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Official Website:

www.websitex5.com

INCOMEDIA®

info@incomedia.eu - www.incomedia.eu

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Written and designed at Incomedia s.r.l.

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Introduction

This WebSite X5 Help Manual refers to **WebSite X5 Evolution v.8** and provides detailed explanations of how best to use the software. It is possible to use this guide for other version of Incomedia WebSite X5, however there will be limitations to the functions as not all features are available in all versions.

The ***“Working Environment”*** section includes notes marked by one of the following icons:



More Information

Provides more information about the related topic.



Practically

Practical suggestions to get the best out of your software.



Clarifications

Further technical or theoretical clarifications are provided.



Attention!

Indicates information which must be given particular attention.



Suggestions

Ideas and practical hints on the use the functions presented.

Working with WebSite X5

WebSite X5 is designed to work like a wizard, visually guiding you through a series screens in which you can insert all the necessary information to create and publish a complete, functional and professional website. There are five basic steps guiding you the programme, taking you from a simple idea to a professional website:

1. General Settings

After selecting the project to work on and inserting some general information about your website such as Description and Keywords for the Search Engine indexing you should select the template for your website. You can select a template from one of the 1,400 models pre-installed in the programme or create your own. In addition to the basic template style you can also customise both the header and footer of your website.

2. Plan Website

The programme automatically adds a Home Page for your website, however all other pages must be added manually. In order to create your website you must first think about the information you would like to present and how - by undertaking this simple task you can start to create your Site Map. You can set up to 4 levels and an unlimited number of pages, simply use the buttons on the page to do so. The programme will automatically set the navigation menu based on the map you create. You can modify your site map at any time by simply choosing Step 2 "Plan Website" from the vertical menubar.

3. Create Pages

Creating the pages is a simple process, first you must think about what information you would like to present on the page and then you can use the tools on the page to create the basic grid. Once you have created your grid you can drag and drop objects from the Objects panel in to your grid; these include text, images, Flash™ animations, videos, sound, tables and much more. Each object can be customized and can be modified for you to insert links to both internal and external resources. The programme also has a built in graphic editor which allows you to fully customise images without the use of any external editors.

4. Advanced Settings

After the basic website is compiled you can customise the appearance such as menu, text and scroll bar styles. With the internal graphic editor you can create 3D buttons and enhance that look and feel of the page elements. In addition to the webpage style you can also add many extra fea-

tures such as multi-language welcome pages, reserved areas, a blog and an e-commerce shopping cart.

5. Export

Once your website is finished you can upload the finished website to the Internet via the inbuilt FTP engine. Once you have uploaded your website to the Internet any updates or changes you make to your website can be easily uploaded - you can opt through the software to update only modified pages. As well as uploading to the Internet you can also export the entire website project file to a new location either on the same computer on which the project was created or to a new computer altogether.

The Work Environment

WebSite X5 is designed to work like a wizard, visually guiding you through a series screens in which you can insert all the necessary information to create and publish a complete, functional and professional website and/or online shop.

All the screens in the program are presented with the same graphical interface, sharing three common menu panels and a central main window. The central main window will change depending on the section of the website you are working on.

Upper Horizontal Menu

- **Help:** Allows you to access the online help. Clicking on the small arrow to the left of the *Help* button will provide further options:
 - **Help:** Access to the WebSite X5 online help manual.
 - **Go to www.websitex5.com:** Access to the WebSite X5 official website.
 - **Tutorial:** Access to a series of online video tutorials created specifically to guide you through the process of working with WebSite X5.
 - **WebSite X5 Gallery:** Access to the WebSite X5 online gallery - a comprehensive selection of websites created and uploaded by WebSite X5 users.
 - **WebSite X5 Templates:** Access to the WebSite X5 online template gallery where you can download new templates from a wide selection of free and paid for templates created by Incomedia or our users.
 - **Online Forum:** Access to the official WebSite X5 online forum. The forum is available in English, Italian and German; and is the "meeting place" where users can exchange information, suggestions and views on user experience.

- **Search for Updates:** It enables the user to check if there are any updated versions of the software installed.
- **About WebSite X5:** Automatically opens a window which displays information about the installed software.
- **Save:** Allows you to save the project you are working on at any stage. Clicking on the small arrow to the left of the *Save* button will provide access to further options:
 - **Save As:** Allows you to save a project with a different name so as to create a copy.
 - **Save at every Test:** Active by default, allows you to automatically save your project each time you test your website (i.e. every time to select the *Test* button the website will be saved).
 - **Create a backup copy every time you Save:** Active by default, each time you save your project a backup copy will automatically be created.
 - **Create a backup copy every time you Upload:** Inactive by default, selecting this option will automatically create a backup copy of your project each time you upload your website.



Every time you save or export / upload your project an automatic backup copy of your project is created (the version saved will be the preceding one to the project you are working on). The backup project will be saved with a .BWS file extension, if at any time you need to use the backup copy you can rename the file with a .IWP file extension and use this copy.

- **Test:** Allows you to display a preview of your website (the preview is generated via an internal browser - no Internet connection is required), it is also possible for you to test your website by clicking the F5 key. Clicking on the small to the left of the *Test* button will provide access to further options:
 - **Test entire website:** Allows you to generate a preview of the entire website.
 - **Test this page only:** Allows you to generate a preview of the current page you are working on only. (This is particularly useful if you are working on a very big website project).



Each time you choose to test your website, the program will automatically save your project and then proceed to the generate the preview. The test (preview) may take some time, the process is dependent on the number of objects inserted and the optimization required plus take in to consideration the complexity of the website you have created.

In order to speed up this process the program automatically maintains a copy of the last 10 projects created in a temporary folder; this way each time you test the website is not recreated, just updated.

It is therefore important to remember to save the project after testing to ensure that synchronization between the project and the saved copy in the temporary folder is maintained. To obtain the best result you should use the *Save at each test* option (which is active by default).

Vertical Menu

WebSite X5 is designed so that you can create a website in just 5 steps, the vertical menu panel indicates the step of the project you are working on (you can click on the menu options to jump backwards and forwards through steps at any time).

1. General Settings
2. Plan WebSite
3. Create Pages
4. Advanced Settings
5. Export

Lower Horizontal Menu

The two buttons "Back" and "Next" allow you to move forward or backward through the 5 step creation process.

- **Back:** Allows you to go back to previous steps of the project.
- **Next:** Allows you to proceed to the next step of the project.

Step 1 - General Settings


Welcome to Incomedia WebSite X5

When you first start the WebSite X5 program you will see the introduction page. As well as being the starter page for the program it also contains links to a selection of on and offline resources and materials. In this window you will see the following options:

- **Tutorial** - Launches the online video tutorials where you can watch and learn step-by-step how to use WebSite X5.
- **Gallery** - Launches the online website gallery where you will find a vast selection of websites uploaded by our users; you can even upload your own website.
- **Templates** - Launches the online template gallery from where you can download even more free and paid for templates.
- **Help Center** - Launches the online help center where you will find answers to frequently asked questions (FAQ's) and also contact our support team. The help center is available in English, Italian and German.
- **Forum** - Launches the official online WebSite X5 forum where you can connect with other WebSite X5 users. The forum is available in English, Italian and German.
- **Updates** - Launches the link to Internet to verify the availability of updates for the installed WebSite X5 version.

Project Selection

This window allows you to reopen an existing project or create a new one.

- **Create a new Project:** Select this option to start a new website Project from scratch. You can save the new project at any time by clicking the **Save** button that is always present in the top toolbar.
- **Edit an existing Project:** Choose this option to open an existing website Project. If the Project had been created with this copy of WebSite X5, it will be listed in the drop-down list that appears when you click on the Project name box. Alternatively click the  button to look through your computer for Project files.

General Settings

This window gathers, via appropriate fields, information useful to set the basic parameters of your website project.

In detail, the following sections will follow:

- *Basic*
- *Expert*

In the **Basic** section of the *General Settings* window, you can set the following options:

- **Website Title:** In this field you should type the title of your website as you would like it to be displayed in the title bar of the Internet browser.
- **Website Author:** In this field type your name to be identified as website author, this could be your name, your business, club or organisation. The author name is indicated in XHTML code of the created pages as a value of the metatag <author>: this way you sign the work done.
- **Website Address (URL):** In this field you should type the URL address for your website. This address is essential as it is automatically used and linked to RSS Feeds, E-commerce Carts and the sitemap.
- **Website Description:** In this field you should enter a short description of your website. The site description is indicated in the XHTML code as a value of the Meta Tag <description>. This information is used by Search Engines and spiders to evaluate the content of your site and index it in their directories.
- **Keywords:** In this field you should enter words that are relevant to your website separating them with a comma. The keywords are indicated in XHTML code as a value of the Meta Tag <keywords>. This information will be analyzed by spiders of search engines.



The description and the list of keywords entered through these fields are automatically used for all the pages of the website. If you wish to associate a specific page with a description and a list of different key words, just access *Map Creation* and use the relevant functions available in the window retrieved using the control **Property of the Page**.

- **Content Language:** In this field you should specify the language of your website. According to the chosen language, different versions are used for the texts inserted automatically by the program: links to internal anchors,

buttons of the SlideShow object, labels of the send e-mail form object, labels and texts of e-commerce carts, texts of the site map. These texts are automatically retrieved by the files in INI format present in the software installation folder.



Files in INI format are simple text files which can be opened with any editor (for example, block notes of Windows) and freely modified: by complying with the proposed structure, it is also possible to add new languages, not originally foreseen.

- **Website Icon:** In this field you can choose to add an icon (.ico or .bmp file) which will be associated with your website. The icon is visible in the address bar of the Internet browser, usually to the left of the website address.



Generally, the icon associated to a site (or favicon, English for *favorites icon*) should be an image in .ICO format, 16x16 pixel, 32x32 pixel or 48x48 pixel. WebSite X5 allows you to import also .BMP files: in these cases, the program automatically creates a copy as a .ICO file, 48x48 pixel, 16 colors optimized palette and uses this copy as favicon.

In the **Expert** section of the *General Settings* window, you can set the following options:

- **Enter code to customize your website header:** In this field a portion of the HTML code relative to the section <head> is indicated;. It is possible to modify the metatag values present in order to customize all the pages of the Web site.
- **Metatag Code for Google Webmaster Tools Verification:** In this field, enter the appropriate metatag values if you are using Google WebMaster Tools.



Google WebMaster Tools is a free suite of tools from Google to help website designers improve a website's position in Google search results through showing how Google will crawl and index a website.


To use Google WebMaster Tools, you will first need a Google Account and be able to show that you are the owner of the website being analyzed. One methods to show you are the owner of the website is to include a metatag supplied by Google in your Home Page's <head> section.

The process is currently as follows:

- Have a Google account.
- Log in to the **Google WebMaster Tools** website.
- In the *Dashboard* section, add the website you wish to be tracked, then open the *Reports* section.
- From the *Overview* page, click on "Verify your site".
- Choose "Add a metatag" as the verification method.
- Copy the metatag supplied by Google and paste it into the field **Meta-tag Code for Google Webmaster Tools Verification** box in WebSite X5. The metatag verification supplied by Google will be similar to the following example:

```
<meta name="verify-v1" content="VOPR4uw/YqV+MWVmJt0niEQ=" />
```

- **Code for website statistics:** This is used for code that will help you use website statistics tools to gather information on your website visitors.
-

 Many website statistics tools are available on the Internet, with one of the most popular being **Google Analytics**. This free tool provides numerous reports to monitor and analyze visits to your website. Google Analytics can be used for simple analysis such as counting the number of visits, through to more complex work such as judging the effectiveness of your advertising campaigns through such programmes as **Google Adsense**.

To make use of Google Analytics, you need to show Google which website you intend to analyse, along with which of your pages you need to track. For this, you will need to insert a special Google tracking code into the website pages.

This process is currently as follows:

- Have a Google account.
 - Log in to the **Google Analytics** website.
 - In the *Analytics Settings* page, enter the website you wish to analyse by clicking on "Add website profile".
 - After creating the profile, go to the *Overview* page, click on the "Edit" button in the "Actions" column for the website you are tracking.
 - In the *Profile Settings* page, the "Unknown tracking" status will be shown. Click on "Status check" to display the code you will need to use to track your pages.
-

- Copy the tracking code and paste it into the **Code for website statistics** box in WebSite X5. The tracking code supplied by Google will be similar to the following example:

```
<script type="text/javascript">
var gaJsHost = (("https:" == document.location.protocol) ? "https://ssl." :
"http://www.");
document.write(unescape("%3Cscript src=" + gaJsHost + "google-
analytics.com/ga.js" type="text/javascript"%3E%3C/script%3E"));
</script>
```

- **Automatically create a SiteMap:** On activating this option the SiteMap of the Web site is automatically created and linked.
-



The sitemap is an XML file which contains the list of website pages. The sitemap is used to check that a Search engine, in particular Google, recognizes all the pages present on the website, including the URL which cannot be identified via normal scanning procedures.

The sitemap may also contain additional information such as the update frequency and the relative importance of the website pages in order to improve the search engine analysis of the website. In order that for the SiteMaps generated by WebSite X5 to include this data, you must be sure to set the appropriate entries in the **Page Properties** section of the *Map Creation*.



For the SiteMap to be built and function correctly, you must ensure that you have correctly entered your **Website Address (URL)** in the *Basic* section.

- **Enable HTML Code Protection:** Selecting this option prevents visitors from right-clicking on your website to access your a menu that provides access to your website source code and to copy your website images.

Menu Selection

This window helps you decide how your website menus will be presented to visitors. There are two main options:

- **Vertical Menu**

Your Main Menu will appear on the left side of every page of your website.

▪ Horizontal Menu

Your Main Menu will appear across the top of every page of your website.

The following customization options are available:

- **Show a Vertical Sub-menu with the Current Level Items:** Any submenus of the selected main level item, are listed on the left of the page.
- **Show First Level Menu at the Bottom of the Page:** First level menu items are shown as links at the bottom of the page. When chosen, a link displaying the entire site map is automatically included.

A menu will be grouped into levels and sub-levels up to a maximum of 4 search levels. The vertical menu allows a maximum of 24 items for the first level; the capacity of the horizontal menu is limited by the page format, as the menu will need to fit the width of the page.

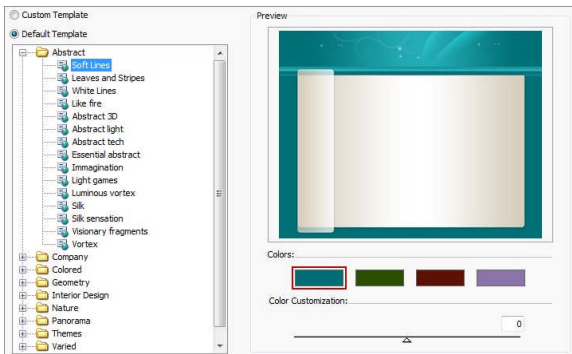


For further information on how to design the menu, see: **Map Creation**.

Template Selection

WebSite X5 provides a rich catalogue of pre-designed templates, ready for you to use and customise in creating your own website.

The Header for all models, except for those designed with Flash animation, can be customized through the **Template Editor**. A greater degree of customization is possible through the use of the **Custom Template** option, which allows creation of completely new templates.



Firstly select which type of template you want to use for your website:

- **Custom Template:** Design your own style from scratch.
- **Default Template:** Use one of the professional pre-designed templates.

If you decide to use a pre-designed template, you can select from the different categories of templates in the **Templates List**. To open and close the different categories double click on them or click the symbols (+) and (-) on the left of each folder

You can use three keyboard shortcuts to make navigating the categories of templates easier:

- CTRL + E: To expand all categories.
- CTRL + R: To collapse all categories.
- SPACE: To open or close the selected category.

As you click on a template, it is displayed in the Preview panel.

For each model, **4 basic template color schemes** are available. These can be previewed by clicking on the desired color box at the bottom of the *Preview* panel.

In addition to the basic color options for each template, you can use the special **Color Customization** cursor to adjust the template color tint. This allows you to create an original color version and can be achieved by dragging the cursor along the color bar (situated beneath the template preview and above the color swatches).



The models are optimized for a 1024 x 768 pixel display. If you want to design a site for a different resolution, you should use the **Custom Template**.



The graphic files relating the different pre-designed templates are stored in the Models directory of the WebSiteX5 folder.

For example, the files relating to the "Vortex" template in the category "Abstract" are saved in the following locations:

- /Models/Vortex/Hor - for the horizontal navigation menu;
- /Models/Vortex/Ver - for the vertical navigation menu.

The sub-folders /Hor and /Ver include other subfolders with the indication of a hexadecimal value: for example, #73BBBE, #73BE93, #9883AD and #A4A2A9. Each one of these 4 subfolders corresponds to a color variation of the model. Positioning the cursor of the mouse on the buttons to choose the color variation to be used, the indication of the hexadecimal value (matching the name of a sub-folder) is displayed in a tooltip.



Have you found a suitable default model but would like a different Header image?

If you cannot achieve the look you need using the *Template Editor*, and you have an alternative image editing program in which you want to create your design, you can proceed as follows:

- Find the directory containing the relevant files of the model in question (see the note on the location of graphic files for templates): for example the subdirectory *Vortex*.
 - Create a copy of the selected folder to protect the original files: for example *Vortex 2*.
 - Using your preferred image editor, open the Header file you need to adjust: for example the file *Vortex 2/Hor/#73BBBE/top.jpg*. Save the changes you make.
 - Using any text editor (for example: Windows Notepad) open the *Models.ini* file from the WebSite X5 installation folder and add an entry for your new template folder: for example enter *Vortex 2* after *Vortex*. When you reopen WebSite X5, you will find your new template available for use in the templates list.
-



Do you want to find new WebSite X5 templates?

Have you created templates that you would like to share with the WebSite X5 community?

You can do this through the WebSite x5 Templates section of the WebSite X5 website at www.websitex5.com/templates.

Here you will find many templates from Incomedia and the WebSite X5 community, both free and paid, which are available for your use. In addition, you can join the community and submit your own templates for other people's use.

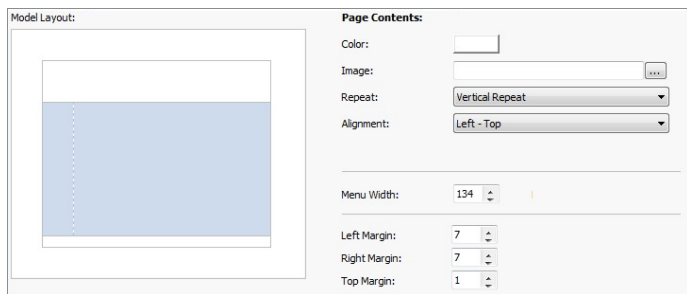
Don't forget to visit the WebSite X5 website regularly to see what's new: you can also subscribe to the RSS Feed to keep up to date.

Custom Template

The **Custom Template** in the **Style Template Selection** section allows you to create and customize your own template.

This window includes two sections:

- On the left is an image representing the layout of the available page areas. This coincides with the options you have selected in the *Menu Type* window.
- On the right are the available settings for each element of your web page.



Model Layout:

Page Contents:

Color:

Image:

Repeat: **Vertical Repeat**

Alignment: **Left - Top**

Menu Width: 134

Left Margin: 7

Right Margin: 7

Top Margin: 1

The page is divided into the following areas:

1. **Title Bar:** This is the header, a image section designed for displaying elements such as title and subtitle of the site, website logo and menu.
2. **Horizontal Menu:** This area is where the Main Menu appears, if Horizontal Menu has been chosen in the **Menu Selection** window.
3. **Page Contents:** This is the main body of the web page, containing your page content and any navigation submenus. If Vertical Menu has been chosen in the **Menu Selection** window, the menu will appear here.
4. **Footer:** The footer, another mainly graphic area, is designed to show the website visitor that they have reached the bottom of the page contents. Elements normally found in this area include notes, disclaimers, copyright, VAT number etc.
5. **Background:** The background is used to surround the site and is displayed if a Browser is opened with dimensions greater than the resolution of the site itself.

For each of the areas above, you can customize the following options:

- **Color:** Choose the background color for the selected area through the *Color Window*.
- **Image:** Choose an image (.jpg, .gif or .png) to insert into the background for the area of the selected page element. For the *Title Bar* section, you can also choose to use a Flash (.swf) animation.
- **Repeat:** Specify whether the image inserted as background must be repeated or not. The image can be repeated only horizontally, vertically, or in both directions in order to occupy the entire space available.
- **Alignment:** Decide how the inserted image should be aligned in relation to the selected page element.

For the “Background” section, the following option is also available:

- **Fixed Background:** By selecting this option, the position of the background image is fixed, even when the page is scrolled down.

For the “Horizontal Menu” section the following option is also available:

- **Menu Position:** This option specifies where the horizontal menu is placed, either *Above the Title Bar* or *Under the Title Bar*.

For all page elements, other than the “Background” area, the following option is available:

- **Width:** This is the value, in pixels, of the width of the selected page element. The default value of 988 pixels for the “Title Bar” area can be modified, but note that it will also be automatically used for “Horizontal Menu”, “Page Contents” and the “Footer”.



The default width is calculated for the optimum website resolution on the default 1024 x 768 pixels screen resolution.

For structures with a vertical menu (set in the window **Menu Selection**), for the “Page Contents” also the pixel value of the **Menu width**, is indicated. Such value must be set considering the site graphics and the width foreseen for the buttons in the window **Main Menu Style**.



The width of the menu should have a value slightly greater than that of the buttons of the first level menu. For a correct operation, the width of the menu should not be more than twice that of the buttons of the first level menu.

For “Title Bar”, “Horizontal Menu” and “Footer”, the following option is available:

- **Height:** This specifies the value, in pixels, of the height of the selected element.

For “Horizontal Menu”, “Page Contents” and “Footer”, the following options are available:

- **Left Margin:** Specify the value, in pixels, of the left margin.
- **Right Margin:** Specify the value, in pixels, of the right margin.
- **Top Margin:** Specify the value, in pixels, of the top margin.



The width of the website pages is set by the width of the “Page Contents” area (an element of the “Title Bar” area) minus the left and right margin.



Can I freely decide where to place the horizontal menu?

Yes, in compliance with the graphics of the upper banner and with the number of first level items in the horizontal menu, you can select the available options to establish the position. You can first decide whether it is placed above or below the banner via the option **Menu Position**, and then establish the right, center or left alignment via the **Left Margin** and **Right Margin** values.



The Header can be completed by inserting text, images, Flash animations, SlideShows, search fields and links: the available options are presented in the **Header Editor** window.

Template Editor

This window gives you access to the editing features for the *Header* and *Footer* areas of your website pages. You can customise the sections of an existing template or customise a new one.



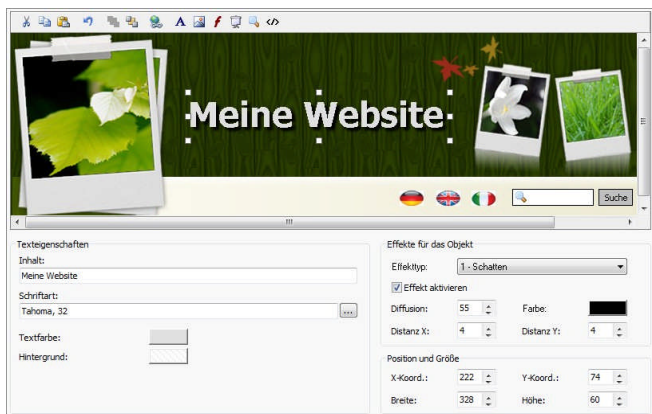
Note that the *Template Editor* is not available if you are using a pre-designed template where the *Header* is a Flash animation.

The customisation options are divided into two sections:

- **Heading**, relating to the top of every page.
- **Footer**, relating to bottom of every page.

In the **Header** section you can customize the top section (or header) of the template. Remember that your changes here will affect every page of your website.

The window has a graphic editor in which the image of the upper banner appears: the image is displayed in scale 1:1 and can slide through the relating horizontal scroll bar.



The image editor includes the following controls:

- **Cut [CTRL + X]**
Cut the selected object to paste it in a different area.
- **Copy [CTRL + C]**
Copy the selected object to paste it in a different area.
- **Paste [CTRL + V]**
Paste the object that had been previously cut or copied.
- **Undo [CTRL + Z]**
Undo the last operation.

- **Bring to Front**
Bring the currently selected object to the foreground, so that it is on top of all other objects.
- **Send to Back**
Send the currently selected object to the background, so that it is on beneath all other objects.
- **Apply a Link to this Object**
Set a link to the currently selected object, through the *Insert Link* window.
- **Insert Text**
Enter text.
- **Insert Image**
Insert an image.
- **Insert Flash Animation**
Insert a Flash animation.



The inserted animation will only be displayed when your website is opened in a Browser.

- **Insert SlideShow**
Insert a SlideShow, a sequence of images that are displayed automatically one after another.
- **Insert Search Field**
Insert a search field through which website visitors can search your website.
- **Insert HTML Code**
Insert an object into which you can enter your own HTML code.



There is no limit to the number of objects that can be inserted in the *Header* and *Footer*, allowing for space.

For a background image, the following **Background Properties** can be set:

- **Image File:** This displays the location of the image currently used as the background. You can, however, replace it with another image, in JPG, GIF, PNG, PSD, BMP, TIF, DIB, PCX, RLE, TGA or WMF format.



Knowing the path of the graphic file used as background of the banner may be useful to identify this file easier, open it and modify it with an external editor and save a copy to replace the original.

For a text, the following **Text Properties** can be set:

- **Content:** Enter the content of the text.
- **Font:** Select the font, style and size used for text.
- **Text Color:** Choose the text color, through the *Color Window*.
- **Back Color:** Choose the color of the text background, through the *Color Window*.

For a foreground, the following **Image Properties** can be set:

- **Image File:** Select the image file to be inserted. The file format should be one of the following: JPG, GIF, PNG, PSD, BMP, TIF, DIB, PCX, RLE, TGA, WMF.
- **Image File on Mouse Over:** Choose a different image file to be displayed when the mouse passes over the image. The file format should be one of the following: JPG, GIF, PNG, PSD, BMP, TIF, DIB, PCX, RLE, TGA, WMF.
- **Enable Transparency:** When this is ticked, the chosen color is made invisible.
- **Color:** Choose the color, through the *Color Window*, which should be made invisible with the **Enable Transparency** option.
- **Tolerance:** Specify the tolerance factor to be applied the transparency. The higher the value of the tolerance, the larger the range of colors that will be made transparent.



How do I insert a button with mouseover in the header?

An active button in the header could be useful to link to an advertising message, choose a language, link to a related external website etc.

An easy way to create this is through the following procedure:

- Create an image for the "released" and "mouseover" states.
 - Using **Insert Image**, import the image file for the "released" state.
 - If the button is not square or rectangular, ensure the transparency effect is used to adjust the button edge via the option **Enabled Transparency**, make it invisible.
-

- Through selecting **Image File on Mouseover**, choose the second image for the button. Once the image is loaded, the system will automatically set the mouseover effect.
 - Select the button image and, through the command **Insert Link**, create the necessary link.
-

For a Flash animation, the following **Animation Properties** can be set:

- **Animation File:** Choose the SWF file containing the Flash animation.
- **Transparent Background:** Selecting this option makes the animation background transparent.

For a SlideShow, the following **SlideShow Properties** can be set:

- **Image List:** The list of images to be used in the SlideShow.
 - **Add:** Add a new file to the SlideShow.
 - **Remove:** Remove the currently selected image from the SlideShow.
 - **Move Up:** Move the currently selected image one place up in the SlideShow.
 - **Move Down:** Move the currently selected image one place down in the SlideShow.
 - **Effect:** Through the **Page Transition** window, choose the way in which the SlideShow moves from one image to the next. You can also set the *Delay (in seconds)* for each transition.
-



Page Transitions will only work if the Browser used by a website visitor is Microsoft Internet Explorer version 5.5 or later. With other Browsers such as Firefox, Safari, Chrome etc. the Page Transition is automatically replaced with a crossed fade effect.

- **Random View:** Shows images from the SlideShow in random order.
-



Are you looking for a simple way to display a title bar with a series of advertising messages in rotation?

The banner is one of the most widespread forms of advertising on the Internet. It consists of a message encouraging the user to click on an image, which then links through to a website page. Generally, banners have standard formats and may be images (GIF, JPG), JavaScript programs or multimedia applications in Java or Flash.

Depending on the type of banner, it can be inserted in the Title Bar as an image or Flash object. Another alternative is to insert several banners or banners consisting of several images, using the SlideShow. For this, proceed as follows:

- Gather the images you want to include in your banner.
 - Insert the images into a single SlideShow object and ensure that they are in the desired order in the *Image list*.
 - Use the window **Page Transition** to set an appropriate delay in SlideShow - remember to give your visitors enough time to read the banner.
-

For a Search Field, the following **Search Properties** can be set:

- **Button Label "Search"**: Choose the text to be displayed inside the button which initiates a search.
 - **Font**: Select the font, style and size used for text.
 - **Text Color**: Choose the text color, through the *Color Window*.
 - **Back Color**: Choose the color of the text background, through the *Color Window*.
 - **Text Button Color**: Select the color of the button, through the *Color Window*.
 - **Background Button Color**: Select the background color of the button, through the *Color Window*.
-



The search results performed inside your website are returned in pages automatically created by the program. The format of these pages is based on the text style settings (see **Text Style** in *Advanced Settings*).




How can I set a different format for the search field and/or its related button?

Both the search field and the "Search" button can be set with a transparent background. This allows for the placing of the search field over any image.

For an HTML Object Search Field, the following **HTML Object Properties** can be set:

- **HTML Code**: Insert the HTML code of the object.
 - **Show the Scroll Bar**: Display scroll bars for the HTML object.
-

 Enter **[DATE]** to display the current date. For example, you can write: "Today's date is [DATES]".

Enter **[NOW]** to display the current day. For example, you can write: "updated on [NOW]".

Enter **[HOUR]** to display the current hour. For example, you can write: "The time is [HOUR]".

For inserted text, images and SlideShow, the following frame **Effects** can be set:

- **Effect Type:** Choose an effect to be applied to the selected object.
- **Effect Enabled:** Enable the selected effect.

Note that more than one effect can be applied to each object at the same time. The effect options are:

| Effect | Settings |
|-------------|--|
| Drop Shadow | <ul style="list-style-type: none"> ▪ Diffusion: Defines how large the shadow should be. ▪ Color: Through the <i>Color Window</i>, sets the color of the shadow. ▪ Offset X: Sets by how much the shadow must be shifted horizontally in relation to the object. A positive value moves it to the right, a negative value to the left. ▪ Offset Y: Sets by how much the shadow must be shifted vertically in relation to the object. A positive value moves it up, a negative value down. |
| Mirror | <ul style="list-style-type: none"> ▪ Diffusion: Defines how widespread the mirror image should be. ▪ Distance: Defines how far away from its object the mirror image should be. |
| Color | <ul style="list-style-type: none"> ▪ Thickness: Sets the value in pixels of the thickness of the border. ▪ Color: Sets the color of the border, through the <i>Color Window</i>. |
| Outer glow | <ul style="list-style-type: none"> ▪ Diffusion: Selects how widespread the flash effect should be. ▪ Color: Sets the color of the flash, through the <i>Color Window</i>. |

| | |
|-----------|---|
| Pillow | <ul style="list-style-type: none">▪ Depth: Sets how rounded the effect must be.▪ Diffusion: Sets how large the rounding to must be.▪ Angle: Sets the angle of the rounding to be applied. |
| Rotation | <ul style="list-style-type: none">▪ Angle: Sets the value of the rotation angle (clockwise rotation) to be applied. |
| Opacity | <ul style="list-style-type: none">▪ Opacity: Uses a value from 0 to 255 to define the transparency of the image. Low values are more transparent, high values are more opaque. |
| Antialias | <ul style="list-style-type: none">▪ Antialias: Defines how strong the antialiasing effect should be. The antialiasing is used to make the borders of the object smoother. |

Finally, for all the inserted objects, the following options can adjust the **Position and Size**:

- **Offset X:** Move the object horizontally.
- **Offset Y:** Move the object vertically.
- **Width:** Set the width of the object (in pixels).
- **Height:** Set the height of the object (in pixels).



When an object is selected, the object's anchor will be displayed. After selecting the object you can move it one pixel at a time using the arrow buttons on the keyboard or 10 pixels at a time by keeping the CTRL button pressed along with the arrow buttons.



Remember to regularly use the *Test* button to review the changes you make to the website design.

In the **Footer section** you can customize the bottom section (footer) of the template. Customizing the footer can be done in the same way as customizing the Header.

Step 2 - Plan Website

Map Creation

This window is used to create the structure of your website through the website Map.

Your Map will list the pages you will have in your website and detail how those pages are grouped together. The beginning page of your website is the Home Page - every website will have one and it will be the first page listed in your Map. Beneath that there can be just individual pages (for a simple website) or groups of related pages organised into levels. This structure is often referred to as a website tree.

The following options are available for the creation of the website Map:

- **New Level [CTRL + L]:** Inserts a new level, which will be used to group together several related pages. Note that:
 - Vertical Menu: If you select Vertical Menu Type you can create 4 levels with a maximum of 24 menu items for the first level.
 - Horizontal Menu: If you select Horizontal Menu Type you can create 4 levels of detail with a maximum of menu items according to the chosen format.
- **New Page [CTRL + N]:** Create a new page, inserted into the currently selected level.
- **Remove [CANC]:** Remove the selected page or level.
- **Rename [F2]:** Rename the Home Page, selected page or level. It is necessary to correctly name the levels and the pages inserted since the items of the map will be automatically used in the navigation menu, as titles of each single page and as names of the HTML files matching the pages themselves, if not otherwise specified through the **Page properties** window (see below).
- **Move Up [CTRL + S]:** Change the order of the pages or the levels by moving the highlighted page or level up one position in the list.
- **Move Down [CTRL + G]:** Change the order of the pages or the levels by moving the highlighted page or level down one position in the list.



You can also adjust the order of the list by dragging an item to a new position in the list.

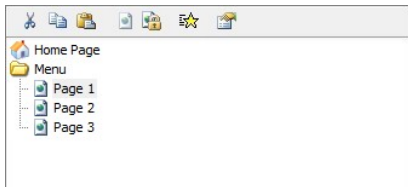
- **Expand:** Expand the selected level.
- **Collapse:** Collapse the selected level.

Once the Map structure has been defined, you can move onto subsequent steps which allow for the entering of page content. You can move directly to entering content by double-clicking on an item in the list.



If a **Blog** is added in the **Advanced Settings** section, the Blog item is automatically added to the site map. As with all other pages, the Blog can be made invisible through the map creation option.

The following buttons are available for amending the website tree:



- **Cut**
Move the selected page to paste it into a different area.
- **Copy**
Copy the selected page to paste it into a different area.
- **Paste**
Paste the page selected via Cut or Copy.



For map creation you can also use *Cut*, *Copy*, *Paste* and *Remove*, through the menu that pops up when you right-click on the map items.



Can I copy a page from one website to another?

Yes - start 2 windows with WebSite X5 and open simultaneously both project A and project B. Display the map of project A, select the page in question and copy it. At this point, move to the second window, display the project B map and paste the copied page. Remember to check that links to other pages and items are still appropriate in the second website. To avoid confusion between projects, the name of the current project is shown in the WebSite X5 title bar (at the top of the window).

- **Hidden Page**

By selecting this option, the selected page or level is not shown in the navigation menu. Making a level invisible means that all the pages it contains are also invisible. Hidden pages can still be opened by direct links from other pages.



Although the Home Page can be hidden, this should only be done if the Home Page is linked to from other pages on the site, such as from a Welcome Page.

- **Locked Page**

Setting a page as **Locked** means that it can be added to one of your website's reserved areas.

Your website can contain one or more reserved areas. These are groups of pages that can be accessed only by website visitors with the correct username and password details, which you would supply. This means that you can have members' areas for your website. Setting a page as locked lets you add the selected page to a reserved area, which you would create initially in the **Reserved Area** section of *General Settings*.



For further information on creating and managing a reserved area with access via password, see *Reserved Area*.

- **Page Transition**

This opens the **Page Transition** window, through which you can select the effect that is used when this page is opened. You can set the *Delay (in seconds)* for each transition. A preview of the effect in the *Preview* panel on the right of the window.



Page Transitions will only work if your website visitor's browser is Microsoft Internet Explorer version 5.5 or later.

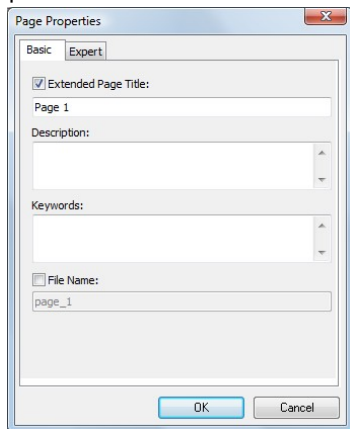
- **Page Properties**

The **Page Properties** define a set of properties for the highlighted page.

The *Basic* customization options are:

- **Extended Page Title:** The name given to the page when the map is being created is kept as an item in the navigation menu; an Extended Page Title will be displayed as the page title and shown in places such as the top of a visitor's website browser. This option is not available for the Home Page.

- **Description:** Allows you to insert a specific description for the page, to be used instead of the generic description set for the website in *General Settings*. The description of the page must be brief and clear as it is inserted as the value of the metatag `<description>` in the XHTML code of the page which is used by the Search engines for indexing.
- **Keywords:** Allows you to insert a series of keywords specific for the page, to be used instead of the keywords set for the website in *General Settings*. The keywords are inserted as the value of the metatag `<keywords>` in the XHTML code of the page which is used by the Search engines for indexing.



- **File Name:** This is the name of the HTML file for the page. If not otherwise specified, the name given to the page during the construction of the page is used as the name of the HTML file. Giving short and significant names to files allows you to obtain simple addresses, easy to memorize, and also useful for indexing by Search engines. This option is not available for the Home Page.

The *Expert* customization settings are:

- **Update Frequency:** Sets the frequency of page updates. This parameter is used in the sitemap.
- **Contents Priority:** Allows you to assign a score to the page, to indicate its importance in relation to the other pages of the website. This parameter is used in the sitemap.



The sitemap is an XML file which contains the list of website pages. The sitemap is used to check that a Search engine, in particular Google, recognizes all the pages present on the website, including the URL which cannot be identified via normal scanning procedures. The sitemap may also contain additional information such as the update frequency the relative importance of the website pages in order to improve the search engines of the website.

For WebSite X5 to create the sitemap, you will need to select the **Automatically Create a Site Map** option *Expert* section of *General Settings*.

- **File Name Format:** Allows you to specify the extension which will be used for the file of the page. The default extension is .html but it is possible to choose from .php, .asp, .cfm and .jsp.



It is possible to modify also the file extension index.html of the Home Page: the same extension used for the Home Page is also used for the *Welcome Page*. Modification of the extension of the file index is useful in creating it as PHP or ASP, that is when you use a provider which accepts as first visible page of the website only files nominated as index.htm.



If the page is protected, it must be saved as a .php file.

- **Code to add in the page HEAD:** Specify the lines of code to be inserted in the section <head> of the HTML code of the page.
- **Code to add before the end of tag BODY:** Enter the lines of code to be inserted inside the section <body> of the HTML code of the page.

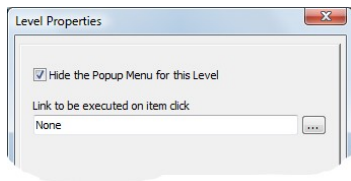


The options **Code to add in the page HEAD** and **Code to add before the end of tag BODY** are useful when, for example, you wish to link particular style sheets (CSS), or when you must launch events when the page is loaded into a browser. In particular, for the correct operation of some JavaScript, which may be inserted via the appropriate *HTML Object*, certain suitable lines of code are requested both in the section <head> and in the section <body> of the file HTML of the page.

▪ Level Properties

The Level Properties define a set of properties for the highlighted level. The available options in the section *Basic* are:

- **Hide the Popup Menu for this Level:** On activating this option, the Popup menu of the level item is not displayed on mouseover.
- **Link to be Executed on Item Click:** Allows you to set, via the window **Link**, a link on the level item.





Do you have a long list of products and you would like to avoid too large a PopUp menu?

In this case do as follows:

- Create a "Products" level inserting a page for each product: "product 1", "product 2", etc ... as well as an initial page "Product List" which will be the graphic menu.
- Select the level "Products" and open *Level Properties*: activate the option **Hide the Popup Menu for this Level** and set as **Link to be Executed on Item Click** the link with the page "Product List".
- Select the page "Product List" and make it hidden.
- Remember to activate the option **Show a Vertical Sub-menu with the Current Level Items** in the *Menu Selection* window.

Once you have done this you will get the following result: in the navigation menu the item "Products" will appear but on mouseover the corresponding drop-down menu will not appear. Clicking on the item "Products" the related "Product List" will be displayed, as well as the vertical submenu with the list of all the products.

Site Map

The Site Map is a useful orientation and navigation tool for both you and your website visitors.

For visitors, it provides a quick method of understanding what your website has to offer, but that requires you to name individual pages with meaningful titles and group pages together in clear, logical ways. The Site Map can be accessed by users by either:

- providing links within pages as you enter the content for each page (see the *Link* window)
- through the menu at the bottom of the page where a link to the site map is automatically inserted (providing you have enabled the **Display all First Level Items at the Bottom of the Page** in *Menu Selection*)

For you, the Site Map step can be returned to at any stage to review and adjust your website structure.

Even if you decide not to make the Site Map available, the program can create it anyway as **SiteMap XML** linked to the HTML code of the pages via the metatag <sitemap>. The Site Map XML file is used by Internet Search Engines to better scan and index your website, so that Internet users can be helped to

directed to your website more often. The Site Map supplies much useful information to Search Engines including:

- how often each of your pages will be updated
- the date of the last modification of the page
- the importance of each page within the website (note this does not influence the positioning of your website in overall Search Engine results, it is merely used to indicate the importance of pages within your website)

Remember that for a Site Map of your website to be generated, the **Automatically Create a Site Map** option in the *Expert* section of *General Settings* must be selected.

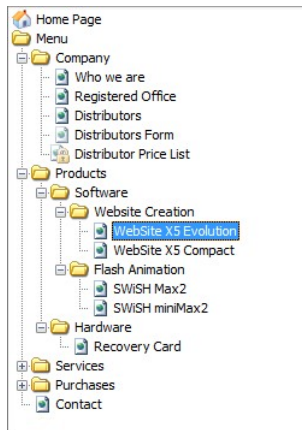
A Site Map Example

Shown in the image on the right is an example Site Map for imaginary company. Looking at the tree you can see that:

- “Company”, “Products”, “Services”, “Purchases” and “Contact” are used to divide the website into five logical areas. The first four items are levels that contain several other pages; “Contact” is a standalone page. These five items will appear as the names in the website’s Main Menu (horizontal or vertical), helping visitors to get to the part of the website that interests them.

Note that the format of the Main Menu can be customised in the *Advanced Settings* step, through the **Main Menu Style** section.

- Clicking on the “Company” item shows the other pages within the group: “Who we Are”, “Registered Office” and “Distributors”.



The “Distributors Form” and “Distributors Price Lists” would not be displayed in the Drop Down Menu as they were made invisible using the hidden page option. In addition, the “Distributors Price Lists” page is a protected page, to ensure only authorised website users can see that page. To customize the format of the Drop Down Menu, visit the **Drop Down Menu Style** section.

To create a username and password protected area, see **Reserved Area**.

- “Software” and “Hardware” are second level items within the “Products” section. When displayed in a browser they appear as items in a Drop Down Menu but each item contains a further Drop Down Menu for the different “Software” and “Hardware” pages.
- If the **Show a Vertical Sub-menu with the Current Level Items** option in the **Menu Selection** window is selected, visiting the WebSite X5 page also shows a vertical Sub Menu for the “WebSite X5 Evolution” and “WebSite X5 Compact” pages.
To customize the format of the Sub Menu, visit the **Sub Menu Style** window.

Step 3 - Create Pages

The options in this window allow you to create a page through inserting objects in to a page.

The name of the page you are creating or editing appears at the top of the grid next to the heading **Current Page**.

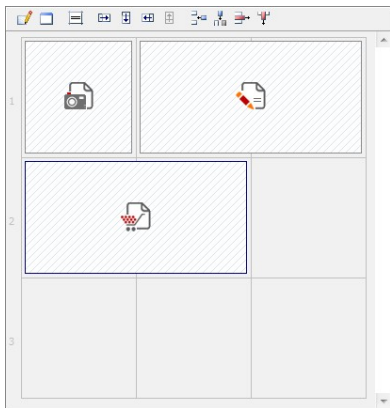
The options available in this section are:

- A schematic representation of the page which shows the page contents and settings.
- A list of all the available objects which can be inserted into the page.
- A preview of the page layout showing the grid and objects placed.

Page Layout Setting

To make the layout of the contents easier, WebSite X5 uses a table, which by default is made up of two rows and two columns, in which every cell may contain a different object. The number of rows and columns can be freely modified in order to increase the number of cells.

The page layout table is not visible during navigation with the Browser.



Only one object can be placed in one cell, it is however possible for the objects to be extended horizontally or vertically to cover more than one cell.

The way in which the cells are presented on the grid changes according to the status as follows:

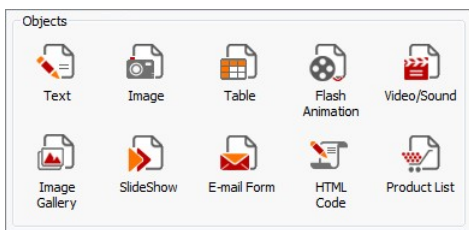
- If the cell contains an object which has not yet been populated, the cell is shown with a white background with gray diagonal lines.
- If the cell contains an object which has been populated, the cell is shown with a solid blue background.
- When you select a cell the border will be highlighted blue (unselected cells will have a gray border).

The options available in the toolbar will allow you to modify the appearance of the page and cells:

- **Object Content:** Allows you to access the object creation window. The recalled window changes according to the object type.
- **Cell Settings:** Active when an object already inserted in a cell is selected, allows you to recall the **Cell Format** window which enables you to define the look and feel of the current cell.
- **Alignment:** Active when an object already inserted in a cell is selected, allows you to align the object *Top/Center/Bottom* as well as *Left/Center/Right* with respect to the cell.
- **Enlarge by one Column:** Allows the selected object to occupy one more column.
- **Enlarge by one Row:** Allows the selected object to occupy one more row.
- **Reduce the Column Object:** For objects occupying more than one column, it narrows the object occupy one column.
- **Reduce by one Row:** Reduces the space an object is using by one row.
- **Add a new Row:** Adds a new row in to the page grid, you can create a table with a maximum of 28 rows.
- **Add a new Column:** Adds a new column in to the page grid, you can create a table with a maximum of 6 columns.
- **Delete a Row:** Deletes the specified row from the page grid.
- **Delete Column:** Deletes the last column to the right of the page grid.

Objects Insertion

To insert an object, you need to select an object from the available *Objects list*. After deciding which object to insert, simply click on the icon and drag it to the cell(s) you require in the page grid.



Only one object can be placed in one cell, it is however possible for the objects to be extended horizontally or vertically to cover more than one cell. You can drag the Object to span multiple cells on the page. You can use the tools to edit the parameters of the different cells: You can also select the inserted object and use the controls *Enlarge by one column*, *Enlarge by one row*, *Reduce the column object* and *Reduce by one row* to define which cells are used by an object.

Right clicking any object displays a context menu with *Cut*, *Copy*, *Paste*, *Delete* and *Cell Format* commands. Using these controls you can, for example, create a copy of an object for pasting into another cell or another page, or delete it. An inserted object can be deleted from the page by dragging it outside the page area or using the Delete button. Inserting a new object into a cell that already contains an object will replace the existing object with the new one. The *Copy style* and *Paste style* options in the **Cell Format** menu, allow the reproduction of cell formats between cells.

If you want to rearrange objects that have already been inserted, you can drag and drop objects as they will automatically be rearranged.

Once an object has been inserted into the page, double-clicking on it will display the object properties. Alternatively, select the object and click on the *Object Content* button. For greater ease of use, you can use the arrow keys on the keyboard to move from one cell to another.



You do not necessarily have to populate every cell on a page. If you do not insert an object into a cell it will appear as empty space.

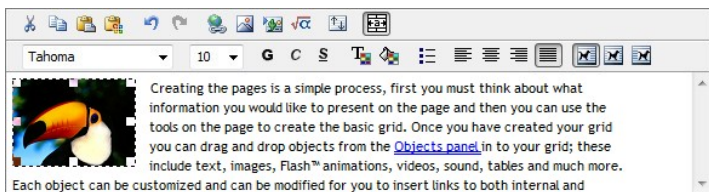


To better understand how to exploit the page layout possibilities it should be remembered that the software obeys the following rules:

- The width of the page is determined by the model.
- The width of the columns of the page layout table is obtained by dividing the width of the page by the number of columns inserted. All cells therefore have the same width and it is not possible to manually modify such parameter.
- All cells in the same line of the page layout table have the same height: by default, this value is determined by the highest cell content of these cells.
- The inserted objects are automatically adjusted based on the dimensions of the cells of the page layout table.

Text Object

This Text Editor is where you can enter your text or edit existing text, as well as setting the colors, fonts and associated look of the text. You also have the opportunity to add extra items such as web links, mathematical formula and even images.



The following editing tools are available from the toolbars:

- **Cut [CTRL + X]**
Cuts the selected text to paste it into a different area.
- **Copy [CTRL + C]**
Copies the selected text to paste it into a different area.
- **Paste [CTRL + V]**
Paste text that has been selected using *Cut* or *Copy*. Before being pasted, all original formatting is removed from the text ensuring it will take on the formatting used in the area the text is pasted.

- **Paste Special**

Paste text that has been selected using *Cut* or *Copy*. The pasted text retains the original formatting instead of the formatting used in the area the text is pasted.



Using the *Cut*, *Copy* and *Paste* controls you can easily use text created by other programs such as a wordprocessor, Internet Browser or Internet design tool.

- **Undo [CTRL + Z]**

Undo the last operation.

- **Redo**

Repeat the last undone operation.

- **Insert Link [CTRL + L]**

Allows you to set a hypertext link on the selected text. Define the link settings in the **Link** window.

- **Insert Image**

Insert an image (in JPG, GIF, PNG, BMP, DIB, RLE or WMF format). Images are automatically reduced in size if they larger than the space available. Once inserted, the images can resized as required by clicking on the sizing handles at the corner of the images. Although you can insert an image using the Text Object, it is recommended that the Image Object is used instead as it provides more control over complex layouts.

- **Insert OLE Object**

You can insert an object created with an external tool supporting the OLE 2.0 technology (Object Linking and Embedding): Excel tables, Word documents, Microsoft Graph graphics, etc. Once inserted, the OLE object can be modified by recalling the application with which it was created by a double-clicking on the object itself.

- **Insert Formula**

Opens the Equation Editor for entering a mathematical formula: the formula is then imported as an OLE object into the text.



On exporting the site, the OLE object is managed as a .PNG image to maintain any transparencies. Note that the use of very large objects it is not recommended.



The *Insert Formula* control can be used only if Equation Editor, a program supplied with Microsoft Word, has been installed.

- **Enable HTML Code**

Insert HTML code directly into your web page. Usually the characters < and > are interpreted as "less than" and "greater than". In HTML they are interpreted as a HTML tag.

- **Rollover Settings**

Setting the text as Rollover means that the text will move on the page as defined by the Rollover settings (see the **Rollover Settings** window for options).

- **Fit Content to Cell Width**

Fits the contents according to the dimensions of the cell in which it is contained.

- **Font Selection**

Select the character (font) to use.



Be aware that the font you choose for your website will need to also be installed on the computers of your website visitors. If visitors do not have the font, it will be substituted for a different font that is on their computer. That is why it is best to avoid using unusual and rare fonts on your website.

- **Font Size**

Choose the font size.

- **Bold [CTRL + B]**

Make the selected text bold.

- **Italic [CTRL + I]**

Make the selected text italic.

- **Underlined [CTRL + U]**

Underline the selected text.

- **Text Color**

Select the text color through the *Color Window*.

- **Text Background Color**

Select the text background color through the *Color Window*.

- **Bullet List**
Create a bullet list of items.
- **Align Left**
Align the selected text to the left.
- **Align Center**
Align the select text to the center.
- **Align Right**
Align the selected text to the right.
- **Justify**
Spread the text across the width of the space available.
- **Text on the Right**
When an image has been inserted, this option flows text down the right of the image.
- **Default**
When an image has been inserted, this option flows text around the image.
- **Text on the Left**
When an image has been inserted, this option flows text down the left of the image.

At any time, you can click in the text editor area with the right key of the mouse, to display a context menu with the following options: *Cancel*, *Cut*, *Copy*, *Paste*, *Paste Special*, *Delete* and *Select All*.

RollOver Settings

The options in this window allow you to define the settings for a Rollover effect. The options available in this section are:

- **Enable:** Enables the Rollover effect on text and allows you to define the *Height* of the text.
- **Type:** Allows you to choose the rollover style you would like to use - *Fixed*, *Continuous Scroll*, *Single Slide* and *Alternate*.
- **Direction:** Allows you to choose the direction for the rollover - *Top*, *Bottom*, *Left* or *Right*.
- **Options:** Allows you to set the scroll *speed* and whether you would like to include a stop feature (*Stop on Mouse Over*).



The *Height* option is available only if the RollOver is set to vertical. upwards or towards the bottom. If, instead, the RollOver setting is horizontal (direction: towards the left or towards the right), the effect is better if the object Text occupies the whole row.



How do I create a text box with scroll bar?

To obtain this result the text should be inserted via the Text object, then activate RollOver making sure to:

- Set the *Height* of the cell with a pixel value lower than that necessary for a complete view of the text;
- Set as *Type* of scroll the option *Fixed*.

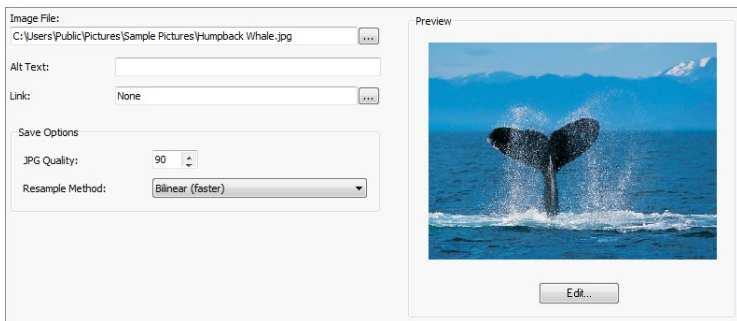
Image Object

This window helps you select which image should be displayed on your web page as well as how it should be presented, along with giving you the chance to do some final touch-ups of the picture with the Image Editor.

The customization options are divided into two sections:

- *General*
- *Display*

In the **General** section, you can select which image you want to show on the page and perform some final editing.



To choose the image, click on the  button to look at your computer's hard drive for compatible image files. WebSite X5 is compatible with JPG, GIF, PNG, PSD, BMP, TIF, DIB, PCX, RLE, TGA and WMF files. When you have se-

lected the file, it will be shown in the *Preview* panel on the right of the screen. If you want to do any final editing of the image, just click on the **Edit** button in the *Preview* panel to open it in the **WebSite X5 Image Editor**.

After selecting your image, you can set the following options:

- **Alt Text:** Enter the text you want shown if the image cannot be displayed. This is also very important for when your website is visited by anyone who is visually impaired or using a screen reader program.
- **Link:** If you want your website visitors to click on the image and be sent to another web page or download a file, you can define the link settings in the **Link** window.

The *Save Options* help you control the file size of the image on your website. Large file sizes mean that the image is a higher quality, but makes your website slow to use. Small file sizes make your website quick to load on a visitor's browser, but the image quality will be lower. Try some medium settings to begin with - if you find the website is slow when visiting or the quality of the images is low, then you can return here and adjust the settings accordingly. The customisation options are:

- **JPG Quality:** When images are imported into WebSite X5, they will first be converted to JPG format if they are in a format other than JPG, PNG or GIF. This ensures the images are compatible with all Internet Browsers and not too large for web page use. As part of the conversion, you can choose the 'Quality' of the conversion, from 1 to 99. A high number mean the image will load more quickly but the picture will be a lower quality; a low number means a higher quality picture but will be slower to load.
- **Resample Method:** This allows you to fine tune the JPG conversion method and is again related to the speed of display and quality of the image. The options are:
 - **Bilinear:** This is the fastest reduction method but the quality of the image is lower than the other options.
 - **Decimate:** This is the medium option, with average speed and quality in comparison to the other options.
 - **Bicubic:** This is the slowest reduction method but ensures the highest image quality.



It is better to use images that are already in GIF or JPG format. If images are not JPG, GIF or PNG files, they will be automatically converted to JPG format, according to the specified *Save Options*.

The conversion to JPG is carried out also if the image is larger than the cell of the layout table containing it or if it is modified through the image editor. In all other cases, the image is copied and not compressed. This is necessary to maintain the transparency effect applied to GIF images.



The Internet Explorer Image Toolbar is automatically disabled for the inserted images: this Toolbar generally presents the controls *Save Image*, *Print Image*, *Send Image via E-mail* and *Open Images Folder*.

In this **Display** section, you decide how your image should appear on the web page. You can display the image at its original size or, if you wish, allow visitors to zoom into any area of the images.

- **Automatically Resize Image:** activated by default, this option automatically resizes the image to comply with the cell of the page layout table containing it.
- **Image Zoom - manually move enlarged image:** Selecting this option means the image will be enlarged to show more detail, with the image itself movable so the visitor can see different areas of the image. The way in which the enlarged image can be moved is determined by what you select in the *Settings* section. The options are as follows:

1. **Movement Type - Free Movement:** The image is first shrunk to the space available to it on the web page, then enlarged by the *Zoom Factor*. For example, if the *Zoom Factor* is set to 200, the image will be twice as big as the space available. When this page is shown on the website, the visitor will be able to click on the image and drag the area of the image being shown to anywhere on the original image. The "hand" icon at the bottom right of the image indicates to visitors that the image can be moved in such a way.



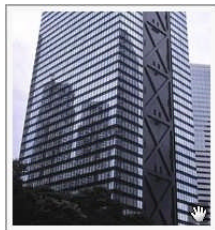
2. **Movement Type - Horizontal Panoramic View:** The image is first resized to the height specified in the *Height* box. This is particularly useful with panoramic images that are very much wider than they are tall. The website visitor will see the full height of the image, but only a small part of the width, but can click on the image dragging the



displayed area to the left or right as required (but not up or down). This ensures that the full glory of wide panoramic images are available to website visitors.

3. Movement Type - Vertical Panoramic View:

Similar to the option above, this option helps with displaying images that are much taller than they are wide. Through the use of the *Height* setting, a very long image can still be placed on a web page and viewed by website visitors.




- **Image Zoom - automatically move enlarged image:** Selecting this option gives you all of the same settings as Image Zoom - manually move enlarged image except that the area of the image is automatically scrolled without clicking and dragging on the image. The position of the cursor  determines in which direction the image is moved. The *Automatic Continuous Movement* is also available to automatically scroll the image during the time it is displayed.
- **Image Zoom:** on activating this option the image can be enlarged and reduced by the user by clicking on the mouse. In this case two copies of the inserted image are automatically created: the first copy has dimensions equal to those of the cell of the page layout table; the second, instead, has dimensions equal to those of the first copy multiplied by the *Enlargement factor* set. On opening the page, then, the smaller image is displayed and the icon present in the lower right corner indicates the possibility to zoom: on clicking the mouse the same enlarged image is displayed and the cursor is transformed to indicate that with a second click you obtain a reduction of the image.

Table Object

The table editor helps you create a table within your web page. It is useful for creating spreadsheet-like layouts.



When inserted a table it will, by default, be created with two rows and three columns. However, you are free to add or remove rows and columns, set the widths of cells, merge and split cells as required.

As you can see, you have the following controls:

- **Cut [CTRL + X]**
Cut the selected text to paste it in a different area.
- **Copy [CTRL + C]**
Copy the selected text to paste it in a different area.
- **Paste [CTRL + V]**
Paste text that has been selected using *Cut* or *Copy*. Before being pasted, all original formatting is removed from the text ensuring it will take on the formatting used in the area the text is pasted.
- **Paste Special**
Paste text that has been selected using *Cut* or *Copy*. The pasted text retains the original formatting instead of the formatting used in the area the text is pasted.
- **Undo [CTRL + Z]**
Undo the last operation.
- **Redo**
Repeat the last undone operation.
- **Insert Link [CTRL + L]**
Allows you to set a hypertext link on the selected text. Define the link settings in the **Link** window.
- **Insert Image**
Insert an image (in JPG, GIF, PNG, BMP, DIB, RLE or WMF format). Images are automatically reduced in size if they larger than the table cell. Once inserted, the images can be resized as required by clicking on the sizing handles at the corner of the images. Although you can insert an image using the **Text Object**, it is recommended that the *Image Object* is used instead as it provides more control over complex layouts.
- **Insert OLE Object**
You can insert an object created with an external tool supporting the OLE 2.0 technology (Object Linking and Embedding): Excel tables, Word documents, Microsoft Graph graphics, etc. Once inserted, the OLE object can be modified by recalling the application with which it was created by a double-clicking on the object itself.

- **Insert Formula**

Opens the Equation Editor for entering a mathematical formula: the formula is then imported as an OLE object into the text.



On exporting the site, the OLE object is managed as a .PNG image to maintain any transparencies. Note that the use of very large objects it is not recommended.



The *Insert formula* control can be used only if Equation Editor, a program supplied with Microsoft Word, has been installed.

- **Enable HTML Code**

Insert HTML code directly into your web page. Usually the characters < and > are interpreted as "less than" and "greater than". In HTML they are interpreted as a HTML tag.

- **Rollover Settings**

Setting the text as Rollover means that the text will move on the page as defined by the Rollover settings (see the **Rollover Settings** window).

- **Add a new row**

Insert a row after the row where the mouse cursor is positioned.

- **Add a new column**

Insert a column after the column where the mouse cursor is positioned.

- **Delete current row**

Delete the row in which the mouse cursor is positioned.

- **Delete current column**

Delete the column in which the mouse cursor is positioned.

- **Merge Cells**

Merge several adjacent cells to form a single cell.

- **Horizontal Split Cells**

Divide the selected cell into two horizontally adjacent cells.

- **Font Selection**

Select the character (font) to use.

- **Font Size**

Choose the font size.

- **Bold [CTRL + G]**
Make the selected text bold.
- **Italic [CTRL + I]**
Make the selected text italic.
- **Underlined [CTRL + U]**
Underline the selected text.
- **Text Color**
Select the text color through the *Color* Window.
- **Cell Background Color**
Select the text background color through the *Color* Window.
- **Border Style of the cell**
Sets the style of the cell border. You can define both the color of each side of the cell as well as the thickness of the lines between rows and columns.
- **Align Left**
Align the selected text to the left.
- **Align Center**
Align the select text to the center.
- **Align Right**
Align the selected text to the right.
- **Align Top**
Align text to the top of the individual cell.
- **Align Middle**
Align text to the middle of the individual cell.
- **Align Bottom**
Align text to the bottom of the individual cell.

At any time, you can click in the text editor area with the right key of the mouse, to display a context menu with the following options: *Cancel*, *Cut*, *Copy*, *Paste*, *Paste Special*, *Delete*, *Select All* and:

- **Row Height**
Set the height of the selected rows in pixels. Set as 0, the rows automatically take on the necessary minimum height to display the content inserted.
- **Column Width**
Set the width of the selected rows in pixels.



The dimensions of the rows, columns or individual cells can be modified also by placing the mouse on the borders and dragging them to the desired position, while holding down the left mouse key. Selecting a cell and moving the border left and/or right modifies only the dimensions of the highlighted cell.

▪ **Image Alignment**

Allows you to define how to align the text with respect to the inserted image. The available alignments are:

- **Default:** Inserts the image into the text as with any other word.
 - **Text on the Right:** Flows text down the right of the image.
 - **Text on the Left:** Flows text down the left of the image.
-




A table with no text will not be displayed.

Flash Animation Object

This window lets you select the Flash Animation you want to make available to visitors to your web page.

The Flash file can be added in different ways, depending on where the file is currently stored:

- **Local File:** Choose this option if the animation is stored on your computer. Simply click on the  button to look at your computer's hard drive for SWF files. Once the choice of file has been made, it will be imported into the website Project.
 - **Internet File:** Select this option if the animation is already stored on the Internet. WebSite X5 will not import this file into your website Project, instead it will just keep a note of the Internet address at which the file is stored.
-



In order to view Flash files, you must have Macromedia Flash Player installed on your computer.

The following options are available for the inserted animation:

- **Alt Text:** Enter the text you want shown if the Flash animation cannot be played, for example if your visitor does not have the Flash player installed.

This is also very important for when your website is visited by anyone who is visually impaired or using a screen reader program.

- **Flash Player Version:** For your website visitors using the Internet Explorer browser, this lets you specify which version of the Flash Player version to use to view the animation.
- **Transparent Background:** When this option is selected, the background of the animation is transparent, meaning the color of the web page behind should show through.
- **Size:** This lets you size the *Width* and *Height* of the animation, up to the maximum width of the space on the web page.




When Internet Explorer users visit a website that is using Flash animation, they often see a message pop up asking them to activate the control. WebSite X5 automatically inserts a special piece of JavaScript code to avoid this request being made.

Video/Sound Object

This window lets you select the video or sound you want to make available to visitors to your web page.

The Video/Sound object can be added in different ways, depending on where the file containing the video or sound is currently stored:

- **Local File:** Choose this option if the video or sound file is stored on your computer. Simply click on the  button to look at your computer's hard drive for compatible sound and video files; WebSite X5 is compatible with AVI, WMV, MPG, MOV, QT, RM, WAV, MP3, WMA, MID, AIF, AU and RA video and sound files. Once you have chosen your file, it will be imported into the website Project.
- **Internet File:** Select this option if the video or sound you want to play is already stored on the Internet. WebSite X5 will not import this file into your website Project, instead it will just keep a note of the Internet address at which the file is stored.
- **YouTube Video HTML Code:** Users of YouTube often give other Internet users the option of displaying one of their videos on a different website. They do this by displaying a piece of HTML code on the YouTube page; just copy that code and paste it into this box to display the video on your website.



Inserting a YouTube video in this way means that the video will be re-sized according to the space available on your web page. If you need greater control to maintain the original size, insert the video using the HTML Code Object rather than via this video/sound object.

The video or sound can be seen and/or heard through the **Preview** panel to the right of the window, if the *Preview* box is ticked.



Different video players are used to show different types of video file. A RealVideo player is used for RM and RA files; the QuickTime player is used for MOV and QT files. If either of these players are not available, the program will request for it to be installed. For all other video formats, Microsoft Windows Media Player is used.

After selecting a video or sound file to use on the web page, you have the following customization options:

- **Alt Text:** Enter the text you want shown if the video cannot be played. This is also very important for when your website is visited by anyone who is visually impaired or using a screen reader program.
 - **Show Control Bar:** If you want your visitors to be able to control the video or sound, for example by pausing, ticking this box makes the controller visible on your web page.
 - **Size:** This lets you size the *Width* and *Height* of the video or, in the case of a sound, the Width of the sound control bar.
-



If you want one of your pages to have sound playing in the background, simply add the Video/Sound object to a row of page on its own. Make sure the *Show Control Bar* is unticked and visitors will have the sound played to them automatically without any interference.

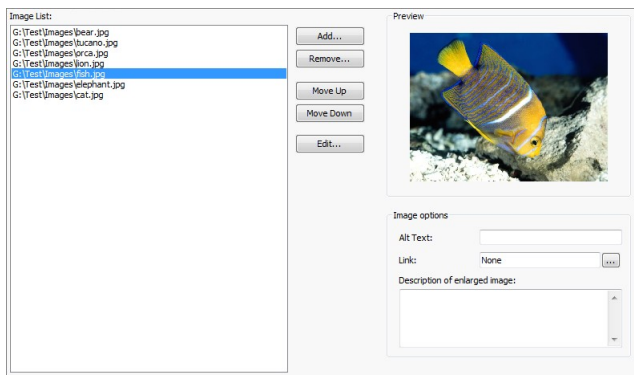
Image Gallery Object

The Image Gallery is an excellent way for you to display a series of images on your website. It lets you choose the group of images you want to show on your website, which it displays as thumbnail-sized versions. This helps visitors to quickly flick through the images looking for any that interest them. When they find one and they want to have a closer look, they simply click on it to enlarge it to full size.

The way in which the Image Gallery is displayed on your website is customizable through the three sections below:

- *List*
- *Settings*
- *Thumbnail*

In the *List* section, select which images you want to be in your Image Gallery.




The *Image List* shows all of the files you have chosen to include in your Image Gallery; the order in which the images are listed determines the order in which they will appear in the Gallery. As you highlight an image in the list, it will appear in the *Preview* panel on the right of the window.

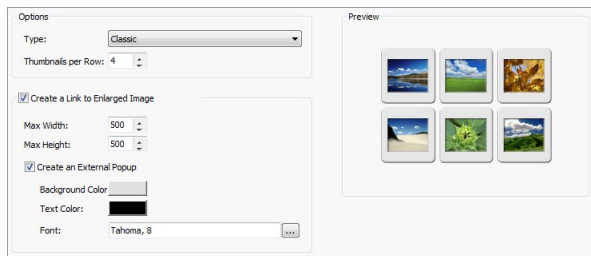
To set up and manage the Image Gallery, use the following controls:

- **Add:** Add a new image to the *Image List*. When the *File Selection* windows opens, you can add several files at a time from the same folder.
- **Remove:** Removes the currently highlighted image from the *Image List*.
- **Move Up:** Moves the image one place up the *Image List* so it will appear earlier in the Image Gallery.
- **Move Down:** Moves the image one place down the *Image List* so it will appear later in the Image Gallery.
- **Edit:** Opens the currently highlighted image in the *Image List* in Website X5 Image Editor.

For every image in the *Image List*, you can set the following options:

- **Alt Text:** Enter the text you want shown if the image cannot be displayed. This is also very important for when your website is visited by anyone who is visually impaired or using a screen reader program.
- **Link:** If you want your website visitors to click on any image and be sent to another web page or download a file, you can define the link settings in the **Link** window by clicking on the  button beside the *Link* box. Note that this link replaces the enlarged image even if the option *Create a link to the enlarged image* is selected.
- **Description of enlarged image:** If your website visitor clicks on an image so that it is enlarged, this description text will be shown at the bottom of the enlarged image.

In the **Settings** section, decide how you want your Image Gallery to operate.



The screenshot shows a settings window for an image gallery. It is divided into two main sections: 'Options' on the left and 'Preview' on the right. In the 'Options' section, there is a 'Type' dropdown menu set to 'Classic'. Below it is a 'Thumbnails per Row' spinner set to '4'. There are two checkboxes: 'Create a Link to Enlarged Image' (checked) and 'Create an External Popup' (checked). Under the first checkbox, there are 'Max Width' and 'Max Height' spinners, both set to '500'. Under the second checkbox, there is a 'Background Color' color picker, a 'Text Color' color picker, and a 'Font' dropdown set to 'Tahoma, 8'. The 'Preview' section on the right shows a 2x4 grid of eight small thumbnail images with various landscapes and nature scenes.

- **Options:** Define the *Type* of Image Gallery you want to create and the number of *Thumbnails per row*.



The minimum width of a thumbnail is 48 pixels. If you insert a value for the option *Thumbnails per row* that causes an excessive reduction of the thumbnails, this parameter is automatically updated.

As regards the types of Gallery available, it is possible to choose from:

- **Classic** - Only thumbnails of the images are shown; clicking on a thumbnail shows the enlarged image. The enlarged image can be shown in the same window as the Gallery, brought to the front of the same window while dimming the rest of the window's contents, or shown in a completely new Pop Up window.

- **Lower Horizontal Presentation** - The thumbnails are displayed as a string beneath a single enlarged image - the enlarged image being either the first one in the *Image List* or whichever image the website visitor has clicked on.
- **Upper Horizontal Presentation** - The thumbnails are displayed as a string above a single enlarged image - the enlarged image being either the first one in the *Image List* or whichever image the website visitor has clicked on.
- **Left Vertical Presentation** - The thumbnails are displayed as a string to the left of a single enlarged image - the enlarged image being either the first one in the *Image List* or whichever image the website visitor has clicked on.
- **Right Vertical Presentation** - The thumbnails are displayed as a string to the right of a single enlarged image - the enlarged image being either the first one in the *Image List* or whichever image the website visitor has clicked on.
- **Horizontal List** - The thumbnails are displayed as a horizontal string.
- **Vertical List** - The thumbnails are displayed as a vertical string.

Depending on the type of Gallery selected, the user has different **Settings** to work on.

For **Classic**, **Horizontal List** and **Vertical List** Gallery:

- **Create a Link to Enlarged Image:** Ticking this option the link with the corresponding enlarged images is automatically set on the various thumbnails of the Gallery. These enlarged images are displayed in the same window as the Browser, in the foreground making the original page darker and more opaque.
- **Max Width:** Set the maximum width (in pixels) of the enlarged image.
- **Max Height:** Set the maximum height (in pixels) of the enlarged image.
- **Create an External Popup:** Select this option to show the enlarged image in a separate Pop Up Browser window. This will mean that website visitors can still have the enlarged image open in a separate window as they continue to browse your website. Note, however, that some users will have blocking software setup on the computer that may prevent this kind of Pop Up window.
- **Back Color:** Sets (via the *Color Window*) the background color of the Pop Up window.

- **Text Color:** Sets (via the *Color Window*) the color of the text in the Pop Up window. The text is as entered for the *Description of Enlarged Image* in the *Image Options* of the *List* section.
- **Font:** Sets the font used for the text in the Pop Up window.

For **Lower Horizontal Presentation**, **Upper Horizontal Presentation**, **Left Vertical Presentation** and **Right Vertical Presentation** Gallery:

- **Aspect Ratio:** This sets the aspect ratio between the base and height to be maintained for the resizing which is automatically applied to images inserted in the Gallery. The options are: *Square (1:1)*; *Rectangular, Horizontal (4:3)*; *Rectangular, Vertical (3:4)*.



The choice of the aspect ratio should be made according to the images in the Gallery. If, for example, there are more rectangular images with the length larger than the height, then the best ratio would be 4:3.

- **Effect:** This opens the **Page Transition** window, through which you can select the effect for the enlarged images of the Gallery. You can set the *Delay (in seconds)* for each transition. A preview of the effect in the *Preview* panel on the right of the window.



Page Transitions will only work if the Browser used by a website visitor is Microsoft Internet Explorer version 5.5 or later. With other Browsers such as Firefox, Safari, Chrome etc. the Page Transition is automatically replaced with a crossed fade effect.

-
- **Speed:** Sets the speed with which the string of thumbnails move.
 - **Text Color:** Sets (via the *Color Window*) the color of the text in the Pop Up window. The text is as entered for the *Description of Enlarged Image* in the *Image Options* of the *List* section.
 - **Font:** Sets the font used for the text in the Pop Up window.



WebSite X5 creates the thumbnail image automatically. It will save the image as a compressed PNG.

In the **Thumbnail** section, decide how you want your Image Gallery thumbnails to appear.

Via the options in the *Thumbnail styles* section it is possible to apply a frame to the smaller image automatically produced by the program to obtain the list of thumbnails:

- **Default Image:** A set of ready made frames are offered in the default image set. Simply select the frame you want to use by clicking on it in the preview gallery.
- **Custom Image:** Allows you to retrieve the graphic file (in JPG, GIF, PNG, BMP, PSD, TIF, DIB, PCX, RLE, TGA, WPG format) matching the frame you want to use.



To create a new frame just prepare the image and save it in a specific file: the image of the frame should be square and, if it is necessary to keep an external transparency, save it in PNG format.

It is also possible to use the following *Options* for the thumbnails:

- **Outer Margin (%):** This sets the space between the edge of the thumbnail and the surrounding frame.
- **Enable Color Saturation:** This option allows you to apply a colored effect to the frame, which would be used if you want the frame color to be more in keeping with the overall look of your image thumbnails. If set, the color is set using the *Color Window*.



The Color Saturation effect can be used on frames that are not just black and white.

SlideShow Object

This window helps you create a SlideShow for your web page. The SlideShow is a useful way to show a series of pictures. It differs from the Image Gallery object by showing one picture at a time, instead of a series of thumbnails.

There are two sections to customize for the SlideShow:

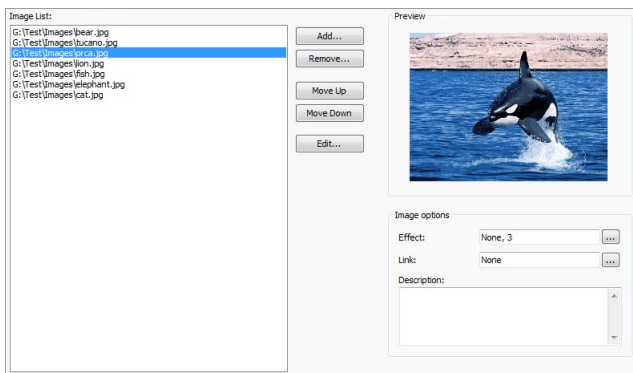
- *List*
- *Settings*



The SlideShow can also be started through a link from another web page. For further information see *Insert Links*.

In the **List** section, select which images you want to be in your SlideShow.

The *Image List* shows all of the files you have chosen to include in your SlideShow; the order in which the images are listed determines the order in which they will appear in the SlideShow. As you highlight an image in the list, it will appear in the *Preview* panel on the right of the window.



To set up and manage the SlideShow list, use the following controls:

- **Add:** Add a new image to the *Image List*. When the *File Selection* windows opens, you can add several files at a time from the same folder.
- **Remove:** Removes the currently highlighted image from the *Image List*.
- **Move Up:** Moves the image one place up the *Image List* so it will appear earlier in the SlideShow.
- **Move Down:** Moves the image one place down the *Image List* so it will appear later in the SlideShow.
- **Edit:** Opens the currently highlighted image in the *Image List* in Website X5 *Image Editor*.

For every image in the SlideShow, you can define settings via the *Image options* section:

- **Effect:** This opens the **Page Transition** window, through which you can select the effect for the enlarged images of the SlideShow. You can set the *Delay (in seconds)* for each transition. A preview of the effect in the *Pre-view* panel on the right of the window.



If you wish to apply the same transition to several pages at the same time, simply hold down the SHIFT key when selecting the images, then select the transition.



Page Transitions will only work if the Browser used by a website visitor is Microsoft Internet Explorer version 5.5 or later. With other Browsers such as Firefox, Safari, Chrome etc. the Page Transition is automatically replaced with a crossed fade effect.

- **Link:** If you want your website visitors to click on any image and be sent to another web page or download a file, you can define the link settings in the **Link** window by clicking on the button beside the *Link* box.
- **Description:** Enter any text into this box that you want to appear in a translucent area at the bottom of the image in the SlideShow. This description will disappear as the website visitor moves over the image on the web page.

In the **Settings** section, choose the overall look of your SlideShow.

- **Frame:** The area of the page in which your SlideShow appears is known as a frame. For this frame, you can choose the *Border Width* and *Border Color*, as well as the color of the background of the frame (the *Back Color*). You can also set the maximum size of the frame with the *Max width* and *Max Height* settings. If, due to the page structure, the frame cannot have the set width, the sizes are automatically recalculated to maintain the aspect ratio between base and height. When you added your images in the *List* section, you were given the option of adding a description to be shown on your website as the SlideShow plays. In this *Frame* section you can choose which font is used

to show this description; you can also choose to have the description to the left, middle or right of the *Frame*.



If you want to hide the border, set the border thickness to 0 and the color of the border to that of the page background.

- **View:** Website visitors can have the option to control the SlideShow with a control bar. Set the *Buttons Style* to decide how the control bar looks; tick the *Enable Full Screen View* to give the visitor the opportunity to display the SlideShow at the full size of the screen. If you do not want visitors to have control of the SlideShow, tick the *Hide Buttons and Start Automatically* box.



The images inserted in the SlideShow are automatically resized to fit within the SlideShow frame.



In the full screen view, any image links you have created will not be active.

If you have chosen to display the SlideShow control bar, the buttons available are:

- **Full screen:** Available if the *Enable Full Screen View* option has been ticked, allowing the website visitor to view the SlideShow in Full Screen mode.
- **Close:** If the *Enable Full Screen View* has been ticked and the website visitor is watching the SlideShow in Full Screen mode, clicking this button returns the image to the normal size.
- **Back:** Move back to the previous image.
- **Next:** Move forward to the next image.
- **Play:** The SlideShow proceeds, showing one image after another automatically, with the delay between images being that set earlier in the *Page Transition > Image Delay*.

E-mail Form Object

This section allows you to create and customise an e-mail form which visitors to your website can use to contact you. The three main sections you have are:

- *List*
- *Graphics*
- *Send*



Test Note: When testing your website a warning window will appear informing you that the this feature will not work fully until your website is uploaded to the Internet.



Important: In order for the e-mail to work correctly it is important that your host server supports PHP and the MAIL control must be enabled, for further information about this please contact your Service Provider.

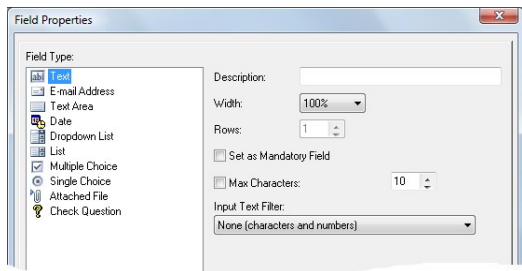
In the **List** section you can set the e-mail form.

All the fields created are shown in the summary table, for each item in the form you will see the *Description*, *Type* and whether the answer has been set as *Mandatory* or not.


The options available for setting the e-mail form are:

- **Add:** Opens the *Field Properties* window which allows you to add a field to the list.
- **Duplicate:** Allows you to create a copy of the selected field.
- **Remove:** Allows you to delete the selected field.
- **Move Up:** Allows you to move the selected field before the previous field among those already entered in the list.
- **Move Down:** Allows you to move the selected field after the following field among those already entered in the list.
- **Edit:** Allows you to open the *Field Properties* window in order for you to edit the settings in the selected field.

The window *Field Properties* recalled by the command **Add** or by the command **Edit** appears as follows:



The *Field Properties* allows you to define the field type settings as follows:

- **Text:** A Single line text field suitable for collecting data such as names, telephone, fax etc.
- **E-mail Address:** A Single line text field formatted to collect e-mail address, an automatic filter checks the e-mail format to ensure all e-mail addresses contain the "@" and ".".
- **Text Area:** An expandable text field suitable for collecting data such as comments, information and feedback.
- **Date:** Specific text field for entering a date - 3 fields will be placed in to the e-mail form - day, month and year.
- **Dropdown List:** A single field is shown which unfolds a drop-down list from which visitors can choose one item only.
- **List:** A complete list of options is shown from which the visitor can only choose one item only.
- **Multiple Choice:** A complete list of options are shown with tick boxes from which visitors can select more than one item.
- **Single Choice:** A complete list of options are shown from which visitors can select only one item.
- **Attachment File:** A single line text field in which the user can select and attached a file by clicking on the  button.



Important: In order to ensure attachments are correctly added please contact your Service Provider.

- **Check Question:** A single line text field in which the website visitor must answer a question in order to submit information. This is particularly useful if you have regular visitors to your website as it will ensure that only genuine e-mails are received eliminating spam.



How can I ensure visitors can contact me and protect myself from spam?

One of the key functions of a website is that it allows your website visitors to contact you, this can be via e-mail, an online form requesting information or subscribing to a service. Unfortunately, on the Internet there are many programs that can both identify published e-mail addresses and automatically complete contact forms with the sole intention of sending you spam. To minimise the level of Spam you receive you should:

- Avoid publishing e-mail addresses. WebSite X5 has intentionally been developed so that your e-mail address will not be included in the footnotes (as in the previous versions).
- Use the *Check Question* in the e-mail form. You can add a very simple check question with an answer which is obvious to everyone, the purpose being that it will distinguish between a human response and a program. To avoid that programs can interpret the control question, use as many words as possible and avoid numbers and mathematical operators. For example, a question such as "What is 2+2?" could be easily interpreted by a robot.
- Use the anti-spam check "Captcha" (option present in the *Send* section of this window). This option can be used as an alternative to the control question and offers an improved level of security since it is not based on text but on images.

According to the type of field selected, different options are presented.

- **Description:** Allows you to enter a description next to the field, which can be a question or request for information.
- **Width:** Allows you to modify the width of the field, it can be set at 25%, 50%, 75% or 100% of the available space. This option is not available for "Date", "Multiple Choice" and "Single Choice" fields.
- **Rows:** Allows you to define the field height, specifying the number of rows to be allocated for the text (with a maximum of 30). This option is only available for "Text Area" and "List" fields.

- **Set as Mandatory Field:** Enabling this options sets the selected field as mandatory. The option is not available for the "Multiple Choice" field, it is however activated by default for the "Check Question".
- **Max Characters:** Enabling this option allows you to set the character limit for the field, this is particularly useful if you are collecting information such as a credit card number where there are always 16 numbers. This option is only available for the "Text" and "E-mail Address" fields.
- **Input Text Filter:** Allows you to check the inserted data in the fields "Text" and "Text Area". It is possible to choose from the following filters:
 - **None:** Allows both characters and numbers to be inserted.
 - **Numbers:** Allows only numbers to be inserted.
 - **Telephone/Fax Number:** Allows only numbers, a hyphen "-" or space to be inserted.
 - **Date:** Allows only numbers and a forward slash "/" to be inserted.

For the "Drop-down List" fields, "List", "Multiple Choice" and "Single Choice", it is possible to create the list of the possible answers via the following commands:

- **Add:** Allows you to add question or request for information - the answer which can be chosen from the lists.
- **Rename:** Allows you to edit the inserted text.
- **Remove:** Allows you to delete the inserted text.
- **Move Up:** Allows you to move the selected field before the previous field among those already entered in the list.
- **Move Down:** Allows you to move the selected field after the following field among those already entered in the list.

Finally, for the field "Control Question" the following option is available:

- **Correct Answer:** Allows you to specify the correct answer for the question set, the answer must match the answer that visitors will enter.



WebSite X5 will automatically add the *Send* and *Reset* buttons to the form - these are placed at the bottom of the form.

In the **Send** section you can customize the send settings for your e-mail form.

Data Send Mode

☒ Send data by e-mail
☐ Send data to the file:

Data submission

Send data to this e-mail address:
E-mail Subject:
E-mail Message:

☐ Include the collected data in CSV format

Options

Confirmation page after sending data:
☐ Enable 'Captcha' anti-spam filter

☐ Send a confirmation e-mail to the user

User e-mail field:
E-mail Subject:
E-mail Message:

☐ Include the collected data

In the section *Message Send Mode* the following options are available:

- **Predefined (suggested):** Ensures that the data collected is sent via e-mail using a PHP script.
- **User Defined:** Ensures that the data collected is sent via e-mail using a specified script (PHP, ASP, etc.). This option is useful for sending data via a different script if PHP is not available on your server, or to input data collected directly in a database.

The following options are available for *Data Submission*:

- **Send data to this e-mail address:** Allows you to specify the e-mail address where the data collected with the form is to be sent.
- **E-mail Subject:** Allows you to specify the subject of the e-mail with the data collected through the form.
- **E-mail Message:** Allows you to enter the text that should be sent in the body of the e-mail along with the collected visitor information.
- **Include the collected data in CSV format:** Enabling this options allows you to save the data collected in a CSV file included at the bottom of the e-mail. In a CSV file data is in text format as a list separated by semicolons: these files can be easily imported into spreadsheets (e.g. Microsoft Excel).

In the *Options* section the following options are available:

- **Confirmation page after sending data:** Allows you to set a page which should be automatically displayed once the form has been filled in and the data sent by e-mail.
- **Enable "Captcha" anti-spam filter:** Allows you to add the "Captcha anti-spam check" option to the bottom of the e-mail form. This tool adds a distorted image of a number of letters to the page. The user would then enter these numbers and letters into the form. This ensure that a human being is reading the form rather than a spamme's computer, which would be unable to distinguish the distorted text.



The English acronym CAPTCHA stands for "Completely Automated Public Turing Test to tell Computers and Humans Apart". It is a tried and tested method for discouraging Internet spammers.

Activating the option **Send a confirmation e-mail to the user**, automatically sends an e-mail to the visitor to confirm their e-mail has been submitted. To set this option you must specify:

- **User e-mail field:** Allows you to specify which field from the form the e-mail address should be copied in order to send the confirmation.
- **E-mail Subject:** Allows you to specify a title for the e-mail i.e. relating to the subject of the e-mail.
- **E-mail Message:** Allows you to specify the message of the confirmation e-mail.
- **Include the collected data:** Allows you to include at the bottom of the e-mail a copy of the information the user submitted.

In the *Graphics* section you can set the look and feel of your e-mail form.

In the *Graphical Settings of the form* box the following options are available:

- **Labels on Top:** Allows you to position the text labels to the top of the answer field.
- **Labels on the Left:** Allows you to position the text labels to the left of the answer field.
- **Font:** Allows you to specify the font type, style and size.
- **Text:** Allows you to specify the font color for the text.
- **Fields Background:** Allows you to specify the background color for the fields.

- **Text box background color on focus:** Allows you to specify the background color for the field in which data is being entered.
- **Odd rows background color:** Allows you to specify a different background color for all the odd rows in the form, thus odd and even rows will appear in a two color format.



If you have designed an e-mail form which is quite detailed and therefore lengthy, specifying the odd and even rows in different colors is a good option since it will make the form easier to read than if all the rows are the same color. In general this approach is more user friendly.

- **Button Text:** Allows you to specify the color to use for the button text.
- **Button Backg:** Allows you to specify the background color for the buttons.

Enabling the option to **Insert Agreement Conditions (i.e.: Privacy)**, will automatically add a field to the bottom of your email form for Agreement Conditions. The user will have to agree to the conditions before their email is sent to you. In this field you can request for authorisation regarding the collection of customer data i.e. Privacy.

Having enabled the option **Insert Agreement Conditions** you have to fill in the following fields:

- **Agreement Title:** Allows you to insert a title for the Agreement Conditions i.e. Data Privacy.

- **Agreement Text:** Allows you to insert the text for the conditions that the user has to accept before sending the data.



The buttons *Agree* and *Don't Agree* are automatically created by WebSite X5 and placed below the Conditions Agreement.

In the section *E-mail Graphic Settings* the following options are available:

- **Font:** Allows you to specify the font type, style and size.
- **Text:** Allows you to specify the font color for the text.
- **Text Back Color:** Allows you to specify the background color for texts and e-mails.
- **E-mail Back Color:** Allows you to specify the background color for e-mails.

The *Preview* window in the right-hand side of the page will show you a preview of any changes you make.

HTML Code Object

This window provides the text editor for entering HTML and CSS code, explained in the following sections:

- *HTML*
- *CSS*

Using the built in *HTML* editor you can enter a HTML code for *HTML objects*:



- **Cut [CTRL + X]**
Cuts the selected text to paste it into a different area.
- **Copy [CTRL + C]**
Copies the selected text to paste it into a different area.
- **Paste [CTRL + V]**
Pastes copied and cut paste into the selected point.

- **Undo [CTRL + Z]**
Undo the last operation.
- **Insert Counter Code**
You can insert the code pertinent to the visitors counter. The **Visitors Counter** window is opened and you can select the type of counter to use: once selected, the necessary code is automatically inserted.
- **Internet Objects**
You can access a set of Internet sites from where you can copy and freely use the necessary codes to display information in the appropriate boxes (tickers). Note that, some Internet sites may request registration before allowing access to codes.
- **Page Properties**
Allows you to retrieve the **Page Properties** window through which it is possible to define a series of properties for the selected page.
This control is available also in **Map creation**: it is indicated here because for the correct operation of the entered HTML code it may be necessary to foresee also a part of code in the sections `<head>` and/or `<body>` of the file or modify the extension of the same file.
- **Linked files to HTML code**
Allows you to create, through a specific window, the list of files connected to the HTML code. These files are automatically copied in the sub-folder */files* and published on line.



In the HTML code, the files must be linked according to the path indicated. For example if you want to link the image "test.jpg" the tag must be written as follows: ``.

Besides the editor for HTML code, you can also set the value in pixels of the *HTML object height* while the value of the *HTML object width* is automatically defined according to the available space in the layout table.

If the HTML object entered is higher than the one set through the specific option *Height of HTML object*, the scroll bar is automatically inserted.



The program automatically checks the code to verify that the number of characters `<` coincides with those of `>`. The characters `<>` contain, in fact, the TAG.

Using the built in HTML editor present in the **CSS section** you can create a CSS style sheet for *HTML objects*. CSS is used by advanced users to define the appearance of the HTML or XHTML pages.

FrontPage Counter

The *Front Page Counter* allows you to set a visitor counter. The inserted code for the counter works only if your web server supports the FrontPage™ extensions.

In the *Style* section, you can select one of five available counter styles.

In the *Settings* section, you can set *Number of digits to display* (from 1 to 10) in the counter and the *Local path of fpCount.exe file*. These files are normally found in the `_vti_bin /` directory by default but you can change the directory.



We recommend that you check whether they support FrontPage™ extensions and use the correct directory for fpCount.exe.



Test Note: When testing the FrontPage Counter will not be visible, it is only when the website is uploaded to the Internet that this function is live.

Internet Objects

Among the many free resources available for website use on the Internet are 'tickers'. These special pieces of HTML code can be used to send various items such as the latest news, sport, gossip, weather forecast, stock exchange, horoscope, etc. for display on your website.

Tickers increase the amount of information available from your website and can therefore attract more visitors.

Tickers are very easy to use with WebSite X5. All you have to do is copy the HTML code given by a ticker website into a WebSite X5 HTML Code Object and that's pretty much it!

Product List Object

This window allows you to create a list of the products inserted in the specified category in order to show its image, description and price and to proceed with the order via the appropriate form.

The available controls are in two sections:

- *List*
- *Settings*



To make the object **Product List** work correctly, you must first have correctly entered the products through the **Shopping Cart** section of **Advanced Settings**.

In the **List** section you can decide which products should be shown in the Product List.

The window displays two lists:

- **Category:** The list of all product categories entered during the creation of the Shopping Cart. Select the category to display the corresponding list of individual products.
- **Product List:** According to the activated option, *Show all products of this category* or *Show only selected products*, shows the list of all products in the selected category and allows you to select only those to be displayed in the Product List Object.

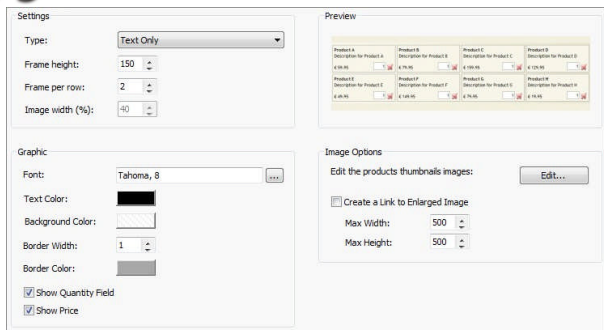


When activating the option *Show all products of this category*, if in the e-commerce cart new products for the category in question are added, the corresponding Product List objects are automatically updated and extended. Such update does not take place in the case in which the option *Show only selected products* is activated.

As well as the lists mentioned, the following controls are available:

- **Select All:** Selects all of the items in the *Product List*.
- **Select None:** Deselects all of the items in the *Product List*.

The **Settings** section defines the layout of the products as they appear on your website.



The screenshot shows the 'Settings' and 'Preview' panels of the Website5 product list configuration tool.

Settings Panel:

- Type:** A dropdown menu set to 'Text Only'.
- Frame height:** A numeric input set to 150.
- Frame per row:** A numeric input set to 2.
- Image width (%):** A numeric input set to 40.
- Graphic:**
 - Font:** A text input set to 'Tahoma, 8'.
 - Text Color:** A color picker showing black.
 - Background Color:** A color picker showing white.
 - Border Width:** A numeric input set to 1.
 - Border Color:** A color picker showing gray.
 - ☒ Show Quantity Field
 - ☒ Show Price

Preview Panel:

- Image Options:**
 - ☐ Create a Link to Enlarged Image
 - Max Width:** A numeric input set to 500.
 - Max Height:** A numeric input set to 500.
- Edit the products thumbnails images:** A button labeled 'Edit...'.

The preview area displays a grid of product frames, each containing a placeholder image, a description, and a buy button.

The layout is customized with the following *Options*:

- **Type:** Choose one of the four product list options: *Text Only*; *Image and Text*; *Text and Image* and *Image Only*. The options are explained further below.
- **Frame Height:** Each product is contained within its own cell, or Frame. Use this to set the height of the Frame. Based on such parameter, the images associated with the products are automatically re-sized. If the texts of the product descriptions are too long to be viewed completely a scroll bar is displayed.
- **Frames per Row:** Specify how many products, or Frames, should be shown on each line of the product list of your website.
- **Image width (%):** When "Image and Text" or "Text and Image" have been chosen for the layout Type, this setting defines how each frame should be used by the image and how much by the text.

For the *Type* setting, the following options are available:

- **Text only** - In each product Frame the following information is listed: Item Name; Description; Drop-down Menu with the versions (if available); Cost and adjacent field for the Quantity; the Buy button.
- **Image and text** - In each Frame the product image is shown on the left and following information is listed on the right: Item Name; Description; Drop-down Menu with the versions (if available); Cost and adjacent field for the Quantity; the Buy button.
- **Text and image** - In each Frame the product image is shown on the right and following information is listed on the left: Item Name; Description;

Drop-down Menu with the versions (if available); Cost and adjacent field for the Quantity; the Buy button.

- **Image only** - In each Frame the product image is shown and following information is listed below it: Item Name; Drop-down Menu with the versions (if available); Cost and adjacent field for the Quantity; the Buy button.

In the *Graphic* panel on the left of the window you can adjust the look of the individual frames:

- **Font:** Select the font type, style and the text size.
- **Text Color:** Set the color of the text.
- **Background Color:** Set the color of the background behind the text.
- **Border Width:** Set the width of the border of the product frames.
- **Border Color:** Set the color of the product frames.

In addition, via the options *Show quantity field* and *Show price* it is possible to decide if these parameters must be shown or not in the product sheets.

Finally, via the functions of the *Image options* window it is possible work on the images shown in the product sheets:

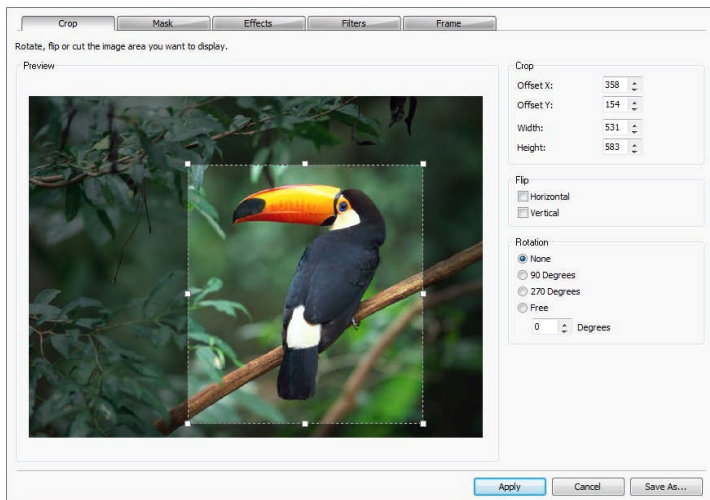
- **Edit the view of the product thumbnails:** allows you to touch up the product images via the internal graphic editor. To recall the graphic editor simply click on the button **Edit**: the image corresponding to the first product available is opened; all modifications are applied to all the associated images of the products inserted in the e-commerce cart.
- **Create a Link to Enlarged Image:** by enabling this option the link to the corresponding enlarged images is automatically set on the various images of the product sheets. These enlarged images are displayed in the same window as the Browser, in the foreground making the original page darker and more opaque.
- **Max Width:** allows you to define the maximum dimension in pixels of the width that the enlarged image can have.
- **Max Height:** allows you to define the maximum dimension in pixels of the height that the enlarged image can have.

Graphic Editor

Each time you insert an image in to your website project WebSite X5 will automatically optimize the imported image. In addition to optimizing images you will also find a built in graphic editor in the software which allows you to professionally add finishing touches to your images. The graphic editor can be found in the following sections: Image Object, SlideShow Object and Image Gallery Object.

The graphic editor is organized in to 5 sections:

- *Crop*
- *Mask*
- *Effects*
- *Filters*
- *Frame*



Once you have made the changes to the image that you require you will have 3 options available to save and apply the changes:

- **Apply:** Allows you to apply the changes you have made to your image.
- **Cancel:** Allows you to cancel the changes you have made to your image.
- **Save as:** Allows you to save a copy of the original image in PNG, JPG or PSD format. A dialog window will ask if the saved copy must be imported instead of the original.

In the **Crop** section you can edit the image to crop the image being used.

There are two ways in which crop an image. Firstly you can use your mouse directly on the image - simply place your mouse over the image and you will see "+" by clicking on you left-hand mouse button and dragging the mouse across the image you will create a crop box, everything outside the box will be cropped. If you are not happy with your selection then use the anchor points on the crop box over the image to adjust the shape or simply click and create a new box. Secondly, you can crop an image using the controls on the right hand side of the image preview. When you select *Apply* your changes will be saved automatically.

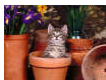
- **Crop:** Allows you to crop the image manually.
- **Flip:** Allows you to flip the image in either horizontally or vertically.
- **Rotation:** Allows you to rotate the image by 90° , 270° or according to a *free angle*. For free angle rotation, the positive value relates to a clockwise rotation and a negative value to a counter-clockwise rotation.

In the **Mask** section you can add a mask effects to enhance your image.

- **Mask:** Allows you to select a mask effect from the wide selection of pre-loaded graphics to apply to your image. You can also add your own mask - simply click on the *Custom mask* and then import your own graphic file.
- **Rotation:** Allows you to rotate the mask applied to the image by 90° , 270° or 360° .



A mask is an image with 256 colors in greyscale: the mask is applied to the original image so that the parts covered with black are made invisible and those covered in white are kept visible.



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In the **Effects** section you can use the effects available to enhance your image.

- **Effects:** Allows you to add effects to your image; select one effect at a time and adjust the settings before continuing to select an additional effects. The list includes: *Drop Shadow*, *Mirror*, *Outer Glow*, *Color*, *Frame 1*,

Frame 2, Gradient, Inset, Ridge, Black/White, Blur, Mosaic, Fantasy and Bevel. To apply an effect just click on it to mark it with a tick.

- **Settings:** Allows you to modify the effects.

In the **Filters** section you can correct the color and add a number of filters to your image.

- **Filters:** Allows you to add filters to your image; select one filter at a time and adjust the settings before continuing to select an additional filters. The list includes: *Brightness/Contrast, RGB, HSL, Sharp/Blur, Black and White, Sepia, Mosaic, Stipple, Perspective, Skew and Opacity.* To apply a filter just click on it to mark it with a tick.
- **Settings:** Allows you to modify the filters.

In the **Frame** section you can add a frame to your image, selecting either a frame from our gallery or adding your own design.

- **Frame Type:** Allows you to select a frame from the wide selection of pre-loaded graphics to apply to your image. You can also add your own design - simply click on the *Custom frame* and then import your own graphic file.
- **Rotation:** Allows you to rotate the frame applied to the image by 90°, 270° or 360°.



When adding your own custom design please note that frames must be prepared as a graphic file in .GIF, .PNG or .PSD format with transparency enabled - the frame is superimposed on to the original image so ensure that the image is seen that inside of the frame must be transparent.

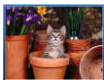
Since the .GIF format manages only one transparency level and .PNG and .PSD formats manage up to 256, we suggest saving the frames in one of these latter formats.




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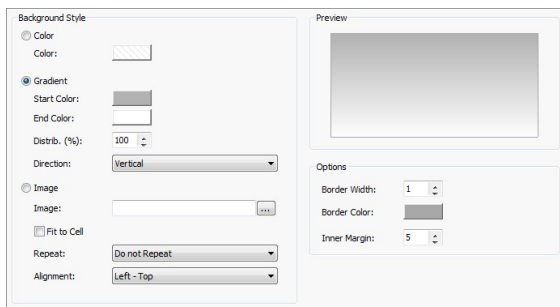
Cell Format

In addition to adding content to the cells you can also change the appearance of the cells by simply clicking on the *Cell Format* button , the button appears on the horizontal menu above the cells.

Clicking on the *Cell Format* button will open up a new window in which you can customize the appearance of the cell and fonts via two options:

- *Graphics*
- *Text*

The options in the *Graphics* section allow you to modify the look and feel of the cells.



The options in the *Background Style* box allow you to define the cell background:

- **Color:** By default this cell has no color, it is set as transparent. You can choose to leave it with no color or you can select to fill the cell with color. In this case the options to work on are:
 - **Color:** Allows you to specify via the *Color Window*, the solid color to apply to the cell.
- **Gradient:** When this option is chosen it allows you to create a shaded background for the cell. In this case the options to work on are:
 - **Start Color:** Allows you to specify via the *Color Window*, the first color for the shading.
 - **End Color:** Allows you to specify via the *Color Window*, the end color of the shading.
 - **Distribution (%):** Allows you to establish whether the start or end color must stand out in the shading. For example, a 90% distribution means

that the start color of the shading will cover 90% of the background and the end color will cover the remaining 10%.

- **Direction:** Allows you to choose the shading style to be applied. You can choose from: *Horizontal*, *Vertical*, *Double horizontal* and *Double vertical*.
- **Image:** When this option is chosen it allows you to specify an image to use as cell background.
In this case the options to work on are:
 - **Image:** Allows you to select the graphic file to be inserted, file types supported are .JPG, .GIF and .PNG.
 - **Fit to Cell:** By selecting this option, the image you wish to use as background is automatically re-sized to the cell.
 - **Repeat:** Allows you to specify whether the image inserted as background should be repeated or not. The image can be repeated only horizontally, vertically, or in both directions in order to occupy the entire space available.
 - **Alignment:** Allows you to specify how the image used as background has to be aligned in relation to the area occupied by the cell.

In the *Options* dialogue box you can define:

- **Border Width:** Allows you to specify the width of the cell border.
- **Border Color:** Allows you to specify, via the *Color Window*, the color of the cell border.
- **Inner Margin:** Allows you to set the margin between the contents of the cell and the cell border.



The border color is used also as the color for image transparency. If in the view with the Browser the edges of the cell appear jagged, it is recommended to modify the set border color. For further information see: **Notes on image transparency**.

The options in the **Text** section allow you to insert and modify the graphics for a title and cell legend.

The options in the *Title* box allow you to define the text style and format:

- **Content:** Allows you to specify the text you would like to use in the title.
- **Background Color:** Allows you to specify the background color of the title cell.

- **Text Color:** Allows you to specify the color of the title text.
- **Font:** Allows you to specify the font type, style and size.
- **Alignment:** Allows you to specify the alignment of the text.


The options in the *Description* box allow you to define the style and format for the cell body text:

- **Content:** Allows you to specify the text you would like to use as a footer.
- **Text Color:** Allows you to specify the color of the footer text.
- **Font:** Allows you to specify the font type, style and size.
- **Alignment:** Allows you to specify the alignment of the text.
- **Link:** Allows you to insert a *Link*.

Enabling the option **Title as Image** you can change the cell title into an image with three-dimensional settings.

- **Shape:** Allows you to specify the shape (*Rectangle, Rounded rectangle top, Rounded rectangle top-left, Rounded rectangle top-right, Gem top, Gem top-left, Gem top-right*) of the title cell.
- **Effect:** Allows you to specify the visual effect (*Pillow, Flat, Flat pillow, Inset, Plastic, Lucid look, Gel look, Aqua look, Neon look*) you would like to apply to the title cell.
- **Border Style:** Allows you to specify the border style (*None, Pillow, Inset, Simple inset*).
- **Light:** Allows you to specify the light effect used in the title cell.

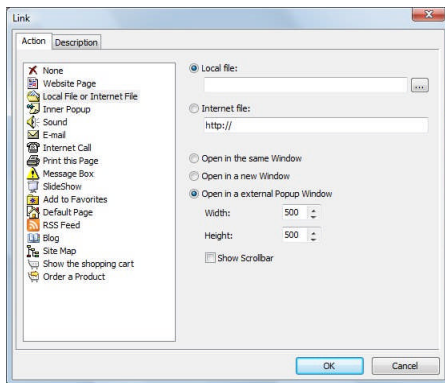
Links

This window, recalled through the button , allows you to define the type of hypertext link to be inserted on the selected words or images.


The options available in this section are:

- *Action*
- *Description*


The options in **Action** section allow you to define the links:



■ Website Page


Allows you to set a link to a page on your website. Clicking on the  button will allow you to browse the site map and select the page you would like to link. You can set the link to either open in the same window or open a new browser window.

■ Local File or Internet File

Allows you to set a link to an external webpage that is stored on your computer or that is already published. To specify a page which is on your computer choose the option for *Local File* and then click on the  button to locate your file. To specify a published webpage choose the *Internet File* options and then type in the URL in the field provided. Finally you should choose how the page will be displayed *Open in the same window*, *Open in a new window* or *Open in an external PopUp window*. Selecting the last option will open a new window, the dimensions of which (*Width* and *Height*) can be set as well as defining whether or not to display the vertical scrollbar (*Show Scrollbar*).

■ Inner Popup

Allows you to set a link to display any file present on the computer on which you are working or already published on the Internet in a special window called Inner Popup. Unlike the external PopUp, in this case, on activating the link, the file is displayed in the foreground on the background of the original page which is automatically made opaque and darkened.


To specify which file to link simply activate the option *Local file* and click on the button  to browse the resources saved on the system or activate the option *Internet file* and type the address (URL) which identifies the po-

sition on the Internet. Via the available options, it is possible to set the dimensions (*Width* and *Height*) of the PopUp window as well as a *Description* to be displayed as a legend.

Finally, on activating the option *Show movement effect*, a page transition from above is added to the PopUp window.

The link to the Inner Popup window is particularly recommended for viewing the images.

- **Sound**

Allows you to set a link to generate sound. To specify which file to link to simply activate the option *Local file* and click on the  button to browse the resources or activate the option *Internet file* and type the address (URL) which identifies webpage from which you would like to take the sound file. File formats supported are: WAV, MP3, WMA and MID format.

Clicking on the link a first time activates the sound, clicking again deactivates it. The sound is also interrupted when clicking on another link with sound or changing page.

- **E-mail Address**

Allows you to set a link to open the default e-mail program to send an e-mail. To set this type of link you have to insert the recipient e-mail address.

- **Internet Call**

Allows you to set a link through which it is possible to open the program associated to internet phone calls (e.g. Skype) to speak with the defined user. The user to call must be specified through the relevant field.

- **Print this Page**

Allows you to set a link to start the print of the displayed page.

- **Message Box**

This creates a small Popup message window (Like the ones you get in Windows) to give your website visitor a warning message. To define this type of link simply input the message text in the field.

- **SlideShow**

Allows you to set a link to display a SlideShow when the link is clicked. To make this link work correctly, you have to have previously created a page containing the SlideShow and to have started the option *Enable fullscreen*, among the *Settings* of this object.

- **Add to Favorites**

Allows your webpage to be added to the visitors Favourites List when the link is clicked on. To define this type of connection simply specify the address (URL) and the title of the website.

- **Default Page**

Creates a link to set the specified website page, which opens in a new window.

- **RSS Feed**

Allows you to display the RSS Feed of the site: the connection is active only if an RSS Feed was actually created via the appropriate window of the *Advanced Settings*.



Test Note: When testing your website a warning window will appear informing you that RSS Feed will only be displayed once the website has been uploaded.

- **Blog**

Allows you to set a link to open an internal Blog linked to the current website. To ensure that this link operates correctly, it is necessary to have previously created a Blog via the appropriate section of the I. Via the available options it is possible to specify if the linked resource must be displayed in the same window or in a new window of the Browser.

- **Site Map**

Allows you to set a link to display the complete sitemap on a specific page. The items displayed in the sitemap are created automatically and will contain active links to the single pages. The map represents a useful navigation tool for the user. The items of the map can be displayed via the controls "Expand all" and "Collapse all".



Even if the **Site Map** link is not used, the site map is created and linked to the HTML code of the pages through the Meta-Tag `<sitemap>`, to achieve a better indexing of the contents by Search Engines.



The link to the **Site Map** is automatically inserted as last item of the menu displayed at the bottom of the page (it can be enabled thanks to the option **Display the first level menu items on the bottom of the page in Menu Selection**).

- **Show Cart**

Allows you to set a link to display the e-commerce cart page with a list of all the products already ordered.

- **Product Order**

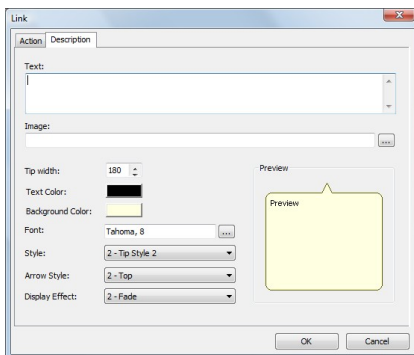
Allows you to set a link to access the e-commerce cart or to directly place an order for the specified product among those to purchase. Firstly, select

from the appropriate category for the product and leave the *Show product list of chosen category* enabled. Secondly, select the product from the list and ensure the *Add product directly to cart* is enabled. Finally, set the default value of the *Quantity*.



To make the links **Show Cart** and **Product Order** work correctly, you must have created the e-commerce cart in the **Shopping Cart** section of **Advanced Settings**.

The options in **Description** section allow you to define the description of the links.



The link description is used as the `<title>` attribute of the element `<a>` in the XHTML code and displayed in a frame (tooltip) which appears alongside the mouse pointer when it is placed on the link.

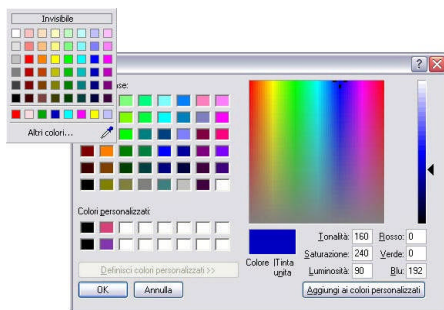
The options available in the basic section are:

- **Text:** Allows you to specify a description for the link.
- **Image:** Allows you to specify an image that will be displayed in the tooltip together with the description of the link.
- **Tip Width:** Enabled when an image is inserted in the tooltip. It allows you to specify the width of the tooltip itself. If a text description of the link is specified, the width in the frame is set automatically according to the text.
- **Text Color:** Allows you to define the color for the tooltip button.
- **Back Color:** Allows you to specify the tooltip background color.

- **Font:** Allows you to specify the font type, style and size for the text of the tooltip.
- **Style:** Allows you to choose amongst the suggested styles to be applied to the tooltip.
- **Arrow style:** Allows you to choose whether the tooltip has an arrow or not at the top or the bottom in order to look like speech bubbles in a cartoon.
- **Fade Effect:** Enabling this option applies a fade effect to the tooltip.

Color Window

Each time you choose to add or change a color the *Color Window* is presented for you to use. Clicking the color block next to color option will open a color window in which you will see a palette of 48 colors choices.



In addition to the color palette you will also see other options:

- **Transparent:** This option is only shown when it is available to be used. Allows you to make the desired element invisible rather than colored.
- **Last Colors:** Below the main color options you will see a row of colors, these will be the 8 last used colors.
- **More Colors:** Clicking on this option will open a new window from which you can create and add new color not shown in the color window.
- **Dropper:** Clicking on the dropper tool allows you to "pick up" the color of any displayed element, even if it is external to the WebSite X5 window. Once the dropper tool is selected, the mouse pointer changes: clicking on any object, its color is 'captured' to use.

Step 4 - Advanced Settings

Advanced Settings

In this section you can add many finishing touches to your website; you can create additional features and customize the look and feel of how the website is presented.

- **Main Menu**

The options in this section will allow you to customize the appearance of the Main Menu Bar for your website, this is the first level menu which is always visible in the upper part (structure with horizontal menu) or at the side (structure with vertical menu) of the your website.

- **Drop Down Menu**

The options in this section will allow you to customize the appearance of the Drop Down Menu, this is the menu displayed on mouseover of a first level item.

- **Sub Menu**

The options in this section will allow you to customize the appearance of the Sub Menu this is the vertical sub-menu that is displayed if the option **Add sub-menu** in the window **Menu selection** is enabled.

- **Text Style**

In this section you can customize the graphic style of the text on your website, you can also customize the format of scroll bars.

- **Welcome Page**

In this section you can choose to create a welcome page for your website. You also have the option to create multi-language welcome pages.

- **Advertising Corner**

In this section you can create an Advertising Flash in the top right hand corner of your website. You can choose to have this visible on your Home Page or on all the pages in your website.

- **Blog**

In this section you can create and maintain your online Blog.

- **RSS Feed**

In this section you can define and set the options to create RSS Feeds or News Items for your website.

Reserved Area

In this section you can create a Reserved Area. The Reserved Area is a collection of Protected Pages you created when planning your website.

Shopping Cart

In this section you can create the structure of your online shop. You can create both Product Categories and Ranges and enter detailed information about the Products.



For further information about creating maps and understanding more about menu levels refer to **Map Creation**.

Main Menu Style

The Main Menu appears on every page of your website and is the main way your site's visitors find their way around your website. This *Main Menu Style* section lets you decide how it will look on your website, the colors, shape of the items, type of font etc.

The customization of the Main Menu is controlled through four sections:

- *General*
- *Text*
- *Graphics*
- *3D Style*

In the **General** section, you can set the overall look of the Main Menu.



The screenshot shows a configuration window for the Main Menu style. On the left, there are settings for 'Create Button As Image' (checked), 'Border Width' (0), 'Border Color' (black), 'Width' (120), 'Inner Margin' (0), 'Outer Margin' (0), and an unchecked checkbox for 'Enable Vertical Auto-scrolling'. On the right, a 'Preview' window shows a vertical stack of four buttons labeled 'Page 1', 'Page 2', 'Page 3', and 'Page 4'.

The customization options are:

- **Create Button As Image:** Allows creation of buttons as images where three-dimensional appropriate ties can be defined. When the button is saved as an image, you can use every font type for the inserted text.

- **Border Width:** Sets the width of the border around the menu item buttons. This option is enabled only if the option *Create Button as Image* is unticked.
- **Border Color:** This adjusts the color of the border around the menu item buttons via the Color Window. This option is enabled only if the option *Create Button as Image* is unticked.
- **Width:** Sets the width of the menu item buttons.
- **Inner Margin:** Sets the space between the text and the border of the button.
- **Outer Margin:** Sets the space between one button and another.
- **Enable Vertical Auto-scrolling:** Choose this option to have a vertical menu move automatically along with the page content, so that it is always available and visible.



The button width must be defined also taking account of the total space available for the menu: such parameter can be freely modified if you do not use a default template (see, **Custom Template**).

In the **Text** section you choose the look of the text used in the Main Menu.


The customization options are:

- **Font:** Select the font type, style and the text size.
- **Alignment:** Choose between aligning the text to the *Left*, *Center* or *Right*.
- **Horizontal Margin:** Set the space between the text and the left or right border of the button. This option is enabled only if the text is aligned to the left or to the right.
- **Font Style:** If the *Create Button as Image* option has been selected in the *General settings*, this option allows the use of one of several special effects on the Menu text.
- **Use Smooth Text:** If the *Create Button as Image* option has been selected in the *General settings*, this option smooths the edge of the text.

In the **Graphic** section, you set the look of the buttons that form the menu.

The customization options are:

- **Back Color:** Set the color of the background of the menu item button.

- **Back Color on Mouse Over:** Set the color of the background of the menu item when the mouse is over it.
- **Text Color:** Choose the color of the text used on the menu item button.
- **Text Color on Mouse Over:** Select the color of the text when the mouse is over the menu item.
- **Outer Color for Transparency:** This option is enabled only if the option *Create Button as Image* is also enabled and is used to choose which color should be considered as the transparent color. For further information see **Notes on image transparency**.
- **Back Image:** Choose an image to be used as the background for the menu item buttons. Simply click on the  button to look for the image on your computer. Note that the image must be in a JPG, GIF or PNG format.
- **Back Image on Mouse Over:** Select an image to be used as the background for the menu item buttons when the mouse is positioned over the menu item.



How do I create a button with a custom mouse over effect?

To change the graphic appearance of the first level menu buttons from that obtained via the internal editor, it is possible to import your own images for "released" and "mouse over" status.

A simple way to create such a button is the following:

- Create your two images for the "released" and the "mouse over" states of the buttons.
- Using the **Back Image** to import the image file for the "released" state.
- Use the **Back Image on Mouse Over** to import the "mouse over" state. Once the images are loaded, Website X5 will automatically set the mouse over effect.

In the **3D Style** section, you can choose from an array of special image effects to use on your menu items. Note that this group of settings is only available if you have ticked the **Create Button As Image** option in the *General* section.

The customization options are:

- **Shape:** Choose the overall shape of each button from a list of over 20.
- **Merge Button Shape:** Merge this individual menu item shapes into a single block.

- **Effect:** Select the 3D look of the interior of the button from the following options: *Pillow, Flat, Flat Pillow, Inset, Plastic, Lucid Look, Gel Look, Aqua Look*.
- **Border Style:** Define the style (*None, Pillow, Inset, Simple Inset*) of the border of each menu item.
- **Border Color on Mouse Over:** If a style has been applied to the border and this option is selected, the color change that happens when the mouse moves over the button will only be applied to the border of the menu item instead of the entire item.
- **Border Width:** Sets the width of the border around the menu item buttons.
- **Light:** Select the direction of the lighting effect used on the button.
- **Corner Radius:** Choose how 'curvy' the corner of the menu item will appear - the higher the number, the greater the curve.
- **Contrast:** Select the level of contrast between dark and light used in the menu item buttons.
- **Image Opacity:** By adjusting this setting, you will be deciding how transparent the image of the button will appear to be.

Drop Down Menu Style

This window provides access to all of the options available for customizing the *Drop Down Menu*. This menu is used in conjunction with the Main Menu to help visitors find their way around your website.

The customisation of the Drop Down Menu is controlled through four sections:

- | | |
|------------------|-------------------|
| ▪ <i>General</i> | ▪ <i>Graphics</i> |
| ▪ <i>Text</i> | ▪ <i>3D Style</i> |

In the **General** section, you can set the overall look of the Drop Down Menu.

The customization options are:

- **Create Button As Image:** Allows creation of buttons as images where three-dimensional appropriate ties can be defined. When the button is saved as an image, you can use every font type for the inserted text.

- **Border Width:** Sets the width of the border around the menu item buttons. This option is enabled only if the option *Create Button as Image* is unticked.
- **Border Color:** This adjusts the color of the border around the menu item buttons via the *Color Window*. This option is enabled only if the option *Create Button as Image* is unticked.
- **Width:** Sets the width of the menu item buttons.
- **Opacity:** By adjusting this setting, you will be deciding how transparent the Drop Down Menu will appear. A lower value will make the menu more transparent, a higher value will make it more opaque.
- **Inner Margin:** Sets the space between the text and the border of the button.

In the **Text** section you choose the look of the text used in the Drop Down Menu.

The customization options are:


- **Font:** Select the font type, style and the text size.
- **Alignment:** Choose between aligning the text to the *Left*, *Center*, or *Right*.
- **Horizontal Margin:** Set the space between the text and the left or right border of the button. This option is enabled only if the text is aligned to the left or to the right.

In the **Graphic** section, you set the look of the buttons that form the Drop Down Menu.

The customization options are:

- **Back Color:** Set the color of the background of the menu item button.
- **Back Color on Mouse Over:** Set the color of the background of the menu item when the mouse is over it.
- **Text Color:** Choose the color of the text used on the menu item button.
- **Text Color on Mouse Over:** Select the color of the text when the mouse is over the menu item.
- **Outer Color for Transparency:** This option is enabled only if the option *Create Button as Image* is also enabled and is used to choose which color

should be considered as the transparent color. For further information see **Notes on image transparency**.

- **Back Image:** Choose an image to be used as the background for the menu item buttons. Simply click on the  button to look for the image on your computer. Note that the image must be in a JPG, GIF or PNG format.
- **Back Image on Mouse Over:** Select an image to be used as the background for the menu item buttons when the mouse is positioned over the menu item.

In the **3D Style** section, you can choose from an array of special image effects to use on your menu items. Note that this group of settings is only available if you have ticked the *Create Button As Image* option in the *General* section.

The customization options are:

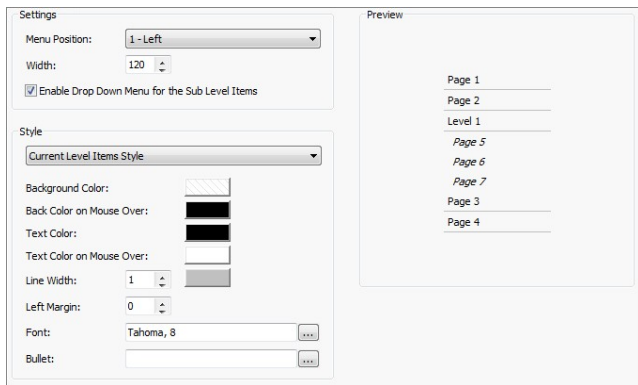
- **Shape:** Choose the overall shape of each button from a list of over 20.
- **Effect:** Select the 3D look of the interior of the button from the following options: *Pillow, Flat, Flat Pillow, Inset, Plastic, Lucid Look, Gel Look, Aqua Look*.
- **Border Style:** Define the style (*None, Pillow, Inset, Simple Inset*) of the border of each menu item.
- **Border Color on Mouse Over:** If a style has been applied to the border and this option is selected, the color change that happens when the mouse moves over the button will only be applied to the border of the menu item instead of the entire item.
- **Border Width:** Sets the width of the border around the menu item buttons.
- **Light:** Select the direction of the lighting effect used on the button.
- **Corner Radius:** Choose how 'curvy' the corner of the menu item will appear - the higher the number, the greater the curve.
- **Contrast:** Select the level of contrast between dark and light used in the menu item buttons.
- **Image Opacity:** By adjusting this setting, you will be deciding how transparent the image of the button will appear to be.

Sub Menu Style

In this section, you can set the overall look of the Sub Menu.

The *Settings* customization options are:

- **Menu Position:** If the option **Show a vertical sub-menu with the current level items** in the **Menu Selection** window is selected, this option allows you to specify if it should be displayed on the right or on the left of the page.
- **Width:** Set the width of the buttons of the Drop Down Menus.
- **Enable Drop Down Menu for the Sub Level Items:** If this option is ticked, then where a sub-menu contains a level item, this option shows the next sub-menu by clicking on the item. If this is not ticked, clicking on the level item automatically opens the first page of the level itself.



The *Style* customization options are:

- **Back Color:** Set the color of the background of the sub-menu item button.
- **Back Color on Mouse Over:** Set the color of the background of the sub-menu item when the mouse is over it.
- **Text Color:** Choose the color of the text used on the sub-menu item button.
- **Text Color on Mouse Over:** Select the color of the text when the mouse is over the menu item.
- **Line Width:** Define the width of the line that separates the different sub-menu items.

- **Line Color:** Select the color of the line that separates the different sub-menu items.
- **Left Margin:** Set the width of the left margin in pixels.
- **Font:** Choose the font type, style and size used for the sub-menu items.
- **Bullet:** Select an image (in GIF, JPG or PNG format) that will be shown as a bullet to the side of the sub-menu items.



In the “Bullets” folder of the WebSite X5 directory, you will find a set of customized images to use as bullets.

Text Style

This window lets you set the look of the text used across many of the pages of your website. For example, you can set the size and color of the text used on the page titles for every page of your website, as well as the look of any scrollbars that are used to show your text.

The customization options are available as follows:

- *General*
- *Scrollbar*
- *Link Style*

In the **General** section, you can set the look of some of the text used across every page of your website.

The texts for which a style is identified and applied are listed in the menu Text type and are:

- **Page Title:** The name of each website page, as entered during the **Map Creation** step or if otherwise specified, from the **Extended Page Title** of the **Page Properties** window.
- **Page Path:** The text that appears immediately below the Page Title showing the location of the individual page on the website.
- **Default Page Text:** The text of individual paragraphs inserted via *Text object*. The style of this element is applied by default when the editor related to the *Text object* appears: by using the controls in the editor it is possible to make further modifications and customizations. The style defined for this type of text is applied also for all the texts created and inserted automatically by the program: for example, it is applied to the page **Site Map**.
- **Footer Menu:** This menu, automatically created by the program when the **Show first level menu at the bottom of the page** is selected in **Menu Selection**.


You can see any changes you make shown in the *Preview* panel on the right of the screen.

After selecting the *Text Type*, you have several customisation options in the *Style* panel:

- **Visible:** This option, available for anything other than “Default Page Text”, makes the selected text invisible. Making an item invisible does not mean the text is deleted from the project, simply that it is not visible on the published page. For example, you can make the page path invisible if you do not want to make this information available.
- **Back Color:** Set the color of the text background, via the *Color Window*.
- **Text Color:** Set the color of the text, via the *Color Window*.
- **Font:** Choose which font, style and size to use for the text.
- **Alignment:** Decide how the text should be aligned. This item is disabled for the “Default Page Text”. In this case, the alignment can be defined regardless of the style during the creation phase of the *Text object*.
- **Upper Border:** Choose the width and color of a line drawn above any of the text types, except Default Page Text.
- **Lower Border:** Choose the width and color of a line drawn beneath any of the text types.

In the **Link Style** section, you can decide the look of hyperlinks from the text of your page. These are links to other pages on your website, links to other websites and to any other objects available when creating links. Having these links in different colors helps website visitors see what links are available and which links have already been used.

The available customization options are:

- **Active Link:** Set the color, via the *Color Window*, of any links.
- **Visited Link:** Set the color, via the *Color Window*, of any links that the website visitor has already clicked on.
- **Mouse Over Link:** Set the color, via the *Color Window*, of a link when the mouse pointer is moved over the link.
- **Background on Mouse Over:** Set the color, via the *Color Window*, of the background of a link when the mouse pointer is moved over the link.
- **Underlined Link:** Selecting this option causes all link text to be underlined.
- **Underlined Link on Mouse Over:** Selecting this option causes link text to be underlined when the mouse pointer is moved over the link.
- **Pointer:** Use this option to choose the image used for the mouse pointer. Clicking on  allows you to select a pointer image file (CUR, ICO or ANI animated icon).



In the “Cursors” folder of the WebSite X5 directory, you can find a set of customized pointers from which to select.

In the **Scrollbars** section you can alter the look of the scrollbars.

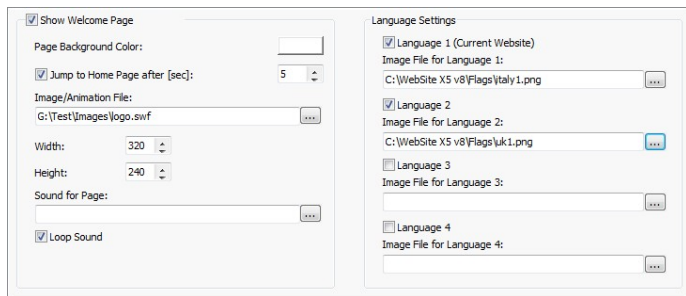
The customizable settings are:

- **Enable Customized Settings:** Selecting this option displays the customized look of the Scrollbar in the *Preview* panel to the right of the settings. Un-ticking this box returns the look of the website scrollbars to that of the standard display for the visitor's computer.
- **Scrollbar Face:** Select the color of the surface on the top, center and bottom faces of the scrollbar.
- **Central Scrollbar Background:** Select the color of the bar background over which the central scrollbar moves.

- **Top and Bottom Arrow:** Select the color of the arrows at the top and bottom of the scrollbar.
- **Top Internal Border:** Select the color of the top internal border of the scrollbar.
- **Bottom Internal Border:** Select the color of the bottom internal border of the scrollbar.
- **Top External Border:** Select the color of the top external border of the scrollbar.
- **Bottom External Border:** Select the color of the bottom external border of the scrollbar.

Welcome Page

This window presents the controls to set a site Welcome page for your website and to give the opportunity to select different languages.



The standard Welcome Page settings options are:

- **Show Welcome Page:** Choose this option to include a Welcome Page for your website. If chosen, the Welcome Page (index.html) will be the first page displayed and only after a fixed delay or after a click on a link the regular Home Page (home.html) opens.
- **Page Background Color:** Set the background color for the Welcome Page, using the *Color Window*.
- **Jump to Home Page after [sec]:** Select this option to set the number of seconds for which to show the Welcome Page. At the end of the set time, the website visitor will be automatically taken to the Home Page.

- **Image/Animation File:** A typical Welcome Page will have a large image on the page or an animation that introduces visitors to the website, both of which you can choose to insert here. If you are using an image or animation that does not automatically link through to the Home Page, remember to set the *Jump to Home Page after [sec]* option so your website visitors will not be held on the Welcome Page.
- **Width:** Set the width in pixels of the image or animation you are using on the Welcome Page.
- **Height:** Set the height in pixels of the animation you are using on the Welcome Page.



If an image is inserted into the welcome page, you do not need to set a height value: this parameter is automatically calculated according to the width assumed by the image itself.

- **Sound for Page:** Select a sound file (WAV, MP3, WMA or MID format) to play when the Welcome Page is displayed.
- **Loop Sound:** This option forces the *Sound for Page* to be repeatedly until the Welcome Page closes.

If you do want to create a multi-language website, the *Language Settings* options will create a Welcome Page on which visitors can select which language they want to use on the site. The Welcome Page is made from images representing the languages available for the website, Website X5 supplies a set of images of different flags that can be used for this purpose. Website X5 is capable of offering up to four languages through the following settings:

- **Language 1 (current website):** Tick this option to set up the multi-language site process and a link to the first language selection of the site.
- **Image File for Language 1:** Choose the image (for example the flag corresponding to the language) that users will click on for the first language selection.
- **Language 2:** Tick this option to indicate that your website is available in a second language.
- **Image File for Language 2:** Choose the image (for example the flag corresponding to the language) that users will click on for the second language selection.

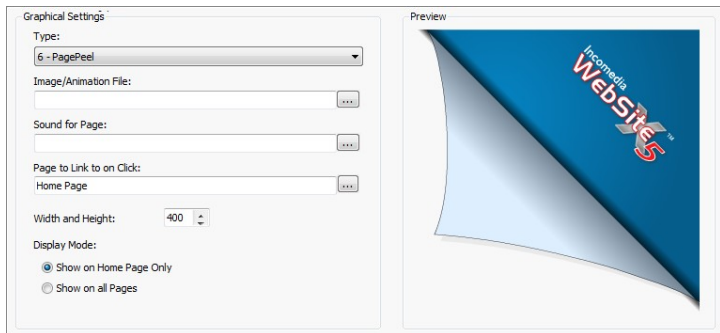
- **Language 3:** Tick this option to indicate that your website is available in a third language.
- **Image File for Language 3:** Choose the image (for example the flag corresponding to the language) that users will click on for the third language selection.
- **Language 4:** Tick this option to indicate that your website is available in a fourth language.
- **Image File for Language 4:** Choose the image (for example the flag corresponding to the language) that users will click on for the fourth language selection.



In the "Flags" directory of the WebSite X5 installation folder, you will find a selection of images of flags, which you can use for creating the Welcome Page language selection options.


Advertising Corner

PagePeel is a relatively new type of advertising tool, the idea is that it places a peel-away corner at the top of a webpage (usually in the top right-hand corner), effectively making visitors interested to see what is under the folded-over corner. Moving the mouse on and off the PagePeel reveals and hides the advertising message, furthermore clicking on the PagePeel will take you to a specially created landing page. PagePeel is very simple to use, and can be used with multiple advertisements.



WebSite X5 allows you to utilize this new advertising tool by setting the PagePeel, or similar effects on the pages of your website which, although using different graphics produce the same result.

The options available for setting the PagePeel are:

- **Type:** Allows you to choose a PagePeel effect from a selection of pre-designed animations. In addition to the classic PagePeel effect (as seen above) WebSite X5 includes a selection of effects for you to choose from (a preview of the selected effect can be viewed in the *Preview* panel on the right-hand side of the window). The effect you choose will not affect the way in which the PagePeel works.
- **Image/Animation File:** Allows you to specify the animation (e.g. SWF) or image (e.g. JPG, GIF, PNG) file containing the advertising message.
- **Entry Sound:** Allows you to specify a sound (e.g. MP3) to be played whilst showing the advertising message.
- **Page to jump to on Click:** Allows you to specify a Landing Page which visitors will be re-directed to when the PagePeel is clicked on. The Landing Page can be selected easily by clicking on the  button and choosing from the menu.



What is a Landing Page?

A landing page is the page that appears when a visitor clicks on an advertising message or banner. As the name suggests, it is the page in which the user "lands" and so it must be designed in such a way that the user will immediately find all the required information they are expecting without further navigation.

For example, if you are looking to launch a new product, you may want to design a small PagePeel or banner which contains some very basic information creating interest amongst visitors to your website. You could simply redirect visitors who click on the PagePeel to your HomePage however this will not provide the information they require about the new product, instead they will be forced to navigate through your website. However, if you create a specific landing page which contains all the information about the new product then the visitors will find all the information they require in one place. Very often, this type of page must be built specifically but, if well done, has the advantage of guiding the customer towards the desired objective (in this example, a product purchase).

- **Width and Height:** Allows you to specify the width and height of the area in which the PagePeel will be displayed.
- **Type of Display:** Allows you to specify where the advertising message should be displayed i.e. on the Home Page only or on all the pages in the website.

Blog

In this window, you have all of the tools you need to include a fully-featured Blog on your website.

You can create and manage your blog through the following three sections:

- *General*
- *Comments*
- *Graphics*

When you publish your website, the Blog will be available to visitors through a menu item (which is automatically created by WebSite X5). This item is also automatically included in the Site Map (see **Map Creation**) although it can be removed from menus through the use of the **Hidden Page** option. Visitors to your Blog can return to your main website through the links which are automatically inserted on the Title and Sub-title or on other specific elements present in the header, according to the chosen graphic template.



If, for example, your website homepage is www.mywebsite.co.uk, WebSite X5 will place the Blog at www.mywebsite.co.uk/blog.

The main page of your Blog will list all of the articles you have created, in date order, with the most recent entry first.

For each article, the title, the author, the category, date and time of publication, a brief description and a "Read all" link is listed, except for the first article which shows the entire article. Wherever the full article is shown, the list of visitors comments is shown along with the option to add a new comment.

On the Blog pages, visitors have the following Blog tools on the right of the page:

- **Search in Blog:** Access to the search engine which looks through the Blog for whatever text is entered.
- **Recent Articles:** A list of the last 10 published articles with links to the full article.

- **Category List:** This column shows the categories of Blog entries along with a list of articles for each category.
- **Monthly Archive:** A list of articles grouped by month.
- **Clouds:** This section list the categories used for Blog articles. The size of the text varies depending on the popularity of each category - the most popular, in terms of the number of articles, will be shown with the largest font.

The ability to receive comments on your articles from website visitors is a great way to create a discussion and relationship with visitors. Of course, it is important to have comments moderated (i.e. checked) before comments are published to your website. For this reason, WebSite X5 provides a **Control Panel**.

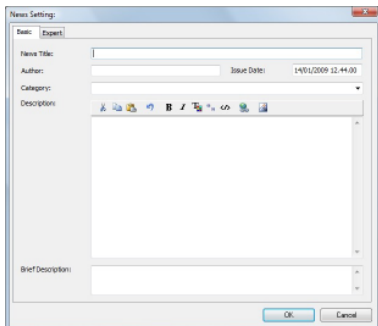
The **General** section is where you can manage your list of articles for publication on your Blog.

Any articles you have previously created are summarised in the *News List* panel, showing the *News Title*, *Category* and *Issue Date*.

You can amend the article list though the following options:

- **Add:** Adds a new article through the *News Setting* window.
- **Remove:** Deletes the selected from the published list.
- **Edit:** Edits the selected article in the *News Setting* window.

The *News Setting* window recalled from the **Add** command or from the **Edit** command is as in the following image.



The article options in the **Basic** section of the *News Setting* window are as follows:

- **News Title:** The title of your article.
 - **Author:** The name of the author for the article.
 - **Issue Date:** The date and the time of creation of the article.
 - **Category:** Specify in which of your article categories this article should be included. You can either select from the existing categories in the drop down list, or enter a new category.
 - **Description:** This is the main body of your article into which you enter the main article contents.
 - **Brief Description:** This brief description will be used when listing articles.
- The *Text Editor* for entering the main body of your article has the following tools available:

- **Cut [CTRL + X]**
Cuts the selected text to paste it into a different area.
- **Copy [CTRL + C]**
Copies the selected text to paste it into a different area.
- **Paste [CTRL + V]**
Pastes copied and cut paste into the selected point.
- **Undo [CTRL + Z]**
Undo the last operation.
- **Bold**
Changes the selected text to bold. In the Text Editor, bold text will appear between [b] and [/b] markers. The text will only appear bold when the published article is seen in a website Browser.
- **Italic**
Changes the selected text to italic. In the Text Editor, italic text will appear between [i] and [/i] markers. The text will only appear as italic when the published article is seen in a website Browser.
- **Text Color**
Sets the text color through the Color window. In the Text Editor window, the colored text appears between [color] and [/color] markers. Each marker will include the selected color as a hexadecimal value: for example, [color=#FF0000] where #FF0000 corresponds to a standard red. The

color effect will only appear when the published article is seen in a website Browser.

- **Quote**

Converts the selected text to a Blog quoted text format. In the Text Editor, the selected text appears between [quote] and [/quote] markers. The quote effect will only appear when the published article is seen in a website Browser.

- **Code**

This allows you to insert portions of HTML code without them being used by the website browser. In the Text Editor window, the selected text is included between [code] and [/code] markers. When the published article is shown in a website Browser, the code is displayed inserted in a colored box within the body of the article.

- **Insert Link**

Adds a link for the selected text. In the Text Editor window, the selected text is included between [url] and [/url] markers. The [url] marker must be amended with the website to which you wish to link. For example, [url=http://www.website5.com]. If the text in which the link is placed is recognised as an address, it will automatically be placed between the [url] and [/url] markers. The published article will show the link as a correctly formatted hyperlink.

- **Insert Image**

This inserts an image into the body of the article. In the Text Editor an [img src=" ..."] marker will be used in place of the image, where the location of the image is shown between the quotes. The image itself will only appear when the published article is seen in a website Browser.



The markers used in the Text Editor are the same as HTML tags. If you want to perform any native HTML coding in an article, WebSite X5 will correctly interpret the tags you enter in the Editor.

The article options in the **Expert** section of the *News Setting* window are as follows:

- **Linked Video/Audio:** Allows you to specify a sound file (in WAV, MP3, WMA, MID, AIF, AU or RA format) or a video file (in AVI, WMV, MPG, MOV, QT, RM format) to associate with the news item. A link to the audio/video file is automatically created and displayed at the bottom of the article.



Can I insert a video inside a post which is plays immediately?

In order for the video to play immediately, you will have to use appropriate HTML code. For example, YouTube HTML codes (as supplied on a YouTube page) will play immediately.

- **HTML Code for Guestbook:** Allows you to insert the required HTML code to implement a guestbook.
-



This option allows you to create an alternative guestbook to the Article Comments feature supplied by WebSite X5 through the Comments Section.

For alternative guestbook, visit www.google.com/friendconnect

- **Do not allow the comments for this article:** on activating this option the user is not allowed to leave comments on individual posts.
- In the **Graphics** section, you can choose the look and feel of your Blog.
- **Templates:** Choose the template to be used for showing your Blog. Clicking a template in the list shows a sample of the template in the *Preview* panel onto the right of the window.
 - **Blog Title:** The Title you choose for your Blog will be shown in the title bar of your published Blog as well as being given as the link from your website's Home Page.
 - **Blog Sub Title:** The Sub Title you choose will be shown in the title bar of your published Blog, beneath the Title. It is also included with the link from your website's Home Page.
 - **Footer Notes:** The text entered here will appear at the bottom of your Blog page.
 - **Show the 'AddThis' Button to share your website with Social Networks:** This will include an "AddThis" button on your Blog. When clicked, website visitors will be able to add your article to their Social Network. It is an excellent way to increase the readership of your Blog and your website, by using visitors recommendation to their Social Networks. If you have an **AddThis Account** (recommended), you can enter your account name to receive statistics on the popularity of your Blog with AddThis users.
-



For further information on the AddThis service, visit: www.addthis.com.

Via the controls of the **Comments** section, you can manage the introduction of comments from visitors as feedback to the articles published in the Blog.

The *Comments* customization option are:

- **Let Readers add Comments to your Blog:** Selecting this option means that you will allow readers of your Blog to leave comments.
- **Public Folder Path:** This specifies the folder location on your web space into which comments will be saved. You will need to have *write permissions* to this folder.



Web space providers often allow *write permissions* for all folders on your web space. In this case, you will not need to specify the path to a particular folder. If your provider restricts *write permissions* to certain folders, then you will need to get the name of one of the folders from your web space provider and enter this is the *Public Folder Path*.

- **Administrator Password:** Choose a password to give yourself access to the online *Control Panel* so that you can manage visitor comments.
- **E-mail Address for Comment Notification:** Enter an e-mail address to which notification of a new user comment should be sent. This will alert you to check the comment before accepting it for publication.
- **Show Inserted Comments Immediately:** If you want to accept and publish all user comments without checking them, choose this option.
- **Show Comments After Admin Approval:** Choose this option to prevent reader comments from being published until you have reviewed them through the online *Control Panel*.

Blog - Control panel

A Blog is a kind of on-line diary through which you can publish articles on any subject you wish. Accepting comments on your articles from website visitors helps create a more interactive experience for your website visitors.

For readers to add comments on your articles, you must first configure the options in the *Comments* section in the Blog window. The most important items that should be set are:

- Tick the **Let Readers add Comments to your Blog** option.
- Check if you need to enter a **Public Folder Path**, for saving user comments.

- Enter a **Administrator Password**, so you can access the online *Control Panel* so for managing visitor comments.
- Specify the **E-mail Address for Comment Notification**, so you can be notified of new comments.
- Choose between allowing comments to be displayed immediately (**Show Inserted Comments Immediately**) or only after approval (**Show Comments After Admin Approval**).

Visitors reading your Blog will be able to comment by using the Comment Form that is automatically displayed at the bottom of your articles. It requires commenter to supply the following information: Name, Email, Website and Message. Apart from their Website, all other fields are mandatory.

Once a comment is left, an alert e-mail will be sent to the address supplied in **E-mail Address for Comment Notification**. If the **Show Comments After Admin Approval** option has been chosen, the comment will not be published until you have approved it in the online control panel.

 If, for example, your website homepage is www.mywebsite.co.uk, WebSite X5 will place the control panel at www.mywebsite.co.uk/blog/admin.

The online control panel lists categories and associated articles. You can use this to find the article for which the comment awaiting approval is attached - note that the comments will be listed in chronological order. The entry for the comment shows: the author, their e-mail address, the text of the comment and the date and time it was sent. If the visitor has entered their website address, that link is also included.

The process for managing user comments is therefore as follows:

- Open the online control panel and login with the password you set in the *Comments Section* of the *Blog* window.
- Find the category, then article for the comments awaiting approval, as noted in the notification e-mail you received.
- Find the comment awaiting approval in the comments list and then either:
 - **Cancel:** Remove the comment completely from the system, including the control panel.
 - **Approve:** Approve the comment for display on your Blog.
 - **Disapprove:** Reject the comment, so that it is not published on your Blog. Note that a disapproved comment will not be deleted from the control panel.

It is a good idea to require comments on your Blog to require your approval before publishing. This will protect you from having messages that you find unacceptable published on your website.

Feed RSS

This window provides the tools and required needed to create an RSS Feed.

All the news items you enter will be displayed in the summary window highlighting the *News Title* and the *Issue Date*.

The options available to create a news item list are:

- **Add:** Allows you to add news items.
- **Remove:** Allows you to remove the selected news item.
- **Edit:** Allows you to edit the selected news item.

When you **Add** or **Edit** a *News Item* the following options will be available:

- **News Title:** Allows you to specify the title of the news item.
- **Issue Date:** Displays the date and time of creation of the news item.
- **Description:** Allows you to specify the description of the news item.
- **Linked Page:** Allows you to access the site map to define which page must be linked to the news item.

In additions to creating the news list, it is necessary to define the following parameters:

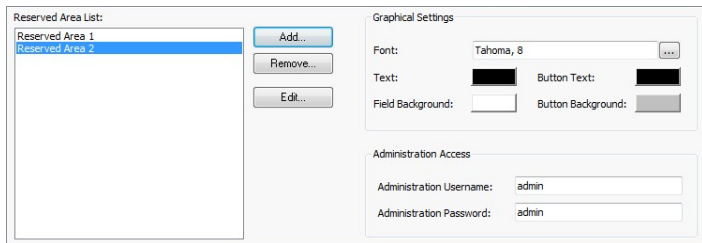
- **RSS Feed Title:** Allows you to specify the RSS Feed title linked to the website.
- **Description:** Allows you to specify the description of the RSS Feed linked to the website.
- **RSS Feed Image:** Allows you to specify the image to associate with the RSS Feed linked to the RSS Feed.



When you test your website the RSS Feed will not be shown - it is only once the website it uploaded that it can be seen.

Reserved Area

This section allows you to create and customize the Reserved Area. The Reserved Area is a collection of protected and locked pages you create when building your website. You can create a single or multiple reserved areas depending on how you wish to structure your website.



The options available for creating and managing the Reserved Area are:

- **Reserved Area List:** Shows a list of the Reserved Areas created, selecting any one of the items on this list will allow you to edit the settings.
- **Add:** Allows you to add a Reserved Area, by clicking on the *Add* button a new window will open in which you can add user settings (see below for further information).
- **Remove:** Allows you to delete a Reserved Area.
- **Edit:** Allows you to modify a Reserved Area that has been previously created.

The options in the *Reserved Area* window allow you to define the setting for each Reserved Area you create

- **Reserved Area Name:** Allows you to specify the name you would like to associate with the Reserved Area you create.
- **Username:** Allows you to specify the *Username* to associate with the Reserved Area. This is the same username you should send to your website visitors who you would like to allow access to the Reserved Area.
- **Password:** Allow you to specify the *Password* to associate with this Reserved Area. This is the same password you should send to your website visitors who you would like to allow access to the Reserved Area.
- **Heading text for Login Page:** For each Reserved Area the program automatically creates a Login Page. In this field you can insert some introduc-

tory text which will appear on the login page. Note that, if an e-mail address is inserted into the text, this is automatically recognized and activated by the program.

- **Login Registration Page:** Allows access to the site map to specify the page asking the user to carry out registration necessary for receiving Username and Password. If you create a page for Login Registration, the software will automatically add a *Register* button to your website.

In addition to creating the reserved area you can also customise the look and feel of the page using options on the right-hand side of the Reserved Area page. Options in the *Graphical Settings* section are:

- **Font:** Allows you to specify the font type, style and size.
- **Text:** Allows you to specify the font color for the username and password.
- **Button Text:** Allows you to specify the color of the button text.
- **Field Background:** Allows you to specify the background color for the username and password fields.
- **Button Background:** Allows you to specify the background color for the buttons.

The options in the *Admin access to all areas* section allow you to define the settings the Administrator Access:

- **Administration Username:** Allows you to insert the administrator login, allowing access to the locked pages, by default the username is set "Admin".
- **Administration Password:** Allows you to insert the administrator password, allowing access to the locked pages, by default the password is set "Admin".



On the Access Request page, below the fields requesting the Username and Password, the program automatically inserts and enables two buttons: *Login* and *Register*.



Test Note: When testing the Reserved Area a warning window will appear informing you that the locked pages are being shown without the user login and password panel. It is only when the website is uploaded to the Internet that this function is live.



Important: In order for the Reserved Area to work correctly it is important that your host server supports PHP, for further information about this please contact your Service Provider.

Shopping Cart

This section offers all the tools necessary to create and manage an e-commerce cart for handling all the online sales via your website.

The options available for setting the Shopping Cart are divided in to four main sections:

- *Products*
- *Shipping*
- *Customer Info*
- *General*

Once the basic e-commerce cart has been created you will need to start adding information for the products. Products may be added in one of two ways:

1. Create specific pages in which the products are presented in the most suitable manner (via images, texts, tables, etc.) and insert the "purchase" button. In this case, the "purchase" button may be created via the link *Product Order* (for further information, see *Links*).
2. Create pages in which the products are presented by means of appropriate forms complete with the "purchase" button. In this case use the **Product List** object.



Test Note: When testing the e-commerce cart a warning window will appear informing you that orders will not be sent but instead you will automatically be redirected to the Order Confirmation Page. It is only when the website is uploaded to the Internet that this function is live.



Important: In order for the e-commerce cart to work correctly it is important that your host server supports PHP and that the MAIL control is enabled, for further information about this please contact your Service Provider.

Via the controls of the *Products* section you can add the products to your Shopping Cart.

All products entered in to the Shopping Cart are automatically displayed in the summary table. The table allows you to see *Category*, *Product Number* and *Product List* for each product in the list.

To the right-hand side of the *Product List* window you will see the tools that will allow you to edit the content of the list:

- **Add:** Allows you add a new category to your shopping cart.
- **Remove:** Allows you to remove the selected category and all the products within the category.
- **Import:** Allows you to import a list of products to add in to the cart directly from an external file (.txt or .csv format from Microsoft Excel).



When importing data from an external file it is important that the data is organized as follows:

- Each product must be entered on to a separate line
- For each product you must include the following information: Category name, Product Name, Product Description, Price and Product variations/versions
- All the information must be separated by a semi-colon ";"
- All the product variations/versions must separated by the character "|"

See the example below clarification of how to enter product information:

```
...
Trousers;Jeans;Dark blue jeans with sequins;69.95;Size XL|Size L|Size
M|Size S
Trousers;JazzPants;Red striped JazzPants;39.95;Size XL|Size L|Size
M|Size S
...
```

- **Edit:** Allows you to modify information in the selected product category and/or the products contained in it.

The *Enter products* window retrieved by the control **Add** or **Edit** has the following options available:

- **Category Name:** Allows you to enter the name of the new product category you wish to create. If already created it indicated the name of the category you wish to select to make changes.
- **Product List:** Automatically displays the list of products already entered in the product category along with the related information i.e. Name, Description and Price.

- **Add:** Allows you to add a new product within the category. There are two options in this section *Basic* and *Options*.

Basic allows you to the main details of the products: *Name/Code*, *Description*, *Image File* and *Price*.

Options allows you to insert the *variations/versions* for the product: if, for example, the product is a piece of clothing, the various sizes available can be identified as product variations/versions.

- **Remove:** Allows you to delete the selected product from the product list.
- **Duplicate:** Allows you to duplicate the selected product in the product list.
- **Edit:** Allows you to modify an existing product you have created.
- **Move Up:** Allows you to move the selected product before the previous product among those entered in the product list.
- **Move Down:** Allows you to move the selected product after the following product among those entered in the product list.

You can customise the Shipping settings for your e-commerce shopping cart by selecting the **Shipping** section. In this section you can define both the payment and delivery options

Each separate shipping and payment method offered is shown in the summary window, for each item you will see the *Name*, *Description* and *Price*.

The *Shipping Settings* section allows you to define the shipping and payment options for your e-commerce cart:

- **Add:** Allows you to add and define the shipping and payment methods one by one.
- **Duplicate:** Allows you to create a copy of the selected shipping and payment method in order to quickly define all the methods you wish to offer in the e-commerce cart.
- **Remove:** Allows you to delete the selected shipping and payment method from the e-commerce cart.
- **Move Up:** Allows you to move the selected shipping and payment method before the previous method among those already entered in the list.
- **Move Down:** Allows you to move the selected shipping and payment method after the following method among those already entered in the list.

- **Edit:** Allows you to edit the selected shipping and payment method to modify the settings.

To enter or modify the shipping and payment method you will need to enter information in to the *Enter payment and shipment method* window:

- **Name:** Allows you to give each shipping and payment method a name.
- **Description:** Allows you to add a description of the shipping and payment method.
- **Price:** Allows you to specify the cost of shipping and payment method (Note: It is sometimes common to see an additional cost for handling Credit Cards).
- **Email Message to Customer:** Allows you to specify the e-mail message that is automatically sent to the user after their order is submitted.



You can specify an individual e-mail message for every shipping and payment method thus allowing you to completely tailor communication to customers based on their selection. The message will be automatically updated with the order number and order summary.

- **Enable Credit Card Payment:** Enabling this options allows customers to pay by Credit Card.

The options in the *Credit Card Payment* section allow you to accept credit card payments:

- **Enable Credit Card Payment:** Enable this option if you would like to take payment by Credit Card.
- **PayPal Payment:** Enable this option is you would like to take payments by PayPal. If you would like to utilise this option you must enter the following information:
 - **PayPal Account:** Enter your PayPal account name.
 - **Payment Confirmation Page:** Allows you to choose which webpage should be displayed to confirm payment.
 - **Payment Error Page:** Allows you to choose which paid is displayed should there be an error during the payment process.

- **Other Payment System:** You should choose this option if you wish to use a payment system other than PayPal to manage credit card payments. It is also essential that you supply the following:
 - **HTML Code for 'Pay Now' Button:** Allows you to enter the HTML code for the "Pay Now" button as provided by your Payment Service Provider. This code will be used to activate the service on the e-commerce cart, showing the button "Pay Now" connected to the parameters which identify the user.

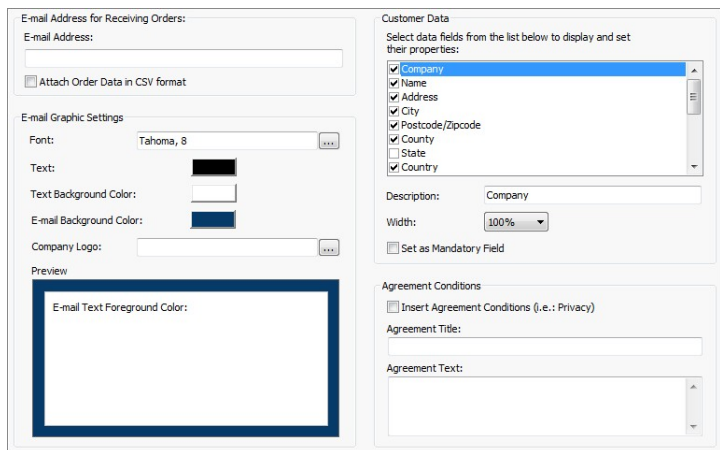


The HTML code obtained from your Payment Service Provider is used to create the 'Pay Now' button. This code must be completed entering the Order Number and the total cost ordered by customer. In order to do that you have to enter these tags:

[ORDER_NO] - identifies the Order Number;

[PRICE] - identifies the total cost to be paid.

You can customise the Customer Info settings for your e-commerce shopping cart by selecting the **Customer Info** section. In this section you can set the information that you can gather from your customers.



The screenshot shows a web form with two main sections: "E-mail Address for Receiving Orders" and "Customer Data".

E-mail Address for Receiving Orders:

- E-mail Address:** A text input field.
- ☐ **Attach Order Data in CSV format**
- E-mail Graphic Settings:**
 - Font:** A dropdown menu showing "Tahoma, 8".
 - Text:** A color selection box.
 - Text Background Color:** A color selection box.
 - E-mail Background Color:** A color selection box.
 - Company Logo:** A text input field.
 - Preview:** A large rectangular area with a blue border, containing the text "E-mail Text Foreground Color:".

Customer Data:

- Select data fields from the list below to display and set their properties:**
 - ☒ **Company** (highlighted in blue)
 - ☒ **Name**
 - ☒ **Address**
 - ☒ **City**
 - ☒ **Postcode/Zipcode**
 - ☒ **County**
 - ☐ **State**
 - ☒ **Country**
- Description:** A text input field with "Company" entered.
- Width:** A dropdown menu showing "100%".
- ☐ **Set as Mandatory Field**

Agreement Conditions:

- ☐ **Insert Agreement Conditions (i.e.: Privacy)**
- Agreement Title:** A text input field.
- Agreement Text:** A large text area.

The section *E-mail Address for Receiving Orders* allows you to enter an e-mail address you would like to use to which all orders should be automatically sent. Via the option **Attach order data in CSV format** it is possible to save the

data collected also in a CSV file included at the bottom of the e-mail. In a CSV file data are in text format as a list separated by semicolons: these files can be easily imported into spreadsheets (e.g. Microsoft Excel).

In the window *E-mail Graphic Settings* the following options are available:

- **Font:** Allows you to specify the font type, style and size.
- **Text:** Allows you to specify the font color.
- **Text Back Color:** Allows you to specify the background color for the texts of the e-mails.
- **E-mail Back Color:** Allows you to specify the color of background for the e-mail generated.
- **Company logo:** Allows you to import a graphic file (JPG, PNG, GIF) to customize the e-mail. As graphics it is possible import a company logo: the image is placed in the message heading.



If the inserted **Company logo** image has a height greater than 100 pixels it is automatically resized.

The section *Customer Data* shows a list of data fields which you can choose from depending on the information you wish to collect from your users. To select the relevant field simply click on the tick box.

Each of the Customer Data fields selected can be further modified to ensure data is collected suitably:

- **Description:** Re-proposes the name of the field. This text can be modified freely.
- **Width:** Allows you to specify the width of the field and can be equal to 100%, 75%, 50% or 25% of the available space.
- **Set field as Obligatory:** Enabling this option, ensures that the field is mandatory i.e. the customer has to fill it in to proceed.

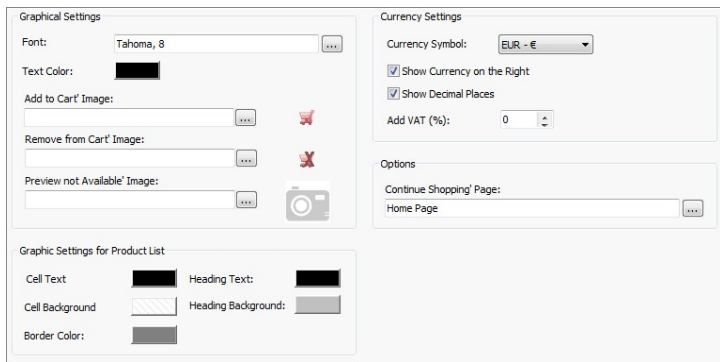
You will see that the Customer Data list is quite extensive and covers most of the data fields that you would require, however we have provided 4 empty fields which you can customise.

The last data field on the list is "e-mail" this is the only field which is mandatory and therefore cannot be hidden. The e-mail field is required to ensure that the shopping cart is working properly.

The section *Agreement Conditions* allows you to set the options to add Agreement conditions i.e. Privacy, Sale of Goods etc. that the customer would have to accept before making a purchase:

- **Insert Agreement Conditions (i.e. Privacy):** Enabling this option adds a field to the footer of the order form where the Agreement Conditions are indicated and have to be accepted to submit the order. The field can be used to present the Privacy regulations for example relating to the collection of data.
- **Agreement Title:** Allows you to insert a title for the Agreement.
- **Agreement Text:** Allows you to insert the text for the Agreement.

Via the options of the *General* section you can set the graphic style, VAT and currency options.



The screenshot shows the 'General' settings section with three main panels:

- Graphical Settings:**
 - Font: Dropdown menu set to 'Tahoma, 8'.
 - Text Color: Color selection box (black).
 - Add to Cart Image: Image selection box with a red heart icon.
 - Remove from Cart Image: Image selection box with a red X icon.
 - Preview not Available Image: Image selection box with a camera icon.
 - Graphic Settings for Product List:
 - Cell Text: Color selection box (black).
 - Heading Text: Color selection box (black).
 - Cell Background: Pattern selection box (diagonal lines).
 - Heading Background: Color selection box (grey).
 - Border Color: Color selection box (grey).
- Currency Settings:**
 - Currency Symbol: Dropdown menu set to 'EUR - €'.
 - Show Currency on the Right: Checked checkbox.
 - Show Decimal Places: Checked checkbox.
 - Add VAT (%): Input field set to '0'.
- Options:**
 - Continue Shopping Page: Image selection box with a red heart icon.
 - Home Page: Image selection box with a red heart icon.

The *Graphical Settings* section allows you to define the style of your e-commerce cart (with the exception of the styles present in the product presentation table):

- **Font:** Allows you to specify the font type, style and size.
- **Text Color:** Allows you to specify the font color.
- **'Add to Cart' Image:** Allows you to specify the image to use for the 'Add to Cart' button, i.e. the button visitors to your website will use to select items for purchase.

- **'Remove from Cart' Image:** Allows you to specify the image to use for the *'Remove from Cart'* button, i.e. the button visitors to your website will use to deselect items they have added to their cart for purchase.
- **'Preview not available' Image:** Allows you to specify the image to use for the *'Image Not Available'* message which normally appears in the product listing when there is no image available to show the users.



There is a selection of pre-loaded images you can use for the "Add" and "Remove" from the shopping cart. The images can be found in the "Cart" folder within the installation folder of WebSite X5.

The *Graphic Settings for Product List* allows you to further define the style to apply to the e-commerce cart:

- **Cell Text:** Allows you to specify the font color.
- **Heading text:** Allows you to define the color of the text in the header.
- **Cell Background:** Allows you to specify the background color of the cell.
- **Heading Background:** Allows you to specify the background color of the header cell.
- **Border Color:** Allows you to specify the color of the table border.

From the *Currency Settings* you can define the settings for the currency and VAT:

- **Currency Symbol:** Allows you to select the currency symbol to use in the cart.
- **Show Currency on the Right:** Enabling this option, the currency symbol will be shown on right-hand side of the prices.
- **Show Decimal Places:** By enabling this option all numbers will be shown with two decimal places.
- **Add VAT (%):** Allows you to specify the percentage of VAT to apply.



Prices can be shown either with or without VAT included. If you choose to show the pricing without any VAT then you must enter a percentage in to the Add VAT % so that all prices will have VAT added. If you choose to add VAT in this way you should note that VAT is added to the total value of the order and not the individual products. Alternative, you can enter prices with VAT included, in this instance you should leave the value of VAT as 0.

In the *Options* window the following controls are presented:

- **Continue shopping page:** allows you to browse the Web site map to identify the page to link to by clicking on the button 'Continue shopping' created automatically by the program and inserted in the page showing the cart.

Step 5 - Export

Export

When you are ready to export your website you will need to proceed to Step 5. You have 3 options:

- *Website Export to Internet:* Allows you to publish your website to the Internet via an FTP session.
- *Export to Disk:* Allows you to save all the files and export them to a CD/DVD/USB.
- *Optimize and Batch to Folder:* Collects and saves all the website files into a single folder for transfer to another computer with WebSite X5.

Website Export to Internet

The options in the section allow you to upload your completed website to the Internet.

The screenshot shows a dialog box with three main sections. The 'Session Profile' section on the left contains three text input fields for 'FTP Address:', 'Username:', and 'Password:'. The 'Options' section on the right contains an 'Initial Directory:' field with a slash '/' and two checkboxes, 'Use Passive FTP' and 'Save Password', both of which are currently unchecked. The 'Upload Mode' section at the bottom contains three radio button options: 'Export all Website Files' (which is selected), 'Export only the files modified during last export on date', and 'Export only Blog and RSS Feed'.

All the files used within your website project are saved on your computer. In order to upload your completed website project to the Internet you must copy these files on to a host server via an FTP session.

To export all the files of the project it is necessary to specify the *Session Profile*:

- **FTP Address:** In this field you must insert your FTP address (this is supplied by your Internet Service Provider (ISP)). An example FTP address is: "ftp.incomedia.it", where "incomedia.it" is the name of the domain.
- **Username:** In this field you must insert your login (this is supplied by your ISP).
- **Password:** In this field you must insert your password (this is supplied by your ISP).

In addition it is possible specify some *optional parameters* not necessarily required, such as:

- **Initial Directory:** In this field you can insert the path for the destination folder assigned by your ISP. If no path is specified at this time it can be added in the next screen displayed by WebSite X5.
- **Use Passive FTP:** Enabling this option will allow for better connection compatibility with the server. It is advisable to use FTP passive mode publication.
- **Save Password:** Enabling this option will allow for your password to be stored.

It is possible define the files you wish you upload:

- **Export all Website Files:** Ensures that the whole website project is uploaded and published. This option should be used when you first upload your website as it ensures that all pages and items are uploaded.
- **Export only the files modified during last export on date:** You should choose this option only when you want to upload files which have been modified. This mode is recommended for websites which are constantly updated as it reduces the publication time when compared to the time taken to upload the entire website.



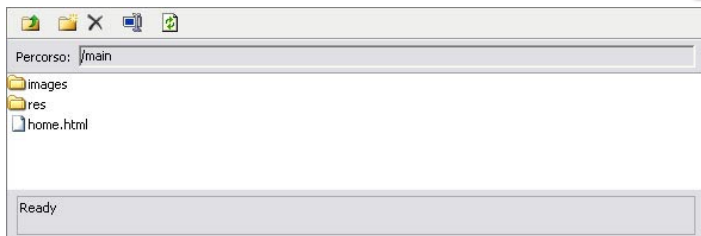
The date of publication is automatically saved in the project file: it is therefore important, after having published files, to always save the modifications. Even if you choose to export only the modified files, both the HTML pages and resource files (present in the subdirectory Res) are also republished: it is highly likely that they too have been modified.

- **Export only Blog and RSS Feed:** By choosing this option only the XML files of RSS Feeds managed via the **Advanced Settings** are published. This mode, activated only if the RSS Feed has already been published, is recommended when no updates have been made to the website but only new news items have been added to the RSS Feed.

Once connected to the server, the folders already present are displayed in a dedicated window. Using the commands available select the folder in which you wish to publish the website.



If you are not sure which folder you should publish the website, contact your ISP and ask for confirmation: not all folders present on the server are suitable for publication.



The available controls are:

- **Upper folder:** Allows you to move to the upper folder.
- **Create new folder:** Allows you to create a new folder.
- **Delete:** Allows you to delete the selected file or the folder. In order to delete a folder it must be empty.
- **Rename:** Allows you to modify the name of the file or of the selected folder.
- **Updates:** Allows you to reload the content of the current folder.



During export, WebSite X5 copies all files contained in the registration folder onto the server. If in this folder there are files with the same name as those to be published they will be overwritten.



Please find a list of Internet Service Provider offering web hosting services on the following website: www.websitex5.com/webpace.

Export to Disk

Choosing this option will allow you to export all the files for the project to another disk of the computer. This is a particularly useful if you need to do any final editing of the website outside of WebSite X5.

To export all the files of the project just specify:

- **Destination Directory:** In this field specify the folder to which you would like to export the website files. If the specified folder doesn't exist, it is automatically created.



To create a backup of the website it is necessary to use the **Optimize and Batch to Folder** option: in this way it is possible to have a copy of the project's original files and not the files created by the publication program.

Batch Project Files

This window allows you to collect together all of the files that have been used to create your website, optimize the images (if required) and save them into a single folder. This is most commonly used when you want to transfer your website project to another computer that has WebSite X5 installed.

To begin you will need to choose:

- **Destination Directory:** In this field specify the folder to which you want your batched project to be saved. If the specified folder does not exist, it will be automatically created.

When batching the project files, you have three optimization options for the images that have been used to create your website:

- **No Optimization:** The images used in your website are copied to the Destination Directory unaltered, without taking into account that they may be used in the page with smaller dimensions and/or with filters applied.



Choose this option when the website is likely to require a lot of further work before it is completed. As you have the original, unaltered images, you are free to make substantial changes without having to find the original images again.

- **Normal Optimization:** Copies of the images are created at a lower resolution for the larger images used in the website.



Choose this option when the website is almost finished. This will help speed up your preview of the website, so you will be able to quickly move from page to page, looking for any final touches you need to do.

- **Full Optimization:** A copy of the images is created based on their size and effects used on the website.



Choose this option when the website is complete and you do not expect to make any further changes to your images.

When you decide on the name and location of your *Destination Directory*, be aware that you will need to put the batched files into the same place on any computer to which you are transferring the files. This is because WebSite X5 uses the name and location of the *Destination Directory* when creating the batch project to link all of the files together. You could, for example, create a *Destination Directory* of C:/MyWork - this same *Directory* location must then be used on any computer to which you are transferring the project. Note that your Windows Desktop is not a good location to save your batch as its location name will change from computer to computer.

When you have finished the batch process, you will have two copies of your project, the original and the one in the *Destination Directory*.

The files linked to the project are organized in subfolders as follows:

- Sub-folder *General*: Contains site icons, images and animations used in the customized template as well as the customized header.
- Sub-folders *ObjImage*, *ObjVideo*, *ObjFlash*, etc.: Contain the files used to create single objects used across the different pages of the site.
- Sub-folder *Advanced*: Contains the files used for the advanced settings such as link cursors, images for submenu bullets, e-commerce icons, the flags for choosing the language in multi-lingual websites, etc.
- Sub-folder *Links*: Contains the files connected to the links within the site.
- Sub-folder *Aspect*: Contains the files used to set the appearance of cells in the layout table.



This batch function is particularly useful if you wish to create a backup copy of the project.

Notes on Image Transparency

When defining the format of the cells or selecting a design for your menu buttons, WebSite X5 automatically creates the image. However, you will need to be careful with your overall choice of button edge colors in order for your website to maintain a professional appearance.

The menu buttons are not always rectangular; the images are saved as GIF files with a transparent background. To avoid the edge of the buttons appearing jagged, an antialiasing effect is applied. In addition, the color set as transparent for the buttons is blended with the background color over which the image is placed. It is the edges of the buttons that are important when considering this transparency. You have to adjust the *Border Color* for the cell format and the *Outer Color for Transparency*, available in the *Colors* section of the *Style of First Level Items* window, to correctly create the edges of the buttons.

The transparent color should not be one used elsewhere in the button (e.g. the text color or the background color). Instead, you should use a border color that matches the background over which the navigation bar buttons are superimposed - this color can be seen on the template.

In most cases, the recommendation is to choose the transparent color in the grey scale, as suggested by WebSite X5.



To more easily identify the background color on which to superimpose the image, you can also use the dropper tool present in the *Color Window*.

Nome file: Manuale X5 Evo 8 EN.doc
Directory: F:\Programmi\WebSite X5 2008\Manuale
Modello: C:\Users\Simona\AppData\Roaming\Microsoft\Modelli\Normal.dot
Titolo: DISCLAIMER
Oggetto:
Autore: Stefano Ranfagni
Parole chiave:
Commenti:
Data creazione: 02/01/2009 15.56.00
Numero revisione: 299
Data ultimo salvataggio: 12/03/2009 10.14.00
Autore ultimo salvataggio: Simona
Tempo totale modifica 3.563 minuti
Data ultima stampa: 12/03/2009 10.14.00
Come da ultima stampa completa
Numero pagine: 124
Numero parole: 29.348 (circa)
Numero caratteri: 167.288 (circa)