

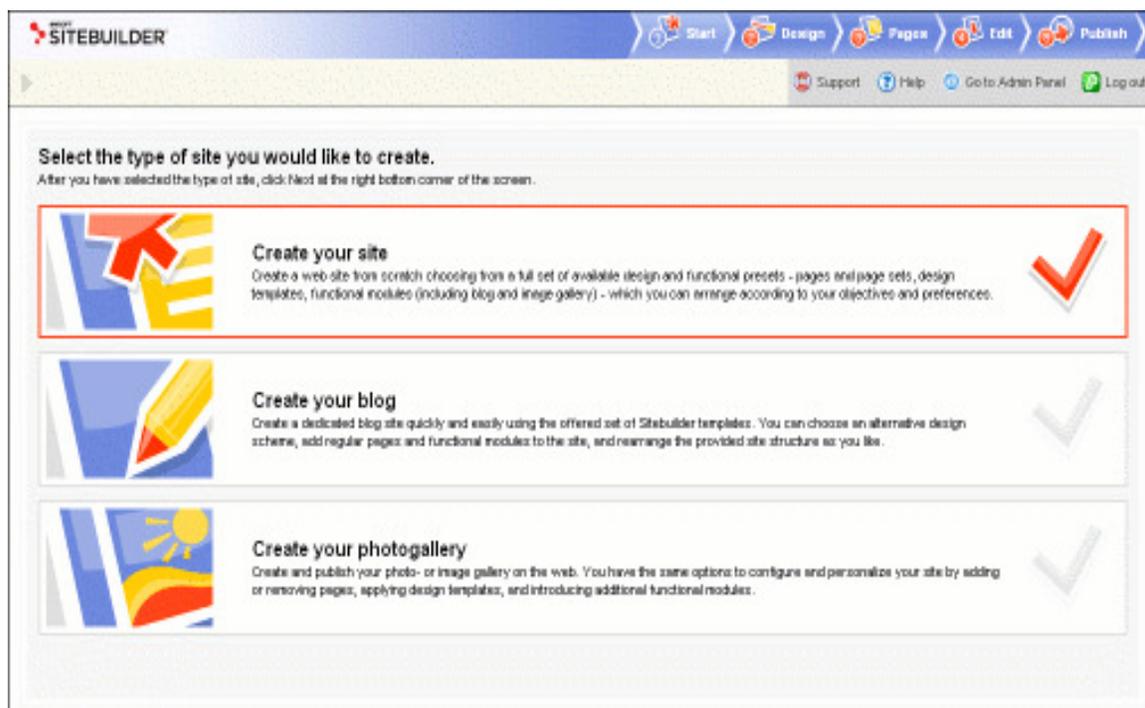
Knowledgebase for Site Builder

Choosing Type of Created Site

The first step of creating site with Sitebuilder is to choose whether you want to start creating your site from scratch or use one of proposed site templates (the so-called site families). By default, there are two site templates available - blog and image gallery, but the Sitebuilder administrator can extend this list by creating custom site templates and including them in your service plan.

To choose the type of a created site, go to the **Start** step and click the required site family to select it.

The **Start** page looks as follows:



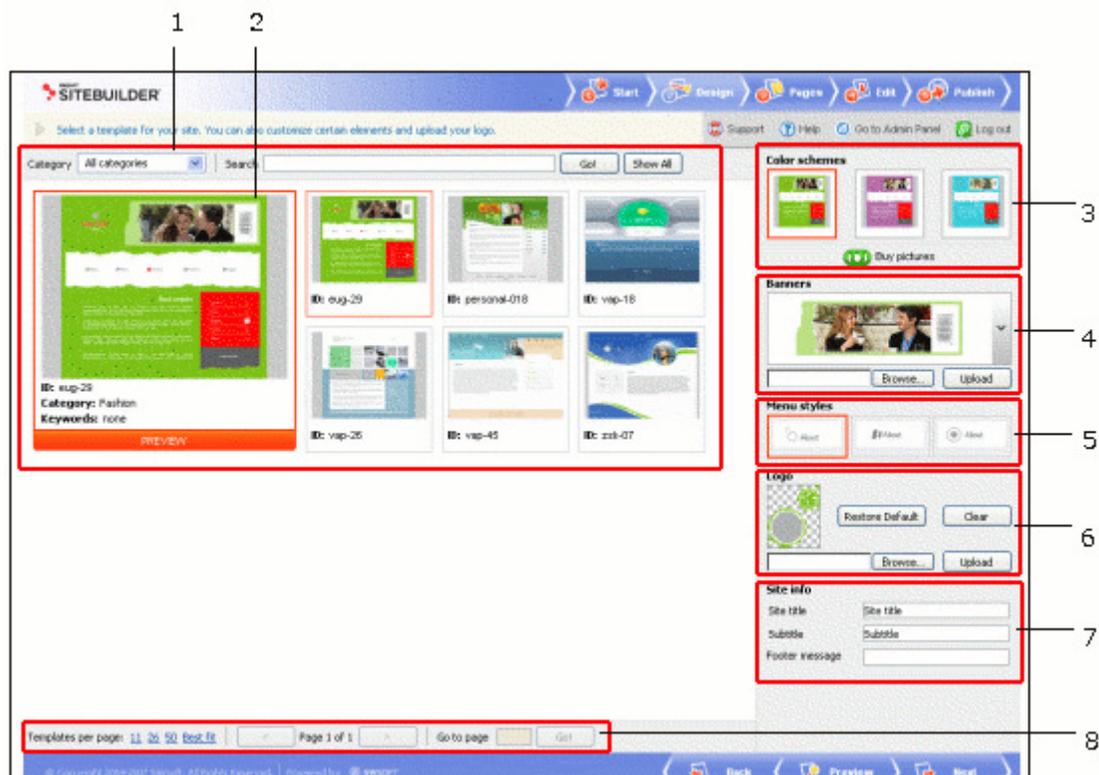
The chosen site family is indicated with the ✓ sign.

Having selected a site family, click **Next** at the bottom of the screen to proceed to configuring the design of your site.

Creating Site Design

In Sitebuilder, you can build the graphic design of your site by combining the provided presets with your custom design elements which you can upload to Sitebuilder. Sitebuilder offers design presets of several types, including: design templates, color schemes, page banners and site menu styles. The custom elements you can upload are the page banner and logo. Besides uploading your own banner and logo, you can personalize your site by specifying your own site title, subtitle and footer message. In this chapter you will find a step-by-step instruction on creating your site design in Sitebuilder.

The Sitebuilder **Design** step screen looks as follows.



The work area of the screen contains the following elements:

1. The design template selection area, which provides the functions facilitating **the choice of a site design template.** When you choose to display **All categories**, this area shows all available design templates.
2. The main design preview window displaying the final design concept: the result of your choice of various design presets. The chosen design template, color scheme and menu style are shown in red frames in the corresponding areas of the screen.
3. The **Color schemes** area, where you can **choose the colors for your site.**
4. The **Banners** area enabling you to **select or upload the central page design element for your site.**
5. The **Menu styles** area, where you can **choose the appearance of the site menu.**
6. The **Logo** area enabling you to **upload your custom logo.**
7. The **Site info** area where you can **provide the information to be displayed in the header and footer of your site pages.**
8. The design template list navigation area.

Read this chapter to learn how to use these options to create your site design.

[the choice of a site design template.](#)

Selecting Design Template for Site

On this stage, you choose the general graphic and layout concept of the site page - the *site design template*. For more convenience, design templates are grouped into *categories* which correspond to the most frequently encountered site types. Your choice of the design template defines the choice of available color schemes, menu styles and page banners further on this step.

The list of available site design templates is determined by your service plan.

To select a design template for your site:

1. On the **Design** step, select a template category from the **Category** list.

The default design template which goes with the category is displayed in the main design preview window; the alternative ones - in smaller windows beside the main window.

2. Select a design template.

Click the design template you like to select it for your site. The selected template appears in the main design preview window. By selecting a design template you can view the color schemes, menu styles and the page banner which go with it in the respective areas of the page.

Each design template has a unique alphanumeric code (for example, (vap-26, eug-29, etc.) by which you can identify it in Sitebuilder.

To choose a design template on pure aesthetic grounds (not by category), select **All Categories** from the **Category** list to display all available templates, and then click the desired template to select it.

For some tips on working with the list of design templates, see section [Working with Lists](#).

[choose the colors for your site.](#)

Selecting Color Scheme

For each design template, three color schemes are available. No custom color schemes can be uploaded to Sitebuilder.

To select color scheme for your site, on the **Design** step, click the thumbnail image you like in the **Color schemes** section.

The chosen color scheme is displayed it in the main design preview window.

[select or upload the central page design element for your site.](#)

Selecting Banner

In Sitebuilder, a *banner* is a large image of rectangular shape which serves as a central element of the page layout. Each design template offers a choice of available banners.

To select one of available banners:

1. On the **Design** step, in the **Banners** area, click the downward arrow  to expand the list of available banners.
2. Select the banner you like.

The chosen banner is displayed in the main design preview window.

For most design templates, you can also upload your own banner to provide your site with individual look-and-feel.

To upload a new banner:

1. On the **Design** step, click **Browse** in the **Banners** area.
2. In the **Browse** window, navigate to the image file you want to upload.
3. Click **Open** in the **Browse** window.
4. Click **Upload** in the **Banners** area.

Note: Some templates do not support custom banner upload. For these templates, the **Upload** button in the **Banners** area is disabled.

choose the appearance of the site menu.

Selecting Menu Style

Menu style defines the visual appearance of the menu items on your site.

To select the menu style, on the **Design** step, choose the preferable style in the **Menu styles** area.

For each design template, there is a number of menu styles to choose from.

upload your custom logo.

Uploading Logo

In Sitebuilder, logo is a small image displayed at the top of each page, within the page banner. The maximum size of logo image is 320x320 px; the supported file formats are *.bmp, *.gif, *.jpg, *.png.

To upload a custom logo:

1. On the **Design** step, click **Browse** in the **Logo** area.
2. In the **Browse** window, navigate to the image file you want to upload.
3. Click **Open** in the **Browse** window.
4. Click **Upload** in the **Logo** area.

For each template, Sitebuilder provides its own default logo image. To restore this logo, click **Restore Default**.

To remove logo from your site design, click **Clear**.

Note: Some design templates do not support logo upload and inserting text information. For such templates, the **Upload** button in the **Logo** area, and the **Title**, **Subtitle** and **Footer message** fields in the **Site info** area are disabled.

provide the information to be displayed in the header and footer of your site pages.

Specifying Site Title, Subtitle and Footer Message

Site title, subtitle, and footer message are text elements appeared at the background of your site: site title and subtitle are displayed within the site banner, and footer message is put at the bottom of every page of your site.

To specify your site title, subtitle phrase and footer message, on the **Design** step, fill in the fields in the **Site Info** section:

- In the **Site title** field, provide your site name. On business sites, this is usually a company name.
- In the **Subtitle** field, provide any phrase which reflects the concept and objectives of the site. This phrase will be displayed below the site title in smaller font. On business sites, this is usually a corporate slogan.
- In the **Footer message** field, provide the copyright notice or any other information of similar kind - disclaimers, contact information, etc., which you would like to place in the page footer.

If you leave these fields blank, the site will contain default text messages instead of this information.

Note: Some design templates do not support logo upload and customization of text information. For such templates, the **Upload** button in the **Logo** area, and the **Title**, **Subtitle** and **Footer message** fields in the **Site info** area are disabled.

Creating Site Structure

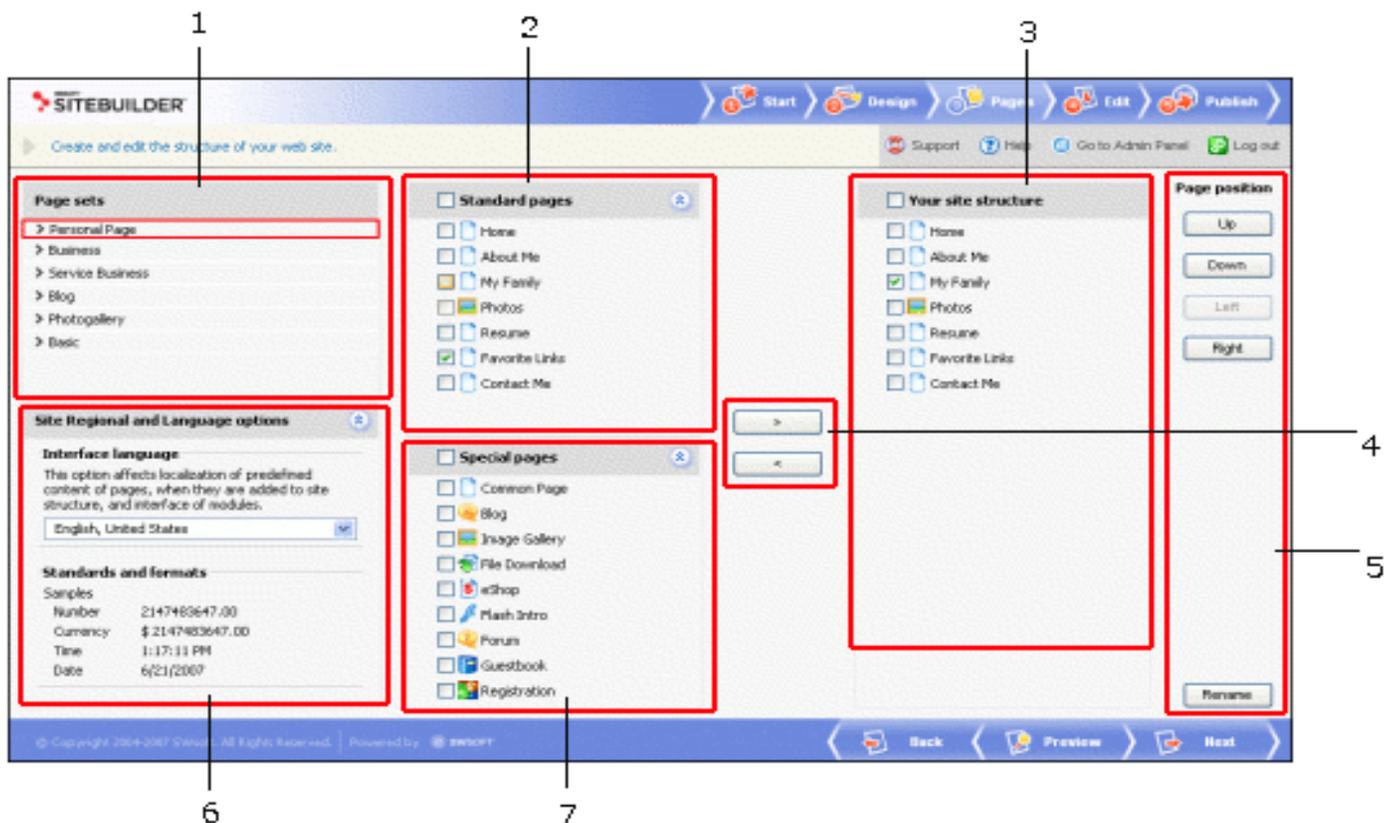
A site consists of several pages linked together to present information in an ordered way. Using Sitebuilder, you can arrange the pages in the two levels of hierarchy: top level pages and second level pages. Therefore, before this stage you must clearly understand how you intend to structure your site.

Note: The maximum number of pages you can create on one Sitebuilder site is determined by your license (for administrator), or by your service plan (for all other users).

To facilitate your work with Sitebuilder, pages are grouped into *page sets* - pre-defined site structures designed for displaying certain types of content. The default page set of your site is determined by the *type of site* you chose on the **Start** page of the Sitebuilder Wizard.

On the **Pages** step of the Sitebuilder Wizard, you can build any possible site structure by modifying the existing page sets according to your needs and adding page modules of all available types. Find out about the [types of pages](#) offered by Sitebuilder and about the process [site structuring](#).

The **Pages** step screen provides the following functionalities to facilitate structuring your site:



1. The **Page sets** area allows to choose a page set. The selected page set is shown in red frame.
2. The **Standard pages** area displays the structure of the page set chosen in the **Page sets** area. You can expand or collapse this section by clicking the  or  icons in the top bar of the section.
3. The **Your site structure** area shows the final structure of your site.
4. The  and  buttons allow you add or remove pages from the site structure.
5. The **Page position** area enables you to organize the hierarchy of pages in the site map, and to rename pages.
6. The **Site regional and language options** area allows you to set the site language and the format of numeric data. You can expand or collapse this section by clicking the  or  icons.
7. The **Special pages** area displays all available types of pages which can be added to your site structure: one common text page, and all available page modules. You can expand or collapse this section by clicking the  or  icons.

Read this chapter to know how to use these options.

Types of Pages

In Sitebuilder, there are two types of pages:

- Standard (*common*) pages - ordinary pages used for displaying text information. Such pages are marked with  icons in the site map.

- Special pages – *page modules* which extend the site functionality. Each module is designed for a certain purpose and is identified by its own icon. There are the following types of page modules in Sitebuilder:
 -  **Blog**. Supports a standard set of blog functionality: posting, commenting, content categorizing, etc. A **Blog** page is very convenient for organizing the *News, Events* and similar pages on sites.
 -  **Image Gallery**. Supports image upload, batch image upload with group editing functions, etc.
 -  **File Download**. Allows to provide various content for download to site visitors.

Note: Each **File Download** page can hold only one file. To provide several files for download, it is necessary to add several **File Download** pages to the site structure.

-  **eShop**. Supports basic online store functions: shopping cart, multi-currency, categorized product catalogue with thumbnail upload capability, shipping cost support. Provides integration with 5 payment systems, including PayPal, Authorize.Net and 2Checkout.com.
-  **Flash Intro**. A pre-designed flash introduction to your site. It is possible to choose between several designs of the intro and insert your own text information into it.

Note: The **Flash Intro** module is the only page module that requires no database connection and therefore can be included into a static site.

-  **Guestbook**. A standard guestbook.
-  **Forum**. A standard forum engine which supports threading, categorizing, etc.
-  **Registration**. Allows you to set up voluntary user authentication on sites.

The list of available modules is determined by your license, or by your service plan.

In Sitebuilder, it is possible to add several page modules to a site (except for the **eShop, Flash Intro** and **Registration** modules).

Changing Position of Pages

To change the pages hierarchy:

1. Select the required page in the **Your site structure** box.
2. Use one of the buttons in the **Page position** area:
 - To move a page from the second level to the top level of the site structure, click **Left**.
 - To move a page from the top level to the second level, click **Right**.
 - To move a page up at the same level, click **Up**.
 - To move a page down at the same level, click **Down**.

When you move a first level page **Up** or **Down**, all dependent second level pages are moved together with it.

Note: In Sitebuilder, modules can be only first level pages in the site structure, and cannot have dependent second level pages.

Structuring Your Site

The default page set of your site is determined by the type of site you chose on the **Start** page of the Sitebuilder Wizard. You see this default page set highlighted in the list of page sets, its structure is displayed in the **Your site structure** box on the right. You can choose a different page set, and modify the proposed site structure as desired by adding pages from other page sets (or even whole page sets), or from the **Special pages** area. You can also rename pages, change pages hierarchy, and remove pages from the **Your site structure** box.

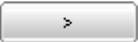
The list of page sets available depends on your service plan and can be extended only by your Sitebuilder administrator.

Adding Pages

To add pages to the site structure:

1. Select the necessary pages in the **Standard pages**, or in the **Special Pages** area.

Note: The module titles in the page set may differ from the original names of the modules. For example, a page  **Photo** may represent the  **Image Gallery** module. You can always identify a module by its icon.

2. Click .

You can add as many modules of one type to your site as you wish - except for the **eShop**, **Flash Intro** and **Registration** modules. These modules can be added to your site only once.

Changing Position of Pages

To change the pages hierarchy:

1. Select the required page in the **Your site structure** box.
2. Use one of the buttons in the **Page position** area:
 - o To move a page from the second level to the top level of the site structure, click **Left**.
 - o To move a page from the top level to the second level, click **Right**.
 - o To move a page up at the same level, click **Up**.
 - o To move a page down at the same level, click **Down**.

When you move a first level page **Up** or **Down**, all dependent second level pages are moved together with it.

Note: In Sitebuilder, modules can be only first level pages in the site structure, and cannot have dependent second level pages.

Renaming Pages

To rename a page:

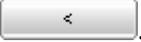
1. Select the page in the **Your site structure** box and click **Rename**.

Or just double-click the page's name to make it editable.

2. Provide a new name for the page.
3. Press ENTER.

If you choose to rename the page at a later stage, you can use the **Page title** field on the **Edit** step of the Sitebuilder Wizard.

Removing Pages

To remove a page from the site map, select the page in the **Your site structure** box and click .

Note: In Sitebuilder, you cannot delete all pages from the **Your site structure** area. In case you need to clear the space - for example, before setting up a completely new site structure, we recommend to select all pages, except one, delete them, add the necessary pages to the site, and then delete or reuse the old page.

Choosing Site Language, Currency, and Format of Numbers, Time and Date

In Sitebuilder, you can create a site in the language which is different from the language of your Wizard interface. The desired language is selected on the **Pages** step of the Sitebuilder Wizard.

The choice of the language determines the format of numbers, the site currency, and also the format of date and time records everywhere on your site.

To select the language and currency for your site, the format of numbers, time and date:

1. Go to the **Pages** step.
2. Select the language of your site from the **Interface language** list.

In the **Standards and formats** area, you will see the format of numbers, date and time, and the currency associated with the chosen language.

If you do not see a required language in the list, check [SWsoft web site](#) to see if it is available. Only a user with administrator's privileges can download and install language packs in Sitebuilder. If you wish to install and use any of the available Sitebuilder language packs, contact your Sitebuilder provider for assistance.

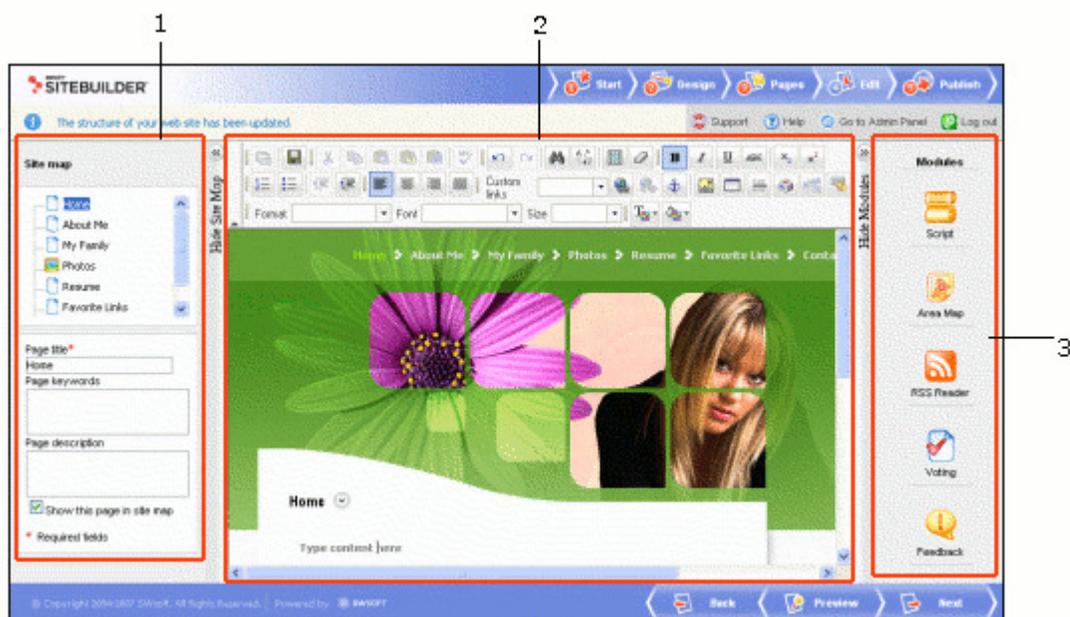
Note that the currency settings of the online store module are independent from the general language and currency settings of the site. If necessary, you can set a different currency for your online store at a later stage by [configuring the eShop module accordingly](#).

Populating Site with Content

In Sitebuilder, creating your site content means creating the content of each page constituting your site, and setting up functional modules you add to your site. You can do all this on the **Edit** step of the Sitebuilder Wizard.

The Sitebuilder editor is organized in such a way that the information you type on the pages and the design of the pages are independent. Therefore, you can completely change the design for a page after you had typed a text on this page, without having to retype the information.

The **Edit** step screen is structured in the following way:



1. The **Site map** area shows the site structure created on the **Pages** step of the Wizard. By selecting a page in this area, you open its content for editing in the work area of the screen. In this area you can also [adjust the general page parameters in the site map](#). To hide the **Site map** section, click the **Hide Site Map** icon. To restore the **Site map** area on the screen, click the **Show Site Map** icon.
2. The **Work area** provides access to different functions, depending on the type of the edited page:
 - On ordinary text pages, the work area provides the space for [creating the text content of the page](#) with the help of the WYSIWYG editor, like on the screenshot above.
 - On special pages, or *page modules*, the work area provides the module editor screen, where you can configure various parameters of the module on the respective tabs, and, in most cases, populate the module with content (for example, fill your online store catalogue with products). For information on working with lists of objects on module management pages, read section [Working with Lists](#). For more information about configuring and editing each module, see the respective sections further in this chapter.
3. The **Modules** area allows to embed *block modules* in text pages, by clicking and drag-and-dropping the module icon to the required spot on the page. For some tips on using block modules, see section [Working with Modules](#). To hide the **Modules** section, click the **Hide Modules** icon. To restore the **Modules** area on the screen, click the **Show Modules** icon.

Note: When you edit special pages (page modules), the **Modules** area of the screen is not displayed.

Setting Up Site Map

If upon filling your site with content you decide to rename some pages, hide them in site navigation - or to provide them with some keywords or description to be used by search engines, you can do that on the **Edit** step, in the **Site map** area.

Renaming Pages in Site Map

To rename a page, select it in the **Site map** area and provide a new name in the **Page title** field. This will rename the page in the site menu and in the browser title bar.

Specifying Keywords to be Used by Search Engines

The keywords should be carefully selected to reflect the page content, as they are used by search engines to find your site pages on the Internet.

To provide a page with keywords, select the necessary page in the **Site map** area and type the desired keywords in the **Page keywords** field.

Providing Page Description to be Displayed in Search Results

Description is displayed with the page title and URL when the page appears as a result of a user's query on a search engine. Therefore, description should give the main idea of the page, so everyone could instantly understand what the page is about.

To provide a page with description, select the necessary page in the **Site map** area and type the desired text in the **Page description** field.

Hiding Pages in Site Navigation

In Sitebuilder, you can make certain pages invisible in site menu. The page which you choose to hide will be accessible only by clicking a link placed on other pages of your site (or wherever you would like to place it). Note that when site visitor actually accesses a hidden page it appears in the site menu, and when they switch to another (not hidden) page, the hidden page disappears again.

To hide a page in the site navigation menu, clear the **Show this page in site map** check box in the **Site Map** area. In the Wizard interface, hidden pages are highlighted with grey color in the site map and in the site structure on the **Pages** step. You can hide both first and second level pages.

To understand how hiding pages correlates with pages hierarchy, see the example below:

Let the site structure look as follows:

- Page 1
- Page 2 (hidden)
- Page 3
 - Page 3.1 (hidden)
 - Page 3.2
- Page 4 (hidden)
 - Page 4.1
 - Page 4.2 (hidden)

To understand the dependency of pages' visibility and position in the hierarchy, see the table below.

Active Page*	Visible Pages
Page 1	Page 1, Page 3
Page 2	Page 1, Page 2, Page 3
Page 3	Page 1, Page 3, Page 3.2
Page 3.1	Page 1, Page 3, Page 3.1, Page 3.2
Page 3.2	Page 1, Page 3, Page 3.2

Page 4	Page 1, Page 3, Page 4, Page 4.1
Page 4.1	Page 1, Page 3, Page 4.1
Page 4.2	Page 1, Page 3, Page 4.1, Page 4.2

* *active page is a page where the site visitor currently stands*

Working with Text

The Sitebuilder application is empowered with a user-friendly WYSIWYG (What You See Is What You Get) content editor, which enables you to see the content on the display screen exactly as it appears on the Internet.

This subsection describes the ways of working with textual information on your web pages. You will learn how to format characters and paragraphs, cut, copy, paste text, insert images and links, check spelling, and more.

Applying Styles, Fonts, and Colors to Text

To apply formatting to a text:

1. On the **Edit** step, select the desired site page.
2. Select the text fragment you want to edit.

You can select the whole text of the page by clicking  **Select All**.

3. Apply formatting options to it:
 - o Select a font from the **Font** list.
 - o Select a font size from the **Size** list.
 - o Click  **Text color** and select the text color.
 - o Click  **Background color** and select the background color.
 - o Click  **Bold**,  **Italic**,  **Underline**,  **Strike Through** to make the text bold, italic, underlined, or strikethrough respectively.
 - o Click  **Subscript** or  **Superscript** to make the text subscript or superscript respectively.
4. To insert a special symbol into the text, place the mouse cursor on the required spot on the page and click  **Insert Special Character**.

To undo the last formatting action, click  **Remove Format**, or  **Undo**.

Formatting Paragraphs

To apply formatting to a paragraph:

1. On the **Edit** step, select the desired site page.
2. Place the cursor anywhere in the paragraph you want to format.
3. Apply the necessary formatting:
 - o To apply a text style, select it from the **Format** list.
 - o To align the text, click  **Align Left**,  **Center**,  **Align Right**, or  **Justify**.

- To change the indentation of the selected text, click  **Increase Indent** or  **Decrease Indent**.
- 4. To insert a horizontal line between two paragraphs, place a cursor at the end of the first paragraph and click  **Insert Horizontal Line**.
- 5. To split a paragraph with a page break, click  **Insert Page Break** before the beginning of the new prospective paragraph.

Copying and Moving Text

To copy or move text:

1. On the **Edit** step, select the desired site page.
2. Select a text fragment.

You can select the whole text of the page by clicking  **Select All**.

3. Click  **Cut** or  **Copy**, depending on the type of operation (moving or copying).
4. Paste the text on the page using one of the three pasting options:
 - To simply paste the text from the current page, or from other pages of the site, place the cursor in the appropriate spot on the page and click  **Paste**.
 - To paste the text from MS Word, and to retain the formatting applied to it, click  **Paste from Word**, paste the text into the provided window, and click **OK**.
 - To paste the text, and to discard all formatting applied to it, click  **Paste as Plain Text**, paste the text into the provided window, and click **OK**.

Finding and Replacing Text Fragments

To find a particular text fragment on the page:

1. On the **Edit** step, select the desired site page.
2. Click  **Find**.
3. In the **Find what** field, enter the text you want to find.
4. Select the **Match case** check box to search only for text that exactly matches the case (uppercase or lowercase character formatting) of the specified search pattern.
5. Click **Find** to start the search.

To find and replace a text fragment on the page:

1. Click  **Replace**.
2. In the **Find what** field, enter the text you want to find.
3. In the **Replace with** field, enter the text to replace the searched fragment with.
4. Select the necessary search options:
 - **Match case** - to search for text that exactly matches the case (uppercase or lowercase character formatting) for the specified search pattern.
 - **Match whole words** - to search for the exact phrase as it is specified.
5. Click **Replace** to replace a particular found segment.

6. Click **Replace All** to replace all segments found on the page without reviewing them.

Checking Spelling on Page

The Spell Checker feature can be used only with Internet Explorer version 5.5 or later. To be able to use the Spell Checker, you need to install ieSpell - a free-of-charge spell checker utility for Internet Explorer. To install ieSpell, download the application setup package from the official [ieSpell web site](#), run it on your computer and complete the steps of the installation procedure as described, then restart Internet Explorer.

To check spelling on the page:

1. On the **Edit** step, select the desired site page.
2. Click  **Check Spell**.

In the **Not in dictionary** field, a possible spelling mistake is shown.

3. If you are sure that the word found by the Spell Checker is not misspelled, click **Ignore** to leave the word as is.

To ignore all occurrences of this word in the text, click **Ignore All**.

4. If you wish to add this word to the Spell Checker dictionary, click **Add**.
5. If you want to replace the misspelled word with the word in the **Suggestions** field, click **Change**.

To replace this word in the whole text, click **Change All**.

6. If you wish to configure the Spell Checker parameters, click **Options**.

Undoing and Redoing Actions

To undo the last action, click  **Undo**.

To redo the last undone action, click  **Redo**.

Inserting Images

To insert an image into a web page:

1. On the **Edit** step, select the desired site page.
2. Place the mouse cursor where you want to insert an image.
3. Click the  **Insert/Edit Image** icon.
4. On the **Image Info** tab, type the path to the image in the **URL** field, or locate the image on a computer using the **Browse Server** button.
 - o To locate and insert an image stored in the current folder on Sitebuilder server, click the required image file in the list on the **Resources Browser** screen.
 - o To locate and insert an image from a different location, click **Browse** at the bottom of the **Resources Browser** screen, navigate to the image file, click **Open**, click **Upload**, and then click the image file on the **Resources Browser** screen.

The image appears in the preview area on the **Image Properties** dialog.

Note: The maximum size of an image is 200KB. The supported graphics file formats are *.gif, *.jpg, *.jpeg, *.png, *.bmp.

5. Enter the alternative text for the image in the **Alternative text** field.

This text replaces the image in text-only browsers. In some browsers (for example, in Internet Explorer) this text is displayed when the mouse rolls over an image.

6. To resize the image, specify the image dimensions in the **Width** and **Height** fields.

To reset the image initial size, click the **Reset Size**  icon.

To change the image width-height ratio, click the **Lock Size**  icon. When the size lock  is disabled, you can change the image width and height separately. When the size lock  is enabled, you need to change only one of the parameters: the other one is adjusted automatically according to the initial width-height ratio.

7. Specify the border settings:
 - o **Border** - the width of the image border
 - o **HSpace** - the width of white space to be inserted to the left and right of the image
 - o **VSpace** - the width of white space to be inserted above and below the image
8. Select the desired image alignment from the **Align** list.

You can preview the current image position in the page text in the **Preview** window on the right.

9. On the **Link** tab, in the **URL** field, specify the link where the image will point.
10. On the **Target** tab, select the way the link should open:
 - o To open the link in same browser window (the target page replaces the page of your site), leave the **Target** option in its default meaning **<not set>**.
 - o To open the link in the new browser window, select **New Window [_blank]** from the **Target** list.

Note: Other options in the **Target** list have been designed to work with the HTML Frames technology, which is currently not used on Sitebuilder sites. On non-Frames sites, all these options open the link in the same window.

11. If you wish to specify additional attributes for the image, enter them on the **Advanced** tab:

Id, this attribute assigns a name to the image. This name must be unique on the page.

Language Direction, specifies the base direction of directionally neutral text. Direction can be Left-to-right or Right-to-left.

Language Code, this attribute specifies the base language of the image's attribute values and text content.

Long Description URL, this attribute specifies a link to the image long description.

Stylesheet Classes, this attribute assigns a CSS class name or set of class names to the image.

Advisory Title, this attribute offers advisory information about the image. The information is displayed in the status bar of the browser when the mouse rolls over an image.

Style, this attribute specifies style information for the current image. The information should be formatted as follows: Content-Style-Type: text/css.

12. Click **OK**.

To edit the properties of a previously inserted image on the page, right-click on the image and modify the necessary settings in the **Image Properties** dialog.

Inserting Links

Using the Sitebuilder editor, you can insert both internal and external links. Internal links point to other pages of your site. External links pointing to other sites are often used to improve your site popularity and will direct visitors of your site to friendly sites (the so-called *link exchange*).

Using the Sitebuilder link manager, you can add the following types of links:

- [Hyperlink](#)
- [Links to the pages of your site](#)
- [Anchor](#)
- [E-mail link](#)

To edit a link, right-click the selected link and click **Edit Link**. Edit the necessary link properties in the **Link** window.

To remove a link, right-click the selected link and click **Remove link**, or select the link text and click  **Remove link** on the editor panel.

Inserting Hyperlink

A hyperlink is a reference in a hypertext document to another document or resource.

To insert a hyperlink:

1. Type/Select the text which you want to set as a hyperlink to another web resource.
2. Click the  **Insert/Edit Link** icon.
3. On the **Link Info** tab, select **URL** from the **Link type** list.
4. Select the protocol from the **Protocol** list.

The available selections are:

- http://
 - https://
 - ftp://
 - news://
 - <other>
5. In the **URL** field, enter the web address to which the link will point.
 6. On the **Target** tab, select the way the link should open from the **Target** list:

- To open the link in same browser window (the target page replaces the page of your site), leave the **Target** option in its default meaning **<not set>**, and leave the **Target Frame Name** field blank.
- To open the link in the new browser window, select **New Window [_blank]** from the **Target** list.
- To open the link as a pop-up window, select **<popup window>** from the **Target** list, and specify the parameters of the pop-up in the **Popup Window Features** area below.

Note: Other options in the **Target** list have been designed to work with the HTML Frames technology, which is currently not used on Sitebuilder sites. On non-Frames sites, all these options open the link in the same window.

7. If you wish to specify additional attributes for the hyperlink, you can do it on the **Advanced** tab:

A full a list of attributes is provided and explained in section [Inserting Images](#).

8. Click **OK**.

Inserting Links to Pages of Your Site

To insert a link to a page of your site:

1. Type/Select the text which you want to set as a link to another page.
2. From the **Custom links** box on the WYSIWYG panel, select the page to which the link should point.

Inserting Anchor

Anchor is a word or a group of words that define the destination a hyperlink leads to. Anchors are very helpful in facilitating navigation through a great amount of text located on a single place. With this function you can provide the site visitors an easy way to jump from one part of the text to another.

To insert an anchor:

1. Place the cursor on the spot on the page where you want the link to lead to.
2. Click  **Insert/Edit Anchor**.
3. On the **Anchor Properties** form, enter the anchor name.
4. Click **OK**.

The anchor icon  appears in the selected place in the text.

To insert a link to an anchor on the same page:

1. Select a text fragment which you want to make a link to the anchor.
2. Click  **Insert/Edit Link**.
3. On the **Link Info** tab, select **Anchor in this page** from the **Link type** list.
4. Select an anchor from the list.

You can select an anchor:

- By anchor name

- By element ID
5. If you want to specify additional attributes for the anchor, you can do it on the **Advanced** tab.

A full a list of attributes is provided and explained in section [Inserting Images](#).

6. Click **OK**.

Inserting E-Mail Link

If you want visitors of your site to contact you by e-mail, insert an e-mail link into your web page. When placing e-mail links, you can also specify the default subject for the message.

To insert an e-mail link:

1. Select a text which you want to set as an e-mail link.
2. Click  **Insert/Edit Link**.
3. On the **Link Info** tab, select **E-mail** from the **Link type** list.
4. Enter an e-mail address in the **E-mail address** field.
5. In the **Message subject** field, enter the default subject of the message.
6. In the **Message body** field, enter the default text of the message.
7. If you want to specify additional attributed for the anchor, you can do it on the **Advanced** tab.

A full a list of attributes is provided and explained in section [Inserting Images](#).

8. Click **OK**.

Working with Tables

Tables are used to organize textual and numerical information in a convenient and clear way. On web pages, tables are often used as a formatting tool to maintain the size and proportion of page borders in all browsers and output formats. Borders can be made invisible and information in a table appears as formatted in a desired way. For example, this can be useful when organizing the text in several columns, like in a newspaper.

To insert a table:

1. Place the cursor where you want to insert a table.
2. Click  **Insert/Edit Table** on the WYSIWYG editor toolbar.
3. Specify the number of columns and rows in the table.
4. Specify the table width and height.
5. Specify the table border size.
6. Select the alignment type (**Left**, **Center**, or **Right**).
7. Specify cell spacing and padding.
8. Enter the table caption and description (summary).
9. Click **OK**.

Working with Modules

There are two types of modules you can configure in the Sitebuilder Wizard:

- *Page modules, or special pages.* These modules are added to your site as separate web pages on the **Pages** step of the Sitebuilder Wizard. There are the following special pages in Sitebuilder:

-  [Blog](#)
-  [Image gallery](#)
-  [File Download](#)
-  [eShop](#)
-  [Flash Intro](#)
-  [Guestbook](#)
-  [Forum](#)
-  [Registration](#)

All page modules available in Sitebuilder are described in section [Types of Pages](#). For instructions on how to include special pages in your site structure, see section [Structuring Your Site](#), earlier in this guide.

- *Block modules.* These modules do not require dedicated site pages: they are inserted into ordinary text pages, and work as embedded functional blocks. There are the following block modules in Sitebuilder:
 -  [Area Map](#). Allows you to include a map screenshot of a certain geographical point into a web page. You can choose between two third-party GIS engines: Google Maps API and Microsoft MapPoint Web Service.
 -  [Feedback](#). Allows you to include a feedback form into the page.
 -  [RSS Reader](#). Allows you to automatically load favorite news and information to you site from RSS news feeds (also called "channels").
 -  [Script](#). Allows you to add your own Java Script or HTML code to your web pages.
 -  [Voting](#). Allows to conduct polls and online surveys.

Block modules are added and configured on the **Edit** step of the Sitebuilder Wizard.

General rules for working with block modules are the following:

- You can add any number of block modules to a page.
- To insert a block module into a page, select the module icon in the **Modules** area on the right, click and drag it to the page where you want to insert the module.
- Block modules cannot be viewed directly on the **Edit** step. You can only configure block modules there. To preview block modules as they are displayed on your site, click **Preview**.
- To delete a block module from the page, click  **Remove Module** on the block module dialog box.

For details on configuring each particular module, see the corresponding sections further in this guide.

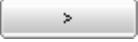
For information on how to operate with lists of objects appearing on module management screens, refer to section [Working with Lists](#).

Adding Blog

A blog is a publicly accessible personal diary or journal consisting of messages and comments. You can add a blog to your site and post your messages there. The visitors of your site can read your blog posts and give their comments. If you have lots of posts in you blog, you can subdivide them into categories for convenience.

To add a blog to your site:

1. Go to the **Pages** step.

2. Select  **Blog** in the **Special pages** box.
3. Click .

You can add several blogs to your site.

To set up your blog:

1. Go to the **Edit** step.
2. Select  **Blog** in the **Site map** area.

Managing Posts in Your Blog

After you add a blog to your site, the next step is to fill it in with posts. The procedures of adding and managing your blog posts are described in the current section.

Posting to Your Blog

To add a blog post:

1. On the  **Blog** page, go to the **Content** tab.
2. Click  **Add New Post**.
3. Enter a post subject in the **Subject** field.
4. Enter the post text in the **Content** field.

If you wish to hide a part of your post under a cut, follow the instructions provided in the **Content** field.

5. If you wish to assign a post to a category, click the **Categories** tab and select the required category in the list.
6. Click **OK**.

At this stage, the list of categories is empty. After you [add some categories](#), you can refer the created post to a desired category, or several categories.

Editing Post

To edit an existing blog post:

1. On the  **Blog** page, go to the **Content** tab.
2. Click the  **Edit** icon against the blog post you want to edit.
3. Edit the post as desired.
4. Click **OK**.

Removing Post

To remove a post from the blog:

1. On the  **Blog** page, go to the **Content** tab.
2. Select a post you want to remove.
3. Click  **Remove Selected**.

Managing Comments to Blog Posts

All your posted entries can be commented by your site visitors. You can edit and manage these comments, and add your own ones. The procedures of adding and managing your blog comments are described in the current section.

Adding Comment

To add a comment:

1. On the  **Blog** page, go to the **Content** tab.
2. Click **View/Edit Comments** beside the corresponding post.
3. On the comments management screen, click  **Add New Comment**.
4. Enter the comment subject in the **Subject** field.
5. Enter your name in the **Posted by** field.
6. Enter the text of the comment in the **Content** field.
7. Click **OK**.

To return to the main posts screen on the **Content** tab, click  **Back to Posts**.

Editing Comment

To edit a comment:

1. On the  **Blog** page, go to the **Content** tab.
2. Click **View/Edit Comments** beside the corresponding post.
3. On the comments management screen, click the  **Edit** icon against the comment you want to edit.
4. Edit the comment as desired.
5. Click **OK**.

To return to the main posts screen on the **Content** tab, click  **Back to Posts**.

Removing Comment

To remove a comment:

1. On the  **Blog** page, go to the **Content** tab.
2. Click **View/Edit Comments** beside the corresponding post.
3. On the comments management screen, select the comment you want to remove.
4. Click  **Remove Selected**.

To return to the main posts screen on the **Content** tab, click  **Back to Posts**.

Managing Categories of Blog Posts

After you add some messages to your blog, you can group them by the discussed subject. In Sitebuilder, these subjects are referred to as categories. See the following sections to learn how to create and manage categories.

Adding Category

To add a category:

1. On the  **Blog** page, click the **Categories** tab.
2. Click  **Add New Category**.
3. On the **Main Properties** tab, enter a name for the new category in the **Name** field.
4. If you want to provide a short description for the category, enter it on the **Description** tab.
5. Click **OK**.

Editing Category

To edit a category:

1. On the  **Blog** page, click the **Categories** tab.
2. Click the  **Edit** icon against the category you want to edit.
3. Edit the category properties as desired.
4. Click **OK**.

Changing Order in which Categories are Listed on Page

You can change the order in which categories appear in the **Categories** list by moving particular categories up and down in the list.

To move a category up or down in the **Categories** list:

1. On the  **Blog** page, click the **Categories** tab.
2. Click an upward  or a downward  arrow against the category name.

One click on the icon moves the category one position up or down respectively.

For categories which have reached the topmost or the bottom position of the list, the upward  or downward  arrows are not displayed, correspondingly.

Removing Category

To remove a category from the blog:

1. On the  **Blog** page, click the **Categories** tab.
2. Select a category you want to remove.
3. Click  **Remove Selected**.

Note: After a category is removed, all posts which have been assigned to it remain in the blog.

Setting Up Blog Appearance

To configure the blog appearance:

1. On the **Blog** page, click the **Settings** tab.
2. In the **Posts per page** field, enter the maximum number of posts on one blog page.

3. In the **Comments per page** field, enter the maximum number of comments to be displayed on one blog page.

To preview your blog page appearance, click **Preview** at the bottom of the Sitebuilder window and go to the blog page of your web site.

Adding Image Gallery

The **Image Gallery** module allows you to place an image gallery or a photo album on your site in an easy and comfortable way. You can upload images, describe and categorize them, set the order of images, etc.

To add an image gallery to your site:

1. Go to the **Pages** step.
2. Select  **Image Gallery** in the **Special pages** box.
3. Click .

You can add several image galleries to your site.

To set up your image gallery:

1. Go to the **Edit** step.
2. Select  **Image Gallery** in the **Site Map**.

Managing Images

After you add image gallery to your site, the next step is to fill it in with images. The procedures of managing images are described in the current section.

Uploading Images

In Sitebuilder, all major image formats (*.jpg, *.gif, *.png, *.bmp, and others) are supported. For correct operation of the module, uploading images of more than 3 MB in size is not recommended.

To upload several images:

1. On the  **Image Gallery** page, go to the **Images** tab.
2. Click  **Image Upload**.
3. Locate images (1 to 6) you wish to upload in the provided **Image file** fields.

To locate an image, click the corresponding **Browse** button, navigate to the image file in your file system, and click **Open**.

4. Provide titles for the images in the corresponding **Name** fields.

To set file names as image titles, leave selected the option **Use the file name as default image name**.

5. To set the size of uploaded images, select one of the options from the **Resize images** box.

The available options are:

- 1152x864
- 1024x768
- 800x600
- 640x480
- 480x360
- 360x270
- Do not resize.

By default the 1024x768 image resize option is used.

6. Click **OK**.

You can view the list of images on the **Images** tab.

At this stage, the list of categories is empty. After you [add some categories](#), they appear on the **Categories** tab and you can refer the image to a desired category or several categories.

Sitebuilder provides a possibility of batch image upload, allowing to publish many images at once. You can upload the images from your local file system, and perform a group resize operation on them. The maximum size of the batch is determined by the disk space on the publishing server and by the parameters of the network.

To upload multiple images:

1. Arrange the images you want to upload in one folder on your computer.
2. On the  **Image Gallery** page, go to the **Images** tab.
3. Click  **Multiple Image Upload**.
4. In the left frame of the **Multiple Image Upload** window, navigate to the required folder in your file system.
5. Select the images you want to upload in the work area of the screen.

When selecting images, follow these guidelines:

- To select or deselect an image, click it.
 - To select all images in the folder, click **Select all**.
 - To deselect all images, click **Select none**.
6. From the **Upload to category** list, select a category to refer images to:
 - If you have already created a category for your images, select the required category from the list.
 - If you want to create a new category for the images, select **Create new category** and type the category name in the field that appears.
 - If you do not want to refer images to any category, select **No category**.
 7. From the **Resize images** box, select the desired resizing option.

The available options are:

- 1024x768 px
 - 800x600 px
 - 640x480 px
 - Do not resize.
8. Click **Upload**.

The progress bar is displayed.

9. After the upload is complete, click **OK** on the progress bar and on the screen.

Editing Image Properties

To edit an image:

1. On the  **Image Gallery** page, go to the **Images** tab.
2. Click the  **Edit** icon against the image you want to edit.
3. Configure the image parameters as desired.
4. Click **OK**.

Previewing Image

To preview an image:

1. In the  **Image Gallery** module, go to the **Images** tab.
2. Click the  **Preview** icon against the image you want to preview.

The image opens in a new window.

Removing Image

To remove an image:

1. In the  **Image Gallery** module, go to the **Images** tab.
2. Select the image you want to remove.
3. Click  **Remove Selected**.

Managing Categories of Images

You can use image categories to better organize your images. An image category is a group of images in the gallery, which have something in common. One image may belong to one or several categories at the same time. Splitting images into categories is especially convenient when you have a large number of images. See the following sections to learn how to create and manage categories.

Adding Category

To add a category:

1. On the  **Image Gallery** page, click the **Categories** tab.
2. Click  **Add New Category**.
3. On the **Main Properties** tab, enter the name for the new category in the **Name** field.
4. If you want to upload a thumbnail image to be displayed beside the category name, click **Browse**, select an image file on your computer and click **Open**, then click **Upload**.

The category thumbnail size is 100x100 px; larger or smaller images will be resized accordingly.

The uploaded image is displayed in the **Current image** area.

5. If you want to provide a short description for the category, enter it on the **Description** tab.

This description is displayed beside the category name in the image catalogue.

6. Click **OK**.

Editing Category

To edit a category:

1. On the  **Image Gallery** page, click the **Categories** tab.
2. Click the  **Edit** icon against the category you want to edit.
3. Configure the category parameters as desired.
4. Click **OK**.

Changing Order of Categories in List

You can change the order in which categories appear in the **Categories** list by moving particular categories up and down the list.

To move a category up or down the **Categories** list:

1. On the  **Image Gallery** page, click the **Categories** tab.
2. Click an upward  or a downward  arrow against the category name.

One click on the icon moves the category one position up or down respectively.

For categories which have reached the topmost or the bottom position of the list, the upward  or downward  arrows are not displayed, correspondingly.

Removing Category

To remove a category:

1. On the  **Image Gallery** page, click the **Categories** tab.
2. Select the category you want to remove.
3. Click  **Remove Selected**.

Note: After a category is removed, all images which have been assigned to it remain in the gallery.

Setting Up Image Gallery Appearance

To configure the image gallery appearance:

1. On the  **Image Gallery** page, click the **Settings** tab.
2. Configure the following settings:
 - Category thumb width (px)
 - Image thumb width (px)
 - Image thumb height (px)
 - Preview thumb width (px)
 - Images per page

To preview your image gallery, click **Preview** at the bottom of the Sitebuilder window and go to the image gallery page of your web site.

Providing Content for Download

The **File Download** module allows to provide various content for download to your site visitors. The file format is arbitrary; the maximum size of the file is determined by parameters of your network.

To add **File Download** module to your site:

1. On the **Pages** step, select the  **File Download** page in the **Special Pages** box.
2. Click .

You can place only one file on the **File Download** page. If you wish to provide several files for download, add as many **File Download** pages to your site map as necessary.

To upload a file you wish to provide for download:

1. On the **Edit** step, select  **File Download** in the **Site Map**.
2. On the  **File Download** page, click **Browse**, select a file and click **Open**.
3. Click **Upload**.
4. Specify a name for the file in the **File name** box.

Under this name the file will be displayed to site visitors. By default, it is the original name of the uploaded file.

Note: National characters in file extensions are not supported. If your file extension contains national characters, replace them with Latin characters, or append a dot (.) at the end of the string to make these characters a part of the file name.

5. If you want to leave your site visitors the choice to open or save the file, leave the **Open file in browser** option unselected.

If you want the file just to open in a visitor's browser window, select the **Open file in browser** option.

In the upper part of the screen you will see the results of the operation and the file size.

To replace the uploaded file, click **Browse** once again and select another file. file on the

To ensure that the file download works correctly, you can perform a test download of the file. To do so, click the **Download** shortcut.