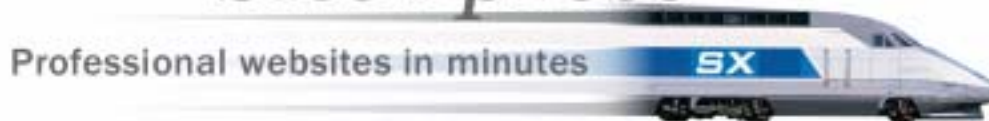


SiteXpress

User Guide



SiteXpress



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Chapter 1: Getting Started

SiteXpress is an intuitive, point-and-click authoring tool which enables you to build a professional Web presence quickly and easily. Choose a readymade, fully-functional website, specify which pages to include, and customize the images and text to suit your needs. SiteXpress gives anyone the power to publish to the Web.

Logging into the system

You log into SiteXpress with the username and password you supplied when you created your account. If you forget your password, you can have it sent to you via email.

To log into the system:

- 1 Go to the login page.

The login screen is displayed.



- 2 Enter your username and password and click Login.

To receive your password via email:

- 1 Click the SiteXpress button.
- 2 Click Forgot Password.
- 3 Enter your username and click Done.

To log out of the system:

Do one of the following:

- Click the Logout button located on the toolbar (see “Figure 2: The workspace” on page 3.)
- Exit your browser.

Choosing a website template

SiteXpress includes a variety of *website templates*—readymade websites containing placeholder text and images. Each template is geared toward a particular type of website. You choose the template that works best for you and then replace the placeholders with actual content.



Figure 1: Thumbnail images of website templates

To choose a website template:

- 1 Log into the system.
- 2 Select a category from the drop-down list and click Done. The Choose Template screen is shown.
- 3 Check the radio button underneath the thumbnail whose look-and-feel you like best. To preview a page template at full-size, click its associated thumbnail image. When you have decided on a template, click Done. The Site Details screen is shown.
- 4 Enter a reference name for your website and select the pages you would like to include in your website. Click Done.

SiteXpress loads the selected template. You are now ready to build your website.

Previewing

As you build your website in SiteXpress, you can preview what each page will look like when published. Simply press the Preview button on the toolbar to launch the page without the inline buttons.

Editing your profile

Your *user profile* includes your first and last names, telephone number, email address, username, and password. You can change any of this information at any time.

To edit your personal information:

- 1 Click the Edit Profile button on the toolbar:



The Edit User Profile window—showing your first and last name, telephone number and email address—is displayed.

- 2 Edit the appropriate fields and click Done.

To change your user name:

- 1 Click Change User Name in the Edit User Profile window.
- 2 Enter your current user name in the Old User Name field, and the new user name in the New User Name field. Enter the new name in the Confirm User Name field.
- 3 Click Done.

To change your password:

- 1 Click Change Pass in the Edit User Profile window.
- 2 Enter your current user name in the Old Password field, and the new password in the New Password field. Enter the new name in the Confirm Password field.
- 3 Click Done.

Note: A notification message will be sent to the email address in your user profile.

Chapter 2: Building Web Pages

In SiteXpress, each web page you build is based upon a readymade template. The basic layout of the template is uneditable and serves as a container for page items such as text blocks, tables, and images. Each page item is tagged; you click on the tags to copy, cut, paste, delete, or edit the adjoining page item. You can set certain page-level properties such as the text used for titles, default font and colors.

Adding pages

You can add as many pages to your website as you wish. Each time you add a new page, the navigation bar (persistently displayed on all pages of your site) is updated with a hyperlink to the page you added. You can delete any page you wish.

To add a page:

- 1 Click the Add Page button on the toolbar.



- 2 Select a page template. Click Done.

To delete a page:

- 1 Go to the page you want to delete.
- 2 Click the Delete Page button on the tool bar. A system dialog prompts you to confirm deletion. If you click OK, the page will be deleted.



Editing page titles

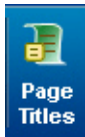
Each page on your website has two titles. The *browser title* is the text that appears in the upper left-hand corner of your browser window. The *navigation bar title* is the text link for the page displayed in the navigation bar of all pages on your website. You can change the default titles used (by default, both browser and navigation bar titles use the page template name).



Figure 4: Browser title (top) and navigation bar title (bottom) for a page called Home.

To edit page titles:

- 1 Go to the page whose titles you want to edit.
- 2 Click the Page Titles button on the toolbar.



- 3 Edit the desired page titles.
- 4 Click Done.

Setting default fonts and colors

You can control the default font settings (color, font family and size) used for body text, hyperlinks within the body text, and hyperlinks in the navigation bar.

To set font, color and text size:

- 1 Click the Default Fonts and Colors button on the toolbar.



- 2 In the Set Page Foreground Properties section of the dialog, check Select foreground text color, click the Color Picker icon, select the desired color swatch and click Done.
- 3 Select the desired font from the Select foreground text font dropdown menu.
- 4 Select the desired text size from the Select foreground text size dropdown menu.

To set link properties:

- 1 Click the Default Fonts and Colors button on the toolbar.
- 2 In the Set link properties section of the dialog, check Select link color, use the Color Picker to select the desired color swatch and click Done.
- 3 Check Select vLink [visited link] color, use the Color Picker to select the desired color swatch and click Done.

To set navigation bar properties:

- 1 Click the Default Fonts and Colors button on the toolbar.
- 2 In the Set navigation properties section of the dialog, check Select navigation bar text color, use the Color Picker to select the desired color swatch and click Done.
- 3 Select the desired font from the Select foreground text font dropdown menu.
- 4 Select the desired text size from the Select foreground text size dropdown menu.

Working with page items

You can add, delete, copy and past selected items on the current web page.

To add a page item:

- 1 Click the Add Item button on the toolbar.



- 2 Click the Add tag at the location where you want to add the item.

To delete a page item:

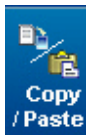
- 1 Click the Delete Item button on the toolbar.



- 2 Click the Delete tag of the item you want to delete.

To copy and paste a page item:

- 1 Click the Copy / Paste button Item button on the toolbar.



- 2 Click the Copy tag of the item you want to copy.
- 3 Click the Paste tag where you want to paste the item you copied.

Chapter 3: Working with Text

You use a word processor interface to work with text in SiteXpress. You write, select text and apply formatting, and SiteXpress converts the information to HTML (the markup language of the Web). Text items can include formatted text, hyperlinks and small tables.

Looking at text editors

Although the text editor used in Microsoft Internet Explorer 5.5x (and higher versions) and the one used in Netscape 6.0 (and higher versions) do not look the same, they both support core SiteXpress text editing features. For example, in the Microsoft text editor, you create a hyperlink by selecting text and clicking the hyperlink icon, but in the Netscape text editor you do this through a form at the bottom of the tool window.

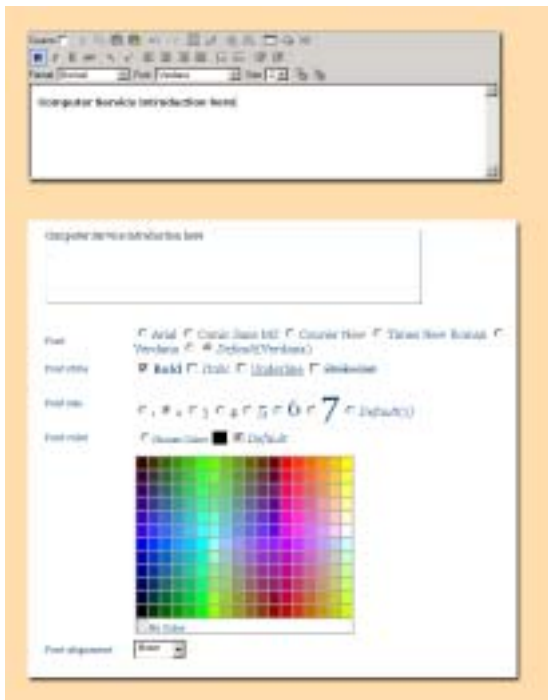


Figure 5: Detail views of Microsoft (top) and Netscape (bottom) text editors.

The core features offered in both text editors include:

- setting font (e.g., Verdana), font style (e.g., underline) and font size used for text.
- setting font color.
- creating hyperlinks.

Adding text items

Depending upon the type of information you want to put on a web page (e.g., straight text or a combination of text and images) you may choose to break up text sections in separate text item blocks or simply do all writing and formatting in one text item that takes up the entire editable area of the page.

To add a text item:

- 1 Click the Add Item toolbar button.



- 2 Click the Add tag where you want to insert a text item.
- 3 Select Add text / links / simple tables.
- 4 Enter and format your text in the editor and click Done.

To create a hyperlink:

- 1 Select the text you want to make a hyperlink.
- 2 Do one of the following:
 - If using Internet Explorer, click the Edit/Insert Link icon. In the Web Page Dialog, choose to link to another page in your website, link to a different website, or link to an email address. Specify the target window (i.e. open the link in the current window or target a new window). Click OK to close the dialog, then click the Done button under the editor.



Figure 6: The Edit Insert Link icon

- If using Netscape, select the desired option at the bottom of the tool window: Link to another page in this website, Link to a website address, or To a mail address. Specify the link target and then click Done.

Editing text items

You edit text items with the same tools you use to add them.

To edit a text item:

- 1 Click the Edit Item toolbar button.



- 2 Click the Edit tag next to the text item you want to edit.

- 3 Revise text and reformat as necessary.
- 4 Click Done.

Chapter 4: Working with Images

Images help you communicate your message more clearly to people visiting your website. You can browse the free image galleries (included with SiteXpress) for an appropriate photograph, illustration or animation, or choose to upload your own digital image. SiteXpress saves your uploaded images in a special gallery; the uploaded images are always available to you, even if you decide to “start from scratch” and redesign your website.

Browsing SiteXpress image galleries

SiteXpress includes image galleries you can browse to find images to use on your website. A comprehensive, categorized gallery of photographs, illustrations and animated GIF files is available for use in all website templates. In addition, each website template comes with its own *template gallery* containing several images that have been hand-picked to work well with the given template.



Figure 7: The categorized gallery and a current template gallery.

Uploading images

You can upload your own digital images for use on your web pages. SiteXpress supports the three most common web image formats: GIF, JPEG and PNG. To successfully upload an image, make sure you have given it a valid filename extension. For GIF images, the file extension must be `.gif` (e.g., `myimage.gif`); for JPEG images, the file extension can be either `.jpg` or `.jpeg` (e.g., `myimage.jpg` or `myimage.jpeg`); for PNG images, the extensions must be `.png` (e.g., `myimage.png`). Uploaded images are stored in your personal upload gallery until you manually delete them.

Adding images

You add an image to a web page by selecting the inline location where you want the image to be placed, specifying the source of the image, and setting the image's display properties.

To add an image:

- 1 Click the Add Item button on the toolbar.



- 2 Click the Add tag at the location where you want to insert an image. The Add Item tool appears.

- 3 Select Add Image and click Done. The Choose Image tool appears.

- 4 Do one of the following:

- To add an image from the image gallery, select Choose image from image gallery and browse the gallery. Click the desired category to show thumbnails of all images in the category. Select the desired image and click Done.
- To add an image from the current template, select Choose image from current template and browse the thumbnails. Select the desired image and click Done.
- To upload an image, select Upload image. The Upload Image dialog appears. Enter up to three image filenames with full path information (or click the Browse button to locate them); to add more, click the Add More button. When finished, click Done.
- To select from previously uploaded images, click Choose from uploaded images. Select the desired image, and click Done.

Setting image display properties

In addition to determining where an image appears on a web page, you can also set some of its display properties. These properties include:

- the title, caption and alt text used for the image (as well as the font and text size).
- how the image is aligned with adjoining text.
- the image size.
- whether or not the image is a hyperlink.



Figure 8: Image alignment options

To set image display properties:

- 1 Click the Edit Item toolbar button.



- 2 Click the Edit tag under the image you want to work with.
- 3 Set the display properties as desired.
- 4 Click Done.

Chapter 5: Working with Tables

Tables are used to display tabular information—information presented in rows and columns. SiteXpress allows you to add and format table layouts, insert content into table cells, and even nest tables within table cells. You use different tools to set table-level properties and cell-level properties.

Understanding basic table properties

The space *outside* table cells is called the *cell spacing*. The *cell content* is what the cell contains (e.g., text, an image, another table). The space *inside* the cell and around the cell contents is called the *cell padding*. The *border* is the stroke on the outside edge of the table; when you enable a border (that is, give it a value greater than 0), the individual cells are also stroked but at a standard size, not the border size you specified.

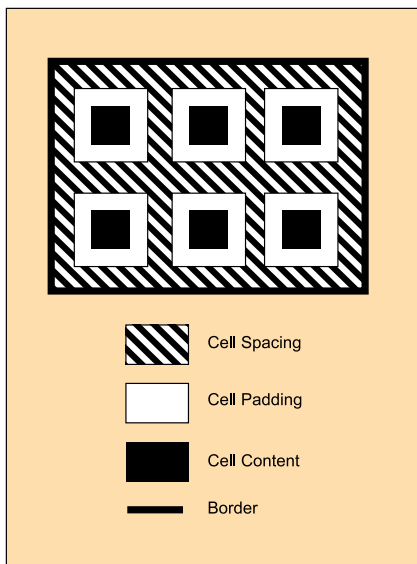


Figure 9: Basic table properties.

Adding tables

You can add a table as an independent page item or embed it in a text block object. When the table is independent, it has its own tag and can be edited directly; when the table is embedded, you access it through the text item.

To add a table:

- 1 Click the Add Item button on the toolbar.



- 2 Click the Add tag where you want to insert the table.
- 3 Select Add table layout and click Done. The Add Table Layout tool is displayed.
- 4 Set the desired number of rows and columns.
- 5 Set the table border stroke size (in pixels).
- 6 Choose the desired width option:
 - Select Auto from the dropdown list to have the table sized automatically.
 - Select Percent to specify the percentage of the available space to allocate to the table.
 - Select Pixels to specify the number of pixels.
- 7 Use the Color Picker to set the background color and/or border color.
- 8 Specify how table is aligned in relation to surrounding text and available space.
- 9 Set cell padding and spacing.
- 10 Click Done.

Editing table layouts

As you begin populating your table with information or images, you may need to change its structure. You might, for example, need to add or delete a number of rows or columns.

To edit a table layout:

- 1 Click the Edit Item button on the toolbar.
- 2 Click the Edit tag below the table you want to edit. The Edit Table Layout tool is displayed.
- 3 Do any of the following:
 - To add or delete rows, select the appropriate radio button and set the number of rows to add or delete in the dropdown list. The number of rows you specify will be added to, or removed from, the bottom of the table.
 - To add or delete columns, select the appropriate radio button and set the number of columns to add or delete in the dropdown list. The columns will be added to, or deleted from, the right side of the table.
- 4 Make any other changes you wish and click Done.

Edit table cell properties

In addition to setting display properties at the table-level, you can also set properties for individual cells. These properties include:

- horizontal and vertical alignment of cell content.
- cell height and width.
- text wrapping.
- cell background color and cell border color.



Figure 10: A table in edit view. The Edit tag on the bottom opens the Table Layout Properties tool; the three edit tags in the top row open the Edit Text / Links / Small Tables tool; and the nine four-square icons open the Edit Table Cell Properties tool.

To edit table cell properties:

- 1 Click the Edit Item button on the toolbar.
- 2 Click the Edit Cell icon in the lower right-hand corner of the cell you want to edit:



The Edit Table Cell Properties tool is displayed.

- 3 Set horizontal alignment and/or vertical alignment for content in the cell.
- 4 Specify height and width of the cell (width settings are applied to the entire row; height settings are applied to the entire column).
- 5 Click the No Wrap button if you do not want text content in the cell to wrap.
- 6 Specify a background color and border color for the cell (with the Color Picker) and then choose one of the following options:
 - Apply settings to the current cell only.
 - Apply settings to entire row of the selected cell.
 - Apply settings to entire column of the selected cell.
 - Apply settings to all cells in the table.
- 7 Click Done.

Chapter 6: Publishing

When you are finished building your website, you can choose to redesign it or publish it.

Redesigning your website

As you build your website, you may reach the point where you want to make a fresh start and try a different template. SiteXpress allows you to redesign at any time. When you do choose to start over, keep in mind that everything you created—with the exception of the images you uploaded to your upload directory—will be deleted.

To redesign your website:

- 1 Click the Redesign Site button on the toolbar. A system warning will ask you to confirm deletion.
- 2 Click OK to delete your site.

Publishing your website

To publish your website is to put it on the World Wide Web—fully enabled and ready to be viewed by your visitors.

To publish your website:

Click the Publish Site button on the toolbar.

