NetObjects

Fusion 11

User Guide

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Welcome to NetObjects Fusion

NetObjects Fusion® 11 is the essential tool for building effective Web sites. Whether you are a professional Web site designer or designing a site for a small business or your family, you can use NetObjects Fusion to design your site quickly and easily.

Map out your site structure by dragging and dropping page icons. NetObjects Fusion automatically creates and updates navigation and links. Lay out your pages quickly by dragging text, graphics, and multimedia into place. Select from dozens of SiteStyles®, or customize or create your own to apply a consistent visual theme throughout your site.

Build Your Site's Success

Enhance your site with Flash components, navigation and banners. Give your site high-impact visual appeal by incorporating Flash components, navigation and banners onto your pages. Change colors, effects, and display attributes with a few simple clicks, and preview your Flash animation in real time. NetObjects Fusion 11 offers new Flash time management, text, shapes and symbol components that integrate with your Web site seamlessly without any Flash knowledge necessary.

Perform advanced image editing. NetObjects Fusion includes all the tools necessary to edit images without having to use third-party software. You can crop images, set borders, adjust size and orientation, reduce red-eye, and add text. In addition, you can apply custom optimization settings to pictures and auto-generated images that control format and download times.

Organize your site projects. NetObjects Fusion 11 comes with new features that allow you to structure, organize, and keep track of project tasks enabling shorter time from Web site concept to live on the Internet. The new Tasks Checklist panel provides you with the ability to monitor progress on your projects quickly and easily without leaving NetObjects Fusion.

Customize your Workspace. To make your work more efficient, NetObjects Fusion 11 provides a customizable workspace to suit the way you want to work.

Customize your workspace using the floating, docking, and stacking features available for all panels and toolbars.

Build a Digital Photo Gallery. Use the Photo Gallery tool to put your images on the Web in minutes. Select the images you want to use, choose a display format, and NetObjects Fusion does the rest. Your photo gallery is published to the Web for your friends and family to view. Take advantage of the new Images Gallery panel to better organize your images and image folders. Now you can locate the images you want to add to your site without leaving Page Design and add an image to the page just by dragging and dropping it on the desired spot.

Create amazing Flash Photo Galleries for your Web site. NetObjects Fusion 11 includes a new Flash Photo Gallery builder that comes with new transition effects for any picture you would like to showcase on your Web site. The Flash Photo Gallery makes your images come alive and enhances your Web site, giving it the professional look and feel you desire.

Add interactivity with powerful components. Incorporate some of today's latest technology—such as RSS feeds, secure log-in pages, and customer testimonial components—using simple drag-and-drop functionality. Add, remove, and manage these components from the centralized component toolbar.

Design with the Power of CSS. In NetObjects Fusion 11, incorporating the power of CSS 2.1 has never been so easy. Choose from the extensive library of predefined stylesheets that compliment the SiteStyle of your choice or incorporate your own. Pre-developed definitions for Table Styles, Form elements, and text that match the look and feel of your web design are just a few of the time-saving benefits in NetObjects Fusion 11. Select from a variety of design panels based on your level of comfort with CSS, from beginner to expert, and take advantage of this technology web designers can't live without.

Create an e-commerce catalog. Simplify the process of building your online store with NetObjects Fusion, and match your catalog with the look and feel of your Web site. With just a few clicks, you can easily create a catalog, add products and images, and arrange them so that navigation is effortless. Then, integrate credit card processing for an effective way to deliver world-class products and services to your customers online.

Edit the HTML attributes. Hasten and enhance the look and feel of your objects just by editing the HTML code on the Properties grid, which contains the most used HTML attributes. In this way, you can easily change the properties of a selected

object just by modifying the attributes of the HTML code, thus making your work easier and faster.

Make your site more accessible. Make it easier for potential visitors to find your site on the Internet by including the site in search engines' databases. All you have to do is enable the "Create a Site Map for Search Engines" option before publishing the site. The newly created site map of your site's URLs makes it easier for your site to be found by search engines, thus increasing the visitors' traffic on your site.

Keep track of your site's visitors. Stay informed of the number of your Web site's visitors with the Site Traffic Options provided by Google® Analytics. You will have permanent access to Google Analytics' analyses and statistics of your site's pages over a certain period of time, and you can use this information to enhance your site's popularity on the Internet.

Make your site more dynamic and interesting. Create dynamic and rich page content by creating overlapped containers of objects using the new and exciting Multi Layout Regions tool. Also, use the Multi Layout Regions tool to avoid a complete refresh of a page, and thus save time and lighten your work.

Create amazing animations. Benefit from the new Timeline Editor to create astonishing animations and other interesting effects by using different objects and timeline actions. With a few mouse clicks, you can create whatever animations and actions you wish, and thus make your site feel more attractive and professional.

Work collaboratively with clients using NetObjects nPower™. With NetObjects nPower, site owners are free to update their NetObjects Fusion-built Web sites at their convenience—while you maintain full control of site structure and design using NetObjects Fusion's Content Management and Version Control features.

Take control of your site's content. Utilize full Web-content-management functionality. Whether you are working collaboratively designing a site for your organization or developing Web sites for several clients, with NetObjects Fusion's content-management features, you can give NetObjects nPower clients the ability to modify their sites while you retain control over which aspects of a site are editable.

Create archived versions of your site. Using the Version Manager, you can store archived versions of your Web site when they are modified by nPower users. Now you no longer have to worry about losing your site structure or wasting time recreating its content to restore it to a previous version.

Develop database solutions. You can develop a dynamic site in minutes using the Data Source option. Incorporate common database elements in objects such as forms, lists, and tables, all from within the NetObjects Fusion interface. Build pages to display data directly from Page view by simply defining data source contexts. This is a great way for both beginners and advanced NetObjects Fusion users to implement complex solutions in less time.

How to Get Started with NetObjects Fusion

To ensure success as you start building Web sites with NetObjects Fusion 11, use the tools provided with the program to get started quickly.

QuickStart Tips

For information about basic NetObjects Fusion concepts, choose NetObjects Fusion QuickStart tips from the Help menu.

If you do not have a site open and you go to a NetObjects Fusion view, you see a page of tips about working in that view. Once you create or open a site, the View tips are no longer available. To see the View tips again, close the site.

Step-by-Step

NetObjects Fusion Getting Started contains step-by-step instructions that provide the quickest path to learning how to build Web sites with NetObjects Fusion.

- In Chapter 1, "Creating Your First Web Site," you build a small site that provides the framework for all the lessons that follow.

- Chapter 2, "Touring NetObjects Fusion," uses the site you built to introduce important NetObjects Fusion features.

- Chapter 3, "Designing Site Navigation," shows you how to set up links to each page in the site so site visitors have access to all pages.

Completing the steps in the first three chapters helps you develop the most critical skills. You can do the steps in one or all of the other chapters in any order you choose.

In-Depth Information

This manual, *NetObjects Fusion User Guide*, provides information on all NetObjects Fusion features and functions, from the basics of designing with text

and graphics, creating links, and so on, to information about forms, data publishing, and using NetObjects Fusion Components. Information in this guide is arranged by topic. Take some time to look through this manual to learn about the broad range of features available in NetObjects Fusion.

Conventions Used in This Guide

NetObjects Fusion often provides multiple ways to accomplish a task. For example, to display a page in Page view, you can click the Page button on the Views bar, choose Page from the View menu, or press Ctrl+3. Procedures in this guide generally include the most convenient method, but other methods are usually available. If you are most comfortable using menu commands, you will probably find the item you are looking for on a menu even if it is not explicitly included in the steps.

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

Both this manual and the online help assume you are proficient with Windows 2000, Windows XP, or Windows Vista. If you need help using these systems, consult their respective user guides. This guide also assumes you are familiar with the World Wide Web and its terminology. For general advice about the Web and examples of how to use NetObjects® products, visit Online view.

Getting Help

NetObjects Fusion offers several options for getting online help.

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

To find information in the online topic help, click:

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

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

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

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

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

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

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

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

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

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

In either case, an explanation of the item pops up.
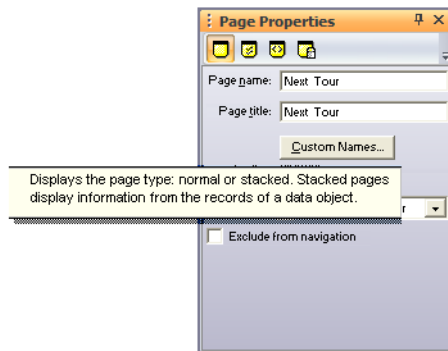
You can also highlight a menu command, then press F1 for an explanation; or, if you are in Style view, select an element and press F1.

NetObjects Fusion Basics

NetObjects Fusion 11 incorporates new technologies with the current browser environment to help you meet today's site building challenges. Using NetObjects Fusion you'll find it easy to build dynamic, content-rich sites that use the latest interactive technologies, including cascading style sheets and Dynamic HTML.

This chapter introduces NetObjects Fusion, including information about:

- NetObjects Fusion views
- NetObjects Fusion window
- Navigating in NetObjects Fusion
- Choosing colors and working with color palettes
- NetObjects Fusion folders structure

NetObjects Fusion Views

NetObjects Fusion provides views that correspond to the tasks you complete when you design and build a site. Changes you make in one view are reflected in the others. You can go to any view at any time by clicking a button on the Views bar at the top of the NetObjects Fusion window.

Site View is selected
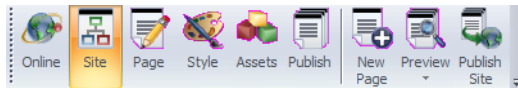
Online view

- You see Online view when you start NetObjects Fusion (if you haven't changed the settings on the Program tab of the Application Options dialog). Online view offers a variety of resources to help you build successful Web sites. It includes services you can integrate into your site, content you can incorporate on your pages, how-to information to enhance your site building experience, links to NetObjects and third-party resources, and much more.

Site view

- Start with Site view to create the hierarchical structure of a site or to import an existing site. You can see a structural map of the site, which is a graphic view that shows how the pages relate to each other, or an outline view similar to Windows Explorer. You can quickly rearrange your site by dragging and dropping pages and sections. See Chapter 3, "Creating and Managing Sites."

Page view

- Use Page view to design pages and add content. In Page view you see the Layout area and MasterBorder of each page. The Layout area displays objects that are unique to that page. The MasterBorder contains objects that repeat on a set of pages, much as headers and footers appear in a word processing document. You can also preview the page as it will appear in a browser and view and edit the HTML source. See Chapter 6, "Page View Basics."

Style view

- A *SiteStyle* consists of a variety of elements, including navigation buttons, banners, lines, and text. In Style view you can create your own SiteStyle, or choose from pre-built SiteStyles to give your entire site a consistent look and feel. See Chapter 20, "Using SiteStyles."

Assets view

- *Assets* include the files, links, data objects, and variables that you reference in your site. Assets view gives you centralized control over all these referenced items. When you change an asset, NetObjects Fusion updates every reference to that asset throughout the site. See Chapter 37, "Managing Assets."

Publish view

- When you are ready to publish the completed site, go to Publish view to set up your server profiles and publish your site. See Chapter 38, "Publishing Your Site."

NetObjects Fusion Window

When you start NetObjects Fusion and create a new blank site, you'll see a window containing a Home page icon, a Standard toolbar, and a Common Actions toolbar, docked at the left side of the window, and a Properties panel.

The title bar, menu bar, and views bar are at the top of the NetObjects Fusion window. The title bar shows the name of the current site.

Title bar

Menu bar

Views bar

Toolbars

Page icon in Site view

Properties panel
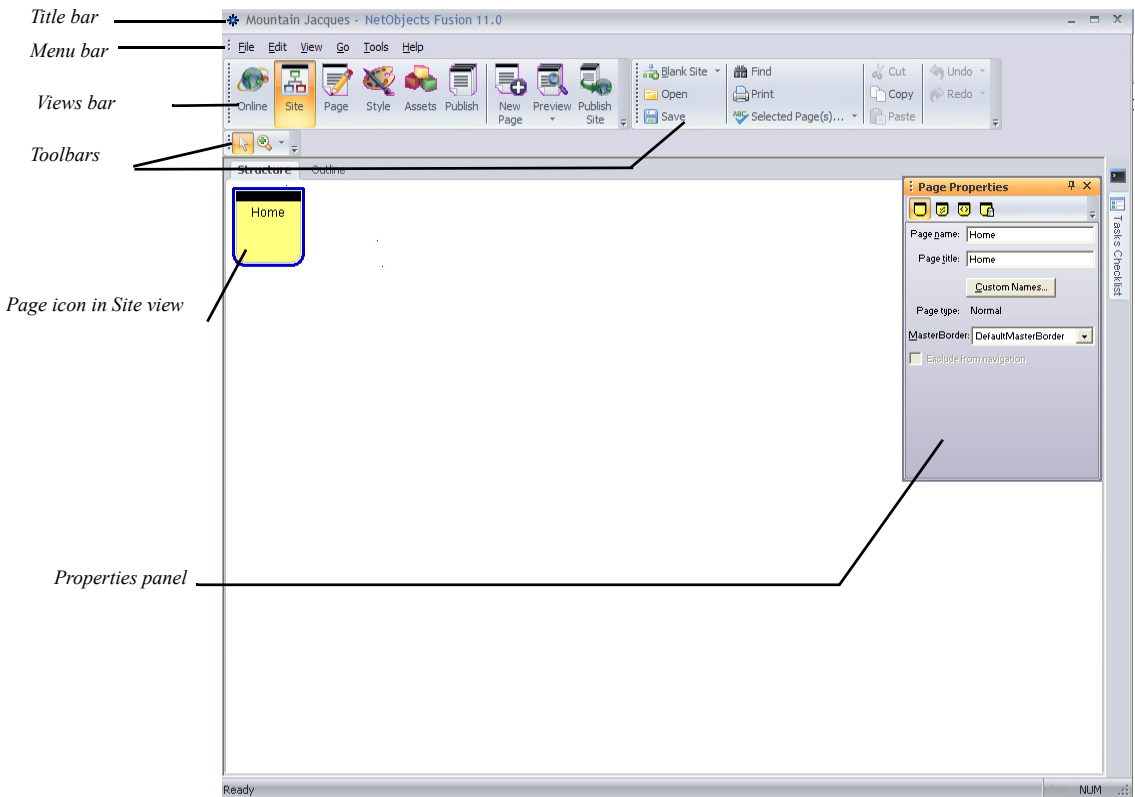
About the Workspace

The workspace consists of the panels, toolbars, and menus available in NetObjects Fusion. To customize your workspace for maximum efficiency, you can dock, reposition, and modify these features. Generally, panels may be docked to any side of the workspace, or detached and left to float.

The panels available within NetObjects Fusion are listed on the **View** menu. Clicking the Close button on a docked or floating panel will remove it from the interface. You can open a closed panel by selecting the name of the panel from the **View** menu.

About Toolbars

When you go to Site view, the Standard Tools and the Common Actions toolbar are displayed along with the Views bar. Additional toolbars are available in Page view.

You can move a toolbar by positioning the pointer over the grid handle and dragging it anywhere in the window. To dock the toolbar, double-click its title bar or drag it to the left, right, top or bottom of the window.

Position the pointer here and drag to move the toolbar

Triangle indicates tool is one of a group
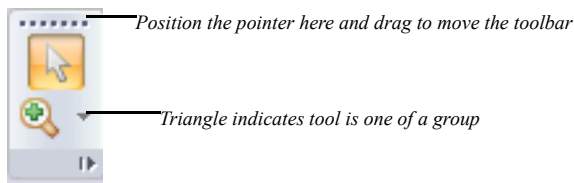
A small triangle in the lower right corner of a tool button indicates the tool is one of a group. To see the entire group, point to the tool and hold down the left mouse button. A flyout containing the other tools in the group appears. As you move the pointer over each tool, a ScreenTip identifies the tool group and the name of the specific tool.
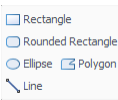
To select a tool from a flyout, position the pointer over the tool and release the mouse button. The tool you select is displayed on the toolbar. For example, if you point to the Draw tool on the Page view Standard toolbar and hold down the left mouse button, you can draw a rectangle, rounded rectangle, ellipse, polygon, or line.

Draw tool flyout

NetObjects Fusion contains the following toolbars:

- **Views:** Allowing you to access any of the six different views within NetObjects Fusion immediately .

- **Text Format**: Provides the most common used text editing functions.

- **Standard tools:** The Standard toolbar contains the most common used actions such as adding text, images, tables, shape tools or Multi Layout Regions. Expand the options using the drop-down arrow to display more options for certain tools.

- **Common actions:** Offer a quick way to invoke actions that are used frequently such as Save, Cut, Undo-Redo, and Spell Check.

- **Forms:** The Forms toolbar contains the necessary controls for developing web based forms.

- **Full Screen:** Increase the viewable area with the Full Screen toolbar, by removing all the floating elements to display just the tools yo need at a particular time when you need optimum workspace. By default, the Full Screen toolbar is out of sight.

- **Timeline Mode toolbar:** Offers you the possibility to enter the Timeline Mode, to create a new animation, or to set actions that trigger the Timeline animation.

- **Data Source Tools**: Offer a quick way to invoke actions that help you navigate and work with data source contexts.

You can customize the existing toolbars or create new custom toolbars to display tools of your choice. You can add and remove buttons, hide or display toolbars, and move toolbars to any location on the workspace. The workspace you create can be saved and reused. See Chapter 43, "Optimizing Your Workspace." To hide and show toolbars, from the View menu choose Toolbars, *Name of toolbar.* A check mark on the menu indicates a toolbar is displayed.

Using the Zoom Tools

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

Zoom tools

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

About Panels

You can set the positioning of panels in your workspace so they are floating or docked. You can dock the panel by dragging the panel by its title bar until the positioning arrows on the screen are displayed. Holding the left mouse button while you drag, move the panel over the arrow that indicates the position where you would like to dock the panel. You can float the panel by dragging its title bar. While still holding the mouse button down, move towards the area where you want to place it and then release the mouse button.

When a floating panel is set to minimize and you move your mouse over its title bar, the panel will expand. When an auto-hidden floating panel loses focus, it automatically slides under its title bar. While a panel is auto-hidden, only its title bar will be visible in the workspace. To display an auto-hidden floating panel, move your pointer over its title bar or click on it. The panel will slide back into view.

Use the buttons in the lower left of the Page view window to open and close the Properties panel, Site Navigation panel, Object Tree, and CSS panels.

About the Properties Panel

When you click an object in Site, Page, or Style view, the properties panel changes to display the properties available for that object. Properties appear on buttons that also might change when the selected object changes. For example, when you select

a text box in Page view, the Text Properties panel includes Text Box and Actions buttons.
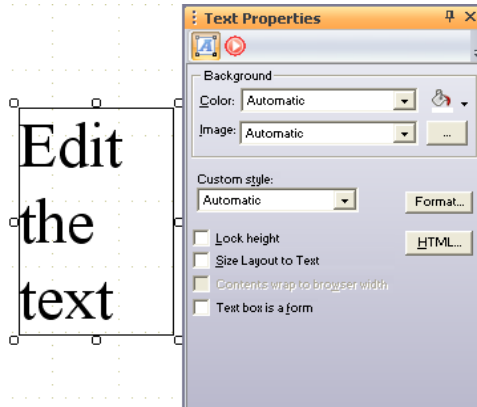
When you double-click in the text box to edit the text, the Format button is added to the display.
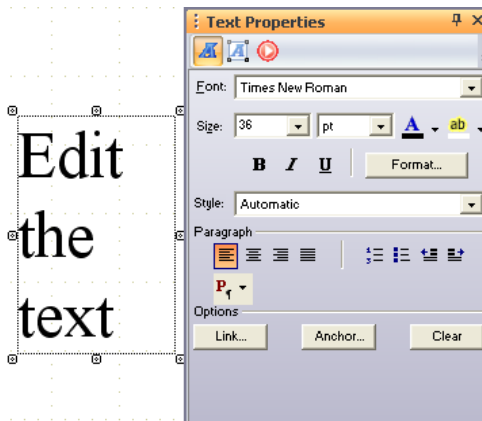
To dock the properties panel, double-click its title bar. Repeat this action on a docked panel to make the panel float. To completely hide the properties panel, click its Close button. To show the panel again, from the View menu, select Property Inspector. A check mark on the menu indicates the panel is displayed.

Navigating in NetObjects Fusion

NetObjects Fusion provides several navigation tools, including buttons on the Views bar and the Go menu.

Using the Views Bar Buttons

You use the buttons on the views bar to move between views. See "NetObjects Fusion Views" on page 10. Some of the buttons in the middle of the views bar change depending on the view. For example, in Site view and Page view you see a New Page button and in Publish view you see a Publish Settings button.

To see how the site will appear in the browser you specify in the Application Options dialog, click the Preview Site button.

Preview Site

Using the Go Menu

The Go menu provides all the navigation features in one place and shows equivalent keyboard shortcuts. A checkmark to the left of a command indicates the current view.

Go menu presents navigation commands and keyboard navigation shortcuts

The Go menu commands vary slightly from view to view.

- From all views you can go to any other view or the current view's subviews. From Page view you can also go to other pages.

- Use the Go To command to find any named object in your site. To search the entire site for any named NetObjects Fusion item (a page, layout, SiteStyle, data list, and so on), choose Go To from the Go menu.
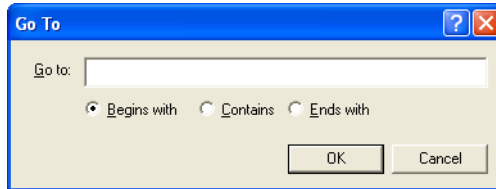
In the Go To dialog, enter the name, or partial name, of the item you want to locate, choose Begins with, Contains, or Ends with, and click OK. If only one object meets your criteria, NetObjects Fusion opens the appropriate view or dialog to display the object. If several objects meet your criteria, NetObjects Fusion lists them so you can pick one.

- Use the Last command to go to the last page or view you were working on.

- Use the Recent command to select from a list of the views and pages you displayed during the current session.

- Use the Preview command to launch your browser and display a preview of your site.

Using Context Menus

NetObjects Fusion provides context menus you open by right-clicking an item. The menu lists the commands you can use on the selected item. In all views and in dialogs and properties panels, you can right-click an item and select What's This? from the context menu to display a description of the item.
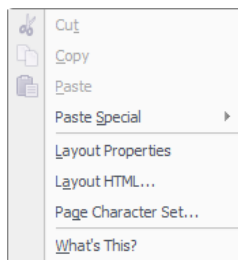
Right-click a page icon in Site view to see this shortcut

Choosing Colors

In NetObjects Fusion, whenever the properties panel includes a Color button, you can change the color of the selected object. For example, you can change the color of the page icons or the background in Site view, objects in Page view, or button text color in Style view.

To choose a color for a selected object:

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

    The Color Chooser appears.

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

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

    Ensure that the Color Table is shown.

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

Color field

Color slider

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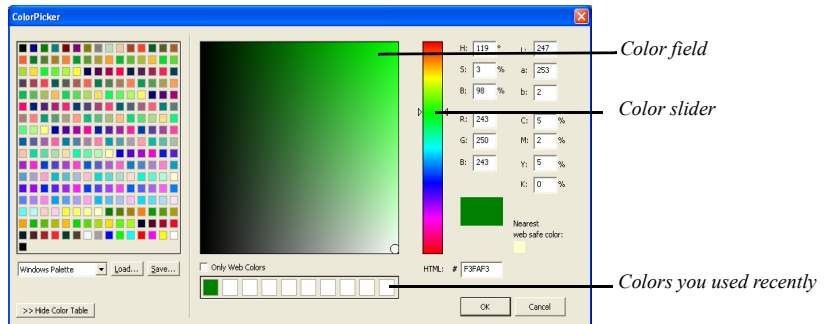
4. In the Color Picker, select a color range by:

    •   Dragging the triangles along the slider.

    •   Clicking inside the color slider.

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

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

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

6. Click OK.

The new color appears in the selected object.

Working with Color Palettes

When you choose colors for the objects in your site, you select from the palette offered in the Color Picker. You can use the Browser Safe Palette, which contains colors that are Web safe, the system palette used by Windows, a palette you import from another application such as Adobe Photoshop, or a custom palette you create.

Choosing a Color Palette

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

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

   Ensure that the Color Table is shown.

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

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

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

5. Click OK.

Loading a Custom Color Palette

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

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

Ensure that the Color Table is shown.

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

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

5. Click Load.

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

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

7. Click OK to close the Color Picker.

Creating or Editing a Color Palette

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

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

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

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

   A blank palette appears.

5. Click a box in the panel area.

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

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

8. Click Save.

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

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

NetObjects Fusion Folders

The NetObjects Fusion 11 files are divided in three categories.

By default, when you perform a standard installaiton, NetObjects Fusion 11 automatically creates three NetObjects Fusion 11 folders located at:

• *C:\Program Files\NetObjects\NetObjects Fusion 11.0*. This is the NetObjects Fusion Installation folder. If you perform a custom installation, you may choose

another location for this folder. Do not move or rename the **NetObjects Fusion 11 installation** folder or any folders within it. If you need to relocate the NetObjects Fusion installation folder, you must uninstall and reinstall the program. NetObjects Fusion performs best when the application and its parts remain in the folder recommended during installation.

The subfolders of the NetObjects Installation folder organize files according to their use:

- *\Components* contains the NetObjects Fusion Components, which are mini-applications that can add sophisticated functions to your site and System Components, which are tools and services that can add advanced features and functionality. See Chapter 29, "Using NetObjects Fusion Components."

- *\FSI Updater* contains files required to auto update NetObjects Fusion.

- *\Java* contains Java applets and beans.

- *\NetObjects System* contains files used by the program; do not delete or remove these files.

Note: Default profiles are stored in the NetObjects System folder.

- *\QuickStart* contains files used to display basic NetObjects Fusion concepts when you choose NetObjects Fusion QuickStart Tips from the Help menu, plus files for the View tips and the Site wizard.

- *\ReadMe* contains important information about this version of NetObjects Fusion.

- *\Sample Sites* contains one site that demonstrates NetObjects Fusion 11 features and sample files.

- *\Tutorial* contains the assets you need for the lessons in *NetObjects Fusion Getting Started*.

- *\Utilities* contains the NetObjects Fusion Launch Utility, which allows you to run NetObjects Fusion 7 and previous versions on the same computer. When you run Launch Utility, it will present a list of all NetObjects Fusion installations on your computer. Select, for example, NetObjects Fusion 7 and click the "Launch" button. This will update the appropriate Windows system files for that version and launch it. You will need to run this application whenever you wish to run a version prior to NetObjects Fusion 7 with Update #5 (7.03.0000.5006). You do not need to run this utility to launch version 7.5, 8, 9, 10 or version 11 as it updates the files automatically.

- *C:\Documents and Settings\user_name\My Documents\NetObjects Fusion 11.0.* This is the default folder for new projects and user profiles. All the user sites you have created are stored in this folder unless you change the location when you save your project. The default folder for new user sites organizes its files in two subfolders:

  - *NetObjects System folder.* User Profiles are stored in the NetObjects System folder. This folder contains information such as user profile, output settings and site preferences. A unique profile is created for each account set up to use that workstation.

  - *User Sites. \User Sites* contains all the sites you create. For each site, NetObjects Fusion automatically creates a subfolder within **\User Sites** to keep your projects organized. Each NetObjects Fusion site is saved with a **.nod** extension. The site folder also includes an **\Assets** folder where the assets originally included in the site template are saved, a **\Styles** folder where all active SiteStyles associated with the **.nod** are located, a **\Preview** folder where HTML sufficient for previewing but not for publishing is stored, and a **\Backups** folder where backup **.nod** files are saved. After you publish the site, a **\Local Publish** folder is added. You can also save sites in other locations. Do not remove files or folder located within the **\User Sites** folder. Since NetObjects Fusion keeps track of assets and links, folder names and locations are very important. If you change names and/or locations using Windows Explorer or File Manager, NetObjects Fusion might not be able to track assets and links properly. You can also save sites in other locations.

- *C:\Documents and Settings\All Users\Documents\NetObjects Fusion 11.0.* This is the default folder where you store your CSS library, site templates, and styles.

  - *CSS Lib* contains a collection of external Cascading Style Sheets that can be used for implementing a variety of styling solutions with your projects. See Chapter 21, "Working with CSS and SiteStyles.

  - *\Styles* contains a separate folder for each local SiteStyle, including the ones you create. See Chapter 20, "Using SiteStyles."

  - *\Templates* contains the AutoSites™ folder, which contains the Blank Site and Import templates that you use to create a new site or to import a site. See Chapter 4, "Working with Templates."

Do not delete or move the AutoSites folder. This folder contains files necessary for NetObjects Fusion to run correctly.

Setting Application Options

Application option settings affect all sites you work on in NetObjects Fusion. You can change settings from any view by choosing Options>Application from the Tools menu. Changes take place as soon as you click OK to close the Application Options dialog.

This chapter explains how to set:

- Program options

- Preview options

- Text options

- International options

- Update options

- Preferences options

For information about site-specific options, see "Setting Options for the Current Site" on page 72.

Setting Program Options

• From the Tools menu, choose Options>Application.

  The Program tab of the Application Options dialog appears.
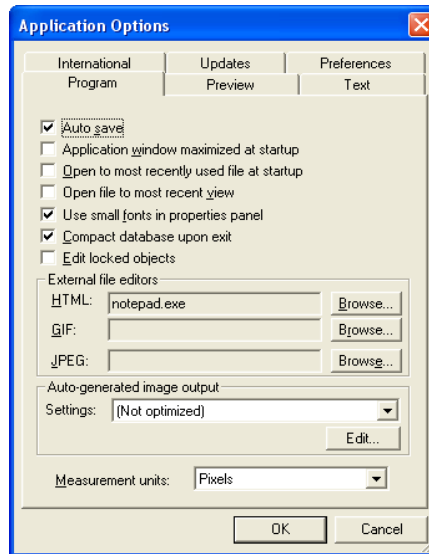
• *Auto save.* When this option is selected, your site is saved each time you change views or pages and when you close NetObjects Fusion. If you clear the Auto save check box, be sure to save your site periodically by choosing Save Site from the File menu. However, with the Auto save check box cleared, upon exiting the application you will be prompted to choose whether to save the changes to your Web site or to cancel the closing operation.

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

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

view when you start NetObjects Fusion. If you switch to another view before opening a site, you see View tips.

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

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

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

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

*   *Edit locked objects.* You can override locking permissions on a site by selecting this option. This allows you to edit a site without having to unlock each locked piece individually.

*   *External file editors.* You can select default applications for editing **.html**, **.gif**, and **.jpg** files from within NetObjects Fusion. You launch the default HTML editor by right-clicking the external HTML's icon in Page view and selecting Open File In External Editor from the shortcut menu. You launch the default image editor by right-clicking the image in Page view or Style view or the image name in Assets view, and selecting Open File In External Editor from the shortcut menu. To choose an external file editor, click Browse and find the file that launches the application.

*   *Auto-generated image output.* In most cases, when you add an image to a SiteStyle, crop an image, tile an image, rotate an image, create a transparent GIF, or add text to a shape or picture, NetObjects Fusion generates a new file, referred to as an auto-generated image. You can minimize the time it takes for the images to download by setting the Auto-generated image output. You can create output settings in Site view or in the Picture Properties panel. See "Optimizing Images" on page 302.

- *Measurement units.* Choose the measurement unit you want to use as you build your site. Choose pixels for the most consistent results independent of monitor resolution.

Setting Preview Options

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

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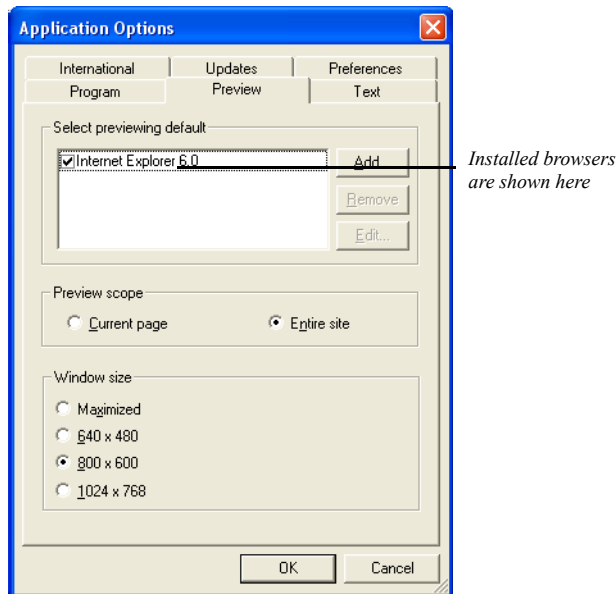
- *Select previewing default.* When you install NetObjects Fusion, it lists the browsers installed on your system. If installed browsers are not listed, you can add them to the list. Choose the Web browser you want to use for previewing sites by selecting its check box. To change the browser used for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

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

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

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

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

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

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

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

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

Setting Text Options

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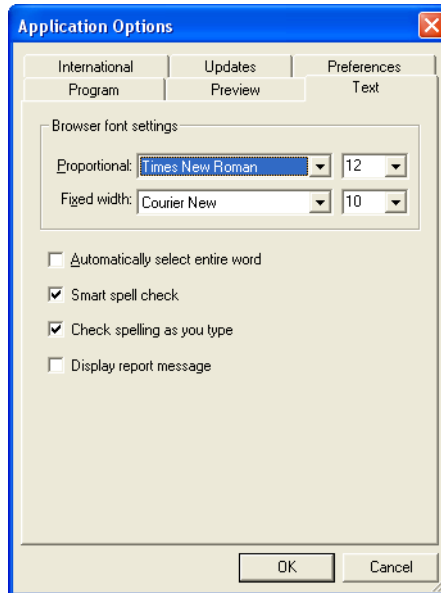
• *Browser font settings.* To ensure that your pages appear in your browser the way you design them in NetObjects Fusion, choose the same font settings in your browser that you use in your site. For example, if you use Times New Roman, size 12, and Courier New, size 10, for your browser proportional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

These settings do not change the actual font in the HTML generated by NetObjects Fusion; they only mimic the effect of a font change. To change the font, see "Modifying a Text Style" on page 256.

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

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

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

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

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

Setting International Options

- From the Tools menu, choose Options>Application and click the International tab.
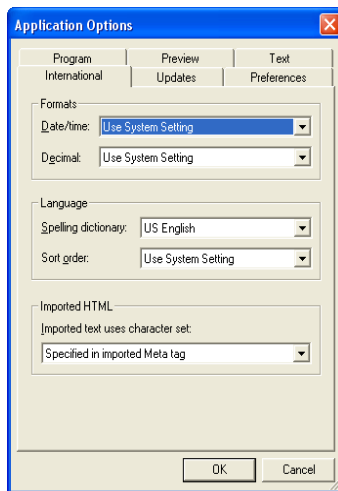
- *Date, time, and decimal formats.* The date, time, and decimal formats you select affect how these items are displayed wherever they appear in NetObjects

Fusion; for example, the last published date of items in Publish view. These settings do not affect generated HTML or text you enter on Web pages.

Select a format from the Date/time drop-down list. A sample of the format is shown next to each language. To determine the decimal point character, select a format from the Decimal drop-down list. If you choose Use System Setting for either option, NetObjects Fusion uses the setting in the Windows Regional Settings Properties dialog.

- *Spelling dictionary.* Select the dictionary you want to use when checking spelling.

- *Sort order.* Character variations between languages result in variations in sorting priorities. To ensure that items in Assets view and Publish view are sorted correctly, you can choose the appropriate sort order. This affects only how the items are displayed in NetObjects Fusion; it does not affect the generated HTML. If you choose Use System Setting, NetObjects Fusion uses the current system sort setting.

- *Imported text uses character set.* Choose the character set you want to apply to text in imported sites. For information about character sets, see "Working with Character Sets."

Updating NetObjects Fusion

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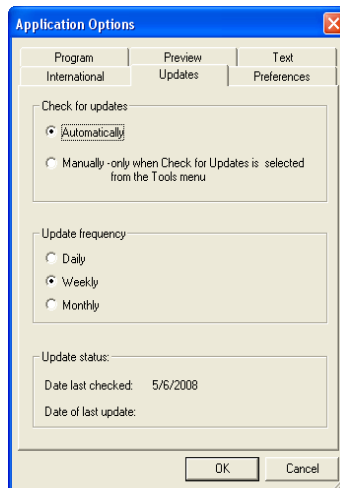
Set your preferences for checking for online program updates. Select *Automatically* to check for updates using the frequency and event you specify, or *Manually* to check only when you select Check for Updates from the Tools menu. Automatically is the default setting.

If you select Automatically:

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

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

    • *Launches* to search for updates each time you start NetObjects Fusion.

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

Setting Preferences

From the Tools menu:

1. Choose Options>Application,

2. Click the Preferences tab.
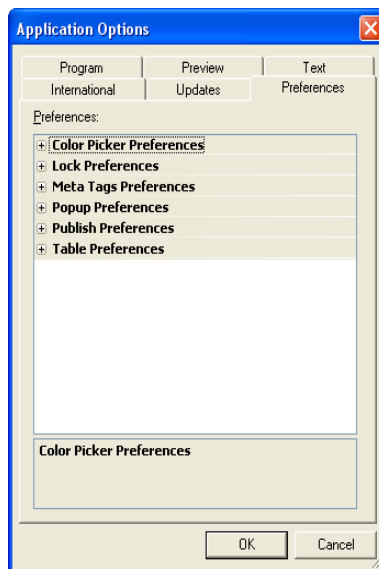
Use the **Preferences** tab to determine a variety of default options and warning displays. Choose what warnings to appear when publishing or when working with pop-up windows and tables. Set color picker options to only display Web safe colors or to include the color table when setting color preferences. Modify locking and meta tag preferences to maximize productivity.

- Color Picker Preferences: You can set color options, such as whether or not to show Web colors and the color-table, on the Color Picker dialog.

- Lock Preferences: Select the messages you want to be displayed when a certain action is taken with one or more objects you have selected to protect.

- Meta Tags Preferences: You can enable and disable warnings with "apply to all" setting, warnings on multiple overwrite, or warnings on inheritance.

- Popup Preferences: You can choose to show a warning dialog before a pop-up window is removed.

- Publish Preferences: Select what warnings to be displayed when folders (either empty or containing data) are deleted.

- Table Preferences: Select what warnings you want to be displayed when working with table elements.

Any changed preference will also be registered in the object's settings from the Properties panel.

Creating and Managing Sites

Site view is where you create, view, and maintain the architecture of your site. Site view frees you from the details of file and link management, so you can focus on organizing and updating your site. For example, you can drag a page or section to any location in Site view, and NetObjects Fusion updates the links to other pages automatically.

This chapter describes Site view and its automated site-building capabilities, including:

*   Starting NetObjects Fusion

*   Starting with a blank site

*   Opening an existing site

*   Managing the Site Building Process

*   Working with the SiteStructure

*   Selecting pages

*   Setting page properties

*   Adding, copying, deleting, and moving pages

*   Renaming pages

*   Assigning custom names

*   Working with the site outline

*   Printing the SiteStructure

*   Saving and backing up your site

*   Deleting a site

*   Changing the default user sites folder

*   Site Traffic Options

*   Changing site settings

Starting NetObjects Fusion

When you install NetObjects Fusion, it is added to your Windows Start menu.

1. From the Start menu, choose Programs > NetObjects > NetObjects Fusion 11.

2. Follow the on-screen instructions to configure your system, or skip this for now and continue.

3. You can use the Site wizard to create a site or go directly to NetObjects Fusion Online view.

   • If you choose the Site wizard, follow the on-screen instructions to create your site.

   • To create a blank site or open an existing site, see "Creating and Opening Sites" on page 37.

   • To create a new site based on a NetObjects Fusion template file, see Chapter 4, "Working with Templates."

   • To create a site from an existing Web site, see Chapter 5, "Importing Sites and Documents."

After the first launch, you can set Application Options so NetObjects Fusion automatically opens the last site you worked on in the last view you used. See "Setting Program Options" on page 26.

Working with Site Files

A NetObjects Fusion site file is a relational database of information about your site. Site files have a **.nod** extension.

Site files are stored in a folder that has the same name you give the site. For example, if you name the site **MySite**, the site's folder is called **MySite**, and the site file—**MySite.nod**—is saved inside the folder. The site folder contains an **\Assets** folder with the asset files used in the site, a **\Styles** folder with active SiteStyles and a **\Backups** folder. Once you preview the site, a **\Preview** folder is added, and when you publish the site locally, a **\Local Publish** folder is added as long as you do not change the default local publish location.

By default your site folder is saved inside the **\User Sites** folder, but you can store the site in any location on your local computer. Because the paths to the assets in a site file are absolute—they include the drive and folder names—you cannot save the

site file on another computer on a network. To move a site to another computer, you must export the site as a template, as described in Chapter 4, "Working with Templates."

It's a good idea to check the size of your **.nod** files periodically. Some site designs may cause a sudden increase in the size of the **.nod** file. If this happens, choose Re-optimize from the Tools menu. This command can increase the efficiency of the open site file. For additional assistance, contact NetObjects Technical Support.

Creating and Opening Sites

When you create a site, you always begin with a *template*. You can also derive templates from sites you create.

A template is a fully designed page or site that you can use as a starting point for your own pages or sites. A typical template might include a banner and navigation buttons, an assigned SiteStyle, and text or other content. You can start a new site from a template or insert one into your current site. Once inserted into a site, you can modify template pages any way you like. Templates are described in detail in Chapter 4, "Working with Templates."

You can also open an existing site and add to it, change its style, or modify it.

Starting with a Blank Site

You can build a new site from a blank site, which is a template that consists of a Home page with a banner and navigation buttons.

To start with a blank site:

1. From the File menu, choose New Site > Blank Site.

The New Blank Site dialog appears.

2. Enter a site name in the dialog.
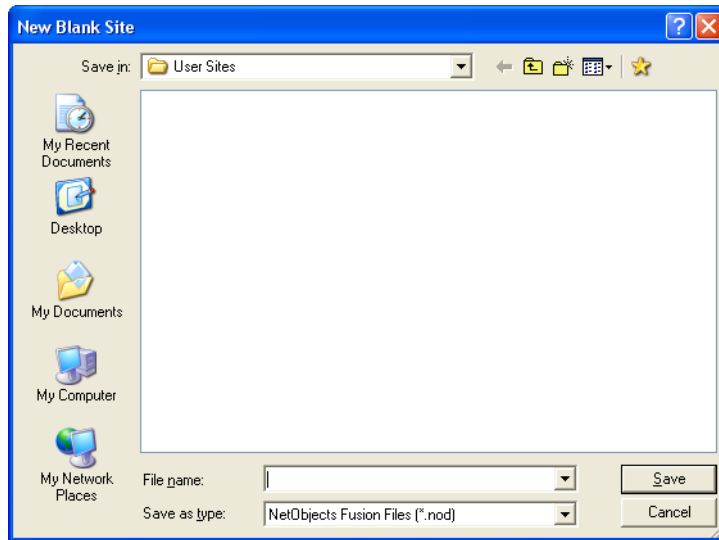
3. Click Save.

Site view opens and displays a Home page. You can begin developing the SiteStructure, as described on page 50.
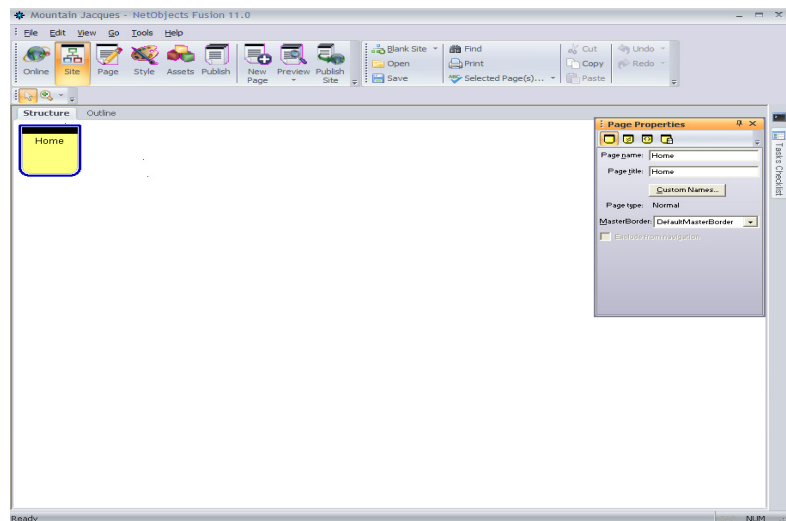
Starting with the Site Wizard

You can also start a new site using the Site wizard.

1. In Site view, from the File menu, choose New Site>Using Site Wizard.

    The Site wizard dialog appears.
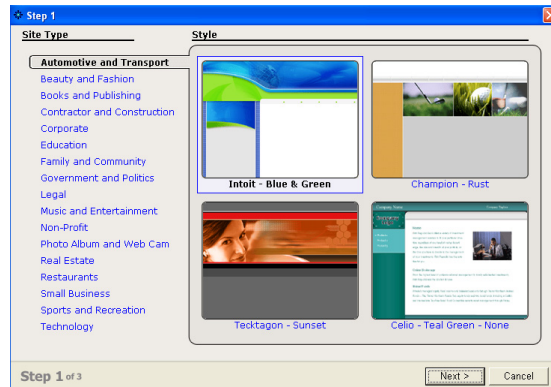
2. In Step 1, choose a site Type and corresponding Style.

    Click Next.

3. In Step 2, select pages and page layouts for your site.

    You can add pages, remove pages, or keep the pre-selected pages for your site type.

4. In Step 3, enter personal and business information.

To save this information in your profile for later use, click "Save to profile."

5. Click Finish and type a name for your site in the Save Site As dialog.

6. Click Save to build your site.

> **Note:** Once you have completed the site wizard, you can edit your site at any time.

Opening an Existing Site

1. From the File menu, choose Open Site.

The Open dialog appears.
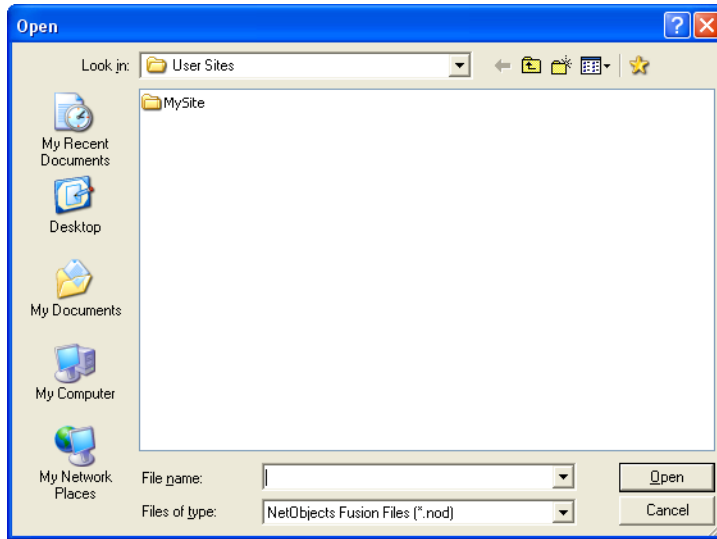
2. Open the folder that contains the site you want to open.

3. Select the site's **.nod** file and click Open.

You can also open an existing site by:

- Choosing it from the list of recently used files on the File menu.
- Choosing it from the list of sites in Online view.
- Double-clicking the **.nod** file in Windows Explorer.
- Dragging the **.nod** file from Windows Explorer to the NetObjects Fusion window.

Managing the Site Building Process

To help organize and complete tasks in your Web site project, NetObjects Fusion 11 includes an optional Task Checklist panel. The Tasks Checklist panel allows you to organize and maintain all the tasks related to building, editing, and publishing your site.

In the Tasks Checklist panel, you can create simple, yet very well defined tasks, to help maintain order and structure in your Web site building process. You can assign commands to the tasks and they will behave as internal, or external links. As you complete each task, check off the task as being completed and then move on to the next item on the list.

Using the Tasks Checklist Panel

It is possible to create, edit, rearrange, or delete tasks and task checklists using the Tasks Checklist panel.

The Tasks Checklist panel can be docked, auto-hidden, resized or grouped with other panels. See "Working with Panels" on page 1129.

About the Tasks Checklist Panel
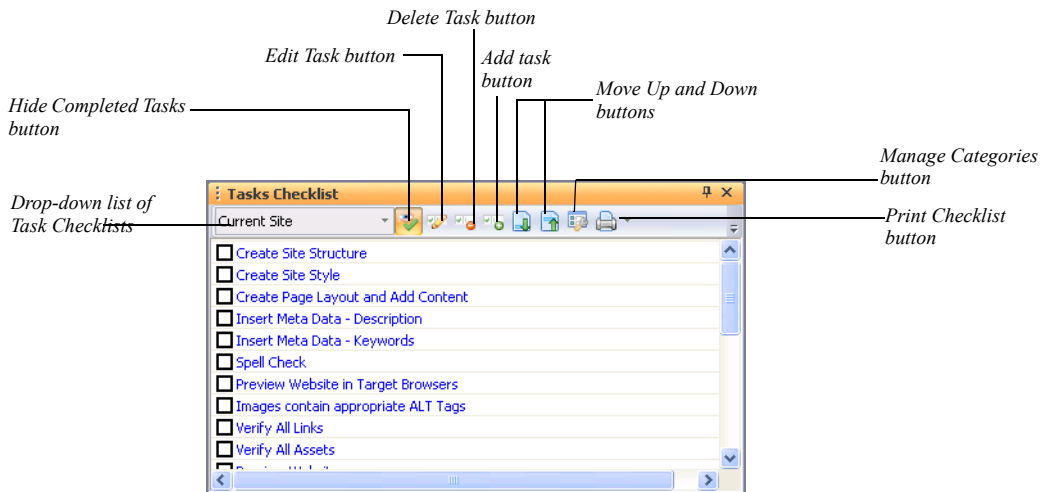
You can customize the Tasks Checklist toolbar by adding or removing buttons.

1. Select the Toolbar Options button, and select *Add or Remove Buttons > Tasks Manager.*

Toolbar options button
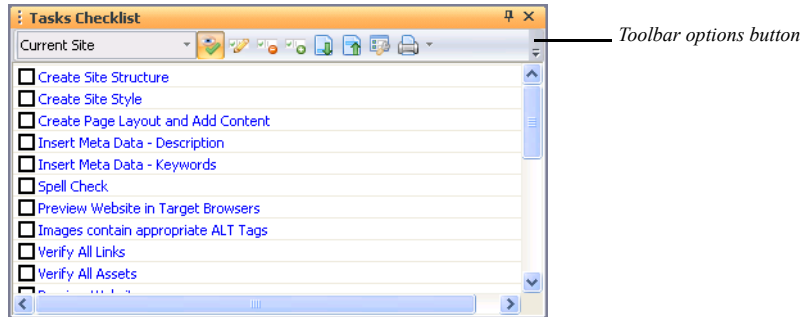
The toolbar menu will appear. It contains all buttons that are initially visible.
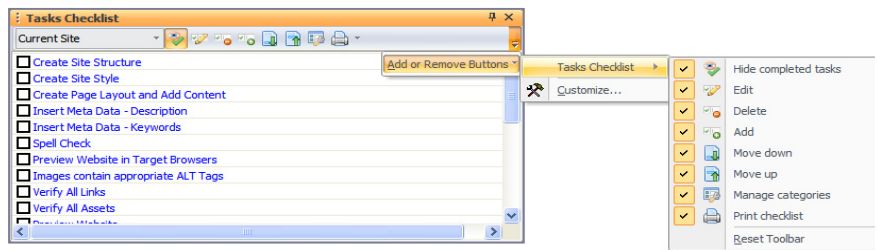
2. Deselect the buttons you don't want to be visible on the toolbar.

3. Click the drop-down list to see the task categories.

The Tasks Checklist panel supports three types of checklists:

- *Current site.* By default, this checklist contains common tasks related to building, publishing, and advertising your site. The list can also be modified to display the tasks that you use most often when building sites.
- *Currently selected object.* This checklist displays the tasks assigned to the selected object. When in the Page View, each object on the page can be assigned its own checklist.
- *Custom checklists.* A custom checklist is the list created by you that contains the tasks you consider necessary to the process of building your site. To create your own custom checklist, click the Add Category.. button on the toolbar. The new

checklist will appear in the drop-down list. See"Creating Custom Tasks Checklists" on page 46.

Using the Current Site Checklist

The Current Site checklist is displayed when you open a site in NetObjects Fusion. The tasks within this checklist are provided as a guideline to help complete your site project using a predefined process in an organized way. Select the checkbox next to the task to indicate the task has been completed. To create your own checklist using customized tasks that you create, See "Creating Custom Tasks Checklists" on page 46.

To add a new task:

1. Click the Add task button or double-click an empty row in the Checklist panel.

   The Edit Task dialog appears.

2. Add the task name on the Task field.
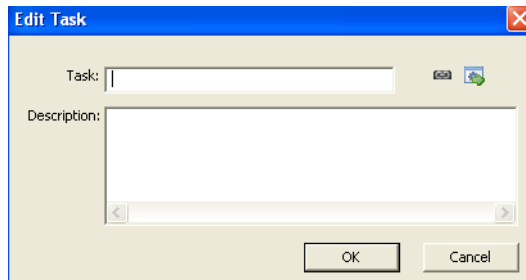
3. Select if the Task should contain a standard link or a link to a command. See "Creating a Command Link for a task." and "Creating a Standard Link for a Task" on page 45.

4. Write a detailed note in the description area.

5. Select:

   • OK to save your changes.

   • Cancel and no changes will be saved.

When you add a new task in the checklist you have the following options:

- To insert the task below the currently selected row

- To insert the new task on the last row, if no row is selected.

Creating a Standard Link for a Task

To link the task to a dialog, click the 'Link...' button.

The standard Link dialog appears. See Chapter 23, "Creating Links and Anchors."

Creating a Command Link for a task

If the user links a task to a command, that command will get executed any time the user double-clicks the task. NetObjects Fusion offers a set of predefined commands. Some examples would be browsing a URL with external documentation or simulating the execution of clicks on a menu item or a button from a toolbar.

To link the task to a command:

1. Click the 'Link to Command' button.

   The Link to Command dialog appears

2. Select a category to display the list of commands available.
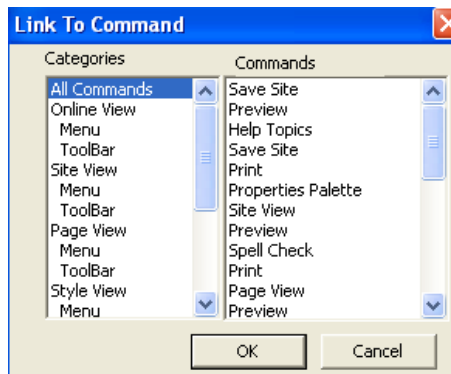
3. Select a command from the "Commands" list.

4. Click OK to save the link to the command.

To modify the tasks order, highlight the task and select the Move Up or Move Down buttons. Tasks can also be re-ordered via the drag-and-drop method.

To remove a task from the checklist:

1. Select the task.

2. Click on the Delete button.

To edit a task:

1. Click the Edit Task button from the toolbar.

The Edit task dialog appears.
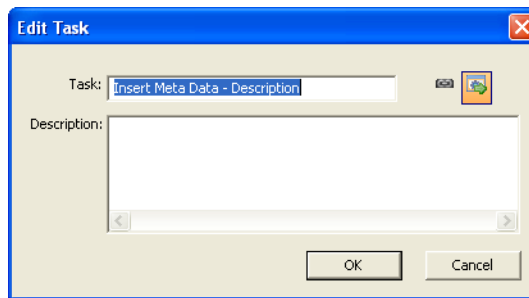
2. Edit the task name on the Task field.

3. Select:

- OK to save your changes.

- Cancel and no changes will be saved.

The Description text area is optional. In this area, you may write a detailed note about the new task.

To see only the uncompleted tasks, select the Hide completed tasks button.

Creating Custom Tasks Checklists

A custom checklist may contain all the tasks that you consider necessary in creating your site. A custom task checklist can be used as a guide for insuring the completion of all tasks. You can create custom checklists by clicking the Add category.. button on the Tasks Checklist toolbar.

To create a new task category:

1. Select Manage Tasks Checklist from the drop-down menu.

2. Click the Add category button. The Task Category dialog appears.
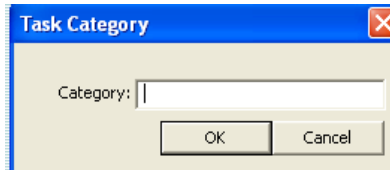
3. In the Category field, input the name of the new tasks checklist.

4. Click OK to add the new tasks checklist. The new checklist will appear in the Change category drop-down list.

5. Select the name of the new category from the Change category drop-down list. The data-grid will be empty until you have added at least one task..

6. To create a new task, click the Add task button.

   The Edit task dialog appears.

7. Add the task name in the Task field.

   The Description text area is optional.

8. Create a standard link for the task or link to a command.

9. On the Edit task dialog, select:

   • OK to save your changes.

   • Cancel and no changes will be saved.

Follow these steps for all the tasks you want to insert in the new checklist.

To order the tasks using the Move up, or Move down buttons:

1. Select the task you want to move.

2. Click the Move Up or Move Down button to place the task where you want. You can also use the drag-and-drop method to sort tasks in the order you would like.

Assigning Checklists to Page Objects

When you place an object on the page, you can add tasks or associate tasks to that object.

For example, you add an object on the page and you want to customize it at a later time by modifying the object properties settings. To make sure you do not forget to complete this task you can create a task checklist that is associated with this object.

To add a task to an object on the page:

1. Right-click on that object.

2. Select the Add Task option. The Edit Task dialog appears.

3. Complete the Edit Task dialog.
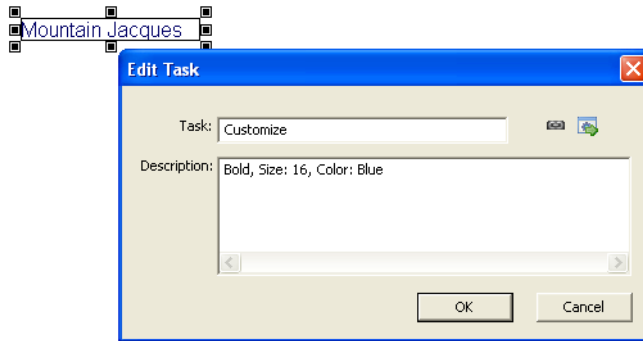
The tasks will be added to the currently selected checklist.

You can add as many tasks as you please to an object.

To see only the tasks related to an object, follow these steps:

1. Select the object that contains the task.

2. In the Tasks Checklist panel, select Currently Selected Object from the Change category drop-down list.

The tasks associated with the selected object will be displayed.

If you select one or more objects in NetObjects Fusion, its associated tasks will be displayed in the task grid. If the selected objects are deleted, then their associated tasks are also deleted from the data grid. If an object containing a task is removed or added using the Undo/Redo method their associated tasks will also be removed or added from the checklist.

The Currently Selected Object checklist has the same attributes as the other checklists. You can add, edit, remove, or rearrange tasks in this checklist.

Working with the SiteStructure

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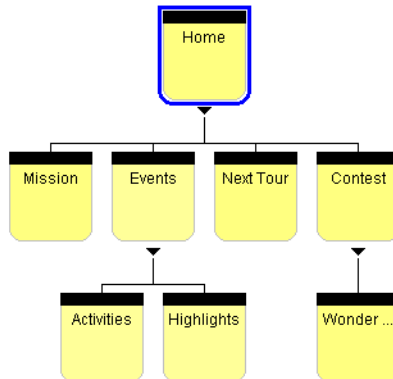
The pages named Mission, Events, Next Tour, and Contest are children of the Home page and siblings of each other. The Events page is the parent of Activities and Highlights and the Contest page is the parent of Wonder Lodge

In Site view you can add pages to the site, rename pages, move them, copy them, delete them, and complete other site-oriented actions. To add content to a particular page—for example, to add text or pictures—use Page view. As you construct a site, you typically go back and forth between Site view and Page view.

Selecting a Page

Before you can add, copy, rename, or move pages, or set page properties, you must *select* a page. By selecting a page, you identify it as the one you will work with. NetObjects Fusion places a blue border around the selected page.

Selected page has a blue border
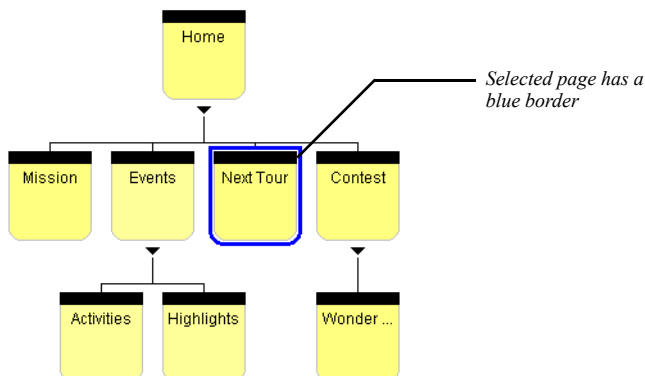
To select a page:

•   Click the Selection tool on the toolbar and then click the icon for the page you
     want to select. Don't click the page's name unless you want to rename the page.

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

> **Note:** Pages that are excluded from the site navigation will have
>   a red border and the line connecting the page to its parent
>   page will be removed.

Working with a Group of Pages

In addition to selecting individual pages, you can select several pages and change
their properties. You can select any combination of noncontiguous pages or you
can select a *section* of your site, which is any page and all its children, their
children, and so on.

To select noncontiguous pages:

1.   Click the first page to select it.

2.   Shift+Click additional pages to select them.

     NetObjects Fusion places a border around each selected page and lists the pages
     on the Selected Pages section of the Properties panel.
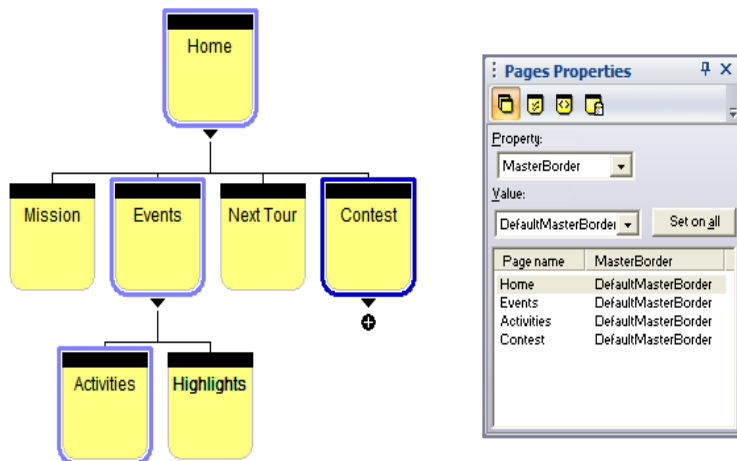
To select a section:

1. Click the parent page of the section.

2. Shift+Click the parent page of the section or choose the Select Section option from the Edit menu.

   NetObjects Fusion places a border around each page in the section and lists the pages on the Selected Pages section of the Properties panel.
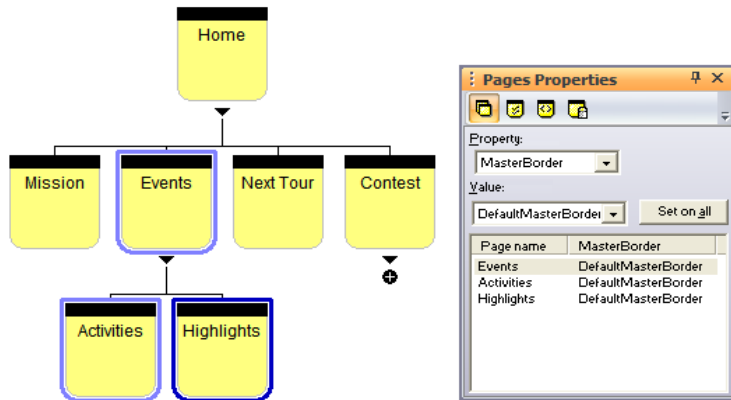
Sections are not permanent entities. You can deselect the section by clicking any page in the site, or by clicking the Site view background.

Setting Properties

Pages have *properties*. Some properties affect the published site; others are for your information only. For example, you can assign colors to the page icons to create visual groups that indicate which pages are finished or which are assigned to a particular designer. You can instruct NetObjects Fusion not to publish a particular page, exclude it from navigation, note if a page is done, and enter comments about the selected page. And you can use META tags to include information about specific pages on each site.

Setting Page Properties

You set the following properties on the Page section of the Properties panel:
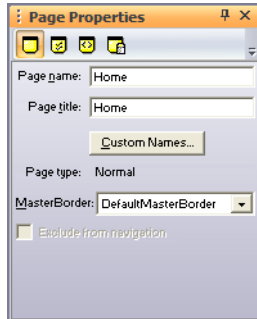
- *Page Name.* Name assigned to the page that is used on the page icon in Site view and the banners and navigation bar buttons generated by NetObjects Fusion. See "Renaming Pages" on page 64.

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

- *Custom Names.* See "Using Custom Button and Banner Names and File Extensions" on page 65.

- *Page Type.* Shows whether the page is a normal page or a stacked page. You cannot change this setting; it is determined by how the page was created. For information about stacked pages, see Chapter 36, "Data Publishing."

- *MasterBorder.* Shows the MasterBorder assigned to the page. You can change the DefaultMasterBorder by selecting ZeroMargins from the drop-down list.

- *Exclude From Navigation.* Removes the page from the site navigation. The page is published and typically accessed using links. See "Creating Links and Anchors" on page 525.

Setting Site Management Properties

Click the Management button to set the following properties:
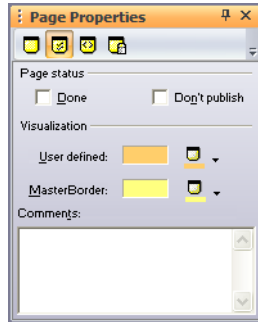
- *Done.* Page icon displays a check mark when you select Done. This is a convenient way to manage individual pages in a large site. This setting has no effect on the functioning of the site.

- *Don't publish.* Makes it possible to publish some pages while not publishing others that might be under construction or private. The page icon displays a red indicator when you select Don't publish.

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

  Do not use the Don't publish setting in an attempt to publish only changed pages to an already-published site. Doing so causes broken links and other undesirable results. Instead, you can publish a section of the site to update it. See Chapter 38, "Publishing Your Site."

- *Color code.* You can set the color of page icons in Site view to highlight a group of selected pages or pages that share the same MasterBorder. A page icon's color has no effect on the published site. You can display either a user-defined or MasterBorder color by opening the View menu, choosing Page Color Coding, and then choosing User Defined or MasterBorder. You select the colors to be displayed on the Management section of the Properties panel.

On the Management section of the Properties panel, click the:

- *User defined* Color button to choose a color for the currently selected page or pages.

- *MasterBorder* Color button to choose a color for pages that have the same MasterBorder as the currently selected page. This option is not available if multiple pages are selected.

For example, select a page and choose blue as the MasterBorder color and red as the user-defined color. From the View menu, choose Page Color Coding>MasterBorder. The icons representing all pages that share the MasterBorder of the selected page turn blue. If you create a new page and assign the same MasterBorder, that page icon is also blue. Return to the View menu and choose Page Color Coding, User Defined. The icon of the originally selected page now turns red and the other page icons return to the default color.

- *Comments.* Enter notes about the status or content of individual pages. This option is not available if multiple pages are selected.

Setting META Tag Properties

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

You can set META tag properties at the page level or at the site level.

To set META tags on a single page:

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

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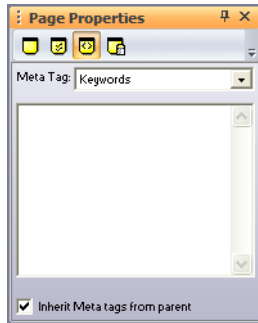
3. Select a META tag from the drop-down list. You can select:

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

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

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

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

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

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

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

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

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

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

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

- *Organization* to declare an organization associated with your Web page.

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

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

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

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

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

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

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

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

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

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

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

Warning: Adding META tags to a page in Site view will overwrite any existing keywords entered using the Site Options dialog.

Note: Note that the accepted character set for Meta Tags is ASCII and ASCII Extended.

When you publish your site remotely, you have the possibility to create a map of your site's URLs to be included in search engines' databases. See section "Creating a Site Map for Search Engines" on page 914.

Setting Protection Options

You can set protection options for pages to retain control over each page's content. Protection options are useful if you are creating Web sites for clients who will use NetObjects nPower to edit their sites.

Click the Protection Options button to apply the following protection options.
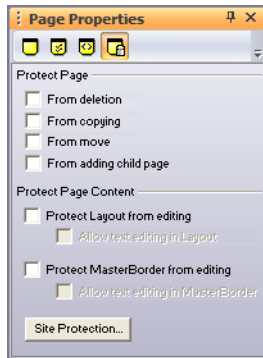
- *From deletion.* Prevents the page from being deleted or removed from the SiteStructure.

- *From copying.* Prevents the page and its content from being copied.

- *From move.* When this option is checked, the page cannot be cut and then pasted elsewhere in the SiteStructure.

- *From adding child page.* Ensures that new pages cannot be created under the current parent page in the SiteStructure.

- *Protect layout from editing.* Prevents the layout from being modified or resized and protects objects within the layout from being modified.

- *Allow text editing in layout.* Allows only the text within a locked layout to be edited.

- *Protect MasterBorder from editing.* Prevents the MasterBorder from being modified or resized and protects objects within the MasterBorder from being modified.

- *Allow text editing in MasterBorder.* Allows only the text within a locked MasterBorder to be edited.

- *Site Protection.* Opens the Site Protection tab of the Current Site Options dialog so that site-wide protection options can be set.

Setting Properties for a Group of Pages

When multiple pages are selected, you set properties on the Selected Pages tab of the Properties panel. You can change the properties for all selected pages or for a single page.

1. In Site view, select the pages you want to work with. See "Working with a Group of Pages" on page 51.
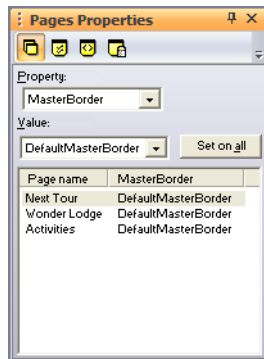
2. Choose a property from the top drop-down list. You can select:

   • *MasterBorder* to change the MasterBorder applied to the selected page or pages.

   • *Page name* to change the name of the page in Site view and the default names on the page's banner and navigation button.

   • *Title* to change the text displayed in the title bar of the site visitor's browser and bookmark list.

   • *Navigation button* to change the text displayed on the button in the navigation bar that links to the selected page.

   • *Banner* to change the text displayed on the selected page's banner.

   • *File extension*. See "Using Custom Button and Banner Names and File Extensions" on page 65.

3. Select a property value from the drop-down list, or type a value into the field.

4. To apply the new value to all selected pages, click Set on all.

The new value is displayed in the list at the bottom of the panel.

You can also set Management properties for multiple pages. See "Setting Site Management Properties" on page 54.

Adding a Page

1. In Site view, select the page you want to be the parent of the new page.

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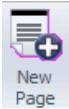
New Page
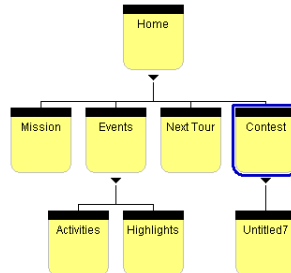
In Site view, the new page appears beneath the selected page. The new page is named Untitled followed by a number, which indicates the order in which new pages were added.

Note: Site visitors may not be able to get to the new page unless navigation is set up in the MasterBorder of the parent page to include the child page. It is also a good idea to set the navigation on the child page to include its parent so site visitors can get back to the previous page.

Copying and Pasting Pages

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

1. Select the page or pages you want to copy and press Ctrl+C.

2. Select the page to be the parent of the copied pages and press Ctrl+V.

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

Deleting a Page

1. In Site view, select the page or pages you want to delete, right-click the page icon, and choose Delete Page from the shortcut menu.

2. Click Yes to confirm the deletion.

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

    Note: Deleting a page cannot be undone. You cannot delete the Home page.

Moving a Page

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

1. In Site view, select the page or section you want to move. You cannot move the Home page or noncontiguous pages.

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

    As you drag the page, a colored outline highlights the target page. A triangle to the left or right of the target page's border indicates the moved page will be a sibling; a triangle below the target page's border indicates the moved page will

be a child; and a triangle above the target page's border indicates the moved page will be a parent.

A triangle on the bottom of the target page icon shows that the moved page will be a child.

A triangle on the side of the target page icon shows that the moved page will be a sibling.

A triangle above the target page icon shows that the moved page will be a parent.
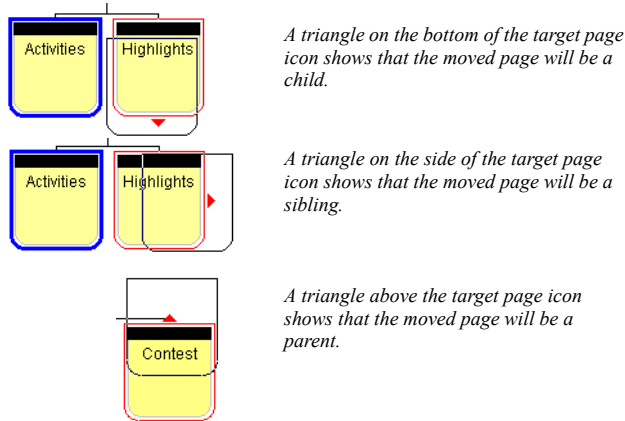
If you want to move a page so it will be the child of a page that already has children, target the sibling page.

You can cut and paste to move noncontiguous pages.

Replacing the Home Page

You cannot move the Home page, but you can move a page to be the parent of the Home page.

1. In Site view, select the page you want to become the new Home page.

2. Drag the page to the Home page until you see the colored triangle above the Home page.

Note: Pages excluded from navigation cannot be made into the Home page.

When you release the mouse button, the new page becomes the parent of the Home page.

Select the Mission page and drag it above the Home page. The Mission page becomes the new Home page.
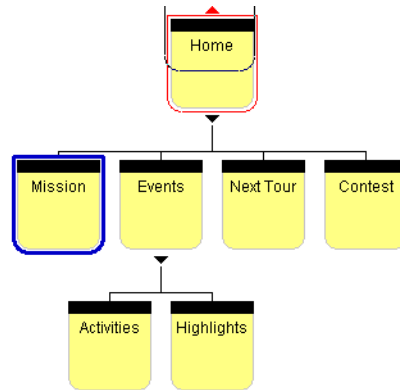
If you move a page that has children to be the parent of the Home page, the Home page becomes the sibling of the child pages.
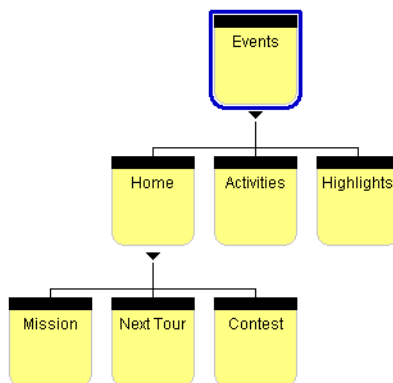
The Activities and Highlights pages are children of the Events page. When you move the Events page into the Home page position, the children of the Events page become siblings of the original Home page.

Renaming Pages

By default, NetObjects Fusion uses the page name on banners and navigation buttons that identify the page. When you publish your site, NetObjects Fusion uses

the page name as the HTML file name for the page. It also uses the page name when it creates links to the page.

NetObjects Fusion converts spaces and non-alphanumeric characters except periods (.) and hyphens (-) in the page name to underscores (_) in the HTML file name.

If you give two pages the same name and they are published in the same folder, NetObjects Fusion adds a numeral to the file name when it generates the HTML files for the second and any additional pages. For example, if you have two pages named Great, NetObjects Fusion creates **Great.html** and **Great1.html**. This only affects the page names in Publish view.

You can change the name directly on the page icon or in the Page name field on the Page tab of the Properties panel.

To rename a page on the page icon:

1. In Site view, click the page name text and type a new name.

2. Press Enter or click outside the page icon to enter the name.

Once in this edit mode, you can tab between sibling pages to edit their names. NetObjects Fusion remains in edit mode until you press Enter. If a page has no siblings, pressing Tab moves the text edit selection to the page's parent.

To rename a page on the Properties panel:

1. Select the page you want to rename.

2. Edit the text in the Page name field on the Page tab of the Properties panel.

3. Press Tab or click outside the panel to enter the new name.

If several pages are selected, you can change the page name on the Selected Pages tab of the Properties panel. See "Setting Properties for a Group of Pages" on page 59.

Using Custom Button and Banner Names and File Extensions

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

To specify custom page names in Site view:

1. Select the page you want to work with.

2. On the Page section of the Properties panel, click the Custom Names button.

3. In the Custom Names dialog, type the custom names you want to use.

- • *Navigation button.* Appears on navigation buttons leading to this page. To add a second line of text, press Enter after the first line.

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

- • *File extension.* Page files usually have an **.htm** or **.html** extension. A page sometimes requires a different extension to function with specific server software. For example, pages for secure locations use the extension **.shtml**.

  The extension you choose for this page overrides the extension you specify in Publish view. See "Setting Up to Publish Locally" on page 1065.

4. When you finish entering names, click OK.

You can also rename buttons and banners in Page view using the object's Properties panel. See "Change a Button's Name" on page 511 and "Changing the Banner Text" on page 520.

Setting Up the Site View Display

You use options on the View menu in Site view to set up your Site view display.

You can change the Site view orientation and background color and color code the page icons. These settings are strictly for working in Site view. They have no effect on the published site.

- To change orientation, from the View menu, choose Orientation and then choose Vertical or Horizontal.

- To change background color, from the View menu, choose Background Color and select a new color from the Color Picker.

- To set up page icon color codes, see "Setting Site Management Properties" on page 54.

Collapsing the SiteStructure Display

By *collapsing* the display of the SiteStructure, you hide the child pages of a selected page, displaying only the page icons you want to see. A page with hidden child pages displays a plus symbol beneath its icon.

To collapse the display of child pages, click the triangle beneath the parent's page icon. To expand the display to see child pages again, click the plus sign.

Click here to expand the SiteStructure.

Click here to collapse the SiteStructure.
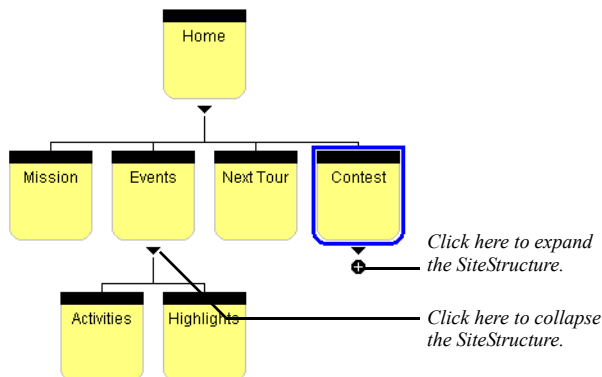
You can also collapse the display by selecting a parent page and pressing Tab. To expand the display, press Tab again.

The Structure and Outline views display the same expanded and collapsed pages. If you change the child pages hidden and shown in one view, the other view reflects your changes.

Working in Site Outline View

Site Outline view displays the SiteStructure in outline format, including a table of the properties—child name, page type, status, publishing status, and comments—of
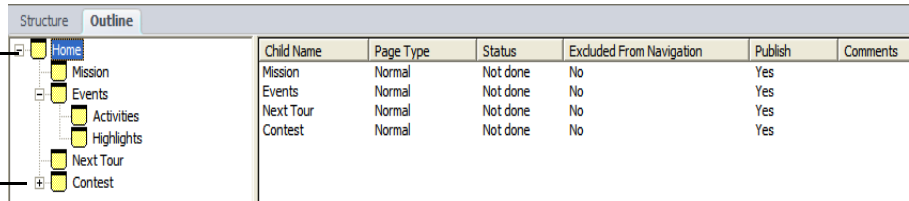
the child pages of the currently selected page. If the selected page has no children, the table describes the selected page itself.

To switch to Outline view:

- In Site view, click the Outline tab.

Click the minus sign to collapse this branch of the site

This branch of the site is collapsed. Click the plus sign to expand it

Like SiteStructure view, Site Outline view shows if a branch of the site is collapsed. A collapsed branch is indicated by a plus sign to the left of the page icon; an expanded branch is indicated by a minus sign.

- To expand a branch, click the plus sign to the left of a page.
- To collapse a branch, click the minus sign to the left of a page.

In Outline view you can sort the child pages by their properties so you can quickly identify pages with common characteristics.

- Click the heading of the column you want to use to sort the list.

  NetObjects Fusion sorts the list in ascending (A-Z) order. To sort the list in descending (Z-A) order, point to the column heading and press Shift+Click.

Printing the SiteStructure

In Site view, you use the Print command on the File menu to print the SiteStructure view of your site or of a section. You cannot print the Site Outline view. The printed structure shows the same magnification, colors, orientation, and expanded or collapsed child pages that you see on the screen. The printout shows the site name in the header and the number of site pages in the footer.

- To print the entire site, select the Home page, or click All in the Print dialog.
- To print a specific page and its children, select the top-level page or a section, or click Selected page and its children in the Print dialog.

- To view what will be printed, select Print Preview from the File menu. Select Close to return to Site view.

- To fit a large site on a single page, from the File menu, choose Print Setup and select the Print to fit option in the Print Setup dialog.

Saving Your Work

To save your work, choose Save Site from the File menu. NetObjects Fusion also has an auto save feature that saves your work each time you change views. See "Setting Program Options" on page 26.

Backing Up Your Site

You can back up your site manually or automatically.

To make a manual backup:

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

The Save Site As dialog appears.
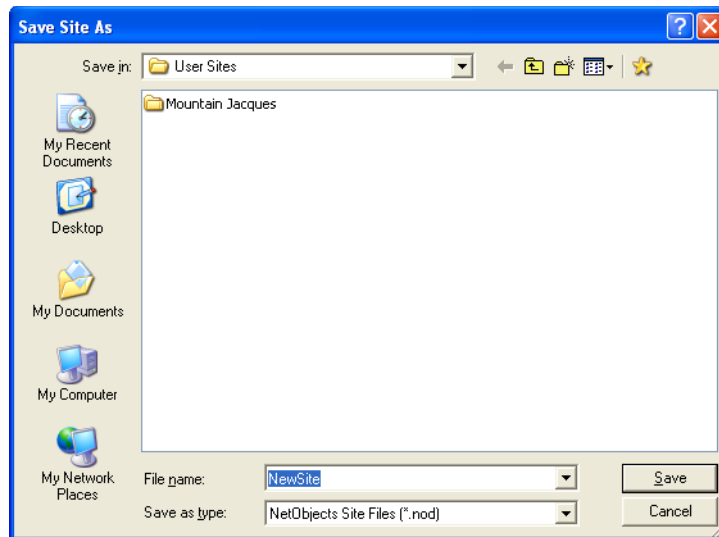
2. Type a descriptive name for your backup file and select a location.

3. Click Save.

NetObjects Fusion creates a copy of the **.nod** file in the location you specified and automatically opens that file.

Note: The backup you make with the Save Site As command does not collect all assets and make all links relative. Your backup will still refer to assets and components in the original site file folder. To make a backup with assets and relative links, export your site file as a template, as described in Chapter 4, "Working with Templates."

Deleting a Site

If you want to delete an existing site, navigate to the location where you saved the site that you want to remove. By default your site folder is saved inside the \User Sites directory, but you can store the site in any location on your local computer.

1. In the User Sites directory, select the folder with the site that you want to remove.

2. Right-click on the site's name and choose Delete from the context menu.

3. Click Yes to confirm the deletion.

Changing the User Sites Default Location

When you create a site, NetObjects Fusion will place it by default under the **User Sites** folder. However, you can change this default location and set a new location to which your site should be saved. To do that:

1. From the File menu, select Change Location.

The Browse for Folder dialog will appear, having the User Sites folder set as default location.
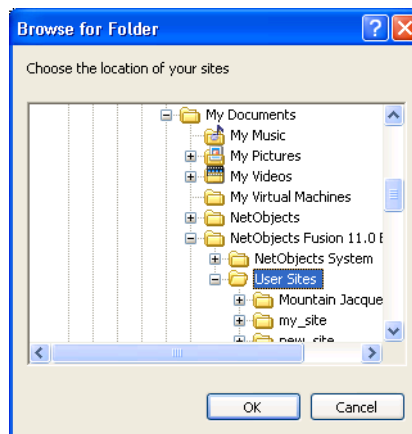
2. To set a new location, choose another folder where your sites will be kept from now on.

3. Click OK.

Setting Options for the Current Site

Site options help you manage your site. You can change these settings from any view. Changes take place as soon as you click OK to close the Current Site Options dialog.

These options apply only to the current site. To set options that apply to all sites, see Chapter 2, "Setting Application Options."

Changing General Settings

*   From the Tools menu, choose Options > Current Site.

    The General tab of the Current Site Options dialog appears.
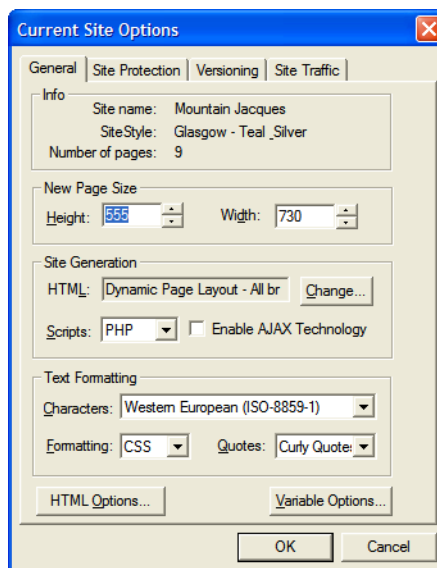
*   *Site name.* The name assigned to this site when it was created. You cannot change this setting.

*   *SiteStyle.* The style currently assigned to this site. To change the SiteStyle, go to Style view. See Chapter 20, "Using SiteStyles."

- *Number of pages.* Pages currently in this site. This setting is updated when you add or delete pages.

- *New page size.* Default width and height for pages you add to the site. Changing this setting does not change the size of existing pages in the site.

- Site Generation

  - Click the Change button to select a different HTML output for the site.

  - *Scripts***.** Select the default scripting language (ASP or PHP) used for NetObjects Fusion components. Check with your Internet service provider to determine which option is appropriate for your hosting environment.

  - Enable AJAX Technology

    You also have the possibility to enable the Ajax technology on your site. By using the advanced Ajax technology, you have the advantage that when you reload a page, only the new parts/objects of the page will reload, not the entire page. This makes the reloading process much quicker.

    Enabling this technology is also useful if you decide to include Data Sources to your site. This means that, whenever you refresh/reload your page, the information updated on the site's page will be provided by the Data Sources on the server. The Ajax technology makes it possible, when reloading the page, to only reload the new information taken from the Data Source, not the entire page.

- *Characters.* You can choose a character set from the drop-down list. See "Setting the Site's Character Set" on page 1121.

- *Formatting.* You can choose HTML or cascading style sheets (CSS). See "Selecting HTML or Cascading Style Sheet Text Formatting" on page 233.

- *Quotes.* Select Straight or Curly quotes for the site's text objects.

      "These are Straight Quotes"
      "These are Curly Quotes"

- *HTML Options.* Click this button to define characteristics of the HTML generated when you publish your site. See "Setting HTML Options" on page 1067.

- *Variable Options*. Click this button to enable variable substitution. You can add a prefix and suffix to NetObjects Fusion's syntax that will not conflict with your custom-defined variables.

Setting Site Traffic Options

Site Traffic Options offers you the possibility to keep track of your Web site's visitors. This service is provided by Google Analytics. Google Analytics makes the analysis of your site's pages and provides statistics for a certain period of time. The tracking is done for all pages of the site, including external links and file links.

Enabling the Google Analytics service

To enable the Google Analytics service:
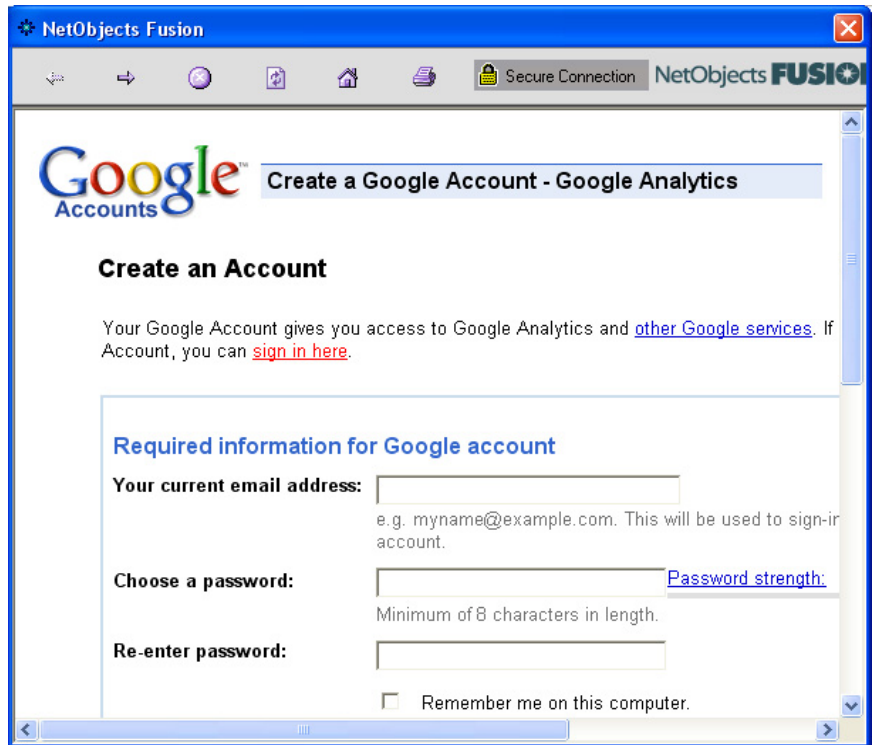
1. From the Tools Menu, choose Options > Current Site.

The Current Site Options dialog appears.

2. Click the Site Traffic tab.
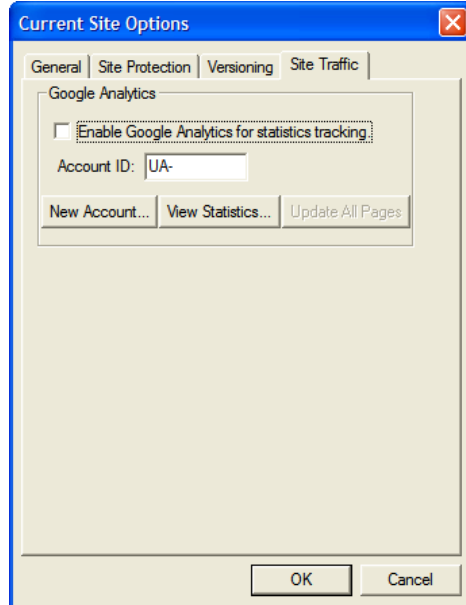
3. Click the "New Account" button to create a Google account.

Note: Your Google Account will give you access to Google
Analytics.

If you already have a Google account, after you click the "New account" button,
click the "Sign in here" link to sign up to Google Analytics.

4. Once you have a Google Account, you can sign up to Google Analytics and activate the service
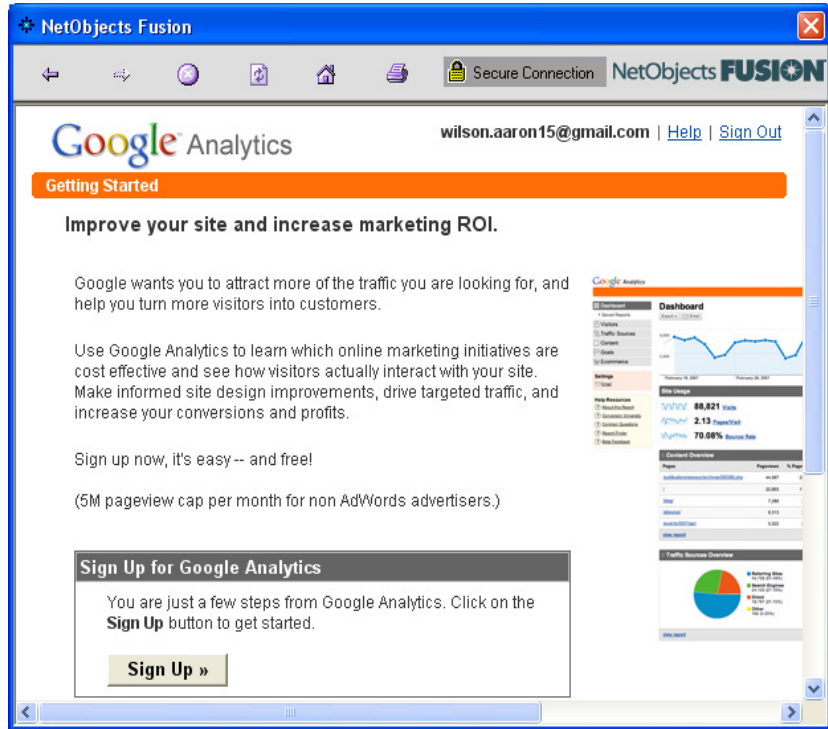
5. Provide your Web site details.

> **Note:** After you finish signing up to Google Analytics, it is not necessary to copy code on every page of your NetObjects Fusion Web site.
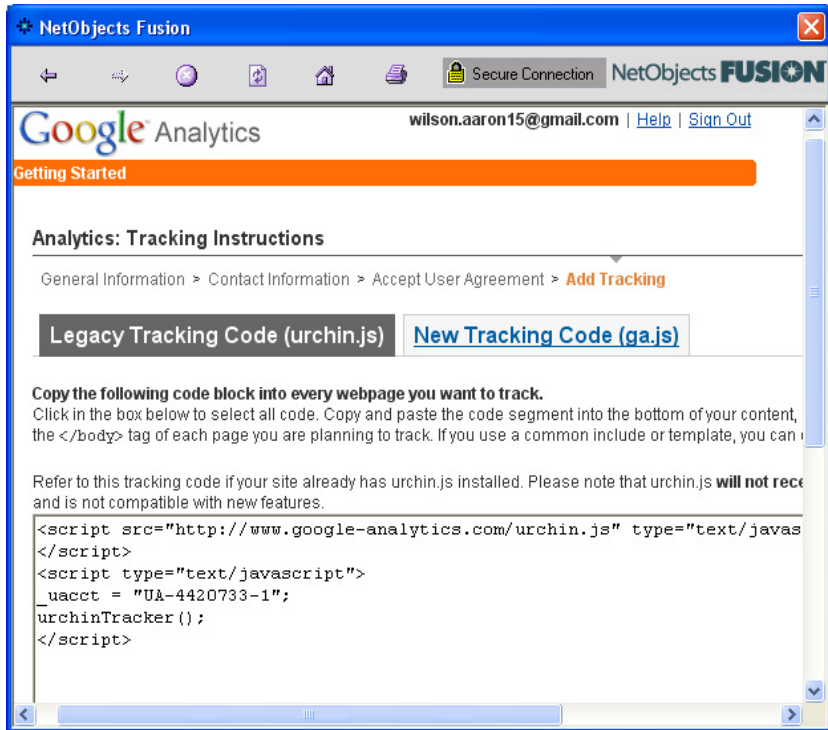
NetObjects Fusion only needs the ID of the created account. The Google Account ID is also available on the Edit Account and Data Sharing Settings section.The Account ID helps the Google Analytics service to keep track of your site's visitors.

6. Return to NetObjects Fusion to enable the site traffic option.

7. On the Site Traffic tab, type in the Account ID in the corresponding field.

8. Check the "Enable Google Analytics for statistics tracking" box.

9. Click OK.

After you publish your site remotely, the statistics tracking will begin automatically.

Viewing Statistics with Google Analytics

1. In NetObjects Fusion, open the site for which you want to check the visitor statistics.

2. From the Tools Menu, choose Options > Current Site.

The Current Site Options dialog appears.

3. Click the Site Traffic tab.

4. Click the "View Statistics" button.
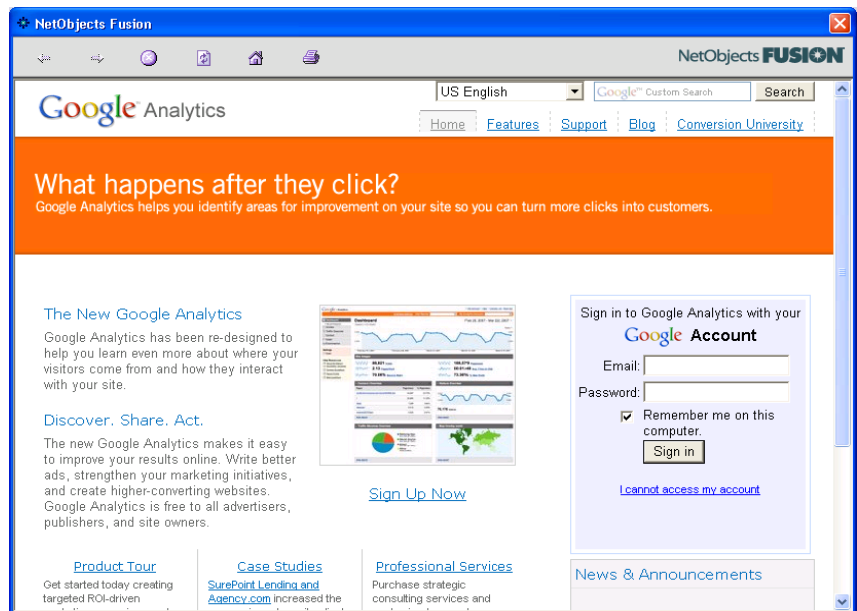
5. Sign in to your Google Analytics account.

6. Click the "Check Status" button.

Edit the HTML code of Google Analytics

The Google Analytics option is also visible and editable using the Inspector HTML panel in NetObjects Fusion. The Google Analytics code is displayed in the Body End section in the Inspector HTML dialog.

To modify the Google Analytics code:

1. In Page View, from the View menu, select More Panels > HTML Code Editor.

    The Inspector HTML dialog appears.

2. Click the bodyEnd button.

    The Inspector HTML dialog displays the Google Analytics HTML code.

3. After you modify the Google Analytics code, click the Save button.

> **Warning:** Do not delete the comments added to the Google Analytics code displayed in the HTML Body End section.

If necessary, you can roll back to the original code generated by Google Analytics.

To roll back to the original code:

1. From the Tools menu, select Options > Current site.

   The Current Site Options dialog appears.

2. Click the Site Traffic tab.

3. Click the Update all Pages button to roll back to the original code.

4. Click OK.

Setting Site Protection Options

With NetObjects Fusion's Site Protection options, you can control which pages, layouts, and MasterBorders can be modified. Site Protection options are useful when using NetObjects Fusion collaboratively with nPower clients. See Chapter 40, "Using the Content Management Features."

- From the Tools menu, choose Options > Current Site and click the Site Protection tab.
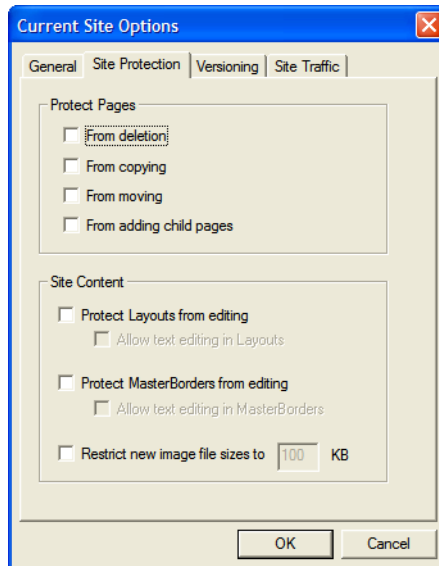
- *Protect Pages.* Set permissions to protect pages from being deleted and from being copied or moved. You can also choose to make the option to add child pages unavailable.

- *Site Content.* You can choose to protect layouts and MasterBorders from being edited. You can also allow text in a locked layout and MasterBorder to be edited. Image files can be restricted to a specified size.

Versioning and Backup Settings

With NetObjects Fusion, you can create multiple publish profiles and designate a specific profile for staging site versions. As a safeguard, NetObjects Fusion automatically saves backup copies of your site each time you close the application. When configuring site options, you can specify the publish profile to be used for site versions and the location where site backups are stored. You can also specify size and/or number limitations for backups and site versions to avoid running out of server or hard disk space.

- From the Tools menu, choose Options > Current Site and click the Versioning tab.
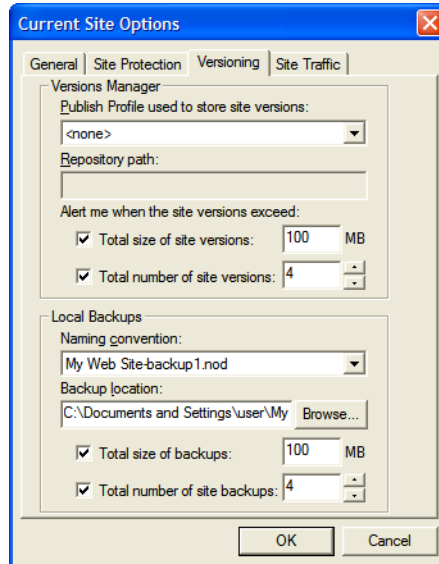
- *Publish Profile used to store site versions.* Select a Publish Profile for storing site versions. For information on creating publish profiles, see "Define Server Profiles" on page 1077.

- *Repository Path.* Enter the path where site versions will be stored in the selected Publish Profile.

> **Note:** The versioning repository contains sensitive information. For security purposes, the repository path should not be accessible for browsing over the Internet.

- *Alert me when the site versions exceed:*

  - *Total size of site versions.* Enter a maximum value (in megabytes) of server space for site versions.

  - *Total number of site versions.* Specify a maximum number of versions that can be stored in the Versions Manager. You will be prompted to delete previous versions when you exceed the maximum number of versions allowed.

- *Local Backups*

- *Naming convention.* Choose a preferred naming convention for site backups. Select a plain format or one that includes the date and time from the drop-down list.

- *Backup location.* NetObjects Fusion saves backup files in the **\User Sites***sitename***\Backups** folder by default. To change the location of the backup files, type a new path name in the Backup location field, or click Browse and select a new location.

- *Total size of site backups.* Enter a maximum value (in megabytes) of hard disk space to be allocated for site version backups.

- *Total number of site backups.* Indicate the number of backups you want NetObjects Fusion to keep. The oldest backups are overwritten as newer backups are created. The default is four backups; if you have adequate disk space, you can increase this number.

Working with Templates

A template is a predefined set of pages and assets that you can modify to meet your needs. Templates can contain a single page, a site section, or an entire site. You can edit a template, create a new site from a template, or add a template to an existing site.

You can export your NetObjects Fusion site as a template so you can share your work with other NetObjects Fusion developers or move your site to another computer system.

NetObjects Fusion 11 template files are **.zip** files. Zip files provide a convenient way to group and compress files. Each template **.zip** file contains a *TemplateName.***nft** file and all the folders required to build a site based on the template. Do not change the content of the **.zip** file. NetObjects Fusion depends on the structure of the file to find assets when opening the template. If you try to open a **.zip** file that is not a NetObjects Fusion template file, you see a message and NetObjects Fusion does not open the file.

Templates created in earlier versions of NetObjects Fusion are **.nft** files. If you have templates created in an earlier version of NetObjects Fusion, open them in NetObjects Fusion 11 and export them as templates to create a template **.zip** file.

This chapter describes:

- Creating new sites from templates

- Using templates to expand sites

- Changing an existing template

- Exporting sites

- Sharing NetObjects Fusion site files

Creating a Site from a Template

You can use templates that you or your colleagues create and templates created in previous versions of NetObjects Fusion. See "Upgrading Your Sites" in *NetObjects Fusion Getting Started*.

1. To create a new site based on a template, launch NetObjects Fusion and from the File menu of any view, choose New Site > From Template.

   The Select a Template File dialog appears.
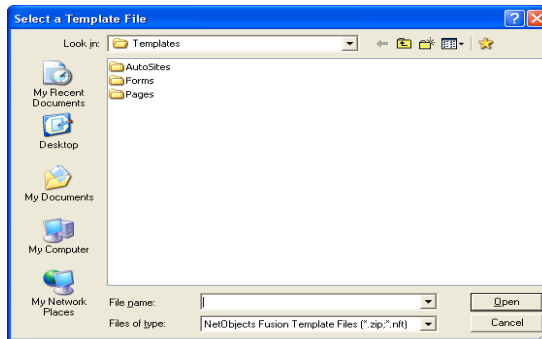
   Note: The Blank Site and Import templates are in the **\AutoSites** folder. Do not delete or move these templates. If these templates are not available in this folder, you cannot create a new site or import a site.

2. Navigate to the folder containing the template you want, select the appropriate *TemplateName***.zip** file, and click Open.

   Note: You can also open .nft template files that were created in earlier versions of NetObjects Fusion.

   The Save Site As dialog appears.

3. Enter a name for the new site in the File name field.

4. Select the location where you want to save the site. By default, NetObjects Fusion saves your site in the **\My Documents\NetObjects Fusion 11\User Sites** folder, but you can store it in the location of your choice.

5. Click Save.

NetObjects Fusion opens in Site view and displays the page icons of the site you created. You can modify the SiteStructure as described in "Working with the SiteStructure" on page 50.

Using Templates to Expand a Site

One way to expand a site is to insert NetObjects Fusion templates in a specific location in your site. Templates are especially helpful if you have standard boilerplate sections or pages that you want to add to multiple sites. This is also a great way to share with other developers who use NetObjects Fusion. See "Exporting a Site" on page 88.

When you insert a template, follow these guidelines:

- Before you insert the template, select the location in Site view where you want to add it. The inserted site, page, or section becomes a child of the selected page. You can move the pages once they are inserted.

- All inserted pages take on the SiteStyle of the current site. For example, if several developers separately create parts of a site, export their work as templates, and insert the templates into a single master site for publishing, the master site's SiteStyle ensures that the compiled site has a consistent look and feel. If you save the site as a template, the SiteStyle is saved as well. See Chapter 20, "Using SiteStyles."

- When NetObjects Fusion inserts a template, if the MasterBorder names duplicate those already in the site, it prefixes the template's MasterBorders with *Inserted* and adds them to the current site's library of MasterBorders. You can rename, edit, or delete these extra MasterBorders. See Chapter 11, "Managing MasterBorders."

- Every template begins with a single root page, which is helpful if you are adding the template to your site. However, if you want the root page of your template to be the Home page of your site, you must create a new site based on the template, rather than inserting it.

To insert a template:

1. In Site view, right-click the page under which you want to insert the template. This page becomes the parent of the inserted page or pages.

2. Select Insert Template from the shortcut menu.

The Insert Template dialog appears.
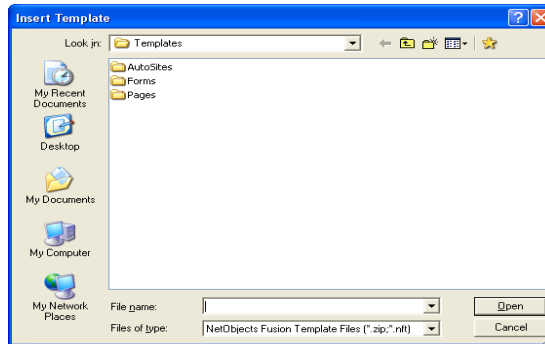
3. Navigate to the template you want to insert and select the *TemplateName.***zip** file.

Note: You can also open .nft template files that were created in earlier versions of NetObjects Fusion. To remove unused styles imported from your template in your Style view, See "SiteStyles from Imported Sites" on page 457

4. Click Open.

NetObjects Fusion inserts the template under the page you selected. The page data is added to the **.nod** file and the assets are added to the **\Assets** folder within the site folder. The original template is still available.

Exporting a Site

You can export any site or selected pages of a site as a template. NetObjects Fusion copies all assets into the **\Assets** folder of the template in the location you select and converts absolute paths to relative paths. NetObjects Fusion zips these files and the SiteStyle files and resources for any SiteStyle in use by the source site into the exported template. Exporting a site as a template is the only way to share sites with other NetObjects Fusion developers or to combine sites. You cannot simply copy the **.nod** file and assets from one computer to another.

Before you export a site as a template, it is a good idea to verify the file assets and then delete unused assets. See "Managing File Assets" on page 1047.

To create a template:

1. In Site view, from the File menu, choose Export as Template.

2. Select:

    •   *Entire Site* to include all pages in the site in the template.

    •   *Selected Pages* to include only those pages selected in Site view in the template.

    The Save Template dialog appears.
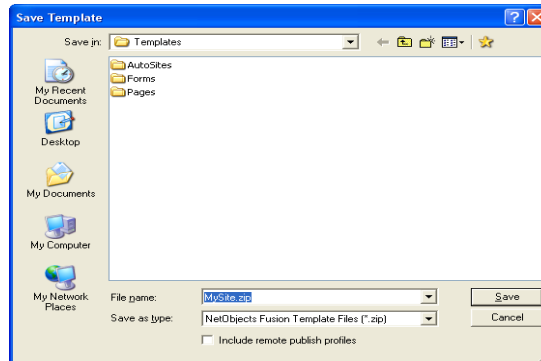
3. Type a name for the template, or accept the name assigned by NetObjects Fusion.

4. Select the folder where you want to store the template.

5. If you want the template to include the publish profiles associated with this site, select Include publish profiles.

    Be aware that if you select this option and your publish profiles include the password to your site's FTP location, the password will be included in the publish profiles saved with the template.

6. Click Save.

    NetObjects Fusion creates the template file, an **\Assets** folder, and a **\Styles** folder and zips them together in a single file. To transfer the template to another computer, you simply move the **.zip** file.

Changing an Existing Template

You can change or customize any NetObjects Fusion template. For example:

- You can customize a standard company template so it contains your department name, location, and personnel information.

- If your company develops custom sites, you can add your company name, contact information, and default links to the templates you use most often.

- If you often create new pages or sites with the same look and feel, you can add standard objects to the NetObjects Fusion Blank Site template.

To preserve the original template, copy the template **.zip** file before you edit or modify a default template. If you need to undo changes to a default NetObjects Fusion template, you can re-install NetObjects Fusion.

Customizing a Template

1. From the File menu, choose New Site > From Template.

2. In the Select a Template File dialog, select the template you want to customize and click Open.

3. In the Save Site As dialog, give the site the same name as the template. Do not enter an extension.

4. Modify the template page(s) and SiteStyle as necessary.

5. In Site view, from the File menu, choose Export as Template.

6. Choose the folder containing the original template if you want to modify the template, or choose another location if you want to preserve the original template.

7. Insert the customized template in other sites as needed.

Sharing NetObjects Fusion Site Files

Templates are the only effective way to share NetObjects Fusion site files among several developers or across platforms. You cannot copy a *Sitename***.nod** file to another computer and open it, because the file refers to files and styles that are not contained in the *Sitename***.nod** file itself.

To distribute or move a NetObjects Fusion site:

1. Export the site as a template according to the information in "Exporting a Site" on page 88.

2. Copy the template **.zip** file to the target computer via network, disk, or other storage media. Locate the template so you do not have to move it after you create the site. This ensures that the assets are mapped correctly.

3. Start NetObjects Fusion on the destination computer.

4. From the File menu, choose New Site > From Template.

   The Select a Template File dialog appears.

5. Open the template's folder, select the *TemplateName*.**zip** file, and click Open.

6. In the Save Site As dialog, enter a name for the new site in the File name field, select the location where you want to save the site, and click Save.

   The site that was created in NetObjects Fusion on the source computer is now the active site, with its own *Sitename*.**nod** file, on the destination computer.

If you open a template that uses a font which is not on your system, NetObjects Fusion substitutes the browser proportional font specified on the Text tab of the Options dialog. You can still apply the original font to any new text box in the site. When you open the site on a system that has the original font, it is restored.

Importing Sites and Documents

You can create a site or expand a site you are working on by importing a site that was created using a different site or page development tool. When you import an existing site, NetObjects Fusion duplicates the SiteStructure, page content, and links. It lays out content in a design as close as possible to the original.

You can also expand a site by importing Microsoft Word files. The document becomes a page in your NetObjects Fusion site.

This chapter describes:

- Creating new sites from existing sites

- Using existing sites to expand sites

- Importing documents

Importing Existing Sites

When you create or expand a site by using an existing site, follow these guidelines:

- Importing a complex site requires processing time. If the source site was created in NetObjects Fusion, it is more efficient to import it as a template.

- You can import an existing site from a local or networked drive, or from a remote location such as an intranet server or the World Wide Web.

  - To import from a local drive, you must know the drive and folder where the site's Home page, usually named **index.htm** or **index.html,** is stored.

  - To import from a remote location, you must know the URL to the site's top-level source page, such as **http://www.netobjects.com.**

    NetObjects Fusion does not import sites that are served behind a proxy server, firewall, or virtually hosted server. You must download the site to the local hard drive and then import from the local drive.

  - You can limit the number of pages and levels that NetObjects Fusion captures from a local or remote site. Levels are based on the hierarchy of pages in the source site, defined by the site's navigation; the first level is always the site's Home page. The second level consists of pages that are linked from the Home page. Third-level pages are linked from second-level pages, and so on. NetObjects Fusion imports as many pages as possible at a higher level before going to a lower level.

  - You must be connected to the Internet or intranet to activate the remote import.

- When NetObjects Fusion imports a site, it starts with the page you specify and stops importing when it hits the page number limit, the site level limit, or the end of the site. If you don't define import limits, NetObjects Fusion imports to the end of the site—no matter how long that takes or how much it requires in system resources. NetObjects recommends limits of 200 pages and 20 levels.

- When you create a new site from an imported site, NetObjects Fusion applies the ZeroMargins MasterBorder. If you expand a site by importing a section, you can apply any MasterBorder already in the site. If you import a NetObjects Fusion 7, NetObjects Fusion 7.5, NetObjects Fusion 8, NetObjects Fusion 9, NetObjects Fusion 10, or NetObjects Fusion 11 site, the MasterBorders in the original site are preserved.

- HTML coding practices vary, so the contents of the source site pages are unpredictable. Spaces in **.html** file names cause import problems.

- NetObjects Fusion does not import server-side imagemaps or manage server-side resources. If the imported site originally used server resources such as JavaScripts, CGI scripts, or server-side includes, you must manually recreate these on your server. If a page contains too much script, you can reference the HTML. See Chapter 27, "Referencing and Editing External HTML."

- NetObjects Fusion imports all HTML tables in the site.

- NetObjects Fusion's import feature supports most of the HTML 4.01 specification. Cascading style sheet coding is removed from pages during import. Content with no other alignment formatting is placed flush left on its page.

- When you import a site that was built using HTML frames, NetObjects Fusion imports the frameset's content pages as regular pages, and references the original frameset page as an external HTML page.

Sites created in NetObjects Fusion 7, 7.5, 8, 9, 10, or NetObjects Fusion 11 generally import with few problems, but you should be prepared to clean up an imported site created from another source. Adjust font sizes and styles as needed, and add NetObjects Fusion navigation bars and banners as appropriate to your design. If a page does not import the way you expect, check the original source file for incorrect or nonstandard HTML code.

Creating a New Site from an Existing Site

1. From the File menu, choose New Site > From Existing Web Site.

The Import Web Site dialog appears.
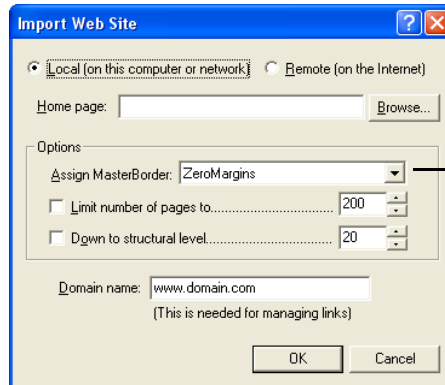
When importing a site to add to the current site, you can assign a MasterBorder.

2. Select Local or Remote import.

3. Enter the exact file location and path to the top-level page you want to import:

- To specify a local site, enter the full drive and path to the local site's top-level source page in the Home page field, or click Browse, select the appropriate top-level page, and click OK.

- To specify a remote site, enter the full URL to the site's top-level source page in the Home page field. To ensure accuracy, navigate to the site or page using your browser, then copy and paste the URL from the browser.

The starting page of your site import does not have to be the source site's Home page, usually named **index.htm** or **index.html**; it can be any page of any accessible Internet or intranet site. You must have full access to this page and the other pages in the site through HTTP 1.0. If you do not have HTTP 1.0 connectivity or there are other security measures such as **robots.txt** or **ht.access** files, virtual hosting, or a firewall, you must download the site to your local hard disk via an FTP connection and then select Local import. This also applies if you have a virtual domain, because virtual domains require HTTP 1.1.

4. Set the limits for the number of pages and number of levels you want to apply to the import process. NetObjects recommends limits of 200 pages and 20 levels.

5. If you are importing a local site, enter the domain name for the site's Home page in the Domain name field. If the local site was ever published on the Web, use the domain name that was used to access it; if not, leave the placeholder **www.domain.com** in the field.

    When it imports a local site, NetObjects Fusion needs to know the "home base" domain of that site, so it can tell whether to convert any absolute links it finds into external or internal links. It does that by comparing the targeted domain, if there is one, to the domain name you enter.

    If you are importing a remote site, make sure your system is connected to the Internet or intranet so NetObjects Fusion can link to and import the site.

6. Click OK.

    The Save Site As dialog appears.

7. Enter a name for the new site in the File name field.

8. Select the location where you want to save the site. By default, NetObjects Fusion saves the site in the **My Documents\NetObjects Fusion 11\User Sites** folder, but you can store it in the location of your choice.

9. Click Save.

    NetObjects Fusion imports the site and converts its content, structure, and links into NetObjects Fusion format. If you import a site created with NetObjects Fusion, the MasterBorders are imported with the site. For a remote import, it stores the site's assets and all original HTML files in the *Sitename***Import** folder, and assigns the ZeroMargins MasterBorder to each page in the new site. If you are importing a site to expand an existing site, you can choose a MasterBorder from the Assign MasterBorder drop-down list.

10. Navigate to each page and make necessary adjustments.

Using an Existing Site to Expand a Site

1. In Site view, select the page you want to use as the parent of the imported content.

2. From the File menu, choose Import > Web site.

3. Follow the steps in "Creating a New Site from an Existing Site" on page 96.

    When you use a site to expand a site, you can also select a MasterBorder for the imported section. From the Assign MasterBorder drop-down list, select the MasterBorder you want to apply to the imported site or section.

Importing a Microsoft Office Document

If Word 97, Word 2000, Word 2002, or Word version 2003 is installed on your system, you can import documents in Microsoft Word, Word for Macintosh, and **.rtf** formats.

When you import a Microsoft Office document, the imported document becomes a page in your NetObjects Fusion site. Once imported, you can change the design and layout of the page in NetObjects Fusion. In this method of importing, there is no connection between the new pages and the original document. If you update the document, there is no corresponding change in the content of the NetObjects Fusion pages.

If you are going to import a very long document, for example a 40-page report, it is a good idea to split it into smaller documents to ensure that you do not exceed the NetObjects Fusion limit for a Layout.

If it is important for you to maintain a link to the original document, you can publish an HTML version of the document at the time you publish the site. See "Creating a File Link" on page 536.

1. In Site view, select the page you want to use as the parent of the imported document.

2. From the File menu, choose Import > Document.

    The Import Document dialog appears.

3. Choose the appropriate file type from the Files of type drop-down list, and navigate to the document you want to import.
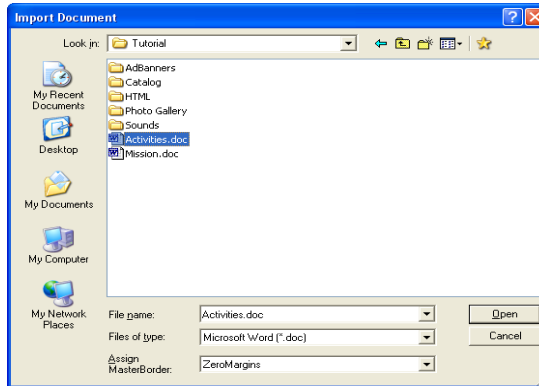
4. Select a MasterBorder to apply to the new pages from the Assign MasterBorder drop-down list.

5. Click Open.

The file is imported into the site and placed as a child page below the selected page in Site view.

Note: You can also import a document from Page view. See "Importing Pages" on page 116.

Page View Basics

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

This chapter describes:

- MasterBorder and Layout area
- Setting up the Page view display
- Displaying pages in Page view
- Setting page size
- Adding objects to the page
- Editing objects
- Positioning objects
- Locking objects
- Layering objects

Exploring Page View

Page name

Docked
toolbar

Rulers

Component
Manager

MasterBorder
area

Properties
panel

Layout area
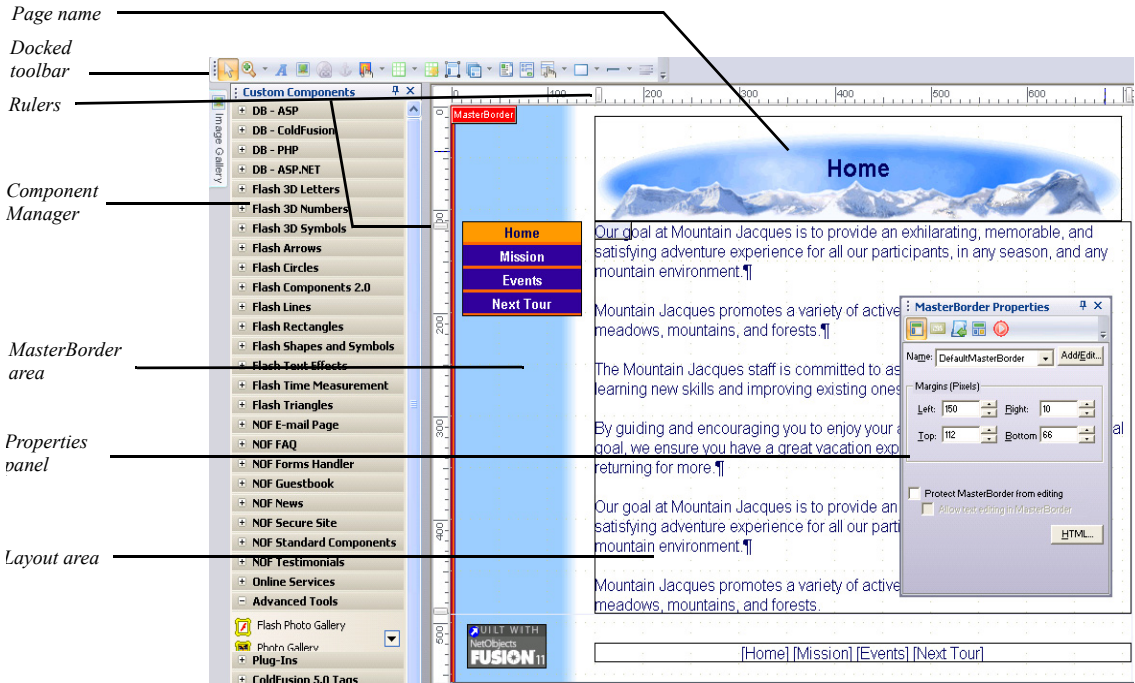
You use the tabs between the views bar and horizontal ruler to see different views of the page. Use:

• *Design* view to add objects to the page.

• *Preview* to view the current page in the selected browser.

• *Code* view to look at and edit the page's HTML code. See "Editing the Page's HTML" on page 996.

MasterBorder and Layout Area

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

You can define multiple Layouts and MasterBorders, then assign one of each to a page. See "Working with MasterBorders" on page 200 and "Working with Layouts" on page 146.

Setting Up the Page Design View Display

Use the Panel Launcher buttons in the lower left corner of the NetObjects Fusion window to open and close the Properties panel, Site Navigation panel, Object Tree panel, and CSS panels. See "NetObjects Fusion Window" on page 11, "Using the Site Navigation panel" on page 106, and "Using the Object Tree panel" on page 119.

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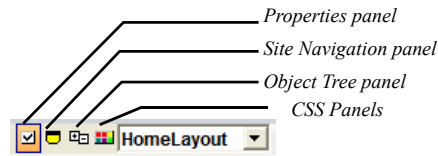
Use the commands on the View menu to show or hide Page Design view elements.

- Use the Components command to show and hide the components toolboxes.

- Show and hide panels and toolbars as described in "NetObjects Fusion Window" on page 11.

- Use the More Panels command to show and hide the other available panels.

- Use the Workspace command to display one of the available workspaces. NetObjects Fusion comes with two predefined workspaces: Basic and Advanced, and with a Default workspace that saves the current Fusion layout. By default, NetObjects Fusion 11 will open with the Advanced workspace displayed.

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

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

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

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

  - Link icon indicates the object has an associated link.

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

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

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

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

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

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

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

  - Lock icon indicates protection options are associated with the object.

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

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

Setting Page Properties

To display the Page Properties panel, from the View menu, select More Panels > Page Properties. See "Setting Page Properties" on page 53.

Displaying Pages in Page View

You can display a page from Site view, or move between pages in Page view using the Site Navigation panel or the Go To command on the Go menu. For information about the Go To command, see "Using the Go Menu" on page 16.

Displaying a Page from Site View

From Site view, to display a page in Page view:

Page view

- Click the page icon, then click the Page button on the Views bar.
- Double-click the page icon.
- Click the page icon, then from the Go menu, choose Page.

Using the Site Navigation panel

The Site Navigation panel displays the SiteStructure.

Site Navigation panel

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

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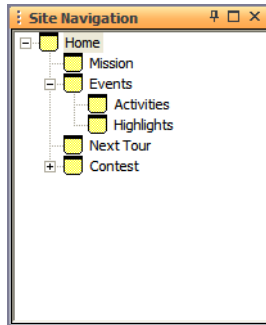
2. Double-click the page you want to open.

   NetObjects Fusion displays the page you select.

Setting Page Size

The size of a NetObjects Fusion page is defined by the combined size of the MasterBorder and Layout area. The size is 730x555 pixels. You can redefine the default page size on the General tab of the Current Site Options dialog. See "Changing General Settings" on page 72.

You can change the size of an individual page by adjusting the size of the MasterBorder area, the Layout area, or both.

MasterBorder handles

Layout area handle

Layout Width and Height fields

Layout area handle

MasterBorder handle
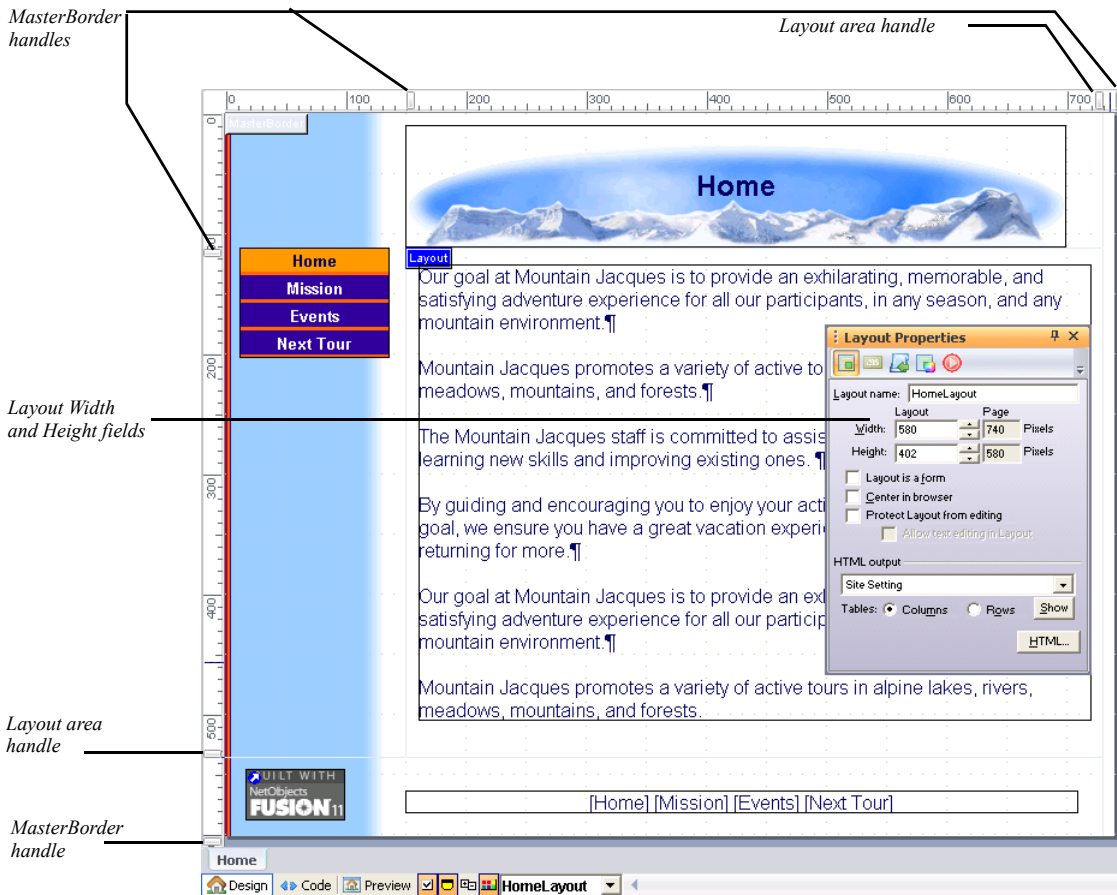
To resize the Layout and MasterBorder areas:

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

To set Layout size precisely, enter values in the Layout Width and Height fields on the General tab of the Layout Properties panel. For precision MasterBorders, enter values for the left, right, top, and bottom margins on the General tab of the MasterBorders Properties panel.

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

Adding Objects to the Page

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

Using Object Tools

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

2. Draw a box to position the object.

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

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

3. Set the object properties.

After you use a selected tool to place an object on the page, the Selection tool automatically becomes active. To use a tool repeatedly to add several objects, double-click it to keep it active. This does not work for the Form area tool or the Component tools.

Page View Toolbars

Toolbars allow you to access and organize commands quickly and easily. You can customize the existing built-in toolbars or create new toolbars. You can add and remove buttons, hide or display toolbars, and change the location of toolbars.

You can customize built-in toolbars by adding and removing command buttons, but you cannot delete them. You can, however, delete the custom toolbars that you

create. Page view includes Standard, Common Actions, Text Format, and Form toolbars.

For general information about using toolbars, see "About Toolbars" on page 12.

Standard Toolbar

Selection tool
See Chapter 1

Zoom tools
See Chapter 1

Text tool
See Chapter 14

Picture tool
See Chapter 15

Link tool
See Chapter 23

Anchor tool
See Chapter 23

Hotspot tools
See Chapter 23

Table tool
See Chapter 18

Table (Import Data)
See Chapter 18

Layout Region tool
See Chapter 8

Multi Layout Region tools
See Chapter 9

Inline Frame tool
See Chapter 13

Form area tool
See Chapter 33

Navigation tools
See Chapter 22

Draw Shape tools
See Chapter 19

Line tools
See Chapter 19

Span tool
See Chapter 14

Form Tools

Forms Button tool
See Chapter 33

Check Box tool
See Chapter 33

Radio Button tool
See Chapter 33

Edit Field tool
See Chapter 33

Multi-line tool
See Chapter 33

Forms Combo Box tool
See Chapter 33

Forms File
Selector tool
See Chapter 33

Forms Field Label tool
See Chapter 33

Form Area tool
See Chapter 33

Advanced Tools

Flash Photo Gallery tool
See Chapter 17

Photo Gallery tool
See Chapter 16

E-Commerce Catalog tool
See Chapter 20

Data List tool
See Chapter 36

External Data Source tool
See Chapter 27

Data Field tool
See Chapter 27

Object HTML tool
See Chapter 27

External HTML tool
See Chapter 27

Online Services Tools

Counter Lite Service
See Chapter 6

Counter Pro Service
See Chapter 6

Form Manager Service
See Chapter 6

Guestbook Service
See Chapter 6

Poll Service
See Chapter 6

Site Search Service
See Chapter 6

NetObjects Fusion Standard Components Tools

Ad Banner tool
See Chapter 29

DynaButton tool
See Chapter 29

Go Menu tool
See Chapter 29

Google Search tool
See Chapter 29

News Ticker tool
See Chapter 29

Picture Loader tool
See Chapter 29

Picture Rollover tool
See Chapter 29

Rotating Picture tool
See Chapter 29

RSS Feed tool
See Chapter 29

Screen Door tool
See Chapter 29

Site Mapper tool
See Chapter 29

Time Based Picture
tool Chapter 29

Plug-Ins Toolbar

Flash tool
See Chapter 29

Shockwave tool
See Chapter 29

QuickTime tool
See Chapter 29

Windows Media tool
See Chapter 29

Real Player tool
See Chapter 29

Active-X tool
See Chapter 29

Plug-Ins tool
See Chapter 29

Java Applet tool
See Chapter 29

Java Bean tool
See Chapter 29

Sound tool
See Chapter 29

Working with Toolbars

Toolbars are presented in two modes:

- **Docked**. A toolbar is considered to be docked when it is attached to one edge of the working area. You can dock a toolbar to the left, right, top, or bottom edge of the window. When you drag a toolbar to the edge of the window, the toolbar snaps into place.

- **Floating.** A toolbar is considered to be floating when it not attached to any edge of the working area. When floating, a toolbar may be placed on top of other objects or other floating toolbars. When floating, the grip handle disappears.

    The name of the toolbar will be visible on its title bar when the toolbar is in a floating state. It also displays two buttons on the title bar: the Toolbars Options button and the Close button.

    You can resize a floating toolbar (icons will be rearranged on the toolbar) and move it anywhere on your screen.

Displaying Toolbars

To display toolbars:

- From the View Menu, select the toolbar name you want to display from the menu.
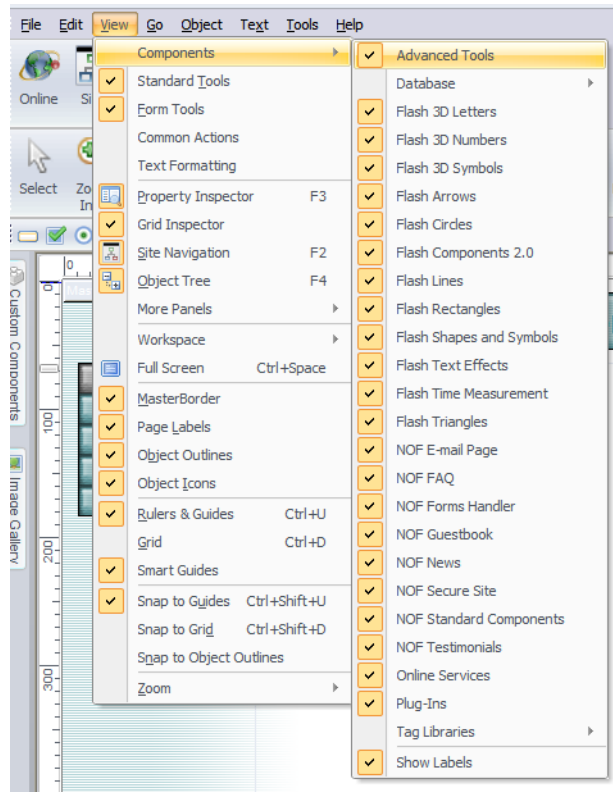
- Right-click on any of the toolbars. A context menu containing the names of the available toolbars will appear. Select the name of the toolbar and it will be displayed in the workspace.
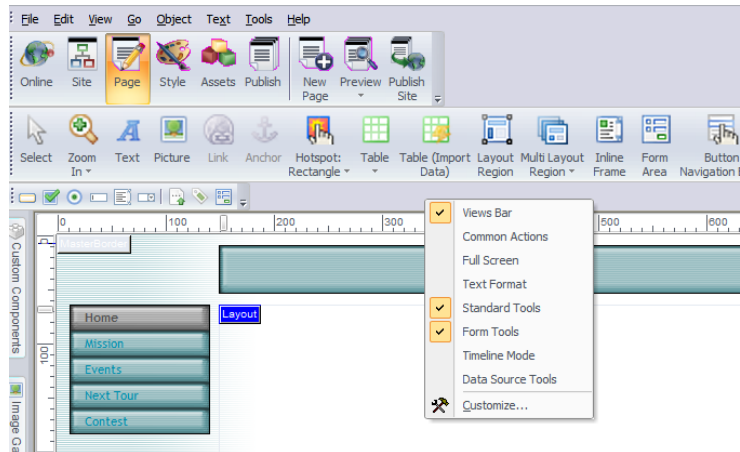
Adding or Removing Buttons on Toolbars

You can add and remove buttons on toolbars. To do that:

1. Click the Toolbar Options button on the toolbar you would like to add or remove buttons. The Toolbar Options button is located on the title bar if the toolbar is floating, or to the right side if the toolbar is docked.

   - Docked toolbar:
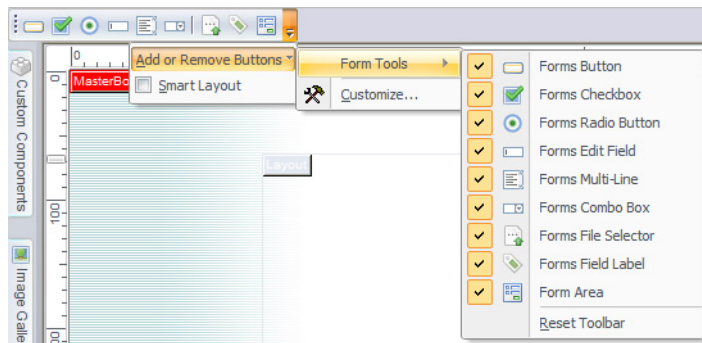
- Floating toolbar:
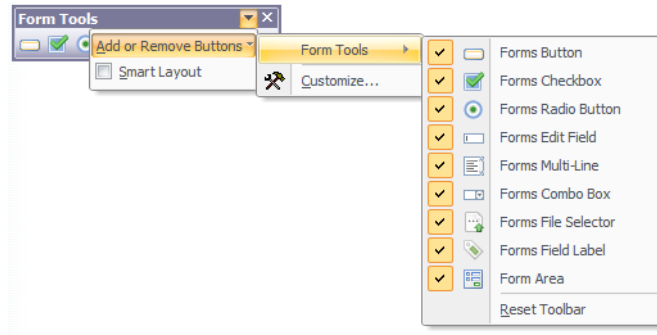
2. From the Add and Remove Buttons menu select the toolbar you want to modify.

3. From the list of buttons that appear, select or deselect the button option.

4. You can also reset the toolbar to its default state, by selecting the Reset Toolbar option.

Moving Toolbars

You can move both a docked or floating toolbar within the workspace. To move a toolbar:

1. Drag the toolbar by its grip handle if it is a docked toolbar, or by its title bar if it is a floating toolbar.

Grip Handle —

2. While still holding the mouse button down, move the toolbar to the new destination. If you drag the toolbar to the edge of the working area, it will dock to the edge.

3. Release the mouse button.

Dragging and Dropping Objects

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

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

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

3. Set the object's properties.

Importing Pages

In Page view, you can import a page authored elsewhere, convert it to NetObjects Fusion format, and edit its contents as you would any other page. You can import files with **.htm, .html**, **.jsp**, **.rtf**, or **.txt** extensions, or files created in Microsoft Word 97, Word 2000, Word 2002, or Word version 2003.

If you prefer not to convert an HTML page to NetObjects Fusion format, you can place it as an object. See "Referencing HTML from Page View" on page 610.

Note: Because of variations in HTML code, not all pages import exactly as you see them. Unpredictable results can occur if the page contains incorrect HTML. Non-HTML, such as JavaScripts and CGI scripts, do not import. If NetObjects Fusion cannot parse the HTML, it is imported, but appears as external HTML.

1. In Page view, display the Layout on which you want to import the page.

    It is easiest to import a page into a Layout that contains no content, because objects from the imported file will overlay existing objects.

2. From the File menu, choose Import > HTML Page or Import > Document. If you do not have a supported version of Word installed on your system, Import > Document is not available.

    The File Open or Import Document dialog appears.

3. Select the type of file you want to import from the Files of type list.

4. Select a file from your hard disk or LAN. To use a file on a CD-ROM, copy it to your hard disk. To reuse an HTML file already included in the site, select it from the HTML Assets tab.

5. Click Open.

NetObjects Fusion places the contents of the file on the current page, beginning in the upper left corner of the Layout area.

You can also import a document from Site view. See "Importing a Microsoft Office Document" on page 98.

Reusing Assets

By treating object files as assets, NetObjects Fusion provides you with a convenient way to replace or update multiple instances of an object. Reusing assets can also reduce the number of files stored on the server. Instead of adding multiple copies of a file in several locations, you add the asset once and then select from the list of existing assets when you want to place another instance of the asset.

To place an asset:

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

The File Open dialog appears.

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

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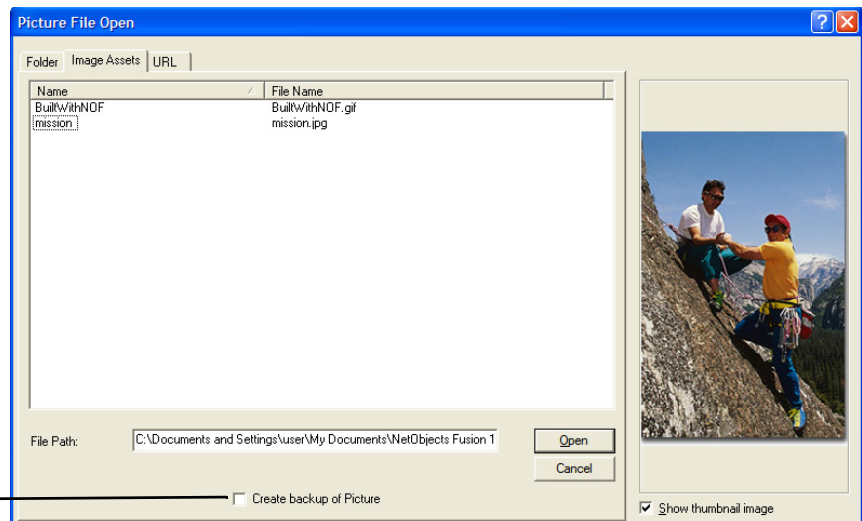
3. Select the asset you want to place and click Open.

NetObjects Fusion places the asset on the page and opens the appropriate properties panel. In Assets view, you can replace all instances of this asset in your site using a single command, or add file assets. See Chapter 37, "Managing Assets."

Adding and Modifying Alt Tags

To make pages load faster, some visitors set up their browsers so they do not display images. To ensure that your pages provide the information you want to convey regardless of how the site visitor's browser is set up, use Alt Tags to provide descriptive text that appears when images are not displayed. You can add an Alt Tag to image, Java, drawn shape, generic plug-in, QuickTime, Shockwave, audio, and video objects in the AltTag field of the properties panel.

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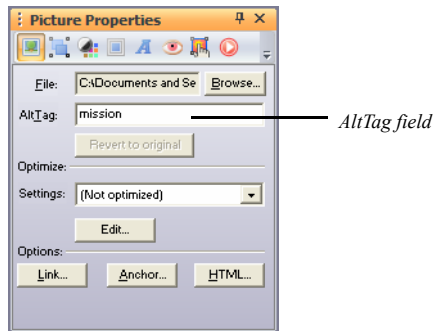
AltTag field

To add or modify an Alt Tag:

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

Editing Objects and Assets

You can edit objects created in other software applications from within NetObjects Fusion. In Page view, right-click the object and select Open File In External Editor from the shortcut menu. In Assets view, you select the Asset, and then from the Asset menu, select Open File in External Editor. If the correct application does not open, the file type of the object or asset is probably not associated with the correct

application. You can set external file editors for **.html**, **.gif**, and **.jpg** files on the
Program tab of the Options dialog. See "Setting Program Options" on page 26.

Selecting an Object

In NetObjects Fusion you might not always be aware of making a selection, but in
Page view something is always selected. For example, when you switch from Site
view to Page view, the Layout Properties panel appears. You might not see
evidence that the Layout is selected, but it is indicated by the properties panel. To
find out what has been selected at any time, check the properties panel.

Using the Selection Tool

Selection tool

- Click the Selection tool on the Standard toolbar.

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

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

Using the Object Tree panel

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

Object Tree panel

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

   The Object Tree panel appears.
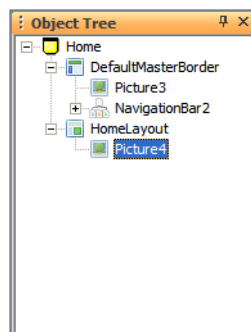
2. Click an object in the Object Tree panel to locate it on the page.

Selection handles appear around the object on the page.
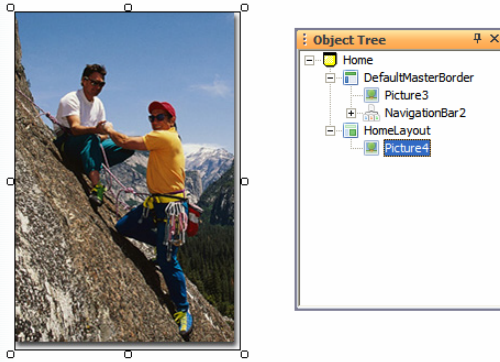
Renaming an Object

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

Object Tree panel

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

    The Object Tree panel appears.

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

Resizing an Object

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

To make multiple objects the same size:

1. In Page view, select the objects by Shift+Clicking each one or by drawing a marquee around them.

2. From the Object menu, choose Size Objects:

    *   Width, to make the objects the same width.

    *   Height, to make the objects the same height.

The selected objects size to match the largest object you select.

Locking Objects

You can prevent objects on a site from being altered by locking specific attributes, such as an object's content, size, and position. This feature is useful if the site will be edited by multiple users. By locking objects, you can control which aspects of the site's content and layout can be modified.

To lock an object:

1. Right-click on the object and select the Protection option from the shortcut menu.

The shortcut menu will display a protection option specific to the object you have selected. For example, Text Protection will appear on the shortcut menu when you right-click on a text box, and Picture Protection will appear on the shortcut menu when you click on an image.

The Protection dialog appears.
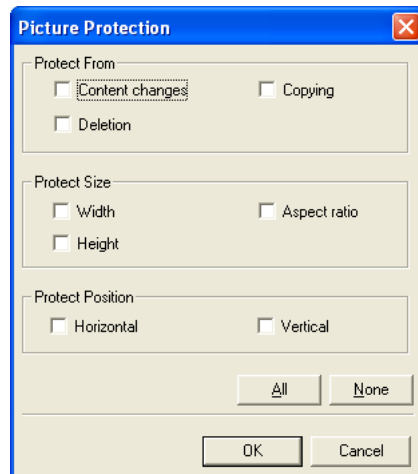
2. Select the attributes you want to protect:

* In the *Protect from* field, select options to prevent the object's content (e.g., table cells, text, images) from being changed. You can also prevent the object from being deleted or copied elsewhere on the site.
* In the *Protect Size* field, you can retain the object's current height, width, and aspect ratio by selecting the corresponding check boxes.

- Lock an object's horizontal and position on the page by selecting the appropriate check boxes in the *Protect Position* field.

- Click All to select all protection options or clear all selected check boxes by clicking None.

3. Click OK to establish the protection options.

Positioning Objects

Moving or Copying an Object

- Click and drag an object to move it.

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

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

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

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

Aligning and Distributing Objects

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

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

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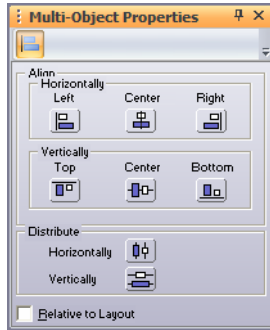
2. If you want the objects to align or be distributed relative to the Layout or Layout Region in which the objects are placed, select Relative to Layout.

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

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

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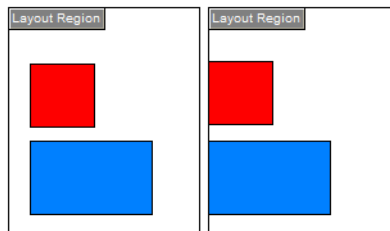
On the left, the objects are aligned horizontally to the left; on the right, the objects are aligned the same way relative to the Layout

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

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

Note: Object alignment can have an impact on preserving your design and optimizing your code. See "Optimizing Dynamic Page Layout Output" on page 138.

Grouping Objects

In a Layout or Layout Region, you can group two or more objects to each other. Grouped items are treated as a single object and can easily be copied, as well as aligned, to create consistent design.

To group multiple objects:

1. In Page view, select the objects by Shift+Clicking each one or by drawing a marquee around them.

2. From the Object menu, choose Group Objects>Group.

You will see the Group in the Object Tree.
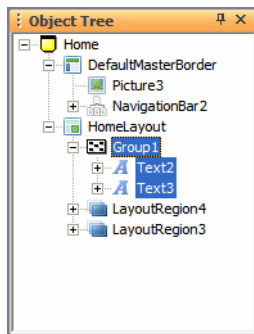
Adding, Moving, and Deleting Guides

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

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

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

Aligning Objects Using Smart Guides

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

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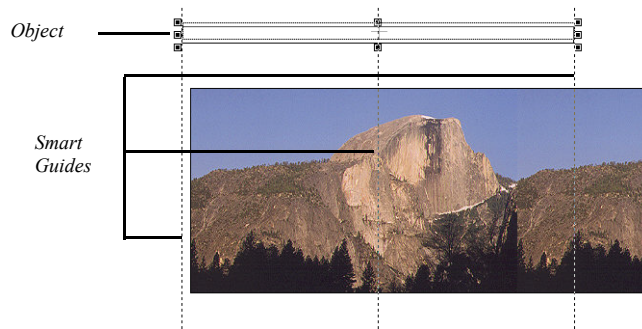
Snapping Objects to Grids, Guides, and Each Other

Use the Snap feature to align objects exactly. When you select a Snap to command, NetObjects Fusion creates a "magnetic" attraction between the selected object and the grid, guide, or other objects. Forcing objects to snap to grids, guides, and each other makes your HTML code more efficient.

To force objects to snap to:

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

Make sure the item you are snapping to is visible in Page view. See "Setting Up the Page Design View Display" on page 103.

Layering Objects

NetObjects Fusion supports Fixed Page Layout, a form of HTML output that displays overlapped objects correctly. Site visitors using Microsoft Internet Explorer 4.x or higher or Netscape Communicator 4.x can see objects overlap other objects. See "Publishing with Fixed Page Layout" on page 142.

To overlap objects:

1. In Page view, on the General tab of the Layout Properties panel, select Fixed Page Layout in the HTML output section.

2. Place two or more objects in the Layout or a Layout Region.

Objects are layered in the order in which you place them. To change the layering order, see the next section.

Rearranging Layered Objects

Object Tree panel

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

2. In the Object Tree panel, click the object you want to move.

   Handles appear around the object on the page.

3. Click and drag the object up or down the tree to move it to a different layer, or from the Object menu, choose Arrange Objects and select:

   • Bring Forward to bring the object up one layer.
   • Bring to Front to bring the object to the top of the layer.
   • Send Backward to send the object down one layer.
   • Send to Back to send the object to the bottom layer.

Adding Services

Use the Services icons on the Online Services toolbox to add hosted services with a page level component to your site.

1. In Page view, select a service from the Online Services toolbox and click on the page where you want to place the service.
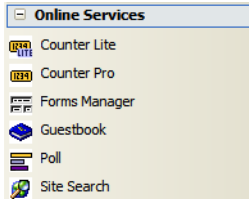
2. Follow the on-screen instructions to add a service.

Controlling Published Output

The default settings for NetObjects Fusion generate efficient HTML that faithfully reproduces your visual design on the published page. The design of your text content, however, is subject to each site visitor's browser settings. To limit these variations, NetObjects Fusion offers ways to control published output. You can:

- Select from five different types of page containers to serve as your page layout medium: Layout areas, Layout Regions, Multi Layout Regions, text boxes, and tables.

- Use one of four HTML output methods to generate your site's HTML: Dynamic Page Layout, Regular Tables, Fixed Page Layout, and semantic XHTML.

- Control the table formatting priority—horizontal or vertical—used to generate Dynamic Page Layout HTML pages.

- Select HTML or cascading style sheet (CSS) text formatting.

This chapter describes:

- Approaches to page design

- Selecting a layout method

- Selecting an HTML output method

- Publishing with Dynamic Page Layout

- Publishing with Regular Tables

- Publishing with Fixed Page Layout

- Matching design priorities with HTML output method

Approaches to Page Design

In NetObjects Fusion, a *container* is an object into which you can embed other objects. A container can be any size and can hold any kind and number of objects. NetObjects Fusion provides six types of containers you can use to design and lay out pages:

- The *Layout* is the body of the page, surrounded on all four sides by the MasterBorder. Each page has at least one Layout, although you can create additional layouts as needed. See "Working with Layouts" on page 146.

- *Layout Regions* are mini-layouts that you can use to subdivide the page. You can draw and place Layout Regions anywhere on the page, and place any kind and number of objects—including text boxes or other Layout Regions—within their borders. See "Working with Layout Regions" on page 148.

- Multi Layout Regions are containers for Layout Regions oferring you the possibility to navigate through multiple layouts regions using navigation controls avoiding complete refresh of your Web page.

- *Text boxes* are a special class of objects because you can embed other objects within them. You can also maximize a text box so it fills the entire Layout—in effect, using a single text box to lay out the entire page. See Chapter 10, "Working with Text Boxes."

- *Tables* serve as containers for objects. If your page design is based on rows or columns of content—as in a spreadsheet or other tabular arrangement—you can lay out all or part of your page in tables. You can then lay out your content within the cells of the table. You can embed any object in a table cell. See Chapter 18, "Adding Tables."

- *MasterBorders* contain objects that repeat on a set of pages. You can place anything in a MasterBorder that you can place in the Layout, including banners, pictures, and text. By placing navigation bars in a MasterBorder you can give pages with the same navigational needs the same navigational structure. See Chapter 11, "Managing MasterBorders."

The type of container you choose determines which of the following page design options you use. You can:

- Position content with pixel-level precision by dragging objects into place. The position-based approach uses Layouts and Layout Regions as containers and

preserves your position-based layout by generating pages consisting of HTML and cascading style sheet code.

- Use a text-based approach. With text-based design you can preserve the flow of content by embedding objects in text boxes or table cells. Text-based page layout generates lean and efficient HTML code that responds effectively to variations in browser and font size.

- Include hand-coded HTML pages in your site. You incorporate external HTML pages as part of your site by referencing them as objects on a page, or the page itself. You can also add HTML in HTML Source view. See Chapter 35, "Working with HTML Directly" and Chapter 27, "Referencing and Editing External HTML."

Selecting a Layout Method

There's no "best way" to lay out your pages; your circumstances determine which method works best. The pros and cons of each method are listed here.

Using Layouts

If precise placement of content is important to you, or if you want to publish individual pages using an HTML output type that is different from the rest of the site, use the Layout area as the container for your page layout.

Layout Advantages

- You have pixel-level control of the layout and design of your page.
- You can drag-and-drop objects into position.
- You can specify the HTML output type for any individual Layout.
- Layouts support the column or row priority for page formatting, which means pages adjust more predictably to a site visitor's font and display configurations.

Layout Limitations

- Position-based pages require more HTML code to achieve pixel-level placement of content, so your HTML files will be somewhat larger.

- Text cannot flow around other objects unless they are embedded in a text box. To create a text wrap effect you have to create multiple text boxes to contain the other objects.

- You cannot set the Layout to wrap to the width of your site visitor's browser. If the browser window is wider than your page, the page's background fills in; if the window is smaller than your page width, your site visitor has to scroll.

Using Layout Regions

Like Layouts, Layout Regions offer pixel-level placement and a choice of HTML output methods, but you can embed them in text boxes. So, if you need precise placement or specific output for *some* content, but want to generate leaner pages, you can use text boxes as your main layout container and embed Layout Regions for selected content.

Layout Region Advantages

- You have pixel-level control of the layout and design of content within the Layout Region.

- You can embed the Layout Region within a text box, which combines the benefits of both containers.

- You can specify the HTML output type for any individual Layout Region.

- Layout Regions support the column or row priority for page formatting so selected sections of your page can adjust more predictably to site visitor's font and display configuration.

Layout Region Limitations

- HTML page files are significantly larger and download more slowly.

- Text cannot flow around other objects unless they are embedded in a text box. To create a text wrap effect, you have to create multiple text boxes within the Layout Region.

- You cannot maximize a Layout Region to the full Layout size, or set the Layout Region to wrap to the width of your site visitor's browser.

Using Multi Layout Regions

Like Layouts, Layout Regions offer pixel-level placement and a choice of HTML output methods, but you can embed them in text boxes. So, if you need precise placement or specific output for *some* content, but want to generate leaner pages, you can use text boxes as your main layout container and embed Layout Regions for selected content.

Multi Layout Region Advantages

- You have pixel-level control of the layout and design of content within the Layout Region.

- You can embed the Layout Region within a text box, which combines the benefits of both containers.

- You can specify the HTML output type for any individual Layout Region.

- Layout Regions support the column or row priority for page formatting so selected sections of your page can adjust more predictably to site visitor's font and display configuration.

Multi Layout Region Limitations

- HTML page files are significantly larger and download more slowly.

- Text cannot flow around other objects unless they are embedded in a text box. To create a text wrap effect, you have to create multiple text boxes within the Layout Region.

- You cannot maximize a Layout Region to the full Layout size, or set the Layout Region to wrap to the width of your site visitor's browser.

Using Text Boxes

If efficient, lean HTML pages are more critical to site visitors than precise placement of content, use a text box for page layout.

Text Box Advantages

- NetObjects Fusion generates extremely efficient HTML code for your site. HTML files are smaller, which means they load faster.

- Text within the text box can be set to flow around other embedded objects, so you don't have to create multiple text boxes to achieve a text-wrap effect.

- You can set the text box to expand itself to the size of the browser window. When your site visitor views the page, it rewraps to fit within the browser window.

- You can use any HTML output method: Dynamic Page Layout, Regular Tables, or Fixed Page Layout.

Text Box Limitations

- You give up pixel-level control of the layout and design of your page, and use alignment choices to control the placement of objects, which means the way they appear in a browser can be somewhat unpredictable.

Using Tables

If your page design or page content is tabular, you can use a NetObjects Fusion table to control the layout of the entire page.

Table Advantages

- Each cell within a table functions like a text box, with all the attributes and controls of a text box outside the table.

- You can embed objects within cells, arrange them using each object's alignment properties, and wrap text around objects.

- You can use a percent width layout so the basic layout design adjusts to changes in browser window width, font sizes, or screen resolution.

Table Limitations

- You give up pixel-level control of the layout and design of your page, and use alignment choices to control the placement of objects.

- Browsers interpret tables differently, so be sure to view the table in all versions of the target browsers.

Selecting an HTML Output Method

The wide range of browser versions and capabilities makes it difficult to know exactly what kind of HTML tags and functions will display effectively to site visitors. Advances in HTML coding and browser abilities have also made it possible to create pages using less code and more efficient downloads—if your site visitor's browser can support it. To address these concerns and take advantage of these improvements, you can choose from three types of HTML output when publishing your site.

• *Dynamic Page Layout* uses Nested Table tagging and other features of the 4.01 HTML specification. Both Microsoft Internet Explorer 2.x and above and Netscape Navigator 2.x and above correctly display pages published in Nested Tables format. See "Optimizing Dynamic Page Layout Output" on page 138.

• *Regular Tables* uses a single table for your page design and content. Both Microsoft Internet Explorer 2.x and above and Netscape Navigator 2.x and above correctly display pages published in Regular Tables format, although site visitors' results might vary according to their system and browser font settings.

> **Note:** If you select Dynamic Page Layout or Regular Tables, be sure your pages do not have overlapping objects, or your published results will not be what you expect. See "Editing Objects and Assets" on page 118 for information.

• *Fixed Page Layout* uses cascading style sheet positioned layers to achieve the highest level of accuracy with Microsoft Internet Explorer 4.0 and above. This option is suggested when using actions and is required for overlapping objects. It is not supported by Netscape 6.x, and may not be compatible with current HTML standards.

• *Semantic XHTML* uses XHTML, JavaScript, and CSS to generate less code and achieve a cleaner separation of content and styling. This method of generation requires a modern browser.

• On the General tab of the Current Site Options dialog, you designate which type of HTML output is generated. This setting determines the site setting for HTML output. You can override this setting for individual Layouts and Layout Regions, so NetObjects Fusion generates the HTML using a different method. See "Setting the HTML Output Method for a Layout or Layout Region" on page 152 for information.

Setting the Site's HTML Output Method

To set the publishing method for your site:

1. From the Tools menu, choose Options > Current Site.

   The Current Site Options dialog appears.
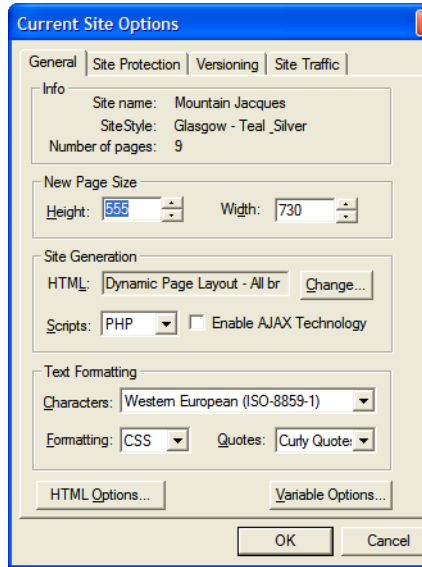
2. Click the Change button.

The Browser Compatibility dialog appears.
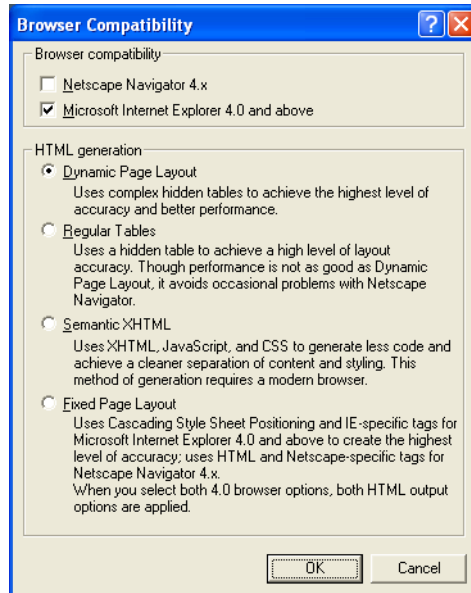
3. Select Browser compatibility options. You can select Netscape Navigator 4.x or Microsoft Internet Explorer 4.0 and above or both.

4. Select the default HTML generation option for this site:

   • Dynamic Page Layout, Regular Tables, and Semantic XHTML are compatible with all browsers.

   • If you select Fixed Page Layout and:

      • Netscape Navigator 4.x, NetObjects Fusion generates layers using the Netscape <LAYER> tag. This optimizes output for sites viewed in Netscape Navigator 4.x. This option is not supported by Netscape 6.x and above and is not compatible with HTML 4.01 standards.

      • Microsoft Internet Explorer 4.0 and above, NetObjects Fusion generates cascading style sheet positioning code to achieve a high level of layout accuracy. This optimizes output for sites viewed in Microsoft Internet Explorer.

- Netscape Navigator 4.x and Microsoft Internet Explorer 4.0 and above, NetObjects Fusion generates cascading style sheet positioning code and layers. This option is not supported by Netscape 6.x and above and is not compatible with HTML 4.01 standards.

Publishing with Dynamic Page Layout

When you choose Dynamic Page Layout, NetObjects Fusion uses complex hidden tables to achieve the highest level of layout accuracy across browsers. To see the table borders in your browser, hold down Shift when you click Preview Site or Publish Site.

Dynamic Page Layout is the default publishing method for NetObjects Fusion. Using Dynamic Page Layout:

- You get relative placement of your content as you designed it in Page view, with relative spacing preserved regardless of the site visitor's display configuration.

- You can prioritize the vertical relationship between objects so site visitors are more likely to see the pages as you designed them, regardless of their local browser, font, and display configurations.

- Pages can be viewed in most browsers that support the 4.01 HTML specification, including Microsoft Internet Explorer 2.0 or higher and Netscape Navigator 2.0 to 4.x. Netscape Navigator 6.0 does not support this option.

Optimizing Dynamic Page Layout Output

If you set a Layout or Layout Region to Dynamic Page Layout output, you can control the text flow for each container by choosing the table formatting priority—columns or rows—that NetObjects Fusion uses to generate the page HTML. This helps to preserve your design if a browser's font settings change the size of your text.

For example, a Columns or vertical priority keeps text together in a vertical orientation when text size changes rearrange the page.
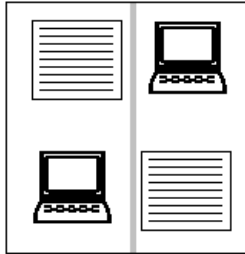
The page with a Columns setting in Page view (at left) adjusts vertically to changes in browser text size, as shown at right
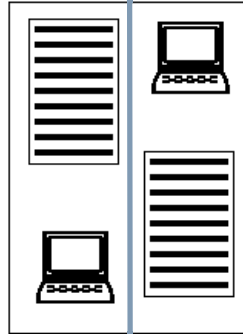
A Rows or horizontal priority keeps text together in a horizontal orientation when text size changes rearrange the page.
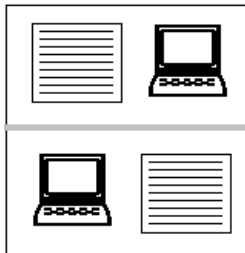
The page with a Rows setting in Page view (at left) adjusts horizontally to changes in browser text size as shown at right
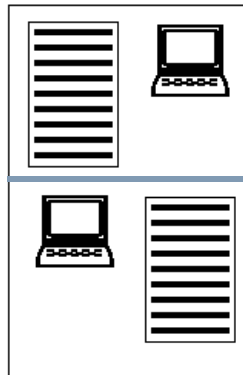
You can make pages more efficient and predictable by optimizing placement of objects within the site's underlying table structure. As a general rule, it's best to align objects to each other and to place text boxes in their own cells within the

underlying table structure so they can resize as necessary in response to browser font changes.
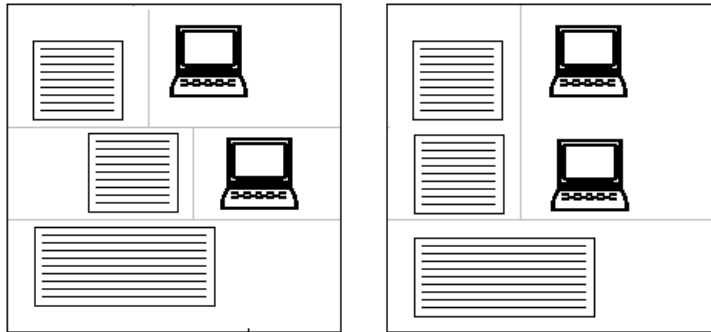
By staggering the text boxes and image objects, as shown in the diagram at left, you require NetObjects Fusion to create multiple tables with different sized columns. By aligning the page objects, as shown at right, you create a simpler underlying table structure for the page, which can result in better performance in Netscape browsers.

To help determine the best alignment, you can preview the underlying table row and column structure to see if NetObjects Fusion can divide your Layout into cells efficiently or if you need to rearrange some objects.

1. In Page view, select the Layout or Layout Region you want to preview.

   The General tab of the appropriate Properties panel appears.

2. Select Columns or Rows in the HTML output section.

3. Click and hold the Show button.

Show table structure button
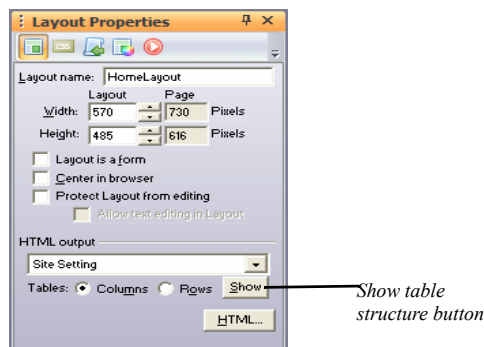
NetObjects Fusion hides grid lines, guide lines, and object borders in the Layout and displays solid gray lines to show how the Layout is divided into rows and columns.

4. Identify underlying table cells that contain multiple text boxes or other objects.

5. Release the Show button.

6. If row and column dividers do not separate objects the way you think they should, those objects might not be aligned with pixel-level accuracy. To correct this, Shift+Click all the objects you want to align.

The Multi-Object Properties panel appears.
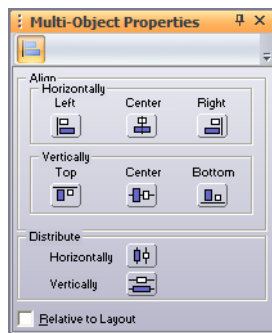
7. Click the alignment setting appropriate for the selected objects.

8. Repeat steps 3 through 7 as needed.

9. Preview the site or page.

10. To test the results, reset your browser display fonts to a significantly larger size and preview the site again.

You can see a page's table structure in the browser by holding down Shift when you click the Preview Site button.

Optimizing AutoFrames

If you are using Dynamic Page Layout, you can control realignment of AutoFrame content by selecting, for each frame, the table alignment setting that best preserves your design. When you use the Show button to preview the Layout's table

structure, the preview includes the table structure that NetObjects Fusion expects to use in AutoFrames.

Locking or Maximizing a Text Box

If all the objects on a page are embedded in a text box, you can apply three text box properties to reduce the impact of variations in browser configurations: locking the minimum size of a text box, sizing the text box to fill the Layout, and wrapping the text box contents to the browser width. See Chapter 10, "Working with Text Boxes" for information about these options.

Publishing with Regular Tables

When you choose Regular Tables, NetObjects Fusion translates each page Layout or Layout Region into a single HTML table with rows and columns, and places your content into table cells. If text content expands because of a browser font setting, its table row expands with it, and the content below it on the page is moved down.

Regular Tables is recommended when you:

- Want pages to display successfully in older versions of some browsers.
- Use many tables or Layout Regions as containers and want to simplify the HTML output.
- Include objects with actions on the page, and you choose not to use Fixed Page Layout as the output method.
- Embed certain JavaScript code that will not work with Dynamic Page Layout.

Publishing with Fixed Page Layout

Pages published using Fixed Page Layout can only be viewed accurately in Microsoft Internet Explorer 4.0 or higher or Netscape Navigator 4.x browsers. Older browsers can view the pages, but with unpredictable results; in many cases the page content is stacked flush left down the page.

Fixed Page Layout uses cascading style sheet positioning, layers, or both to achieve a high level of layout accuracy. NetObjects Fusion determines which of these options are applicable based on how you set up Browser compatibility in the Current Site Options dialog. See "Setting the Site's HTML Output Method" on page 136.

When you choose Fixed Page Layout, NetObjects Fusion expresses the location of content in terms of absolute positioning. For example, instead of using HTML workarounds such as empty table rows and transparent **.gifs** to position a line of text below the top of the page, the absolute positioning supported by Fixed Page Layout defines placement of the text box a specific distance from the top left corner of the page in a simple statement of x,y coordinates.

When you select Fixed Page Layout:

• NetObjects Fusion generates HTML code that produces the same results in Microsoft Internet Explorer and Netscape Navigator 4.x.

• Pages are typically more compact and download faster than table-based HTML pages.

• You can overlap objects in Layouts or Layout Regions. See "Layering Objects" on page 126.

• You get consistent results with pages containing actions. See Chapter 28, "Building Dynamic Pages."

• There is some risk for text-rich pages. If a Fixed Page Layout page is viewed in a browser with large font settings, the text boxes expand without regard for other objects on the page, which can result in unplanned overlapping of objects.

Design Priorities and Method Choices

Use this table to determine which combination of layout methods and HTML output methods best supports your site design priorities.

If your priority is...	Suggested container object	Suggested HTML output method
Lean HTML and fast browser loading	Text box or Layout-sized table	Dynamic Page Layout
Precise placement control for objects	Layout and/or Layout Region(s)	Dynamic Page Layout
Maximizing usability for site visitors with browsers earlier than version 4.0	Text box sized to Layout	Regular Tables
Absolute control over minimum text box height	Text box with size locked	Dynamic Page Layout
Precise placement control for selected content, but lean HTML otherwise	Text box for page with embedded Layout Region for selected content	Dynamic Page Layout
Wrapping text around images and other objects	Text box and/or table	Dynamic Page Layout
Overlapping selected objects	Overlapped objects in Layout Region embedded in a text box	Dynamic Page Layout for site; Fixed Page Layout for Layout Region containing overlapped objects
Wrapping page to varying browser widths	Text box sized to Layout with Contents wrapped to browser width	Dynamic Page Layout
Drag-and-drop placement of objects while designing the page	Layout and/or Layout Region	Dynamic Page Layout
Horizontal or row-based content flow such as spreadsheets or other tabular data	Table	Dynamic Page Layout
Delivering objects with actions or other DHTML effects only to advanced browsers	Layout	Fixed Page Layout
Delivering objects with actions or other DHTML effects to greatest number of browser versions	Objects with actions in Layout Region embedded in a text box	Dynamic Page Layout for site; Regular Tables for Layout Region containing objects with actions
Using cascading actions	Embedded Layout Regions containing objects with actions, grouped for cascading messages	Dynamic Page Layout Fixed Page Layout

Working with Layouts and Layout Regions

Layouts and Layout Regions are containers for the objects you place on your pages. When you use Layouts and Layout Regions you can position content with pixel-level precision by dragging it into place in the container.

This chapter describes:

- Working with Layouts

- Creating Layouts

- Working with Layout Regions

- Creating Layout Regions

- Setting the HTML output method for Layouts and Layout Regions

- Setting the background of Layouts and Layout Regions

Working with Layouts

The Layout makes up the body of the page. It is surrounded on all four sides by the MasterBorder. Each Layout is attached to a single page, unlike a MasterBorder, which can be applied to any page in the site. There is no connection between Layouts on separate pages.

Each page has a default Layout named *Pagename*Layout. For example, when you add a page, its page name is Untitled#. Until you rename that page, the default Layout is named Untitled#Layout.

You can add multiple Layouts to a page, each with its own properties, design, and content. You might use several Layouts to prototype or publish several versions of the same page. You could also create separate Layouts for different versions of your site, such as English, French, media, and text-only. When you publish the site, NetObjects Fusion publishes each page using the currently selected Layout.

The name of the currently selected Layout appears in the Layout drop-down list in the lower-left corner of Page view.

Layout drop-down list

Current Layout
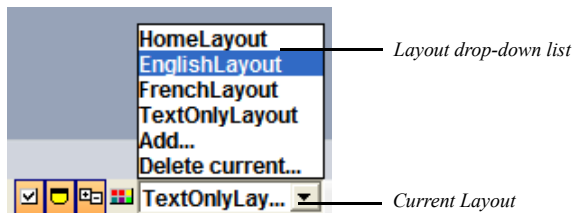
You can control various characteristics of the Layout's appearance in Page view. See "Setting Up the Page Design View Display" on page 103.

Creating a New Layout

1. In Page view, display the page for which you want to create a new Layout.

2. Select Add from the Layout drop-down list.

    A new, blank Layout appears. Any content on the previous Layout is stored with that Layout. Each Layout you add is named *Pagename*Layout#. The number is incremented for each Layout you create for the page. To change the Layout name, see "Renaming a Layout" on page 147.

3. Add objects to the Layout and modify the Layout properties—such as size, background, or HTML output options.

Selecting a Layout

To display a different Layout for a page:

• In Page view, select a Layout from the Layout drop-down list.

Renaming a Layout

1. In Page view, select a Layout from the Layout drop-down list.

   The General tab of the Layout Properties panel appears.
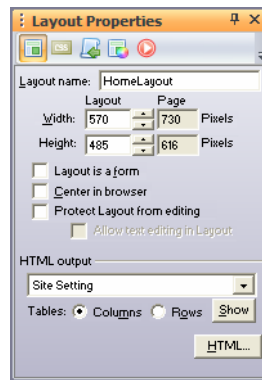
2. Enter a new name in the Layout name field.

   Use letters and numbers only; Layout names cannot have spaces, hyphens, underscores, or other special characters, and they cannot begin with a number.

   The name of the Layout changes and the Layout drop-down list is updated.

You can also use the Object Tree panel to change the name of the Layout. See "Renaming an Object" on page 120.

Deleting a Layout

1. In page view, select the Layout that you want to delete from the Layout drop-down list.

   The selected Layout will display.

2. Select Delete current from the Layout drop-down list.

3. The selected Layout will be removed from the Layout drop-down list, and the Layout created previous to the deleted one will be displayed on the page.

Changing Layout Size

You can set Layout size by entering specific measurements on the Layout Properties panel or by dragging the Layout handles. See "Setting Page Size" on page 106.

To reduce the amount of white space in the Layout area:

• In Page view, from the Object menu, select Size Layout to Objects.

Adding an Object to the Layout

The Layout is the default container for the page, and can contain any object. To place objects in a Layout, you can:

• Select the appropriate tool and create an object within the Layout.
• Paste an object into the Layout from the Clipboard.
• Drag and drop any object that you previously placed with a tool.

Working with Layout Regions

A Layout Region is a container you use to group objects in a defined area on the page. Layout Regions are page segments that you can place, size, and control independently from the rest of the Layout.

There are five key aspects to using Layout Regions:

• When you move a Layout Region on the page, its embedded objects move with it and maintain their positions relative to each other and the Layout Region.

• You can send cascading action messages to the Layout Region, and it will pass the message to all objects embedded within it. See Chapter 28, "Building Dynamic Pages."

• You can embed a Layout Region within a text box. This gives you position-based placement of the objects within the Layout Region, while the rest of the page is arranged in a text-based layout.

- You can assign an HTML output method to a Layout Region independent of the method used for its parent Layout. See "Setting the HTML Output Method for a Layout or Layout Region" on page 152.

- You can designate a Layout Region as a form and embed form objects within it. See Chapter 33, "Designing and Implementing Forms."

Layout Regions define an HTML table. If you use many Layout Regions, or nest Layout Regions, it increases the size of the page's HTML file and slows page rendering in your site visitor's browser.

If you want to add more Layout regions to a page, you can use the Multi Layout Region tool. This component allows you to create a set of overlapped Layout Regions. See "Working with Ajax Components" on page 157.

CSS Importing Order

You can add Cascading Style Sheets to a specific page, therefore to a page's current Layout. See "Applying a Style Sheet to Specific Pages" on page 473.

To display CSS files that have been added to a page's Layout:

1. In Page view, highlight the Layout area, or select a different Layout from the Layouts drop-down list.

2. Select the CSS Importing Order tab from the Layout Properties panel.

   The Properties panel displays the CSS files that have been added to the selected Layout.
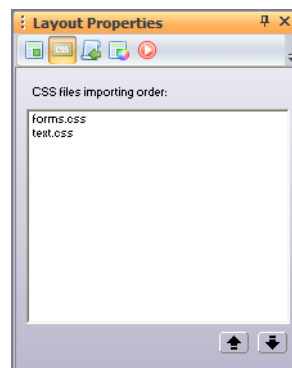
For more information about CSS files and how to add CSS in NetObjects Fusion, see Chapter 21, "Working with CSS and SiteStyles".

Scripts Importing Order

The Layout Scripts Importing Order section allows you to import new scripts, but also organizes the embedded scripts that can be client-side or server-side.

To display script files that have been added to the Layout:

1. In Page view, highlight the Layout area, or select a different Layout from the Layouts drop-down list.

2. Select the Scripts Importing Order tab from the Layout Properties panel.

   The Properties panel displays the script files that have been added to the selected Layout.
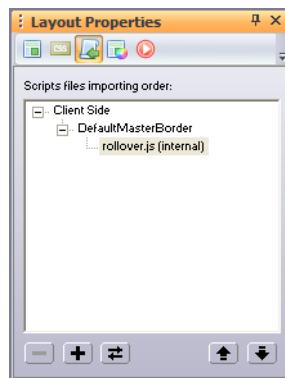
For more details about the Scripts Importing Order tab see "Script Importing Order" on page 1020.

Creating a Layout Region

Layout Region tool

1. In Page view, select the Layout Region tool from the Standard toolbar.

2. Draw a Layout Region on the Layout.

3. Position and size the Layout Region, just as you would position any other object.

4. Add objects to the Layout Region.

Adding Objects to a Layout Region

Like a Layout, a Layout Region can contain any object: text, pictures, media, or even other Layout Regions. To add objects to a Layout Region:

- Select the appropriate tool and create an object within the Layout Region.

- Drag objects into the Layout Region from elsewhere on the page.

  - To make the Layout Region expand as needed to contain the object, drag the object into the Layout Region.

  - When the Layout Region border changes to a thick blue outline, the object is contained in the Layout Region.

- To drag an object over a Layout Region without embedding it, hold down Alt as you drag the object.

Displaying the Layout Region Grid

To make it easier to place objects precisely in the Layout Region, you can use a local alignment grid that is independent from the grid displayed within the Layout.

To display and modify the Layout Region grid:

1. In Page view, select the Layout Region.

The General tab of the Layout Region Properties panel appears.
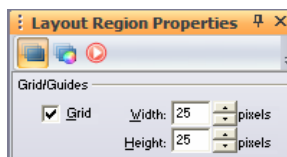
2. Select Grid if necessary.

3. Enter values for the width and height of the local grid. The Layout Region grid always displays in pixels.

Converting a Layout Region to a Table

To see the underlying table structure, you can convert a Layout Region into a table. NetObjects Fusion constructs a table and places objects in the same position they occupied in the Layout Region.

1. Right-click the Layout Region and choose Convert Layout Region to Table from the shortcut menu.

   The Convert Region to Table dialog appears.
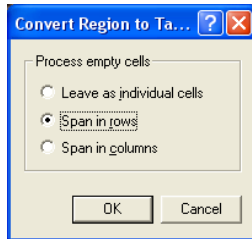
2. Choose how you want NetObjects Fusion to process empty cells. Select:

   - *Leave as individual cells* to skip empty cells.

   - *Span in rows* to merge cells in row order.

   - *Span in columns* to merge cells in column order.

Setting the HTML Output Method for a Layout or Layout Region

You can select the HTML output method that determines the type of HTML code NetObjects Fusion produces for the current Layout or Layout Region. This HTML method is independent of the method used to publish the parent container.

For example, if a Layout Region is placed in a Layout area, you can set the region to a different HTML output method than the one used for the Layout area. When you publish, the Layout area is published using its setting and the Layout Region is published using its setting. See "Design Priorities and Method Choices" on page 144.

1. In Page view, click the Layout or Layout Region.

   The General tab of the Properties panel appears.

2. In the HTML output section of the General tab, select the HTML output method you want from the drop-down list.
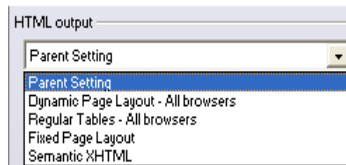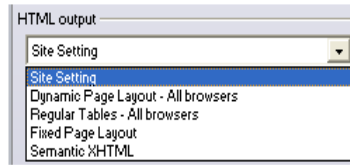
For Layout Regions   *For Layouts*

- *Site Setting* generates the Layout using the output method specified for the entire site. To change this setting, from the Tools menu, choose Site Settings and change the Browser compatibility setting.

- *Parent Setting* generates the Layout Region using the output method specified for the object that contains it. For example, if a Layout is set to Dynamic Page Layout, that is the parent setting for a Layout Region contained in that Layout.

- *Dynamic Page Layout* uses nested HTML tables to achieve the highest level of layout accuracy across browsers. If you select this option, you can set the table formatting preference. See "Publishing with Dynamic Page Layout" on page 138.

- *Regular Tables* uses a single table to place objects on the page. See "Publishing with Regular Tables" on page 142.

- *Fixed Page Layout* uses cascading style sheet positioning and layers to optimize your site in Microsoft Internet Explorer 4.0 and above and Netscape Navigator 4.x. See "Publishing with Fixed Page Layout" on page 142.

- *Semantic XHTML* uses XHTML, JavaScript, and CSS to generate less code and achieve a cleaner separation of content and styling. This method of generation requires a modern browser.

The method you select for the Layout affects the entire page, including the MasterBorder and frames you assign to that MasterBorder.

Setting Layout and Layout Region Background Properties

You can control the appearance of each Layout and Layout Region by setting background properties. You can assign a background color and place an image in the background of a Layout or Layout Region. You can attach a background sound to a Layout that plays when a visitor views the page.

1. In Page view, select the Layout or Layout Region.

    The General tab of the Properties panel appears.

2. Select the Background tab.
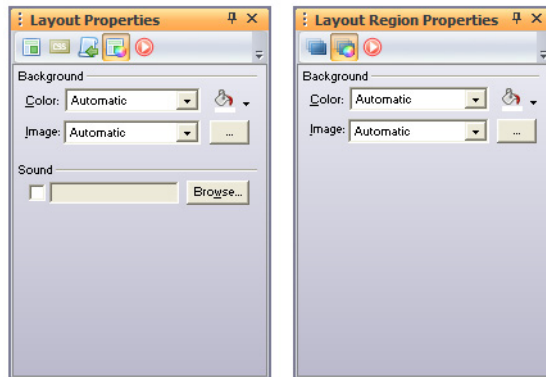
3. In the Color field, select:

    *   *Automatic* to set the background to the background color specified by the Layout's current SiteStyle or the Layout Region's parent object.

    *   *Transparent* to eliminate the background color of a Layout. This option is not available for a Layout Region.

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

4. In the Image field, select:

- *Automatic* to set the background to the image specified by the Layout's current SiteStyle or the Layout Region's parent object.

- *None* to eliminate the background image of a Layout. This option is not available for a Layout Region.

- *Browse* to select an image from the Open dialog. See "Choosing an Image Format" on page 286. If the picture is smaller than the Layout or Layout Region, the browser tiles the image. To change the image, click the Browse button to the right of the field.

5. To assign a sound to a Layout that plays when a site visitor views the page:

    a. Select Sound.

    The Background Sound dialog appears.
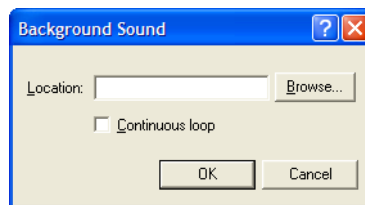
    In the Background Sound dialog, click Browse and select a sound file from your hard disk or LAN.

    You can use sound files in **.au**, **.aiff**, **.midi**, **.ram**, or **.wav** formats.

    b. To repeat the sound while the page is open, select Continuous Loop.

    c. Click OK.

    The selected sound plays when you preview the page.

Note: Site visitors must have a sound board, speakers or headphones, and a browser that supports background sounds installed on their computers to hear background sound. To preview and test sounds, your system must also be appropriately configured. Some sound formats also require support from the Web server. See "Inserting a Sound File" on page 588.

Working with Ajax Components

Multi Layout Regions components offer you the possibility to add Ajax functionality to your Web pages. By using the Multi Layout Regions components, you increase the speed and usability of your Web pages by updating only a part of the page at a time, rather than requiring the entire page to be reloaded after a user-initiated change. Through the power of Ajax, the Multi Layout Region components are containers for the layout regions that you place on your pages. By using Multi Layout Regions, you avoid a complete refresh of a page. You may add multiple Layout Regions to a Multi Layout Region and you can change their content by refreshing only that part of the page using the navigation elements. You can place far more Layout Regions on the Multi Layout Regions because the Layout Regions are placed on sets of overlapped Layout Regions.

This chapter describes:

- Understanding Multi Layout Regions

- Creating Multi Layout Regions

- Adding Layout Regions to Multi Layout Regions

- Adding Content to a Layout Region from a Multi Layout Region

- Removing Layout Regions from the Multi Layout Regions

- Adding Multi Layout Regions to Existing Ones

- Customizing a Multi Layout Region

- Setting Navigation Elements

- Creating Forms in the Layout Regions of a Multi Layout Region

- Enabling Data Source Context for a Multi Layout Region

- Editing the CSS Code of a Multi Layout Region

- Examples

Understanding Multi Layout Regions

The Multi Layout Regions component is based on the Ajax programming style. This means that extra data is requested from the server and loaded in the background without interfering with the display and behavior of the existing page. Entire Web pages do not have to be reloaded each time there is a need to fetch data from the server.

A Multi Layout Region is a container you use to group Layout Regions in a defined area on the page. Multi Layout Regions are page segments that you can place, size, and control independently from the rest of the page.

There are five key aspects to using Multi Layout Regions:

- When you move a Multi Layout Region on the page, its embedded Layout Regions move with it and maintain their positions relative to each other and the Multi Layout Region.

- You can send cascading action messages to the Multi Layout Region, and it will pass the message to all layout regions embedded within it. See Chapter 28, "Building Dynamic Pages".

- You can embed a Layout Region within a text box. This gives you position-based placement of the layout regions within the Multi Layout Region, while the rest of the page is arranged in a text-based layout.

- You can assign an HTML output method to a Multi Layout Region independent of the method used for its parent Layout. See "Setting the HTML Output Method for a Multi Layout Region" on page 176.

- You can position content with pixel level precision by dragging it into place in the container.

To create dynamic pages and make them richer and more interactive for the users, you can display the Layout regions of a Multi Layout Region navigating with different types of tab controls. **Tab Controls** are page elements, such as accordions and tabbed panels that make your page more interesting and interactive. There are several types of navigation structure among Layout Regions of the Multi Layout Regions. See "Setting the Tab Control" on page 167.

A Multi Layout Region can be placed either on the Page Layout or on the MasterBorder. You can add as many Multi Layout Regions to a page as you want.

Creating Multi Layout Regions

In NetObjects Fusion, you can display the Multi Layout Regions in six ways: TabTop, TabBottom, Accordion, Wizard, Toggle Pane and a default Multi Layout Region to which you can manually create its navigation elements. All these types of Multi Layout Regions can be accessed from the Standard toolbar.
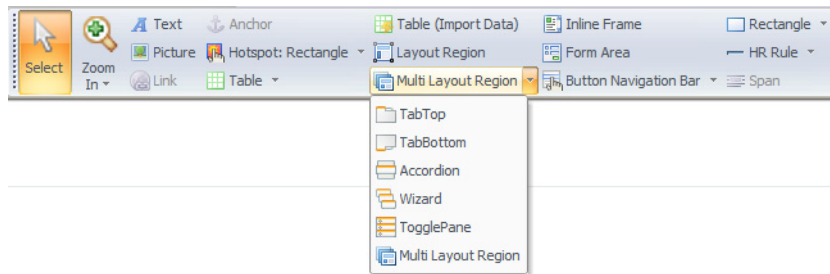
The Multi Layout Regions tool allows you to create a set of overlapped Layout Regions.

To create a Multi Layout Region:

1. In Page View, display the page on which you want to create a Multi Layout Region.

2. In Page view, select a Multi Layout Region tool from the Standard toolbar.

3. Draw a box where you want to position the Multi Layout Region.

___

Note: You may position and size the Multi Layout Region, just as you would when positioning any other object.

4. Add Layout Regions to the Multi Layout Region.

Adding Layout Regions to a Multi Layout Region

In Page View, the Layout Regions of the Multi Layout Regions will be visible only one at a time. Therefore, you must edit them one by one.

By default, when you create a MultiLayout Region, NetObjects Fusion adds a Layout Region.

To add Layout Regions to the Multi Layout Region:

1. Select the Multi Layout Region.

    The Multi Layout Regions Properties Panel appears.
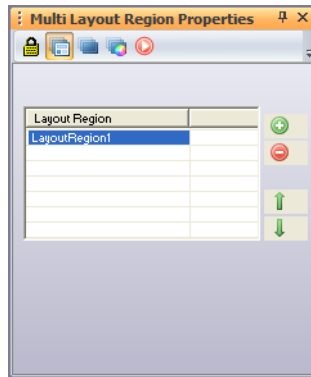
2. Click the **"+"** button on the Multi Layout section.

A new Layout Region will be displayed within the Multi Layout Region. The name of each Layout Region is by default *LayoutRegion#.*
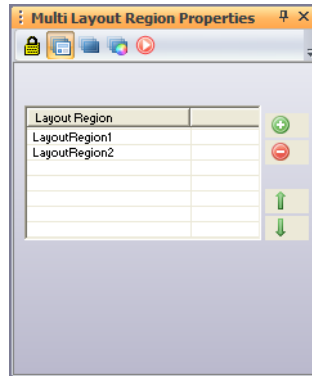
Renaming a Layout Region

Changing the name of the Layout Region will not change the Layout Region ID (object ID). Object ID, or object identification, means that every layout region has a unique, unchanging identity. In NetObjects Fusion, each object has a unique ID, although you can have the same name for two or more Layout Regions.

To change the default name of a Layout Region:

1. From the Layout Region list, select the Layout region you want to rename.

2. Double-click its name.

3. In the Edit dialog, type the new name of the Layout.
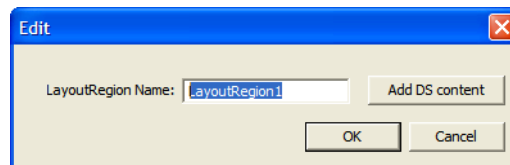
4. Click on the OK button.

The changed name appears in the Layout Regions list. You can use any character including spaces and non-alphanumeric characters.

Removing Layout Regions from a Multi Layout Region

To remove a Layout Region from the Multi Layout Region:

1. Click on the Multi Layout Regions to display the Multi Layout Regions Properties Panel.

2. On the Multi Layout section, select the Layout Region that you want to delete from the Layout Regions list.

3. Click on the "-" button.

Using the MultiLayout Properties panel, you cannot delete the default Layout Region that is added by default when creating a Multi Layout Region.

If the Multi Layout Region displays the default Layout Region, you cannot delete it using the "-" button. To delete this Layout Region, select the default Layout Region and press Delete.

Adding content to a Layout Region from a Multi Layout Region

To add content to a Layout Region that is place already in a Multi Layout Region:

1. From Page View, select the Multi Layout Region.

2. From the Multi Layout Region Properties panel, select the Layout region you want to edit.

3. After you have selected a Layout region from the Layout Regions list, click on the Layout region that is visible within the Multi Layout Region.

   The Layout Regions Properties panel appears.

4. Add objects to the selected Layout Region.

   For additional information on adding objects or enabling data source context to Layout Regions, see "Adding Objects to a Layout Region" on page 151 and "Setting Data Source Contexts (or Repetitive Region)" on page 974.

A Multi Layout Region may contain as many Layout regions as you want or even other Multi Layout Regions.
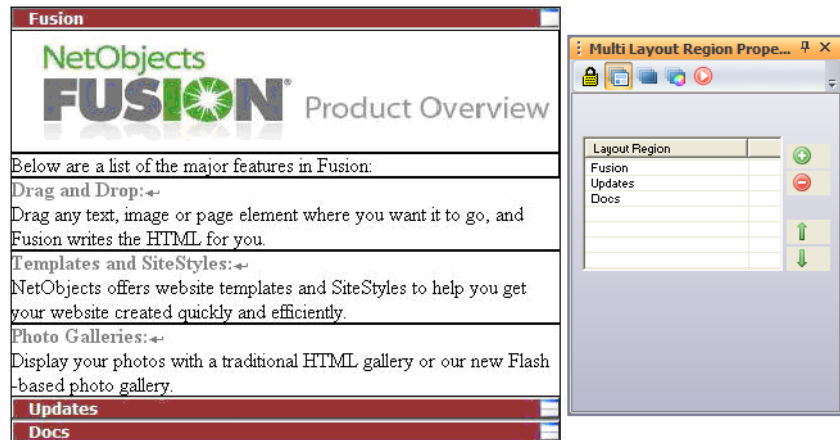
After adding content to one of the Layout Regions of a Multi Layout Region, select the next Layout Region from the list and add content to it.
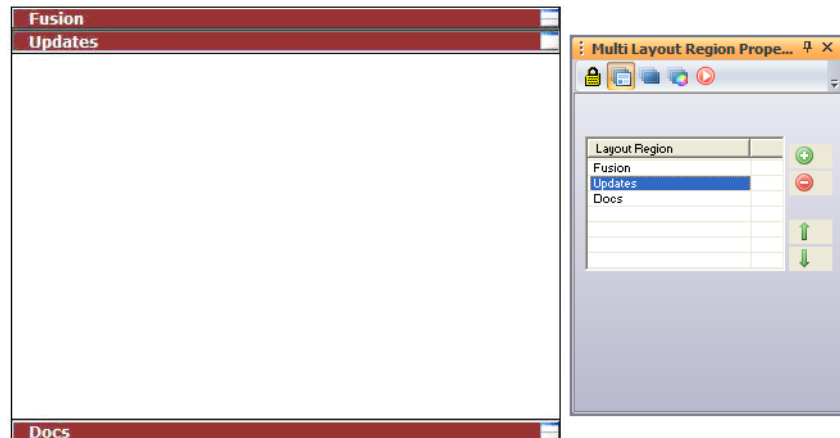
Adding Multi Layout Regions to Existing Ones

Adding Multi Layout Regions to existing ones will create an arborescent structure of the Multi Layout Regions. You can view this structure on the Object Tree Panel.

To add new Multi Layout Regions to existing ones:

1. Select the Layout Region to which you want to add other Multi Layout Region.

2. In Page view, select the Multi Layout Region tool from the Standard toolbar.

3. Draw a box inside the selected Layout Region.
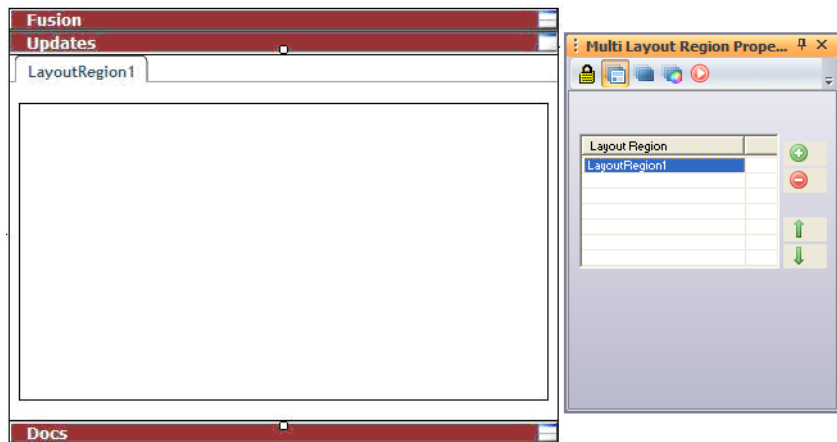
You can add as many Multi Layout Regions to the existing ones as you wish.

You can add to the secondary Multi Layout Region as many Layout Regions as you wish.
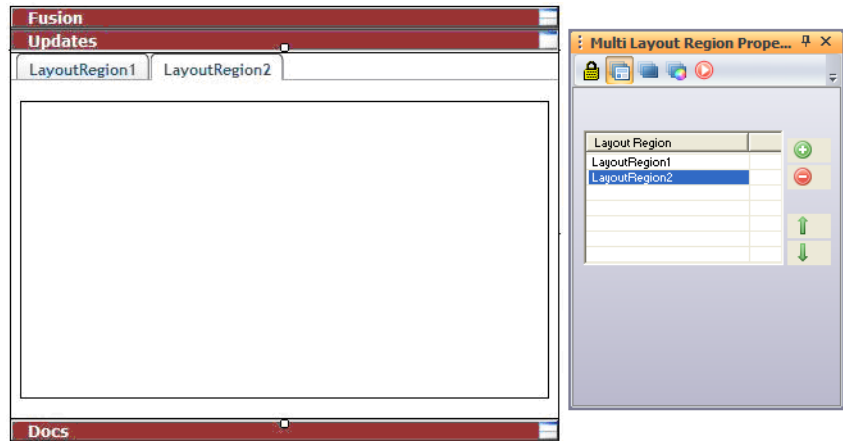
You can preview the Multi Layout Regions to display the structure:
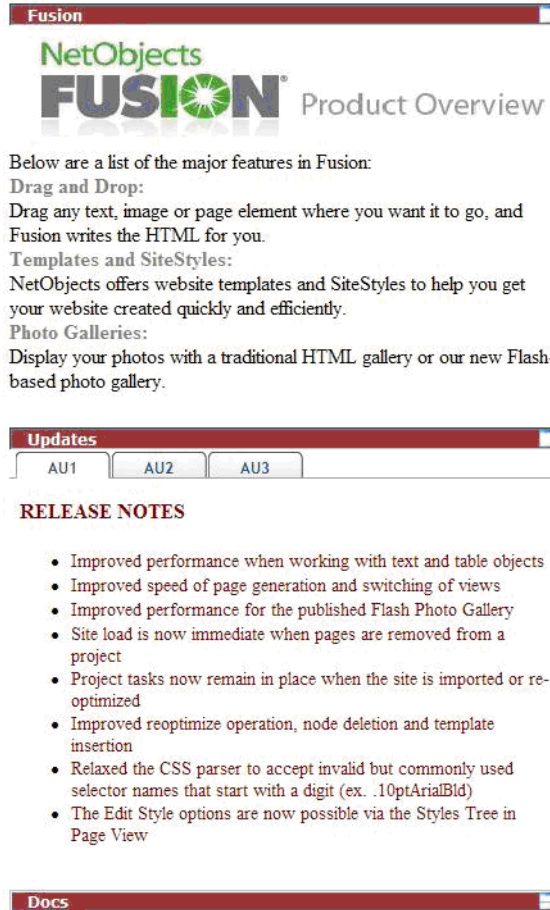
Here, we have a Multi Layout Region with three Layout Regions displayed as a Toggle pane: *Fusion*, *Updates,* and *Docs.* Within the second Layout Region, *Updates*, we have placed a secondary Multi Layout Region with three Layout Regions: *AU1, AU2, and AU3* displayed in tabs at the top.

Setting the Tab Control

The Tab Control options refer to the way in which the navigation takes place among the Layout Regions of the Multi Layout Regions.

To select a Tab Control:

1. Select the Multi Layout Regions.

    The Multi Layout Regions Properties Panel appears.

2. Choose one of the five Tab Control options that appear on the Multi Layout Section:

    • *Tab Top*. The navigation buttons of the Layout Regions are positioned at the top of the currently displayed Layout Region. The Layout Regions will be visible only one at a time.
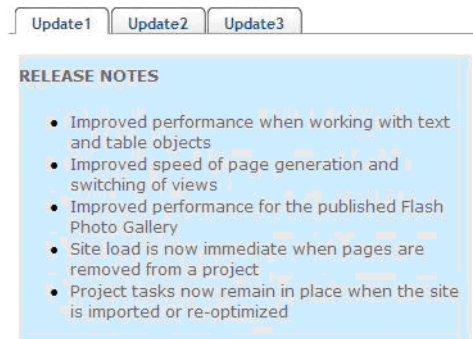
- *Tab Bottom*. The navigation buttons of the Layout Regions are positioned at the bottom of the currently displayed Layout Region. The Layout Regions are visible only one at a time.
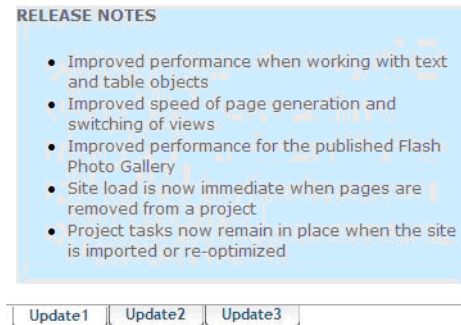
- *Accordion*. The navigation buttons of the Layout Regions are positioned one on top of the other. Only one Layout Region is visible at a time.
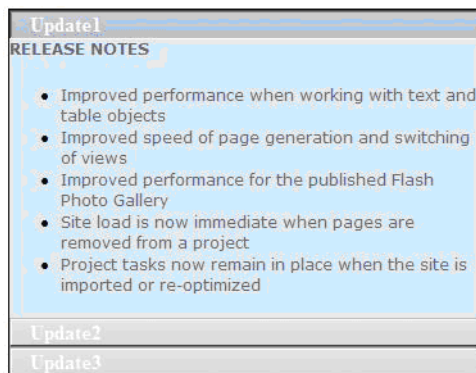
- *Wizard*. This Tab Control option resembles the Accordion option, but it has two additional navigation buttons: Previous and Next, which allow the navigation among the Layout Regions.
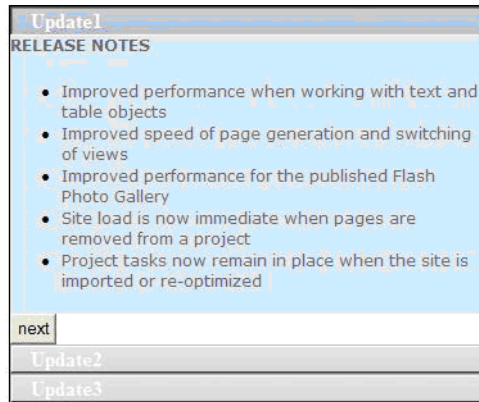
- *Toggle Pane*. The navigation buttons of the Layout Regions are positioned one on top of the other. This option allows you to view more Layout Regions simultaneously.
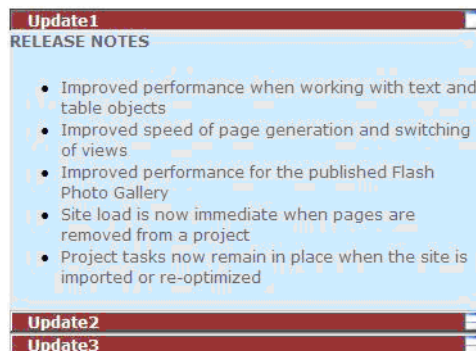
- The default Multi Layout Region does not offer the Tab Control option.

In this case, to navigate between the Layout Regions, you need to create the navigation buttons manually. These navigation buttons should be created using actions. For more information, see "Navigating Through Recordsets" on page 983.

Setting the Navigation Elements for the Default Multi Layout Region

The default Multi Layout Region does not offer the Tab Control option. The navigation elements need to be created manually using actions. This type of Multi Layout Region is especially used if you don't want to have navigation elements on the Multi Layout Region.

To create navigation elements for the default Multi Layout Region:

1. In Page View, select the default Multi Layout Region tool from the Standard toolbar.

2. Draw a box where you want to position the Multi Layout Region.

3. On the Multi Layout Region Properties Panel, click the "+" button on the Multi Layout section to add new Layout Regions.

4. Next, add objects to serve as navigation elements.

You can place text, draw a button using the Draw tool, or import an image using the Picture tool.

For example, you can create the navigation elements using the Rectangle tool.

If you have set four Layout Regions in the default Multi Layout Region, you need to create four rectangles. You can name them: First, Previous, Next and Last.
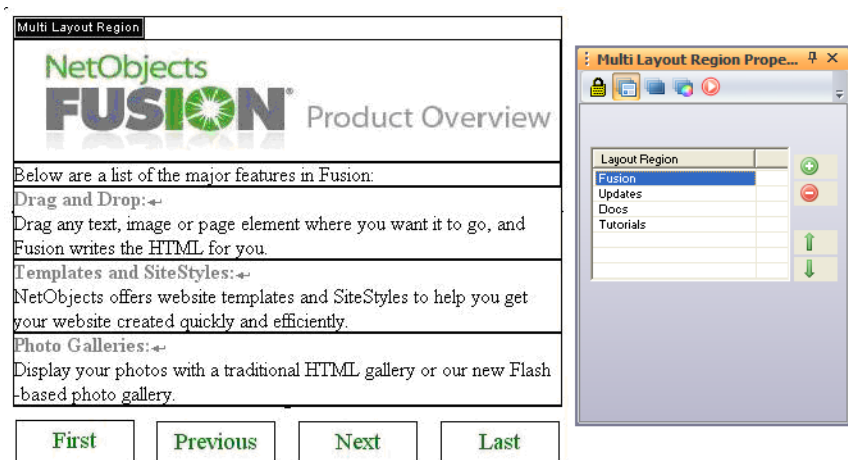
5. Select one rectangle, for example Next.

6. On the Rectangle Properties panel, select the Actions tab.

7. Click the ✚ button to add a new action.

   The Set Action dialog appears.

8. In the When field, select the Mouse > Clicked option.
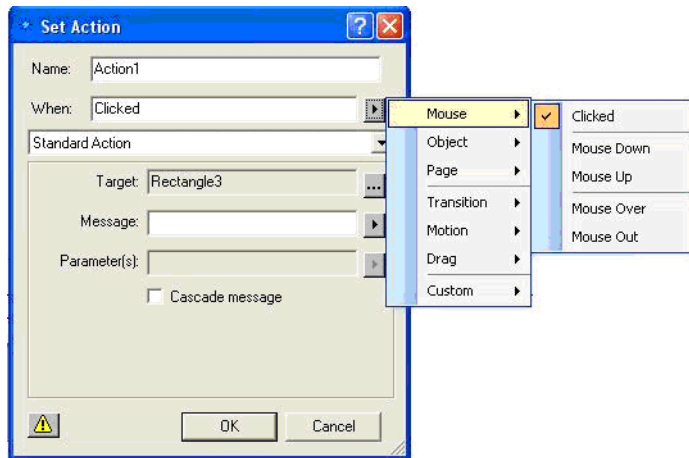
9. In the Target field, select MultiLayoutRegion1 from the Object Tree window.
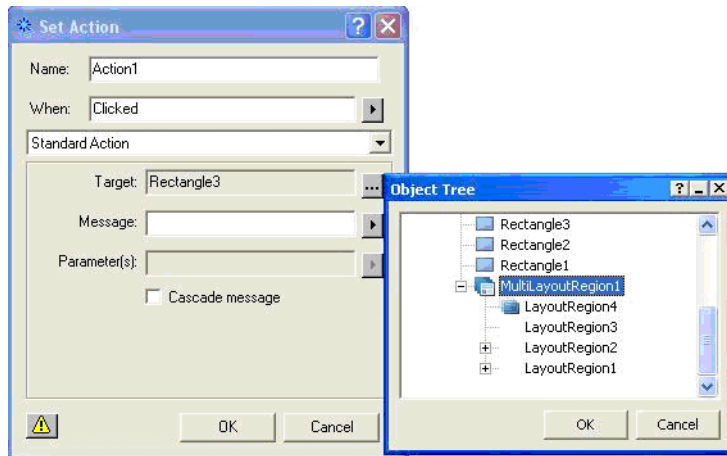
10. In the Message field, select Object > Switch To option.
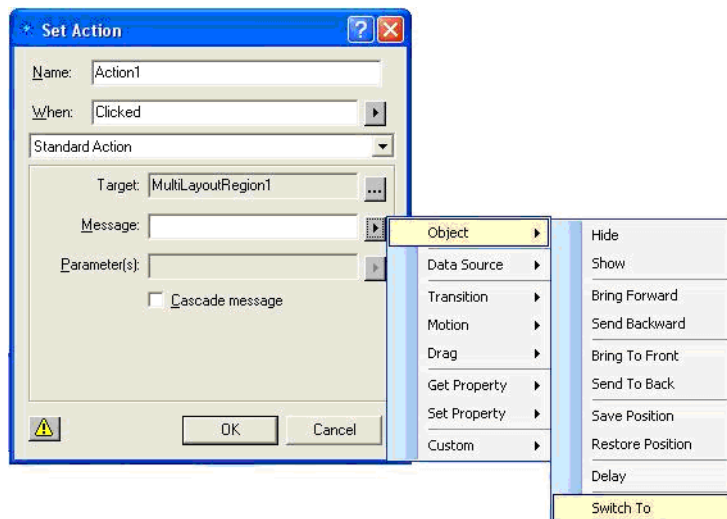
11. In the Parameter(s) field, select the Values option.
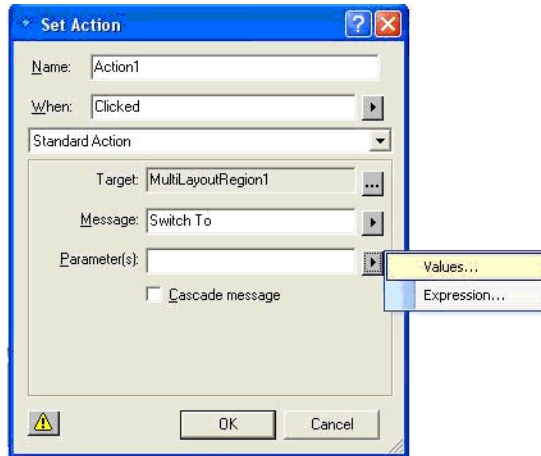
The Parameter Values dialog appears.
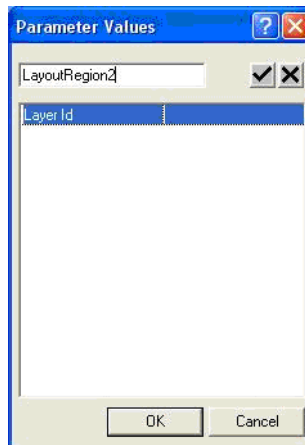
12. Select the Layer Id field to enable the Edit field.

13. In the Edit field, type LayoutRegion2.

14. Click the Validate button.

15. Click the OK button to close the Parameter Values dialog

16. Click the OK button to close the Set Action dialog.

17. Preview the page to test the results.

RELEASE NOTES

- Improved performance when working with text and table objects
- Improved speed of page generation and switching of views
- Improved performance for the published Flash Photo Gallery
- Site load is now immediate when pages are removed from a project
- Project tasks now remain in place when the site is imported or re-optimized
- Improved reoptimize operation, node deletion and template insertion
- Relaxed the CSS parser to accept invalid but commonly used selector names that start with a digit (ex. .10ptArialBld)
- The Edit Style options are now possible via the Styles Tree in Page View
- Flash components applied on a page now generate valid HTML code
- Flash Time Management Objects now display correctly in the published site

First	Previous	Next	Last

If you click the Next button, the Layout Region 2 will be displayed.

Repeat the step above, setting new actions with the corresponding values for each layout region that is contained within the Multi Layout Region.

Customizing a Multi Layout Region

To change the general settings of a Multi Layout Region:

1. Select the Multi Layout Region you want to edit.

The Multi Layout Regions Properties Panel appears.
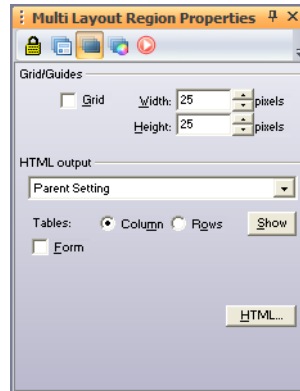
2. Click on the General button of the Properties panel.

    •   Select the Grid option to grid the Multi Layout Regions.

    •   Set the values for the width and height of the Multi Layout Regions.

    •   Configure the HTML output.

    •   Select the Form option to create a form in the Multi Layout Region using
        the Form tools.

Resizing the Multi Layout Region

You can resize Multi Layout Region by dragging the Multi Layout Region.

1. Move the pointer into the selected Multi Layout Region and hold down the
    mouse button.

2. Without releasing the mouse button, move the pointer until you get the desired
    size.

3. Release the mouse button to complete resizing the Multi Layout region.

If you add an object with a size that exceeds the Layout Region size, the Layout
Region automatically adjusts to the object's size. As a result, all the other Layout
Regions that are part of the same Multi Layout Region will modify their sizes
accordingly.

> **Note:** You cannot make a Multi Layout Region smaller than the objects
> it contains. Two or more Layout Regions contained by the same
> Multi Layout Region cannot have different sizes.

Setting the HTML Output Method for a Multi Layout Region

You can select the HTML output method that determines the type of HTML code
NetObjects Fusion produces for the current Multi Layout Region. This HTML
method is independent of the method used to publish the parent container.

For example, if a Multi Layout Region is placed in a Layout area, you can set the
Multi Layout Region to a different HTML output method than the one used for the
Layout area. When you publish, the Layout area is published using its setting, and
the Multi Layout Region is published using its setting. All Layout Regions
contained in a Multi Layout Region will inherit its HTML output method, but you
can also set a different HTML output method for each Layout Region that is
contained in a Multi Layout Region.

1. In Page view, click the Multi Layout Region.

    The Multi Layout Properties panel appears.

2. In the HTML output section of the General tab, select the HTML output method
    you want from the drop-down list.

    - *Site Setting* generates the Multi Layout Region using the output method
      specified for the entire site. To change this setting, go to the Tools menu,
      choose Site Settings, and change the Browser compatibility setting.

    - *Parent Setting* generates the Multi Layout Region using the output method
      specified for the object that contains it. For example, if a Layout is set to
      Dynamic Page Layout, that is the parent setting for a Multi Layout Region
      contained in that Layout.

    - *Dynamic Page Layout* uses nested HTML tables to achieve the highest level
      of layout accuracy across browsers. If you select this option, you can set the
      table formatting preference. See "Publishing with Dynamic Page Layout"
      on page 138.

    - *Regular Tables* uses a single table to place objects on the page. See
      "Publishing with Regular Tables" on page 142.

- *Fixed Page Layout* uses cascading style sheet positioning and layers to optimise your site in Microsoft Internet Explorer 4.0 and above and Netscape Navigator 4.x. See "Publishing with Fixed Page Layout" on page 142.

The method you select for the Layout affects the entire page, including the MasterBorder and frames you assign to that MasterBorder.

Setting Multi Layout Region Background Properties

You can control the appearance of each Multi Layout Region by setting background properties. You can assign a background color and place an image in the background of a Multi Layout Region.

To change the background settings of a Multi Layout Region:

1. In Page View, select the Multi Layout Region you want to edit by clicking on it.

2. The Multi Layout Region Properties Panel appears.

3. Select the Background tab.

4. In the Color field, select:

    - *Automatic* to set the background to the background color specified by the Layout's current SiteStyle or the Multi Layout Region's parent region.

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

5. In the Image field, select:

    - *Automatic* to set the background to the image specified by the Layout's current SiteStyle or the Layout Region's parent object.

    - *Browse* to select an image from the Open dialog. See "Choosing an Image Format" on page 286. If the picture is smaller than the Layout or Layout Region, the browser tiles the image. To change the image, click the Browse button to the right of the field.

> **Note:** *You can also change the background settings of a Layout Region that is contained within a Multi Layout Region by selecting the Layout Region and modifying its settings in the Background section of a Layout Region Properties panel. See* "Setting Layout and Layout Region Background Properties" on page 154.

On the Actions section of the Multi Layout Regions Properties Panel, you can set actions to the Multi Layout Regions. See Chapter 28, "Building Dynamic Pages".

Creating Forms in the Layout Regions of a Multi Layout Region

You can only place form objects within a Layout Region of a Multi Layout Region.

You cannot place a form object directly on a Multi Layout Region.

By enabling the Forms check box from the Multi Layout Region Properties panel, you designate the Multi Layout Region as a form area. All the Layout Regions that it contains will inherit this attribute.

If you check the Form option from the Multi Layout Region Properties panel, you may add form objects on any Layout Region that is placed within the Multi Layout Region.

If you check the Form option from the Layout Region Properties panel, you may add form objects only on the selected Layout Region.

To designate a Multi Layout Region as a form area:

1. Display the General section of the Multi Layout Region Properties panel.

2. Check the Form option.

The Form Toolbar appears and the Multi Layout Region becomes a form area in which you may place multiple Layout Regions that also behave as form areas.

You can add any standard form objects to a form area, including single- and multiple- line text fields, check boxes, radio buttons, scrolling lists, and drop-down lists.

For more information, see Chapter 33, "Designing and Implementing Forms".

Editing the CSS Code of a Multi Layout Region

You can customize the Multi Layout Regions by editing the CSS Code in Style View.

You can make general or particular modifications of the Multi Layout Regions style.

If you want to modify the general style of the Multi Layout Region, you may edit the MLR.css file. The MLR.css file acts upon the entire site.

If you want to modify the current style of a specific Multi Layout Region, then you modify the file that corresponds to it. The name of this file has the following structure: MultiLayoutRegion.number.type.css.

•   For example: MultiLayoutRegion1Tab_Top.css.

To identify the .css file, you need to know the name of the Multi Layout Region and its type. The identification of this file is made knowing the name of the MLR and its type (MultiLayoutRegion1Tab_Top.css)

If you change the Multi Layout Region ID, the CSS file that corresponds to it keeps its name, but the selectors' name is changed.

For example, if a Multi Layout Region has the Object ID: MultiLayoutRegion1, and you change its name to mlr1, then the CSS file name will be MultiLayourRegion1 and the selectors name mlr1.

Note: You can edit these files, but it is not recommended to delete them.

Before making changes to the CSS Code, make sure you have selected one of the Tab Control options for the Multi Layout Regions.

To edit the CSS Code of a Multi Layout Region:

1. Go to Style View.

2. Select the MLR.css file from the Styles Tree section.

3. On the Selectors section, select the blue button on the left that corresponds with the Tab Control that you want to edit.

If you add multiple types of Tab Controls for the Multi Layout Regions, all types of controls will be displayed in the Selectors' left pane.

4. Select the graphic element of the Multi Layout Regions that you want to edit.

5. Make the changes on the CSS-Common Panel.
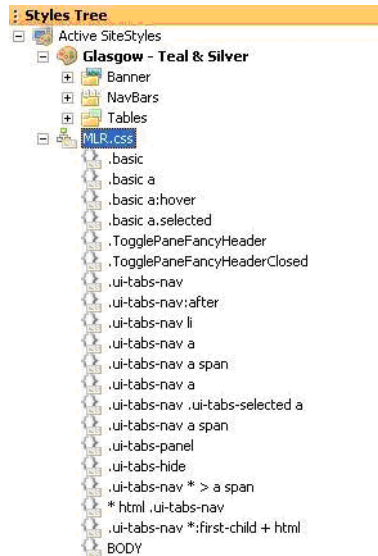
For example, if you want to edit the style, the width and the color of the borders of the Accordion Multi Layout Region:

1. Go to Style View.

2. Select the MLR.css file from the Styles Tree section.

3. On the Selectors section, select the blue button on the left that corresponds with the Accordion Tab Control.

4. Select .basic.

5. On the CSS-Common panel, select the Borders tab.

6. There are four buttons for controlling the four borders: Top, Left, Right, Bottom.

7. Set the style, the width and the color for the selected border.

8. Place an Accordion Multi Layout Region on the page and preview it to see the results.

Each Multi Layout Region consists of navigation elements or tab controls and panels or layout regions. In Page Design, you can edit the background of each Multi Layout Region and of each Layout Region included in it. The Tab Controls cannot be edited in Page Design. You can edit the navigation elements in Style View by editing the CSS code.

Let's assume that you have a Multi Layout Region displayed as Tab Top with two Layout Regions and you want the entire component to have the same color. Even though you changed the background color for the Multi Layout Region and for its Layout Regions, the tab control background color doesn't change.
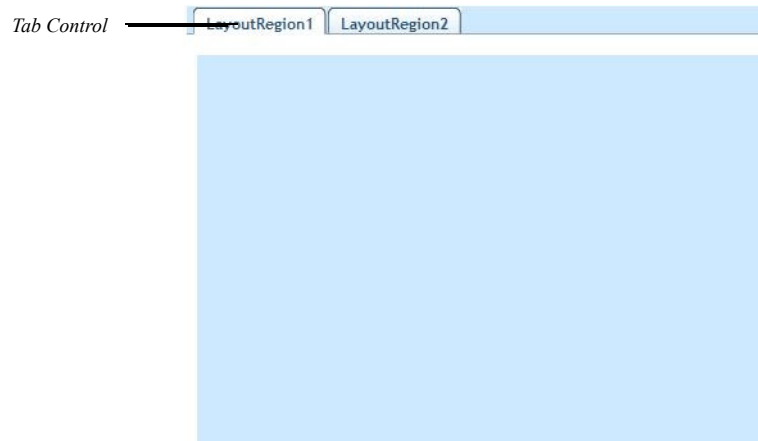
To edit the Tab Control style:

1. Go to Style View.

2. Select the MultiLayoutRegion1tab_top.css file from the Styles Tree section.

3. On the Selectors section, select the blue button on the left that corresponds with the Tab Top Tab Control.

4. Select #MultiLayoutRegion1LYR.ui-tabs-panel.
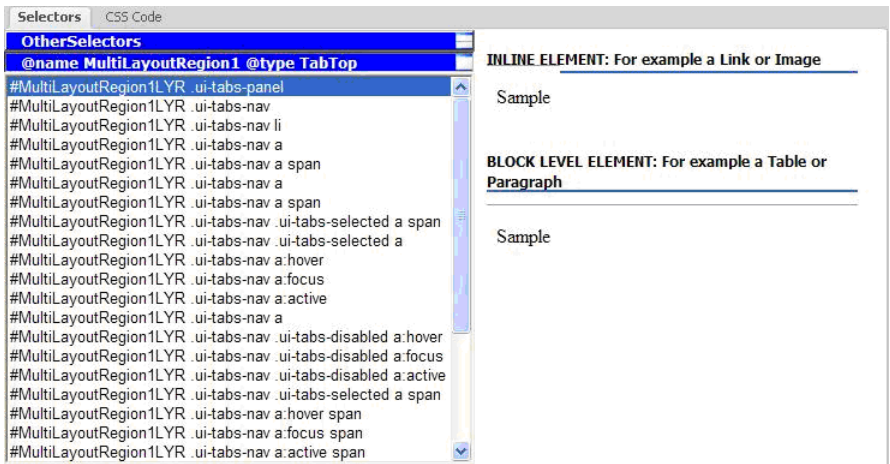
5. On the CSS-Common panel, select the Background button and change its color.

6. The changes will be visible for the element.
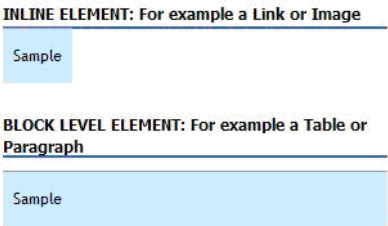
7. Preview the page to see the results. The Tab Control has the same color as the background of the Multi Layout Region and its Layout Regions.
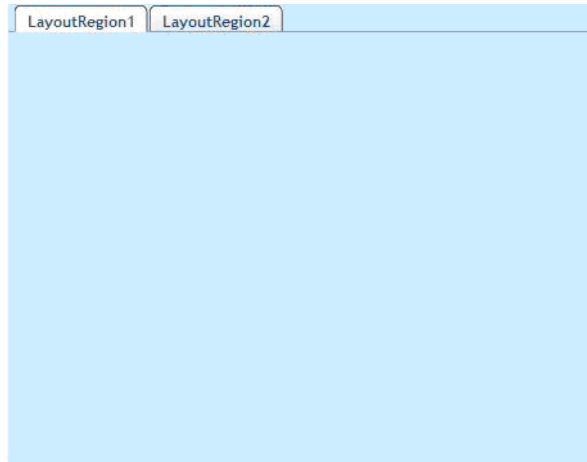
For more information, see "Using the CSS Panels" on page 267.

Examples

Using a Multi Layout Region, you can create great effects on your site.

For example, if you have a photography site you can share your photo galleries with family, friends and other photographers in a fun, friendly and informative environment.

The Multi Layout Region tool offers an easier and a more intuitive way to view or manage your galleries.

You can quickly navigate from one photo gallery to the next. You can organize the galleries by topic, so that it's easy to locate a particular image or set of images.

In this example, we have several photo galleries that we want to organize by the following topics: family, travel and flowers. The Travel topic will contain two more topics.

First let's place the Multi Layout Region.

1. In Page View, display the page on which you want to create a Multi Layout Region.

2. Select the Tab Top Multi Layout Region tool from the Standard toolbar.

3. Draw a box where you want to position the Multi Layout Region.

4. Next, we will add three Layout Regions to the Multi Layout Region: for each photo gallery, we will add a Layout Region. So, each photo gallery will be placed on a Layout Region.

5. On the Multi Layout Region Properties Panel, click the "+" button on the Multi Layout section.

   A new Layout Region will be displayed within the Multi Layout Region.

   The name of each Layout Region is by default LayoutRegion#.

   You can name it as you want. We will name each Layout Region:

   • Family: Here we will place the photo gallery that contains family pictures.

   • Travel: Here we will place the photo gallery that contains travel pictures.

   • Flowers: Here we will place the photo gallery that contains flower pictures.

6. Double-click the Layout Region name.

7. In the Edit dialog, type the new name of the Layout.
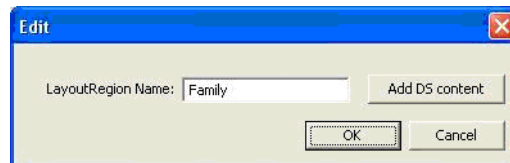
In this example, we will name the first layout region "Family" and here we will place the first photo gallery that will contain family pictures.
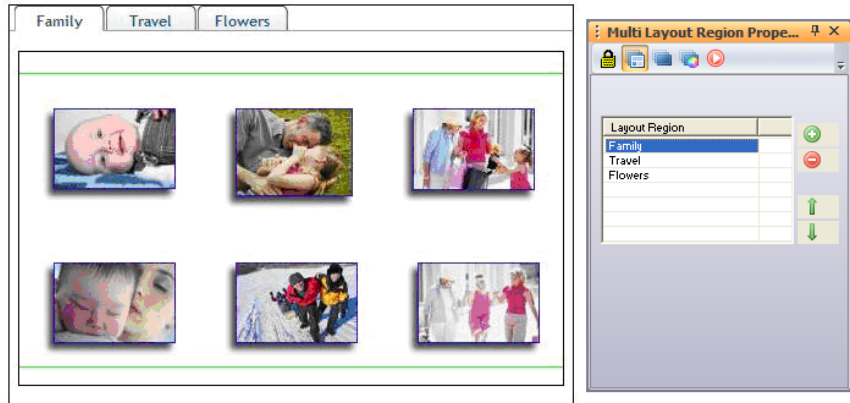
8. Click again the "+" button on the Multi Layout section to create the next Layout Region.

9. Double-click its name.

10. In the Edit dialog, type Travel.

On this Layout region, we will place another Multi Layout Region that will contain two Layout Regions. On each Layout Region, we will place a different photo gallery. These two galleries will be part of the same topic.

11. Select again the Tab Top Multi Layout Region tool from the Standard toolbar.

12. Draw a box on the Travel Layout Region to position the Multi Layout Region.

13. On this Multi Layout Region, we will add two Layout Regions. We will name them: Places and World Travel. On each layout region, we will place a photo gallery.
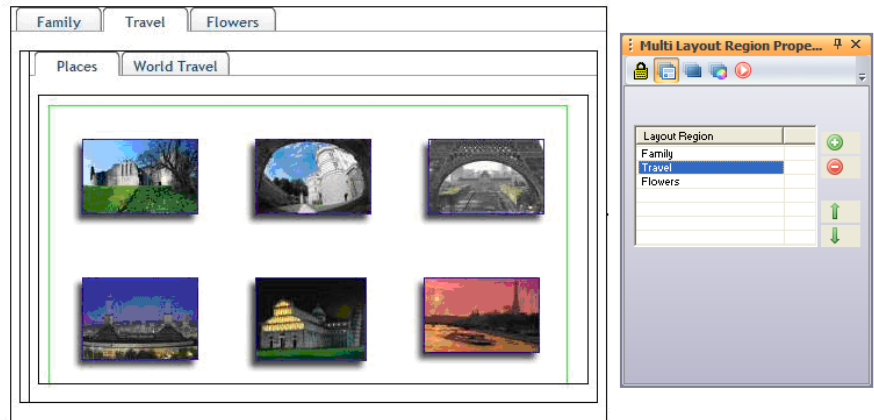
14. Select the first Multi Layout Region.

15. Click the "+" button on the Multi Layout section to create the next Layout Region. Name it Flowers.

This Layout Region will contain a photo gallery with flower pictures.
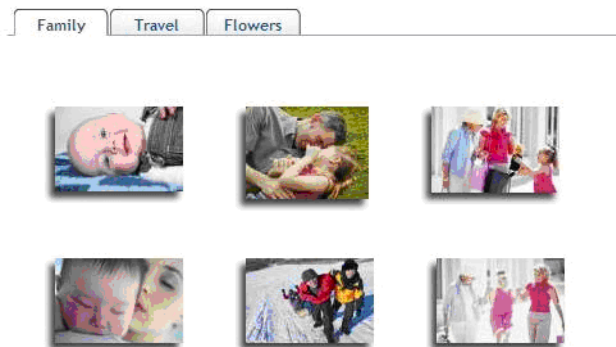
Preview the page to test the results.
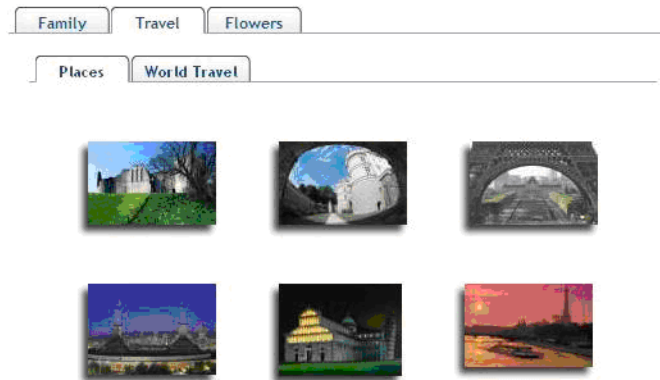
A Multi Layout Region can hold many different galleries under one page instead of holding a large number of child pages. Another advantage is that sets of related objects (photo galleries in this example) can be grouped within the same page.

Working with Text Boxes

A text box is a container for text as well as other kinds of objects, including pictures, sound objects, and tables. When you use a text box as a container, you do not have pixel-level control over embedded objects. For example, you do not insert a picture in a text box and drag it into position. Instead, you embed the object at a selected point in the text and adjust its placement using alignment, positioning, and text-wrapping choices. When NetObjects Fusion publishes pages that use a text box as the main Layout container, they have extremely lean HTML code and load relatively quickly in the site visitor's browser.

This chapter describes:

- Adding a text box

- Selecting a text box

- Embedding objects in a text box

- Wrapping text around objects

- Sizing a text box

- Setting text box background

- Scaling text box contents to the browser window

- Preserving your design intentions

Adding a Text Box
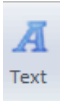
1. Select the Text tool from the Standard toolbar.

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

    The text box appears with solid selection handles indicating you can enter and format text. See Chapter 14, "Designing with Text."

Text tool

Selecting a Text Box

*   To add or edit text within a text box, double-click in the text box. The text box selection handles are solid , and the Text Properties panel includes a Format tab in addition to the Text Box and Actions tabs.
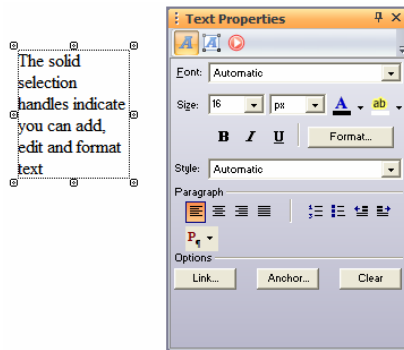
*   To work with a text box as a container, click the text box. The selection handles are hollow, and the Text Properties panel displays only Text Box and Actions tabs.
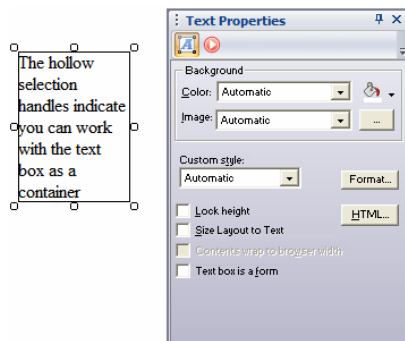
To add and format text, see Chapter 14, "Designing with Text."

Embedding Objects in a Text Box

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

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

Text box with wide border
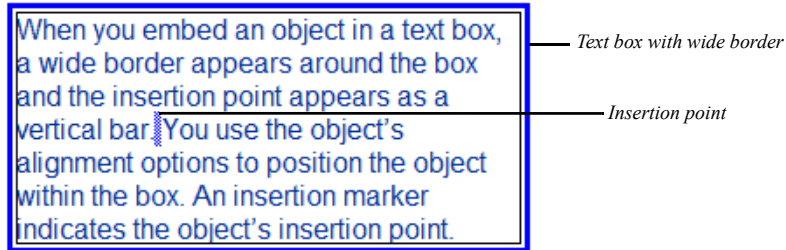
Insertion point

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

Insertion marker

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

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

Object

Insertion marker

Embedded image aligned with Left wrap setting
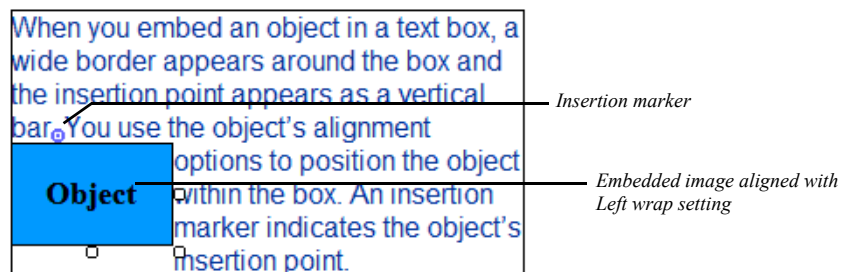
To move an embedded object, drag it. To place an embedded object on the top line of the text box, drag it until its insertion marker is positioned before the first text character.

Insertion marker positioned before the first text character

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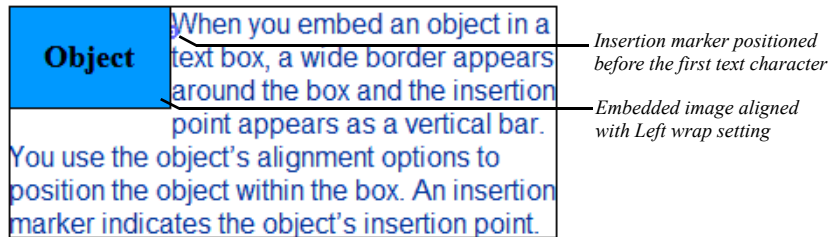
You can create a new object in a text box or insert an existing object.

Dragging and Dropping an Existing Object

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

2. Add text. See Chapter 14, "Designing with Text."

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

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

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

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

Creating a New Embedded Object

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

2. Add text. See Chapter 14, "Designing with Text."

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

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

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

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

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

Wrapping Text around Objects

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

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

The object's Properties panel appears.

2. Click the Align tab.
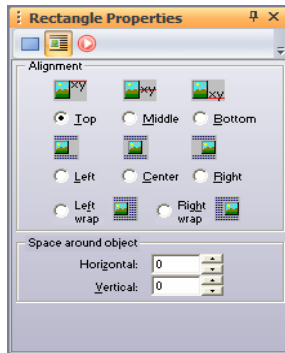
3. Set the alignment options.

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

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

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

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

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

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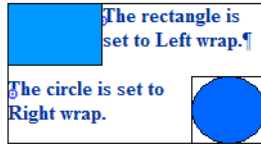
Sizing a Text Box

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

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

   The Text Properties panel appears.

2. Click the Text Box tab if necessary.
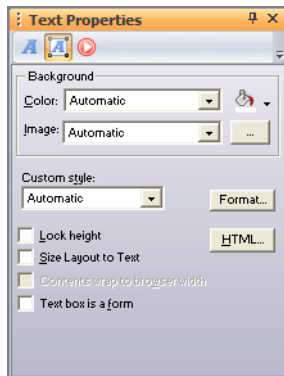
3. To set the width of the text box, select it and drag the handles to size the text box as needed. The text box retains the width you set unless you size it to the Layout area as described in step 5.

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

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

5. To use a text box as the main Layout container on the page, select Size Layout to Text. This results in extremely lean HTML code.

Before you do this, embed all objects in the Layout area in the text box or place them in the MasterBorder. Objects left in the Layout area outside the text box will be overlapped by the text box when you size it to the Layout. Unless you want this overlap—and use Fixed Page Layout HTML output to support it— you must embed, move, or remove the objects.

Setting Text Box Background

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

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

2. In the Color field, select:

- *Automatic* to set the background to the color specified in the Text Object style in Style view.

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

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

3. In the Image field, select:

- *Automatic* to set the background to the image specified in the Text Object style in Style view.

- *None* to eliminate the background image.

- *Browse* to select an image from the Open dialog. See "Choosing an Image Format" on page 286. If the picture is smaller than the text box, the browser tiles the image. To change the image, click the Browse button to the right of the field.

Creating Pages that Resize to the Browser Window

You can configure NetObjects Fusion so the text box is maximized in the site visitor's browser window. When you use this option, NetObjects Fusion generates the page's HTML without using tables.

1. In Page view, click the MasterBorder.

   The MasterBorder Properties panel appears.

2. Select the ZeroMargins MasterBorder from the MasterBorder name drop-down list or use any combination of AutoFrames and non-framed MasterBorders with margins set to zero.

3. Select an existing text box or create a new one and embed all objects in the Layout area in the text box.

4. On the Text Box tab of the Text Properties panel, select Size Layout to Text and then Contents wrap to browser width.
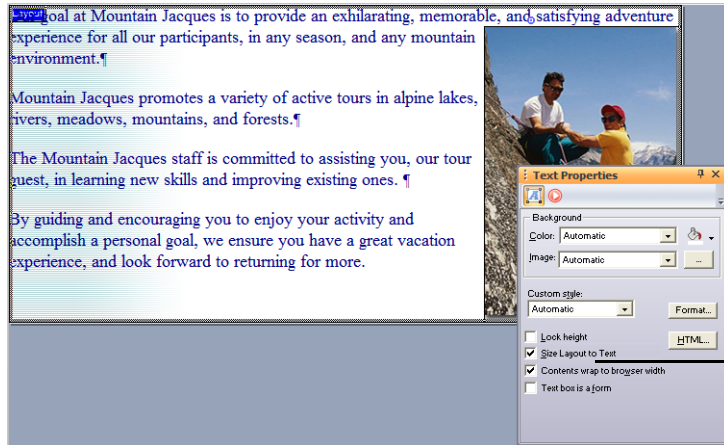
If you select Size Layout to Text and Contents wrap to browser width...
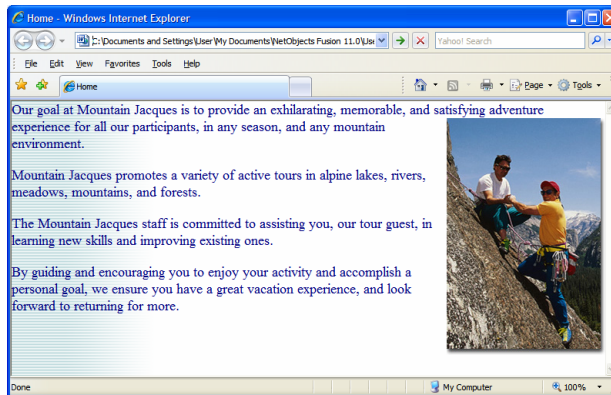
...when you publish the page, the contents of the text box adjust to the size of the browser window

When you publish this page, the contents of the text box adjust to the size of the browser window.

Preserving Your Design Intentions

When you place a text box on a page, the text is shown in the default display font. You format the text and position the text box relative to other objects on the page.

When you preview or publish the page and view it in your browser, the size of the text box and its alignment with the objects around it are controlled by the font settings in the browser. If your NetObjects Fusion default browser font is 10-point Times Roman, and your browser default font is set to 14-point Arial, you see an immediate difference in the arrangement and spacing of objects, because text boxes expand to accommodate the new font size.
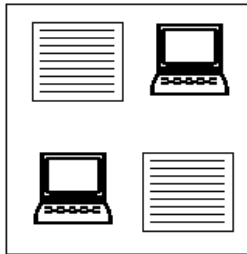
*Page view at
10-point Times Roman*
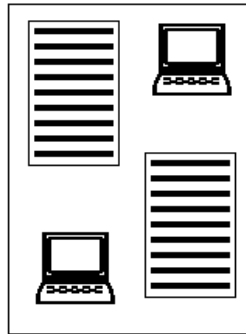
Browser view at 14-point Arial

This font variation is not caused by NetObjects Fusion; it is a consequence of site visitors controlling their browser environment. You can avoid potential problems by viewing the page in a variety of browsers using different font sizes and then adjusting your design to accommodate these changes. See Chapter 7, "Controlling Published Output" and Chapter 8, "Working with Layouts and Layout Regions" for more information about browsers.

Managing MasterBorders

NetObjects Fusion divides a page into the Layout area and the MasterBorder area. The MasterBorder contains objects that repeat on a set of pages. You can place anything in a MasterBorder that you can place in the Layout, including banners, pictures, and text. By placing navigation bars in a MasterBorder, you can give pages with the same navigational needs the same navigational structure.

You can create a MasterBorder and apply it to all the pages in your site or just to selected pages. A site can use more than one MasterBorder. When you modify a MasterBorder, NetObjects Fusion automatically makes the change on every page that shares the MasterBorder.

This chapter describes:

- Modifying a MasterBorder

- Creating a MasterBorder

- Changing MasterBorders

- Applying a MasterBorder to pages

- Renaming a MasterBorder

- Deleting a MasterBorder

Working with MasterBorders

The MasterBorder is the set of margins—top, bottom, left, and right—on the page.

Top margin

Left margin

Right margin
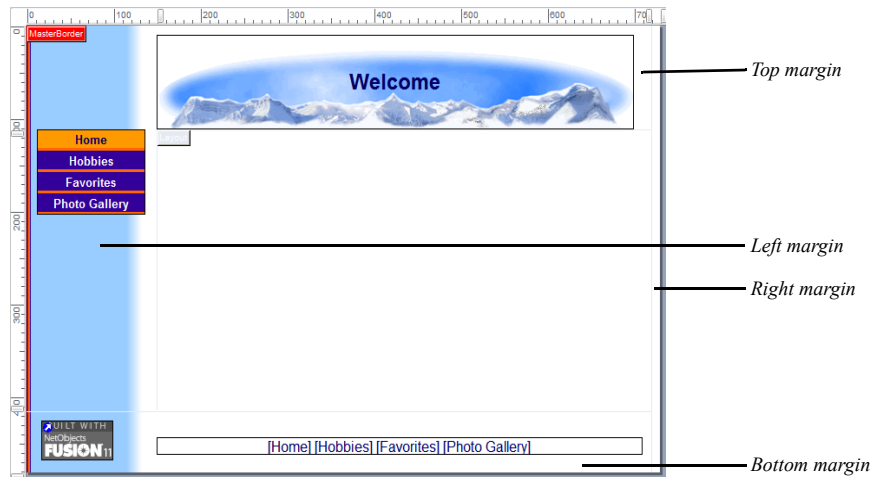
Bottom margin

By default, the left, right, and bottom margins are separated from each other by an outline. The lack of an outline between the left margin and the top margin indicates objects can straddle that boundary.

All pages have a MasterBorder. If no MasterBorder is visible, either the MasterBorder display is turned off on the View menu, or the assigned MasterBorder has all margins set to zero, like the ZeroMargins MasterBorder included with NetObjects Fusion. You can change the size of any MasterBorder margin, even those set to zero. See "Modifying the Current MasterBorder" on page 201.

When you create a new site, NetObjects Fusion creates a default MasterBorder that contains three navigation aids—a banner showing the page name at the top, a button navigation bar on the left, and a text navigation bar on the bottom. As you add levels to the SiteStructure, you can set navigation bar options to provide site visitors with appropriate access to all pages. See "Setting Navigation Structure" on page 501.

If you do not want to include the default banner and navigation bars in your site, you can delete them or select the ZeroMargins MasterBorder.

Selecting a MasterBorder

- In Page view, click an empty space inside the MasterBorder. If the page has the ZeroMargins MasterBorder, click in the gray area outside the page.
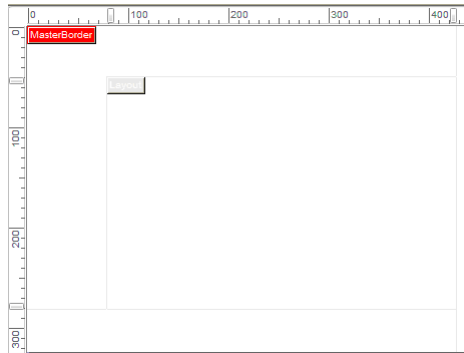
This page has a visible MasterBorder.
Click inside it
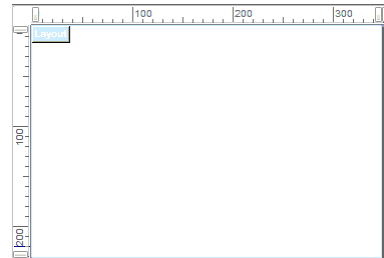
This page has the ZeroMargins MasterBorder.
Click outside the page

Modifying the Current MasterBorder

1. In Page view, select the MasterBorder.

   The MasterBorder Properties panel appears. The Name field shows the name of the MasterBorder assigned to the current page.
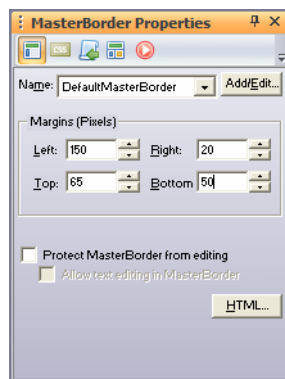
   If the MasterBorder Properties panel does not appear, check the View menu to make sure the MasterBorder display and the Properties panel are turned on.

2. To change the size of the margins, drag the handles on the ruler.

Drag these handles to change the MasterBorder size
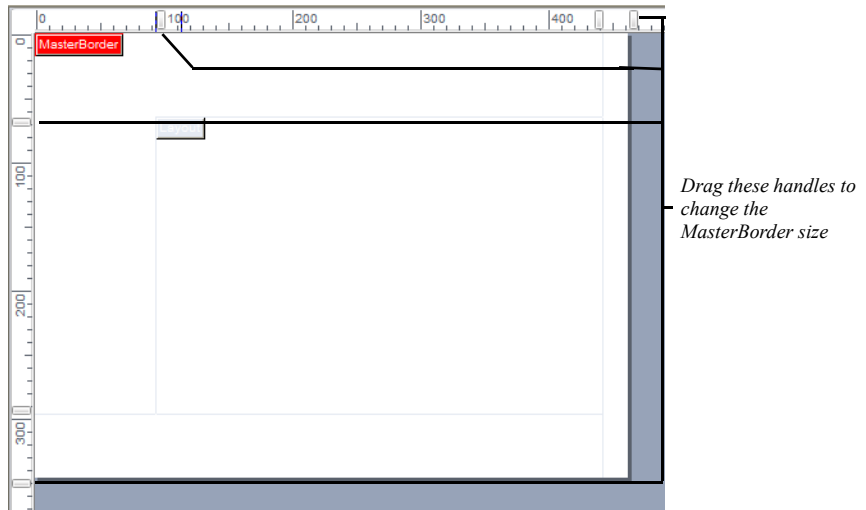
If an object is in the way—such as a banner occupying the top and left margin—you must move the object to resize the MasterBorder. If the MasterBorder is not visible, you cannot drag the handles.

For precise margin settings, in the Margins section of the MasterBorder Properties panel, type values into the fields or click the arrows.

3. Arrange objects such as a banner or navigation buttons, delete unwanted objects, and insert additional text or objects.

4. If conserving browser window space is important to you, when the objects are arranged to your satisfaction, from the Object menu, choose Size MasterBorder to Objects. This shrinks the MasterBorder to the minimum size required to display the objects it contains, but it may also affect your page design.
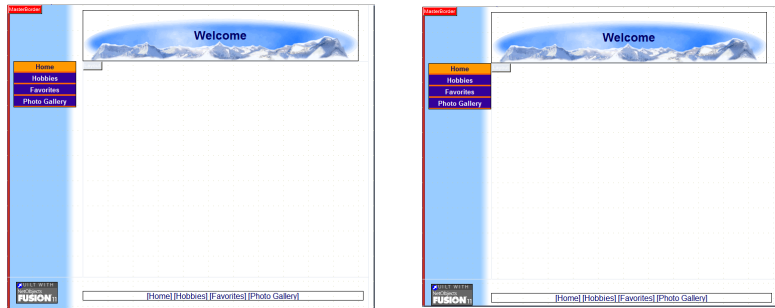
MasterBorder margins before and after being resized

Creating a MasterBorder

1. In Page view, select the MasterBorder.

   The MasterBorder Properties panel appears. The Name field shows the name of the MasterBorder assigned to the current page.

   Click to create a new MasterBorder
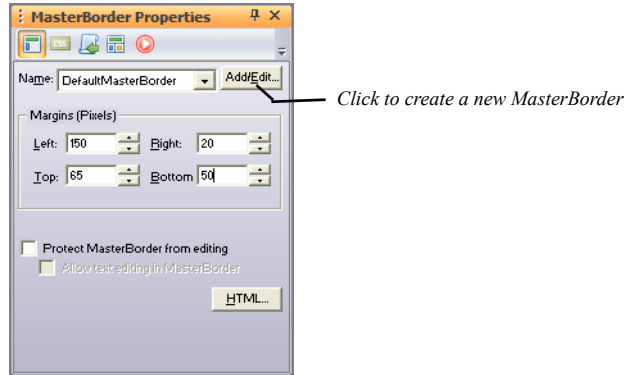
2. Click the Add/Edit button.

   The Edit MasterBorder List dialog appears displaying a list of all the MasterBorders in the site. The current MasterBorder is selected.

   Click to add a MasterBorder
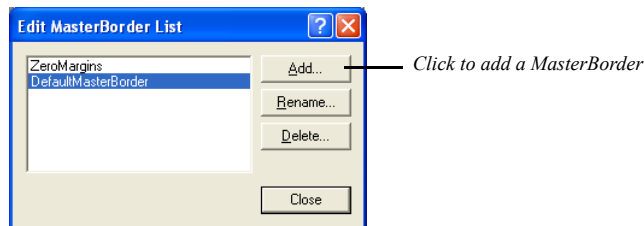
3. To add a MasterBorder, click Add.

   The New MasterBorder dialog appears.

4. Type a name for the new MasterBorder, select an existing MasterBorder to base it on, and click OK.

You cannot include spaces in the MasterBorder name. You cannot begin the MasterBorder name with a number.

Type a name for the new MasterBorder

Select a MasterBorder to base the new one on
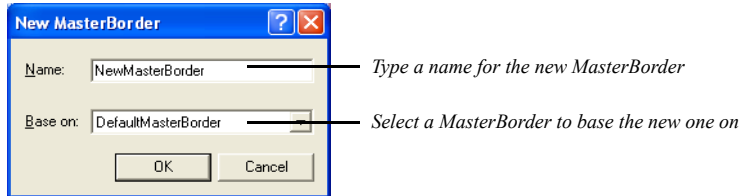
NetObjects Fusion creates a new MasterBorder based on the selected MasterBorder and makes it the current MasterBorder for that page. To apply the new MasterBorder to other pages, see "Applying a MasterBorder to Multiple Pages" on page 206.

5. Continue working on the MasterBorder by following the steps in "Modifying the Current MasterBorder" on page 201.

Changing MasterBorders

1. In Page view, display the page where you want to apply a different MasterBorder.

2. Click in the MasterBorder to display the MasterBorder Properties panel.

3. Select the MasterBorder you want from the Name drop-down list.

The margins of the page now display the contents of the selected MasterBorder.

You can change the MasterBorder of a single page or a group of pages in Site view. See "Applying a MasterBorder to Multiple Pages" on page 206.

Applying a MasterBorder to Multiple Pages

You can apply a MasterBorder to several pages at one time in Site view.

1. In Site view, select the pages to which you want to apply the new MasterBorder. See "Working with a Group of Pages" on page 51.

2. Click the Selected Pages tab.

   The selected pages are listed at the bottom of the Properties panel.
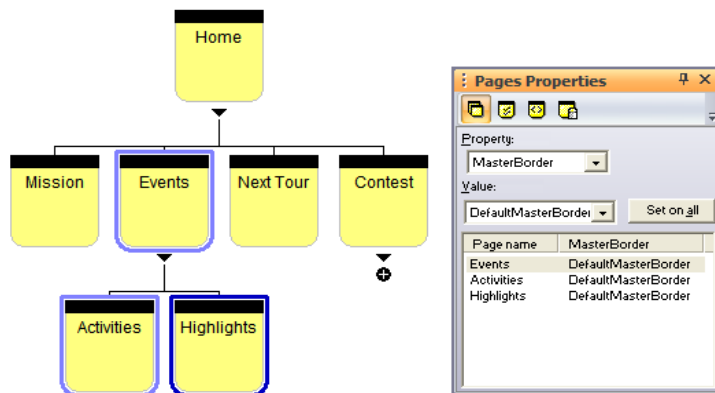
3. Make sure MasterBorder is displayed in the Property field.

4. Select the MasterBorder you want from the Value drop-down list.

5. Click Set on all to apply the MasterBorder to all selected pages.

To apply the MasterBorder to an individual page, select the page, then select the MasterBorder you want to apply. You cannot undo this action; to restore the original MasterBorder, you must reassign it.

Renaming a MasterBorder

1. In Page view, click in the MasterBorder to display the MasterBorder Properties panel.

2. Click Add/Edit.

3. In the Edit MasterBorder List dialog, select the MasterBorder you want to rename and click Rename.

> **Note:** You cannot rename the ZeroMargins MasterBorder.

4. In the Rename MasterBorder dialog, type a new name and click OK.
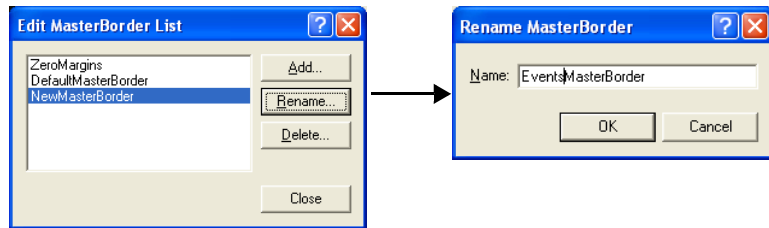
5. Click Close.

The new MasterBorder name now appears in the Edit MasterBorder List dialog and in the drop-down list in the MasterBorder Properties panel.

Deleting a MasterBorder

MasterBorders that are not in use retain their assets and are stored and tracked by NetObjects Fusion. When you import a template, MasterBorders included with the template are added to the list of MasterBorders for the site. To avoid duplication, it is important to delete MasterBorders that are listed but not used in the site.

1. In Page view, click in the MasterBorder to display the MasterBorder Properties panel.

2. Click Add/Edit.

3. In the Edit MasterBorder List dialog, select the MasterBorder you want to delete and click Delete.

4. Click Yes to confirm deletion.

If you delete a MasterBorder that is in use, the ZeroMargins MasterBorder is assigned to those pages.

CSS Importing Order

You can add Cascading Style Sheets to a specific MasterBorder. See "Applying a Style Sheet to Specific MasterBorders" on page 473.

To display CSS files that have been added to the MasterBorder:

1. In Page view, highlight the MasterBorder area, or select a different MasterBorder from the Name drop-down list on the Properties panel.

2. Select the CSS Importing Order tab from the MasterBorder Properties panel.

   The Properties panel displays the CSS files that have been added to the selected MasterBorder.
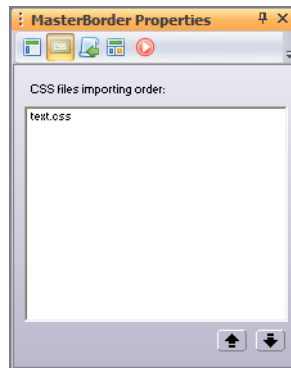
For more information about CSS files and how to add CSS in NetObjects Fusion, see Chapter 21, "Working with CSS and SiteStyles".

Scripts Importing Order

The MasterBorder Scripts Importing Order section helps you import new scripts, but also organizes the embedded scripts that can be client-side or server-side.

To display script files that have been added to the MasterBorder:

1. In Page view, highlight the MasterBorder area, or select a different MasterBorder from the Name drop-down list on the Properties panel.

2. Select the Scripts Importing Order tab from the MasterBorder Properties panel.

The Properties panel displays the script files that have been added to the selected MasterBorder.

For more details about the Scripts Importing Order tab see "Script Importing Order" on page 1020.

Deleting a MasterBorder

Working with AutoFrames

AutoFrames permit site visitors to scroll the body of the page while objects in the AutoFrame, such as navigation buttons, remain in view. You can set any or all of the MasterBorder margins as an AutoFrame.

This chapter includes:

- Understanding frames

- Adding AutoFrames

- Setting frame properties

- Targeting links in AutoFrames

Understanding Frames

Frames are an HTML mechanism you can use to subdivide the browser window into independent areas. When a site visitor scrolls the Layout, the frame doesn't scroll with it, so you can keep navigation buttons in view at all times. Frames can also reduce the amount of refreshing required by your visitor's browser.
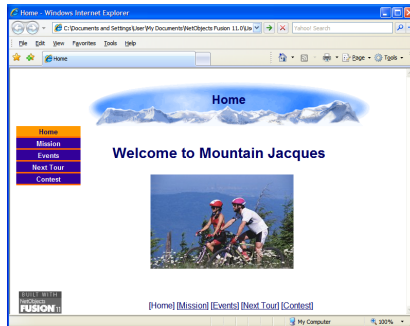
MasterBorder applied to site's Home page

Left border is an AutoFrame with a picture in the background
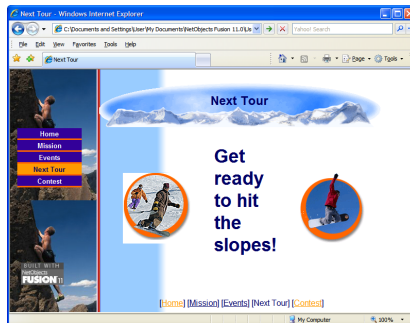
Browser redraws only the content of the Layout area when a site visitor uses a link to a child page sharing the same MasterBorder and frame

Each frame displays its own content, which can include links, a form, regions, or any text, graphic, or media objects. Links within a frame can display a page, or display information in the same frame or a different frame. You can define *targets* for the links contained in one frame so they retrieve content into another frame.

A special type of HTML page—called a *frameset*—establishes the combination of frames and frame properties that make up the browser window display. The frameset specifies the number of frames, defines their size and placement, and specifies the pages or resources that make up their original or default content.

NetObjects Fusion supports two ways of creating frames.

• You can use the Properties panel in Page view to set AutoFrames and add navigation controls, banners, text, graphics, links, and scroll bars. An AutoFrame frameset contains a body frame for the Layout area of the page and frames for one or more of the MasterBorder margins: Left, Right, Top, Bottom. An AutoFrame frameset cannot have more than these five frames and they must be in the specified positions.

• If you require more than five frames or frames in different positions, you can manually code frames using HTML. See "Examples of Page and AutoFrame HTML" on page 1006.

Although Netscape Navigator and Microsoft Internet Explorer support frames, not all browsers do. If you use frames, you might want to consider creating an alternate site for visitors with browsers that do not support frames. See "Accommodating Browsers that Don't Support Frames" on page 1008 and "Directing Visitors to a Browser-Specific Page" on page 698.

Within a frame, you can influence how variations in browser fonts affect your design. The Rows and Columns properties work within a frame the same way they work within a Layout. For information, see "Optimizing Dynamic Page Layout Output" on page 138.

Adding an AutoFrame

When you add AutoFrames, NetObjects Fusion applies them to the current MasterBorder and all pages that use that MasterBorder. Before you add AutoFrames, you might want to select or create a designated "framed" MasterBorder that you can apply to the appropriate pages. To apply different framesets to different pages, you'll need one MasterBorder for each frameset. As you develop these MasterBorders, follow these guidelines:

*   Objects in frames can't straddle frame boundaries, so check the corners of your page before you add AutoFrames. For example, if you have a banner across the top of the page that overlaps the left and top borders, resize it or move it before you turn on AutoFrames for either border.

*   To avoid scroll bars displaying when you don't need them, add a little extra room to margins you're going to set as frames or turn off scroll bars on the Frame Properties panel. See "Setting Frame Properties" on page 218.

See "Creating a MasterBorder" on page 204 if you need help creating a MasterBorder.

To set a MasterBorder margin as an AutoFrame:

1. In Page view, click an empty space inside the MasterBorder, or in the gray area outside the page.

    The MasterBorder Properties panel appears.

2. Click the AutoFrames tab.
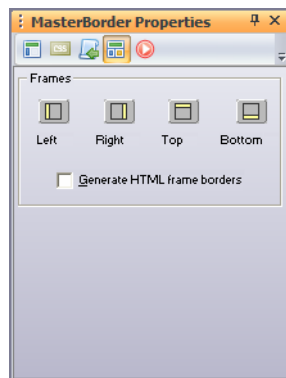
3. Click the button for each margin you want to set as a frame—Left, Right, Top, or Bottom.

NetObjects Fusion adds a label—Left, Right, Top, or Bottom—to indicate a frame. In addition to the frame you select, the Layout area also becomes a frame.

The left margin is set as an AutoFrame
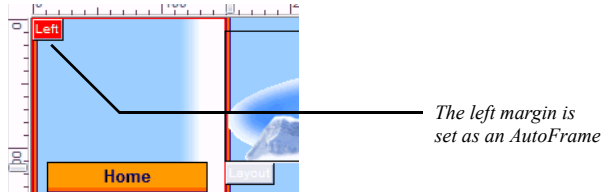
If you add frames to more than one margin, the selection sequence is important because frames overlap each other in the order in which you add them. You can change the overlap sequence by clearing the AutoFrame option for all margins and then reselecting them in a different sequence.
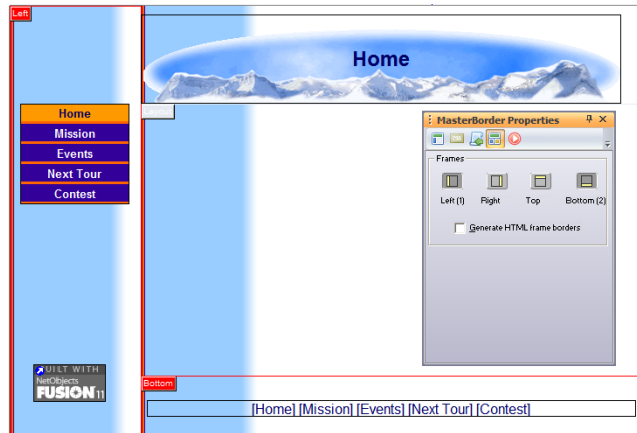
The left frame was selected, followed by the bottom frame, as indicated by the numbers on the AutoFrames tab. As a result, the left frame extends the full height of the page
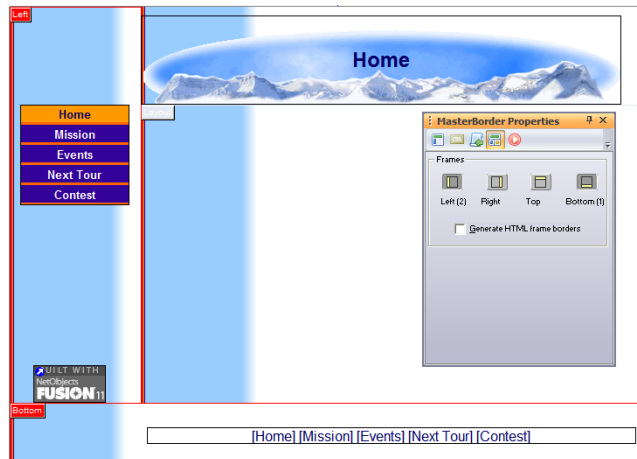
The bottom frame was selected first, followed by the left frame. The bottom frame extends the full width of the page

Keep in mind that because enabling AutoFrames makes your page consist of at least three HTML pages, it can slow page loading.

Generating HTML Frame Borders

If you want site visitors to be able to resize the frame, on the AutoFrames tab of the MasterBorders Properties panel, select Generate HTML frame borders.

To set frames to be borderless in the site visitor's browser, clear Generate HTML frame borders. NetObjects Fusion turns off the borders for all frames in that MasterBorder.

To combine frames with borders and frames without borders on the same page, you must script the frames. See "Examples of Page and AutoFrame HTML" on page 1006.

Setting Frame Properties

1. In Page view, click the frame label or right-click in the frame and select Frame properties from the shortcut menu.

    The Frame Properties panel appears.
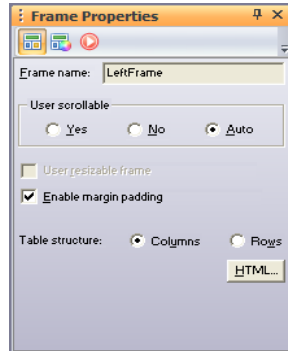
    You cannot change the name of the frame.

2. Select a User scrollable option:

    -   *Yes.* The browser always displays vertical and horizontal scroll bars in the frame, whether needed or not.

    -   *No.* The browser never displays scroll bars, even if needed to display all objects in the frame. If the page content is larger than the frame itself, site visitors cannot see the entire page.

        Due to the nature of browsers, links to anchors on a frame do not work if User scrollable is set to No.

    -   *Auto.* The browser displays scroll bars if the size of the page content requires them.

3. Select User resizeable frame so site visitors can resize the frame.

    HTML frame borders must be visible so site visitors can drag them to specify a new size. If User resizable frame is not available, return to the AutoFrames tab and select Generate HTML frame borders.

4. Clear Enable margin padding if you want to place objects at the frame border with no spaces.

Some browsers cut off content that does not have additional padding. Preview your page in several browsers to make sure it appears as you intended.

5. If you are publishing using the Dynamic Page Layout or Regular Tables HTML output method, choose the most efficient table structure—columns or rows. If you are publishing using Fixed Page Layout, this setting has no effect. See Chapter 7, "Controlling Published Output."

6. Click the Background tab and in the Color field, select:

    - *Automatic* to set the frame background to the color specified by the current SiteStyle.

    - *Transparent* to eliminate the background color.

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

7. In the Image field, select:

    - *Automatic* to set the background to the image specified by the current SiteStyle.

    - *None* to eliminate the background image. Use this setting to remove the SiteStyle's background image from the frame.

    - *Browse* to select an image from the Picture File Open dialog. See "Choosing an Image Format" on page 286. If the picture is smaller than the frame, the browser tiles the image. If you select a picture with a transparent color, the background color shows through. To change the image, click the Browse button to the right of the field.

You can add an action to a frame using the Actions tab. See Chapter 28, "Building Dynamic Pages."

Targeting Links in AutoFrames

When a site visitor clicks a link placed within a frame, the browser has to know where to display the results. The frame that displays the retrieved content is the *target* of the link; when you specify which frame is to display the results of a link, you are *targeting* that frame.

1. In Page view, select the object or text that you want to link.

   The object's properties panel appears.

2. Click the Link tool on the Standard toolbar.

   The Link dialog appears.

3. Select the type of link you are targeting: Internal Link, Smart Link, External Link, or File Link and set up the link. See Chapter 23, "Creating Links and Anchors."

4. In the Target area, click Existing and from the drop-down list choose the target frame in which you want to display the linked information.
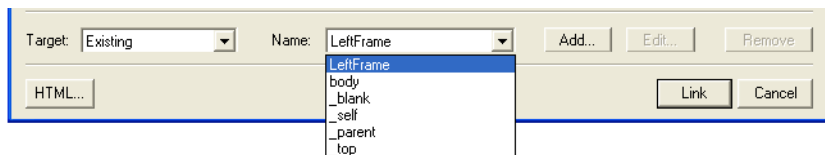
   In this example, body and LeftFrame refer to the two frames on the current page. The other four choices are standard targets that are always available. See "Setting Link Targets" on page 538.

   You may not need to assign a target. NetObjects Fusion automatically targets most internal links for you.

5. Click Link to close the dialog and create the link.

6. Preview the page to test your targeted links.

Targeted links in framesets do not load the URL of the page into the browser Location input field. The browser sees the URL of the frameset, so title and location information about the page reflect the frameset rather than the page's content.

AutoFrames and Browser Refresh

When a site visitor clicks an untargeted link in a frame you created with AutoFrames, the browser either refreshes the entire page or only the content of the Layout area. This doesn't affect the appearance of the page, but for performance reasons you might not want the browser to refresh the entire page unnecessarily.

- The browser refreshes the entire window if a framed MasterBorder contains a dynamic object, such as a banner or highlighted navigation button. The dynamic object, by definition, changes from page to page, so the browser has to load the new page. Rollover buttons do not change from page to page, so they do not affect the page refreshing.

- The browser exits the frameset and displays the retrieved resource in the full browser window if the link retrieves a page with a different MasterBorder or an external HTML page.

If neither condition exists, the browser refreshes the body frame even if no target is assigned.

Working with Inline Frames

Using inline frames, you may embed an HTML page within another page of your site. You can select another page of your site to be displayed in the inline frame, or even a page from another Web site.

This chapter includes:

- Understanding inline frames
- Adding an inline frame
- Setting inline frame properties
- Using inline frames as targets for links

Understanding Inline Frames

An inline frame is an HTML object (the iframe tag) that embeds a document inside a HTML document. The embedded document will be displayed in a subwindow of the browser's section.

Thus, you may open new pages inside the page of your site. You can set the source file that will be displayed on the inline frame to be another page of your site, or even a page from another Web site.

Inline frames are most commonly used to insert content from another Web site into the current page. For example, on a page of your Web site, you can place an advertisement for products available on another Web site:

As you see, the content from www.netobjects.com is being displayed in an inline frame on a page of a different Web site. Since the entire content of the page does not fit inside the inline frame, a scrollbar is available to help the visitor view the content.

The page linked to an inline frame will not be available for the user to save locally, view in its own window, or know its URL, as regular links permit.

Adding an Inline Frame

To add an inline frame:

1. Select the Inline Frame tool from the Standard Tools toolbar.

Inline Frame tool .

2. Draw a Text box on the Layout to indicate where you want to position the Inline Frame.

    The Link dialog will open.
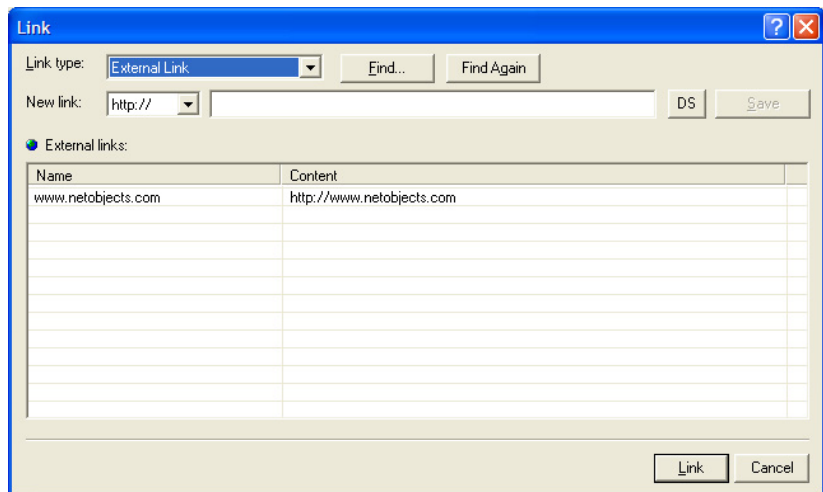
3. Select the Link type from the drop-down list. For example, select External Link.

4. Type the URL in the New Link field or selected from the list from below.

5. When finished, click Link.

A place holder appears inside the inline frame, according to the type of link selected.
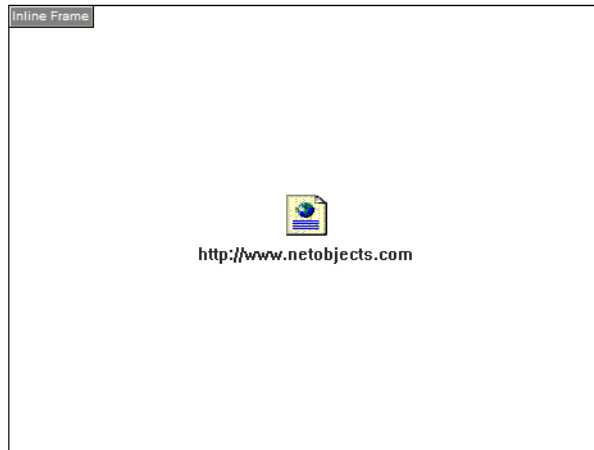
Setting Inline Frames Properties

1. In Page view, click inside the inline frame object or right-click on it and select Inline Frame Properties from the shortcut menu.

The Inline Frame Properties panel appears.
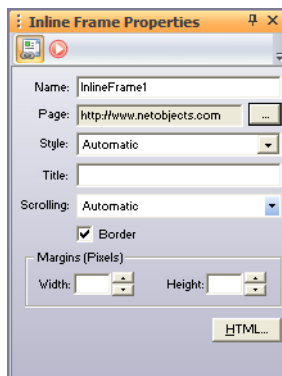
2. You can change the default name of the inline frame by typing the new name in the Name field.

3. Set the source page that will be displayed in the inline frame.

To do that, click the Page menu button next to the Page field. The Link dialog will open, and there you will be able to select a new source page for the inline frame.

4. Use the Style drop-down list to set the value for the inline frame's Class attribute. To do that, select existing custom styles from the Style drop-down list that will be applied to the inline frame. If you have previously created custom styles, the CSS rules will appear on the Style drop-down list. You can create new styles and manage the existing ones using the Manage Styles option.

5. Set the Title attribute for the inline frame. The title you enter here will appear as a tooltip at mouse-over the inline frame on the published site, depending on the browser that is used.

6. If you set the Scrolling to On, the inline frame will have a scrollbar to be used when the framed page is too large for the specified dimensions. The value set to 'Off' will prevent the scrollbar from appearing. The value set to Automatic will take the default browser settings for scrolling. Normally, the browser will have this set to display a scrollbar.

7. Clear the Border option if you want the page within the inline frame to appear borderless within the main page.

8. Set the width for the left and right margins of the framed page in the Width field.

9. Set the height for the top and bottom margins of the framed page in the Height field.

10. Use the HTML button to insert your own HTML or scripts into the page's HTML. Even though some browsers do not support inline frames, they will display the HTML code inserted in the Between Tags area.

Using Inline Frames as Targets for Links

Inline frames may be used as targets for links by specifying the inline frame's name as the target for the link. This way, the linked resource will open in the inline frame.

To use the inline frame as target for a link:

1. Select the object (picture or text).

2. In the object's Properties panel, click the Link button. The Link dialog will appear.

3. Select the link type and the link itself.

4. From the Target drop-down list, select Existing.

5. The name of the inline frames already existing on page will appear on the Name drop-down list.
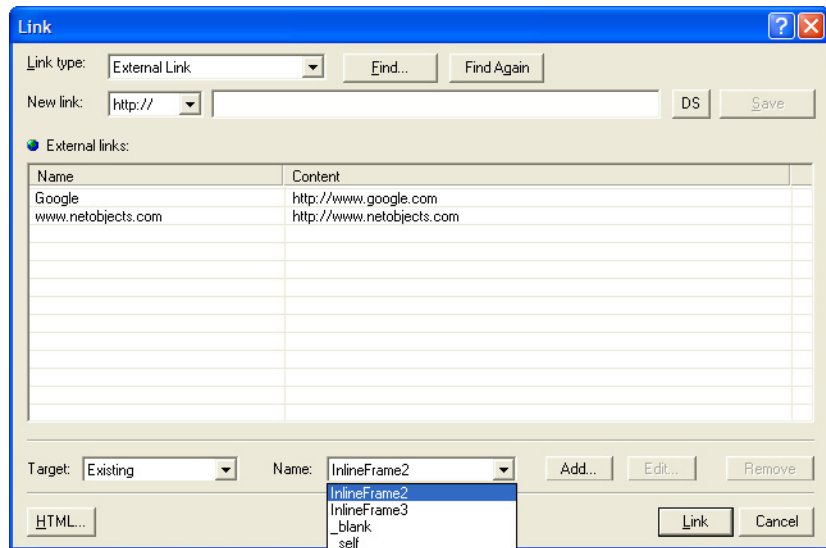
6. Select the inline frame from the list.

7. Click Link.

At publishing, when the object is clicked, the page you have just selected will be displayed inside the frame.

Designing with Text

Text is the primary tool for delivering your message. You can type text onto your pages, add it to pictures and shapes, and format it for maximum impact. NetObjects Fusion includes powerful features that allow formats to flow from one design level to another, for example from a SiteStyle to selected text. You can also create and apply text styles to keep your site design consistent.

This chapter describes:

- Adding text to a page

- Formatting text

- Formatting text using the Text Format toolbar

- Working with text styles

- Creating and formatting lists

- Inserting symbols

- Adding text to a shape or picture

- Creating and editing fields

- Using the CSS Panels

- Formatting text using the CSS Panels

- Checking spelling

- Finding text

- Replacing text

- Counting words, lines, paragraphs, and characters

Adding Text to a Page

To add text to a page, you can use the Text tool, drag and drop text from another application, paste text from the Clipboard, or import text. In each case, the text is placed in a text box. See Chapter 10, "Working with Text Boxes."

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

Using the Text Tool
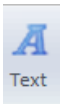
Text tool

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

   A text box and the Text Properties panel appear. Solid selection handles indicate the text box is in text editing mode.
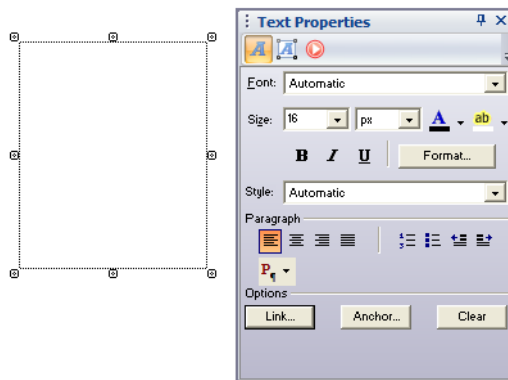
2. Type or paste text into the box.

   The text automatically wraps to the width of the box.

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

3. Click outside the text box to deselect it.

   The text box sizes vertically to the text you enter.

Dragging and Dropping a Text File

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

> **Note:** You cannot drag and drop Word 2000 .doc files. You can
> drag and drop Word 97.doc files, but you will get better
> results if you import them. See "Importing a Microsoft
> Office Document" on page 98.

2. Drag the file onto the page.

The text appears on the page in a text box.

Pasting Text from the Clipboard

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

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

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

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

- Paste Special to retain formatting. You can select:

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

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

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

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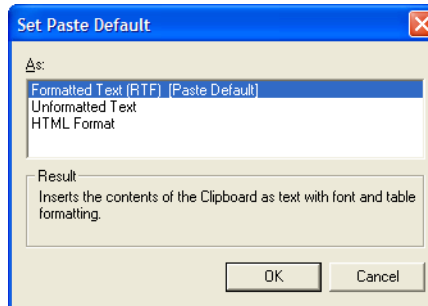
Formatting Text

You can format selected text using the options from:

- the TextFormat toolbar. See "Using the Text Format Toolbar" on page 246.

- the Text Properties panel. See "Formatting Selected Text" on page 236.

- the CSS Panels: CSS - Common, CSS - Property Sheet, CSS - Code Editor. See "Formatting Text Using the CSS Panels" on page 268.

To apply many text attributes at once in a consistent manner, you can use the Styles included with NetObjects Fusion and also create and apply your own text styles. See "Working with Text Styles" on page 250.

You can also apply formats to entire paragraphs. The Automatic setting, which is a choice for many options throughout NetObjects Fusion, allows formats to flow from one design level to another. See "Formatting Selected Text" on page 236, "Formatting Paragraphs" on page 237, and "Understanding the Automatic Setting" on page 234.

Selecting HTML or Cascading Style Sheet Text Formatting

NetObjects Fusion provides two ways to generate the code that controls the format of the text in your site—HTML or cascading style sheets (CSS).

When you select HTML, NetObjects Fusion uses standard HTML tags in the code that controls text formatting. This results in consistent text display across browsers, from older 2.0 and 3.0 versions to the most recent versions of Microsoft Internet Explorer. Using this setting also ensures that you can update sites created with earlier versions of NetObjects Fusion.

Cascading style sheets provide a way for site designers to incorporate typographical elements—like line spacing and letter spacing—that are not supported by standard HTML in their sites. These styles are specified in .css files, which are attached to the site. When you select cascading style sheet text formatting, NetObjects Fusion

creates style.css and site.css files and links them to the HTML generated for the site.
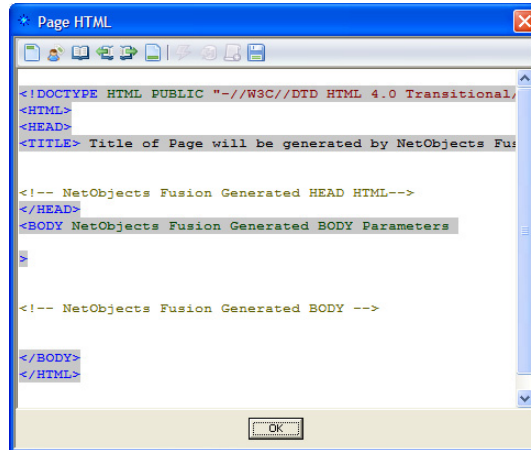
The CSS standard is still evolving. Cascading style sheets do not work with 2.x or 3.x browser versions. Even the 4.x and the 5.x versions of Microsoft Internet Explorer do not fully support all CSS features, and in some cases, support is inconsistent. If you choose cascading style sheets, be sure to test your site using all target browsers to make sure the site displays as you intended.

To switch the text format setting:

1. From the Tools menu, choose Options > Current Site.

2. On the General tab, in the Text formatting section, select HTML or Cascading Style Sheets (CSS).

3. Click OK.

Understanding the Automatic Setting

When you select Automatic in text formatting dialogs, the format attributes of a higher or parent style pass through to the lower or child style.

The order of the cascading styles is:

Browser
→ SiteStyle
→ Site
→ Page
→ Selected text
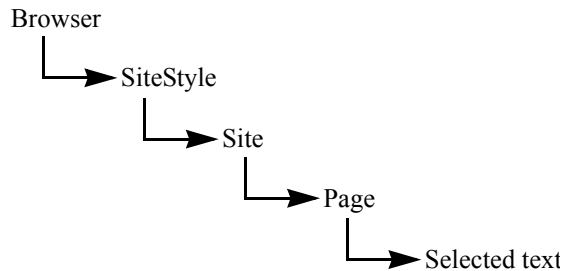
The SiteStyle is the parent of the Site, which is the parent of the Page. Thus, selecting Automatic for an attribute at the Page level lets the setting for that attribute pass from the Site to the Page. If the same attribute is set to Automatic in the Site as well, then the SiteStyle setting for that attribute flows to the Site and then, unimpeded, to the Page.

For example, if you set the font color to red at the SiteStyle level and set font color to Automatic on both the Site level and the Page level, text at the page level is automatically red when you type it. The red attribute flows all the way from SiteStyle to the text.

When you change a setting at a higher level, it changes the corresponding setting at the lower level if the setting at the lower level is Automatic. So, if the setting at the Page level is Automatic, and you change the font at the Site level, the font setting changes for the Page level, too. This feature provides you with a fast, powerful way to make formatting changes throughout your site by simply making the change once at the higher levels.

Of course, there may be times when you don't want the changes from the higher levels to be inherited by the lower levels. In that case you can edit the text style so Automatic is not selected for the particular format attribute. Editing a style at any level overrides the settings from the parent level. For example, if you select text and change its color to blue, that editing overrides a setting of red text from the SiteStyle level.

You can mix choices among the formatting attributes so some have the Automatic setting and others don't. For example, you could select the font to be inherited from a higher level (so you set it to Automatic), but manually select the color.

See "Working with Text Styles" on page 250 for more information about the flow of text styles and formats to text in your site.

Formatting Selected Text

With NetObjects Fusion you can reformat selected text using the Text Properties panel, the Text Format toolbar, or the CSS Panels to change the text font, size, color, and style, as well as the paragraph alignment and indent. You can format selected characters in text boxes or table cells. On a stacked page, you can format selected characters in formatted text fields, but in simple text fields, all characters have the same format. See Chapter 36, "Data Publishing."

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

    Solid selection handles appear around the text box.

2. To select:

    •   Specific characters, drag over those characters.

    •   A word, double-click the word.

        To select words quickly, you can set your options to automatically select the entire word. See "Setting Text Options" on page 30.

    •   A paragraph, triple-click in the paragraph.

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

    •   Multiple paragraphs, drag through them.

3. Using the Text Properties panel, make sure the Format tab is selected.
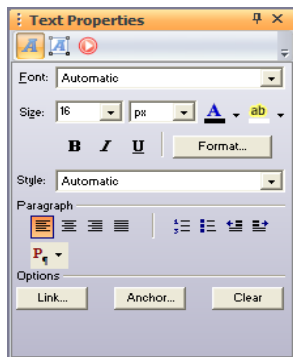
4. Select a font from the drop-down list on the Text Properties panel.

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

The relative settings (-2 to 4) set the font size relative to the site visitor's default browser settings.

You can choose the unit for specifying the font size from the drop-down list to the right of the size field. To change the unit throughout the site, you must edit the font size setting for the text format in Style view.

B *I* <u>U</u>

Font style buttons

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

7. To assign a color other than the SiteStyle color to the text, click the color sample and select a color from the Color Picker.

8. To highlight text, select the highlight tool to the right of the color sample, and select a color from the Color Picker.

Alignment buttons

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

Indent buttons

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

You can also assign list formats and text styles to selected text. See "Creating Bulleted and Numbered Lists" on page 257 and "Working with Text Styles" on page 250.

Formatting Paragraphs

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

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

Note: Some options in the Paragraph Settings dialog have no effect if text formatting is set to HTML. These options are marked CSS only in the following sections. If you apply these options, you see them in

Page view, but they disappear when you preview or publish the site. Be sure to test your site in all target browsers to ensure pages display as you intended.

Formatting Text in a Paragraph

1. Highlight the text you want to format.

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

   The Paragraph Settings dialog appears.

3. In the Paragraph Settings dialog, click the Character tab.
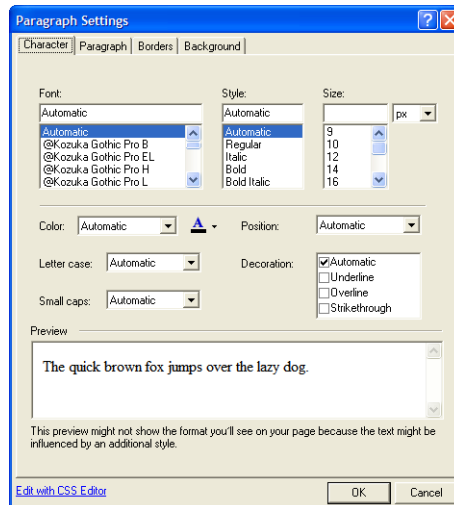
4. Set the text format options. If you choose Automatic, the settings for the parent style pass through to the paragraph. See "Understanding the Automatic Setting" on page 234.

   • *Font* applies the text font; the list of fonts is derived from the font map in the **\NetObjects\NetObjects Fusion 11.0\NetObjects System** folder.

   If the specified font for the formatted text is installed on the site visitor's system, HTML 4.x-compatible browsers display your text using this font. If the font is not installed, the browser checks a substitution table. If the specified substitution is not possible, the browser uses its default font. You can change the substitution table by editing the **fontmap.txt** file in the **\NetObjects\NetObjects Fusion 11.0\NetObjects System** folder.

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

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

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

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

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

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

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

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

- *Edit with CSS Editor* opens the CSS Editor window where you can type or paste cascading style sheet definitions for greater site-design flexibility. The style added in the CSS Editor can be applied by selecting it in the Style drop-down list on the Text Properties panel. See "Using the CSS Editor" on page 244.

Setting Paragraph Alignment, Spacing, and Margins

1. Highlight the paragraph you want to format.

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

3. In the Paragraph Settings dialog, click the Paragraph tab.
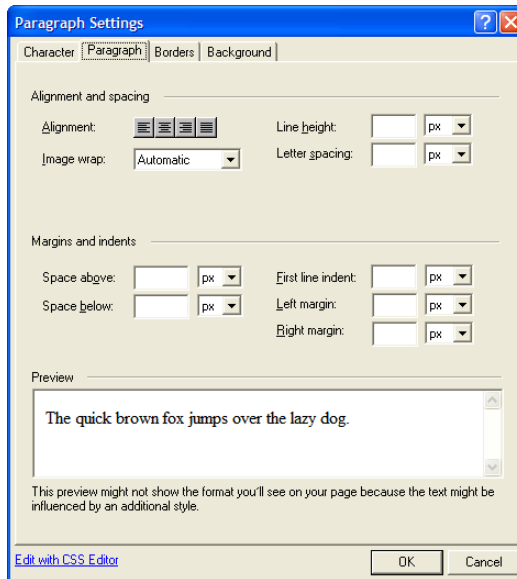
4. Set paragraph format options. If you choose Automatic, the settings for the parent style pass through to the paragraph. See "Understanding the Automatic Setting" on page 234.

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

- *Image wrap* (CSS only) sets how text can wrap around an image. You can choose left, right, or on both sides of the image. To apply wrap settings to a particular image, use the Picture Properties panel. This feature is most useful when creating text styles. See "Creating a Text Style" on page 253.

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

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

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

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

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

Setting Borders and Padding (CSS only)

Borders are lines around a paragraph. Padding is the amount of space between the border lines and the text. If no border is set, padding can mimic margins around text.
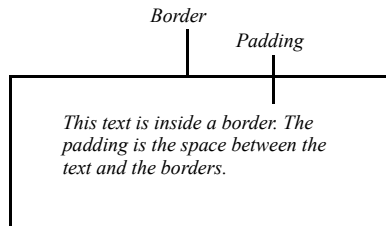
Note: Browsers can interpret your border and padding settings differently. Check the appearance of objects with borders and padding in different browsers to make sure the object appears as you intended.

1. Highlight the paragraph you want to format.

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

3. In the Paragraph Settings dialog, click the Borders tab.
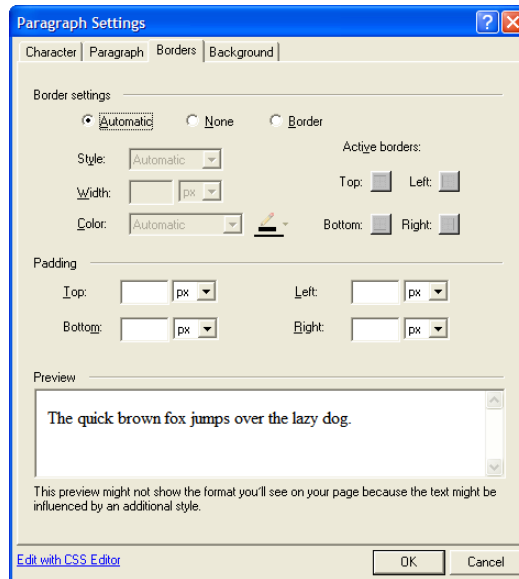
4. Select border settings. If you choose Automatic, the settings for the parent style pass through to the paragraph. See "Understanding the Automatic Setting" on page 234.

- *Automatic* applies the default border setting.

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

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

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

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

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

Setting Background Options (CSS only)

1. Highlight the paragraph you want to format.

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

3. In the Paragraph Settings dialog, click the Background tab.
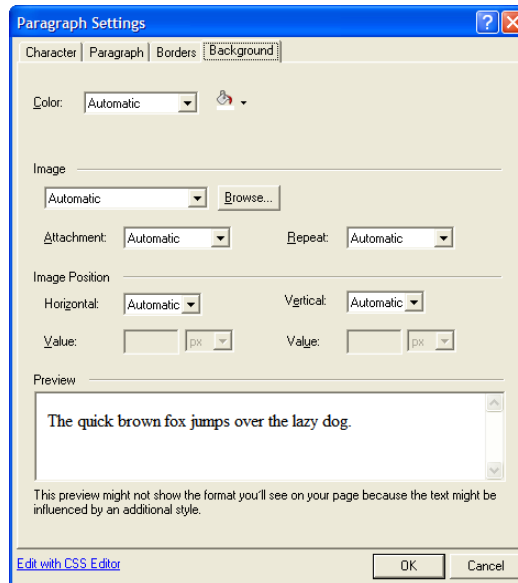
4. Set the background format options for the paragraph. If you choose Automatic, the settings for the parent style pass through to the paragraph. See "Understanding the Automatic Setting" on page 234.

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

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

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

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

  The horizontal and vertical settings do not work with many browsers. Do not use this feature unless you expect your site visitors to use Internet Explorer 5.0 or higher for Windows or Internet Explorer 4.5 or higher for

the Mac OS. Netscape Navigator 4.7 and earlier do not use this feature properly.

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

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

Using the CSS Editor

Using the CSS Editor, you can assign CSS class definitions to your site for greater design flexibility. Launched from the object or paragraph setting dialog, the CSS Editor is a blank window that allows you to type or paste your own custom definitions.

1. Click Edit with CSS Editor from the Paragraph Settings dialog.

Enter CSS definitions
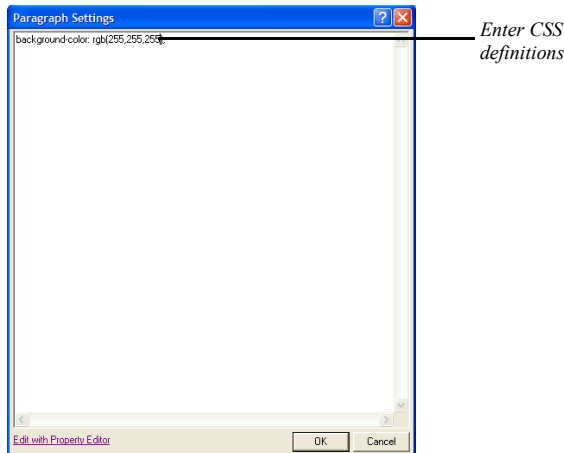
2. Type or paste CSS definitions in the text area.

3. Click OK to close the Paragraph Settings dialog.

Note: NetObjects Fusion does not verify the validity or the syntax of the CSS definitions typed in this dialog. For assistance such as code hinting and syntax checking, use the CSS Code Editor. See "Using the CSS - Code Editor" on page 279. To find out more about CSS, see "CSS Basics" on page 462.

Using the Text Format Toolbar

NetObjects Fusion 11 offers the new Text Format toolbar for complex yet easy to apply text formatting options similar to those in word processing applications.

The Text Format toolbar displays the most commonly used text formatting options. You will find it more convenient to use the text formatting commands from the toolbar, if you want to have more free space on your workspace. You can close or hide the existing panels and use the Text Format toolbar for formatting selected text. The text formatting toolbar works in conjunction with the Text Properties panel and the CSS Panels.

The controls from the Text Format toolbar become active when text is selected:

You will find the following text formatting options on the Text Format toolbar:

- *Font*. Font is a simple but important factor in any page. The font selection (the style of the text itself) can influence the way others view documents, either on the screen or in print. For example, Arial font looks better on screen, while Times New Roman is clearer in print. To apply a font type to text, select desired text with your cursor, and choose a font type from the font drop down menu.
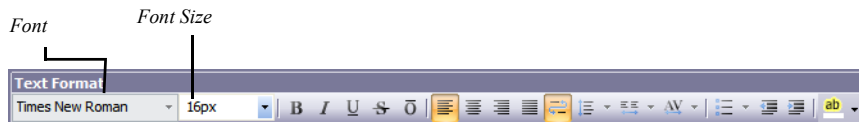
- *Font Size.* You may encounter times in which you need to display some text larger or smaller than other text. Selecting desired text with the cursor and choosing a font size from the drop down menu changes the size of text.

- *Bold.* When applied, the text becomes bold.

- *Italics*. When applied, the text becomes italicized.

- *Underline.* Underlines the text.

- *Strike-through.* A line is created through the text.

- *Over-line.* Places a line over the text
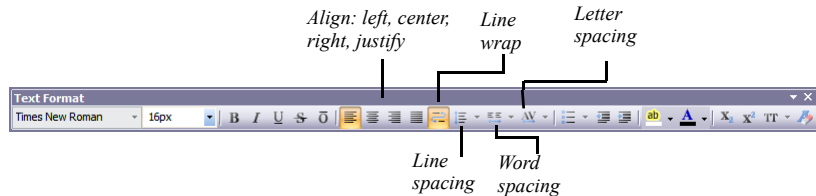
- *Align Left.* Aligns the selection to the left of the text area.

- *Center.* Aligns the selection to the center of the text area.

- *Align Right.* Aligns the selection to the right of the text area.

- *Justify.* Aligns the selection to both the left and right margins of the text area.

- *Line wrap.* Toggles white-space: nowrap. Selected by default.

- *Line Spacing.* Adjust the line spacing (single-spaced, double-spaced, etc.).

- *Word Spacing.* Increases or decreases the space between words.

- *Letter Spacing.* Increases or decreases the space between characters.
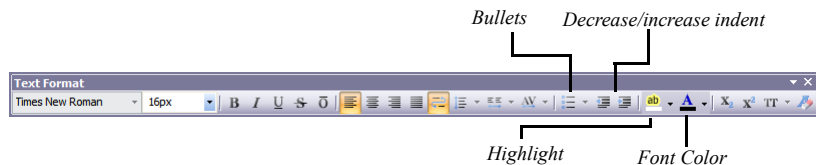
- *Bullets.* Creates an unordered, bulleted list.

- *Decrease Indent.* Decreases the indentation of the current selection (to the left).

- *Increase Indent.* Increases the indentation of the current selection (to the right).

- *Highlight.* Highlight the current selection; default color is yellow.

• *Font Color.* Change the font color; the default/automatic color is black.

Subscripts *Superscript*

Case *Reset*

• *Subscript.* Sets subscript position to text.

• *Superscript.* Sets superscript position to text.

• *Case.* Set the case of the text: Upper Case, Lower Case, Capitalize and SmallCaps.

Formatting Text Objects within Paragraphs

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

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

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

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

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

Working with Text Styles

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

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

Applying a Text Style to a Paragraph

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

2. In the Paragraph section of the Text Properties panel, select a text style by clicking the Text Style icon. The text changes to the new style.
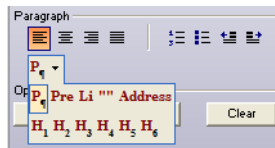
For example, if the original text is the Normal(P) style, and you select the Heading 1 (H1) style for the text, the entire paragraph changes to the H1 style.

Applying a Style to a Text Span

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

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

To create a span:

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

2. Click the Span tool on the Standard toolbar.

The New Span dialog appears.

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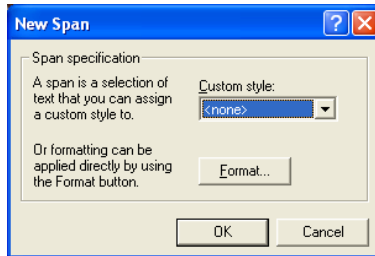
3. Select a custom style from the drop-down list, or click the Format button and apply formatting to the selected text.

4. Click OK.

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

Using Custom Styles

You can create custom styles to augment HTML tag styles. HTML tag styles, such as Heading 1 <H1> or Normal (P), are fundamental design characteristics of HTML. You can see examples of tag styles on the Text tab in Style view. Custom style elements are combined with HTML tag styles to produce a wide range of formats that you can apply to different pages or the entire site. See "Creating a Text Style" on page 253 to create a custom style.

For example, suppose the original H1 head is bold and large. You want to create a series of custom H1 styles. On one set of pages you want the H1 heads to look like a shout, so you create a custom style to set the text to all capitals and italic and you call this custom style Shout. On the other pages you might want the H1 heads to look like a whisper, so you create a custom style that sets the text to be lowercase and condensed. Since you don't want the text to inherit the bold and large size from the original H1 setting, you do not select Automatic. You name this custom style Shhh.

When you apply the custom style to the text with the original H1 head, the only text attributes affected are those specified in the custom style. So, if the original H1 head is bold and large, the result of applying the custom style Shout to selected text looks like this:

THE H1 HEADS WOULD LOOK LIKE THIS

The text is bold and large (from the original <H1> head) and also all capitals and italic (from the custom style). The bold and large attributes pass through to the <H1> Shout style because the custom style did not affect those attributes.

Applying the Shhh custom style, however, looks like this:

The H1 heads would look like this

In this case, the<H1> text in the Shhh style does not include the bold and large font size because you changed those attributes instead of using the Automatic settings. If the settings for bold and large remained Automatic, the Shhh style would include the bold and large font.

When you apply custom styles, the name of the custom style is appended to the original HTML tag style with a period to differentiate the original HTML tag style from the new custom style. So, the two <H1> custom styles become <H1.Shout> and <H1.Shhh>. When NetObjects Fusion generates the HTML, the styles are represented as <H1 class="Shout"> and <H1 class="Shhh">.

Setting a Style's Scope

When creating styles, you can limit the range of a style's effects by setting the scope of the style. The scope of a style determines where the style's effects are available and applied. The scope options are:

- *SiteStyle*. The style is available whenever the SiteStyle is applied.

- *Site*. The style is available throughout the current site.

- *Page*. The style is available only on a specific page of the current site.

You set the scope of a style when you create it.

Creating a Text Style

1. In Page view, from the Text menu, choose Manage Styles.

The Manage Styles dialog appears.
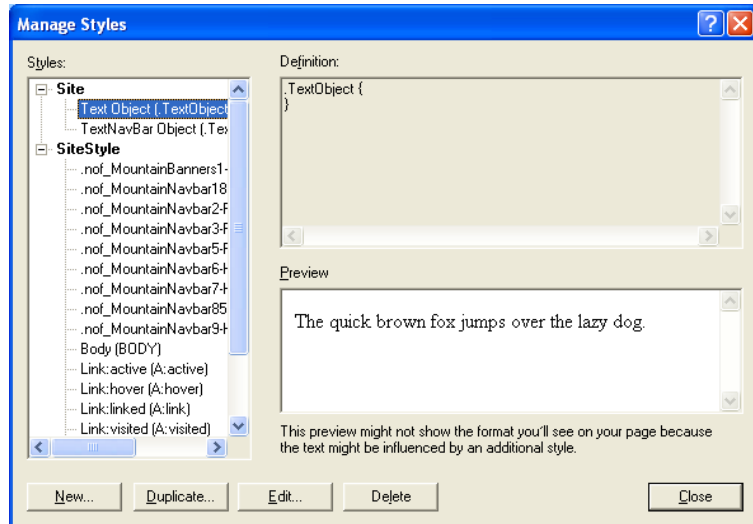
The pane on the left lists the currently defined HTML tag styles.

The list of styles can include styles that are specific to the current page, the entire site, or part of the SiteStyle.

You can also create custom styles for the navigation bar, a text object, lists, and so on, for the styles listed in the pane on the left.

2. To create a new style, click New or Duplicate.

The New Text Style dialog appears.
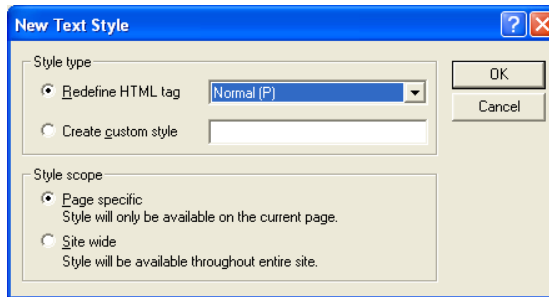
The Duplicate Text Style dialog box is similar. Duplicating a style is a quick way to give it a different scope. For example, you can duplicate the H1 style to the H2, H3, and H4 headings and then edit them individually.

3. In the Style type section, select:

- *Redefine HTML tag* and choose a tag to edit from the drop-down list.

- *Create custom style* and type a name for the style in the field.

  A period is added to the custom style's name, such as *.customstylename*. In the generated code, the custom style is then referred to as *class=customstylename*.

4. Select a style scope for the new style.

- *Page specific.* If you select this option the new style is only available for the current page. If you are redefining an existing tag, the original definition is still in force for the rest of the site. If you create a new style, it is not available on any other page of the site.

- *Site wide.* If you select this option the new style is available throughout the current site. If you are redefining an existing tag, all instances of this tag change throughout the site. For example, if you change the H1 font color to red and select Site wide, all text in the site with that style applied becomes red.

5. Click OK.

The Text Format dialog appears. You can now set the attributes for each feature of the style. See "Formatting Paragraphs" on page 237 and "Formatting a List" on page 259 for details.

Creating a Custom Text Attribute (CSS only)

When you create a text style, the Text Style dialog includes a Custom tab where you can define custom text attributes. You should only create custom text attributes if you know HTML and cascading style sheet coding and understand the implications of cascading style sheet features.

For example, if you enter the name **cursor** and the value **wait**, the pointer in Microsoft Internet Explorer 5.0 can appear as an hourglass. If you assign this new custom style to the Text Object, the pointer displays as an hourglass when it is over a text object on your site's pages. Similarly, you can use custom attributes to take advantage of cascading style sheet attributes not supported directly, such as the pointer.

To create a custom attribute:

1. Follow the steps in "Creating a Text Style" on page 253 to create a new text style.

2. In the Text Format dialog, click the Custom tab.

3. Click the New button.
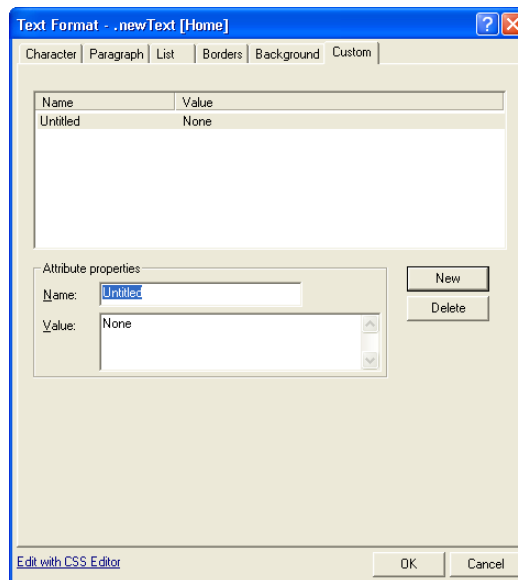
4. Enter the style name for the new attribute and then enter its value.

To edit an existing custom attribute, select it in the list on the Custom tab. Its name and values appear in the Attribute properties boxes on the Custom tab. Make your changes in those boxes.

5. Click OK.

Custom attributes do not display in Page view but do appear in the browser if it supports cascading style sheet features.

Modifying a Text Style

1. In Page view, from the Text menu, choose Manage Styles.

    The Manage Styles dialog appears.

2. Select the style you want to modify, then click Edit.

    The Text Format dialog appears.

3. To change the style, see "Formatting Text" on page 233.

4. When you finish, click OK in the Text Format dialog.

5. In the Text Styles dialog, click Close.

    NetObjects Fusion updates any paragraph to which you applied the style.

Deleting a Text Style

1. In Page view, from the Text menu, choose Manage Styles.

    The Manage Styles dialog appears.

2. Select the style you want to delete, then click Delete.

    You cannot delete a style defined with multiple scopes. You must delete each one separately.

3. Click OK to confirm deletion and click Close.

Creating Bulleted and Numbered Lists

To create a simple numbered or bulleted list:

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

List type buttons

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

When you click a list type button, NetObjects Fusion applies the default Ordered or Unordered List style. To change the style, see "Formatting a List" on page 259.

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

To remove the list style from the selected list level, click the List tab on the Properties panel and click Remove List.
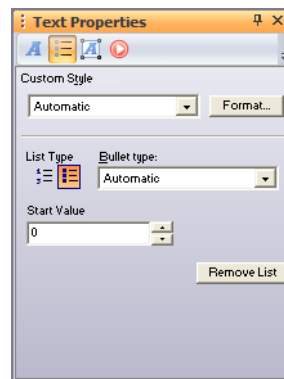
To create a multi-level numbered or bulleted list:

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

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

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

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

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

Formatting a List

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

2. Click the List tab on the Text Properties panel.
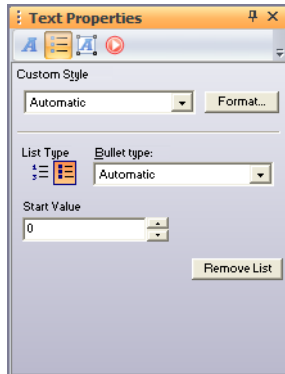
3. Click the Format button.

The List Settings dialog appears.
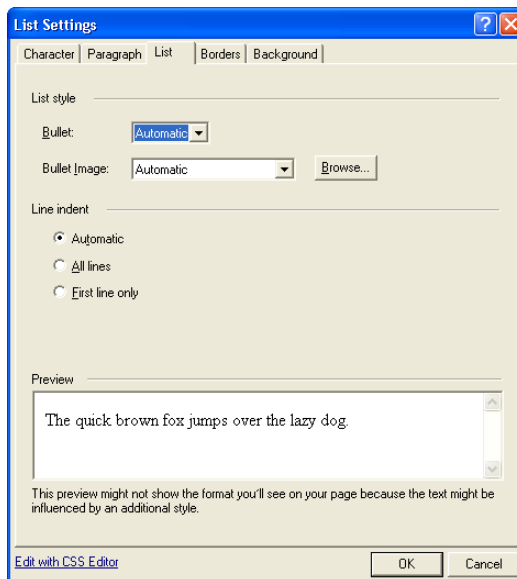
4. Set the List style. If you choose Automatic, the settings for the parent style pass through to the list. See "Understanding the Automatic Setting" on page 234.

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

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

5. Set the Line indent (CSS only).

- *Automatic* applies the indenting of the object that contains the list whenever the list text wraps to a second line. The amount of the indent is preset. See "Understanding the Automatic Setting" on page 234.

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

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

6. Click OK.

Setting the List Start Value

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

To set a new start value:

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

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

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

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

Setting the List Bullet or Numbering Type

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

To set a new bullet or numbering type:

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

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

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

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

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

Inserting Symbols

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

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

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

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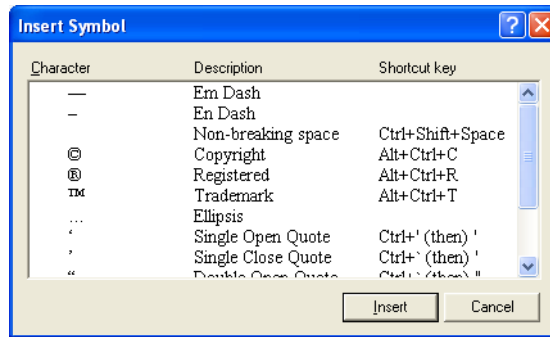
4. In the Insert Symbol dialog, select a symbol and click Insert.

The symbol appears in the text.

You cannot edit the list of symbols.

Adding Text to a Shape or Picture

When you add text to a shape or picture, the text becomes part of a new image file when you publish the page. Because the text is part of the image, the site visitor's browser displays the correct font, even if the font is not installed in the visitor's browser.

If you add text to a picture file, when you publish the site, NetObjects Fusion generates a new picture file listed in Publish view as an auto-generated image. Your original file is unchanged in Assets view and not included among the site's published assets. If you remove the text from the picture, the image remains listed as an auto-generated image.

To add text to a shape or picture:

1. In Page view, select the shape or picture to which you want to add text.

The corresponding properties panel appears. If you are working with a picture, click the Text on Image tab.
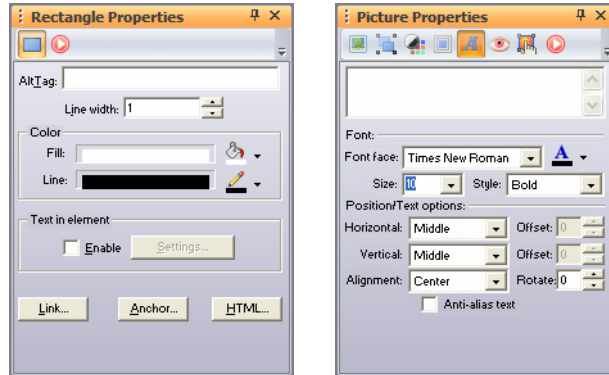
2. Type the text you want to add. Press Enter to start a new line.

   If you do not insert line breaks, the text does not wrap and may not be seen if it is wider than the element.

3. In the Font area:

   • Select a font, style, and size.

   • Click the Color box and select a color in the Color Picker.

4. In the Position/Text area:

   • Select Horizontal position and Vertical position for the text.

     The Horizontal position and Vertical position settings position the text within the object frame.

     Type in the offset field to position the text from the margins by pixels. You cannot offset text that is positioned in the middle of an image.

   • Select Alignment position for the text.

     The alignment left-aligns, centers, or right-aligns two or more lines of text. It has no effect on single lines of text.

Type in the Rotate field to change the text orientation by degrees.
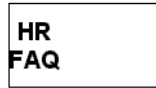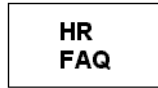
On the left, Relative alignment is set to Left, Horizontal position and Vertical position are set to Center. On the right, Relative alignment is set to Center, Horizontal position to Left, and Vertical position to Center

To specify multiple lines of text in a SiteStyle banner or button, use the Custom Names dialog as described in "Using Custom Button and Banner Names and File Extensions" on page 65.

5. Preview the image in Page view.

You can select the Anti-Alias.option to smooth fonts and remove the jagged edges from a text selection. Turning off this option produces a hard-edged transition between pixels, and therefore the appearance of jagged edges is heightened.

Creating and Editing Fields

Fields contain variable text that is subject to change, such as the date and time the site was created or last modified, the site name and author, and so on. NetObjects Fusion includes several fields you can use or you can define your own.

Inserting an Existing Field

1. In Page view, double-click the text box and position the insertion point where you want to insert the field.

2. From the Text menu, choose Insert Field.

The Insert Field dialog appears.
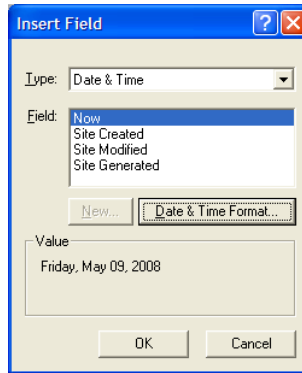
3. Select the type of field you want to insert from the Type drop-down list.

   If you select Date & Time, click Date & Time Format, select a format from the list in the Date & Time Format dialog, and click OK.

   Note: Once you publish the site, the date on the final HTML page does not change automatically. It only changes if you modify the site in NetObjects Fusion and publish again. This is true of all variables.

   If you select Site & General and choose Author, you must type the author's name on the META tags tab of the Page Properties panel. See "Setting META Tag Properties" on page 55.

4. Select the specific field to insert from the Field list.

5. Click OK in the Insert Field dialog.

Creating a User-Defined Variable

A user-defined variable is text or a phrase that is subject to change. For example, if you need to refer to quarterly sales figures, you can create a user-defined variable and insert the number as a field. As the figure changes each quarter, you can edit the field as described in "Editing a Variable" on page 1058, and NetObjects Fusion automatically updates the name wherever it appears in your site. You can only create plain text variables. You cannot reference internal NetObjects Fusion fields, such as page names, asset names, or object properties.

1. In Page view, double-click the text box where you want to insert a user-defined variable.

2. From the Text menu, choose Insert Field.

   The Insert Field dialog appears.

3. Select User-Defined Variable from the Type drop-down list.

4. Click New.

   The New Variable dialog appears.
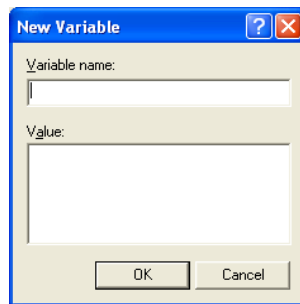
5. Type a name and value for the field and click OK.

   The field appears highlighted in the Field list of the Insert Field dialog.

6. Click OK.

Note: See "Changing General Settings" on page 72 to enable variable substitutions.

Using the CSS Panels

One of the major benefits of NetObjects Fusion 11 is the options for formatting Web content. Whether you are a small business owner creating your web presence and prefer using the Text Format Toolbar, or an experienced Web designer that prefers working with CSS, you will find NetObjects Fusion has just what you need, no matter what your skill level may be.

The CSS panels from Page View allow you to view and modify inline CSS properties of the currently selected object.

The three CSS panels within NetObjects Fusion 11 allow you to edit CSS properties in three different modes, each involving an increased level of expertise to allow you learn and grow. The three CSS panels from within NetObjects Fusion 11 are:

•   CSS - Common, which allows CSS formatting in an environment similar to the Text Properties panel. See "Formatting Text Using the CSS - Common Panel" on page 268.

•   CSS - Property Sheet, which allows you to select from the CSS 2.1 property options available and assign values for the selected object in Page View. See "Working Directly with CSS Properties" on page 275.

•   CSS - Code Editor, which allows you to work directly with the content of the CSS rules applied for the currently selected objects. See "Using the CSS - Code Editor" on page 279.

The CSS panels become active only when an object is selected in Page View.

The CSS panels are by default grouped together. However, you can detach panels from the group, if you prefer working with each individually. The CSS panels may be docked at one side of the workspace as a group or separate. To find out more on how to dock or float the CSS Panels within the workspace, see See "Working with Panels" on page 1129.

You can also resize the panels by dragging their borders, so that the panel meets your preference.

To open any of the CSS panels:

1. In Page View, from the View menu, select More Panels. The list of available panels will appear.

2. Select the CSS panel you want to be visible.

You can also show and hide the CSS Panels by clicking on the CSS button on the Panel Launcher, in Page View. See "Setting Up the Page Design View Display" on page 103.

Formatting Text Using the CSS Panels

By default, NetObjects Fusion uses Cascading Style Sheets (CSS) to format text. The styles that are applied by using either the Text Properties panel or the Text Format toolbar create inline CSS rules embedded in the text object's HTML definition. Using CSS, offers the ability to make updates to objects at the page or site level with a simple change of the assigned property, creating a ripple effect of updates to those objects containing the assigned property.

A new way of formatting text in NetObjects Fusion 11 is by using any of the three CSS panels: CSS Common, CSS Style Sheet and CSS Code.

Formatting Text Using the CSS - Common Panel

NetObjects Fusion 11 introduces the CSS - Common panel, which is a user-friendly and easy to work with inspector for editing properties of the selected object in Page View. It is a visual environment in which you can set CSS properties for the currently selected item, by using common controls like buttons, drop-down lists and color palettes.
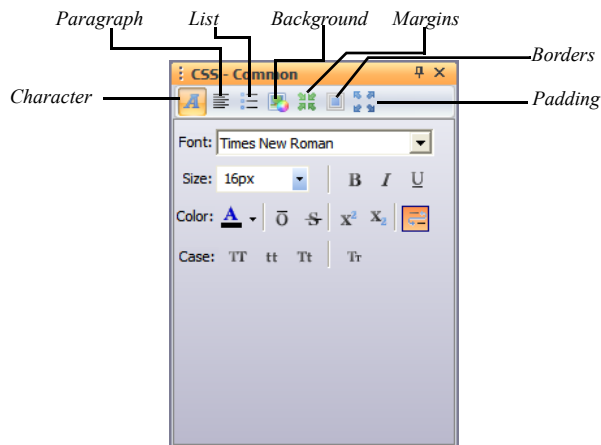
The CSS - Common panel contains seven main button selections related to the following CSS properties: Character, Paragraph, List, Background, Margins, Borders, and Padding. To display each section, click its corresponding button.

To better clarify working with the CSS - Common panels, consider the text object in Page View.

To format the properties of a selected object in Page View using the CSS - Common panel:

1. Add a object on the page. In this case, select a text object.
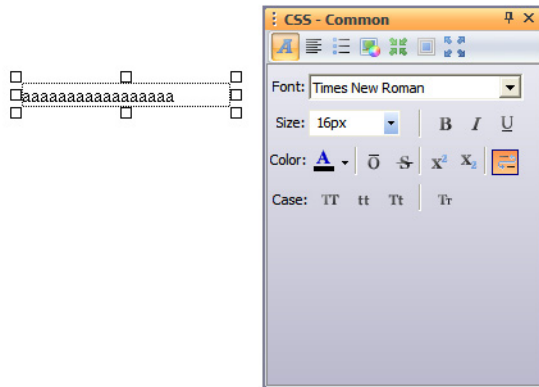
2. Use the properties in the CSS - Common panel's sections to edit the properties of the selected object.
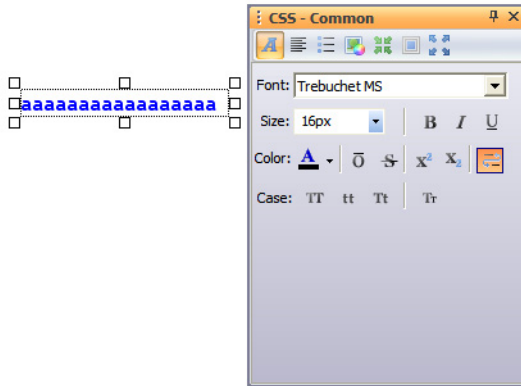
In the **Character** section, you can edit the following text-related properties:

- *Font*. Sets the font family.

- *Size*. Sets the size of a font.

- *Color*. Sets the color of the font

- *Font Weight*. Sets the weight of the font: normal or bold.

- *Font Style*. Sets the style of the font: normal or italic.

- *Over-line Decoration*. Adds overline decoration to text.

- *Strike-through Decoration*. Adds strike-through decoration to text

- *Subscript*. Sets subscript position to text.

- *Superscript*. Sets superscript position to text.

- *No-wrap*. Sets the white-space property for the current selected text.

- *Case*. Set the case of the text: Upper Case, Lower Case, Capitalize and SmallCaps.

The **Paragraph** section contains controls for editing paragraph properties
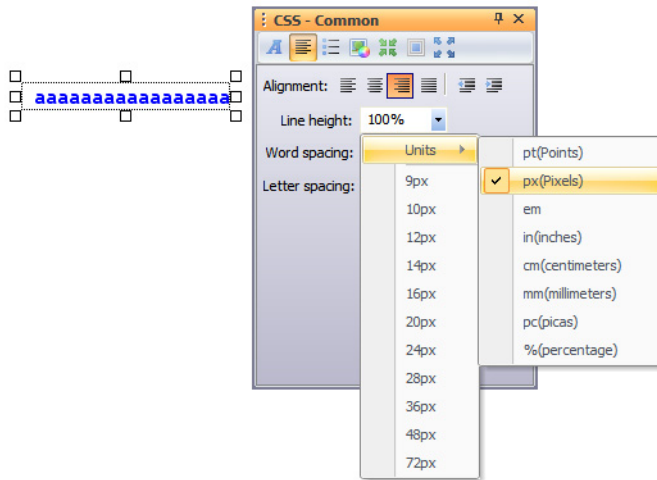
- *Alignment*. Aligns the text in an element: left, right, center, or justify. Only one option may be active at a time.

- *Indent.* Indents the first line of text in an element.

- *Line Height.* Sets the height of the line. Select the value from the drop-down list, after you have set the unit first.

- *Word Spacing*. Increase or decrease the space between words.

- *Letter Spacing.* Increase or decrease the space between characters.

The **List** Panel contains buttons for editing list properties:

- *Indent wrapped lines*. Check this option to indent wrapped lines.

- *Bullet.* Set a bullet type from the drop-down list, or set an image to be used as bullet in the list.
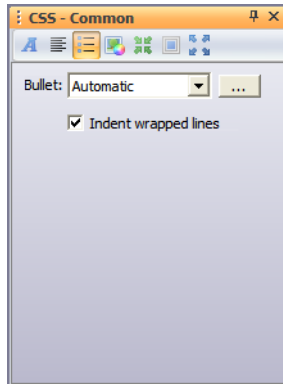
The **Background** section defines the background properties of an object.
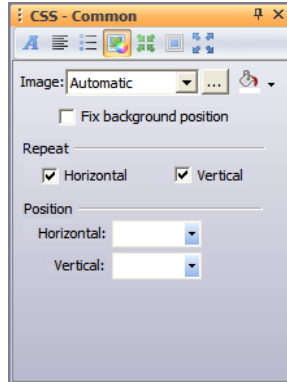
It contains controls for editing background properties:

- *Background image*. Sets an image as the background.

- *Background color.* Applies a background color to an object.

- *Fix background position*. Sets whether a background image is fixed or scrolls with the page.

- *Repeat.* Sets if and how a background image will be repeated: horizontal or vertical.

- *Position.* Sets the starting position of a background image.

The **Padding** section contains controls for editing padding properties.
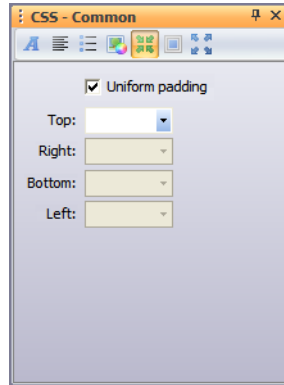
The CSS padding properties define the space between the element border and the element content. The left, right, top, and bottom padding can be changed independently using separate properties.

- *Uniform padding.* Sets uniform padding values.

When this option is checked, the controls for the top padding are enabled and the values for the top padding will be applied to the left, right, and bottom padding, also.

- *Top.* Sets the top padding of an element.

- *Right.* Sets the right padding of an element.

- *Bottom.* Sets the bottom padding of an element.

- *Left.* Sets the left padding of an element.

The **Borders** section contains controls for editing border properties.
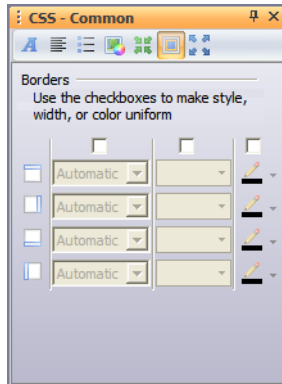
The CSS border properties allow you to specify the style, width and color of an element's border. Using the CSS border properties, you can create borders having color, width, and style effects that can be applied to any element.

There are four buttons for controlling the four borders:

- *Top*. Sets the properties for the top border.
- *Left*. Sets the properties for the left border.
- *Right*. Sets the properties for the right border.
- *Bottom*. Sets the properties for the bottom border.

When a border is enabled, related controls for style, width and color are enabled as well:

- *Style.* Sets the style for the selected border.

To do that, select a style from the drop-down list. The available styles are: Automatic, None, Dotted, Dashed, Solid, Double, Groove, Ridge, Inset, and Outset.

- *Width*. Sets the width of the selected border.

To do that, select a value from the drop-down list, after you have selected the unit first.

- *Color*. Sets the color for the selected border.

To do that, select a color from the Color panel that appears on clicking the arrow button.

The **Margins** section defines the space around elements.
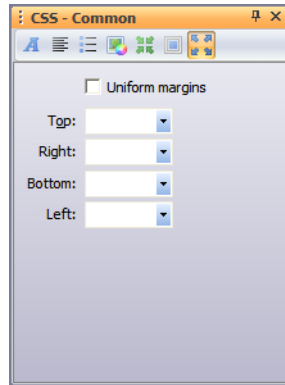
It contains controls for editing margins properties.

- *Uniform margins*. Sets uniform margins. When this option is checked, the controls for top margin are enabled, and values for the top will be applied to the left, right, and bottom margins, too.

- *Top*. Sets the top margin of an element.

- *Right*. Sets the right margin of an element.

- *Bottom*. Sets the bottom margin of an element.

- *Left*. Sets the left margin of an element.

Working Directly with CSS Properties

The CSS - Property Sheet panel is a CSS editing panel, containing a property grid with CSS properties and values.

The CSS - Property Sheet contains additional CSS properties to the most commonly used properties found on the CSS Common panel.

To assign a value to an element, choose a CSS property from the Properties column on the left and set the value for that property on the Values column, on the right.

The CSS - Property Sheet panel contains three options to help organize and work with the properties you need, when you need them. Select from the following options:

- *Categorized*, where the grid contains a categorized list of all the CSS properties available.

- *Alphabetic*, which contains a list of all the available properties in alphabetical order.

- *Only-defined*, which displays the CSS properties that have already been assigned to an object or element in your project.

Categorized CSS - Property Sheet

The Categorized section on the CSS - Property Sheet displays the list of CSS categories ordered alphabetically. Each category contain properties on the left and values on the right.
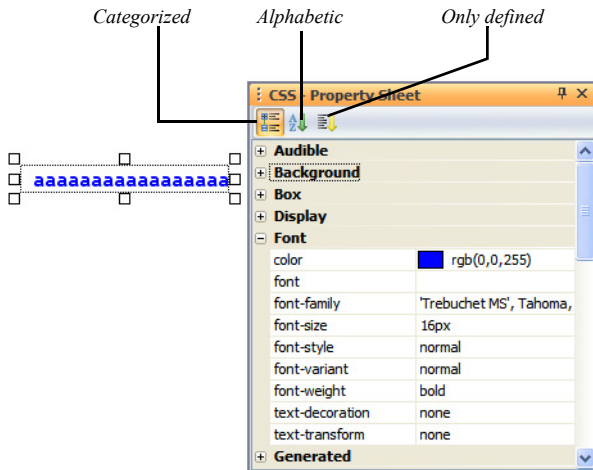
To set new values to properties:

1. Expand a category on the left by clicking the corresponding '+' sign.

2. On the Properties column, select a property from the expanded category. When applying a value to a property, you will have the option to type the value or select a value from the options in the drop-down list, if available.

Categories

Select the Font Style value

Properties
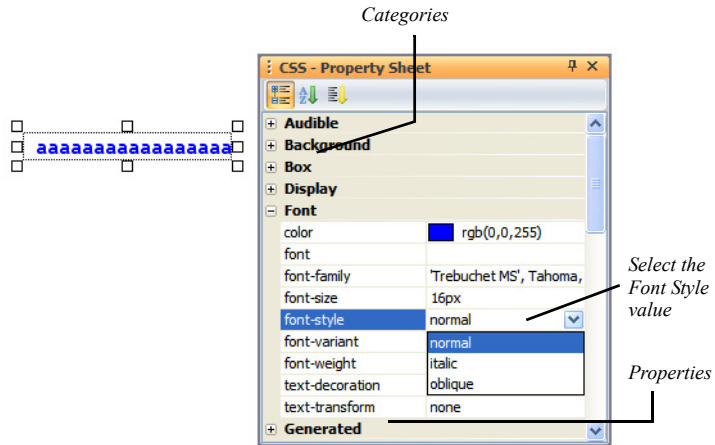
3. Type or select the corresponding value if a drop-down list available.

To remove CSS values:

1. Select the CSS property on the left column.

2. Delete the corresponding value from the right column.

3. Press Enter.

Alphabetized CSS - Property Sheet

The **Alphabetic** section displays all CSS properties arranged alphabetically. You can perform the same actions of setting new values to CSS properties, as in the Categorized section.

For example, to set the Font Style, select font-style on the Properties column and select a value from the drop-down list on the Values column.

Select the Font Style value from the drop-down

Values column

Properties column
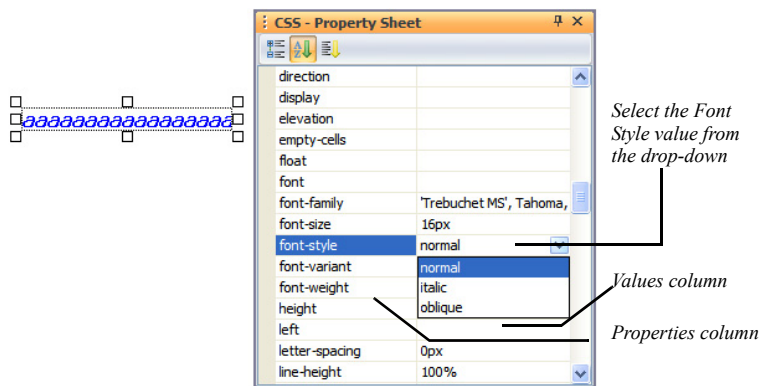
Only Defined CSS - Property Sheet

The Only Defined section filters and displays only the CSS properties that contain values for elements you have already defined.

Click and select a CSS property
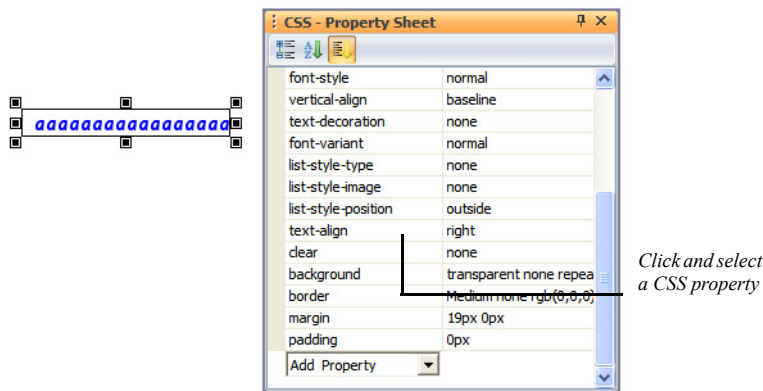
In this section, you will also have the opportunity to add additional CSS properties. You will find all the available CSS Properties in the Add Property drop-down box. To set a new value to a CSS property from the list:

1. Select the CSS Property from the Add Property drop down box. The property name will appear on the Properties column.

2. Select or type the new value in the right column.

Using the CSS - Code Editor

The CSS - Code Editor panel is a CSS code editor, which allows direct editing of the CSS rules currently applied to an object.

The CSS - Code Editor panel may be resized to display the entire CSS syntax.

The CSS - Code Editor's toolbar contains two buttons:

- *Line Numbers*, which displays line numbers for each line of code.

- *Save* which will save the current content of the CSS - Code Editor panel.

Show line numbers   Save
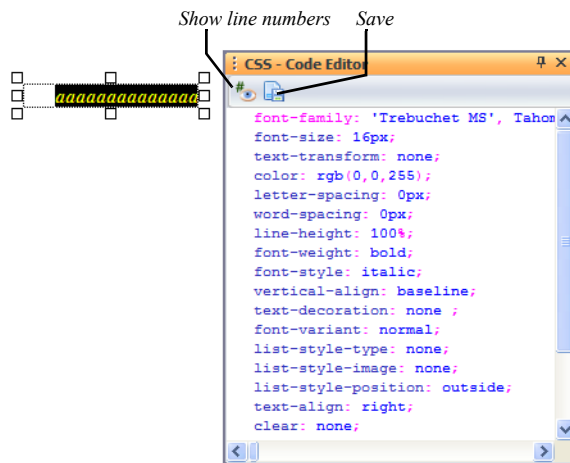
To display line numbers for each line of code, click the Line Numbers button. Line numbers will then be visible.

Line numbers displayed
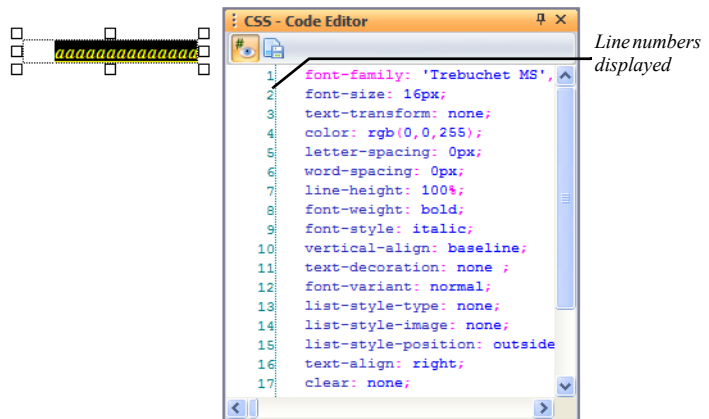
The CSS - Code Editor panel includes a context menu that appears on right-click inside the content of this panel.

The context menu offers the same functional and configuration options as the context menu from the CSS - Code View. See "Using the CSS Code Context Menu" on page 489 in the "Working with CSS and SiteStyles" chapter.

Checking Spelling

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

If smart spell check is turned on, once NetObjects Fusion checks spelling in a text block, it does not check the same text again unless you modify the text or turn off smart spell check. See "Setting Text Options" on page 30.

1. Go to Site view or Page view.

2. From the Tools menu, choose Spell Check.

3. Select:

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

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

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

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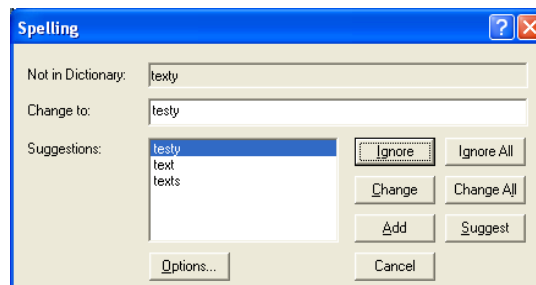
4. Click:

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

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

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

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

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

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

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

- *Cancel* to cancel the spelling check.

Finding Text

1. Go to Site view or Page view.

2. From the Edit menu, choose Find.

   The Find and Replace dialog appears.
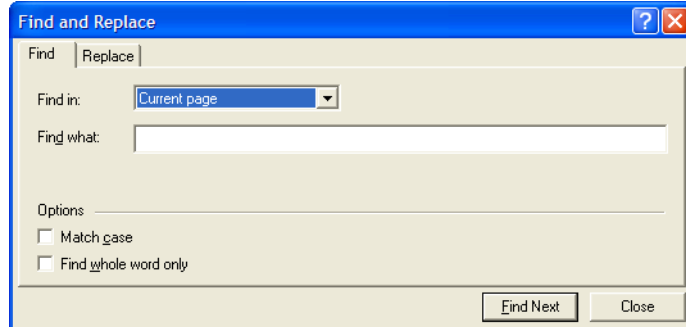
3. In the Find in field, select a scope for the search.

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

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

   - *Selected pages* to search text on the pages selected in Site view.

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

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

5. Select options to narrow the search.

6. Click Find Next.

    NetObjects Fusion searches for the text.

Replacing Text

1. Go to Site view or Page view.

2. From the Edit menu, choose Replace.

    The Find and Replace dialog appears.

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

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

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

    •   *Selected pages* to search text on the pages selected in Site view.

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

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

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

6. Select options to narrow the search.

7. Click Find Next.

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

Counting Words, Lines, Paragraphs, and Characters

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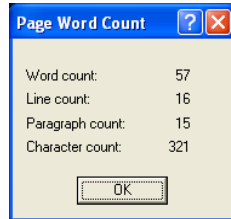
If the text box includes embedded objects, the line count is incremented for each embedded object.

Placing Pictures

You can enhance your pages by placing pictures in the Layout area and MasterBorder. This chapter tells how to add pictures and modify their size and appearance.

This chapter describes:

- Choosing an image format

- Setting up the Image Gallery

- Image Handling

- Adding a picture

- Using the Image Inspector

- Using the Picture Properties panel

- Optimizing images for the Web

- Resizing and Rotating images

- Adjusting an images color

- Adding image borders

- Adding text to a picture

- Removing red eye

- Editing image hotspots

Choosing an Image Format

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

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

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

- Portable Network Graphics (**.png**) supports any color-depth image.

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

Setting up the Image Gallery

To help you organize the images and the image folders that you want to use in your Web site project, NetObjects Fusion 11 includes an optional Images Gallery panel. The Images Gallery panel offers you the possibility of reaching the most used images, displaying a list of thumbnails fed by a source folder that you have previously set. The designer will be able to locate the image without leaving Page Design, select the image and then drag it from the Image Gallery and drop it on the page. All you need to do is to set up the folders that contain the images that you want to include in your Web site pages.

About the Images Gallery Panel

The Image Gallery panel can be docked, auto-hidden, resized or grouped with other panels. See "Working with Panels" on page 1129.

By default, the Folders drop-down list displays the Image Assets folder.
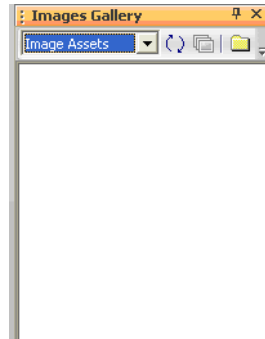
You can set the location for as many folders as you like. All the folders you set will be easily accessible from the Folders drop-down list.

Setting up a New Folder's Location

To set up a new folder's location for the Images Gallery:

1. Select the Manage Galleries… option from the Images Gallery drop-down list.
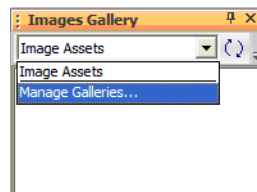
The Images Galleries dialog appears.
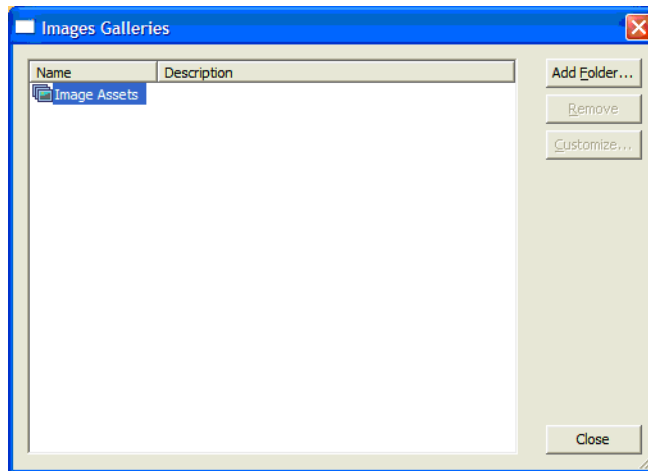
2. Click the Add Folder button.

The Browse for Folder dialog appears.
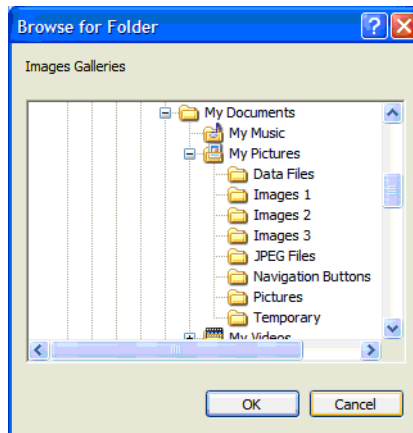
3. Select the folder you want to access in the Image Gallery panel.

4. Click the OK button.
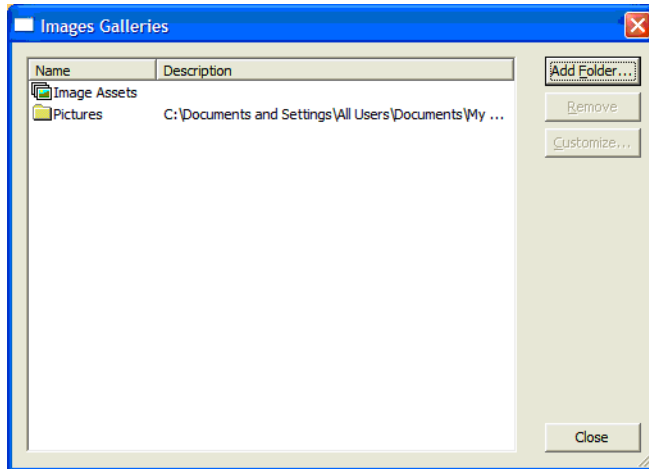
The Images Galleries dialog displays the name of the folder that you have set and the folder's local path.

5. Click the Close button or repeat steps 2 through 4 to add more folders to the Images Galleries.

The Images Gallery Panel displays the images from the selected folder.
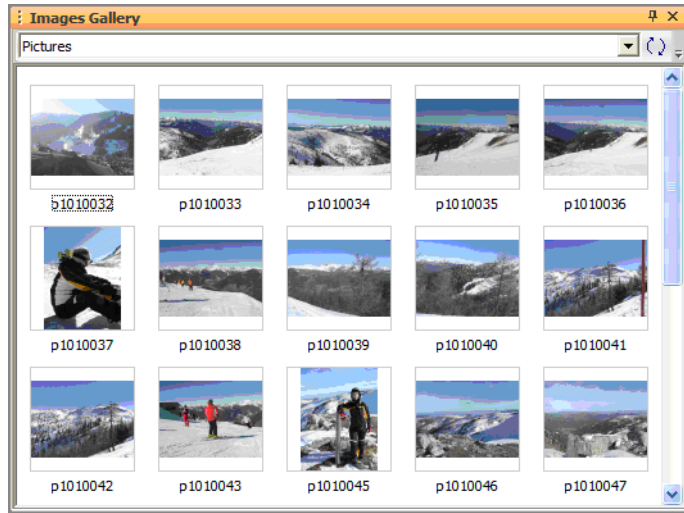
6. Click the Refresh button to refresh the content of the selected folder.

 Refresh button

7. To display images from another folder, click the drop-down button and select a new folder from the drop-down list.

 Drop-down button

A list with all the thumbnails of the images of the selected folder will be automatically displayed in the Preview area of the Images Gallery panel.

Warning: If you change the location of any folder that you have already set up to access from the Image Gallery, you cannot preview nor access the images unless you redefine the new location of that folder.

Deleting a Folder's Location from the Images Gallery

To delete a folder from the Folders drop-down list:

1. Display the Images Gallery Panel.

2. From the Folders drop-down list, select the Manage Galleries option.

   The Images Galleries dialog appears.

3. Highlight the folder you wish to delete.

4. Click the Remove button.

Note: The Image Assets folder cannot be deleted.

Changing the Folder's Location

If you create an image gallery by setting up the location for a folder, and you then change its location, although the folder will be displayed in the Folders drop-down list, you cannot preview or access the images.
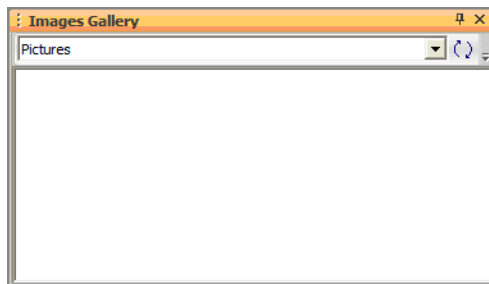
When moving a folder to another location and its location is set up in the Image Gallery panel, you need to:

1. In Page View, select the Images Gallery panel.

2. From the Folders drop-down list, select the Manage Galleries.. option.

   The Images Galleries dialog appears.

3. Highlight the folder you wish to change the location for.

4. Click the Customize button.

The Browse for Folder dialog appears.
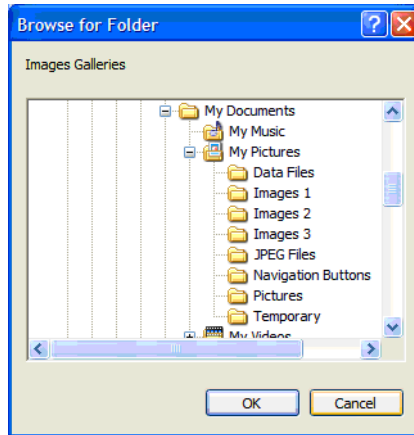
5. Select the folder's new location.

6. Click the OK button.

Image Handling

When you place large pictures on the Page Layout, NetObjects Fusion automatically activates the Image Handling state to prevent the expansion of your layout size. You can also activate the intermediate state for image handling to customize the image appearance by using the Control button.

Image Handling state allows you to customize some basic properties of an image before adding it to a page. It can be seen as an intermediate state of the process of adding a picture to the page. The picture is placed on the page for further editing, but it is not properly added to the page of the site.

Controlling the Placing Pictures Process

You have two options to access images and place them directly into your Web Page:

• By selecting the Picture Tool from the Standard toolbar.

• By selecting an image from the Images Gallery panel.

Placing Pictures Using the Picture Tool

1. In Page View, choose the Picture Tool from the Standard toolbar.

2. If you want to activate the Image Handling state, hold down the Control button on the keyboard.

3. Click where you want to position the upper left corner of the picture.

   The Picture File Open dialog appears, displaying the Folder tab.
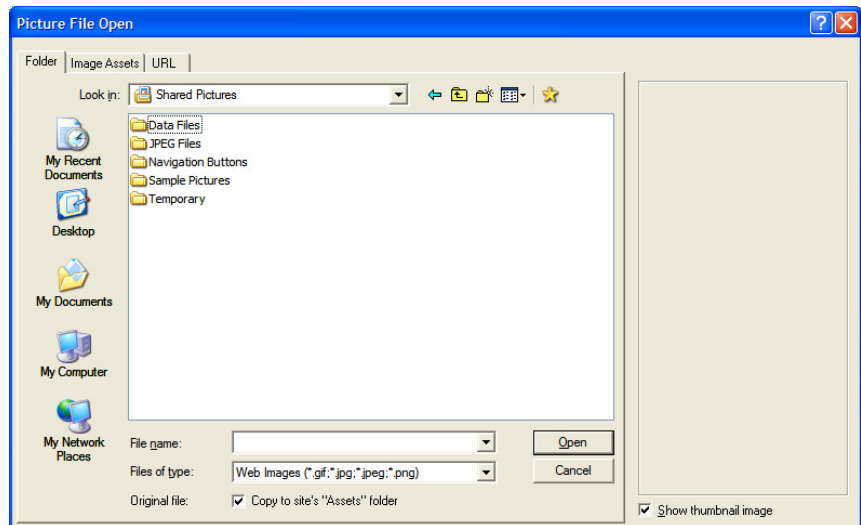
4. If the Control button is pressed, release it.

5. Select the image file you want:

   • From your hard disk or LAN;

   • From the Image Assets tab. See Chapter 37, "Managing Assets" for more details.

- Specify the path to the image's URL on the URL tab, if you want to use an image from a remote location.
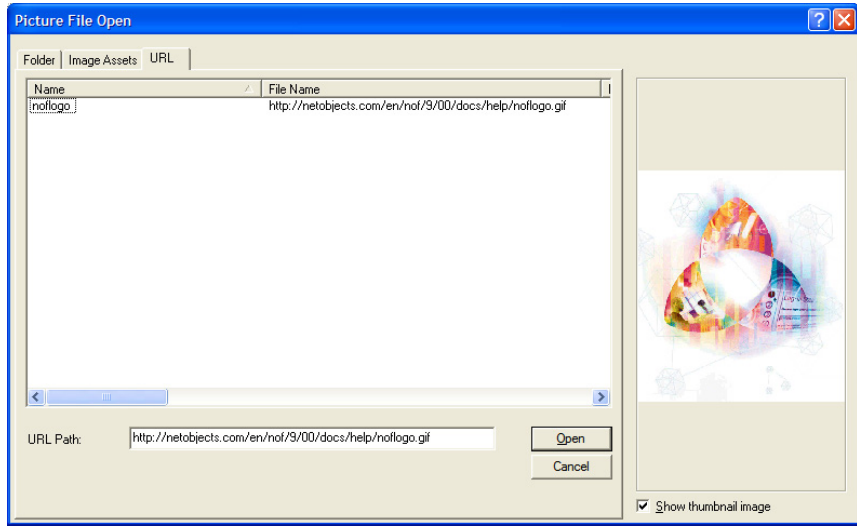
Note: You can do advanced image editing such as set the size, color depth, and compression scheme in NetObjects Fusion.

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

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

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

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

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

7. Make sure Show Thumbnail Image is selected if you want to preview your image in the dialog.

8. Make sure Copy to Site's "Assets" folder is checked if you want to keep a copy of the original file in your Assets folder.

Images added to the Assets folder must have a unique name. If you copy an image that has the same name as an existing image in the site's Assets folder, you will be prompted to either rename the image you are adding or continue using the image without adding it to the Assets folder.

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

---

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

   If you select a non-standard Web format, the Unsupported File Format dialog appears.

   • If you convert to .gif, NetObjects Fusion reduces the image to 256 colors.

   • If you convert to .jpg, NetObjects Fusion retains the color information from the original file.

   • If you choose not to convert, NetObjects Fusion positions the image in HTML using the <EMBED> tag. Only browsers that have the appropriate plugin installed can view the image.

10. Choose the appropriate conversion format and click OK. NetObjects Fusion copies the file, converts the copy, and stores the converted copy in the site's \Assets folder. Both the original file and the copy are listed in Assets view. Only the converted copy is required for your site, so you can delete the original file.

    If the file is in a supported format, the file is not copied and it remains in its original location.

11. If the selected image is too large and it will provoke the expansion of the layout, the Image Handling state is automatically activated even if you haven't previously activated it by pressing the Control button.

    The Image Inspector dialog appears. The Image Inspector allows you to resize or modify some of the most basic properties of the image. See "Using the Image Inspector" on page 300.

12. After editing the picture, click the "Done" button on the Image Inspector Panel or double-click the picture to add it to the page.

    Now the picture is added to the page of the site.

The Picture Properties panel appears.

13. Type a description of the picture in the AltTag field. See "Adding and Modifying Alt Tags" on page 118.

> **Note:** Use the Picture Properties panel for advanced editing of the picture.

Placing Pictures from the Image Gallery

1. From the Image Gallery panel, select an image.

2. If you want to activate the Image Handling state, hold down the Control button on the keyboard.

3. Click the picture you want to add.

4. Drag it on the Page Layout or on the MasterBorder.

5. If the Control button is pressed, release it.

   If the selected image is too large and it will provoke the expansion of the layout, the Image Handling state is automatically activated even if you haven't previously activated it by pressing the Control button.

   The Image Inspector dialog appears. The Image Inspector allows you to resize or to modify some of the most basic properties of the image. See "Using the Image Inspector" on page 300.

6. After editing the picture, click the "Done" button on the Image Inspector Panel or double-click the picture to add it to the page.

   Now the picture is added to the page of the site.

   The Picture Properties panel appears.

7. Type a description of the picture in the AltTag field. See "Adding and Modifying Alt Tags" on page 118.

8. Use the Picture Properties panel for advanced editing of the picture.

Adding a Picture

Picture tool

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

The Picture File Open dialog appears.

2. Select the image file you want from your hard disk or LAN, select an image already in use in the site from the Image Assets tab, or use an image from a remote location on the URL tab. See Chapter 37, "Managing Assets.", or "Placing Pictures Using the Picture Tool" on page 293.

You can do advanced image editing such as set the size, color depth, and compression scheme in NetObjects Fusion. See "Using the Picture Properties panel" on page 301.

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

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

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

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

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

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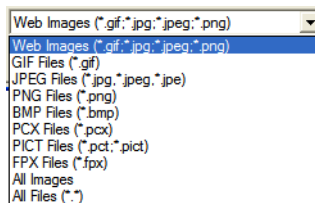
Thumbnail image

Show thumbnail image check box

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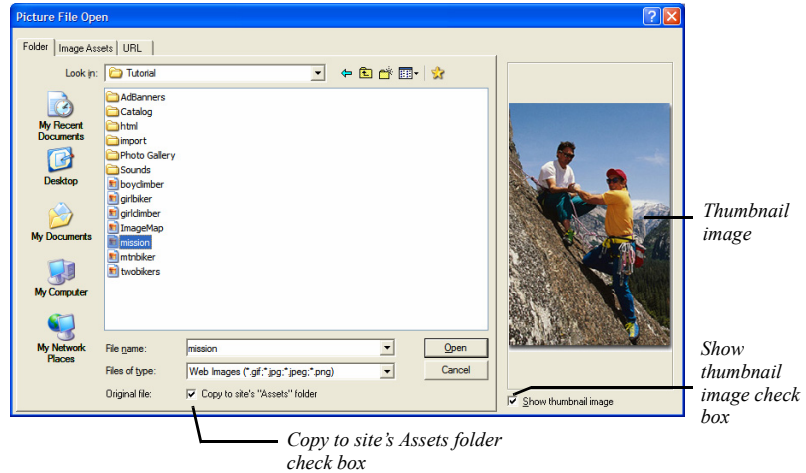
4. Make sure Copy to site's Assets folder is checked if you want to keep a copy of the original file in your Assets folder.

Images added to the Assets folder must have a unique name. If you copy an image that has the same name as an existing image in the site's Assets folder, you will be prompted to either rename the image you are adding or continue using the image without adding it to the Assets folder.

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

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

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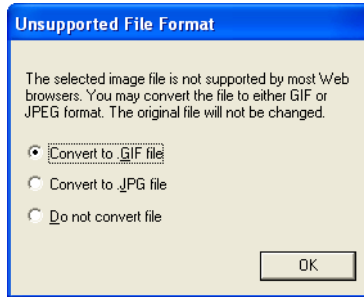
- If you convert to **.gif**, NetObjects Fusion reduces the image to 256 colors.

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

- If you choose not to convert, NetObjects Fusion positions the image in HTML using the <EMBED> tag. Only browsers that have the appropriate plugin installed can view the image.

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

The picture and Picture Properties panel appear.
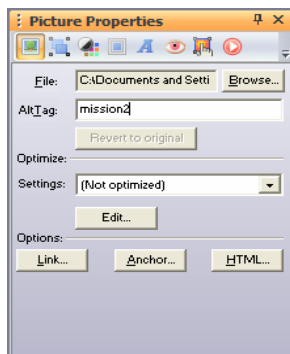
7. Type a description of the picture in the AltTag field.

See "Adding and Modifying Alt Tags" on page 118.

Using the Image Inspector
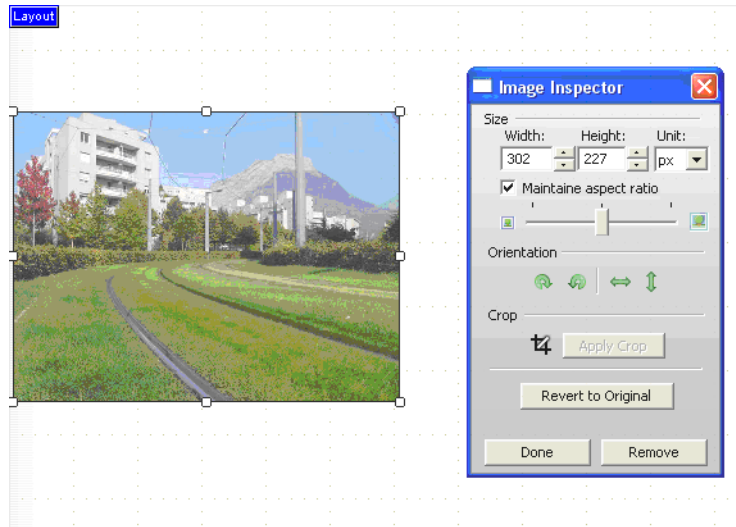
The Image Inspector offers you the possibility to resize and modify the aspect of the picture before you add it to the page.

1. In the Height and Width fields, select the desired dimensions.

From the Unit drop-down list, you can choose to display the image dimensions in Pixels or in Percentage.

You also have the option to change the image dimensions from the slider on the Size section. Make the picture bigger by moving the slider to the right and smaller by moving it to the left.

2. Select "Maintain Aspect Ratio" to maintain image height and width proportions.

3. Rotate the picture to the desired position using the two buttons on the left side of the Orientation section:

a. The arrow oriented to the right rotates the picture clockwise in 90-degree increments.

    b. The arrow oriented to the left rotates the picture counterclockwise in 90-degree increments.

4. Flip the picture to the desired position using the two buttons on the right side of the Orientation section.

    a. Click the horizontal arrow to flip the image horizontally.

    b. Click the vertical arrow to flip the image vertically.

5. Make only a part of the picture visible with the Crop option:

    a. Click the Crop tool icon.

        The crop marquee will appear on the selected image.

    b. Drag any selection handle to adjust the size of the marquee, enclosing the part of the image you want to preserve. The portion of the picture outside the enclosed part will be cropped.

    c. Click the "Apply Crop" button to crop the image.

6. Click the "Revert to Original" button to return to the original variant of the image. This action will undo any changes you have made to the image during the current work session.

7. Click the Done button to apply the changes and add the image to the page.

    The picture and Picture Properties panel appear.

Note: If you do not want to add the picture to the page, click the Remove button.

8. Type a description of the picture in the AltTag field. See "Adding and Modifying Alt Tags" on page 118.

Using the Picture Properties panel

In NetObjects Fusion, you can perform advanced image manipulation using the Properties panel. If you chose to Copy to site's Assets Folder, then when you crop an image, tile an image, rotate an image, create a transparent GIF, or add text to an image, NetObjects Fusion generates a new file, referred to as an auto-generated image. The original image is unchanged and is listed in Assets view.

To revert back to the original image file:

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

    The Picture Properties panel appears.

2. Click on Revert to Original.

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

Warning: You cannot use Revert to Original if you did not select Save a Copy to site's "Assets" folder. See "Adding a Picture" on page 296.

Optimizing Images

Optimization is the process of fine-tuning your images for use on the Web and minimizing the time it takes for the images to download. You can use the optimization settings in the Picture Properties panel and the file size information in the Optimize Image editor to keep track of and adjust download time while maintaining image quality. See "Choosing an Image Format" on page 286 for information on image file types supported.

You can optimize your images in two ways:

*   Select a common, predefined setting for basic optimization.

*   Preview the image in different file formats and with different file attributes for advanced image optimization.

Basic Image Optimization

To control the image format using standard settings:

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

    The Picture Properties panel appears.

2. Select an optimization setting from the Settings drop-down list.
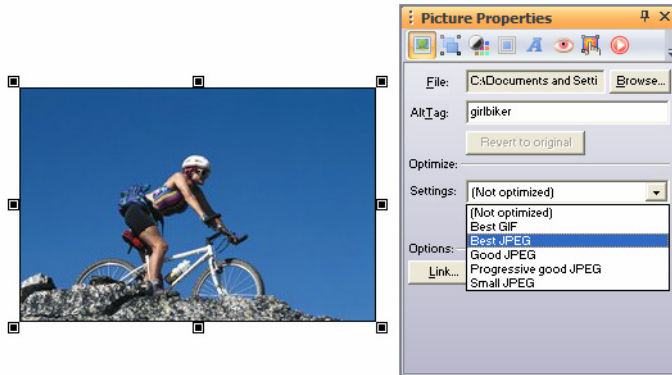
NetObjects Fusion offers these common optimization settings:

Table 15-1

	Best GIF	Best JPG	Good JPG	Progressive Good JPG	Small JPG
Quality	100%	100%	75%	75%	50%
Blur	NA	0	0	0	10
Colors	256	NA	NA	NA	NA
Dither	Floyd Steinberg	NA	NA	NA	NA
Progressive	NA	No	No	Yes	No

You may choose (Not optimized) from the Settings drop-down list if you prefer not to optimize your image.

Advanced Image Optimization

To optimize your image with more precision or define your own optimization settings:

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

The Picture Properties panel appears.

2. Click Edit.

The Optimize Image editor appears.
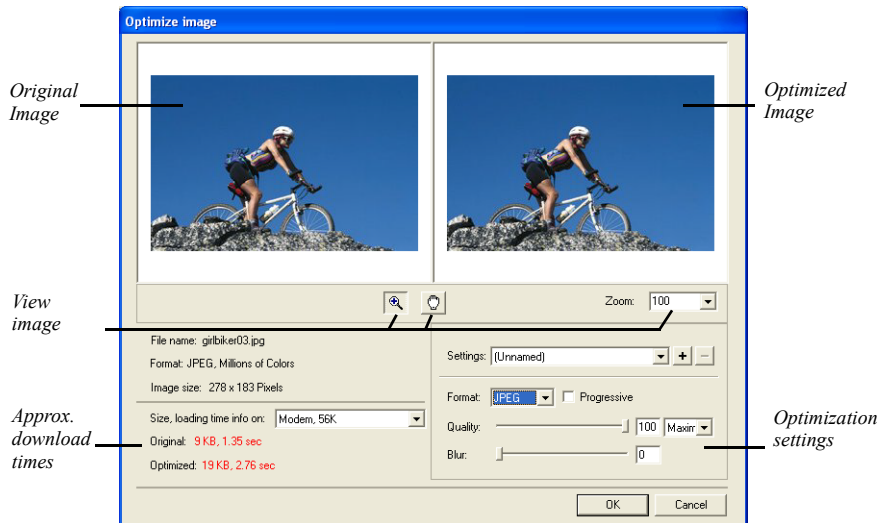
In this editor, you set the quality of the selected image. As you make changes, NetObjects Fusion displays the approximate download time for the file.

Note: Available optimization settings change depending on the image type.

You may choose to save and apply previously defined settings. See "Saving Optimization Settings" on page 305.

3. Select the File type.

   a. For GIF or PNG-8 file types, set the color reduction, colors, and dither.
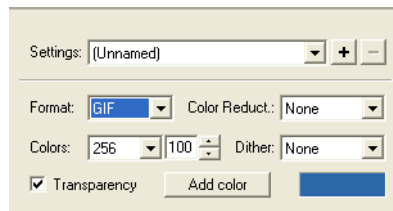
   • Set the color reduction first to change the set of colors available in the color table. Then choose the maximum number of colors to display in the Colors drop-down list.

- Choose Floyd Steinberg dithering to use a common algorithm to simulate colors that are not available in the color display system of your computer.

- Select Transparency to create a transparent GIF. See "Creating a Transparent GIF" on page 306.

b. For JPG file types, set the Quality and Blur. These fields both affect image quality. 100% is the highest quality, 0% the lowest quality.
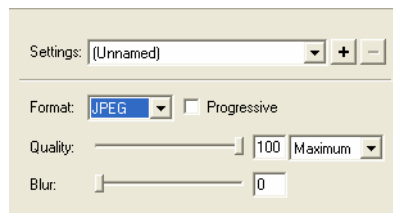
- Set the Quality field first. Each setting corresponds to a range of percents. Low corresponds to 0-39%, Medium to 40-75%, High to 76-99%, and Maximum to 100%.

- Use the Percent field to fine-tune the quality setting.

Select Progressive to create an image that displays progressively in a Web browser. The image will display as a series of overlays, enabling viewers to see a low-resolution version of the image before it downloads completely.

As you adjust the settings, the image in the Preview field changes. If the Preview image is scaled down, you can close the editor and check image quality in Page Design view.

4. Click OK to close the Optimize Image editor.

Saving Optimization Settings

To save your optimization settings:

1. In Page view, select the image with the optimization settings you want to save.

   The Picture Properties panel appears.

2. Click Edit to open the Optimize Image editor.

3. In the Settings area, click the plus (+) button.

The Save Settings dialog appears.
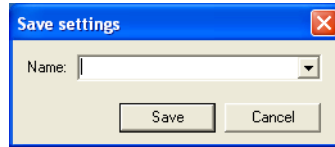
4. Type a name for the new output setting.

5. Click OK.

To remove a custom optimization setting:

1. In the Settings area, choose the saved setting you want to remove.

2. Click the minus (-) button.

    The setting is removed.

Creating a Transparent GIF

When you place a **.gif** image on a page, you can make every pixel of one color transparent. Although only part of the image is transparent, it is called a *transparent* **.gif**. You can use transparent **.gif**s to blend an image background with the page background, or to silhouette an image against the page background.

Ordinary .gif

Page background shows through transparent .gif
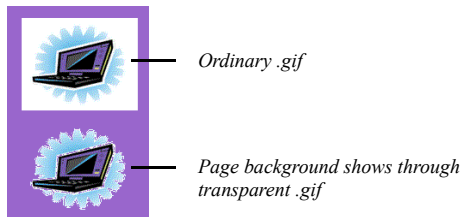
An image with a solid background works best because only pixels of exactly the same color can be transparent. If the image background is dithered, it contains several colors.

Note: Transparency only works with **.gif**s. You cannot set a transparency for a **.jpg** or other image file format.

To create a transparent **.gif**:

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

The Picture Properties panel appears.

2. Click the General tab.

3. Click Edit to open the Optimize Image editor.

Transparency Color Picker

Check to make a transparent ,gif

Select transparent color

GIF Optimization Settings
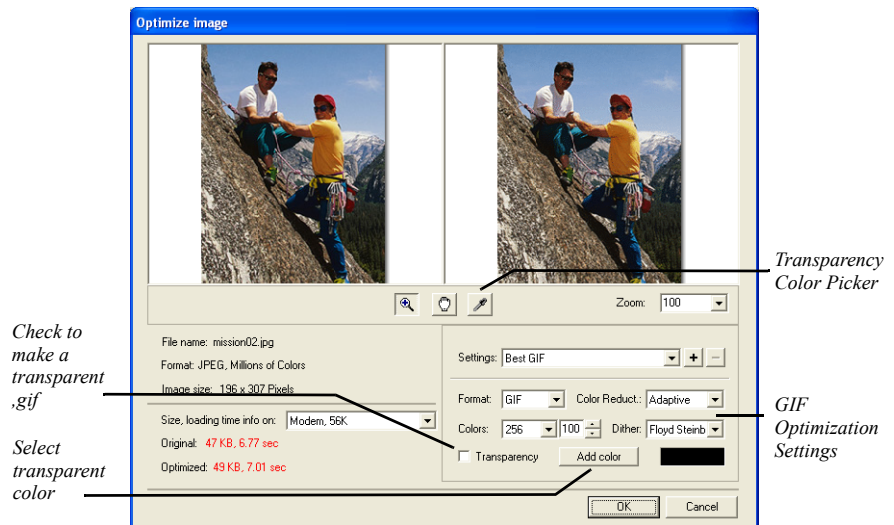
4. Click on the Transparency check box.

Click on the Add Color button to open the Color Picker dialog, then select the transparent color.

Resizing and Orienting a Picture

Resizing a Picture

When you resize a picture and publish the site, NetObjects Fusion changes the HTML <HEIGHT> and <WIDTH> attributes of the image, so the file is displayed in the new size.

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

The Picture Properties panel appears.

2. Click the Geometry tab.

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

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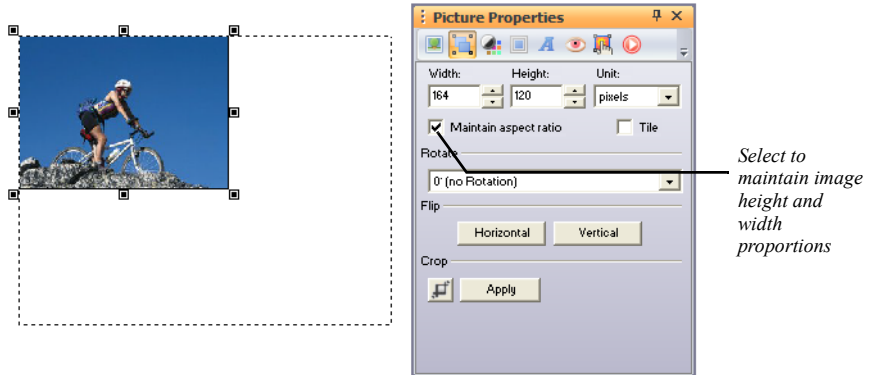
4. In the Height and Width fields, select the desired image dimensions.

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

Tiling a Picture

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

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

The Picture Properties panel appears.

2. Click the Geometry tab.

3. Select Tile.

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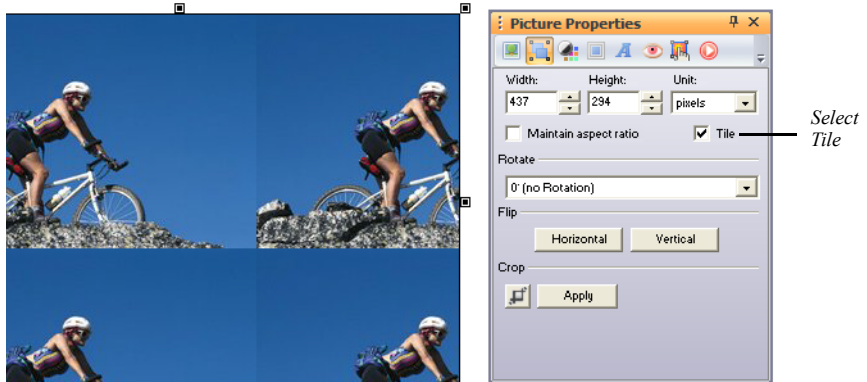
4. Drag a selection handle to enlarge the box and display more or fewer tiled images.

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

Rotating a Picture

You can rotate pictures in 90-degree increments.

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

The Picture Properties panel appears.

2. Click the Geometry tab.

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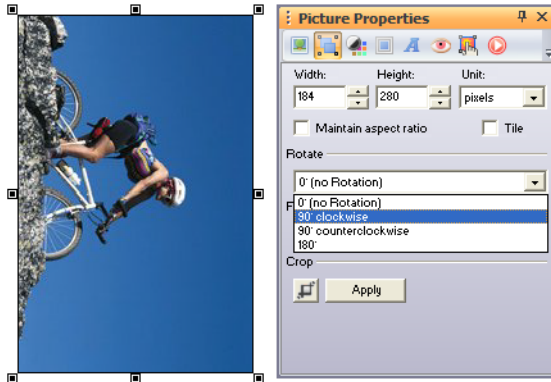
Picture rotated 90 degrees

Flipping a Picture

You can flip pictures horizontally or vertically.

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

The Picture Properties panel appears.

2. Click the Geometry tab.

3. In the Flip field, select:

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

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

Image flipped horizontally

Original Image

Image flipped vertically

Cropping a Picture

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

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

   The Picture Properties panel appears.

2. Click the Geometry tab.

3. In the Crop area, click on the crop tool icon.
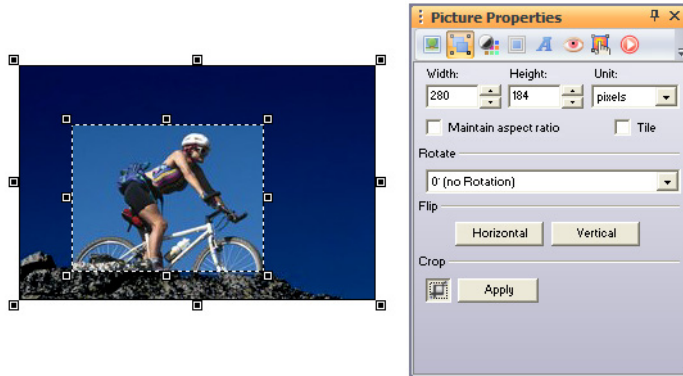
The crop marquee will appear on the selected image.

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

5. Click Apply in the Properties panel to crop the image.
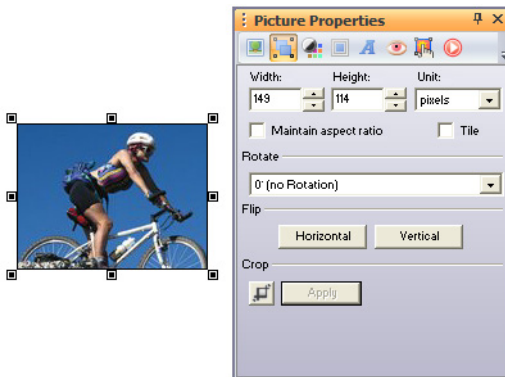
Adjusting a Picture's Color

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

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

The Picture Properties panel appears.
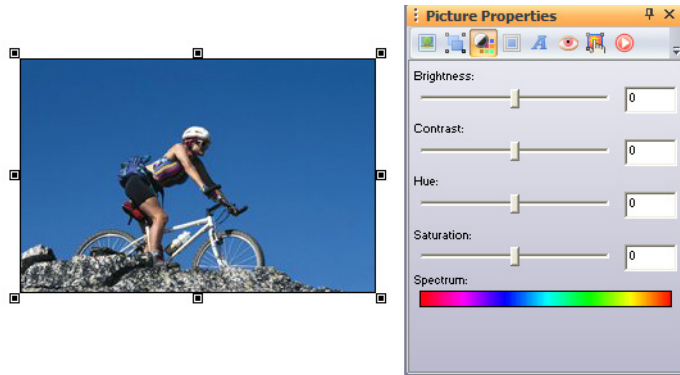
2. Click the Adjustment tab. You will have the ability to edit images:

    • *Brightness* to adjust the tonal range.

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

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

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

3. Adjust the color properties.

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

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

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

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

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

Creating a Border Around a Picture

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

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

   The Picture Properties panel appears.

2. Click the Borders tab.

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

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

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

   Select a border and click OK.

6. In the Thickness field, specify the thickness of the border.
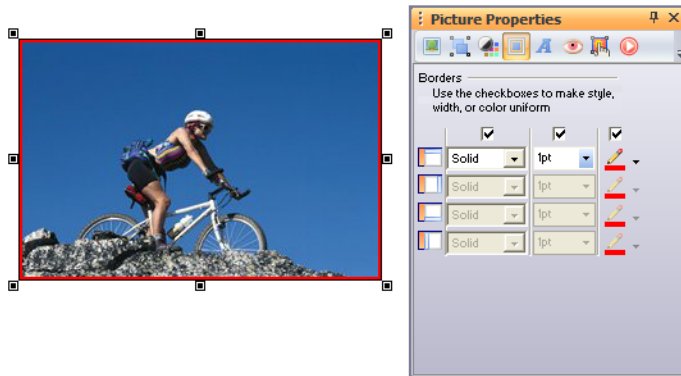
The border color is controlled by the site visitor's browser and the page text color settings. Check the border appearance in the appropriate browsers before publishing your site.

Adding Text to a Picture

You can add text to a picture and format its font, size, and alignment.
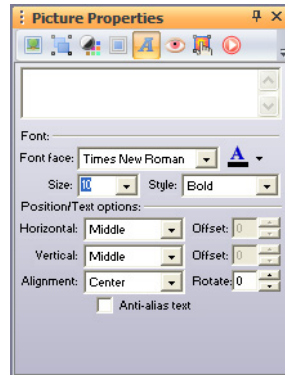
The text you add becomes part of a new image file when you publish the page containing the picture. If you chose to Copy to site's "Assets" folder in the Picture File Open dialog, when you add text to a picture and publish the site, NetObjects Fusion generates a new file listed in Publish view as an auto-generated image. Your original file is unchanged and included among the site assets. The new file is included in the published site on the server. See "Adding Text to a Shape or Picture" on page 262.

Removing Red Eye in a Picture

You can use the Picture properties to remove red eye in a picture.

1. In Page view, select the picture for which you want to reduce red eye.

    The Picture Properties panel appears.

2. Click the Red Eye Removal tab.

3. Click the red eye icon.

The red eye marquee will appear on the selected image.
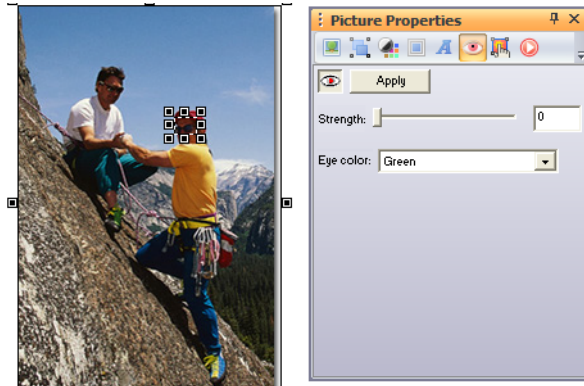
4. Drag any selection handle to adjust the size of the marquee enclosing the part of the image you want to reduce the red eye.

5. Select the strength and eye color.

6. Click Apply in the Properties panel to remove red eye.

Editing Picture Hotspots

You can edit hotspots from the Picture Properties panel once they have been added. See "Creating an Imagemap" on page 546.

1. In Page view, select the picture for which you want to edit the hotspot.

   The Picture Properties panel appears.

2. Select the hotspot from the Current list.

The Current list displays all image hotspots.
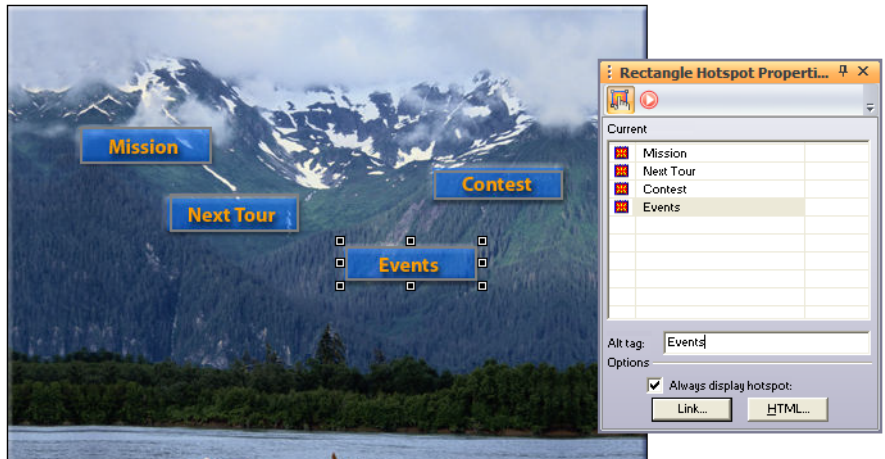
3. Type a description of the hotspot in the ALTTag field.

4. Click the Link button to edit the hotspot. See Chapter 23, "Creating Links and Anchors."

CreatingPhotoGalleries

Using the Photo Gallery tool, you can quickly create sophisticated Web photo albums. You assemble your digital images, add captions and descriptions, and choose from an assortment of high-quality thumbnail and photo frames. Your images look great on the Web and download quickly.

This chapter describes:

- Adding galleries

- Working with photos

- Adding, editing, and formatting titles and captions

- Controlling download time

- Formatting the thumbnail page

- Formatting photo pages

- Saving Profiles

About Photo Galleries

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

• The thumbnail page shows a small image of each photo in the gallery displayed in a template that you select. Site visitors click a thumbnail image to see the photo page.
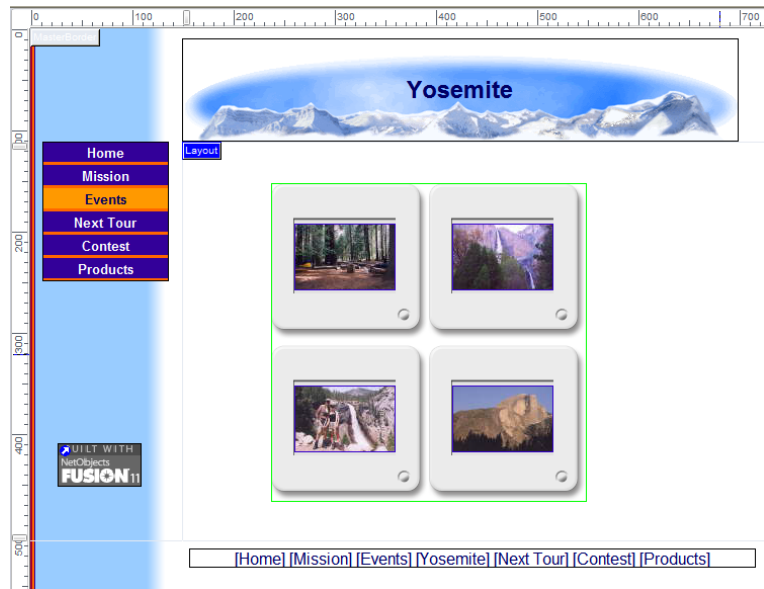
• Each photo page displays a large version of the image. You can add and format a title and description for the photo.
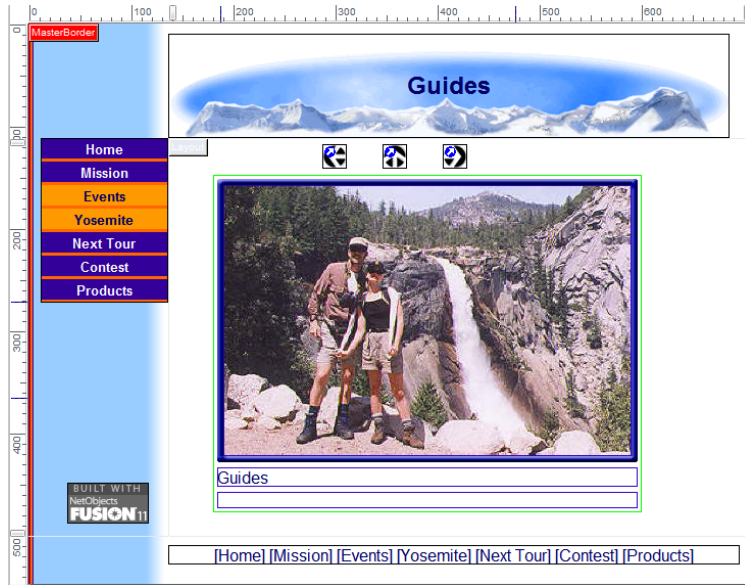
When you add a photo gallery object to the thumbnail page, NetObjects Fusion automatically adds the photo page for you. On the Site Navigation panel, the photo page is as a single icon that contains multiple pages.

Thumbnail page contains the photo gallery object

Photo page contains a stack of pages, one for each photo
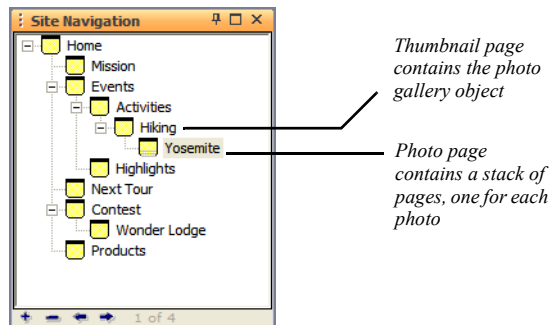
Adding a Photo Gallery

You can create a new photo gallery or add an existing photo gallery to your site. You can duplicate an existing gallery or add galleries that you removed from the site. See "Removing a Photo Gallery" on page 350.

You add the photo gallery object to the page where you want to display thumbnail images of the photos in the gallery. You can add a new page or use an existing page.

Creating a New Photo Gallery

1. In Page view, display the page where you want to place the photo gallery object.

   This is the page where the thumbnail images appear.

Photo Gallery tool

2. Choose the Photo Gallery tool from the Advanced toolbox and click in the upper left corner of the Layout area.

   Start in the upper left corner to allow as much space as possible for the thumbnail images.

   The Add Photo Gallery dialog appears.

   Current photo galleries and photo galleries that were added to the site and then removed are listed in the Insert an existing Photo Gallery section at the bottom of the dialog. If no other galleries were created, you do not see this list.

Current photo galleries and photo galleries that were added to the site and then removed are listed in the Insert an existing Photo Gallery section as shown at the right. If no other galleries were created, you see the dialog above.

3. Type a name for the new photo gallery.

NetObjects Fusion uses the name you enter as the name of the photo page. This name appears in the banner at the top of each photo page. You can rename the page in Site view just as you rename any other page, or you can display the photo title in the banner or edit the text on the Banner Properties panel. See "Renaming Pages" on page 64, "Selecting a Photo Page Layout" on page 346, or "Changing the Banner Text" on page 520.

You cannot use the name of an existing photo gallery.

4. Choose a Profile.

NetObjects Fusion allows you to reuse settings each time you add a new photo gallery. You may choose a profile containing all information associated with an existing photo gallery, or choose Default to create a new profile.See "Saving a Photo Gallery Profile" on page 349.

Current profiles and profiles of photo galleries that were added to the site and then removed are included in the Create a new Photo Gallery section at the top of the dialog. If no other profiles were created, you can only choose Default.

5. Click OK.

Inserting an Existing Photo Gallery

1. Display the designated thumbnail page in Page view.

Photo Gallery tool

2. Choose the Photo Gallery tool from the Advanced toolbox and click in the upper left corner of the Layout area.

Start in the upper left corner to allow as much space as possible for the thumbnail images.

The Add Photo Gallery dialog appears.

Available photo galleries are listed in the Insert an existing Photo Gallery section at the bottom of the dialog.

3. Select Insert an existing Photo Gallery.

4. Select the gallery you want to insert and click OK.

Working with Photos

NetObjects Fusion creates two copies of each image file—one for the thumbnail page and one for the photo page. These copies are published when you publish the

site; the files are generally much smaller than the original image file. NetObjects Fusion does not change your original image file.

The photo gallery is designed to work best with digital photos. However, you can use scanned photos as well. When scanning, make sure you make the scan larger than necessary.

Adding Photos

You add photos on the Images tab of the Photo Gallery Properties Editor. If you have just added a photo gallery, the Photo Gallery Editor will appear and you may skip step 1.

1. Open the Photo Gallery Properties Editor. You can:

    •   Add a photo gallery by following the steps in "Adding a Photo Gallery" on page 322.

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

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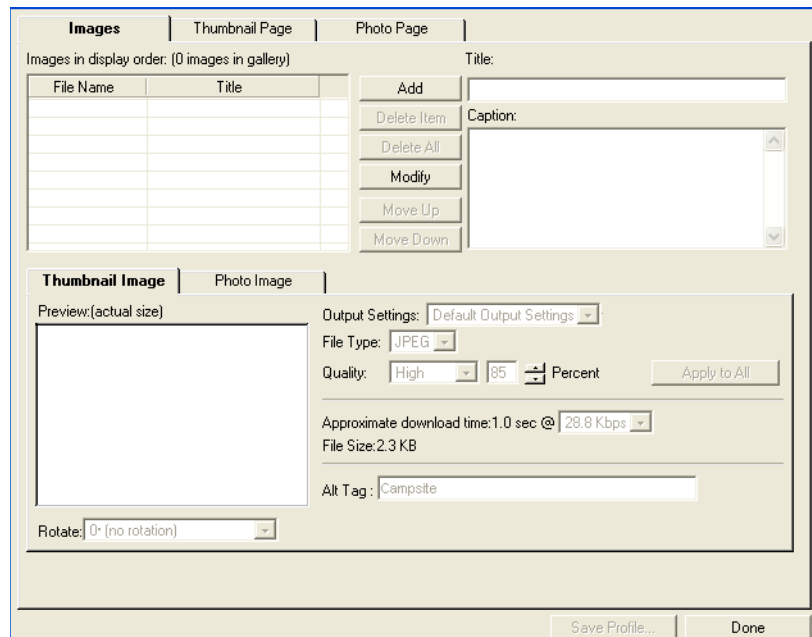
2. Click Add.

The Open dialog appears.

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

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

- Click a single photo to select it.

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

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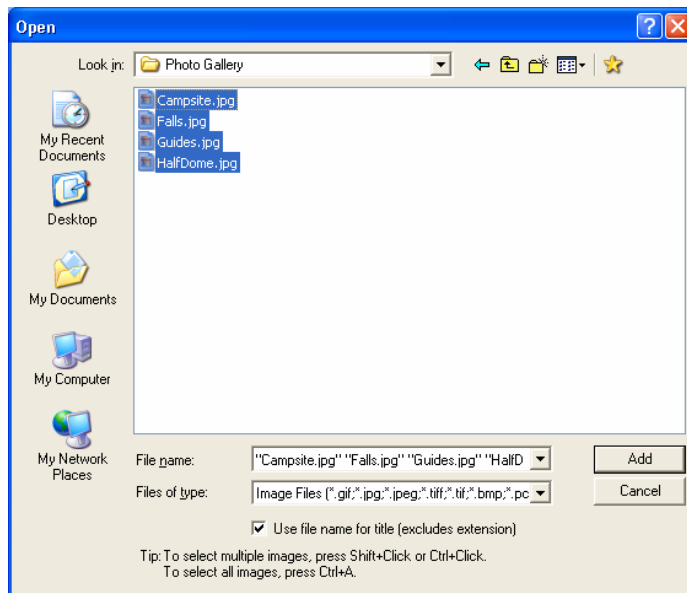
- Select "Use file name for title"

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

5. Click Add.

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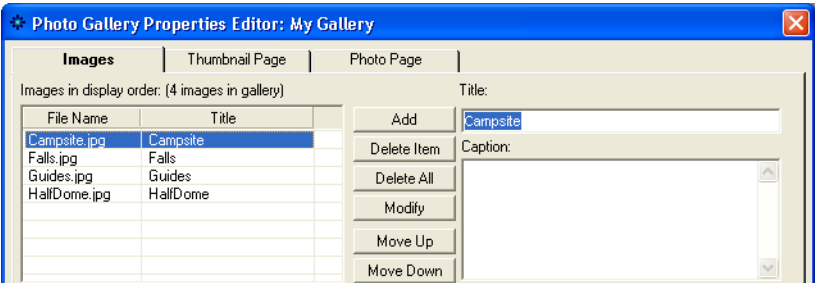
Replacing Photos

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

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

2. Click Modify.

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

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

Arranging Photos

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

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

Dragging Photos on the Thumbnail Page

1. Display the thumbnail page in Page view.

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

A red indicator shows where the image will be placed.
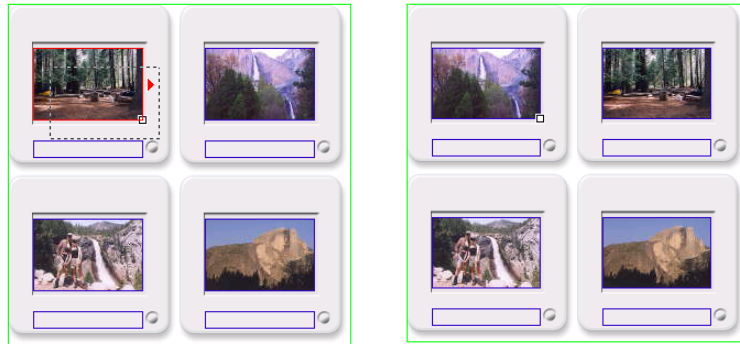
Click the photo in the upper left and drag it to the right

When you release the mouse button, the photo moves into the new position

If your gallery has many photos, they will be easier to organize if you can see all the images in Page view without scrolling. To see as many images as possible, reduce the size of the thumbnail, select a template that has a thin frame (for example, Simple border), and increase the number of columns. When the images are organized as you want them, select the template you want to use, change the number of columns, and then resize the thumbnails. See "Resizing Photos" on page 329 and "Formatting the Thumbnail Page" on page 343.

Moving Photos on the Images Tab

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

2. Open the Photo Gallery Properties Editor.

3. Display the Images tab.

4. In the File Name column:

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

An indicator displays as you move the photo.

File Name	Title	
Campsite.jpg		
Falls.jpg		
Guides.jpg		
HalfDome.jpg		

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

Resizing Photos

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

Note: Some templates do not allow the photos to be resized. If you want to resize photos, you must select another template.

To resize photos:

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

2. Click an image.

    The Photo Properties panel appears.
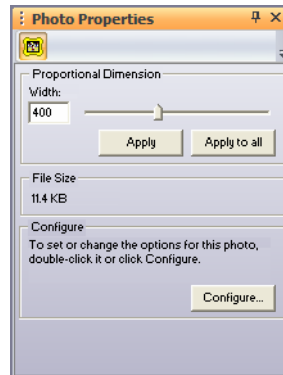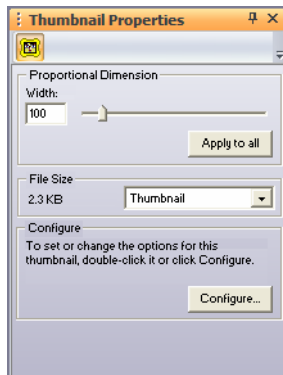
3. Resize the image.

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

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

Drag this box to change the size of the image
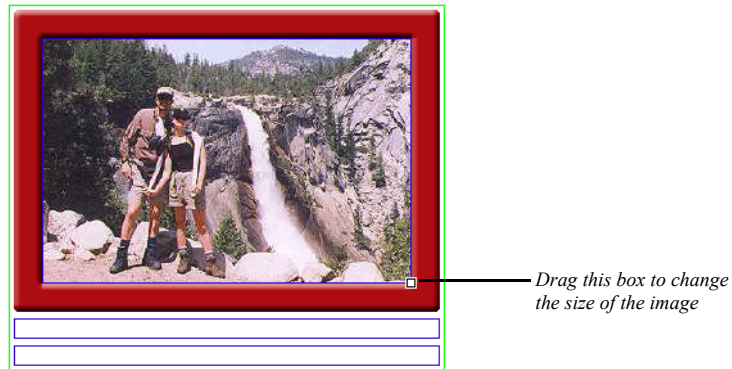
When you release the mouse button, the image is resized. If you are on the thumbnail page, all images are resized.

- To change the image size by dragging the slider on the Properties panel:

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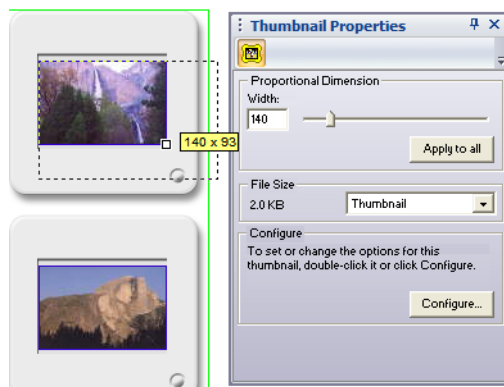
When the image is the size you want, release the mouse button.

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

4. Apply the change.

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

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

Removing Photos

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

Removing a Thumbnail

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

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

Removing a Photo Page

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

2. Click the Delete button on the control bar.

3. Click Yes to confirm deletion.

Delete

Removing Photos from the Images Tab

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

2. Open the Photo Gallery Properties Editor.

3. Display the Images tab.

4. In the File Name column, select a photo and click Remove.

Click Remove All to remove all photos from the gallery.

Opening the Photo Gallery Properties Editor

The tab you see when you open the Photo Gallery Properties Editor depends on how you open it.

- If you double-click a photo on a thumbnail page or photo page, the editor opens showing the Images tab with the photo you clicked selected.

- If you double-click a thumbnail frame, the editor opens showing the Thumbnail Page tab.

- If you double-click a photo frame, the editor opens showing the Photo Page tab.

- If you click the Configure button on the Photo Gallery Properties panel on the thumbnail page, the editor opens to the Thumbnail Page tab.

- If you click the Configure button on the Photo Gallery Properties panel on a photo page, the editor opens to the Photo Page tab.

Adding and Editing Photo Titles and Captions

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

Adding and Editing Photo Titles and Captions on the Images Tab

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

2. Open the Photo Gallery Properties Editor.

3. Display the Images tab.

4. Select a photo in the File Name column.

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

   Try to make your title descriptive, but brief.

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

6. Click in the Caption field and type text that describes the photo. If you do not want to add a caption, skip this step.
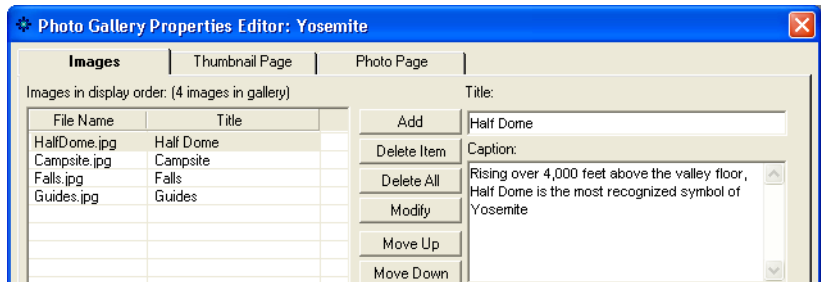
Text you type here appears on the photo page.

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

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

For information about formatting the title and caption text, see "Formatting Photo Titles and Captions" on page 335.

Adding and Editing Photo Titles on the Thumbnail Page

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

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

2. Click in the blue border at the bottom of the thumbnail image and type the title text.
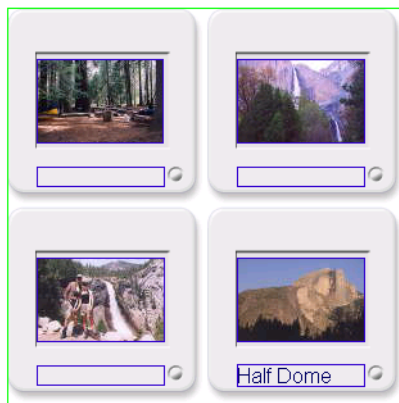
To edit existing text, click in the text field and make changes.

For information about formatting the title text, see "Formatting Photo Titles and Captions" on page 335.

Adding and Editing Photo Titles and Captions on the Photo Page

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

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

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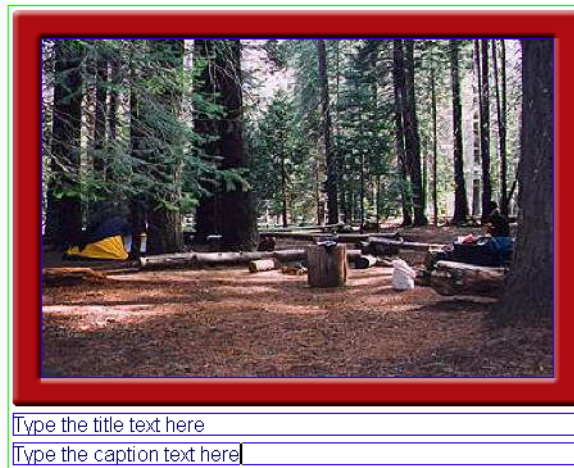
To edit existing text, click in the text field and make changes.

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

Formatting Photo Titles and Captions

Formatting Photo Titles

You can format all the titles at once from the Photo Page tab of the Photo Gallery Properties Editor, or format individual titles on the individual photo pages.

Note: If you specify formats and they do not appear in the text, it could be caused by the text style definitions, usually the definition of the Body and Normal(P) tags in the SiteStyle. For example, if the Body tag defines the font size, that definition overrides any font

size you specify in the Object Format dialog. You can get around this by choosing a SiteStyle that does not define the property you want to set, or by formatting the individual photo titles. See "Formatting an Individual Photo Title" on page 337. Any individual text you format overrides the SiteStyle definitions.

Formatting All Photo Titles

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

2. Open the Photo Gallery Properties Editor.

3. Display the Photo Page tab.

4. Click Format Title.

   The Object Format dialog appears.
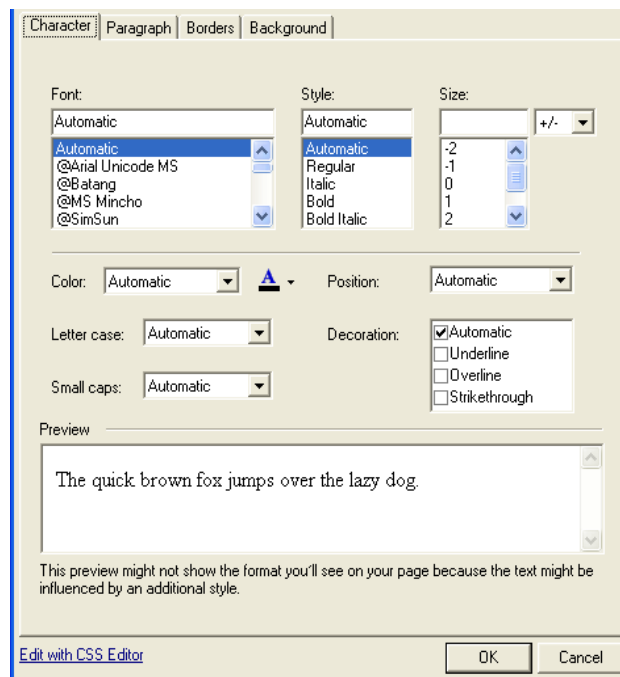
5. Set the text format. See "Formatting Text" on page 233.

Formatting an Individual Photo Title

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

1. In Page view, display a photo page.

2. Click the Next button on the control bar until the photo you want to work on appears.

Next

3. Select all or part of the title text.

4. Use the options on the Format tab of the Title Properties panel to format the text. See "Formatting Text" on page 233.
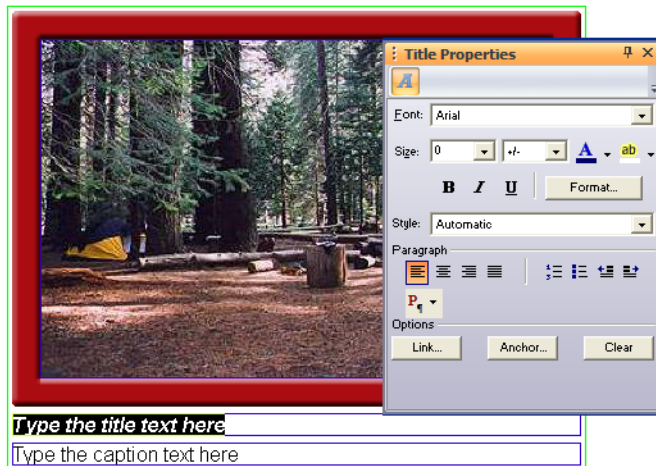
Formatting Photo Captions

You can format all the captions at once from the Photo Page tab of the Photo Gallery Properties Editor, or format individual captions on the individual photo pages.

Note: If you specify formats and they do not appear in the text, it could be caused by the text style definitions, usually the definition of the Body and Normal(P) tags in the SiteStyle. For example, if the Body tag defines the font size, that definition overrides any font size you specify in the Object Format dialog. You can get around

this by choosing a SiteStyle that does not define the property you want to set, or by formatting the individual photo titles. See "Formatting an Individual Photo Caption" on page 338. Any individual text you format overrides the SiteStyle definitions.

Formatting All Photo Captions

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

2. Open the Photo Gallery Properties Editor.

3. Display the Photo Page tab.

4. Click Format Caption.

   The Object format dialog appears.

5. Set the text format. See "Formatting Text" on page 233.

Formatting an Individual Photo Caption

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

1. In Page view, display a photo page.

2. Click the Next button on the control bar until the photo you want to work on appears.

Next

3. Select all or part of the caption text.

4. Use the options on the Format tab of the Captions Properties panel to format the text. See "Formatting Text" on page 233.

Formatting Photo Thumbnail Titles

If the selected thumbnail template includes a photo title, you can format the title of all the photos at once from the Thumbnail Page tab of the Photo Gallery Properties Editor, or you can format individual titles from the thumbnail page.

Note: If you specify formats and they do not appear in the text, it could be caused by the text style definitions, usually the definition of the Body and Normal(P) tags in the SiteStyle. For example, if the Body tag defines the font size, that definition overrides any font size you specify in the Object Format dialog. You can get around

this by choosing a SiteStyle that does not define the property you want to set, or by formatting the individual photo titles. See "Formatting an Individual Thumbnail Title" on page 339. Any individual text you format overrides the SiteStyle definitions.

Formatting All Thumbnail Titles

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

2. Open the Photo Gallery Properties Editor.

3. Display the Thumbnail Page tab.

4. Click Format Title.

5. Set the text format. See "Formatting Text" on page 233.

Formatting an Individual Thumbnail Title

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

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

2. Click in a title text field.

3. Use the options on the Format tab of the Title Properties panel to format the text. See "Formatting Text" on page 233.

Controlling Download Time

When you configure a photo gallery, be considerate of site visitors by minimizing the time it takes for the images to download. Image quality and size both affect download time. You can use the output settings in the Photo Gallery Properties Editor and the file size information on the properties panel to keep track of and adjust download time while maintaining image quality.

To control the image format:

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

2. Open the Photo Gallery Properties Editor.

3. Display the Images tab.

The output settings for thumbnail images and the photo images are separate.

4. Click the Thumbnail Image tab or Photo Image tab at the bottom of the Images tab.
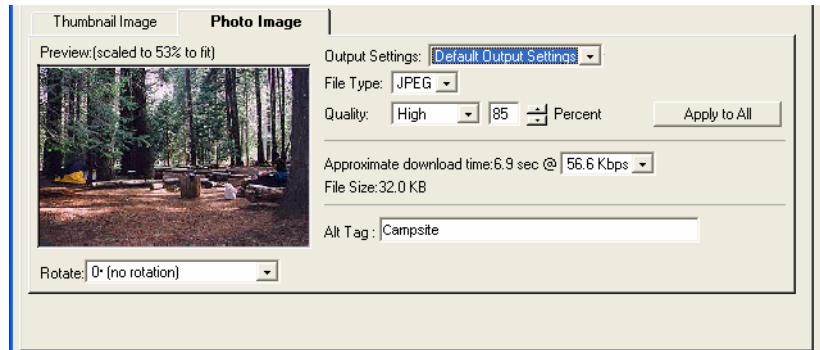
On these tabs you set the quality of the thumbnail and photo images for the selected file. As you make changes, NetObjects Fusion displays the approximate download time for the file.

You may choose to save and apply previously defined settings. See "Saving Output Settings" on page 207.

5. Select the File type.

Most photos will be JPEG format.

6. Set the Quality and Percent.

These fields both affect image quality. 100% is the highest quality, 0% the lowest quality.

a. Set the Quality field first. Each setting corresponds to a range of percents. Low corresponds to 0-39%, Medium to 40-75%, High to 76-99%, and Maximum to 100%.

b. Use the Percent field to fine-tune the quality setting.

As you adjust the settings, the image in the Preview field changes. If the Preview image is scaled down, you can close the editor and check image quality in Page Design view.

7. Select a download speed.

The most common download time is 56.6.

8. To apply these settings to all the photos in the gallery, click Apply to All.

This affects all thumbnail images or all photo images, depending on the selected tab.

9. Set image rotation. This setting affects only the selected image.

To display images in their original form

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

2. Open the Photo Galleries Property Editor.

3. Display the Images tab.

4. Click the Photo Images tab at the bottom of the Images tab.

This option is not available for thumbnail images.

5. Choose Use Original Image from the Output Settings menu.

Note: You may not edit output settings if Original Image Settings are chosen. If you select Original Image on the photos tab, frames that have fixed width cannot be used. You may change the Photo Frame to one that does not have a fixed width (ex. Simple Border) or choose to revert to the previous image setting.

To control the image sizes:

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

2. Select a thumbnail or photo image.

Notice the image size on the Properties panel.

If you selected a thumbnail image, you can choose to see the size of the current image or of all thumbnail images.

3. Resize the image. See "Resizing Photos" on page 329.

As you resize, the Properties panel shows the effect on the file size.

Saving Output Settings

To save your output settings:

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

2. Open the Photo Gallery Properties Editor.

3. Display the Images tab.

   The output settings for the thumbnail images and the photo images are separate.

4. Click the thumbnail Image tab or Photo Image tab at the bottom of the Images tab.

5. Click on the Output Settings menu and choose Save Setting.

   Note that a change must be made to the default settings in order to create a new setting.

6. Type a name for the new output setting.

7. Edit File Type, Quality and Percent, if necessary.

8. Click OK.

Adding Alt Tags

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

To add Alt tags:

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

2. Open the Photo Galley Properties Editor.

3. Display the Photo Images tab.
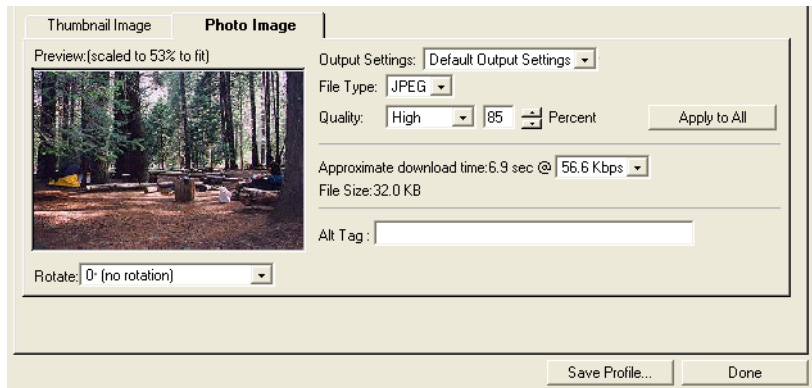
4. Click the Thumbnail Image tab or Photo Image tab at the bottom of the Images tab.

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

Formatting the Thumbnail Page

On the thumbnail page, you determine how site visitors enter the photo gallery. You can set up:

• a text link that visitors click to see the first photo

• thumbnail size renderings of each photo in the gallery so site visitors have access to individual photos

Creating a Text Link to a Photo Gallery

You can set up a single text link that site visitors click to enter the photo gallery. This takes visitors to the first photo in the gallery. They then use the gallery navigation buttons to move between pages in the gallery.

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

2. Open the Photo Gallery Properties Editor.

3. Display the Thumbnail Page tab.

4. In the Format section of the tab, select Text link.

5. In the text field, type the text you want to link. The default is the gallery name.
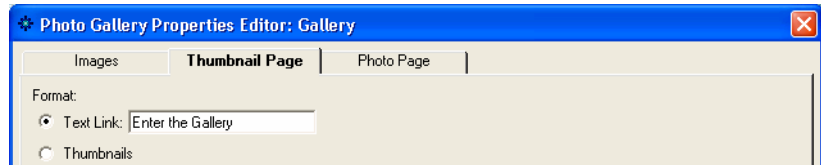
The text link appears on the thumbnail page in the format set by the SiteStyle for linked text. See "Editing the Text Elements of SiteStyles" on page 444.
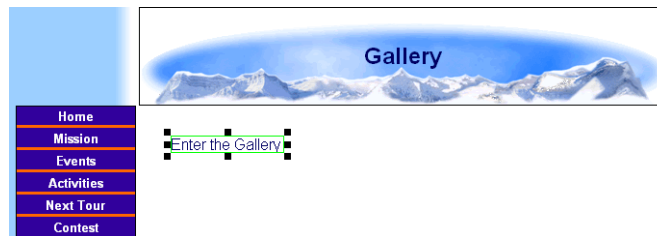
If you use a text link, you can place additional objects on the thumbnail page.

6. Click the Photo Page tab to continue formatting, or click Done to close the editor.

Selecting a Thumbnail Template

To give site visitors direct access to each photo in the gallery, you can display a small version of each photo on the thumbnail page. NetObjects Fusion provides a variety of thumbnail templates that you can use to format these images; for example, one template looks like a film strip and another like 35mm slides.

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

2. Open the Photo Gallery Properties Editor.

3. Display the Thumbnail Page tab.
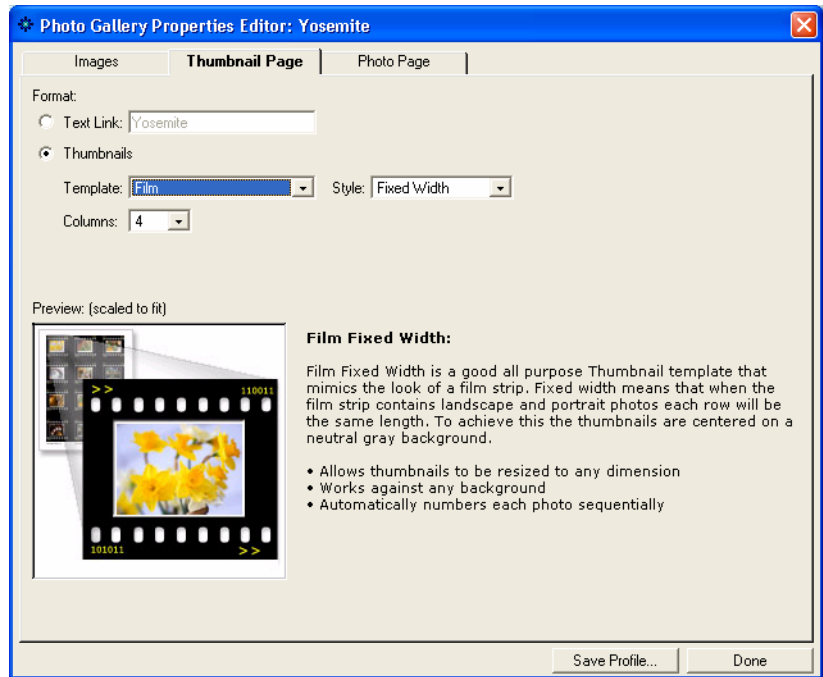
4. In the Format section of the tab, select Thumbnails.

5. Select a template from the drop-down list.

Options associated with the selected template appear. For example, the slide template includes Style and Cell spacing, as well as the option to include and format photo titles.

Information about the template and when to use it appear next to the preview window.

6. Set the template options.

7. Specify the number of columns you want to include on the thumbnail page.

For example, if you have 8 photos in the gallery and set Columns to 4, your thumbnail page will have two rows of four pictures each.

8. Continue formatting or click Done to close the editor.

Formatting the Photo Pages

NetObjects Fusion makes it easy for you to give the photo gallery professional polish. You can choose from a variety of layouts for the photo and its descriptive text and select a frame that complements your SiteStyle. The format options you select apply to all photo pages.

Displaying Photo Pages as Pop-Up Windows

You can display the Photo Pages in browser windows or as pop-up windows.

To display the Photo Pages as pop-ups:

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

2. Open the Photo Gallery Properties Editor.

3. Display the Photo Page tab.

4. Click the "Open in a Pop-Up Window" check box.

Images	Thumbnail Page	**Photo Page**			
☑ Open in a Pop-Up Window	Name: [Default] ▼		Add...	Edit...	Remove

The Pop-Up Window link fields will become active.

5. Select a Pop-Up Window target from the Name drop-down list or click Add to create a new Pop-Up Window target.

    See "Setting Pop-Up Window Targets" on page 539.

    Note: If you edit an existing Pop-Up Window, all links using that Pop-Up Window will be affected. To create Pop-Up Windows for Photo Pages only, click Add to create a new Pop-Up Window target.

Selecting a Photo Page Layout

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

2. Open the Photo Gallery Properties Editor.

3. Display the Photo Page tab.
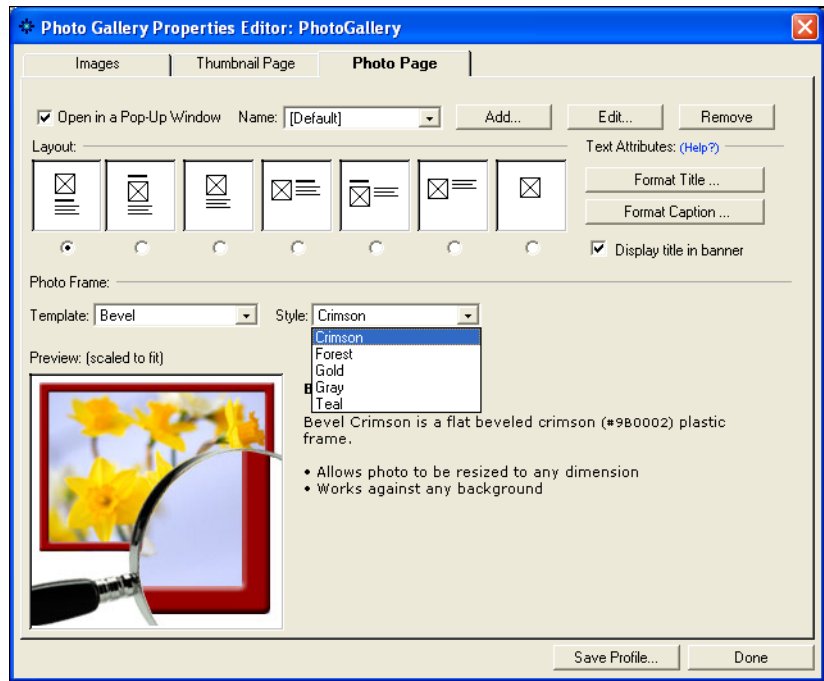
4. In the Layout section of the tab, select a layout.

In the samples, the boxes with an X represent the photo, the bold line is the title text, and the text block is the caption.

5. To replace the banner text on each page with the title of the photo, select Display title in browser.

If you select this option, be sure to select a layout that does not have a title.

6. Continue formatting or click Done to close the editor.

Selecting a Photo Frame Template

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

2. Open the Photo Gallery Properties Editor.

3. Display the Photo Page tab.

4. In the Photo Frame section of the tab, select a template from the drop-down list.

   Options associated with the selected template appear. Information about the template and when to use it appear next to the preview window.

5. Set the frame options.

6. Continue formatting or click Done to close the editor.

Navigating Between Photo Pages

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

   The first photo in the gallery appears.

2. Use the Previous and Next buttons on the control bar to move from photo to photo.

Previous and Next

Setting Up Navigation for Site Visitors

NetObjects Fusion automatically inserts navigation buttons with smart links on the photo pages. Site visitors can use these buttons to go to the next and previous photo pages and to return to the thumbnail page.

The images used for these buttons—**SPNavLeft.gif**, **SPNavRight.gif**, and **SPNavUp.gif**—are in the **NetObjects Fusion 11\NetObjects System** folder.

If you do not want to use these buttons, you can delete them and set up your own smart links between pages. See "Adding Navigation Buttons to Stacked Pages" on page 1042.

Saving a Photo Gallery Profile

NetObjects Fusion allows you to save the settings associated with your newly created photo gallery so it can be the basis for the next photo gallery created.

When you save a profile, you save the

- Photo image output

- Thumbnail image output

- Thumbnail page settings (including format, template, style and columns)

- Photo page settings (including layout, text attributes, title in banner, template and style.

To save a profile:

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

2. Open the Photo Gallery Properties Editor.

3. Click Save Profile.

   Note that the output settings displayed at the time you save your profile will be stored in your profile will be stored in your profile. These output settings will apply to all images created with this profile in the new gallery.

4. Type a name for the new profile.
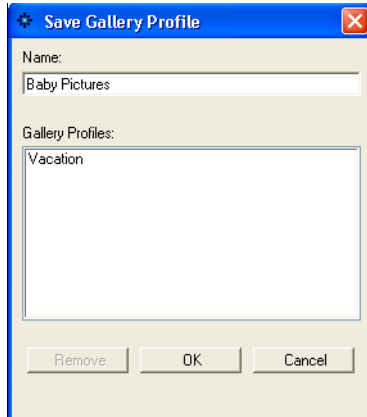
If you choose the name of an existing profile, it will replace the existing profile,

5. Click OK.

Note: Not all settings are saved in your profile. Rotation, records associated with photos (such as path, caption and title) and Thumbnail page text links are not included in a saved profile.

Removing a Photo Gallery

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

2. Select the photo gallery object and delete it.

3. Go to Site view.

4. Delete the photo page associated with the gallery.

When you add a new photo gallery, the name of the gallery you just removed still appears in the Insert an existing Photo Gallery list in the Add Photo Gallery dialog.

To delete a photo gallery completely from your site:

1. Go to Assets view.

2. Select the Data Objects tab.

3. Select the photo gallery you want to delete.

4. Press Delete.

You can delete a photo gallery only if you have first removed it from your site as described above.

Using Flash Photo Galleries

Using the Flash Photo Gallery tool, you can create sophisticated Flash photo albums quickly without any prior Flash knowledge. You assemble your digital images, add titles, captions, and descriptions, and choose from an assortment of high-quality thumbnail and photo frames. Your images will look great on the Web, and your site visitors will be blown away by your sharp-looking gallery.

This chapter describes:

- About the Flash Photo Gallery
- Adding Flash Photo Galleries
- Creating a Flash Photo Gallery
- Adding and Editing Photo Titles and Descriptions
- Setting Image Properties
- Selecting and Previewing Photos
- Configuring the Gallery Layout

About the Flash Photo Gallery

The Flash Photo Gallery is a great way to place photos on your Web site. Photos can be sorted into separate albums, and you can add captions to each image to describe the image. Using the Flash Photo gallery, you will be able to create astonishing slide shows with background music and special effects, fully customizable in order to fit your page design.

The photo gallery is designed to work best with digital photos. While you can use scanned photos, you may see a reduction in quality when viewed on a Web page compared to higher-quality digital photos. The Flash Photo Gallery is comprised of detailed photos and thumbnails.

• The thumbnail shows a small image of each photo from your photo gallery. Site visitors can view the larger photo by clicking the thumbnail image.

• The detailed image is a larger version of the selected photo from the thumbnails. You can add and format a title and description for the photo.
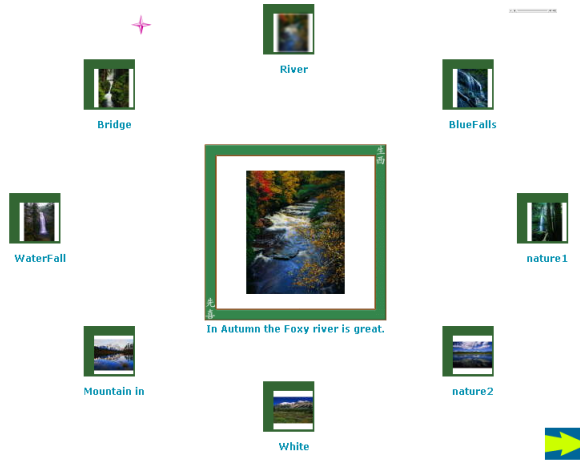
Adding a Flash Photo Gallery

Using the Flash Photo Gallery component, you can create a stunning flash photo gallery just in a few minutes.

The images you choose to display in your Photo Gallery are organized in Albums. An album is a set of photos displayed in a variety of layout options. An initial album with the default layout is created when the Flash Photo Gallery is dropped on the page. For every photo, the user can set options related to the format of the published files and set titles and descriptions for the pictures.

You add the photo gallery object to the page where you want to display the photos. The Flash photo gallery will display the thumbnail images of the photos in the gallery and the selected photo will be displayed in a larger size.

Creating a Flash Photo Gallery

1. In Page view, display the page where you want to place the Flash Photo Gallery object.

This is the page where the thumbnail images and the detailed image appear.

2. Choose the Flash Photo Gallery tool from the Advanced toolbox and draw a box on the page layout where you want the Flash Photo Gallery to appear.

Flash Photo Gallery
tool

Folders Window

Move Up and Move Down buttons

Delete Button

Adds a new album button

Show/Hide the Albums pane

Albums Pane

Preview section

Settings section
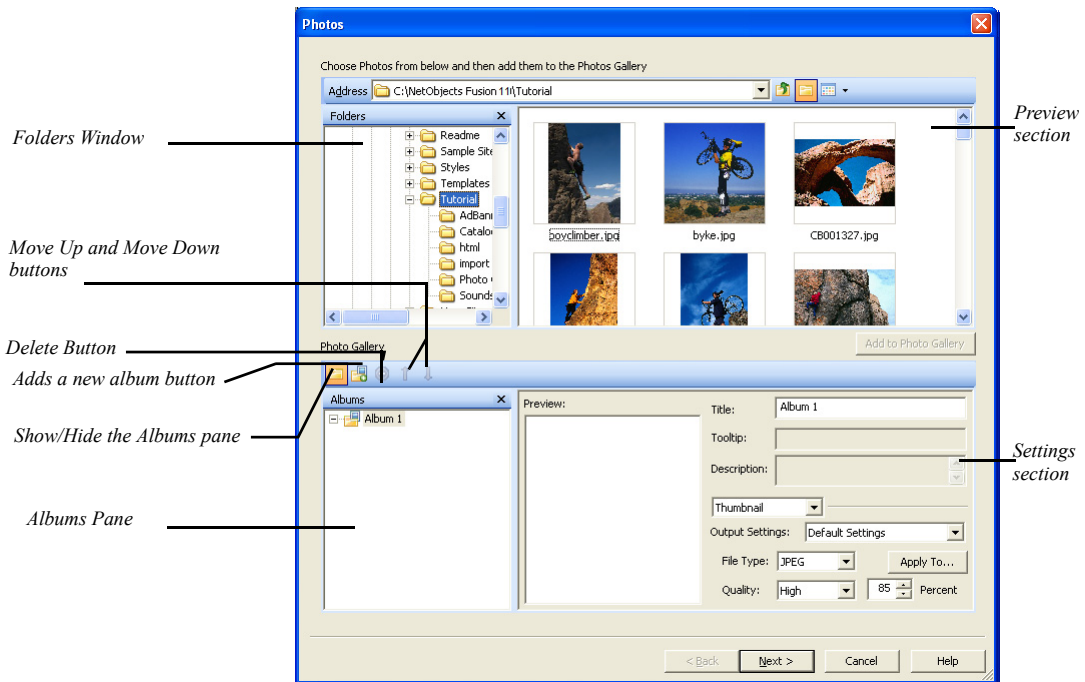
The Photos dialog appears.

3. Using the Folders window at the top left of the Photo dialog, navigate to the folder containing the photos you want to add to the Flash gallery.

Previews of the images are displayed on the top right part of the dialog.

To select the photos for the Flash gallery:

- Click a single photo to select it.

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

- Press **Ctrl+A** to select all photos in the folder.

4. Click the Add to Photo Gallery button.

   The photos you select are listed in the Albums window-pane.

5. Select the photos in the Album pane to preview the image.

6. In the Name field, Type a name for the Photo Album

   In the section next to the Preview Image window, you can add the image title and tooltips that are displayed when hovering over the image with your mouse; you can also determine the quality settings for the images that are displayed in the Flash gallery.

   The Flash Photo Gallery component enables you to have multiple albums in just one photo gallery. Thus, it is easier for the visitor to browse different albums

without ever leaving the page. To create a new album, click the Add a new album button.
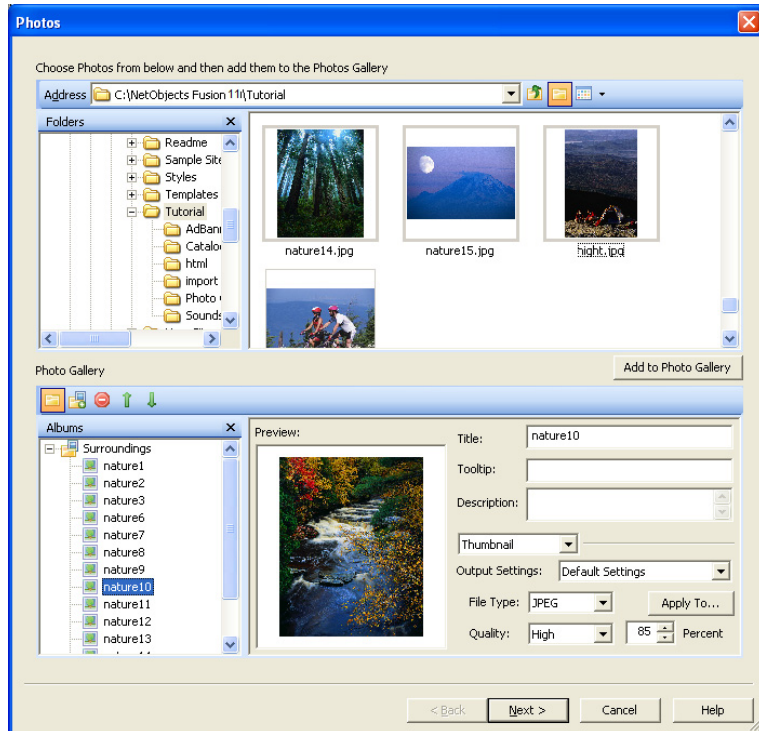
Adding and Editing Photo Titles and Descriptions

A title and a description help site visitors enjoy viewing your photos with a little added information about them. You can add this text on the Photos tab of the Flash Photo Gallery Properties Editor.

1. Open the Flash Photo Gallery Properties Editor.

2. Display the Photos tab.

3. Select a photo in the Albums pane list.

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

Try to make your title descriptive.

5. Click in the Description field and input some text that describes the photo. The description will appear when the image is displayed in detail view.

It is not necessary to add a description or a tooltip.

6. Click another photo in the Albums pane list to continue adding titles and descriptions, or click OK to close the editor.

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

Setting Image Properties

When you configure your Flash Photo Gallery, be considerate of site visitors by minimizing the amount of time it takes for the images to become visible on the Web page. You can set the image or the album properties in the right side of the pane by selecting the Album or Image on the Albums pane list and modifying the default image settings.

1. In Page view, select the Flash Photo Gallery.

2. Click the Configure button on the Photo Gallery Properties panel.

The Flash Photo Gallery Properties Editor appears.

3. Display the Photos tab.

The output settings for thumbnail images and the photo images are available via the drop-down list above the Output Settings option.

4. Select an album or an image from the Albums pane list.

5. Select Thumbnail or Detail from the drop-down list.
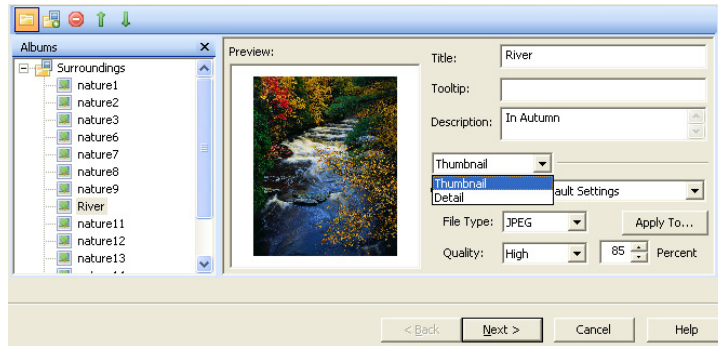
6. Set the quality of the thumbnail and photo images for the selected file.

Setting the Quality

1. Select the File type.

Most photos will be JPEG format.

2. Set the Quality and Percent.

These fields both affect image quality: 100% is the highest quality; 0% the lowest quality.

a. Set the Quality field first. Each setting corresponds to a range of percents. Low corresponds to 0-39%, Medium to 40-75%, High to 76-99%, and Maximum to 100%.

b. Use the Percent field to fine-tune the quality setting.

3. To apply these settings to all the photos in the Gallery, click Apply to all albums.

This affects all thumbnail images or the detail images, depending on the selected option.

Note: The output settings of the selected image or album are applied to all photos in the current album or in all the albums.

4. Click on the Output Settings drop-down list and choose Save Setting.

   Note that a change must be made to the default settings in order to create a new setting.

5. Type a name for the new output setting.

6. Edit File Type, Quality and Percent, if necessary.

7. Click OK.

Removing Photos

You can remove photos from the gallery on the Photos tab of the Flash Photo Gallery Properties Editor.

Delete button

To delete an image:

1. Select the image you want to delete.

2. Click the Delete button.

Creating a New Album

1. Open the Flash Photo Gallery Editor.

2. On the Photos tab, click on the Add new album button in the Albums pane.

New Album button

3. In the Name field, type a name for the new album.

4. Add pictures to your new album following the steps from "Creating a Flash Photo Gallery" on page 355.

Moving Photos on the Photos Tab

Photos are listed in the Albums pane in the order in which you add them to the Flash gallery. This is also the order in which they appear on the photo pages. If you select several files from a folder, they appear in alphabetical order. To change the order in which your photos will display, you will have to rearrange them to suit your needs.

To rearrange the order:

1. Open the Photo Gallery Properties Editor.

2. Display the Photos tab.

3. Select a photo in the Albums pane list.

4. Click the Move Up or Move Down buttons to achieve the correct order of your photos.

Configuring the Layout

NetObjects Fusion makes it easy for you to give your photo gallery a professionally polished look.

For each album that you create, you have a predefined set of layouts. Each layout can be fully customized in order to match your site's design. The layouts may be selected from the left pane. In the right pane, you can select and move the images around via drag-and-drop to change your gallery's appearance.

After you have selected the photos, created your title and descriptions, and adjusted the quality settings to your liking, click the Next button. The Photo Gallery editor opens the Design tab where you can manipulate the look and feel of your gallery.

Predefined Layout pane

Layout Editor pane
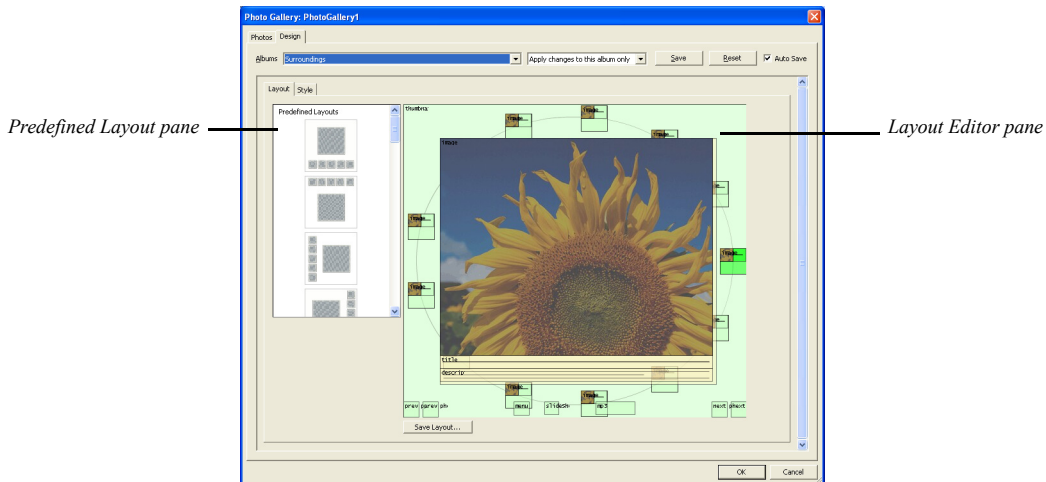
1. From the Albums drop-down list, select the album for which you want to change the page layout.

2. From the "Apply changes to.." drop-down list select:

  • *Apply changes to this album only* if you want the current layout and settings to be applied only to this album.

• *Apply layout to all albums* if you want the current layout to be applied for all the albums. If this option is enabled, a layout change on any one album will affect all others.

• *Apply settings to all albums* if you want the current style settings to be preserved for all the albums.

• *Apply changes to all albums* if you want the changes to be applied for all the albums.

3. Select one of the predefined layouts listed in the right pane. When loading the layout you will be notified that your current layout will be replaced.

The layout is displayed in the Layout Editor section and will be applied to all the pages of the album.

Note: Selecting another layout from the list will overwrite any unsaved changes in Layout Editor Section.

4. In the Layout Editor section, you can change the layout elements' appearance.

The Layout editor contains several types of selectable objects: Thumbnails, the Detail photo, Navigation controls for scrolling through your galleries, a Slide show feature with navigation controls for your photos, and an MP3/Sound control for adding audio to your album. These objects can be moved by drag-and-drop. The resizable items have red triangle handles when the item is selected in the preview pane.

List of predefined Layouts

Detail Image

Selected Object pane

Save Layout button

Layout Editor

Key Element of the Thumbnail images
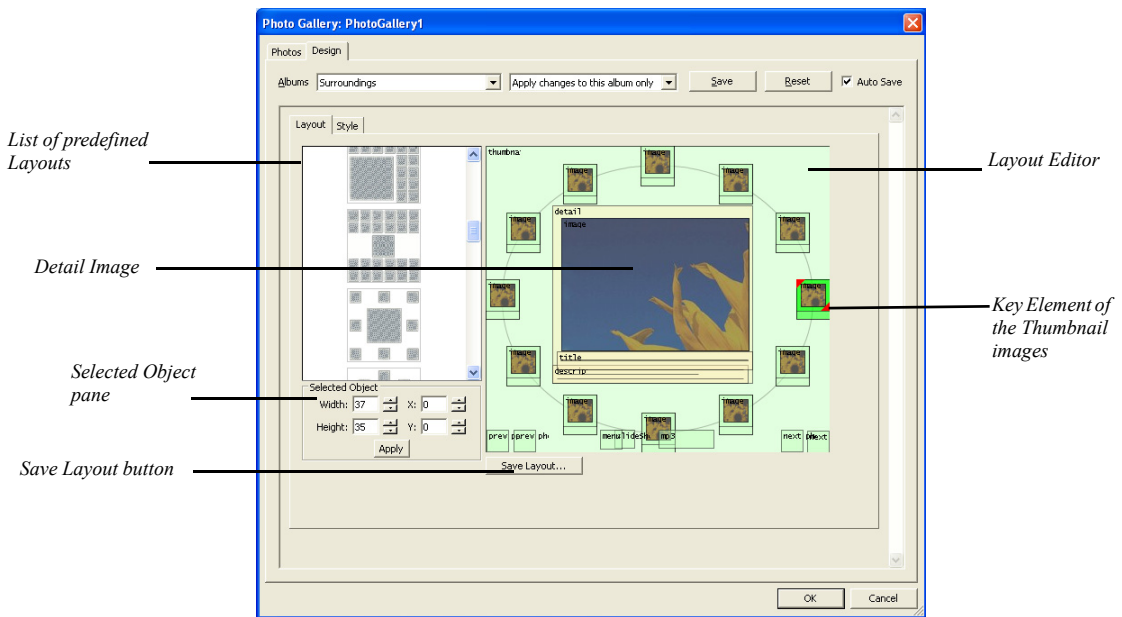
When selected, each object from a predefined layout displays its style, size, and position settings on the Selected Object pane. You can change these settings and apply them to all albums, or to the current album only.

To delete any object from the Flash Photo Gallery:

1. In the Layout Editor, right-click on the object.

2. Select Delete from the context menu.

Customizing the Thumbnail Images Appearance

The thumbnail image is a small graphic image that is used as a preview of, and a link to, a larger version of the image. When the viewer clicks on the thumbnail image, a larger representation of the image is displayed.

You can also replace the Thumbnail images with Thumbnail titles.

To use Thumbnail titles:

1. Select the key element of the Thumbnail images.

2. Right-click on the key-element.

3. Click on "+title" option from the context menu.
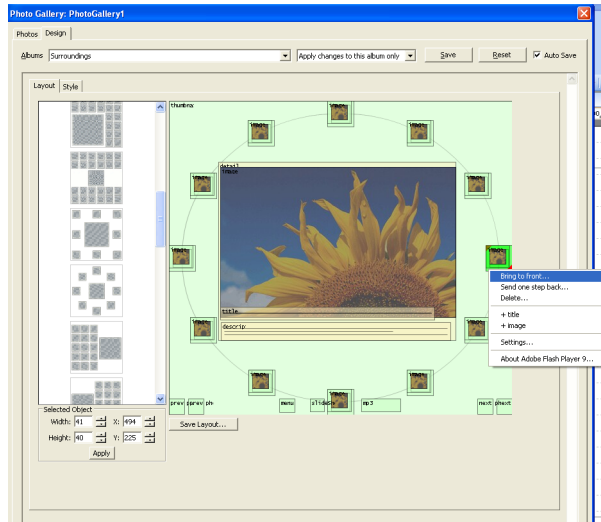
4. Right-click on the Thumbnail image from the key-element.

5. Click on the Delete command from the context menu.

6. Double-click one of the red handles of the key element.

7. The key element thumbnail modifications will be applied to all containers.

In the predefined Layout pane, notice the different styles that are available for displaying your Flash Photo Gallery. When selected, the Preview pane displays a sample of this layout as to how the gallery will look on the page.

Notice how the thumbnails are grouped in a container and display an illuminated green key element thumbnail.
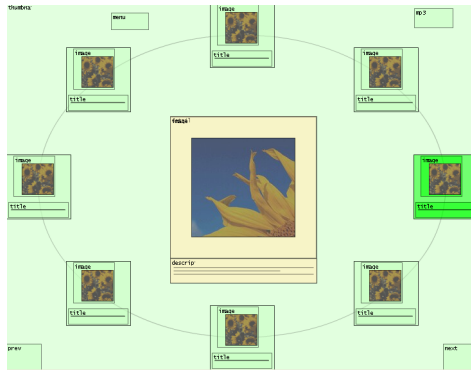
The key element thumbnail is the master control used to modify all image and frame sizes of all thumbnails that are part of the selected layout. If a selected layout contains multiple thumbnail containers, the key element thumbnail modifications will be applied to all containers. Each container holds multiple thumbnails and is identified by the word 'thumbnail' in the top left corner of he container.

To customize the predefined layout of thumbnails in the container, right-click in the container area and select Transform to custom type.. from the context menu.
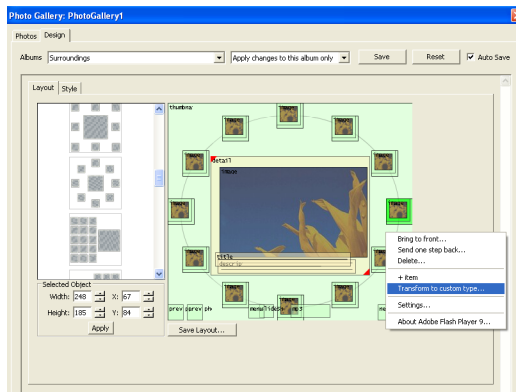
Select the thumbnails that you would like to reposition, and using the drag-and-drop method, create the thumbnail layout you desire.

When modifying the key element thumbnail, you will notice two red handles that appear in the corners when the thumbnail is selected in the preview area. Adjusting the thumbnail image with the handles will apply the following effects:

* Selecting the thumbnail text area will allow you to resize the text box associated with the thumbnail.

* Selecting the border area allows you to adjust the size of the thumbnail frame.

* Selecting the thumbnail image allows you to resize the thumbnail images within the frame.

You can also resize and modify the size and position settings for the thumbnail items by selecting the item and modifying the predefined values, in the Selected Object pane.

Selected object pane
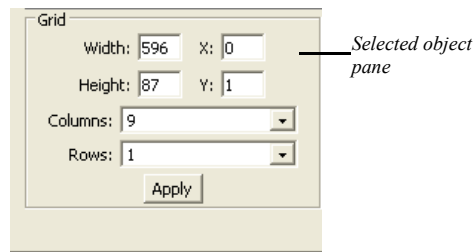
Selecting a thumbnail element will update the Selected Object pane.

Modifying the Thumbnail Properties

After arranging the thumbnail images using the preview area of the layout tab, you will now be ready to adjust the properties associated with the thumbnails. These properties include the decorative frame to be used, the effects for the thumbnail images, color and border adjustments for the frame, and font formatting changes for titles, to name a few.

Styling the thumbnail images consists of three main options:

* Item. The object container for the thumbnail on the page.

* Image. The area in and around the image inside the thumbnail frame.

* Title. The title of the thumbnail.

With the thumbnail highlighted in the preview area, select the Style tab.
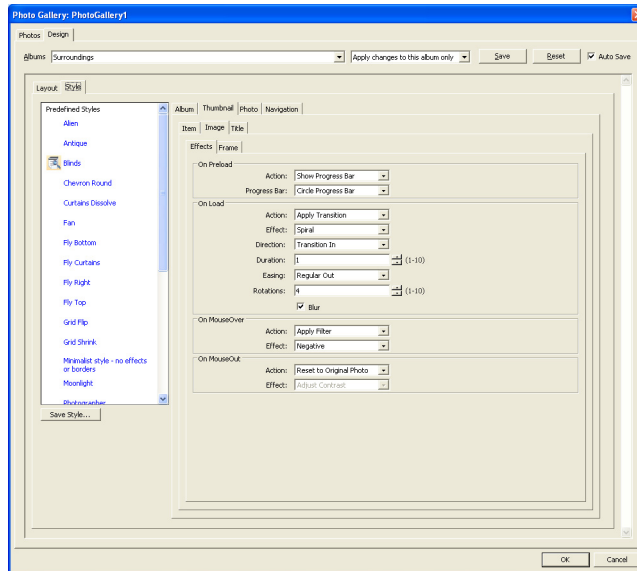
Notice the styles in the left pane. Clicking on one style from the predefined list, a dialog with the style preview appears.

Your Flash Photo Gallery will use one of the pre-defined layouts by default. After you have modified the frame, image and title properties of your gallery thumbnails, click the Save Style.. button to add this new style to your list. You can now use this style in all the albums you create.

To set the Item options, with the thumbnail tab selected, click on the Item tab.

1. Select a frame from the drop-down list. Options associated with the selected frame appear.
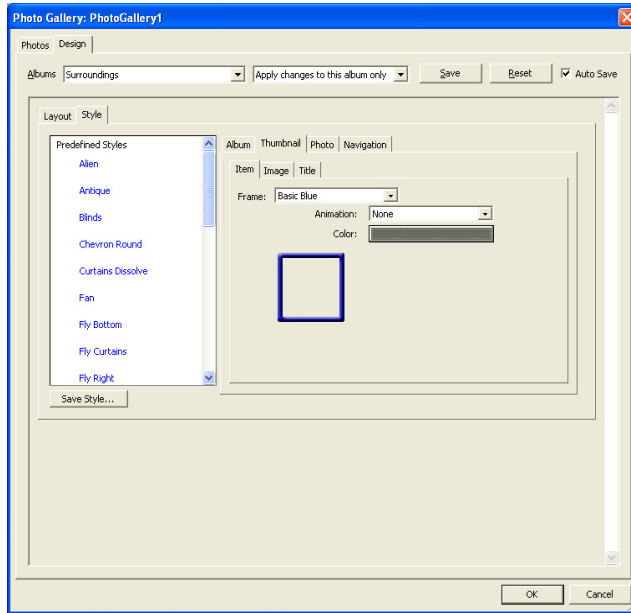
2. Select an animation effect to be applied on the frame around the thumbnail object when the gallery is loaded in the browser.

3. Click on the colored button to select a color for the frame from the Color Picker dialog.

4. Click on the Save Style button to apply the settings and to save the style in the Predefined Styles pane.

The options available on the image tab allow you to define the effects and border region around the image that is displayed in the selected frame.

To set the Image options, with the thumbnail tab selected, click on the Image tab.

On the Effects tab you can assign effects when your images are preloading in the gallery, transitional effects to bring added attention to your thumbnail images, and actions that occur when your site visitors mouse over the photo.

To apply effects to your thumbnail photo:

1. Select one of the five available progress bars to be displayed when the thumbnail images are preloaded.

2. Select one of the available transitions or filter effects to apply when the thumbnail images are loaded. For the selected effect, you can change its parameters in the Settings section that appears below the drop-down list.

3. Select one of the available transitions or filter effects to apply when the thumbnail image is rolled over. The effects parameters can be changed in the Settings section that appears below the drop-down list.

4. Select one of the available transitions or filter effects to apply when the thumbnail image loses focus. The effects parameters can be changed in the Settings section that appears below the drop-down list.
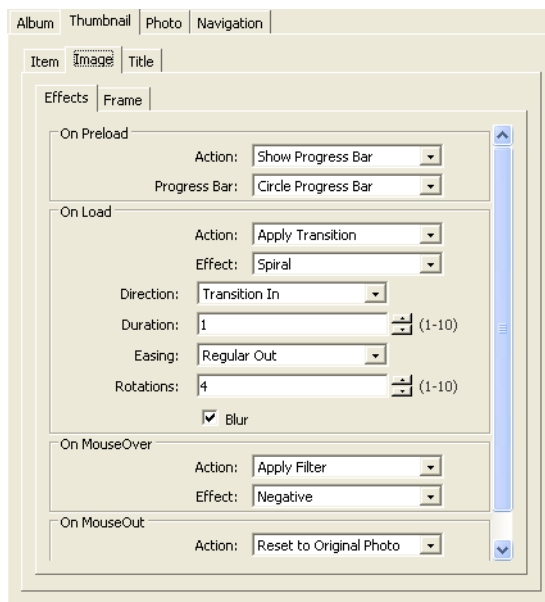
5. Click on the Save Style button to apply the settings and to save the style in the Predefined Styles pane.

On the Frame tab you can select how the border region between the frame and the image will be displayed and apply special effects to this area.

To apply a border region frame around your detail photo:

1. Select a frame from the drop-down list. Options associated with the selected frame appear.

2. Select an animation effect to be applied on the border region between the frame and detail image.

3. Click on the colored button to select a color for the photo frame from the Color Picker dialog.

4. Click on the Save Style button to apply the settings and to save the style in the Predefined Styles pane.

The options available on the Title tab allow you to define the font type, color, and style of the text used for your thumbnail titles.

To set the Title options, with the thumbnail tab selected, click on the Title tab:
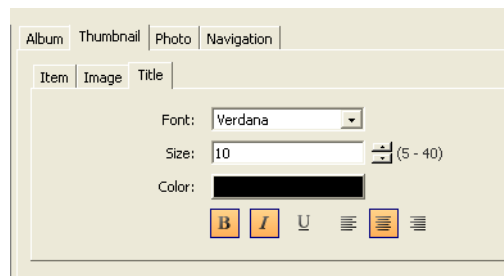
Select the font type, size, color and style from the options available.
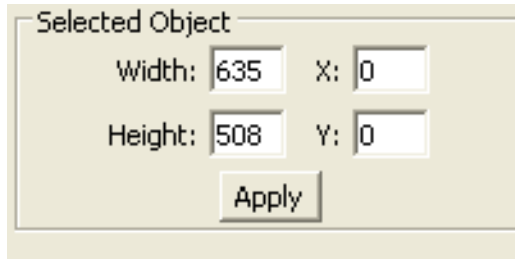
Customizing the Photo Appearance

The detail photo is the full size photo display of the image that appears in the thumbnail. In the Layout Editor section, select the large image. Two red triangle handles appear in the corners of the selected object offering you the ability to extend the dimensions of the detail image elements:

• After you select the description box, you can resize the text box by dragging the red handles.

• After you select the title box, you can drag one of the red handles to extend the photo title box.

• After you select the photo, you can resize it by dragging the red handles.

You can also resize and modify the size and position settings for the photo's items by selecting the item and modifying the predefined values, in the Selected Object pane.

Selecting a Photo element will update the Selected Object pane and the Style section.

When you select a Detail Photo element, the properties section from the Style tab will display the Photo tab.

On the Photo tab, you can set the properties for the image, title, and description.

Modifying the Photo Properties

After arranging the Detail image using the preview area of the layout tab, you will now be ready to adjust the properties associated with the photo. These properties include the effects for the photo, color and border adjustments for the frame, and font formatting changes for titles, and descriptions.

Styling the Photo consists of three main options:

- Image. The area in and around the image inside the photo frame.

- Title. The title of the photo.

- Description. The description of the photo.

With the photo highlighted in the preview area, select the Style tab.
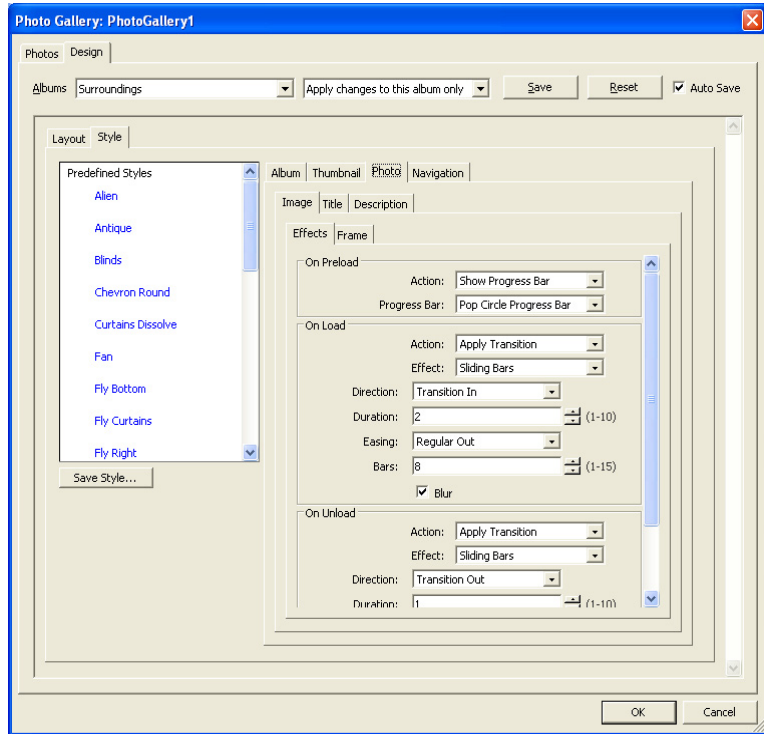
Notice the styles in the left pane. Your Flash Photo Gallery will use one of the pre-defined layouts by default. After you have modified the image, title, and descriptions properties of your gallery photo, click the Save Style.. button to add this new style to your list. You can now use this style in all the albums you create.

The options available on the image tab allow you to define the effects and border region around the image that is displayed in the selected frame.

To set the Image options, with the Photo tab selected, click on the Image tab.

On the Effects tab you can assign effects when your Detail photo is preloading in the gallery, transitional effects to bring added attention to your image, and actions that occur when your site visitors mouse over the photo.

To apply effects to your detail photo:

1. Select one of the five available progress bars to be displayed when the detail image is preloaded.

2. Select one of the available transitions or filter effects to apply when the detail image is loaded. For the selected effect, you can change its parameters in the Settings section that appears below the drop-down list.

3. Select one of the available transitions or filter effects to apply when the thumbnail image is rolled over. The effects parameters can be changed in the Settings section that appears below the drop-down list.

4. Select one of the available transitions or filter effects to apply when the detail image loses focus. The effects parameters can be changed in the Settings section that appears below the drop-down list.

5. Click on the Save Style button to apply the settings and to save the style in the Predefined Styles pane.

On the Frame tab you can select how the border region between the frame and the image will be displayed and apply special effects to this area similar to the selections made on the thumbnail frame of the Items tab.

To apply a border region frame around your thumbnail photo:

1. Select a frame from the drop-down list. Options associated with the selected frame appear.

2. Select an animation effect to be applied on the border region between the frame and thumbnail image.

3. Click on the colored button to select a color for the frame from the Color Picker dialog.

4. Click on the Save Style button to apply the settings and to save the style in the Predefined Styles pane.

The options available on the Title tab and Description tab allow you to define the font type, color, and style of the text used for your detail photo title and description.

To set the Title options, with the Photo tab selected, click on the Title tab:
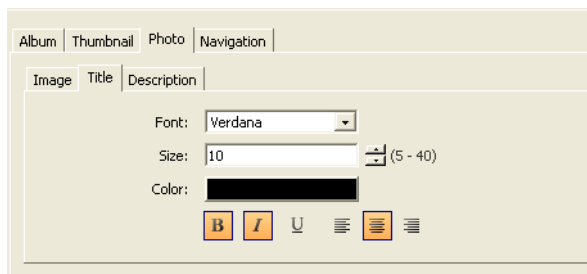
Select the font type, size, color and style from the options available.

To set the Description options, with the Photo tab selected, click on the Description tab.

Select the font type, size, color and style from the options available.

Customizing the Navigation System

The navigation system for your Flash Photo Gallery displays a variety of effects that will leave your site visitors in awe. Select from a wide variety of styled options

that are available for your site visitors to enjoy scrolling through your photos and albums.

In the Layout Editor section, select the Navigation Object. Two red triangle handles appear in the corners of the selected object offering you the ability to extend the dimensions of the menu.

Menu

MP3 Player

Navigation elements

Slide Show Control
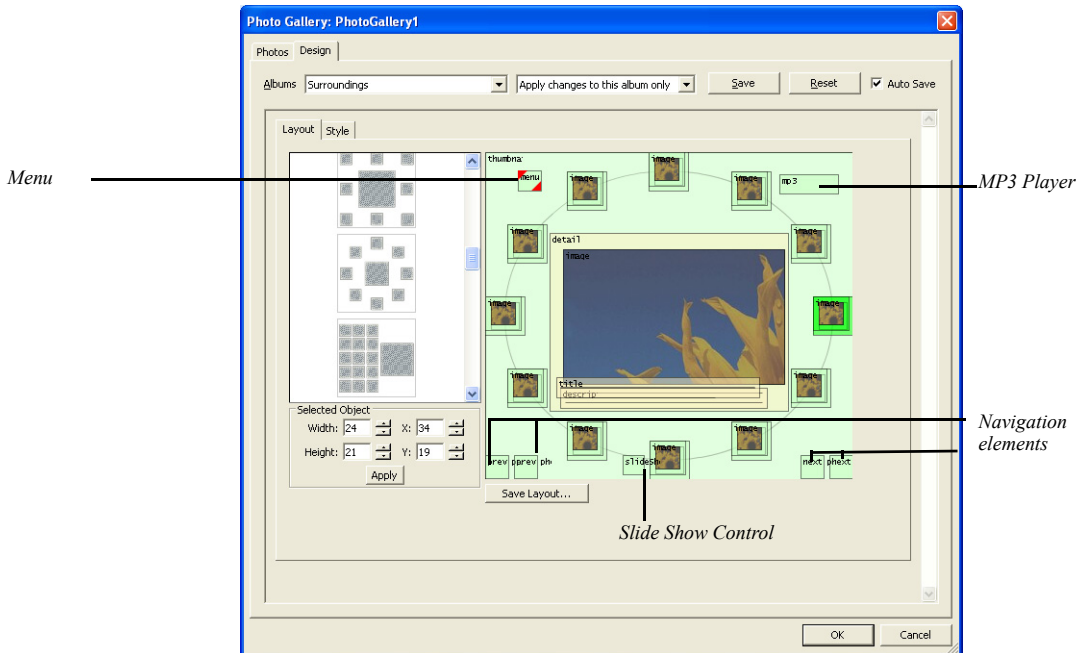
Selecting a Menu, a Slide Show feature, or a Navigation element will update the Selected Object pane and the Style section. When you select a Menu element on the Preview pane of the Layout tab, clicking the Style tab will display the Navigation tab with the specific elements properties displayed for editing.
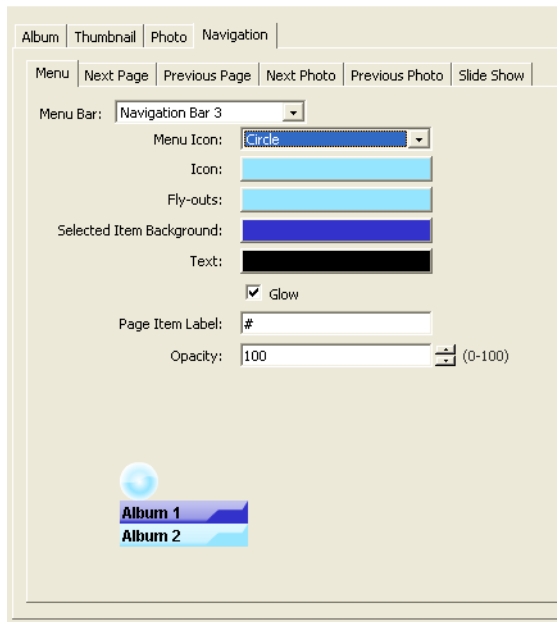
On the Navigation tab, you can set the properties for the navigation bar menu, the Next Page, and Previous Page, or photo buttons for scrolling through the photos and albums, and special effects that are applied to these elements when they are displayed on the Flash Photo Gallery page. You can also set the Slide Show features, and customize the appearance of the photos navigation buttons. Your site visitors can do a right-click anywhere on the Detail image and select the " >> " command from the context menu to start the slide show. The Slide Show begins from the image that follows the currently selected one and pass through all the images from the current album, and if necessary, changing the page also. The slide show stops when clicking the Pause button, or by right-clicking on the Detail image and select the "||" command.

The menu tab allows you to display a navigation system that your site visitors will use to quickly navigate to the photo album they wish to view. When selected the photo album will be loaded in the same page as the currently displayed album.

On the Menu section, choose from one of the available navigation bars:

1. Click on the Menu tab.

2. Select a navigation bar from the drop-down list

3. Select a Menu icon that will be displayed as the menu.

*Menu Icon
on the
Preview tab*

On roll-over the Menu icon will become a fly-out menu:

4. To select a different color for the Menu icon, click the colored button on the Icon field and choose the color you prefer.

5. To select a different color for the fly-out menu, click the colored button on the Fly-outs field and choose the color you prefer.

6. To select a different color for the text, click the colored button on the Text field and choose the color you prefer for the Navigation bar.

7. Click on the Save Style button to apply the settings and to save the style in the Predefined Styles pane.

The Previous and Next Page tabs allow you to display navigational effects for that added excitement your site visitors will enjoy while they scroll through the photos in your album.

To create these Navigational page tools, select the Previous, or Next Page tabs.
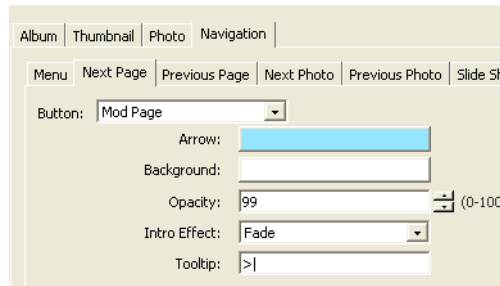
1. Select the navigation button type, from the drop-down list.

2. Select the colors of the image and background that will be used for your button.

3. Choose one intro effect from the list of effects available from the drop-down list.

4. Input a tooltip for the navigation button, that will appear when the site visitor will roll-over the button.

The Previous Photo and Next Photo tabs allow you to scroll through the photos in your album page and to display the next image after the currently selected as the Detail Photo.

To create these Navigational Photo tools, select the Previous Photo or Next Photo tabs.
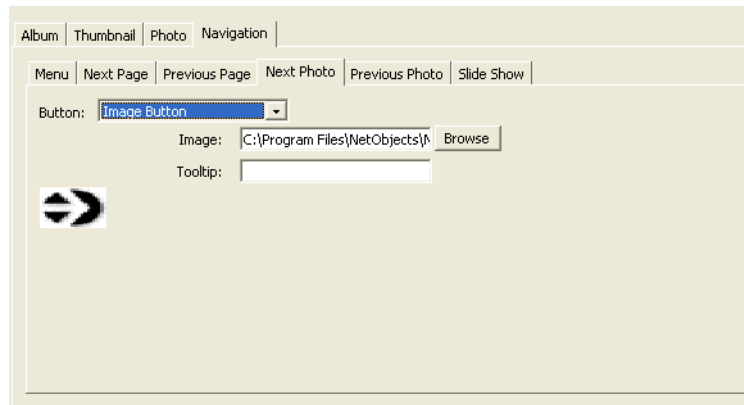
1. Select the navigation button type, from the drop-down list.

Note: If you select the Image button type, you need to select what image you want to use. The image is recommended to be **.gif** format. To select the image for the photo navigation tools, click on the Browse button.

2. Select the colors of the image and background that will be used for your button.

3. Choose one intro effect from the list of effects available from the drop-down list.

4. Input a tooltip for the navigation button, that will appear when the site visitor will roll-over the button.

Setting the MP3 Player options

The Flash Photo Gallery comes equipped with the ability to integrate MP3 files to WOW your site visitors with exiting introduction and narration using one of today's fascinating technologies.

In the Layout Editor section, select the MP3 player object. Two red triangle handles appear in the corners of the selected object offering you the ability to extend the dimensions of the player.

Selecting the MP3 player element will update the Selected Object pane and the Style section.

When you select the MP3 element on the preview pane of the Layout tab, clicking the Style tab will display the Album tab with the specific elements properties for Sound displayed for editing.
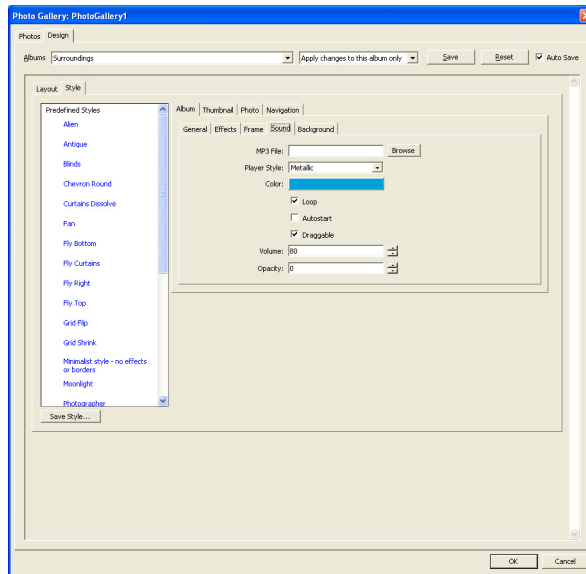
Setting the Sound options for MP3 files:

- Locate the MP3 file using the Browse button.

- Select a Style for the skin that will be displayed on the MP3 player.

- Modify the skin color using the Color option.

- Enable the Loop option if you want your selected sound file to be played continuously.

- To enable the file to play automatically when the album is loaded, select the Autostart option.

- If you want your site visitors to have the ability to move the MP3 player around on the page, enable the Draggable checkbox.

- Set the Volume the file will be played at when initially loaded in the Browser.

- The opacity option allows additional control over the look and feel of the player on the Web page.

- If you want your site visitor to be able to move the MP3 player, enable the Draggable checkbox.

Note: If you do not want an MP3 player to be displayed on your Flash Photo Gallery page, you can input 0 in the opacity field and the MP3 Player will become transparent.

Setting the Album Properties

The Album tab allows you to control the Flash Photo Gallery as a whole. Modify the size of your gallery, apply effects to the entire gallery and set the frame type to encompass your photo albums so their appearance matches your site design.

To see the page size, click on the General tab.

To set the page Width and Height:

1. In Page View, select the Flash Photo Gallery object.

2. Select the sizing handles of the object and drag to your desired height and width.

The size options in the General tab will be updated with the new height and width.

Setting Slide Show Features

The Slide Show permits you to set a time delay, that depends on the Delay parameter, which can be set on the General section of the Album tab. We also have the option to auto-play the slide show, by enabling the Auto-play checkbox.

When setting effect for the Album, you can:
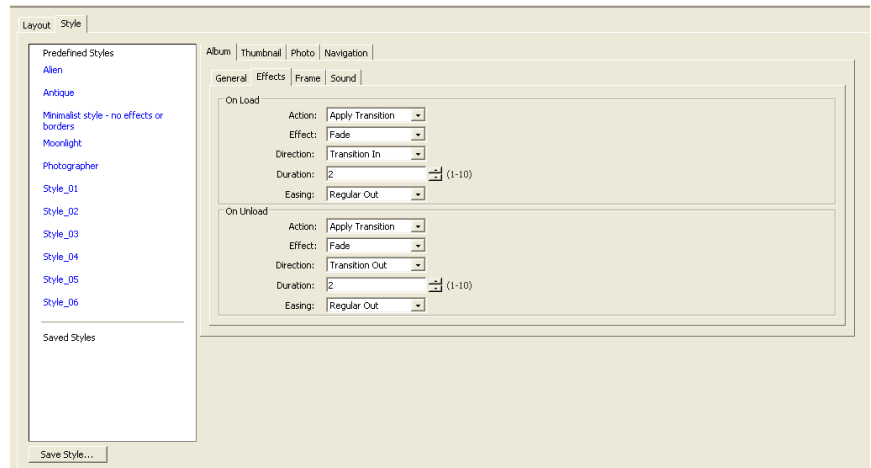
1. Select one of the available transitions or filter effects to apply when the page is loaded. For the selected effect, you can change its parameters in the section that appears below the drop-down list.

2. Select one of the available transitions or filter effects to apply when the page is unloaded. The effects parameters can be changed in the section that appears below the drop-down list.

3. Click on the Save Style button to apply the settings and to save the style in the Predefined Styles pane.

To set the Frame border for the Album:

4. Click on the Frame tab.
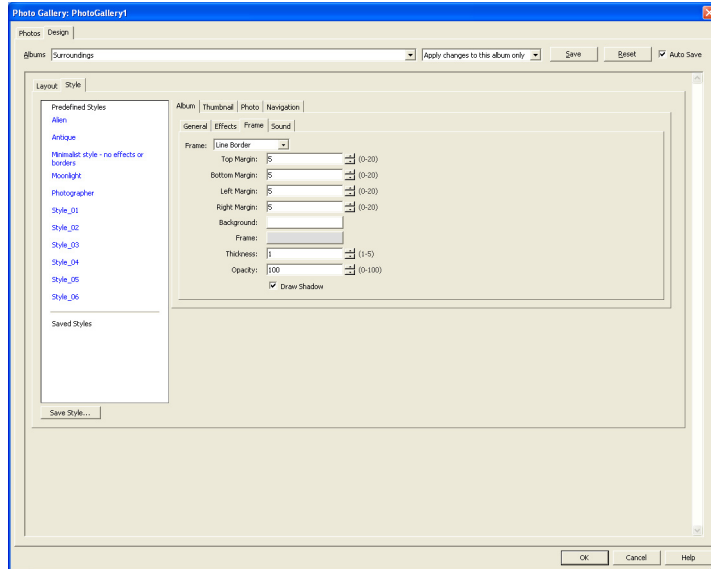
5. Select one border from the drop-down list. Options associated with the selected border appear.

6. Select an animation effect to be applied on the border.

7. Click on the Frame colored button to select a color for the frame from the Color Picker dialog.

8. Click on the Save Style button to apply the settings and to save the style in the Predefined Styles pane.

To set the Sound options see"Setting the MP3 Player options" on page 380.

Saving Your Settings

To save the changes you made so they can be used in other albums and galleries, on the Style section:

1. Click the Save Style button.

2. Enter a name for the new style in the dialog that appears.
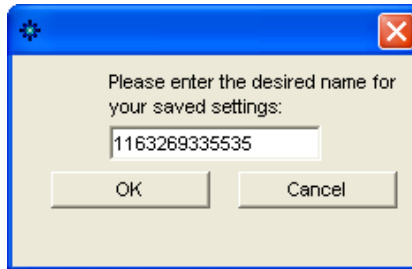
3. The new name will be displayed on the Saved Styles list.
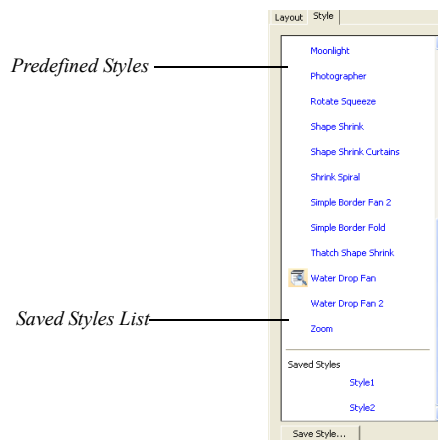
To delete the style, press the Delete button that appears when you roll-over the name of the style.

While working in the Flash Photo Gallery you can save your modifications at any time using the Save button at the top of the dialog. Clicking OK when you have completed the gallery setup will also save your modifications.

Adding Tables

Presenting information in tabular format is often an effective way to convey complex concepts and ideas. NetObjects Fusion makes it easy to add tables to a site. You can select and work with a whole table, just a row, just a column, a single cell, or several rows, columns, or cells. Each of these objects has its own properties panel and its own HTML button, so you can apply HTML to the cell, row, column, or table.

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

This chapter describes:

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

Adding a Table

Table tool

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

   The Create Table dialog appears.
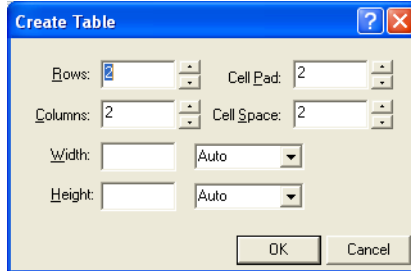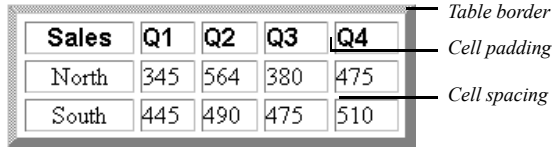
Note: Click the arrow displayed on the Table button to open the Table fly-out, and move the mouse over the available table cells to select how many rows and columns you want. The selected cells change their color into pale blue. Using this method you can select a table with maximum 5 rows and 5 columns.
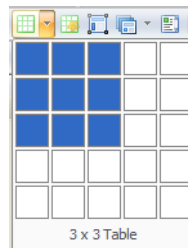
2. Specify the number of columns and rows in the table.

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

Table border

Cell padding

Cell spacing

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

5. Click OK.

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

The table appears with the Table Properties panel.
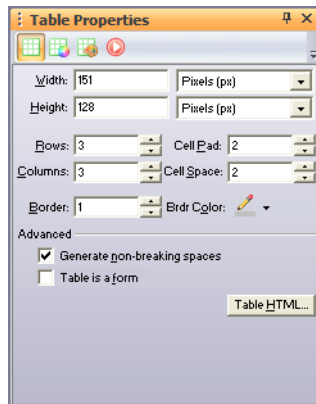
These properties apply to the entire table; you can also select a row, column, or individual cell and set its properties. See "Setting Row and Column Properties" on page 396 and "Setting Cell Properties" on page 397.
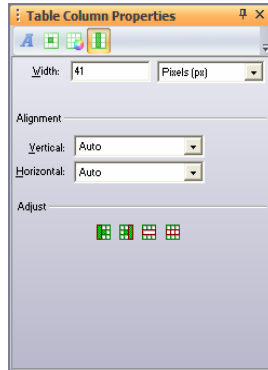
Each table, column, row, and cell is an individual object. You can view the object hierarchy by choosing Object Tree from the View menu. You can also see which table object is selected by referring to the Object Tree panel. You can rename tables and cells in the Object Tree panel, but you cannot rename rows or columns.
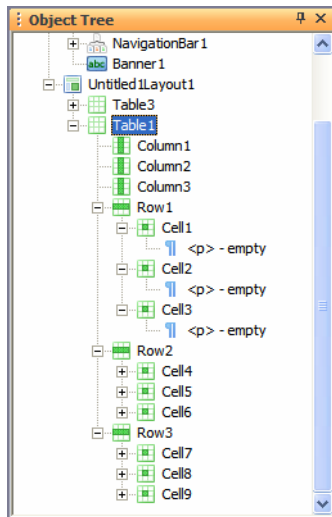
You can add an action to a table or cell using the Actions tab on the Properties panel.

Setting Table Properties

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

> If the text box containing the table is sized to the Layout, set to wrap to the browser width, and the MasterBorder margins are set to zero, you can use Relative width to size the table as a percentage of the text box. If a site visitor resizes the browser window, the table will resize accordingly.

> Use Fixed width to ensure that NetObjects Fusion creates a table that does not resize if the site visitor resizes the browser window.

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

Table border

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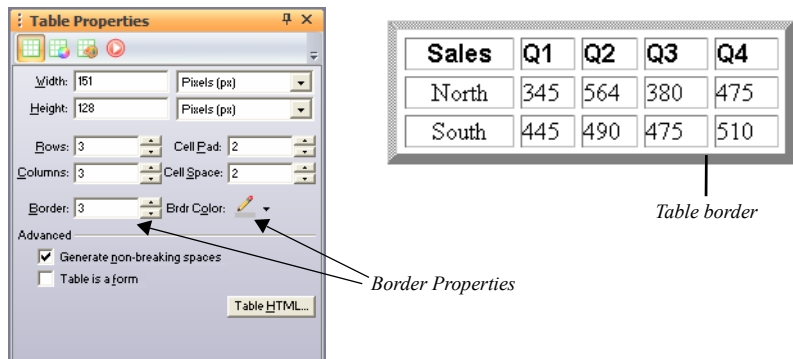
3. In the Advanced section of the Table tab, select *Generate non-breaking spaces* to prevent empty cells from collapsing in Netscape Navigator and Microsoft Internet Explorer.

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

4. To make the table a form, select Table is a form. See Chapter 33, "Designing and Implementing Forms."

You can add HTML code to a table. See Chapter 35, "Working with HTML Directly." You can also convert a table into a Layout Region by right-clicking the

table and selecting Convert Table to Layout Region from the shortcut menu. See "Working with Layout Regions" on page 148.

Setting the Table Background

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

1. In Page view, select the table.

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

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

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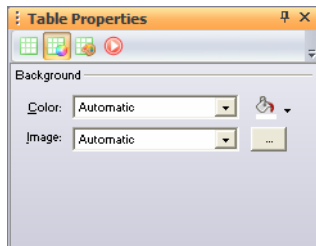
3. In the Image field, select:

    • *Automatic* to set the background to the image specified by the table's parent object.

    • *Browse* to select an image from the Picture File Open dialog. See "Choosing an Image Format" on page 286. If the picture is smaller than the table, the browser tiles the image. If you select a picture with a transparent color, the background color shows through. To change the image, click the Browse button to the right of the field.

Adjusting the Table Structure

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

Resizing Table Rows and Columns

- In Page view, select the table, and:

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

Use these handles to change the column width

Use these handles to move the table

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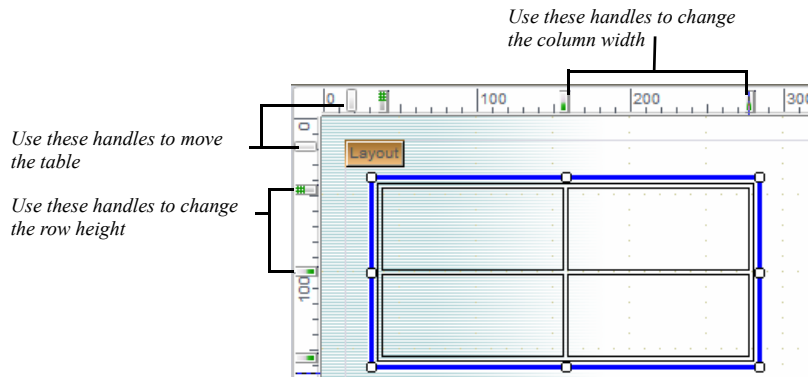
    - Point to the border of the row or column you want to resize and drag the cell boundary to the new size. If you resize a row, it changes row height and the overall table height.

    - For precise sizing of rows and columns or to make all rows or all columns the same size, see "Setting Row and Column Properties" on page 396.

Inserting a Row or Column

1. In Page view, select the table.

    The Table Properties panel will appear.

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

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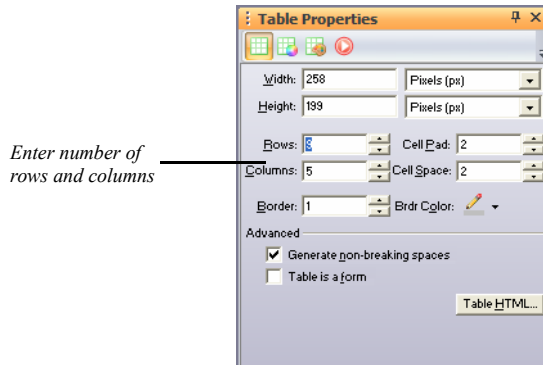
Additional rows are added at the bottom of the table, and additional columns are added at the right side of the table.

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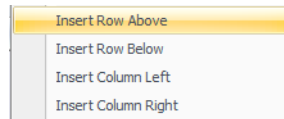
- To insert a column in a specific location, right-click on the highlighted column and select Insert Column Left or Insert Column Right from the menu.

You can also insert rows and columns from the Cell Properties panel. See "Setting Row and Column Properties" on page 396

Removing a Row or Column

1. In Page view, select the table.

   The Table Properties panel will appear.

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

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

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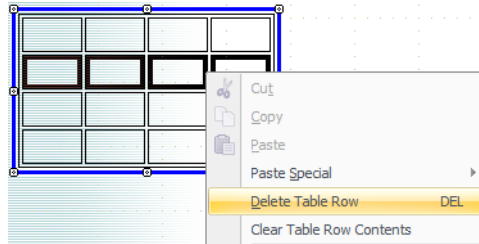
- To delete a specific column, right-click on the highlighted column and select Delete Table Column.

Merging and Splitting Table Cells

1. In Page view, select the cells in the table that you want to merge or split. See "Selecting Table Cells" on page 397.

   The Table Properties panel will appear.

2. In the adjust area on the Properties panel:

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

   - To merge cells, select Merge Cells. All borders between the selected cells disappear.
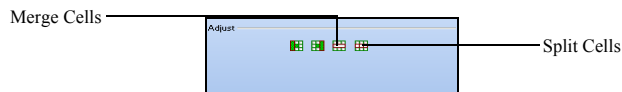
Setting Row and Column Properties

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

1. In Page view, select the table.

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

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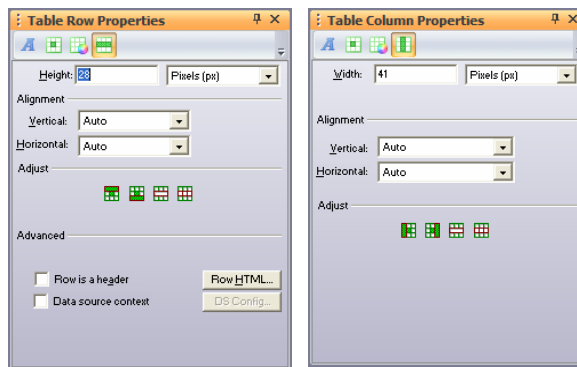
Row properties   *Column properties*

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

4. Set Row height or Column width.

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

    •   Display the Column tab of the Cell Properties panel. To make selected columns the same width, enter a number in the Width field, and press Enter. To size each selected column to its contents, click Fit to Contents.

5. Select Row is a header to format the cells as a row heading.

6. Select the Data source context to add Data source content to the table row. See "Setting Data Source Contexts (or Repetitive Region)" on page 974.

You can add HTML code to a row. See Chapter 35, "Working with HTML Directly."

Working with Table Cells

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

Selecting Table Cells

1. Click a cell.

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

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

   Selected cells are highlighted with a border.

Setting Cell Properties

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

   The Cell Properties panel appears.

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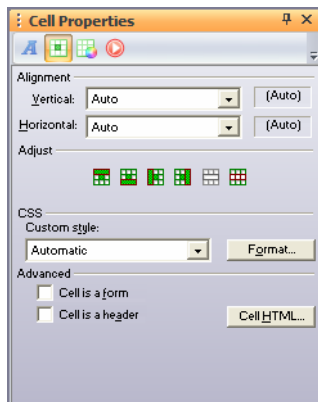
3. Set the Vertical and Horizontal Alignment for the cell. If the cell alignment is set to Auto, the alignment of the row or column containing the cell is shown in parentheses. If you select a different setting for the individual cell, it overrides the row or column setting and is shown in parentheses.

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

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

4. To add cells in a table, insert new rows or columns. See "Inserting a Row or Column" on page 393.

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

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

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

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

   • To change the cell background image, in the Image field, select:

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

- • *Browse* to select an image for the cell background from the Picture File Open dialog. See "Choosing an Image Format" on page 286. If the picture is smaller than the cell, the browser tiles the image. If you select a picture with a transparent color, the background color shows through. To change the image, click the Browse button to the right of the field.

  To apply text styles, see Chapter 14, "Designing with Text."

6. To make the cell a form, select Cell is a form. See Chapter 33, "Designing and Implementing Forms."

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

You can also add HTML code to a cell. See Chapter 35, "Working with HTML Directly."

Sizing Cells

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

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

2. Select Fit Cells from the shortcut menu.

  The cell shrinks to fit the content.

Adding Text and Pictures to Cells

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

- • Add and format text. You can apply formats to all selected cells at one time. See Chapter 14, "Designing with Text."

- • Embed objects. See "Embedding Objects in a Text Box" on page 191.

- • Wrap text around objects. See "Wrapping Text around Objects" on page 193.

- • Modify text box properties. See Chapter 10, "Working with Text Boxes."

To select the contents of a cell:

- • Double-click the cell.

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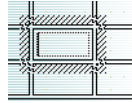
Sorting Table Data

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

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

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

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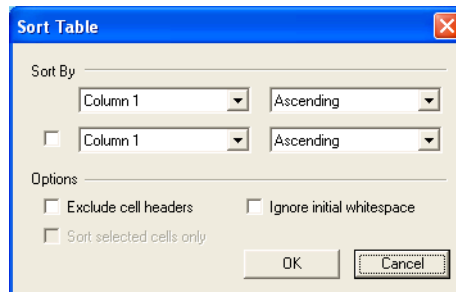
3. In the Sort by section, select the columns you want to sort. You can sort by:

    *   Ascending Order (A to Z)

    *   Descending Order (Z to A)

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

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

4. In the Options area, select:

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

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

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

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

Importing Table Data

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

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

Table (Import Data) Tool

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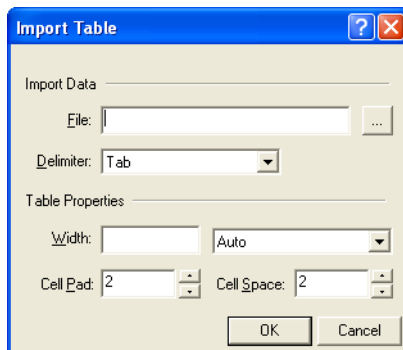
2. Browse to the location the file that has the table data you want to import.

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

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

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

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

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

4. Complete the Table Properties section. See "Setting Table Properties" on page 391.

Exporting Table Data

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

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

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

   The Export Table dialog appears.
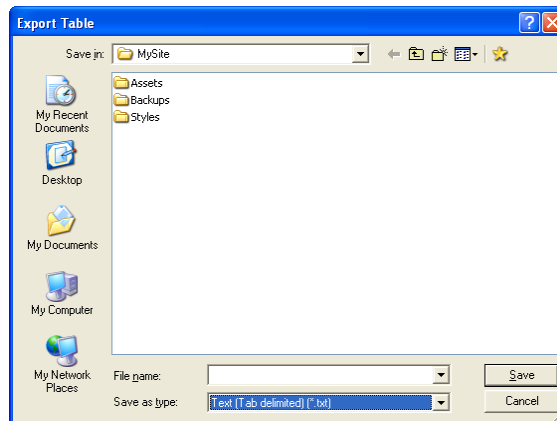
3. Choose a location to save the file to.

4. Type a file name to save the data as.

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

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

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

6. Click Save.

   The file will be saved to the location specified.

Setting Table Styles

You can quickly give your table a look that matches your site by creating a table style or applying a table style defined in Style view.

Defining Table Regions

When creating a table style, you must first define the two regions you will be working with - the middle and border regions. The middle region consists of all repeating cells and is defined in the Table Properties panel as all cells inside the blue box. The border region consists of all non-repeating cells and is defined as all cells outside of the blue box.
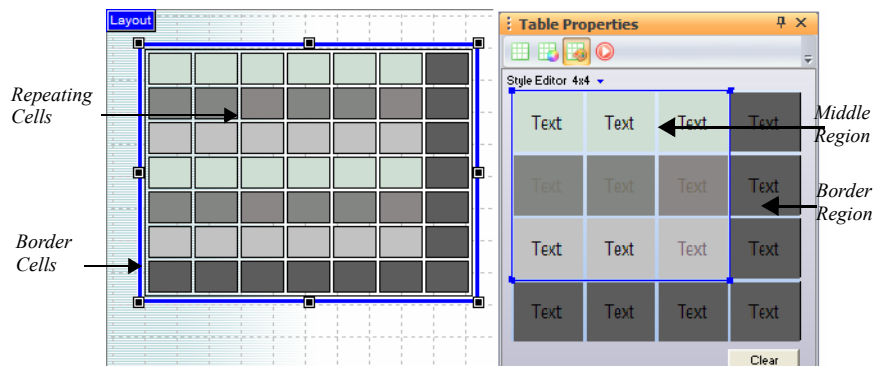
We can further separate the existing table into as many 9 specific regions in which the table style will be applied. These regions can be identified by drawing lines around the middle table style region. It is important to keep these table regions in mind when applying a table style.
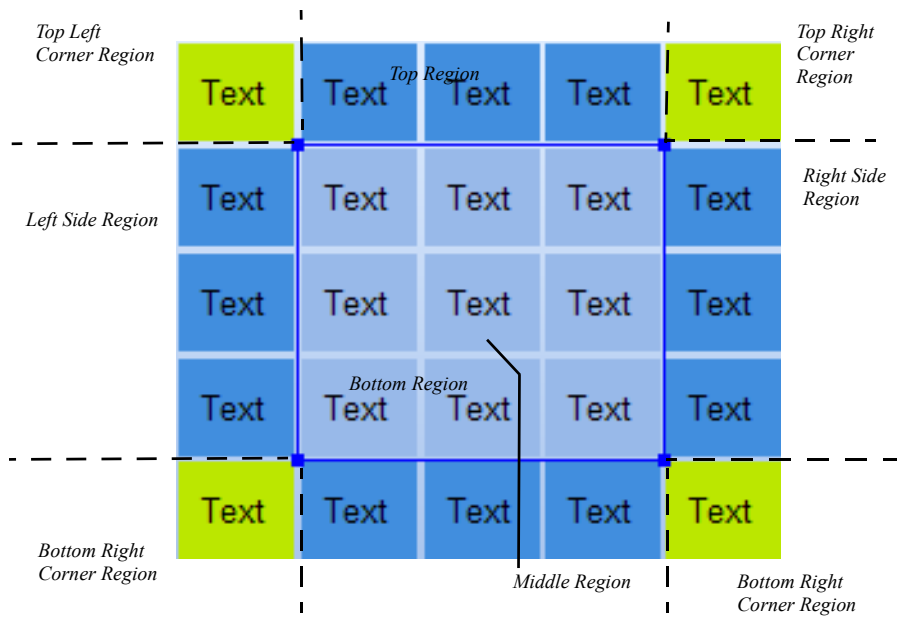
- The corner regions are defined by the cross-section of the side regions and do not repeat

- The top and bottom regions are repeated horizontally over the y-axis.

- The left- and right-side regions are repeated vertically over the x-axis.

- The middle region is repeated to fill the entire selected area without overlapping the border region.

Table Style Examples
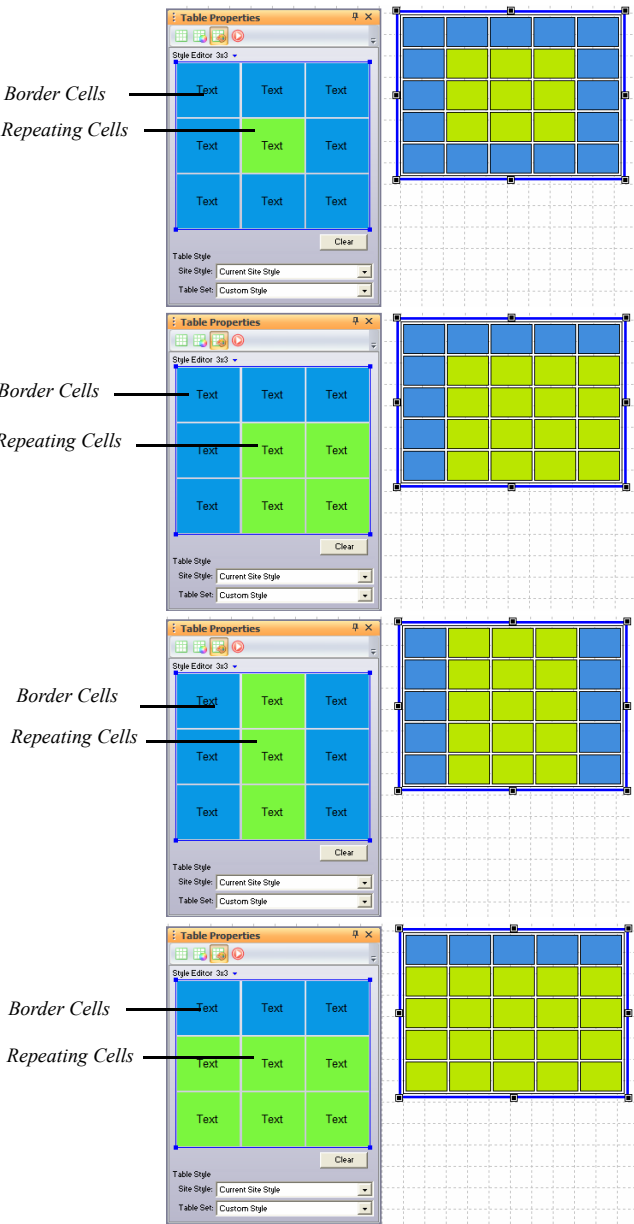
Creating a Table Style

To create a Table Style:

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

    The Table Properties panel appears.

2. Click on the Table Style tab.
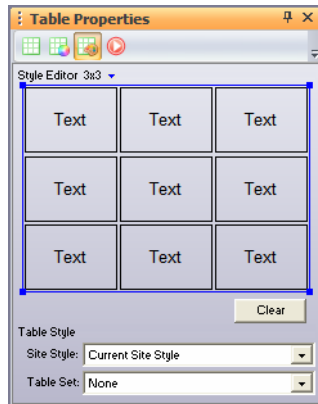
3. In the Style Editor area, click on the blue arrow to display the dimensions selector. The dark blue boxes are the cells in the middle region, and the light blue boxes are the cells in the border region.

Middle (repeating cell) region

Border region
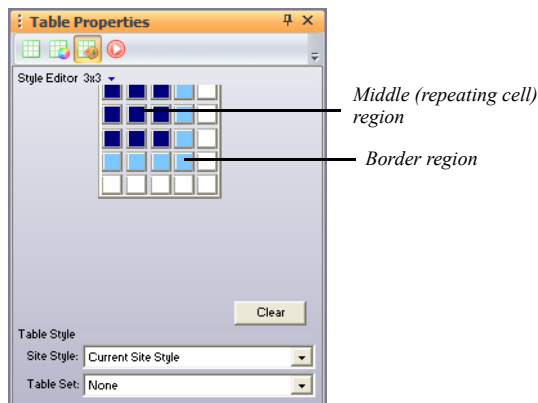
4. Drag your cursor to highlight the boxes and click on the box that is in the last (bottom-right) position to set the table style dimensions.

> **Note:** The Style Editor allows you to format a single table region (1x1) up to 25 separate table regions (5x5). However, the table style. can be applied, however, to a table of any size.

5. Drag the blue handles in the Style Editor area to define the middle, or repeating cell, region.

Click on cell to apply formatting
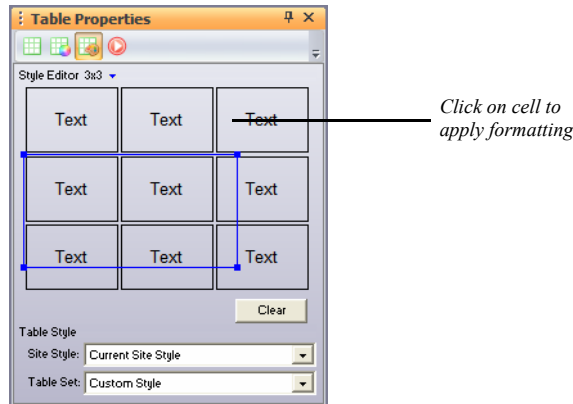
6. To apply text styles and formatting to cells, click on a cell in the Style Editor area.

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

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

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

- To change the cell background image, in the Image field, select:

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

    - *Browse* to select an image for the cell background from the Picture File Open dialog. See "Choosing an Image Format" on page 286. If the picture is smaller than the cell, the browser tiles the image. If you select a picture with a transparent color, the background color shows through. To change the image, click the Browse button to the right of the field.

To apply text styles, see Chapter 14, "Designing with Text."

7. Preview the table style in Page view.

To clear a table style and remove all formatting, click the Clear button

Adding a Table Style in Style View

You can save time by creating a new table style and saving it as an element of a site style so that it can be used again, much like a SiteStyle banner or button set.

To add a Table Style as a SiteStyle element:

1. In Style view, select a SiteStyle from the list of SiteStyles.

The elements of the selected style appear.

2. In the Table Styles area, click on the table image.

The Table Properties panel will appear.

Click to duplicate style

Click to delete style

Click to format cells

Clear table style formatting
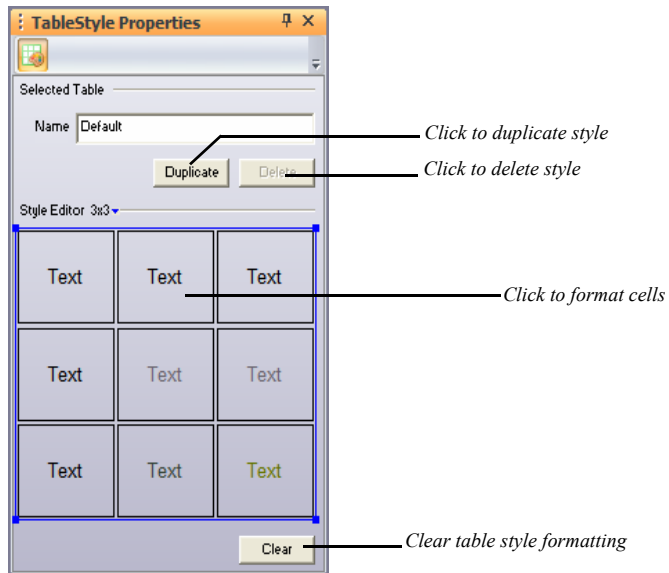
3. Type a name for the table style in the Name field.

4. Create a table style. See "Creating a Table Style" on page 406.

- To add or duplicate a table style, click Duplicate.

- To delete a table style, click Delete.

To apply a Table Style created in Style view:

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

The Table Properties panel appears.

2. Click on the Table Style tab.

3. In the Table Style section, click on the Site Style drop-down list.

Select from the list of active site styles.
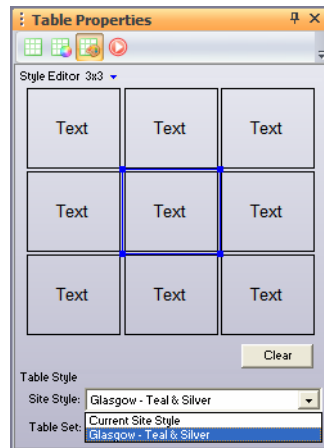
4. Select a Table Style from the Table Set drop-down list.

   All table styles associated with the selected site style will be available.

Drawing Shapes and Lines

Shapes and lines are essential building blocks for your page designs. You can draw rectangles, rounded rectangles, ellipses, and polygons, as well as HTML horizontal rules, lines, or SiteStyle lines, and set shape and line properties.

This chapter describes:

• Drawing shapes and setting properties

• Drawing horizontal rules

• Adding SiteStyle lines

• Drawing and editing lines and arrows

Drawing Shapes

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

Draw Rectangle
tool

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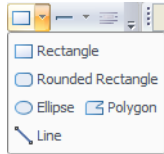
2. Draw the shape on the page.

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

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

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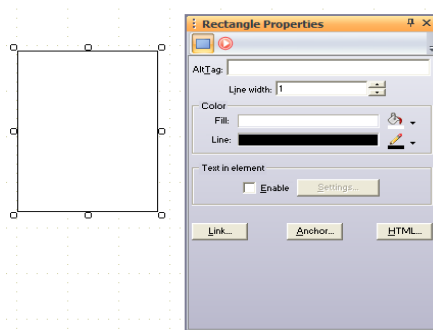
When you draw a shape, the appropriate properties panel appears

3. Type an alt tag in the AltTag field.

    See "Adding and Modifying Alt Tags" on page 118.

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

To make the border invisible, set it to zero.

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

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

7. To adjust the shape, drag its handles.

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

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

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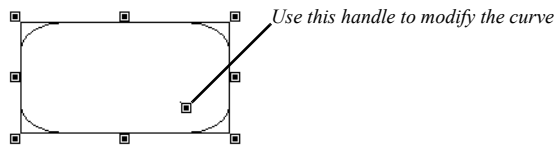
   • To edit the lines of a polygon, select it, place the pointer over any handle until you see the four-headed arrow, then drag the handle to adjust the shape.

8. To add text to a shape, see "Adding Text to a Shape or Picture" on page 262.

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

Adding HTML Horizontal Rules

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

To draw an HTML horizontal rule:

HR Rule tool

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

2. Draw the horizontal rule on the page.

    The HR Rule Properties panel appears.
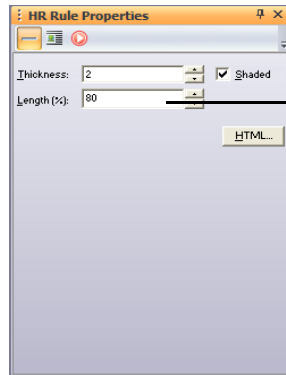
This option appears only when the rule is embedded in a text box

3. In the Thickness box, set the thickness of the rule.

    The standard width is 2 pixels.

4. Select Shaded to create a bevel effect.

    The standard HR rule is shaded.

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

Adding a SiteStyle Line

You can use SiteStyle lines to divide a page into sections. A SiteStyle line is part of the current SiteStyle. See Chapter 20, "Using SiteStyles."

SiteStyle Line tool

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

2. Click where you want to position the left end of the line.

The SiteStyle Line Properties panel appears.

3. To select a different image for the line, click Custom Image and choose an image in the Picture File Open dialog.

4. To use a line from a different SiteStyle, click Other and select a SiteStyle from the drop-down list.

If you change SiteStyles, NetObjects Fusion updates the line. A SiteStyle line is a **.gif** file.

You can change the size of the SiteStyle line by dragging a handle. However, if you assign a new SiteStyle, the line returns to its default size.

Drawing Lines and Arrows

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

Line Draw tool

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

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

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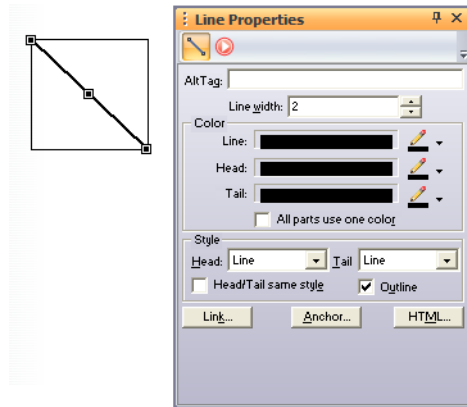
3. Type an alt tag in the AltTag field.

    See "Adding and Modifying Alt Tags" on page 118.

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

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

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

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

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

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

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

Editing Lines and Arrows

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

1. In Page view, select the line.

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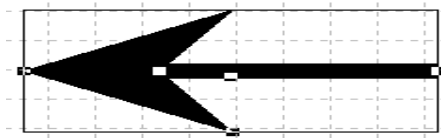
   Place the pointer over a selection handle. The pointer changes to a crosshair.

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

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

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

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

Using SiteStyles

SiteStyles are sets of thematic elements you can apply to your site. Some style elements are graphic, some include Flash effects, and others affect the appearance of text on your pages. In Style view, you use SiteStyles to create the look and feel of your entire site. NetObjects Fusion comes with a number of professionally designed SiteStyles that you can use to design your site.

You can use SiteStyles as they are or edit them. You can also create SiteStyles using your own artwork.

This chapter describes SiteStyles and how to use them, including:

- Applying SiteStyles

- Editing the graphic and text elements of a site

- Creating SiteStyles

- Creating text styles

- Adding and removing SiteStyles

- Styles folder structure

What Is a SiteStyle?

A SiteStyle is a collection of graphic and typographical elements you can apply to every page in your site to create its look and feel. Your site's SiteStyle gives it a consistent look that survives variations introduced by your site visitor's browser. When you change the SiteStyle, NetObjects Fusion automatically updates every page in your site with the new look.

If you do not find a pre-built style that is appropriate for your site, you can create your own custom SiteStyle. Or, if a SiteStyle works for most, but not all, pages in your site, you can customize it for just a few pages. For even more flexibility—for example, to use more than one banner image in your site or to use a different image for each button in a navigation bar—you can use the Navigation Bar and Banner Properties panels in Page view. See Chapter 22, "Creating Navigation Bars and Banners."

Exploring Style View

Style view

When you click the Style button on the control bar, NetObjects Fusion displays the Style view.

Note: If you see the View tips, open a site to see the list of SiteStyles.

Style view shows a list of SiteStyles available for the current site and the graphic and text elements of the selected SiteStyle. When you first launch NetObjects Fusion, you will see a list of default Sitestyle sources.

- *Active SiteStyles.* These are SiteStyles associated with a specific .nod. Active SiteStyles are added to your user sites folder at \NetObjects Fusion 11\User Sites\Styles. If you export your site as a template, only the active styles will be included.

  It is recommended that you keep active only those styles currently being used.

- *Local SiteStyles.* These are SiteStyles included with NetObjects Fusion. Local SiteStyles are not specific to one .nod file and can be made active at any time. The Local SiteStyles list displays the SiteStyles located in NetObjects Fusion\styles and are available for all .nod files.

  Local SiteStyles within NetObjects Fusion 11 contain a variety of new and exciting SiteStyles along with the high energy SiteStyles of previous versions.

- **_Online SiteStyles._** These are SiteStyles located on a Web server. Online SiteStyles are created in an XML format and are available to all NetObjects Fusion users. Third party SiteStyle designers have the ability to create online repositories that can be used to host SiteStyles they share with the NetObjects Community.

- **_CSS Lib._** These are pre-developed Cascading Style Sheets that can be applied to any Site Style and modified to match the look and feel of your site design.

    You must be connected to the Internet to set or activate an Online SiteStyle

- **_Classic SiteStyles._** These are a collection of the legacy SiteStyles that can be downloaded and implemented as your site design

Warning: Removing an Active SiteStyle or a Local SiteStyle will remove the style permanently. See "Removing SiteStyles" on page 457.

Click the Graphic tab to see the graphic and text elements of the currently selected SiteStyle. Click the Selectors tab to display the CSS rules belonging to the selected SiteStyle in the Styles Tree. Click the CSS Code tab to view the code used by the CSS file that is currently selected in the Styles Tree.

Click the Preview tab to view the SiteStyle elements as they would appear in a browser.

Graphic tab

Currently selected
SiteStyle

SiteStyle parts

Graphic
elements of the
selected style

Text section

Text elements of
the selected
SiteStyle
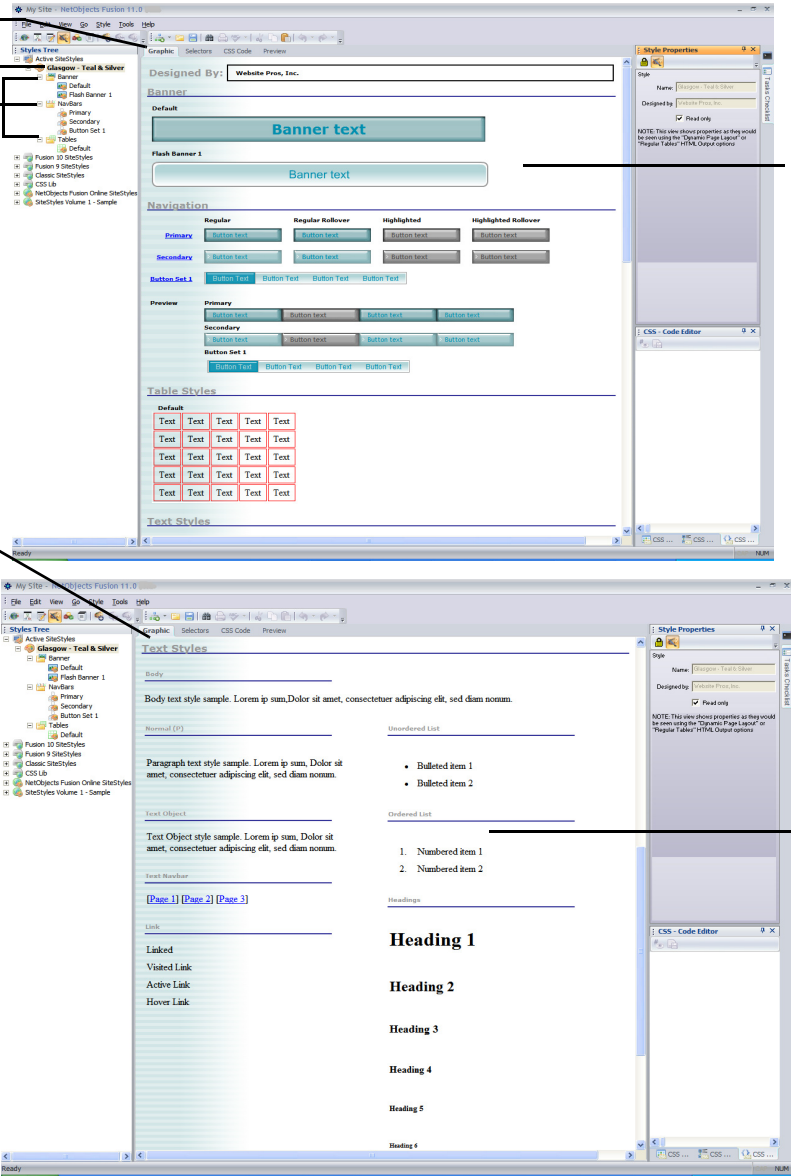
The Styles Tree displays the NetObjects Fusion Styles and the external CSS files associated with the open site.

Each NetObjects Fusion SiteStyle contains 3 categories on the StyleTree:

* Banner

* NavBars

* Tables

Under each of these folders the names of the elements contained by that category are displayed.

Each NetObjects Fusion SiteStyle is composed of graphic and text style elements.

On the Graphic tab you see samples of the:

* *Banner.* Image containing the banner text and color.
* *Flash Banner*. Flash object containing the banner text and color that has a flash file attached to it.
* *Primary Navigation Bar.* Images of navigation buttons as they appear and behave on the primary navigation bar.
* *Secondary Navigation Bar.* Images of navigation buttons as they appear and behave on the secondary navigation bar.
* *Flash Button Set Navigation Bar.* Flash navigation buttons as they would appear and behave on the flash navigation bar.

* *Primary Buttons.* Design of the primary buttons in regular, highlighted, regular rollover, and highlighted rollover states.
* *Secondary Buttons.* Design of the secondary buttons in regular, highlighted, regular rollover, and highlighted rollover states.
* *Flash Buttons.* Design of the Flash buttons.
* *Table Styles*. Preview of the middle and border table regions as they appear in Page view.
* *Data List Icons.* Bullet graphic displayed when you use a data object to create a data list.
* *Page Background.* Color or image used as a background of the page.
* *Additional Page Elements*. Images of additional page elements used in Decorator styles.
* *Styled Line.* Image for lines placed with SiteStyle Line tool.

- *Body.* Body text style that sets the overall text style for the entire site. The background of the Body is the same as the background shown on the Graphic tab.
- *Normal(P).* Style for text that you type in normal paragraphs.
- *Text Object.* Style for text that you type in text objects.
- *Text Navbar.* Style used for text navigation bars.
- *Link.* Text style and colors for text used for links. Changes made to the link style affect the Text Navbar style.
- *Unordered List.* Image and text style for bullet lists.
- *Ordered List.* Numbering and text style for numbered lists.
- *Headings.* Text styles for H1 through H6 heads.

The name of the SiteStyle designer is listed above the graphic elements at the top of the view.

On the Selectors tab you see pre-defined CSS rules that correspond with SiteStyle elements such as Table Styles and Body tags. CSS Selectors are displayed in a column on the left and a preview of the selected CSS selector is displayed on the right. Each selector can be edited using any of the three CSS Inspectors: CSS Common, CSS Property Sheet and CSS Code Editor.
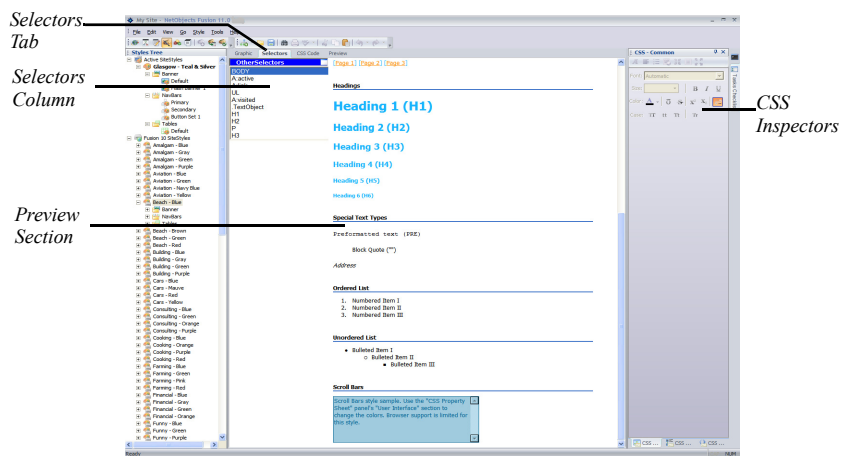
On the CSS Code tab you have full access to edit the CSS Rules assigned to the SiteStyle. The CSS Code Editor allows you to modify existing CSS rules, check

syntax as you type and import additional CSS styles. To find out more, see
Chapter 21, "Working with CSS and SiteStyles".

CSS Code
Tab

CSS file
displayed
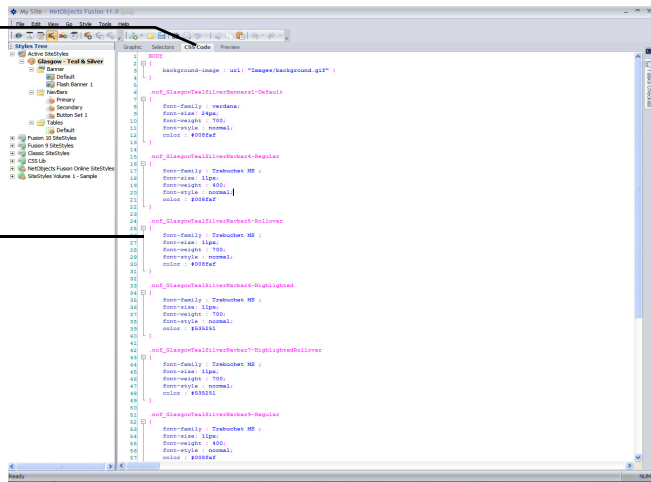
To preview the Style Elements to see how they appear in a browser, click on the Preview tab.
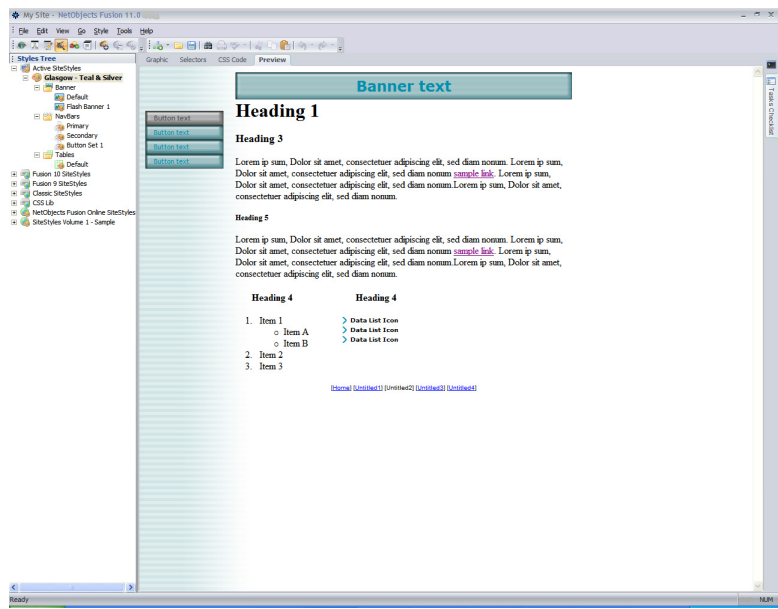
Applying SiteStyles

By default, navigation banners, buttons, text, lists, and other site design elements obtain their images and text attributes from the SiteStyle assigned to the site. When you apply a SiteStyle, NetObjects Fusion automatically applies style elements throughout your site. For example, it replaces all the buttons in your navigation bars with images from the style you specify, while maintaining the relevant links.

To apply a SiteStyle:

1. In Style view, select a SiteStyle from the list of SiteStyles.

   The elements of the selected style appear.

2. Click the Set Style button on the control bar.

Set Style

   NetObjects Fusion adds the style to your Active SiteStyles list and applies the style to your site.

When you go to Page view, you see the new style elements and text attributes on each page.

Combining SiteStyles and SiteStyle Elements

SiteStyles may be moved to a different SiteStyle list in the Style Tree, by dragging and dropping them to the destination folder.

You can combine style elements belonging to different SiteStyles to create your own unique SiteStyle. The style elements may be dragged and dropped from one SiteStyle to another. Prior to moving SiteStyle elements, you must un-check the Read-Only option from the destination style. See "Removing the Read Only Setting" on page 428.

To move a SiteStyle to a different location:

1. Select the SiteStyle name from the Style Tree list.

2. Drag and drop it to its destination SiteStyles list inside the Styles Tree.

The SiteStyle name and its elements will now be visible in the new location on the Style Tree.

To move a SiteStyle element to a different SiteStyle:

1. Select the SiteStyle element from the folder in which it resides.

2. Drag and drop it to the destination SiteStyle folder

Editing the SiteStyles Elements

A NetObjects SiteStyle is composed of both graphic and text elements that you can display and edit. NetObjects Fusion offers three views in which you can customize the SiteStyles to your preferences, each view having an increased level of complexity: Graphic View, Selectors View, and CSS Code View. You can customize the SiteStyles elements in each of these views.

If you are just beginning to work with CSS, use the Graphic View. This is a visual working area, where you can easily edit style elements using the Style Properties Inspector and the CSS Panels. See "Editing the Graphic Elements of SiteStyles" on page 428 and "Editing the Text Elements of SiteStyles" on page 444.

If you are already familiar with CSS, you can use the Selectors View to edit CSS rules belonging to the selected SiteStyle in the Styles Tree. Choose CSS selectors, preview and change them using the CSS Panels. See "Working in the Selectors View" on page 479.

If you have extensive CSS knowledge, use the CSS Code View. This view offers the capability of directly editing CSS code. See "Working in the CSS Code View" on page 487.

Removing the Read Only Setting

All SiteStyles delivered with NetObjects Fusion are set to Read only. Before you can edit a SiteStyle, you must remove the Read Only setting.

1. In Style view, select the SiteStyle you want to edit from the list of SiteStyles.

2. Click in the view so the Style Properties panel appears.
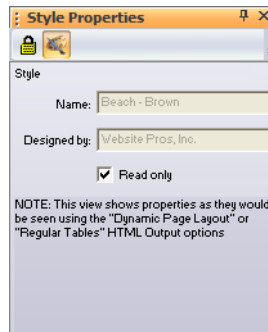
3. Clear the Read only option on the Style Properties panel. If you don't remove the check mark, you cannot edit the selected SiteStyle.

Editing the Graphic Elements of SiteStyles

You can edit any graphic element of an existing style to customize it. For instance, if you like every element of a style except the banner, you can change just the banner image. The image for every banner in your site changes to the new image.

You can also customize SiteStyle elements for some, but not all pages. See Chapter 22, "Creating Navigation Bars and Banners."

> **Note:** When you edit a SiteStyle, every site that uses the SiteStyle is affected. Your **\Styles** folder stores only one copy of a SiteStyle. When you change it, the change appears in all sites that use that SiteStyle. If the style you want to change is used in other sites and you don't want them to be affected, create a new style from the original style. See "Creating a SiteStyle" on page 446.

Editing Banners and Buttons

With SiteStyles, you can choose any font on your system for banner and button text and any image for the banner or button background. NetObjects Fusion dynamically generates image files for these banners and buttons using the font and images you specify for each element. This means that on buttons and banners, your site visitors see the fonts you select regardless of their browser or the fonts installed on their systems.

1. In Style view, select the style you want to change from the list of SiteStyles and clear the Read Only option.

2. On the Graphic tab, click the banner or button state you want to edit.

   The Properties panel appears for the banner or selected button state.
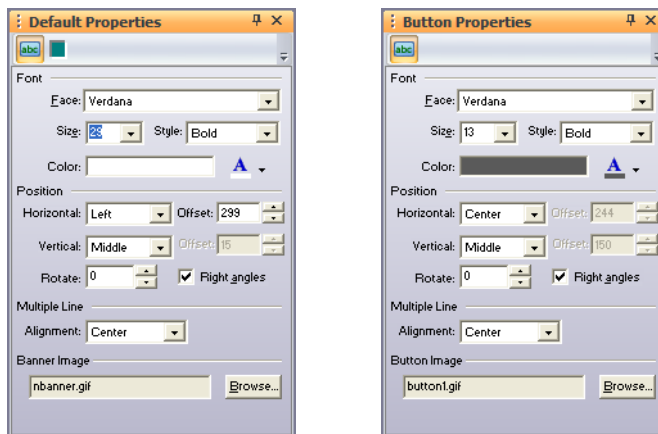
3. Select the font face, size, and style for the text.

4. Click Color and select a color from the Color Picker.

5. To position the text on the banner or button, set the Horizontal and Vertical positions.

   If horizontal button position is set to Left or Right, or vertical position is set to Top or Bottom, you can use the Offset option to move the text label on the button in small increments. As you change the offset, you can see the text move on the button in Style view.

6. To rotate the text, click the up or down rotation buttons. Click Right angles to limit the rotation to 90-degree increments. If you clear the Right angles box, clicking the rotation buttons increments the rotation angle and rotates the text. You can also type a number in the box.

7. Select an option for multi-line alignment if the banner or button text is more than one line.

   Each button state has its own Properties panel, so you can vary the images used on a navigation bar. For example, you can choose a happy face for the primary highlighted button and a neutral face for the primary regular button.

   The Properties panel shows the current image.

   Browse to change the button image
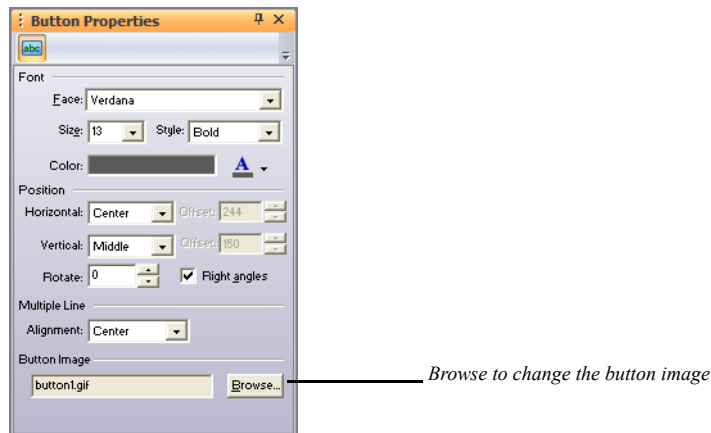
8. To select a new image, click Browse and choose a file in the Picture File Open dialog.

   You can select images from your site assets or from any folder on your hard disk. For best results, use an image that is the same size as the button or banner.

The images on the Style view Graphic tab reflect changes you make on the panels. When you finish editing the buttons, check the rollover behavior using the navigation bar samples. To view how the changes will appear in a browser, click on the Preview tab.

Adding Banners and Buttons

You can add new Flash, image, or text banners and buttons or duplicate existing ones. These SiteStyle elements can vary across pages and elements of different styles can be used to give your page a different look and feel. See Chapter 22, "Creating Navigation Bars and Banners."

To create new banners and buttons:

1. In Style view, with the Graphic tab selected, select the style you want to add a banner or button set to.

    • If adding a new banner, click on the Banner Properties tab.

    • If adding a new button set, click on the Primary, Secondary, or Flash Navigation Bar Sample.

    The Banner or NavBar Sample Properties panel appears, depending on which SiteStyle element you select.
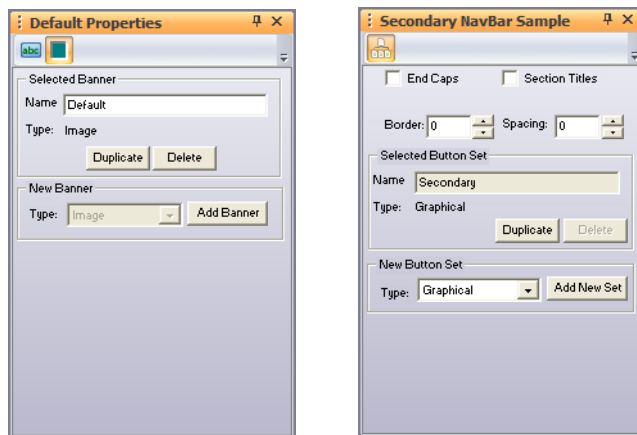
2. Select Flash, Image, or Text as the type of banner or button set to be added.

3. Click Add Banner to add a new Banner, or click Add New Set to add a new button set.

To duplicate existing banners and buttons:

1. In Style view, with the Graphic tab selected, select the banner or button set you want to duplicate.

   • If adding a new banner, click on the Banner Properties tab.

   • If adding a new button set, click on the Primary, Secondary, or Flash Navigation Bar Sample.

   The Banner or NavBar Sample Properties panel appears, depending on which SiteStyle element you select.

2. Type a name for the new Banner or Button Set.

3. Click Duplicate.

To delete existing banners and buttons:

1. In Style view, with the Graphic tab selected, select the banner or button set you want to duplicate.

   • If deleting a banner, click on the Banner Properties tab.

   • If deleting a button set, click on the Primary, Secondary, or Flash Navigation Bar Sample.

   The Banner or NavBar Sample Properties panel appears, depending on which SiteStyle element you select.

2. Click Delete.

Adding End Caps and Section Title Buttons

You can customize the SiteStyle navigation button sets by adding end caps and section title buttons.

End caps are graphical elements that can be added both before the first button and after the last button of a navigation bar. End caps can be static elements in the navigation bar, or you can choose to link them to their adjoining navigation button. For example, an end cap that appears before the Home page button can function as an extension of the button and serve as a link to the Home page when a user clicks on it.

Section title buttons are static buttons that can be placed between other buttons in the navigation bar, and they are used to divide the navigation bar into sections. You

can add text to the section buttons so that they serve as "headings" for groups of pages in the navigation bar.

End Cap

Section Title Button

Section Title Button
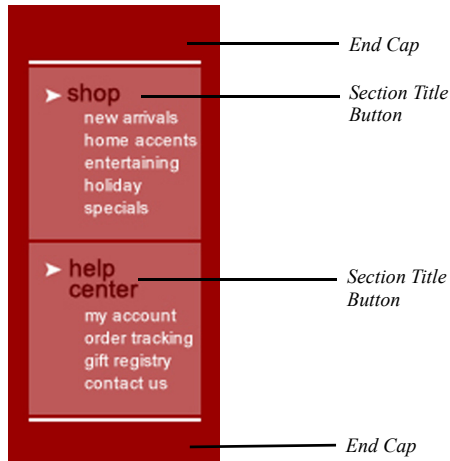
End Cap

Adding End Caps to a Button Set

1. In Style view, with the Graphic tab selected, select the style to which you want to add end caps.

2. Click on the Primary or Secondary Navigation Bar button set.

The NavBar Sample Properties panel appears.

Click the check box to add End Caps to the Navigation Bar
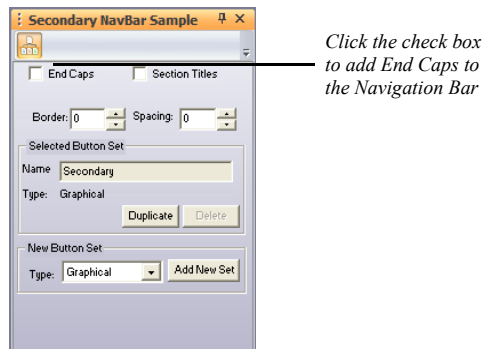
3. In the NavBar Sample Properties panel, check the End Caps check box.

The end cap buttons for each button state appear below the button set.

4. Click an end cap button in the NavBar sample to select it.

5. Click Browse in the Button Properties panel.

   The Picture File Open dialog appears.

6. Navigate to the folder containing the image you want to use for the end cap.

7. Click Open.

   The default end cap will be replaced by the selected image in the NavBar Sample.

8. Repeat steps 4 through 7 to add end caps for each button state in the navigation bar button set.

End caps created in Style view can be applied to a navigation bar on the Navigation Bar Properties panel in Page view. See "Setting Button Navigation Bar Properties" on page 507

Adding Section Titles to a Button Set

In Style view, with the Graphic tab selected, select the style you want to add section titles to.

1. Click on the Primary or Secondary Navigation Bar button set.

The NavBar Sample Properties panel appears.
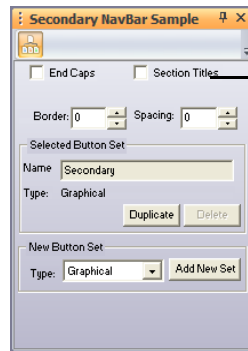
Click the check box to add Section Titles to the Navigation Bar

2. In the NavBar Sample Properties panel, check the Section Titles check box.

Section title buttons for both regular and regular rollover button states appear below the button set.

3. Modify the appearance of a section title button by selecting it and changing its settings in the Button Properties panel.

Section titles added to a button set in Style view can be applied when creating custom navigation bars. See "Creating a Custom Navigation Bar" on page 505.

Importing Flash Banners and Button Sets

You can add Flash banners and button sets based on the available SiteStyles in Style view. You can also import Flash banners and button sets created outside of NetObjects Fusion. You can modify attributes of imported Flash banners and button sets in NetObjects Fusion depending on the parameters of the Flash file. See "Configuring Flash Banner and Flash Button Properties" on page 438.

Importing Flash Banners

1. In Style view, with the Graphic tab selected, select the style you want to add a banner to.

2. Click on the SiteStyle banner.

The Banner Properties panel appears.
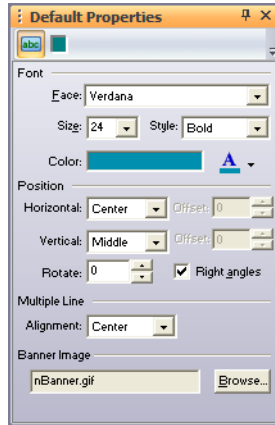
3. Click the Properties tab of the Banner Properties panel.
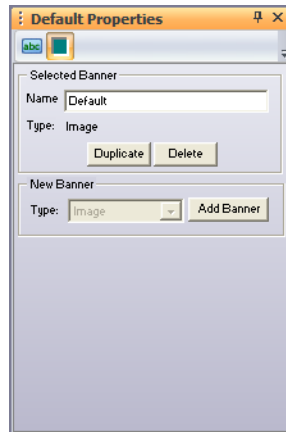
4. In the New Banner type drop-down menu, select Flash.

5. Click Add Banner to add a Flash banner to the banner preview area in Style view.

6. Click the banner you created in Style view to select it.

7. In the File section of the Banner Properties panel, click Browse.

   The Open dialog appears.

8. Navigate to the folder containing the Flash file you want to use as the banner.

9. Click Open to add the Flash banner to the banner list.

10. Enter a name for the banner on the Banner Properties panel.

    The banner will be available in the Banner Set drop-down menu on the Banner Properties panel in Page view. To apply the Banner to your site pages, see "Setting Banner Style and Orientation" on page 523.

Importing Flash Button Sets

1. In Style view, with the Graphic tab selected, select the style you want to add a Flash button set to.

2. Click on the Primary or Secondary Navigation Bar Sample.

   The Navigation Bar Properties panel appears.
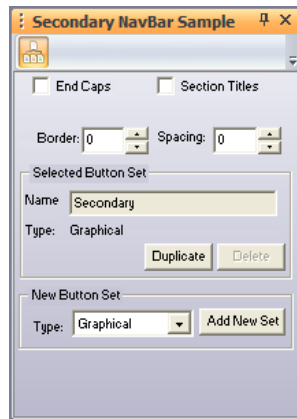
3. In the New Button Set Type drop-down menu, select Flash.

4. Click Add New Set to add the button set to the navigation sample area in Style view.

5. Click the button set you created in Style view to select it.

6. In the File section of the Button Set Properties panel, click Browse.

   The Open dialog appears.

7. Navigate to the folder containing the Flash file you want to use as the navigation button set.

8. Click Open to add the button set to the Navigation Sample list.

9. Enter a name for the button set on the Navigation Bar Properties panel.

   The button set will be available in the button drop-down menu on the Style tab of the Navigation Bar Properties panel in Page view. To apply the button set to your site pages, see "Setting Button Navigation Bar Properties" on page 507.

Configuring Flash Banner and Flash Button Properties

When use Flash banners and Flash navigation button sets, you can edit their Properties within the parameters set in the Flash file. In Style view, you can also specify which aspects of those Flash banners and buttons will be editable on their respective Properties panels in Page view.

1. In Style view, select the Flash banner or Flash navigation button that you want to work with.

   The Banner or NavBar Sample Properties panel appears, depending on which SiteStyle element you select.

2. Click the Style tab of the Banner or NavBar Sample Properties panel.

   The available properties of the Flash file are shown on the Properties panel.

Available Flash properties
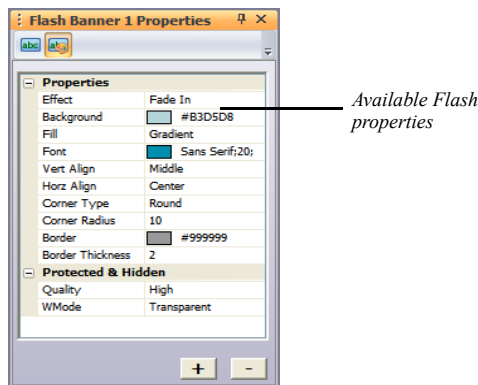
3. Remove Flash file Properties by selecting the property you want to remove and clicking the minus (-) button on the Properties panel.

   Properties that are protected cannot be removed.

4. Modify Flash file Properties by double-clicking them in the Properties panel and changing their options in the Edit Options dialog.

5. Hide or protect Flash file Properties by double-clicking them in the Properties panel and clicking the Protected and/or Hidden check boxes.

   - Flash banner and navigation bar properties that are marked as hidden will not appear on the Properties panel in Page view.

   - Flash banner and navigation bar properties that are marked as protected cannot be modified on the Properties panel in Page view.

6. Add options to imported Flash banners and navigation bars by clicking the plus (+) button on the properties panel.

   In the Add Options dialog box, select the type of option you want to add (Boolean, Color, Font, List, Number, or Text) from the type drop-down list, and configure their settings. These values must be known values from the original Flash file.

Editing a Navigation Bar

In addition to editing button text and images, you can change the navigation bar borders and spacing between buttons.

To edit the borders and spacing of a navigation bar:

1. In Style view, with the Graphic tab selected, select the style you want to change and click the Primary or Secondary Navigation Bar Sample.

The Primary or Secondary NavBar Sample Properties panel appears, depending on which navigation bar you select.
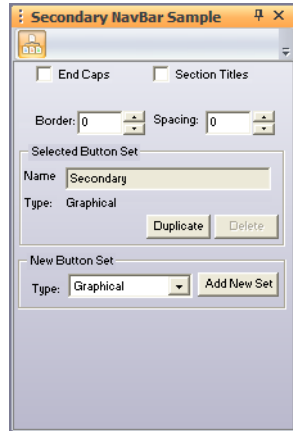
2. Click the End Caps check box to add graphical End Caps at both ends of the navigation bar.

    End caps must first be added to the SiteStyle in Style view. See "Adding End Caps and Section Title Buttons" on page 432.

3. Click the Section Titles check box to add buttons to the navigation bar that can be used to divide it into sections.

    Section titles must first be added to the SiteStyle in Style view. See "Adding End Caps and Section Title Buttons" on page 432.

4. Click the Border up and down buttons or enter the value directly to change the thickness of the border around the navigation bar.

5. Click the Spacing up and down buttons to change the amount of space between the buttons.

Editing a Table Style

Table Styles can be used to match the look and feel of your table to your SiteStyle. You can create a table style in Style view, then apply the table style in Page view using the Table Properties panel.

1. In Style view, with the Graphic tab selected, select the style you want to edit a table style for.

The Table Style Properties panel appears showing the name and format of the current selected table style.
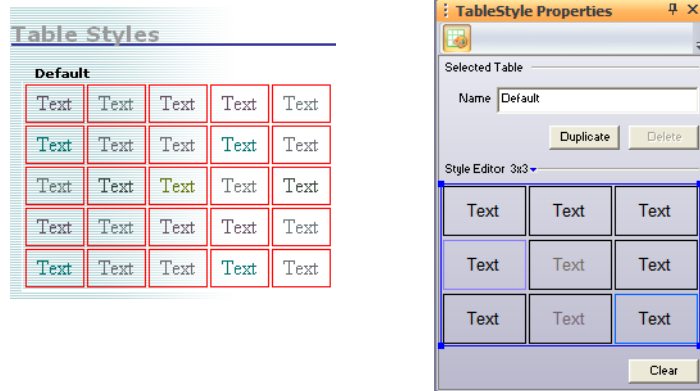
2. Format the table style. See "Setting Table Styles" on page 403.

- Click Duplicate to create a duplicate of the table style selected.

- Click Clear to delete all formatting associated with the selected table style.

Note: When you edit a table style, every site that uses the table style is affected. If the table style you want to change is used in other sites and you don't want them to be affected, create a new table style from the original table style.

Editing a Data List Icon

Data list icons appear when you use the Data List tool to create a data list in Page view. See Chapter 36, "Data Publishing."

1. In Style view, with the Graphic tab selected, select the style you want to change and click a Data List icon.

    The Bullet Properties panel appears showing the name of the current data list icon image.

2. Click Browse, select a new image in the Picture File Open dialog, and click Open.

Editing a Style Background

1. In Style view, with the Graphic tab selected, select the style you want to change and click the Edit Style background box.

   The Page Background Properties panel appears.
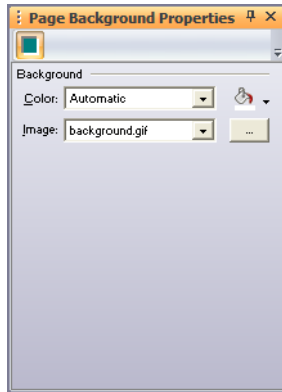
2. In the Color field, select:

   • *Automatic* to use the default background color set in the browser.

   • *Transparent* to let the image or color of a style underneath the background show through. For example, if the site's paragraph text has a background color, setting the page background color to transparent lets the paragraph background color show through.

   • *Color* to use a solid color background. To choose a different color, click the Color button and select from the Color Picker.

3. In the Image field, select:

   • *Automatic* to use the default image set in the browser.

   • *None* to use a background with no image.

   • *Background.gif* to use the SiteStyle background.

   • *Browse* to select another image for the background.

Editing the SiteStyle Line

You can use a variety of horizontal page-wide images to separate pages into sections. You insert these lines in Page view using the SiteStyle Line tool, as described in "Adding a SiteStyle Line" on page 414.

1. In Style view, with the Graphic tab selected, select the style you want to change and click the SiteStyle Line.

   The Line Properties panel appears.

2. Click Browse, select a new image in the Picture File Open dialog, and click Open.

Editing the Text Elements of SiteStyles

You can edit any text element of an existing SiteStyle to customize it. For instance, if you change the Heading 3 text style, the changes appear throughout your site wherever that text style is applied.

To customize style elements for some, but not all pages, you do not edit the SiteStyle, you edit the text in Page view. See Chapter 14, "Designing with Text."

When you edit a SiteStyle's text elements, every site that uses the SiteStyle is affected. If the changes apply to text elements set to Automatic, the changes flow through to the other sites.

Note: To edit the text elements of a SiteStyle, you must first remove its Read only setting. See "Removing the Read Only Setting" on page 428.

1. In Style view, select a SiteStyle from the list of styles.

2. Click the Graphic tab. The Graphic View is displayed, containing the style's graphic and text elements.

3. Scroll down until the text section is displayed on the screen.

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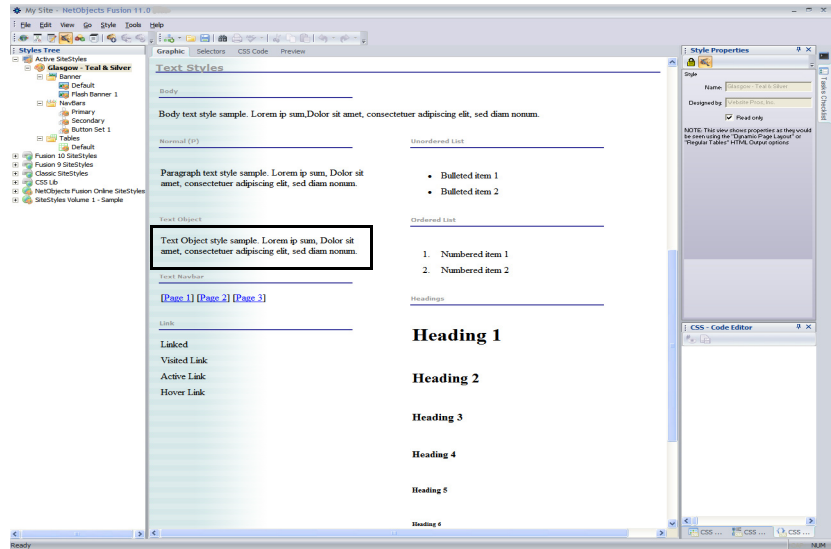
Note: The text styles associated with lists are List, Ordered <OL>, List, Bulleted <UL>, and List Item <LI>. Selecting the type of bullet character or numbering automatically selects the proper text style from the ordered or bulleted list. Changing the <LI> style affects both types of lists.

5. Using the CSS panels, edit the properties of the selected text element. The changes will be visible on the Graphic View. For more information, see Chapter 21, "Working with CSS and SiteStyles."

A Note about the Body and Normal (P) Text Styles

If you do not assign a font to the Body or Normal (P) text elements and leave their text styles set to Automatic, the browser's proportional and fixed width font settings are passed through to the SiteStyle for the Body text and Normal (P) text. Consequently, if you leave the settings as Automatic, Body and Normal (P) text appear in Page view as they do in the browser. All text styles in the site are affected by these settings. This helps you with overall page design because you can see exactly how the fonts look based on the browser settings. Note that the Body and

Normal (P) fonts are not generated when you publish your site. They are derived from the site visitor's browser settings.

If you change the text settings applied to the Body text element, some settings might not affect the body text on your pages. The inherited settings depend on the HTML output method you use when publishing your site. The following table shows which settings are affected:

Text Attribute	Dynamic Page Layout	Regular Tables
font	Y	Y
font style	Y	N
size	N	N
color	Y	Y
position	N	N
case	N	N
decoration	N	N
small caps	N	N

Creating a SiteStyle

You can create original styles to give your site a unique look. When you create a new SiteStyle, each graphic element is saved in the **\Images** folder within the style's folder. See "Styles Folder Structure" on page 458.

When you create your own SiteStyle, keep these points in mind:

- When you use an animated .**gif** for a style image, only the first frame of the animation displays in the image.

- Text labels for buttons and banners are placed on the images. If you want the label to appear above or below the image, leave space above or below the image when you create it in your image editing application.

- If you plan to use your SiteStyle on a page with a background color or image, and you want the background to show through your image, make sure you set the background to Automatic or Transparent.

When you create a new SiteStyle, you can start with an existing SiteStyle as a template or a blank SiteStyle. So, before you create a new SiteStyle, select an appropriate SiteStyle as your starting point.

To create a new SiteStyle:

1. Create or collect images and Flash files for your banner, buttons, lines, icons, and background.

    Use an image creation application to create images. To be included in a published site they must be in .**gif**, .**jpg**, or **.png** format. If you use an image in .**bmp**, .**pcx**, .**pct,** or **.fpx** format, NetObjects Fusion can convert a copy of the image to .**gif** or .**jpg** for you.

2. In Style view, click on Active SiteStyles.

    Note: New Blank SiteStyles must be added to your Active SiteStyles list.

New Style

3. Click the New Style button on the control bar.

Styles Tree
⊟ Active SiteStyles
My New Style
⊞ Glasgow - Teal & Silver
⊞ Fusion 10 SiteStyles
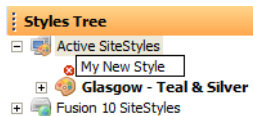
4. Enter a name for your new SiteStyle and press Enter.

    Your new style is added to the list of Active SiteStyles and is selected. NetObjects Fusion also creates a folder in the **Styles** folder to contain the style elements. See "Styles Folder Structure" on page 458.

    The Read-Only option is cleared automatically so you can edit the style.

5. Edit each graphic and text element as described in "Editing the Graphic Elements of SiteStyles" on page 428 and "Editing the Text Elements of SiteStyles" on page 444.

6. Click the Set Style button to apply the new style to your site.

    Your custom SiteStyle images and settings are applied to your site.

Set Style

To create a SiteStyle using an existing template:

1. In Style view, highlight a style in the SiteStyles list.

2. Go to the Style menu and select Duplicate SiteStyle.

3. Enter a name for your new SiteStyle and press Enter.

The elements in the view look just like the style you selected as the basis for your new style.

The original SiteStyle—the one you based your new design on —is not affected by your edits.

Managing SiteStyles

You can add new styles to the list of available styles, such as those you obtain from your colleagues or those you create on your own. You can also remove styles and create folders to better manage your Style view. SiteStyles are stored in folders labeled with the style name. Text styles and graphic styles are stored separately, and new text styles do not automatically transfer to a new site.

Adding a SiteStyle

You can add a style from any NetObjects Fusion style folder on your hard disk drive, CD-ROM, or LAN, and you can also download online styles.

You add styles by first adding a SiteStyle Source in the Style view. A SiteStyle Source is the location where additional styles are stored. Any SiteStyle found at this location will then be available in the Style view.

Warning: SiteStyles from earlier versions of NetObjects Fusion do not include all style elements available in NetObjects Fusion 11. If you import an older style, you must update the style to be compatible with the new features. For example, NetObjects Fusion version 3.0 and earlier did not have the rollover style for buttons. Thus, if your style is from version 3.0 you must assign button rollover styles before the navigation bars can display rollovers.

To add an online styles source:

1. In Style view, from the Style menu, choose Add SiteStyles Source.

The Add SiteStyles Source dialog appears.
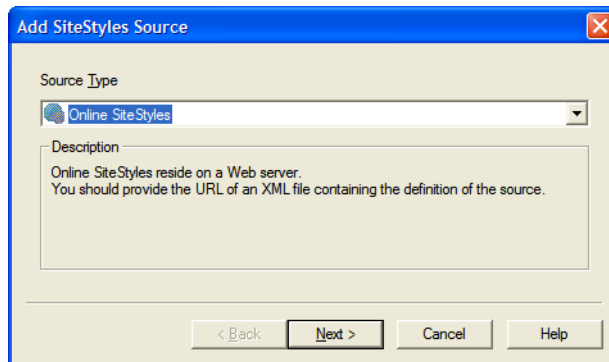
2. Select Online SiteStyles as the Source Type.

Click Next.

Note: You must be connected to the Internet to use this feature.

3. Enter a name for the new source.
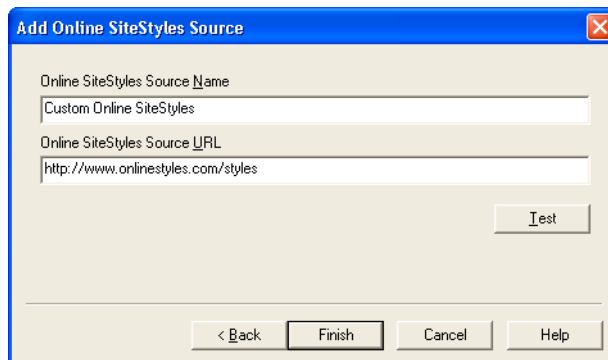
This is the name that will appear in the Style view.

4. Enter the URL of the online style source.

Click Test to verify the URL entered is valid.

5. Click Finish.

NetObjects Fusion adds the style source name to the style list.

The list of online styles is displayed

To add a local styles source:

1. In Style view, from the Style menu, choose Add SiteStyles Source.

The Add SiteStyles Source dialog appears.

2. Select Local SiteStyles as the Source Type.
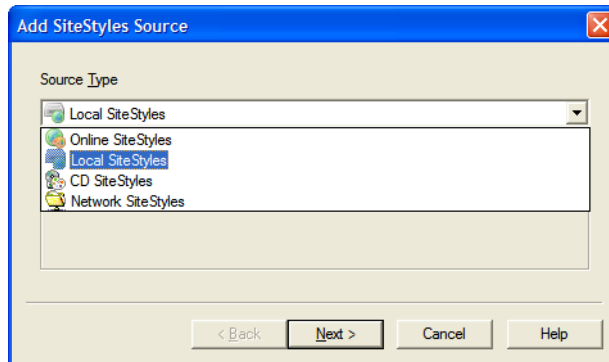
3. Click Next.

4. Enter a name for the new source.
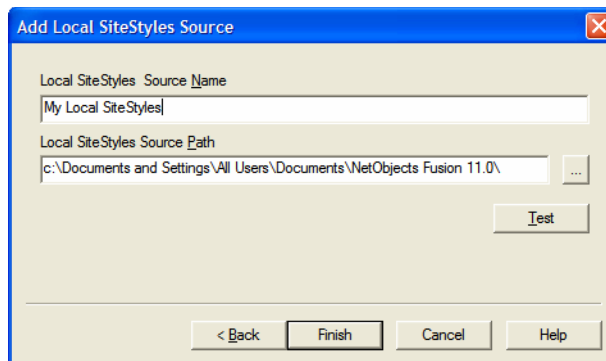
This is the name that will appear in the Style view.

5. Type in the path or navigate to the style folder containing the styles you want to add.

The path entered must include the folder where the SiteStyles are stored. For example, if your computer stores its styles in a folder called "Mountain Bikes", the path will look similar to \SiteStyles\Mountain Bikes.

Warning: If you do not specify the folder where the styles are located, all of the directory contents will be displayed in Style view.

Click Test to verify the path entered is valid.

6. Click Finish.

NetObjects Fusion adds the style source name to the style list.

The list of local styles is displayed

To add a CD style source:

1. In Style view, from the Style menu, choose Add SiteStyles Source.

The Add SiteStyles Source dialog appears.

2. Select CD SiteStyles as the Source Type.
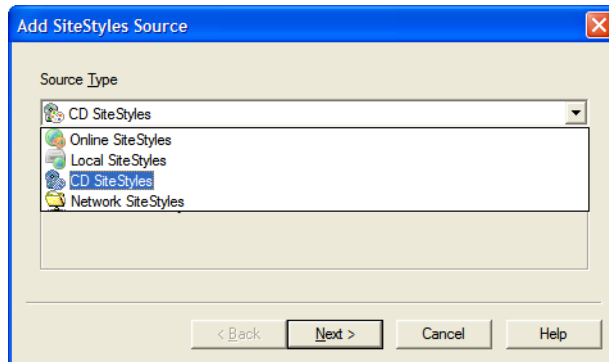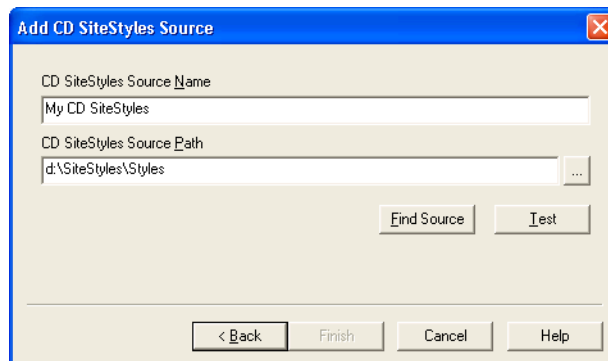
3. Click Next.

4. Enter a name for the new source.

This is the name that will appear in the Style view.

5. Type in the path or navigate to the styles folder located on your CD.

The path entered must include the folder where the SiteStyles are stored. For example, if your SiteStyles CD stores its styles in a folder called "Mountain Bikes", the path will look similar to \SiteStyles CD\Mountain Bikes.

> **Warning:** If you do not specify the folder where the styles are located, all of the CD contents will be displayed in Style view.

Click on Find Source to have NetObjects Fusion do an automatic search for the styles or click Test to verify the path entered is valid.

6. Click Finish.

NetObjects Fusion adds the style source name to the style list.

To add a network source:

1. In Style view, from the Style menu, choose Add SiteStyles Source.

    The Add SiteStyles Source dialog appears.

2. Select Network SiteStyles as the Source Type.
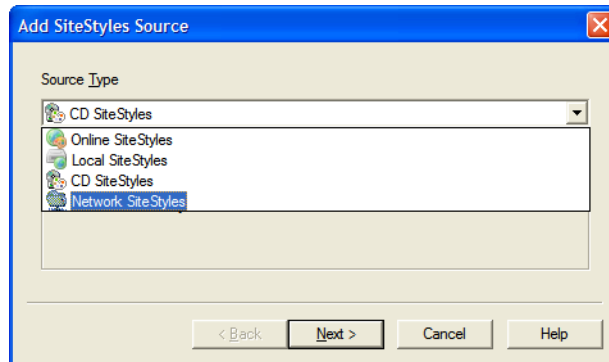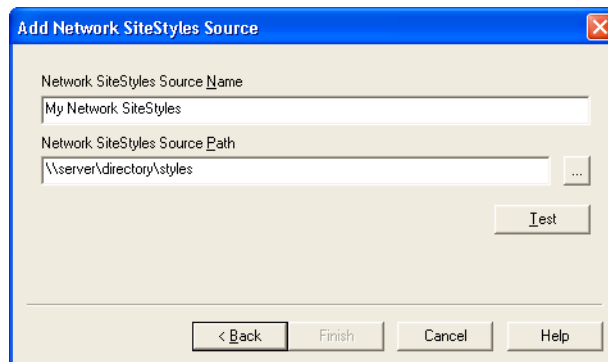
3. Click Next.

4. Enter a name for the new source.

    This is the name that will appear in the Style view.

5. Type in the path or navigate to the styles folder located on your network.

    The path entered must include the folder where the SiteStyles are stored. For example, if your network stores its styles in a folder called "Mountain Bikes", the path will look similar to \\server\directory\styles.

> **Warning:** If you do not specify the folder where the styles are located, all of the directory contents will be displayed in Style view.

Click Test to verify the path entered is valid.

6. Click Finish.

NetObjects Fusion adds the style source name to the style list.

SiteStyles from Imported Sites

If you import a site built with a previous version of NetObjects Fusion, you may notice several additional or duplicate styles added to your Style view. Previous versions of NetObjects Fusion associated each style in the SiteStyles list with a site .nod. As a result, all of the SiteStyles included in your template are considered active and therefore imported into your Active SiteStyles
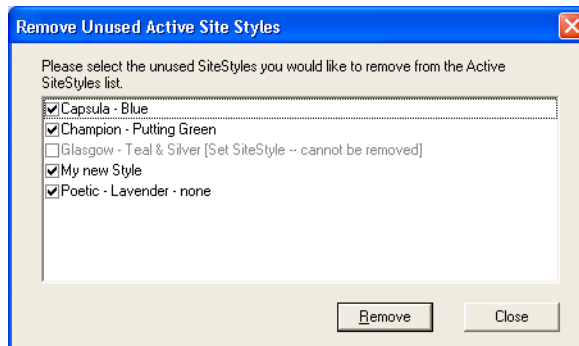
You can select which SiteStyles to remove the first time you enter Style view after importing a site. The current set SiteStyle, however, cannot be removed.

Removing SiteStyles

You can remove a style from the list of styles in the Style view. You cannot remove the currently applied style. When you remove a SiteStyle, its style folder and images associated with that style are permanently deleted.

1. In Style view, select the style you want to remove.

2. From the Style menu, choose Remove Style From List.

3. Click Yes to confirm.

Removing Unused Active SiteStyles

1. From the Style menu, select Remove Unused Active SiteStyles.

    The Remove Unused Active SiteStyles dialog appears.

2. Place a check mark next to the SiteStyle you want to remove.

3. Click Remove.

Styles Folder Structure

Each SiteStyle stores its images, text styles, and graphic styles in a special folder structure in the **C:\Documents and Settings\All Users\Documents\NetObjects Fusion 11.0** folder.
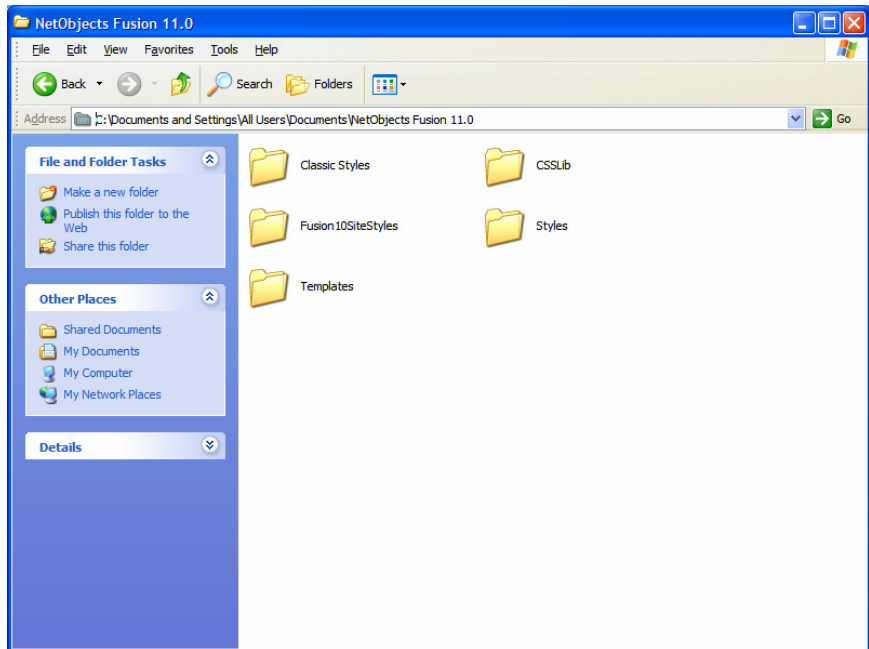
Images are stored in the **\Images** folder. Text styles are defined in **Style.css** and graphic styles in **Style.ssx**.
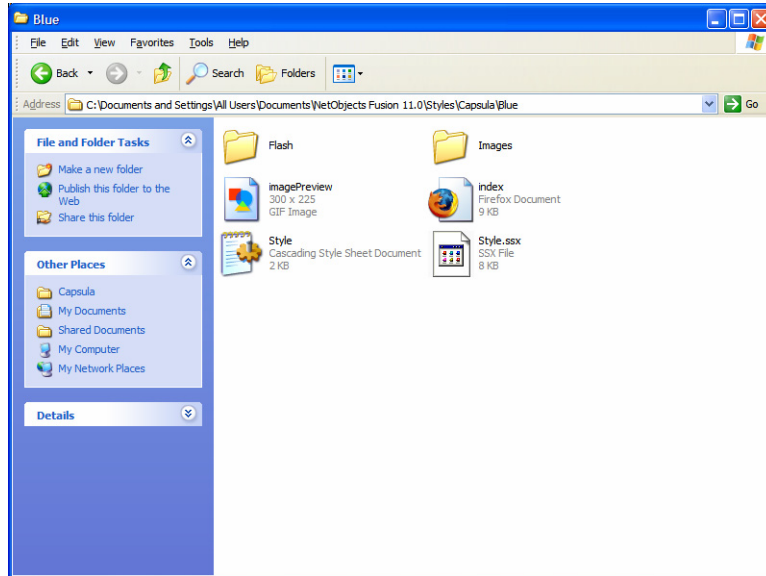
When you select a new image for a style element, NetObjects Fusion copies it into the appropriate folder for the SiteStyle. If you're editing an existing SiteStyle, the new image replaces the file previously assigned to that element. NetObjects Fusion copies the new image to the folder, but doesn't overwrite the old file unless the new and old files have identical names.

For example, suppose you want to modify the Mountain SiteStyle to change the highlighted button color. First, open **P3.gif** in the **C:\Documents and Settings\All Users\Documents\NetObjects Fusion 11.0\Classic Styles\Mountain\Images** folder and use an image editing application to change the button's color. Give the new image file any name you like. Then in Style view, edit the Highlighted Primary Button and choose the edited image. The image file you select is copied to the **\Images** folder in the **C:\Documents and Settings\All Users\Documents\NetObjects Fusion 11.0\Classic Styles\Mountain** folder. If the new image file has the same name as the original file, the original is overwritten. Every site you create or open on your machine that uses the Mountain style uses this file for highlighted primary buttons.

Working with CSS and SiteStyles

In NetObjects Fusion 11, CSS 2.1 is an integral part of advancing the design elements of SiteStyles. Using the new features such as CSS Panels, Selectors, and Code View, NetObjects Fusion 11 offers Web designers the ability to create amazing results with easy to use tools that promote learning CSS design techniques in a learn-as-you-go manner. Now it is easy to modify and update the entire Web site or a selected page with just a few clicks.

The next section offers an introduction into the world of CSS and how you can utilize the power of CSS within NetObjects Fusion 11:

- CSS Basics

- Using CSS in Style View

- Working in the Selectors View

- Working in the CSS Code View

- Working with the Styles Tree in Page View

CSS Basics

Cascading Style Sheets - CSS- offer web developers a powerful tool that helps simplify the complex task of maintaining web sites, and provides sophisticated layout and design features for web pages without the need for plug-ins, long download times, and expensive tools.

Cascading Style Sheets provide a means for web authors to separate the appearance of web pages from the content of web pages, so that the look of HTML documents is organized in an efficient manner.

Among the benefits of using CSS is that the design and development time are reduced, as well as the time spent on updating and maintaining the site is reduced. Making a change to one rule could result in thousands of pages changing their look. Traditional methods would require every page to be edited, but using CSS it is much easier. In this way, you can improve the management of large, sophisticated sites. With cascading style sheets, whole organizations can share a small number of style sheets, ensuring consistency across the site with no need for constant updating and editing to accommodate changes.

Using CSS, you can define a style for each HTML element and apply it to one or more Web pages all at once. To make a global change, all that is required is to change the specific CSS rule and elements using this rule will be updated throughout the Web site automatically.

There are multiple ways possible for information to be specified in a style sheet. Styles can be specified inside a single HTML element, inside the <head> element of an HTML page, or in an external CSS file. More than one external style sheet can be referenced inside a single HTML document. Multiple styles will cascade into one sheet according to the following rules, where the last item on the list has the highest priority:

1. Browser default, set by the user.

2. External style sheet, which is a separate document containing CSS rules that will be relevant to elements across the Web site.

3. Internal style sheet, which is contained inside the <head> tag of a page of your Web site. This type of style sheets should be used if you have a style that is relevant only in a page.

4. Inline style, which is located inside a HTML element. This inline style has the highest priority, meaning that it will override a style declared inside the <head> tag, in an external style sheet, or in a browser's a default value.

Explaining CSS Syntax

CSS stylesheets contain rules that describe how document elements should be displayed. A rule in CSS consists of two parts:

*   *Selector*, which can be applied in three different ways:

    *   HTML elements, such as <P> tags, <H1> tags, etc.

    *   elements with a specific CLASS, such as an element with the class "content" (<P CLASS="content">)

    *   elements with a specific ID, such as an element with the ID "warning1" (<P ID="warning1">)

*   *Declaration*, which contains sequences of properties followed by values.

    selector {property: value}

    body {color: black}

In this example, body is the *selector*, while everything within the brackets {color:black} is the *declaration.*

If the value is expressed in multiple words, it is necessary to place quotes around the value:

    p {font-family: "sans serif"}

If you wish to specify more than one property, you must separate each property with a semicolon.

    p {text-align:left;color:red}

To make the style definitions more clear, you can describe each property on a separate line, like this:

    p

    {

        text-align: left;

        font-family: tahoma;

```
        color: red

    }
```

Working with the Class Selector

With cascading style sheets you can create selectors that are associated with a specific type or class of element. Class selectors are used to give specific parts of a page a specific appearance.

In your HTML page, to create a paragraph of class "question", you create a paragraph as usual, using the <p></p> tags. In addition, you add the class attribute to the opening tag as you would add any other attribute: <p class=" question">.

Any paragraphs on the page that contain the class selector with an attribute of "question" will be used by either of these selectors: .question or p.question.

There are two types of class selectors:

- *Solitary Class Selectors*, which select any kind of element of a particular class (will select both paragraphs and tables of that class, as well as any other element with the same class.)

    .question {font-weight: bold}

This selector selects any element on a page with a class of "question".

- *Class Selectors*, which selects only a specific type of element of that class - for instance, it will select only paragraphs of that class, not tables or any other element of that class. The form of this type of selector is **element.class-name**, which is the name of the element, followed by a dot, followed by the name of the class.

Paragraph specific class selectors can be created as following:

p.question {font-weight: bold}

This selector only selects paragraphs with a class of "question". It does not select any other kind of element with a class of "question", nor does it select any paragraphs other than those of class "question".

Note: A class name should consist only of alphanumeric characters, and hyphens. Class names cannot include underscores and other characters or spaces. A class cannot begin with a numeral.

Inserting a Style Sheet

When a browser reads a style sheet, it will format the document according to that style sheet. There are three ways of inserting a style sheet: external, internal, and inline.

1. External Style Sheet

Typically, an external style sheet is used when the same style is applied to multiple pages. In order to change the style for all these pages, you only need to change the CSS syntax in the external style sheet. To link to the style sheet, each page should contain the <link> tag included in the <head> section of the Web page. For example:

> <head>
>
> <link rel="stylesheet" type="text/css" href="myexternalstyle.css" />
>
> </head>

The browser will read the style definitions from the file myexternalstyle.css, and apply the formatting to the pages linked to it accordingly.

An external style sheet can be edited in any text editor. The file needs to contain CSS definitions only. HTML tags should not be included in the style sheet. Once you have created the style sheet with your definitions, save the file with the .css extension. Below is an example of the syntax contained in an external style sheet:

> hr {color: red}
>
> p {margin-left: 10px}body {background-color: yellow)}

2. Internal Style Sheet

An internal style sheet should be used when a single document has a unique style. Internal styles will be defined in the <head> section of the page by using the <style> tag.

> <head>
>
> <style type="text/css">
>
> hr {color: red}
>
> p {margin-left: 10px}
>
> body {background-color:yellow)}

</style></head>

The browser will now read the style definitions and display the contents of the web pages, based on the formatting options listed in the style sheet.

3. Inline Styles

This method should be used when a style is to be applied to a single occurrence of an element in the web page. To use inline styles, you use the style attribute within the tag. The style attribute can contain any CSS property. The example below shows the syntax to change the color and the left margin of a paragraph:

<p style="color: red; margin-left: 10px">This paragraph is formatted using inline styles</p>

Understanding Inheritance in Cascading Style Sheets

In CSS there is an order of precedence that is followed when a CSS style sheet is applied. Take for example when both an external style sheet is referenced on a Web page that also includes style definitions internally on the Web page.

As we learned from the Basics of CSS section, the external style sheet will be applied to any style definitions it finds until it meets an internal style definition of the same selector. From the example below, you can see that the h2 selector will apply the style definition from the external style sheet and then apply the internal style sheet definition when a matching property is found.

External style sheet

h2

{

    color: blue;

    text-align: left;

    font-size: 10pt}

Internal style sheet:

h2

{

text-align: right;

> font-size: 20pt
>
> }

The following properties will be applied to the h2 selector:

> color: red;
>
> text-align: right;
>
> font-size: 20pt

Notice the color is inherited from the external style sheet, and the text-alignment and the font-size are used from the internal style sheet.

Using CSS in Style View

CSS is now easier than ever to work with in NetObjects Fusion's Style View.

By combining the power of CSS with the visual environment of NetObjects Fusion 11, you can change the look of your Site with just a few clicks of your mouse.

By adding new CSS files to your site structure and specifying where they will be applied and the order in which they will be imported, you can master in-depth styling of your Web site. See "Adding a CSS File" on page 467.

NetObjects Fusion 11 also allows you to interactively add new CSS rules to your SiteStyles so that you can use advanced CSS syntax to add flexibility, richness and accessibility to your SiteStyles. See "Adding a CSS Rule" on page 473.

Using the new Selectors View and the CSS panels from within the Style View, you can visualize, preview, add and modify the CSS rules of your SiteStyle. See "Working in the Selectors View" on page 479.

To edit directly the CSS code, make use of the new CSS Code View from within the Style View, which is available for experienced CSS users who prefer having full control of their CSS code. See "Working in the CSS Code View" on page 487.

Adding a CSS File

In NetObjects Fusion 11 you can add your own CSS file and specify if the Stylesheet should be applied throughout the entire Web site, in a specific MasterBorder, or even a specific page.

You import CSS files and then use the CSS rules contained in them, by either overwriting existing HTML tags or by manually applying CSS classes (listed under the Custom Styles dialog in the Properties inspector) to objects that support CSS.

To add a CSS file to the Styles tree:

1. Right-click on the Active Styles folder in the Styles Tree.
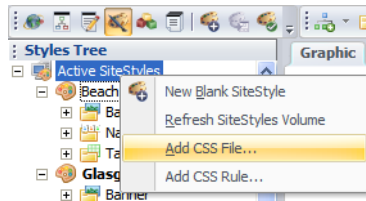
2. Select Add CSS file from the context menu.

    The Open dialog will appear.
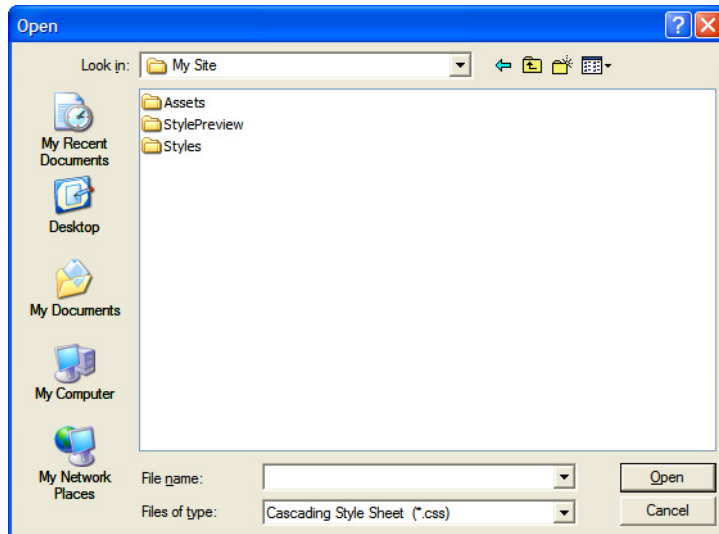
3. Browse for the CSS file you want to add. Click Open.

4. The CSS Scope dialog will open. Here you will have to choose where the CSS file should be applied in this site.
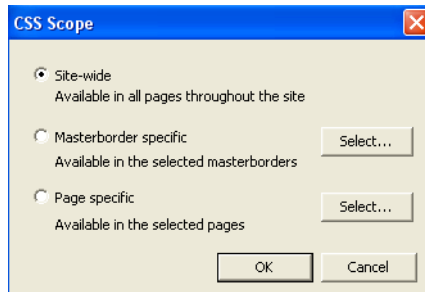
The CSS Scope dialog displays the following options:

- **Site-wide**. If you select this option, when you publish the site, each page of the site will include the added CSS file.

- **MasterBorder specific**. If you select this option, when you publish the site, all the pages that contain the selected MasterBorders will include the added CSS file.

To select the MasterBorder:

1. Click the Select button. The Select MasterBorder dialog will appear.

2. Choose one or more of the existing MasterBorders on the list.
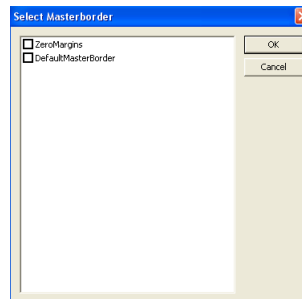
3. Click OK.

The CSS file will be applied to the selected MasterBorders.

- **Page Specific**. If you select this option, when you publish the site, only the selected pages will include the added CSS file.

To select the pages:

1. Click the Select button. The SiteStructure - Select Pages dialog will appear.

2. Select one or more pages from the SiteStructure.
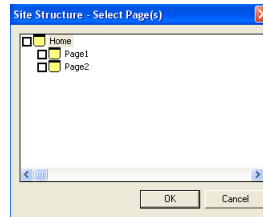
3. Click OK.

The newly added CSS file will appear in the Active SiteStyles section on the Styles tree. All the CSS rules contained by that CSS file will become visible in the Styles tree.

The content of the CSS file will appear in the Selectors and CSS Code View. On the Styles tree, you can move a CSS rule from one CSS file to another, by dragging and dropping it to its destination CSS file.

Clicking on a rule from the Styles Tree opens the CSS Code View for editing.

Removing an external CSS file

External CSS files that have been added to the Styles Tree can also be removed.

To remove an external CSS file from the Styles Tree:

1. In the Styles Tree, right-click on the CSS file name. A context menu will appear, containing three commands: **Add CSS rule...**, **Delete CSS file**, and **Include CSS file to...**.

2. Select Delete CSS file.
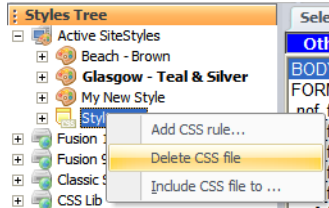
The CSS file will be removed from the Styles Tree.

Using the CSS Library

NetObjects Fusion 11 offers a new extensive CSS Library that contains a collection of external Cascading Style Sheets that can be used for implementing a variety of styling solutions with your projects.

The folders from within the CSS Lib tree contain a variety of Cascading Style Sheets that can be used to incorporate typographical changes to your Web site projects fast.

To add a CSS file from the CSS Lib to your Active SiteStyles:

1. Expand the CSS Lib folder on the Styles Tree and then expand the CSS style folder of choice. For example, expand the City Blue style folder and select the forms.css Style Sheet.
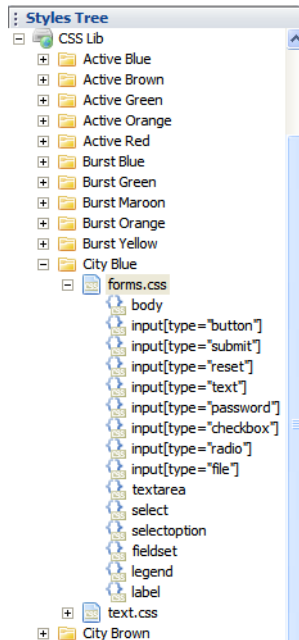
2. The Styles Tree will now display the pre-defined CSS rules contained in the forms.css Style Sheet.

3. Drag forms.css and place it on the Active SiteStyles folder.

4. The CSS Scope dialog will appear. Here you will select the scope of the CSS file as it is applied to your project.

The CSS Scope dialog displays the following options:

• Site-wide. If you select this option, when you publish the site, each page of the site will include the added CSS file.

• MasterBorder specific. If you select this option, when you publish the site, all the pages that contain the selected MasterBorders will include the added CSS file.

- Page Specific. If you select this option a dialog will appear that will allow you to select which pages the CSS file will be applied to.

Applying a Style Sheet to Specific MasterBorders

1. Click the Select button. The Select MasterBorder dialog will appear.

2. Choose one or more of the existing MasterBorders on the list.

3. Click OK.

The CSS file will be applied to the selected MasterBorders.

Applying a Style Sheet to Specific Pages

1. Click the Select button. The SiteStructure - Select Pages dialog will appear.

2. Select one or more pages from the SiteStructure.

3. Click OK.

The newly added CSS file will appear in the Active SiteStyles section on the Styles Tree and will be applied to the specific pages you selected.

Adding a CSS Rule

CSS defines formatting in a particular class or redefines the formatting for a particular HTML tag (p, body, h1, etc.).

You can create new CSS rules to automate the formatting of HTML tags or a text object identified by a class attribute. When adding a new CSS rule, you will be prompted to choose whether to define a new custom style or to redefine an existing HTML tag. By selecting to create a new custom style, the CSS rule will appear on the Custom Style drop-down list in the Properties panel in Page View and can be applied to any object in Page View. The new CSS rule will also become visible on the Selectors column in the Selectors View, and its content will be displayed in the CSS Code View (with the exception of site-specific CSS rules).

You can add a new CSS rule:

- to the Active SiteStyle in Styles Tree (either in Page View, or in Style View). The CSS rule will be available site-wide regardless of the applied style (NetObjects Fusion will generate the Site.css file which contains all the CSS rules).

- to a SiteStyle. The CSS rule will be available for that SiteStyle. The rule will be included in the Styles.css file for that SiteStyle.

- to a CSS file. The CSS rule will be available only in that CSS file.

To add a CSS rule to the Active SiteStyle:

1. Right-click on the Active SiteStyles folder in the Style Tree.

2. Select the Add CSS Rule option from the context menu.
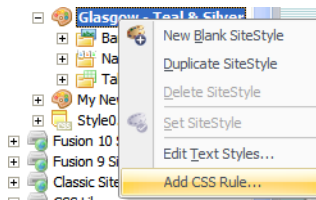
The Add CSS Rule dialog will appear.
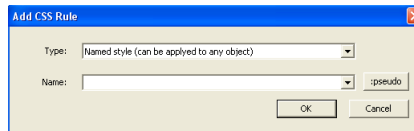
3. From the Type drop-down box, select one of the two options:

- To create a custom style that can be applied as a class attribute to an object, select Named Style and enter the name for the style in the Name field.

- To redefine the default formatting of an existing HTML tag, select Redefine HTML Tags and, in the Name field, select an HTML tag from drop-down list.
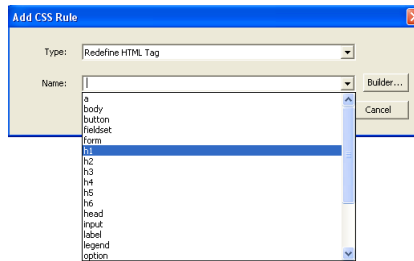
4. For advanced definition of formatting, click the Builder button and use the options from the drop-down menu:
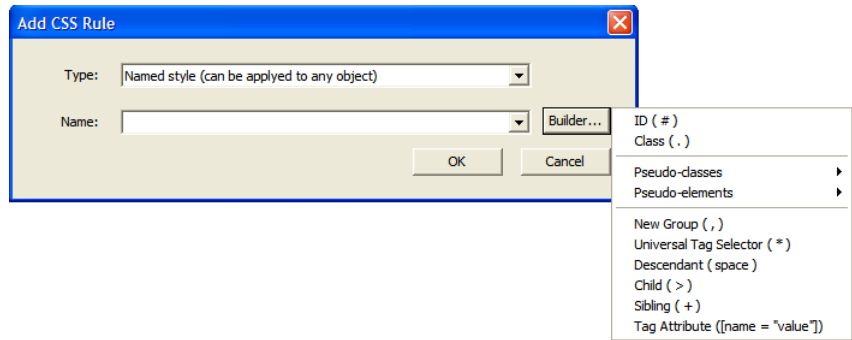
- ID (#), preceded by a hash mark (#), then the ID name and the declaration. With the ID selector, you identify an element to be a 'unique instance' in a document. You assign this element a name; it can be applied only once in a document. The CSS rule with the ID selector can only apply to one single element.

- Class (.), preceded by a period, then the class name followed by the declaration. You can apply this class to all elements multiple times within the same document or page. With classes you can redefine HTML tags.

- Pseudo-classes, which offer the ability to change the style of a page's links, based on whether the links have been visited or how the visitor is interacting with the page. Available options are:

  - *:first-child.* Adds style to an element that is the first child of another element.

- *:link*. Adds style to an unvisited link.

- *:visited*. Adds style to a visited link.

- *:hover*. Adds style to an element when you move the mouse over it.

- *:active*. Adds style to an activated element.

- *:focus*. Adds style to an element while the element has focus.

- *:lang*. Allows the author to specify a language to use in a specified element.

- Pseudo-element, which allow you to set a style on a subpart of an element, (for example, the first line of a paragraph). Regardless of how the visitor resizes the window, the first line will be styled. Available options are:

  - *:first-line*. Adds special style to the first line of a text.

  - *:first-letter*. Adds special style to the first letter of a text.

  - *:before*. Inserts content before an element.

  - *:after*. Inserts content after an element.

- *New group (,)*, creating a new group of selectors, useful for ensuring that any sets of elements that are supposed to share the same properties, in fact do so. This minimizes the possibility of assigning the wrong properties or values. Any number of identical definitions may be grouped by using a comma to separate them.

- *Universal Tag Selector (*)*, which selects any tag or element type.

- *Descendant (space)*, giving a fine-tuned control over the appearance of a page. It can be used, for example, when a selected element is going to be contained by another element, and you may want it to have a particular appearance. It applies the style to any element which is contained within, or is a descendant of, the element x. It is a list of other selectors, each separated by a space.

- *Child (>)*, providing finer control over the selection of elements than the one provided by descendant selectors. Applies a style to any element that is a child of another element. It is formed by listing the parent, then the child element separated by a ">".

- *Sibling (+)*, formed by listing the elements that must be adjacent in the order in which they must appear. Elements are separated by a "+".

- *Tag Attribute ([name="value"])*, providing a more sophisticated version of the class and ID selectors. It applies a style to any element that has a specified

attribute. It consists of two parts: a selector that identifies an element and a condition for the attributes of the element.

5. Click OK.

The added CSS rule will be visible in the Selectors View and in CSS Code View.

The newly created CSS rule will now be available in the Selectors and CSS Code View. You can also edit the rule via the Manage Styles dialog or assign the rule to an object via the Custom Style combo-box of the object properties panel.
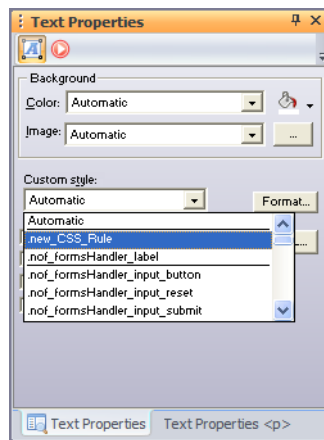
CSS Importing Order

When working with multiple style sheets you may find it necessary to define the order in which the style sheet is referenced.

Generally, the import order for the CSS files in NetObjects Fusion 11 is:

1. Styles.css. The CSS Rules defined using the Add CSS Rule dialog from the Style selected in the Styles Tree and all the CSS Rules that NetObjects Fusion generates or uses for the NetObjects Fusion styles and style elements.

2. Site.css. The CSS Rules defined using the Add CSS Rule dialog from the ActiveStyles volume in Styles Tree or using the Manage Styles dialog and specifying a Site-wide rule.

3. Site-specific External CSS files.

4. MasterBorder-specific External CSS files. The order through which these files are imported may be changed in the CSS Importing Order section on the MasterBorder Properties panel.

5. Page-specific External CSS files. The order in which these files are imported may be changed in the CSS Importing Order section on the Layout Properties panel.

To change the order in which CSS files are imported:

1. Select the CSS Importing Order button on the Layout or MasterBorder Properties panel.

2. Select the CSS file.
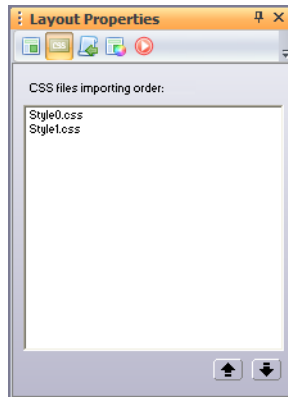
3. Use the up and down arrow buttons to change the import order. The CSS file from the first position on the files list will be imported first.

Removing a CSS Rule

You can remove existing CSS rules by either deleting their content in the CSS Code View, or using the Manage Styles dialog.

To remove an existing CSS rule in CSS Code View:

1. Switch to CSS Code View.

2. Delete the syntax of the CSS rule you want to remove.

To remove an existing CSS rule from the Manage Styles dialog:

1. In Style View, select Manage Styles from the Style menu.

2. Select the CSS style that you want to remove.
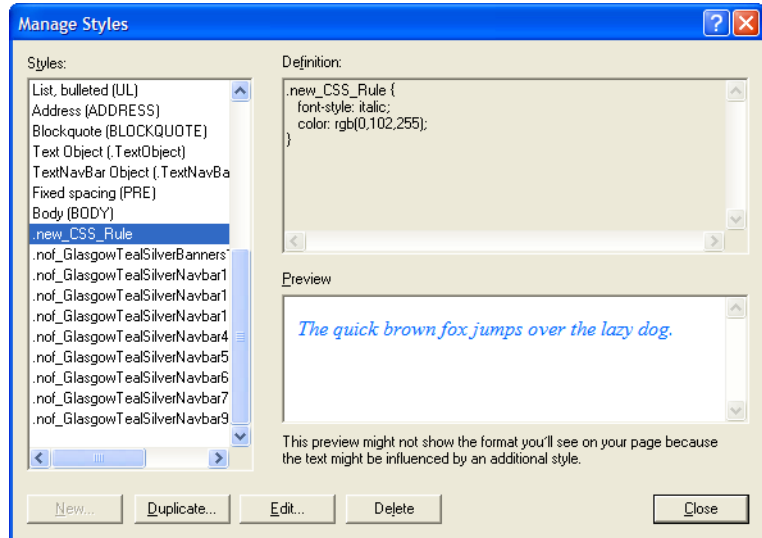
3. Click Delete.

Removing the CSS rule from Code View and the Manage Styles dialog will effectively remove the CSS rule from the Selectors View.

Working in the Selectors View

The Selectors View is a more advanced view in which CSS rules are displayed and edited by choosing a selector and using the CSS panels to modify the CSS rule definition behind the scenes.

The CSS style sheet related to the selected item in the Style Tree will be displayed in the Selectors View. In this view, CSS selectors are displayed in a column on the left, while a preview of the selected selector is displayed on the right. Each element from the Selectors column may be edited using any of the three CSS panels (CSS Common, CSS Property Sheet and CSS Code Editor).

The Selectors View displays all the CSS rules belonging to the selected style or CSS file in the Styles Tree. The CSS rules displayed in the Selectors View are:

- CSS rules auto-generated by NetObjects Fusion. These auto-generated rules belong to the styles that are included with NetObjects Fusion. These CSS rules are easily recognized by the .nof selector name.

- CSS rules added by the user. The preview will be simple text displayed using the chosen selector as an inline element for a block element.

- Components predefined CSS rules. These CSS rules have predefined structures. For example, for the Forms Handler Component, the CSS selector begins with .nof_formsHandler_. Selecting a form element from the preview area, you can modify the associated CSS rule using the CSS Panels.

The Selectors view can contain predefined CSS rules to use with tables and a few of the NetObjects Fusion components. These rules have hard-coded names and are used as default styles for the corresponding elements.

The Selectors View edits an entire style sheet at once. It can edit either an external style sheet that you wish to use, or a built-in Fusion style sheet.
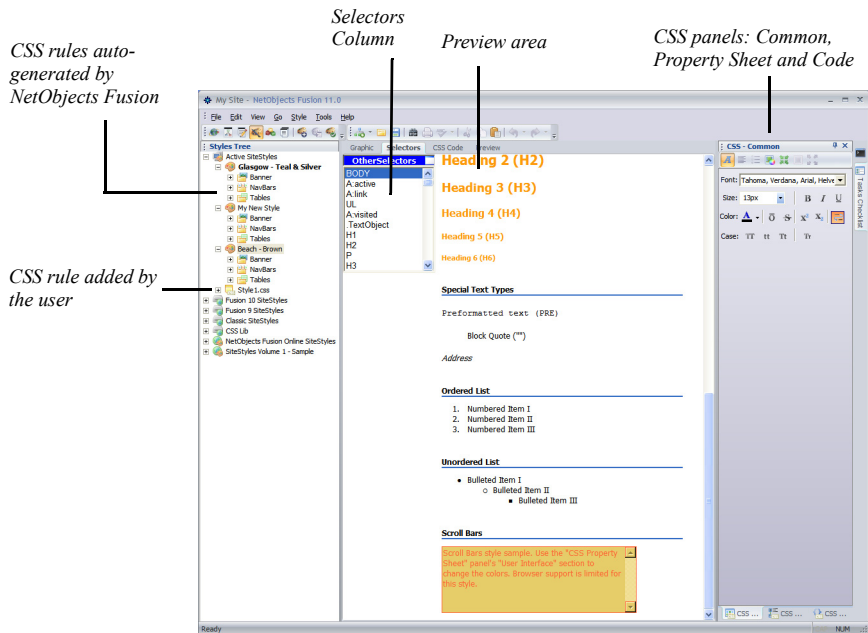
If the CSS rule corresponding to the selected preview does not appear in the Selectors list, NetObjects Fusion will add it automatically when you start editing it.

Note: Selecting parts of the preview will be available only for a part of components.

Before editing CSS rules, make sure that the Read-only attribute is removed. In the Selectors view, you can do that by right-clicking inside the view and un-checking the Read-only option from the context menu that appears. You can also remove the Read-only attribute in Graphic View. To do that, see "Removing the Read Only Setting" on page 428.

To edit a CSS rule in the Selectors View:

1. Choose a selector from the Selectors column.

2. Review the selector in the Preview area.

3. Using the CSS panels, edit the content of the CSS rule. See "Using the CSS Panels" on page 267.

You cannot remove CSS rules in the Selectors View. To remove a CSS rule, go to CSS Code View and delete the CSS rule from there or remove the CSS rule from the Manage Styles dialog.

Editing the Text Elements of SiteStyles in the Selectors View

The BODY selector displays the preview of text-related selectors. You can change the style of the selectors using the CSS Panels on the right: CSS Common, CSS Property Sheet and CSS Code.

BODY selector
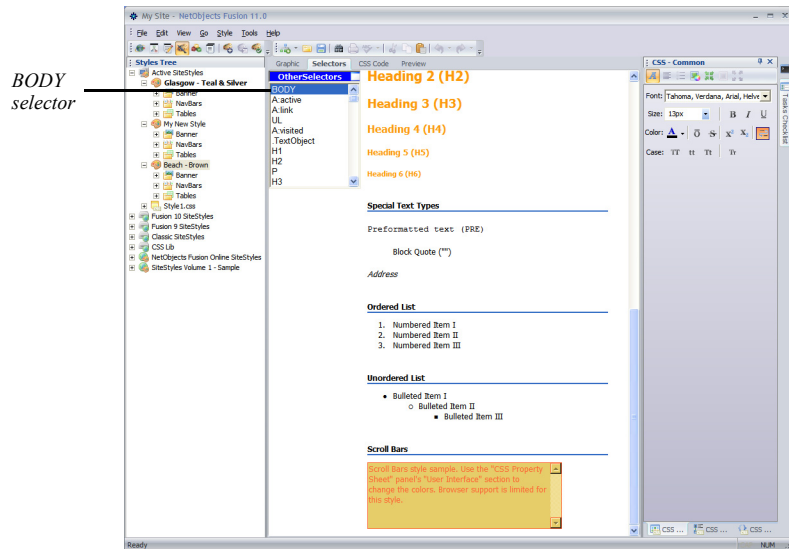
To modify the style of text elements:

1. In the preview area, click on one of the available text element previews. For example, click the preview of the *Normal(P)* selector. The properties of the Normal(P) selector will be available for change in the CSS panels.

2. If the chosen selector *(Normal(P))* has not been previously added to the Selectors column, NetObjects Fusion will add it now, because you have edited it. After you start editing it, you will see (*Normal(P)*) added to the Selectors column.

3. Use the CSS panels to change the attributes of the chosen selector, in our case, (*Normal(P)*). See "Using the CSS Panels in the Selectors View" on page 483.

Using the CSS Panels in the Selectors View

In the Selectors View, the CSS panels allow you to modify the selectors individually.

By default, NetObjects Fusion displays the three CSS panels grouped together and docked on the right side. The CSS Common panel is visible; in order to display the other two panels, you will need to click their corresponding tabs on the group panel.

The preview of Normal(P) is currently selected

CSS Common Panel displayed by default

To display the CSS panels, click the corresponding tabs
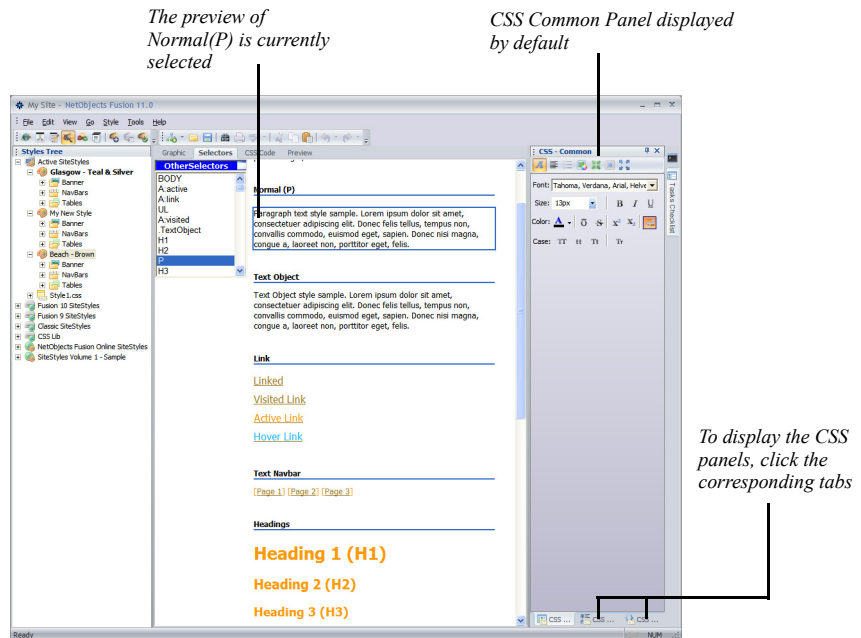
- *CSS Common*, which is a visual environment where you can set CSS properties for the currently selected item.

- *CSS Property Sheet*, which displays a property sheet with CSS properties and values, more than the ones contained in the CSS Common panel.

- *CSS Code Editor*, which is a code editor similar to the CSS Code View.

For an extensive description of the CSS Panels, see "Formatting Text Using the CSS Panels" on page 268.

To work more easily with the CSS Panels, group them together, as shown in the following picture. To learn how to move and dock panels within your NetObjects Fusion workspace, see "Working with Panels" on page 1129.

CSS Common panel

CSS Property Sheet panel

CSS Code Editor panel
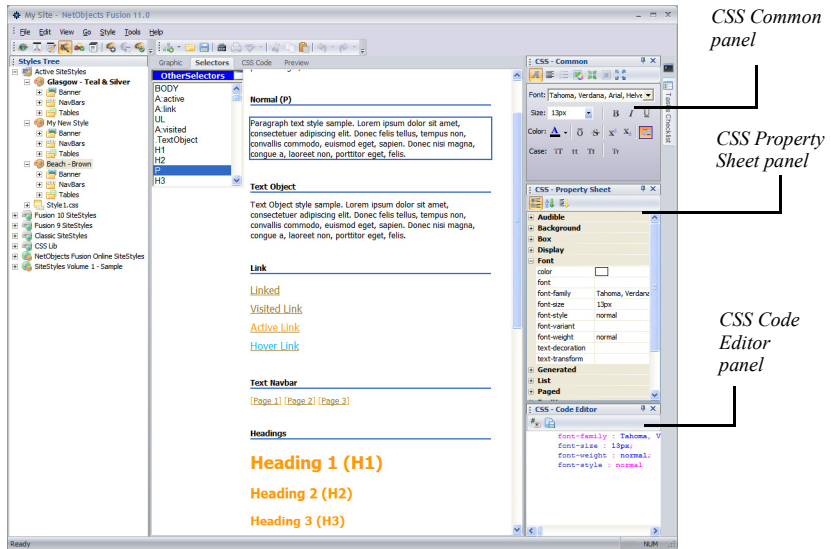
To style an element using the CSS Panels:

1. Select an element in the preview area. For example, the *Normal(P)* element.

2. Change its properties in the CSS panel of your choice. For example, using the CSS Common Panel, change the Font color to red and set the Trebuchet MS for Font Family, 20px for Font Size, Italic and Bold.

3. The preview will be updated with every change you make to the style of the selected element.

The changes in style will be visible in the CSS Property Sheet panel and in the CSS Code Editor panel as well.

Modify the selector's properties

Modified CSS properties displayed

Modified CSS content displayed
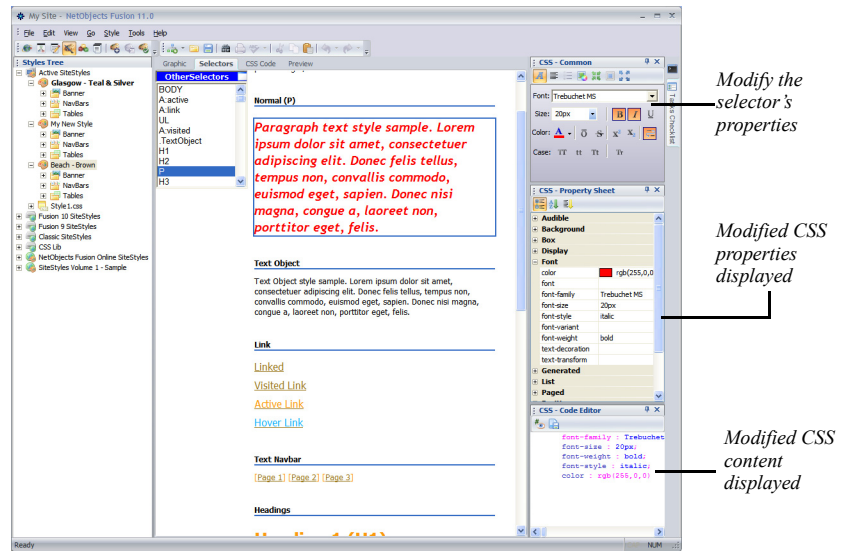
Styling Forms in the Selectors View

You can change the pre-defined style of forms within a SiteStyle in the Selectors View by choosing the form selector in the Selectors column and working with the form properties in the Preview area to give them the values you want.

To do that:

1. Click the FORM selector listed in the Selectors column. A preview of it will appear in the preview area to the right.

2. Now you can style the form elements using the CSS panels available next to the preview. .

Form elements

Preview of the form

Use the CSS Common panel to change the properties of form elements

Choose the FORM selector from the Selectors column
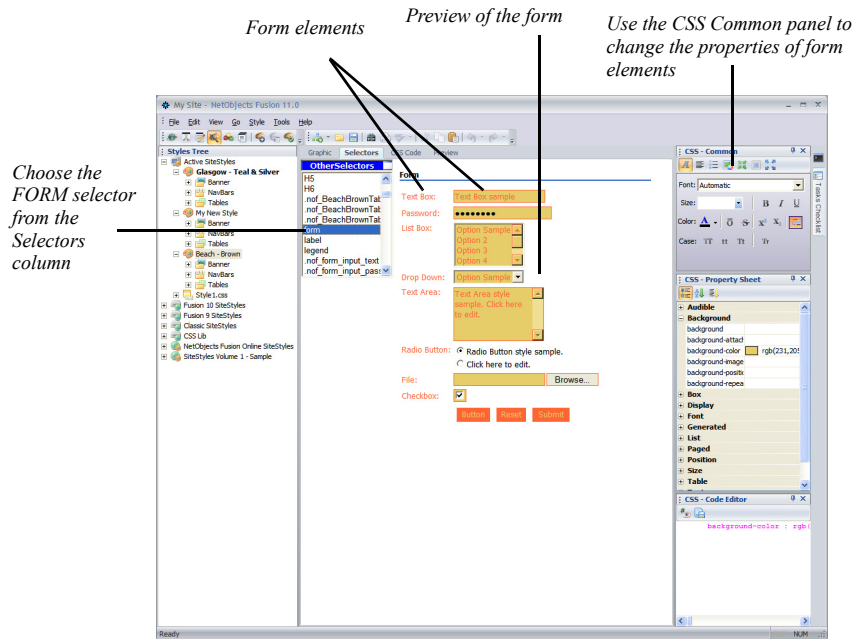
You can change, for example, the properties of all labels within the form. To do that:

1. In the preview area, select one of the form's text labels. The text label's properties will appear on the CSS panels.

2. Using the CSS Common panel, change the font color to brown, Bold, using the Color palette.

3. Since the label selector has not been previously part of the Selectors column, NetObjects Fusion will add it now.

Color for labels changed to brown, Bold in the preview area

Color changed to brown, Bold on the CSS Common panel

label selector added
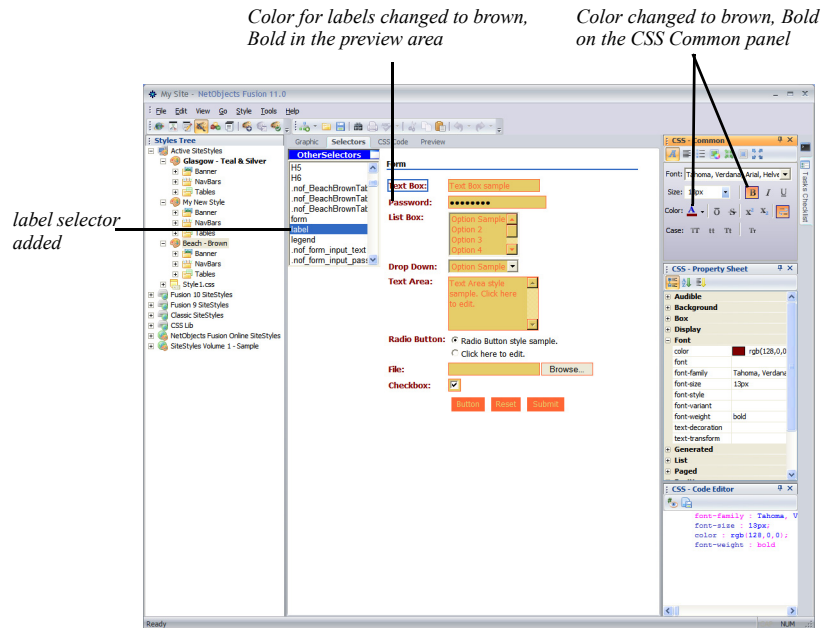
4. The label selector is now visible in the Selectors column and all text labels are brown, Bold in the preview area.

Working in the CSS Code View

The CSS Code View displays all the CSS rules of a selected style, element or style sheet. You can display and modify entire style sheets, such as the Style.css file that accompanies the NetObjects Fusion style or custom stylesheets you have created and imported into Style View.

The CSS Code view displays the CSS definitions of the currently selected SiteStyle in the Style Tree.

In CSS Code View, you can add and edit CSS rules by directly typing in the code editor. Any modifications you make to the existing CSS rules of a SiteStyle will automatically update the Style.css file that accompanies the style.

CSS Code View   *Context Menu appearing*
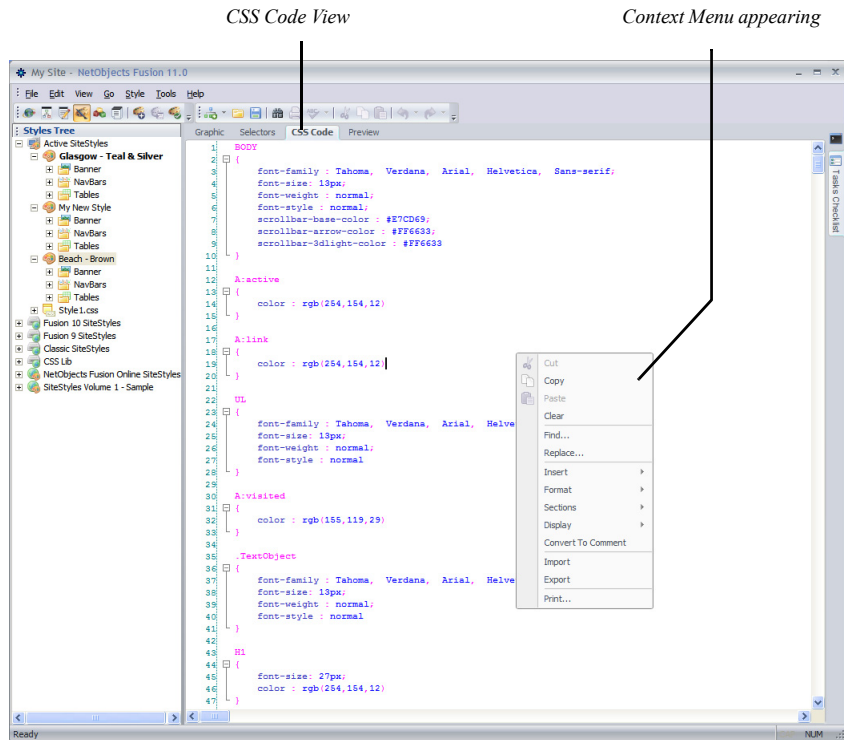
In Code View you can edit and remove CSS rules that are pre-developed rules in NetObjects Fusion, or you can create custom created CSS rules.

Note: Do not edit or delete pre-developed NetObjects Fusion CSS rules, if you are not familiar with CSS coding and the structure of SiteStyles within NetObjects Fusion. These actions cannot be undone.

The CSS Code view includes a context menu that appears on right-click inside the content of this view.

Using the CSS Code Context Menu

The context menu offers basic functionality and configuration for the CSS Code View. You can perform basic editing operations, and set display and coding options as well as importing and exporting CSS files directly from within the CSS Code View, using the context menu.

- *Editing options*. Editing operations can be performed on the CSS file displayed: cut, copy and paste, clear, and find and replace code.

- *Inserting Font and Color*. Inserting new CSS definitions or changing the existing ones is possible in a few simple steps.

Right-click inside the CSS Code View, and from the context menu, select Insert -> Font or Color.

If you select the *Font* option, the Font select window appears and you will be able to select from a simple dialog the font attributes that will be inserted into the CSS definitions.
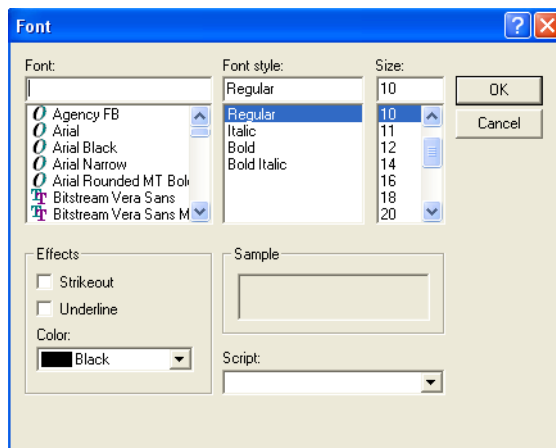
If you select the *Color* option, the Color picker palette appears, where you can select basic colors, that will be inserted into the CSS definition.

.
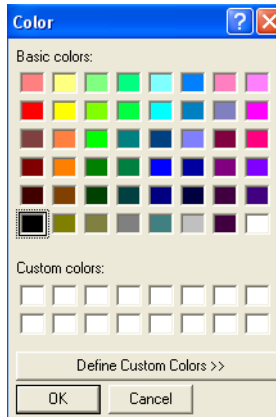
Formatting code content

You can format the existing CSS code in the CSS Code view using the Format command on the context menu. You have three options for formatting the code: *Indent*, *Outdent*, and *Autoformat*.

1. Highlight a section of the code you would like to work with and right-click inside the CSS Code View window.

2. From the context menu, select:

   • *Format->Indent*, to indent the code one tab space at a time. Repeat this action to obtain the desired format.

   • *Format->Outdent*, to outdent the code one tab space at a time. Repeat this action to obtain the desired format.

   • *Format->Autoformat*, to have the default format applied.

Working with CSS Code View Sections

You can perform several display actions on the code sections displayed in CSS Code view to help focus on the sections you are working on at a particular time.

These options are available from the right-click context menu in CSS Code View by selecting Sections from the menu.

1. Highlight a definition section and right-click inside the CSS Code View window.

2. From the context menu, select Sections->Toggle Outlining to expand the content of a definition.

To hide the content of a displays section:

1. Highlight a definition section and right-click inside the CSS Code View window.

2. Select Sections -> Toggle Outlining from the context menu.

The following additional options are available via the Sections menu:

•   *Toggle All Outlining* option to show/hide all the sections of the CSS file. To display the content, select the Toggle All Outlining option from the context menu.

•   *Stop Outlining* option, to automatically expand all the definition sections.

•   *Collapse to Definitions* to display only the definition names.

Display Options

You can customize the code editing options of CSS Code View to enable syntax checking, code hinting and the display of line numbers in the editor.

The *Show Line Numbers* option, will display the line numbers on the left of the CSS Code View window.

To show line numbers:

1. Right-click anywhere inside the content of the CSS Code view. The context menu will appear.

2. Select Display -> Show Line Numbers.
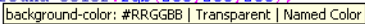
Line numbers will now appear in the CSS Code view.

To hide the line numbers, uncheck the Display -> Show Line Numbers from the context menu.

The Show Code Hinting option allows you to complete writing or editing definitions in the following manner:

- a tooltip hint containing the CSS definition will be displayed, when the mouse is positioned over that CSS rule :

- a drop-down box will appear when editing CSS code, suggesting the common set of values for a CSS property.
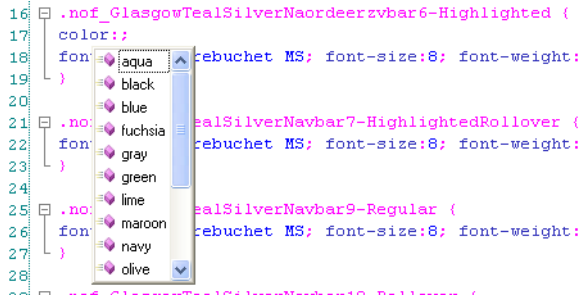
Code hinting may be enabled or disabled. To show code hinting:

1. Right-click anywhere inside the content of the CSS Code view. The context menu will appear.

2. Select Display -> Show Code Hinting.

3. Hover your mouse over an existing CSS definition and wait for a few seconds. The CSS rule definition will appear.

NetObjects Fusion 11 also offers a way to eliminate errors when typing in code with the *Check Syntax As You Type* option. When selected, syntax errors will appear grayed inside the code definition, until corrected. While typing a CSS definition, the syntax will appear on a grayed background, until it is correct.

The editing option in the CSS Code View would not be complete without having the ability to change sections of your code to comments for informational purposes or testing new definitions. You can convert a selected piece of code to comment, by following the next steps:

1. Select the piece of code that you want to convert to comment.

2. Right-click and select the *Convert To Comment* option from the context menu.

The selected line now appears as a comment.

Importing and Exporting a CSS File

To allow full flexibility for designers to create their CSS style sheets, NetObjects Fusion provides the ability to Import and Export style sheets directly from within CSS Code View using the commands on the right-click context menu.

Importing an external CSS file into the CSS Code Editor will overwrite the Style.css of the active SiteStyle.

To import a CSS file in the CSS Code view:

1. Select Import from the context menu. The Open dialog appears.

2. Browse and select the CSS file that you need.

The imported CSS file will now display the definitions of the imported style sheet in the CSS Code View and represent the new Style.css file for the selected SiteStyle.

To export a CSS file from the CSS Code view:

1. Select Export from the context menu. The Save As dialog appears.

2. Type the name and select the destination location for the CSS file to be saved.

You can now work on the Style.css file with your favorite CSS Editor and import the style sheet back into NetObjects Fusion using the import instructions mentioned above.

Printing the CSS File

You can print the content of the CSS file displayed in the CSS Code View, by selecting the corresponding Print command from the context menu.

Working with the Styles Tree in Page View

In NetObjects Fusion 11, applying SiteStyles by switching views is a thing of the past. The new Styles Tree now makes it possible to work with SiteStyles directly from Page View using the same flexible panels that can be manipulated for

optimum workspace as needed. Using the Styles Tree in Page View offers you the ability to preview styles, create new styles and even apply a new style to your Web site without taking your eye off your page design.
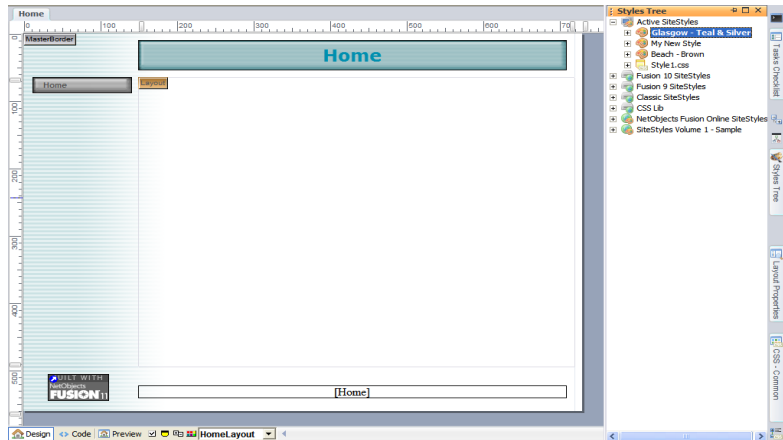
To switch to the Style View, click the Maximize button.

Using the right-click context menu allows you to select from a variety of actions to apply, delete and modify SiteStyles displayed in the Styles Tree.

Creating a New SiteStyle

It is possible to create a new SiteStyle in Page View, using the right-click context menu.

To create a new SiteStyle in Page View:

1. Right-click on Active SiteStyle. The context menu appears.

2. Select the New Blank SiteStyle.
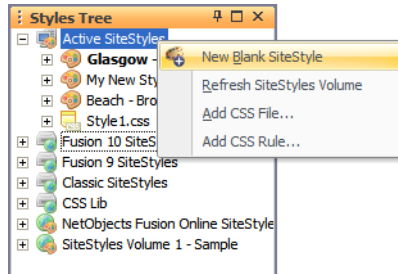
3. Complete the editable text box with the new SiteStyle name.

The new SiteStyles appears in the Active SiteStyles list.

The following additional actions are available on the Styles Tree right-click menu:

- Add a new CSS file. See "Adding a CSS File" on page 467.

- Add a new CSS rule. See "Adding a CSS Rule" on page 473.

- Refresh the SiteStyles Volume.

- Create a new folder in the SiteStyles Tree.

Creating Navigation Bars and Banners

NetObjects Fusion includes tools you can use to create banners and navigation bars that help site visitors understand and navigate the structure of your site. A new blank site includes a button navigation bar on the left, a text navigation bar at the bottom, and a banner in the top MasterBorder. You can create your own banners and navigation bars and place them in any MasterBorder or Layout area.

You save time using banners and navigation bars because NetObjects Fusion automatically places page names on the banner and links navigation bars to pages in your site. Placing navigation bars in a MasterBorder and then assigning the MasterBorder to multiple pages is an easy way to give pages with the same navigational needs the same navigational structure.

New banners and navigation bars you create use elements of the currently selected SiteStyle. However, you can customize the banners and buttons by assigning other styles or labels or by replacing their images with your own. You can also further customize your site by importing Flash navigation bars and buttons.

This chapter tells you how to use navigation bars and banners, including:

- Adding button and text navigation bars
- Setting navigation structure
- Setting navigation bar properties
- Adding banners
- Customizing banners and navigation bars

Working with Banners and Navigation Bars

Typically, in each new site you create, NetObjects Fusion automatically places a banner in the top margin, a button navigation bar in the left margin, and a text navigation bar in the bottom margin. You can place banners and navigation bars anywhere on the page, including MasterBorders and Layouts, as well as inside text boxes, table cells, and Layout Regions.

Banner

Button navigation bar

Button

Text navigation bar
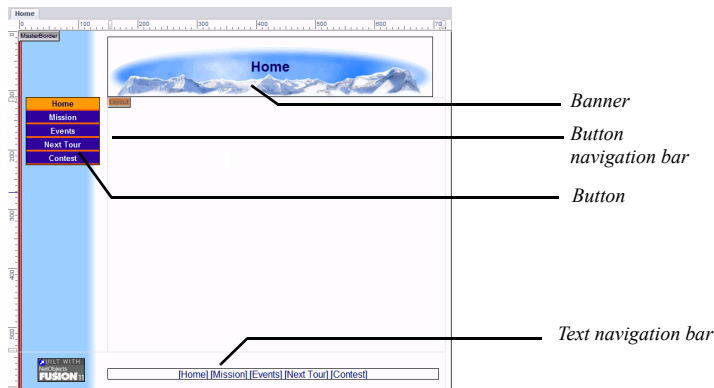
Banner titles and button names are set to the page name by default. You can change the name using the Custom Names button in Site view, the Custom Names command on the Edit menu, the settings on the Navigation Button or Banner Properties panel in Page view, or the Custom Navigation Bar dialog. Buttons are linked according to your site's structure. Whenever you change the SiteStructure in Site view, NetObjects Fusion updates the buttons and banners.

When you preview or publish your site, NetObjects Fusion creates a **.gif** file for each button and banner (except Flash buttons and banners). It combines the assigned font style, size, and color with the image file for that SiteStyle element to ensure the font you choose appears despite differences in site visitors' browsers.

Using Navigation Bars

Navigation bars are rows or columns of buttons or text that are automatically linked to other pages in your site. NetObjects Fusion provides button navigation bars and text navigation bars. You use the Button Navigation Bar tool and the Text

Navigation Bar tool to add navigation bars to MasterBorders or page Layouts. You can also add Flash navigation bars when using NetObjects Fusion SiteStyles, and you can import custom Flash navigation bars in Style view.

The default style for buttons is determined by the SiteStyle you set in Style view. See Chapter 20, "Using SiteStyles." The SiteStyle button picture is automatically applied to buttons throughout your site. You can change the button style for an individual navigation bar or even an individual button without changing the overall SiteStyle. See "Setting Button Navigation Bar Properties" on page 507 and "Change a Button's Image" on page 513.

You can assign an action to any navigation bar using the Actions tab of the Navigation Bar Properties panel. For example, a navigation bar could fly in from the top when the site visitor opens the page. See Chapter 28, "Building Dynamic Pages." You cannot assign an action to an individual button.

Adding a Navigation Bar

You can add a horizontal or vertical button or text navigation bar to a page.

1. In Page view, display the page on which you want to place the navigation bar.

2. Select the Button Navigation Bar tool or the Text Navigation Bar tool from the Navigation flyout on the Standard toolbar.

Button Navigation
Bar tool
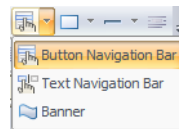
3. Drag a box in the MasterBorder or Layout area where you want to place the navigation bar.

Drag in a horizontal direction for a horizontal navigation bar or in a vertical direction for a vertical navigation bar.

Text Navigation
Bar tool

A new navigation bar appears with buttons or text linked to the pages indicated in the Navigation structure and Multi level options sections of the General tab of the Navigation Bar Properties panel.

Highlighted button

Button navigation bar
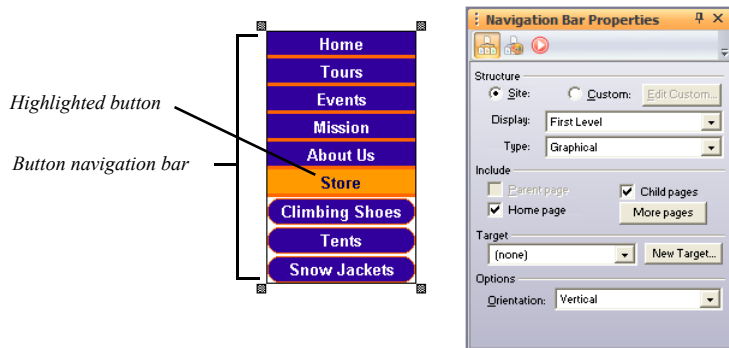
Setting Navigation Structure

You set the navigation structure to specify the relationship between the current page and the pages linked to the buttons on the navigation bar. You can base navigation structure on the site structure or create custom navigation bars to give visitors access to pages on different levels of the site, pages in other sites, and files.

Creating Navigation Bars Based on the SiteStructure

You can choose a navigation level and then set the multi level options to add links to other pages in the site. Go to Site view or open the Site Navigation panel if you are unsure about the site levels you want to link.

Note: If you create a navigation bar with no valid links, NetObjects Fusion displays a question mark.

1. In Page view, select the navigation bar.

    The General tab of the Navigation Bar Properties panel appears.

2. In the Structure section, choose a level from the drop-down list.
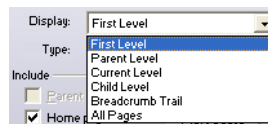
- • *First Level* links to the children of the Home page.

- • *Parent Level* links to pages in the level above the current page in the SiteStructure.

- • *Current Level* links to the current page and all other pages that share the same parent page.

- • *Child Level* links to the children of the current page.

- • *Breadcrumb Trail* displays the current page as the last level of a navigation tree and each parent page in succession.

- • *All Pages* displays all pages at all levels in the SiteStructure.

3. In the Include section, select:

- *Include home page* to add a Home page link to the navigation bar.
- *Include parent page* to include a link to the parent page in the navigation bar.
- *Include child pages* to include links to the child pages in the navigation bar.

To include specific pages in the navigation bar:

1. Click the More pages button in the Navigation Bar Properties panel.

2. The More Pages dialog box appears.
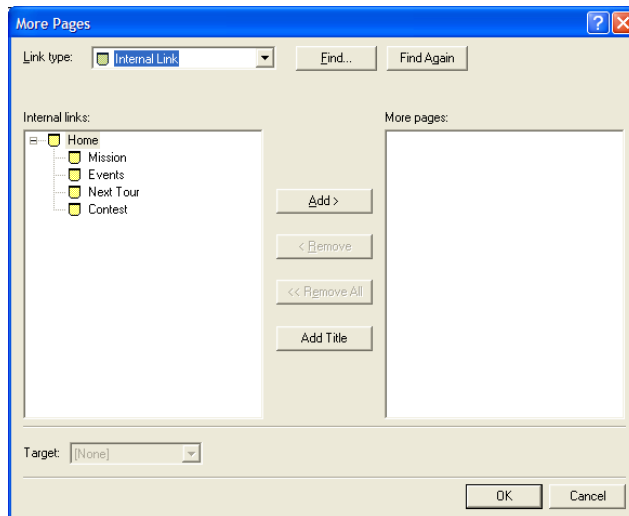
3. Select a page in the list on the left and click Add to move it into the list on the right, or drag it from the left to the right.

- To add button set section titles, click Add Title and enter a name for the section title button in the Add title dialog.

- To remove a page from the navigation bar, select it in the list on the right and click Remove.

- To clear the structure and start over, click Remove All.

4. Set link targets for individual pages by clicking the page name in the More pages field and selecting a link target from the Target drop-down list.

5. Click OK to close the More Pages dialog box.
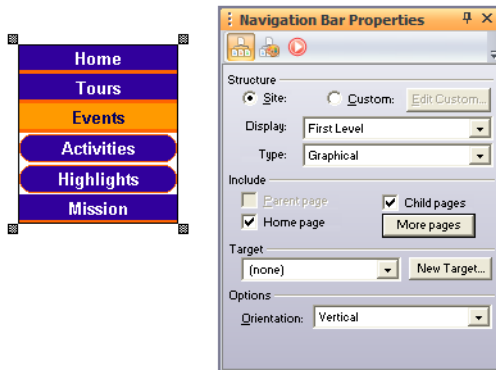
Set Button Background

You can set a background color for a button navigation bar. A background color can visually unify a navigation bar if buttons are widely spaced; it can also help site visitors distinguish the navigation bar from the background of the page.

1. In Page view, select the navigation bar.

2. Click the Style tab of the Navigation Bar Properties panel.
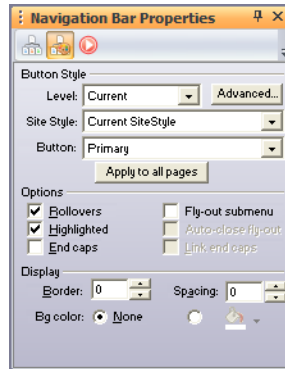
3. In the Background color section, click radio button to the left of the Color button and select a color from the Color Picker or select None to use no background color.

Setting Navigation Bar Orientation

1. In Page view, select the navigation bar.

The Navigation Bar Properties panel appears.

2. In the Options section, select Vertical or Horizontal orientation.
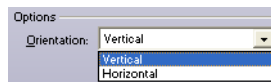
Set Border Width and Button Spacing

You can set the thickness of a button navigation bar's border, as well as the spacing between buttons. You can increase the spacing between buttons to let the background show through or to add visual breaks around buttons. The border and spacing are measured in pixels regardless of the measurement unit you select in the Options dialog. You cannot change the spacing or border for text navigation bars.

To set button border and spacing:

1. In Page view, select the navigation bar.

   The Navigation Bar Properties panel appears.

2. Click the Style tab of the Navigation Bar Properties panel.

3. In the Display (in pixels) section:

   • To change the thickness of the navigation bar border, enter a number in the Border field or click the arrows.

   • To change the spacing between buttons, enter a number in the Spacing field or click the arrows.

Creating a Custom Navigation Bar

To create a custom navigation bar, you first create a separate site structure that is used only with the navigation bar. You set up a page structure in the same way you would in Site view. In the navigation structure, however, you can have multiple pages at the same level as your Home page, plus add the same page to different trees. This is especially helpful if you are designing sites, such as intranets, in which you want to break your design into "mini" sites.

To create a custom navigation bar structure:

1. In Page view, select the navigation bar.

2. In the Structure section, select Custom and click Edit Custom.

The Custom Navigation Bar dialog appears.
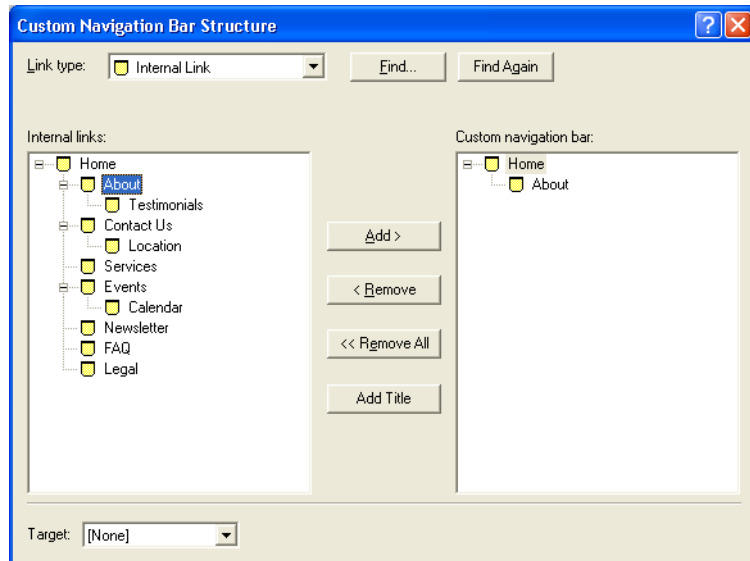
3. From the Link type drop-down list, select:

   - *Internal Link* to link to another page in the site.

     Select a page in the list on the left and click Add to move it into the list on the right, or drag it from the left to the right.

   - *External Link* to link to a page in another site. Type the path to the page you want to link to; for example, **http://www.netobjects.com** and click Add to move it into the list, or drag it from the left to the right.

   - *File Link* to link to a file. Type the path to the file you want to link to or click Browse to locate the file, click Save, and then click Add to move it into the list or drag it from the left to the right.

   If your site has many pages and a lot of links, click Find to search for a specific link in the list of current links. Click Find Again to search for the next occurrence of the same link.

4. From the Target drop-down list, select:

   - *None* to use the default link settings.

   - *Existing* to target the link in an existing frame.

From the Name drop-down list, select:

- *_ body* loads the specified page into the body of the current page.
- *_blank* loads the specified page into a new browser window.
- *_parent* loads the designated content into the current frame's parent. If the current frame has no parent, the content is loaded into the same frame as the element that refers to this target.
- *_self* replaces the page where the link resides with the page of that link. This is similar to how links behave on sites with no frames.
- *_top* loads the designated content into the full, original window. This cancels all other frames. If the current frame has no parent the content is loaded into the same frame as the element that refers to this target.
- *Pop-up Window* to display the page in a new pop-up window.

To display the designated content in a new named window, you can create a new link target.

5. To divide your site into sections using section title buttons, click Add Title to add section title buttons to the navigation bar. Enter section title text in the text field.

   Section title buttons are based on the current SiteStyle, but you can customize the buttons or add new ones in Style view. See "Adding End Caps and Section Title Buttons" on page 432.

6. To arrange the order of pages and section title buttons on the navigation bar, simply drag the pages into position.

To remove a page, select it and click Remove. To clear the structure and start over, click Remove All.

Setting Button Navigation Bar Properties

Set Button Style

New navigation bars use the currently applied SiteStyle, but you can set individual navigation bars to use any available button sets associated with a SiteStyle or create a custom style.

Primary and secondary navigation bars offer different sets of button pictures, which are defined by the current SiteStyle. Other than the pictures displayed, primary and secondary navigation bars function the same way. Because secondary button pictures are typically different in size, shape, or color, you can use a secondary

navigation bar to visually distinguish links to different parts of your site. For example, to help site visitors understand the SiteStructure, you can use the secondary navigation bar for the lower levels of your site. To see the difference between primary and secondary navigation bars, go to Style view.

Custom navigation bars are created in Style view and can be used in place of the default primary and secondary navigation bars. Navigation bars available in active site styles can be used on any page, allowing you to create unique styles on individual pages. See "Adding Banners and Buttons" on page 431.

You can also choose whether the button for the current page will be highlighted or not. Use button highlighting to show site visitors which page they are on. If you are using AutoFrames, be aware that highlighting affects the way the browser refreshes your page.

A highlighted
button indicates
the current page

You can also enable rollover buttons on the navigation bar. If rollover is on, when a site visitor moves the pointer over the button, the SiteStyle rollover image appears.

To set the button style:

1. In Page view, select the navigation bar.

2. Click the Style tab of the Navigation Bar Properties panel.
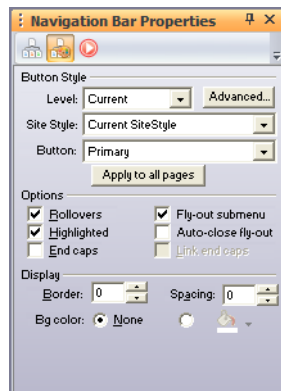
3. In the Button style section:

- Select the page level, which is relative to the current page, you want to apply the button style to. The style you choose will apply only to the pages at the selected level.
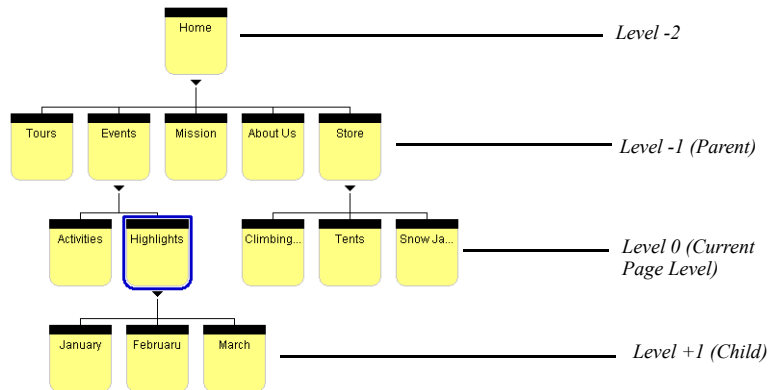
- Choose the SiteStyle from the drop-down list that contains the button style you want to display.

  Only active site styles will appear in the list.

- Choose the set from the drop-down list that contains the button style you want to display.

- Select the Fly-out submenus check box to make child pages not included in the navigation bar visible when the site visitor moves the pointer over the parent page link.

4. Click Apply to all pages to apply the selected style to all buttons in the navigation bar.

5. In the Include section, select:

- *Rollovers* to use the Rollover button state for the selected page in the navigation bar.

- *Fly-out submenu* to make child pages not included in the navigation bar visible when the site visitor moves the pointer over the parent page link.

- *Highlighted* to use the Highlighted button state style for the selected page in the navigation bar.

- *Auto-close fly-out submenus* close the fly-out submenus when the mouse is no longer hovering over.

- *End caps* to display the end caps associated with the selected button set. End caps are graphical elements that appear at both ends of a navigation bar, and they can be added to a button set in Style view. See "Adding End Caps to a Button Set" on page 433.

- *Link end caps* to link the end caps to the adjoining button in the navigation bar. For example, an end cap that is displayed next to the Home page button in the navigation bar will also serve as a link to the Home page.

Use fly-out submenus to make child pages not included in the navigation bar visible when the site visitor moves the pointer over the parent page link
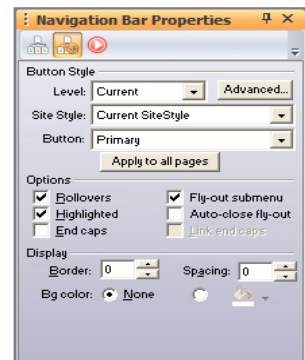
Creating a Custom Navigation Bar Style

New navigation bars use the current SiteStyle, but you can apply button sets associated with any SiteStyle to a page. See "Adding Banners and Buttons" on page 431.

In addition, you can apply advanced settings, such as how the fly-out submenus are displayed on the page, to a custom navigation bar. If you change the style of a navigation bar in a MasterBorder, it changes on every page using that MasterBorder.

To create a custom navigation bar:

1. In Page view, select the navigation bar.

2. Click the Style tab of the Navigation Bar Properties panel.

3. In the Button Style section, click Advanced.

The Custom Style dialog appears.

4. Select a page level from the site structure list on the left that you want to customize.

5. Select the Site Style and Button set you want to use for the page level selected in Step 4.

Only active styles will appear in the Site Style drop-down list.
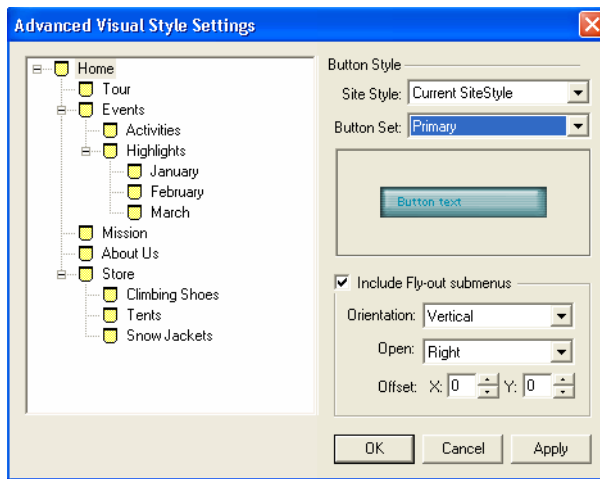
6. Select *Include Fly-out submenus* to make child pages not included in the navigation bar visible when the site visitor moves the pointer over the parent page link.

The advanced Fly-out submenu settings will become active.

- *Orientation* displays the fly-out submenu horizontally or vertically.

- *Open* describes how the menu will unfold.

- *Offset* defines the position of the fly-out submenu.

7. Click Apply to save the current page level settings.

8. Repeat steps to apply custom styles to additional page levels or click OK to close the Custom Style dialog.

Change a Button's Name

By default, a button name is the same as the page name.

To change the text on a button:

1. In Page view, navigate to the page containing the navigation button you want to change.

2. Double-click the button to select it.

    A wide border surrounds the button to show it is selected.

    The General tab of the Navigation Button Properties panel appears.
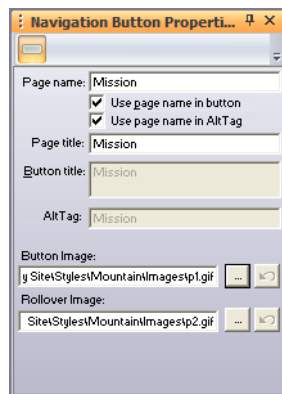
3. Clear the Use page name in button check box.

4. In the Button title field, type a new name for the button. To enter two lines of text, press Enter at the end of the first line.

    This changes the button name only in the selected navigation bar. To change the name of all instances of this button on all navigation bars, change the Page name field or use the Custom Names dialog. See "Using Custom Button and Banner Names and File Extensions" on page 65.

    To restore the default page name, select Use page name in button.

5. Clear the Use page name in AltTag check box to assign an alt tag other than the page name to the button.

In the AltTag field, type a new alt tag for the button.

Change a Button's Image

You can change the picture on each individual button in a graphic navigation bar in Page view. When you assign a new picture to a button, NetObjects Fusion does not display the page name or custom name on the button. If you want text to appear on the button, you must include the text in your button picture. You do not change the current SiteStyle when you customize a button picture.

To change the picture for one button:

1. In Page view, navigate to the page containing the navigation button you want to change.

2. Double-click the button to select it.

   A wide border surrounds the button to show it is selected.

   The General tab of the Navigation Button Properties panel appears.
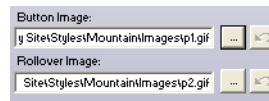
3. Click Browse to change the button image or rollover image and select an image file from your hard disk or LAN. If you want to use an image that is on a CD-ROM, copy it to your hard disk first.

Setting Text Navigation Bar Properties

1. In Page view, select a text navigation bar.

   The Navigation Bar Properties panel will appear.
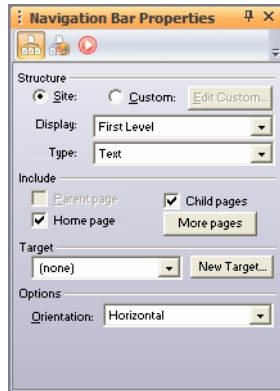
2. Click the Style tab.

3. In the Background Color field, select:

   - *Automatic* to set the background to the color specified in the Text NavBar style in Style view.

   - *Transparent* to set the background to the background color specified by the parent object of the text navigation bar.

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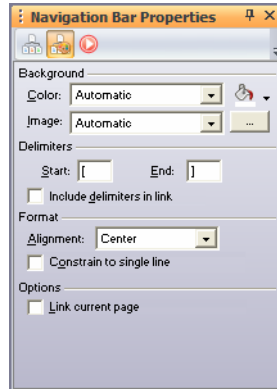
4. In the Image field, select:

   - *Automatic* to set the background to the image specified in the Text NavBar style in Style view.

   - *None* to eliminate the background image.

   - *Browse* to select an image from the Open dialog. See "Choosing an Image Format" on page 286. If the picture is smaller than the navigation bar, the browser tiles the image. To change the image, click the Browse button to the right of the field.

5. In the Delimiters section, select the characters you want to use before and after each link in a text navigation bar.

   The default characters are square [brackets]. You can choose angle brackets, or other characters, or leave this blank.

   Select Include delimiters in link to extend the underline to include these characters.

   [Home] [Mission] [Events] [Activities] [Highlights] [Next Tour] [Contest]—— *Delimiter*

   Linked page   *Current page*

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6. If you are working with a horizontal text navigation bar, in the Format section, you can select Right, Left, or Center alignment.

    If you select Constrain to a single line, NetObjects Fusion increases the page width to accommodate the navigation bar on a single line. If you clear this option, you can reduce the width of the navigation bar so it appears on more than one line.

7. By default all pages in a text navigation bar are linked except the current page. Select Link current page in the Options section to include a link to the current page.

Text navigation bars use the SiteStyle's linked text color and the style set for the TextNavBar object. See "Formatting Text" on page 233 and "Editing a Style Background" on page 443.

Changing a Flash Navigation Bar's Appearance

You can change the attributes of Flash navigation bars to complement your page.

To modify a Flash navigation bar's appearance:

1. In Page view, select the Flash navigation bar you want to modify.

    The Navigation Bar Properties panel appears.

2. Click the Style tab of the Navigation Bar Properties panel.

3. Modify the attributes of the Flash navigation bar by selecting an attribute in the left-hand column and then choosing an attribute from the option list in the right-hand column.

Click to modify
Flash attributes
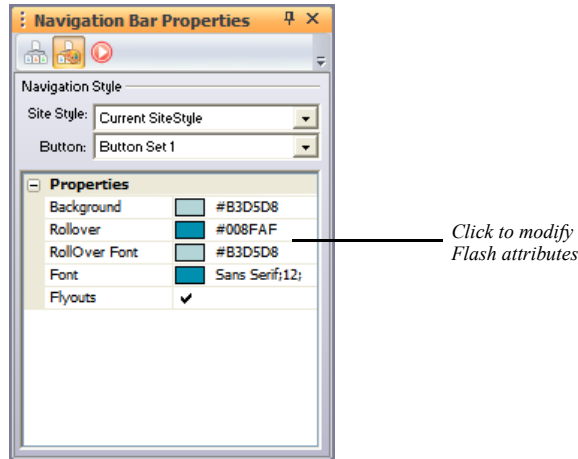
The following options are available for all Flash navigation bars native to NetObjects Fusion's local SiteStyles:

- *Background:* Modify the background color of the Flash navigation bar buttons by picking a color in the Color Chooser.

- *Rollover:* Modify the background color of the Flash navigation bar buttons by picking a color in the Color Chooser.

- *RollOver Font:* Select a background color for the rollover button state in the Color Chooser.

- *Font:* Open the Edit Font dialog to choose a font face, size, color, attribute (bold, italic, underline), and alignment position for the button text.

- *Flyouts* check-box: remove the check if you do not want to have fly-out submenus in the navigation bar.

4. Preview the Flash navigation bar in Page view by right-clicking on the navigation bar and selecting Play from the shortcut menu.

Note: Flash navigation bars native to NetObjects Fusion's SiteStyles have a wide range of editing options available. Flash navigation bars imported into NetObjects Fusion can be modified within the parameters of the Flash.

Setting a Navigation Bar Target

When a site visitor clicks a navigation bar link, you can target a frame or a pop-up window to display the linked page. For example, if you select _blank as the link target, the page you link to appears in a new browser window.

1. In Page view, select a navigation bar.

2. Click the General tab of the Navigation Bar Properties panel.

3. In the Navigation bar target section, select a target from the drop-down list or click New Target and add a target.
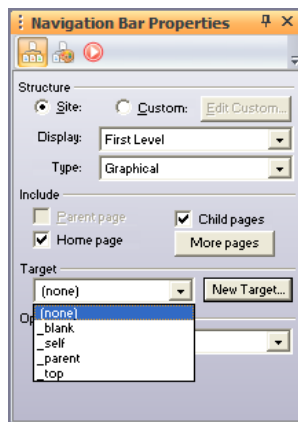
For more information on link targets, see "Setting Link Targets" on page 538.

Using Banners

Banners are picture title bars that display the name of the page, helping site visitors understand where they are in your site. You use the Banner tool to add new banners. You can also import Flash banners in Style view. For information on creating and importing Flash banners, see Chapter 20, "Using SiteStyles."
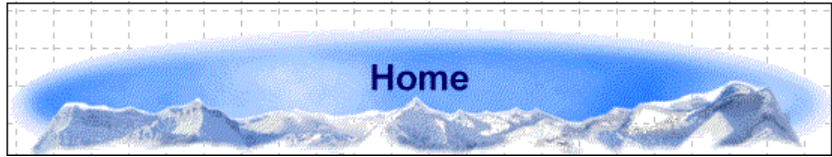
You can assign an action to any banner using the Actions tab of the Banner Properties panel. For example, you can make a banner "grow" into existence when a site visitor goes to the page by assigning the On Page Loaded do Transition action with the transition type set to Iris. See Chapter 28, "Building Dynamic Pages."

Adding a Banner

1. In Page view, go to the page on which you want to place the banner.

2. Choose the Banner tool from the Navigation flyout of the Standard toolbar.

Banner tool
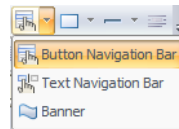
3. Drag a box in the MasterBorder or Layout area where you want to place the banner.

Drag in a horizontal direction for a horizontal banner or in a vertical direction for a vertical banner.

A new horizontal or vertical banner appears in the current SiteStyle.
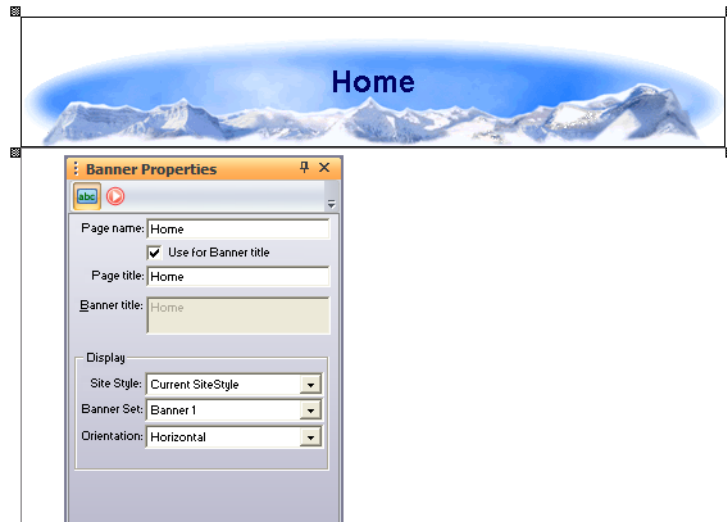
The style of the banner is determined by the current SiteStyle. You can create additional text, graphic, and Flash banners in Style view. See "Adding Banners and Buttons" on page 431.

After you create additional banners in Style view, you can apply them to your pages by using the Banner tool to add a banner to your site and then selecting the banner you want to use from the Banner drop-down list on the Banner Properties panel.

Changing the Banner Text

By default, the banner text is the page name, but you can specify a custom name or no name for the banner. You can also split banner text into two lines. The style of the banner text is determined by the current SiteStyle.

To change the banner text:

1. In Page view, select the banner.

    The General tab of the Banner Properties panel appears.

2. Clear the Use for Banner title check box.

3. In the Banner title field, type the new text for the banner. To make the text two lines, press Enter at the end of the first line.

To restore the default page name, select Use for Banner title.

This changes the name only on the selected banner. To change the name on all banners on this page, type a new name in the Page name field or use the Custom Names dialog. See "Using Custom Button and Banner Names and File Extensions" on page 65.

Changing a Banner's Image

You can change the picture for a selected banner in Style view. When you assign a new picture to a banner, NetObjects Fusion does not display the page or custom banner name on the image. If you want text to appear on the banner, you must include the text in your banner graphic. If you change the image for a banner in a MasterBorder, the change does not affect the banner on all the other pages that use that MasterBorder.

To change a banner picture:

1. In Style view, display the style containing the banner you want to change.

2. Select the banner.

   The General tab of the Banner Properties panel appears.

3. In the Banner Image area, type in the path to the new image or click Browse to select an image file from your hard disk or LAN. If you want to use an image that is on a CD-ROM, copy it to your hard disk first.

The selected banner displays the new picture.

Note: You cannot change images in a Flash banner.

Changing a Flash Banner's Appearance

You can change the attributes of Flash banners to complement your page design. You can also change the Flash the default Flash animation. For example, you can choose to have the Banner "fly in" when the page is loaded in a browser window.

To modify a Flash banner's appearance:

1. In Page view, select the Flash banner you want to modify.

   The Banner Properties panel appears.

2. Click the Style tab of the Banners Properties panel.

3. Modify the attributes of the Flash banner by selecting an attribute in the left-hand column and then choosing an attribute option from the corresponding list in the right-hand column.

Click to modify Flash attribute
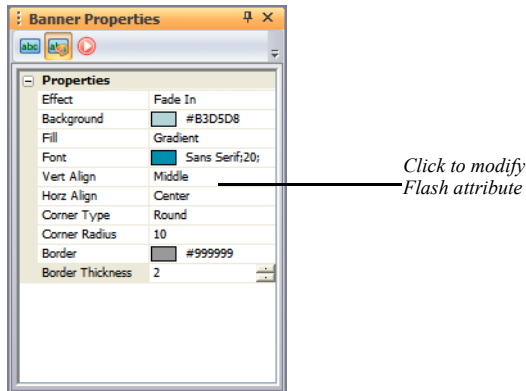
The following options are available for all Flash banners native to NetObjects Fusion's local SiteStyles:

*   *Effect.* Choose an animation effect to control how the text will appear on the banner when the page is loaded in the browser.

*   *Background.* Modify the background color of the Flash banner by picking a color in the Color Chooser.

*   *Fill.* Select either a gradient or solid fill for the banner background color.

*   *Font.* Open the Edit Font dialog to choose a font face, size, color, attribute (bold, italic, underline), and alignment position for the banner text.

*   *Vert Align.* Set the banner text's vertical position (bottom, middle, or top) within the banner.

*   *Horz Align.* Set the banner text's horizontal position (right, center, or left) within the banner.

*   *Corner Type.* Choose a Flash banner with rounded or diagonal edges, or choose a rectangular banner by selecting "None".

*   *Corner Radius.* Select a value for the sharpness of banners with diagonal and rounded corners. Banners with a smaller value for the corner radius have more subtle corners, while banners with higher corner radius values have sharper corners. The maximum value is 20.

- *Border.* Select a color for the banner background in the color picker.

- *Border Thickness.* Enter a value for the thickness of the banner's border. Banners with higher border thickness values have thicker borders than those with lower border thickness values. The maximum value is 50.

4. Preview the Flash banner in Page view by right-clicking on the banner and selecting Play from the shortcut menu.

Note: The manner by which Flash banners are created determines which attributes can be modified. Flash banners created in Style view have a wide range of editing options available. Flash banners imported into NetObjects Fusion can be modified within the parameters of the Flash file.

Setting Banner Style and Orientation

New banners use the current SiteStyle, but you can apply banners associated with any SiteStyle to a page. If you change the style of a banner in a MasterBorder, it changes on every page using that MasterBorder. See "Adding Banners and Buttons" on page 431.

1. In Page view, select the banner.

   The General tab of the Banner Properties panel appears.

2. In the Site Style field, select the style that contains the banner you want to display.
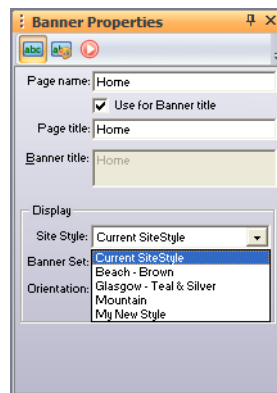
Only active styles will appear in the list.

3. In the banner field, select the banner you want to display.

4. In the Display section, select Horizontal or Vertical orientation.

Creating Links and Anchors

NetObjects Fusion makes it easy to create navigation aids using links. You can make any text, image, shape, or area of an image into a navigation aid by adding a link. Link page objects to any point on the Web, including points within your site, or open your link in a pop-up window. You can also create and link to anchors—markers at a specific location on a page—to aid navigation in long pages.

This chapter tells you how to create and use:

- Internal links

- Anchors

- Smart links

- External links

- Email links

- Relative links

- File links

- Link targets

- Links with added HTML

- Imagemaps

Creating Links

You can use the linking techniques described in this chapter to manually link objects such as text, pictures, and drawn shapes to internal locations in a site and external locations such as files and other Web pages. As you organize a site, you're likely to create multiple links to the same location. You can easily update these links using the lists in Assets view.

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

Types of Links

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

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

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

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

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

Link Indicators

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

Link icon

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

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

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

Creating an Internal Link

Internal links link to pages or anchors within a site. If you move a linked page in the SiteStructure or change the page's name, NetObjects Fusion automatically updates all associated links. Assets view lists the internal links in your site.

Using an anchor, you can link to a specific page or to a specific location on the current page. See "Adding, Editing, and Deleting an Anchor" on page 529.

To create an internal link:

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

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

Link tool

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

    The Link dialog appears.

3. Select Internal Link as the link type.

List of all pages in the site
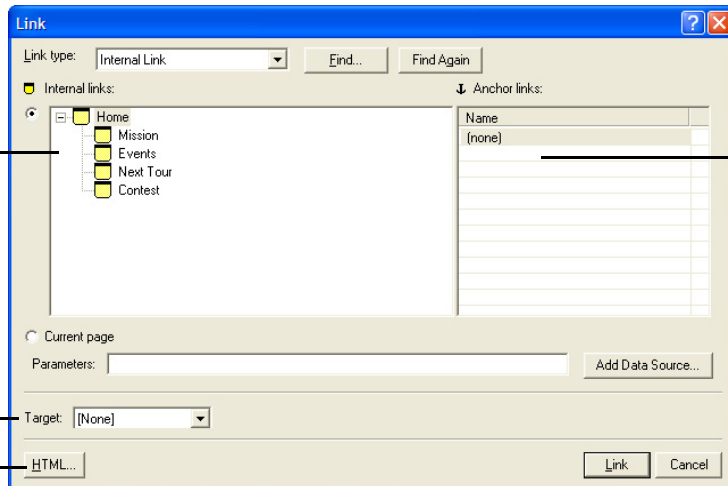
Anchors on the selected page

See "Setting Link Targets" on page 538

See "Adding HTML to a Link" on page 544

•   click the Add Data Source button to specify a Data Source. For more information see "Defining Variables" on page 971.

• If you are linking to a page, select the page in the SiteStructure.
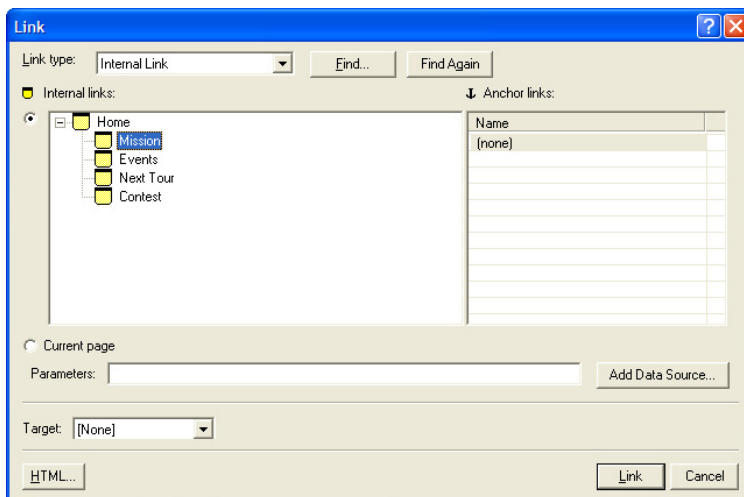
• If you are linking to an anchor on a specific page, select the page in the SiteStructure and then select the anchor from the list on the right.
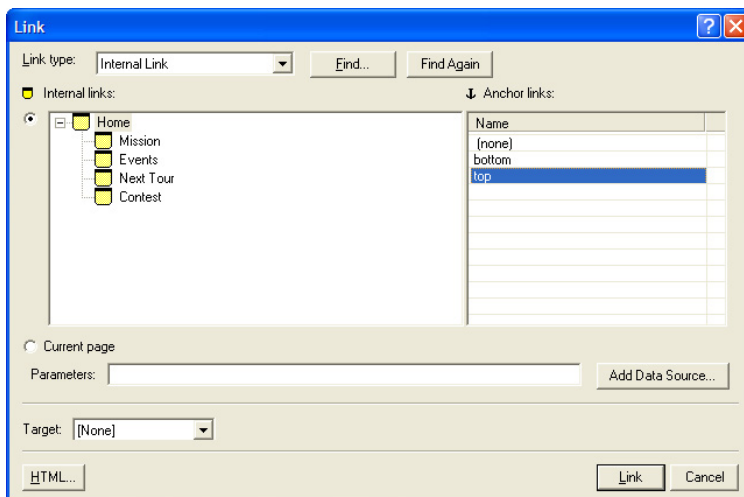
4. To set a link target, see "Setting Link Targets" on page 538.

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

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

5. Click Link.

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

Adding, Editing, and Deleting an Anchor

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

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

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

To add an anchor:

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

You cannot add an achor to a text box if you highlight the text.

Anchor tool

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

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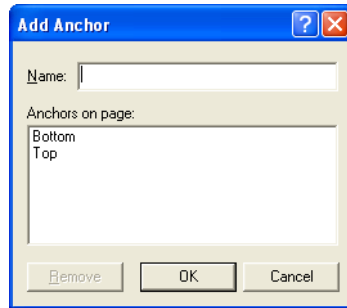
Anchor icon

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

4. Click OK.

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

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

Creating a Smart Link

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

To create a smart link:

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

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

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

The Link dialog appears.

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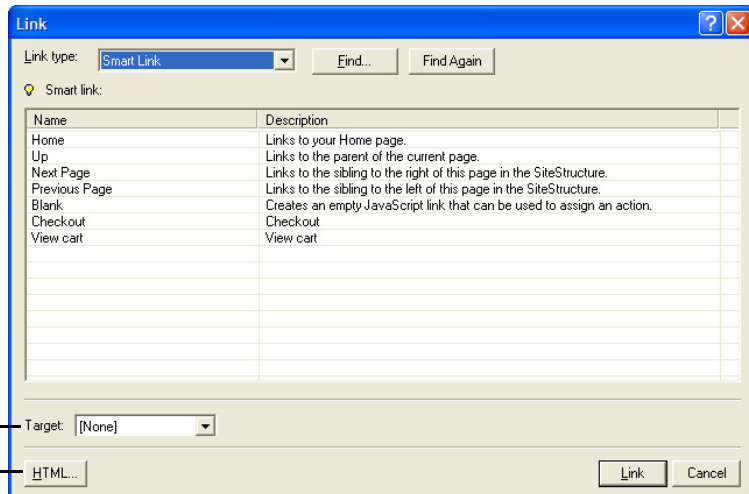
4. Select the type of link you want. The links listed depend on the type of page you are on—normal or stacked, and on what pages are available to link to from the page you are on.

- *Home* links to your Home page.

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

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

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

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

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

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

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

- *Checkout* links to your site's chekout section if you have added an E-Commerce Catalog. See Chapter 24 "Creating E-Commerce Catalogs".

- *View cart* links to your site's view cart section if you have added an E-Commerce Catalog. See Chapter 24 "Creating E-Commerce Catalogs".

5. Click Link.

For information about stacked pages, see Chapter 36, "Data Publishing."

Creating an External Link

External links are Universal Resource Locators (URLs) that point to other pages and items in other sites. A valid URL can include the protocol, host name or DNS, path name, and sometimes a file name, such as **http://www.netobjects.com/products/fusion.html**. Each external link becomes an asset of the site that you can update in Assets view.

To create an external link:

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

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

The Link dialog appears.

3. Select the External Link type.

New link list with protocol selected

List of previously entered links

Name of link in Assets view

URL entry field

Click the DS button to specify a Data Source. See "Defining Variables" on page 971.

See "Setting Link Targets" on page 538

See "Adding HTML to a Link" on page 544
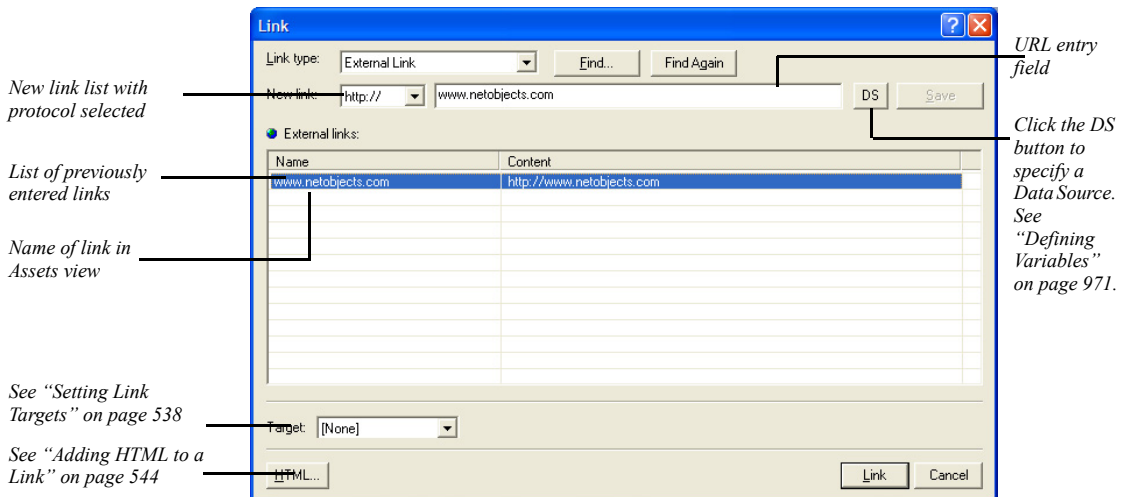
4. Select a protocol from the New link drop-down list.

If you're creating a link that does not require a protocol, select (none). If you want to use a protocol that is not in the drop-down list, you can type it in.

5. Enter the appropriate information in the URL entry field and click Save, or select an existing link from the list. For example, you could enter a URL, a mailto address, or a Java command depending on the selected protocol. For details about email links, see "Adding an Email Link."

6. If you're creating a new external link, you can edit the default name for this link in the Name column by double-clicking in the column field and typing.

    This name is placed in the text if you do not select text or an object to link. It appears in the list of links in Assets view so you can quickly identify and sort link destinations. It is not added to the HTML generated when your site is published.

7. Click Link.

Note: You can also create an external link as you type. If your text includes @ or ://, NetObjects Fusion automatically creates an external link.

Adding an Email Link

To add a mailto link:

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

    If you place the insertion point in text without selecting text, the email address is inserted in the text as the link.

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

    The Link dialog appears.

3. Select the External Link type.

4. Select mailto from the New link drop-down list.

5. In the text entry field, type the email address using the format *username@domain.com*.

6. Click Link.

7. Preview the page.

When you click the link, the browser's email client displays a mail window with the address you entered in the recipient field, provided the browser is configured to send email using the HTML mailto command.

Adding a Relative Link

Relative links are important if you must link to files that are published separately. Relative links protect the links on your pages if your ISP moves or changes the server location. To create a relative link, you must know where the destination file is relative to the file containing the link.

For example, suppose you publish a site using the by Site Structure publishing option. Your company PR department wants to place HTML documents on the server, but publish them separately from the main Web site. The PR department has its own **Articles** directory on the server at the root of the site. There is also a **News** directory and the index page for the site at the root of the site. The structure looks something like this:

index.html
/News
   news.html
/Articles
   PressRelease1.html
   PressRelease2.html

The main **News** page is published in the **News** directory. You must create a relative link to link the **news.html** page to the articles in the **Articles** directory.

To create a relative link:

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

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

   The Link dialog appears.

3. Select the External Link type.

4. Select (none) from the New link drop-down list.

5. In the text entry field, type the relative path from the news page to the press release page. For example:

   ../Articles/PressRelease1.html

   You cannot test this link by previewing, because it requires the exact configuration of files that only exists on the server. However, after you publish the site and the PR department uploads articles into the **Articles** directory, the link will work correctly.

When typing the path, if you do not include periods or slashes in front of the file name, NetObjects Fusion attempts to find the file in the *same* directory as the page containing the link. This is also true for the format **./filename.html**. To back up one directory before looking for the path, use **../path/filename.html**. For each directory you need to back up to find the destination file, include another **../**. For example, suppose you create a **Press Releases** page in a directory called **PR** within the **News** directory:

index.html
/News
   news.html
   /PR

     PRlinks.html
/Articles
   PressRelease1.html
   PressRelease2.html

A link from **PRlinks.html** to **PressRelease1.html** looks like this:

../../Articles/PressRelease1.html

Remember that some servers are case sensitive; your link must exactly match the directory names and file names of where you want to go.

6. Click Link.

Creating a File Link

You use file links to link to a file. For example, you might create a file link so site visitors can download the file. When you create a file link, the file it refers to becomes an asset of the site and is uploaded to the server when the site is published.

To create a file link:

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

   If you place the insertion point within the text without selecting text, the file name is inserted in the text.

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

   The Link dialog appears.

3. Select the File Link type.

Converts linked file to HTML

List of file links previously entered

Location of file

See "Setting Link Targets" on page 538

See "Adding HTML to a Link" on page 544
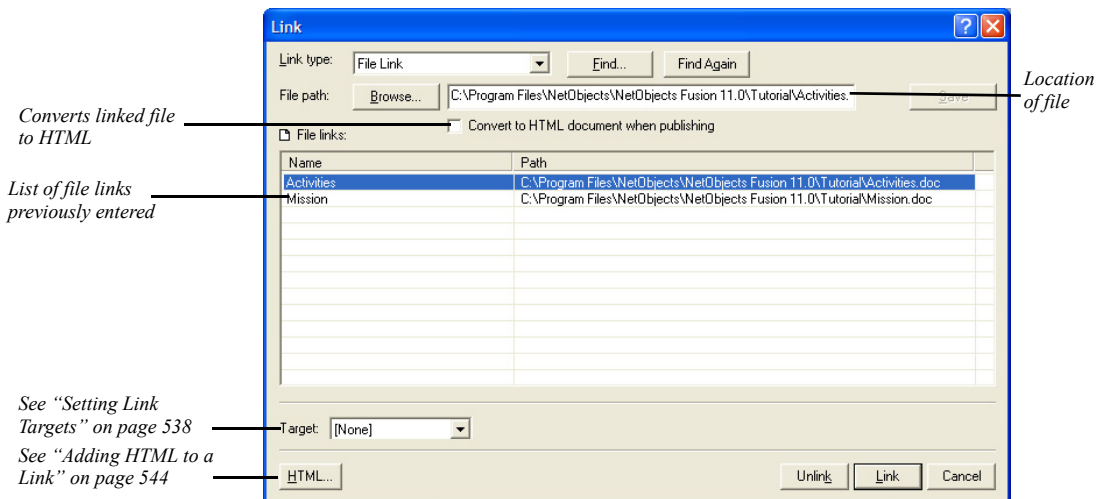
The File path field displays the path to the file and the Name column displays the name that appears as the link if no text or object is selected.

4. Click Browse, select a file in the Open dialog, and click Save.

5. If necessary, enter or edit the Name.

   This name appears as the link if no text or object is selected and also in the list of links in Assets view so you can quickly identify and sort link destinations. It is not added to the HTML generated when your site is published.

6. Select Convert to HTML document when publishing so all site visitors can view the document. If your linked file remains in its original format, it can only be opened by applications that support that file type. This feature only works with **.doc**, **.mcw**, **.xls**, and **.rtf** files.

7. Click Link.

Note: The way the linked file opens for site visitors depends on the configuration of their browser and Web server. Test the link in the appropriate browsers before publishing the site.

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Setting Link Targets

NetObjects Fusion allows users to open link targets in existing frames and pop-up windows.

Setting Frame Targets

As explained in "Understanding Frames" on page 212, when a site visitor clicks a link placed within a frame, the browser has to know where to display the results. The frame that displays the retrieved content is the *target* of the link; when you specify which frame is to display the results of a link, you are *targeting* that frame. NetObjects Fusion includes four default targets. Choose:

- *_blank* to load the specified link into a new browser window.

- *_self* to replace the frame where the link resides with the document of that link. This is similar to how links behave on sites with no frames.

- *_parent* to load the designated content into the current window's parent. If the current frame has no parent the content is loaded into the same frame as the element that refers to this target.

- *_top* to load the designated content into the full, original window. This cancels all other frames. If the current frame has no parent the content is loaded into the same frame as the element that refers to this target.

To display the designated content in a new named window, you can create a new link target.

To set a link target:

1. In Page view, select the object or text that you want to link.

2. Click the Link tool on the Standard toolbar.

   The Link dialog appears.

3. Select the type of link you are targeting: Internal Link, Smart Link, External Link, or File Link and set up the link. See "Creating Links" on page 526.

4. In the Target area, choose Existing target from the drop-down list.

5. In the Name area, choose a default target from the drop-down list.
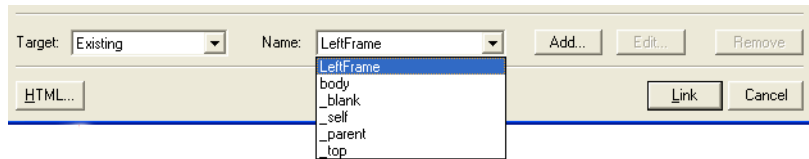
To display the designated content in a new named window, click **Add** and type a name for the window in the Custom Target dialog box. If a window with that name already exists, the content is displayed in the existing window.

You may not need to assign a target. NetObjects Fusion automatically targets most internal links for you.

6. Click Link to close the dialog and create the link.

7. Preview the page to test your targeted links.

Setting Pop-Up Window Targets

To display the designated content in a new pop-up window, you can create a new link target.

To create pop-up windows:

1. In Page view, select the object or text that you want to link.

2. Click the Link tool on the Standard toolbar.

The Link dialog appears.

3. Select the type of link you are targeting: Internal Link, Smart Link, External Link, or File Link, and set up the link. See "Creating Links" on page 526.

4. In the Target area, choose Pop-Up Window from the drop-down list.
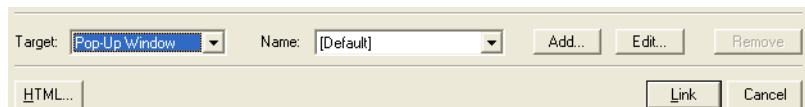
To display the designated content in a new pop-up window, click **Add**. The Pop-Up Window Properties Editor will appear.

5. In the Name field, type in a name for the new pop-up window.

If a pop-up window with that name already exists, the content is displayed in the existing pop-up window.

6. To set the size of the pop-up window on the screen, enter values for the height and width, in pixels.

   Select Full Screen to have the pop-up window fill the entire screen.
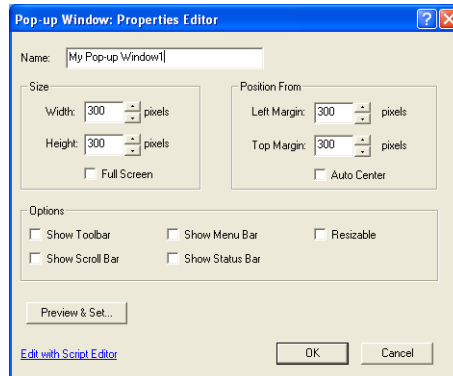
7. To set the position of the pop-up window on the screen, enter values for the left and top positions, in pixels. Placement will be offset from the upper left corner of the screen.

   Select Auto Center to automatically center the pop-up window in the middle of the screen.

8. Customize your pop-up window by selecting from the following options:

   • *Show Toolbar* to add a navigation toolbar to the browser.

   • *Show Scroll Bar* to scroll left-right and up-down in the browser.

   • *Show Menu Bar* to add the browser's menu bar.

   • *Show Status Bar* to display the page status in the browser.

   • *Resizable* to provide the ability to resize the pop-up window.

9. Click Preview & Set to preview the pop-up window in a browser.
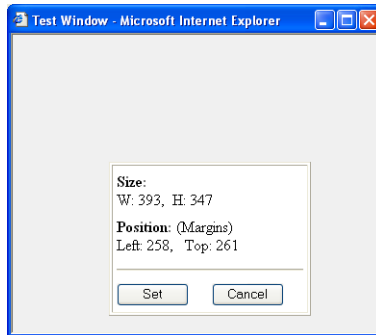
To adjust the pop-up window settings, resize and reposition the browser preview window, then click Set. The new settings will take effect.

10. Click OK to close the Pop-Up Window Properties Editor.

11. Click Link to close the dialog and create the link.

12. Preview the page to test your targeted links.

Editing the Pop-Up Window Script

You can also customize the pop-up window by modifying the pop-up window script included in NetObjects Fusion.

To edit the Pop-Up Window script in NetObjects Fusion:

1. In Page view, select the object or text that you want to link.

2. Click the Link tool on the Standard toolbar.

The Link dialog appears.

3. Select the type of link you are targeting: Internal Link, Smart Link, External Link, or File Link, and set up the link. See "Creating Links" on page 526.

4. In the Target area, choose Pop-Up Window from the drop-down list.

To display the designated content in a new pop-up window, click **Add**. The Pop-Up Windows Properties Editor will appear.

5. Click Edit with Script Editor.

The Script Text Editor will appear.
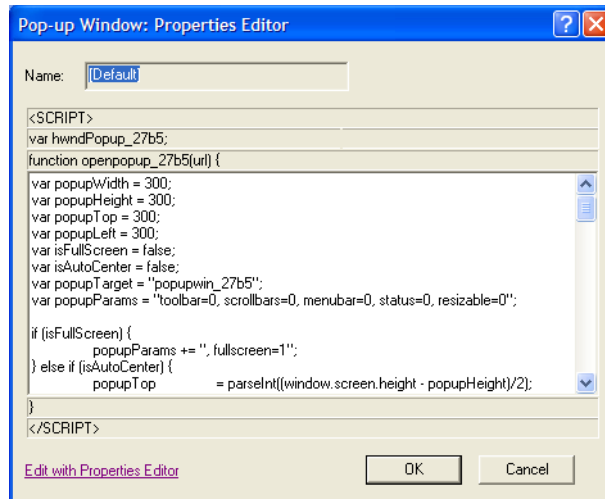
6. Modify the script and click OK.

> **Note:** To reset the script back to the default settings, click Revert to Original Script. If no modifications have been made, you will only have the option to Edit with the Properties Editor.

Following Links

Link icon

If Object Icons is checked on the View menu, NetObjects Fusion displays the Link icon wherever you create a link to an object. If you place the pointer over the icon, the link is displayed in the status bar at the bottom of the NetObjects Fusion window.

Text links are underlined and appear in the default font and color for links.

If you mouse over a text link, a callout will appear with the link's target.

In Page view, you can follow a link you created to its target page or anchor:

•   Select the object and from the Go menu, choose Follow Link.

•   To follow a text link, select the linked text, and from the Go menu, choose Follow Link.

Finding a Link

As the number of pages in your site grows, the number of links will probably increase as well. NetObjects Fusion makes it easy for you to find a link.

1. Open the Link dialog.

2. Click the Find button.

    The Find *link type* Link dialog appears.
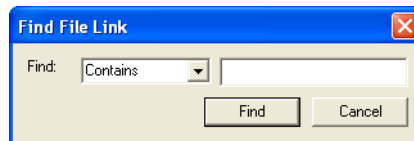
3. Select criteria for the search, enter the text you want to search for, and click Find.

    NetObjects Fusion finds the first link that satisfies your criteria.

4. To find the next link that matches the criteria, click Find Again.

Editing or Removing a Link

To edit a link, select the linked text or object, click the Link button on the Properties panel or Standard toolbar, then change the link in the Link dialog. If an external link is used in multiple places in your site, you can update all instances by editing the link in Assets view.

To remove a link, select it, click Link on the Properties panel or Standard toolbar, and click Unlink in the Link dialog. You cannot remove a link in Assets view, but you can verify all instances of a link. If you unlink every instance of a link, it is removed automatically.

You can insert HTML and JavaScript before, inside, and after links. See "Adding HTML to a Link." You can also use a link to trigger an action using the Blank link. See "Adding an Action to Linked Text" on page 630.

Adding HTML to a Link

You can add your own HTML or JavaScript to a link to extend its capabilities. For example, you might want to add HTML that directs the browser to open the link in a new window, or JavaScript that displays a dialog. The steps below demonstrate how to add HTML that directs the browser to open the link in a new window. For more information, see "Accessing an Object's HTML" on page 1010.

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

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

   The Link dialog appears.

3. Select a link type.

4. Click the HTML button in the Link dialog. If the HTML button is not available. the object does not allow additional HTML.

   The Object HTML dialog appears.

5. Click the inside tag to indicate where you want to add HTML or JavaScript.

6. If you want the link to open the page in a new window, type **target=NewWindow**.

As you type, the dialog displays your code as it will appear in the HTML NetObjects Fusion generates.
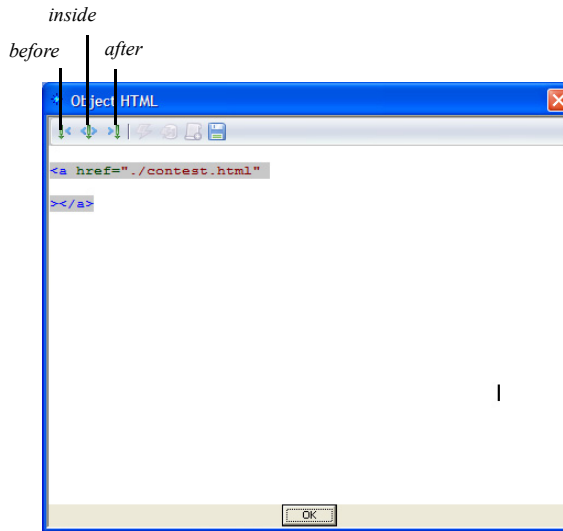
7. Click OK in the Object HTML dialog.

8. Click Link in the Link dialog.

When you preview or publish the site, the link opens a new browser window.

Working with Imagemaps

An imagemap can contain several links in a single picture. You create an imagemap by drawing hotspots on a picture. You can link as many hotspots as you like in a single image, but the hotspots cannot overlap or extend beyond the edge of the picture. Because the imagemaps you create with the following procedure do not require a CGI script running on the server, they are called client-side imagemaps. Server-side imagemaps require setup on a Web server to run properly.

To create a single link on a picture, you do not need to use an imagemap unless you only want to link part of the image. Imagemaps are only necessary to create multiple links on one object.

Creating an Imagemap

Hotspot tool

1. In Page view, click the Hotspot tool on the Standard toolbar, and select the appropriate tool from the flyout to create a rectangular, circular, or polygon hotspot.
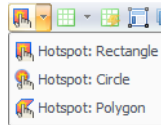
2. Draw a hotspot on an image.

    If you are using the Polygon Hotspot tool, you must click to establish each vertex of the polygon, then double-click to complete the hotspot shape.

    The Link dialog appears.

3. In the Link dialog, select a link type—internal, smart, external, or file.

    See "Creating Links" on page 526.

4. Select a destination for the link and click the Link button.

Once a picture has hotspots, you can move it anywhere on the page and even copy and paste it elsewhere in the site without affecting the imagemap.

Editing an Imagemap

To edit an existing hotspot, click the hotspot. The General tab of the Hotspot Properties panel appears.
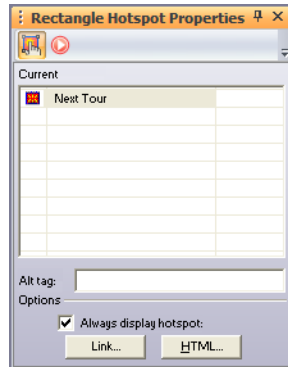
- To edit the link, click Link on the Properties panel or the Standard toolbar. The Link dialog appears, displaying the link information. Change the link destination or click Unlink to remove the link.

- To add HTML to a hotspot, click HTML. See "Accessing an Object's HTML" on page 1010.

- To assign an action to a hotspot, click its Actions tab on the Properties panel and follow the procedure described in "Adding Actions to Objects and Pages" on page 623.

- To resize a hotspot, select it and drag its handles.

- To create an alt tag for the hotspot, type in the AltTag field. The alt tag appears when the browser does not display the image.

- To create multiple hotspots on an imagemap, create one hotspot, copy it, and paste it on the image. The pasted hotspot appears in the upper-left corner of the imagemap. Move the hotspot to the appropriate location and edit the link.

Creating E-Commerce Catalogs

Using the E-commerce Catalog tool, you can easily create an online store and offer site visitors an enjoyable shopping experience. You can add or import products, images and descriptions, and choose from an assortment of display options. Your store looks great on the Web and site visitors can easily find what they are looking for.

Add a store engine to process online transactions and further manage products. Choose from several providers that offer cost-effective solutions as a means to doing business on the web.

Note: Your store engine may include components that must be published for your catalog to perform correctly on the web. See "Publishing Components" on page 1083 or refer to your store engine's user manual for details.

This chapter describes:

* Adding catalogs

* Working with products

* Adding product attributes, images and descriptions

* Formatting list pages

* Formatting detail pages

* Configuring store engines

* Controlling download time

* Saving Profiles

About Catalogs

Each catalog you add to your site includes two types of pages—a list page and detail pages.

- The list page displays a short summary of each product in the catalog displayed in a format that you select. You can choose to add a thumbnail image of your products so that site visitors can click to see the full detail page.
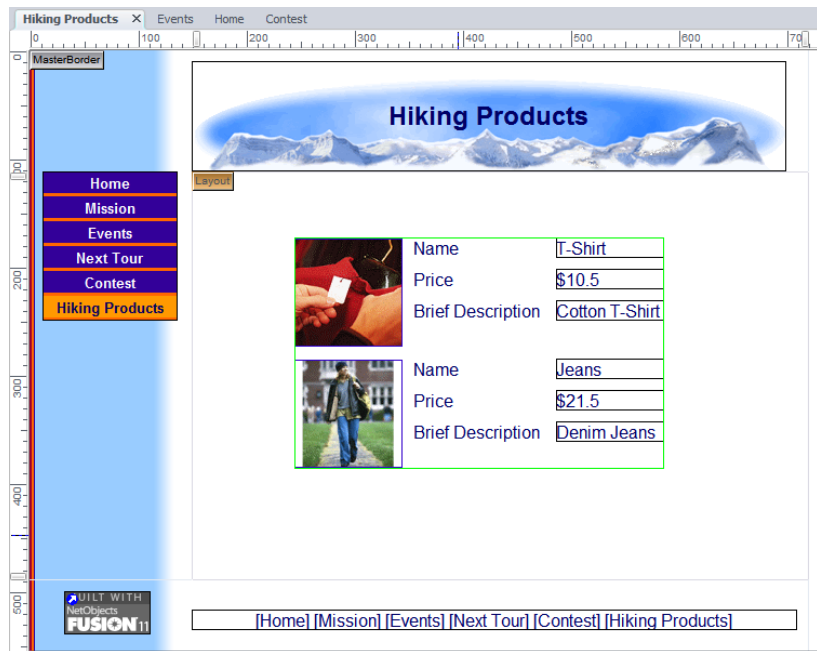
- Each detail page can display a large image of the product. You can also display product attributes such as name, product number, price and weight.
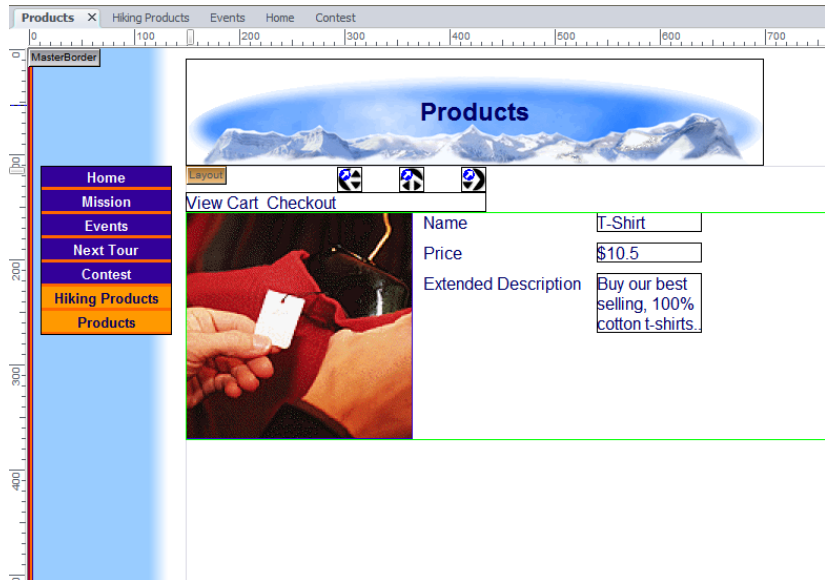
When you add a catalog object to the list page, NetObjects Fusion automatically adds the Details page for you. On the Site Navigation panel, the list page is displayed as a single icon that contains multiple pages.
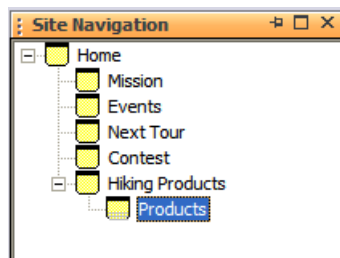
Adding a Catalog

You can create a new catalog or add an existing catalog to your site. You can insert an existing catalog or add catalogs that you removed from the site. See "Removing a Catalog" on page 577.

You add the catalog object to the page where you want to display the list of products. You can add a new page or use an existing page.

Creating a New Catalog

1. In Page view, display the page where you want to place the catalog object.

   This is the page where the product list appears.

E-Commerce tool

2. Choose the Catalog tool from the Advanced toolbox and click in the upper left corner of the Layout area.

   Start in the upper left corner to allow as much space as possible for the thumbnail images.

   The Add E-Commerce Catalog dialog appears.

   Current catalogs and catalogs that were added to the site and then removed are listed in the Insert an existing E-Commerce Catalog section at the bottom of the dialog. If no other catalogs were created, you do not see this list.

Current catalogs and catalogs that were added to the site and then removed are listed in the Insert an existing E-Commerce Catalog section as shown at the right. If no other catalogs were created, you see the dialog

3. Type a name for the new catalog.

NetObjects Fusion uses the name you enter as the name of the detail page. This name appears in the banner at the top of each product detail page. You can rename the page in Site view just as you rename any other page, or you can display the product title in the banner or edit the text on the Banner Properties panel. See "Changing the Banner Text" on page 520.

You cannot use the name of an existing catalog.

4. Choose a Store.

If you intend to offer online credit card processing, you must have a store. Click the Add Store option from the drop-down list to select a store engine. "Configuring the Store" on page 570.

Note: NetObjects Fusion allows you to add a catalog without a store. You can save your settings and add a store engine at any time.

---

5. Choose a Profile.

NetObjects Fusion allows you to reuse settings each time you add a new catalog. You may choose a profile containing all information associated with an existing catalog, or choose Default to create a new profile. "Saving a Catalog Profile" on page 576.

Current profiles and profiles of catalogs that were added to the site and then removed are included in the Create a New Catalog section at the top of the dialog. If no other profiles were created, you can only choose Default.

6. Click OK.

Inserting an Existing Catalog

1. Display the designated list page in Page view.

E-Commerce tool

2. Choose the catalog tool from the Advanced toolbox and click in the upper left corner of the Layout area.

Start in the upper left corner to allow as much space as possible for the thumbnail images.

The Add catalog dialog appears.

Available catalogs are listed in the Insert an existing E-Commerce Catalog section at the bottom of the dialog.

3. Select Insert an Existing Catalog.

4. Select the catalog you want to insert and click OK.

Working with Products

You begin building your catalog by adding products, and then setting product attributes, descriptions and choosing images. You can do this one product at a time or import a comma- or tab-delimited file. See "Importing Products" on page 562.

Adding Products

You add products on the Products tab of the E-Commerce Catalog Properties Editor.

1. Open the E-Commerce Catalog Properties Editor. You can:

- Add a catalog by following the steps in "Adding a Catalog" on page 552.

- Double-click a product on a list page or a detail page.

The E-Commerce Catalog Properties Editor appears, displaying the Products tab.

2. Enter in product information by navigating to the sub-tabs located on the Products tab.

    •   *Attributes*. Add detailed information that will identify your product, such as a name or part number. To assign specific characteristics such as color and size, see "Adding Options" on page 556.

    Note: The attributes listed are determined by the store engine being used. Refer to your store's user manual for further information about the attributes listed.

    •   *Description.* Provide your customers a brief and extended product description. The descriptions can be shown on the List page and detail pages of your catalog.

        Also, you can add product comments and keywords related to a specific product. This information can only be viewed in the E-commerce Catalog Properties Editor,

- *Detail Image.* Upload an image associated with the selected product. Use the options on the Detail Image tab to configure the image output settings. For more information about image output settings, "Controlling Download Time" on page 572.

- *Thumbnail Image.* Display the product detail image as a thumbnail that can also link to the product detail page. For information about image output settings, see "Controlling Download Time" on page 572.

- *Related Products.* Related products can be used to promote similar products in your catalog. You can display related items that site visitors may be unaware of on the detail page of a product.

Adding Options

You can create product attributes without having to add separate product records. For example, you can include variations, such as size or color, to one item without having to create additional products.

1. In Page view, display the List page or a detail page of the catalog you want to work with.

2. Open the E-Commerce Catalog Properties Editor.

3. Display the Products tab.

4. In the name column, select a product you want to add options to.

5. Click on Add Options.

   The Add Group dialog will appear:

6. Enter a Group Name that will identify this group of options.
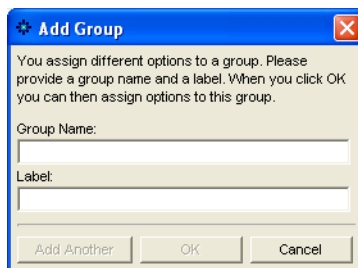
The Group Name will appear only in the E-Commerce Catalog Properties Editor.

7. Enter a label. If no label is entered, the label name will default to the Group Name.

The label will appear beside the options on the List page and detail page of your site.

8. Click OK. The Edit Product Options dialog will appear.
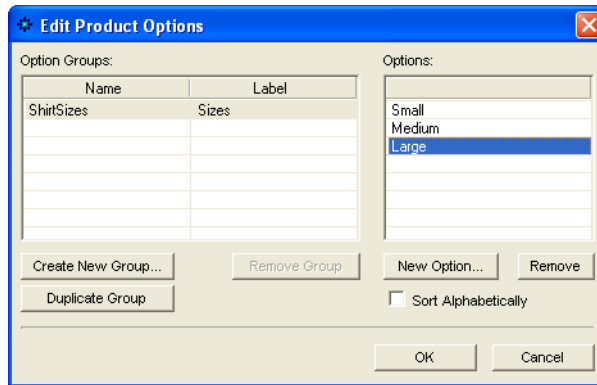
a. Click New Option to add a value, such as size or color.

b. Click Add Another to add more values.

c. Click OK to close the Edit Product Options dialog

d. Click OK to close the Add Options dialog.

e. The option group will now appear in the Options field.

• To edit a group and its values, highlight the group in the Options field and click Edit Option. See "Adding Options" on page 556.

Arranging Products

Products are listed in the Name column on the List Page tab of the E-Commerce Catalog Properties Editor. The products appear in the order you add them to the

catalog, which is also the order they appear on the detail pages. This may not be the order you want to display the products, so you must rearrange them.

You can rearrange the products on the List Page tab of the E-Commerce Catalog Properties Editor.

Moving Products on the List Page Tab

1. In Page view, display the List page or a detail page of the catalog you want to work with.

2. Open the E-Commerce Catalog Properties Editor.

3. Display the List Page tab.

4. In the Name column:

   • Select a product and drag it into a new position in the list. An indicator displays as you move the product.

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

Sorting Products

1. In Page view, display the List page or a detail page of the catalog you want to work with.

2. Open the E-Commerce Catalog Properties Editor.

3. Display the List Page tab.

4. Click Sort.

5. Select the product item and choose Ascending or Descending.
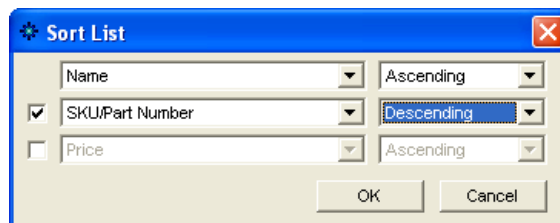
6. Click OK.

Resizing Product Images

1. In Page view, display the List page or a detail page of the catalog you want to work with.

2. Click an image. The Properties panel appears.

3. Resize the image.

    You can change the image size by dragging the slider on the Properties panel, by entering the width directly in the Properties panel, or by dragging the image.
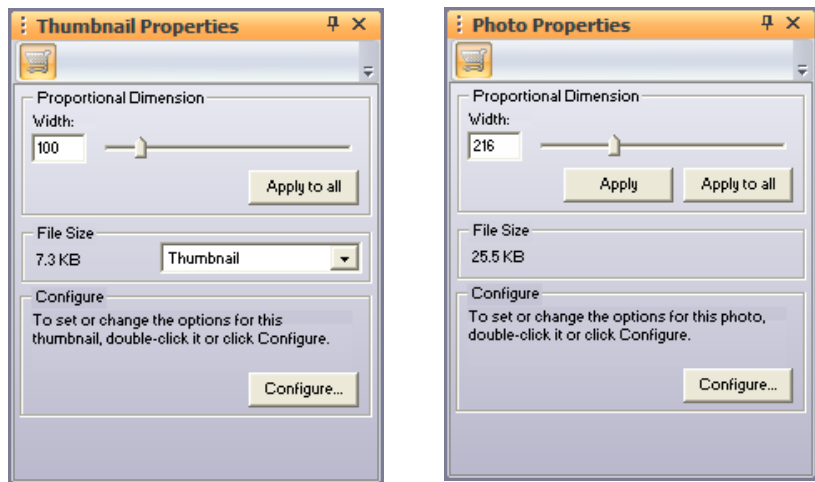
    • To change the image size by dragging, select the image and drag the small white box until the image is the size you want. When you release the mouse button, the image is resized. If you are on the List page, all images are resized.

    • To change the image size by dragging the slider on the Properties panel, drag the slider to the right to increase the image size, or to the left to decrease the image size. A dotted line rectangle increases or decreases proportionally as you drag and the size of the image is displayed in a Screen Tip.

       When the image is the size you want, release the mouse button.

    • To change the image size by entering the width directly in the Properties panel, type a number in the Width field.

4. Apply the change.

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

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

Resizing Product Boundaries

1. In Page view, display the List page or a detail page of the catalog you want to work with.

2. Click on the catalog object. The Properties panel appears.

3. Resize the product boundaries.
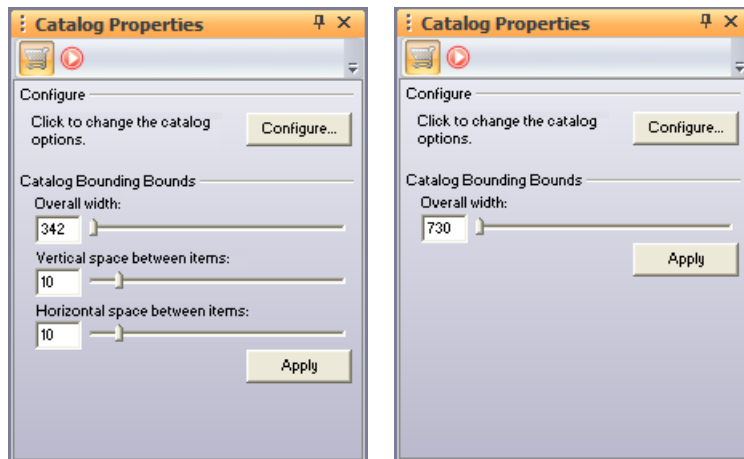
You can change the boundary size by dragging the slider on the Properties panel or by entering the width directly in the Properties panel

- To change the boundary size by dragging the slider on the Properties panel, drag the slider to the right to increase the space or width between products, or to the left to decrease the space or width.

- To change the boundary size by entering the space or width directly in the Properties panel, type a number in the space or width field.

4. Apply the change.

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

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

Removing Products

You can remove products from the catalog on the Products tab of the E-Commerce catalog properties editor.

1. In Page view, display the List page or Detail page of the catalog you want to work with.

2. Open the E-Commerce Catalog Properties Editor.

3. Display the Products tab.

4. In the Product Name column, select a product and click Remove,

Duplicating Products

You can easily duplicate products that share similar attributes.

1. In Page view, display the List page or Detail page of the catalog you want to work with.

2. Open the E-Commerce Catalog Properties Editor.

3. Display the Products tab.

4. In the Product Name column, select a product and click Duplicate.

5. You will see the duplicate product listed with (copy) in the name,

Filtering Products

You can filter your product list by searching for products with similar attributes.

1. In Page view, display the List page or Detail page of the catalog you want to work with.

2. Open the E-Commerce Catalog Properties Editor.

3. Display the Products tab.

4. Click on Filter.

You will see the Product Filter dialog appear.
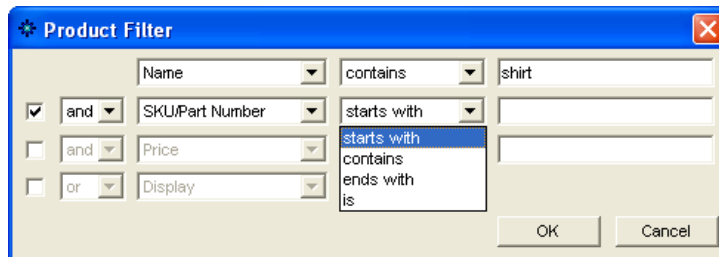
5. Choose an attribute to search for.

6. Choose a parameter to narrow your search and type in a value.

7. To further narrow your search, place a mark in the check box and add additional parameters.

8. Click OK.

To remove the filter so that all products are displayed, click Show All.

Importing Products

If you have an existing product list or prefer to work with a .txt, .csv, or .xml file, you can import your products into the E-Commerce Properties Editor.

When setting up your .txt, .csv, or .xml file, remember:

• The first row must contain the row headers. The row headers will be used to match the row to the appropriate field in the E-Commerce Properties Editor.

• The image path is relative to the folder which contains it.

• Up to 16 fields can be imported and matched to the fields listed in the E-Commerce Properties Editor.

Note: Sample product files are located in the \NetObjects Fusion 11\Tutorial\Catalog folder.

To import products into the E-Commerce Catalog Properties editor:

1. In Page view, display the List page or Detail page of the catalog you want to work with.

2. Open the E-Commerce Catalog Properties Editor.

3. Display the Products tab.

4. Click on Import.

   The Open file dialog appears.

5. Browse to the file you want to import. You can import:

   - *Tab Delimited Files (.txt)*. These are plain text files using tabs to separate each text string in a row.

   - *Comma Delimited Files (.csv)*. These are plain text files using commas to separate each text string in a row.

   - *Extensible Markup Language Files (.xml)*. These are plain text files using tags to separate each text string in a row.

   - *Excel Files (.xls)*. These are Microsoft Excel spreadsheet files.

6. Click OK.

The Map Columns dialog will appear.

*E-Commerce
Catalog Properties
editor key fields*

*Imported file
headers*
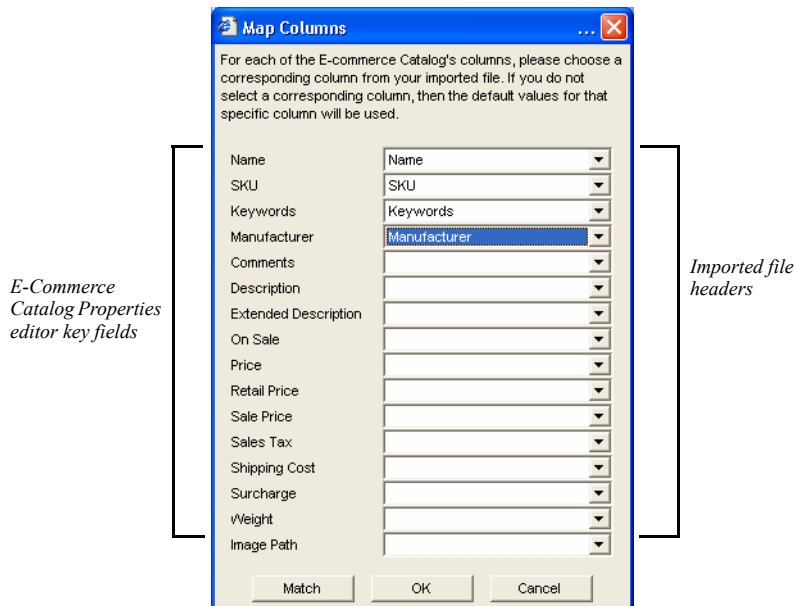
7. In the Map Columns dialog, match a Key field from the E-Commerce
Properties Editor by choosing a corresponding field from the imported file in
the drop-down list. The drop-down list will display the column headers, which
is the first row in your imported file.

If you matched the file headers in the imported file with the Key headers from
the E-Commerce Properties Editor, you can click "Match" and have NetObjects
Fusion automatically match the fields.

8. Click OK to close the Map Columns dialog.

In the E-commerce Catalog Properties Editor, you will see the imported products
listed on the Products tab.

Formatting the List Page

On the List page, you determine how your site visitors will view your products.
You can:

• Choose a layout with text and images displayed in rows and columns.

- Determine which attributes will be displayed for selected products.

- Choose purchase button options.

Selecting a Layout for Your Catalog

You can select a layout that showcases your products in an attractive way. Text can be placed above, below or beside images in columns and rows.

1. In Page view, display the List page or a detail page of the product you want to work with.

2. Open the E-Commerce Catalog Properties Editor.

3. Display the List Page tab.

4. Click the Layout tab under the product list.

5. Select a layout.
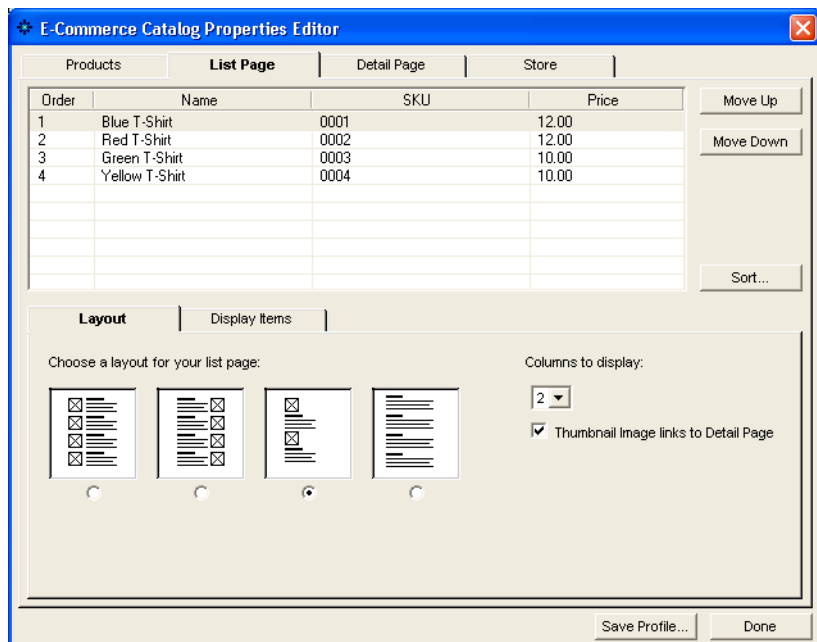
6. Select the number of columns to be used.

    You can place up to three columns on a page.

7. Select "Thumbnail image links to Detail Page" to automatically open the product detail page when a user clicks on the thumbnail image.

8. Continue formatting or click Done to close the editor.

Displaying Products

You choose which product items you want displayed on the List page. Labels can be placed by each item so that site visitors are informed of what each field represents.

1. In Page view, display the List page or a detail page of the catalog you want to work with.

2. Open the E-Commerce Catalog Properties Editor.

3. Display the List Page tab.

   Click the Display Items tab under the products list.

4. In the Product Item field, highlight an item you want to display with the product listing. To display all attributes, click "Add All".

5. Highlight the item in the Product Items to Display field and click Format to:

   - Link the item label to the Detail page and format the text

   - Edit the item label and format the text

   - Remove the item label so it is not displayed on the List page.

6. To change the order in which the items are displayed, highlight the item in the Product Items to Display field, then click Move Up or Move Down.

   To remove an item from the Product Items to Display field, highlight the item and click Remove. To remove all items, click Remove All.

7. Continue formatting or click Done to close the editor.

If you have configured a store engine, you can choose to display text or graphical links that will place products in a shopping cart.

> **Note:** The Purchase Options tab will only be available if you have configured a store engine. If you are using the catalog without a store engine, you will not have the option to add purchase items.

1. In Page view, display the List page or a detail page of the catalog you want to work with.

2. Open the E-Commerce Catalog Properties Editor.

3. Display the List Page tab.

4. Click on the Purchase Options tab:

   - Select "Display Buy" to provide site visitors a link that will take them to your store and begin the purchase process.

     - To display the link as text, choose Text Link and enter in the text you want to link

     - To display the link as an image, choose Button Image and browse to the folder containing the image you want to add.

   - Select "Display Add to Cart" to provide site visitors a link that will allow them to add products to their cart while continuing to shop.

     - To display the link as text, choose Text Link and enter in the text you want to link

     - To display the link as an image, choose Button Image and browse to the folder containing the image you want to add.

5. Continue formatting or click Done to close the editor.

Formatting the Detail Page

NetObjects Fusion makes it easy for you to present the catalog in a professional and pleasing way. You can choose a layout displaying the product image, include product item labels and descriptive text, and add images that link to your store. The format options you select apply to all detail pages.

1. In Page view, display the List page or a detail page of the catalog you want to work with.

2. Open the E-Commerce Catalog Properties Editor.

3. Display the Detail Page tab.

4. In the Detail Page Layout section of the tab, select a layout.
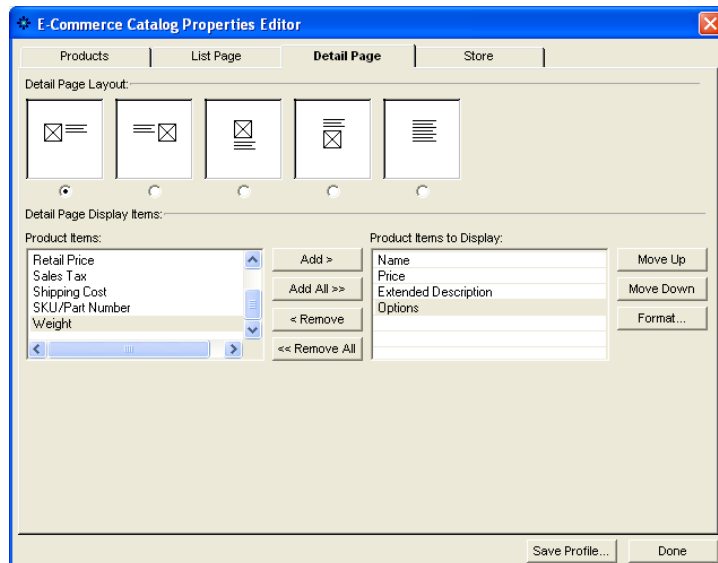
In the samples, the boxes with an X represent the product and the lines are the text.

5. In the Detail Page Display Items section, highlight the product items you would like displayed on the detail page and click Add.

   To display all product items, click Add All.

6. Highlight the item in the Product Items to Display field and click Format to:

   • Edit the item label and format the text.

- Remove the item label.

7. In the Detail Page Purchase Options section:

- Select "Display Buy" to provide site visitors a link that will take them to your store and begin the purchase process.

  - To display the link as text, choose Text Link and enter in the text you want to link

  - To display the link as an image, choose Button Image and browse to the folder containing the image you want to add.

- Select "Display Add to Cart" to provide site visitors a link that will allow them to add products to their cart while continuing to shop.

  - To display the link as text, choose Text Link and enter in the text you want to link

  - To display the link as an image, choose Button Image and browse to the folder containing the image you want to add.

> **Note:** The Purchase Options tab will only be available if you have configured a store engine. If you are using the catalog without a store engine, you will not have the option to add purchase items.

8. Continue formatting or click Done to close the editor.

Configuring the Store

A Store Engine is a complete secure transaction processing system.

It is a convenient and easy way to take care of your shipping needs with a variety of helpful shipping tools.

You can use a Store Engine to submit, authorize, process, capture, and settle credit card transactions without the need for separate transaction terminal or processing software. Credit card transactions are authorized in real time (immediately upon submitting). A Store Engine offers you the possibility to take secure credit card and electronic check payments 24 hours a day, 7 days a week real time without ever needing to speak to customers.

Depending on your Store Engine's settings, you can create a professional online business presence. You can:

- offer customers a choice of shipping options at checkout.

- customize how sales tax will be calculated for your products

- use design tools to create a unique store

Refer to your store's user manual for further information about these settings.

1. In Page view, display the list page or a detail page of the catalog you want to work with.

2. Open the E-Commerce Catalog Properties Editor.

Display the Store tab.
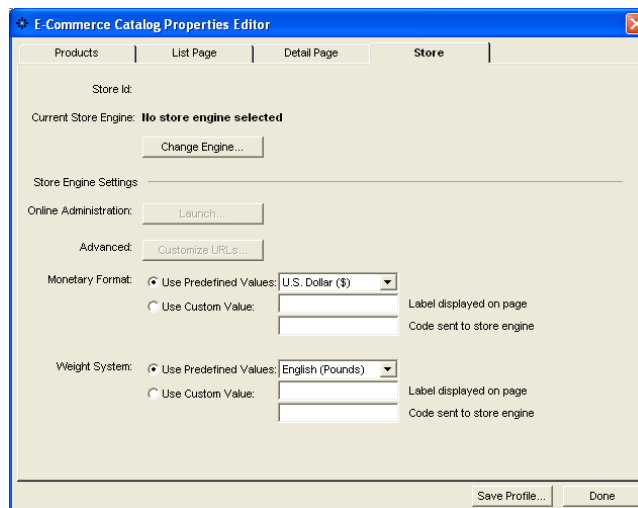
The current store engine is listed in bold.

3. Click Change Engine to use an existing store engine or to sign up for a new store engine account.

4. Configure and administer your account under Store Engine Settings.

- Online Administration. Click Launch to open your Store Engine administration panel.

- Advanced. Customize your shopping cart's default settings for the selected store engine.

- Monetary Format. Choose the monetary unit to be used with your products.

- Weight System. Choose the weight measurement to be used with your products.

Note: The Store Engine Settings will depend on the account being used. Refer to your store engine's user manual for complete information regarding these settings.

5. Continue formatting or click Done to close the editor.

Controlling Download Time

When you configure a catalog, be considerate of site visitors by minimizing the time it takes for the images to download. Image quality and size both affect download time. You can use the output settings in the E-Commerce Catalog Properties Editor and the file size information on the properties panel to keep track of and adjust download time while maintaining image quality.

To control the image format:

1. In Page view, display the list page or a detail page of the catalog you want to work with.

2. Open the E-Commerce Catalog Properties Editor.

3. Display the Products tab.

The output settings for detail images and thumbnail images are separate.

4. Click the Thumbnail Image tab or Detail Image tab at the bottom of the Products tab.
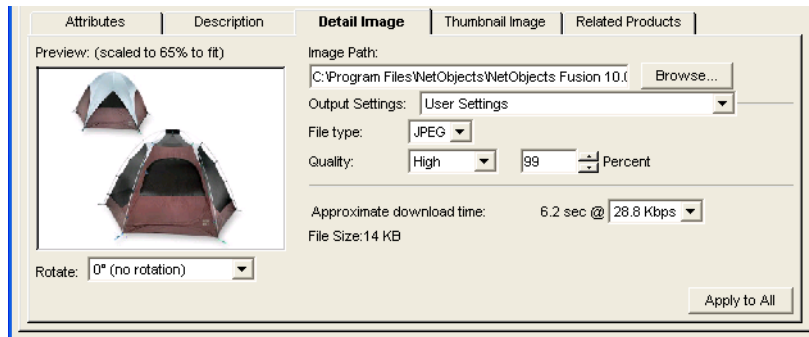
On these tabs you set the quality of the thumbnail and detail images for the selected product. As you make changes, NetObjects Fusion displays the approximate download time for the file.

You may choose to save and apply previously defined settings. See "Saving Output Settings" on page 574.

5. Select the File type.

Most photos will be JPEG format.

6. Set the Quality and Percent.

These fields both affect image quality. 100% is the highest quality, 0% the lowest quality.

a. Set the Quality field first. Each setting corresponds to a range of percents. Low corresponds to 0-39%, Medium to 40-75%, High to 76-99%, and Maximum to 100%.

b. Use the Percent field to fine-tune the quality setting.

As you adjust the settings, the image in the Preview field changes. If the Preview image is scaled down, you can close the editor and check image quality in Page Design view.

7. Select a download speed.

The most common download time is 56.6.

8. To apply these settings to all the product images, click Apply to All.

This affects all thumbnail images or all detail images, depending on the selected tab.

9. Set image rotation. This setting affects only the selected image.

To control the image sizes:

1. In Page view, display the List page or a detail page of the catalog you want to work with.

2. Select a thumbnail or detail image.

   Notice the image size on the Properties panel.

   If you selected a thumbnail image, you can choose to see the size of the current image or of all thumbnail images.

3. Resize the image. See "Resizing Product Images" on page 559.

   As you resize, the Properties panel shows the effect on the file size.

Saving Output Settings

To save your output settings:

1. In Page view, display the list page or a detail page of the catalog you want to work with.

2. Open the E-Commerce Catalog Properties Editor.

3. Display the Products tab.

   The output settings for the thumbnail images and the detail images are separate.

4. Click the thumbnail Image tab or Detail Image tab at the bottom of the Products tab.

5. Click on the Output Settings menu and choose Save Setting.
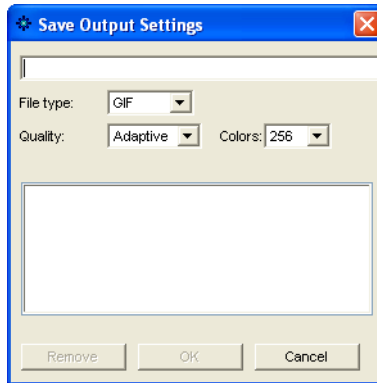
> **Note:** Note that a change must be made to the default settings in order to create a new setting.

6. Type a name for the new output setting.

7. Edit File Type, Quality and Percent, if necessary.

8. Click OK.

Removing Output Settings

1. From the E-Commerce Catalog Properties editor, click the Thumbnail Image tab or Detail Image tab at the bottom of the Products tab.

2. Click on the output settings menu and choose Save Setting.

3. Highlight the setting you want to delete from the Existing Output Settings list.

4. Click Remove.

Setting Up Navigation for Site Visitors

NetObjects Fusion automatically inserts navigation buttons with smart links on the detail pages. Site visitors can use these buttons to go to the next and previous detail pages and to return to the thumbnail page.

The images used for these buttons—**SPNavLeft.gif**, **SPNavRight.gif**, and **SPNavUp.gif**—are in the **NetObjects Fusion 11\NetObjects System** folder.

If you do not want to use these buttons, you can delete them and set up your own smart links between pages. See "Adding Navigation Buttons to Stacked Pages" on page 1042.

Saving a Catalog Profile

NetObjects Fusion allows you to save the settings associated with your catalog so it can be the basis for future catalogs.

When you save a profile, you save the

- List page layout
- Detail page layout
- Displayed items
- Purchase options.

To save a profile:

1. In Page view, display the list page or detail page of the catalog you want to work with.

2. Open the E-Commerce Catalog Properties Editor.

   Click Save Profile.

   Note that the output settings displayed at the time you save your profile will be stored in your profile. These output settings will apply to all images created in a new catalog using this profile.
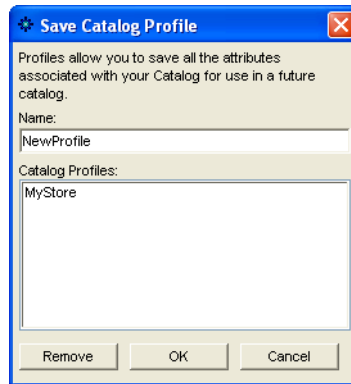
3. Type a name for the new profile.

If you choose the name of an existing profile, it will replace the existing profile.

4. Click OK.

Note: Not all settings are saved in your profile. Product records, options and images are not included in a saved profile.

Removing a Catalog

1. In Page view, display the list page of the catalog you want to remove.

2. Select the catalog object and delete it.

3. Go to Site view.

4. Delete the detail page associated with the catalog.

When you add a new catalog, the name of the catalog you just removed still appears in the Insert an existing catalog list in the Add catalog dialog.

To delete a catalog completely from your site:

1. Go to Assets view.

2. Select the Data Objects tab.

3. Select the catalog you want to delete.

4. Press Delete.

You can delete a catalog only if you have first removed it from your site as described above.

Placing Media

Media such as sound and video give a site impact. The tools in NetObjects Fusion make it easy to add a variety of media files to your pages. To find sample media files, visit Online view.

This chapter tells how to add:

- Flash files

- Shockwave files

- QuickTime movies

- Windows Media Player files

- Sound files

- Plugins

Inserting a Flash File

With Flash from Macromedia, you can create rich Internet content and applications. NetObjects Fusion supports Flash (**.swf**) and Splash (**.spl**) files.

To insert a Flash file:

1. In Page view, select the Flash tool from the Plug-Ins toolbox.

2. Draw a box to indicate the Flash file's location on the page.

Flash tool

The Open dialog appears.

3. Select a Flash file from your hard disk or LAN, or select a Flash file already in use in the site from the Plug-in Assets tab.

For information about using assets, see Chapter 37, "Managing Assets."

4. Click Open.

The Flash placeholder appears on your page, and the Flash Properties panel appears. The name of the selected file appears in the File field on the General tab.
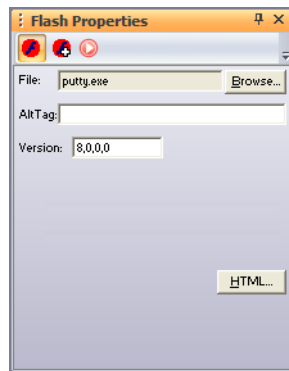
5. To provide text for the browser to display if it cannot play the Flash file, enter a description in the AltTag field. See "Adding and Modifying Alt Tags" on page 118.

6. To play the latest Flash movies, you sometimes must change the version. You can find complete information at **http://www.adobe.com/support/flash/.**

7. Click the Enable Live Preview check box to preview the Flash file in Page view. If unchecked, a placeholder will appear in Page view.

8. Click the HTML button to insert HTML tags and scripts. See Chapter 35, "Working with HTML Directly."

9. Click the Controls tab.
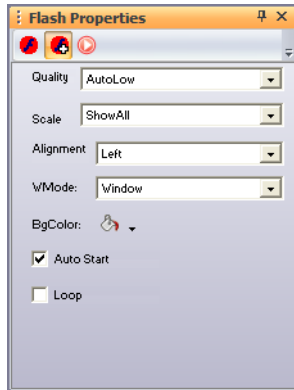
10. To control the display when using anti-aliasing, select a Quality option.

   • *AutoLow* sets the default to normal quality. The host computer uses high quality if it has the capacity.

   • *AutoHigh* starts the movie in high quality. The host computer uses low quality if it cannot display the movie in high quality.

   • *High* anti-aliases the movie on any computer.

   • *Low* uses a normal quality so the movie displays quickly.

11. To determine how the movie fits in the image frame, select a Scale option.

   • *ShowAll* displays the movie within the frame but maintains the image proportions.

   • *NoBorder* displays the movie so it fills the frame but maintains the ratio of the animation. Some edges of the animation might be trimmed.

   • *ExactFit* displays the movie exactly within the frame.

12. To specify the movie's alignment within the frame, select an Alignment option, such as Left, Bottom, or Top Right.

13. To control the movie's opacity or transparency, select a WMode option.

- *Window* plays the movie in its own window on the page. This is the default value for wmode and it works the way the classic Flash Player works.

- *Opaque* makes the movie hide everything behind it on the page and moves elements behind Flash movies (e.g., dynamic HTML) to prevent them from showing through.

- *Transparent* allows the background of the HTML page, or the DHTML layer underneath the Flash movie or layer, to show through all the transparent portions of the movie. This allows you to overlap the movie with other elements of the HTML page.

14. To play the movie automatically when the site visitor opens the page, select Auto Start.

15. To replay the movie when it ends, select Loop.

You can add an action to an object using the Actions tab. See Chapter 28, "Building Dynamic Pages."

Inserting a Shockwave File

With Shockwave from Macromedia, you can create multimedia, graphics, and audio that downloads quickly. NetObjects Fusion supports these Shockwave file formats:

- Shockwave for Director 4.0 and 5.0 (**.dcr**)
- Director (**.dir**) 5.0 or greater
- Protected Director (**.dxr**)

To view these files, site visitors must install the Shockwave plugin appropriate for their browser and platform. These plugins are available from the Macromedia Web site at **www.adobe.com**.

You cannot directly add a Shockwave audio (**.swa**) file to a page. You must embed it in a Director movie by passing it as a parameter to the movie, and place the movie on your page. Then in Assets view, add the Shockwave audio file as a file asset. Any Shockwave files you place on a page appear inline on the page itself.

To insert a Shockwave file:

Shockwave tool

1. In Page view, select the Shockwave tool from the Plug-Ins toolbox.

2. Draw a box to indicate the Shockwave Director file's location on the page.

   The Open dialog appears.

3. Select a Shockwave Director file from your hard disk or LAN, or select a Shockwave Director file already in use in the site from the Plug-in Assets tab.

   For information about using assets, see Chapter 37, "Managing Assets."

4. Click Open.

   The Macromedia Shockwave placeholder appears on your page, and the Shockwave Director Properties panel appears.

   For most file formats, NetObjects Fusion sizes the Shockwave placeholder to fit the stage, which is the space where the animation appears. If automatic sizing does not occur, you must size the object manually. Check that you have the right browser plugin or ActiveX control installed. Before NetObjects Fusion can automatically set height and width parameters for Macromedia Director movies, you must install the Macromedia Director ActiveX control (version 6.0.1 or later) or the Macromedia Director Netscape plugin (version 6.0.1 or later). To obtain the ActiveX control, create a site with NetObjects Fusion that contains a Director movie, then preview the site with Microsoft Internet Explorer. The ActiveX control is automatically downloaded and installed. If you don't have Internet Explorer, you can download the current Macromedia Director plugin at **www.macromedia.com/shockwave/download**.

   The name of the selected file appears in the File field on the General tab of the Properties panel.
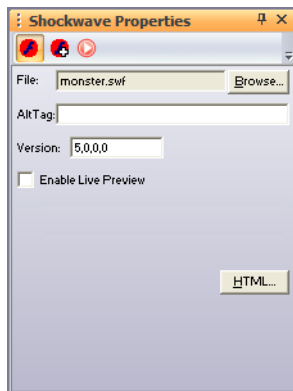
5. To provide text for the browser to display if it cannot play the Shockwave file, enter a description in the AltTag field. See "Adding and Modifying Alt Tags" on page 118.

6. Click the HTML button to insert HTML tags and scripts. See Chapter 35, "Working with HTML Directly."

7. Click the Controls tab.

8. Click the option you want, enter the parameter, and click the check mark.
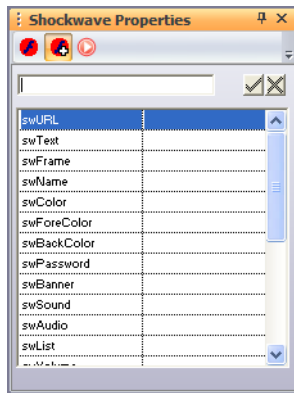
If you've worked with Director files, you should be familiar with these options. For information, see your Shockwave or Director user guide.

You can add an action to an object using the Actions tab. See Chapter 28, "Building Dynamic Pages."

Inserting a QuickTime Movie

QuickTime, developed by Apple Computer, is a multimedia software architecture used to create and deliver graphics, sound, video, text, music, and 3D media. You can use the QuickTime tool to place QuickTime movies.

To display QuickTime movies, site visitors must install the QuickTime plugin appropriate to their browser and platform. For more information on QuickTime, visit Apple Computer's site at **www.apple.com/quicktime/**.

To insert a QuickTime movie:

QuickTime tool

1. In Page view, select the QuickTime tool from the Plug-Ins toolbox.

2. Draw a box to indicate the location of the QuickTime movie.

   The Open dialog appears.

3. Select a QuickTime file from your hard disk or LAN, or select a QuickTime file that was already used in the site on the Video Assets tab.

   For information, see Chapter 37, "Managing Assets."

   QuickTime media has a **.mov** or **.qt** extension.

4. Click Open.

   The QuickTime placeholder and the QuickTime Properties panel appear. Resize the QuickTime placeholder if necessary.
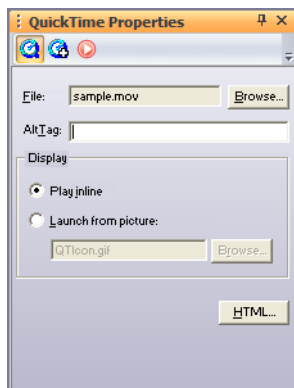
   The name of the file you selected appears in the File field on the General tab. To select a different movie file, click the Browse button.

5. To provide text for the browser to display when it cannot play a movie, enter a description in the AltTag field.

6. In the Display section, select:

   • *Play inline* to position the movie in the browser window in the same location as the placeholder.

   • *Launch from picture* to use a picture to represent the movie on the page and play it in a new browser window when the site visitor clicks the picture. You can use the placeholder icon or click Browse and select a different image file.

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7. Click the HTML button to insert HTML tags and scripts. See Chapter 35, "Working with HTML Directly."

8. On the Controls tab, set the sound volume for the movie. You can enter a number from 0 to 256.
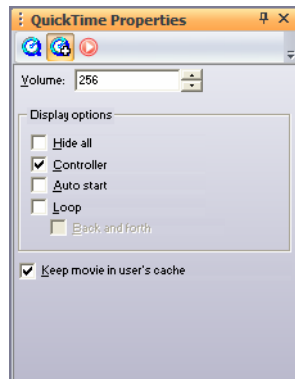
9. In the Display options section, select:

   • *Hide all* if you don't want to show the movie but want to use it only as background sound. This option does not work if you choose Launch from picture on the General tab.

   • *Controller* to display a control bar that site visitors can use to start or stop the movie. This option is not available when Hide all is selected and it does not work if you choose Launch from picture on the General tab.

   • *Auto start* to automatically start playing the movie when the page loads.

   • *Loop* to replay the movie when it comes to the end. To replay the movie from the end to the beginning, select Back and forth.

10. To store the movie in the cache on the site visitor's system, select Keep movie in user's cache. If the visitor leaves the page and comes back, the movie doesn't have to be downloaded again because it is already in the system cache.

You can add an action to an object using the Actions tab. See Chapter 28, "Building Dynamic Pages."

Inserting a Windows Media Player File

You can add video, such as an animation or a movie, to a site. To view these files, site visitors must install the appropriate plugin for their browser and platform.

The latest browsers often have video players built in. For example, Microsoft Internet Explorer uses Windows Media Player. To ensure that site visitors can view your video, provide a link to a site from which they can download the appropriate plugin.

NetObjects Fusion supports these video file formats:

*   Windows Media **(.wm, .wmv, .asf, .asx, .avi, .wax, .wma)**
*   MPEG **(.mpg, .mpeg, .m1v, .mp2, .mpa, .mpe, .mpv2, .m3u, .mp2v)**

To insert a Windows Media Player file:

1. In Page view, select the Windows Media Player tool from the Plug-Ins toolbox.

Windows Media Player tool

2. Draw a box to indicate where you want to position the video.

The Open dialog appears.

3. Select a video file from your hard disk or LAN or select a video file already used in the site from the Video Assets tab.

For information about using assets, see Chapter 37, "Managing Assets."

4. Click Open.

The Windows Media placeholder appears on the page, and the Windows Media Player Properties panel appears. The selected file name appears in the File field on the General tab.
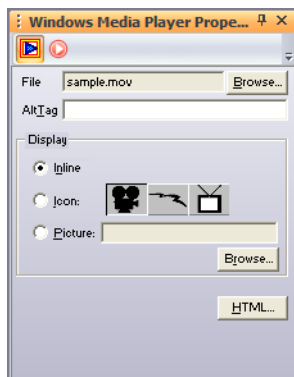
5. To provide text that the browser displays if it cannot display the video, enter the text in the AltTag field.

6. In the Display section, select:

   • *Inline* to display a control that site visitors can use to play the video.

   • *Icon* to select one of the three images to represent the video. The video plays in a viewer or on a new blank page.

   • *Picture* to use another image file to represent the video. Click Browse and choose an image file. The video plays in a viewer or on a new blank page.

7. Click the HTML button to insert HTML tags and scripts. See Chapter 35, "Working with HTML Directly."

You can add an action to an object using the Actions tab. See Chapter 28, "Building Dynamic Pages."

Inserting a Sound File

Sounds are either digital or synthesized audio files that a browser with a built-in player or helper application can play. Visitors can also download helper applications from sound technology developers and install them in their browsers. To play sounds, a system must have a sound card and speakers.

NetObjects Fusion supports the following popular audio file formats:

• Windows Wave (**.wav**) format sound files that play on Windows and the Mac OS. For the Mac OS, site visitors must have Netscape 3.x or later.

• Audio Interchange File format (**.aif**) with browser plugins can play on Windows 2000, and XP.

• Musical Instrument Digital Interface (**.midi, .mid**) can play on almost all types of operating systems.

• Sun's **.au** format is used in Java applets and can play on UNIX based operating systems.

• RealAudio (**.ra**, **.ram, .rm**) can play streaming audio on all systems, requires RealAudio Web server-resident software, and sometimes includes video. Site visitors must install the RealAudio player browser plugin.

• Rich Music Format (**.rmf**) is a sound file format that enhances the use of music and sound in interactive environments, such as the Web.

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You can also add any of these formats as a background sound that plays when a visitor views your page. See "Setting Layout and Layout Region Background Properties" on page 154.

Because an audio file has no visual object, NetObjects Fusion represents the audio file with a graphic, usually an icon or an inline player control bar that the browser recognizes. When a site visitor clicks the icon or the play button on the inline player control bar, the browser plays the sound file or opens a helper application to play it.

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To insert a sound file:

Sound tool

1. In Page view, select the Sound tool from the Plug-ins toolbox.

2. Click on the page to indicate the location of the sound file.

   The Open dialog appears.

3. Select a sound file from your hard disk or LAN, or select a sound file already used in the site from the Audio Assets tab.

   For information about using assets, see Chapter 37, "Managing Assets."

4. Click Open.

   The default sound icon appears on the page, and the Sound Properties panel appears. The name of the file you selected appears in the File field on the General section. You can use the Browse button to select a different sound file.
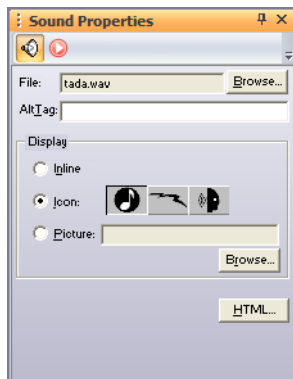
5. To provide text that the browser displays if it cannot play the sound, type a description in the AltTag field.

6. In the Display section, select:

- *Inline* to use the audio player for your browser. If site visitors have Headspace Beatnik installed on their system, the browser uses that player to play the sound.

- *Icon* to select one of the three images to link to the sound.

- *Picture* to select another image file as the visual link to the sound. Click Browse and select an image file.

7. Click the HTML button to insert HTML tags and scripts. See Chapter 35, "Working with HTML Directly."

You can add an action to an object using the Actions tab. See Chapter 28, "Building Dynamic Pages."

Inserting a Real Player File

RealAudio (**.ra**, **.ram, .rm**) can play streaming audio on all systems, requires RealAudio Web server-resident software, and sometimes includes video. Site visitors must install the RealAudio player browser plugin.

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To insert a Real Player file:

Real Player tool

1. In Page view, select the Real Player tool from the Plug-Ins toolbox.

2. Click on the page to indicate the location of the Real Player file.

The Open dialog appears.

3. Select a Real Player file from your hard disk or LAN, or select a file already used in the site from the Video Assets tab.

For information about using assets, see Chapter 37, "Managing Assets."

4. Click Open.

The Real Player placeholder graphic appears on the page, and the Real Player Properties panel appears. The name of the file you selected appears in the File field on the General tab. You can use the Browse button to select a different file.
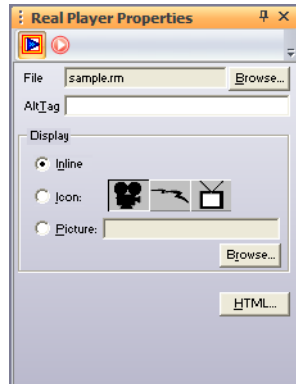
5.   To provide text that the browser displays if it cannot play the video, type a description in the AltTag field.

6.   In the Display section, select:

   •   *Inline* to display a control that site visitors can use to play the video sound track.

   Note: If you select this option, site visitors do not see the video. They only hear the sound track.

   •   *Icon* to select one of the three images to represent the video. When a site visitor clicks the icon, Real Player opens playing the specified video.

   •   *Picture* to use another image file to represent the video. When a site visitor clicks the icon, Real Player opens playing the specified video.

7.   Click the HTML button to insert HTML tags and scripts. See Chapter 35, "Working with HTML Directly."

You can add an action to an object using the Actions tab. See Chapter 28, "Building Dynamic Pages."

Inserting Other Types of Files

Although NetObjects Fusion supports a wide variety of media files, you might have other formats, such as Adobe Acrobat PDF files, that you want to include in your site. You can place other files, including Adobe Acrobat, VRML, RealSpace FlashPix files, and Headspace Beatnik files, using the Plug-In tool.

When a site visitor clicks the document's icon, the file appears in the visitor's browser or downloads to the visitor's system. When you insert a file using the Plug-In tool, site visitors need the appropriate plugin for their browser and platform to use the file.

To insert a file using the Plug-In tool:

Plug-In tool

1. In Page view, select the Plug-In tool from the Plug-ins toolbox.

2. Draw a box to indicate where you want to position the file.

   The Open dialog appears.

3. Select a file from your hard disk or LAN, or select a file that was already used in the site from the Plug-in Assets tab.

   To display the various file types that NetObjects Fusion supports, use the Files of type drop-down list.

   To insert a file that is not explicitly supported by NetObjects Fusion, choose All Files in the Files of type drop-down list, then select the file.

4. Click Open.

The plug-in placeholder image appears on your page, and the Plug-In Properties panel appears. The name of the file you selected appears in the File field on the General tab.
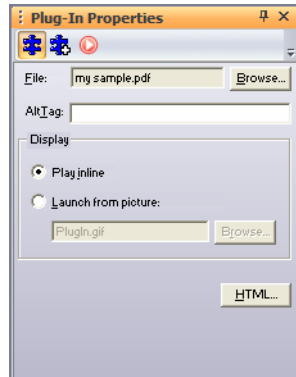
5. To provide text for the browser to display if it cannot display the file, enter a description in the AltTag field.

6. In the Display section, select:

    •   *Play inline* to display the file on the page in your site.

    •   *Launch from picture* to use a picture other than the plug-in icon to represent the plugin. When site visitors click the image, the plugin opens in the window. Click Browse and select an image file.

7. Click the HTML button to insert HTML tags and scripts. See Chapter 35, "Working with HTML Directly."

8. Select the Advanced tab.

The Advanced options appear.
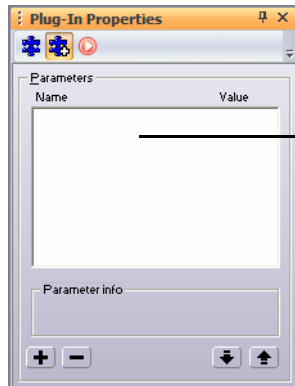
Use the Parameters section to add custom settings to the plugin. You cannot change the plugin's standard parameters, such as height and width

9. Set the parameters. Because you can add different parameters for different files, see the associated user guide.

    •   To edit parameters that appear in the Parameters section, double-click the parameter. Enter the value in the Add Plug-In Parameter dialog.

    •   To add a parameter, click the plus (+) button and enter the parameter name and value in the Add Plug-In Parameter dialog.

    •   To remove a parameter, select it and click the minus (–) button.

    •   To change the order of the parameters, click the Up or Down arrow buttons. The selected parameter moves up or down in the parameters list.

You can add an action to an object using the Actions tab. See Chapter 28, "Building Dynamic Pages."

Replacing a Media File

Sites are constantly changing and evolving. As you build your site or after using it for some time, you might want to change a media file that you used in a specific location. You can replace one file with another.

To replace a media file with a new file:

1. In Page view or Assets view, double-click the media placeholder on your page.

    The Open dialog appears.

2. Select the new file and click Open.

AddingJavaandActiveX

You can make your site more interesting and interactive by adding special applications, such as Java applets, Java Beans, or ActiveX controls. NetObjects Fusion tools make it easy to insert these items and set their properties. To choose appropriate properties settings, you should be familiar with Java or ActiveX before you add these types of application files to your site. A sample Java applet is available in the **NetObjects Fusion 11\Java\Applets** folder; sample Java Beans are available in the **NetObjects Fusion 11\Java\Beans** folder.

This chapter describes how to add:

• Java applets and servlets

• Java Beans

• ActiveX controls

Inserting a Java Applet or Servlet

Java applets and servlets are an efficient way to add sound and animation, such as scrolling messages and color cycling buttons, to a page. Java applets and servlets are platform-independent applications with compact file sizes. Usually, Java applets and servlets run from the client platform, which means site visitors download and run them from a browser; however, servlets can include commands that are executed on the server. Most browsers are Java-compatible, so site visitors don't need special plugins to run a Java applet.

To insert a Java applet or servlet:

1. In Page view, select the Java Applet tool from the Plug-Ins toolbox.

Java tool
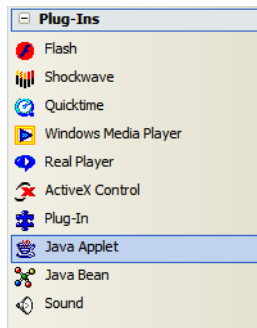
2. Draw a box to indicate the position of the Java applet or servlet.

The Open dialog appears.
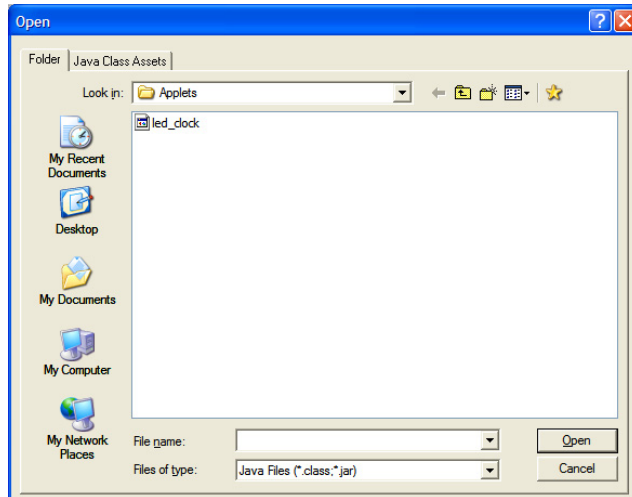
3. Select a Java file from your hard disk or LAN, or select one that is currently used in the site from the Java Class Assets tab. See Chapter 37, "Managing Assets."

   The extension for a Java file is **.class** or **.jar**.

4. Click Open.

The Java placeholder image appears on the page, and the Java Properties panel appears. The path to the file you selected appears in the File field on the Properties tab. To select a new file, click Browse, find the file, and click Open.
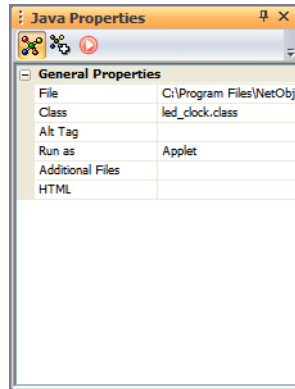
The current **.class** file is displayed in the Class field.

You can also drag a Java **.class** file from Windows Explorer onto your page. The Java placeholder appears on the page, and you can set the Java properties for that file.

5. To provide text for the browser to display if it cannot display the file, enter a description in the AltTag field.

6. Select Applet or Servlet depending on which type of file you are inserting.

7. If your applet or servlet requires additional files, click the Additional Files button, then click Add in the Java Applet Files dialog.
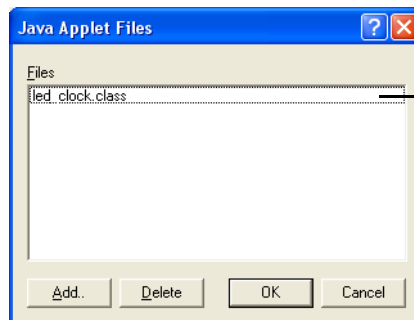
This list shows all the .class files that NetObjects Fusion detects for the selected Java applet or servlet

8. Select another file in the Add Java Applet Files dialog, and click Open. Click OK to add the selected file.

To delete a **.class** file from the Class list, click the Additional Files button and select the appropriate file in the Java Applet Files dialog. Click Delete, then click OK.

9. To add parameters to the Java applet, click the Parameters tab.
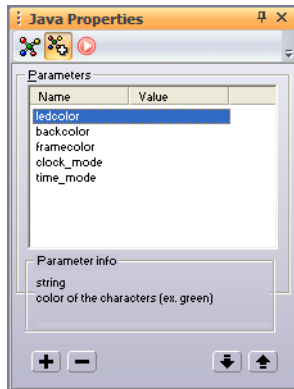
This guide assumes you are familiar with Java and understand the effects of setting these parameters. In some cases, Java developers provide documentation that explains the parameters.

- To edit parameters, double-click the parameter and enter a value in the Enter Value dialog.

    For servlets, you can specify that the value is an initialization value for the parameter by checking Value is an initializer in the Enter Value dialog.

- To learn more about each parameter, look in the Parameter info section.

- To remove a parameter, select it and click the minus (–) button.

- To add a parameter, click the plus (+) button and enter a name and value in the Enter Value dialog.

- To change the order of the parameters in the generated HTML, click the Up or Down arrow buttons. The selected parameter moves up or down in the Parameters list.

Inserting a Java Bean Component

Java Beans are a type of Java applet. Unlike Java applets, which require **.class** files plus other types of files, Java Beans are an all-in-one implementation of Java. A single **.jar** file contains everything required to run the applet.

To insert a Java Bean:

1. In Page view, select the Java Bean tool from the Plug-Ins toolbox.

2. Draw a box to indicate the position of the Java Bean.

   The Open dialog appears.

Java Bean tool
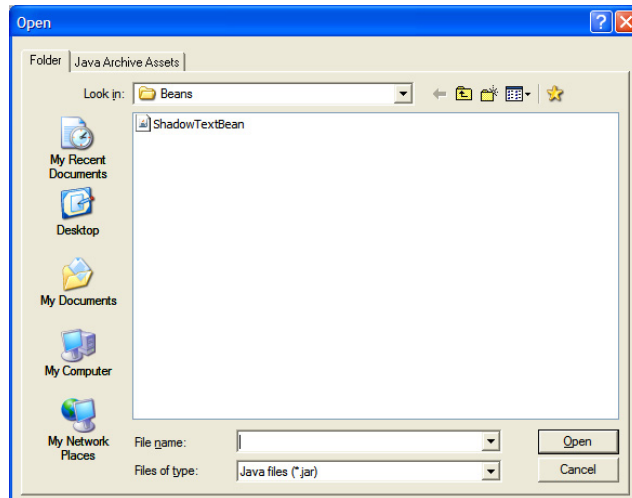
3. Select a Java Bean file from the **NetObjects Fusion 11\Java\Beans** folder, or select one that is currently used in the site from the Java Archive Assets tab.

   A Java Bean file can have a **.jar** or **.class** extension. Most Java Beans have a **.jar** extension, but some **.jar** files might not be Java Beans. If you try to open a **.jar** file that is not a bean, you see a message from NetObjects Fusion.

4. Click Open.

   The Java Bean placeholder appears on the page. Beans have different icons in the upper right corner of the placeholder; the icon is created by the bean's author and has no effect on the bean or its behavior.

The path to the file you selected appears in the File field on the Properties tab of the Java Bean Properties panel. To select a different file, click Browse, find the file, and click Open. The current **.class** file is displayed in the Class field.
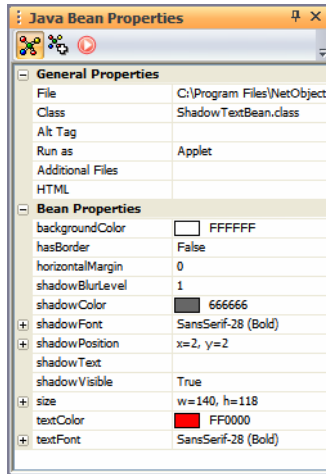
5. To provide text for the browser to display if it cannot display the file, enter a description in the AltTag field.

6. Select Applet or Servlet depending on the type of bean you are inserting.

7. If the bean requires other files, click the Additional Files button, then click Add in the Java Applet Files dialog.

8. Select another file in the Add Java Applet Files dialog, and click Open. Click OK to add the selected file.

9. Display the Properties tab.
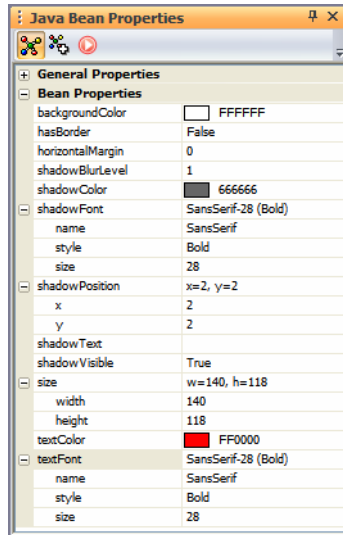
Different beans have different sets of properties. This guide assumes you are familiar with Java Beans and understand the effects of setting these properties. In some cases, Java Bean developers provide documentation that explains the properties.

10. To edit a property, select the appropriate field. Some properties require you to choose a color or enter a value in a dialog. Other properties toggle True/False or require you to type text. In some cases properties appear that have no affect on the bean or its behavior.

11. Click the Parameters tab.
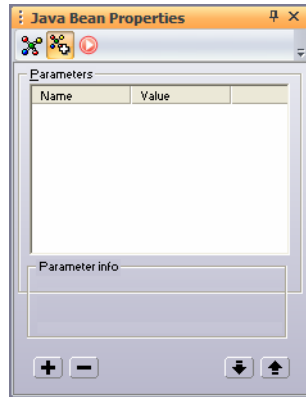
If you know the bean's internal parameters, you can add or remove them.

- To add a parameter, click the plus (+) button and enter a name and value in the Enter Value dialog.

- If there are parameters listed, to remove one, select it and click the minus (-) button.

- To change the order of the listed parameters, select a parameter and click the Up or Down arrow buttons.

12. Publish the page to see how the bean works.

You can add actions to Java Beans using the Actions tab. When you choose a Java Bean as the target or source of an action, you see an expanded selection of available actions or trigger events as appropriate. See Chapter 28, "Building Dynamic Pages."

Inserting an ActiveX Control

You use ActiveX controls to embed an application in a Web page. Microsoft Internet Explorer 3.x or later supports ActiveX controls with which you can add custom capabilities such as audio and movie players, calendars, custom buttons, and forms to your pages. You can view documents such as Microsoft Office files in Internet Explorer without launching the associated program. Site visitors must use Internet Explorer 3.x or later to view content created with ActiveX controls. To

view the content in Netscape Navigator 4.x, site visitors must install special plugins. For information, go to **www.microsoft.com**.

To insert an ActiveX control:

ActiveX Control tool

1. In Page view, select the ActiveX Control tool from the Plug-Ins toolbox.

2. Draw a box to indicate the position of the ActiveX control.

The Insert ActiveX Control dialog appears, listing the ActiveX controls currently installed on your system. The bottom section shows the selected ActiveX control, which has an **.ocx** or **.dll** extension.
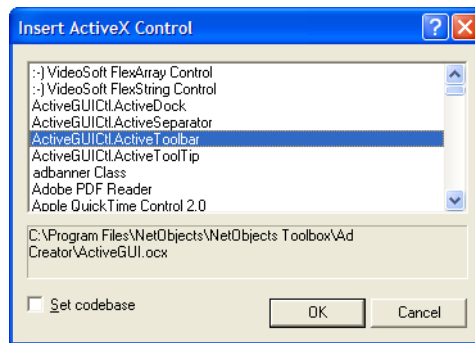
3. Select Set codebase to add the codebase parameter to the generated HTML and ensure that the ActiveX control is published to the Web site. If a visitor who does not have the ActiveX control you are using views the Web site, the option to download the control is offered.

4. Select the control you want and click OK. The ActiveX control appears on your page, and the ActiveX Control Properties panel appears.
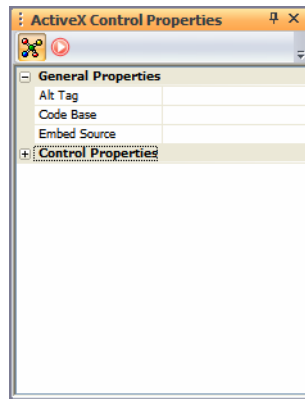
Panel options vary depending on which ActiveX Control is selected.

The Properties tab displays the options for the selected control.

> **Note:** If you use an ActiveX control that references an external file, such as a **.pdf** file, you must specify the relative path of the file as it will be in the final published site. First you must add the file as an asset of the site and set it to always publish. See "Adding a File Asset" on page 1048. To determine the file's relative path in the final site, look at the publish directory structure listed in Publish view.

5. To provide text that the browser displays if it cannot launch the ActiveX control, enter the text in the AltTag field.

6. To change an option, select it and enter the information in the field.

- To accept any text you enter, click the check mark or move the cursor to another field.

- To cancel the change, click the X.

- To use the native property page for the ActiveX control, click the Properties button. You can change the control's settings using the native property page instead of NetObjects Fusion properties. Some ActiveX controls do not have a native property page.

- To insert HTML tags and scripts, click the HTML button. See Chapter 35, "Working with HTML Directly."

You can add actions to ActiveX controls using the Actions tab.

Referencing and Editing External HTML

In addition to content you create and maintain in Page view, your site might also include pages that require special, hand-coded HTML. Instead of importing and converting this HTML, you can reference HTML files externally and place them anywhere in your site.

You can manage the external assets for your referenced file in Assets view. Also, apply a consistent look to the published pages of referenced files by assigning a MasterBorder. You can edit referenced files in HTML Source view or in an external HTML editor such as Notepad or Macromedia HomeSite. To specify a default external HTML editor, see "Setting Program Options" on page 26.

Note: You can reference files located on a hard disk or LAN, but not from a remote Web server. Also, <A HREF> links in the original HTML files should point to other HTML files and anchors within those files using relative rather than absolute path names. See "Managing Referenced Assets" on page 616 for information.

This chapter describes how to work with external HTML by:

• Referencing HTML from Site view, Page view, or as an object

• Toggling referenced layouts and objects

• Managing referenced assets

• Publishing native HTML

• Previewing and publishing unmanaged assets

Using Referenced Files

By referencing an external file instead of importing it, you can keep the original file intact and maintain it outside of NetObjects Fusion. When you import a file instead of referencing it, the file becomes a page in the site, and is maintained within NetObjects Fusion.

Referenced files become another page in your site but are maintained separately unless you convert them to NetObjects Fusion. *Imported* files can be either HTML pages created by someone else or document files that you want to add as text boxes on your page. Once you import a file, you maintain it in your site like any other page.

You can add an external HTML file as:

• A page that appears exactly as it appears in its original file.

• A page that appears with your default MasterBorder.

• An individual object on a page.

See "Referencing HTML from Site View" on page 608 and "Referencing HTML as an Object" on page 613.

When you reference an HTML file, NetObjects Fusion copies all of its data to a new HTML file before it is published. The original HTML file remains on your local machine; it is not uploaded to the server when you transfer the site. Because of this, you cannot dynamically update the original file by uploading a new referenced file to the server.

Referencing HTML from Site View

You can reference an entire site or section of a site from Site view. For example, you might reference an existing site you want to manage with NetObjects Fusion now and convert later. Or, you can reference files you prefer to maintain in their native code.

Note: For links to work between the HTML files you reference, use relative path names in the original <A HREF> tags, keep all HTML files in the same directory, and publish files using the same directory structure as the original site. See "Managing Referenced Assets" on page 616 for information.

When you reference HTML from Site view, NetObjects Fusion publishes the <HEAD> content from the original files, along with <HEAD> content it generates.

1. In Site view, select the page to be the parent of the pages you reference.

2. From the File menu, choose Reference External HTML.

Select an existing page and choose the Reference External HTML command

NetObjects Fusion adds the top level page you're referencing here, and its children below
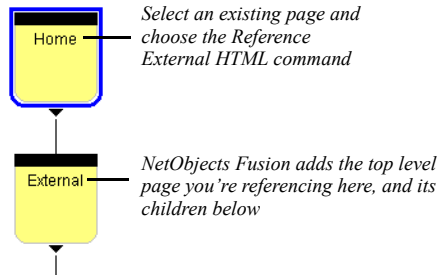
The Reference External HTML dialog appears.

3. Click Browse.

The Open dialog appears.

4. Select the top-level HTML file you want to reference, and click Open to return to the Reference External HTML dialog.

NetObjects Fusion references this file and its child files

Display referenced HTML on pages with your site's MasterBorder, or choose ZeroMargins to publish external content with its original look
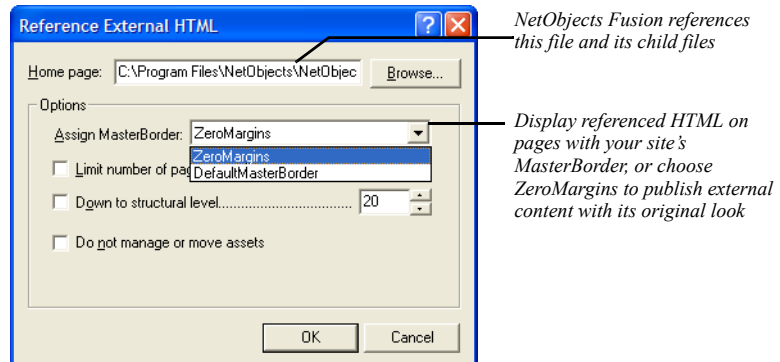
- • *Assign MasterBorder.* Choose a MasterBorder from this drop-down list. Each HTML file you reference occupies the Layout area of a page, while the MasterBorder gives pages the consistent look of your site. To display external content with its original look, choose ZeroMargins. If the HTML contains frames, you must choose the ZeroMargins MasterBorder.

- *Limit number of pages to.* Select this option to enter the number of files to reference. NetObjects Fusion begins with the Home page you select and stops referencing when it reaches the end of the site or the number of pages entered here.

> Note: NetObjects Fusion only follows <A HREF> links; it cannot follow links in JavaScript or cgi scripts.

- *Down to structural level.* Select this option to enter how many levels of your SiteStructure to reference. NetObjects Fusion references as many pages as possible at a higher level before going to a lower level.

- *Do not manage or move assets.* If you select this option, NetObjects Fusion doesn't copy external assets into Assets view. Do this if you prefer that path names in the published HTML not be edited from your native code. However, you then have to manage images and other assets yourself. See "Publishing Unmanaged Assets" on page 619.

5. Click OK.

The referenced files appear in Site view, where you can rename them just like other pages. To keep track of externally referenced pages, you can color code the page icons in Site view. See "Setting Site Management Properties" on page 54.

From Site view, going to Page view displays the external file in HTML Source view, where you can edit its HTML code.

Referencing HTML from Page View

You can reference an external HTML file as the Layout area of a page from Page view, and incorporate the file's <HEAD> content—for example, to include existing META tag keywords or JavaScript definitions.

1. Create a page in Site view.

2. In Page view, from the File menu, choose Reference External HTML Page.

   The Reference External HTML Page dialog appears.

3. Click Browse.

   The Open dialog appears.

4. Select the external file you want to reference, and click Open to return to the Reference External HTML Page dialog.

    If the file is already referenced elsewhere in the site, avoid creating a duplicate asset by clicking the HTML Assets tab and selecting the file from there.
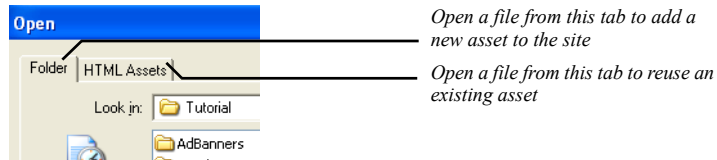
    Open a file from this tab to add a new asset to the site

    Open a file from this tab to reuse an existing asset

5. Choose whether to import the referenced file's <HEAD> content and manage external assets.
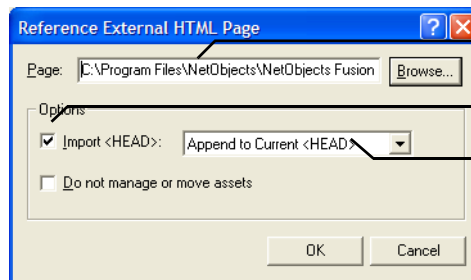
    NetObjects Fusion places this file's <BODY> in the Layout area of your new page

    Check here to also publish the file's <HEAD> content...

    ...either in addition to, or instead of, the <HEAD> NetObjects Fusion generates

    • *Import <HEAD>*. Select this option to publish the external HTML page's <HEAD> content. Choose Append to Current <HEAD> to add external <HEAD> content to what NetObjects Fusion generates, or choose Replace Current <HEAD> to publish only the external page's <HEAD> content. Note that this setting is not persistent (that is, it is not retained by NetObjects Fusion between sessions), so you must choose this option for each referenced page.

    Caution: Don't select Replace Current <HEAD> if the page contains actions, navigation bars with rollover buttons, or is being published using the Fixed Page Layout output option. NetObjects Fusion generates <HEAD> content these options require.

- • *Do not manage or move assets.* If you select this option, NetObjects Fusion doesn't copy any external assets into Assets view. Do this if you prefer that path names in the published HTML not be edited from your native code. However, you then have to manage images and other assets yourself. See "Publishing Unmanaged Assets" on page 619.

6. Click OK.

In Page view, a placeholder for the referenced HTML fills the Layout area.
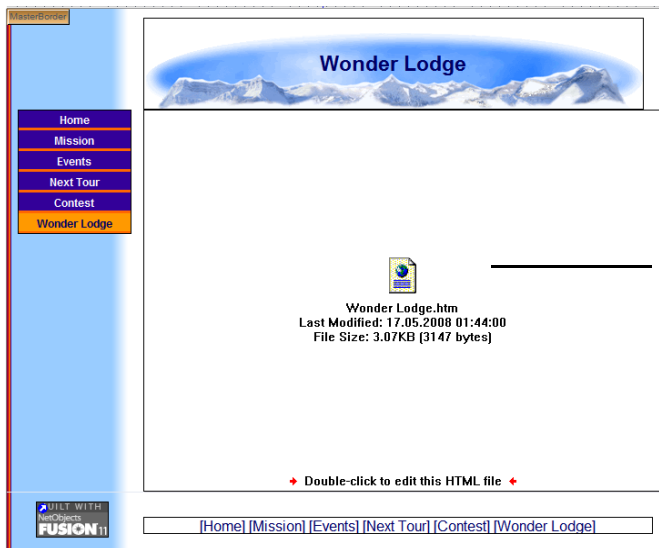
Information about the referenced file

Double-click the referenced Layout area to edit the referenced file in HTML Source view.
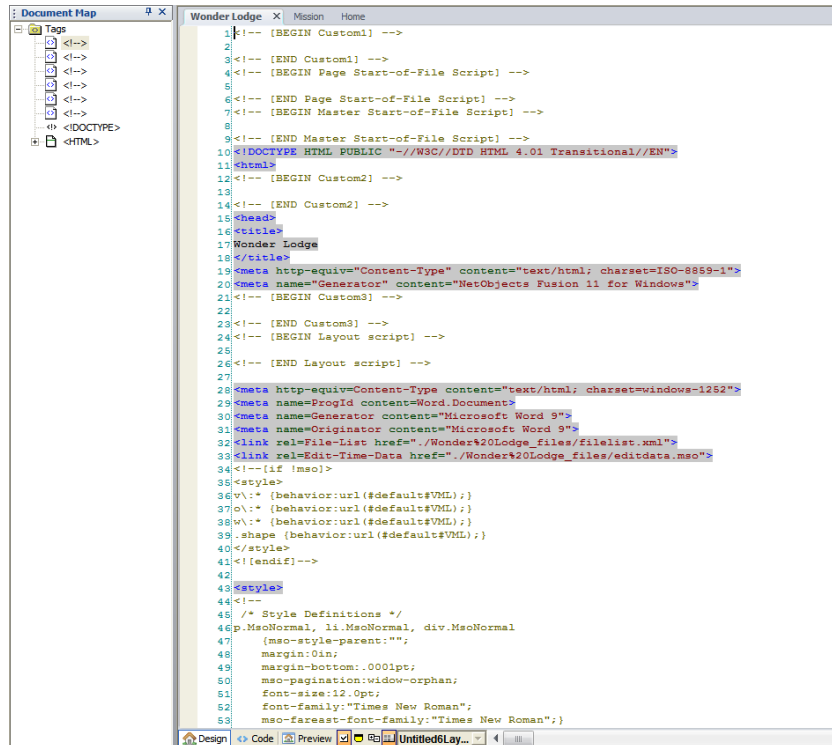
To edit the file in an external editor, right-click and choose Open File In External Editor from the shortcut menu. To specify a default external HTML editor, see "Setting Program Options" on page 26.

Referencing HTML as an Object

You can reference an external file as an individual object on a page. For example, you can reference an ad banner, an applet created by a Java generator, or any other object requiring special code.

You can even reference several external files on a page. For example, you might construct a front page for a company newsletter that includes a slot for each of several externally maintained story leads.

As when you reference HTML as a Layout area, you can incorporate each file's <HEAD> tags and script definitions to include existing META tag and script definitions.

To reference HTML as an object:

1. In Page view, choose the External HTML tool from the Advanced toolbox.

External HTML tool

2. Draw a box where you want the referenced content to appear.

   Put the box in the Layout area to publish the content on one page, or in the MasterBorder to publish it in the border of several pages.

   The Reference External HTML Page dialog appears.

3. Click Browse, select the external file you want to reference, and choose whether to import the file's <HEAD> content and manage external assets, as described in "Referencing HTML from Page View" on page 610.
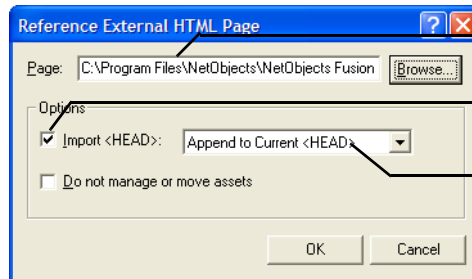
This file's <BODY> is published in the HTML table cell generated for the object

Check here to also publish the file's <HEAD> content...

...either in addition to, or instead of, the <HEAD> NetObjects Fusion generates

4. Click OK.

A placeholder for the referenced HTML file fills the box. Preview the page to see the object. If necessary, go back and adjust the box's position in Page view to get

the spacing you want. As with other objects, you can drag a referenced object around the page, drag it inside other objects, or even layer it.

Referenced object

Add other referenced objects as well as pictures, media, and objects created in NetObjects Fusion
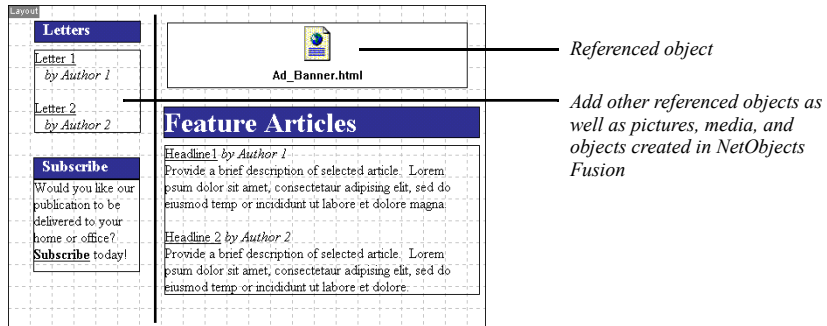
Double-click the referenced HTML placeholder to edit the referenced file in HTML Source view. To edit the file in an external editor, right-click and choose Open File In External Editor from the shortcut menu. To specify a default external HTML editor, see "Setting Program Options" on page 26.

Toggling Referenced Layouts and Objects

You can resize a referenced HTML file so it becomes an object in the Layout instead of taking up the entire Layout area. You can do this to make room for other objects in the Layout area. Conversely, you might want to size a referenced object to fill the entire Layout area. You can also import the referenced object into NetObjects Fusion.

Adds or removes resize handles from referenced HTML

Imports the object into NetObjects Fusion

Displays the source code in HTML Source view
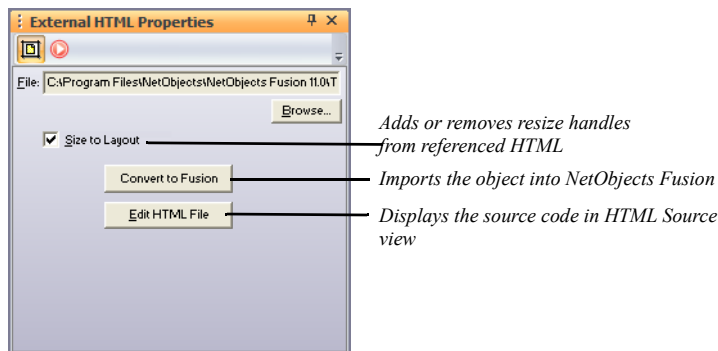
1. In Page view, click in the referenced Layout area or object you want to resize.

2. On the General tab of the External HTML Properties panel:

    •   Select Size to layout to remove resize handles from an object, which fills the Layout. You can then use the Convert to Fusion button to import the referenced object into NetObjects Fusion.

    Note: Avoid sizing a referenced object to a Layout if there are other objects in the Layout area. You might get unexpected results in some browsers.

    •   Clear Size to layout to add resize handles to a referenced Layout area, so you can resize it, move it, and add other objects.

    •   Click Convert to Fusion to convert the HTML code to Fusion format display.

    •   Click Edit HTML File to edit the referenced file on the HTML Source tab.

Managing Referenced Assets

When you reference an external HTML file, NetObjects Fusion lists the HTML file in Assets view. Unless you choose otherwise, it imports into Assets view pictures, applets, media, and most other external assets the file references.

You can move external assets in your directory structure in Publish view while maintaining paths. When you publish, NetObjects Fusion edits paths to the assets so they can be found. For example, depending on your original and published directory structures, NetObjects Fusion might change the original HTML's <IMG SRC="Images/Logo.gif"> to <IMG SRC="../Index/Logo.gif"> in the published HTML.

However, NetObjects Fusion doesn't edit paths to other HTML files, or to target anchors within <A HREF> tags. For these links to be maintained, the path names in the original files must work as-is when you publish. The original <A HREF> tags should use relative rather than absolute path names, for example, use <A HREF="Index.html"> rather than <A HREF="HTTP://www.*your_original_domain*.com/ Index.html">. You must position external HTML files in your NetObjects Fusion directory structure so the original paths work. See "Customizing Your Site's Directory Structure" on page 1088.

NetObjects Fusion manages external assets referenced by these tags:

•   <IMG SRC=>
•   <A HREF=> to non-HTML assets, such as sound files

- <BODY BACKGROUND=>
- <EMBED SRC=>
- <BGSOUND SRC=>
- <SCRIPT SRC=>
- <INPUT SRC=>
- <APPLET CODE=>

Although NetObjects Fusion manages external applets that are assets of referenced HTML, it might not manage certain classes referenced by the applets. Look in Assets view to see if any classes you reference aren't listed. Then see "Publishing Unmanaged Assets" on page 619 for information on getting these classes and other unmanaged assets to the \Preview folder or Web server.

Once an external asset is imported into Assets view, you can use it anywhere throughout your site. Deleting referenced HTML from your site removes its assets from Assets view unless they're in use elsewhere.

Publishing Native HTML

When you preview or publish referenced HTML, NetObjects Fusion copies the HTML from the original files to a location in the publish folder. Note that some links may not work in Preview. If managing external assets or including MasterBorders, NetObjects Fusion also adds its own code to the published HTML. Of course it never modifies your original files.

If you don't want HTML added to the original code when the site is published, you can choose these options in the Reference External HTML and Reference External HTML Page dialogs.
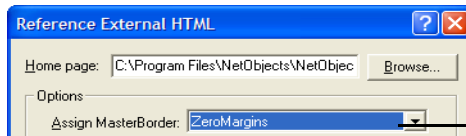
When you reference HTML from Site view, choose the ZeroMargins MasterBorder
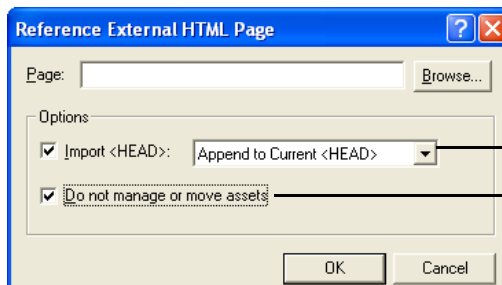
When you reference HTML from Page view, choose Replace current <HEAD>

In either case, select this option

- When you reference from Site view, choose the ZeroMargins MasterBorder. NetObjects Fusion doesn't add MasterBorder information to the published HTML or impose a table structure.

- When you reference from Page view, choose Replace Current <HEAD> from the Import <HEAD> drop-down list. NetObjects Fusion publishes the original <HEAD> as-is, without adding HTML of its own.

  Don't do this if you're using actions or navigation bars with rollover buttons on the page, or publishing using the Fixed Page Layout output option.

- In either case, select Do not manage or move assets. NetObjects Fusion doesn't copy external assets into Assets view, so it doesn't edit path names in the published HTML. However, this means you have to publish images and other assets yourself. See "Publishing Unmanaged Assets" on page 619.

- Be sure Size to layout is selected on the External HTML Properties panel in Page view.

Publishing Unmanaged Assets

If you choose not to manage assets when you reference external HTML files, you have to get external pictures, media files, applets, and other assets to the Web server yourself.

You can upload the files to the server from wherever they reside using an FTP utility. Or, use the New File Asset command to copy assets into Assets view so they are published with the rest of the site.

1. In Assets view, from the Assets menu, choose New File Asset.

    The File dialog appears.

2. Click Browse in the dialog to open an external asset you want to publish, and type a name for the asset. See "Adding a File Asset" on page 1048.

3. Select Always publish file and click OK.

    This causes the file to be published, even though it's not listed as being in use.

4. In Publish view, position the asset in your directory structure so when it's published, it can be found by any HTML page referencing it.

    Because paths to unmanaged assets aren't edited in the published HTML, you must position assets so the original paths work. See "Customizing Your Site's Directory Structure" on page 1088.

Building Dynamic Pages

You can include animations and other interesting effects in your site by adding actions to individual objects or pages. You can make objects move on, off, and around the screen, hide or show them, bump them with other objects, have them exchange places, and so on. Site visitors can drag them around the page. You can even have actions respond to a site visitor's entry in a form. No programming is required. You build actions by simply choosing a series of options from menus.

When you use actions, note that:

- Due to limitations of Internet Explorer and other browsers, actions work only in versions 4.0 and later of Internet Explorer.

- You can use actions on pages with AutoFrames; do not use actions on pages with frames that were scripted by adding HTML directly.

- For reliable performance, make sure you select Dynamic Page Layout—All Browsers as the HTML output method on the Layout Properties panel. If your site visitors use only version 4.0 and later browsers, select Fixed Page Layout. For Layout Regions containing objects with actions, select Regular Tables.

This chapter describes:

- Adding actions to pages, objects, and text

- Tailoring actions with custom messages

- Targeting several objects with one action

- Modifying actions

- Scripting your own actions

- Scripting parameter values

- Examples, including a button rollover, collision detection, and a slide show

How Actions Work

An action consists of a *trigger event* that causes the action to begin, a *message* and various parameters specifying what the action does, and one or more *targets* that perform the action.

- A typical trigger event can be a mouse click or simply hovering over a button (called a "mouse-over"). But the trigger event can also be an event such as a site visitor entering or exiting a page. In that case, loading the page might trigger pictures to fly across the page. A trigger event can also be another action, so one object flying off the page could make another object fly on.

- The action message might be to show or hide an object, make an object fly off the page, make an object stick to the pointer so the site visitor can drag it around the page, display a dialog or alert, and so on.

- The target can be one or more objects on the page, the page itself, or a MasterBorder.

You add an action to the object that triggers it. For example, suppose you want to add an action to a button so when a person clicks the button Picture A flies off the page. The action you add to the button has the trigger event "when clicked," plus the action message "fly off the page," and Picture A as the target.
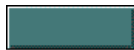
Clicking a button that has an action...
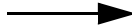
Sends a "fly off the page" action message...

To the target picture, which flies off the page

To sequence actions, you can trigger one with another. For example, suppose that you want the animation to continue so that as soon as the first action makes Picture A fly off the page, the second action makes Picture B fly on. In that case you add an action to Picture A with the trigger event "motion ended," the action message "fly onto the page," and Picture B as the target.

After a picture with a "motion ended" action flies off the page...

It sends a "fly onto the page" action message...

To another target picture, which flies onto the page

These are, of course, only basic examples of what you can do with actions. Many more ideas are presented throughout this chapter.

Adding Actions to Objects and Pages

You can add an action to any object, Layout, or MasterBorder. NetObjects Fusion comes with several actions you can apply by choosing options from menus. Just specify a trigger event to start the action, the action itself, and the object you want it to target.

You can add any number of actions to an object. For example, one action might cause a button to highlight when you mouse over it, while another action removes the highlighting when you move the mouse away.

Note: Because MasterBorders can apply to several pages, any object in the Layout that's targeted by an action involving a MasterBorder must be available in all Layouts using that MasterBorder.

1. In Page view, select the item you want to trigger the action, and click the Actions tab on the Properties panel.

Lists all actions this object triggers. Actions with the same trigger event occur in the order listed

Adds or removes an action

Changes the order of actions
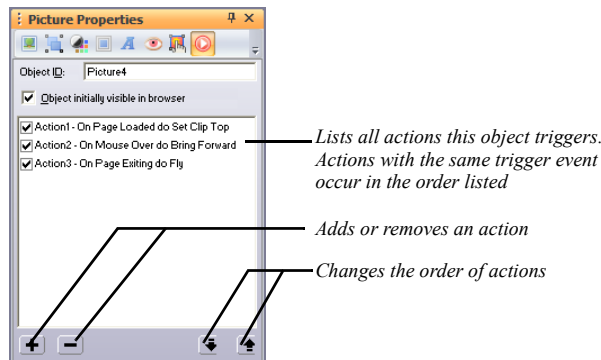
Clear the Object initially visible in browser option to hide the object when the page loads. For example, if an action targeting this object makes it fly onto the page, you will want to hide the object until the fly action is triggered.

2. Click the plus (+) button on the Properties panel to add a new action.

Add action button

The Set Action dialog appears.

3. Specify the action's trigger event in the When field.

When menu button

Click the When menu button next to the field, point to a trigger category, and click the trigger event you want.

Trigger categories

Some of the choices available for this object
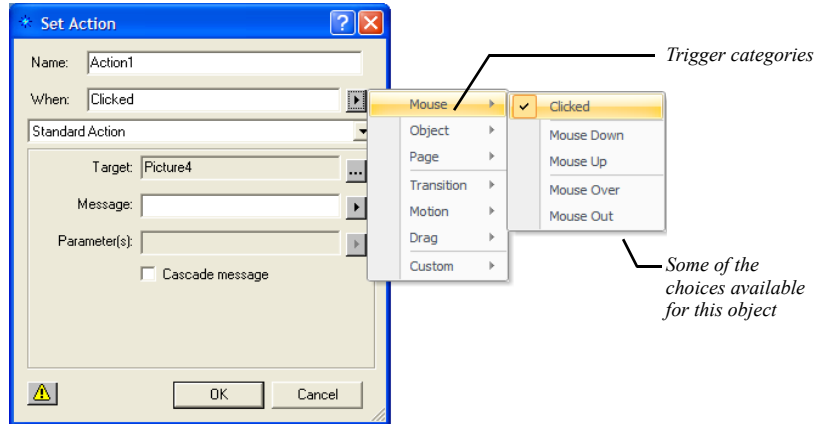
The trigger events available depend on the object you're adding the action to. These can include:

- *Mouse.* Mouse options do not apply in some cases, including text objects, Layouts, and frames. Mouse options are for triggering an action when the site visitor clicks the object, mouses down or up (for example, you might display a pushed-in picture of a button on mouse down), or moves the pointer over or off the object.

- *Object.* Triggers the action when the object is either hidden or shown as the result of another action that targets this object.

- *Page.* Triggers the action when the page finishes loading, or when the site visitor opens another page.

- *Transition, Motion, Drag.* In a sequence of actions, triggers the action at the start or end of another action that targets this object. For example, ending a drag might trigger another action to restore the object you dragged to its original position.

- *Custom.* These are messages you create to trigger one action with another for specialized action sequences. See "Tailoring Actions with Custom Messages" on page 631.

4. Make sure Standard Action is displayed in the action type drop-down list. For information about scripted actions, see "Scripting Your Own Actions" on page 637.

5. Specify the object your action is to target in the Target field.

Target menu button

The action can target any object on the page, the Layout itself, or even the MasterBorder. By default, it targets the object triggering it. To target another object, click the Target menu button next to the Target field and choose an object from the Object Tree panel. If you add a "Fly Out to Top Right" action to one picture and target it at another, for example, clicking the first picture can trigger the target picture to fly off the page.

Select a target from the Object Tree panel

Expand or contract levels of the Tree by clicking the plus or minus sign for a level
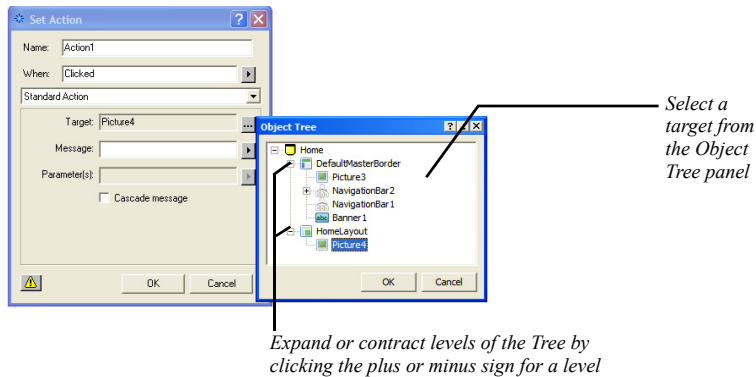
You can also cascade an action to several objects at once; see "Targeting Several Objects with One Action" on page 633.

6. Specify the action you want to occur in the Message field.

Message menu
button

Click the Message menu button next to the Message field, point to a category,
and click the action you want.

Action categories

*Some of the
choices available
for this target*
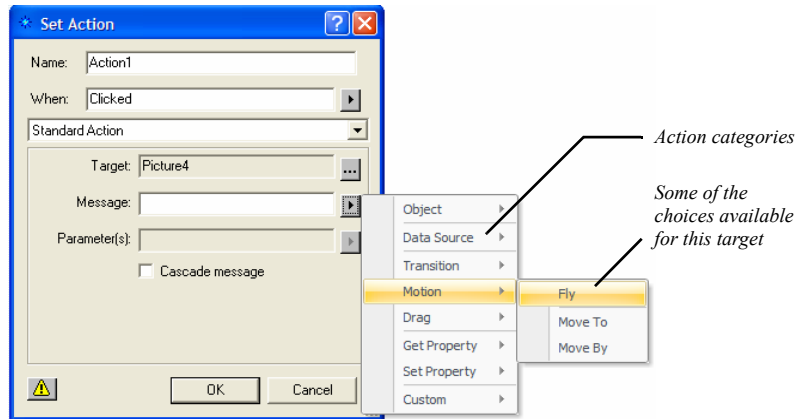
Your choices for actions depend on the object you're targeting. These can
include:

- *Object.* Includes options for hiding, showing, or otherwise arranging the
  target in relation to other objects; adding a delay between the trigger event
  and a subsequent action; loading different images to use for a picture, say to
  show a highlighted button when a site visitor mouses over it. For examples,
  see "Creating a Button Rollover" on page 641 and "Sequencing Actions for
  a Slide Show" on page 646.

- *Data Source.* The choices available for the Data Source target are: First
  Page, Previous Page, Next Page, Last Page, Add Record, Edit Record,
  Delete Record, Reload Data, Update Record. See "Using Data Source
  Actions" on page 984.

- *Transition, Motion.* Redraws the object in any of several ways, or causes it to
  move in some way across, on, or off the page.

- *Drag.* Makes an object stick to the pointer so site visitors can drag it around
  the page. One action might make the object stick on mouse down, while
  another lets the object go on mouse up. For an example, see "Colliding One
  Object with Another" on page 643.

- *Get Property, Set Property.* These actions are typically used as components of scripted actions or parameter values, in particular when working with values entered in forms. For an example, see "Customizing Default Actions" on page 650.

- *Location, Dialog, Window, Browser.* These options appear on the menu if the target is a Layout or MasterBorder. Use these options to open another URL after an animation occurs, display a dialog, set the size, position, or some other state of the window; or check what browser the site visitor is using, say to trigger a different set of actions depending on the browser type.

- *Custom.* These are messages you create to trigger one action with another in specialized action sequences. See "Tailoring Actions with Custom Messages" on page 631.

7. If the action you specify requires parameters or can be tailored with additional parameters, specify a value or expression in the Parameters field.

Parameter menu button

Click the Parameter menu button next to the Parameters field and click an available option. For example, for a Fly message you can choose a direction parameter like In from Top.

Primary choices available for a Fly message

Opens a dialog with all default parameter values
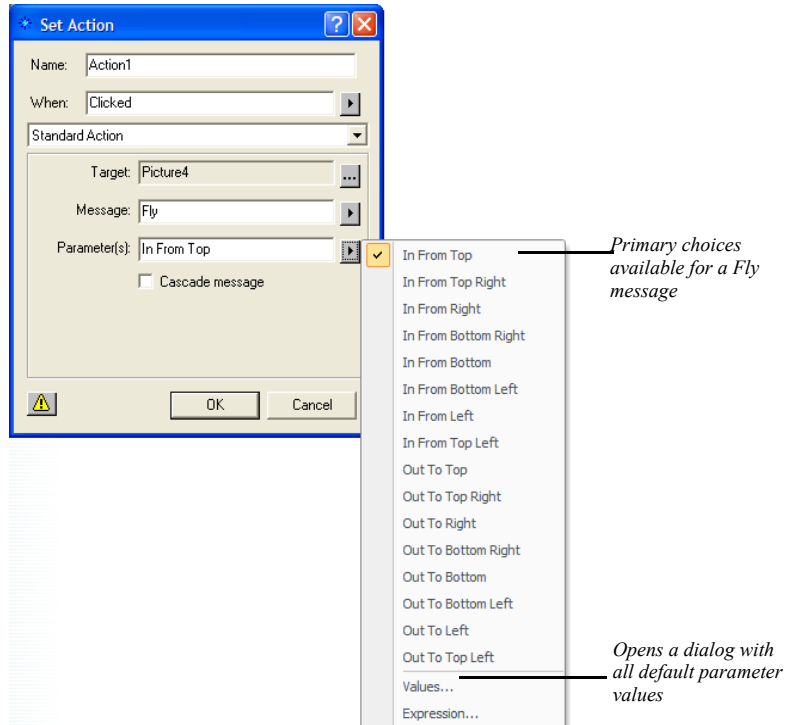
For some actions, you can click:

• Values on the Parameters menu to choose from a wider selection of values.

The Parameter Values dialog appears, listing all parameters currently available for this action and their default values.
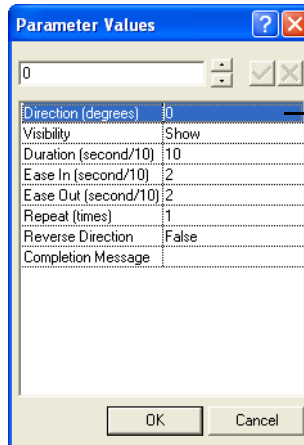
Parameter values for a Fly message

Select a parameter to edit its value in the text field

Whether you type a value directly or choose it from a list or dialog depends on the parameter

To modify a value, select a parameter and edit its value in the field at the top of the dialog. Depending on the parameter, you might type the value, or choose it from a drop-down list, or from the Color Picker, Picture File Open dialog, or Link dialog. Click OK when you're done editing parameters.

- Expression on the Parameters menu to display the action's JavaScript expression. You can also write your own JavaScript to generate a parameter value. See "Scripting Parameter Values" on page 638.
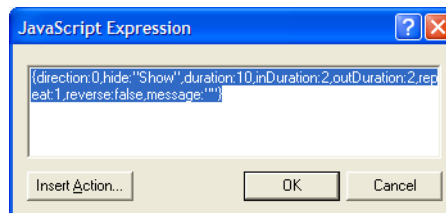
8. Click OK in the Set Action dialog.

Adding an Action to Linked Text

In addition to adding an action to a text block, you can also add an action to linked text by creating a smart, Blank link and then setting the text to have an action instead of linking to another page. A text link can be a trigger, but cannot be a target.

1. In Page view, select the text.

2. From the Object menu, choose Link, or click the Link tool on the Standard toolbar.

   Link Tool

   The Link dialog appears.

3. Select Smart Link as the link type and select the Blank link.

4. Click the Link button.

5. Click the text you selected earlier. The Text Properties panel now has a Link tab indicating a link is defined for the text.
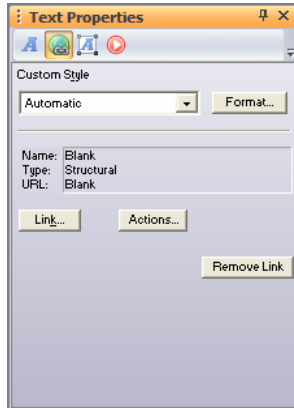
6. On the Text Properties panel, click the Link tab, then click the Actions button.

   The Actions dialog appears.

7. Click the plus (+) button and add an action as described in "Adding Actions to Objects and Pages" on page 623.

8. Click OK in the Actions dialog.

Tailoring Actions with Custom Messages

You can simplify some action combinations or create specialized sequences by triggering actions with custom messages. A custom message is a simple text string you create that becomes available in the When menu as a trigger and in the Message menu as an action. You can then send it as a wildcard action from one object to trigger whatever action is added to another. Some actions also use custom messages as parameter values.

Say you want clicking any of several buttons to trigger an action on a picture, but you want to periodically change the action from Wipe to Iris. Instead of having to change each button's action message from Wipe to Iris, you can have each button send a custom message that triggers a Wipe or Iris action added to the picture. Controlling the effect of each button then requires modifying only the picture's action. Several uses of custom messages are given in "Examples" on page 641.

To create a custom message:

1. Select the object you want to trigger the first action in a sequence, and click the plus (+) button on the Actions tab of the Properties panel.

   The Set Action dialog appears.

2. In the Set Action dialog, open the When or Message menu, and choose Custom, Edit.

   The Custom Messages dialog appears.

Lists all custom messages created for this site

Adds or removes a message from the dialog and the menus
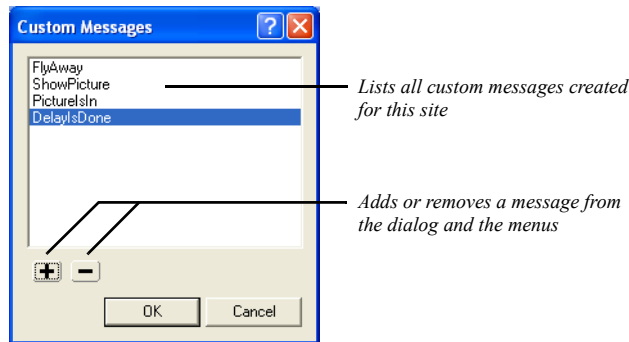
3. Click the plus (+) button.

   The Add Message dialog appears.
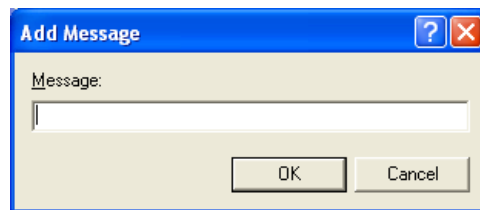
4. Type a name for the message and click OK. Do not use spaces or punctuation in message names to avoid causing problems when you publish.

   The message is added to the Custom Messages dialog. You can remove it by selecting it in the dialog and clicking the minus (-) button.

5. Click OK in the Custom Messages dialog.

6. In the Set Action dialog, create an action that sends your custom message to the target.

For example, to make clicking the source object trigger an action added to a picture, fill out the Set Action dialog like this: enter Mouse, Clicked in the When field; the picture object in the Target field; and your custom message, which is now available in the When and Message menus, in the Message field.
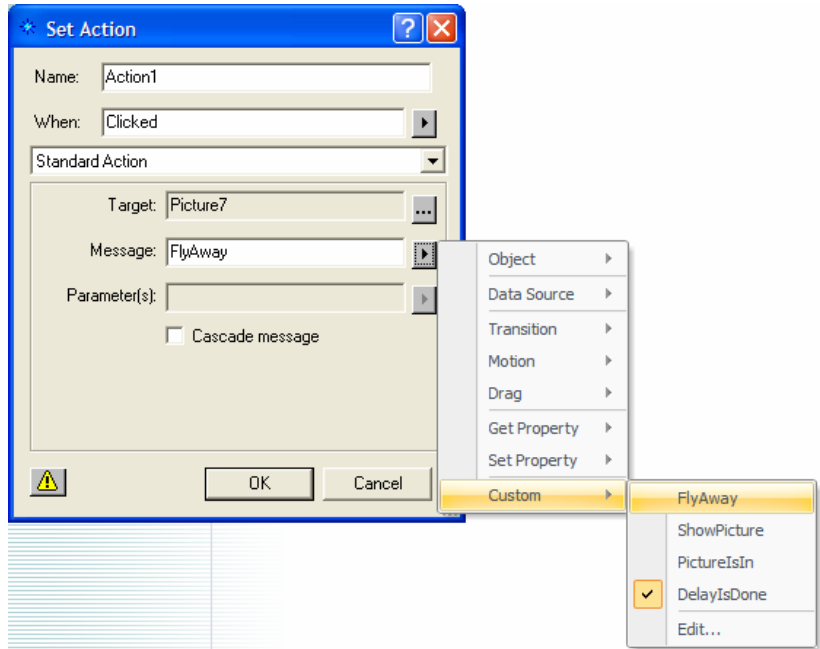
7. Click OK in the Set Action dialog to close it.

8. Select the target object, click the plus (+) button on the Properties panel, and add the action you want the custom message to trigger.

   The Set Action dialog reappears. Enter your custom message in the When field, and specify a target and action in the remaining fields.

9. Click OK in the Set Action dialog.

Targeting Several Objects with One Action

You can target an action at a container object—a Layout, MasterBorder, Layout Region, text box, or table—to apply the action to every object in the container. For

example, clicking a button could hide all objects in a Layout Region. Just select the Cascade message option in the Set Action dialog when you create the action.

Cascading messages work best with custom messages. See "Showing One Object While Hiding Others" on page 644 for an example.

1. In Page view, place the objects you want to target in a Layout, MasterBorder, Layout Region, text box, or table.

    > **Note:** Actions sent to a Layout or MasterBorder apply to the entire page, not just the Layout or MasterBorder. So cascading a Hide message at a Layout makes the entire page go blank. To hide only a subset of objects on the page, put the objects in a Layout Region and target it instead. Also, hiding the Layout as a Layout Region (or in any container) also hides its contents without cascading.

2. Select the object you want to trigger the action, and click the plus (+) button on the Actions tab of the Properties panel.

    The Set Action dialog appears.

3. Create an action targeting the container of objects you want the action to apply to.

    When filling out the Set Action dialog, enter the page, Layout, MasterBorder, Layout Region, text box, or table in the Target field.

Target a container

The action applies to objects in the order listed here
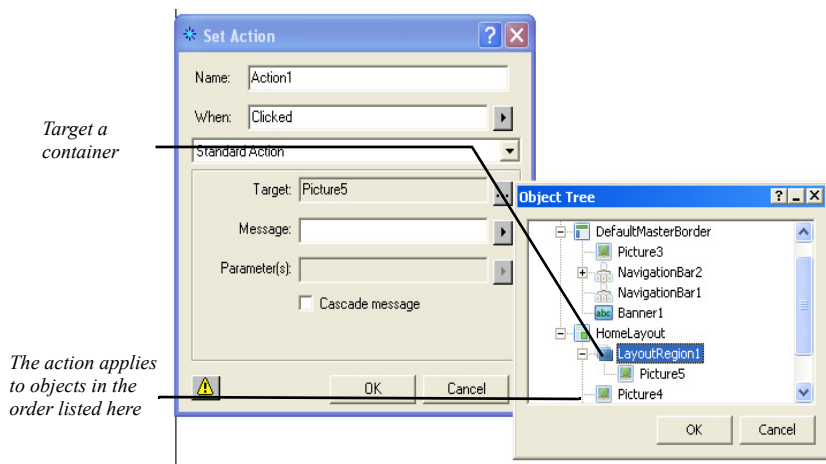
4. Click OK in the Set Action dialog.

Triggering the source object targets the action at the container and then at each of its objects as they're listed in the Object Tree panel.

Keep in mind that the container responds to the action if it can. If the container doesn't know how to respond, it is possible that the child objects might know. In this case you can cascade the action so the child objects can respond appropriately. For an example of cascading an action, see "Showing One Object While Hiding Others" on page 644.

Modifying Actions

You can modify an object's actions, for example, to change a trigger event, to reorder actions if the object has more than one, to disable an action, or to delete it altogether.

In Page view, select the object whose actions you want to modify, and click the Actions tab on the Properties panel.

The object's actions are listed here

An unchecked action doesn't get published but can be used in scripted actions and JavaScript expressions

Reorders the selected action
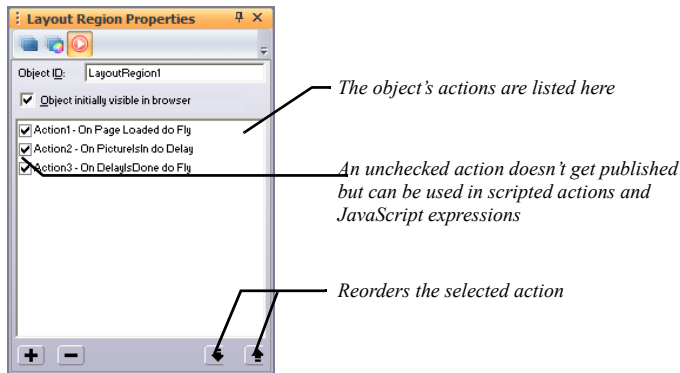
- To change the sequence of actions, select an action and click the up or down arrow at the bottom of the panel.

  If two or more actions share the same trigger event, they occur in the order listed.

- If you don't want to publish an action now but might want to later, or if you want an action available only to use in a scripted action or JavaScript expression, clear that action's check box. Next time the site is published, this action is not included, but it is still available to insert in a script or expression.

- To change an action's properties—its name, trigger event, target, action message, and so on—double-click the action and make changes in the Set Action dialog.

- To delete an action, select the action and click the minus (-) button.

Scripting Your Own Actions

In addition to the actions NetObjects Fusion provides in the Message menu, experienced JavaScript programmers can script their own actions.

1. In Page view, select the object you want to trigger the scripted action, and click the plus (+) button on the Actions tab of the Properties panel.

The Set Action dialog appears.

2. Select Scripted Action from the action type drop-down list.

A text box appears in the dialog.

Type here

Inserts text from a text file

Inserts a call to an existing action
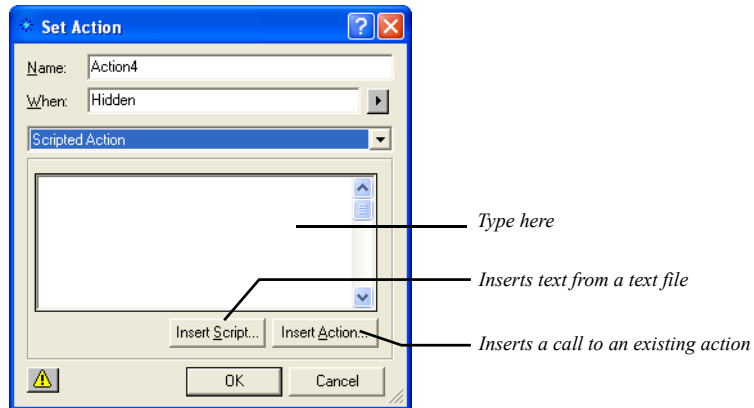
3. Enter your scripted action in the text box using JavaScript.

NetObjects Fusion doesn't verify code you enter, so be sure to use valid syntax. You can use any combination of typing, inserting existing script text from a text file (click Insert Script and open the file from the File Open dialog), or inserting a call to an existing action or function.

To insert a call to an existing action, click Insert Action. A list of the actions you added to the object appears. Select an action to insert and click OK.

NetObjects Fusion inserts the action at the insertion point in the text box, in the form **$(***ActionName***)**.
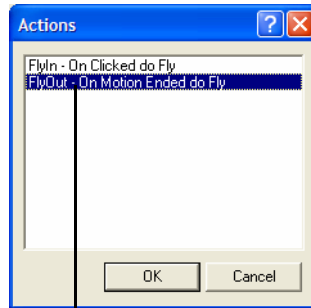
Selecting this action and clicking OK...
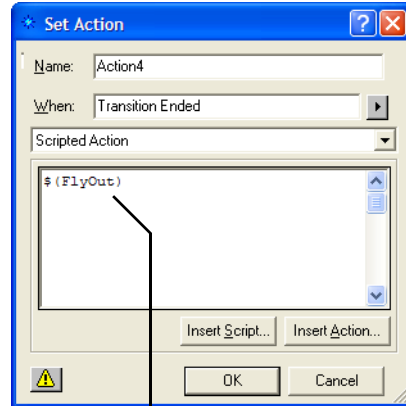
Inserts the action call $(FlyOut) in your script

4. Click OK in the Set Action dialog.

Note: If you're scripting an action and need to define JavaScript functions or other parameters, insert the defining script into the Between Head Tags field of the Layout HTML or Master HTML as appropriate.

Scripting Parameter Values

You can customize an action's parameter values instead of choosing from the ones NetObjects Fusion provides by generating them with a JavaScript expression. For example, you might use the value a site visitor types in a form object as the number-of-seconds value in a Delay action.

If you know JavaScript, you can enter expressions directly. You can also modify code for the default values NetObjects Fusion creates, and you can assemble expressions out of an object's other actions. For example, an expression might test for a particular condition—like time of day—and then trigger actions you created with the Set Actions dialog based on that condition. Just as the Values dialog often lists several values, an expression can generate one or more values, too.

For an example even nonprogrammers can try, see "Customizing Default Actions" on page 650.

1. In Page view, select the object whose parameter values you want to script, and add any actions you want to use as components of the JavaScript expression.

   For these actions, ignore the When field, since each action is triggered by the expression. Also, if an action's only purpose is to be called by the expression, disable the action by clearing the check box next to it on the Actions tab of the Properties panel.

2. Create the action whose parameter value you want generated by the expression, as described in "Adding Actions to Objects and Pages" on page 623. Or, open an existing action by double-clicking it on the Actions tab of the Properties panel.

3. In the Set Action dialog, open the Parameters menu and choose Expression.

   The JavaScript Expression dialog appears. If the action already has default parameter values, the dialog displays the code for those values.

4. Enter your own JavaScript to generate the parameter value, or modify the code that's already there. NetObjects Fusion doesn't verify code you enter, so be sure to use valid syntax.
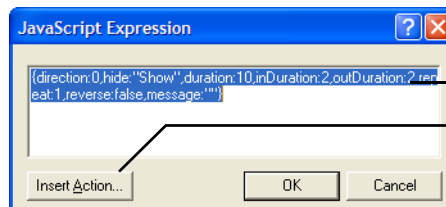
Enter a JavaScript expression here, replacing or modifying existing code

Opens a list of actions you can call from the expression

   To build your expression around existing actions, click the Insert Action button, select an action from the Actions dialog, and click OK. NetObjects Fusion inserts the action at the insertion point, in the form **$(***ActionName***)**.

5. Click OK in the JavaScript Expression dialog and again in the Set Action dialog.

When the action is triggered, it uses the parameter values generated by your expression.

Adding Timeline Actions

With NetObjects Fusion 11 Timeline Editor you build animations by simply designing the animations with your mouse, and you may set a trigger event by choosing a series of options from menus. See Chapter 32, "Creating Timeline Animations ".

1. In Page view, select the item you want to trigger the Timeline action, and click the Actions tab on the Properties panel.

   The Set Action dialog appears.

2. Select Timeline Action from the action type drop-down list.
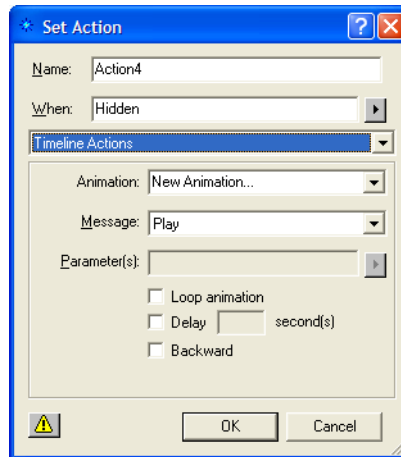
3. Select an animatiom from the Animation drop-down list.

4. Select a message from the Message drop-down list. The available choices are: Stop, Play, Pause, Go To, and Cancel Animation.

5. Open the Parameters menu if available, to add parameters to the Timeline action.

6. Check the Loop animation, Delay, or Backward options.

7. Click OK to close the Set Action dialog.

Examples

Creating a Button Rollover

You can use the Set Image and Use Image actions to give three-dimensional feel to a button, for example, by highlighting it when the site visitor's pointer passes over it, by making it appear pushed in when pressed, and so on.

Highlighted button

Button's look when the page loads
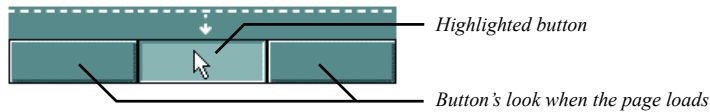
For this example, you need three pictures of a button—one showing how it looks when the page loads, one showing it highlighted, and one showing it pressed.

Note: This example applies to images of buttons, but not to form buttons. The Set Image action is not available for form buttons.

1. In Page view, place the picture of the button as it looks when the page loads.

2. To add an action to the button, click the Action tab on the Picture Properties panel, and click the plus (+) button. The Set Action dialog appears.

3. In the When field, from the Page drop-down menu choose Page Loaded. Click the Target Menu button next to the Target field and, from the Object Tree dialog that appears, select the button object. In the Message field, from the Object drop-down menu choose Set Image.

4. From the Parameters drop-down menu, choose Values.

   The Parameters dialog appears.

5. Identify when to use which picture file. Make sure the "loaded" version of the button is selected for the Image 1 (Normal) value. Then select the highlighted button for Image 2 (Highlighted), and the pressed version for Image 3 (Depressed).
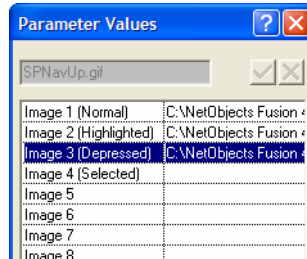
Parameter values for a Set Image action

6. To specify a picture file in a Set Image action's Values dialog, select a value, click the button next to the edit field, and open a file from the Picture File Open dialog. Click OK.

7. Add four actions to the button, filling out the Set Action dialog for each action like this:

Action 1. Enter Mouse, Mouse Over in the When field; the button itself in the Target field; and Object, Use Image in the Message field. Then open the Parameters menu and click Image 2 (Highlighted).

Action 2. Enter Mouse, Mouse Out in the When field; the button in the Target field; Object, Use Image in the Message field; and Image 1 (Normal) in the Parameters field.

Action 3. Enter Mouse, Mouse Down in the When field; the button in the Target field; Object, Use Image in the Message field; and Image 3 (Depressed) in the Parameters field.

Action 4. Enter Mouse, Mouse Up in the When field; the button in the Target field; Object, Use Image in the Message field; and Image 2 (Highlighted) in the Parameters field.

To link the rollover button to another page, you can add one more action. In the When field, from the mouse drop-down menu choose Clicked, in the Target field choose layout, in the Message field from the Location menu choose Go to URL, and in the Parameters field from the drop-down menu choose Values and select the link to go to.

8. Preview the page to test your rollover. Mouse over the button to see it highlighted, and click it to see it pushed in.

Colliding One Object with Another

This example demonstrates a drag action, collision detection, and custom messages, where dragging one object into another makes the second object fly off the page.

1. In Page view, add two objects to the page.

2. Make sure the first object (the one you plan to drag) is in front of the second object.

3. Make a note of each object's ID as it appears on the Action tab of the Properties panel.

4. Select the first object and create a custom message named FlyAway, as described in "Tailoring Actions with Custom Messages" on page 631. Create an action to use in creating the custom message and then delete it.

Your message becomes available in the When and Message menus
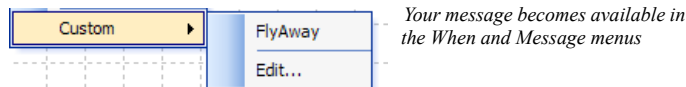
5. Add an action to the first object (as described in "Adding Actions to Objects and Pages" on page 623) so that mousing down on it makes it stick to the pointer until you mouse up.

   In the Set Action dialog, enter Mouse, Mouse Down in the When field; the first object in the Target field; Drag, Start Drag in the Message field; and Until Mouse Up in the Parameters field.

6. Add a collision detection action to the first object like this:

   In the Set Action dialog, enter Page, Page Loaded in the When field; the first object in the Target field; and Drag, Set Collision Detection in the Message field. Then open the Values dialog from the Parameters menu and specify the second object for the Object ID value (type the object's ID exactly as it appears

on the Actions tab of its Properties panel), and enter FlyAway for the Message value.

Values for a collision detection action

ID of the object being dragged

Custom message sent to trigger the other object to fly away
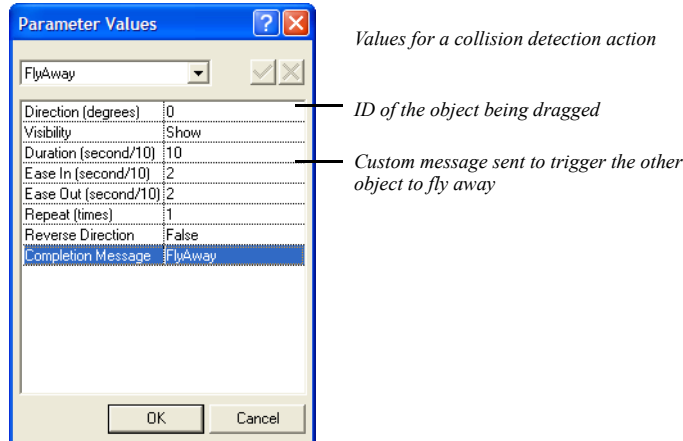
When the first object is dropped over the second, it sends the FlyAway message to the first object.

7. Add yet another action to the first object that's triggered by the FlyAway message and tells the second object to fly off the page.

In the Set Action dialog, enter Custom, FlyAway in the When field; the second object in the Target field; Motion, Fly in the Message field; and Out To Top in the Parameters field.

Then preview the page to test your collision. Drag the first object over the second, drop it there, and watch the second object fly off the page.

Showing One Object While Hiding Others

Here's an example of cascading a custom message to build a sequence of actions where displaying one object selectively hides others.

Say your page displays a map showing the locations of five company offices. For each location, a button superimposes a text box on the page profiling that office's activities. When a site visitor clicks a location, you want to hide any profile that's currently visible, and then display the one describing the selected location.

1. In Page view, place the buttons and text boxes in the Layout area, arranging them however you want.

2. Select one of the buttons and create a custom message called HideAllProfiles, as described in "Tailoring Actions with Custom Messages" on page 631.

Your message becomes available in the When and Message menus
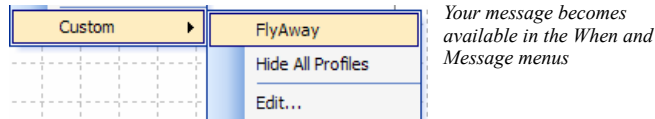
3. To each button, add an action, as described in "Adding Actions to Objects and Pages" on page 623, so clicking the button cascades the HideAllProfiles message to the Layout.

   In the Set Action dialog, enter Mouse, Clicked in the When field; the Layout in the Target field; and Custom, HideAllProfiles in the Message field. Also, check the Cascade message option.

4. Add a second action to each button so clicking it targets a Show message to the text box associated with the button.

   In the Set Action dialog, enter Mouse, Clicked in the When field; the text box this button should display in the Target field; and Object, Show in the Message field.

5. Select each text box, and on the Actions tab of the Properties panel, clear the Object initially visible in browser option.

Clear this option for each text box so its contents don't appear until the site visitor clicks the appropriate button
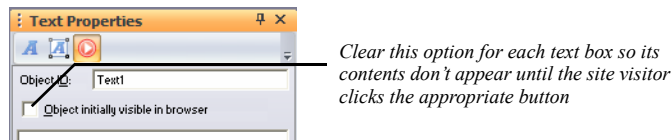
6. Add an action to each text box that's triggered by the HideAllProfiles message and hides the text box.

   In the Set Action dialog, enter Custom, HideAllProfiles in the When field; the text box itself in the Target field; and Object, Hide in the Message field.

Then preview the page. Clicking a button should send HideAllProfiles as a cascading action message to the Layout. The Layout doesn't have any actions triggered by this message so it doesn't respond. But it does cascade the message down to its embedded objects. As a result, every object on the page receives the message. But only those objects with actions triggered by the message—the text boxes—respond by hiding themselves. Next, the button sends a Show message to its associated text box, which makes itself visible.

Without cascading messages you'd have to add four additional actions to each button—one for hiding each text box. If you didn't use a custom message to trigger the text boxes to hide, cascading a Hide message to the Layout would hide every object on the page.

Sequencing Actions for a Slide Show

Here's an example of using custom messages and a delay action to build a slide show. When the page loads, a slide flies onto the page, stays there for the duration of time specified by a delay, flies off, and is followed by another slide.

Before you begin, gather the pictures you want to show in each slide and set the HTML output to Fixed Page Layout.

1. In Page view, create a Layout Region, and in it, place pictures and text for your first slide.

   By creating each slide in a Layout Region, you can include multiple objects per slide.

2. Select the Layout Region and clear the Object initially visible in browser option on the Actions tab of the Properties panel.

   You clear this object so the slide doesn't appear until an action triggers it to fly onto the page.

3. Create three custom messages named ShowPicture, PictureIsIn, and DelayIsDone, as described in"Tailoring Actions with Custom Messages" on page 631.
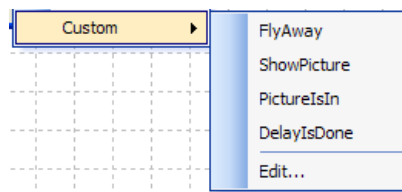
Your messages become available under Custom in the When and Message menus

   Using custom messages rather than a generic End Motion trigger to trigger each slide's entrance and exit lets you control exactly which motion triggers what.

4. Add five actions to the Layout Region, as described in "Adding Actions to Objects and Pages" on page 623. For each action, fill out the Set Action dialog like this:

Action 1. Enter Page, Page Loaded in the When field; the Layout Region in the Target field; and Custom, ShowPicture in the Message field.

Action 2. Enter Custom, ShowPicture in the When field; the Layout Region in the Target field; and Motion, Fly in the Message field. Then open the Values dialog from the Parameters menu, enter a Direction value of 270 (degrees), and make sure Visibility is set to Show, which tells the picture to fly in from the left. Also enter PictureIsIn as the Completion Message.
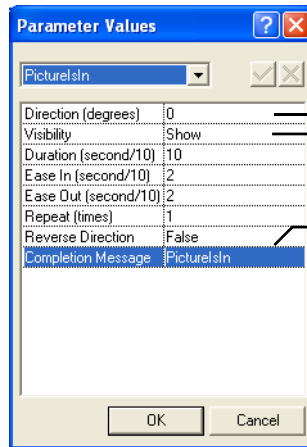
Values for a Fly action

These two settings are equivalent to choosing In From Left from the Parameters menu

When the Fly action is complete, this custom message is sent to the target to trigger the next action

You define the Fly action's parameters in the Values dialog, instead of choosing In From Left from the Parameters menu, so you can trigger the next action with a custom message.

Action 3. Enter Custom, PictureIsIn in the When field; the Layout Region in the Target field; and Object, Delay in the Message field. Then open the Values dialog from the Parameters menu and enter DelayIsDone as the Custom Message, and 2 for the Delay value.
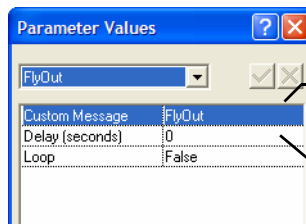
Values for a Delay action

The message sent to the target to trigger the next action, after this delay

The duration of the delay, in seconds

The arrival of the first slide triggers a two-second delay after which the DelayIsDone custom message is sent to trigger the next two actions.

Action 4. Enter Custom, DelayIsDone in the When field; the Layout Region in the Target field; Motion, Fly in the Message field; and Out To Right in the Parameters field.

After two seconds, the slide flies off the page.

Action 5. Enter Custom, DelayIsDone in the When field; the Layout Region in the Target field (you change this later); and Custom, ShowPicture in the Message field.

Also after two seconds, another slide flies onto the page.

5. Create the second slide by copying and pasting the entire Layout Region, and placing the copy directly on top of (not inside) the first Region.

Copying the Layout Region copies its actions, too, so you don't have to add the same actions over and over to subsequent slides.

To stack Layout Regions without inserting one in the other, select the Regions and align them using the Align buttons on the Multi-Object Properties panel.
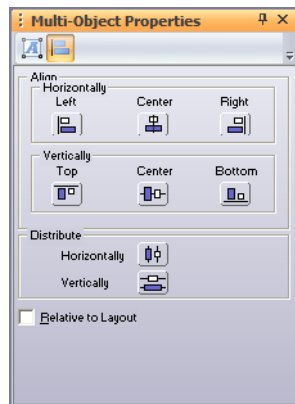
6. Select the new Layout Region, replace its contents with the contents for your second slide, and delete its first action from the Actions button on the Properties panel.

To make sure you're working with the second Layout Region's actions, open the Object Tree panel (from the View menu choose Object Tree), and select the Region.

7. Copy and paste the second Layout Region once for each remaining slide. Align the resulting Regions on top of each other as you did in step 5. While working with each Layout Region, replace its contents with those for a new slide.

   You can uncover a Layout Region to work on in Page view by selecting Regions in the Object Tree panel and using the Hide Object or Show Object command on the Object menu. Also in the Object Tree panel, you can rename Regions Slide1, Slide2, and so on to keep track of which slide is which.

8. Edit the last action of all but the last slide so it targets the next slide in the show.

   Double-click the action on the Actions tab of the Properties panel to open the Set Action dialog and change the target.

Double-click the last action of Slide 2...

to open the Set Action dialog...

and edit the action to target the Show Picture action at Slide 3
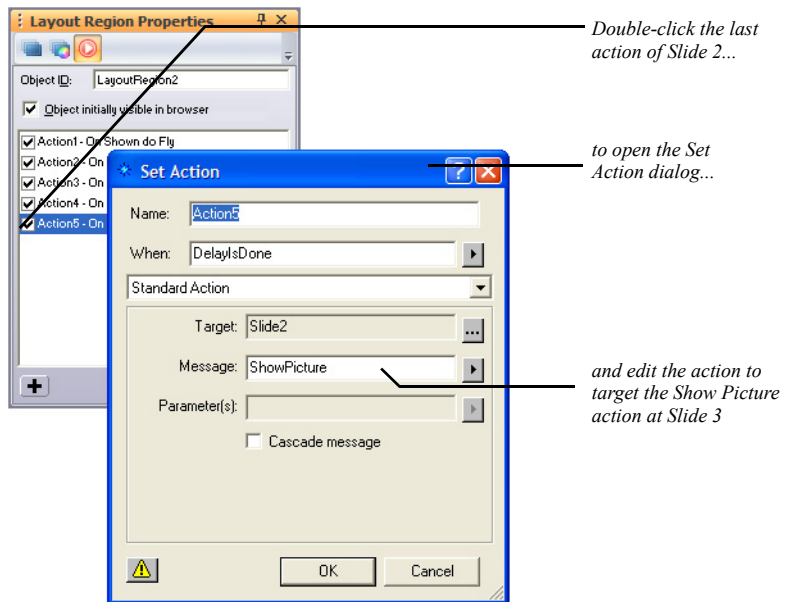
9. For the last slide, deactivate all but the first action by clearing the box to the left of the action.

The last slide's actions

Clear the box next to each action that doesn't apply to the last slide, so the actions aren't published
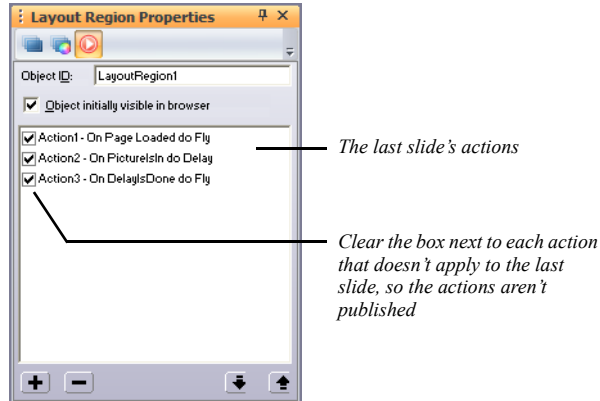
By deactivating rather than deleting actions that target another currently nonexistent slide, you can easily add slides to your show later by reactivating and targeting the actions at a new slide.

Make sure Fixed Page Layout is selected as the HTML output method on the Layout Properties panel and that Word wrap is cleared in the HTML Options dialog you access from the Site Settings General tab. Then preview the page to test your slide show.

Loading the page sends a ShowPicture action to the first slide, triggering it to fly onto the page. The completion of the Fly action sends a message that triggers a two-second delay, after which another custom message triggers both the exit of the current slide and the entrance of the next.

Customizing Default Actions

The trigger events, action messages, and default parameter values available in the Set Action dialog are defined in the JavaScript Beans (**.jsb**) and JavaScript (**.js**) files in the **NetObjects Fusion 11\NetObjects System** folder. If you're experienced in JavaScript programming, you can add your own **.jsb** and **.js** files to provide even more choices in the Set Action dialog.

Using NetObjects Fusion Components

Components are pre-built mini-applications that add interactivity to your site without custom programming or scripting. The Component Manager can be used to easily organize available components in Page view.

NetObjects Fusion components are installed when you install NetObjects Fusion. You can also download third-party components from third-party vendors. If you are a software developer and want to create your own NetObjects Fusion Components, sometimes called NFXes, you can use the NetObjects Component Development Kit (CDK). For information, visit **www.netobjects.com.**

Note: You cannot preview components in NetObjects Fusion. When you add a component to a page and preview, you see a placeholder graphic. To see how the component works, you must publish the site locally or remotely.

This chapter explains:

- Using the Component Manager

- Adding NetObjects Fusion Components to a page

- Setting component properties

About the Component Manager

The Component Manager provides a way for you to organize your toolbars and save space as you work in Page view. The first time you open your site in Page view, the Component Manager panel will be docked to the left of the page. The Component Manager can be docked, auto-hidden, resized, or grouped with other panels. If you close the Component Manager, it will reappear the next time you add a component toolbar.

Note: All NetObjects Fusion component toolboxes can be added to the Component Manager.

Adding Components to the Component Manager

The Components manager displays the components on three tabs:

- Custom Components, which contains the NOF Components, the Online Services, and the Plug-Ins.

- DB Components, which contains the Database Components.

- Flash Components, which contains the library of all the Flash Components.

To add a component toolbox:

1. From the View menu, choose Components.

2. Select the component toolbox you want to add.
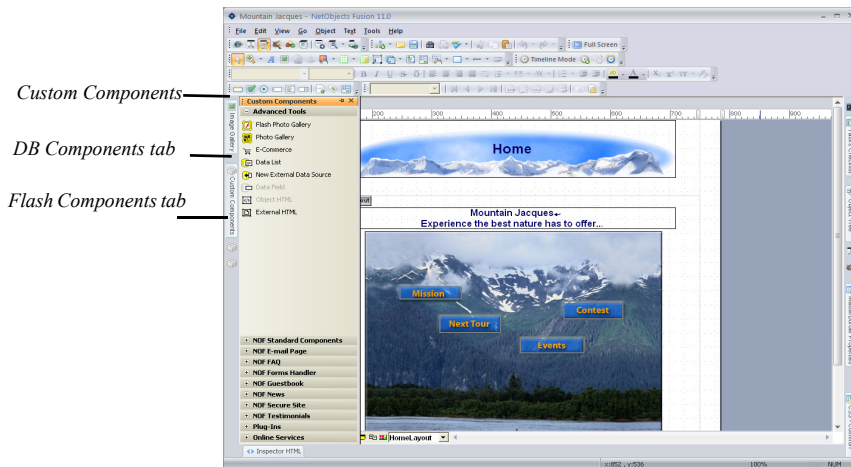
The component toolbox will be displayed in the Component Manager on the corresponding tab.

To remove a component toolbox, deselect the component from View > Components Menu.

Displaying Component Toolboxes in the Component Manager

You can display toolbox objects as icons or text and icons. You also have the option to view object descriptions or remove the description field. Additionally, component toolboxes can be stored in the Component Manager or can float.
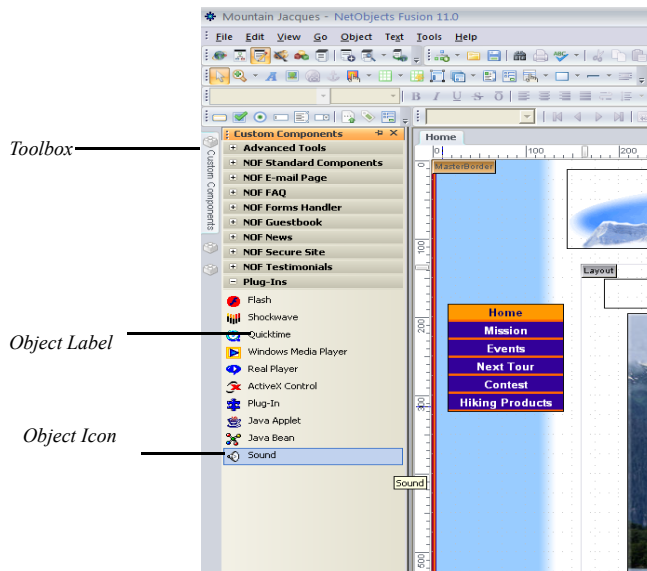
To set Component Manager display options:

- Select Components > Show Labels from the View menu.
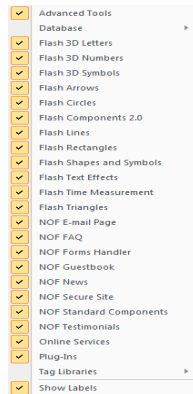
Using the Component Manager

In the component manager, you view only the active toolboxes. You make a toolbox active by clicking on the toolbox and expanding it. Once you make a new toolbox active, the previous toolbox collapses.

docked toolbox

floating toolbox
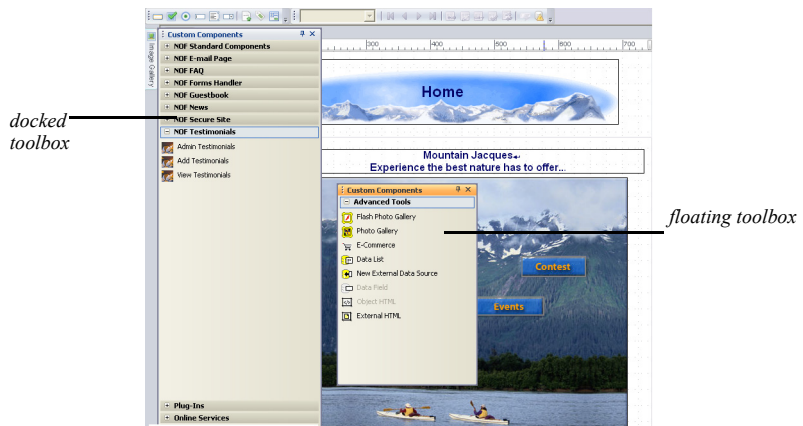
Individual component toolboxes can be ungrouped by dragging their title bar away from the Custom Components panel. This will create a second Custom Components panel.

• To view an object description, right-click on the component. A brief summary of the object will be displayed in the Component manager.

- To view toolboxes in the Component Manager, click the up or down arrows.

- To float a toolbox, drag the toolbox out of the Component Manager container and place it anywhere on the page.

- To dock a toolbox, drag the toolbox out of the Component Manager container and dock to any other side of page.

- To dock a toolbox within another docked or floating component panel, drag the toolbox over the panel while pressing the Shift button.

- To dock a toolbox back in the Component Manager, press Shift and drag the toolbox back into the Component Manager container.

About Components

NetObjects Fusion components are automatically available when you install NetObjects Fusion. These components appear on the NetObjects Fusion Components toolbox in Page view, and all are discussed in this chapter.

Note: To add copies of the same component to a site, you must place a new component each time. Copying and pasting components can lead to site corruption.

In addition, you can download third-party components. Depending on their type, third-party components are installed in the appropriate place in NetObjects Fusion. Additional component toolbars become available in Page view when you install a third-party Page component and can be displayed in the Component Manager.

Using the Flash Components

You can achieve amazing effects with the NetObjects Fusion Flash components. The Flash components are pre-built mini-applications that add interactivity to your site without custom programming or scripting.

You can preview the Flash components in NetObjects Fusion, when you add a component to a page.

The Flash components are customizable components that you can use to quickly develop interfaces for web applications. The Flash components are .swf files, which can depend on other .swf files. These files are the ones you display in a Web page.

There are more than 200 Flash components that can bring interactivity to your site. All of them are easy to use, and it is now easier than ever to change the look and feel of them. You can place on a page as many Flash components as you want, even of the same type. You can preview the Flash Components in the browser to see exactly how the Flash components look.

You can access a Flash Component on the NetObjects Fusion Components Manager, in Page View. If you do not see them on the Components Manager:

1. From the View menu, select Components.

2. Check the Flash Component option you want to add (if it is not already checked).

The Flash Component will appear on the Fusion Components Manager.

Adding a Flash Component to a Page

The Flash Components can be placed inside any page of your Web site.

1. Launch your NetObjects Fusion and open the site where you want to insert one of the Flash Components.

2. In Site View, create the page where you want to place the Flash Component (if you have not already created this page).

3. In Page View, select the Flash Component from the Components panel.

4. Draw a box on the Layout to indicate where you want to position the Flash Component.

5. Wait three seconds until the graphic placeholder appears.

    The Flash Component Properties panel appears.

6. Configure the Flash Component's settings.

The Flash 3D Components

There are three types of 3D Flash components: Flash 3D Letters, Flash 3D Numbers, and Flash 3D Symbols.

The Flash 3D Letters may be used to create 3D words useful for Web site design, text, logos, banners, page titles, and more, while 3D numbers may be used to create 3D numbers, series, etc.

Select the needed 3D component from the Flash 3D libraries of different scalable letters, numbers, and symbols. Use the Properties panel to choose color, opacity, various effects, and other attributes.

The Flash Components can be placed inside any page of your Web site.

1. Launch your NetObjects Fusion and open the site where you want to insert one of the Flash 3D Components.

2. In Site View, create the page where you want to place the Flash 3D Component (if you have not already created this page).

3. In Page View, select one of the three Flash 3D Libraries (Flash 3D letters, Flash 3D Numbers, or Flash 3D Symbols) from the Components panel.

4. Select a Flash 3D component from the selected Flash 3D scale.

5. Draw a box on the Layout to indicate where you want to position the Flash 3D Component.

6. Wait three seconds until the graphic placeholder appears. The Flash 3D Component Properties panel appears.

7. Configure the Flash 3D Component's settings.

Configuring the Flash 3D Components

After you have placed a Flash 3D Component on your site, you can configure its settings in the Component Properties panel.

The Style tab

Different properties change the way the component can appear. It takes three seconds for these changes to be applied to the component, but you can also see the changed properties if you right-click the component, and then click Play.

To modify the component's properties:

1. In Page View, click the Flash component.

2. Open the Properties panel, if it is not already open.

When the Flash component is selected, the Properties panel displays the Flash Component's properties.

Use the Properties panel to modify the component's attributes, such as:

• **Background color:** Choose the color on which the 3D Component is placed.

If you want some other colors press on the *More Colors…* button and manage the Color Picker. You should make sure the initial background color is something other than the Component's color.

- **Transparent:** If you select this option, the chosen background color will not be visible.
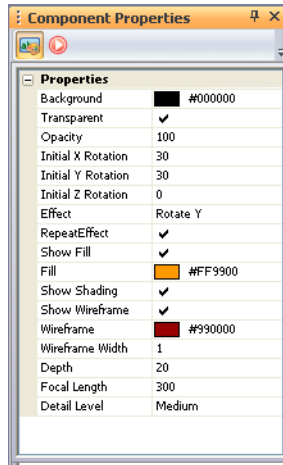
- **Opacity**: Choose the level of opacity for the component. The default is 100. The Opacity property enables you to specify a level of transparency for the form and its controls. When this property is set to a value less than 100 percent, the entire form, including borders, is made more transparent. Setting this property to a value of 0 percent makes the form completely invisible. The Opacity value must be between 0 percent and 100 percent.

- **Initial Rotation:** Choose an angle of inclination on the X, Y and Z axes. You must set an inclination value between 0 and 360. The value you select depends on how much you want to incline the 3D Component. If the value is 0, then the 3D component will be displayed horizontally.

- **Effect**: From the drop-down list, choose the main effect that you want the 3D Component to perform. You can choose to rotate the 3D Component on one of the three axes.

- **Repeat Effect:** If you enable this option, the effect you have selected will be played permanently.

- **Show Fill:** If you enable this option, the Component will display the color specified on the Fill option.

- **Fill:** Here you can choose the color that fills the component.

- **Show Shading** and **Show WireFrame:** Enable these two options and the component will display a wire frame and a shade effect.

- **WireFrame:** Choose the wire frame color.

- **WireFrame Width:** Choose the width of the wire frame.

- **Depth:** Choose a number between 0 and 100 that represents the measurement of depth of acceptable sharpness in the Component space in focus.

- **Focal Length:** Choose a number between 50 and 500 that represents the measure of how strongly it focuses or disperses light. A component with a shorter focal length has greater optical power than one with a long focal length.

- **Detail Level:** Choose one of the three levels of visual quality. The reduced visual quality of the model is often unnoticed because of the effect.

Configuring the Flash Arrows Components

After you have placed a Flash **Arrow Component** on your site, you can configure its settings in the Component Properties panel.

The Style tab

Different properties change the way the component can appear. It takes three seconds for these changes to be applied to the component, but you can also see the changed properties if you right-click the component, and then click Play.

To modify the component's properties:

1. In Page View, click the Flash component.

2. Open the Properties panel, if it is not already open.

When the Flash component is selected, the Properties panel displays the Flash Component's properties.

Use the Properties panel to modify the component's attributes, such as:

- **The arrow's color:** Choose the color of the arrow.

- **Background color:** Choose the color on which the arrow is placed.

- If you want some other colors press on the *More Colors…* button and manage the Color Picker. You should make sure the initial background color is something other than the arrow color.
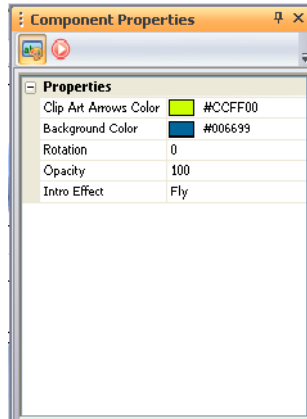
- **Rotation:** Choose a rotation angle. You must set a rotation value between 0 and 360. The value you select depends on how much you want to incline the arrow.

- **Opacity**: Choose the level of opacity for the component. The default is 1.00. The Opacity property enables you to specify a level of transparency for the form and its controls. When this property is set to a value less than 100 percent, the entire form, including borders, is made more transparent. Setting this property to a value of 0 percent makes the form completely invisible. The Opacity value must be between 0 percent and 100 percent.

- **Intro Effect:** From the drop-down list, you have a choice of several effects for the arrow. These effects are for the moment when the arrow appears on the published page.

- **Effect times**: Choose the number of times the effect applies to the arrow. This number must have the value between 0 and 100.

- **Loop effect**: If you enable this option, the effect you have selected will be played permanently.

- **Outro effect**: Choose the last effect of the arrow. This option is available only if you do not select the Loop Effect.

Configuring the Flash Circles

After you have placed a Flash Circle Component on your site, you can configure its settings in the Component Properties panel.

The Style tab

Different properties change the way the component can appear. It takes three seconds for these changes to be applied to the component, but you can also see the changed properties if you right-click the component, and then click Play.

To modify the component's properties:

1. In Page View, click the Flash component.

2. Open the Properties panel, if it is not already open.

When the Flash component is selected, the Properties panel displays the Flash Component's properties.

Use the Properties panel to modify the component's attributes, such as:

- **Circle color:** Choose the color of the circles.

- **Background color:** Choose the color on which the circle components are placed.

  If you want some other colors press on the *More Colors…* button and manage the Color Picker. You should make sure the initial background color is something other than the circles' color.
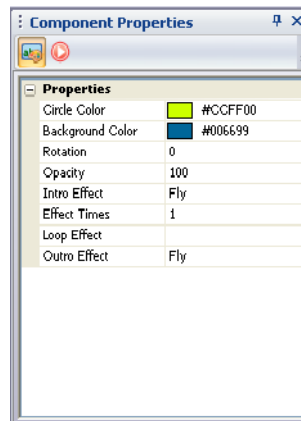
- **Rotation: C**hoose an angle of inclination. You must set an inclination value between 0 and 360. The value you select depends on how much you want to incline the circle components. If the value is 0 then the components will be displayed horizontally.

- **Opacity**: Choose the level of opacity for the component. The default is 100. The Opacity property enables you to specify a level of transparency for the form and its controls. When this property is set to a value less than 100 percent, the entire form, including borders, is made more transparent. Setting this property to a value of 0 percent makes the form completely invisible. The Opacity value must be between 0 percent and 100 percent.

- **Intro Effect:** From the drop-down list, you have a choice of several effects for the Circle Components. These effects are for the moment when the component appears on the published page.

- **Effect times**: Type or choose the number of times the effect applies to the circle components. This number must have a value between 0 and 100.

- **Loop effect**: If you enable this option, the effect you have selected will be played permanently.

- **Outro effect**: Choose the last effect of the Circle components. This option is available only if you do not select the Loop Effect.

Configuring the Flash Lines

After you have placed a Flash Line **Component** on your site, you can configure its settings in the Component Properties panel.

The Style tab

Different properties change the way the component can appear. It takes three seconds for these to be applied to the component, but you can also see the changed properties if you right-click the component, and then click Play.

To modify the component's properties:

1. In Page View, click the Flash component.

2. Open the Properties panel, if it is not already open.

When the Flash component is selected, the Properties panel displays the Flash Component's properties.

Use the Properties panel to modify the component's attributes, such as:

- **Line color:** Choose the color of the lines.

- **Background color:** Choose the color on which the line components are placed.

  If you want some other colors, press on the *More Colors…* button and manage the Color Picker. You should make sure the initial background color is something other than the lines' color.
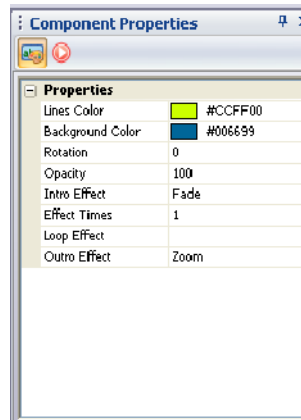
- **Rotation:** Choose an angle of inclination. You must set an inclination value between 0 and 360. The value you select depends on how much you want to incline the line components. If the value is 0, then the components will be displayed horizontally.

- **Opacity**: Choose the level of opacity for the component. The default is 100. The Opacity property enables you to specify a level of transparency for the form and its controls. When this property is set to a value less than 100 percent, the entire form, including borders, is made more transparent. Setting this property to a value of 0 percent makes the form completely invisible. The Opacity value must be between 0 percent and 100 percent.

- **Intro Effect:** From the drop-down list, you have a choice of several effects for the Line Components. These effects are for the moment when the component appears on the published page.

- **Effect times**: Type or choose the number of times the effect applies to the line components. This number must have a value between 0 and 100.

- **Loop effect**: If you enable this option, the effect you have selected will be played permanently.

• **Outro effect**: Choose the last effect of the Line components. This option is available only if you do not select the Loop Effect.

Configuring the Flash Rectangles Components

After you have placed a Flash Rectangle **Component** on your site, you can configure its settings in the Component Properties panel.

The Style tab

Different properties change the way the component can appear. It takes three seconds for these changes be applied to the component, but you can also see the changed properties, if you right-click the component, and then click Play.

To modify the component's properties:

1. In Page View, click the Flash component.

2. Open the Properties panel, if it is not already open.

When the Flash component is selected, the Properties panel displays the Flash Component's properties.

Use the Properties panel to modify the component's attributes, such as:

• **Fill color:** Choose the color of the rectangles.

• **Background color:** Choose the color on which the rectangle components are placed.

If you want some other colors press on the *More Colors…* button and manage the Color Picker. You should make sure the initial background color is something other than the rectangles' color.
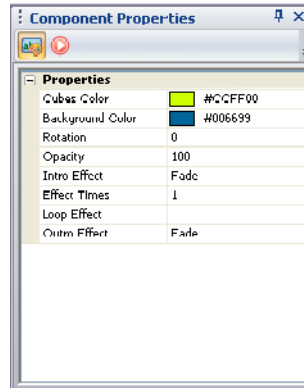
- **Rotation:** Choose an angle of inclination. You must set an inclination value between 0 and 360. The value you select depends on how much you want to incline the rectangle components. If the value is 0, then the components will be displayed horizontally.

- **Opacity**: Choose the level of opacity for the component. The default is 100. The Opacity property enables you to specify a level of transparency for the form and its controls. When this property is set to a value less than 100 percent, the entire form, including borders, is made more transparent. Setting this property to a value of 0 percent makes the form completely invisible. The Opacity value must be between 0 percent and 100 percent.

- **Intro Effect:** From the drop-down list, you have a choice of several effects for the Rectangle Components. These effects are for the moment when the component appears on the published page.

- **Effect times**: Type or choose the number of times the effect applies to the rectangle components. This number must have a value between 0 and 100.

- **Loop effect**: If you enable this option, the effect you have selected will be played permanently.

- **Outro effect**: Here you can choose the last effect of the Rectangle components. This option is available only if you do not select the Loop Effect.

Configuring the Flash Shapes and Symbols Components

After you have placed the **Flash Component** on your site, you can configure its settings in the Component Properties panel.

The Style tab

Different properties change the way the component can appear. It takes three seconds for these changes to be applied to the component, but you can also see the changed properties if you right-click the component, and then click Play.

To modify the component's properties:

1. In Page View, click the Flash component.

2. Open the Properties panel, if it is not already open.

When the Flash component is selected, the Properties panel displays the Flash Component's properties.

Use the Properties panel to modify the component's attributes, such as:

• **IntlSymbols Color:** Here you can choose the color of the international symbol.

• **Background Color:** Here you choose the color on which the symbol is placed.

If you want some other colors, press on the *More Colors…* button and manage the Color Picker. You should make sure the initial background color is something other than the international symbol color.
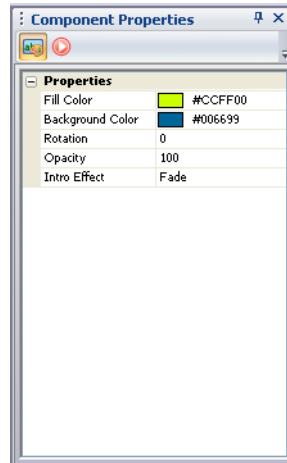
- **Rotation:** Here you may choose a rotation angle. You must set a rotation value between 0 and 360. The value you select depends on how much you want to incline the component.

- **Opacity**: Here you have to choose the level of opacity for the component. The default is 1.00. The Opacity property enables you to specify a level of transparency for the form and its controls. When this property is set to a value less than 100 percent, the entire form, including borders, is made more transparent. Setting this property to a value of 0 percent makes the form completely invisible. The Opacity value must be between 0 percent and 100 percent.

- **Intro Effect:** Here, from the drop-down list, you have a choice of several effects to choose for the international symbol. These effects are for the moment when the component appears on the published page.

   You have many effects but to get accustomed to them you should play the component or see it in your browser.

- **Effect times**: Type or choose the number of times the effect applies to the component. This number must have a value between 0 and 100.

- **Loop effect**: If you enable this option, the effect you have selected will be played permanently.

- **Outro effect**: Here you can choose the last effect of the component. This option is available only if you do not select the Loop Effect.

Configuring the Flash Text Effects

After you have placed the Flash Text Effects Component on your site, you can configure its settings in the Component Properties dialog box.

The Style tab

Different properties change the way the component can appear. It takes three seconds for these changes to be applied to the component, but you can also see the changed properties if you right-click the component, and then click Play.

To modify the component's properties:

1. In Page View, click the Flash component.

2. Open the Properties panel, if it is not already open.

When the Flash component is selected, the Properties panel displays the Flash Component's properties.

Use the Properties panel to modify the component's attributes:

- **Background color:** Choose the color on which the Flash Text Effect is placed.

If you want some other colors, press on the *More Colors…* button and manage the Color Picker. You should make sure the initial background color is something other than the header's text color.
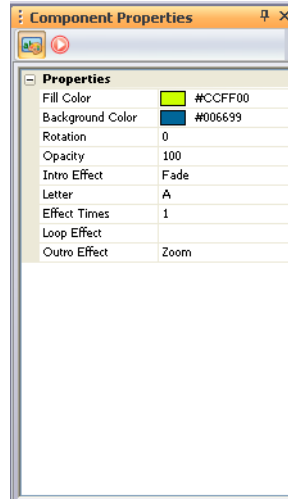
- **Rotation:** Choose an angle of inclination. You must set an inclination value between 0 and 360. The value you select depends on how much you want to incline the text. If the value is 0 then the text will be displayed horizontally.
- **Opacity**: Choose the level of opacity for the component. The default is 100. The Opacity property enables you to specify a level of transparency for the form and its controls. When this property is set to a value less than 100 percent, the entire form, including borders, is made more transparent. Setting this property to a value of 0 percent makes the form completely invisible. The Opacity value must be between 0 percent and 100 percent.
- **Effect**: From the drop-down list, choose the main effect that you want the component to perform.
- **Font:** From the drop-down list of four fonts (Aquiline Two, Little Lord Leroy, Watson, Zebraesq), choose the font you would like for your text. The default font is Aquiline Two.
- **Text:** Type the text of your header. The default text is "This is a text component"
- **Font Size:** Type in a value for your font size (the point size for the font). The default value is 15.
- **Text Color:** Choose the color of the text.

- **Character appearance order:** There are two ways in which your text can appear and you will have to choose if the characters appears in order from left to right or randomly.
- **Apply effect on rollover:** If you choose the True option, the effect will apply not only when the page with the component is loaded, but also when you cross over the text, letter, or number with the mouse. If you choose the False option then the effect will apply only when the page is loaded.
- **Letter:** If you select a Letter component, you will have to choose the letter from the letters drop-down list with the alphabet that you want to put on your page.

> **Note:** Special characters are not shown because the fonts are restricted to alphanumeric characters only.

- **Number:** If you select a Number component, you will have to choose the number from the numbers drop-down list (between the 1 and 10) that you want to put on your page.
- **Effect times**: Type or choose the number of times the effect applies to the Number or Letter component. This number must have a value between 0 and 100.
- **Loop effect**: If you enable this option, the effect you have selected will be played permanently.
- **Outro effect**: Here you can choose the last effect of the Number or Letter component. This option is available only if you do not select the Loop Effect.

> **Note:** Only the corresponding properties appear for a selected component from the Flash Text Effect library.

Configuring the Flash Triangles Components

After you have placed a Flash Triangle **Component** on your site, you can configure its settings in the Component Properties panel.

The Style tab

Different properties change the way the component can appear. It takes three seconds for these changes to be applied to the component, but you can also see the changed properties if you right-click the component, and then click Play.

To modify the component's properties:

1. In Page View, click the Flash component.

**2.** Open the Properties panel, if it is not already open.

When the Flash component is selected, the Properties panel displays the Flash Component's properties.

Use the Properties panel to modify the component's attributes, such as:

• **Fill color:** Choose the color of the triangles.

• **Background color:** Choose the color on which the triangle components are placed.

  If you want some other colors press on the *More Colors…* button and manage the Color Picker. You should make sure the initial background color is something other than the triangles' color.
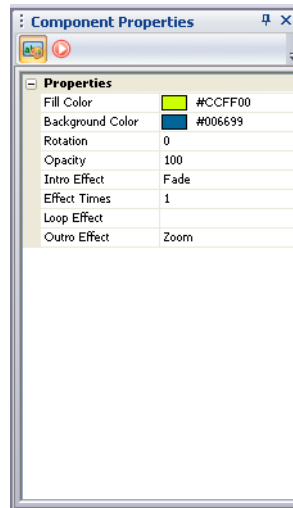
• **Rotation:** Choose an angle of inclination. You must set an inclination value between 0 and 360. The value you select depends on how much you want to incline the triangle components. If the value is 0, then the components will be displayed horizontally.

• **Opacity**: Choose the level of opacity for the component. The default is 100. The Opacity property enables you to specify a level of transparency for the form and its controls. When this property is set to a value less than 100 percent, the entire form, including borders, is made more transparent. Setting this property to a value of 0 percent makes the form completely invisible. The Opacity value must be between 0 percent and 100 percent.

- **Intro Effect:** From the drop-down list, you have a choice of several effects for the Triangle Components. These effects are for the moment when the component appears on the published page.
- **Effect times**: Type or choose the number of times the effect applies to the triangle components. This number must have a value between 0 and 100.
- **Loop effect**: If you enable this option, the effect you have selected will be played permanently.
- **Outro effect**: Here you can choose the last effect of the Triangle components. This option is available only if you do not select the Loop Effect.

The Flash Time Measurements Components

NetObjects Fusion's Time measurements components bring a fantastic visual style, letting you enhance your Web site by adding flash clock and calendar components. The Time Measurements components can be personalized with style and elegance that support and enhance your project. Time measurements components consist of calendars and clocks. Using the Flash Time Measurements components, you will be able to track time around the world.

The Time Measurements Components include attractive calendars that allow you to share calendar information: Calendar, Day Calendar, and Timeline calendar. The calendars can be customized and can be set as a 12-month, year, single month, or as a daily calendar. The color of each feature can be changed from the Properties panel.

The Timeline component displays a series of numbered frames that represent increments of time. In Flash, the Timeline displays the frame number, the frame rate, and an approximate amount of time that will have elapsed at each frame. Customize it as you want, by specifying the Flash attributes in the Component Properties panel.

The Day Calendar component displays the day, the month and the year. On the Properties panel you can set the format for the name of the month and the day.

The Flash Clocks are configurable, and you may change the background color, the text color, or any other feature to suit your own preferences. For example, different properties change the way the Trigonometric Clock component can appear. It takes three seconds for these changes to be applied to the component. There are 25 properties that you can change to this component.

From the scale of clock components, you can choose: Binary clock, Digital clock, Hourglass, Wall clock, Sundial, Rotating clock, 3D clock, or the Candles clock that

represents one of the earliest human inventions to tell time. The Hourglass with its sifting grains embodies our perception of time's slipperiness and can be used to time-track different activities. Its visual impact helps underscore the urgency of any time-sensitive items or events.

After you have placed any of the Flash Time Measurements Component on your site, you can configure its settings in the Component Properties dialog box.

Adding a Rotating Ad Banner

You can use the Ad Banner component to display a series of images within a banner. You determine which images display, associate a transition with each image, set the amount of time each image is displayed, and specify a URL linked to each image.

NetObjects Fusion supports **.gif** and **.jpg** images in components. See "Choosing an Image Format" on page 286.

To add an Ad Banner:

Ad Banner tool

1. In Page view, select the Ad Banner tool from the NOF Standard Components toolbox.

2. Click on the page to indicate the Ad Banner's location.

   An Ad Banner placeholder and the Ad Banner Properties panel appear.

Rotating Ad Banner Properties	
Properties	
Banner Type	Image Size
Automatic Resizing	Disabled
Pause Time (seconds)	3
Number of Images	3
Image 1	C:\Program Files\NetObj
URL for Image 1	
Transition 1	Column
Image 2	C:\Program Files\NetObj
URL for Image 2	
Transition 2	Column
Image 3	C:\Program Files\NetObj
URL for Image 3	
Transition 3	Column
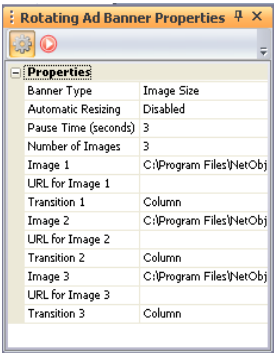
3. Specify the Banner Type.

   • *Image Size.* The Ad Banner is the same size as the images you select.

   • *Standard Banner Size.* Click Banner Size and choose from the drop-down list.

   • *Custom.* Enter a width and height for the Ad Banner.

4. Enable or disable Automatic Resizing.

   If Automatic Resizing is disabled, you must choose images that are the same size. If Automatic Resizing is enabled, Ad Banner resizes the larger images to match the smallest image. For best results, use images that are the same size.

5. Set Pause Time to control how long each image is displayed.

6. Enter the total number of images you want to use. You can use from 1 to 50 images.

7. To select an image, double-click the Image row, select the image from the Picture File Open dialog, and click Open.

8. Double-click the URL for Image row and in the Link dialog, select a type of link for the image. See "Creating Links" on page 526.

9. Specify the link information and click Link.

10. Click the Transition row and select a transition from the drop-down list. You can choose:

   • *Column* to draw increasingly larger columns of the new image onto the old image. The new image appears to slide in from behind the old image.

   • *Fade* to change one image into another by drawing a set of random pixels from the new image onto the old image.

   • *Rotate* to make it appear as though one image is rotating upward from below the other image.

   • *Smash* to drop the new image onto the old one. The old image appears to crumble under the weight of the new image.

   • *Tear* to make it appear as though the old image is ripped away to reveal the new image.

   • *Unroll* to place the new image on top of the old image and unroll it.

   When the site displays in the browser, the sequence begins with a random image and its associated transition.

11. Repeat steps 7 through 10 for each image you want to rotate into the Ad Banner.

You can add an action to an object using the Actions tab. See Chapter 28, "Building Dynamic Pages."

Adding DynaButtons

DynaButtons are Java buttons that link to another page on your site, other sites, or a specific file. You can place DynaButtons anywhere on your pages and assign up to 20 buttons to a DynaButton bar. In addition, you can assign up to 20 sub-buttons to

each DynaButton. You can create sub-buttons for navigating from a main page to pages at a lower level.

When you publish the site, each button appears in the browser in the primary button style selected for the site and displays the name of the page to which it is linked. You cannot assign custom images to DynaButtons. The button's style is determined by your SiteStyle. To use custom images for buttons, use the Picture Rollover tool.

Because a DynaButton is an active link, the button appears active when a site visitor moves the mouse pointer over the DynaButton or clicks the button. The site visitor can click the DynaButton to go to the appropriate link.

To add DynaButtons and set properties:

DynaButtons tool

1. In Page view, select the DynaButtons tool from the NOF Standard Components toolbox.

2. Click on the page to indicate the DynaButtons' location.

   A DynaButtons placeholder and the DynaButtons Properties panel appear.
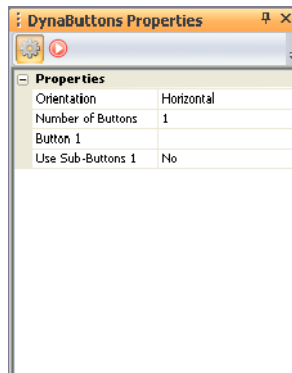
3. Select the buttons' orientation—vertical or horizontal—from the drop-down list.

4. Click the Number of Buttons row, specify how many buttons you want, and click the check mark.

5. Double-click the number row, such as Button 1.

   The Link dialog appears. You can link this button to another page, file, smart link, or external link. See "Creating Links" on page 526.

6. Specify the link information and click Link.

The details of the link appear in the right column of the button row.

You can add an action to an object using the Actions tab. See Chapter 28, "Building Dynamic Pages."

Adding Sub-Buttons

If a DynaButton contains sub-buttons, the sub-buttons appear when a site visitor clicks the DynaButton. The sub-button shows information about the link associated with the button. For example, if a sub-button is linked to an external link, the sub-button displays the asset name for the external link.

To add sub-buttons and set the properties:

1. In Page view, create a DynaButton as described in "Adding DynaButtons" on page 675.

2. Double-click the Use Sub-Buttons row.

Yes appears in the right column and NetObjects Fusion adds a Number Sub-Buttons row under the Use Sub-Buttons row.
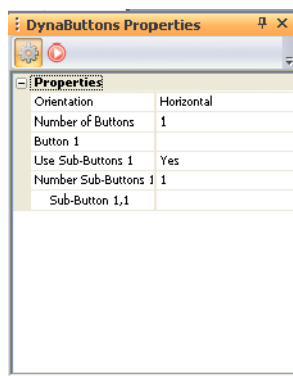
3. To specify the number of sub-buttons, select the Number Sub-Buttons row, enter the number of buttons, and click the check mark.

The limit is 20 sub-buttons. The appropriate number of sub-button rows appear, numbered in sequential order.

4. To define the link for each sub-button, double-click the appropriate sub-button row, such as Sub-Button 1,2. The first number, in this case the 1, identifies the button for which the sub-button was created, and the second number is the number of the current sub-button.

   The Link dialog appears. See "Creating Links" on page 526.

5. Specify the link information and click Link.

6. Repeat steps 4 and 5 to create and define each sub-button.

Adding a Go Menu

You can use the Go Menu component to easily create a drop-down navigation menu, with each menu item corresponding to a single page in the site.

Go Menu tool

1. In Page view, select the Go Menu tool from the NOF Standard Components toolbox.

2. Draw a box on the page where you want to place the Go Menu.

   The Go Menu dialog appears.
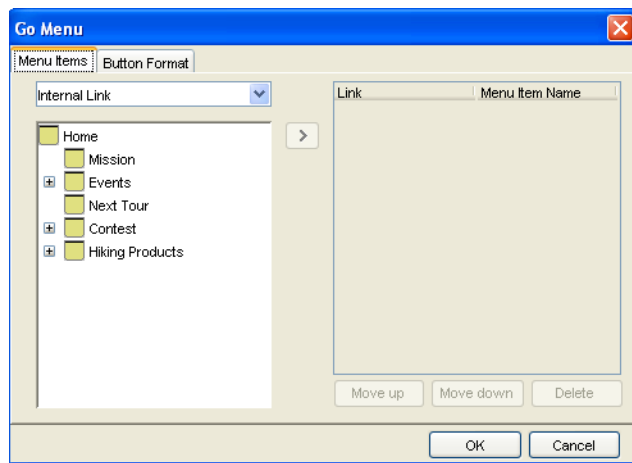
3. On the Menu Items tab, select a link type from the drop-down list and set up a link to the items you want to include on the Go Menu. See "Creating Links" on page 526.

4. From the list on the left, select the specific items you want to include on the Go menu and click the right arrow to move them into the Link column. You can include up to 50 items on the menu.

   • To change the way an item is listed on the menu, double-click it in the Menu Item Name column and type a new name.

   • Select an item and click the Move up or Move down button to change the order of items on the menu.

   • To delete an item, select it and click Delete.

5. Click the Button Format tab.
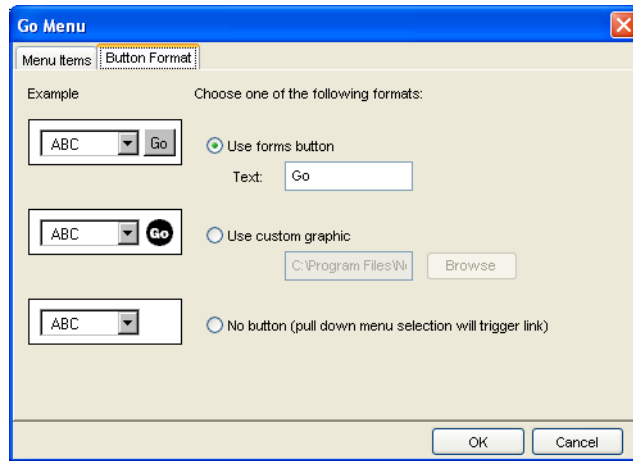
6. Select one of the three formats. An example of each format is shown on the left.

7. Click OK.

8. To change the items included on the Go Menu or the button format, use the Go Menu Properties panel.
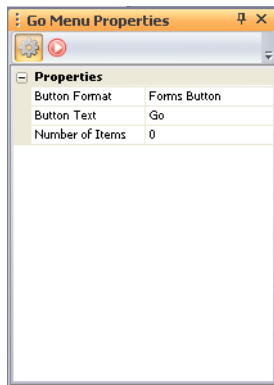
You can add an action to an object using the Actions tab. See Chapter 28, "Building Dynamic Pages."

Adding a Google Search Component

With the Google Search component, you can easily incorporate a Google Web Search module on your Web site and allow site visitors to search the World Wide Web directly from your site.

To add a Google Search component, you place the component on a page and then customize its appearance to complement your page design.

Adding a Google Search Component to a Page

Google Search tool

1. In Page view, select the NOF Google Search tool from the Standard Component toolbar.

2. Draw a box on the Layout to indicate where you want to position the Google Search component.

    The Google Search dialog box appears.

3. Select the type of Google Search component you want to add from the drop-down list in the Google Business Solutions fieldset.

    • *Google Free Web Search* searches the entire World Wide Web.

    • *Google Free SafeSearch* searches the entire World Wide Web while filtering adult content.

    • *Google Free Web Search with site search* searches the entire World Wide Web and specific domains.

4. Choose the country you wish to use from the Select Country dialog.

5. Configure the settings for the Google Search component you have chosen as described in this chapter.

To configure the Free Google Web Search settings:

1. In the Optional Customization of Results Page section, choose a background color for the Google logo
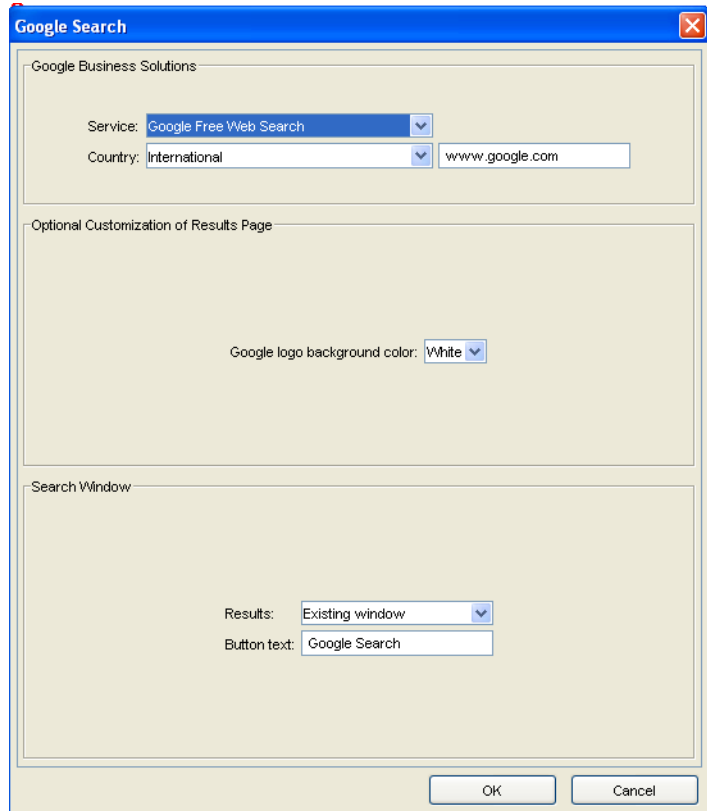
2. In the Target for search window field, select Existing if you want to show the search results in the existing window, or select Pop-up Window if you want to display the search results in a new pop-up window.

3. Enter text for the search button caption in the Search Button Caption text field. The default text that will appear on the search button is *Google Search*.

4. Click OK to close the Google Search dialog.

To configure the Google Free SafeSearch settings:
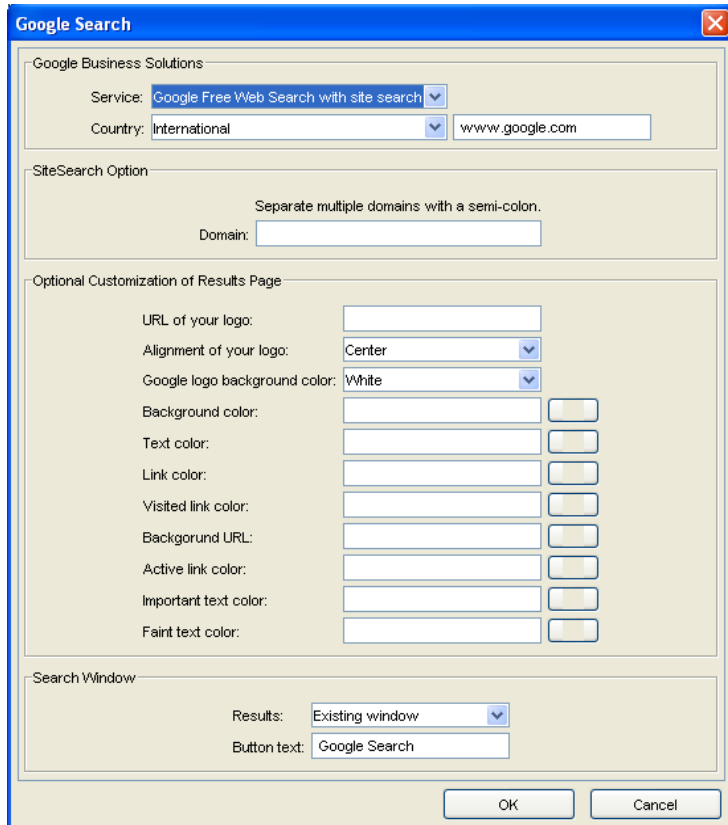
1. In the Target for search window field, select Existing if you want to show the search results in the existing window, or select Pop-up Window if you want to display the search results in a new pop-up window.
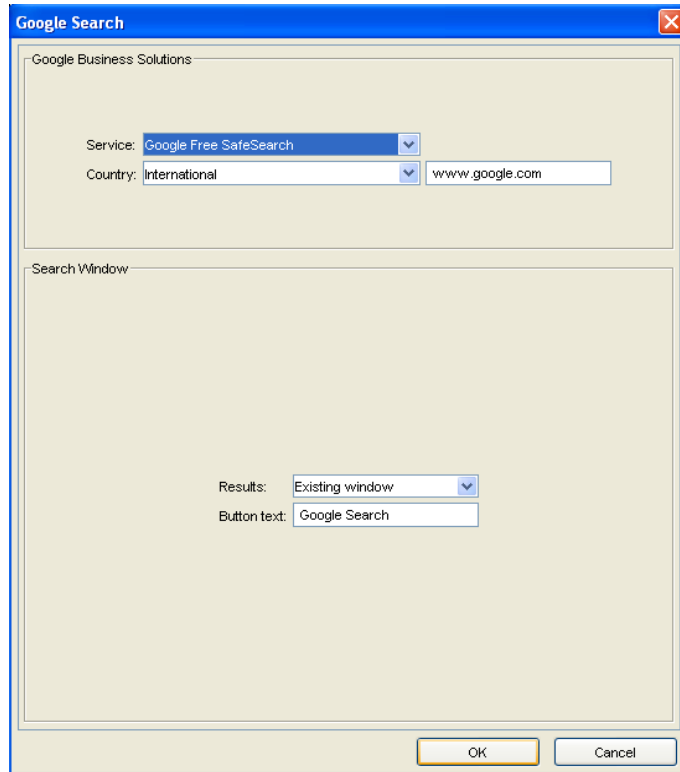
2. Enter text for the search button caption in the Search Button Caption text field. The default text that will appear on the search button is Google Search.

3. Click OK to close the Google Search dialog.

To configure the Google Free Web Search with Site Search settings:

1. In the Google Search dialog box, specify the domain names that you want visitors to be able to search, in the Enter domain(s) field, separating multiple domain names with a semicolon.

The domain must be in the Google database.

When the site is published, each domain will be listed next to a radio button. Visitors will select the corresponding radio button to search the selected domain.

2. Customize the appearance of the search results page by configuring the Optional Customization of Results Page Settings.

- *URL (location) for your logo.* Enter the URL for your logo. The logo will be displayed at the top of the search results page.

- *Alignment of your logo.* Select one of the alignment options (Center or Left) for your logo in the Google Search component from the drop-down list.

- *Google logo background color.* Select one of the three options (White, Gray, or Black) for the background color of the Google logo from the drop-down list.

- *Background (BGCOLOR) color.* Choose a background color for the search results page. Click the Browse button and select a color from the Color Chooser that best matches or complements your page design.

- *Text (TEXT) color.* Choose a color for the search results text color. Click the Browse button and select a color from the Color Chooser.

- *Link (LINK) color.* Choose a color for links. Click the Browse button and select a color from the Color Chooser.

- *Visited link (VLINK) color.* Choose a color for displaying visited links. Click the Browse button and select a color from the Color Chooser.

- *Background URL.* Choose a background color for URL list field. Click the Browse button and select a color from the Color Chooser that will appear.

- *Active link (ALINK) color.* Choose a color for active links. Click the Browse button and select a color from the Color Chooser.

- *Important text color.* Choose a color for displaying the links to URLs containing the search terms. These links appear below the excerpt containing the search terms found on each Web site listed on the Google Search page. Click the browse button and select a color from the Color Chooser.

- *Faint text color.* Choose a color to be used for the "Cached" and "Similar pages" links on the Google Search page.text color. Click the Browse button and select a color from the Color Chooser.

3. In the Target for search window field, select Existing if you want to show the search results in the existing window, or select Pop-up Window if you want to display the results in a new pop-up window.

4. Enter the text that will appear on the Search Button in the Search Button Caption text field. The default text that will appear on the Search Button is Google Search.

5. Click OK to close the Google Search dialog box.

Adding a News Ticker

News Ticker
tool

The News Ticker component adds a marquee that displays scrolling text quotes across a page either horizontally or vertically. You can use the News Ticker to inform site visitors of special promotions or events or to relay any type of noteworthy information. When adding a News Ticker, you can customize the attributes of the scrolling text—such as its font, size, alignment, color, indentation, scrolling speed, and background color—to complement your page design. You can add as many News Ticker components as necessary on different pages of your Web site, and you can also place more than one News Ticker on a page.

Adding a News Ticker to a Page

1. In Page view, select the News Ticker tool from the Standard Components toolbox.

2. Draw a box on the Layout to indicate where you want to position the News Ticker Component.

   The News Ticker dialog box appears.
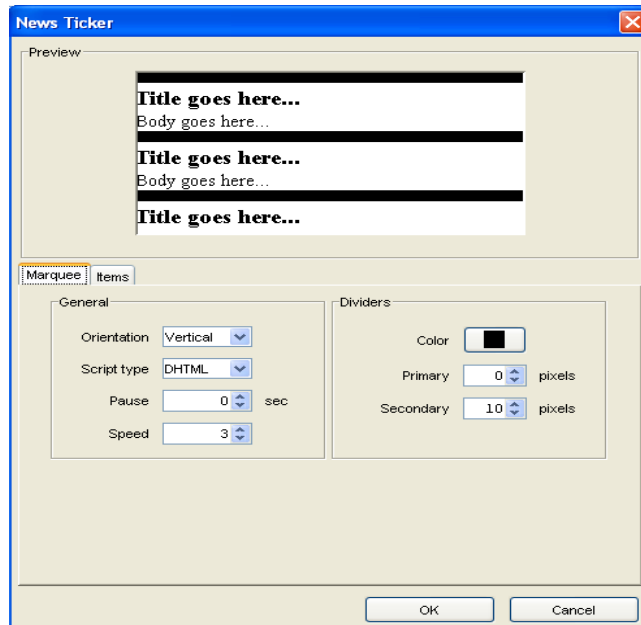
3. In the News Ticker dialog box, add quotes to the marquee and configure the News Ticker settings.

To add quotes to the News Ticker marquee:

1. In the News Ticker dialog box, click the Items tab.

2. Click the Content tab.

3. Replace the default "Title Goes Here" and "Body Goes Here" text with your desired title and body text.

4. Click the Style button corresponding to the title and text to modify an individual quote's font, alignment, size, color, and style.
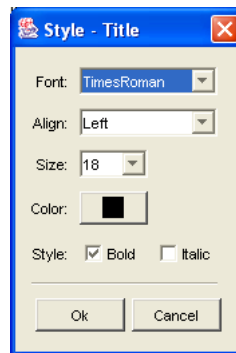
5. Click OK to close the Style dialog.

6. Click the Options tab to customize the settings of the current quote:

- *Background.* Click the color box and select the background color for the marquee in the color chooser.

- *First line.* Enter an indentation value (in pixels) for the first line of the body text.

- *Hanging.* Enter an indentation value (in pixels) for body text other than the first line.

- *Padding.* Enter a value (in pixels) for the amount of space between the quote's title and body text and the left side of the marquee. The maximum value is 1/2 of the scrolling area.

- *URL.* To make a quote an active link, enter the URL to which you want to link the quote.

7. Add a new quote by clicking the add (+) button in the News Ticker dialog box and entering title and body text.

- Use the up and down arrows to move a quote's position in the News Ticker.

- To duplicate a quote, select the quote and click Duplicate.

- To remove a quote from the marquee, select the quote and click the remove (-) button.

Configuring the News Ticker

1. In the News Ticker dialog box, click the Marquee tab.
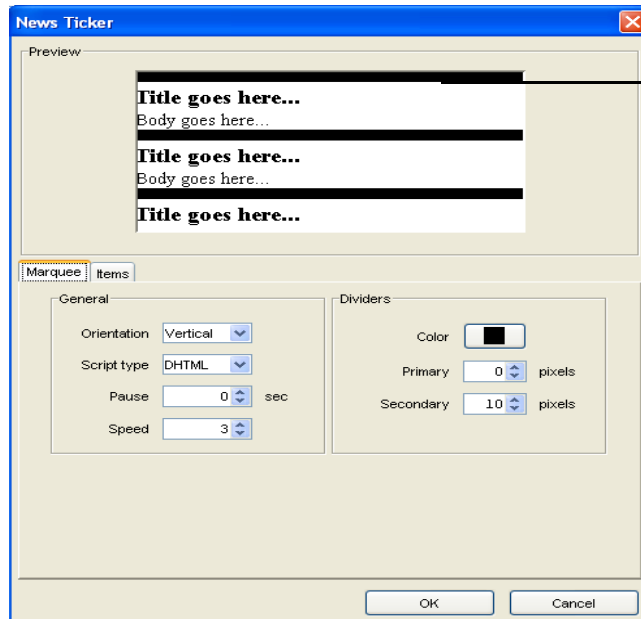
Preview changes to your News Ticker settings as you make them.

2. Customize the News Ticker's general settings:

- *Orientation.* Select the direction that the text will move. Choose Vertical from the drop-down menu for a marquee that moves from the bottom to the top of the screen, and choose Horizontal for a marquee that moves from right to left on the screen.

- *Script type.* Select the output code you want the component to generate (Java Applet, DHTML, or Flash).

- *Pause.* Select the amount of time (in seconds) that each quote remains on the screen when it reaches the end of the display area before displaying the next quote in the marquee.

- *Speed.* Enter a value or use the up and down arrows to increase or decrease speed at which you want the text to move. Select a value from 1 (the slowest speed) to 10 (the fastest speed). If you select a value greater than 10, the speed will remain at the maximum speed of 10.

3. Configure the settings for the news ticker dividers that display between marquee items:

- *Color.* Click the color box and select the color for the marquee dividers in the color chooser.

- *Primary.* Set the width (in pixels) of the divider that appears between the individual quotes in the marquee.

- *Secondary.* Set the width (in pixels) of the divider that appears between the end of the last quote in the marquee and the beginning of the first quote in the marquee when the marquee repeats.

Loading Pictures onto Your Site

Use the NetObjects Picture Loader component to load an image from a site other than your own. You can use this to place advertising banners if the banners are located on a server other than your Web server.

To load a picture from an external source:

Picture Loader tool

1. In Page view, select the Picture Loader tool from the NOF Standard Components toolbox.

2. Draw a box on the page to indicate where you want to place the picture.

   A placeholder and the Picture Loader Properties panel appear.
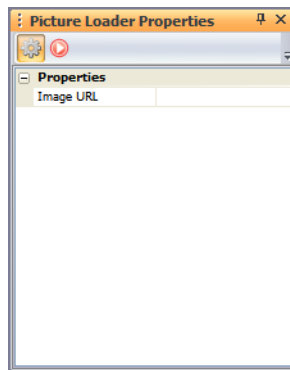
3. Click the Image URL row and type the URL where the picture is located.

   Be sure to type the complete URL.

4. Click the check mark.

5. You can add an action to an object using the Actions tab. See Chapter 28, "Building Dynamic Pages."

Adding Pictures That Roll Over

You can use the Picture Rollover component to create JavaScript rollovers for any image on your site. Because this component uses JavaScript, the colors of your images are not compromised.

To view a rollover picture, site visitors must use Netscape Navigator 3.x and up or Microsoft Internet Explorer 3.x and up.

To add pictures that roll over:

Rollover Picture tool

1. In Page view, select the Picture Rollover tool from the NOF Standard Components toolbox.

2. Draw a box on the page where you want to locate the pictures.

   A picture placeholder and the Picture Rollover Properties panel appear.
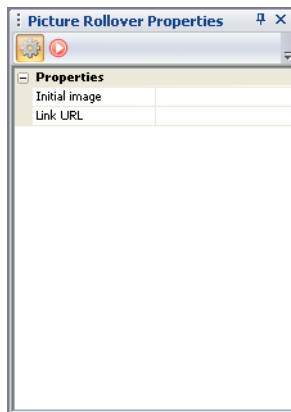
3. To specify the first image to display, double-click the Initial image row, select the image from the Picture File Open dialog, and click Open.

The Picture Rollover Properties panel changes and displays two new rows—
Mouse over image and Mouse out image.
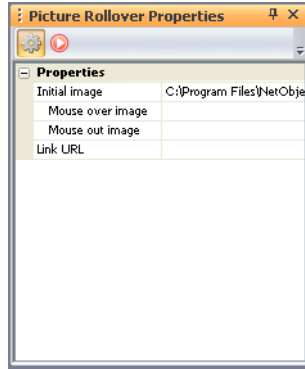
4. To specify the image to display when the mouse pointer moves over the image,
   double-click the Mouse over image row, select the image from the Picture File
   Open dialog, and click Open.

   Note: The images you select for rollover pictures are resized to
   the size of the first image you select. For best results, use
   images that are the same size.

5. To specify which image to display when the site visitor moves the mouse
   pointer off the picture, double-click the Mouse out image row, select the image
   from the Picture File Open dialog, and click Open.

6. To link the image to a specific URL, double-click the Link URL row.

   The Link dialog appears. Because the entire image is treated as one object, you
   can link it to another page, file, smart link, or external link, such as another site.
   See "Creating Links" on page 526.

7. Specify the link information and click Link.

   The details of the link appear in the right column of the button row.

You can add an action to an object using the Actions tab. See Chapter 28, "Building
Dynamic Pages."

Adding Rotating Pictures

You can use the Rotating Picture component to display different pictures in succession in the same place on the page. For example, you could rotate among several images that advertise new products or current sale items.

To add a rotating picture, you specify the image to display and the number of seconds to pause before displaying the next picture in the sequence. You can also assign a link to each picture.

NetObjects Fusion supports **.gif** and **.jpg** formats in components. See "Choosing an Image Format" on page 286.

To add pictures that rotate and set their properties:

Rotating Picture tool

1. In Page view, select the Rotating Picture tool from the NOF Standard Components toolbox.

2. Draw a box on the page to indicate where you want to place the picture.

    The Rotating Picture dialog appears.
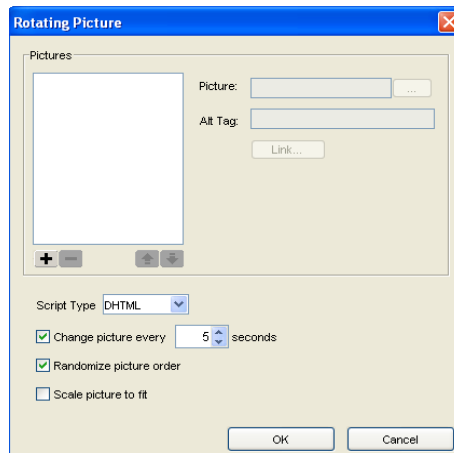
3. To add pictures and create a series of rotating images, click the add (+) button.

4. Click the browse button and locate the image you want to add.

5. To display descriptive text that appears when a visitor hovers the mouse pointer over the image, add your desired text in the Alt Tag field

6. To make the image a link, click the Link button. In the Link Target dialog, choose either an internal link to one of your site pages or enter the URL of an external site.

7. Select the script type (DHTML or Applet) for the rotating image.

8. To set the number of seconds each picture is displayed before moving to the next one, click the first check box in the dialog and specify the number of seconds to display each picture.

9. Click the Randomize picture order check box to display the series of rotating images in a random sequence.

10. To automatically resize the image to fit each visitor's browser, click the Scale picture to fit check box.

11. Change an image's position in sequence of the rotating picture by moving its position in the list using the up or down arrows.

12. Click the (-) remove button to delete images from the series of rotating images.

13. Repeat steps 3 and 4 for each additional image.

14. Click OK to close the Rotating Picture dialog.

15. You can add an action to an object using the Actions tab. See Chapter 28, "Building Dynamic Pages."

Adding an RSS Feeds Component

With the RSS Feeds component, you can place news aggregators on your pages and display various RSS news feeds on your site. RSS (Real Simple Syndication) is a format for delivering up-to-date news and content. RSS feeds are available on Web sites of major news organizations and other types of Web sites, and instructions on how to use the RSS feeds are typically provided on sites that make them available.

By adding an RSS feed to your site pages, you can provide visitors with information geared to their particular interests. For example, a Web site for a sporting goods store could display an RSS feed to provide the latest sports-related news and information for its customers.

Before adding the RSS Feeds component, you should obtain the RSS feed information, which is typically a URL with an .xml or .rss extension, from the provider of the RSS feed.

Adding an RSS Feed to a Page

1. In Page view, select RSS Feeds from the NOF Standard Components toolbox.

RSS Feed tool

2. Draw a box on the layout to indicate where you want to position the RSS Feeds component.

The RSS Feed dialog box appears.

3. Enter the necessary information for subscribing to an RSS feed:

- *RSS feed.* Enter the address (URL) of the RSS feed in the RSS Feed field. (This information can be found on the site that makes the feed available.)

- *Refresh rate.* Select the check box if you want the RSS Feeds component to check for new items in the feed to which you are subscribing. You can choose to have the RSS Feed check for new items at 15-, 30-, or 60-minute intervals.

- *Proxy URL.* The RSS Feeds component provides proxy scripts in PHP (xmlfetch.php) and ASP (xmlfetch.asp). These proxy scripts act as a gateway between the location on your Web site where the news information will be displayed and the news aggregators that offers the RSS feed.

  You do not have to make any modifications directly to these scripts but you will need to know their location. An absolute URL contains the entire Web path to the page or it contains a Web path that starts from the site root.

  Example of an entire Web path to a page is "http://www.site.com/folder1/page.html and an example of a Web path that starts from the site root is "/folder1/page.html". Both links will work from any page from the site, and it doesn't matter under how many folders the page is located relative to the site root.

  A relative path contains a Web path that is relative to the page where it is called from.

  For example, "../scripts/page.php" will work only if the link is called from a page located in the folder that is on the same level with scripts folder.

  The default location is ./scripts/xmlfetch.php or if you are using ASP, ./scripts/xmlfetch.asp and this indicates that the RSS Feeds component is located on the Home page.

If the RSS Feeds component is located on a page other than the Home page, the path would be: ../scripts/xmlfetch.php. In both cases you can use the absolute path. For example, if you publish your Web site on a hosting platform that supports PHP without creating a separate site folder, the path to type in the text box would be: http://www.yourdomain.com/scripts/xmlfetch.php. Substitute yourdomain.com for your actual live domain name.

Note: *Server Script* displays either ASP or PHP, depending on settings from the General tab of the Current Site Options dialog. The default xml fetch script for the language type will be uploaded to your Web server. The script will parse the .xml data to your Web site.

4. Customize the appearance of the news feeds on your site by setting the following options in the Layout fieldset:

- *Template.* In the drop-down list, select the manner in which the feed information will be displayed:

- *RSS List* presents the information in a list-like manner.

- *RSS Tree* presents the information in a tree-like manner, which allows you expand the items and follow the links.

- *Style.* To apply a custom CSS style to the RSS feed, type the name of the CSS style in the text box or select the style from the drop-down list.

Note: To create a custom CSS style that will be available for the component form object, see "Using Style Sheets with Custom Components" on page 820.

- *Loading message.* Type the message to be displayed while the component retrieves the requested feed. The default message is "Loading..."

- *Link:* Set the text for link to the full story, something like: "Read more.."

- *Show all items.* Check this option if you want all the items in the feed to be displayed by the RSS Feeds component.

- *Show only.* If you leave the "Show all items" option unchecked, type in the number of items in the feed that you want to be displayed on the page.

- *Expand items.* Check this option if you want all the items in the feed to be expanded.

- *Show logo for expanded items*. Check this option to display the logo of the organization from which the RSS feed originates. For example, if you are using an RSS feed from a major news organization, the organization's corporate logo will display in the expanded items list.

5. Click OK to close the RSS Feeds dialog.

Directing Visitors to a Browser-Specific Page

The Screen Door component detects the visitor's browser type and redirects the visitor to a page targeted for that specific browser. You can choose to direct a visitor to Netscape Navigator 4.x, Microsoft Internet Explorer 4.0 and up, Netscape Navigator 3.0, or Microsoft Internet Explorer 3.0.

The Screen Door is not visible on the page. You might want to include information on the page to let site visitors know they are being directed to another page.

You can only include one Screen Door per page.

Screen Door tool

1. In Page view, select the Screen Door tool from the NOF Standard Components toolbox.

2. Draw a box in the Layout area of the page where you want to place the Screen Door. This component does not work when placed in a MasterBorder.

   A Screen Door placeholder and the Screen Door Properties panel appear.
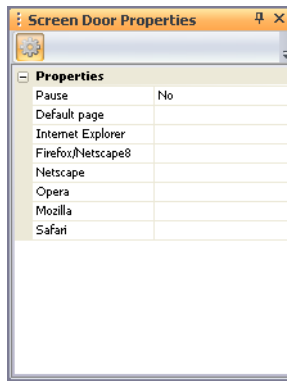
3. Choose to pause or not pause before redirecting a site visitor. If you set Pause to Yes, enter the number of seconds you want to pause.

4. Set up appropriate links for the default page and for each individual browser type. See "Creating Links" on page 526.

Adding a Site Map Button

Site Mapper is a Java navigation applet that site visitors can use to create an interactive map of a site. If your site is large, Site Mapper simplifies navigation by providing a detailed view of the site's levels. Using the site map, visitors can jump directly from page to page without using the page navigation controls.

The Site Map button provides three ways for visitors to view the site:

• By structure, similar to Site view in NetObjects Fusion.
• In an outline view.
• By searching for certain words

Site visitors can view the site three ways. This map shows the structure.

When site visitors move the pointer over a page, the page name appears.

The size of each node adjusts so the entire tree fits in the window. With a large site, the nodes may be too small to use.

Select the number of levels to display.
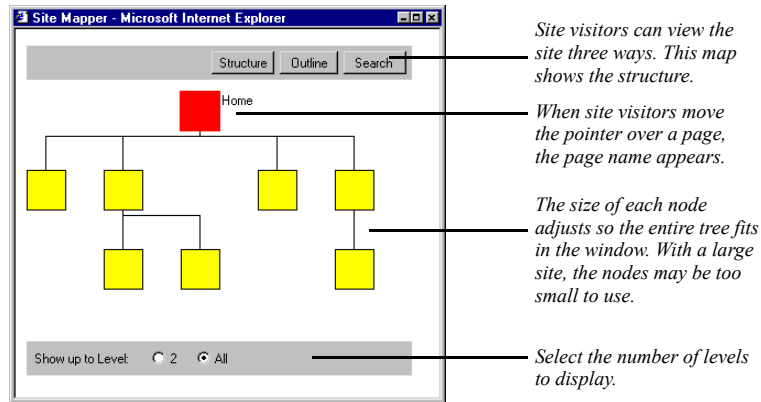
To add a Site Map button and set its properties:

1. In Page view, display the page where you want to add the Site Mapper component. The Site Mapper does not show pages above this page in the site hierarchy.

If you place the Site Mapper component in a MasterBorder, you can place it on any page using that MasterBorder. It is recommended, however, that you place a Site Mapper component in the Layout of a single page in the site.

2. Select the Site Mapper tool from the NOF Standard Components toolbox.

3. Draw a box on the page to indicate the location of the Site Map button.

Site Mapper tool

The Site Map button and the Site Mapper Properties panel appear.
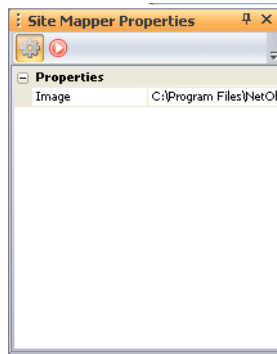
4. To change the image displayed for the Site Map button, double-click the Image row, then select the image file you want from the Picture File Open dialog.

The selected image appears on the page.

You can add an action to an object using the Actions tab. See Chapter 28, "Building Dynamic Pages."

Adding Time Based Pictures

You can use the Time Based Picture component to display different pictures at the same location on your page at the time of day you specify. You select the image to display and specify the hour at which to display it. The browser automatically displays the picture at the specified time. The picture remains on the page until it is time for the next picture to be displayed.

NetObjects Fusion supports **.gif** and **.jpg** formats in components. See "Choosing an Image Format" on page 286.

To add time based pictures and set the properties:

Time Based Picture tool

1. In Page view, select the Time Based Picture tool from the NOF Standard Components toolbox.

2. Draw a box on the page where you want to locate the picture.

A picture placeholder and the Time Based Picture Properties panel appear.

The number of images is 3 by default.
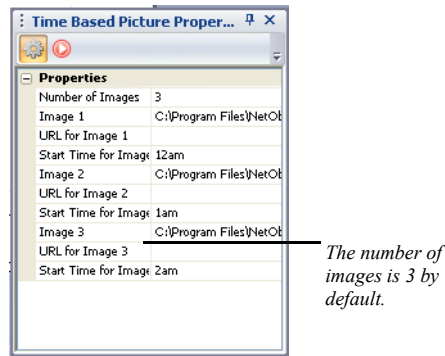
3. Click the Number of Images row and specify the number of images you want to rotate.

   You can use up to 24 images. NetObjects Fusion adds an Image, Start Time for Image, and URL for Image row for each image.

4. To select an image, double-click the Image row, select the image from the Picture File Open dialog, and click Open.

5. To create a link to the image, double-click the URL for Image row and in the Link dialog select a type of link for the image. See "Creating Links" on page 526.

6. Click the Start Time for Image row and select a starting time from the drop-down list.

   The start time determines when the image is displayed on your site. You can select one-hour increments from 12 a.m. to 12 p.m. The image is displayed until the next image's starting time. Be sure images have consecutive starting times.

7. Repeat steps 4 through 6 for each image you add.

You can add an action to an object using the Actions tab. See Chapter 28, "Building Dynamic Pages."

Adding an E-mail Page Component

With the NetObjects Fusion E-mail Page component, your site visitors can send pages of your site that are interesting or relevant to themselves or others directly from their browser. Instead of opening their e-mail program, copying and pasting the content in an e-mail, and sending it, visitors simply fill out an online form with the necessary information (recipient's name, e-mail address, etc.) and then submit the form. The NetObjects E-mail Page component makes it easy for site visitors to send out pages to their friends, giving you the opportunity to increase site traffic.

The NetObjects E-mail Page component consists of two components:

- The E-mail Page component, which is used to send site pages via e-mail.

- The E-mail Page Stats component, which can be used to gather statistics about which pages are being sent most often.

Adding an E-mail Page Component to a Page

There are two methods for placing the E-mail Page component on a page:

- Placing the E-mail Page component directly on each page that will be sent by e-mail.

  This is a simple way of using the E-mail Page component, and it is recommended when you have just a few pages on your site that you want visitors to be able to send to others.

- Placing the E-mail Page component on a separate page and then creating links to the page containing the E-mail Page component.

  This method is recommended when you have a site with many pages. You place the E-mail Page component on a page and create links to the page that contains the component (a link such as "E-mail this page to a friend"). When this link is clicked, the page containing the e-mail form will open in the browser in either a new page or a pop-up window. Site visitors fill in and submit the form to send the page.

Placing the E-mail Page Component Directly on a Page

E-mail Page tool

1. In Page view, select NOF E-mail Page>E-mail Page from the Custom Components menu.

2. Draw a box on the Layout to indicate where you want to position the E-mail Page component.

The NOF E-mail Page dialog appears.

3. If you have not created a Component Suite, create a new one by typing a name for the suite in the New name field. To include the component as part of an existing suite, click the Existing radio button and select the Component Suite that you want to add the component to. "Using Component Suites" on page 818.

4. From the Profile drop-down list, select the settings profile that you want to use for the component. If you have not created a settings profile, the default profile will be used. "Creating Component Profiles" on page 819.

5. Click OK to close the NOF E-mail Page dialog.

   The E-mail Page dialog box appears.

6. Follow the steps for configuring the E-mail Page component settings and appearance as described in this chapter.

Linking a Page That Contains the E-mail Page Component

1. In Site view, create a page on which to place the E-mail Page component.

2. Exclude this page from the navigation bar by selecting the page in Site view and clicking the Exclude from Navigation check box on the Page Properties panel.

When the page containing the E-mail Page component is excluded from the navigation, visitors will only be able to access the page by clicking the links to the component that you create.

3. Add an additional new page on which to later place the E-mail Page Stats component.

    The E-mail Stats component compiles a list of your site's most commonly e-mailed Web pages and displays the results on a Web page for you to view.

4. On each page that you want to allow visitors to send via e-mail, add an internal link to the page that contains the E-mail Page component.

5. Open the page that you want to contain the E-mail Page component in Page view.

6. From the Custom Components toolbox, select NOF E-mail Page>E-mail Page Component.

7. Draw a box on the Layout to indicate where you want to position the E-mail Page component.

    The NOF E-mail Page dialog appears.

8. If you have not created a Component Suite, create a new one by typing a name for the suite in the New name field. To include the component as part of an existing suite, click the Existing radio button and select the Component Suite that you want to add the component to. "Using Component Suites" on page 818.

9. From the Profile drop-down list, select the settings profile that you want to use for the component. If you have not created a settings profile, the default profile will be used. "Creating Component Profiles" on page 819.

10. Click OK to close the NOF E-mail Page dialog.

    The E-mail Page dialog box appears.

11. Configure the E-mail Page component settings as described in this chapter.

Configuring the Form Labels and Objects

After you have placed the E-mail Page component on your site, you can customize the form that visitors fill out to send pages of your site. You can modify text labels and apply CSS styles to the default form labels. You can also add additional form labels and corresponding objects—such as text boxes, check boxes, and radio buttons—to collect additional information. For example, if you wanted to obtain

additional information from visitors who are sending pages, such as what specific information they find interesting, you can add an additional text box in which the user can enter that information.

Usually, when you first place an E-mail Page component on the Layout of a page in NetObjects Fusion, the E-mail Page dialog box appears. If you close the dialog box and you want to configure the component setting in a future moment of time, follow these steps:

1. Select the component on the Layout. You will see the NOF _Name of the Component_Properties window.

2. Click on Click to edit and then press the (..) button.

Customizing Form Labels

On the Fields tab of the E-mail Page dialog box, configure the labels that will appear on the e-mail form next to the corresponding form object. The default labels are listed in the left-hand pane of the E-mail Page dialog box.

- *From (e-mail).* The e-mail address of the person sending the page will be typed in this text field.

- *To (e-mail).* The e-mail address of the person who will receive the page will be typed in this text field.

- *Cc.* The e-mail addresses of others who will receive this e-mail will be typed in this text field.

- *Bcc.* The hidden e-mail addresses of other people who will receive this e-mail will be typed in this text field.

- *From (name).* The name of the person sending the page will be typed in this text field.

- *To (name).* The name of the person who will receive the page will be typed in this text field.

- *Subject.* The subject of the e-mail will be typed in this text field.

- *Message.* The sender of the site page can send a message along with the page to the recipient in this text field. The message will be sent only if either ZIP or URL format is selected. See "Choosing Formats by which Pages Can Be Sent."

- *E-mail format.* This is a combo-box that will display the following values the site visitor can select from: HTML (images embedded), HTML (link to images), Plain text, and URL.

- *Captcha*. The shown code text will be typed in this text field.

3. Edit the default label text by selecting the label you want to change and replacing the text in the Label field.

4. Add a new label and form object by clicking the add (+) button, selecting Standard Controls and entering a name for the field in the Name text field.

   If you remove the Captcha label, you can add it back by clicking the add (+) button, and selecting Captcha from the Custom Controls section.
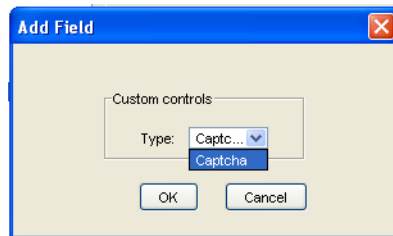
5. When you add a new form label, a corresponding form object is also created. Select the desired form object from the Type drop-down menu. Form objects are used to define the type of input a user enters in a form. For example, a visitor can type text in a text field or select a check box to respond to questions on a form. Text fields and check boxes are types of form objects.

   The default form object for new items is a single-line text field, but you can also choose to add a text box, radio button, check box, and button.
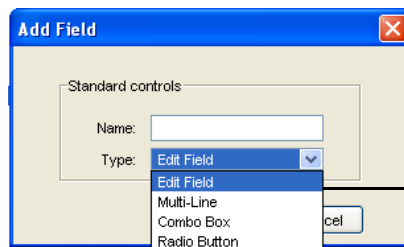
Select a form object Type from the drop-down menu

6. To remove a label and its form object, select the label and click the remove (-) button.

7. To change the order in which form elements will appear on the e-mail form, click the label name and move the label on the form using the up and down arrows.

8. On the Fields tab of the E-mail Page dialog box, you can set the properties for the form objects corresponding to the labels that appear on the e-mail form.

The Control Settings section will display the properties for each label relative to the form object Type. For example, if the From field is a single-line text box (Edit Field), the Control Settings would display the example below:

If the Submit field is of the type Button, the following properties will be displayed:

To see an explanation of each of the Control Settings relative to the available form object Type, see "Adding Form Objects" on page 723.

9. To apply a custom CSS style to the form object, type the name of the CSS style in the text box or select the style from the drop-down list.

Note: To create a custom CSS style that will be available for the component form object see "Using Style Sheets with Custom Components."

Customizing Form Objects

On the Field tab of the E-mail Page dialog box, you can set the properties for the form objects corresponding to the labels that appear on the e-mail form.
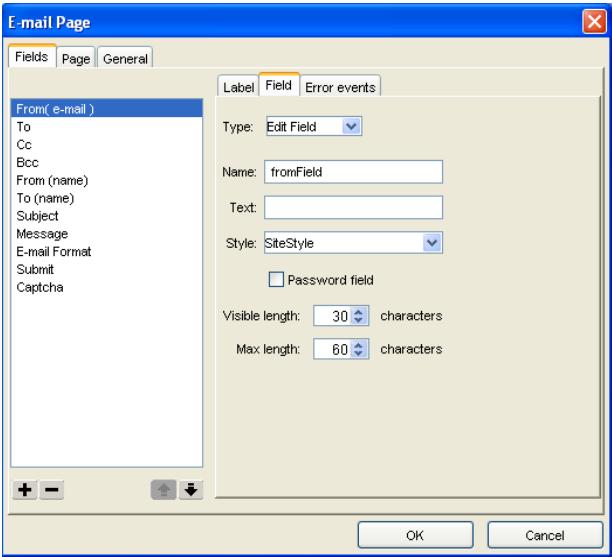
The Control Settings section will display the properties for each label relative to the form object Type. For example, if the From field is a multi-line text box, the Control Settings would display the example below:
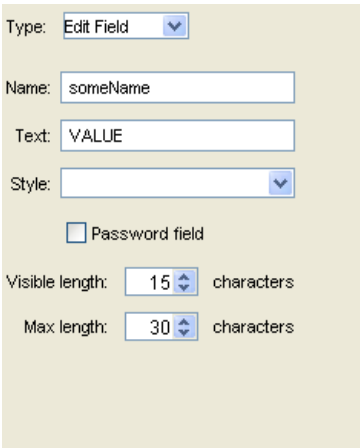
If the Submit field is of the type Button, the following properties will be displayed:

To see an explanation of each of the Control Settings relative to the available form object Type, see "Adding Form Objects" on page 723.

Specifying Error Events for Form Elements

You can assign requirements for each form field so that the form cannot be successfully submitted unless all of the required fields are completed correctly. For example, you can apply a rule for a text box so that the site visitor is required to enter text before submitting the form. If the site visitor leaves the text field blank and submits the form, the form will refresh with error markers, and the visitor will not be able to submit the form until all fields with errors are completed correctly.

1. In the E-mail Page dialog, click the label for the form element to which you want to apply validation options.

2. Click the Error events tab.

3. Select a validation requirement from the Error event drop-down list.

Available error events will vary depending on the type of form object to which the error event is being applied.

4. Click the Active check box so that the error event will be activated on the form.

You can also suspend validation requirements for the form element by clearing the Active check box.

5. Edit the default error message text by replacing the default text in the Message field.

Error messages for each form element that did not meet validation requirements will appear below the form.

6. To apply a custom CSS style to the form object, type the name of the CSS style in the text box or select the style from the drop-down list.

Note: To create a custom CSS style that will be available for the component form object, see "Using Style Sheets with Custom Components" on page 820.

Choosing Formats by which Pages Can Be Sent

In the E-mail Page dialog, you can choose the format by which visitors can send site pages.

1. In the E-mail Page dialog, click the Fields tab.

2. Click E-mail Format in the field list.

3. Click the Field tab within the Properties tabs to the right of the Fields list.

4. In the Options field, select the formats by which you want visitors to be able to send pages.

    - *HTML (images embedded).* The entire page will be sent, including images, links, etc.

    - *HTML (link to images).* The entire page will be sent, but links to each image's source will display in place of the image.

    - *Plain text.* The page will be sent as plain text, not HTML. Images will not appear in the e-mail.

    - *URL.* Only the Web site address (URL) of the Web page will be sent.

5. Choose the type of list in which to display options. You can select either a drop-down list or a list box.

6. If ListBox is selected as the type, click the Allow multiple selections check box to allow visitors to select more than one option in the list.

Configuring the Captcha Options.

The Captcha field is of the type Captcha and cannot be changed. Use Captcha images to prevent automated form substitution.
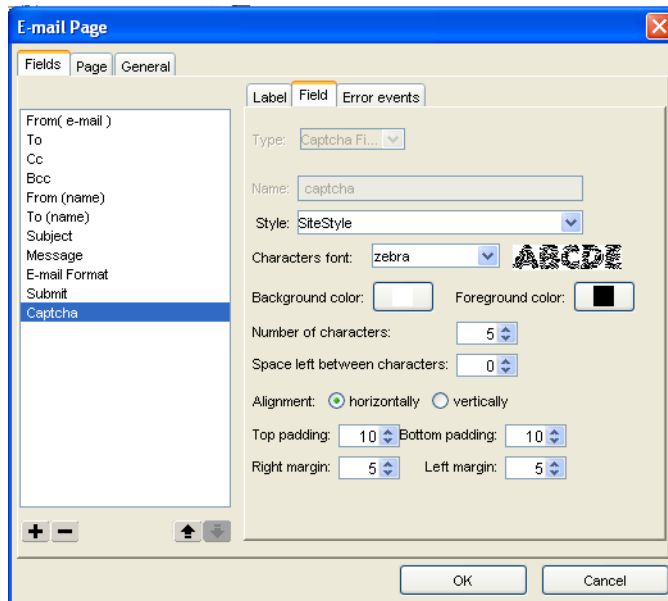
The Captcha option renders characters in a distorted form, asking the user to enter the presented characters.

1. In the E-mail Page Properties panel, click the '...' Click to edit button.

2. In the E-mail page dialog, select Captcha in the field list.

3. Configure the following options for the Captcha option.

   • *Style.* To apply a custom CSS style to the form object, type the name of the CSS style in the text box or select the style from the drop-down list.

Note: To create a custom CSS style that will be available for the component form object, see "Using Style Sheets with Custom Components" on page 820.

- *Character Font:* Select a character font from the drop-down list. The preview will display the Captcha image.

- *Background color*: Set the color of the background image.

- *Foreground color*: Set the color of the characters.

- *Number of characters:* Use the arrow buttons to set the number of characters that will be displayed in the Captcha image

- *Space left between characters:* Use the arrow buttons to set the distance left between two characters of a string.

- *Alignments:* Select how you prefer the Captcha image to be displayed: horizontally, or vertically.

- *Top/Bottom padding:* Use the arrow buttons to set the space between the image's borders and the characters.

- *Right/Left margin:* Use the arrow buttons to set the space between the image's margins and the characters.

Configuring the E-mail Page Component Server-Side Settings

The NOF E-mail Page component requires specific server-side settings to work properly in a browser. You can configure these settings on the General tab of the Current Site Options dialog. The server settings are displayed on the General tab of the E-mail Page dialog.

1. In the E-mail Page dialog, click the General tab.

Note: *Script type* displays either ASP or PHP, depending on settings from the General tab of the Current Site Options dialog. The default xml fetch script for the language type twill be uploaded to your Web server. The script will parse the **.xml** data to your Web site.

2. Click the Publish scripts in debug mode check box to view in-depth troubleshooting information should the component not function properly when published.

3. Select the language (English or German) of your component script.

4. Check the Keep statistics of e-mailed pages check box and type the location of the flat file database or file where you want the statistics to be kept.

   By default, the results are sent to the emailpage.csv file that is created in the /db folder, in the directory you publish the site to. Create the /db folder and grant write permissions to it so the .csv file can be created in it.

5. Click the Wizard button to launch the DB Creation Wizard. See "Using the DB Creation Wizard" on page 815.

   > **Note:** If you do not use the Wizard button next to the Database field and you leave ../db/emailpage.csv in the default value, then you will have to manually create the /db folder on the server (in the folder where you publish the site) and grant write permission to the /db folder.

6. Enter the Server (IP) address and Port of the server that will handle sending the e-mail pages.

7. If necessary, check the smtp requires authentication check box and then fill in the Username and the Password fields with the SMTP user name and password.

8. Check the smtp requires ssl check box if the SMTP server requires a secure connection (SSL).

   > **Note:** Consult your host provider or site administrator to obtain details about the Server IP and/or the port number, and also to request information about authentication and/or SSL possibly required by the SMTP server.

   > **Note:** Secure connection (SSL) and authentication for an SMTP server are used by some host providers to increase security and stem the flowof email messages propagating spam, viruses, and worms.

9. To save the E-mail Page Component settings as a profile which can be applied to additional E-mail Page components that you add to your site, click Save Profile. See "Creating Component Profiles" on page 819.

10. Click OK to close the E-mail Page dialog.

Adding the E-mail Page Stats Component

Use the E-mail Page Stats component on a site with the E-mail Page component to display a ranking of the most frequently e-mailed pages of your site.

On the published site, the page containing the E-mail Page Stats component will display a table with the URLs of the most frequently e-mailed pages, as well as the number of times each page has been e-mailed.

Note: If you do not want site visitors to be able to view the statistics on the E-mail Stats component page, exclude the page from the navigation by clicking on the page in Site view and checking the Exclude from navigation check box on the Page Properties panel.

1. Open the page that will contain the E-mail Page Stats in Page view.

E-mail Stats tool

2. From the Custom Components toolbox, select NOF E-mail Page>E-mail Page Stats.

3. Draw a box on the Layout to indicate where you want to position the E-mail Page Stats component.

   The NOF E-mail Page dialog appears.

4. If you have not created a Component Suite, create a new one by typing a name for the suite in the New name field. To include the component as part of an existing suite, click the Existing radio button and select the Component Suite that you want to add the component to. "Using Component Suites" on page 818.

5. From the Profile drop-down list, select the settings profile that you want to use for the component. If you have not created a settings profile, the default profile will be used. "Creating Component Profiles" on page 819.

6. Click OK to close the NOF E-mail Page dialog.

The E-mail Page Stats dialog box appears.
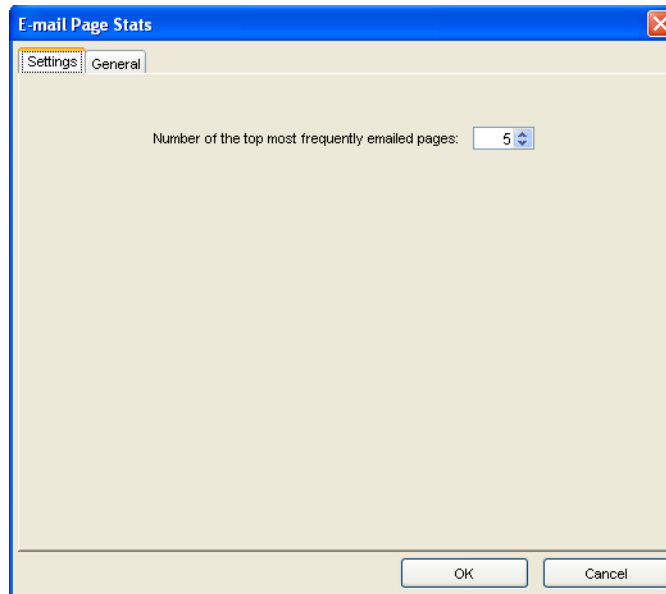
7. Configure the E-mail Page Stats component settings.

Configuring the E-mail Page Stats Component's Settings

1. On the Settings tab, set the number of most frequently e-mailed pages that you are keeping statistics for. Type the number you want or select it using the up and down arrows.

2. Configure your server settings on the General tab. The General tab contains the same fields as in the E-mail Page dialog's General tab.

If you have already filled in these fields when adding the E-mail Page component, the information will become available in the E-mail Page Stats

E-mail Stats
tool

component. See "Configuring the E-mail Page Component Server-Side Settings" on page 715.

3. Click OK.

Using the Forms Handler Component

Using the NetObjects Forms Handler component, you can easily create interactive forms to collect information from your users—without knowledge of complex coding. All the information that you collect from users is stored in a database file created by NetObjects Fusion and can be easily imported in third-party applications such as Microsoft Excel and Microsoft Access. You can view and manage the flat file database information, and you can choose to be notified via e-mail when a site visitor fills out and submits the form.

The NetObjects Forms Handler consists of two components:

- The Forms Handler component, which is used to collect information from your users.

- The Forms Handler Manager component, which can be used to view and manage the information received from users.

You can place as many Forms Handler components on your site as you need, but you can only place one Forms Handler component on a page.

Adding the Forms Handler Component to a Page

Forms Handler tool

1. In Page View, from the Custom Components toolbox, select NOF Forms Handler>Forms Handler.

2. Draw a box on the Layout to indicate where you want to position the Forms Handler component.

   The NOF Forms Handler dialog box appears.

3. If you have not created a Component Suite, create a new one by typing a name for the suite in the New name field. To include the component as part of an existing suite, click the Existing radio button and select the Component Suite that you want to add the component to. See "Using Component Suites" on page 818.

4. From the Profile drop-down list, select the settings profile that you want to use for the component. If you have not created a settings profile, the default profile will be used. See "Creating Component Profiles" on page 819.

5. Click OK to close the NOF Forms Handler dialog.

The Forms Handler dialog appears
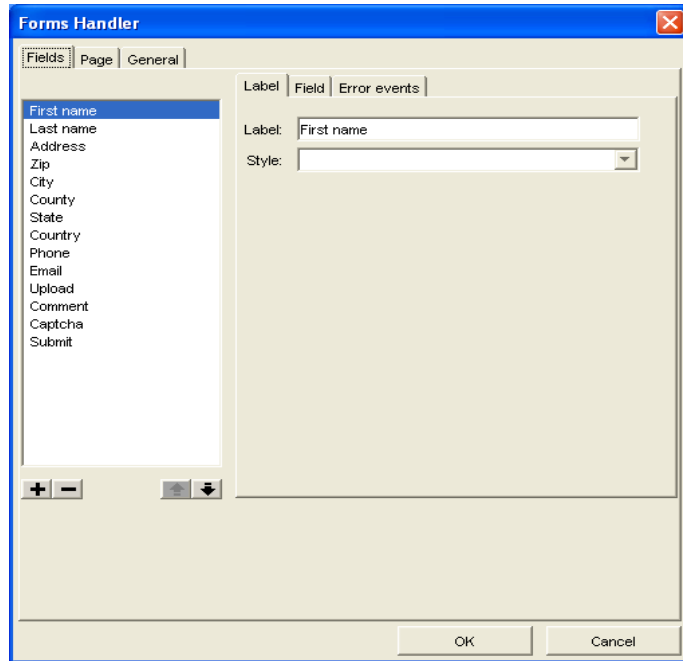
6. Follow the steps for configuring the Forms Handler component settings and appearance as described in this chapter.

Configuring Form Labels and Objects

After you have placed the Forms Handler component on your site, you can customize the form that visitors fill out to send pages to suit your needs. You can modify text labels and apply custom styles to the default form labels. You can also add additional form labels and corresponding objects—such as text boxes, check boxes, and radio buttons—to collect additional information. For example, if you want to survey your site visitors by presenting a question and four options from which the user can check as a response, you could add a radio button and text label for each available option.

Usually, when you first place a Forms Handler component on the Layout of a page in NetObjects Fusion, the Forms Handler dialog box appears. If you close the dialog box and you want to configure the component setting in a future moment of time, follow the next steps:

1. Select the component on the Layout. You will see the NOF _Name of the Component_Properties window.

2. Click on Click to edit and then press the (..) button.

Modifying Form Labels

On the Fields tab of the Forms Handler dialog box, configure the labels that will appear on the form next to the corresponding form object. The default labels are listed in the left-hand pane of the Forms Handler dialog box.
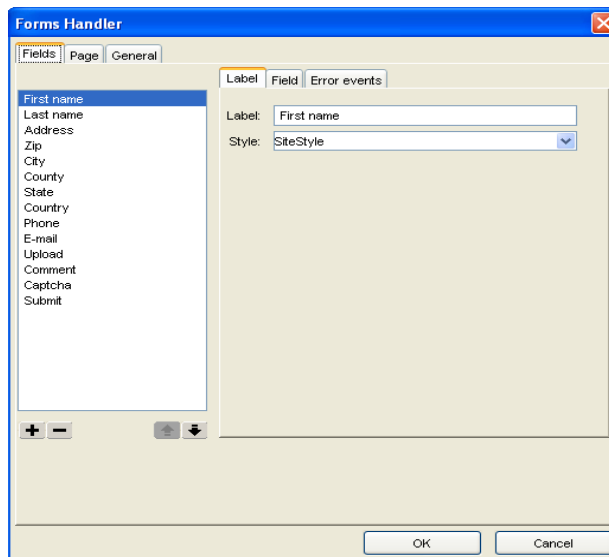
3. On the Forms Handler Properties panel, select Show Dialog.

4. On the Fields tab of the Forms Handler dialog box, edit default label text by selecting the label you want to change and replacing the text in the Label field.

5. To change the order in which form elements will appear on the form, click the label name and move the label on the form using the up and down arrows.

6. To remove a label and its form object, select the label and click the remove (-) button.

Adding Form Objects

On the Fields tab of the Forms Handler dialog box, you can set the properties for the form objects corresponding to the labels that appear on the form. For example, you can add a text label and then add a list box as the label's corresponding form object.

To add a new form object and corresponding text label:

1. On the Forms Handler Properties panel, click the '...' Click to edit button.

2. On the Fields tab of the Forms Handler dialog box, click the add (+) button.

3. Select Standard Controls.

   The Add Field dialog appears.
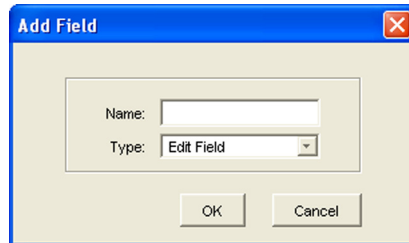
Note: When you add a Captcha form, select Custom controls.

4. Enter a name for the field label in the Name text field.

5. Select the desired form object type from the Type drop-down menu.

The default form object for new items is a single-line text field, but you can also choose to add a text box, radio button, check box, and button.

Configuring a Single-Line Text Field (Edit Field)

A single-line text field (Edit Field) can accommodate just a few words, such as a name or phone number.

1. On the Forms Handler Properties panel, click the '...' Click to edit button.

2. On the Field tab of the Forms Handler dialog box, select Edit Field from the Type drop-down menu.

3. Set the following text field properties:

- *Name.* Type the name for this field that's PHP or ASP script processing the form. You may be able to choose any name or one may be required for this field.

- *Text.* Type the text to appear in the field by default. This text is submitted as the response if the site visitor doesn't replace it.

- *Style.* To apply a custom style to the form object, type the name of the CSS style in the text box or select the style from the drop-down list.
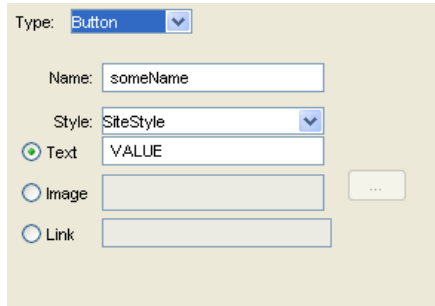
Note: To create a custom CSS style that will be available for the component form object, see "Using Style Sheets with Custom Components" on page 820.

- *Password field.* Select this option if the field is for sensitive information like a password or credit card number. Characters that site visitors type are submitted to the script, but depending on the browser, visitors see asterisks, bullets, or nothing at all as they type.

- *Visible length.* Enter a number to define the length of the text box by specifying the number of characters visible in the field.

- *Max length*. Enter a numerical value to define how many characters site visitors can enter in the field. When typing exceeds the field's visible width or height, text scrolls up to this number of characters.

Configuring a Text Box

A multi-line text field can accommodate a greater amount of text than a text field, and is ideal for input such as comments and feedback.

1. On the Forms Handler Properties panel, click the '...' Click to edit button.

2. On the Field tab of the Forms Handler dialog box, select Multi-Line from the Type drop-down menu.

3. Set the following text field Properties:

- *Name.* Type the name for this field that's passed to the PHP or ASP script processing the form. You may be able to choose any name or one may be required for this field by the script.

- *Text.* Type text to appear in the field by default. This text is submitted as the response if the site visitor doesn't replace it.

- *Style.* To apply a custom CSS style to the form object, type the name of the CSS style in the text box or select the style from the drop-down list.

Note: To create a custom CSS style that will be available for the component form object, see "Using Style Sheets with Custom Components" on page 820.
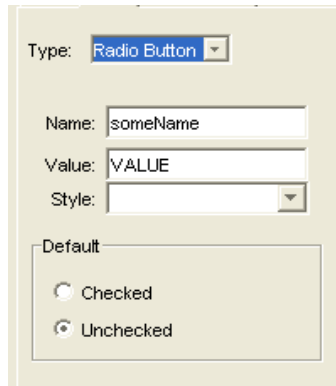
- *Visible height.* Enter a number to define the height of the text box by specifying the number of characters visible in the field.

- *Max length.* Enter a numerical value to define how many characters site visitors can enter in the field. When typing exceeds the field's visible width or height, text scrolls up to this number of characters.

Configuring Radio Buttons

Use radio buttons when you want site visitors to choose one option from a group. Clicking one radio button deselects all others in its group.

1. On the Forms Handler Properties panel, click the '...' Click to edit button.

2. On the Field tab of the Forms Handler dialog box, select Radio Button from the Type drop-down menu.

3. Set the following properties:

- *Name.* Type the name for this button that's passed to the PHP or ASP script processing the form. This should be the same for all buttons in the group.

- *Value.* Type the value passed for the button if the site visitor selects it. For example, if a visitor selects a button named Large in a group named 4, the output text might appear as 4=Large.

- *Style.* To apply a custom CSS style to the form object, type the name of the CSS style in the text box or select the style from the drop-down list.

Note: The Cascading Style Sheet must first be added in NetObjects Fusion to be available in the CSS drop-down list. See "Using Style Sheets with Custom Components" on page 820.

- *Default.* Choose either checked or unchecked to set the button's initial state, which is returned as the response if the site visitor doesn't change it.

Configuring Check Boxes

You can provide check boxes for making one or more selections from a group of options, or to turn a single option on or off. Unlike radio buttons, any number of boxes in a group can be selected at the same time.

1. In the Forms Handler Properties panel, click the '...' Click to edit button.

2. On the Field tab of the Forms Handler dialog box, select Check box from the Type drop-down menu.

3. Set the following properties:

- *Name.* Type the name for this check box that's passed to the PHP or ASP script processing the form. Each check box must have a separate name.

- *Value.* Type the value passed for the box if the site visitor checks it. For example, if a visitor checks a box named 6 that has the value E-mail, the output text might appear as 6=E-mail. If the site visitor doesn't check it, no value is sent to the server.

- *Style.* To apply a custom CSS style to the form object, type the name of the CSS style in the text box or select the style from the drop-down list.

Note: To create a custom CSS style that will be available for the component form object, see "Using Style Sheets with Custom Components" on page 820.

- *Default.* Choose either Checked or Unchecked to set the button's initial state, which is returned as the response if the site visitor doesn't change it.

Configuring Combo Boxes

If a long list of check boxes or radio buttons takes up too much space in your form, you can list options in a combo box. Use a scrolling list if you want site visitors to be able to select more than one option, which is a space-saving alternative to a group of check boxes. Or use a drop-down list for selecting only one option, which is an alternative to radio buttons.

1. In the Forms Handler Properties panel, click the '...' Click to edit button.

2. On the Field tab of the Forms Handler dialog box, choose Combo Box from the Type drop-down menu.

3. Set the following properties:

   • *Name.* Type the name for this combo box that's passed to the PHP or ASP script processing the form.

   • *Style.* To apply a custom CSS style to the form object, type the name of the CSS style in the text box or select the style from the drop-down list.

Note: To create a custom CSS style that will be available for the component form object, see "Using Style Sheets with Custom Components" on page 820.

   • *Type.* Select whether you want a drop-down list that displays one item at a time, or a list box that displays several items in a scrolling list.

   • *Visible height.* For a list box, enter the number of visible lines in the box.

   • *Allow multiple selections.* For a list box, select this option if you want site visitors to be able to select more than one item in the list.

4. To add items to the combo box list, click the plus (+) button and, in the Enter Value dialog, type a name and the value passed to the script for the item.

5. Configure the combo box elements:

   • *Name.* Type the name passed for this item, which is also the name that appears in the list.

- • *Value.* Type the value passed if the item is selected.

- • *Selected.* Check this option if you want this item initially selected. Unless you're creating a list box and you select Allow multiple selections, only one item in the list can be selected.

6. Use the arrow buttons to rearrange the order of items in the list.

7. To remove items from the list, select the item and click the minus (-) button.

Configuring the Captcha Option

Use Captcha images to prevent automated form substitution. The Captcha option renders characters in a distorted form, asking the user to enter the presented characters.

1. In the Forms Handler Properties panel, click the '...' Click to edit button.

2. In the Forms Handler dialog, select Captcha in the field list.

3. Configure the following options for the Captcha option.

- *Style.* To apply a custom CSS style to the form object, type the name of the CSS style in the text box or select the style from the drop-down list.

Note: To create a custom CSS style that will be available for the component form object, see "Using Style Sheets with Custom Components" on page 820.

- *Character Font:* Select a character font from the drop-down list. The preview will display the Captcha image.

- *Background color*: Set the color of the background image.
- *Foreground color*: Set the color of the characters.
- *Number of characters:* Use the arrow buttons to set the number of characters that will be displayed in the Captcha image
- *Space left between characters:* Use the arrow buttons to set the distance left between two characters of a string.
- *Alignments:* Select how you prefer the Captcha image to be displayed: horizontally or vertically.
- *Top/Bottom padding:* Use the arrow buttons to set the space between the image's borders and the characters.
- *Right/Left margin:* Use the arrow buttons to set the space between the image's margins and the characters.

Customizing the Form Submit Button

When using the Forms Handler component to create a form, you can customize the button that users click to submit the form. You can choose to use a standard text button, upload a custom image as a button, or use linked text that submits the form when clicked.

1. In the Forms Handler Properties panel, click the '...' Click to edit button.

2. In the Forms Handler dialog, select Submit in the field list.

3. Configure the following options for the Submit button.

- • *Name.* Type the name for this button that's passed to the script processing the form. The default button text cannot be changed.

- • *Style*. To apply a custom CSS style to the form object, type the name of the CSS style in the text box or select the style from the drop-down list.

Note: To create a custom CSS style that will be available for the component form object, see "Using Style Sheets with Custom Components" on page 820.

4. Select the type of button you want to use to submit the form.

- • *Text.* Select the Text option and enter a name the text field. The text will be displayed on the button.

- • *Image.* Select the Image option and choose a picture with the browse button. This picture will then behave as a button that the site visitor will click on it to submit the form.

- • *Link.* Select the Link option and type a link in the input field. The link will be displayed on the page and will behave as a normal button.

5. Click OK to close the Forms Handler dialog.

Setting Error Events for Form Objects

You can assign requirements for each form field so that the form cannot be successfully submitted unless all of the required fields are completed correctly. For

example, you can apply a rule for a text box so that the site visitor is required to enter text before submitting the form. If the site visitor leaves the text field blank and submits the form, the form will refresh with error markers, and the visitor will not be able to submit the form until all fields with errors are completed correctly.

1. In the Forms Handler dialog, click the label for the form element that you want to apply validation options.

2. Click the Error events tab.

3. Select a validation requirement from the Error event drop-down list.

    Available error events will vary depending on the type of form object to which the error event is being applied.

4. Click the Active check box so that the error event will be activated on the form.

You can also suspend validation requirements for the form element by clearing the Active check box.

5. Edit the default error message text by replacing the default text in the Message field.

   Error messages for each form element that did not meet validation requirements will appear below the form.

6. To apply a custom CSS style to the form object, type the name of the CSS style in the text box or select the style from the drop-down list.

Note: To create a custom CSS style that will be available for the component form object, see "Using Style Sheets with Custom Components" on page 820.

Setting Error/Success Handling Options

After filling in the form, the site visitor will click the Submit button. If the site visitor has filled in the fields correctly, a success page will display. If the site visitor has filled in any fields incorrectly, the browser will refresh the page and display an error message, and the fields that are not correct will be indicated with an error marker.

You can configure settings for error messages and error markers on the Page tab.

Setting Error-Handling Options

1. In the Forms Handler dialog box, click the Page tab.

2. Check the Show error messages check box to display error messages when the site visitor incorrectly fills in a page form field and attempts to submit the form. The error messages will be displayed beneath the controls at the bottom of the page.
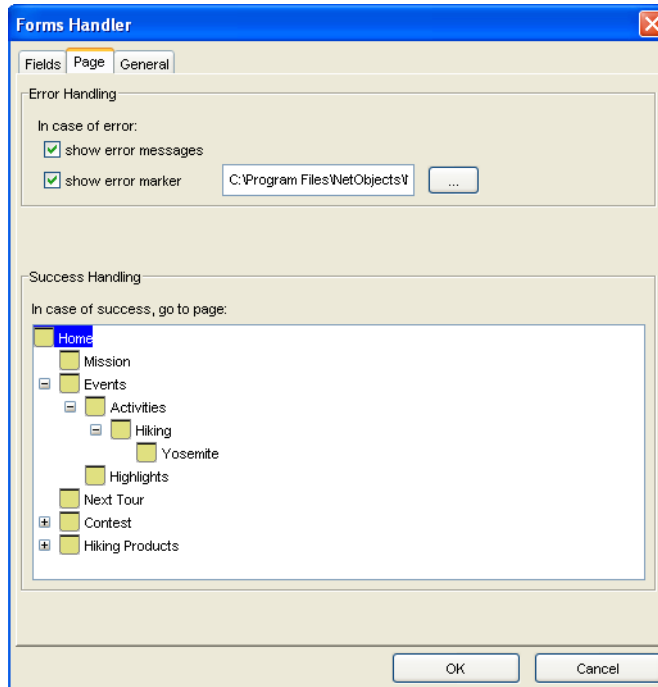
3. Check the Show error marker check box to display an error marker (symbol) to indicate the invalid input text, where the site visitor has incorrectly filled in a field. The error marker will be displayed between the field's label and the field.

4. Use the browse button to choose a different image for the error marker.

Setting Success-Handling Options

1. In the Forms Handler dialog box, click the Page tab.

2. In the Success Handling field, choose the page where the site visitor will be redirected after successfully submitting the page. If the form is submitted without errors, the site visitor will automatically be redirected to the selected success page. For example, you could choose to have the Home page refresh in the visitor's browser after the form is submitted successfully.

Configuring the Forms Handler General Settings

1. In the Forms Handler dialog box, click the General tab.

> **Note:** *Script type* displays either ASP or PHP, depending on settings from the General tab of the Current Site Options dialog.

2. Click the Publish scripts in debug mode check box to view in-depth troubleshooting information should the component not function properly when published.

3. Select the language (English or German) of your component script.

4. Click the Write to database check box to upload form entries to a flat file database.

- In the Database field, enter the name of the flat file database to which form information will be written. The default file is formshandler.csv.

Note: If you do not use the Wizard button next to the Database field and you leave ../db/formshandler.csv in the default value, then you will have to manually create the /db folder on the server (in the folder where you publish the site) and grant write permission to the /db folder.

- In the Upload directory field, enter the path to the directory containing the flat file database.

Note: If you do not use the Wizard button next to the Upload directory field and you leave ../db/ formsHandlerFileUpload in the default value, you will have to manually create the /db folder on the server and within this folder you need to create the formsHandlerFileUpload folder. Then, grant write permissions to the /db and the /formsHandlerFileUpload folders.

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5. Click the Wizard button to launch the DB Creation Wizard. See "Using the DB Creation Wizard" on page 815.

6. Use the E-mail settings section to be notified when a visitor submits a form and to notify the visitor that their form has been submitted.

   - Enter the Server (IP) address and Port of the server that will handle sending the e-mail pages. Consult your host provider or site administrator to obtain this information.

   - In the E-mail field, enter the e-mail address to which you want form submission notifications to be sent.

   - In the From field, enter the e-mail address from which you want to send visitors confirmation e-mails.

   - If necessary check the smtp requires authentication check box and then fill in the Username and the Password fields with the SMTP user name and password.

   - Check the smtp requires ssl check box if the SMTP server requires a secure connection (SSL).

> **Note:** Consult your host provider or site administrator to obtain details about the authentication and/or SSL possibly required by the SMTP server.

> **Note:** Secure connection (SSL) and authentication for an SMTP server are used by some host providers to increase security and stem the flowof email messages propagating spam, viruses, and worms.

7. To save the Forms Handler Component settings as a profile which can be applied to additional Forms Handler components that you add to your site, click Save Profile. See "Creating Component Profiles" on page 819.

8. Click OK to close the Forms Handler dialog.

Using the Forms Handler Manager Component

When you create a form using the Forms Handler component, you can use the Forms Handler Manager to view and manage the information received from users. Form submission results are sent to the customerinfo.csv file that Fusion creates in the folder you specify on the General tab of the Component Editor. You can use the Forms Handler Manager component to enter information about your Web server settings to configure the flat file database features.

1. From the Custom Components toolbox, select NOF Forms Handler>Forms Handler Manager.

Forms Handler Manager tool

2. Draw a box on the page where you want to place the Forms Handler Manager component.

   The NOF Forms Handler dialog appears.

3. If you have not created a Component Suite, create a new one by typing a name for the suite in the New name field. To include the component as part of an existing suite, click the Existing radio button and select the Component Suite that you want to add the component to. See "Using Component Suites" on page 818.

4. From the Profile drop-down list, select the settings profile that you want to use for the component. If you have not created a settings profile, the default profile will be used. See "Creating Component Profiles" on page 819.

5. Click OK to close the NOF Forms Handler dialog.

The Manager dialog appears.

6. Click the Publish scripts in debug mode check box to view in-depth troubleshooting information should the component not function properly when published.

7. Select the language (English or German) of your component script.

8. Click the Write to database check box to upload form entries to a flat file database.

   • In the Database field, enter the name of the flat file database to which form information will be written. The default file is formshandler.csv.

> **Note:** If you do not use the Wizard button next to the Database
> field and you leave ../db/formshandler.csv in the default
> value, then you will have to manually create the /db folder
> on the server (in the folder where you publish the site) and
> grant write permission to the /db folder.

- In the Upload directory field, enter the path to the directory containing the database file.

> **Note:** If you do not use the Wizard button next to the Upload
> directory field and you leave ../db/
> formsHandlerFileUpload in the default value, you will
> have to manually create the /db folder on the server and
> within this folder you need to create the
> formsHandlerFileUpload folder. Then, grant write
> permissions to the /db and the /formsHandlerFileUpload
> folders.

9. Click the Wizard button to launch the DB Creation Wizard. See "Using the DB Creation Wizard" on page 815.

10. Use the E-mail settings section to be notified when a visitor submits a form and to notify the visitor that their form has been submitted.

- Enter the Server (IP) address and Port of the server that will handle sending the e-mail pages. Consult your host provider or site administrator to obtain this information.

- In the E-mail field, enter the e-mail address to which you want form submission notifications to be sent.

- In the From field, enter the e-mail address from which you want to send visitors confirmation e-mails.

- If necessary check the smtp requires authentication check box and then fill in the Username and the Password fields with the SMTP user name and password.

- Check the smtp requires ssl check box if the SMTP server requires a secure connection (SSL).

> **Note:** Consult your host provider or site administrator to obtain details about the authentication and/or SSL possibly required by the SMTP server.

> **Note:** Secure connection (SSL) and authentication for an SMTP server are used by some host providers to increase security and stem the flowof email messages propagating spam, viruses, and worms.

11. To save the Forms Handler Manager component settings as a profile that can be applied to additional Forms Handler components that you add to your site, click Save Profile. See "Creating Component Profiles" on page 819.

12. Click OK to close the Manager dialog.

Adding an FAQ Page

The NetObjects FAQ component allows you to answer your site visitors' most common questions about your products, services, or company in general. With NetObjects Fusion's FAQ component, you can display FAQs on your site, which are grouped by category for easy browsing. You can also incorporate a search tool that visitors can use to find the information they need quickly. In addition, you can measure the effectiveness of your FAQs by allowing site visitors to rate the FAQs on your site, and you can view statistics for each FAQ, such as how often a question has been viewed.

The NetObjects FAQ component consists of four components:

- The FAQ Admin component, which creates a page on which you can add, edit, delete, and manage questions in your FAQ list.

- The FAQ Details component, which compiles detailed information (such as views and rating) for each question in the FAQ list.

- The FAQ Search component, which allows you add a search box to your page so that viewers can quickly find what they're looking for.

- The FAQ TOC component, which a displays the FAQ categories, the number of questions contained in each category, and the total number of questions in the FAQ list.

> **Note:** It is not necessary to add each FAQ component to your site, but you must add the FAQ Admin component and the FAQ Details component to add and display FAQ information.

How the FAQ Component Works

To display the FAQ information on your site, you must first add a page for the FAQ Admin component and a separate page for the FAQ Details component.

1. From the Custom Components toolbox, select NOF FAQ>FAQ Admin.

FAQ Admin tool

2. Draw a box on the Layout to indicate where you want to position the FAQ Admin component.

   The NOF FAQ dialog appears.

3. If you have not created a Component Suite, create a new one by typing a name for the suite in the New name field. To include the component as part of an existing suite, click the Existing radio button and select the Component Suite that you want to add the component to. See "Using Component Suites" on page 818.

4. From the Profile drop-down list, select the settings profile that you want to use for the component. If you have not created a settings profile, the default profile will be used. See "Creating Component Profiles" on page 819.

5. Click OK to close the NOF FAQ dialog.

The FAQ Admin dialog box appears.

6. On the Settings tab, select the number of FAQs that you want to display per page by either typing a number in the text field or using the up and down arrows in the Record per page box.

7. Click the Design tab to customize the appearance of your FAQ Admin page by choosing a style template from the Style drop-down list.

The default theme is the SiteStyle theme that is used for the current Active SiteStyle. When selected, a preview for this theme is only available from the Style view. A short description of the selected style and a preview image of the additional themes will be displayed in the dialog box.

8. Click General tab to configure the general settings for the FAQ Admin page.

Note: *Script type* displays either ASP or PHP, depending on settings from the General tab of the Current Site Options dialog.

- Click the Publish scripts in debug mode check box to view in-depth troubleshooting information should the component not function properly when published.

- Select the language (English or German) of your component script.

• In the Database prefix field, enter a prefix for the file names that the NOF FAQ Component generates in the scripts directory. For example, if you create a .csv file with a prefix of categories, the .csv file is created as categories.csv.

Note: The FAQ Component creates three flat database files on the remote server, and they are by default: rank, categories, and faq. The prefix you have specified in the Database prefix field will be added in front of each file name, therefore the complete file names are prefixrank.csv, prefixcategories.csv and prefixfaq.csv. By default the files are created in the /scripts folder, so you have to grant write permission to the /scripts folder.

Note: If you enter a relative path in the Database prefix field, for example: ../db/prefix, then it will be treated as such by the Component. This means you will have to manually create the /db folder on the server (in the folder where you publish the site) and grant write permission to the /db folder. The rank, categories, and faq files will be created in the /db folder, as prefixrank.csv, prefixcategories.csv and prefixfaq.csv.

Note: If you remove the default "prefix" value and you do not enter anything else in the Database prefix field, then the files will be created in the /scripts folder as rank.csv, categories.csv and faq.csv.

9. To save the FAQ Admin Component settings as a profile that can be applied to additional NOF FAQ components that you add to your site, click Save Profile. See "Creating Component Profiles" on page 819.

10. Click OK to close the FAQ Admin dialog box.

Note: The FAQ Admin component is not password-protected. It is recommended that you exclude the page containing the FAQ Admin component from navigation by checking the Exclude from Navigation check box on the Page Properties panel in Site view.

Adding the FAQ Details Component

FAQ Details tool

1. From the Custom Components toolbox, select NOF FAQ>FAQ Details Component.

2. Draw a box on the Layout to indicate where you want to position the FAQ Details component.

   The NOF FAQ dialog appears.

3. If you have not created a Component Suite, create a new one by typing a name for the suite in the New name field. To include the component as part of an existing suite, click the Existing radio button and select the Component Suite that you want to add the component to. See "Using Component Suites" on page 818.

4. From the Profile drop-down list, select the settings profile that you want to use for the component. If you have not created a settings profile, the default profile will be used. See "Creating Component Profiles" on page 819.

5. Click OK to close the NOF FAQ dialog.

   The FAQ Details dialog box appears.

6. Configure the FAQ Details page settings on the Settings tab:
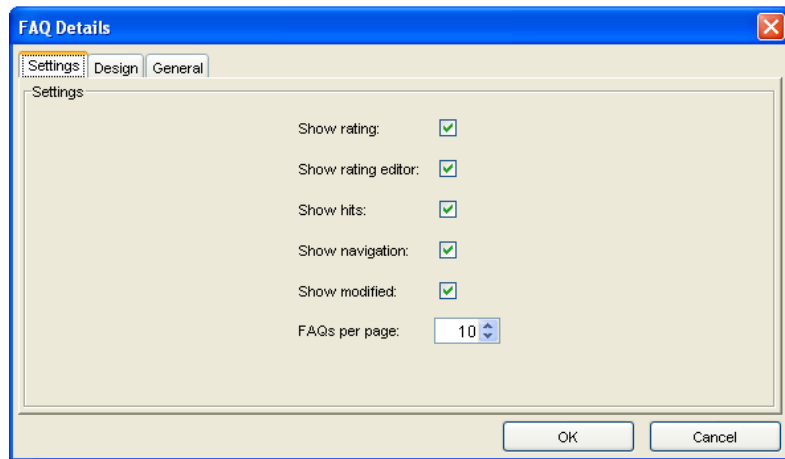
   • *Show rating* allows visitors to see how others have rated the effectiveness of each FAQ. A number of stars will be displayed to each FAQ to indicate its rating. If you do not check this option, the rating will not be shown.

- *Show rating editor* displays a combo box next to each question to allow site visitors to rate how effectively the FAQ answered their question. You can set up the ratings options in the FAQ Admin component.

- *Show hits* displays the number of times the FAQ has been viewed.

- *Show navigation* displays links in the FAQ Details page that allows visitors to navigate to the previous or next page of FAQs.

- *Show modified* displays the date that the FAQ was last modified or updated.

- *FAQs per page* sets the number of FAQs that you want to display per page. Either type a number in the text field or use the up and down arrows.

7. Click the Design tab to customize the appearance of your FAQ Details page by choosing a style template from the Style drop-down list.

    The default theme is the SiteStyle theme that is used for the current Active SiteStyle. When selected, a preview for this theme is only available from the Style view. A short description of the selected style and a preview image of the additional themes will be displayed in the dialog box.

8. Click General tab to configure the general settings for your FAQ Details page.

    - Click the Publish scripts in debug mode check box to view in-depth troubleshooting information should the component not function properly when published.

    - Select the language (English or German) of your component script.

    - In the Database prefix field, enter a prefix for the file names that the NOF FAQ Component generates in the scripts directory. For example, if you create a .csv file with a prefix of categories, the .csv file is created as categories.csv.

    - To save the FAQ Admin Component settings as a profile that can be applied to additional NOF FAQ components that you add to your site, click Save Profile. See "Creating Component Profiles" on page 819.

9. Click OK to close the FAQ Details dialog box.

On the published site, the FAQ Details component will display the list of FAQs for site visitors. The beginning of the answer will be seen underneath each corresponding question. To view the full answer, the site visitor clicks the question; then, the question and its full answer will appear on a new page.

The site visitor will also be able to rate each question and answer, to express his opinion on the accuracy and the relevance of the question and answer.

Setting Up Your FAQ

Once you have added the FAQ Admin and the FAQ Details component tools to your site, you will need to publish your site remotely to create your FAQs. On the published site, you access the page containing the FAQ Admin component, where you can add FAQs, view a list of your current FAQs, create FAQ categories, and establish rankings to allow visitors to rate your site.

Adding FAQ Categories

With the FAQ component, you can group your questions by category so that your site visitors easily search for the information they need. For example, a drop-down menu will appear on the FAQ list page, and visitors can select a category specific to the information they are looking for.

It is recommended that you create categories before adding questions to your FAQ. When you add categories before adding questions, you can assign the pre-established categories to each question as it is added, which is easier than assigning categories to questions after they have been added.

1. On the published site, open the page containing the FAQ Admin component tool in a browser window.

2. Click the Category link.

3. In the window that appears, click Add categories.

Click the categories link to add categories

4. Enter a name for the category in the Category Name text field.

5. Enter a description for the category in the Category Description test box.

6. Click Save to add the category to your category list.

7. Repeat steps 2 through 5 to add additional categories.

Adding Questions and Answers to Your FAQ List

1. On the published site, open the page containing the FAQ Admin component tool in a browser window.

    The FAQ Admin page appears.

2. Click the Add FAQ link.

3. In the page that appears, type or paste a new FAQ in the Question or paste the question's corresponding answer in the Answer text box.

4. In the Choose Category drop-down list, select the category in which you want to include the question.

5. Click Save to add the question and answer to your FAQ list.

6. Repeat steps 2 through 7 to add additional questions and answers to your FAQ.

Modifying the Ranking System for FAQs

There are four predefined ranks in the FAQ Admin component: Very Good, Good, Quite, Slightly, but you can modify the ranking system to suit your needs.

1. On the published site open the page containing the FAQ Admin component tool in a browser window.

2. Click the Rating Ranks link.

3. In the window that appears, click the Add rank link.

Add FAQ | List
FAQ | Categories | Rate Ranks
Add Rank

Rank Rate	Rank Name		
4	Very Good	Edit	Delete
3	Good	Edit	Delete
2	Quite	Edit	Delete
1	Slightly	Edit	Delete

4. Enter a single-digit numerical value for the new rank in the Rank text field.

5. In the Rank Name, enter a descriptive name for the rank value. For example, a rank value of 5 could have a rank name of "Highly Effective", and a rank value of 4 could have a rank name of "Very Effective", etc.

6. Click Save to add the rank value and name to your ratings system.

7. Repeat steps 2 through 6 to add additional ranks.

Editing an FAQ

1. On the published site, open the page containing the FAQ Admin component tool in a browser window.

2. Click the List FAQ link.

3. In the window that appears, click the edit link corresponding to the FAQ you want to edit.

   • Change the category to which the FAQ is assigned by selecting a new category from the Choose Category drop-down list.

   • Revise a question or answer by editing its text.

   • Delete an FAQ by clicking the delete link corresponding to the FAQ you want to remove.

4. Click Save to update the FAQ.

Adding the FAQ Search Component

1. In Page view, from the Custom Components toolbox, select NOF FAQ>FAQ Search Component.

FAQ Search tool

2. Draw a box on the Layout to indicate where you want to position the FAQ Search component. To ensure the most efficient search, you should place the FAQ Search component on the page containing the FAQ Details component.

   The NOF FAQ dialog appears.

3. If you have not created a Component Suite, create a new one by typing a name for the suite in the New name field. To include the component as part of an existing suite, click the Existing radio button and select the Component Suite that you want to add the component to. See "Using Component Suites" on page 818.

4. From the Profile drop-down list, select the settings profile that you want to use for the component. If you have not created a settings profile, the default profile will be used. See "Creating Component Profiles" on page 819.

5. Click OK to close the NOF FAQ dialog.

The FAQ Search dialog box appears.
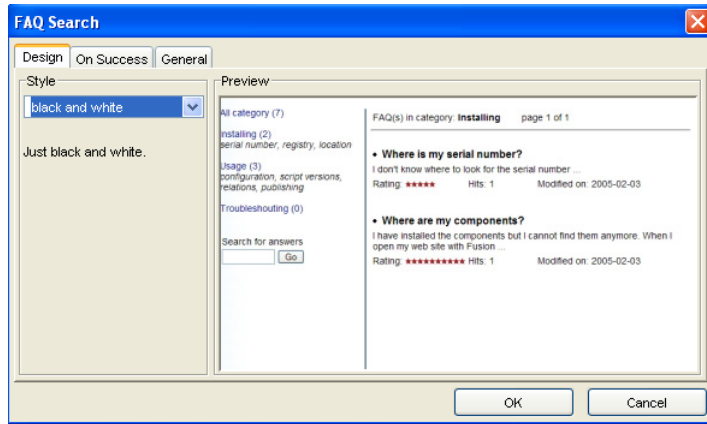
6. Click the Design tab to customize the appearance of your FAQ Search page by choosing a style template from the Style drop-down list.

   The default theme is the SiteStyle theme that is used for the current Active SiteStyle. When selected, a preview for this theme is only available from the Style view. A short description of the selected style and a preview image of the additional themes will be displayed in the dialog box:

7. Click the On Success tab. Choose the page in your site structure on where search results will be displayed.

8. Click General tab to configure the general settings for the FAQ Search page.

   • Click the Publish scripts in debug mode check box to view in-depth troubleshooting information should the component not function properly when published.

   • Select the language (English or German) of your component script.

   • In the Database prefix field, enter a prefix for the file names that the NOF FAQ Component generates in the scripts directory. For example, if you create a .csv file with a prefix of categories, the .csv file is created as categories.csv.

   • To save the FAQ Search Component settings as a profile that can be applied to additional NOF FAQ components that you add to your site, click Save Profile. See "Creating Component Profiles" on page 819.

9. Click OK to close the FAQ Search dialog box.

Adding the FAQ TOC Component

1. In Page view, from the Custom Components toolbox, select NetObjects FAQ>FAQ TOC Component.

FAQ TOC tool

2. Draw a box on the Layout to indicate where you want to position the FAQ TOC component.

   The FAQ TOC dialog box appears.
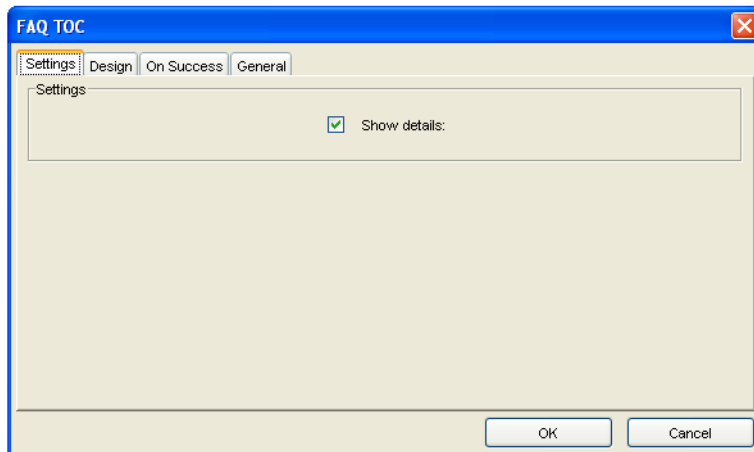
3. On the Settings tab, click the Show details check box to display the number of FAQs in next to each category listed on the TOC page.

4. Click the Design tab to customize the appearance of your FAQ TOC page by choosing a style template from the Style drop-down list.

   The default theme is the SiteStyle theme that is used for the current Active SiteStyle. When selected, a preview for this theme is only available from the Style view. A short description of the selected style and a preview image of the additional themes will be displayed in the dialog box.

5. Click the On Success tab and select the page that contains the FAQ Details component. The table of contents will be displayed on this page.

6. Click General tab to configure the general settings for your FAQ TOC page.

   • Click the Publish scripts in debug mode check box to view in-depth troubleshooting information should the component not function properly when published.

- Select the language (English or German) of your component script.

- In the Database prefix field, enter a prefix for the file names that the NOF FAQ Component generates in the scripts directory. For example, if you create a .csv file with a prefix of categories, the .csv file is created as categories.csv.

- To save the FAQ TOC Component settings as a profile that can be applied to additional NOF FAQ components that you add to your site, click Save Profile. See "Creating Component Profiles" on page 819.

7. Click OK to close the FAQ/TOC dialog box.

Adding the Testimonials Component

By featuring testimonials on your site, you can share positive feedback you receive from customers about your products, services, or company with all of your site visitors. Using the NetObjects Fusion Testimonials component, you can easily display customer-provided testimonials on your site. You can also offer visitors the opportunity to submit their own testimonials, which you can review before publishing them on the site.

The NetObjects Fusion Testimonials component consists of three components:

- Add Testimonials, which adds a form to your site that visitors can use to submit testimonials.

- View Testimonials, which displays the testimonials.

- Admin Testimonials, which allows you to review, manage, and publish, the testimonials that have been submitted by visitors.

After you place the Add Testimonials and View Testimonials components on your pages, you can customize their appearance to complement your page design. Each of the three components must be placed on separate site pages to function properly.

The Add Testimonials Component

The Add Testimonials component creates a form on a page that visitors will complete to submit their testimonial. The testimonial will not appear on the View Testimonials page until it is reviewed in the Testimonials Admin area and validated.

To place the Add Testimonials component to a page and configure its settings:

1. In Page view, from the Custom Components toolbox, select NOF Testimonials>Add Testimonials.

Add Testimonials tool

2. Draw a box on the Layout to indicate where you want to position the Add Testimonials component.
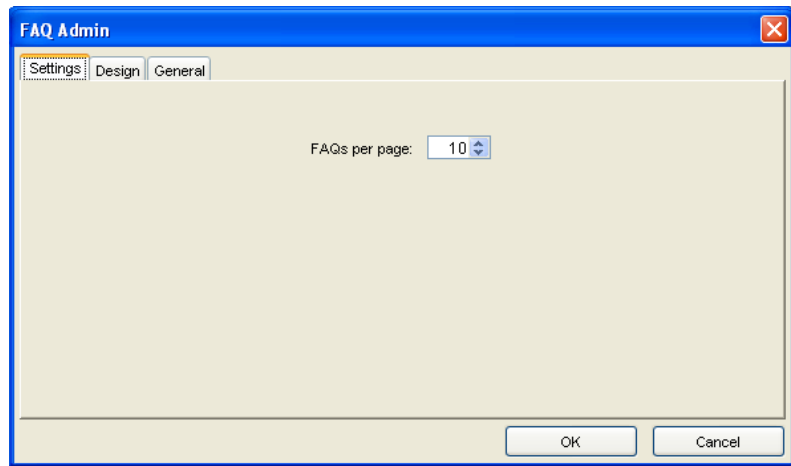
   The NOF Testimonials dialog appears.

3. If you have not created a Component Suite, create a new one by typing a name for the suite in the New name field. To include the component as part of an existing suite, click the Existing radio button and select the Component Suite that you want to add the component to. See "Using Component Suites" on page 818.

4. From the Profile drop-down list, select the settings profile that you want to use for the component. If you have not created a settings profile, the default profile will be used. See "Creating Component Profiles" on page 819.

5. Click OK to close the NOF Testimonials dialog.

   The Add Testimonials dialog box appears.

6. In the Add Testimonials dialog box, click the Design tab to configure the Add Testimonials page appearance.

7. Customize the appearance of your Add Testimonials page by choosing a style template from the Style drop-down list.

   The default theme is the SiteStyle theme that is used for the current Active SiteStyle. When selected, a preview for this theme is only available from the Style view. A short description of the selected style and a preview image of the additional themes will be displayed in the dialog box.

8. Click the Settings tab and choose which optional fields that you want to appear on the testimonials form.

- Click the E-mail check box to add a field on the Testimonials form in which visitors can enter their e-mail address and display it along with their testimonial.

- Check the Picture check box to allow site visitors to upload a picture that can be published along with their testimonial. The picture should not be larger than 200kb.

- Check the 'Enter the shown code' check box to prevent automated form substitution.

Note: Default fields that are required for successful form submission are dimmed in the Add Testimonials dialog. An asterisk will appear next to these form fields on a published site to indicate that the fields are required for submission.

- Replace the default field text by selecting it and typing your desired text in the field.

- *Picture requirements text.* If you choose to allow visitors to upload a picture to accompany their testimonial, enter the text that you want to appear below the picture upload field. The default text is *Picture max size: 200 kb.*

- *Notify on post.* Select this box to be notified via e-mail when someone submits a testimonial. In the E-mail address field, enter a valid e-mail address to which notifications will be sent

- *Character Font:* Select a character font from the drop-down list. The preview will display the Captcha image.

- *Background color*: Set the color of the background image.

- *Foreground color*: Set the color of the characters.

- *Number of characters:* Use the arrow buttons to set the number of characters that will be displayed in the Captcha image

- *Space left between characters:* Use the arrow buttons to set the distance left between two characters of a string.

- *Alignments:* Select how you prefer the Captcha image to be displayed: horizontally or vertically.

- *Top/Bottom padding:* Use the arrow buttons to set the space between the image's borders and the characters.

- *Right/Left margin:* Use the arrow buttons to set the space between the image's margins and the characters.

9. Click the General tab to configure the general settings for the Add Testimonials page.

Note: *Script type* displays either ASP or PHP, depending on settings from the General tab of the Current Site Options dialog.

- Click the Publish scripts in debug mode check box to view in-depth troubleshooting information should the component not function properly when published.

- Select the language (English or German) of your component script.

- In the Database settings field, specify the database file to which you want to store the testimonials. The default file is testimonials.csv.

- Click the Wizard button to launch the DB Creation Wizard. See "Using the DB Creation Wizard" on page 815.

Note: If you do not use the Wizard button next to the Database field and you leave ../db/testimonials.csv in the default value, then you will have to manually create the /db folder on the server (in the folder where you publish the site) and grant write permission to the /db folder.

- Enter the Server (IP) address and Port of the server that will handle sending e-mails confirming testimonial submissions. Consult your host provider or site administrator to obtain this information.

- In the E-mail field, enter the e-mail address to which you want testimonial submission notifications to be sent. You will receive an e-mail each time a site visitor submits a testimonial.

- In the From field, enter the e-mail address from which you want to send visitors e-mails confirming that their testimonial has been successfully submitted.

- If necessary check the smtp requires authentication check box and then fill in the Username and the Password fields with the SMTP user name and password.

- Check the smtp requires ssl check box if the SMTP server requires a secure connection (SSL).

Note: Consult your host provider or site administrator to obtain details about the authentication and/or SSL possibly required by the SMTP server.

Note: Secure connection (SSL) and authentication for an SMTP server are used by some host providers to increase security and stem the flowof email messages propagating spam, viruses, and worms.

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10. To save the Add Testimonials component settings as a profile that you can apply to additional NOF Testimonials that you add to your site, click Save Profile. See "Creating Component Profiles" on page 819.

11. Click OK to close the Add Testimonials dialog

The View Testimonials Component

Once you have placed the Add Testimonials component on a page of your site, you can add the View Testimonials component to display the testimonials on your site. You can modify the appearance of the View Testimonials component so that it complements your current page design.

To add the View Testimonials component to a page:

View Testimonials tool

1. In Page view, from the Custom Components toolbox, select NOF Testimonials>View Testimonials.

2. Draw a box on the Layout to indicate where you want to position the View Testimonials component.

   The NOF Testimonials dialog appears.

3. If you have not created a Component Suite, create a new one by typing a name for the suite in the New name field. To include the component as part of an existing suite, click the Existing radio button and select the Component Suite that you want to add the component to. See "Using Component Suites" on page 818.

4. From the Profile drop-down list, select the settings profile that you want to use for the component. If you have not created a settings profile, the default profile will be used. See "Creating Component Profiles" on page 819.

5. Click OK to close the NOF Testimonials dialog.

   The View Testimonials dialog appears.

6. In the Testimonials dialog box, customize the appearance of your View Testimonials page by choosing a style template from the Style drop-down list.

   The default theme is the SiteStyle theme that is used for the current Active SiteStyle. When selected, a preview for this theme is only available from the Style view. A short description of the selected style and a preview image of the additional themes will be displayed in the dialog box.

7. Click the Settings tab to configure the View Testimonial page settings.

- Link text. Enter the text that will be displayed as a link to the Add Testimonials component. The default text is "Add Testimonial."

- Select 'add testimonial' page. Select the page on which the Add Testimonials component is placed so that visitors will be directed to the correct page when they click the Add Testimonial link.

- Number of testimonials on page. Type in the number of testimonials that you want to appear on one page.

8. Click the General tab to configure the general settings for the View Testimonials page.

Note: *Script type* displays either ASP or PHP, depending on settings from the General tab of the Current Site Options dialog.

- Click the Publish scripts in debug mode check box to view in-depth troubleshooting information should the component not function properly when published.

- Select the language (English or German) of your component script.

- In the Database settings field, specify the database file to which you want to store the testimonials. The default file is testimonials.csv.

- Click the Wizard button to launch the DB Creation Wizard. See "Using the DB Creation Wizard" on page 815.

Note: If you do not use the Wizard button next to the Database field and you leave ../db/testimonials.csv in the default value, then you will have to manually create the /db folder on the server (in the folder where you publish the site) and grant write permission to the /db folder.

- Enter the Server (IP) address and Port of the server that will handle sending e-mails confirming testimonial submissions. Consult your host provider or site administrator to obtain this information.

- In the E-mail field, enter the e-mail address to which you want testimonial submission notifications to be sent. You will receive an e-mail each time a site visitor submits a testimonial.

- In the From field, enter the e-mail address from which you want to send visitors e-mails confirming that their testimonial has been successfully submitted.

- If necessary, check the smtp requires authentication check box and then fill in the Username and the Password fields with the SMTP user name and password.

- Check the smtp requires ssl check box if the SMTP server requires a secure connection (SSL).

Note: Consult your host provider or site administrator to obtain details about the authentication and/or SSL possibly required by the SMTP server.

Note: Secure connection (SSL) and authentication for an SMTP server are used by some host providers to increase security and stem the flowof email messages propagating spam, viruses, and worms.

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9. To save the View Testimonials component settings as a profile that you can apply to additional NOF Testimonials that you add to your site, click Save Profile. See "Creating Component Profiles" on page 819.

10. Click OK to close the View Testimonials dialog

The Admin Testimonials Component

The Admin Testimonials component allows you to edit, delete, and manage submitted testimonials. You can also review the testimonials before publishing them to the site. The Admin Testimonials component is password-protected to restrict access by unauthorized users.

If you prefer, you can also place the Admin Testimonials component on a separate page of your site and exclude it from navigation so that it will not be seen by site visitors.

Adding the Admin Testimonials Component on a Page

Admin
Testimonials tool

1. In Page view, from the Custom Components toolbox, select the NOF Testimonials>Admin Testimonials.

2. Draw a box on the Layout to indicate where you want to position the Testimonials component.

   The NOF Testimonials dialog appears.

3. If you have not created a Component Suite, create a new one by typing a name for the suite in the New name field. To include the component as part of an existing suite, click the Existing radio button and select the Component Suite that you want to add the component to. See "Using Component Suites" on page 818.

4. From the Profile drop-down list, select the settings profile that you want to use for the component. If you have not created a settings profile, the default profile will be used. See "Creating Component Profiles" on page 819.

5. Click OK to close the NOF Testimonials dialog.

   The NetObjects Admin Testimonials dialog appears.

6. Configure the Admin settings in the Admin Testimonials dialog.

7. On the General Settings tab, type the password that you want to use to log in to the Admin area and manage your testimonials.

8. Click the General tab to configure the general settings for the Admin Testimonials page.

   • Click the Publish scripts in debug mode check box to view in-depth troubleshooting information should the component not function properly when published.

   • Select the language (English or German) of your component script.

   • In the Database settings field, specify the database file to which you want to store the testimonials. The default file is testimonials.csv.

   • Click the Wizard button to launch the DB Creation Wizard. See "Using the DB Creation Wizard" on page 815.

   Note: If you do not use the Wizard button next to the Database field and you leave ../db/testimonials.csv in the default value, then you will have to manually create the /db folder on the server (in the folder where you publish the site) and grant write permission to the /db folder.

- Enter the Server (IP) address and Port of the server that will handle sending e-mails confirming testimonial submissions. Consult your host provider or site administrator to obtain this information.

- In the E-mail field, enter the e-mail address to which you want testimonial submission notifications to be sent. You will receive an e-mail each time a site visitor submits a testimonial.

- In the From field, enter the e-mail address from which you want to send visitors e-mails confirming that their testimonial has been successfully submitted.

- If necessary, check the smtp requires authentication check box and then fill in the Username and the Password fields with the SMTP user name and password.

- Check the smtp requires ssl check box if the SMTP server requires a secure connection (SSL).

Note: Consult your host provider or site administrator to obtain details about the authentication and/or SSL possibly required by the SMTP server.

Note: Secure connection (SSL) and authentication for an SMTP server are used by some host providers to increase security and stem the flowof email messages propagating spam, viruses, and worms.

9. To save the Admin Testimonials settings as a profile that you can apply to additional NOF Testimonials components that you add to your site, click Save Profile. See "Creating Component Profiles" on page 819.

10. Click OK to close the Admin Testimonials dialog.

Managing Testimonials on the Admin Testimonials Page

Once you have added each of the Testimonial component tools to your site, you will need to publish your site remotely to manage testimonials.

1. On the published site, open the page containing the Admin Testimonials component tool in a browser window.

2. When prompted, enter your admin password as created when the Admin Testimonials component was added to the page.

The Admin Testimonials page will display a table listing the testimonials that visitors have submitted, including the submitter's name, the date of submission, and the title of the testimonial.

3. To review a testimonial, click the View link corresponding to the testimonial you want to view.

    The selected testimonial will appear in the browser window.

4. Click the Validate link below the testimonial to display the testimonial on the page containing the View Testimonials component.

5. Click the Invalidate link below the testimonial if you do not want to display the testimonial.

6. Click the Delete link to permanently remove a testimonial from your testimonials list.

7. Click Logout to log out of the Admin Testimonials area.

Note: You can also validate, invalidate, and delete testimonials directly on the testimonials list table. Click the Validity check box to validate all testimonials in the list at once.

Adding a Guestbook

By adding a Guestbook to your site, you give your site's visitors the opportunity to express their opinions, offer suggestions about your Web site, and develop a sense of community.

The NetObjects Guestbook consists of two components: the Guestbook component, which adds a Guestbook to your site, and the Guestbook Admin component, which allows you to edit and delete Guestbook entries.

To add a guestbook to your site, you drop the GuestBook component on a page, configure its settings, and then add the Guestbook Admin component.

To add a Guestbook to a page:

Guestbook tool

1. In Page view, from the Custom Components toolbox, select NOF Guestbook>Guestbook.

2. Draw a box on the Layout to indicate where you want to position the Guestbook component.
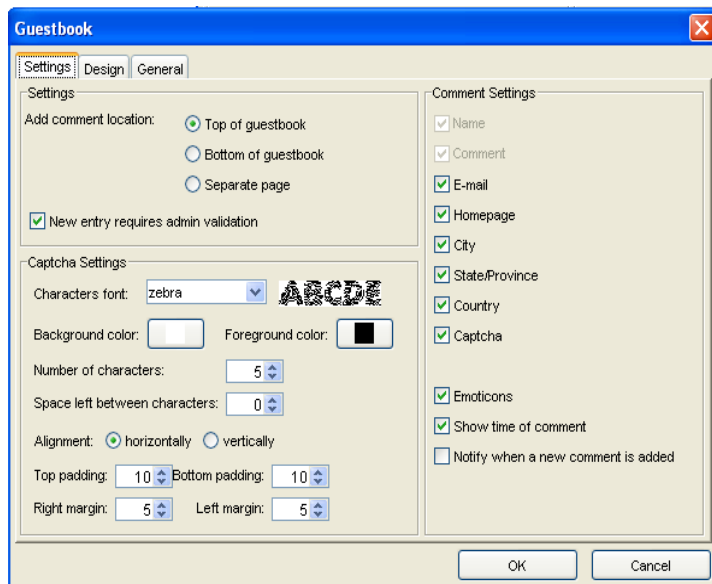
The NOF Guestbook dialog appears.

3. If you have not created a Component Suite, create a new one by typing a name for the suite in the New name field. To include the component as part of an existing suite, click the Existing radio button and select the Component Suite that you want to add the component to. See "Using Component Suites" on page 818.

4. From the Profile drop-down list, select the settings profile that you want to use for the component. If you have not created a settings profile, the default profile will be used. See "Creating Component Profiles" on page 819.

5. Click OK to close the NOF Guestbook dialog.

The Guestbook dialog box appears.

6. In the Guestbook dialog box, configure the Guestbook component settings.

Note: You can only add one Guestbook component and one corresponding Guestbook Admin component per site.

To configure the Guestbook settings:

1. In the Guestbook dialog, click the Settings tab.

2. In the Add comment location fieldset, set the position of the Guestbook's form in relation to the Guestbook's comment list. You can place the form above or below this list or on a separate page.

3. In the Captcha section, specify your preferences for the shown code:

   • *Character Font:* Select a character font from the drop-down list. The preview will display the Captcha image.

   • *Background color*: Set the color of the background image.

   • *Foreground color*: Set the color of the characters.

   • *Number of characters:* Use the arrow buttons to set the number of characters that will be displayed in the Captcha image

   • *Space left between characters:* Use the arrow buttons to set the distance left between two characters of a string.

   • *Alignments:* Select how you prefer the Captcha image to be displayed: *Top/ Bottom padding:* Use the arrow buttons to set the space between the image's borders and the characters.

   • *Right/Left margin:* Use the arrow buttons to set the space between the image's margins and the characters.

4. Check the Notify when a new comment is added check box so that the webmaster or site owner will be notified each time a new Guestbook entry is posted.

5. Check The New entry requires admin validation check box so that it appears on the site only after the webmaster validates it.

6. In the Comment Settings section, specify which optional form fields you would like your visitors to complete when signing the Guestbook.

7. Click the Emoticons check box to display a panel of emoticons that visitors can use in their Guestbook entries.

8. Click the Show time check box to display the time at which each Guestbook entry is posted.

9. Click the Design tab to customize the appearance of your Guestbook by choosing a style from the Style drop-down list.

The default theme is the SiteStyle theme that is used for the current Active SiteStyle. When selected, a preview for this theme is only available from the Style view. A short description of the selected style and a preview image of the additional themes will be displayed in the dialog box:
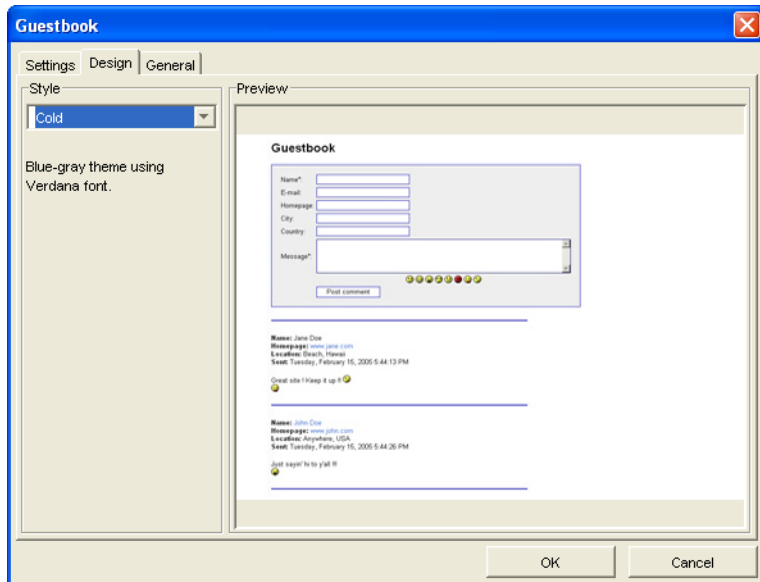
10. Click the General tab to configure the Guestbook's general settings.

   • Click the Publish scripts in debug mode check box to view in-depth troubleshooting information should the component not function properly when published.

   Note: *Script type* displays either ASP or PHP, depending on settings from the General tab of the Current Site Options dialog.

   • Select the language (English or German) of your component script.

   • In the Database settings field, specify the database file to which you want to store the guestbook entries. The default file is guestbook.cvs.

- Click the Wizard button to launch the DB Creation Wizard. See "Using the DB Creation Wizard" on page 815.

> **Note:** If you do not use the Wizard button next to the Database field and you leave ../db/guestbook.csv in the default value, then you will have to manually create the /db folder on the server (in the folder where you publish the site). Grant write permission to the /db folder.

- Enter the Server (IP) address and Port of the server that will handle sending e-mails confirming guestbook submissions. Consult your host provider or site administrator to obtain this information.

- In the E-mail field, enter the e-mail address to which you want testimonial submission notifications to be sent. You will receive an e-mail each time a site visitor submits a guestbook entry.

- In the From field, enter the e-mail address from which you want to send visitors e-mails confirming that their guestbook entry has been successfully submitted.

- If necessary, check the smtp requires authentication check box and then fill in the Username and the Password fields with the SMTP user name and password.

- Check the smtp requires ssl check box if the SMTP server requires a secure connection (SSL).

> **Note:** Consult your host provider or site administrator to obtain details about the authentication and/or SSL possibly required by the SMTP server.

> **Note:** Secure connection (SSL) and authentication for an SMTP server are used by some host providers to increase security and stem the flowof email messages propagating spam, viruses, and worms.

11. To save the Guestbook component settings as a profile that you can apply to additional NOF Guestbook components that you add to your site, click Save Profile. See "Creating Component Profiles" on page 819.

12. Click OK to close the Guestbook dialog.

The Guestbook Admin Component

The Guestbook Admin component allows you to edit and delete entries in your Guestbook. It can be placed anywhere on your Web site, and it is password-protected to restrict access by unauthorized users. To use the Guestbook Admin component, when you log into the Guestbook Admin area, you can delete or edit any of the existing Guestbook entries.

To add the Guestbook Admin component:

Guestbook Admin tool

1. In Page view, from the Custom Components toolbox, select Guestbook>Guestbook Admin.

2. Draw a box on the Layout to indicate where you want to position the Guestbook Admin component.

   The NOF Guestbook dialog appears.

3. If you have not created a Component Suite, create a new one by typing a name for the suite in the New name field. To include the component as part of an existing suite, click the Existing radio button and select the Component Suite that you want to add the component to. See "Using Component Suites" on page 818.

4. From the Profile drop-down list, select the settings profile that you want to use for the component. If you have not created a settings profile, the default profile will be used. See "Creating Component Profiles" on page 819.

5. Click OK to close the NOF Guestbook dialog.

The Guestbook Admin dialog box appears.

6. In the Administrator password field, enter a password that you will use to log in to the Guestbook Admin area.

7. Enable the Emoticons check box to be able to see the emoticons that visitors use in their Guestbook entries. If not checked, the Emoticons option will not be available on the Admin Page.

8. Click the Design tab to customize the appearance of your Guestbook by choosing a style from the Style drop-down list.

    The default theme is the SiteStyle theme that is used for the current Active SiteStyle. When selected, a preview for this theme is only available from the Style view. A short description of the selected style and a preview image of the additional themes will be displayed in the dialog box.

9. Click the General tab to configure the Guestbook's general settings.

    •   Click the Publish scripts in debug mode check box to view in-depth troubleshooting information should the component not function properly when published.

> **Note:** *Script type* displays either ASP or PHP, depending on settings from the General tab of the Current Site Options dialog.

- Select the language (English or German) of your component script.

- In the Database settings field, specify the database file to which you want to store the guestbook entries. The default file is guestbook.csv.

- Click the Wizard button to launch the DB Creation Wizard. See "Using the DB Creation Wizard" on page 815.

> **Note:** If you do not use the Wizard button next to the Database field and you leave ../db/guestbook.csv in the default value, then you will have to manually create the /db folder on the server (in the folder where you publish the site). Grant write permission to the /db folder.

- Enter the Server (IP) address and Port of the server that will handle sending e-mails confirming guestbook submissions. Consult your host provider or site administrator to obtain this information.

- In the E-mail field, enter the e-mail address to which you want testimonial submission notifications to be sent. You will receive an e-mail each time a site visitor submits a guestbook entry.

- In the From field, enter the e-mail address from which you want to send visitors e-mails confirming that their guestbook entry has been successfully submitted.

- If necessary, check the smtp requires authentication check box and then fill in the Username and the Password fields with the SMTP user name and password.

- Check the smtp requires ssl check box if the SMTP server requires a secure connection (SSL).

> **Note:** Consult your host provider or site administrator to obtain details about the authentication and/or SSL possibly required by the SMTP server.

> **Note:** Secure connection (SSL) and authentication for an SMTP
> server are used by some host providers to increase security
> and stem the flowof email messages propagating spam,
> viruses, and worms.

10. To save the Guestbook Admin component settings as a profile that you can
apply to additional NOF Guestbook components that you add to your site, click
Save Profile. See "Creating Component Profiles" on page 819.

11. Click OK to close the Guestbook Admin dialog.

Managing Guestbook Entries Using the Guestbook Admin Component

Once you have added each of the Guestbook component tools to your site, you will
need to publish your site remotely to manage guestbook entries. On the published
site, you access the page containing the Guestbook Admin component, where you
can add review, edit, and delete guestbook entries.

1. On a published site, launch the page containing the Guestbook Admin page in a
browser window.

2. When prompted, enter your admin password as created when the Guestbook
Admin component was added to the page.

The Guestbook Admin area appears.

3. To edit a guestbook entry, click the edit button corresponding to the guestbook
you want to edit.

4. The Guestbook form will appear.

5. Modify the guestbook entry by editing the text in text fields.

6. Click Update comment to apply the changes and return to the Guestbook Admin
page.

7. Delete a guestbook entry by clicking delete in the entry area.

8. Click Log out to exit the Guestbook Admin area.

The NOF News Component

The NOF News package offers the capability to display news about the products and services offered through the Web site. Site visitors can find information on the newly released programs, products or services of the Web site. The new information will be available to display as a list of summaries or as a single news record in detail. Visitors can view information on the site, which is provided in a 'read-only' format.

The NOF News package consists of three components:
- • The Admin Component: Allows adding, reviewing and managing the news.

- • The Article List Component: Displays a list of news summaries.

- • The Full Article Component: Displays a single news record in detail.

The NOF News components are available in PHP and ASP.

You can place as many NOF News Components on a Web site as you want, but only one NOF News Component may be allowed on a page at a time.

The components from the same package are grouped in a suite. You can have one or more suites on a Web site. The common settings for a suite are stored in a profile. The suites offer the possibility to have more than one component of the same type in the site, with different settings. If you have a site and need more than one news section on it, each one with its own member database, e-mail, settings, etc. then the solution is to place two or more distinct suites on the site and configure them accordingly.

The administrator of the Web site has specific rights on the published site. Only the administrator can add, delete, view, validate, and invalidate news records from the published site. He can also set the number of news displayed on a page.

Adding the Admin Component on a Page

The Admin Tool

The purpose of the Admin component is news management. To provide complete control, the Admin component offers editing and deleting capabilities for the site administrator.

The Admin component allows you to edit, delete, and manage any news you want to submit. The Admin component is password-protected to restrict access by unauthorized users.

If you prefer, you can also place the Admin Component on a separate page of your site and exclude it from navigation so that site visitors will not see it.

To add the Admin Component on a page:

1. In Page view, select the NOF News>Admin News from the Custom Components toolbox.

2. Draw a box on the Layout to indicate where you want to position the News Component.

    The NOF News dialog appears.

3. If you have not created a Component Suite, create a new one by typing a name for the suite in the New name field. To include the component as part of an existing suite, click the Existing radio button and select the Component Suite that you want to add the component. See Using Component Suites.

4. From the Profile drop-down list, select the settings profile that you want to use for the component. If you have not created a settings profile, the default profile will be used. See Creating Component Profiles.

5. Click OK to close the NOF News dialog.

Customizing the Admin Component

The NOF Admin contains four tabs Design, Add Form, Settings, and General.

In the Admin dialog box, click the Design tab to customize the appearance of your News Admin page by choosing a style from the Style drop-down list.

The default theme is the SiteStyle theme that is used for the current Active SiteStyle. When selected, a preview for this theme is only available from the Style view. A short description of the selected style and a preview image of the additional themes will be displayed in the dialog box:

On the Add Form tab, you have two sections: General Settings and Fields.

In the General Settings section, you can enter the text that you want to appear below the picture upload field. The default text is *Picture max size: 200 kb.*

Note: Default fields that are required for successful form submission are dimmed in the Admin dialog. An asterisk will appear next to these form fields on a published site to indicate that the fields are required for submission.

In the Fields section, you can customize the fields from the Admin form. There are five fields named:

- *Title*. In the Label field, you should write what you want to appear before the form where the news title is typed.

- *Short Message*. In the Label field, you should write what you want to appear before the form where the summary of the news or the beginning of the news is typed.

- *Full Message*. In the Label field, you should write what you want to appear before the form where the entire news is typed.

- *Author*. In the Label field, you should write what you want to appear before the form where the name of the author is typed.

- *Image*. In the Label field, you should write what you want to appear near the picture that is uploaded for that news.

On the Fields panel, you have the first four fields, each of which is required and already enabled by default. These fields (on the published site) have an asterisk attached to them that shows that it is compulsory to fill in these fields.
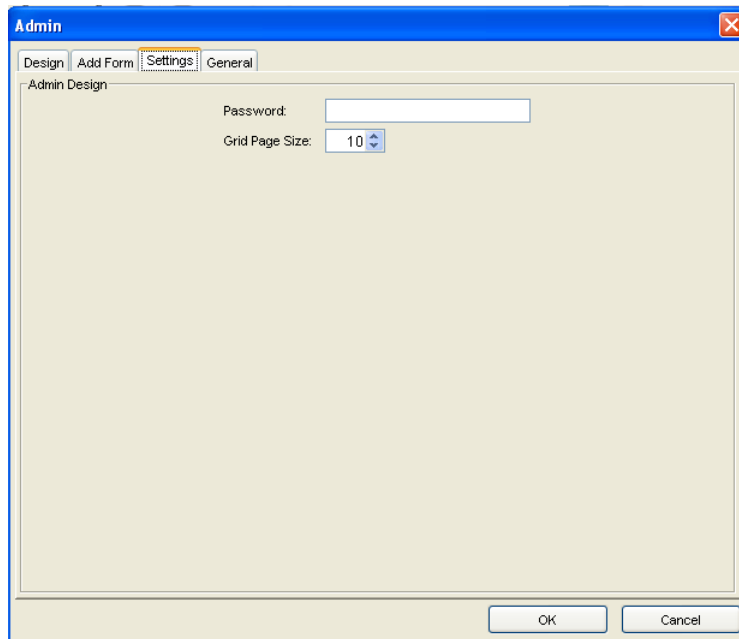
If the administrator wants to add a piece of news, the *News Title*, the *Short Message,* the *Full message* and the *Author's Name* must be filled out.

If you enable the *Required* check box, the *Show option* will be enabled automatically. If not enabled on the *Show* column, these fields will not appear on the *Add News* subscription form on the published site.

If you enable the *Image* check box, the site administrator will have the possibility to attach an image to the added news. The picture should not be larger than 200kb.

On the Settings tab, there is an Admin Design section where you have to fill out a password that you will use to log in as the site administrator. It is important that you

type and remember the password that you want to use to log in to the Admin area and manage your news.

On the Grid Page Size form, you will have to set the number of articles displayed on the page that contains the Articles List.

On the General tab, you can configure the general settings for the Admin page:
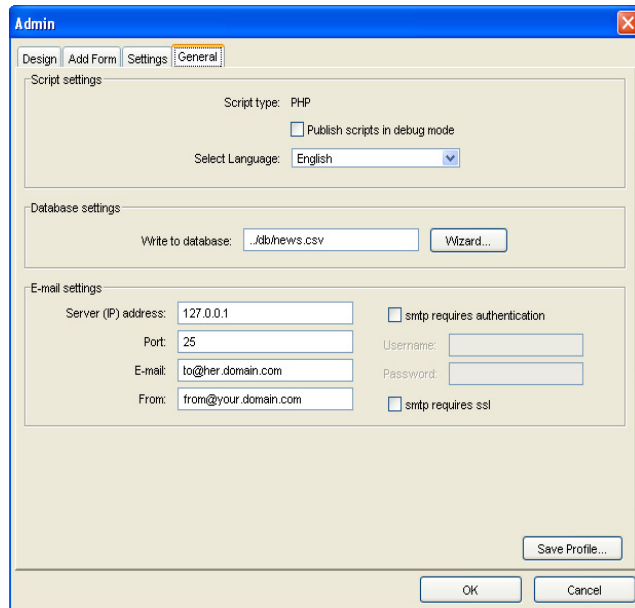
1. Click the General tab to configure the general settings for the Admin News page.

    •   Click the Publish scripts in Debug Mode check box to view in-depth troubleshooting information should the component not function properly when published.

    Note: *Script type* displays either ASP or PHP, depending on settings from the General tab of the Current Site Options dialog.

    •   Select the language (English or German) of your component script.

    •   In the Database settings field, specify the database file to which you want to store the news articles. The default file is news.csv.

    •   Click the Wizard button to launch the DB Creation Wizard. See "Using the DB Creation Wizard" on page 815.

> **Note:** If you do not use the Wizard button next to the Database field and you leave ../db/news.csv in the default value, then you will have to manually create the /db folder on the server (in the folder where you publish the site) and grant write permission to the /db folder.

- Enter the Server (IP) address and Port of the server that will be used to send/receive e-mails. The server (IP) address is not mandatory. PHP will use the SMTP server address specified in the php.ini file on the server, while ASP will use the default windows SMTP server if you leave this field blank. Consult your host provider or site administrator to obtain this information.

- In the E-mail field, enter the e-mail address that will be used if the component sends an e-mail to the site administrator.

- In the From field, enter the e-mail address that will appear in the *From* field when an e-mail will be sent by this component. This e-mail address must have the right format; otherwise, the e-mail sent by the component cannot be delivered by your provider's e-mail SMTP server.

- If necessary, check the smtp requires authentication check box and then fill in the Username and the Password fields with the SMTP user name and password.

- Check the smtp requires ssl check box if the SMTP server requires a secure connection (SSL).

> **Note:** Consult your host provider or site administrator to obtain details about the authentication and/or SSL possibly required by the SMTP server.

> **Note:** Secure connection (SSL) and authentication for an SMTP server are used by some host providers to increase security and stem the flowof email messages propagating spam, viruses, and worms.

2. To save the Admin component settings as a profile that you can apply to additional NOF News that you add to your site, click Save Profile. See "Creating Component Profiles" on page 599.

3. Click OK to close the Admin dialog.

Managing News on the Admin Page

Once you have added each of the News Component tools to your site, you need to publish your site remotely, in order to manage the news.

1. On the published site, open the page containing the Admin Component tool in a browser window.

2. When prompted, enter your admin password as created when the Admin component was added to the page.

The Admin page will display a grid where you can add and edit news that can be later modified or deleted.

3. To add a new article, press the Add button and complete required fields. On the Status field, select Validated from the drop-down list if you want the article to be displayed.

4. To modify an article, select the radio button corresponding to the article you want to change and click the Edit button.

5. To review a news article, select the radio button corresponding to the article you want to view and click the View button.

   The selected article will appear in the browser window or in a pop-up window, depending on the site administrator's choice.

6. To delete an article, select the radio button corresponding to the article you want to permanently remove and click the Delete button.

7. To validate all the articles from the list enable the checkbox from the top right corner. Or, if you want to validate/invalidate a single article, check/uncheck the article's corresponding check box, respectively.

8. Click Logout to log out of the Admin area.

Adding the Article List Component

Article List Tool

The Article List Component creates a panel on a page of your site where visitors will find a list of all the news posted by the administrator. Only the title, the author, and the short story are displayed on the Article List panel, but the full story may be accessed by pressing on the Title or Read More links.

Adding the Article List Component

To place the Article List component to a page and configure its settings:

1. In Page view, select NOF News> Article List from the Custom Components toolbox.

2. Draw a box on the Layout to indicate where you want to position the Article List Component.

   The NOF News dialog appears.

3. If you have not created a Component Suite, create a new one by typing a name for the suite in the New name field. To include the component as part of an existing suite, click the Existing radio button and select the component suite where you want to add the News Component. See Using Component Suites.

4. From the Profile drop-down list, select the settings profile that you want to use for the component. If you have not created a settings profile, the default profile will be used. See Creating Component Profiles.

5. Click OK. The NOF News dialog box appears.

Customizing the Article List Component

The Article List dialog box contains three tabs: Design, Settings, and General.

Click the Design tab to customize the appearance of your Article List page by choosing a style template from the Style drop-down list. The default theme is the SiteStyle theme that is used for the current Active SiteStyle. When selected, a preview for this theme is only available from the Style view. A short description of the selected style and a preview image of the additional themes will be displayed in the dialog box.

Click the Settings tab to configure the Article List page settings.

1. On the Settings tab, we have three sections: Labels and Links, Date Settings, and View Full Article.

2. On the Label and Links section, you may set the appearance of the List Article panel differently.

- *Title*. Here you may change the text for the title bar of the Article List panel.

- *Show only*. If it is not enabled, then all the articles will be displayed on one single page. But if you enable the checkbox, you are able to set how many articles you want to be displayed at once in the Article List panel.

- *Link article headline to the full article page*. If it is enabled, then pressing the title of the article on the Article List panel can access either the full article page or the full article in a pop-up window.

- *Show a link to the full article page*. If you want another link to the Full Article, check this option and another link will be displayed under the Short Message.

- *Link Label*. Here you have to type the text of the link that will redirect the site visitor to the full article. This link may be like: Read More… ; Details. , Further.. etc.

With the Date and Time options, you may add new information to the pages that include the News Components. The Date and Time settings will apply to all the

News Components. If the settings are changed for one of the News Components, then the settings will apply to all the components.

On the Date and Time section you can set:

- *Show Date and Time of each article.* If you enable this checkbox, the date and time are displayed with the news when it is posted.

- *Date Format*. If you choose to show the date, you can also choose a format for the date from the first drop-down list:

  - MM/DD/YYYY – month/day/year

  - DD/MM/YYYY – day/month/year

- *Time Format.* If you choose to show the time, you can also choose a format for the time on the second drop-down list, but you can also choose not to show the time by selecting *None*:

  - HH:MM:SS AM/PM – hour:minute:second

  - HH:MM:SS – hour:minute:second

- *Time Zon*e. Here you can set what time you want to use. You may use your server time zone, or any other time zone from the drop-down list.

On the View Full Article section you can choose where you want the full article to be displayed. You have two options:

  - *Show the Full article in a Pop-up window* means that you will not need to place the Full Article component on any page of your Web site. The full article will appear in a pop-up window, which will take the settings and style that are set for the Article List component.

  - *Show the Full article on an existing page* means that you will have to choose the page that contains the full article, but it is compulsory to select the page with the Full Article component on it. This page may be customized differently.

On the General tab, you can configure the general settings for the Article List component:

On the General tab, you will find the same fields as in the Admin General tab. If you have already filled in these fields in the Admin Component (or in any other News Components), the information will become available in the Article List Component.

1. Click the General tab to configure the general settings for the Article List page.

   • Click the Publish scripts in debug mode check box to view in-depth troubleshooting information should the component not function properly when published.

   Note: *Script type* displays either ASP or PHP, depending on settings from the General tab of the Current Site Options dialog.

   • Select the language (English or German) of your component script.

   • In the Database settings field, specify the database file to which you want to store the news articles. The default file is news.csv.

- Click the Wizard button to launch the DB Creation Wizard. See "Using the DB Creation Wizard" on page 815.

Note: If you do not use the Wizard button next to the Database field and you leave ../db/news.csv in the default value, then you will have to manually create the /db folder on the server (in the folder where you publish the site) and grant write permission to the /db folder.

- Enter the Server (IP) address and Port of the server that will be used to send/ receive e-mails. The server (IP) address is not mandatory. PHP will use the SMTP server address specified in the php.ini file on the server and ASP will use the default windows SMTP server, if you leave this field blank. Consult your host provider or site administrator to obtain this information.

- In the E-mail field, enter the e-mail address that will be used if the component sends an e-mail to the site administrator.

- In the From field, enter the e-mail address that will appear in the *From* field when an e-mail will be sent by this component. This e-mail address must have the right format; otherwise, the e-mail sent by the component cannot be delivered by your provider's e-mail SMTP server.

- If necessary, check the smtp requires authentication check box and then fill in the Username and the Password fields with the SMTP user name and password.

- Check the smtp requires ssl check box if the SMTP server requires a secure connection (SSL).

Note: Consult your host provider or site administrator to obtain details about the authentication and/or SSL possibly required by the SMTP server.

Note: Secure connection (SSL) and authentication for an SMTP server are used by some host providers to increase security and stem the flowof email messages propagating spam, viruses, and worms.

2. To save the Article List component settings as a profile you can apply to additional NOF News that you add to your site, click Save Profile. See "Creating Component Profiles" on page 599.

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3. Click OK to close the Article List dialog.

On the published site, the Article List component will display the following panel that contains the list of the posted articles:
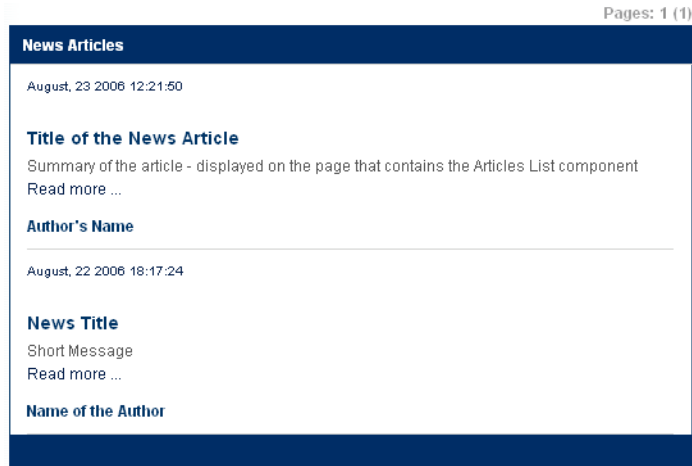
Adding the Full Article Component

Full Article Tool

The Full Article component offers you the capability to show the entire article on an existing page of your Web site. This may be customized to your preferences.

You can modify the appearance of the Full Article component to improve your current page design. First, you have to place the Full Article component on the page of your site where you want the news articles to be displayed one at a time.

To add the Full Article Component to a page:

1. In Page view, from the Custom Components toolbox, select NOF News > Full Article.

2. Draw a box on the Layout to indicate where you want to position the Full Article Component.

   The NOF News dialog appears.

3. If you have not created a Component Suite, create a new one by typing a name for the suite in the New name field. To include the component as part of an existing suite, click the Existing radio button and select the component suite where you want to add the component.

4. From the Profile drop-down list, select the settings profile you want to use for the component. If you have not created a settings profile, the default profile will be used.

5. Click OK to close the NOF News dialog.

Customizing the Full Article Component

The Full Article dialog box contains three sections: Design, Settings, and General. In the Full Article dialog box, click the Design tab to customize the appearance of your Full Article page by choosing a style template from the Style drop-down list. The default theme is the SiteStyle theme that is used for the current Active SiteStyle. When selected, a preview for this theme is only available from the Style view. A short description of the selected style and a preview image of the additional themes will be displayed in the dialog box.

Click the Settings tab to configure the Full Article component's settings. On the Settings tab, we have two sections: *Labels and Links* and *Date and Time*.

On the Label and Links panel, you may set the appearance of the Full Article panel differently.

- *Title*. Here you may change the text for the title bar of the Full Article panel.

- *Show navigation*. If it is not enabled then the site visitor will not be able to navigate from one news article to another in the current page, but if you enable the checkbox, the site visitor will be able to move from one full article to another with the help of the navigation text.

- *Link article headline to the full article page*. If it is enabled, then pressing the title of the article on the Article List panel will access either the full article page or the full article in a pop-up window.

- *Show a link to the articles list page.* If you want a link to the Articles List page, check this option and this link will be displayed under the Full Message.

- *Link Label.* Here you have to type the text of the link that will redirect the site visitor to the articles list page. This link may read as: <u>Return to the Articles</u> ; <u>Back to the list.</u> , <u>Articles List..</u> etc.

On the Date and Time section, you will find the same fields as in the Article List > Settings tab. If you have already filled these fields in the Article List component's dialog box (or in any other News Components), the information will become available for the Full Article component.

- *Show Date and Time of each article*. If you enable this checkbox, the date and time are displayed with the news when it is posted.

- *Date Format*. If you choose to show the date, you can also choose a format for the date from the first drop-down list:

  - MM/DD/YYYY – month/day/year

  - DD/MM/YYYY – day/month/year

- *Time Format*. If you choose to show the time, you can also choose a format for the time on the second drop-down list, but you can also choose not to show the time by selecting *None*:

  - HH:MM:SS AM/PM – hour:minute:second

  - HH:MM:SS – hour:minute:second

- *Time Zone*. Here you can set what time you want to use. You may use your server time zone or any other time zone from the drop-down list.

On the General tab, you will specify the News Suite general settings. Here, you will find the same fields as in the Admin General tab. If you have already filled in these

fields in the Admin or in Article List component, the information will become available in the Full Article Component.

The General tab contains three sections: Script settings, Database settings, and E-mail settings.

1. Click the General tab to configure the general settings for the Full Article page.

- Click the Publish scripts in debug mode check box to view in-depth troubleshooting information should the component not function properly when published.

- Select the language (English or German) of your component script.

- In the Database settings field, specify the database file to which you want to store the news articles. The default file is news.csv.

- Click the Wizard button to launch the DB Creation Wizard. See "Using the DB Creation Wizard" on page 815.

Note: If you do not use the Wizard button next to the Database field and you leave ../db/news.csv in the default value, then you will have to manually create the /db folder on the server (in the folder where you publish the site) and grant write permission to the /db folder.

- Enter the Server (IP) address and Port of the server that will be used to send/ receive e-mails. The server (IP) address is not mandatory. The PHP will use the SMTP server address specified in the php.ini file on the server and the ASP will use the default windows SMTP server if you leave this field blank. Consult your host provider or site administrator to obtain this information.

- In the E-mail field, enter the e-mail address that will be used if the component sends an e-mail to the site administrator.

- In the From field, enter the e-mail address that will appear in the *From* field when an e-mail will be sent by this component. This e-mail address must have the right format; otherwise, the e-mail sent by the component cannot be delivered by your provider's e-mail SMTP server.

- If necessary, check the smtp requires authentication check box and then fill in the Username and the Password fields with the SMTP user name and password.

- Check the smtp requires ssl check box if the SMTP server requires a secure connection (SSL).

Note: Consult your host provider or site administrator to obtain details about the authentication and/or SSL possibly required by the SMTP server.

Note: Secure connection (SSL) and authentication for an SMTP server are used by some host providers to increase security and stem the flowof email messages propagating spam, viruses, and worms.

2. To save the Full Article component settings as a profile that you can apply to additional NOF News you add to your site, click Save Profile. See "Creating Component Profiles" on page 599.

3. Click OK to close the Article List dialog.

On the published site, the Full Article component will display the following panel that contains the list of the posted articles:

Creating Password-Protected Pages

The NetObjects Fusion Secure Site package has all the tools needed to build a secure site with password-protected pages. When you add password protection to pages, you protect the page content from being viewed by unregistered users. Visitors will have to sign up and create a user account before gaining access to the protected pages.

All the information collected from users at sign-up will be stored permanently in a database file which can easily imported into third-party applications, such as Microsoft Excel and Microsoft Access.

The registered users will be able to change their passwords and request to have their forgotten passwords sent by e-mail. The site Administrator will be able to notify registered users regarding any changes in the user accounts

The NetObjects Secure Site package consists of seven components:

- The Admin component, which allows the site owner to manage user accounts.

- The Signup component, which allows the user to sign up for a new account with the user name, password, and additional data.

- The Secure Page component, which prompts users for their user ID and password and denies access to the protected pages without that information.

- The Login component, which handles the process of user sign in and validation.

- The Logout component, which signs users out of their account.

- The Change Password component, which users can use to change their passwords.

- The Get Password component, which allows users to request their user name and password via e-mail if they cannot provide the information.

Adding the Signup Component to a Page

Using the Signup component, you can create the form that visitors need to create an account and gain access to secure pages.

Secure Site Signup tool

1. In Page view, from the Custom Components menu, select NOF Secure Site >Signup.

2. Draw a box on the page where you want to place the Secure Site Signup component.

   The NOF Secure Site dialog appears.

3. If you have not created a Component Suite, create a new one by typing a name for the suite in the New name field. To include the component as part of an existing suite, click the Existing radio button and select the Component Suite that you want to add the component to. See "Using Component Suites" on page 818.

4. From the Profile drop-down list, select the settings profile that you want to use for the component. If you have not created a settings profile, the default profile will be used. See "Creating Component Profiles" on page 819.

5. Click OK to close the NOF Secure Site dialog.

   The Signup dialog appears.

6. Follow the steps for configuring the Signup component settings as described in this chapter.

Configuring the Secure Site Form Labels and Objects

After you have placed the Signup component on your site, you can customize the form that visitors fill out to sign up for access to password-protected pages. You can modify text labels and apply CSS styles to the default form labels. You can also add additional form labels and corresponding objects—such as text boxes, check boxes, and radio buttons—to collect additional information. For example, if you wanted to obtain additional information from visitors who are registering to use your site, you can add an additional text box in which the user can enter that information.

Usually, when you first place a Signup component on the Layout of a page in NetObjects Fusion, the Signup dialog box appears. If you close the dialog box and you want to configure the component setting in a future moment of time, follow the next steps:

1. Select the component on the Layout. You will see the NOF _Name of the Component_Properties window.

2. Click on Click to edit and then press the (..) button.

Customizing Secure Site Form Labels

On the Fields tab of the Signup dialog, configure the labels that will appear on the signup form next to the corresponding form object. The defualt labels are listed in the left-hand pane of the Signup dialog box.

1. Edit the default label text by selecting the label you want to change and replacing the text in the Label field.

2. Add a new label and form object by clicking the add (+) button, selecting Standard Controls and entering a name for the field in the Name text field.

   If you remove the Captcha label, you can add it back by clicking the add (+) button, and selecting Captcha from the Custom Controls section.

When you add a new form label, a corresponding form object is also created. Select the desired form object from the Type drop-down menu. Form objects are used to define the type of input a user enters in a form. For example, a visitor can type text in a text field or select a check box to respond to questions on a form. Text fields and check boxes are types of form objects.

The default form object for new items is a single-line text field, but you can also choose to add a text box, radio button, check box, and button.

Select a form object Type from the drop-down menu
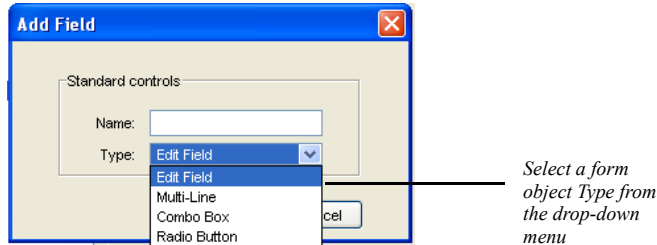
3. To remove a label and its form object, select the label and click the remove (-) button.

4. To change the order in which form elements will appear on the Signup form, click the label name and move the label on the form using the up and down arrows.

5. On the Fields tab of the Signup dialog, configure the labels that will appear on the form, as well as the appearance of the Submit button.

Customizing Secure Site Form Objects

On the Field tab of the Signup Page dialog box, you can set the properties for the form objects corresponding to the labels that appear on the signup form.

The Control Settings section will display the properties for each label relative to the form object Type. For example, if the From field is a single-line text box (Edit Field) , the Control Settings would display the example below:

If the Submit field is of the type Button, the following properties will be displayed:

To see an explanation of each of the Control Settings relative to the available form object Type, see "Adding Form Objects" on page 723.

Specifying Error Events for Signup Form Elements

You can assign validation requirements for each form field so that the form cannot be successfully submitted unless all of the required fields are completed correctly. For example, you can apply a rule for a text box so that the site visitor is required to enter text before submitting the form. If the site visitor leaves the text field blank and submits the form, the form will refresh with error markers, and the visitor will not be able to submit the form until all fields with errors are completed correctly.

1. In the Signup dialog, click the label for the form element to which you want to apply validation options.

2. Click the Error events tab.

Error events tab

3. Select a validation requirement from the Error event drop-down list.

   Available error events will vary depending on the type of form object to which the error event is being applied.

4. Click the Active check box so that the error event will be activated on the form.

   You can also suspend validation requirements for the form element by clearing the Active check box.

5. Edit the default error message text by replacing the default text in the Message field.

   Error messages for each form element that did not meet validation requirements will appear below the form.

6. To apply a custom CSS style to the form object, type the name of the CSS style in the text box or select the style from the drop-down list.

Note: To create a custom CSS style that will be available for the component form object, see "Using Style Sheets with Custom Components" on page 820.

Configuring the Error/Success Options

After filling in the signup form, the site visitor will click the Submit button. If the site visitor has filled in the fields correctly, a success page will display. If the site visitor has filled in any fields incorrectly, the browser will refresh the page and display an error message, and the fields that are not correct will be indicated with an error marker.

To configure Error/Success settings:

1. Click the Page tab of the Signup dialog.

2. Set the Error-Handling Options

   • Check the Show error messages check box to display error messages when the site visitor incorrectly fills in a page form field and attempts to submit the form. The error messages will be displayed beneath the controls at the bottom of the page.

   • Check the Show error marker check box to display an error marker (symbol) to indicate the invalid input text, where the site visitor has incorrectly filled in a field. The error marker will be displayed between the field's label and the field.

Use the browse button to choose a different image for the error marker.

3. Set the Success-Handling Options:

- In the Success Handling field, choose the page where the site visitor will be redirected after successfully submitting the page. If the form is submitted without errors, the site visitor will automatically be redirected to the selected success page. For example, you could choose to have a page thanking the visitor for signing up load in the visitor's browser after the form is submitted successfully.

Configuring the Signup Page General Settings

1. On the Signup dialog, click the General tab.

2. On the General tab, configure the following settings:

- Click the Publish scripts in debug mode check box to view in-depth troubleshooting information should the component not function properly when published.

- Select the language (English or German) of your component script.

- In the Path to database field, enter the path to the flat file database where you registered users' information is to be stored. The default database file is db/users.csv.

- Click the Wizard button to launch the DB Creation Wizard. See "Using the DB Creation Wizard" on page 815.

> **Note:** If you do not use the Wizard button next to the Database field and you leave ../db/users.csv in the default value, then you will have to manually create the /db folder on the server (in the folder where you publish the site) and grant write permission to the /db folder.

- Enter the Server (IP) address and Port of the server that will handle sending e-mails confirming new user accounts. Consult your host provider or site administrator to obtain this information.

- In the E-mail field, enter the e-mail address to which you want new users signup notifications to be sent. The Secure Site Administrator will receive an e-mail each time a new user creates an account.

- In the From field, enter the e-mail address from which you want to send visitors e-mails confirming that their account has been successfully created.

- If necessary, check the smtp requires authentication check box and then fill in the Username and the Password fields with the SMTP user name and password.

- Check the smtp requires ssl check box if the SMTP server requires a secure connection (SSL).

Note: Consult your host provider or site administrator to obtain details about the authentication and/or SSL possibly required by the SMTP server.

Note: Secure connection (SSL) and authentication for an SMTP server are used by some host providers to increase security and stem the flowof email messages propagating spam, viruses, and worms.

- To save the Secure Site Signup component settings as a profile that you can apply to additional NOF Secure Site components that you add to your site, click Save Profile. See "Creating Component Profiles" on page 819.

3. Click OK to close the Signup dialog.

Adding the Secure Page Component

You can easily add password protection to your site pages by dropping the Secure Page component on any site pages you want to protect.

1. In Page view, click the page you want to protect.

Secure Page tool

2. From the Custom Components menu, select NOF Secure Site>Secure Page.

3. Draw a box on the Layout to indicate where you want to position the Secure Page component.

   The NOF Secure Site dialog appears.

4. If you have not created a Component Suite, create a new one by typing a name for the suite in the New name field. To include the component as part of an existing suite, click the Existing radio button and select the Component Suite that you want to add the component to. See "Using Component Suites" on page 818.

5. From the Profile drop-down list, select the settings profile that you want to use for the component. If you have not created a settings profile, the default profile will be used. See "Creating Component Profiles" on page 819.

    Click OK to close the NOF Secure Site dialog.

6. The Secure Page dialog appears.

7. On the Security tab, configure the following settings:

    • *Show secure logo.* Allows you to add an image that indicates that the page is secure from entry.

    • *Users that can access this page.* Indicates if the page is accessible for administrators only or normal users.

8. On the Access Denied tab, select the page of your site to which visitors will be redirected if they do not enter a valid user name or password.

    For example, you could place both the Signup and Login components on the same page and choose this as the page that refreshes in the browser so that visitors can either re-enter their user name and password or sign up for access.

9. On the General tab, configure the following settings:

    > **Note:** *Script type* displays either ASP or PHP, depending on settings from the General tab of the Current Site Options dialog.

    • Click the Publish scripts in debug mode check box to view in-depth troubleshooting information should the component not function properly when published.

    • Select the language (English or German) of your component script.

    • In the Path to database field, enter the path to the database file where you registered users' information is to be stored. The default database file is db/users.csv.

    • Click the Wizard button to launch the DB Creation Wizard. See "Using the DB Creation Wizard" on page 815.

> **Note:** If you do not use the Wizard button next to the Database field and you leave ../db/users.csv in the default value, then you will have to manually create the /db folder on the server (in the folder where you publish the site) and grant write permission to the /db folder.

- Enter the Server (IP) address and Port of the server that will handle sending e-mails confirming new user accounts. Consult your host provider or site administrator to obtain this information.

- In the E-mail field, enter the e-mail address to which you want new users signup notifications to be sent. The Secure Site Administrator will receive an e-mail each time a new user creates an account.

- In the From field, enter the e-mail address from which you want to send visitors e-mails confirming that their account has been successfully created.

- If necessary, check the smtp requires authentication check box and then fill in the Username and the Password fields with the SMTP user name and password.

- Check the smtp requires ssl check box if the SMTP server requires a secure connection (SSL).

> **Note:** Consult your host provider or site administrator to obtain details about the authentication and/or SSL possibly required by the SMTP server.

> **Note:** Secure connection (SSL) and authentication for an SMTP server are used by some host providers to increase security and stem the flowof email messages propagating spam, viruses, and worms.

- To save the Secure Page component settings as a profile that you can apply to additional NOF Secure Site components that you add to your site, click Save Profile. See "Creating Component Profiles" on page 819.

10. Click OK to close the Secure Page dialog.

Configuring the Captcha Options.

The Captcha field is of the type Captcha and cannot be changed. Use Captcha images to prevent automated form substitution.

The Captcha option renders characters in a distorted form, asking the user to enter the presented characters.

1. In the Secure Site Properties panel, select Show Dialog.

2. In the Secure Site dialog, select Captcha in the field list.

3. Configure the following options for the Captcha option.

   • *Style.* To apply a custom CSS style to the form object, type the name of the CSS style in the text box or select the style from the drop-down list.

   Note: To create a custom CSS style that will be available for the component form object, see "Using Style Sheets with Custom Components" on page 820.

   • *Character Font:* Select a character font from the drop-down list. The preview will display the Captcha image.

   • *Background color*: Set the color of the background image.

• *Foreground color*: Set the color of the characters.

• *Number of characters:* Use the arrow buttons to set the number of characters that will be displayed in the Captcha image

• *Space left between characters:* Use the arrow buttons to set the distance left between two characters of a string.

• *Alignments:* Select how you prefer the Captcha image to be displayed: horizontally or vertically.

• *Top/Bottom padding:* Use the arrow buttons to set the space between the image's borders and the characters.

• *Right/Left margin:* Use the arrow buttons to set the space between the image's margins and the characters.

Adding the Login Component

The Login component is used to create the form in which visitors will enter their user name and password to gain access to your protected pages.

Secure Site Login tool

1. In Page view, from the Custom Components toolbox, select NOF Secure Site>Login.

2. Draw a box on the Layout to indicate where you want to position the Login component.

   The NOF Secure Site dialog appears.

3. If you have not created a Component Suite, create a new one by typing a name for the suite in the New name field. To include the component as part of an existing suite, click the Existing radio button and select the Component Suite that you want to add the component to. See "Using Component Suites" on page 818.

4. From the Profile drop-down list, select the settings profile that you want to use for the component. If you have not created a settings profile, the default profile will be used. See "Creating Component Profiles" on page 819.

Click OK to close the NOF Secure Site dialog. The Login dialog appears.
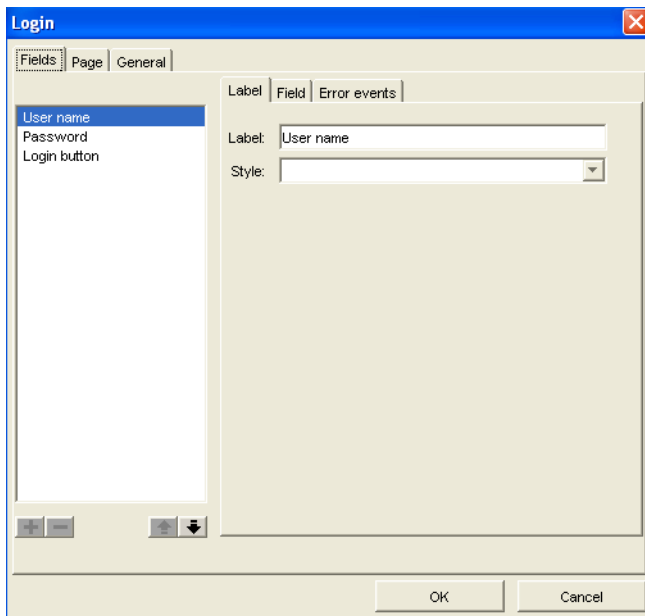
5. On the Fields tab of the Login dialog, you can set the properties for the form labels and objects that appear on the Login form, as well as to establish the error events.

The following are the default form fields:

• User name - the username of the person who logs in.

• Password - the password of the person who logs in

• Login Button - this button will submit the form to the server.

6. Click the Page tab to configure error- and success-handling events:

- In the Error Handling section, Check the Show error messages check box to display error messages when the site visitor enters incorrect log-in information. The log-in form will display error messages beneath the controls at the bottom of the page.

  Check the Show error marker check box to display an error marker (symbol) to indicate the invalid input text, where the site visitor has incorrectly filled in a field. The error marker will be displayed between the field's label and the field.

  Use the browse button to choose a different image for the error marker.

- In the Success Handling section, choose the page where the site visitor will be redirected after successfully logging in to the site. If a valid user name and password are entered, the site visitor will automatically be redirected to the selected success page. For example, you could choose to have the Home page refresh in the browser after visitor logs in successfully.

7. On the General tab, configure the following settings:

- Click the Publish scripts in debug mode check box to view in-depth troubleshooting information should the component not function properly when published.

- Select the language (English or German) of your component script.

- In the Path to database field, enter the path to the database file where you registered users' information is to be stored. The default database file is db/users.csv.

- Click the Wizard button to launch the DB Creation Wizard. See "Using the DB Creation Wizard" on page 815.

Note: If you do not use the Wizard button next to the Database field and you leave ../db/users.csv in the default value, then you will have to manually create the /db folder on the server (in the folder where you publish the site) and grant write permission to the /db folder.

- Enter the Server (IP) address and Port of the server that will handle sending e-mails confirming new user accounts. Consult your host provider or site administrator to obtain this information.

- In the E-mail field, enter the e-mail address to which you want new users signup notifications to be sent. The Secure Site Administrator will receive an e-mail each time a new user creates an account.

- In the From field, enter the e-mail address from which you want to send visitors e-mails confirming that their account has been successfully created.

- If necessary, check the smtp requires authentication check box and then fill in the Username and the Password fields with the SMTP user name and password.

- Check the smtp requires ssl check box if the SMTP server requires a secure connection (SSL).

Note: Consult your host provider or site administrator to obtain details about the authentication and/or SSL possibly required by the SMTP server.

Note: Secure connection (SSL) and authentication for an SMTP server are used by some host providers to increase security and stem the flowof email messages propagating spam, viruses, and worms.

- To save the Login component settings as a profile that you can apply to additional NOF Secure Site components that you add to your site, click Save Profile. See "Creating Component Profiles" on page 819.

8. Click OK to close the Login dialog.

Note: You cannot add the Login component to a page containing a Secure Site component.

Adding the Logout Component

The Logout component adds a button that allows a user to "sign out" of your site.

1. In Page view, from the Custom Components toolbox, select NOF Secure Site>Logout.

Secure Site Logout tool

2. Draw a box on the page where you want to place the Secure Site Logout component.

The NOF Secure Site dialog appears.

3. If you have not created a Component Suite, create a new one by typing a name for the suite in the New name field. To include the component as part of an existing suite, click the Existing radio button and select the Component Suite that you want to add the component to. See "Using Component Suites" on page 818.

4. From the Profile drop-down list, select the settings profile that you want to use for the component. If you have not created a settings profile, the default profile will be used. See "Creating Component Profiles" on page 819.

   Click OK to close the NOF Secure Site dialog.

5. The Logout dialog appears.
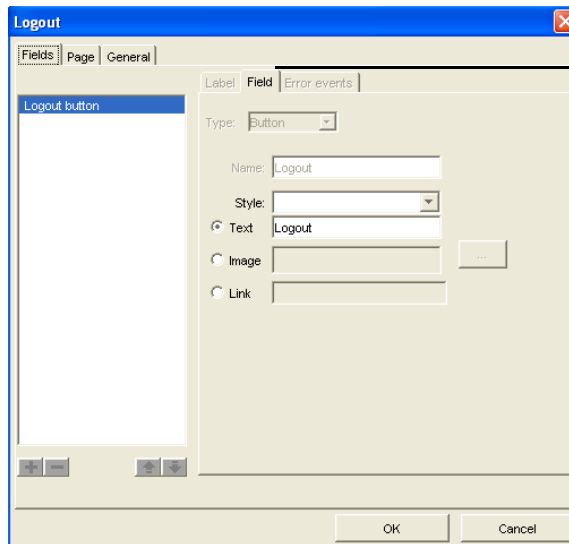
Click the Field tab to set the form label and object properties

6. On the Fields tab of the Logout dialog, you can choose to display the log-out button as a text button, image button, or text link.

7. Click the Page tab to configure error- and success-handling events for the log-out button.

8. On the General tab, configure the following settings:

   • Click the Publish scripts in debug mode check box to view in-depth troubleshooting information should the component not function properly when published.

Note: *Script type* displays either ASP or PHP, depending on
            settings from the General tab of the Current Site Options
            dialog.

• Select the language (English or German) of your component script.

• In the Path to database field, enter the path to the database file where you
  registered users' information is to be stored. The default database file is db/
  users.csv.

• Click the Wizard button to launch the DB Creation Wizard. See "Using the
  DB Creation Wizard" on page 815.

Note: If you do not use the Wizard button next to the Database
            field and you leave ../db/users.csv in the default value,
            then you will have to manually create the /db folder on the
            server (in the folder where you publish the site) and grant
            write permission to the /db folder.

• Enter the Server (IP) address and Port of the server that will handle sending
  e-mails confirming new user accounts. Consult your host provider or site
  administrator to obtain this information.

• In the E-mail field, enter the e-mail address to which you want new users
  signup notifications to be sent. The Secure Site Administrator will receive
  an e-mail each time a new user creates an account.

• In the From field, enter the e-mail address from which you want to send
  visitors e-mails confirming that their account has been successfully created.

• If necessary, check the smtp requires authentication check box and then fill
  in the Username and the Password fields with the SMTP user name and
  password.

• Check the smtp requires ssl check box if the SMTP server requires a secure
  connection (SSL).

Note: Consult your host provider or site administrator to obtain
            details about the authentication and/or SSL possibly
            required by the SMTP server.

> **Note:** Secure connection (SSL) and authentication for an SMTP server are used by some host providers to increase security and stem the flowof email messages propagating spam, viruses, and worms.

- To save the Logout component settings as a profile that you can apply to additional NOF Secure Site components that you add to your site, click Save Profile. See "Creating Component Profiles" on page 819.

9. Click OK to close the Logout dialog.

Adding the Secure Site Admin Component

This Secure Site Admin component allows the site administrator to view a table containing information about registered site visitors, such as personal data and account status. The administrator can log in to this page from the published site to validate and invalidate user accounts, add and remove users accounts, view and edit the user details, and also provide administrative rights to a regular user.

There are three types of Web site users:

- *Visitors,* who will not have access to the restricted pages.

- *Registered users,* who have access to the restricted pages, except for the site administrator's page.

- *Administrators,* who have access to all the pages of the site, including the Admin component.

The page that hosts the Admin component is a secure page, which can be viewed by the administrator on a published site. This component has the ability to send an e-mail to the user, when the administrator validates/invalidates a user account.

Placing the Admin Component on a Page

1. In Page view, from the Custom Components menu, select NOF Secure Site >Admin.

Secure Site Admin tool

2. Draw a box on the Layout to indicate where you want to position the Secure Site Admin component.

The NOF Secure Site dialog appears.

3. If you have not created a Component Suite, create a new one by typing a name for the suite in the New name field. To include the component as part of an existing suite, click the Existing radio button and select the Component Suite that you want to add the component to. See "Using Component Suites" on page 818.

4. From the Profile drop-down list, select the settings profile that you want to use for the component. If you have not created a settings profile, the default profile will be used. See "Creating Component Profiles" on page 819.

5. Click OK to close the NOF Secure Site dialog.

6. The Admin dialog box appears.
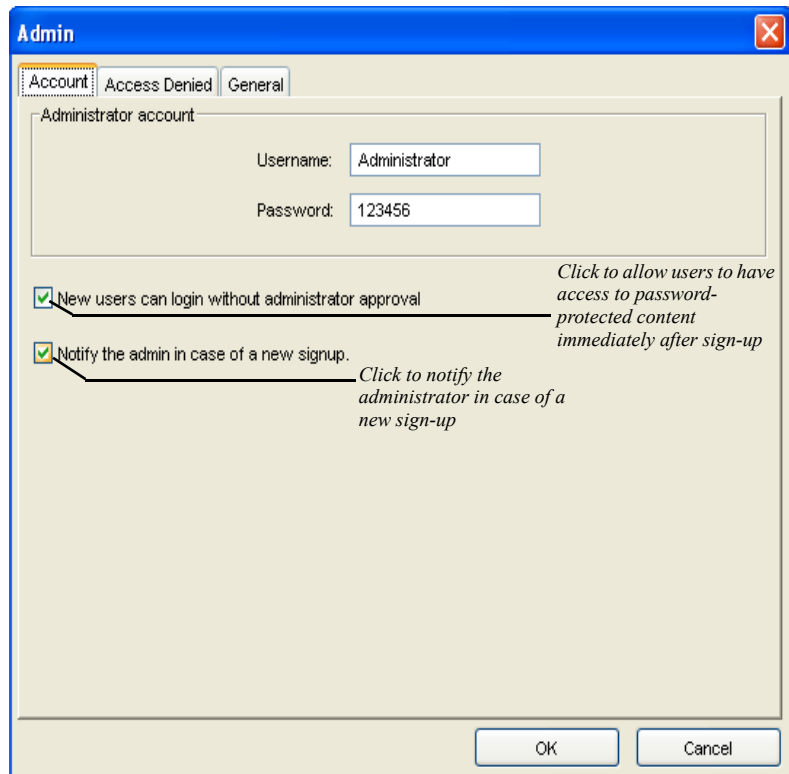
7. On the Account tab, enter the user name and password that you wish to use to log in to the Admin area and manage user accounts.

8. Click the New users can login without administrator approval check box to allow visitors to access secure pages immediately after filling out the signup form.

9. Click the Notify the admin in case of a new signup so the email that the user receives after signing up will also be sent to the administrator. The administrator email address is to be filled in on the General tab in the E-mail field.

10. Click the Access Denied tab and choose the page in your site that will display when the visitor does not enter a valid user name or password. For example, you could have the log-in page refresh, or you could direct visitors to the page containing the Secure Site Signup component.

Note: For increased protection from unauthorized access, you can exclude the admin page from navigation so that visitors will not see the page in the navigation bar. To exclude a page from navigation, select the page in Site view and click the Exclude from Navigation check box on the Page Properties panel.

11. On the General tab, configure the following settings:

   • Click the Publish scripts in debug mode check box to view in-depth troubleshooting information should the component not function properly when published.

   • Select the language (English or German) of your component script.

   • In the Path to database field, enter the path to the database file where you registered users' information is to be stored. The default database file is db/users.csv.

   • Click the Wizard button to launch the DB Creation Wizard. See "Using the DB Creation Wizard" on page 815.

Note: If you do not use the Wizard button next to the Database field and you leave ../db/users.csv in the default value, then you will have to manually create the /db folder on the server (in the folder where you publish the site) and grant write permission to the /db folder.

- Enter the Server (IP) address and Port of the server that will handle sending e-mails confirming new user accounts. Consult your host provider or site administrator to obtain this information.

- In the E-mail field, enter the e-mail address to which you want new users signup notifications to be sent. The Secure Site Administrator will receive an e-mail each time a new user creates an account.

- In the From field, enter the e-mail address from which you want to send visitors e-mails confirming that their account has been successfully created.

- If necessary, check the smtp requires authentication check box and then fill in the Username and the Password fields with the SMTP user name and password.

- Check the smtp requires ssl check box if the SMTP server requires a secure connection (SSL).

Note: Consult your host provider or site administrator to obtain details about the authentication and/or SSL possibly required by the SMTP server.

Note: Secure connection (SSL) and authentication for an SMTP server are used by some host providers to increase security and stem the flowof email messages propagating spam, viruses, and worms.

- To save the Admin component settings as a profile that you can apply to additional NOF Secure Site components that you add to your site, click Save Profile. See "Creating Component Profiles" on page 819.

Click OK to close the Admin dialog.

Adding the Get Password Component

By adding the Get Password component on your site, you can allow visitors to receive their log-in information via e-mail if they either forget or do not have access to this information. With the Get Password component, visitors can receive the log-in information automatically—without having to contact the site administrator.

Secure Site Get
Password tool

1. In Page view, from the Custom Components menu, select NOF Secure Site
   >Get Password.

2. Draw a box on the Layout to indicate where you want to position the Get
   Password component.

   The NOF Secure Site dialog appears.

3. If you have not created a Component Suite, create a new one by typing a name
   for the suite in the New name field. To include the component as part of an
   existing suite, click the Existing radio button and select the Component Suite
   that you want to add the component to. See "Using Component Suites" on
   page 818.

4. From the Profile drop-down list, select the settings profile that you want to use
   for the component. If you have not created a settings profile, the default profile
   will be used. See "Creating Component Profiles" on page 819.

   Click OK to close the NOF Secure Site dialog.

5. The Get Password dialog appears.

Click to modify the form label properties

Click to apply form error events

Click to modify the form field and button properties
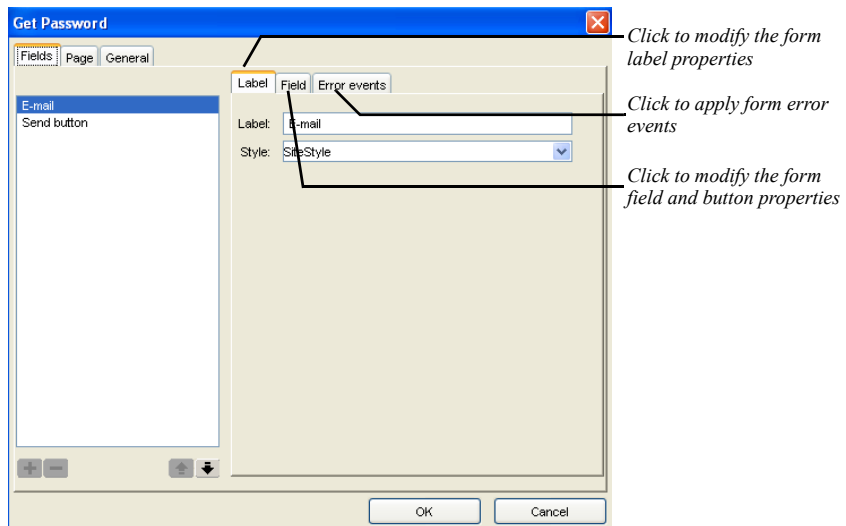
6. On the Field tab of the Get Password dialog, you can set the properties for the
   form labels and objects that appear on the form, as well as establish the error
   events.

7. Click the Page tab to configure error- and success-handling events:

   - In the Error Handling section, Check the Show error messages check box to display error messages when the site visitor incorrectly fills in the form. The form will display error messages beneath the controls at the bottom of the page.

   - Check the Show error marker check box to display an error marker (symbol) to indicate the invalid input text, where the site visitor has incorrectly filled in a field. The error marker will be displayed between the field's label and the field.

     Use the browse button to choose a different image for the error marker.

   - In the Success Handling field, choose the page where the site visitor will be redirected after successfully requesting their user name and password. For example, you could choose to have the a page refresh in the browser letting the visitor know that their account information will be sent to them via e-mail.

8. On the General tab, configure the following settings:

   - Click the Publish scripts in debug mode check box to view in-depth troubleshooting information should the component not function properly when published.

   - Select the language (English or German) of your component script.

   - In the Path to database field, enter the path to the database file where you registered users' information is to be stored. The default database file is db/users.csv.

   - Click the Wizard button to launch the DB Creation Wizard. See "Using the DB Creation Wizard" on page 815.

   Note: If you do not use the Wizard button next to the Database field and you leave ../db/users.csv in the default value, then you will have to manually create the /db folder on the server (in the folder where you publish the site) and grant write permission to the /db folder.

   - Enter the Server (IP) address and Port of the server that will handle sending e-mails confirming new user accounts. Consult your host provider or site administrator to obtain this information.

- In the E-mail field, enter the e-mail address to which you want new users signup notifications to be sent. The Secure Site Administrator will receive an e-mail each time a new user creates an account.

- In the From field, enter the e-mail address from which you want to send visitors e-mails confirming that their account has been successfully created.

- If necessary, check the smtp requires authentication check box and then fill in the Username and the Password fields with the SMTP user name and password.

- Check the smtp requires ssl check box if the SMTP server requires a secure connection (SSL).

Note: Consult your host provider or site administrator to obtain details about the authentication and/or SSL possibly required by the SMTP server.

Note: Secure connection (SSL) and authentication for an SMTP server are used by some host providers to increase security and stem the flow of email messages propagating spam, viruses, and worms.

- To save the Get Password component settings as a profile that you can apply to additional NOF Secure Site components that you add to your site, click Save Profile. See "Creating Component Profiles" on page 819.

9. Click OK to close the Get Password dialog.

Adding the Change Password Component

By adding the Change Password component on your site, you can allow visitors to change their account password directly on the published site. With the Change Password component, visitors can change their password automatically—without having to contact the site administrator.

1. In Page view, from the Custom Components menu, select NOF Secure Site >Change Password.

Secure Site Get Password tool

2. Draw a box on the Layout to indicate where you want to position the Change Password component.

The NOF Secure Site dialog appears.

3. If you have not created a Component Suite, create a new one by typing a name for the suite in the New name field. To include the component as part of an existing suite, click the Existing radio button and select the Component Suite that you want to add the component to. See "Using Component Suites" on page 818.

4. From the Profile drop-down list, select the settings profile that you want to use for the component. If you have not created a settings profile, the default profile will be used. See "Creating Component Profiles" on page 819.

5. Click OK to close the NOF Secure Site dialog.

6. The Change Password dialog appears.
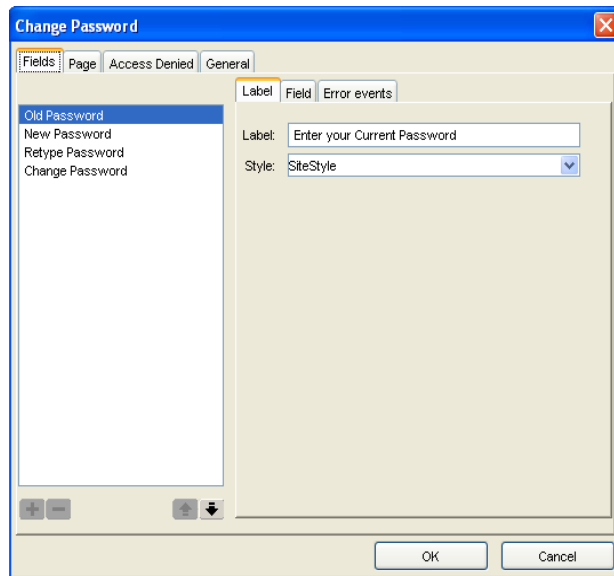
7. On the Field tab of the Change Password dialog, you can set the properties for the form labels and objects that appear on the Change Password form, as well as establish the error events.

8. Click the Page tab to configure error- and success-handling events:

   • In the Error Handling section, Check the Show error messages check box to display error messages when the site visitor fills in the form incorrectly. The Change Password form will display error messages beneath the controls at the bottom of the page.

- Check the Show error marker check box to display an error marker (symbol) to indicate the invalid input text, where the site visitor has incorrectly filled in a field. The error marker will be displayed between the field's label and the field.

  Use the browse button to choose a different image for the error marker.

- In the Success Handling field, choose the page where the site visitor will be redirected after changing their password.

9. On the General tab, configure the following settings:

- Click the Publish scripts in debug mode check box to view in-depth troubleshooting information should the component not function properly when published.

- Select the language (English or German) of your component script.

- In the Path to database field, enter the path to the database file where you registered users' information is to be stored. The default database file is db/users.csv.

- Click the Wizard button to launch the DB Creation Wizard. See "Using the DB Creation Wizard" on page 815.

  Note: If you do not use the Wizard button next to the Database field and you leave ../db/users.csv in the default value, then you will have to manually create the /db folder on the server (in the folder where you publish the site) and grant write permission to the /db folder.

- Enter the Server (IP) address and Port of the server that will handle sending e-mails confirming new user accounts. Consult your host provider or site administrator to obtain this information.

- In the E-mail field, enter the e-mail address to which you want new users signup notifications to be sent. The Secure Site Administrator will receive an e-mail each time a new user creates an account.

- In the From field, enter the e-mail address from which you want to send visitors e-mails confirming that their account has been successfully created.

- If necessary, check the smtp requires authentication check box and then fill in the Username and the Password fields with the SMTP user name and password.

- Check the smtp requires ssl check box if the SMTP server requires a secure connection (SSL).

Note: Consult your host provider or site administrator to obtain details about the authentication and/or SSL possibly required by the SMTP server.

Note: Secure connection (SSL) and authentication for an SMTP server are used by some host providers to increase security and stem the flowof email messages propagating spam, viruses, and worms.

- To save the Change Password component settings as a profile that you can apply to additional NOF Secure Site components that you add to your site, click Save Profile. See "Creating Component Profiles" on page 819.

10. Click OK to close the Change Password dialog.

Using the DB Creation Wizard

The DB Creation Wizard will assist you during the process of setting up flat file databases. Use the Database Creation Wizard to identify the location of the flat file database and to choose a publishing profile.

In the dialog that appears when clicking the Wizard button on the component's General tab, you may select a remote publishing profile from the "Publishing Profile" drop-down list.
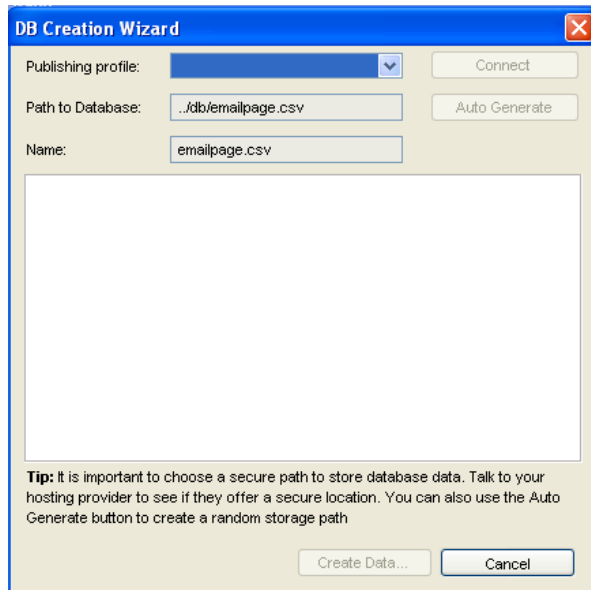
The button, displayed to the right of the "Publishing profile" drop-down list, displays the possible actions or status:

• Connect: Clicking on the Connect button will establish a connection to the hosting server listed in the Publishing Profiles.
• Connecting: When the connection to the Publishing Profile is being established
• Disconnect: When the connection is canceled.

Selecting Cancel or switching publishing profiles while connecting to the server will cancel the connection process.

When NetObjects Fusion connects, the dialog window will display the Folder Tree structure of the Web site:
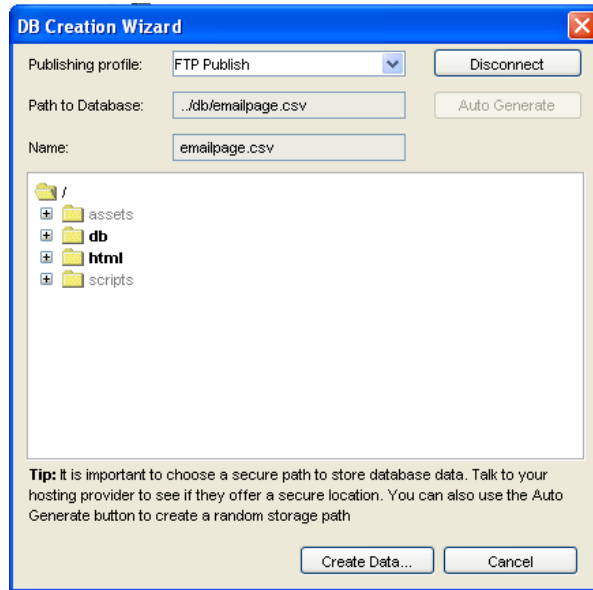
The "Path to Database" field displays the relative path to the flat file database; this path is relative to the folder where the site is published.

The Auto Generate feature can be used to create a path that is two folder levels deep from the selected folder tree, and clicking the Auto Generate button also creates the flat file database. The unexplored folders will be grey-out.

To create a new folder, in which to place the flat file database:

1. In the Folder Tree, select the directory, under which you want to create the new folder.

2. Right-click on that folder.

3. Click on the New Folder menu.

The Input dialog appears.
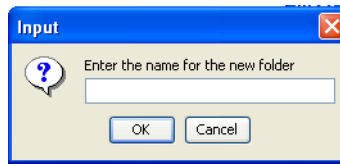
4. Type the name of the new folder.

5. Click OK.

To change the name of the flat file database:

6. In the Folder Tree, select the folder on which you want to create the flat file database.

7. In the Name field, type a name for the csv file.

8. Click on the Create Data.. button.

Using Component Suites

When you add NetObjects Fusion Custom Components to your site, you create component suites for components that will be used together. For example, if you want to feature multiple guestbooks on a site—each with its own Guestbook Admin area—you would add each Guestbook component and its corresponding Guestbook Admin component as part of the same suite.

When you add a Custom Component to a page, you will be prompted to either create a new suite or to add the component as part of an existing suite.

To create a new Component Suite:

1. In the dialog that appears when placing a component on a page, ensure that the New name radio button is selected.
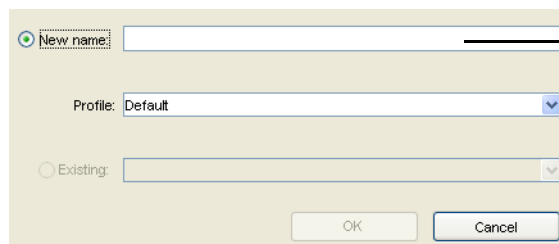
Click the New name radio button and enter a name for the component suite.

2. Type a name for the Component Suite in the New Name text field.

3. If you have already created a Profile for the components settings, select the profile you want to apply to the component in the Profile drop-down list.

4. If you have not yet created a profile for this Component Suite, you can do so when you configure the component settings. See "Creating Component Profiles" on page 819.

5. Click OK to close the dialog.

To make the component part of an existing Component Suite:

1. In the dialog that appears when placing a component on a page, ensure that the Existing radio button is selected.

Click the Existing check box and select the suite in which you want to include the component.

2. Select the Component Suite that you want to add the component to from the drop-down menu.

3. If you have already created a Profile for the components settings, select the profile you want to apply to the component in the Profile drop-down list.

4. If you have not yet created a profile for this Component Suite, you can do so when you configure the component settings. See "Creating Component Profiles" on page 819.

5. Click OK to close the dialog.

Creating Component Profiles

When you add NetObjects Fusion Custom Components to your site, you can save the component's general settings as a profile, and then apply the profile to additional components that you add to your site.

For example, if you add the NOF Secure Site's Signup component to your site, you can save the general settings for that component as a profile. When you add

additional NOF Secure Site components (e.g., Login, Logout, Secure Page) to the site, you can apply the saved profile to the components so that the additional NOF Secure Site components have the same general settings.

You can also create multiple setting profiles and apply them to components for specific purposes. For example, you can add multiple NOF Guestbook components to your site, and each guestbook can have its own Guestbook Admin settings so that you can allow specific users access to each Guestbook Admin.

Component profiles also make it easier to modify component settings. When you create a Custom Component profile, you can make changes to the profile settings, and these changes will be applied to each component that uses that profile.

You create component profiles when configuring a component's general settings

To create a Custom Component profile:

1. After adding a Custom Component to a page, click the General tab of the component dialog.

2. Configure the settings for the component.

3. Click Save Profile.

   The Save Profile dialog appears.

4. Enter a name for the profile in the Name field.

5. Click Save to save the profile and close the Save Profile dialog.

   > Note: You can remove existing component profiles by selecting the profile name in the profile list and clicking Remove. If the deleted profile is in use by a component, the Default settings profile will be used.

Using Style Sheets with Custom Components

You can customize the appearance of many NOF Custom Component design elements using CSS styles. In component dialogs that offer a Style drop-down list, you can apply custom styles to specific page elements. You can also apply a style that is relative to the look and feel of your SiteStyle by selecting the SiteStyle option from the drop-down list. More than one CSS name can be added and stored in the CSS drop-down box, but only the selected style will be active.

The easiest way to add CSS rules to a NOF Custom Component is to select the SiteStyle definition from the Style drop-down list. The SiteStyle definition is the default CSS definition for the component. This definition is in agreement with the active SiteStyle.

You can create CSS definitions for the components from the Selectors tab in Style View. To add a CSS rule to a NOF Custom Component:

1. Click on the Selectors tab. The Selectors View displays all the CSS rules, that belong to the selected style in the Styles Tree.

2. In the Selectors view, right-click on the Selectors column and choose Add CSS rule.

    The Add CSS rule dialog appears.
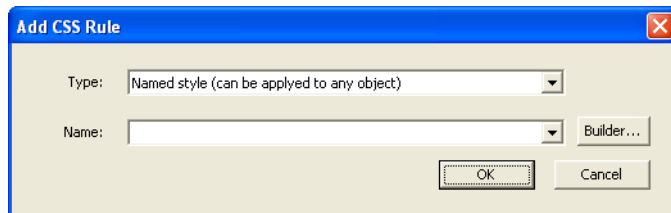
3. Select Named Style and enter a name for the new style in the Name field.

    The Components CSS rules have predefined structures. For example, for the Forms Handler Component, the CSS selector is .nof_formshandler, and if you want to customize the style for the News component, in the name field add ".nof_news_*default*". When you add a component CSS rule, you have to type the name of the component in the predefined structure: .nof_*NameOfTheComponent_default*. The *Name of the component* will be replaced by the name of the suite, and *default* by a word that differences the created CSS rule by other rules created for the same type of component.

4. Choose the selector from the Selectors column.

5. Review the selector in the Preview area.

    Selecting a form element from the preview area, you can modify the associated CSS rule using the CSS Panels.

    You cannot remove CSS rules in the Selectors View. To remove a CSS rule, go to CSS Code View and delete the content of the CSS rule from there or remove the CSS rule from the Manage Styles dialog.

Another way to add a CSS styles to a NOF Custom Component:

1. In Page view, click an area in the page Layout.

2. Click the HTML button on the Layout Properties panel.

    The Object HTML dialog box appears.
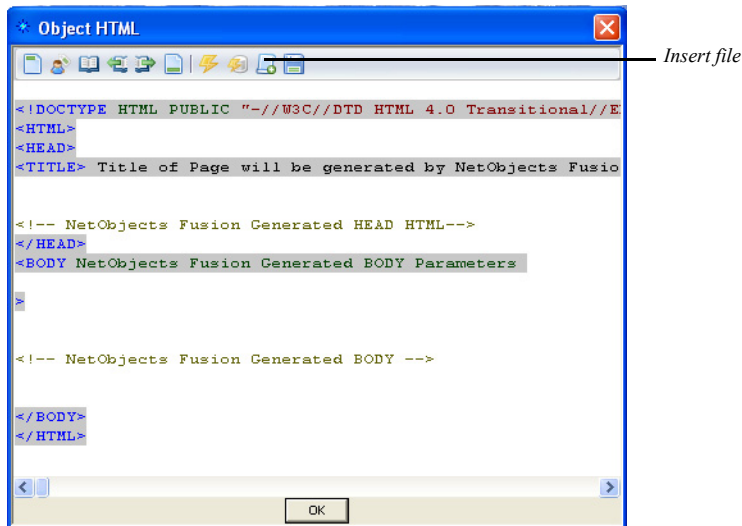
Insert file

3. Place the cursor where you want to add the CSS code. For more details about the Object HTML dialog see Chapter 35, "Working with HTML Directly".

4. Type *<Style>*.

5. Click Insert File and locate the CSS file you want to use.

6. Type *</Style>* .

7. Click OK to close the Object HTML dialog box.

8. Open the component editor, then in the CSS field fill in the CSS class name you want to be applied.

    Note: Suppose that your css file contains a class named MyLabel, in the CSS field you have to fill in the name MyLabel. You can specify a different class for every label or text field element but this class must exist in the included CSS.

When you add the CSS style in NetObjects Fusion's Object HTML dialog, the CSS definition can be referenced in the Custom Component CSS drop-down menus.

You can also apply a CSS style with the following method:

1. In Page View, from the Text menu, choose Manage Styles.

The Manage Styles dialog box appears.

The pane on the left lists the currently defined HTML tags styles.

The list of styles can include styles that are specific to the current page, the entire site or part of the Site Style. You can also create custom styles for the navigation bar, a text object, form labels, and so on, for the styles listed in the pane on the left.

2. To create a new style, click New or Duplicate.

The New Text Style dialog box appears. The Duplicate Text Style dialog box is similar. Duplicating a style is a quick way to give it a different purpose. For example, you can duplicate the H1 style to H2, H3, and H4 headings and then edit them individually.

3. In the Style type section, select:

Redefine HTML tag and choose a tag to edit from the drop down list

Create custom style and type a name for the style in the field.

4. Select a style scope for the new style:

- *Page specific*. If you select this option the style will be available only for the current page. If you are redefining an existing tag, the original definition is still in force for the rest of the site. If you create a new style, it will not be available for any other page of the site.

  This option works only if you select the page's layout color "transparent" in the Layout Properties window, on the Background tab.

- *Site wide*. If you select this option the new style will not be available throughout the current site. If you are redefining an existing tag, all instances of this tag change throughout the site. For example, if you change the H1 font color to red and select Site wide, all the text with that style applied becomes red.

5. Click OK.

  The Text Format dialog appears. You can now set the attributes for each feature of the style.

Configuring Server-Side Settings

Several components require that you have ability to grant permissions to files on the server to which the site is published. Contact your ISP for information on granting permissions.

After you publish your site on the server, go to the directory where you have published and in the scripts folder you must give write permission (chmod 757 /home/ users/me/public_html/mysite/scripts).

If you want to permit your site visitors to upload images on the page where you have placed the Testimonials component, give write permission to the image folder from the scripts directory (chmod 757 /home/users/me/public_html/mysite/scripts/ images).

Troubleshooting Server-Side Script Errors

Many NetObjects Fusion's Custom Components require specific server-side configurations to function properly.

The following is a list of common server-side errors and their resolutions.

Error 104—Could not reach the specified Web page

Cause. A page required by a script is missing or cannot be accessed.

Resolution. Republish your site.

Error 110—Email template could not be found

Cause. The template file used for generating the e-mail message was not found. The file may not have been published on the server.

Resolution. Verify that the Publish Component check box was checked. In Publish view, select Publish>Publish Components and ensure that the correct Publish Component has been checked.

Error 201—SMTP Server Error

Cause. The SMTP server specified in the configuration file does not exist or does not respond.

Resolution. Verify the SMTP settings in the component editors or contact the system administrator.

Error 202—SMTP Server Error—Invalid e-mail address

Cause. The To or From e-mail addresses used for the mail settings are not correct.

Resolution. Check the e-mail addresses in the To and From fields in the component settings dialogs and ensure that the syntax is valid e-mail address syntax, (e.g., joesmith@netobjects.com).

Error 302—PHP settings error

Cause. The directory specified by upload_tmp_dir entry in php.ini file does not physically exist or it is not possible to write in it.

Resolution. Contact the ISP provider or, if you have the appropriate access rights, verify if the directory pointed by the above entry exists or the write permissions are granted.

Error 400—Component not found

Cause. The component ID in the configuration XML was not found.

Resolution. Republish your site.

Error 500—Failed to create CSV file

Cause. This error occurs when the write permissions on the directory where the .csv file will be created are not granted.

Resolution. Check the publish destination and be sure that the write permissions are granted for the directory in which the .csv file will be created.

Error 501—Fail to read from the CSV text file

Cause. This error occurs when the read permissions on the directory where the .csv file resides are not granted.

Resolution. Check the publish destination and be sure that the read permissions are granted for the directory in which the .csv file resides.

Error 502—Fail to write to CSV text file

Cause. This error occurs when the write permissions on the directory where the .csv file will be created are not granted.

Resolution. Check the publish destination and be sure that the write permissions are granted for the directory in which the .csv file will be created

Error 520—Fail to open CSV text file

Cause. This error occurs when the read permissions on the directory where the .csv file resides are not granted.

Resolution. Check the publish destination and be sure that the read permissions are granted for the directory in which the .csv file resides.

Error 600—XML error

Cause. Most likely this error is caused by a syntax error or bad XML formatting.

Resolution. Publish the site once again.

Error 601—XML file cannot be opened

Cause. This error occurs when the read permissions on the directory where the .xml file resides are not granted.

Resolution. Check the publish destination and be sure that the read permissions are granted for the directory in which the .xml file resides.

Error 620—XML file not found

Cause. The .xml configuration file was not found. Most likely, this error is caused by a publish issue.

Resolution. Publish the site once again.

Error 650—XML server object could not be created

Cause. The XML server object needed to parse the configuration files could not be created on the server side.

Resolution. Be sure that an XML parser object is installed on the server, or that Internet Explorer 6.0 or greater is installed.

Error 701—Upload – Path cannot be found

Cause. The path for the uploaded files does not exist on the server.

Resolution. Verify if the destination for the uploaded files exists physically on the server. If not, create it and grant the write permissions on it

Error 702—Upload—Cannot create file

Cause. The destination directory exists but there are no write permissions on that directory.

Resolution. Verify if write permissions are granted on the upload files directory.

Error 800—POST parameter not passed

Cause. Missing an xml node in the component configuration file .

Resolution. Republish your site.

Adding Server Tags

The NetObjects Fusion Server Tag Library component provides you with server tags, allowing you to incorporate queries, actions, and other dynamic elements into your Web site or application. The tag libraries provide complete reference information.

NetObjects Fusion offers support for the following tag libraries:

- ColdFusion
- JSP
- Struts

Before working with Tag Libraries, you should be familiar with tag functionality and requirements.

To add server tags and set the properties:

1. In Page view, go to View>Components>Tag Libraries and select a toolbar with the language you want to use.

   The Tag Library toolbar appears in the Component Manager panel.

2. Select a tag from the toolbar, then click on the page where you want to place the tag.

   A tag placeholder and the tag properties appear.

3. In the Tag Properties panel, set the **TAGTYPE** to:

   • **Start** if it is a beginning tag

   • **End** if it is a closing tag.

   Note: Tags that do not require a closing tag do not have the TAGTYPE attribute listed.

4. Specify the tag attributes in the tag properties panel.

NetObjects Fusion does not verify the tags attributes and values you add, so be sure to use valid syntax. Many tags have attributes that require values for the tags to function correctly.

Creating Flash Web Calendars

The NetObjects Flash Web Calendar is a component that allows you to create and maintain your own Web calendar, which you can customize by choosing or setting up a custom style. This will allow you to organize your time, so you can avoid causing any schedule conflicts. The NetObjects Calendar was created to be easy to setup and use; however, it offers advanced features and flexibility so that it serves the purposes of a widely varied user base.

By using the Flash Web Calendar component, you will be able to keep track of group meetings or even personal appointments. By making your calendar available publicly to anyone, you may also track the availability of colleagues in the office or access the latest deadline dates.

Flash Web Calendar component is the easiest way to post meeting dates and share agendas, and also have access to the latest scheduling information that concerns you, your friends, or your coworkers. Start creating your own Flash calendar that can be easily added to your Web site.

When using the Flash Web Calendar Component, you will be able to:

• Create your own calendars

• Have a variety of calendar view and display options

• Create events for your calendar

• Set appointment and event details

• Create all-day events

• Indicate event recurrence

• Customize the calendar's style

• Print your calendar

Adding a Web Calendar

Add a new Web Calendar to your site to track and schedule appointments, meetings, and events.

To add a Web Calendar:

1. In Page view, display the page where you want to place the Calendar object.

2. From the Flash Components 2.0 toolbox, select the Web Calendar tool.
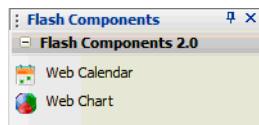
3. Draw a box on the page area to indicate where you want to position the Web Calendar.

   The Web Calendar placeholder appears.

Note: The Web Calendar displays the current month and is assigned the default theme and visual style.

Editing a Web Calendar

To modify the component's properties:

1. In Page View, click the Web Calendar component.

2. Open the Properties panel if it is not already open.

When the Web Calendar component is selected, the Properties panel displays the Web Calendar component's properties.
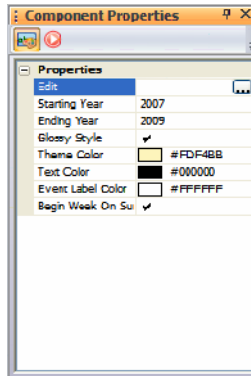
The Web Calendar Properties Panel enables you to change the Calendar starting year and the ending year, the theme color, the text color, and the event label color. Plus, you can choose a glossy style and begin the week on Sunday.

To edit the Web Calendar:

1. Highlight the Edit field and click the 🔳 button or double-click the Calendar placeholder.

The Component Wizard dialog appears.

The Component Wizard dialog appears.
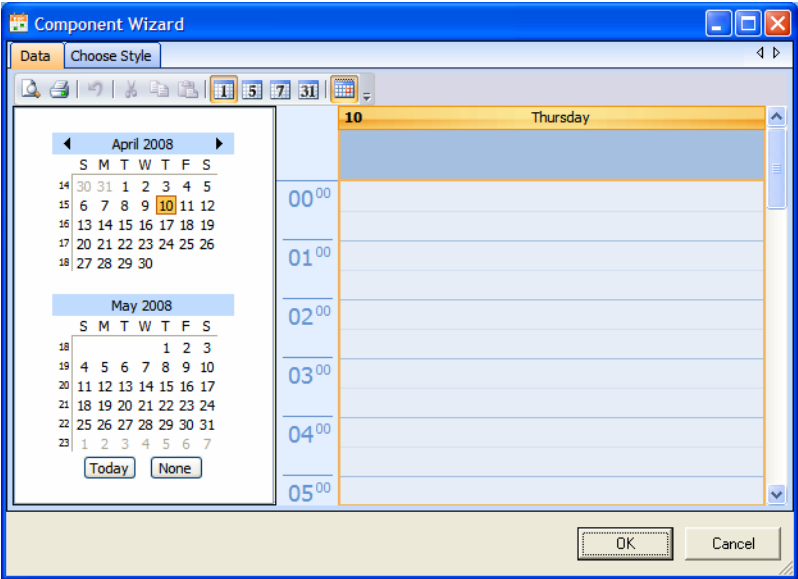
Using the Web Calendar Component Wizard

By default, the Web Calendar Component Wizard displays the Data tab. The Data tab is composed of a standard toolbar, a date picker control, and an event list.
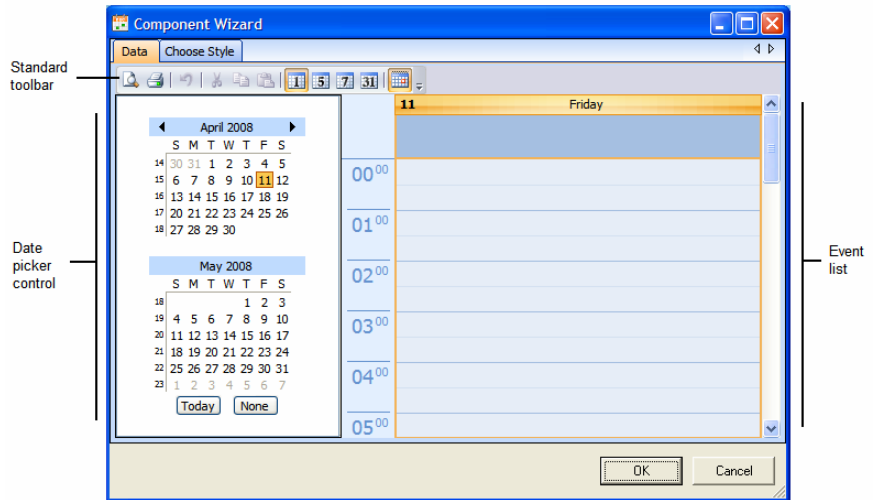
Calendar's Standard Toolbar
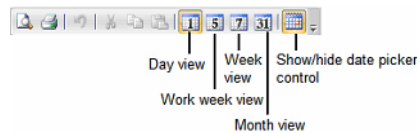
The standard toolbar offers you the quickest way to print preview, print, undo, cut, copy, and paste, as well as switch to a day, week, or month view. You can also choose whether or not to display the date picker control.

Date Picker Control

By default, the Web Calendar displays the current date on the Date Picker Control pane.
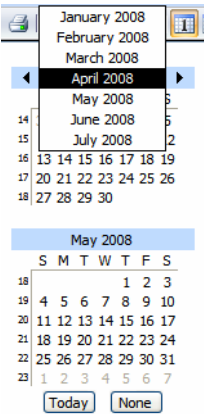
To set the first month, navigate using the right and left arrows.
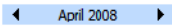
By using the Date Picker Control pane, you may navigate to the next and previous month's events by using the right and left arrows beside the current months. If you select an arrow to the right of the month displayed, it will navigate the grid to the next month and change the events displayed in the Event list on the right to the current month's events. If you select an arrow to the left of the month displayed, it will navigate the grid to previous month and change the events displayed accordingly. You may also change the current month by clicking on the month's name and selecting the one you want from the list.

The date, which is highlighted with yellow, is displayed on the Event List.
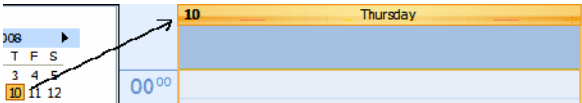
The dates that have events are bold.

```
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30
```

The Today button offers you the possibility to automatically display the current date on the Calendar grid. To deselect a date, click on the None button.
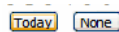
Using the Date Picker Control, you can also make quick range selections and display the selections in the Event list:

1. Select a date and hold the mouse button.

2. Drag the mouse over the other dates you want to display in the Event list.

    When you release the mouse button, the selected dates are displayed in the Events List.
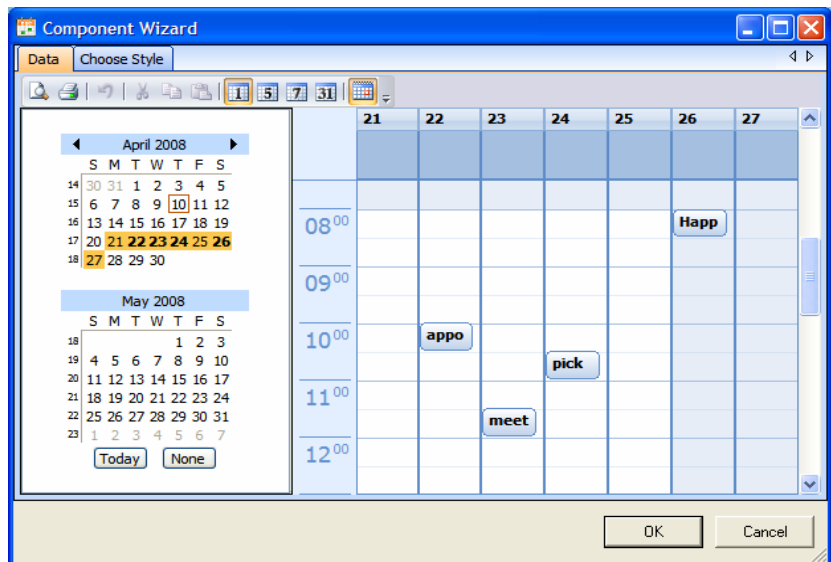
Web Calendar View and Display Options

The event list may be displayed in four views: Day View, Working Days View, Week View, and Month View. You can also customize the event list in order to display only the selected dates.

- Select any day within the month grid displayed in the left pane and click on the Day View ▣ button in order to view the Event List for that day of the month. When the Event List is displayed in Day view, the left grid shows a time interval of 30 minutes. You can increase or decrease this interval.
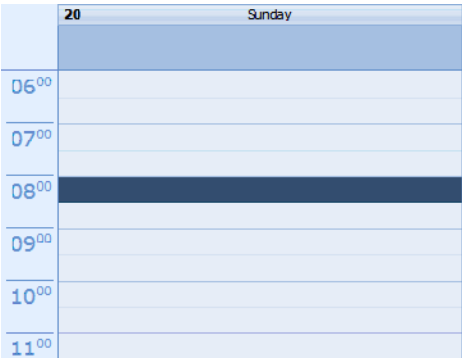
To change this time interval:

a. In the Event List, right-click a blank area in the calendar grid.

b. From the context menu, select the grid interval that you want to show in the Event List.
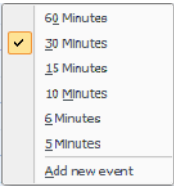
- Select any day within the month grid displayed in the left pane and click on the Work Week View ⑤ button in order to view the Event List for those days of the week.

Note: When you display the Event List in Day view or Work Week view, then you can add day events and specify the start and end times.

- View the Event List for all events in a specific week of the month by selecting a date and clicking on the Week View ⑦ button.

- Select the month that you would like to view and click on the Month View button in order to view all the events for that particular month.

You can also display any number of days in the Event List if you select multiple days from the Date Picker Control, by clicking on a date and holding down the Ctrl (Control) key and clicking other dates. The Event list will display only the dates you have selected.
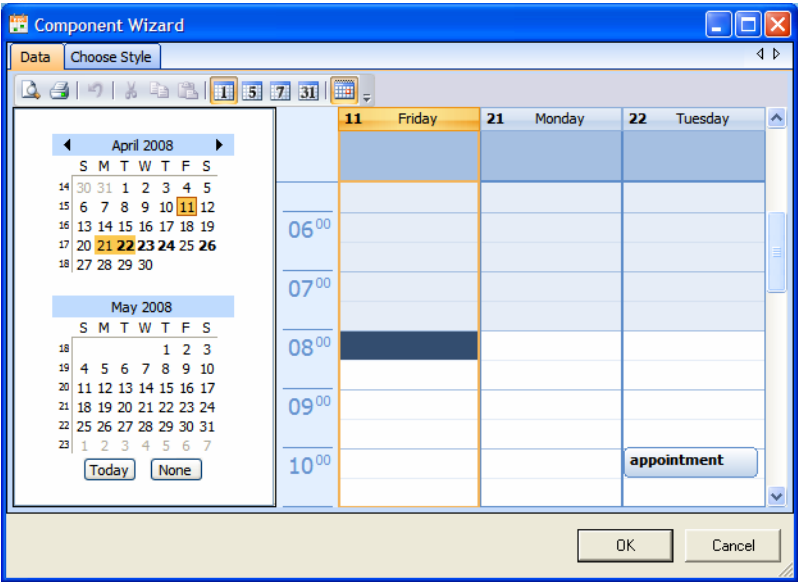
Adding Events and Appointments

The Data tab is displayed when the Web Calendar Component Wizard is opened. The Data view is the default one, and the Date Picker Control displays the current date. If an event is an all-day activity, then it appears as a banner at the top of the calendar schedule in the Events List section. However if an event is scheduled for a specific time frame, then it is displayed at the scheduled time on the calendar.
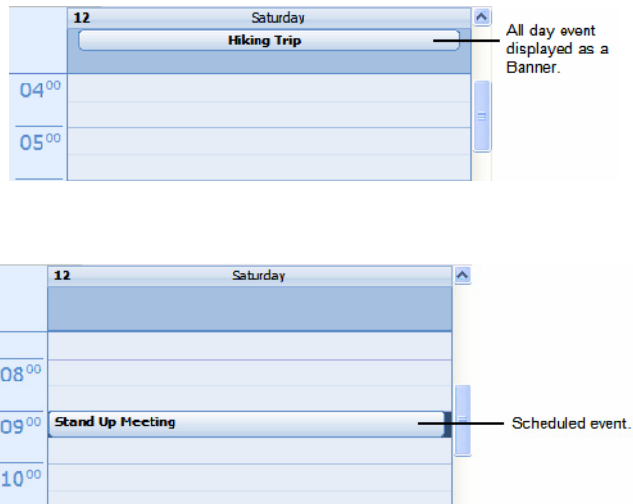
Setting up Calendar Events

Never has it been so simple to add events to your Web Calendar, because once you select a day, it is automatically displayed in detail in the Event List section, where you can immediately add/edit an event.

To set up an event:

1. Display the Event List in Day view.

2. Select a date using the Date Picker Control pane.

3. Click on any of the times along the left side of the Event List or in any empty time slot. The date and time for the new event defaults to the time you clicked and to the highlighted day in the Date Picker Control Pane.

4. Right-click on the selected time slot and choose the "Add New Event" option from the context menu.
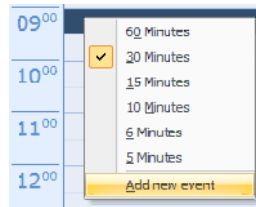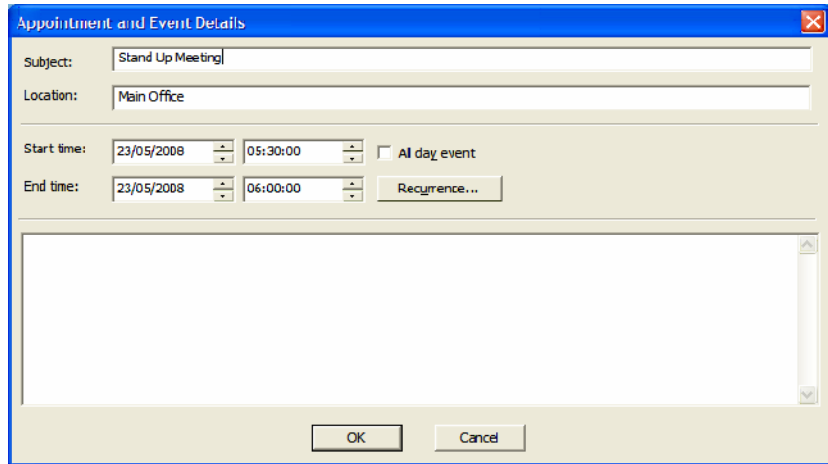
The Appointment and Event Details dialog appears.

5. Enter the Subject of the event. The subject is required and will be displayed at the top of the calendar schedule. Because this is what will be displayed on the calendar, make it as descriptive as you need to. It will be seen in the day, work week, week, and month views. For example, let's enter "Stand Up Meeting."

6. Enter a Location. You can enter any location. If a location will be set for an event, then the location will also appear on the top of the calendar schedule. (In our example: "Main Office.")

7. Set a start date and time for the event and an end date and time using the up and down arrows or simply by inserting a date and time.

Note: If the event is an all-day activity, enable the All-Day Event option.

8. If this event is recurring, click on the Recurrence button.

The Appointment Recurrence dialog appears.

9. Set Appointment Recurrence. For more details, see the Set Appointment Recurrence section.

10. Click OK to save the recurrence settings.

    The Appointment and Event Details dialog appears.

11. Enter a description. This is the information will appear after clicking on an event title.

12. Click OK to save the event.

Set Appointment Recurrence

A recurring appointment is one that occurs at some regular interval, such as a meeting that happens every Monday or a birthday that happens every year. When you add the details of an event that you consider a "recurring" event, click on the Recurrence button to indicate how frequently the event takes place. You can schedule recurring events to repeat daily, weekly, monthly, or yearly. In addition, you can customize recurring appointment schedules.

When you schedule a recurring event, then that event is displayed on the Calendar at the interval you set. If you need to make changes to a recurring event, you have the option of editing just a single occurrence or all events in the series.

To set appointment recurrences:

1. On the Appointment and Event Details window, click on the Recurrence button. The Appointment recurrences dialog appears.

2. Set the recurrence details.

3. The appointment time will be the time previously set for the event.

4. On the Appointment time section, enter the time or click the down arrow to select a start time and an end time. The appointment time will be the time set previously for the event.

5. From the Duration drop-down list, you can set event/appointment duration up to 2 weeks.

6. Select one of the recurrence patterns: Daily, Weekly, Monthly, or Yearly. If necessary, customize the pattern further:

- Daily. Enable this option, if it is an event that will repeat daily until a certain date or customize this option by choosing whether this event is every day or some other sequence such as every 2 days or 4 days or if it is a recurrent event on the working days.
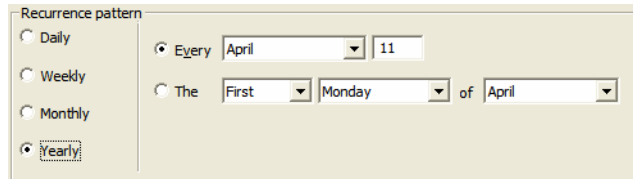
- Weekly. Enable this option for events that will occur once (or several times) every week until a specified date. Select whether it is a weekly recurring appointment or some other weekly pattern such as every 2 weeks. You can select which day of the week you want the appointment to take place.

- Monthly. Enable this option for events that occur every month on a certain day (e.g. a meeting on the third Thursday of every month) or for events that occur every month on a certain date (e.g. the 7th of every month). Select whether it is a monthly recurring appointment or some other monthly pattern such as every 2 months.
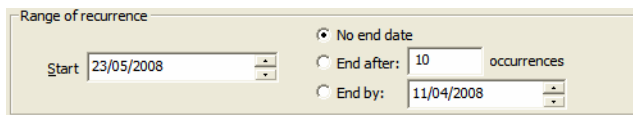
- Yearly. Select a date for the yearly recurrence or which day of a month you want the appointment to repeat.

The event will be scheduled in the recurring pattern from the specified start date and time.

7. On the Range of recurrence specify a start date and choose:

   - No end date radio button, if you don't want to end the recurrence.

   - End after ..occurrences radio button, if you want to set a number of recurrences.

   - End by radio button to set an end date.

8. Click OK to save the recurrence settings.

   The Appointment and Event Details Dialog appears.

Setting the Style

To customize the calendar's settings and style, click on the Choose Style tab.
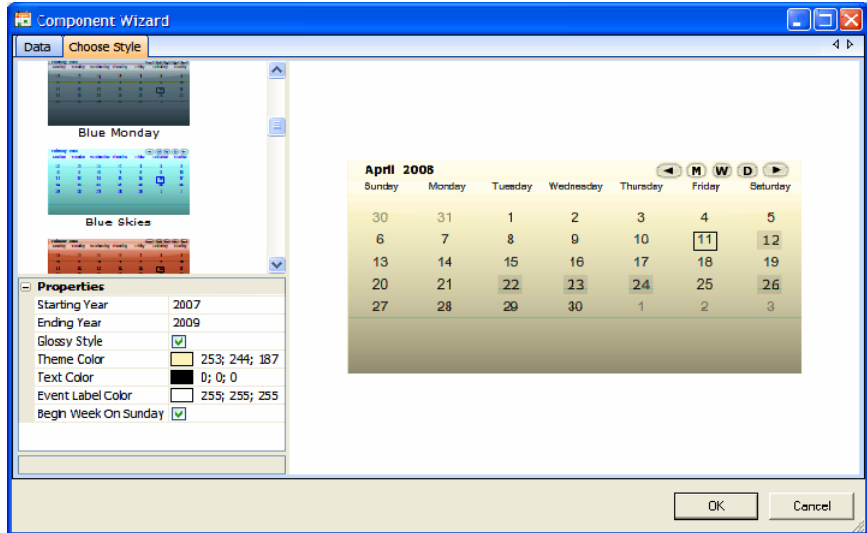
On the Choose Style tab, you can:

- Choose a predefined template.

- Customize an existing one by changing the calendar properties.

- Set the starting and the ending year of your calendar.

- Disable the Begin Week on Sunday checkbox if you want the calendar week to start on Monday.

To change the calendar Default style, follow the next steps:

1. Select one of the predefined styles.

2. On the Properties section, set the starting and the ending years of the calendar.

You may customize the selected style by selecting different colors for the calendar theme and text and for the label of the event.
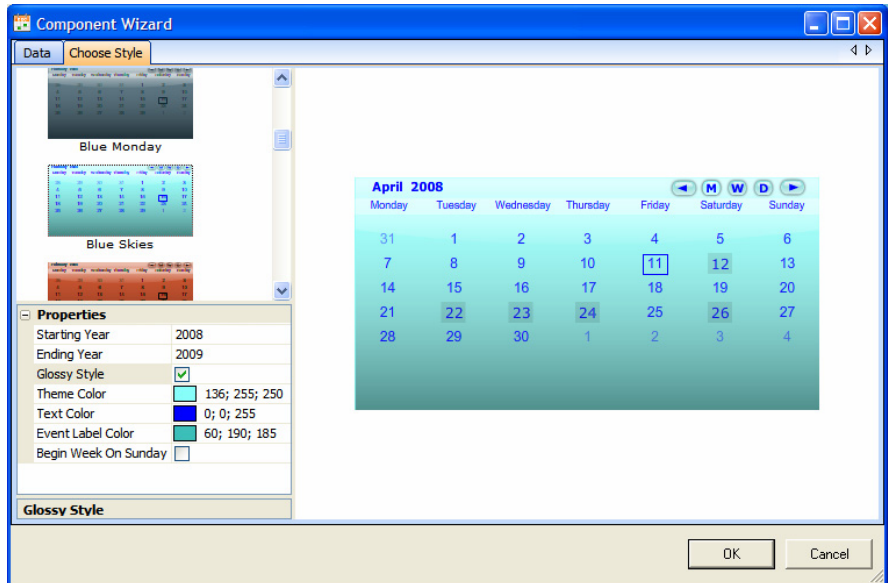
Close the Web Calendar Component Wizard to see the changes you have made to the Calendar reflected in the Page Design.
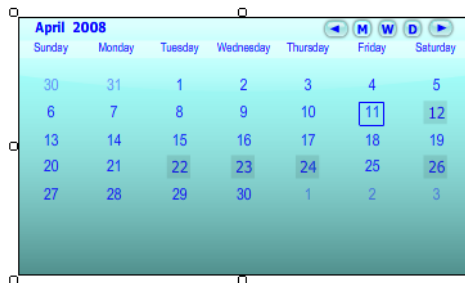
Printing the Calendar
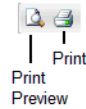
Use the Print Preview icon to launch a printer-friendly view of the current view that you are displaying. We advise you to preview the event list before

printing it. Once you click the Print button, you will be prompted by your printer setup options on the steps required to print the calendar view.

To print your calendar:

1. On the Data tab, select a calendar view you wish to print: day, work week, week or month.

2. Navigate to the correct day, week or month.

3. Click **Print Preview** to see how the Calendar will look once printed. Use the Zoom In and Zoom Out buttons to enlarge or reduce the size of the Calendar display.
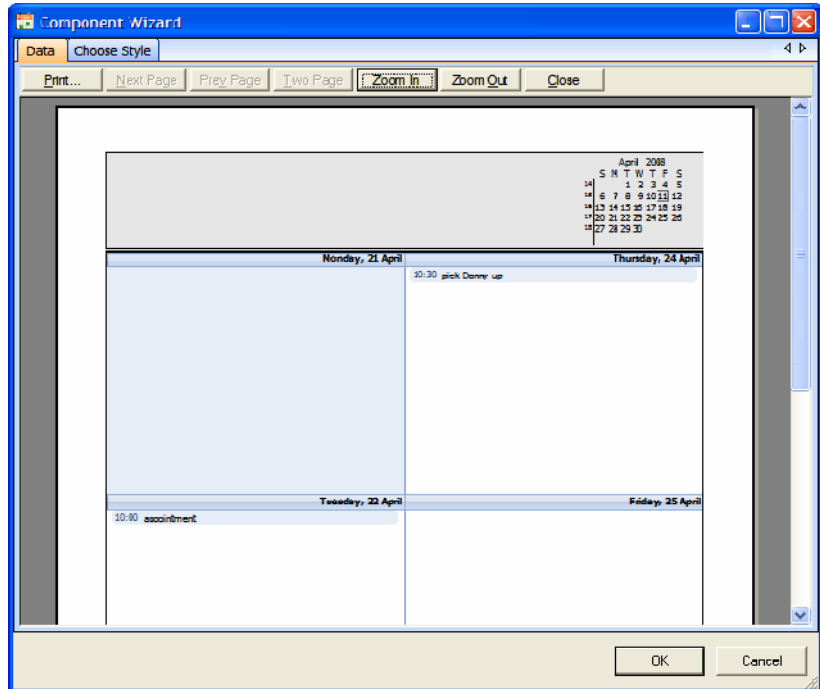
4. Click **Close** to close the Print Preview.

5. From the Standard Toolbar, click **Print** 🖨.

Cut, Copy, and Paste Events

Once you have created an event, it will be displayed in the Event List.

To cut or copy an event, follow the next steps:

1. Click on the event. The event becomes editable. In this mode, you may modify the event name if needed.

2. Click the Enter key to select the event.

3. The Cut and Copy controls become active.

4. Click on the Cut or Copy icon from the Standard toolbar.

To paste a copied event, follow the next steps:

1. Select a time slot where you want to paste the event.

2. Click on the Paste icon from the toolbar.

Deleting an Event

To delete an event, follow these instructions:

1. Display the event in the Event list.

2. Right-click the event.

3. Select the Delete option from the context menu.

4. Confirm the deletion.

Previewing and testing the Web Calendar

The Calendar Placeholder is displayed in Page view in the location where it had been placed.
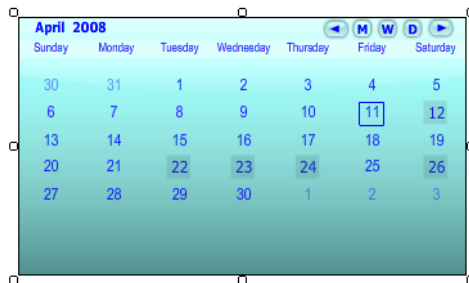
To test the Web Calendar's functionality, you can either preview the page that contains the Calendar or publish the page/site locally.

Creating Flash Web Charts

NetObjects Fusion Flash Web Chart component is a flash charting component that can be used to render data-driven animated charts and graphs. Using the NetObjects Fusion Flash Charts and Graphs, you can quickly and easily create animated and interactive charts with just a few mouse clicks.

This chapter describes:

• How to add a Flash Web Chart to your page

• How to configure a Flash Web Chart

• How to Import Files to the Flash Web Chart

• How to set up the Flash Web Chart's style

Placing Flash Web Chart Component Directly on a Page

Charts and graphs can be used to represent data, illustrate important patterns or relationships, and observe changes as data is altered. Following the steps below will help you add a chart to your web page. Add a new Flash Web Chart to your site to render data-driven animated charts and graphs.

To add a Web Chart:

1. Launch your NetObjects Fusion and open the site where you want to insert the Flash Web Chart component.

2. In Site View, create the page where you want to place the Flash Web Chart Component (if you have not already created this page).

3. In Page View, select the Flash Web Chart tool from the Flash Components 2.0 toolbox.

4. Draw a box on the Layout to indicate where you want to position the Flash Web Chart component.

    The Web Chart placeholder appears.

5. Click the Web Chart component.

6. Open the Properties panel if it is not already open.

When the Web Chart component is selected, the Properties panel displays the Web Chart component's properties.
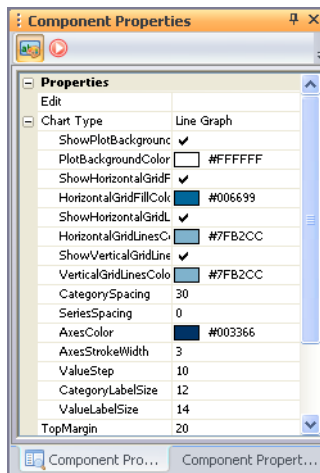
Configuring the Flash Web Chart Component

After you have placed the Flash Web Chart Component on your page, you can configure its most common properties in the Flash Chart Properties panel or edit its settings using the Flash Component wizard.

In the Flash Web Chart Properties panel, you may set the following properties:

- Chart Type – From the available options, you can choose the graphical representation for your chart: Pie Chart, Line Graph, and Column Chart. Every chart type option has its own attributes and properties that can be configured in a way to harmonize with your Web site design.

- TopMargin – Sets the space value to the background's top border.

- RightMargin – Sets the space value to the background's right border.

- BottomMargin – Sets the space value to the background's bottom border.

- LeftMargin – Sets the space value to the background's left border.

- Background Color – using the ColorPicker, you may select a color for the Flash Web Chart background.

- The component background can be considered as a container and the margin options help you set the spacing relative to the background borders.

By selecting a chart type from the Chart Type combo-box, the specific set of parameters will appear.

Configuring the Flash Web Chart Component Using the Component Wizard

To edit the Flash Web Chart Component's settings:

1. Highlight the Edit field and click the ⬛ button or double-click the Calendar placeholder.

2. The Component Wizard dialog appears.
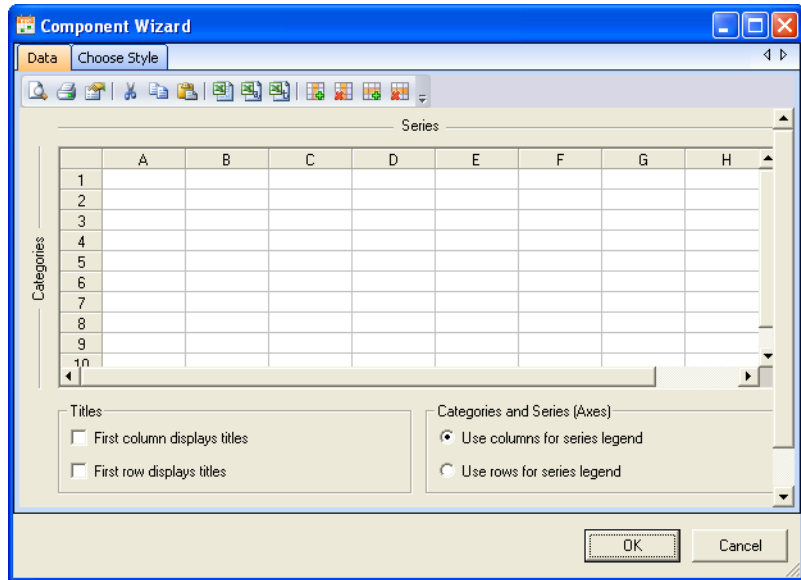
By default, the Component Wizard opens, displaying the Data tab. The Data section is composed of a Standard toolbar, the Data Grid, the Titles pane, and the Categories and Series (Axis) pane.

The Data tab allows you to manually insert the data that will generate the Flash Web Chart. Initially the Series fields and the Category fields make up the horizontal and vertical settings on the chart.

In the Categories and Series (Axis) pane, you can switch places of the Category labels with the Series labels. The Series labels are used to create the chart legend. You can choose the Series labels to be displayed either horizontally or vertically.

In the Categories and Series (Axis) pane, select what you want to use for the series legend: the columns or the rows.

In the Titles pane, you can choose if the first column or row will be displayed as a title.

In the Data grid, you can:

- Select multiple cells, pressing Shift and clicking the cells for contiguous selection.
- Select multiple cells, pressing Ctrl and clicking the cells for noncontiguous selections.
- Select a simple cell by clicking on it.
- Select the entire row, clicking on the Row header.
- Select the entire column, clicking on the Column header.
- Edit your Data.

To edit a cell:

1. Select the cell.
2. Edit the cell's value.

Only the white-background cells are enabled and can be edited. New white cells are added as a row or column, when data is added to the last available white row or column.

Standard Toolbar
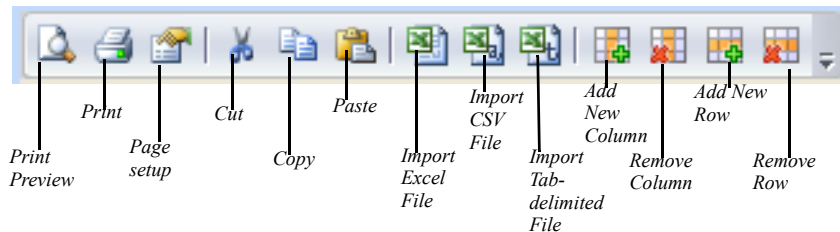
The standard toolbar offers you the quickest way to print preview, print, page setup, cut, copy, and paste, as well as import data from an Excel, CSV or Tab-limited tab. You can also add rows or columns to the Data grid, or remove the selected ones from the Data grid.

Importing Files to the Flash Web Chart

To import CSV file:

1. In the Component Wizard dialog, click the Import CSV file button from the Standard toolbar.

   The Open file dialog appears.

2. Browse the CSV file you want to import.

3. Select the file and click Open.

   The data from the CSV file will be displayed in the Data Grid.

4. In the titles pane, enable:

   • First column displays titles option, if the values in the first column are listed as titles.

   • First row displays titles option, if the values in the first row are listed as titles.

   • Both options, if you want the first row and the first column to be displayed as titles.
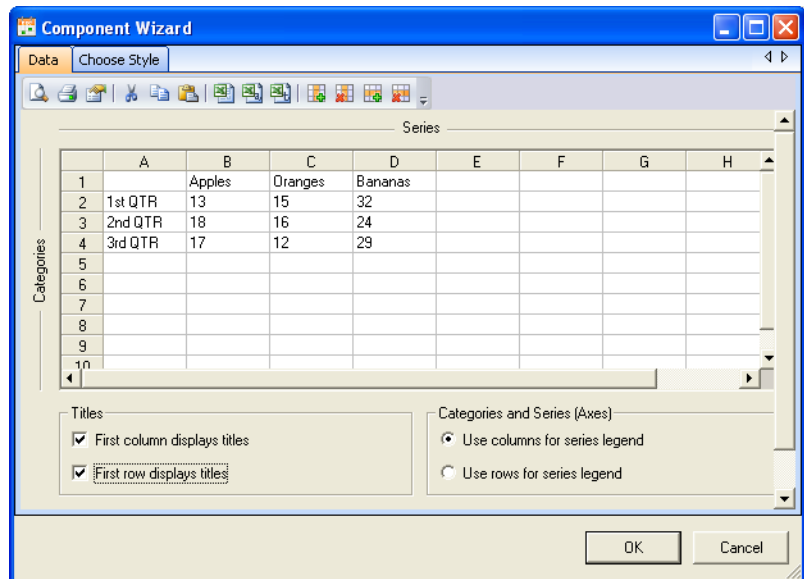
Note: If those options remain unchecked, then titles are auto generated by NetObjects Fusion.

5. In the Categories and Series (Axes) pane, choose what data to use for the series legend.

You may add new data to the grid, using the Add Column or Add Row button, and editing the table cells directly.

Setting the Style

To customize the chart's settings and style, click on the Choose Style tab.

On the Choose Style tab, you can:

- Customize the chart appearance by changing attribute values.

- Select one of the three types of charts: Column Chart, Pie Chart, Line Chart.

- Set the Series Color.

- Set the component's width and height

- Select whether the component should keep the aspect ratio

As you change the properties of the component, the live preview updates automatically.

Setting Chart's Type

Click on the Choose Style tab, and use the Chart Type option to choose one of the available chart types.

From the Chart Type drop-down list, select:

- Pie Chart, if you want the data inserted in the data grid to be displayed in a Pie chart. The pie chart can only display one series at a time, and when the "Pie" chart type is selected, an extra combo box labeled "Chart Data" appears and lists the available series.

- Line Graph, if you want the data inserted in the data grid to be displayed in a Line Graph.

- Column Chart, if you want the data inserted in the data grid to be displayed in a Column chart.

After you customize the Chart's appearance, click the OK button.

Printing the Data Grid

Use the Print Preview icon to launch a printer-friendly view of the Data Grid that you are displaying. We advise you to preview the table before printing it. Once

you click the Print button, you will be prompted by your printer setup options on the steps required to print the Data Grid.

To print your Data Grid:

1. On the Data tab, click **Print Preview** to see how the Data Grid will look once printed. Use the Zoom In and Zoom Out buttons to enlarge or reduce the size of the Data Grid display.
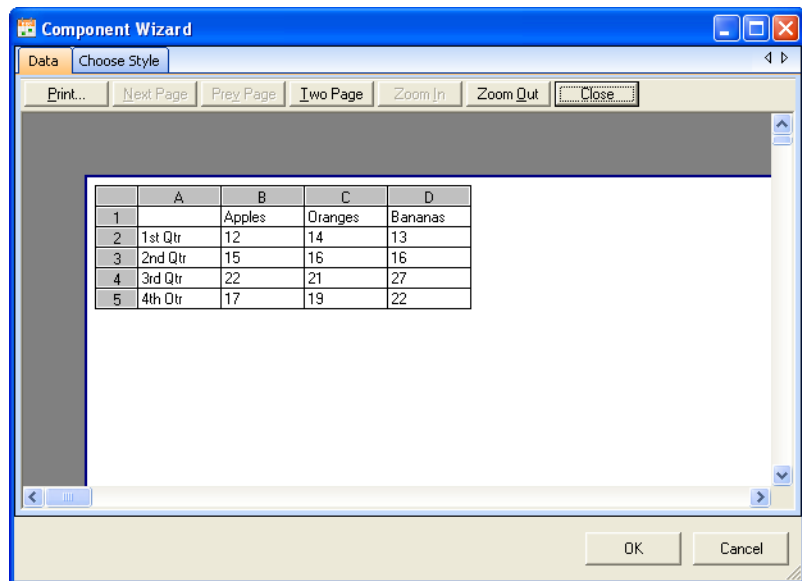
2. Click **Close** to close the Print Preview.

3. From the Standard Toolbar, click **Print** .

Cut, Copy, and Paste Events

Once you have entered a data, it will be displayed in the Data Grid.

To cut or copy an entry, follow the next steps:

1. Click on the cell containing the entry. The cell becomes editable. In this mode, you may modify the entry if needed.

2. Click the Enter key to select the cell.

3. Click on the Cut or Copy icon from the Standard toolbar.

To paste a copied entry, follow the next steps:

1. Select a cell where you want to paste the copied entry.

2. Click on the Paste icon from the toolbar.

Creating Timeline Animations

Using the Timeline Editor, you may create animations of the objects that are already placed on the page layout, as well as other interesting effects using timeline actions. One can view these animations as simple, predefined actions. The Timeline Editor will not only help you create animations; it will also help you to organize them into frames and control them over time. No programming is required. You build animations by simply designing the animations with your mouse, and you may set a trigger event by choosing a series of options from menus.

When you are in Timeline mode, note that:

- The MasterBorder is locked because you cannot add the objects placed on it to the Timeline animations.

- You can create animations using only the objects and the components that are already placed on the page layout.

- You can change the objects' properties using only the CSS Style Sheet panel.

- You can only modify the properties of the selected objects. A text box is seen as an object; you cannot change the properties for parts of text.

This section describes:

- About the Timeline Editor

- How animations work

- Setting trigger events for Timeline animations

- Creating a new Timeline animation

- Editing a new animation in Timeline Mode

- Timeline Editor panel

- Modifying animations

- Examples

About the Timeline Editor

With the Timeline editor, you can organize objects and precisely control the timing of objects in layers and frames.

Timeline Editor offers you the possibility to create animations using any object that is already placed on the layout. The objects that are added to an animation may:

- Change position for different time frames.

- Change dimension, creating a zooming in or out effect.

- Change the background color, or the font color in the case of the text objects.

- Change text properties: font–size, font family, font weight, font style, etc.

- Change their visibility.

- Change the background image (text, layout region, tables).

The Timeline Toolbar
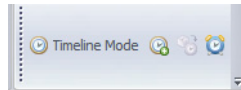
In Page View, the Timeline toolbar offers you the possibility to enter the Timeline mode or to create a new animation before entering the Timeline mode. If you have any object on the page layout, you can also make the selected object a trigger of the timeline animation. If no object is selected, the layout becomes a trigger for a timeline action.

Note: The Timeline toolbar is available only in Page View.

Entering the Timeline Mode

To enter the Timeline Mode:

1. Click the Timeline Mode button from the Timeline toolbar.

2. Create a new Timeline animation using the *Create New Animation* button from the Timeline toolbar.

3. Set a new Timeline Action using the Set Actions dialog.

Note: If you type a new animation name in the Animation field, then NetObjects Fusion opens in Timeline Mode.

When in Timeline Mode, the Timeline Editor panel is displayed on top of the Layout. When you first enter the Timeline Mode, the Timeline Editor displays an animation by default. No objects are added to the default animation, *Animation 1*.

Animations pane displays the selected animation and the objects that have already been added to the animatons.

Objects added to the Timeline Animation
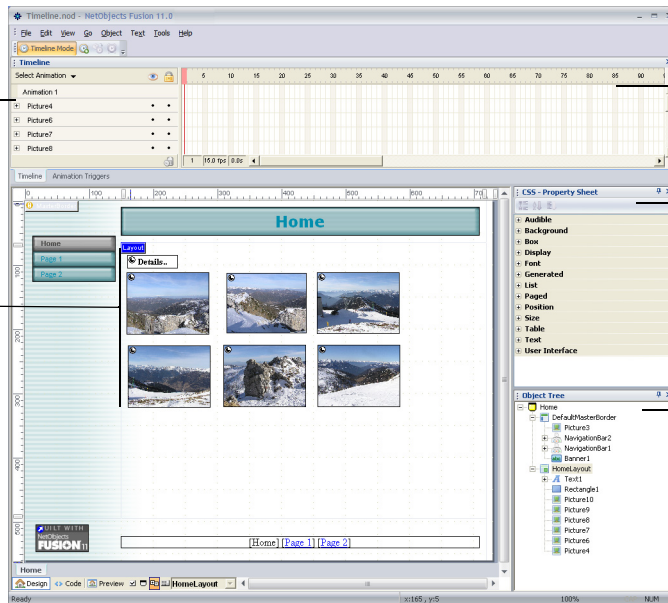
Timeline Editor Panel

CSS property Sheet Panel

Object Tree Panel

When in Timeline Mode, the MasterBorder area becomes locked. The scroll area, except the horizontal page scroll, also becomes disabled.

When in Timeline Mode, you can access only four panels:

- Timeline Editor panel, which allows you to precisely control the timing of objects in layers and frames.

- Animation Triggers panel, docked with the Timeline editor panel, displays all the animations and the actions added to the objects that trigger the animation.

- CSS Property Sheet panel, which allows you to select from the CSS 2.1 property options available and assign values for the selected object from the layout. See "Working Directly with CSS Properties" on page 224.

- Object Tree panel, which helps you select objects, especially if you are working with layered or hidden objects.

Note: The Property Inspector is not enabled in Timeline Mode.

In Timeline Mode, you may take advantage of the Undo/Redo options for the following options:

- Adding objects to timeline

- Adding/modifying properties

- Deleting objects from timeline control

- Deleting properties from timeline control

- Deleting an animation from the "Animation Triggers" pane

- Adding/deleting/modifying an "Enter Frame" action

If you select a new animation, you cannot undo or redo the changes you have done to the previously selected animation.

Selecting Objects in Timeline Mode

In Timeline Mode, when you select an object into the layout that has already been added to the displayed animation, the object appears in the Animations pane and its node will be expanded, displaying the object's properties.

If the Global layer is selected into the Timeline Editor panel, all objects from the layout will be deselected, while the layout will become selected.

Exiting the Timeline Mode

You may exit the Timeline Mode, by choosing one of the following options:

- Click the Timeline Mode button.

- Click the X button from the top-right corner of the Timeline Editor panel.

- Change the NetObjects Fusion view, i.e. go to Publish View.

Timeline Editor Panel

By default, the Timeline Editor panel appears docked to the top of the NetObjects Fusion window, above the Layout. The Timeline Editor panel also displays the

Animation Triggers tab, from where you can easily access the Animation Triggers panel. You can change its position anytime you want. You may dock the Timeline Editor panel to the bottom or either side of the window above, or you can display the Timeline Editor as a floating window.

The Timeline Editor panel can be moved, docked, or resized like any other NetObjects Fusion panel, except it cannot be hidden. For more information, see "Working with Panels" on page 1129.

When you enter the Timeline Mode, the first thing you see is the Timeline Editor displaying one Global Animation layer. The red rectangle in the timeline is the playhead. The playhead determines what is seen at a given time. Using the Timeline Editor, you may control the length of the animation, the length of time an object appears on the layout, as well as the order of the objects.

When you create animations, you work with frames and keyframes displayed in layers.

Layers display a series of frames. All you have to do is to add the objects to the animation and change the objects' properties for the selected frame using the CSS Property Sheet panel or the drag and drop method for the most common properties (left, top), or resize the objects using the mouse (width, height).

Property layers are stacked on top of one another and each of them embeds a different property of the selected object. When you modify another property of an object, a new layer is displayed in the Timeline Editor showing the property change in a keyframe. By default, the first frame of a default property layer is a keyframe. A keyframe is a frame in which you define a different property to the object that is added to the animation.

An animation must have at least two keyframes. When you add an object to the Timeline Editor, by default the timeline displays three Property layers, and each of these layers contains a keyframe in which are defined the initial properties of the objects.

The frames between two keyframes produce animations without drawing each frame of an object's layer.

The main components of the Timeline Editor are:

- *Animations pane* is located on the left side of the Timeline Editor panel and displays the animations created with the objects of the displayed page. In

this pane, the objects that are added to the timeline animation are listed under the animation's name.

Show/Hide Selected Object button *Lock Selected Object button*

Animation's Name

Default Property Layers

Object Layers

Delete button
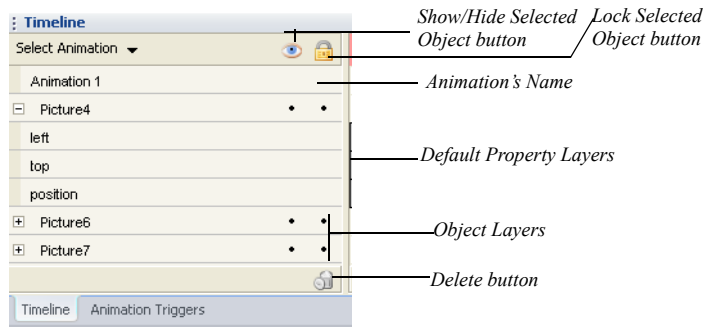
- *Timeline header* at the top of the Timeline indicates frame numbers.

- *Layers* divide lengths of time into frames. The layers of an animation are listed in a column on the left side of the timeline within the Animations pane. There are three types of layers:

    - *Global Layer* is the layer of the entire animation. It is used to insert labels.

    - *Object Layer* is automatically added when you add an object to a timeline. Object Layers are expandable to reveal Object properties, which are actually tweened. By default, they should be expanded. On this layer, you can add labels and actions to the object.

    - *Property layers* are sub-layers of the object's layer. By default, when you add an object to a timeline, three property layers appear monitoring the object's position (top, left, position – the latter is mandatory for top and left properties to work).

- *Frames* contained in each layer appear in a row to the right of the property layer name.

- *Keyframes* display a solid dot. In the Timeline Editor, a keyframe is a frame where a change begins or ends. A simple animation requires two keyframes: one at the start and one at the end. Between two keyframes, there can be any number of regular frames. Frame 1 of a default property layer in the timeline is a keyframe. For example, the first frame of the left property layer stores the objects' initial left position.

- *Playhead* is mobile and indicates the current frame displayed on the layout.

- *Timeline status* indicates the selected frame number, the current frame rate, and the elapsed time to the current frame.
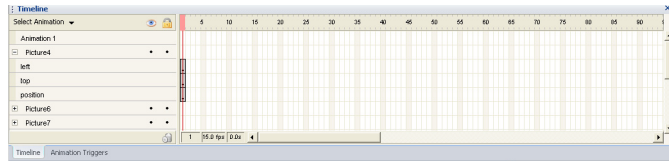
The objects that are added to timeline animation are listed in a column on the left side of the Timeline. By default each object displays three property layers. If another object's property changes, a new property layer is added to the timeline editor. For example, if you change the color of the text, a new property layer color *appears under the text object layer. Frames contained in each layer appear in a row to the right of the property layer name.*

Working with Frames and Keyframes

The animation time is divided into discrete units termed as frames. Each frame is displayed for a certain fraction of time. The first frame of each default property layer is marked with a black dot because it plays the role of a keyframe. A keyframe is used to define a change in an animation. NetObjects Fusion can tween, or fill in, the normal frames between two keyframes, producing smooth animations. In the Timeline Editor panel, you may select one or multiple frames.

- To select a single frame, you only need to click it.

- To select multiple frames, hold down the mouse button and move the mouse cursor over the frames you want to select, and then release the mouse button.

To add a new keyframe:

1. Select the object you want to animate.

   The object's property layers are displayed in the Animations pane.

2. Right-click the frame where you want to insert the keyframe.

3. From the Context menu, select the Insert Keyframe option. The inserted keyframe is a copy of the adjacent left keyframe.
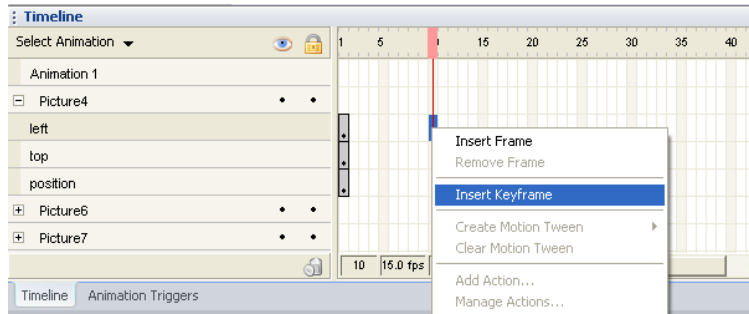
After you have inserted a keyframe in frame 5, your timeline should look like the following image:
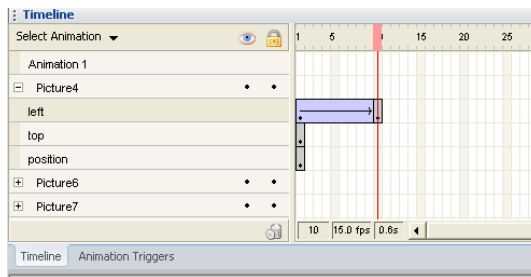
In this case keyframe 1 = keyframe 2.

To change the property this keyframe embeds, you need to select this keyframe and change the object's property as you wish.

To add multiple consecutive keyframes:

1. Select the regular frames where you want to insert multiple keyframes.

2. Right-click the selection.
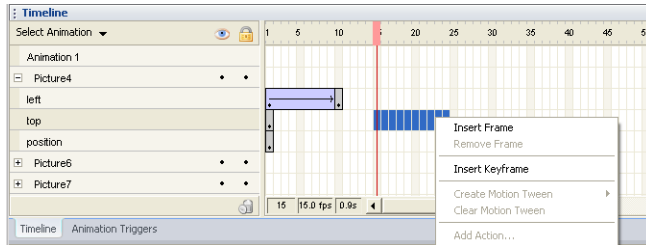
3. From the Context menu, select the Insert Keyframe option.
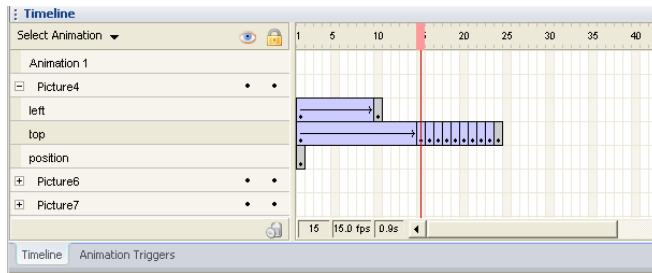
To change the position of a keyframe:

1. Click the keyframe to select it.

2. Holding down the mouse button, drag the keyframe to the frame number where you want to move it.

3. Note: If you click the first keyframe and try to move it to another location, you will only copy the selected keyframe to that location.

To remove a keyframe:

1. Right-click the keyframe you want to remove.

2. From the Context menu, select the Remove Frame option.

3. The selected keyframe is removed.

To increase the number of frames between two keyframes:

1. Right-click a frame between the two keyframes.

2. From the Context menu, select the Insert Frame option.

A new regular frame is inserted between the two keyframes.

To decrease the number of frames between two keyframes:

1. Right-click a frame between the two keyframes.

2. From the Context menu, select the Remove Frame option.

The selected regular frame is removed.

You can also select multiple frames, and then remove them all at once.

By default, NetObjects Fusion creates motion tween between two keyframes. Motion tween is nothing but tweening an object's movement from one position to another. You only need to define the starting and ending frames (keyframes) and NetObjects Fusion generates the content for the frames in between. By default, the Motion tween is set to be linear, but you can also set any other easing function that is displayed in the Create Motion Tween menu list. Each property may have its own easing. For numerical or color values, you may set any type of easing, but for string type values, it is recommended to use the Linear, or the Step options for motion tween.

Flash varies the object's size, rotation, color, or other attributes between the starting and ending frames to create the appearance of movement.

To remove the motion tween:

1. Right-click the second frame after the first keyframe, or any other frame between the two keyframes.

2. From the Context menu, select the Clear Motion Tween option.

3. From the Create Motion Tween menu list, select an easing function for the Motion Tween. By default, the Motion Tween is set to be linear.
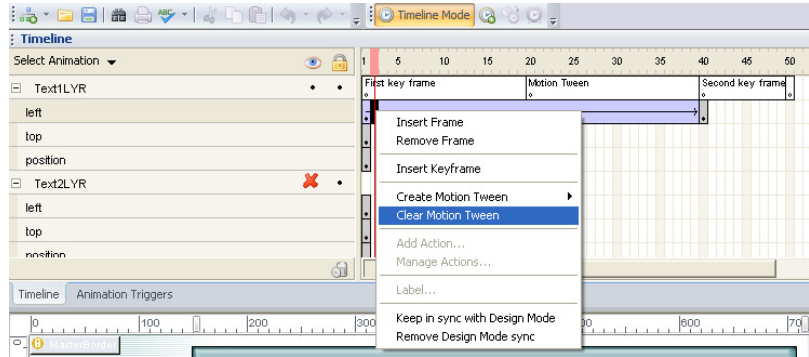
To add a motion tween between two keyframes:

1. Right-click the second frame after the first keyframe, or any other frame between the two keyframes.

2. From the Context menu, select the Create Motion Tween option.

Adding Labels to Timeline Layers

By using the context menu from the Timeline Editor panel, you can add labels to any layer.
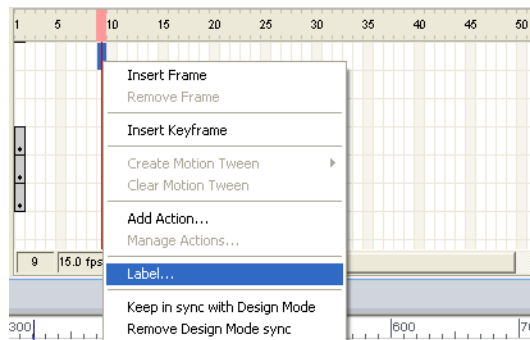
To not interfere with the motions displayed on the property layers, it is advisable to add labels:

- To the Global layer, if you want to add a label about the animation, or

- To the Object's layer, if you want to add a label concerning that object precisely.

To add a label to the animation:

1. From the Global Layer of the animation, select a frame by clicking on it.

2. Right-click the selected frame.

3. From the context menu, select the *Label* option.

   The Frame Label dialog appears.

4. In the Frame label field, insert a label for the selected frame.

5. Click OK.

If you want to add a label to a frame of an object layer, select a frame from an object layer and repeat steps 2-5 above.

You may add as many labels as you want.
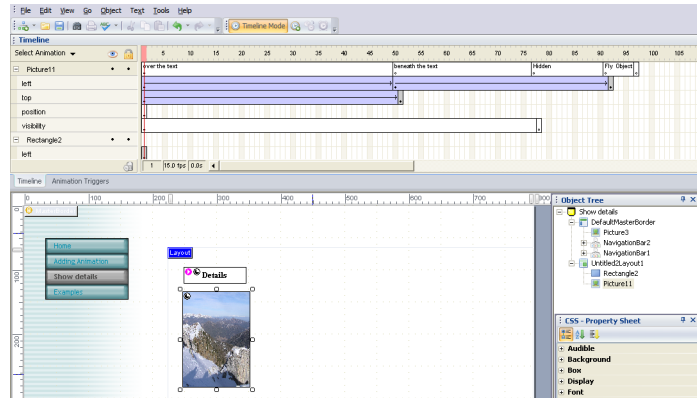
Deleting Layers

Global Animation layers cannot be deleted.

By deleting an object layer from the Timeline Editor, you remove the object from the animation.

To delete an object layer from the Timeline Editor:

1. Select the object.

Its corresponding layers will be displayed in the animation pane.

2. Click on the Trash icon from the Animations pane.

The selected object will be removed from the animation.

To delete a property layer:

1. Select the object to which you want to delete the property layer.

Its corresponding layer will be displayed in the animation pane.

2. Click the "+" button to expand its property layers, if it is not already expanded.

3. Select the property layer you want to delete.

4. Click the Trash icon from the Animations pane.

The selected property layer will be removed. By deleting a property layer, you will also remove the property's values that you have changed.

Locking Objects from the Timeline Editor Control

The controls from the Animations pane of the Timeline Editor let you hide, show, lock, or unlock layers.

To lock an object on a certain position on the layout:

1. From the layout, select the object you want to lock.

    The object's layer appears expanded in the Timeline editor.

2. In the Animations pane, click the black bullet situated on the Lock column.

    The object is now locked. When an object is locked, a red X will be displayed on the Lock column of the object's layer.
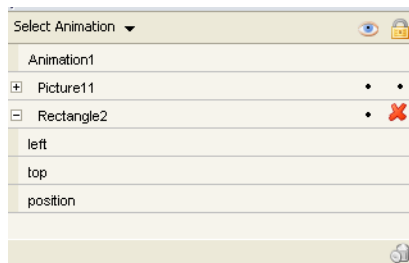
If an object is locked, it means that its properties can no longer be changed, unless it is unlocked. If you have already set an object's properties and you don't want to change anything else to that object, you may lock it. Once an object is locked, you cannot move it or change its properties by mistake.

Hiding Objects from the Timeline Editor Control

Timeline Editor controls allow you to display only the objects that you work with at a given moment of time.

You may hide only the objects that are added to the timeline animation.

To hide an object:

1. From the layout, select the object you want to hide.

The object's layer appears expanded in the Timeline Editor.

2. In the Animations pane, click the black bullet situated on the Hide column.

The object is now hidden. When an object is hidden, a red X will be displayed on the Hide column of the object's layer.
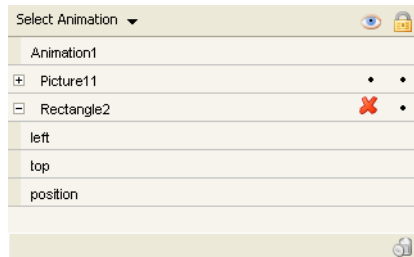
Setting the Speed of the Animation

Before you start creating your animation, you must decide on a Frame Rate that gives the speed of the animation. The number of frames played per second is known as the Frame Rate of the movie. By default, for a timeline animation the frame rate is set to 15 frames per second. The status display at the bottom of the Timeline Editor indicates the selected frame number, the current frame rate, and the elapsed time to the current frame.
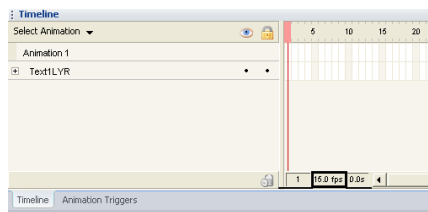
To modify the frame rate:

1.   Click the current frame rate.

The Animation Properties dialog appears.
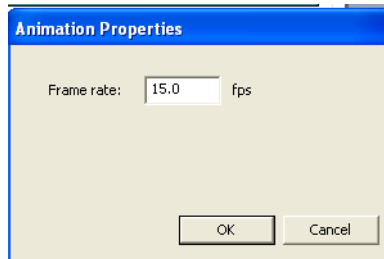
2. In the Frame rate field, enter a new value.

3. Click the OK button.

How Animations Work

NetObjects Fusion makes the process of creating animations very simple. Creating an animation requires to:

1. Add multiple objects to the layout.

2. Create a new animation and enter the Timeline Mode.

3. Add the objects to the Timeline Editor.

4. Change the objects' properties for different time frames.

5. Set a trigger event.

You can create either frame-based animations or tween-based animations.

Within a Frame-by-Frame animation, every frame is a keyframe. You physically adjust and control the contents of each individual frame.

In the case of tweened animation, things are much simpler: you only need to set up a starting and ending keyframe, because NetObjects creates the frames in between.

Adding Multiple Objects to the Layout

Before you create an animation, it is necessary to add all the objects that you want to use in the animation on your page layout. To add objects to a Layout Region:

1. Select the appropriate tool and create an object within the Layout area.

2. Drag objects into the Layout from the MasterBorder.

Warning: If you want to add a table to a timeline animation, you need to set the weight and height dimensions in percentage. Otherwise, you cannot animate the table's dimension.

Example: We add four text boxes and an image.
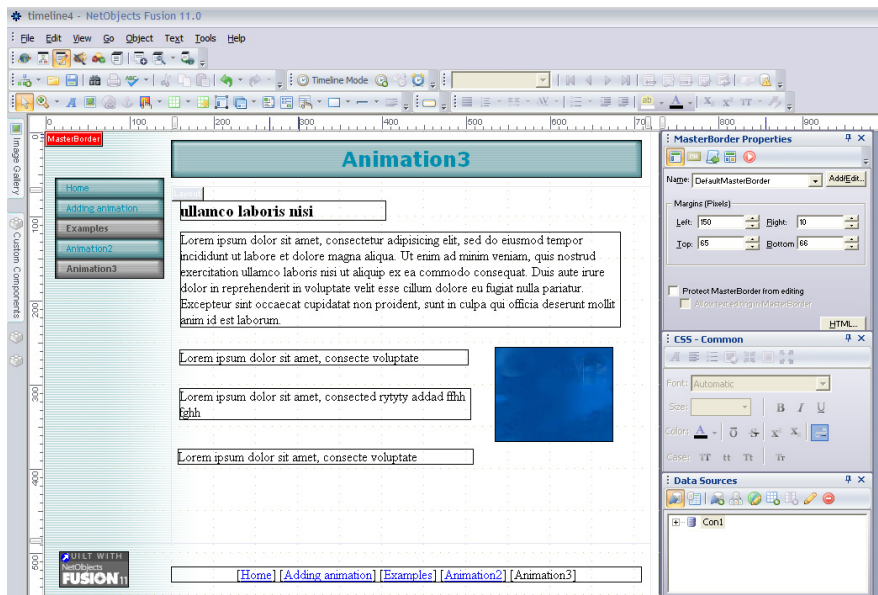
Create a New Animation

1. From the Timeline toolbar, select the *Create New Animation* button.

   The New Animation dialog appears.

2. Enter a name for the new animation.

3. Click the OK button.

Once you type a new animation name in the Animation field, then NetObjects Fusion opens in Timeline Mode, displaying the new animation name in the Timeline Editor.
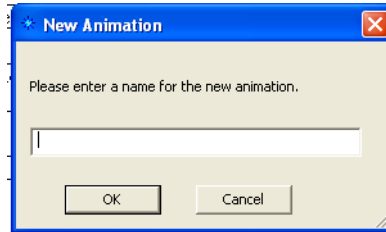
4. Add the objects to the Timeline animation.

Adding Objects to the Timeline Animation

To add an object to the Timeline animation:

1. In Timeline mode, position the Timeline playhead to specify the interval of a keyframe where you want to add the object.

2. Right-click the object.

3. From the Context menu, select Add Object to Timeline option.
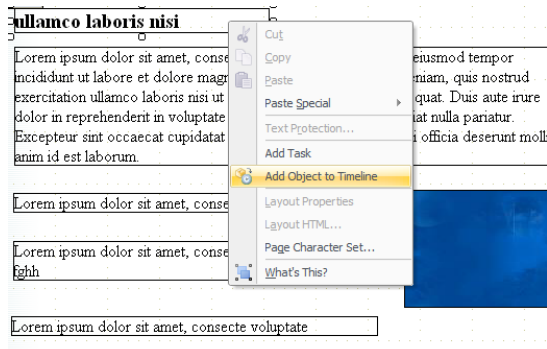
The selected object will be displayed in the Animations pane.

4. Repeat the steps above for all the objects you want to add to the Timeline animation.

You can also add the selected object via drag-and-drop or using the Add Object to Animation button from the Timeline toolbar. This method allows you to select multiple objects and drag them in the Timeline Editor panel.

Setting Objects' Properties

By changing the value of any property of an object, you will create a visual animation. When creating an animation, you must first determine which properties you want to animate.

When creating an animation, you need to change the object's property from one value to another value and specify the duration in frames. The duration of the animation reflects how long it takes to go from the starting to the ending value. For example, you can change the value of an object's Height or Width to make it grow or shrink.

Each property has its own layer, meaning that the Timeline Editor displays a layer for each changed property of an object. The positioning properties (top, left, and position) are automatically added when adding an object. The first frame of each of the default property layers is a keyframe, embedding the object's default values from Page design.

With the exception of the position and size properties (top, left, width, height), if you change an object's properties in a frame different than frame 1, the Timeline Editor will add two keyframes, but the first keyframe will be considered an empty keyframe, and consequently NetObjects Fusion will not create a motion tween between the two keyframes.

Warning: You can no longer change the **top** and **left** properties if you delete the "**position**" property from the Timeline Editor.

Absolute Position vs. Relative Position

Position property can be set as "absolute" or "relative", and determines the interaction of the object with the other objects from the page.

When the Position value is set on "absolute", the object is taken out from the page context, meaning that the rest of the content behaves as if that absolute element doesn't exist, even though that element is visible on the page. However, if the object resizes or moves, it will do this without interacting with the other objects. The

object may fly above other objects, zooming in-out or covering other objects. This is useful if you want to create an effect of a banner that flies in, zooms in and out and positions in a corner, and you don't want that the whole layout to be altered by those effects.

When the Position value is set on "relative", it is not taken out from the page context. Also, when resized, it pushes the other objects from the page in order to "make room", changing the layout. If you don't want that object to cover other objects when resizing, use this property value.

By default, position is set to "absolute" because most animations are layout-independent.

In order to set an animation's start and end values:

1. Move the playhead to the first frame.

2. Set the property with the needed start value.

3. Move the playhead to the desired frame and set the end value.

The keyframes that store the two values are automatically added. If you are changing an object's property when you are, for example, in frame 20, then NetObjects Fusion adds two keyframes, 1 and 20, but the first keyframe will be empty.

The properties can be modified using the CSS Style Sheet panel. The positioning and size properties (top, left, width, height) can also be changed by moving or resizing the object on the layout.

Moving an Object

To move an object from one part of the layout to another, you need to provide the initial position and the end position. NetObjects Fusion creates a motion tween between the two positions.

In Page design, add the object you want to use in the motion tween animation.

1. Enter the Timeline Mode.

2. Place the playhead to Frame 1.

3. Right-click the object and select Add Object to Timeline option from the Context menu.

The object layer appears in the Animations pane. The object's initial position will be considered the start position.

4. Click on the "+" button to expand the property layers of the object.
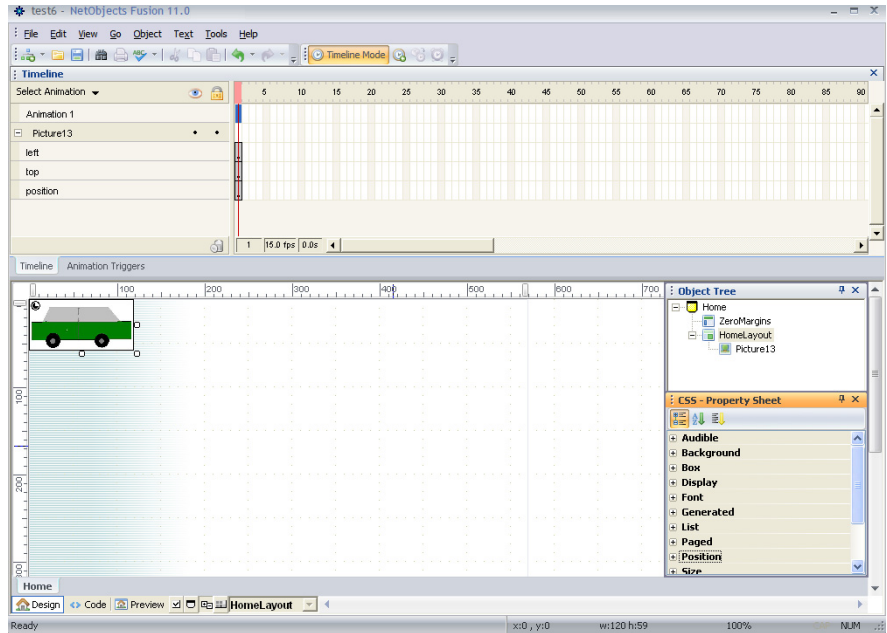
5. Click on frame 70 to select it.

6. Drag the object to a new position that will be considered the end position of the animation.
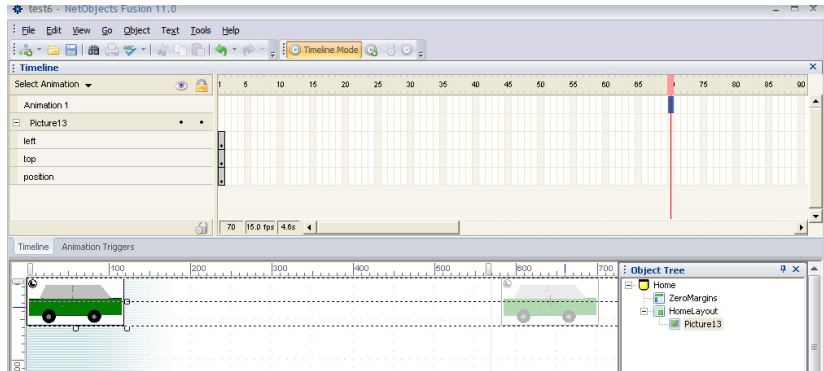
By default, NetObjects Fusion creates motion tween between the two keyframes.
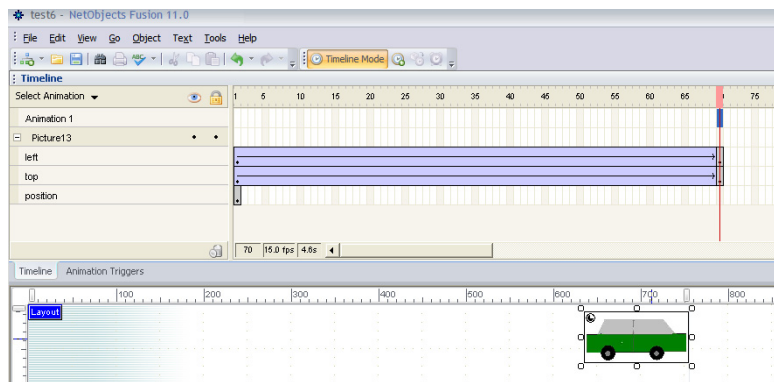
7. Set a trigger event for the created animation.

8. Click the Preview button.

NetObjects Fusion can also tween the size and the color between two keyframes of an object.

Zooming in an Object

If you are changing the width or height property when you are in, for example, frame 20, two keyframes will be added (1 and 20); the first frame will have the size values of the original object as it is in Page Design.

1. In Page design, add the object you want to use in the motion tween animation.

2. Enter the Timeline Mode.

3. Place the playhead to Frame 1.

4. Right-click the object and select the Add Object to Timeline option from the Context menu.

    The object layer appears in the Animations pane.

5. Click on the "+" button to expand the property layers of the object.

6. Click on frame 20 to select it.

7. Change the object's height and width values by using the CSS Property Sheet panel or by using the mouse.

8. Set a trigger event for the created animation.

9. Click the Preview button.

Changing Text Properties

After you add the text object to the Timeline Animation, it displays its layers in the Animations pane.
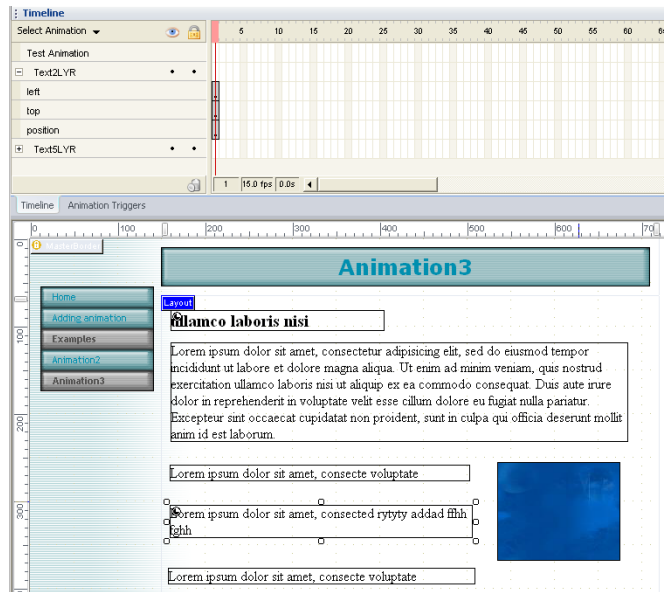
1. Click the text to select it.

   Its property layers appear expanded in the Timeline Editor.

2. Place the Timeline playhead on the frame to which you want to change the object's property. In our example, the Timeline playhead remains on frame number 1.

3. In the CSS Property Sheet, expand the Position category of the CSS attributes.
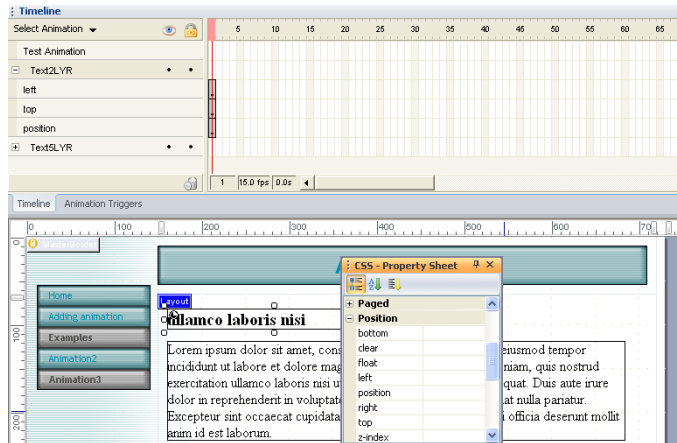
4. Changing the Left property to a negative value causes the object to move beyond the visual boundaries of the page. The changing of the property value is recorded within a keyframe.

Note: Keyframes record changes to properties, allowing you to animate the transitions between different values.
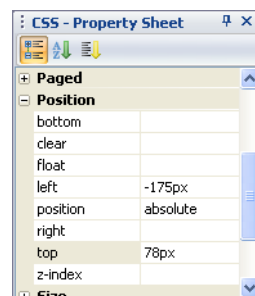
The text object is now placed outside the page area.

1. Place the Timeline Playhead where you want the object to become visible.

2. Change the Left property to a positive value until the object reaches the visual boundaries of the page.

    By default, NetObjects creates the frames in between the two keyframes.
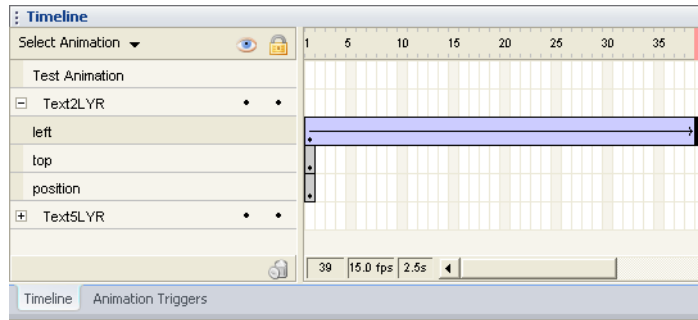
To change another property of the selected text object:

1. Place the playhead to Frame 1.

2. In the CSS Property Sheet, expand the Font category of the CSS attributes.

3. Set the initial values to Color and Font-style attributes.

4. Place the playhead to the keyframe to which you want to set a new value.

5. In the CSS Property Sheet, expand the Font category of the CSS attributes.

6. Set new values to Color and Font-style attributes.
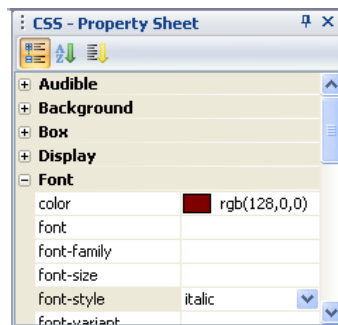
Two new property layers displaying the property changes of the object are added to the Timeline Editor. By default, NetObjects creates the frames in between the two keyframes.
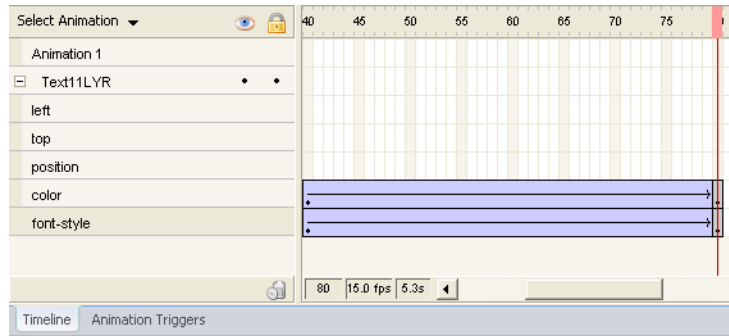
Warning: If you do not set initial values for the Color and Font-style properties in frame 1, then the Color and Font-style layers will have two keyframes each, but the first frame of the layer will be an empty keyframe.
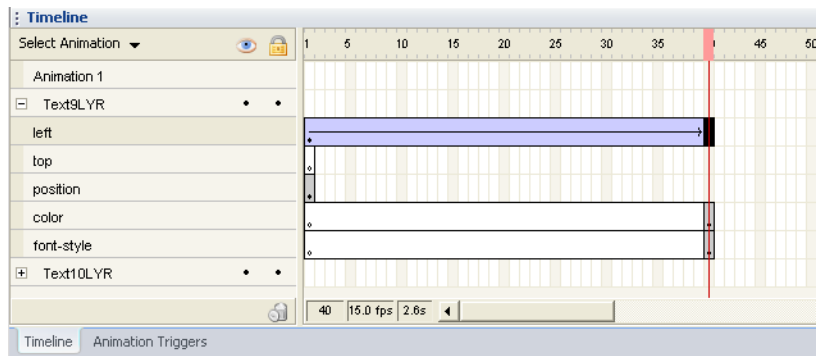
After you set a trigger event for the created animation, click the Preview button.

Specifying Timeline Animation's Trigger Event

Your next step is to specify the user action that begins the animation. Using NetObjects Fusion, you can easily set a trigger event that causes the animation to begin.

You can set a trigger event to any object, Layout, or MasterBorder.

1. In Page view, select the item you want to trigger the animation, and click the Actions button on the Properties panel.
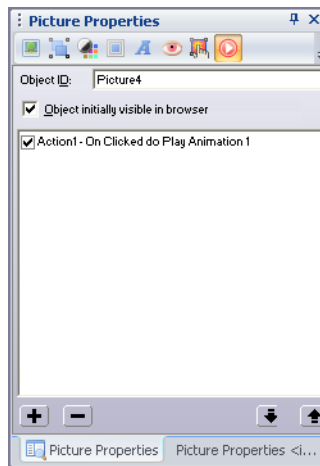
2. Click the (+) button on the Properties panel to set a trigger event for the Timeline animation.

   The Set Action Dialog appears.

3. Specify the action's trigger event in the When field.

4. Click the When menu button next to the field, point to a trigger category, and click the trigger event you want. The trigger events available depend on the object you're adding the action to.
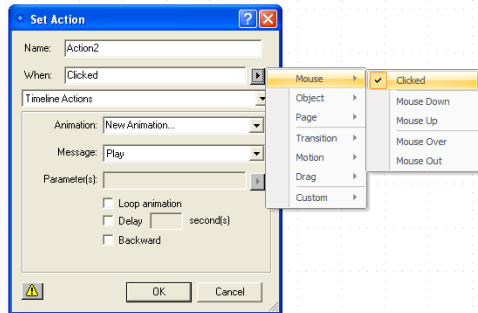
These can include:

- *Mouse.* Mouse options do not apply in some cases, including text objects, Layouts, and frames. Mouse options are for triggering an action when the site visitor clicks the object, mouse down or up (for example, you might display a pushed-in picture of a button on mouse down), or moves the pointer over or off the object.

- *Object.* Triggers the action when the object is either hidden or shown as the result of another action that targets this object.

- *Page.* Triggers the action when the page finishes loading, or when the site visitor opens another page.

- *Transition, Motion, Drag.* In a sequence of actions, triggers the action at the start or end of another action that targets this object. For example, ending a drag might trigger another action to restore the object you dragged to its original position.

- *Custom.* These are messages you create to trigger one action with another for specialized action sequences. See "Tailoring Actions with Custom Messages" on page 542.

- To add an animation-type action, select Timeline actions from the drop-down list. For information about standard or scripted actions, see Chapter 28, "Building Dynamic Pages".
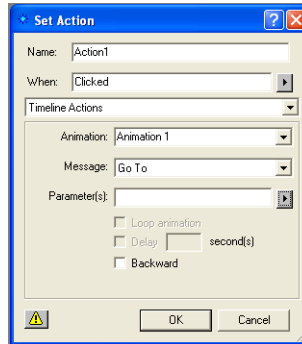
5. On the Animation field, you start creating a new animation by typing a name in the Animation field. Here, if you already have created several animations, you may select the existing animation that this object triggers.

6. In the Message combo-box, you may select one of the following values:

   - *Play* – Starts playing the animation with keyframe 1.

   - *Pause* – Performs temporary cessation of the animation on the current frame, interrupting the animation.

   - *Cancel Animation* – Stops animation and moves to keyframe 1.

   - *Go To* <animation frame / label> – Plays the animation beginning with the set frame number, not with the first frame. When this option is selected, the Parameter(s) field becomes enabled. You can type an integer, the frame number, or you can choose a label by pressing the button next to the edit box. In order to choose a label, you have to choose the timeline animation first; otherwise, the label list will be empty. All labels set into the selected animation are visible in the list.

   - *Stop* – Stops animation in the current frame.

7. If you choose the Play option for the selected timeline animation, you may enable the following options:

   - *Loop.* Enable this option to repeat your animation.

- *Delay.* Enabling this option, you may set a number of seconds to delay the animation.

- *Backward*. This option becomes enabled if Play or Go To are selected in the Message field. Enabling this option, the animation will play backward, starting with the last frame if Play message is selected, or with the specified frame if the Go To message is set.

8. Click the OK button.

In Timeline Mode, you may also access the Set Action dialog from the Timeline Mode toolbar.

Adding Actions in Timeline Mode on Enter Frame Event

Within the selected animation, you can also add "Enter Frame" actions for an object.

To add an Enter Frame action to an object:

1. Add the object to the Timeline Animation.

2. Select the object's layer.

3. On the Object's layer, right-click the frame to which you want to set up an Enter Frame action.

4. From the context-menu, select the Add Action option.

The Set Action dialog appears, with the following fields disabled:

- When – Is set to "Enter Frame" and cannot be changed;

- ActionMode – Is set to "Standard Action" and cannot be changed; scripted actions and timeline actions cannot be added to a frame.

- Target – Is set to the currently selected object, which is the one selected in TLE also.

- Parameter(s) – Enabled only when a function (Message) has parameters.

- Cascade message.

You can also add Enter Frame actions to Flash components that have the loop effect option enabled.
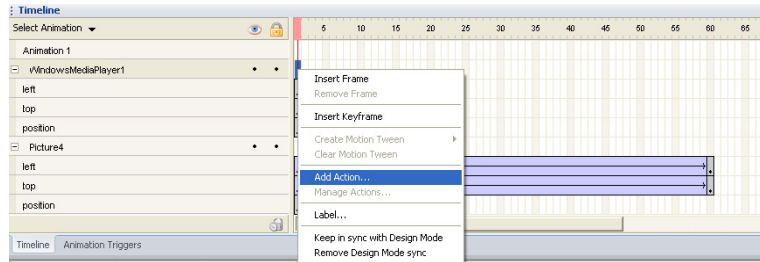
The Flash Functions menu entries are Play, Pause, and Stop Flash. They are visible only for Flash objects. The play, pause, and stop functions are referring to the looping effect, not to the intro or outro effect.

Within a keyframe, you may have more than one action. To see all the actions set for an object's frame:

1. Right-click the frame.

2. From the context-menu, select the Manage Actions option.

    The Actions dialog displays all the actions set on the selected frame for the selected object.
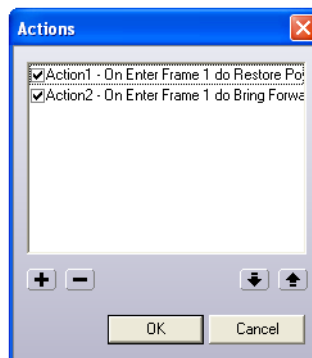
By using the "+" and "-" buttons, you may delete or add new actions or set their appliance order using the arrow buttons.

The Animation Triggers Panel

The Animation Triggers panel displays all the Timeline animations that you have created on the current page and their corresponding actions that are triggering them. The Animation Triggers panel allows you to organize and set trigger events for your timeline animations, rename them, or delete them.

By default, the panel is hidden in Page Design, but you can access it at any time from the View Menu>More Panels >Animation Triggers.
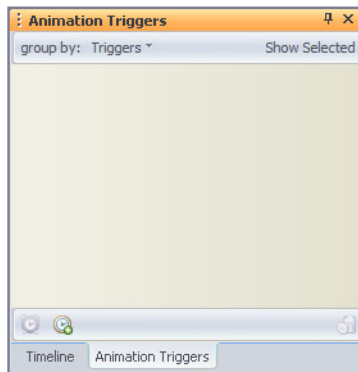
The animations you create in the Timeline Mode will automatically update the Animation Triggers panel.

In Timeline Mode, the Animation Triggers panel is docked with the Timeline Editor control. The Animation Triggers and the Timeline Editor appear as a two-tabbed panel.

The Animation Triggers panel displays three command buttons:

- *Delete.* Becomes enabled if one or more items from the panel are selected. Click the Delete button to delete the selected groups or items.

- *Add Trigger.* Brings the Add Action dialog as it is displayed when the Set Timeline action button is clicked. This option is related to layout selection, not panel selection.

- *Add Timeline.* NetObjects Fusion switches to Timeline Mode. This option is related to layout selection, not panel selection.

The Animation Triggers panel displays the Timeline animations and the actions that trigger them in two ways:

- Grouped by Triggers: The Animation Triggers panel displays a list of all the objects of the current page that trigger a timeline animation. Below the object name, you may see the event and which animation it triggers:
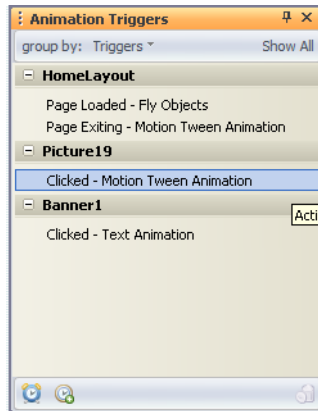
Trigger > Animations

- Grouped by Animations. The Animation Triggers panel displays a list of all the Timeline animations available for the current page. Below each Timeline

Animation name, you may view the object and the event that triggers the animation.
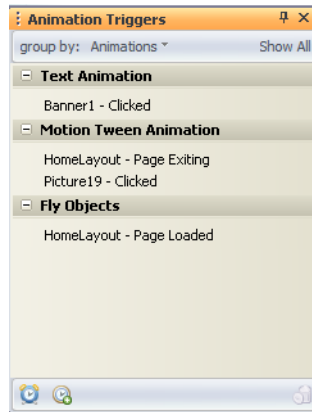
Animation > Triggers

- • You may also filter the displayed data by showing all data for a page or showing data only for the selected object

To show all the animation triggers that are available on the current page:

1. From the View menu, select More Panels> Animation Triggers.

2. On the Animation Triggers panel, click on Show All link.

All the Animation triggers that are created on the current page will be displayed in the Animation Triggers panel grouped either by animations or by triggers.

To show only the animation triggers set on the selected object:

1. From the View menu, select More Panels> Animation Triggers.

2. On the Animation Triggers panel, click on Show Selected link.

All the Animations triggered by the selected object will be displayed in the Animation Triggers panel grouped either by animations or by triggers.

Renaming Timeline Animations

By using the Animation Triggers panel, you may rename the name of the Timeline Animations. To change the name of a Timeline Animation:

1. Group the Animation Triggers by Animations.

2. Click the Animation name to select it.

3. Click the Animation name again to enter the inline mode.

4. Edit the Timeline Animation's name.

The pane is kept in sync with the Actions tab. It repopulates when an action is modified. If "Show Selected" is selected, the pane is repopulated when page selection is changed.

Deleting Timeline Animations

By using the Animation Triggers panel, you may delete any Timeline animation. When you delete the animation, NetObjects Fusion also deletes the corresponding trigger events automatically. To delete a Timeline animation:

1. Group the Animation Triggers by Animations.

2. Click the Animation name to select it.

3. Click the Delete button.

When deleting an animation with triggers, the triggers will be removed as well.

Deleting Trigger Events

By using the Animation Triggers panel, you may delete any event that triggers a Timeline animation, without deleting the animation:

1. Group the Animation Triggers by Triggers.

2. Click the Animation name to select it.

3. Click the Delete button.

The pane is kept in sync with the Actions tab. It repopulates when an action is deleted.

Keep in Sync One or Several Keyframes with the Static Layout

You may also define sync keyframes, using the Timeline Editor's context menu.

When a keyframe is marked as in sync with the layout, the affected objects are locked in that frame, meaning that their properties and position cannot be changed.

The objects will receive their properties and their position from the static layout as it is in Page View.

To synchronize a keyframe with the static layout:

1. Right-click the keyframe you want to sync with the layout available in Design Mode.

2. From the context-menu, select Keep in Sync with Design Mode option.

3. The affected objects are the objects that have keyframes at that particular position. When a keyframe is in sync with the Design Mode, its color becomes red. More than one frame can be in sync per animation.

If you want to no longer sync a keyframe with the Design Mode:

1. Right-click the synchronized keyframe.

2. From the context-menu, select Remove Design Mode sync option.
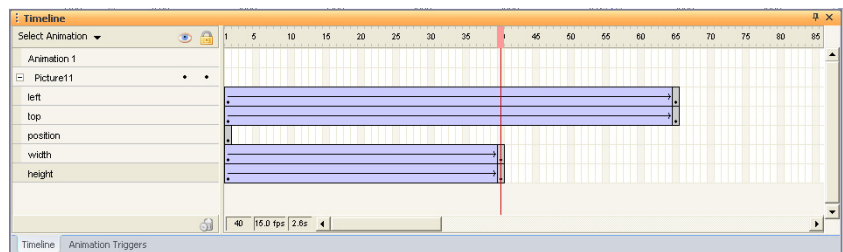
In the example, the frame 40 is synchronized with Design mode. The affected object is Picture 5, having the Width and Height properties locked in the keyframe 40. The top and left properties are not affected because they do not display any keyframe in frame 40.

Examples of Timeline Animations

Placing the Pieces Back Together

We have seven pictures that are part of an image. In this example, we will create an animation that will start when the page loads and will make the pictures fly into the page layout and form the image.

1. First let's add the pictures to the layout.
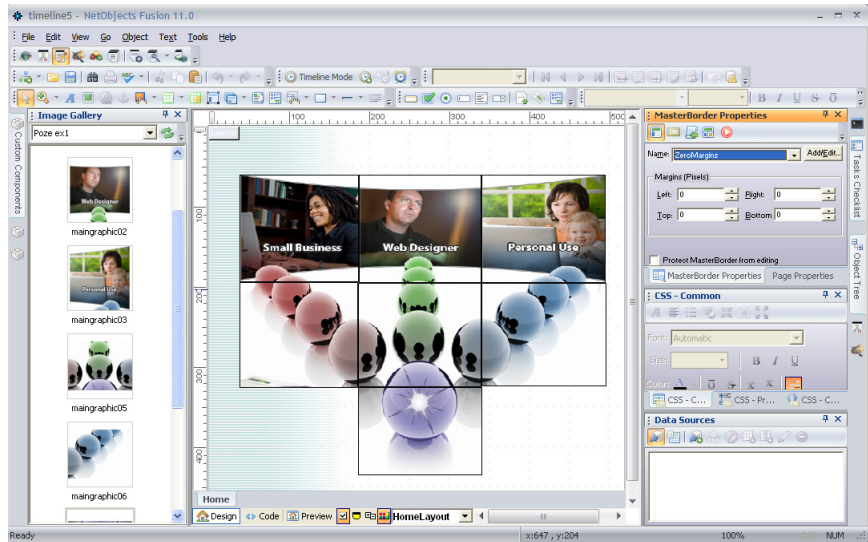
2. Before entering the Timeline Mode, use the keyboard arrows to put the picture pieces together to form the image.

3. Preview the page to make sure the pictures are placed without spaces between them or that they aren't overlapped.
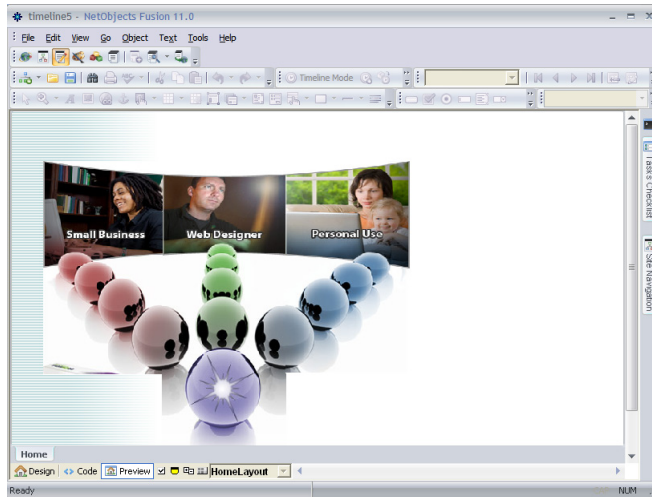
If there are empty spaces among the pictures, go back in Page Design and make all the necessary adjustments.

4. Go back in Page Design and click the Create New Animation button from the Timeline toolbar.

The New Animation dialog appears.

5. Enter a name for the new animation: *MyExample1*.

6. Click OK.

The new animation appears in the Timeline Editor.

7. Select all pictures by multiple selection, and drag them in the Timeline. All the objects will be displayed in the Timeline Editor.
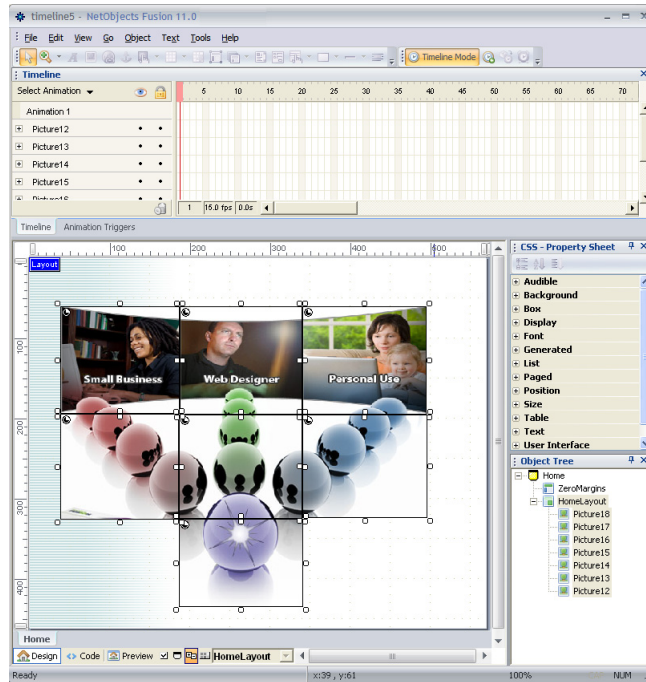
Warning: Make sure that the Playhead is positioned on the first frame.

8. Move the playhead to the frame 70.

9. Select that frame for each property, by holding down the Control key.

10. From the Context menu, select the Insert Keyframe option. The inserted keyframes will have the same values as the first key frames.
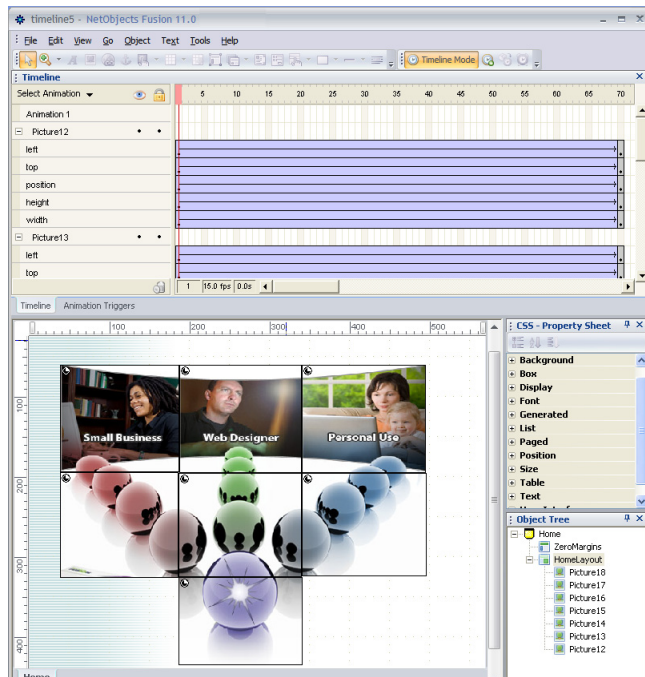
11. Click the picture placed in the left top corner to select it. Its property layers appear in the Timeline editor.

12. Make sure the Playhead is placed on the first keyframe.

13. In the CSS Property Sheet, expand the position category of the CSS attributes.

14. Change its position so that the object is placed outside the page area.

15. Decrease the position values. Use negative values.

In our example, our object had its initial value for the left position, 107, and for the top position, 90. We have changed these values with – *207* for the left position, and with *–190* for the top position.

16. Click the second picture. Its property layers appear in the Timeline editor.

17. Make sure the Playhead is placed on the first keyframe.

18. In the CSS Property Sheet, expand the position category of the CSS attributes.

19. Change its position so that the object is placed outside the page area.

Decrease the top position value so that the picture flies out from the top of the page.
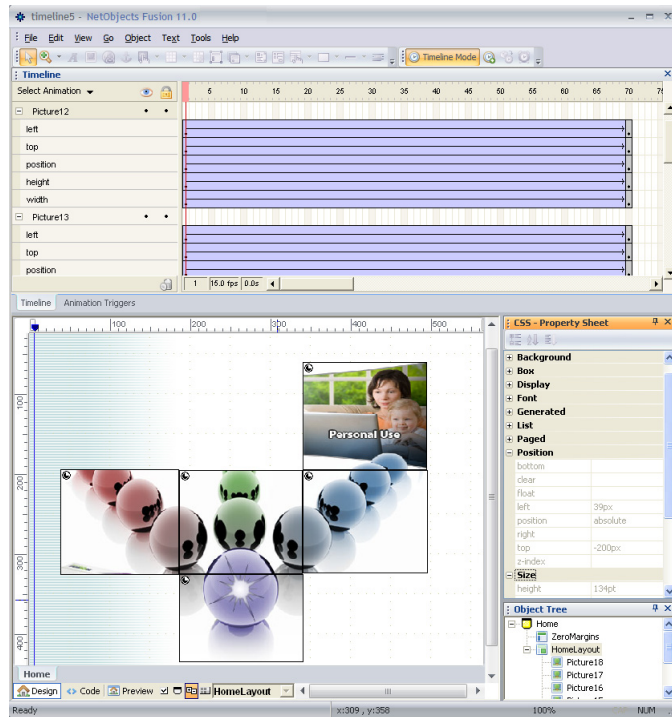
20. Continue modifying all the objects' positions for the first keyframe.

> **Note:** The top position values must be increased for the images that you want to fly in from the bottom of the page.

21. If you have an image placed in the middle and you want to become visible in the moment when all the pieces are put together, follow these steps:

22. Place the Playhead in the first Keyframe.

23. Select the image.

24. In CSS Property Sheet panel, expand the Display category.

25. Change the Visibility property to Hidden.

26. Move the Playhead to frame 70, or to the frame where you want the entire image to be displayed.

27. Right-click frame 70 of the Animation Layer and select Keep in Sync with the Layout. This means that the animation in that moment will display the objects exactly as they were placed on the layout in Page design.

28. Exit the Timeline Mode.

29. Now you need to add an action that will trigger this animation.

30. Click the Set Timeline Action button.

The Set Action dialog appears.

31. On the When field, select Page> Page Loaded.

32. Select Timeline Actions.

33. In the Animation field, select the previously created animation.

34. Make sure the Play message is selected, then click OK.
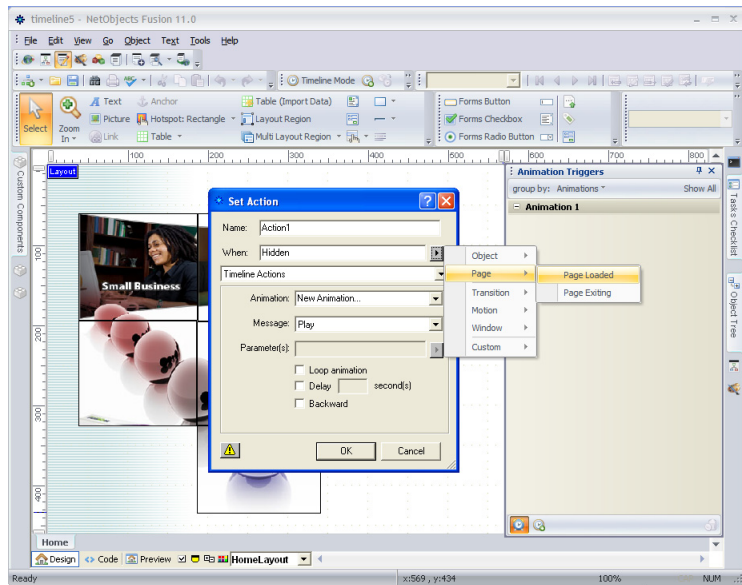
Managing Space on a Dynamic Page

1. Add a rectangle, a text box, and an image to the page layout:
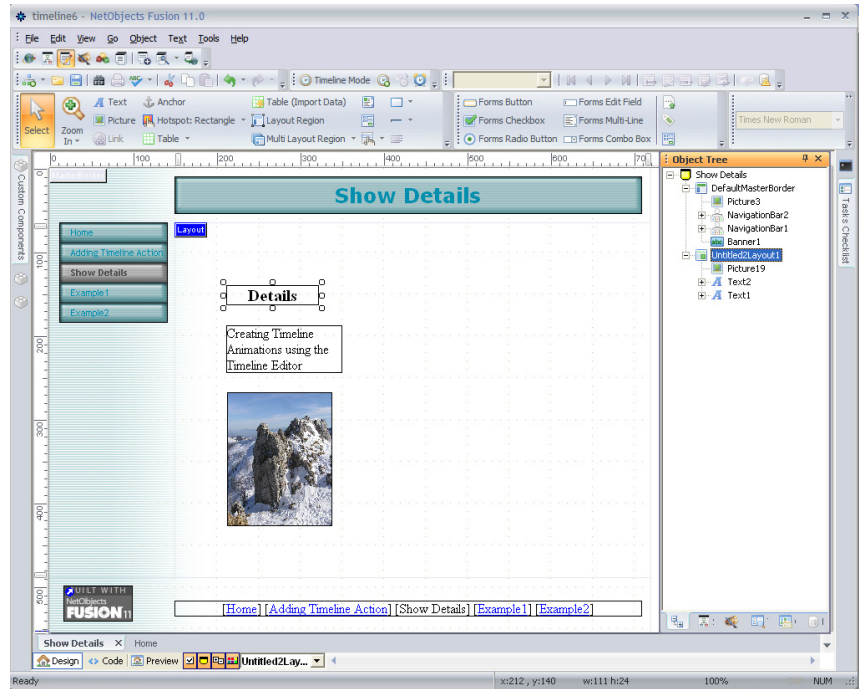
2. In the Layout Properties panel, select Fixed Page layout in the HTML drop-down list.

3. Place the picture over the text box.

4. Enter the Timeline Mode.

5. Right-click the picture, and select Add Object to Timeline option.

6. Right-click the rectangle, and select Add Object to Timeline option.

7. Select the Picture Layer from the Animations pane, and click its corresponding bullet from the Show column to hide it.

8. Select the text and add it to the Timeline Editor.

9. In the CSS Property Sheet, change the attribute for Display>Visibility to hidden.
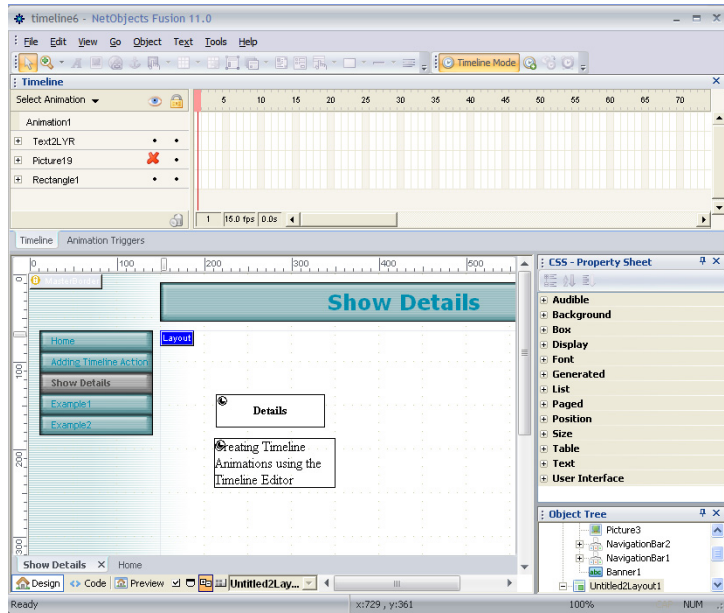
10. Right-click the first frame of the Text Object Layer.

11. Select the Label option.

12. Specify that the text object is hidden at the beginning of the animation.
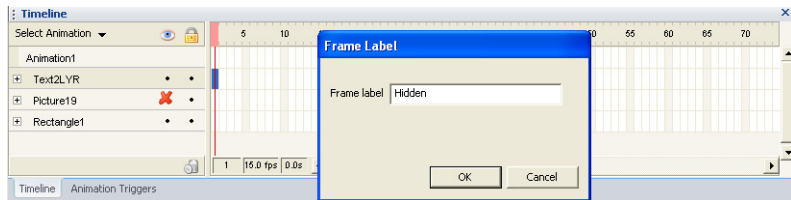
13. In the Text object layer, right-click frame 50, and select Insert Keyframe option.

14. Right-click the second keyframe.

15. From the context-menu, select Label.

16. Enter a new label: "Now Visible."

17. Expand the Object's Layer.
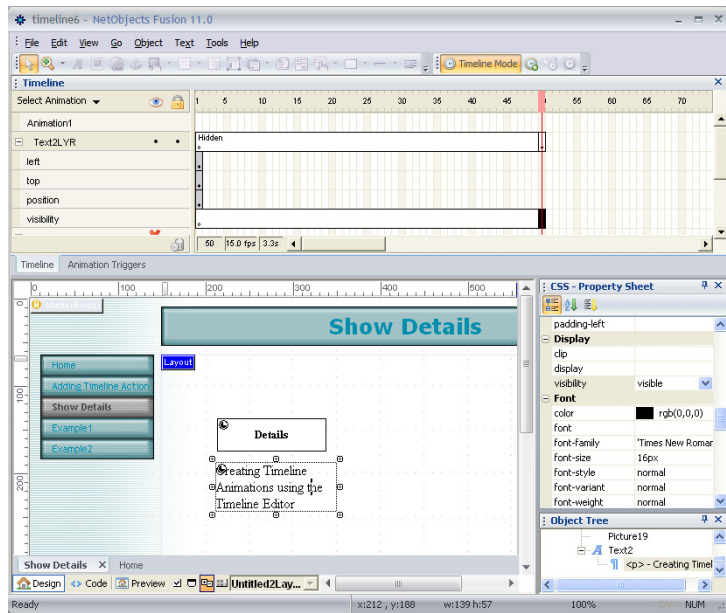
18. Display the Picture object.

19. Make sure the Playhead is positioned to frame 50 and drag the picture beneath the text box.

20. Exit the Timeline Mode.

21. In Page Design, select the rectangle, and click the Set Timeline action button.

22. Set the timeline action for *Clicked*, *Animation 1* to *Play.*
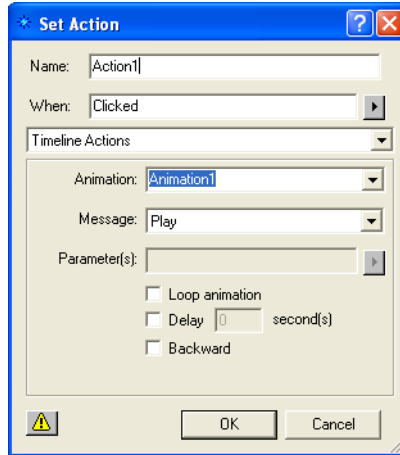
The result can be seen when you publish or preview your page.

Designing and Implementing Forms

You can add forms to your site to collect information from site visitors; for example, to survey potential customers, conduct credit-card transactions, have customers register products, or otherwise process information visitors submit.

Using forms, visitors can type in text fields, upload files to your server, and select options using check boxes, radio buttons, and combo boxes. The form tools built into NetObjects Fusion contain the necessary server-side scripts, written in PHP or ASP, used to process your form responses.

You can also use JavaScript or Visual Basic routines with forms. See Chapter 35, "Working with HTML Directly."

This chapter includes:

*   Creating forms

*   Adding text fields, check boxes, radio buttons, and combo boxes

*   Adding Submit, Reset, custom and AutoClose buttons

*   Setting form object tab order

*   Setting validation rules for form objects

*   Submitting data via email or to a text file

*   Adding hidden fields for client-side parameters

Creating a Form

With NetObjects Fusion, you can devote an entire Layout area to a complex form containing many items, or create one or more smaller forms, each in a Layout Region, table, or text box. One form might log product registrations, for example, while another emails customer comments to a product manager. You can also add a form to the MasterBorder so it appears on several pages.

Form Area tool

1. In Page view, select the Form Area tool from the Form toolbar and draw a rectangle in the Layout area or MasterBorder.

   The Create Form dialog appears.

2. Select a type of form container.

Provides flexibility in arranging form objects

Good for forms that include a lot of text or have a simple layout

Useful for forms with a rigid tabular layout
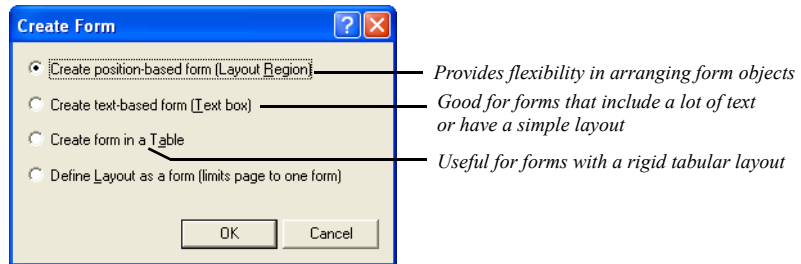
- *Create position-based form (Layout Region)* creates a form in a Layout Region that you can resize and drag anywhere on the page. When you add form objects, text boxes, and other objects to the Layout Region, you can freely position and align them, just as you position objects in a Layout area.

- *Create text-based form (Text box)* creates a form in a text box. Text you type and form objects you add appear sequentially, just as when you type. This is a good choice for forms that have a lot of text, where objects appear sequentially, or that have a simple layout, like a row of check boxes or a single column of fields. A text box form typically generates less HTML when you publish than a Layout Region form.

- *Create form in a Table* creates a table where you can line up form objects by inserting them in table cells. Each cell acts like a text box, where you type and add objects just as you add other objects to a table. You can only have one table for the entire form.

   If you define a Layout, Layout Region, or text box as a form, you can insert multiple tables to help align form objects.

- *Define Layout as a form (limits page to one form)* creates a single form on the page that occupies the entire Layout area.

3. Click OK.

4. Add fields, check boxes, and other objects to your form, along with images and other content, as described in "Adding Objects to a Form."

You can also turn an existing Layout or container object into a form. Click the Layout area, Layout Region, text box, or table, and select the form option on the General tab of the Properties panel; for example, Text box is a form.

Adding Objects to a Form

You can add any standard form objects to a form, including single- and multiple-line text fields, check boxes, radio buttons, scrolling lists, and drop-down lists.

You add objects to a form using the Form toolbar. This toolbar appears when you first create the form, or you can open the toolbar from the View menu by choosing Form Tools.

The Form toolbar appears when you create a form

Arrange and align the fields, check boxes, and other objects in a form, just as you would arrange objects in a Layout area, table, or text box. You must place form objects inside a form to make them work as part of the form. If you don't place form objects inside a form, a red warning icon appears in the form object.

To minimize the HTML generated by a Layout Region form, align its objects using the options on the Multi-Object panel or organize the objects in tables or text boxes. See "Aligning and Distributing Objects" on page 122, "Embedding Objects in a Text Box" on page 191, and "Adding Text and Pictures to Cells" on page 399.

Browsers display form objects differently, so test your form on all the browsers and platforms you plan to support.

Note: If you publish pages containing forms using the Fixed Page Layout output option, the forms may not display properly in the browser and the form objects display warning icons in Page view.

Naming Form Objects

When you add objects to a form, you provide a name or argument for each object that is passed to the script that processes responses. These names can be used to output or otherwise process the text typed in a field, or the state of each check box, radio button, or combo box.

In addition to names, you can also provide a value to be sent when a site visitor selects a check box, radio button, or item in a combo box. For example, a check box named Yellow with a value of Yes might be sent to a script as Yellow=Yes, depending on the script.

Actions you add with NetObjects Fusion can also use form object values to manipulate a site visitor's response. See "Scripting Parameter Values" on page 638.

Adding a Single- or Multiple-Line Text Field

A single-line text field can accommodate just a few words, such as a name or phone number. Multi-line text fields provide a place for long comments or descriptions. Site visitors can type as much text as they want, and the text scrolls as necessary.

After creating the form as described on page 912:

Edit Field tool

1. In Page view, select the Forms Edit Field tool from the Form toolbar.

2. Draw a rectangle on the form.

    The Forms Edit Field Properties panel appears.

3. Set the Forms Edit Field properties.

Name passed to the script processing the form

Type text to appear in the field by default

Text field width, measured in characters

Maximum number of characters that can be entered in the field
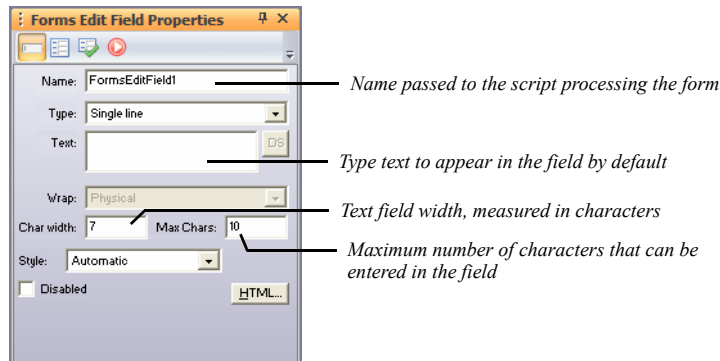
- *Name.* Type the name for this field that's passed to the script processing the form. Make sure you don't include any spaces in this field as it will later generate an unwanted behaviour in your form.

- *Type.* Select a field type from the drop-down menu.

  - *Single line:* Select this option to provide a text field that will accommodate just a few words, such as a name or phone number.

  - *Multi line:* Select this option to provide a text field for long comments or descriptions.

  - *Password:* Select this option if the field is for sensitive information such as a password or credit card number. Characters site visitors type are submitted to the script, but depending on the browser, visitors see asterisks, bullets, or nothing at all as they type.

    This option does not create password protection to prevent site visitors from visiting certain pages. That level of protection can only be provided by scripts used by the form or by permission settings on the server itself.

- *Text.* Type text to appear in the field by default. This text is submitted as the response if the site visitor doesn't replace it.

- *DS.* Click the Data Source button if not grayed out, to add Data Source content to the field.

- *Wrap.* Select a text-wrap setting to control how the visitor's input will be displayed when the visitor enters more information than can be displayed in the defined text field. This option only applies to multiple-line text fields.

- *Off* prevents text from wrapping to the next line. If a visitor's text field entry exceeds the boundary of the field, the text will scroll toward the left. Users can enter a hard return to move to the next line in the text field.

- *Virtual* wraps text in the text area. When the visitor's text field exceeds the bounds of the text field, text wraps to the next line. This option is recommended when sending data to a script of a database word wrap is not applied to the data. Instead, the submitted data is sent as a single string.

- *Physical* wraps text in the text field as well the data when it is submitted for processing.

- *Char width.* Enter a number to define the width of the text box by specifying the number of characters visible in the field.

- *Max chars/Vis height.* Enter a number to define how many characters site visitors can enter in the field. When typing exceeds the field's visible width or height, text scrolls up to this number of characters. This option only applies to multiple-line text fields.

- *Style.* Select a style for the form field from the drop-down list.

- *Disabled.* Click this check box to disable the text field on the form. The field will appear on the form, but site visitors will not be able to enter text in the field or replace any default text in the field.

- *HTML.* Click to open the Object HTML dialog so you can add your own code to the object's generated code. See "Accessing an Object's HTML" on page 1010.

4. To add a label to the field, use the Forms Field Label tool on the Forms toolbar. See "Adding Form Labels" on page 925.

Select the label and the field and on the Multi-Object Panel, click Align Center to make sure these objects appear correctly in the browser. To make aligning labels and fields easier, include the field and label in the same text box, or insert both objects in table cells.

Adding Radio Buttons

Use radio buttons when you want site visitors to choose one option from a group. Clicking one radio button deselects all others in its group. After creating the form as described on page 912:

Radio Button tool

1. In Page view, select the Radio Button tool from the Form toolbar.

2. Draw a rectangle on the form.

3. Set the Forms Radio Button properties.

Name passed for the group to the script processing the form. This should be the same for all buttons in the group

Value passed if this button is selected

- *Group name.* Type the name for this group of buttons that's passed to the script processing the form. This should be the same for all buttons in the group.

- *Value.* Type the value passed for the button if the site visitor selects it. For example, if a visitor selects a button named Large in a group named 4, the output text might appear as 4=Large.

- *Default.* Choose:

  - *Selected* to set the button's initial state, which is returned as the response if the site visitor doesn't change it. Remember that only one radio button in a group can be selected at a time and this only works if all buttons in the group have the same group name.

  - *Disabled.* Click this check box to disable the radio button on the form. The radio button will appear on the form, but site visitors will not be able to select it.

- *Dynamic select* to add Data Source content to the radio button. Click the '...' button to display the Data Sources dialog. For more information see "Setting Form Element as a Data Source Context" on page 980.

- *Style.* Select a style to apply formatting to the contents of the selected box. To create a custom style, select Manage Styles. See "Modifying a Text Style" on page 256.

- *HTML.* Click to open the Object HTML dialog so you can add your own code to the object's generated code. See "Accessing an Object's HTML" on page 1010.

4. To add a label to each radio button, use the Forms Field Label tool on the Forms toolbar. See "Adding Form Labels" on page 925.

Adding Check Boxes

You can provide check boxes for making one or more selections from a group of options, or to turn a single option on or off. Unlike radio buttons, any number of boxes in a group can be selected at the same time. After creating the form as described on page 912:

1. In Page view, select the Forms Checkbox tool from the Form toolbar.

Checkbox tool

2. Draw a rectangle on the form.

3. Set the Forms Checkbox properties.

Name passed to the script processing the form

Value that's passed if this box is checked

- *Name.* Type the name for this check box that's passed to the script processing the form. Each check box must have a separate name.

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- *Value.* Type the value passed for the box if the site visitor checks it. For example, if a visitor checks a box named 6 that has the value Email, the output text might appear as 6=Email. If the site visitor doesn't check it, no value is sent to the server.

- *Default.* Choose:

    - Checked to set the check box's initial state, which is returned as the response if the site visitor doesn't change it.

    - *Disabled.* Click this check box to disable the check box on the form. The check box will appear on the form, but site visitors will not be able to check it.

    - *Dynamic check* to add Data Source content to the check box. Click the '...' button to display the Data Sources dialog. For more information see "Setting Form Element as a Data Source Context" on page 980.

- *Style.* Select a style to apply formatting to the contents of the selected box. To create a custom style, select Manage Styles. See "Modifying a Text Style" on page 256.

- *HTML.* Click to open the Object HTML dialog so you can add your own code to the object's generated code. See "Accessing an Object's HTML" on page 1010.

4. To add a label to each check box, use the Forms Field Label tool on the Forms toolbar. See "Adding Form Labels" on page 925.

Adding a Combo Box

If a long list of check boxes or radio buttons takes up too much space in your form, you can list options in a combo box. Use a scrolling list if you want site visitors to be able to select more than one option, which is a space-saving alternative to a group of check boxes. Or use a drop-down list for selecting only one option, which is an alternative to radio buttons. After creating the form as described on page 912:

1. In Page view, select the Forms Combo Box tool from the Form toolbar.

2. Draw a rectangle on the form.

3. Set the Forms Combo Box properties.
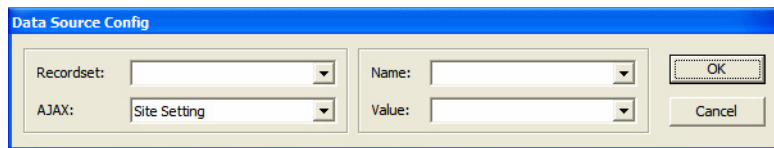
Combo Box tool

Name passed to the script for the combo box

Names and values passed for each item in the list

- *Name.* Type the name for this combo box that's passed to the script processing the form.

- *Type.* Select whether you want a drop-down list that displays one item at a time, or a list box that displays several items in a scrolling list.

- *Height.* For a list box, enter the number of visible lines in the box.

- *Multi select.* For a list box, select this option if you want site visitors to be able to select more than one item in the list.

- *Style.* Select a style to apply formatting to the contents of the selected box. To create a custom style, select Manage Styles. See "Modifying a Text Style" on page 256.
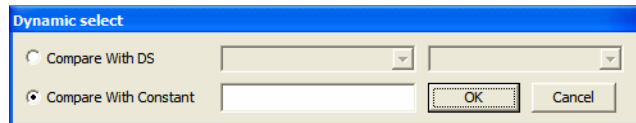
- *Disabled.* Click this check box to disable the combo box on the form. The combo box will appear on the form, but site visitors will not be able to select an option from the drop-down list.

- *Enable Data context*. Select the option and click the Config button to enable Data Source context in the combo box. See "Setting a Combo Box as a Data Source Context" on page 981.

  The Data Source Config dialog appears.

  - Select a recordset from the Recordset drop-down list.

  - Select Enable, Disable, or Site Setting in the AJAX drop-down list.

  - Select a name in the Name drop-down list, and a value in the Value drop-down list.

- *Dynamic condition*. Select the option and click the Config button to add a dynamic condition to the combo box.

  The Dynamic Select dialog appears.

  - The Compare With Constant button is selected by default. Enter a constant in the text field.

  - Select Compare With DS to compare the combo box value with Data Source content. Select a recordset from the drop-down list.

Note: See Chapter 34, "Adding Dynamic Content from a Database" for more information about data sources.

4. To add items to the combo box list, click the plus (+) button and, in the Enter Value dialog, type a name and the value passed to the script for the item.

Name that appears in the list

Value passed if this item is selected
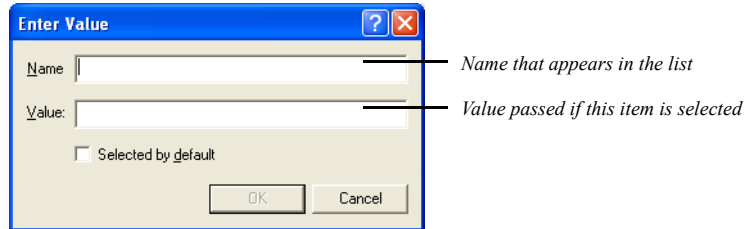
- *Name.* Type the name passed for this item, which is also the name that appears in the list.

- *Value.* Type the value passed if the item is selected.

- *Selected by default.* Check this option if you want this item initially selected. Unless you're creating a list box and you select Allow multiple selections, only one item in the list can be selected.

- *HTML.* Click to open the Object HTML dialog so you can add your own code to the object's generated code. See "Accessing an Object's HTML" on page 1010.

5. To label to the list, use the Forms Field Label tool on the Forms toolbar. See "Adding Form Labels" on page 925.

To remove items from the list, select the item and click the minus (-) button. Use the arrow buttons to rearrange the order of items in the list.

Adding a File Selector Box

In addition to check boxes, radio buttons, and combo boxes, you can add file

Forms File Selector tool

selector boxes to your site to allow site visitors to upload files to your Web server. By adding file selector boxes to your site, visitors can send files (e.g., pictures, resumes, and spreadsheets) easily without having to send them via e-mail.

Adding the File Selector Box automatically updates the Form's method and encoding values.

> ⚠ The form's settings have been updated to support the file selector field.
> The encoding has been set to 'multipart' and the method to 'post'.
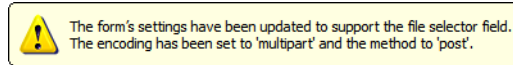
1. In Page view, select the Forms File Selector tool from the Form toolbar.

2. Draw a rectangle on the form.

3. Set the Forms File Selector properties.
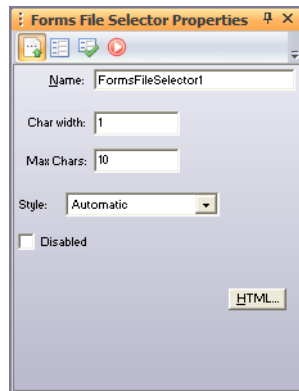
- *Name.* Type the name for this forms file selector box that's passed to the script processing the form.

- *Char width.* Enter a number to define the width of the file selector text box by specifying the number of characters visible in the field.

- *Max Chars.* Enter a number to define how many characters site visitors can enter in the field. When typing exceeds the field's visible width, text scrolls up to this number of characters.

- *Style.* Select a style to apply formatting to the contents of the selected box. To create a custom style, select Manage Styles. See "Modifying a Text Style" on page 256.

- *Disabled.* Click this check box to disable the file selector box form. The field will appear on the form, but will not be active for visitors to use.

Forms Field
Label tool

- • *HTML.* Click to open the Object HTML dialog so you can add your own code to the object's generated code. See "Accessing an Object's HTML" on page 1010.

4. To add a label to the File Selector box, use the Forms Field Label tool on the Forms toolbar. See "Adding Form Labels" on page 925.

Adding Form Labels

When you add form objects to a form, you can easily add labels to each form object using the Forms Field Label tool. You can modify the appearance of the label and label text to complement your page design. You can also quickly create a relationship between the label to its corresponding form object.

1. In Page view, select the Forms Field Label tool from the Form toolbar.

2. Draw a rectangle on the form positioned near the form object corresponding to the label you are adding.
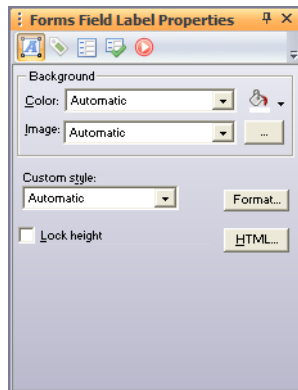
3. Type or paste label text in the label text box.

4. Use the options on the Format section of the Forms Field Label Properties panel to format the label text. See "Formatting Selected Text" on page 236.

5. Click the Text Box tab on the Forms Field Label Properties panel to format the background and style properties for the form label. See "Setting Text Box Background" on page 195.

6. Click the HTML button to open the Object HTML dialog so you can add code to the label's generated code. See "Accessing an Object's HTML" on page 1010.

7. Click the Form Label Inspector tab.
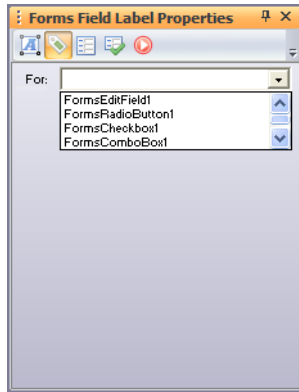
8. Choose the form object that corresponds to the label in the For drop-down menu.

Adding Submit, Reset, Custom, and AutoClose Buttons

After adding objects for collecting data from site visitors, you must add a Submit button to send the data to your Web server. You can also supply a Reset button so visitors can clear the form and start over.

After creating the form as described on page 912:

Forms Button tool

1. In Page view, select the Forms Button tool from the Form toolbar.

2. Draw a rectangle on the form.

3. Set the Forms Button properties.

Select Button to create a custom button

Click here to attach a script defining what a custom button does
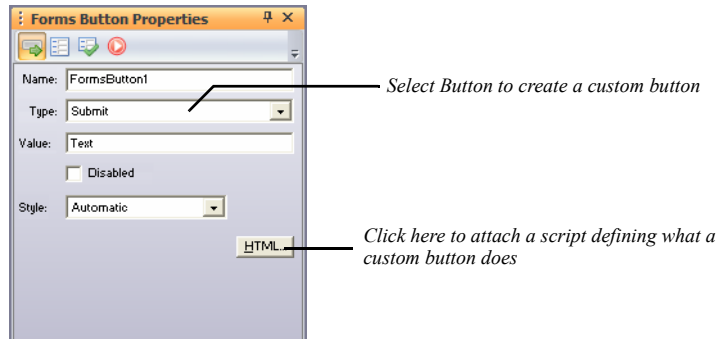
- *Name.* Use the name your script references.

- *Type.* Choose a button type:

  - *Image.* To use a picture as a label, select Image, click Browse, and choose an image file from the Picture File Open dialog.

    When you use an image as the label for a form button, that button can only submit information. It cannot be used as a reset button.

  - *Submit* creates a button that sends the site visitor's responses to the script on the server.

  - *Reset* creates a button that reverts to the form's initial settings.

  - *Button* creates a custom button that runs the script you add using the HTML button.

  - *Close window* creates a button that closes the form's browser window when the form is submitted.

- *Value.* Type a value to be displayed on the button.

- *Disabled.* Click this check box to disable the button. The button will appear on the form, but will not be active for visitors to use.

- *Style.* Select a style to apply formatting to the contents of the selected box. To create a custom style, select Manage Styles. See "Modifying a Text Style" on page 256.

- *HTML.* Click to open the Object HTML dialog so you can add a script that runs when site visitors click the custom button. See "Accessing an Object's HTML" on page 1010.

Setting Validation Rules for Form Objects

With NetObjects Fusion 11, you can apply validation rules to form objects. Using validation rules, you can set requirements that the site visitor must meet to submit a form successfully. For example, you can apply a validation rule for a field so that a site visitor is required to select an option from a drop-down or list box before submitting the form. If the site visitor does not select an option and submits the form, the form will refresh with error markers, and the visitor will not be able to submit the form until all fields with errors are completed correctly.

1. In Page view, click anywhere in the form or on a form object.

2. On the Form Properties panel, click the Form Fields Inspector tab.
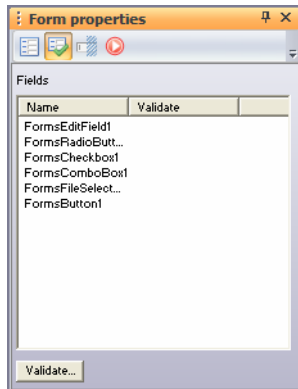
3. In the Fields list box, click the name of the form object to which you want to add validation options.

4. Click the Validate button.

The Validate Form dialog appears.
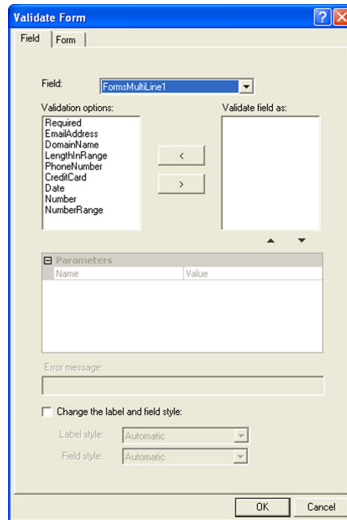
5. Apply validation options by selecting options in the Validation options list box and clicking the add (>) button.

   Available validation options will vary, depending on the type of form object selected. Validation options include:

   • *Required* designates that the site visitor is required to enter text in the text field, select an option from the radio button, check box, or combo box, or summit a file in the file selector.

   • *EmailAddress* requires that the visitor's text input is in valid email address form (e.g., joesmith@netobjects.com).

   • *DomainName* requires that the text input follow the conventions for a standard domain name. Text input must contain a standard URL extension (.org, .com, etc.) and cannot contain certain characters (e.g., @).

   • *LengthInRange* specifies range the number of characters that the text input must contain. For example, you can create a validation option so that the text input contains at least 5 characters but no more than 10.

   • *PhoneNumber* requires that the visitor's text input is in valid phone number structure (e.g., 555-555-5555).

- *CreditCard* validates a credit card number the user enters based on the rules of that card. You must a add a form object for each credit card type (Visa, MasterCard, etc.) that you want to validate.

- *Date* requires that the user input a date in the format that you select in the Parameters field.

- *Number* ensures that the visitor's input is numeric and contains no letters or special characters.

- *NumberRange* verifies that the visitor's text input is numeric and that the value is within a specified range. For example, you could ask visitors to rate a service on a scale of 1 through 5. Any input that does not fall within that range of values will be invalid. You specify the range of values in the Paramaters field.

6. Remove applied validation options by selecting them in the Validate fields as list box and clicking the remove (<) button.

7. Set available parameters for a validation option by selecting the option in the Validate fields as list box, double-clicking in the Value row, and editing the value.

8. Customize error message text for selected validation options by replacing the default Error Message text.

9. Click the Change the label and field style check box to change the appearance of form labels and fields that do not meet validation requirements when a visitor fills out the form.

   For example, if a visitor enters an invalid number in a text field with CreditCard validation applied, the field can appear with a red background when the form page refreshes to denote an incorrect field entry.

10. If the Change the label and field style check box is selected, select a style from the Label style and Field style drop-down lists, or create a new style by choosing Manage Styles. See "Creating a Text Style" on page 253.

11. Repeat steps 9 and 10 to change the appearance of labels and fields with validation errors individually. To change the appearance of all labels and fields with validation errors at once, see "Setting Form Error Properties" on page 931.

Setting Form Error Properties

You can modify the appearance of individual form labels or objects that display when their validation requirements are not met, and you can also apply a uniform appearance to all form labels and objects that do not meet validation requirements.

1. In Page view, click anywhere in the form except on a form object.

2. On the Form Properties panel, click the Form Fields Inspector tab.

3. Click the Validate button.

   The Validate Form dialog appears.
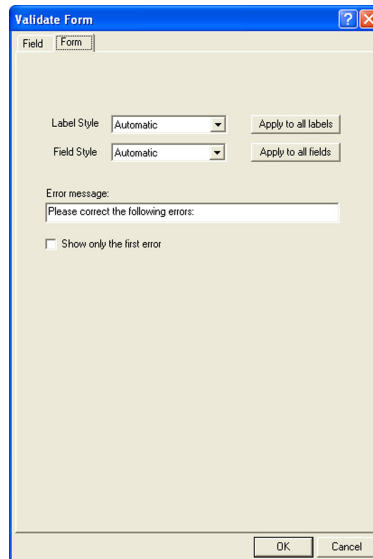
4. In the Validate Form dialog, click the Form tab.

5. In the Label style and Field style drop-down lists, select a style for the appearance of form labels and fields that do not meet validation requirements. To create a new style, choose Manage Styles. See "Creating a Text Style" on page 253.

   • To apply the label style to all labels on the form that do not meet validation requirements, click the Apply to all labels button.

   • To apply the field style to all labels on the form that do not meet validation requirements, click the Apply to all fields button.

6. Customize error message text for selected validation options by replacing the default Error Message text in the Validate From dialog.

7. Click the Show only first error check list to show only the first error when multiple validation errors have been made.

   When a visitor submits the form after correcting the first error, the remaining errors will displayed sequentially until each error has been corrected.

8. Click OK to close the Validate Form dialog.

Processing Data

A script is a program that controls a program on your Web server. Using a script, you can format responses for a particular application, summarize them on a page that's returned to the site visitor, or do practically anything else with the data.

1. In Page view, click anywhere in the form or on a form object.

2. On the Form Properties panel, click the Form General Properties tab.

Select a predefined action or enter an Action name in the field
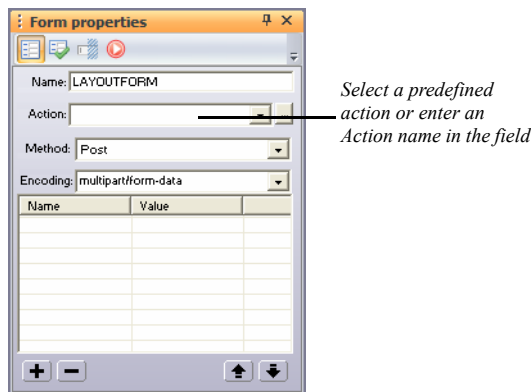
3. Specify:

   • *Name.* Type an arbitrary name for the form. This is required by some browsers. Do not include spaces in the Name field.

- *Action.* The Action drop-down list displays either Form Handler (PHP) or Form Handler (ASP), depending on settings from the General tab of the Current Site Options dialog. Select the available option and configure its settings in the parameters grid. You can also use a custom script by typing it in the text field or clicking the browse button and locating the script.

> **Note:** If your server's configuration requires publishing scripts somewhere else, you must use the Aliases tab of the Advanced Publish Settings dialog in Publish view to specify that location in the script field. See "Creating Aliased Folders and Setting the CGI-BIN Directory" on page 1092.

If the script isn't already on the server but needs to be published along with your site's assets, click Browse and select the script file to be published from the Open dialog. This file appears in the Action field. NetObjects Fusion adds the file as an asset and puts it in the scripts directory.

When visitors click Submit, the server executes the script at this URL.

- *Method.* Choose a method for sending form data to the Web server:

  - *Post*, which is the preferred method, sends data as a standard stream of name=value pairs, separated by an ampersand (&).

  - *Get* sends the values of the form variables as part of the URL. Use Get with care, as some servers truncate data sent using this method.

  Often, the method you use is determined by the scripts you use. Check your script's documentation for information.

- *Encoding.* Choose from multipart/form-data and text/plain, or type a different format, if your server requires data to be encoded in a particular format, such as MIME or BinHex.

Adding Hidden Fields

If a script is processing your form, you probably need to use hidden fields to pass additional information to it, such as which fields must be filled in to display the success page or where to return data once it's processed. Site visitors don't see these fields, but the values are submitted to the script with form responses.

1. In Page view, click anywhere in the form or on a form object.

2. On the Form Properties panel, click the Forms Hidden Fields Properties tab.

3. Add names and values for each hidden field in the Form Properties dialog.
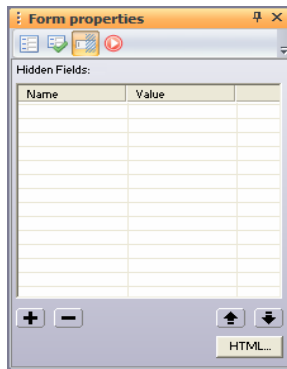
  •   To add a field, click the plus (+) button, then enter a name and value for the field in the Enter Value dialog.

  •   To remove a field, select it and click the minus (–) button.

  •   To reorder fields in the list and define their order in the submitted data, select a field and click the up or down arrow.

4. Click OK.

Adding Dynamic Content from a Database

You can use the NetObjects Fusion Data Source with PHP and AJAX technologies to develop dynamic, full-featured applications, but also to let your Web site visitors view and instantly update live data in a Microsoft Access, MySQL, MsSQL database, or in an XML file. Customers can change their own contact information in your database, search a database for a particular item, or list the latest prices of all products. What one visitor changes, another can see instantly, without having to wait while you re-publish.

This chapter describes:

- Database Basics

- Theoretical Background

- Understanding Data Source functionality

- Acknowledging the Data Source limitations

- Connecting to a Database

- Establishing a Data Source Name

- Setting Connection Configuration

- Defining a Database Structure

- Setting up Recordsets

- Defining Variables

- Setting DataSource Contexts

- Using Data Source Actions

- Using the XML Data Source Feature

Database Basics

A database contains at least one table. Each table is identified by a name (e.g., "Customers" or "Orders"). Table rows contain the records (rows) with data.

For example, if you owned an online sporting goods business, you could create a database table named "Customers", listing the name and address of customers who have ordered products from your Web site.

1	LastName	FirstName	Address	City
2	Smith	Zach	345 Shade Tree	Miami
3	Jones	Brooke	521 Elm Steet	Minneapolis
4	Roberts	Aubrey	23 N Wildernes:	Chicago
(AutoNumber)				

The table above contains three records (one for each person) and four columns (LastName, FirstName, Address, and City).

SQL Queries

SQL stands for "Structured Query Language". It is the native language spoken by most database products, including Microsoft Access and MySQL. With SQL, we can ask the database a question (query) and have a recordset returned.

A query like this:
SELECT LastName FROM Customers

Gives a recordset like this:

LASTNAME
Smith
Jones
Roberts

A query like this:
SELECT LastName FROM Members
where City = "Miami"
and Address LIKE '%Shade Tree%'

Gives a recordset like this:

LASTNAME
Smith

SQL Data Manipulation Language

SQL is a syntax for executing queries. But the SQL language also includes a syntax to update, insert, and delete records.

These query and update commands together form the Data Manipulation Language part of SQL:

- **SELECT** - extracts data from a database table.

- **UPDATE** - updates data in a database table.

- **DELETE** - deletes data from a database table.

- **INSERT INTO** - inserts new data into a database table.

NetObjects Fusion and SQL

SQL is a very powerful language that can be extremely complex and difficult to work with. NetObjects Fusion simplifies the process of using SQL by providing an easy-to-use graphical interface and dialogs. Adding data-driven functionality to your Web site is easy with NetObjects Fusion.

NetObjects Fusin and XML

XML stands for Extensible Markup Language. XML is a markup language much like HTML, and it was created to structure, store and, transport information. By using the XML data source feature, you can display the content from an external XML file or XML data embedded in the HTML file into a HTML page in any way you want. NetObjects Fusion allows you to point to an XML file or XML feed URL, and display its contents and customize the way the data is displayed into your HTML page.

Theoretical Background

Before setting data sources in NetObjects Fusion, please review the following information in order to get familiar with the following concepts:

Connectors

In NetObjects Fusion, there are two types of connectors:

Database Connectors

In NetObjcst Fusion, a connector contains all the necessary information for connecting to a MySQL, MsSQL, or Access database. In NetObjects Fusion, each connector contains one or more connection configurations. Each connection configuration can be used to acquire the schema, or for a specific publish profile, allowing you to manage different access information for different publish profiles.

Each database connector has only a schema, but might have one or more connection configurations. Modifying the local schema in NetObjects Fusion will not modify the schema on the server.

XML Connectors

XML connectors contain the connection details in order to connect to an XML file. The XML file has to be manually copied to the server and the configuration of the connection for the published site has to point to its location on the server, which is relative to the root of the site.

Data Bindings

Data Bindings consist of Database recordsets, XML datasets (or recordsets), and variables.

Database Recordsets

NetObjects Fusion allows basic and advanced configuration modes for the database recordsets.

A database recordset is actually an SQL command (QUERRY) that specifies a set of tables and columns, but also a relation or a condition called WHERE statement.

The WHERE statement conditions may include Variables and/or fields from other recordsets, that have been previously defined.

XML Datasets

Using NetObjects Fusion, you may also configure XML datasets. The XML dataset is an xPath that points to a node from the XML schema contained in the XML

connector. The children of the pointed node are the fields and the parent is the table. There is no WHERE builder for the XML Datasets.

When you configure XML datasets remember that in order to provide primary key functionality to XML data sets, a field called XML_PK is added to the list of fields for each XML dataset.

Variables

NetObjects Fusion knows the following types of variables:

- *Form Variables* allows you to store string values into them that are persisted across object events as opposed to variables created locally, which are destroyed at the end of every event.

- *URL variables* are variables that are created by passing data on the end of the URL. They allow you to interact with Web visitors in a limited way. The URL variable is considered to be a data holder that can store information from the URL that is navigated.

- *Session variables* are specific to each visitor of the site and they are used to maintain state on a Web site storing information on the duration of a user session – from the moment the visitor navigates to the site to the moment the visitor leaves the site. The users who don't have cookies turned on in their browsers will not have their session variables stored. One use for session variables might be storing user preferences or password access. Session variables disappear as soon as the users' session at your site is over.

- *Cookie Variable* is a data holder that can store information in the visitor's browser. This is useful for user identification.

- *Server variables* are set for the entire server and are available to every application on that server. Server variables are automatically available to any page in any application on the server.

- *Environment Variables* are a set of dynamic values that can affect the way running processes will behave on a computer.

Data Contexts (Repetitive Regions)

Any repetitive region may be configured as a data context. A repetitive region is an HTML tag that is repeated dynamically in order to display information from a defined Database or XML recordset. In NetObjecst Fusion, we have the following repetitive regions:

- Layout Region: Any Layout Region can be configured as a data context, if you have previously defined a database or XML recordset. All the actions targeting a repetitive region on a layout region of a multi layout region have to target the MultiLayout Region containing the Layout Region (not the Layout Region itself).

- Table Row: Only one line of a table can be a repetitive region. All the actions targeting a repetitive region on a line of a table have to target the table containing the line (not the line itself).

- Multi Layout Region: A Multi Layout Region can also be configured as a data source context only in PHP.

Understanding Data Source Functionality

You create database functionality in NetObjects Fusion by creating recordsets from relational databases or XML schemas, and by defining more advanced features like parameters from the URL, cookies, or session that can be bound to the properties of the page objects. The code generated by the NetObjects Fusion is evaluated on the server to whcih you publish. It is important that you have a database server and a PHP installed. For information on server requirements, check with your hosting provider and/or platform documentation.

Netobjects Fusion 11 offers you the possibility to set up data sources for repetitive regions as layout regions and tables, or to incorporate common dynamic elements in objects such as forms, lists, and tables, all from within the NetObjects Fusion user interface and build pages that will:

- List details of a particular record to display the name, price, and description of a particular product.

- List all records in a database table to display names or all available products.

- Link each record in a list either to details about that record, so that clicking a product name displays a price and description, or to a related list from another table, to display all stores where the product is available.

You can do all this by simply connecting to a database, construct queries and configuring Data Source contexts in NetObjects Fusion, and then publish data via a Web server, between your Web site and any MsSQL, MySQL, or MS Access database that is PHP or AJAX compliant. With the Data Source feature, you won't need to write the code—NetObjects Fusion will generate it for you. Knowledge of SQL or specific database technology is not necessary, but you should have some

knowledge of the way your database is structured and what data you intend to store in your database to most effectively work with the Data Source feature.

Before you start creating database recordsets, you need to establish a connection to the database. Once a connection to the database has been established, you can get the database, or XML schema and set recordsets to create the dynamic functionality you need for the page.

For example, suppose you want to create a page containing listings of all the names and addresses of your customers. Also suppose that you have a database containing that information. You can create a page to show this information using the following steps:

1. In the Data Source panel, display the Connectors section.

2. Click the New Connector.. button and select the Database connector option.

3. Configure the connection details.

   Connectors allow access to your data. They define where the data resides.

4. In the Data Source panel, display the Recordsets section.

5. Click the New Dataset/Variable.. button and select the Recordset (Query) option.

6. Configure a recordset to define the data that will be displayed.

7. Place a Layout Region on the page.

8. In the Layout Region Properties panel, enable the Data Source option.

9. Click the DS Config button.

10. In the DataSource Region dialog, select the Recordset that you have previously configured.

11. Disable pagination, and then click OK.

12. In the Layout Region, insert a text box.

13. In the text box, type a Label that precedes the member's name.

14. From the Data Source tools, click the Insert Field button.

15. In the Data Source dialog, select what name information you want to display.

16. In the Layout Region, insert a new text box.

17. In the text box, type a Label that precedes the member's addresses.

18. From the Data Source tools, click the Insert Field button.

19. In the Data Source dialog, select what address information you want to display.

Before you publish your site, make sure that your page extension is **.php**. You cannot preview database functionality in NetObjects Fusion. To see the data source functionality, you must publish the site remotely.

Acknowledging the Data Source Limitations

For a best use of the data source functionality, keep in mind the following details:

- The Data Source features works only with PHP and AJAX.

- If you have several repetitive regions on a page, you can use a recordset to define only one repetitive region per page.

- You cannot configure a Data Source Context without setting a data source and creating a recordset.

- The update action only works with a form when it is not inside a repetitive region.

- All the actions targeting a repetitive region on a layout region of a multi layout region have to target the MultiLayout Region containing the Layout Region (not the Layout Region itself).

- All the actions targeting a repetitive region on a line of a table have to target the table containing the line (not the line itself).

- The reload data action only works with a form that uses form elements.

- A Layout Region defined as a repetitive region within a Multi Layout Region does not work in AJAX.

- NetObjects Fusion does not handle data source deployment. Consequently, the user has to manually copy the XML files and/or install the databases.

- There can be only a line per table that is a repetitive region.

- There can be only a layout region in a Multi Layout Region that is a repetitive region.

- Navigation Actions does not work inside a repetitive region, if the AJAX option is not enabled.

Setting the Page Extension

You can only use the NetObjects Fusion Data Source with PHP and AJAX technologies to add dynamic content to your Web site.

1. In Online View, select the page to which you want to add dynamic content from a database.

2. In the Page Properties panel, click the Custom Names button.

3. From the File Extension drop-down list, select **.php.**

4. Click the **OK** button.

Connecting to the Database

In order to set up a Data Source context, a connection must be established between your Web page and the database. A connector is used to allow your page to communicate with the database. There are three types of connections: Data Source Name (DSN), Custom Connection and OLEDB Connection string. You can create connection settings that apply to individual publishing profiles. For example, you want to check the functionality of your site locally, and then publish your site remotely to a different server with and a different database. NetObjects Fusion allows you to set up as many Publish Profiles as you wish.

Establishing a Data Source Name

Before you add a Connector to your page, you must create a Data Source Name or set up a Custom connection. A Data Source Name is a way for Windows to find your database. You register your database with Windows to create a data source.

You can use a data source to connect to a variety of database management systems, such as MSAccess. If using a data source, you must register your database as an ODBC data source on your computer before building your database connector. If you're testing the application by publishing it to a separate computer, repeat these steps to register the database on that machine too.

Note: The instructions below illustrate how to register a database on a computer running Microsoft Windows XP. If you are using a different operating system, refer to your operating system's Help for information about registering a database.

Registering a Microsoft Access Database

1. Open the Control Panel from the Windows Start, Settings menu.

2. Double-click the Administrative tools icon.

3. On the Administrative tools dialog, double-click the ODBC or ODBC (32 Bit) icon.
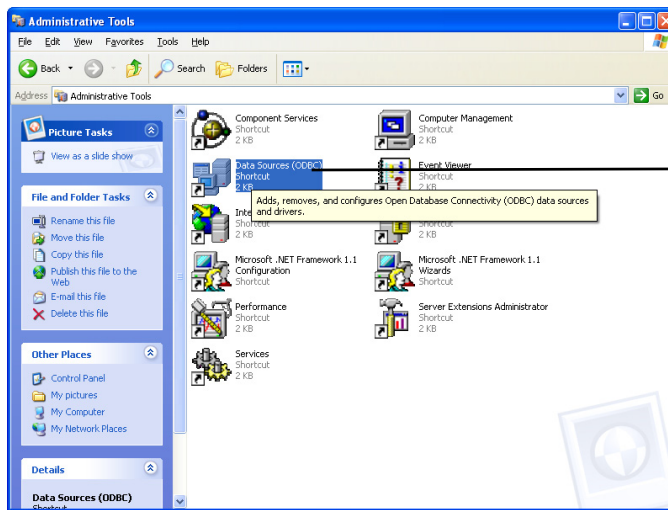
    The ODBC Data Source Administrator opens.

If you don't see this icon in the Control Panel window, download and install the Microsoft ODBC drivers from www.microsoft.com.

> **Note:** If you don't see this icon in the Control Panel window, download and install the Microsoft ODBC drivers from www.microsoft.com.

4. Click the System DSN tab. Then click Add.

    The Create New Data Source wizard opens.

5. Select Microsoft Access Driver and click Finish.
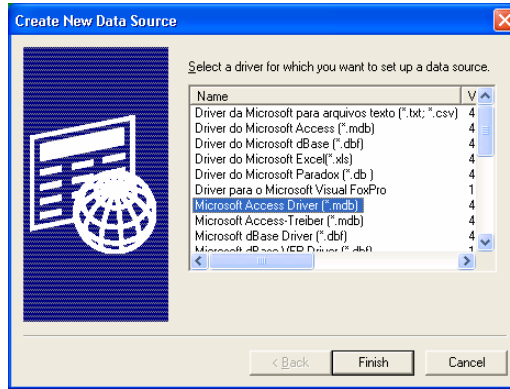
The ODBC Setup dialog opens.

6. Type the name of your data source in the Data Source Name field.
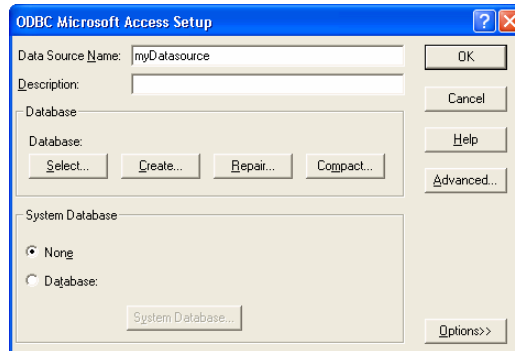
7. In the Database fieldset, click Select.

8. Navigate to the folder your database is stored in and select the file.
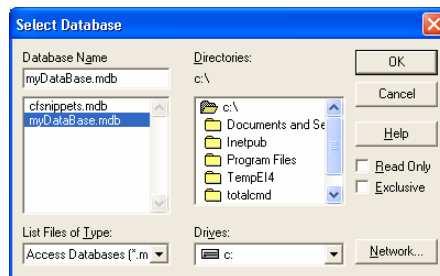
9. Click **OK** to close the Select Database, ODBC Setup, and Data Source Administrator dialogs.

Registering Other Types of Databases

The process for connecting to other types of databases is similar. For example, if you have a MySQL database installed on your local machine, follow the following steps:

1. Install MyODBC on your machine from http://www.mysql.com.

2. Ensure that MySQL is running on your machine.

3. Open the Control Panel from the Windows Start, Settings menu and double-click the ODBC or ODBC (32 Bit) icon.

    The ODBC Data Source Administrator opens.

4. Click the System DSN tab and then click Add.

    The Create New Data Source wizard opens.

5. Select MySQL ODBC Driver and click Finish.

The ODBC Setup dialog appears.
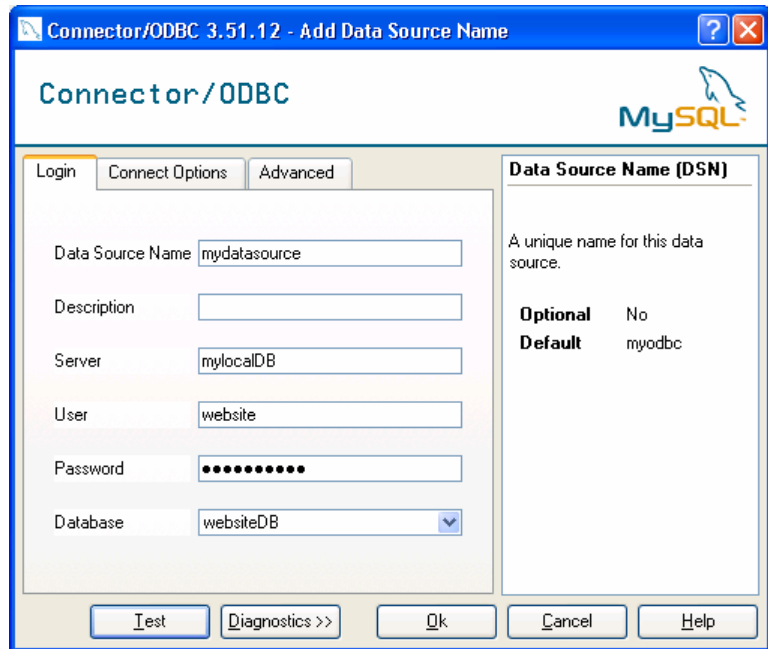
6. Type the name of your data source in the Data Source Name field.

7. Type "localhost" in the Server field.

8. Enter your user name for this database in the User field. Consult your system administrator.

9. Enter your password for this database in the Password field.

10. Select the database from the select box.

11. Click Test to confirm your information is correct.

12. Click OK to close the Connector/ODBC, ODBC Setup, and Data Source Administrator dialogs.

Establishing a DSN Connection

Once you have registered and created a Data Source Name (DSN), you can add a connector so that your page can communicate with the database.

> **Warning:** If you set a publish profile using a DSN connection, you need to make sure that the DSN also exists on the server to which you publish your site.

To set up a DSN database connection:

1. Create a new connector by clicking the New Connector button within the Data Sources Properties panel.
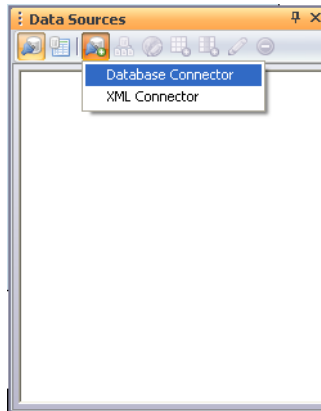
If the Data Sources Properties panel is not visible: from the View menu, choose More Panels, then check the Data Sources option.

2. Select the Database Connector option.

3. Enter a name for the connector in the editable field, or keep the suggested name.
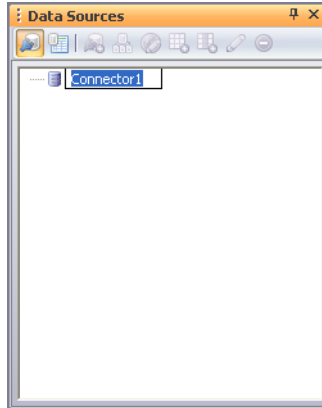
4. Double-click the connector to open its properties editor.

The New Connection – Advanced dialog appears.
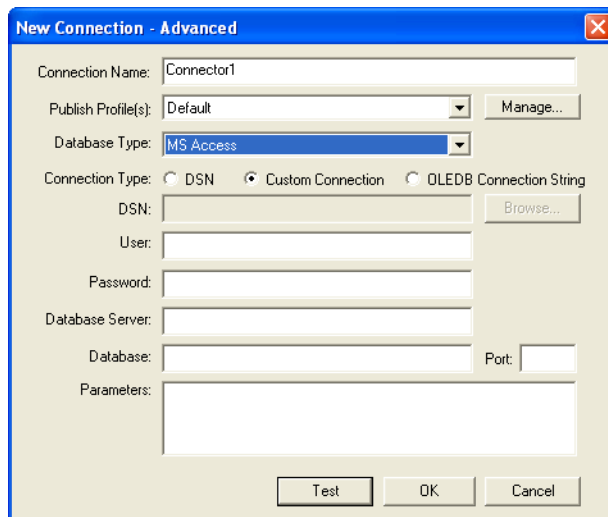
5. From the Publish Profile(s) drop-down list, select the Publish Profile that the connection will use.

You could create multiple connection profiles when creating a database. If, for example, you are updating a database and want to publish it to a server where it can be tested before it's published to the Web, you could set up a connection profile for private testing and another for publishing to the Web.

If you have not yet created a publish profile, you can do this in Publish View by selecting *Publish Settings* from the *Publish* menu.

6. From the Database Type drop-down list, select either an *MS Access*, *MS SQL*, and *MySQL* engine. A database engine is the part of the database system that stores and retrieves the data.

7. Select the DSN Connection type.

8. In the DSN field, specify the Data Source Name associated with the connection or use the Browse button to locate one. A Data Source Name (DSN) contains the information about a specific database that an Open Database Connectivity (ODBC) driver needs to connect to it.

   If you click the Browse button, the Select Data Source dialog appears.

9. In the *Select Data Source* dialog that appears, click the *Machine Data Source* tab and select the Data Source Name associated with the connection.
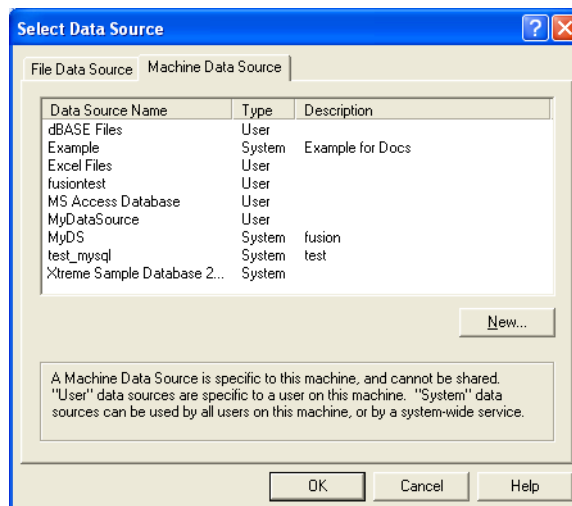
10. Click OK.

The *Connector ODBC 3.51 Data Setup* dialog will appear, displaying the connection details.

11. Click OK to close the Connector *ODBC 3.51 Data Setup* dialog.

12. Now that you are back to the New Connection -Advanced dialog, click the *Test* button. You should have a successful connection. If you cannot establish a connection, you can create your database structure manually.

Setting a New Data Source from NetObjects Fusion

1. If you want to create a new Data Source for this connection, click the Browse button from the New Connection - Advanced dialog.

The Select Data Source dialog appears.

2. In the *Select Data Source* dialog that appears, click the *Machine Data Source* tab and then click *New*.

3. In the *Create New Data Source* dialog that appears, choose the *System Data Source* option and then click *Next*.
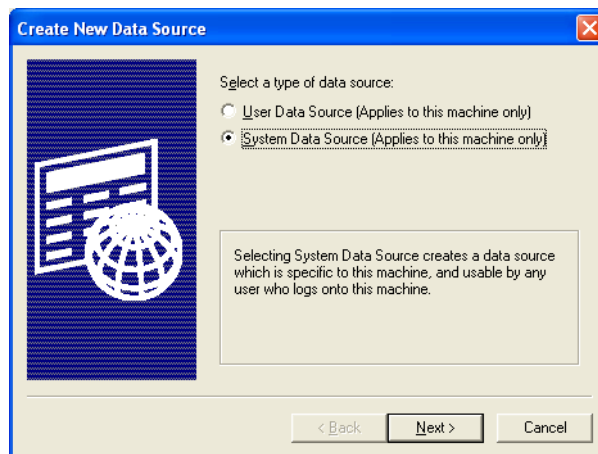
> **Note:** For Microsoft Windows Vista, the System Data Source option is available only from the Administrator account. If you are logged in with a User account having Administrator permissions, the System Data Source option will not be available.

4. In the dialog that appears, choose *MySQL ODBC 3.51 Driver* from the list.
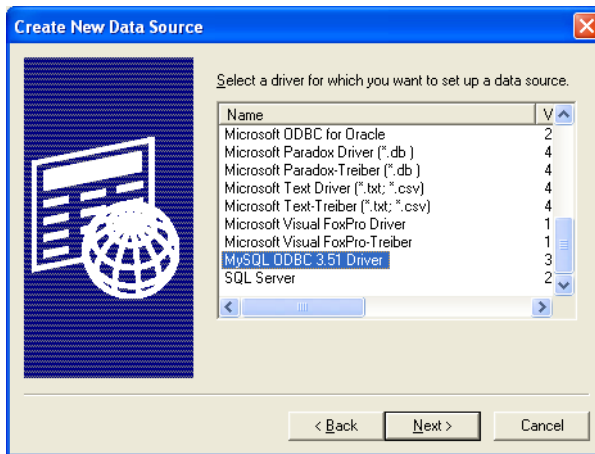
5. Now, click *Next* and then click *Finish.* The *Connector ODBC 3.51 Add Data Source Name* dialog will appear.

6. In the *Data Source Name* field, specify a name for the data source.
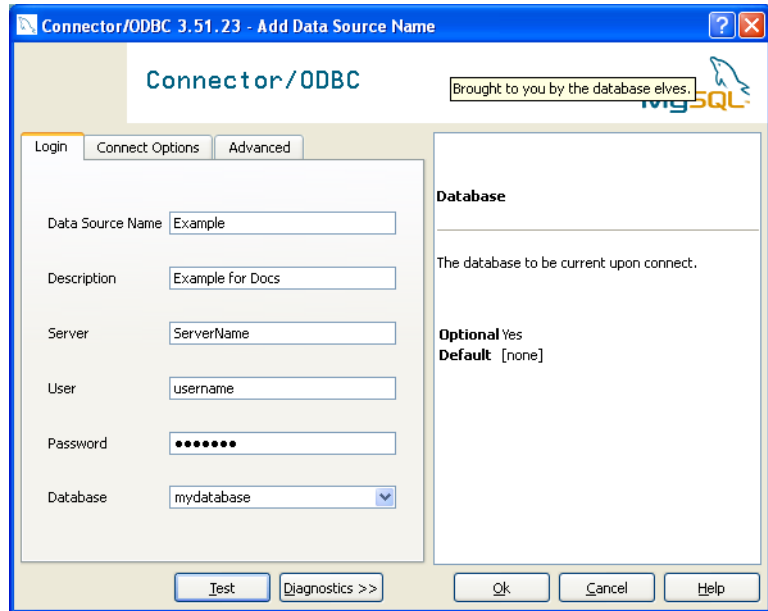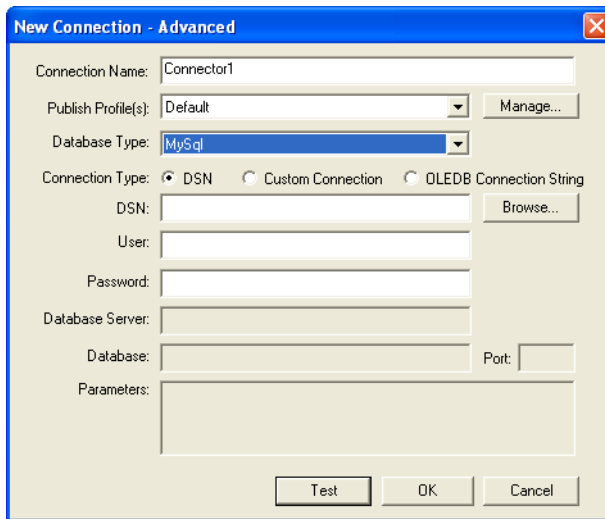
7. Type the short description of your data source in the Description field.

8. Type the database server in the Server field.

9. Enter your user name for this database in the User field. Consult your system administrator.

10. Enter your password for this database in the Password field.

11. Select the database from the drop-down list.

12. Click Test to confirm your information is correct.

13. Click OK to close the Connector/ODBC dialog.

14. Now that you are back to the New Connection -Advanced dialog, click the *Test* button. You should have a successful connection. If you cannot establish a connection, you can create your database structure manually.

Establishing a Custom Connection.

There are situations where you may not want to use a Data Source Name. For example, some hosting providers use systems that are not compatible with Data Sources. There are also some advanced configuration options available only by using a custom connection.

The following process creates a custom connection to MySQL.

1. In the New Connection – Advanced dialog, enter the network information for the server hosting the MySQL database. If the database is hosted on the local machine, enter "localhost".

2. Select "MySQL" from the Database Type drop-down list.

3. Enter the user name in the User field.

4. Enter the user password in the Password field.

5. Enter the database server in the Database Server field.

6. Enter the name of the database in the Database field or select the database from the drop-down list.

7. Specify a port in the Port field.

8. Enter parameters in the Parameters field if required.

9. Click Test to check your connection.

If the Test fails, it may be for one of the following reasons:

- The database is not running on the host specified. Check to ensure that the database is created and running on the mentioned server.

- The host specified is unreachable. Check to ensure that the machine specified in the Host field is on and reachable from your machine. Take into account that a database is a collection of tables; therefore at least one table within the database should be created.

- The database specified in the Database field has not been created. Ensure that the database has been created on the running instance of MySQL on the host specified in the Host field.

- The security information is not correct. Ensure that the User and Password fields are correct for your database.

- You do not have permission to connect to the specified database. Ensure that you have permissions to connect to the database. Consult your system administrator.

Note: It is necessary to have permissions on the tables in the database (select, insert, update, delete, create, drop). Unless these permissions are granted, it is possible that errors appear when connecting to the database, even if the connectivity test is valid.

Establishing an OLEDB Connection String

The differences between ODBC and OLEDB data access protocols are technical, but in the most general terms, the OLEDB connection type is newer, more advanced, and compatible with a wider selection of database technologies. Being more general, the OLEDB includes the ODBC functionality.

OLEDB (Object Linking and Embedding Database) Connection String is designed to provide access to more types of data, including the SQL functionality defined in ODBC but also defining interfaces suitable for gaining access to data other than SQL data.

For example, if you have installed an OLE DB driver for MySQL, you may create an OLEDB connection to MySQL in the following way:

1. In the New Connection – Advanced dialog, select "MySQL" from the Database Type drop-down list.

2. Enable the OLEDB Connection String option.

3. Click the Browse button.

The Data Link Properties dialog appears.
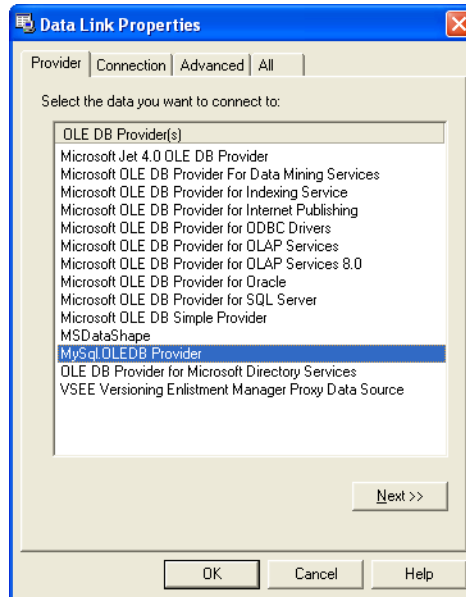
   4. Select the data provider you want to connect to.

   5. Click the Next button.

6. On the Connection section, enter the connection details.
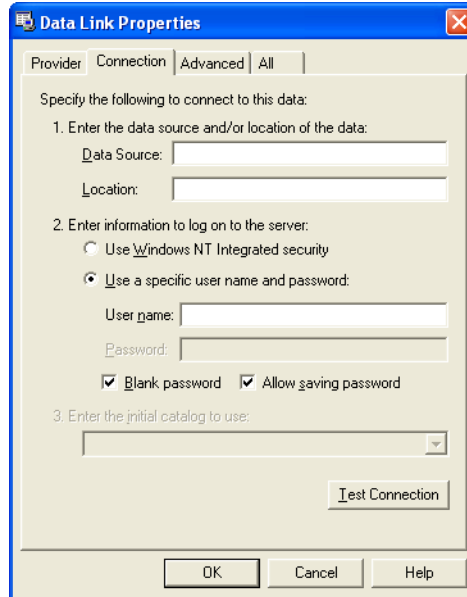
7. Click Test to check your connection.

8. Click Ok.

If the Test fails, it may be for one of the following reasons:

- The database is not running on the host specified. Check to ensure that the database is created and running on the host specified.

- The host specified is unreachable. Check to ensure that the machine specified in the Host field is on and reachable from your machine.

- The database specified in the Database field has not been created. Ensure that the database has been created on the running instance of MySQL on the host specified in the Host field.

- The security information is not correct. Ensure that the User and Password fields are correct for your database.

- You do not have permission to connect to the specified database. Ensure that you have permissions to connect to the database. Consult your system administrator.

Note: It is necessary to have permissions on the tables in the database (select, insert, update, delete, create, drop). Unless these permissions are granted, it is possible that errors appear when connecting to the database, even if the connectivity test is valid.

Setting Connection Configuration

With NetObjects Fusion, you can create separate connection configurations to allow you to associate different databases with publish profiles. In some situations, it is desirable to connect to different databases at different stages in the site development process. For example, after the site has been on the Internet for some time, you may want to test changes to the site locally before publishing. To ensure correct behavior you might need to create a test database to connect to locally. If you do not need this feature, simply leave the Publish Profile field as "Default". When you publish your site, NetObjects Fusion will select the appropriate Connector Profile and publish that connection information at the time of publish.

To establish separate Connector Profiles for each publish profile that requires a different database connection setting:

In the Connectors section, select the connector to which you want to set a new publish profile.

1. Click the Modify button.

2. In the Publish Profile list, the Default profile is displayed.

3. Click the **Manage** button.

The Manage Connection Configurations dialog appears.
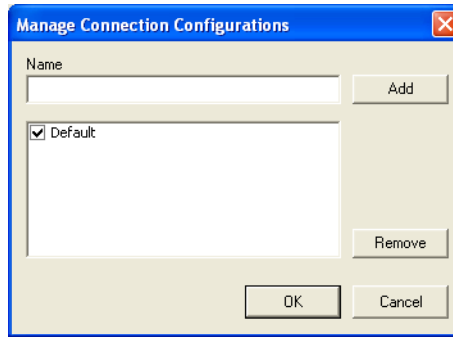
4. In the Name field, specify a new name for the Publish Profile.

5. Click the Add button.

   The new publish profile will be displayed in the Publish Profile drop-down list.

6. Click the OK button.

7. Complete the connection related fields.

To remove a profile:

1. Click the Manage button.

2. In the Manage Connection Configurations dialog, select the profile you want to delete.
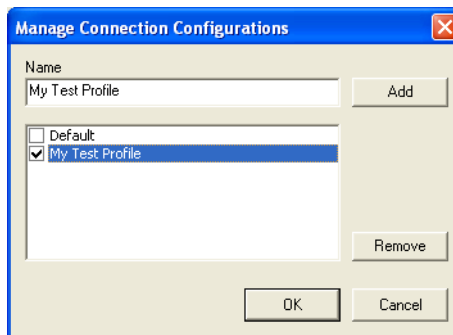
3. Click the Remove button.

The Publish profile will be removed from the Publish Profile drop-down list.

Defining a Database Structure (or Schema)

After establishing the database connection, you need to define the structure of your database. This structure is necessary to ensure that the database components can show meaningful data in your pages.

There are two methods of informing NetObjects Fusion of the structure of your database.

- Automatic database structure definition

- Manual database structure definition

Information about the structure of the database is used to create a Recordset. A Recordset is used to define what specific data to display. A Recordset can be thought of as a filter that is applied to the data in the database to ensure that only what is necessary is displayed.

Field	Type	Attributes	Null	Default	Extra	Action					
FirstName	text		Yes	*NULL*		Change	Drop	Primary	Index	Unique	Fulltext
LastName	text		Yes	*NULL*		Change	Drop	Primary	Index	Unique	Fulltext
Department	text		Yes	*NULL*		Change	Drop	Primary	Index	Unique	Fulltext
Location	text		Yes	*NULL*		Change	Drop	Primary	Index	Unique	Fulltext
Phone	text		Yes	*NULL*		Change	Drop	Primary	Index	Unique	Fulltext
Email	text		Yes	*NULL*		Change	Drop	Primary	Index	Unique	Fulltext
Login	text		Yes	*NULL*		Change	Drop	Primary	Index	Unique	Fulltext
Password	text		Yes	*NULL*		Change	Drop	Primary	Index	Unique	Fulltext

With selected: Change *Or* Drop

Example of a database structure

Automatic Database Structure Definition

The most common method of informing NetObjects Fusion about the structure of your database is to let NetObjects Fusion import the structure information from the Data Source server or file. NetObjects Fusion retrieves the names of all of the tables and columns in the database. For more information on database basics, see "Database Basics"

If you have correctly configured a connection of the Connector and you have access from the machine you are working on, NetObjects Fusion will automatically import the structure of your database.

Allowing NetObjects Fusion to import your database structure has the following advantages:

- It saves considerable manual work.

- It ensures that the content of your pages matches exactly what is in the database.

Manual Database Structure Definition

If you are unable to connect to your database or want to add specific tables and fields, you can modify the database structure manually. This can be useful, for example, if the database is being developed by a different person, and you know what the structure will be, but it (is not in the database yet) has not been created yet. You can manually define the structure of the tables and columns so that you can continue to work in NetObjects Fusion while the database is completed. When the database is completed, the site will work over the structure that has been created in the database. Ensure that the structure entered in NetObjects Fusion is exactly the same structure that is being created in the database.

To manually modify the database structure:

1. On the Connector tab of the Data Sources panel, select the connector to which you want to create your database structure manually.

2. Click the *New Table* button.

3. Enter the exact name of the table in the editable field.

4. Click New Column button.

5. In the editable field that appears, enter the name of the first field in your table.
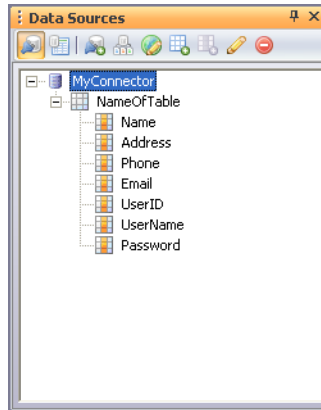
6. Repeat steps 4 through 5 to create a column for each of the remaining table fields. Ensure that the field names are entered exactly as shown in the table with no spaces in the field names.

Setting Up Recordsets

Databases can contain vast amounts of data. Oftentimes, there will be more data in the database than you will want to present to your users. Perhaps there are too many rows to show efficiently, or there is sensitive data—such as credit card information—that you would not want to show to all users who view a page. NetObjects Fusion provides Recordsets to filter the data that is presented to users.

To set a recordset:

1. In Page view, click on the Record sets button from the DataSources panel.

The DataSources panel displays the Recorsets section.
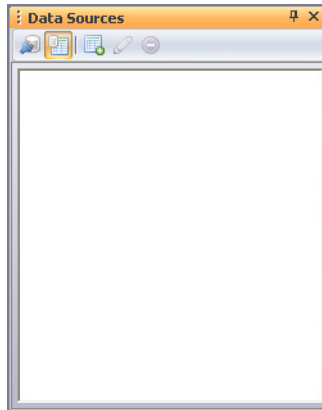
2. Click the New Dataset/Variable.. button, and select the Recorset (Query) option.
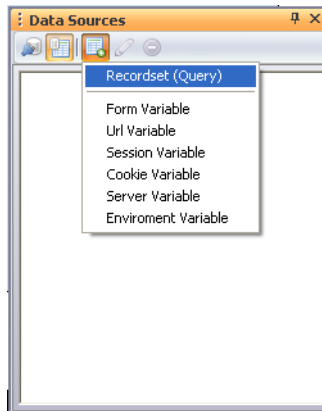
The Choose a connector dialog appears.

3. From the Connector drop-down list, select the connector to which you want to create a recordset.
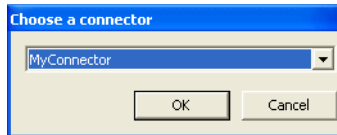
4. Click the OK button.

The Recordset dialog appears.
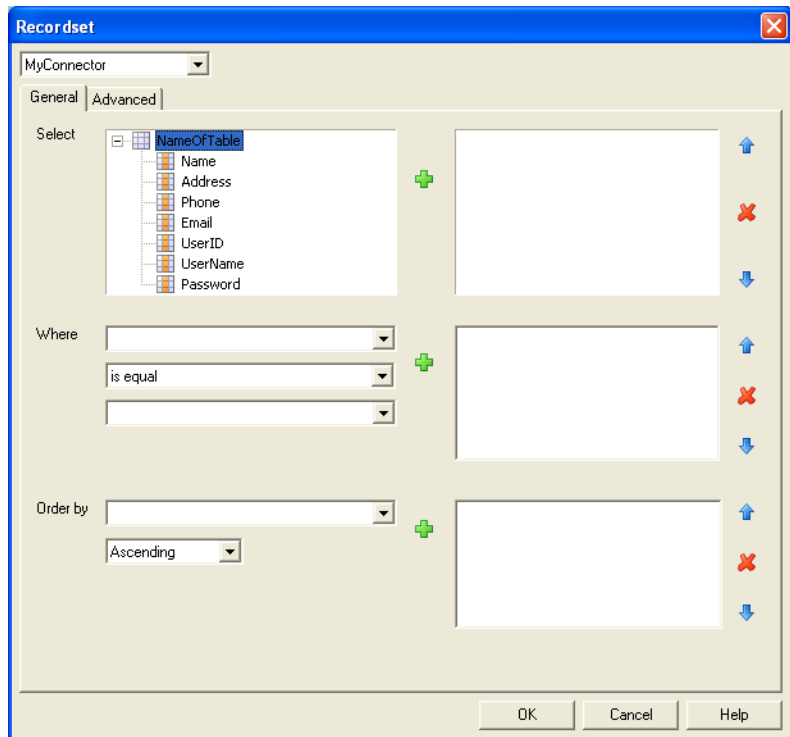
On the General tab of the Recorset dialog, there are three main sections:

- **Select.** In this section you define which columns to display. Often a table will have many columns, but you will only want to display a portion of the available columns. NetObjects Fusion provides the ability to restrict the columns displayed to the user to a more manageable level. This allows you to create a more concise presentation of only the information necessary.

- **Where.** In this section you define the where clause. A "Where" clause defines search criteria and returns only those records matching that particular set of criteria. For example, if you had a database containing 10,000 customer records, you could use a Where clause to search for customers who reside in a specific zip code, which in turn, will return only those records meeting that criteria.

  The Where clause is not required; however, using a Where clause is recommended. If you have, for example, 10,000 rows of data, it is likely you won't want to return them all. You can use the Where clause to filter your results to a manageable number.

- **Order by.** In this section you can specify which direction to sort the data and which column upon which to base the ordering. The data from the database is displayed in an orderly, but unsorted fashion if no ordering is specified for the Recordset. For example, if you were creating a phone-listing site, you would probably want to default to sorting by last name, ascending. That way, records whose values started with 'A' would appear at the top, and records whose values started with 'Z' would appear at the bottom.

5. In the Select list field, click the name of the table you are working with and then click a field that you want to display.

6. Click the plus sign to add it to the right-hand pane.

7. In the Where section:

   a. a.Select a data field from the list of fields in this table. This is the field used to restrict the output.

   b. b.Choose an operator. An operator is a phrase like "is greater than", or "is equal to".

.

Table 34-1   Operator Definitions

Operator	Description
and	All conditions must be met or no results are returned
or	At least one condition must be met or no results are returned

Table 34-1   Operator Definitions

Operator	Description
is empty	Tests that the value on the top is empty.
is not empty	Tests that the value on the top side contains data.
is equal to	Tests that values match completely or no results are returned.
is not equal to	Tests that values are different.
is lower than	Tests that the value on the left side of the operator is less than the value on the right side.
is lower or equal	Tests that the value on the left side of the operator is less than or equal to the value on the right side.
is greater than	Tests that the value on the left side of the operator is greater than the value on the right side.
is greater or equal	Tests that the value on the left side of the operator is greater than or equal to the value on the right side.
contains	Tests that the value on the left side of the operator includes the value on the right side.
starts with	Tests that the value on the left side of the operator starts with the value on the right side.
ends with	Tests that the value on the left side of the operator ends with the value on the right side.
does not contain	Tests that the value on the left side of the operator does not includes the value on the right side.

   c. Choose a value from the drop-down list or type in a custom value. This value can be a field from another recordset, or a variable. If another recordset is used, this has to be used in a Data Source context.

   d. Click the plus sign to add this filter to the right-hand Where pane.

- To replace the existing condition, repeat steps 1 through 3, highlight the condition on the right side you want to replace it with, and click the check button.

- To add additional conditions, select AND to narrow the query results or OR to broaden the query results, and click the plus sign.

- To remove conditions from a where clause, highlight the condition on the right side and click the minus sign.

- To order the conditions in a Where clause, use the up and down arrows.

8. Click OK to close the Recordset editor.

The end result is the creation of a Recordset that describes the data you want to see.

Using the Advanced Recordset Editor

Databases can potentially contain vast amounts of data. Often there will be more data in the database than you will want to present to your users. Perhaps there are too many rows to show efficiently, or there is sensitive data that you would not want to show to all users who view a page—like credit card information. NetObjects Fusion provides Recordsets to filter the data that is presented to users.

Sometimes, however, to implement advanced functionality in your site, it is necessary to query the database in SQL. SQL, or Structured Query Language, is the standard native language used to ask questions of databases. NetObjects Fusion hides this complexity from users in all but the most advanced situations.

1. In the Recorset section of the Data Sources panel, double-click the **Recordset** that you want to work with.

2. On the **Recordset** dialog, display the Advanced tab.

The recordset is established and reflects the custom SQL filter.
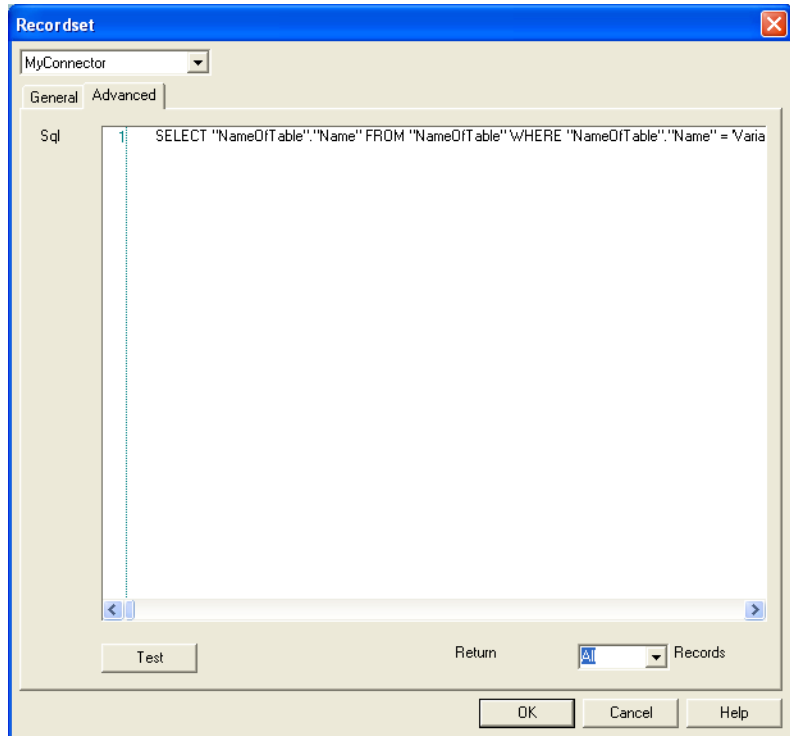
3. Add or modify the code, then click the Test button.

4. Specify how many recordsets to return and click OK to close the Recordset editor.

5. The end result is the creation of a Recordset that describes the data you want to see. For example, "select product name from products where sale price is greater than 0.00" is the type of filter that can be created from the Recordset dialog. You could name this Recordset "productsForSale".

Defining Variables

You can define custom variables in the Recordsets panel. This is useful if you want to filter the data that appears based on inputs to the page. This advanced technique

provides even greater flexibility in creating pages that are truly user driven and can change as the user searches your database.

1. On the Data Sources panel, click on the Record sets button.

2. Click New Dataset/Variable button.

3. From the New Dataset/Variable drop-down menu, select which type of variable you want to use:

•   *URL*. Variables reflecting parameters appended to a URL.

•   Session. Variables used to associate data with a given client session.

•   Server. Variables used to associate data with a given client session.

•   Environment. Variables used to associate data with a specific application.

•   Cookie. Variables reflecting cookies passed by the requesting browser.

4. The selected variable type will be displayed in the Recorsets pane.
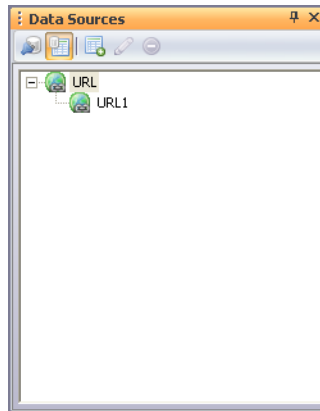
5. Click on the URL1 to modify the name of the variable.

6. Enter a new name for the URL variable. For example: *id*.

For example, if you select an URL type variable, you should previously set a dynamic link:

To set a dynamic link:

1. Add a recordset to one of your Web site pages. In our example on Home page.

2. On this page, create a link by selecting the text which you want to link to another page of your site.

3. Click the Link tool from the Standard toolbar.

The Internal Link dialog appears.
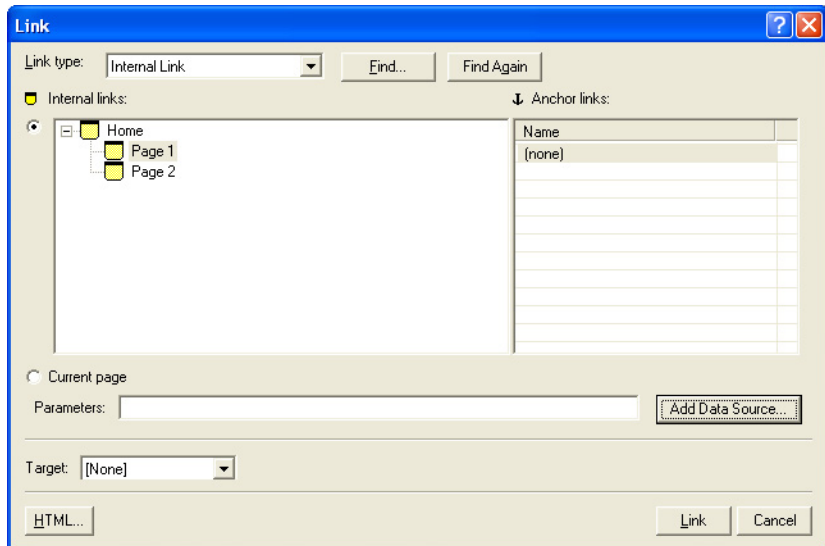
4. Select the destination page. In our example: Page 1.

5. In the Parameters field, enter the URL variable name followed by the "=" sign.

6. Click the Add Data Source button to specify an array of named variables that ca be passed to the destination page.

7. On the destination page, define a set of URL variables with the same names that will hold the data transmitted via the URL.
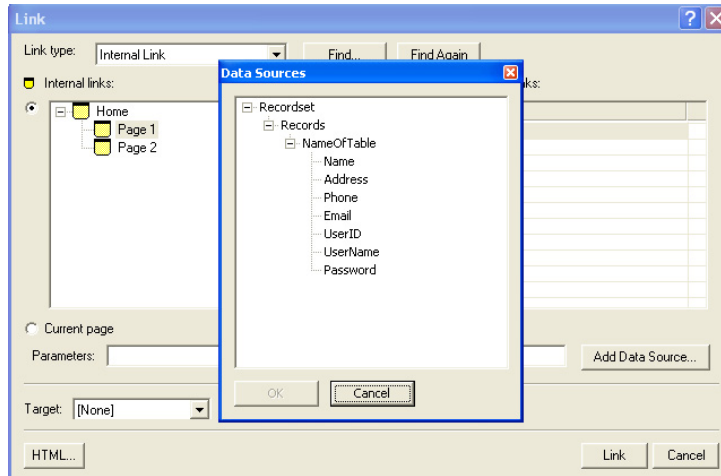
Note: *Note:* The Data Sources dialog will appear empty, if you haven't created a recordset to this page.

8. Click the OK button.

9. Click the Link button.

Setting Data Source Contexts (or Repetitive Region)

A Data Source Context is in fact an HTML tag that is repeated dynamically in order to display information from a defined recordset (XML or Data Base). The Data Source Context is a repetitive region that imports all the information from a database. If you are querying a database and want to return only one record that matches the condition FirstName = Joe, then you need a WHERE condition in the recordset, but you do not need to add a data source context. The query will return all the records meeting that condition, then terminate. However, if you want to return all records in which FirstName = Joe, you will need to add a repetitive region so that all records in the database are searched and those meeting the condition will be returned.

In NetObjects Fusion, you may define as many repetitive regions as you want, but there are only three object types that can be configured as repetitive regions:

- Layout Region. If the Layout Region is placed within a Multi Layout Region, then only one Layout Region can be a repetitive region.

- Row of a Table. In NetObjects Fusion, only a line from a table can be a repetitive region.

- Multi Layout Region. Any Multi Layout Region can be configured as a data context, if you have previously defined a database or an XML recordset. All the actions targeting a repetitive region on a Multi Layout Region have to target the container containing the Multi Layout Region (not the Multi Layout Region itself). The Multi Layout Region can be configured as a data source context only with PHP.

Defining a Layout Region as a Data Source Context

1. In Page view, select the Layout Region tool from the Standard toolbar.

2. Draw on the page the layout region location.

3. In the Layout Region Properties panel, enable the Data Source Context option.

Note: You cannot define a Layout Legion as a Data Source Context into a page that does not have a Connector already added.

4. Click the DS Config button.
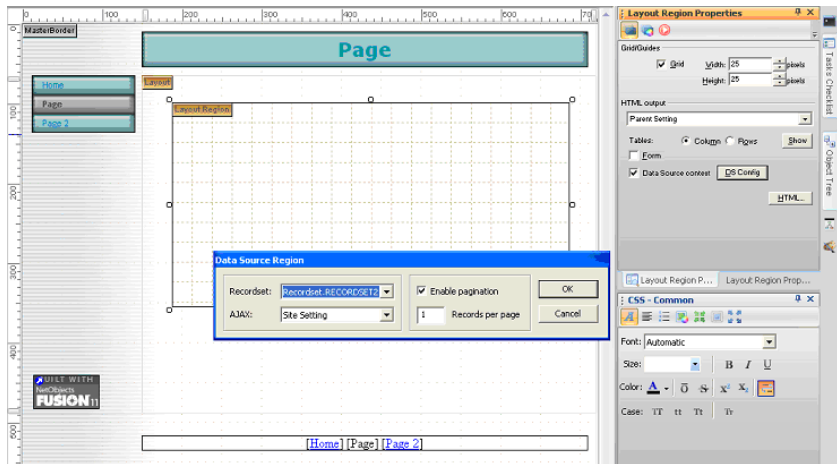
The Data Source Region dialog appears.

1. Select the recordset being queried from the Recordset drop-down list.

2. By default, the Enable pagination option is selected and you can set how many records you want to retrieve from the database. If you disable this option, all the entries will be displayed on this page. If not, you need to create navigation elements. See "Navigating Through Recordsets."

3. In the Records per page, specify the number of records returned to display on a page.

4. Click OK.

Now the Layout Region is a Data Source Context that retrieves information from the selected recordset.

You can add navigation links to the page so that if more records are returned from the query than displayed on the page, you can click a navigation element that will display the next set of records. See "Navigating Through Recordsets."

Defining a Row of a Table as a Data Source Context

1. In Page view, select the Table tool from the Standard toolbar.

2. Draw a box on the Layout to indicate where you want to position the Table.

3. Select a row of the table that you want to define as a repetitive region.
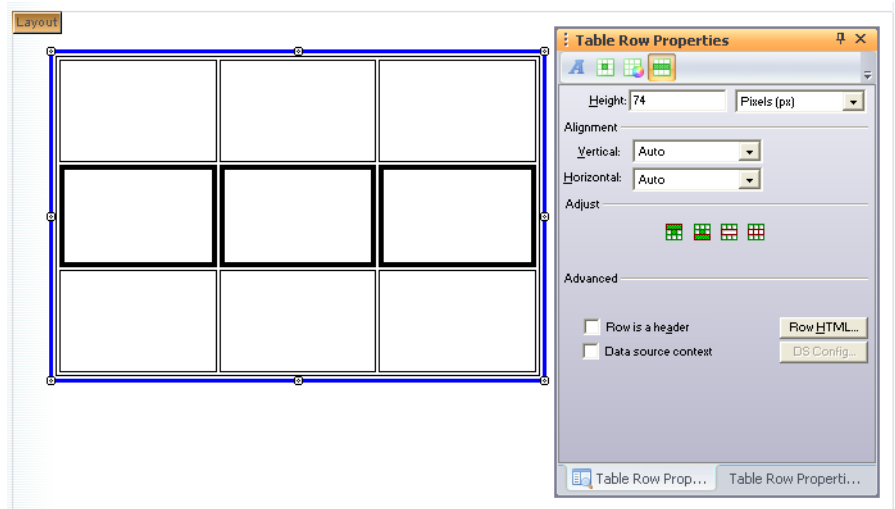
4. In the Table Raw Properties panel, enable the Data Source Context option.

5. Click the DS Config button.

Note: You cannot define a row as a Data Source Context into a page that does not have a Connector already added.

The Data Source Region dialog appears,

6. Select the recordset being queried from the Recordset drop-down list.

7. By default, the Enable pagination option is selected and you can set how many records you want to retrieve from the database. If you disable this option, all the entries will be displayed on this page. If not, you need to create navigation elements. See "Navigating Through Recordsets."

8. In the Records per page, specify the number of records returned to display on a page.

9. Click OK.

Now the row is a Data Source Context that retrieves information from the selected recordset.

You can add navigation links to the page so that if more records are returned from the query than displayed on the page, you can click the navigation elements that will display the next set of records. See "Navigating Through Recordsets."

Adding Data Fields to a Data Source Context

After you have created a Data Source Context, you may add data fields using the Text Tool, and the options from the Data Sources toolbar.

1. In the Layout Region, add a text box in which type: "Name:" or what label you want.

2. Point the mouse after the Name label.

3. From the Data Source toolbar, click the Insert field button.

   The Data Sources panel appears.
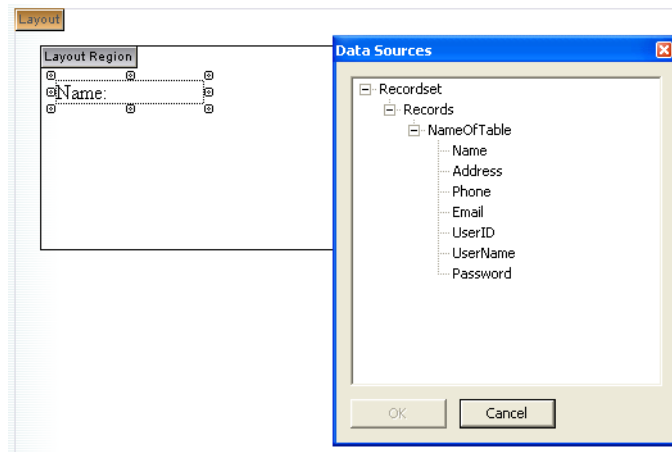
4. Select which data to query.

5. The first entry will be automatically displayed in Page Design.
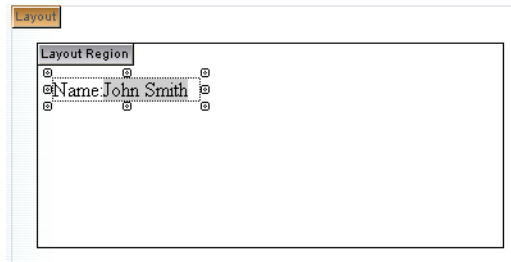
6. Within the first Layout Region, add a new Layout Region.

7. Select the Layout Region and enable Data Source context option in Layout Region Properties panel.

8. Click the DS Config button to establish a recordset for the DataSource context. Disable the Pagination option.

9. In the second Layout Region, add a new text box and type **Jobs**.

10. Point the mouse after the Jobs label.

11. From the Data Source toolbar, click the Insert field button.

The Data Sources panel appears.

12. Select which data to query.

The first entry will be automatically displayed in Page Design.
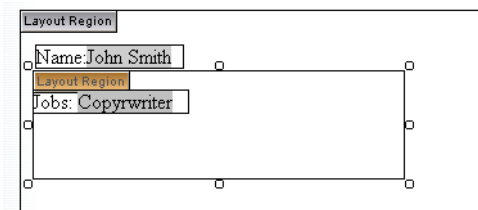
13. Publish the site to see or navigate all the entries.

14. You should have as many names as there are in the database. Under each name, you should have as many jobs as there are in the database, under that particular Name.

To insert a field label that will retrieve its data from a database:

1. In Page view, select the Insert Field Label object from the Form toolbar.

2. Click in the form region to indicate the Label's location.

3. From the Data Sources toolbar, click the Insert Field button.

Note: The insert Field is enabled if there is a Connector already added.

The dataSources panel appears.

4. Select the recordset you want to work with.

5. Select the data field you want to be displayed.

6. Click the OK button.

Setting Form Element as a Data Source Context

You may also add form elements as Combo boxes, Check boxes or Radio buttons, to which you can specify a dynamic source for populating the options of the selected form element.

Note: Form objects must be placed in a form layout region. For information on creating forms and form object definitions, see Chapter 32, "Designing and Implementing Forms."
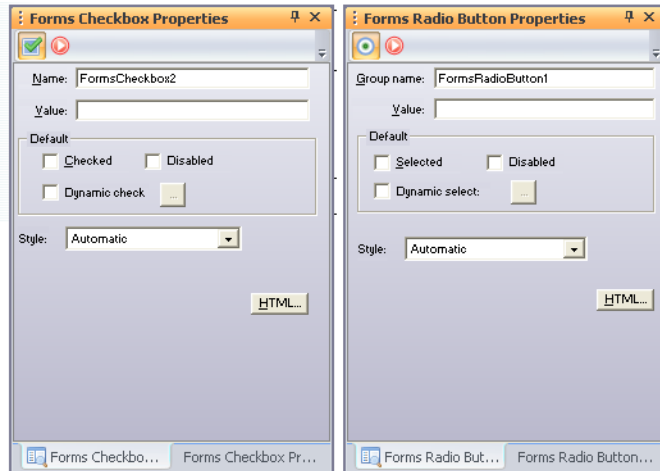
The Checkbox and the Radio button can have dynamic functionality. The user can specify from the Data Source dialog a field used to determine if the button should be checked or not. This is done by comparing the value of the control with the value of the current line from the selected field.

Setting a Combo Box as a Data Source Context

To insert a Combo box:

1. In Page view, select the Combo Box object from the Form toolbar.

2. Click in the form region to indicate the location of the Combo box.

3. In the Combo box Properties panel, enable the DataSource Context option.
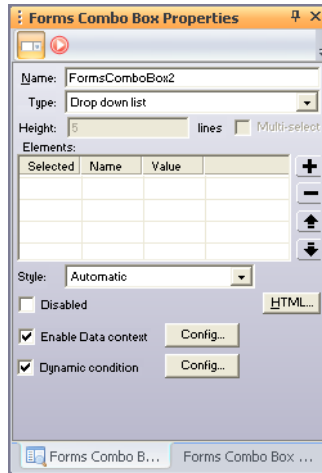
> **Note:** You cannot define a Combo Box as a Data Source Context into a page that does not have a Connector already added.

4. Click the Config button.

The DataSources panel appears.

5. Select the recordset you want to work with.

6. Select the data field you want to use for populating the combo box.

7. Enable the Dynamic condition option if you want set a dynamic condition.
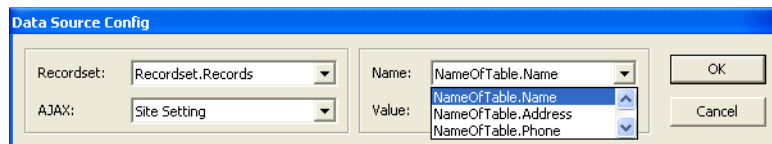
You may either compare the retrieved data with a field of an existing recordset or compare the data with a constant.

8. Click the OK button.

Navigating Through Recordsets

You can add Navigation elements to the page so that site visitors can navigate forward and backward through results. Using the Data Source tools, you can add predefined actions to different objects that have already placed on the page, thus you can go to the first, last, next, or last record.

To create a navigation element:

1. In Page view, add several objects that you will use to navigate through the recordsets.

2. Select the element that you want to display the previous recordset when it is clicked.

3. On the Data Sources tools, click the Previous button.

    Note: You cannot add a Data Source tool to a page that does not have a Connector already added.

4. To the selected element, NetObjects Fusion adds a predefined action.
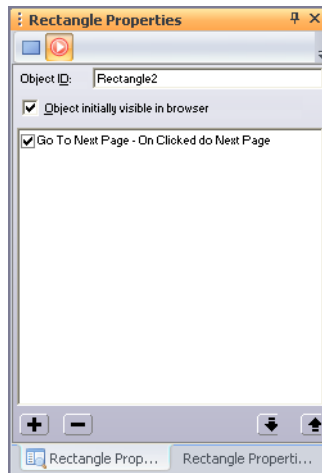
Using Data Source Actions

Data Source actions are actions that contain data source functionality. These actions can be added and configured from the Action panel like any other action or can be added via the Data Sources toolbar. Choosing to use the Data Source toolbar then the target of the action is the object selected in the toolbar's combo box, and the configuration window is displayed after selecting the desired action.

NetObjects Fusion provides you:

- **Navigation actions:** Last, Previews, Next, Last – these actions are used in conjunction with a repetitive region, which have pagination. These actions can be placed on objects outside the repetitive regions and has to target the object representing the repetitive region. The targeted repetitive region cannot be included into another repetitive region.

- **Add record:** It is an action that directs the user to a page where a form for adding records was designed. This action can be placed on an object that is inside or outside of the repetitive region.

- **Edit record:** It is an action that directs the user to a page where a form for editing records was designed. This action can be placed on an object that is inside of the repetitive region and the link to the edit page has to have the URL variables defined in the page with the edit form in order to identify the record that is edited.

- **Delete record:** It is an action that allows the deletion of the records from the data source. The action can be placed on objects that are inside of the repetitive region (but this is not a strict rule). The target has to be the object that represents the repetitive region containing the recordset used for deletion. In the configuration window, the user has to select a field used for record identification for each table that he/she wants to delete from.

- **Update record:** It is an action used to define insertion and update functionality. The action can be placed on an object inside the form that is used for data gathering and has the same form as a target. (The object can be outside the form but the target must be the form. If the object is outside the form, the DS toolbar cannot be used to place the action). In the configuration window the user has to choose a destination where to redirect the browser after the action completes and a list of bindings between the form elements and the fields from the recordset where the insertion/update has to be made. If the recordset that is used for specifying the destination of the data inputed in the form contains a WHERE

statement, then an update will be made. If the recodset does not contain a WHERE condition, then an insertion will be made. The form cannot be a repetitive region.

- **Reload data:** is an action that reloads the data from a repetitive region. The action ca be placed on an object placed whithin (but not necessarily) a repetitive region and has as target another repetitive region. The configuration window allows the user to specify a list of bindings between form elements or fields and variables. Usually the variables set in the binding list are used in the WHERE statement of the recordset used in the targeted repetitive region. The action is intended for list-detail/master-detail functionality or for filtering a list of items.

Using the XML Data Source Feature

By using the XML data source feature, you can display the content from an external XML file or XML data embedded in the HTML file into a HTML page in any way you want. NetObjects Fusion allows you to point to an XML file or XML feed URL, display its contents, and customize the way the data is displayed into your HTML page.

It is more efficient (in terms of conversion costs) and easier to store the data in XML format.

Once you have copied the XML file to the server, you can add a connector so that your page can communicate with the XML file.

1. Create a new connector by clicking the New Connector button from the Data Sources Properties panel.

If the Data Sources Properties panel is not visible: from the View menu, choose More Panels, then check the Data Sources option.

2. Select the XML Connector option.

3. Enter a name for the connector in the editable field, or keep the suggested name.
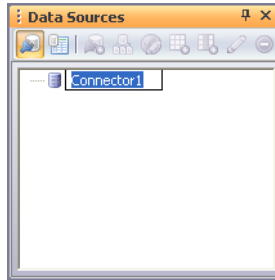
4. Double-click the connector to open its properties editor.

The XML Datasource dialog appears.
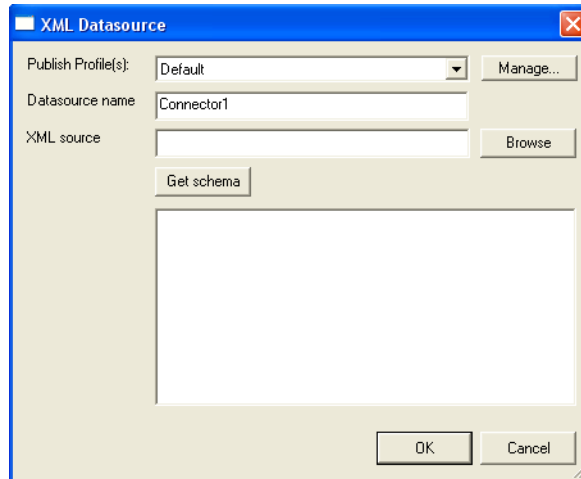
5. From the Publish Profile(s) drop-down list, select the Publish Profile that the connection will use.

6. In the XML source field, enter the path to the XML file. The configuration of the connection for the published site has to point to the XML file location on the server.

For example, if the name of the XML file is *menu.xml*, the path will be ./
menu.xml.

7. Click the Get Schema button to acquire the schema of the XML file.
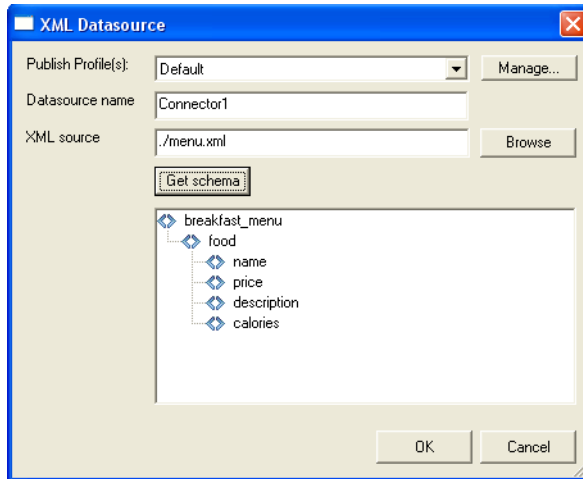
8. Click the OK button to close the XML Datasource dialog.

9. In the Data Sources panel, the XML schema will appear.
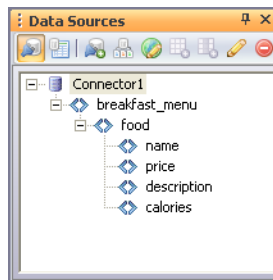
10. Click on the Record sets button from the DataSources panel to define an XML recordset.
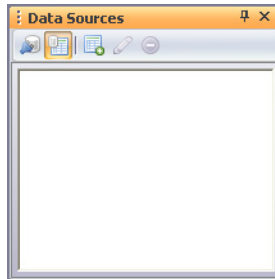
11. Click the New Dataset/Variable.. button, and select the Recordset (Query) option.
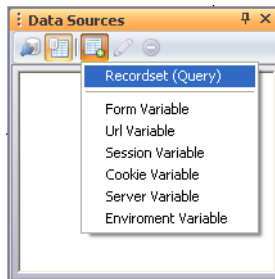
The XML Dataset dialog will appear.
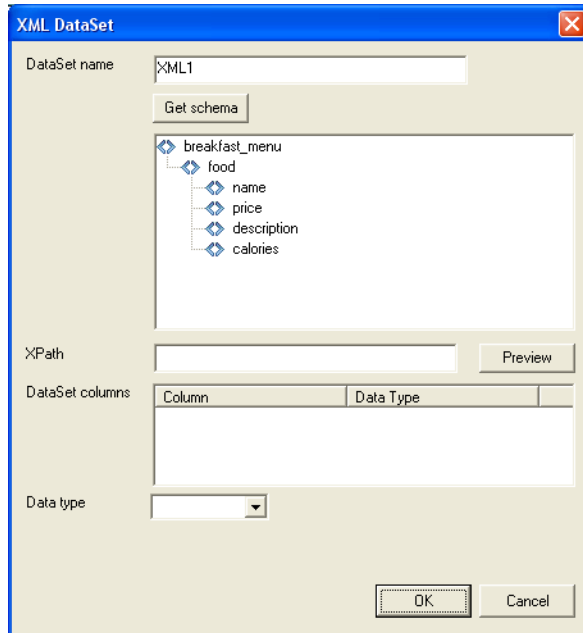
12. In the DataSet name, enter a name for the XML record.

13. Select a field from the XML schema.
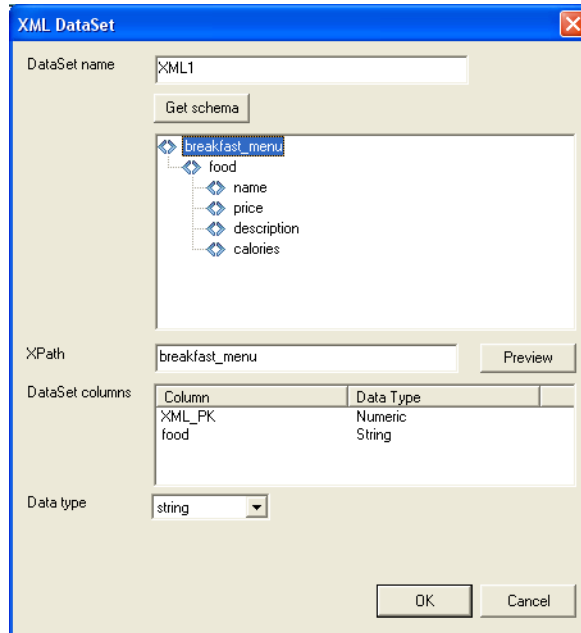
XPath indicates nodes by position, relative position, type, content, and several other criteria.

14. Click the Preview button to test how the recordset will be presented.

The DataSet columns field displays the column and the data type of each dataset.

15. XML_PK represents the primary key of the XML data sets, and it is added to the list of fields for each XML dataset.

16. Select a type for the dataset using the Data type drop-down list. There are three data types: date, number, and string.

17. Click OK to close the XML DataSet dialog.

18. In the Data Sources panel, the name of the dataset will appear (in this case, XML1), indicating that a recordset was created.
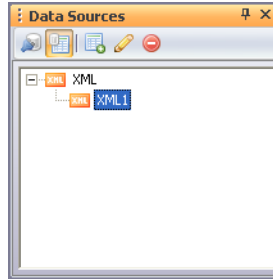
19. Set a Data Source Context in order to display information from the defined recordset.

20. If you are defining a Layout Region as a Data Source Context, check the Data source option from the General tab of the Layout Properties panel..

21. Click the DS Config button.

The Data Source Region dialog will appear.
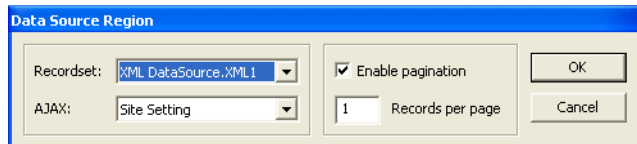
22. Select the recordset that was created previously from the Recordset drop-down menu.

23. By default, the Enable pagination option is selected and you can set how many records you want to retrieve from the database. If you disable this option, all the entries will be displayed on this page. If not, you need to create navigation elements. See Chapter , "Navigating Through Recordsets".

24. In the Records per page, specify the number of records returned to display on a page.

25. Click OK.

The Layout Region becomes a Data Source Context that retrieves information from the selected recordset.

26. After you have created a Data Source Context, you may add data fields using the Text Tool and the options from the Data Sources toolbar.

27. In the Layout Region, add a text box in which you type: "Name:" or whatever label you want.

28. Point the mouse after the Name label.
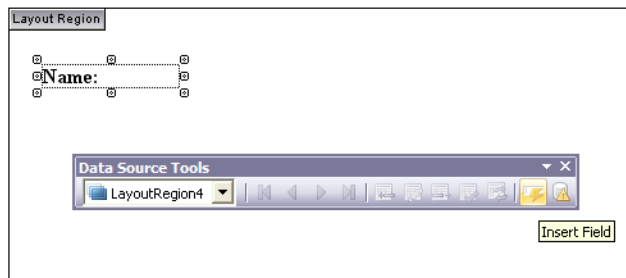
29. From the Data Source toolbar, click the Insert field button.

The Data Sources panel appears.
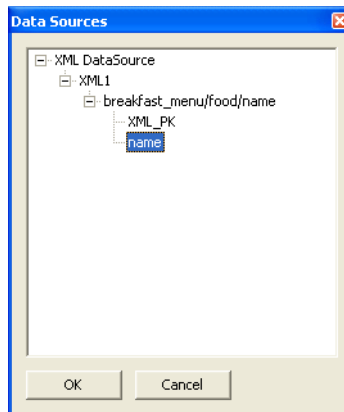
30. Select which data to query.

31. Repeat these steps to add data fields on your page.

32. Publish your site to see the results.

Working with HTML Directly

In addition to adding content, links, and DHTML actions to your site using NetObjects Fusion tools, you can work directly with the code to insert HTML and scripts. For example, you can add META tags to index your site for search engines, power content with JavaScript or Visual Basic routines, center pages throughout your site, or do whatever else you can when coding raw HTML. You can't edit the HTML that NetObjects Fusion automatically generates, but you can add your own code virtually anywhere.

Before working with HTML directly, you should be familiar with HTML tags and page structure. If you're not familiar with HTML, you can still complete the tasks in "Examples of Page and AutoFrame HTML" on page 1006 and "Examples of Object HTML" on page 1011.

You can also insert code within link tags and add your own actions. See "Adding HTML to a Link" on page 544 and "Customizing Default Actions" on page 650.

Note: NetObjects Fusion doesn't verify HTML you add, so be sure to use valid syntax, enclosing scripts within <SCRIPT> and </SCRIPT> tags, and so on. Also, assets referenced in your HTML aren't managed in Assets view. If you move the HTML or its assets in your directory structure, edit paths in the HTML accordingly.

This chapter tells you how to add HTML or scripts by:

• Editing the page's HTML

• Accessing an AutoFrame's HTML

• Accessing an object's HTML

• Inserting HTML in a text box

• Coding your own objects and frames

• Working with the HTML attributes

• Working wiht script files

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Editing the Page's HTML

You can add HTML or script to the HTML code that NetObjects Fusion generates in the HTML Inspector or in the Object HTML dialog. The HTML Inspector allows you to edit code for pages of a site, while on the HTML Object dialog; you edit code only for objects on a page.

If the HTML Inspector Panel is not visible in Page View, follow these steps to make it visible:

1. In Page View, click on the View Menu.

2. Select More Panels>HTML Code editor.

To edit code in the Object HTML dialog, click on the HTML button on the Properties Panel of the object you want to change the code to.

These two HTML Code Editors have identical options. Using one of these HTML editors, you can add or edit code of a page. You cannot delete code either on the HTML Inspector or on the Object HTML dialog.

You can edit the HTML code by using the following buttons on the HTML Inspector:

- • fileStart
- • headInner
- • bodyAttrs
- • bodyStart
- • bodyEnd
- • fileEnd

Or, you may add new HTML content using the following options:

- • Insert Field
- • Insert Data Source
- • Insert File
- • Save

Clicking a button positions the mouse slider in the correspondent line in the HTML Editor.

For more control over where you insert HTML code, use the NetObjects Fusion internal HTML editor in HTML Code view.

HTML Code view displays all of the page's HTML code in one place, which makes it easier to insert and edit code. You can also use the Find, Cut, Copy, and Paste commands in this view. Code that you can edit appears on a white background. You cannot edit code that appears on a gray background.

Working in HTML Code View

HTML Code view combines advanced HTML editing features, such as color syntax highlighting and language element insertion, with familiar word processing features, including drag and drop, text editing, and text search.

In NetObjects Fusion, HTML code is either protected or unprotected. Protected code is the HTML that NetObjects Fusion generates when you publish your site.

You cannot edit this code. Unprotected code is the code you insert. You can edit unprotected HTML code in Code view.

In HTML Code view you can:

•   Copy protected blocks of generated HTML and paste them in unprotected areas, but you cannot modify or delete them.

•   Drag and drop unprotected blocks of HTML.

•   Go to a specific place in the code using the Find command.

•   Add code between objects inside the <BODY> and </BODY> tags.

•   Add HTML code at various insertion points outside the <BODY> and </BODY> tags.

•   Insert a field such as the date and time the site was created or last modified. NetObjects Fusion includes several fields you can use and you can also define your own.

•   Insert an HTML, script, or other text file in an unprotected area.

•   Undo, redo, copy, cut, and paste unprotected code.

•   View and add frames in a frameset.

•   Set and change many HTML options such as formatting, whether to include HTML comments in your published code, and so on. See "Setting HTML Options" on page 1067.

In HTML Code view you cannot:

- • Edit code generated by NetObjects Fusion.

- • Insert code inside:

  - text generated by NetObjects Fusion.
  - the <BODY> tag.

- • Insert code across a range of pages.

Use the Inspector HTML, Link HTML, or Object HTML dialog to insert code in those areas. See "Using the Object HTML Dialog" on page 1001, , and "Accessing an Object's HTML" on page 1010.

Exploring HTML Code View

To go to HTML Code view:
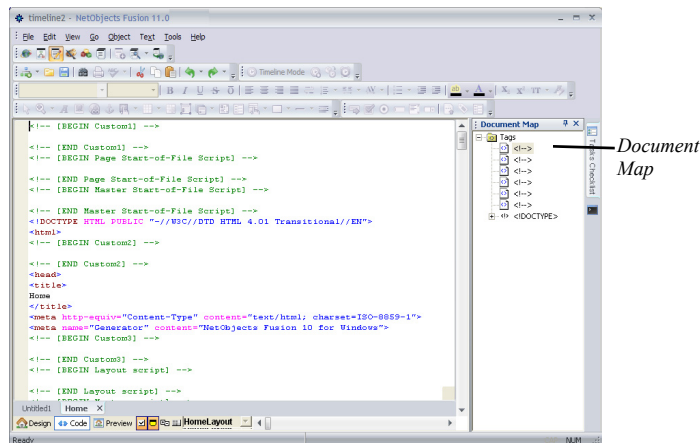
Document Map

1. In Page view, click the HTML Code tab.

   HTML Code view appears.

   Code view is divided into the Document Map pane on the right and the HTML Code Editor pane on the left. You can resize the panes by dragging the divider bar.

   The Document Map displays the hierarchy of HTML components and language elements on the current page. It provides you with quick access to code for NetObjects Fusion objects.

- To expand a tag's code in the Document Map, click the plus sign.

- To collapse a tag's code, click the minus sign or right-click and choose Collapse Item from the shortcut menu. To collapse all tags, choose Collapse Map from the shortcut menu.

- Double-click a tag to highlight the corresponding code in the HTML Code Editor.

- To hide the Document Map, choose Hide from the shortcut menu. To restore the Document Map display, choose Document Map from the HTML Code Editor's shortcut menu.

- The HTML Code Editor displays the code for the current page.

- Protected code is displayed on a gray background. You cannot edit this code.

- Unprotected code is displayed on a white background. You can edit this code or add code anywhere there is a white background.

- Language elements are differentiated by text color:

  - Blue: HTML tag
  - Green: HTML attribute names
  - Maroon: HTML attribute values
  - Black: Text that appears on the page
  - Gold: HTML and SCRIPT comments
  - Purple: SCRIPT tags
  - Teal: SCRIPT tags
  - Red: Unknown tags

- SCRIPT keywords appear in bold text.

- If the page contains frames, a tab for each frame appears at the bottom of the HTML Code Editor. See "Working in the HTML Code Editor" on page 1005.

- Blocks of code can be expanded and collapsed by clicking its plus or minus sign respectively.

Adding and Editing HTML and Scripts in HTML Code View

1. In Page view, click the HTML Code tab.

2. Edit the code as necessary. You can:

   - Add or edit code anywhere there is a white background.
   - Copy blocks of protected code and paste them in unprotected areas.

- Drag and drop unprotected blocks of code. See "Moving Text Using Drag and Drop" on page 1000.
- Insert the contents of an HTML, script, or other text file.
- Insert fields such as the date and time.

3. To save your edits, from the File menu, choose Save Site.

Moving Text Using Drag and Drop

You cannot drag and drop protected code; you can only do this with your own code.

To select a block of text:

1. Move the pointer into the selected block and hold down the mouse button. A rectangle appears under the tail of the pointer, indicating that the text can be moved.

2. Without releasing the mouse button, move the pointer to the text block's new location, indicated by the blinking text insertion point.

3. Release the mouse button to complete moving the text block.

Finding Text

In the HTML Code Editor, as in a word processor, you can search for text in the current document.

To find text:

1. View the code for the page you want to search.

2. From the Edit menu, choose Find.

The Find dialog appears.

3. In the Find what field, type the word, letters, or phrase you want to find and select options to narrow the search.

4. Click Find Next.

NetObjects Fusion highlights the text you are searching for.

Note: You can only search all the code on a page. If you select some code and then search, the HTML Code Editor begins searching the code that occurs after the selection.

Inserting a File

You can insert the contents of an HTML, script, or other text file.

1. Click in a white area in the HTML Code Editor.

2. Choose Insert File from the Text menu.

3. In the Open dialog, select a file to insert.

4. Click Open.

Inserting a Field

You can insert fields that contain variable text such as the date and time the site was created or last modified, the site name and author, and so on. NetObjects Fusion includes several fields you can use; you can also define your own. To insert a field into your code, choose Insert Field from the Text menu. See "Creating and Editing Fields" on page 264 for details on inserting fields.

To use the author META tag, you must specify the name of the author in the Meta Tag tab of the Page Properties panel. See "Setting META Tag Properties" on page 55.

Inserting a Data Source

Using the Object HTML Dialog

In Page View, select the area of the page you want to access: the Layout area to access the current page's HTML, or a MasterBorder to access the HTML of several pages. Then use the Object HTML dialog to add code to the document.

To find out how to add HTML or script to pages that use AutoFrames, see "Accessing an AutoFrame's HTML" on page 1004.

1. In Page Design view, click in an empty spot in the Layout area or MasterBorder. To select a ZeroMargins MasterBorder, click outside the page layout.

2. Click the HTML button on the Properties panel.

The Object HTML dialog appears.

3. Click a button to indicate where in the HTML you want to add tags or script.

Unlike the HTML Code view, this dialog only lets you enter your HTML or script code into one of six locations.

- fileStart. Adds code before the <HTML> tag.
- headInner. Adds code to the <HEAD> content, inserting it just before the </HEAD> tag.
- bodyAttrs. Adds code just below the <BODY> tag.
- bodyStart. Adds code inside the <BODY> tag, as in <BODYattribute=value>, where attribute=value is your code.
- bodyEnd. Adds code just above the </BODY> tag.
- fileEnd. Adds code after the </HTML> tag.

Giving you the following options:

- Insert Field. Adds a field to the code. "Managing Variables" on page 1057.
- Insert Data Source. Adds the content of a data source to the code.
- Insert File. Adds content of an HTML, script, or other text file.
- Save. Saves the changes you make to the code.

4. Enter your code in the field.

Note: You can click the Insert File button to insert contents of an HTML, script, or other text file. Click the Insert Field button to insert a field. See "Managing Variables" on page 1057.

Click to insert contents of an HTML, script, or other text file

Click to insert contents of an HTML, script, or other text file

Click to add code before the <HTML> tag.

.Click to add code to the <HEAD> content, inserting it just before the </HEAD> tag.

Click to add code just below the <BODY> tag.

Click to add code inside the <BODY> tag.

Click to insert a field

Type or paste your HTML or script.

Click to add code after the </ HTML> tag.

Click to add code just above the </ BODY> tag.

Object HTML

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.0 Transitional//E
<HTML>
<HEAD>
<TITLE> Title of Page will be generated by NetObjects Fusio

<!-- NetObjects Fusion Generated HEAD HTML-->
</HEAD>
<BODY NetObjects Fusion Generated BODY Parameters

>


<!-- NetObjects Fusion Generated BODY -->


</BODY>
</HTML>
```

OK

Click to insert data source.

Click to save the changes.

Note: .

Note: To be able to insert files, fields or data sources to the HTML code, you must first specify the location of the new inserted code/ information by selecting one of the six locations available: fileStart, headInner, bodyAttrs, bodyStart, bodyEnd, fileEnd.

Preview the site to test your code, and view it from your browser to see the resulting HTML. To edit your code, open the Object HTML dialog again, click on the button to position the mouse slider where you want to make the changes, and make your changes.

Accessing an AutoFrame's HTML

If your site uses AutoFrames, you can add HTML or script to the frameset file that gets generated, for example, to include a <NOFRAMES> tag for browsers that don't support frames or to modify the size or layout of your frames. You can also add code to any content page the frames display, for example, to center the frame's contents.

Working in the Page HTML Dialog

In Page view:

- To access the frameset's HTML, click in the MasterBorder or AutoFrame, then click the HTML button on the General tab of the Properties panel. Or right-click in the MasterBorder or AutoFrame, and choose Master HTML from the context menu. The code is applied to the frameset instead of across a range of pages.

- To add code to a frame's HTML page, click the AutoFrame label and then click the HTML button on the Frame Properties panel. Or right-click in the AutoFrame, and choose Frame HTML from the shortcut menu.

In each case, the Page HTML dialog appears, where you can add code as described in "Editing the Page's HTML" on page 996.

Note: If you remove the AutoFrame from a MasterBorder, code added to the frame's content HTML is deleted.

Working in the HTML Code Editor

You can also add or edit a frameset in the HTML Code Editor. When a page contains frames, tabs appear at the top of the HTML Code Editor, one for each frame in the frameset, one for the page Layout (the Body frame), and one for the frameset.

The names of frames are assigned by default when you choose a frame on the AutoFrames tab of the MasterBorder Properties panel. The frame names display as framename_pagename.html for all frames that must change from page to page and as framename_masterbordername for all frames that do not change.

The default names are Left Frame, Right Frame, Top Frame, and Bottom Frame, depending on which type of frame you selected. Additionally, there are two other tabs: Body Frame and Frameset Page. The Body Frame tab displays the code for the page Layout. The Frameset Page tab specifies information about the frameset such as the names and attributes for each frame in the frameset and META tags for the page.

To edit a frame:

1. Click the HTML Code tab in Page view.

2. Click the tab with the name of the frame you want to edit. See "Editing the Page's HTML" on page 790.

Left Frame is the source code for the left frame

Body Frame is the source code for the main page (Layout)

Frameset Page is the source code for the frameset

Examples of Page and AutoFrame HTML

Indexing Pages for Search Engines

To give your content the best chance of being found and ranked by search engines, you can add META tag descriptions and keywords to your pages' <HEAD> content. Site visitors don't see this information, but search engines require it to index your site.

Note: Search engines index frameset files, so if your site uses AutoFrames or scripted frames, be sure to access Master HTML so your tags are added to the frameset file.

1. In Page view, click in the Layout area of the page you want indexed, or in the MasterBorder or AutoFrame to index a set of pages.

2. Click the HTML button on the General tab of the Properties panel.

The Object HTML dialog appears.

3. Click the headInner button and enter META tags that describe your content. For example, type:

<META NAME="DESCRIPTION" CONTENT="Large selection of valuable, high quality antiques and collectibles for any budget."> where the content is a one-sentence description containing the most important keywords site visitors might search for. Then type:

<META NAME="KEYWORDS" CONTENT="antiques, quality antiques, valuable antiques, low-cost antiques, collectibles, jewelry, furniture, novelties"> where the content lists all important keywords.

Note: You can also enter META keywords in the Meta Tags tab of the Page Properties panel. See "Setting META Tag Properties" on page 50.

4. Click OK.

5. Register your site with search engines. For further information see "Creating a Site Map for Search Engines" on page 1082.

You must do this separately with each search engine for it to find your site.

Visit AltaVista, Excite, Lycos, Yahoo, and so on, for information. Search engines continually evolve how they use content to index and rank pages, and many of them make this information available at their sites. Visit Online view for registration information.

To see the resulting HTML, publish the site and view the code in your browser.

To test the tags you added, publish the site and search for keywords using the various search engines. Be patient, as it can take days or weeks for indexers to find your site.

Auto-Forwarding from a Transition Page

You can create a transition page that appears for a few seconds, for example, to display a product logo, and then forwards site visitors automatically to another page. You do this by inserting a META tag in the page's <HEAD>.

1. In Page view, click in the Layout area of the transition page, and click the HTML button on the Layout Properties panel.

The Page HTML dialog appears.

2. Click the headInner button and type:

<META HTTP-EQUIV="REFRESH" CONTENT="seconds; URL=http://

server.domain.com/page.html"> where seconds is the number of seconds you want
the transition page to appear, and http://server.domain.com/page.html is the URL of
the page you want to link to.

3. Click OK.

Preview the site to test the transition, and go to HTML Code view to see your code.

Accommodating Browsers that Don't Support Frames

Some older browsers don't support frames. To prevent site visitors using these
browsers from being greeted with a blank page or error message when they access
your site, add alternate content for them using the HTML <NOFRAMES> tag.

You add the <NOFRAMES> tag and your alternate content to the frameset file
generated when you publish. Your content can include text, pictures, and links,
using standard HTML tags.

1. In Page view, right-click in the MasterBorder and choose Master HTML.

The Object HTML dialog appears.

2. Click the bodyAttrs button and enter:

<NOFRAMES>

<H1>Thanks for visiting our site!</H1>

We're sorry you haven't had a chance to upgrade your browser yet and can't see our
framed site. We think the frames make it easier to find what you want.

<P>If you want to obtain a more current browser, check out either Microsoft's <A

HREF="http://www.microsoft.com">Internet Explorer</A> or Netscape's <A

HREF="http://www.netscape.com">Navigator or Communicator</A> products!

</NOFRAMES>

3. Click OK to close the dialog.

A site visitor with a browser that supports frames sees the framed site as you designed it. A site visitor with an older browser sees the following:
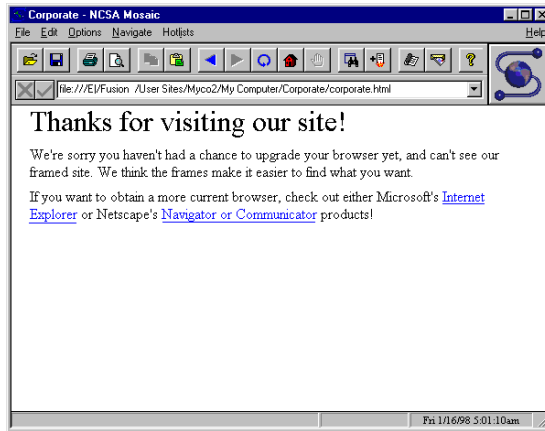
Creating a Default Target Frame

If you code your own frames, and one content page contains a lot of links that target the same frame, you can make that frame the default target, so that way you don't have to choose a target attribute for each link. The default target for the contents of a frame that displays navigational buttons, might be, for example, a frame that displays the primary content those buttons point to. Unless you add a target attribute specifying differently, all links on that page display their contents in the default frame.

1. In Page view, open the content page to be targeted.

2. Click the HTML button on the Layout Properties panel.

The Page HTML dialog appears.

3. Select the headInner button and enter:

<base target="framename"> where framename is the name of the frame as defined in the frameset file that you want to be the default target.

4. Click OK to close the Page HTML dialog.

Create several links on the content page using the Link dialog. Don't add any HTML specifying a target frame. Preview the site and test the links. They should all display contents in the default target frame.

Accessing an Object's HTML

You can add HTML or script to pictures, media, a text box, or any other object, to modify or control that object. You can enclose the object in HTML tags, or add HTML or script inside the object's tag.

You can add code before and after the HTML of a text box as described here. To insert code inside a text box, see "Inserting HTML in a Text Box" on page 807.

1. In Page view, select the object you want to add code to, and click the HTML button on the Properties panel. Or from the Object menu, choose HTML.

The Object HTML dialog appears.

2. Click the button to indicate where you want to insert HTML or script.

   • before. Adds code just before the object's tag, as in your_code <IMG SRC=>, if the object is a picture.

   • inside. Adds code inside the object's tag, as in <IMG SRC="Image.gif" attribute>, where attribute is your code. This tab appears only if you can add something inside the object's tag.

   • after. Adds code just after the object's tag; for example, to insert a closing HTML tag for any opening tag inserted before the object.

3. Enter your code on the selected section.

You can click the Insert File button to insert contents of an HTML, script, or other text file. Click the Insert Field button to insert a field. See "Managing Variables" on page 1057

4. Click OK.

Click to insert contents of an HTML, script, or other text file

Click to save the changes.

Click to insert a field

Click to add content before the object tag.

Click to insert data source

Type or paste your HTML or script.

Click to add content after the object tag.
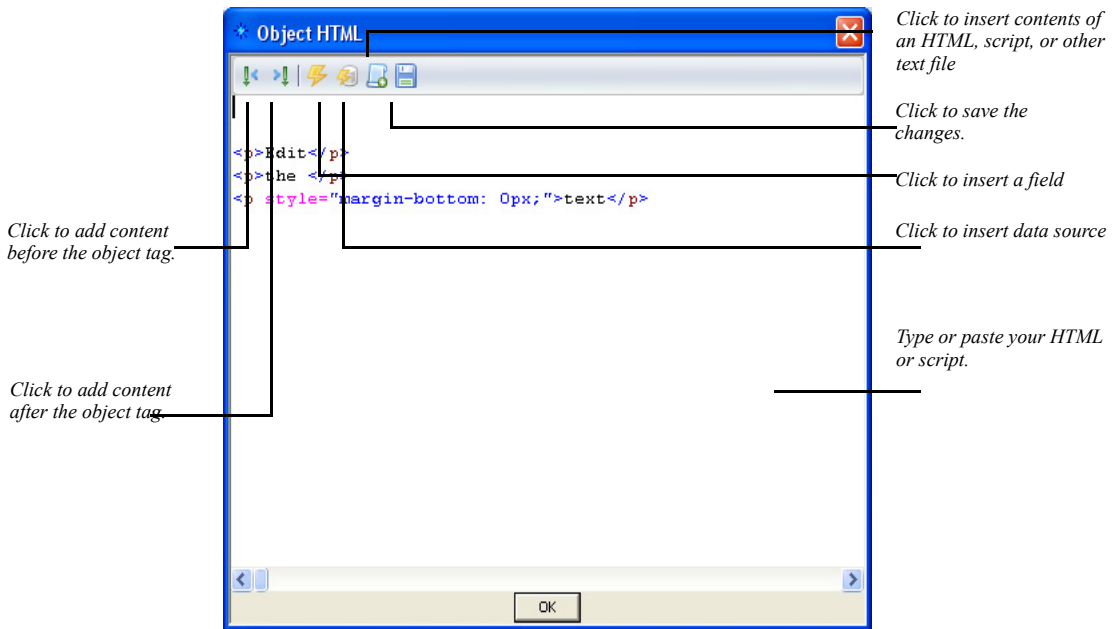
5. Click OK.

The object is marked with an HTML icon.

HTML indicator icon
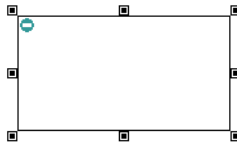
Preview the site to test your code, and view the code from your browser to see the resulting HTML. To edit the code, open theObject HTML dialog again and make changes.

Examples of Object HTML

Displaying a Message on Mouse Click

You can display a message when site visitors click an image or text link. One way to do this is by creating a Blank link and inserting an onClick JavaScript in the opening <A HREF> tag of the link.

Note: You cannot add or edit HTML for links in HTML Code view.

You can do this only in the Link HTML dialog.

1. In Page view, select the image or the exact text site visitors are to click, and click the Link button on the Properties panel.

The Link dialog appears.

2. Select Smart Link from the Link type drop-down list and select Blank in the Name column.

3. Click the HTML button in the Link dialog.

The Link HTML dialog appears.

4. Click the inside button and type:

onClick="alert('your message')" where your message is the text of your message.

5. Click OK in the Link HTML dialog, then click Link in the Link dialog.

Preview the page and click the image or text to see the message.

Message that appears when site visitors click the link
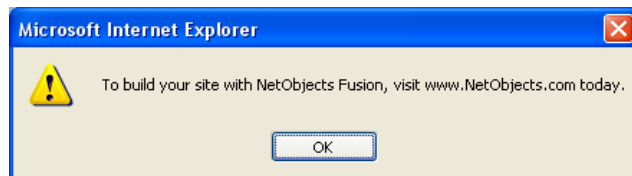
View the HTML code in HTML Code view to see the resulting HTML. Another way to add this JavaScript to a picture or text link is to create a custom link. In the Link dialog, select External Link as the Link type, choose javascript from the New link drop-down list, and type the onClick script in the New link field.

Inserting HTML in a Text Box

You can insert HTML or script inside the contents of a text box at the insertion point, for example, to add text attributes or comments to the HTML. Note that you cannot do this in HTML Code view.

1. In Page view, double-click in the text box to get an insertion point.

2. From the Text menu, choose Insert HTML.

The Insert HTML dialog appears.

3. Enter your HTML or script.

> **Note:** The Insert HTML dialog can contain up to 255 characters. To insert more than 255 characters, use the HTML Code Editor or Object HTML dialog or reference an external HTML file.

4. Click OK.

Marks HTML inserted in a text box

Preview the page to test your code, and view the source from your browser to see the resulting HTML.

Coding Your Own Objects

You can create an object, such as a Java applet or a table you want to code yourself, by entering HTML or script in an empty text box.

1. In Page view, draw a text box where you want the object to go.

The box marks the object's position when you publish, but it can grow vertically or horizontally depending on the object. To approximate the published size in your Layout area, select Lock height on the Text Box tab of the Text Properties panel.

The before button

2. Right-click in the text box and choose Text HTML from the shortcut menu.

The Object HTML dialog appears.

3. On the before button, type, paste, or insert the HTML or script.

4. Press Enter after the script and type **<!--**

5. On the After Tag tab, type **-->**

6. Click OK.

You defined a space on the page for a text item, inserted the HTML or script, and told NetObjects Fusion to put the HTML or script in place of the text.

Preview the page to test your code, and view the source from your browser to see the resulting HTML. If necessary, go back and adjust the box's position in Page view to get the actual spacing you want.

Coding Your Own Frames

You can create HTML frames in any part of the MasterBorder without coding HTML by using AutoFrames. But if you want to put frames in the body of your page, you can script them, just as with any HTML editor.

Here's an example of accessing HTML to create a section of a site that uses two horizontal frames–one body frame that scrolls, and a footer frame that doesn't. Navigation buttons in the footer open each of two pages in the body, while a Home Page button links out of the frames section to the site's Home page.

1. In Site view, create a new page for the frameset—the page where your frames begin. Name the page Frames.

2. Beneath this page, create three content pages for the frames to display, named Footer, One, and Two.

Attach HTML to this page to define it as a frameset

Add content to the frames on these pages using NetObjects Fusion tools
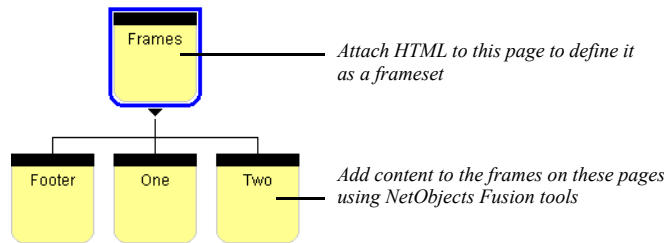
3. Display the Frames page in Page view, and add HTML that defines it as a frameset, setting the size and position of each frame, and the content it initially displays.

    Select the Layout, click the HTML button on the Layout Properties panel, and type the following in the headInner button area of the Page HTML dialog:

    ```
    <frameset rows="*,70">
    <frame name="main" src="./html/one.html">
    <frame name="footer" src="./html/footer.html">
    </frameset>
    ```

    Or, if you're publishing the site using the Flat directory structure rather than the by Asset Type structure, type the following for the second and third lines:

    ```
    <frame name="main" src="./one.html">
    <frame name="footer" src="./footer.html">
    ```

This HTML creates two horizontal frames—one called "main" that occupies the bulk of the page, and a 70-pixel-high frame called "footer" at the foot of the page.

Click OK in the dialog when you're done.

> **Note:** The **src** attribute is a relative path name to a content page that must match exactly the path name generated when you publish the page. The path depends on the directory structure selected in Publish view (from the Publish menu, choose Arrange Files, and then choose one of the submenu options). The file name is the page's name in Site view, all lowercase, with an **.html** extension and an underscore in place of spaces and other special characters. So **One** in Site view becomes **one.html** in the resulting HTML. If you're not sure where a content file is relative to your frameset page, or what its HTML name is, look in Publish view.

4. Open the Footer page in Page view.

5. On the MasterBorder Properties panel, select ZeroMargins in the Name field.

6. Click in the Layout area and enter 110 in the Height field on the Layout Properties panel.

7. Add three text boxes to the Layout, containing the text One, Two, and Home.
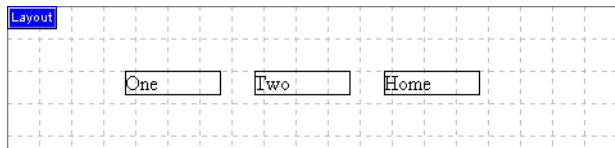
8. Select the text One, click Link, select the Internal Link type, and select the One page. In the Target section of the Link dialog, click New and type **main** in the text field next to the New button. Click Link to close the dialog.

9. Select the text Two and create an internal link to the Two page. In the Target section of the Link dialog, click Existing and select main from the drop-down list. Click Link to close the dialog.

10. Select the text Home and create an internal link to the Home page. In the Target section of the Link dialog, click Existing and select _top from the drop-down list. Click Link to close the dialog.

11. Open the One and Two pages in Page view, choose the ZeroMargins MasterBorder on the MasterBorder Properties panel, and add whatever content you want to appear in the **main** frame for each page. Add content to the Home page.

You can't preview to see scripted frames, so publish the site and test your frames. Click each button in the bottom frame. The One button should display the contents of the One page in the top frame, the Two button should display the Two page in the top frame, and the Home button should exit the frames altogether and display the Home page in the whole browser window.

"main" frame

"footer" frame

Frameset HTML you added defines the frame boundaries

Add pictures and text to content pages using NetObjects Fusion tools
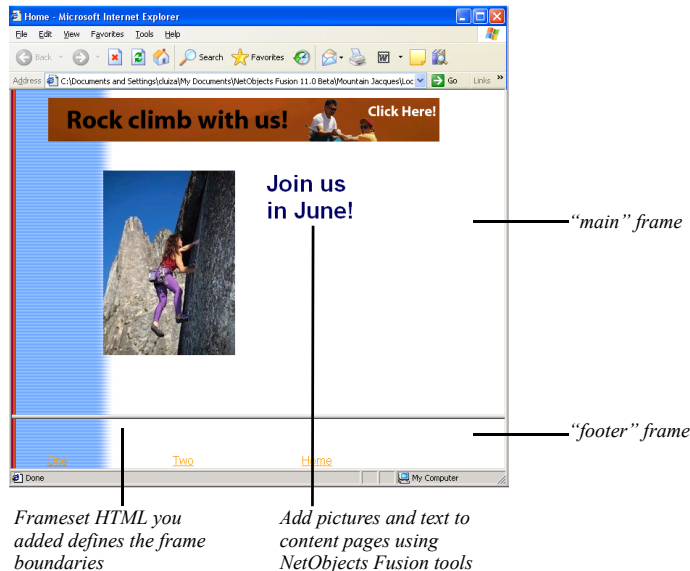
Working Directly with the Attributes of the HTML Code

The Properties Grid is an HTML editing panel, containing a property grid with HTML attributes and values. Using the Properties grid, you can customize the properties of the selected object just by modifying the attributes of the HTML code.

The changes you make in the Properties Grid will automatically update the HTML code of the page.

The Properties Grid panel contains two options to help organize and work with the HTML attributes that you need:

- Categorized, where the grid contains a categorized list of all the HTML properties available.

- Alphabetic, which contains a list of all the available properties in alphabetical order.

Displaying the Properties Grid Panel

By default, the Properties Grid panel is docked on the left side together with the Properties panel.
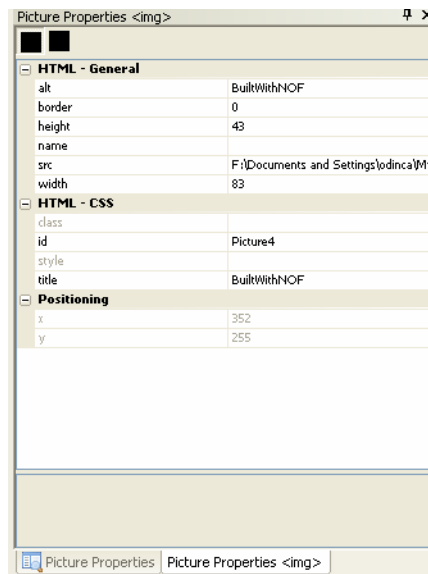
If the Properties Grid panel is not available on your workspace, follow these instructions:

1. Display a page of your site in Page View.

2. From the View menu, select the Grid Inspector option, if it is not already selected.

The Properties Grid panel appears.
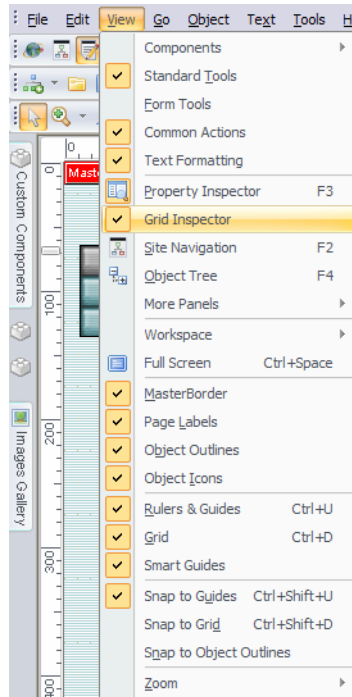
> **Note:** If the Properties Grid option is selected, the Page Properties Grid will be automatically visible when you click on the Layout of the page or on the MasterBorder.

Changing an Object's Properties Using the Properties Grid Panel

To assign a new value to an object, choose an HTML property from the Properties column on the left and set the value for that property on the Values column on the right. If you have previously set up a database recordset or an XML dataset, you can also specify dynamic values for HTML attributes.

Categorized HTML Properties

To set new values to properties:

1. In the Categorized section, expand a category on the left by clicking the corresponding '+' sign.

2. On the Properties column, select a property from the expanded category. When applying a value to a property, you will have the option to type the value or select a value from the options displayed in the drop-down list, if available.

3. Type or select the corresponding value if a drop-down list is available.

Alphabetized HTML Properties

The Alphabetic section displays all HTML properties arranged alphabetically. You can perform the same actions of setting new values to HTML properties, as in the Categorized section.

For example, to set the object's height, select height on the Properties column and enter a value to the Values column.

Each attribute is an abbreviation of a property of the object. For the definitions of the most used attributes, see the "Customize Tags" section from page xx

The Grid Inspector makes your work much easier, because now you can change the properties of an object from a single section of the Properties Panel.

Customize Tags

Each type of object has different attributes listed in the Properties Grid panel, according to the properties it comprises.

Next, you will find a list with explanations for the most commonly used attributes.

General

- CenterIn Browser.
- FileExtension.
- Title. A text to display in a tool tip.
- Height. Defines the height of an object.
- Width. Sets the width of an object.
- Alt. Defines a short description of an object.
- Border. Defines a border around an image.
- Src. Defines the URL of the image to display.

- Name. Connects the content attribute to a name.

Style - Common

- BackgroundImage.
- BackgroundSound.
- BackgroundColor.

HTML - CSS

- Class. The class of the element.
- Id. A unique ID for the element.
- Style. An inline style definition.
- Title. A text to display in a tool tip.

Note: To customize the Meta Tags HTML attributes, see "Setting the Meta Tags Properties" on page 50.

Script Importing Order

The Script Importing Order section helps you import new scripts, but also organizes the embedded scripts that can be client-side or server-side.

Adding a Script File

In NetObjects Fusion 11, you can add your own script files and specify if the script should be applied throughout the entire Web site, in a specific MasterBorder, or even a specific page.

To add a script file:

1. Select the Scripts Importing Order button on the Layout or MasterBorder Properties panel.
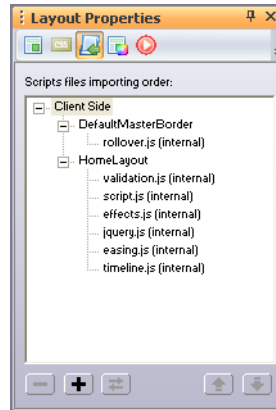
2. Click the "+" button to add a new script file.

3. Select the script file you want to add.
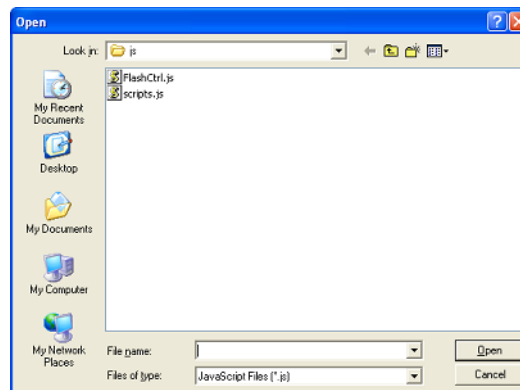
4. Click the Open button.

The Scripts Settings dialog appears.
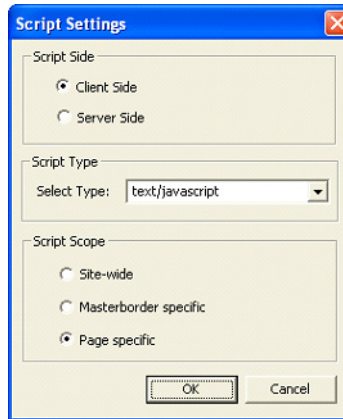
5. In the Script Side section, select one of the following two options:

   • Client Side. Script is run by the Web browser. Client-side scripts allow greater interactivity in a document by responding to user events. The client-side scripts are added to the HEAD section of the HTML page between the Scripts tags.

   • Server Side. The script is run directly on the Web server generating dynamic HTML pages. Server-side scripting offers you the ability to highly customize the response based on the user's requirements, access rights, etc. The server-side scripts generate a server-side code that is embedded at the beginning of the generated HTML code. The server-side code might be PHP or ASP.

   Note: In the Site Options dialog, you may change the type of the server-side code for the entire site.

6. If you have previously selected the client-side script option, you also have to select the MIME type of the script from the Select Type drop-down list, or you may enter a new MIME type of the script. By default, the text/javascript type is selected.

7. In the Script Scope section, you will have to choose where the script file should be applied in this site:

- • Site-wide. If you select this option, when you publish the site, each page of the site will include the added Script file.

- • MasterBorder specific. If you select this option, when you publish the site, all the pages that contain the selected MasterBorders will include the added Script file.

- • Page Specific. If you select this option, when you publish the site, only the selected pages will include the added Script file.

8. Click the OK button.

The added script file is displayed in the tree displayed within the Script Importing Order section.
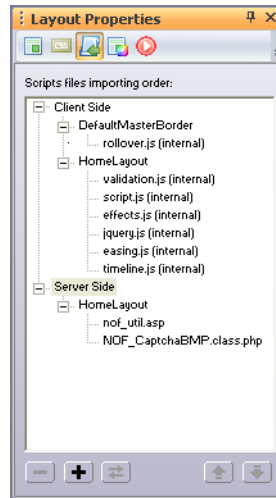
Changing the Scripts Files Importing Order

When working with multiple scripts you may find it necessary to define the order in which the script is referenced.Generally, the import order for the Scripts files in NetObjects Fusion 11 is:

1. Site-specific External Script files.

2. MasterBorder-specific External Scripts files. The order through which these files are imported may be changed in the Scripts Importing Order section on the MasterBorder Properties panel.

3. Page-specific External Scripts files. The order in which these files are imported may be changed in the Scripts Importing Order section on the Layout Properties panel.

To change the order in which scripts files are imported:

1. Select the Scripts Importing Order button on the Layout or MasterBorder Properties panel.

2. Select the Script file.

3. Use the up and down arrow buttons to change the import order. The Script file from the first position on the files list will be imported first.

> **Note:** You can only change the order of the scripts of the same scope. You cannot change the scope of an imported script file.

Removing an External Script File

External Script files that have been added to the Scripts Tree can also be removed. To remove an external Script file from the Scripts Tree:

1. In the Scripts Tree, select the Script file by clicking on it.

2. Click the "-" button.

The Script file will be removed from the Scripts Tree.

Working with Internal Script Files

Internal Script files cannot be deleted, but you can change their content.

To change the content of an existing internal script file:

1. Select the Scripts Importing Order button on the Layout or MasterBorder Properties panel.

2. Select the internal script file you want to change.
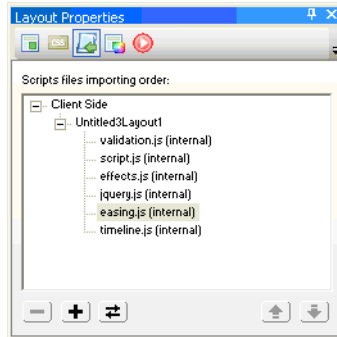
3. Click the Replace content button.

The Open dialog appears.

Replace content button

4. Open the folder that contains the script file with the new content.

5. Select the script file and click Open.

The name of the file doesn't change; only the content of the internal script file is replaced with the content of the opened file.

Data Publishing

NetObjects Fusion makes it easy to publish information such as employee directories, product and service catalogs, and event schedules. You can enter, manage, and store this information as records either in your NetObjects Fusion site, or in an external application such as a database or spreadsheet.

To publish the data, you specify its source and create a layout for the pages that will display it. NetObjects Fusion uses your Layout to create a separate page for each record, and can automatically provide site visitors with buttons to navigate between them.

This chapter describes how to publish data using NetObjects Fusion, including:

- Static and dynamic data publishing
- Creating a data object
- Storing data internally
- Using data stored externally
- Creating a data list
- Creating stacked pages

Static and Dynamic Data Publishing

NetObjects Fusion supports two kinds of data publishing: *static* and *dynamic*.

- Static data publishing takes any kind of data—text, pictures, multimedia files, and so on—from a database or spreadsheet. NetObjects Fusion publishes the data on your site, where it remains unchanged—static—until the source data is changed and the site is re-published. Static data publishing, which is the focus of this chapter, uses data objects that derive data from internal or external sources.

- Dynamic data publishing makes it possible to refresh the data each time a visitor goes to the site. When the browser requests the data, it is assembled on the spot; it does not depend on re-publishing the site.

  Dynamic data publishing requires third-party components. Third-party publishers regularly release new components for NetObjects Fusion. For the latest information, visit Online view.

Storing Data with NetObjects Fusion

Using the data publishing capabilities of NetObjects Fusion, you can store text and pictures in a database internal to your site, or import data from external sources such as Microsoft Excel or Access using an ODBC data source connection. In both cases, NetObjects Fusion publishes your data in standard HTML pages. This makes it easy to add listings, such as product and service catalogs, employee directories, and event schedules to your site.

You use the following objects when you publish data in NetObjects Fusion:

- *Data objects.* A *data object* is a collection of data fields that define what data will be published. Creating a data object is the essential first step in adding internal or external data to your site. The data object becomes an asset of your site. When you reference records internally, you must specify the data fields you want to store. When you store records from external data, NetObjects Fusion includes all fields available in the source.

- *Data fields.* Defined in the data object, *data fields* appear on stacked pages and are the containers for the data in your site. You can arrange and label data fields; the arrangement appears on all stacked pages.

- *Data lists.* The *data list* appears on the parent page of the stacked pages that contain the actual data. The data list functions as a table of contents for the

internal or external data in your site. You select the fields you want to display as column headers in the list. The field data from either the internal or external source populates the data list when you publish.

- *Stacked pages.* Each record in your database appears on a separate *stacked page* below the page containing the data list. Stacked pages are not siblings of each other, but instead are iterations of the same page, containing the fields defined in your data object.

The following illustration shows the relationship of these objects for internal and external databases.
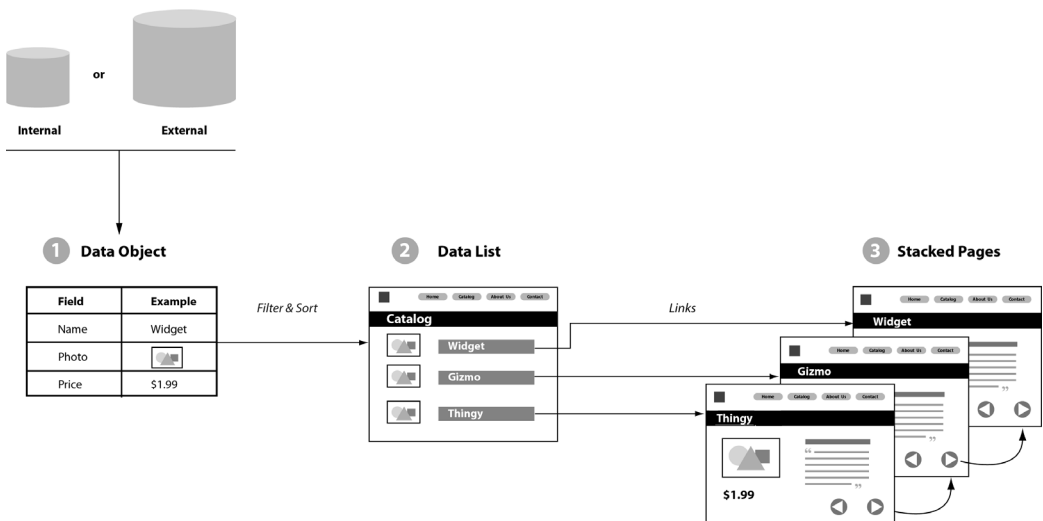
For example, you could publish a backpack catalog on your site with a record for each backpack. Each row in the data list lets the site visitor navigate to the stacked page that contains the corresponding backpack's description, photo, and price.

To create the backpack catalog, your first step is to create a backpack data object. You can define a data object once and use it in different filtered data lists. For example, you can create one data list of all the backpacks in your database. With the same data object, you can create additional data lists of internal frame backpacks, external frame backpacks, frameless backpacks, and so on.

If you create a data object from an external source—for example, from a Microsoft Access database—and then update or change the external source, you must republish the site to update the data. For example, suppose your backpack data object referenced 50 records originally and the external database is increased with 25 new records. After you republish your site, the data object references 75 records, the backpack data list contains 75 rows, and there are 75 stacked pages.

After you create a data list on a page, NetObjects Fusion generates the first stacked page. You create the initial Layout of how all stacked pages look on the first stacked page. When you create the Layout of the first stacked page, the remaining stacked pages automatically inherit the same Layout. Changes you make in the Layout in any one stacked page affect the Layout of all stacked pages in that set.

The following illustration shows how the data list page and its child stacked pages appear in Site view.

Home — *Data list page*

Products — *Stacked pages*
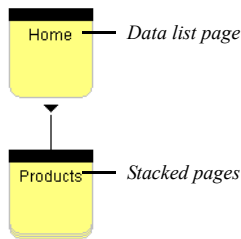
Publishing Data

In general, when you work with data publishing, you follow this process:

1. Create a data object.

2. Create a data list.

3. Design a set of stacked pages.

When you create a data list, you create the stacked page for the data object. On this stacked page you create the Layout to be used for all the pages in the stack, including the field data you want to display on the page.

• If you are storing data internally, you enter the field data on the stacked page itself.

• If you are using an external source, the field data is drawn from the external database, spreadsheet, or ASCII text file.

When you use the Data List tool in Page view, you can perform all three tasks within the Data Publishing dialog.

Create or select a data object

Choose options for the data list

Choose options for stacked pages

Click OK to create the data list and stacked pages
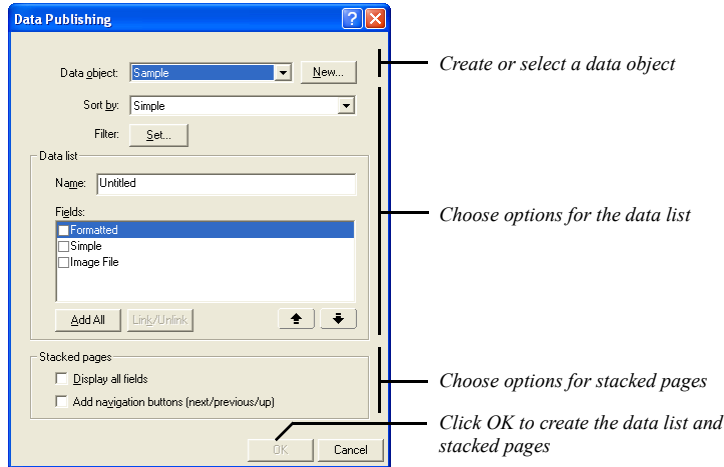
Creating a Data Object

You can create two types of data objects:

*   *Internal data objects* reference simple text, formatted text, and picture data fields stored or placed within your site.

*   *External data objects* import fields from a data field created in a program other than NetObjects Fusion. External data sources include external databases, spreadsheets, and ASCII text files. Importing external data takes a single table from a database or a single worksheet from a program such as Microsoft Excel; it does not import the entire database. Use external data if your database is maintained by others who do not use NetObjects Fusion, if you have large quantities of data, or if the data is frequently updated.

The tools for creating the two data object types appear on the Advanced toolbox. Use the New External Data Source tool to create a data object for external data; use

the Data List tool to create a data object for internal data. After you create an internal data object, use the Data Field tool to add data fields to the stacked pages.
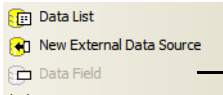
Data Field tool (only available on stacked pages)

Creating a Data Object for Internal Data

Internal data is records and fields stored within your site. You enter internal data directly into a stacked page by typing text or numbers and by placing pictures.

You can create a data object in Page view or in Assets view. If you create a data object in Page view, you can immediately create stacked pages and start entering data. If you create a data object in Assets view, you must return to Page view to create a data list and stacked pages.

To create a new internal data object:

1. Display the Data Object dialog:

Data List tool

- In Page view, select the Data List tool from the Advanced toolbox, and draw a rectangle on the page. In the Data Publishing dialog, click the New button.

New Asset

- If you are in Assets view, click the Data Objects tab and then click the New Asset button on the views bar.

2. Select Internal and enter a name for the data object and comments about it.

    NetObjects Fusion uses the data object name in the list of data objects in the Data Publishing dialog and in Assets view.

3. Click the plus (+) button to add a field. Fields define the kind of data you can enter.

    The Data Field dialog appears.
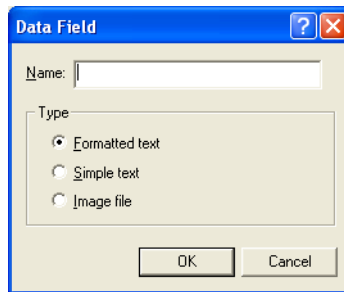
4. Type the field name and select a data type for the field.

    •   *Formatted text.* Characters in these fields can be formatted individually. Formatted text fields can contain paragraph and line breaks, and can exceed 255 characters. You cannot sort on formatted text fields.

    •   *Simple text.* All characters in these fields share the same formatting characteristics. Simple text fields cannot contain paragraph or line breaks, and cannot exceed 255 characters. You can sort on simple text fields.

    •   *Image file.* These fields can contain an image in one of these formats: **.bmp**, **.gif** (animated, embedded, interlaced), **.jpg**, **.pct**, **.pcx**, **.png**, **.psd**, **.tga**, or **.tif**. You can sort on image file fields. NetObjects Fusion uses the file names to sort the image files.

    Note: Carefully plan the fields you define within an internal data
    object. After you click OK in the Data Object dialog, you
    cannot delete the field from the data object or change the
    data field type.

5. Click OK.

6. Repeat steps 3, 4, and 5 to add fields.

7. When you are done, click OK in the Data Object dialog.

The data object is now an asset of your site, and you can continue as follows:

- If you're working in Page view, the Data Publishing dialog is still open. You can select fields and format the data list as described in "Creating a Data List" on page 1036, and lay out your stacked pages as described in "Creating Stacked Pages" on page 1039.

Data List tool

- If you're in Assets view, go to Page view, select the Data List tool from the Advanced toolbox, and draw a rectangle on the page. In the Data Publishing dialog, select the newly created data object from the drop-down list. Select fields and format the data list as described in "Creating a Data List" on page 1036, and lay out your stacked pages as described in "Creating Stacked Pages" on page 1039.

Changing an Internal Data Field Name

1. Go to Assets view.

2. Click the Data Objects tab.

3. Double-click the data object name.

   The Data Object dialog appears.

4. In the Fields list, double-click the name of the field you want to rename.

   The Data Field dialog appears.

5. Type a new name in the Name field and click OK.

6. Click OK.

Creating a Data Object for External Data

External data exists in local desktop databases or in ODBC data sources. *Open Data Base Connectivity (ODBC) drivers* draw data from Structured Query Language (SQL) data sources, such as Oracle and Sybase data files. They also support Microsoft Excel, Microsoft Access, delimited text files, and others.

NetObjects Fusion 11 automatically imports all the fields available in the external database file. If a simple text field contains a valid path to an image file, NetObjects Fusion asks if you want to make the field an image field. Before you add an external data object, make sure you have all the necessary fields. You cannot add fields once you create the external data object.

Note: NetObjects Fusion Connector for Macromedia ColdFusion and
NetObjects Fusion Connector for Microsoft Active Server Pages
support dynamic data publishing. Visit Online view for
information about these connectors.

To create a data object from a SQL data source:

1. Display the Select Data Source dialog:

New External Data
Source tool

   • In Page view, select the New External Data Source tool from the Advanced
     Tools toolbox, and draw a rectangle on the page.

New Asset

   • If you are in Assets view, click the Data Objects tab, and then click the New
     Asset button on the views bar. The Data Object dialog appears. Select
     External and then click the Source button.

   The Select Data Source dialog appears.

2. You can select an existing data source or create a new data source.

   To create a new data source, click New in the Select Data Source dialog and
   follow the steps in the Windows Create New Data Source wizard.

   To select an existing ODBC source on your system, you can use the File Data
   Source tab or the Machine Data Source tab:

   • *File Data Source.* Select from the list of data sources and click OK.

   • *Machine Data Source.* Select from the Data Source Name list and click OK.

   Depending on the data source type you choose, the Select Workbook or Select
   Database dialog appears.

3. Follow these steps:

   • Select a file in the dialog and click OK.

   • If the source refers to a multiple-file database or a spreadsheet with multiple
     tabs, the Select dialog appears. Select the file or tab and click OK.

     NetObjects Fusion creates the data object, gives it the name of the selected
     file or tab, and imports its fields as simple text fields.

If a simple text field contains a valid path to an image file, you can choose to make
it a text field or an image field.

The data object is now an asset of your site, and you can continue as follows:

- If you're working in Page view, the Data Publishing dialog is still open. You can select fields and format the data list as described in "Creating a Data List" on page 1036, and lay out your stacked pages as described in "Creating Stacked Pages" on page 1039.

Data List tool

- If you're in Assets view, go to Page view, select the Data List tool from the Advanced toolbox, and draw a rectangle on the page. In the Data Publishing dialog, select the newly created data object from the drop-down list. Select fields and format the data list as described in "Creating a Data List" on page 1036, and lay out your stacked pages as described in "Creating Stacked Pages" on page 1039.

Creating a Data List

Once you create a data object, you can create a data list on any page. You create a data list and a set of stacked pages at the same time. NetObjects Fusion automatically includes linked data list icons in the first column in the data list. The data list thus acts as a table of contents—each row contains data for, and is linked to, a single stacked page.

To create a data list:

1. In Page view, display the page on which you want to place the data list.

Data List tool

2. Select the Data List tool from the Advanced toolbox and draw a rectangle in the Layout area.

The Data Publishing dialog appears. Select the data object you want to use for this data list.

The fields in the selected data object are listed.

Current data object

Fields in the table or worksheet in the current data object
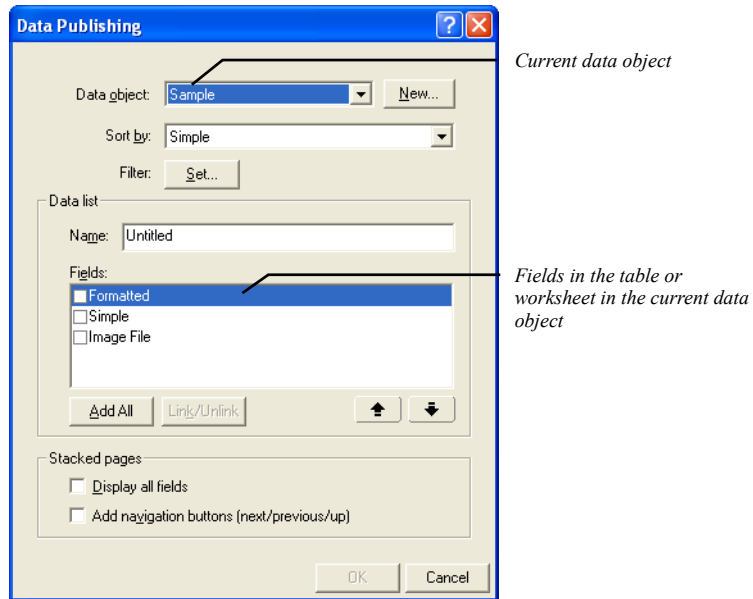
3. Choose a sort field from the drop-down list. For internal data objects, you can only sort on simple text or image fields.

Records are sorted in ascending order.

4. To filter the data, click the Set button. You can use simple text fields to filter the data.

The Filter dialog appears.
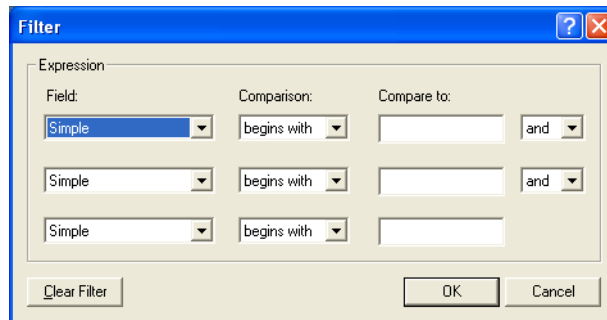
By default, all available records in the data list and on stacked pages appear. You can create selection criteria that isolate the records you want in your data list.

5. Enter your selection criteria and click OK.

   If you do not use all three lines, choose end from the drop-down list at the end of the last line you use.

6. In the Data list area of the Data Publishing dialog, enter a name for the data list.

7. In the Fields list, select fields to include in the data list by clicking the check boxes to the left of the fields.

   As a shortcut, you can click the Add All button, which marks all fields for display. Typically, however, you display only a subset of fields in the data list and display all fields on stacked pages.

8. To link a field to its stacked page, select the field in the Data Publishing dialog and click the Link/Unlink button.

   A data list automatically includes a navigation button that links to the record's stacked page. When you link a field, site visitors can click either the button or the linked field to jump to the record's stacked page.

9. To change the order in which fields appear in the data list, click a field and then click the up and down arrow buttons.

   Continue to select fields and click the up and down arrow buttons until the list is in the order you want.

10. Set the Stacked Page options:

    • *Display all fields* places all fields available in the data object in a simple layout when NetObjects Fusion creates the first stacked page. Use this shortcut to avoid placing fields individually as described in "Designing the Stacked Page Layout" on page 1040.

    • *Add navigation buttons* creates smart links to navigation buttons (next/previous/up) when NetObjects Fusion creates the first stacked page. Use this shortcut so you don't have to create these buttons as described in "Adding Navigation Buttons to Stacked Pages" on page 1042.

Note: The images used for these buttons—**SPNavLeft.gif**, **SPNavRight.gif**, and **SPNavUp.gif**—are in the **NetObjects Fusion 11\NetObjects System** folder.

11. Click OK.

The data list placeholder appears. Its column heads are the names of the fields you selected for display, and a data list button appears at the left of the first row. NetObjects Fusion populates the data list only when you preview or publish the page. Data never appears in the data list in Page view.

12. Set the Data List properties.
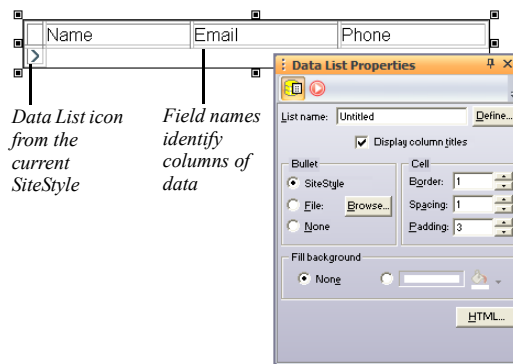
Adjust the settings to change the bullet type, background color, border size, spacing of data, and column title display. Drag the column heading borders to adjust column width. You cannot change the font type or color in a data list except by editing the text style. See "Working with Text Styles" on page 250.

When you are satisfied with the appearance of the data list, create a layout for the stacked pages as described in "Designing the Stacked Page Layout" on page 1040.

Creating Stacked Pages

Stacked pages correspond to records in a database. When you store information internally in NetObjects Fusion, you enter data for one record on each stacked page. If you are drawing information from an external data file, each stacked page automatically displays information from a record.

> **Note:** You can add or delete stacked pages for internal data as described in "Adding a Stacked Page for Internal Data" on page 1043. To add or delete records for external data, you must make the changes in your external database or spreadsheet and then republish the site.

Designing the Stacked Page Layout

The stacked page Layout determines the appearance of all the stacked pages. *Data fields and non-data objects (text, pictures, or other assets) added to the stacked page Layout are repeated on all stacked pages.* Layout changes you make to any stacked page are automatically applied to all pages in the stack.

If you did not select any stacked page options when you created your data list, your stacked page Layout is blank. You can add text and graphic objects to this page, just like any other page. The key items to be added, however, are the data fields you defined in the data object.

To design stacked pages:

1. Go to Site view or use the Site Navigation panel in Page view to navigate to a stacked page.

If you are working with external data, the control bar indicates this is 1 of as many records as were imported from the external source. If you are working with an internal data object, it indicates this is 0 of 0 because you have not created any records.

Data Field tool

2. In Page view, select the Data Field tool from the Advanced toolbox, and draw a rectangle in the Layout area of the stacked page. The dashed rectangle represents the first field you are adding.

| Name |
| Email |
| Picture |

Drawing a data field

The Data Field dialog appears. The fields available on the Name drop-down list are in the data object you selected in the Data Publishing dialog when you created the stacked pages.
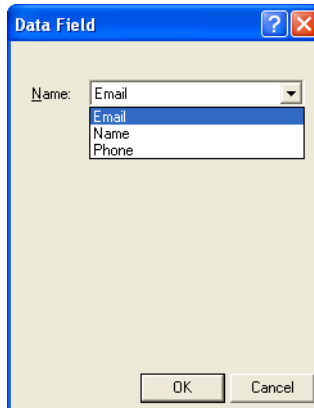
3. Select a field and click OK.

- If you are using external data, NetObjects Fusion displays image or simple text field data from the first record in the data file.

- If you are using internal data and select an image file field, the field area is marked with an X. After you create a new record, you can double-click the X to open the Picture File Open dialog, select the file, and then click OK.

- If you are using internal data and select a simple or formatted internal text field, NetObjects Fusion displays a blank field if you have at least one record. If there are no records, NetObjects Fusion displays a field containing the field name. Simple text fields allow only one line of information and all characters use the same formatting. Formatted text fields allow multiple lines of information and individual character formatting. See "Adding a Stacked Page for Internal Data" on page 1043.

4. Drag the field to the location you want on the stacked pages.

5. Place additional data fields. Add text blocks to label your fields, lines, and other graphics until you are satisfied with the Layout.

6. Use the Data Field Properties to set the background and other options for the current data field.
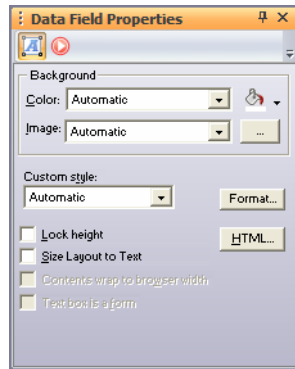
7. Do one of the following:

   • If you are using external data, your stacked pages are already created. You can use the Next and Previous buttons on the control bar to scroll though all pages in the stack.

   • If you are using internal data, add records as described in "Adding a Stacked Page for Internal Data" on page 1043. You cannot enter data until you add a record to contain it.

Adding Navigation Buttons to Stacked Pages

Next and Previous buttons simplify navigation between stacked pages. You can automatically add navigation buttons when creating your data list as described in "Creating a Data List" on page 1036, or you can create custom navigation aids by drawing or importing buttons, as described here.

To add navigation buttons for stacked pages:

1. In Page view, on one of the stacked pages, add an object to serve as a button.

   You can place text, draw a button using the Draw tool, or import an image using the Picture tool. Visit Online view to learn where you can locate a variety of images.

2. Select the object.

3. Click Link on the object's Properties panel.

4. In the Link dialog, select the Smart Link type.

5. Select Next Stacked Page or Previous Stacked Page, and then click Link.

Adding a Stacked Page for Internal Data

To add a new record to internal data, you create a new stacked page. Each new stacked page has the same layout of data fields and non-data objects as all the other pages in the stack.

You can create as many new stacked pages as you want. For each new stacked page, NetObjects Fusion adds a row to the data list on the data list page. You can delete stacked pages for internal data whenever you want.

Note: You cannot add or delete stacked pages associated with an external data object. To add or delete records when data is stored externally, you must update your external database or spreadsheet application and re-publish your site.

To add internal data stacked pages:

Add

• In Page view, on a stacked page, click the Add button on the control bar.

A stacked page with blank data fields appears. The counter on the control bar indicates the new total of records in the stack.

Deleting a Stacked Page

To delete the current stacked page of an internal data object:

Delete

• In Page view, click the Delete button on the control bar and click Yes to confirm deletion.

Adding Text and Images to Stacked Pages

When a stacked page displays data from an internal data object, you can enter text and add pictures in data fields on the stacked page. You cannot edit text on stacked pages that reference external data.

To enter text in a text data field:

• Double-click the data field.

A dotted outline with hollow handles highlights the field, and an insertion point appears inside. Type the text you want, then click outside the field to deselect it.

To add an image in an image file data field:

• Double-click the data field and select the image you want in the dialog that appears.

After you add data to the stacked pages, the data list can display it. Preview the data list page to see how it will look in your browser.

Deleting a Data Object

If you created stacked pages for the data object, you must delete the stacked pages and any data lists before you can delete the data object.

1. Go to Site view and select the stacked pages.

2. Press Delete, and click Yes to confirm.

3. Switch to Page view, select the data list, and press Delete.

4. Switch to Assets view.

5. Click the Data Objects tab.

6. Select the data object and press Delete.

7. Click Yes to confirm the deletion.

8. Click the Files tab.

9. Select the data source file and press Delete.

10. Click Yes to confirm the deletion.

Managing Assets

With NetObjects Fusion, you can manage all the assets—files, links, data objects, and variables—used in your site. In Assets view, you can navigate to the pages on which these assets appear, delete unused assets, and verify the location of assets that are in use. For information about how to add assets to a site, see Chapter 6, "Page View Basics."

NetObjects Fusion uses aliases for files and external links, so you can globally replace an item that appears on several pages—such as a picture or an external link—by replacing the file or link once in Assets view. If you insert a variable in text boxes on different pages, you can edit the value of the variable in Assets view and NetObjects Fusion updates all instances of the variable throughout your site automatically.

This chapter describes:

- Managing files
- Managing links and link targets
- Managing data objects
- Managing variables

Working in Assets View

Assets view

When you switch to Assets view, choose which kind of asset to view by clicking one of the four tabs below the views bar. You can sort a list by clicking a column heading, and you can change the width of any column by dragging the column divider to the left or right.
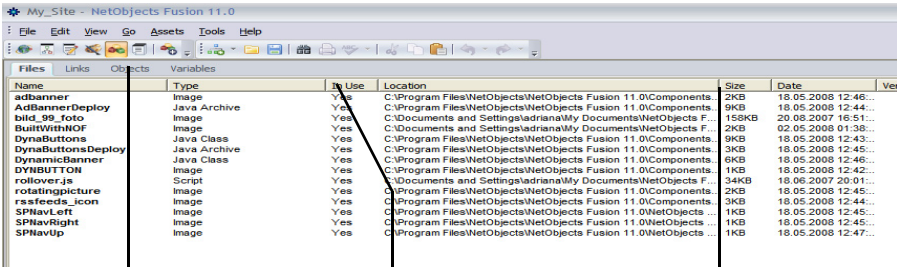
Click a tab to see file assets, links, data objects, or user-defined variables

Click a column heading to sort the table

Drag the column divider to change column width

Depending on the selected tab, Assets view shows:

Asset type	Column headings
Files	Name, Type, In Use, Location, Size, Date, Verify Status
Links	Name, Link To, Type, Target, Verify Status
Objects	Name, Type
Variables	Name, Contents

Managing File Assets

When you click the Files tab in Assets view, a list of the files associated with your site appears, including external files and those generated by NetObjects Fusion. File types include image, audio, video, applets/plugins, Java class, HTML, data source, and link target.

In Assets view, you can add assets, edit asset names, and go directly to the page containing a selected asset. You can verify the locations of assets in your site, and you can open an asset file for editing in the application associated with it. You can also replace assets, delete selected assets, or delete all unused assets in a single action.

For example, if you have an image file of an arrow that indicates the next page in the site, you could name this asset Next Page and place it on several pages. If you later decide to change the image to a pointing finger, you need only edit the file asset so Next Page uses the pointing finger image file. NetObjects Fusion automatically changes the image on all the pages that include the Next Page image asset.

The File dialog displays an asset's name, location, and the pages on which it is used. To display the File dialog, double-click an asset's name in Assets Files view.

This is the name that appears in the Name list in Assets Files view

This is the asset's location

Selecting this option publishes the asset any time the site is published, even if the asset is not in use

These are the pages on which the asset is used
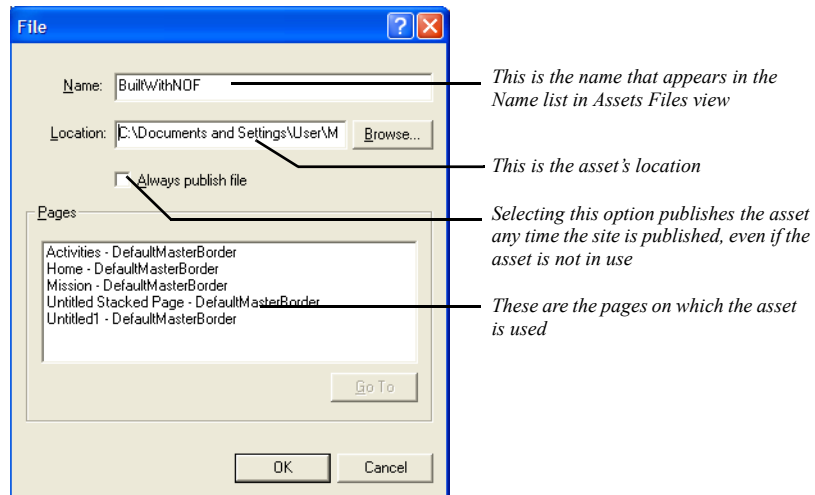
> **Note:** Image files that you place on stacked pages to populate an internal data object are not listed in Assets view. You can manage such files directly on the stacked pages. For information about data objects and stacked pages, see Chapter 36, "Data Publishing."

File Asset Characteristics

To effectively manage assets, it helps to understand the characteristics of asset files and how NetObjects Fusion handles them in Assets view.

- Assets view lists all assets ever added to a site whether they are currently included in the site or not.
- Assets view is a list of pointers to the asset files in their directories. Assets view does not contain the actual asset files themselves. When you publish a site, assets are copied from their current location to the publish location.
- Assets are not copied to the **\Assets** folder except in special cases—when you import a site that contains assets in *its* assets directory or start a site based on a template with assets.
- Assets view does not show the contents of any specific directory on your local hard disk or server.

Adding a File Asset

New Asset

1. In Assets Files view, from the Assets menu, choose New File, or click New Asset on the views bar.

The File dialog appears.
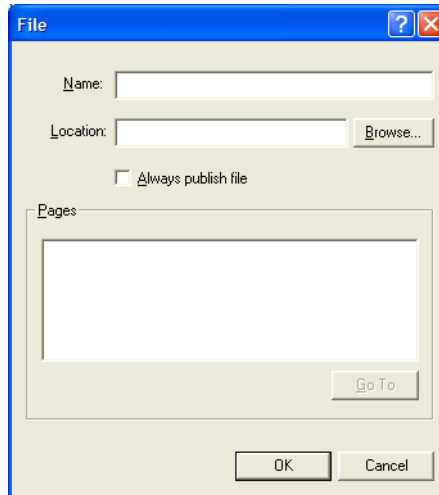
2. In the Location field of the File dialog, type the path and file name of the asset you want to add, or click Browse and select a file.

3. If you want, edit the Asset name and click OK. See "Editing Asset Names and Locations."

4. To force publication of the file, even if it is not in use, select Always publish file.

5. Click OK.

When you add an asset in this manner, it is available for use in your site, but it is not yet actually in use. The asset now appears on the Assets tab in the Open dialog. See "Reusing Assets" on page 117.

Editing Asset Names and Locations

Giving custom names to assets can make them easier to manage.

1. In Assets Files view, double-click the asset name to display the File dialog.

2. Type a new name in the Name field and click OK.

The original asset name appears here

This picture shows its new name

You can also edit the location directly in the File dialog. For example, you could enter a URL instead of a file path to point to a dynamic image on a server. Such images, however, are represented by an X in Page view, because the asset is not accessible.

Opening a File Asset in an External Application

NetObjects Fusion 11 can automatically open a file asset in the external application with which the file asset is associated. For HTML documents, and **.gif** and **.jpeg** image files, you can specify your preferred editing application in the Application Options dialog. See "Setting Program Options" on page 26. For other types of files, see "Editing Objects and Assets" on page 118.

To open a file asset in an external application:

1. In Assets Files view, select the asset.

2. From the Assets menu, choose Open Asset.

3. Make your changes and save the file in the external application.

Displaying a Page Containing a Specific File Asset

1. In Assets Files view, double-click a file asset to open the File dialog.

2. Select the page you want to see from the list of pages.

3. Click the Go To button.

   The page you selected appears in Page view.

Deleting a File Asset

You should only delete assets not in use. If you delete an asset in use on a page, the object containing that asset appears as a blank or with an "X" through it in Page view.

To avoid deleting assets in use, double-click the asset in Assets view to see if it's used on any pages before you decide to delete the asset.

To delete a file asset:

1. In Assets view, right-click the file asset you want to delete and choose Delete File Asset from the shortcut menu. You can also select the file asset in the list and press the Delete key on the keyboard.

2. Click Yes to confirm the deletion.

   Note: You cannot undo this operation. You must use the New File Asset command on the Assets menu to recreate the file asset.

Deleting All Unused File Assets

1. In Assets view, from the Assets menu choose Delete All Unused File Assets.

2. Click Yes to confirm the deletion.

    NetObjects Fusion removes all file assets for which the In Use indicator is not Yes.

    Note: You cannot undo this operation. You must use the New File Asset command to recreate file assets.

Verifying File Assets

To make sure assets publish correctly, you can verify that all file assets are in their expected folders. However, if any portion of the file's path has changed, the file will not be found or verified. For example, if the hard disk drive letter is not the same, or not present, or if a folder name is changed or the folder is moved, or if the file name is changed or the file is moved, the file will not be found.

1. In Assets view, from the Assets menu choose Verify All File Assets.

    NetObjects Fusion verifies and reports the path status of all files.

    •   When a file's path information is correct, NetObjects Fusion lists the date and time found in the Verify Status column.

    Found on 18.05.2008 15:10:29
    Found on 18.05.2008 15:10:29
    Found on 18.05.2008 15:10:29
    Found on 18.05.2008 15:10:29
    Found on 18.05.2008 15:10:29
    Found on 18.05.2008 15:10:29
    Found on 18.05.2008 15:10:29
    Found on 18.05.2008 15:10:29
    Found on 18.05.2008 15:10:29
    Found on 18.05.2008 15:10:29
    Found on 18.05.2008 15:10:29
    Found on 18.05.2008 15:10:29
    Found on 18.05.2008 15:10:29

    •   If a single file is not found, the Verifying Files Used by File Assets dialog appears identifying the missing file and the original path.

- If a folder containing assets is not found, the Verifying Folders Used by File Assets dialog appears identifying the missing folder and its original path.
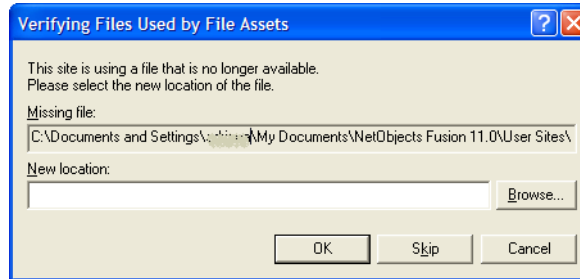
2. Resolve the paths of any lost files or folders.

- To specify a new path, click Browse and locate the file or folder.

- To skip the lost item and continue verification, click Skip. NetObjects Fusion gives this file Not found status and goes on to verify subsequent files or folders. If the file is due to be published, you receive a publish error.

- To stop the verification process, click Cancel. The verification status of the current file or subsequent files is not updated.

3. When verification is complete, click OK in the confirmation dialog.

Managing Links and Link Targets

When you click the Links tab, a list of all the links and link targets used in your site appears, including external links, file links, user-defined internal links, and smart links. See Chapter 23, "Creating Links and Anchors."

Links between entries in a data list and their associated stacked pages do not appear in Assets view. You can manage such links directly on the data list pages. See "Creating a Data List" on page 1036.

Updating an External Link

The Link To location varies depending on the type of link. In Assets view, you can change the location of an external link yourself by changing the URL. You can also change the name of the link for Assets view but not the link's other characteristics.

1. In Assets Links view, double-click the external link you want to update.

   The Links dialog appears.

Name of the link

Location of the link

List of pages that use the link
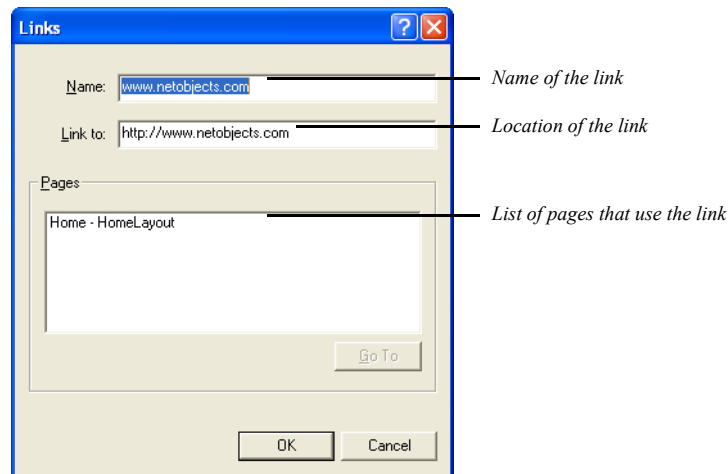
2. Change the name in the Name field if desired.

3. Update the URL in the Link To field and click OK.

   You can only update the location of one link at a time. To update other external link URLs, repeat the process.

   If you have a list of links created in HTML and import the HTML into Page view, the links are automatically added to Assets view. Otherwise, you cannot import a list of links in Assets view.

Displaying the Page Containing a Link

1. Double-click the link in Assets Links view. The Links dialog appears.

2. Select the page you want to see in the list of pages.

3. Click the Go To button.

   The page you selected appears in Page view.

Adding an External Link

1. In Assets Links view, from the Assets menu choose New Link, or click New Asset on the views bar.

   The Links dialog appears.

2. Enter a name.

3. Type the link destination and click OK.

   Be sure to include http:// or a similar designator.

Deleting a Link

1. In Assets Links view, select the link you want to delete

2. From the Edit menu, choose Delete Link or press Delete.

3. Click Yes to confirm the deletion.

You cannot delete a link that is in use. You must use the Link dialog to unlink.

> **Note:** You cannot undo this operation. You must use the Add Link command to recreate the external link. If you accidentally delete a non-external link, you must recreate it in Page view.

Updating Link Targets

1. In Assets Links view, double-click the link target you want to update.

   The Link Targets dialog appears.

2. Change the name of the link target if desired.

3. Click OK.

Verifying Links

To make sure links will work properly when a site visitor clicks them, you can verify link destinations.

1. In Assets Links view, from the Assets menu, choose Verify All Links.

   NetObjects Fusion displays a progress bar as it verifies and reports the status of link destinations. It accesses the Internet to verify external link references. If you are not connected to the Internet, the external links are not verified.

   • When a link's destination is found, the date and time of validation appear in the Verify Status column.

   • If a link's destination is not found, the problem is described in the Verify Status column.

   When verification is complete, the progress bar disappears.

2. Resolve the destinations of broken links by double-clicking the link and editing it as described in "Updating an External Link."

Link verification takes place in the background, so you can switch to another view and continue working while links are being verified.

To verify links through a proxy server, open the Windows Control Panel and double-click the Internet icon. In the Internet Properties dialog, click the Advanced tab, select Use Proxy Server, and configure your proxy server settings.

Note: When NetObjects Fusion cannot verify that an http, rlogin, tn3270, snews, or JavaScript link is valid, "Unsupported URL Type"displays in the Verify Status column. If NetObjects Fusion cannot verify a mailto, news, or telnet link, no status displays.

Managing Data Objects and Photo Galleries

Data objects are collections of fields of data. You can use a data object to publish data without using CGI scripts or database programming. For information about data objects, including how to create and delete them in Assets view, see Chapter 36, "Data Publishing."

When you click the Data Objects tab, NetObjects Fusion 11 displays a list of all the data objects used in your site. In an internal data object, you can edit the name and field names and add new fields. See "Changing an Internal Data Field Name" on page 1034.

For an external data object, you can change Simple fields to Image fields and vice versa, but you cannot edit field names or add new fields, because these items depend on data in the external data file. Data objects can also be deleted, but use care when deleting and make sure the data object is no longer in use on the site.

Photo galleries are a special type of data object. For information about photo galleries, including how to delete them in Assets view, see Chapter 16, "Creating Photo Galleries." You can configure a photo gallery here by double-clicking it.

Managing Variables

Text variables make it easy to update text that appears throughout your site. User-defined variables are displayed in Assets Variables view so you can edit, create, or delete them. NetObjects Fusion also provides standard variables, such as the date and time the site was created or last modified, but these are not displayed in Assets Variables view.

Note: substitutions

Adding a Variable

New Asset

1. In Assets Variables view, from the Assets menu choose New User-Defined Variable, or click New Asset on the views bar.

   The New Variable dialog appears.
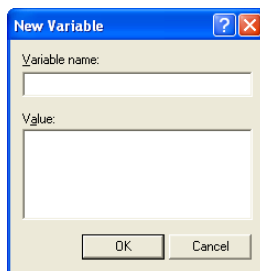
2. Enter a name and value for your variable and click OK.

Editing a Variable

1. Double-click the variable in Assets Variables view.

   The Edit Variable dialog appears.
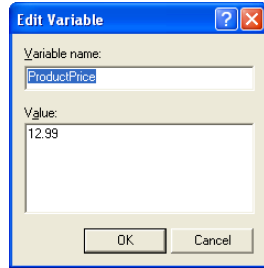
2. Edit the name and value of the variable and click OK.

   If you edit the value of the variable, NetObjects Fusion updates all text blocks containing that variable with the new value. See "Creating a User-Defined Variable" on page 265 for information about adding variables to your pages.

Deleting a Variable

1. In Assets Variables view, select the variable you want to delete.

2. From the Edit menu, choose Delete User-Defined Variable.

3. Click Yes to confirm the deletion.

Note: You cannot undo this operation. You must use the New Variable command to recreate the variable. Do not delete a variable that is in use. If you do, it will be replaced with Undefined User variable:*variable name* in the text where it was used.

Publishing Your Site

After completing your site design and development, you're ready to publish the results. Publishing puts your site on a FTP, SFTP, or WebDAV server, so you and others can see it using a browser. The NetObjects Fusion publishing process generates HTML files for the site's pages and associated assets. NetObjects Fusion 11 transfers the generated HTML files to the server you use for Web hosting. You can control the location of your site, directing NetObjects Fusion 11 to save it to a local disk drive so only you can see it, or to a remote server so others can see it, too. When you're sure the site is ready for the Web, you publish it to a Web server so everyone in the world can visit your site.

Note: Sites published with NetObjects Fusion 11 work with any Web server, on any operating platform. No special Web-server extensions are required. If your site contains special components also installed on the server, it requires extra steps to set up to publish on a server.

This chapter describes:

• The publishing process

• Exploring Publish view

• Publishing locally

• Transferring the site to the Web

The Publishing Process

The NetObjects Fusion publishing process involves two basic steps: generating HTML files and then transferring the generated HTML files to the Web server.

- When you select Publish Site, NetObjects Fusion 11 converts your site into HTML pages and associated assets using the SiteStructure, page design, content, links, and assets information in the *Sitename*.**nod** file. These generated HTML files are used by browsers to display your Web site. You specify where the generated HTML files are saved. A typical scenario is to publish the HTML files locally onto your computer's hard disk where you can then open, run, and test the site in your browser without connecting to the Internet. When the site is exactly right, you're ready to publish it to a Web server.

- Selecting Transfer Files to Server from the Publish menu copies the locally published HTML files to the server you use for Web access. To speed the transfer process, NetObjects Fusion uses its own built-in FTP program.

Caution: You must use NetObjects Fusion 11 to transfer your site's HTML and asset files from one location to another. You cannot move generated HTML files from one location to another, nor can you rename the files in Windows Explorer. Renaming the files or moving them to a new location breaks links because the file locations are different from those specified in the generated HTML files.

NetObjects Fusion's default publish setting (Local Publish) is preconfigured to publish the HTML files on your local disk. You do not have to do additional setup. However, when you're ready to publish to a remote Web server, you must set up a publish profile for your ISP's Web server. You can create as many publish profiles as you need, but you can only log on to one server at a time.

If you're working on a company's intranet and want a few site visitors to test the site before you transfer it to the Internet, you can publish the HTML files to one or more private intranet servers. Then, when it's ready to share with the world, you can publish the site directly to your company's Web server.

The following figure summarizes the basic publishing process with NetObjects Fusion 11.

2 Generate the site's HTML files and save them on your hard disk.
NetObjects Fusion converts the site to HTML and saves it on your local hard disk. You can check the site using your browser without logging on to the Internet. No additional setup is needed to generate the HTML files and save them locally on your hard disk.

Local Publishing

1 Develop the site on your computer

Remote Publishing

3 When the site is ready for the world to see, publish it to the ISP server.
NetObjects Fusion publishes the HTML files to the server. The first time you transfer you need to select setup options to define your ISP server's profile such as URL, type of HTML to use, file structure, and so on. You only need to do this setup once.

Additional Publishing Notes

- Sites published with NetObjects Fusion 11 work with any Web server, on any operating platform. No special Web server extensions are required.

- When you re-publish your site, for example to update pages or add new information, NetObjects Fusion 11 overwrites existing files as needed.

- NetObjects Fusion 11 does not automatically publish through firewalls or to proxy servers. See "Publishing with Firewalls or Proxy Servers" on page 1097.

- If NetObjects Fusion 11 has difficulty storing your site on a remote Web server:

  - Make sure your system is online and has a valid connection to your network or the Internet.

  - Make sure the server is not down or offline.

  - Make sure your publish profile settings are correct. Test the remote server, account name, and password settings displayed in the Publish Settings dialog by using them to log on to the server using a separate FTP or telnet application.

- Make sure your account has the appropriate permissions and that sufficient storage space for your site is available on the server.

- If your company uses a proxy server or has established firewalls for security, make sure the server settings are appropriate for the proxy or firewall.

- If you define publishing settings for a site, and then export that site as a template, those settings travel with the template. If you are sharing a template with colleagues who can use the same publish settings, you can save time by configuring the publish settings in advance, exporting them with a template, and then distributing the template.

- You have the ability to keep track of your site's visitors using the Site Traffic option available in NetObjects Fusion 11. This service is provided by Google Analytics. You will be provided with periodical tracking statistics of your site. See "Setting Site Traffic Options" on page 70.

Exploring Publish View

You use NetObjects Fusion Publish view to publish a site locally or remotely.
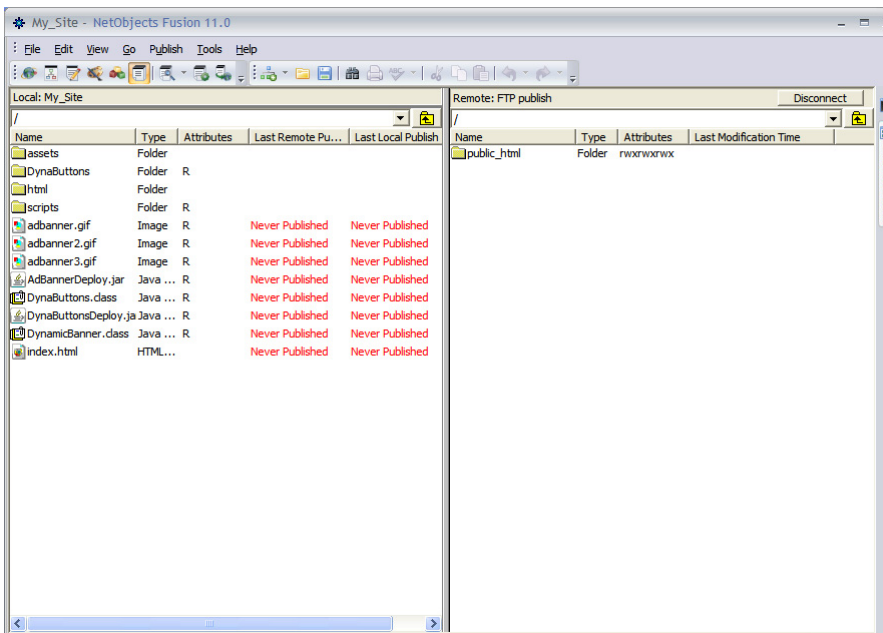
The Local view presents a representation of the file structure that will be created when you publish your site. It does not represent the existing structure for your site on your hard disk or server. Therefore, changing the directory structure in Publish view does not affect the page relationships in Site view and, likewise, changing the page relationships in Site view does not affect the representation in Publish view.

Changes that you make to the directory structure in Publish view only affect your site's current directory structure when you publish your site.

The drop-down list in the Local view displays the directory structure of your site as it will be published on your server. Click a directory's plus sign to expand the display to show the subdirectories beneath it. Click a directory's minus sign to collapse the display and hide the subdirectories beneath it. Or click the folder next to the drop-down box to navigate up one level.

The Remote view on the right displays the contents of the remote directory you are currently connected to. (If you are not connected to a remote server, you will see drop-down list of available remote profiles.)

You can delete, rearrange, or rename the directories shown in the Local and Remote panes, and you can create new subdirectories at any level below the root. Locked components and their related assets, signified by a black lock image on their icons, cannot be renamed or rearranged.

For each local and remote directory, page, or asset displayed, the Local and Remote pane displays its name, type, attributes, and the date and time of the last local and remote publish or modification. You can sort the content files and folders by clicking a column heading, and you can resize the columns by dragging the column heading border. The icons associated with different file types are set in the Windows File Types Registry.

Publishing Locally

While developing a site, you should publish it at least once to your local hard disk to check that the site works as intended. After the site is published to your hard disk, NetObjects Fusion 11 launches your browser so you can view the site and see how it will appear to site visitors on the Web.

If, after publishing the site to your hard disk, you make changes to the site in NetObjects Fusion 11, republish the site. Depending on the complexity of the site, you may publish several times to get the site working as desired. Then, when the

site works perfectly, publish it to your Web server or ISP server so everyone in the world can appreciate your handiwork.

Setting Up to Publish Locally

Publish Settings

1. In Publish view, click the Settings button on the views bar.

   The Publish Settings dialog appears.

2. In the Server Type drop-down list, choose Local/Network.
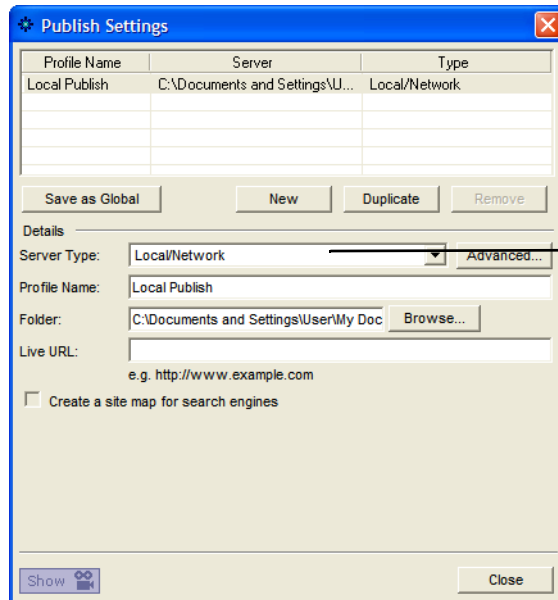
Choose Local/Network

3. Check the Folder name. By default, NetObjects Fusion pre-configures the local location to **\Documents and Settings*User*\My Documents\NetObjects Fusion 11.0\User Sites*Sitename*\Local Publish**. Also, make sure the local disk drive has sufficient space for your published site files.

   If you want to publish the site to a different directory, do one of the following:

   • Enter the drive and directory path you want to use. This path can point to an existing directory or create a new directory.

     To publish to a different machine on your local network, create a new local publish profile and browse to that machine.

   • Click Browse and select the folder you want to use, or create a new folder.

To create a new folder, select the folder in the Browse dialog in which you want to create the new folder, then click OK. Enter the name of the new folder at the end of the path in the Folder field.

To prevent your site's HTML files from getting mixed in with other files, you should always use an empty directory the first time you save the files.

4. Click Advanced to configure publish settings.
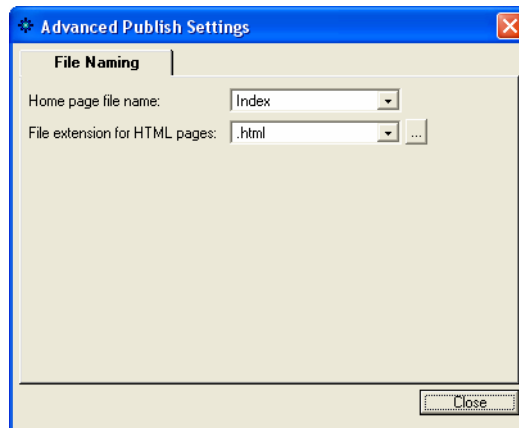
5. Select the options for your site's pages:

- *Home page file name.* Index is the default page name recognized by most Web servers. Select Current Page Name to set the Home page to use the same name as in Site view. Select Home or Default to set the page as in **Home.html** and **Default.html**.

- *File extension for HTML pages.* Select **.htm**, **.html** or **.shtml** depending on the page extension your browser recognizes. Click the browse button to enter a page extension that is not available in the drop-down list.

Make sure you use a page extension that your browser recognizes or it might not display the page properly. If you used the Custom Names dialog in Site view to assign a file name extension for an individual page, that customized extension overrides the site default for that page.

6. Click Close.

Setting HTML Options

NetObjects Fusion 11 includes a variety of options to control HTML format and generation.

1. In any view, from the Tools menu, choose Options>Current Site.

The Current Site Options dialog appears.

2. On the General tab, click HTML Options.

The HTML Options dialog appears.
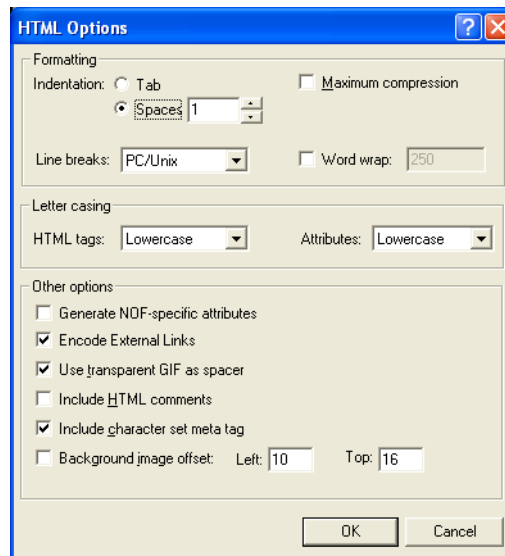
3. Set the HTML formatting options. These settings do not affect the appearance of your site. The settings only affect the HTML code that is created when you publish the site.

- *Indentation.* Select tabs or a specific number of spaces to indent lines of the code so it is easier to read.

- *Maximum compression.* Select this option if you do not want site visitors to easily read your HTML code. If this option is selected, line breaks, tabs, and unnecessary spaces that make the code more readable are stripped from the generated HTML code. The generated HTML code uses as few characters as possible and the code will be unintelligible. To restore compressed code so you can read it, clear this option and republish the site.

- *Line breaks.* Choose PC/Unix or Mac to set the line breaks in the code for the platform you expect to use to view the code. Your choice of line breaks does not affect the browser's interpretation of the code regardless of the computer platform being used to view your site.

- *Word wrap.* Select the number of characters per line of code before it wraps to the next line. This option enhances readability of the HTML code in text editors that do not automatically wrap text. However, this can cause text to wrap in the middle of an HTML tag, which prevents code from working properly, and for some JavaScript code, you may need to deselect this option so the lines do not wrap.

- *HTML tags.* Select whether the HTML tags are in uppercase or lowercase— such as <H1> or <h1>—in the generated HTML code.

- *Attributes.* Select whether the tag attributes are in uppercase or lowercase— such as BGCOLOR or bgcolor—in the generated HTML code.

- *Generate NOF - Specific Attributes.* Select this option to generate additional code that will help to import a New Site from an Existing Web site. See "Creating a New Site from an Existing Site" on page 70. The additional code generated does not meet HTML 4.01 standards.

- *Encode External Links.* Select this option if you want NetObjects Fusion to encode the external links that are used in your project.

- *Use transparent GIF as spacer.* Select this option if you want NetObjects Fusion to use a transparent GIF named **clearpixel.gif** to space items accurately on a page. If you generate tables on a page, NetObjects Fusion places invisible image files of varying widths and heights in the table cells to ensure accurate placement of objects.

- *Include HTML comments.* Select this option to insert comments into your generated HTML code that makes reading it easier. For example, with this option selected, the comment *<!--Start of the Body for this page-->* appears before the <BODY> tag.

- *Include character set meta tag.* Select this option to include the character set for the site in the META tag of each page. Normally you only use this option if your site uses a non-Western character set.

- *Background image offset.* Select this option to compensate for the small borders most browsers add to the top and left sides of their windows. By selecting this option you can shift the image in NetObjects Fusion so the page content starts in the upper left corner of the page. Enter values in the Top and Left boxes to offset the background image.

4. Click OK when you finish selecting HTML options.

Publishing Your Site

The first time you publish a site, you must publish the entire site. Later, when you're fixing problems or updating information, you can publish only the portion of the site that changed.

> **Note:** The site's files are generated in the HTML output format that you specify in the Browser compatibility field of the Current Site Options dialog. See Chapter 7, "Controlling Published Output."

Publish Site

1. In Publish view, Site view, or Page view, click the Publish Site button on the views bar.

The Publish Site dialog appears.

Choose a Publish Profile or choose Local Publish to publish to your hard disk

Select the portion of the site you want to publish
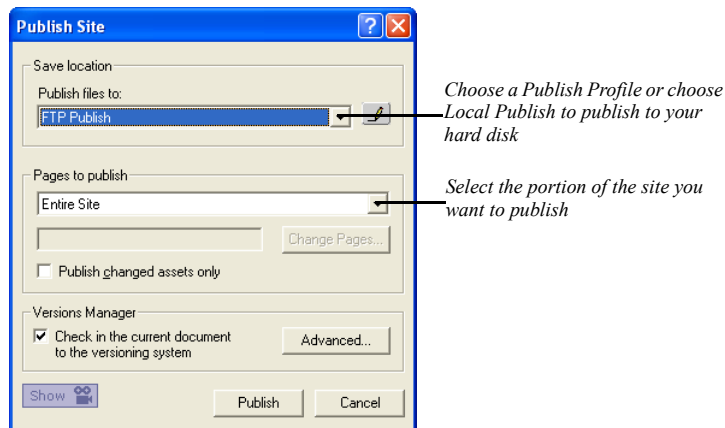
2. From the Publish files to drop-down list, choose Local Publish to specify your local hard disk as the destination for the published HTML files.

3. From the Pages to publish drop-down list, select the portion of the site you want to publish:

- *Entire Site.* Publishes HTML files for all pages and associated assets for the site. Select Entire Site the first time you publish a site.

- *Current Page only.* Publishes the page you selected in Site view or Page view. Usually you use this feature if you make a change on one page and want to update just that page's HTML files. The selected page name appears in the page field.

- *Select Page(s)....* Publishes the pages you select in the SiteStructure. Click the arrow (>>) to display the SiteStructure and select the pages you want to publish. The page name(s) appears in the page field.

> **Note:** If you add a page to the site, or change the site's directory structure after publishing, make sure you re-publish the entire site and not just a site section so all the links are updated.

4. Select Publish changed assets only to publish the asset files that have changed since the last time you published the site.

> **Note:** NetObjects Fusion does not query your hard disk to see if it has all the unchanged assets needed by the site. If you publish changed assets only, be sure you publish to the same location on the hard disk that you did previously, so unchanged assets are still available.

5. Select Check in the current document to the versioning system to store a version of the site in the versions repository. See Chapter 41, "Using the Site Versions Manager".

6. Click Publish.

   NetObjects Fusion creates the local directories, converts the site to HTML, and stores the site's HTML files on the local hard disk.

> **Note:** Changes you make to the site while it is being stored are not included in the HTML files until you re-publish the page or section containing the changes.

7. When publishing is complete and your site is in place, your browser opens so you can examine the results. You can return to NetObjects Fusion, make changes to the site, and re-publish the site or its changed portions as needed.

   When the site works perfectly, you're ready to publish it to your ISP's server, Web server, or other server that puts the site on the Web. Before you can publish to a remote server, however, you need to define a remote publish profile.

Setting Up to Transfer Files to Your Web Server

To put your site on the Web you must transfer its HTML files and related asset files from your computer's local hard disk to a server that has access to the Web. This can be an ISP server that you use to access the Web, your company's Web server, or any other server that gives you Internet access.

NetObjects Fusion 11 transfers your site's files to the Web server using FTP, SFTP, or WebDAV protocols. Therefore, to transfer to a remote Web server, your computer must connect using an FTP, SFTP, or WebDAV protocol unless that remote server is on your company LAN, in which case you can use the Local Publish option.

Prior to transferring to the server the first time, however, you must set up a profile of the server to receive the transferred HTML files.

The setup for a Web server also applies to an intranet server. If you'll transfer a site from your hard disk to your company's intranet server prior to transferring to the Web server, use the setup steps in this section for both your intranet server and Web server.

The Server Setup Process

To set up a server you select transfer options and define a profile. After you select the appropriate options you don't have to select them again. You just transfer the site from your hard disk to the server(s). If you change servers, you must select options and define a publish profile for the new server.

The setup process consists of selecting the directory structure, defining the server profile, and selecting publish components if necessary. These settings are saved in your *Sitename*.**nod** file so you don't have to create a publish profile each time you want to publish the site.

When setup is complete, you can transfer files from a local directory to the remote server's location.

Publish Profile Checklist

Make sure you can answer the questions in the following checklist before you create a publish profile for a remote server.

1. *Who is your service provider?* This is the business, organization, or department that is going to store your site on its server and provide your site visitors access to it on the Web.

   The technical support staff of your service provider should be able to provide the answers to the rest of these questions. Service providers and other organizations that provide hosting services often offer technical support pages on their own Web sites.

2. *What is the name of your host?* This is the name of the server that you are going to publish your site to. It might be the same as your domain name, such as **www.***yourname***.com**; a name assigned by the service provider, such as **inbox.***isp***.com**; or a specific IP address, a series of four numbers separated by periods.

3. *What is your directory?* When you log on to your remote host, you automatically begin in the home directory for your log-in account. This might not be the right place to put your site, however. For a variety of reasons, you might need to publish your site in a subdirectory of your home directory.

   You must know the relative path from your account's home directory to the base directory where your site should be stored. When NetObjects Fusion publishes your site and logs on to your service provider, it stores your site's pages and assets in this base directory. You enter this path statement as the Directory in the Publish Settings dialog.

   You can create a new base directory below your initial base directory to publish and test a site without disturbing your existing site. For example, if the base directory is /*Sitename*/, you can create a new base directory as /*Sitename*/**test**/ and then run the site from that base directory to test it.

   However, the host and base directory might not look anything like the URL that your site visitors use to access your site. For security and other reasons, hosting services frequently name their host machines and user directories according to their own needs.

   Note: If you have your own domain, such as **www.***mycompany***.com**, and are logging in directly to the account that owns that domain, you might not need to specify a base directory, because the home directory of that account might be the same location as the base directory.

4. *What is the user name and password for your account?* You need this information so NetObjects Fusion can log on to the server and publish your site.

5. *What is the preferred name for the default Home page?* Your service provider determines what file name the server displays by default for each directory on the server. Most servers are configured to display by default any file named **index**; others default to **home** or **default**. You must match this preferred name in the Advanced Publish Settings dialog for remote server transfer.

6. *What HTML file name extension does your server support?* Web page servers typically support .**html**, .**htm**, or **.shtml** as file name extensions. Some service providers map one to the other so the server recognizes all of them; others require you to use a specific one. You must set the Advanced Publish Settings dialog so NetObjects Fusion transfers files with the correct extension. You can also enter a custom extension, if your server supports it.

7. *Is a specific port required for upload?* The service provider or hosting service might have designated a specific port on the server that it wants you to use to upload files. If so, you must specify this for NetObjects Fusion. See "Setting the Server Port and Permissions" on page 1095.

8. *Does your log-in account have the necessary permissions?* Servers use permission configurations to control what you are allowed to do while logged on—whether you can delete files, for example, or create new directories.

   In Publish view, you can specify the file and directory structure that you want NetObjects Fusion to create or use for your site by selecting Arrange Files from the Publish menu. Your log-in account—which NetObjects Fusion uses to store the files—must have the server permissions necessary to create the directory structure you defined.

   If your service provider does not let you create directories, then you must use the Flat directory structure option to transfer and store your site.

9. *How much server space do you have?* Before you publish your site to the Web server, check the size of the generated HTML files on your hard disk. The default location for the files is a folder named **User Sites***Sitename***Local Publish**. Make sure you include all the subfolders as well. Check that the space allocated on the Web server can accommodate all the files in the Local Publish folder.

10. *Does your server have security systems in place, such as proxies or firewalls?* Firewalls and proxy servers can prevent NetObjects Fusion from uploading files properly. See "Publishing with Firewalls or Proxy Servers" on page 1097.

Select the Directory Structure

Many ISPs, hosting companies, and Web servers require Web site files to be arranged in a certain directory structure. NetObjects Fusion 11 supports the three most popular directory structures used by ISPs and Web servers, but you should check with your service provider to determine which structure to use.

If your ISP or Web server has special requirements for a site's directory structure, you can customize the site directory structure in Publish view. See "Customizing Your Site's Directory Structure" on page 1088 for information.

When you publish your site to a Web server, you specify the directory structure of your files and assets on the server. Setting the directory structure for your site does not change the structure that the site visitor sees, nor does it affect the links between pages and assets. It simply specifies the path names where your pages and assets are stored on the server, and what URL is required to access them. For example, some servers require a one-level structure, with all pages, images, and other assets in the same directory; others let you set up your own directories.

NetObjects Fusion 11 provides three pre-configured directory structures:

- *Flat* for servers that require all resources and assets to be in a single directory. Many commercial ISPs and hosting companies require this kind of structure.

- *Asset Type* arranges your site contents into folders according to their asset type. This is the default setting in NetObjects Fusion. For example, if your site contains a typical mix of text and media, a structure set by Asset Type arranges your contents into the structure shown below.
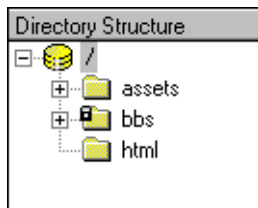
- *Site Structure* arranges your site contents into a directory arrangement that looks like your site in Site view:

  - Your Home page and its assets are stored in the site's root directory.

  - Each first-level page is stored in its own folder with its assets.

- Any child page is stored with its assets in a subfolder beneath the folder that contains its parent page. You determine the maximum number of subfolders by setting the Number of Levels option.

For example, a structure set with the by Site Structure option would have this directory arrangement on the server.
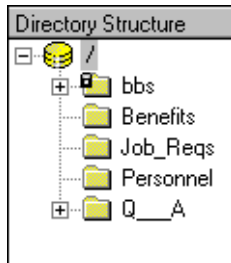
The Site Structure setting creates an efficient file structure, allowing the server to load your pages quickly in a site visitor's browser. It also provides an effective directory structure for search engines, which might index only one page per folder.

If you apply the Site Structure setting, shared assets are stored in the deepest folder common to all pages that use that asset. This makes the shared access to those assets as efficient as possible.

To set the directory structure for a site:

1. In Publish view, from the Publish menu, choose Arrange Files.
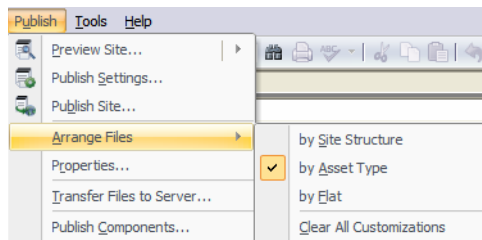
2. Choose by Site Structure, by Asset Type, or by Flat. See page 1075 for descriptions of the choices.

If you want to customize the structure, select the option that produces the structure similar to the one you'll create. See "Customizing Your Site's Directory Structure" on page 1088.

If you choose Site Structure, a dialog appears so you can set the number of levels of subdirectories for your site. If Site Structure is already selected, choose it again to see this dialog and set the levels.
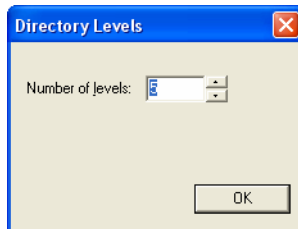
Click the up and down arrows in the dialog to set the number of levels. Click OK.

3. If you customized the directory structure, but want to reset it to one of the menu options, choose Clear All Customizations. The directory structure is reset to the option currently selected on the Arrange Files menu.

    NetObjects Fusion removes custom folders and changes all customized asset names back to the original names.

4. Click Yes to accept the new structure.

The directory structure is revised and displayed in Publish view.

Define Server Profiles

Each Web server has a name and a set of properties that define the connection settings NetObjects Fusion uses to publish your site to that location and server. You can select a server or set its properties any time before you publish. The publish profile is stored in the *Sitename***.nod** file.

NetObjects Fusion 11 includes one default server profile, Local Publish, which is on your local hard disk in the **\Documents and Settings***User***\My Documents\NetObjects Fusion 11.0\User Sites***Sitename***\Local Publish** directory. See "Setting Up to Publish Locally" on page 1065 to modify the settings for publishing to your local hard disk.

You can modify the default profile, create your own, or delete unneeded profiles. You can also create a global copy of a profile, which makes the profile available across different sites.

The information needed to connect to a remote server is specific to your server. Contact your ISP, hosting company, or Web server administrator for the precise information to enter in these fields. For guidance on the questions you need to ask, see "Publish Profile Checklist" on page 1072.

To define a remote server profile:

Publish Settings

1. In Publish view, click Settings on the views bar.

   The Publish Settings dialog appears. It is the same dialog you used to set up your local publish profile.

2. Click New.

   A new profile will appear in the list box.

3. The drop-down menu contains the following Server Types:

- **FTP (File Transfer Protocol).** Protocol that allows users to transfer files from one computer to another over the Internet.
- **SFTP (Secure File Transfer Protocol).** Secure version of the FTP protocol. SFTP uses SSL to encrypt the entire user session, thereby protecting the contents of the files and the user's login name and password from outside sources.
- **WebDAV.** Set of extensions to the HTTP protocol which allows users to cooperatively edit and manage files on remote web servers.
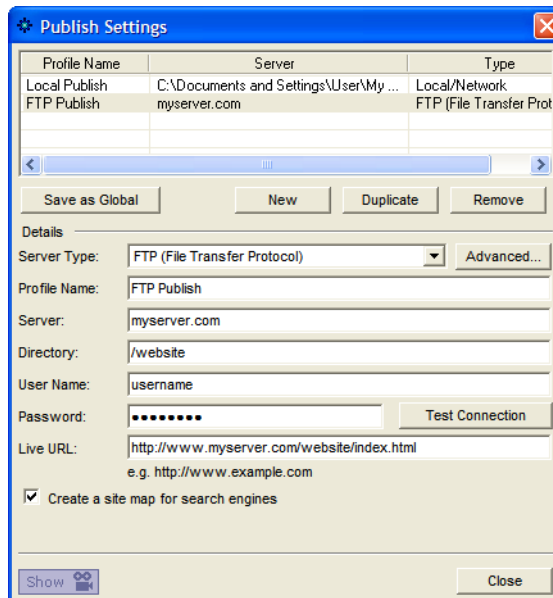
Note: Although many ISPs and hosting companies use a single server to receive files and provide Web hosting, the service you use may have separate servers for receiving files and Web hosting. Select the server to receive your transferred files. Check with your ISP administrator for the correct server to select to receive your files.

4. Enter a name that identifies the server in the Profile Name box or use the default name.

5. Enter information in the remaining fields in the Attributes section.

- *Server* is the name or IP number you use to connect to the remote server. This can be your site's domain name, the name of an intranet server, or the name of your ISP's server. Confirm this information with your ISP administrator or server administrator.

- *Directory* is the location on the remote server where your site's HTML files are stored.

  - Leave this field blank if your site's Home page should be stored in the home directory of the user ID or server account that you use to transfer your site to a remote server.

  - If you want your site's Home page to be stored in a different directory than the home directory, enter the path to the Home page here, such as **/public_html/user**.

  For more information about the directory setting, see "Publish Profile Checklist" on page 1072.

- *User name* is the name you use to log on to the remote server so you can transfer files to it.

- *Password* is the password that authorizes you to access the server. To publish to the remote server, you need server permissions for adding files and creating directories. If you do not enter a password in this box, a dialog appears when you publish the site. You enter the password in that dialog. You can also select an option for NetObjects Fusion to remember your password so that you don't have to manually enter it each time you publish files.

- *Live URL* is the URL on which the home page will be published. If you fill in the *Live URL* field with your home page URL, then when you have completed publishing remotely and your site is in place, your browser will open so that you can examine the results. If you leave the *Live URL* field blank, the browser will not open; in this situation, after publishing your site remotely, you will need to open the browser yourself and tpye the URL of your home page.

- *Create a site map for search engines* option offers you the possibility to create a map of your site's URLs when you publish your site remotely. This option is disabled and it will become available only after you specify your home page URL in the Live URL field. If you enable this option, a site map for search engines will be created on the published site.

6. Click Advanced to specify publish settings.
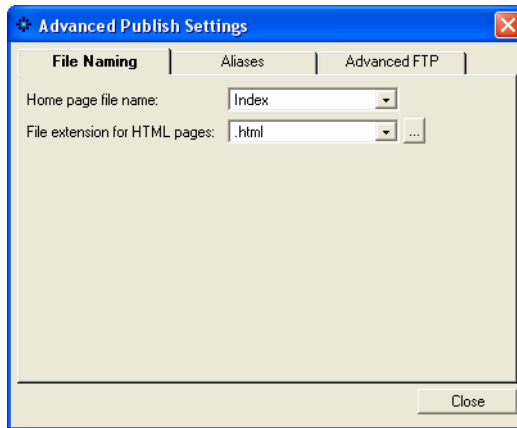
Note: Advanced options are not available for WebDAV profiles.

7. Select the options for your site.

- *Home page file name*. Index is the default page name recognized by most Web servers. Select Current Page Name to set the Home page to use the same name as in Site view. Select Home or Default to set the page as in **Home.html** and **Default.html.**

- *File extension for HTML pages.* Select **.htm**, **.html**, or **.shtml, depending** on the page extension your browser recognizes. That extension is applied to all HTML files for each page in your site. Click the up and down arrows to see all the options. To add an extension to the list, click the browse button.

Your service provider or hosting company can tell you which extension to use for the Web server.

Make sure you use a page extension that your browser recognizes or it might not display the page properly. If you used the Custom Name dialog in Site view and a file name extension for an individual page, that customized extension overrides the site default for that page. If pages do not seem to publish with the correct extension, custom names that you applied to the pages may be incorrect. Check the names of the affected pages.

The Aliases and Advanced S/FTP tabs are for advanced setup options. See Chapter 39, "Advanced Publishing."

To create additional publish profiles, click New and repeat the process.

To edit an existing publish profile, select it from the Profile list, make the changes, and click Close.

To duplicate an existing publish profile, select it from the Profile list, and click Duplicate.

To delete an existing profile, select it from the Profile list, click Remove, and click Yes to confirm deletion.

8. Click Test to verify you can connect to your remote server.

   Review "The Server Setup Process" on page 1072 if you experience problems connecting to your remote server.

9. Click Close.

You're now ready to publish your site.

Creating a Site Map for Search Engines

This option allows you to create a map of your site's URLs when you publish your site remotely. After you have defined the server profiles and are ready to publish your site on a remote server, you may enable this option on the Publish Settings dialog to create a site map on the published site.

Follow these steps to activate this option:

1. Open the site in Publish View.

2. Click on the Publish button.

   The "Publish Site" dialog appears.

3. Click the Advanced Options button on the "Save location" section.

   The "Publish Settings" dialog appears.

4. Type in the Live URL in the Live URL field.

   Note: This step is compulsory.

5. Check the Create a Site Map for Search Engines option on the bottom of the dialog.

   Now, you can publish your site.

Creating a Global Publish Profile

NetObjects Fusion saves publish profiles with the site you are publishing. If you want to use the same profile to publish several different sites, you can create a global copy of the profile, which makes it available to all the sites you build. To create a global publish profile:

1. Create a publish profile as described in "Define Server Profiles" on page 1077.

2. In the Publish settings dialog, click Save as Global Profile.

3. Click Close. This publish profile will be available for use for all sites you build.

Publishing Components

If you installed third-party Publish components, you can choose to publish or not publish them. These components generally perform post-publish processing of the generated HTML files.

1. In Publish view, from the Publish menu, choose Publish Components.

   The Publish Setup dialog appears with a list of available components.

   NetObjects Fusion 11 does not include Publish components by default, so if you do not install third-party components, such as NetObjects Fusion Connector for Macromedia ColdFusion, this dialog is blank.

2. Select a component to include it with your site's HTML files when they are transferred.

3. Click OK.

Viewing a Server's Contents

Prior to transferring files to the server, you may want to see which files are already on the server and the dates they were modified.

To see a server's contents:

1. In Publish view, in the Remote pane, choose the profile associated with the server you want to review and click Connect.

2. Check the folder and file names and the modified dates to determine which folders and files you want to save or delete before transferring new HTML files to the server.

Transferring Your Site to the Web

To put your site on the Web, you transfer it to your ISP or Web server. When the publish process is complete, your site is available to the world.

To transfer your site's HTML files:

1. From the Publish menu, choose Transfer Files to Server.

    The Transfer Files dialog appears.
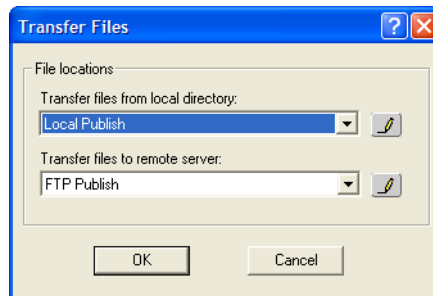
2. From the Transfer files from local directory drop-down list, select the name of the local directory where you published and saved the site's HTML files. This is usually the Local Publish selection for your local hard disk, or an intranet server where you initially generated the HTML files.

3. From the Transfer files to remote server drop-down list, select the publish profile where you want to transfer the files.

    If you need to define a new publish profile before transferring the files, click the pencil icon next to the drop-down lists. The Publish Settings dialog appears.

4. Click OK.

    NetObjects Fusion generates a temporary copy of the site, connects to the remote server using the settings in the publish profile, and uses its internal file transfer program to transfer the site's HTML files and directories to the remote server, using the file and directory structure you specify.

    While NetObjects Fusion is transferring the published site to the server, you can select a different view and continue working. You cannot open a different site.

    Note: Changes made to the site while it is being transferred are not automatically made in the published version.

When the transfer is complete and your site is in place, open it in your browser and examine the results.

That's it. Your site is on the Web and available for the world to see.

See Chapter 39, "Advanced Publishing" for more publishing options.

Advanced Publishing

NetObjects Fusion 11 provides a range of advanced features to deal with a variety of Web publishing requirements. For example, some Web servers require special directory structures to host a Web site. In addition, some complex sites may need additional publishing settings to make the site function properly.

This chapter describes:

- Customizing your site's directory structure

- Creating aliased folders and setting the CGI-BIN directory

- Setting the server port and permissions

- Publishing special assets

Customizing Your Site's Directory Structure

Although NetObjects Fusion 11 offers three preconfigured directory structures, you might need to customize your site's directory structure further. Customizing the site's directory structure is usually only necessary if your ISP or host server requires a specific structure for Web sites. You can customize the site's directory structure in Publish view by renaming, rearranging, or deleting site folders, creating custom folders, or changing the publishing properties for folders, pages, and assets.

A *C* in the Attributes column of an item in Publish view indicates the item was customized. For example, a directory with a new name or a file moved from one directory to a new directory displays a *C* in the Attributes column.

Note: Customizing your directory structure does not change the appearance, design, or content that your site visitor sees; it only controls how the pages and assets are stored on the server, and the URL to access the site's interior information.

NetObjects Fusion 11 saves the customized directory structure in the *Sitename***.nod** file so you don't have to reconfigure the structure each time you generate the site's HTML files or transfer them to a server.

Warning: When you make changes to folders, pages, and assets in the Remote pane, you are changing the folders, pages, and assets located on the server you publish to. Be careful not to delete any important files as it will affect your published site.

Creating a Custom Folder

1. In either pane of Publish view, select the folder, page, or asset where you want to add a custom folder, right-click, and select New Folder from the shortcut menu.

   NetObjects Fusion 11 adds a custom subfolder named **New Folder** below the selected folder or file.

2. Enter a new name for the folder and press Enter or select another object to record the folder name.

3. Drag other folders or files into the custom folder as needed.

Renaming Folders and Files

1. In either pane of Publish view, right-click the folder or file and select Rename from the shortcut menu.

2. Edit the existing object name or enter a new name. Press Enter or select another object to record the new name.

You can rename auto-generated folders and files if they are not locked in the Local pane. NetObjects Fusion auto-generates names of images that you modify in Page view. For example, if you crop an image or set it to be transparent, NetObjects Fusion auto-generates a new name for the altered image. Auto-generated image names are in the format of **a**_*filename.ext* where **a** stands for auto-generated, *filename* is the name of the original image, and *ext* is the extension of the image, **.gif** or **.jpg**. Auto-generated image names only appear in Publish view.

NetObjects Fusion 11 remembers the new names the next time you generate the HTML files for your site. Any local folder or file that you rename is considered customized. If you name a customized folder with a name used by an auto-generated folder, it is still treated as a customized folder.

Aliased folders are also considered customized folders. Publish view displays them in the directory structure, even if they are empty, and tracks their name and location in the event you change them. See "Creating Aliased Folders and Setting the CGI-BIN Directory" on page 1092.

By definition you cannot change read-only assets, such as script files and directory files used by NetObjects Fusion Components. NetObjects Fusion ignores attempts to move or rename read-only files. An *R* attribute and lock symbol in the directory structure indicate a read-only file.

Deleting Folders

1. In either pane of Publish view, click the folder you want to delete and make sure it is empty. You cannot delete a folder until it is empty, and you cannot delete pages or assets in Publish view.

2. Right-click the folder and select Delete Folder from the shortcut menu.

    NetObjects Fusion 11 deletes the folder.

Rearranging the Directory Structure

- In either pane of Publish view, click the folder, page, or asset you want to move and drag it to its new location.

  If the change was made in the Local pane, NetObjects Fusion 11 moves the object and updates all references and links to it.

If you move local pages, NetObjects Fusion 11 remembers their new locations, but might continue to auto-generate folders needed to contain that page's assets. Components and their related assets have a black lock image on their icons, signifying that they cannot be renamed or rearranged.

Viewing and Setting Publishing Properties

In addition to their other properties, your site's folders, pages, and assets have publishing properties that indicate or control the way they are included in your published site.

Three of these publishing properties indicate the publishing status for that Local folder, page, or asset:

- Folders, pages, and assets that were renamed or moved from their default location have a customized publication property. Customized assets display a *C* in the Local Attributes column in Publish view, and a checkmark in the Customized option in the Attributes section of the Properties dialog. To see the Properties dialog for a customized asset, select the asset in either pane of Publish view and from the Publish menu, choose Properties.

- Some folders, pages, and assets are marked read-only:

  - Assets created by NetObjects Fusion components such as Site Mapper.

  - Dependent Java **.class** files that were added to the site's assets. When you add a Java object and preview or publish your site, NetObjects Fusion analyzes the object's **.class** file to see if it calls for other **.class** files; if so, those dependent **.class** files are added as read-only assets.

  Read-only assets display an *R* in the Attributes column in Publish view, and a check in the Read-only option of the Properties dialog.

- Pages and assets have two published date properties that display the latest publication date in both the Last Remote Publish and Last Local Publish columns of Publish view.

- If an asset was never published locally or remotely, it displays Never Published in red in the appropriate column, and has a check in the Needs publishing option of the publication Properties dialog. HTML files always appear in red.

- If an asset was changed since the last time it was transferred to the server, it displays the Last Published date in red, and has a check in the Needs publishing option of the publication Properties dialog. If you select Publish changed assets only when you publish this site, the assets with red dates are republished to the server. Pages always appear red because they are always republished unless you specifically choose not to publish a page.

To see the publication properties of a folder, page, or asset listed in Publish view:

1. Right-click the item.

2. Select Properties from the shortcut menu.

   The Properties dialog for the selected item appears.
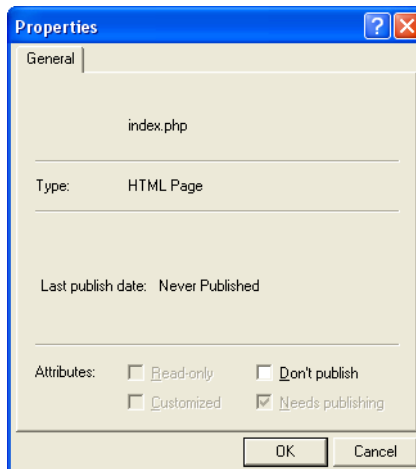
Suppressing a Page or Asset from the Published Site

You can also suppress publishing for a selected page or asset by setting its Don't publish property in the Local pane. If you set this property, NetObjects Fusion:

- Overrides the Needs publishing or Publish changed assets setting for this page or asset.

- Displays a diagonal red slash mark through the page or file icon in Publish view and adds a *D* to its Attribute column.

- Publishes the site without that page or asset.

To suppress publishing for a page or asset:

1. In the Publish view, right-click the page or asset in the Local pane and choose Properties from the shortcut menu.

    The Properties dialog appears.

2. Select Don't publish, then click OK.

    NetObjects Fusion displays a red slash through the page or asset icon and suppresses it from the site when published.

To re-enable publishing for a suppressed page or asset, repeat step 1, clear Don't publish, and click OK.

Note: This Don't publish command is not the same as the Don't publish command in Site view. Selecting the Don't publish command in Site view eliminates the pages and all links to it from the published site. In Publish view, the Don't publish command does not eliminate the page from the published site. The page is simply not generated again and not recopied to the site. The page and all links to it remain. The images and assets of the page may be republished, but the page will not.

Creating Aliased Folders and Setting the CGI-BIN Directory

Sometimes you need to store certain assets of your site in a location separate from the rest of your site. For example:

- You can link to programs such as CGI scripts or other executables that have to be placed in a specific CGI directory so they run properly.

- You can place an order form or other pages in a secure location that requires authorized access, without restricting access to the rest of your site.

- You can link to images or other assets that are maintained or controlled by others, and stored in a protected location.

> **Note:** You must create a publish profile with server type as FTP to use
> an alias. This option is not available for local, SFTP or WebDAV
> publish profiles.

To do this, you create alias folders, using a process in which you define two
locations: the actual physical location on your Web server where you want to
transfer the pages or assets, and the URL or logical address that you want
NetObjects Fusion to use when referring to that object. On some servers, this is
referred to as creating virtual folders.

After the site is transferred to the Web server, you or your server administrator
must configure the server to look in the FTP location for assets that are described as
being in the URL location. For example, your site might include several stock
images from your company's marketing department, such as the company logo and
other approved artwork. When you create your site, you use copies of the artwork
that you stored on a local disk. When you transfer your site's HTML files to the
company server, however, you want to use the "official" images that have been
approved and maintained by the marketing department.

Check with your server administrator to see if your site contents or remote server
configuration requires a CGI directory or other aliases.

To specify the CGI-BIN directory:

Publish Settings

1. In Publish view, click the Settings button on the views bar.

    The Publish Settings dialog appears.

2. Choose a profile from the Profile list.

    The publish profile Server Type must be FTP.

3. Click Advanced.

    The Advanced Publish Settings dialog appears.

4. Click the Aliases tab.
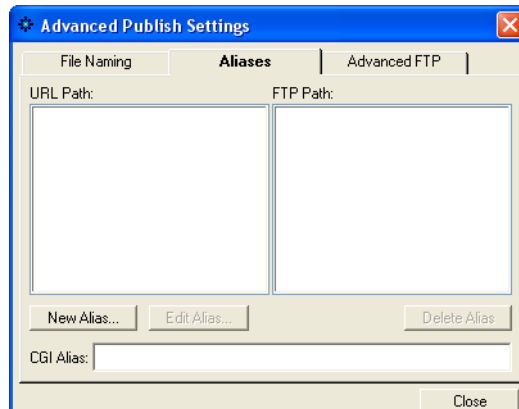
5. Enter the FTP path where CGI scripts are stored in the CGI alias field. This establishes an alias to the executable directory on the server where CGI scripts are kept.

To create other aliased folders:

1. In Publish view, arrange the directory structure for your site the way you want it to appear on your server.

2. Isolate the pages or assets you want to store in an aliased location into one branch of the directory structure, under a common parent folder. If necessary, create a custom folder for each set of aliased content.

If your site requires more than one alias—such as one alias for secure pages and another alias for protected assets—you can create more than one custom folder.

3. Drag pages and assets into the appropriate custom folder(s) as needed.

4. Click Publish Settings on the views bar.

The Publish Settings dialog appears.

Publish Settings

5. Choose a profile from the Profile list.

6. If necessary, make changes to that profile.

7. Position the Publish Settings dialog so you have a clear view of the Contents of directory pane in Publish view. Refer to the directory structure to make sure you type the URL to your custom folder correctly.

8. Click Advanced publish settings and then click the Aliases tab.

9. To add a new alias, click the New Alias button. To edit an existing alias, select it from the list, then click the Edit Alias button.

The New Alias (or Edit Alias) dialog appears.
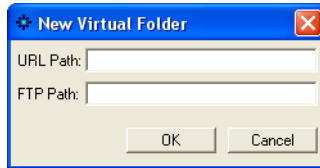
10. Enter the absolute or relative path from your site's root folder to the custom folder containing the aliased pages and assets as the URL Path.

Refer to the directory panel as needed to enter the path exactly as it appears, including the use of uppercase and lowercase names and spaces. For example, if you create a custom folder called Companypix and place it under your Assets folder, the URL Path would be **./Companypix.**

11. Enter the FTP path that you want to use to actually store that folder and its contents. This FTP location must be on the same server as the rest of the site because your publish profile only logs onto one server at a time.

12. Click OK.

13. To add additional aliases, click New Alias again and repeat the process.

When you publish your site, NetObjects Fusion keeps all links and references to your aliased content pointing toward the URL path, but actually stores the pages and assets in the FTP location you specified.

Note: The server must be configured to support this alias. This is a system administrator task outside of NetObjects Fusion, so you or your server administrator must define the alias on the server.

Setting the Server Port and Permissions

Depending on your Web server configuration, you might need to set specific permissions or a specific port so your Web server software can access your site's HTML files. Setting permissions might override the default permissions normally set by NetObjects Fusion 11. The permission settings only apply to FTP and SFTP

servers that support the CHMOD command. Windows IIS servers do not support the CHMOD command, therefore to change the permissions on a Windows IIS server, see your server administrator.

To set the server port and permissions:

Publish Settings

1. In Publish view, click the Settings button on the views bar.

   The Publish Settings dialog appears.

2. Choose a profile from the Profile list.

3. Click Advanced publish settings and then click the Advanced S/FTP tab.
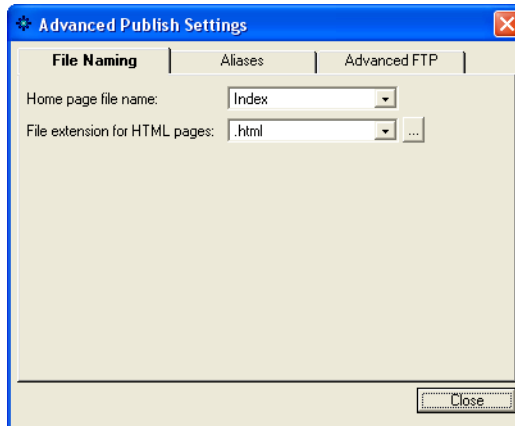
4. Select options for the Advanced S/FTP settings:

   • *Server port* is the port from which your server accepts FTP connections. By default the port setting is 21, which is the most common ISP setting. However, some security systems or other server configurations may require a different setting. Check with your ISP administrator for the proper server port setting.

   • *Connect passive mode* is for publishing to servers not within your company's firewall, or if your ISP or host company's FTP manager establishes connections using passive mode. Passive mode (or PASV) is a security mode in which a client sends a connect signal for data, the server replies with a confirmation signal, and then the data begins uploading. This allows the server to confirm the identity of the client that is connecting before data begins uploading. Although some firewalls allow PASV as a security mode,

others may not be configured for PASV. In that case, publishing will not work. Typically, NetObjects Fusion cannot publish through firewalls or proxies. If a message tells you that NetObjects Fusion cannot connect to the server, the problem is usually a firewall preventing you from logging on. Also, in some cases of publishing to a proxy server, the publishing process appears to succeed but the files do not appear on your site.

5. Click Close.

Publishing with Firewalls or Proxy Servers

If you develop sites behind a firewall and need to publish to a remote server that is outside the firewall, you might be able to use FTP passive mode to connect to the server.

Publish Settings

1. In Publish view, click the Settings button on the views bar.

2. Choose a profile from the Profile list.

3. Click Advanced publish settings and then click the Advanced S/FTP tab.

4. Select Connect passive mode.

5. Click Close.

If the reverse is true and your remote server is behind a firewall or stored on a proxy server, NetObjects Fusion 11 cannot publish directly to the server. If that's the case, follow these steps:

1. Publish your site to a local folder other than the **\Documents and Settings***User***\My Documents\NetObjects Fusion 11.0\User Sites***Sitename***\Preview** folder of your site. Use whatever directory structure and HTML output method you would normally use. The default setting, Local Publish, publishes to the folder **\Documents and Settings***User***\My Documents\NetObjects Fusion 11.0\User Sites***Sitename***\Local Publish**.

2. Consult with your server administrator for the preferred method of transferring content to the remote server. Potential methods include:

    •   Transferring the entire directory structure of the local site to a holding location on an unprotected server, so an authorized administrator can then transfer the site to the protected location.

- Using an FTP application such as WS-FTP or other means of access authorized by the server administrator to transfer the entire directory structure of the local site to the protected server.

- Installing Personal Web Server (PWS) and remotely publishing to it. Then you send the site's files via FTP from PWS to the server.

Whichever method you use, be sure to transfer all files and to duplicate the local folder structure precisely.

Publishing Special Assets

When you transfer your site to the Web server, NetObjects Fusion 11 transfers the entire site to the designated location, including special assets you tell it to manage. These special assets include things like Java classes, images and assets contained on external HTML pages, and CGI scripts. The list of managed assets included in your published site is displayed in Assets view.

When you transfer the site's files to the Web server, you can use any of three methods to ensure that the special assets are included in your site's managed assets.

- Include the assets when you add the object that refers to them. For example:

  - If you reference external HTML pages using the External HTML tool, NetObjects Fusion 11 analyzes the external pages and, if it finds assets in the external pages, includes those assets in Assets view.

  - If you add Java objects to your pages using the Java tool, NetObjects Fusion 11 analyzes their **.class** files and adds other **.class** files referenced there. If you listed additional files on the Java Properties panel, NetObjects Fusion 11 includes them as managed assets. See "Inserting a Java Applet or Servlet" on page 596.

- You can reference an asset in a file link and NetObjects Fusion 11 manages and publishes the asset. See "Creating a File Link" on page 536.

- You can explicitly add any special asset to Assets view and select Always publish file to ensure that NetObjects Fusion 11 manages and publishes the asset. If you select Always publish file and do not move the file in Publish view, and then only publish a section of the site, NetObjects Fusion 11 places this asset at the root of the site. See "Adding a File Asset" on page 1048.

Managing Script Assets

NetObjects Fusion 11 does not analyze custom scripts that you add to pages, MasterBorders, or other objects. If those scripts reference special assets, they are not automatically included in the site's managed assets. To have NetObjects Fusion 11 manage and publish assets called in custom scripts, you must create file links to those assets, or explicitly add them to Assets view.

When you add the file asset, select Always publish file to ensure that the asset is marked In Use. After publishing the first time, you can clear this setting if you only publish changed assets.

Scripts have very specific calls to those files, generally ./**imagename.gif**, **image.gif**, or **images/imagename.gif** for images and **cgi-bin/form.cgi**, complete **http** path to **form.cgi**, or **./form.cgi** for **.exe** files.

- When you add an asset and the directory structure is set to by Asset Type, the added asset is always added to the **assets/images** folder.

- If you add an asset and the directory structure is set to by Site Section, the added asset is always placed in the root if it is an image, or in the existing cgi-bin if it is an .exe.

- If the directory structure is set to by Flat, the asset is added to the root.

Be sure to move the added asset to the correct location in Publish view so the file is published to the correct location on the server.

Using the Content Management Features

NetObjects Fusion's Content Management features provide Web designers the ability to lock objects in place while they design, protect objects when collaborating with other designers, and work seamlessly with NetObjects nPower to offer clients and designers a solution that protects the integrity of the site design.

This chapter describes:

- Protecting objects

- Protecting a Layout

- Protecting MasterBorders

- Protecting a page

- Protecting a site

- Editing protected objects

Protecting Objects

You can prevent objects on a site from being altered by protecting specific attributes, such as an object's content, size, and position.

To protect an object:

1. Right-click on the object and select the Protection option from the shortcut menu.

When you right-click an object, the shortcut menu will display a protection option specific to the object. For example, you would choose Picture Protection from the shortcut menu to set protection options for an image and Text Protection to set protection options for text.

The Protection dialog appears.
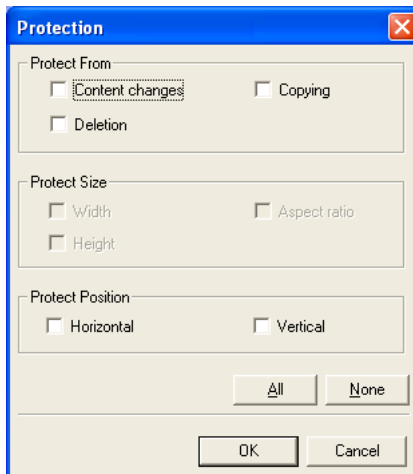
- In the *Protect from* section, select options to prevent the object's content (e.g., table cells, text, images) from being changed. You can also prevent the object from being deleted or copied elsewhere on the site.
- In the *Protect Size* section, you can retain the object's current height, width, and aspect ratio by selecting the corresponding check boxes.
- Lock an object's horizontal and vertical position on the page by selecting the appropriate check boxes in the *Protect Position* section.

- Click All to select all protection options, or clear all selected check boxes by clicking None.

2. Click OK.

Protecting a Layout

When a Layout is protected, it cannot be resized, and new content cannot be added

1. In Page view, click inside the Layout area .

The Layout Properties panel appears, displaying the General tab.
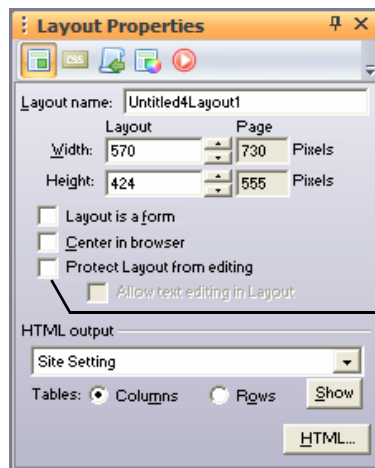
Click this check box to protect the Layout from editing

2. Click the Protect Layout from editing check box.

3. To allow text in a Layout to be modified, select the Allow text editing in Layout check box.

Protecting a MasterBorder

You can protect any MasterBorder on a site so that it is not editable.

1. In Page view, click in the MasterBorder to display the MasterBorder Properties panel.
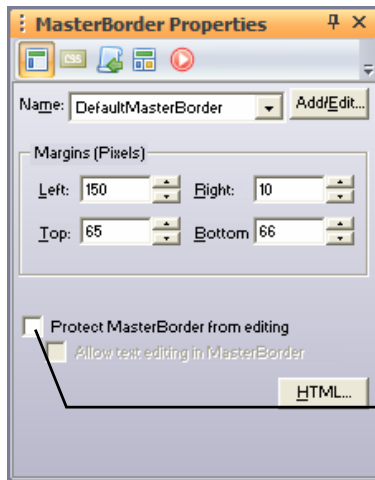
Select this check box to protect the MasterBorder from editing

2. Select the MasterBorder you want to protect from the Name drop-down menu.

3. Click the Protect MasterBorder from editing check box.

4. To allow MasterBorder text to be modified, select the Allow text editing in MasterBorder check box.

Protecting a Page

You can set Protection Options for an entire page of your site so that protected attributes cannot be altered.

1. In Site view, select the page or pages to which you want to apply protection options.

The Page Properties panel appears.

2. Click the Protection Options tab on the Page Properties panel.

Protection Options tab
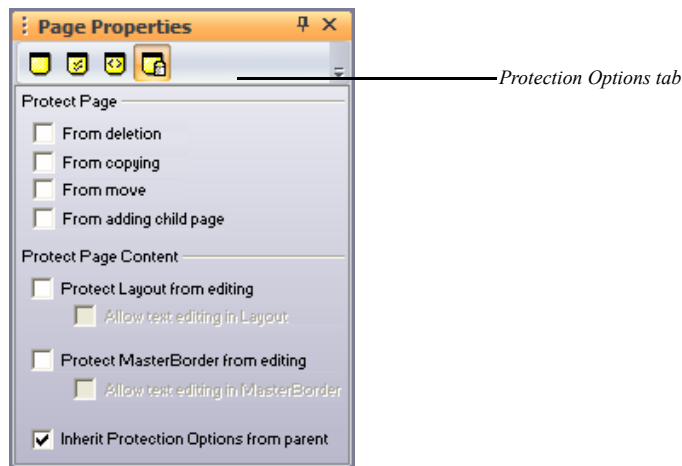
3. In the Protect Page section, select the page protection properties.

- *From deletion* prevents the page from being deleted.

- *From copying* restricts the page from being copied and pasted elsewhere on the site.

- *From move* locks the page's position in the SiteStructure.

- *From adding child page* prevents new pages from being created under the parent page.

4. In the Protect Page Content section, set the protection options for the page content.

- *Protect layout from editing* prevents a user from resizing or adding new content to the layout.

- *Allow text editing in layout* permits text editing within a protected layout.

- *Protect MasterBorder from editing* prevents the MasterBorder from being changed, resized, or edited.

- *Allow text editing in a MasterBorder* allows text in a protected MasterBorder to be edited.

- *Inherit Protection Options from parent* applies the Protection Options of the parent page to the selected child page.

Protecting a Site

You can apply Protection Options to an entire site so that protected elements cannot be edited on any page of the site.

1. In Site view, select Options>Current Site from the Tools menu.

   The Current Site Options dialog appears.

2. Click the Site Protection tab.

3. In the Protect Page field, select the site protection properties.

Site Protection tab
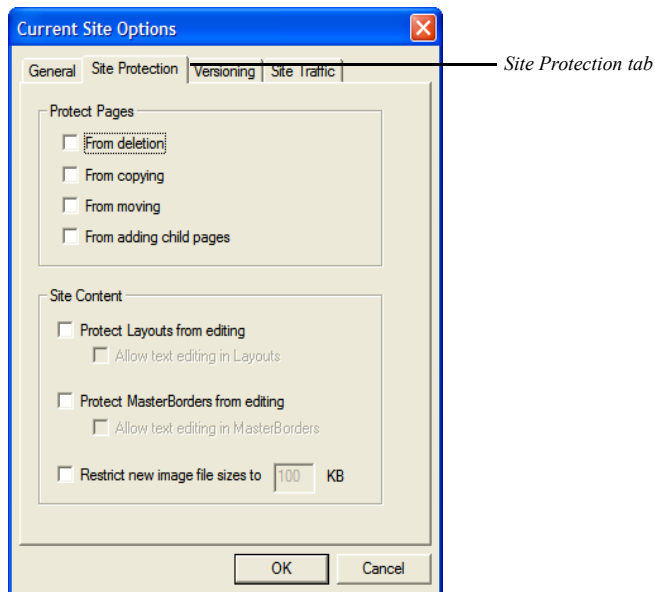
- *From deletion* prevents all site pages from being deleted.

- *From copying* restricts all pages from being copied and pasted elsewhere on the site.

- *From moving* locks the position of all pages in the SiteStructure.

- *From adding child pages* prevents new pages from being created under any parent page.

4. In the Protect Page Content field, set the protection options for the page content.

- *Protect layout from editing* prevents a user from resizing or adding new content to all page layouts.

- *Allow text editing in layout* permits text editing within protected layouts.

- *Protect MasterBorder from editing* prevents all MasterBorders from being changed, resized, or edited.

- *Allow text editing in a MasterBorder* allows text in all protected MasterBorders to be edited.

- *Inherit Protection Options from parent* applies the Protection Options of the each parent page to their respective child page.

- *Restrict new image file sizes to* allows you to specify a maximum allowable size for each image on the site.

5. Click OK to apply the site-wide Protection Options.

Editing Protected Objects

If you have set Protection Options for several elements throughout your site, you can easily suspend those Protection Options so that you can continue to modify your site without having to remove and restore each Protection Option individually.

1. To suspend Protection Options on a site, select Options>Application from the Tools menu.

The Application Options dialog appears, displaying the Program tab.
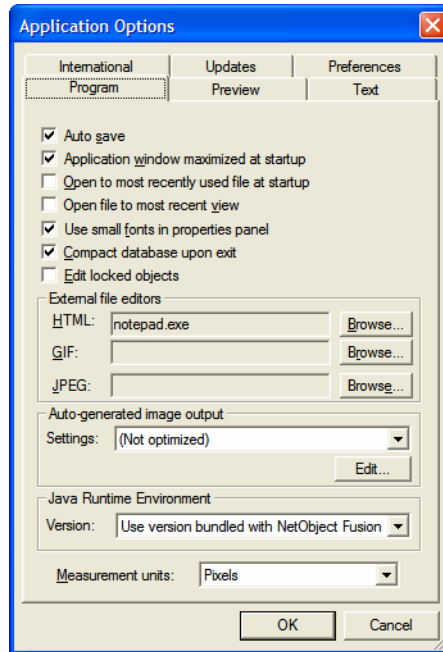
2. Select the Edit Locked Options check box.

3. Click OK to suspend the Protection Options and continue editing your site.

Note: Applying this option allows you to edit your Web site while the protection options are still applied in the background.

Using the Site Versions Manager

With NetObjects Fusion's Versions Manager, you can store site versions in template form, in a remote location, with a few simple clicks.

This chapter describes:

- Setting Versioning options

- Creating a version while publishing

- Creating a version of a published site

- Restoring a previous version of a site

- Removing a version from the Versions Manager

- Exporting connection credentials for nPower clients

- Setting options for site backups

Understanding Versioning

Using the NetObjects Fusion Versions Manager, you can create a backup version of your site at any time. The versions are checked into NetObjects Fusion's Versions Manager and can be restored with a few easy clicks. NetObjects Fusion also creates a publishing credentials (.nfc) file that can be used to collaborate with nPower clients to connect and retrieve the latest version of their site and make changes.

Setting Versioning Options

Before you can store site versions in the Versions Manager, you must specify versioning settings such as the publish profile to be used for storing site versions as well as the path for the versions Repository.

The versioning settings will be specified in the Versions Manager Setup dialog.

1. To open the Versions Manager dialog, from the File menu, choose File>Versions Manager.

The Versions Manager Setup dialog will appear.

Note: The Versions Manager Setup dialog appears only if the versioning details for the current site are not set up. Once the versioning details have been set up, when you select Versions Manager from the File menu, the Versions Manager dialog will appear right away.
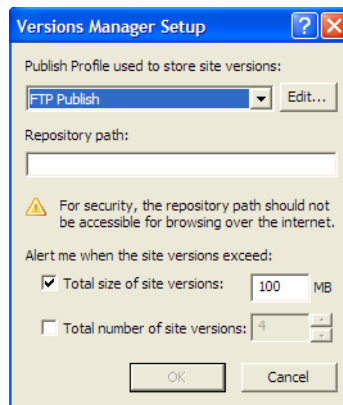
2. Specify the versioning details in the Versions Manager Setup dialog:

- *Publish Profile used to store site versions.* Select a Publish Profile for storing site versions.

Note: If you have not created a remote publish profile yet, a notification will appear onscreen asking you to create a publish profile.

Click Edit to open the Publish Settings dialog and add a new publish profile or modify an existing one.

- *Repository Path.* Enter the path where site versions will be stored in the selected Publish Profile.

You may add the current site version to an existing repository or start with a new repository. When you add the current site to an existing repository, you will be prompted to either replace it or append to it.

Note: The versioning repository contains sensitive information. For security purposes, the repository path should not be accessible for browsing over the Internet.

- *Total size of site versions.* Enter a maximum value (in megabytes) of server space for site versions. The default value is 100MB.

- *Total number of site versions.* Specify a maximum number of versions that can be stored in the Versions Manager. You will be prompted to delete previous versions when you have created the maximum number of versions allowed.

3. Click OK.

The Versions Manager dialog will appear onscreen.

Note: To update the versioning information for your site at a later time, go to Tools > Options > Current Site and select the Versioning tab. There you will also be able to set the options for the site backups. See ''Setting options for site backups'' on page 41-1117.

Creating a Site Version in the Versions Manager

1. After setting the versioning details in the Versions Manager Setup dialog, the Versions Manager dialog will appear onscreen.
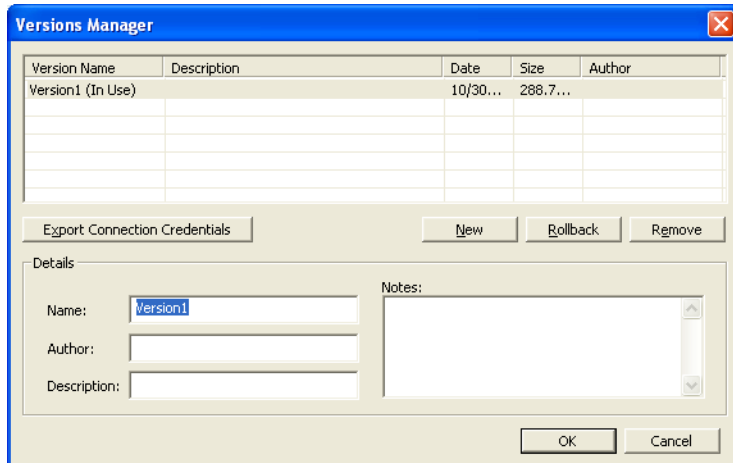
2. Click New.

3. In the Details field, enter information, such as the version name, author, and description, that will help you identify the specific version should you need to restore it.

4. Click OK to create the site version.

   A version of your Web site is transported to your Web server and checked in to the appropriate directory.

Creating a Site Version while Publishing
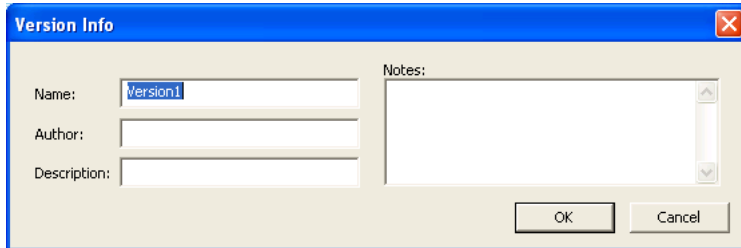
1. Click Publish Site on the Views bar.

The Publish Site dialog box appears.
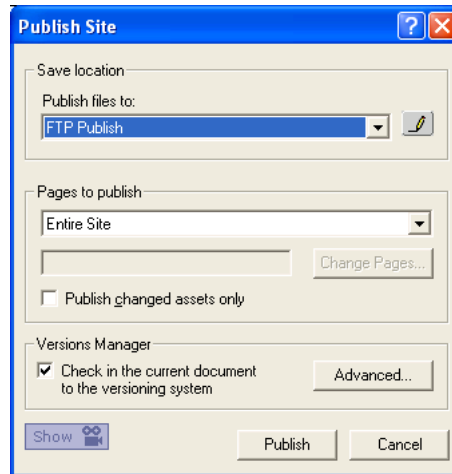
2. In the Publish files to drop-down menu, select the remote publish profile to which you want to publish your site.

3. Choose to publish the entire site or individual pages in the Pages to publish field.

4. To publish only those assets that have changed, check the Publish changed assets only check box.

5. Click the Check in the current document to the versioning system check box.

6. Click the Advanced button to enter version information, such as a name, author, and description, and then click OK.

7. Click Publish to publish the site and create a site version in the Versions Manager.

Restoring a Version

1. To restore a previous version of your site, choose Versions Manager from the File menu.

   The Versions Manager dialog appears.

2. Click the name of the version you want to restore from the Version Name list.

3. Click Rollback.

   NetObjects Fusion retrieves a working copy of the site from the versions repository, and opens the site for editing so that you can review the site and make any needed changes.

4. When you have finished editing the site and are pleased with the results, follow the steps for Publishing Your Site to restore the selected version.

Removing a Version from the Versions Manager

1. To remove a site version from the Versions Manager, choose Versions Manager from the File menu.

The Versions Manager dialog appears.

2. Click the name of the version you want to remove in the Version Name list.
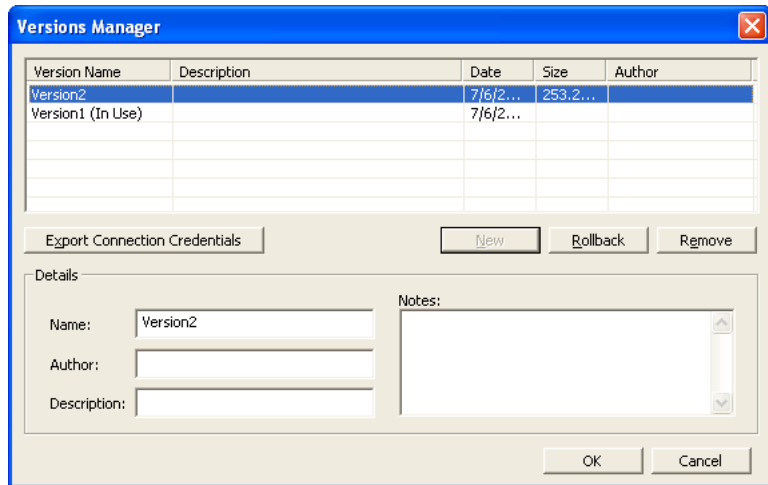
3. Click Remove to delete the selected version.

Warning: This action cannot be undone.

Exporting Connection Credentials for nPower Users

When you create a site version in the Version Manager, NetObjects Fusion automatically creates a connection credentials file (.nfc file) that nPower clients will use to open their sites. When nPower clients open the .nfc file, they are connected to the Versions Manager, from which they will check out a working copy of their site. The site will be marked "in use" until the client has republished the site. The .nfc file also contains the site's publish profile settings so that nPower

users can easily publish their changes to the Web without having to enter publish settings.

1. To export an .nfc file, choose Versions Manager from the File menu.

    The Versions Manager dialog appears.

2. Click the name of the Version you want to export from the Version Name list.

3. Click Export Connection.

    The Save As dialog appears.

4. In the Save in drop-down list box, select a location on your hard disk in which to save the nfc file.

5. Enter a name for the nfc file in the File name field.

6. Click Save to save the file to the location you specified.

7. You can retrieve the .nfc file and distribute it to your clients who use nPower.

    When nPower users open the .nfc file, they will be connected to the Versions Manager repository from which they will retrieve their Web site for editing.

Setting options for site backups

To set the options for the backup copies of your site, go to Tools > Current Site and select the Versioning tab.
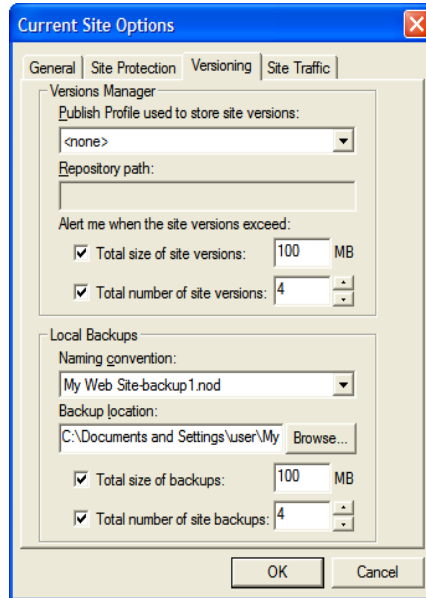
- *Naming convention.* Choose a preferred naming convention for site versions. Site versions will be named using either the site name and version number or the site name and date the version was created, depending on which option you choose.

- *Backup location.* Choose a location on your local hard disk to store backups of site files.

- *Total size of backups.* Enter a maximum value (in megabytes) of hard disk space to be allocated for site version backups. You will be prompted to remove previous backups when you exceed this value.

- *Total number of backups.* Specify a maximum number of backups that can be stored on the local hard disk. You will be prompted to delete previous backups when you have exceed the maximum number of backups allowed.

Working with Character Sets

In the past, most computers used the same character set to represent upper and lowercase English language letters, number characters, and punctuation characters. This character set is known as ASCII. However, ASCII is a very limited character set, unable to support a variety of alphabets. To accommodate computer users worldwide, different character sets were developed. These new character sets are often identified by a number, such as code page 850 or ISO-8859-1.

Character sets are composed of *code points*, which are the numbers assigned to characters that the computer uses to identify the character. For example, in ASCII, when you type a capital *A*, the computer sees its code point, which is the number 65; if you type a *B,* the computer sees a 66. Both the code page 850 and the ISO-8859-1 character sets include accented characters, but 850 uses the code point 130 for the character *é*, and 8859-1 uses 233 for the same character. To eliminate this confusion, an effort is underway to create a universal character set that includes every character from every language. This character set is called *Unicode*.

Characters display correctly in NetObjects Fusion because they are stored in Unicode. When NetObjects Fusion publishes or previews a page, it converts the text from Unicode to the character set selected for the site or for the individual page.

Suppose you type Greek characters on a page, set the page character set to Western European (ISO-8859-1), and preview the page. Because their particular code points do not have equivalents in the Western European character set, the Greek characters may appear as question marks. If you want to guarantee that the Greek characters on the NetObjects Fusion page display correctly when you preview or publish, you should choose a character set that includes Greek characters. This character set is then inserted in the charset parameter in the generated HTML META tag, which tells the browser how to interpret and display the characters.

If you have a page that contains languages that use different character sets, for example, English on the right and Greek on the left, to guarantee that all characters will be interpreted correctly by the browser, you can use Unicode (UTF-8) or two-byte Unicode (UCS-2) as a character set for the page. Remember that Unicode is evolving; it is not complete yet, but it does include code points for most characters

in languages commonly used on computers today. Note that only Netscape 4.x and Microsoft Explorer 4.0 and up currently support UTF-8, and only the most recent versions of Netscape and Microsoft Explorer support UCS-2.

Available Character Sets

The following character sets are included with NetObjects Fusion:

- Baltic (CP-1257)
- Central European (ISO-8859-2)
- Central European (Windows-1250)
- Chinese Simplified (GB2312)
- Chinese Traditional (BIG5)
- Cyrillic (ISO-8859-5)
- Cyrillic (KO18-R)
- Cyrillic (Windows-1251)
- Greek (ISO-8859-7)
- Greek (Windows-1253)
- Japanese (EUC-JP)
- Japanese (ISO-2022-JP)
- Japanese (SHIFT_JIS)
- Korean (KSC5601)
- Turkish (ISO-8859-9)
- Turkish (Windows-1254)
- Unicode (UCS-2)
- Unicode (UTF-7)
- Unicode (UTF-8)
- Western European (CP437)
- Western European (CP850)
- Western European (ISO-8859-1)
- Western European (ISO-8859-15)
- Western European (Windows-1252)

The following character sets are not included with NetObjects Fusion, but are supported once installed in your operating system. You can download language kits at **www.microsoft.com** or install them from your Windows NT installation disks.

- Western European (CP-437)
- Western European (CP-850)
- Central European (CP-852)
- Cyrillic (CP-866)
- Greek (CP-869)
- Greek (CP-737)
- Turkish (CP-857)

Setting the Site's Character Set

1. In any view, from the Tools menu, choose Options>Current Site.

2. On the General tab of the Current Site Options dialog, select a character set from the Character set drop-down list.
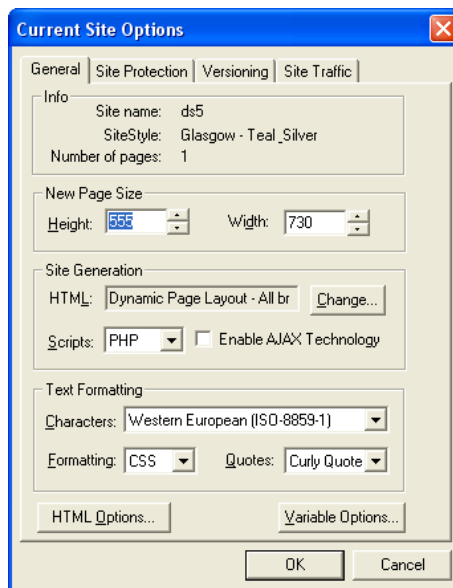
To ensure that characters display properly:

1. Load a localized operating system. For example, for a Cyrillic site, you must use a Cyrillic OS.

2. Set the site's character set.

3. Change the font for each SiteStyle element on the Graphics tab. This includes banners, buttons, and so on.

4. Publish the site to see the correct characters in NetObjects Fusion and the browser.

If you type characters that are not included in the selected character set, when you preview or publish the page, you might see question marks in place of unknown characters.

Setting the Character Set for an Individual Page

You can override the default site character set and choose a different character set for individual pages.

1. In Page or Site view, right-click on the page and select Page Character Set from the shortcut menu.

2. Select a character set for the page from the Page Character Set drop-down. This character set will be applied only to this page.
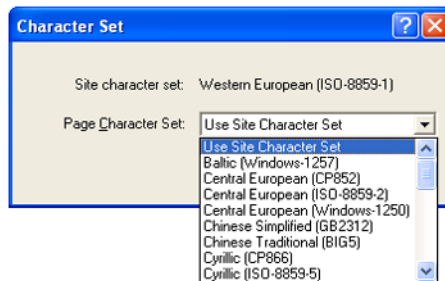
Setting the Character Set for a Section

1. Go to Site view and select a section.

2. Right-click the parent page of the section and select Section Character Set from the shortcut menu.

3. Select a character set for the section from the Section Character Set drop-down.
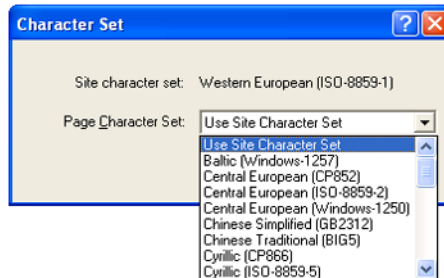
Setting the Character Set for Imported Pages

When you import a site into NetObjects Fusion, you must ensure that it has the correct character set before you begin the import.

1. From the Tools menu, choose Options>Application.

2. In the Application Options dialog, click the International tab.

3. In the Imported HTML section of the dialog, select a character set for imported text from the drop-down list.
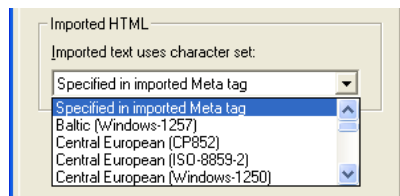
If you know the HTML pages in the site you are importing have the appropriate character set specified in the META tag, you can use the Specified in imported Meta tag setting. If, however, you know the site is in Greek and the correct character set is not specified in the META tag, then before importing you should choose an appropriate character set from the drop-down list.

If there is no character set specified in the META tag, and you forget to set the correct character set before importing, NetObjects Fusion assigns the ISO-8859-1 character set.

URL and Page Name Character Requirements

The characters in a URL are limited to those represented in lower ASCII, which includes uppercase and lowercase English letters, numbers, and common English punctuation. You cannot use accented characters or other special characters in a URL.

You can, however, name pages using accented characters. The names on the banner and buttons display in the correct international form. In Publish view, however, file names, page names, and folders change to names with unaccented characters.

For Japanese, NetObjects Fusion uses the ASCII characters that are normally converted to a Japanese character. For other Asian languages, a numeric file name is assigned. For European languages, NetObjects Fusion strips out the accents; the words look the same but without accents. For example, if you name a page *été* in Site view, in Publish view it is listed as **ete.html**.

Optimizing Your Workspace

The NetObjects Fusion 11 user interface offers a new powerful, yet simple, mechanism of panels, toolbars, and menu customization, enabling Web designers to take full advantage of optimizing their workspace for maximum efficiency.

Create new toolbars and menus, and customize them by adding new buttons and menu items, changing button icons, and much more.

Take advantage of the new docking panels offered to construct the working area that best suit your needs, by moving, floating, docking, and hiding panels within your workspace.

Save the position and customizing options of toolbars, menus and panels as a new workspace, or choose among the predefined workspaces that NetObjects Fusion 11 offers.

Change the look and feel of your workspace by selecting among the themes that are available with NetObjects Fusion 11.

This chapter describes:

- Selecting a Workspace

- Working with Panels

- Working with Toolbars

- Customizing Toolbars and Menus

- Selecting Themes for Your Workspace

Selecting a Workspace

With NetObjects Fusion 11, the workspace concept is introduced for optimizing your work area. The workspace consists of all the panels, toolbars, and menus within NetObjects Fusion 11.

NetObjects Fusion 11 displays three workspaces by default:

- *Basic*, which displays a reduced number of panels and toolbars for quick and easy use, consistent with the way previous versions of NetObjects displayed these items. See '"Selecting a Workspace" on page 1125.

- *Advanced,* which displays all panels and toolbars from within NetObjects Fusion 11, using new features such as tabbed panels, auto-hide, and display of the advanced CSS panels. See "Selecting the Advanced Workspace" on page 1127.

- *LastUsed*, which displays the last used configuration for panels, toolbars and menus that are saved before you have existed NetObjects Fusion. See "Selecting the LastUsed Workspace" on page 1128.

You can create your own workspace by displaying only the panels and toolbars that you need, in the precise positions you want them to appear. Then, you simply save the new workspace configuration and the select it from the list of available Workspace options in the menu when you are ready to work with your new environment. See "Creating a Custom Workspace" on page 1128.

Selecting the Basic Workspace

The Basic workspace is best suited for users who have just begun working with NetObjects Fusion, as it displays panels and toolbars that are most commonly used.

To display the Basic workspace, select it from then View > Workspace menu.

Components Manager

Basic Workspace

Layout Properties Panel

CSS-Common Panel

Data Sources Panel
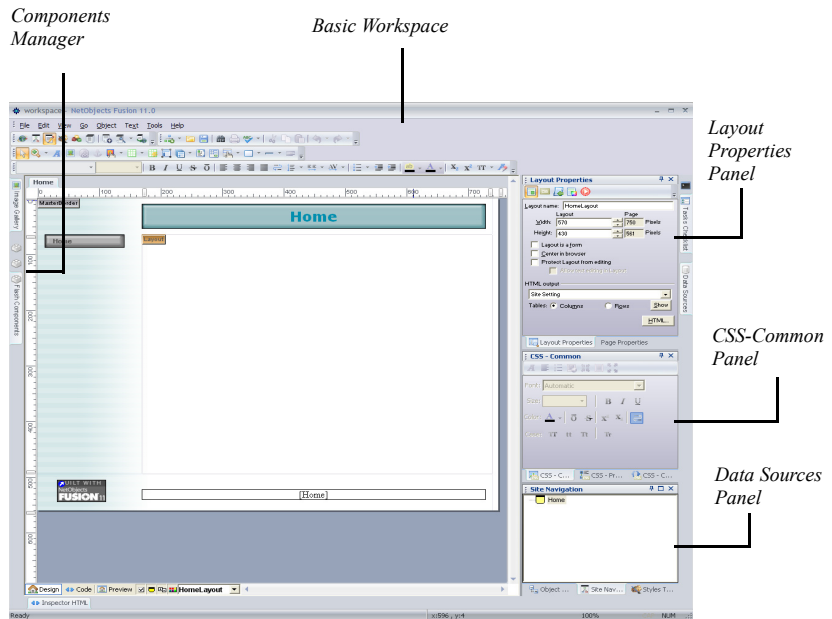
Selecting the Advanced Workspace

The Advanced workspace displays the most frequently used panels and toolbars from within NetObjects Fusion 11, along with some of the new advanced features:

- *CSS panels*, which allows you to change the style of selected elements with a few clicks of the mouse. See "Using the CSS Panels" on page 267.

- *Tasks Checklist panel*, which allows you to organize and maintain all the tasks related to building, editing, and publishing your site. See "Managing SiteStyles" on page 448.

- *Output panel,* which allows you to display the end result of a processing task in NetObjects Fusion 11. See "Using the Output Panel" on page 1155.

- *Text Format toolbar*, which allows you to format text more easily than ever before. See "Using the Text Format Toolbar" on page 246.

- *Styles Tree,* which offers SiteStyle control directly from Page View. See "Working with the Styles Tree in Page View" on page 493.

Components Manager docked on the left side of the working area

Advanced Workspace

Tasks Checklist Panel docked on the right side of the working area

Styles Tree

CSS Panels: Common, Property Sheet and Code
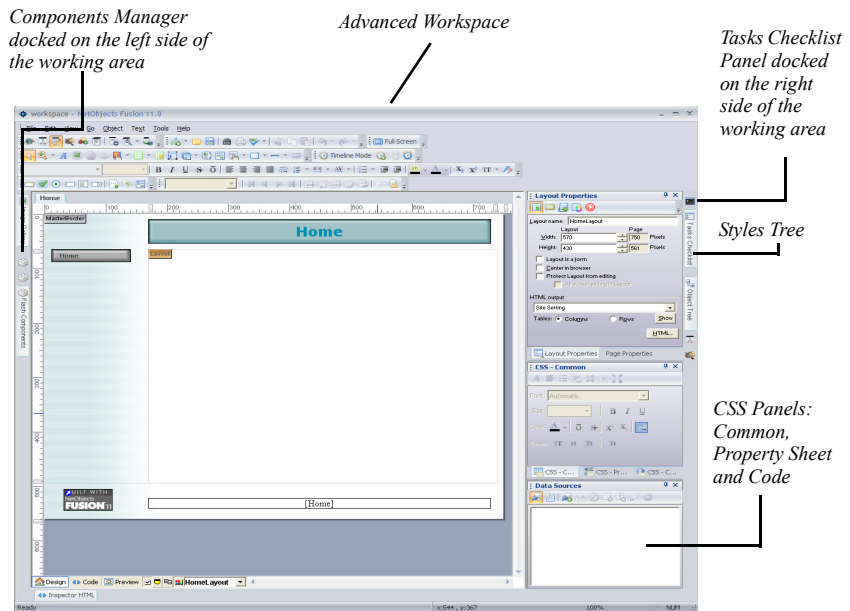
To display the Advanced workspace, select it from then View > Workspace menu.

Selecting the LastUsed Workspace

The LastUsed workspace remembers the contents and coordinates of the workspace as they were when you closed NetObjects Fusion. It is saved only when exiting NetObjects Fusion; when you re-start Fusion, it will load the LastUsed workspace, as it was at the moment the program was closed.

When first installed, NetObjects Fusion 11 opens with the Advanced workspace by default. When exiting the program, the current configuration of panels and toolbars will be saved and kept as the LastUsed workspace and loaded as the new default the next time you launch NetObjects Fusion.

Creating a Custom Workspace

To create the work area that is most efficient for the way you work in NetObjects Fusion, or to create a worskpace that is beneficial to specific projects, arrange the

panels and toolbars to your preference and save the workspace so it can be re-used over again when needed. Each workspace that you create and save will appear on the Workspace list in the View menu.

To do that:

1. Display all the panels and toolbars that you would like to work with in NetObjects Fusion.

2. When the workspace has the layout you desire, from the View menu select Workspace > Save Workspace as... The Save As dialog appears.

3. Type the name of the new workspace. If there is already a workspace with that name in existence, you will get a warning message asking you if you want to replace the existing workspace. Select No and rename the workspace, or select Yes to overwrite the existing workspace.

The new workspace name will appear on the Workspace list in the View menu.

To open a custom created workspace, select it from the View > Workspace menu.

Working with Panels

NetObjects Fusion 11 comes with a new and innovative system of panel management, offering you a variety of possibilities to display only the necessary tools you need when you need them. Your available workspace may be increased considerably by the arrangement of panels. Optimize the layout of your workspace by:

- *Displaying or hiding all panels*. NetObjects Fusion 11 offers you a one-click solution to choose whether or not all panels should be displayed within your workspace. For more information, see "Displaying and Hiding All Panels" on page 1130.

- *Docking panels*. You can dock panels to the left, right, top, or bottom of the workspace. See "Docking panels" on page 1130.

- *Floating panels*. Floating panels may be moved freely to any location within the workspace; they can appear on top of, or behind, other floating panels. For more information, see "Floating Panels " on page 1134.

- *Working with panel groups*. Panels may be grouped together to form panel groups. These groups of panels will behave as regular panels; they can be docked or left to float. See "Working with Panel Groups" on page 1135.

- *Auto-hiding panels*. To save space, panels can be made to hide automatically when not in use. To find out more about the auto-hide feature within NetObjects Fusion, see "Using Auto-Hide" on page 1137.

The panels that are used most frequently within NetObjects Fusion are listed on the View menu. To see the rest of the available panels, select More Panels from the View menu. To open a panel that is not displayed in the workspace, go to the View menu and select it from the list.

Clicking the Close button on a docked or floating panel will remove it from the interface. To re-open a panel once you have closed it, select the panel's name from the View menu.

Displaying and Hiding All Panels

For increased work space, you can hide all panels displayed within your workspace. This will affect only the panels, without hiding the toolbars currently displayed.

To do that, select the Full Screen option from the View menu. The effect will be that all panels, including those that are docked, will be hidden.

To have the panels displayed again, select the Full Screen option from the View menu one more time.

The same result will be obtained if you display and click the Full Screen button on the toolbar:

Full Screen

The Full Screen bar is disabled by default. To display it:

1. Click on any toolbar's right arrow button, and select Customize from the menu. The Customize window will appear.

2. From the Toolbars tab, check the Full Screen option.

Docking panels

Within the NetObjects Fusion 11 workspace, panels may be:

- *Docked*. A panel is docked if it is attached to a side of the workspace

- *Floating*. A panel is floating if is not attached to any side of the workspace and can be positioned on top of other panels. See "Floating Panels " on page 1134.

Floating panel   Docked panel
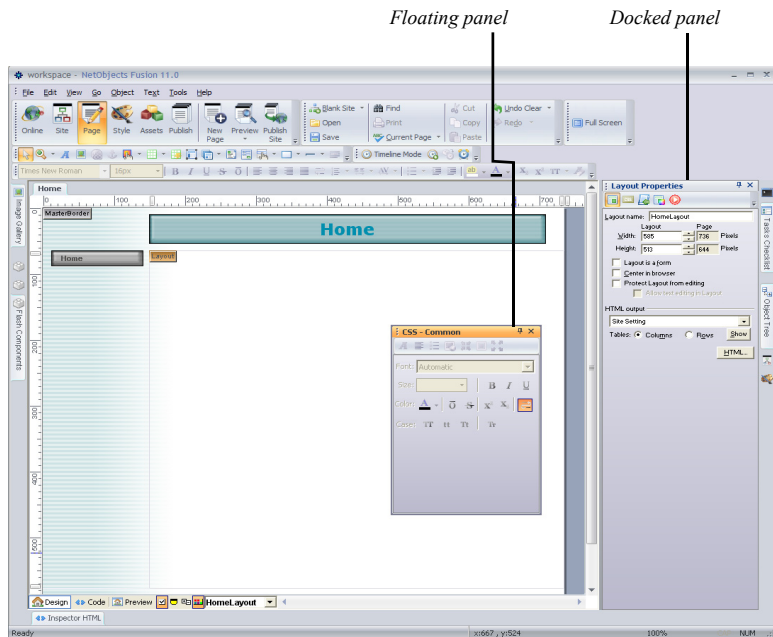
Panels may be docked either to the inner and outer edges of the workspace, or to the edge of another panel.

The docking procedure is based on 'drag-and-drop'. When you drag a panel from its current location to another location in the workspace, a translucent set of directional stickers will be displayed on the workspace.

Dropping the panel on one of the outer stickers will allow you to dock the panel to the outer edge of the workspace. Dropping the panel on one of the inner stickers will dock the panel to the inner edge of the workspace.

To dock a panel to the outer edge of the workspace:

1. Drag the panel by its title bar and move it over one of the outer stickers, according to the desired destination area.

2. When the mouse cursor is over the sticker, an outline of the panel will appear.
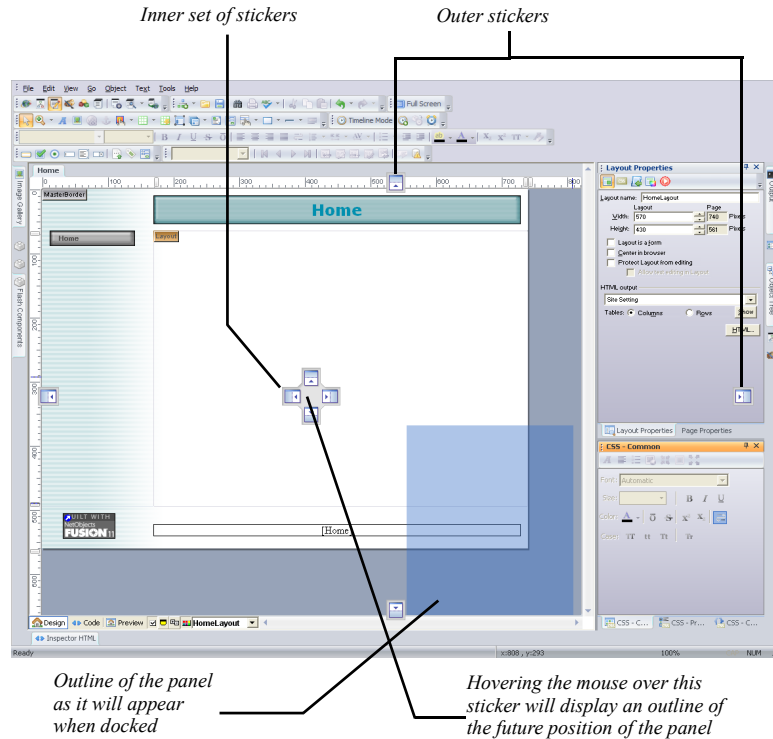
Inner set of stickers

Outer stickers

*Outline of the panel
as it will appear
when docked*

*Hovering the mouse over this
sticker will display an outline of
the future position of the panel*

3. Release the mouse button.

The panel will now be docked to its new position, as suggested by the outline.

To dock a panel to the inner edge of the workspace:

1. Drag the panel by its title bar and move it over one of the four inner stickers, according to the destination area.

2. When the mouse pointer is over the sticker, an outline of the panel will appear.
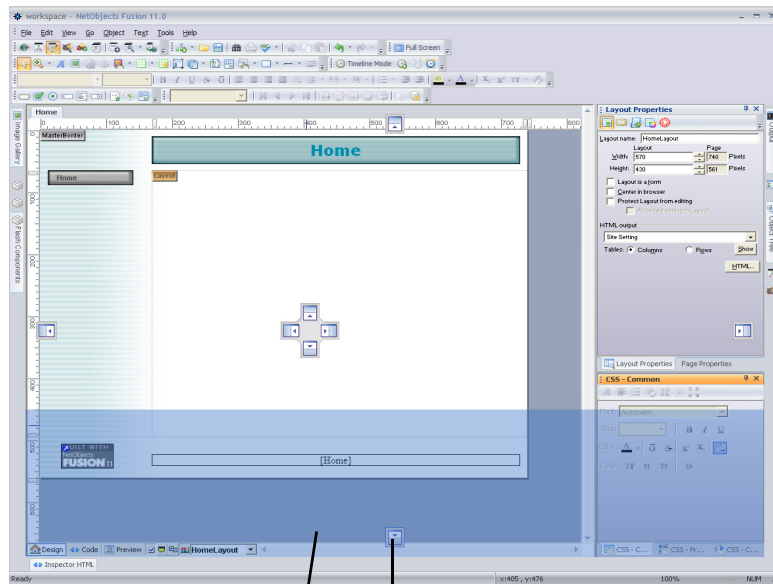
*Outline of the panel
as it will appear
when docked*

*Hovering the mouse over this
sticker will display an outline of
the possible position of the panel*

3. Release the mouse button.
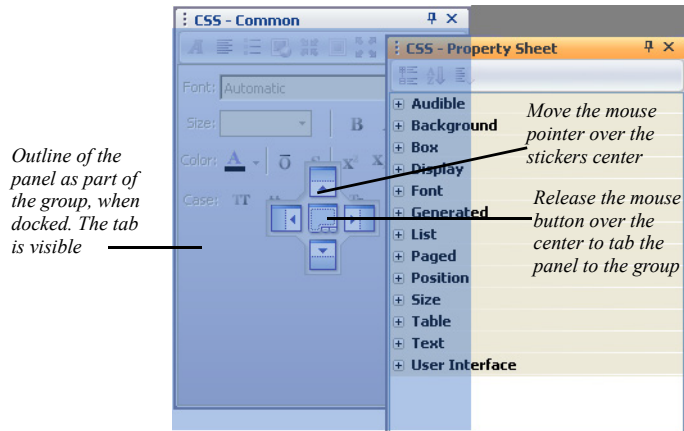
The panel will now be docked to its new position, as suggested by the outline.

To dock the panel relative to another panel (tab-link two panels):

1. Drag the panel over another panel (or group of tabbed panels).

2. The inner group of stickers will appear. A small tabbed panel will be visible in the center of the stickers group, indicating the ability to add the panel as a tab.

3. While still holding the mouse pointer down, move the panel over the center of the stickers group. You will have a preview of how the panels will look when tabbed.

Outline of the panel as part of the group, when docked. The tab is visible

Move the mouse pointer over the stickers center

Release the mouse button over the center to tab the panel to the group

4. Release the mouse button.

Floating Panels

Floating panels are stand-alone panels that can be moved to any area within the workspace. They will stay on top of other panels and can also be docked to any side of the workspace.

Floating panels are best suited for a large screen with enough space for displaying both the panels and the page layout.

To make a docked panel float:

1. Drag the panel by its title bar, away from where it is docked.

2. While still holding the mouse button down, move towards the destination area.

3. Release the mouse button.

To float a group of docked panels:

1. Drag the group by its title bar.

2. While still holding the mouse button down, move towards the destination area.

3. Release the mouse button.

Groups of docked panels travel together.

To change the location of a floating panel in the workspace, simply drag it by its title bar to the desired destination.

To float a panel from a group:

1. Drag the panel's tab away from its tabbed group.

2. While still holding the mouse button down, move the panel by its tab outside the group, and away from the edges of the workspace.

3. Release the mouse button.

See the sequence of making a tabbed panel float in the illustration below:
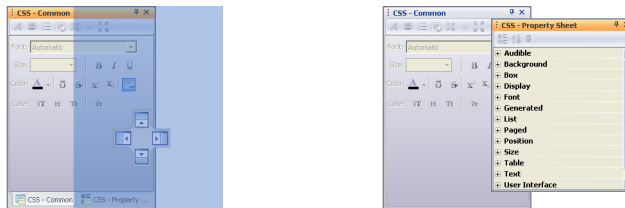
Working with Panel Groups

Panels may be stacked together to form groups of panels. To display a panel contained in the group, you simply click the name tab of the panel that is visible in the group.

A panel may be tabbed with another panel or a group of panels by:

• Dragging the panel by its title bar and placing it over the destination panel's title bar. A preview of how the docked panel will look appears. When the preview appears, release the mouse button.

• Dragging the panel by its title bar and placing it over the center of the destination panel when the inner set of directional stickers appears.

If a panel is part of a group of panels, it can be removed from the group at any time to form a stand-alone panel.

To remove a panel from a group of panels:

1. Drag the panel's tab outside the tabbed panel area.

2. While still holding the mouse button down, move towards the desired destination area.

3. Release the mouse button.

To move a group of tabbed panels, simply drag the group by its title bar to the new destination area.

A panel may be docked inside another panel, without tab-linking it, as you can see in the following two examples:

• Docking to the top of a panel by releasing the mouse-button over the up arrow of the directional sticker.
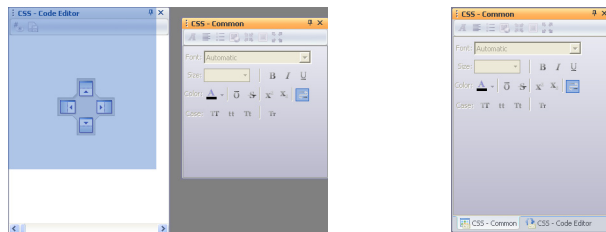
• Docking to the right side of a panel by releasing the mouse-button over the right arrow of the directional stickers.

Using Auto-Hide

In order to have more screen space, it may be desirable to temporarily hide some of the panels. To suit this purpose, panels support the AutoHide feature that enables you to minimize docked panels along the edges of the workspace when not in use.

By clicking a button, panels may be collapsed to a tab, from which they can be expanded back into place by hovering the mouse pointer over the tab.
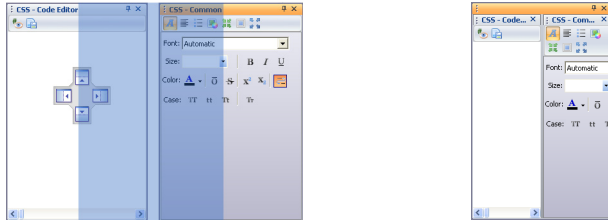
To turn on/off AutoHide, click the pushpin icon on the title bar of the panels.

The AutoHide feature is available for both docked and floating panels:

• *AutoHide docked panels.* When a docked panel is set to minimize using the push-pin and you move the mouse over its tab, the panel expands to the area where it was last docked.

When an auto-hidden docked panel loses focus, it automatically slides back to its tab, where its name remains visible.

To display an auto-hidden panel, move your mouse over the tab. The panel will slide back into view.

Autohidden floating panel. Only the title bar is visible

AutoHidden docked panel. Only the name tab is visible
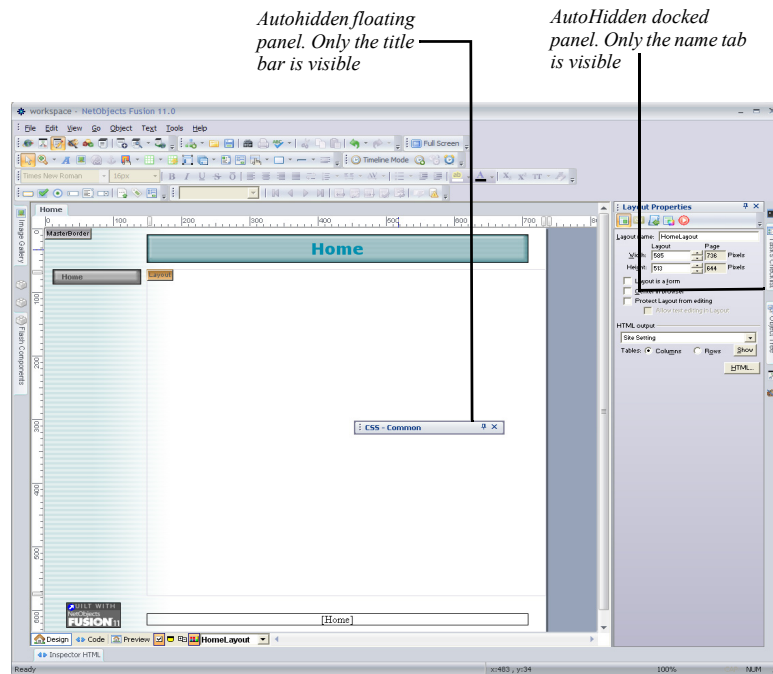
- • *AutoHide floating panels*. When a floating panel is set to minimize using the push-pin and you move your mouse over its title bar, the panel will expand.

When an auto-hidden floating panel loses focus, it automatically slides under its title bar. While a panel is auto-hidden, only its title bar will be visible in the workspace.

To display an auto-hidden floating panel, move your pointer over its title bar or click on it. The panel will slide back into view.

Working with Toolbars

Along with the new concepts of panel management within the workspace, NetObjects Fusion 11 also offers a powerful toolbar customization mechanism, that allows you to create a working environment that suits your needs.

Now you can:

*   Display and hide toolbars, add and remove toolbar buttons, and change the location of toolbars within the workspace, as well as docking them and making them float. See "Using Toolbars" on page 1140.

*   Create your own custom toolbars, and rename or remove them from the workspace. See "Managing Toolbars " on page 1143.

*   Access and organize commands on toolbars quickly and easily. See "Adding Commands to Toolbars" on page 1146.

*   Add new buttons to toolbars; change button icons by selecting from the existing ones or create your own new icons; choose to display only text commands or buttons, or display both text and icons; and much more. See "Customizing Toolbar Buttons" on page 1148.

*   Switch to display large icons on the Views toolbar, or select to display tooltips on your toolbar icons. See these options and additional ones in the "Working with the Options Tab" on page 1151.

Using Toolbars

Toolbars allow you to access and organize commands quickly and easily. You can change the location of toolbars within the workspace, by docking or making them float, in order to create the working environment that is best for you.

Toolbars may be held in two modes within the workspace:

- *Docked,* when they are attached to one edge of the work area. You can dock a toolbar to the left, right, top, or bottom edge. When you drag a toolbar to the edge of the window, the toolbar snaps into place in the vertical or horizontal position of the window's edge.

- *Floating,* when they are not attached to any edge of the work area. When floating, a toolbar may be placed on top of other objects or other floating

toolbars. Resizing a floating toolbar will make the icons re-arrange on the toolbar.

Docked toolbar *To change the location of a docked toolbar, drag it by the grip handle* *Floating toolbar*

Add and Remove button
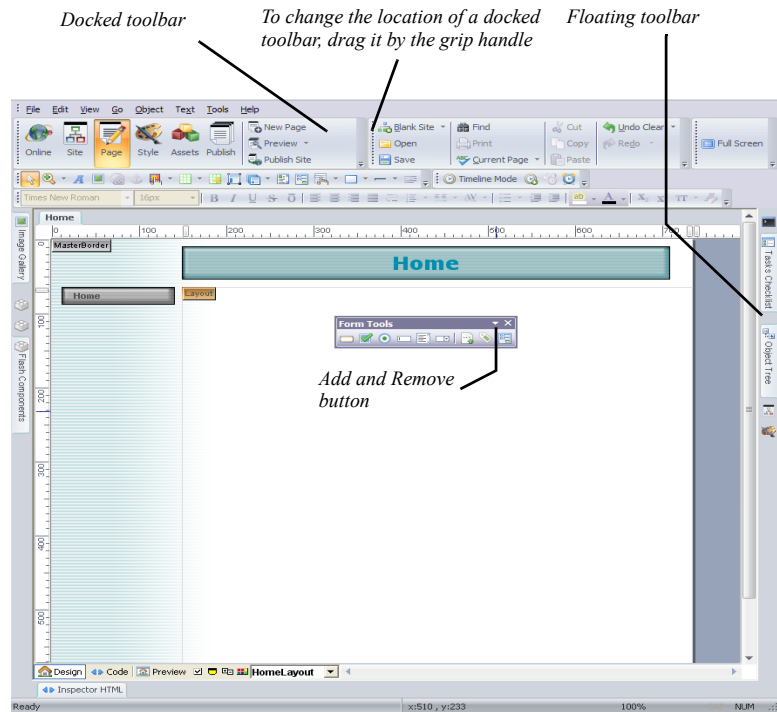
When made to float, the grip handle disappears from the toolbar and the name of the toolbar will be visible on its title bar.

You can move toolbars within the workspace to position them in the place that is best for you. To move a toolbar:

1. Drag the toolbar by its grip handle if it is docked, or by its title bar if it is floating.

2. While still holding the mouse button down, move the toolbar to the new destination location. If you drag the toolbar to the edge of the work area, it will dock to the edge.

3. Release the mouse button.

To increase and improve the layout of your workspace, you can decide which toolbars should be displayed on your workspace. To do that, select from the View menu the name of the toolbar you want to be displayed on the workspace.

You can optimize the use of toolbars by displaying only the buttons that you normally use. You will be able to add more buttons to toolbars at any time in the future. To add or remove a button from a toolbar:

1. Click the Toolbar Options button on the toolbar you are working with.

2. From the Add and Remove Buttons menu, select the toolbar you want to modify.

3. From the list of buttons that appear, check or uncheck the button.

You can also reset the toolbar to its default state by selecting the Reset option.

Managing Toolbars

NetObjects Fusion 11 comes with a powerful yet simple toolbar management system. You can create your own custom toolbars on which you add commands from the existing set of commands in the program, rename or remove custom toolbars, add menus on the toolbars, and much more.

All these options are possible through the Customize window. To display the Customize window:
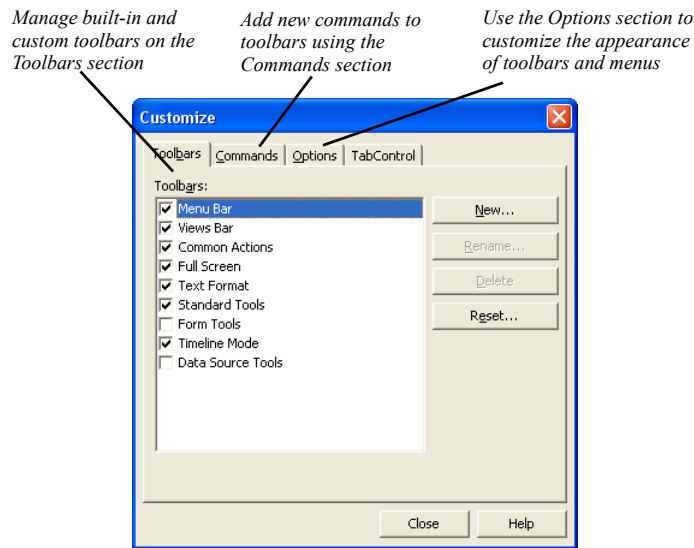
1. Right-click anywhere on a toolbar.

2. Choose Customize from the context menu that appears. The Customize window will be displayed.

You can also trigger the appearance of the Customize window, by clicking the arrow on the right edge of a toolbar and selecting Add and Remove Buttons > Customize.

When the Customize window is displayed, NetObjects Fusion switches to the Customize working mode, in which normal actions within the program will no longer be functional until the Customize window is closed. The Customize mode will allow you to create new toolbars, add commands and menus to existing toolbars, change button icons, and much more.

The Customize window contains three tabs:

• Toolbars, where you create new toolbars and manage the existing ones.

• Commands, where you add new commands and menus to existing toolbars. See "Adding Commands to Toolbars" on page 1146.

• Options, where you can modify the look and behavior of toolbars and menus. See "Working with the Options Tab" on page 1151.

Manage built-in and custom toolbars on the Toolbars section

Add new commands to toolbars using the Commands section

Use the Options section to customize the appearance of toolbars and menus

When in Customize mode, click on a button on a toolbar, the button context menu appears, offering the ability to customize the selected button. To find out more, see "Customizing Toolbar Buttons" on page 1148.

On the Toolbar section of the Customize window, you will see all the NetObjects Fusion 11 toolbars listed, along with any new custom toolbars that you have previously created. Toolbars that are currently displayed on the workspace appear checked on the Toolbars list.

To display a toolbar, select the toolbar name check-box . To hide a toolbar, un-check the toolbar name.
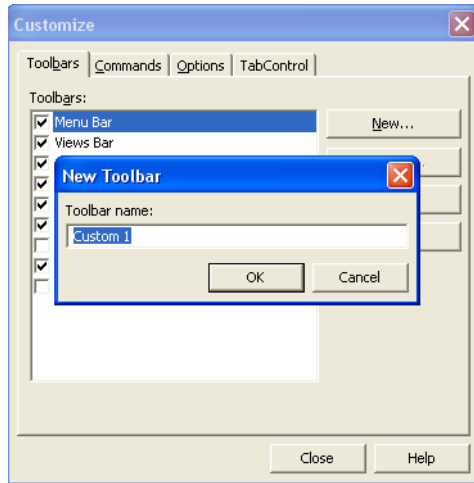
Working with Custom Toolbars

NetObjects Fusion 11 now offers you the ability to create your own custom toolbars for associating programmatic commands with the customized toolbar options you create.

To create a custom toolbar:

1. In the Toolbars tab, click New. The New Toolbar dialog box appears.

2. Enter the name of the new toolbar in the Toolbar Name field.

3. Click OK.

The toolbar name will now appear in the list on the Toolbars tab.

The new toolbar also appears as a docked toolbar in the top part of the workspace.

Once they are created, custom toolbars may be renamed or even removed from the program.

To rename a custom toolbar:

1. In the Toolbars tab, highlight the name of the custom toolbar you want to rename and click Rename.

2. Enter the new name in the Toolbar Name field.

Note: NetObjects Fusion built-in toolbars cannot be renamed.

To delete a custom toolbar:

1. On the Customize window, select the Toolbars tab.

2. Highlight the name of the toolbar you want to delete.

3. Click Delete.

Note: NetObjects Fusion built-in toolbars cannot be deleted.

When necessary, you can reset the content of a built-in toolbar to its default settings. To do that:

1. Select the built-in toolbar. The Reset button will appear.

2. Click Reset.

The default buttons will be restored to the toolbar.

Note: 'Reset to default settings' is an operation that can be performed only on built-in toolbars.

Adding Commands to Toolbars

The new and dynamic system of toolbar customization within NetObjects Fusion 11 offers you the possibility to change the toolbars content by adding or removing commands that you choose from all the existing commands in the program. In this way, you can add commands to built-in and custom toolbars, move commands from one toolbar to another, or change the position of commands on toolbars.

Note: The Standard Tools toolbar does not allow adding or removing commands from it.

You can add commands to a toolbar by selecting a category from the Customize dialog and dragging the command onto the toolbar. Here is an example:

To add a command to a toolbar:

1. Using the mouse, right-click on an existing toolbar and select the Customize option.

The Customize dialog box will appear.

2. Click on the Commands tab.

3. Under Categories, click on Edit.

4. A list of commands will appear in the list box under Commands. Scroll down and locate the command you want.

5. Select and drag the command from the Commands list to the toolbar.

*Drag the command and
place it on the toolbar*
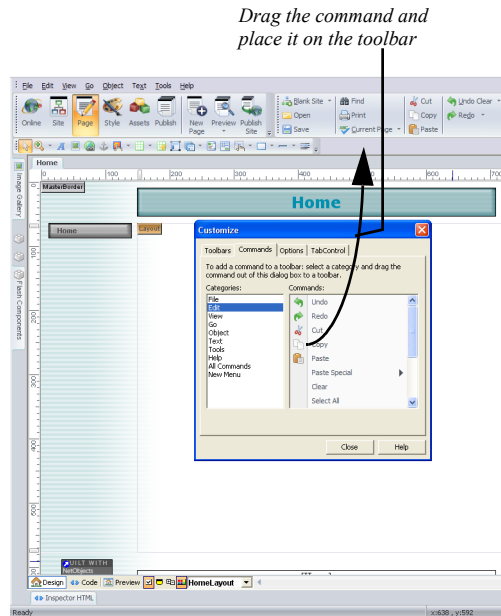
The selected command now resides on the toolbar.

To remove a command from a toolbar:

1. While in Customize mode, click and drag the command button from the toolbar area.

2. The command button now displays an X next to the mouse pointer to identify the command is being moved.

3. Release the button anywhere outside the toolbar area.

4. The toolbar will no longer have the command button on it.

Note: A built-in toolbar will allow you to reset to the default state after removing some of the buttons located on it. A custom toolbar does not allow the reset to default action.

To change the location of a command button on a toolbar:

1. While in Customize mode, click and drag the command button from the toolbar and move it to another place on the same toolbar, or on a different toolbar.

2. Position the command button and release the mouse button.

In NetObjects Fusion 11, you can create and add new menus on a toolbar by dragging and dropping menus from the Commands tab onto toolbars.

Customizing Toolbar Buttons

NetObjects Fusion 11 offers a new and innovative mechanism of button customization, allowing you to edit button icons, as well as modifying the look and feel of toolbars, all during run-time.

To use the new button customizing facilities within the program:

1. Open the Customize window.

2. While keeping the Customize window open, right-click on a toolbar button. The Button Context Menu will appear.


Button Context Menu
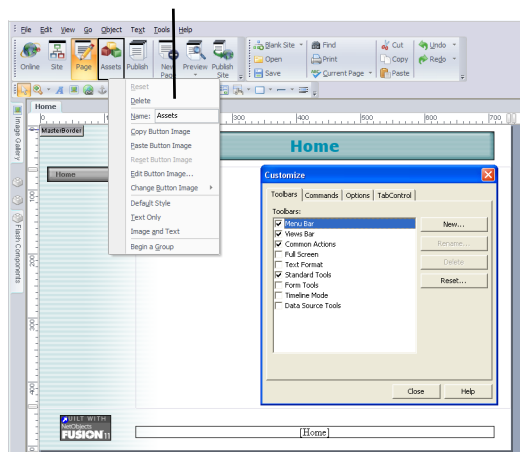
On the Button Context Menu you will be able to perform the following actions on the selected button:

- *Reset*. Changes button settings to default. If you have previously changed the default settings for a button, you can revert to the default settings.

- *Delete*. Removes the button from the toolbar.

- *Name*. Modify the button name by typing a new name in the name field.

- *Copy Button Image*. Copy the button image from the toolbar it resides on. You can duplicate a command and have the command button on a toolbar different from the original one.

- *Paste Button Image*. Paste the button image to another toolbar, thus creating a duplicate button.

- *Reset Button Image*. Changes button image to default. If you have previously changed the default image for a button, you can revert to the default image.

- *Edit Button Image*. You can obtain a new button image using the button image editor, by either modifying the existing one or importing a new image file.

- *Change Button Image*. Change the button image with an image from the existing button images palette.

To edit the button image:

**1.** Select the Edit Button Image option. The Button Image Editor will appear.
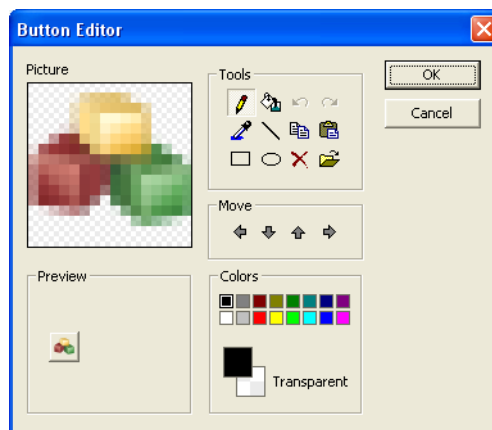
2. Use the available tools to create the picture that suits your needs.

3. Use the up, down, left and right arrows to move the image.

4. Change the colors and preview all the changes you perform to the button image.

5. When finished, click the OK button.

The new icon will be visible on the button.

To change the button image:

1. Click the Change Button Image option on the Button Context Menu. The images palette will open and you will be able to preview the available images.

2. Select a new button image from the palette.
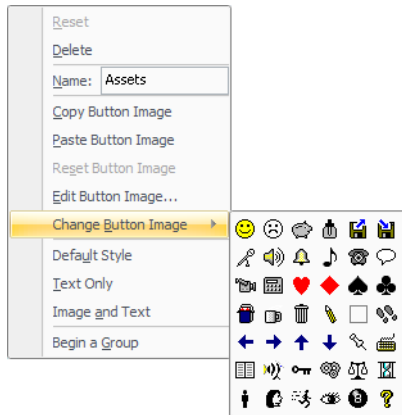
The new icon will appear on the button.

By default, buttons on the toolbars display images that illustrate the commands associated with the buttons. In NetObjects Fusion 11, buttons on a toolbar may be customized to display images of the buttons on toolbars, the text of the commands only, or both the image and text of the commands by selecting one of the options below:

• *Text Only*, which displays only the text of the command associated with each button, as displayed in the image below:,

- *Image and Text*, which displays the text and the image of the command associated with each button. The button will have both image and text on it.

- *Default Style*, which displays only the button image. The button will have only the image on it:

You can group similar commands together on a toolbar by creating a group of commands. To do that, select the Begin a Group option from the Button Context Menu:
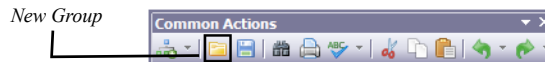
Working with the Options Tab

The Options tab offers options for customizing the behavior of menus within the workspace, along with additional options.

In the Personalized Menus and Toolbars section from the Options tab*,* you can restore the default set of visible commands to the menus and toolbars without undoing any explicit customizing, by checking the *Reset menu and toolbar usage data* option.
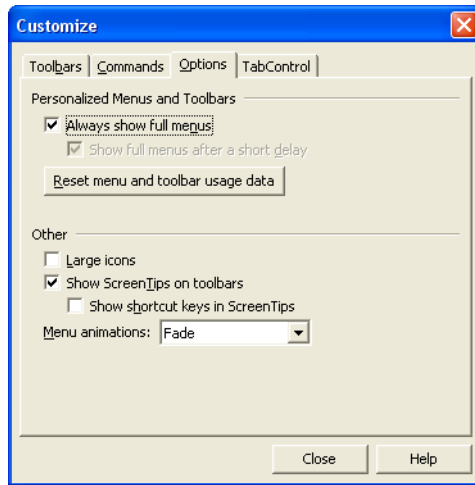
On the *Other* section from the Options tab, you can:

• *Toggle the use of large icons,* which allows you to display large icons on the Views bar.


To switch back to the normal-sized icons, un-check the Large Icons option.

• *Show ScreenTips on toolbars*, which allows you to either turn ScreenTips on or turn them off. With ScreenTips on, cues will appear over your toolbar button as you scroll over them with the mouse, suggesting the command linked to that button. If the ScreenTips are off, no such cues will appear on mouseover.

- *Show shortcut keys in ScreenTips,* which allows you t*o* choose to show shortcut keys in screentips. To do that, select the Show shortcut keys in Screentips.
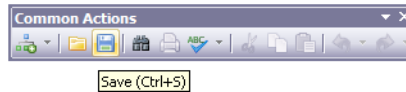
- *Select menu animations from the existing possibilities,* allowing you to choose which animation effects will be applied to menus. To do that, choose one from six predefined effects available in the Menu animations drop-down box: (System Default), Random, Unfold, Slide, Fade, None.

Changing the Windows Theme

You can change the look and feel of the entire application by choosing a Windows theme. The style of toolbars, panels, menus and all the other user interface controls will be updated to match the selected theme.

To change the Windows theme:

1. From the Tools menu, select Theme and then one of the four available themes:

Default, Office XP, Office 2003 and Native XP.

2. The new theme will be applied.

By default, NetObjects Fusion 11 uses the Office 2007 Silver theme.

About the Output Panel

The Output panel is a tool that monitors the product's performance and task orientation, and displays the end result of a processing task. Using the Output panel, you can track back the history of operations when building NetObjects Fusion Web sites, or track particular types of actions as they occur, thereby monitoring the application's efficiency.

The Output panel displays status messages for the process of various features, during the creation of your Web site. These include errors that occur when you open, generate, publish, or export the site.
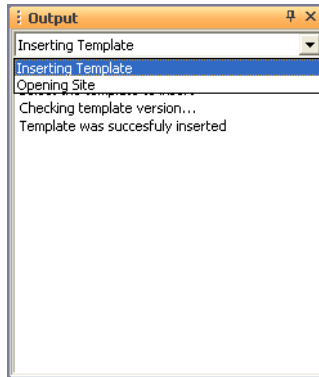
Using the Output Panel

The Output panel can be docked, auto-hidden, resized or grouped with other panels. See "Working with Panels" on page 1129.

To display the Output panel:

1. In Page view, select View menu>More panels.

2. Select the Output option.

When in Site View, and Style View, select the Output option from the View menu.

To view the messages for a previous process, select from the process options in the drop-down list:

Right click on the Output panel to:

- Copy the output messages to the clipboard.
- Clear the output messages from the last process that occurred.
- Clear all output messages from all the processes that occurred.
- Refresh the displayed information.

To close the panel:

1. Select the View menu > More panels.
2. Deselect the Output option.

Or, you can click the Close button of the panel.

The Output Messages

The Output panel displays messages during the following:

- *Opening Site*: The Output panel displays several messages informing you of the actions taken when the site is opened. If any errors occur during this process they will be listed here.
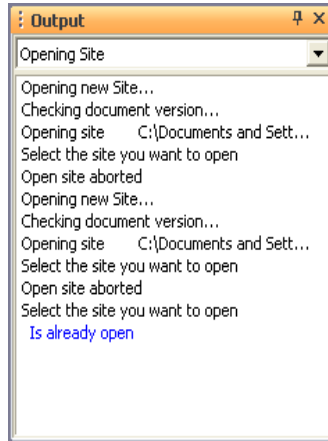
- *Generating Site*: The Output panel displays information related to the site generation process. This information includes the page creation, file copying, and publishing procedures.
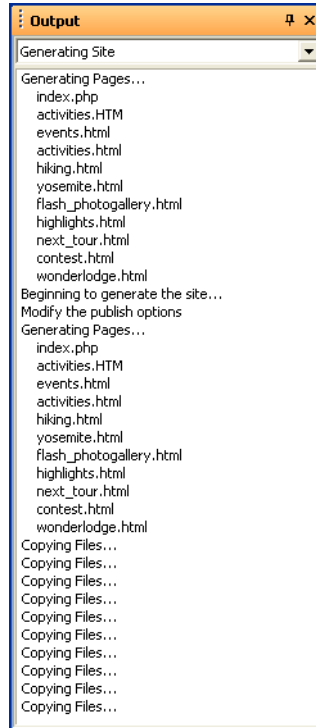
- *Optimizing Site.* Optimization is the process of fine-tuning your site for use on the Web. The Output panel will display status messages about the optimization process by displaying the actions that occur. The list of messages is widely expanded, and contains information not only about the changed files, backup files, styles list (or the imported style), the SSF, and XML files and content, but also about the created site tree and the assets directory.

- *Exporting Site*. The messages displayed for exporting a site inform you of a successful or unsuccessful export. Any errors received during this process will be outlined here.

- *Inserting Template*. The Output panel displays information related to the steps required when inserting a template, when the version of the template is checked for compatibility, and if the insertion of the template was successful.
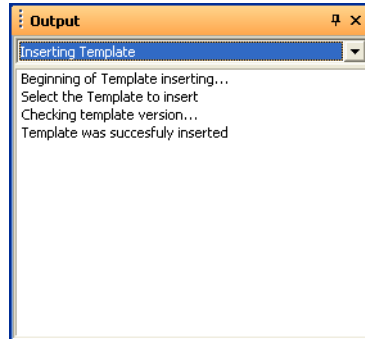
- *Verifying Assets.* The Output panel also displays information related to the verifying assets process, letting you know when the process starts and ends, or if the verification of all assets is aborted or if it succeeds.

- *Removing unused Assets.* The Output panel displays messages related to the deletion of unused assets, such as: "Deleting all unused assets...", "Delete All Unused File Assets", "Deleting all unused assets aborted", "Deleting all unused assets has been completed", "No assets were deleted", etc.

- *Spell Check.* The Output panel displays messages on the spell-checking process. The messages informs you if any mistakes are present in the selection, page, or entire site, and if any words have been replaced by new ones.