmation page field.
- If you'd like to use your own transaction cancellation page, enter the URL (web address) of another cancellation page in the Cancellation page field.
- If you'd like to make it possible for your customers to purchase more than one of this individual item, check the "Allow customer to specify quantity on PayPal

payment page" check box.

- If you'd like your your customer to provide a shipping address, check the "Prompt for shipping address" check box.
- If you'd like your customer to be able to send you a note with his payment, check the "Prompt the customer for a note" check box, then enter a title for this field next to Note Title.

After creating your Buy Now buttons, you can put them on your website to start selling.

Other types of buttons include:

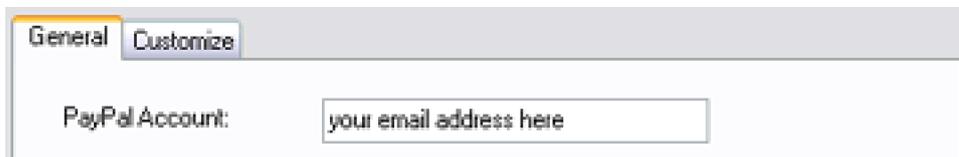
- [Buy Now](#)
- [Donations](#)
- [View Cart](#)

Adding a PayPal View Cart Button

You need to create only one View Cart button, regardless of the number of Add to Cart buttons that you create and add to your website.

To add a PayPal View Cart Button to your web page:

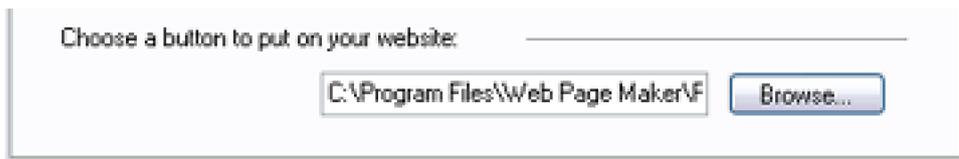
1. Select **Insert > Add-ons > PayPal Buttons > View Cart**.
2. Click the **General** tab, enter the email address to which you want payments to be sent in the **PayPal Account** field.



The screenshot shows a dialog box with two tabs: "General" (selected) and "Customize". Below the tabs is a label "PayPal Account:" followed by a text input field containing the placeholder text "your email address here".

If you already have a PayPal account, be sure to enter the email address associated with that account here; if you do not yet have an account, sign up now. This field is required.

3. Choose a button to put on your website.



The screenshot shows a dialog box with the text "Choose a button to put on your website:" followed by a text input field containing the path "C:\Program Files\Web Page Maker\F" and a "Browse..." button.

If you want to choose a button to place on your website, click the **Browse...** button. You can choose a button from the built-in image library or from your local hard drive.

Other types of buttons include:

- [Buy Now](#)
- [Donations](#)
- [Add to Cart](#)

Adding publish file

This option is used to upload a file to your server when you publish but not have it embedded into the page. In other words, the file cannot be viewed directly in the preview mode, but it is a part of your page. With this function, you do not need additional FTP programs to upload this file.

For example, if you would like to add a favicon to your website, first select Html code or script code from the Insert menu, type or paste the code below in the Html Editor window:

```
<link REL="SHORTCUT ICON" HREF="favicon.ico">
```

Then, you should upload the "favicon.ico" to your web hosting.

To insert a publish file to a web page:

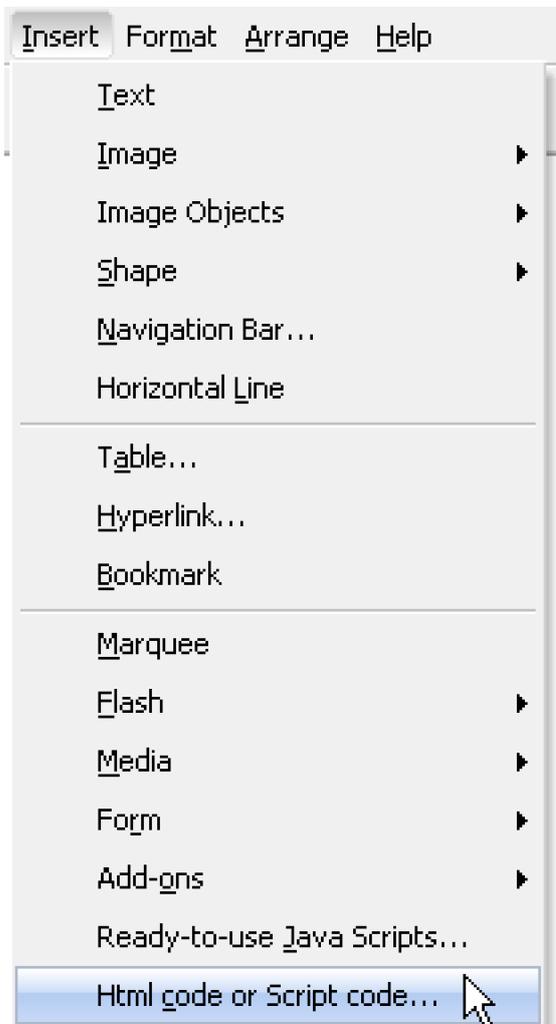
1. Select Insert > Add-ons > Publish File...
2. Click the **Add** button, and select the file you want to publish from your hard drive.
3. Click OK.

When publishing, the publish file will be uploaded to your web host automatically.

Adding html code

To add HTML to a web page:

1. Select **Html Code or Script Code...** from the **Insert** menu.



2. Type or paste your HTML into the **HTML Editor** window.

You may paste HTML code by clicking inside the HTML Code dialog and pressing Ctrl-V on your keyboard.

3. Click **OK**.

4. Be sure that the html code object you add to a web page is **large enough** to accommodate the HTML content it includes. To enlarge an html code object, click on one of its resize handles and drag it to the

appropriate size.

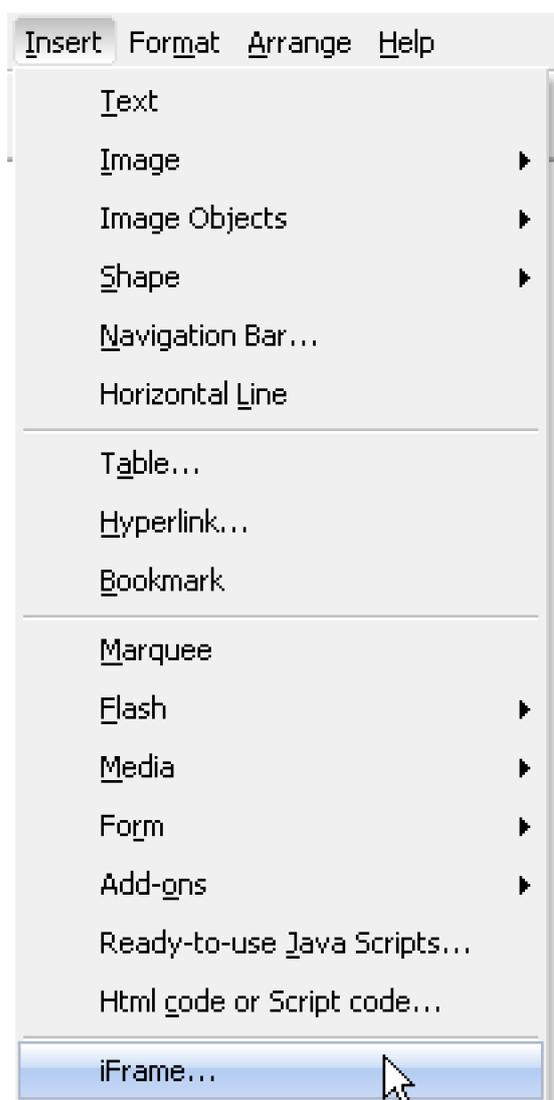
Note: If the snippet of code you are using is non standard or incorrect, Web Page Maker will not automatically correct it.

Inserting an iFrame

An iFrame is a construct which embeds a document into an HTML document so that embedded data is displayed inside a subwindow of the browser's window. Iframe functions as a document within a document.

To insert an iFrame:

1. Select **Insert > iFrame**.



2. You can either use the "**Browse**" button to find an external html file to embed.



A screenshot of a form section. At the top, there is a radio button labeled "External File or Web URL:" which is selected. Below it is a text input field and a "Browse..." button. Below that is another radio button labeled "Internal Page:" which is unselected. Below it is a drop-down menu.

Or, embed a page from the current pages on your site by clicking the **'Internal Page'** radio button and selecting one from the drop-down list.

A screenshot of a "Source URL" section within a "General" tab. The "Internal Page:" radio button is selected. The "External File or Web URL:" radio button is unselected. Below the "Internal Page:" radio button is a drop-down menu that is open, showing a list of items: "products", "download", and "about". A mouse cursor is pointing at the "products" item. The "Browse..." button is visible next to the "External File or Web URL:" input field.

Text link style sheet

If you don't do anything special to a link in an HTML document, it's probably going to appear in a sort of electric blue color, with the text underlined. This appearance is decided by the browser. But if that link appearance does not fit in with the designing of your page, you are going to be very interested in this recipe. Read on if you want to

- Define your own text color for links
- Get rid of the underlining
- Give links a background color
- Define your own appearance for links depending for when they have been visited, when the mouse is over them, or even while they are being clicked

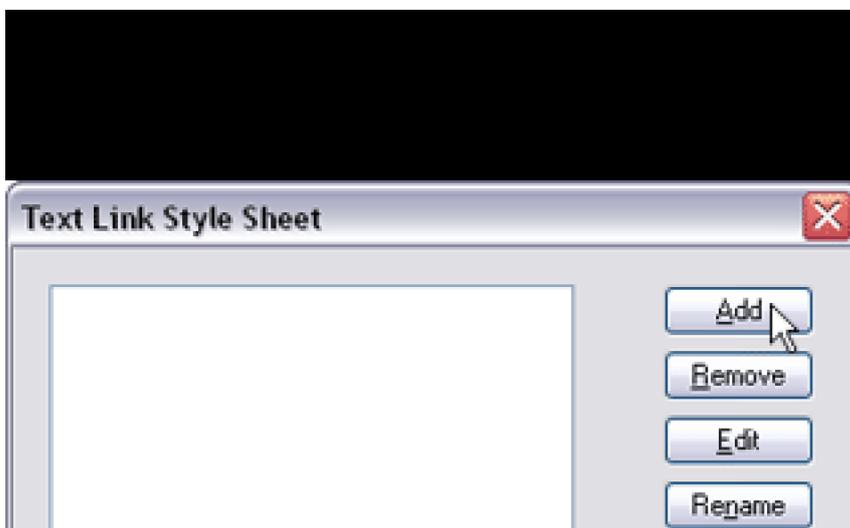
You can use CSS style sheet to control how the text appears on your page. Define colors, fonts, backgrounds, and so much more. Making your own customized CSS Text Links now, give a whole new look to your pages!

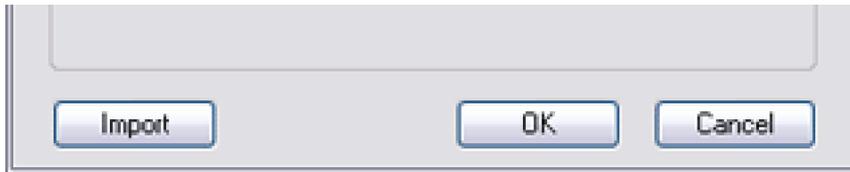
To add a text link style sheet:

1. Select **Text Link Style Sheet...** from the **Format** menu.

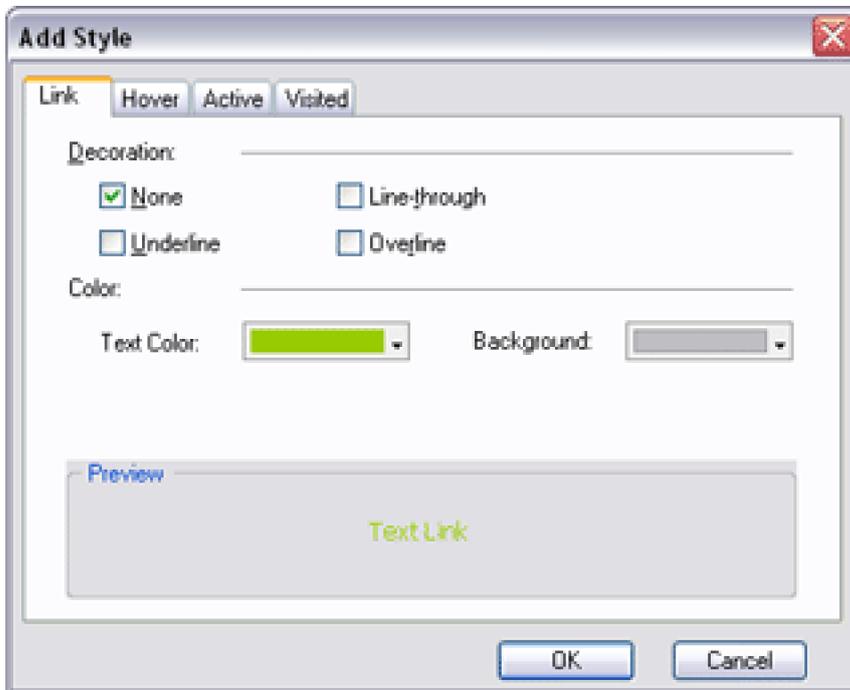


2. Click the "Add" button in the **Text Link Style Sheet** dialog box. An **Add Style** dialog box appears.





3. Specify the text link style as your taste, and click "OK".



You may use the default name (style1) or rename it for the text link style.



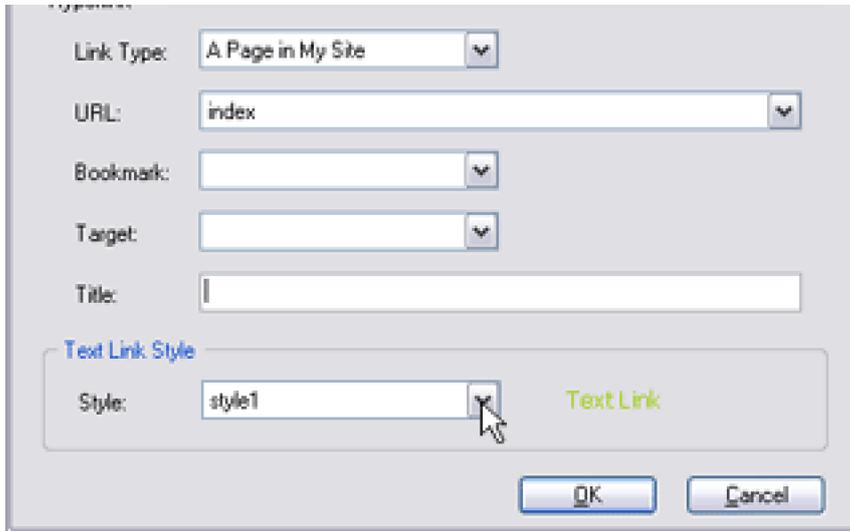
Make sure the name of style does not contain any spaces.

4. Double click the text box on your page. Select text by moving the mouse cursor over the text in the Text Editor. And then the "**Hyperlink**" button on the Text Editor toolbar. A "**Hyperlink**" dialog box appears.



5. Select a style you have created from the Text Link Style pull-down box at the bottom of the "**Hyperlink**" dialog box.





The first style list in the Style drop-down menu is the default style. You can change your linked texts to other style you have created by selecting other style from the Style pull-down box.

This tool will work in Internet Explorer and Netscape 6X browsers. Netscape 4X browsers do not fully support CSS Text.

Linking overview

A hyperlink is a page element (usually a word, button, or image) that "points to" another web page. When a visitor clicks the link in a web browser, the browser goes to the specified web page, which may be within the same web site, or in any other web site in the world.

URL

Each web page has a unique address, called a Uniform Resource Locator (URL). For web documents, the format of a URL is:

```
http://domain/directory/.../document.html
```

For instance, in `http://www.webpage-maker.com/guide/index.html`, "www.webpage-maker.com" is the domain, "guide" is a directory and "index.html" is the document filename. Often, the document filename is left out of the URL. In these cases, the URL points to the default document in the specified domain or directory, which is usually named "index.html".

URLs are typically used to link to documents that are on other web sites. For more information on URLs, see the World Wide Web Consortium website on naming and addressing at www.w3.org/Addressing/.

There are two basic forms of hyperlinks that are used in web documents: **Absolute** and **Relative**.

- **Absolute paths**

Absolute paths provide the complete URL of the linked document, including the protocol to use (usually `http://` for web pages). For example, `http://www.webpage-maker.com/index.html` is an absolute path.

- **Relative paths**

A relative link refers to a document by a kind of shorthand, based on the location of the target document in relation to the one containing the link. An example of a relative link is "index.html".

When you create a local link (a link from one page to another on the same site), you generally don't specify the entire URL of the document you're linking to; instead, you specify a relative path from the current document or from the site's root folder.

Note: While you can also use absolute-path links for local links (to documents in the same site), that approach is discouraged - if you move the site to another domain, all of your local absolute-path links will break. Using relative paths for local links also provides greater flexibility if you need to move files within your site.

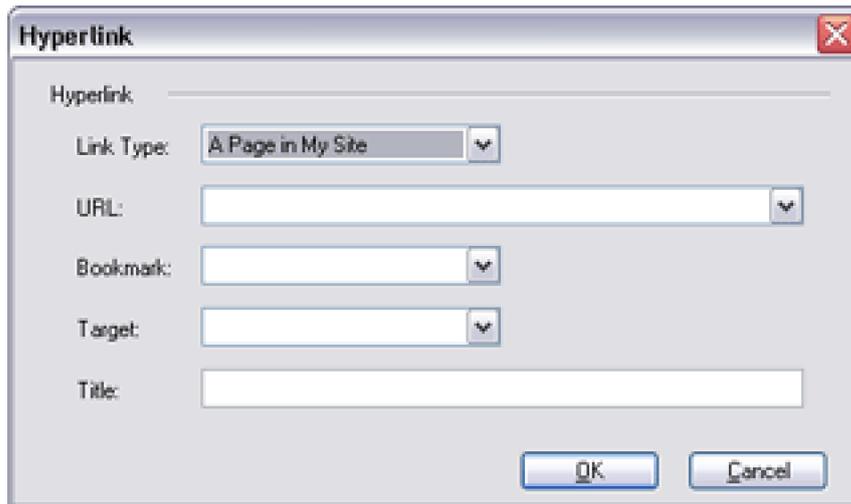
Your home page should be named index

A home page is the page a visitor will first see when visiting your site by entering your URL. On most sites this page will be called "index.html". Some sites may use a different name but most sites will allow you to use any one of these or other default names.

This is important because the first page of your website, the home page should be named index.

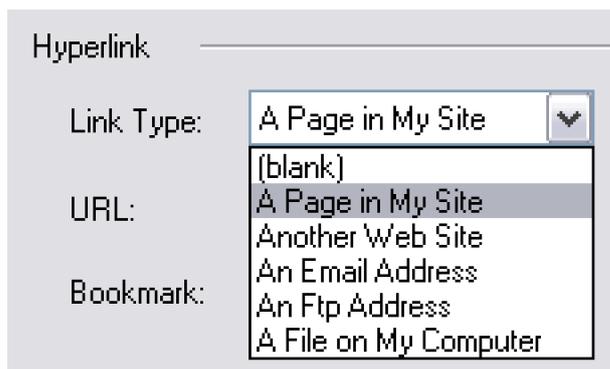
Web Page Maker link editor

Web Page Maker makes it easy to include links on your web pages. The link editor is used for all linking functions, ie link to another page on your web site, link to pages on another web site, link to a file and email links. There are 5 sections in the Links Editor: **Link Type**, **URL**, **Bookmark**, **Target** and **Title**.



Link Type

Use this drop box to select the type of hyperlink to generate.



- **A Page in My Site:** Links to a page within your site.

When you click the arrow next to the URL drop box, a list of all current pages in the site will be displayed so that you can select one from the drop box.

When you link to a page in the same site, the program will automatically

maintain the link and make any changes that are necessary. If for example you change the name of a page, all links to it will also be updated. If a page is deleted, any links to it will be removed.

- **Another Website:** Links to a another website.

When this link type is selected, type in your link following the http:// in the URL box.

- **An Email Address:** Links to an Email Address.

When this link type is selected, type in your full email address following the mailto:. It will open the visitor's email program when clicked in a browser.

- **An FTP Address:** File Transfers can sometimes be initiated with an FTP link. It is an agreed-upon method for transferring files between computers on the Internet. FTP addresses begin with "ftp://", as opposed to Web addresses, which begin with "http://".

- **A File on My Computer:** Links to a file within your site.

When this link type is selected, click the Browse... button and select a file from your computer's hard drive, such as a .pdf file. When your site visitors click on this link, they will open or download the file you specify.

- **(Blank):** Links to other type of hyperlink.

Select this link type to enter in your own custom link destination. This option is only recommended for advanced users.

URL

The URL drop box will contain the list of all links when the "Link Types" are selected. When the "**A Page in My Site**" link type is selected, the URL box will contain all the pages in the same site. If you are linking to another web site you will need to select the "**Another Web Site**" link type and enter the full URL. Type in your link's destination following the http://. You can either select a predefined link from the drop box or enter a new link.

Bookmark

A bookmark is usually used to create a local link to a specific location on a web page. A typical example is a link that says "Top" that will take the visitor from the bottom of the page to the top when pressed. For more information, see [Creating bookmarks](#).

Target

The target option defines how the link will be open in browser window. The target frame names are `_blank`, `_parent`, `_self`, and `_top`. Use this pull-down menu to select where the link should open.

- **`_blank`** Link will open in new window.
- **`_parent`** Link will open in parent frame (if several levels deep). Equal to `_top` if only one level frame set.
- **`_self`** Link will open in current frame/window. This target is the default, so you usually don't need to specify it.
- **`_top`** Link will clear any existing frames and open URL as the uppermost document.

If you want to your specified document will be loaded in a new window, select **`_blank`** by clicking on the target area and click OK.

Title

This box contains the title or information about the link that will be displayed when the users mouse hovers over the link without activating it in a browser.

Linking to another page within your site

Creating links between pages is a necessary thing to be able to do when making a web site. Without links, the web wouldn't function, because there would be no way to get from one page to another on your site.

First of all, what you will need to do is create another page in your site. If you're following the tutorials in order, then you've already created your other pages; in this lesson, you'll create links between the pages you've created.

To link to another page within your site:

1. Select text or an image in your first 'index' page.
 - To select an image, click it one time.
 - To select text, double click the text box, move the mouse cursor over the text in the Text Editor.

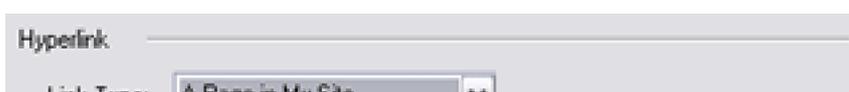


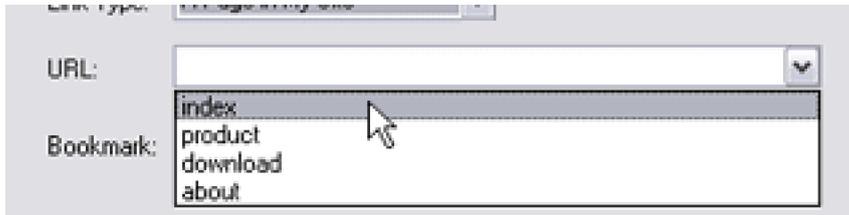
2. Click the "**Hyperlink**" button on the toolbar. A "**Hyperlink**" dialog box appears.

3. Select "**A Page in My Site**" from the **Link Type** pull-down box.



4. Click the arrow next to the **URL** drop box, a list of all current pages in the site will be displayed. Select one from the drop box.





5. (Optional) If you want to your specified page will be loaded in a new window, select **_blank** by clicking on the **target** area.

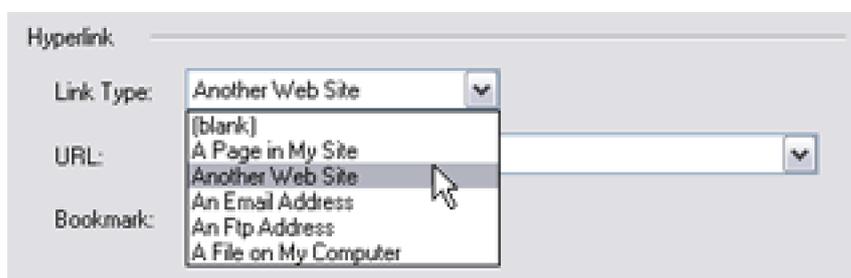
6. (Optional) If you would like to set a title of a link, type the description you want to display in the titel box. When viewing in a browser, if you hold the mouse pointer over the link, you may see a little yellow box with a brief description pop up below the mouse pointer.

Note: Links don't work when you click them in the work window; links work only in a browser. To make sure your link works correctly, you need to preview your page in a browser. For information on previewing, see [Preview pages in a browser](#).

Linking to another website

To link to another website:

1. Select some text or an image you want to link to another web site.
2. Click the "**Hyperlink**" button on the toolbar. A "**Hyperlink**" dialog box appears.
3. Select "**Another Website**" from the **Link Type** pull-down box.



4. Type the full URL of the website following the http:// in the **URL** box.
For example: <http://www.webpage-maker.com/new.html>



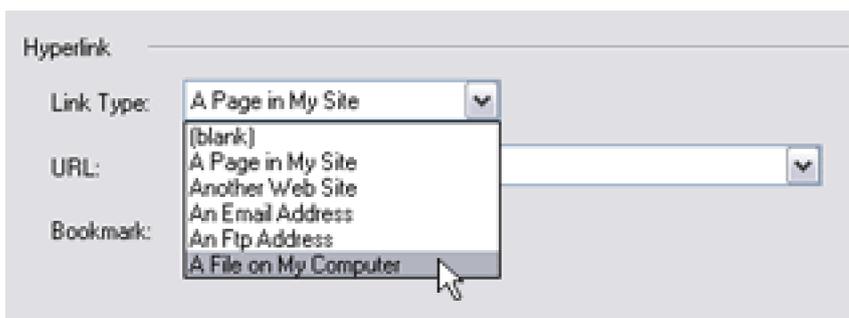
5. (Optional) If you want your linked page will be loaded in a new window, select **_blank** by clicking on the **target** area.
6. (Optional) If you would like to set a title of a link, type the description you want to display in the **titel** box. When viewing in a browser, if you hold the mouse pointer over the link, you may see a little yellow box with a brief description pop up below the mouse pointer.

Linking to downloads

The simplest way to make a file available to be downloaded from your site is to link to it. You would simply create a link to it when a visitor comes to your site, they can click on the link. They then have an option of opening the file or downloading it.

To link to a PDF file for example:

1. Select some text or an image you want to link to another web site.
2. Click the "**Hyperlink**" button on the toolbar. A "**Hyperlink**" dialog box appears.
3. Select "**A File on My Computer**" from the **Link Type** pull-down box.



4. Click the **Browse...** button and select the file from your computer's hard drive.



5. Click the OK button.

When publishing, the linked file will be uploaded to your server automatically.



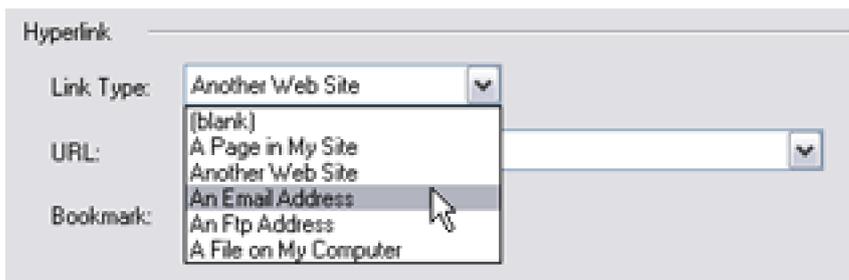
If you published your pages with a third party FTP program, the linked file should be uploaded to the "files" directory on your server.

Linking to an email address

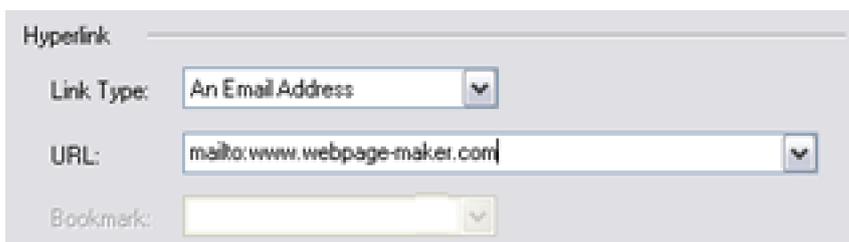
With Web Page Maker, you can add a link to your email address on your page so your visitors can easily send you messages. It opens a new blank email message window (using the mail program associated with the user's browser) when clicked.

To create a hyperlink to an email:

1. Highlight the text or image you want to link to an email address.
2. Click the "**Hyperlink**" button on the toolbar. A "**Hyperlink**" dialog box appears.
3. Select "**An Email Address**" from the **Link Type** pull-down box.



4. Type your full email address following the mailto: in the **URL** box, and then click **OK**. For example, mailto:support@webpage-maker.com



Note: Do not type any spaces between the colon and the e-mail address.

Creating hyperlinks with bookmarks

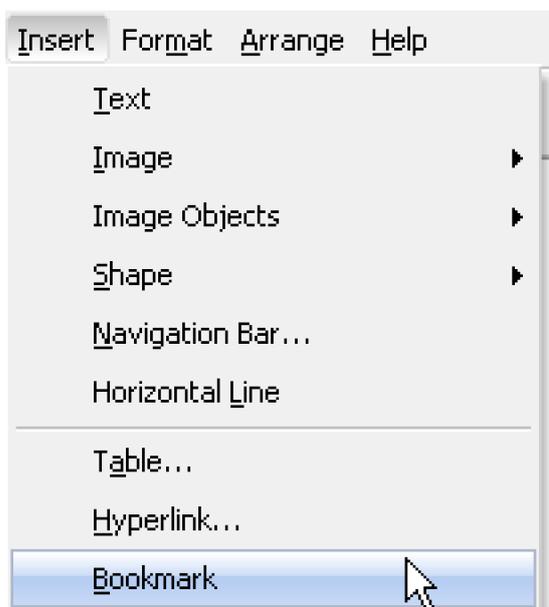
Bookmark refers to a mark in a web page. It is usually used to create a local link to a specific location on a web page. A typical example is a link that says top that will take the visitor from the bottom of the page to the top when clicked.

A bookmark is an invisible marker that can be placed anywhere in a web document and that can be referenced by a hyperlink. Setting a hyperlink to a bookmark lets you jump to a specific location where a bookmark has been inserted in a long document.

To link to a bookmark in the target document, enter the bookmark here. Do not type the # character; it will be added to the URL automatically. If the target document is on a local drive, any bookmarks in it will be listed in the drop-down menu. Select one from the list. Alternatively, you can type the bookmark directly into the URL in the URL field.

To create a hyperlink with a bookmark on same page:

1. Select **Insert > Bookmark...**



2. A small bookmark symbol () will appear. Place the bookmark symbol at the location you intend to insert.

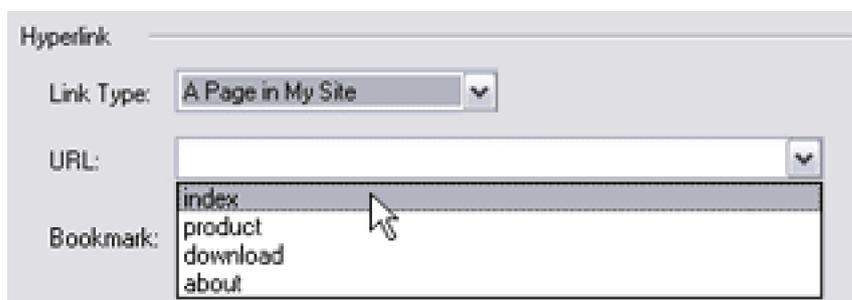
You may use the default name (bookmark1) or rename it for the

bookmark. Double click the bookmark symbol to rename in the bookmark properties dialog box.

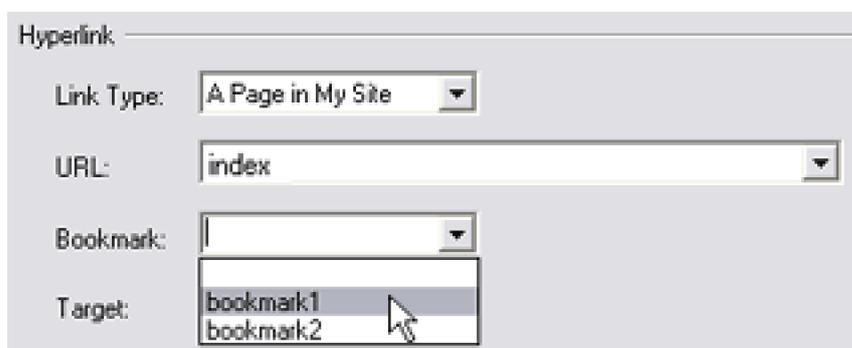


Make sure the name of bookmark does not contain any spaces.

3. Select text or an image you want to link to the bookmark you created.
4. Click the "**Hyperlink**" button on the toolbar. A "**Hyperlink**" dialog box appears.
5. Click the arrow next to the **URL** drop box, select the current page from the drop box.



6. Select a bookmark from the **Bookmark** pull-down box.



7. Click **OK**.

To create a hyperlink with a bookmark on other page:

1. On your second page, insert a bookmark by clicking **Bookmark...** on the **Insert** menu.



2. A small bookmark symbol () will appear. Place the bookmark symbol at the location you intend to insert.

You may use the default name (bookmark1) or rename it for the bookmark. Double click the bookmark symbol to rename in the bookmark properties dialog box.



Make sure the name of bookmark does not contain any spaces.

3. Switch to your first page by clicking the page name on the **Page** menu, select text or an image you want to link to the bookmark on the second page.

4. Click the "**Hyperlink**" button on the toolbar. A "**Hyperlink**" dialog box appears.

5. Click the arrow next to the **URL** drop box, a list of all current pages in the site will be displayed. Select one from the drop box.

Hyperlink

Link Type: A Page in My Site

URL: [drop-down menu]

Bookmark: index
product
download
about

6. Type the bookmark name in the **Bookmark** box. For example: bookmark1. # is NOT needed.

Hyperlink

Link Type: A Page in My Site

URL: product

Bookmark: bookmark1

7. Click **OK**.

Previewing pages in a browser

The work window gives a rough idea of what your page will look like in a browser, but the only way to be sure how it will look is to preview it in a browser. Preview in Browser shows how the pages will look when you've published them. You can preview a document in your default browser at any time; you don't have to save the document first.

To preview your web pages in a browser:

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



2. Close the page in the browser when you finish testing.

Note: Doing this will preview all pages in the default browser in HTML. This is the most reliable way to test local links and global changes to all the pages on a site. Click the links to make sure they work.

Publishing overview

What is publishing?

Once you've created a web site and edited it to your satisfaction, you'll need to upload the site to a web server. This "uploading" of the files you've created for the web site is called **Publishing**.

Before publishing a web site

Before publishing, you must choose a host first. A host is a company that "hosts" your web pages on their Internet web server.

Hosting is either a free or a paid service. There are many firms with dedicated Internet connections that offer this service for an annual or monthly fee. You are free to choose the one that best fits your needs. There are also firms that host your site for free if you show their advertising banners on your site (This option should be avoided if you're creating a company site).

After choosing the host you want to use, go to the host's website to sign up for the hosting service and activate your account. You will be given a *member name*, *password*, the *address* of the host web server and a *remote folder name*. You will need this information when you publish your pages.

Publishing with the Web Page Maker publishing function

Web Page Maker will publish to ANY host that uses a standard FTP set up. It has a built-in publisher in the program, you do not need additional FTP programs to upload files.

The program will automatically convert your pages to HTML and then transfer them to either a local directory on your computer or your web host server.

See the related topics below:

- [Publishing to FTP server](#)
- [Publishing to local directory](#)

Setting up the publish information

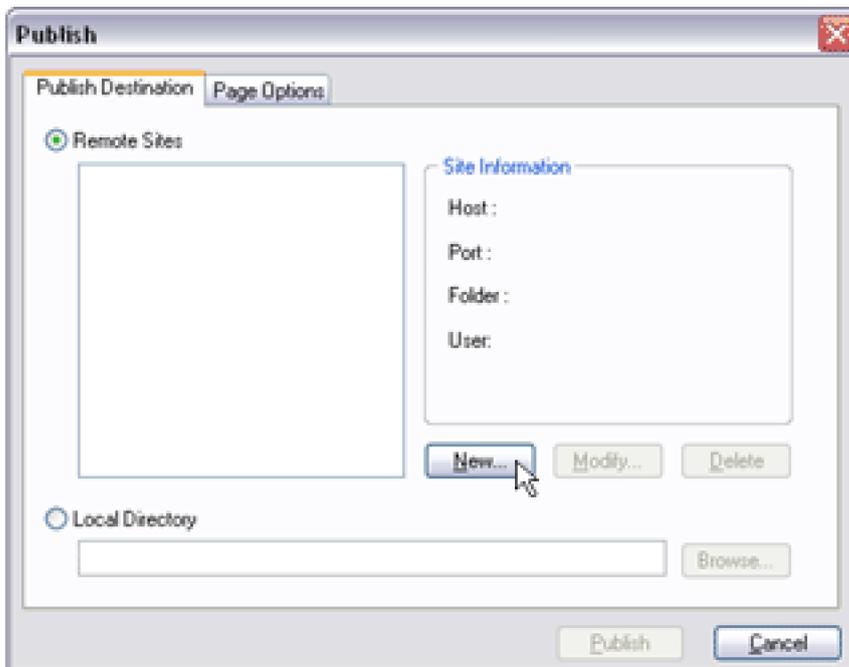
If you are not familiar with FTP (File Transfer Protocol), setting this up for the first time may seem complex. Fortunately, you should only need to do this once. The program will save your settings so that you can simply press the Publish button to update your site once the correct information has been entered. Web Page Maker also includes the ability to create multiple publish profiles for users with more than one web site or publishing requirements.

To set up the publish information:

1. Select the **Publish** button on the toolbar or select the **Publish** command in the **File** Menu.



2. Click **New** on the **Publish Destination** tab. A Remote Sites Setting dialog box appears.



3. Enter a **Profile Name** in the Remote Site Settings dialog box. It can be anything, it is just a reminder for the user in case they have multiple server profiles.

The image shows a 'Remote Site Settings' dialog box with the following fields and options:

- Profile Name:
- FTP Information section:
 - Site Host:
 - Remote Folder:
 - User Name:
 - Password:
 - Port:
 - Passive Mode
- Buttons: OK, Cancel

4. Enter the necessary information below:

- **Site Host** -- Enter the address of the FTP server that is used to upload files to the web site in Host. This can vary by host but in most cases it is the domain name or IP address.



A trailing "/" on the FTP address is NOT needed.

If there are any questions about the information, you should contact your web host.

- **Remote Folder** -- Enter the path of the directory on the FTP server that stores your Web documents in Directory. In many cases, it should be left blank. If there are any questions about the information, you should contact your web host.
- **User Name** -- Enter your User Name. This is the name you enter to login to your server.
- **Password** -- Enter the password provided by your host in order to FTP files to the server.
- **Port** -- Enter the Port number to use when connecting to the FTP server. The default value, 21, should work in most cases.
- **Passive Mode** -- Select Passive mode if the server is behind a firewall or gateway requiring passive mode.

If you do not already know the procedure or have the required FTP

information, please contact your hosting company technical support.

5. After entering all of the required information, click **OK**.

You will then see your server has been added to the list. To add another Server Profile, click the New button. To edit a Server Profile highlight the profile name then click the Modify button. To remove a profile highlight it and click the Delete button.

After setting up your publish information, you can upload your files to the web server.

See the related topic below:

- [Start the publish process](#)

Starting the publish process

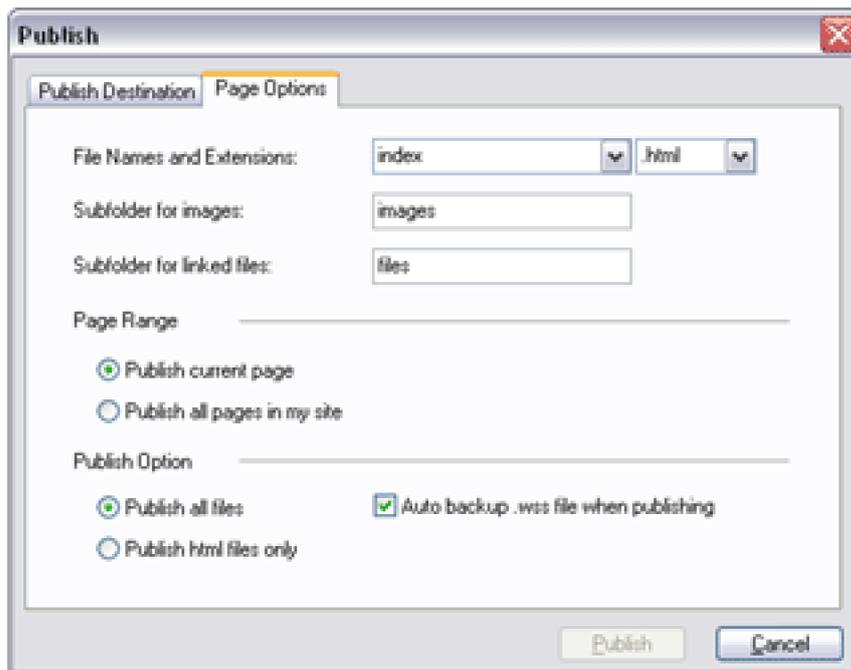
After you have setup your publish information and connected to your server, it is now time to start the publish process.

To start the publish process:

1. Select a Server Profile from the list box. Click the **Publish** button at the bottom of the "Publish" dialog box.
2. When the publishing is complete, you will see a **Publishing Completed!** message in the **Publish State** dialog box.
3. Click **Exit**.

Important publish options

This section will explain the second tab -- "**Page Options**" of the publish dialog box in detail. This dialog is used to select where your images are to be published to your server, which pages of your site you would like to publish, and what upload options to use for your update pages.



- **File Names and Extensions**

The File Names and Extensions drop boxes will display the names of each page with extension that will be created. You can enter a different name for each page and select a different extension if you wish.

- **Subfolder for Images**

In the subfolder for images box, type the name of the folder in which you want to save the web page images. If you leave this box blank, the images will be placed in the HTML file folder.

If you are not sure what to type, just leave it as default.

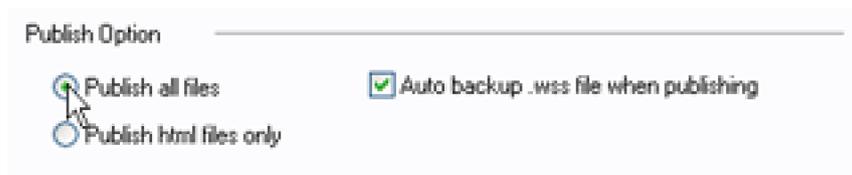
- **Page Range**





Select which pages are to be published. You can select the current page or all pages in your site. The program sets "Publish all pages in my site" by default.

Publish Option



When publish your site for the first time, you have to publish all the files of your site to the web server (contain html, images, etc.).

When "Publish the html file only" is selected, you can upload only the html that has been modified since the last publishing (not uploading the images, audio, etc). Usually it is used in this case -- only some text has been modified.

- **Auto back-up .wss file when publishing**

When set, the program will create a backup of your site's .wss file when you publish if you use the built-in FTP function. In other words, a copy of your .wss file will also be uploaded to the server.

The backup of your .wss file is copied to the same folder that your index .html files are saved to. You can usually **download** your .wss file from your web server using some download tools (such as Flashget). For example, if you named your file "mysite.wss", then try downloading <http://www.mysitename.com/mysite.wss>.

You can turn this function off in the publisher under the Page Options tab. However, for obvious reasons this is not recommended. From time to time we get support mail from users who have lost all of the data on their hard drives due to hard drive crash or some other unplanned accident. Needless to say, an event such as that can be quite

frustrating or even painful if one has forgotten to make backup copies of the important files on the hard drive.

Publishing to local directory

Although the easiest way to publish a site is using the built-in publisher function, alternatively, you may use a 3rd party FTP client program. If you intend to use a 3rd party FTP, it should be noted that do not directly publish your .wss file to your server, you must convert all your pages to html format to a directory on your hard disk first.

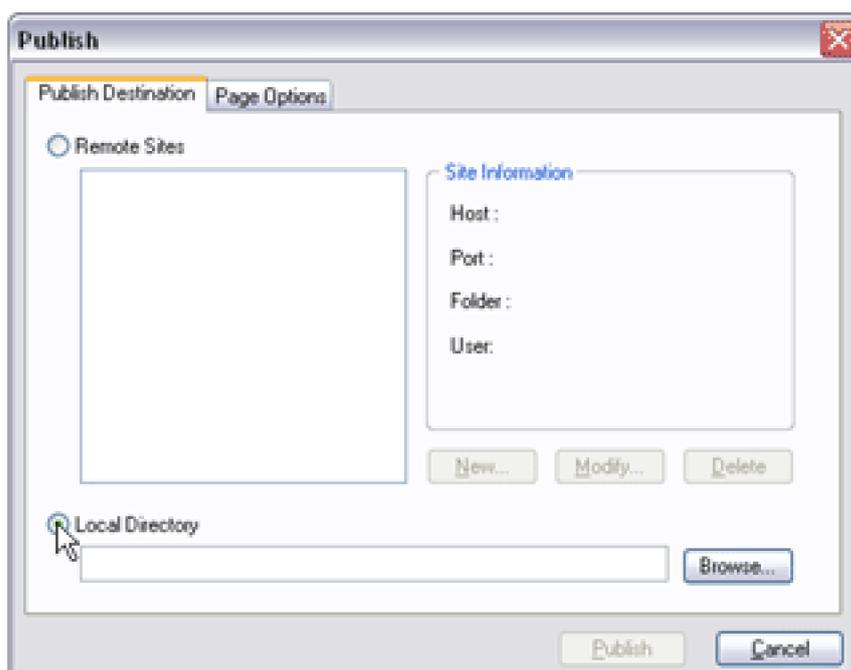
For some FREE hosting sites may not allow you to FTP directly to your web site, they are requiring free members to publish web pages using their Online File Manager from your web browser. You need use this function to convert all your pages to html format to a directory on your hard disk first, then use their Online File Manager to upload ALL of these files.

To publish to a local directory:

1. Select the **Publish** button on the toolbar or select the **Publish** command in the **File** Menu.



2. Click **Local Directory** radio button on the **Publish Destination** tab.



3. Click **Browse** and choose a directory to publish to.



4. Press the **Publish** button to export your project to the local directory.

Note: By default, all pages on a site are exported to your local disk to the location you specify under the Publish Destination tab.

General FAQ

This document provides answers to frequently asked questions about Web Page Maker. If your questions are not answered here, please send your question to us.

1. [What do I get when I purchase the program?](#)
2. [What payment methods do you accept?](#)
3. [How is my information secured?](#)
4. [How long does it take to get my registration information?](#)
5. [Where is the registration code?](#)
6. [How do I enter my Web Page Maker registration number?](#)
7. [My registration key doesn't work, what shall I do?](#)
8. [My 15-day trial copy of the program says it has expired, how do I register the program now?](#)
9. [I've lost my copy, do I have to purchase again?](#)
10. [I lost my program. How can I get it back without paying again?](#)
11. [I have a trial version of the program installed. What will happen after the trial period has expired?](#)
12. [Am I using registered version or free trial version?](#)
13. [Can I install on a second computer?](#)
14. [I created some pages with the trial version. Can I use the file with the registered version, without having to redo it all?](#)
15. [Do I have to pay for the upgrades?](#)
16. [How do I upgrade to the latest version?](#)

17. [When I'm trying to install the program I keep getting an error message--"Delete file failed-code 5, access is denied".](#)
18. [As I have now purchased Web Page Maker, I want to remove the banner that is inserted at the bottom of the pages.](#)
19. [With which browsers does web pages made with Web Page Maker work?](#)
20. [Will this program work on a Mac computer?](#)
21. [I cannot find the answer to my question, what shall I do?](#)

1. What do I get when I purchase the program?

Once you have purchased the program, you will receive a link to download the full version with more templates and resources. You are entitled to unlimited free technical support from our support team.



2. What payment methods do you accept?

We accept Visa, MasterCard/EuroCard, Discover, American Express and JCB. You can safely enter your entire credit card number via our secure server, which encrypts all submitted information.

We also accept Checks, Money Orders and Wire Transfers. If you choose to pay by Check, Money Order or Wire Transfer select the appropriate payment method on the payment page, and directions will be provided to you after you have fully submitted your order.



3. How is my information secured?

We have partnered with Regsoft Inc. in order to ensure that each registration page is located on a secure server and the data is encrypted. Every purchase that you make is protected and safe. Please

feel free to use our ordering options.



4. How long does it take to get my registration information?

Once you make your purchase and your payment is approved you are given your registration information immediately (with Credit Card purchases that can be emailed within 24 hours).

If you opted to also receive a CD-ROM, please expect 10 to 15 business days for delivery to the US and Canada, and longer for overseas deliveries.



5. Where is the registration code?

Usually you can find it in the purchasing confirmation email or invoice. Registration code is the same as serial number.



6. How do I enter my Web Page Maker registration number?

You can enter your registration number into Web Page Maker as follows:

- 1) Run the program.
- 2) Select **Register..** from the **Help** menu, and then click **Enter registration code.**
- 3) Enter your name and registration number EXACTLY as they appear on your registration letter.

When entering your registration code, it is recommended that you copy and paste your registration information so errors in transcription do not occur.

The next time you run Web Page Maker, the registration reminder screen will not be displayed, and your name will appear in the **About** box.



7. My registration key doesn't work, what shall I do?

If you entered your registration info and it didn't work, all you need to do is copy and paste both your username and password from your registration email into the username and password boxes in Web Page Maker.

- 1) Open the email and highlight the username and then press **CTRL-C**.
- 2) Click into the username box in Web Page Maker "register.." dialog and press **CTRL-V**.
- 3) Repeat the same for the password.



8. My 15-day trial copy of the program says it has expired, how do I register the program now?

You can still register the program even after it has expired. If your 15-day trial has expired, follow these steps:

- 1) Start up your program.
- 2) When you see the nag screen, click the '**OK**' button.
- 3) Click **Enter registration code**.
- 4) Enter your name and registration number **EXACTLY** as they appear on your registration letter.



9. I've lost my copy, do I have to purchase again?

No, definitely no.



10. I lost my program. How can I get it back without paying again?

Simply download the latest version again from our site download page and re-register it with the registration information you were sent with your purchase. If you need to have the registration information resent, please contact us and include the original email address you used for your purchase then we'll re-issue it to you.



11. I have a trial version of the program installed. What will happen after the trial period has expired?

After the trial period has expired, the program will stop working until you activate it.



12. Am I using registered version or free trial version?

Go to the **Help** menu, if the "**Register...**" is still shown in the Help menu then you are using the free trial version. If not, then it means you are using a registered version.



13. Can I install on a second computer?

When you purchase a single license for Web Page Maker, you are entitled to install the product on 2 machines if you are the end user. (You may install a second copy on either a portable computer or a computer located at your home/office for your exclusive use.)



14. I created some pages with the trial version. Can I use the file with the registered version, without having to redo it all?

Yes, sure. The pages will open and edit fine in the registered version.



15. Do I have to pay for the upgrades?

No! All upgrades are free to registered users.



16. How do I upgrade to the latest version?

To update the latest version of Web Page Maker, simply download the full version from the link you received with your original purchase, and install the new version to the folder where your previous version of Web Page Maker was installed.

Note: You do not need to uninstall your previous version of Web Page Maker. Leaving the old version installed will allow the installation procedure to replace the old version with the new version, while preserving your registration information.



17. When I'm trying to install the program I keep getting an error message--"Delete file failed-code 5, access is denied".

Please make sure the Web Page Maker program and the help file are not running while you run Setup.

To update, first close all Web Page Maker windows and the help file, then double click the installer icon to install the new version to the same location as your current Web Page Maker installation.

18. As I have now purchased Web Page Maker, I want to remove the banner that is inserted at the bottom of the pages.

To eliminate the Web Page Maker banner, first you need enter your registration info through menu **Help > Register...**, then reopen your web page and republish it with WPM. The banner will be removed.



19. With which browsers does web pages made with Web Page Maker work?

Web pages made with Web Page Maker will display properly in ALL properly configured web browsers, including Mozilla Firefox, Mac web browser.



20. Will this program work on a Mac computer?

Unfortunately, at this time, we are not able to produce a 'Mac Specific' version of our software.



21. I cannot find the answer to my question, what shall I do?

If you do not find an answer to your question in this FAQ, please send your question to support@webpage-maker.com



Working with Projects

1. [When saving my web pages, what file format should I save it in?](#)
2. [What files do I need to make a backup?](#)
3. [I would like to have the option to work on my pages from a second computer. How do you transfer files to a second computer?](#)
4. [How do I combine Projects into a single project?](#)
5. [How do I set a background image for a page?](#)
6. [How do I change the page size?](#)
7. [The site looks fine on my computer, but on others they have to scroll across horizontally to see the whole pages.](#)
8. [I want my webpage to be 'centered'. How to do it?](#)
9. [How do I optimize my web pages?](#)
10. [How do I add meta data tags to my pages so that search engines pick up keywords that flag my web site in their search engine?](#)
11. [How to put a password protected page on my site?](#)
12. [Can I import an existing HTML page and continue working on it using Web Page Maker?](#)

1. When saving my web pages, what file format should I save it in?

If you want to re-open and re-edit the web pages, you need to save it as a .wss file. The program will auto convert all your web pages on the site to .html files and upload them to your sever if you use the built-in publishing function.

It is necessary to save you pages as .wss format for re-opening and re-editing. To save your page, follow the steps below:

- 1) Select **File > Save**.
- 2) The "**Save as**" dialog box appears. Type a new filename in the filename box, without an extension.
- 3) Click **Save**. The extension (.wss) will be added automatically.

You have to make sure that you save files with the right file extension.



2. What files do I need to make a backup?

To backup a file for re-editing in Web Page Maker, you need to save the file (the .wss file) and also any image files or other external files that you used in your pages. The .wss file contains all of the information that is on your web pages. Note that it does not contain any actual images or sound files used on the pages but they do include a reference to those files. For that reason it is recommended that images and sounds used also get backed up.

Fortunately, Web Page Maker gives you an easiest way to make a copy of your file. Simple click "**Save as Backup**" on the **File** menu, Web Page Maker will generate a .wss file and an image folder that contains all supporting files, such as images, sound files and more.



3. I would like to have the option to work on my pages from a second computer. How do you transfer files to a second computer?

If you want to transfer your .wss file to another folder or computer , you can try the "Save as backup" function following the steps below:

- (1) Open the .wss project file with Web Page Maker, and select "Save As Backup" from the File menu.

(2) A "Save as" dialog box appears. Choose a folder to save your files in.

(3) Press the Save button. The program will generate a .wss file and an image folder that contains all supporting files, such as images, sound files and more.

(4) Select the .wss file and the images folder, and then copy them to another folder or computer.



4. How do I combine projects into a single project?

You can combine your **projects** into a project by these steps:

(1) Run Web Page Maker, open the wss files you would like to set as your homepage (index).

(2) Click the New Page button in the Site Contents panel at the right side of the screen. (To show this panel, press F8) A new page appears, Web Page Maker may name it "page2".

(3) Switch to Desktop, double click the wpm icon to run another copy of the program. Open your other .wss file.

(4) Click "Select All" on the "Edit" menu, right click on an object and then click "Copy".

(5) Switch to the first WPM application, click "Paste" on the "Edit" menu.

(6) Select "page2" in the Site panel page list, right click it and then "Rename Page" to rename it (without an html extension).

(7) You will see all your pages are shown in the Site Panel Page list. Click the Save button on the toolbar to save all your pages as a single file.

When you create hyperlinks, click the "Hyperlink" button, then click the arrow next to the URL drop box and select one from the drop box.



5. How do I set a background image for a page?

Double click or right click any blank area of the page (not on an object) to open the **Page Properties** dialog box. Click on the **Background** tab, then click the **Browse** button to locate the image as the background.



6. How do I change the page size?

The size of the web page is automatically determined by the boundary of objects on the page. There is no real restriction as to how "long" a page can be.

To extend the page horizontally or vertically, just place objects farther to the right or bottom respectively.



7. The site looks fine on my computer, but on others they have to scroll across horizontally to see the whole pages.

How the content of your pages are viewed is completely dependent on the viewers monitor size, browser size and screen resolution. If you create web pages on 17 inch screen, you have to view the rest of the page by a horizontal scroll bar on a 15 inch screen.

There is currently no way to make your pages reformat to fit the width of the browser window. We recommend you design for a smaller size. The most common design size these days is 800*600. And optionally choose to center the page, the Center option will make page centered horizontally on larger browser windows. To set the display, double click any blank area of the page (not on an object), click the Appearance tab and choose Center.



8. I want my webpage to be 'centered'. How to do it?

Most all web pages are aligned Left and top, some pages look good when centered.

Double click any blank area of the page (not on an object) to open the Page Properties dialog box, click on the Appearance tab and choose Center.



9. How do I optimize my web pages?

There are some things you can do to Optimize your pages:

(1) Break long pages into shorter ones. A large page can take a long time to load in a viewer's web browser. If your page is long, create several separate pages.

(2) Use Optimized Images on your pages. To make an image file smaller in overall size, use a good graphics editor to Optimize images.

(3) Do not use a large sound file as background sound for your page.



10. How do I add meta data tags to my pages so that search engines pick up keywords that flag my web site in their search engine?

If you want better search engine recognition, you should fill in the Meta tags. Double click or right click any blank area of the page (not on an object) to open the Page Properties dialog box, you can add meta tags under the General tab.

Then submit your site to the search engines:

<http://www.google.com/addurl/?continue=/addurl>



11. How to put a password protected page on my site?

Double click any blank area of the page or right click then Properties to

open the "Page Properties" dialog box, under the "Header" tab, check the "Enable Password Protect this Page" check box.

Please note that it is a basic password protection. If you would like to see password encrypted sites, you need to do that on the server side. Contact your Website Host and tell them that you wish to password protect a 'directory' and they should be able to lead you through it.



12. Can I import an existing HTML page and continue working on it using Web Page Maker?

(1) Select Import... > Html Page from the File menu. The Import HTML page dialog box appears.

(2) Navigate to and select the html page you want to open on your local hard drive. Or, click the "Remote site" radio button, type the url in the box.

(3) Click OK.



Working with Text

1. [When visitors view my site, the fonts are not the same as the ones I used to create the site. Should I use just fonts that are universal on all computers?](#)
2. [Can I change the Charset such as for Greek / Spanish / etc?](#)
3. [How to convert text to image?](#)
4. [Do you have a French dictionary?](#)

1. When visitors view my site, the fonts are not the same as the ones I used to create the site. Should I use just fonts that are universal on all computers?

Web Page Maker, like most other windows applications, relies on the operating system to provide the fonts that the program uses. Keep in mind that the special fonts you use in your web documents may not be installed on your site visitors' systems. If a visitor's system doesn't have a font that you use, the visitor's browser will substitute the default font.

We suggest that you use common fonts (like Arial, Verdana, and Times New Roman) that are supported by most web browsers.



2. Can I change the Charset such as for Greek / Spanish / etc?

Double click or right click any blank area of the page (not on an object) to open the **Page Properties** dialog box. At the bottom of the **Appearance** tab, click the **Character Set** drop-down button and select "**User Define**", enter for example iso-8859-7 for Greek.



3. How to convert text to image?

Right click on the text box then Properties, under the "Convert to Image" tab, try checking the "Publish text as image" check box.



4. Do you have a French dictionary?

Please download French dictionary at <http://www.addictivesoftware.com/bin/dicts/french.zip> and then unzip it. Copy french.adm to the Web Page Maker Dictionaries directory on your computer (Usually C:\Program Files\Web Page Maker\Dictionaries).

Then run Web Page Maker, double click any text box on your page, and then click the Spell Checker button on toolbar. Click Options... at the left bottom corner of the Spelling dialog box, put a check next to French.

Other Language Dictionaries can be downloaded here:

<http://www.addictive-software.com/dicts.htm>



Working with Images

1. [How do I create a thumbnail image that is linked to the full-sized image?](#)
2. [Is there a way to make hotspots in images?](#)
3. [How do I add a little yellow pop-up description box to my image?](#)
4. [Is there a way I can protect my images, from people copying and pasting from my web site?](#)
5. [I found that all the PNG files I have in my web site are displaying with a grey background instead of a transparent one when viewed on other machines.](#)
6. [Why did my images disappear in the work window?](#)
7. [My images are not showing up since I have moved my website to a new laptop.](#)

1. How do I create a thumbnail image that is linked to the full-sized image?

A thumbnail image is just a copy of the full-sized image that has been modified to reduce the size of the file. You do not have to create another page to do that. Simple insert an image, resize it. Right click it then Thumbnail.



2. Is there a way to make hotspots in images?

There is an simple solution for "hotspots", you can create one by placing a transparent "Round Rectangle" object on top of an image, and then create link with this round rectangle.



3. How do I add a little yellow pop-up description box to my image?

When viewing a web site in a browser, if you hold the mouse pointer over an image, you may see a little yellow box with a brief description of the image pop up below the mouse pointer. You can add your own alt text descriptions to your images by following the steps below:

- (1) Select Insert > Image.
- (2) Right-click the inserted image then Properties.
- (3) On the Image tab, enter the description you want to display in the Alt text box.
- (4) Check in the Preview window whether the yellow pop-up description box appears as you place the mouse-pointer over the image.



4. Is there a way I can protect my images, from people copying and pasting from my web site?

Select "Html code or script code" from the Insert menu, copy the code below and paste it into the Html Editor window:

```
<body onselectstart="event.returnValue=false"></body>
```

Click the Ok button.

Then insert the second html object, double click on it and copy the script code below:

```
<script language=JavaScript>
<!--

var message="";
////////////////////////////////////
function clickIE() {if (document.all) {(message);return false;}}
function clickNS(e) {if
(document.layers||(document.getElementById&&!document.all)) {
if (e.which==2||e.which==3) {(message);return false;}}
if (document.layers)
{document.captureEvents(Event.MOUSEDOWN);document.onmousedown=clickNS;}
else{document.onmouseup=clickNS;document.oncontextmenu=clickIE;}

document.oncontextmenu=new Function("return false")
// -->
</script>
```



5. I found that all the PNG files I have in my web site are displaying with a grey background instead of a transparent one when viewed on other machines.

The problem here is not Web Page Maker does not support transparent PNG properly, the appearance of Png images is decided by the IE browser. It works well under Firefox web browser. You can check the related details in the link below:

http://www.phoenity.com/newtedge/png_degradability

<http://support.microsoft.com/kb/294714/en-us>



6. Why did my images disappear in the work window?

If you moved your .wss project of the image files on your computer, Web Page Maker may not find your images the next time you open the project. Instead of your pictures, you will see blank boxes with little red x's in the corner.

To correct this problem, you need move the images back to the original location. To tell a WPM project where the images are, double click on the blank box for one of the missing images. In the Filename area, you will see the location that the image was last seen.



7. My images are not showing up since I have moved my website to a new laptop.

If you want to transfer your .wss file from the old computer, you should use the "Save as backup" function, for the .wss file does not contain any actual pictures. Please follow the steps below:

- (1) On your old computer, open the .wss project file with Web Page Maker, and select "Save As Backup" from the File menu.
- (2) A "Save as" dialog box appears. Choose a folder to save your files in.
- (3) Press the Save button. The program will generate a .wss file and an image folder that contains all supporting files, such as images, sound files and more.
- (4) Select the .wss file and the images folder, and then copy them to your new computer.



Working with Flash Movies

1. [I can not get flash movies to play on the page. They work fine in preview mode. But when I upload the page then the flash vanishes from the page.](#)
2. [I can't add flash files on the content, and an error occurred saying that on of the components are not installed.](#)
3. [Is there a way to add a flash introduction to my website?](#)
4. [How do I put a link in a flash file?](#)
5. [How do I put a transparent flash on the top of an image?](#)

1. I can not get flash movies to play on the page. They work fine in preview mode. But when I upload the page then the flash vanishes from the page.

If you upload your web page without using Web Page Maker's build-in publishing function, first export your web pages by selecting "File"->"Export to Html", and then upload the html files to your web hosting via the FTP program. Please don't forget to upload the "ac_activex.js" to your host.



2. I can't add flash files on the content, and an error occurred saying that on of the components are not installed.

If your system have not installed the flash plug-in may cause this problem, please goto flash.com and installed the latest version of flash player: <http://www.macromedia.com/go/getflashplayer>



3. Is there a way to add a flash introduction to my website?

You need create a new splash page and set it as your default web page (name it index), add your flash introduction into this page by selecting Flash Movie from the File menu. And rename your current "index" page to something like "main".

Once the two pages have been uploaded to your server, you can go view the splash, it should come up first.



4. How do I put a link in a flash file?

Unfortunately you cannot put a link in a flash file in Web Page Maker. It should be a function of a Flash editor tool. You can get a flash maker software (such as Macromedia Flash) to create a link, and then insert the flash file you created by clicking Flash Movie on the Insert menu.



5. How do I put a transparent flash on the top of an image?

(1) Insert a transparent flash movie by selecting Flash Movie from the Insert menu.

(2) Click Browse and select a flash file (.swf) from the Web Page Maker directory (usually in c:\program files\wmp\flash\), and click OK. The first frame of the flash appears in the work window.

(3) Right click the flash's property, set the wmode to "transparent".

(4) Place the flash on the top of an image.



Working with Sounds

1. [I have set a sound file as background but when I go into the page I can't here anything.](#)
2. [I want to play a background music on a web page forever even if there is transition from one web page to another.](#)

1. I have set a sound file as background but when I go into the page I can't here anything.

Run Windows Media Player, open the sound file and make sure it works fine. If not, try using another sound file and publishing to your server to see if it works.

If it works in the preview mode, but when you publish the html files the background music does not play, first, make sure the sound file has been uploaded to your server successfully. Then, check the size of your background music. Please note that when surf on internet, if a web page has media files, the browser will first download it to local cache and then play it.



2. I want to play a background music on a web page forever even if there is transition from one web page to another.

If you put a media player on each page, the music will restart from the beginning, even if you specify the same music file for each page.

To have the music continue when your visitor opens a new page, I think the easy way is to never close the index page (If you have the music player working on your index page).

Here is a step-by-step guide to making a two-page project with music on the first page which continues when you navigate to the second

page:

- (1) Make a new blank Web Page Maker project.
- (2) Add a second page. You now have a blank two-page project.
- (3) On the index page, insert an audio file. With the text editor, make a text link to page 2:

Link Type: A Page in my site

URL: page2

Target: _blank (Important!!)

- (4) Go to the index page and Preview.

When the music has started, click on the page 2 link. The blank page 2 will display, but the music on the index page should continue uninterrupted.



Working with Forms

1. [I just added a drop down list to my website, but I cannot find a way to turn it into an active link. How can I do that?](#)
2. [How do I create a form that visitors can fill out?](#)
3. [Is there a way to send the form info without Outlook Express opening?](#)

1. I just added a drop down list to my website, but I cannot find away to turn it into an active link. How can I do that?

You can try the "Drop Down List" by selecting Insert > Form > Drop-down List... Then click the Add button, enter Text and Value in the Add Option dialog.

The URL of the destination page goes in the VALUE attribute. You can write the option values to meet your needs, i.e., type the page's URL using a relative path in the Value box (e.g. page2.html).

Note: You will need an html code to make the drop down menu to work.

Simply copy the html code object below and paste it into your page using the Html Editor function by selecting "Html Code or script code" from the Insert menu.

```
<script language="javascript">
function gotoUrl(url) {
if (url == "")
return;
location.href = url;
}
function newWin(url) {
// url of this function should have the format: "target,URL".
if (url == "")
```

```
return;
window.open(url.substring(url.indexOf(",") + 1, url.length),
url.substring(0, url.indexOf(",")));
}
function fnOnChange(){
gotoUrl(selector.options[selector.selectedIndex].value);
return true;
}
var selector = (document.getElementById)?
document.getElementsByName("formselect1")[0] :
document.all.formselect1;
selector.onchange=fnOnChange;
</script>
```



2. How do I create a form that visitors can fill out?

You can try the example by selecting Form > Example - Email Form from the Insert menu. Double click the form (a picture named form), replace support@webpage-maker.com with your own email address in the action box.

It is a standard email form. By default, when someone fills out the form and clicks the submit button, the default browser tells him it's sending the data via email, and then sends it automatically.



3. Is there a way to send the form info without Outlook Express opening?

You should use a server side form handler instead. Contact your webhost for instructions on how to access their server side programs and if they provide such cgi program (or php program).

Another way, find some form server provider, they generally supply the code. You can take that code and paste it into your site using the Html Editor function by selecting "Html Code or script code" from the Insert menu. It will show as normal when published.



Working with Html Code

1. [Is there a way to view the html code in the software?](#)
2. [How do I insert a "Last Updated" date?](#)
3. [How do I add a favicon to my website?](#)
4. [How do I add a site search box on my site?](#)
5. [Is there a way to add a counter, forum and guest book on my pages?](#)
6. [How do I add a shopping cart to my site?](#)

1. Is there a way to view the html code in the software?

You cannot view/edit html code in the work window. If you would like to view the html code of your pages, first export the pages to html format by selecting "Export to html" from the File menu. It will generate .html files as well as an "images" folder.

Open an html file with your web browser, and then go to the View menu and select Source in your web browser. The source code of your page is displayed.



2. How do I insert a "Last Updated" date?

There is no automatic 'last changed' feature in Web Page Maker although that would be nice to have. However, you can certainly add one, simply copy and paste the code below into your site using the Html Editor function (Select Html code or script code from the Insert menu):

```
<script language="JavaScript">  
<!--
```

```
document.write("Page last modified " + document.lastModified)
// -->
</script>
```

It will show as normal when Published.



3. How do I add a favicon to my website?

Double click or right click any blank area of the page (not on an object) to open the Page Properties dialog box, add the code below under the header tab:

```
<link REL="SHORTCUT ICON" HREF="favicon.ico">
```

Upload the "favicon.ico" to your web hosting by selecting Add-ons > Publish File from the Insert menu.



4. How do I add a site search box on my site?

You cannot 'create' a site search in the software. However, you can certainly add one. First, find some free site search providers (such as <http://services.google.com/searchcode2.html?accept=on#both>, or <http://www.freefind.com>), they generally supply the code.

You can take that code and paste it into your page using the Html Editor function by selecting "Html Code or script code" from the Insert menu. It will show as normal when Published.



5. Is there a way to add a counter, forum and guest book on my pages?

Creating counter, forum and guest book would be functions of your Webhost. You would need to talk to them to find out if they have those functionalities. Then take that code and paste it into your site using the Html Editor function.

Or, find some server provider, they generally supply the code. You can take that code and paste it into your page using the Html Editor function by selecting "Html Code or script code" from the Insert menu. It will show as normal when Published.



6. How do I add a shopping cart to my site?

The program has not the feature to create a shopping cart at this time. Usually when you build an ecommerce site you partner with an ecommerce provider. They generally supply the code for your shopping cart. You can take that code and paste it into your site using the Html Editor function.

Or, find some server provider (such as <http://www.paypal.com>), they generally supply the code. You can take that code and paste it into your site using the Html Editor function by selecting "Html Code or script code" from the Insert menu.



Navigation and Linking

1. [The navigation buttons work fine when I preview them but once I upload, the pages are mixed up.](#)
2. [Is it possible to create a nav bar that when clicked, drops down a menu?](#)
3. [Can I change the color/size of the navigation buttons in the software?](#)
4. [How do I customize my own navigation bar?](#)
5. [How do I get rid of the lines under linked text?](#)
6. [How do I change the color of hyperlinks when the mouse-pointer is over them?](#)
7. [I followed the instructions to add a style sheet but when I go to edit hyperlink I couldn't see the Text Link Style pull-down box.](#)
8. [How do I make a file available for download or for viewing?](#)
9. [How to link to a popup window?](#)
10. [How do I make one of my links open in a new window?](#)
11. [How to build a english/spanish website?](#)

1. **The navigation buttons work fine when I preview them but once I upload, the pages are mixed up.**

If you cloned the first page, then made changes to the buttons, doing this will not change the buttons' name, after publishing it will "overwrite" the existing one on your server.

In the meantime the way around the problem is, Copy/Paste the navigation buttons and Delete the old one on each page. Then publish again, it should work.



2. Is it possible to create a nav bar that when clicked, drops down a menu?

You can not create a drop down menu with the navigation buttons. However, you can create one using a DHTML Menu editor, and then copy the DHTML-menu code into your page using the Html Editor function (Select "Html Code or script code" from the Insert menu). It will show as normal when previewed and published.



3. Can I change the color/size of the navigation buttons in the software?

You cannot change the color/size of the navigation buttons in the software at this time. You need use an external program such as Adobe Photoshop. To do it, go to C:\Program Files\Web Page Maker\Component\navbar, and select the one you used, open and edit it with Photoshop. Then add the navigation buttons into your page:

- (1) Click on the Customize tab of the Navigation bar dialog box.
- (2) In the Original Image text box, click Browse.. and select the image you want displayed when the page loads.
- (3) In the Mouseover Image text box, click Browse.. and select the image you want displayed when the pointer rolls over the original image.



4. How do I customize my own navigation bar?

- (1) Click the **Navigation bar** button on the toolbar or select **Navigation bar** from the **Insert** menu.
- (2) Choose one category at the left side of the **Navigation Bar** dialog box, and select the navigation bar button style you want to insert, click **NEXT**.

(3) Click on the **Customize** tab.

(4) In the Original Image text box, click **Browse..** and select the image you want displayed when the page loads.

(5) In the Mouseover Image text box, click **Browse..** and select the image you want displayed when the pointer rolls over the original image.



5. How do I get rid of the lines under linked text?

If you would like to get rid of the underlining, please follow the steps below:

(1) Select "Text Link Style Sheet..." from the Format menu.

(2) Click the "Add" button in the Text Link Style Sheet dialog. An Add Style dialog box appears.

(3) Put a check to "None" in the "Decoration" area under all the tabs. Do not forget to specify the text link style under the "Visited" tab.

(4) When you set or edit a hyperlink in Text Editor (Double click the text box, select some text and click the Hyperlink button in the Text Editor window), select a style you have created from the Text Link Style drop-down menu at the bottom of the Hyperlink dialog box.



6. How do I change the color of hyperlinks when the mouse-pointer is over them?

You can change the color of hyperlinks when the mouse-pointer is over them by specifying the relevant style for hyperlinks. Follow the steps below:

(1) Select Format > Text Link Style Sheet... The Style Sheets dialog box appears.

(2) Click the Add button. The "Add Style" dialog box appears.

(3) Specify the style on the four tabs.

(4) When you set a hyperlink in Text Editor, select the style from the Text Link Style pull-down box at the bottom of the "Hyperlink" dialog box.



7. I followed the instructions to add a style sheet but when I go to edit hyperlink I couldn't see the Text Link Style pull-down box.

The link inside the Text Editor assigns a link to a text string, whereas if you were to click the link button on the toolbar to assign a link to a text box, then the Text Link Style will be not shown at the bottom of the "Hyperlink" dialog box.

You need add links inside the text box (Double click the text box, type and select some text, then add a hyperlink by clicking the Hyperlink button in the Text Editor toolbar).



8. How do I make a file available for download or for viewing?

The simplest way to have a file on your page is to link to it. When a visitor comes to your site, they can click on the link, they then have the option of opening or downloading the file. So, if you have a PDF file for example,

(1) Select some text or an image you want to link to the PDF file.

(2) Click the "Hyperlink" button on the toolbar. A "Hyperlink" dialog box appears.

(3) Select "A File on My Computer" from the Link Type pull-down box.

(4) Click the Browse... button and select a .pdf file from your computer's hard drive.

(5) Click the OK button.

If you publish the pages with the built-in publish function, the pdf file will be uploaded to your web host automatically.



9. How to link to a popup window?

You can put the script code directly below in the link URL box of the "Hyperlink" dialog box. The following example specifies a popup window that is 620 pixels by 420 pixels.

```
javascript:void(window.open('page2.html', '  
'resizable=no,scrollbars=yes,status=yes,width=620,height=420'))
```

Also, take in to account that page2.html indicates a link to a page within your project. If you want to link to another site you should write <http://www.thesite.com>.



10. How do I make one of my links open in a new window?

If you want to your linked page will be loaded in a new window, select `_blank` in The target area.



11. How to build a english/spanish website?

You need create a splash page and set it as your default web page (name it index), type "English" and "Spanish" text on this page.

Create an English page and name it "main". Create a Spanish page and name it "main2".

On your index page, select the "English" text, create a link to your English page by entering the full location in the Url box of the Hyperlink dialog. For example: <http://www.yoursitename.com/main.html>. Then, select the "Spanish" text, create a link to your Spanish page. For

example: <http://www.yoursitename.com/main2.html>.

Once the three pages have been uploaded to your server, you can go view the splash. It should come up first, and then you click "English" or "Spanish" text, it will point to your main page in the corresponding language.



Previewing Questions

1. [When I click the preview button but nothing happens. What can I do?](#)
2. [When I preview my pages, I get a message from Microsoft Explorer about protecting my security-re: running scripts or activeX controls.](#)

1. When I click the preview button but nothing happens. What can I do?

Web Page Maker will attempt to open web pages in your Default web browser when the Preview button is clicked. You can try setting Internet Explorer as your Default browser. To do it,

(1) Click the Internet Options icon in Control Panel.

(2) Under the Programs Tab, put a check next to "Internet Explorer should check to see whether it is the default browser".

If that does not help, try associating .HTML files with your default web browser by the following steps:

(1) Locate an html file on your computer.

(2) Select the file by clicking it one time.

(3) While holding down the Shift Key, right click the file.

(4) Select "Open with...".

(5) Select your Default Browser in the Programs List.

(6) Put a check in the box next to "Always use this program to open this type of file".



2. When I preview my pages, I get a message from Microsoft Explorer about protecting my security-re: running scripts or activeX controls.

The IE warning is just IE's new security with Service Pack 2. By default, Windows XP SP2 does not allow dynamic html content to run locally. This only effects the course designer when they would like to preview an html publish from their own machine before placing it on the actual web server.

Once the content is on a web server, it will run without restrictions (This warning will not appear to visitors).



Publishing Questions

1. [I cannot upload my created site to my host, I keep getting the same error: "Unable to establish a connection to server".](#)
2. [My Publish settings are correct and Publish still fails?](#)
3. [I tried everything and I still cannot publish my web site. What could cause this?](#)
4. [The Publishing Completed! appears at the end of process, but nothing appears on my site after publishing.](#)
5. [When i publish my pages, the website always has like letters and numbers everywhere instead of showing as the webpage I have made.](#)
6. [When I publish my page and view it on the Internet "red x" comes up instead of image - what's up with that?](#)
7. [How do I update a page I already published?](#)
8. [I published my updated web page to the web, but I still see the old page in my browser?](#)
9. [How do I delete or manage my files on the server?](#)

1. I cannot upload my created site to my host, I keep getting the same error:"

Preparing to Connect...

Unable to establish a connection to server:

Publishing Failed!"

There can be several reasons causing this problem.

(1) The most common reason for failure is that you have a 'firewall'

turned on that is blocking the transfer. Depending on the firewall, the program may just wait (hang) until the connection is made or it times out. If you are using Windows XP (sp2), please keep in mind that you may have the XP firewall running by default. Also, be sure you are not using a 3rd party firewall and the XP firewall at the same time.

In that case, you must set the firewall to allow the program access to the Internet. [Click here!](#) You can also turn it off completely, however, for obvious reasons this is not recommended.

(2) Another probably reason is that you may enter ftp://yourhost.com/ in the site host area. A trailing "/" on the FTP address is NOT needed.

(3) It also happens when your network has problem to connect to your web hosting. Please check your network settings and confirm that you are able to connect to it.



2. My Publish settings are correct and Publish still fails?

Try clicking the "Resume" button at the bottom of the "Publish State" dialog box after publish failed, it will resume uploading the files left. If that does not help, please try checking the "Passive Mode" option in the "Remote Site Setting" dialog, and publish again.



3. I tried everything and I still cannot publish my web page. What could cause this?

The cause for publish failure could be due to your host is using a non-standard FTP service. Web Page Maker will publish to any host that uses a standard FTP set up. Try publishing to a different host. Or, export your pages to .html files (Click the **Publish** button on the toolbar, and then click the **Local directory** radio button on the **Publish Destination** tab), then use a 3rd party FTP program (Filezilla, for example, is free) to upload all the files to your web server.

Or, if you are using a FREE hosting service. You may not allow you to FTP directly to your web site, they are requiring you to publish web pages using their Online File Manager from your web browser. First you need convert all your pages to html format to a directory on your hard disk, then use their Online File Manager to upload ALL of these files.



4. The Publishing Completed! appears at the end of process, but nothing appears on my site after publishing.

If Web Page Maker Publisher told you it completed successfully, then the pages are properly published to somewhere on your server. First, make sure you entered the correct Remote Folder in the Remote Site Settings dialog box.

Then, check if you have a page named index (This is important because the first page of your website, the home page, should be named index). To check it, select "Site Contents" from the Page menu, then you will see all your pages are shown in the Site panel page list, and see if there is a page named "index" (without the .html extension).



5. When i publish my pages, the website always has like letters and numbers everywhere instead of showing as the webpage I have made.

If you published your pages with a 3rd party FTP program, it should be noted that do not directly publish your .wss file to your server, you must convert all your pages to html format to a directory on your hard disk first, then upload these files to your server with the FTP program.



6. When I publish my page and view it on the Internet "red x" comes up instead of image - what's up with that?

If you can see a web page but you see red X's where the images should be, this means that your images files have not been uploaded to the

correct location in your server. The image files should be put in the "images" sub-folder.

First, please check if you selected the "Publish all files" option under the Page Options tab of the Publish dialog. Then switch to your web browser, right-click on the picture and select 'Properties'. That will show you the address where the browser expects the image to be. You just enter <ftp://yourusername:yourpassword@yourserver.com> in the browser URL box and you can see the directories in your server and find the images. And then move them to the "images" sub-folder.



7. How do I update a page I already published?

To update a web page, open your wss project file with the program, make changes to the original web page, and then publish your updated web page to the web again.



8. I published my updated web page to the web, but I still see the old page in my browser?

If you go online to view the page but you see the old one, first check your new page name, see if it is the same as your original one. In some web servers, filenames are case-sensitive. A name in uppercase like INDEX.html is different from one in lowercase like index.html.

Then, use the "Refresh" button in your web browser. In Microsoft's Internet Explorer press Control and F5 keys at the same time. This forces the browser to ignore any caches and get the latest information directly from the remote site.



9. How do I delete or manage my files on the FTP server?

In theory, you can do it with Internet Explorer. You just enter <ftp://yourusername:yourpassword@yourserver.com> in the browser URL

box and you can see the directories in your server find which one store the html files.

You can also use a separate FTP client to manage your hosted files.



Web Hosting

1. [Do you offer web hosting service?](#)
2. [Will I be able to publish my site to any web hosting?](#)
3. [How do I publish my site to GoDaddy.com web hosting?](#)
4. [How to upload my web site to Strato.com web hosting?](#)
5. [How to upload my web site to Tripod.com Free web hosting?](#)
6. [How to upload my web site to Bravehost.com Free web hosting?](#)
7. [How to upload my web site to America Online \(AOL\)?](#)
8. [How do I publish my site to Yahoo! Geocities Free web hosting?](#)
9. [I uploaded my site to YAHOO! Web hosting with the trial version, the Web Page Maker banner displays at the bottom of my pages, however, all of my own images are not there. Can you tell me how to stop this from happening?](#)
10. [How to upload my web site to Freewebs.com Free web hosting?](#)

1. Do you offer web hosting service?

No, we do not offer any domain or web hosting server services. You may have a separate host to upload your pages.



2. Will I be able to publish my site to any web hosting?

You can host anywhere, no server hosting restrictions. There are many firms with dedicated Internet connections that offer this service for an annual or monthly fee. You are free to choose the one that best fits your needs. There are also firms that host your site for free if you show their

advertising banners on your site (This option should be avoided if you're creating a company site).



3. How do I publish my site to GoDaddy.com web hosting?

(1) Press the **Publish** button on the toolbar.

(2) Click **New** under the Publish Destination tab. A Remote Sites Setting dialog box appears.

(3) Enter your FTP information below in the Remote Site Settings dialog box:

Profile Name: It can be anything.

Site Host: www.yourdomainnamehere.com

Remote Folder: Leave the box blank

User Name: This is the user name for your hosting account.

Password: This your password for your hosting account.

Port: 21

Passive Mode: checked

Then press the Publish button at the bottom of the "Publish" dialog.

Your webpages will get uploaded to your Host.



4. How to upload my web site to Strato.com web hosting?

Please enter your FTP information below in the Remote Site Settings dialog box:

Profile Name: It can be anything.

Site Host: www.yourdomainname.com (instead of yourdomainname.com you would state your own domain)

Remote Folder: Leave the box blank

User Name: your domain name

Password: the one you use for your customer login, originally your

contract number

Port: 21

Passive Mode: checked



5. How to upload my web site to tripod.com Free web hosting?

You can try www.tripod.lycos.com free web hosting service. Go to the host's website to sign up for the hosting service and activate your account. Run the program, click the Publish button on the toolbar, and then enter these info in the Remote Settings dialog box.

Site Host: ftp.tripod.com

User Name: Your Tripod member name

Password: Your Tripod password

Remote Folder: Leave this field empty

Then press the Publish button at the bottom of the "Publish" dialog. Your webpages will get uploaded to your Host.



6. How to upload my web site to Bravehost.com Free web hosting?

You can try www.bravehost.com free web hosting service. Go to the host's website to sign up for the hosting service and activate your account. Run the program, click the Publish button on the toolbar, and then enter these info in the Remote Settings dialog box.

Site Host: Your FTP server can be found next to the corresponding user on the accounts table in your FTP Manager.

User Name: Your bravenet login username

Password: Your bravenet password

Remote Folder: yourname.bravehost.com

Then press the Publish button at the bottom of the "Publish" dialog. Your webpages will get uploaded to your Host.



7. How to upload my web pages to America Online (AOL)?

To upload to AOL using Web Page Maker built-in publishing function, you need to specify the following settings.

- (1) Log on to AOL.
- (2) In Web Page Maker, select the **Publish** button on the toolbar or select the **Publish** command in the **File** Menu.
- (3) Click **New** on the **Publish Destination** tab.
- (4) Specify the following settings in the **Remote Sites Settings** dialog box:

Site Host: members.aol.com

Remote Folder: your_AOL_screen_name (the name you use to log in to AOL)

User Name: anonymous

Password: your AOL screen name (the name you use to log in to AOL), followed by "@aol.com." For example, if your screen name is "aolcustomer," type "aolcustomer@aol.com."

- (5) Click **Publish**.

If you can't upload files to AOL with Web Page Maker, try uploading files using the AOL FTP client. Follow the steps below:

- (1) Export your page as HTML to a directory on your hard drive.
- (2) Upload ALL of these files using the AOL FTP client. [Click here!](#)



8. How do I publish my page to Yahoo! Geocities free web hosting?

If you publish your page with the built-in publisher function, click on the **Page Options** tab of the **Publish** dialog box, uncheck "**Auto backup**

.wss files when publishing" option.

Or, publish your web page using a Host's Online File Manager with your web browser. Please note that some free web hosts are doing away with free FTP transfers (publishing by FTP). They are requiring free members to publish their web page using their Online File Manager from your web browser or pay for FTP services. Follow the instructions below:

(1) Publish your pages to a local directory on your hard drive.

(2) Upload ALL of these files using YAHOO! Geocities Online File Manager.



9. I uploaded my page to YAHOO! Web hosting with the trial version, the Web Page Maker banner displays at the bottom of my page, however, all of my own images are not there. Can you tell me how to stop this from happening?

Click the "**Page Options**" tab of the "**Publish**" dialog box, try unchecking the "**Auto backup .wss files when publishing**" option.



10. How to upload my web site to Freewebs.com Free web hosting?

Freewebs.com is doing away with free FTP transfers (publishing by FTP). They are requiring free members to publish their web page using their Online File Manager from your web browser or pay for FTP services.

To publish your web page using their Host's Online File Manager with your web browser, follow the instructions below:

1. Export your pages as HTML to a directory on your hard drive.

(1) Click the File Menu and then click on Export to html.

(2) Clicking "Export to html" opens a "Save as" window, choose a

directory where the page will be saved. Press the Save button.

(3) Export all of your webpages to the SAME directory on your computer.

2. Zip all of the html files as well as the images folder in a zip file.

3. Upload the zip file using Freewebs Online File Manager.

(1) Log on to freewebs.com.

(2) Click "Site Manager".

(3) Click "Upload a file".

(4) Unzip the file online into your folder (Once you upload a zip file, you will see next to the file the Zip Icon. Click on this icon to unzip the file).



Server Error Codes

1. [When i try to publish my site i get a "530 Login incorrect" error.](#)
2. [When i try to publish my site i get a "550 index.html: Access is denied" error.](#)
3. [When i try to publish my site i get a "553 Could not create file" error.](#)
4. [When i try to publish my site i get a "452 Transfer aborted. No space left on device! STOR Failed!" error.](#)
5. [I have successfully uploaded my site to a web server, when I try to view my pages in the browser why do I get an "HTTP 404--File Not Found" error?](#)

1. When i try to publish my site i get a "530 Login incorrect" error.

If you got the "530 Login incorrect" message, this means that you have entered an invalid username and password. Please check you are using the correct details (these info provided by your host), and remember they are case sensitive.



2. When i try to publish my site i get a "550 index.html: Access is denied" error.

If you got the "550 index.html: Access is denied." message, that means you have not entered the correct remote folder. If you are not sure, please contact your web host and ask them for the correct info (This info varies by host). If you are not sure, ask your web hosting service for the correct information.



3. When i try to publish my site i get a "553 Could not create file" error.

If you got the "553 Could not create file" message, that means you

have not entered the correct remote folder. If you are not sure, please contact your web host and ask them for the correct info (This info varies by host). If you are not sure, ask your web hosting service for the correct information.



4. When i try to publish my site i get a "452 Transfer aborted. No space left on device! STOR Failed!" error.

If your web server disk quota has been exceeded may cause this problem.

When publish web page, first uncheck the "Auto backup .wss files when publishing" option under the Page Options tab of the Publish dialog box. Then publish again and see if it works.

If you still got this error, the solution is to free up room on your disk quota. You just enter <ftp://yourusername:yourpassword@yourserver.com> in the browser URL box and you can see the directories in your server find which one store the html files, and then delete some unused files.



5. I have successfully uploaded my page to a web server, when I try to view my page in the browser why do I get an "HTTP 404--File Not Found" error?

This usually occurs for one of two reasons: either you don't have a properly-named default page, or you uploaded the documents to the wrong Remote Folder on the web server.

Usual Reason #1: No properly-named default page

The default page of a web site (the home page) is the page you see when you enter just the base URL of a site in your browser's address bar. For instance, "<http://www.webpage-maker.com>". When you don't specify a document name in the URL, the web server tries to serve up the default page. Most web hosts require that your first published page

is named **index.html** or index.htm. Therefore, **the home page should be named index.**

Usual Reason #2: Documents uploaded to the wrong Remote Folder

The documents of the web site are stored in the site's remote folder. In order to make your web pages visible to your visitors, you need to upload them to the correct remote folder on the web server. If you do not know the correct folder, try leaving it blank. If that does not work, ask your web hosting service for the correct information.

Once you get the info, enter it in the Remote Folder box of the Remote Site Settings dialog box (To open the Remote Site Settings dialog box, select File > Publish and click New on the Publish Destination tab). Then, re-upload your pages to the web server.



Printing Questions

1. [I try to print pages from my site, but a small part of the right side of the page is not printed.](#)
2. [When I try to print a long article from my Web site, only one page prints.](#)
3. [When I print out the webpage the background is gone.](#)

1. **I try to print pages from my site, but a small part of the right side of the page is not printed.**

Select "File" -> "Page Setup...", adjust the margins [top and bottom] to lower size.



2. **When I try to print a long article from my Web site, only one page prints.**

If you have a long web page, printing could involve several sheets of paper. You can try print a web page with Firefox. To do it, press the Preview button, and then select Print from the File menu or click the Print button in your web browser's toolbar. In the Print dialog box, click Pages in Page Range & type the page number, e.g. 1, 2...



3. **When I print out the webpage the background is gone.**

Internet Explorer has an option to print the background colors or images of a page. Select Internet Options from the Tools menu, select the Advanced tab, then scroll down to Printing. Put a check next to "Print background colors or images".



How to register?

Web Page Maker is a **shareware** program and is provided at no charge to the user for evaluation. The purpose of shareware software is to provide personal computer users with quality software on a "**Try before you buy**" basis, however payment is still required for continued use of the product.

Web Page Maker is set on a 15-day free trial. If you find this program useful and continue to use it after the trial period, you must make a registration payment of **\$49.00**. The price is one-time fee and all the updates are free for registered users. All users will receive a register code when they register, or it will be made available for downloading, and free technical support.

You may distribute this software to friends and colleagues but you must include all files in the original distribution. Please encourage them to register their copy if they find that they make use of it.

How to register Web Page Maker?

Please choose one of the following easy methods of payment for registration:

Method 1: Secure on-line credit card transaction

To place a secure, online order for Web Page Maker using a credit card, please click "[Buy Now](#)". Once your credit card is accepted, you will receive an email confirmation of the order. A registration code will be emailed within 24 hours.

If you have any problems ordering online, please try method 2. Or, let us know at support@webpage-maker.com

Method 2: Phone

To order Web Page Maker by phone, please call 1-877-REGSOFT (1-877-734-7638) (international orders please call 770-319-2718) during normal business hours. Use the Product ID: **60705**. A sales person at Regsoft, Inc. will ask for your credit card number and will give you

registration information.

Method 3: Fax

To order Web Page Maker by facsimile, press [Here](#) and follow the instructions for "FAX Ordering" on the web page that will appear (you must be connected to the Internet for the web page to load).

We will contact you with confirmation and registration information.

Method 4: Regular mail

If you prefer to pay with a check, money order, or traveler's check, please press [Here](#) and follow the instructions for "Postal Mail Ordering" on the web page that will appear (you must be connected to the Internet for the web page to load).

If you have any problems ordering, please let us know at sales@webpage-maker.com

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Actions

The "**action**" attribute specifies where the information will be sent. For something to be done with the information, it must be sent somewhere. Information processing destinations can be CGI programs, JavaScript functions, mailto:links, or even a web page (which directs the browser to load the page at the specified URL).

Sending to mailto:Links

To send form information to the visitor's email program, with the to:destination already filled in, use:

```
action=mailto:name@domain.com
```

If you also want to specify a subject for the email:

```
action=mailto:name@domain.com?subject=My%20Subject
```

(Use "%20" instead of spaces when specifying a subject.)

Note that not all browsers recognize the mailto:links. It is suggested you use this only as a last resort.

Sending to CGI Programs

If the information is being sent to a CGI program on the same domain as the web page containing the form, the action attribute can contain either a relative URL or an absolute URL. With a relative URL, it would look something like this:

```
action=/cgi-bin/something.cgi
```

If the information is being sent to a CGI program on a different domain, the URL must be absolute (a complete http://... URL):

```
action=http://domain.com/cgi-bin/something.cgi
```

Sending to JavaScript Functions

When sending form information to a JavaScript function, the action attribute would look something like:

```
action=javascript:SomeFunction()
```

Or, the action attribute might be replaced with the JavaScript specific "onclick" attribute:

```
onclick=return SomeFunction()
```

If the form information is to be sent to both a JavaScript function and to a CGI program, then both the action and the onclick attributes would be specified.

Sending to a Different Web Page

To send form information to a different web page so the browser opens the page at the new URL, use:

```
action=http://newdomain.com/page.html
```

Encoding Type

The "**encodingtype**" attribute specifies how the information will be encoded before sending it to wherever it's going.

The browser automatically encodes the information depending on the encoding type attribute. Encoding transforms special non-alphanumeric characters that could otherwise wreak havoc during transmission or upon receipt into a series of characters that the receiving program or function can recognize. Encoding also inserts separators between the information chunks.

Often you don't have to concern yourself with the encoding type. If you do not specify one, the default is assumed.

The default encoding type attribute is:

Encoding Type = *application/x-www-form-urlencoded*

If your form includes file uploads, you will need

Encoding Type = *multipart/form-data*

And, if you will be using a mailto:link in the action attribute, your email body text will be less jumbled if you use Encoding Type = *text/plain*

Configuring Firewall for Windows XP SP2

If you want to upload the pages with the built-in publishing function, you can add Web Page Maker as an exception so that the firewall will allow the program access to the Internet.

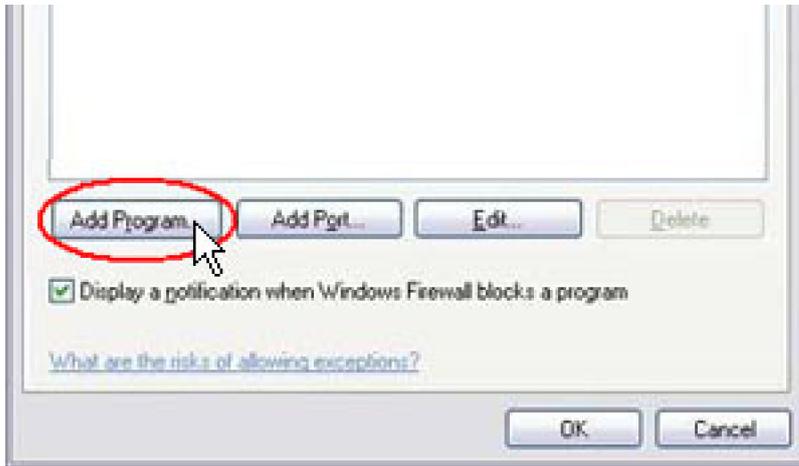
To configure your Windows Firewall (SP2):

1. Click **Start** and then click **Control Panel**.
2. In the control panel, click **Security Center**, and then click **Windows Firewall**.

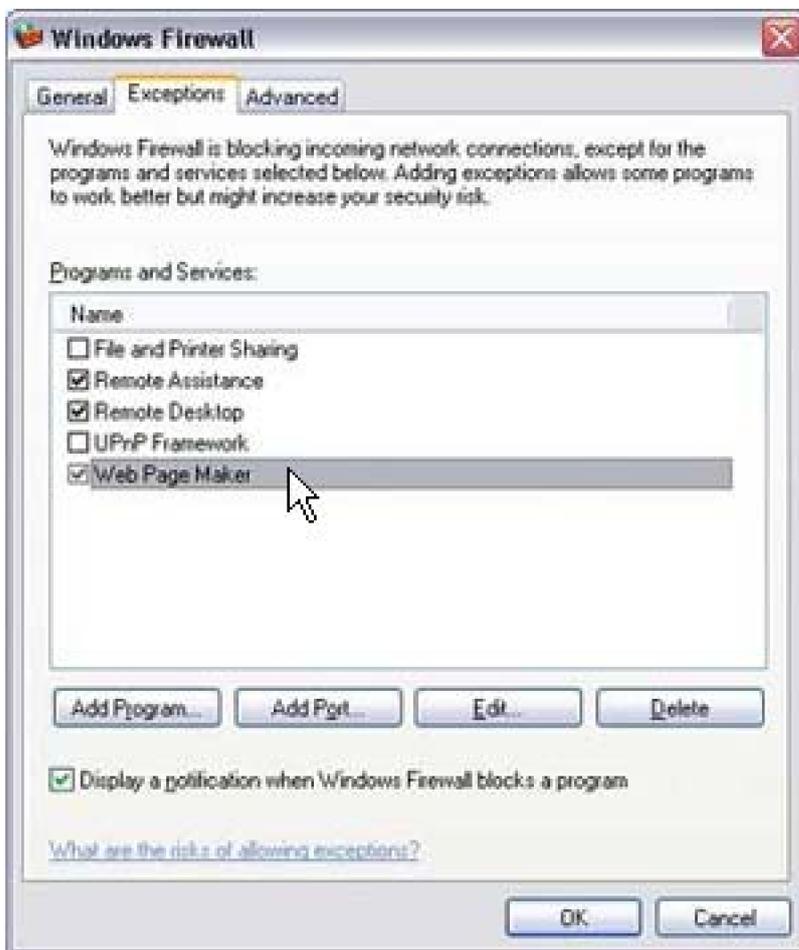


3. On the **Exceptions** tab, click **Add Program**.





4. In the **Add a Program** dialog box, select the Web Page Maker program and then click **OK**. The program will appear, select the check box under **Programs and Services** on the **Exceptions** tab.



5. Click **OK**.

Method

The "**method**" attribute specifies how the information will be sent to wherever it's going. The method attribute is either `method="POST"` or `method="GET"`, which you use depends on how the destination program or function wants to receive the information.

Sending with method GET

Method="**GET**" is used if you want to send information somewhere via a browser URL. You've seen URLs that send information; they look something like:

`http://domain.com/something.cgi?color=red&shape=round`

In the above URL, the part after the question mark is information sent to something.cgi. Multiple information chunks are separated with an ampersand.

The GET method can send only a limited amount of information. The limitation depends on the server where the current web page is on and the server where the information is sent to. The limitation can be as little as 256 bytes but is often 1k or more.

Another limitation of the GET method is that the information being sent is visible in the browser's address bar. In some cases this is of no consequence. In others, it is unacceptable.

Some CGI programs are written to accept information via the GET or the POST method, some to accept only the GET method.

Sending with method POST

Method="**POST**" is the most common method used to send information from a form to an information processing program or function. This is the method used when sending form information to JavaScript functions. Most CGI programs are written to accept information with the

POST method, some to accept only the POST method.

The POST method can send much more information than the typical GET method. Currently, most browsers and servers limit the amount of POST information to about 32k.

With POST, the information is not sent via the URL. The sending is invisible to the site visitor.

It is not necessary to know the exact interior mechanism of how POST works, because all you have to do is specify the method and the browser decides how to accomplish your directive. However, as a general overview: depending on its destination, the POST information could be transferred within the browser itself (if sent to a JavaScript function) or over the internet via a method known as "standard input" -- the default or standard input channel expected by the destination (such as a server for a CGI program).

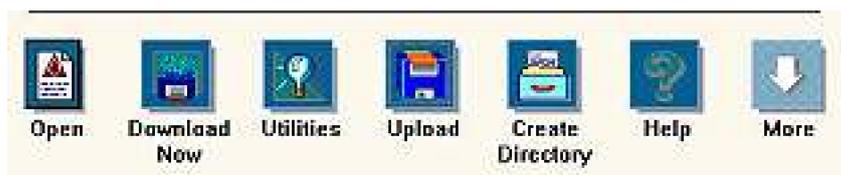
Uploading web pages using the AOL FTP client

To upload web pages using the AOL FTP client:

1. Log on to AOL.
2. On the right hand side of the box called My FTP Space , you will see 4 choices, click on the second option "**SEE MY FTP SPACE**".



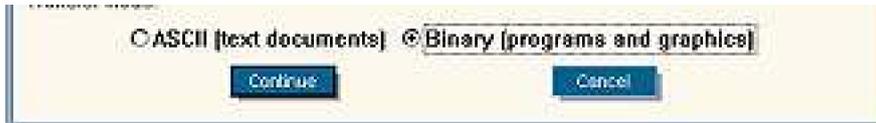
The BOTTOM of the next screen looks like this. It is called:



"members.aol.com/ your_screen_name" you will see the web space where you files will show up, and you will see these options below (you should have a private folder and a read me file, if your space is blank).

At the bottom of this screen you will notice several choices, (see above example) to OPEN, DOWNLOAD NOW, UTILITIES, UPLOAD, CREATE DIRECTIORY, HELP AND MORE, click "**UPLOAD**".

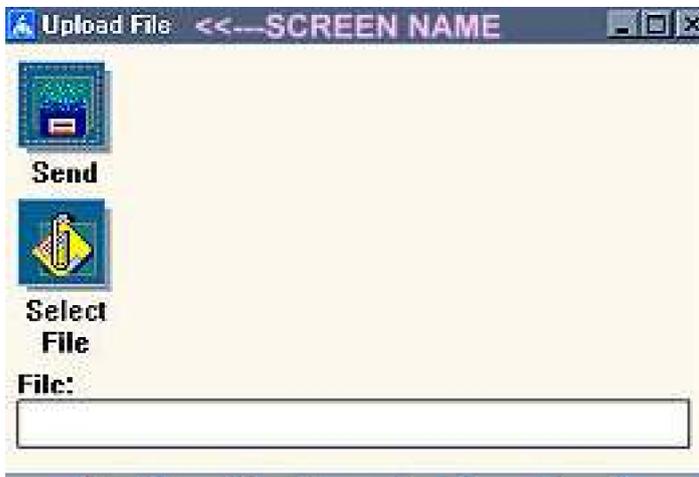




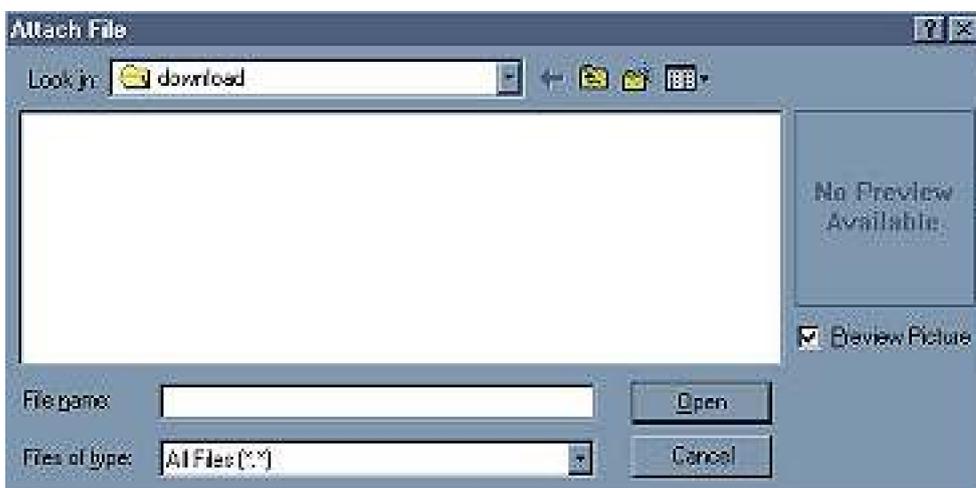
You must key in the exact name of the file on your hard drive. Including the "type" of file it is, or the extension, in example .wav, .mp3, .ra, .jpg or .gif. The files are "Capital sensitive" and don't use any weird characters, however, the underscore (_) is fine with AOL.

When you have keyed in the file name above, click "**Continue**".

Next you'll see a screen called "**Upload File**", click on the second option "**Select File**".



Then **BROWSE** to the file on your hard drive and select it, (double click) then click OPEN.



Now you will be back at this screen, however you will see the file that you selected in the space below, choose **SEND**.



You will now see the file in your web space. It is nice to include an "index.html" file. It could also be your homepage at AOL.

You can decide to UPLOAD another file or X (exit out of this screen).

Do NOT hit CANCEL, click on the "X" on the upper right hand side of THIS screen to leave your space and to keep the file there. If you CANCEL, the file will not show up, because you have cancelled, makes sense sorta.