DELTAPOINT

QuickSite™

Version 1.0 for Macintosh
Users Guide
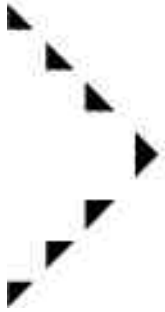
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Introduction

Welcome to DeltaPoint QuickSite, the fastest and most powerful way to create and manage a Web site on the Internet's World Wide Web. Using QuickSite, you can create a professional-looking Web site. Whether you want to create a personal site for your friends and family or a complete presence with forms, download files, and links to other Hypertext Markup Language (HTML) files, QuickSite makes it easy!

QuickSite's work-saving features speed up the process of Web site publication and make it possible for even the uninitiated to build a Web site in minutes.

Web site wizards

QuickSite wizards walk you through steps to create Web site structure and links. There's even a wizard to ensure a consistent style for your Web site!

QuickSite library

QuickSite's library of predefined, reusable graphics and template forms gives you a head start on building your Web site. If you have existing documents and graphics, you can include them as templates in the QuickSite library or your own custom library.

Hypertext technology

At the click of your mouse button you have the technology available to create HTML files (without knowledge of HTML code), import HTML-coded files, and publish your complete site onto the Internet service you have selected.

Easy to use

No prior Web experience is required.

Easy to maintain

You can change structure and settings, then regenerate the entire site with a few clicks of your mouse button.

Advanced database architecture

QuickSite's database structure makes it easy to organize and update the information in your Web site so you can focus your efforts on improving your Web site — changing the content and organization, making layout more visually appealing, and helping users navigate your site in the quickest and easiest way possible.

What's in this guide?

This user's guide provides step-by-step instructions on how to perform specific tasks. Each of the chapters covers a group of related tasks.

Chapter 1, *Installing and Starting QuickSite*

Describes how to install and start QuickSite.

Chapter 2, *Key Concepts for Web Site Builders*

Reviews concepts you need to understand before building a Web site.

Chapter 3, *Building a Basic Web Site*

Walks you through the process of creating a basic Web site using QuickSite wizards.

Chapter 4, *Using the Project View*

Describes how to use the Project View, QuickSite's main Web site project creation window.

Chapter 5, *Managing a Web Site Project*

Describes the basics of creating and modifying a QuickSite Web site project.

Chapter 6, *Changing Project Structure*

Describes how to add and remove items (pages, components, and links) in the project structure.

Chapter 7, *Designing Web Pages*

Describes how to use the QuickSite Page Designers to compose and format Web page text, including embedding HTML tags and graphics.

Chapter 8, *Adding Project/Library Links and Templates*

Describes how to use the QuickSite Page Designers to link to other project and library items and templates.

Chapter 9, *Working with Graphics*

Describes how to use the QuickSite Page Designers to add static graphics, clickable GIFs, and ImageMaps to your Web pages, and add professionally designed graphic themes.

Chapter 10, *Designing Tables*

Describes how to use the QuickSite Table Component Designer to design tables for inclusion in Web pages.

Chapter 11, *Linking to Files and URLs*

Describes how to use the QuickSite File Resource Component Designer and HTML Link Designer to link download files and URLs, respectively.

Chapter 12, *Creating and Using Libraries*

Describes how to use QuickSite libraries to store and retrieve frequently used items and to create custom libraries.

Chapter 13, *Building, Testing, and Publishing a Web Site*

Describes how to build a project, test its visual appearance and links, and publish it on the World Wide Web.

Appendix A, *Resources for the WWW*

Lists online and printed resources to further your understanding of Web site creation.

Appendix B, *Glossary*

Provides a list of terms used throughout the manual and when using and creating your Web site.

Terms used in this guide

This guide uses several specialized terms to describe actions performed with a mouse when using QuickSite.

Click

Press and release the mouse button.

Double-click

Press and release the mouse button twice in quick succession.

Select

Move the screen cursor (selection arrow) to a point on the screen, such as an options list, checkbox, or radio button ◈, and click the mouse to make a choice.

Contacting DeltaPoint

For the most current information about DeltaPoint, Inc. products and services, visit the DeltaPoint Web Site at `http://www.deltapoint.com`. The Web site contains product descriptions, reviews, specifications, downloadable demo software, bulletins, press releases, FAQ's (Frequently Asked Questions), on-line users groups, and other useful information.

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Fax	408-648-4025
E-mail	sales_support@deltapoint.com

1
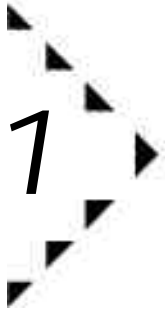
Installing and Starting QuickSite

This chapter describes how to install DeltaPoint QuickSite software on your computer system.

Before you install…

Before installing QuickSite, you need your hardware, software, and Web server to be set up properly.

Hardware requirements

Your computer hardware should satisfy these minimum requirements:

- Color Macintosh with 68030 or better processor.

- 3 MB of available RAM.

- 5 MB of available hard disk space. 10 MB for full installation.

- Internet connection — either direct (such as an ISDN or T1 link) or dial-up using a modem (preferably 14,400 bps or higher) with FTP (File Transfer Protocol) capability to publish your finished site.

Software requirements

Software requirements include:

- Apple System 7.0 or later.

- Any Web browser program, such as Netscape Navigator, NCSA Mosaic, or Microsoft Internet Explorer.

Web server

To post your Web site on the World Wide Web, you need access to a Web server that is visible to the Internet full-time. You can set up and maintain your own Web server individually (on a UNIX machine, PC, or Macintosh) or you can rent space on a server owned and maintained by a third-party Internet Service Provider (ISP).

ISPs, such as America Online, Compuserve, HoloNet, Netcom, Earthlink, and UUNet, to name a few, offer high-speed, local access to the Internet and World Wide Web through dial-up accounts for which you pay a nominal monthly fee. Ask your software retailer or consult the phone book for ISPs in your area.

Knowledge

You should be familiar with basic Macintosh operations, such as working with documents, folders, windows, menus, dialogs, and the mouse. If you are not familiar with these operations, please refer to your *Apple Macintosh User's Guide.*

Installing QuickSite

The Macintosh installer provides two options — "Easy Install" and "Custom Install."

"Easy Install," requires approximately 10 megabytes of hard disk space and is highly recommended because it ensures that you can take full advantage of all QuickSite's options.

"Custom Install" lets you choose which groups of files you want to install. If you have limited hard disk space available, or do not plan to use certain QuickSite options, you may want to perform a custom installation.

Note   Before installing, we strongly recommend that you disable disk security, virus protection, and screen saver programs. If you have trouble during installation, restart your computer while holding down the Shift key to disable extensions (INITs). If the trouble persists, contact DeltaPoint Technical Services.

To begin installation:

1. Insert QuickSite Disk 1 into your floppy disk drive.

2. Double-click the icon marked QuickSite Installer.

   A window appears, containing detailed installation instructions and release notes.

3. Click the Print button to print the installation instructions and release notes.

   You can also read the entire contents of the document by scrolling through it.

4. Following the installation instructions.

   The default installation folder is DeltaPoint QuickSite™. Graphics are stored by default in the GIFs folder within the main DeltaPoint QuickSite™ application folder. The installation will take several minutes. This would be a great time to fill out your registration card.

Signing on to QuickSite

The first time you open QuickSite, a dialog appears asking you to enter your name, company name, and for new users, your program serial number. Use the Tab key to advance to the various fields. The serial number is printed on Disk 1 of the QuickSite installation disks.

About the Main QuickSite window

The Main QuickSite window contains a Title bar with standard Macintosh functions. Below that is the tool bar.
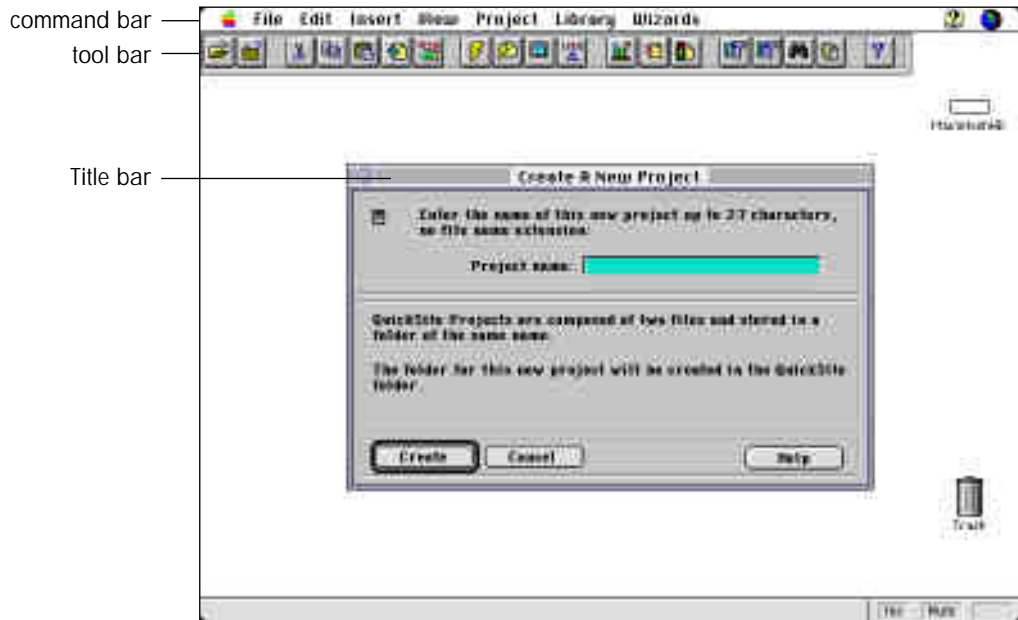
The command bar

The command bar contains menus of options you can click to access. In the start-up window, most of the menu options are grayed-out and unavailable.

This menu	Contains options to…
File	Create, open, save, close, and back up projects; import HTML files and Netscape Navigator bookmarks; exit.
Edit	Undo changes; cut, copy, paste, insert, delete, and find items (pages and components); find and replace text; move through the Project View; change preferences.

Insert	Insert pages (menu, text, and form) and components (paragraph, table, image, file link, URL, and external HTML file).
View	Expand and collapse menu sections (menu pages and all their components); display or hide items; sort pages by edit date; create to-do lists.
Project	Build Web pages; build, test, and publish the Web site; check spelling; compress the project file.
Library	Create, open, edit, and add to project libraries.
Wizards	Run wizards for designing the Web site and individual Web pages.
Help	Display and search online help; register QuickSite; display product and version information.

The same menu bar appears in the Project View, the window you see after you create a new project or open an existing one. All of the menu options are accessible from the Project View (more on the Project View in Chapter 3, *Building a Basic Web Site*).

The tool bar

The tool bar contains buttons with tool icons that represent various shortcuts to access menu functions.

Tip　　When you point to a tool in the tool bar, QuickSite displays the tool description under the tool and at the bottom of the window.

Tool	Menu or Hint	Shortcut key	Function
	File | Open Project	⌘-O	Opens a Web site project.
	File | Close Project	⌘-W	Closes the current Web site project.
	Edit | Cut Web Page	⌘-X	Cuts contents from a project page/component and copies it to the Clipboard.

	Edit	Copy Web Page	⌘-C	Copies contents from a project page/component to the Clipboard.
	Edit	Paste/Insert Web Page		Pastes contents from the Clipboard into a project page/component.
	Insert	Text Page		Adds a text page.
	File	Import HTML File		Imports an HTML file into the current page.
	Project	Build Web Site	⌘-B	Builds the entire current Web site project.
	Project	Build Web Page		Builds the current Web page only.
	Project	Test Web Site		Tests the current Web site project.
	Project	Publish	⌘-P	Builds the current Web site project and uploads your site to the Web server.
	Edit	Design Web Page	Return	Launches the Page Designer.
	Edit	Delete Web Page	Delete	Permanently deletes the current Web page.
	Edit	Change Web Page Status		Toggle to change the status of a project page/component.
	View	Collapse		Collapses the Project View.
	View	Expand ed		Expands the Project View.
	Edit	Find Web Page		Finds one or more Web pages.
			Toggles to mark the current position in the Project View/return to the marked position.
	?	DeltaPoint QuickSite Help		Displays online help.

Exiting and restarting QuickSite

You can exit QuickSite and return to the Macintosh Desktop any time.
When you are ready for another session, QuickSite is easy to start up
again.

To exit QuickSite

From the File menu in the menu bar, choose Exit or press ⌘-Q.

QuickSite terminates and returns you to the Desktop.

To restart QuickSite

Double-click on the QuickSite icon from within the DeltaPoint
QuickSite™ folder.

The QuickSite start-up window appears on your screen.

Registering QuickSite

Take a moment to fill out and mail the registration card in your QuickSite
package, or visit DeltaPoint's Technical Support page on the World Wide
Web (`http://www.deltapoint.com`)to fill in the registration form.

Note   You need to be a registered QuickSite owner to turn off the QuickSite logo
button,

,

which automatically appears on each Web page you create. For more on
turning this button on/off, see *Building and testing a Web site* on
page 13-1.

Troubleshooting QuickSite

Using FAQ Central

If you cannot get a QuickSite feature to work or you have a question unanswered by this guide or QuickSite's online Help, we recommend consulting QuickSite*'s FAQ (Frequently Asked Questions) Central* on the World Wide Web (`http://www.deltapoint.com`).

DeltaPoint continuously updates its FAQ Central pages. You will find all kinds of interesting facts and tips there to help you. If your problem is still not solved, contact Technical Support at one of the numbers listed in *How to contact DeltaPoint* in the Introduction.

What to do if your computer hangs up

If your computer hangs up during routine QuickSite operations,

First try to open another project file. The first project file may have become damaged, QuickSite may be damaged, or you simply may not have enough RAM (QuickSite needs 8 MB to run.).

If the second project file works properly, then you know it was the first project file that was damaged and not QuickSite. Reinstall your project file from a backup or load the `*.dbf` file into Excel and save it.

Where to go from here…

If you are new to the world of Web sites, read Chapter 2, *Key Concepts for Web Site Builders* and, if you have never used QuickSite, read Chapter 3, *Building a Basic Web Site*. For detailed descriptions of specific QuickSite features, consult the remaining chapters in this guide.

2
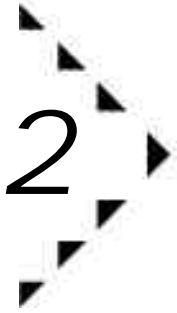
Key Concepts for Web Site Builders

This chapter introduces useful concepts for building your Web site. If you are an experienced Web builder, you might prefer to skip this chapter.

World Wide Web and the Internet

The *Internet* is a global network of computers that can *talk* with each other using common communication methods. You can gain access to the Internet through service providers — or your company may have a direct connection. Check with your network administrator.

The *World Wide Web* is an Internet service that lets you find and browse Web sites all over the world. It is an expanding and constantly changing repository of information for everything from scientific papers to retail catalogs to performance schedules to resumes.

The World Wide Web is the most rapidly growing part of the Internet, in part because so many corporations, institutions, associations, families, hobbyists, and individuals like you are finding the unrestricted access to such a wide range of information an invaluable benefit in their professional and personal lives.

What is a Web site?

A *Web site* is a presence on the World Wide Web. It presents your services, products, ideas, and talents to people all over the world, around the clock. It is the ultimate form of paperless self-publishing and it allows others with similar interests to find what you have to offer on-line.

A Web site is a collection of linked documents (called *Web pages*) that contains information organized around a common purpose or function. For example, a mail order music company might publish its order form and catalog with musical excerpts that you can click and play on-line; a trade association might publish its newsletter and event schedule, or a stamp collector might publish his or her collection with a scanned image of each stamp and its asking price.

What is HTML?

Each Web page is formatted with *hypertext markup language* (HTML). HTML is a standardized set of programming codes (or tags) that are embedded in the Web page text. The HTML codes control how information is displayed and accessed through the World Wide Web.

For example, look at the following sample Web page text:

Sample HTML Document
This is a document formatted using HTML. It is a plain text file that contains embedded markup codes.
When you view the document on the World Wide Web, these codes are hidden from view, *but* you can see them if you edit the document directly in a word processor or text editor.

Here is how the text file of the above sample text looks with HTML codes:

```
<HTML>
<HEAD><TITLE>Sample HTML Document </TITLE></HEAD>
<BODY>
This is a document formatted using HTML. It is a plain text
file that contains embedded markup codes.
<P>
When you view the document on the World Wide Web, these codes
are <STRONG>hidden</STRONG> from view, <I>but</I> you can
see them if you edit the document directly in a word
processor or text editor.
</P>
</BODY>
</HTML>
```

HTML gives you the ability to display information in a list or table format, embed graphical images, and manage other information such as *hyperlinks* (see below).

With QuickSite, you do not have to know how to write HTML code! All you have to do is create the content of your Web site by entering or importing text and specifying styles. QuickSite does the rest. QuickSite creates the links and writes the HTML code. It even automatically includes advanced features such as a Table of Contents and return e-mail address. QuickSite also allows you to program in HTML to add special effects to your Web site, if you want.

What are hyperlinks?

HTML code is used to create *hyperlinks*, or jumps, to related pages within the same Web site or to other Web sites anywhere on the Internet. Clicking a hyperlink takes you directly to the linked information. A hyperlink can be text or a graphical image such as a button. Through hyperlinks, you can navigate to related information quickly and easily.

Hyperlinks are typically represented by colored, underlined text. For example, clicking

    <u>DeltaPoint Home Page</u>

in your Web browser causes the browser to jump to the Web page defined by the hyperlink. In this example, clicking the hyperlink would be the same as typing `http://www.deltapoint.com` in your Web browser's URL entry box. (The URL box is where you type `http` addresses to tell your browser the location of the Web page you want to visit.)

How do I access a Web site?

To be able to view information on the World Wide Web, you need:

- An *Internet* connection through your organization or an *Internet Service Provider (ISP)*, a company that connects you to the global network for a fee.

- A *Web browser* program, such as Netscape Navigator, NCSA Mosaic, or Microsoft Internet Explorer, that can interpret and display pages written in HTML.

- A *Uniform Resource Locator (URL)* for the Web site you want to view. The URL is an address that identifies the location of a Web page. For example, to see the DeltaPoint home page, you would use the following URL: `http://www.deltapoint.com`.

A Web site is stored on a *Web server*, a computer that is connected to the Internet and the World Wide Web. With your Web browser you can *talk* directly with any Web server on the Internet anywhere in the world. Your Web browser software and Web servers speak the same language, *hypertext transport protocol (HTTP)*.

`Here is how it all works:`

1. Your Web browser receives an action from you, such as a URL (for example, `http://www.deltapoint.com`) or a jump to another Web page, and sends the request to the Web server via HTTP.

2. The Web server interprets the request, finds the requested page, and sends the text and associated graphics back to your Web browser via HTTP.

3. Your Web browser receives the page, interprets the HTML codes, then displays the page onscreen for you to view in your browser.

Tip   You also can print Web pages from your browser.

What does a Web site look like?

As an example, let us look at the DeltaPoint Web site. After you connect to the Internet and run your Web browser, you enter the URL of the DeltaPoint Web site: `http://www.deltapoint.com`. The DeltaPoint *home page* appears first (shown here by the Netscape Navigator browser).
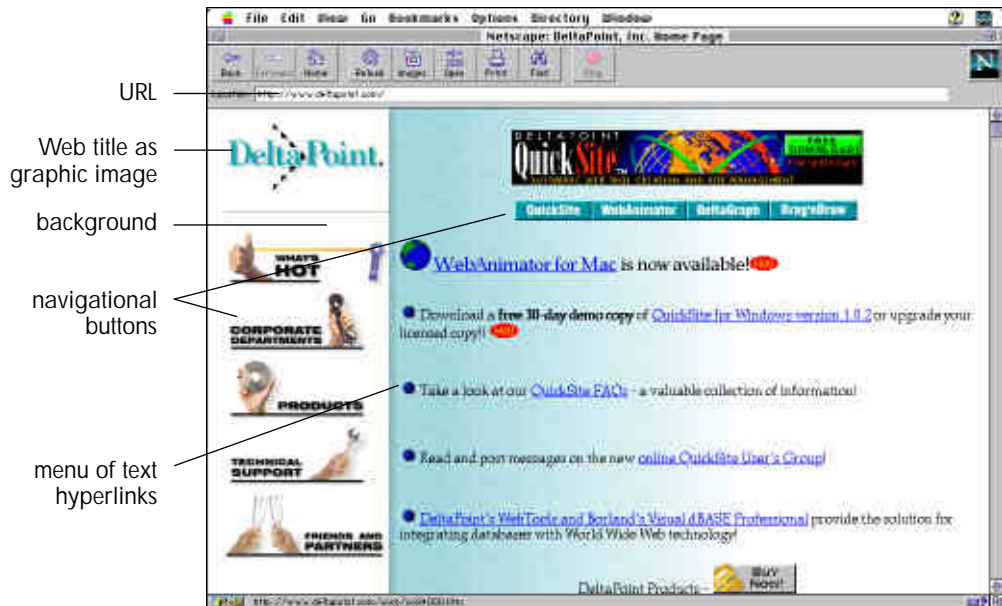
The *navigation buttons* on the DeltaPoint home page are custom, clickable graphics (GIF files), which jump to *linked pages* when clicked.

Scrolling to the bottom of the page reveals more graphics.

more clickable graphics

default navigation buttons

QuickSite logo button
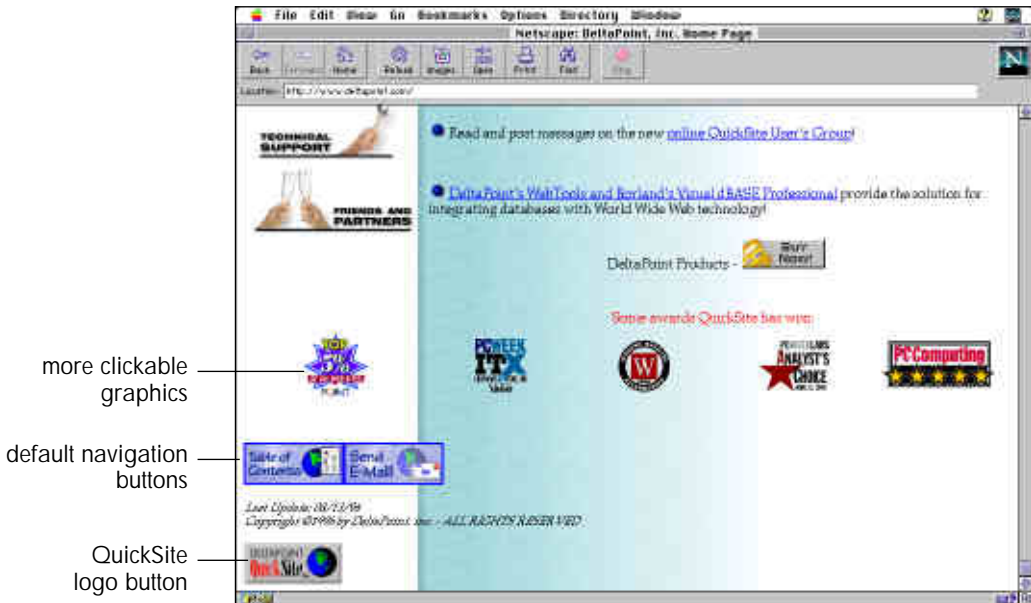
Default navigation buttons, supplied by QuickSite, link the user with the Table of Contents and to a MailTo: form, where the user can send e-mail to the *Webmaster*, or administrator, of the Web site.

At the very bottom, the DeltaPoint QuickSite logo button appears by default on all pages. Clicking this button takes the user to the DeltaPoint home page.

Tip   Alternatively, you can elect *not* to include the DeltaPoint QuickSite logo button and other default navigation buttons and text when you build your site. For more information, see *Building and testing a single Web page* on page 13-4.

Regions of a Web page

An HTML page consists of three regions as shown in the following example:
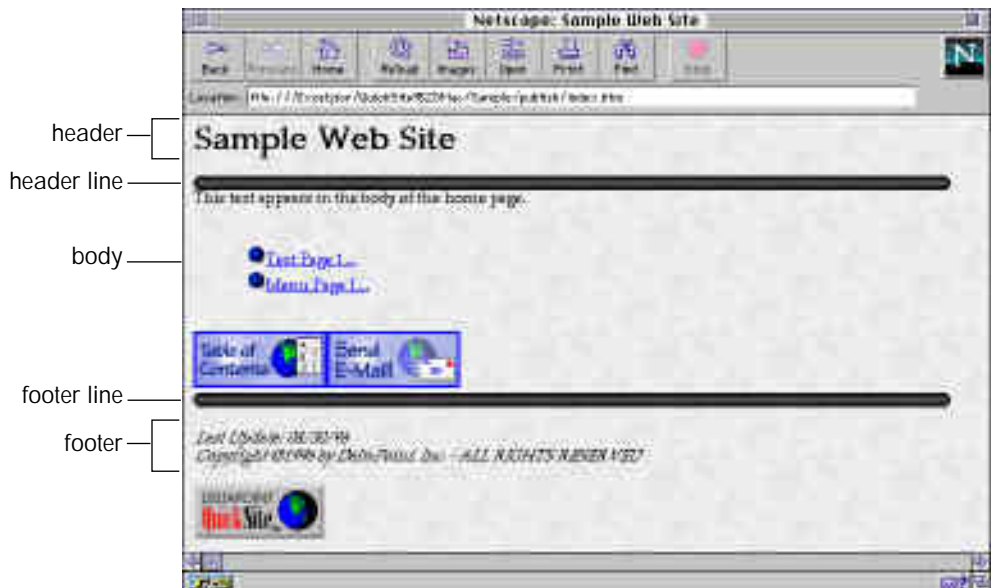
Header

The top portion of a Web page. Typically contains *identifying* information, including the page title and/or elements such as static graphics (for example, a company logo).

Body

The middle portion of a Web page. Contains the bulk of the information on a page including text, paragraphs, tables, images, lists, and navigation buttons.

Footer

The bottom portion of a Web page. Typically contains supplemental information including the copyright notice and the date the page was last saved.

Optional horizontal *header* and *footer lines* visually separate the body from the header and footer regions, respectively. This visual arrangement organizes the screen for your Web site users, letting them quickly scan the screen for the information they want to see.

3

Building a Basic Web Site

After you have installed QuickSite, you can use QuickSite's New Project Wizard to help you build a basic Web site. This chapter guides you through a practice run with the New Project Wizard.

Note   If you are new to the World Wide Web, we recommend you read Chapter 2, *Key Concepts for Web Site Builders*, before proceeding.

Creating a new Web site project

A *project* is the set of documents that makes up your Web site. QuickSite stores these documents in *project files* (which end with `*.dbf` and `*.dbt`). The project files contain information about all of the files, links, graphics, web pages, and other items that you use to create and manage your Web site. For more information, see *About QuickSite projects* on page 5-1.

When you build a project, QuickSite takes all of the information in your project files and generates the HTML (hypertext markup language) files that make up your Web site.

To create a new project

1. Start QuickSite.

    The Create a New Project box opens.

2. Type a project name, up to eight consecutive characters.

3. Click Create.

   If the name already exists, a box appears asking if you want the existing file to be opened.

   Using the project name you entered, QuickSite creates a folder in the QuickSite folder and adds empty project files (`*.dbf` and `*.dbt`) to that folder. For example, for project name `mysite`, QuickSite would create folder `Macintosh HD:DeltaPoint QuickSite™:mysite` and project files `mysite.dbf` and `mysite.dbt`.

4. At the prompt to use the New Project Wizard, click Yes.

   The Project Wizard begins.

Using the New Project Wizard

The New Project Wizard walks you through a step-by-step process for creating your new Web project, including:

- Home page (title and introductory text).

- Default settings for page components (auto-updating, header and footer lines, E-mail address).

- Page styles (background, header and footer lines, bullets).

- Web site structure (branching from home page).

- Page layout (center page titles or not).

Note   Any of the selections you make in the New Project Wizard can be changed for individual pages later, as covered in subsequent chapters of this guide.

Defining the home page

The New Project Wizard asks for the home page title.

To define a home page

1. Type a name for your home page or leave the default name, Home Page, for now. The title can be up to 64 characters long.

2. Click Next.

   The New Project Wizard asks you to enter introductory text for your home page.

3. You can type the text or select a text file to import. For this demonstration, click Import to import an introductory text file.

   The Select A Text File To Import box opens with a list of text files to import from your QuickSite folder.

4. For purpose of demonstration, click the file named welcome.txt, then click Open.

   QuickSite imports the text you selected and displays it in the New Project Wizard.

5. Click Next to define default settings for the Web pages.

Defining autodate and header/footer line settings

By default, QuickSite selects all options in this wizard box. Selected options are checked.
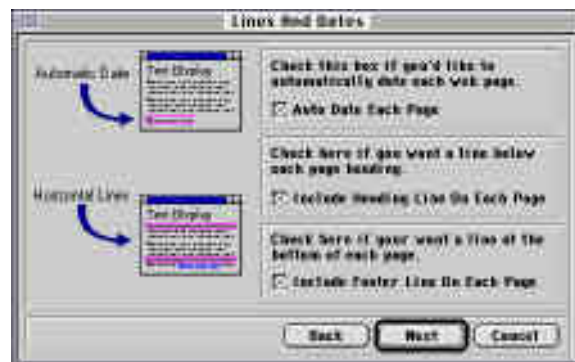
6. Keep the default settings. This makes your Web page design consistent and makes it easier for users to navigate your site.

The default settings will produce the following results when you build your Web site:

Autodate Each Page

QuickSite automatically informs your Web site visitors when your site last changed. The date that is generated appears automatically at the bottom of each page in your Web site.

Include Heading Line On Each Page

A header line appears as a horizontal rule directly below the title of each page.

Include Footer Line On Each Page

A footer line appears as a horizontal rule directly below the body of each page.

7. Click Next to define your E-mail address.

Specifying your E-mail address

The New Project Wizard asks you to specify your return E-mail address. This address is linked to the Send E-Mail navigation button on every page unless you turn the button off when building your Web site. For more information, see *Building and testing a Web site* on page 13-1.
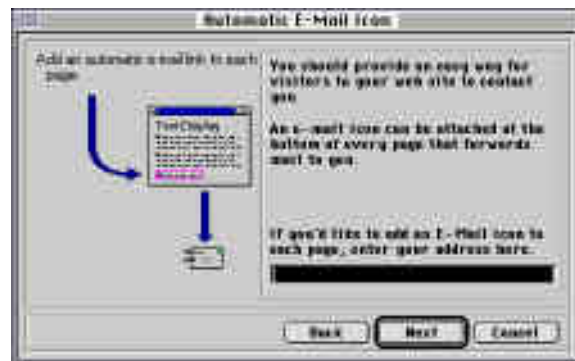
To specify an E-mail address

1. Type an E-mail address where your Web site visitors can contact you such as `myname@aol.com`. If you do not know your E-mail address, you can leave the address blank for now. You can always add or change the E-mail address later. For more information, see *Setting/resetting preferences* on page 5-5.

2. Click Next to define your Web page structure.

Selecting the Web site structure

The New Project Wizard first lets you select the Web site structure. The Web site structure defines the way your site is organized and how easily users can navigate pages to find the information they want.

You can choose one of three predefined Web site structures (Basic, Intermediate, and Advanced) or select from an extensive library of pre-defined Web sites, such as Catalog Sales, Conventions/Conferences, and Corporate Presence, as provided by QuickSite.

Note   You can easily add or remove pages once you are done with the New Project Wizard to change the Web site structure to suit your needs.

To select a Web site structure

1. Click the radio button in front of the option for the Web site structure closest to the Web site you want to build. When the radio button is black, ⊙, the option is selected.

For this demonstration, select the Advanced option (third button from the top) so you can see the full variety of Web pages you can create for your practice site.

2. Click Next to define the Web page style.

Defining Web page styles

The New Project Wizard opens the first Page Style box, which summarizes the types of styles you can specify.
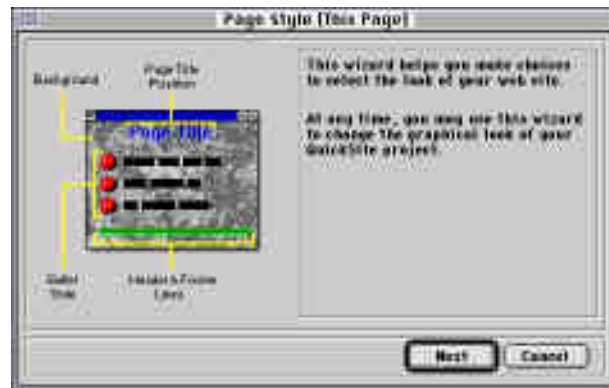
Click Next to select a background style.

Selecting a background

The New Project Wizard opens the next Page Style box, where you can select a background for your Web site.

Although the background setting is optional, an attractive background can add visual appeal to your Web site. Backgrounds are typically small JPG images that tile seamlessly behind the text and graphics on your Web page.

You are not limited to the backgrounds provided with QuickSite. Many users will select a background that is consistent with corporate colors, logos, or personal tastes. You can copy your background JPG, GIF, or PNG files into the `gifs` folder in the QuickSite folder so they are accessible in the New Project Wizard.

Tip   To optimize Web page readability, select a background with light color and simple texture, such as gray or yellow.

To select a background

1. Click Background.

   The Select Image File box opens.

2. In Files of type, scroll and click to select a `*.jpg` or `*.gif` file. (QuickSite provided backgrounds are `*.jpg` and `*.gif` files.)

3. Click to select a background file, such as `qs_chlk.jpg`, from the files list.

4. Click Open.

   The Page Style box reopens.

5. Click Next to select header and footer line styles.

Selecting header and footer line styles

The New Project Wizard opens the next Page Style box, where you can select the color of header and footer lines on your Web pages.

Tip   QuickSite provides several attractive header and footer line colors. When selecting a header or footer line, select a color that contrasts with the background color. The default line color contrasts with the current background (that is, dark on light background and light on dark background). For consistency in page design, select the same color for both lines.

To select header and footer line styles

1. In the Header Line box, scroll and click the header line style you want.

2. In the Footer Line box, scroll and click the footer line style you want.

3. Choose Next to select a bullet style.

Selecting a bullet style

The New Project Wizard opens the next Page style box where you can select a color style for bullet lists in your Web site.

By default, bullets appear to the left of hypertext menu links on your Web pages. Bullets delineate choices and add an attractive, professional look to your Web pages.

To select a bullet style

1. In the Bullet List Item box, scroll and click a bullet color from the list.

2. Click Next to select the page title layout.

Selecting a page title layout

The New Project Wizard opens the last Page Style box and displays the Center Page Titles option. The default is to align titles on the left side of a page.
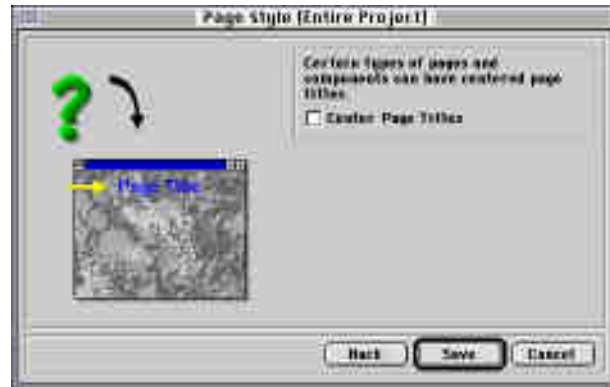
To select a page title layout

1. Optionally select or deselect the Center Page Titles option as desired.

   Tip   You can always change the page styles you have set by selecting the Page Style Wizard from the Wizards menu.

2. Click Save to save your New Project Wizard settings and automatically generate the project files containing the pages for your Web site.

   QuickSite closes the New Project Wizard and displays your Web site information in the Project View.

Generating Web pages

At this point, QuickSite saves the settings you selected in the New Project Wizard and automatically opens the Project View, QuickSite's main window for Web site development.

The Project View example below is what you see if you created the Advanced web structure in the New Project Wizard (see *Using the New Project Wizard* on page 3-2).

From the Project View, you can design, build, test, and publish your Web site project. The Project View displays a constantly updated overview of your entire Web site as you work on it. Each line in the Project View contains information about an *item* (page, page component, or link) in your Web site.

For information on how to navigate the Project View and use its tools, see Chapter 4, *Using the Project View*.

Setting QuickSite preferences

Before you can build and test your Web site, you need to set basic preferences to tell QuickSite what paths to use to access the Web browser and GIF files on your computer. Additional preferences can be set later (see *Setting/resetting preferences* on page 5-5).

To set basic QuickSite preferences

1. From the Edit menu, choose Preferences.

   The tabbed Preferences box opens.

2. In the Web browser path/executable window, click the "..." button and select the folder/filename path for the Web browser program (such as `Macintosh HD:Applications:Netscape Navigator Folder :Netscape Navigator`) on your computer. QuickSite needs this path so it can test and display your project *locally* (on your computer, not the Internet).

3. Click Save.

   QuickSite saves your preferences.

   The preferences you selected are sufficient to initially build and test your Web site. Later you will want to add other settings. For more information, see *Setting/resetting preferences* on page 5-5. You are now ready to build and test your Web site.

Building and testing your Web site

At this point, you have set up a basic Web site in your project file (mysite.dbf and mysite.dbt). However, no HTML documents have been generated yet. QuickSite does that for you when it builds the Web site.

To build and test a Web site

1. From the Project menu, choose Build Web Site. Or click the Build Web Site tool, 🔣 . For more about QuickSite tools, see *The tool bar* on page 1-5.

   The Web Site Construction Options box opens.
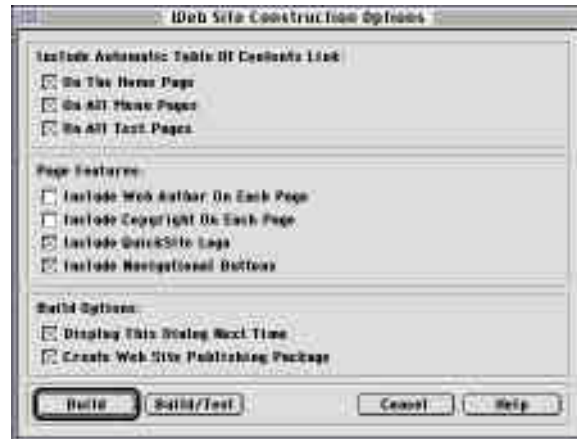
The example above shows the default settings in the Web Site Construction Options box. To deselect (uncheck) any of these options, click the option.

The table below describes what occurs when each option is selected.

Web site construction options

Include Automatic Table of Contents Link:

On The Home Page	A link to the Web site table of contents appears on the home page.
On All Menu Pages	A link to the Web site table of contents appears on all menu pages.
On All Text Pages	A link to the Web site table of contents appears on all text pages.

Page Features:

Include Web Author On Each Page	The name of the web author appears on each page.
Include Copyright On Each Page	A copyright notice appears on each page.
Include QuickSite Logo	The QuickSite logo appears on each page.
Include Navigation Buttons	Navigation button graphics, such as appear on each page. Select this option *or* Include Navigation Text Hyperlinks.
Include Navigation Text Hyperlinks	Navigation text hyperlinks, such as [Home Page][Return to Menu][Table of Contents] appear on each page. Select this option *or* Include Navigation Buttons.

Build Options:

Display This Dialog Next Time	This box appears the next time you build a web site. If you *deselect* this option, and you want the box to display, choose Build Web Site from the File menu and select the option.

2. Click Build/Test.

    QuickSite builds the Web site, generating HTML pages in the
    background according to the Web Site Construction Options you
    have selected. For each of the text and menu pages in your project file,
    a corresponding `*.htm` file now exists.

    QuickSite loads your Web browser automatically and displays the
    home page of the currently selected Web site as it looks at this point.

3. Scroll down the home page so you can examine its entire contents.

navigation
buttons

footer line

autodate
Web author

QuickSite button

4. Click the hypertext links, such as Text Page 1 in the example above, to look at other pages.

Adding features to your home page

The home page is usually the first screen that users see when they browse your Web site. As such, it should be informative, brief, and enticing. Your users should be able to know, at a glance, the purpose of your Web page, what it contains, and how to find what they are interested in.

You can change the text and add graphics to the home page and other pages you created with the New Project Wizard. You do so with QuickSite's *Page Designers.*

Page Designers are dialog boxes where you select and enter the content for individual pages. When you save the content, QuickSite inserts it in the desired page. The Page Designers differ somewhat, depending on the type of page you are designing. For example, the Home Page Designer has different page link options than the Menu Page Designer.

To add home page text and graphics

1. In the Project View, click the Home Page line.

2. From the Edit menu, choose Design Web Page or press ⌘-D.

    The Home Page Designer opens.

Home page text you imported through the New Project Wizard (see *Defining the home page* on page 3-3) appears in the text entry area of the Home Page Designer.

3. Type changes in any of the text entry windows, such as:

    Change the Web site title

    In Web Site Title, make the title the same as that in Home Page Title. The *Web site* title appears as the `*.htm` file name for the home page in your Web site when it is viewed on the World Wide Web. It is also the name given to your QuickSite project files. For consistency, Web site designers usually want the Web site title to be the same as the home page title.

    Change the page title

    In Home Page Title, change the existing title to the actual title you want displayed on your home page, for example, type *QuickPress Enterprises*.

Left-align the page title.

If you centered the title in the New Project Wizard, deselect Center Title. This causes the title to be left-aligned on the home page.

4. In the Optional Text box, type new text or change the displayed text.

5. Add some graphics to the page.

   Add a Welcome banner to the top of the page.

   Click Header GIF and, in the Select Image File box, locate the Welcome banner file, welcome.gif. This file is located in the GIFs folder (if you installed QuickSite in the default folder Macintosh HD:DeltaPoint QuickSite™:GIFs). Click Select to select the file.

   The GIF file you selected will appear at the top of your home page when you build and test the project.

6. Click Save.

   QuickSite saves your work. The changed home page title appears in the Project View. The other changes you will see when you rebuild and test your file.

welcome GIF

construction bar

status icon

changed page title

rainbow header line

About In Construction status…

Since you selected In Construction as the page status, QuickSite flags the title with the ⬥ icon and adds a yellow- and black-striped bar above the title. For more on changing the page status, see *Changing the status of an item* on page 4-8.

When you change the status back to Active, QuickSite removes the construction sign and bar.

construction
bar gone —————

title centered —————
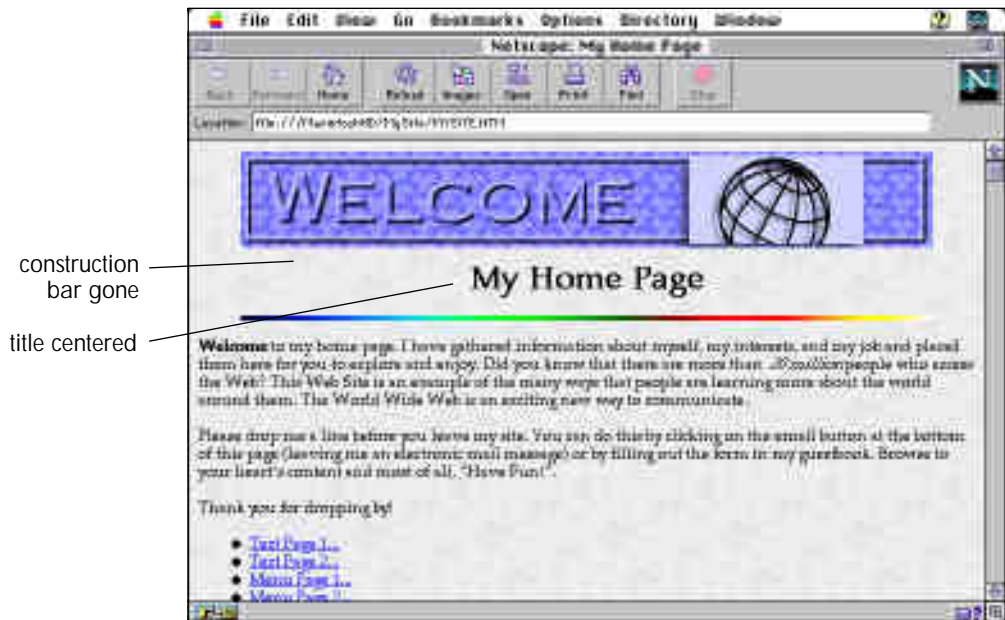
Publishing your Web site

Each time you build your Web site, QuickSite stores all items used by the site in a folder called `Publish` in the project folder. For example, if your project is `mysite`, QuickSite stores the necessary files in the `Macintosh HD:DeltaPoint QuickSite™:mysite:publish` folder.

The Web site you have built, even in its unfinished, basic state, has all the elements necessary to publish on the World Wide Web. For how-to steps on publishing, see Chapter 13, *Building, Testing, and Publishing a Web Site*.

4 ▶ *Using the Project View*

This chapter explains how QuickSite projects are structured and how the Project View, QuickSite's main window, reflects that structure. The chapter also explains how you use the Project View to access pages and subordinate page components in your Web site project to work on them.

QuickSite project structure

QuickSite Web site projects are organized in a hierarchical structure designed for optimum efficiency and ease of use. The Project View is the cornerstone of your project. It shows what pages and page components the project contains. Through the Project View, you manage and update your Web site project. For more on managing, see Chapter 5, *Managing a Web Site Project*.

Project items

Each project is made up of one or more *project items*, including:

Home page

Top-most page in the Project View, typically contains welcome text, sometimes paragraphs and tables, and hyperlinks to any of the other project items. See the home page sample in *What does a Web site look like?* on page 2-5.

Table of Contents page

Automatically generated by QuickSite. This page is not listed in the Project View. Its attributes are determined by some of the properties set for the home page.

Menu page

Automatically linked to the home page. Contains menu hyperlinks (with buttons) and usually some introductory text. A menu page can also contain text pages, form pages, paragraphs, tables, file links, URL links, and external HTML links. In the Project View, each menu page is associated, by default, with the home page and with items directly below it. See the sample menu page below.

Tip   You can disassociate a menu page from the home page by changing the status of the menu page to Hidden. For more information, see *Changing the status of an item* on page 4-8.

menu hyperlinks with bullets
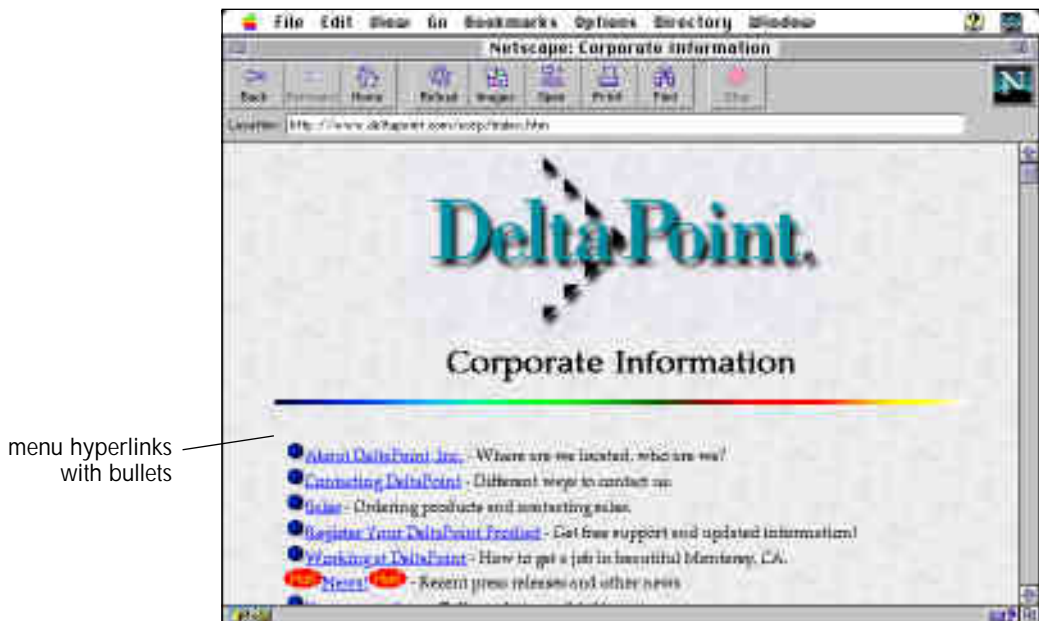
Text page

Contains text in paragraphs and tables. A text page can be linked to the nearest menu page *above* it. It also can contain paragraph, table, and image components and is associated with the nearest home or menu page *above* it.

Form page

Contain data entry fields designed like a form. Users can fill in the form and submit the data to your e-mail address. The form page is associated with the nearest home, text, or menu page directly *above* it. See the sample form page below.

data entry form
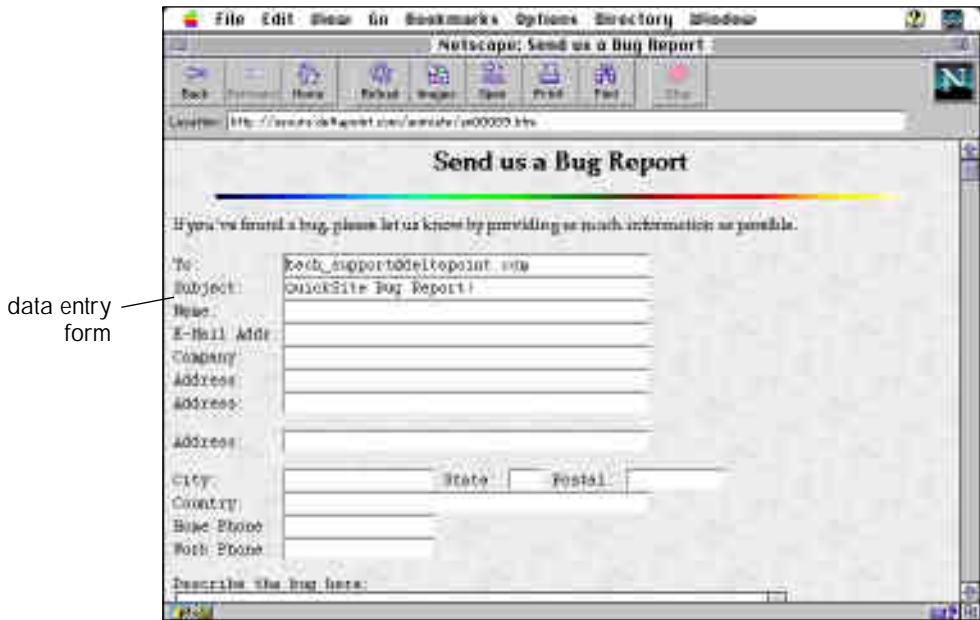
Paragraph component

Paragraph text that is inserted directly into an associated home, menu, or text page.

Note   In addition to the paragraph text, QuickSite adds to the associated page a text hyperlink for the paragraph component, if the page status for the paragraph component is Active. For more information, see *Creating new paragraph and table components* on page 6-2.

Table component

Table with variable rows and columns. You can turn on or off a table hyperlink and borders in the Table Component Designer. For more on tables, see Chapter 10, *Designing Tables*.

Image component

Graphic image (*.gif, *.jpg, or *.png) hyperlink that can be inserted into a home, menu, or text page, table, or paragraph, as shown in the sample below. For more on image components, see Chapter 9, *Working with Graphics*.

image
component
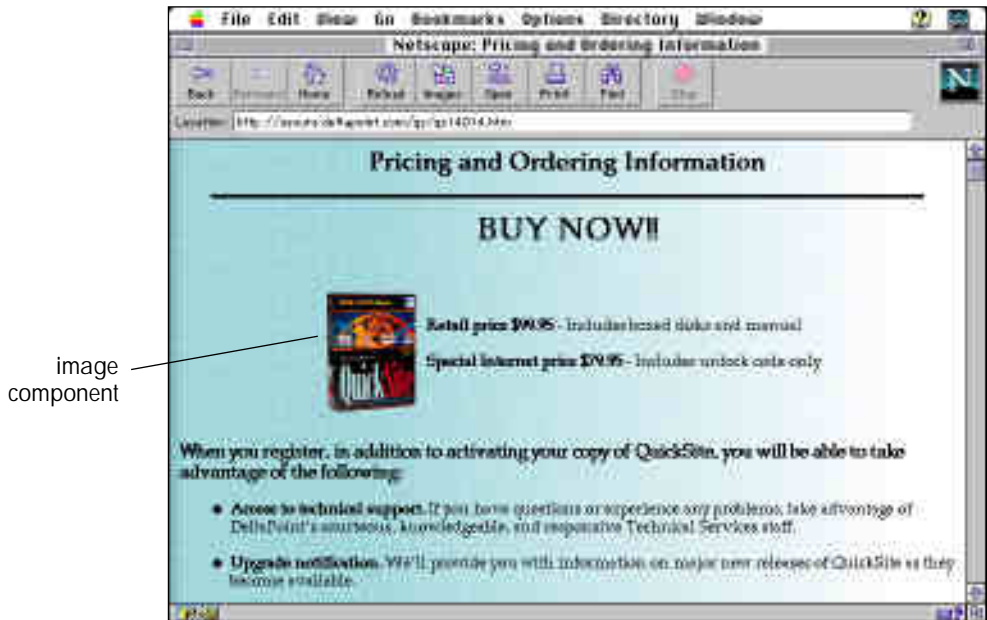
File Link component

Hyperlink to selected file links that can be inserted into a menu page. This lets you crate, in effect, "mini" ftp sites on your web pages. For more on file link components, see Chapter 11, *Linking to Files and URLs*.

URL link component

Hyperlink to another page, usually a home page on another site, using the other site's URL (Uniform Resource Locator) that can be inserted into a text or menu page. For more on URL links, see Chapter 11, *Linking to Files and URLs*.

External HTML page link component

Hyperlink to pages of information imported from external HTML files to an associated home, text, or menu page. For more on external HTML page links, see Chapter 11, *Linking to Files and URLs*.

The Project View

The Project View displays an outline of your Web site structure and is the point from which you create and maintain Web pages and their components.

The Project View provides an outline of the page structure you saved in the *project file* for your Web site. The Project View lists project *items* (pages, their components and file links) in the hierarchy they are created for the Web site. That is, indented items are subordinate items in the structure. Thus you can see at a glance which item is at the top level of the structure — the Home Page.

The Home Page has sub-pages (in the example above, Text Page 1 and Text Page 2) and links to Menu Pages. Each of the Menu Pages has sub-pages.

The Project View provides the following information about each item in a Web site:

This column	Tells you…
Type	Page type. For more information, see *Page types* on page 4-7.
Status (not labeled)	Page status (Active, In Construction, Hidden, or Suspended). For more information, see *Page status* on page 4-8.
Title	Web page title.
New	New! icon, optionally selected by double-clicking column. Puts New! icon next to hyperlinks to this page.
Hot	HOT! icon, optionally selected by double-clicking column. Puts Hot! icon next to hyperlinks to this page.
Link	Lists the type(s) of pages to which this item is linked. For more information, see *Page types* on page 4-7.
File	HTML file associated with this page.
Date	Date when this page was last saved.
Time	Time when this page was last saved.

Page types

The Project View indicates the type of page and other item types in the Type and Link columns.

Type	Item contains...
Home Page	Overview of Web site; the top-level page in page hierarchy.
Menu Page	Menu of hyperlinks to other pages.
Text Page	Text, graphics, and other content.
Paragraph Component	A separate unit of text. A text page can contain multiple paragraph components to which hyperlinks can point.
Image Component	A graphic with an associated hyperlink.
File Link Component	Name, last save date, description, and size of downloadable file.
Form Page	Data entry fields and buttons to submit the form to a specific address.
External HTML Page	Pointer to an external HTML (HyperText Markup Language)-coded file.
Table Component	Grid of rows and columns of information.
URL Link	HTTP link to an URL (Uniform Resource Locator); linked to menu pages only.

Page status

The Project View displays the following types of status for pages in the Project View Status column.

Status type	Indicates item is...
Active	Included as an HTML file when the project is built and automatically referenced by menu pages if item is a menu, text, or form page.
Hidden	Included as an HTML file when the project is built but hyperlinks to this page are *not* included in the Web site. Use this status with paragraph, table, and other components that do not always need to be displayed, such as seasonal items, and can be hidden when you do not need them.
Construction	Included as an HTML file when the project is built. The In Construction icon displays to indicate a page is currently under construction, like a draft that is not yet ready for final publication.
Suspended	*Not* included as an HTML file when the project is built and, as a result, hyperlinks to this page are *not* included in the Web site. Rather than deleting an item, use this status to retain the item in the project. Suspended status lets you archive items from earlier builds, thereby ensuring an audit trail and version control for your Web site.

Changing the status of an item

You can change the status of an item to help you keep track of your project and separate items to view as a group, such as pages under construction and hidden pages.

To change the status of an item

1. In the Project View, click an item for which you want the status changed.

2. From the Edit menu, choose Change Web Page Status or click the Change page status tool, to change the status message. Repeat until the desired status displays in the Project View.

Tip   When you change the status for a menu page, you change the status of all
          subordinate links to that page. If you want to change the status of a menu
          page *without* changing the status of its subordinates, use the Page
          Properties box. For more information, see Chapter 7, *Designing Web Pages*.

To change the status of a menu page section

1. In the Project View, click a menu item for which you want the status
    changed.

2. Follow the procedure (above) for changing the status of an item.

    The status message changes for every subordinate item in the menu
    page section. For example, if you set a menu page to Suspended, any
    linked text pages, URL links, and file links are suspended as well.

Tip   If you do not want to change the status of certain items in the menu, you
          can change their status back by individually selecting the page and clicking
          on the Change page status tool.

Moving around the Project View

You can easily move around the Project View and change the display to
focus on an area of interest.

To scroll through the Project View

Use the scroll bars or the following keys to scroll through items in the
Project View:

To move up one item, press the [↑] key.

To move down one item, press the [↓] key.

To move up a page, press [Page Up].

To move down a page, press [Page Down].

To move to the home page

From the Edit menu, Top of Project. Or press [Home].

To move to the bottom page

In the Edit menu, choose Bottom of Project. Or press [End].

Working with project items

You can select, move, and mark project items.

To select an item for editing

Scroll to the item, then click.

To move an item

The sequence in which an item appears in the Project View determines its place in the page hierarchy. You can change where an item appears in your Web site by moving it in the Project View.

1. Point to the item you want to move.

2. From the File menu, choose Cut Web Page, press ⌘-X, or click the Cut Web Page tool ✂.

   The item is removed from the Project View.

3. Click on the page *above* the row where you want to place the item.

4. From the File menu, choose Paste/Insert Web Page.

   You can also replace the selected item with the cut item by choosing Paste/Replace Web Page.

To mark an item position

This feature is useful when working in a large QuickSite project with many items. You can mark an item, move to another item, then instantly move back to the marked item.

1. In the Project View, click an item that you want to mark.

2. Click the Mark position tool, 🔳.

   QuickSite remembers this location while you work in other areas of the project.

To return to the previously marked item

Click the Mark position tool, , again.

QuickSite instantly returns to the previously marked item and unmarks it. To return to this location again, you must mark it again.

Collapsing/expanding the view

To see only the top level of your project structure, you can *collapse* the other items listed in the Project View to hide them. Later you can *expand* the items you collapsed so you can see the entire structure again.

Collapsing sections

In the Project View, you can collapse the home page or one or all menu pages. When you do this you also collapse all subordinate items on the page. You might do this, for example, to view the top-level of your project or to isolate a particular menu section on which you want to work.

To collapse the entire project

1. In the Project View, click the home page.
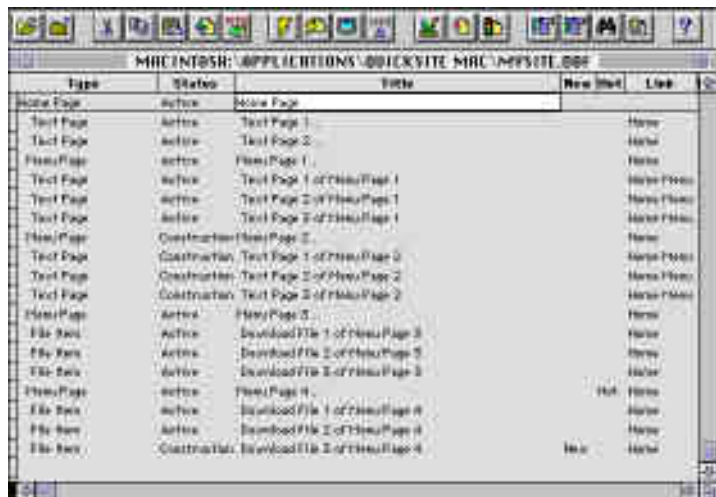
2. From the View menu, choose Collapse, or click the Collapse tool, 🔳.

    The entire Project View collapses to the home page and menu pages.
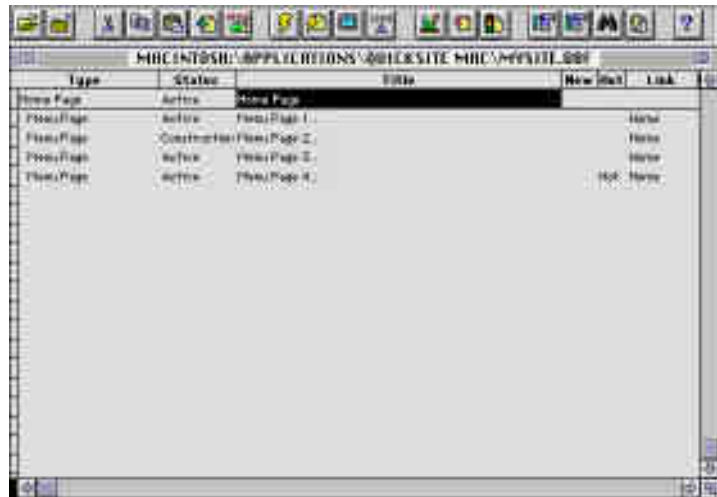
To collapse one menu page section

1. In the Project View, click a menu page or a subordinate menu item.

2. From the View menu, choose Collapse, or click the Collapse tool, 🔳. Just the items in the selected menu page collapse.

Expanding sections

From the Project View, you can expand a collapsed Project View so it redisplays all subordinate items under the collapsed section.

To expand the entire project

1. In the collapsed Project View, click the home page.

2. From the View menu, choose Expanded, or click the Expanded tool, 🔳. The entire Project View expands to show all items.

To expand one menu page

1. Click the collapsed menu page you want to expand.

2. From the View menu, choose Expanded, or click the Expanded tool, [image].

The menu page section expands to show all items.

Showing only certain item types

You can focus the Project View on a particular type of item, such as menu, text, or form pages, file links, or URL link components.

To show only menu pages

From the View menu, choose Menu Pages.

QuickSite displays only the menu pages in the Project View.

To show only text pages

From the View menu, choose Text Pages.

QuickSite displays only the text pages in the Project View.

To show only form pages

From the View menu, choose Form Pages.

QuickSite displays only the form pages in the Project View.

To show only file link components

From the View menu, choose File Links.

QuickSite displays only file link components in the Project View.

To show only URL link components

From the View menu, choose URL Links.

QuickSite displays only URL link components in the Project View.

Showing only hidden or in construction pages

You can change the Project View so it shows only those items that are In Construction or Hidden.

To show only hidden items

From the View menu, choose Hidden Pages.

QuickSite displays only items with Hidden status.

To show only items in construction

From the View menu, choose Construction Pages.

QuickSite displays only items with Construction status.

Showing items by a previous save date

From the Project View, you can show only those items that have been saved on, before, or after a specific date. For example, you might want to focus on the most recently changed pages.

To show items by a specified save date

1. From the View menu, choose By Date Last Modified.

   The Filter Web Pages by Date box opens.
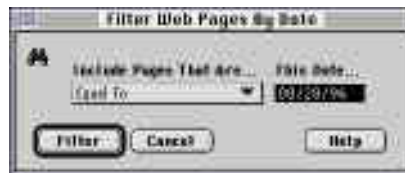
2. In Include Pages That Are, scroll and click the appropriate date delimiter, such as Less Than or Greater Than.

3. In This Date, type the save date.

4. Click Filter.

   QuickSite displays only the items that match the date and date delimiter you specified.

Showing items by keyword

You can quickly search through your site and find all page titles and page text containing a specific word, phrase, file path, or filename. After searching, QuickSite displays only those items that match your criteria.

To search and show items by keyword

1. From the Edit menu, choose Find Web Page, or click the Find Web Pages tool, 🔎.

   The Find Web Pages By Keyword box opens.

2. In Enter Key Word, type the word or phrase you want to find.

3. Click Search.

   QuickSite searches through all items in the project and displays only those items that contain the text you entered.

Reshowing all items
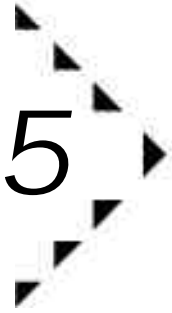
From the View menu, choose All. Or select the home page and, from the View menu, choose Expanded.

QuickSite displays all items in the project.

5

Managing a Web Site Project

Chapter 5 describes the basics of creating and modifying a QuickSite Web site project. It explains how to

- Create a new project.
- Open an existing project.
- Save a project under a new name.
- Close a project.
- Set preferences.
- Manage multiple sites and projects.
- Maintain project files.

About QuickSite projects

A QuickSite *project* consists of all the items needed for QuickSite to build a complete Web site, including pages, paragraph components, file links, graphics, and so on. QuickSite stores and maintains all this Web site information in a project database. QuickSite uses the project database to manage your Web site items and generate the HTML code.

Each QuickSite project database has three *project files*:

```
projectname.dbf
```
Stores the database structure, including item titles and other properties.

```
projectname.dbt
```
Stores the project text.

The *project files* are stored in a project folder by the same name. For example, a project named mysite would consist of three files, `mysite.dbf` and `mysite.dbt`, which reside in the `mysite` folder with a path such as `Macintosh HD:DeltaPoint QuickSite™:mysite`.

Note   Only the `*.dbf` file is visible when you open a project.

Creating a new project

For every new Web site, you need to create a new project (QuickSite automatically creates a new project database for you.). Using wizards, QuickSite makes it easy for you to create a complete, professional-looking Web site in minutes.

The wizards present you with a series of simple decisions to make about the structure and appearance of your Web site. When finished with this process, you will have a fully-functioning, fully-adaptable Web site that you can publish on the World Wide Web.

To create a project with the New Project Wizard

We recommend you use the New Project Wizard to create a basic Web site first. You can always customize it later.

1. From the File menu, choose New Project.

   The Create a New Project box opens.

2. Type a project name, up to eight consecutive characters.

   Tip   Do not place two projects in the same folder. Do not name a project `index.*`, `contents.*`, or `myproj.*`. Be sure the third character of the project name is *not* a number.

3. Click Create.

   QuickSite creates the project files, using the project name you entered, and stores them in a QuickSite folder of the same name.

   QuickSite then asks if you want to use the New Project Wizard.

4. Click Yes to use the New Project Wizard to build the new Web site.

5. Make your selections in the New Project Wizard. For more information, see *Creating a new Web site project* on page 3-1.

To create a project without the New Project Wizard

Although we recommend starting a new project with the New Project Wizard, you can start a new project without it.

1. From the File menu, choose New Project.

   The Create a New Project box opens.

2. Type a project name, up to eight consecutive characters.

   Tip   Do not place two projects in the same folder, and do not name a project `index.*`, `contents.*`, or `myproj.*`. Be sure the third character of the project name is *not* a number.

3. Click Create.

   QuickSite creates the project files, then asks if you want to use the New Project Wizard.

4. Click No to create the project without New Project Wizard assistance.

5. Start creating...

   From the Insert menu, select the pages and components you want to insert in the Project View.

   From the Wizards menu, choose Page Style Wizard to define page layout and appearance (see *Defining Web page styles* on page 3-7).

   From the Edit menu, choose Preferences to open the Preferences box where you can define program, project, and web site publishing preferences (see *Setting/resetting preferences* on page 5-5).

Opening a project

You can open an existing QuickSite project file to inspect or edit its contents. Any changes you make during your editing session are saved automatically upon closing the project file or opening another project file.

To open a project

1. From the File menu, choose Open Project, or click the Open web site project file tool, 🖼.

   The Select a Project box opens.

2. Select the folder and File Name of the project you want to open.

3. Click Open.

   QuickSite opens and displays the file in the Project View.

Saving a project under a new name

You can copy a Web site project file by saving it under a new name. That way, rather than creating a Web site from scratch, you can use an existing project as your starting point, then modify it as needed to fit the particular needs of the new Web site.

Tip   To simplify file management, do *not* save two project files in the same folder, especially if you have multiple sites. Instead, create a new folder for the Save Project As file.

Important!…Give the folder the *same* name as what you plan to give to the project file.

To save the current project under a new name

1. From the File menu, choose Save Project As.

   The Save Project As box opens.

2. Select the folder where you want to save the file.

3. Type the File Name for the project.

4. Click Save.

QuickSite saves the project under the specified name in the selected folder.

Closing a project

When you finish editing a Web site project file, you can close it.

To close the current project

From the File menu, choose Close Project, or click the Close current project tool, . QuickSite saves any changes, closes the project file, and closes the Project View.

Or open another project file. QuickSite saves any changes, closes the current project, and opens the next one.

To end your QuickSite session

From the File menu, choose Exit.

QuickSite saves any changes, closes the project file (if you have not), and shuts down.

Setting/resetting preferences

You need to set certain preferences so QuickSite knows the paths to access your Web browser and GIF files when it builds and tests your Web site. When you start a new Web project with the New Project Wizard, you set preferences. You can change preference settings from the Project View any time.

To access QuickSite preference settings

1. From the Edit menu, choose Preferences.

   The Preferences dialog box opens.

2. Specify *all* of the following paths:

Web browser path/executable

Click the "..." button to search and select the folder/filename path for the Web browser program (such as Netscape Navigator) on your computer. Type the path yourself if you want. QuickSite needs this path for you to test and display your project *locally* (not on the Internet).

GIF viewer path /executable

Click the "..." button to the right of the "GIF Viewer Path/ Executable" field to browse for and select a viewer.

The standard Open File box appears, so you can locate and select your GIF viewer.

Mac GIF file library path

Specify the path for graphics in your project. This is the folder in which you place all of the graphic images that will be used in your site. Specifying this path instructs QuickSite to look in the proper folder for these files.

By default, this folder is `Macintosh HD:DeltaPoint QuickSite™ :Gifs`.

When you install QuickSite, there is a `gifs` folder in the QuickSite folder. This is the folder to which the default path refers. It is recommended that you place all graphics in this folder.

3. Optionally, type the following information about your project:

Copyright

Type your company name to include a copyright at the bottom of every Web site page — Copyright © 1996 My Company Name - ALL RIGHTS RESERVED.

You do not need a copyright to publish a Web site.

Web author

Type your name or the name of the Web master responsible for your Web site.

Return E-Mail default

Type the default e-mail address to which user mail is directed, such as `webmaster@webxxx.com`.

4. Check the Unix GIF file library path.

The Unix folder/filename path establishes where the Web site user's browser looks in the FTP target folder on the Web server to find and display graphics from your GIFS library. In most cases, the default blank (no *entry*) *setting* is recommended.

See the alternate Unix GIF path settings below:

blank (no entry)

Default setting, used for most Web sites. Places all files for your entire Web site, including the default (QuickSite-provided) GIFS, HTML files, image files, and any referenced files in the FTP target folder on the Web server.

```
FTP target
└── all files
```

/gifs/ **or** /mygifs/

Places the default GIFS in a folder under the FTP target folder and places all other files in the FTP target folder. An alternative structure for sites when you want to keep your graphics separate from other sites.

```
FTP target
├── /GIFS/
└── all other files
```

../gifs/ **or** ../mygifs/

Places default GIFS (for all projects) in one folder and each project in a separate, FTP target folder. Used for multi-project sites with common graphics.

```
FTP target
├── /GIFS/
├── /project 1/
├── /project 2/
├── /project 3/
└── /project 4/
```

5. Type the following information:

User ID

User ID you use to log on the Web server. Maximum 32 characters.

Password

Password you use to log on the Web server. Maximum 32 characters.

Port number

Port number to connect to the Web server. Default port number: 21.

Important... Do not change this number unless specifically instructed to do so by your Internet Service Provider or Web Server Administrator.

FTP server address

Web server name. Maximum 64 characters. For example, ftp.yoursite.com.

FTP target directory

Unix folder/filename path on the Web server that is the target for
copying the HTML and GIF files to your Web site, in a format such
as `public_html`. Maximum 128 characters.

6. Click Save to save preferences and Exit.

Managing related sites

For larger, more complex sites, you can use QuickSite to organize the site
as a group of multiple subsites stored in separate project files and
organized in a hierarchical structure.

In such an organization, the *master site* is the top-most project in the
hierarchy, and all other projects below it are *subsites*.

Accordingly, the master home page is the top page of the master site and
each subsite has a project home page, as shown in the following diagram:
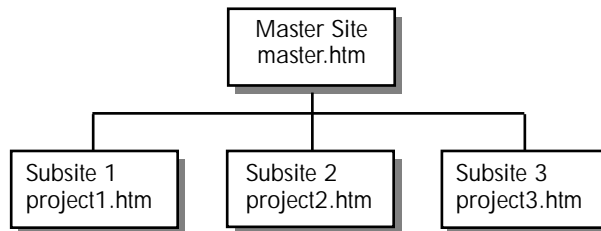
For instance, suppose your company wants to sell its products and services
on the World Wide Web and has a group of Web sites, each maintained by
a separate division of the company. Using QuickSite, your company could
create a multiple-site hierarchy similar to the following:

```
        ┌──────────────────┐
        │ Corporate        │
        │ master.htm       │
        └──────────────────┘
                 │
     ┌───────────┼───────────┐
┌──────────┐ ┌──────────┐ ┌──────────┐
│ Products │ │ Services │ │ Sales    │
│products.htm│ │services.htm│ │sales.htm │
└──────────┘ └──────────┘ └──────────┘
```
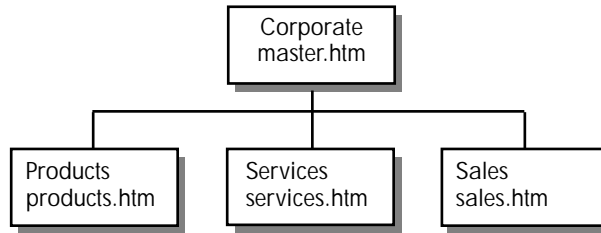
In this hypothetical structure:

• The corporate office, Corporate, creates and maintains the top-level project, called `main`. The `main` project contains pages describing the company, such as its background, contact information, annual report, quarterly financial reports, stock performance, and so on. The `main.htm` file is the master home page.

• The Products Division maintains Products. The `products.htm` file contains pages describing the various products the company offers, including specifications, pricing information, and scanned images.

• The Services Division maintains Services. The `services.htm` file contains pages describing the services the company offers, including a customer list.

• The Sales Division maintains Sales. The `sales.htm` file contains pages that describe how to order products or services and includes an order form that users can complete and submit online.

Creating multiple Web sites

You can use QuickSite to create multiple Web sites. This entails linking the home page of each subsite to the home page of the master site.

To link subsites to the master site

1. Create a new project for each of the sites, including the master site, as described in *Creating a new project* on page 5-2. Complete the remaining steps for *each* subsite.

Tip   All of your related sites should use the same library of commonly-used information, such as the company logo, URL links defined for each site, and paragraph components containing the company mailing address. For more on library links, see *Adding QuickSite library links* on page 8-3.

2. Double-click on the subsite Home Page.

The Home Page Designer opens.

3. Select Link to Master Home.

   Important!...This links the subsite home page to the master home page.

4. Type the URL (Uniform Resource Locator) for the *master* home page, for example `http://mycorporation.com`. The URL is specific to the subsite's Home Page Designer.

5. Type a description of the master home page. This is used as a text link when Navigation Text Hyperlinks is selected in the Web site Construction Options box.

6. Click Save.

QuickSite creates an automatic link to the master home page and, when you later build and test the Web site, displays a Home Page navigation button on the subsite's home page. For more on page design details, see *Designing a home page* on page 7-3.

7. Click the Save.

QuickSite creates a Topic Home Page button on the page when you build the page or site.

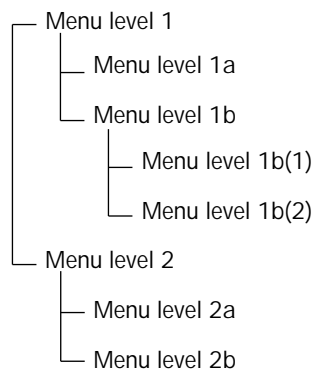8. Repeat the above process on each of your subsites.

Tip   You also can link any of the subsite's items (menu, text, or form page, or paragraph component) to the subsite's *home page*. To do this, double-click an item you want to link, and, in the item's Page Designer, select Link to Project Home.

Subsite text pages can be linked to the master home page as well.

Nesting menus

QuickSite automatically supports a three-level hierarchy structure, consisting of a home page, menu pages, and text pages with their assorted page components.

You can *nest* menus in that structure so that subordinate menus are listed under higher level ones. Nesting can be done for as many levels as you like, for example:

```
── Menu level 1
   └── Menu level 1a
   └── Menu level 1b
        ┌── Menu level 1b(1)
        └── Menu level 1b(2)
── Menu level 2
   ┌── Menu level 2a
   └── Menu level 2b
```

Tip   Good Web design principles suggest keeping your menu structure as
        simple as possible so Web users do not get lost.

To create nested menus

1. In the Project View, create the top-level (master) menu and the
   submenus you want to nest.

2. Hide the first menu page you want to nest by changing the page status
   in the Project View to Hidden. Do this by clicking on the menu page
   and clicking the Change page status tool , until the status changes
   to Hidden. By changing the page status to Hidden, you tell QuickSite
   not to create a link to the page. For more information, see *Changing
   the status of an item* on page 4-8.

3. Double-click on the menu page you want to nest. This opens the Page
   Designer.

4. Change the Page Title to what you want displayed on the Web site.

5. Repeat steps 2 and 3 for the remaining menu pages you want to nest.

6. Manually link the menu pages together.

   To link manually, double-click on the master menu to open its Page
   Designer. In the Page Designer, click the Library and Project Links
   tool , and choose Project Links to open the list of items in your
   project. Double-click the first submenu page to link it to the master
   menu. Repeat process to link the remaining submenu pages to the
   master menu page. For more information, see *Linking to items in your
   project* on page 8-1.

Maintaining your project

Your QuickSite projects need a minimal amount of maintenance. You need to back up your project files to protect against data loss. To optimize project storage space, you should compress large project files.

Backing up a project

You should back up your project files on a regular basis, perhaps daily or every time you make changes, to ensure recovery of your work if the original project files become damaged.

To back up the current project

1. From the File menu, choose Backup Project.

    The Backup Project (*project.dbf filename*) To box opens.

2. Select a drive and folder where you can back up the project files.

    If you are on a network — the drive where your home folder is located on the network server is a good place to store your backup files.

    If you do not work on a network — select another folder on your hard disk. Then after backup, compress the files (see below) and copy them to a floppy disk.

3. Keep the same file name.

4. Click OK.

    QuickSite copies the project files (`*.dbf` and `*.dbt`) to the selected name and location.

Compressing project files

For projects containing a large number of items, you should periodically clean up your project files (`*.dbf` and `*.dbt` files) so your project builds accurately and efficiently. To do this, you use the Compress Project File option.

Compress Project Files verifies file names and removes files you marked for deletion (see *Deleting items* on page 6-9) so that unused disk space becomes available to your system and speeds up the build.

Compress Project Files also speeds your system by compressing the size of the reorganized files.
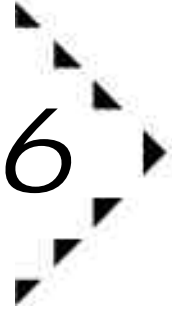
To compress project files

1. Back up the files so you always have an extra set of data that you can recover if needed.

2. From the Project menu, choose Compress Project File.

    QuickSite compresses the project files and refreshes the Project View. The next time you open the project, QuickSite automatically decompresses the files.

6 Changing Project Structure

Chapter 6 describes how to change the project structure, including how to:

- Create new items (pages and page components).

- Add items, such as HTML files and bookmarks, from external sources.

- Delete items.

Creating new menu, text, and form pages

After you have created your initial project, you can create individual menu, text, and form pages in the Project View.

For definitions of the different page types, see *Project items* on page 4-1. For how to add contents to pages, see *Designing menu, text, and form pages* on page 7-6.

To create a menu page

1. In the Project View, click a page below which you want to insert a new menu page.

2. From the Insert menu, choose Menu Page.

   QuickSite inserts a new, empty menu page.

3. Double-click on the page to open the Menu Page Designer. For more information, see *Designing menu, text, and form pages* on page 7-6.

To create a text page

1. In the Project View, click a menu page below which you want to insert a new text page.

2. From the Insert menu, choose Text Page, or click the Insert text page tool, .

   QuickSite inserts a new, empty text page.

3. Click on the page and, from the Edit menu, choose Design Web Page to open the Text Page Designer. For more information, see *Designing menu, text, and form pages* on page 7-6.

To create a new form page

1. In the Project View, click a menu page below which you want to insert a new form page.

2. From the Insert menu, choose Form Page.

   QuickSite inserts a new, empty form page.

3. Click on the page and, from the Edit menu, choose Design Web Page to open the Form Page Designer. For more information, see *Designing menu, text, and form pages* on page 7-6.

Creating new paragraph and table components

You can create paragraph and table components for QuickSite to add to your Web site pages. For definitions of the various component types, see *Project items* on page 4-1.

To create a paragraph component

Paragraph components contain paragraph text. They can be added to home, menu, and text pages.

1. In the Project View, select a page into which you want to insert a new paragraph component.

2. From the Insert menu, choose Paragraph Component.

QuickSite inserts a new, empty paragraph component. The paragraph is automatically linked to the page. For more information, see *Designing paragraph components* on page 7-9.

To create a new table component

You can add table components to home, menu, and text pages.

1. In the Project View, click the page where you want to insert a new table component.

2. From the Insert menu, choose Table Component.

   QuickSite inserts a new, empty table component in the Project View.

3. Enter information to build in the table. For more on tables, see Chapter 10, *Designing Tables.*

Creating a new image component

You can add image (graphic) components anywhere in the project.

4. In the Project View, click the page where you want to insert a new image component.

5. From the Insert menu, choose Image Component.

   QuickSite inserts a new, empty image component in the Project View.

6. Select a graphic or ImageMap.

Note   You must link the image component to the page in order to display the graphic when you build and test the Web site. For more on graphics and how to link them, see Chapter 9, *Working with Graphics.*

Creating File link and URL link components

You can insert components that link to resource files and URLs (Uniform Resource Locators) of other Web sites. For definitions of these component types, see *Project items* on page 4-1.

To create a resource file link

You can add resource file link components to menu and text pages *only.*

1. In the Project View, click a menu or text page where you want to insert a new file link.

2. From the Insert menu, choose File Link.

    QuickSite inserts a new, empty resource file link component in the Project View.

3. Double-click on the File Item in the Project View to display the Page Designer. Specify the filename and the location of the file on your computer or network.

    QuickSite puts the file in your project folder, if it is not already there. On the Web, a user can download the file to the user's computer by clicking the filename hyperlink. For more information, see *Linking to a file* on page 11-1.

To create a URL link

You can add URL (Uniform Resource Locator) on menu pages. URLs link the user to other `http://` addresses on the World Wide Web.

1. In the Project View, click the menu page where you want to insert a new URL link.

2. From the Insert menu, choose URL Link.

3. QuickSite inserts a new, empty URL link component.

4. Double-click on the File Item in the Project View to display the Page Designer. Add URL information. For more information, see *Linking to a URL* on page 11-4.

Adding external HTML file sources

You can link to or import HTML files that were created outside QuickSite by a third-party HTML file editor. This lets you manage custom created pages within your Web site project, without editing the pages in QuickSite.

Linking to an external HTML file

You can add an external HTML file link to a home or menu page. This is an easy way to add to your project Web pages from external sources.

Tip   You cannot edit the contents of a linked file from within QuickSite. You must go to the original, external file to change it. If the linked HTML file changes after building the Web site, you can update it on your Web site by rebuilding and publishing the Web site.

To create a new external HTML file link

1. In the Project View, select the page where you want to insert an HTML file.

2. From the Insert menu, choose External HTML Page.

   QuickSite inserts a new, empty HTML file link component in the Project View.

3. Double-click on the File Item in the Project View to display the Page Designer. Add file information as described in *Linking to an external HTML file* on page 11-7.

Importing HTML files

You can import an HTML page file created by a third-party HTML editor, like Adobe PageMill™ or Claris HomePage™, into your QuickSite project. When you *import* a file, you bring the entire file contents into QuickSite's Page Designer, where you can edit it. No link exists to the original file you imported as when you link to an external HTML file (see above). If the external file changes at its original source, you must reimport the file to access the changes.

Important!…A HTML file created by a third-party HTML editor generally includes tags that QuickSite automatically adds, such as <HTML>, <TITLE>, and <HEAD>. These tags should be removed using the Page Designer.

Tip   If you plan to use an existing HTML file as a model and change it to suit your needs, importing is the way to go.

To import an HTML file

You can import an HTML file to any of the home and menu pages.

1. In the Project View, select a home or menu page to which you want to add the HTML file.

2. From the File menu, choose Import HTML File, or click the Import HTML file tool, 🔲.

    The Select an HTML File to Import box opens.

3. Locate and select the HTML file you want to import.

4. Click OK.

    QuickSite creates an empty text page and imports the selected HTML file into the page. For information on editing HTML text, Chapter 7, *Designing Web Pages*.

Importing NetScape Navigator bookmarks

You can use Netscape Navigator's Bookmark feature to mark locations on the World Wide Web. You then can import these bookmarks to your QuickSite project so the marked locations are immediately available to your Web site users.

To create a bookmark

1. In Netscape Navigator, go to the page you want to bookmark.

2. From the Bookmarks menu, choose Add Bookmark.

Netscape Navigator automatically adds the page to the bookmarks list at the bottom of the menu and saves the last page you marked in the `bookmark.htm` file in the `Macintosh HD:Applications:Netscape Navigator Folder:Netscape Navigator` folder or wherever Netscape Navigator is installed on your hard drive.

3. Close Netscape Navigator or leave it open if you want.

4. Go to QuickSite.

To import a bookmark

You can import a bookmark anywhere in your project.

1. In the QuickSite Project View, click the page where you want to insert the bookmark.

2. From the File menu, choose Import Bookmarks.

    The Select a Bookmark File To Import box opens.

3. Find the Netscape Navigator folder that contains the bookmark file, such as `Macintosh HD:Applications:Netscape Navigator Folder :Netscape Navigator`, and select the bookmark file name, `bookmarks.html`. See *To create a bookmark* on page 6-6.

4. Click OK.

    QuickSite creates a new menu page at the bottom of the Project View for the imported bookmark file. This page has the bookmark name.

    For each bookmark you import, QuickSite also creates the URL link (`http://` address) so users can access the page in your Web site.

    If you wish to change the location of the bookmark page in the Project View, you can do so by cutting and pasting the page to another location. See *Cutting, copying, and pasting items* on page 6-8.

Cutting, copying, and pasting items

You can use the Clipboard to cut and paste or copy and paste any of the items (pages or page components) in the Project View.

To cut an item

You can remove an item from one location and put it in another location, either within the same project or in a different project.

1. In the Project View, click the item you want to cut.

2. From the Edit menu, choose Cut Web Page, or click the Cut Web Page tool, .

   QuickSite copies the cut item to the Clipboard, then removes it from the project.

To copy an item

You can copy an item to the Clipboard for pasting in another location, either within the same project or in another project.

For example, suppose you designed a text page that contains the default settings and elements you want for all pages throughout your site, such as a standard e-mail address and background. Once created, you can copy this page to the Clipboard, then paste it anywhere you want.

1. In the Project View, click an item you want to copy.

2. From the Edit menu, choose Copy Web Page, or click the Copy Web Page tool, .

   QuickSite copies the item to the Clipboard.

To paste a new item

You can add the contents of another item you have cut or copied to the Clipboard from this or another Web site displayed on your local server or the World Wide Web.

1. Copy or cut the desired information to the Clipboard.

2. In the Project View, click the item below which you want to insert a new item.

3. From the Edit menu, choose Paste/Insert Web Page, or click the Paste copied page tool, ▣.

   QuickSite adds to the Project View an item containing the contents of the Clipboard.

Replacing items

You can replace an item with the contents of another item that you have cut or copied from your Web site or another Web site to the Clipboard.

To replace an item

1. Copy or cut an item.

2. In the Project View, click the item you want to replace.

3. From the Edit menu, choose Paste/Replace Web Page.

   QuickSite replaces the selected item with the contents of the item in the Clipboard.

Deleting items

You can delete items you no longer need

To delete a single item

1. In the Project View, click the item you want to delete.

2. From the Edit menu, choose Delete Web Page, or click the Delete current web page tool, ▣.

   QuickSite asks you to confirm the deletion. If the item contains components, QuickSite asks you if you want to delete all attached items.

3. Click Yes.

   QuickSite marks the page as deleted (but retains the page in the project file). If you deleted the wrong page, you can *undo* the deletion (see below).

Tip   If you delete many items in your project, you should compress the project file to reduce its size and increase performance. For more information, see *Compressing project files* on page 5-14.

Instead of deleting an item you might need later, consider changing the status of the item to Suspended. Later retrieve the Suspended item by changing its status to Active. For more information, see *Changing the status of an item* on page 4-8.

Undoing the most recent deletion

Most changes that you make in the Project View are saved automatically and cannot be undone. However, if you accidentally delete an item, you can recover it as long as you do so before deleting any other items or closing the project.

To undo the last deletion

From the Edit menu, choose Undo.

7

Designing Web Pages

The next three chapters describe how to design pages, components, and links in your web site project. This chapter describes how to use QuickSite Designers to display and modify the settings of each item.

It covers the following topics:

- Designing home, menu, text, and form pages
- Designing paragraph, table, and image components
- Designing file, URL, and external HTML links

See Chapter 9, Working with Graphics, for instructions on selecting graphic properties for your project. See Chapter 10, Changing Page Content, to change the body of home, menu, text, and form pages, as well as paragraph components.

About the Designers

QuickSite provides Page, Link, and Component Designers with easy-to-use entry forms for building and maintaining a Web site. You fill out the forms, selecting check box options, typing descriptive text, and possibly selecting files, then save your changes. You can lay out, format, and update individual pages, components, or links.

You can lay out, format, and update individual pages, components, or links using the right Designer for the job.

A Text Page Designer...

...and its corresponding Web page:

Text Page Title, Center Page Title

Web Page Text

Link to Project Home

Link to Master Home

Auto Date Page

Display as New topic Hot topic

Include Header Line

Link to Menu Page

Response E-mail Address

Include Footer Line
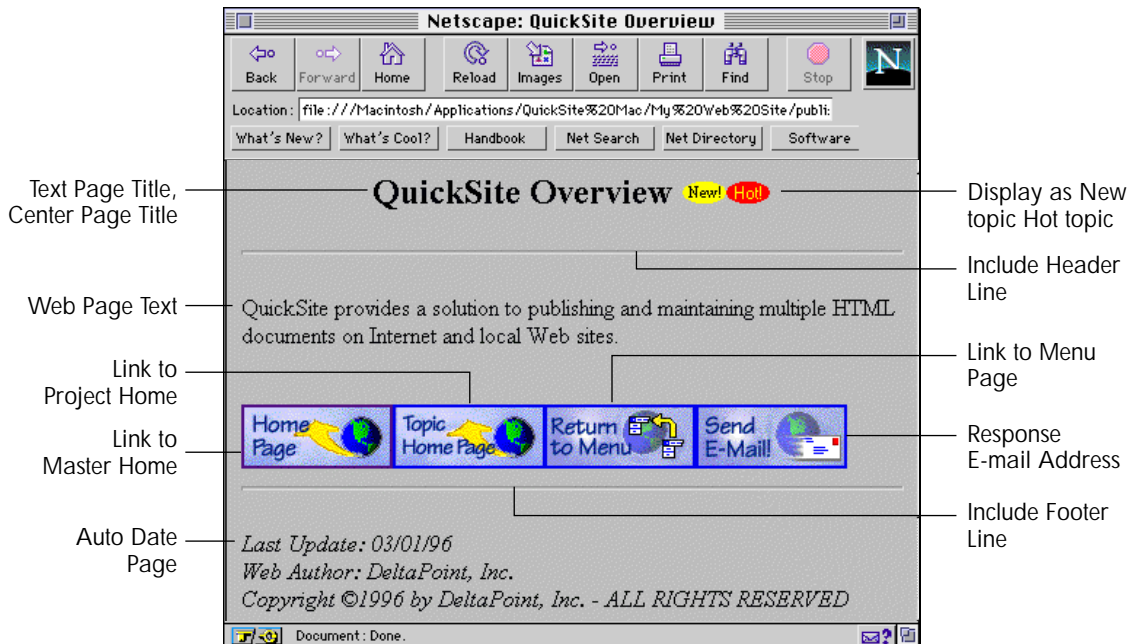
Designing a home page

The home page is automatically created when you create a new project. The home page is at the top level of your Web site and is typically the page at which you want your Web site visitors to arrive.

To design a home page

1. Click on the home page in the Project View.

2. Double-click on the home page from within the Project View, click on a page and choose Design Web Page from the Edit menu, or click the Page or Component Designer tool, ![icon].

   The Home Page Designer opens.

3. Make the following changes as needed:

   You can use the buttons above the Optional Text box to insert HTML tags, import text, or create project and library links. For more information on the use of these buttons, click the ? button.

   Web Site Title

   Type the title for the Web site here. This title is not displayed but is embedded in the HTML code of each Web page to facilitate browser functions.

Home Page Title

This name appears at the top of your Web home page, the first thing a user will see when accessing your Web site over the Internet.

Web Page Status

For the home page, you can choose between Active or In Construction. For more information, see *Changing the status of an item* on page 4-8.

Tip   You also can change page status by choosing Change Web Page Status from the Edit menu.

Optional Text

Type or import the text you want to appear on this Web page. Click the , button to display the standard open dialog.

Link to Master Home

Select to create a link to the master home page for multiple sites. For more information, see *Managing related sites* on page 5-9.

URL

If this home page is part of a master site, specify the full URL (Uniform Resource Locator) address for the master home page on the World Wide Web, in `http:` address format, such as `http:/// www.mycompany.com`. Enter up to 128 characters.

Desc:

If this home page is part of a group of related sites, type a descriptive label for the master home page. It appears on Web pages when the Include navigation text option is selected when you build your Web site. For more information, see *Building and testing a Web site* on page 13-1.

Graphic Properties

Displays the Graphics Properties box so you can select graphics for your home page. For more information on using and placing graphics on the home page, see Chapter 9, *Working with Graphics*.

Center Page Title

Centers the home page title in the middle of your Web site home page.

Include Header Line

Displays a header line on the page. Click the Graphic Properties button to select a header line graphic.

Initially you can choose to display a header line and the header line style through the New Project Wizard (see *Defining autodate and header/footer line settings* on page 3-4).

Include Footer Line

Displays a footer line on the page. Click the Graphic Properties button to select a footer line graphic.

Response E-Mail Address

Type the E-mail address where you want to receive Web user responses.

Tip   You can also add or change your E-mail address by selecting Preferences from the Edit menu.

4. Change ANY of the following display options, as needed.

Lock Text Format

Select to lock text in the format you specified for this page in the Page Designer. Locking text prevents Web browsers from inadvertently wrapping text and rearranging your layout when the browser window is resized.

You do not need to lock text unless you have page formatting that must not be changed, such as source code or intricate text formats.

Auto Date Page

Select to display the date the page was last dated and saved. It displays at the bottom of the page.

5. Click Save.

QuickSite saves your changes to the selected home page.

Designing menu, text, and form pages

The bulk of your Web site's content will probably consist of menu, text, and form pages. Menu pages contain automatically-generated links to their sub-pages. Text pages are simply HTML pages that you can design and customize. Form pages contain forms that you design by entering or importing HTML forms code.

All three of these designers work in essentially the same manner. Each has the same options for formatting, graphics properties, and HTML editing.

For information on adding a menu, text, or form page, see *Creating new menu, text, and form pages* on page 6-1.

To design a menu, text, or form page

1. Double-click on a menu, text, or form page from within the Project View, click on a page and choose Design Web Page from the Edit menu, or click the Page or Component Designer tool, ![icon].

   The appropriate Page Designer appears.
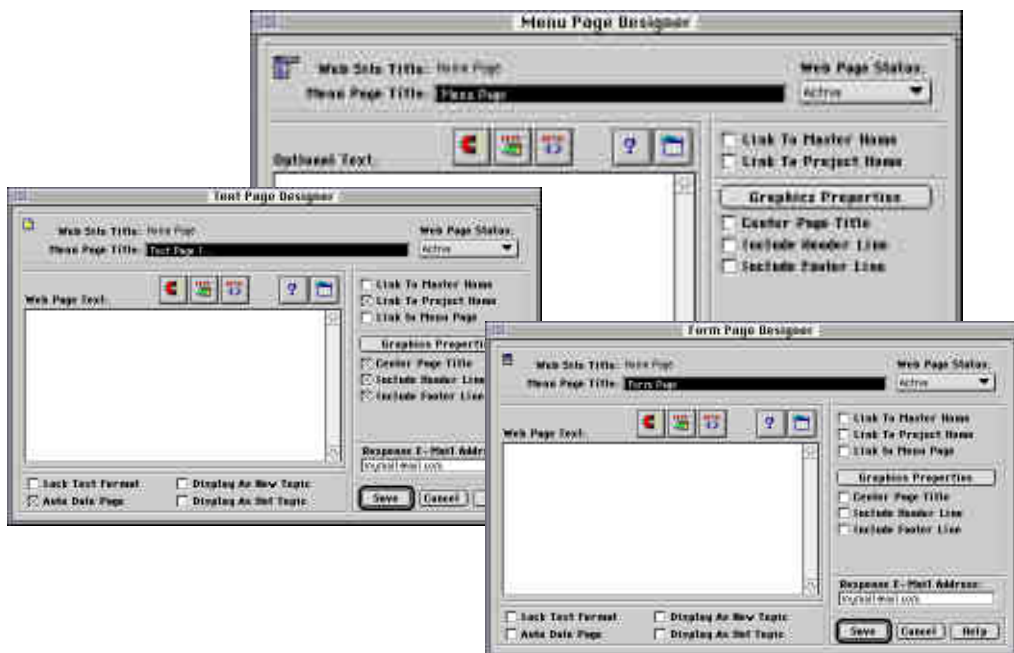
2. Make the following changes as needed:

You can use the buttons above the Optional Text box to insert HTML tags, import text, or create project and library links. For more information on the use of these buttons, click the ? button.

Web Site Title

Displays the name of the home page. This field can only be changed from within the Home Page Designer.

Page Title

This name appears at the top of the particular Web page.

Web Page Status

Determines the usage status for the page. You can choose from Active, In Construction, Hidden, or Suspended. For more information, see *Changing the status of an item* on page 4-8.

Tip   You also can change page status by choosing Change Web Page Status from the Edit menu.

Optional/Web Page Text

Type or import the text you want to appear on this Web page. Click the 📄, button to display the standard open dialog.

The Form Page Designer includes additional HTML form templates and special form tags on the HTML Tags button. Because forms, by their very nature, execute CGI or `mailto:` operations, there is a special field provided that links to the action of the forms.

Link to Master Home

Select to create a link to the master home page for multiple sites. For more information, see *Managing related sites* on page 5-9.

Link to Project Home

Select to create a link for this page to the project's home page.

Link to Menu Page

Text and Form pages only. Select to create a link for this page to the menu page above it.

Graphic Properties

Displays the Graphics Properties box so you can select graphics for your page. For more information on using and placing graphics, see Chapter 9, *Working with Graphics*.

Center Page Title

Centers the page title in the middle of your Web page.

Include Header Line

Displays a header line on the page. Click the Graphic Properties button to select a header line graphic.

Initially you can choose to display a header line and the header line style through the New Project Wizard (see *Defining autodate and header/footer line settings* on page 3-4).

Include Footer Line

Displays a footer line on the page. Click the Graphic Properties button to select a footer line graphic.

Response E-Mail Address

Type the E-mail address where you want to receive Web user responses.

Tip   You can also add or change your E-mail address by selecting Preferences from the Edit menu.

3. Change ANY of the following display options, as needed.

Lock Text Format

Select to lock text in the format you specified for this page in the Page Designer. Locking text prevents Web browsers from inadvertently wrapping text and rearranging your layout when the browser window is resized.

You do not need to lock text unless you have page formatting that must not be changed, such as source code or intricate text formats.

Auto Date Page

Select to display the date the page was last dated and saved. It displays at the bottom of the page.

Display As New Topic

Select to display the New icon, , next to any hyperlinks to this page.

Display As Hot Topic

Select to display the Hot! icon, , next to any hyperlinks to this page.

4. Click Save.

QuickSite saves your changes to the selected page.

Designing paragraph components

Paragraph components are special blocks of text (that can include HTML) attached to menu and text pages. When you insert a paragraph component, QuickSite attaches it to the page under which it is inserted, including a reference to the paragraph at the top of the page, if specified.

Note that paragraph components can consist of as much text or HTML as you like. They provide you with an easy means of managing a deeper hierarchy in your Web site by dividing text pages into discrete components.

For information on adding a paragraph component, see *Creating new paragraph and table components* on page 6-2

To design a paragraph component

1. Double-click on a paragraph component from within the Project View, click on a paragraph component and choose Design Web Page from the Edit menu, or click the Page or Component Designer tool, .

The Paragraph Component Designer appears.

2. Make the following changes as needed:

You can use the buttons above the Optional Text box to insert HTML tags, import text, or create project and library links. For more information on the use of these buttons, click the ❓ button.

Web Site Title

Displays the name of the home page. This field can only be changed from within the Home Page Designer.

Paragraph Title

This name appears at the top of the paragraph. If you want the paragraph to appear without a title, leave the Paragraph title blank.

Paragraph Status

Determines the usage status for the paragraph. You can choose from Active, In Construction, Hidden, or Suspended. For more information, see *Changing the status of an item* on page 4-8.

Tip   You also can change status by choosing Change Web Page Status from the Edit menu.

Paragraph Text

Type or import the text you want to appear in this paragraph. Click the 🖹, button to display the standard open dialog.

The imported text can contain HTML tags.

3. Change ANY of the following display options, as needed.

Include in Page Contents List

Places the paragraph title with a hyperlink to the paragraph at the beginning of its associated page. This is a good wy to create a table of contents for a text page with many paragraph components.

Lock Text Format

Select to lock text in the format you specified for this page in the Page Designer. Locking text prevents Web browsers from inadvertently wrapping text and rearranging your layout when the browser window is resized.

You do not need to lock text unless you have page formatting that must not be changed, such as source code or intricate text formats.

Display As New Paragraph

Select to display the New icon, , next to any hyperlinks to this paragraph.

Display As Hot Paragraph

Select to display the Hot! icon, , next to any hyperlinks to this paragraph.

4. Click Save.

QuickSite saves your changes to the selected page.

8
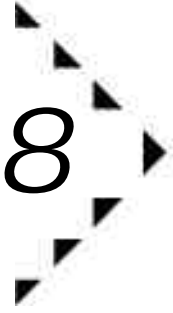
Adding Project/Library Links and Templates

This c hapter is an extension of Chapter 7, *Designing Web Pages*. It explains how you can use Page Designer tools to:

- Link to other items in your project.

- Access items from the QuickSite library of reusable graphics and templates.

For more on libraries, see Chapter 12, *Creating and Using Libraries*.

Linking to items in your project

QuickSite makes it easy to change internal linking among items in your project. You can use the Project Links feature to add new hyperlinks for users to click and jump to. For instance, you might want to link an image component to another text page or link an order form page to a text page.

- You *must* link image and table components to their associated pages with the Project Links feature.

- QuickSite automatically links paragraph components to pages so you do not need to (and cannot) link them with the Project Links feature.

To link project items

1. In the Project View, double-click a page to open the Page Designer.

2. In the Optional Text window, click to mark the position where to insert a link to another project.

3. Click the Library and Project Links tool, .

4. In the pop-up menu, choose Project Links.

QuickSite lists all the items currently in your project that you can link to. The left column displays the project item types.
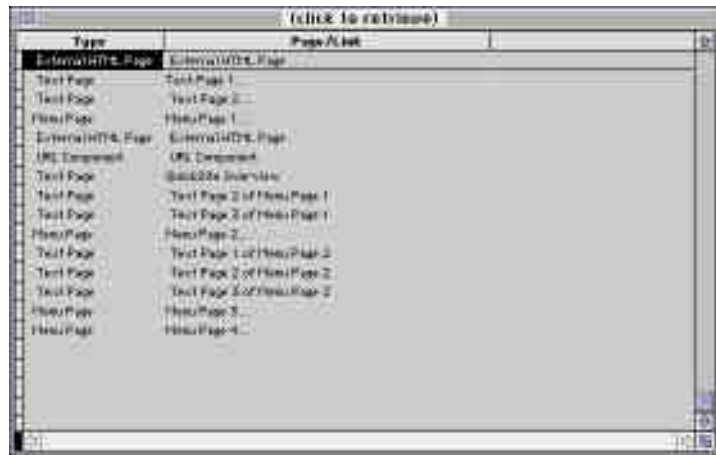
5. Double-click the item you want to link to the page.

QuickSite identifies the selected link in the text entry window. For example, if you select the QuickSite Overview page as the link, the link is identified as `^QuickSite Overview^` in the text entry window.
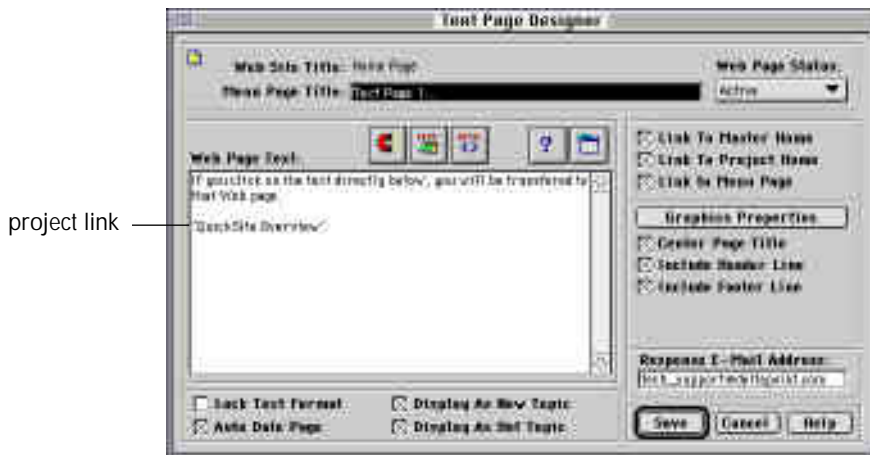
project link

6. When done with the Page Designer, click Save.

When you build and test the Web site, a hyperlink appears where you inserted the project link on the page.

project link ——

Adding QuickSite library links

You can add interest to a page by adding one or more graphics, URL links, or other items that QuickSite provides in its library file, `library.dbf`. For instance, you might want to add a graphic to draw the reader's attention to a particular part of the page.

The graphic items are linked directly into your Web page text and you cannot change them through the Page Designer.

Note   In addition to using the QuickSite library file, you can create a library of your own custom graphics and other items, or you can add to the QuickSite library. For more information, see Chapter 12, *Creating and Using Libraries*.

## To add library items to a page

1. In the Project View, double-click a page to open the Page Designer.

2. In the text entry window, click to mark the position where you want to insert a graphic or link from the QuickSite library.

3. Click the Library and Project Links tool, [C].

4. In the menu that opens, choose Library Links.

   QuickSite opens a box that lists all items in the QuickSite library. The left column displays the item types.

Double-click a graphic from the library ———

5. Double-click the item you want to insert in the page.

   QuickSite inserts the selected link directly in the text entry window. For example, if you select Gold Star from the library, QuickSite identifies it as ^Gold Star^ in the text entry window. The ^ ^ symbols indicate the graphic is linked and will be displayed on the page.

linked Gold Star
from library

typed text
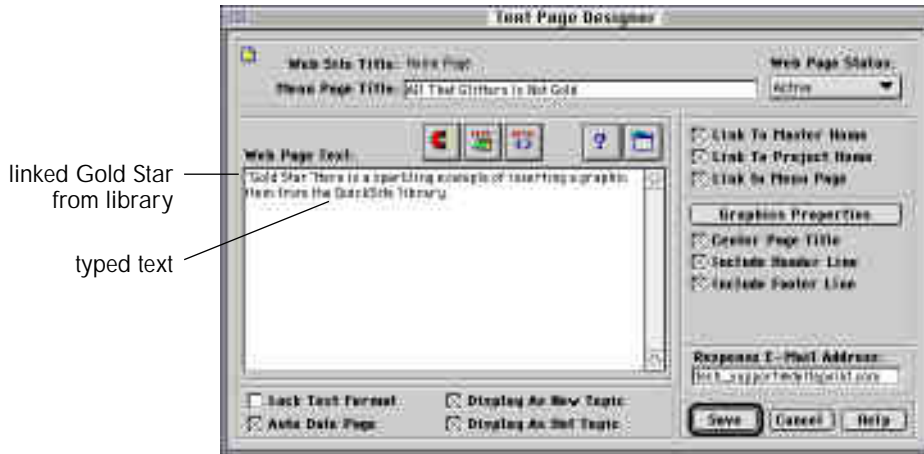
6. When done with the Page Designer, click Save.

When you build and test the file, the selected library item appears on the page where you inserted it in the page. [zot pic linlnkex2a.tif]

Gold Star
library item

typed text

Using library content as a template

You can get a head start on Web page design by adding predefined QuickSite templates for text, graphics, and forms to your Web pages. Templates from the QuickSite library differ from library *links* in that you can change templates to suit your purpose.

For instance, you can add scrolling text to the bottom of your Web pages by selecting the Java Script Scroller template and then customizing it. Templates are also available for a variety of forms, such as guest books and order forms, that you can tailor to your needs.

To add templates

1. In the Project View, double-click a page to open the Page Designer.

2. In the text entry window, click to mark the position where you want to insert a graphic or link from the QuickSite library.

3. Click the Library and Project Links tool, .

4. In the menu that opens, choose Library Templates.

   QuickSite opens a box that lists all templates in the QuickSite library. The left column displays the item types.

5. Double-click the template you want to insert in the page.

QuickSite inserts the selected template directly in the text entry
window. For example, if you select Guest Book, QuickSite inserts the
outline (with HTML code) that you can use to build a guest book for
your Web site. You can use it *as is* or edit any text you want changed.

Guest Book —
template
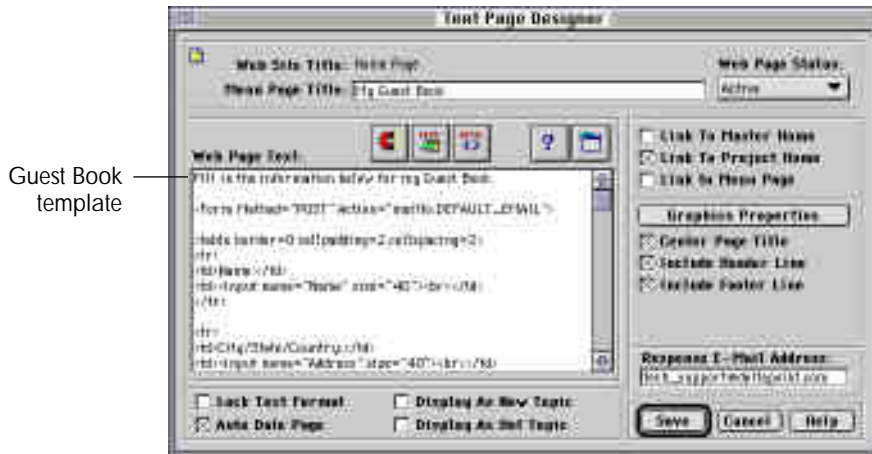
6. When done with the Page Designer, click Save.

When you build and test the file, the selected template will appear on
the page where you inserted it.
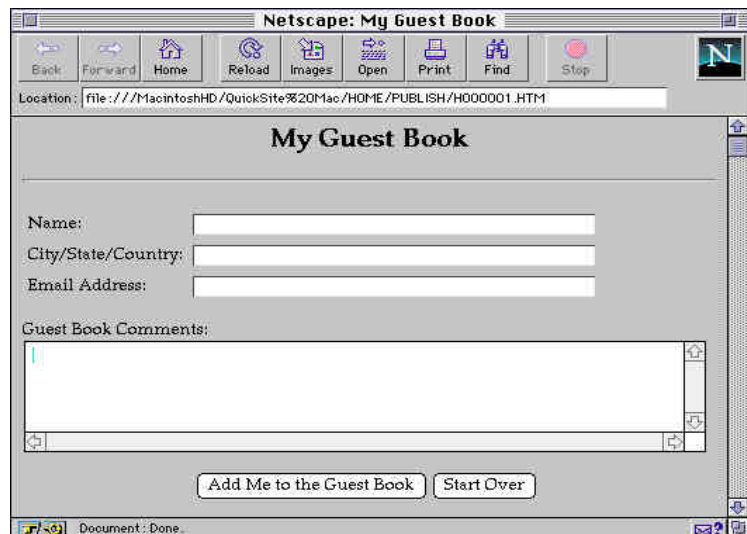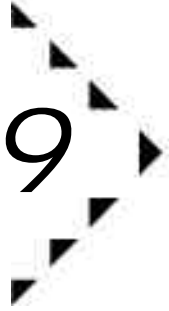
9 Working with Graphics

Appealing Web sites use graphic images, such as pictures, buttons, and ImageMaps, to convey information to your users. QuickSite supports the following types of graphics:

Static graphics

Company logos, menu bullets and other images that are displayed but have no hyperlinks.

Clickable GIFs

Graphic navigation buttons and other graphics that have single hotspots, which jump to another location in your project or another Web site.

ImageMaps

Graphics that are mapped with multiple hotspots to other locations inside or outside your project. ImageMaps require special mapping software and generally cannot be tested locally.

This chapter is an extension of Chapter 7, *Designing Web Pages*. It explains how you can:

- Select graphics for your header and footer,
- Select a background for any of your pages,
- Insert image components into your Project,
- Attach static or clickable graphics to your page,
- Turn off the QuickSite logo and/or navigation buttons.

Selecting graphics properties

You can change the way graphics appear on a single Web page, within a menu section, or throughout your Web site.

The Graphics Properties button within the Page Designer box presents options to change the header and footer line styles, bullet colors, and background that you selected (see *Defining Web page styles* on page 3-7). The Paragraphs Page Designer does not have a Graphics Properties button.

The Graphics Properties box also lets you select GIF graphics for the menus, headers, and footers of *any* page type (except paragraph components).

You can also select the same graphics properties with the New Project Wizard (see *Defining Web page styles* on page 3-7).

In general, graphics should be used consistently throughout your Web site, with each visual variation used only to organize information or to add clarity to your site content. For example, within each menu section, you might use a different menu graphic file to provide the user with a visual cue about where they are in the Web site.

To change graphics properties

1. Double-click on any page in the Project View to display the Page Designer window.

   The Page Designer box opens.

2. Click the Graphics Properties button.

   The Graphics Properties box opens.

3. Make your selections as needed.

   Header Line Style

   Click on the pop-up menu and choose a header line color. Default contrasts with the background (dark on light, or light on dark).

   Each page can have a header line and footer line that visually separates the main body of the page from the top and bottom of the page. Such horizontal lines help your users organize and prioritize the information on the page.

   Note   On a single page, the line styles should be the same for both the header and footer, and they should be consistent throughout the Web site. In addition, the selected color should visually contrast with the selected Background.

   Footer Line Style

   Click on the pop-up menu and choose a footer line color. Default contrasts with the background (dark on light, or light on dark).

   Note   For header lines and footer lines to appear on a page, its corresponding Include Header Line and Include Footer Line settings must be SELECTED in the Page Designer box.

   Bullet List Item

   Click on the pop-up menu and choose a bullet color. Default contrasts with the background (dark on light, or light on dark).

   Bullet lists can appear on the home page and on menu pages in a project. A small graphic appears to the left of a bullet list item.

   Note   The selected color should visually contrast with the selected Background.

   Background

   Click Background to open the Select a Background box, select a `*.jpg`, `*.gif`, or `*.png` file, and click OK.

   The page background provides the canvas upon which you paint a Web page. In QuickSite, you can select the JPG (JPEG image) file you want to use for a page background.

The background color you use should be appealing but unobtrusive enough to allow the foreground text and graphics to stand out visually.

Note   QuickSite tiles (repeats) the JPEG image on the web site. Therefore, we recommend selecting as small a JPEG image as possible.

Header GIF

Click Header GIF to insert a graphic in the header of this page. In the Select a Page Header box, select a `*.jpg`, `*.gif`, or `*.png` file and click OK.

Footer GIF

Click Footer GIF to insert a graphic in the footer of this page. In the Select a Page Footer box, select a `*.jpg`, `*.gif`, or `*.png` file and click OK.

Menu GIF

Click Menu GIF to insert a small graphic, such as a gold star, in place of the bullet in front of the menu page hyperlink on the home page. The graphic you select also appears to the left of the menu page title.

Note   See *Selecting the scope of changes to graphics properties* on page 9-5 for information on using the radio buttons.

4. Click Save to save your changes and return to the Page Designer.

    Note   For header lines and footer lines to appear on a page, the Include Header Line and/or Include Footer Line options must be SELECTED.

5. Click Save to save your changes in the Page Designer.

Selecting the scope of changes to graphics properties

You can determine whether to apply changes in graphics properties to the selected page, selected menu section, or the entire Web site. In this way, you can set a default site-wide graphical style, then selectively depart from that standard by menu section or even by page.

Note To ensure a consistent look to your web site, QuickSite overwrites the graphic properties in all items (within the selected scope) with the current settings in the box. Therefore, be careful to select the scope you want so that you don't inadvertently erase existing settings in the selected page or menu section.

To apply your changes

1. Double-click on any page in the Project View to display the Page Designer window.

   The Page Designer box opens.

2. Click the Graphics Properties button.

   The Graphics Properties box opens.

3. Select ONE of the following options.

   Apply To Page
   Applies any selection made in the Graphics Properties box to the selected page.

   Apply To Menu Section
   Applies any selection made in the Graphics Properties box to all pages within the current menu section.

   Apply To Site
   Applies any selection made in the Graphics Properties box to *every* page in the current file.

4. Click Save to save your changes and return to the Page Designer.

5. Click Save to save your changes in the Page Designer.

Viewing the selected graphic

You can view a GIF file that you have selected in the Graphics Properties box.

Note   This feature requires that you have a GIF viewer selected in the GIF Viewer Path/Executable field on the Preferences box. For more information, see *Setting QuickSite preferences* on page 3-13.

To view a graphic:

1. Double-click on any page in the Project View to display the Page Designer window.

   The Page Designer box opens.

2. Click the Graphics Properties button.

   The Graphics Properties box opens.

3. Click View.

   QuickSite launches your GIF viewer and displays the graphic in a window.

4. When you have finished viewing the graphic, click the Close box in the upper left corner to close the window.

Inserting an image component from the Project View

An alternative way to add a static or clickable graphic image to any page type (home, menu, text, form, or paragraph component) is to insert an image component from the Project View, then link it to the page.

You can also create a clickable GIF or ImageMap and add it as an image component.

Adding a static graphic as an image component

You can add a static graphic, such as a GIF from the QuickSite library, or a custom graphic you created.

Note   After you insert an image component through the Project View, you must *link* the component to the page or QuickSite will not know to include the graphic on the page. For more on linking, see *Linking an image component to a page* on page 9-**8**.

To add a static graphic

1. From the Project View, click the page under which you want to insert an image component.

2. In the Insert menu, choose Image Component.

   QuickSite adds an untitled image component to the Project View under the page you selected.

3. Double-click the image component.

   The Image Component Designer opens.
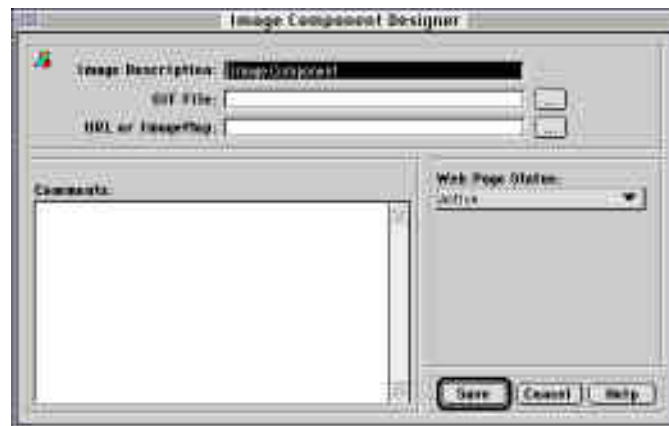
4. In the Image Description, type a name for the image component. This name identifies the image component in the Project View, but it is not displayed on the Web page.

5. Click the "..." button (next to GIF File) to select a `*.gif`, `*.jpg`, or `*.png` file.

    The Select Image File box appears.

6. In the Select Image File box, find the `*.gif`, `*.jpg`, or `*.png` file and click Open.

    The filename appears in the GIF File window in the Image Component Designer.

7. In Web Page Status, scroll and click to select the page status. Default is Active.

8. Click Save to save the image component.

    The image component appears in the Project View under the page where you inserted it.

9. Link the inserted image component to a page (see below).

Linking an image component to a page

As mentioned previously, when you insert an image component through the Project View, you must link it to the page where you want it to be displayed.

Tip　　You can link the graphic to more than one page. Just repeat the following process for each page. If the graphic changes, you must add it to your project again. QuickSite updates it on all pages to which it is linked. You can also change the file that the image component refers to by editing the images component's image file path.

To link an image component

1. In the Project View, double-click the page where you want to link the graphic. The Page Designer opens.

2. In the Page Designer's Optional Text window, click to mark the position where you want the image to appear.

3. In the Page Designer, click the Library and Project Links tool ![icon].

4. Click Project Links and double-click the listed image component name for the graphic.

   QuickSite inserts the image component in the text entry area of the Page Designer as `^image component name^`. The `^  ^` symbols indicate the image component is included in the page and will be displayed.

5. Click Save.

   QuickSite returns you to the Project View. When you build and test the Web site, the graphic appears on the page where you inserted it.

Creating a clickable graphic

You can add a *hot spot* to a static graphic to make it a clickable graphic. Clicking on the hot spot causes a jump to another page in your project or to another Web site.

To create a clickable graphic

1. Follow steps 1-11 of *To add a static graphic* on page 9-7.

2. In the URL or ImageMap window, type the `*.htm file` name for the page in your project where you want the user to jump to, such as `mysite.htm` to create a jump to the home page with that file name.

   Or type the full URL (Uniform Resource Locator), an http address at another Web site such as `http://www.mywebsite.com`, to create a hot spot in another Web site to that address on the selected graphic.

3. Click Save.

4. Link the image to a page. See *To link an image component* on page 9-8.

Turning off the QuickSite logo and navigation buttons

You can control preset, automatic graphic features that come with QuickSite.

If you are a registered user of DeltaPoint QuickSite, you can turn off the DeltaPoint QuickSite logo, .

You can also turn off QuickSite-provided navigation buttons, such as:

To turn off the QuickSite logo

1. From the Project menu, choose Build Web Site.

   The Web Construction Options box opens.

   Note   If you are not registered with QuickSite, the Include QuickSite Logo option is selected but grayed out. To register, contact DeltaPoint Sales at any of the numbers listed in *How to Contact DeltaPoint* in the *Introduction*.

Click to select or deselect
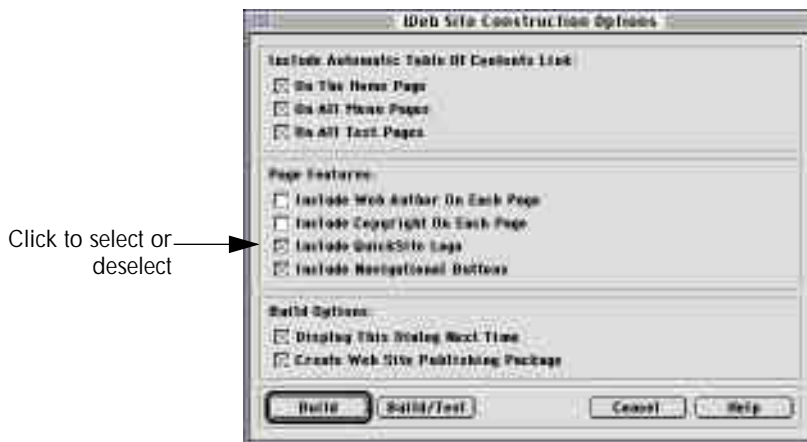
2. Click to deselect (uncheck) the Include QuickSite logo checkbox, if it is checked.

3. Click Build/Test to build and test the Web site.

   The QuickSite logo does not appear on the Web pages.

To turn off navigation buttons

1. From the Project menu, choose Build Web Site.

2. Deselect (uncheck) the Include navigation buttons checkbox.

3. Click Build/Test to build and test the Web site.

   The navigation buttons do not appear on the Web pages.

10

Designing Tables

With QuickSite, you can easily design and add table components to your Web pages. Tables are an important addition to any Web site. They organize otherwise unmanageable data into an easy-to-read structure that gives impact to your presentation.

This chapter explains how to build customized tables using the Table Designer.

Building a table

You can use the Table Designer to build a table component for the home page or any menu or text page. But first you need to insert a table component. Then you can define the table properties and fill in the table contents.

To insert a table

1. In the Project View, click the page where you want to insert a table.

2. From the Insert menu, choose Table Component.

3. QuickSite inserts an Untitled Table Component under the selected page.

4. Double-click the Untitled Table Component.

   The Table Designer opens.
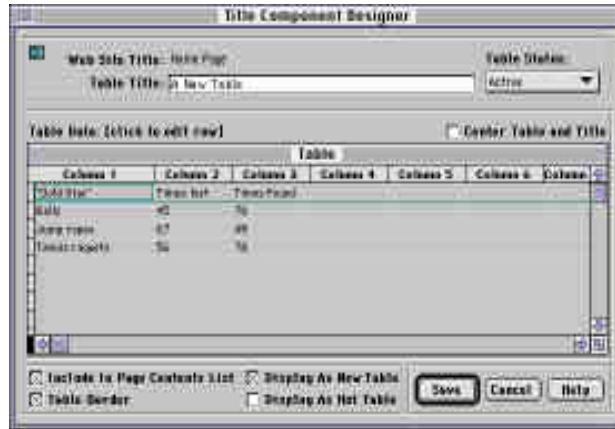
5. Type a name for the table component. This name appears on the Web page.

6. In Table Status, scroll and click another page status as needed.

7. Enter data in the table as needed. For more information, see *To fill in the table* on page 10-3.

    The table grid looks like a spreadsheet with rows and columns. The intersection of a row and column is a *cell*. You use the scroll bars and arrow keys to move to different rows and columns in the table grid.

    To place text in a cell, click in the cell and enter your text. Then press Return to move the cursor to the next cell in the selected row. For each cell, repeat typing and entering until you finish all 7 columns. Numeric values and dollars are right justified automatically.

    QuickSite generates the table only if it contains data. It generates rows and columns containing data ONLY. If a row or column is empty, QuickSite ignores it when building the HTML file.

    Tip   You can drag the column lines to change the column size. Just position the cursor on a column line at the top of the table, then hold down the mouse button while you move the mouse left or right.

8.　Optionally select any of these options:

Include In Page Contents List

Creates a hyperlink to the table component on the page that has the table. This feature is good for long pages that require extensive scrolling. A hyperlink allows users to access the table immediately

Display as New Table

Adds a New! icon, New!, next to the table and the table hyperlink on the Web page.

Display as Hot Table

Select to add a Hot! icon, Hot!, next to the table and the table hyperlink on the Web page.

Table Border

Displays a border around the table on the Web page.

9.　Click Save.

QuickSite saves the properties you specified and closes the Table Component Page Properties box.

To fill in the table

1.　In the Table Designer, click in a cell.

The cell along with is associated row is highlighted.

2.　Type text in the cell.

3.　Press Return or Tab to move to the next cell in the currently selected row.

You can also press Shift-Tab to move to the previous cell in the currently selected row.

4.　Click in a cell in a different row to edit another row in the table.

5.　In the Table Designer, repeat steps 1-4 to enter text in the remaining table cells.

Some things you should know...

QuickSite will generate the table only if it contains data in at least one cell.

If a row or column is empty, QuickSite ignores it when building the HTML file for the table.

Numeric values and dollars are right-justified in the Web site display.

You do not have to delete extra rows and columns. QuickSite automatically adjusts the number of rows and columns at build time.

6. Click Save.

   QuickSite lists the table component by its table name in the Project View. If you selected New! or Hot!, the Project View also lists the icons.

7. When you build and test the Web site, the table appears on the page.

   The sample below shows a table with various features added.

11

Linking to Files and URLs

QuickSite makes it easy for you to

- Add hyperlinks on menu pages to downloadable resource files.

- Create URL (Uniform Resource Locator) hyperlinks to other Web sites so that Web users can jump to those pages.

- Create links to external HTML files that have been created using HTML editing tools other than QuickSite.

This chapter explains how to design components that perform these tasks.

Linking to a file

You can use the File Link Designer to create a link to a file that your Web users can download to their computers. This allows you to create "mini" ftp sites on your Web page.

If you added file link components when you created your project with the New Project Wizard (see *Selecting the Web site structure* on page 3-6), and you want to use one of those components to add file links, skip steps 1-2.

To link to a file

1. In the Project View, click the menu page where you want to create the file link.

2. From the Insert menu, choose File Link.

   QuickSite inserts a file link component, named File Item, below the selected page.

3. Double-click the file link component.

The File Link Designer opens.
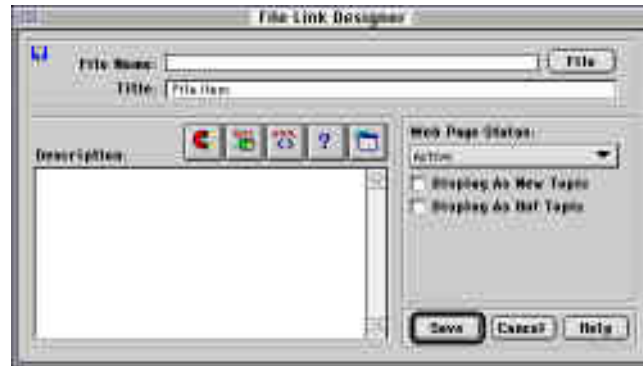
4. Click File to find and select the file name. Or type the full file path (drive:folder:filename) in File Name.

5. In Title, change the title for the descriptive title to something more meaningful if you want. The descriptive title is a hyperlink that appears on the Web page, as shown on page 11-3. When the user clicks the hyperlink, a description of the file appears.

6. In Description, type text you want displayed when the user clicks the descriptive title hyperlink (step 5). In this area you can specify the file size, in parentheses, so that users can estimate how long it will take to download.

7. In Status, scroll and click another status (Suspended, Hidden, etc.) as needed.

8. Select Display As New Topic and/or Display As Hot Topic to display the New! and/or Hot! icons.
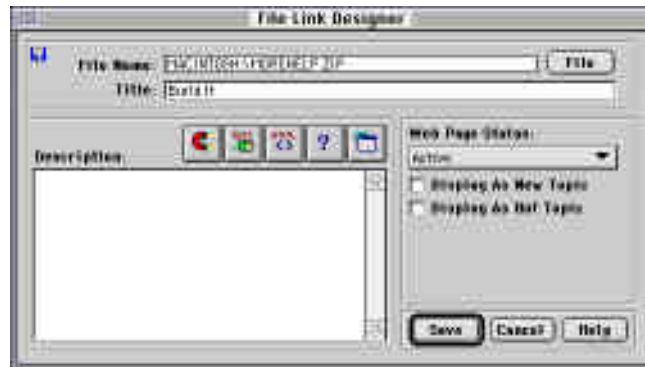
9. Click Save.

10. When you build and test your Web site (Chapter 13, *Building, Testing, and Publishing a Web Site*), the file link appears on the page where you inserted it. The description you added to Resource Description (in step 6) appears when the user clicks the descriptive title hyperlink, in this case `Build It`, in the Description column.

filename hyperlink

descriptive title hyperlink
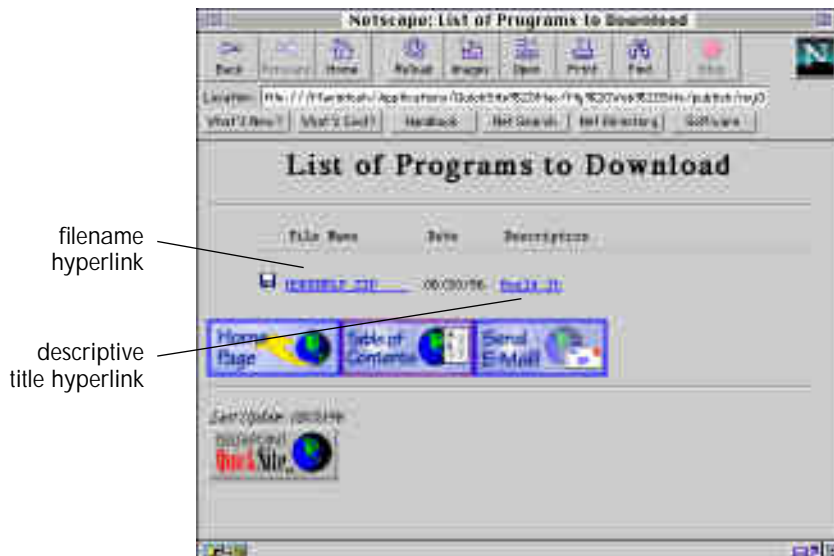
Linking to a URL

You can create a URL (Uniform Resource Locator) link on your Web page to another Web site or to other Web pages.

To link a URL component

If you added URL file components when you created your project (see *Selecting the Web site structure* in Chapter 3), and you want to use one of those components to add URL links, skip steps 1-3.

1. In the Project View, click the menu page where you want to create the URL link.

2. From the Insert menu, choose URL Link.

3. QuickSite inserts a URL link component, with default title URL Component, below the selected page.

4. Double-click the URL component.

   The URL Link Designer opens.

5. In URL, type the URL address. For example, if you type `http://www.deltapoint.com/`, you tell the Web browser to use the HTTP (HyperText Transport Protocol) service to transfer across the Internet to DeltaPoint's home page on the World Wide Web. Type another prefix, such as `file://` or `ftp://`, as appropriate.

If you are not sure of the address, check with the owner of the Web site or your Internet Service Provider (ISP). For more information on URLs, see Appendix A, *Resources for the WWW.*

6. In the Description, type information about the link for your reference. This information does not appear in your Web page.

7. In Constant, optionally type a constant value to create a URL component by referencing it inside an HREF (Hypertext REFerence) tag.

   This is a somewhat advanced feature that requires knowledge of HTML code. For those interested, an HREF tag makes the link *live*, causing the browser to do something which is defined by the constant value you specify.

   URL components can be used inside HREF tags to achieve a high level of customization. For instance, you may not want the clickable text hyperlink for the URL to be the same as the URL title you gave the component.

   For example,

   ```
   <A HREF = ^constant^ Click here!!</A>
   ```

   creates a hyperlink to the URL on the `Click here!!` text.

8. In Comments, type additional information about the URL. QuickSite does not display these comments. They are for your own information.

9. In Web Page Status, change the status for the component as needed.

10. Optionally select Display As New Topic or Display as Hot Topic.

11. Click Save.

   When you build and test your project, the URL links appear on the
   menu page. QuickSite automatically inserts the URL link icon in
   front of each link.
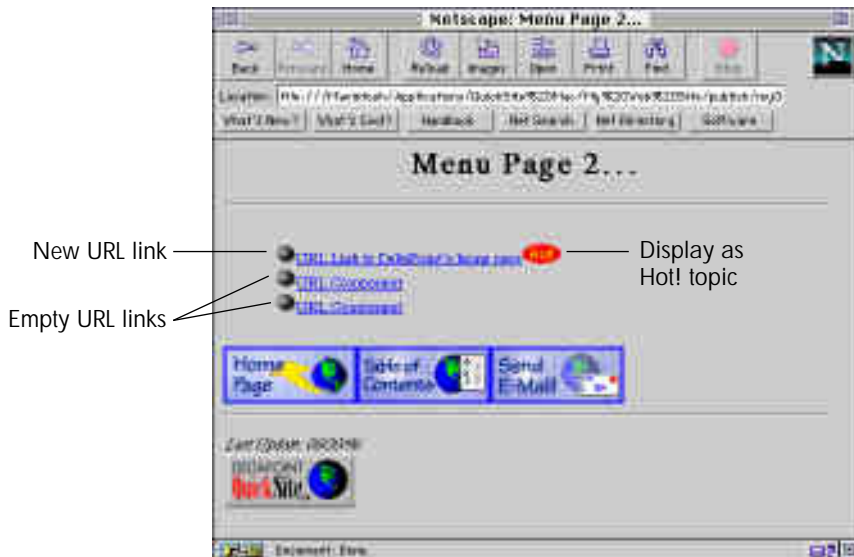
Linking to an external HTML file

You can use the HTML Link Designer to create a link to HTML files that are external to QuickSite and are created with third-party HTML text editing software, such as Adobe PageMill and Claris HomePage.

To create an external HTML file link

1. In the Project View, click the home or menu page where you want to create the file link.

2. From the Insert menu, choose External HTML Page.

    QuickSite inserts an empty component, named External HTML Page, below the selected page.

3. Double-click the External HTML Page component.

    The HTML Link Designer opens.
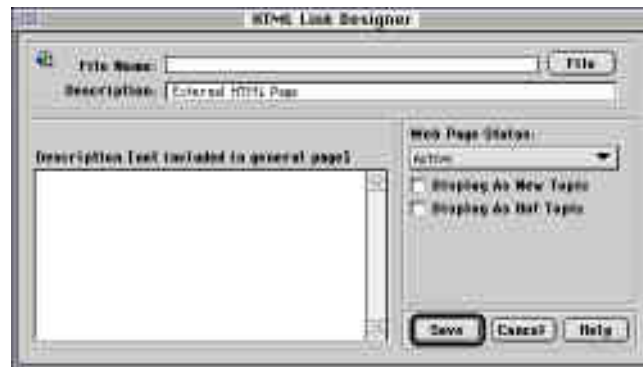
4. Click File to find and select the HTML file name. Or type the full path (drive:folder:filename) for the HTML file in File Name.

5. In Description (below File Name), type the name of the external HTML page hyperlink.

6. In the big Description window, optionally type a description of the file for your own information only.

7. In Web Page Status, scroll and click to change the page status.

8. Optionally select Display as New Topic and/or Display as Hot Topic to display the New! and/or Hot! icons.

9. Click Save.

   When you build and test your Web site (Chapter 13, *Building, Testing, and Publishing a Web Site*), the file hyperlink appears on the page where you inserted it. And when a Web user clicks the file hyperlink, An Additional HTML Page to Read in the example below, the external HTML file page displays.

External HTML page title link

Display as New! topic

12
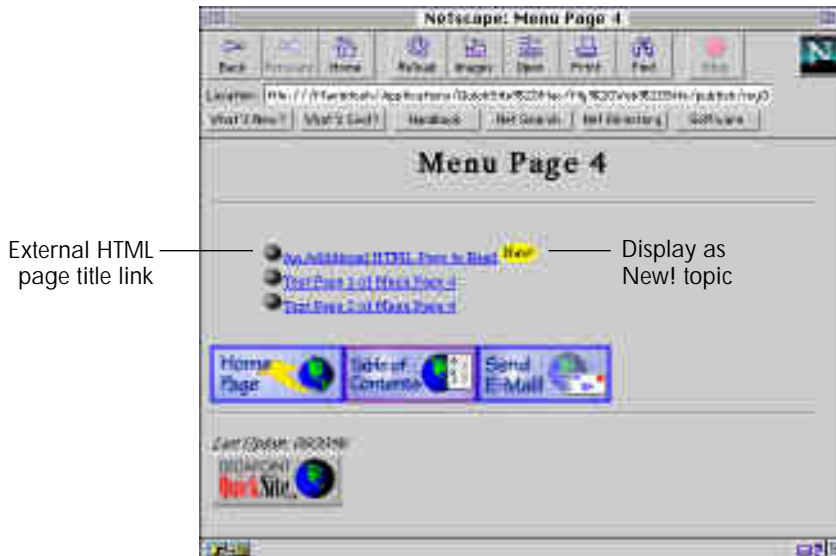
Creating and Using Libraries

This chapter explains how you can use libraries to store and retrieve project items you plan to reuse later for other Web site projects. It also explains how to

- Open and use a library.

- Create a custom library.

- Open and use a custom library.

- Edit a library.

- Copy project items to a project.

About libraries

QuickSite comes with a *library* of reusable graphics, pages, forms, URL links, calendars, style sheets, and so on. For instance, the QuickSite library provides a Welcome banner and other eye-appealing graphics that you can add to your Web site to produce immediate, professional-looking effects.

Rather than try to create items from scratch, you can easily transfer items between the QuickSite library and your project with just a few mouse clicks.

You can also:

- Adapt the QuickSite library items to fit your particular needs,

- Add your own materials to the QuickSite library,

- Create one or more custom libraries of your own.

A custom library is especially useful if you are developing multiple Web sites (see *Managing related sites* on page 5-9) or have multiple authors collaborating on the same Web site. You can keep frequently-used items in a central library for all sites that you can easily update in just one library file. For instance, a large company with multiple Web sites might want to maintain a central library of corporate information, such as the logo graphic, address, and phone numbers, plus maintain separate libraries for each department.

If you have multiple libraries, you can store each one in a separate folder; for example, you might have a central library stored in the QuickSite application folder and individual libraries stored in separate project folders.

Each library is stored just like any QuickSite project, in two data files with names ending in `*.dbf` and `*.dbt`. The Quick Site library files are named `library.dbf` and `library.dbt`. You can work with libraries just like you would any QuickSite project, except that you do not typically build a Web site from a library.

Opening and using the QuickSite library

You can open the QuickSite library and add selected library information from the library to your current Web site project. The QuickSite library files, `library.dbf` and `library.dbt`, are in the QuickSite startup folder (default `Macintosh HD:DeltaPoint QuickSite™`).

QuickSite looks first in the *current* project folder to open the library files, `library.dbf` and `library.dbt`. If it cannot find library files in the project folder, it searches the QuickSite startup folder.

To open and use the QuickSite library

You can open the QuickSite library from the Project View.

1. From the Library menu, choose Open Library.

   Once QuickSite finds the `library.dbf` and `library.dbt` files, QuickSite lists the library items, as in the example below.

2. In the Project View, click the page in the Project View *above* where you want to add a library item.

3. In the library list box, scroll and double-click the library item you want to add.

    QuickSite adds the selected library item, including all its properties, to its place in the Project View.

4. When done selecting library items, click the close box in the upper left corner of the library list box.

Creating a custom library

You can create a new library that you store and maintain apart from the QuickSite library.

To create a library

1. From the Library menu, choose New Library.

    The Create a new library file box opens.

2. Select the drive and folder where you want QuickSite to create the library, such a `Macintosh HD:DeltaPoint QuickSite™:mylibs`. Click New to create a new folder if needed.

3. In File name, type the library name, such as `NewLibrary.dbf`.

4. Click Save.

   The Create a new library file box closes and QuickSite asks you whether you want to use the New Project Wizard.

5. Click Yes.

6. Use the New Project Wizard to define preferences and page style for the library as you would for a new project file. For more information, see *Creating a new Web site project* on page 3-1.

   When the New Project Wizard finishes, QuickSite automatically generates the basic library structure, using the settings and structure you selected, and displays the structure in the Project View. Behind-the-scenes, QuickSite saves the library in the folder you selected.

7. To build a custom library, add and save the library items as you would project items. For more information, see the preceding chapters in this guide.

   QuickSite saves the library in `*.dbf` and `*.dbt` files by the name you gave them in step 3.

8. From the File menu, choose Close Project.

   You can open and use the library you created whenever you want (see below).

Opening and using a custom library

If your project needs an item that already exists in a library, you can easily open the library and copy it into the project, then modify it as needed.

Important!...You must rename your custom library files as `library.dbf` and `library.dbt` whenever you want to use them as a library. See directions below.

To open and use a custom library

1. From the File menu, choose Exit to exit QuickSite.

2. In the Macintosh Desktop, copy the custom library files (such as `lib1.dbf` and `lib1.dbt`) from the folder where you created them (such as `Macintosh HD:DeltaPoint QuickSite™:mylibs`) to the project folder where you want to open the library (such as `Macintosh HD:DeltaPoint QuickSite™:mysite`).

3. In your project folder, rename the files as `library.dbf` and `library.dbt`.

```
c:                        ⇨         c:
 └─qs                                └─qs
    └─ mylibs                           └─ mysite
        ├─ lib1.dbf                         ├─ library.dbf
        └─ lib1.dbf                         └─ library.dbf
```
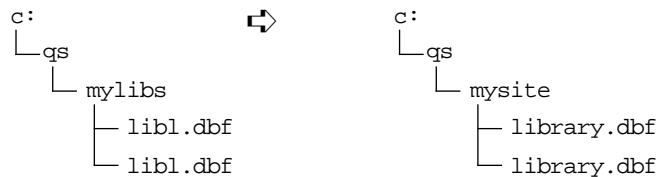
   Note   Leave the original QuickSite library files, also named `library.dbf` and `library.dbt`, unchanged in the QuickSite startup folder (default `Macintosh HD:DeltaPoint QuickSite™`).

4. From the Library menu of the Project View, click Open Library.

   QuickSite lists the custom library items.

5. In the Project View, click the page in the Project *above* where you want to add a library item.

   A library list box opens.

6. In the library list box, scroll and double-click the library item you want to use.

   QuickSite adds the selected library item, including all its properties, to the place you selected in the Project View.

7. When done selecting library items, click the close box in the upper left corner of the library list box.

Editing a library

You can update a library as you do any other QuickSite project, through the Project View.

Tip   It is okay to add a few items to the original QuickSite library, if you want. However, as a safeguard, we recommend you do not delete items from the original QuickSite library.

If you intend to make substantial additions and changes to the QuickSite library, we recommend you copy the QuickSite library to another library folder and maintain it under a different file name (see *Opening and using a custom library* on page 12-4). That way you always have your original QuickSite library intact in case you need to go back to it.

Then, when you want to use the custom library, just rename the files to `library.dbf` and `library.dbt` and place them in your project folder. QuickSite will look there first for a library file.

If for some reason the original QuickSite library becomes damaged, you can always reinstall QuickSite to restore it.

To edit library contents

1. From the Library menu, choose Edit Library.

   The Select a Library box opens.

2. Select the library (`*.dbf`) you want to edit.

3. Click Open.

   QuickSite displays the library items in the Project View.

4. Change the library items as you would project items, as described in Chapters 7 through 11.

Copying project items to a library

If you create an item in a project that you think might be useful for other projects, you can easily add it to a shared library so that other projects can use it.

Before you copy...

If you are copying to a custom library, be sure the library has been renamed to `library.dbf` and `library.dbt` and is in the current project folder.

To copy an item from current project

1. In the Project View, click the item you want to copy to the library.

2. From the Library menu, choose Copy to Library.

   The list of library items opens.

3. In the library list, double-click the library item *below* where you want to insert the project item.

   QuickSite adds the selected project item to the library.

   Tip   To make items easy to find later, try to group items of the same type together in the library list. Make sure all library items have unique names.

4. When done, click the close box in the upper left corner of the library list box.

13

Building, Testing, and Publishing a Web Site

This chapter describes the final steps of Web site creation — how to build, test, and publish your Web site project on the World Wide Web.

Building and testing a Web site

You can build and test the current project you are working on while in the Project View. You can build without testing or you can build and test at the same time.

When you build a Web site, QuickSite takes all the information in the project file (such as links, text, and graphics) and creates an entire Web site, complete with all the necessary HTML files. When you test the project, you preview the entire Web site *locally* on your Web browser. The local version of the test Web site looks just like it will on the World Wide Web.

Note   You should always test your Web site after you have made changes to a project and *before* you publish it. If you have links to graphic and other files that are stored on a shared network drive, make sure you have access to that drive before starting to build and test your site.

Selecting page features

You can select which text and graphic features to include or not include in your Web pages when you build the site.

To select page features

1. From the Project menu, choose Build Web Site, or click the Build Web Site tool, ⚡.

   The Web Site Construction Options box opens.
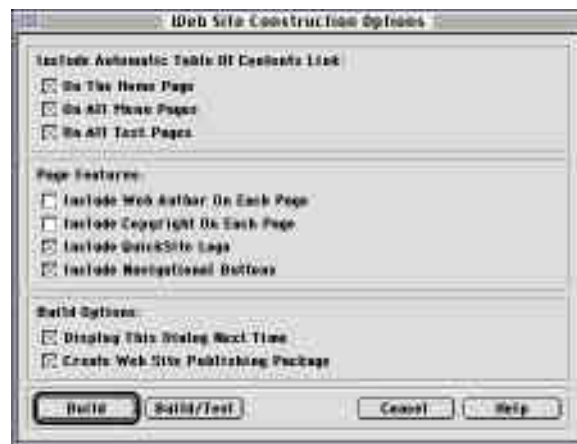
2. Under Include Automatic Table of Contents Link, select or deselect any or all of these options:

   On The Home Page

   If selected, puts a Table of Contents navigation link on the home page. The link may be in the form of a navigation button and/or a text hyperlink, depending on the page features you select (see Page Features in step 3 below).

   On All Menu Pages

   If selected, puts Table of Contents links on all menu pages.

   On All Text Pages

   If selected, puts Table of Contents links on all text pages.

3. Under Page Features, select or deselect any or all of these options:

Include Web author On Each Page

If selected, includes the Web author's name on all Web pages. You can specify the Web author via Preferences in the Edit menu (see *Setting/ resetting preferences* on page 5-5).

Include Copyright On Each Page

If selected, includes the copyright, such as *Copyright ©1996 by My Company, Inc. - ALL RIGHTS RESERVED*, on all Web pages. You can specify the copyright via Preferences in the Edit menu (see *Setting/ resetting preferences* on page 5-5).

Include QuickSite Logo

If selected, includes the QuickSite logo button, , on all Web pages.

Note   To *exclude* the QuickSite button (by deselecting), you must be a registered QuickSite user. For more information, see *Registering QuickSite* on page 1-7.

Include Navigation Buttons

If selected, includes clickable buttons, such as:

 ,

as navigation links on all Web pages.

4. Under Build Options, select or deselect any or all of these options:

Display This Dialog Next Time

If selected, opens the Web Site Construction Options box each time you click Build Web Site in the Project menu.

If deselected, automatically builds and tests your Web site the next time without opening the Web Site Construction Options box (if you use the tool). If you change your mind, you can always access the Web Construction Options box by clicking Build Web Site in the Project menu.

5. Click Build to build the site without testing it or Build/Test to build and test the site.

QuickSite builds the Web site using the options you selected, assembling any defined links and creating all HTML files in the project folder. It stores the HMTL and associated graphics (as well as all supporting files such as ImageMaps and other resources you have shared in the project folder) in a `publish` folder in your project folder.

For example, if your project is named `mysite`, QuickSite would store the files in the `Macintosh HD:DeltaPoint QuickSite™ :mysite :publish` folder. All links are automatically maintained so that all graphics, hyperlinks, and other components remain intact.

If you selected Build/Test, QuickSite next launches your Web browser, such as Netscape Navigator, to test the site. The home page for your site automatically appears on the screen.

If you selected Build, you can test the site later (see *Testing a Web site* on page 13-5).

Viewing QuickSite/Web browser side-by-side

To view both the QuickSite Project View and browser windows side-by-side. Resize the application windows to that you can see both simultaneously.

Note   When both windows are open, each time you make a change in the Project View, the browser stops refreshing its screen as different pages are clicked. To make the browser refresh again, you must build or build and test the project.

Building and testing a single Web page

You can build and test a single Web page, with subordinate components and links, to quickly see the effects of your changes. You can build a single Web page at any time, but you can test a single Web page only after you have built and tested the entire Web site.

To build and test the current page

1. In the Project View, click the page you want to build. Click only a page (home, menu, text, and form), not a component or link.

2. From the Project menu, choose Build Web Page, or click the Build Web Page tool, 🔁.

   QuickSite automatically generates the HTML file for the page and its components/links.

3. To test the page, the browser must already be open, which means that you must build and test the Web site before you can test a current page.

Testing a Web site

After you have built your Web site or page, you can use your Web browser to view its appearance and test its operation. Web browsers allow you to *locally* test HTML documents *without* being currently connected to the Internet and running up connect time charges. See your browser documentation for more information.

Before you test...

Be sure to specify the Web Browser Path/Executable preference setting (see *Setting/resetting preferences* on page 5-5).

To test a Web site

1. From the File menu, choose Open Project and select the Web site you want to test, if it is not already open.

2. From the Project menu, choose Test Web Site, or click the Test Web Site tool, 🖥️.

   QuickSite automatically loads your Web browser and displays the home page of the currently selected Web site.

   Note   In your Web browser, you might need to refresh or reload the current page, usually by clicking a Reload button, to ensure you are browsing the latest saved version of the site.

3. Browse the Web site, inspecting its appearance, testing links, checking graphics, and so on.

   When done, hide or close the browser and go back to the Project View.

4. Edit your Web site and rebuild and retest as needed.

Publishing on the World Wide Web

After you build and test your Web site locally and are satisfied with its appearance and operation, you are ready to publish it on the World Wide Web.

Before you publish...

Be sure to specify your publishing preferences — your user ID and password, port number, FTP server address, and FTP target folder. This information is obtained from your ISP or network administrator. For details on these settings, see *Setting/resetting preferences* on page 5-5.

Establish a connection with the Internet. Consult your Internet Service Provider (ISP) or network administrator to learn how to initiate your connection. You will be assigned an `:http//` address and physical space on the World Wide Web where you can publish a Web site.

To publish a Web site

When you are ready to publish your Web site, you must transfer all the necessary files to your Web server. QuickSite greatly simplifies this process. It takes just a few steps to get the job done, as described below.

1. Connect to your Web server according to the instructions provided by your ISP or network administrator.

2. From the Project menu, choose Publish, or click the Publish tool, .

    The Web Site Construction Options box opens.

3. Set options as desired. For more information, see *Building and testing a Web site* on page 13-1.

4. Click Build.

    QuickSite generates your Web site and stores all items used by your site in a `publish` folder in your project folder as when you build a site.

5. QuickSite automatically logs onto your server and uploads your entire Web site to the FTP target folder you specified in Publishing Preferences (see *Setting/resetting preferences* on page 5-5).

   The Publish message box opens.

   Tip   If you encounter problems with publishing automatically, you may need to publish manually. To do this, you need to copy the contents of the publish folder for your project to the FTP target location on the Web server. Follow the instructions from your ISP or network administrator for manually transmitting and posting to your Web site.

6. Test your published Web site.

   On your local drive

   Using your browser, open the home page of the version stored in the publish folder. Inspect its appearance, test all links, check all graphics, and so on.

   Doing this locally *first* reduces connect time charges and ensures that you have everything the way you want it before publishing on the Internet.

   On the Internet

   Using your browser, connect to your Web site via its http:// address and inspect its appearance, test all links, check all graphics, and so on.

   Tip   Test the site with other popular browsers to determine if any browser-specific problems arise.

A
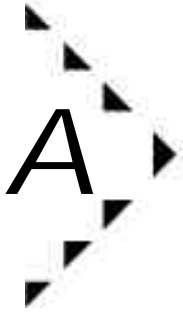
Resources for the WWW

Appendix A briefly describes some on-line and printed resources to further help you understand and develop professional-looking web sites.

On the Web

Topic	URL
DeltaPoint	http://www.deltapoint.com
DeltaPoint QuickSite	http://www.deltapoint.com/quicksite
NetScape Navigator	ftp://ftp.netscape/com/netscape
Microsoft Internet Explorer	http://www.microsoft.com/ie/ie.htm
HTML Resources	http://www.ncsa.uiuc.edu/SDG/ Software/ Mosaic/Docs/Web-index.html http://www.w3.org
General Information	http://www.yahoo.com

Publications

The number of books and magazines about the World Wide Web has exploded in recent years, and new ones are coming out every day! Some bookstores and libraries even have separate sections for books on the Internet and the World Wide Web. While it is impossible to put together a comprehensive list of publications, a few helpful ones include:

• Tim Evans, *10 Minute Guide to HTML*. Indianapolis, Indiana: Que Corporation, 1995.

• William Horton, Lee Taylor, Arthur Ignacio, and Nancy L. Hoft, *The Web Page Design Cookbook*. New York: John Wiley & Sons, 1996.

• Taylor, Dave, *Creating Cool Web Pages with HTML*, Foster City, California: IDG Books, 1995.
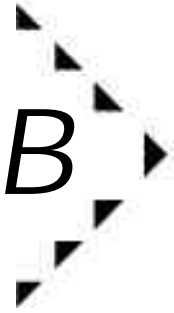
B *Glossary*

active

> Status setting. Specifies that the page, component, or link is generated in an HTML format, is INCLUDED when the project is built and, in the case of text, form, and menu pages, is automatically referenced by menu pages.

author

> The name of the person primarily responsible for creating or maintaining a web site.

background

> The backdrop on which you lay the components of your web site - text, graphics, and other information.
>
> Backgrounds are commonly lighter gray in color, but you can use a wide variety of colors and textures.

body

> The central portion of a web page containing the main body of information. Appears between the page header and footer.

bookmark

> Netscape Navigator allows you to create a list of your favorite places on the World Wide Web. Each entry in this list, called a bookmark, contains the URL of a web page.

In Netscape Navigator, to add an entry, you simply view the web page, then from the Bookmarks menu, choose Add Bookmark or press ⌘-D. NetScape Navigator adds the URL to the `bookmark.htm` file in your NetScape folder.

You can then import this bookmark file in QuickSite and automatically generate link components to all the entries in the bookmark file.

browser

Software used to navigate the World Wide Web and view HTML documents.

bullet

A shape used to identify a list of parallel items.

Bullets can be circles, squares, diamonds, or other shapes.

In QuickSite, you can choose the graphic file associated with the bullet character. You can also have different graphics for bullets on different pages.

caret notation

References an item or template in the current project or a library. This feature allows you to use the power of HTML without needing to learn HTML coding. Also, because these references are not hard-coded items, you can change the referenced item in one location, then rebuild the page or site to have the changes reflected automatically.

Use caret notation by clicking the Links and Templates button in the designer dialogs and choosing Project Links or Library Links from the popup menu. This lets you insert graphics and other items (such as tables, forms, text pages, and more) into your Web pages.

The format of the caret notation is:

```
^ItemTitle^
```

where `ItemTitle` is the text in the Title field of the selected component, enclosed in the caret character. For example, when referring to an image component named `Company Background`, the caret notation would be

```
^Company Background^
```

The next time you build the page or project, QuickSite looks through all pages for caret references first, makes substitutes for links, images, and other components, then generates the reference in the HTML file using the correct HTML tags.

clickable GIF

A GIF file with a hyperlink.

component

A unit of information that can be linked to a text page.

copyright

Text that identifies the copyright holder of the material published in a web site. An example of copyright text is:

Copyright 1996 by DeltaPoint, Inc. All rights reserved.

Just as if you published a book, you should include a copyright notice on your web site to legally protect your intellectual property.

external HTML link

A logical link to an external HTML file.

Used for identifying HTML text that you want to include in your web site.

file link

A logical link to an external file. Used for posting files to be downloaded from your web site.

Consists of a file name and a description. The description should indicate the file size, in parentheses, so that users can estimate the time it might take to download the file.

You can include any kind of file, including programs, spreadsheets, databases, documents, text, graphics, sound, and video.

Linked to menu pages ONLY.

footer

The bottom portion of a web page, below the body.

The footer typically contains navigational buttons and supplemental information, such as the date the page was last updated and saved, the copyright notice, and so on.

footer line

A horizontal line that separates the footer and the body on a web page.

In QuickSite, you can choose the graphic file associated with the footer line. You can also have different graphics for footer lines on different pages.

form page

In a web site, a type of page that contains data entry fields laid out like a form.

Users can fill in the form and submit it to an e-mail address.

FTP (file transfer protocol)

An Internet protocol for posting and downloading files across the network.

GIF (Graphics Interchange Format)

Popular file format for graphic images on the World Wide Web. GIF images are compressed and contain color palettes of 256 or fewer colors. They are often "interlaced" so that browsers can download them in sections.

GIF viewer

A software product that displays GIF files.

graphical browser

A browser that displays both text and graphics in an HTML document. See also *browser*.

header

The top portion of a web page, above the body.

The header typically contains identifying information such as the page title, as well as other possible elements, such as graphics.

header line

A horizontal line that separates the header and the body of a web page.

In QuickSite, you can choose the graphic file associated with the header line. You can also have different graphics for header lines on different pages.

hidden

Status setting. Specifies that the page, component, or link is generated into an HTML format but NOT included when the project is built. As a result, no hyperlinks to this page are included in the web site.

Use this status setting when creating private pages. For example, a hidden page might be an internal company phone list.

Similarly, use this status for a page that you reference from a custom embedded link or from another web site.

Does NOT apply to file download links, URL links, paragraph components, or table components.

home page

In a web site, the first document displayed on a web site.

In a hierarchy of HTML documents, the home page is the top-most page.

hotspot

A portion of a graphics file that is a hyperlink to somewhere else.

When a web site user clicks a hotspot on an ImageMap, for example, their browser takes them to the defined target location, such as another site, another page within the current site, or a component within the current page.

HTML (hypertext markup language)

Set of codes used to design, lay out, format, and program documents that appear on the World Wide Web.

HTML is an evolving coding standard.

QuickSite generates HTML automatically, but you can also author your own HTML in QuickSite Designers.

HTML editor

A software program used to modify HTML files, including design, layout, and formatting.

QuickSite provides a text editor that you can use to embed HTML codes directly into text.

In addition, you can use any of many popular third party products to create and edit HTML files. Some common WYSIWYG HTML editors include:

- Microsoft Word with the Internet Assistant
- Adobe PageMill
- Claris HomePage

HTML file

A text file containing embedded HTML codes.

HTML files end with `*.htm` or `*.html` extensions.

In a QuickSite project, the home page has the same filename as the project. For example, the home page of a project called MYSITE would have the filename `mysite.htm`.

The names of all other files in a QuickSite project begin with the first two letters of the project name, then have a 5-digit number that QuickSite generates based on the order and layout of the web site. For example, a menu page in the MYSITE project might be named `my01000.htm`.

HTTP (HyperText Transport Protocol)

Communications standard used to connect to the World Wide Web.

hyperlink

A link that, when clicked, takes the user to another location, such as another page or a paragraph component within a page.

Hyperlinks can be represented with text or graphics.

HyperSite

QuickSite technology that enables you, with a few mouse clicks, to build, test, and publish your web site.

Using HyperSite technology, QuickSite can automatically log into your web server, as long as you are connected to the Internet, and install all the files you need to run a professional-looking web site professionally.

image component

A reference to a graphic file and the properties associated with it, including HTTP commands and ImageMaps.

Use the Links and Templates button in a QuickSite Designer to add images to the body of your web pages.

ImageMap

An image that contains one or more hot links. User can jump to different locations depending on where they click on the graphic.

An ImageMap consists of a GIF file and a separate .MAP file that contains the hot spot coordinates and associated target hyperlinks in the GIF file. To use ImageMaps, these files must be used in conjunction. MAP files are created by editing the GIF file using MapEdit, MapThis, or other third party program.

Note   To use ImageMaps, you should be an advanced user with knowledge of web servers and CGI. You cannot test ImageMaps locally - only when you are connected via the Internet to your web site on your web server.

in construction

Status setting. Specifies that the page, component, or link is generated to an HTML file and is INCLUDED when the project is built, but that the In Construction icon appears next to it in hypertext links.

Use this status to indicate that a page that is currently under construction, like a draft that is not yet ready for final publication.

Internet

World-wide network of computers that can talk with each other using a group of communications standards, including HTTP.

ISP (Internet service provider)

A company that provides access to the Internet for a fee.

item

One of the following parts of a QuickSite project.

home page

The top-level page in your Web site to which all other pages and components are linked.

JPG (JPEG image)

A popular compressed image format often used to display images and photographs on the World Wide Web. JPEG images use lossy compression. That is, in order to achieve smaller image sizes, some image information is lost, resulting in somewhat poorer quality compared to the original image.

library

A collection of shared pages, components, and links stored in a QuickSite project file named `library.dbf`.

You can have multiple libraries. QuickSite comes with a default library, stored in the QuickSite application folder, that contains boilerplate web pages and images. You can add to this library and you can create your own libraries and store them in separate folders, such as web site project folders.

link

Text or graphics used to jump to other items in a web site.

QuickSite supports the following types of links:

- file links
- HTML links
- URL links

QuickSite also lets you create special links to items in your projects and libraries in order to insert references to graphics, text pages, forms, tables, paragraphs, and more.

load time

Time it takes the browser software to load and display an HTML document.

master home page

The home page for a web site with multiple subordinate sites.

For example, a company web site might have one corporate web site with its home page. Individual departments might have subordinate web sites with their own project home pages as well. Project home pages in the department web sites would be linked to the master home page of the corporate site.

In a hierarchy of web sites, the master home page is the top-most page.

menu page

In a web site, a page that contains a list of hyperlinked choices to other pages.

menu section

A menu page and all its subordinate components.

Mosaic

Popular graphical web browser.

navigation buttons

Hyperlinks used to navigate within the web site to places such as the home page, table of contents, and other common destinations.

Navigational buttons can be:

• text buttons

• graphical buttons

In QuickSite, you can choose either style simply by choosing Include Navigational Buttons on the Web Site Construction Options dialog box.

Netscape Navigator

Popular graphical web browser.

page

QuickSite supports the following types of pages:

• home page

• text page

• menu page

• form page

page contents list

A table of contents for a text page.

paragraph component

A unit of text that, when the web site is built, is assembled into a text page.

A text page can contain one or more paragraph components. A text page can also provide a page table of contents containing hypertext links to each paragraph.

Linked to text pages ONLY. Paragraph components can be mixed in with table components under the same text page.

project

All the items needed for QuickSite to build a complete web site, including pages, components, links, text, and graphics. QuickSite stores and maintains all this web site information in a project file database. The project file is like the genetic DNA for your web site.

project file

A database file that contains all the components of a project. QuickSite uses this database file to manage all the pages in your web site and to generate all the HTML code.

Each QuickSite project has two files, with .DBF and .DBT extensions. These files are stored in the project folder.

For example, a project named MYSITE consists of two files, `mysite.dbf` and `mysite.dbt`, which reside in the `mysite` folder, such as `Macintosh HD:DeltaPoint QuickSite™:mysite`.

project home page

The home page for the current project.

In a hierarchy of web sites, with one master site and multiple subordinate, satellite sites, the project home page is the home page of a satellite site.

For example, a company web site might have one corporate web site with its master home page. Individual departments might have subordinate, satellite web sites with their own project home pages as well. Project home pages are usually linked to the master home page of the master site.

protocol

A communications standard that defines the language of a conversation between a user and an Internet resource. Common Internet protocols and access methods include:

http://	hypertext transport protocol
file://	local disk drive
ftp://	file transport protocol
gopher://	gopher
mailto:	electronic mail

publish

To copy or upload an HTML document, or a set of documents, and supporting files to a web server.

QuickSite automates this process by logging onto your server and uploading your entire web site and its supporting files.

status

Current status of an item. One of the following settings:

- active
- in construction
- hidden
- suspended

suspended

Status setting. Specifies that the page, component, or link is NOT generated to an HTML page and is NOT included when the project is built. As a result, no physical links to this page are included in the web site.

Rather than deleting an item, use this status setting to retain the item in the project. Suspending items keeps items used in earlier builds, thereby ensuring an audit trail and version control for your web site.

table component

An item that contains information in a tabular format.

A table contains a grid of rows and columns, column titles, and a table title.

A text page can contain one or more table components. A text page can also provide a page table of contents containing hypertext links to each table.

Linked to text pages ONLY. Table components can be mixed in with paragraph components under the same text page.

table of contents

A list of the contents of a web site or a text page, with links to each entry in the list:

- In a web site, the table of contents links to each page in the site.

- In a text page, the table of contents, also called the page contents list, links to any paragraph components or table components it contains.

tag

Set of codes used in an HTML document to format text, define links, specify graphics, and so on.

template

An existing item that you can copy into a project for editing.

Instead of starting from scratch, use templates whenever possible to get a head start on designing an item.

text page

In a web site, a type of page that can contain text, paragraph components, image components, and table components.

title

Tag that identifies the title of an HTML document.

URL (Uniform Resource Locator)

Naming method used to identify files on the Internet. Includes the server type, host name of the computer on which the file is stored, and the file path.

URL link

A logical link to another page, usually a home page on another site, using its URL.

When QuickSite builds a URL link, it creates a text hyperlink that, when clicked by a web site user, jumps to the associated page.

Linked to menu pages ONLY.

Web page

An HTML document published on the world wide web.

Web server

A computer that contains one or more web sites and provides HTML documents for viewing.

Web site

A collection of HTML documents stored on a web server.

World Wide Web

An Internet service that lets you view multimedia text, graphics, sound, and video. You can read hypertext (HTML) documents stored on a Web server by connecting to it via the Hypertext Transport Protocol (HTTP).
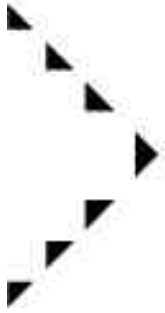
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