NetObjects

nPower

User Guide

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Welcome to NetObjects nPower

NetObjects nPower™ is the essential tool for easily editing Web sites. Whether you are maintaining a site for a small business or a large corporation, you can use NetObjects nPower to keep your site up to date quickly and easily.

NetObjects nPower is a full suite of editing tools built for users of any technical skill level, combined with built-in controls and safeguards needed to make site updates safe and hassle-free.

With NetObjects nPower, if you are familiar with using word-processing software, then you are ready to edit your Web site—there's absolutely no Web coding or HTML knowledge needed, so you can begin to make changes to your Web site immediately.

How to Get Started with NetObjects nPower

To ensure success as you start editing Web sites with NetObjects nPower, use the tools provided with the program to get started quickly.

In-Depth Information

This manual, *NetObjects nPower User Guide*, provides information on all NetObjects nPower features and functions, including editing text and graphics, creating links, managing a catalog, and using the Versions Manager.

Conventions Used in This Guide

NetObjects nPower often provides multiple ways to accomplish a task. Procedures in this guide generally include the most convenient method, but other methods are usually available. If you are most comfortable using menu commands, you will probably find the item you are looking for on a menu even if it is not explicitly included in the steps.

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

Both this manual and the online help assume you are proficient with Windows 98, Windows NT, Windows 2000, Windows ME, or Windows XP. If you need help using these systems, consult their respective user guides. This guide also assumes you are familiar with the World Wide Web and its terminology.

Getting Help

NetObjects nPower offers several options for getting online help.

For topic help, select Help Topics from the Help menu to launch the help system and display the table of contents.

Click to return to the last topic you viewed

Click a book to see the topics it contains; click a topic to see specific information

Open this book to see keyboard shortcuts
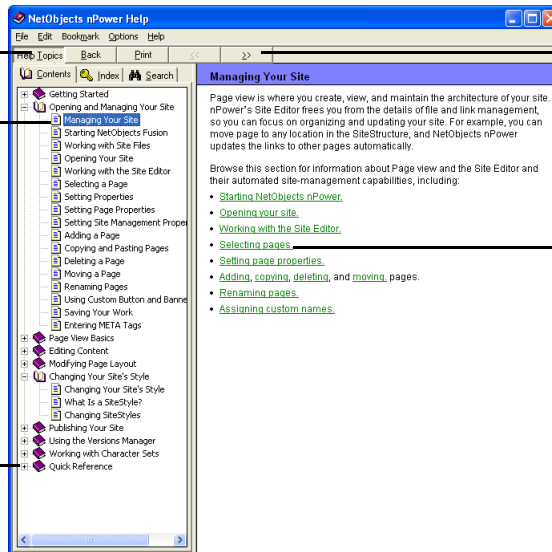
Click to move forward and backward through a sequence of related topics

Click the underlined text in an overview topic to jump to detailed information

To find information in the online topic help, click:

• a book on the Contents tab and then double-click a topic to see the information it contains.

   Use the >> button to move forward through topics in sequential order.

   Use the << button to move backward through the sequence.

   Click the Back button to return to the last topic you viewed.

   Look at the topics in the Quick Reference book to find keyboard shortcuts.

• the Index tab and enter a keyword related to your topic.

• the Search tab and type the word or phrase you want to search for.

To see information about a specific item in any NetObjects nPower window or a control in a dialog or palette:

- Right-click the object and then select What's This? from the shortcut menu.

- Click the question mark icon in the title bar of a dialog or palette, then click the item you want to learn about.

In either case, an explanation of the item pops up.
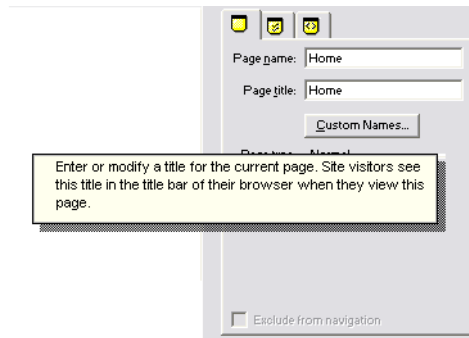
You can also highlight a menu command, then press F1 for an explanation.

NetObjects nPower Basics

NetObjects nPower provides you with several navigational tools that simplify the site-management process. NetObjects nPower also has a wide range of features that will make keeping your Web site content up to date easy as well. Modifying content such as text, images, links, and tables is a breeze with NetObjects nPower and does not require any technical knowledge or Web site editing experience.

This chapter introduces NetObjects nPower, including information about:

- NetObjects nPower window
- Navigating in NetObjects nPower
- Choosing colors and working with color palettes

NetObjects nPower Page View

Use Page view to edit pages and add content. In Page view, you see the Layout area and MasterBorder of each page. The Layout area displays objects that are unique to that page. The MasterBorder contains objects that repeat on a set of pages, much as headers and footers appear in a word processing document. You can also preview the page as it will appear in a browser.

NetObjects nPower Window

When you retrieve your site and start NetObjects nPower, you will see the Page view window containing the Home page, the Standard toolbar docked under the Menu bar, and a Properties palette.

The title bar, menu bar, and tool bar are at the top of the NetObjects nPower window. The title bar shows the name of the current site.
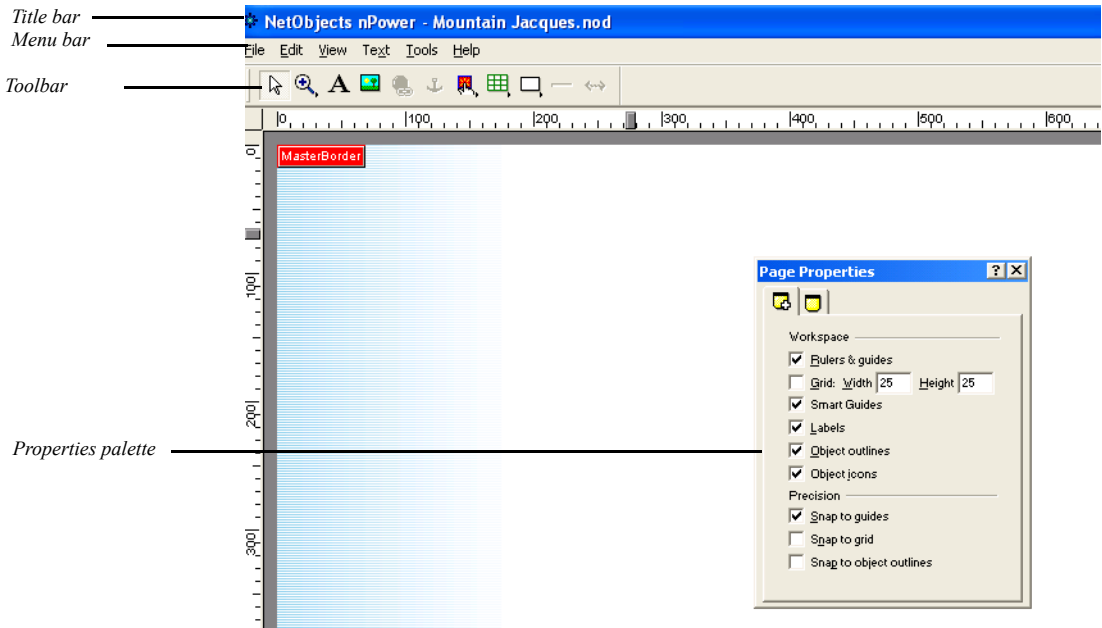
About the Properties Palette

When you click an object in Page view, the properties palette changes to display the properties available for that object. Properties appear on tabs that also might change when the selected object changes. For example, when you select a text box in Page view, the Text Properties palette shows a Text Box tab.
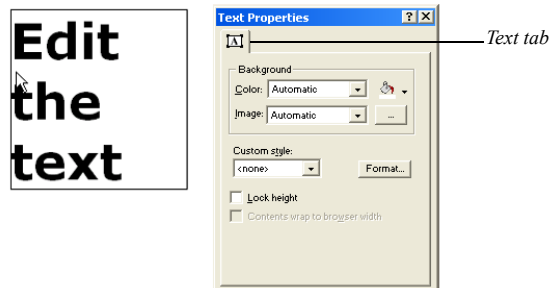
Text tab

When you double-click in the text box to edit the text, the Format tab is added to the display.

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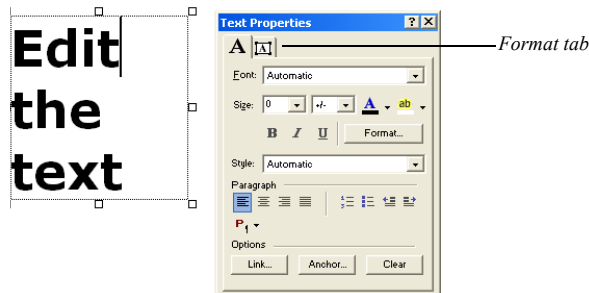
To shrink the properties palette to display just its title bar, double-click the title bar or click the minimize button; do the same thing again to restore the full display. To completely hide the properties palette, click its close box. To show the palette again, from the View menu, select Properties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

About the Standard Toolbar

When working in NetObjects nPower, the Standard toolbar is docked below the Menu Bar in the Page view window.

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

Position the pointer here and drag to move the toolbar

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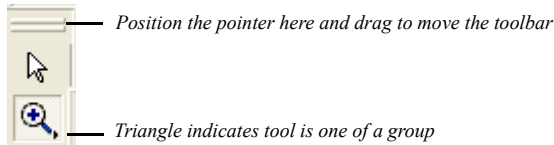
A small triangle in the lower right corner of a tool button indicates the tool is one of a group. To see the entire group, point to the tool and hold down the left mouse button. A flyout containing the other tools in the group appears. As you move the pointer over each tool, a ScreenTip identifies the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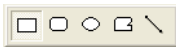
Draw tool flyout

To select a tool from a flyout, position the pointer over the tool and release the mouse button. The tool you select is displayed on the toolbar. For example, if you point to the Draw tool on the Standard toolbar and hold down the left mouse button, you can draw a rectangle, rounded rectangle, ellipse, polygon, or line.

To hide and show the toolbar, from the View menu choose Toolbars > Standard Tools. A check mark on the menu indicates a toolbar is displayed.

Using the Zoom Tools

Zoom tools

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

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

Navigating in NetObjects nPower

NetObjects nPower provides several navigation tools, including shortcut menus, a Site Navigation palette, and the Site Editor.

Using Shortcut Menus

NetObjects nPower provides shortcut menus you open by right-clicking an item. The menu lists the commands you can use on the selected item. In Page view and in dialogs and properties palettes, you can right-click an item and select What's This? from the shortcut menu to display a description of the item.

Cut
Copy
Paste
Paste Special   ▶
Choose SiteStyle...
Site Editor...

Layout Properties
Page Character Set...

What's This?
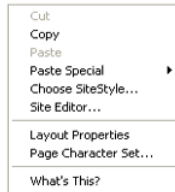
Right-click in Page view to see this shortcut menu

Using the Site Editor

NetObjects nPower's Site Editor simplifies many common site-management tasks. To open the Site Editor, right-click in Page view and select Site Editor from the shortcut menu. You can also open the Site Editor by choosing Site Editor from the Edit menu. See "Working with the Site Editor" on page 21

Choosing Colors

In NetObjects nPower, whenever the properties palette includes a Color button, you can change the color of the selected object. For example, you can change the color of a text box or table.

1. To choose a color for a selected object:

2. Click the Color button in any properties palette where it is offered.

    The Color Chooser appears.

3. Click the color you want to assign to an object in the Color Chooser.

4. If the desired color is not shown in the Color Chooser, click More Colors to open the Color Picker.

    Ensure that the Color Table is shown.

The name of the current palette is shown below the color display. When the Only Web Colors check box is checked, the palette is dimmed. The last 10 colors you selected from the palette are displayed in the Recent Color boxes.

Current palette

Colors you used recently
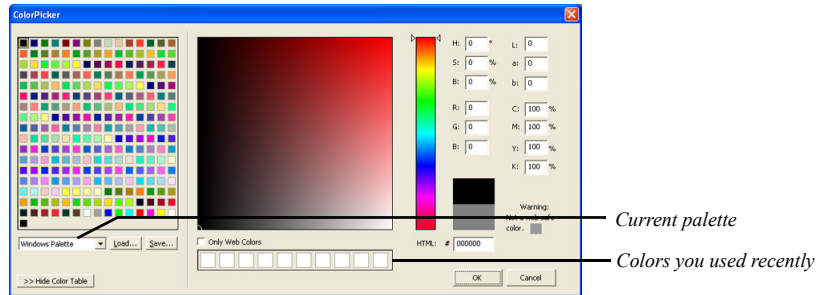
5. In the Color Picker, select a color range by:

    •Dragging the triangles along the slider.

    •Clicking inside the color slider.

6. In the color field, click the color you want to assign to the object, or toggle outside the Color Picker dialog to select a color from the Page view window. When you toggle outside the Color Picker, the mouse pointer will change an eyedropper tool and can be used to select an color within your desktop work area.

    When you select a color, the color rectangle to the right of the color slider shows the new color in the top section of the rectangle and the original color in the lower half of the rectangle, and HSB, LAB, RGB, CMYK, and HTML hexadecimal values are also displayed.

    If you clear the Only Web Colors check box and select a color, you might see a warning that the selected color is not Web safe. To avoid unexpected results in your site visitors' browsers, choose colors that are Web safe.

7. Click OK.

The new color appears in the selected object.

Working with Color Palettes

When you choose colors for the objects in your site, you select from the palette offered in the Color Picker. You can use the Browser Safe Palette, which contains

colors that are Web safe, the system palette used by Windows, a palette you import from another application such as Adobe Photoshop, or a custom palette you create.

Choosing a Color Palette

1. Click the Color button in any properties palette where it is offered.

    The Color Picker appears.

2. Select a palette from the drop-down list at the top of the dialog. If you choose Custom Palette and want to load an existing custom palette, see "Loading a Custom Color Palette." To create your own custom palette, see "Creating or Editing a Color Palette."

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

3. Click OK.

Loading a Custom Color Palette

1. Click the Color button in any properties palette where it is offered.

2. In the Color Chooser, click More Colors to open the Color Picker.

    Ensure that the Color Table is shown.

3. In the Color Picker dialog, clear the Only Web Colors check box.

4. Select Custom Palette from the drop-down list at the top of the dialog.

5. Click Load.

6. In the Open dialog, navigate to the palette you want to use, then click Open.

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

7. Click OK to close the Color Picker.

Creating or Editing a Color Palette

1. Click the Color button in any properties palette where it is offered.

2. In the Color Chooser, click More Colors to open the Color Picker.

3. In the Color Picker dialog, clear the Only Web Colors check box.

4. Select Custom Palette from the drop-down list at the top of the dialog.

A blank palette appears.

5. Click a box in the palette area.

6. Set the HSB, LAB, RGB, or CMYK values for the color you want to add to the palette, type the hexadecimal (HTML) value for the color, or double-click the blank box and choose or create a color in the Color dialog.

7. Repeat steps 5 and 6 for each color you want to add to the palette.

8. Click Save.

9. In the Save As dialog, type a file name for the palette and click Save.

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

Setting Application Options

Application option settings affect how you work with your site in NetObjects nPower. You can change settings, such as browser font settings and update intervals, by choosing Application from the Tools menu. Changes take place as soon as you click OK to close the Application Options dialog.

This chapter explains how to set:

- Application options

- Preview options

- Text options

- Update options

Setting Application Options

• From the Tools menu, choose Application.

The Program tab of the Application Options dialog appears.

Program tab
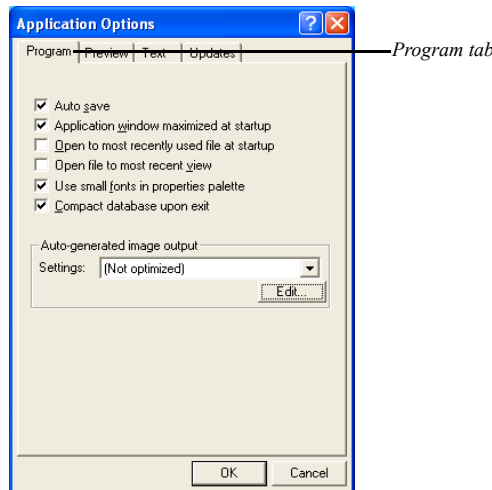
• *Auto save.* When this option is selected, your site is saved each time you change pages and when you close NetObjects nPower. If you clear the Auto save check box, be sure to save your site periodically by choosing Save Site from the File menu.

• *Application window maximized at startup.* If you clear the check box for this option, the NetObjects nPower window opens in the last size you set, rather than full screen size.

• *Open to most recently used file at startup.* When this option is selected, the last site you worked on opens automatically when you start NetObjects nPower. If this option or Open to most recent view is cleared, you see Online view when you start NetObjects nPower.

• *Open file to most recent view.* If this option is selected, when you open a site, it is displayed in the last view you worked in.

• *Use small fonts in properties palette.* If you clear this check box, you see larger properties palettes in Page view. To maximize the area available for your page Layout, leave this option selected.

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

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

Setting Preview Options

- From the Tools menu, choose Application and click the Preview tab.

Preview tab

Installed browsers are shown here
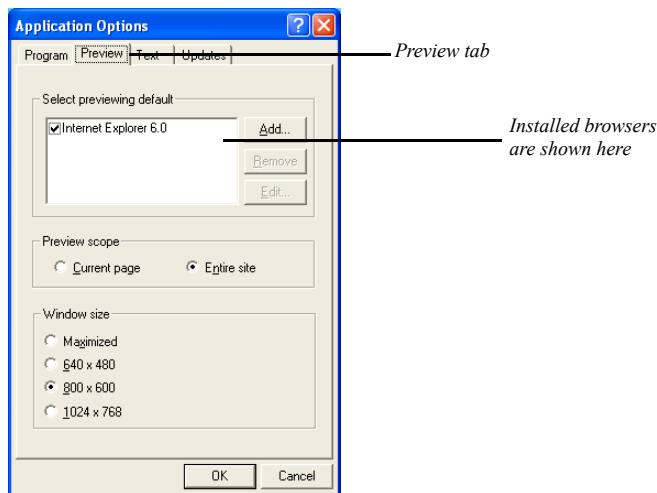
- *Select previewing default.* When you install NetObjects nPower, it lists the browsers installed on your system. If installed browsers are not listed, you can add them to the list. Choose the Web browser you want to use for previewing sites by selecting its check box. To change the browser used for previewing, return to this dialog and choose a different browser.

  To add a browser to the list, click Add. In the New Browser dialog, type a name for the browser, browse to the shortcut or **.exe** file that launches it, and click OK.

  To remove a browser from the list, select it in the list and click Remove.

To change a browser's name or location, select the browser in the list and click Edit. Enter the new information and click OK.

- *Preview scope.* Choose whether you want to preview only the current page or the entire site you are working on when you choose Preview from the File menu. Previewing the entire site takes longer, but you can move from page to page in the browser to test the site's navigation buttons. Select the Current page option to preview only the current page. When you select Current page, links to other pages are disabled. You can also preview the current page by clicking the Page Preview tab in Page view.

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

  - If Entire site is selected in the Applications Options dialog, pressing Alt+P or clicking the Preview Site button previews the entire site; pressing Ctrl+Alt+P or clicking the Preview Site button while pressing Ctrl previews just the current page.

  - If Current page is selected in the Options dialog, pressing Alt+P or clicking the Preview Site button previews the current page; pressing Ctrl+Alt+P or clicking the Preview Site button while pressing Ctrl previews the entire site.

- *Window size.* Select the window size or resolution most appropriate for your site visitor's monitors. This opens a preview window sized to the resolution you select so you can see how site visitors will view your site.

Setting Text Options

*   From the Tools menu, choose Application and click the Text tab.

Text tab
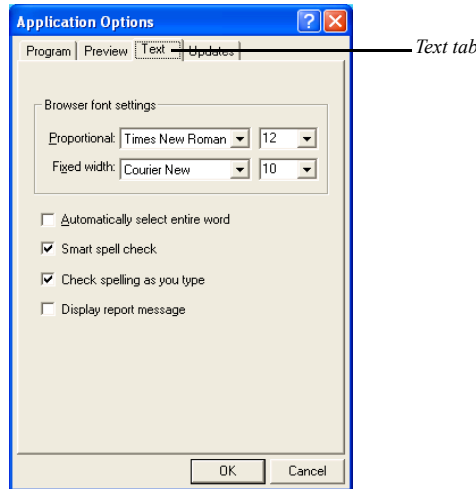
*   *Browser font settings.* To ensure that your pages appear in your browser the way you see them in NetObjects nPower, choose the same font settings in your browser that you use in your site. For example, if you use Times New Roman, size 12, and Courier New, size 10, for your browser proportional and fixed width fonts, choose the same fonts and sizes in NetObjects nPower. The suggested settings are the defaults used by Microsoft Internet Explorer and Netscape Navigator when they are installed.

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

*   *Automatically select entire word.* If this option is selected, when you start to drag the mouse pointer over a word, NetObjects nPower automatically selects the entire word and the space after it.

*   *Smart spell check.* If this option is selected, after NetObjects nPower checks spelling of a text block, it does not check the same text again unless you modify the text or clear this option.

*   *Check spelling as you type.* If this option is selected, NetObjects nPower will check the text as you type, and then mark possible errors with wavy underlines. To make a correction, right-click on the word and select the correction you want.

- *Display report message.* If this option is selected, after NetObjects nPower spell checks the page or site, you will see the number of corrections made. If you find this option unnecessary, you can check the "Don't display again" box after spell-checking your page.

Updating NetObjects nPower

- From the Tools menu, choose Application and click the Updates tab.

Updates tab
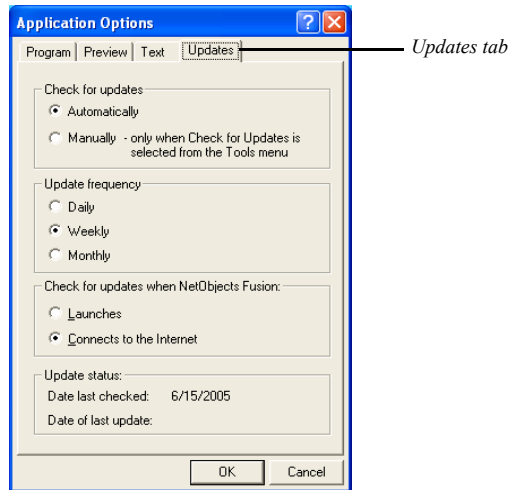
Set your preferences for checking for online program updates. Select *Automatically* to check for updates using the frequency and event you specify, or *Manually* to check only when you select Check for Updates from the Tools menu. Automatically is the default setting.

If you select Automatically:

- Select an update frequency of *Daily, Weekly,* or *Monthly.*

- Choose when you want to check for updates. Select:

  - *Launches* to search for updates each time you start NetObjects nPower.

  - *Connects to the Internet* to search for updates when you connect to the Internet while using NetObjects nPower. This is the default setting.

Managing Your Site

Once you retrieve and open your Web site, you will your Home page will display in NetObjects nPower's Page view. Page view is where you view and modify the content of your site. NetObjects nPower also includes a Site Editor that you can use to modify the navigational structure of your site, change page names, and add new pages. NetObjects nPower's easy-to-use palettes and tools allow you to begin editing your site immediately, even without knowledge of HMTL or Web site editing experience.

This chapter describes the process of opening your site, working in Page view, and using the Site Editor and its automated site-management capabilities, including:

- Retrieving your site for the first time

- Opening your site from the Project List

- Working with the Site Editor

- Selecting pages

- Adding, copying, deleting, and moving pages

- Renaming pages

- Assigning custom names

Retrieving Your Site for the First Time

To retrieve your site for the first time, you will need to access the **.nfc** file for your site. The **.nfc** file contains the information necessary to retrieve your site for editing and publish your changes to the Web.

1. Locate the **.nfc** file for your site.

    If you have not already saved this file on your hard disk, right-click on the **.nfc** file, select Save As from the shortcut menu, and specify a location for saving the file.

2. Double-click the **.nfc** file.

    You will be prompted to give your Web site project a name.

3. Enter a site name in the Save Site As dialog.

4. Click Save.

    NetObjects nPower will retrieve and open a working copy of your Web site for editing.

Note: When your site is open, it is statused as "In Use" by NetObjects nPower. If an "In Use" site is by another user, NetObjects nPower alerts the user that the site is already open so that site changes will not be overwritten.

Opening Your Site from the Project List

Once you have retrieved your Web site using the **.nfc** file and exited NetObjects nPower, you can launch the application from the Windows Start menu. When you launch NetObjects nPower from the Windows Start menu, the Online view page will display. The Online view contains a list of your site projects from which you can open your site for editing.

1. From the Windows Start menu, select Programs>NetObjects>NetObjects nPower 1.0, or double-click the NetObjects nPower icon on the desktop.

The Online view appears.
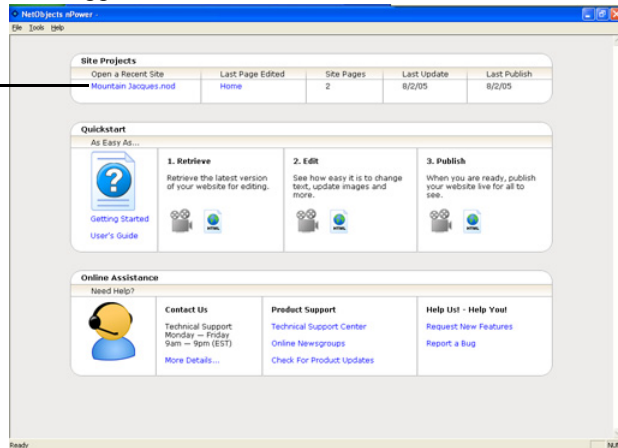
2. In the Site Projects section near the top of the Online view, click on the project name of the site you want to open.

Your site will open in Page view where you can edit its content.

Working with the Site Editor

The Site Editor displays the SiteStructure. In the Site Editor, the structure of your site is represented by page icons. As in a family tree, pages have *parent*, *child*, and *sibling* relationships. The Site Editor also contains a Properties palette with a Name tab, a Management tab, and a Meta Tags tab, where you can add and edit information for each specific page.

The Site Editor simplifies common site-management tasks. You can use the Site Editor to select the page you want to edit, move pages in the SiteStructure, and add new pages to your site.

To open the Site Editor, right-click on a page and select Site Editor from the shortcut menu.
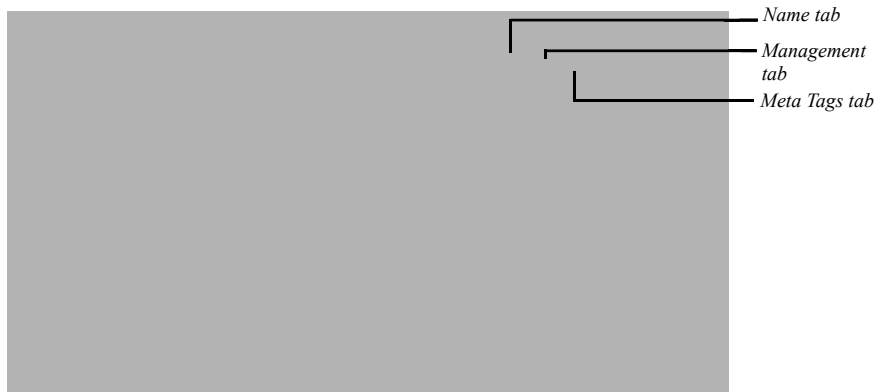
Name tab

Management tab

Meta Tags tab

In the Site Editor, the structure of your site is represented by page icons. As in a family tree, pages have *parent*, *child*, and *sibling* relationships.
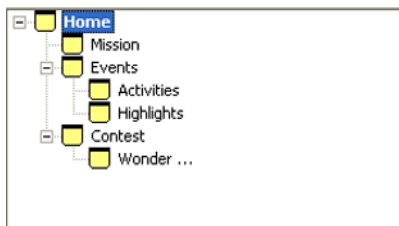
The pages named Mission, Events, Next Tour, and Contest are children of the Home page and siblings of each other. The Events page is the parent of Activities and Highlights and the Contest page is the parent of Wonder Lodge

In the Site Editor, you can add pages to the site, rename pages, move them, copy them, delete them, and complete other site-oriented actions.

Selecting a Page

Before you can edit, copy, rename, or move pages, or set page properties, you must *select* a page. By selecting a page, you identify it as the one you will work with. NetObjects nPower highlights the title of the selected page. By default, your Home page will display in Page view when you launch NetObjects nPower.

To select a page:

1. Open the Site Editor by right-clicking in Page view and selecting Site Editor from the shortcut menu.

2. In the Site Editor, click the name of the page you want to select.

    Press the arrow keys to select the current page's parent, child, or sibling pages.

3. Click Go To Page.

Adding a Page

When you add pages to your site, NetObjects nPower automatically generates blank pages with a visual style that is consistent with your site's other pages.

1. In Site Editor, click the page you want to be the parent of the new page.

2. Click New Page.
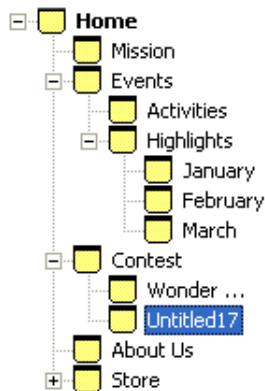
    In the Site Editor, the new page appears beneath the selected page. The new page is named Untitled followed by a number, which indicates the order in which new pages were added.

3. Enter a name for the page in the Page name field of the Page tab.

Copying and Pasting Pages

You can copy pages in the Site Editor and paste them anywhere in the SiteStructure.

1. In the Site Editor, select the page or pages you want to copy and click Copy.

2. Select the page to be the parent of the copied pages and click Paste.

The copies are pasted into the SiteStructure as children of the selected page.

Deleting a Page

1. In Site Editor, select the page or pages you want to delete.

2. Click Delete Page.

3. Click Yes to confirm the deletion.

If you delete a page that has children, the child pages move up to the level of the deleted page.

Note: Deleting a page cannot be undone. You cannot delete the Home page. You also cannot delete a page if it has been protected from deletion.

Moving a Page

When you move pages, NetObjects nPower updates all affected links within the site. If you move a page that has children, the pages retain their relationship.

1. In Site Editor, select the page you want to move.

2. Drag the page to the target page, where it becomes a sibling, a child, or a parent in its new location.

As you drag the page, a red horizontal line appears above or below the target page to indicate the position on the SiteStructure where the page will be moved when you release the mouse button.

Note: You cannot move a page in the SiteStructure if protection options have been set so that the page cannot be moved.

Renaming Pages

When you publish your site, NetObjects nPower uses the page name as the HTML file name for the page. It also uses the page name when it creates links to the page.

If you give two pages the same name and they are published in the same folder, NetObjects nPower adds a numeral to the file name when it generates the HTML

files for the second and any additional pages. For example, if you have two pages named Great, NetObjects nPower creates **Great.html** and **Great1.html**.

You can change the name in the Page name field on the Page tab of the Site Editor.

To rename a page in the Site Editor:

1. Open the Site Editor.

2. Select the page you want to rename.

3. Edit the text in the Page name field on the Page tab of the Properties palette.

Using Custom Button and Banner Names

By default, banners and navigation buttons use the page name. If you prefer, you can specify different names. If you have a long page name, you can break it into two lines.

To specify custom page names:

1. Select the page you want to work with.

2. Select Custom Names from the Edit menu.

3. In the Custom Names dialog, type the custom names you want to use.
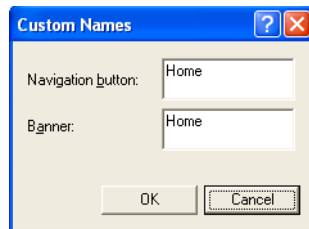
- • *Navigation button.* Appears on navigation buttons leading to this page. To add a second line of text, press Enter after the first line.

- • *Banner.* Appears in the page's banner. To add a second line of text, press Enter after the first line.

4. When you finish entering names, click OK.

Setting Properties

Pages have *properties*. Some properties affect the published site; others are for your information only. You can instruct NetObjects nPower not to publish a particular

page, note if a page is done, and enter comments about the selected page. And you can use META tags to include information about specific pages on the site.

Setting Page Properties

You set the following properties on the Page tab of the Properties palette in the Site Editor:
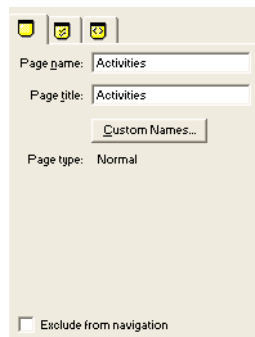
- *Page name.* Name assigned to the page that is used on the page icon in the banners and navigation bar buttons generated by NetObjects nPower. See "Renaming Pages" on page 24.

- *Page title.* Text that appears in the title bar of the browser window when it displays this page. When site visitors bookmark this page, the page title is used. The title is also emphasized in search engine queries.

- *Custom Names.* See "Using Custom Button and Banner Names" on page 26.

- *Page type.* Shows whether the page is a normal page or a stacked page. You cannot change this setting; it is determined by how the page was created.

- *Exclude From Navigation.* Removes the page from the site navigation. The page is published and typically accessed using links.

Setting Page Management Properties

Click the Management tab of the Properties palette in the Site Editor to set the following properties:
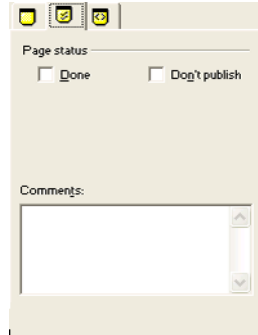
- *Done.* Marking a site as Done is a convenient way to manage individual pages in a large site. This setting has no effect on the functioning of the site.

- *Don't publish.* Makes it possible to publish some pages while not publishing others that might be under construction or private.

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

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

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

Setting META Tag Properties

You can use META tags to include information about a page within the HTML <HEAD> tag of each page in the site. For example, you might want to include keywords to promote your site with the various search engines, the site author's name, or copyright information. Site visitors do not see information included in a META tag.

To set META tags on a page:

1. In the Site Editor, select the page you want to work with.

2. Click the META tag tab.

3. Select a META tag from the drop-down list. You can select:

    *   *Abstract* to provide a brief summary or abstract of your Web page.

    *   *Author* to declare the author of the Web page.

    *   *Contact Address* to provide contact information for inquiries related to your Web page, including the name and e-mail address of the Webmaster or company.

    *   *Copyright* to declare copyright information for your Web page.

    *   *Date* to declare the date your Web page was created.

    *   *Description* to provide a general description of the contents of your Web page.

    *   *Distribution* to declare the level of distribution for your Web page and how it should be classified in context to the World Wide Web. Levels of distribution include local, global, and internal use.

    *   *Expires* to declare a date and time after which the Web page information should be considered expired.

    *   *Generator* to declare the tool used to build your Web page.

    *   *Keywords* to list a series of keywords representing the content of your site.

    *   *Language* to declare the language used on your Web page.

- *Public* to declare if the Web page is available for public viewing.

- *Rating* to declare the content level of your Web page to screen out inappropriate viewers.

- *Refresh* to declare the number of seconds before your Web page is refreshed.

- *Revisit-After* to declare the number of days a search engine should revisit your Web page.

- *Robots* to declare to search engines what content on your Web page to index and spider.

4. Click on the text field and enter your content.

5. To apply the same META tag to some or all of your Web pages:

   - Enter a META tag to the Home page, then select "Apply META tags to all pages" on the META tag tab. The META tag will appear on all pages.

   - Enter a META tag to a page other than the Home page, then select "Inherit META tags from parent" from the META tag tab. The META tag will appear on all child pages of the parent page.

   If you make changes to META tags on the child page, the inherited META tags will no longer apply.

6. Repeat the process for one or all of the available META tags.

Saving Changes and Closing Your Site

By default, NetObjects nPower automatically saves your site each time you change pages in Page view, unless you turn the Auto save feature off. After you have made changes to your site, you should select Save Site from the File menu to save your changes before you preview or publish your site.

You can close your site by selecting Close Site from the File menu. When you close your site without creating a version in the Version Manager, a dialog will display giving you the option to create a version before closing your site. The dialog also gives you the option of keeping a site labeled as "In Use" if you intend to finish editing it at a later time.

After you have saved your site and are finished making changes, follow the steps for previewing and publishing your site. See Chapter 17, "Publishing Your Changes"

Page View Basics

Page view is where you edit text, graphics, and other objects to modify page design and add content. You can use a variety of tools, object properties, and layout aids, such as rulers, guides, and grids, to add and arrange objects on the page.

This chapter describes:

- MasterBorder and Layout area

- Setting up the Page view display

- Displaying pages in Page view

- Adding objects to the page

- Editing objects

- Positioning objects

Exploring Page View

Page name

Docked
toolbar

Rulers

MasterBorder

Home

Mission

Events

Next Tour

MasterBorder
area

Layout

BUSINESS NAME] has been serving the [STATE/PROVINCE] community since
[DATE]. We specialize in [BUILDING / MAKING / SERVICING / OFFERING YOUR
PRODUCT / SERVICE] and our staff offers quality a
SERVICES] you can count on. In addition, our friend
to answer any questions you may have about our co

Whether you need [SERVICE / PRODUCT 1,
SERVICE / PRODUCT 2], or [SERVICE /
PRODUCT 3], we have what you need at prices you
can afford. At [BUSINESS NAME] our goal is to
provide you with courteous, expedient, professiona
service of the highest quality. ¶

Feel free to browse our Web site at your
convenience. If you have any questions or would lik
to speak with a [BUSINESS NAME] representative
regarding our [PRODUCTS / SERVICES] please e
NUMBER].¶

At [BUSINESS NAME] the customer always comes first.

[Home] [Mission] [Events] [Next Tour]

Layout Properties

Layout name: HomeLayout

	Layout	Page	
Width:	671	831	Pixels
Height:	430	561	Pixels

☐ Center in browser

Properties
palette

Layout area

MasterBorder and Layout Area

In NetObjects nPower, a page consists of a Layout area and a MasterBorder area. The Layout area is the body of the page. It contains objects that are unique to that page. The MasterBorder is the page margins. MasterBorders contain objects, such as navigation bars, that appear on multiple pages.

Setting Up the Page View Display

Use the Palette Launcher buttons in the lower left corner of the NetObjects nPower window to open and close the Properties palette, Site Navigation palette, and Object Tree palette.

See "NetObjects nPower Window" on page 6, "Using the Site Navigation Palette" on page 37, and "Using the Object Tree Palette" on page 44.

Properties palette
Site Navigation palette
Object Tree palette
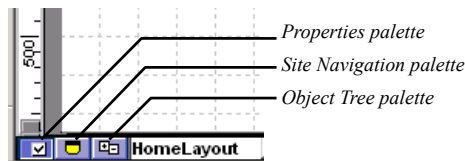
Use the commands on the View menu to show or hide Page Design view elements.

- Show and hide palettes and toolbars as described in "NetObjects nPower Window" on page 6.

- Use the MasterBorder command to hide the MasterBorder. This provides more on-screen area for you to work on the page Layout.

- Use the Page Labels command to show and hide the Layout and MasterBorder labels and margin lines.

- Display object outlines to help you control object size and position.

- Use the Object Icons command to display or hide the indicator icons.

    - Link icon indicates the object has an associated link.

    - Anchor icon indicates the object has an anchor point to which you can link.

    - Script icon indicates the object has associated HTML or scripts.

    - HTML tag icon indicates the text has an HTML tag inserted at this point.

- Embedded object icon indicates the embedded object's insertion point.

- Action icon indicates an action is associated with the object.

- Warning icon indicates a potential layout problem or other error condition. A ScreenTip identifies the problem. You cannot hide this icon.

- Question mark icon indicates an empty navigation bar. You cannot hide this icon.

- Lock icon indicates that certain aspects of the page or site element have been protected by the site's designer.

- Select Rulers & Guides from the View menu to show and hide rulers and guides.

- Select Grid from the View menu to show and hide grids.

Setting Page Properties

To display the Page Properties palette, from the View menu, select Page View Options and click the Page tab. See "Setting Page Properties" on page 27.

Displaying Pages in Page View

You can move between pages using the Site Navigation palette.

Using the Site Navigation Palette

The Site Navigation palette displays the SiteStructure.

Site Navigation
palette button

1. In Page view, click the Site Navigation palette button.

The Site Navigation palette appears.
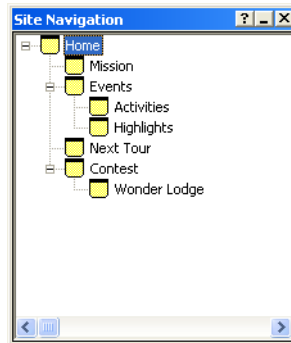
2. Double-click the page you want to open.

NetObjects nPower displays the page you select.

MasterBorder handles

Layout area handle

Layout Width and Height fields

Layout area handle

MasterBorder handle

MasterBorder

Layout

Home

Home

Mission

Events

Next Tour

[BUSINESS NAME] has been serving the [STATE/PROVINCE] community since [DATE]. We specialize in [BUILDING / MAKING / SERVICING / OFFERING YOUR PRODUCT / SERVICE] and our staff offers quality a SERVICES] you can count on. In addition, our friend to answer any questions you may have about our co

Whether you need [SERVICE / PRODUCT 1, SERVICE / PRODUCT 2], or [SERVICE / PRODUCT 3], we have what you need at prices you can afford. At [BUSINESS NAME] our goal is to provide you with courteous, expedient, professional service of the highest quality. ¶

Feel free to browse our Web site at your convenience. If you have any questions or would lik to speak with a [BUSINESS NAME] representative regarding our [PRODUCTS / SERVICES] please e NUMBER].¶

At [BUSINESS NAME] the customer always comes first.

[Home] [Mission] [Events] [Next Tour]

Layout Properties

Layout name: HomeLayout1

	Layout	Page	
Width:	560	842	Pixels
Height:	424	555	Pixels

☐ Center in browser

Changing Page Size

To resize the Layout and MasterBorder areas:

With the rulers showing, drag a Layout or MasterBorder handle to change the area's height and/or width. Use the far right MasterBorder handle to change the size of the right MasterBorder and the bottom MasterBorder handle to change the size of the bottom MasterBorder.

To set Layout size precisely, enter values in the Layout Width and Height fields on the General tab of the Layout Properties palette.

You cannot make a Layout smaller than the objects it contains. You cannot lock the size of a Layout. If you add an object that is larger than the Layout, the area

expands to accommodate the object. If you are working with Windows 98, or ME, the upper limit for a Layout area is 33,000 pixels by 33,000 pixels.

Understanding Protected Content

While working in Page view, you may see a padlock icon on an object or Properties palette. This icon indicates that certain attributes of the object have been protected against changes. Protection options are applied to an object using the NetObjects Fusion Web-site-building software. When editing your site with NetObjects nPower, you can only modify those attributes of a page or site element that have not been protected.

For example, if protection options have been set so that an image on the site cannot be copied, a padlock icon will appear in the upper left-hand corner of the properties palette when the image is selected, and the Copy and Paste options will not be available on both the shortcut menu and the file menu.
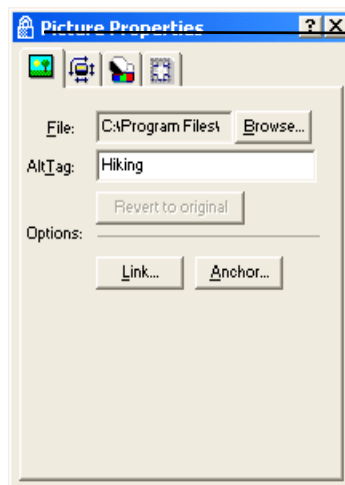
Padlock icon indicating the object has been protected

MasterBorders, Layouts, Banners, Navigation Bars, images, and text boxes may have certain protection options applied to them. In addition, an entire page or the entire site may be protected to prevent changes. When editing your site, you can only change objects and attributes within the site that are not protected.

Adding Objects to the Page

You can use the tools on the Standard toolbar, or drag and drop files onto the page to place objects.

Using Object Tools

1. In Page view, select the tool you want to use.

2. Draw a box to position the object.

    For some objects, you must select a file from the Open dialog.

    The object appears on the page with the appropriate properties palette. The options displayed on the properties palette vary depending on the object.

3. Set the object properties.

After you use a selected tool to place an object on the page, the Selection tool automatically becomes active. To use a tool repeatedly to add several objects, double-click it to keep it active.

The Standard Toolbar

The Standard Toolbar includes tools for easily adding text boxes, images, tables, and more.

The Standard Toolbar

Selection tool
See Chapter 1

Zoom tools
See Chapter 1

Text tool
See Chapter 6

Picture tool
See Chapter 7

Link tool
See Chapter 11

Anchor tool
See Chapter 11

Hotspot tools
See Chapter 11

Table tools
See Chapter 10

Draw Shape tools
See Chapter 9

Line tools
See Chapter 9

Span tool
See Chapter
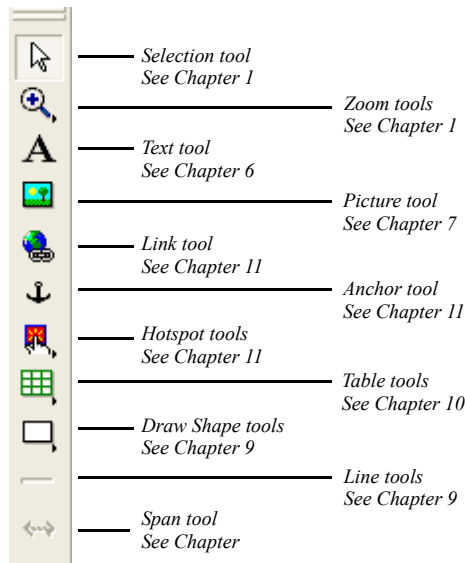
Dragging and Dropping Objects

1. In Windows Explorer, select the file you want to place.

    You can drag and drop any file you can place with an object tool.

2. Drag the file into the NetObjects nPower window and drop it on the page.

3. Set the object's properties.

Reusing Assets

By treating object files as assets, NetObjects nPower provides you with a convenient way to replace or update multiple instances of an object. Instead of adding multiple copies of a file in several locations, you add the asset once and then

select from the list of existing assets when you want to place another instance of the asset.

To place an asset:

1. In Page view, choose the appropriate tool and draw a box to specify where you want to place the asset.

   The File Open dialog appears.

2. Click the Assets tab to see a list of current assets.

Create backup of Picture check box saves a copy of the original picture in assets
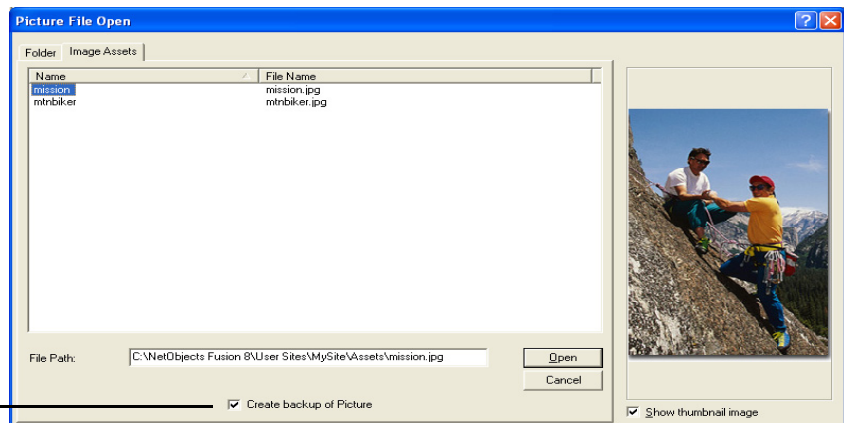
3. Select the asset you want to place and click Open.

NetObjects nPower places the asset on the page and opens the appropriate properties palette.

Adding and Modifying Alt Tags

To make pages load faster, some visitors set up their browsers so they do not display images. To ensure that your pages provide the information you want to convey regardless of how the site visitor's browser is set up, use alt tags to provide descriptive text that appears when images are not displayed. You can add an alt tag to an image or drawn shape, in the AltTag field of the properties palette.

Microsoft Internet Explorer 4.x and greater and Netscape Navigator 4.x display alt tag text in a ScreenTip when site visitors point at an object, so make sure every alt tag is appropriate for a ScreenTip.
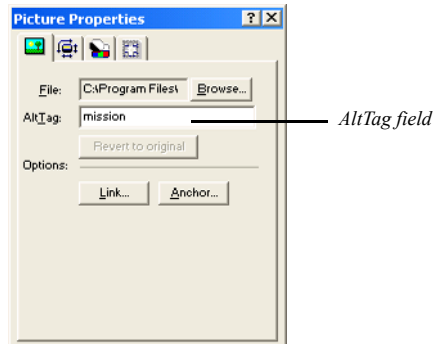
AltTag field

To add or modify an alt tag:

• On the object's Properties palette, type a descriptive name in the AltTag field.

Editing Objects and Assets

You can edit objects created in other software applications from within NetObjects nPower. In Page view, right-click the object and select Open File In External Editor from the shortcut menu.

Selecting an Object

In NetObjects nPower you might not always be aware of making a selection, but in Page view something is always selected. To find out what is selected at any time, check the properties palette.

Using the Selection Tool

Selection tool

• Click the Selection tool on the Standard toolbar.

  • Click an object to select it. Click elsewhere to deselect it.

  • Drag a marquee around multiple objects, or Shift+Click each object you want to select. Shift+Click selected objects one-by-one to deselect them.

Using the Object Tree Palette

The Object Tree palette provides a convenient way to select objects, especially if you are working with layered or hidden objects.

Object Tree palette

1. In Page view, click the Object Tree palette button in the lower left corner.

    The Object Tree palette appears.

2. Click an object in the Object Tree palette to locate it on the page.

    Selection handles appear around the object on the page.

Renaming an Object

If you add several of the same type of objects to a Layout or MasterBorder, NetObjects nPower numbers each object in the order in which you placed it. You can rename the objects for easy identification. These names are only for use by NetObjects nPower; they do not affect the final Web site.
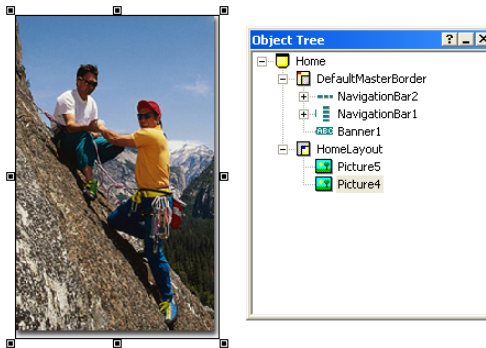

Object Tree palette

1. In Page view, click the Object Tree palette button in the lower left corner.

    The Object Tree palette appears.

2. Select the name of the object, then click again and type a new name. Some objects cannot be renamed.

Resizing an Object

*   Click an object and drag the selection handles to resize the object.

Positioning Objects

Moving or Copying an Object

- Click and drag an object to move it.

- Press Ctrl, then click and drag an object to copy it.

- To prevent an object from dropping into a container, such as a text box, select the object and press Alt while moving it over a container.

- You can move or copy objects from Layout to Layout in Page view using the Cut, Copy, and Paste commands on the Edit menu.

  To specify the position of an object before you paste it, click the page and then use the Paste command. The upper-left corner of the pasted object appears at the point where you click the page.

Aligning and Distributing Objects

In a Layout, you can align two or more objects to each other and distribute three or more objects equidistant from each other. You can also align and distribute objects relative to the Layout.

1. In Page view, select the objects you want to align by Shift+Clicking each one or by drawing a marquee around objects in the Layout.

  If you select different types of objects, the Multi-Object Palette appears. If the object properties appear, click the Position tab.
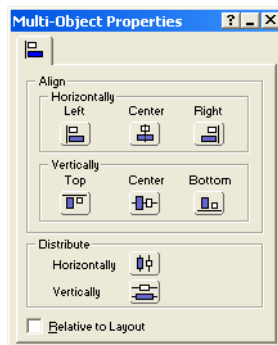
2. If you want the objects to align or be distributed relative to the Layout in which the objects are placed, select Relative to Layout.

3. In the Align section, specify the horizontal and vertical alignment.

When aligning objects, NetObjects nPower uses the object furthest in the direction you specify as the reference point. For example, if aligning left, the leftmost object is used; the topmost object is used when aligning top. When centering objects, NetObjects nPower chooses the average distance between the selected objects as the center point.

• Select an option from the Horizontally section to align objects' left or right sides, or to center them. If you select Relative to Layout, the objects align to the right or left side of the Layout, or are centered in the Layout, one on top of the other.
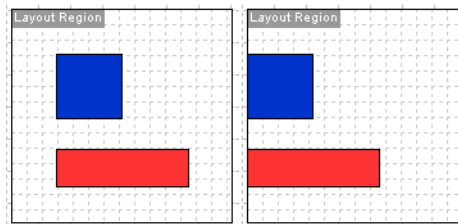
On the left, the objects are aligned horizontally to the left; on the right, the objects are aligned the same way relative to the Layout

• Select an option from the Vertically section to align objects' top or bottom sides, or to center them. If you select Relative to Layout, the objects align to the top or bottom of the Layout, or are centered in the Layout side-by-side.

• Select Horizontally or Vertically from the Distribute section to make selected objects equidistant.

Adding, Moving, and Deleting Guides

Use the page guides to align objects vertically and horizontally. You can add as many guides as you want to either the MasterBorder or the Layout area. MasterBorder guides are red and Layout area guides are blue. Guides associated with a MasterBorder appear on all pages that use that MasterBorder. Guides you create are saved with the site. To:

• Add a guide, select the Layout or MasterBorder, and click in the ruler or hold down the Ctrl key while you drag an existing guide.

• Move a guide, click its arrow on the ruler and drag it.

- Delete a guide, click its arrow and drag it off the ruler.
- Show or hide a guide, select Rulers & Guides from the View menu.

Aligning Objects Using Smart Guides

Use the smart guides to position an object vertically and horizontally without using page guides. Smart guides are convenient when you want to align one image or object with another that is already set.

- To show smart guides, select Smart Guides from the View menu.
- To use smart guides, select and move an object in Page view.
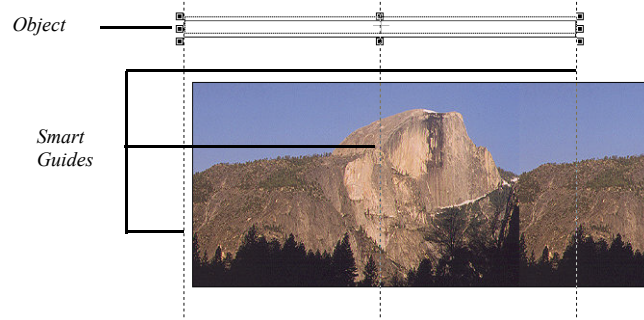
Snapping Objects to Grids, Guides, and Each Other

Use the Snap feature to align objects exactly. When you select a Snap to command, NetObjects nPower creates a "magnetic" attraction between the selected object and the grid, guide, or other objects.

To force objects to snap to:

- Guides, select Snap to Guides from the View menu.
- Grids, select Snap to Grid from the View menu.
- Other objects, select Snap to Object Outlines from the View menu.

Make sure the item you are snapping to is visible in Page view. See "Setting Up the Page View Display" on page 35.

Working with Text Boxes

A text box is a container for text as well as other kinds of objects, including pictures, and tables. When you add a text box as a container, you do not have pixel-level control over embedded objects. For example, you do not insert a picture in a text box and drag it into position. Instead, you embed the object at a selected point in the text and adjust its placement using alignment, positioning, and text-wrapping choices.

This chapter describes:

- Adding a text box

- Selecting a text box

- Embedding objects in a text box

- Wrapping text around objects

- Sizing a text box

- Setting text box background

Adding a Text Box

A

Text tool

1. Select the Text tool from the Standard toolbar.

2. Drag a box in the location where you want to place the text box.

    The text box appears with hollow selection handles indicating you can enter and format text. See See "Adding Text to a Page" on page 58

Selecting a Text Box

•   To add or edit text within a text box, double-click in the text box. The text box selection handles are hollow, and the Text Properties palette includes a Format tab in addition to the Text Box tab.
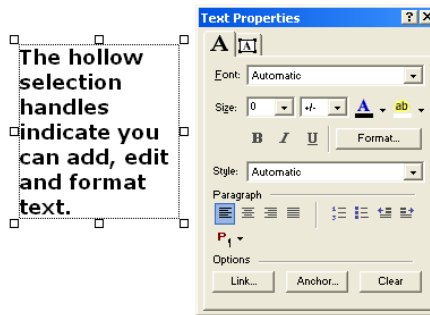
•   To work with a text box as a container, click the text box. The selection handles are solid, and the Text Properties palette displays the Text Box tab.
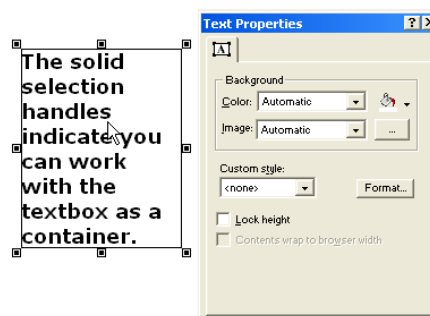
To add and format text, see Chapter , "Adding Text to a Page."

Embedding Objects in a Text Box

When you embed an object in a text box, a wide border appears around the box and the insertion point appears as a vertical bar.

When you embed an object in a text box,
a wide border appears around the box
and the insertion point appears as a
vertical bar. You use the object's
alignment options to position the object
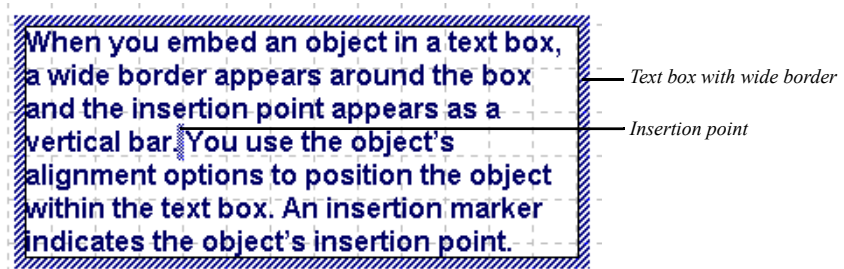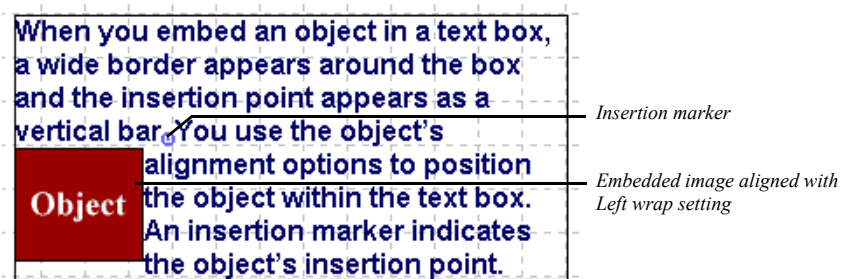within the text box. An insertion marker
indicates the object's insertion point.

— *Text box with wide border*

— *Insertion point*

The insertion point indicates where the object's HTML tags are inserted when NetObjects nPower generates the HTML.

Insertion marker

NetObjects nPower positions pictures at the insertion point. Text, tables, and other objects are placed with the top edge lined up with the top edge of the text line containing the insertion point. You use the object's alignment options to arrange the object within the text box. An insertion marker indicates the object's insertion point.

When you embed an object in a text box,
a wide border appears around the box
and the insertion point appears as a
vertical bar. You use the object's

Object   alignment options to position
the object within the text box.
An insertion marker indicates
the object's insertion point.

Insertion marker

*Embedded image aligned with
Left wrap setting*

To move an embedded object, drag it. To place an embedded object on the top line of the text box, drag it until its insertion marker is positioned before the first text character.

Insertion marker positioned before the first text character

Embedded image aligned with Left wrap setting
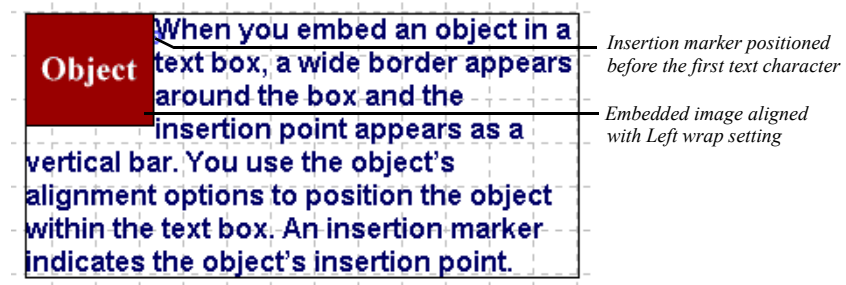
You can create a new object in a text box or insert an existing object.

Dragging and Dropping an Existing Object

1. In Page view, select the Text tool from the Standard toolbar and draw a text box.

2. Add text. See Chapter 6, "Editing Text."

3. Select an object elsewhere on the page and drag it into the text box.

   The thick blue text box boundary indicates the object will be embedded.

4. Position the insertion point at the place in the text where you want to insert the object and drop the object.

5. Position the object within the text box. See "Wrapping Text around Objects."

Creating a New Embedded Object

1. In Page view, select the Text tool from the Standard toolbar and draw a text box.

2. Add text. See Chapter , "Adding Text to a Page."

3. Select the appropriate tool to create the new object.

   Note: To embed a text box within a text box, you must create it outside the text box and drag it into place.

4. Position the mouse pointer in the text and draw a box for the new object.

If appropriate, the Open file dialog for that type of object appears. Select the object you want to embed and click OK.

5. Position the object within the text box. See "Wrapping Text around Objects."
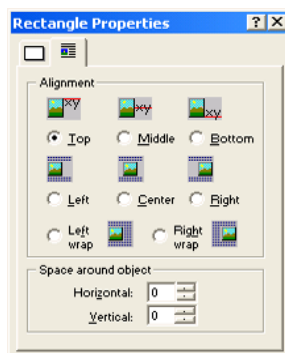
Wrapping Text around Objects

Once you embed an object in a text box, you can wrap text around it.

1. In Page view, select the object embedded in the text box.

The object's properties palette appears.

2. Click the Align tab.

3. Set the alignment options.

Depending on the type of object you selected, NetObjects nPower displays some combination of the following alignment options:

- Vertical alignment of the object to the top, middle, or bottom of the text line.

- Horizontal alignment of the object to the left, center, or right of the text box, without text wrapping.

- Horizontal alignment of the object to the text box, with text wrapping. If you select Left wrap, the text wraps around the right side of the object; if you select Right wrap, the text wraps around the left side of the object. To embed the object at the top left of the text box, move the pointer to the beginning of the text.

- In the Space around object section, specify the amount of vertical and horizontal space you want to leave between the image and the text.

The text wraps around the object according to your specifications.
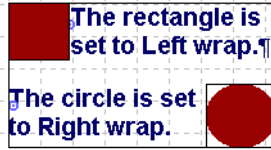
Sizing a Text Box

When you create or select a text box, you can control its width, the minimum height, and the scaling of the text box to the full width of the Layout area or the browser window.

1. In Page view, select a text box or add a new text box.

   The Text Properties palette appears.

2. Click the Text Box tab if necessary.

Text Box tab
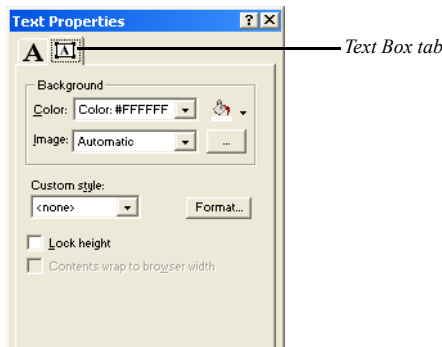
3. To set the width of the text box, select it and drag the handles to size the text box as needed.

4. To set a minimum height for the text box, select Lock height and drag the text box handles to the minimum height you want.

If Lock height is not selected, NetObjects nPower automatically adjusts the height of a text box to fit the text and objects it contains. Selecting Lock height prevents the text box from getting smaller in the site visitor's browser.

Setting Text Box Background

You can add colors and pictures to text box backgrounds. If you choose a **.gif** with a transparent color, the text box background color will show through.

1. In Page view, select the text box and click the Text Box tab on the Text Properties palette.

2. In the Color field, select:

- *Automatic* to set the background to the color of the page background.

- *Transparent* to set the background to the background color specified by the parent object of the text box. For example, if a small text box is embedded in a larger text box with a red background, the small text box will also have a red background if Transparent is selected.

- *Color* to select a background color from the Color Picker. The selected color appears in the box to the right of the Color field. To change the color, click the box and select a new color from the Color Picker.

3. In the Image field, select:

- *Automatic* to set the background to the site's default background image.

- *None* to eliminate the background image.

- *Browse* to select an image from the Open dialog. See "Choosing an Image Format" on page 82. If the picture is smaller than the text box, the browser tiles the image. To change the image, click the Browse button to the right of the field.

Setting Text Box Background

Editing Text

Text is the primary tool for delivering your message. You can edit existing text, add text onto your pages, and format text for maximum impact. In addition to editing and adding text, you can also create and apply text styles to keep your site design consistent.

This chapter describes:

- Adding text to a page

- Formatting text

- Working with text styles

- Creating and formatting lists

- Inserting symbols

- Creating and editing fields

- Checking spelling

- Finding text

- Replacing text

- Counting words, lines, paragraphs, and characters

Adding Text to a Page

To add text to a page, you can use the Text tool, drag and drop text from another application, paste text from the Clipboard, or import text. In each case, the text is placed in a text box. See Chapter 5, "Working with Text Boxes."

When you add text to a page, it's a good idea to add all your text and then go back and apply formatting.
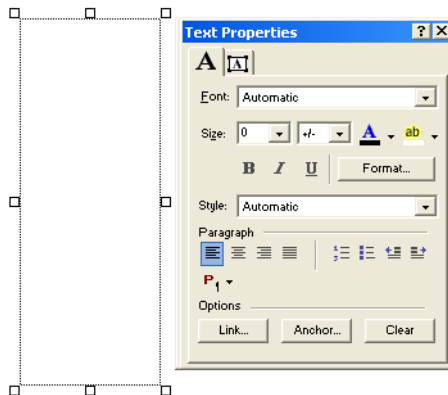
Using the Text Tool

A

Text tool

1. In Page view, select the Text tool from the Standard toolbar and draw a text box on the page.

   A text box and the Text Properties palette appear. Hollow selection handles indicate the text box is in text editing mode.

2. Type or paste text into the box.

   The text automatically wraps to the width of the box.

   To force a line break, position the insertion point at the end of the line and press Shift+Enter.

3. Click outside the text box to deselect it.

   The text box sizes vertically to the text you enter.

Dragging and Dropping a Text File

1. In Windows Explorer, locate the text file you want to add to the page.

2. Drag the file onto the page.

   The text appears on the page in a text box.

Pasting Text from the Clipboard

1. Cut or copy the text from the original source, such as a word processing document.

2. In Page view, click where you want to position the text.

3. From the Edit menu, choose Paste or Paste Special. Select:

   • Paste to paste the contents of the Clipboard onto the current page. You might lose some of the original text formatting when you copy and paste text from the Clipboard.

   • Paste Special to retain formatting. You can select:

      • Formatted Text (RTF) to insert the contents of the Clipboard as text with font and table formatting.

      • Unformatted Text to insert the contents of the Clipboard as text with no formatting.

      • HTML Format to insert the contents of the Clipboard as HTML format.

To select the Paste Special default, click Set Paste Default and choose one of the three options.

Formatting Text

You can format selected text using the options on the Text Properties palette or by applying formats to entire paragraphs.

Formatting Selected Text

With NetObjects nPower you can reformat selected text to change the text font, size, color, and style, as well as the paragraph alignment and indent. You can format selected characters in text boxes or table cells.

1. Double-click the text box that contains the text.

   Hollow selection handles appear around the text box.

2. To select:

   - Specific characters, drag over those characters.

   - A word, double-click the word.

     To select words quickly, you can set your options to automatically select the entire word. See "Setting Text Options" on page 17.

   - A paragraph, triple-click in the paragraph.

   - A block of text, click the first character, then Shift+Click the last character.

   - Multiple paragraphs, drag through them.

3. Make sure the Format tab on the Text Properties palette is selected.

Format tab
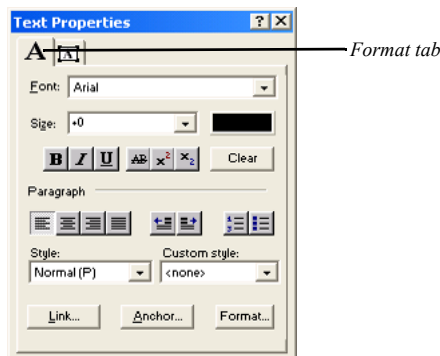
4. Select a font from the drop-down list on the Text Properties palette.

5. Select a font size from the drop-down list on the Text Properties palette.

The relative settings (-2 to 4) set the font size relative to the site visitor's default browser settings. To change the unit of measurement, you can type directly into the Size field; for example, 12 pt.

Font style buttons

6. Click a font style button to assign characteristics—bold, italic, underline—to the text.

7. To assign a color, click the color sample and select a color from the Color Picker.

8. To remove all added formatting from the paragraph containing the selected text, click the Clear button. Inherited formatting remains.

Alignment buttons

9. To set left, center, right, or block alignment for the paragraph containing the selected text, click an alignment button.

Indent buttons

10. To indent the paragraph, click an indent button or press Tab. Using this indenting button nests the selected paragraph under unselected paragraphs. To nest the paragraph to a deeper level, continue to click the button or press Tab. Default indenting is set as part of the text's format style.

You can also assign list formats and text styles to selected text. See "Creating Bulleted and Numbered Lists" on page 72 and "Working with Text Styles" on page 70.
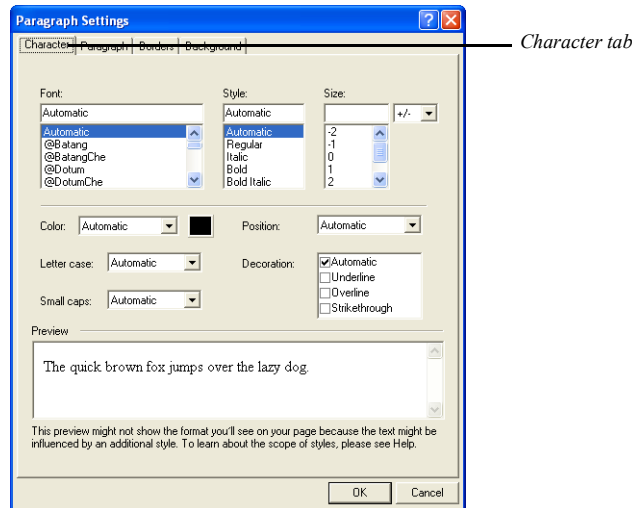
Formatting Paragraphs

Using the options in the Paragraph Settings dialog, you can set formats for the text in a paragraph, the paragraph alignment, spacing, margins, indents, paragraph border, and paragraph background.

When you format paragraphs, type all the text first and then go back and apply the formatting. If you set formats as you enter the text, new paragraphs inherit the style of the paragraph before it.

Formatting Text in a Paragraph

1. Position the insertion point in the paragraph you want to format. You do not need to select text.

2. On the Format tab of the Text Properties palette, click the Format button.

3. In the Paragraph Settings dialog, click the Character tab.

Character tab

4. Set the text format options. If you choose Automatic, the settings for the parent style pass through to the paragraph.

- *Font* applies the text font; the list of fonts is derived from the font map in the **\NetObjects System** folder.

  If the specified font for the formatted text is installed on the site visitor's system, HTML 3.x-compatible browsers display your text using this font. If the font is not installed, the browser checks a substitution table. If the specified substitution is not possible, the browser uses its default font. You can change the substitution table by editing the **fontmap.txt** file in the **\NetObjects System** folder.

- *Style* applies a style to the text. You can select italic, bold, or bold italic.

- *Size* sets the size of the text. You can choose the unit for specifying the font size from the drop-down list to the right of the size field.

  You can choose any size up to 22192 pt., but the actual font and size site visitors see is based on their browser default setting and therefore is unpredictable. Also, some older browsers do not support all sizes. For those reasons, it is best to use the relative settings (such as -2 to +4). Then, when site visitors increase or decrease their browser font sizes, text size also increases or decreases. But if you use an absolute font size such as points,

inches, or picas, the text on your pages stays the same size even if site visitors want to see it larger or smaller.

- *Color* applies color to the text. The color box shows the current text color. To change the color, click the color box and select a color from the Color Picker.

- *Letter case* sets the case (uppercase or lowercase) of the text. Use the Capitalize option to set initial caps, which capitalizes the first letter of each word in the text. Choose None to remove a letter case format set at a higher level.

- *Small caps* sets the text to appear in all small caps. If small caps is selected, it overrides the Letter case setting. Not all browsers support small caps. Choose None to remove a small caps format set at a higher level.

- *Position* sets the text to be subscript or superscript. Choose Normal to remove a position format set at a higher level.

- *Decoration* sets the text to the selected decorations. You can select underline, overline, and strikethrough.

Setting Paragraph Alignment, Spacing, and Margins

1. Position the insertion point in the paragraph you want to format. You do not need to select text.

2. On the Format tab of the Text Properties palette, click the Format button.

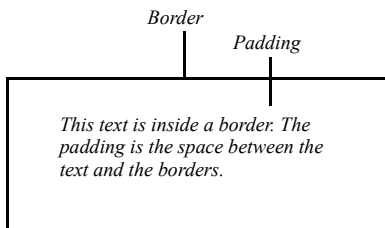**3.** In the Paragraph Settings dialog, click the Paragraph tab.
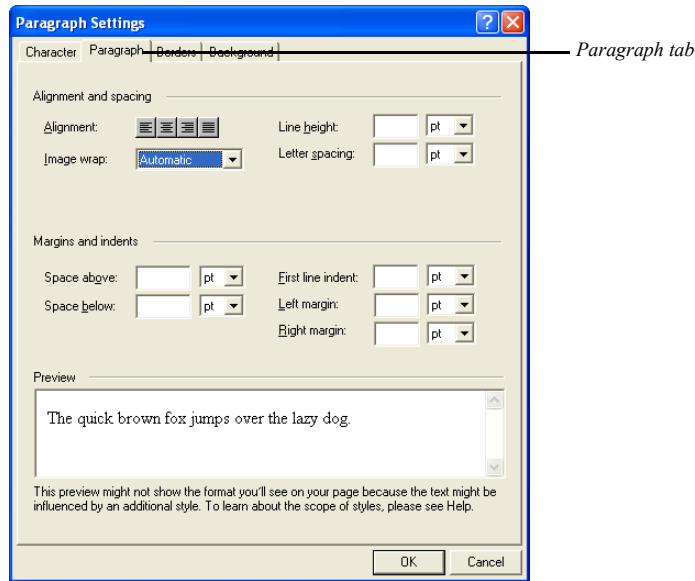
Paragraph tab

4. Set paragraph format options. If you choose Automatic, the settings for the parent style pass through to the paragraph.

- *Alignment* sets the alignment to left, center, right, or block. Changing alignment here also changes the alignment setting on the Text Properties palette. If no button is selected, the text is aligned using the default alignment.

- *Image wrap* sets how text can wrap around an image. You can choose left, right, or on both sides of the image. To apply wrap settings to a particular image, use the Picture Properties palette.

- *Line height* sets the amount of space between lines of text in the selected unit of measurement.

- *Letter spacing* sets the amount of space between characters in the text in the selected unit of measurement.

- *Space above* and *Space below* set the amount of space above and below paragraphs in the selected units of measurement.

- *First line indent* sets the tab space indent for the first line of text in the selected unit of measurement. This is the only way to indent a paragraph without using the space bar.

- *Left margin* and *Right margin* set the margins on either side of the paragraph in the selected units of measurement.

Setting Borders and Padding

Borders are lines around a paragraph. Padding is the amount of space between the border lines and the text. If no border is set, padding can mimic margins around text.

Note: Browsers can interpret your border and padding settings differently. Check the appearance of objects with borders and padding in different browsers to make sure the object appears as you intended.

1. Position the insertion point in the paragraph you want to format. You do not need to select text.

2. On the Format tab of the Text Properties palette, click the Format button.

3. In the Paragraph Settings dialog, click the Borders tab.

Borders tab
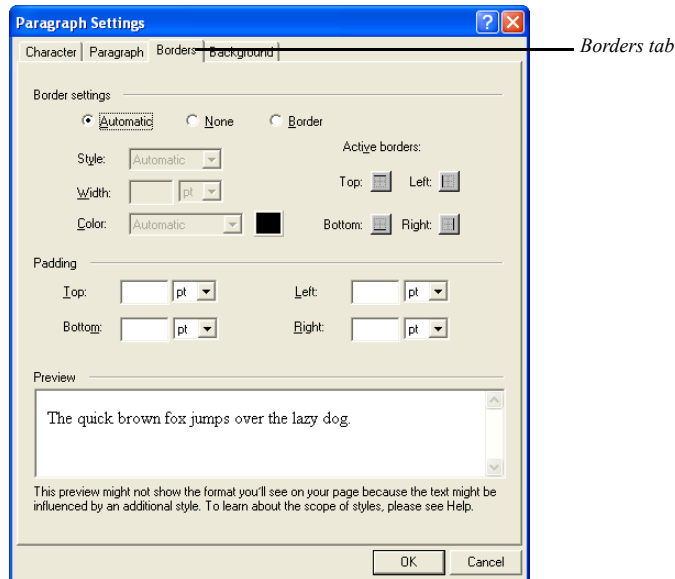
4. Select border settings. If you choose Automatic, the settings for the parent style pass through to the paragraph.

- *Automatic* applies the default border setting.

- *None* prevents the parent element's border settings from being applied.

- *Border* makes the other options available so you can apply individual border settings. Use:

  Style, Width, and Color to set the border's line style, width, and color. Click the Color box to select a color from the Color Picker.

  Active borders to specify which borders appear around the paragraph. All four segments are selected by default, which adds a complete box around the paragraph. You can click any combination of segments.

5. Select the amount of padding you want at each side of the paragraph.

Setting Background Options

1. Position the insertion point in the paragraph you want to format. You do not need to select text.

2. On the Format tab of the Text Properties palette, click the Format button.

3. Click the Background tab.
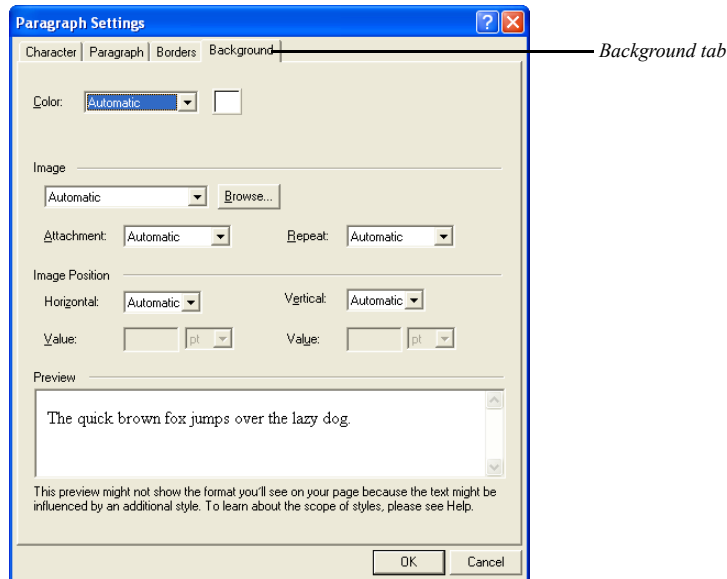
Background tab

4. Set the background format options for the paragraph. If you choose Automatic, the settings for the parent style pass through to the paragraph.

- *Color* sets the background color behind the text. Click the Color box to select a new color from the Color Picker.

- *Image* sets the background to an image. Click Browse to select an image.

- *Attachment* sets the background image to either remain fixed or scroll as the text scrolls. This option applies only to Microsoft Internet Explorer 4.x.

- *Repeat* sets how the image displays behind the text. Choose None to display a single image that does not repeat. Select Both to fill the background entirely with the image. Select Horizontal or Vertical to display a row of images horizontally or vertically behind the text.

- *Image Position* sets the initial position of the background image. This feature is supported by Internet Explorer 3.0 and higher, but is not supported by Netscape Navigator 4.7 or earlier. To set the position to a specific value, select Value from the Horizontal and Vertical drop-down lists and enter a value for the position in the selected unit of measurement.

  To position the image correctly in browsers, the horizontal and vertical values interact. Note that when you change the setting for the horizontal or vertical position, the other setting changes accordingly.

Formatting Text Objects within Paragraphs

A text object is a portion of text that you can treat as a single unit. For example, a link is a text object. When you create a link and format it, you apply formatting features to the link as a single unit. If you apply a color, it applies to the entire link, not just a few letters. Paragraphs are also text objects because you can format them as a single unit without formatting the entire text box that contains the paragraph.

Paragraphs can contain links and other text objects. When you format a paragraph containing another text object, some—but not all—of the new formatting is also applied to the contained object. Generally, the formatting is consistent with the type of object and the formatting available for it. For example, links do not have margins, so if you change the paragraph's left and right margins, the link is not affected. But because the font of a link can be formatted, if you format the paragraph's fonts the link's fonts are also formatted. However, if the link's font has already been defined, it will not take on the paragraph's font.

If you change the format of the contained object, it does not affect the container object. So, if you change the color of the link text, the surrounding paragraph text is not affected.

The following table shows which text attributes affect a contained object and which do not.

Text attribute	Affects contained object	Does not affect contained object
Font	x	
Style	x	
Size	x	
Color	x	
Position		x

Text attribute	Affects contained object	Does not affect contained object
Case	x	
Decoration	x	
Small caps	x	
Alignment	x	
Image wrap	x	
Line height	x	
Letter spacing	x	
Word spacing	x	
Space above		x (relative size corresponds to parent element's width)
Space below		x (relative size corresponds to parent element's width)
First line indent	x	
Left margin		x
Right margin		x
List style	x	
List indent	x	
All border and background attributes		x

Working with Text Styles

A text style is a predefined set of formats for the characters, paragraphs, lists, borders, and backgrounds of text. Text styles provide a convenient way to specify, replicate, and update paragraph formatting for a text selection.

You can create text styles or modify the text styles included with NetObjects nPower. You can also create custom styles to use in conjunction with the styles on the Styles list.

Applying a Text Style to a Paragraph

1. In Page view, position the insertion point in the paragraph to which you want to apply a text style.

2. In the Paragraph section of the Text Properties palette, select a text style by clicking the Text Style icon. The text changes to the new style.

   For example, if the original text is the Normal(P) style, and you select the Heading 1 (H1) style for the text, the entire paragraph changes to the H1 style.

Applying a Style to a Text Span

A *span* is a selection of text that you format as a unit. You can assign a custom style or other formats to the characters included in a span to differentiate that text from the rest of the paragraph. For example, if you want your company's name to always appear in bold italic, you can create a custom style specifying those attributes. Then you select each instance of the company name as a span and apply the custom style.

You can achieve the same result by selecting the text and manually formatting it from the Properties palette, but when you use a span you can apply a custom style quickly and then change it globally if necessary.

To create a span:

1. In Page view, select the text you want to format.

2. Click the Span tool on the Standard toolbar.

Span tool

The New Span dialog appears.
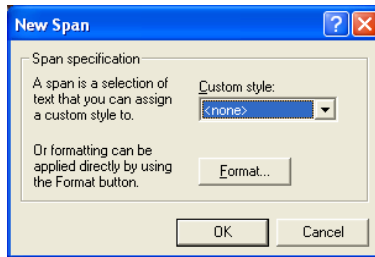
3. Select a custom style from the drop-down list, or click the Format button and apply formatting to the selected text.

4. Click OK.

To remove a span, position the insertion point in the span, click the Span tab on the Text Properties palette, and click Remove Span.

Creating Bulleted and Numbered Lists

To create a simple numbered or bulleted list:

1. In Page view, select the text you want to format as a numbered or bulleted list.

List type buttons

2. Click a list type button on the Text Properties palette to select a numbered list or a bulleted list.

    When you click a list type button, NetObjects nPower applies the default Ordered or Unordered List style. To change the style, see "Formatting a List" on page 73.

3. To add an item to the list, press Enter at the end of a line. Press Shift+Enter to start a new line under the same bulleted item.

To remove the list style from the selected list level, click the List tab on the Properties palette and click Remove List.

To create a multi-level numbered or bulleted list:

1. In Page view, select the text you want to include in the list. Make sure each item in the list is a separate paragraph.

2. Click a list type button on the Text Properties palette.

3. Select the paragraph or paragraphs you want to make subordinate and click the right indent button or press Tab.

    - Bullet one, level one¶
        - o Bullet one, level two¶
        - o Bullet two, level two¶
    - Bullet two, level one¶
    - Bullet three, level one¶
        - A. Bullet one, level two¶
        - B. Bullet two, level two¶

    Each click of the indent button moves the selected paragraphs over one level in the list and adds the appropriate bullet or list character for that level.

Formatting a List

1. In Page view, select any text in a numbered or bulleted list.

2. Click the List tab on the Text Properties palette.

List tab
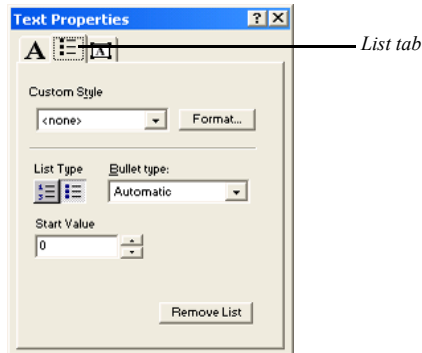
3. Click the Format button.

The List Settings dialog appears.
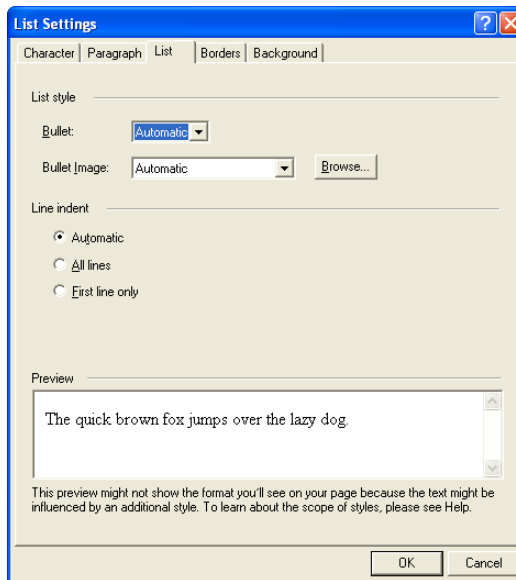
4. Set the List style. If you choose Automatic, the settings for the parent style pass through to the list.

   - *Bullet.* Select a bullet character or type of numbering from the drop-down list.

   - *Bullet Image*. To use a graphic as the bullet character, click Browse and select the image you want.

5. Set the Line indent.

   - *Automatic* applies the indenting of the object that contains the list whenever the list text wraps to a second line. The amount of the indent is preset.

   - *All lines* indents all lines in each listed item to the same position.

   - *First line only* indents the first line of each item in the list, but not the other lines.

6. Click OK.

Setting the List Start Value

If you select a numbered list and want it to start with a value other than 1 or A, you can define a new start value.

To set a new start value:

1. In Page view, select any level in the numbered list. New start values only apply to numbered lists, not bulleted lists.

2. Click the List tab on the Text Properties palette.

3. In the Start Value box, enter a new start value, or click the up and down arrows to set the new value.

   All entries at that level of the numbered list now conform to the new start value. For example, if you change the start value to 3, the first entry at that level is labeled 3, and the next entry is labeled 4.

Setting the List Bullet or Numbering Type

You can choose a type of numbering or bullet character for each level of a list.

To set a new bullet or numbering type:

1. In Page view, select any level in the list.

2. Click the List tab on the Text Properties palette.

3. From the Bullet type drop-down list, select the type of bullet character or numbering you want for that level of the list.

The text styles associated with lists are List, Ordered <OL>, List, Bulleted <UL>, and List Item <LI>. Selecting the type of bullet character or numbering automatically selects the proper text style from the ordered or bulleted list. Changing the <LI> style affects both types of lists.

Note: Lists are formatted with bullets based on the List Item <LI> style; however, you can also format lists using other styles, such as Normal <P>. In that case, the list will not have a bullet character associated with it. Conversely, if you type a series of paragraphs and want to make them a list, you can apply the List Item <LI> style to the paragraphs.

Inserting Symbols

You can insert special symbols, such as an em dash or copyright symbol into text.

1. In Page view, double-click the text box containing the text where you want to insert the symbol.

2. Click the location in the text where you want to insert the symbol.

3. From the Text menu, select Insert Symbol.
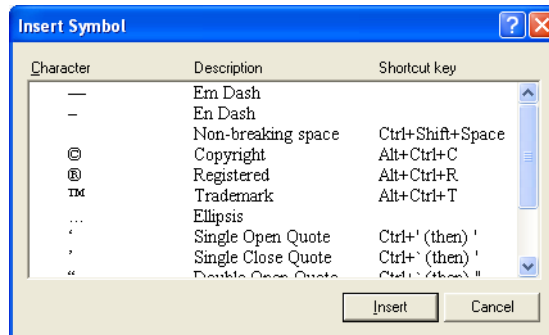
4. In the Insert Symbol dialog, select a symbol and click Insert.

The symbol appears in the text.

You cannot edit the list of symbols.

Checking Spelling

You can check the spelling of English language words in NetObjects nPower. You can add words to a personal dictionary so they will no longer be flagged as misspelled. Your personal dictionary is a simple text file, so you can use any text editor to add or delete words. You can check spelling throughout an entire site, on selected pages, or on a single page.

If smart spell check is turned on, once NetObjects nPower checks spelling in a text block, it does not check the same text again unless you modify the text or turn off smart spell check. See "Setting Text Options" on page 17.

1. From the Tools menu, choose Spell Check.

2. Select:

- *Current Page* to check the spelling of text only on the page displayed in Page view.

- *Entire Site* to check the spelling of text on all pages in the site.

If NetObjects nPower does not recognize a word, it displays it in the Not in Dictionary field of the Spelling dialog.

Email addresses and URLs are not checked.
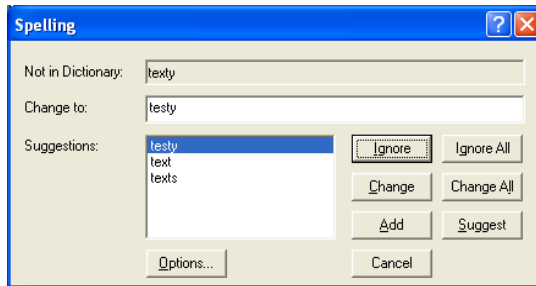
3. Click:

   • *Options* to choose a language, and to choose a location for your personal dictionary.

   • *Ignore* to skip this instance of the word.

   • *Ignore All* to skip all instances on this page.

   • *Change* to replace this instance with the word in the Change to field.

   • *Change All* to replace all instances on this page with the word in the Change to field.

   • *Add* to put the word in your personal dictionary.

   • *Suggest* to see alternate spellings for the word. Double-click a suggestion to use it.

   • *Cancel* to cancel the spelling check.

Finding Text

1. From the Edit menu, choose Find.

   The Find and Replace dialog appears.

2. In the Find in field, select a scope for the search.

   The options vary depending on the selected object.
   Select:

   • *Entire site* to search all text in the site

   • *Current page* to search text on the page currently displayed in Page view.

- *Current text box* to search text in the text box currently selected in Page view.

- *Selected text* to search only the text currently selected in Page view.

3. In the Find what field, type the word, letters, or phrase you want to find.

4. Select options to narrow the search.

5. Click Find Next.

 NetObjects nPower searches for the text.

Replacing Text

1. From the Edit menu, choose Replace.

 The Find and Replace dialog appears.

2. In the Find in field, select a scope for the search.

 The options vary depending on the current view and the selected object.
 Select:

- *Entire site* to search all text in the site

- *Current page* to search text on the page currently displayed in Page view.

- *Current text box* to search text in the text box currently selected in Page view.

- *Selected text* to search only the text currently selected in Page view.

3. In the Find what field, type the word, letters, or phrase you want to replace.

4. In the Replace with field, type the replacement text.

5. Select options to narrow the search.

6. Click Find Next.

7. Click Replace to replace the found text, or click Replace All to replace all instances of the text with the replacement text.

Counting Words, Lines, Paragraphs, and Characters

• To get a count for the current page, in Page view, choose Word Count from the Tools menu.
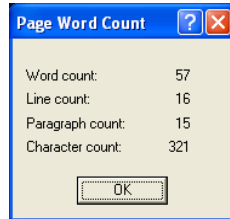
If the text box includes embedded objects, the line count is incremented for each embedded object.

Editing and Adding Pictures

Using pictures and images on your site is an effective way to enhance your Web site's message while increasing its visual appeal. You can enhance your pages by placing pictures in the Layout area and MasterBorder. This chapter tells how to add pictures and modify their size and appearance.

This chapter describes:

- Choosing an image format

- Adding a picture

- Using the Picture Properties palette

- Resizing and Rotating images

- Adjusting an image's color

Choosing an Image Format

To display a picture, most browsers require the picture to be stored in one of the following Web-standard formats:

- Joint Photographic Experts Group (**.jpg**) supports 24-bit true color.

- Graphics Interchange Format (**.gif**) supports 8-bit, 256-color images. NetObjects nPower also supports GIF 89, a format for transparency, interlacing, and animation, as well as animated **.gif**s. An animated **.gif** file contains multiple images that a browser plays in sequence, adding movement to your pages without browser plugins.

- Portable Network Graphics (**.png**) supports any color-depth image. To view **.png** images with Netscape Navigator 4.0, the PNG Live 2.0 plugin is required; Microsoft Internet Explorer 4.0 does not require a plugin. Earlier versions of both browsers require PNGLive 1.0 to view the image. You can find this plugin at **http://home.netscape.com/plugins/image_viewers.html.**

If you try to place a picture that is in **.bmp**, **.pcx**, **.pct**, or **.psd** format, NetObjects nPower offers to convert it to **.gif** or **.jpg** format. NetObjects nPower copies the file, converts the copy, and stores the copy in the site's **\Assets** folder.

Adding a Picture

Picture tool

1. In Page view, choose the Picture tool from the Standard toolbar, and click where you want to position the upper left corner of the picture.

   The Picture File Open dialog appears.

2. Select the image file you want from your hard disk or LAN, or select an image already in use in the site from the Image Assets tab.

   You can do advanced image editing such as set the size, and color depth in NetObjects nPower. See "Using the Picture Properties Palette" on page 85

   From the Files of type drop-down list, select:

   - *Web Images*, to see a list of all image files that can be viewed in a Web browser, including **.gif**, **.jpg**, and **.png**.

   - A specific file type, to see only files of that type. You can select GIF, JPEG, PNG, BMP, PCX, PICT, or FPX.

- *All Images*, to view all files that are image files.

- *All Files*, to see all files in the selected folder.

3. Make sure Show thumbnail image is selected if you want to preview your image in the dialog.

Thumbnail image

Show thumbnail image check box

Copy to site's Assets folder check box
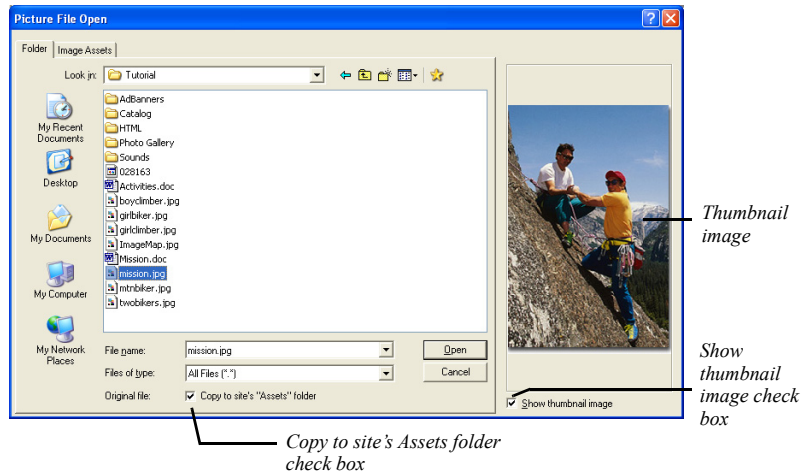
4. Make sure Copy to site's Assets folder is checked if you want to keep a copy of the original file in your Assets folder.

Note: If you plan to edit your images, it is recommended you save a copy to your site's "Assets" folder. This will allow you to easily revert to the original image and remove all changes.

5. Click Open to place the image on the page.

If you select a non-standard Web format, the Unsupported File Format dialog appears.
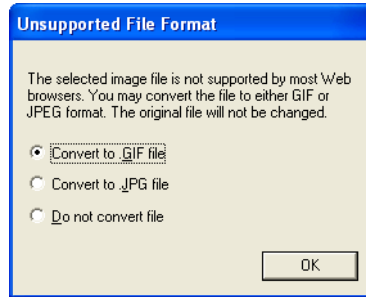
- If you convert to **.gif**, NetObjects nPower reduces the image to 256 colors.

- If you convert to **.jpg**, NetObjects nPower retains the color information from the original file.

- If you choose not to convert, only browsers that have the appropriate plugin installed can view the image.

6. Choose the appropriate conversion format and click OK. If you chose to Copy to site's "Assets" in the Picture File Open dialog, NetObjects nPower copies the file, converts the copy, and stores the copy in the site's **\Assets** folder. Both the original file and the copy are listed in Assets view. Only the converted copy is required for your site, so you can delete the original file.

The picture and Picture Properties palette appear.
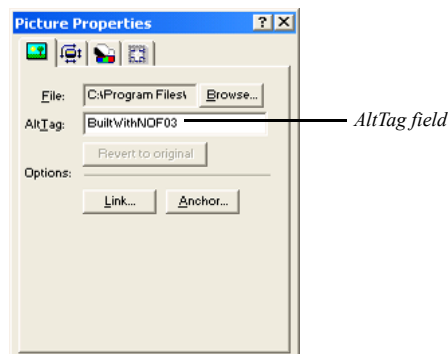
AltTag field

7. Type a description of the picture in the AltTag field.

Using the Picture Properties Palette

In NetObjects nPower, you can perform advanced image manipulation using the Properties Palette. If you chose to Copy to site's Assets Folder, then when you crop an image, tile an image, rotate an image, or add text to a shape or picture, NetObjects nPower generates a new file, referred to as an auto-generated image. The original image is unchanged and is stored in the Assets folder.

To revert back to the original image file:

1. In Page view, click on the image you want to work with.

   The Picture Properties palette appears.

2. Click on Revert to Original.

   This restores only changes made to the image file, such as cropping or flipping. To restore the original image, add the image from the assets folder.

Warning: You cannot use Revert to Original if you did not select Save a Copy to site's "Assets" folder. See See "Adding a Picture" on page 82.

Resizing and Orienting a Picture

Resizing a Picture

When you resize a picture and publish the site, NetObjects nPower changes height and width attributes of the image, so the file is displayed in the new size.

1. In Page view, select the picture you want to resize.

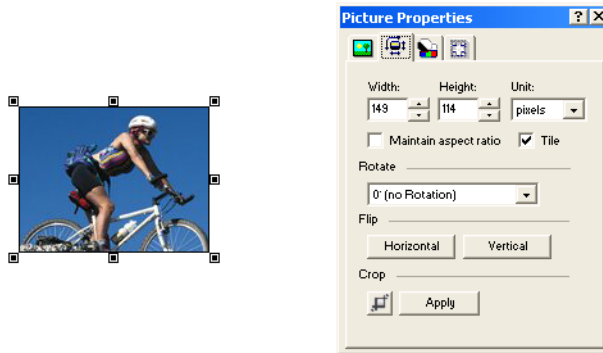   The Picture Properties palette appears.

2. Click the Geometry tab.

3. To maintain the picture's scale so that the height and width are proportional, select Maintain Aspect Ratio.

Geometry tab

Select to maintain image height and width proportions
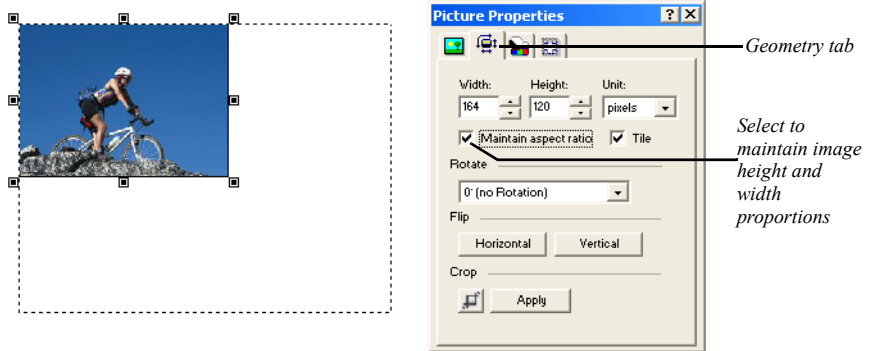
4. In the Height and Width fields, select the desired image dimensions.

You can select to display the image dimensions in Pixels or Percent from the Unit drop-down list.

Tiling a Picture

You can create multiple instances of a picture by tiling it.

1. In Page view, select the picture you want to tile.

The Picture Properties palette appears.

2. Click the Geometry tab.

3. Select Tile.

Geometry tab

Select to tile the image.
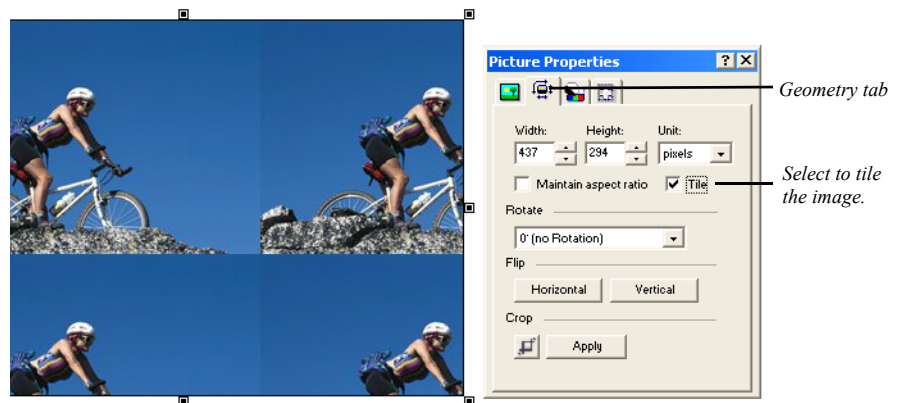
4. Drag a selection handle to enlarge the box and display more or fewer tiled images.

NetObjects nPower displays multiple images of the picture in the box. Each image is the size of the picture in the source file.

Rotating a Picture

You can rotate pictures in 90-degree increments.

1. In Page view, select the picture you want to rotate.

The Picture Properties palette appears.

2. Click the Geometry tab.

3. In the Rotate drop-down list, select the desired rotation.
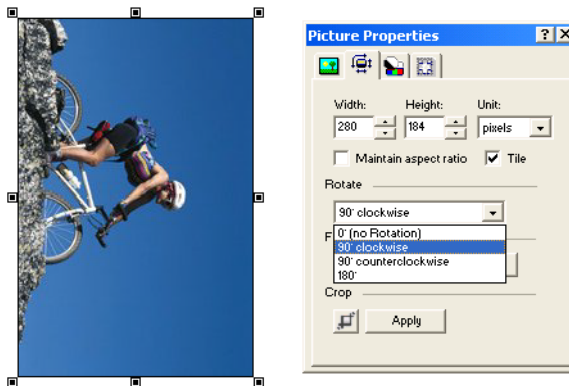
Picture rotated 90 degrees

Flipping a Picture

You can flip pictures horizontally or vertically.

1. In Page view, select the picture you want to flip.

The Picture Properties palette appears.

2. Click the Geometry tab.

3. In the Flip field, select:

- • Horizontal to flip the image horizontally along the vertical axis.

- Vertical to flip the image vertically along the horizontal axis.

Image flipped horizontally

Original Image

Image flipped vertically

Cropping a Picture

You can crop a picture to make only part of it visible.

1. In Page view, select the picture you want to crop.

   The Picture Properties palette appears.

2. Click the Geometry tab.

3. In the Crop area, click on the crop tool icon.

   The crop marquee will appear on the selected image.
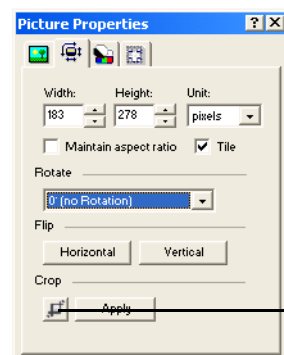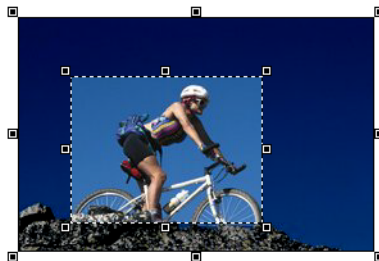
Crop tool

4. Drag any selection handle to adjust the size of the marquee enclosing the part of the image you want to keep. NetObjects nPower crops the portion of the picture outside of the marquee.

5. Click Apply in the Properties Palette to crop the image.

Adjusting a Picture's Color

You can use the Picture properties to adjust a picture's overall color.

1. In Page view, select the picture for which you want to adjust the color.

    The Picture Properties palette appears.
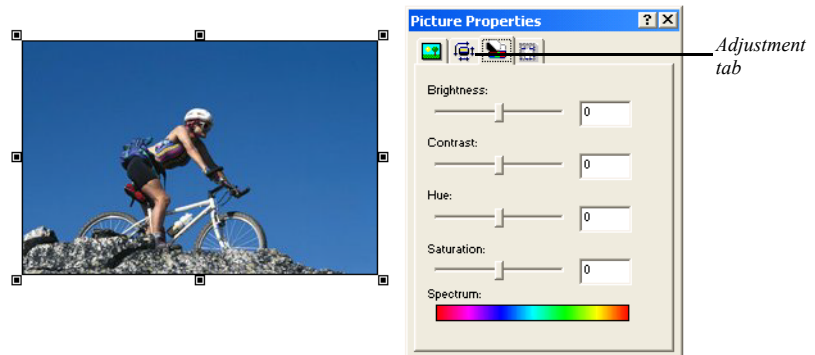
Adjustment tab

2. Click the Adjustment tab. You will have the ability to edit images:

    •   *Brightness* to adjust the tonal range.

    •   *Contrast* to adjust overall contrasts and mixture of colors.

- • *Hue* to adjust the color and represents a move around the color wheel.

- • *Saturation* to adjust the purity of the color and represents a move across the radius.

3. Adjust the color properties.

You can adjust a color property by dragging the slider on the properties palette, or by entering the width directly in the Properties Palette.

- • To adjust the color property by dragging the slider on the Properties Palette, drag the slider to the right to increase the property, or to the left to decrease the property.

- • To adjust the color property by entering the value directly in the Properties Palette, type a number in the correct field.

As you make changes to the color, view the Spectrum bar at the bottom of the Properties Palette to get an idea of the color range your image will be displayed in. Also, as you make changes, you can preview the image.

To reset your image back to the original color, set all values to 0.

Creating a Border Around a Picture

You can use the Picture properties to add a border around a picture.

1. In Page view, select the picture for which you want to create a border.

The Picture Properties palette appears.

2. Click the Borders tab.

3. Click the Border check box to add a border around the picture.

4. Choose a border style from the Line Style drop-down list.

5. Click on the Color icon to open the Color Picker.

Select a border and click OK.

6. In the Thickness field, specify the thickness of the border.

Borders tab
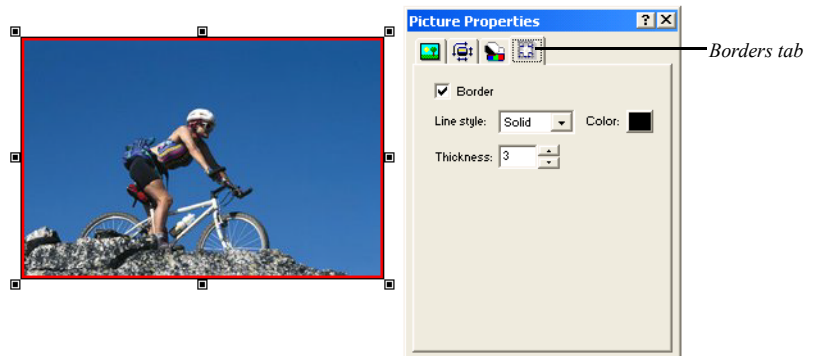
The border color is controlled by the site visitor's browser and the page text color settings. Check the border appearance in the appropriate browsers before publishing your site.

Creating a Border Around a Picture

Managing Photo Galleries

If your site has a Photo Gallery, you can manage and update your digital images, and add captions and descriptions. Your images will look great on the Web and download quickly.

This chapter describes:

- Working with photos

- Adding, editing, and formatting titles and captions

- Formatting the thumbnail page

About Photo Galleries

Each photo gallery on your site includes two types of pages—a thumbnail page and photo pages.

- The thumbnail page shows a small image of each photo in the gallery. Site visitors click a thumbnail image to see the photo page.
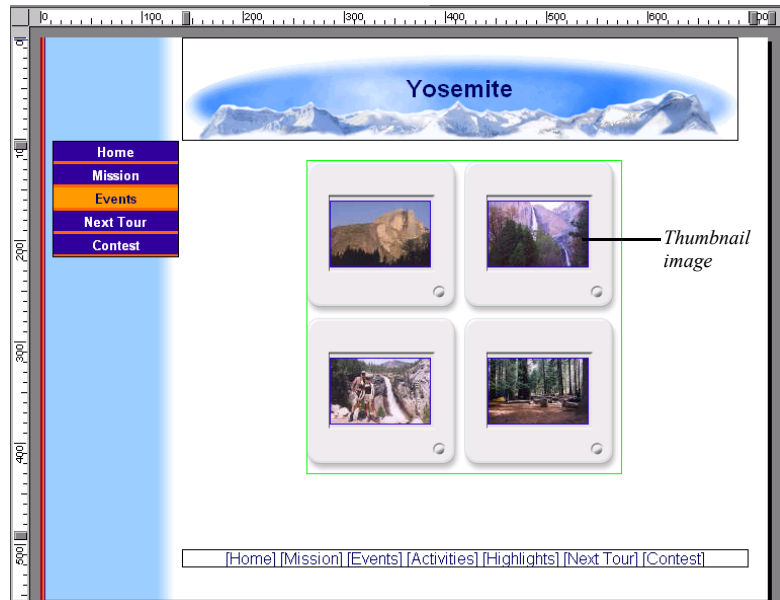
- Each photo page displays a large version of the image. You can add and format a title and caption for the photo.
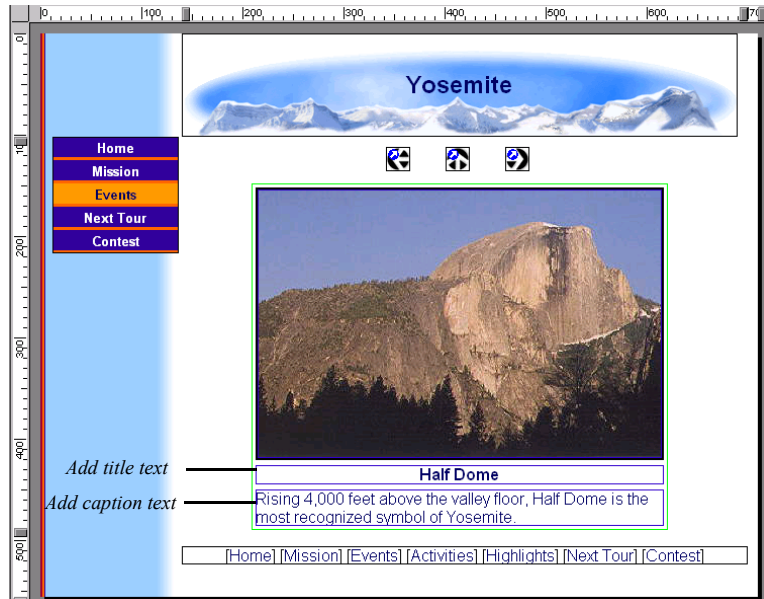
When you add a photo gallery object to the thumbnail page, NetObjects nPower automatically adds the photo page for you. On the Site Navigation palette, the photo page is as a single icon that contains multiple pages.
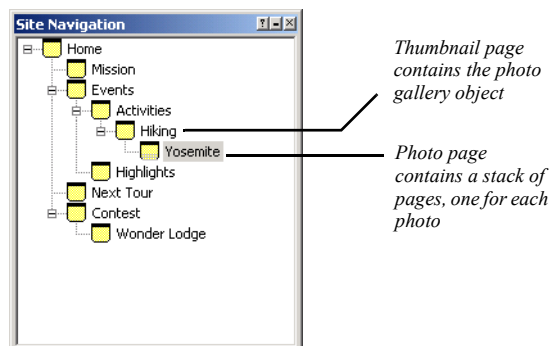
Working with Photos

NetObjects nPower creates two copies of each image file in a photo gallery—one for the thumbnail page and one for the photo page. These copies are published when you publish the site; the files are generally much smaller than the original image file. NetObjects nPower does not change your original image file.

Adding Photos

You add photos on the Images tab of the Photo Gallery Properties Editor.

1. Open the Photo Gallery Properties Editor.

   • Double-click a photo on a thumbnail page or a photo page.

   The Photo Gallery Properties Editor appears, displaying the Images tab.

2. Click Add.

   The Open dialog appears.

3. Navigate to the folder containing the photos you want to add to the gallery.

4. Select the photos for the gallery. You can:

- Click a single photo to select it.

- Press **Shift**+**Click** or **Ctrl**+**Click** to select multiple photos.

- Press **Ctrl**+**A** to select all photos in the folder.
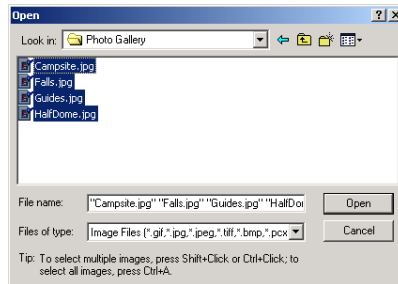
- Select "Use file name for title"

If you choose the file name for the title, it will exclude the extension and automatically populate the title field in the properties editor.

5. Click Add.

The photos you select are listed in the File Name column on the Images tab.
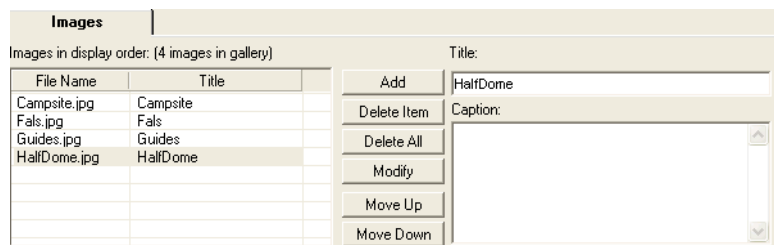
Replacing Photos

You can easily update a photo gallery by quickly replacing images in the Photo Gallery Properties editor.

1. Click the image you want to replace to open the Photo Gallery Properties Editor.

2. Click Modify.

3. In the Open dialog, navigate to the image you want to use.

4. Click Add to close the dialog box and update the image.

Arranging Photos

Photos are listed in the File Name column on the Images tab of the Photo Gallery Properties Editor in the order in which you add them to the gallery. This is also the order in which they appear on the photo pages. If you select several files from a folder, they appear in alphabetical order. This is probably not the order in which you want to display the photos, so you must rearrange them.

You can rearrange the photos on the Images tab of the Photo Gallery Properties Editor, or directly on the thumbnail page. If you do this on the thumbnail page, you can see the images as you arrange them. This is useful if your photos do not have meaningful file names, for example 01.jpg, 02.jpg.

Dragging Photos on the Thumbnail Page

1. Display the thumbnail page in Page view.

2. Click the image you want to move and drag it to a new position.

A red indicator shows where the image will be placed.
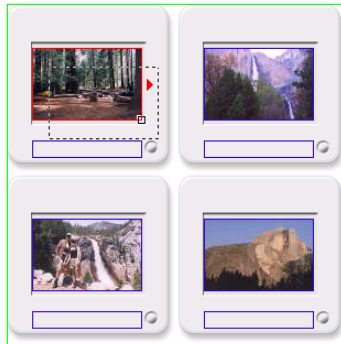
Click the photo in the upper left and drag it to the right
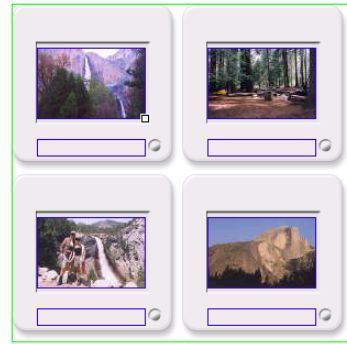
When you release the mouse button, the photo moves into the new position

If your gallery has many photos, they will be easier to organize if you can see all the images in Page view without scrolling. To see as many images as possible, reduce the size of the thumbnail, select a template that has a thin frame (for example, Simple border), and increase the number of columns. When the images are organized as you want them, resize the thumbnails. See "Resizing Photos" on page 100.

Moving Photos on the Images Tab

1. In Page view, display the thumbnail page or a photo page of the gallery you want to work with.

2. Open the Photo Gallery Properties Editor.

3. In the File Name column:

    •   Select a photo and drag it into a new position in the list.

        An indicator displays as you move the photo.

- Select a photo and click Move Up or Move Down to shift it into the proper position.

Resizing Photos

You can increase or decrease the size of the thumbnail images or the size of an individual photo page image or all the photo page images. NetObjects nPower retains the image's proportions when you resize.

To resize photos:

1. In Page view, display the thumbnail page or the photo page of the gallery you want to work with.

2. Click an image.

    The properties palette appears.
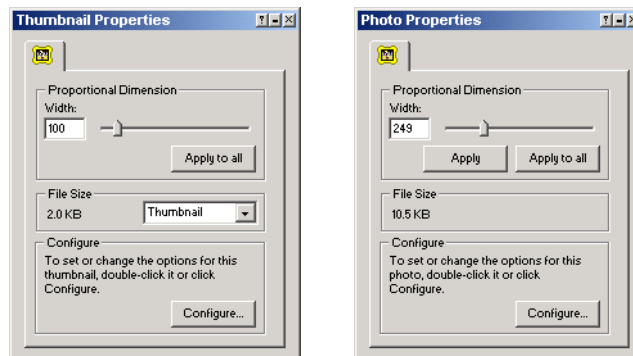
3. Resize the image.

    You can change the image size by dragging the slider on the properties palette, by entering the width directly in the properties palette, or by dragging the image.

- To change the image size by dragging, select the image and drag the small white box until the image is the size you want.
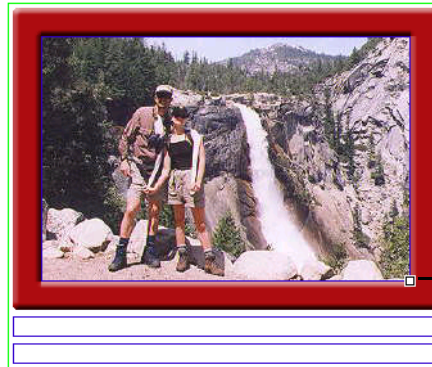
Drag this box to change the size of the image

When you release the mouse button, the image is resized. If you are on the thumbnail page, all images are resized.

- To change the image size by dragging the slider on the properties palette:

  Drag the slider on the properties palette to the right to increase the image size, or to the left to decrease the size. A dotted line rectangle increases or decreases proportionally as you drag and the size of the image is displayed in a ScreenTip.
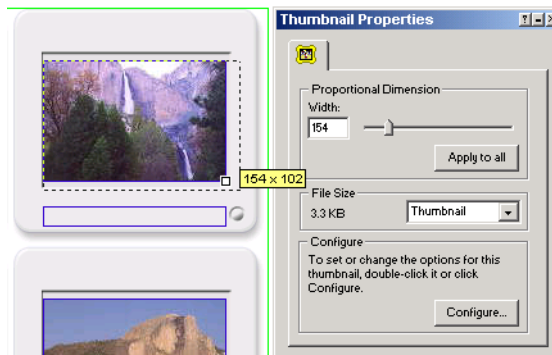
When the image is the size you want, release the mouse button.

- To change the image size by entering the width directly in the Thumbnail Properties palette, type a number in the Width field.

4. Apply the change.

- If you are on the thumbnail page, click Apply to all to resize all thumbnail images.

- If you are on a photo page, click Apply to resize only the current photo or Apply to all to resize all photos in the gallery.

Removing Photos

You can remove photos from the gallery on the thumbnail page, on the photo page, or on the Images tab of the Photo Gallery Properties Editor.

Removing a Thumbnail

1. In Page view, display the thumbnail page of the gallery.

2. Select the image you want to remove and press the Delete key.

Removing a Photo Page

1. In Page view, display the photo page containing the photo you want to remove from the gallery.

2. Press the Delete key.

3. Click Yes to confirm deletion.

Removing Photos from the Images Tab

1. In Page view, display the thumbnail page or a photo page of the gallery you want to work with.

2. Open the Photo Gallery Properties Editor.

3. In the File Name column, select a photo and click Delete Item.

Click Delete All to remove all photos from the gallery.

Opening the Photo Gallery Properties Editor

To open the Photo Gallery Properties Editor:

- Double-click a photo on a thumbnail page or photo page.

- Double-click a thumbnail frame.

- Click the Configure button on the Photo Properties palette on the thumbnail page.

- Click the Configure button on the Photo Gallery Properties palette on a photo page.

Adding and Editing Photo Titles and Captions

A title and descriptive caption help site visitors enjoy your photos. You can add this text on the Images tab of the Photo Gallery Properties Editor or directly on the page that features the photo. If the selected thumbnail template shows the photo title, you can add it on the thumbnail page.

Adding and Editing Photo Titles and Captions on the Images Tab

1. In Page view, display the thumbnail page or a photo page of the gallery you want to work with.

2. Open the Photo Gallery Properties Editor.

3. Select a photo in the File Name column.

4. Click in the Title text field and type the title for the photo.

   Try to make your title descriptive, but brief.

   Text you type here appears on the photo page and at the bottom of the thumbnail image if the selected template includes the photo title.

5. Click in the Caption field and type text that describes the photo. If you do not want to add a caption, skip this step.

Text you type here appears on the photo page.

6. Click another photo in the File Name list to continue adding titles and captions, or click Done to close the editor.

To edit existing text, click in the text field and make changes. Be aware that if you formatted some or all of the text on the photo page, the formatting will be lost if you modify the text on the Images tab of the Photo Gallery Properties Editor.

For information about formatting the title and caption text, see "Formatting Photo Titles and Captions" on page 106.

Adding and Editing Photo Titles on the Thumbnail Page

If the selected thumbnail template accommodates a photo title, you can enter it directly on the thumbnail page.

1. In Page view, display the thumbnail page of the gallery you want to work with.

2. Click in the blue border at the bottom of the thumbnail image and type the title text.

To edit existing text, click in the text field and make changes.

For information about formatting the title text, see "Formatting Photo Titles and Captions" on page 106.

Adding and Editing Photo Titles and Captions on the Photo Page

1. In Page view, display the photo page you want to work with.

2. Click in the blue bordered title text field and type the title text.

3. Click in the blue bordered caption text field and type the caption text.
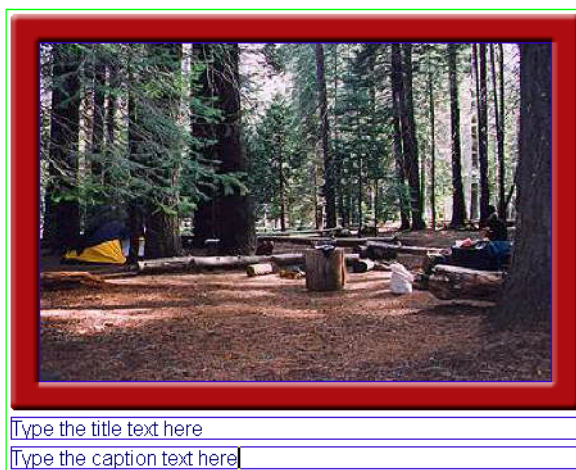
To edit existing text, click in the text field and make changes.

For information about formatting the title and caption text, see "Formatting Photo Titles and Captions."

Formatting Photo Titles and Captions

Formatting Photo Titles

You can format all individual titles on the individual photo pages.

Formatting an Individual Photo Title

You can apply formatting to all or part of the title text. For example, you can make a single word bold for emphasis. Formatting you apply here is also reflected in the title text on the thumbnail page.

1. In Page view, display a photo page.

2. Click the Next button in the lower left-hand corner of the Site Navigation Palette until the photo you want to work on appears.

3. Select all or part of the title text.

4. Use the options on the Format tab of the Title Properties palette to format the text. See "Formatting Text" on page 60.
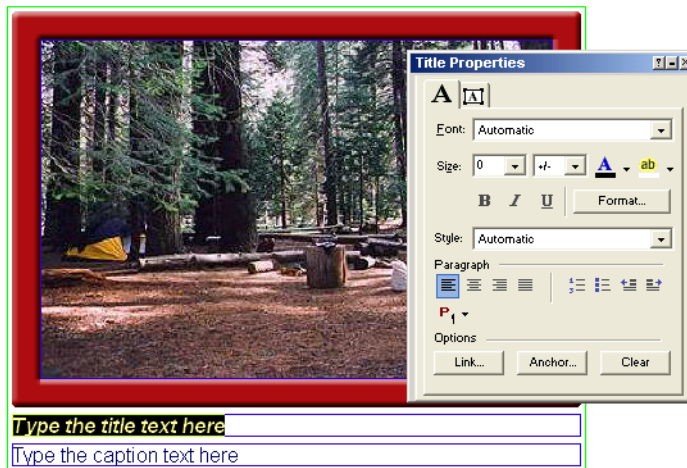

Formatting Photo Captions

You can format individual captions on the individual photo pages.

Formatting an Individual Photo Caption

You can apply formatting to all or part of the caption text. For example, you can make a single word bold for emphasis.

1. In Page view, display a photo page.

2. Click the Next button in the lower left-hand corner of the Site Navigation Palette until the photo you want to work on appears.

3. Select all or part of the caption text.

4. Use the options on the Format tab of the Captions Properties palette to format the text. See "Formatting Text" on page 60.

Formatting Photo Thumbnail Titles

If the selected thumbnail template includes a photo title, you can format individual titles from the thumbnail page.

Formatting All Thumbnail Titles

1. In Page view, display the thumbnail page or a photo page of the gallery you want to work with.

2. Open the Photo Gallery Properties Editor.

3. Display the Thumbnail Page tab.

4. Click Format Title.

5. Set the text format. See "Formatting Text" on page 60.

Formatting an Individual Thumbnail Title

You can apply formatting to all or part of the title text. For example, you can make a single word bold for emphasis. Formatting you apply here is also reflected in the title text on the photo page.

1. In Page view, display the thumbnail page you want to work with.

2. Click in a title text field.

3. Use the options on the Format tab of the Title Properties palette to format the text. See "Formatting Text" on page 60.

Adding Alt Tags

Adding Alt tags is an easy way to give text descriptions your photos and help visitors that do not have images loaded or are browsing using text-based browsers. Also, using Alt tags is a great way to make sure search engines recognize all content on your site. You can add Alt tags on both the Thumbnail Image and Photo Image tabs.

To add Alt tags;

1. In Page view, display the thumbnail page or a photo page of the gallery you want to work with.

2. Open the Photo Galley Properties Editor.

3. Display the Images tab.

*Type alt
tag text*
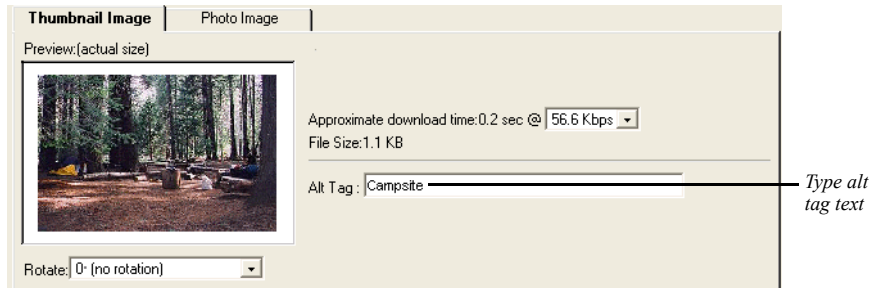
4. Click the Thumbnail Image tab or Photo Image tab at the bottom of the Images tab.

5. In the Alt tag field, type in the text you would like your site visitors to see.

Navigating Between Photo Pages

1. In Page view, display the photo page of the gallery you want to work with.

The first photo in the gallery appears.

2. Use the Previous and Next buttons in the lower left-hand corner of the Site Navigation palette to move from photo to photo.

Previous and Next

Removing a Photo Gallery

1. In Page view, display the thumbnail page of the gallery you want to remove.

2. Select the photo gallery object and delete it.

Note: Do not delete the photo gallery unless you want to permanently remove it from your site. You cannot add a photo gallery to your site.

Drawing Shapes and Lines

Shapes and lines are essential elements of Web pages. You can draw rectangles, rounded rectangles, ellipses, and polygons, as well as HTML horizontal rules, lines, or SiteStyle lines, and set shape and line properties.

This chapter describes:

- Drawing shapes and setting properties

- Drawing horizontal rules

- Drawing and editing lines and arrows

Drawing Shapes

To draw an ellipse, rectangle, rounded rectangle, or polygon:

Draw Rectangle
tool

1. In Page view, select the Draw tool on the Standard toolbar and choose the shape you want to add from the flyout.

2. Draw the shape on the page.

    •   To draw a rectangle, ellipse, or rounded rectangle, click and draw the shape.

    •   To draw a polygon, click to set the start point, click to set all-but-the-last points, and double-click the last point.

    The Properties palette for the shape you created appears.
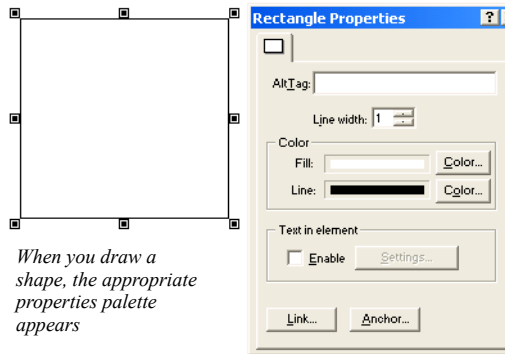
*When you draw a
shape, the appropriate
properties palette
appears*

3. Type an alt tag in the AltTag field.

    See "Adding and Modifying Alt Tags" on page 42.

4. In the Line width box, set the shape outline thickness.

    To make the border invisible, set it to zero.

5. In the Color section of the Properties palette, click the Fill Color button. In the Color Picker, select the color you want to assign to the shape fill and click OK.

6. Click the Line Color button. In the Color Picker, select the color you want to assign to the shape border and click OK.

7. To adjust the shape, drag its handles.

- To change the shape proportionally, drag a corner handle while holding down Ctrl.

- To vary the curve of a rounded rectangle, select it, place the pointer over the inside corner handle until it changes to a four-headed arrow, then drag toward the inside or outside of the shape.

Use this handle to modify the curve
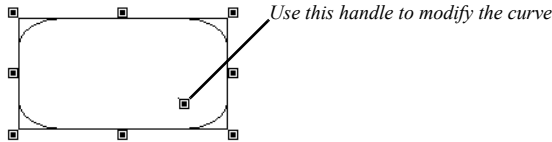
- To edit the lines of a polygon, select it, place the pointer over any handle until you see the four-headed arrow, then drag the handle to adjust the shape.

When you publish a page with shapes, NetObjects nPower generates each shape as a **.gif** file. If the page contains more than one shape of the same type, NetObjects nPower adds a number to the shape's file name. For example, the first rounded rectangle you draw is named **a_Rounded_Rectangle.gif**, the second one is named **a_Rounded_Rectangle1.gif**, the third **a_Rounded_Rectangle2.gif**, and so on.

Adding HTML Horizontal Rules

HTML rules are always horizontal. They can display with or without beveled edges in a browser. When you embed an HTML rule in a text box, you can set its length as a percentage of the text box width.

To draw an HTML horizontal rule:

HR Rule tool

1. In Page view, select the Line tool on the Standard toolbar and choose the HR Rule tool from the flyout.

2. Draw the horizontal rule on the page.

The HR Rule Properties palette appears.

This option appears only when the rule is embedded in a text box
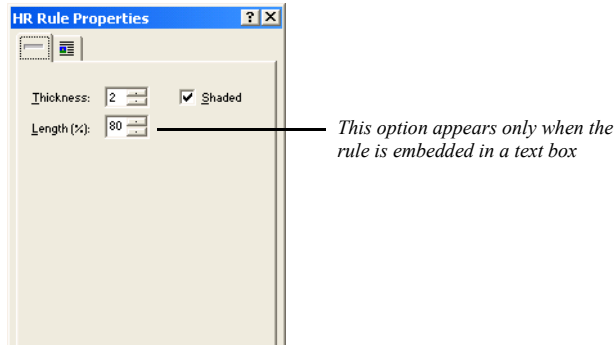
3. In the Thickness box, set the thickness of the rule.

   The standard width is 2 pixels.

4. Select Shaded to create a bevel effect.

   The standard HR rule is shaded.

5. If the HR rule is embedded in a text box, you can specify its length as a percentage of the text box.

Drawing Lines and Arrows

Line Draw tool

1. In Page view, select the Line tool from the Draw tool flyout on the Standard toolbar.

2. Drag from one point to another to set the position, length, and orientation of the line.

   The point where you start dragging is the head of the line. The point where you finish is the tail of the line, regardless of the direction you drag. To constrain the line to vertical or horizontal, hold down the Shift key while dragging.

The Line Properties palette appears.
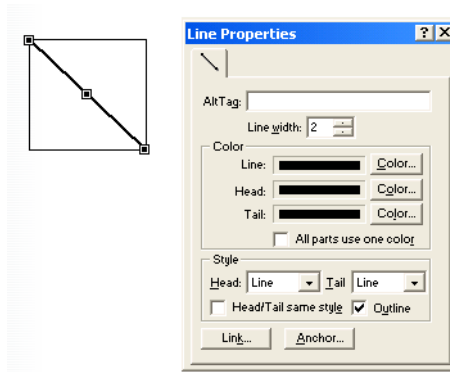
3. Type an alt tag in the AltTag field.

   See "Adding and Modifying Alt Tags" on page 42.

4. In the Line width box, set the width of the line in pixels.

5. In the Color section, click the Color button for the line, head, and tail, choose a color in the Color Picker, and click OK. To set all three items to the line color, select All parts use one color.

6. In the Style section, select styles for the head and tail from the drop-down lists.

   If you want the head and tail to share the same style, select the style for the head, then select Head/Tail same style.

   Select Outline to assign the line color to the head and tail outlines, regardless of their fill colors.

When you publish a page with drawn lines, NetObjects nPower generates each one as a **.gif** file. On your page, each line occupies the rectangular area defined by the beginning and ending points of the line.

If the page contains more than one shape of the same type, NetObjects nPower adds a number to the shape's file name. For example, the first line you draw is named **a_ArrowLine.gif**, the second one is named **a_ArrowLine1.gif**, the third **a_ArrowLine2.gif**, and so on.

Editing Lines and Arrows

To change the length and width of a line, or to change the shape and size of the line's head and tail:

1. In Page view, select the line.

Selection handles appear.
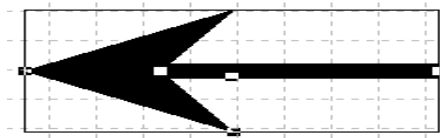
Place the pointer over a selection handle. The pointer changes to a crosshair.

- To make the line longer or shorter, or to change its direction, drag an end handle.

- To make the line thicker or thinner, drag a side handle.

- To change the shape of the head or tail, drag one of its handles.

2. In the Style section of the Line Properties palette, select a style from the Head or Tail drop-down lists to change the head or tail style.

Editing and Adding Tables

Presenting information in tabular format is often an effective way to convey complex concepts and ideas. NetObjects nPower makes it easy to edit tables and add new ones to a site. You can select and work with a whole table, just a row, just a column, a single cell, or several rows, columns, or cells.

In addition, you can perform advanced actions such as sorting exporting data.

This chapter describes:

- Adding tables
- Setting table structure
- Working with cells
- Adding text and pictures to tables
- Sorting table data
- Importing table data
- Exporting table data

Adding a Table

Table tool

1. In Page view, choose the Table tool from the Container flyout on the Standard toolbar and draw a box where you want to position the table.

   The Create Table dialog appears.
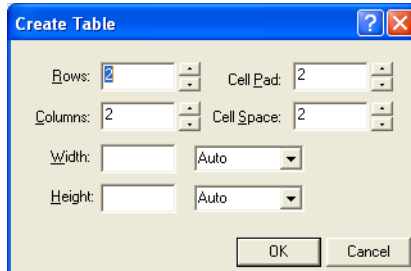
2. Specify the number of columns and rows in the table.

3. Set the Cell padding, which is the amount of space between the contents of a table cell and the cell boundaries. Cell padding is measured in pixels.

4. Set the Cell spacing, which is the distance between cells.

5. Click OK.

   Note: The properties you set when creating a new table will be saved and used for the next table created.

   The table appears with the Table Properties palette. These properties apply to the entire table; you can also select a row, column, or individual cell and set its

properties. See "Setting Row and Column Properties" on page 125 and "Setting Cell Properties" on page 126.
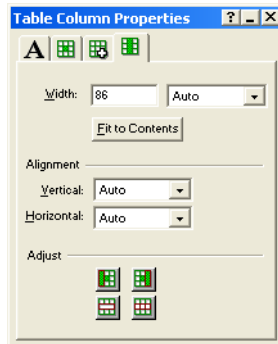
Each table, column, row, and cell is an individual object. You can view the object hierarchy by choosing Object Tree from the View menu. You can also see which table object is selected by referring to the Object Tree palette. You can rename tables and cells in the Object Tree palette, but you cannot rename rows or columns.
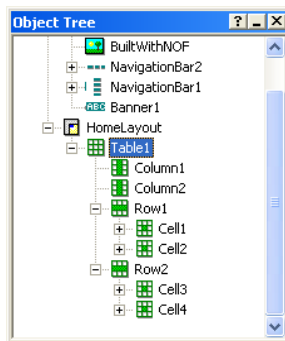
Setting Table Properties

1. In Page view, select the table and make sure the Table tab of the Table Properties palette is displayed.

2. Enter a thickness for the table border. Thickness is measured in pixels.

Table border

Border Properties
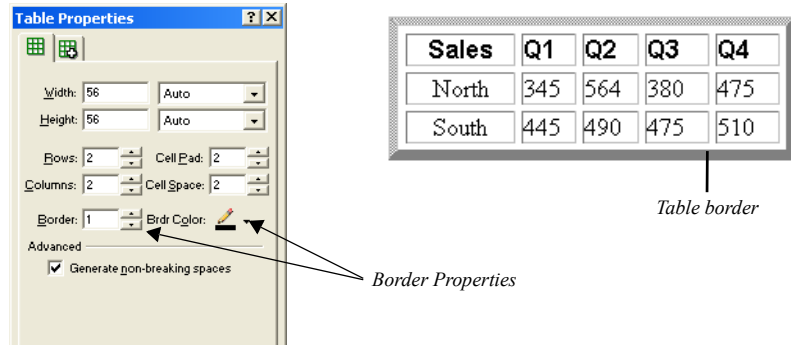
3. In the Advanced section of the Table tab, select *Generate non-breaking spaces* to prevent empty cells from collapsing in Netscape Navigator and Microsoft Internet Explorer.

When this option is selected, NetObjects nPower inserts a space character in every table cell. If you embed an image in a table cell, the extra space causes a gap between the image and the cell border. To remove the gap, clear this option.

Setting the Table Background

You can have both a color and a picture in the table background. If the picture has a transparent area, the background color shows through.

1. In Page view, select the table.

2. Click the Background tab on the Table Properties palette and in the Color field, select:

- *Automatic* to set the table background to the color specified by its parent object.

- *Color* to select a background color from the Color Picker. The selected color appears in the box to the right of the Color field. To change the color, click the box and select a new color from the Color Picker.

3. In the Image field, select:

- *Automatic* to set the background to the image specified by the table's parent object.
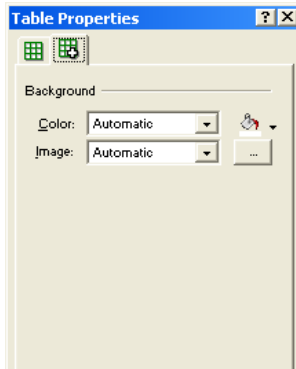
- *Browse* to select an image from the Picture File Open dialog. See "Choosing an Image Format" on page 82. If the picture is smaller than the table, the browser tiles the image. If you select a picture with a transparent color, the background color shows through. To change the image, click the Browse button to the right of the field.

Adjusting the Table Structure

You can resize, add, or delete rows and columns, and merge or split cells to design the table structure.

Resizing Table Rows and Columns

- In Page view, select the table, and:

- Drag the cell guides on the vertical or horizontal ruler to resize a row or column. This changes the overall table height or width.

Use these handles to change the column width

Use these handles to move the table

Use these handles to change the row height
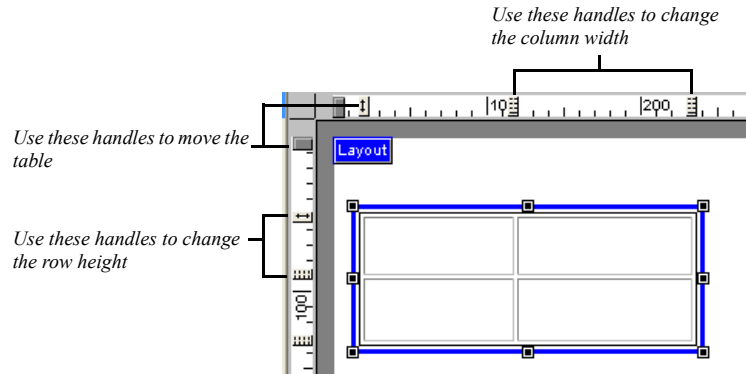
- Point to the border of the row or column you want to resize and drag the cell boundary to the new size. If you resize a row, it changes row height and the overall table height.

- For precise sizing of rows and columns or to make all rows or all columns the same size, see "Setting Row and Column Properties" on page 125.

Inserting a Row or Column

1. In Page view, select the table.

   The Table Properties palette will appear.

2. Enter the total number of table rows or columns in the Rows field or Columns field.

Enter number of rows and columns
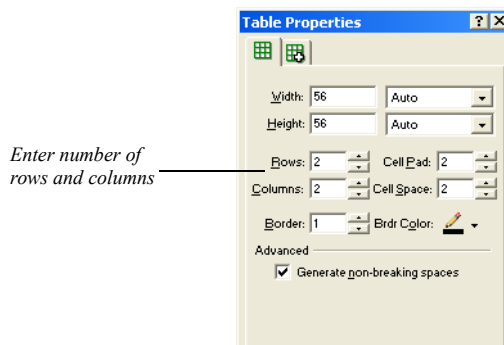
Additional rows are added at the bottom of the table, and additional columns are added at the right side of the table.

- To insert a row in a specific location, right click on the highlighted row and select Insert Row Above or Insert Row Below from the menu.

- To insert a column in a specific location, right click on the highlighted column and select Insert Column Left or Insert Column Right from the menu.

You can also insert rows and columns from the Cell Properties palette. See "Setting Row and Column Properties" on page 125

Removing a Row or Column

1. In Page view, select the table.

   The Table Properties palette will appear.

2. Enter the total number of table rows or columns in the Rows field or Columns field.

   Extra rows are deleted from the bottom of the table, and extra columns are deleted from the right side of the table.

   - To delete a specific row, right click on the highlighted row and select Delete Table Row.

   - To delete a specific column, right click on the highlighted column and select Delete Table Column.

Merging and Splitting Table Cells

1. In Page view, select the cells in the table that you want to merge or split. See "Selecting Table Cells" on page 126.

   The Table Properties palette will appear.

2. In the adjust area on the properties palette:

   - To divide the cell, select Split Cells and enter the number of rows and/or columns you want to split the cell into in the Split Cells dialog. The maximum is 10 x 20.

   - To merge cells, select Merge Cells. All borders between the selected cells disappear.

Merge Cells ——————— Split Cells

Setting Row and Column Properties

When you select a table row or column, a Row or Column tab is added to the Cell Properties palette.

1. In Page view, select the table.

2. Select a row or column by moving the mouse pointer over the table border and clicking when you see the single-headed arrow. Drag to select multiple rows or columns.

The Cell Properties palette appears with the Row or Column tab added.
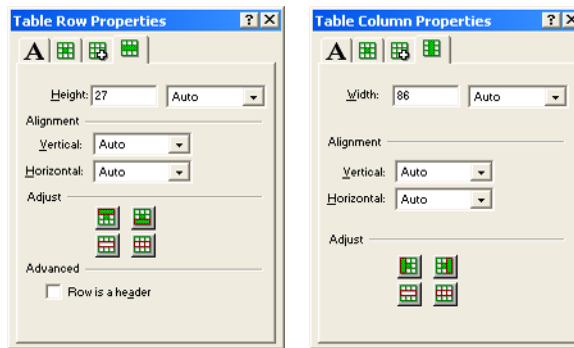
Row properties   *Column properties*

3. Set the Vertical and Horizontal Alignment to position objects within cells.

4. Set Row height or Column width.

- Display the Row tab of the Cell Properties palette. To make all selected rows the same height, enter a number in the Height field, and press Enter.

- Display the Column tab of the Cell Properties palette. To make selected columns the same width, enter a number in the Width field, and press Enter.

Working with Table Cells

Each table cell is an individual object. You can add cells, set alignment of its content, choose a background color and picture, and format text.

Selecting Table Cells

1. Click a cell.

2. Move the pointer over the cell and hold down the left mouse button.

3. When you see the cross-shaped pointer, drag it over the cells you want to select.

   Selected cells are highlighted with a border.

Setting Cell Properties

1. In Page view, click a cell in a table to select it.

   The Cell Properties palette appears.

2. If necessary, click the Cell tab.
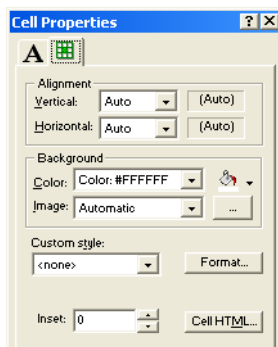
3. Set the Vertical and Horizontal Alignment for the cell. If the cell alignment is set to Auto, the alignment of the row or column containing the cell is shown in parentheses. If you select a different setting for the individual cell, it overrides the row or column setting and is shown in parentheses.

   • *Vertical* determines alignment to the top, middle, or bottom of the cell.

   • *Horizontal* determines alignment to the left, center, or right of the cell. If the cell contains text, you can justify it within the cell.

4. To add cells in a table, insert new rows or columns. See "Inserting a Row or Column" on page 122.

5. To apply text styles and formatting to cells, click the Format tab.

   • To change the cell background color, in the Color field select:

- *Automatic* to set the cell background to the color specified for the table.

- *Color* to select a background color for the cell from the Color Picker. The selected color appears in the box to the right of the Color field. To change the color, click the box and select a new color from the Color Picker.
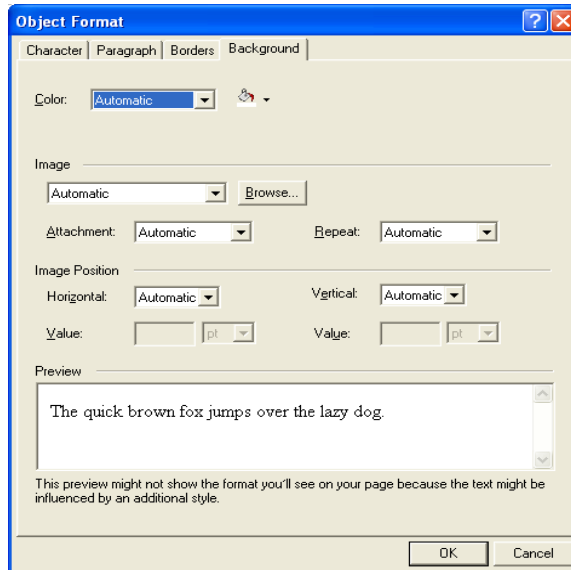
- To change the cell background image, in the Image field, select:

  - *Automatic* to set the background to the image used by the table.

  - *Browse* to select an image for the cell background from the Picture File Open dialog. See "Choosing an Image Format" on page 82. If the picture is smaller than the cell, the browser tiles the image. If you select a picture with a transparent color, the background color shows through. To change the image, click the Browse button to the right of the field.

To apply text styles, see "Working with Text Styles" on page 70

6. Select Cell is a header to format the cell as a column or row heading. This makes it easier for people with disabilities to read the table.

Sizing Cells

To make a table cell shrink to fit the content in the cell:

1. Right-click in the cell you want to size.

2. Select Fit Cells from the shortcut menu.

   The cell shrinks to fit the content.

Adding Text and Pictures to Cells

Working in a table cell is the same as working in a text box. You can:

• Add and format text. You can apply formats to all selected cells at one time. See "Formatting Text" on page 60

• Embed objects. See "Embedding Objects in a Text Box" on page 51.

• Wrap text around objects. See "Wrapping Text around Objects" on page 53.

• Modify text box properties. See Chapter 5, "Working with Text Boxes."

To select the contents of a cell:

• Double-click the cell.

   Cross-hatching appears around the selected cell. You can edit the text in the cell or change cell properties.

Sorting Table Data

You can sort the table data by column in ascending or descending order.

1. In Page view, select the table you want to work with.

2. Right click and select Sort Table from the menu.

   The Sort Table dialog will appear.
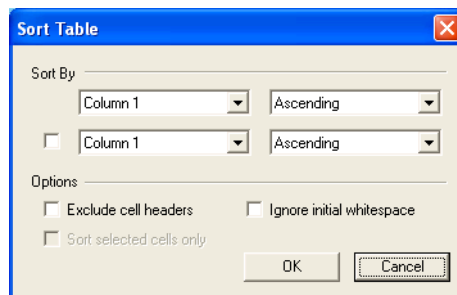
3. In the Sort by section, select the columns you want to sort. You can sort by:

- • Ascending Order (A to Z)

- • Descending Order (Z to A)

- • Ascending Numeric Order (1, 2, 3, 4, 5 . . .)

- • Descending Numeric Order (5, 4, 3, 2, 1 . . .)

4. In the Options area, select:

- • Exclude Cell headers to exclude cells marked as headers from the sort.

Note: If you select to Exclude Cell Headers, the cell headers will appear in the Sort By fields.

- • Ignore initial white space to sort the cell data by the first character that is not a space.

- • Sort selected cells only to sort the selected rows only.

Importing Table Data

You can import existing table data or display data from a file using the Table Import tool.

1. In Page view, choose the Table Import tool from the Container flyout on the Standard toolbar and draw a box where you want to position the table.

Table Import Tool

The Import Table dialog appears.
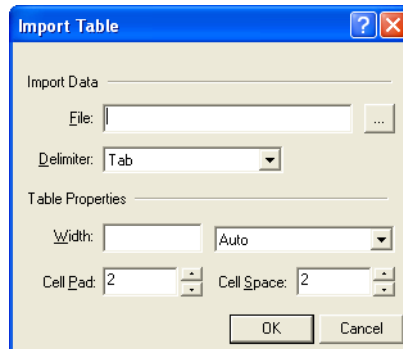
2. Browse to the location the file that has the table data you want to import.

3. In the Delimiter drop-down list, choose:

   • *Tab* to import a tab-delimited (.txt) file.

   • *Comma* to import a comma-delimited (.csv) file.

   • *Custom* to specify a new delimiter. Type the custom delimiter in the field next to the Delimiter drop-down. This field is only available if using a custom delimiter.

   Note: Only single-character delimited files can be imported. For example, files using the delimiter "/" are acceptable, while files using "//" are not.

4. Complete the Table Properties section. See "Setting Table Properties" on page 119.

Exporting Table Data

You can export table data as tab delimited (.txt) and comma separated (.csv) files.

1. In Page view, select the table you want to work with.

2. Right click and select Export Table from the menu.

   The Export Table dialog appears.

3. Choose a location to save the file to.
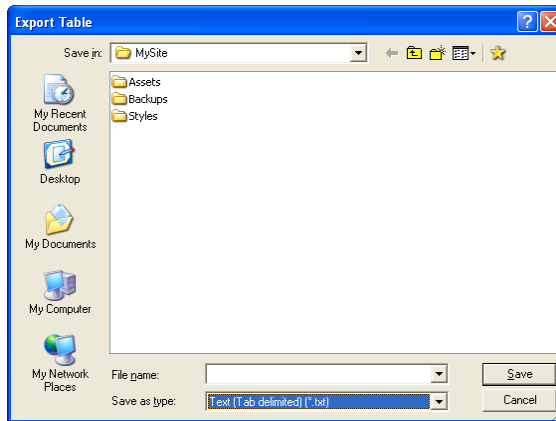
4. Type a file name to save the data as.

5. In the Save as Type drop-down, select:

- Text (Tab Delimited) to save as a .txt file

- CSV (Comma Delimited) to save as a .csv file.

6. Click Save.

The file will be saved to the location specified.

Creating Links and Anchors

NetObjects nPower makes it easy to create navigation aids using links. You can make any text, image, shape, or area of an image into a navigation aid by adding a link. Link page objects to any point on the Web, including points within your site, or open your link in a pop-up window.

This chapter tells you how to create and use:

- Internal links
- Anchors
- Smart links
- External links
- Email links
- Relative links
- File links
- Link targets
- Imagemaps

Creating Links

You can use the linking techniques described in this chapter to manually link objects such as text, pictures, and drawn shapes to internal locations in a site and external locations such as files and other Web pages. As you edit your site and create new content site, you're likely to create multiple links to the same location.

You can use the Link button on the Properties palette or click the Link tool on the Standard toolbar to open the Link dialog, where you specify the destination of a link.

Types of Links

There are four types of links, each with its own options in the Link dialog:

*   *Internal link*, which links to a page or anchor within the site.

*   *Smart link*, which links to a relative position in the site, such as previous page or next page. Smart links are sometimes called structural links. The Blank link, which you can use to trigger an action without going to a new page, is also a smart link.

*   *External link*, which links to a page in another site via a URL, using a protocol such as ftp, mailto, http, or JavaScript.

*   *File link*, which links to a file that visitors can download from the site.

Link Indicators

You can link a selected object or text, or a text insertion point.

*   If you Link an object, the Link icon indicates the object is linked.

Link icon

*   If you select text and link it, the selected text is underlined and appears in the default font and color for links.

*   If you place an insertion point in text without selecting text, the link name is inserted in the text.

Creating an Internal Link

Internal links link to pages or anchors within a site. If you move a linked page in the Site Editor or change the page's name, NetObjects nPower automatically updates all associated links.

Using an anchor, you can link to a specific page or to a specific location on the current page. See "Adding, Editing, and Deleting an Anchor" on page 137.

To create an internal link:

1. In Page view, select an object or text to link.

If you place an insertion point in text without selecting text, the link name is inserted in the text.

2. Click the Link tool on the Standard toolbar or the Link button on the object's Properties palette.

Link tool

The Link dialog appears.

3. Select Internal Link as the link type.

List of all pages in the site

See "Setting Link Targets" on page 145
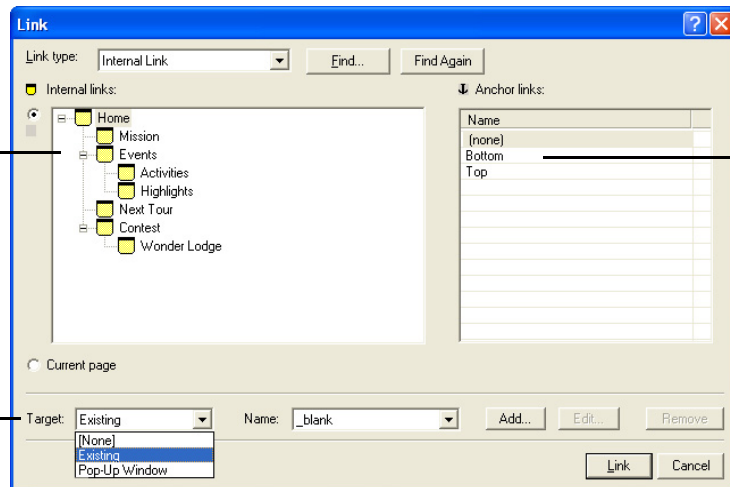
Anchors on the selected page

- If you are linking to a page, select the page in the SiteStructure.
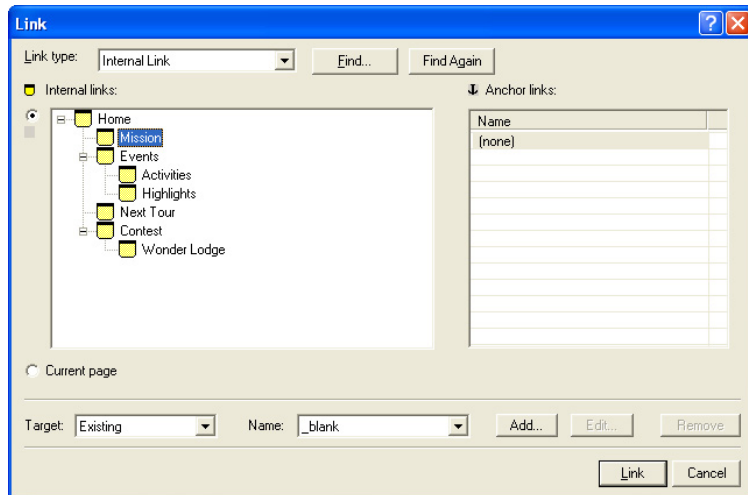
- If you are linking to an anchor on a specific page, select the page in the SiteStructure and then select the anchor from the list on the right.
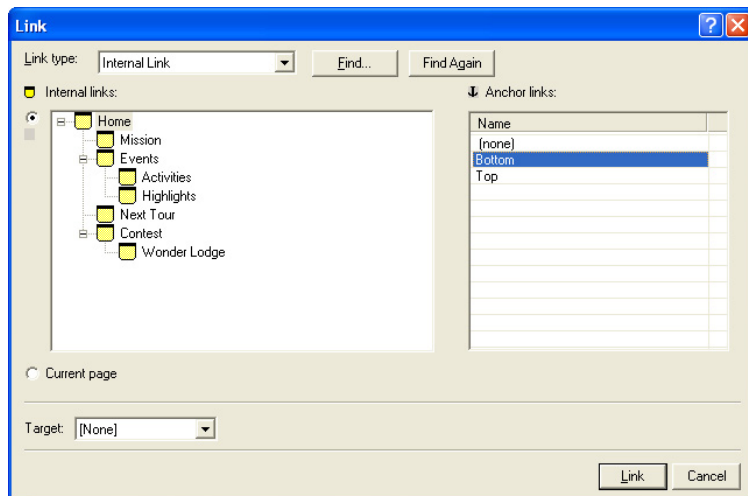
4. To set a link target, see "Setting Link Targets" on page 145.

> **Note:** You may not need to select a frame target. NetObjects
> nPower automatically targets most internal links. If you
> select <none>, NetObjects nPower uses the default target.

The destination page for the link appears only in the frame you select.

5. Click Link.

NetObjects nPower creates the link. When a site visitor clicks the linked item, the browser displays the destination page or the selected anchor.

Adding, Editing, and Deleting an Anchor

An anchor marks a specific location on a page. Anchors let site visitors go directly to a particular part of a long page instead of scrolling and searching for information. You can place an anchor anywhere in a text box or table, or on a picture or drawn shape. You link to an anchor using the Link dialog. When a site visitor clicks the link, the browser displays the page containing the anchor, beginning at the location of the anchor.

When an anchor link is in a MasterBorder, use the Current page option in the Link dialog to ensure that the link always points to an anchor on the current page. If you want an anchor link to always lead to a specific page, select the page name instead of the Current page option when you link to the anchor.

For example, suppose your Layout contains a very long text box. You place anchors at the top and bottom of the text box, and in the MasterBorder, you link the words To Top to the top anchor and the words To Bottom to the bottom anchor. In the Link dialog, instead of choosing the current page name in the Page name section, you choose the Current page option. If you copy that text box to another page with the same MasterBorder and replace its content, the To Top and To Bottom links still work, jumping to locations on the current page instead of the page where you made the links.

To add an anchor:

1. In Page view, select an image or drawn shape or double-click to place the insertion point within a line of text.

If you place the insertion point within the text without selecting any text, the anchor is placed at the location of the insertion point. If you select text, the anchor is placed at the beginning of the selected text.

Anchor tool

2. On the Standard toolbar, click the Anchor tool.

The Add Anchor dialog appears listing anchors already on the page.

Add Anchor

Name:

Anchors on page:
Bottom
Top

Remove   OK   Cancel
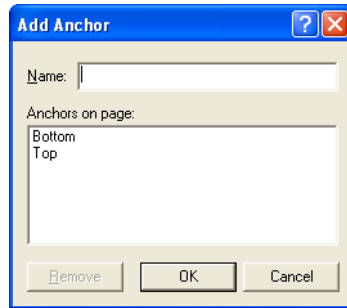
3. Type a name for the anchor in the Name field. The name cannot contain spaces. Make sure each anchor has a different name.

4. Click OK.

Anchor icon

If Object Icons is checked on the View menu, the Anchor indicator appears at the anchor location on the page.

To edit the anchor, select the anchored text or object, click the Anchor button on the Properties palette, and change its name in the Change Anchor dialog. To delete the anchor, click the Anchor icon and click Remove in the Change Anchor dialog. If you are working with a text object, you can click the anchor icon to open the Change Anchor dialog.

Creating a Smart Link

Smart links lead to a page in your site based on its relative position in the SiteStructure, rather than its name. These links automatically adjust when you change the SiteStructure. For example, if your smart link leads to the parent of the current page, and you move the current page to a different parent, NetObjects nPower updates the link to point to the new parent. Sometimes a smart link is called a structural link.

To create a smart link:

1. In Page view, select some text or select an object to link.

If you link to a text insertion point, the link name is inserted in the text.

2. On the Standard toolbar, click the Link tool.

The Link dialog appears.

3. Select the Smart Link type.
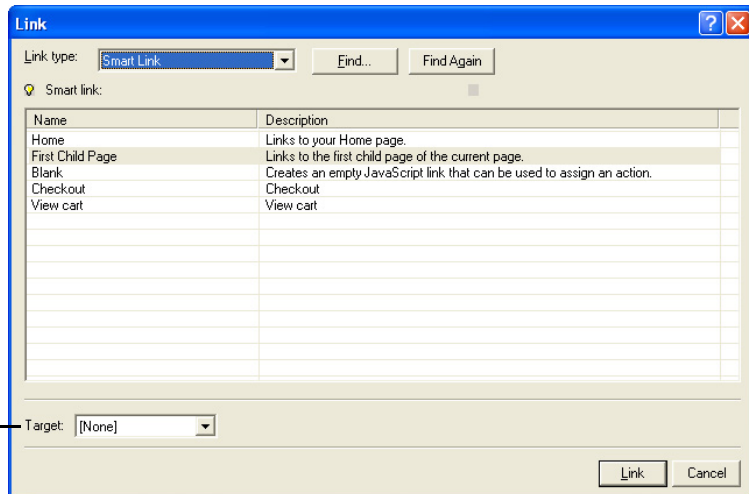
See "Setting Link Targets" on page 145

4. Select the type of link you want. The links listed depend on the type of page you are on—normal or stacked, and on what pages are available to link to from the page you are on.

- • *Home* links to your Home page.

- • *Up* links to the parent of the current page.

- • *Next Stacked Page* links to the next page in a set of stacked pages.

- • *Previous Stacked Page* links to the previous page in a set of stacked pages.

- • *Next Page* links to the sibling to the right of this page in the SiteStructure.

- • *Previous Page* links to the sibling to the left of the current page in the SiteStructure.

- • *First Child Page* links to the first child page of the current page.

- • *Blank* creates an empty JavaScript link on the page that you can use to assign an action.

5. Click Link.

Creating an External Link

External links are Universal Resource Locators (URLs) that point to other pages and items in other sites. A valid URL can include the protocol, host name or DNS, path name, and sometimes a file name, such as **http://www.netobjects.com/products/ npower.html**.

To create an external link:

1. In Page view, select some text or select an object to link.

2. On the Standard toolbar, click the Link tool.

The Link dialog appears.

3. Select the External Link type.

New link list with protocol selected

List of previously entered links

Name of link

See "Setting Link Targets" on page 145

URL entry
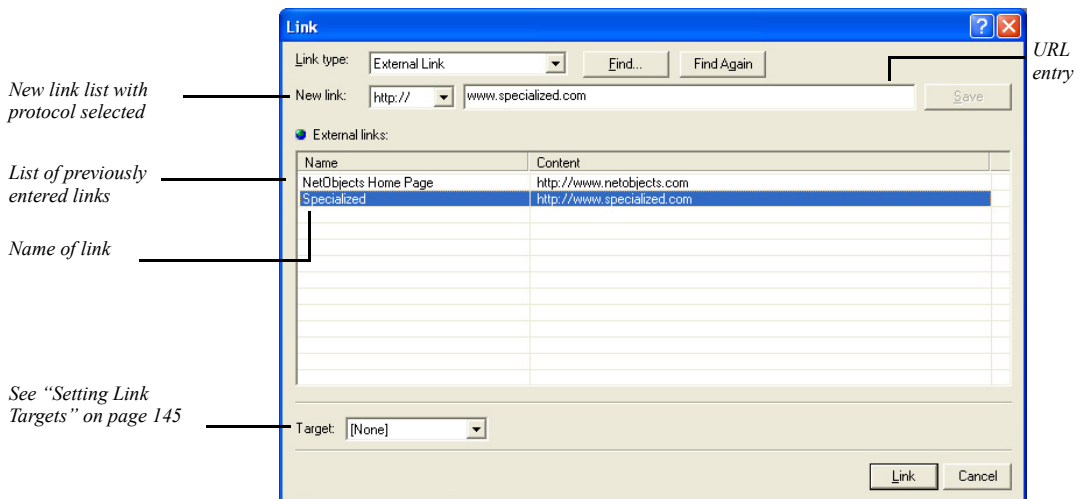
4. Select a protocol from the New link drop-down list.

If you're creating a link that does not require a protocol, select (none). If you want to use a protocol that is not in the drop-down list, you can type it in.

5. Enter the appropriate information in the URL entry field and click Save, or select an existing link from the list. For example, you could enter a URL, a mailto address, or a Java command depending on the selected protocol. For details about email links, see "Adding an Email Link."

6. If you're creating a new external link, you can edit the default name for this link in the Name column by double-clicking in the column field and typing.

7. Click Link.

Note: You can also create an external link as you type. If your text includes @ or ://, NetObjects nPower automatically creates an external link.

Adding an Email Link

To add a mailto link:

1. In Page view, select some text or select an object to link.

If you place the insertion point in text without selecting text, the email address is inserted in the text as the link.

2. On the Standard toolbar, click the Link tool.

The Link dialog appears.

3. Select the External Link type.

4. Select mailto from the New link drop-down list.

5. In the text entry field, type the email address using the format *username@domain.com*.

6. Click Link.

7. Preview the page.

When you click the link, the browser's email client displays a mail window with the address you entered in the recipient field, provided the browser is configured to send email using the HTML mailto command.

Adding a Relative Link

Relative links are important if you must link to files that are published separately.

To create a relative link:

1. In Page view, select some text or select an object to link.

2. On the Standard toolbar, click the Link tool.

   The Link dialog appears.

3. Select the External Link type.

4. Select (none) from the New link drop-down list.

5. In the text entry field, type the relative path. For example:

   ../Articles/PressRelease1.html

   You cannot test this link by previewing, because it requires the exact configuration of files that only exists on the server. However, after you publish the site and the articles are uploaded into the **Articles** directory, the link will work correctly.

   When typing the path, if you do not include periods or slashes in front of the file name, NetObjects nPower attempts to find the file in the *same* directory as the page containing the link. This is also true for the format **./filename.html**. To back up one directory before looking for the path, use **../path/filename.html**. For each directory you need to back up to find the destination file, include another **../**. For example, suppose you create a **Press Releases** page in a directory called **PR** within the **News** directory:

   index.html
   /News
      news.html
      /PR

         PRlinks.html
   /Articles
      PressRelease1.html
      PressRelease2.html

   A link from **PRlinks.html** to **PressRelease1.html** looks like this:

   ../../Articles/PressRelease1.html

Remember that some servers are case sensitive; your link must exactly match the directory names and file names of where you want to go.

6. Click Link.

Creating a File Link

You use file links to link to a file. For example, you might create a file link so site visitors can download the file. When you create a file link, the file it refers to becomes an asset of the site and is uploaded to the server when the site is published.

To create a file link:

1. In Page view, select some text or select an object to link.

If you place the insertion point within the text without selecting text, the file name is inserted in the text.

2. On the Standard toolbar, click the Link tool.

The Link dialog appears.

3. Select the File Link type.

Converts linked file to HTML

List of file links previously entered

See "Setting Link Targets" on page 145

Location of file
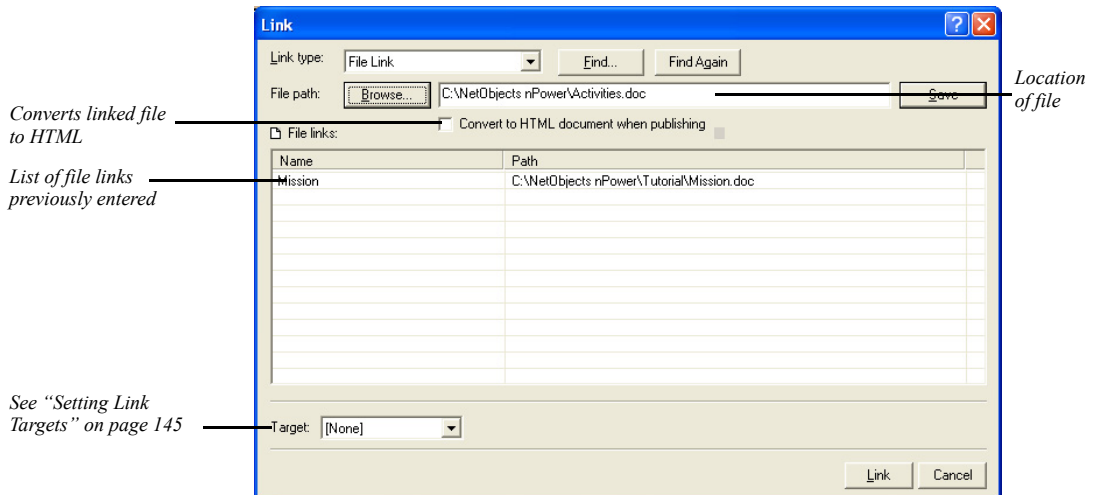
The File path field displays the path to the file and the Name column displays the name that appears as the link if no text or object is selected.

4. Click Browse, select a file in the Open dialog, and click Save.

5. If necessary, enter or edit the Name.

6. Select Convert to HTML document when publishing so all site visitors can view the document. If your linked file remains in its original format, it can only be opened by applications that support that file type. This feature only works with **.doc**, **.mcw**, .**xls**, and .**rtf** files.

7. Click Link.

Note: The way the linked file opens for site visitors depends on the configuration of their browser and Web server. Test the link in the appropriate browsers before publishing the site.

Setting Link Targets

NetObjects nPower allows users to open link targets in existing frames and pop-up windows.

Setting Frame Targets

When a site visitor clicks a link placed within a frame, the browser has to know where to display the results. The frame that displays the retrieved content is the *target* of the link; when you specify which frame is to display the results of a link, you are *targeting* that frame. NetObjects nPower includes four default targets. Choose:

- *_blank* to load the specified link into a new browser window.

- *_self* to replace the frame where the link resides with the document of that link. This is similar to how links behave on sites with no frames.

- *_parent* to load the designated content into the current window's parent. If the current frame has no parent the content is loaded into the same frame as the element that refers to this target.

- *_top* to load the designated content into the full, original window. This cancels all other frames. If the current frame has no parent, the content is loaded into the same frame as the element that refers to this target.

To display the designated content in a new named window, you can create a new link target.

To set a link target:

1. In Page view, select the object or text that you want to link.

2. Click the Link tool on the Standard toolbar.

    The Link dialog appears.

3. Select the type of link you are targeting: Internal Link, Smart Link, External Link, or File Link and set up the link. See "Creating Links" on page 134.

4. In the Target area, choose Existing target from the drop-down list.

5. In the Name area, choose a default target from the drop-down list.
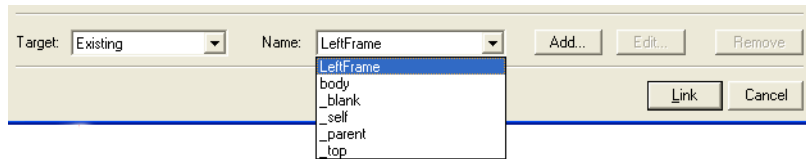
To display the designated content in a new named window, click **Add** and type a name for the window in the Custom Target dialog box. If a window with that name already exists, the content is displayed in the existing window.

You may not need to assign a target. NetObjects nPower automatically targets most internal links for you.

6. Click Link to close the dialog and create the link.

7. Preview the page to test your targeted links.

Setting Pop-Up Window Targets

To display the designated content in a new pop-up window, you can create a new link target.

To create pop-up windows:

1. In Page view, select the object or text that you want to link.

2. Click the Link tool on the Standard toolbar.

The Link dialog appears.

3. Select the type of link you are targeting: Internal Link, Smart Link, External Link, or File Link, and set up the link. See "Creating Links" on page 134.

4. In the Target area, choose Pop-Up Window from the drop-down list.
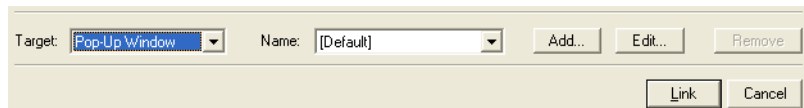
To display the designated content in a new pop-up window, click **Add**. The Pop-Up Windows Properties Editor will appear.

5. In the Name field, type in a name for the new pop-up window.

If a pop-up window with that name already exists, the content is displayed in the existing pop-up window.

6. To set the size of the pop-up window on the screen, enter values for the height and width, in pixels.

Select Full Screen to have the pop-up window fill the entire screen.
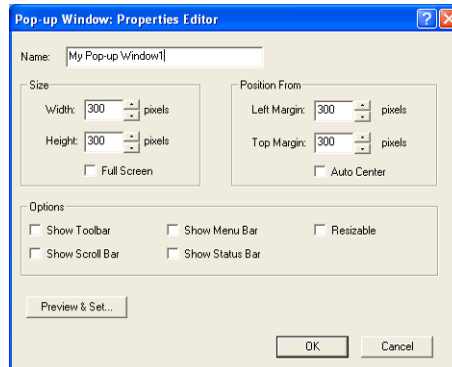
7. To set the position of the pop-up window on the screen, enter values for the left and top positions, in pixels. Placement will be offset from the upper left corner of the screen.

Select Auto Center to automatically center the pop-up window in the middle of the screen.

8. Customize your pop-up window by selecting from the following options:

- • *Show Toolbar* to add a navigation toolbar to the browser.

- • *Show Scroll Bar* to scroll left-right and up-down in the browser.

- • *Show Menu Bar* to add the browser's menu bar.

- • *Show Status Bar* to display the page status in the browser.

- • *Resizable* to provide the ability to resize the pop-up window.

9. Click Preview & Set to preview the pop-up window in a browser.
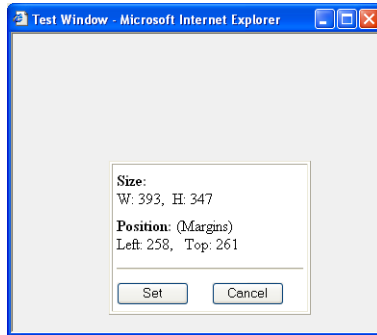
To adjust the pop-up window settings, resize and reposition the browser preview window, then click Set. The new settings will take effect.

10. Click OK to close the Pop-Up Window Properties Editor.

11. Click Link to close the dialog and create the link.

12. Preview the page to test your targeted links.

Following Links

Link icon

If Object Icons is checked on the View menu, NetObjects nPower displays the Link icon wherever you create a link to an object. If you place the pointer over the icon, the link is displayed in the status bar at the bottom of the NetObjects nPower window.

Text links are underlined and appear in the default font and color for links.

In Page view, you can follow a link you created to its target page or anchor:

• Right-click a linked object and select Follow Link from the shortcut menu.

• To follow a text link, select the linked text, right-click, and select Follow Link from the shortcut menu.

Finding a Link

As the number of pages in your site grows, the number of links will probably increase as well. NetObjects nPower makes it easy for you to find a link.

1. Open the Link dialog.

2. Click the Find button.

The Find *link type* Link dialog appears.

Find File Link

Find: Contains ▼

Find   Cancel
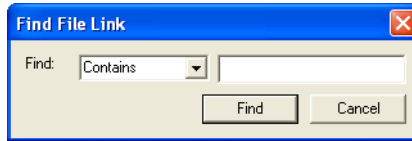
3. Select criteria for the search, enter the text you want to search for, and click Find.

NetObjects nPower finds the first link that satisfies your criteria.

4. To find the next link that matches the criteria, click Find Again.

Editing or Removing a Link

To edit a link, select the linked text or object, click the Link button on the Properties palette or Standard toolbar, then change the link in the Link dialog.

To remove a link, select it, click Link on the Properties palette or Standard toolbar, and click Unlink in the Link dialog.

Working with Imagemaps

An imagemap is a picture that contains several links. Each link is assigned to a particular section of the picture. You create an imagemap by drawing hotspots on a picture. You can link as many hotspots as you like in a single image, but the hotspots cannot overlap or extend beyond the edge of the picture.

To create a single link on a picture, you do not need to use an imagemap unless you only want to link part of the image. Imagemaps are only necessary to create multiple links on one object.

Creating an Imagemap

Hotspot tool

1. In Page view, click the Hotspot tool on the Standard toolbar, and select the appropriate tool from the flyout to create a rectangular, circular, or polygon hotspot.

2. Draw a hotspot on an image.

If you are using the Polygon Hotspot tool, you must click to establish each vertex of the polygon, then double-click to complete the hotspot shape.

The Link dialog appears.

3. In the Link dialog, select a link type—internal, smart, external, or file.

See "Creating Links" on page 134.

4. Select a destination for the link and click the Link button.

Once a picture has hotspots, you can move it anywhere on the page and even copy and paste it elsewhere in the site without affecting the imagemap.

Editing an Imagemap

To edit an existing hotspot, click the hotspot. The General tab of the Hotspot Properties palette appears.

- To edit the link, click Link on the Properties palette or the Standard toolbar. The Link dialog appears, displaying the link information. Change the link destination or click Unlink to remove the link.

- To resize a hotspot, select it and drag its handles.

- To create an alt tag for the hotspot, type in the AltTag field. The alt tag appears when the browser does not display the image.

- To create multiple hotspots on an imagemap, create one hotspot, copy it, and paste it on the image. The pasted hotspot appears in the upper-left corner of the imagemap. Move the hotspot to the appropriate location and edit the link.

Adding Layouts

Layouts are containers for the objects you place on your pages. When you use Layouts, you can position content with pixel-level precision by dragging it into place in the container.

This chapter describes:

- Working with Layouts

- Creating Layouts

Working with Layouts

The Layout makes up the body of the page. It is surrounded on all four sides by the MasterBorder. Each Layout is attached to a single page, unlike a MasterBorder, which may be applied to many pages in the site. There is no connection between Layouts on separate pages.

Each page has a default Layout named *Pagename*Layout. For example, when you add a page, its page name is Untitled#. Until you rename that page, the default Layout is named Untitled#Layout.

You can add multiple Layouts to a page, each with its own properties, design, and content. You might use several Layouts to prototype or publish several versions of the same page. When you publish the site, NetObjects nPower publishes each page using the currently selected Layout.

The name of the currently selected Layout appears in the Layout drop-down list in the lower-left corner of Page view.

Layout drop-down list

Current Layout
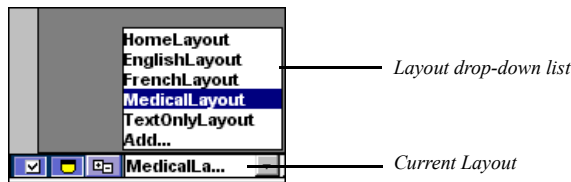
You can control various characteristics of the Layout's appearance in Page view. See "Setting Up the Page View Display" on page 35.

You cannot delete a Layout. Objects in any Layout you create are always treated as in use, even if the Layout is not selected.

Creating a New Layout

1. In Page view, display the page for which you want to create a new Layout.

2. Select Add from the Layout drop-down list.

   A new, blank Layout appears. Any content on the previous Layout is stored with that Layout. Each Layout you add is named *Pagename*Layout#. The number is incremented for each Layout you create for the page. To change the Layout name, see "Renaming a Layout" on page 153.

3. Add objects to the Layout and modify the Layout properties—such as size or background.

Selecting a Layout

To display a different Layout for a page:

• In Page view, select a Layout from the Layout drop-down list.

Renaming a Layout

1. In Page view, select a Layout from the Layout drop-down list.

The General tab of the Layout Properties palette appears.
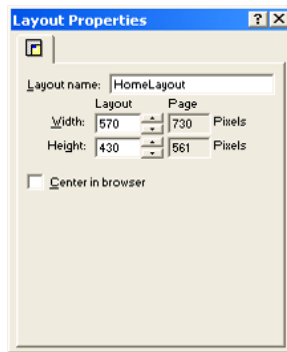
2. Enter a new name in the Layout name field.

Use letters and numbers only; Layout names cannot have spaces, hyphens, underscores, or other special characters, and they cannot begin with a number.

The name of the Layout changes and the Layout drop-down list is updated.

You can also use the Object Tree palette to change the name of the Layout. See "Renaming an Object" on page 44.

Changing Layout Size

You can set Layout size by entering specific measurements on the Layout Properties palette or by dragging the Layout handles.

Adding an Object to the Layout

The Layout is the default container for the page, and can contain any object. To place objects in a Layout, you can:

- Select the appropriate tool and create an object within the Layout.
- Paste an object into the Layout from the Clipboard.
- Drag and drop any object that you previously placed with a tool.

Modifying MasterBorders

NetObjects nPower divides a page into the Layout area and the MasterBorder area. You can place anything in a MasterBorder that you can place in the Layout, including pictures and text.

When you modify a MasterBorder, NetObjects nPower automatically makes the change on every page that shares the MasterBorder.

This chapter describes:

•   Working with MasterBorders

•   Resizing a MasterBorder

Note: You cannot modify the MasterBorder if it has been protected. A protected MasterBorder is indicated by a padlock icon in the upper left-hand corner of the MasterBorder.

Working with MasterBorders

The MasterBorder is the set of margins—top, bottom, left, and right—on the page.
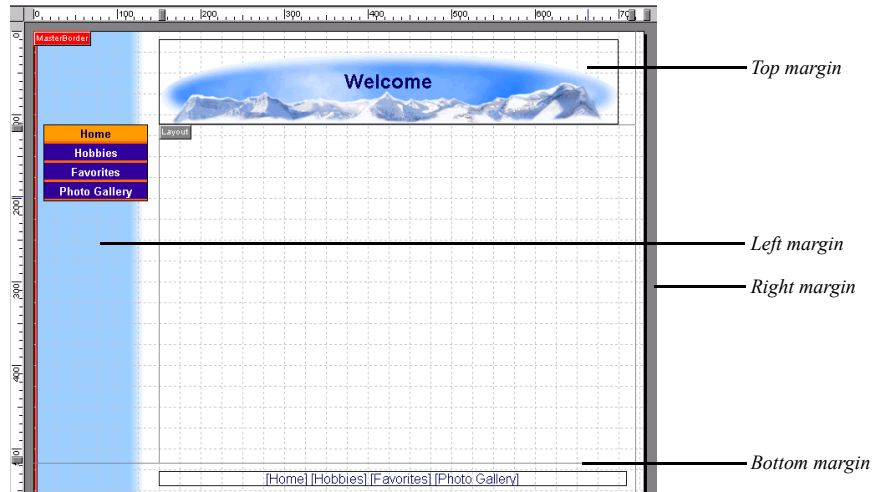
By default, the left, right, and bottom margins are separated from each other by an outline. The lack of an outline between the left margin and the top margin indicates objects can straddle that boundary.

All pages have a MasterBorder. If no MasterBorder is visible, either the MasterBorder display is turned off on the View menu, or the assigned MasterBorder has all margins set to zero. You can change the size of any MasterBorder margin, even those set to zero, as long as the MasterBorder is not locked.

Selecting a MasterBorder

- In Page view, click an empty space inside the MasterBorder. If the MasterBorder margins are set to zero, click in the gray area outside the page.
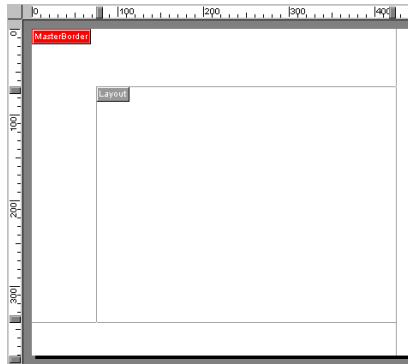
This page has a visible MasterBorder. Click inside it.
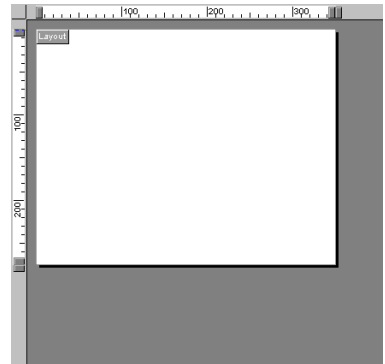
This page has MasterBorder margins set at zero. Click outside the page.

Resizing the MasterBorder

1. In Page view, select the MasterBorder.

2. To change the size of the margins, drag the handles on the ruler.
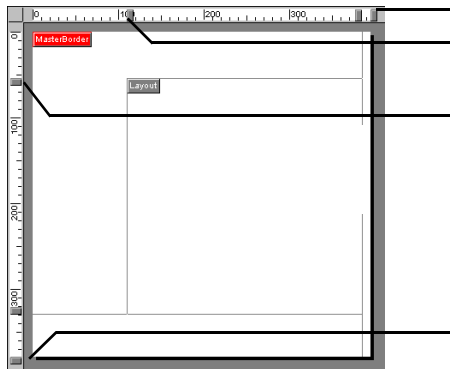
Drag these handles to change the MasterBorder size

If an object is in the way—such as a banner occupying the top and left margin—you must move the object to resize the MasterBorder. If the MasterBorder is not visible, you cannot drag the handles.

3. Arrange objects such as a banner or navigation buttons, delete unwanted objects, and insert additional text or objects.
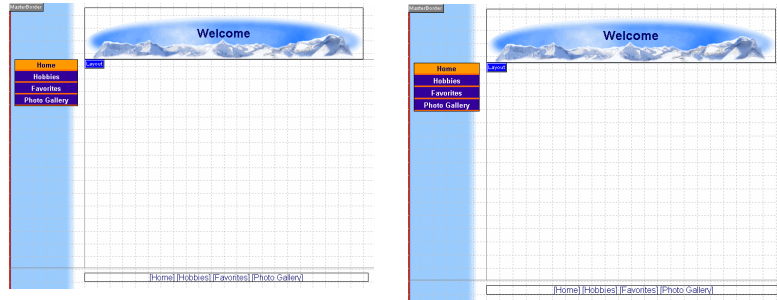
MasterBorder margins before and after being resized

Modifying Navigation Bars and Banners

You can customize the your site's banners and buttons by assigning other styles or labels or by replacing their images with your own.

This chapter tells you how to use navigation bars and banners, including:

- Setting navigation structure

- Setting navigation bar properties

- Customizing banners and navigation bars

Working with Banners and Navigation Bars

Banner

Button navigation bar

Button

Text navigation bar
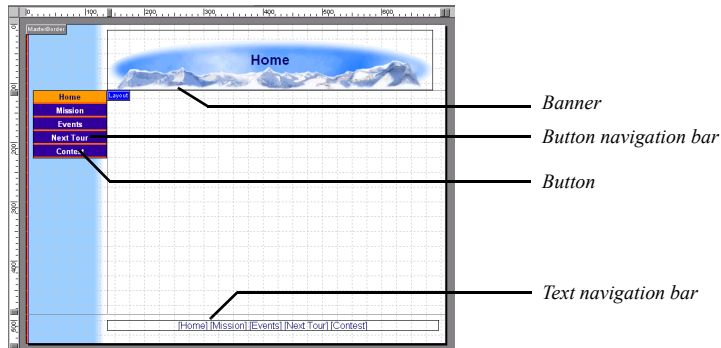
You can change Banner titles and button names using the Custom Names command on the Edit menu or the settings on the Navigation Button or Banner Properties palette in Page view. Buttons are linked according to your site's structure. Whenever you change the SiteStructure, NetObjects nPower updates the buttons and banners.

When you preview or publish your site, NetObjects nPower creates a **.gif** file for each button and banner.

Using Navigation Bars

Navigation bars are rows or columns of buttons or text that are automatically linked to other pages in your site. With NetObjects nPower, you can choose from either button navigation bars or text navigation bars.

Setting Navigation Structure

You set the navigation structure to specify the relationship between the current page and the pages linked to the buttons on the navigation bar. You can base navigation structure on the site structure or create custom navigation bars to give visitors access to pages on different levels of the site, pages in other sites, and files.

Creating Navigation Bars Based on the SiteStructure

You can choose a navigation level and then set the multi level options to add links to other pages in the site. Open the Site Navigation palette if you are unsure about the site levels you want to link.

1. In Page view, select the navigation bar.

   The General tab of the Navigation Bar Properties palette appears.

2. In the Navigation structure section, choose a level from the drop-down list.

   - *First Level* links to the children of the Home page.

   - *Parent Level* links to pages in the level above the current page in the SiteStructure.

   - *Current Level* links to the current page and all other pages that share the same parent page.

   - *Child Level* links to the children of the current page.

   - *Breadcrumb Trail* displays the current page as the last level of a navigation tree and each parent page in succession.

3. In the Include section, select:

   - *Include home page* to add a Home page link to the navigation bar.

   - *Include parent page* to include a link to the parent page in the navigation bar.

- • *Include child pages* to include links to the child pages in the navigation bar.

Style tab
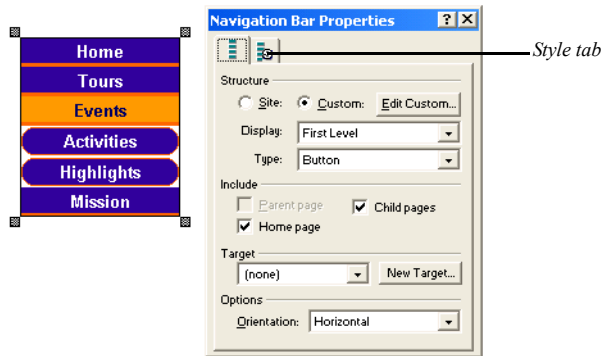
Set Button Background

You can set a background color for a button navigation bar. A background color can visually unify a navigation bar if buttons are widely spaced; it can also help site visitors distinguish the navigation bar from the background of the page.

1. In Page view, select the navigation bar.

2. Click the Style tab of the Navigation Bar Properties palette.

3. In the Background color section, click the Color button and select a color from the Color Picker or select None to use no background color.

Setting Navigation Bar Orientation

1. In Page view, select the navigation bar.

2. In the Options section, select Vertical or Horizontal orientation.

Set Border Width and Button Spacing

You can set the thickness of a button navigation bar's border, as well as the spacing between buttons. You can increase the spacing between buttons to let the background show through or to add visual breaks around buttons. The border and spacing are measured in pixels regardless of the measurement unit you select in the Options dialog. You cannot change the spacing or border for text navigation bars.

To set button border and spacing:

1. In Page view, select the navigation bar.

    The Navigation Bar Properties palette appears.

2. Click the Style tab of the Navigation Bar Properties palette.

3. In the Display (in pixels) section:

    •   To change the thickness of the navigation bar border, enter a number in the Border field or click the arrows.

    •   To change the spacing between buttons, enter a number in the Spacing field or click the arrows.

Creating a Custom Navigation Bar

To create a custom navigation bar, you first create a separate site structure that is used only with the navigation bar. You set up a page structure in the same way you would in the Site Editor. In the navigation structure, however, you can have multiple pages at the same level as your Home page, plus add the same page to different trees. This is especially helpful if you are designing sites, such as intranets, in which you want to break your design into "mini" sites.

To create a custom navigation bar structure:

1. In Page view, select the navigation bar.

2. In the Structure section, select Custom and click Edit Custom.

The Custom Navigation Bar dialog appears.
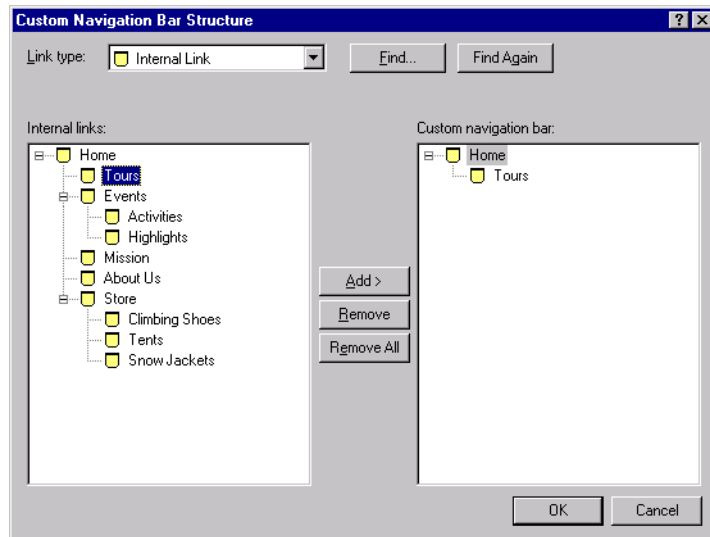
3. From the Link type drop-down list, select:

   • *Internal Link* to link to another page in the site.

     Select a page in the list on the left and click Add to move it into the list on the right, or drag it from the left to the right.

   • *External Link* to link to a page in another site. Type the path to the page you want to link to; for example, **http://www.netobjects.com** and click Add to move it into the list, or drag it from the left to the right.

   • *File Link* to link to a file. Type the path to the file you want to link to or click Browse to locate the file, click Save, and then click Add to move it into the list or drag it from the left to the right.

   If your site has many pages and a lot of links, click Find to search for a specific link in the list of current links. Click Find Again to search for the next occurrence of the same link.

4. To arrange the order of pages on the navigation bar, simply drag the pages into position.

To remove a page, select it and click Remove. To clear the structure and start over, click Remove All.

Setting Button Navigation Bar Properties

Set Button Style

New navigation bars use the currently applied SiteStyle, but you can set individual navigation bars to use any available button sets associated with any available SiteStyle.

Primary and secondary navigation bars offer different sets of button pictures, which are defined by the current SiteStyle. Other than the pictures displayed, primary and secondary navigation bars function the same way. Because secondary button pictures are typically different in size, shape, or color, you can use a secondary navigation bar to visually distinguish links to different parts of your site. For example, to help site visitors understand the SiteStructure, you can use the secondary navigation bar for the lower levels of your site.

You can also choose whether the button for the current page will be highlighted or not. Use button highlighting to show site visitors which page they are on.

A highlighted button indicates the current page

You can also enable rollover buttons on the navigation bar. If rollover is on, when a site visitor moves the pointer over the button, the SiteStyle rollover image appears.

To set the button style:

1. In Page view, select the navigation bar.

2. Click the Style tab of the Navigation Bar Properties palette.
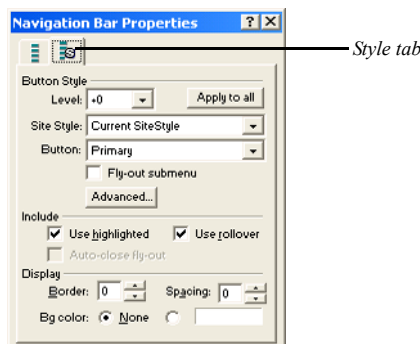
Style tab

3. In the Button style section:

- Select the page level, which is relative to the current page, you want to apply the button style to. The style you choose will apply only to the pages at the selected level.

  The current page is Level 0, its parent page is Level -1, the next parent page is Level -2, and so on, until you reach the Home page.

  The current pages child is Level +1, its child is Level +2, and so on..
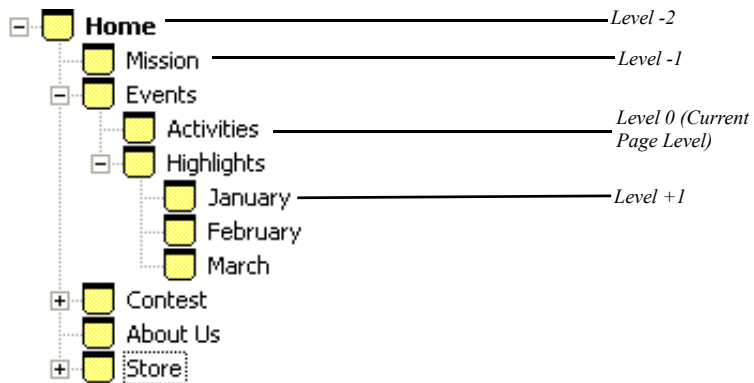
- Choose the SiteStyle from the drop-down list that contains the button style you want to display.

  Only active site styles will appear in the list.

- Choose the set from the drop-down list that contains the button style you want to display.

4. Click Apply to all to apply the selected style to all buttons in the navigation bar.

5. In the Include section, select:

- *Use highlighted buttons* to use the Highlighted button state style for the selected page in the navigation bar.

- *Use rollover buttons* to use the Rollover button state for the selected page in the navigation bar.

- *Fly-out submenus* to make child pages not included in the navigation bar visible when the site visitor moves the pointer over the parent page link.

- *Auto-close fly-out submenus* close the fly-out submenus when the mouse is no longer hovering over.

Use fly-out submenus to make child pages not included in the navigation bar visible when the site visitor moves the pointer over the parent page link
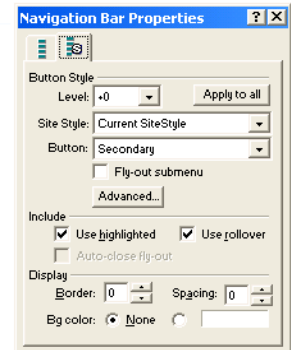
Creating a Custom Navigation Bar Style

New navigation bars use the current SiteStyle, but you can apply button sets associated with any available SiteStyle to a page.

In addition, you can apply advanced settings, such as how the fly-out submenus are displayed on the page, to a custom navigation bar. If you change the style of a navigation bar in a MasterBorder, it changes on every page using that MasterBorder.

To create a custom navigation bar:

1. In Page view, select the navigation bar.

2. Click the Style tab of the Navigation Bar Properties palette.

3. In the Style section, select Custom and click Edit.

   The Custom Style dialog appears.

4. Select a page level from the site structure list on the left that you want to customize.

5. Select the Site Style and Button set you want to use for the page level selected in Step 4.

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Only active styles will appear in the Site Style drop-down list.
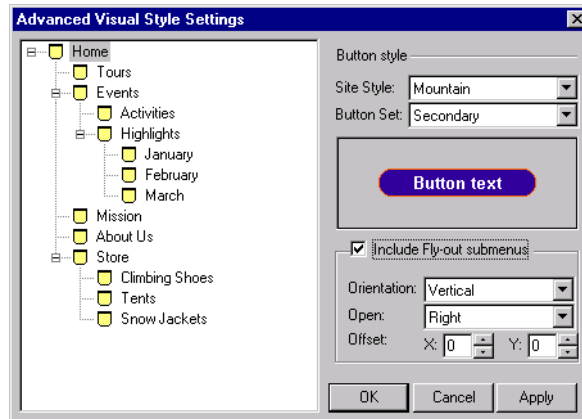
6. Select *Include Fly-out submenus* to make child pages not included in the navigation bar visible when the site visitor moves the pointer over the parent page link.

   The advanced Fly-out submenu settings will become active.

   - *Orientation* displays the fly-out submenu horizontally or vertically.

   - *Open* describes how the menu will unfold.

   - *Offset* defines the position of the fly-out submenu.

7. Click Apply to save the current page level settings.

8. Repeat steps to apply custom styles to additional page levels or click OK to close the Custom Style dialog.

Change a Button's Name

To change the text on a button:

1. In Page view, navigate to the page containing the navigation button you want to change.

2. Double-click the button to select it.

A wide border surrounds the button to show it is selected.

The General tab of the Navigation Button Properties palette appears.
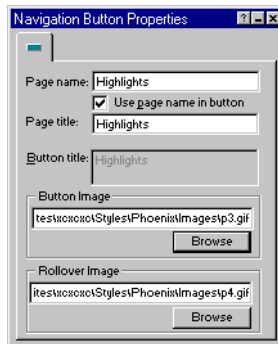
3. Clear the Use page name in button check box.

4. In the Button title field, type a new name for the button. To enter two lines of text, press Enter at the end of the first line.

This changes the button name only in the selected navigation bar. To change the name of all instances of this button on all navigation bars, change the Page name field or use the Custom Names dialog. See "Using Custom Button and Banner Names" on page 26.

To restore the default page name, select Use page name in button.

Change a Button's Image

You can change the picture on each individual button in a navigation bar in Page view. When you assign a new picture to a button, NetObjects nPower does not display the page name or custom name on the button. If you want text to appear on the button, you must include the text in your button picture. You do not change the current SiteStyle when you customize a button picture.

To change the picture for one button:

1. In Page view, navigate to the page containing the navigation button you want to change.

2. Double-click the button to select it.

   A wide border surrounds the button to show it is selected.

   The General tab of the Navigation Button Properties palette appears.

Click Browse to change the button image or rollover image and select an image file from your hard disk or LAN. If you want to use an image that is on a CD-ROM, copy it to your hard disk first.

Setting Text Navigation Bar Properties

1. In Page view, select a text navigation bar.

   The Navigation Bar Properties palette will appear.
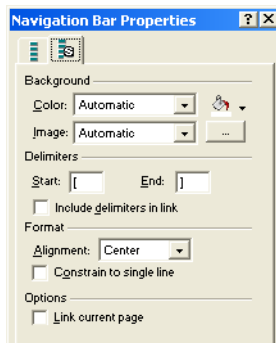
2. In the Background Color field, select:

   • *Automatic t*o set the background to the site's specified Text NavBar color.

   • *Transparent* to set the background to the background color specified by the parent object of the text navigation bar.

   • *Color* to select a background color from the Color Picker. The selected color appears in the box to the right of the Color field. To change the color, click the box and select a new color from the Color Picker.

3. In the Image field, select:

- *Automatic* to set the background to the image to the site's specified Text NavBar style.

- *None* to eliminate the background image.

- *Browse* to select an image from the Open dialog. See "Choosing an Image Format" on page 82. If the picture is smaller than the navigation bar, the browser tiles the image. To change the image, click the Browse button to the right of the field.

4. In the Delimiters section, select the characters you want to use before and after each link in a text navigation bar.

   The default characters are square [brackets]. You can choose angle brackets, or other characters, or leave this blank.

   Select Include delimiters in link to extend the underline to include these characters.

   [Home] [Mission] [Events] [Activities] [Highlights] [Next Tour] [Contest]—— *Delimiter*

   Linked page   *Current page*

5. If you are working with a horizontal text navigation bar, in the Format section, you can select Right, Left, or Center alignment.

   If you select Constrain to a single line, NetObjects nPower increases the page width to accommodate the navigation bar on a single line. If you clear this option, you can reduce the width of the navigation bar so it appears on more than one line.

6. By default all pages in a text navigation bar are linked except the current page. Select Link current page in the Options section to include a link to the current page.

Text navigation bars use the SiteStyle's linked text color and the style set for the TextNavBar object.

Setting a Navigation Bar Target

When a site visitor clicks a navigation bar link, you can target a frame or a pop-up window to display the linked page. For example, if you select _blank as the link target, the page you link to appears in a new browser window.

1. In Page view, select a navigation bar.

2. Click the General tab of the Navigation Bar Properties palette.

3. In the Navigation bar target section, select a target from the drop-down list or click New Target and add a target.
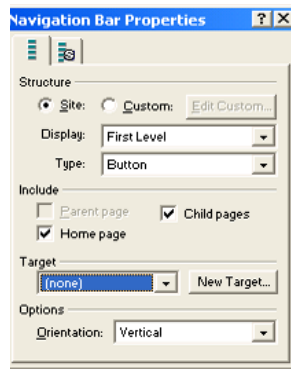
For more information on link targets, see "Setting Link Targets" on page 145.

Using Banners

Banners are picture title bars that display the name of the page, helping site visitors understand where they are in your site.

Set the banner name on the Banner Properties palette
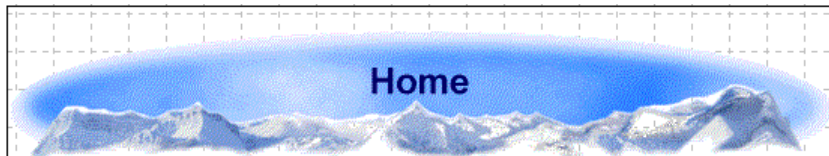
Changing the Banner Text

You can specify a custom name or no name for the banner. You can also split banner text into two lines. The style of the banner text is determined by the current SiteStyle.

To change the banner text:

1. In Page view, select the banner.

    The General tab of the Banner Properties palette appears.

2. Clear the Use for Banner title check box.

3. In the Banner title field, type the new text for the banner. To make the text two lines, press Enter at the end of the first line.

    To restore the default page name, select Use for Banner title.

This changes the name only on the selected banner. To change the name on all banners on this page, type a new name in the Page name field or use the Custom Names dialog. See "Using Custom Button and Banner Names" on page 26.

Setting Banner Style and Orientation

New banners use the current SiteStyle, but you can apply banners associated with any available SiteStyle to a page. If you change the style of a banner in a MasterBorder, it changes on every page using that MasterBorder.

1. In Page view, select the banner.

    The General tab of the Banner Properties palette appears.

2. In the Site Style field, select the style that contains the banner you want to display.

    Only available styles will appear in the list.

3. In the banner field, select the banner you want to display.

4. In the Display section, select Horizontal or Vertical orientation.

Changing Your Site's Style

SiteStyles are sets of thematic elements you can apply to your site. Some style elements are graphic and others affect the appearance of text on your pages. You can apply any available SiteStyles to change the look and feel of your entire site.

This chapter describes SiteStyles and how to use them, including:

- Changing SiteStyles
- Adding and removing SiteStyles

What Is a SiteStyle?

A SiteStyle is a collection of graphic and typographical elements you can apply to every page in your site to change its look and feel. Your site's SiteStyle gives it a consistent look that survives variations introduced by your site visitor's browser. When you change the SiteStyle, NetObjects nPower automatically updates every page in your site with the new look.

Changing SiteStyles

Navigation banners, buttons, text, lists, and other site design elements obtain their images and text attributes from the SiteStyle assigned to the site. When you apply a different SiteStyle, NetObjects nPower automatically applies style elements throughout your site. For example, it replaces all the buttons in your navigation bars with images from the style you specify, while maintaining the relevant links.

To apply a SiteStyle:

1. In Page view, right-click in the nPower window and select Choose SiteStyle from the shortcut menu.

    The Choose SiteStyle dialog appears.

List of available SiteStyles
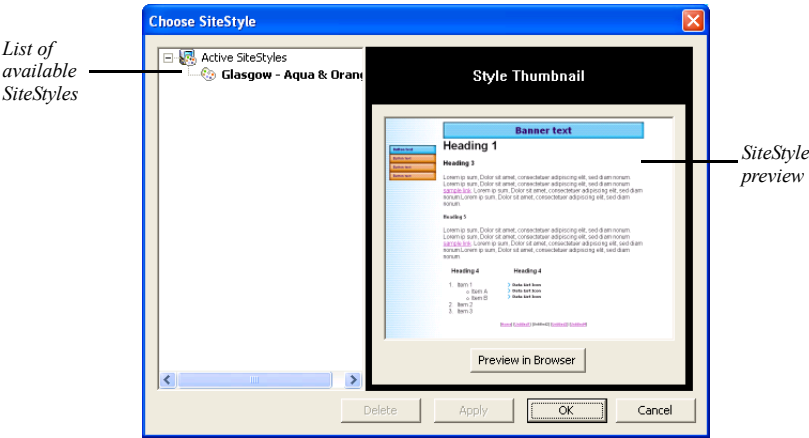
SiteStyle preview

2. Click a SiteStyle name from the Active SiteStyles list in the left-hand pane of the Choose SiteStyle dialog.

    A thumbnail of the SiteStyle appears in the right-hand pane.

3. Click Preview in Browser to view the SiteStyle in a full-screen browser window.

4. Close the SiteStyle Preview window to return to the Choose SiteStyle dialog.

5. To apply the SiteStyle, click Apply.

6. Click OK to close the SiteStyle dialog.

In Page view, you see the new style elements and text attributes on the page.

Managing E-Commerce Catalogs

If your site has an online store, you can use nPower to easily add or import products, images, and descriptions to keep your catalog up to date. Your store will look great on the Web, and site visitors can easily find what they are looking for.

This chapter describes:

- Working with products

- Adding product attributes, images and descriptions

About Catalogs

Each catalog on your site includes two types of pages—a list page and detail pages.

• The list page displays a short summary of each product in the catalog displayed in a format that you select. You can choose to add a thumbnail image of your products so that site visitors can click to see the full detail page.
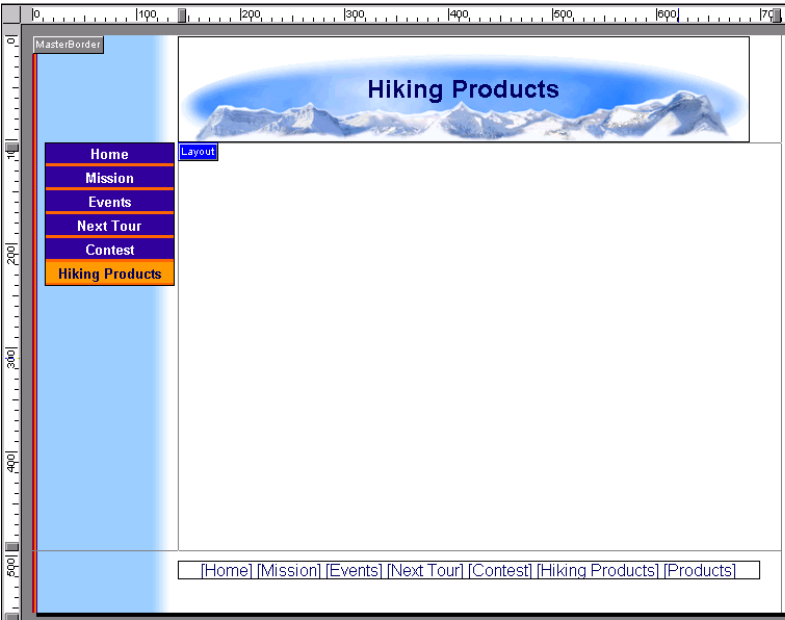
• Each detail page can display a large image of the product. You can also display product attributes such as name, product number, price and weight.

When you add a catalog object to the list page, NetObjects nPower automatically adds the Details page for you. On the Site Navigation palette, the list page is displayed as a single icon that contains multiple pages.
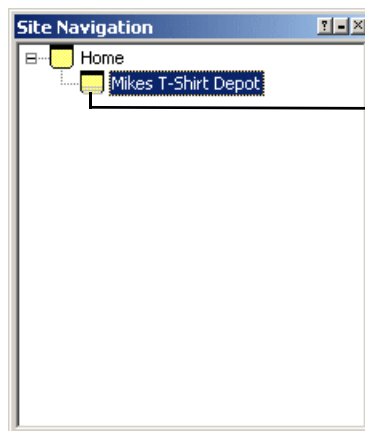
Horizontal lines on the bottom of the page icon indicate multiple pages

Working with Products

You can modify your catalog by adding products, and then setting product attributes, descriptions and choosing images. You can do this one product at a time or import a comma- or tab-delimited file. See "Importing Products" on page 188.

Adding Products

You add products on the Products tab of the E-Commerce Catalog Properties Editor.

1. Open the E-Commerce Catalog Properties Editor. You can:

- Double-click a product on a list page or a detail page.

- Click a product on the list page and then click Configure in the Catalog Properties palette.

The E-Commerce Catalog Properties Editor appears, displaying the Products tab.
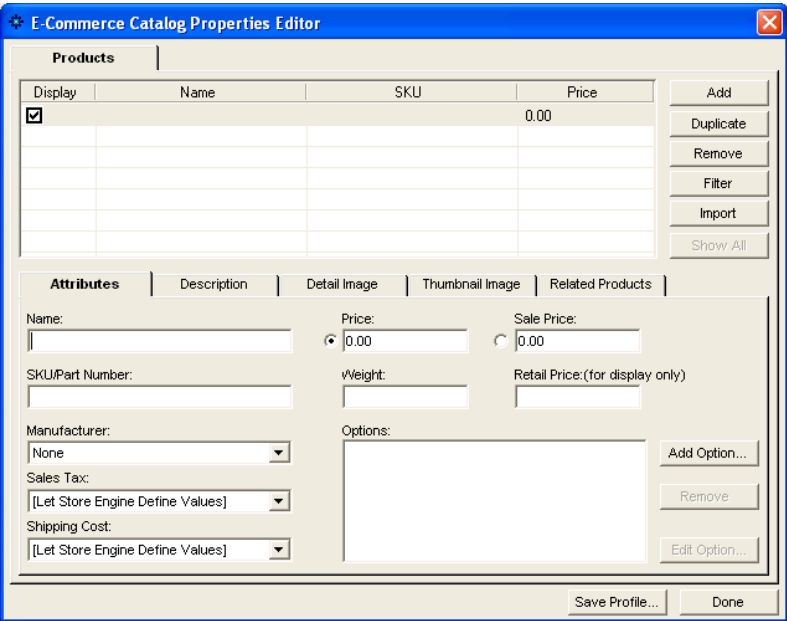
2. Enter in product information by navigating to the sub-tabs located on the Products tab.

- *Attributes*. Add detailed information that will identify your product, such as a name or part number. To assign specific characteristics such as color and size, see "Adding Options" on page 183.

Note: The attributes listed are determined by the store engine being used.

- *Description.* Provide your customers a brief and extended product description. The descriptions can be shown on the List page and detail pages of your catalog.

  Also, you can add product comments and keywords related to a specific product. This information can only be viewed in the E-commerce Catalog Properties Editor,

- *Detail Image.* Upload an image associated with the selected product. Use the options on the Detail Image tab to configure the image output settings.

- *Thumbnail Image.* Display the product detail image as a thumbnail that can also link to the product detail page.

- *Related Products.* Related products can be used to promote similar products in your catalog. You can display related items that site visitors may be unaware of on the detail page of a product.

Adding Options

You can create product attributes without having to add separate product records. For example, you can include variations, such as size or color, to one item without having to create additional products.

1. In Page view, display the List page or a detail page of the catalog you want to work with.

2. Open the E-Commerce Catalog Properties Editor.

3. In the name column, select a product you want to add options to.

4. Click on Add Option.

   The Add Group dialog will appear:

5. Enter a Group Name that will identify this group of options.
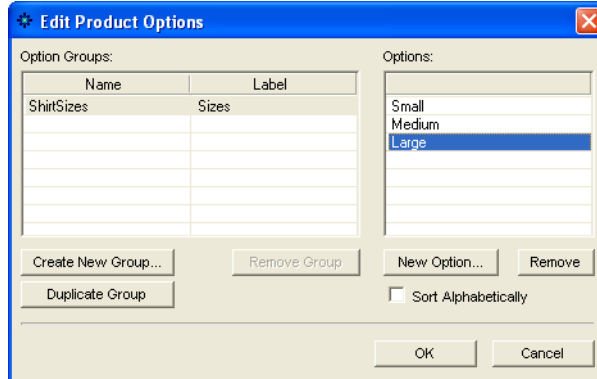
The Group Name will appear only in the E-Commerce Catalog Properties Editor.

6. Enter a label. If no label is entered, the label name will default to the Group Name.

The label will appear beside the options on the List page and detail page of your site.

7. Click OK. The Edit Product Options dialog will appear.

a. Click New Option to add a value, such as size or color.

b. Click Add Another to add more values.

c. Click OK to close the Edit Product Options dialog

d. Click OK to close the Add Options dialog.

e. The option group will now appear in the Options field.

• To edit a group and its values, highlight the group in the Options field and click Edit Option. See "Adding Options" on page 183

Resizing Product Images

1. In Page view, display the List page or a detail page of the catalog you want to work with.

2. Click an image. The Properties Palette appears.

3. Resize the image.

You can change the image size by dragging the slider on the properties palette, by entering the width directly in the Properties Palette, or by dragging the image.
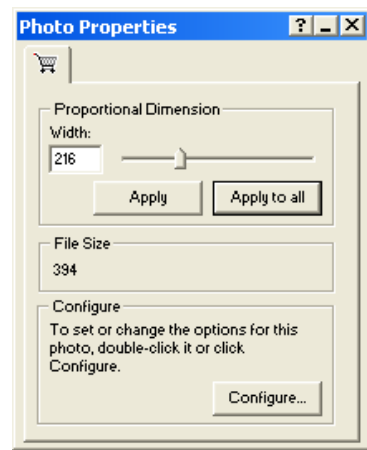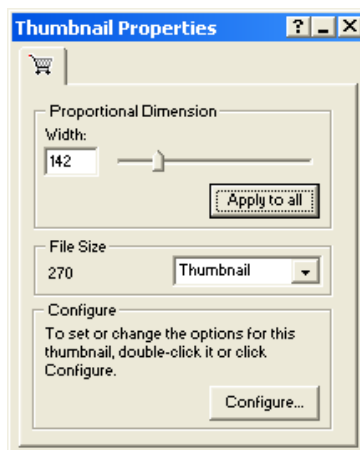
• To change the image size by dragging, select the image and drag the small white box until the image is the size you want. When you release the mouse button, the image is resized. If you are on the List page, all images are resized.

- To change the image size by dragging the slider on the Properties Palette, drag the slider to the right to increase the image size, or to the left to decrease the image size. A dotted line rectangle increases or decreases proportionally as you drag and the size of the image is displayed in a Screen Tip.

  When the image is the size you want, release the mouse button.

- To change the image size by entering the width directly in the Properties Palette, type a number in the Width field.

4. Apply the change.

   - If you are on the List page, click Apply to All to resize all thumbnail images.

   - If you are on a detail page, click Apply to resize only the current photo or Apply to All to resize all photos in the catalog.

Resizing Product Boundaries

1. In Page view, display the List page or a detail page of the catalog you want to work with.

2. Click on the catalog object. The Properties Palette appears.

3. Resize the product boundaries.
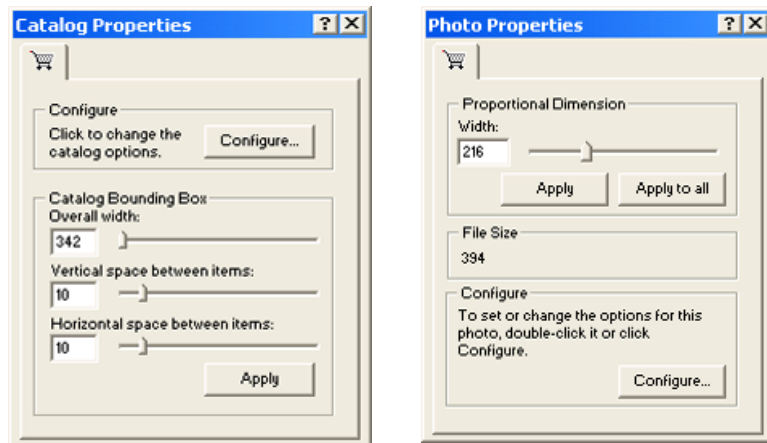
You can change the boundary size by dragging the slider on the Properties palette or by entering the width directly in the Properties Palette

- To change the boundary size by dragging the slider on the Properties Palette, drag the slider to the right to increase the space or width between products, or to the left to decrease the space or width.

- To change the boundary size by entering the space or width directly in the Properties Palette, type a number in the space or width field.

4. Apply the change.

- If you are on the List page, click Apply to All to resize all thumbnail images.

- If you are on a detail page, click Apply to resize only the current photo or Apply to All to resize all photos in the catalog.

Removing Products

You can remove products from the catalog on the Products tab of the E-Commerce catalog properties editor.

1. In Page view, display the List page or Detail page of the catalog you want to work with.

2. Open the E-Commerce Catalog Properties Editor.

3. In the Product Name column, select a product and click Remove,

Duplicating Products

You can easily duplicate products that share similar attributes.

1. In Page view, display the List page or Detail page of the catalog you want to work with.

2. Open the E-Commerce Catalog Properties Editor.

3. In the Product Name column, select a product and click Duplicate.

4. You will see the duplicate product listed with (copy) in the name,

Filtering Products

You can filter your product list by searching for products with similar attributes.

1. In Page view, display the List page or Detail page of the catalog you want to work with.

2. Open the E-Commerce Catalog Properties Editor.

3. Click on Filter.

You will see the Product Filter dialog appear.
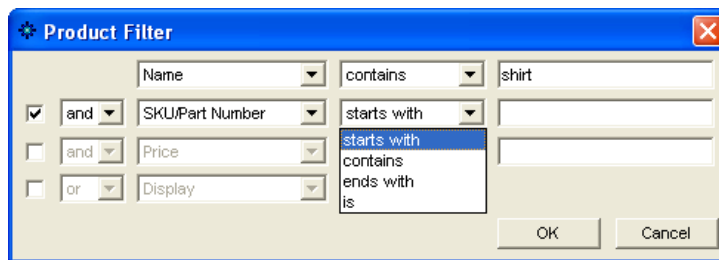
4. Choose an attribute to search for.

5. Choose a parameter to narrow your search and type in a value.

6. To further narrow your search, place a mark in the check box and add additional parameters.

7. Click OK.

To remove the filter so that all products are displayed, click Show All.

Importing Products

If you have an existing product list or prefer to work with a .txt, .csv, or .xml file, you can import your products into the E-Commerce Properties Editor.

When setting up your .txt, .csv, or .xml file, remember:

- The first row must contain the row headers. The row headers will be used to match the row to the appropriate field in the E-Commerce Properties Editor.

- The image path is relative to the folder which contains it.

- Up to 16 fields can be imported and matched to the fields listed in the E-Commerce Properties Editor.

To import products into the E-Commerce Catalog Properties editor:

1. In Page view, display the List page or Detail page of the catalog you want to work with.

2. Open the E-Commerce Catalog Properties Editor.

3. Display the Products tab.

4. Click on Import.

   The Open file dialog appears.

5. Browse to the file you want to import. You can import:

   - *Tab Delimited Files (.txt)*. These are plain text files using tabs to separate each text string in a row.

   - *Comma Delimited Files (.csv)*.These are plain text files using commas to separate each text string in a row.

   - *Extensible Markup Language Files (.xml)*. These are plain text files using tags to separate each text string in a row.

   - *Excel Files (.xls)*. These are Microsoft Excel spreadsheet files.

6. Click OK.

The Map Columns dialog will appear.

E-Commerce
Catalog Properties
editor key fields

Imported file
headers
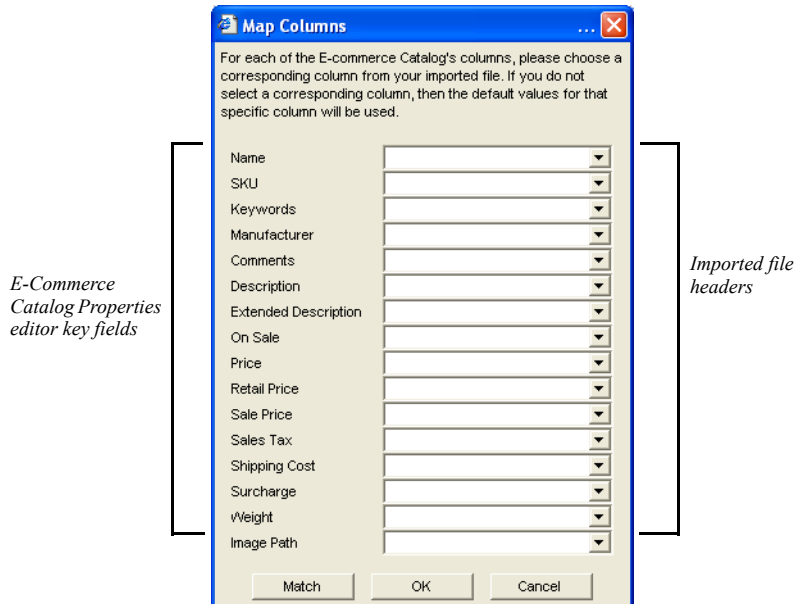
7. In the Map Columns dialog, match a Key field from the E-Commerce
Properties Editor by choosing a corresponding field from the imported file in
the drop-down list. The drop-down list will display the column headers, which
is the first row in your imported file.

If you matched the file headers in the imported file with the Key headers from
the E-Commerce Properties Editor, you can click "Match" and have NetObjects
nPower automatically match the fields.

8. Click OK to close the Map Columns dialog.

In the E-commerce Catalog Properties Editor, you will see the imported products
listed on the Products tab.

Removing a Catalog

1. In Page view, display the list page of the catalog you want to remove.

2. Select the catalog object and delete it.

Publishing Your Changes

After updating your site, you're ready to publish the results. NetObjects nPower's built-in FTP program processes the files for your site's pages and associated assets. NetObjects nPower then transfers the generated files to the server so that your changes are live on the Internet. Your site is also stored in NetObjects nPower's Versions Manager, which allows you to work collaboratively with NetObjects Fusion designers and also provides a safeguard against unwanted site changes.

This chapter describes:

- The publishing process
- Previewing your changes
- Publishing your changes
- Using the Versions Manager

The Publishing Process

The NetObjects nPower publishing process involves two basic steps: previewing your changes and then publishing the site to the Web.

A typical scenario is to preview your site so that you can then open, run, and test the site in your browser without connecting to the Internet. When the site is exactly right, you're ready to publish it.

Caution: You must use NetObjects nPower to transfer your site's and asset files from one location to another. You cannot move generated files, nor can you rename the files in Windows Explorer. Renaming the files or moving them to a new location breaks links because the file locations are different than those specified in the generated HTML files.

Previewing Your Changes

After editing your site, you should preview it in your browser to check that the site works as intended. When you select Preview from the File menu, NetObjects nPower launches your browser so you can view the site and see how it will appear to site visitors on the Web.

If, after previewing your site, you make changes to the site, preview the site again. Depending on the complexity of the site, you may need to preview several times to get the site working as desired. Then, when the site works perfectly, publish it so everyone in the world can appreciate your handiwork.

Publishing Your Changes

After you have previewed your site and are satisfied with the results, you are ready to publish it so that your changes will be live on the Internet.

1. From the File menu, choose Publish.

The Publish Site dialog appears.

Verify that the correct Publish Profile is selected

Select which pages of the site you want to publish

Click to open the Versions Info dialog and enter information about the version
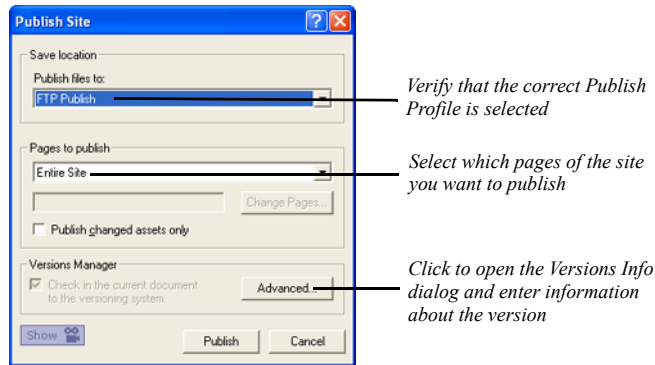
2. In the Publish files to drop-down list, choose the publish profile for your site.

3. In the Pages to Publish drop-down list, specify which pages of the site that you want to be published.

    •   Select *Entire Site* to publish all of the site's pages and assets.

    •   Choose *Current Page only* to publish only the page that is active in Page view.

    •   Choose *Select Pages* to select specific pages of your Web site to be published.

    •   Select the *Publish changed assets only* check box to publish only those assets that have changed since the last time the site was published.

Note: If you add a page to your site, make sure you re-publish the entire site and not just a site section so all the links are updated.

---

4. Click Advanced to open the Version Info dialog to enter notes about the site version to help you identify it should it need to be restored. NetObjects nPower stores a copy of your site in its Versions Manager each time you publish.

5. Click Publish.

    NetObjects nPower uses its internal file transfer program to transfer the site to the Web server.

6. The File transfer is complete dialog appears. Click OK to close the dialog.

Your changes are now live on the Internet

Using the Versions Manager

NetObjects nPower's Versions Manager allows you to work collaboratively with NetObjects Fusion designers who can access the versions repository and maintain your site.

The Versions Manager also provides you with a safeguard against unwanted site changes because you can roll back a previous version of your site. This feature provides you with added security when editing your site because you can easily restore your site's previous content in the event that you are not pleased with the results after making changes.

Creating a Site Version without Publishing

NetObjects nPower automatically stores a site version in the versions repository each time you publish your site, but you can also create a version any time during the site-editing process.

1. To create a site version, choose Versions Manager from the File menu.

   The Versions Manager dialog appears.

Click New to create a site version
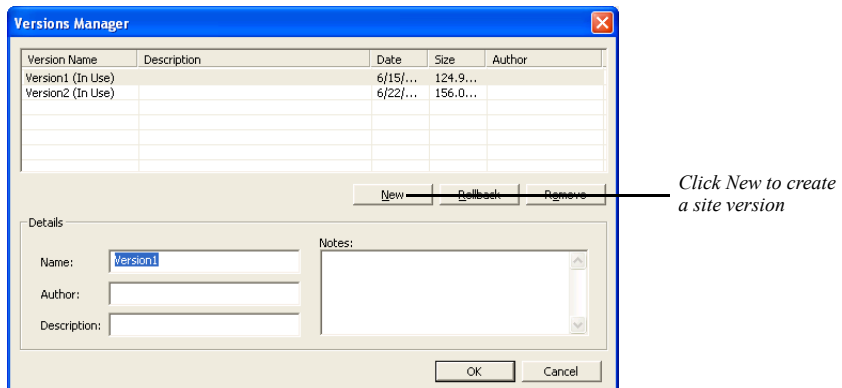
2. Click New.

3. In the Details fieldset, enter information, such as the version name, author, and description, that will help you identify the specific version should it need to be restored.

4. Click OK to create the site version in the versions repository.

Restoring a Version

If you modify your site and are not pleased with the changes, you can restore your site's previous content with a few simple clicks.

1. To restore a previous version of your site, choose Versions Manager from the File Menu.

The Versions Manager dialog appears.

2. Click the name of the Version you want to restore from the Version Name list.

Select the name of the version you want to restore

Click Rollback to restore the site version
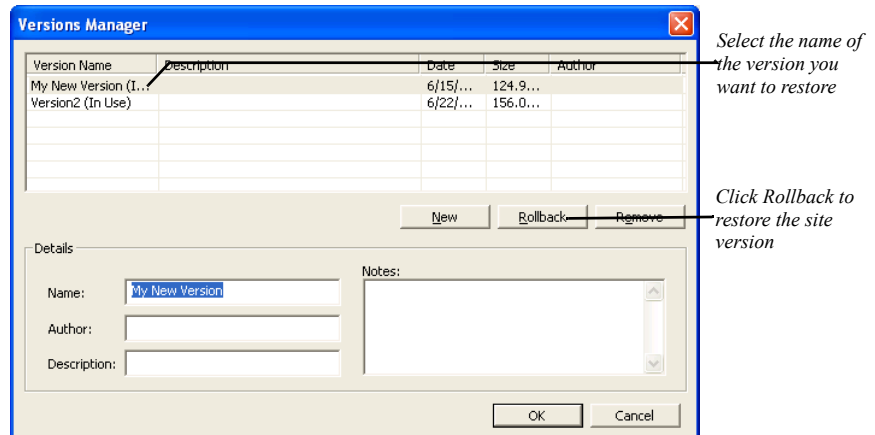
3. Click Rollback.

nPower retrieves a working copy of the site from the versions repository, and the Save Site As dialog appears.

4. Enter a name for the site in the dialog and click Save.

5. NetObjects nPower opens the site for editing so that you can review the site and make any needed changes.

6. When you have finished editing the site and are pleased with the results, follow the steps for "Publishing Your Changes" on page 192.

Working with Character Sets

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

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

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

Suppose you type Greek characters on a page, set the page character set to Western European (ISO-8859-1), and preview the page. Because their particular code points do not have equivalents in the Western European character set, the Greek characters may appear as question marks. If you want to guarantee that the Greek characters on the NetObjects nPower page display correctly when you preview or publish, you should choose a character set that includes Greek characters. This character set is then inserted in the charset parameter in the generated HTML META tag, which tells the browser how to interpret and display the characters.

If you have a page that contains languages that use different character sets, for example, English on the right and Greek on the left, to guarantee that all characters will be interpreted correctly by the browser, you can use Unicode (UTF-8) or two-

byte Unicode (UCS-2) as a character set for the page. Remember that Unicode is evolving; it is not complete yet, but it does include code points for most characters in languages commonly used on computers today. Note that only Netscape 4.x and Microsoft Explorer 4.0 and up currently support UTF-8, and only the most recent versions of Netscape and Microsoft Explorer support UCS-2.

Available Character Sets

The following character sets are included with NetObjects nPower:

- Baltic (CP-1257)
- Central European (ISO-8859-2)
- Central European (Windows-1250)
- Chinese Simplified (GB2312)
- Chinese Traditional (BIG5)
- Cyrillic (ISO-8859-5)
- Cyrillic (KO18-R)
- Cyrillic (Windows-1251)
- Greek (ISO-8859-7)
- Greek (Windows-1253)
- Japanese (EUC-JP)
- Japanese (ISO-2022-JP)
- Japanese (SHIFT_JIS)
- Korean (KSC5601)
- Turkish (ISO-8859-9)
- Turkish (Windows-1254)
- Unicode (UCS-2)
- Unicode (UTF-7)
- Unicode (UTF-8)
- Western European (CP437)
- Western European (CP850)
- Western European (ISO-8859-1)
- Western European (ISO-8859-15)
- Western European (Windows-1252)

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

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

Setting the Character Set for an Individual Page

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

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

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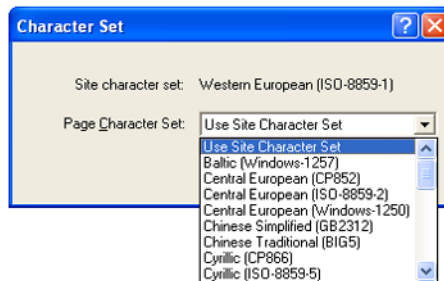
URL and Page Name Character Requirements

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

You can, however, name pages using accented characters. The names on the banner and buttons display in the correct international form. In Publish view, however, file names, page names, and folders change to names with unaccented characters.

For Japanese, NetObjects nPower uses the ASCII characters that are normally converted to a Japanese character. For other Asian languages, a numeric file name is assigned. For European languages, NetObjects nPower strips out the accents; the words look the same but without accents. For example, if you name a page *été* in Site view, in Publish view it is listed as **ete.html**.

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