

WebSphere Studio
Homepage Builder
Version 6.0 for Windows



User's Guide

Volume 1: Primer





User's Guide

Volume 1: Primer

For those who are new to Homepage Builder Version 6, this guide describes the basic operations step by step.

Contents

- What you can do with Homepage Builder
- What are Web pages?
- Installing and starting Homepage Builder
- Selecting the editing mode
- Creating Web pages in free layout mode
- Creating Web pages in standard mode
- Uploading your pages

Note:

Before using this information and the product it supports, read the “Notices” on page 121.

First Edition (June 2001)

This edition applies to IBM WebSphere Studio Homepage Builder Version 6.0 for Windows and to all subsequent releases and modifications until otherwise indicated in new editions.

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Welcome to Homepage Builder

Thank you for purchasing IBM® WebSphere® Studio Homepage Builder. IBM WebSphere Studio Homepage Builder (called *Homepage Builder* hereafter) is an application that assists you in creating Web pages. It offers access to advanced functions with a simple, easy-to-use interface.

You probably already know that you must use a special language called HTML (Hypertext Markup Language) to create Web pages. HTML tags consists of alphabetic letters and symbols. Does that mean you need to know HTML to create Web pages? The answer is “No.” Even if you do not know HTML at all, Homepage Builder enables you to create your own Web pages easily. Especially if you use the editing mode called *free layout mode*, you can use Homepage Builder right away, because the operations in this mode are similar to those of drawing tools such as Windows® Paint.

Homepage Builder includes accessory tools and provides a variety of sample files. If you want to create Web pages quickly, you can use the sample files and templates that come with Homepage Builder. If you want to create your own original materials such as image files and video files, you can use the accessory tools.

Enjoy creating dazzling Web pages with Homepage Builder!



Contents

What you can do with Homepage Builder	vi
--	-----------

Map to this guide.	xiv
---------------------------------	------------

Notation used in this guide.	xvi
---	------------

Chapter 1 What are Web pages?	1
--	----------

How the Internet works.	2
What are Web pages?	4
Major steps for making your Web pages accessible on the Internet	10

Chapter 2 Installing and starting Homepage Builder	11
---	-----------

System requirements	12
Installing Homepage Builder	13
Starting and closing Homepage Builder	17

Chapter 3 Selecting the editing mode	21
---	-----------

Which mode do you prefer?	22
Characteristics of the two modes	23
Creating a simple page in free layout mode	24
Creating a simple page in standard mode	26
Summary of the two modes	28

Chapter 4 Creating Web pages in free layout mode	31
---	-----------

What you should know before creating Web pages	32
What you learn in this chapter	34
Lesson 1: Creating pages by use of a template	36
Lesson 2: Switching between pages while editing	42
Lesson 3: Previewing your pages	43
Lesson 4: Closing Homepage Builder	44
Column: How to open a page you have edited recently	44
Lesson 5: Creating a page from scratch	45
Lesson 6: Using a logo image as a heading	48
Column: How to use text as a heading	50
Lesson 7: Saving your page	51
Lesson 8: Entering text	53
Column: Canceling and redoing operations	54
Lesson 9: Changing the size and boldness of text	55
Lesson 10: Changing the color of text	56

Lesson 11: Drawing a horizontal rule	57
Lesson 12: Inserting a photo image	58
Lesson 13: Resizing the image	61
Lesson 14: Setting a link from the subpage to the top page	62
Lesson 15: Opening the link destination page	64
Lesson 16: Setting a link from the top page to the subpage	65

Chapter 5 Creating Web pages in standard mode. 69

What you should know before creating Web pages	70
What you learn in this chapter	72
Lesson 1: Creating pages by use of a template	74
Lesson 2: Switching between pages while editing	80
Lesson 3: Previewing your pages	81
Lesson 4: Closing Homepage Builder	82
Column: How to open a page you have edited recently	82
Lesson 5: Creating a page from scratch	83
Lesson 6: Using a logo image as a heading	86
Column: How to use text as a heading	88
Lesson 7: Saving your page	89
Column: Canceling and redoing operations	90
Lesson 8: Entering text	91
Lesson 9: Changing the size and boldness of text	92
Lesson 10: Changing the color of text and placing it at the center	93
Lesson 11: Drawing a horizontal rule	95
Lesson 12: Inserting a photo image	96
Lesson 13: Resizing the image and placing it at the center	99
Lesson 14: Setting a link from the subpage to the top page	101
Lesson 15: Opening the link destination page	104
Lesson 16: Setting a link from the top page to the subpage	105

Chapter 6 Uploading your pages 109

Lesson 17: Before uploading your Web pages	110
Lesson 18: Creating a site on your PC	112
Column: How to rename files	115
Lesson 19: Uploading your site as a unit	116
Column: If the site upload fails	118
Lesson 20: Viewing your Web site on the Internet	120

Notices 121

Glossary 123

Index 129

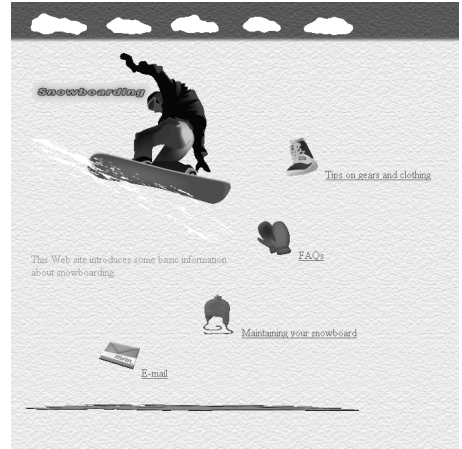


What you can do with Homepage Builder

Even if you are creating Web pages for the first time, you can easily create attractive pages by using Homepage Builder. This section introduces some examples of what you can do with Homepage Builder. New functions in Version 6 are marked **NEW!**

● Templates and materials

By using the sample materials offered by Homepage Builder, along with the templates, which are the optimum combinations of materials, you can easily create Web pages even if you do not know how to write HTML.



Related chapter

Reference Chapter 2, "Manipulating pages"

● Free layout mode **NEW!**

By using free layout mode, you can place text and images freely on your page as if you were using a drawing tool.

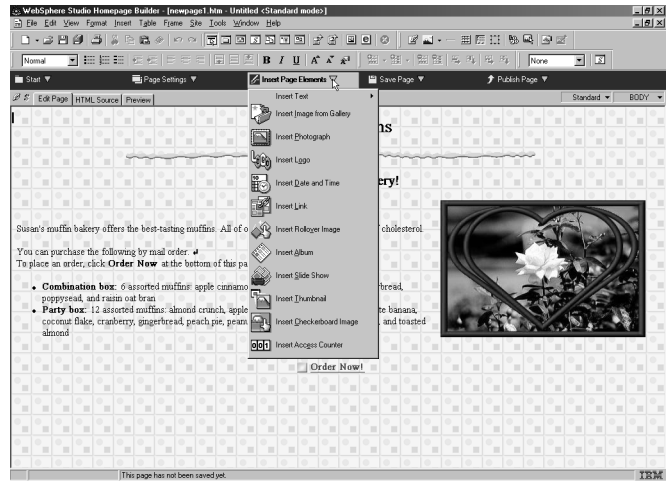


Related chapters

Primer Chapter 3, "Selecting the editing mode"
Reference Chapter 6, "Using free layout mode"

● Task menu **NEW!**

The task menu offers an easy-to-use interface for creating Web pages. By using the functions on this menu, you can do most of the operations from creating a page through uploading it.



Related chapters

- Primer Chapter 4, "Creating Web pages in free layout mode"
Chapter 5, "Creating Web pages in standard mode"
Reference Chapter 1, "Using the task menu"

● Editing pages




You can enter text, create tables, or insert images on your page with a few easy operations.

Welcome to My Tea House

Make yourself at home.

How to brew tea

1. Warm your teapot and teacup.
2. Measure the tea correctly. Use one teaspoonful of tea for each cup to be served. Add another teaspoonful of tea for the pot if you like. (For broken leaves, measure less than a teaspoonful of tea per cup.)
3. Use boiling water. To draw the best flavor out of tea, always use freshly drawn, boiling water. Do not boil water more than once.
4. Brew tea. Allow the tea to brew until the swirling tea leaves settle down in the pot.

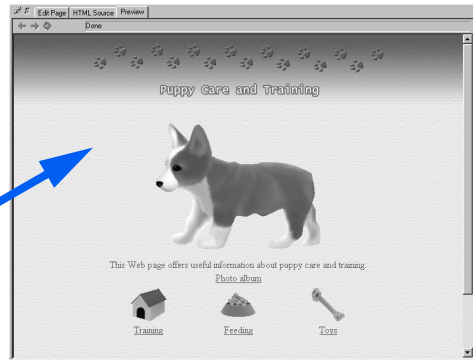
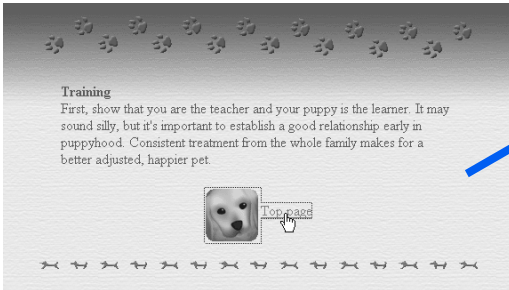
 Full name	 Description	 Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O.P.
Flowerly orange pekoe	Smaller than O.P. leaves, also rolled lengthwise.	F.O.P.
Broken orange pekoe	A small or broken leaf O.P., without tip.	B.O.P.
Broken orange pekoe fannings	Small, granly particles of leaf sifted out of better grade teas.	B.O.P.F.
Dust	The smallest particle of leaf, commonly used in tea bags.	D.

Related chapters

- Primer Chapter 4, "Creating Web pages in free layout mode"
Chapter 5, "Creating Web pages in standard mode"
Reference Chapter 3, "Editing text"
Chapter 4, "Inserting images"
Chapter 8, "Creating tables"

● Link creation wizard **NEW!**

The link creation wizard enables you to link two pages so that a visitor to your Web site can jump from one page to the other.

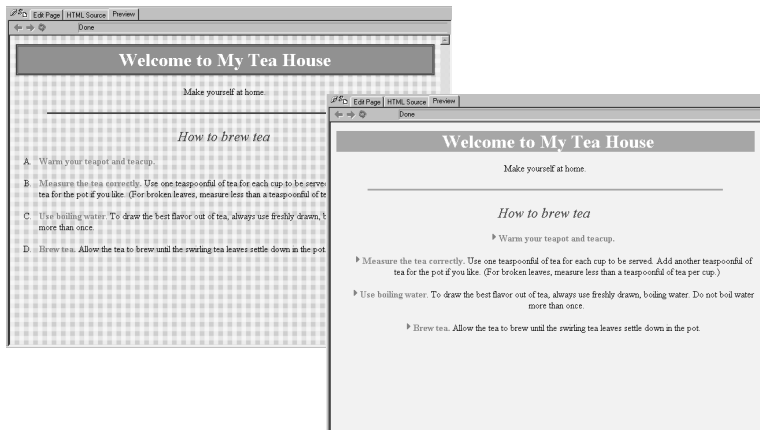


Related chapters

- Primer Chapter 4, "Creating Web pages in free layout mode"
Chapter 5, "Creating Web pages in standard mode"
- Reference Chapter 7, "Setting links"

● Style sheets

You can use style sheets to change the appearance of your page without changing the content.

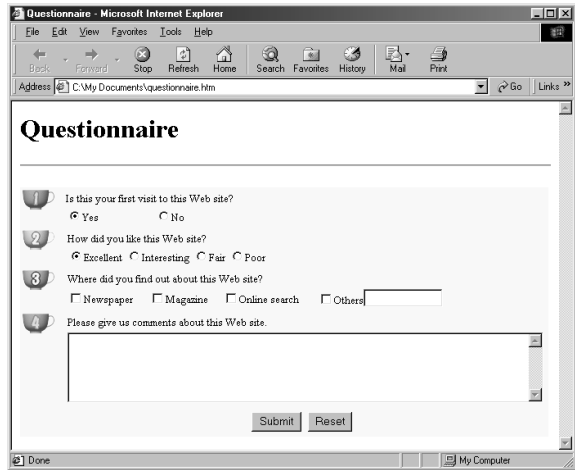


Related chapter

- Reference Chapter 13, "Using style sheets"

● Frames and forms

By using frames and forms, you can create sophisticated pages.

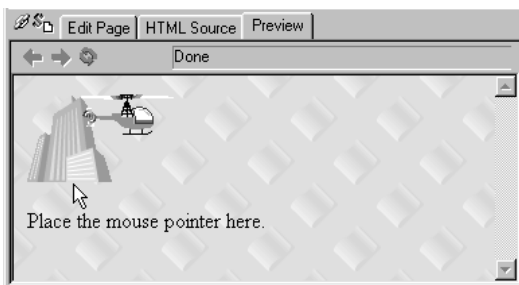


Related chapters

Reference Chapter 9, "Splitting a page by using frames"
Chapter 10, "Creating sophisticated pages"

● Dynamic HTML, image rollover effect, and events

By using these methods, you can add motion to your pages.

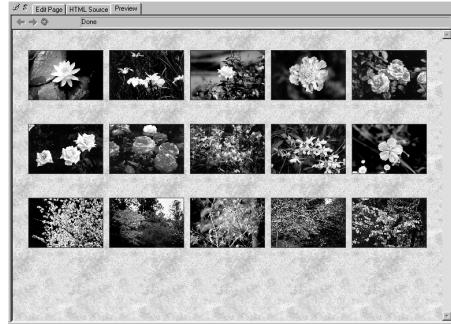
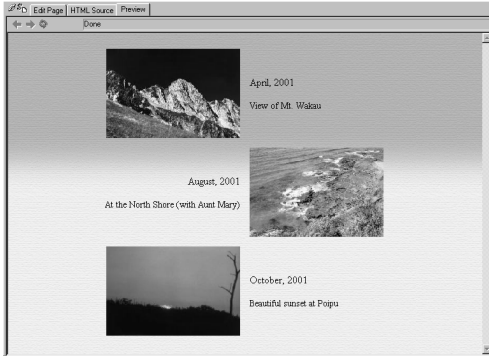


Related chapter

Reference Chapter 11, "Adding motion to your pages"

● Albums, slide shows, thumbnails, and others **NEW!**

These functions enable you to arrange and exhibit your photos attractively.



Related chapter

Reference Chapter 12, “Exhibiting photos on your page”

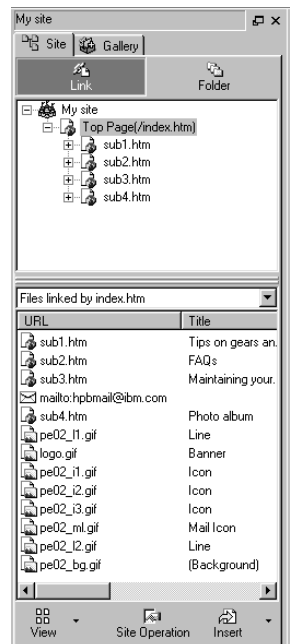
● Managing your site

Homepage Builder adopts the concept of a “virtual” site to manage your Web pages. After you create a virtual site on your personal computer, Homepage Builder manages your Web pages for you. This gives you the following benefits, among others:

- You can check your site for link errors.
- Not only can you upload files by the site; you can even upload only those files that have been updated since the last upload.
- You can check the server for unnecessary files.

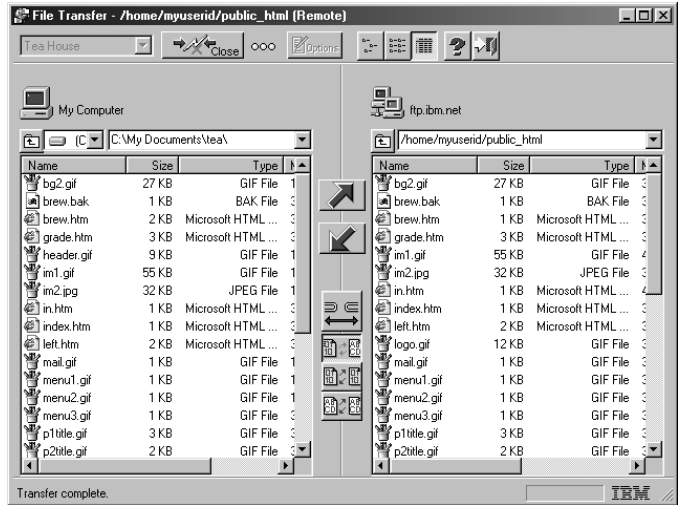
Related chapters

Primer Chapter 4, “Creating Web pages in free layout mode”
Chapter 5, “Creating Web pages in standard mode”
Reference Chapter 14, “Managing your site”



● Uploading files

You can upload the files related to your Web pages by the site, by the page, or individually.

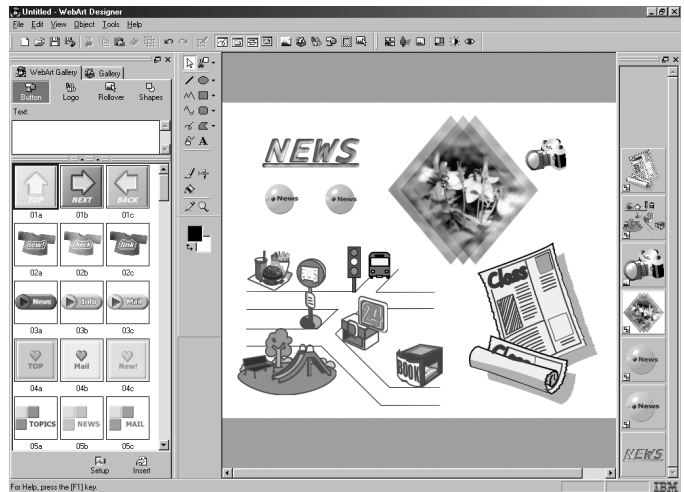


Related chapters

Primer Chapter 6, "Uploading your pages"
Reference Chapter 14, "Managing your site"
Chapter 15, "Uploading files"

● WebArt Designer

By using the accessory tool called *WebArt Designer*, you can create such images as logos, buttons, rollover images, and photo frames. You can also draw figures and simple maps.

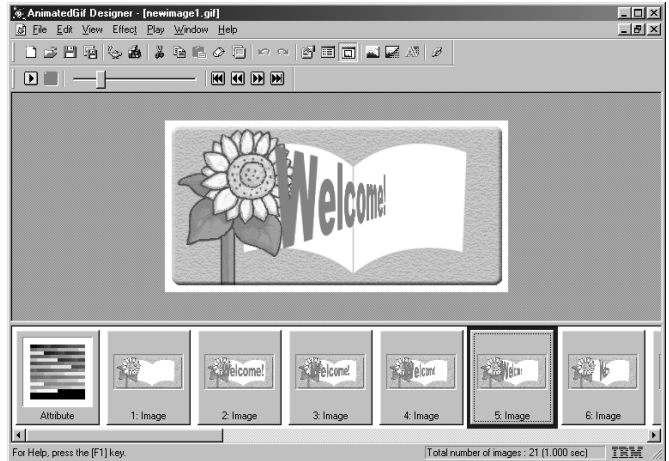


Related chapter

Reference Chapter 16, "WebArt Designer"

● AnimatedGif Designer

By using the accessory tool called *AnimatedGif Designer*, you can create an animated GIF image, which is a series of multiple images that give the effect of animation.

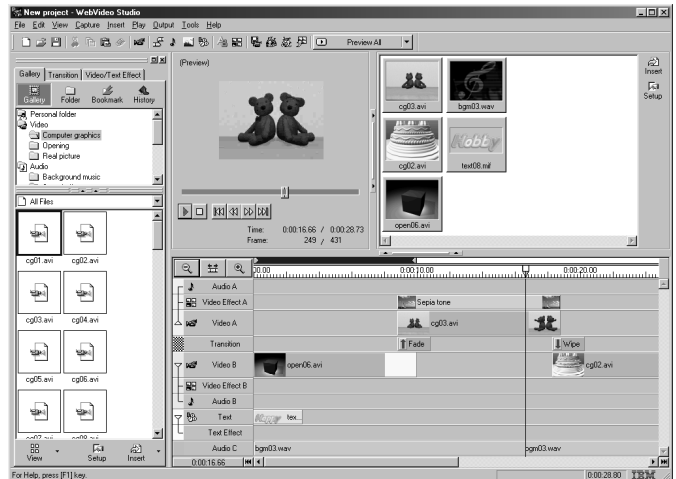


Related chapter

Reference Chapter 17, “AnimatedGif Designer”

● WebVideo Studio **NEW!**

By using the accessory tool called *WebVideo Studio*, you can capture video from your digital video camera, edit it, and insert the output file into your Web page.



Related chapter

Reference Chapter 18, “WebVideo Studio”

● Support of various browsers

You can create Web pages that are suitable for your target browser.



Related chapter

Reference Chapter 19, "Other useful functions"



Map to this guide

Chapter 1

What are Web pages?

This chapter explains how the Internet works, and the major steps in creating Web pages.



Chapter 2

Installing and starting Homepage Builder

This chapter explains how to install and start Homepage Builder.



Chapter 3

Selecting the editing mode

This chapter explains the characteristics of free layout mode and standard mode.



Chapter 4

Creating Web pages in free layout mode

This chapter explains how to create Web pages in free layout mode.

Do the operations step by step, from Lesson 1 through Lesson 16.



Chapter 5

Creating Web pages in standard mode

This chapter explains how to create Web pages in standard mode.

Do the operations step by step, from Lesson 1 through Lesson 16.



Chapter 6

Uploading your pages

This chapter explains how you can use the *site upload* function to upload the pages you have created, and view them on a Web browser.

Do the operations step by step, from Lesson 17 through Lesson 20.



Notation used in this guide

Menu bar, task menu, and toolbar

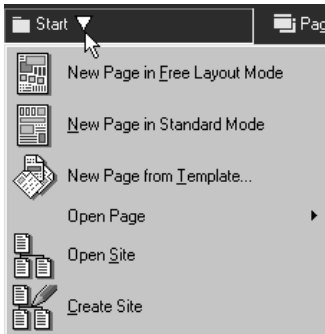
Operations using the menu

In this guide, an operation that uses the menu bar or the task menu is explained as follows:

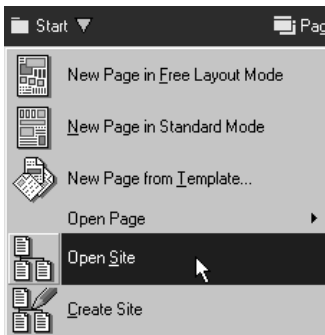
1. On the task menu, click **Start → Open Site**.

This statement actually means the following two steps:

1. On the task menu, click **Start**.



2. On the **Start** pull-down menu, click **Open Site**.




Operations using the toolbar

In this guide, an operation that uses the toolbar is explained as follows:

1. On the toolbar, click .

This statement actually means the following two steps:

1. On the toolbar, place the mouse pointer on the  button.
2. Click the left mouse button.



If the toolbar buttons are not displayed

If a button you want to use is not displayed, the toolbar that includes it might be hidden. To show the toolbar, click **View → Toolbar** on the menu bar, and then click the name of the target toolbar (there are several toolbars). A check mark by the name of a toolbar means that the toolbar is already shown in the window.



Any function that can be invoked from the task menu or the toolbar can also be invoked from the menu bar. Because the task menu is easier for beginners to use, this guide explains operations mainly with reference to the task menu.




Mouse operations

Mouse operations are explained as follows:



Term	Meaning
Point	Place the mouse pointer on the target object.
Click	Point to the target object and press the left mouse button once.
Right-click	Point to the target object and press the right mouse button once.
Double-click	Point to the target object and press the left mouse button twice rapidly.
Drag	Move the mouse pointer while holding the left mouse button down.
Drag and drop	Drag an object and then release the mouse button at the target point.

Icons used in this guide

In this guide, the following icons mark notes, tips, and brief explanations of technical terms:

Icon	Mode
	Definition of a technical term
	Note
	Tip

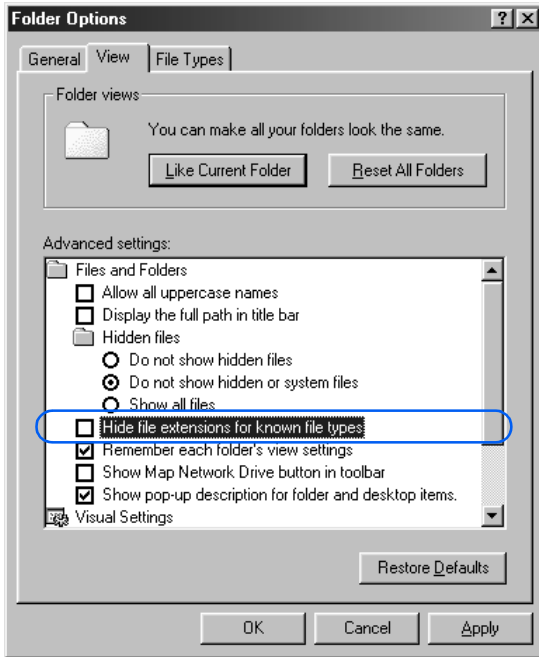
The following icons represent the two editing modes offered by Homepage Builder:

Icon	Mode
	Standard mode
	Free layout mode

File extensions

For some settings of Windows, the extension of a file name (for example, htm in abc.htm) may not be displayed. In this guide, we assume that file extensions are displayed on your system. If not, do the following to change the setting:

1. On the desktop, double-click the icon named **My Computer**.
2. On the menu bar, click **View → Folder Options**. (For Windows Me, click **Tools → Folder Options**.)
3. Click the **View** tab.
4. Clear the **Hide file extensions for known file types** check box.



5. Click the **OK** button.

Operating systems

In this guide, the term Windows may represent any of the following, unless a full name is given: Microsoft® Windows® 95, Windows 98, Windows Millennium Edition (Windows Me), Windows 2000, or Windows NT® 4.0.

Chapter 1

What are Web pages?

This chapter presents basic knowledge that novice users should have before using Homepage Builder. It explains how the Internet works, what Web pages are, and how, in broad outline, to create Web pages. If you are a novice, you may find the concepts of the Internet and Web pages hard to understand at first, but once you understand them, you will find that creating Web pages becomes much easier. If you already know these basics, skip this chapter and go to Chapter 2.



This guide assumes that you already subscribe to an Internet service provider and have already been using the Internet. Therefore, this guide does not offer a detailed description of how to subscribe to a provider.



How the Internet works

The Internet is a worldwide collection of networks connecting an enormous number of computers so that they can communicate with one another. You can use the Internet for various purposes, such as exchanging e-mail (text messages and computer files), viewing Web pages, and presenting your own Web pages. Homepage Builder assists you in creating your Web pages and making them accessible on the Internet. This section explains how the Internet works with respect to Web pages.

● What is a Web browser?

Those of you who are going to create your own Web pages have probably connected to the Internet and have seen Web pages. A Web browser is an application that enables you to view Web pages on the Internet. Among the best known Web browsers are Microsoft's Internet Explorer and Netscape's Netscape Navigator.

● What is a URL?

To view a Web page, you must first enter its address—a text string that consists of alphanumeric letters, such as “http://www.ibm.com/”. This Internet address, which is used by Web browsers to identify and locate Internet resources, is called the *Uniform Resource Locator* (URL). If you are using Internet Explorer, you type the URL in the **Address** field; if you are using Netscape Navigator, you type it in the **Location** field.



A URL typed in the **Address** field (Internet Explorer)



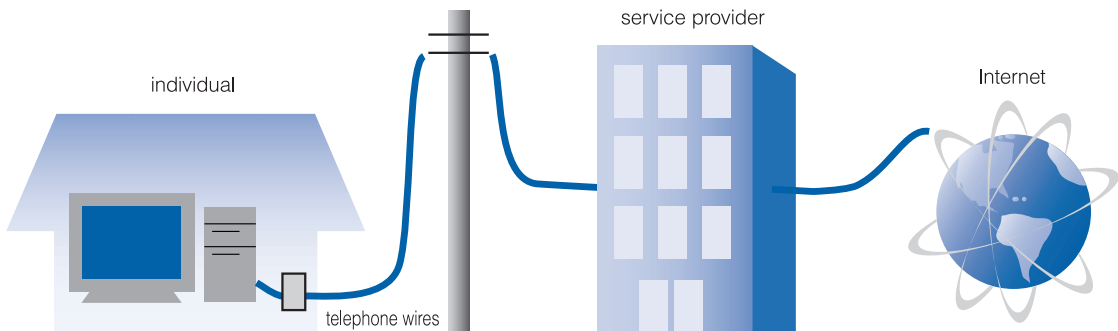
A URL typed in the **Location** field (Netscape Navigator)

● What is the role of an Internet service provider?

To get access to the Internet, individual users generally use a service provided by an Internet service provider—a business that supplies Internet connectivity services to individuals and organizations. Different providers offer different services and payment systems. To have your Web site on a provider's server, you must subscribe to a provider that offers Web hosting service.

When you subscribe to a provider, you are assigned a user name and a password. Then you can get access to the Internet from your personal computer by making a phone call, or “dialing up,” to one of the access points (see note) specified by the provider and giving the user name and password you have been assigned. As soon as you obtain a dial-up access, you can view Web pages on a Web browser or exchange e-mail.

Note: A provider run by a cable TV company usually provides a 24-hour Internet connectivity service by use of its own fiber-optic communications. If you subscribe to such a provider, you usually do not have to dial up to connect to the Internet.



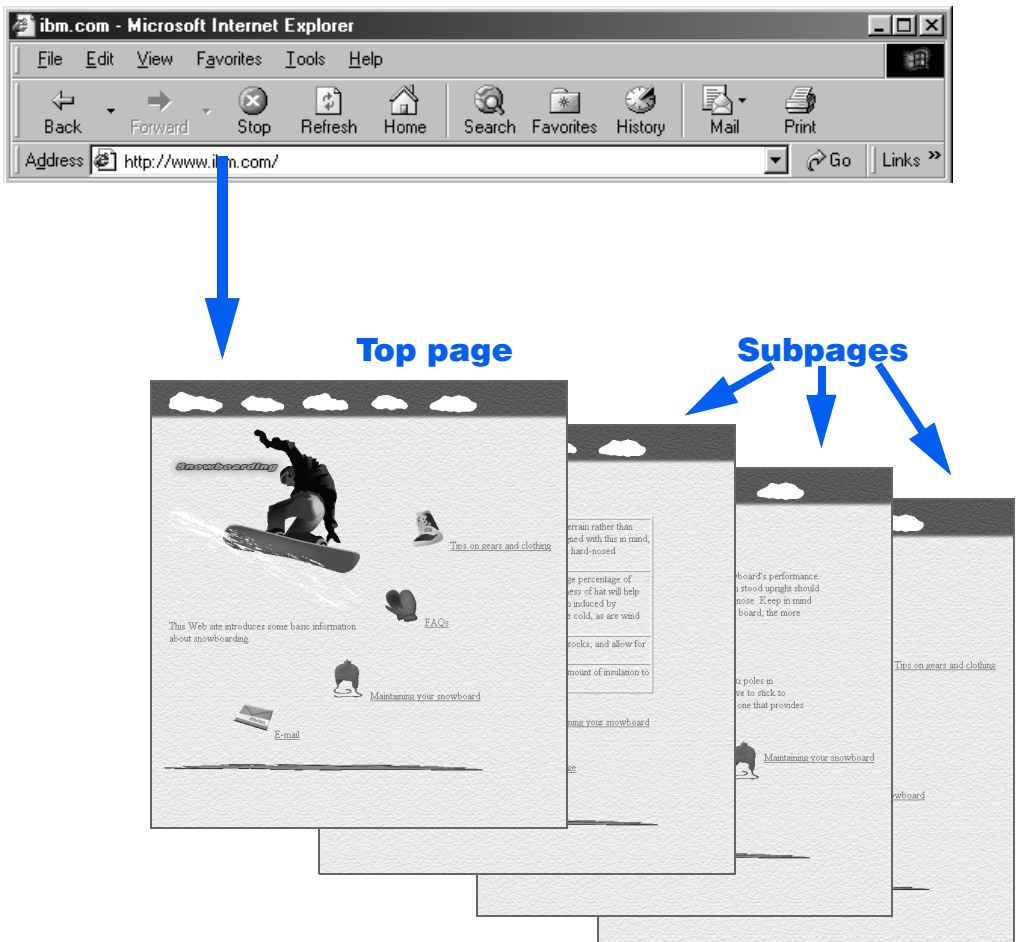


What are Web pages?

This section explains *page* and *site*—two words essential to an understanding of what Web pages are.

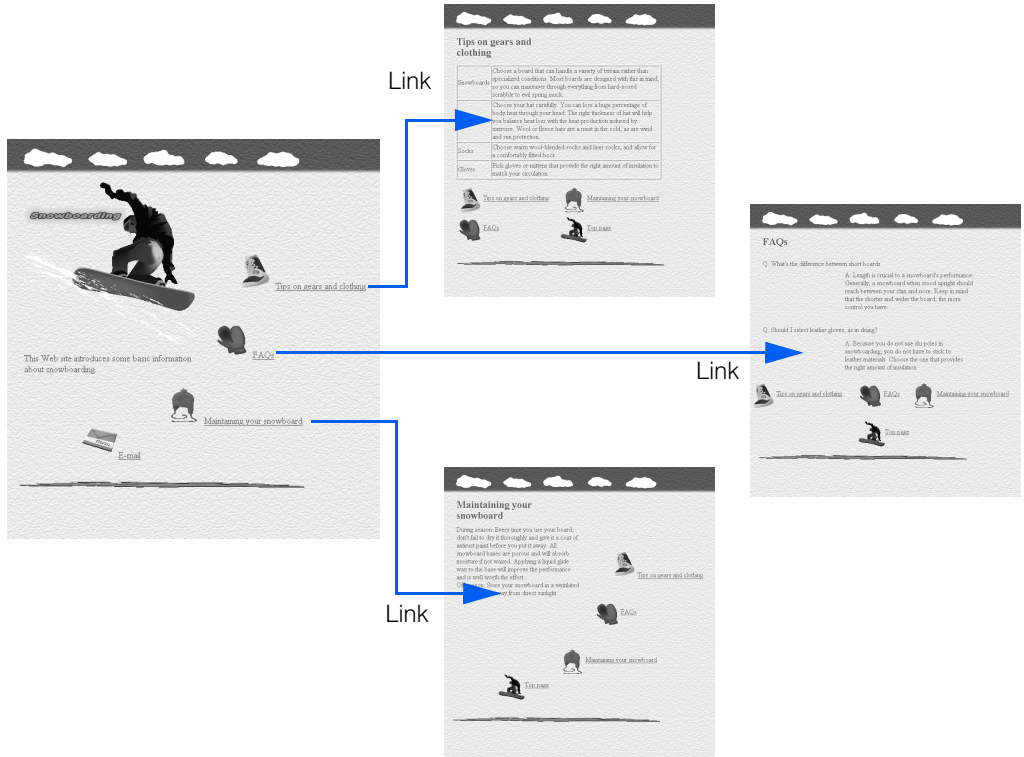
● What do Web pages consist of?

The Web site of a company or an individual generally consists of several Web pages. Of these pages, the one that is first displayed on a Web browser when the URL is entered is called the *top page* or *home page*, and the others are called *subpages*. A top page is the entry point for a Web site and often serves a purpose comparable to that of the cover or table of contents of a book, whereas subpages offer the contents.



● How can you jump from a page to another?

A top page and its subpages are interconnected by *links*. A link is a mechanism that enables a visitor to a Web page to jump to another page just by clicking text or a graphics image where a link is set. This link mechanism is used in most Web pages on the Internet. You can set a link from a top page to a subpage and vice versa, or even to another Web site.

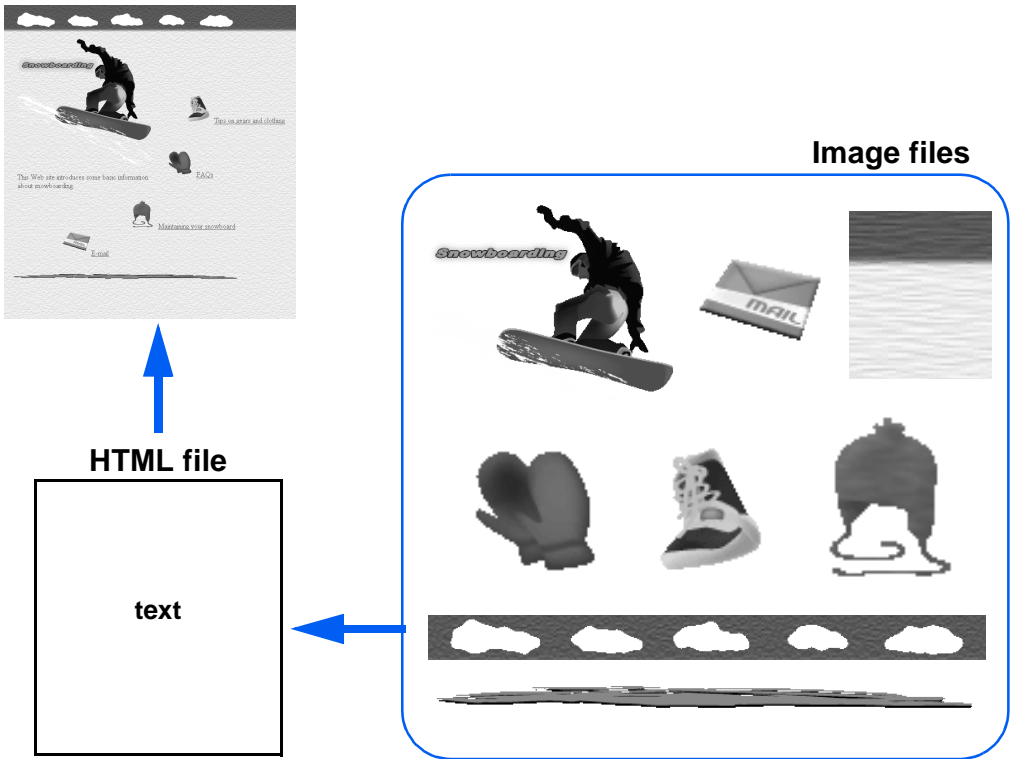


1 What are Web pages?

● What is included in a page?

As was just explained, a Web site generally consists of several Web pages. Then, what is included in a Web page? As you can see in the figure on the next page, a Web page typically contains text and one or several graphic images. The text for a page is contained in a single file; images are individual files that are associated with the text file. In other words, a page typically consists of a single text file and several image files. A Web page that contains only text consists of only a text file.

In a text file, the page title, text, and tables (if any) are written in a language called the *HyperText Markup Language (HTML)*. A text file written in HTML is called an *HTML file*.



A single HTML file can be associated with several image files.



An HTML file has the file extension of either .htm or .html. Because some providers allow only one of them, be sure to ask your provider which file extension to use before you start creating Web pages. This guide assumes that .htm is being used.

You can insert as many images as you want into a Web page. Because each image is a separate file associated with an HTML file, the number of images inserted does not affect the size of the HTML file. You must, however, be careful in inserting images, because browsing a Web page that contains many image files is time-consuming for any visitor to your Web site.

In addition to image files, a page may contain sound files, video files (movies), style sheet files (files that define page layout), or Java applets (programs written in Java).

● What is an HTML file?

If you click **Page source** (or **Document source**) on the **View** menu while viewing a page on a Web browser, the source of the HTML file, written in HTML code, appears in a text editor window. You can only view the source, because the file is on a Web server.

If an HTML file is in your hard disk, you can open and edit it with any text editor, because it is a plain text file.

The diagram illustrates the relationship between HTML code and its visual representation. On the left, a text editor window shows the source code of an HTML file. On the right, a browser window shows the rendered page. A blue arrow points from the code to the page. Callouts explain various tags:

- `` is labeled "Image file".
- `<H1>Puppy Care and Training</H1>` is labeled "Text" and "`<H1> - </H1>` indicates a heading".
- `<TABLE>...</TABLE>` is labeled "This part is displayed".

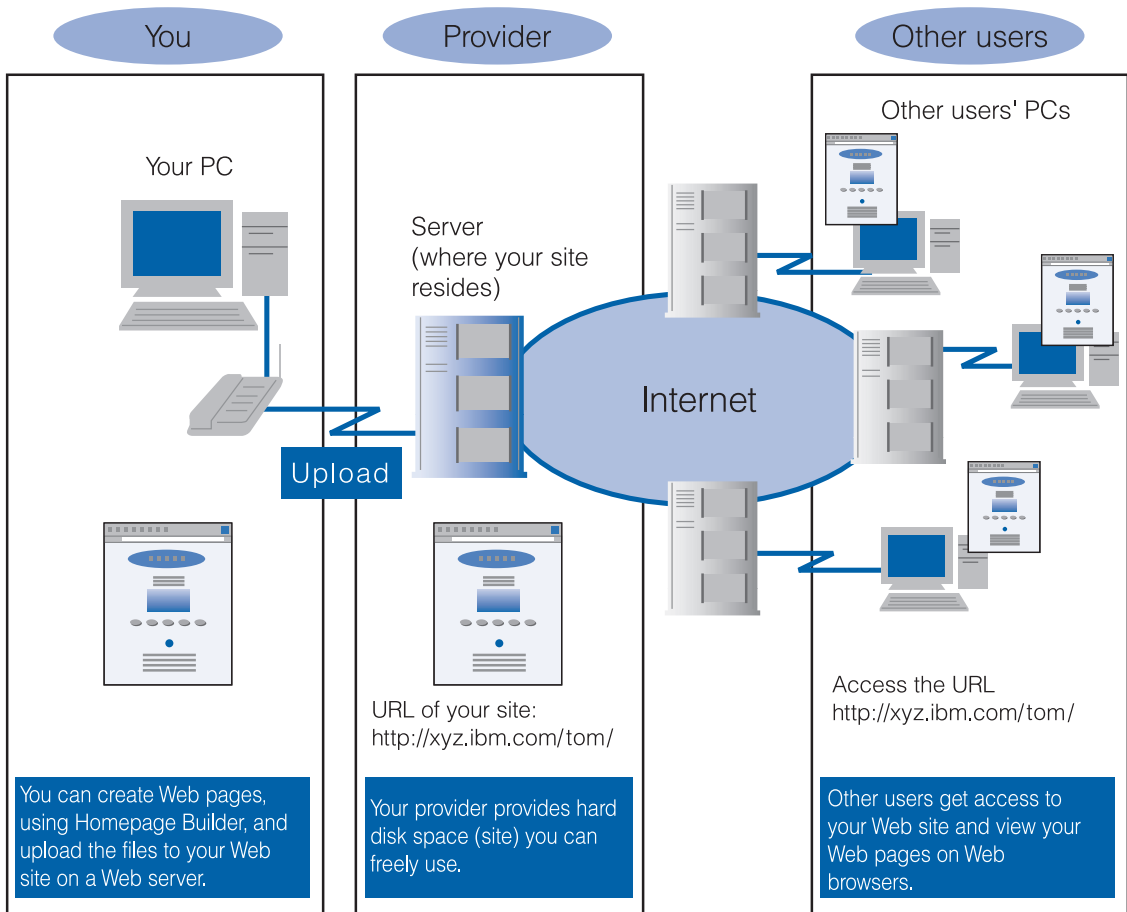
The rendered page in the browser shows a puppy image, the heading "Puppy Care and Training", and a table with three columns: "Training", "Feeding", and "Toys".

In an HTML file, anything enclosed in brackets `< >` (for example, `<H1>` or `<P>`) is HTML code, called a *tag*. An HTML tag specifies the placement or other characteristics of text, an image, or any other page element. When the file is displayed, each page element is formatted according to how it is tagged.

Does this mean that you must write HTML tags to create your Web pages? The answer is NO. HTML tags need not concern you, because Homepage Builder automatically embeds the required tags into the HTML file for you.

● What is a site?

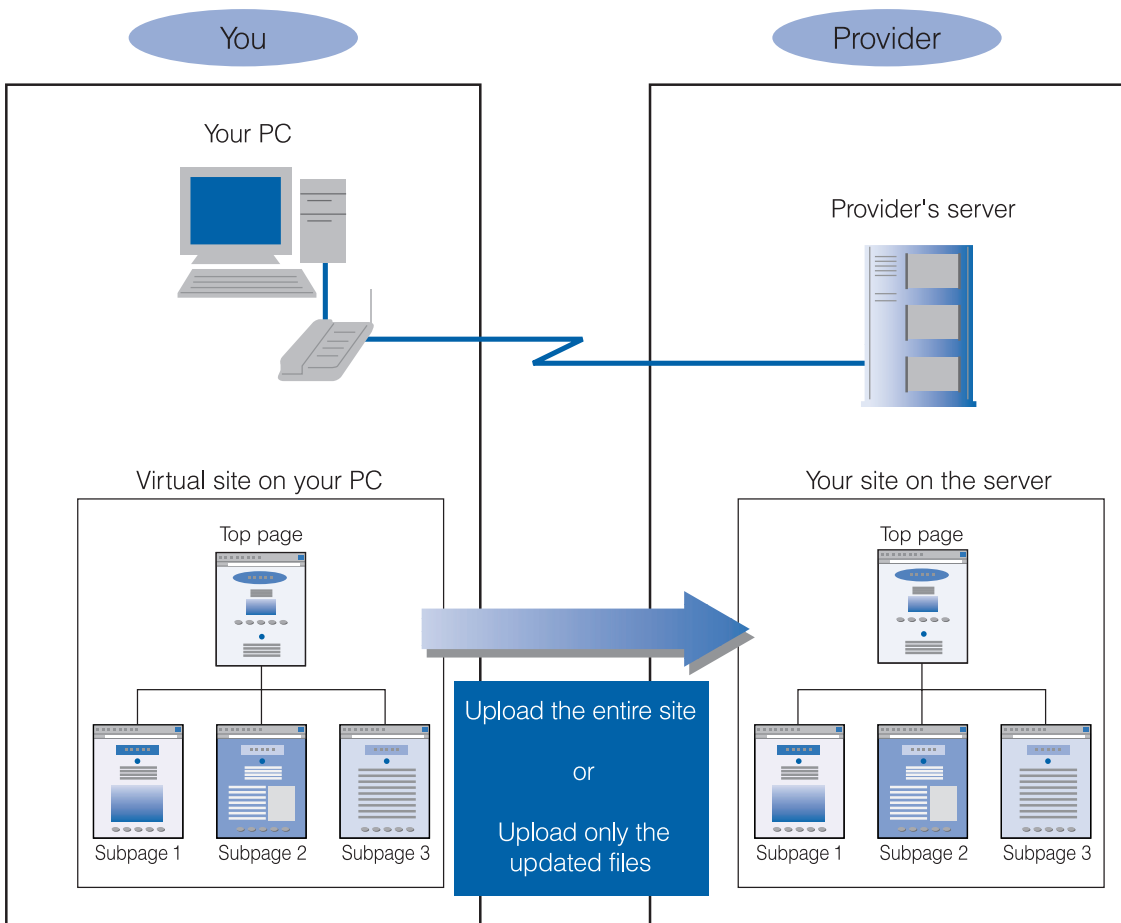
If you tell your provider that you want to open your Web site on the Internet, the provider will assign a place on the server—that is, a subfolder—in which you can save the files related to your Web pages. That subfolder is your Web site. As soon as you upload and store all the related files on your provider's server, anyone can get access to your Web site through the Internet.



● Do you have to upload files one by one?

Because the number of files that make up a Web site is usually large, determining which files to upload can be difficult—and it becomes more and more difficult as you update files. Then uploading files one by one is time-consuming.

Homepage Builder makes all this much easier by enabling you to create a virtual site in your personal computer. All you have to do is to create a folder dedicated to a site, save all the related files in it, and register the site information with Homepage Builder. Once you create a virtual site, the site upload function of Homepage Builder enables you to upload all the files related to your Web pages with a single operation; and moreover, it manages file updates for you. If you update files, Homepage Builder identifies the files that have been updated since the last upload, and uploads only those files.





Major steps for making your Web pages accessible on the Internet

Once you decide to create your Web pages, tell your provider that you want to open a Web site. You will be assigned a place on the provider's server and will be notified of its address, the URL. This is your Web site. The major steps for presenting your Web pages on the Internet are as follows:

1. Create Web pages.

Write text for your Web site, collect graphics, take photos if you want to, and choose a title for each page.

After you have collected materials, use Homepage Builder to insert them into your pages.

2. Check the appearance of your pages as well as links.

Make sure that all the links are set properly so that you can jump from one page to another.

3. Upload files to the provider's server.

By using the site upload function of Homepage Builder, you can upload all the related files to the provider's server easily.

4. View your Web pages on the Internet.

After you have uploaded your files, connect to the Internet, start a Web browser, and enter the URL of your Web site. Your Web pages should appear on the browser window.

Chapter 2

Installing and starting Homepage Builder

The first step in using Homepage Builder is to install it on your computer. This chapter explains the system requirements for installing and using Homepage Builder, and describes how to install, start, and close Homepage Builder.



System requirements

To install and run Homepage Builder, you need the following:

Operating system	One of the following is required: <ul style="list-style-type: none">• Microsoft® Windows® Millennium Edition• Microsoft Windows 95• Microsoft Windows 98• Microsoft Windows 2000• Microsoft Windows NT® 4.0 Service Pack 3 or later (Intel® version)
Computer	A personal computer on which one of the above operating systems runs.
CPU	A Pentium® processor or later is recommended.
Memory	32 MB or more; 64 MB or more is recommended.
Hard disk	For a minimum installation, you will need 100 MB or more of free hard-disk space. For a full installation, which is the default configuration for Homepage Builder, you will need 300 MB or more. (Depending on the sample files installed, you may need additional disk space.)
CD-ROM drive	You need a CD-ROM drive to install the program.
Display	A monitor capable of 640 x 480 resolution (VGA) that can display 256 or more colors is required. 800 x 600 resolution, High Color, or more is recommended.
Sound board	To play sample sound files, you need a sound board supported by the operating system.



- To use the **Preview** tab, a tab that enables you to check how a Web page you are editing looks on a Web browser, you must have Microsoft Internet Explorer 4.0 or later installed on your computer.
- To view the online help, you must have Internet Explorer 3.02 or later installed.
- The system requirements for WebVideo Studio, the video editing tool offered by Homepage Builder, are different from those given above. For details, see Chapter 18 in *Volume 2: Reference*.



Installing Homepage Builder

This section explains how to install Homepage Builder on your computer. If you are using Windows 2000 or Windows NT, log in to the system as an administrator.

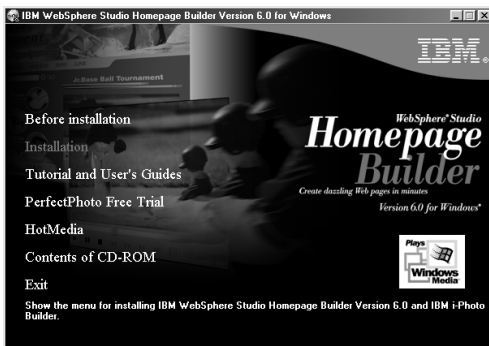
Installing the program

1. Turn on your computer, and start Windows.
2. The package for Homepage Builder contains two CDs. Insert CD1 into the CD-ROM drive of your computer.



You do not need to install CD2, which contains sample files for WebVideo Studio. Insert CD2 into the CD-ROM drive when you use WebVideo Studio; then you can use the sample files in it.

If AutoPlay is enabled, the installation program starts automatically, and the following window appears:



If AutoPlay is disabled on your computer, follow these instructions:

- a. Double-click **My Computer** on the desktop.
- b. Double-click the icon for the CD-ROM drive, the **autorun** folder, and then the **auto.exe** (or **auto**) file.

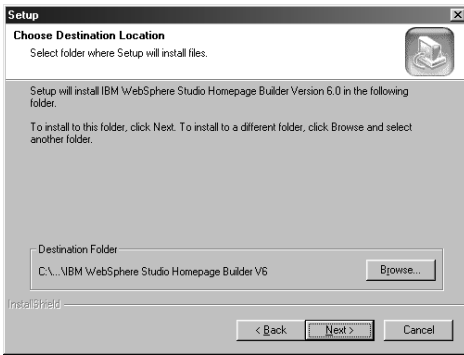
3. In the Opening window, click **Installation**.
4. Click **WebSphere Studio Homepage Builder**.

The Setup dialog appears:



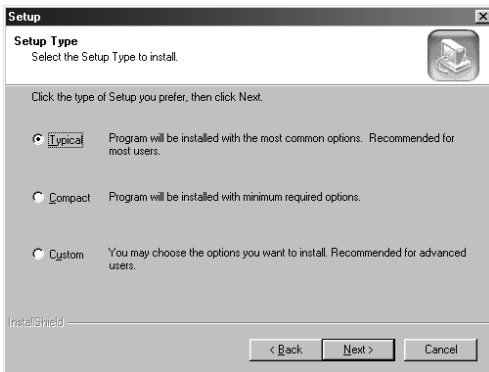
5. Click the **Next** button.
The License Agreement dialog appears.
6. Read the license agreement. To scroll the page, use the scroll bar.
7. If you accept the license agreement, click the **Yes** button to proceed with installation. (If you click the **No** button, the installation is canceled.)

The Choose Destination Location dialog appears:



- Verify the name of the default destination folder. If you want to use this folder, click the **Next** button. If you want to use a different folder, click the **Browse** button, specify the folder you want, and then click the **Next** button.

The Setup Type dialog appears:



- Select **Typical**, and click the **Next** button twice.

The files of Homepage Builder are copied into your hard disk.

- After all of the files are copied, the IBM Product Registration dialog appears. Follow the instructions described in the dialog to register your software.

After product registration, the Setup Complete dialog appears.

- Click the **Finish** button.



In the Setup Type dialog, you can select **Typical**, **Compact**, or **Custom**. Use the following table to determine which setup type to select:

Setup type	Description
Typical	This is the recommended setup type. You will need 300 MB or more of free hard-disk space to install all components. For some systems, you may need additional free disk space.
Compact	Minimum configuration. Only the programs and some of the image files required for the program run are installed. You will need 100 MB or more of disk space. Note: If you select Compact , you cannot use the templates and sample files offered by Homepage Builder.
Custom	You can select which components you want to install. <ul style="list-style-type: none"> • Programs (100 MB or more) • Sample images (Gallery: 10 MB or more) • Sample data (Gallery: 5 MB or more) • Templates (30 MB or more) • Online manuals in PDF format (40 MB or more) • Tutorial (50 MB or more)

To add or delete components

To add or delete components after the original installation, do the following:

- To add components, insert CD1 for Homepage Builder into the CD-ROM drive. (If you are deleting components, you need not insert the CD.)

2. On the Windows **Start** menu, click **Settings** → **Control Panel**, and double-click **Add/Remove Programs**.
3. If your system is Windows 95, Windows 98, Windows NT, or Windows Me, select **IBM WebSphere Studio Homepage Builder V6.0** on the **Install/Uninstall** tab, and then click the **Add/Remove** button.

If your system is Windows 2000, click the **Change or Remove Program** button, select **IBM WebSphere Studio Homepage Builder V6.0**, and then click the **Change/Remove** button.

4. Click **Modify**, and click the **Next** button.

A list of components appears. The check boxes for the components that have already been installed are selected.

5. Select the check boxes for the components you want to add. Or, clear the check boxes for the components you want to delete.
6. Click the **Next** button.

The components whose check boxes you have newly selected are installed in the same folder as the components installed earlier. The components whose check boxes have been cleared are deleted from your hard disk.

To reinstall components

To reinstall all the components, do the following:

1. Do steps 1 through 3 in “To add or delete components.”
2. Select **Repair**, and click the **Next** button.

The components that are already installed are reinstalled from the CD-ROM.

To uninstall the program

To uninstall Homepage Builder, do the following:

1. Do steps 2 and 3 in “To add or delete components.”
2. Select **Remove**, and click the **Next** button.
3. When a confirmation message appears, click the **OK** button.

The program is deleted from your hard disk.



How to migrate settings from an earlier version

In either of the following situations, the Migration of Settings dialog appears when you start Homepage Builder Version 6:

- If you have ever installed and used Top-Page®
- If you have ever installed and used Homepage Builder Version 5.0

If you select check boxes for the items you want to migrate and then click the **OK** button, the selected items are migrated to Homepage Builder Version 6. If site settings, server settings, or option settings with the same name already exist, the newer version becomes effective.

If you select the check box for **Do not show this dialog again** and then click the **OK** button, the Migration of Settings dialog does not appear at the next startup. To display this dialog again, run the bin\hpb-mig.exe file in the folder where Homepage Builder has been installed.

If any old site data remains on your PC after an earlier version of the program has been deleted, the Delete Unnecessary Data dialog appears after the Migration of Settings dialog. To remove the old data, click the **OK** button. If you need the data, copy it into another folder before clicking the **OK** button.



How to check the version information

To check the version of Homepage Builder, start Homepage Builder, and click **Help** → **About WebSphere Studio Homepage Builder** on the menu bar.



Starting and closing Homepage Builder

When installation is complete, the startup menu for Homepage Builder is added to the **Programs** menu in the Windows **Start** menu.

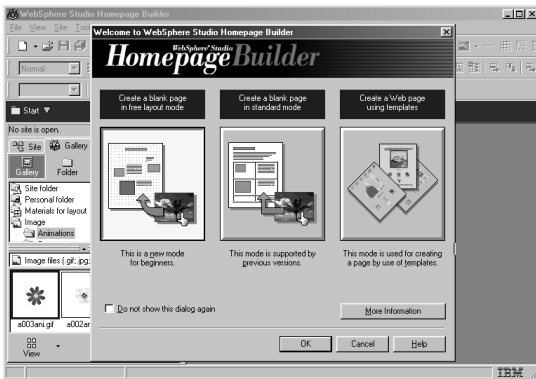
Starting Homepage Builder

1. On the Windows taskbar, click the **Start** button.
2. On the **Programs** menu, click **IBM WebSphere Studio Homepage Builder V6.0**.

The submenu for Homepage Builder appears.

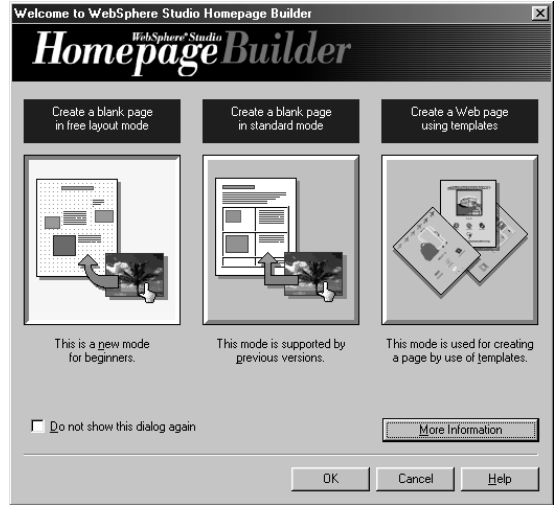
3. Click **Homepage Builder**.

The main window for Homepage Builder appears, with a dialog titled “Welcome to WebSphere Studio Homepage Builder.”



Using the Welcome dialog

The “Welcome to WebSphere Studio Homepage Builder” dialog (called the Welcome dialog hereafter) enables you to start the task you want to do immediately after you start Homepage Builder.



Homepage Builder offers you two modes for editing Web pages—*free layout mode* and *standard mode*. You can also create Web pages by use of one of the sample Web pages (called *templates*) offered by Homepage Builder. The Welcome dialog offers you three choices in creating Web pages:

- **Create a blank page in free layout mode:** The characteristics of free layout mode are described in Chapter 3. For details on creating a Web page in free layout mode, see Lessons 5 through 16 in Chapter 4.
- **Create a blank page in standard mode:** The characteristics of standard mode are described in Chapter 3. For details on creating a Web page in standard mode, see Lessons 5 through 16 in Chapter 5.
- **Create a Web page using templates:** For details on how to use a template, see Lesson 1 in Chapter 4 or 5.



- While the Welcome dialog is displayed, you cannot do any operation in the main window. To close the Welcome dialog, click the **Cancel** button.
- If you do not want to display the Welcome dialog every time you start Homepage Builder, select the check box for **Do not show this dialog again**.
- If the Welcome dialog is not displayed, first close any open sites, and then click **File → Open Welcome Dialog** on the menu bar. To display the Welcome dialog every time you start Homepage Builder, click **Tools → Options** on the menu bar, go to the **General** tab, clear the check box for **Open the last used site at startup**, and then select the check box for **Display the Welcome dialog at startup**.

Viewing the online tutorial

If you want to learn more about the two editing modes, the online tutorial explains them for you. It introduces the major functions of Homepage Builder, and guides you through the steps for using them.



If you selected the **Compact** setup type during installation, or if you selected **Custom** and did not select **Tutorial**, you cannot view the online tutorial.


1. In the Welcome dialog, click the **More Information** button.

The online tutorial appears.



2. Follow the instructions on the tutorial panel.

Closing Homepage Builder

To close Homepage Builder, click **File → Exit** on the menu bar, or click  at the upper-right corner of the main window.

Main window for Homepage Builder

If you select **Create a blank page in free layout mode** or **Create a blank page in standard mode** in the Welcome dialog and click the **OK** button, the main window appears. It consists of the Site/Gallery View on the left side and the page editing area on the right side.

Free layout mode

The screenshot shows the WebSphere Studio Homepage Builder interface in Free Layout mode. The interface is divided into several sections:

- Edit Page tab:** You ordinarily edit pages on this tab.
- HTML Source tab:** Use this tab only when you want to edit HTML tags directly.
- Preview tab*:** Use this tab when you want to check how your page looks on the Internet.
- Menu bar:** You can use all the functions of Homepage Builder from the menu bar.
- Task menu:** A subset of the menu bar. Menu items are arranged in the order of the steps for creating a Web page.
- Toolbars:** The buttons on the toolbars give access to frequently used functions.
- Page editing area:** You can use this area to open and edit your Web pages.
- Site/Gallery View:** By using the **Site** tab, you can check the link status and the file status of your site. By using the **Gallery** tab, you can insert sample files into your Web page.
- Status bar:** The status bar displays information about the page that is open or about whatever is selected in the main window.
- Free Layout Palette:** The buttons on this toolbar give access to the functions frequently used in free layout mode.

* The **Preview** tab is displayed only if Internet Explorer 4.0 or later is installed on your PC.

Standard mode

Edit Page tab
You ordinarily edit pages on this tab.

HTML Source tab
Use this tab only when you want to edit HTML tags directly.

Preview tab*
Use this tab when you want to check how your page looks on the Internet.

Menu bar
You can use all the functions of Homepage Builder from the menu bar.

Task menu
A subset of the menu bar. Menu items are arranged in the order of the steps for creating a Web page.

Toolbars
The buttons on the toolbars give access to frequently used functions.

Page editing area
You can use this area to open and edit your Web pages.

Status bar
The status bar displays information about the page that is open or about whatever is selected in the main window.

Site/Gallery View
By using the **Site** tab, you can check the link status and the file status of your site. By using the **Gallery** tab, you can insert sample files into your Web page.

The screenshot shows the WebSphere Studio Homepage Builder interface in Standard mode. The main window is titled 'Newpage1.N' and is currently in 'Edit Page' mode. The interface includes a menu bar (File, Edit, View, Format, Insert, Table, Frame, Site, Tools, Window, Help), a toolbar, and a task menu. The main editing area is empty. On the left, there is a 'Site/Gallery View' pane showing a tree view of the site structure and a gallery of image files. At the bottom, there is a status bar displaying 'This page has not been saved yet.'

* The **Preview** tab is displayed only if Internet Explorer 4.0 or later is installed on your PC.

Chapter 3

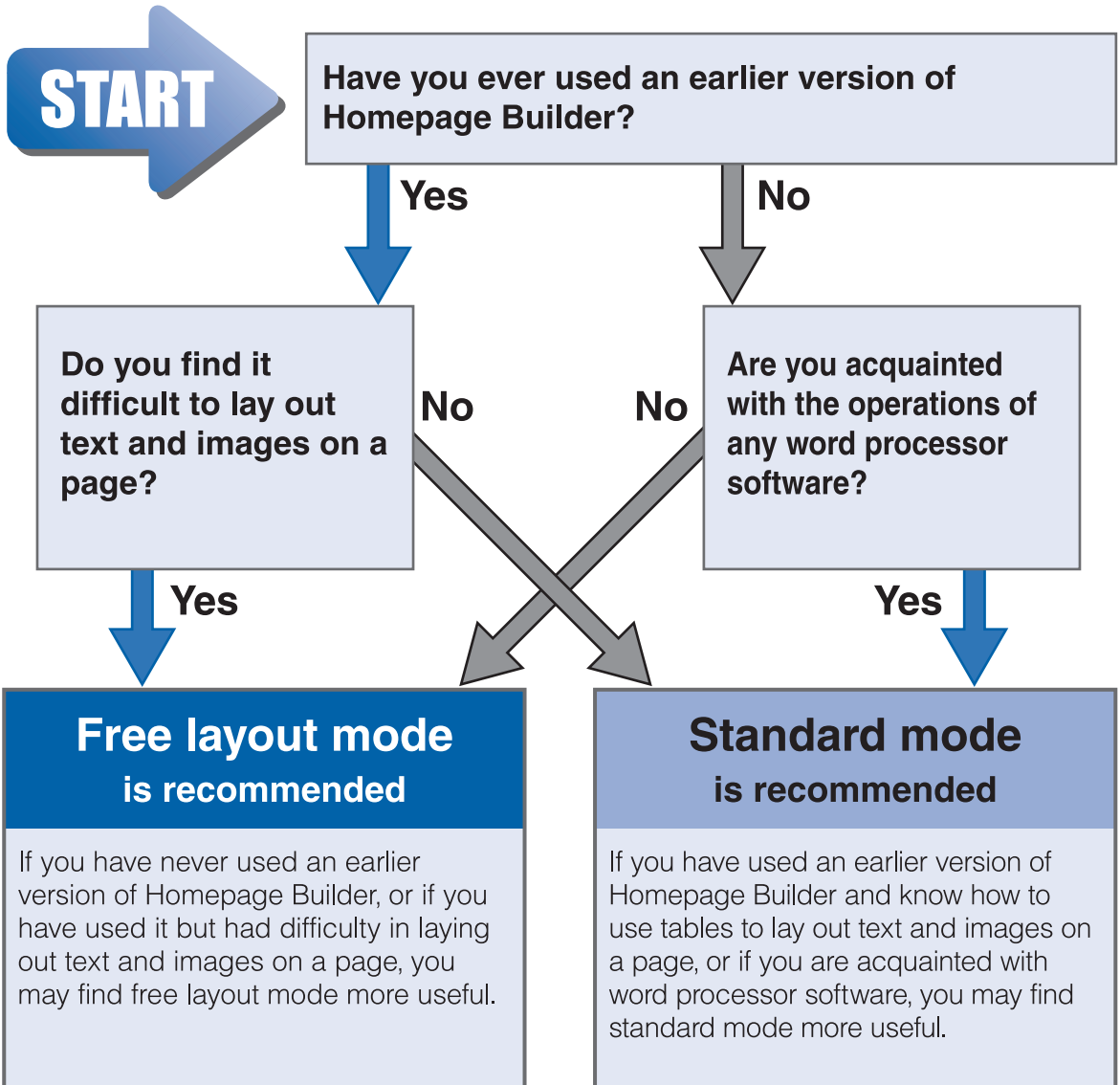
Selecting the editing mode

Homepage Builder offers two editing modes: *free layout mode* and *standard mode*. This chapter explains the characteristics of these modes and the basic operations of each.



Which mode do you prefer?

First, answer the questions below. Then, read the rest of this chapter and do the basic operations in each mode to decide which mode you prefer to use.



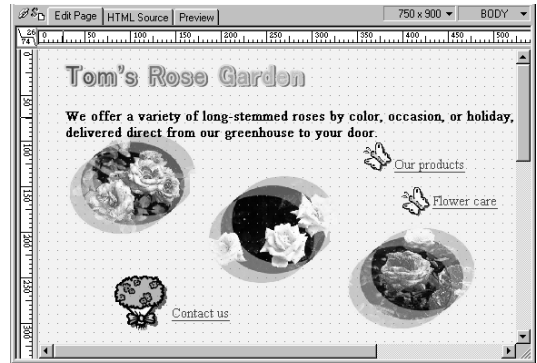


Characteristics of the two modes

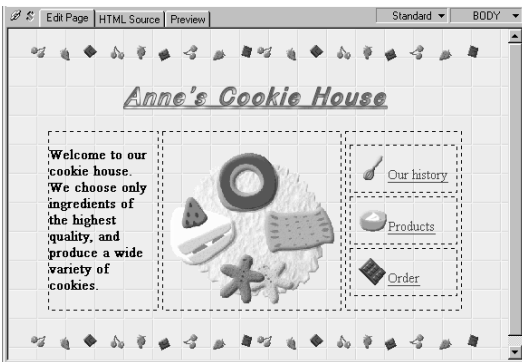
When selecting an editing mode, you should consider which mode is more suitable for the page you want to create. Although any page that you can create in one mode can be created in the other, you may find one mode much easier to use, depending on the design of that page.

Characteristics of free layout mode **F**

The operations of free layout mode are similar to those of drawing tools. You can place text and images anywhere you want on a page; you can even place text over an image, or one image over another. There are some restrictions in using free layout mode. For details about them, see “Summary of the two modes” on page 28.



Characteristics of standard mode **S**

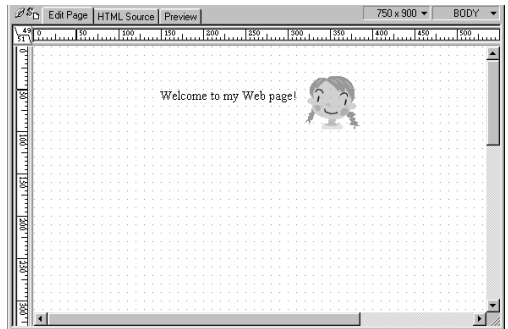


The operations of standard mode are similar to those of word processor software, and also to those of earlier versions of Homepage Builder and most HTML editors. The text or image you insert is initially aligned to the left on a page; you can align it to the center or to the right afterwards. To lay out text in a double column or to align images horizontally, you need to apply some tips.



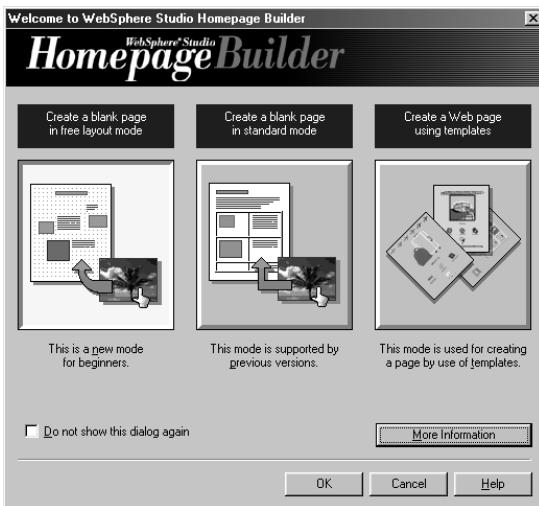
Creating a simple page in free layout mode **F**

In this section, you will learn how to use free layout mode. You will be creating a simple page that contains only text and an image.



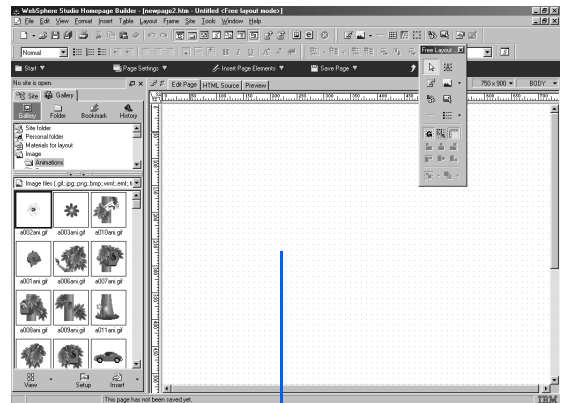
1. On the Windows taskbar, click the **Start** button, and click **Programs → IBM WebSphere Studio Homepage Builder V6.0 → Homepage Builder**.

Homepage Builder starts, and the Welcome dialog appears.



2. Select **Create a blank page in free layout mode**, and click the **OK** button.

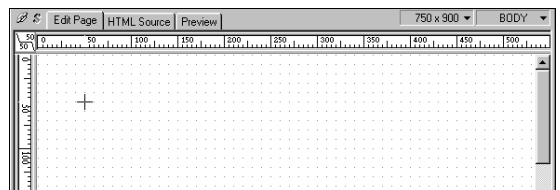
A blank page opens. The cursor is not displayed.



This area is called the page editing area.

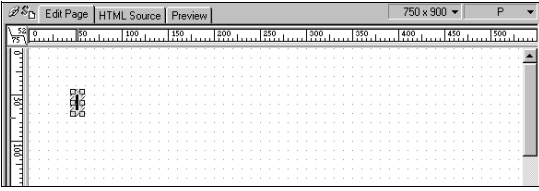
3. On the menu bar, click **Insert → Text Box**.

The mouse pointer turns into a cross.

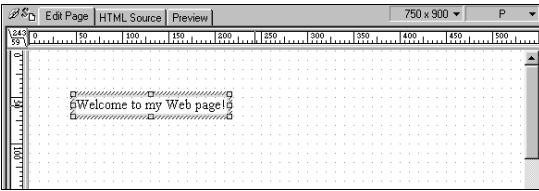


4. At the place where you want to enter text, click the mouse button.

A frame for entering text (called a *text box*) appears. This box is expanded as you enter text.

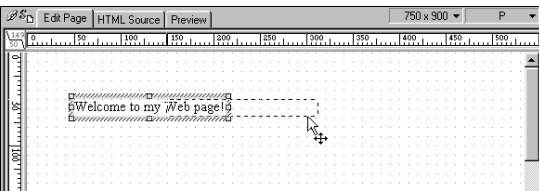


5. Type *Welcome to my Web page!*



! There are two keys for deleting text. To delete the character to the left of the cursor, press the Backspace key. To delete the character to the right of the cursor, press the Delete key.

6. To move the text, place the mouse pointer on the border of the text box. When the pointer turns into a cross, drag the text box to wherever you want to place it.

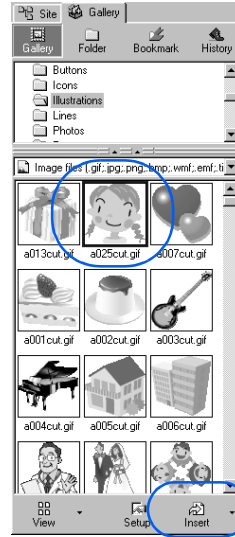


Next, you will choose an image from the Gallery and insert it into your page.

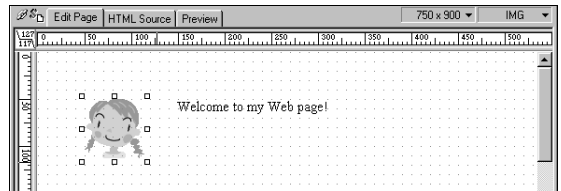
7. Click anywhere outside the text box.

The cursor disappears, and the mouse pointer appears instead.

8. In the Site/Gallery View, click the **Gallery** tab, select an image, and then click the **Insert** button.

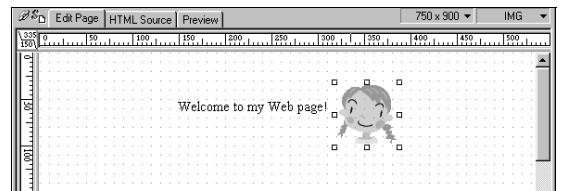


The image is inserted at the upper-left corner of the page.



9. Drag the image to the position where you want it.

The sample page is now complete.





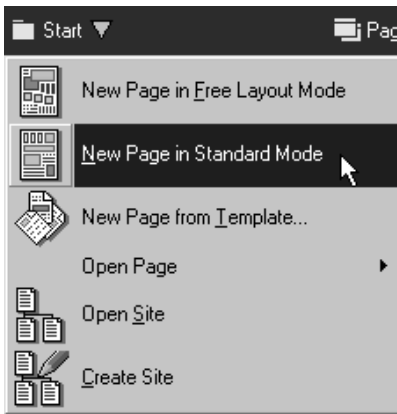
Creating a simple page in standard mode



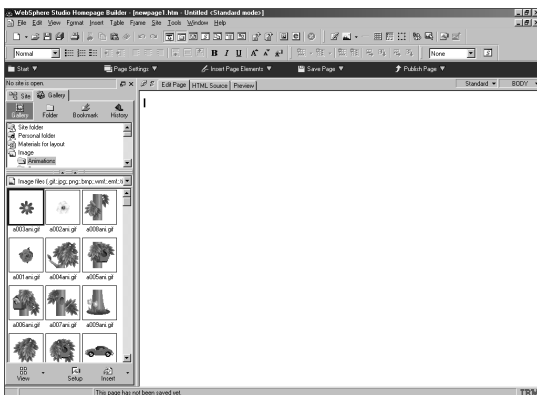
In this section, you will learn how to use standard mode. You will be creating a simple page that contains only text and an image.



1. On the task menu, click **Start** → **New Page in Standard Mode**.

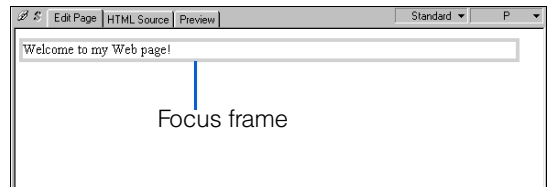


A blank page opens, with the cursor blinking at the upper-left corner.



2. Type `Welcome to my Web page!`

A colored frame appears around the text you have entered. This frame, called the *focus frame*, indicates that the element surrounded by it is in focus; that is, the element is the target of the current operation.



There are two keys for deleting text. To delete the character to the left of the cursor, press the Backspace key. To delete the character to the right of the cursor, press the Delete key.

3. On the toolbar, click the **Align Center** button

The text is aligned to the center.



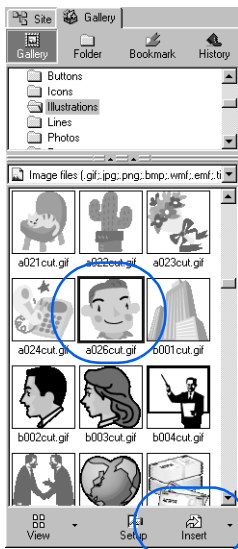
4. Press the Enter key while holding down the Shift key.

The focus frame moves below the text. The cursor is still at the center of the page.

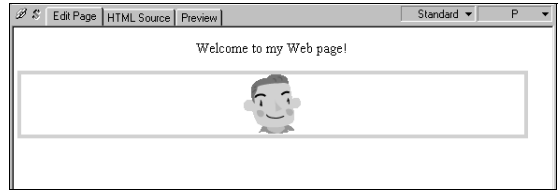


Next, you will choose an image from the Gallery and insert it at the position of the cursor.

5. In the Site/Gallery View, click the **Gallery** tab, select an image, and then click the **Insert** button.



The image is inserted at the position of the cursor.



A sample page, similar to the one you have created in free layout mode, is now complete.

Finally, do the following to close the pages you have created without saving them.

6. On the menu bar, click **File → Close All**.

A message appears, asking if you want to save the page.

7. Click the **No** button.

A similar message appears.

8. Click the **No** button once again.

The page editing area is cleared.



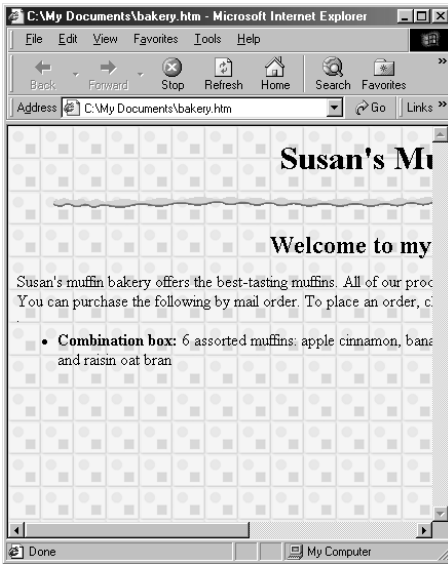
Summary of the two modes

This section summarizes the characteristics of the two editing modes.

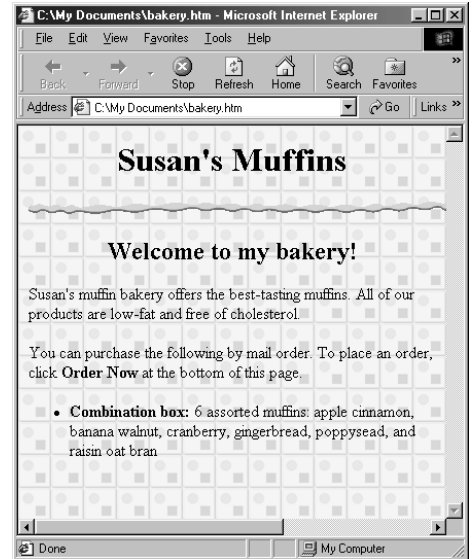
	Free layout mode F	Standard mode S
Operations	<ul style="list-style-type: none">• Elements such as text and images can be placed and moved anywhere on a page.• An element can be placed over another so that they are overlapped.	<ul style="list-style-type: none">• Elements such as text and images are placed at the position of the cursor, which is ordinarily aligned to the left on a page.• Tables are often used to lay out a page.
When viewed on a Web browser	<ul style="list-style-type: none">• Regardless of the width of the browser window, the layout of a Web page is maintained.• Even if you change the width of a browser window, lines are not wrapped (see note 1).	<ul style="list-style-type: none">• The layout of a Web page is automatically adjusted according to the width of a browser window.• Lines are wrapped automatically according to the width of a browser window (see note 2).
Recommended for	<ul style="list-style-type: none">• Those who are going to create Web pages for the first time• Those who have created Web pages in the past but have had difficulty in laying out text and images• Those who are acquainted with presentation software such as Lotus® Freelance Graphics® or Microsoft PowerPoint®• Those who are acquainted with drawing tools	<ul style="list-style-type: none">• Those who are acquainted with an earlier version of Homepage Builder• Those who are acquainted with word processor software such as Lotus WordPro® or Microsoft Word• Those who are familiar with the HTML language
Restrictions	<ul style="list-style-type: none">• Only Netscape Navigator 4.0 or later, or Internet Explorer 4.0 or later, can display pages created with this mode.• You cannot create a page that is designed for a particular target browser.	None.

Note 1:

When a page created in free layout mode is displayed on a Web browser, text and images may not fit in the Web browser window and you may have to scroll the window to see them. This is because free layout mode arranges text and images by absolute coordinates.

**Note 2:**

When a page created in standard mode is displayed on a Web browser, the arrangement of text or line wrapping is adjusted automatically according to the size of the Web browser window. For example, if text is aligned to the center, that text is adjusted to the center regardless of the size of the window.



After operating the two modes and studying the information in the summary table on the preceding page, decide which mode you want to use as you work through the rest of this manual. In the subsequent chapters, you will be using one of the two modes to create pages that are a little more complicated than those you have created in this chapter. If you are new to Homepage Builder, decide which mode you prefer and go to the chapter for that mode. Even if you are acquainted with an earlier version of Homepage Builder, it is recommended that you read Chapter 4 to learn more about free layout mode.

- If you prefer free layout mode → Go to Chapter 4
- If you prefer standard mode → Go to Chapter 5

Chapter 4

Creating Web pages in free layout mode

If, after studying Chapter 3, you think *free layout mode* is easier to use, let's use that mode in creating simple Web pages.



For users who are not accustomed to operating in free layout mode, this chapter presents step-by-step procedures for creating Web pages. You should follow the procedures from the beginning.

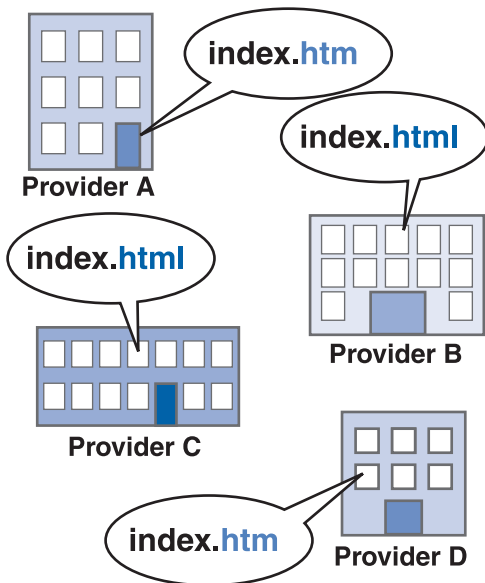


What you should know before creating Web pages

This section explains important basics that you should know before you create Web pages. Those who already know the basics should go on to the next section.

Assigning a top page file the file name specified by your service provider

Usually, an Internet service provider specifies the name that must be assigned to your top page. If you assign any other name, your site cannot be viewed on the Internet. Most service providers, though not all, specify *index* as the name, and either *.htm* or *.html* as the extension.



By default, top pages and other HTML files created with Homepage Builder are assigned the extension *.htm*. Before you start creating your Web pages, check with your provider to find out what file name and extension are required. If the provider tells you to use

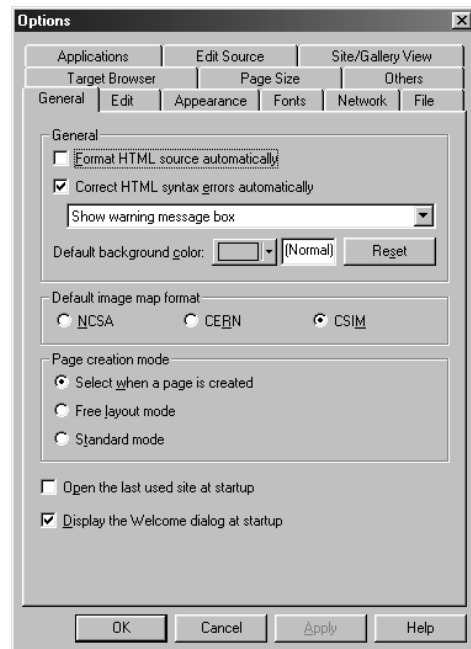
index.html, change the setting of Homepage Builder by the following procedure.



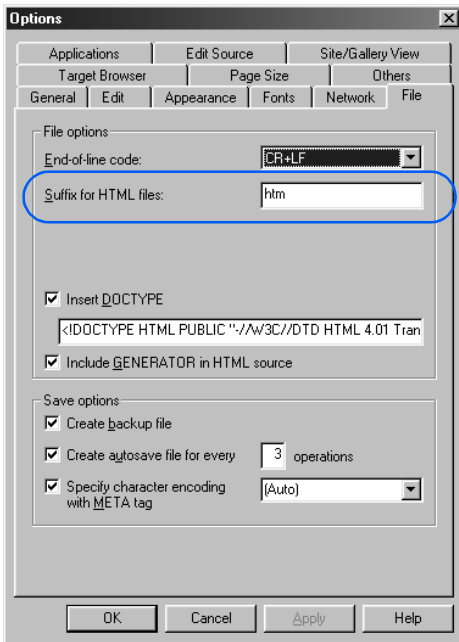
You cannot change the extension of a file that is already saved.

1. On the menu bar, click **Tools → Options**.

The Options dialog appears.



2. Click the **File** tab.
3. Confirm that the **Suffix for HTML files** field is set to "htm." If necessary, change this to "html."

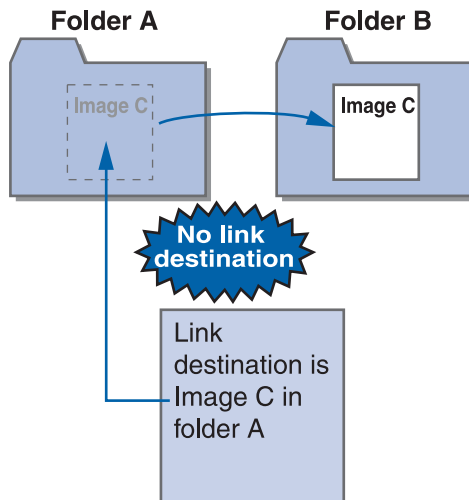


4. Click the **OK** button.

All pages you subsequently create will have the file extension that you have specified.

Do not change the name or location of a file thoughtlessly

If the page you have created contains a link, then if you change the name or location of the file it links to by using a tool other than Homepage Builder (such as Windows Explorer), a visitor to your Web page cannot jump to that page.



For this reason, if you must change the name or location of a file, be sure to use the site management function of Homepage Builder, by the following procedure:

1. Create a new site for your Web pages. (See “Lesson 18: Creating a site on your PC” on page 112.)
2. Change the file name by using the **Site** tab of the Site/Gallery View. (See “How to rename files” on page 115.)



What you learn in this chapter **F**

In this chapter, you will use free layout mode to create Web pages, as follows:

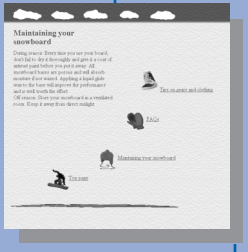
Creating a top page and three subpages by use of a template (Lessons 1 through 4)



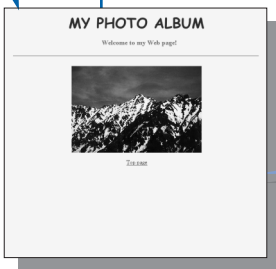
Top page

Uploading Web pages and viewing them on a Web browser (Lessons 17 through 20 in Chapter 6)

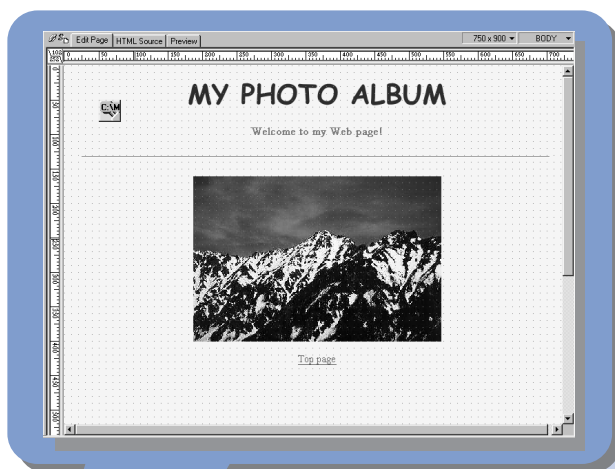
Setting links between the subpage and the top page (Lessons 14 through 16)



Three subpages



Creating an additional page from scratch (Lessons 5 through 13)



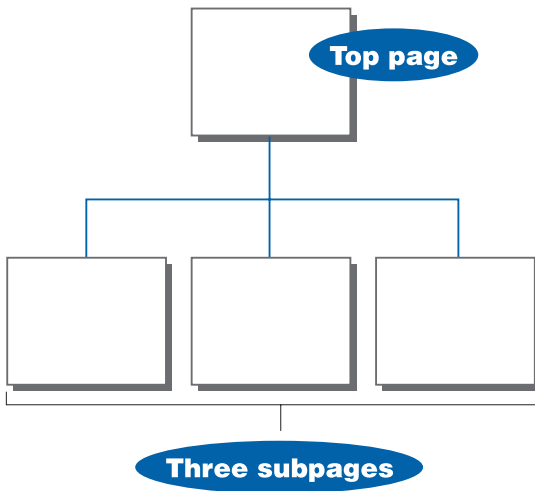
- Creating a page from scratch (➔ Lesson 5)
- Using a logo image as a heading (➔ Lesson 6)
- Entering text (➔ Lesson 8)
- Changing the size and boldness of text (➔ Lesson 9)
- Changing the color of text (➔ Lesson 10)
- Drawing a horizontal rule (➔ Lesson 11)
- Inserting a photo image (➔ Lesson 12)
- Resizing the image (➔ Lesson 13)



Lesson 1: Creating pages by use of a template **F**

For users who find it difficult to create Web pages from scratch, Homepage Builder provides many templates in many categories. Using the templates, you can create pages with elaborate layout easily.

A template may consist of a single top page or of two or more pages. In Lesson 1, you will create a top page and three subpages by using a multiple-page template.

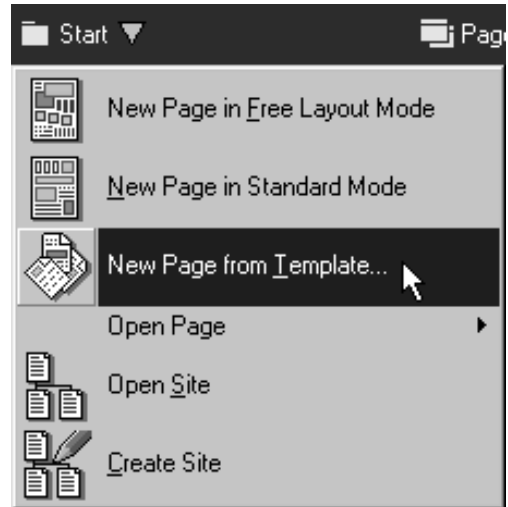


All the files used for the pages you have created are saved on your PC at the end of Lesson 1.



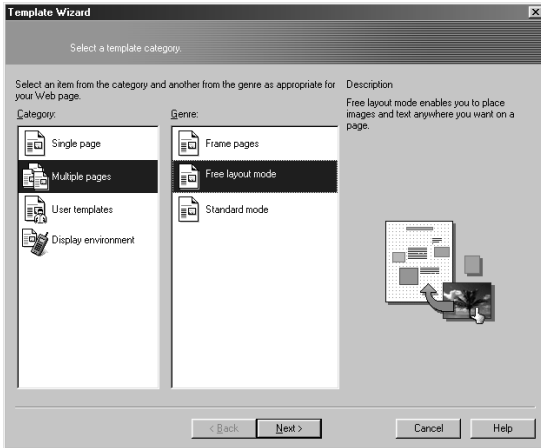
- If at any time you need to return to the preceding dialog, click the **Back** button.
- As you use the Template Wizard dialogs, you can check how your pages look in the **Preview** field.

1. On the task menu, click **Start → New Page from Template**.



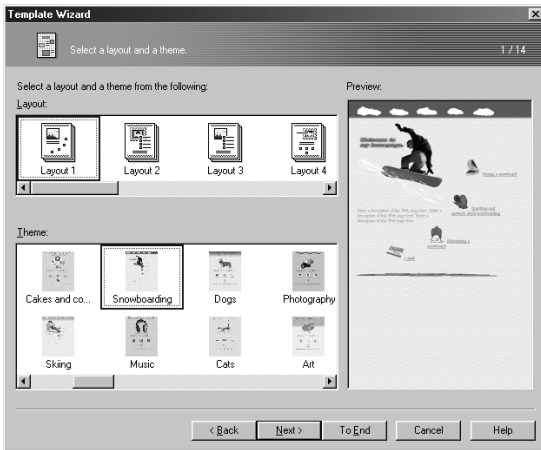
The dialog for selecting a category of templates appears.

- 2.** Select a category of templates, as follows:
 - a. From **Category**, select **Multiple pages**.
 - b. From **Genre**, select **Free layout mode**.
 - c. Click the **Next** button.



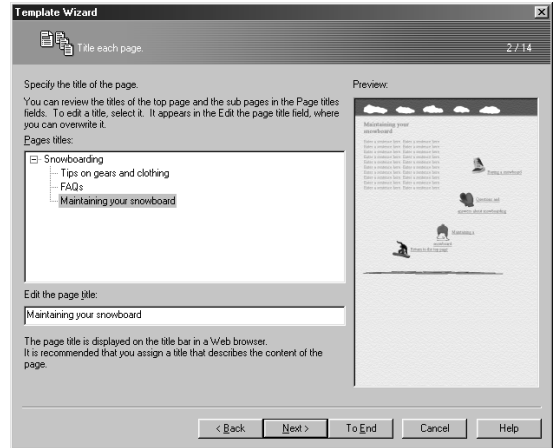
The dialog for selecting a layout and a theme for the page appears.

- From **Layout**, select **Layout 1**. From **Theme**, select **Snowboarding**. Then click the **Next** button.



The dialog for setting a page title appears.

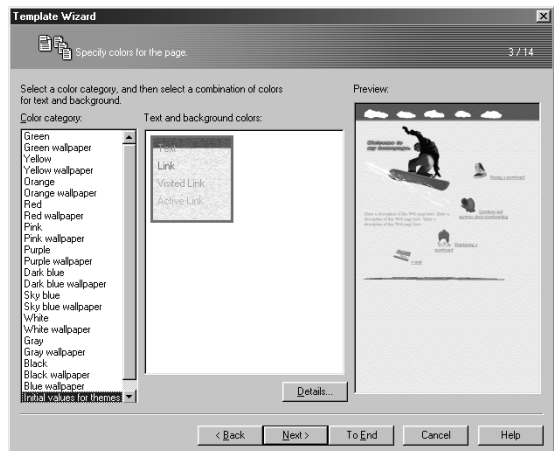
- Change the page title of each page, as necessary, and then click the **Next** button.



The dialog for selecting page colors appears.

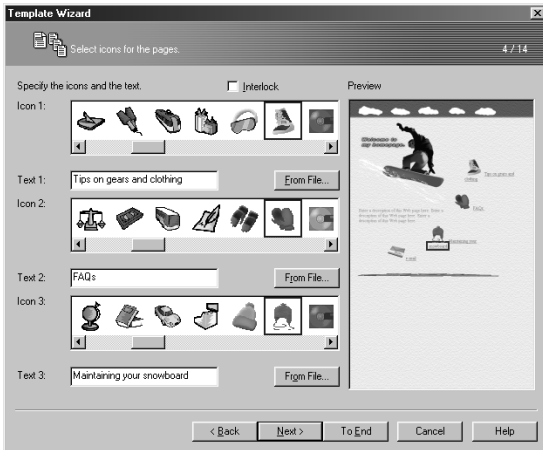
Steps 5 through 7 provide settings common to all pages.

- In this dialog, you can change the color of the page background and the colors used for various types of text. For this example, accept the default settings, and click the **Next** button.



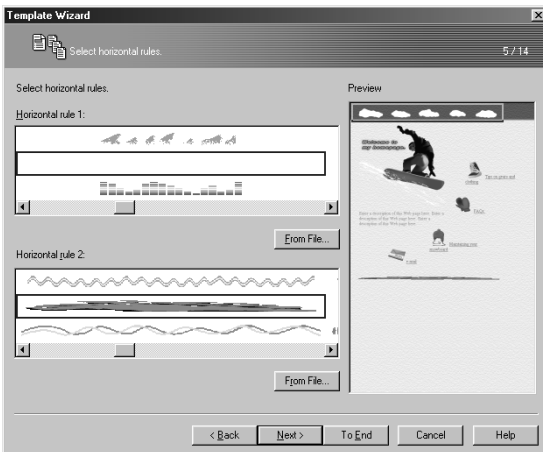
The dialog for adding icons and text strings to the top page and linking them to the subpages appears.

- For each link to a subpage, select an icon and type text to serve as the link source to jump to that subpage. After you have done this for each of the links, click the **Next** button.



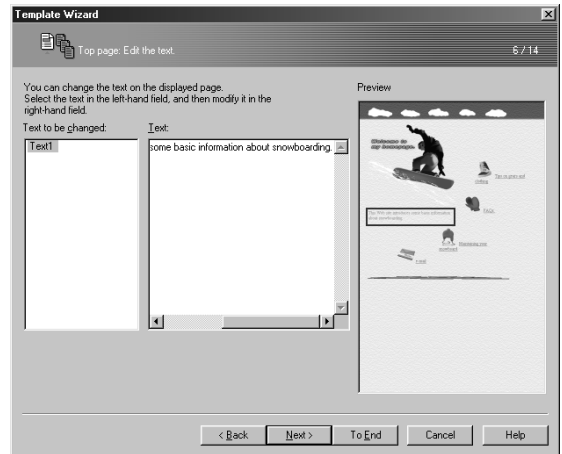
The dialog for selecting horizontal rules appears.

- Select two horizontal rules, one for the top of the page and the other for the bottom, and then click the **Next** button.



The dialog for inserting text on the top page appears.

- In the **Text** field, type text for the top page. Then click the **Next** button.



The dialog for inserting a logo image and logo text for the top page appears.

- Select a logo image from **Logo gallery**, type the heading for this page in **Logo text**, and then click the **Next** button.



The dialog for inserting your e-mail address appears.

- If you want to enable the readers of your Web pages to send comments or requests for detailed information, type your e-mail address in the **E-mail address** field, and then click the **Next** button.

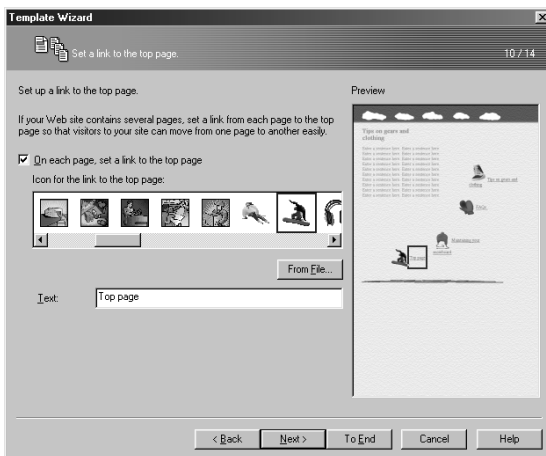


If you don't have an e-mail address, or if you don't want to include it in your page, clear the check box for **Insert icon and text for e-mail address**, and then click the **Next** button.

11. Click the **Next** button once again.

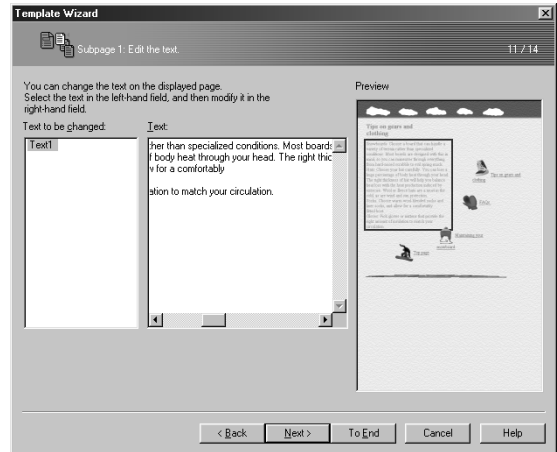
The dialog for setting a link from each subpage to the top page appears.

12. Select an icon and type text to serve as the link sources to jump to the top page. Then click the **Next** button.



The dialog for inserting text on the first subpage appears.

13. In the **Text** field, type text for the subpage. Then click the **Next** button.



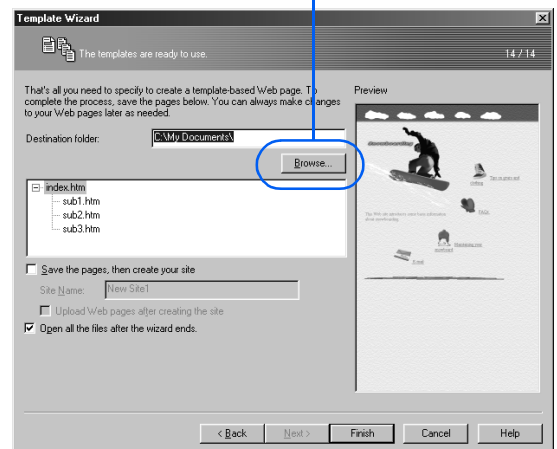
14. Repeat step 13 for the second subpage and again for the third.

A top page and three subpages have now been completed.

Finally, save the files for the four pages—four HTML files and all image files inserted into the pages—by the following procedure.

15. When the following dialog appears, click the **Browse** button at the lower right of the **Destination folder** field.

Click this button.



The Specify Folder dialog appears.

- From **Drive**, select the drive in which you want the files saved (drive C, for example), and then double-click a folder in the **Folder** list (**My Documents**, for example).



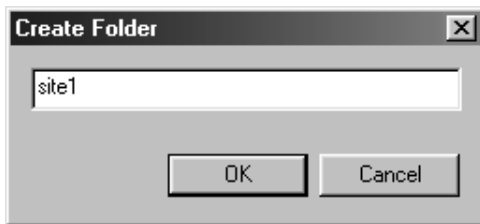
! To select a folder, be sure to double-click it. You cannot select it with a single click.

For this example, you will create a new subfolder named **site1** in the **My Documents** folder, and then save all the files in “site1.”

- First, click the **Create Folder** button.

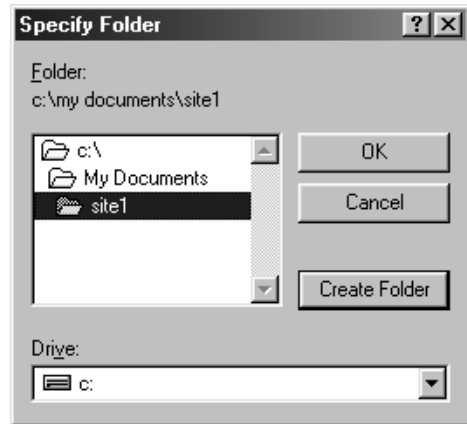
The Create Folder dialog appears.

- Type `site1` as the name of the new folder, and then click the **OK** button.



! If a subfolder named **site1** already exists in the same folder, a message appears. Assign some other name to the new subfolder.

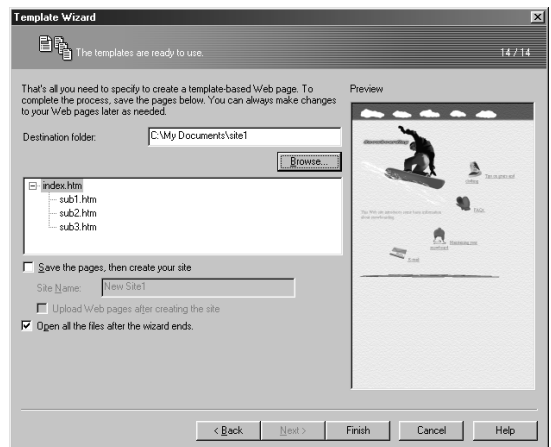
A subfolder with the name you have assigned is created in the destination folder.



- Click the **OK** button.

You will return to the dialog in step 15. The **Destination folder** field now contains “C:\My Documents\site1”.

- Click the **Finish** button.



The files for the four Web pages are saved in the **site1** subfolder. All four of the Web pages open in the page editing area, in a stack with the top page at the front.

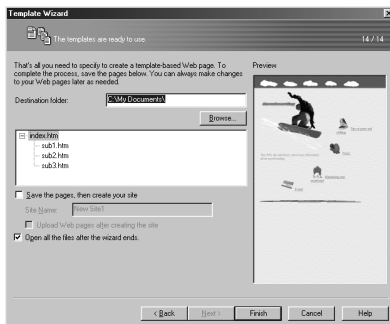
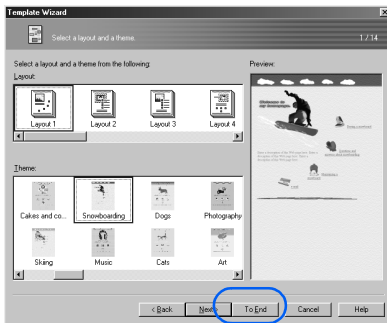
HTML files for the top page and for sub-pages 1, 2, and 3, as well as all of the image files used in the HTML files, have been saved in the **site1** subfolder.

You can edit these Web pages freely in the page editing area; for this example, however, you will use them without editing.



Templates can be used without change

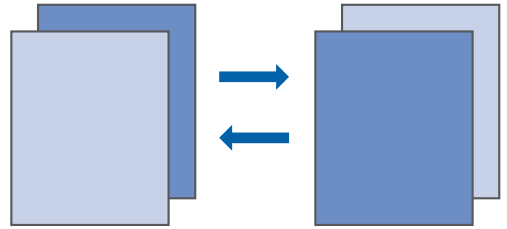
In the series of Templates Wizard dialogs in Lesson 1, you changed the logo, icons, and text provided by the selected template. However, you can use them without change. To do so, after you select a layout and a theme in step 3, click the **To End** button rather than the **Next** button. This takes you directly to the dialog for step 15. Then, all you have to do is save the pages. You can edit these pages freely in the page editing area.





Lesson 2: Switching between pages while editing **F**

As a result of Lesson 1, four pages have been opened in the page editing area. However, you can view only the page that is in front, because it normally occupies the entire editing area. To switch between pages, use either of the following methods.



Using the Page List

1. On the menu bar, click **Window** → **Page List**.

The Page List dialog appears, showing the file names of the pages currently open.

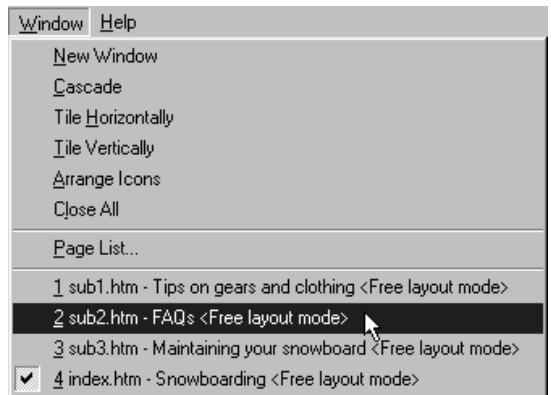


2. Click the file name of the page you want to edit.

That page is opened.

Using the Window menu

1. On the menu bar, click **Window**, and then click the file name of the page you want to edit.



That page is opened.



Lesson 3: Previewing your pages F

By using the **Preview** tab, you can see how your page would look if you were viewing it on a Web browser. This lesson shows how to preview the pages created in Lesson 1.

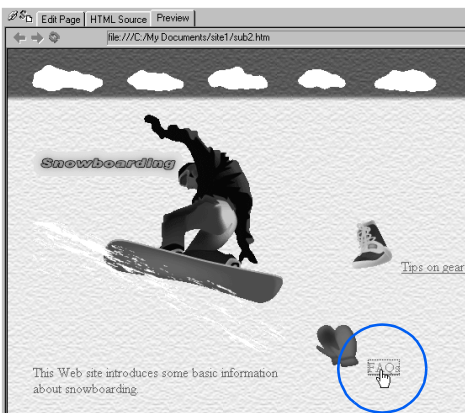


You can use the **Preview** tab only if Internet Explorer 4.0 or later is installed on your personal computer.

1. While the top page is displayed, click the **Preview** tab.

The page appears, exactly as it would appear when viewed on a browser.

2. To jump to a subpage, click the text string on which a link to that subpage has been set.



That subpage appears.

3. To return to the top page, click the blue left arrow.



- You cannot edit pages on the **Preview** tab.
- The display on the **Preview** tab does not always match the display on the **Edit Page** tab. For example, suppose you are displaying page A on the **Edit Page** tab. If you click the **Preview** tab and click text or an image on which a link has been set, the **Preview** tab displays page B, the link destination page. If you return to the **Edit Page** tab at this point, page A is displayed there again—not page B.



Lesson 4: Closing Homepage Builder F

This lesson explains how to close Homepage Builder.

1. On the menu bar, click **File** → **Exit**.

Homepage Builder closes.



Because the pages created in Lesson 1 were saved in the last step, Homepage Builder should close without any message. However, if you have made any unintentional changes on the pages during Lesson 2 or 3, a message, “Save changes to index.htm?” appears. In such a case, click the **No** button.

Let's take a short break and move on to Lesson 5. There, you are going to create a Web page from scratch.



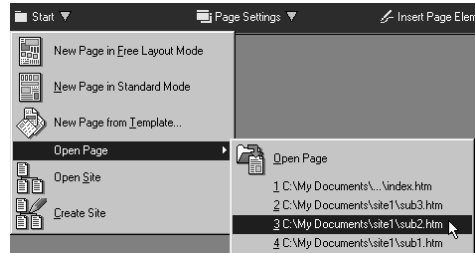
How to open a page you have edited recently

To restart Homepage Builder and open a page you have edited recently, do the following:

1. Start Homepage Builder.
2. When the Welcome dialog appears, click the **Cancel** button.
3. On the task menu, click **Start**, and then point **Open Page**.

A list of the file names of the pages you have recently edited appears.

4. Select the file you want to edit.





Lesson 5: Creating a page from scratch

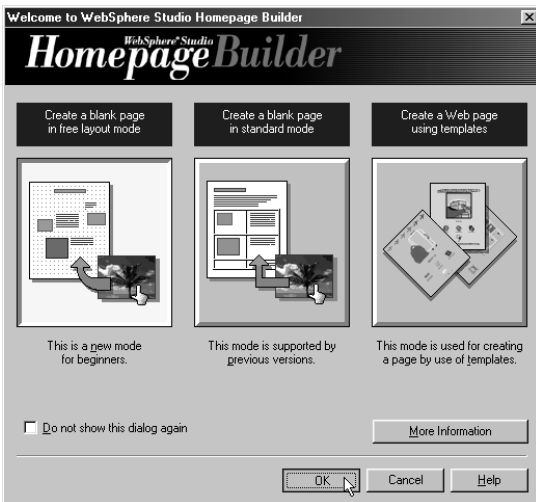
F

In Lessons 5 through 16, you are going to create a new Web page from scratch. This page will be used as the fourth sub-page of the top page you created in Lesson 1. The final image of this Web page is shown at right.

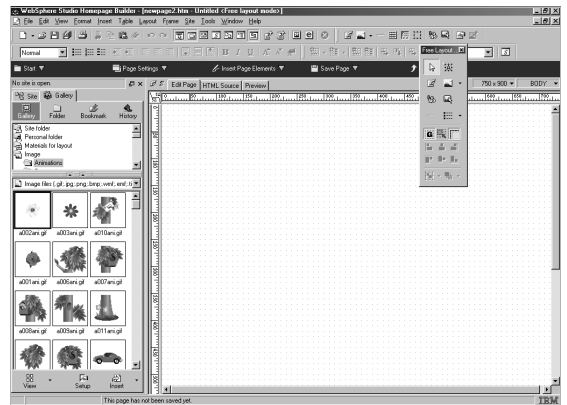


To begin with, you will be specifying a page title, colors for the page background and text, and background music (the music that is played when a page is displayed on a Web browser).

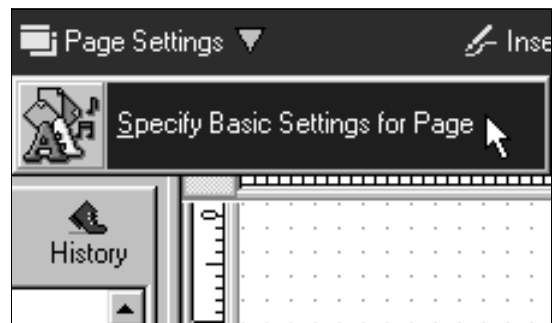
1. Start Homepage Builder.
2. Select **Create a blank page in free layout mode**, and click the **OK** button.



A blank page opens.

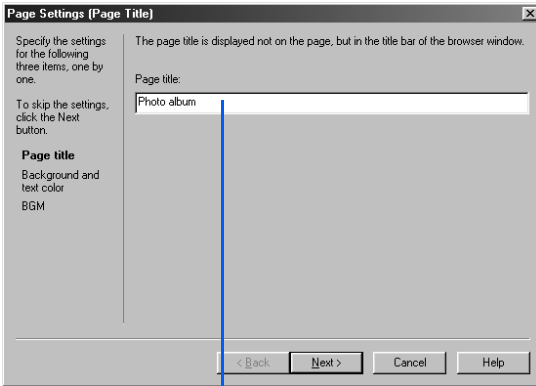


3. On the task menu, click **Page Settings** → **Specify Basic Settings for Page**.



The Page Settings (Page Title) dialog appears.

- In the **Page title** field, type your page title. For this example, type **Photo album**.



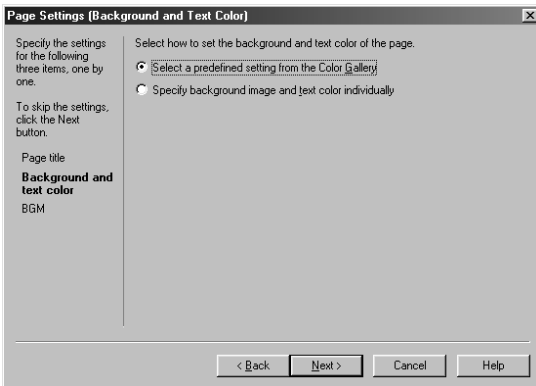
Type **Photo album**.



If you view a page on a Web browser, its page title is shown on the title bar of the browser window. The title of a page is initially set as **Untitled**.

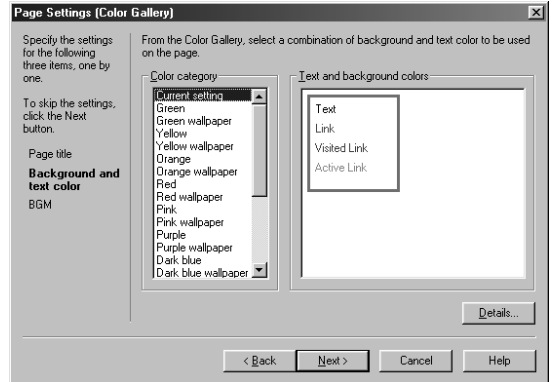
- Click the **Next** button.

The Page Settings (Background and Text Color) dialog appears.

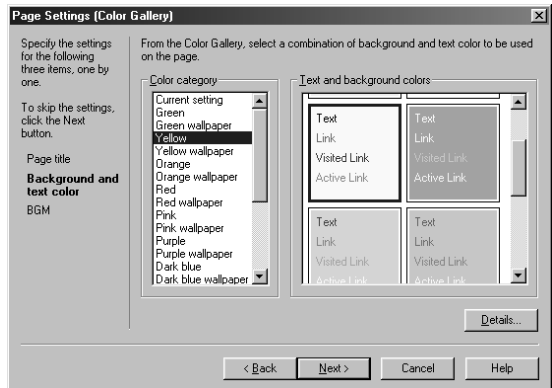


- Make sure that **Select a predefined setting from the Color Gallery** is selected, and then click the **Next** button.

The Page Settings (Color Gallery) dialog appears.



- Select **Yellow** from **Color category**, and then select a color combination from **Text and background colors**.



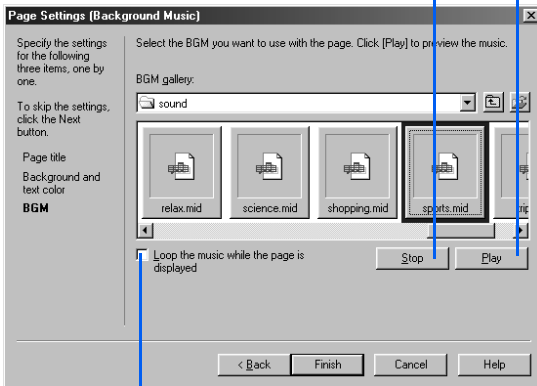
The Color Gallery provides several combinations of colors for background, text, and link text. By selecting a color combination from the Color Gallery, you can specify the color of both background and text by a single action.

- Click the **Next** button.

The Page Settings (Background Music) dialog appears. Here you can specify a sound file to be used as the background music for the page.

To listen to a sound file, select it and then click the **Play** button.

To stop the play, click the **Stop** button.

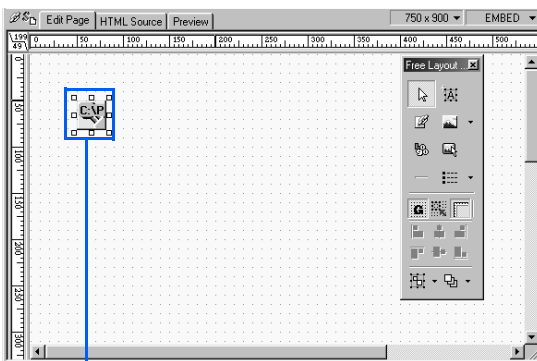


If you select this check box, the sound will be played repeatedly while this page is viewed on a Web browser.

9. For this example, select **sports.mid**.

10. Click the **Finish** button.

An icon for the selected sound file is inserted into the page.



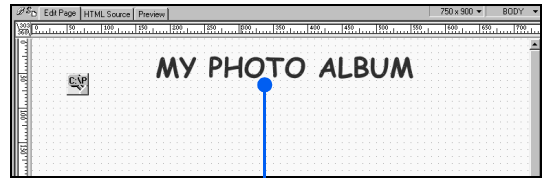
This icon does not show when the page is viewed on a Web browser.

The basic settings of the page have been completed.



Lesson 6: Using a logo image as a heading **F**

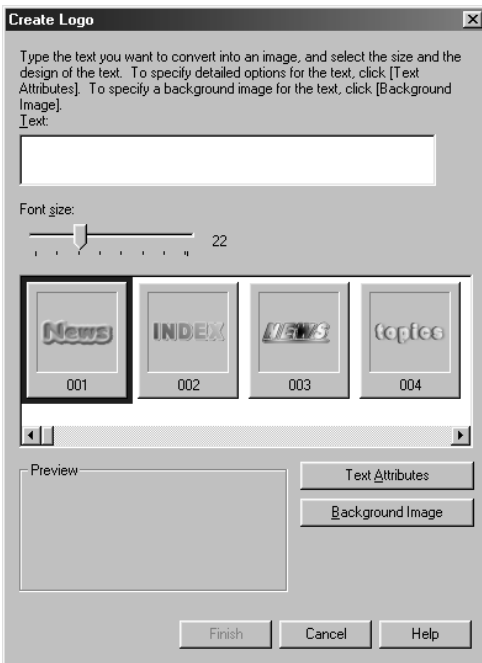
Let's create a logo image—an image converted from text—and use it as the heading of this page. After you create a logo, you should add an explanation of it. This is the *alternative text*, a text string that is displayed instead of an image when a Web page is viewed in an environment in which the image cannot be displayed.



You will create a logo image.

1. On the task menu, click **Insert Page Elements** (or **Insert**) → **Insert Logo**.

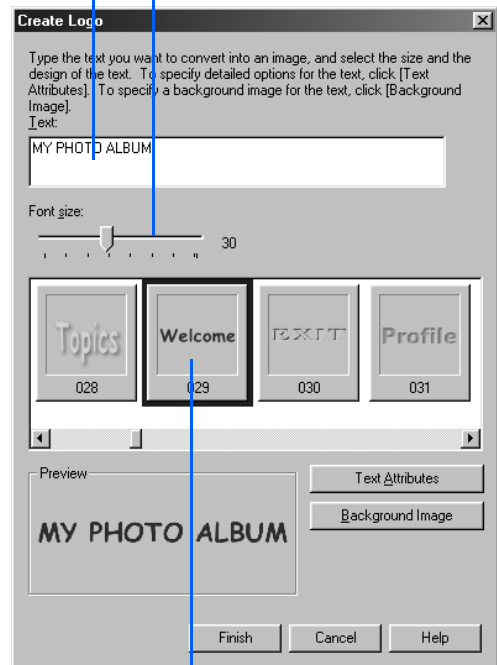
The Create Logo dialog appears.



2. Type the text to be used for the logo, and specify the font size for it. Then choose one of the sample logos provided by Homepage Builder.

Type the text to be used for the logo.

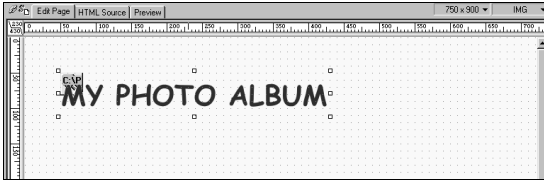
Specify the size of the text.



Choose a sample logo.

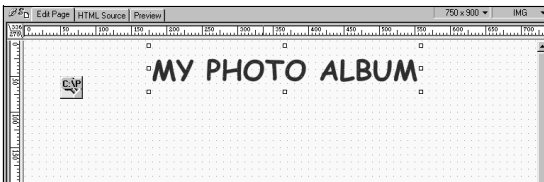
3. Click the **Finish** button.

The logo is inserted.



If you click the **Text Attributes** button instead of the **Finish** button, you get dialogs that you can use to specify the color of the logo, the outline, and the text effect.

4. Drag the logo to the center of the page.



Next, specify the alternative text for the logo.

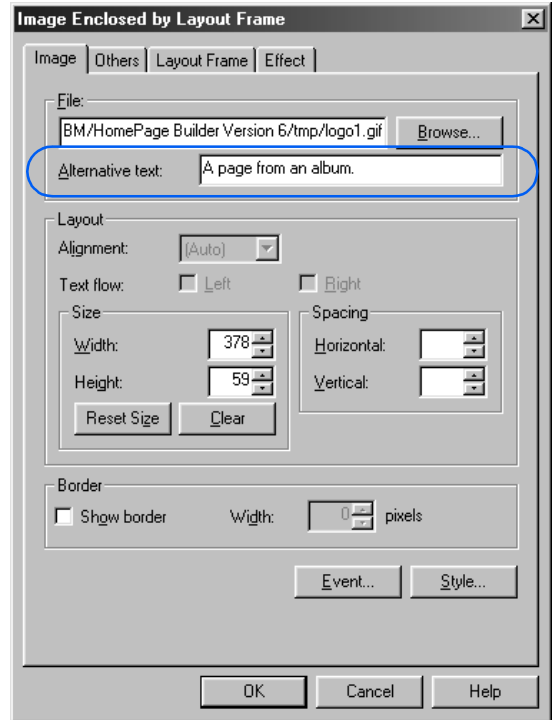
5. Make sure that eight square knobs appear around the logo.



6. On the menu bar, click **Edit** → **Attributes**.

The Image Enclosed by Layout Frame dialog appears.

7. In the **Alternative text** field, type an explanation of the logo. Then click the **OK** button.



The alternative text for the logo is added.

8. To see the alternative text, click the **Preview** tab, and place the mouse pointer on the logo.

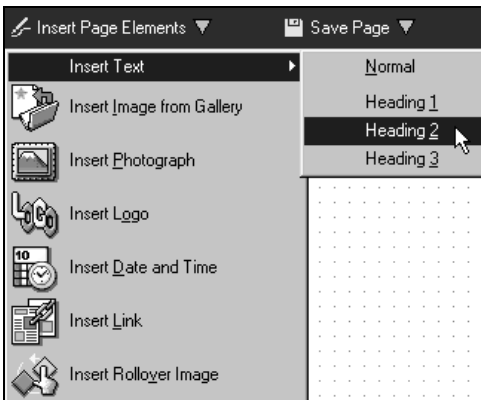




How to use text as a heading

In Lesson 6, you used a logo as a heading. If instead you want to use text for a heading, do the following. There are six levels of heading: Headings 1 through 6. Heading 1 has the largest text, and Heading 6 the smallest.

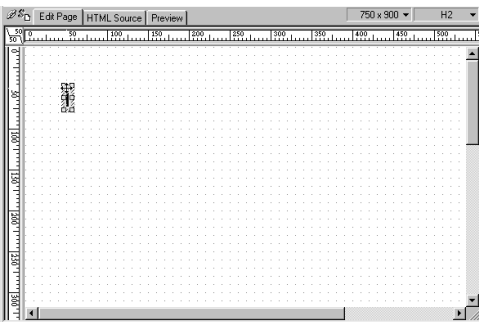
1. On the task menu, click **Insert Page Elements** (or **Insert**) → **Insert Text** → **Heading 2**.



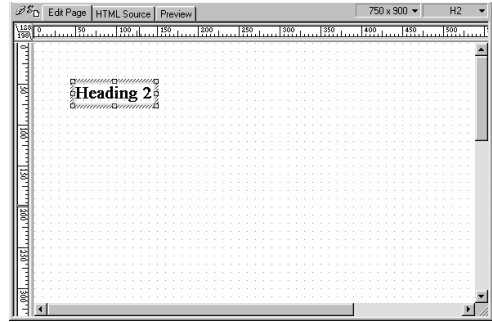
The mouse pointer turns into a cross.

2. Click the position where you want to enter the heading.

A frame (text box) and the cursor for entering text appear.



3. Type text for the heading.

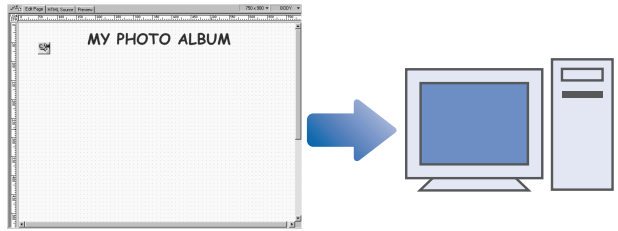


You can select only Headings 1 through 3 from the task menu. To select Heading 4 or later, click **Insert** → **Paragraph** on the menu bar.

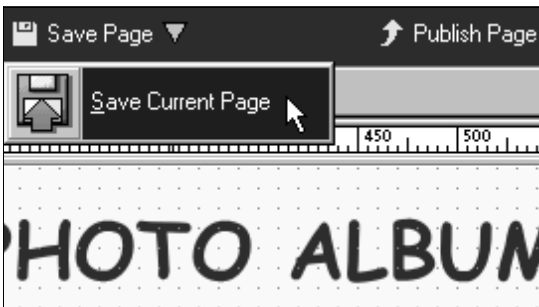


Lesson 7: Saving your page **F**

Now that you have edited the page, let's save it in your personal computer. It consists of an HTML file and an image file for the logo. Save the HTML file first, and then the image file.

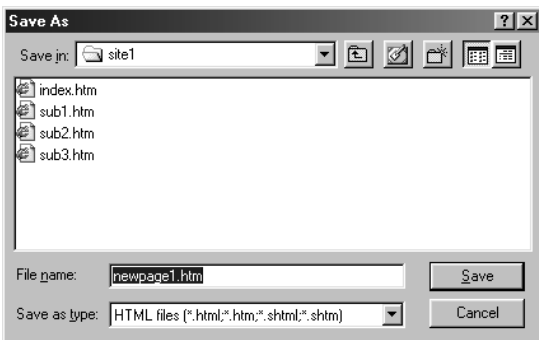


1. On the task menu, click **Save Page** → **Save Current Page**.

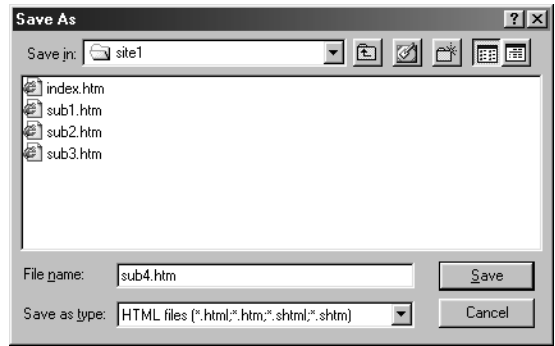


The Save As dialog appears. You can use it to specify the destination folder in which the HTML file is to be saved.

2. From **Save in**, select the folder you created in Lesson 1—the **site1** subfolder in the **My Documents** folder in drive C.



3. Delete the temporary file name in the **File name** field, and then type **sub4.htm**.

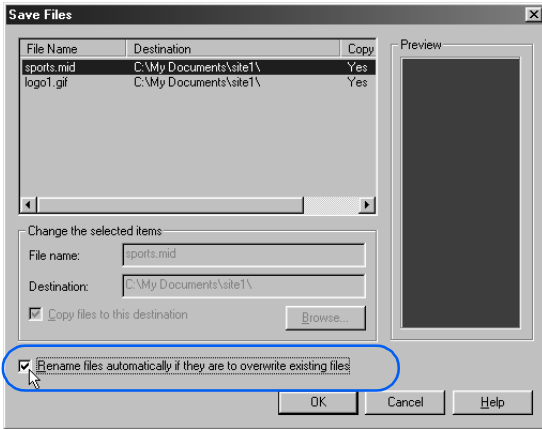


! For some Windows settings, the “.htm” file extension may not be shown.

4. Click the **Save** button.

The Save Files dialog appears. You can use it to specify the folder in which the files inserted in the page are to be saved.

5. Select the check box for **Rename files automatically if they are to overwrite existing files**, and then click the **OK** button.



The files inserted in the page are also saved in the **site1** subfolder.

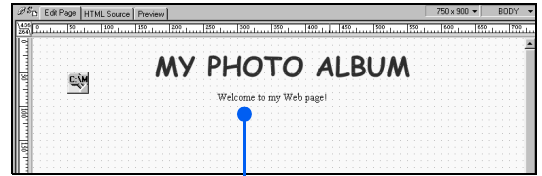


If you select **Rename files automatically if they are to overwrite existing files**, then if the destination folder contains another file with the same file name as the file being saved, the new file is renamed automatically. This prevents the older file from being overwritten unintentionally.



Lesson 8: Entering text **F**

You will be entering text below the logo that you created in Lesson 6.



You will enter text here.

1. On the task menu, click **Insert Page Elements** (or **Insert**) → **Insert Text** → **Normal**.

The mouse pointer turns into a cross.



2. Click the mouse at the position where you want to enter text.

A frame (text box) for entering text is created, and the cursor appears inside this frame.



3. Type `Welcome to my Web page!`



If you mistype text, you can delete it by pressing either the Backspace key or the Delete key. If you press the Backspace key, the character to the left of the cursor is deleted. If you press the Delete key, the character to the right of the cursor is deleted.

4. If necessary, drag the text to the place where you want it.

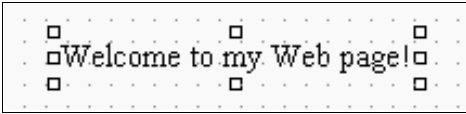


How to edit text you have entered

If you enter text and then click anywhere on the page other than on the text, the cursor disappears. To resume editing the text, do the following:

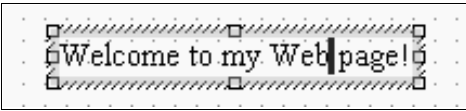
1. Click the text.

Eight square knobs appear around the text box that contains the text. You can freely move the text and the text box as a unit by dragging the mouse.



2. Click the text once more.

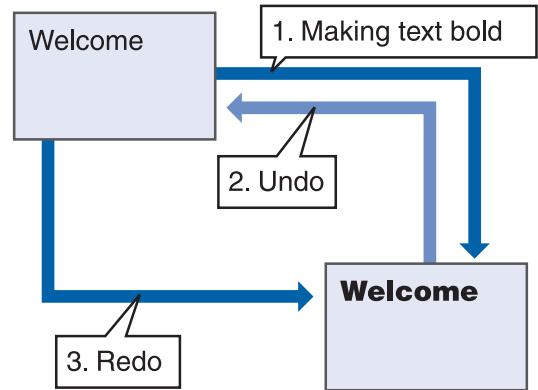
The cursor appears in the text box. You can now edit the text.



Canceling and redoing operations

If you have made a mistake while typing text or inserting images, you can cancel the most recent operation and return the page to the state before that operation. You can also redo the canceled operation. The procedure is as follows:

- To cancel the most recent operation, click **Edit → Undo** on the menu bar.
- To do the canceled operation once again (to “uncancel”), click **Edit → Redo** on the menu bar.





Lesson 9: Changing the size and boldness of text **F**

Let's enlarge and emphasize the text you entered in Lesson 8.




You will enlarge text and make it bold.

1. Click the text you entered in Lesson 8. When eight square knobs appear around the text, double-click it.


The entire text string is highlighted to signify that it is selected.



2. To enlarge the text, click the **Increase Font Size** button  on the toolbar.

The text is enlarged a little.




3. With the text string still selected, click the **Bold** button  on the toolbar.

The text becomes bold.



4. To deselect the text, click anywhere in the editing area other than on the text.

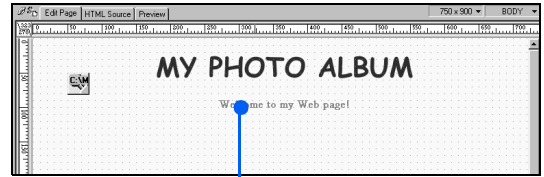


- To make the text smaller, select it and click the **Decrease Font Size** button .
- To change the text from bold to normal, click the **Bold** button  again.



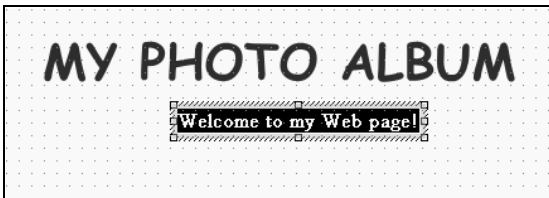
Lesson 10: Changing the color of text F

In this lesson, you will learn how to change the color of text.



You will change the color of text.

1. If you deselected the text in Lesson 9, double-click it to select it again.



2. On the menu bar, click **View → Color Palette**.

The Color Palette dialog is displayed.



3. Select the color you want to use, and then click the **Apply** button.

The selected color is applied to the text.



4. Click anywhere in the page editing area.

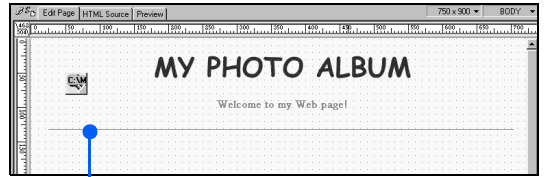
The text is deselected, and you can see that its color has changed.





Lesson 11: Drawing a horizontal rule F

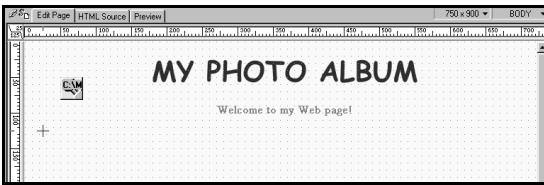
Let's draw a horizontal rule, or separator line, below the text you entered in Lesson 8.



You will draw a horizontal rule here.

1. On the menu bar, click **Insert** → **Horizontal Rule**.

The mouse pointer turns into a cross.



2. Specify the position and the length of the horizontal rule by dragging the mouse.



A horizontal rule is drawn.



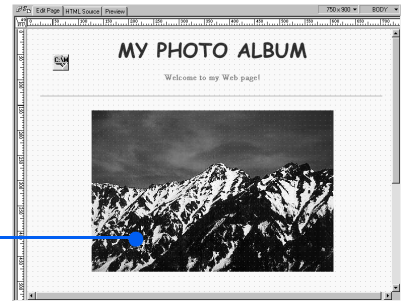
A horizontal rule has been drawn.

3. To adjust the position of the rule, place the mouse pointer on it, and drag it.

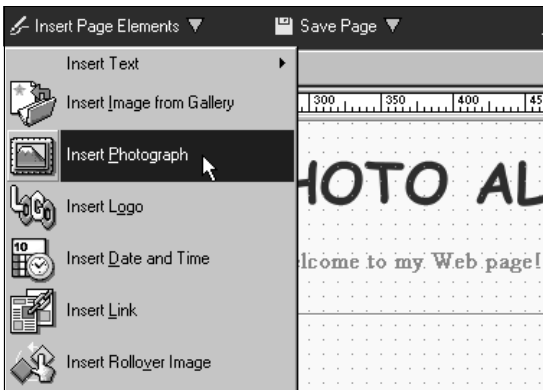


Lesson 12: Inserting a photo image F

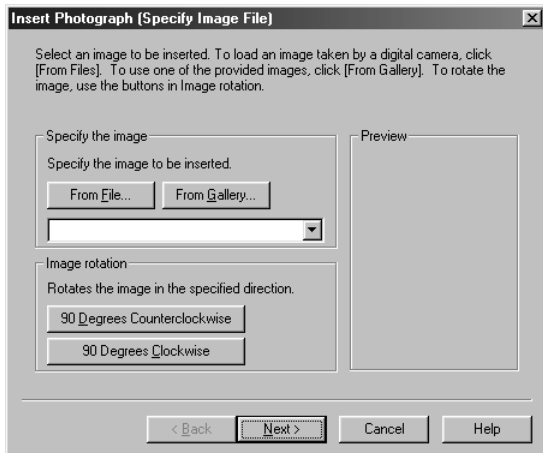
In this lesson, you will insert a photo image, taken with a digital camera, into your page. You don't have to prepare a photo image; you will be using one of the sample image files that Homepage Builder provides.



1. On the task menu, click **Insert Page Elements** (or **Insert**) → **Insert Photograph**.

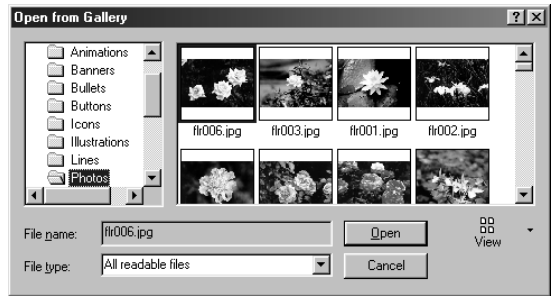


The Insert Photograph (Specify Image File) dialog appears. You can use this dialog to select the image you want.



2. Click the **From Gallery** button.

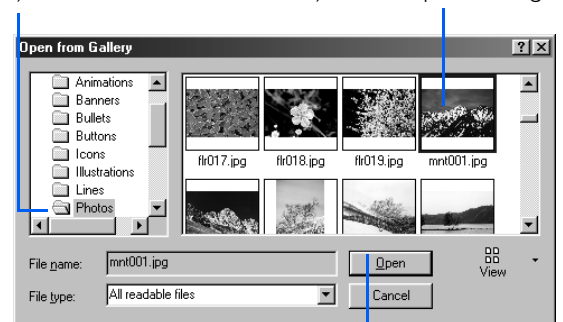
The Open from Gallery dialog appears.



3. In the list of folders on the left side of the dialog, go to **Images** and select **Photos**. From the thumbnail images on the right side of the dialog, select **mnt001.jpg**. Then click the **Open** button.

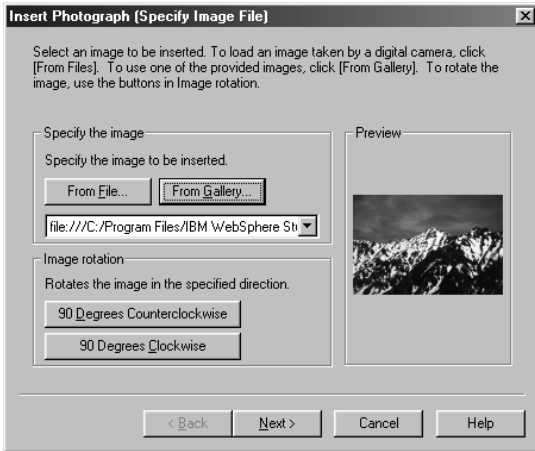
1) Select a folder.

2) Select a photo image.



3) Click the **Open** button.

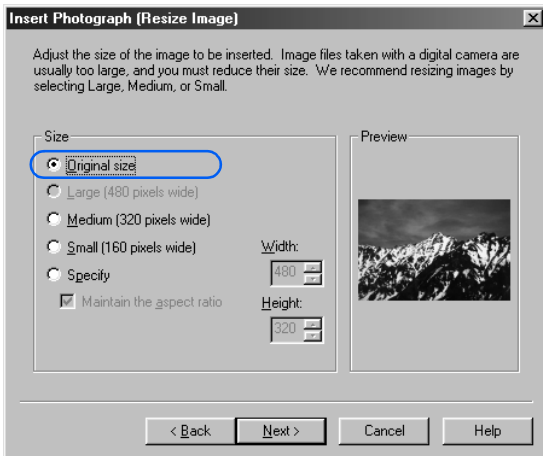
This returns you to the Insert Photograph (Specify Image File) dialog. You can preview the selected photo image in the **Preview** field.



4. Click the **Next** button.

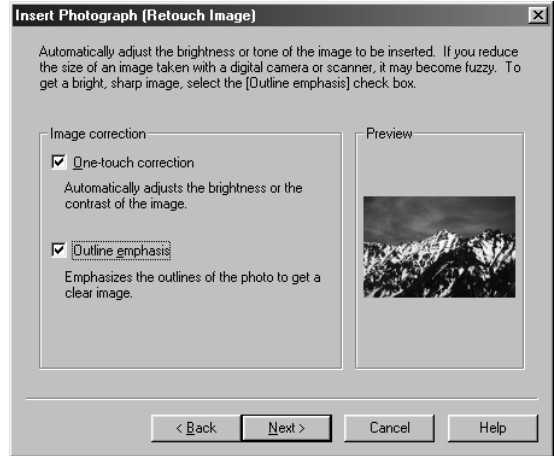
The Insert Photograph (Resize Image) dialog appears. You can use this dialog to adjust the size of the photo image.

5. For this example, select **Original size**, and then click the **Next** button.



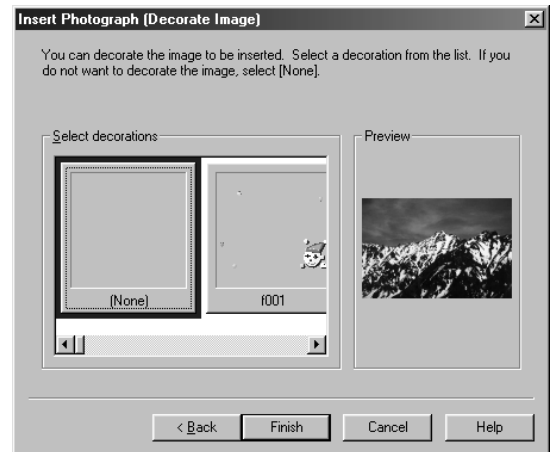
The Insert Photograph (Retouch Image) dialog appears. You can use this dialog to adjust the brightness and tone of the photo image.

6. Select the check boxes for **One-touch correction** and **Outline emphasis**, and then click the **Next** button.



The Insert Photograph (Decorate Image) dialog appears.

7. For this example, select **(None)**, and then click the **Finish** button.

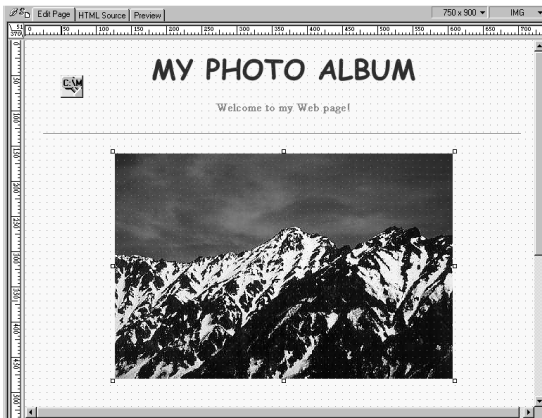


The photo image is inserted into the page.

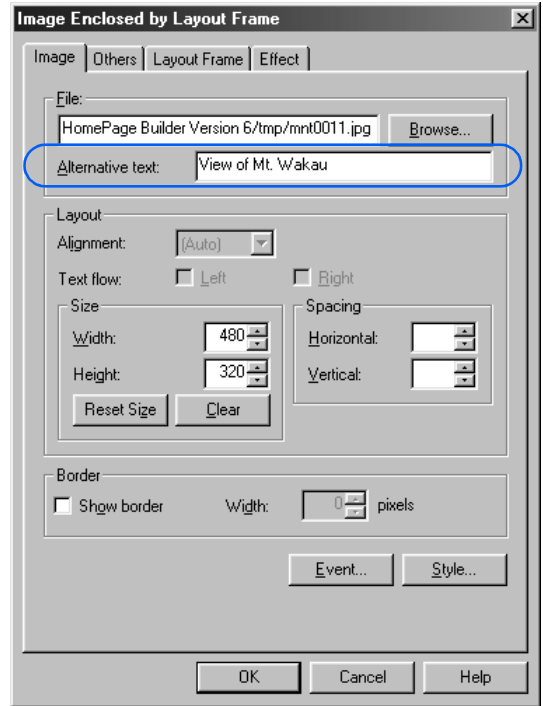


To delete an inserted image, click it and press the Delete key.

8. Drag the photo image to a position below the horizontal rule.



9. Give the photo image a name (the alternative text) by the procedure given in "Lesson 6: Using a logo image as a heading" on page 48.

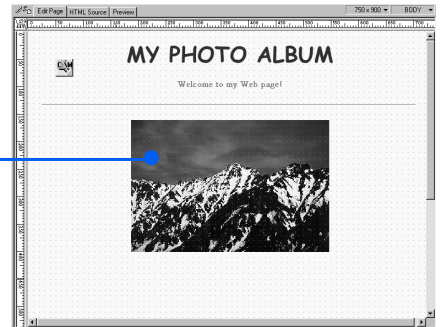




Lesson 13: Resizing the image F

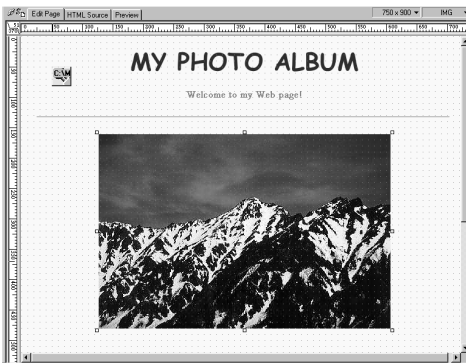
Suppose that the image you inserted in Lesson 12 is too big. Let's resize it.

You will reduce the display size of an image.

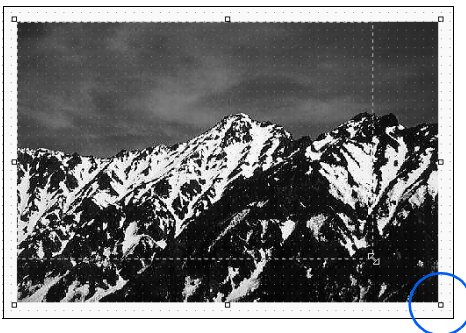


1. Click the image.

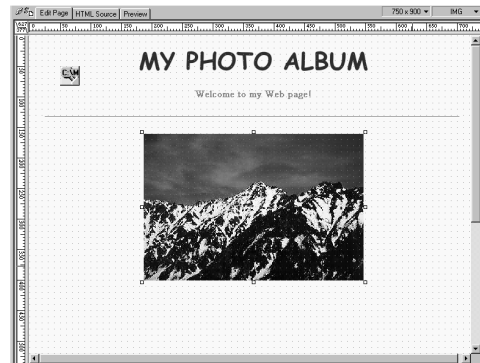
Eight square knobs appear around it.



2. To scale down the image, place the mouse pointer on the knob at the lower right corner of it, and then drag the knob to the upper left (toward the center of the image).



The display size of the image is reduced.

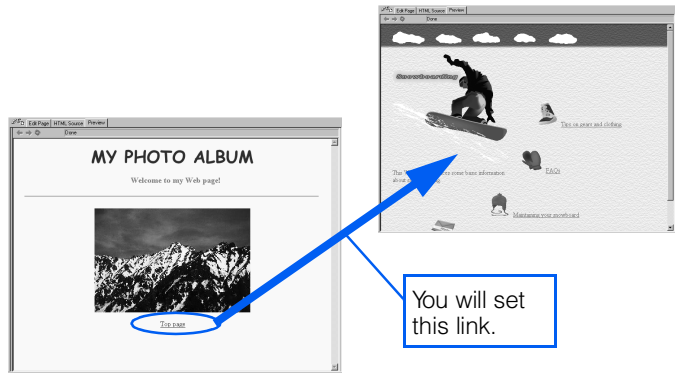


- To enlarge an image, drag the square knob at the lower right corner to the lower right.
- To change only the width or the height of an image, drag one of the square knobs at the center of the four sides.
- Changing the display size of an image doesn't change the size of the image file. For detailed information about how to change the size of an image file along with the display size, see Chapter 4 in *Volume 2: Reference*.



Lesson 14: Setting a link from the subpage to the top page F

Now that you have created a page, let's set a link from it to your top page. You can set a link on text or an image; that is, you can use either one, or both together, as the link source. For this example, you will use text as the link source.

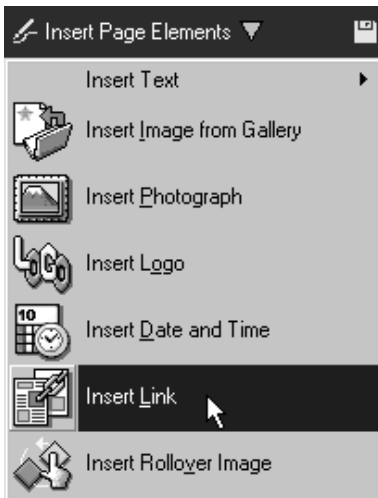


1. Click anywhere other than on text or an image so that nothing is selected.



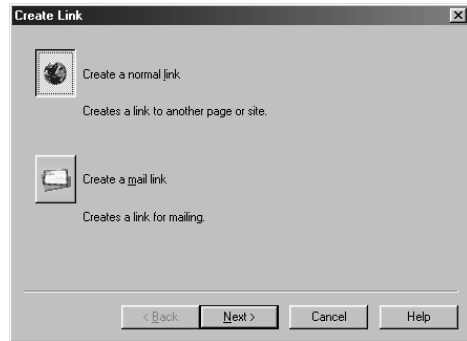
If you want to set a link on an image, click the image to select it.

2. On the task menu, click **Insert Page Elements** (or **Insert**) → **Insert Link**.



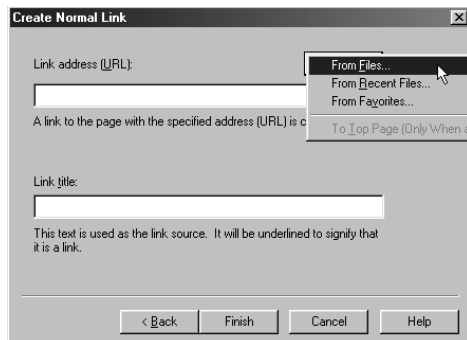
The Create Link dialog appears.

3. Make sure that **Create a normal link** is selected, and then click the **Next** button.



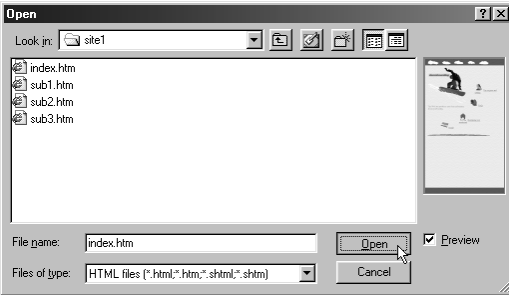
The Create Normal Link dialog appears.

4. Click the **Select** button next to the **Link address (URL)** field. On the pop-up menu, click **From Files**.

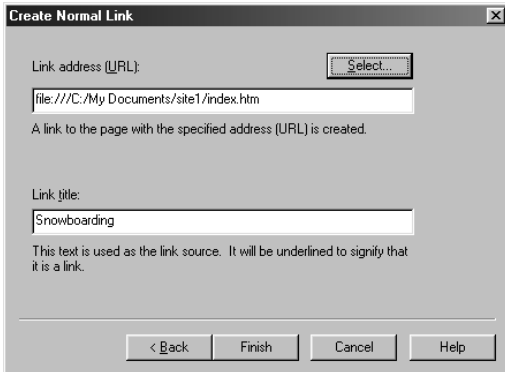


The Open dialog appears.

5. Specify the destination file for the link. For this example, open the **site1** sub-folder in the **My Documents** folder in Drive C, select **index.htm**, and then click the **Open** button.

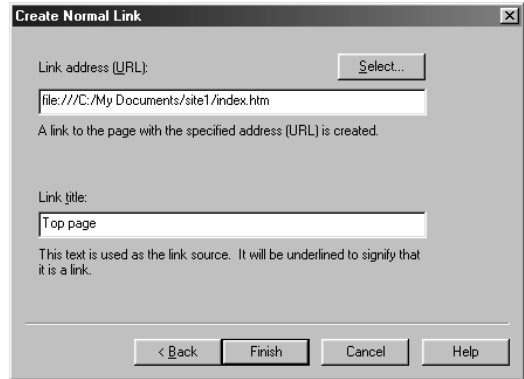


The address of the top page is set in the **Link address (URL)** field. In the **Link title** field, the title of the top page is inserted automatically.



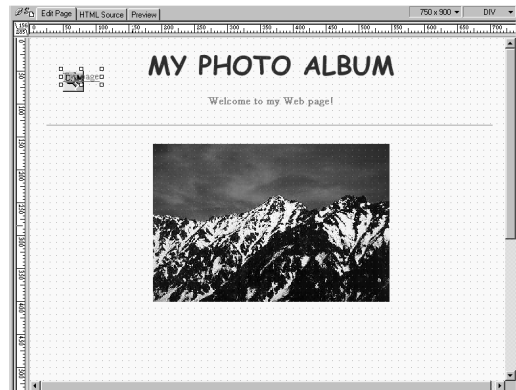
If the specified file has no title, the file name is inserted in the **Link title** field automatically.

6. In the **Link title** field, type the text that is to serve as the link source. What you type overwrites the default title. For this example, type **Top page**.

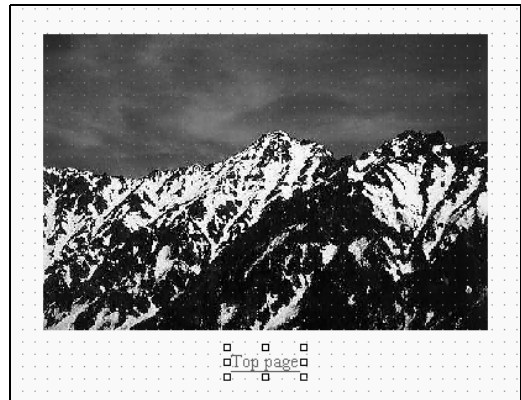


7. Click the **Finish** button.

The text string, “Top page,” is inserted. It is underlined to indicate that a link is set on it.



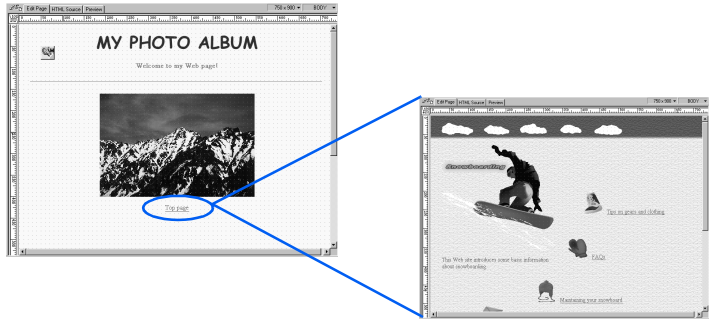
8. Drag the text below the photo image.





Lesson 15: Opening the link destination page **F**

If links are set on a page, you can open and edit any link destination page quickly by using the link for it.



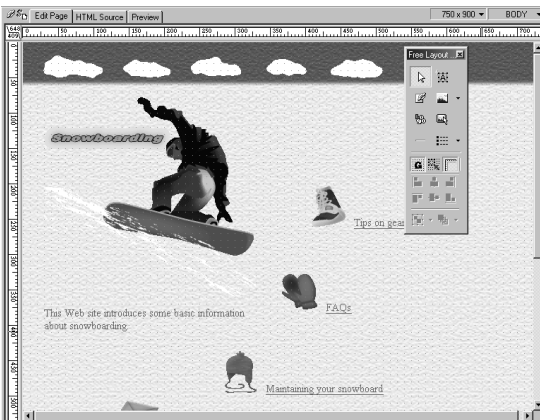
1. Click twice the text string, “Top page,” on which a link has been set.

The cursor appears within the text string.



2. On the menu bar, click **File** → **Open This Link**.

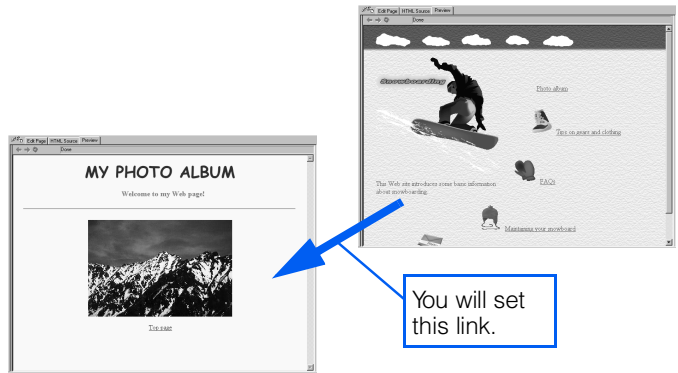
The top page is displayed.





Lesson 16: Setting a link from the top page to the subpage F

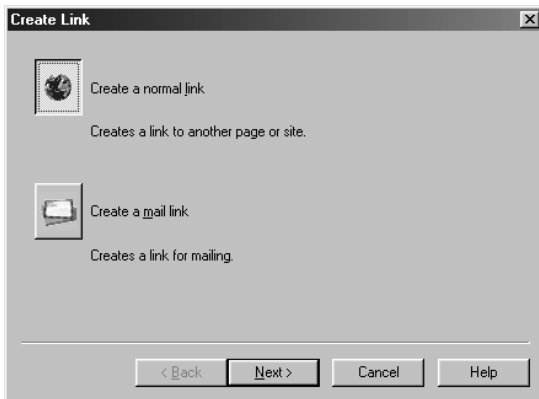
This time, let's set a reversing link to jump from the top page to the subpage. As the link source you will be using the page title of the link destination, which Homepage Builder inserts automatically.



For this lesson, we assume that the top page has already been opened, by the procedure in Lesson 15. Make sure that nothing is selected on the page.

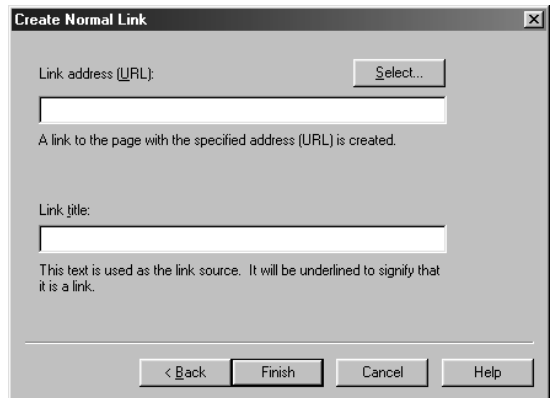
1. On the task menu, click **Insert Page Elements** (or **Insert**) → **Insert Link**.

The Create Link dialog appears.

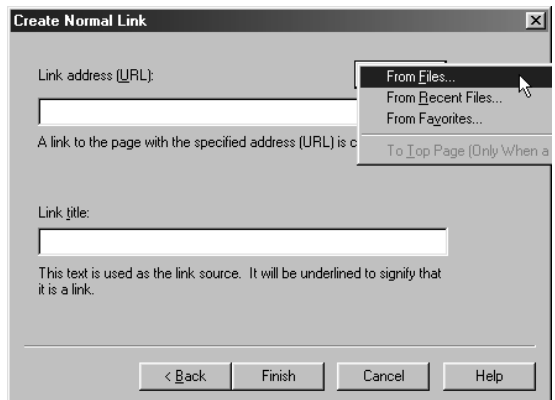


2. Make sure that **Create a normal link** is selected, and then click the **Next** button.

The Create Normal Link dialog appears.

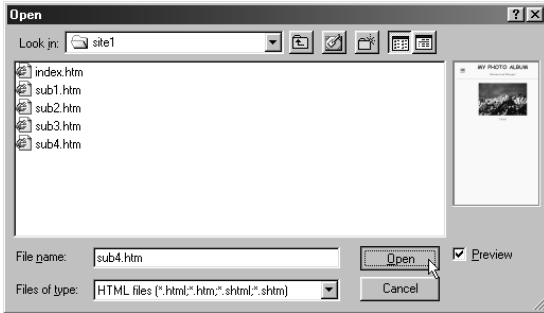


3. Click the **Select** button next to **Link address (URL)**. On the pop-up menu, click **From Files**.

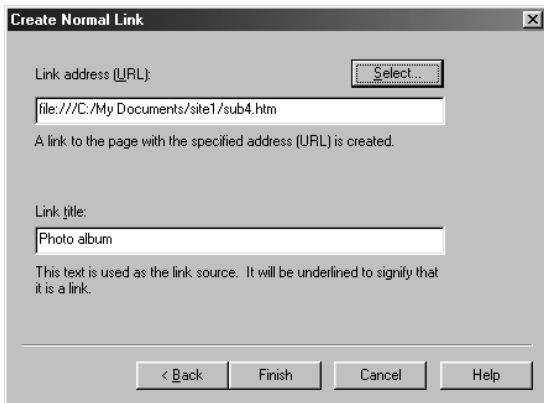


The Open dialog appears.

- Specify the destination file for the link. For this example, open the **site1** subfolder in the **My Documents** folder in Drive C, select **sub4.htm**, and then click the **Open** button.



The address of the subpage is set in the **Link address (URL)** field. The title of the subpage is entered automatically in the **Link title** field. This text string will be inserted as the link source.

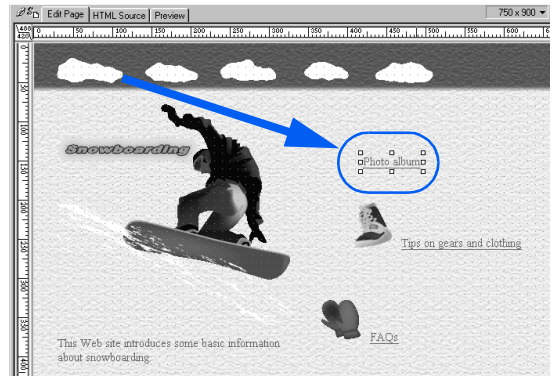


- Click the **Finish** button.

A text string—the subpage title, “Photo album”—is inserted. A link to the subpage is set on this text string.



- Drag the text string to the place where you want it on the page.



Finally, let's save the top page and the subpage, check the links between these pages, and then close all the files.

- On the menu bar, click **File → Save All**.

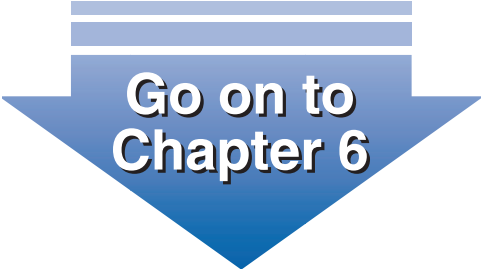
The two HTML files are saved at the same time. When the Save Files dialog appears, click the **OK** button.

- By using the **Preview** tab, make sure that the links between the top page and the subpage are set properly. For information about how to use the **Preview** tab, see Lesson 3.

- On the menu bar, click **File → Close All**.

The page editing area is cleared.

Your Web pages have been completed. In Chapter 6, you are going to upload your Web pages and view them on a Web browser.



Chapter 5

Creating Web pages in standard mode

If, after studying Chapter 3, you think *standard mode* is easier to use, let's use that mode in creating simple Web pages.



For users who are not accustomed to operating in standard mode, this chapter presents step-by-step procedures for creating Web pages. You should follow the procedures from the beginning.

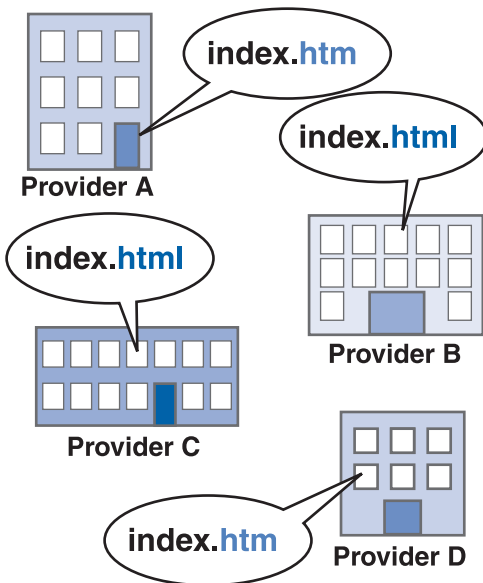


What you should know before creating Web pages **S**

This section explains important basics that you should know before you create Web pages. Those who already know the basics should go on to the next section.

Assigning a top page file the file name specified by your service provider

Usually, an Internet service provider specifies the name that must be assigned to your top page. If you assign any other name, your site cannot be viewed on the Internet. Most service providers, though not all, specify *index* as the name, and either *.htm* or *.html* as the extension.



By default, top pages and other HTML files created with Homepage Builder are assigned the extension *.htm*. Before you start creating your Web pages, check with your provider to find out what file name and extension are required. If the provider tells you to use

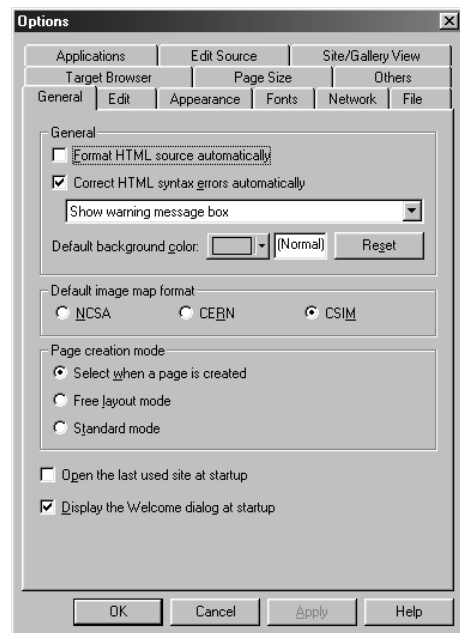
index.html, change the setting of Homepage Builder by the following procedure.



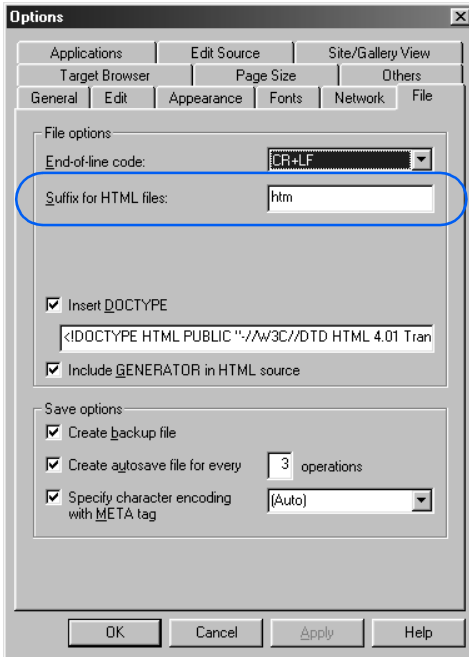
You cannot change the extension of a file that is already saved.

1. On the menu bar, click **Tools** → **Options**.

The Options dialog appears.



2. Click the **File** tab.
3. Confirm that the **Suffix for HTML files** field is set to "htm." If necessary, change this to "html."

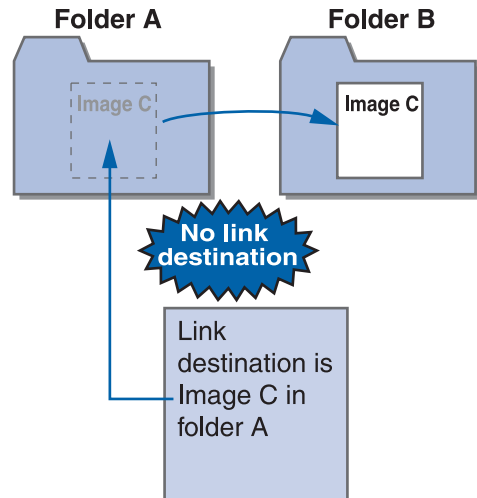


4. Click the **OK** button.

All pages you subsequently create will have the file extension that you have specified.

Do not change the name or location of a file thoughtlessly

If the page you have created contains a link, then if you change the name or location of the file it links to by using a tool other than Homepage Builder (such as Windows Explorer), a visitor to your Web page cannot jump to that page.



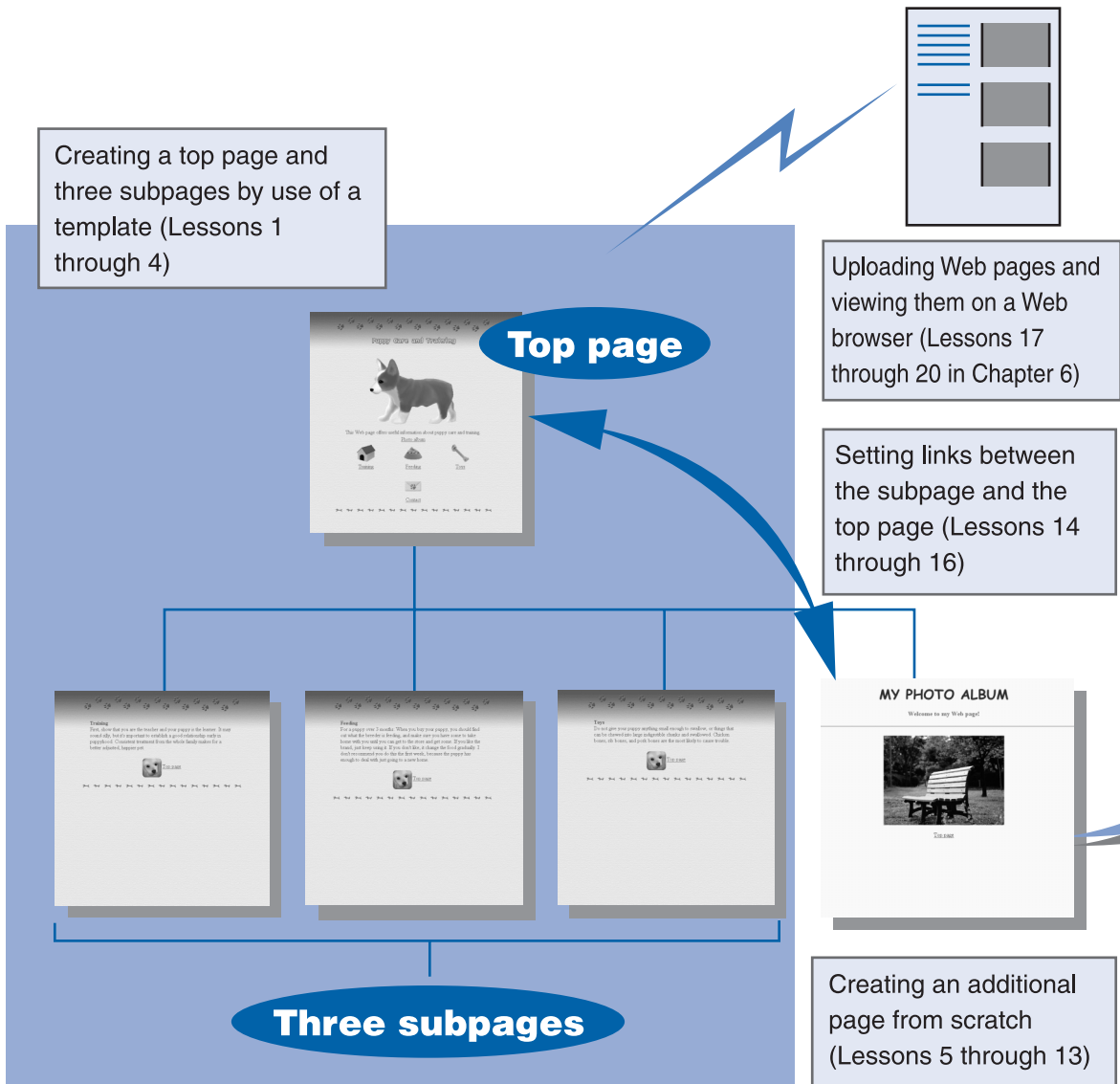
For this reason, if you must change the name or location of a file, be sure to use the site management function of Homepage Builder, by the following procedure:

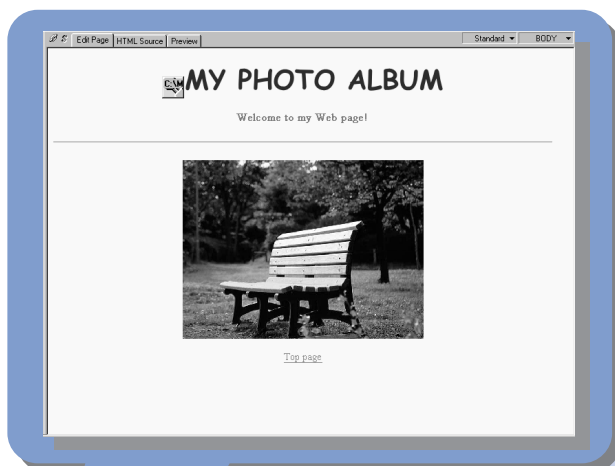
1. Create a new site for your Web pages. (See “Lesson 18: Creating a site on your PC” on page 112.)
2. Change the file name by using the **Site** tab of the Site/Gallery View. (See “How to rename files” on page 115.)



What you learn in this chapter S

In this chapter, you will use standard mode to create Web pages, as follows:





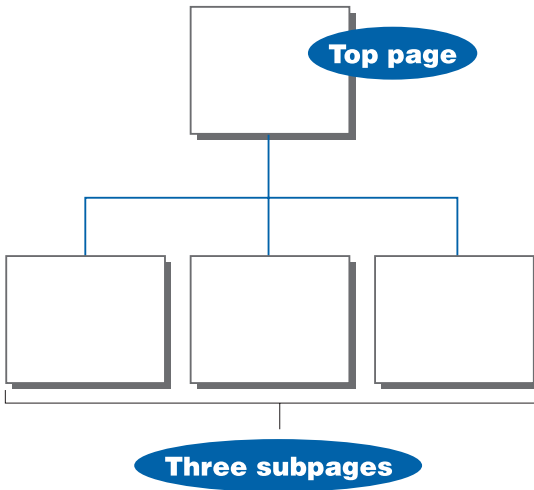
- Creating a page from scratch (➔ Lesson 5)
- Using a logo image as a heading (➔ Lesson 6)
- Entering text (➔ Lesson 8)
- Changing the size and boldness of text (➔ Lesson 9)
- Changing the color of text and placing it at the center (➔ Lesson 10)
- Drawing a horizontal rule (➔ Lesson 11)
- Inserting a photo image (➔ Lesson 12)
- Resizing the image and placing it at the center (➔ Lesson 13)



Lesson 1: Creating pages by use of a template **S**

For users who find it difficult to create Web pages from scratch, Homepage Builder provides many templates in many categories. Using the templates, you can create pages with elaborate layout easily.

A template may consist of a single top page or of two or more pages. In Lesson 1, you will create a top page and three subpages by using a multiple-page template.

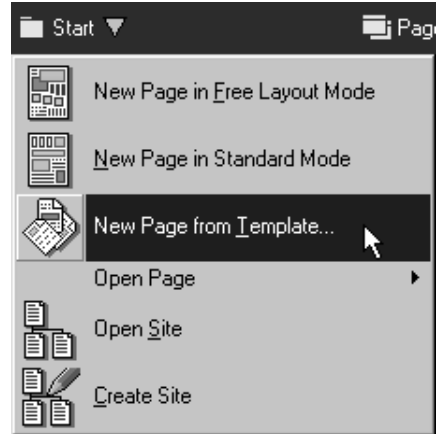


All the files used for the pages you have created are saved on your PC at the end of Lesson 1.



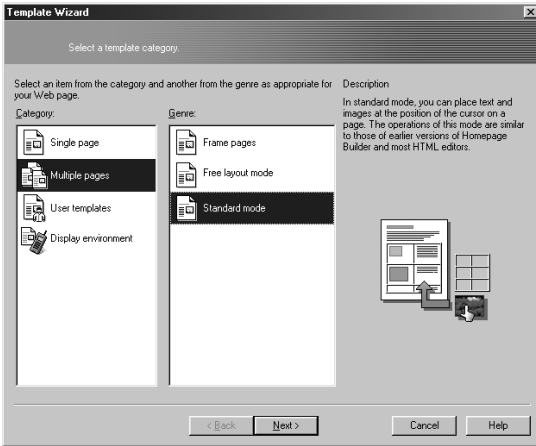
- If at any time you need to return to the preceding dialog, click the **Back** button.
- As you use the Template Wizard dialogs, you can check how your pages look in the **Preview** field.

1. On the task menu, click **Start → New Page from Template**.



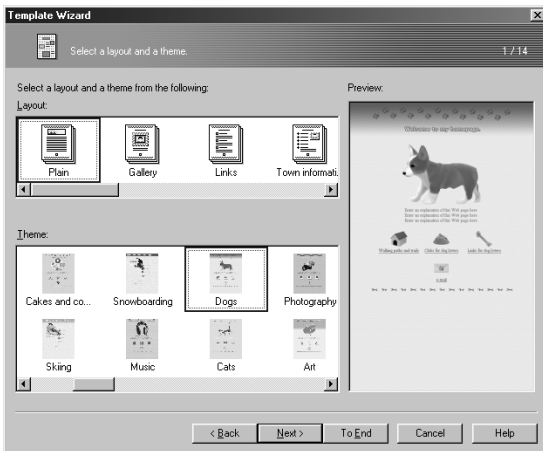
The dialog for selecting a category of templates appears.

- 2.** Select a category of templates, as follows:
 - a. From **Category**, select **Multiple pages**.
 - b. From **Genre**, select **Standard mode**.
 - c. Click the **Next** button.



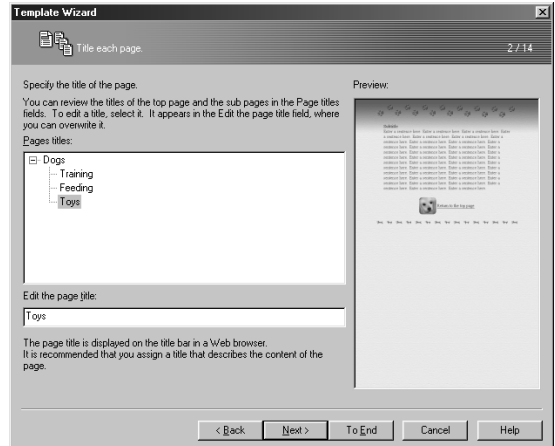
The dialog for selecting a layout and a theme for the page appears.

- From **Layout**, select **Plain**. From **Theme**, select **Dogs**. Then click the **Next** button.



The dialog for setting a page title appears.

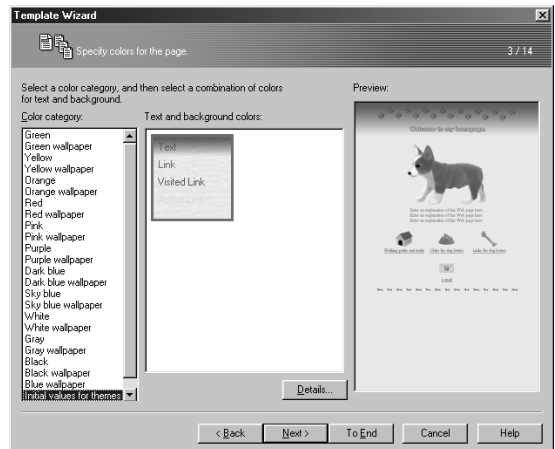
- Change the page title of each page, as necessary, and then click the **Next** button.



The dialog for selecting page colors appears.

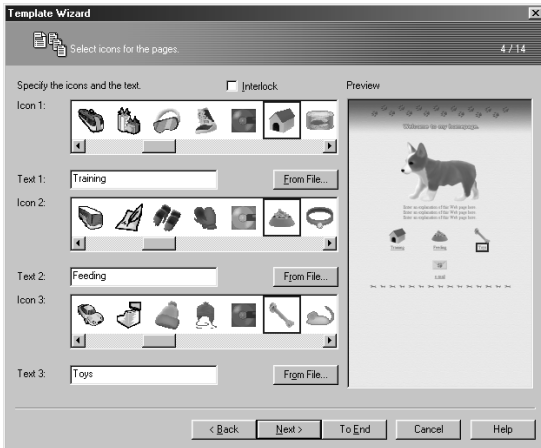
Steps 5 through 7 provide settings common to all pages.

- In this dialog, you can change the color of the page background and the colors used for various types of text. For this example, accept the default settings, and click the **Next** button.



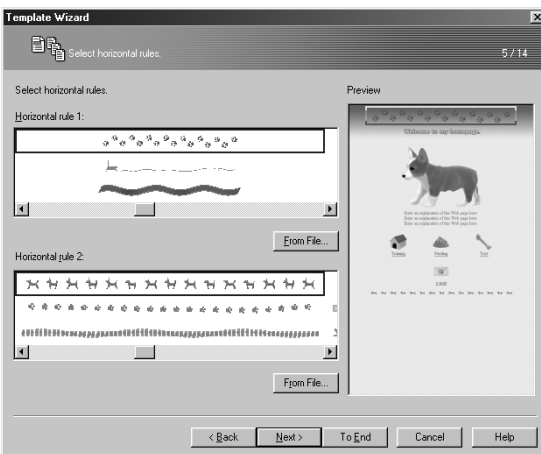
The dialog for adding icons and text strings to the top page and linking them to the subpages appears.

- For each link to a subpage, select an icon and type text to serve as the link source to jump to that subpage. After you have done this for each of the links, click the **Next** button.



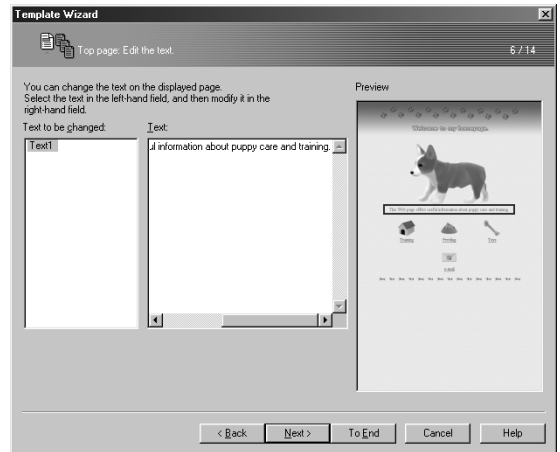
The dialog for selecting horizontal rules appears.

- Select two horizontal rules, one for the top of the page and the other for the bottom, and then click the **Next** button.



The dialog for inserting text on the top page appears.

- In the **Text** field, type text for the top page. Then click the **Next** button.



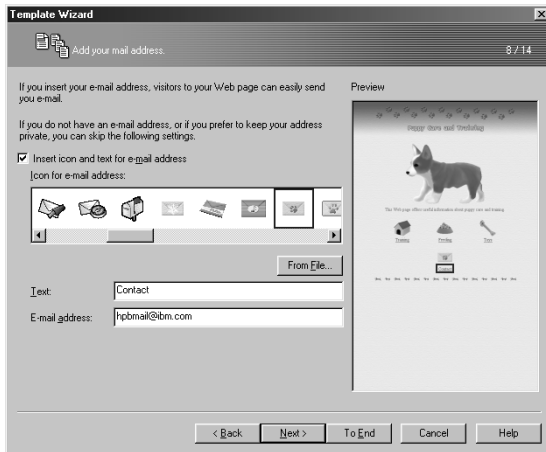
The dialog for inserting a logo image and logo text for the top page appears.

- Select a logo image from **Logo gallery**, type the heading for this page in **Logo text**, and then click the **Next** button.



The dialog for inserting your e-mail address appears.

- If you want to enable the readers of your Web pages to send comments or requests for detailed information, type your e-mail address in the **E-mail address** field, and then click the **Next** button.

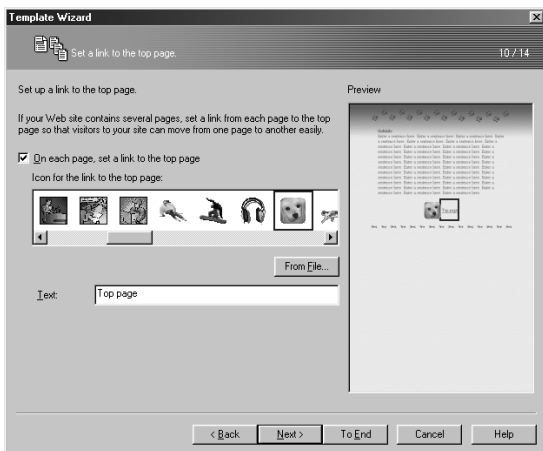


If you don't have an e-mail address, or if you don't want to include it in your page, clear the check box for **Insert icon and text for e-mail address**, and then click the **Next** button.

11. Click the **Next** button once again.

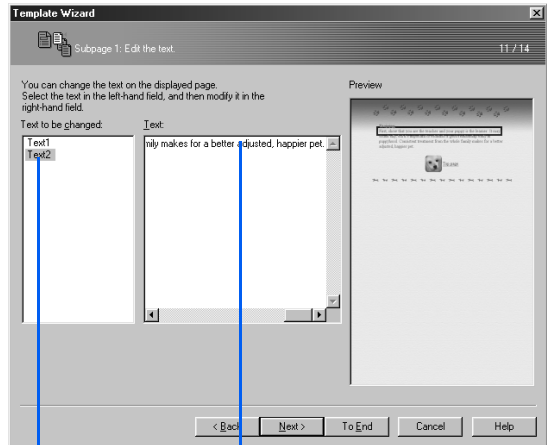
The dialog for setting a link from each subpage to the top page appears.

12. Select an icon and type text to serve as the link sources to jump to the top page. Then click the **Next** button.



The dialog for inserting text on the first subpage appears.

13. In the **Text** field, type text for the subpage. Then click the **Next** button.



1) Click **Text 2**. 2) Type text.

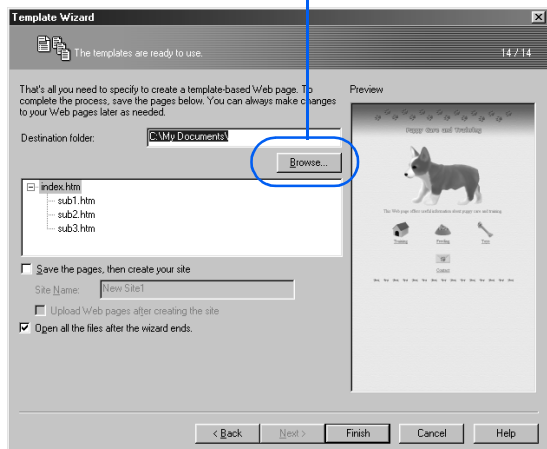
14. Repeat step 13 for the second subpage and again for the third.

A top page and three subpages have now been completed.

Finally, save the files for the four pages—four HTML files and all image files inserted into the pages—by the following procedure.

15. When the following dialog appears, click the **Browse** button at the lower right of the **Destination folder** field.

Click this button.



The Specify Folder dialog appears.

- From **Drive**, select the drive in which you want the files saved (drive C, for example), and then double-click a folder in the **Folder** list (**My Documents**, for example).



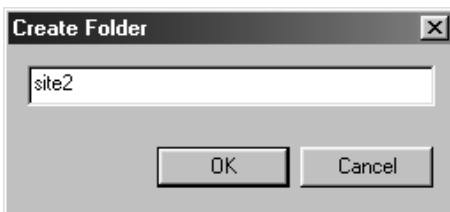
! To select a folder, be sure to double-click it. You cannot select it with a single click.

For this example, you will create a new subfolder named **site2** in the **My Documents** folder, and then save all the files in “site2.”

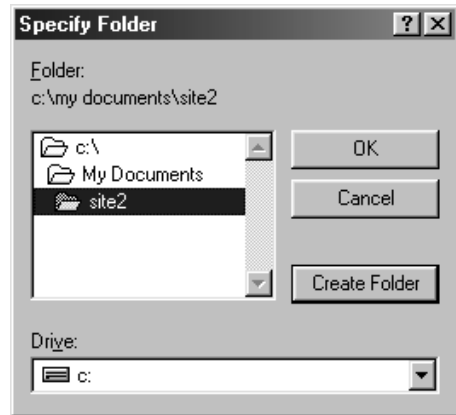
- First, click the **Create Folder** button.

The Create Folder dialog appears.

- Type `site2` as the name of the new folder, and then click the **OK** button.



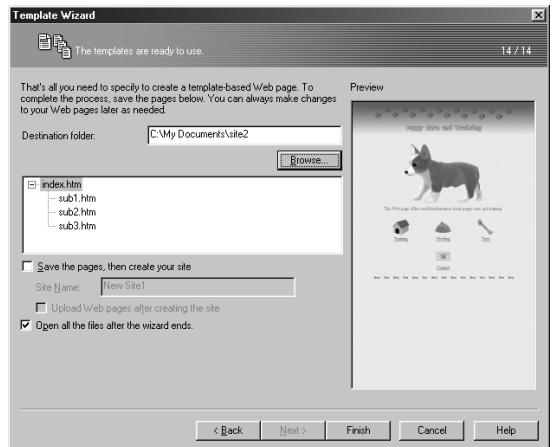
A subfolder with the name you have assigned is created in the destination folder.



- Click the **OK** button.

You will return to the dialog in step 15. The **Destination folder** field now contains “C:\My Documents\site2”.

- Click the **Finish** button.



The files for the four Web pages are saved in the **site2** subfolder. All four of the Web pages open in the page editing area, in a stack with the top page at the front.

HTML files for the top page and for subpages 1, 2, and 3, as well as all of the image files used in the HTML files, have been saved in the **site2** subfolder.

You can edit these Web pages freely in the page editing area; for this example, however, you will use them without editing.

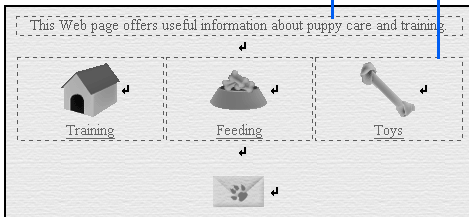


A method often used in standard mode

In most of the templates for standard mode, tables are used for laying out images and text. The frames for these tables are hidden; they appear as broken lines as you design or edit the page, but are invisible to the visitors to your page. For example, the broken lines in the lower part of the top page you have created are table frames that are hidden.

For information about how to edit tables, see Chapter 8 in *Volume 2: Reference*.

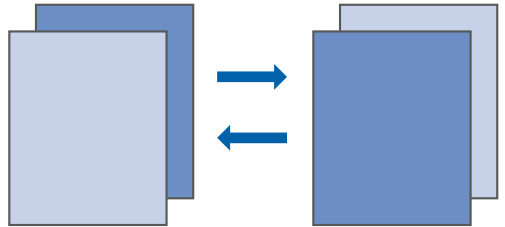
Frames of the tables (hidden)





Lesson 2: Switching between pages while editing S

As a result of Lesson 1, four pages have been opened in the page editing area. However, you can view only the page that is in front, because it normally occupies the entire editing area. To switch between pages, use either of the following methods.



Using the Page List

1. On the menu bar, click **Window** → **Page List**.

The Page List dialog appears, showing the file names of the pages currently open.

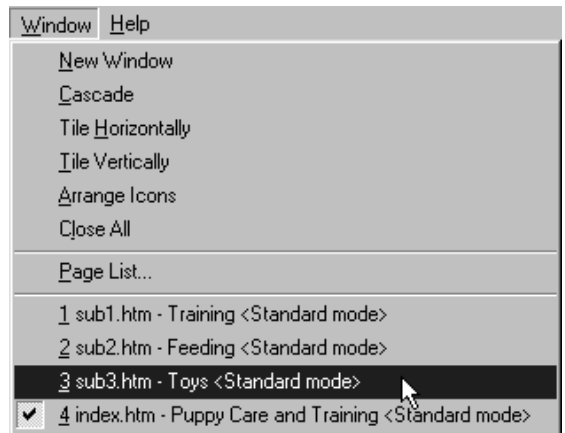


2. Click the file name of the page you want to edit.

That page is opened.

Using the Window menu

1. On the menu bar, click **Window**, and then click the file name of the page you want to edit.



That page is opened.



Lesson 3: Previewing your pages S

By using the **Preview** tab, you can see how your page would look if you were viewing it on a Web browser. This lesson shows how to preview the pages created in Lesson 1.



You can use the **Preview** tab only if Internet Explorer 4.0 or later is installed on your personal computer.

1. While the top page is displayed, click the **Preview** tab.

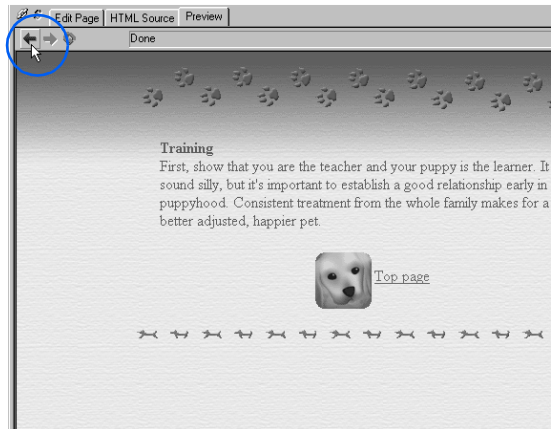
The page appears, exactly as it would appear when viewed on a browser.

2. To jump to a subpage, click the text string on which a link to that subpage has been set.



That subpage appears.

3. To return to the top page, click the blue left arrow.



- You cannot edit pages on the **Preview** tab.
- The display on the **Preview** tab does not always match the display on the **Edit Page** tab. For example, suppose you are displaying page A on the **Edit Page** tab. If you click the **Preview** tab and click text or an image on which a link has been set, the **Preview** tab displays page B, the link destination page. If you return to the **Edit Page** tab at this point, page A is displayed there again—not page B.



Lesson 4: Closing Homepage Builder S

This lesson explains how to close Homepage Builder.

1. On the menu bar, click **File** → **Exit**.

Homepage Builder closes.



Because the pages created in Lesson 1 were saved in the last step, Homepage Builder should close without any message. However, if you have made any unintentional changes on the pages during Lesson 2 or 3, a message, “Save changes to index.htm?” appears. In such a case, click the **No** button.

Let's take a short break and move on to Lesson 5. There, you are going to create a Web page from scratch.



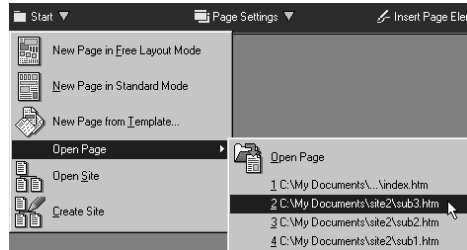
How to open a page you have edited recently

To restart Homepage Builder and open a page you have edited recently, do the following:

1. Start Homepage Builder.
2. When the Welcome dialog appears, click the **Cancel** button.
3. On the task menu, click **Start**, and then point **Open Page**.

A list of the file names of the pages you have recently edited appears.

4. Select the file you want to edit.





Lesson 5: Creating a page from scratch

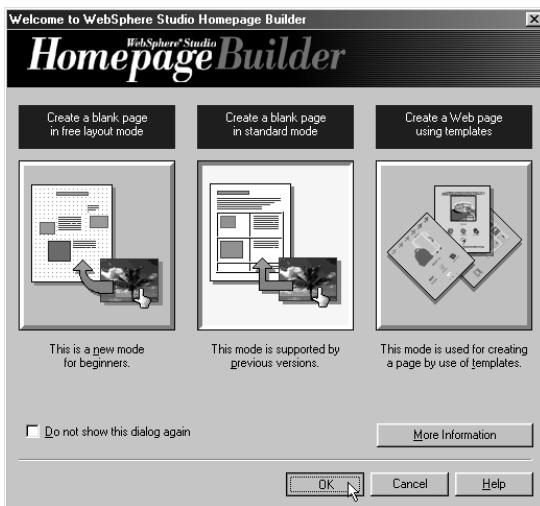
S

In Lessons 5 through 16, you are going to create a new Web page from scratch. This page will be used as the fourth sub-page of the top page you created in Lesson 1. The final image of this Web page is shown at right.

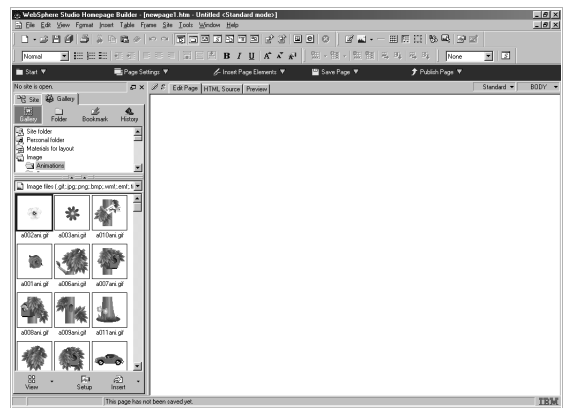


To begin with, you will be specifying a page title, colors for the page background and text, and background music (the music that is played when the page is displayed on a Web browser).

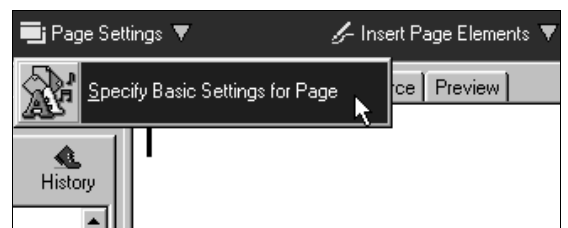
1. Start Homepage Builder.
2. Select **Create a blank page in standard mode**, and click the **OK** button.



A blank page opens.

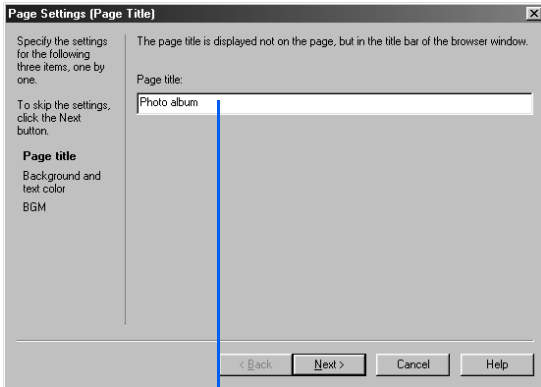


3. On the task menu, click **Page Settings** → **Specify Basic Settings for Page**.



The Page Settings (Page Title) dialog appears.

4. In the **Page title** field, type your page title. For this example, type **Photo album**.



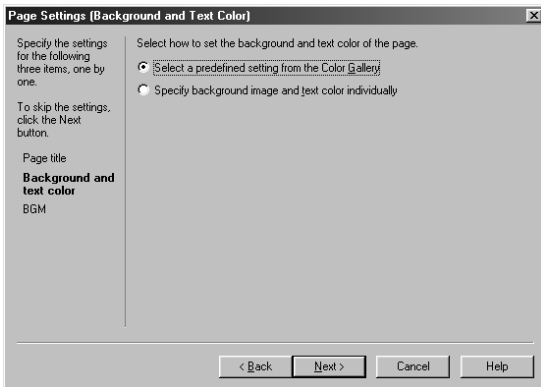
Type **Photo album**.



If you view a page on a Web browser, its page title is shown on the title bar of the browser window. The title of a page is initially set as **Untitled**.

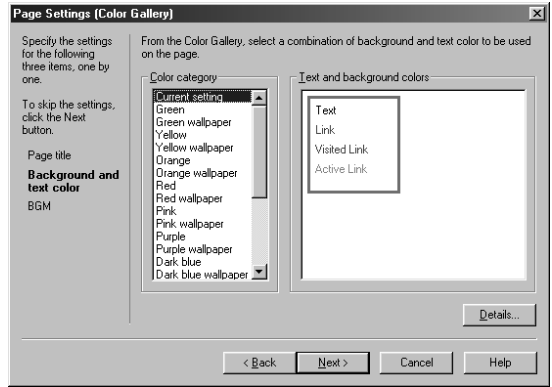
5. Click the **Next** button.

The Page Settings (Background and Text Color) dialog appears.

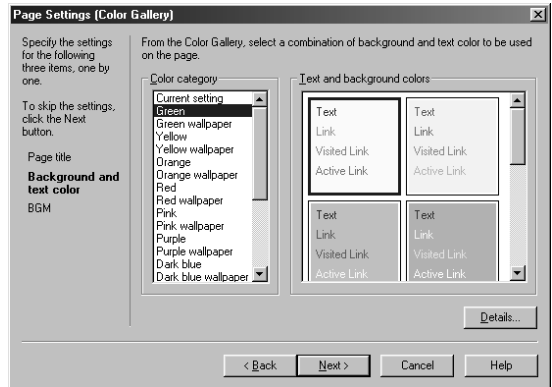


6. Make sure that **Select a predefined setting from the Color Gallery** is selected, and then click the **Next** button.

The Page Settings (Color Gallery) dialog appears.



7. Select **Green** from **Color category**, and then select a color combination from **Text and background colors**.



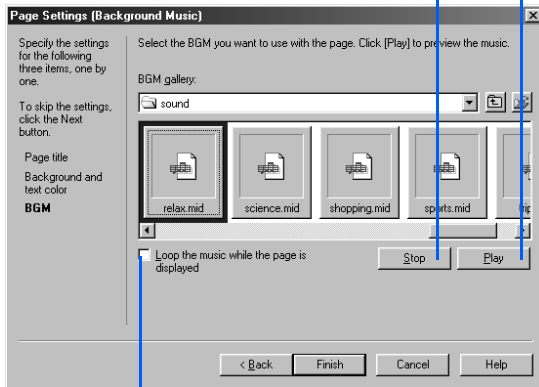
The Color Gallery provides several combinations of colors for background, text, and link text. By selecting a color combination from the Color Gallery, you can specify the color of both background and text by a single action.

8. Click the **Next** button.

The Page Settings (Background Music) dialog appears. Here you can specify a sound file to be used as the background music for the page.

To listen to a sound file, select it and then click the **Play** button.

To stop the play, click the **Stop** button.

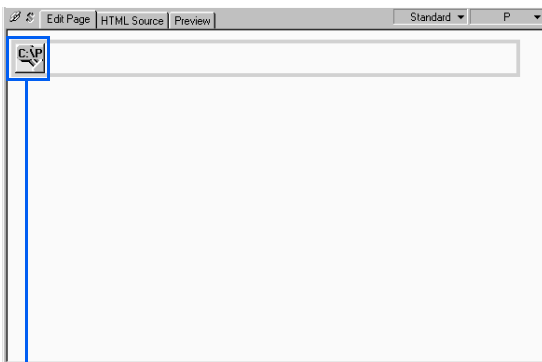


If you select this check box, the sound will be played repeatedly while this page is viewed on a Web browser.

9. For this example, select **relax.mid**.

10. Click the **Finish** button.

An icon for the selected sound file is inserted into the page.



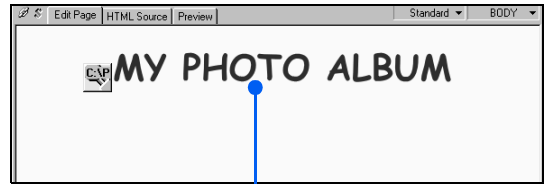
This icon does not show when the page is viewed on a Web browser.

The basic settings of the page have been completed.



Lesson 6: Using a logo image as a heading S

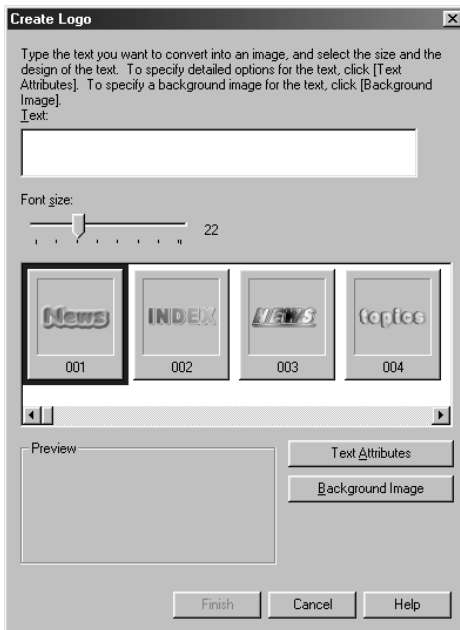
Let's create a logo image—an image converted from text—and use it as the heading of this page. After you create a logo, you should add an explanation of it. This is the *alternative text*, a text string that is displayed instead of an image when a Web page is viewed in an environment in which the image cannot be displayed.



You will create a logo image.

1. On the task menu, click **Insert Page Elements** (or **Insert**) → **Insert Logo**.

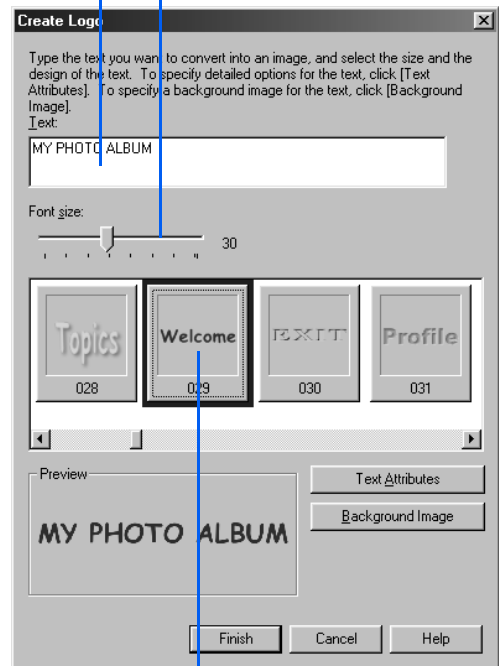
The Create Logo dialog appears.



2. Type the text to be used for the logo, and specify the font size for it. Then choose one of the sample logos provided by Homepage Builder.

Type the text to be used for the logo.

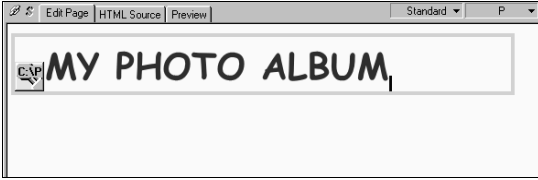
Specify the size of the text.




Choose a sample logo.

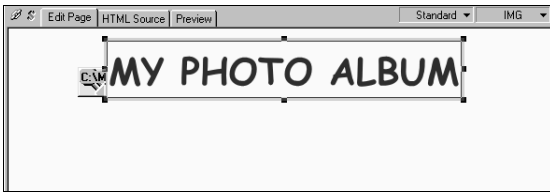
3. Click the **Finish** button.

The logo is inserted at the position of the cursor.



If you click the **Text Attributes** button instead of the **Finish** button, you get dialogs that you can use to specify the color of the logo, the outline, and the text effect.

4. To place the logo at the center of the page, click it, and then click the **Align Center** button  on the toolbar.



Next, specify the alternative text for the logo.

5. Make sure that eight square knobs appear around the logo.

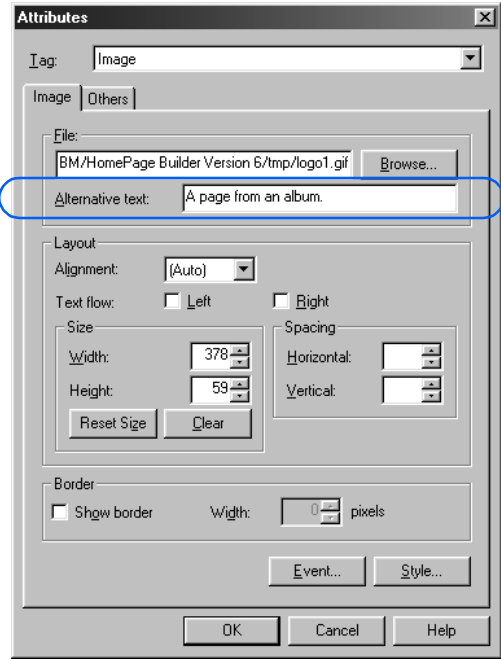


This frame is referred to as the focus frame.

6. On the menu bar, click **Edit** → **Attributes**.

The Attributes dialog for the logo image appears.

7. In the **Alternative text** field, type an explanation of the logo. Then click the **OK** button.



The alternative text for the logo is added.

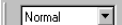
8. To see the alternative text, click the **Preview** tab, and place the mouse pointer on the logo.

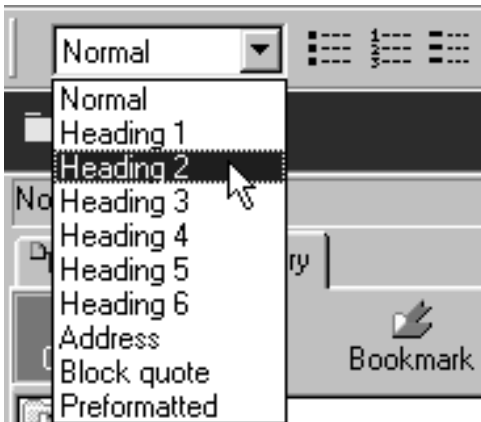




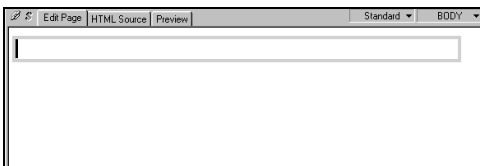
How to use text as a heading

In Lesson 6, you used a logo as a heading. If instead you want to use text for a heading, do the following. There are six levels of heading: Headings 1 through 6. Heading 1 has the largest text, and Heading 6 the smallest.

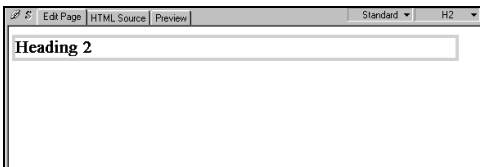
1. Move the cursor to the position where you want to insert a heading.
2. On the toolbar, click the down-arrow button in **Insert Paragraph or Change Paragraph Type** , and then select **Heading 2**.




A paragraph for the heading is created, and a focus frame appears around it.

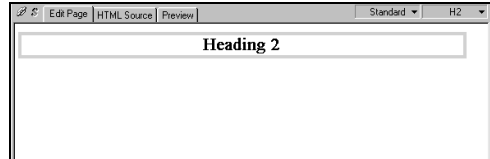


3. Type text for the heading in the focus frame.



4. Make sure that the focus frame appears around the text, and then click the **Align Center** button  on the toolbar.

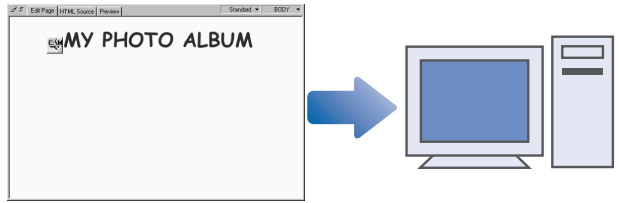
The heading is positioned at the center of the page.





Lesson 7: Saving your page S

Now that you have edited the page, let's save it in your personal computer. It consists of an HTML file and an image file for the logo. Save the HTML file first, and then the image file.

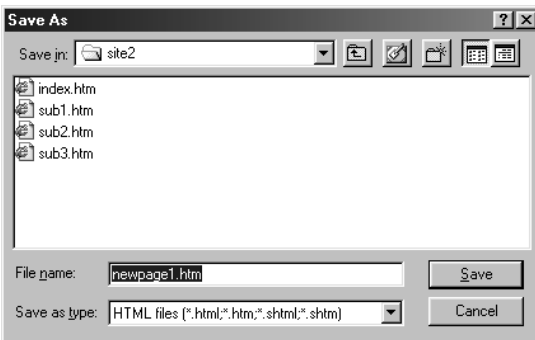


1. On the task menu, click **Save Page** → **Save Current Page**.

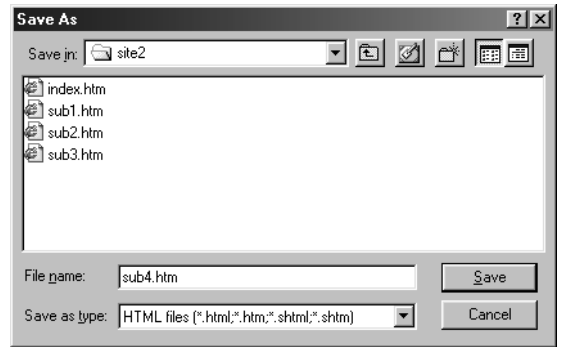



The Save As dialog appears. You can use it to specify the destination folder in which the HTML file is to be saved.

2. From **Save in**, select the folder you created in Lesson 1—the **site2** subfolder in the **My Documents** folder in drive C.



3. Delete the temporary file name in the **File name** field, and then type **sub4.htm**.

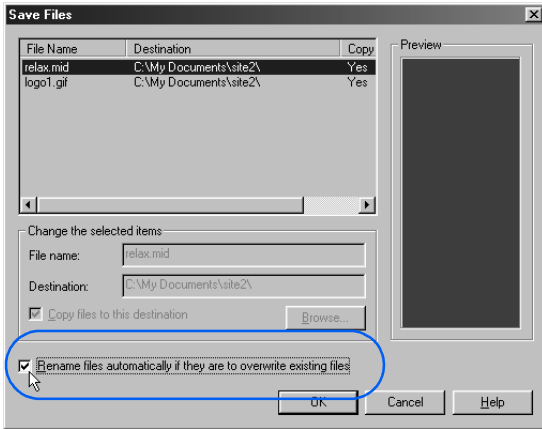


 For some Windows settings, the “.htm” file extension may not be shown.

4. Click the **Save** button.

The Save Files dialog appears. You can use it to specify the folder in which the files inserted in the page are to be saved.

5. Select the check box for **Rename files automatically if they are to overwrite existing files**, and then click the **OK** button.



The files inserted in the page are also saved in the **site2** subfolder.



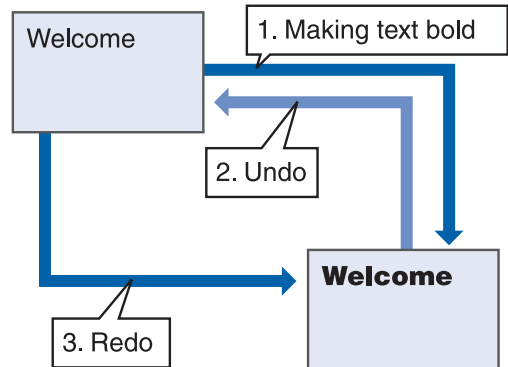
If you select **Rename files automatically if they are to overwrite existing files**, then if the destination folder contains another file with the same file name as the file being saved, the new file is renamed automatically. This prevents the older file from being overwritten unintentionally.



Canceling and redoing operations

If you have made a mistake while typing text or inserting images, you can cancel the most recent operation and return the page to the state before that operation. You can also redo the canceled operation. The procedure is as follows:

- To cancel the most recent operation, click **Edit → Undo** on the menu bar.
- To do the canceled operation once again (to “uncancel”), click **Edit → Redo** on the menu bar.





Lesson 8: Entering text S

You will be entering text below the logo that you created in Lesson 6.



You will enter text here.

1. Click anywhere below the logo. (Or, while the focus frame is displayed around the logo, press the Shift key and hold it down while pressing the Enter key.)



The cursor moves to the position below the logo.

2. Type `Welcome to my Web page!`



If you mistype text, you can delete it by pressing either the Backspace key or the Delete key. If you press the Backspace key, the character to the left of the cursor is deleted. If you press the Delete key, the character to the right of the cursor is deleted.



Lesson 9: Changing the size and boldness of text **S**

Let's enlarge and emphasize the text you entered in Lesson 8.



You will enlarge text and make it bold.

1. Double-click the text you entered in Lesson 8.

The entire text string is highlighted to signify that it is selected.



2. To enlarge the text, click the **Increase Font Size** button **A⁺** on the toolbar.

The text is enlarged a little.



3. With the text string still selected, click the **Bold** button **B** on the toolbar.

The text becomes bold.



4. To deselect the text, click anywhere in the editing area other than on the text.



- To make the text smaller, select it and click the **Decrease Font Size** button **A⁻**.
- To change the text from bold to normal, click the **Bold** button **B** again.



Lesson 10: Changing the color of text and placing it at the center

S

In this lesson, you will learn how to change the color of text and place the text at the center of the page.



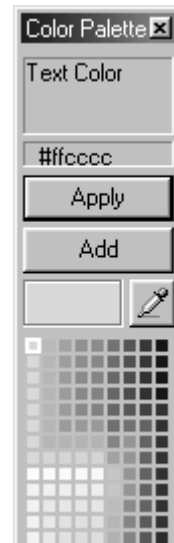
You will change the color of text.

1. If you deselected the text in Lesson 9, double-click it to select it again.



2. On the menu bar, click **View** → **Color Palette**.

The Color Palette dialog is displayed.



3. Select the color you want to use, and then click the **Apply** button.

The selected color is applied to the text.



4. Click anywhere in the page editing area.

The text is deselected, and you can see that its color has changed.



Next, align the text to the center.

5. First, click anywhere on the text string.

A focus frame appears around the text string.



6. On the toolbar, click the **Align Center** button.

The text is aligned to the center.



Lesson 11: Drawing a horizontal rule S

Let's draw a horizontal rule, or separator line, below the text you entered in Lesson 8.



You will draw a horizontal rule here.

1. Click the position where you want to draw a horizontal rule.

The cursor appears on the left side of the page.



2. On the menu bar, click **Insert** → **Horizontal Rule**.

A horizontal rule is drawn at the position of the cursor.



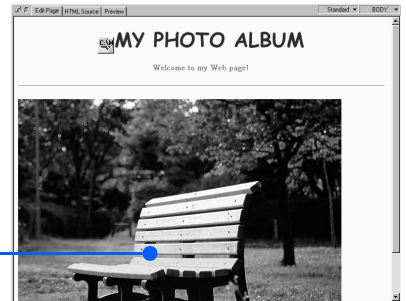
- To delete an inserted horizontal rule, click it, and then press the Delete key.
- To change the thickness or the width of a horizontal rule, click it, and then click **Edit** → **Attributes** on the menu bar. In the Attributes dialog, specify a different width or thickness. For example, to reduce the rule to half its current width, specify **50%** in **Width**.





Lesson 12: Inserting a photo image S

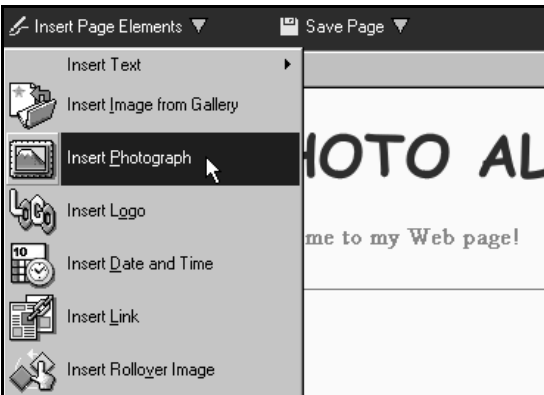
In this lesson, you will insert a photo image, taken with a digital camera, into your page. You don't have to prepare a photo image; you will be using one of the sample image files that Homepage Builder provides.



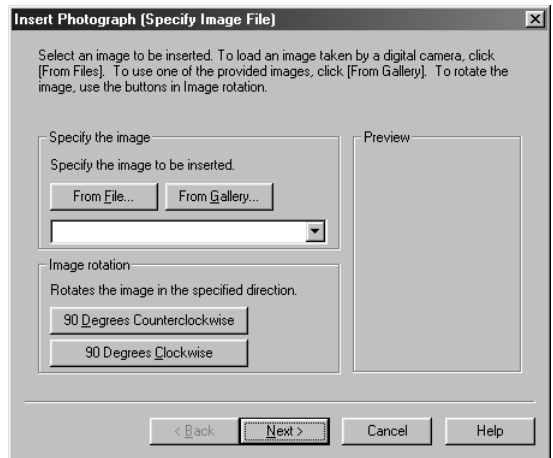
1. Click below the horizontal rule to move the cursor there.



2. On the task menu, click **Insert Page Elements** (or **Insert**) → **Insert Photograph**.

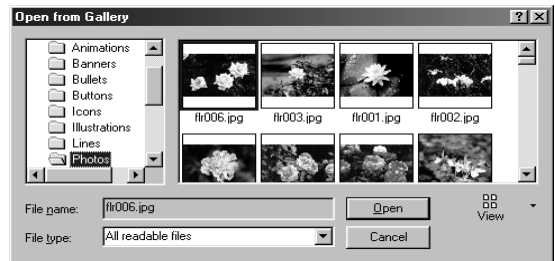


The Insert Photograph (Specify Image File) dialog appears. You can use this dialog to select the image you want.



3. Click the **From Gallery** button.

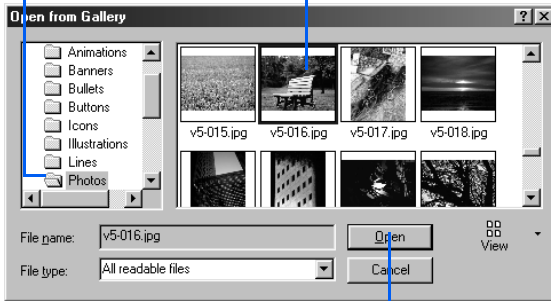
The Open from Gallery dialog appears.



4. In the list of folders on the left side of the dialog, go to **Images** and select **Photos**. From the thumbnail images on the right side of the dialog, select **v5-016.jpg**. Then click the **Open** button.

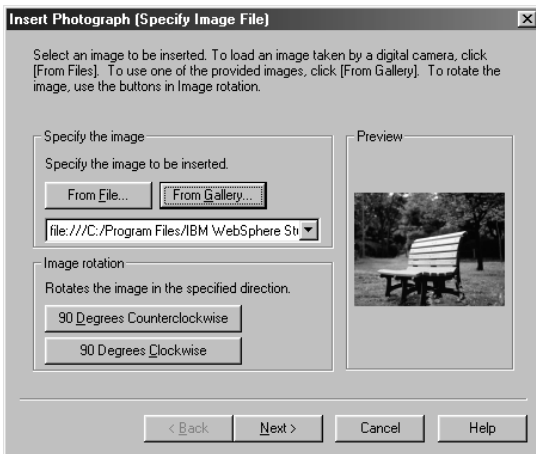
1) Select a folder.

2) Select a photo image.



3) Click the **Open** button.

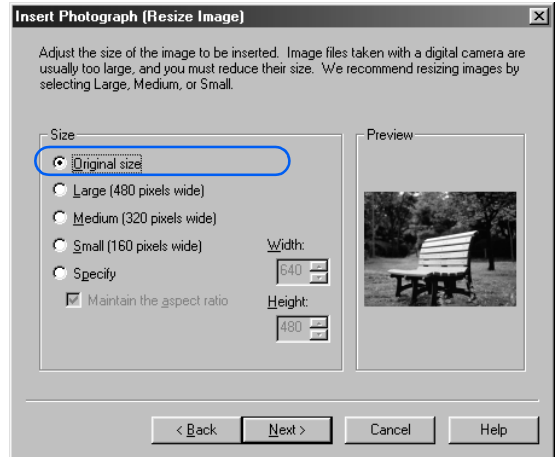
This returns you to the Insert Photograph (Specify Image File) dialog. You can preview the selected photo image in the **Preview** field.



5. Click the **Next** button.

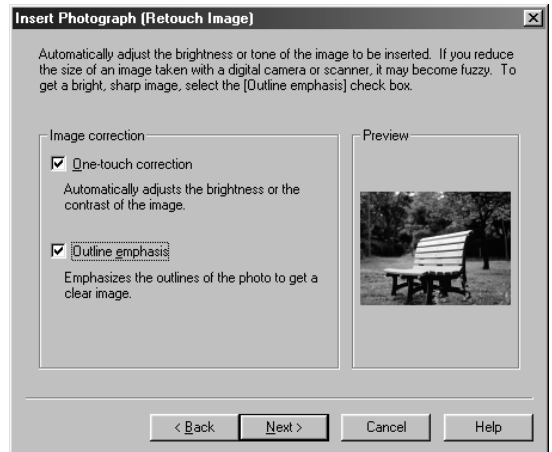
The Insert Photograph (Resize Image) dialog appears. You can use this dialog to adjust the size of the photo image.

6. For this example, select **Original size**, and then click the **Next** button.



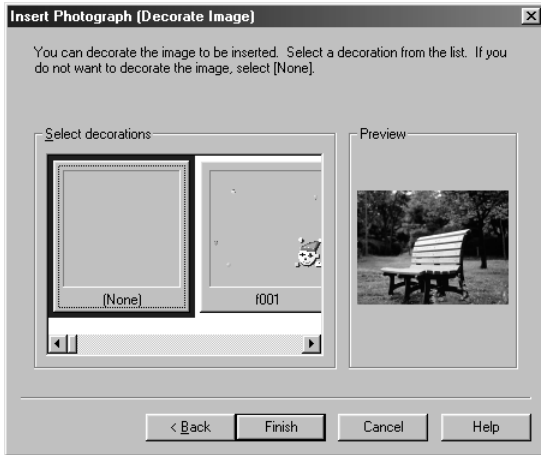
The Insert Photograph (Retouch Image) dialog appears. You can use this dialog to adjust the brightness and tone of the photo image.

7. Select the check boxes for **One-touch correction** and **Outline emphasis**, and then click the **Next** button.



The Insert Photograph (Decorate Image) dialog appears.

8. For this example, select **(None)**, and then click the **Finish** button.

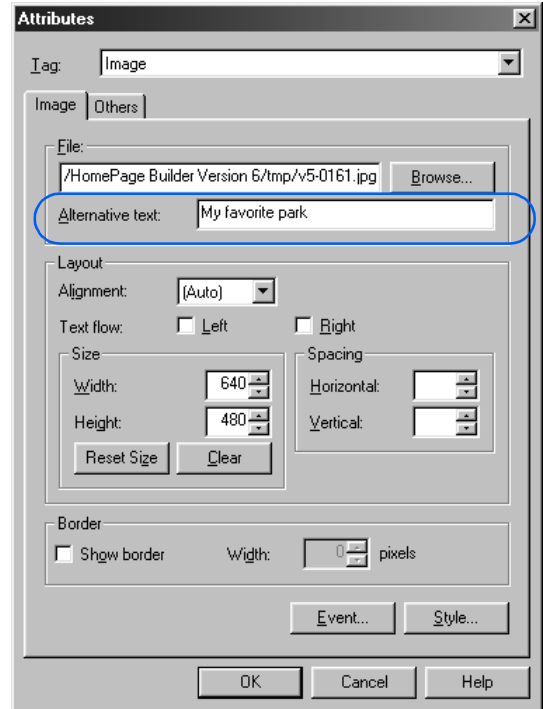


The photo image is inserted at the position of the cursor.



To delete an inserted image, click it and press the Delete key.

9. Give the photo image a name (the alternative text) by the procedure given in "Lesson 6: Using a logo image as a heading" on page 86.

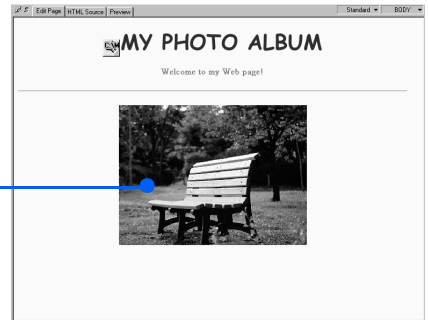




Lesson 13: Resizing the image and placing it at the center S

Suppose that the image you inserted in Lesson 12 is too big. Let's resize it and place it at the center of the page.

You will reduce the display size of an image.



1. Click the image.

The focus frame and eight square knobs appear around it.



2. To scale down the image, place the mouse pointer on the knob at the lower right corner of it, and then drag the knob to the upper left (toward the center of the image).




The display size of the image is reduced.

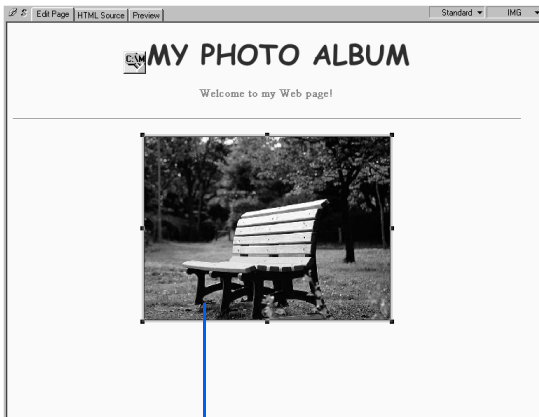


Next, position the image at the center of the

page.

3. On the toolbar, click the **Align Center** button .

The image is positioned at the center of the page.



The image has been aligned to the center.

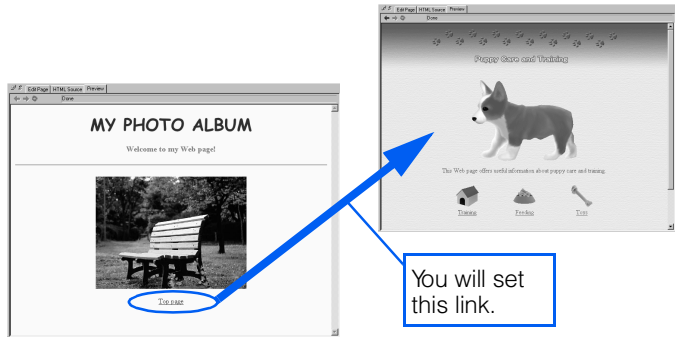


- To enlarge an image, drag the square knob at the lower right corner to the lower right.
- To change only the width or the height of an image, drag one of the square knobs at the center of the four sides.
- Changing the display size of an image doesn't change the size of the image file. For detailed information about how to change the size of an image file along with the display size, see Chapter 4 in *Volume 2: Reference*.



Lesson 14: Setting a link from the subpage to the top page S

Now that you have created a page, let's set a link from it to your top page. You can set a link on text or an image; that is, you can use either one, or both together, as the link source. For this example, you will use text as the link source.



1. Move the cursor to the position where you want to insert text for the link source. For this example, click anywhere below the photo that was inserted in Lesson 12.



Cursor

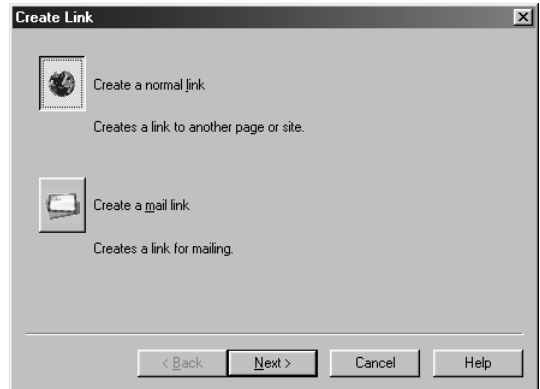


If you want to set a link on an image, double-click the image to highlight it at this point.

2. On the task menu, click **Insert Page Elements** (or **Insert**) → **Insert Link**.

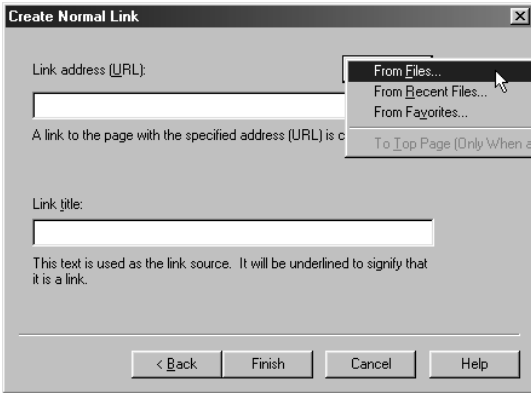
The Create Link dialog appears.

3. Make sure that **Create a normal link** is selected, and then click the **Next** button.



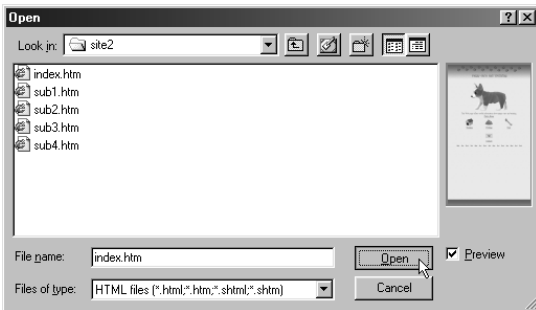
The Create Normal Link dialog appears.

4. Click the **Select** button next to the **Link address (URL)** field. On the pop-up menu, click **From Files**.

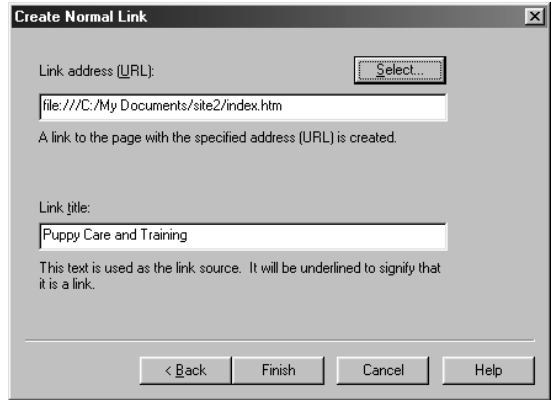


The Open dialog appears.

- Specify the destination file for the link. For this example, open the **site2** subfolder in the **My Documents** folder in Drive C, select **index.htm**, and then click the **Open** button.

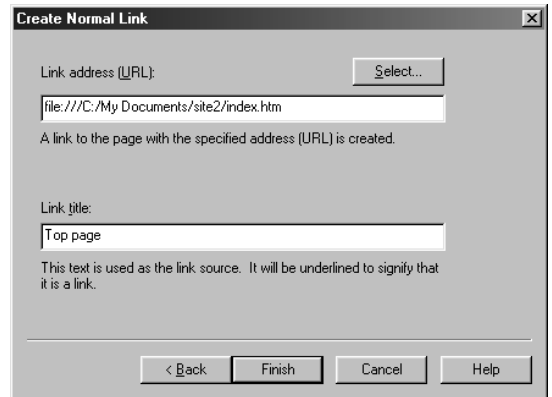


The address of the top page is set in the **Link address (URL)** field. In the **Link title** field, the title of the top page is inserted automatically.



If the specified file has no title, the file name is inserted in the **Link title** field automatically.


- In the **Link title** field, type the text that is to serve as the link source. What you type overwrites the default title. For this example, type **Top page**.



- Click the **Finish** button.

The text, "Top page," is inserted. It is underlined to indicate that a link is set on it.



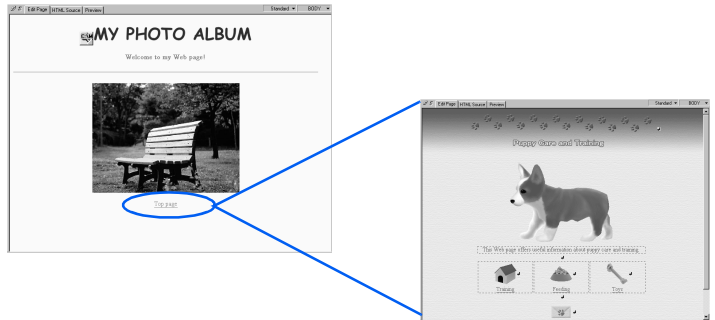
8. To align the text to the center, click the **Align Center** button  on the toolbar.





Lesson 15: Opening the link destination page **S**

If links are set on a page, you can open and edit any link destination page quickly by using the link for it.



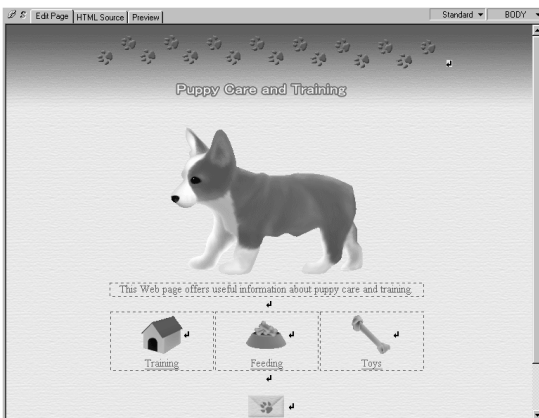
1. Click the text string, “Top page,” on which a link to the top page has been set.

The cursor appears within the text string.



2. On the menu bar, click **File** → **Open This Link**.

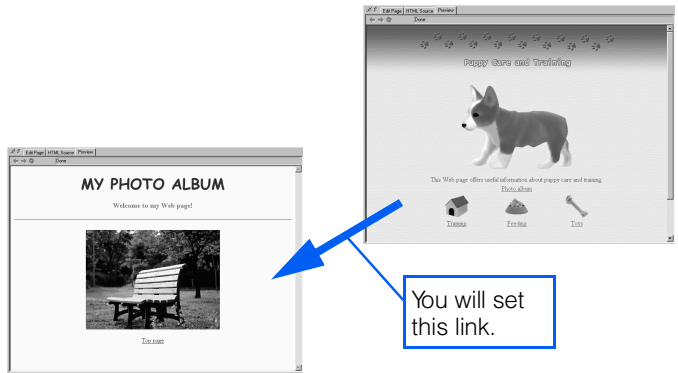
The top page is displayed.





Lesson 16: Setting a link from the top page to the subpage S

This time, let's set a reversing link to jump from the top page to the subpage. As the link source you will be using the page title of the link destination, which Homepage Builder inserts automatically.



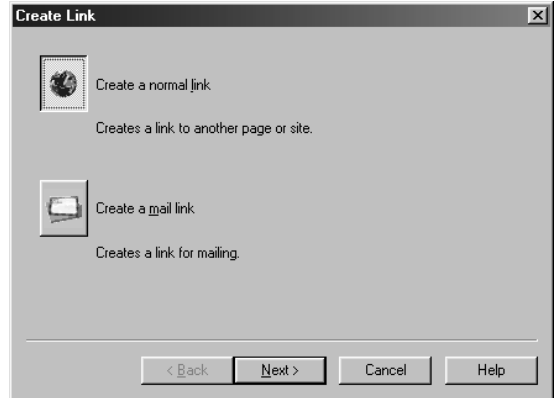
For this lesson, we assume that the top page has already been opened, by the procedure in Lesson 15. Make sure that nothing is selected on the page.

1. Move the cursor to the position where you want to insert text for the link source. For this example, click a position above the three icons.



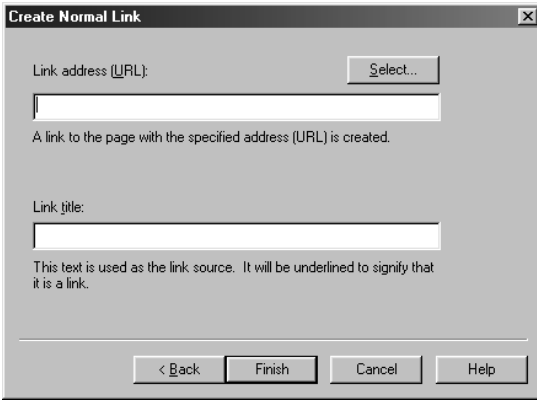
2. On the task menu, click **Insert Page Elements** (or **Insert**) → **Insert Link**.

The Create Link dialog appears.

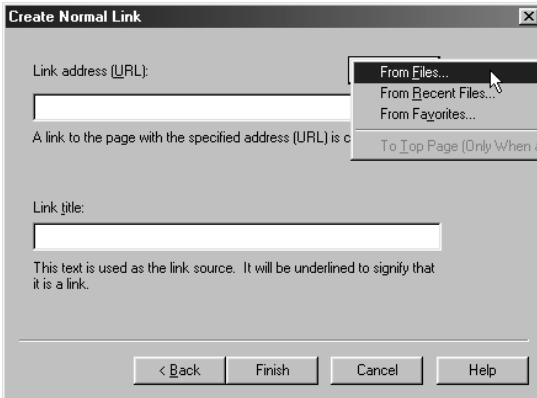


3. Make sure that **Create a normal link** is selected, and then click the **Next** button.

The Create Normal Link dialog appears.

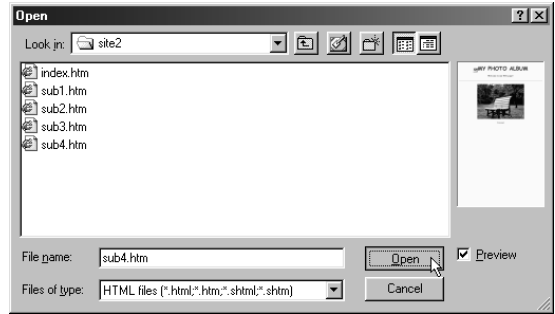


4. Click the **Select** button next to **Link address (URL)**. On the pop-up menu, click **From Files**.

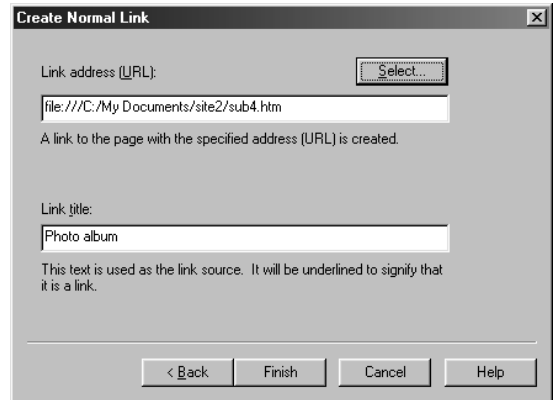


The Open dialog appears.

5. Specify the destination file for the link. For this example, open the **site2** sub-folder in the **My Documents** folder in Drive C, select **sub4.htm**, and then click the **Open** button.

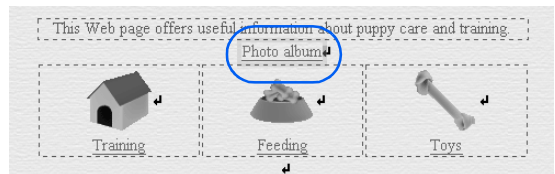


The address of the subpage is set in the **Link address (URL)** field. The title of the subpage is entered automatically in the **Link title** field. This text string will be inserted as the link source.



6. Click the **Finish** button.

A text string—the subpage title, “Photo album”—is inserted at the position of the cursor. A link to the subpage is set on this text string.



Finally, let's save the top page and the subpage, check the links between these pages, and then close all the files.

7. On the menu bar, click **File → Save All**.

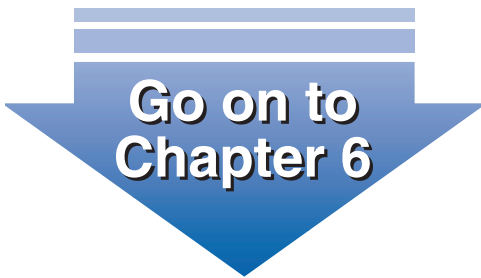
The two HTML files are saved at the same time. When the Save Files dialog appears, click the **OK** button.

8. By using the **Preview** tab, make sure that the links between the top page and the subpage are set properly. For information about how to use the **Preview** tab, see Lesson 3.

9. On the menu bar, click **File → Close All**.

The page editing area is cleared.

Your Web pages have been completed. In Chapter 6, you are going to upload your Web pages and view them on a Web browser.



Chapter 6

Uploading your pages

In Chapter 4 or 5, you created Web pages. In this chapter, you will upload them to your provider's server. Before uploading them, you will create a site on your personal computer.



This chapter assumes that you are uploading Web pages for the first time. If the files for your Web pages are already on your provider's server, the operations explained in this chapter may cause the files to be overwritten.

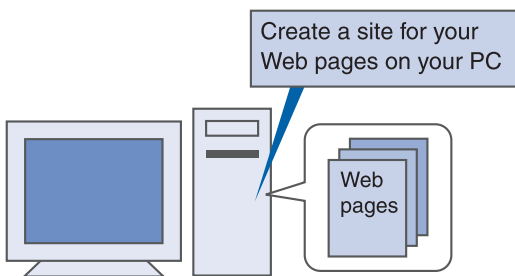


Lesson 17: Before uploading your Web pages

After you create a Web page, the next step is to upload it to your provider's server so that it can be viewed on the Internet. Lessons 17 through 19 explain how to group all the files related to your Web pages into a unit called a *site*, and how to upload that site to the provider's server.

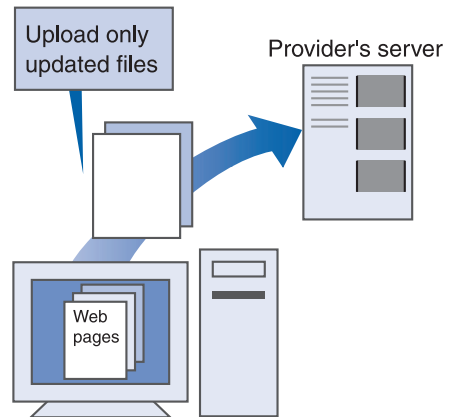
Reviewing what a “virtual” site is

It is recommended that you create a virtual site on your PC before you upload your Web pages to your provider's server. *Site* here means just a folder dedicated to Web pages.



You can upload Web pages without creating a site, but if you create a site and save all of the files for your Web pages there, you gain the following advantages:

- You can check the link status of the files in a site at a glance.
- If you change the name or the location of a file, the link information is updated automatically.
- You can upload all files constituting a site collectively.
- For every upload after the first, Homepage Builder identifies the files that have been updated since the last upload and enables you to upload only the updated files (see the following figure).



Points you should check before uploading your Web pages

Be sure to check the following before uploading your Web pages:

File name of the top page

As was explained at the beginning of Chapters 4 and 5, the file name of a top page usually has to be either “index.htm” or “index.html”—one or the other. If your provider instructs you to use index.html, but you upload your top page with the name index.htm or INDEX.HTM or INDEX.HTML, that page cannot be viewed on the Internet. (Most servers' operating systems are case-sensitive; that is, they distinguish between capital and lowercase letters.) Before you upload your Web pages, be sure to find out from your provider the file name you must assign to your top page.

If you find that the name of your top page is wrong or if your provider instructs you to use a file name other than “index.htm” or “index.html,” modify the file name by doing as follows:

1. Create a site without renaming the file. (See “Lesson 18: Creating a site on your PC” on page 112.)



If you rename a file after you have created a site, any links set to the file are corrected automatically.

2. Rename the file. (See “How to rename files” on page 115.)
3. Upload your Web pages. (See “Lesson 19: Uploading your site as a unit” on page 116.)

FTP server name and destination folder name

Your provider should advise you where you are to upload your Web pages when you have your Web site set up by the provider. As you upload, keep the following points in mind:

- The names of the FTP server and the destination folder are case-sensitive; that is, lowercase and capital letters are treated as different characters.
- Some providers may refer to the FTP server by some other name, such as the “personal homepage server.”
- Some providers may refer to the destination folder by some other name, such as the “path name” or the “user’s path.”
- For some providers, you do not need to specify any destination folder.

FTP account name and FTP password

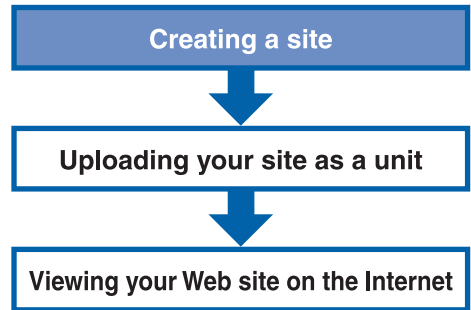
When you upload your Web pages, you must specify an FTP account name and an FTP password. For some providers, these may be different from the ones you use for dialing up. Keep the following points in mind:

- Some providers may refer to the FTP account name by some other name, such as the “mail address,” the “user ID,” or the “user name.”
- Some providers may refer to the FTP password by some other name, such as the “homepage password” or the “e-mail password.”
- The FTP account name and the FTP password are case-sensitive.



Lesson 18: Creating a site on your PC

In Lessons 18 through 20, you will be doing the operations shown in the flow-chart on the right. In Lesson 18, you will create a site on your PC. To have Homepage Builder recognize your Web pages as constituting a site, you must specify the site information—the location of your Web pages and the file name of the top page.



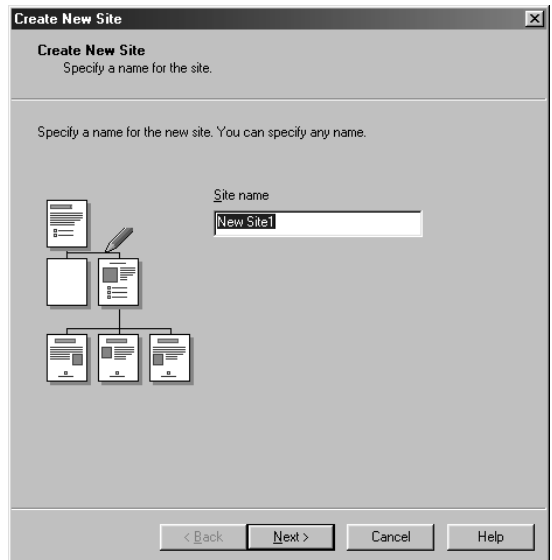
- If you created one set of Web pages in Chapter 4 and another in Chapter 5, and want to upload both of them as sites, be sure to assign a different site name to the second one you upload.
- Save all your Web pages before you create a site. If any page is being edited and has not been saved, the site may not be created properly.



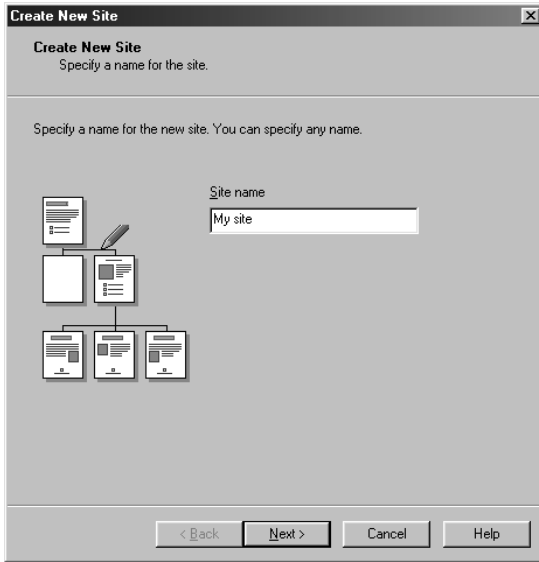
You can create a site first, and then create Web pages for it. For this lesson, however, because you have already created Web pages, you will need only to make Homepage Builder recognize the place where they are stored as a site.

1. On the task menu, click **Start → Create Site**.

The Create New Site dialog appears. The **Site name** field contains “New Site1.”



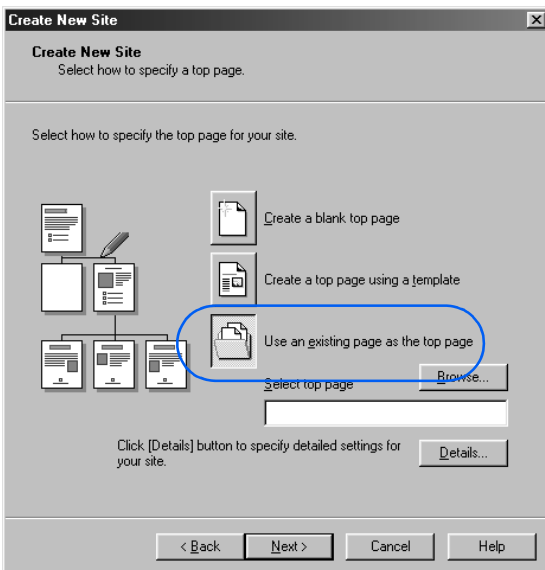
2. You can use the default site name; for this example, however, type **My site** to overwrite it.



3. Click the **Next** button.

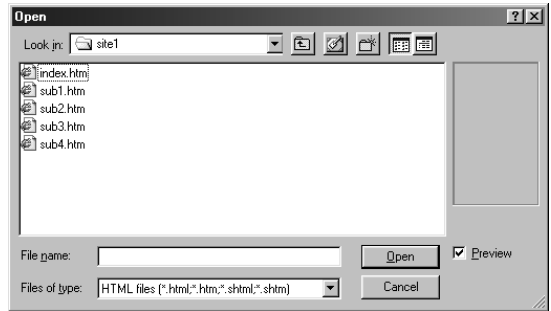
The following dialog appears.

4. Select **Use an existing page as the top page**.



5. To specify the top page, click the **Browse** button.

The Open dialog appears.



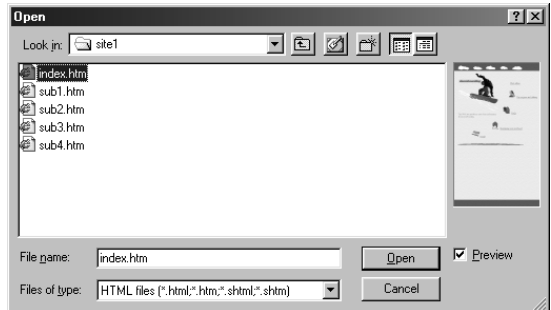
6. In the **Look in** field, open the **My Documents** folder in drive C, and then open the subfolder that includes the file for the top page.

The list of HTML files saved in the folder appears.



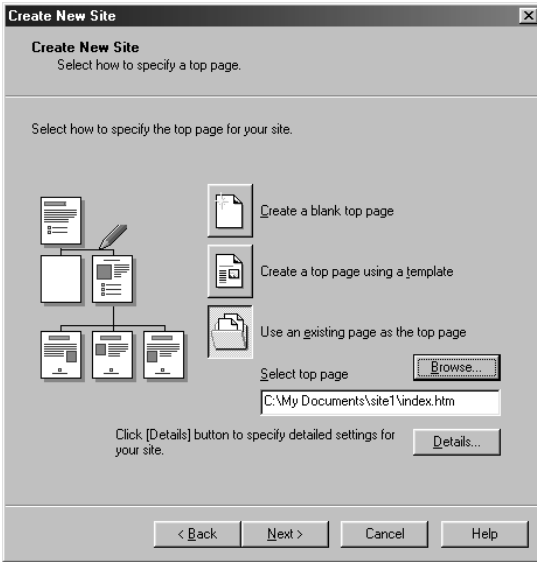
If you created Web pages by the procedure presented in Chapter 4, open the **site1** subfolder. If you used Chapter 5, open the **site2** subfolder.

7. From the list of files that appears, select the name of the top page (usually “index.htm” or “index.html”).



8. Click the **Open** button.

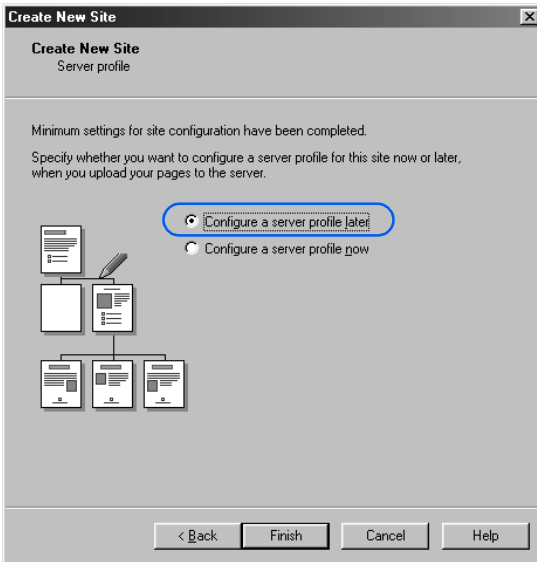
The file name of the top page appears in the **Select top page** field.



9. Click the **Next** button.

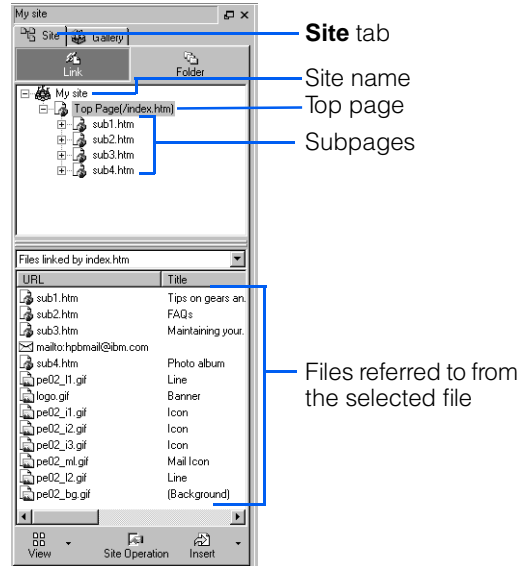
The following dialog appears.

10. Confirm that **Configure a server profile later** is selected, and then click the **Finish** button.



11. If any page is open, a message, “Do you want to close all open pages?” appears. Click the **Yes** button.

A site is created, and the file structure of the site is displayed on the **Site** tab in the Site/Gallery View.



To change site settings (for example, the site name or the top folder name of the site), click **Site** → **Site List and Settings** on the menu bar, select a site name, and then click the **Edit** button.



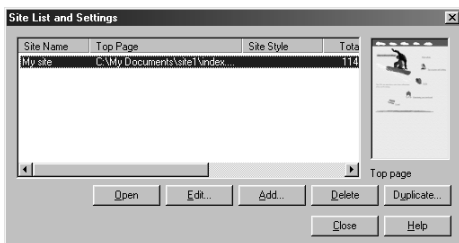
How to rename files

To rename an HTML file that contains links, do the following:

1. On the menu bar, click **Site** → **Open Site**.

The Site List and Settings dialog appears.

2. Select the site that includes the file you want to rename, and then click the **Open** button.



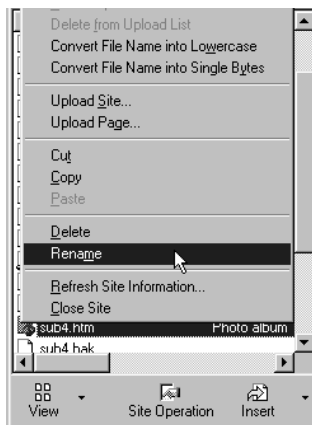
The selected site is opened. The name of the site appears in the Site/Gallery View.

3. On the **Site** tab, click the **Folder** button.



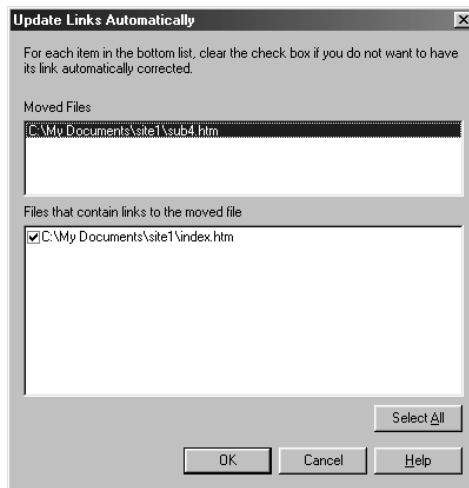
A list of the files in the top folder of the site is displayed.

4. Right-click the file you want to rename, and then click **Rename** on the pop-up menu.



5. Type the new file name. (If the Rename dialog appears, click the **OK** button.)

The Update Links Automatically dialog appears.



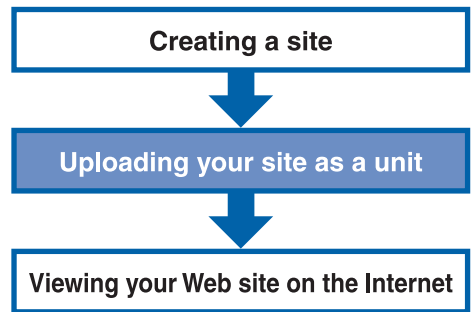
6. Click the **OK** button.

The file is renamed. The links from other files in the same site are corrected automatically.



Lesson 19: Uploading your site as a unit

You can connect to your provider's server, and upload your site—that is, all the files and subfolders that compose a site—to make your Web pages accessible on the Internet. This is called the *site upload* function. By using it, you can upload all of the files in a site at once.



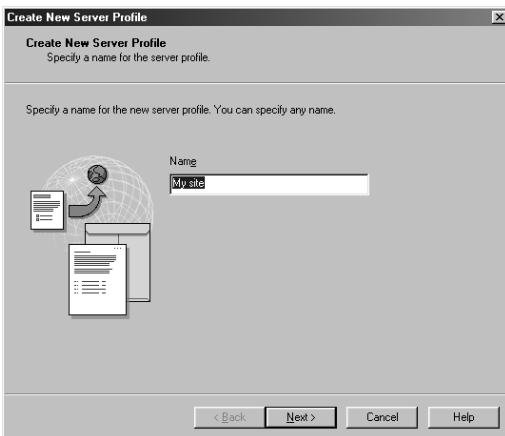
1. On the task menu, click **Publish Page** → **Upload Site (Updated Files Only)**.

If you haven't created a server profile, a message prompts you to do so.

2. Click the **OK** button.

The Create New Server Profile dialog appears.

3. Confirm that the **Name** field contains the name specified in Lesson 18. Then click the **Next** button.

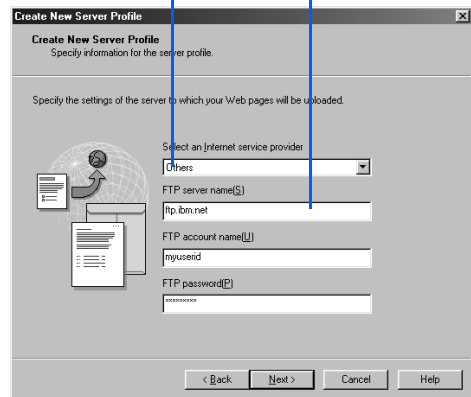


The dialog for specifying information in the server profile appears.

4. Select your provider, and then select or type the FTP server name. Then type the FTP account name and the FTP password as you have been instructed by your provider.

- 1) Select your provider by clicking the down-arrow. If the list doesn't include its name, select **Others**.

- 2) Select your FTP server. If the list doesn't include its name, type it.



- Some providers may refer to the FTP account name as the “user name,” the “login name,” or the “homepage ID.”
- Some providers may refer to the FTP password as the “homepage password” or the “password.”

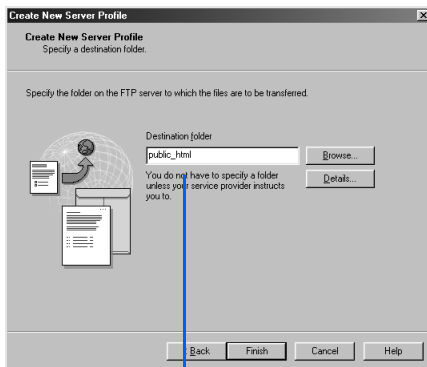


- Note that lowercase and capital letters are treated as different characters.
- In the **FTP server name** field, be sure to specify a server that manages your Web pages; do not specify a server for the network connection of your Web browser, or an e-mail server.
- Some providers may assign you an FTP account name that is different from the user name you use for dialing up, and an FTP password that is different from the dial-up password.

5. Click the **Next** button.

The dialog for specifying the destination folder appears.

6. Type the name of the destination folder as instructed by your provider.



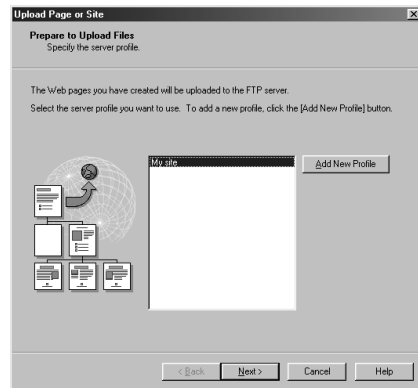
If your provider is on the list mentioned in step 4, this field should contain the correct folder name. (If you don't have to specify a folder, this field is left blank.)



When you specify a folder, be sure to type the name exactly as instructed by your provider. For example, if you have been instructed to place your data in public_html, type **public_html** in the **Destination folder** field. If you have been instructed to place your data in /home/username, type **/home/username**.

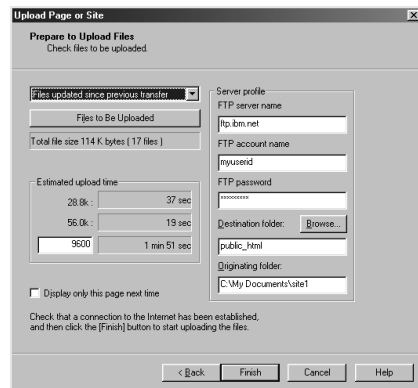
7. Click the **Finish** button.

8. Confirm that “**My site**,” the name you assigned in step 3 to the server profile you have just created, is added to the list.



9. Click the **Next** button.

A dialog appears, showing the contents of the server profile.



10. Click the **Finish** button.

If your PC is not connected to the Internet, a dialog prompting you to connect is displayed. After connection, the upload begins.

11. When the upload is complete, a message, “Transfer complete,” appears. Click the **OK** button.



If the site upload fails

If the site upload fails even though you have done the operations in accordance with Lesson 19, check the following.

If you cannot connect to the server

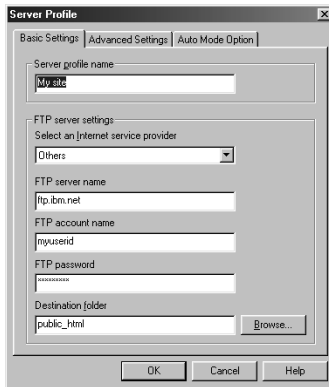
Check whether you have correctly specified the FTP server name, the destination folder name, the FTP account name, and the FTP password, by doing as follows:

1. On the menu bar, click **Site → Server Profile → Edit Server Profile**.

The Server Profiles dialog appears.

2. Select the name of the server profile (usually the same as the site name), and then click the **Edit** button.

The Server Profile dialog appears.



3. Check the following points:

Items	Points to check
FTP server name	<ul style="list-style-type: none"> • Make sure you did not specify a server for the network connection of your Web browser, or an e-mail server. • Check whether everything is entered in the correct case—upper or lower.

Items	Points to check
FTP account name, FTP password	<ul style="list-style-type: none"> • Check whether everything is entered in the correct case—upper or lower.
Destination folder	<ul style="list-style-type: none"> • Check whether you have specified a destination folder if you need one. • Check whether everything is entered in the correct case—upper or lower. • Check whether you have begun the file name with or without a slash (/) as instructed by your provider.

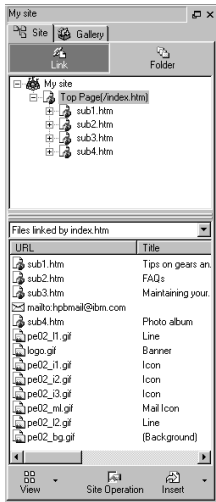
4. If you find any mistake, correct it, and then click the **OK** button.
5. Do the operations in Lesson 19 once again.

If an error message appears during file upload

Check whether you have used any special character, such as a space, in any file name in the site. Some providers do not allow certain characters in file names. To confirm the file names, do the following:

1. Click the **Site** tab in the Site/Gallery View, and then click the **Link** button.

All files linked from the top page are listed.

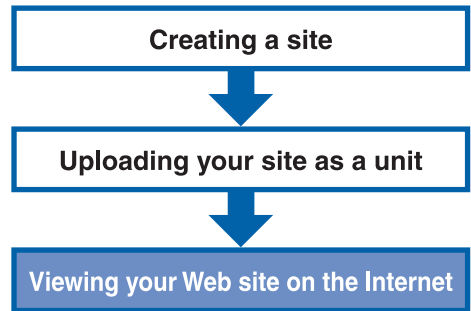


2. Confirm the file names.
3. If any file name is incorrect, correct it. (See "How to rename files" on page 115.)
4. Do the operations in Lesson 19 once again.



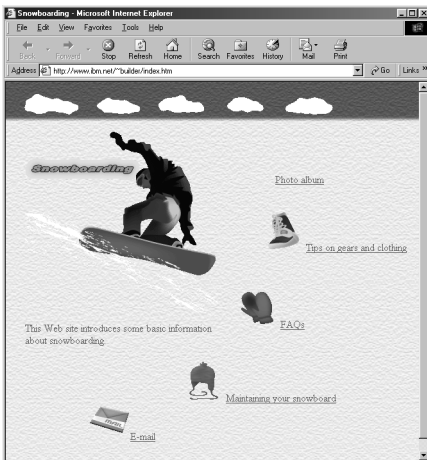
Lesson 20: Viewing your Web site on the Internet

When the upload is complete, your Web pages can be viewed on the Internet.



1. Connect to the Internet.
2. Start a Web browser.
3. Enter the URL of your Web site.

The top page is displayed. As an example, the following window shows how the top page you created in Chapter 4 looks when it is viewed on the Internet.



If your Web page is not displayed, check the following:

- Is the URL of your web site correct?

- Is the file name of your top page the one that your provider specified? If not, do the following:

1. Correct the file name. (See “How to rename files” on page 115.)
2. Do the operations in Lesson 19 to upload the files once again.



How a Web page looks depends on the Web browser

A Web page may look different on different browsers. For example, the <BLINK> tag doesn't function on Internet Explorer, and <MARQUEE> doesn't function on Netscape Navigator. A thing that is displayed on one Web browser may not be displayed at all on another. Homepage Builder has nothing to do with these differences. They are caused by the characteristics of HTML files; that is, HTML tags may be interpreted differently by different Web browsers.



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Glossary

A

alternative text

A text string that is displayed instead of an image when a Web page is viewed in an environment in which the image cannot be displayed.

AnimatedGif Designer

One of the accessory tools provided by Homepage Builder for creating animated GIF files. An animated GIF is a GIF image that consists of multiple images.

attribute

A parameter that you can specify in an HTML tag. For example, the <TABLE> tag has such attributes as *width* and *align*; the tag has such attributes as *height* and *border*.

B

blank page

A Web page (HTML file) that you have just created and does not yet have any content.

F

free layout mode

One of the two editing modes of Homepage Builder. In this mode, you can place text and images anywhere you want on a page; moreover, you can place an image or text over another image or other text. In standard mode, by contrast, you can insert text and

images at the position of the cursor as you do with a word processor. (For the characteristics of free layout mode, see Chapter 3.)

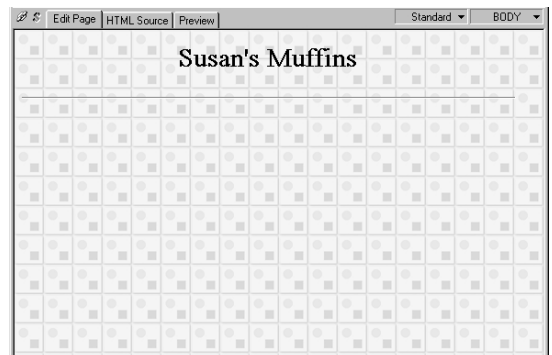
H

heading

There are six levels of heading, 1 through 6. Heading 1 has the largest text, Heading 6 the smallest.

horizontal rule

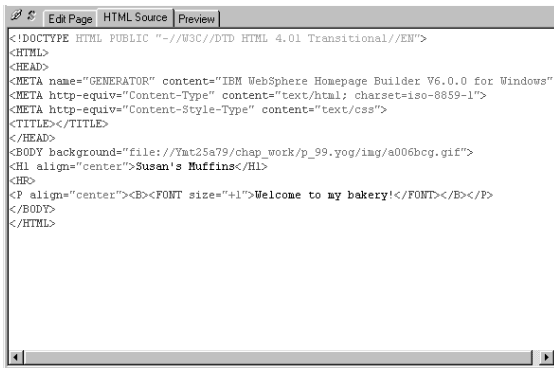
A horizontal line to be inserted in a Web page. This line is used to delimit text. To insert a horizontal rule, click **Insert** → **Horizontal Rule** on the menu bar. Instead of a horizontal rule, you can use an image in the **Lines** folder on the **Gallery** tab of Site/Gallery View.



HTML (HyperText Markup Language)

The markup language used for Web pages. HTML consists of tags such as <P>, <H1>, and . Homepage Builder enables you to create Web pages as if you were creating

documents with a word processor or a drawing application, even if you have no knowledge of HTML. Tags need not concern you, because the required ones are automatically embedded into the document.



```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN">
<HTML>
<HEAD>
<META name="GENERATOR" content="IBM WebSphere Homepage Builder V6.0.0 for Windows">
<META http-equiv="Content-Type" content="text/html; charset=iso-8859-1">
<META http-equiv="Content-Style-Type" content="text/css">
<TITLE></TITLE>
</HEAD>
<BODY background="file:///Twt25879/chap_work/p_99.yog/img/a006bcg.gif">
<H1 align="center">Susan's Muffins</H1>
<HR>
<P align="center"><B><FONT size="+1">Welcome to my bakery!</FONT></B></P>
</BODY>
</HTML>
```

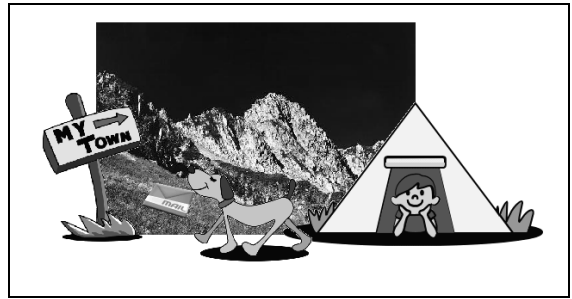
HTML file

A file format used for Web pages. An HTML file has the file extension of .htm or .html. Files with either of these extensions are treated as HTML files, but some providers allow only one of them. Therefore, before you start creating Web pages, be sure to find out from your provider which file extension is required. (In this User's Guide, we assume that .htm is used.) Because an HTML file is a plain text file, you can open and edit it with any word processing software or text editor.



image

Digital data such as photographs, illustrations, and animations. Images in GIF and JPEG formats are used for Web pages. If you insert an image in any other format (for example, BMP or TIFF) into the page editing area of Homepage Builder, the image is automatically converted into GIF or JPEG format.



installation

The insertion of a program on a personal computer to make it available for use.

Internet

The worldwide collection of networks that connects an enormous number of computers so that they can communicate with one another. You can use the Internet for various purposes, such as exchanging e-mail (text messages and computer files), viewing Web pages, and presenting your own Web pages.



link

A function that enables a user to jump from one Web page to another. For example, if you display one Web page on a Web browser, and then click text or an image containing a link, you can view the Web page to which that link applies. The text or image you jump from is called the *link source*. The place you arrive at is called the *link destination*.

logo

An image you can create by applying an effect to a text string with Homepage Builder or WebArt Designer.

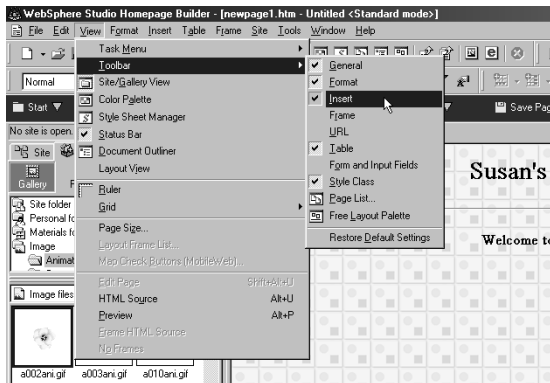
M

material

An image file referred to in an HTML file.

menu bar

A bar, placed at the top of the main window, that contains menus such as **File** and **Edit**. From the menu bar, you can get access to all of the functions provided by Homepage Builder.



P

page

A group consisting of one HTML file and other files referred to from that HTML file. For a Web browser, a page is a unit of display. For Homepage Builder, a page is a unit of editing.

pixel

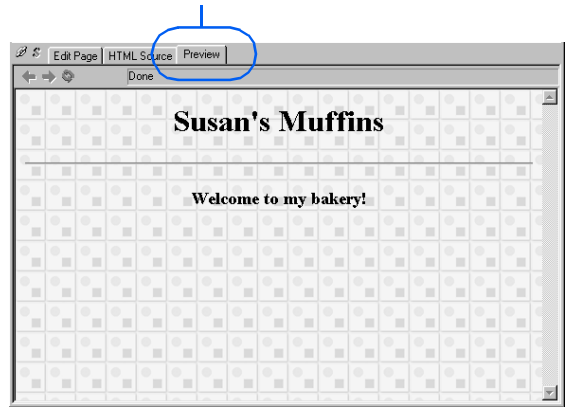
A small, colored square dot. It is often used as a unit for defining display resolution or image size. HTML often uses it as a unit for defining the size of an element.

preview

To simulate the appearance of a file before saving or printing it. By using the **Preview** tab, you can simulate the appearance of a

page you have created on your PC without starting a Web browser.

Preview tab



provider

A business that supplies Internet connectivity services to individuals and organizations. It is formally called an Internet service provider (ISP).

After you subscribe to a provider, you can get access to the Internet from your personal computer by making a phone call, or "dialing up," to one of the access points specified by the provider. As soon as you obtain a dial-up access, you can view Web pages on a Web browser or upload your own Web pages to the server. If your computer is connected to a LAN, or if you subscribe to a provider run by a cable TV company, you usually do not have to dial up to connect to the Internet.

S

server

A computer, owned by a provider, that handles subscribers' access to the Internet. To upload your pages, you must get access to your provider's server. Homepage Builder maintains the information you need for access to the server (for example, the FTP

server name, the FTP account name, the FTP password, and the destination folder) as a *server profile*. You need to create one only for the first upload, not for any upload after that.

server profile

A collection of information you need for access to the server—the FTP server name, the FTP account name, the FTP password, and the destination folder.

site

1) A location on the server where all the files that make up a set of Web pages are stored.
2) A unit (also referred to as a virtual site) that Homepage Builder uses to manage all the files that make up a set of Web pages in a personal computer. If you create a site in your PC, Homepage Builder manages file updates for you, and makes it easier to upload the files to the server.

site upload

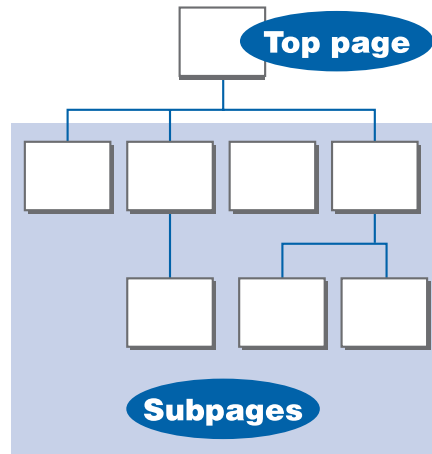
The process of uploading all the files in a virtual site in a single operation.

standard mode

One of the two editing modes of Homepage Builder. The operations in standard mode are similar to those of word processors and many other HTML editors. You can place elements such as text and images at the position of the cursor. If you want to edit your Web page in the same way as in an earlier version of Homepage Builder, select standard mode. (For the characteristics of standard mode, see Chapter 3.)

subpage

A page linked from a top page. If a site has a hierarchical structure, all the pages other than a single top page are subpages.



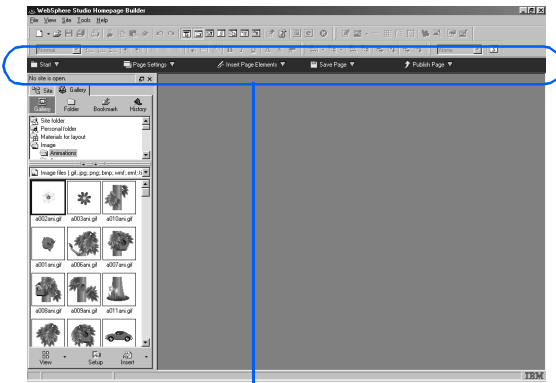
T

tag

In HTML, a description of a document element, always enclosed in `< >`. For example, a paragraph is marked with `<P>`, a first-grade heading with `<H1>`, and an image with ``. To mark the end of an element, the tag is repeated, preceded by a slash. The end of a heading, for example, is tagged with `</H1>`.

task menu

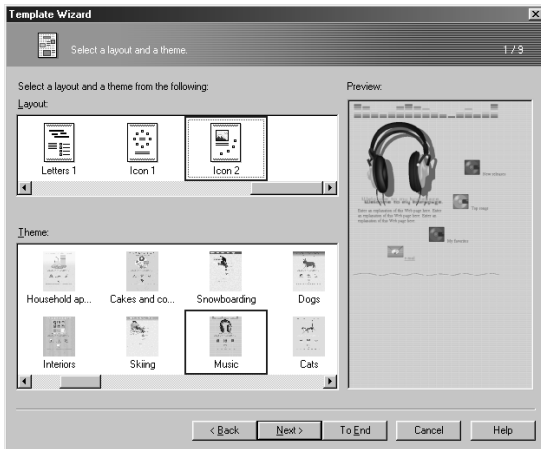
A new menu that is supported by Homepage Builder Version 6. From the task menu, you can get access to functions that are frequently used in creating Web pages. By using the functions from **Start to Publish Page** of this menu step by step, you can do most of the operations from creating a Web page through uploading it.



Task menu

template

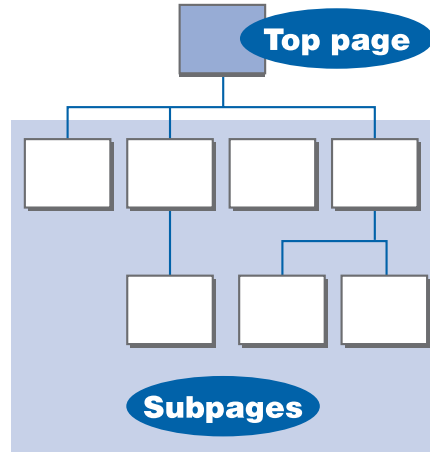
A page that consists of the optimum combination of elements. For users who have difficulty in creating Web pages from scratch, Homepage Builder provides many templates in many categories.



top page

The page that is first displayed on a Web browser after you have entered a URL. A top page is usually named either "index.htm" or "index.html." (The file name of your top page may be predefined by your providers, so be sure to ask your provider what file name to use.)

To jump from a top page to subpages, use the link function.



U

upload

The sending of files that make up Web pages to the server (the computer owned by the provider) through network lines.

URL (Uniform Resource Locator)

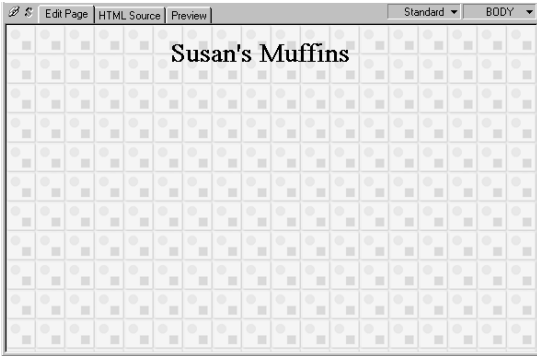
The unique address of a Web page. It consists of alphabetical characters, such as "http://www.ibm.com/". If you are using Internet Explorer, type the URL in the **Address** field; if you are using Netscape Navigator, type the URL in the **Location** field.



W

wallpaper

An image file used as the background of a page.



Web browser

An application that enables you to view Web pages. It is also called a *WWW browser* or just a browser. Among the best known Web browsers are Microsoft's Internet Explorer and Netscape's Netscape Navigator.

WebArt Designer

One of the accessory tools provided by Homepage Builder. It assists you in creating and editing images. Using this tool, you can easily create logos, buttons, simple figures, and maps.

WebVideo Studio

One of the accessory tools provided by Homepage Builder for editing video. You can use it to load images taken with a digital video camera, edit and process them, and generate video files or animated GIF files.

wizard

A user interface that enables you to do tasks step by step. For each step, you need only to select something or answer a question, and then click the **Next** button. Wizards are often used in Windows software, because they enable you to do tasks quickly and accurately.



Index

A

album	x
alternative text	123
specifying	
in free layout mode	49
in standard mode	87
AnimatedGif Designer	xii, 123
attribute	123

B

background music, specifying	
in free layout mode	46
in standard mode	84
background, setting	
in free layout mode	46
in standard mode	84
blank page	123

C

canceling operations	54, 90
closing Homepage Builder	18, 44, 82
Color Gallery	46, 84
Color Palette	56, 93
Create Logo dialog	48

D

destination folder for upload	110
drag and drop	xvii
dynamic HTML	ix

E

Edit Page tab	19, 20
event	ix

F

file extension	
for HTML files	6
changing the default setting	32, 70

Windows setting for displaying	xvii
file name, changing	115
focus frame	26
form	ix
frame	ix
free layout mode	vi, 123
characteristics of	23, 28
Free Layout Palette	19
FTP	
account name	110
password	110
server name	110

H

heading	123
entering	
in free layout mode	50
in standard mode	88
Homepage Builder	
adding or deleting components	14
closing	18
installing	13
reinstalling components	15
starting	17
uninstalling	15
version, checking	16
horizontal rule	123
drawing	
in free layout mode	57
in standard mode	95
HTML (HyperText Markup Language)	5, 123
HTML file	124
file extension of	6
overview of	7
HTML Source tab	19, 20
HyperText Markup Language (HTML)	5

I

image	124
aligning to the center	
in standard mode	99
deleting	
in free layout mode	60

in standard mode	98
inserting	
in free layout mode	58
in standard mode	96
size, changing	
in free layout mode	61
in standard mode	99
index.htm	32, 70
index.html	32, 70
installation	124
installing Homepage Builder	13
Internet	124
Internet service provider, role of	3

L

link	viii, 5, 124
creating	
in free layout mode	62, 65
in standard mode	101, 105
opening the link destination page	
in free layout mode	64
in standard mode	104
updating automatically	115
logo	124
creating	
in free layout mode	48
in standard mode	86

M

main window	
free layout mode	19
standard mode	20
material	vi, 125
menu bar	19, 20, 125
migrating the settings of Homepage Builder	16
modes, characteristics of	23, 28

N

notices	121
---------	-----

O

online help	
system requirement for using	12
online tutorial	18
operating system	xviii, 12

P

page	125
creating by use of a template	
in free layout mode	36
in standard mode	74
creating from scratch	
in free layout mode	45
in standard mode	83
opening a page you have edited recently	44, 82
saving	
in free layout mode	51
in standard mode	89
switching between pages	42, 80
what it includes	5
page editing area	19, 20
page list	42, 80
photo, inserting	
in free layout mode	58
in standard mode	96
pixel	125
preview	125
Preview tab	19, 20
system requirement for using	12
using	43, 81
provider	125

R

redoing operations	54, 90
rollover effect	ix

S

server	125
if you cannot connect to the server	118
server profile	126
service provider, role of	3
settings, migrating from an earlier version	16
site	xi, 8, 126
changing the settings	114
creating	112
summary of	110
uploading	9, 116, 126
Site tab	114
site upload	9, 116, 126
Site/Gallery View	19, 20
slide show	x
sound file, specifying	
in free layout mode	46
in standard mode	84
standard mode	126

characteristics of	23, 28
starting Homepage Builder	17
status bar	19, 20
style sheet	viii
subpage	4, 126
system requirements	12

T

tag	7, 126
target browser	xiii
task menu	vii, 19, 20, 126
template	vi, 127
for free layout mode	36
for standard mode	74
text	
aligning to the center	
in standard mode	93
boldness, changing	
in free layout mode	55
in standard mode	92
color, changing	
in free layout mode	56
in standard mode	93
color, specifying	
in free layout mode	46
in standard mode	84
deleting	25, 91
entering	
in free layout mode	53
in standard mode	91
size, changing	
in free layout mode	55
in standard mode	92
text box	25
thumbnail	x
title, specifying	
in free layout mode	46
in standard mode	83
toolbar	19, 20
displaying	xvi
top page	4, 127
file name of	32, 70, 110
trademarks, list of	122

U

uploading	127
files	xi
if an error message appears	
during file upload	118
your site as a unit	116

URL	2, 127
-----	--------

V

virtual site	110
--------------	-----

W

wallpaper	127
Web browser	2, 128
viewing pages on the Internet	120
Web page	4
differences among different browsers	120
if not displayed on a browser	120
making accessible on the Internet	10
points to check before uploading	110
WebArt Designer	xi, 128
WebVideo Studio	xii, 128
system requirement for using	12
Welcome dialog	17
what you can do with Homepage Builder	vi
wizard	128