web ^ST udio ™

Team Web Studio Credits

Developers:	Ken Horn James Wing	Tech Support	Sharon Lynch
Art Director	Nancy Lee	Brand Managers	Mark Winters Bob Brennecke
Lead Artist:	John Figueroa	Marketing Coordinator	Ethan Cook
Senior Designer	Elon Gasper	Public Relations	Karen Hynes Kelly Stanmore
Designer	Brian Douglas	Original Concept and Design	Steve Cochard Don Jordan
Executive Producer	Sarah Ford		
Associate Producer	J.R. Jenkins	Web Studio "Power User Extraordinaire"	Gordon Whittaker
Quality Assurance Lead	Sonya Rhen	Manual Layout Special thanks to	Alison Jensen Michelle Su
Quality Assurance Testers	Cullen Faugno Larry Hansen Ron Lassen Emil Stanislawski		Marcia Bales Meghan Horn Albert Jong

Contents

Introduction `1`

Welcome

Welcome to Web Studio! We are very pleased to introduce to you a programming innovation in the world of Web site construction and design. Gone are the days of clunky, hard to use HTML editors and overpaid "Web consultants". With Web Studio you can drag and drop your way to a professional Web site. The process is quick, easy, and allows you total design satisfaction.   From posting on-line baby announcements and family vacation photos to creating small business sites, Web Studio is an invaluable addition to your software library.

Web Studio Makes Building Web Sites Easy!

Web Studio is a Web page building program. It allows you to design your pages visually by placing images and text on your pages by using your mouse to drag and drop. The program includes several thumbnail galleries that contain graphics, sounds, links, Special F/X, and much more. You can easily incorporate your own photos and graphics. With a simple click on the mouse Web Studio creates the HTML for you and will post your pages on the Internet where they can be viewed by anyone with an Internet connection and a browser.

You do not need technical training or computer programming knowledge to use Web Studio. If you can use a mouse you can make great Web pages! Web Studio includes contemporary graphics, sounds, and Special F/X to choose from and 100 page templates to help you get going in a hurry!

About This Manual

The manual covers all you need to know for using Web Studio. Whether you're a first time user or an experienced Web site designer, this manual will provide you with definitions, suggestions, and all around resources for getting the most out of this program. The manual has been written in conjunction with the online help files, so that you will always have the necessary piece of advice or the answer to your question at your fingertips. Simply click and search through the index.

We placed a great deal of energy into creating a good manual for Web Studio. However, due to the unique dynamics of software production, the manual is often printed before the program is completely finished. The program Help files and the

Read Me file are great resources for both you and us. Many last minute tips and instructions can be found in the Read Me file.

The ReadMe file will be accessible to you after installation by going to your Start menu and going to Program>Sierra>Web Studio>Web Studio ReadMe.

Once you install the program you can access the inter-active Online Help Files by going to the drop down Help menu and choosing "Web Studio Help". The Online Help files include everything covered in this manual plus lots of extra tips and tricks and helpful resources to get the most out of Web Studio!

The Official Web Studio Web Site

Be sure to visit us at the Official Web Studio Web site found on the Internet at www.sierra.com/sierrahome/web. (You can also get to us quickly from within Web Studio by using the drop down Help menu and selecting Web Studio Online!)   Here you can find many great resources to enhance Web Studio. It will also inspire, inform, and expand your abilities as a Web page builder. Here are a few of the reasons to visit!

- **Web Studio FAQ**: If you have a question about something related to Web Studio, there is a good chance someone else had the same question! So, head to the Web Studio FAQ (Frequently Asked Questions) page and you will probably learn more than what you were looking for!

- **Web Studio Tips and Tricks:** Team Web Studio is always looking for cool ways to make your Web page building easier and your finished Web pages more fun! In addition, Web Studio users are extremely creative and are constantly coming up with new ideas we did not think of and are sharing them with us! We combine the better ideas and include them on our Tips and Tricks page. Stop by and discover a new trick today.
- **Web Studio Technical Support:** Sierra's Technical Support is hard at work finding solutions to your Web page building problems. Some are common, and some are unique. Check out the On-line Tech Support page and you are bound to find a solution to your problem without having to wait for a Tech Support technician on the phone. On-line Support is available 24 hours a day, 7 days a week, so it is ready when you are.
- **The Web Studio Message Board:** The Web Studio Message Board is a great place to meet other Web page builders using Web Studio, but more importantly it is a great place to go for advice, tips and tricks, and for free comments about your site! Let our Message Board moderator and other Web Studio power users help you with great ideas on how you can get the most out of your Web pages. From learning the basics to getting tips on the latest cool effects the Web Studio Message Boards should be in your "Favorite Places to Go" list!

Installing **2**

System Requirements

Before Installing Web Studio on your PC, please make sure that your computer meets the following system requirements:

- Microsoft Windows 95/98 or Windows NT 4.0
- Pentium 100 or higher Central Processing Unit (CPU)
- At least 16 MB of RAM, 32 MB preferred
- At least 50 MB of free space on your hard drive
- 4X CD ROM drive, 8X preferred
- Microsoft's Internet Explorer 4.0 or higher (Required for Help Files)

NOTE: Some discrepancies will occur between different versions of Internet browsers currently available. While Sierra Web Studio developers have attempted to create a product that reflects all of these versions, some features may not be available for each separate browser. We recommend that you contact the manufacturer of your particular browser for specific limitations and possible updates.

Installing Web Studio

The Web Studio Setup program will make installation very easy. First, be sure that you have no other programs running on the computer. They could potentially interfere with the install process. (This is especially true of Anti-virus programs. Disable or turn off any Anti-virus programs before installing Web Studio!) So, shut down any programs until you are finished installing Web Studio. Place the CD in the CD-ROM drive and wait for the AutoPlay feature to bring up our install dialog box. Click on the INSTALL button. You must decide where on your computer you want Web Studio to be installed. If you do not have a preference then simply click NEXT and the Install program will create a new folder on your hard drive called "Web Studio". The installation will then proceed.

If the AutoPlay feature does not bring up the Install dialog box do the following:

1. Go Start>Run and type X:\setup.exe (replace the X with your CD ROM drive letter. This should bring up the INSTALL screen!)
2. An alternate method is to double-click on My Computer, right-click on your CD-ROM drive and choose OPEN. This will show you the contents of the CD.

Scroll down until you see the file SETUP.exe and double click on this file. Again, this should bring up the INSTALL screen!

Once the Install process begins you must make two decisions.

1. What size installation of Web Studio do you want?
- **Minimum:** This installs the program files only. It takes up a very small amount of space on your hard drive, 50-70 MB, but it does require the CD-ROM be in the CD-ROM drive when you run the program and when using any of the Web Studio art.
- **Recommended Install:** This installs the program files along with basic Web elements, which allows you to use the program without using the CD to a limited extent. Specifically all "Web elements" are installed, like buttons, dividers, backgrounds and signs. The Clip-Art and Photos remain on the CD.
- **Complete:** This installs the program and all content files. With this option you can run the program without the CD-ROM in the drive, but it does require 250-820 MB of free space on your hard drive. This install should be reserved for those who have very large hard drives.

►**TIP** To determine how much free hard drive space you have on your computer double-click on the My Computer icon on your Windows desktop, right-click over your hard drive and choose properties. A pie chart will appear and will display the used and free space on your hard drive. Ideally, you should leave 25-50 MB of free space on your hard drive at all times.

2. Where do you wish to install Web Studio?
- Our installation program will automatically install Web Studio on your C drive. It will create a Sierra folder in which it will place Web Studio. If you wish to change this, you need to click the Browse button on the Choose Destination Location screen during the install and manually change the destination directory to one you prefer.

Note: If you decide to place the program in another folder, our installer will still create the two folders, Sierra and Web Studio, placing them inside your preferred folder. For example, if you choose to install to Program Files, your new destination directory will be C:\ProgramFiles\Sierra\WebStudio.

Upon completing the install of Web Studio you will be asked a few more questions.

1. Do you want to register with Sierra?
- Registering your product with Sierra makes you eligible for free Tech Support, Product Upgrades, and special offers from Sierra On-Line.

2. Do you want a shortcut on your desktop?
- Many people prefer having a program icon on their desktop. Just as many do not. Here you can decide what you prefer.
3. Do you wish to view the Read Me file?
- In addition to the manual, considerable effort has gone into the Read Me file that accompanies the program on the CD. Consult the Read Me file for additional information that you might not find in this manual.

Getting Started 3

Quick Start Tutorial

To begin using Web Studio go to Start>Programs>Sierra>Web Studio and click on the Web Studio icon. The Web Studio Launcher will appear. Choose Web Studio.

Tip Of The Day

The Tip Of The Day dialog will appear first offering tips on how to get the most out of Web Studio. Press the "Next Tip" button to see additional tips.

You can click in the "Show Tips on Startup" check box to make the Tip of the Day dialog not appear on startup.

You can choose Help> Tip Of The Day to see this dialog any time.

Click Close to close the dialog and continue with Web Studio.

Welcome To Web Studio

The Welcome to Web Studio dialog appears. You have three options to choose from. Choose either "Create a New Web Site", "Open an Existing Web Site", or "Create Web Site Using Template

To create a new Web site, Click, "Create a New Web site from Scratch." And then press OK.

A new, one page Web site will be created and the page's window will be opened.

Web Studio's Desktop

Web Studio's Desktop is designed to make your Web page building easy and fun. At the top of the window are standard Window's Menus to choose from.

To the left side of the screen are the **Design Galleries.** These Galleries contain most of the objects you'll use to create your Web sites -- templates, text, graphics and graphics effects, animations, sounds and hyperlinks. You'll see how to use the Galleries later.

To the right of the Galleries is the **workspace**. This is where the pages of your Web site will be edited. Each page will be displayed in its own window in the workspace.

To the right of the workspace is the **Page List**. The Page List enables you to add additional pages to your site, name the pages, open pages, and delete pages.

There are various **Toolbars** in Web Studio. Each one allows you to perform actions on various objects on your Web pages. You can move the Toolbars around to better suit your design needs, and you can turn them off when you don't need them.

At the bottom of the window is the **Status Bar.** The status bar displays help messages, tips, and other helpful stuff.

Adding a Background to Your Page

To add a background to your page, you have to have the Background Gallery displayed. To add a background simply click the mouse on the background of your choice, press, and hold the mouse button down while you **Drag** the mouse down into the page's window. Let go of the mouse button to **Drop** the background to your page. Web Studio automatically tiles the background on your page.
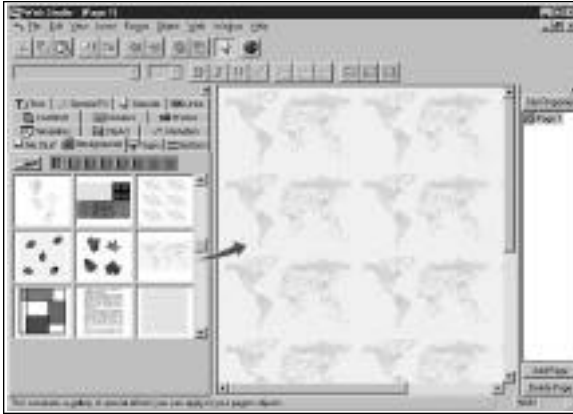
Double click on one of the backgrounds that has a **yellow folder icon** in it to see more backgrounds that are similar to the one you double clicked on.

To see more backgrounds or other items in a Gallery Tab, click on the arrows on the **scroll bar** in the Tab. Additional items will scroll into view.

Adding Graphics to Your Page
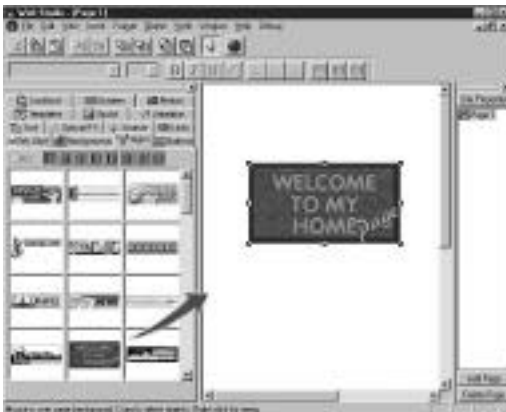
All graphics in Web Studio are considered **objects.** To add an object, drag it from one of the Gallery Tabs and drop it in your Web page. You can move the objects around the page, resize, stack them on top of each other and perform special visual

effects to them. To move an object, you simply click on it and drag it to its new location and release the mouse button. (For more on objects see Web Studio Basic concepts following this Quick Start Tutorial)

Click on one of the **Hue Buttons** on the upper left of the tab to change the color of all graphics in a Gallery tab. If you want to return the gallery graphics to their original color, click on the first button in the row.

Adding Text To Your Page

Click on the **Text Gallery Tab**. Web Studio comes with several decorative alphabets for you to use. In addition, all of the fonts on your system will be at your disposal. They are even color coded to ensure your Web pages look great on the Web.

Drag and drop a font onto your page just like you would any object. A text object is created where you dropped the font. Type into the text object.

To edit a text object, you simply double click on it. To apply changes to individual words or letters in a text object, select the text and click on the any of the font buttons to change the style, color, or size.

Adding Sounds to your Page

Web Studio's Sound Gallery contains many categories of sounds you can add to your Web pages and your page's objects. The Sound Gallery works just like everything in Web Studio, select a sound and drag it onto the background or onto the object you want the sound associated with. A box will appear around the object indicating it has a sound attached to it.
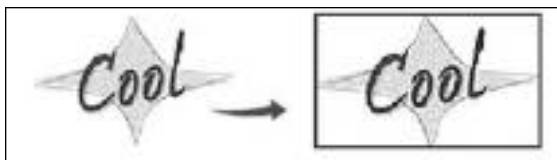
You will know an object has a sound because it will have a green box around it. Preview a sound by double clicking on the name of the sound in the Gallery or on the object you have dragged a sound on to.

Adding Links to your Page

If you want to link to specific words, double click on a text object and then highlight a word. Now drag a link from the Link Tab and drop it on a word in your text. The word is underlined and its color changes. You can also drag a link onto a text object and it will link every word in the entire text object.

Add Special F/X and Cool Stuff to your Page

Use the Special F/X Gallery tab to add special visual effects to your Web page graphics. Adding one of the many special effects to a graphic or to text is as simple as adding a graphic to your page, just drag the Special FX directly onto your object. Try adding a Special F/X edge by dragging an edge effect on top of an object and dropping it.

The Cool Stuff Gallery makes it easy for you to add Text F/X, (such as scrolling text), Slide Shows, Clocks, and other "active" elements to your Web pages. Drag n Drop any of these Cool things and Web Studio will take care of the rest. Cool Stuff won't be cool until you preview your Web site or send it to the Internet.

Preview your Web site

Want to see what your site will look like on the Web? At any time you can **Preview your Web site** in the Web Studio browser window. In the Web menu, select Preview Web site, click on the Preview button on the toolbar, or press F5 on your keyboard.

Many items you put on your Web page will not be fully visible until you preview your page, such as Cool Stuff and Animations.

Save Your Web Site to the Internet

You can send your Web site to the Internet by using the **Web Studio Upload Wizard**. Like using speed dial on your phone, with Web Studio you enter your information once and then you can forget about it. One click uploading thereafter. You only need to provide standard information the first time through and Web studio handles the rest. The process is easy and informative! Select File>Save Web Site to Internet to get a sneak preview.
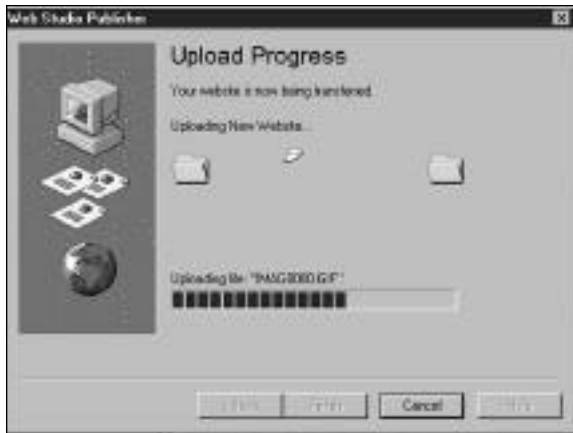
Web Studio Objects

Web Studio allows you to design Web pages quite unlike other Web authoring programs. With Web Studio the design process is primarily drag n drop. Because of this you can manipulate objects on your page differently (easier!) than in other programs. Here are the two major differences:

1. You can position objects anywhere on the page you wish.
2. You can overlap objects or stack objects on top of one another.

Positioning Objects

Each page element that you drop onto your page is a unique object. These objects can be moved around the page, resized, stacked on top of each other, aligned with others, etc. It is just like having a deck of cards on your desktop.

Overlapping Objects

Another "rule" of the Web is that objects on a Web page cannot overlap. Web Studio takes care of this rule for you as well. You can overlap or stack objects in any Web Studio page. Web Studio figures out what to do to satisfy the "rules" when it puts the page on the Web.

Front To Back Ordering

In order to overlap objects, you need to place one on top of another. Web Studio has what is called a "stacking order" for its objects. The first object you put on a page is at the bottom of the stack. The next object is second in the order and so on. This is identical to placing a piece of paper on your desk and then placing another on top of it.

Web Studio allows you to change the stacking order of the objects to suit your needs. Use the Object Menu or right click over any object to use the various stacking order commands such as "Bring Selected Object to Front".

Selection Handles

Click over any object and you will see a group of black boxes surround that object. These are called handles.The handles indicate that the object has been selected. Objects that you drag on the page become selected. In addition you can select objects without moving them.

Click on the background of the page and the selection handles are removed from the sign.

Resizing an Object

You can change the size of any object on your page. Simply select it if it is not already selected, then move the mouse over one of the handles and drag the handle.

Without Distortion Graphic

Dragging a handle in the corner of an object enables you to resize it in two directions at once without distorting the object.

Drag the upper left corner to the upper left of the page. The object gets wider and taller and does not distort.

Drag the lower left corner towards the middle of the object. You'll see it get smaller and taller and does not distort.

With Distortion

Drag the center handle on the right side of the object. It will only get wider or narrower and it will distort.

Drag the center handle of the bottom of the object. It will only get taller or shorter and it will distort.

Resizing with and without Distortion

Web Studio's standard method of resizing with the corner handles is useful for resizing photographs and other objects that shouldn't be distorted.

However, If you are resizing an object and don't want it to retain its proportions simply press the Shift key while dragging one of the corner handles.

File Management in Web Studio

Web Studio is an HTML generating program. It is not an HTML editor. If you don't know what HTML is (HyperText Markup Language) don't worry. With Web Studio, you don't have to know HTML. If you do know HTML then you should know that Web Studio does not read HTML. It reads its own native .ows file and from there converts the information to HTML. (For Advanced Users who do know HTML check out how to use our HTML object under the Cool Stuff Gallery!)

What does this mean to you? You only need to understand that Web Studio saves your Web sites in two distinct ways, one that Web Studio can understand, and one that Web browsers can understand. Specifically:

1. Web Studio saves its own record of your Web site called an .ows file. This file contains all the information about your Web site, much the same way a blue print to your house contains all information about how your Home is put together. This .ows file can only be read by Web Studio and is necessary when you want to re-open your Web site for editing.
2. When you are ready to create a Web ready Web site Web Studio takes all the information from the .ows file and generates HTML, (the standard Internet Markup Language that Web browsers understand) and sends this ready made Web site to the location of your choice be it your Hard drive, a Network drive, or the Internet.

Saving OWS Files (or Web Studio Documents)

Saving your file on your hard drive.

- When you are satisfied with your Web design, or you are ready to quit working on the project, go to File>Save.
- At this point the Windows Save dialog will appear. You can now decide where you wish to store your file.
- Web Studio uses the file extension .ows for its Web sites. (For an explanation of file extensions check the glossary.) The program attaches this extension automatically so all you have to type is the name you prefer and click Save.
- Navigate through the files into the Sierra folder. Double-click on the Web Studio Folder.
- If this is your first Web site, make a folder called "Web Sites" in the Web Studio folder. To do this click on the yellow folder with the asterisk on it, which will create a new folder, and type any title you want for Your Web sites. Once created double-click on the folder.
- Now, with the Save In box citing My Web Sites click Save. The path to your Web sites will now be C:\Sierra\WebStudio\WebSites.
- When you build future Web sites save all the .ows files in this folder. This is a very good way to keep your files organized. On the notes page in the manual, write down the name of the folder you created, and you can be assured you will always find your sites.

Saving your file under another name. (Making a Backup)

- By using File>Save As, you are saving your Web site under a different name. There are two very good reasons for doing this.
- It provides you with a back up. Don't ever underestimate the value of a good backup of your Web Studio Web site file. If you have invested a lot of time and energy into your Web site you do not want to be dependent on just one copy of the file. Just as you make back ups of important files at work or at home, always make a back up of your frequently used Web sites.
- If you find that your Web site file has gotten very large, saving it as a different name will significantly reduce the size of your file, sometimes by more than half of its original size.

Saving Web Ready Sites (Web Studio generated HTML)

Save Web Site to Internet

- Before you load your site to the Internet, make sure you have checked it out with the Web Studio browser and that it is functioning properly.
- Chose File>Save Web Site to Internet.
- Web Studio will now build a copy of your Web site in HTML.

- For an inside look at the HTML in the Web site folder read the section on HTML in Advanced Usage.
- The Save Web Site to Internet dialog box will now appear. For detailed directions on how to Upload your site using FTP see chapter 5: Posting Your Site to the Internet.

Save Web Site to Hard Drive

- This allows you to save a Web ready copy of your Web site on your Hard drive.
- Chose File>Save Web Site to Hard Drive.
- Choose a location for your Web site to be saved.
- Name a folder for the Web site.
- If you wish to preview the site once built put a check mark in the Test Web Site after Saving.
- Click Save to save.
- Web Studio will now build a copy of your Web site in HTML. You can view the contents of the folder after building to view the Web Studio HTML.

Preview your site with the Web Studio browser.

- At any time during the Web site building process you can instantly view your Web site utilizing the Web Studio browser. This is a great way to see how your site looks and how well the pages interact with each other. If you have any "broken" hyperlinks you will discover them in the Preview mode.
- To run the site in the Web Studio browser go to Web>Preview Web Site. Alternately, you can simply press the F5 key.
- One way to determine that you are looking at the Web site preview is by checking the title bar on the top of the Web Studio window. It will now say ("Page Title"-Play 1). Play will indicate that your Preview is being played. In addition, the Web toolbar will be visible.
- Check out your links, your layout, see how the Animated GIFs work, if you are using them, and make sure your text looks and reads correctly. This is the finished product; any mistakes here will be mistakes on the Internet, so check everything closely.
- To leave the Preview window you can do one of two things. First, you can go File>Close Window. Second, you can click the close window button in the upper right hand corner of the active window.

►IMPORTANT: Don't click the close window on the top title bar or you will close Web Studio, not the Preview!

Tools 4

The Design Galleries and Toolbars

The Web Studio toolbars are an extremely flexible part of Web Studio. The Web Studio Design Galleries are both scalable and re-locatable. Meaning that they can be resized to view more or less content and that they can be moved to the top, bottom, left or right of the screen. Each toolbar is capable of being detached and moved about the Web Studio window and re-attached in a different location. In addition,The Design Galleries and each toolbar can be turned on or turned off depending on what your particular needs are. This combination allows you complete freedom over how Web Studio looks and allows the user to customize the UI(User Interface) each time you use it.

The Design Galleries

The design galleries are your tools for building Web pages effortlessly. We have included in the program over 20,000 backgrounds, pieces of clip-art, animated gifs, and photos. And remember, you can always import your own via the Insert Menu and the My Stuff Gallery.

If you see a small yellow folder in the upper left hand corner of any gallery window, double clicking on that window will open a subgallery or images relating to that graphic. For example, double clicking on the Stop sign in the Signs Gallery will open another directory filled with traffic signs. To go back, click on the yellow folder in the upper left hand corner of the Gallery tab. The 8 buttons in the upper right hand corner of the Gallery tab are "Hue" buttons. By clicking on any one of them you change the color of all the graphics in that gallery.

Backgrounds

The Background Gallery offers you a wide selection of backgrounds to work with. Varying color and patterns provide your Web page with its foundation. Much of the overall tone of the site is determined right here. Be sure to match the background with your overall intent.

My Stuff

The My Stuff Gallery in Web Studio is your space inside Web Studio. Here you can gather and store your favorite graphics from your hard drive, from your Clip art and photo collections, from the Web, and even from graphics you create in Web Studio! You will find it an indispensable tool for all of your Web site building. With it you can make and save text buttons and your own unique page designs. Here is a look at how to use and get the most out of the My Stuff Gallery.

Adding Graphics to the My Stuff Gallery

There are several ways to add graphics to the My Stuff Gallery.

Using the Insert Menu:
1. Click on the My Stuff Gallery tab.
2. Choose Insert > My Stuff Tab graphic.
3. The Windows Open dialog will appear and you can add as many files as you like.
4. To select more than one graphic at a time, hold down the CTRL key and click on several files.
5. To select an entire folder of graphics, hold down the Shift key, click on the first file name and then the last file name and the entire folder will be highlighted.
6. Click Open and the images will load into the My Stuff Gallery.

Right click over the My Stuff Gallery:
1. Click on the My Stuff Gallery tab.
2. Right click over the Gallery and choose Add Files.
3. The Windows Open dialog will appear and you can add as many files as you like.
4. To select more than one graphic at a time, hold down the CTRL key and click on several files.
5. To select an entire folder of graphics, hold down the Shift key, click on the first file name and then the last file name and the entire folder will be highlighted.
6. Click Open and the images will load into the My Stuff Gallery.

Drag and drop directly from your Web Browser:
1. Click on the My Stuff Gallery tab.
2. Align your Web browser window and Web Studio so that you can see both.
3. Drag the image from your Web Browser and drop it into the My Stuff gallery.

Drag and Drop from the Web Studio desktop:
You can add anything from the Web Studio desktop (the area that displays your pages) to the My Stuff Gallery. You can add a group of objects as one graphic or you can add a group of objects as individual objects. This allows you to design a page layout (e.g. a header, sidebar, and footer along with a button set) and save the entire layout for quick addition to your next page. This provides you with all the benefits of HTML Frames without having to do any of the programming.

In addition this allows you to make your own text buttons, and saving them for future use. (See how to make a text button in the On-line Help Tips and Tricks section)

Group added as one:
1. Click on the My Stuff Gallery tab.
2. Select the object or group of objects in the Web Studio page window.
3. Hold down the CTRL + Shift keys and drag them onto the My Stuff Gallery.
4. Release the mouse button and the object (or objects) will appear in the My Stuff Gallery.

Group added as individuals:
1. Click on the My Stuff Gallery tab.
2. Select the object or group of objects in the Web Studio page window.
3. Hold down the CTRL + Shift keys and drag them onto the My Stuff Gallery.
4. Release one of the two keys, either CTRL or Shift, and Web Studio will load the objects one at a time, not as a group graphic!

Paste from the Windows Clipboard:
Any graphic that you can paste to the Windows Clipboard you can paste to the My Stuff Gallery.
1. Click on the My Stuff Gallery.
2. Open another program and copy a graphic to the clipboard.
3. Return to Web Studio and right click over the My Stuff Gallery.
4. Choose Paste.
5. The graphic will be copied to the My Stuff Gallery.

Deleting graphics from the My Stuff Gallery
1. Select the My Stuff Gallery tab.
2. Right click over the graphic you wish to delete.
3. Select delete.

Reordering the My Stuff Gallery
1. You can keep you're My Stuff Gallery tidy by dragging and dropping the thumbnails in the gallery. This allows you to reorder the gallery and keep your most used content at the start of the gallery for easy access.

►*Important Note:* *The contents of the Web Studio My Stuff Gallery are saved in a native Web Studio file (a file that only Web Studio can read). If you like a graphic you have created in Web Studio, then simply copy it to the Windows Clipboard and save it to a folder for your use in other programs.*

Photos

Web Studio offers several folders of beautiful photos to add to your Web pages. Double-click on any folder to display the contents in the Gallery. Many different subjects are included. You can resize and reshape the photos, and once placed on the page you can create cool image effects using the Special F/X gallery. (Be careful not to add too many photos to any one page. This can result in slow download times for visitors!)

Clip-Art

Clip-Art is a term to differentiate photos from "graphics". Here you will find a wonderful collection of graphics to choose from. Since graphic files tend to be less complex than their photographic counterparts, you can usually add more graphics and not suffer from extremely long download times.

Again, just drag and drop any graphic onto your Web page and you can resize, reshape, and apply the Special F/X.

Signs

Signs can act as the links, or doors, to the other pages on your site. Or they can be added to add visual impact to each page! Have them match the theme of your Web Site. They can also be used to link your site to another Web site that you feel offers your visitor with some additional information.

Buttons

Buttons can act as "doors" for your links. They are what the visitor clicks on to go to an anchor on the current page, another Web page on your site, or another Web site on the Internet. Try to make them fit the theme of the page itself. Match a science fiction Web page with science fiction style buttons (see graphic).

Dividers
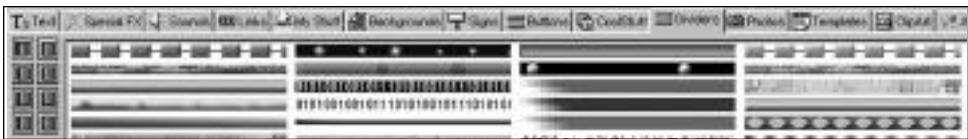
Dividers are used to create visual space and organization on your Web pages. Drag one to your page and use it to separate text from photos or one topic from another. Place one above and beneath your page title to create a banner effect. Place one on your page and drag the "Rotate" Special F/X on top of it. This will make the divider go up and down!

Links
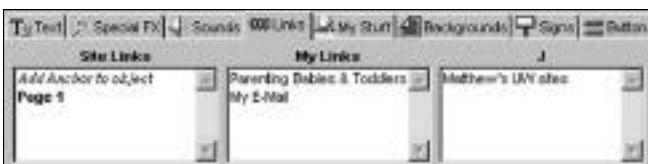
When you install Web Studio, the program checks your Browser for your favorites links, and pulls them into the program, so you can add them to any of your own Web site designs.   You will also find the links to the other pages in the current site you are designing. This is a very cool way to share some of your favorite Web sites with those who visit yours!

Sounds
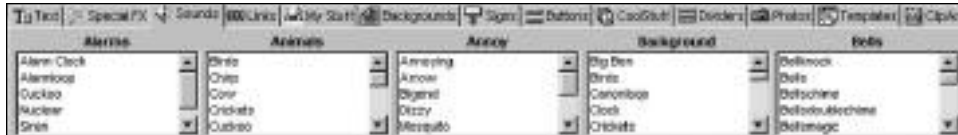
You can add a variety of sounds to your Web site with the Sound Gallery. Web Studio comes with 300 sound files that range from hilarious to ominous. You can greatly enhance the effectiveness of your Web Pages by adding the right sound bite. Drag and drop a sound file onto an object and when that image is clicked on or the visitor moves their mouse over the object the sound will play. Experiment with the different sounds and see which ones liven up your site.

You can preview the sounds by double clicking on them in the Sounds gallery. They will also "preview" when you drop the sound on an image, including the background!

In addition to the existing sound clips in the program you can add Wav files (digitally recorded audio or sound files) to your Web page very easily. Check out the section on Working With Multimedia for step-by-step instructions.

Cool Stuff

The Cool Stuff Gallery is a collection of effects that make your Web pages really spring to life. Clocks, Counters, Slide shows, and Animated Text FX can enhance the interactivity of your page and let you see how many people are visiting!

- LAST MODIFIED DATE: Drag this onto your Web page and a small statement informing your visitors when you last updated your site will automatically be placed at the bottom of your page. This is a great way to show that you are actively keeping up your Web page and will encourage repeat visitors, as Web surfers want to see new things each time they visit.

- **LINKS:** By dragging this handy time saver on your page you will place a hyperlink to each of the pages in your Web site automatically. If you have a 3 page Web site then the list will be PAGE 1, PAGE 2, PAGE 3, or if you have named your pages (see Chapter IV "Page List" section on naming pages) it will add the page names. The links will be placed at the bottom of the page and will replace any earlier versions. You can add this to one, some, or all of your pages.
- **CALENDAR:** Two kinds of calendars are available to you: one that displays the entire month, with the current date highlighted, and one that shows the date, month, and year. The Calendar will become live when you view it in Preview or on the Web. Adding a calendar to your site is particularly helpful around the Holidays, when we all need a reminder that we are running out of time to get those cards sent off.
- **SEARCH ENGINE:** This allows you to place a search engine, on your page. This allows any visitor to your site the opportunity to search the entire Web from your site, using the more popular search engines! The Search Engine will become live when you view the page in Preview or on the Web.
- **DATE:** The date will become live when the Web site is played or posted to the Web. The exact date will be displayed for your Web page visitor. The Date will become live when you view the page in Preview or on the Web.
- **CLOCK:** The clock will become "live" when the Web site is built and will display real time for the visitor to your page. The Clock will become live when you view the page in Preview or on the Web.
- **SCROLLING BACKGROUND:** Drag this onto your background and it will make your background scroll down when you see your page in Preview or on the Web.
- **HTML OBJECT:** (For Advanced Users) This allows you to set a placeholder on your Web page for an HTML object. After placing the object on your page, right-click over it and choose properties. In the HTML object properties dialog type or paste from the Windows clipboard your HTML or import it directly from your Hard disk. When you preview your Web page, the HTML object will be active.
- **SLIDE SHOW:** Double-click on the Slide Show to see the Slide Show gallery. By dragging a slide show onto your page you can present a series of images in slide show fashion for the visitors to your Web site.

There are 6 varieties of slide shows to work with. Each one offers a different effect when changing slides.

1. Slide Regular
2. Push
3. Slide

4. Split
5. Swap
6. Fade

Drag the slide show onto your Web page and position it where you want the images to appear. Once you release the mouse cursor, the Slide Show properties box will appear.

SLIDE SHOW OPTIONS DIALOG BOX
Change Slides: There are 3 "change slides" options.
1. Automatically every 5 seconds: The images will change every 5 seconds on the finished Web page.
2. By Using Next and Previous Buttons: Two buttons will appear on the finished Web page and allow the visitor to page through the slides at their discretion.
3. By Clicking on Slides with the Mouse: The user clicking on the slide with the mouse button changes the slides.

Background Color: You can customize the background of the slide show by choosing one of the two options.
1. Use Page's Color: Sets the current Web page background color as the slide show backdrop. If a background graphic is being used, the default color is white.
2. Select Custom Color: Clicking this button activates a color window, allowing you to set any Windows color for you slide show background.
•   Once you have set the slide style and background color click Next.

Adding Images to the Slide Show: You can add slides (or "attach files") to the slide show in the Attach Files dialog box.
•   Add Files to the List: The list of files or images that will play in your slide show can be created and added to by using this button. Click the button and add files using the Open Files Dialog box.

►**Usage Tip:** You can add multiple files in a folder by holding down the CTRL key and clicking on the files with the mouse. The files will become highlighted and you can add them at the same time. You can also add files from different folders by navigating to another folder and repeating the selection process.

•   Delete Files from the List: Highlight one or several of the files that you wish to remove from the slide show and click the Delete Files from List button.
•   Verify Files from List: Checks the Hard drive to ensure all files are present.

- Once finished click the Finish button and the slide show will now appear on your Web page. You can see how it looks and functions by going to Web>Preview Web Site.

Note: The size of the Slide Show will correspond with the size of the largest graphic within the show. You cannot resize the show once added to the page. To resize, you need to resize the individual images themselves. In addition, the Slide Show can support all graphic formats that Web Studio supports, but it will produce JPEG's for the Slide Show and will place these JPEG copies in the folder where the original image came from.

- **E-MAIL:** (Double-click on E-mail to see the E-mail gallery.) This group of E-mail objects makes it extremely easy for you to get E-mail feedback from visitors on your Web site. By dragging any of these objects onto your Web page, you create an E-mail link to your mailbox. When the visitors click on this icon, their e-mail software will start and produce an E-mail with your E-mail address in the "To" box. All they need do is write the letter and click Send!
  - Drag any of the E-mail objects to your Web page.
  - A dialog box will prompt you to add your E-mail address.
  - Enter your address, or the address of where you wish this E-mail to go, and click OK.
  - You may test the E-mail link by going to Web>Preview Web Site and clicking on the E-mail link.

Note: To add an E-mail link to any selection of text, check out the Tips and Tricks section.

- **TEXT F/X:** This is a fancy name for Animated Text effects. Drag the desired effect onto your page and a dialog box will prompt you to enter your desired text. Click OK and the effect will be in place. To check it out, go to Stuff>Play and the program will load the page into a browser where you will be able to view your animated text java applet. Here is a breakdown of the effects.
  - **Ticker:** The text enters from the right and exits on the left giving the "news ticker" effect we see across the bottom of the screen on some TV news stations. The message repeats.
  - **Every Other:** The text enters from both left and right in "every other letter" form and is assembled in the middle of the text box. It then exits in a similar fashion and repeats.
  - **Center Expanding:** The text is compressed in the center of the text box and then "expands" to regular readable status. It repeats the pattern of compression and expansion.
  - **Up and Over:** The text is brought up from the bottom of the text box one letter at a time until the message is complete. It then exits by scrolling out

of the left side of the text box and repeats.

- **Scroll Up:** The text is brought up from the bottom of the text box one letter at a time until the message is complete. It then disappears and is repeated.
- **Type In Order:** The text is actively "written" in the text box from left to right. It appears as if someone is typing the message. Message disappears and is rewritten.
- **Scroll Left:** The text enters one letter at a time from the left until the entire message is displayed. This effect works well with short two and three word messages.
- **Track Fade:** The text is actively "written" left to right and is actively "erased" right behind. The effect is similar to running a flashlight along a wall of words in a dark room. You only see the words in the flashlight beam.
- **Tracker:** The text is displayed in full but the letters are highlighted one at a time, left to right, by a different color.
- **Mixed Up Multi line:** The text is assembled as the letters fall into place from all over the text box. They are then scattered in different directions only to be assembled again. Also called Coalesce.
- **Mixed Up Mouse Over:** The text is scattered all over the text box. When the visitor places the mouse over the box the letters fall into place to spell out the message. When the visitor moves the mouse cursor away from the box the letters are once again scattered.

Animated GIFs

Animated GIFs are stationary Web images that simulate motion. The effect is achieved by repeating several slightly altered images to give the appearance of motion. Web Studio comes with hundreds of Animated GIFs to add to your Web pages. These images will look stationary while you are working on the Web site, but when the page is loaded into a browser you will see the animation. To see your GIF come to life, simply place one on a page and click Web>Preview Web Site. When your Web page loads you will now see the animation.

Note: You cannot drop a Sound on an Animated GIF. Sounds on an Animation stop the Animation from working in today's browsers.

►**Caution**: Adding too many Animated GIFs to your page can result in slow loading time of your Web page. So, for quicker downloads add only a few Animated objects to each page.

Special F/X

The Special F/X gallery is an innovative way for you to manipulate your graphics. Dragging an "effect" on to your object will alter the object in accordance with the name of the effect. For example, if you drag ROTATE onto your picture, the graphic will automatically rotate 90 degrees.

Be sure to check out our design suggestions and tips that we have provided later in the manual. These suggestions are a great way to get you started in the area of creative graphic design. Try a few out and soon you will be discovering new ways to make your graphics unique and creating stunning Web pages!

Photo Correction Wizard:

- Drag the camera icon on to a photo or graphic and the Photo Correct Wizard will appear.
  - Read the introduction and click Next. You will be presented with two options.
  1. To "auto correct" the image click on the Give it a Try button. If you like the results, click the Next button until the dialog box disappears. If you are unhappy with the results, click Undo.
  2. To manually edit the image click on the Next button. A series of slider bars controlling different parts of the image, contrast, brightness, hue, etc. will be presented allowing you to manipulate the image.
  - At any time you may click Cancel to stop the editing process.
  - At any time you may click the Back button to re-edit with a specific slider bar.

If you are unhappy with the effect after you have added it to your Web page, click Edit>Undo Special Effect.

Shadow: Places a 3-D shadow behind the image. It is especially useful on text as well as rectangular shaped graphics. The effect works best when using light colored backgrounds.

Oil paint: This effect simulates what it would look like if the graphic or photo had been an oil painting.

Paint by Numbers: This effect simulates what it would look like if the graphic or photo had been a Paint-by-Numbers painting.

Hue: This effect changes all the colors in the image. It can be applied multiple times and with different color combinations.

Pattern: These patterns can be applied to graphics and text. For example, the brick pattern simulates the graphic having been painted on a brick wall.

Edges: Adds various effects to outside of the image or text. Effects here include torn paper, burnt paper, ripped edges, brush strokes and more.

Lighten: This effect will lighten the text or graphic. You can apply it several times to the same object to increase the effect.

Darken: This effect will darken the text or graphic. You can apply it several times to the same object to increase the effect.

Add Contrast: This will increase the contrast of the image. You can apply it several times to the same object to increase the effect.

Contrast: This decreases the contrast of the image. You can apply it several times to the same object to increase the effect.

Rotate: Rotates the image 90 degrees. You can apply this several times to rotate 90, 180, 270, and 360 degrees.

Reverse: Reverses the image. This effect can also be called "mirror".

Flip: Flips the image upside down.

Colorize: Allows you to determine an overall tint for the image by selecting a color from the Windows Color dialog.

Emboss: Creates an effect that makes the object look like it was stamped in foil.

Solarize: Adds the photographic effect called solarization. Some of the image will look normal and some will look like a negative.

Posterize 2: Creates a photographic posterize effect with 2 colors. Reduces the "shades" in the image to simulate a poster.

Posterize 3: Creates a photographic posterize effect with 3 colors. Reduces the "shades" in the image to simulate a poster.

Posterize 4: Creates a photographic posterize effect with 4 colors. Reduces the "shades" in the image to simulate a poster.

Posterize 5: Creates a photographic posterize effect with 5 colors. Reduces the "shades" in the image to simulate a poster.

Posterize 6: Creates a photographic posterize effect with 6 colors. Reduces the "shades" in the image to simulate a poster.

Sharpen:: Sharpens or increases the clarity of the image. Can be applied several times to the same object.

Enhance Edges: Enhances or highlights the edges of the objects in the image.

Gray: Replaces color tones with gray tones. In effect, it makes a black and white photo.

Invert Color: Changes light for dark and dark for light. Creates a negative color image.

Color Noise: Adds small colored dots to the object. Gives the image a grainy or weathered look effect.

Noise: Adds small black dots to the image. Gives the image a grainy effect.

Blur: Slight blur   Blurs the object slightly.
Blur: Moderate Blur   Blurs the object moderately.
Blur: Significantly Blur   Blurs the object significantly.

Small Mosaic: Pixelates the image slightly
Medium Mosaic: Pixelates the image moderately
Large Mosaic: Pixelates the image significantly

Halftone 1: Changes image to small black and white dots. Halftone images are found in newspapers.

Halftone 2: Changes image to black and white dots. Halftone images are found in newspapers.

Text

Web Studio allows you to enter, edit, and design text on the fly without the need of a word processor program. You can **bold**, *italicize*, and <u>underline</u> all text from within the program. You can also change the color and size as well as add incredible eye-catching effects to your text. This can add some real vim and vigor to your pages. The interface and tools are very similar to a basic word processor program so you will not need to "relearn" the features! *Note:The decorative Fonts are graphics and cannot be edited once added to the page.*

The Fonts in Web Studio are color coded so you can be sure to use "Web Safe Fonts" for your Web pages.

How to use "Web Safe" fonts

When your Web site is posted on the Internet you can be confident that all of your images will appear just as you intended. However, the Fonts, or styles of text, that you used must be "Web safe" in order to be confident that your layout will remain consistent from computer to computer.

- To solve this problem, use only the Fonts that come loaded on any computer using Microsoft Windows. You can now be sure that your pages will look the way you intended them for a vast majority of the viewing public. With Web Studio it is easy to use Web safe fonts. In the Text gallery the following color code will help you greatly.
- Black = System Fonts (very safe). These will never be substituted.
- Blue = These fonts are shipped with Windows 95. You can be reasonably sure that your visitor will have these fonts on their system.
- Yellow = Cautionary fonts. These fonts are not as common as the blue and black fonts so viewers of your Web site might not have them. If they don't, the text will look different. (these are more likely to be substituted). If you want to make sure your text doesn't get substituted then check the "Always convert object into Web page graphic" checkbox in the text object properties "Text" tab.
- Red = Wacky fonts, less common. These fonts do not contain any information that would let Web Studio come up with a plausible substitution, therefore these fonts are always turned into graphics when uploaded.

Templates

Sierra Web Studio comes with over 100 ready made Web pages. These pages can be found under the Templates gallery in the Gallery toolbar. 20 of these pages are "style pages" that contain basic Web elements and are waiting for you to add your own photos, graphics and text. The other 80 are complete pages waiting for you to add to your site.
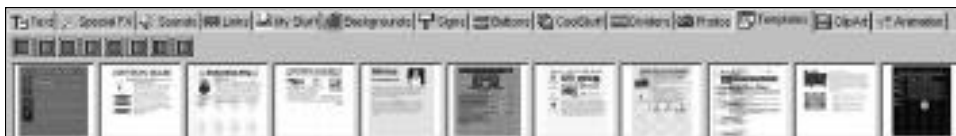
The idea behind the templates is to offer you a broad set of examples to use or be inspired by for your own Web site. You will find examples of personal pages, many styles of announcements, and several small business sites. Templates can be included in any Web site and are used in the following manner.

- Click on the Template tab in the Gallery list.
- Choose a desired Template by scrolling through the thumbnails.
- Drag the one you like onto your Web page. Instantly, a new page will be added to your Web site and a wizard will pop up. Note: To by-pass the wizard hold down the CTRL key when you drop the template onto your page. The template will be added as is to your site.
- The wizard will take you through the design process step-by-step. You will be prompted to add headlines, text, photos, and graphics.
- When adding a graphic you will have two "source" options.
    1. From File: This allows you to add a photo that is already saved on your hard drive, a floppy disk, or a CD-ROM.
    - Click on the From File button and the standard Open dialog box will appear.
    - Navigate through the directories until you find the folder that contains your graphic. Double click on that folder to view the contents.
    - Locate and double-click on the desired file.
    - Sierra Web Studio will now add the graphic to your template page.
    2. From Scanner: This option allows you to import a graphic using your Scanner and Scanner software.
    - Click on the From Scanner button.
    - Highlight your Scanner name in the Select Source box and click Select.
    - The scanner software will now start.
    - Follow the directions from scanner manual on how to proceed.
    - When adding text you will have two "source" options.

Manual Entry:

This option lets you manually type in the text you want in the provided text box.
- Hit your backspace key and erase all of the example text.
- Type in the desired text.
- Click on the Next button.

From File:

This option allows you to import a text file from your hard drive, a floppy drive or a CD-ROM.
  - Click the From File button and the standard Open dialog box will appear.
  - Navigate through the directories until you find the folder that contains your text file. Double click on the folder to view the contents.
  - Locate and double click on the desired file.

NOTE: Make sure that your text files are just that, text files. Sierra Web Studio recognizes text files only. It will not recognize Word documents in Word format. Change these files to a .txt or .rtf file. To do this, open the document in Word and go File>Save As and change the Save File as Type option to Rich Text Format or Text Only.

- When the Web page template is finished go to the page and resize the graphics and text and add the necessary links to connect this page with your existing Web site.
- Remember that the template page is a new page to your Web site, so it cannot be the only page on your site. You must create a first or Home page to link it to or it will be lost in uploading!

The Toolbars

Main

The Main toolbar contains the following commands:

- **Cut:** Cut will place the image or text you have chosen to the Clipboard and remove it from the page you are working on. This is not limited to one object. By holding down the Shift key and selecting several items, you can cut and paste several items at once! Check out more great ideas in the Tips and Tricks section.
- **Copy:** Copy will place a duplicate of the image or text that you are working on to the Windows Clipboard, allowing you to paste it into another Web page or another program.
- **Paste:** Paste will place the item you have placed on the Windows clipboard on the active page on your screen. You can paste multiple copies of your image or text simply by right-clicking and choosing paste multiple times.
- **Undo:** Undo your last action. The menu text will specify what is being "undone". This feature has no limit, so you can undo all of your actions right up to the point you opened the Web site. In addition, each page you are working on maintains its own undo list. So, switching between pages will not effect the undo list for each page.

Note: As the Undo list grows, the amount of computer memory required grows. For this reason it is a good idea to save your site as you go. Each time you save your site memory is freed up, and the Undo list is erased. So, use it when you are happy with your site and your system should perform a bit faster as a result.

- **Redo:** This will undo your undo! The menu text will notify you what is being "redone".
- **Bring Selected Object to the Front:** This moves the selected item to the top layer of your Web page.
- **Send Selected Object to the Back:** This moves the selected item to the bottom layer or your Web page.
- **Move Selected Object Forward:** Moves the selected object one layer forward.
- **Move Selected Object Backward:** Moves the selected object one layer backward.
- **Sounds On/Off:** When on (depressed icon) the Web Studio sounds will play when you double click on them in the Sounds gallery and when you drag and drop a sound on an object. When off the sounds will not play.
- **Preview Web site:** When pressed your Web site will be built and displayed as an active Web site within the Web Studio Web browser. Allows you to check your links, animations, and page layout.

Format

The Format bar contains the following commands:
- **Font Name:** Lists the name of the font currently selected. A drop down menu allows you to change the type of font.
- **Font Size:** Lists the size of the font currently selected. A drop down menu allows you to change the size of the font.
- **Bold:** Allows you to Bold selected text.
- **Italicize:** Allows you to Italicize selected text.
- **Underline:** Allows you to Underline selected text.
- **Color:** Allows you to change the color of selected text. Displays the Windows Color dialog.
- **Left Justify:** Places the selected paragraphs to the left margin of the text box. If no text is selected it will justify only the paragraph that has the cursor blinking in it. If text is selected it will justify all paragraphs that are part of the selection.
- **Center Justify:** Centers the selected paragraph in the text box. If no text is selected it will justify only the paragraph that has the cursor blinking in it. If text is selected it will justify all paragraphs that are part of the selection.
- **Right Justify:** Places the selected paragraph in the right margin of the text box. If no text is selected it will justify only the paragraph that has the cursor blinking in it. If text is selected it will justify all paragraphs that are part of the selection.

- **First Line Indent:** Automatically indents the first line in your paragraph.
- **Hanging Indent:** Indents all lines except the first line in your paragraph.
- **Paragraph Indent:** Indents the entire paragraph.

Web
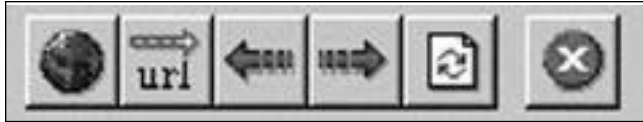
This toolbar will appear automatically when you preview your Web site by choosing Web>Preview Web site. It contains the following commands.

- **Back To Preview:** Returns you to the first page of the previewed Web site from current Web page.
- **Go To:** Opens the URL dialog on to the screen. From here, you can type in any URL and visit another site.
- **Back:** This takes you back to the previously viewed Web page.
- **Forward:** Advances you to the next Web page.
- **Refresh:** Reloads the current page into the browser.
- **Stop:** Stops the current Web page from loading into the browser.

Page List
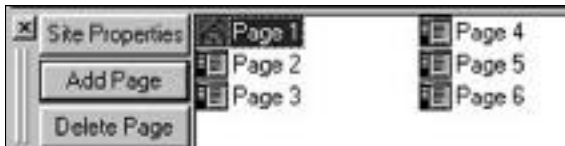
The Page List will help you manage your site. Here you can add, delete, and rename pages. In addition, the Site Properties button will make global adjustments to your site.

Adding Pages to your site
When you begin a new Web site, the Page List will display "Page 1". This is the first page and will act as the Home page when you view your site. (The Home page is the first one that a visitor will see when visiting your site.) When you want to add a new page to your site click the Add Page button and a new window will appear in the Web Studio workspace and a new page will appear in the Page List. In addition, a new Link will appear in the Site Links list in the Links Gallery.

Renaming Pages

To change the name of a page, simply click on the Page's name in the Page List to highlight it. Then click again to edit the name. Type the new name and then press return. Web Studio changes the page's name in the Page List, the Window's title bar, the Window's menu and in the Links Gallery and in any links you've added to your Web site.

Note: These names appear in the title bar of a Web browser provide them with a name that is unique to that particular Web page.

Deleting Pages

If you want to delete a page from your Web site, select the page so it is the active page and then hit the Delete button. You will be asked if you want to delete this page and that the action is final (you cannot undo a Delete page!). If you are sure, click Yes. If you don't want to click Cancel.

The Site Properties button allows you to make global adjustments to your site. Each Web site you construct will have properties associated with it. These properties will all effect the way your Web site is constructed, loaded, and viewed on the World Wide Web. You can edit these properties at any time by clicking the Site Properties button. There are three tabs of information for the Site Properties.

1. General Tab:

- Page Settings: These refer to the specific page layout your site will have while working in Web Studio. They are layout tools or guides.
  - Minimum Page Size: This is the size of your visible Web page in Web Studio. The default values, 576x720 pixels, are a visual aid to help you layout your pages in the most compatible way as is possible. There are several screen resolutions that visitors to your site may use, so it is best to design for the smallest "standard" size to ensure each visitor will get the most out of your site.

    By increasing the height of your Web site you increase the up down size of your Web page, which will require the visitor to scroll up and down your Web page. The same holds for the width, by increasing the number in the Width box you increase the amount of left/right scrolling a visitor must do. To see this feature in action, drop a dark background onto your page, choose Site Properties and then change the Left-Right value to 1000. Click OK and you will see the background now takes up more Left-Right space in Web Studio. (Note: You can also achieve the same effect by placing an object out side of the visible background. Web Studio will automatically bring the extra area into view.)

►DESIGN TIP: Ideally you do not want the page to require much scrolling. If you have additional content simply add another page to your site. And always, always avoid designing a page that requires Left-Right scrolling.

- Automatic Page Resize: You can control the margins or space between the right, left, top and bottom of your browser frame and the Web Site you construct. Any time you drop an object within the specified margin Web Studio will automatically resize the page, and place the object at the beginning of the margin. The default value is 18 pixels. By increasing this number you increase the size of the margin. By decreasing the number you decrease the margin. The minimum value is 8 pixels.
- Link Colors:
  - Standard Link Color: Color used for unvisited links within your Web Studio Web site.
  - Visited Link Color: Color used for visited links within your Web Studio Web site.
2. Web Search Information (or Meta Tags)
   "Web Search Information" is Web Studio's way of placing vital information about your Web site in a place that Search engines can find it. By filling out these property boxes, "Meta" Search Engines will be able to "find" your Web site and post it in it's search results.
- Web site's Author(s): Place your name here. This will show up in the HTML source code on the Web as a Meta Tag. You can see it by viewing your page on the Web and choosing View>Source in Internet Explorer and View>Page Source in Netscape Navigator.
- Description: Include a brief description of your site in this box. Again, this will show itself in the HTML source code of your Web page as a Meta Tag. This is what the various search engines will display as information about your Web page and or site. So, give a few clear details about your site.
- Key Words: When a search engine looks through all of the thousands of Web sites that exist on the Internet it is the "key words" that it is actually looking for. So, if your site is about rose gardens type "Roses" and "Gardens" as your key words. This is one way that your Web site will be found by a search engine.

Note: The two best ways to get your site to appear in the various Internet Search Engines are:

1. Fill in all the above properties as thoroughly as is possible. This will produce first rate Meta Tags.

2. Register directly with the most popular Search Engines. In the same way you notify the Post Office when you move, it is a good idea to "submit" or "suggest" your site to the various Search Engines on the Web. For detailed information, check out the home page of any popular Search Engine.

3. **Advanced**

- For transparent and index colored Graphics:This tells Web Studio which graphic format to use for non-JPEG files.
  - Use Graphic Interchange Format (.GIF) files: GIF files are a current standard on the Web. Along with JPEG files, GIF's are the dominant standard on the Internet because of their clarity and small size.
  - Use Portable Network Graphics (.PNG) files: PNG files are an emerging standard. This choice is included to keep Web Studio contemporary as the standards evolve on the Internet.
    Note:As of press time all browsers do not support PNG files.
- When Creating Your Web Site's Pages:Which version of HTML you decide to use impacts the way your pages are laid out on the Web. For some design specifics read each option.
- Use HTML 3.2 only: Choosing this option will result in Web Studio generating the Web site in version 3.2 of HTML only. HTML 3.2 does not allow overlapping images and this may come in handy if you find your Web site crowded by pre-existing banners on free Web sites. If this is happening to you, try building in HTML 3.2 only and re-upload to the Internet.
- Use HTML 4.0 only: Choosing this option will result in Web Studio generating the Web site in version 4.0 of HTML only. The major advantage to HTML 4.0 is that it allows for the stacking or overlapping of images. You will find this produces a very clean Web page. If you are experiencing problems with transparency, and you have already turned off the transparent option for the graphic, try building the Web site in this format and re-upload it to the Internet.
- Use both HTML 3.2 and 4.0: Choosing this option will result in Web Studio generating the Web site in versions 4.0 and 3.2 of HTML. This is the default setting for any Web site that you build and ensures the greatest compatibility with your Web site and your visitors browsers.
- Suppress JavaScript error messages:This will prevent JavaScript error messages from popping up on your Web sites. Many browsers are not JavaScript ready and any site that contains a JavaScript can cause a stream of error messages. This option causes the JavaScript to quietly go away and allow your visitor to enjoy the rest of your site.
- When Uploading your Web site:
  - Place this Web site in a folder: Places your entire Web site in a sub folder.

This is the desired setting if you are planning on sending the site to your hard drive or a network computer.

- Place this Web site as the root Web site: Chose this option if you are sending your site to the Internet.

The Program Menus

File

- New: This will prompt you to save your current Web site, if necessary, before opening a new Web site. It will create a new one-page blank Web site for you to begin construction.
- Open: This will prompt you to save your current Web site, if necessary. From here you can open a previously constructed Web site from your hard drive.
- Close: Prompts you to save your currently open Web site. If it is the first time you are saving the file, you will be asked to name your file. Click Cancel if you don't want to save the site.
- Close Window: Closes the current active window. The window can be reopened by clicking on the name of the page in the Page List Toolbar or the Window Menu.
- Save: Saves the current Web site. The Save As Dialog Box will launch if this is the first time you are saving the file. If it is a "resave," you will not be prompted to name the file.
- Save As: Saves the current Web site under a different file name. Launches the Save As Dialog Box. This is a good way to save a backup of your important Web site to a floppy disk or folder on your hard drive! Give the file an alternative name to make a back up. For Example: My site would become My site1.
- Save Web Page as Graphic: This command allows you to save the entire page as a Windows bit-map (BMP) file.
- Save Web Site to Internet: This command does two things. First, it builds your Web site in HTML code. Second, it launches the FTP program that will upload your files to the World Wide Web. For detailed instructions on uploading your site, see chapter V "Saving your Web Site to the Internet".
- Save Web Site to Hard Drive: This command allows you to "post" your site on your hard drive or in a network folder. This provides you with a convenient way to build, browse, and archive your site on your computer or a network that you are connected to.
- New Page: Adds a new blank page to your Web site.
- Delete Page: Deletes the current page from your Web site.

- Print Setup:This command brings up your printer software and allows you to make basic printer adjustments such as paper-size, orientation, and paper source.
- Print Page:This command allows you to print your current Web page. This is a nice addition to any company information sheets, family letters, or if you just wish to check out the layout of your pages.
- Site Properties: Displays the Site Properties box.
- Quit: Closes the program. If you have an open Web site, you will be asked if you want to save the current document. If you do, click "Yes", if you do not, click "No". Web Studio will now shut down.

Edit

- Undo: Undo your last action. The menu text will specify what is being "undone". This feature has no limit, so you can undo all of your actions right up to the point you opened the Web site. In addition, each page you are working on maintains its own undo list. So, switching between pages will not effect the undo list for each page.
- Note:As the Undo list grows, the amount of computer memory required grows. For this reason it is a good idea to save your site as you go. Each time you save your site memory is freed up, and the Undo list is erased. So, use it when you are happy with your site and your system should perform a bit faster as a result.
- Redo:This will undo your undo! The menu text will notify you what is being "redone".
- Cut: Cut will place the image or text you have chosen to the Clipboard and remove it from the page you are working on. This is not limited to one object. By holding down the Shift key and selecting several items, you can cut and paste several items at once! Check out more great ideas in the Tips and Tricks section.
- Copy: Copy will place a duplicate of the image or text that you are working on to the Windows Clipboard, allowing you to paste it into another Web page or another program.
- Paste: Paste will place the item you have placed on the Windows clipboard on the active page on your screen. You can paste multiple copies of your image or text simply by right-clicking and choosing paste multiple times.
- Paste as Background:Allows you to paste the selected image as your background.
- Clear: Clear will delete the image or text from the page. To undo Clear, simply choose Edit>Undo Clear.
- Select All: Select All selects every item on your Web page including text, graphics, and photos. This allows for a group move or a group cut or copy.

- Check Spelling: Activates the Web Studio Spell Checker. In order to check the spelling of any text object, the text object must first be selected! (This option will be greyed out until a text object is selected.)

View

- Galleries: You can turn the Galleries on and off (displayed and not displayed) by adding or removing the check next to "Galleries". This comes in handy if you wish to view the entire Web page that you are working on. Click the View menu and select
- Page List: You can turn the Page List on and off (displayed and not displayed) by adding or removing the check next to "Page List". The Page List is on the right side of the screen and allows you to see and select the Web pages on your site via a simple click on the desired page.
- Main Toolbar: The check mark indicates the status of the Toolbar. The Toolbar is displayed directly above your Web page. It contains buttons that enable basic editing and Web page building functions. For a full graphical breakdown of the Toolbar and what it does, refer the section devoted to building your Web page "Using the Toolbar" or check out the program Help files by going Help>Web Studio Help.
- Format Toolbar: You can turn the Format Toolbar on and off (displayed and not displayed) by adding or removing the check next to "Format toolbar". The Format Toolbar is used to Format any text you add to your Web pages.
- Status Bar: The Status Bar allows you to move your mouse cursor over items and have information about that item to be displayed in the status bar at the bottom of the window. Again, you can turn the Status Bar on and off (displayed and not displayed) by adding or removing the check next to "Status Bar".
- Small Thumbnails: You can choose to view large thumbnails or small thumbnails in the Galleries by choosing this command. A check mark indicates small thumbnails and no check mark will indicate large thumbnails. Large thumbnails is the default setting.
- Play Sound: By default a sound is played when you double click on a sound in the Sound gallery or when a sound is dropped on an object or the background. You can turn this feature "off" by un-checking this option.
- Highlight Objects: While you design your pages, Web Studio can notify you of the status of an object by having the object display a colored box when it is effected by your design. Each of these options are turned off or turned on by clicking on them with the mouse. A check mark will notify "turned on".
  - No Highlighting: Checking this option shuts off all of the other options.

- With Sounds: This displays a colored box around any object that has a sound associated with it. To turn this feature off, go to View > Highlight Objects> Show sounds and click your mouse.
- With Links: This will either hide or display the link boxes that surround any icon, sign, button, photo, or text that has had a link added to it. When the check mark is visible, there will be a colored box around the graphic. (To change the color of the link box, see the chapter on Link Properties.)
- That Overlap: Any objects that overlap on your pages will automatically be merged into a single graphic when you preview or post the Web site when using HTML 3.2. This is done to retain your desired layout. However, for those who would rather not have this "conversion" take place, this can help alert you to overlaps of objects.
- Text Objects Converted to Graphics on your Web page: When using uncommon fonts (those listed in yellow or red in the Text gallery) Web Studio will convert the text to a graphic to retain the design integrity of your pages. If you would rather the text not be converted place a check mark here and a box will appear around all text that is going to be converted. You can then alter your layout to prevent the overlapping from occurring. Also, do not use HTML 3.2 when building your site. (See Site Properties for info on HTML 3.2)

Insert

- Text from File: Starts the Windows Open dialog and allows you to import a text file to your page.
- Picture from File: Using the Windows Open dialog, allows you to import a graphic file to your page.
- Picture from Scan: Utilizing you scanner software, it allows you to scan a photo into the program for use on your Web page. Compatible with any TWAIN device such as Digital Cameras, etc.
- Background from File: Using the Windows Open dialog, allows you to import a graphic file as your background.
- Background from Scan: Utilizing your Scanner software, it allows you to scan a graphic into the program for use as your Web page background. Compatible with any TWAIN device such as Digital Cameras, etc.
- Sound from File: Allows you to import a sound file to a selected object using the Windows Open dialog.
- My Link Tab link: Allows you to add a URL hyperlink to you're My Links folder in the links gallery. Any valid URL can be used, including FTP, HTTP, and Mail to.

- My Stuff Tab graphics: Displays the Windows Open dialog which allows you to add files from your Hard Disk or CD-Rom to the My Stuff Gallery. Files are added one at a time, so if you wish to add more than one at a time do the following.
  - To add several files in one folder, hold down the CTRL key and click on each file name you wish to add. Click OK and all the files will be added to the My Stuff Gallery.
  - To add an entire folder of files, hold down the Shift key and click on the first and last file in the folder. They will all be highlighted and then click OK. All the files will be loaded into the My Stuff Gallery.

Format

- Font:Allows you to alter the selected Text on the page. Displays the standard Windows Font dialog box.
- Text Background Color:
  - Transparent Text Background: Default option. Text uses the Web page background.
  - Text Background Color: Allows for a colored box to be placed behind the text.
- Text Color: Changes the color of the selected text.
- Left Justify: Places the selected paragraphs to the left margin of the text box. If no text is selected it will justify only the paragraph that has the cursor blinking in it. If text is selected it will justify all paragraphs that are part of the selection.
- Center Justify: Centers the selected paragraph in the text box. If no text is selected it will justify only the paragraph that has the cursor blinking in it. If text is selected it will justify all paragraphs that are part of the selection.
- Right Justify: Places the selected paragraph in the right margin of the text box. If no text is selected it will justify only the paragraph that has the cursor blinking in it. If text is selected it will justify all paragraphs that are part of the selection.
- First Line Indent:Automatically indents the first line in your paragraph. Text must be selected.
- Hanging Indent: Indents all lines except the first line in your paragraph. Text must be selected.
- Paragraph Indent: Indents the entire paragraph. Text must be selected.

Object

- Transparent: Changes the transparency of an object. When transparent, the object appears to be floating above the background.
- Transparent Color:
  - Transparent White: Default. Any white in the object is transparent.

- • Choose Color: Allows you to change the transparent color.
- • Align Left Sides: Aligns two or more objects on the left side. Similar to a Snap to command. To select two or more objects hold down Shift and select each object with the Mouse. Aligns to the left most object.
- • Align Right Sides: Aligns two or more objects on the right side. Similar to a Snap to command. To select two or more objects hold down Shift and select each object with the Mouse. Aligns to the right most object.
- • Align Tops: Aligns two or more objects on the top. Similar to a Snap to command. To select two or more objects hold down Shift and select each object with the Mouse. Aligns to the top most object.
- • Align Bottoms: Aligns two or more objects on the bottom. Similar to a Snap to command. To select two or more objects hold down Shift and select each object with the Mouse. Aligns to the bottom most object.
- • Space Evenly Across: Spaces out the selected objects evenly from left to right.
- • Space Evenly Down: Spaces out the selected objects evenly up and down.
- • Make Equal Size: Makes the selected objects the same size. To select two or more objects hold down Shift and select each object with the Mouse. Resizes to the first object selected.
- • Merge Selected Objects: Merges selected graphics into one graphic. Similar to merging layers in graphics programs.
- • Bring Selected Object to the Front: This moves the selected item to the top layer of your Web page.
- • Send Selected Object to the Back: This moves the selected item to the bottom layer or your Web page.
- • Move Selected Object Forward: Moves the selected object one layer forward.
- • Move Selected Object Backward: Moves the selected object one layer backward.
- • Remove Link: Removes the Hyperlink from the selected object.
- • Link Info: Gives detailed information about the object link.
- • Remove Sound: Removes sound file from the selected object.
- • Remove Background: Remove the current background from your current Web page. Background will return to default white.
- • Object Properties: Displays the object properties box.
- • Page Properties: Displays the page properties box.

Web

- • Preview Web Site: This command builds then previews your Web page in the Web Studio browser, giving you an exact replication of your site. Here you can see how the site will work on the Web. You can check for broken links, missing links, and any layout inconsistencies.
- • Back: This takes you back to the previously viewed Web page.

- Forward:Advances you to the next Web page.
- Stop: Stops the current Web page from loading into the browser.
- Refresh: Reloads the current page into the browser.
- Back To Preview: Returns you to the first page of the previewed Web site from current Web page.
- Go To: Opens the URL dialog on to the screen. From here, you can type in any URL and visit another site.

Window

- Cascade: Choosing the Cascade command will arrange your windows in a cascading or descending fashion with the "active" Web page (the one you are working on) in front.
- Tile: Choose Tile and any open Web pages you are working on will "tile". This is a nice way to see all of your pages at the same time.
- Page Number or Name:This will list any pages open in Web Studio. Clicking on the name of one will activate that page. The check mark will signify which window is currently open.

Help

The Help menu offers a list of options to aid you in using Web Studio. Here you will find Web Studio Help, Tip of the Day, links to the Web Studio Official Web site, and much more.

Right Click Context Menus

Right click context menus are extensive throughout Web Studio. Using Context Menus in a program will save you the time of having to go the Program Menus again and again for editing commands. As you grow more familiar with Web Studio, you will want to use right-click context menus more often.

- Right click context menus are activated when you use your right mouse button over a specific object or text. Object specific menus will pop up, allowing you to choose many of the same options available on the Program Menu toolbar.

Right Click Object Context Menu

The right click object menus display for all items except backgrounds and text.

- Undo: Undo your last action. The menu text will specify what is being "undone". This feature has no limit, so you can undo all of your actions right up to the point you opened the Web site. In addition, each page you are working on maintains its own undo list. So, switching between pages will not affect the undo list for each page.

Note:As the Undo list grows, the amount of Computer Memory required grows. For this reason it is a good idea to save your site as you go. Each time you save your site memory is freed up, and the Undo list is erased. So, use it when you are happy with your site and your system should perform a bit faster as a result.

- Redo:This will undo your undo! The menu text will notify you what is being "redone".
- Cut: Cut will place the image or text you have chosen to the Clipboard and remove it from the page you are working on. This is not limited to one object. By holding down the Shift key and selecting several items, you can cut and paste several items at once! Check out more great ideas in the Tips and Tricks section.
- Copy: Copy will place a duplicate of the image or text that you are working on to the Windows Clipboard, allowing you to paste it into another Web page or another program.
- Clear: Clear will delete the image or text from the page. To undo Clear, simply choose Edit>Undo Clear.
- Bring Selected Object to the Front:This moves the selected item to the top layer of your Web page.
- Send Selected Object to the Back:This moves the selected item to the bottom layer or your Web page. If you choose this command and wish to undo its effect, simply right-click and choose Undo Send to Back.
- Move Selected Object Forward: Moves the selected object one layer forward.
- Move Selected Object Backward: Moves the selected object one layer backward.
- Transparent: Changes the transparency of an object. When transparent, it appears to be floating above the background.
- Transparent Color:
    - Transparent White: Default. Any white in the object is transparent.
    - Choose Color: Allows you to change the transparent color.
- Remove Link: Removes the Hyperlink from the selected object.
- Link Info: Gives detailed information about the object link.
- Remove Sound: Removes sound file from selected object.
- Properties: Displays the object properties box.

Object Properties Box

The Object Properties Box is activated by right clicking over any Web page object and clicking Properties:

- General Tab
    - Object Info:This is the numeric identity of the graphic. If you choose to use Custom HTML via the HTML object you can refer to these ID's to manipulate the object.

- • Position: Gives a numeric location of where the object is located on the page. Allows you to position the object exactly where you want it and "lock" the location of the object.
- • Size Gives a numeric dimension for the pixel size of the object. Allows you to size objects exactly as you want them and to "lock" the size of the object.
- • **Graphic Tab**
  - • Original Size: Shows the original pixel size of the object and allows you to restore the object to this original dimension.
  - • Color: Allows you to make decisions about transparency. Will the object be transparent and what will the transparent color be.
  - • Alternate Text Message:Allows you to add additional information about the object.The visitor will see it when they place the mouse cursor over the object on the Web page. It is also used when the user has turned Graphic Display off in their browser.The text is displayed instead of the graphic. Note: all browsers do not support this feature.
- • **Sound Tab**
  - • Name of Sound:The Windows file name of the sound that has been attached to the object.
  - • When to Play: Offers the choice of the sound playing when the object is clicked on or when the mouse is passed over the object.
  - • How to Play:The sound can be played once or looped continuously.
  - • Edit:Allows the removal of selected sound and the opportunity to add a sound using the Open dialog box.
- • **Link Tab**
  - • Link URL: Shows the complete URL, or Web Address, of the link that has been applied to the object.
- • **Object HTML Tab**
  - • Before the Object: Places any custom HTML instructions before the selected objects HTML tag.
  - • After the Object: Places any custom HTML instructions after the selected objects HTML tag.
  - • Inside the Object tab: Places any custom HTML instructions inside the selected objects HTML tag.
  - • Inside of Page Division Tag: Places any custom HTML instructions inside the Page Division tag that contains this object.
  - • Import Button:The import button allows you to import your own HTML from a text file. Click the button and using the Windows open dialog load any HTML you wish that is found in text format.

Right Click Text Menu

The right click text menu appears when you right click over any text object.

- Undo: Undo your last action. The menu text will specify what is being "undone". This feature has no limit, so you can undo all of your actions right up to the point you opened the Web site. In addition, each page you are working on maintains its own undo list. So, switching between pages will not affect the undo list for each page.

Note:As the Undo list grows, the amount of computer memory required grows. For this reason it is a good idea to save your site as you go. Each time you save your site memory is freed up, and the Undo list is erased. So, use it when you are happy with your site and your system should perform a bit faster as a result.

- Redo:This will undo your undo! The menu text will notify you what is being "redone".
- Cut: Cut will place the text you have chosen to the Clipboard and remove it from the page you are working on. This is not limited to one object. By holding down the Shift key and selecting several items, you can cut and paste several items at once! Check out more great ideas in the Tips and Tricks section.
- Copy: Copy will place a duplicate of the image or text that you are working on to the Windows Clipboard, allowing you to paste it into another Web page or another program.
- Clear: Clear will delete the text from the page. To undo Clear, simply choose Edit>Undo Clear.
- Bring Selected Object to the Front:This moves the selected item to the top layer of your Web page.
- Send Selected Object to the Back:This moves the selected item to the bottom layer or your Web page. If you choose this command and wish to undo its effect, simply right-click and choose Undo Send to Back.
- Move Selected Object Forward: Moves the selected object one layer forward.
- Move Selected Object Backward: Moves the selected object one layer backward.
- Font:Allows you to alter the selected Text on the page. Displays the standard Windows Font dialog box.
- Text Background Color:
  - Transparent Text Background: Default option. Makes the Text appear on the background.
  - Text Background Color: Allows for a colored box to be placed behind the text.
- Text Color: Changes the color of the highlighted text.
- Remove Link: Removes the Hyperlink from the selected text.

- Link Info: Gives detailed information about the text link.
- Remove Sound: Removes sound from the link.
- Properties: Displays the object properties box. (See Above)

Right Click Background Menu

The right click background menu appears when you right click over a page background.

- Undo: Undo your last action. The menu text will specify what is being "undone". This feature has no limit, so you can undo all of your actions right up to the point you opened the Web site. In addition, each page you are working on maintains its own undo list. So, switching between pages will not effect the undo list for each page.

Note:As the Undo list grows, the amount of computer memory required grows. For this reason it is a good idea to save your site as you go. Each time you save your site memory is freed up, and the Undo list is erased. So, use it when you are happy with your site and your system should perform a bit faster as a result.

- Redo:This will undo your undo! The menu text will notify you what is being "redone".
- Paste: Paste will place the item you have placed on the Windows clipboard on the active page on your screen. You can paste multiple copies of your image or text by right clicking and choosing "paste" again and again.
- Paste as Background:Allows you to paste the selected image as your background.
- Select All: Select All highlights every item on your Web page, text, graphics, and photos. (Note:This excludes the background.) This allows for a group move or a group cut or copy.
- Remove Background: Removes current background. Reverts to default white background.
- Page Properties: Displays the page properties box.

Page Properties Box

The Page Properties Box is activated by right clicking over the background of a Web page and clicking Page Properties.

- Background Tab: This tab lists general information concerning the current background.

- • Graphic Info > Number of colors: Lists how many colors your current background uses and allows you to convert to 256 by pressing the "Convert to 256 colors" button. This will increase the speed with which your page loads into visitors' browsers.
  - • Color Info > Background Color: Allows you to choose a solid color from the Windows color palette by pressing the "Select Background Color" button.
  - • Remove Background: Placing a check mark here will remove the current background when you click the "OK" button. Will revert to white background.
- • **Background Sound Tab:** You can manage any sound files associated with the Background using this tab.
  - • Sounds Name: Lists the file name of the sound that is associated with the Background.
  - • When to Play:Allows you to decide to have the background sound play once when the page loads or loop continuously while the visitor is on that page.
  - • Edit:Allows you to remove the sound by placing a check in the box and clicking OK. You can replace the sound with one of your own by clicking "Load my Own Sound". The Windows Open dialog box will appear and you can navigate to the desired sound.
- • **Page HTML Tab:** Allows you to add custom HTML to your page via manual typing or using the "Import " button to add from a text file. For advanced users.
  - • Inside Page Header: Places the custom HTML inside the <Head> tag.
  - • Between Header and Body: Places the custom HTML between the </Head> and <Body> tags.
  - • Inside Body Tag: Places the custom HTML inside the <Body> tag.
  - • Beginning of Body: Places the custom HTML at the beginning of the <Body> tags.

Keyboard Commands

Keyboard commands add to your flexibility and speed designing Web sites. Everyone has his or her favorite keyboard shortcut. One of these is bound to become a favorite of yours. (My favorite is holding the Shift key down and then selecting multiple objects with the click of the mouse! This allows for multiple edits very quickly!) Here they are!

- • Ctrl + N: Opens a New Web Site
- • Ctrl + O: Opens an existing Web Site
- • Ctrl + W: Closes the active (or currently viewed) Window.
- • Ctrl + S: Saves the Web Site to your hard drive.

- F12: Save Web Site As:Allows you to make a backup or your site. (Always, always make backups!)
- Ctrl + P: Prints the Web page.
- Ctrl + A: Selects All the items on your Web page.
- Ctrl + C: Copies the currently selected object.
- Ctrl + X: Cuts the currently selected object.
- Ctrl + V: Pastes your copied or cut object to the Web page.
- Ctrl + Q: Quits or Exits Web Studio
- Ctrl + Z: Undo Last Command
- Ctrl + Y: Redo
- Ctrl + B: Clears the currently selected item.
- F5: Previews Web Site in Web Studio browser.
- Shift + Mouse Click:Allows multiple selection of items.
- Alt + Mouse Click: Places a Text Box on Web page
- Ctrl + Mouse Click: Copies object selected. Copy lies directly on top of original

Web Site Building 5

Choosing a Background

The best place to begin is with your background. This will set the tone for your Web site more than any graphic or photo or text you add later.

1. Go to the Galleries toolbar and click on Backgrounds Tab.
2. Scroll through the Gallery to find the background you are interested in working with.
3. Simply Drag the background over your blank Web page and drop the image. Instantly your choice will be a background. If you don't like it, drag another on top of it. Web Studio will make the replacement without you having to remove the previous one.
4. When you come to a choice that has a small yellow folder in the upper left hand corner, double-click with your mouse. This will open a sub-gallery of choices for you. If you wish to go back to the main gallery simply single click on the yellow folder in the upper left corner of the Backgrounds gallery.
- There are 8 Hue buttons located in each gallery. Clicking on any of them changes the color of all of the backgrounds. If you like a background but wish it was blue, just find the button that turns to blue.
- You can use the Special F/X tab on the background as well as on graphic images. Try it out by clicking on the Special F/X tab and dragging "rotate" on to your background. Your background will now rotate.
- Look for the "Styles" folder in the Background Gallery. It contains 20 unique backgrounds. The companion buttons, dividers, and signs can be found in their respective Galleries.

Adding Images to your Web page

Several of the Galleries offer you images to place on your Web site. These images are a combination of graphics and photos. You can use either as icons or buttons linking you to another page or they can be used to entertain and inform your visitors.

1. Adding an image is the same as adding a background. Choose the Gallery tab you want to work with and drag the desired image to your Web page. You can place the image anywhere you want on the page.
2. You can resize any of the images you place on the page by using the resizing "handles" that surround the image when placed on the page or when you click on the image. Move your mouse cursor over any of these handles and when your mouse cursor becomes a double-sided arrow hold down your left mouse button and resize the image. Using the corner handles allows you to re-size the object without distortion.
3. You can make one color in an image transparent by right clicking over the image and clicking the transparent option. You can choose to make any color transparent to create different effects. You can create an effect of the image floating or being part of the background. If you uncheck transparent, you might see a "frame" of color setting the image apart from the background.
4. At any point you may add your own graphic by going to Insert>Picture From File. This will open up the Open dialog and allow you to search through the folders on your hard drive, on a CD-ROM or a floppy disk and add your own photo or graphic. When you find the desired graphic, double click on it and it will be introduced to your Web page.

►Tip: You can add several graphics at once by holding down the CTRL key and clicking on each file with your mouse. Click Open and the selected graphics will be added to your page.

Animated GIFs

GIF stands for Graphic Interchange Format, a standard file format for storing digital image information on a computer. GIFs compress image information, thus GIF files require less space.

Animated GIF's work a lot like the early movies. 2 or 3 images are played fast enough to fool the eye and create the illusion of movement. Web Studio comes with over 1,500 Animated GIF's to liven up your Web pages. Place one in the top corner of your Home page and people will remember your site.

1. To add an Animated GIF, click on the Animated Gif Gallery tab.
2. Scroll through the many choices and when you decide on one you like simply drag it into place.

3. To see the GIF work go to Web>Preview Web Site. This will activate your Web site, allowing you to view your Animated GIF in action. To get back to Web site building go to File>Close Window.

Editing your Graphics with Special F/X

The Special F/X Gallery has one purpose: to make your designs truly your own! With these cool effects you can colorize, emboss, flip, rotate, blur as many times or as many things as you want. The artistic limits are only your imagination. So, with that in mind, get designing.

1. Click on the Special F/X tab.
2. Choose an effect you wish to use and drag it onto the image you want to change.
3. If you do not like the effect simply right click with your mouse and click Undo. There is an unlimited Undo feature in Web Studio, so if after playing with a graphic for many minutes you do not like what it has become just Undo the effects until you get back to the one you liked!

Note:As the Undo list grows, the amount of Computer Memory required grows. For this reason it is a good idea to save your site as you go. Each time you save your site memory is freed up, and the Undo list is erased. So, use it when you are happy with your site and your system should perform a bit faster.

4. For a detailed description of what the different effects do, check out the section that deals with the Special F/X.

Adding Text to your Web page

Any effective Web page is a combination of both images and text. Web Studio is very flexible when it comes to adding text to your Web pages. Here are the keys.

1. Click on the Text Gallery tab.
2. Select the Font you want to work with.

►TIP: Remember, not everyone who visits your Web site will have the exact set of Fonts that you have on your machine. So, if you choose something obscure it could seriously affect the layout of your Web page on their screen. It is always a good idea to stick with the basic Windows's Fonts to be safe. In the Font Gallery these are the Black and Blue fonts.

3. Drag the Font to the Web page and drop it into place.   A text object will now appear with a text cursor waiting for you to type your text.
4. Add the text you wish.
5. You can change the size of the font by highlighting the text and increasing the font size. You can also bold and italicize by highlighting the text and clicking on the desired effect.
6. To Add the Fancy Text included with the program (these are Graphic Alphabets which occupy a sub gallery in the Text gallery), simply drag the Fancy Text Font to your Web page, enter the text you wish to place in the resulting dialog box and click OK.
7. You can move the text by click and drag.

Links

Links are what make the Web interactive. By clicking them you can visit other pages, download files to your computer, and automatically send someone e-mail. Here is a run down of the various links on a Web site:

- **Intrasite Link:** This is a link that leads to another page within the site you are visiting. If you construct a 5-page Web site you should place an intrasite link to all 5 pages on your Home page. In addition, each page should have an intrasite link back to the Home page.

- **Intrapage Link:** Also called an Anchor. Anchors are used to link sections of a single page together. If you wish to have a "link" that takes your visitor back to the top of the page they have been reading, you should use this effect.

- **External Link:** This link will connect you to another Web site. Many Web sites contain a set of "favorite links" to external Web sites. If you have a favorite Web site place a link to it on your page to share it with others.

- **E-mail Link:** This is a link that will start the e-mail software on a visitors computer   and place a specific e-mail address in the To field in an e-mail.

Note: When you add new pages to your site, Web Studio adds each page's hyperlink to the Links Tab in the Site Links list. To link to another page, simply drag that page's link to the button or text on your page that is intended to take you to that page.

Adding Links to My Links

You can also add links to the My Links sub gallery in four distinct ways.

1. Click on the Link Gallery tab. Go to Insert > My Links Tab link. Enter the title of your link, the URL (or Web address), and a short description of the Web site. Click OK. Your new Link will appear in the My Links list of the Links Gallery.

2. Click on the Link Gallery Tab. Right click over the My Links sub-gallery and choose Add Link. Enter the title, URL, and a short description of the Web site. Click OK. Your new Link will appear in the My Links sub-gallery of the Links Gallery.

3. Drag a link from the Internet Explorer favorite list and drop it on the My Links list.

4. Drag a link directly from a Web page being viewed in Internet Explorer.

Organizing, Editing, and Deleting links in the My Links list

When you right click over the My Links list in the Links Gallery you have several options.

- Cut: Removes the link from you're My Links list and places it on the Windows clipboard.
- Copy:Allows you to copy the Link information to the Windows clipboard. This allows you to take Links from your various Favorites and place them in you're My Links list.
- Paste: Places any link info on the Windows clipboard in the My Links list.
- Delete: Permanently removes the link from the My Links list.
- Move Up:Allows you to move the link up the list.
- Move Down:Allows you to move the link down the list.
- Add Link:Allows you add a link to the list by filling out an Add Link dialog box that   contains three fields.
    1. Enter Title:This is the name that will display in the My Links list.
    2. Enter the URL: Place the Web address for the link here.
    3. Enter Description:Allows you to enter some info about the link that will display when you double click over the link name.

►Tip:You can add an e-mail link to this list so that you can drop your e-mail address on any object, including text. To do this Erase the HTTP:// in the URL box and type mail to: followed by your e-mail address. The "Mail to:" prefix will start your visitors e-mail program and place your address in the "To" field, making it easy for someone to send you e-mail

- Edit Link:Allows you edit the information about the highlighted link.

Add Anchor to Object

Anchors are used to link sections of a single page together. If you wish to have a "link" that takes your visitor back to the top of the page they have been reading, you should use this effect. Here is how you do it:

- Add the Icon you wish to use for the target on the top of your page.
- Click on the Links Gallery.
- Drag the Add Anchor to Object link to the Icon and drop. A dialog box will now ask you to enter a title and description of this anchor.
- Type "top of page" in title; enter anything you wish in description.
- Place an Icon on the very bottom of your Web page.
- From the Links Gallery drag the "top of page" link to the new Icon and drop it.
- Preview your Web page by pressing F5.
- Scroll down and click on the Icon at the bottom of the page.
- Your browser will automatically jump to the top of the page.

Checking out the Finished Web Site!

One extremely cool thing to remember about Web Studio is that, at any time during your Web page building process, you can fire up the site to see how it will look on the Web. To accomplish this simply go to Web > Preview Web Site or press the F5 key. When you are satisfied checking out the progress of your site select File>Close Window to go back to Web site building.

Before you proceed uploading the file to the Web, be sure you check the site out in the Web Studio browser and make sure that:

- Your links are working correctly. "Broken links", as they are called, are frustrating for those viewing your Web site. Make sure that when you click on an icon you end up at the right destination.
- That your transparent images are transparent and your non-transparent images and non-transparent.

Note: To determine if you are in "Preview" look for the addition of the Web toolbar above the window and the word "Play" in the title bar.

Saving Your Web Sites 6

A beginners guide to FTP

Having successfully completed your Web site you are now ready to send (or post) your Web site to the Internet. But just what does that mean? This process, called FTP, is the subject of much confusion and frustration for many Internet beginners. But if you remember just a few simple guidelines, and use Web Studio's helpful Upload wizard, this part of Web building will be a snap.

Using FTP (or the Friendly virTual Postman)

When you send a letter to a family member you must place the correct address on the envelope or it will be returned to your home stamped "Not deliverable". The process of sending your completed Web site to the Internet is the same as mailing a letter. You need to know a couple of basic Web "addresses" to send your Web Studio Web site to a computer that can be accessed by everyone on the Internet.

When you sign up for your Web space (via your ISP, a Hosting company, or through any of the various Free Web sites available) you are given space on one of their computers. This space has an address just like your home address. The company that provides the space for you will send you an e-mail that gives you the following information:

- **A user name:** This is used to "log on" or gain access to the company's computer and it helps them identify you from other users.
- **A password:** This provides you with some security by making it difficult for anyone else to access your Web space.
- **A Host Directory (or Directory Path):** This is the exact location of where your Web site files reside on their computer. This is similar to your street address. (Not required by all)
- **FTP Address:** This is the unique Web address for the company that is providing the Web space for you. This is similar to what city you live in.

Armed with this information you can be confident that you have all the information you need to send your Web sites to the right space using Web Studio's Uploader. We have made it easy for you to use FTP in Web Studio. The first time you send a site to the Internet we ask you to enter all of the above information. Web Studio then saves this information so you never have to enter it again. After your first successful "upload", every subsequent upload will require you to press one button. That's it. In this, the Web Studio Upload Wizard is like Speed dial on your telephone. Enter the number one time, and then forget about it!

To begin the Web Studio Upload Wizard chose File>Save Web Site to Internet.

Here is a walk through of the Wizard. You will encounter this screen the first time you upload a site in Web Studio and anytime you create a new one or edit an existing one.

Create/Edit a New Destination

Welcome to the Destination Wizard! By creating a new Destination Setting you will be able to easily upload your site to the Internet. You must create a Destination Setting for each Web account you have. (Many people have several Web space providers. You can make a setting for each one in Web Studio!)

Once created you do not have to enter this information again. Web Studio will save it for you, making subsequent uploads as easy as pushing the Upload button!

To create your Destination Setting you will need to know the following:

- Web Space Provider (e.g. your ISP, a Hosting company, Free Web sites)
- User ID
- Password
- Host Directory (Not applicable to all)

You can find the above information in the confirmation E-mail you received when you signed up for your Web account. If you cannot find the E-mail, contact your Web account provider and they will provide you with the information.

Note: If you do not have access to Web space through your ISP, check out the Web for some of the companies that offer free Web space. Many companies offer as much as 20 MB of Web site space!

Destination Setting Name

Before you enter information about your Web space account, give it a name that will identify it to you as your Web space provider. (e.g. "My ISP")

Choose a name for your setting. If you choose the destination "Other", enter the name of your ISP or Host. This name will appear in the "Available Destinations" box on the Upload page. (After completing this wizard each time you chose File>Save Web Site to Internet you will see an "Available Destinations" box that will list all the places you have entered into the Web Studio Upload Wizard.)

Destination

Choose your Web account here. If you don't see the company that provides you with Web space, choose Other.

Identification

Enter your Web account user name and password. Check the "Save Password" box and Web Studio will save the information for you so you do not have to enter it again!

FTP Address

Enter the FTP address provided by your Web account provider. If you do not know this, please contact your Web account provider and ask them for their "FTP Address".

e.g. "ftp.myisp.com".

Directory Path

Enter the directory path required to post your Web site using FTP. This is the place that people usually have problems. It was mentioned earlier that this is like your home street address. This is the exact location, or folder that your Web site will be placed on the "host" computer. You must know this address and you must enter it EXACTLY!!!!. Just as in major cities Main St. can be quite different from Main Rd., your directory path is singularly unique. Make sure you follow the following rules.

• Include the entire directory. (If you don't know it, contact your Web space provider for help.)

- Type the directory in case sensitive manner. (e.g. My Site is different from my site)
- Make sure your slashes are in the right places, there are enough of them and they are going the right direction.

For specific help contact your Web space provider, check the Web Studio Help files, or click on the Link to Sierra button at the start of the Wizard and go to our "Post your Site" Web page which contains specific instructions for many companies.

Home Page

Enter the complete World Wide Web address for your Home page. This may be used later to preview your uploaded site.
Once you upload your site you can preview it instantly if you have provided this information.

Additional Help on FTP

Any additional questions you may have concerning FTP or if you need specific upload directions visit our upload page on the World Wide Web at http://www.sierra.com/sierrahome/Web/titles/Webstudio/post/. Also, check the Web Studio On-line help files for more information.

Advanced Usage   7

Working with Graphics

Graphics are what make the Web an exciting place to be. When the Internet was first created it was used as a medium to transfer simple text. In this way, people could exchange information, but only in written form. As computer languages matured and techniques became available to send images over the Internet things started to get exciting.

Just as the Windows operating system, a graphical user interface (GUI), made computers much more accessible to people who were unfamiliar with DOS, a text-command based operating system, graphics opened up the Web to people bored with simple text transactions. Sending images with text made the Web a much more entertaining and powerful medium.

Two Graphic File Formats dominate the Web right now. The GIF and JPEG are widely used and accepted because they offer high quality along with a small file size. In other words, they look good and you can download them relatively quickly!

- **GIF:** Graphics Interchange Format are images of 256 colors or less. Because you are loading less colors GIF files are usually small and a quicker download than JPEG files.
- **JPEG:** Joint Photographic Export Group format are images that contain more than 256 colors and are an ideal choice for photographs because of their high image quality.

You will most likely use a combination of GIF and JPEG files when you are constructing your Web sites in Web Studio. Several other graphic file formats exist and one of the great strengths of Web Studio is that is allows you to use all of them, taking care of the conversion process for you.

- BMP, TIFF, TGA, PCX, EPS, WMF, RAS and PNG formats are all supported by Web Studio. Web Studio will automatically convert these into GIFs when it builds your Web site. It will not convert the original source, the file on your hard drive, only the copy used to make the Web site.

The biggest concerns you will have as a Web site designer when it comes to graphics is the time it takes to download them. The reason JPEG and GIF are the darlings of the Internet world is that they download faster than the others. If you place too many graphics on your Web page it will cause the page to download very slowly. If some one grow impatient because your Web page is taking 2 minutes to download they may click the back button and not come back! The reason it takes so long to download the graphic is a combination of three things: the amount of traffic on the Internet, the speed of the visitor's modem and the limitations of the current phone line system.

- **Internet traffic:** We have all heard the phrase World Wide Wait to describe the Web. And it's true; with each passing holiday season, more and more people are on the Web. Big numbers of participants can wreak havoc with digital traffic as well as commuter traffic. Often times surfing the Net during off-peak hours will solve this.
- **Modem speed:** This is the one variable that you as a consumer have some control over. The modem is the piece of hardware that is in charge of interpreting the digital signals from the Web into computer language. Modem speeds are always increasing as the demand for faster connections increase. The standard speed right now (as of press time) is 56 kbs. Of course, this will change rapidly.
- **Wire size:** This is a bit more complex. And this is where bandwidth comes into play. Phone lines were not originally designed to carry the information that they now carry as a result of the Internet's growing popularity. The Phone Company has plans to upgrade these lines but that will take some time. Many local Cable companies are filling this gap in the meantime, offering big, fast connections to selected areas of the country. These connections can be expensive, however.

So, when you design your Web site, spread the graphics out amongst several pages as opposed to making one page your photo album. This would probably result in an extremely slow photo album.

Working With Text

Text is the heart of the Web. If you look back just a few years ago at pages on the Internet, they were comprised of mostly text. They were informative, but they were static and lackluster. As new technologies were developed and programming languages matured. the Web became a very visual place. Gone were the days of merely reading online; now Web surfers were treated to images and sounds to accompany the text.

However, without a message, without the text, Web pages are little more than blinking images and sounds. The text you place on your Web site can be informative or entertaining or both. The one thing it need not be is boring! Web Studio offers you many ways to customize your text.

- **Fancy Alphabets**: Web Studio provides you with several Fancy Alphabets that make great titles or headlines on your Web pages. Found in the Text Gallery, drag one on to your page and a dialog box will provide you with a place to type your text. Click OK and the text will be placed on your page, ready for you to resize and place.
- **Format toolbar**: Web Studio's Format toolbar is patterned after the existing software standard. This makes for easy editing of your text font type. Simply highlight the desired text with your mouse cursor and click the size, color, or font type button to make the appropriate change.

Note: An extremely important design consideration when you are making your Web pages concerns the choice of font types you place on your Web page. Since Windows comes with a "basic" set of fonts, many people will not have the exact same fonts on their computers that you do. If you choose an unusual font for your site there is a very good chance that when people view your site with their computers the Web page layout will differ greatly because their Web browser used the "closest" font it could find for the one you specified. When in doubt use the standard Windows fonts which are Blue and Black in the Text Gallery. Yellow (cautionary) and Red (Alert!) fonts are unique and will result in mixed results when viewed by others.

- Links: Adding links to a whole paragraph, a sentence or a single word is very easy with Web Studio.
    - Block of Text: To attach a link to an entire body of text, be it a word, a sentence or a paragraph, drag a link from the Link Gallery and the entire body of text should change color, indicating that a link has been added.
    - Selections of Text: To attach a link to a single letter, a series of words, a paragraph, or any selection of text, double click on the text object to enable it for editing. Select the text to have the link. Drag a link from the Gallery to the selected text and drop it. The selected text will change color, indicating a link has been added.

Web Studio also offers you the option of importing text from an outside source. Web Studio supports two different "text" formats: text files (.txt) and Rich Text Format (.rtf). If you are using a word processing program and want to import a document to post on your Web site, (for example, a resume), be sure you save the document in one of the two accepted formats.

- To import a text file go to Insert>Text from File.

- Use the Windows Open dialog to locate your text file.
- Double-click on the file and Web Studio will place it on your Web page.
- You can now resize and place the text on the Web page.

Remember that to achieve the greatest visual appeal on your pages, be sure to place a healthy mix of both images and text on your Web pages.

Working With Sounds

Sound is the late comer to the Internet. The last few years have brought us from primitive Web sounds to ever clearer, brighter sound quality on the Internet. "Streaming" audio technologies are making the future of sound on the Web extremely exciting. You can now listen to radio stations from around the world with CD like audio quality courtesy of the Internet.

Web Studio lets you add sounds to your Web site utilizing Windows Wav files. You can take advantage of the many sound effects that are found in the Sounds Gallery plus you can add your own sounds to your Web pages!

- Wav: Wav, or "wave" files, is the standard on Windows. Web Studio supports this format directly. You can add a Wav file to any object on your page, and then decide how you wish the sound to function.
  - Select the object you wish to apply the sound to.
  - Go Insert>Sound From File
  - The Windows Open dialog box will appear.
  - Double-click on the preferred sound file.
  - The sound is automatically added to the object. You can control the properties of the sound by right clicking over the object and choosing the Properties option.

NOTE: There are some limitations in the conversion process and Web Studio may experi-ence problems with some Wav files not included with Web Studio. If when you Preview the Web site or Save it to the Internet, you get an error message citing "conversion" prob-lems or "failure to build table", try a different sound on your Web page.

Planning a Web Site

So, now you're ready to plan your more ambitious Web site. Many factors go into building a strong and engaging Web site. You have to decide what you want to achieve with your Web site. Is this for personal use or do you have a business goal?

The two styles utilized for each type of Web site are very different from each other. If you wish to share photos and stories from your family with relatives and friends, then your pages can be much more informal then if you are building a site to sell your services. If you are looking to build your business using the Internet, then your site should look professional since it will be representing your business. In many ways, your site will become the first impression that a customer will have of your business. So, it should look as polished and as professional as possible.

The Internet is a huge collection of both personal and corporate Web sites. Take some time to surf the Net and take notes about the sites that you really like (or those, for that matter, that you don't like). Figure out what about the sites are interesting. Is the site all bells and whistles or does the site offer great content?

Here is a checklist of things to consider before you start making your Web site.

Why am I building a Web site?

More and more people are building personal Web sites so that they can share important events with others. The Internet is an extremely convenient, inexpensive medium to use and you can reach anybody who has Web access.

At the same time, small businesses are also building and posting Web sites for many of the same reasons individual users do. The Internet is a very easy way to publicize products and services. The combination of graphics and text make the Web a powerful agent for a small business, provided they design a clear, informative Web site.

Who is my audience?

This is an important consideration because the tone of the Web site should reflect the tastes of those who you want to visit the site. If your site is a personal site, make it very friendly and informal. Those who visit already know you so you can afford to be more "familiar" with your content and design. If your site is business oriented then you want to maintain a formal, professional tone throughout the pages on your site. You want to impress your visitor with your site, as it is an electronic representative of your business. It is essentially your electronic front door.

Do I want the visitor to interact with my site?

This is an important question concerning e-mail hyperlinks or feedback forms that may be placed in your pages.

An e-mail hyperlink is a great thing to include in your family home page. With a click of the mouse on the E-mail button, the e-mail software will bring up an e-mail with your address already in the "To" text field (see graphic). All the visitor has to do is type their message and click "send!" You will get considerably more feedback by including an e-mail button on your page than if you don't include it.

Feedback forms are essentially short surveys that a visitor can quickly fill out and submit that provides you with any information that you are interested in gathering.

"Do you like my site?"
"Are you interested in my service/product?"
"Any suggestions for additions to the site?"

Answers to these questions can improve your site and business as well as help your Web site be more of an asset to you.

What do I want to share with my visitor?

You purchased Web Studio with a Web site in mind. What do you want to put on the Web? Photos of your new baby? Do you have a hobby you wish to share with the world? Or do you want to build a tribute site for your favorite celebrity? All of these are easy and possible.

If you are a small business user, you are going to want to put information about your service/product on the Web. You will want interesting images and informative text. Think about how you want the overall theme of your site to match your business.

What do I not want to share with my visitor?

This is important. Consider what not to include in your Web site. If it is a personal site do you want to include your address? Or any other personal information, say, about where you work? Remember that the Web can be viewed by anyone and any information you upload becomes part of public domain. Don't place anything on your Web site that you would not feel comfortable placing on a community bulletin board. It really is the same thing.

For a small business site you should consider how much information about your product is enough and how much is too much. Pricing is often a sensitive issue: do you want to make price quotes over the Web? Do you have a special skill? You might not want to share too much information about how you achieve results. Remember, if it is on the Web anyone, including a competitor, can read it.

Advice from our Art Director

Designing good pages for the Web requires some very distinct artistic guidelines.

See it like your visitor

If your site isn't easy to view for your visitors, you've failed to achieve your goal, regardless of how cool your design is. The average user has a 640x480 screen, 14.4 or 28.8 modem, and often as little as 256 color video. They appreciate a site that loads fast and gets them where they want to go in as few clicks as possible. Part of this is using clever design to reduce the download size of pages. Every time you can reduce the size of a graphic, you've moved closer to making the perfect site. This doesn't mean you should be using tiny little unreadable graphics. It means that when you do choose to use a graphic, you should be making the best use of the

download time. If you have to create a graphic with large areas of white space, step back and consider what you're doing - there is something fundamentally inefficient going on.

Simple list of guidelines for building good Web pages:

A. Text and hypertext links should be readable against the background. Use proper spelling and punctuation.

B. Background colors and patterns help a page stand out, but they can be in the way if they make it hard to load or read. Bear in mind that many readers will be viewing your page at 256 colors, so any higher-resolution colors will be lost and may create undesirable effects. As a general rule, if your site has lots of text use a light colored background. If your pages are heavy on graphics and light on text, than go ahead and use more dynamic background patterns.

C. Graphics and animation can brighten a page, but keep them simple for quick downloading. Avoid adding more than 4-5 animations and text FX per page.

D. Navigation links at the bottom of each Web Page provide a guide so your readers won't get lost. Provide text-only links for users who turn off graphics loading in their browsers to improve speed. (Remember to use our EZ -Links feature in the Cool Stuff Gallery!!)

E. Page dimensions should be no larger than the browser window size; keep in mind that many readers have their screen resolution set to 640 by 480 pixels.

Advanced Design Techniques

Shadowed Outlined Text

1. Type text object. Works best with large, bold fonts with lots of black in the characters.
2. Drop the Shadow FX onto the object.
3. Right click and choose Transparent Color > Choose Color
4. Click in a character (on black portion).
5. Characters become transparent so you can now "see through" the characters. The shadow is only remaining part of the text that can be seen. If you have a colored background, set the background of the text object to the same color.

Patterned Text

1. Do "Shadowed Outlined Text" above.
2. Place a patterned graphic on top of the text. Make sure the graphic is large enough to cover all of the characters in the text.

3. Select the graphic, and choose Send To Back.
4. The transparent characters in the text allow the pattern to show through.

Text Within Text

1. Do "Shadowed Outlined Text" above.
2. Create another text object and fill it with whatever text you want.
3. Select the text object and choose Sent To Back.
4. The transparent characters in the first text object allow the text in the second object to show through.
5. Make sure the second text object is large enough and has enough text in it to fill all of the characters in the first text object.

Text Filled with Picture

1. Do "Shadowed Outlined Text" above.
2. Place a picture on top of the text. Make sure the picture is large enough to cover all of the characters in the text.
3. Select the picture, and choose Send To Back.
4. The transparent characters in the text allow the picture to show through.

Edge Effects

1. Using the same edge effect on different sized graphics gives different effects.
2. Drop the Reverse FX onto your graphic and then drop an edge effect on it.
3. Then "Reverse" the resulting graphic. This reverses the edges on the Edge FX.
4. Do the same thing with the Flip FX.
5. Do the same thing with the Flip and Reverse FX. These effectively multiply the number of edge FX's available.

Combining Edges and Patterns

1. If you want to add a pattern (or texture) from the FX tab and also an Edge FX, you should drop the pattern onto the graphic first.
2. Then drop the Edge. If you do it the other way, you'll get the white, transparent area outside the edge back again but with the pattern on it. This could be another effect however, if you like it.

Spray Painted Walls (Graffiti FX)

1. Create a text object and type your text.
2. Make it the size, font, color, style you want.
3. Drop the Brick Pattern FX onto the text object. It looks like spray paint on the wall.

4. First dropping the Blur FX onto the text and then the Brick Pattern can enhance the effect.
5. Use the first Blur and see how it works, try the others as well. Use the one that looks best.

Offset Text

1. Create a text object and add the text.
2. Add any font, styles, colors, sizes to the text.
3. Duplicate the text object.
4. Change the color of the text.
5. Put one object on top of the other.
6. Nudge the top one around such that just a pixel or two offsets it horizontally and vertically.
7. The result is text with a colored "shadow."

You can use more than two text objects with different color to create rainbow effects, graduated shadows, etc. Just create more duplicates of the first object, change the text color as appropriate, stack the objects on top of each other and offset them.

Don't worry about using a lot of space on the Web with this effect. The size of the resulting graphic is relatively small, since all of the text objects are automatically combined into one graphic by the program when the site is uploaded.

Cropping Pictures and Graphics

1. To crop a graphic, simply use a rectangle with the same color as the page's background to cover the part of the graphic to be cropped.
2. If the background is white, use a white rectangle that is not transparent.
3. Make sure the rectangle is not transparent.
4. If the rectangle is covering up another object you want to see, simply select that object and choose "Bring Selected Object to the Front".

Fixing Ragged Text

1. If the font you are using has jagged edges when viewed in a Web browser, simply drop the Blur FX onto the text object.
2. Continue to drop Blur until you get the desired result.

Using Text as a Background

1. Create a text object with the text, font, style, sizes you want for your background.
2. Drop the Reverse FX onto the text; the text object is now a graphic.

3. Drop the Reverse FX onto the object again, it now reads correctly.
4. Copy (or Cut) the graphic. Choose Paste as Background. The text is now used as your background.

Embossed Text Background

1. Repeat steps 1-4 of Using Text as a Background but use the Emboss FX in place of the Reverse FX.
2. Use Lighten or Darken FX to make the background the correct brightness.

Note: Once the embossed text is in the background, you can simply drop the Lighten or Darken (or any) FX directly onto the background.

Embossed Photo as Background

1. Place a picture on the page.
2. Copy or Cut it to the clipboard.
3. Choose Paste as Background.
4. Drop the Emboss FX onto the background.
5. Use Lighten or Darken FX to make the background the correct brightness.

Using Photo Correction Wizard on Backgrounds

1. If you have used a graphic as a background, you can drop the Photo Correction Wizard from the Special FX tab onto the background of a page.
2. This enables you to change the hue, brightness, contrast, sharpness of the background just like with a photo on a page.

Using FX's on Backgrounds

1. If you have used a graphic as a background, you can drop any effect from the FX tab onto the background of a page.
2. Use the same background on all pages in your Web site, but make small "Special FX" changes to each one.
3. For Example: Use an increasing amount of the Blur effect on subsequent pages.

Adding Text to Pictures

1. Create a text object, choosing the text, font, style, color and size
2. Drag it on top of the picture.
3. Select the text object and choose Bring to the Front to put the text object on top of the graphic.
4. The program will combine them both into one graphic when the site is Previewed or Saved to the Internet.

Adding Pictures to Text

1. Create a text object, choosing the text, font, style, color and size.
2. Drag the picture on top of the text object.
3. You may have to move some text around by using tabs or spaces or the Enter key to make room for the picture.
4. Select the graphic and choose Bring to the Front to put the graphic object on top of the text.
5. The program will combine them both into one graphic when the site is Previewed or Saved to the Internet.

Antique Photographs

1. Place a photograph on the page.
2. Drop the Colorize FX onto the photo.
3. Choose a light brown color from the dialog.
4. Click on Custom Colors in the dialog.
5. On the far right side of the dialog, click and drag the graduated color until the color is a fairly light brown.
6. Click OK. The photo will be colored light brown.
7. Drop the Noise FX onto the photo. If you want more noise, drop it again.
8. Finally, drop one of the Edge FX's onto the photo. The ones that work best are the ones with black on their edges. This simulates the photo that has turned brown or sepia with age, its edges curling or cracking over the years.

►Variation: Drop the Canvas Pattern FX onto the photo prior to dropping the Edge FX. This simulates an old drawing on canvas.

How to get the most of working with groups of objects

The advantage to working with a group of objects (i.e. clip art or photos) is that a command is applied to all the objects at once, significantly increasing the speed at which you can experiment with your layout. There are two distinct ways to work with a group of objects on your Web page.

1. Hold down the Shift key and click on the desired objects
2. Hold down the left mouse button and "drag the net" around the desired objects.
• The objects that have been selected will now have "handles" around them. (For a detailed look at Handles, run the Web Studio Tutorial by going to Help>Tutorial in the program.) You can now align, resize, and relocate all of the selected objects.

Use the CTRL key in Web Studio.

With the CTRL key you can perform to timesaving, Web page enhancing operations.

- Hold down the CTRL key and click on an object. This will place an exact copy of the image on the page. Simply click on the image again and drag the new image to a new position on your Web page.
- Before you resize and object, hold down the CTRL key. When you finish resizing, Web Studio will automatically smooth, or "dither", the image. Dithering is the process of softening the pixels in the image. This keeps the image from looking grainy.

How can I use images from a different Web page?

You can add images to a Web Studio Web site via dragging and dropping the image from the browser to Web Studio. Here's how:

1. Start Web Studio and begin working on a site.
2. Open your Web browser and connect to the Internet.
3. Surf the Web until you find an image that you want to add to your Web page. (Remember copyright laws make it illegal to use copyrighted images on your Web pages!)
4. Resize your Browser window and Web Studio window so you can see both.
5. Click on the desired image and drag it to the Web Studio work place.
6. The image will appear! It is ready to be moved around, resized and edited!
7. Drag it into you're My Stuff Gallery to use later!

How do I use transparency in graphics?

Web Studio allows you to create unique and interesting effects by giving you full control of the transparent elements in any image. By making portions of an image transparent, the illusion of one blended image is produced. To select transparency do the following:

1. Right-click over the desired image and select transparent color>choose color.
2. On the left the image is displayed, and on the right all of the specific colors in the image are displayed.
3. Click on any portion of the image to preview with the desired color made transparent.
4. Alternately, click on any of the specific colors on the right to preview the image with that specific color made transparent.
- Creative use of transparency will help you in producing and one of a kind Web site!

How can I use a background from another Web page?

You can add a background from another Web page by using the "Paste as Background" command in the Edit menu. Here's how:

1. Start Web Studio and begin working on a new or existing Web site.
2. Open your Web browser and connect to the Internet.
3. When you find a page that has a background that you like right click over the Web page background and choose Copy Background.
4. Open the Web Studio window and right click over your work surface.
5. Choose "Paste as Background. The background will now grace your Web page.

Can I save my page as a graphic?

Web Studio allows you to save any page you create as a graphic itself. This is useful if you wish to use your Web page as a part of your resume, or as something you can print and place on your bulletin board. You could make a cool Web page, save it as a graphic, print it and send it to a friend as a Greeting card! You can also save the file and make your own Windows wallpaper! Here's how:

1. Start Web Studio and create a cool Web page.
2. Go to File>Save Page as Graphic and save the image in the folder of your choice on your hard drive.
3. Minimize all of our windows and right-click over the Windows desktop.
4. Choose Properties.
5. Click on the Background tab.
6. Click Browse.
7. Go to the appropriate folder and double click on the graphic you just saved.
8. Click OK.
9. Your Web Studio Web page is now your Windows wallpaper!

How can I make thumbnails for my pages?

Using "save page as a graphic" you can create ready to use thumbnails for your Web site   Here is an example of how to do it!

1. Create and complete a three page Web site in Web Studio.
2. When finished, go to the second page in the site and choose "Save Page as Graphic". Save the file to your Windows desktop.
3. Go to the first page and choose Insert>Picture from File.
4. Go to the Windows desktop and double-click on the file you just saved.
5. It will now appear as if the second page is on your first! Grab the handle in the upper corner and resize the graphic to thumbnail size.
6. Open the Links tab and drag the second page link onto the thumbnail.
7. You know have a thumbnail link.

8. Repeat the process with the third page.

Which version of HTML should I choose?

Choosing HTML 3.2 or 4.0 or Both!

*   Web Studio by default generates two complete versions of your Web site. Why two? Well, this allows you to be confident that all of the features you have placed on your site will be viewed properly by a visitor to your site regardless of what version Web browser (ex. Internet Explorer 3.0 or 4.0) they are using.
*   As the Web has developed so has HTML and Web browsers. HTML is the series of tags, or layout instructions, that is loaded behind scenes when you visit any Web site. (You can view any page's HTML by going to View>Source in Internet Explorer or by going to View>Page Source in Netscape Navigator) Web Studio allows you to produce a site without thinking about which browser will be used to view the site by creating a version specifically for 3.0 browsers and another specifically for 4.0 browsers.
*   Inside your Web Studio Web site is the Web site's properties. Click on the "Site Properties" button in the Page Palette. Click on the Advanced tab. Here is where you can determine what version of HTML to use.
*   Version 3.2 is older, and does not allow the overlapping of images on your pages. Version 4.0 is the latest standard and is best viewed by users who have version 4.0 or higher Web browsers. Note: HTML 3.2 without overlapping will create the highest quality sites. To prevent overlapping when designing enable the "highlight overlapping objects" feature of Web Studio. (See the View Menu in Chapter IV)
*   If you can be confident that everyone you know will view your site using Web browsers of 4.0 or higher than click on the "Use HTML 4.0 only" button. This will save you time when your pages and previewed and uploaded and will save you space on your Server allowing you to make more Web Studio Web sites!
*   If you are unsure about the browsers your acquaintances are using then stick to using both. In this way you can be confident that your site will look as it is intended.

What is an Anchor and how do I use one?

An "anchor" is used to place an "intra-page" link on any given page. They are most handy if you have a long Web page that requires considerable scrolling. This allows you place a link at the bottom of page that will automatically scroll up to the top of the page. Another popular use for anchors is to have a series of questions at the top of a page and an anchor that links a specific answer to a specific question. Here's how you use anchors:

1. Start Web Studio and open a new or an existing Web site.

2. Place an icon (this can be any graphic) or button at the top of the page.
3. Click on the Links tab and drag "Add Anchor to Object" and drop it on top of the icon.
4. Name the Anchor. An example would be "Top of Page".
5. Scroll down your page and place another icon at the bottom of your page.
6. Drag the newly created Anchor link (in our example, "Top of Page") and drop in on top of the icon. The linking box will now appear indicating that a link has been placed on this icon.
7. Preview the Web site by hitting your F5 key to see the anchor link in action.

How do I add background color to my text?

Web Studio allows you to add fonts and adjust their size, color, and their transparency. It also allows you to create cool effects by adding a background color to the text itself! Here's how:

1. Start Web Studio and open a new or existing Web site.
2. Click on the Text tab. Drag a desired font onto your work surface and type your desired text.
3. Right click over the text and choose Text Background Color>Text Background Color. Choose any color you like and click OK. The color is now the background to the text box!
4. You can resize the text box to create your desired effect.

How do I add an E-mail link to word of text?

1. Open you Web page in Web Studio and click the Link tab.
2. Go to Insert>Add my own link.
3. Name your link "My E-mail" or whatever you decide.
4. For the Link URL, erase the http:// part and enter mail to: followed by your e-mail address. Example, mail to:Webstudio@sierra.com.
5. Click OK. The link will now be in the "My links" window.
6. Single click on your body of text and highlight the words you wish to "link" via e-mail.
7. Drag the My E-mail link from the Link tab to the highlighted word(s).
8. Preview the Web site and check your link.
9. If the link does not work, try the procedure again.

How do I change the speed of a Slide Show?

1. When you create a Web Studio Slide Show the default time between slides is 10 seconds. You can make this shorter or longer by doing the following.
2. Open Web Studio.

3. Create your Slide Show making sure you choose "Automatically every Ten Seconds" in Slide Show Options.
4. Right-click over the Slide Show and choose Properties.
5. Click the HTML Content tab.
6. Scroll down until you see <param name=DelayBetweenImages value=10>.
7. Change the value from 10 (seconds) to any number you prefer.
8. Click OK.
9. Preview your site to check for the desired results.

Web Studio FAQ about HTML

When does Web Studio create the HTML?

• Web Studio generates the Web site HTML when you preview the Web site (Web>Preview or F5) and when you upload the Web site (File>Save Web site to Internet).

Where does Web Studio place this HTML?

• If you "preview" the site the HTML is placed in the Sierra/WebStudio/Preview/yoursitename folder. If you "upload" the site, the HTML is placed in the Sierra/WebStudio/Upload/yoursitename folder.

Can I edit this HTML?

• Yes. The HTML that is placed in the preview and upload folders can be opened in a text editor (notepad or wordpad) and changed. It is important to note that Web Studio will not detect any changes you make to the HTML if you reopen the site in Web Studio. Web Studio reads the native .ows file only.

Can I place my own HTML or Web pages in a Web Studio Web page?

• Yes. In Web Studio's "Cool Stuff" tab there is an HTML placeholder for just such tasks. By dragging this placeholder to the page, right-clicking and choosing properties, an HTML Content tab is visible. Click on this tab and place the desired HTML in this box either manually or via import.

Can I open an existing Web site in Web Studio?

• No. Web Studio only reads its native .ows file, so it cannot load an existing Web site made by an outside application. Web Studio creates HTML it does not read or edit it.

Why are there two copies of each Web page in my folder?

By default, Web Studio generates two copies of a Web site. One is optimized for viewing in a version 3.0 browser and the other is optimized for viewing in a version 4.0 browser. Since HTML and Web browsers are constantly being updated the best way be sure a visitor views your site correctly is to build the site in both versions. In Site Properties, on the "Advanced" tab the user can change this default setting to build their site in HTML 3.2 or 4.0 only.

The Web Studio Tip of the Day Library

- Web Studio provides you with unlimited Undo capability. If you make a mistake or decide you don't like what you've done, choose Undo in the Edit menu.

- If you have a scanner attached to your computer, you can use it to scan graphics into your pages. Simply click on the My Stuff tab and choose Insert>Graphic from Scanner.

- When you add objects to your page, it is like placing playing cards on a table. They can overlap and some objects will be behind others. You can move objects to the front of the pile or the back with the Move to Front/Back commands in the Object menu.

- To move an object, you simply click the mouse on it, hold the button down and move the mouse.

- There is a clipboard in Web Studio that stores objects you cut or copy from your page. When you want to put them back, you choose Paste from the Edit menu and they will be pasted back onto the page.

- In order to use Copy, Cut, Clear, Bring to Front, Send to Back, Move Forward, Move Backward, you must first select the object. Do this by clicking on the object. Small handles will appear on the object to show that it is selected. The menu items will then be enabled.

- The objects on your page are actually part of a pile of objects. If you placed them on top of each other, you'd see that one will go on top of the other.

- To move objects up or down in the pile choose Move Forward or Move Backward from the Object menu.

- You can select multiple objects by clicking on the page background and with the mouse still pressed, dragging a rectangle around the objects to be selected. This is called Net Selecting.

- To create more space to work with on your page, you can choose the View menu and hide various palettes and toolbars. Choose the same command from the View menu again to show the hidden palette or toolbar.

- You can turn the sound effects off by choosing Play Sounds from the View menu or pressing the sound button on the toolbar. Choose Sound again to turn it back on.

- The Special F/X Gallery allows you to add special effects to your graphic and text objects. Simply drag and drop an effect onto an existing graphic on your page.

- Several effects from the Special F/X Gallery can be done multiple times. For example, the brightness effect will brighten your graphic every time you drag and drop it.

- The Hue Effect from the Special F/X Gallery will change the colors in your graphic object. Continually applying the Hue Effect will eventually bring it back to the original colors.

- The "Home Page" is the first page a visitor will see when they visit your Web site. A right click of the mouse button over one of the page names in the Page List will make that page the "Home Page" for your Web site. The home page has the house icon.

- A right click of the mouse button over the page in the Page List with the house icon will make a Web site without a home page. This is useful if the site you are editing will be part of a larger Web site that already has a home page.

- Click on one of the page names in the Page List for editing. If it is already open, it will become the top window.

- To change the name of a page, Click on the page in the Page List. Once it is selected, click the name again. You can now edit the name. Press Enter when you are done.

- To delete a page from your Web site, click on its name in the Page List. Once it is selected, press the Delete Page button at the bottom of the Page List.

- To add a page to your Web site, click the Add Page button. A new page will be added to your site.

- You can use any of the effects from the Special F/X Gallery on any page background you've dropped on your page. Simply drop the desired effect onto the page instead of an object on the page.

- You can make colored backgrounds out of the white and gray backgrounds.Add the background with the desired texture to the page. Drag Colorize from the Special F/X Tab onto the page. Choose a color for your background. Light tones work best.

- If you have a scanner attached to your computer, you can use it to scan a back ground into your pages. Simply click on the Backgrounds tab and choose Insert>Background from Scanner.

- Click the right mouse button over a page will display Web Studio's context menus.There are many commands available in the context menus.Try it when objects are selected and when they are not.

- Click the right mouse button over a text object to get the Text Object context menu. In addition to the various text commands a properties options is available. The properties dialogs offer advanced features of Web Studio.

- Click the right mouse button over a graphic object to get the Graphic Object context menu. In addition to the various graphic object commands a properties options is available. The properties dialogs offer advanced features of Web Studio.

- Click the right mouse button when multiple objects are selected to get the multiple selection context menu. In addition to the various object commands a properties options is available. The properties dialogs offer advanced features of Web Studio.

- Click the right mouse button over the page's background when no objects are selected to see the page context menu. In addition to the various site commands a properties options is available. The properties dialogs offer advanced features of Web Studio.

- You can add a colored background to any text object by first selecting the text object.Then, press the right mouse button and choose Properties. Choose the Text tab in the dialog and then press Choose Background Color.

- To create a vertical divider, drag a divider onto your page. Click the Special F/X Gallery tab and scroll until you see the Rotate effect. Drag the rotate effect onto your divider and it instantly becomes a vertical divider.

- You do not need high resolutions graphics on the Web. Screen resolution is what you want for graphics to go to the Web. Choose screen resolution or 72 dpi when scanning your own graphics with Web Studio.

- To quickly duplicate an object, press the Ctrl key and hold it. Then drag the object of interest. When the mouse moves, a new duplicate copy of the object slides out from underneath the existing one.

- Web Studio's Links Tab gives you lots of links to interesting places for use in your site. It also includes any Bookmarks you may have added to Netscape Navigator and any Favorites you have added to Microsoft Internet Explorer.

- To select multiple objects hold down the Shift key and click on several objects. To deselect any selected objects, simply click on the page's background.

- To add multiple graphics your page, choose Insert>Picture from file. Click on the first file you want to add. Hold down the Ctrl key and click on the other files you want to add. When all of the files have been selected, press Enter and Web Studio will add all of them to your page.

- You can drag and drop any link from the Link Gallery to the background to create an instant "textlink".

- Anchors are used for "Intrapage" links. You can use them to link the bottom of a very long page to the top of the page.

- Web Studio comes with a full fledged Web Browser for both previewing your Web site and surfing the Internet.

- Several of the Web Studio Dividers can be used to create colorful, "3D" frames for clip art and photos. "Framing" an image in this way creates the illusion of depth on your Web page and adds to its overall quality.

Technical Issues 8

Common Web Studio Error Messages

I can't find my Web site on my hard drive!

• Web sites are saved with a .ows file extension. Go to Start>Find>Files and Folders and type in •.ows. Click the Find Now button and a list of Web sites will emerge.

I can't find my Web site on the Internet.

• Make sure that you are entering the correct URL or Web address. Check with your ISP and make sure you have the correct Web address written down. Also, make sure under the Site Properties box that you have a check mark in the "Place the Web site as the root Web site".

When I try to send my site to the Internet I get error messages.

• Make sure you have the correct FTP address, host directory, user ID and password. One typo and the FTP process will not work.

When I drag an image from the My Stuff gallery I get an error message.

• The My Stuff folder contains "thumbnails" of the images on your hard drive. If you move or replace an image on your hard drive and attempt to add the image to your Web page you will get an error message because Web Studio cannot find the image file. Reload your My Stuff tab.

When I add a sound I get an error message.

• There are some limitations in the conversion process and Web Studio may experience problems with some Wav files. If you get an error message citing "conversion" problems or "failure to build table", try a different sound on your Web page.

When someone else views my Web site it takes a long time to appear.

• Many factors can play a part in this. Make sure that you do not have too many photos on your Web pages. This can result in slow downloads of your pages.

When I view my Web site on the Internet my graphics are transparent even though I chose them to not be transparent.

• This is caused by overlapping graphics. When Web Studio builds the Web site in HTML 3.2 it treats all overlapping graphics as one and renders the unique properties of each image void. Go to the Site Properties box and click on the Advanced tab. Click on HTML 4.0 only. Now, re-save your Web site to the Internet.

I can't place a graphic on the top, bottom or side of the page.

• Due to the many different ways that browsers load pages, you cannot place images or text on the very edge of your Web pages. Web Studio will automatically place them at the outer most limits of your Web pages for you.

On my free Web site there is a banner that overlaps my layout.

• This occurs when one of the free Web site providers places a banner of their own on your page. If you have built the page in HTML 4.0, which allows for overlapping graphics, you may experience this problem. Go to the Site Properties box and click on the Advanced tab. Click on HTML 3.2 only. Now, re-save your Web site to the Internet.

When I view my page on another machine the Font is different and the layout is a mess!

• If you choose an unusual font for your site there is a very good chance that when people view your site with their computers the Web page layout will differ greatly because their Web browser used the "closest" font it could find for the one you specified. When in doubt use the standard Windows fonts such as Arial and Times New Roman.

My Web site does not show up on search engines.

• Aside from using the Web Site Information tab, found in Site Properties, the best way to ensure your Web site will appear in search engines is to actively register your site with the specific search engine companies. Go to any of the popular search engine sites and you will find information on how to include your site on their search engine.

I don't know my User ID or password when saving site to Internet.

• Contact your Web space provider, or check your e-mail for their welcome letter, which often times contains that information.

Some of my HTML effects don't work on all browsers.

• Some discrepancies will occur between different versions of Internet browsers currently available. While Sierra Web Studio developers have attempted to create a product that reflects all of these versions, some features may not be available for each separate browser. We recommend that you contact the manufacturer of your particular browser for specific limitations and possible updates.

Common Questions and Problems

Important: Before you consider calling Technical Support, make sure you are using a 32-bit Internet browser. Internet Explorer 4.0.or 5.0 can be installed during the Web Studio installation, or directly from the Web Studio CD, and is a requirement to run Web Studio.

Problem:When I select the Hue button in the Galleries, sometimes nothing happens or a color is repeated.

Solution:The hue button cycles the existing color range of the graphics through the color palette. The outcome of the color depends on the colors in the original graphic and where they exist in the color palette. If a graphic has little hue, is Gray or very dark, you may not notice any color change as you select the buttons.

Problem:Changing a sound associated with a picture sometimes does not update in the Preview window.

Solution:This is a known caching problem with a user's Internet browser. Because Web Studio's Preview uses one of the versions of Internet Explorer, the sounds are cached as part of the History feature of the browser. Even though you change the sound, the browser may sometimes play the old cached sound when you Preview your page. Reloading the page or saving the page and restarting Web Studio will cause the sound to update.

Problem:When I delete a page from the Page List (page 3 in a list of five for example) the pages do not re-number.

Solution: Deleting a page is final and cannot be undone. What you are seeing here is that the program gives a name to a page (page 1, 2, 3, etc.) as it is added to your site. When you delete a page titled Page 3 you are deleting the third page that was created. Web Studio will not automatically rename pages, even pages with numbers.

Problem: Unable to resize certain icons in Cool Stuff tab.

Solution:The Day, Date, Search and Time icons do not resize. This is by design due to the unique nature and properties of these icons. The license under which this Java applet is included in Web Studio does not permit us to correct this issue.

Problem: You are unable to find your Web site on your hard drive.

Solution: Web sites are saved with a .OWS file extension. Go to Start, Find, Files and Folders and type in •.OWS. Click the Find Now button and a list of Web sites will emerge.

Problem: When creating the Web site via Preview or Save To Internet you get an error message.

Solution: There are some limitations in the conversion process and Web Studio may experience problems with some .Wav files. If you get an error message citing "conversion" problems or "failure to build table", try a different sound on your Web page.

Problem: You are unsure of your User ID or password when saving site to Internet.

Solution: Contact your Web space provider, or check your E-mail for the 'Welcome' letter that often contains that information.

Problem: You receive error messages when you send your site to the Internet.

Solution: Make sure you have the correct FTP address, host directory, user ID and password. Any typo will cause the FTP process to fail.

Problem: When I upload my page to an ftp site, an "X" is added to the end of the name.

Solution: With Site Properties you can specify both HTML 3.2 and 4.0 compatibility. This means that two separate files will be uploaded for each page of your Web site. Since you cannot have two files with the same name, one has an "X" added.

Problem: When posting to the Internet, only 14 characters show up in the title of my site.

Solution: Filenames being uploaded to the Internet are sometimes truncated to 14 letters since older UNIX systems (which still operate as Web servers in some places) will not allow filenames longer than 14 letters.

Problem: Some symbols cannot be used in names when posting to the Internet or saving to the Internet.

Solution: The following symbols cannot be used in Web page names when posting to the Internet or saving files due to standard Internet and Windows protocol: ""!@#%^&•()-=+|}]{[

Problem: You are unable to find your Web site on the Internet.

Solution: Make sure that you are entering the correct URL or Web address. Check with your ISP and make sure you have the correct Web address written down. And, remember that in some circumstances the URL can be case sensitive.

Problem:Your Web site does not show up on search engines.

Solution:The best way to ensure your Web site will appear in search engines is to actively register your site with the specific search engine companies. Go to any of the popular search engine sites and you will find information on how to include your site on their search engine. In addition read the section about Site Properties for placing the correct Search Engine info within your pages.

Problem:When someone else views my Web site it takes a long time to appear.

Solution: Many factors can play a part in this. Make sure that you do not have too many photos on your Web pages.This can result in slow downloads of your pages.

Problem:When you view your Web site on the Internet your graphics are transparent even if you chose them to not be.

Solution: Overlapping graphics causes this.When Web Studio builds the Web site in HTML 3.2 it treats all overlapping graphics as one and renders the unique properties of each image void. Go to the Site Properties box and click on the Advanced tab. Click on HTML 4.0 only. Now, re-save your Web site to the Internet.

Problem: On your free Web site there is a banner that overlaps my layout.

Solution:This occurs when one of the free Web site providers places a banner of their own on your page. If you have built the page in HTML 4.0, which allows for overlapping graphics, you may experience this problem. Go to the Site Properties box and click on the Advanced tab. Click on HTML 3.2 only. Now, re-save your Web site to the Internet.

Problem: Printing Preview Web Page fails to open print dialogue box.

Solution: Print your page from either your regular browser or from the Page List.

Problem:Printing Preview Web Page fails to print background.

Solution: Web browsers don't normally print page backgrounds.The backgrounds more often than not make the content less readable when printed.

Problem:You are unable to place a graphic on the top, bottom or side of the page.

Solution: Due to the many different ways that browsers load pages, you cannot place images or text on the very edge of your Web pages. Web Studio will automatically place them at the outer most limits of your Web pages for you.

Problem: If I go to the Cool Stuff button, then click on Slide Show, I cannot see my background color.

Solution: Slide Shows let you choose the background color of the Slide Show portion of the Java applet.This only works if the original background was applied with the Background Color Picker. By choosing a background color in the Slide Show:

1. Any DIFFERENCES in the size of graphics that your Slide Show uses will use the background color you chose.
2. If you have chosen clip-art with transparencies, those transparencies will read as white, not transparent.
3. If you change your background (after you've finished the slide show Wizard), the background of the Slide Show won't change.
4. If the background has a tiled graphic (any background that is NOT created using the Background Color Picker) the background color will appear white. This can be confusing because the Background Gallery has background objects that LOOK like solid color, but will be tiled. The Slide Shows will still default the background color to white when using one of these backgrounds. Be sure to use the Color Picker

This is by design due to the unique nature and properties of the Slide Show Effect. The license under which this Java applet is included in Web Studio does not permit us to correct this issue.

Problem: When I Preview my Web Page, my Slide show will not work.

Solution: Some special rules apply to Slide Shows.

1. The graphics must not be read-only. To check this, right click on your graphic file and uncheck the read-only box.
2. The names of the graphics must not have a space in the name. If even one of the images has a space in the name, you will only see a gray box when you Preview your page.

This is by design due to the unique nature and properties of the Slide Show Effect. The license under which this Java applet is included in Web Studio does not permit us to correct this issue.

Problem: When viewing your page on another machine the Font is different and the layout has changed.

Solution: If you choose an unusual font for your site there is a very good chance that when people view your site with their computers the Web page layout will differ greatly because their Web browser used the "closest" font it could find for the one you specified. When in doubt use the standard Windows fonts such as Arial and Times New Roman.

Problem: I can't edit text after applying a Special F/X to it.

Solution: When an effect is dropped onto text, the text object is turned into a graphic that cannot be changed with the text editor.

Problem: When a Special F/X is applied to a transparent object, the effect is applied to the entire selected object, not just the image.

Solution: When an object has a transparent background color, it is treated as white when a Special F/X is applied to it. For example, when the darken effect is applied to the graphic, the transparent area results in gray. With other effects the same type of thing happens because the effect is applied to the ENTIRE object, not just the text. If you want to have a transparent object after you apply an effect, simply choose the next transparency color.

Problem: Some of my graphics or animations show the background through the image when my background is other than white.

Solution: Graphics that are made to look "cut out" have had transparency turned on automatically. The transparent color is usually white. Other areas in the graphic that use white will also appear transparent. Right click on the graphic and uncheck Transparency. This will also turn the background color back to white.

Problem: When I make my text Bold, part of the last letter in the text is cut off.

Solution: Add a space to the end of your text to prevent the last letter from appearing cut off.

Contacting Sierra for Technical Support

If you experience any problems with Web Studio, Sierra On-Line has a full library of help documents available electronically. You can download them from Sierra's home page on the World Wide Web at http://www.sierra.com by following the on-screen information.

Other options include leaving a message for Sierra's technical support staff at the Web site above by accessing the technical support message boards, or e-mailing to home@sierra.com with a complete description of the program, your system, and the problem you are experiencing.

You can also receive your document via our automated fax back service. Call (425) 644-4343, choose to use the automated technical support system and follow the voice instructions provided. You will be faxed a catalog of all of the documents that we have to offer and you will then be able to get the documents you need. If you prefer, you can also fax us at (425) 644-7697 with your document request.

For phone assistance, you can reach Sierra Technical Support at (425) 644-4343 between 8:00 am and 4:45 pm, Monday through Friday, Pacific Standard time. Please have the program installed and be at your system when you call. Customer Service can also be reached at the following address:

Sierra On-Line
PO Box 53210
Bellevue, WA. 98015

If you are in Europe, please contact our office in England. The Customer Support number is (0118) 920-9111, between 9:00 AM and 5:00 PM, Monday through Friday. The fax number is (0118) 987-5603. Customer Service can also be reached at the following address:

Sierra On-Line Limited
2 Beacontree Plaza
Gillette Way
Reading, Berkshire
RG2 OBS United Kingdom

If you do contact Technical Support, please be in front of your system and ready to answer the following questions.

1.   What is the specific problem?
2.   What is the specific error message, if any?
3.   At what point in the program does it occur?
4.   What speed is your processor? (Example: 486/66, P-100, P200, etc.)
5.   How much RAM do you have? (16MB, 32MB, etc.)
6.   How big is your hard drive, and how much of that is free space?

DO YOU REGULARLY RUN SCAN DISK AND DISK DEFRAGMENTER?

The Sierra No-Risk Guarantee

The Promise: We want you to be happy with every Sierra product you purchase from us. Period. If for any reason you're unhappy with the Program, return it within 90 days of your purchase for an exchange or a full refund.

The Only Catch: You've got to tell us why you don't like the game. Otherwise, we'll never get any better. Send the Program back to us within 90 days of your purchase, postage prepaid, along with your original, dated sales receipt and we promise we'll make things right.

Disk and or Manual Replacement: Product Returns:*

Sierra On-Line Fulfillment Sierra On-Line Returns
4100 West 190th Street 4100 West 190th Street
Torrance, CA 90504 Torrance, CA 90504

Returns valid in North America only.

NOTE:To replace defective CD-ROM(s) please send all CD-ROM(s) and a copy of your dated receipt to the above fulfillment address, if less then 90 days from your purchase. After 90 days from your purchase, for replacement of defective Programs, you must also include a $10.00 check payable to Sierra On-Line, Inc. for shipping and handling fees along with all CD-ROM(s). For replacement Program documentation, you must include a $5.00 check payable to Sierra On-Line, Inc. for shipping and handling fees and a photocopy of the jewel case from the Program. Payment must be made at the time of your request. Sorry, no credit cards. Returns to this address valid in North America only.

End User License Agreement

All use of this program and all program warranties and warranty disclaimers are governed by the End User License Agreement, which is viewed and accepted during program installation. To see the End User License Agreement after installation, open the ReadMe file in the product's program folder. Any use, reproduction or redistribution of the program not in accordance with the terms of the End User License Agreement is expressly prohibited.

Basic Troubleshooting Guide

Table of Contents

Section 1 - Common Install Problems

Products developed specifically for Windows '95 support CD autoplay. To activate autoplay, you just put the CD in the drive and close the door: you will be prompted automatically to install the product. If your product does not support autoplay or it is not enabled on your system, go to the Start menu, choose Run and then type in the installation command. For example, if the install command is SETUP and you are installing from D:, type D:\SETUP and press <Enter>. When the installation procedure is started, follow the on-screen prompts.

Problem:The setup program reports and Error - 113, or other MOVEDATA Error when trying to copy files to the hard drive.
Solution:This is caused when the CD-ROM drive is using MSDOS Compatibility mode. MSDOS Compatibility mode is not capable of recognizing Long Filenames. Some of the files contained on the CD use Long Filenames, and the CD-ROM drive will not see them properly. To correct this, simply update the CD-ROM drivers to Windows '95 native drivers.

Problem: Errors like "Not Ready Reading Drive X:", "General Failure Reading
Drive X:" or "CDR 101 - Abort, Retry, Fail".
Solution:These problems mean that the computer cannot read the installation disk
or CD properly. If X: is a diskette, try cleaning up the memory environment as
much as possible by following the steps in Section 3. If problems persist, the
diskette is likely corrupted and will need to be replaced. If X: is a CD ROM, try the
steps in Section 3. Additionally, check the shiny surface of the CD. If you see any
smudging or debris, clean it off gently with a soft, lint-free cloth. Finally, check with
your system manufacturer to assure that the driver software that your CD drive
uses is up-to-date as outdated CD drivers can have difficulties reading newer CD's.

Problem:If you need a replacement disk or CD
Solution: Sierra will gladly do so for you. If your request is within the first 90 days of
purchase, replacement is free of charge. After this warranty period, there is a
$10.00 processing charge. Send disk or CD #1, along with a note with your name,
mailing address, daytime phone and a copy of the sales receipt dated within the last
90 days or a check or money order to Sierra On-Line for $10.00 back to us. Our
address is: Havas Interactive, 4100 West 190th Street, Torrance, California 90504.

Section 2 - General Technical Solutions

Despite having sufficient RAM installed on your system to run the Sierra product
that you purchased, you may find that you experience errors such as "Out of
Movable Memory" or "Insufficient Conventional Memory" or other symptoms of low
system resources such as slow performance. Sierra products are not designed to
multitask and will operate best when given all possible free system resources. Here
are the best ways to maximize available resources:

- Shut down all active Windows programs in the Task List. Windows tends to
  load many utilities and programs automatically when it starts. To see a list of
  these, press <Ctrl-Alt-Del>. The only program that is required is Explorer. For
  all other tasks, highlight them individually and click on the "End Task" button.

- Disable alternate Windows desktop shells. There are many alternate Windows
  desktops available for computer systems; many of them come pre-installed.
  These included Norton Desktop for Windows, PC Desktop, Tabworks, Navigator
  and others. Disabling these will free up system resources. Specific instructions
  to disable them will vary by product, so you will need to check the desktop's
  documentation.

- Check virtual memory settings. Windows '95 creates a swap file to use hard
  drive space as a replacement for RAM memory. By default, the system handles
  these settings internally; however, if they are manually set problems can occur. To
  check the virtual memory settings, go to the Start menu, choose Settings and

then Control Panel. Choose the System icon and the Performance tab. Select Virtual Memory and make sure that "Let Windows manage my virtual memory." is checked. If not, check it and click on Apply. Also, make sure that you have plenty of hard drive space as the swap file can be extremely large. For optimal performance, try to keep at least 40 MB available on your C:\ drive.

- **Reduce video resolution and color palette.** Running at a video resolution higher than 640x480 or with a color palette of greater than 256 colors uses more system resources and does not improve the graphics quality of most Sierra products. See Section 5 - Video Problems for information on how to change video modes.

- **Disable wallpaper on the desktop.** The default Windows wallpaper selections take up a minimal amount of memory. On the other hand, custom pictures used as wallpaper are very memory-intensive. To disable them, go to the Star t menu, choose Settings, Control Panel and then Display. Click on the Appearance tab and then set the Background option to (none). Click on Apply, then OK.

Many different types of errors can occur with our Windows products. These range from Windows errors such as General Protection Faults and Illegal Operations, to product specific errors or even lockups with no error messages at all. The tips outlined below will resolve most of them:

Streamline the memory environment. These errors are often the result of conflicts between multiple programs loaded into memory. Follow the steps listed in Section 3 above to minimize the chance of this occurring.

Insure a clean product installation. File corruption is a common cause of program problems. To avoid it, use the following process to insure a clean install:

- Delete any previous installation of the product from the hard drive. Use the Uninstall option through the setup program if it has one.

- Check for errors on the hard drive. From the Start menu, choose Run, type in SCANDISK and press <Enter>. Fix any errors that are found.

- Make sure that there is enough hard drive space. Open up My Computer on your desktop and right-click on the drive to which you're installing. Click on Properties and note the MB value for Free Space. If your hard drive is compressed with a program like DriveSpace, the listed available space will need to be approximately double the requirement stated in the Sierra product documentation. Compression techniques will not have much effect on many of the installed files.

- Reboot the system with your boot disk to eliminate memory-resident programs that may cause problems and reinstall the product.

- Check CD ROM cache size. When Windows '95 installs, it can incorrectly determine the speed of your CD ROM drive and allot an improper memory buffer for it. From the Start menu, go to Settings and then Control Panel. Choose the System icon, the Performance tab, the File System button and then the CD ROM tab. Make sure that the Optimize Access Pattern For option is set properly for your drive. When done, click Apply, then OK and then Close. Restart your system and see if this helps. If this doesn't help, try changing the Optimize Access Pattern For setting to No Read Ahead.

- Make sure that all of your hardware is directly supported by Windows '95. Drivers are the software that allows Windows to control the hardware on your system. Some hardware is not supported with drivers under Windows '95. Instead, it uses older Windows 3.1 drivers. While this is sufficient for basic system operation, it can cause problems with intensive tasks like games. You can check the Device Manager to make sure that you have true Windows '95 drivers for your system. From the Start menu, choose Settings then Control Panel. Choose the System icon and the Device Manager tab. You will see a "tree" with you computer listed at the top and all of the Windows '95-supported devices on your system. The following devices are most often missing from this list: CDROM, Display Adapters, and Sound, Video and Game Controllers. Double-click on these lines and make sure that a driver is present for each. If any are missing or appear with a thunderbolt or exclamation point symbol listed on them, contact your system manufacturer for assistance.

- Update Windows '95 hardware drivers. Many manufacturers have already released revisions to the drivers that shipped with Windows '95. These fix known problems and help maintain compatibility with the newest software on the market. Driver updates can be obtained from your system or component manufacturer; usually they are free of charge if you can download them from a BBS or Web site.

Section 3 - Sound Troubleshooting

Sound problems can manifest in numerous ways. They can range from distorted, missing or clipped sounds to error messages like "Waveout Open" or "Rave" to system lockups. Here are the steps that will help resolve most of these problems:

- **Insure that the sound card is not being used by any other applications.** When the sound card is in use by a background utility, it will not work properly. Follow the steps in Section 3 to minimize the chance of this happening.

- **Check the mixer.** Your sound card has a mixer that it uses to balance the different types of sounds the computer uses. You should find a speaker icon in the corner of your screen on your Task Bar. Double-click on this icon to access the mixer. Make sure that not only the master volume is at an acceptable level but also that the relative levels of the different sound types are equally balanced. With most mixers, MIDI is the music setting and Wave is the digital sound effects setting. If you are experiencing distorted sounds, try turning all sound levels down to about two-thirds of maximum.

- **Check to assure that all Windows sound drivers are installed.** From the Start menu, choose Settings and than Control Panel. Choose Multimedia and then the Advanced tab. In the device tree that you see, check under Audio Devices and MIDI Devices and Instruments. If you do not have any entries under these categories, your sound card is not supported directly by Windows '95. You will need to consult your system documentation or manufacturer for further assistance.

- **Check the MIDI Mapper setup.** Improper MIDI music setup can result in problems. From the Start menu, choose Settings and then Control Panel. Choose Multimedia and then the MIDI tab. Change the setting from Single Instrument to Custom Configuration then click on Configure. You will see a MIDI map with 16 rows with a setting like "MIDI for OPL2/OPL3 Internal Synthesis" listed in it. If you have a 16-bit sound card like a Sound Blaster 16, make sure that the setting is listed in rows 1 through 10 only. If you have an 8-bit sound card like the Sound Blaster or Thunderboard, make sure that the setting is listed in rows 13 through 16 only. If you are not sure what type of sound card you have, set this up as an 8-bit. To remove a setting, highlight it, select Change, pull down the selection menu and choose (none). When done, click Save As, choose a name and click OK. Click Apply and try the game.

- **Check the CD Audio cable.** Some CD games store their audio tracks the same way a music CD does. If you do not have a special cable running from the CD to the sound card, you will not hear it. To test this out, play a music CD in the drive and see if you can hear it through your computer's speakers. If you can't, check with your system manufacturer about getting a CD audio cable installed. Alternately, if you plug a set of stereo headphones into the jack on the front of

the CD ROM drive, you should be able to hear the audio properly.

Section 4 - Video Troubleshooting

Windows video problems usually fall into two categories: display quality problems and speed problems. Quality problems can result in black screens, color distortion and the like. Speed problems can lead to choppiness of video display or failure of the pre-installation pixels per second transfer rate. In both of these cases, the solution will likely be found in the following process:

- Streamline the memory environment. Conflicts with memory-resident programs can cause graphics problems and loss of performance. See Section 3 for help with freeing up system resources.

- Reduce resolution and color palette to 640x480x256 colors. While many new video cards are capable of more detail, Sierra products are written to work best at a resolution of 640x480 with a 256 color palette. Go to the Start menu, choose Settings and then Control Panel. Select the Display icon and then the Settings tab. Make sure that the Color Palette setting is set to 256 color and the Desktop Size slider bar is set to 640 x 480 pixels. When done, click on Apply. You will be prompted that the video resolution change is about to be made; click Yes. If the resulting screen looks proper, click OK; if not, wait 15 seconds and the previous desktop will be restored. If you are already running at 640x480 and you have problems, also try running at 800x600 resolution. If you have problems setting your system's resolution and color depth, consult your system manufacturer for additional assistance.

- Check video performance settings. From the Start menu, choose Settings and then Control Panel. Select the System icon and the Performance tab. Choose Graphics and make sure that the slider bar is set all the way to the right. If not, move it and click OK. You will be prompted to restart your computer; click OK here also.

- Update your Windows video driver. As previously mentioned, drivers are the software that control the hardware in Windows. When drivers are updated, they are usually reworked to run faster. Video drivers are available from your system manufacturer. If you can download them from a BBS or Web site, they are often free of charge.

Appendix

BASIC USAGE OF DRAG-AND-DROP ENVIRONMENT

Any time you hold down the left button on your mouse and then move the mouse, what you are doing is known as dragging. For example: in word processing, you might want to select a block of text. You do this by pointing to the block with your mouse arrow, then holding the left mouse button down, and moving the mouse arrow across the text you wish to select.

Likewise, if there is an icon (a picture representing something) or graphic that you wish to move (say, on your computer "desktop" screen), you would point to the object with your mouse arrow, click on it (grab it), and then move the mouse while keeping the mouse button pressed (see graphic).

When you drag-and-drop, you are moving an object on your computer screen from one location to another specific location. On a PC using Windows, you can drag an item to the Recycle Bin icon.

It's obvious that dragging and dropping is faster and easier than either typing in commands or utilizing a drop-down menu. Nowadays, you can drag-and-drop items from one application for another. For example: suppose you create a picture in another application. You can drag the picture to the Web Studio page that you are working on and place the picture within the page (see graphic).

With the advent of the new Web Studio software, instead of having to deal with HTML code, you can now drag-and-drop text and images to create Web pages.

Web Studio also allows you to utilize keyboard short cuts in the creation of Web pages. As in word processing, special keys such as function, control, and arrow keys, let you highlight (block) and move text and images (as well as move from one part of the page to another). These short cuts are covered in greater detail in The Web Studio Tools section of the manual.

FILE MANAGEMENT WITH WINDOWS EXPLORER

If you want to see what you have on your hard drive and you're using Windows software, do the following:

Double-click on "My Computer" located on your desktop (main screen).
*   The icon is of a small computer, and once you double click on it, a window will appear displaying icons representing different sections of your computer (see graphic).

- The hard disk will usually be in Drive C, your 31/2 inch floppy drive is usually Drive A.
- You will also see folders representing the control panel and the printers you might use with your computer.
- If you have a CD-ROM or DVD drive, it is often on Drive E, represented by the icon of a CD disk over a drive.
- Drive D will often contain drives for other removable disks, like Zip disks.

To see what is in each drive, merely double-click on a disk-drive icon in the "My Computer" window. Another window will appear showing what files and folders are in the drive (see graphic).

However, the easiest way to actually manage files on a PC is by utilizing Windows Explorer.

To get to Windows Explorer, do the following:
- Click on the Windows Start button,
- Move your mouse pointer to Programs, and then move your mouse pointer to Windows Explorer (represented by an icon showing a magnifying glass over a folder).
- Click once and Windows Explorer opens up (you can also go to the My Computer icon and right click on it, then click on Explore).

Once Windows Explorer is opened, you'll see what's referred to as a "hierarchy of folders" or a "tree." This is merely a structure that shows you just how you various files and folders are arranged. It is easy to figure out and utilize.
Basically, two windows appear. The left window shows you your various disk drives, folders, etc. When you double-click on a folder or drive in the left window, what is in that folder or drive appears in the right window. You can see exactly what's in a file or document by double clicking on it and opening it up, or you can right click on it and move your mouse to "Properties," which will show you the author, title, size, date and other statistics concerning the document.

You can also easily move folders and documents around using Windows Explorer.

For example: suppose you want to move a document into a specific folder. Simply do the following:

- Click on the document (which highlights it), then, holding the mouser clicker or button down, move the document from the right window over to the left window and the folder you wish to place it in.

- Then let go of the mouse button. If you merely want to copy the document to another folder, click on it once, and, without holding the button down, move it via the mouse over to the folder you want it copied to. You now have two copies of the document.

You can delete a file or folder by clicking on it once and pressing the "delete" button on your keyboard. You can move or delete an entire group of documents by clicking on the document highest in the tree.

- Then, press the "Shift" key on your keyboard, and hold it down.
- Still holding the "Shift" key down, move you mouse to the document in the grouping lowest on the tree and click on it. You'll note that the entire group of documents in between have also been highlighted (see graphics).
- Then hit "delete".

Thus, through Windows Explorer, you can delete, add, arrange, and rearrange all the material on your computer without having to open and juggle around numerous Windows. Windows Explorer is an easy, graphically and user friendly way to manage all your files and folders after downloading material from the Internet.

Glossary

Animated GIFs:
Animated GIFs are stationary Web images that simulate motion. The motion effect is achieved by repeating several slightly altered images to give the appearance of motion. Animated GIFs work a lot like the early movies. These images are played fast enough to fool the eye and create the illusion of movement. (see GIF).

Anchor
An anchor is used to link sections of a single Web page together.

ASCII
ASCII (pronounced Ask-ee) stands for American Standard Code for Information Interchange. It is a code that most computers are able to utilize to represent text and most word processors are capable of storing data in the ASCII format.

AVI
AVI is short for Audio Video Interleave, and it is the file format for Microsoft's Video for Windows standard.

Bandwidth
The total information-carrying capacity of a communications network.

BMP
Stands for Bit-Mapped graphics format. It is a standard used in the Windows environment. Graphic files in the BMP format end with a .BMP extension. BMP files store graphics in a format called device-independent bitmap (DIB).

Bookmarks (also known as Favorites)
This is a user-created list of URLs, allowing for quick access to these often visited resource sites.

Broadband
A term that describes a very high information-carrying capacity. Broadband networks have this high capacity through the utilization of fiber optic cable. Along with text, broadband networks can carry video and audio components.

Browser
A tool for the Internet that allows you to view images, hear sounds, and navigate the World Wide Web by using a mouse. Netscape and MSN are examples of graphical browsers.

Client/Server
A networking architecture, where the server is a powerful computer or processor that manages information while the clients are less powerful personal computers or workstations where users run applications. Many clients will connect to a central and powerful server in order to communicate and obtain information.

Dedicated
Dedicated means "reserved for a specific use". For example, a dedicated telephone line is reserved for use just by your computer's modem.

Domain Name System
(DNS) is a method by which Internet addresses [such as 'mit, edu'] are converted into computer-readable IP addresses [such as '182.156.12.24']. Dns is one of the most flexible, powerful technical features of the Internet, letting computers appear and disappear from the Internet without causing problems.

Download
When you Download information, you're transferring data (usually in the form of a file) from one computer to a target computer (usually yours).

E-commerce
Electronic commerce. Doing business online with Internet transactions. Gaining in popularity.

E-mail
Electronic messages transmitted from one user to another via the Internet.

FAQ
Acronym for Frequently Asked Questions. A standard among Web page designs is to have a FAQ page to answer the frequently asked questions about a company, product, or person.

FTP
The letters stand for File Transfer Protocol, a system that allows you to copy and download files as well as upload information to other computers many miles away.

Favorites: (see Bookmarks)

Filename Extension
A Filename Extension is usually several letters at the end of a filename which follows a period (dot) and indicates the type of information stored in the file. For example: an .EXE file is an executable file which performs a program or a command.

Feedback forms
Essentially short surveys on your Web site that a visitor can quickly fill out and submit that provides you with any information that you are interested in gathering

Font
A design for a set of characters, a font is the combination of typeface and qualities such as size and spacing. Arial is a typeface, but within Arial are a variety of fonts to chose from: different sizes (8 through 72), and different styles (italic, bold, etc.).

Frames
HTML technique that creates a header and sidebar on the first page and loads subsequent pages into the "Frame". For Web Studio Frames refer to the section "My Stuff Gallery" in the Web Studio Tools Chapter.

GIF
GIF, or Graphic Interchange Format, is a standard file format for storing digital image information of 256 colors or less on a computer. GIFs compress image information, thus GIF files require less space. Because you are loading fewer colors, GIF files are usually small and a quicker download than JPEG files.

Hit
A Hit is an instance of someone's browser accessing or contacting a page on a Web site. The number of Hits is the number of times someone has accessed your Web page or Web site.

Home page
The first or main page of a site on the World Wide Web, usually leading to other pages or areas on the Web depending upon your choice of which button to hit and which pathway to take.

Host
Computer that "serves" your Web site to the Internet. You send your site to the Host via FTP.

HTML (or HyperText Markup Language)
This is a standard "language" for formatting hypertext or hypermedia documents, utilizing special codes which control style characteristics, links to other pages or documents and graphics, and a display of images.

HTTP
Hypertext Transfer Protocol, which is used to transport documents over the World Wide Web. This is the reason "http" precedes every Web address.

Hyperlink
Hyper used in the sense to mean "non-linear," a link allowing you to go to or link to a completely different Web page or Web site.

Hypertext
Words that are highlighted on Web pages that allow you to jump from one page to another by pointing your mouse and clicking on them.

Icon
A small picture representing a program or object (file, folder, etc.) on your computer.

Internet
Often referred to as the Net, it is the "networks of networks;" a vast global network linking together large computer-communication services as well as hundreds of thousands of smaller university, government, and corporate networks. The Net grew organically out of ARPANET (the Advanced Research Projects Agency), and has grown enormously and rapidly over the last few years. It is considered the closest working model to the so-called "information superhighway" of the near future.

ISP (Internet Service Provider)
Also known as an IAP, or Internet Access Provider, ISPs are companies or organizations that provide (usually for a monthly fee) access to the internet.

Java
Java is a network-oriented programming language invented by Sun Microsystems that is specifically designed for writing programs that can be safely downloaded to your computer through the Internet and immediately run without fear of viruses or other harm to your computer or files. Using small Java programs (called "Applets"), Web pages can include animation and other moving images.

JPEG (Joint Photographic Experts Group)
JPEG is most commonly mentioned as a format for image files that contain more than 256 colors and is an ideal choice for photographs. JPEG format is preferred to the GIF format for photographic images because of JPEGs' high image quality (as opposed to line art or simple logo art).

Link
A specific word or image that, when you click on it, will allow your Web Browser to access a new page or area on the Web.

Mirror site
A site set up as an alternative site to an address that may be so popular as to be difficult to access. The mirror site contains copies of all the same files on the main site, and, like the main site, is updated regularly.

Modem
A device that connects your computer to a phone line. In technical terms, a modem converts the digital signal from your PC to analog waves that can be sent over ordinary phone lines. The process is known as "modulation and demodulation," hence the word "modem." Modem speeds are gauged in bits per second, so 56k means that a modem's speed is 56,000 bits per second.

MPEG
Moving Pictures Experts Group, a method of storing movie files in digital format.

Netiquette
Standard Internet etiquette. Essentially respecting other users. Example: Don't type in all caps - it's as if you're SHOUTING!

On-line network
An electronic venue in which the main method of access and communication is through a personal computer. The Internet, local computer bulletin boards, and commercial browsers like MSN can all be considered On-line networks.

Page   (see Web Pages)

PNG
PNG stands for Portable Network Graphics (pronounced ping) and is a bit-mapped graphics format similar to GIF (see GIF). PNG was approved by the World Wide Web consortium to replace GIF which uses a patented data compression algorithm (PNG, on the other hand, is patent and license free).

Point Size
In typography, a point is about 1/72 of an inch and is used to measure the height of characters. The height of the characters is one characteristic of fonts (see fonts).

PPP   (Point-to-Point Protocol)
This is a type of Internet connection that allows you to use your phone line and a modem to access the Internet.This type of connection allows you to receive graphics. PPP connections are available through local Internet service providers.

Protocol
A standard that defines how something is to happen in or between computers.

Raster Graphics   (see Vector Graphics)

Search Engine
A program that searches documents on the Web for specified keywords. The engine returns a list of the documents where the keywords can be found. Examples of Search Engines are Yahoo, HotBot, and Excite.

Server
A computer on the Internet, which serves files and information to users.

SGML
SGML stands for Standard Generalized Markup Language, an International standard and encoding scheme for creating textual information. HTML is a subset of SGML

Site
A specific location on the Net that can be a set of related Web pages or a server host.

Site map
Literally, a map of what your Web site will ultimately look like using index cards and/or charts.

Tags
Tags are commands inserted in a document specifying how the document should be formatted.

TIFF
Tag Image File Format, a file format used storing image files

Transparency
Transparency is a setting available in many image-processing functions that allows part of the underlying image to show through.

URL
This stands for Uniform Resource Locator, an electronic address on the World Wide Web.

Usenet
Thousands of bulletin board discussion groups, also called newsgroups.

Vector Graphics
Also known as object-oriented graphics, Vector Graphics refer to software and hardware using geometrical formulas to represent images. The other method for doing this is through bit maps where an image is composed of a pattern of dots. These are sometimes called raster graphics. Vector-oriented images are more flexible than bit maps because they can be resized and stretched.

Web Browser
A Web browser is a software application which allows you to view information on the World Wide Web. There are the two major types of browsers: Text based (such as Lynx) or Graphical based (such as Netscape or Internet Explorer).

Web Page
A text file with format coding (which creates the actual "page") and links to other Web pages and files on the Internet. A Web page is more like a window on the World Wide Web than an actual page in a book.

WWW
The World Wide Web; a system that is part of the Internet that organizes information onto a series of interconnected "pages" that include text, graphics, sound, and images.

Index