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SWsoft, Inc.

# SWsoft SiteBuilder 3.2 for Windows

User's Guide



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## CHAPTER 1

# Preface

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## About This Guide

SWsoft SiteBuilder 3.2 for Windows User's Guide instructs you how to create and publish sites on the Internet using the SWsoft SiteBuilder program.

This guide covers the following steps of creating and publishing sites:

- 1 Creating site design (see page 13)
- 2 Creating and editing site structure (see page 17)
- 3 Creating and editing site content (see page 21)
- 4 Publishing a site on the Internet (see page 85)

Additionally, the guide describes the process of editing a site after it has been created and published on the Internet.

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## Who Should Read This Guide

This guide is intended for users who want to create web sites with SiteBuilder - the online site design and publication platform included with your web hosting package.

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## Organization of This Guide

Chapter 2, *About SiteBuilder*, describes the SiteBuilder interface elements and first steps with the SiteBuilder Wizard.

Chapter 3, *Creating Site Design*, provides instructions on how to create your site design.

Chapter 4, *Creating Site Structure*, describes how to add pages to your site and change their position in the site structure.

Chapter 5, *Creating Site Content*, describes how to add text, tables, images, online stores, blogs, and other useful scripts to your site.

Chapter 6, *Publishing Site*, contains instructions on how to publish your site and manage it after it was published.

Chapter 7, *Updating Site*, describes the process of updating and maintaining published sites.

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## Typographical Conventions

Before you start using this guide, it is important to understand the documentation conventions used in it.

The following kinds of formatting in the text identify special information.

<u>Formatting convention</u>	<u>Type of Information</u>	<u>Example</u>
Special Bold	Items you must select, such as menu options, command buttons, or items in a list.	Go to the <b>System</b> tab.
	Titles of chapters, sections, and subsections.	Read the <b>Basic Administration</b> chapter.
<i>Italics</i>	Used to emphasize the importance of a point, to introduce a term or to designate a command line placeholder, which is to be replaced with a real name or value.	The system supports the so called <i>wildcard character</i> search.
Monospace	The names of commands, files, and directories.	The license file is located in the <a href="http://docs/common/license_s">http://docs/common/license_s</a> directory.
Preformatted	On-screen computer output in your command-line sessions; source code in XML, C++, or other programming languages.	<pre># ls -al /files total 14470</pre>

Preformatted	What you type, contrasted with	<code># cd</code>
Bold	on-screen computer output.	<code>/root/rpms/php</code>
CAPITALS	Names of keys on the keyboard.	SHIFT, CTRL, ALT
KEY+KEY	Key combinations for which the user must press and hold down one key and then press another.	CTRL+P, ALT+F4

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## Feedback

If you spot a typo in this guide, or if you have thought of a way to make this guide better, we would love to hear from you!

If you have a suggestion for improving the documentation (or any other relevant comments), try to be as specific as possible when formulating it. If you have found an error, please include the chapter/section/subsection name and some of the surrounding text so that we could find it easily.

Please submit a report by e-mail to [userdocs@swsoft.com](mailto:userdocs@swsoft.com).

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## CHAPTER 2

# About SiteBuilder

SiteBuilder consists of two parts: Wizard and Administrator Panel.

With SiteBuilder Wizard, you can create sites by simply choosing the design preset you like and adding text and images. And then you can add picture galleries, blogs and online stores with a few clicks. You do not need to know any markup or scripting languages to have a site.

Administrator Panel is a tool for managing and maintaining web sites created in Wizard.

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## Main Steps to Create Site

As a rule, the process of working on a site includes three main stages: planning, implementation, and site updating or maintenance.

**Planning:** The first and most essential stage in any project is planning. Before starting with SiteBuilder, think about the purpose of your site and its target audience. After this, decide where your site will be stored, or, in Internet terminology, hosted. This stage is beyond the scope of this document. Because SiteBuilder is often provided with a web hosting package, we assume that you already have a web space for publishing your site. Then, you create a structure of your future site and prepare its contents, including text and graphics. The planning stage is extremely important because it eventually determines the usefulness of your site.

**Implementation:** The next stage is the implementation of your site. The five-step SiteBuilder Wizard takes you through the entire process of creating your site, from initial design to publishing and maintenance. The following is an overview of the main steps required to create a site using SiteBuilder:

- 1 To create a site, open the SiteBuilder Wizard. You can start working with the Wizard anonymously, without supplying login and password.
- 2 Complete the first four Wizard steps (select the design, create the site structure, add site contents, add site modules and provide extra information for search engines).
- 3 Go to the **Publish** step and start the publication process. You can publish your site either to the provider's location or to an FTP server you have access to. If you select to publish to an FTP server, your site will be put online at once. If you select to publish to the provider's location, your site will be saved as a *trial* site in a temporary storage directory on the SiteBuilder server. To be able to publish your site on the Internet, you should purchase hosting services from your provider. The instructions on how you can do that will be displayed on the **Publish** screen appeared after the publication process is completed. This screen will also contain the link to your trial site. Use this link to access your site for further editing or updating it.
- 4 After you purchase hosting services from your provider, you will be provided with a domain name. The SiteBuilder provider will point your SiteBuilder account to your domain name, and after publication, your site will be available on the Internet.
- 5 Enter the link to your trial site in the address bar of the browser window. Your site will open. Click **Edit** at the top of the site to launch the SiteBuilder Wizard. Now you can edit the content of your site. After editing, click **Publish web site**. The updated content of your site will be transferred to the server where your site is hosted. After publication, your site will be available on the Internet.

**Maintenance:** When you complete the above steps, your site becomes available for visitors. It is critical to keep your site content fresh because this is a good way to show your attitude to customers and services. Therefore, update your site on a regular basis. All you need to do is to log in to the SiteBuilder, edit the content, and click **Publish**. SiteBuilder will automatically transfer the updated content to your hosting location.

For detailed instructions on what to do on every step of creating your site, see the following chapters.

---

# Getting Started with SiteBuilder

This section describes your first steps with the SiteBuilder Wizard.

## Logging in to SiteBuilder

➤ *To log in to the SiteBuilder Wizard for the first time and start creating your site:*

- 1 Open your Internet browser.
- 2 Enter the URL that your SiteBuilder provider has given to you into the address bar of your browser.

The SiteBuilder Wizard opens on the first Overview page.

You can also access the SiteBuilder Wizard from the site of your hosting provider.

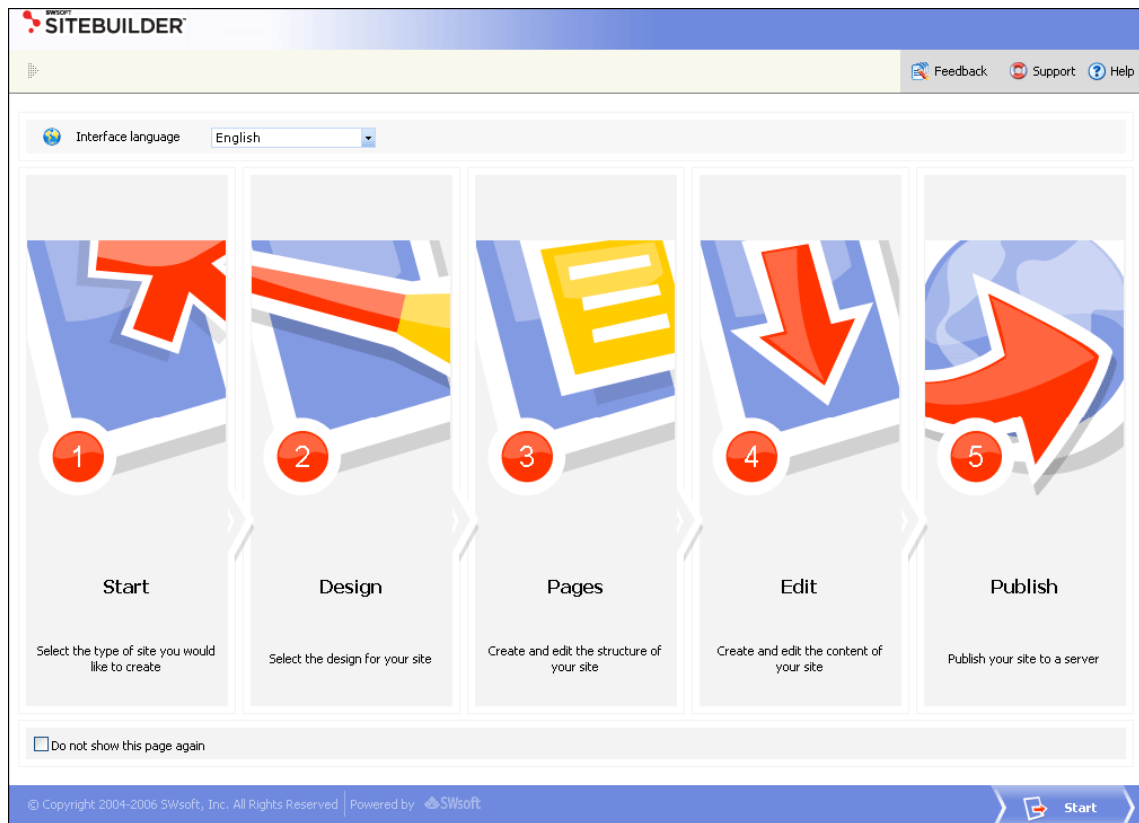
## Becoming Familiar with SiteBuilder

Every SiteBuilder Wizard window consists of the following elements:

- The **Logotype image** is located in the top frame of the SiteBuilder Wizard. The default logotype is a SiteBuilder image linked to the SWsoft official site. This image can be customized by your SiteBuilder provider.
- The **Top help string** provides short instructions about the operations you can do on this page.
- The **Tabs** in the top frame area switch between five Wizard steps. The tabs that are available for you at the current stage of creating a site are highlighted.
- The **Work area** displays the interface options available for the tab selected in the top frame.
- The **Feedback** button enables you to submit your opinion or suggestions on SiteBuilder usability and functionality.
- The **Support** button located in the top right corner of the screen opens SiteBuilder Online Server Support screen on the SWsoft official site. Here you can request the help of our professional technical support team upon filling in the form.
- The **Help** button opens the online version of this guide.
- The **Command bar** at the bottom of the window displays the result of your last action.
- The **Back** button enables you to get to the previous step of the Wizard (you can also return to another step by selecting the corresponding tab in the top frame area).
- The **Next** button takes you to the next step of creating your site (you can also go to the next step by clicking the required tab in the top frame area).

## Starting to Work with SiteBuilder

The first page of the SiteBuilder Wizard contains short description of each step in the application. On the first page, you can also select the Wizard interface language from the Interface language list.



*Figure 1: Starting to Work with SiteBuilder*

The five SiteBuilder Wizard steps are as follows:

- **Start.** Enables you to choose the type of site you want to create.
- **Design.** Enables you to choose your site layout, color scheme, button style, a flash movie for the first page, and so on.
- **Pages.** Enables you to create and edit your site structure.
- **Edit.** Enables you to create and edit your site content.
- **Publish.** Enables you to publish your site.

To start creating your site, click **Start** in the main work area.

On the **Start** page, you can select the type of your site. The type of site predefines the set of pages that you can use as a basis for creating your site structure.

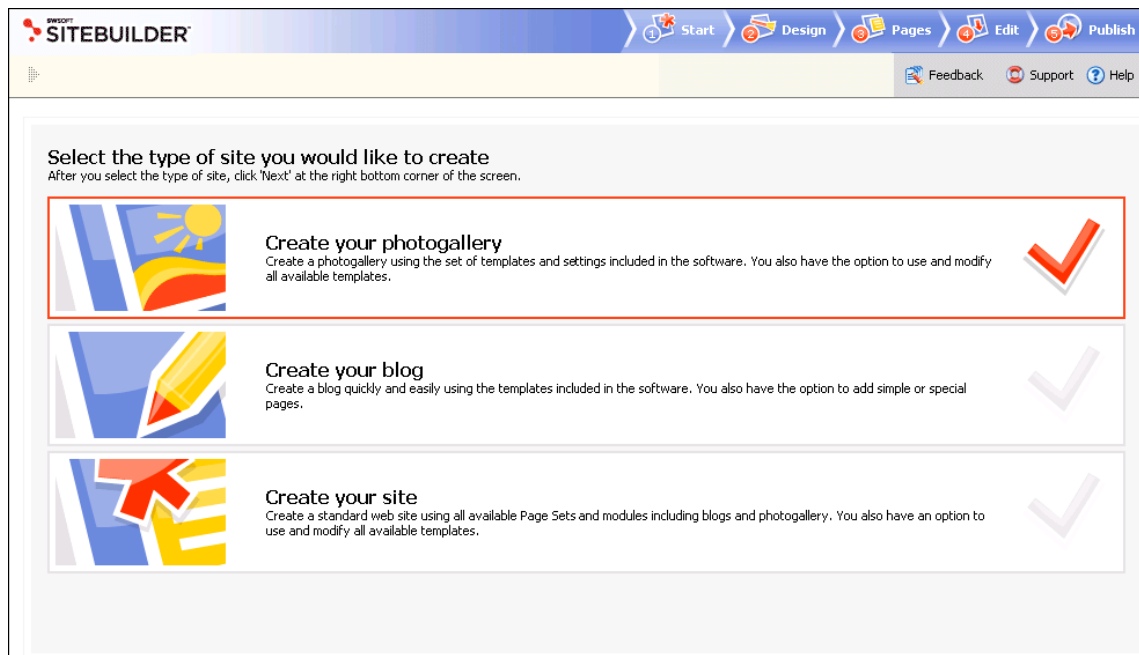


Figure 2: Selecting Type of Site

Select the type of site you want to create and click **Next** in the bottom right corner of the page. You will be taken to the **Design** page where you can configure the appearance of your site (see page 13).

---

## Getting Help

The SiteBuilder help system has been created to assist you in solving problems you might encounter when creating your site. To find the information you need, you can do the following:

- Use on-screen context-sensitive help. It is the easiest and quickest way to get instant help with your immediate tasks. Using context-sensitive help will not interrupt your work flow. The **Top help string** contains short instructions on the operations that are available on the current page and displays the result of the last command you have performed on the SiteBuilder page.
- Use FAQ. For the fastest way to solve your problems with SiteBuilder, check out the **SiteBuilder FAQ page** (<http://faq.swsoft.com>), which provides instant access to solutions for a variety of issues. Select the SiteBuilder category and view the list of FAQs related to SiteBuilder.
- Go to online forum. If you failed to solve your problem using the FAQs published on SWsoft site, join our **online forum** (<http://forum.swsoft.com/>). Here, all users can post questions, exchange ideas, and troubleshoot common problems. Note that SWsoft does not provide official support through this forum.
- Contact technical support. If you have any problems or questions that are not covered in the user documentation or FAQs, please contact **SWsoft Technical Support** (<mailto:support@swsoft.com>).

## CHAPTER 3

# Creating Site Design

Creating site design includes the following steps:

- Choosing a layout template (see page 14)
- Choosing a color scheme (see page 14)
- Choosing a banner (see page 15)
- Choosing a buttons style (see page 15)
- Choosing a logo (see page 16)
- Specifying your company name and copyright notice (see page 16)

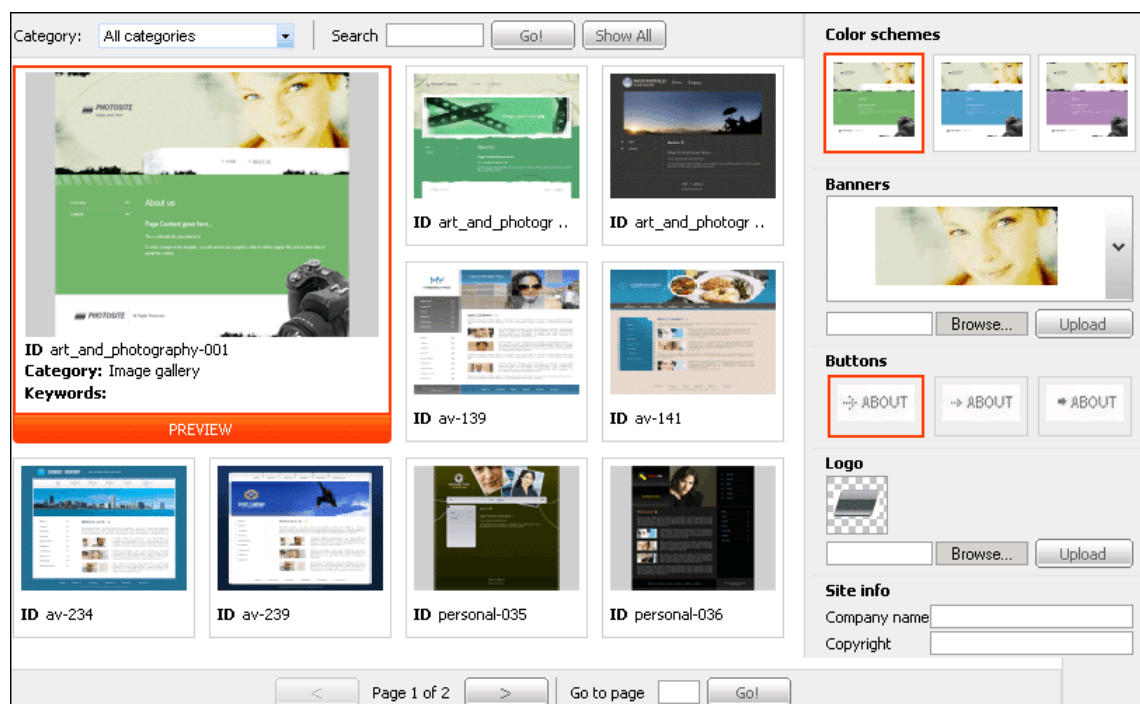


Figure 3: Creating Site Design

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---

## Selecting Layout Template

Template is a ready-made web site design that can easily be customized to produce individual web sites. In SiteBuilder, every template belongs to a certain category.

➤ *To select a template for your site:*

- 1 Click the **Design** tab.
- 2 Select the template category from the **Category** list.
- 3 To view templates of all categories, select **All categories**. To preview a template, click **Preview**.
- 4 Select a template by clicking it in the work area.

The selected template is outlined with a red frame.

---

## Selecting Color Scheme

Color scheme is a set of colors used in design of your site.

➤ *To select a color scheme for your site:*

- 1 Click the **Design** tab.
- 2 In the **Color schemes** area, select the color scheme you like.

The selected color scheme is outlined with a red frame.

---


## Selecting Banner

Banner is an image displayed at the top of every page of your site.

➤ *To select a banner:*

1 Click the **Design** tab.



2 In the **Banners** area, click .  
The list of available banners is displayed.

3 Select the banner you need.

You can upload your custom banner for your site.

➤ *To upload a banner:*

1 Click **Browse** in the **Banners** area.

2 In the **Browse** window, find and select the banner image you want to upload.

3 Click **Open** in the **Browse** window.

4 Click **Upload** in the **Banners** area.

The new banner is uploaded and displayed in the list of available banners.

---

## Selecting Buttons Style

➤ *To select a buttons style:*

1 Click the **Design** tab.

2 In the **Buttons** area, select the style you like.

The selected style is outlined with a red frame.

---

## Changing Logo

Logo is a name, symbol, or trademark of a company or organization displayed in the upper left corner of site window.

➤ *To upload a logo:*

- 1 Click the **Design** tab.
- 2 Click **Browse** in the **Logo** area.
- 3 Find the logo image you want to upload from your computer.
- 4 Click **Open** in the **Browse** window.
- 5 Click **Upload** in the **Logo** area.

The new logo is displayed on the **Design** screen.

---

## Specifying Your Company Name and Copyright Notice

You can provide your company information to be displayed beside the logo in the banner area and at the bottom of your site pages along with your copyright information.

➤ *To configure your site info:*

- 1 Click the **Design** tab.
- 2 In the **Site Info** section, enter your company name in the **Company name** field.
- 3 Enter the copyright information in the **Copyright** field.



## CHAPTER 4

# Creating Site Structure

You can do the following operations on the structure of your site:

- Add pages to your site structure (see page 18)
- Change pages position in your site structure (see page 19)
- Remove unnecessary pages (see page 19)
- Choose language and customize settings for the display of numbers, currencies, times and dates (see page 20)

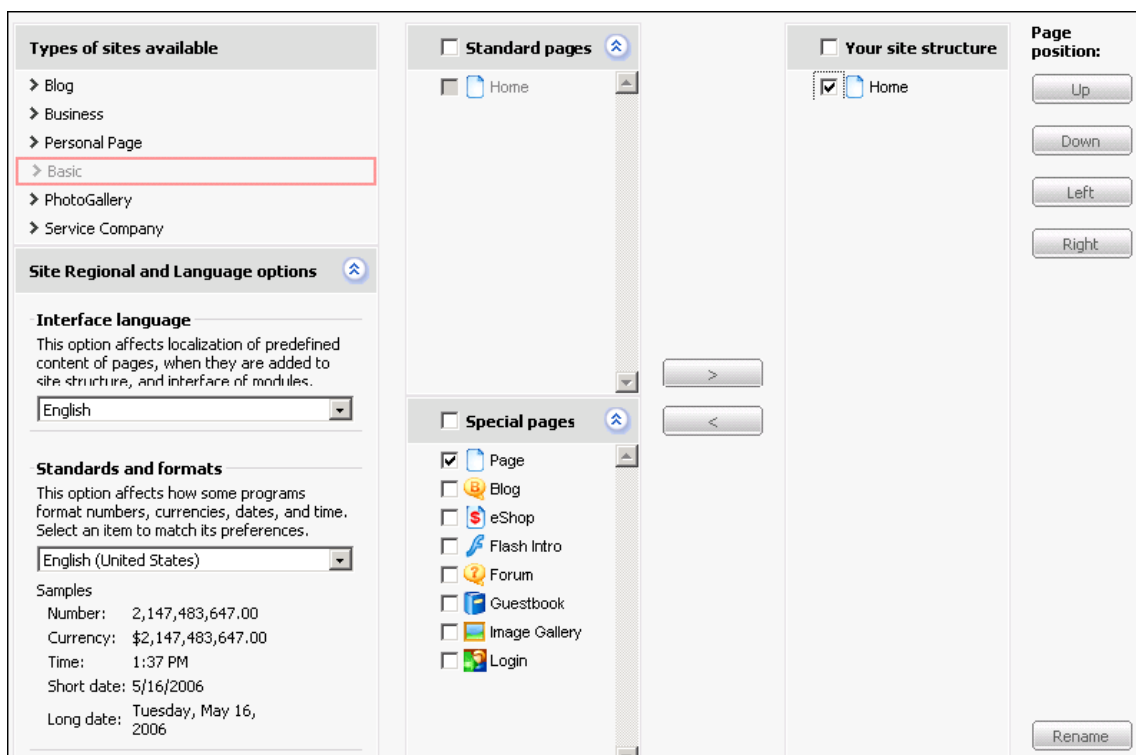


Figure 4: Creating and Editing Web Site Structure

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## Adding Pages

To facilitate working with SiteBuilder, HTML pages are grouped as pre-defined sets of pages, which are different for various types of sites (business, personal, or other). Depending on the purpose and functionality of your future site, you can use a ready-to-use page set and modify it to adjust your site structure to your needs.

There are six types of sites available in the current version of SiteBuilder:

- Blog
- Business
- Personal page
- Basic
- Photo gallery
- Service company


Pages listed in the **Special pages** box are not included in a selected type of site. These pages can be added to your site structure independently.

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**Note:** The maximum number of top-level and second-level pages you can create using SiteBuilder is limited by the business plan defined by SiteBuilder provider. If you want to add more pages than allowed by your plan, please contact your SiteBuilder provider.

---

➤ *To add pages to your site:*

- 1 Click the **Pages** tab.
- 2 Select a page set from the **Types of sites available** list.  
The list of pages for the selected type appears in the **Standard pages** box.
- 3 Choose the pages you want to add to your site by selecting the corresponding check boxes.
- 4 Select additional pages from the **Special pages** box.
- 5 Click .

The selected pages appear in the **Your site structure** box. To edit a page name, select a page and click **Rename**. Or just click the page you want to rename.

After you added pages to your site structure, you can **change their position** (see page 19) in the pages hierarchy and **remove unnecessary pages** (see page 19).

---

## Changing Position of Pages


Using SiteBuilder, you can arrange the pages on your site in two levels of hierarchy: top-level pages and second-level pages. You can edit your site structure using the buttons next to the **Your site structure** box.

- *To move a page up or down at the same level:*
  - Select it in the **Your site structure** box and click **Up** or **Down** respectively.
- *To move a page from the second level to the top level:*
  - Select it in the **Your site structure** box and click **Left**.
- *To move a page from the top level to the second level in the structure:*
  - Select it in the **Your site structure** box and click **Right**.

---

## Removing Pages

If you decide that you do not need some pages or if you exceed the limit of pages, you can delete them from your site.

- *To delete pages:*
  - 1 Click the **Pages** tab.
  - 2 Select one or several pages in the **Your site structure** box.
  - 3 Click . You will be prompted for confirming the removal of the pages.
  - 4 Click **OK** in the removal confirmation dialog window.

---

## Choosing Language and Customizing Settings for the Display of Numbers, Currencies, Times and Dates

The language of SiteBuilder interface and the language of your site can be configured independently. You may need this option if you want to create a site in a language which is not in the list of available SiteBuilder interface languages. In that case, you just select the desired language of your site on the Pages step. Besides, you can set a certain format of displaying numbers, currencies, dates and times on your site.

➤ *To select the language for your site and the format of displaying numbers, currencies, times and dates:*

- 1** Click the Pages tab.
- 2** Select the language of your site content and modules interface from the Interface language list.
- 3** Select the type of formatting standard from the Standards and formats list.  
The sample of the selected standard is displayed under the Standards and formats list.

## CHAPTER 5

# Creating Site Content

Creating your site content includes the following steps:

- Working with text and images (see page 22)
- Working with tables (see page 33)
- Modifying HTML source of pages (see page 39)
- Configuring blog (see page 40), e-shop (see page 47), flash intro (see page 57), forum (see page 59), guestbook (see page 65), image gallery (see page 68), and authentication settings (see page 74)
- Adding maps (see page 76), feedback forms (see page 78), RSS feeds (see page 81), voting forms (see page 82), and scripts (see page 84)

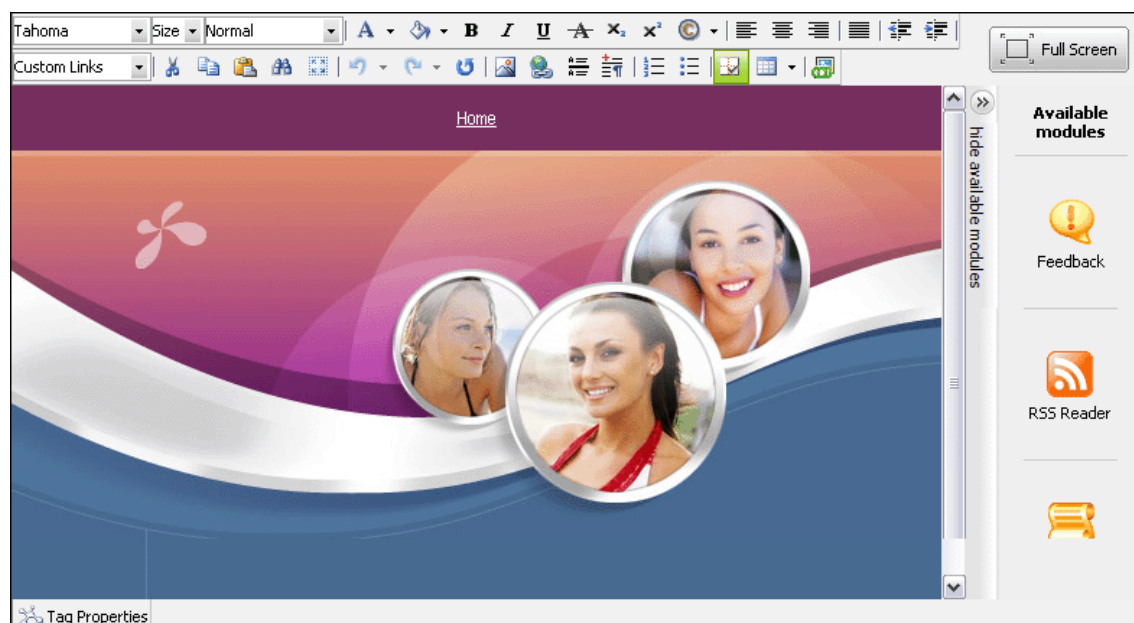


Figure 5: Creating Site Content

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## Working with Text

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.

## Applying Styles to Text

Using editing toolbar, you can change the following parameters of the text on your pages:

- Font
- Size
- Style
- Color
- Font settings
- Special symbols



Figure 6: Formatting Characters Toolbar

➤ *To apply formatting to a text:*

- 1 On the Edit tab, select the web page where you want to edit the text.
- 2 Select the portion of the text you want to change (even one character will suffice).
- 3 Apply the necessary formatting options.
  - Select a font from the **Font** list.
  - Select a font size from the **Size** list.
  - Select a style from the **Paragraph Style** list.
  - Click the **A** **Foreground color** icon to choose a font color.
  - Click the **Background color** icon to choose a background color.
  - Click the **B Bold**, **I Italic**, **U Underline**, or **Strike through** icons to make the text bold, italic, underlined, or strikethrough respectively.
  - Click the **Subscript** or **Superscript** icon to make the text subscript or superscript respectively.
  - Click the **Insert Symbol** icon to insert special symbols into the text, such as copyright character, letters of other alphabets, and other signs.

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**Note:** Use styles to apply a particular format to the selected text. This ensures that similar pieces of text are formatted in the same way, thus maintaining consistency throughout your site.

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





## Formatting Paragraphs

Paragraph indentation and alignment are the main parameters that define the position of a paragraph on a page. Indentation determines the distance of the paragraph from the left margin of the page. Alignment determines the orientation of paragraph edges.

Using the SiteBuilder editing toolbar, you can do the following:




- Increase or decrease the indentation of a paragraph.
- Make a paragraph left-aligned, center-aligned, right-aligned, or justified. In case of justified alignment, the text is spread evenly between the left and right margins of the page.
- Visually separate the logical parts of textual information using horizontal rules.

➤ *To apply formatting to a paragraph:*

- 1 On the Edit tab, select the web page where you want to edit the text.
- 2 Select the text which you want to format.
- 3 Apply necessary formatting commands:
  - To align the text, click the  Align left,  Align center,  Align right, or  Justify icon on the toolbar.
  - To change the indentation of the selected text, click the  Indent or  Outdent icon on the toolbar.
  - To insert a horizontal rule, place a cursor in any place on the page and click the  Horizontal Ruler icon.
  - To start a new paragraph, click the  New Paragraph icon before the beginning of the new paragraph.


## Copying and Moving Text

➤ *To copy or move text:*

- 1 On the Edit tab, select the web page where you want to edit the text.
- 2 Select the needed piece of the text.
- 3 To move the text, click the  Cut icon
- 4 To copy the text, click the  Copy icon.
- 5 Place the cursor where you want the text to appear.
- 6 Click the  Paste icon.



## Searching and Replacing Text

- *To find a particular part of text in the page content:*
  - 1 On the Edit tab, select the web page where you want to find the text.
  - 2 Click the  Find icon.  
The Find and Replace dialog opens.
  - 3 On the Find tab, enter the text you want to find in the Find field.
  - 4 Indicate the area of the search, by selecting one of the following options:
    - Entire text. Entire text on the web page will be searched for indicated word or phrase.
    - Selection only. Only selected part of the text will be searched for indicated word or phrase.
  - 5 Indicate the direction of the search, by selecting one of the following options:
    - Up. The search is done in the upper part of the text, starting from the cursor position.
    - Down. The search is done in the lower part of the text, starting from the cursor position.
  - 6 Select the method of the search, by selecting either one of the following command options:
    - Match case. Only the text that exactly matches the case (uppercase and lowercase character formatting) is searched for the specified search pattern.
    - Match whole words only. Only the exact text you specified is searched for.
  - 7 Click OK to start the search.
  - 8 Click Find Next to look for the next mention of the search pattern.

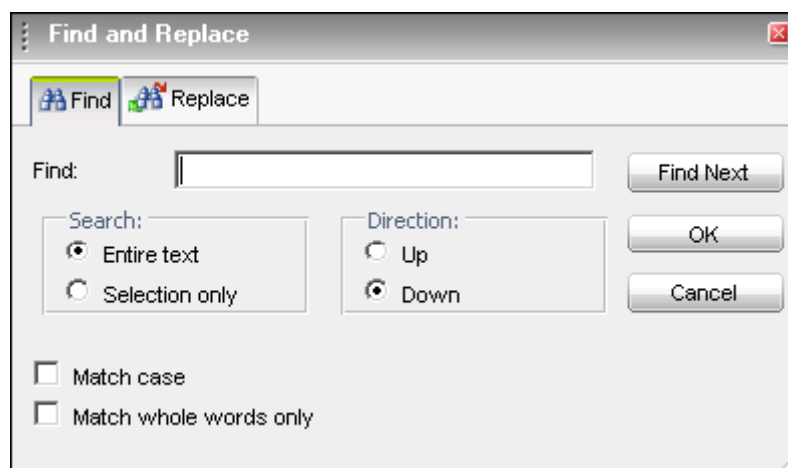

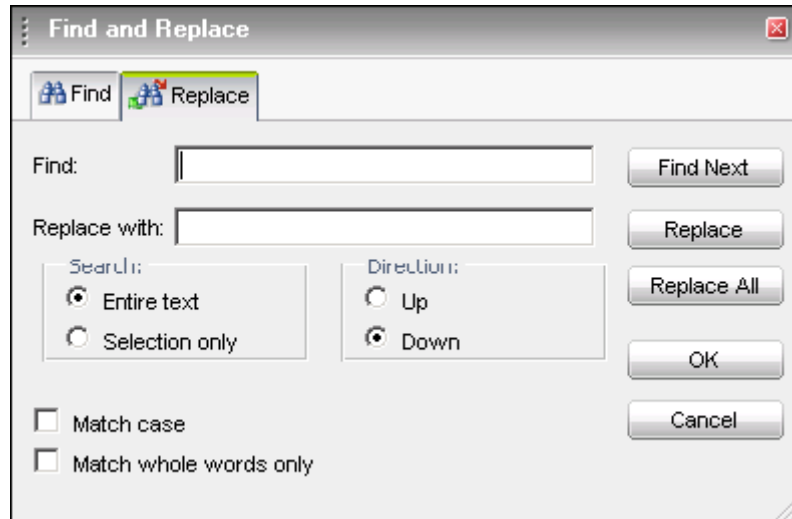


Figure 7: Searching Text

- *To find and then replace a word or phrase:*
  - 1 Click the  Find icon in the editor toolbar.
  - 2 Click the Replace tab.
  - 3 Enter the text you want to replace in the Find field.

- 4 Enter the replacement text in the **Replace with** field.
- 5 Click **Replace**.
- 6 To replace all the mentions of the search pattern in the text, click **Replace All**.



*Figure 8: Replacing Text*

## Checking Spelling

➤ *To check spelling on the page:*

1 On the Edit tab, select the web page where you want to check the spelling.

2 Click the  Spellchecker icon.

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

3 If you are sure that the word found by the **Spell Check** editor is not misspelled, click **Ignore** to ignore this part of the text.

To ignore all parts of the text, containing this word, click **Ignore All**.

4 If you want to replace the misspelled word with the word in the **Suggestions** field, click **Change**.

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

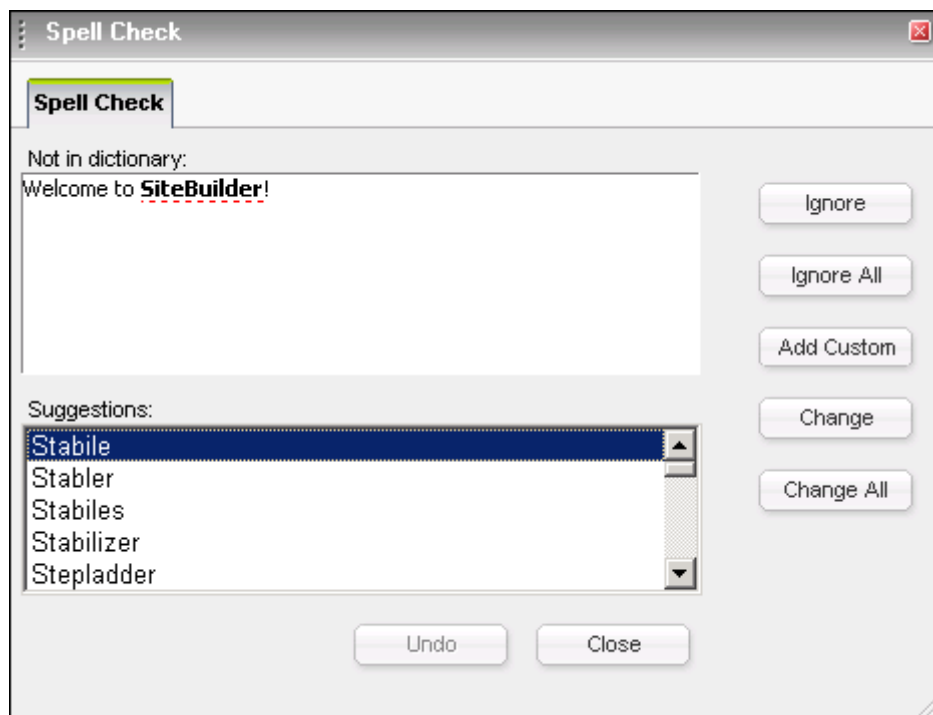




Figure 9: Spell Checking

## Cancelling and Repeating Changes

To undo the last action, click the  Undo icon. If you later decide that you do not want to undo the last action, click the  Redo icon.

## Inserting Images

➤ *To insert an image to a web page:*

- 1 On the Edit tab, select the web page where you want to insert the image.
- 2 Place the mouse cursor on the place in your site, where you want to insert the image.

- 3 Click the  Image Manager icon.

The Image Manager dialog box opens.

- 4 Click **Browse** and select an image to upload.

---

**Note:**

1. The maximum size of an image is 200KB.
  2. The supported graphics file formats are \*.gif, \*.jpg, \*.jpeg, \*.png, \*.bmp
- 

- 5 Click **Open** in the **Browse** dialog box.
- 6 If the file with the same name as the image you are uploading exists and you want to overwrite it, select the **Overwrite if file with such name exists?** option.
- 7 Click **Upload**.

In the left dialog box, the name of uploaded image is displayed.

In the right dialog box, you can preview the image by selecting its name in the left dialog box.

- 8 Click **Insert**.

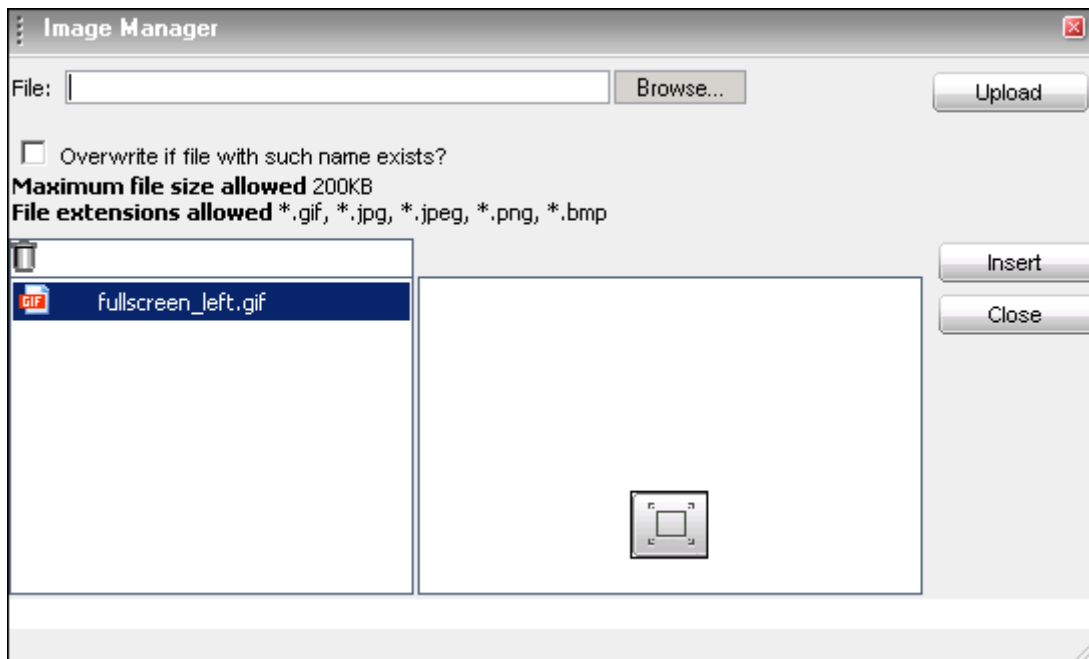


Figure 10: Inserting Images

## Inserting Links

Using the SiteBuilder editor, you can insert both internal and external links. Internal links point to other places of your site, taking the reader to related pages. 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 hyperlink manager, you can add the following types of links:

- Hyperlink (see page 30)
- Anchor (see page 31)
- E-mail link (see page 32)

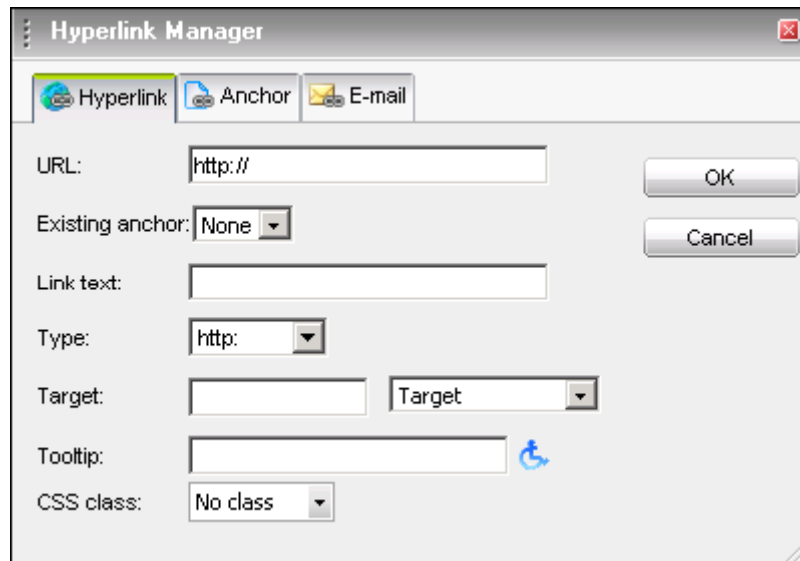
## Inserting Hyperlink

Hyperlink is a reference in a hypertext document to another document or other resources.

➤ *To insert a hyperlink:*

- 1 Select a text which you want to set as hyperlink.
- 2 Click the Hyperlink Manager  icon.

The Hyperlink Manager dialog box opens.



*Figure 11: Inserting Links*

- 3 In the **URL** field, enter the web address which you want the link to point to.  
If you have already inserted an anchor in the current document, you can select this anchor from the **Existing anchor** list (for more details about inserting anchors, read *Inserting Anchor* (see page 31)).

- 4 Specify the text of the link in the **Link text** field.

- 5 Select the type of the link from the **Type** list.

- 6 Select a target for the link from the **Target** list.

- 7 Enter a tooltip in the **Tooltip** field.

Tooltip is a text that appears when the mouse cursor is placed over the hyperlink.

- 8 Select a name of any predefined style from the **CSS class** field.

CSS (Cascading Style Sheets) is a language used to describe the stylesheet for presentation of a document written in a markup language. Its most common application is to style web pages written in HTML and XHTML.


- 9 Click **OK**.

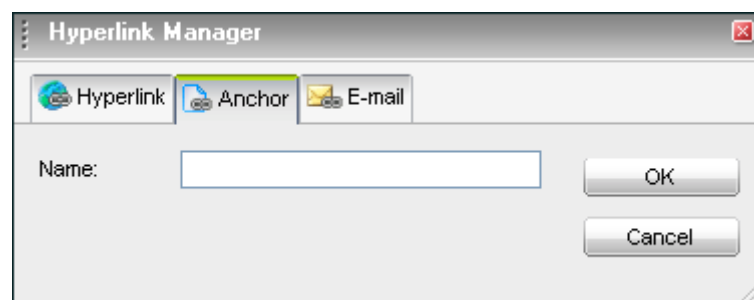
The hyperlink will be inserted.

## Inserting Anchor


Anchor is a word or a group of words that define the destination a hyperlink must lead to. Anchors are very helpful if you have a great amount of text on a single web page. With this function you can provide the readers of the message with the easy way to jump from one part of the web page to another, that is anchors are used for hyper links which lead to the specific parts of a web page.

➤ *To insert an anchor:*

- 1 Place the cursor where you want the link to lead to.
- 2 Click the Hyperlink Manager  icon.
- 3 Click the Anchor tab.



*Figure 12: Inserting Anchors*


- 4 Enter a unique name for the anchor.
- 5 Click OK.
- 6 Select some text or an image to create a hyperlink that will lead to the anchor.
- 7 Click the Hyperlink Manager  icon again.
- 8 On the Hyperlink tab, in the URL field, type # followed by the anchor name.
- 9 Change the Type to other.
- 10 Click OK.

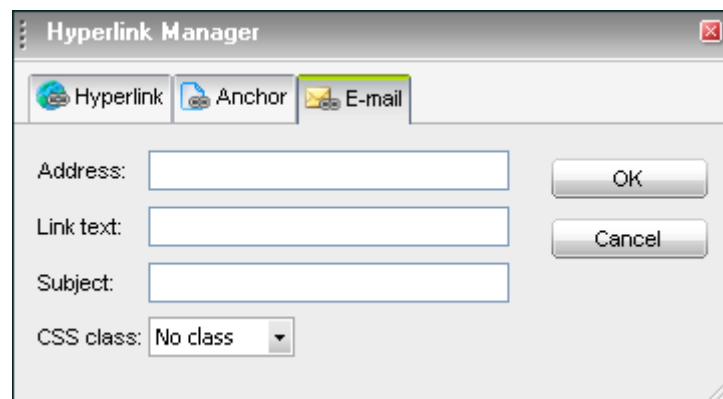
The anchor is inserted.

## Inserting E-Mail Link

If you want visitors of your site to contact you by e-mail, insert an e-mail link to your web pages. On a web page, this looks like your e-mail address underlined, and when a user clicks it, a mail program on his or her computer opens a “Compose New Message” window with your e-mail address specified as the recipient address. 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 the **Hyperlink Manager**  icon.
- 3 Click the **E-mail** tab.



*Figure 13: Inserting E-Mail Links*

- 4 Enter an e-mail address in the **Address** field.
- 5 In the **Link text** field, enter a text which will appear as the e-mail link.
- 6 In the **Subject** field, enter a text that will be the default subject of the message.
- 7 Select a CSS class from the **CSS class** list.

CSS (Cascading Style Sheets) is a language used to describe the stylesheet for presentation of a document written in a markup language. Its most common application is to style web pages written in HTML and XHTML.

- 8 Click **OK**.



---


## Working with Tables

This section describes how to work with tables. You will know how to insert tables, add and delete rows, columns, and cells, merge and split cells, and drag tables to another location in your site content.

### Inserting Tables

Tables are used to organize textual and numerical information in a convenient and clear way. They represent even large amounts of textual information in an easy-to-read format. Tables consist of grids formed by rows and columns. 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 the  Insert Table icon.
- 3 Move the mouse cursor to select the number of columns and rows you want.

You can adjust more settings for created table by clicking Table Wizard.

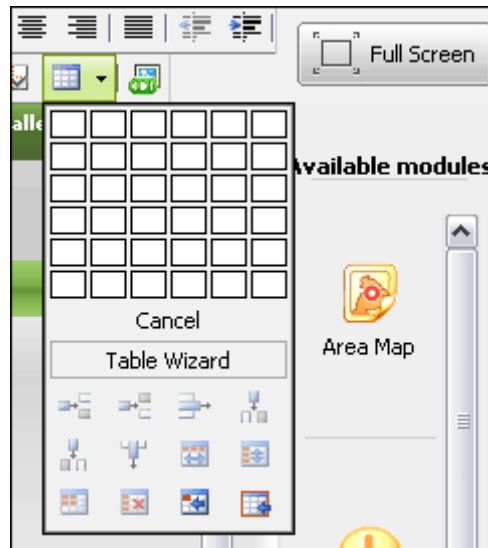







Figure 14: Inserting Table





## Adding Rows and Columns

➤ *To add a row or a column:*

- 1 Place the cursor in the table where you want to add a row or column.
- 2 Click the  Insert Table icon:
  - To insert a row above or below the row where you placed the cursor, click the  Insert Row Above or the  Insert Row Below icon respectively.
  - To insert a column to the left or to the right of the column where you placed the cursor, click the  Insert Column to the Left or the  Insert Column to the Right icon respectively.


## Removing Rows, Columns and Cells

➤ *To remove a row, column, or cell:*

- 1 Place the cursor where you want to delete a row or a column.
- 2 Click the  Insert Table icon:
  - To remove a row, click the  Delete Row icon.
  - To remove a column, click the  Delete Column icon.
  - To remove a cell, click the  Delete Cell icon.

## Formatting Table

➤ *To set the table properties:*

- 1 Right-click inside the table and click the  Set Table Properties icon in the context menu.
- 2 On the Table Properties tab, set the following properties:
  - **Width/Height.** Specify the width and height of the table (in pixels or percent).
  - **Background.** Set the background color of the table.
  - **Alignment.** Align the table to the left, center, or right part of the page.
  - **Cell spacing.** Increase or decrease the space between the borders of the cells.
  - **Cell padding.** Increase or decrease the space between the content and the border of a cell.
  - **Border.** Set cell border width, color, and layout.
  - **ID.** Setting ID for a table provides some options for advanced table handling.
  - **Background Image.** Set an image as the table background.
  - **CSS class.** Specify table CSS class and style. CSS class is the predefined style which is applied to the selected text.

---

**Note:** CSS class is the option for advanced users only.

---

- 3 Click OK.

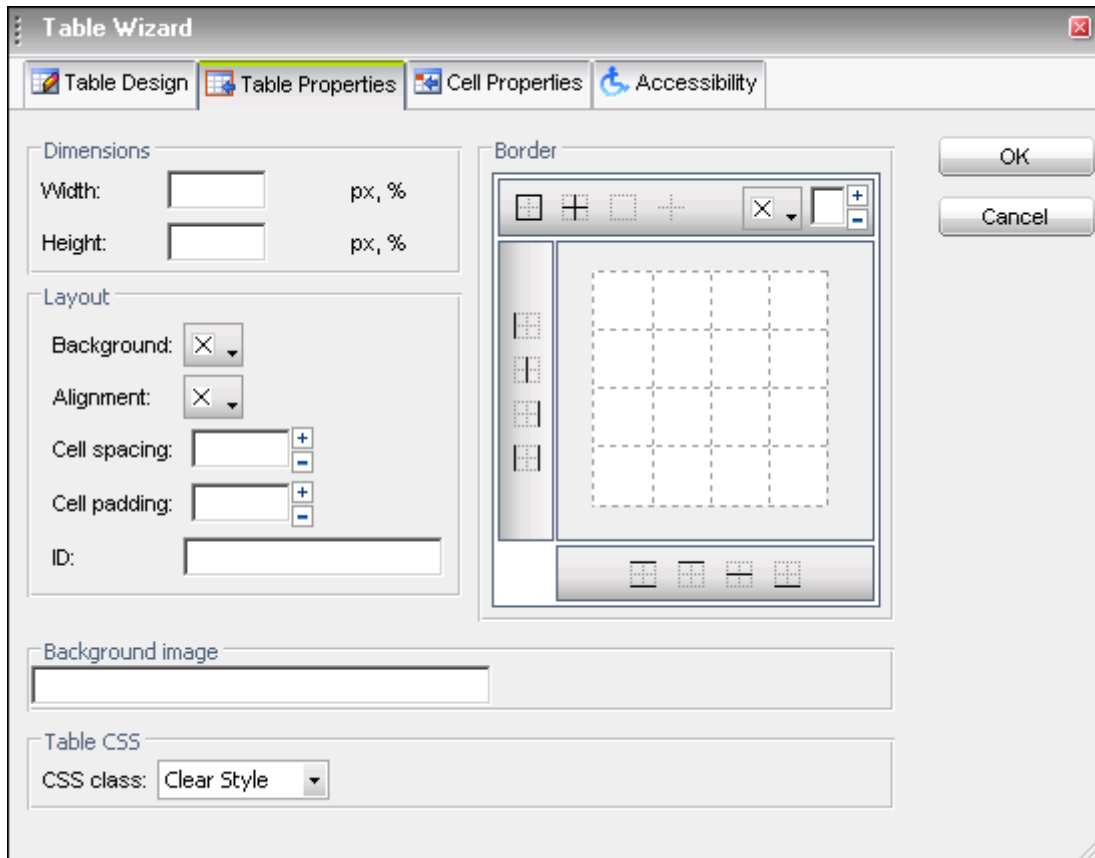


Figure 15: Formatting Tables

## Formatting Tables with CSS Classes

CSS class provides easy and consistent way for formatting the tables.

➤ *To use a CSS class:*




- 1 Create a table.

This process is described in detail in **Inserting Tables** (see page 33), earlier in this guide.

- 2 Open the **Table Properties** dialog box.
- 3 Select a CSS class from the **CSS class** list in the **Table Properties** dialog box.
- 4 Click **OK**.



## Merging Cells

➤ *To merge cells:*

- 1 Place the cursor in the cell which you want to merge with another cell.
- 2 Click the  **Insert Table** icon.
- 3 To merge the cell with the cell to the right, click the  **Merge Cells Horizontally** icon.
- 4 To merge the cell with the cell above, click the  **Merge Cells Vertically** icon.

## Splitting Cells

➤ *To split a cell in the table using the Insert Table dialog box:*

- 1 Place the cursor in a cell which you want to split (it must be a previously merged cell).
- 2 Click the  **Insert Table** icon.
- 3 Click the  **Split Cell** icon.

## Formatting Cells

- *To configure the parameters of your table cells:*
- 1 Right-click inside the cell and select **Cell Properties** from the context menu.
  - 2 On the **Cell Properties** tab, set the following properties:
    - **Content alignment.** Align the content in the selected cell (vertically or horizontally).
    - **Background.** Set the background color of the cell.
    - **Width/Height.** Specify the width and height of the selected cell (in pixels or percent).
    - **ID.** Setting ID for a cell provides options for advanced cell handling (for advanced users and developers).
    - **No wrapping.** Enable/disable cell wrapping (that is if enabled, it forces new line when the text reaches the cell border).
    - **Background image.** Set an image as the background of the cell.
    - **CSS class.** Specify cell CSS class and style. CSS class is the predefined style which is applied to the selected text.
  - 3 Click **OK**.

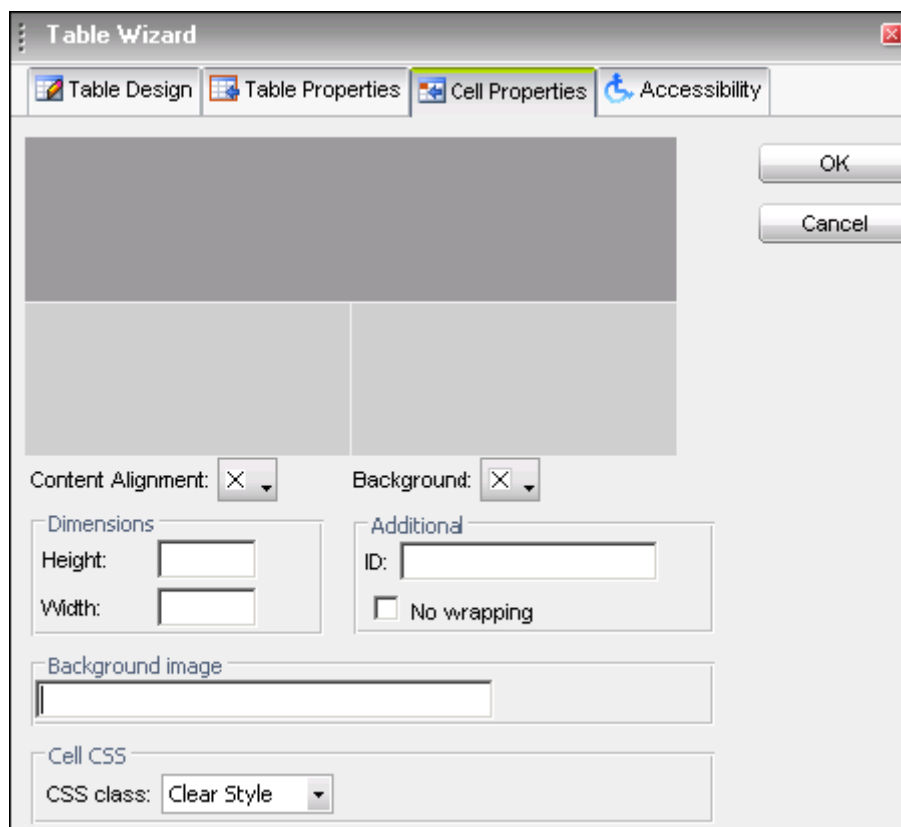



Figure 16: Formatting Cells

## Making Tables Available for Users with Impaired Vision

MS Windows OS include tools that help users with impaired vision to use computer programs without feeling any discomfort. In order to generate content that can be interpreted by the Accessibility Tools integrated in MS Windows (such as the Narrator, the Magnifier, and the On-Screen Keyboard), Table Wizard includes an additional tab called Accessibility.

The Narrator uses the information from the Accessibility table fields (heading rows, columns, caption alignment, and summary) to produce tooltip message for each table cell. Users with impaired vision can hear those tooltips as they hover over certain cells with their mouse cursor.

➤ *To make the table available for users with impaired vision:*

- 1 Right-click inside the table and click the  Table Properties icon in the context menu.
- 2 Click the Accessibility tab.

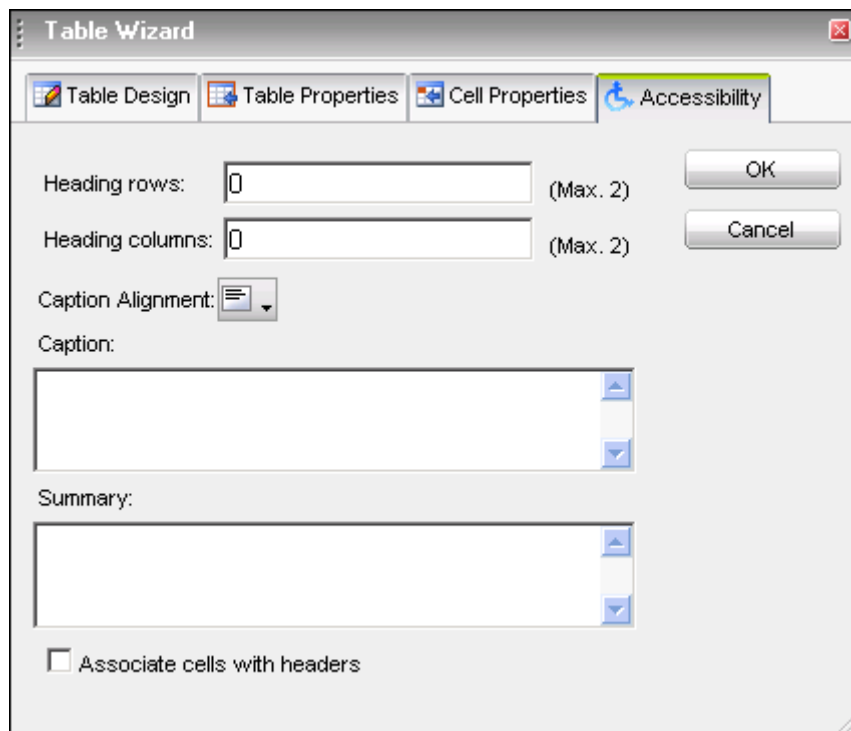


Figure 17: Making Tables Available for Users with Impaired Vision

- 3 Enter a number of rows that will be set as headings in the **Heading rows** field.  
The maximum number of heading rows and columns depends on the total number of rows and columns in your table.
- 4 Enter a number of columns that will be set as headings in your table in the **Heading columns** field.
- 5 Enter the title of the table in the **Caption** field.
- 6 Select the position of the caption relative to the table from the **Caption alignment** field.
- 7 Enter a short description of the table in the **Summary** field.

- 8 If your table contains heading rows/columns and the information specified in the table cells makes sense only together with the headings, select the **Associate cells with headers** check box.

The tooltip message for the cells will include the names of the headings.

- 9 Click **OK**.

---

## Modifying HTML Source of Web Pages

In SiteBuilder, textual and tabular information on your web pages is automatically converted into the HTML code. HTML, which stands for HyperText Markup Language, is a standardized language for presenting information, graphics, and multimedia on the World Wide Web. Using the Tag Properties feature, you can easily apply different styles and change properties of selected elements.

At the bottom of the SiteBuilder editor window you can see the panel displaying the HTML structure of the line, on which your mouse cursor is now placed.

For example, if you place the mouse cursor in a table, the HTML code structure will contain the following tags: TABLE, TBODY, TR, TD. The tag where the cursor stands is shown in bold.

➤ *To modify HTML source of a web page:*

- 1 On the **Edit** tab, select the web page where you want to modify HTML source.
- 2 Place your mouse cursor in the line you want to edit and click the tag name.
- 3 Click **Tag Properties**.

The **Tag properties** dialog box opens. In this dialog box, you can change the following properties:

- For **TABLE** (Table) tags, you can adjust cell spacing, cell padding, table width and height, table and cell alignment, and define the style of borders.
- For **TR** (Table Row) tags, you can adjust row color and borders
- For **TD** (Table Data) tags, you can change table text padding, margin, and decoration.
- For **A** (Link) tags, you can change the link padding, margin, and decoration in the text.
- For **UL** (Unordered List) and **OL** (Ordered List) tags, you can change the style of the list items.
- For **HR** (Horizontal Rule) tags, you can adjust the colors and borders.
- For **IMG** (Image) tags, you can adjust the colors and borders.


- 4 Click **OK**.

The changes will be immediately applied in the editor screen.

## Adding Blog

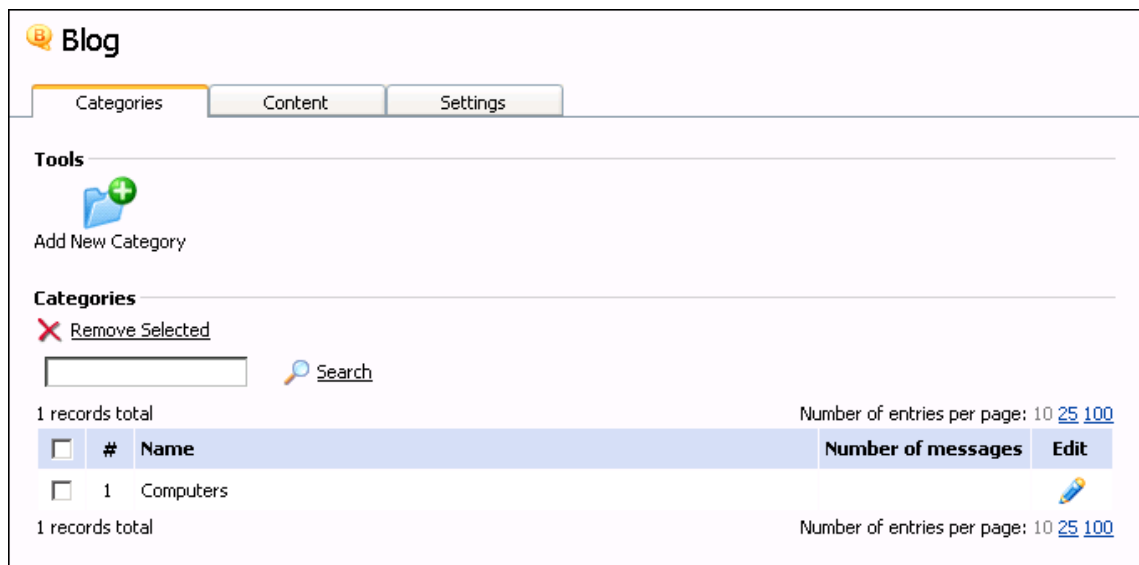
Blog is short for web log. A web log is a web journal that is used as a publicly accessible personal diary or journal of an individual. On a published site, site visitors can read and give their comments to the blog messages. Usually, blogs are frequently updated and reflect the personality of the author (a good example of blogs is the so-called *Live Journals*).

➤ *To add blog to your site:*

- 1 Click the Pages tab.
- 2 Select Blog in the Special pages box.
- 3 Click .

The Blog page appears in the Your site structure box. You can rename the Blog page by selecting it and clicking Rename.

After you add the Blog page to your site structure, configure its settings. To do so, go to the Edit tab and click the Blog page in the Site map area. The following screen opens.



The screenshot shows the 'Blog' module configuration page. At the top, there are three tabs: 'Categories', 'Content', and 'Settings'. The 'Categories' tab is selected. Below the tabs, there is a 'Tools' section with a folder icon and a green plus sign, and the text 'Add New Category'. Underneath is a 'Categories' section with a red 'X' icon and the text 'Remove Selected'. There is a search input field and a 'Search' button. Below the search field, it says '1 records total' and 'Number of entries per page: 10 25 100'. A table is displayed with the following columns: a checkbox, '#', 'Name', 'Number of messages', and 'Edit'. The table contains one row with the following data: checkbox (unchecked), '1', 'Computers', and an edit icon. Below the table, it says '1 records total' and 'Number of entries per page: 10 25 100'.

Figure 18: Using Blog Module

You can do the following operations on your blog:

- Manage blog posts (see page 41)
- Manage comments on posts (see page 42)
- Manage posts categories (see page 44)
- Configure blog settings (see page 46)



## Managing Posts in Your Blog

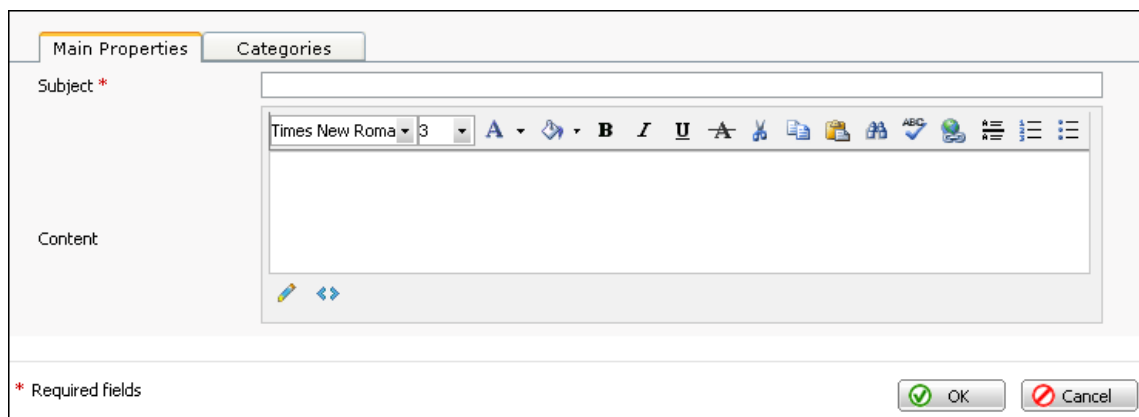
After you add blog to your site, the next step is to fill it in with posts. The procedures of adding and managing your blog posts are described in the current section.

### Posting to Your Blog

➤ *To add a blog post:*

- 1 On the **Blog** page, click the **Content** tab.
- 2 Click **Add New Post**.

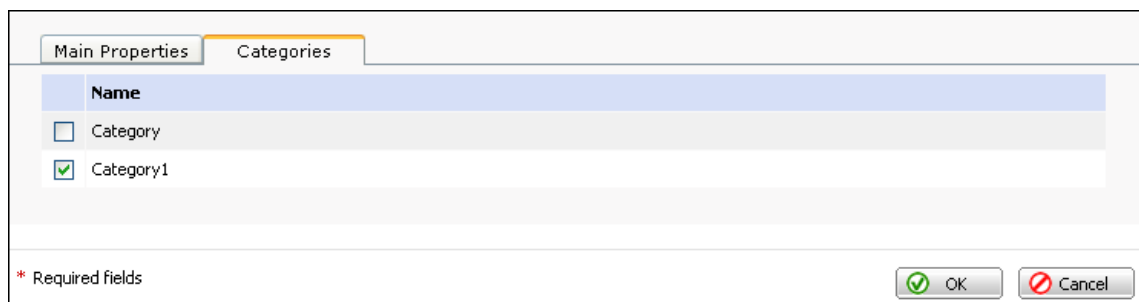
The following screen opens.



*Figure 19: Posting to Your Blog*

- 3 Enter a post subject in the **Subject** field.
- 4 Enter post text in the **Content** field.
- 5 Click **OK**.


At this stage, the list of categories is empty. After you **add some categories** (see page 45), you can refer the created message to a desired category or several categories.



*Figure 20: Assigning Post to Categories*


## Editing Post

➤ *To edit an existing blog post:*

- 1 On the **Blog** page, click the **Content** tab.
- 2 On the **Content** tab, click the  **Edit** icon beside the post you want to edit.
- 3 Edit the needed post parameters.
- 4 Click **OK**.

## Removing Post

➤ *To remove a blog entry:*

- 1 On the **Blog** page, click the **Content** tab.
- 2 On the **Content** tab, select the entry you want to remove.
- 3 Click  **Remove Selected**.

## Managing Comments on Blog Posts

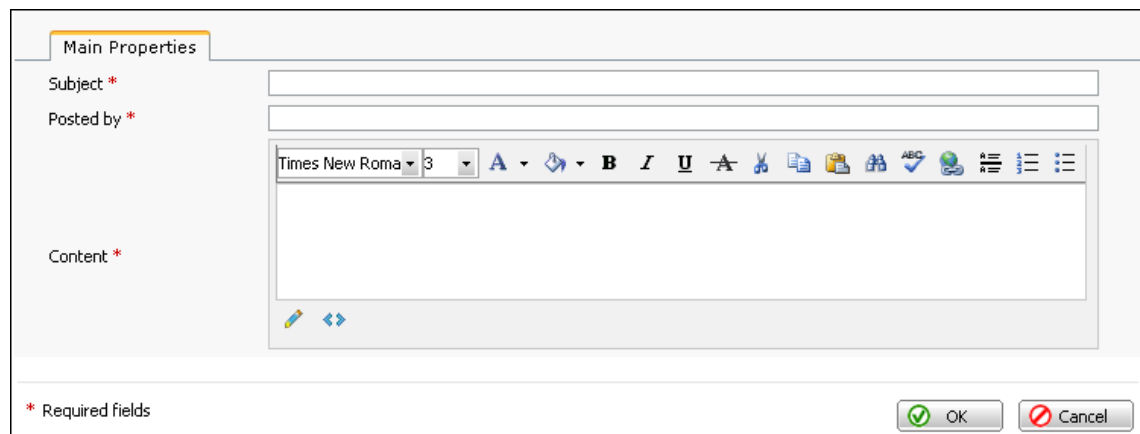
All your posted entries can be commented by your site visitors. You can edit and manage these comments, as well as add your own ones. The procedures of adding and managing your blog comments are described in the current section.

### Adding Comment

➤ *To add a comment:*

- 1 On the **Blog** page, click the **Content** tab.
- 2 On the **Content** tab, click the post you want to comment.
- 3 Click **Add New Comment**.

The following screen opens.



The screenshot shows a web form titled "Main Properties" for adding a comment. It contains three required fields: "Subject \*", "Posted by \*", and "Content \*". The "Content \*" field is a rich text editor with a toolbar including options for font face (Times New Roma), font size (3), bold, italic, underline, and list. At the bottom right of the form are "OK" and "Cancel" buttons. A legend at the bottom left indicates that fields with an asterisk are required.

*Figure 21: Adding Comment on Blog Post*

- 4 Enter a 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**.


### Editing Comment

As a blog owner, you can edit both your and your blog visitors comments.

➤ *To edit a comment:*

- 1 On the **Blog** page, click the **Content** tab.
- 2 On the **Content** tab, click the needed post.

The post management page opens displaying the list of the comments.


- 3 Click the  **Edit** icon beside the comment you want to edit.
- 4 Configure the needed comment parameters.
- 5 Click **OK**.

### Removing Comment

➤ *To remove a comment:*

- 1** On the **Blog** page, click the **Content** tab.
- 2** On the **Content** tab, click the needed post.

The post management page opens displaying the list of the comments.

- 3** Select the comment you want to remove.
- 4** Click  **Remove Selected**.

## Managing Categories of Blog Posts

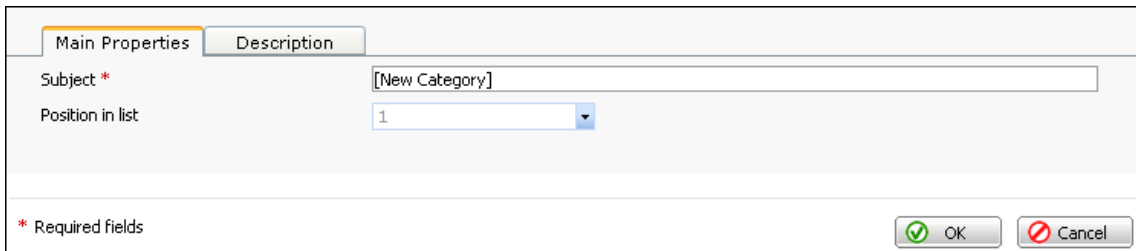
After you add some messages to your blog, you can sort them by subjects they discuss. These subjects are called *categories*. The procedures of adding and managing blog categories are described in the current section.

## Adding Category

➤ *To add a category:*

- 1 On the **Blog** page, click the **Categories** tab.
- 2 Click **Add New Category**.

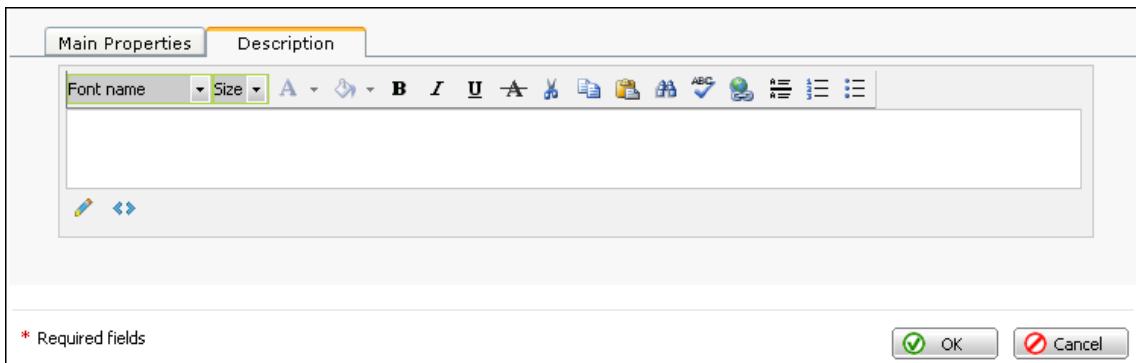
The following screen opens.



The screenshot shows a dialog box with two tabs: 'Main Properties' (selected) and 'Description'. Under 'Main Properties', there are two fields: 'Subject \*' with a text input containing '[New Category]' and 'Position in list' with a dropdown menu showing '1'. At the bottom left, there is a note '\* Required fields'. At the bottom right, there are 'OK' and 'Cancel' buttons.

*Figure 22: Configuring Main Properties of New Post Category*

- 3 On the **Main Properties** tab, enter a name of the new category in the **Name** field.
- 4 Select a number of the category from the **Position in list** list.
- 5 If you want to provide a short description of the category, click the **Description** tab and enter any text of your choice.




The screenshot shows the same dialog box but with the 'Description' tab selected. The 'Main Properties' tab is now dimmed. The 'Description' tab contains a rich text editor with a toolbar (font name, size, bold, italic, underline, link, unlink, list, etc.) and a large empty text area. The 'OK' and 'Cancel' buttons are still visible at the bottom right.

*Figure 23: Providing Description of New Post Category*

- 6 Click **OK**.


## Editing Category

➤ *To edit a category:*

- 1 On the **Blog** page, click the **Categories** tab.
- 2 On the **Categories** tab, click the  **Edit** icon beside the category you want to edit.
- 3 Edit the needed category parameters.
- 4 Click **OK**.

## Removing Category

➤ *To remove a category:*

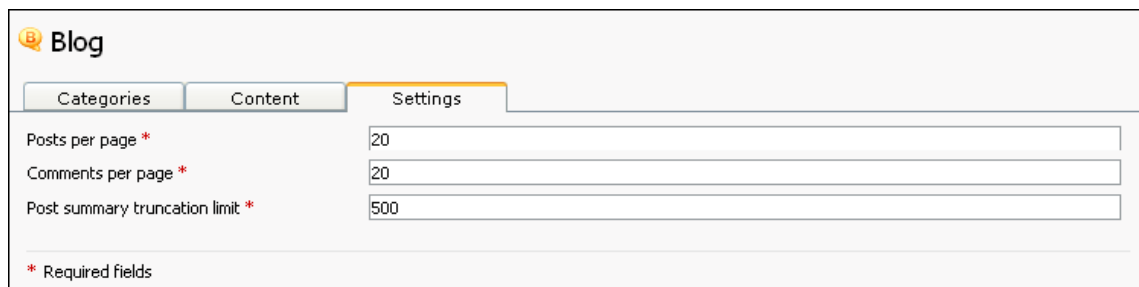
- 1 On the **Blog** page, click the **Categories** tab.
- 2 On the **Category** tab, select a category you want to remove.
- 3 Click  **Remove Selected**.

## Configuring Blog Settings

➤ *To configure the blog settings:*

- 1 On the **Blog** page, click the **Settings** tab.

The following screen opens.



Blog		
Categories	Content	Settings
Posts per page *	<input type="text" value="20"/>	
Comments per page *	<input type="text" value="20"/>	
Post summary truncation limit *	<input type="text" value="500"/>	
* Required fields		

*Figure 24: Configuring Blog Settings*

- 2 Enter the number of posts to be displayed on one blog page in the **Posts per page** field.
- 3 Enter the number of comments to be displayed on one blog page in the **Comments per page** field.
- 4 Enter the maximum number of symbols a post summary can contain in the **Post summary truncation limit** field.

# Adding E-Shop

To create a professional and profitable e-commerce store, you do not need any programming or site design skills because all you need to do is to point and click. SiteBuilder eShop module is easy to configure and use.

You, as an e-shop owner, can add products and categories, sort products by the categories, and manage users who will be able to purchase the products online. Customers browse your e-shop, add products to their shopping carts, and submit their orders. They register at the store online so that they can later return to their shopping carts and continue shopping.

Your e-commerce resource can be integrated with the PayPal payment processing system so that customers can pay for their purchases using their credit cards. If you do not want to accept credit card payments, the orders made through your online store will be saved in the e-shop management system, from where you can view customers' contact information and handle orders. The sections below describe in detail how to create and manage a fully-functional web-based online store.

➤ *To add e-shop to your site:*

- 1 Click the Pages tab.
- 2 Select eShop in the Special pages box.
- 3 Click .

The eShop page appears in the Your site structure box. You can rename the eShop page by selecting it and clicking Rename.

After you add the eShop page to your site structure, configure its settings. To do so, go to the Edit tab and click the eShop page in the Site map area. The following screen opens.

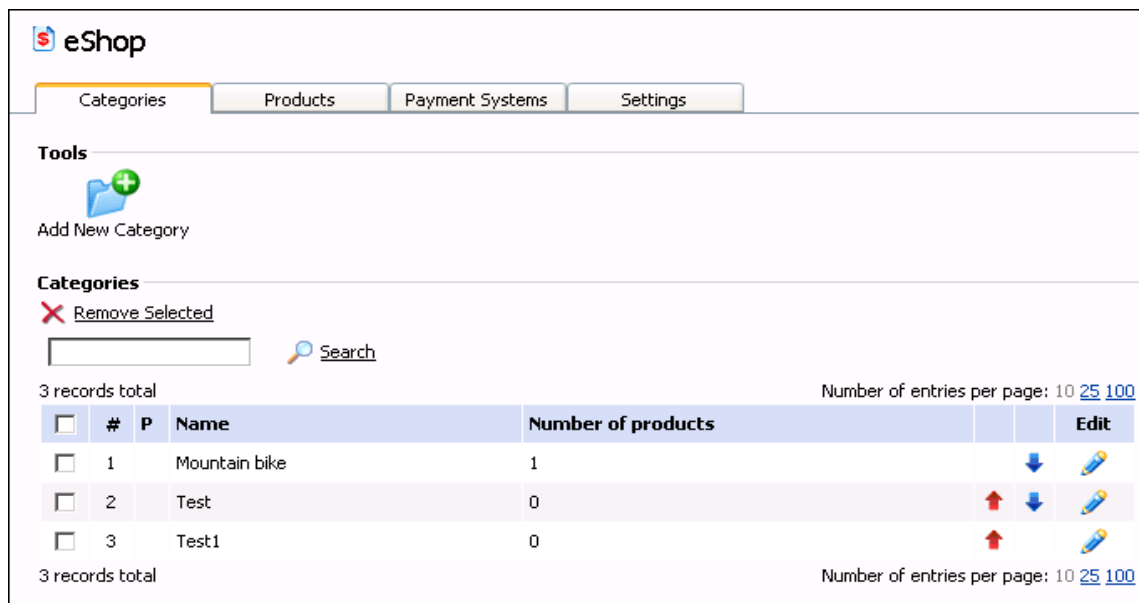


Figure 25: Using eShop Module

You can do the following operations on your e-shop:

- Manage e-shop products (see page 48)
- Manage products categories (see page 51)
- Select payment method (see page 55)
- Configure e-shop settings (see page 56)

## Managing E-Shop Products

After you add e-shop module to your site, the next step is to fill it in with products. The procedures of adding and managing e-shop products are described in the current section.



## Adding Product to Your E-shop

➤ *To add a new product:*

- 1 On the eShop page, click the **Products** tab.
- 2 Click **Add New Product**.

The following screen opens.

The screenshot shows a form with four tabs: 'Main Properties', 'Image', 'Description', and 'Categories'. The 'Main Properties' tab is active. It contains three input fields: 'Name \*' (empty), 'Price \*' (containing '0'), and 'Position in list' (a dropdown menu showing '3'). At the bottom left, there is a note '\* Required fields'. At the bottom right, there are two buttons: 'OK' with a green checkmark icon and 'Cancel' with a red 'X' icon.

*Figure 26: Configuring Main Properties of New Product*

- 3 On the **Main Properties** tab, enter the following data:
  - Name of the product
  - Price of the product
  - Product position in the list of products
- 4 If you want to add an image that will be displayed beside the product name, click the **Image** tab.

The screenshot shows the same form with the 'Image' tab active. The 'Preview' section displays a placeholder image of a cardboard box. Below it, the 'New image' section contains a text input field, a 'Browse...' button, and an 'Upload' button. To the right of the 'Preview' area, there is a 'Delete' button with a red 'X' icon. At the bottom left, there is a note '\* Required fields'. At the bottom right, there are two buttons: 'OK' with a green checkmark icon and 'Cancel' with a red 'X' icon.

*Figure 27: Adding Image To Be Displayed Beside Product Name*

- 5 Click **Browse**.
  - 6 In the **Browse** window, select an image file on your computer.
  - 7 Click **Open**.
  - 8 After you select the image file, click **Upload**.
- The uploaded product image is displayed in the **Preview** area of the **Image** tab.

- 9 If you want to add a short description of your product, click the Description tab.

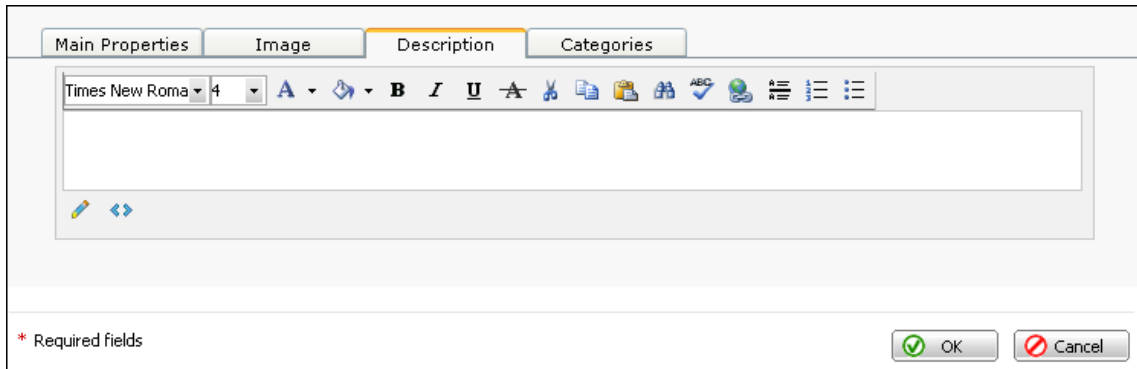


Figure 28: Providing Description of New Product

- 10 Enter a short description of the product.

- 11 Click OK.

At this stage, the list of categories is empty. After you add some categories (see page 52), you can refer the created product to a desired category.

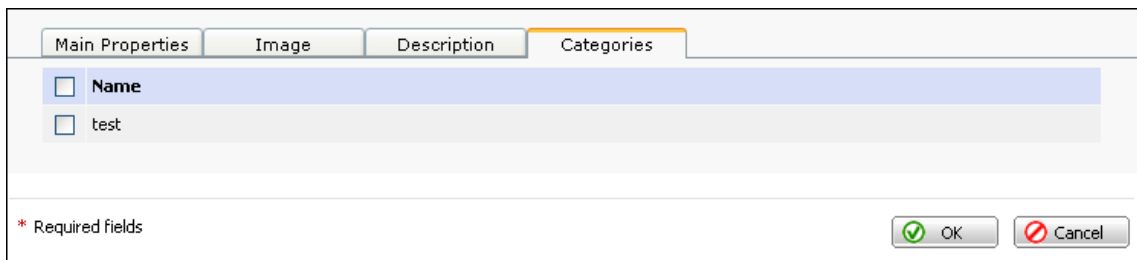



Figure 29: Assigning Product to Categories

## Editing Product Properties


➤ *To edit the properties of a product:*

- 1 On the eShop page, click the Products tab.
- 2 Click the  Edit icon beside the product you want to edit.
- 3 Configure the needed product parameters.
- 4 Click OK.

## Changing Order in which Products Appear in E-Shop

You can change the order the products appear in the products list. If a product can be moved up in the products list, there is a red upward arrow icon beside the product name. If it can be moved down, there is a blue downward arrow icon beside the product name.

➤ *To move a product up the list of available products:*


- Click the  Move Up icon beside this product.

➤ *To move a product down the list of available products:*

- Click the  Move Down icon beside this product.

## Removing Product

➤ *To remove a product:*

- 1 On the eShop page, click the Products tab.
- 2 Select a product you want to remove.
- 3 Click  Remove Selected.

## Managing Categories of Products

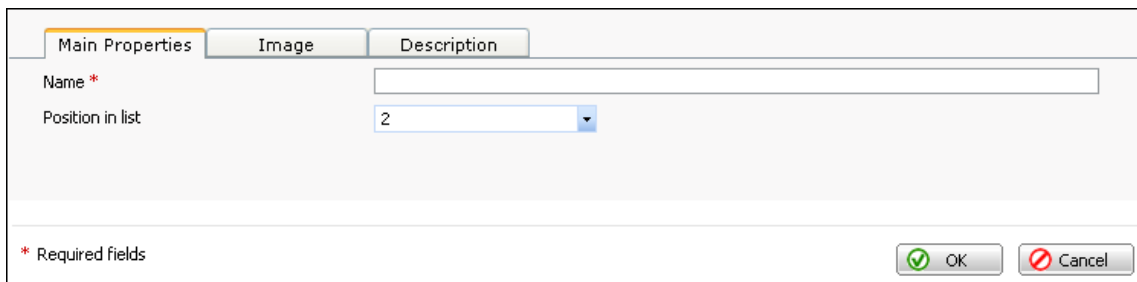
After you add a number of products to your e-shop, you may need to sort them by categories, so that your customers could easily find the necessary product. The procedures of adding and managing product categories are described in the current section.

## Adding Category

➤ *To add a new product category:*

- 1 On the eShop page, click the **Categories** tab.
- 2 On the **Categories** tab, click **Add New Category**.

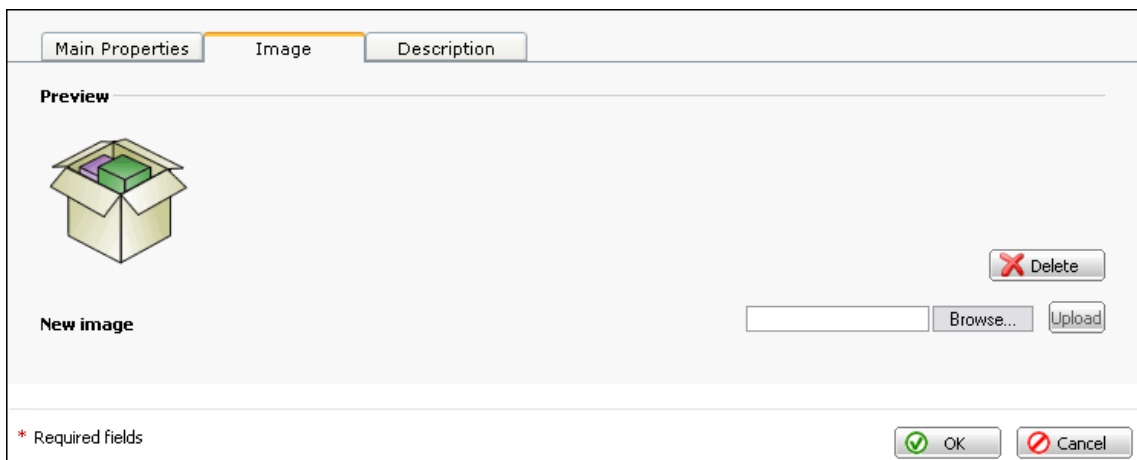
The following screen opens.



The screenshot shows a dialog box with three tabs: 'Main Properties', 'Image', and 'Description'. The 'Main Properties' tab is active. It contains a 'Name \*' text input field and a 'Position in list' dropdown menu currently showing '2'. At the bottom left, there is a note '\* Required fields'. At the bottom right, there are 'OK' and 'Cancel' buttons.

*Figure 30: Configuring Main Properties of New Product Category*

- 3 On the **Main Properties** tab, enter a name of the new category in the **Name** field.
- 4 Select a number of the category from the **Position in list** list.
- 5 If you want to add an image that will be displayed beside the category name, click the **Image** tab.



The screenshot shows the 'Image' tab active. It features a 'Preview' section with a placeholder image of a box. Below the preview is a 'New image' section containing a text input field, a 'Browse...' button, and an 'Upload' button. To the right of the 'New image' section is a 'Delete' button with a red X icon. At the bottom left, there is a note '\* Required fields'. At the bottom right, there are 'OK' and 'Cancel' buttons.

*Figure 31: Adding Image To Be Displayed Beside Product Category Name*

- 6 Click **Browse**.
- 7 In the **Browse** window, select an image file on your computer.
- 8 Click **Open**.
- 9 Click **Upload** to upload the image.

The uploaded image is displayed in the **Preview** area of the **Image** tab.

- 10 If you want to provide a short description for the category, click the **Description** tab and enter a text of your choice.

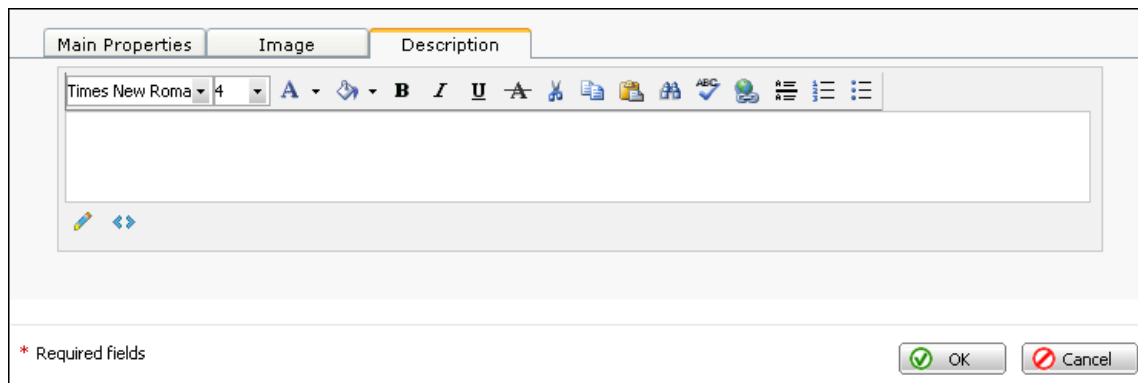



Figure 32: Providing Description of New Product Category

11 Click OK.

## Editing Category


➤ *To edit a category:*

- 1 On the eShop page, click the Categories tab.
- 2 Click the  Edit icon beside the category you want to edit.
- 3 Configure the needed category parameters.
- 4 Click OK.

## Changing Order in which Categories Appear in E-Shop

You can change the order the categories appear in the list. If a category can be moved up in the list, there is a red upward arrow icon beside the category name. If it can be moved down, there is a blue downward arrow icon beside the category name.

➤ *To move a category up the list of available categories:*


- Click the  Move Up icon beside this category.

➤ *To move a category down the list of available categories:*

- Click the  Move Down icon beside this category.

## Removing Category

➤ *To remove a category:*

- 1 Click the Edit tab.
- 2 Click eShop.
- 3 Select a category you want to remove.
- 4 Click  Remove Selected.

## Selecting Payment System

In your e-shop you can work with the following payment systems:

- Cash on delivery. Payment is made, when product is delivered to a customer.
- Check or money order. Customer issues check or money order that will be sent to you by regular mail.
- PayPal. Customer pays you for the product online using PayPal payment system.

---

**Note:** To accept payments online, you should integrate the PayPal payment processing system into your online store. To do so, you should register at the PayPal system and get a merchant account. For more details about PayPal services, go to the **official PayPal web site** (<http://www.paypal.com/>).

---

By default, the **Cash on delivery** payment system is set. You can extend the list of available payment systems by adding one of the rest two systems, or both.

➤ *To select and configure a payment system:*

- 1 On the eShop page, click the **Payment Systems** tab.

The following screen opens.

The screenshot shows the 'Payment Systems' configuration page in an eShop. At the top, there are four tabs: 'Categories', 'Products', 'Payment Systems' (which is active and highlighted), and 'Settings'. Below the tabs, there are three main sections:

- Cash on delivery:** A checkbox is checked.
- Check / Money order:** A checkbox is unchecked. Below it are two text input fields: 'Make payable to \*' and 'Send to address \*'. The 'Send to address \*' field has a scroll bar on its right side.
- PayPal:** A checkbox is unchecked. Below it is a text input field for 'E-mail address \*'.

At the bottom of the form, there is a section for **Currency** with a dropdown menu currently showing 'USD United States Dollars'. A legend at the very bottom left states '\* Required fields'.

Figure 33: Choosing Payment System

- 2 Select a payment system.
- 3 If you choose the **Check / Money order** payment system, do the following:
  - Enter the name of the company to which the money orders or checks will be sent in the **Make payable to** field.
  - Enter the mail address of the company that will receive the checks or money orders in the **Send to address** field.

- 4 If you choose the **PayPal** payment system, enter your PayPal e-mail address the payments will be sent to in the **E-mail address** field.
- 5 To set the currency of the payments, select one from the **Currency** list.

## Configuring E-Shop Settings

➤ *To configure your e-shop settings:*

- 1 On the eShop page, click the **Settings** tab.

The following screen opens.

The screenshot shows the eShop Settings configuration page. The page has a header with the eShop logo and four tabs: Categories, Products, Payment Systems, and Settings. The Settings tab is active. Below the tabs are five configuration fields: "Number of rows on Categories page\*" with value 10, "Number of columns on Categories page\*" with value 2, "Sort field on Products page" with a dropdown menu set to "Name", "Sort order on Products page" with radio buttons for "Ascending" (selected) and "Descending", and "Number of rows on Products page\*" with value 5. A legend at the bottom left indicates "\*Required fields".

*Figure 34: Configuring eShop Settings*

- 2 Indicate how many rows per page should be displayed on the **Categories** page in the **Number of rows on Categories page** field.
- 3 Indicate how many columns per page should be displayed on the **Categories** page in the **Number of columns on Categories page** field.
- 4 Select a parameter the products list will be sorted by from the **Sort field on Products page** list.
- 5 Set the order the products will be sorted in by selecting the **Ascending** or **Descending** option.
- 6 Indicate how many rows per page should be displayed on the **Products** page in the **Number of rows on Products page** field.



## Adding Flash Intro

Flash intro is a Flash animation that introduces your site to your visitors.

➤ *To add flash intro to your site:*

- 1 Click the Pages tab.
- 2 Select Flash Intro in the Special pages box.
- 3 Click .

The Flash Intro page appears in the Your site structure box. You can rename the Flash Intro page by selecting it and clicking Rename.

After you add the Flash Intro page to your site structure, configure its settings.

➤ *To configure the flash intro settings:*

- 1 Click the Edit tab.
- 2 Click Flash Intro in the Site map area.

The following screen opens.

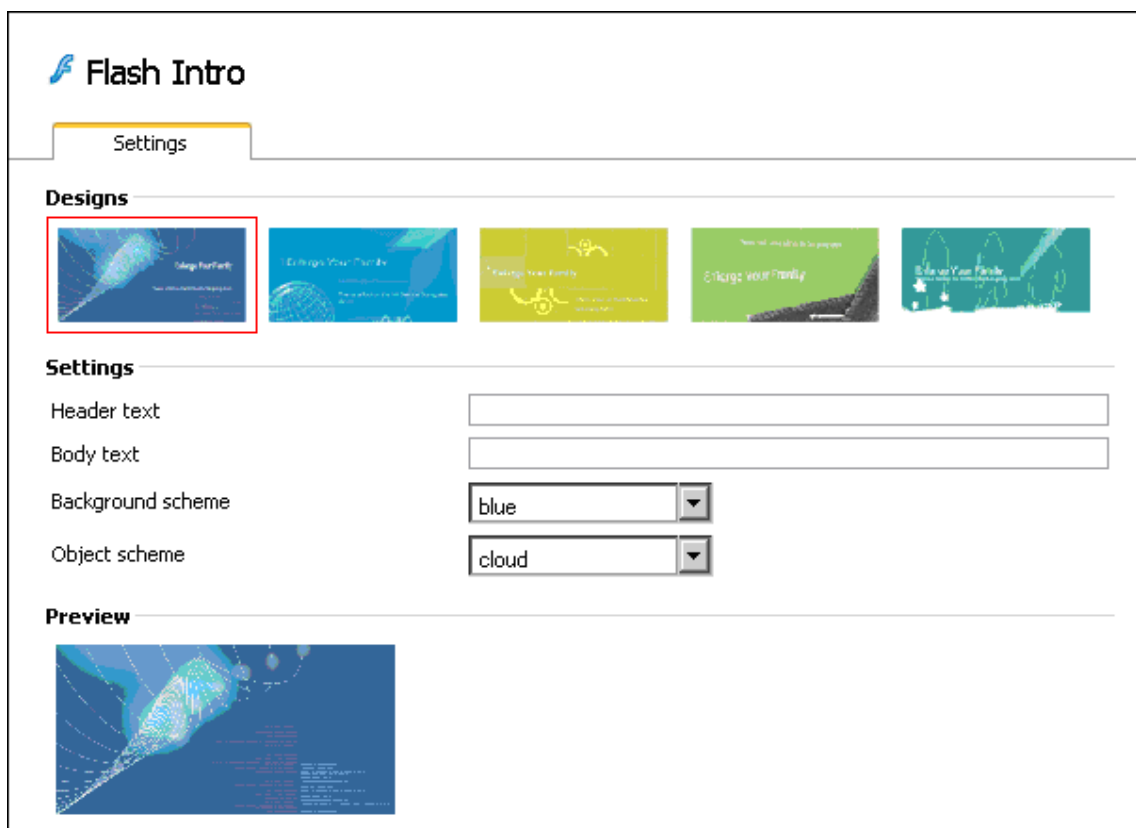


Figure 35: Inserting Flash Intro

- 3 Select a design of your flash clip by clicking one of the thumbnails in the Designs area.

The selected design is outlined with a red frame.


- 4** Enter a text to be displayed as the flash introduction title in **Header text** field.
- 5** Enter a text to be displayed as the body of the flash clip in the **Body text** field.
- 6** Select a background color of the flash clip from the **Background scheme** list.
- 7** Select a color of your flash clip outline from the **Object scheme** field.

You can see the small preview image of the flash clip with the new parameters in the **Preview** area.

## Adding Forum

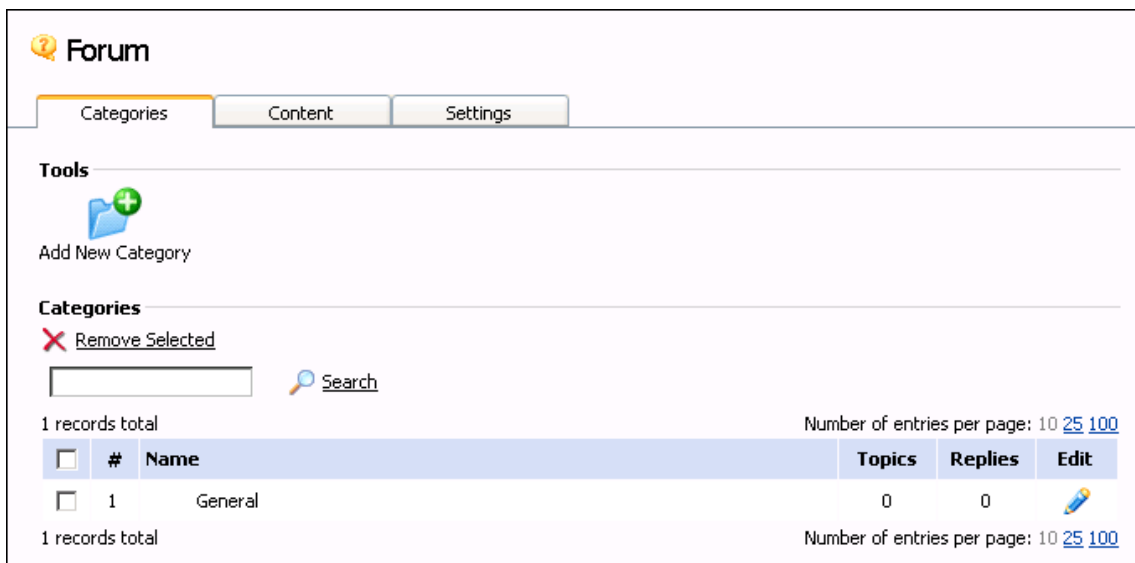
To improve the quality of your services and know the opinion of your customers and visitors on different matters, you can provide an online forum on your site. Online forums are web-based message boards where visitors can open new topics, post topic-relevant messages, and discuss a wide range of questions.

➤ *To add forum to your site:*

- 1 Click the Pages tab.
- 2 Select Forum in the Special pages box.
- 3 Click .

The Forum page appears in the Your site structure box. You can rename the Forum page by selecting it and clicking Rename.


After you add the Forum page to your site structure, configure its settings. To do so, go to the Edit tab and click the Forum page in the Site map area. The following screen opens.




**Forum**


Categories | Content | Settings

**Tools**


 Add New Category

**Categories**

 Remove Selected

 Search

1 records total Number of entries per page: 10 [25](#) [100](#)

<input type="checkbox"/>	#	Name	Topics	Replies	Edit
<input type="checkbox"/>	1	General	0	0	

1 records total Number of entries per page: 10 [25](#) [100](#)

*Figure 36: Using Forum Module*

You can do the following operations on your forum:

- Manage forum topics (see page 60)
- Manage forum categories (see page 63)
- Configure forum settings (see page 64)

## Managing Forum Topics

After you add forum to your site, you can try it and post a new topic. The procedures of managing forum topics are described in the current section.

## Adding Topic to Your Forum

➤ *To add a topic:*

- 1 On the Forum page, click the Content tab.
- 2 Click Add New Topic.

The following screen opens.

Figure 37: Configuring Main Properties of New Forum Topic

- 3 On the Main Properties tab, enter a subject of the new topic.
- 4 Click the Content tab.

Figure 38: Providing Content of New Topic

- 5 Enter a topic text.
- 6 Click OK.


At this stage, the list of categories is empty. After you add some categories (see page 63), they appear on the Categories tab and you can refer the topic to one of them.

**Note:** If you do not refer a topic to any category, this topic will not be displayed in your forum.

Figure 39: Assigning Topic to Categories


## Editing Topic

➤ *To edit a topic:*

- 1 On the Forum page, click the Content tab.
- 2 Click the  Edit icon beside the topic you want to edit.
- 3 Configure the needed topic parameters.
- 4 Click OK.

## Removing Topic

➤ *To remove a topic:*

- 1 On the Forum page, click the Content tab.
- 2 Select the topic you want to remove.
- 3 Click  Remove Selected.

## Managing Categories of Forum Topics

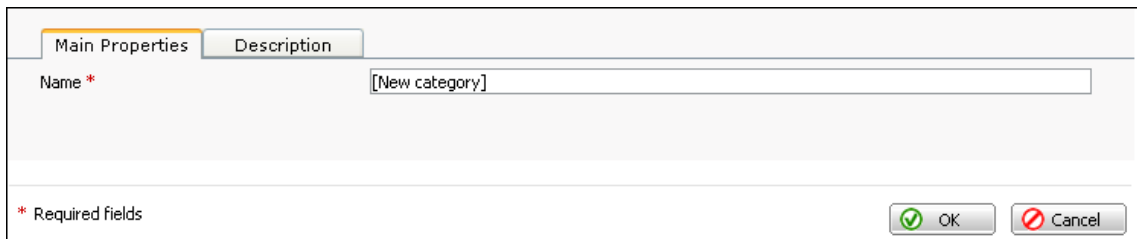
You can sort the topics in your forum by subjects they discuss. These subjects are called *categories*. The procedures of adding and managing categories are described in the current section.

### Adding Category

➤ *To add a category:*

- 1 On the Forum page, click the Categories tab.
- 2 Click Add New Category.

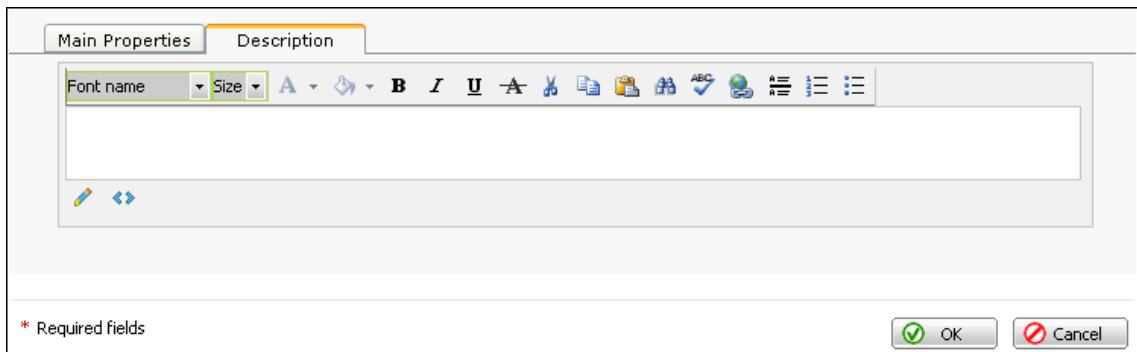
The following screen opens.



The screenshot shows a dialog box with two tabs: 'Main Properties' (selected) and 'Description'. Under the 'Main Properties' tab, there is a text input field labeled 'Name \*' containing the placeholder text '[New category]'. At the bottom left, there is a note '\* Required fields'. At the bottom right, there are two buttons: 'OK' (with a green checkmark icon) and 'Cancel' (with a red X icon).

*Figure 40: Configuring Main Properties of New Topic Category*

- 3 Enter a name of the new category in the Name field.
- 4 If you want to provide a short description of the category, click the Description tab and enter a text of your choice.




The screenshot shows the same dialog box, but now the 'Description' tab is selected. The 'Name' field is still visible but not the focus. The 'Description' field is a rich text editor with a toolbar containing options for font name, size, bold, italic, underline, strikethrough, link, unlink, list, and image. At the bottom left, there is a note '\* Required fields'. At the bottom right, there are two buttons: 'OK' (with a green checkmark icon) and 'Cancel' (with a red X icon).

*Figure 41: Providing Description of New Topic Category*

- 5 Click OK.


## Editing Category

➤ *To edit a category:*

- 1 On the Forum page, click the **Categories** tab.
- 2 On the **Categories** tab, click the  **Edit** icon beside the category you want to edit.
- 3 Configure the needed category parameters.
- 4 Click **OK**.

## Removing Category

➤ *To remove a category:*

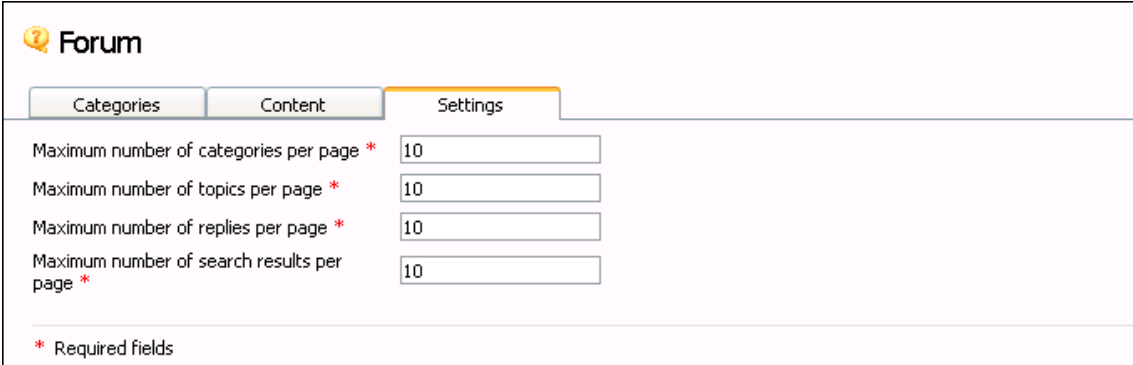
- 1 On the Forum page, click the **Categories** tab.
- 2 On the **Categories** tab, select the forum category you want to remove.
- 3 Click  **Remove Selected**.

## Configuring Forum Settings

➤ *To configure the forum settings:*

- 1 On the Forum page, click the **Settings** tab.

The following screen opens.



**Forum**

Categories Content **Settings**

Maximum number of categories per page \*

Maximum number of topics per page \*

Maximum number of replies per page \*

Maximum number of search results per page \*

\* Required fields

*Figure 42: Configuring Forum Settings*


- 2 Enter a maximum number of categories per page.
- 3 Enter a maximum number of topics per page.
- 4 Enter a maximum number of replies per page.
- 5 Enter a maximum number of search results per page.



## Adding Guestbook

Guestbook enables your site visitors to express their thoughts about your site or its subject. The main difference between guestbooks and online forums is that in forums, all messages are grouped in threads, or topics. In guestbooks, all messages are displayed in the order they were submitted.

➤ *To add guestbook to your site:*


- 1 Click the Pages tab.
- 2 Select **Guestbook** in the **Special pages** box.
- 3 Click .

The **Guestbook** page appears in the **Your site structure** box. You can rename the **Guestbook** page by selecting it and clicking **Rename**.

After you add the **Guestbook** page to your site structure, configure its settings. To do so, go to the **Edit** tab and click the **Guestbook** page in the **Site map** area. The following screen opens.



The screenshot shows the Guestbook module interface. At the top, there are two tabs: 'Content' (selected) and 'Settings'. Below the tabs is a 'Tools' section with a speech bubble icon and a green plus sign, and the text 'Add New Message'. Underneath is a 'Messages' section with a red 'X' icon and the text 'Remove Selected', followed by a search input field and a 'Search' button. Below the search field, it says '1 records total' and 'Number of entries per page: 10 25 100'. The main content is a table with the following structure:

<input type="checkbox"/>	#	Message	Author	Posted on	Edit
<input type="checkbox"/>	1	<a href="#">Message</a>	admin	7/13/2006 2:22:20 PM	

At the bottom of the table, it says '1 records total' and 'Number of entries per page: 10 25 100'.

*Figure 43: Using Guestbook Module*

You can do the following operations on your guestbook:

- Manage guestbook messages (see page 65)
- Configure guestbook settings (see page 67)

## Managing Guestbook Messages

After you add the guestbook to your site, you can try it and post a new message. The procedures of managing guestbook messages are described in the current section.

## Adding Message to Your Guestbook

➤ *To add a message:*

- 1 On the Guestbook page, click the Content tab.
- 2 Click Add New Message.

The following screen opens.

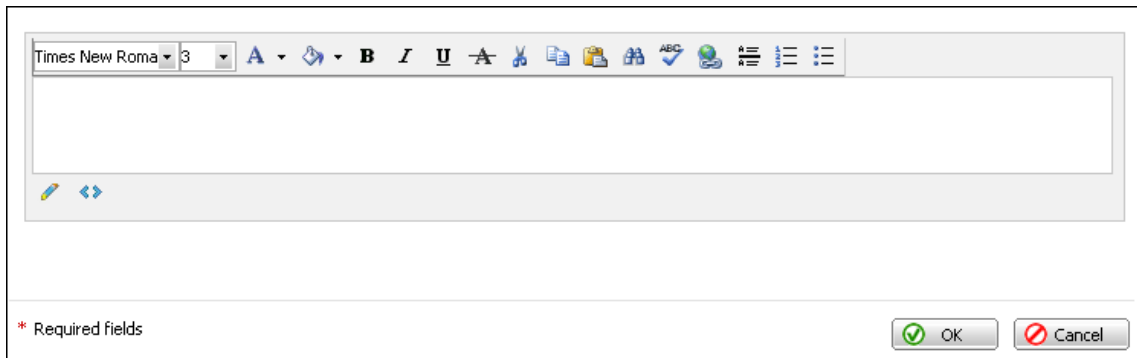



Figure 44: Adding Message to Your Guestbook

- 3 Enter a message text.
- 4 Click OK.


## Editing Message

➤ *To edit a message:*

- 1 On the Guestbook page, click the Content tab.
- 2 Click the  Edit icon beside the message you want to edit.
- 3 Edit the message.
- 4 Click OK.

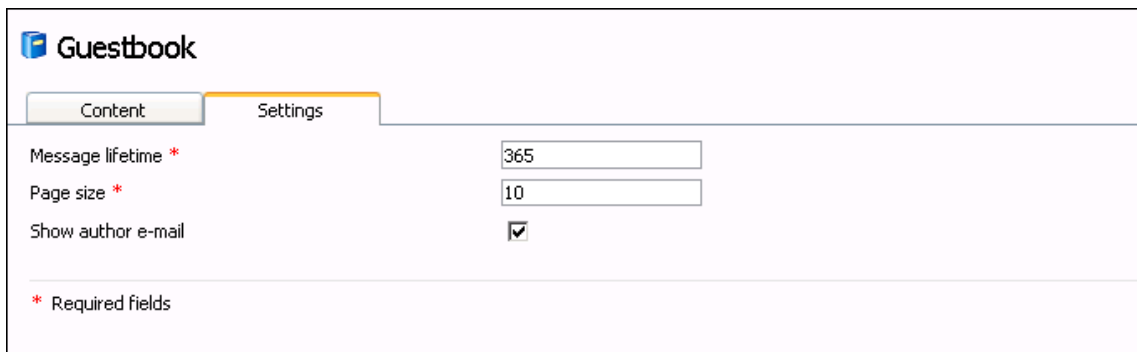
## Removing Message

➤ *To remove a message:*

- 1 On the Guestbook page, click the Content tab.
- 2 Select the message you want to remove.
- 3 Click  Remove Selected.

## Configuring Guestbook Settings

- *To configure the guestbook settings:*
- 1 On the Guestbook page, click the **Settings** tab.
  - 2 Enter a number of days the messages will be stored in the guestbook in the **Message lifetime** field.
  - 3 Enter a number of lines to be displayed per one guestbook page in the **Page size** field.
  - 4 If you want the e-mails of messages authors to be displayed to the guestbook visitors, select the **Show author e-mail** check box.



The screenshot shows the 'Guestbook' settings interface. It has two tabs: 'Content' and 'Settings', with 'Settings' being the active tab. Below the tabs are three configuration fields: 'Message lifetime \*' with a text input containing '365', 'Page size \*' with a text input containing '10', and 'Show author e-mail' with a checked checkbox. A legend at the bottom left indicates that '\*' denotes required fields.

Field	Value
Message lifetime *	365
Page size *	10
Show author e-mail	<input checked="" type="checkbox"/>


\* Required fields

Figure 45: Configuring Guestbook Settings

## Adding Image Gallery

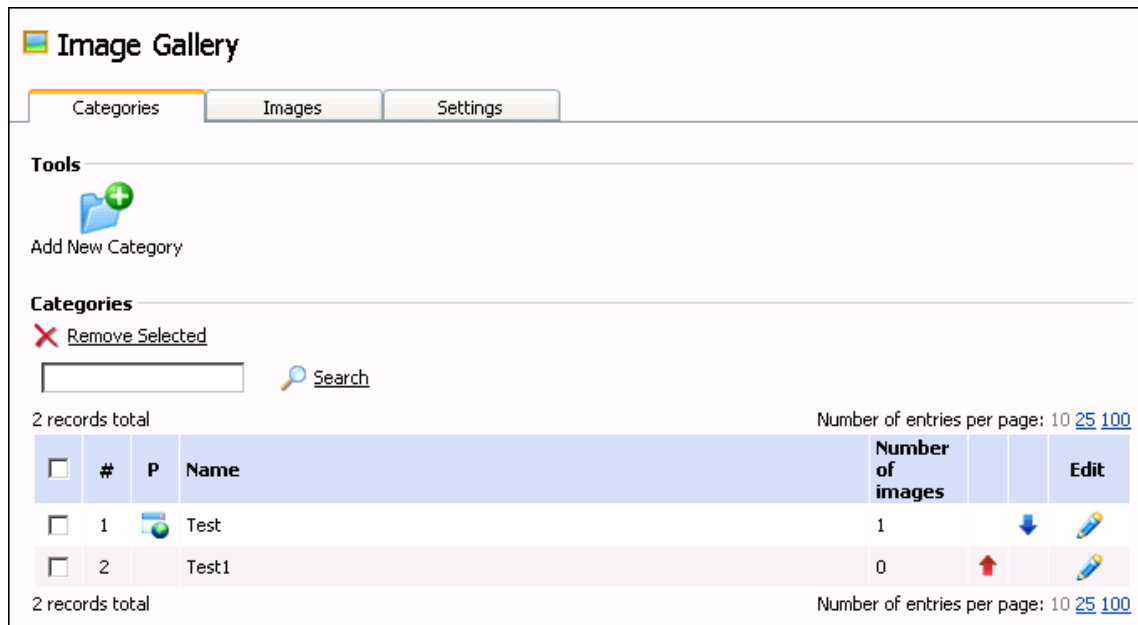
Image gallery is a tool for placing a collection of images on your site in an organized fashion.

➤ *To add image gallery to your site:*

- 1 Click the Pages tab.
- 2 Select **Image Gallery** in the **Special pages** box.
- 3 Click .

The **Image Gallery** page appears in the **Your site structure** box. You can rename the **Image Gallery** page by selecting it and clicking **Rename**.


After you add the **Image Gallery** page to your site structure, configure its settings. To do so, go to the **Edit** tab and click the **Image Gallery** page in the **Site map** area. The following screen opens.




**Image Gallery**


Categories Images Settings

**Tools**






  
Add New Category

**Categories**

 Remove Selected

 Search

2 records total Number of entries per page: 10 25 100

<input type="checkbox"/>	#	P	Name	Number of images	Edit
<input type="checkbox"/>	1		Test	1	 
<input type="checkbox"/>	2		Test1	0	 

2 records total Number of entries per page: 10 25 100

*Figure 46: Using Image Gallery Module*

You can do the following operations on your guestbook:

- Manage images (see page 69)
- Manage image categories (see page 71)
- Configure the image gallery settings (see page 73)

## 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.

### Adding Image

➤ *To add a new image:*

- 1 On the Image Gallery page, click the Images tab.
- 2 Click Add New Image.

The screenshot shows a dialog box with four tabs: 'Main Properties', 'Image', 'Description', and 'Categories'. The 'Main Properties' tab is active. It contains two input fields: 'Name \*' with an asterisk indicating it is required, and 'Position in list' with a dropdown menu currently set to '1'. At the bottom right, there are 'OK' and 'Cancel' buttons. A legend at the bottom left indicates that an asterisk denotes a required field.

*Figure 47: Configuring Main Properties of New Image*

- 3 On the Main Properties tab, enter an image title in the Name field.
- 4 Select a number of the image from the Position in list list.
- 5 Click the Image tab.

The screenshot shows the same dialog box, but now the 'Image' tab is active. It features a 'Preview' section with a placeholder image of a blue mountain range. Below the preview is a 'New image' input field with 'Browse...' and 'Upload' buttons. The 'OK' and 'Cancel' buttons are still present at the bottom right, and the required field legend is at the bottom left.

*Figure 48: Adding Image to Image Gallery*

- 6 Click Browse.
- 7 In the Browse window, select an image file on your computer.
- 8 Click Open.
- 9 Click Upload.

The uploaded image is displayed in the Preview area of the Image tab.

- 10 If you want to provide a short description of the image, click the Description tab and enter a text of your choice.

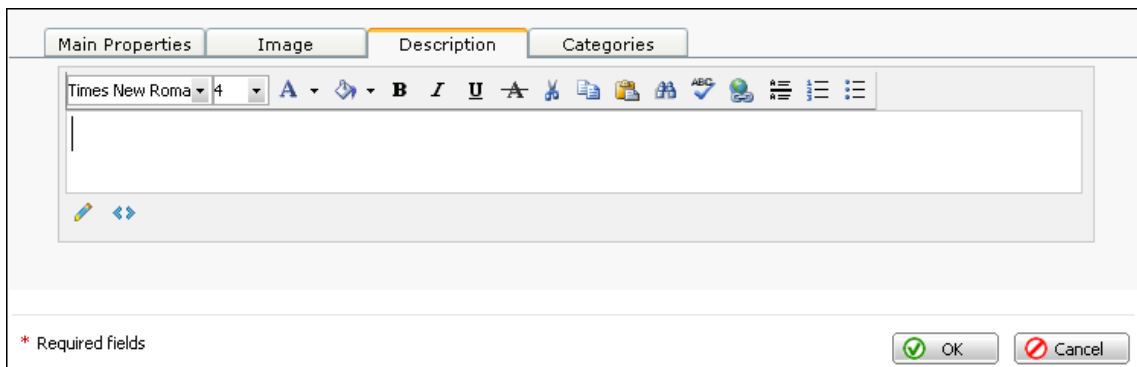


Figure 49: Providing Description of New Image

## 11 Click OK.

At this stage, the list of categories is empty. After you add some categories (see page 71), they appear on the Categories tab and you can refer the image to one of them.

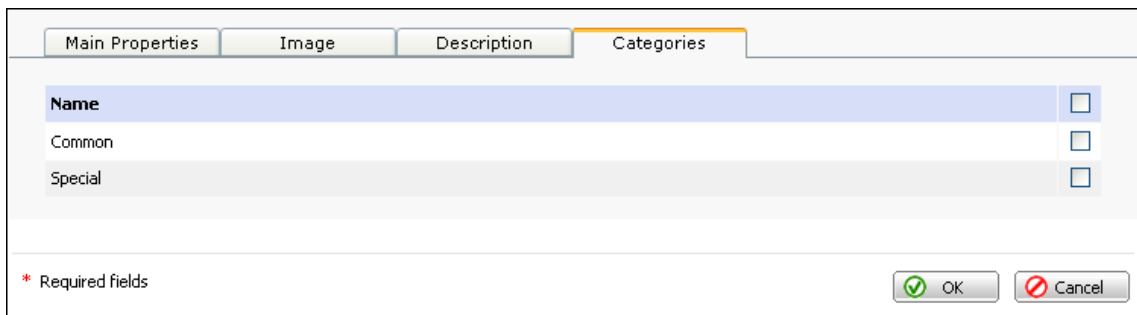



Figure 50: Selecting Category for New Image


## Editing Image Properties

### ➤ To edit an image:

- 1 On the Image Gallery page, click the Images tab.
- 2 Click the  Edit icon beside the image you want to edit.
- 3 Configure the needed image parameters.
- 4 Click OK.

## Removing Image

### ➤ To remove an image:

- 1 On the Image Gallery page, click the Images tab.
- 2 Select the image you want to remove.
- 3 Click  Remove Selected.

## Managing Categories of Images

After you add a number of images to your gallery, you may need to sort them by certain categories. The procedures of adding and managing categories are described in the current section.

### Adding Category

➤ *To add a new category:*

- 1 On the Image Gallery page, click the Categories tab.
- 2 Click Add New Category.

The following screen opens.

The screenshot shows a dialog box with three tabs: 'Main Properties', 'Image', and 'Description'. The 'Main Properties' tab is active. It contains a text input field for 'Name \*' and a dropdown menu for 'Position in list' with the value '1' selected. At the bottom right, there are 'OK' and 'Cancel' buttons. A legend at the bottom left indicates that the asterisk on the 'Name' field denotes a required field.

Figure 51: Configuring Main Properties of New Image Category

- 3 On the Main Properties tab, enter a name of the new category in the Name field.
- 4 Select a number of the category from the Position in list list.
- 5 If you want to add an image that will be displayed beside the category name, click the Image tab.

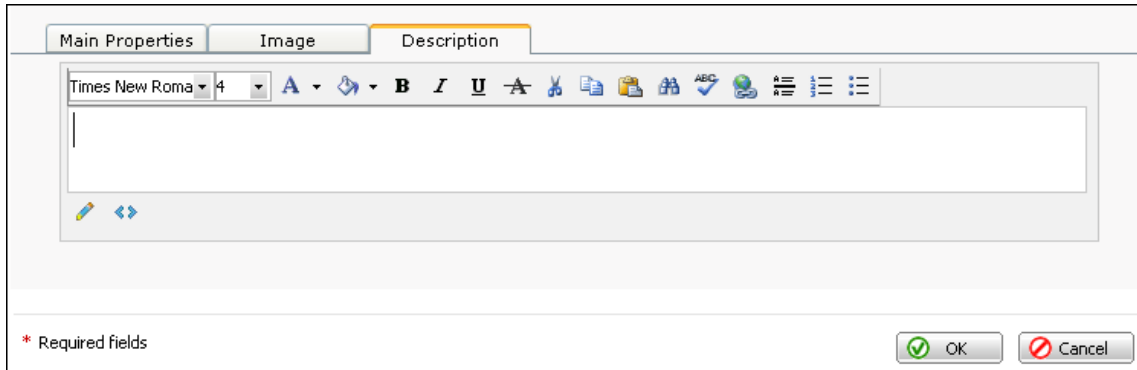
The screenshot shows the same dialog box, but with the 'Image' tab selected. The 'Main Properties' tab is now disabled. The 'Image' tab features a 'Preview' section with a small image of a sunset and a 'Delete' button. Below the preview is a 'New image' text input field with 'Browse...' and 'Upload' buttons. The 'OK' and 'Cancel' buttons are still present at the bottom right.

Figure 52: Adding Image To Be Displayed Beside Image Category

- 6 Click Browse.
- 7 In the Browse window, select an image file on your computer.
- 8 Click Open.

**9** Click **Upload**.

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


**10** If you want to provide a short description of the category, click the **Description** tab and enter a text of your choice.

*Figure 53: Providing Description of New Image Category*

**11** Click **OK**.


## Editing Category

➤ *To edit a category of the image gallery:*

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

## 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**.



## Configuring Image Gallery Settings

➤ *To change the image gallery settings:*

- 1 On the Image Gallery page, click the Settings tab.

The following screen opens.

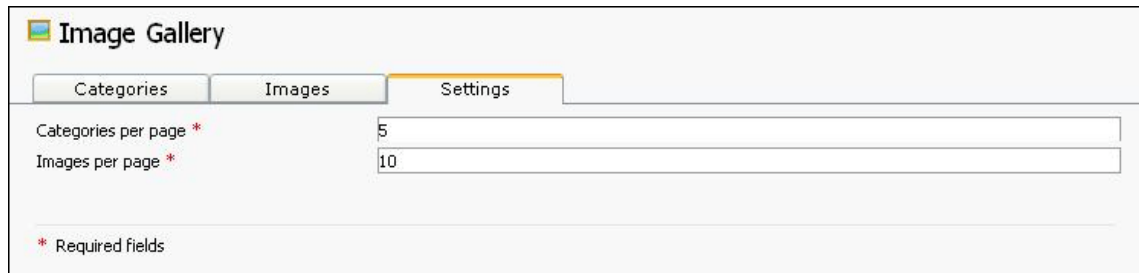


Image Gallery		
Categories	Images	Settings
Categories per page *	5	
Images per page *	10	

\* Required fields

*Figure 54: Configuring Image Gallery Settings*

- 2 Enter a number of categories to be displayed on one page in the Categories per page field.
- 3 Enter a number of images to be displayed on one page in the Images per page field.

# Registering Your Site Visitors


Registration will facilitate your site visitors their use of your site. They will not have to type their name, address, e-mail, and so on every time they want to, for example, post a message to your blog or buy something in your e-shop. The system will use the personal information they provided during registration as a default value for corresponding fields.

You can manage your registered site users through the SiteBuilder Administrator Panel. You can perform the following operations on your site users:

- Add new site users. If you want to control the number of registered users on your site, you can register them yourself and then provide them with credentials for accessing your site.
- Edit site user account information. If, for example, your site user forgets password or specifies wrong e-mail, you can always access their account management page and make necessary changes.
- Deactivate site users. By default, all site user accounts are activated. If, due to some reasons, you want to prohibit a site user from accessing your site, you can deactivate their account.

For more information about site users management, see the SWsoft SiteBuilder 3.2 for Windows Site Owner's Guide [here](http://www.swsoft.com/en/products/sitebuilder/win/docs/) (http://www.swsoft.com/en/products/sitebuilder/win/docs/).

➤ *To enable registration on your site:*

- 1 Click the Pages tab.
- 2 Select Login in the Special pages box.
- 3 Click .

The Login page appears in the Your site structure box. You can rename the Login page by selecting it and clicking Rename.

After you add the Login page to your site structure, configure its settings. To do so, go to the Edit tab and click the Login page in the Site map area. The following screen opens.



Figure 55: Using Login Module

On the Login page, you can do the following operations:

- Enable or disable the Remember password option. This option allows your site users to access your site without entering password at each visit.

- Enable or disable the **Registration**. This option enables your site users to register on your site.

## Adding Maps

Using the SiteBuilder Wizard, you can add maps to your site, thus displaying any location that may be of interest to your site visitors.

In order to receive geographical maps and location names, purchase Microsoft Map Point Web Service.

There are the following methods of licensing the service:

- Purchasing Map Point Web Service through a direct agreement with Microsoft. If you choose this method, you purchase one license for one **Area Map** module on your site.
- Purchasing Map Point Web Service through Microsoft Volume Licensing. If you choose this method, you purchase one license for all **Area Map** modules on all your sites.

More detailed information about the service purchase, see at the Microsoft web site here (<http://www.microsoft.com/mappoint/products/webservice/howtobuy.mspx>).

➤ *To add map to your site:*

- 1 Click the Edit tab.
- 2 Go to the page you want to insert the map to.
- 3 In the Available modules area, click the **Area Map** module icon and drag it to the page.

➤ *To configure the map properties:*

- 1 Click Choose Location in the **Area Map** module area.

The following screen opens.

**Configuration**

Provide user name and password for connecting to Microsoft Map Point Service.  
[Click here to go to Microsoft site if you do not have such credentials.](#)

User name:

Password:

\* Required fields

*Figure 56: Logging in to MS Map Point Service*

- 2 If you did not purchase Microsoft Map Point Service, click **Click here to go to Microsoft site if you do not have such credentials.**

You will be directed to the Microsoft Map Point Service page located on the official Microsoft site to read instructions on purchasing Microsoft Map Point Service. After you purchase Microsoft Map Point Service, you will receive Microsoft Map Point Service credentials, i.e. user name and password.

- 3 If you purchased the Microsoft Map Point Service, provide your Microsoft Map Point Service credentials.
- 4 Click **Login to MS Map**.
- 5 Click **Choose Location**.

The following screen opens.

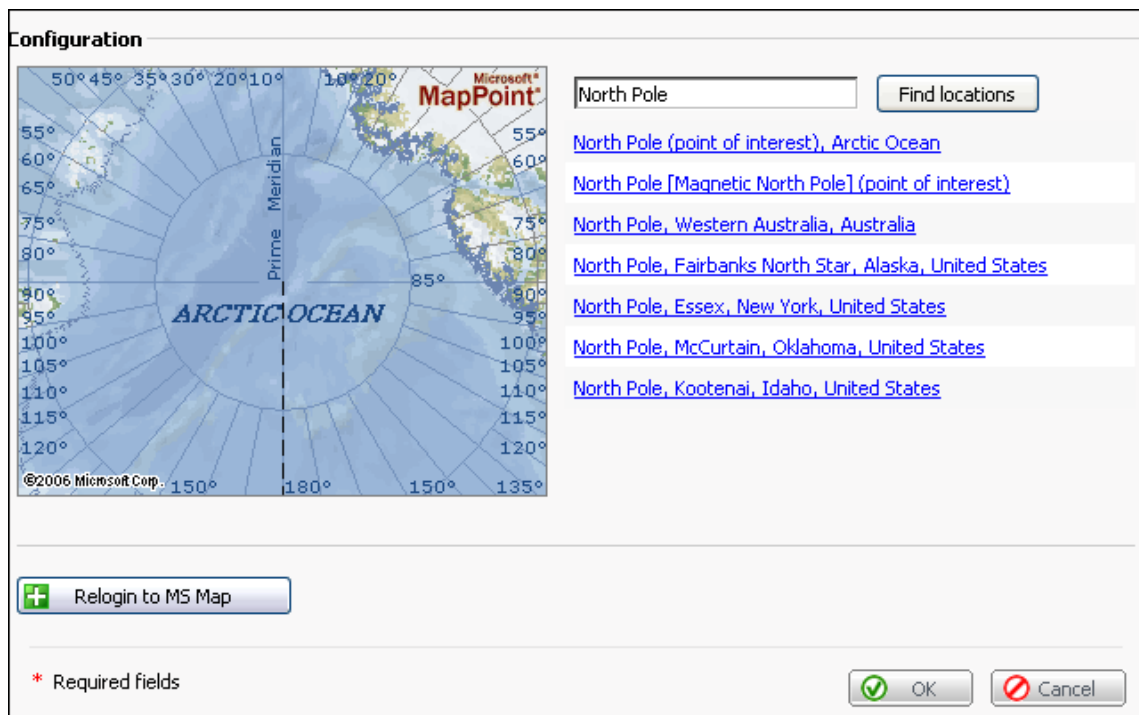


Figure 57: Choosing Location for Your Map

**Note:** You can have several MS Map Point accounts. To switch from one account to another, click **Relogin to MS Map** and enter the alternative credentials.

- 6 Enter a location you want to be displayed on your map.
- 7 Click **Find locations**.  
The list of locations that contain the specified geographical name appears.
- 8 Select a desired location.
- 9 Click **OK**.

## Adding Feedback Forms

Online feedback forms are used to create registration forms and send this information to the specified e-mail address.

➤ *To add feedback form to your site:*

- 1 Click the Edit tab.
- 2 Go to the page you want to insert the form to.
- 3 In the Available modules area, click the Feedback module icon and drag it to the page.

➤ *To configure the feedback form properties:*

- 1 Click Configure in the Feedback module area.

The following screen opens.

The screenshot shows a dialog box titled "Feedback properties" with two tabs: "Properties" (selected) and "Fields". The "Properties" tab contains the following fields:

- Title \***: Form
- E-mail \***: your@email.com
- Subject**: Subject
- Response text \***: Thank you for your feedback.







A legend at the bottom left states: "\* Required fields". At the bottom right, there are "OK" and "Cancel" buttons.

*Figure 58: Configuring Feedback Form Properties*

- 2 On the Properties tab, provide the following parameters:
  - Enter a display name of the feedback form in the Title field.
  - Enter an e-mail the filled in feedback forms will be sent to in the E-mail field.
  - Enter a subject of the feedback e-mail in the Subject field.
  - Enter a text to be displayed to the site visitors when they successfully submit the feedback form in the Response text field.
- 3 Click the Fields tab.

By default, the Feedback module contains a number of fields commonly used in feedback forms. You can adjust the existing fields, as well as add new ones.

You can configure the following feedback field parameters:

- S is a field status. A field can have either *activated*  or *deactivated*  status. Field status defines whether a field is displayed in the feedback form or not.
- R column shows whether a field is required for filling in  or optional .
- Name is a field display name.
- Type is a type of data that can be entered in a field.
- Fields order. Using up  and down  arrows, you can change the display order of the fields.

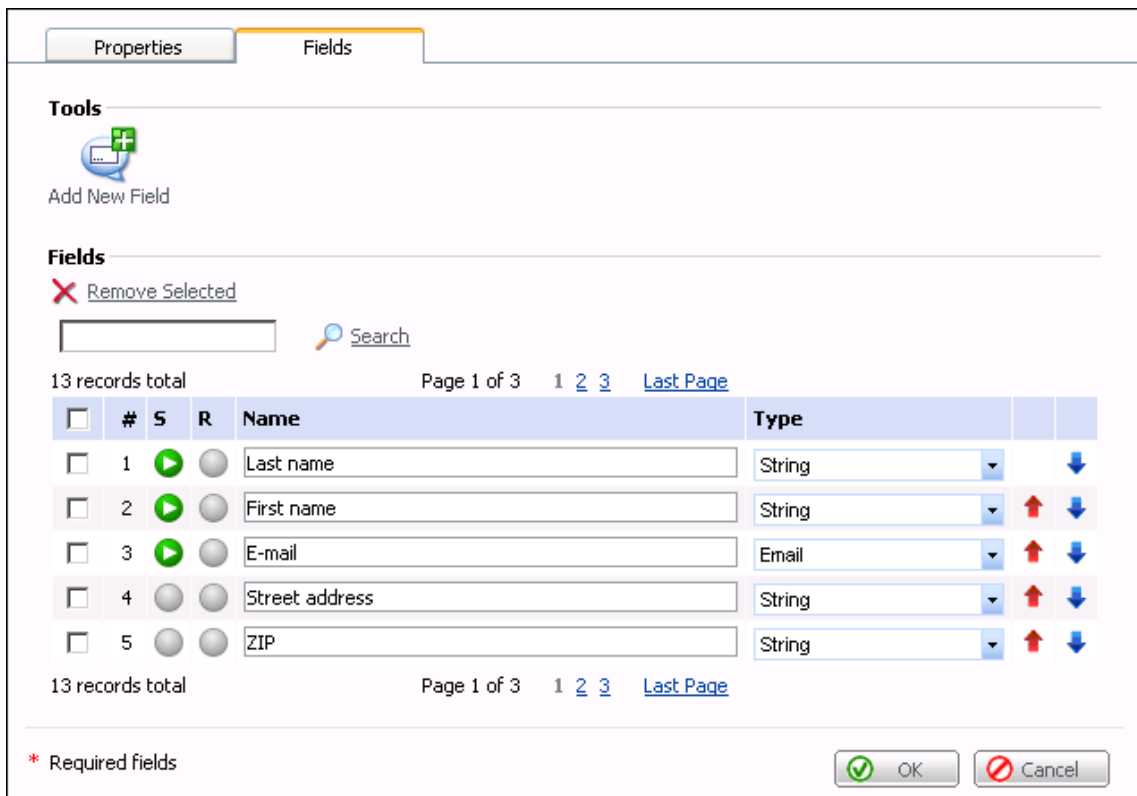






Figure 59: Managing Feedback Form Fields

- 4 To include a field into your feedback form, in the S column, click  beside the field.

The icon changes into  and the field becomes included into your feedback form.



- 5 To make a field required for filling in, in the R column, click  beside the field.

The icon changes into  and the field becomes included into your feedback form.

- 6 Select a type of data to be entered in a field from the Type list.

The available fields types are:

- **String** is the type of field where you can enter a text of maximum 255 symbols without line breaks. The text can include letters of national alphabets, punctuation marks, special symbols.

- **Text** is the type of field where you can enter a text of maximum 1500 symbols. You can use line breaks in the text. The text can include letters of national alphabets, punctuation marks, special symbols. On the published site the text is displayed in the multiline mode.
  - **E-mail** is the type of field where you can enter an e-mail address.
  - **Integer** is the type of field where you can enter an integer number.
  - **Double** is the type of field where you can enter a floating-point number. A comma or a point can be used as a decimal separator.
  - **Phone** is the type of field where you can enter an international phone number.
- 7** Set the order of fields in the feedback form by clicking  or  beside the fields you need to move.
  - 8** If you need an additional field, click **Add New Field**.  
The new field appears in the list. Configure the new fields parameters as it is described above.
  - 9** To remove a field from the **Feedback** module, select a field you want to remove and click **Remove Selected**.
  - 10** Click **OK**.



## Adding RSS News Feeds

RSS, which stands for Really Simple Syndication, enables web masters to automatically load favorite news and information on private sites from RSS news feeds (also called "channels"). Many well-known news communities and corporate sites offer news headlines and article summaries in the form of news channels. RSS readers retrieve the recent content from the RSS news feeds and display it on your site. A visitor can preview the recent news content from your site and will be redirected to the news page if they want to read the full story. The news from RSS channels will be updated automatically, required no interaction from your part.

Using the RSS Reader integrated with SiteBuilder, you can easily add your favorite news from either well-known RSS news feeds or from your own RSS news channel to your site.

➤ *To insert RSS feed to your site:*

- 1 Click the Edit tab.
- 2 Go to the page you want to insert the RSS feed to.
- 3 In the Available modules area, click the RSS Reader module icon and drag it to the page.

➤ *To select an RSS channel:*

- 1 Click Change Channel in the RSS Reader module area.
- 2 Select a channel by clicking its name in the Channels list.  
The selected channel is outlined with a red frame.
- 3 Click OK.

**Channels**

Select channel

CNET News.com	<b>Wired News</b>	Scripting News	MSNBC Top News	Fool.com
Dictionary.com	Network World	BBC News UK Edition	MSN Entertainment	Dilbert
DELL News Room	Infoworld Top News	Reuters Top News	Associated Press	Workbench
New York Times	Washington Post	Gizmodo	The Register	Computerworld
PCWorld.com Latest News	Salon.com	Engadget	<b>Custom RSS Feed:</b>	

http://www.wired.com/news\_drop/netcenter/netcenter.rdf

\* Required fields

OK Cancel

Figure 60: Adding RSS News Feeds

## Conducting Polls and Online Surveys

Online polls and surveys enable you to receive valuable feedback from your site visitors. You can collect votes on different questions and display the results as dynamic graphical charts directly on the page. The SiteBuilder voting module tracks visitor uniqueness based on the single session principle, that is a visitor cannot vote several times in this poll within the same session.

➤ *To add voting form to your site:*

- 1 Click the Edit tab.
- 2 Go to the page you want to insert the voting form to.
- 3 In the Available modules area, click the Voting module icon and drag it to the page.

➤ *To configure the voting form parameters:*

- 1 Click Change Answers in the Voting module area.

The following screen opens.

The screenshot shows a dialog box with two tabs: "Question" (selected) and "Answers". Under the "Question" tab, there is a "Question text:" label above a rich text editor. The editor has a toolbar with options for font name, size, bold, italic, underline, strikethrough, link, unlink, insert image, and list creation. The text "Question" is entered in the editor. At the bottom left, there is a legend for required fields. At the bottom right, there are "OK" and "Cancel" buttons.

*Figure 61: Configuring Survey Question*



- 2 On the Question tab, provide a question of your survey in the Question text field.
- 3 Click the Answers tab.

The screenshot shows the 'Answers' tab of a survey configuration tool. At the top, there are two tabs: 'Question' and 'Answers'. Below the tabs is a 'Tools' section with an 'Add New Answer' button. Underneath is an 'Answers' section with a 'Remove Selected' button and a search field. A table displays two records: 'Answer1' and 'Answer2'. The table has columns for a checkbox, an ID number, the answer text, and up/down arrow icons. At the bottom, there is a legend for required fields and 'OK' and 'Cancel' buttons.

<input type="checkbox"/>	#	Answers	
<input type="checkbox"/>	1	Answer1	↓
<input type="checkbox"/>	2	Answer2	↑

*Figure 62: Configuring Survey Answers*

On the **Answers** tab, you can manage the variants of answers to the question specified on the **Question** tab.

- 4** To add an answer, click **Add New Answer**.  
The additional field appears.
- 5** Enter a text of the answer in the newly appeared field.
- 6** To change the order the answers will be displayed in, use  and  icons.
- 7** To delete an answer, select an answer and click **Remove Selected**.
- 8** Click **OK**.

---

## Inserting Scripts to Your Web Pages

Using the SiteBuilder Wizard, you can add your own Java Script, HTML, and DHTML code to your web pages.

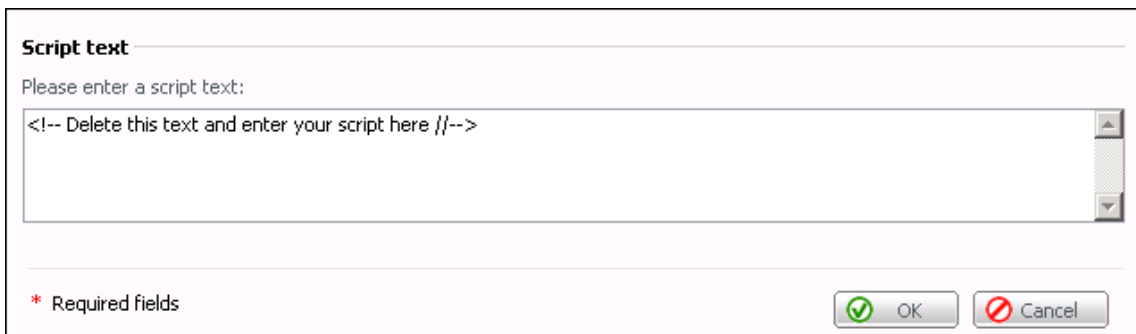
➤ *To insert script to a web page:*

- 1 Click the Edit tab.
- 2 Go to the page you want to insert the script to.
- 3 In the Available modules area, click the Script module icon and drag it to the page.

➤ *To change the script source:*

- 1 Click the Edit tab
- 2 Click Change Script Source in the Script module area.

The following screen opens.



**Script text**

Please enter a script text:

```
<!-- Delete this text and enter your script here //-->
```

\* Required fields

OK Cancel

*Figure 63: Inserting Scripts to Your Web Pages*

- 3 Enter a script text in the Script text text box.
- 4 Click OK.

## CHAPTER 6

# Publishing Site

This chapter describes how to publish your site and maintain it after it was published.

## In This Chapter

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---

## Publishing Site Using Your User Account in SiteBuilder System

If you are a registered SiteBuilder user, you can publish your site following one of two scenarios:

- Publishing to an FTP server you have access to (see page 89)
- Publishing to location specified by your provider (see page 86)

## Publishing to Provider's Location

This scenario is suitable in the following situations:

- Your SiteBuilder services provider disabled the publishing to known FTP host option
- You do not have access to an FTP server to be used for publishing your site

---

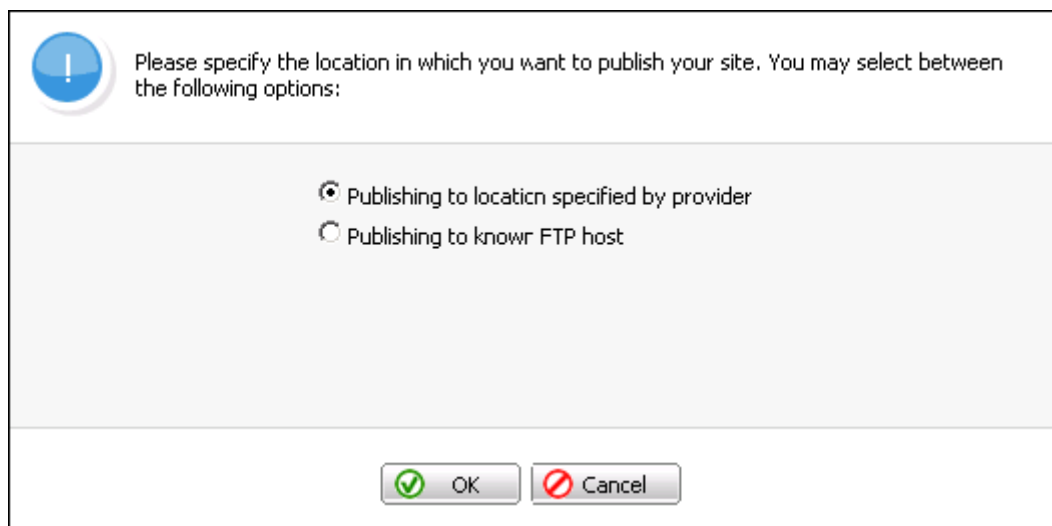
**Note:** If your provider prohibited publishing to FTP servers, your site will be published to the provider's location.

---

➤ *To publish your site to your provider's location:*

- 1 Go to the **Publish** tab.
- 2 Click **Publish** in the bottom right part of the **Publish** page.

The publishing dialog box opens.



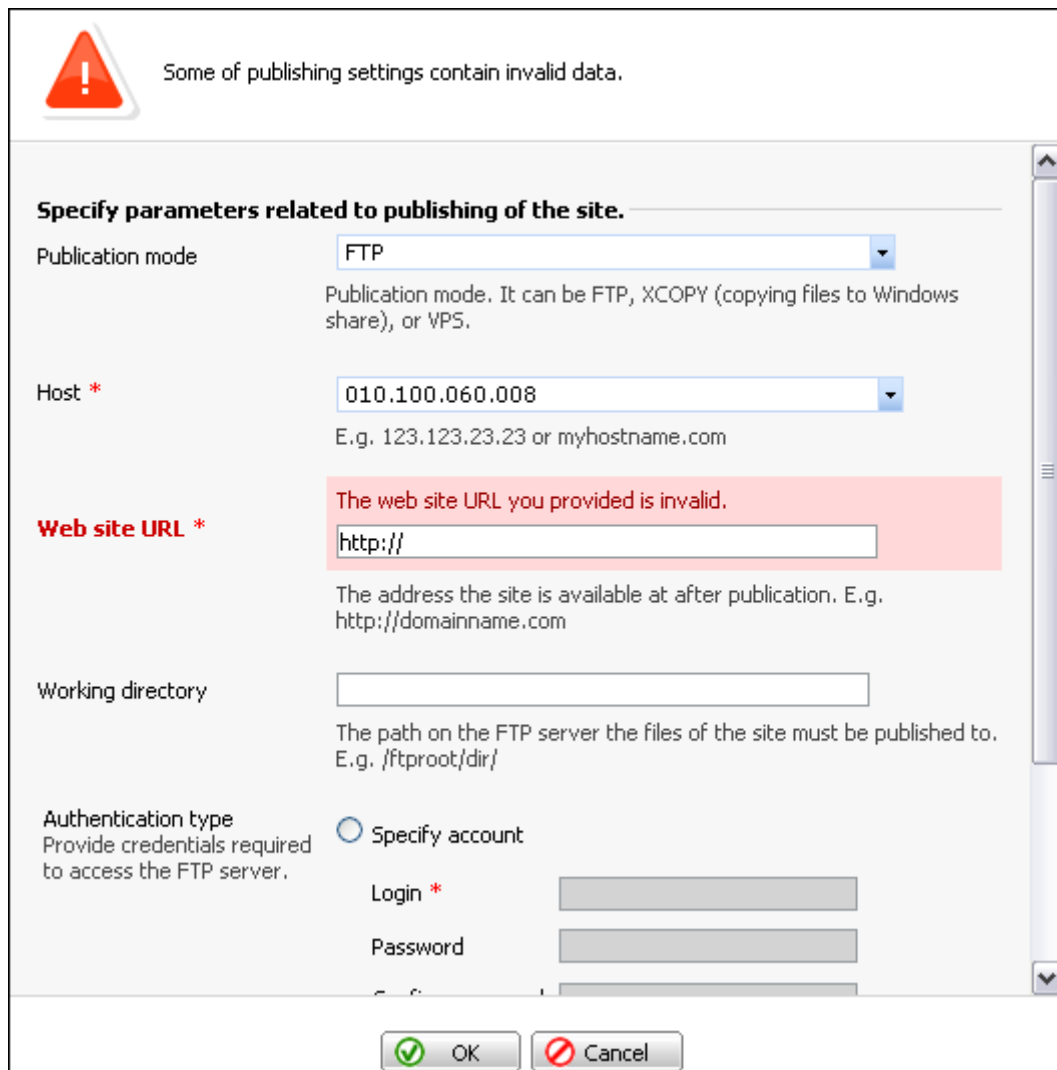
*Figure 64: Selecting Publishing Scenario*

- 3 Select the **Publishing to location specified by provider** option.
- 4 Click **OK**.

After you click **OK**, the system checks whether the publishing parameters are valid. During this check, as well as during the publishing process, the following errors may occur:

- Host is not found (Host cannot be resolved through DNS).
- Connection to host cannot be established.
- Could not login to publish host. You have specified invalid login or password.
- Access is denied. You do not have enough permissions.
- VPS does not exist.
- VPS is not ready.

In case some of the host parameters specified by your provider are invalid, you will be prompted for correcting the parameters, including the publication mode.



Some of publishing settings contain invalid data.

**Specify parameters related to publishing of the site.**

Publication mode: FTP  
Publication mode. It can be FTP, XCOPY (copying files to Windows share), or VPS.

Host \*: 010.100.060.008  
E.g. 123.123.23.23 or myhostname.com

**Web site URL \***  
The web site URL you provided is invalid.  
http://  
The address the site is available at after publication. E.g. http://domainname.com

Working directory:  
The path on the FTP server the files of the site must be published to. E.g. /ftproot/dir/

Authentication type  
Provide credentials required to access the FTP server.  
 Specify account  
Login \*:   
Password:

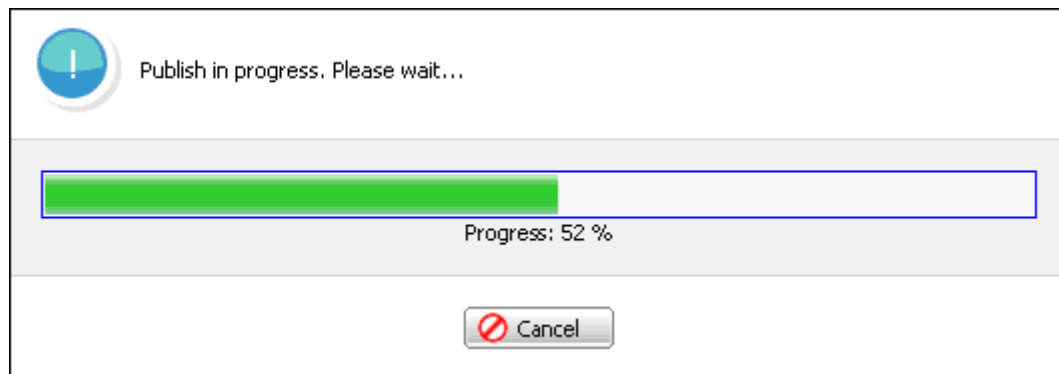
OK Cancel

Figure 65: Publishing Error

In case your site contains dynamic content (blogs, e-shops, and other SiteBuilder modules), but the server you are trying to publish your site to supports only static pages publishing, you can do the following:

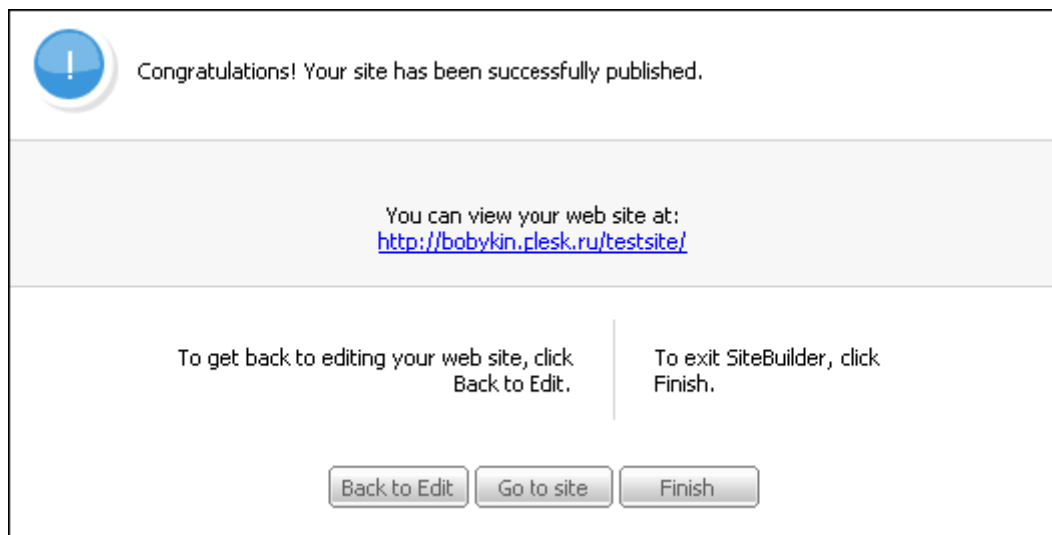
- Delete the modules from your site and publish only static pages of it
- Contact your SiteBuilder hosting provider

If the host parameters are correct, the publishing process starts. You can track the progress of the publishing process and stop it at any moment by clicking **Cancel**.



*Figure 66: Tracking Publication Progress*

After the publishing process is completed, the following screen opens.



*Figure 67: Completing Publishing*

To finish your working with SiteBuilder, click Finish.



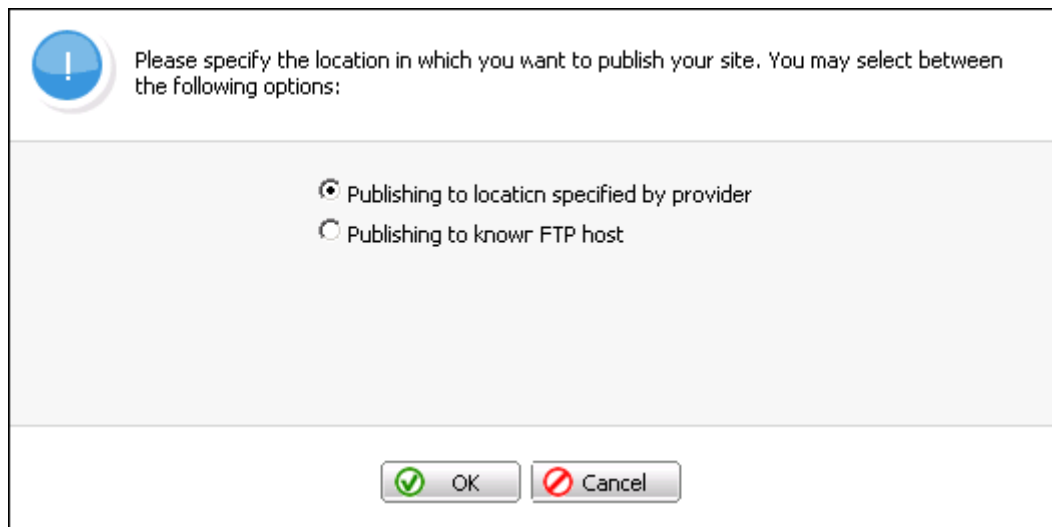
## Publishing to FTP Server

This scenario suits you if you have access to a certain FTP server and you want to publish your site to that server.

➤ *To publish your site to an FTP server:*

- 1 Go to the **Publish** tab.
- 2 Click **Publish** in the bottom right part of the **Publish** page.

The publishing dialog box opens.



*Figure 68: Selecting Publishing Scenario*

- 3 Select the **Publishing to known FTP** option.

The fields for entering your host parameters appear, as it is displayed on the following picture.

Please specify the location in which you want to publish your site. You may select between the following options:

Publishing to location specified by provider  
 Publishing to known FTP host

**Specify parameters related to publishing of the site.**

Host \*   
 E.g. 123.123.23.23 or myhostname.com

Web site URL \*   
 The address the site is available at after publication. E.g. http://domainname.com.

Working directory   
 The path on the FTP server where files of the site are published. E.g. /ftproot/dir.

Authentication type  
 Provide credentials required to access the FTP server.

Specify account  
 Login   
 Password   
 Confirm password   
 Use Anonymous account

OK Cancel

Figure 69: Publishing to FTP Server

- 4 Enter your FTP server IP address or the domain name in the **Host** field.
- 5 Enter the address your site will be available at after publication in the **Web site URL** field.
- 6 Enter the path on the FTP server where the files of your site will be stored in the **Working directory** field.
- 7 Select the authentication type:
  - If the FTP server requires user authentication, select the **Specify account** option and provide the credentials for access to the server in the **Login** and **Password** fields.
  - If the FTP server is not password protected, select the **Use Anonymous account** option.
- 8 Click **OK**.

After you click **OK**, the system checks whether the publishing parameters are valid. During this check the following errors may occur:

- Some of the specified FTP parameters are invalid. In that case, you will be prompted for correcting the parameters.

 Can't publish site.

SiteBuilder Hosting Provider publishing  
 Publishing to known FTP host

**Specify parameters related to publishing of the site.**

Host \*   
 A DNS name or an IP address of the FTP server. E.g. myhostname.com or 123.123.23.23

Web Site URL \*   
 A URL of the address the site is available at after publication. E.g. http://domainname.com.

Working Directory   
 The path on the FTP server the files of the site must be published to. E.g. /folder.

Authentication  
 Provide credentials required to access the FTP server.

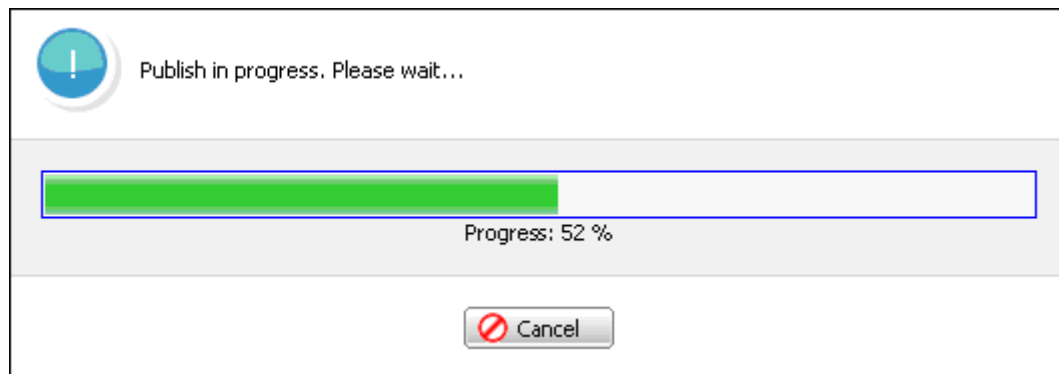
Specify account  
 Login   
 Password   
 Confirm password

Use Anonymous account

*Figure 70: Publishing to FTP Error*

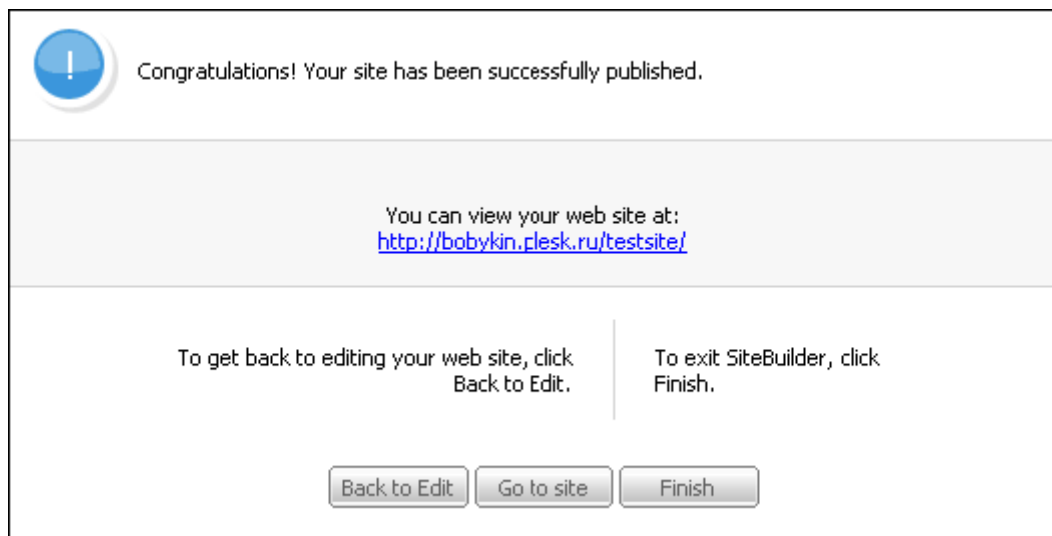
- Your site contains dynamic content (blog, e-shop and other SiteBuilder modules), but the server you are trying to publish your site to supports only static pages publishing. In that case, you can do the following:
  - Delete the modules from your site and publish only static pages of it
  - Specify another FTP server
  - Contact your SiteBuilder hosting provider

If the host parameters are correct, the publishing process will start. You can track the progress of the publishing process and stop it at any moment by clicking **Cancel**.



*Figure 71: Tracking Publication Progress*

If all the FTP host parameters are valid, your site will be published and the following screen will open.



*Figure 72: Completing Publishing*

To finish your working with SiteBuilder, click **Finish**.

---

## Publishing Site Using Guest Account in SiteBuilder System

Similar to the registered SiteBuilder users, anonymous users can select between two publishing scenarios:

- Publishing to an FTP server
- Publishing to location specified by SiteBuilder provider

---

**Note:** If the SiteBuilder administrator turned off the publishing to any FTP host option, you would automatically be switched to the publishing to provider location scenario.

---

The first scenario is the same for both registered and anonymous users (see **Publishing to FTP Server** (see page 89) earlier in this chapter).

The second scenario is run in a different way for anonymous users. If you are an anonymous SiteBuilder user, the site that you create in the Wizard is temporary and cannot be published on the Internet. But your site can be available for a limited period at the location specified by the SiteBuilder administrator.

So, after you click **Publish**, you will be provided with the information about your site and with the instructions about how you can publish it. To keep this information, you can send it to your e-mail. The e-mail will include two links:

- The link to your site where you can continue to edit it. You will need this link if you decide to register in SiteBuilder and make your temporary site regular (for more details about registering sites, refer to the SWsoft SiteBuilder 3.2 for Windows Site Owner's Guide [here](http://www.swsoft.com/en/products/sitebuilder/win/docs/) (<http://www.swsoft.com/en/products/sitebuilder/win/docs/>)).
- The site preview link. The link to your site as it is displayed to the visitors. You may send this link to your friends, for example.

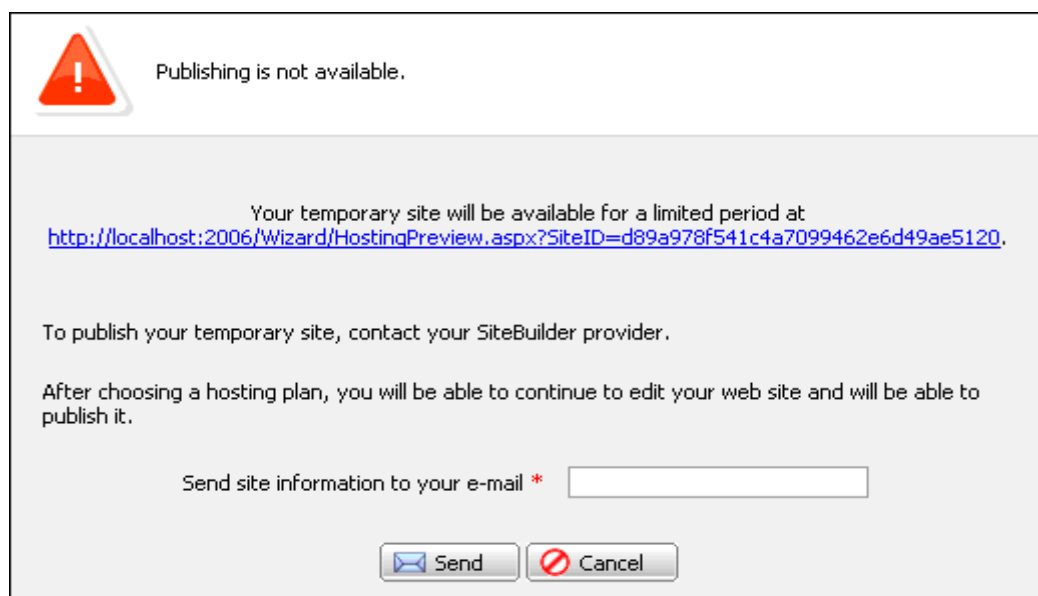
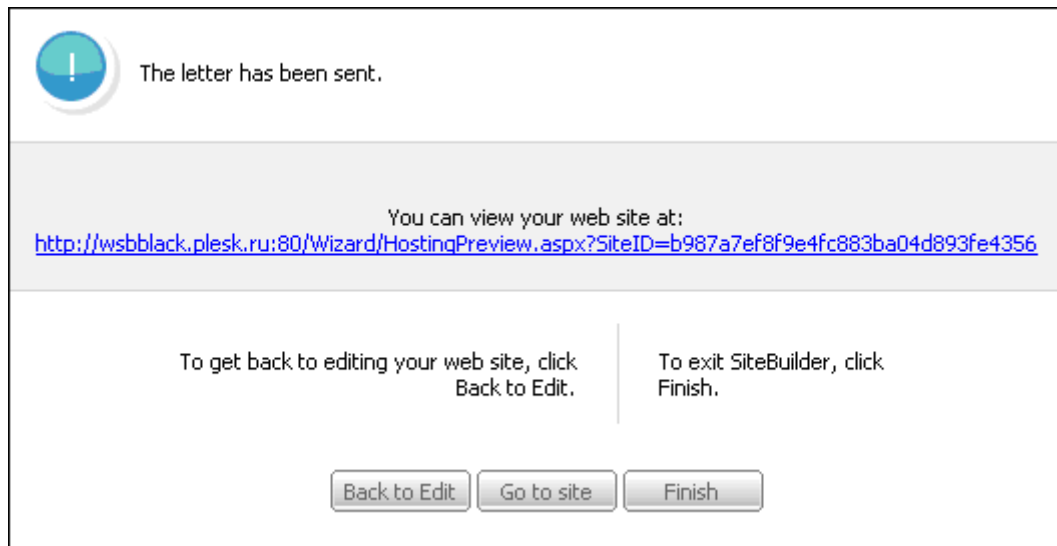


Figure 73: Publishing Site Using Guest Account in SiteBuilder System

After you enter your e-mail and click **Send**, the following screen opens.



*Figure 74: Sending Request on Receiving Site Information by E-Mail*

To finish your working with SiteBuilder, click **Finish**.

## CHAPTER 7

# Updating Site

SiteBuilder provides you with an opportunity not only to create and publish your site but also to manage and maintain it through the SiteBuilder Administrator Panel under a *site owner* account. The management operations you, as a site owner, can perform are the following:

- Edit and publish your site
- Register your temporary sites created before registering in SiteBuilder
- Add and manage site user accounts
- View site statistics
- Manage e-shop orders made in your e-shop
- For more details about site owner's functions, refer to the SWsoft SiteBuilder 3.2 for Windows Site Owner's Guide [here](http://www.swsoft.com/en/products/sitebuilder/win/docs/) (<http://www.swsoft.com/en/products/sitebuilder/win/docs/>).

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