



DRAFT

# **CuteSITE Builder User's Guide**

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**The Easiest Way to Create  
High Quality Web Sites**

**Version 4**

**global<sup>®</sup>  
OSCAPE**

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## About this manual

Use this manual to find answers about working with CuteSITE Builder. This manual explains just about every aspect of the program. Most explanations are in the form of step by step procedures to accomplish tasks.

When explaining menu selections, several steps may be compressed with words and arrows. For example, "On the menu bar, choose **Insert > Picture > Image/Clipart**" means: Click the word "Insert" on the menu bar, then click the word "Picture" on the "Insert" menu, then click the words "Image/Clipart" on the "Picture" sub-menu.

When you save your work in CuteSITE Builder, all the pages, pictures, design elements and other objects for your Web site are stored on your computer in a single file. This manual refers to those files as site files.

## About CuteSITE Builder®

With CuteSITE Builder, you can easily create a professional Web site in minutes without having to know HTML, FTP or graphic design! Simply choose your favorite design and type of Web site from pre-designed templates, add custom content like photos, images and links, and publish your Web site with just one click.

You see all text formatting, pictures, and tables in CuteSITE Builder the same way they would appear on the Web, making building your site a simple, straightforward process.

Clearly see and navigate the structure of your Web site in the CuteSITE Builder Site Map. It displays your site and its links and organization graphically.

Easily add pictures to your Web site with CuteSITE Builder's powerful page layout tools. You can align and wrap text, resize pictures, even use pictures as backgrounds with full control over their appearance.

Organize your pictures into an online slide show with the photo sequence wizard.

Easily publish all your site files to the World Wide Web with just a few mouse clicks.

Quickly create tables just by choosing the number of columns and rows you want.

Create forms that site visitors can fill out on the web. Their comments and information will be automatically sent to the e-mail address you choose.

# Getting Started



## Setting up

Before you install CuteSITE Builder, you need to be sure that it will work on your computer. Check the requirements below, to make sure you have everything you need to use CuteSITE Builder.

### System Requirements

You need to have the following to run CuteSITE Builder:

- Windows® 9.x, ME, NT 4, 2000, or XP
- 32 MB of memory
- Internet Explorer 4.0 or higher
- A connection to the Internet
- A Web host, typically your Internet Service Provider (ISP)

If you have a previous version of CuteSITE Builder or Trellix Web on your computer, the CuteSITE Builder 4 installation will uninstall the previous version of the software and then install version 4.

The CuteSITE Builder 4 installation keeps any Web hosting information you may have entered in a previous version. So if you have already published a site with CuteSITE Builder 3, you can publish changes to the site from CuteSITE Builder 4 without entering any publication information.

### To install CuteSITE Builder

1. Close any programs that are currently running.
2. In Windows, click the **Start** button.
3. Choose **Run**.
4. Click **Browse**.
5. In the **Browse** window, find and select **CSB.exe** and click **Open**.
6. In the **Run** window, click **OK**. Follow the on-screen instructions.

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### To install CuteSITE Builder from a CD

1. Close any programs that are currently running.
2. Place the CuteSITE Builder 4 CD in your CD-Rom drive.
3. The installation should begin automatically.
4. Follow the on-screen instructions.

### To install if your CD-ROM drive does not support automatic installation

1. Close any programs that are currently running.
2. Place the CuteSITE Builder 4 CD in your CD-Rom drive.
3. In Windows, double-click **My Computer**.
4. In the **My Computer** window, double-click the CD-ROM drive icon.
5. In the CD-ROM window, double-click **CSB.exe**.
6. Follow the on-screen instructions.

### To register CuteSITE Builder

1. If CuteSITE Builder is already open, on the menu bar, choose **Help > Enter Serial Number**, and skip to step five. If CuteSITE Builder is not open continue with step two.
2. In Windows, click **Start**.
3. Choose **Programs > GlobalSCAPE > CuteSITE Builder > CuteSITE Builder**.
4. Click **Enter Serial Number**.
5. Enter your Serial Number. It can be found on the invoice you received by e-mail or on your product packing if you purchased a CD. If you have lost your serial number, you may retrieve a copy at [www.globalscape.com](http://www.globalscape.com) or by sending your contact, purchase, and computer information to our technical support team. Be sure to include as much information as possible to help us to find your order.
6. Enter your Name. This will appear in **Help > About CuteSITE Builder** after you register.
7. **Update user info** check box. If you purchased your software directly from GlobalSCAPE, your information will automatically be in our registration database. If you purchased the software from a GlobalSCAPE reseller, your information will not be in our registration database and you will be prompted for your contact information. You do not have to complete this information, however, this information is used for providing you with technical support and locating your serial number if necessary.
8. Click **Register**. You should receive the following message: **Congratulations! You have successfully registered your copy of CuteSITE Builder. Please restart the software now.**
9. Close and restart CuteSITE Builder. It will now be registered.

### To remove CuteSITE Builder from your computer

1. In Windows, click the **Start** button.
2. Choose **Settings > Control Panel > Add/Remove Programs**.
3. Select **CuteSITE Builder** from the list.
4. Click the **Add/Remove** (or **Change/Remove**) button.
5. Follow the on-screen instructions.

## Opening site files

With CuteSITE Builder 4 you can open any sites that you have created or saved in Trellix Web 2.7 or CuteSITE Builder 3. CuteSITE Builder also offers two different methods for creating new sites. To create a new site, or open an existing site, first start CuteSITE Builder.

### To start CuteSITE Builder

1. In Windows, click the **Start** button.
2. Choose **Programs > GlobalSCAPE > CuteSITE Builder > CuteSITE Builder**. The **Start Using CuteSITE Builder** window opens.



3. Choose whether you want to start with a wizard, template, or an existing site and click **OK**.

### Note

You can also double-click existing site files on your computer to open CuteSITE Builder.

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### To create a new site using the CuteSITE Builder Web Wizard

The **CuteSITE Builder Web Wizard** takes you step-by-step through the process of building a new site with a basic structure and design.

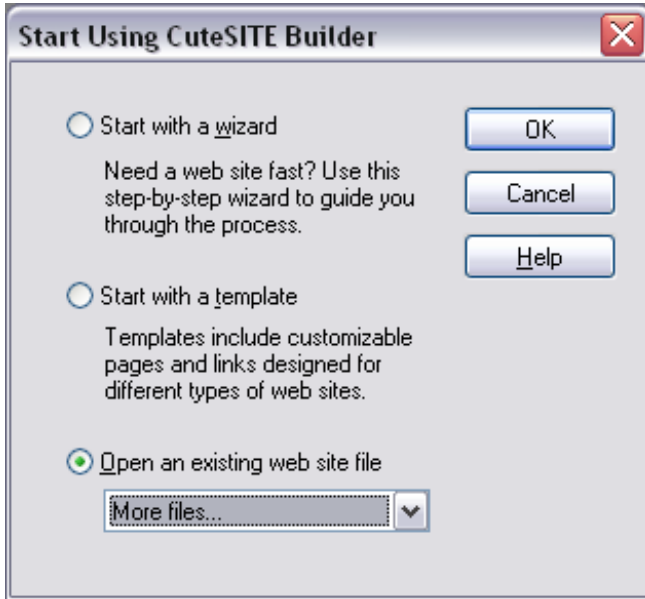
1. In Windows, click the **Start** button.
2. Choose **Programs > GlobalSCAPE > CuteSITE Builder > CuteSITE Builder**. The **Start Using CuteSITE Builder** window opens.
3. Select **Start with a wizard** and click **OK**. The **CuteSITE Builder Web Wizard** opens.



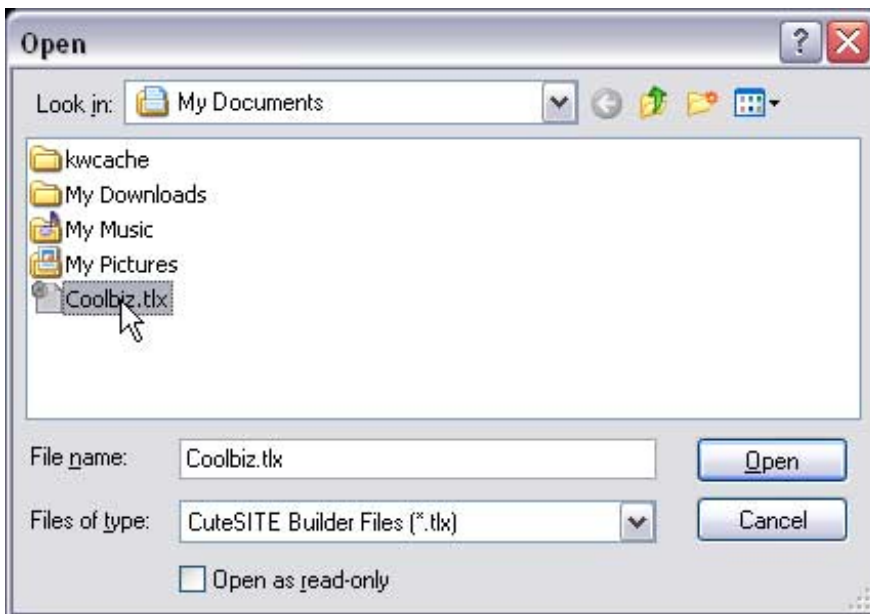
4. Follow the on-screen instructions to create your own Web site. After you have completed the Wizard, you can then modify your site by adding pages, text, pictures, links, and even a whole new design.

**To open an existing Web site file**

1. In Windows, click the **Start** button.
2. Choose **Programs > GlobalSCAPE > CuteSITE Builder > CuteSITE Builder**. The **Start Using CuteSITE Builder** window opens.
3. Select **Open an existing Web site file**.



4. In the list, choose **More files**, and click **OK**. The **Open** dialog appears.



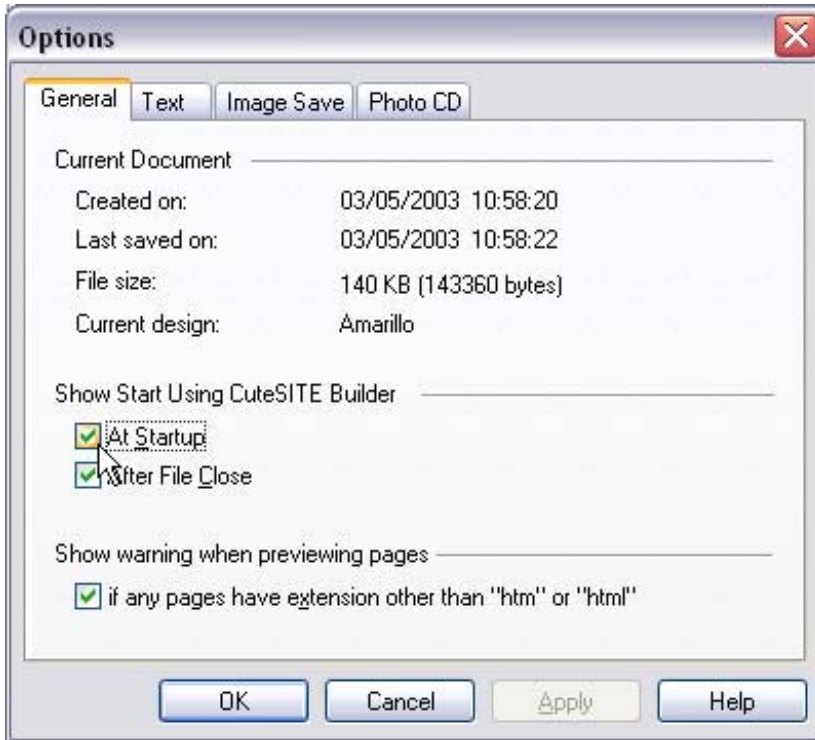
5. Select the file you want and click **Open**.

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### To hide the Start Using CuteSITE Builder window

You can set CuteSITE Builder to open without the start up window. If you choose to do so, you can still open existing Web site files by choosing **File > Open** from the menu bar. You can open the template window by choosing **File > New** from the menu bar. You can open the Web Wizard from the template window.

1. On the menu bar, choose **Tools > Options**. The **Options** window opens.

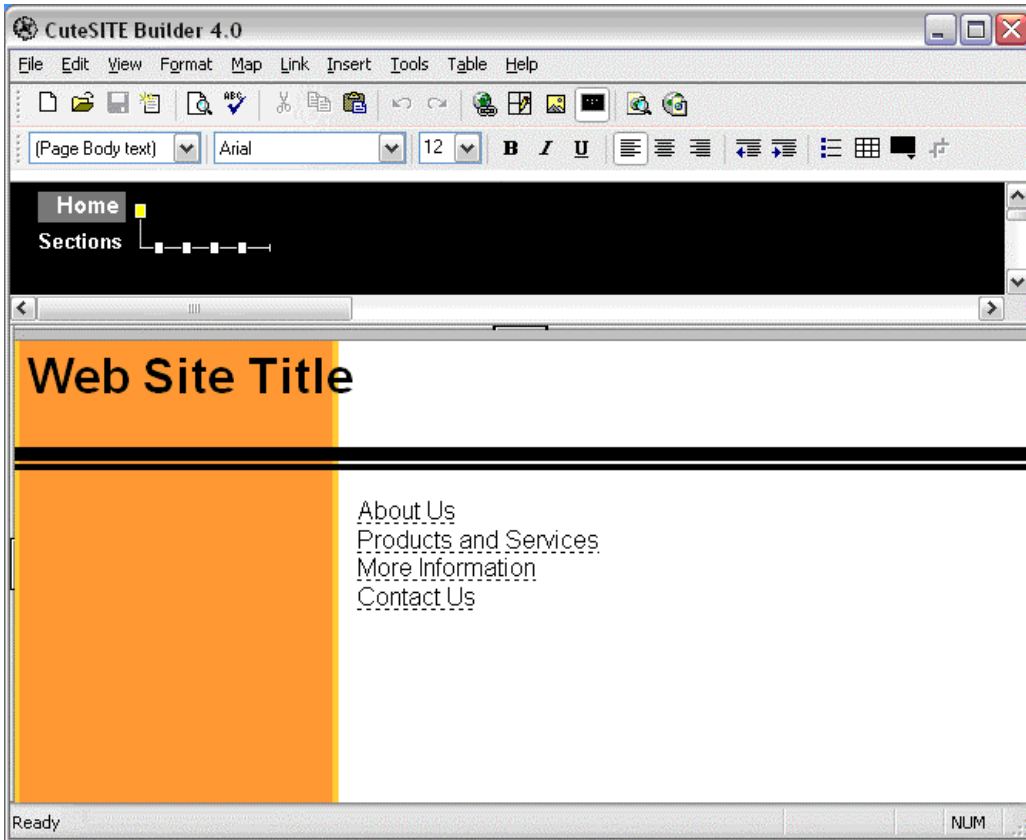


2. Click the **General** tab, if it's not displayed.
3. Clear the **At Startup** check box.
4. Click **OK**.

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### To use the CuteSITE Builder window

There are several elements that make up the CuteSITE Builder window. From top to bottom you will see the title bar, the menu bar, the standard tool bar, the format tool bar, the map, the page area, and the status bar.



The map displays the structure of your site, and icons for every page in your site.

The page area displays the contents of a page. This is the area where you edit your pages or add content to them.

You can also display an outline of your site by choosing **View > Outline > Show** from the menu bar.

You will do most of your work in the page area and the map. Click in either area to make it active. You can also press **F6** or **Shift+F6** to change which area is active.

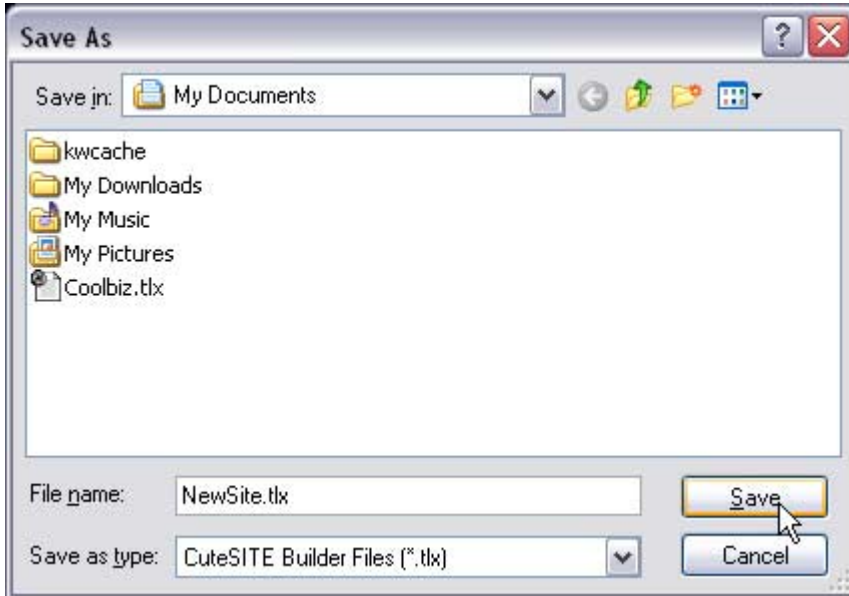
A blue ribbon appears across the top of the active area. Different tools and menu items will be available for your use depending on which area is active. For example, commands to format text in the page area (on the format menu) are available only when the page area is active.

## Saving your work

When you save a Web site in CuteSITE Builder, all the pages you have created are saved in the one file. CuteSITE Builder also saves any display settings you have changed, and any publication options you may have added.

### To save your work

1. On the menu bar, choose **File > Save**. The **Save As** window opens.



2. Type a name for your site in **File name**.
3. Choose the folder where you want to keep the site.
4. Click **Save**. All CuteSITE Builder site files are saved with a **.tlx** file extension.

### To save changes on an existing CuteSITE Builder file

If you have already saved a site, you will not have to name the file or choose where to keep it when you save changes you have made to the file.

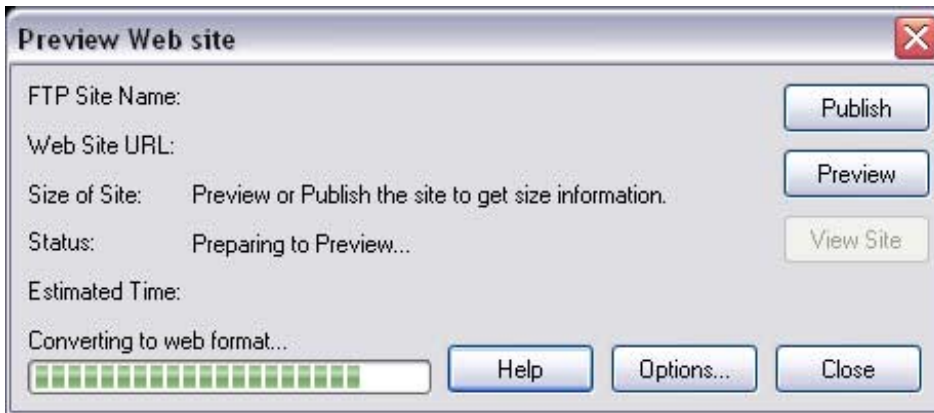
1. On the menu bar, choose **File > Save**. Your changes are saved.

## Publishing your site on the Web

Make sure your site will look the way you want on the Web, without publishing the site to the Web. Use the preview tool to open the site on your computer in your Web browser. Your site will look and work exactly as it would on the World Wide Web.

### To preview your Web site

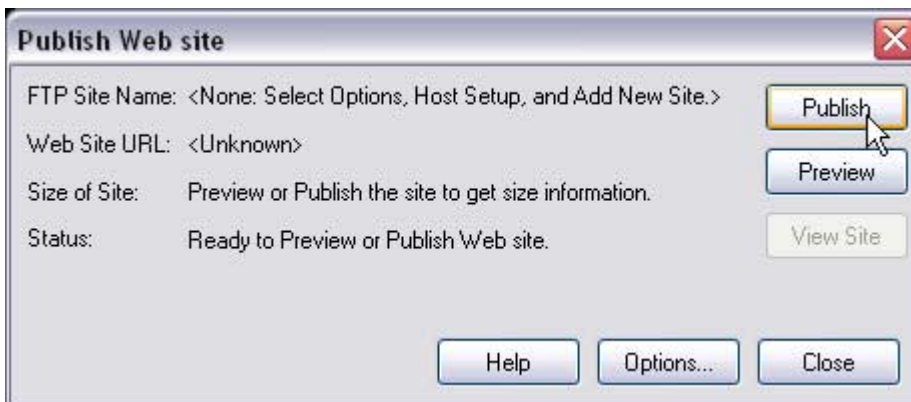
1. On the menu bar, choose **File > Preview**. If you have not saved your site file, a message appears asking if you want to save changes.
2. Click **OK**. The **Preview Web site** window opens.



3. Your file is converted to Web format. The conversion may take several seconds. Then your Web browser opens and displays the site.
4. When you have finished checking your site, close the browser. The **Preview Web site** window is still open.
5. Click **Close**.

### To publish your Web site

1. On the menu bar choose, **File > Publish Web Site**. The **Publish Web site** window opens.



2. Click **Publish**. CuteSITE Builder asks if you want to save any changes to your site.
3. Click **OK**. The **New FTP Site Wizard** opens (see picture on following page).



4. Follow the instructions in the wizard. When you click **Finish**, your site will be transferred to the Web. When the transfer is complete, CuteSITE Builder will ask if you want to view your site on the Web.
5. Click **Yes** to view your site, then close your browser to return to CuteSITE Builder.

# Text



To enter text in any page area, click where you want the text, and begin typing. CuteSITE Builder offers many options for formatting the text you enter.

You can simply type text. The text appears in the default style. A style is a collection of font and paragraph attributes that you can apply at once. A style definition usually includes the font, type size, attributes (such as bold or italic), and color of text, as well as the position of text on the page (such as indented or outdented) and any special formatting (such as bullets). Default styles come as part of the overall Web design. Each page layout in a Web design uses specific styles for each area of the page. These default styles have names like **(Left Border text)** or **(Page Body text)**. You can change these styles or change just one area of text. When you use the default styles, if you change to another Web design or page layout, your text will automatically change to fit the new Web design or page layout.

If you want to change your text from the default styles, you can choose one of the Web design's named styles. Named styles are text appearance definitions, like default styles, that come as part of a Web design. If you choose a named style and change page layout or Web design, CuteSITE Builder will recognize the name of the style and change the appearance of that text to fit with the new page layout or Web design.

To apply a named style, select the paragraphs you want to format, right-click within the selection, and choose **Format > Style**, or select a style from the drop-down list on the Format toolbar.

You can also change the appearance of any text in a page, in any way you'd like. For example, you can add bold to certain words or to the entire paragraph. Your changes will not affect any style definitions. If you create local formatting that you want to apply more widely, you can modify the named style or create a new named style. To modify or create a named style, choose **Format > Style**.

## To add text

1. Click where you want text in a page and begin typing.

## Selecting text

### To select text

1. Hold down the left mouse button and drag your mouse cursor over the text.

### To select an entire word

1. Place your mouse cursor within the word.
2. Double-click.

### To select an entire line

1. Place the cursor at the beginning of the text you want to select.
2. While pressing and holding the **Shift** key, press the **End** key.

### To select to the end of a page area

1. Place the cursor at the beginning of the text you want to select.
2. While pressing and holding the **Shift** key, press the **Page Down** (or **PgDn**) key.

## Moving text

### To copy text

1. Select the text.
2. On the menu bar, choose **Edit > Copy**.
3. Place your cursor where you want a copy of the text.
4. On the menu bar, choose **Edit > Paste**.

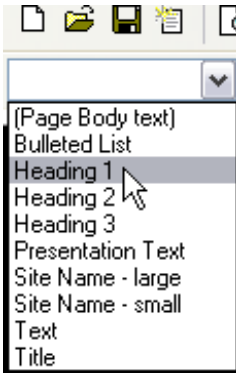
### To move text

1. Select the text.
2. On the menu bar, choose **Edit > Cut**.
3. Place your cursor at the new location for the text.
4. On the menu bar, choose **Edit > Paste**.

## Changing text

### To apply a style to new text

1. Place your cursor where you want the text.
2. On the Format bar, select a style from the Style list.



3. Begin typing.

### Note

The Style list is the first box at the left end of the Format tool bar.

### To apply a style to existing text

1. Select the text you want to change.
2. On the menu bar, choose **Format > Style**. The **Styles** window appears. It includes a list of the named styles in the current file, along with a **Style Attributes** box that describes the currently selected style and a **Local Formatting** box that describes any formatting you may have added (such as making a word bold) to the selected paragraphs. The current paragraph style, if any, appears highlighted in the list.
3. Select a named style from the list. The description in the **Style Attributes** box changes each time you select a style.
4. (Optional) By default, CuteSITE Builder maintains any local character formatting, such as font or color, when applying the named style. If you want to remove local character formatting so that all text in the selected paragraphs changes to the named style, select the **Remove local font formatting when applying style** option.
5. Click **Apply Style**.

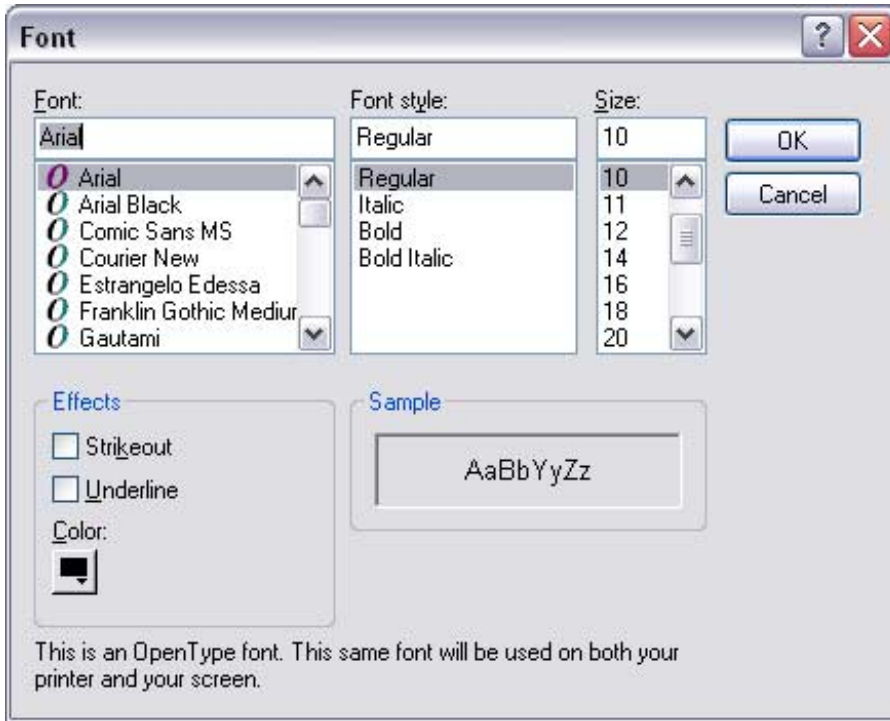
### Notes

- If you find that a named style does not have any effect (or only a partial effect) on a paragraph, the paragraph has local formatting. Select the style again, but also select the **Remove local formatting when applying style** checkbox.
- If you do make local changes to a named style that you want to reuse in the future, or if the available named styles do not include a style you need for your file, you can create or modify a named style.
- If you want to apply a named style to a list of links or a sequence, you must select all links in the list. If you select only part of the list, the **Style** command appears grayed.

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### To change text size

1. Select the text you want to change.
2. On the menu bar, choose **Format > Font**. The **Font** window appears.



3. Select a size from the **Size** list.
4. Click **OK**.

### To change fonts

1. Select the text you want to change.
2. On the menu bar, choose **Format > Font**. The **Font** window appears.
3. Select a font from the **Font** list.
4. Click **OK**.

### To italicize or bold text

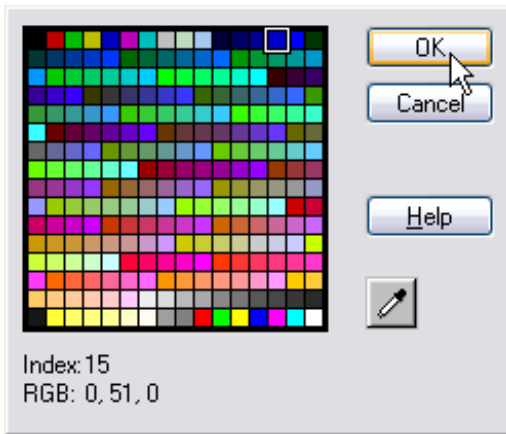
1. Select the text you want to change.
2. On the menu bar, choose **Format > Font**. The **Font** window appears.
3. Select the attribute you want from the **Font Style** list.
4. Click **OK**.

### To underline or strikeout text

1. Select the text you want to change.
2. On the menu bar, choose **Format > Font**. The **Font** window appears.
3. Select the **Underline** or **Strikeout** check box.
4. Click **OK**.

### To change text color

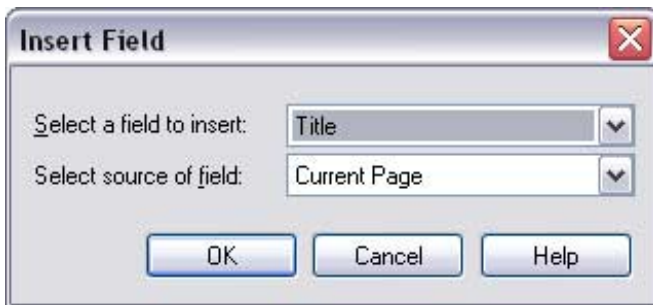
1. Select the text you want to change.
2. On the menu bar, choose **Format > Font**. The **Font** window appears.
3. Click the **Color** button. The color palette opens.



4. Select a color and click **OK** to close the color grid.
5. Click **OK** to close the **Font** window.

### To add text that will update automatically

1. Click in any page area.
2. On the menu bar, choose **Insert > Field**. The **Insert Field** window opens.

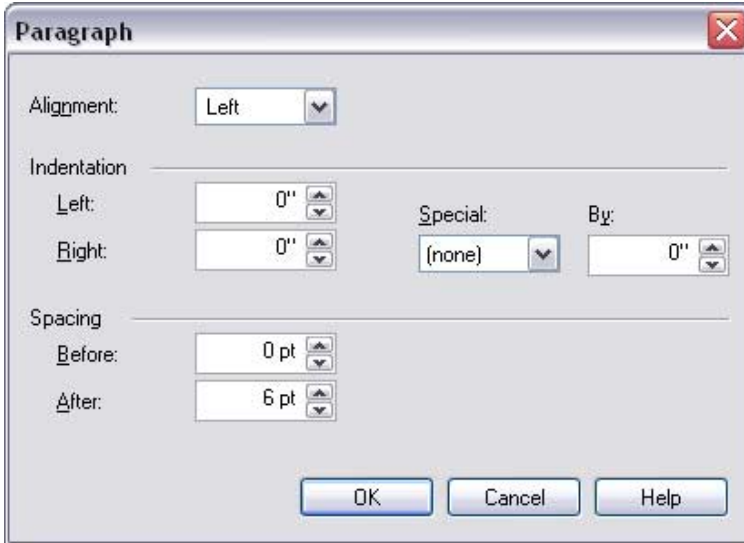


3. In the **Select a field to insert** list, choose a field (for more on fields, see page 116).
4. In **Select source of field**, choose the page of the field you want to insert.
  - **Current Page** – the page you are working on at the moment.
  - **Home Page** – the main page of your site
  - **Parent page in map** – the page that has a link pointing to the current page.
5. Click **OK**. Now when you change the text in that field, the text will automatically update wherever the field has been inserted in your site.

## Aligning text

### To center, right, or left align text

1. Select the text you want to align.
2. On the menu bar, choose **Format > Paragraph**. The **Paragraph** window opens.



3. In the **Alignment** list, choose **Left**, **Centered**, or **Right**.
4. Click **OK**.

### To add bullets to existing text

1. Select the text where you want the bullets.
2. On the menu bar, choose **Format > Bullets**. The **Bullets** window opens.



3. Select the type of bullets you want.
4. Click **OK**.

### To split one bulleted item into two bulleted items

1. Click where you want the item split.
2. Press the **Enter** key on your keyboard.

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### To add more bullets at the end of a list

1. Click at the end of the line before the spot where you want more bullets.
2. Press the **Enter** key on your keyboard.

### To remove bullets

1. Select the area where you want to remove the bullets.
2. On the menu bar, choose **Format > Bullets**. The **Bullets** window opens.
3. Click **Remove**.
4. Click **OK**.

### To indent text

1. Select the paragraphs you want to format.
2. On the menu bar, choose **Format > Paragraph**. The **Paragraph** window opens.
3. Specify the amount to indent or outdent under **Indentation**. You can indent or outdent to either the left or right.
4. Click **OK**.

### Note

Any indents you choose will be added to any margins you have set for a page area.

### To create a hanging indent

1. Click within the paragraph where you want the hanging indent.
2. On the menu bar, choose **Format > Paragraph**. The **Paragraph** window opens.
3. Choose **Hanging** from the **Special** list.
4. Choose the size of the indent by clicking the little up or down arrow in the **By** box.
5. Click **OK**.

### To indent the first line of a paragraph

1. Click within the paragraph where you want the first line indented.
2. On the menu bar, choose **Format > Paragraph**. The **Paragraph** window opens.
3. Choose **First Line** from the **Special** list.
4. Choose the size of the indent by clicking the little up or down arrow in the **By** box.
5. Click **OK**.

### To change spacing before and after paragraphs

1. Select the paragraph or paragraphs where you want to change the spacing.
2. On the menu bar, choose **Format > Paragraph**. The **Paragraph** window opens.
3. Click the little arrows in the **Before** box to specify the amount of space in points that you want between the last line of the previous paragraph and the first line of the current paragraph.
4. Click the little arrows in the **After** box to specify the amount of space in points that you want between the last line of the current paragraph and the first line of the next paragraph.

### Notes

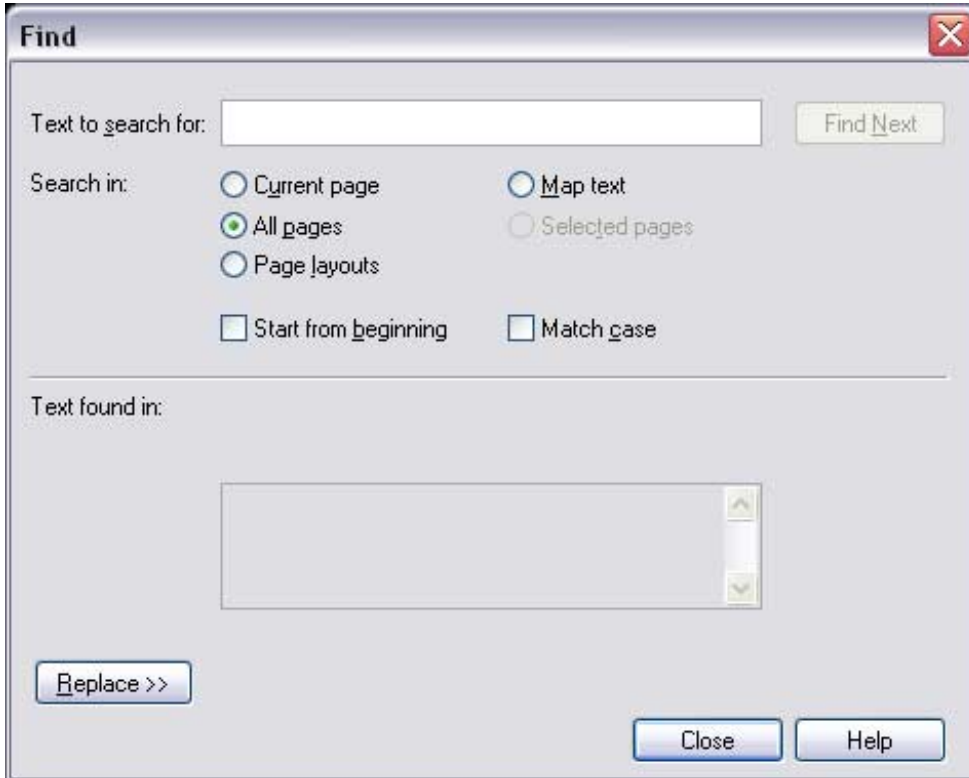
- By default, CuteSITE Builder uses points as the unit of measurement for paragraph spacing. If you want to specify an amount in inches, add a set of double quotation marks (") after the number you type.
- The actual spacing between paragraphs reflects the amount you specify in the **After** field of one paragraph and the **Before** field of the subsequent paragraph. For example, if you specify 12 points in the **After** field of a paragraph and 6 points in the **Before** field of the subsequent paragraph, there will be 18 points between the two paragraphs.

## Finding and replacing text

You can use the **Find** function to search automatically for all occurrences of a text string in selected text, text in the current page, text in the current file's page layouts, all pages, or all text in the map. You can use the **Replace** function to automatically replace the text string at the same time.

### To find text

1. On the menu bar choose, **Edit > Find**. The **Find** window opens.



2. In **Text to search for**, type or paste the text you want to find.
3. Choose where you want to search.
  - **Current page** searches in the current page, usually the one you are viewing. (If you are using **Split Page Area** to view more than one page at a time, only the page with the active window ribbon is reviewed.)
  - **All pages** searches all of the text in all of the file's pages, except for text that is automatically put into pages by page layouts. When you choose this option, you may also choose to start the search at the Home page by selecting the **Start from beginning**.
  - **Page layouts** searches only the text that is part of the file's page layouts.
  - **Map text** searches all labels and sequence titles in the map.
  - **Selected pages** searches text in all of the pages that are selected, except for text that comes from page layouts. To use this option, you must select the pages before step one.
4. (Optional) To search only for text whose capitalization matches exactly what you have typed, choose the **Match case** option.
5. Click **Find Next**. The first occurrence of the word displays with its surrounding text in the **Text found in** box of the **Find** window.
6. (Optional) Click **Find Next** again to find other occurrences of the word. Click **Replace** to enter a new word to switch for the search text.

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### To find all possible instances of text in a site file

1. Perform a search with the **All pages** option selected.
2. Perform a second search with the **Page layouts** option selected.
3. Perform a final search with the **Map text** option selected.

### To automatically replace text

1. On the menu bar choose, **Edit > Replace**. The **Find** window opens with the **Replace** section added under the **Text found in** box.



2. In **Text to search for**, type or paste the text you want to replace.
3. Choose where you want to search as you would in the **Find** window (see step three on the previous page).
4. (Optional) To replace only text whose capitalization matches exactly what you have typed, choose the **Match case** option.
5. In **Replace with**, type the replacement text.
6. Click **Find Next**. The first occurrence of the word you want to replace displays with its surrounding text in the **Text found in** box of the **Find and Replace** window.
7. Click **Replace** to replace the text and find the next occurrence, or click **Replace All** to replace all occurrences of the text in the areas you chose to search.

### Find and Replace Notes

- When you search for text or check spelling, the content of each page's fields is scanned first, then the contents of the left border, top border, right border, bottom border, and page body.
- All text in a page is searched at the same time, regardless of whether it is unique to that page or static text inherited from a page layout.
- If you find a mistake in static text, the efficient place to edit such text is on the page layout itself. For example, to make a minor change in a corporate name or message that appears on every page, simply choose **Tools > Page Layout Editor** and then change the text once in the page layout.
- Unless you click **Start from beginning**, the scan begins at your cursor location, if any, and from the current page, if any. This lets you stop and make changes and then resume searching.
- Pages are searched in the order in which they appear in the outline. You can change this order. If you have searched only part of a file, CuteSITE Builder offers you the option of checking from the file's beginning.
- You can only search a simple text string. You cannot enter complex search criteria such as asterisks or question marks or operators such as "AND" or "OR."
- Picture descriptions (in image properties) and prompt text (in page layouts) are never searched.
- If you are searching a file and CuteSITE Builder finds a text string in a page, CuteSITE Builder displays the page in the page area as well as showing the text in context in the **Find and Replace** window. To work directly with the text, click **Close** to close the window.

## Fixing mistakes

You can repair mistakes immediately after you make them by using the **Undo** command. For example, if you delete the wrong thing, or copy text in the wrong place, you can use the **Undo** command to restore the deleted item, or remove the copied text. You can undo up to your last ten actions.

If you decide that an Undo action was a mistake, you can use the **Redo** command to reverse the Undo.

### To undo a mistake

1. On the menu bar, choose **Edit > Undo....** The **Undo** option will include one or two words describing the action that will be undone.

### To reverse an Undo

1. On the menu bar, choose **Edit > Redo....** The **Redo** command on the **Edit** menu will include one or two words describing the action that will be restored.

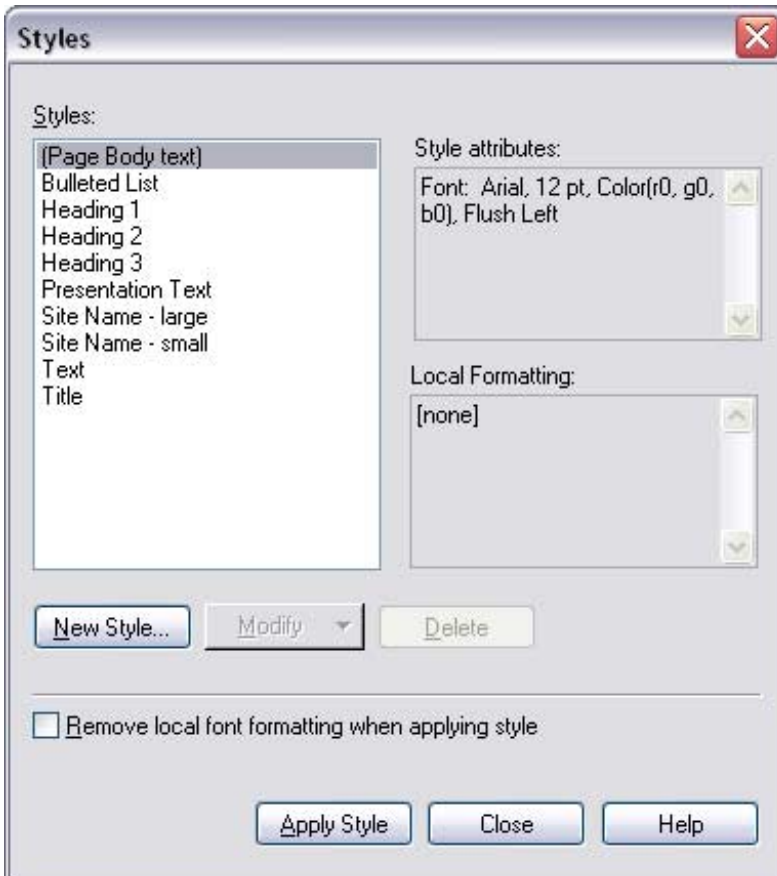
## Modifying styles

A style is a collection of font and paragraph attributes that you can apply to text all at once. CuteSITE Builder includes a number of common styles with each Web design. You can modify these styles and also create your own styles.

Modify or create a style either by first formatting some text to use as a model for the style, or by defining the characteristics of the style in the **Styles** window.

### To create a style

1. Select text where you want to use the new style.
2. On the menu bar, choose **Format > Style**. The **Styles** window opens.



3. Click **New Style**. The **New Style** window opens (see the picture on the following page).



4. In **Name**, type a descriptive name for the style that will help you remember when to use the style, or what type of attributes are in the style.
5. Choose whether to base the style on the **Current text selection**, or on an existing **Style**. If you choose **Style**, choose a model style from the list. The **Style attributes** box displays the selected style's or text's formatting information. The **Local Formatting** box displays any formatting that is applied only to the text you selected.
6. Click **OK** to close the **New Style** window.
7. Click **Modify** to change the attributes of your new style.
  - Choose **Font** and the **Font** window opens. You can change the text size, typeface, or color for the style, or add underlining, bold, or italics to the style. Click **OK** when you have chosen all your font settings.
  - Choose **Paragraph** and the **Paragraph** window opens. You can change alignment, indenting, or spacing for the style. Click **OK** when you have chosen all your paragraph settings.
  - Choose **Bullets** and the **Bullets** window opens. Select the bullets you want for your style and click **OK**, or click the **Remove** button to take bullets out of your style.
  - Choose **As selection** to keep the style exactly like the text you originally selected.
8. Select **Remove local font formatting when applying style** to get rid of other formatting on existing text where you use the new style. Leave this check box clear if you want existing text to retain its previous formatting when you add your new style.
9. Click **Close** to save the new style settings, or click **Apply Style** to change the text you selected originally.

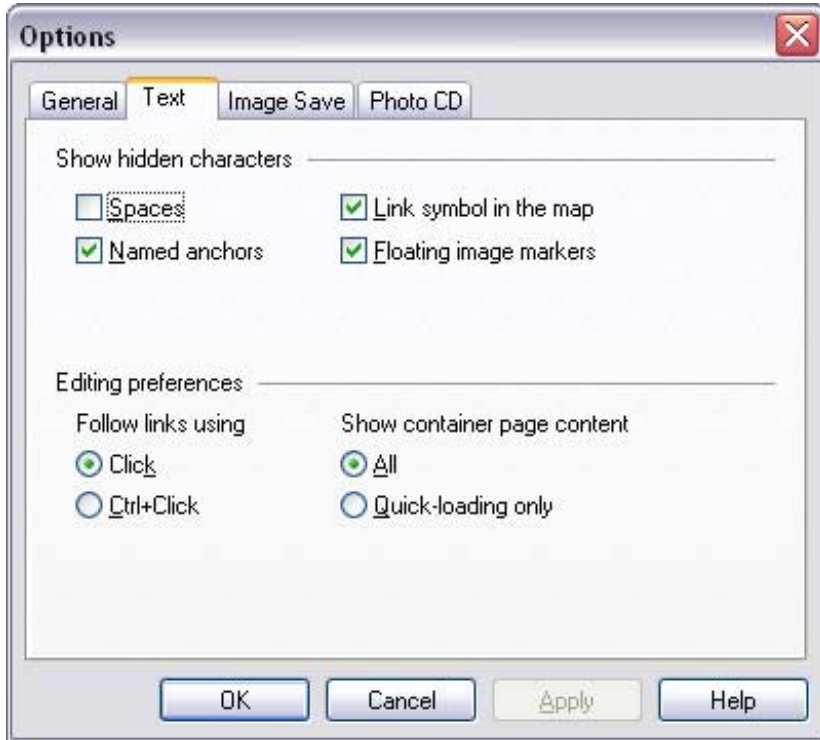
### To change a style

1. On the menu bar, choose **Format > Style**. The **Styles** window opens.
2. In the **Styles** list, select the style you want to modify.
3. Click the **Modify** button to change the attributes of your style.
  - Choose **Font** and the **Font** window opens. You can change text size, typeface, color, add underlining, bold, or italics in the style. Click **OK** when you have chosen all your font settings.
  - Choose **Paragraph** and the **Paragraph** window opens. You can change alignment, indenting, or spacing for the style. Click **OK** when you have chosen all your paragraph settings.
  - Choose **Bullets** and the **Bullets** window opens. Select the bullets you want for your style and click **OK**, or click the **Remove** button to take bullets out of your style.
  - Choose **As selection** to make the style exactly like any text you selected before opening the **Styles** window.
4. Select **Remove local font formatting when applying style** to get rid of other formatting on existing text where you use the style. Leave this check box clear if you want existing text to retain its previous formatting when you add your new style.
5. Click **Close** to save the new style settings, or click **Apply Style** to change any text you selected before opening the **Styles** window. All text in that style in your site will be modified.

## Displaying hidden characters

You can display a small mark within text that indicates spaces (from the Space bar on your keyboard).

1. Choose **Tools > Options**. The **Options** window opens.
2. Click the **Text** tab.



3. Under **Show hidden characters** select the **Spaces** check box.
4. Click **OK**. Small, bullet-type marks will display in your spaces throughout your site.

### To hide space marks

1. Choose **Tools > Options**.
2. Click the **Text** tab.
3. Under **Show hidden characters** clear the **Spaces** check box.
4. Click **OK**. The space marks will be hidden throughout your site.

### Notes

- When you choose to show space marks, they will display through every site you open in CuteSITE Builder, every time you open the program, until you choose to hide them. Then they will be hidden in all sites every time you open the program.
- If you display space marks in CuteSITE Builder, they will not display when you preview or publish your site.

## Unlocking text

While editing a page, you may find text that you cannot change. This is referred to as Static Text. This text comes from the page's template or page layout. To change the text for every similar page on your site, you can edit the page layout (see page 153).

### To unlock static text for a single page

1. Select the text.
2. On the menu bar, choose **Format > Unlock Static Text**. A message appears asking if you want to unlock the text for just this page or if you want to open the Page Layout Editor.



3. Choose **Unlock static text for this page only**.
4. Click **OK**. You can now edit the text, and changing the page layout will not change the text.

# Links



Links are areas of a page that you can click to view another page, they are also known as hyperlinks. The element you click is the link, and the page it is on is the source. The page or area that opens after you click is the destination.

Add hyperlinks to any part of your site. You can create new text links, or select existing text and turn it into a link. You can use images as links. You can insert links to a list of pages, and the links will update automatically if you move or change the pages.

## Adding links

### To add a basic link

1. In a page (the *source* page), select text you want users to click to go to another page (the *destination* page).
2. On the menu bar, choose **Link > Link to a Page Using > Selection**. A small chain link appears beneath your mouse cursor.



3. In the map, click on the page you want as the destination.



4. The text on the source page will become a hyperlink.

### Note

CuteSITE Builder marks text hyperlinks with a dashed underline.

### To add a link using a destination page's title

1. Click in the page where you want the link (this is the *source* page).
2. On the menu bar, choose **Link > Link to a Page Using > Title Field**. A small chain link appears beneath your cursor.
3. In the map, click on the page you want as the destination.
4. The title of the destination page appears as a link on the source page.

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### To add a link that includes a destination page's summary

1. Click in the page where you want the link (this is the *source* page).
2. On the menu bar, choose **Link > Link to a Page Using > Title & Summary Fields**. A small chain link appears beneath your cursor.
3. In the map, click on the page you want as the destination.
4. The title of the destination page appears as a link on the source page, with a short summary of the destination page's contents.

### To add a link using information from a destination page

1. Click in the page where you want the link (this is the *source* page).
2. On the menu bar, choose **Link > Link to a Page Using > Other Fields**. The **Insert Field** window appears.



3. In the **Select a field to insert** list, select the field you want as a link.
4. Click **OK**. A small chain link appears beneath your cursor.
5. In the map, click on the page you want as the destination.
6. The field contents of the destination page appear as a link on the source page.

### To use a picture as a link

1. Select a picture on your source page that you want as a link.
2. On the menu bar, choose **Link > Link to a Page Using > Selection**. A small chain link appears beneath your mouse cursor.
3. In the map, click on the page you want as the destination.
4. The picture is now a hyperlink.

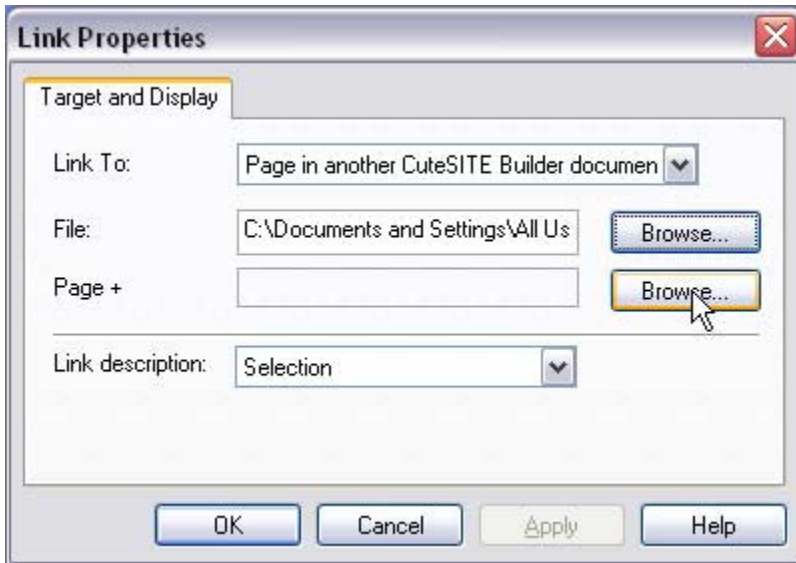
### Notes

- For information on adding pictures to your pages, see section four, **Pictures** (page 40).
- You can also use pictures as links to other anchors (page 28), Web sites (page 29), email addresses (page 29), a file (page 30), or as an up or down level link (page 33).

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### To link to a page in another CuteSITE Builder site file

1. Select the text or picture you want as the link.
2. On the menu bar, choose **Link > Create Link to URL or File**. The **Link Properties** window opens.



3. In the **Link To** list, select **Page in another CuteSITE Builder document**.
4. In the **File** box, type the path to the other site file, or click the **Browse** button, select the other site file, and click **OK**.
5. Click the **Browse** button at the right end of the **Page+** box. The **Choose Page** window opens with a list of all pages in the site file.



6. Select a page.
7. Click **OK** to close the **Choose Page** window.
8. Click **OK** again.

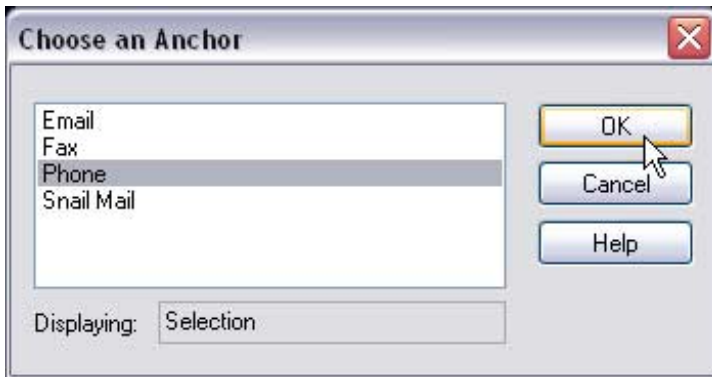
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### To link to a specific spot on the same page

1. Click in the page where you want the destination spot.
2. On the menu bar, choose **Insert > Anchor**. The **Insert Anchor** window opens. Anchor is the term used for destinations in a specific place on a page.



3. Type a name for the anchor. This can be any name you choose, but it's better to use names that will help you remember where the anchor is located.
4. Click **OK**. A small anchor symbol is added to your page. ⚓
5. Move to a different part of the page and select the text or picture you want as the link.
6. On the menu bar choose, **Link > to an Anchor on > Current Page**, and the **Choose an Anchor** window opens with a list of all anchors on that page.



7. Select the anchor you want as the link's destination.
8. Click **OK**.

### To link to a specific spot on a different page

1. Click in the page where you want the destination spot.
2. On the menu bar, choose **Insert > Anchor**. The **Insert Anchor** window opens. Anchor is the term used for destinations in a specific place on a page.
3. Type a name for the anchor. This can be any name you choose, but it's better to use names that will help you remember where the anchor is located.
4. Click **OK**. A small anchor symbol is added to your page.
5. Move to a different page and select the text or picture you want as the link.
6. On the menu bar choose, **Link > to an Anchor on > Another Page**.
7. In the map, click the page with the destination anchor, and the **Choose an Anchor** window opens with a list of all anchors on that page.
8. Select the anchor you want as the link's destination.
9. Click **OK**.

## DRAFT

### To link to a different page or site on the Web

1. Select the text or picture you want as a link to another page on the Web.
2. On the menu bar, choose **Link > Create Link to URL or File**. The **Link Properties** window appears.



3. You should see **URL** in the **Link To** box. In the box just below, after **http://** type the address of the destination Web page. For instance, if your destination page was example.com, you would type "www.example.com" after the **http://**. If you do not know the Web address, click the **Browse** button. Navigate to the Web page, copy the address from your Browser window address bar, and paste it into the address box of the CuteSITE Builder **Link Properties** window.
4. Click **OK**.

### To link to an email address

You can create links that users can click to send you an e-mail, or to send an e-mail to any address. When users click the link, their e-mail software will automatically open with the correct e-mail address for the recipient in the **To** box.

1. Select the text or picture you want users to click to send an email.
2. On the menu bar, choose **Link > Create Link to URL or File**.
3. In the **Link To** list, select **Mail To**.
4. In the box below the **Link To** list, type the recipient e-mail address after **mailto**. For example, if you wanted email sent to your webmaster and his e-mail address was webmaster@example.com, you would type 'webmaster@example.com' after **mailto**.
5. Click **OK**.

## DRAFT

### To link to a file

You can create links that users can click to access files on a shared network drive. Because the file and the drive have to be accessible to all visitors to the site, these links only work on Intranet sites.

1. Select the text or picture you want as a link.
2. On the menu bar, choose **Link > Create Link to URL or File**.
3. In the **Link To** list, select **File**.
4. In the box under the **Link To** list, after **file://** type the folder path to the file you want as the link's destination.
5. (Optional) If you do not know the exact location, click **Browse**, a window opens where you can navigate to the file you want. Click on the file, or select it and click **OK**. The proper path is automatically entered into the **Link Properties** window.
6. Click **OK**.

### To link to a downloadable file

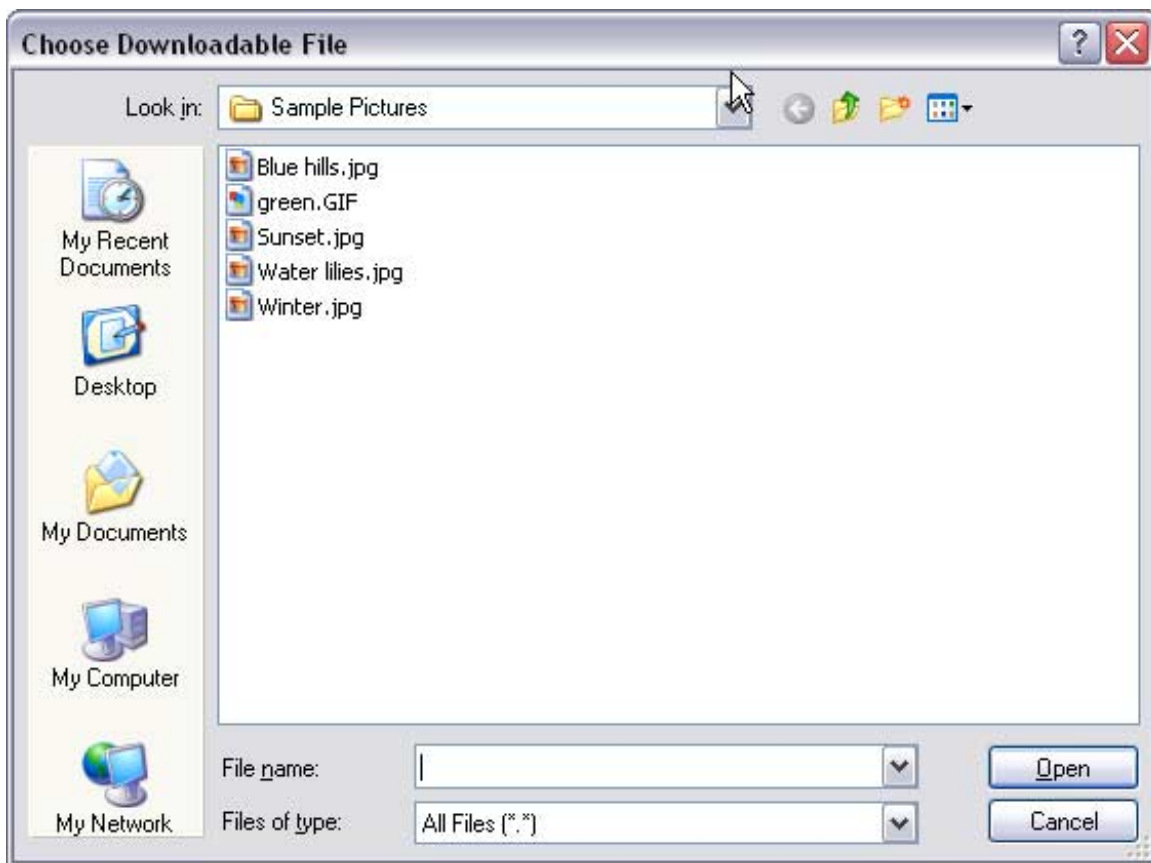
You can create links that users can click to download a file. Using this method, CuteSITE Builder will store the file on your Web hosting server, so that the file is available to anyone visiting your Web site.

1. Click where you want the link to the file.
2. On the menu bar, choose **Insert > File Download Link**. The **File Download** window appears.



3. Click **Browse** to choose a file. The **Choose Downloadable File** window appears. (see picture on the following page)

## DRAFT

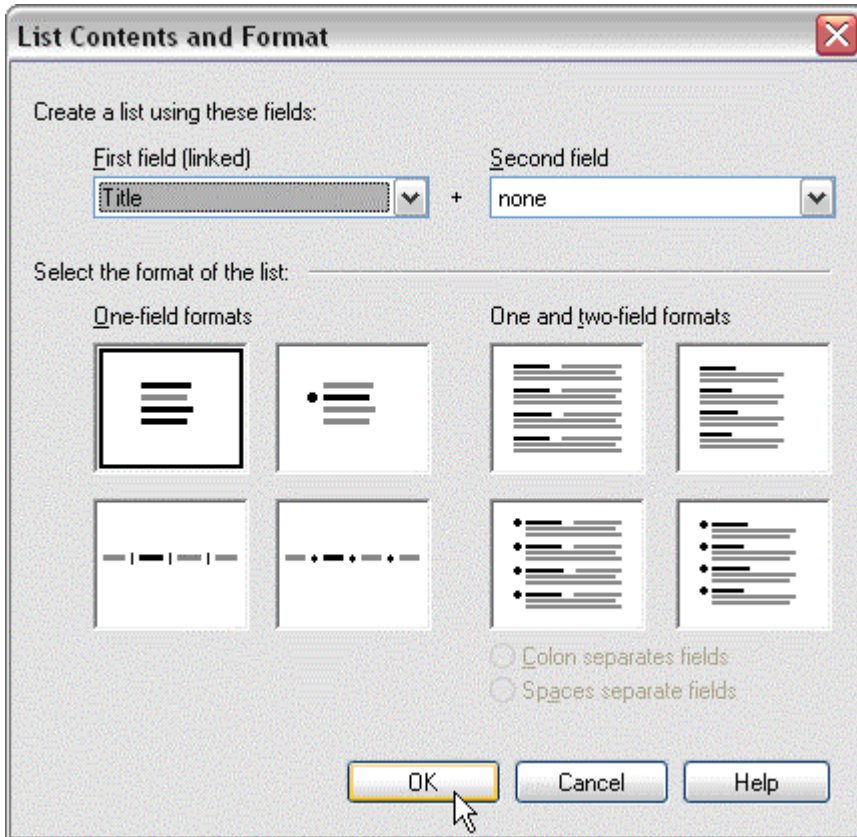


4. Select a file and click **Open**. The **Choose Downloadable File** window disappears.
5. In **Link Text**, type the text you want as the link to the file. A preview of your link will be displayed under **Preview**.
6. Click **Insert**. The link appears on your page, and when you publish your site or site changes, the file will be uploaded to your Web site, so visitors can download the file.

## Adding navigation links

### To add a list of links pointing to pages in the current group

1. Click in a page where you want the list.
2. On the menu bar, choose **Link > Create List from > Current Page's Sequence**. The **List Contents and Format** window opens. By default, the link list will be made up of the titles of the destination pages. You can choose to make the link list with other content from the destination pages by selecting the content type from the **First field (linked)** list.



3. Select a format for your list and click **OK**.

### Notes

- CuteSITE Builder uses fields (see page 116) to create the text for sequences (link lists). You can choose which fields are used in the **First field (linked)** list.
- You can create links that include more detail about the destination pages, by choosing a field from the **Second field** list.
- If you select a field in the **Second field** list, you will not be able to select a sequence format from the **One-field formats**.

## DRAFT

### To add a list of links pointing to pages in a different group

1. Click in a page where you want the list.
2. On the menu bar, choose **Link > Create List from > Another Sequence**. The **List Contents and Format** window opens. By default, the link list will be made up of the titles of the destination pages. You can choose to make the link list with other content from the destination pages by selecting the content type from the **First field (linked)** list.
3. Select a format for your list and click **OK**.
4. In the map, click the group you want as the link list's destination.

### Notes

- CuteSITE Builder uses fields (see page 116) to create the text for sequences (link lists). You can choose which fields are used in the **First field (linked)** list.
- You can create links that include more detail about the destination pages, by choosing a field from the **Second field** list.
- If you select a field in the **Second field** list, you will not be able to select a sequence format from the **One-field formats**.

### To add an up-level link from a single page

1. In the map, right-click the page and then choose **Choose Up Level**. The mouse pointer turns into the link shape.
2. Again in the map, click the page you want as the up-level destination. CuteSITE Builder draws a line between the two pages. If the pages include navigation buttons or links, the up link on the source page and the down link on the destination page become active.

### To add an up-level link from a group (or sequence) of pages

1. In the map, right-click the sequence line and choose **Choose Up Level**. The mouse pointer turns into the link shape.
2. Again in the map, click the page you want as the up-level destination. CuteSITE Builder draws a line from the left edge of the sequence line to the page. If a page includes navigation buttons, the down navigation link becomes active on the destination page, and the up navigation links become active on all pages in the sequence.

### To remove an up-level link

1. In the map, right click the page or sequence with the link you want to delete.
2. Choose **Unlink Up Level**.

### To use a picture as an up level link

1. Select a picture on a page. See page 40 for instructions on putting pictures in your pages.
2. On the menu bar, choose **Link > Create Navigational Link**. The **Link Properties** window opens.
3. In the top **Link To** list, choose **Navigation**.
4. In the second **Link To** list, choose **Parent page in map**.
5. Click **OK**.

### To use a picture as a down level link

1. Select a picture on a page. See page 40 for instructions on putting pictures in your pages.
2. On the menu bar, choose **Link > Create Navigational Link**. The **Link Properties** window opens.
3. In the top **Link To** list, choose **Navigation**.
4. In the second **Link To** list, choose **First child page in map**.
5. Click **OK**.

## DRAFT

### To divide and link a page

CuteSITE Builder can divide a page into two pages and either create a basic link between the two pages or place the second page in a sequence. You can also divide a page and create a second page that is not linked and not in a sequence.

1. In the page area, place your cursor where you want the break to occur.
2. On the menu bar, choose **Edit > Break Page > Create Linked Page**. CuteSITE Builder creates a new page and places all text after your cursor on the new page. If you are at the end of a page, CuteSITE Builder adds an empty page. On the original page, CuteSITE Builder creates a basic link to the page. The basic link appears as "more".

### Notes

The text of the **more** link can be edited as you would edit any other basic link. You can also delete the link and replace it with either a field link or a navigation link.

### To divide a page and add the new page to a sequence

1. In the page area, place your cursor where you want the break to occur.
2. On the menu bar, choose **Edit > Break Page > Add to Sequence**. CuteSITE Builder creates a new page in the sequence and places all text after your cursor on the new page. If you are at the end of a page, CuteSITE Builder adds an empty page. If the original page is not currently in a sequence, CuteSITE Builder creates a sequence and adds both pages to it.

### To divide a page without adding a link

1. In the page area, place your cursor where you want the break to occur.
2. On the menu bar, choose **Edit > Break Page > Create new page**. CuteSITE Builder creates a new page and places all text after your cursor on the new page. If you are at the end of a page, CuteSITE Builder adds an empty page.

## Testing links

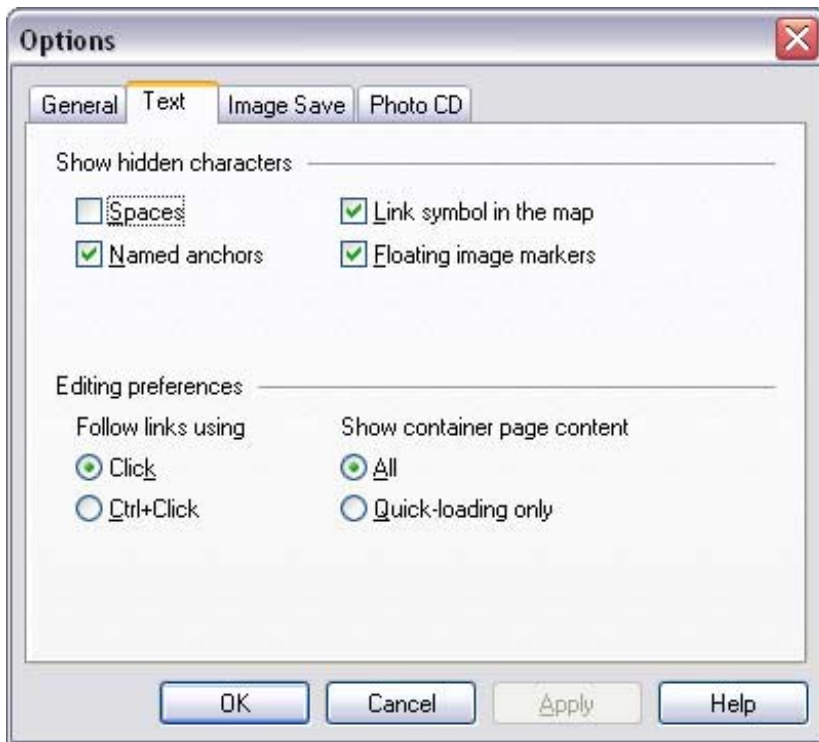
You can change settings in CuteSITE Builder to make it easier to test links or easier to edit link text. By default, if you click links while working in CuteSITE Builder, the link destination will open.

### To test links within CuteSITE Builder

1. Click the link you are testing.
2. The destination page should open. If the link does not work, you will need to edit it (see page 36).

### To make links act like normal text in CuteSITE Builder

1. On the menu bar, choose **Tools > Options**. The **Options** window opens.
2. Click the **Text** tab.



3. Under **Follow links using**, select **Ctrl+Click**.
4. Click **OK**. Now when you click links in CuteSITE Builder, the cursor will move to the link and it will not open a destination page. The links will still open the destination page if you hold down the **Ctrl** key on your keyboard when you click the links.

### To make links within CuteSITE Builder act like normal links

1. On the menu bar, choose **Tools > Options**. The **Options** window opens.
2. Click the **Text** tab.
3. Under **Follow links using**, select **Click**.
4. Click **OK**. Now when you click links in CuteSITE Builder, the links will open the destination page. If you want to place the cursor within a link, you will need to hold down the **Ctrl** key on your keyboard while clicking in the link.

## DRAFT

### To test links in a Web browser

1. On the menu bar, choose **File > Preview Web Site**. If you have not saved your site file since changing it, a box will appear asking if you want to save changes. Click **OK**.
2. Your site will be converted to HTML and opened in a Web browser. Click your links and your destination pages will open in the browser. If your links do not work, you will have to edit them (see below).
3. Close the browser and you will be returned to CuteSITE Builder, where the **Preview Web site** window is still open.
4. Click **Close** and you can continue working in CuteSITE Builder.

## Editing links

### To remove a link

1. Select the link.
2. On the menu bar, choose **Edit > Delete**.

### To unlink text or a picture

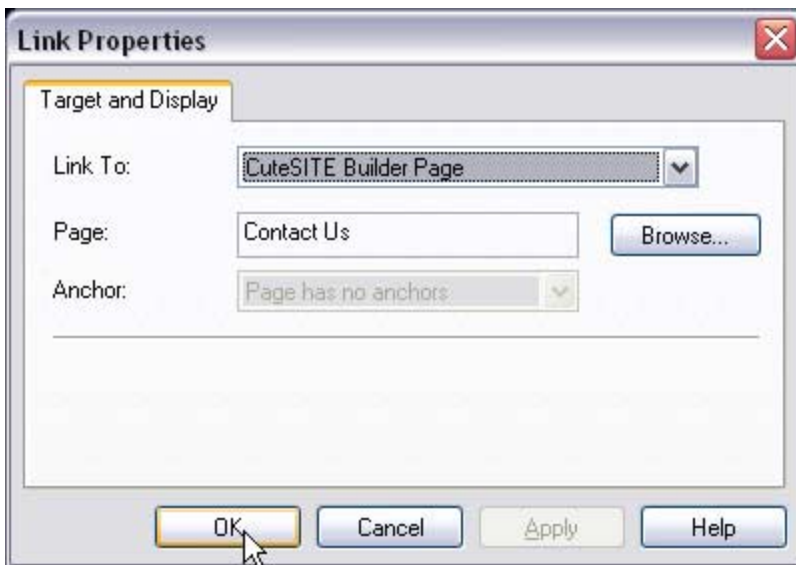
1. Select the entire link.
2. On the menu bar, choose **Link > Unlink**.

### Note

If you do not select the entire link, any unselected areas will remain linked.

### To change a link's destination

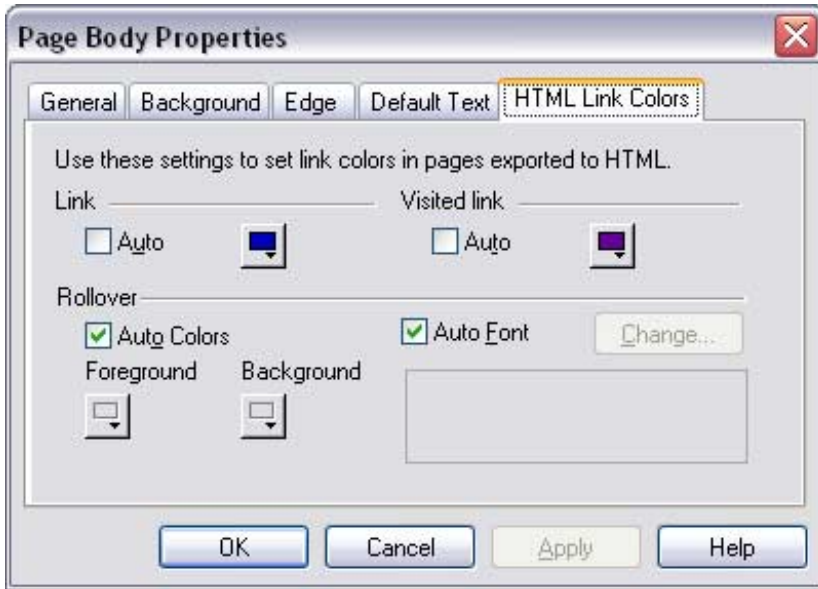
1. Select the link.
2. On the menu bar, choose **Edit > Properties > Link**. The **Link Properties** window opens.



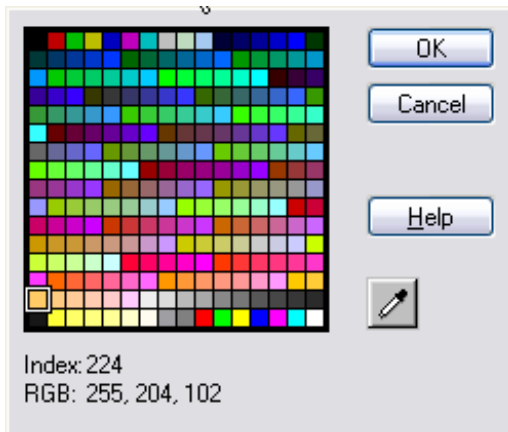
3. In **Link To**, choose a new destination type. Depending on what you choose in the **Link To** list the box below it will change allowing you to designate the actual destination.
4. In the box below the **Link To** list, choose the actual destination for the link. Some destination types will allow you to click **Browse** to select your destination. For more on choosing different destinations see pages 27 – 31.
5. Click **OK**.

**To change link colors**

1. Click a link, or in the link's page area.
2. On the menu bar, choose **Edit > Properties > Page Area**. The page area's **Properties** window opens.
3. Click the **HTML Link Colors** tab.



4. Under **Link**, make sure the **Auto** check box is clear.
5. Click the color button. A palette opens.



6. Click a color.
7. Click **OK**.
8. Repeat steps four through seven under **Visited link**.
9. Click **OK** again to close the **Properties** window.

**Notes**

- When you change the color of a link, all the links in the same page area will be the same color.
- You can only see the link colors when you preview or publish your site.

## DRAFT

### To change a link's color when the cursor passes over

These effects are often referred to as mouseover effects.

1. Click in the page area where you want the links to change.
2. On the menu bar, choose **Edit > Properties > Page Area**. The page area **Properties** window opens.
3. Click the **HTML Link Colors** tab.
4. Clear the **Auto Colors** check box.
5. Click the arrow on the **Foreground** button and select a color for the text.
6. Click **OK** to close the color palette window.
7. Click the arrow on the **Background** button and select a color for the area right around the link text.
8. Click **OK** to close the color palette window.
9. Click **OK** again to finish and close the **Page Body Properties** window, or click **Apply** to accept your changes and keep the window open to make more changes.

### To change a link's font when the cursor passes over

1. Click in the page area where you want the links to change.
2. On the menu bar, choose **Edit > Properties > Page Area**. The page area **Properties** window opens.
3. Click the **HTML Link Colors** tab.
4. Clear the **Auto Font** check box.
5. Click the **Change** button. The **Font** window appears.
6. Select the font face, style and other attributes you want for the link text when the mouse cursor is over the link.
7. Click **OK** to close the **Font** window.
8. Click **OK** again to finish and close the **Page Body Properties** window, or click **Apply** to accept your changes and keep the window open to make more changes.

### Notes

- You will not be able to see the effects until you preview or publish your site.
- If you change the rollover text color from the **Page Body Properties** window, the same color will be chosen in the **Font** window. If you change the text color in the **Font** window, the same color will be chosen in the **Page Body Properties** window.

## DRAFT

### To add a link that opens the destination page in a different window

When adding links that point to Web addresses, you can set the links so that the destination page opens in a new browser window, or in a different part of the same browser window.

1. On the menu bar, choose **Link > Create Link to a URL or File**.
2. Choose **URL** in the top **Link To** list.
3. Type in the URL in the lower **Link To** box.
4. Choose from the list of **Targets**.
5. Click **OK**.

### Targets

- **\_top** - The linked page will open in the entire existing browser window.
- **\_blank** - The linked page will open in a new browser window.
- **\_self** - The linked page will open in the same page area (frame) as the link.
- **\_parent** - The linked page will open in the parent frameset. If there is no parent frameset, the link will open in the whole browser window. This works only for pages with nested frames.
- **\_search (IE5+)** - If your user is browsing with Internet Explorer 5 or later, the destination page will open in the **Search** pane on the left side of the Internet Explorer window.
- **\_media (IE6+)** - If your user is browsing with Internet Explorer 6 or later, the destination page will open in the **Media** pane on the left side of the Internet Explorer window.
- **TRLX\_Middle** - This target works with old Trelx files and opens the destination page in the middle frame of the linking page.



# Pictures

## Adding pictures

You can add pictures to any section of the page area or to the map. You can add pictures as backgrounds to the body of a page, or as a background in a border, or even in the site map. Pictures include photos, charts, drawings, clipart, buttons, bars, and other graphics. In CuteSITE Builder menus, pictures are often referred to as images.

Once you choose a picture, you can do some editing right in CuteSITE Builder. You can crop, rotate, and resize pictures.

CuteSITE Builder supports the following picture types: .BMP, .DIB, .GIF, .JPG, PCX, .PIC, .PNG, .TGA, .TIF, and TIFF.

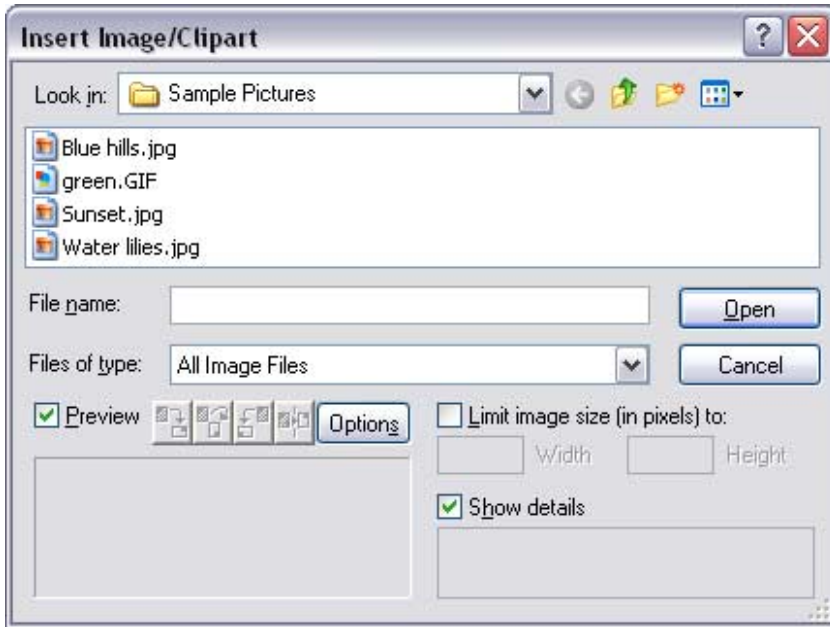
CuteSITE Builder stores each picture only once per file, even if you insert the picture in multiple places. This means that reusing a picture does not significantly affect the size of a CuteSITE Builder file. It also means that once you have added a picture to a file, it can be quicker to copy and paste the picture to other locations rather than inserting the picture again.

With the exception of .JPG and .PIC format pictures, CuteSITE Builder stores and displays pictures using the CuteSITE Builder color palette. The CuteSITE Builder color palette is slightly modified from palettes used by common Web browsers, and has a maximum density of 256 colors. If your display supports more colors, you will be able to see the additional colors only in .JPG and .PIC format pictures.

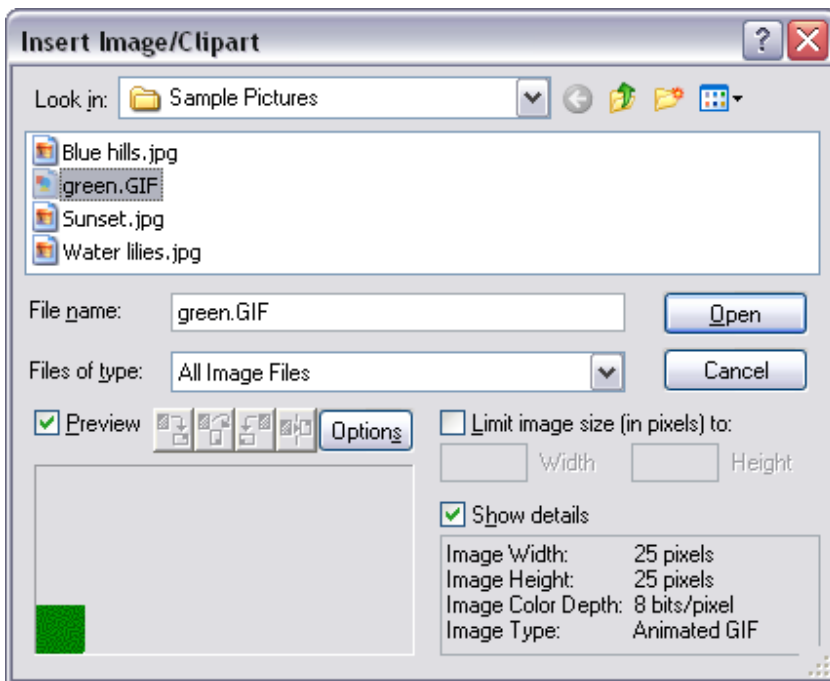
## DRAFT

### To add a picture to a page

1. In a page, click where you want the picture.
2. On the menu bar, choose **Insert > Picture > Image/ClipArt**. The **Insert Image/ClipArt** window appears.



3. Select a picture. A preview of the picture appears in the lower-left corner. The **Show Details** box in the lower-right corner displays the picture's width, height, color depth and type.



4. Click the **Open** button. The picture appears in your page.

### Note

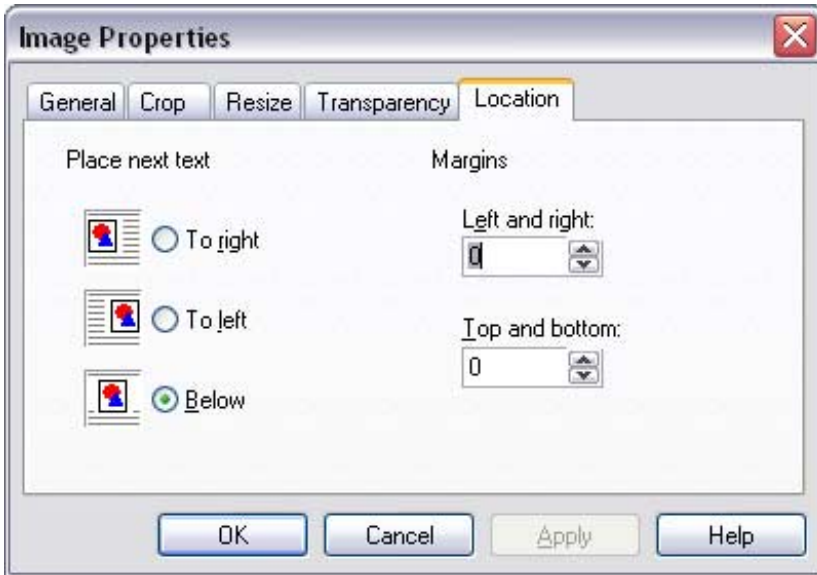
You can also use the above process to add a picture to a table cell, except in step one, click in the cell where you want the picture.

### To add a smaller version of a picture

1. In a page, click where you want the picture.
2. On the menu bar, choose **Insert > Picture > Image/ClipArt**. The **Insert Image/ClipArt** window appears.
3. Select a picture. A preview of the picture appears in the lower-left corner.
4. Select the **Limit image size (in pixels)** to check box.
5. Type the number of pixels you want for either **Width** or **Height**. The picture will be resized proportionately.
6. Click **Open**.


### To wrap text around a picture

1. Click a picture.
2. On the menu bar, choose **Edit > Properties > Image**. The **Image Properties** window opens.
3. Click the **Location** tab.



4. Select whether you want text to be placed to the right of the picture, to the left of the picture, or below the picture.
5. Specify the amount of margin you want between the picture and text that wraps to the left or the right of the picture. Enter the margin in pixels.
6. Specify the amount of margin you want both above and below the picture in pixels.

### Note

When you select to wrap text to the left or right of a picture, CuteSITE Builder inserts a floating picture marker  that shows where the picture was initially placed. This marker is hidden when you publish your site, but you can see it as you edit the file. You can also select a floating picture marker and then right-click it to display the picture properties. For more precise control of picture and text placement, use tables (see page 63).

## DRAFT

### To add a picture to the map

1. Right-click the map and choose **Insert Image**. The **Insert Image/Clipart** window opens. Be sure to right-click the map itself, and not a map element, or the **Insert Image** command may not appear.
2. Select a picture. A preview of the picture appears in the lower left corner. The **Show Details** box in the lower right corner displays the height, width, color depth, and file type of the picture.
3. (Optional) If you want to reduce the size of the picture, click the **Limit image size (in pixels)** box and enter the **Width** and **Height** you want the picture to be. The picture will be resized proportionally. The settings you specify will be saved and will appear the next time you insert a picture. So be sure to check this setting and adjust it, if necessary, whenever you insert a picture.
4. (Optional) If the picture is a sequential .JPG (such as a picture taken with a digital camera), you can rotate the picture before adding it. Click a rotation option.
5. Click **Open**.
6. Drag the picture to the desired location.
7. (Optional) Drag the corners of the picture to resize it.

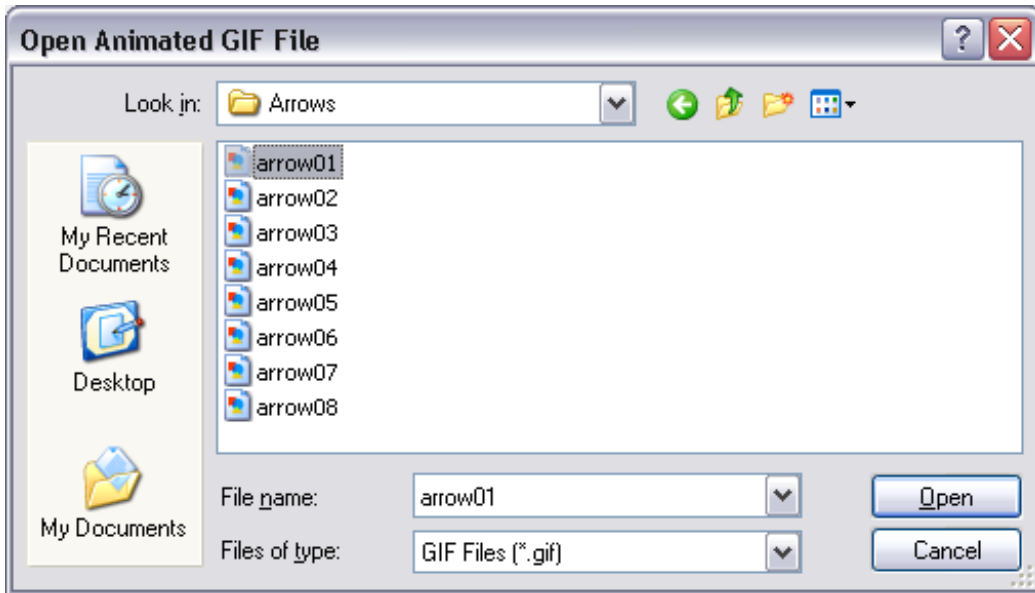
### Notes

- You can also add a picture to the map by dragging a picture onto the map from another application such as a word processor or browser, or dragging a picture file onto the map from Windows Explorer.
- If you add a picture larger than the map, CuteSITE Builder automatically resizes the picture so it fits in the available map area.
- You can also use the **Image Properties** window (Right-click > **Properties**) to set whether the picture displays only in the main map, only in the OverAll map, or in both maps.
- You can lock shapes and pictures in place on the map so that you do not inadvertently move them while moving pages, labels, sequences, or tour sequences.
- Right-click in the map and choose **Lock Background** to lock map elements.
- To move a map element (such as pages, labels, and shapes) beyond the borders of the map, drag the element against the edge of the map window to cause the map to scroll. Use the OverAll Map to locate a map element that is out of sight, or scroll the map to bring the element into view. As an alternative to scrolling, you can choose **Map > Main > 200%** or **Map > Main > 100%** to change the level of detail in the map.
- It is not possible to copy or move pictures between the map and pages using the Windows clipboard. If you want the same picture in both places, you must insert it twice.

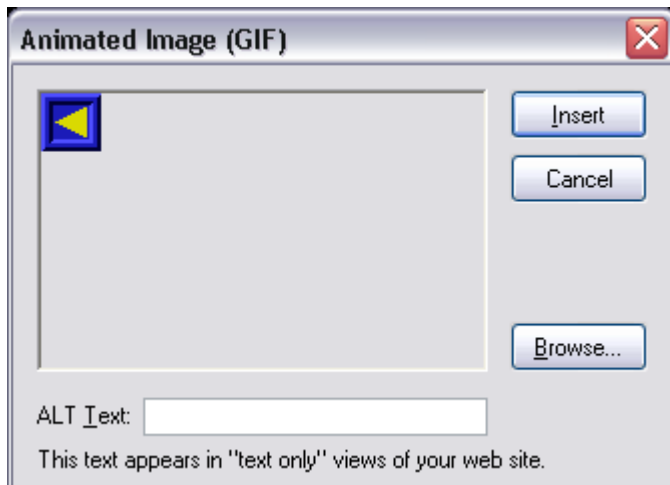
## DRAFT

### To add animated pictures to a page

1. Click in a page where you want an animated picture.
2. On the menu bar, choose **Insert > Picture > Animated GIF**. The **Open Animated GIF File** window opens.



3. Select the animated picture you want and click **Open**. The **Animated Image (GIF)** window appears.

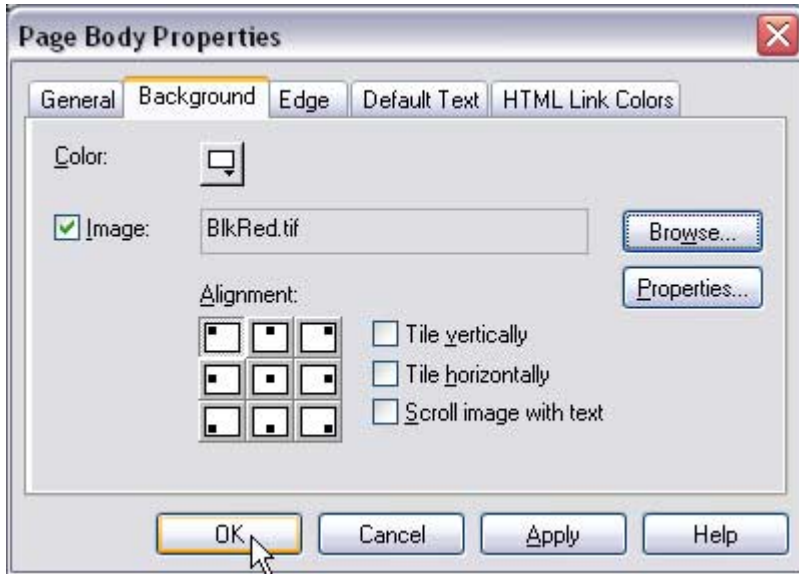


4. In the **ALT Text** box, type any text you want to appear when a visitor to your Web site passes their cursor over the picture.
5. Click **Insert**. The picture will be on your page, but you will not see the animation until you preview or publish the page and view it in your Web browser.

## DRAFT

### To add a picture as a background

1. Click the page body or border where you want the background.
2. On the menu bar, choose **Edit > Properties > Page Area**. The page area **Properties** window opens.
3. Click the **Background** tab.



4. Select the **Image** check box.
5. Click the **Browse** button to choose a picture file. The **Insert Image/Clipart** window opens.
6. Select a picture and click **Open**.
7. Click **OK** or **Apply** and the picture appears in the page area background.

### To tile (repeat) a background picture

1. Click the page area where you want the background picture to tile (or repeat).
2. On the menu bar, choose **Edit > Properties > Page Area**. The page area **Properties** window opens.
3. Click the **Background** tab.
4. Select the **Tile vertically** check box to repeat the picture down the page.
5. Select the **Tile horizontally** check box to repeat the picture across the page.
6. Click **OK**, or click **Apply** to see your changes with the **Properties** window still open. The picture is repeated across the background.

### To add a picture as a background in the map

1. Right-click in the map and choose **Insert Image**. The **Insert Image/Clipart** window opens.
2. Select a picture.
3. Click **Open**.
4. Right-click the picture and choose **Priority > Send to back**.

## DRAFT

### To tile (repeat) a map background picture

1. Right-click the picture and choose **Properties**. The **Image Properties** window opens.
2. Click the **General** tab.



3. Choose **Fixed size (tiled)**.
4. Click **OK**.
5. Click and drag the picture to the upper left corner of the map.
6. Move your cursor to the lower right corner until it becomes a black double-headed arrow. ↖
7. Click and drag to make the picture bigger. As you drag, the picture does not get larger but new copies of the picture fill the extra space.

## Editing pictures

### To select a picture in a page

1. Open the page in CuteSITE Builder.
2. Click on the picture. A thin outline will appear around the picture.

### To select a picture in the map

1. Open your site in CuteSITE Builder.
2. Click the picture. A little white square (or handle) will appear on each corner of the picture.

### To select a background picture

1. Open the page with the background picture.
2. Click the picture.
3. On the menu bar, choose **Edit > Properties > Page Area**. The page area's **Properties** window appears.
4. Click the **Background** tab.
5. Click **Properties** to edit the picture.

### To delete a picture from a page or the map

1. Select a picture in the page or the map.
2. On the menu bar choose **Edit > Delete**.

### To delete a background picture

1. Click the picture.
2. On the menu bar, choose **Edit > Properties > Page Area**. The page area's **Properties** window appears.
3. Click the **Background** tab.
4. Clear the **Image** check box.
5. Click **OK**.

### To use a picture as a link

1. Select a picture.
2. On the menu bar, choose **Link > Link to a Page Using > Selection**.
3. In the map, click on the page you want as the destination.

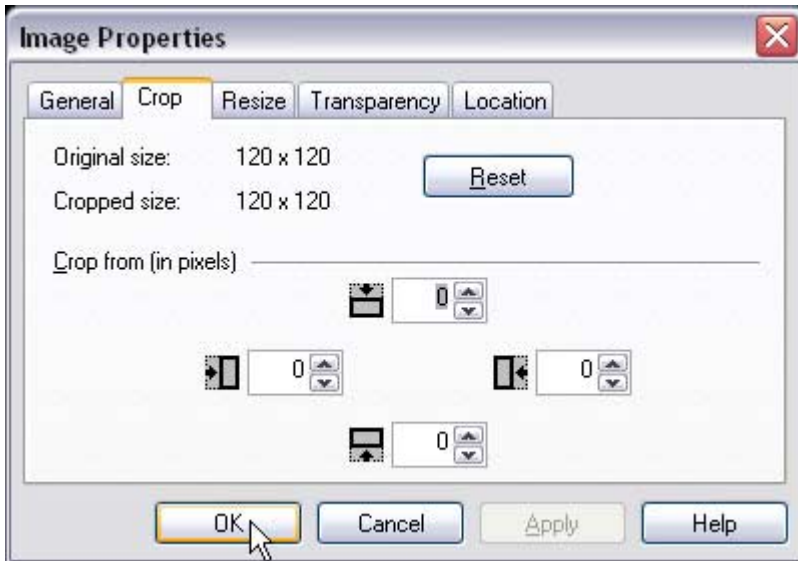
### Note

You can also use pictures as links to other anchors (page 28), Web sites (page 29), email addresses (page 29), a file (page 30), or as an up or down level link (page 33).

## DRAFT

### To trim unwanted parts from a picture

1. Right-click the picture and choose **Properties > Image**. The **Image Properties** window appears.
2. Click the **Crop** tab.



3. Specify the number of pixels you want to crop from each edge of the picture. The **Cropped size** box displays the picture's new size in pixels.
4. Click **OK**, or click **Apply** (if the picture is inserted in text) to see your changes without closing the window. Then you can make more changes, or click **Reset** to restore the picture to its original size.

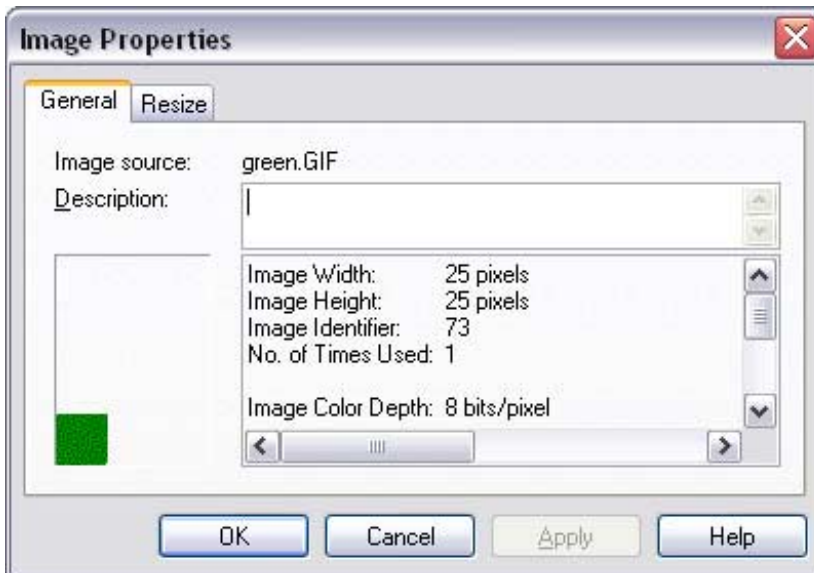
## DRAFT

### To trim unwanted parts from a picture in the map

1. Right-click the picture and choose **Properties**. The **Image Properties** window opens.



2. Click the **Properties** button on the **General** tab. A more detailed **Image Properties** window opens.



4. Follow steps two through four from **To trim unwanted parts from a picture** on the previous page.

## DRAFT

### To trim unwanted parts from a background picture

1. Follow the instructions on the previous page (47) for selecting a background picture.
2. Follow steps two through four from **To trim unwanted parts from a picture**.

### Notes

- A picture can be cropped to a minimum of 10x10 pixels.
- If you are both cropping and resizing a picture, CuteSITE Builder applies the crop settings first and then resizes the picture.
- The crop settings you enter always apply to the original size. If you crop a picture and then decide that you want the picture to be even smaller, increase the number in a **Crop from** box.
- If you inserted the same picture in several places in the file, you must crop each picture individually. Cropping the picture on one page does not crop any other instances of the picture. However, you can crop a picture, then copy and paste the cropped picture in other locations.

### To trim GIF format pictures

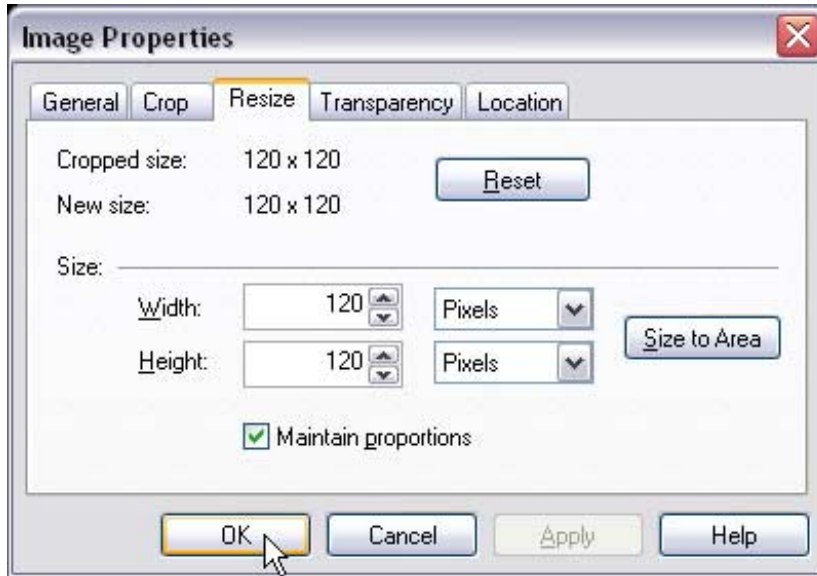
1. Click on the picture.
2. Hold down the **Shift** key on your keyboard.
3. Move your mouse cursor over a corner of the picture. The cursor changes to the crop icon.
4. Click and drag until you no longer see the unwanted parts of your picture.

### Note

You can crop all picture formats in this same way. If you do not hold down the Shift key, you will shrink the picture instead of trim it.

### To stretch or shrink a picture

1. Select the picture.
2. On the menu bar, choose **Edit > Properties > Image**.
3. Click the **Resize** tab.



4. (Optional) If you want to change height or width without maintaining the picture's proportions, clear the **Maintain Proportions** check box.

**Warning:** *Resizing a picture without maintaining proportions may make the picture appear distorted.*

5. (Optional) You can also resize pictures by percentage. Click the drop-down arrow after the word **Pixels** to change the method of resizing to **Percent**.
6. Specify the amount you want to resize the height and width of the picture. If you are resizing proportionally, both the height and width settings change if you enter changes to either one or, for pictures in text, click the **Size to Area** option to have CuteSITE Builder provide pixel settings that proportionally size the picture to best fit the border or page body in which it appears.
7. Click **OK**. If the picture is in text (inserted in a page area), you can also click **Apply** to see your changes without closing the window. You can then continue to resize the picture, or click **Reset** to restore the picture to the size it was before you last clicked **Apply**.

### To stretch or shrink a picture in the map

1. Select the picture.
2. On the menu bar, choose **Edit > Properties > Map element**. The **Image Properties** window opens.
3. Click the **Properties** button on the **General** tab. A more detailed **Image Properties** window opens.
4. Follow steps three through seven from **To stretch or shrink a picture**.

### To stretch or shrink a background picture

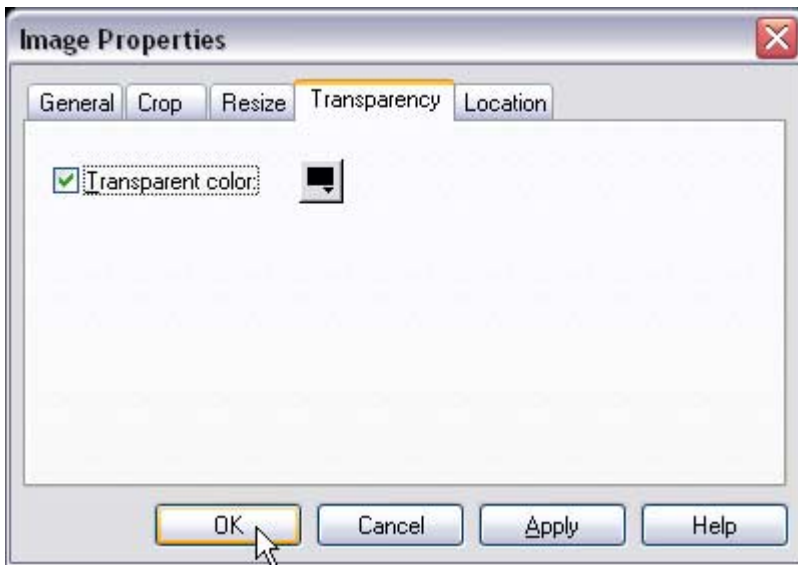
1. Follow the instructions on page 47 for selecting background pictures.
2. Follow steps three through seven from **To stretch or shrink a picture**.

### Notes

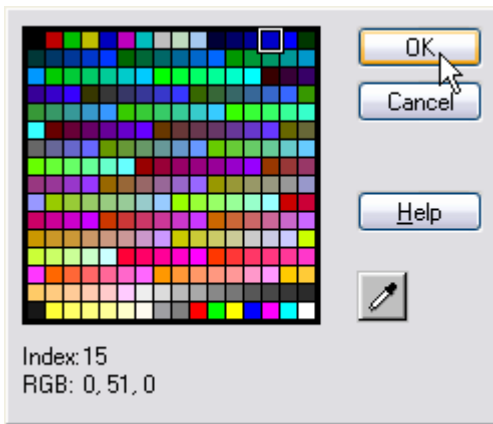
- You can stretch a picture to a maximum of 3600x3600 pixels.
- When shrinking, a picture the height or width must be at least 21 pixels.
- If you are both cropping and resizing a picture, CuteSITE Builder applies the crop settings first and then resizes the picture.
- If you recrop a picture, CuteSITE Builder reapplies the resize settings after applying the new crop settings.
- If you have inserted the same picture in multiple places in the file, you must resize each picture individually. Resizing the picture on one page does not resize any other instances of the picture. However, you can resize a picture, copy it to the clipboard, and paste it in other locations.
- If you select the **Size to Area** option for a picture and then resize the border in which the picture appears, the picture does not automatically resize. You must use the **Image Properties** window again to size the picture to the new dimensions of the page area that contains it.
- You can reduce the size of a picture when you first insert it in your file. In the **Insert Image** window, click the **Limit image size (in pixels)** box, then enter the width and height you want the picture to be. The picture will be resized proportionally. The settings you specify will be saved and will appear the next time you insert a picture. So be sure to check this setting and adjust it, if necessary, whenever you insert a picture.


### To make parts of a picture transparent

1. Click on the picture.
2. On the menu bar, choose **Edit > Properties > Image**. The **Image Properties** window opens.
3. Click the **Transparency** tab.



4. Select the **Transparent color** check box.
5. Click the color button to choose which color in the picture will be transparent. (see the picture on the following page.)



6. If you can see the correct color in the palette, select the color and skip to step eight. If you are not sure which color to select, click the dropper button  and continue with step seven.
7. Your mouse cursor now looks like a dropper. Place it over the area of the picture where you want the transparency and click.
8. Click **OK** to close the color palette.
9. Click **OK** in the **Image Properties** window to accept your changes.

#### Notes

- If you do not see a **Transparency** tab, CuteSITE Builder cannot create transparent areas in that picture format (formats like .GIF, .JPG or .PIC).
- When you choose the transparency for a picture, the same transparency is set for every other instance of that picture in your site file.

#### To make parts of background pictures transparent

1. Click on the background picture.
2. On the menu bar, choose **Edit > Properties > Page Area**. The **Page Area Properties** window opens.
3. Click the **Background** tab.
4. Click the **Properties** button. The **Image Properties** window opens.
5. Follow steps three through nine from **To make parts of a picture transparent**.
6. Click **OK** to close the **Page Area Properties** window.

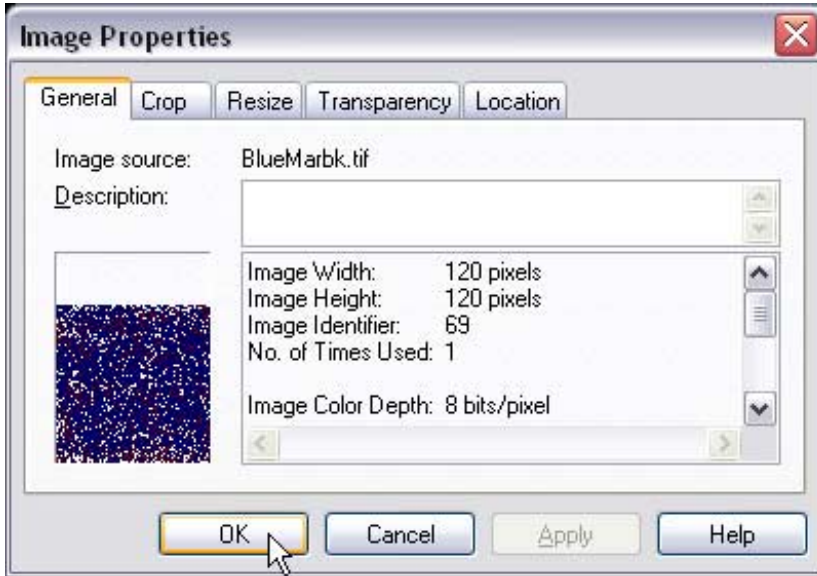
#### To make parts of a map picture transparent

1. Click on the picture in the map.
2. On the menu bar, choose **Properties > Map Element**. A map **Image Properties** window opens.
3. Click **Properties** and another **Image Properties** window opens.
4. Follow steps three through nine from **To make parts of a picture transparent**.
5. Click **OK** to close the map **Image Properties** window.

### To check picture size and other information

Foreground picture

1. Click on the picture.
2. On the menu bar, choose **Edit > Properties > Image**. The **Image Properties** window opens.



Background picture

1. Click on the picture.
2. On the menu bar, choose **Edit > Properties > Page Area**. The **Page Area Properties** window opens.
3. Click the **Background** tab.
4. Click the **Properties** button. The **Image Properties** window opens.

Map picture

1. Click on the picture in the map.
2. On the menu bar, choose **Properties > Map Element**. A map **Image Properties** window opens.
3. Click **Properties** and the more detailed **Image Properties** window opens.
4. On the **General** tab, you can view the following information about the picture:
  - **Image Source** - the actual file name of the picture you originally inserted.
  - **Image Description** – text that appears when site visitors move their mouse cursor over the picture.
  - **Image Width** - how wide the picture is after cropping or resizing in CuteSITE Builder.
  - **Image Height** - how tall the picture is after cropping or resizing in CuteSITE Builder.
  - **Image Identifier** - a number assigned to this instance of the picture in CuteSITE Builder.
  - **Number of Times Used** - how many times this picture appears in your Web site.
  - **Image Color Depth** - The amount of memory (bits) used for each pixel of the picture in your Web site. Most pictures will only have 8 bits, but .JPG and .PIC pictures can have 16 or even 24 bits per pixel.
  - **File Color Depth** - The amount of memory (bits) used for each pixel of the picture on your computer. Most pictures will only have 8 bits, but .JPG and .PIC pictures can have 16 or even 24 bits per pixel.
  - **Image type** - a code created by CuteSITE Builder based on the picture format, and whether or not you have modified it in CuteSITE Builder.
  - **Source path** - The path on your computer to the original picture file.
  - **Original File Size** - The amount of memory the original picture takes on your computer.
  - **Size in Doc** - The amount of memory the picture in your Web site takes.
  - **Dib Memory Size** - The amount of memory used to display the picture when viewed from the Web.

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### To add a text description of your picture

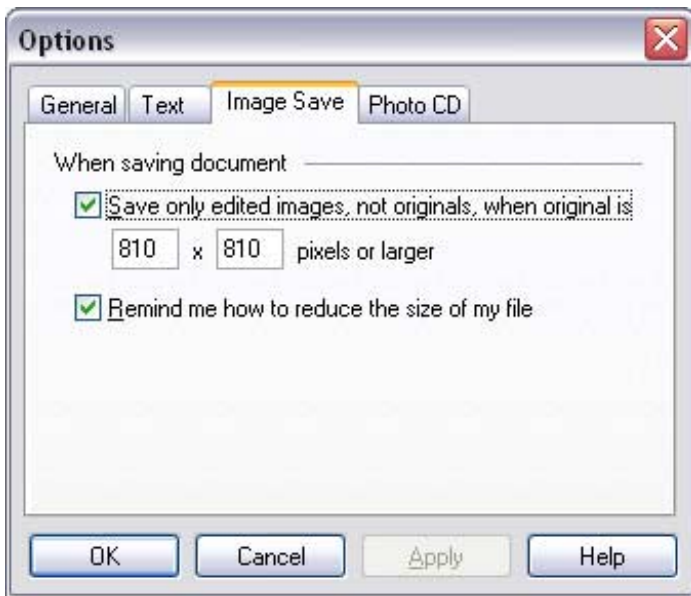
You can add a description that will appear on the Web if your picture does not. It will also appear when visitors to your Web site move their cursor over the picture. The description for background or map pictures will not appear on your Web site. The description will be the same for every instance of the picture in your site file.

1. Click on the picture.
2. On the menu bar, choose **Edit > Properties > Image**. The **Image Properties** window opens.
3. Type the text you want in the **Description** box.
4. Click **OK**.

### To increase the publishing and downloading speed of your site

Picture files are often very large, and can dramatically increase the amount of time it takes to publish your Web site file and to display a page on your Web site. If you shrink or crop a picture, you can have CuteSITE Builder save and publish a copy of the picture at its smaller size. This will make the picture publish and display faster.

1. Choose **Tools > Options**. The **Options** window opens.
2. Click the **Image Save** tab.



3. Under **When saving document**, select whether to save a copy of a resized or cropped picture rather than a copy at the original size.
  - Select **Save only edited images, not original, when original is** to save the resized or cropped pictures rather than the originals.
  - Specify a height and width. Any picture with an original size equal to or greater than the size you specify will be saved at its edited size.
4. To have CuteSITE Builder display a message reminding you to save only the edited size of large pictures, select **Remind me how to reduce the size of my file**. (The message will appear when you save a file with large pictures.)

#### Notes

- These settings apply to all files you work on, and are saved when you exit from the current CuteSITE Builder session.
- You may not want to select these options if you are in the process of editing your file and know that you may be resizing the picture again.
- If you reduce the size of a large picture and then decide to make it larger again, start over by reinserting the picture and resizing it again.

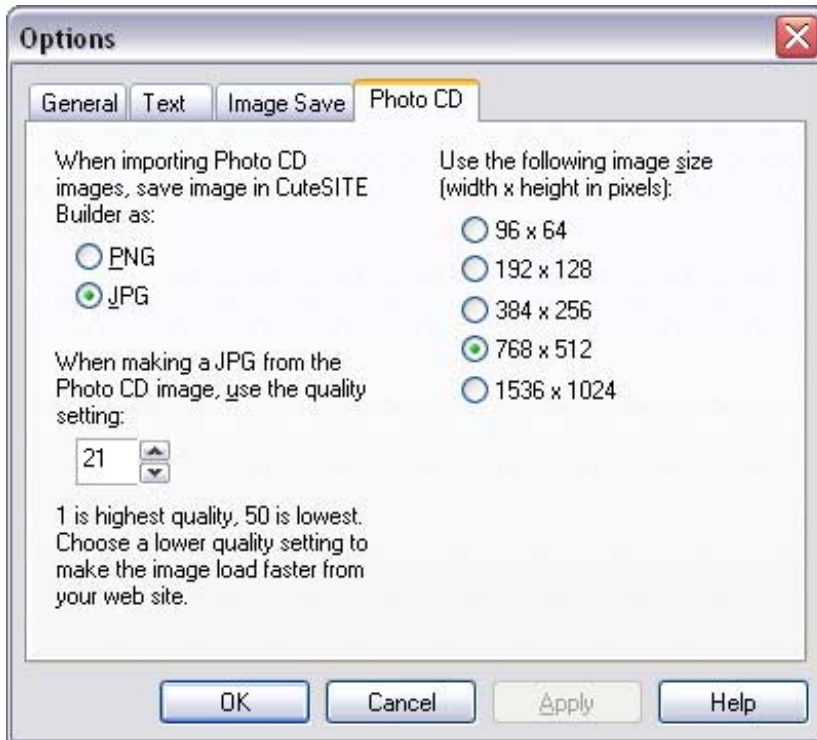
### To use Kodak Photo CD pictures

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Older KODAK Photo CD's contain pictures saved in a .pcd format. KODAK's more recent CD's contain pictures saved in a .jpg or .bmp format. CuteSITE Builder allows you to easily configure all .jpg, .bmp, and .pcd files.

You can insert KODAK Photo CD pictures that are saved as .pcd files into a CuteSITE Builder file just as you would any other picture, and there are special options for these pictures. Any changes you make to these options are applied to all KODAK Photo CD pictures (.pcd files) you then add to CuteSITE Builder files, and remain in effect until you change the settings again.

1. On the menu bar, choose **Tools > Options**. The **Options** window appears.
2. Click the **Photo CD** tab.



3. Specify whether to save KODAK Photo CD pictures in Web file as **PNG** or **JPG** files.
4. If you selected **JPG** in step 3, select a quality setting.
5. For the picture size, select the resolution that you want saved with your CuteSITE Builder files.

### Notes

- If your Kodak Photo CD contains pictures already stored as .jpg or .bmp files, you can insert these pictures just like any other pictures.
- You can also change these .pcd file options from the **Insert Image/Clipart** dialog. Select the KODAK Photo CD picture that you want to insert, then click **Options**.
- These settings apply to all files you work on, and are saved when you exit from the current CuteSITE Builder session.
- The recommended quality setting for JPG pictures is 20. This is a lower quality, which means a higher compression, and a faster download time when the picture is viewed on your Web site. Visitors usually cannot see the difference between high- and low-quality JPG pictures, but the difference in download time can be significant.
- 768 x 512 is typically the best size for pictures in CuteSITE Builder. KODAK Photo CD pictures store resolutions ranging from 96 x 64 to 3072 x 204. The maximum picture size that CuteSITE Builder supports is 3600 x 3600.

# Tables



Tables let visitors skim and scan for just the details that interest them. You can also use tables to add complexity within a single page area. For example:

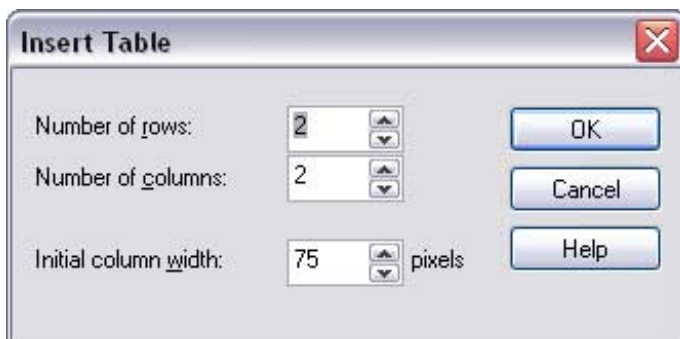
- use tables to give the effect of text in multiple columns.
- position pictures opposite paragraphs of text, instead of placing them within paragraphs.
- use tables to add interest to paragraphs by adding borders and colored backgrounds.
- present tabular data, with vertical and horizontal scrolling as needed.

CuteSITE Builder tables include HTML-compatible features such as cell padding, cell spacing, colored table and cell backgrounds, and variable-width borders with separate colors for highlighting and shadows. Any tables brought in from word processors will be converted to the closest available HTML-like features.

## To add a table

You can add a table to the page area or any border.

1. Click the place in the page area or border where you want a table
2. On the menu bar, choose **Table > Insert Table**. The **Insert Table** window appears.



3. Choose the number of rows and columns you want.
4. Choose the column width in pixels.
5. Click **OK**.

### To delete a table

1. Click in the table you want to remove.
2. On the menu bar, choose **Table > Delete Table**.

### To move around a table using the mouse

1. Click the cell where you want to work.

### To move around a table using the keyboard

1. Press the arrow keys on your keyboard to move from cell to cell, or press the **Tab** key to move forward from cell to cell, and hold down the **Shift** key while pressing **Tab** to move backward.

### Note

If you are at the beginning of the text in the first cell of a table, pressing **Enter** creates a paragraph above the table.

### To add a row at the end of a table

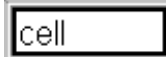
1. Click in the last cell of the table's bottom row.
2. Press **Tab** on your keyboard.

### Notes

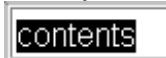
- See page 59 for instructions on how to insert rows.
- See page 61 for instructions on how to delete rows.

## Selecting table areas

When you select part or all of the *structure* of a table, its cells are outlined.



When you select the *contents* of a table the contents will be marked with a solid reversed highlight.



### To select a single cell

1. Place your cursor at the left end of the last text or picture within the cell.
2. Hold down the **Shift** key and press the right arrow key on your keyboard.

### To select multiple cells

1. Click the left mouse button and drag until the cells you want to select are outlined, or with the cursor in a cell, press and hold **Shift** and then press the arrow keys.

### To select all the cells in a row or column

1. Click in a cell of the row or column you want to select.
2. On the menu bar, choose **Table > Select > All Cells in Rows** or **Table > Select > All Cells in Columns**.

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### To select multiple rows

1. Click the left mouse button and then drag to select several cells in a column.
2. On the menu bar choose **Table > Select > All Cells in Rows** to select all the rows that intersect the cells you selected in the column.

### To select multiple columns

1. Click the left mouse button and then drag to select several cells in a row.
2. On the menu bar choose **Table > Select > All Cells in Columns** to select all the columns that intersect the cells you selected in the row.

### To select an entire table

1. Click in the table.
2. On the menu bar, choose **Table > Select > All Cells in Table**.

### Notes

- You can also choose these same commands from the right-click menu to select some or all of the cells of a table.
- To adjust properties for a single cell, or an entire table, you do not need to select anything; simply right-click and then choose **Properties > Table**. Once the **Table Properties** dialog appears, the current cell will be highlighted; this is helpful when you work with nested tables.
- When you select cells you can change attributes that relate to the cells themselves, such as their sizes or their background colors, as well as attributes of their contents, such as their formatting or their vertical alignment.
- When you select the contents of cells, you can change attributes of the text, such as its size and color, but also its font family, character and paragraph styles, and bullets. As elsewhere in text, pictures and objects within text are affected by certain settings, such as alignment.
- All attributes are independent of each other, and additive. For example, spacing is the result of adding all the separate attributes you have set. Text in a cell can have spacing before and after (between paragraphs only) and horizontal alignment and indents determined by its paragraph style, plus vertical alignment determined by its cell properties, plus cell padding and spacing determined by its table properties.

## Rows and columns

### To add a row

1. Click a cell where you want a new row.
2. On the menu bar, choose **Table > Insert Rows > Before Current Selection** or **Insert Rows > After Current Selection**. A new row is added.

### To add a column

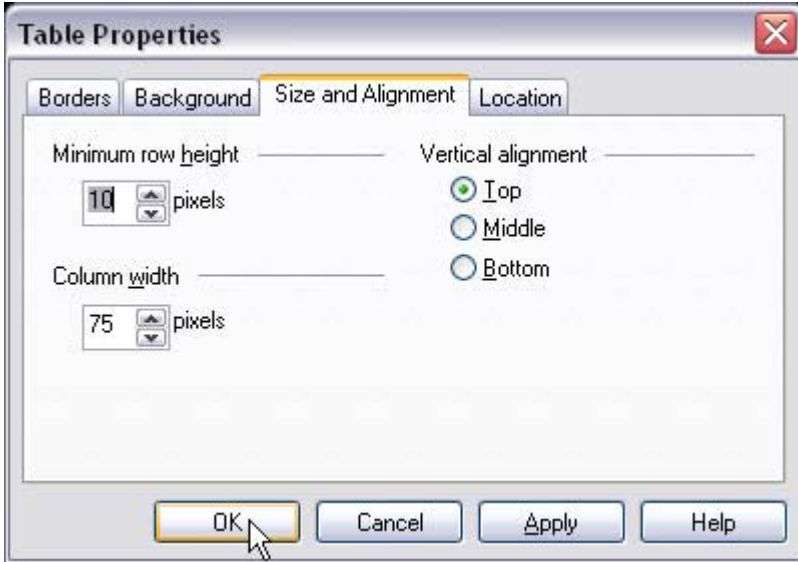
1. Click a cell where you want a new column.
2. On the menu bar, choose **Table > Insert Columns > Before Current Selection** or **Insert Columns > After Current Selection**. A new column is added with the same width as the column you originally selected.

### Notes

- You can also choose these same commands from the **right-click** menu to add rows and columns.
- You can add multiple rows or columns using the same menu choice, just select several existing rows or columns in step one. For example, if you want to add two rows, select two existing rows, then go to the **Table > Insert Rows** menu.
- The cursor appears in the first new row or column.

**To change the size of multiple rows or columns**

1. Select cells in the rows or columns you want to adjust.
2. On the menu bar, choose **Properties > Table**. The **Table Properties** window appears.
3. Click the **Size & Alignment** tab.



4. Enter a size in pixels for the **Minimum Row Height** and **Column Width**.
5. Click **OK**. The sizes will apply only to the rows and/or columns you selected.

**To change the size of a single row or column**

1. Hover over a row or column border until the cursor changes to a double-headed arrow. ↔
2. Click and drag the border in the direction of either arrow until the row or column is the size you intend. Width or height measurements, in pixels, appear in the status bar.

**Notes**

- If borders are turned off and cell spacing is zero, borders have no width at all to trigger the cursor. You will have to open the **Table Properties** window to adjust row and column size.
- All attributes are independent of each other, and additive. For example, spacing is the result of adding all the separate attributes you have set. Text in a cell can have before and after spacing (between paragraphs only) and horizontal alignment and indents determined by its paragraph style, plus vertical alignment determined by its cell properties, plus cell padding and spacing determined by its table properties.
- Table columns are of fixed-width type. Although cells expand vertically to display all the content that you place in them, columns do not adjust based on their content. If content within a cell (such as a picture or a nested table) is wider than the available space, it will be clipped; you must manually widen the columns to see it all.
- Tables do not resize proportionally to fit the available display space. If a table is larger than the available display space, scroll bars appear.
- To change the size of a single row or column, you do not have to select anything. However, it does no harm to add the extra step to clarify what is selected, especially when you are working with nested tables.
- You cannot set a maximum height for rows, as cells expand to the height of their contents, including the height of text, pictures, and other tables placed inside them, and the tallest cell in each row determines the row's height.

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### To move rows or columns

1. Select all the cells in the rows or columns you want to move.
2. On the menu bar, choose **Edit > Cut**.
3. Move to the location where you want the data to be moved.
4. Add the exact number of cells required to contain the moved data.
5. Select all the cells where the data will be moved. You must select the exact same number of cells as the cells where you cut the data.
6. On the menu bar, choose **Edit > Paste**. The data will appear in the new cells. If any data existed in the destination cells before pasting, that data will be lost.
7. To complete a move of this data, select it in its original location and delete any unneeded rows or columns.

### To copy rows or columns

1. Select all the cells in the rows or columns you want to copy.
2. On the menu bar, choose **Edit > Copy**.
3. Move to the location where you want the data to be copied.
4. (Optional) Add the exact number of cells required to contain the moved data.
5. Select all the cells where the data will be moved. You must select the exact same number of cells as the cells where you copied the data.
6. On the menu bar, choose **Edit > Paste**. The data will appear in the new cells. If any data existed in the destination cells before pasting, that data will be lost.

### To move or copy an entire table

1. Select the entire table, sweeping the cursor outside the table slightly, so that it is highlighted in reverse or, choose **Table > Select Table**.
2. On the menu bar, choose **Edit > Cut** or **Edit > Copy**.
3. Click the location where you want the table to be moved or copied.
4. On the menu bar, choose **Edit > Paste**.

### Notes

- You can also choose these same commands from the right-click menu to copy or move rows and columns.
- If you do not select any destination cells, **Paste** creates a completely new table within the single cell where your cursor is located.

### To delete a single row or column

1. Click in the row or column you want to delete. Either nothing must be selected, or the selection must not be larger than what you plan to delete.
2. On the menu bar, choose **Table > Delete Rows** or **Table > Delete Columns**.

### To delete multiple rows

1. Select a cell in a column for every row you want to delete. For example, if you wanted to delete the top three rows of a table, you would select the top three cells in any column of the table.
2. On the menu bar, choose **Table > Delete Rows** to discard all the rows that intersect your selection.

### To delete multiple columns

1. Select a cell in a row for every column you want to delete. For example, if you wanted to delete the middle two columns of a table, you would select the middle two cells of any row of the table.
2. On the menu bar, choose **Table > Delete Columns** to discard all the columns that intersect your selection.

### To delete an entire table

1. Click in the table.
2. On the menu bar, choose **Table > Delete Table**.

### Notes

- You can also choose these same commands from the **right-click** menu to delete rows and columns.
- Deleting a row or column also discards its contents.
- To delete rows and columns, you do not need to select anything. However, it does no harm to add the extra step to clarify what is selected, especially when you are working with nested tables.

### To join multiple cells into one larger cell

1. Select two or more cells you want to join.
2. On the menu bar, choose **Table > Merge Cells**. CuteSITE Builder arranges the content of all the component cells in the new larger cell, dividing text from different cells into paragraphs.
3. (Optional) Manually join the contents of the separate paragraphs.

### To split previously joined cells

1. Click in a cell that was formerly merged or select any number of cells, of which some were previously created by merging smaller cells into larger ones.
2. On the menu bar, choose **Table > Unmerge Cells**. CuteSITE Builder puts cell boundaries back to their state before the merge. All content from the formerly merged cells will be placed in the (newly un-merged) top left cell. All cell properties, such as color, that were applied to the merged cells will remain applied to the un-merged cells.

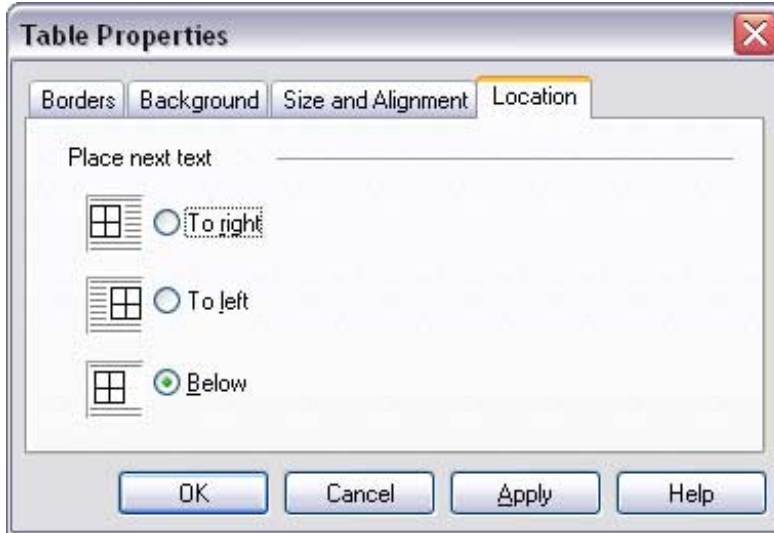
### Notes

- When you select **Unmerge Cells**, CuteSITE Builder restores the maximum number of cell boundaries within the area you have selected, and makes all the resulting cells independent.
- Newly un-merged cells inherit all the cell properties of the former merged cell.
- Content (including manually joined paragraphs, if any) from the merged cell will be placed in the upper left cell of the un-merged group.

## Aligning tables

### To wrap text around a table

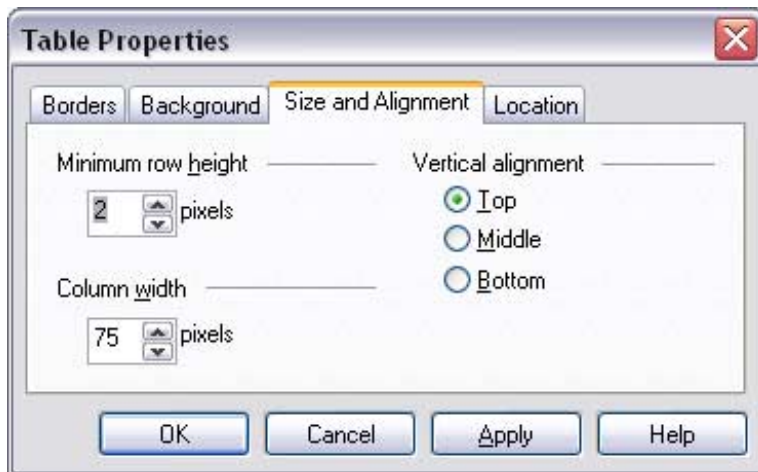
1. Click within the table
2. On the menu bar, choose **Edit > Properties > Table**. The **Table Properties** window appears.
3. Click the **Location** tab.



4. Select where you want text that follows the table.
5. Click **OK**.

### To align text or pictures vertically within cells

1. Select a cell or many cells.
2. On the menu bar, choose **Edit > Properties > Table**. The **Table Properties** window appears.
3. Click the **Size & Alignment** tab.

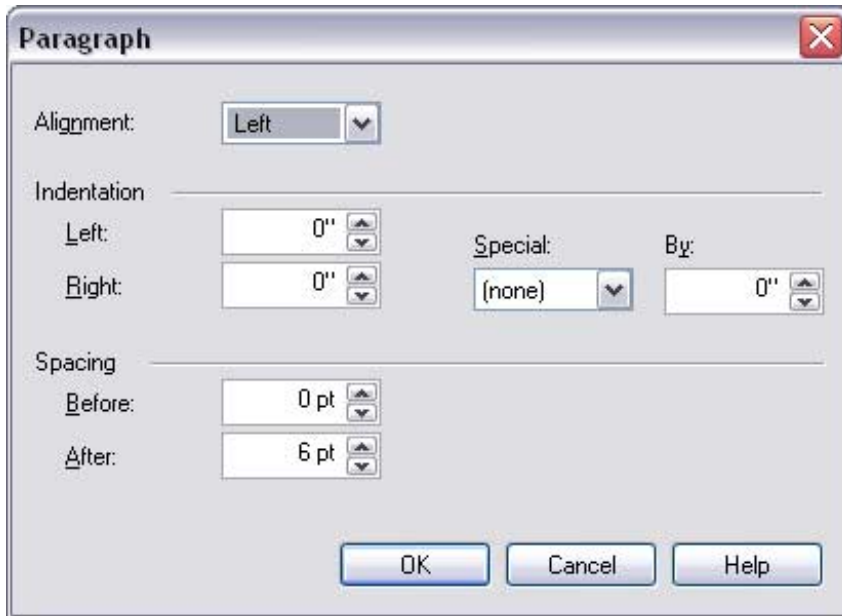


4. Choose to align text or pictures at the **Top**, **Middle**, or **Bottom** of the cell(s).
5. Click **OK**.

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### To align text or pictures horizontally within cells

1. Select a cell or many cells.
2. On the menu bar, choose **Format > Paragraph**. The **Paragraph** window appears.



3. In the **Alignment** list, choose **Left**, **Centered**, or **Right**.
4. Click **OK**.

### To align pictures with text using tables

If you open your Web site in a browser window, and then change the size of the browser window, you will notice that many of your page elements will move. If you place pictures and text within a table, they will not move, even if the browser window is re-sized.

1. Create a table.
2. Add a picture to a cell (see page 41).
3. Add the text you want in a different cell, but positioned correctly in relation to the picture.

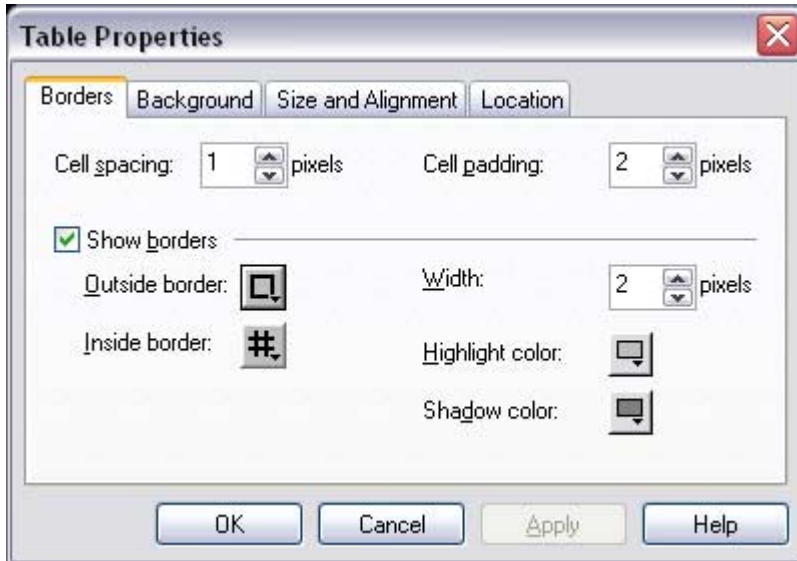
#### Note

You can also modify the relative position of text and pictures in the table by modifying cell padding, spacing, and borders (see pages 65 and 66).

## Changing spacing, borders and backgrounds

### To change the space between cells

1. Click in the table.
2. On the menu bar, choose **Edit > Properties > Table**. The **Table Properties** window opens showing the **Borders** tab.



3. In the **Cell spacing** box, select the amount of space, in pixels, that you want between cells. If you increase the number, the border between cells will be larger.
4. In the **Cell padding** box, select the amount of space, in pixels, that you want between the inside edges of the cells and any cell content.
5. Click **OK**.

### To hide all table borders

1. Click in the table.
2. On the menu bar, choose **Edit > Properties > Table**. The **Table Properties** window opens showing the **Borders** tab.
3. Clear the **Show borders** check box.
4. Click **OK**.

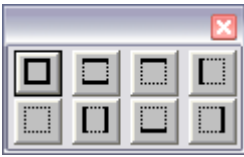
## DRAFT

### To display table borders

1. Click in the table.
2. On the menu bar, choose **Edit > Properties > Table**. The **Table Properties** window opens showing the **Borders** tab.
3. Select the **Show borders** check box.
4. Click **OK**.

### To display or hide parts of a table's outside border

1. Click in the table.
2. On the menu bar, choose **Edit > Properties > Table**. The **Table Properties** window opens showing the **Borders** tab.
3. Select the **Show borders** check box.
4. Click the **Outside border** button. A series of buttons appears. Each button has a small square with bold lines and fine lines. The bold lines represent which of your table's outside edges will display.



5. Click the button with bold lines where you want your outside borders.
6. Click **OK**.

### To change the width of a table's outside border

1. Click in the table.
2. On the menu bar, choose **Edit > Properties > Table**. The **Table Properties** window opens showing the **Borders** tab.
3. Select the **Show borders** check box.
4. In the **Width** box, choose a number. The higher the number you choose, the wider your outside borders will be.
5. Click **OK**.

### To display or hide cell borders

1. Click in the table.
2. On the menu bar, choose **Edit > Properties > Table**. The **Table Properties** window opens showing the **Borders** tab.
3. Select the **Show borders** check box.
4. Click the **Inside border** button. A series of buttons appears. Each button has a small grid with bold lines and fine lines. The bold lines represent which cell edges will display.



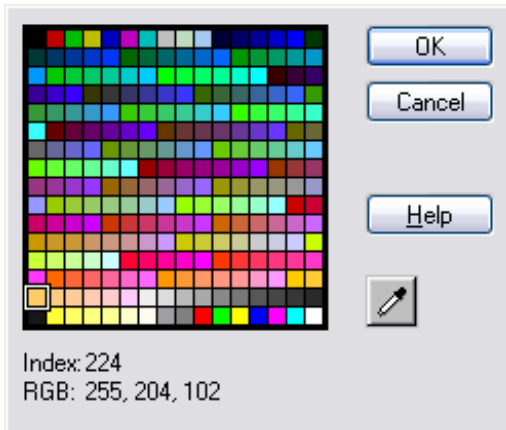
5. Click the button with bold edges where you want your cell borders.
6. Click **OK**.

## DRAFT

### To change table border colors

When you place a table in a page with CuteSITE Builder, it automatically creates borders with a three dimensional look by using two colors for the borders. One is the **Highlight color**, the other is the **Shadow color**.

1. Click in the table.
2. On the menu bar, choose **Edit > Properties > Table**. The **Table Properties** window opens showing the **Borders** tab.
3. Select the **Show borders** check box.
4. Click the **Highlight color** button. A color palette opens.



5. Select a color and click **OK**. This color will display above and to the left of borders.
6. Click the **Shadow color** button. A color palette opens.
7. Select a color and click **OK**. This color will display below and to the right of borders.
8. Click **OK**.

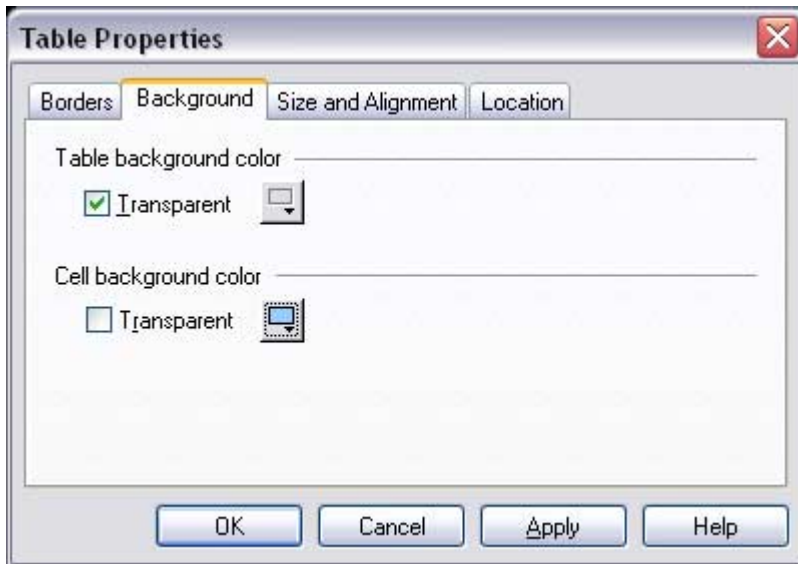
### Notes

- For a “raised edge” look, choose a light color for your highlight and a darker version of the same color for your shadow.
- For a “sunken edge” look, choose a dark color for your highlight and a lighter version of the same color for your shadow.
- For a “flat” look, choose the exact same color for both the highlight and the shadow.

## DRAFT

### To change cell background colors

1. Click a cell, or select several cells.
2. On the menu bar, choose **Edit > Properties > Table**. The **Table Properties** window opens.
3. Click the **Background** tab.



4. Under **Cell background color**, clear the **Transparent** check box.
5. Click the color button to open the color palette window.
6. Select a color and click **OK**. The color palette window closes.
7. Click **OK** again. The cell you selected now has a color background.

### To change table background colors

1. Click in the table.
2. On the menu bar, choose **Edit > Properties > Table**. The **Table Properties** window opens.
3. Click the **Background** tab.
4. Under **Table background color**, clear the **Transparent** check box.
5. Click the color button to open the color palette window.
6. Select a color and click **OK**. The color palette window closes.
7. Click **OK** again. Your table now has a color background.

### Notes

- A **Transparent** cell or table has no color of its own. The page area or picture behind the cells “shows through” it.
- You can choose one color for a table background and another color for a cell background in the same table. The cell background color will show “over” the table background color.
- A cell’s background color affects only the inside of the cell.
- A table background color affects not only the insides of cells that do not have their own individual colors, but also the all visible borders between cells and outside the table.

# Publishing



## Preparing to publish

Publishing your site means posting it on the World Wide Web. When you are ready to publish your site, you will need connection information for your Web hosting provider. If you do not have a Web hosting provider, many organizations offer the service including GlobalSCAPE ([www.globalscape.com/webhosting](http://www.globalscape.com/webhosting)).

CuteSITE Builder uses FTP (File Transfer Protocol) to publish your site on the Web. You need to know the FTP host address, user name, and password for your Web hosting provider. You will also need to know if you must publish to a subdirectory.

### FTP Information

Web hosting companies provide the connection information you need via email when you first sign up.

The **FTP Host Address** may also be called **Host FTP Address** or **IP Address**. It is the name of the server where you (or CuteSITE Builder) will log in to publish. Example: **ftp.hostingco.com**.

The **user name** is the name by which your hosting company knows you. It can be in any form. Examples: **tsmith**, **Champion Tools**. Reputable hosts check your user name and password to ensure the security of your site's files.

The **password** is a secret word known only to you and your hosting provider. Usually you are asked to confirm your password by typing it a second time.

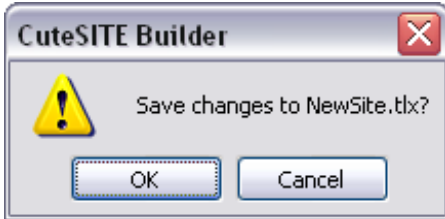
A **subdirectory** is a folder at the Web hosting site within the folder where you connect. Some Web hosts require you to publish your Web files to a subdirectory like **web** or **public\_html**. Many hosts automatically move you to a specific folder as soon as you log in. If your host's email does not mention a folder or directory, you will probably not need to worry about a subdirectory.

If you do not remember your connection information, simply contact your Web hosting provider, and they can supply the information to you.

Before you publish, you can open your site in a browser to see what it will look like to those who visit your Web site.

### To preview your site

1. On the menu bar, choose **File > Preview Web Site**. A window appears asking if you want to save changes to your site (unless you just saved it before previewing).



2. Click **OK**. You may see the **Preview Web Site** window while CuteSITE Builder is preparing the preview. Your site opens in a Web browser and you can click all the links, and see all the text and pictures just as they will appear on the World Wide Web.
3. Close the browser window to return to CuteSITE Builder.
4. Click **Close** to close the **Preview Web Site** window.

### To set up for publication

After you preview your site, open the **New FTP Site Wizard** to set up for publication. Once you have entered your FTP information in the **New FTP Site Wizard**, CuteSITE Builder will save the information so you can publish your site, and publish frequent changes without entering your FTP information again.

1. On the menu bar, choose **File > Configure Web Site**. The **New FTP Site Wizard** opens.



2. Type a name for your site. This can be any name you like.
3. Click **Next** and follow the directions in the Wizard.
4. When the **New FTP Site Wizard** says **Finished!** in the upper left corner, click the **Finish** button. Now you are prepared to publish your site.

### Note

If you publish to different locations on the web, you will need to run the **New FTP Site Wizard** for every location.

## Publishing a site

### To publish your Web site

1. On the menu bar, choose **File > Publish Web Site**. A window appears asking if you want to save changes to your site (unless you just saved it).
2. Click **OK**. The **Publish Web Site** window opens.



3. Click **Publish**. In the lower left corner of the Publish Web Site window you will see a progress bar and the time remaining in the transfer as CuteSITE Builder publishes your site.



4. When the transfer is complete, a message appears saying your site has been published and it asks if you want to view your site.



5. Click **Yes**. Your Web browser opens to your site on the World Wide Web.

## DRAFT

### To publish changes to a previously published site

1. Make changes to your site.
2. On the menu bar, choose **File > Publish Web Site**.
3. A window appears asking if you want to save changes to your site (unless you just saved it).
4. Click **OK**. The **Publish Web Site** window opens.
5. Click **Publish**. CuteSITE Builder only publishes the parts of your site that you have changed. When the transfer is complete a message appears saying your site has been published and it asks if you want to view your site.
6. Click **Yes**. Your Web browser opens to your site on the World Wide Web.

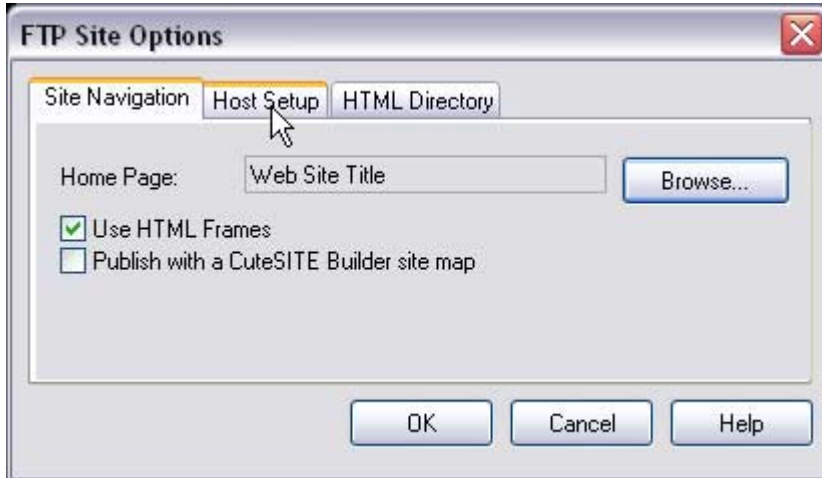
### Notes

- CuteSITE Builder only publishes one site file at a time. If you have several site files, you will have to open each site file and publish them separately.
- If you publish to different locations on the Web, you will need to enter FTP Site information for each location.

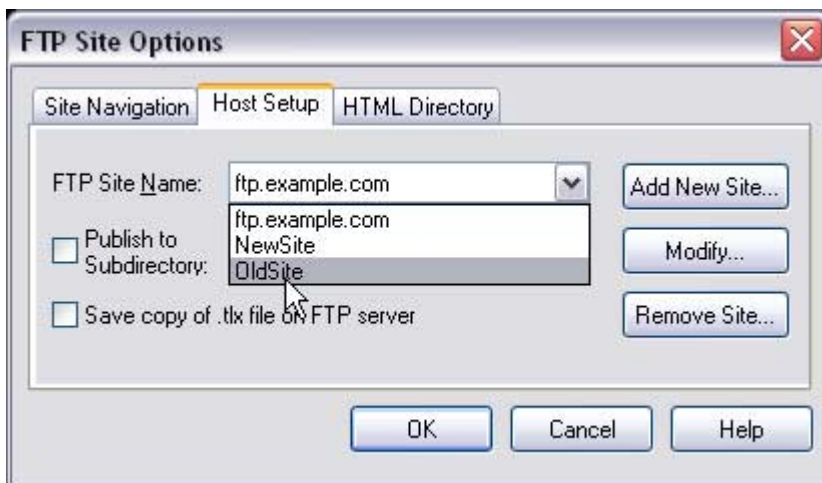
## Publishing options

### To publish to a different Web host

1. On the menu bar, choose **File > Configure Web Site**. The **New FTP Site Wizard** opens.
2. Enter a name for your site that is different from any other sites you may have.
3. Click **Next** and follow the directions in the Wizard. Then click **Finish**.
4. On the menu bar, choose **File > Publish Web Site**. The **Publish Web Site** window opens.
5. Click **Options**. The **FTP Site Options** window opens.



6. Click the **Host Setup** tab.



7. In the **FTP Site Name** list, choose the name of the site you just created in the **New FTP Site Wizard**.
8. Click **OK** to close the **FTP Site Options** window.
9. Click **Publish**.

## DRAFT

### To publish without HTML Frames

By default, CuteSITE Builder will use HTML Frames to keep your borders in place when your site is published. You can choose to publish without Frames and your site will not look any different.

1. Save your Web site file.
2. On the menu bar, choose **File > Publish Web Site**. The **Publish Web Site** window opens.
3. Click the **Options** button. The **FTP Site Options** window opens.
4. Clear the **Use HTML Frames** check box.
5. Click **OK** to close the **FTP Site Options** window.
6. Click **Publish** or click **Close** to save your changes and publish later.

#### Note

If you want to publish your site map with your site, you must publish with HTML Frames.

### To publish a site in HTML Frames

1. Save your Web site file.
2. On the menu bar, choose **File > Publish Web Site**. The **Publish Web Site** window opens.
3. Click the **Options** button. The **FTP Site Options** window opens.
4. Check the **Use HTML Frames** check box.
5. Click **OK** to close the **FTP Site Options** window.
6. Click **Publish** or click **Close** to save your changes and publish later.

#### Note

If you want to publish your site map with your site, you must publish in HTML Frames.

### To publish the map with your site

1. Save your Web site file.
2. On the menu bar, choose **File > Publish Web Site**. The **Publish Web Site** window opens.
3. Click the **Options** button. The **FTP Site Options** window opens.
4. Check the **Use HTML Frames** check box.
5. Check the **Publish with a CuteSITE Builder site map** check box.
6. Click **OK** to close the **FTP Site Options** window.
7. Click **Publish** or click **Close** to save your changes and publish later.

### To publish to a subfolder

If you have another site file that needs to remain separate from your main site, or if you do not want visitors to see your site when they type in your main Web address, you can publish your site to a subfolder.

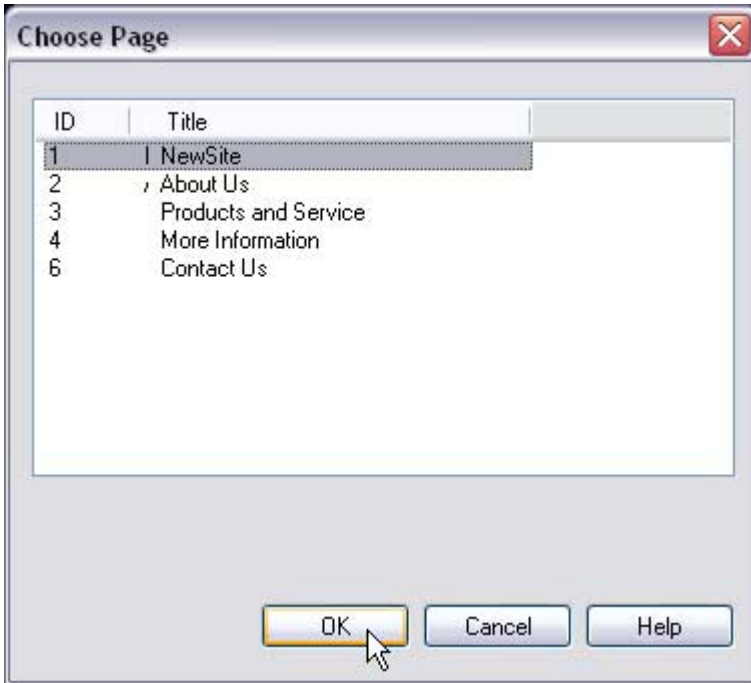
1. Save your Web site file.
2. On the menu bar, choose **File > Publish Web Site**. The **Publish Web Site** window opens.
3. Click the **Options** button. The **FTP Site Options** window opens.
4. Click the **Host Setup** tab.
5. Select the **Publish to Subdirectory** check box, and type in a name for the subfolder. CuteSITE Builder will create the folder at your Web hosting site.
6. Click **OK** to close the **FTP Site Options** window.
7. Click **Publish** to publish your site in the new subfolder, or click **Close** to save your changes and publish later.

## DRAFT

### To change which web page opens first

The home page is the first page that opens when you go to your main Web address.

1. Save your Web site file.
2. On the menu bar, choose **File > Publish Web Site**. The **Publish Web Site** window opens.
3. Click the **Options** button. The **FTP Site Options** window opens.
4. Click **Browse**, the **Choose Page** window opens with a list of all the pages in your site file.



5. Select the page you want as your site's home page.
6. Click **OK** to close the **Choose Page** window. The name of the new home page will show in the **Home Page** box of the **FTP Site Options** window.
7. Click **OK** to close the **FTP Site Options** window.
8. Click **Publish** to publish your site with the new home page, or click **Close** to save your changes and publish later.

## Changing FTP information

After you have entered your FTP information in the **New FTP Site Wizard** (see page 9), you can change any of the information. Your Web hosting provider can give you all the appropriate FTP information, and should notify you if you need to make changes. Generally you will not need to make changes unless you change Web hosting providers.

### To change your Web site address

CuteSITE Builder uses the **Web Site Address** to display your site as it exists on the World Wide Web.

1. Save your Web site file.
2. On the menu bar, choose **File > Publish Web Site**. The **Publish Web Site** window opens.
3. Click the **Options** button. The **FTP Site Options** window opens.
4. Click the **Host Setup** tab.
5. In the **FTP Site Name** list, select the site you want to change.
6. Click the **Modify** button. The **Enter FTP Site Information** window opens.

7. In Web Site Address, type the URL (Uniform Resource Locator) for your Web site. This is the actual address you would type into a browser to see your site on the Web. It must begin with **http://**.
8. Click **OK** to close the **Enter FTP Site Information** window.
9. Click **OK** again to close the **FTP Site Options** window.
10. Click **Publish**, or click **Close** to save your changes and publish later.

## DRAFT

### To change your FTP address

The FTP Address is the name of the server where you transfer files to be published. It may be a number like 150.215.17.9, or it may be a name like ftp.example.com. If you do not remember your FTP address or do not know what it is, contact your Web hosting provider, and they will be able to give you the proper address.

1. Save your Web site file.
2. On the menu bar, choose **File > Publish Web Site**. The **Publish Web Site** window opens.
3. Click the **Options** button. The **FTP Site Options** window opens.
4. Click the **Host Setup** tab.
5. In the **FTP Site Name** list, select the site you want to change.
6. Click the **Modify** button. The **Enter FTP Site Information** window opens.
7. In **FTP Host Address**, type the new address for file transfers.
8. Click **OK** to close the **Enter FTP Site Information** window.
9. Click **OK** again to close the **FTP Site Options** window.
10. Click **Publish**, or click **Close** to save your changes and publish later.

### To change your FTP port

The FTP Port is almost always 21. You should only change it if your Web hosting provider or a network administrator tells you to change it.

1. Save your Web site file.
2. On the menu bar, choose **File > Publish Web Site**. The **Publish Web Site** window opens.
3. Click the **Options** button. The **FTP Site Options** window opens.
4. Click the **Host Setup** tab.
5. In the **FTP Site Name** list, select the site you want to change.
6. Click the **Modify** button. The **Enter FTP Site Information** window opens.
7. In **FTP Host Port**, type the new port number for file transfers.
8. Click **OK** to close the **Enter FTP Site Information** window.
9. Click **OK** again to close the **FTP Site Options** window.
10. Click **Publish**, or click **Close** to save your changes and publish later.

### To change your FTP directory

Many hosts automatically move you to a specific directory as soon as you log in. If your host's email does not mention a directory, leave this space blank. The **FTP Directory** is used when your Web hosting provider requires you to change to a different directory after logging in. If your host requires this, enter that directory's name here. Example: **web** or **public\_html**.

**Important:** CuteSITE Builder will not create a new directory if you type something here. The directory must already be present on your FTP server. If you wish to create a remote directory, you must select the **Publish to Subdirectory** check box on the **Host Setup** tab (see page 73), or you can use an FTP client such as CuteFTP (available from [www.globalscape.com](http://www.globalscape.com)) to create the subdirectory.

1. Save your Web site file.
2. On the menu bar, choose **File > Publish Web Site**. The **Publish Web Site** window opens.
3. Click the **Options** button. The **FTP Site Options** window opens.
4. Click the **Host Setup** tab.
5. In the **FTP Site Name** list, select the site you want to change.
6. Click the **Modify** button. The **Enter FTP Site Information** window opens.
7. In **FTP Directory**, type the new directory name.
8. Click **OK** to close the **Enter FTP Site Information** window.
9. Click **OK** again to close the **FTP Site Options** window.
10. Click **Publish**, or click **Close** to save your changes and publish later.

## DRAFT

### To change your FTP user name

This is the name you use to log in to your account at your Web Hosting provider.

1. Save your Web site file.
2. On the menu bar, choose **File > Publish Web Site**. The **Publish Web Site** window opens.
3. Click the **Options** button. The **FTP Site Options** window opens.
4. Click the **Host Setup** tab.
5. In the **FTP Site Name** list, select the site you want to change.
6. Click the **Modify** button. The **Enter FTP Site Information** window opens.
7. In **FTP User Name**, type the new user name.
8. Click **OK** to close the **Enter FTP Site Information** window.
9. Click **OK** again to close the **FTP Site Options** window.
10. Click **Publish**, or click **Close** to save your changes and publish later.

### To change your FTP password

This is the password you use to log in to your account at your Web Hosting provider.

1. Save your Web site file.
2. On the menu bar, choose **File > Publish Web Site**. The **Publish Web Site** window opens.
3. Click the **Options** button. The **FTP Site Options** window opens.
4. Click the **Host Setup** tab.
5. In the **FTP Site Name** list, select the site you want to change.
6. Click the **Modify** button. The **Enter FTP Site Information** window opens.
7. In **FTP Password**, type the new user name.
8. Click **OK** to close the **Enter FTP Site Information** window.
9. Click **OK** again to close the **FTP Site Options** window.
10. Click **Publish**, or click **Close** to save your changes and publish later.

### To change the file name for your home page

Most Web hosting providers require your home page to have a specific name. Some require **index.htm** or **index.html**, while others require **default.htm** or **default.html**.

If CuteSITE Builder publishes your site, but you cannot see it on the Web, try changing the name for your home page. Your Web hosting provider can tell you what the name should be.

1. Save your Web site file.
2. On the menu bar, choose **File > Publish Web Site**. The **Publish Web Site** window opens.
3. Click the **Options** button. The **FTP Site Options** window opens.
4. Click the **Host Setup** tab.
5. In the **FTP Site Name** list, select the site you want to change.
6. Click the **Modify** button. The **Enter FTP Site Information** window opens.
7. In the **Default Filename** list choose a name. You can also type or delete an 'L' at the end.
8. Click **OK** to close the **Enter FTP Site Information** window.
9. Click **OK** again to close the **FTP Site Options** window.
10. Click **Publish**, or click **Close** to save your changes and publish later.

## DRAFT

### To change the FTP mode from PASV to PORT

If CuteSITE Builder cannot connect when trying to publish your site, try changing the **FTP mode**. Your Web hosting provider can tell you what the mode should be.

1. Save your Web site file.
2. On the menu bar, choose **File > Publish Web Site**. The **Publish Web Site** window opens.
3. Click the **Options** button. The **FTP Site Options** window opens.
4. Click the **Host Setup** tab.
5. In the **FTP Site Name** list, select the site you want to change.
6. Click the **Modify** button. The **Enter FTP Site Information** window opens.
7. Clear the **Passive** check box. To change from PORT to PASV, select the check box.
8. Click **OK** to close the **Enter FTP Site Information** window.
9. Click **OK** again to close the **FTP Site Options** window.
10. Click **Publish**, or click **Close** to save your changes and publish later.

## Saving a backup copy of your site

When you publish your site to the Web, you can save a copy of all the published files on your computer. You can also save a copy of your Web site file on the Web hosting computer, to have a backup in case something should happen to your computer.

### To save an HTML copy of your site on your computer

1. Save your Web site file.
2. On the menu bar, choose **File > Publish Web Site**. The **Publish Web Site** window opens.
3. Click the **Options** button. The **FTP Site Options** window opens.
4. Click the **HTML Directory** tab.



5. Select the **Save copy of exported HTML locally** check box.
6. In **Export to**, type the path to the folder where you want to save the HTML files, or click **Browse** to choose the folder.
7. In **HTML directory**, type a name for a new folder that will be created for your HTML files. CuteSITE Builder will create this folder and place it in the location you chose in step six.
8. Click **OK** to close the **FTP Site Options** window.
9. Click **Publish**, or click **Close** to save your changes and publish later. Now, whenever you publish or preview your site, a copy of your site's HTML files will be saved on your computer. Even if you just publish or preview minor changes, those changes will be saved in the HTML files on your computer.

### To save a copy of your Web site file on your Web hosting server

1. Save your Web site file.
2. On the menu bar, choose **File > Publish Web Site**. The **Publish Web Site** window opens.
3. Click the **Options** button. The **FTP Site Options** window opens.
4. Click the **Host Setup** tab.
5. Select the **Save copy of .tlx file on FTP server** check box.
6. Click **OK** again to close the **FTP Site Options** window.
7. Click **Publish**, or click **Close** to save your changes and publish later. Now whenever you publish your site, or publish changes to your site, a copy of your Web site file will be saved with your Web host.

#### Note

If you want to retrieve your copy of your .tlx (Web site file) from your Web host, you will need FTP client software such as CuteFTP.

# Pages

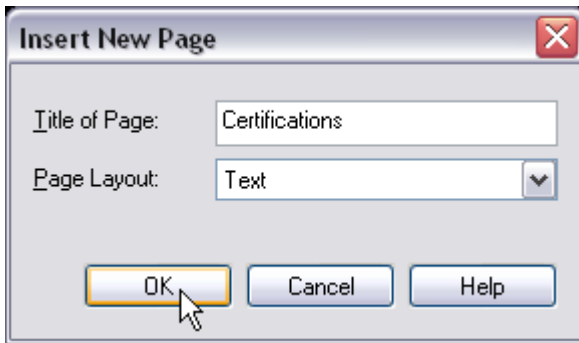


Like a Web site, a CuteSITE Builder file is made up of pages. A page consists of a “chunk” or unit of information. Each page in your site appears in the map as an icon. When you hover over the page in the map, the page’s title appears. When you click the icon, the page’s contents appear below the map in the page area.

The page area includes a page body and up to four optional borders. The page body and all borders can contain text and pictures.

## To create a page

1. On the menu bar, choose **Insert > Page**. The **Insert New Page** window appears.



2. In **Title of Page**, type the name you want to appear automatically on the page.
3. In the **Page Layout** list, choose a format for the page. The most commonly used format is **Text** (see page 153 for more on page layouts).
4. Click **OK**.
5. In the map, click and drag the page to any location you want.

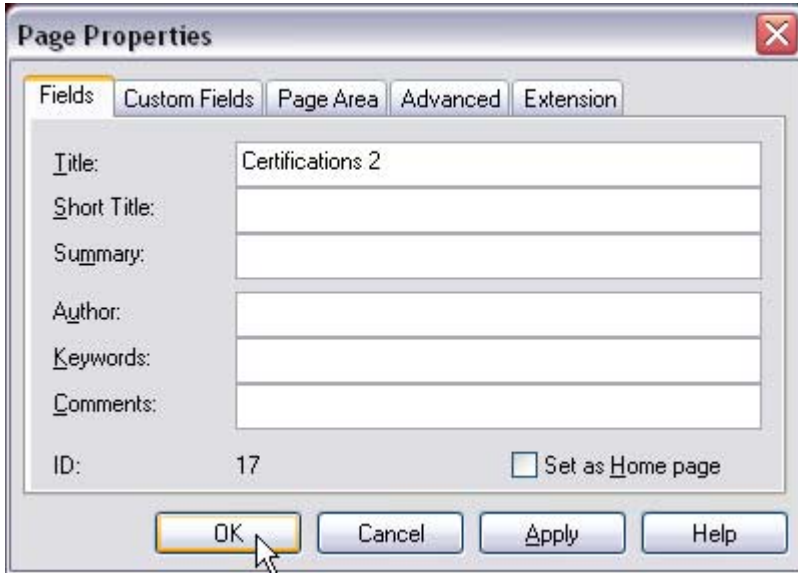
## To add a page to a sequence

1. Click on a page in the sequence where you want a new page.
2. On the menu bar, choose **Insert > Page**. The **Insert New Page** window appears.
3. In **Title of Page**, type the name you want to appear automatically on the page.
4. In the **Page Layout** list, choose a format for the page. The most commonly used format is **Text** (see page 153 for more on page layouts).
5. Click **OK**. Your new page will appear to the right of the page you selected in step one.

## DRAFT

### To copy a page

1. In the map, click on the page you want to copy.
2. On the menu bar, choose **Edit > Copy**.
3. On the menu bar, choose **Edit > Paste**. A new page, exactly like the original, will appear in your map. If you copied a page in a sequence, the new page will appear in the same sequence.
4. On the menu bar, choose **Edit > Properties > Page**. The **Page Properties** window appears.



5. In **Title**, type a name for the page that is different from the original.
6. Click **OK**.
7. In the map, click and drag the page to the location you want.

### To divide a page

1. In the map, click on the page you want to divide.
2. In the page area, click to place your cursor where you want the division.
3. On the menu bar, choose **Edit > Break Page > Create New Page**. A new page will appear with all the content that was after your cursor.
4. On the menu bar, choose **Edit > Properties > Page**. The **Page Properties** window appears.
5. In **Title**, type a name for the page that is different from the original.
6. Click **OK**.
7. In the map, click and drag the page to the location you want.

## DRAFT

### To divide a page and link to the new page

1. In the map, click on the page you want to divide.
2. In the page area, click to place your cursor where you want the division.
3. On the menu bar, choose **Edit > Break Page > Create Linked Page**. A new page will appear with all the content that was after your cursor.
4. On the menu bar, choose **Edit > Properties > Page**. The **Page Properties** window appears.
5. In **Title**, type a name for the page that is different from the original.
6. Click **OK**.
7. In the map, click and drag the page to the location you want. The word “more” will appear on the original page as a link to the new page.

### Notes

The text of the **more** link can be edited as you would edit any other basic link. You can also delete the link and replace it with either a field link or a navigation link.

### To divide a page and add the new page to a sequence

1. In the map, click on the page you want to divide.
2. In the page area, place your cursor where you want the division.
3. On the menu bar, choose **Edit > Break Page > Add to Sequence**. CuteSITE Builder creates a new page in the sequence and places all text after your cursor on the new page. If you are at the end of a page, CuteSITE Builder adds an empty page. If the original page is not currently in a sequence, CuteSITE Builder creates a sequence and adds both pages to it.

## Adding content to pages

### To open a page

1. In the map, click on a page. The page content is displayed below the map. The page icon in the map is highlighted in yellow.

### To open two pages at once

1. Open a page.
2. Move your mouse cursor to the handle at the top or left side of the page area until the cursor looks like a hand.



3. Click and drag the handle. The page area now displays the same page twice.
4. Click in either area.
5. In the map, click the second page you want to see. The second page appears in the area you clicked.

### To add text to a page

1. In the map, click the page where you want to add text.
2. In the page area, click where you want new text. You can add text to the page body or any border.
3. Start typing. For more on text, see **Text** on page 11.

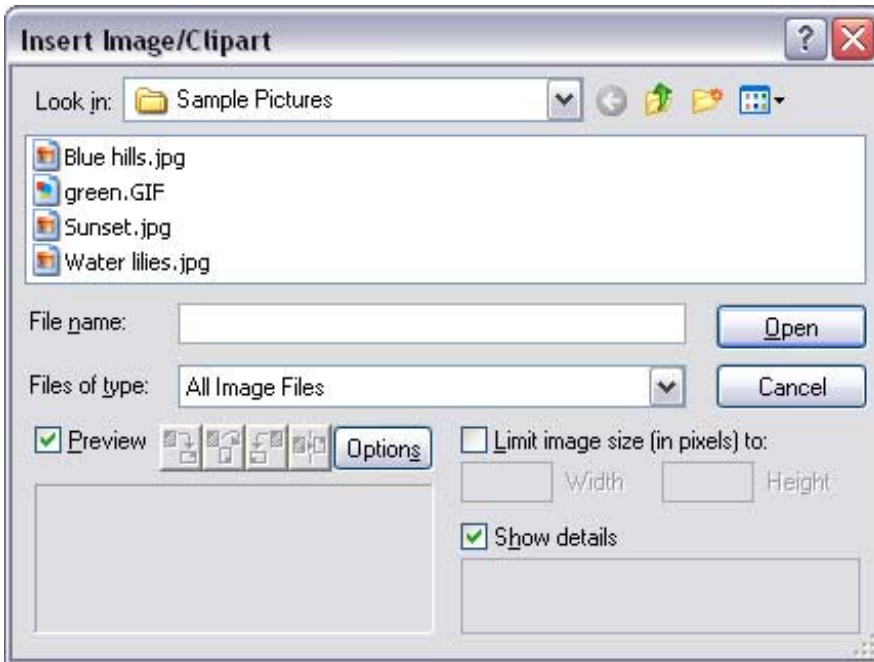
### To copy text or pictures from another source into a page

1. Copy the text or picture from another page, another site, even another program. Many programs allow you to copy text and pictures by selecting them and then choosing **Edit > Copy**.
2. In the CuteSITE Builder map, click the page where you want to add the copied text or picture.
3. In the page area, click where you want to place the copied text or picture. You can add text and pictures to the page body or any border.
4. On the menu bar, choose **Edit > Paste**. The copied text or picture is placed in your page. For more on text, see **Text** on page 11. For more on pictures, see **Pictures** on page 40.

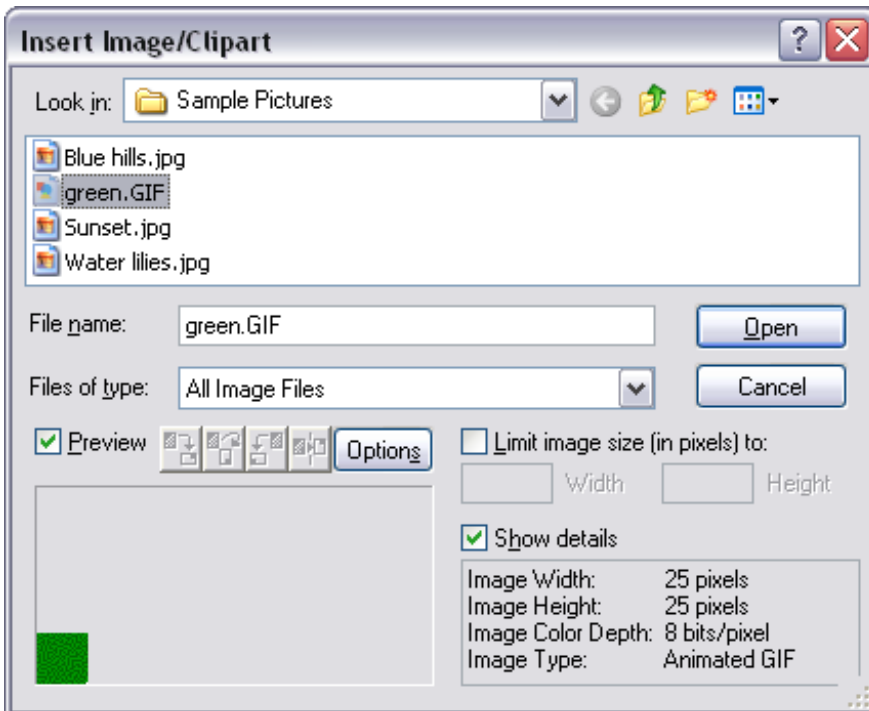
## DRAFT

### To add a picture to a page

1. In the map of your site, click the page where you want a picture. The page opens.
2. In the page, click where you want the picture.
3. On the menu bar, choose **Insert > Picture > Image/ClipArt**. The **Insert Image/ClipArt** window appears.



4. Select a picture. A preview of the picture appears in the lower-left corner. The **Show Details** box in the lower-right corner displays the picture's width, height, color depth and type.



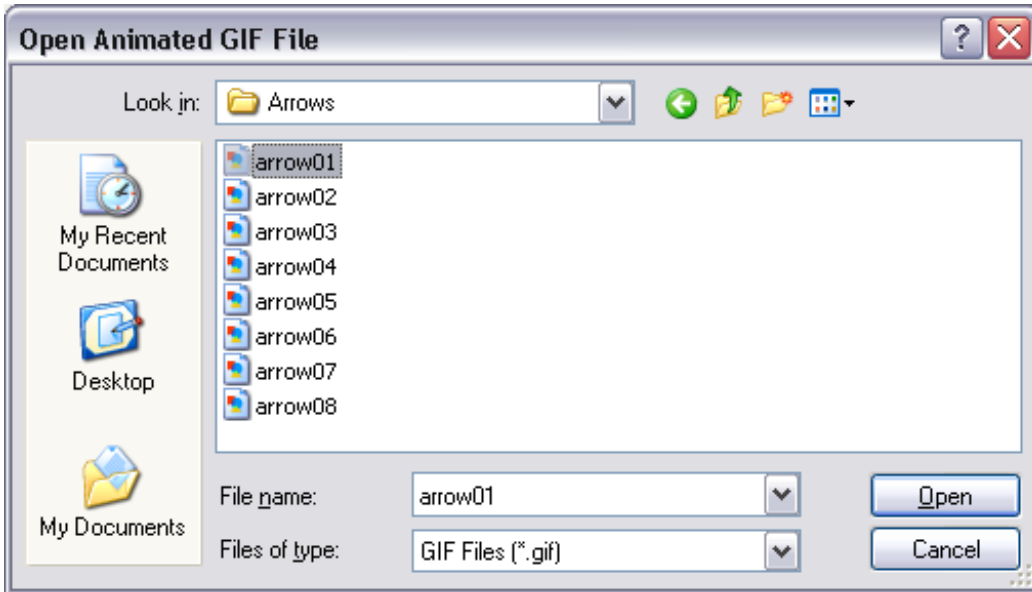
5. If you want to reduce the size of the picture, select the **Limit image size (in pixels)** box and enter a new width and height. The picture will be resized proportionately.
6. Click the **Open** button. The picture appears in your page. For more on pictures, see page 40.

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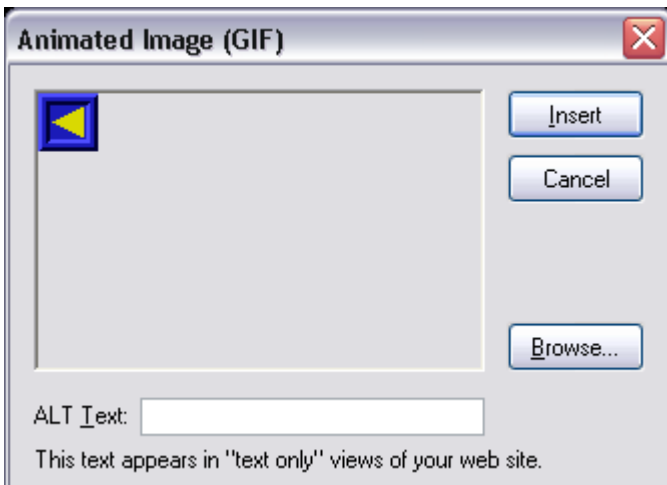
### To add an animated picture to your page

You can add animated pictures to your site, but you will not see the animation until you preview your site, or view your published site.

1. In the Main Map, click the page where you want the animated picture.
2. Click in the page where you want the animated picture.
3. On the menu bar, choose **Insert > Picture > Animated GIF**. The **Open Animated GIF File** window appears.



4. Select a picture, and click **Open**. The **Animated Image (GIF)** window appears (see picture on following page). In the **ALT Text** box, type a name for the picture you are adding. This name will appear when a visitor to your site cannot see the picture, or if they move their mouse cursor over the picture.



5. Click **Insert**. The animated picture appears on your page as a still picture. To see the animation, preview your site, or publish it and view the page on the Web.

## To add sound to a page

You can easily add audio files to a Web page that can be automatically played or manually started when the user visits your Web site.

1. In the map, click the page where you want sound.
2. In the page area, click where you want a link to, or a control panel for, the sound file.
3. On the menu bar, click **Insert > Audio File**. The **Sound and Music** window appears.



4. **Choose the sound file to add to your Web site.** You can click the **Browse** button to select a file on your computer or you can click the **URL** button to link to an audio file on another Web site.
5. **Choose display options.** CuteSITE Builder gives you multiple ways to “display” the sound on your Web site.
  - **Hide: Play as background sound:** If you check this box, the Web page will automatically start playing the audio file as soon as the user visits the page, and the user cannot stop the sound. You will also be able to choose the **Loop** option.
  - **Console: Display sound controls:** If you check this box, CuteSITE builder will upload a console that allows the user to play, pause or stop the audio file. Checking this box will also allow you to choose the **Auto start** and **Loop** options.
  - **Auto start: start playing when page appears:** This check box is only available when the **Console** box is checked. Normally, when the **Console** box is checked, the audio file does not automatically start. This allows you to automatically start the audio file while allowing the user visiting your page to stop it.
  - **Loop: play continuously:** This option is available if you have the **Console** or **Hide** box checked. It causes the sound to play continuously while the Web page is open.
  - **Link Text:** This option is only available if none of the above options are selected. It will create a link on your Web page that will start the audio file if clicked. You can enter any text you want.
6. Click the **Insert** button.

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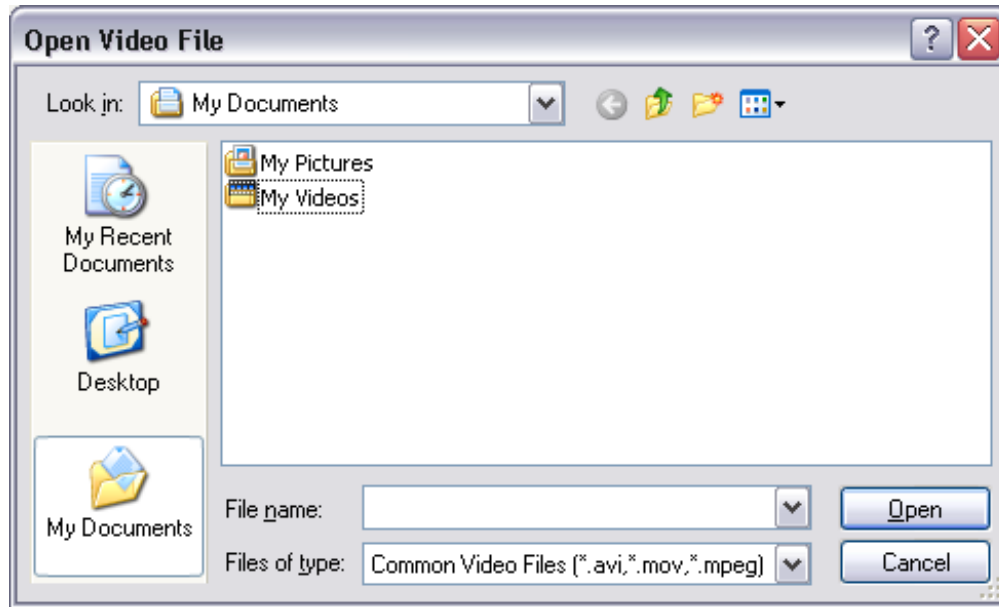
### To add video to a page

You can add your own video files, or video files from the Web to your pages.

1. In the map, click the page where you want video.
2. In the page area, click where you want the video to play.
3. On the menu bar, click **Insert > Picture > Video File**. The **Video** window opens.



4. **Choose a video file.** You can select a file from your computer by clicking the **Browse** button, or you can link to a file already on the Internet by clicking the **URL** button and entering the URL of an existing source of video.
5. If you click **Browse**, the **Open Video File** window opens (see picture on following page). Select a file and click **Open**.



6. **Choose display options:** You can link to your video with blue underlined text, or you can have an image that links to your video. Certain AVI files will allow you to use the first frame of the video as the link to the video file.
7. Click **Insert** when complete.

**Note**

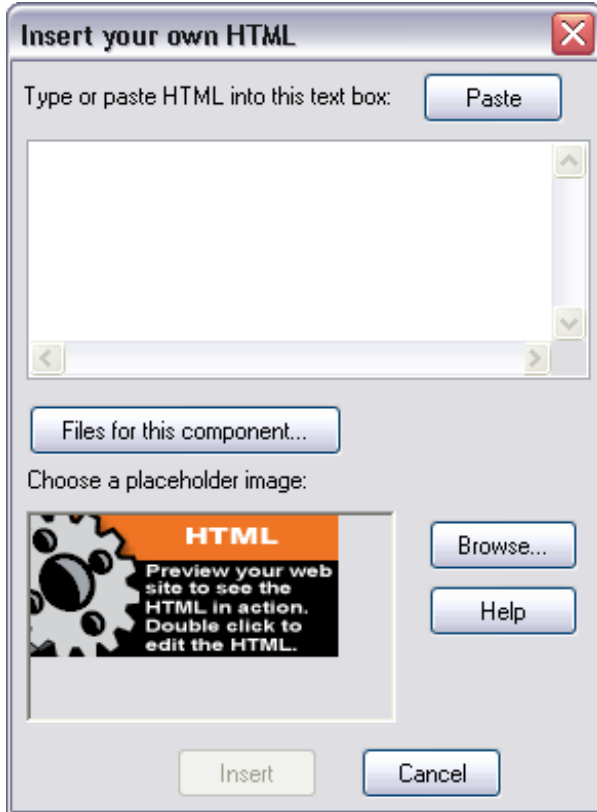
To make changes to the video link, open your CuteSITE Builder file and double-click the video place holder and make any needed changes.

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### To add HTML and other code to a page

CuteSITE Builder's WYSIWYG environment does not allow you to directly edit the HTML code that it creates. However, you can insert any HTML, Java, or other code that browsers support.

1. Open CuteSITE Builder and navigate to the page where you want to insert the custom code.
2. Click on the page where you would like the custom code to appear.
3. Select **Insert > HTML Code** from the menu bar. The **Insert your own HTML** window opens.



4. Type the code or click **Paste** to add code you have copied from another program.
5. Click the **Insert** button. A placeholder appears on your page, showing where your custom code is placed. You will not see the results of the code until you preview or publish your site.



6. Save and preview the page to see your code in action. You can later modify the custom code by clicking on the **HTML** placeholder.

### To add HTML to templates

You can also insert HTML into template pages, so when you create a new page based on the template, it already has the HTML code on the page.

1. On the menu bar, click **Format > Edit Page Layouts**.
2. Select **Insert > HTML Code** from the menu bar.
3. Type the code or click **Paste** to add code you have copied from another program.
4. Click the **Insert** button.
5. You can later modify the custom code by clicking on the **HTML** placeholder.

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### To add a feedback form to a page

You can add forms to your web pages that visitors can fill out, and the results will be mailed to you.

1. Click in the page where you want the form.
2. On the menu bar, choose **Insert > Form**. The **CuteSITE Builder Form Wizard** appears.



3. Follow the instructions in the Wizard and click **Finish**. A **Form Plug-in** placeholder will appear on the page. You will be able to see and use the actual form when you preview or publish your site.

### To edit an existing form

1. Double-click the **Form Plug-in** placeholder. The **CuteSITE Builder Form Wizard** appears.
2. Click **Back** or **Next** to find the page in the Wizard where you want to make changes.
3. Make your changes.
4. Click **Finish**. Your changes will be visible when you preview or publish your site.

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### To add a form that sends database-ready information

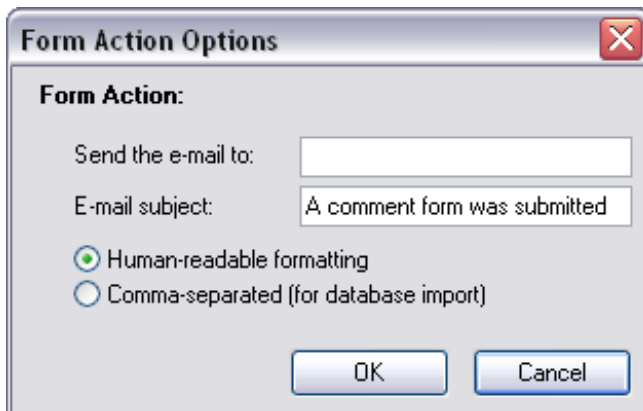
You can set your forms to send reply information in comma separated format, to make it easier to import the information into a database.

1. Click in the page where you want the form, or open an existing form (see previous page).
2. On the menu bar, choose **Insert > Form**. The **CuteSITE Builder Form Wizard** appears.
3. Choose your form type and click **Next**. **Step Two: Enter your e-mail address** appears.



The screenshot shows a dialog box titled "CuteSITE Builder Form Wizard" with a close button (X) in the top right corner. The main heading is "Step 2: Enter your e-mail address". Below this, there is a label "E-mail address:" followed by a text input field. Underneath the input field, a message reads: "The form will send you an e-mail when someone fills it out." Below the message is a button labeled "Form Action Options...". At the bottom of the dialog, there are four buttons: "Cancel", "< Back", "Next >", and "Finish".

4. Enter your email address.
5. Click **Form Action Options**. The **Form Action Options** window appears.



The screenshot shows a dialog box titled "Form Action Options" with a close button (X) in the top right corner. The main heading is "Form Action:". Below this, there are two labels: "Send the e-mail to:" followed by a text input field, and "E-mail subject:" followed by a text input field containing the text "A comment form was submitted". Below these fields are two radio button options: "Human-readable formatting" (which is selected) and "Comma-separated (for database import)". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

6. Choose **Comma-separated (for database import)**.
7. Click **OK**. The **Form Action Options** window disappears.
8. Click **Next** and complete the rest of the Wizard.

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### To add custom fields to a form

1. Click in the page where you want the form, or open an existing form (see page 91).
2. On the menu bar, choose **Insert > Form**. The **CuteSITE Builder Form Wizard** appears.
3. Follow the instructions in the wizard and stop at **Step 4: Customize the Form**.

**CuteSITE Builder Form Wizard**

### Step 4: Customize the form

Choose the fields to include on your form. You can edit the name and the prompt for each field.

- Name
- Email
- Company
- City
- State
- Zip
- Phone
- Comments
- [Custom1]

Field Name (not visible to users):  
Name

Field Prompt (appears on your form):  
Name

Field Width: 30

Max No. of characters: 100

↑  
↓

Cancel < Back Next > Finish

4. Select the **[Custom1]** check box.
5. In **Field Name (not visible to users)**, type any name you want. This name will show up in the email messages you receive when the form is completed and submitted by a visitor.
6. In **Field Prompt (appears on your form)**, type a name so that visitors will know what information you want them to enter in this particular box.
7. (Optional) Select the **[Custom2]** check box, and create another custom field. Every time you select a **[Custom]** check box, a new **[Custom]** check box will appear, until there are a total of twelve custom fields.
8. Click **Finish**.

### To change the size of a form box

1. Double-click the **Form Plug-in** placeholder. The **CuteSITE Builder Form Wizard** appears.
3. Click **Next** or **Back** to get to **Step 4: Customize the Form**.
4. Select the check box for the form box that you want to lengthen.
5. In **Field Width**, type a whole number. This will be the approximate number of characters that will show in the box.
8. Click **Finish**.

### To change how many characters a form box will hold

1. Double-click the **Form Plug-in** placeholder. The **CuteSITE Builder Form Wizard** appears.
3. Click **Next** or **Back** to get to **Step 4: Customize the Form**.
4. Select the check box for the form box that you want to change.
5. In **Max No. of characters** type a whole number. This will be the most characters a visitor will be able to type in the box.
8. Click **Finish**.

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### To change the order of boxes in a form

1. Double-click the **Form Plug-in** placeholder. The **CuteSITE Builder Form Wizard** appears.
3. Click **Next** or **Back** to get to **Step 4: Customize the Form**.
4. Select the check box for a form box that you want to move.
5. Click the up arrow button to move the selected box before the previous box, or click the down arrow to move the selected box below the following box.
6. Click **Finish**.

## Modifying pages

### To move a page

1. In the map, click and drag the page where you want it. When you move a page, all the links to and from the page will still work, unless they are sequence links. Sequence links will disappear.

### To change a picture on a page

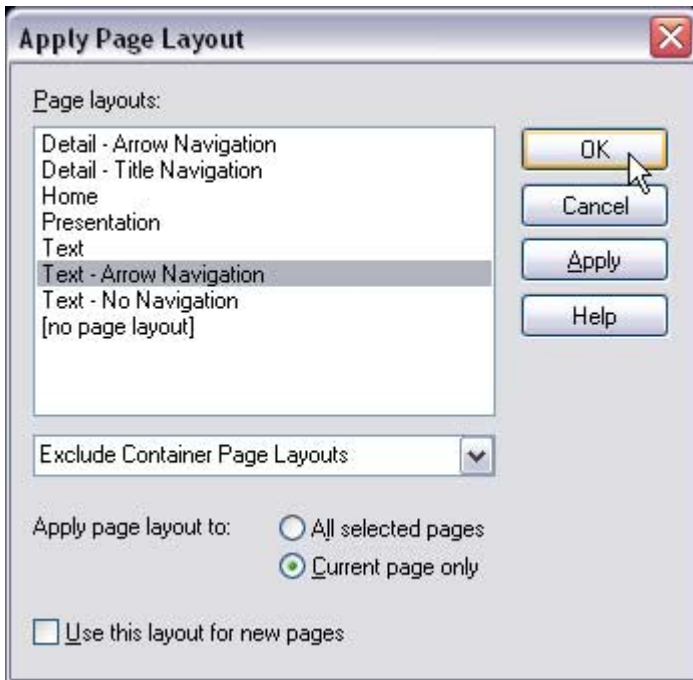
1. In the map, click on the page where you have a picture you want to change.
2. In the page area, click on the picture.
3. On the menu bar, choose **Edit > Properties > Image**. The **Image Properties** window opens.
4. Make any changes.
5. Click **OK**. For more on pictures, see **Pictures** on page 40.

### To change text on a page

1. In the map, click on the page where you have text you want to change.
2. In the page area, select the text.
3. Make any changes. For more on text, see **Text** on page 11.

### To change a page's layout

1. In the map, click on the page where you want to change the layout.
2. On the menu bar, choose **Format > Apply Page Layout**. The **Apply Page Layout** window opens.

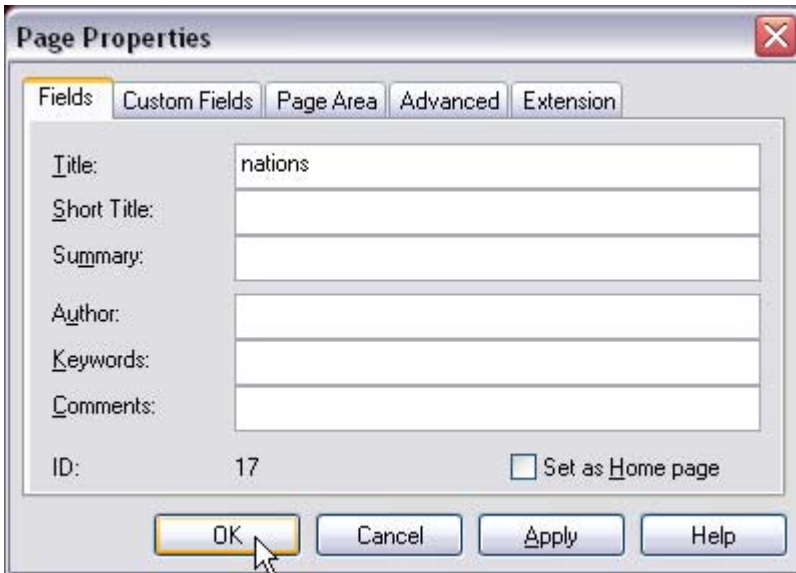


3. Select a layout from the list.
4. Click **OK**. For more on page layouts, see **Layouts** on page 153.

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### To change a page's name

1. In the map, click the page with the name you want to change.
2. On the menu bar, choose **Edit > Properties > Page**. The **Page Properties** window opens.



3. In **Title**, type the new name.
4. Click **OK**.

### To change a page's file extension

When CuteSITE Builder publishes your Web site, each page is published as a separate Web page with its own file name and extension. Many Web pages have either an .htm or .html extension. Other extensions expand the functionality of Web pages, allowing such things as scripting.

1. In the map, click on the page.
2. On the menu bar, choose **Edit > Properties > Page**. The **Page Properties** window opens.



3. Click the **Extension** tab.
4. In the HTML Ext list, choose the file extension you want.
5. Click **OK**.

### To delete a page

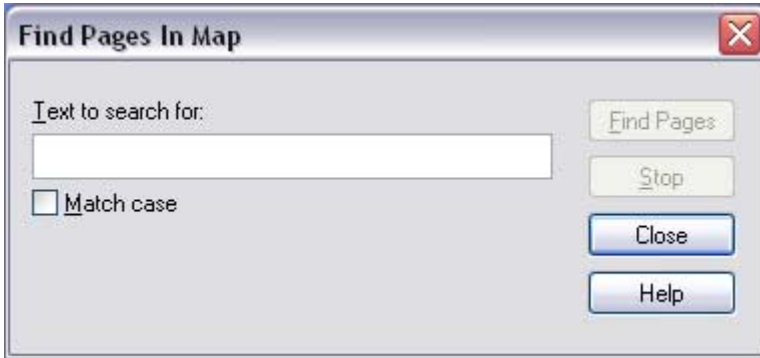
1. In the map, click on the page you want to remove.
2. Press **Delete** on your keyboard.

## Finding pages

### Find pages in the map

You can have CuteSITE Builder select all pages that contain a specified text string. For example, you can find all pages that contain a proper name or company name.

1. On the menu bar, choose **Edit > Find Pages**. The **Find Pages In Map** window appears.



2. Type the text you want to find.
3. (Optional) To search only for text whose capitalization matches exactly what you've typed, choose the **Match Case** option.
4. Click **Find Pages**. All pages with matching text will be outlined in the map.
5. (Optional) Click **Stop** to interrupt the find pages operation.

### Notes

- CuteSITE Builder searches text in a page's **Page Properties** windowes (fields such as title, short title, summary, author, and so on), static text that is part of the page layout, and text entered in the page body and page borders during a find pages operation.
- You cannot enter complex search criteria such as asterisks or question marks or operators such as OR or AND.
- Pages that result from a find pages operation remain selected until you click the map or click a page not among the current selection. You can add pages to the current selection by pressing and holding **Ctrl** and then clicking the page.
- To find the exact location of a text string in either the current page or in all pages in the file, choose **Edit > Find** (see page 18). When you find text using **Edit > Find**, CuteSITE Builder displays the names of the pages in which the text string appears one by one, rather than selecting all pages in the map.

### Go to a specific page

1. On the menu bar, choose **Edit > Go To**. CuteSITE Builder displays the **Go To** window, with all pages in the current file listed in page ID order.
2. (Optional) To display pages alphabetically by title, click the **Title** column heading. To return to page ID order, click the **ID** column heading.
3. Select a page by clicking its title or ID number.
4. (Optional) If the page has one or more named anchors, you can use the **Anchors on page** pull-down to further specify an anchored location on your selected page. Otherwise, the default location to jump to is **Top of page**.
5. Click **Go To**. CuteSITE Builder makes the page the current page in the map and displays the page contents in the page area. The **Go to Another Page** window remains open.
6. Go to another page, or click **Close** to close the window.

### Notes

- The page ID is assigned by CuteSITE Builder. Within a file, each page ID is unique; it reflects the order in which pages and map elements were created. You can see (but not change) a page's ID number by right-clicking the page and choosing **Properties**.
- The list of Page IDs in the **Go To Another Page** window will have gaps in the numbering sequence wherever you inserted map elements or deleted pages.
- The **Go To Another Page** window includes a **Short title** column between the **ID** and **Title** columns that may be collapsed. You can expand this column by dragging the borders between the column headings.

## Creating container pages

A container page is a CuteSITE Builder page that surrounds or references another CuteSITE Builder page, a Web or intranet page, captured HTML pages, or an external file. As with any CuteSITE Builder page, you can customize the borders of container pages and add field information through the **Page Properties** window.

**Important:** Container pages link to Web pages or files outside the CuteSITE Builder file. You must ensure that your visitors have the same access to the Web page or external file that you had when you created the container page. If the link is to an external file, visitors must store the external file in the same folder on the same path as on your system, and have access to the file's native application.

### Create a container page by browsing

1. Right-click the map and choose **Insert Container Page**.
2. Click the **Container Page Contents** drop-down arrow and select what you want to include in the page body of the container page:
  - **None** creates a blank container page for later use.
  - **CuteSITE Builder Page** lets you reference a read-only version of another page in the current file.
  - **URL** lets you display an external page from an intranet or the Web.
  - **File** lets you display any external file for which you have an editing application. Each container page can include a single file.
  - **Captured Resource** lets you embed multiple HTML files in a single container page.
3. In the field(s) below the drop-down box, specify the exact location of the material you have chosen.
  - For URL's, use **Browse** to find an intranet or Web page, then copy the address and paste it into the space provided.
  - For external files and CuteSITE Builder pages, click **Browse** to choose from a list. You can choose to display a full CuteSITE Builder page, or just its page body.
  - Use the **Captured Resource Editor** to specify the location of pages to be embedded. When you exit from this editor, a resource number will be placed here.
4. The content you have specified appears in the page area of the container page. CuteSITE Builder creates a narration border to the left of the page body. You can add other borders, or display no borders for the container page. CuteSITE Builder indicates container pages in the map with a red dot.

### Create a container page by dragging a URL

If you have version 4 or higher of Internet Explorer or Netscape Navigator, you can drag icons that represent URLs into a CuteSITE Builder map to quickly create container pages with references to Web or intranet content.

1. In your browser, browse to the page you want to link to.
2. Find the little symbol that represents this address. In Netscape Navigator, this is the icon to the left of the word **Location**. In Internet Explorer, this is the icon between the word **Address** and the actual URL.
3. In CuteSITE Builder, click on the map so that it has focus.
4. Drag the address symbol from the browser into the CuteSITE Builder map and release it. The URL you dragged appears in the page area of a newly created container page.

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### Create a container page by dragging a file

1. In the Windows Explorer, find the file you want to link to.
2. In CuteSITE Builder, click on the map so that it has focus.
3. Drag the file's icon from Explorer into the CuteSITE Builder map and release it. The file you dragged appears in the page area of a newly created container page.

### Notes

- You can change the page properties of a container page just as you would any other CuteSITE Builder page. The only difference is that the **Container Page Properties** window includes a **Contents** tab where you can change the contents of the container page.
- You can change all border properties for container pages. In container page areas, you cannot change page body properties.
- Choose **Add Page to Tour** to add a page to a tour sequence. CuteSITE Builder creates a container page for the tour sequence. You can customize the container page to match the sequence, without affecting the text of the "original" page. This way one page's content can appear in many sequences.
- When you add a container page to a sequence or tour sequence, the Next and Previous links in the narration border become active.
- In order to display an external file, you must have access on your system to the file and to the application in which the file was created.
- You cannot view Web pages or external files in a container page if you are using Windows 95A without the Plus Pak, because it does not have a Web browser control installed.
- To disable the display of captured HTML pages, and other content that uses a browser control for display, by choosing **Tools > Options**, clicking the **Text** tab, and then selecting **Quick-loading only**.

# Borders



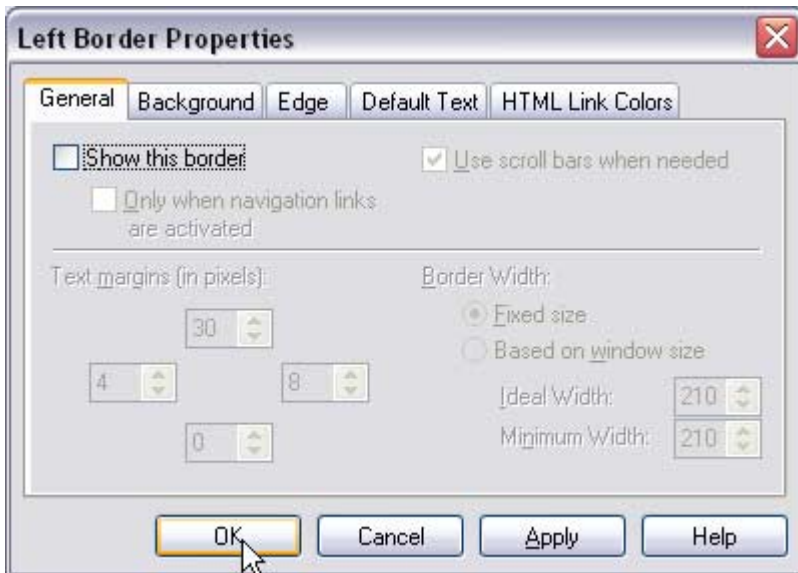
Each CuteSITE Builder page area can include up to four optional page borders to the right, left, top, or bottom of the page body. Borders become frames in your Web site when you publish.

Borders usually supplement the information in the page body. You can include titles, company logos, lists of links to other pages, and navigation links in borders. The appearance and contents of each border must be set independently.

## Hiding and showing borders

### To hide a border

1. Right click the border and choose **Properties > Page Area**. The **Border Properties** window opens.



2. Clear the **Show this border** check box.
3. Click **OK**.

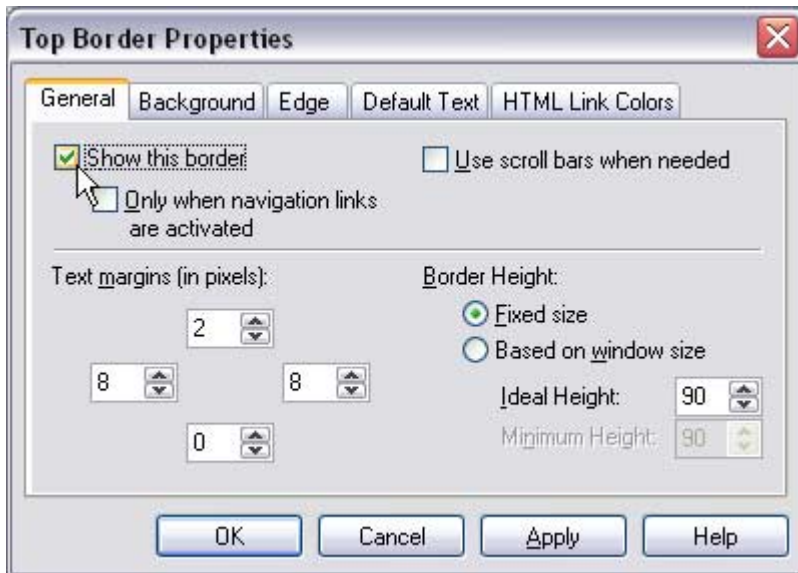
## DRAFT

### To show a border

1. In the map, right click a page and choose **Properties**.
2. Click the **Page Area** tab. The **Page Area** settings appear in the **Page Properties** window.



3. Click the button for the border you want. The border's **Properties** window appears.



4. Select the **Show this border** check box.
5. Click **OK** to close the border **Properties** window.
6. Click **OK** again to close the **Page Properties** window.

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### To only show borders with active navigation links

You can choose to show page borders only when they have links on them.

1. In the map, select a page.
2. On the menu bar, choose **Edit > Properties > Page**.
3. Click the **Page Area** tab.
4. Click the button for the border you want to change.
5. The **Border Properties** window opens.
6. Select **Show this border**.
7. Select **Only when navigation links are activated**.
8. Click **OK** to close the **Border Properties** window.
9. Click **OK** again to close the **Page Properties** window.

### To show scroll bars on a border

1. Click a border where you want a scroll bar.
2. On the menu bar, choose **Edit > Properties > Page Area**.
3. Select the **Use scroll bars when needed** check box.
4. Click **OK**. Scroll bars will appear on the border whenever the border's content stretches beyond a user's Web browser window.

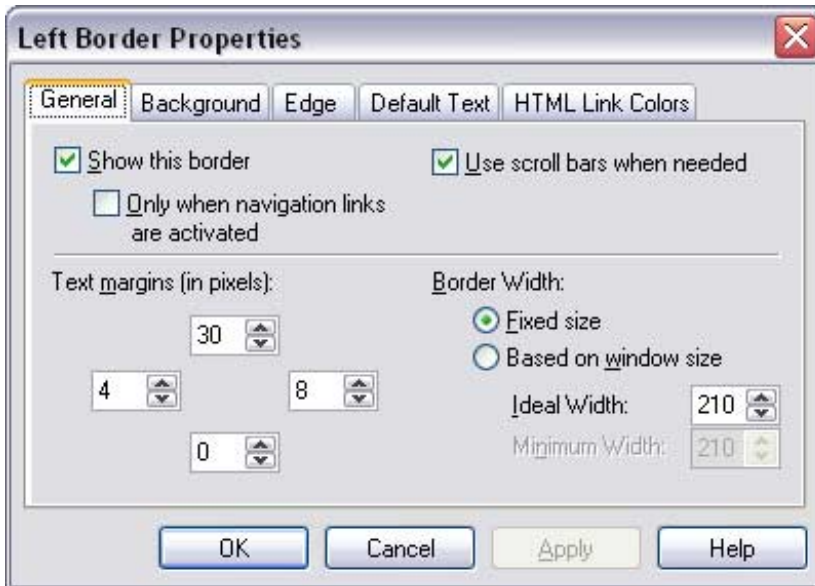
### To show a border on top of other borders

1. In the map, select a page.
2. On the menu bar, choose **Edit > Properties > Page**. The **Page Properties** window appears.
3. Click the **Page Area** tab.
4. In the **Border Priority** list, drag the border you want to show over all other borders to the top of the **Border Priority** list. For example, if you drag **Left** to the top of the list, then where the left and top borders meet, the left border will show all the way to the top edge of the page. Where the left and bottom borders meet, the left border will hide the bottom border. If you drag **Right** to the bottom of the list where the right and top borders meet, the top border will show all the way to the right edge of the page. Where the right and bottom borders meet, the bottom border will hide the right border.

## Modifying borders

### To set margins within a border

1. Click a border.
2. On the menu bar, choose **Edit > Properties > Page Area**. The **Border Properties** window opens.



3. Under **Text margins (in pixels)**, select the size for the border's top, right, bottom, and left margin.
4. Click **OK**.

### To set a fixed border size

You can set either a fixed size for a border or set a size based on the size of the current window. If you set a fixed size, the border is always the same size.

1. Click the border you want to change.
2. On the menu bar, choose **Edit > Properties > Page Area**. The **Border Properties** window opens.
3. Under **Border Height** (for top and bottom borders) or **Border Width** (for left and right borders), select **Fixed Size**.
4. Specify an ideal height or width in pixels. You can specify a size from 0 to 2000 pixels.

### To set a border size based on window size

You can set either a fixed size for a border or set a size based on the size of the current window. If you set a size based on window size, the border size changes as the window size changes, within limits you set.

1. Click the border you want to change.
2. On the menu bar, choose **Edit > Properties > Page Area**. The **Border Properties** window opens.
3. Under **Border Height** (for top and bottom borders) or **Border Width** (for left and right borders), select **Based on Window Size**.
4. If you selected **Based on Window Size**, specify an **Ideal Height** (or width) and a **Minimum Height** (or width) in pixels. You can specify a size from 0 to 2000 pixels for each option. The ideal height or width is the largest border size displayed if the current window can accommodate it. The minimum height or width is the size where the border will stop shrinking even if the window continues to shrink.

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### To add text to a border

1. In the map, click the page where you want to add text.
2. In the page area, click the border where you want new text. You can add text to any border or the page body.
3. Start typing. For more on text, see **Text** on page 11.

### To copy text or pictures from another source into a border

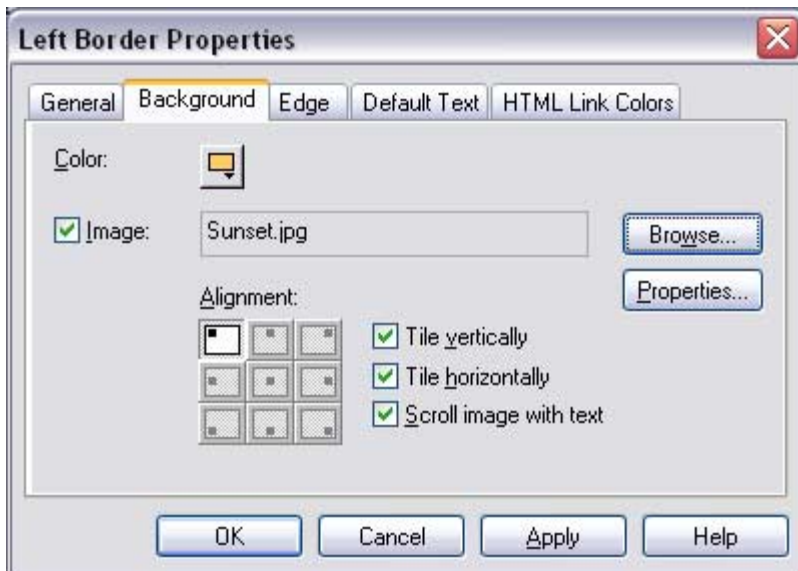
1. Copy the text or picture from another page, another site, even another program. Many programs allow you to copy text and pictures by selecting them and then choosing **Edit > Copy**.
2. In the CuteSITE Builder map, click the page where you want to add the copied text or picture.
3. In the page area, click the border where you want to place the copied text or picture.
4. On the menu bar, choose **Edit > Paste**. The copied text or picture is placed in your border. For more on text, see **Text** on page 8. For more on pictures, see **Pictures** on page 40.

### To add a picture to a border

1. In the map of your site, click the page where you want a picture. The page opens.
2. In the page, click the border where you want the picture.
3. On the menu bar, choose **Insert > Picture > Image/ClipArt**. The **Insert Image/ClipArt** window appears.
4. Select a picture. A preview of the picture appears in the lower-left corner. The **Show Details** box in the lower-right corner displays the picture's width, height, color depth and type.
5. If you want to reduce the size of the picture, select the **Limit image size (in pixels)** box and enter a new width and height. The picture will be resized proportionately.
6. Click the **Open** button. The picture appears in your border. For more on pictures, see **Pictures** on page 40.

### To use a picture as a border background

1. Click on the border where you want the background picture.
2. On the menu bar, choose **Edit > Properties > Page Area**. The **Border Properties** window opens.
3. Click the **Background** tab.



4. Select the **Image** check box and click the **Browse** button to choose a picture file. The **Insert Image/Clipart** window opens.
5. Select a picture and click **Open**. The picture appears as a background.

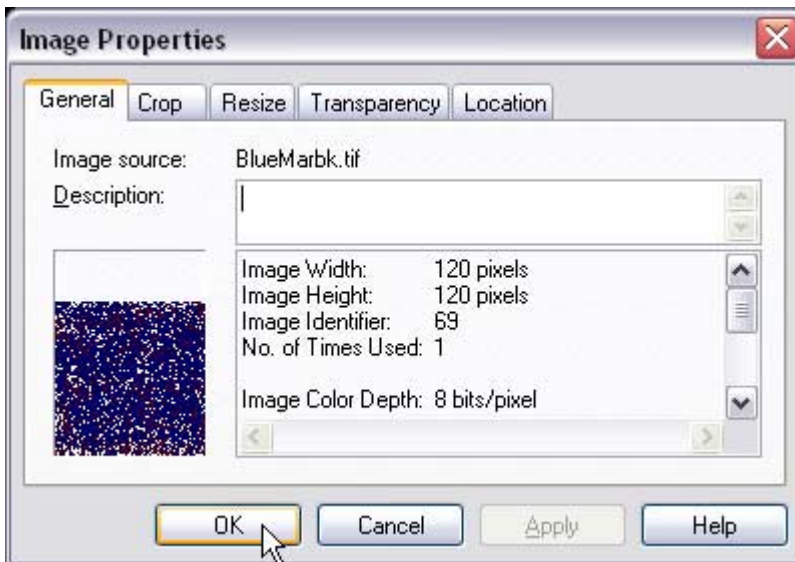
## DRAFT

### To tile (repeat) a border background picture

1. Click the border where you want the background picture to tile (or repeat).
2. On the menu bar, choose **Edit > Properties > Page Area**. The **Border Properties** window opens.
3. Click the **Background** tab.
4. Select the **Tile vertically** check box to repeat the picture down the page.
5. Select the **Tile horizontally** check box to repeat the picture across the page.
6. Click **OK**, or click **Apply** to see your changes with the **Properties** window still open. The background picture is repeated across the border.

### To edit a border background picture

1. Click the border with the background picture you want to change.
2. On the menu bar, choose **Edit > Properties > Page Area**. The **Border Properties** window opens.
3. Click the **Background** tab.
4. Select the **Image** check box.
5. Click the **Properties** button. The **Image Properties** window opens.



6. Make your desired changes to the image.
7. Click **Apply** to view changes with the **Image Properties** window still open.
8. Click **OK** to close the **Image Properties** window.
9. Click **OK**, or click **Apply** to see your changes with the **Border Properties** window still open.

### Note

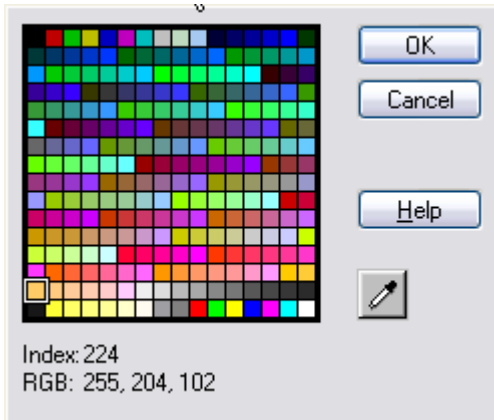
For more information on editing pictures see **Editing pictures** on page 47.

## DRAFT

### To choose a border's background color

You can choose a background color for every border you display in your pages.

1. Click the border you want to change.
2. On the menu bar, choose **Edit > Properties > Page Area**. The **Border Properties** window opens.
3. Click the **Background** tab.
4. Clear the **Image** check box.
5. Click the **Color** button. A color palette opens.



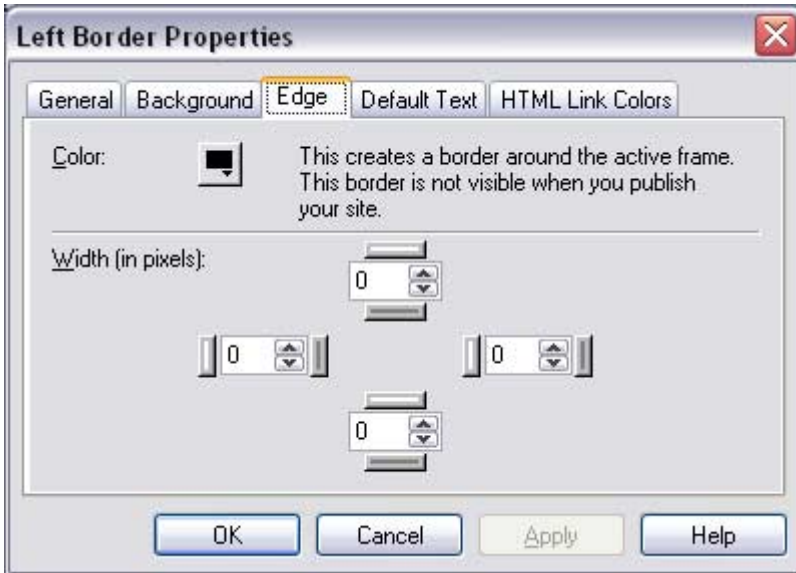
6. Click the color you want, or click the dropper button, and click any area in the CuteSITE Builder window with the color you want.
7. Click **OK** to close the palette.
8. Click **OK** make your changes to the border, or click **Apply** to see your changes with the **Properties** window still open.

## DRAFT

### To add edges to a border

You can add colored and shaded edges to each border while in CuteSITE Builder, but the edges will be invisible when you preview your site, or view it on the Web.

1. Click the border you want to change.
2. On the menu bar, choose **Edit > Properties > Page Area**. The **Border Properties** window opens.
3. Click the **Edge** tab.



4. Click the **Color** button to choose a color for your edges, as you would for the border background. You can only choose one color for all four edges of one border.
5. In **Width (in pixels)**, choose the width for your edges, and whether the edges have shading. Each box represents an edge of the same relative location. For example, the left box represents the width and shading of the left edge. The top box represents the width and shading of the top edge.
6. Click the buttons with a white line to add highlight to an edge
7. Click the buttons with a dark gray line to add a shadow to an edge.

### Note

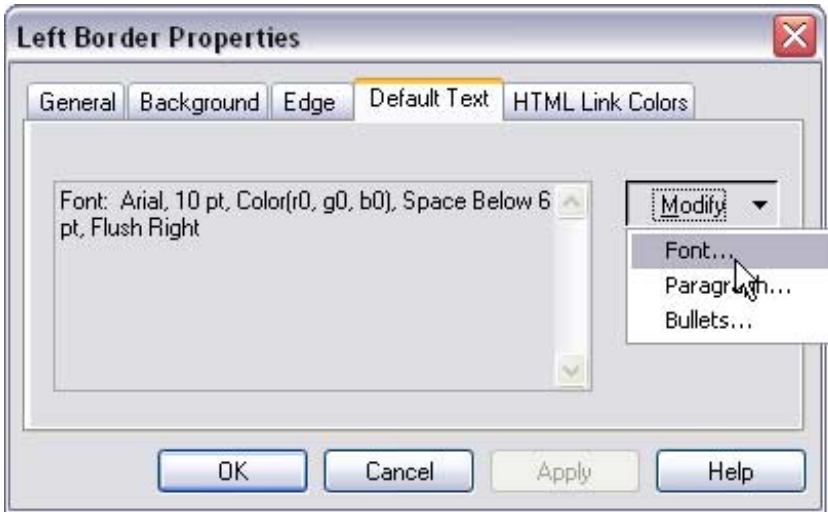
The edges will not appear when you preview or publish your site. If you add edges to a border, and then place text and images in the border, the text and images will not appear in the same location of the border when you publish or preview.

## Choosing a default text style for a border

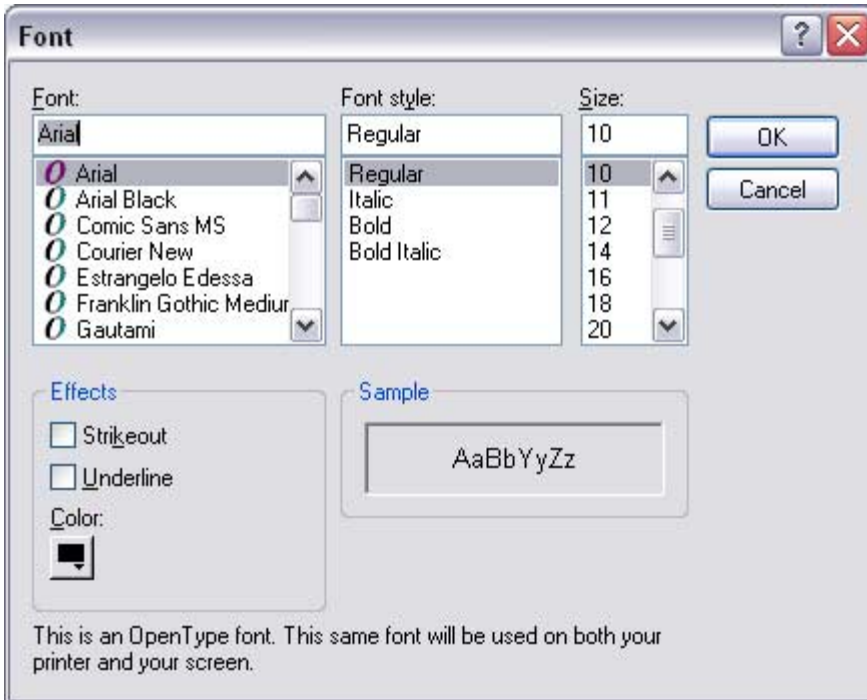
You can set a different font style, size, color, and alignment for each border of your pages, so that when you type in a border, the text always has the look you want.

### To choose a text style for a border

1. Click a border.
2. On the menu bar, choose **Edit > Properties > Page Area**. The border's **Properties** window appears.
3. Click the **Default Text** tab. The box shows the current border text attributes.



4. Click the **Modify** button.
5. Choose **Font**. The **Font** window appears.



6. Select a **Font** from the list on the left.
7. Click **OK** to close the **Font** window.
8. Click **OK** again to close the border's **Properties** window.

## DRAFT

### To make border font bold or italic

1. Click a border.
2. On the menu bar, choose **Edit > Properties > Page Area**. The border's **Properties** window appears.
3. Click the **Default Text** tab.
4. Click the **Modify** button.
5. Choose **Font**. The **Font** window appears.
6. In the **Font Style** list, select **Italic**, **Bold**, or **Bold Italic**.
7. Click **OK** to close the **Font** window.
8. Click **OK** again to close the border's **Properties** window.

### To choose border text size

1. Click a border.
2. On the menu bar, choose **Edit > Properties > Page Area**. The border's **Properties** window appears.
3. Click the **Default Text** tab.
4. Click the **Modify** button.
5. Choose **Font**. The **Font** window appears.
6. In the **Size** list, select a size (in points) for your border text.
7. Click **OK** to close the **Font** window.
8. Click **OK** again to close the border's **Properties** window.

### To underline or strikeout border text

1. Click a border.
2. On the menu bar, choose **Edit > Properties > Page Area**. The border's **Properties** window appears.
3. Click the **Default Text** tab.
4. Click the **Modify** button.
5. Choose **Font**. The **Font** window appears.
6. Select the **Strikeout** or **Underline** check box.
7. Click **OK** to close the **Font** window.
8. Click **OK** again to close the border's **Properties** window.

### To choose a border's text color

1. Click a border.
2. On the menu bar, choose **Edit > Properties > Page Area**. The border's **Properties** window appears.
3. Click the **Default Text** tab.
4. Click the **Modify** button.
5. Choose **Font**. The **Font** window appears.
6. Click the **Color** button. A color palette appears.
7. Click a color square.
8. Click **OK** to close the palette.
9. Click **OK** to close the **Font** window.
10. Click **OK** to close the border's **Properties** window.

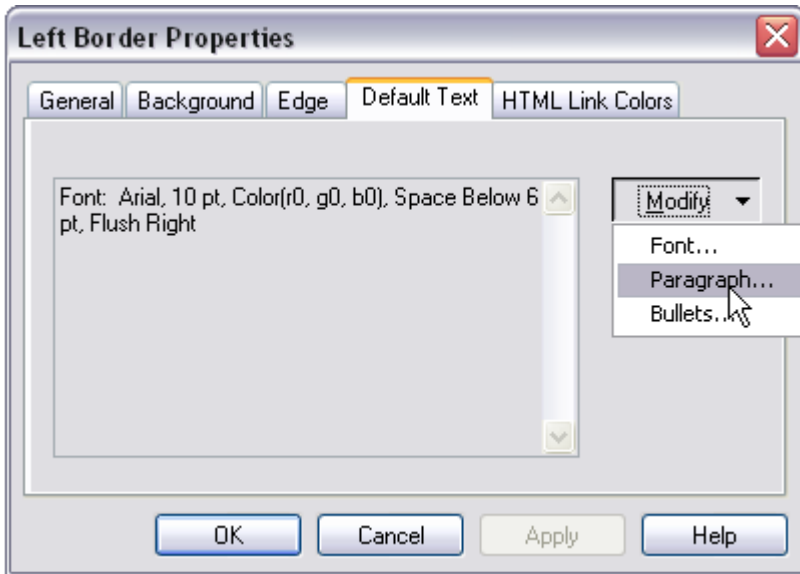
### Note

You can also click the little dropper button to choose any other color in the CuteSITE Builder program window.

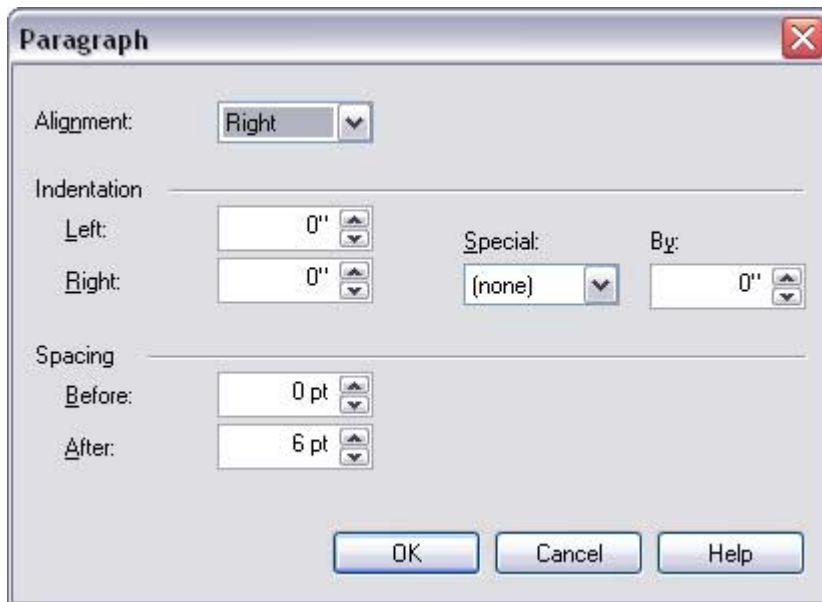
## DRAFT

### To choose border text alignment

1. Click a border.
2. On the menu bar, choose **Edit > Properties > Page Area**. The border's **Properties** window appears.
3. Click the **Default Text** tab.



4. Click the **Modify** button.
5. Choose **Paragraph**. The **Paragraph** window opens.



6. In the alignment list, choose **Left**, **Centered**, or **Right**.
7. Click **OK** to close the **Paragraph** window.
8. Click **OK** to close the border's **Properties** window.

## DRAFT

### To indent border text

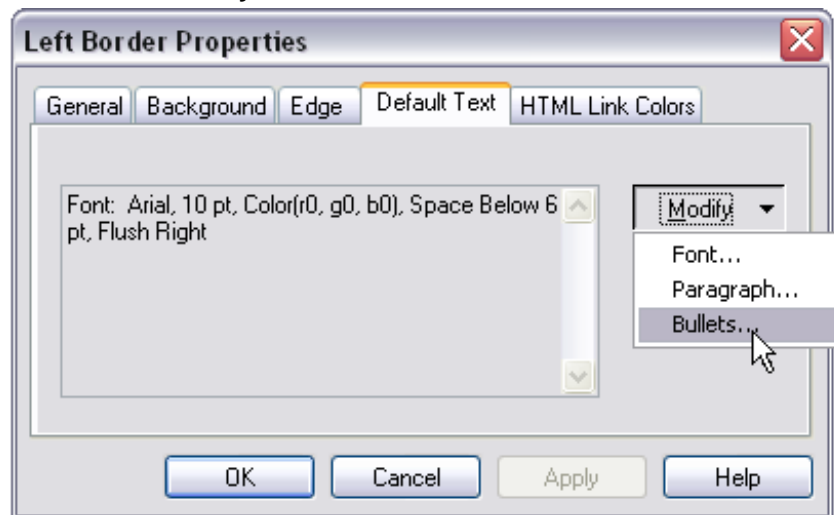
1. Click a border.
2. On the menu bar, choose **Edit > Properties > Page Area**. The border's **Properties** window appears.
3. Click the **Default Text** tab.
4. Click the **Modify** button.
5. Choose **Paragraph**. The **Paragraph** window opens (see previous page).
6. In the **Left** box, choose the size in inches for a left indentation.
7. In the **Right** box, choose the size (in inches) for a right indentation.
8. In the **Special** box, choose **First Line** to indent only the first line of text, choose **Hanging** to indent all but the first line, or leave it at (none) to indent all lines. If you choose **Hanging** or **First Line** a number will appear in the **By** box.
9. In **By**, choose the size (in inches) of the **First Line** or **Hanging** indent.
10. Click **OK** to close the **Paragraph** window.
11. Click **OK** again to close the border's **Properties** window.

### To set line spacing on a border

1. Click a border.
2. On the menu bar, choose **Edit > Properties > Page Area**. The border's **Properties** window appears.
3. Click the **Default Text** tab.
4. Click the **Modify** button.
5. Choose **Paragraph**. The **Paragraph** window opens (see previous page).
6. In **Before**, choose the amount of space (in points) you want above each line of text in the border.
7. In **After**, choose the amount of space (in points) you want below each line of text in the border.
8. Click **OK** to close the **Paragraph** window.
9. Click **OK** again to close the border's **Properties** window.

### To choose a bullet style for a border

1. Click a border.
2. On the menu bar, choose **Edit > Properties > Page Area**. The border's **Properties** window appears.
3. Click the **Default Text** tab.
4. Click the **Modify** button.



5. Choose **Bullets**. The **Bullets** window opens (see the picture on the following page).



6. Select the bullet style you want.
7. Click **OK** to close the **Bullets** window.
8. Click **OK** again to close the border's **Properties** window.

#### To remove bullets from a border

1. Click a border.
2. On the menu bar, choose **Edit > Properties > Page Area**. The border's **Properties** window appears.
3. Click the **Default Text** tab.
4. Click the **Modify** button.
5. Choose **Bullets**. The **Bullets** window opens.
6. Click **Remove**. The **Bullets** window closes automatically.
7. Click **OK** to close the border's **Properties** window.

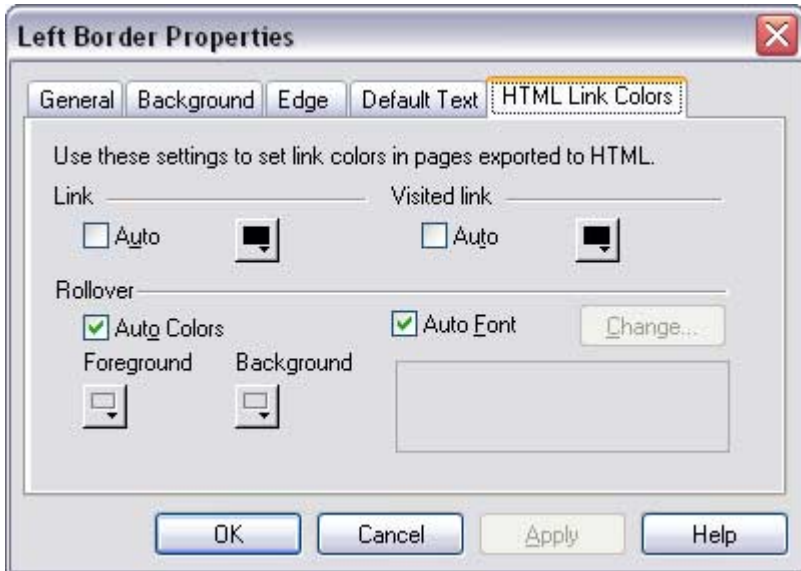
## Adding and changing links on borders

### To add links to a border

You can add links to a border, just as you would to any other part of your page. For information on adding links see **Links**, starting on page 25.

### To choose a border's link colors

1. Click a border.
2. On the menu bar, choose **Edit > Properties > Page Area**. The border's **Properties** window appears.
3. Click the **HTML Link Colors** tab. The **Link** section shows the color links will be before they are clicked. The **Visited link** section shows the color links will be after they are clicked.



4. Under **Link** and **Visited link** make sure the **Auto** check boxes are cleared.
5. Click the color button under **Link** or **Visited link**. A color palette appears.
6. Click a color square.
7. Click **OK** to close the palette.
8. Click **OK** to close the border's **Properties** window. You will only see the link colors when you preview your site, or view it on the Web.

### To change a link's color when the cursor passes over

1. Click the border where you want the links to change.
2. On the menu bar, choose **Edit > Properties > Page Area**.
3. Click the **HTML Link Colors** tab.
4. In the **Rollover** section, clear the **Auto Colors** check box.
5. Click the arrow on the **Foreground** button. A color palette appears.
6. Select a color for the text.
7. Click **OK** to close the palette.
8. Click the arrow on the **Background** button. A palette appears again.
9. Select a color for the area right around the link text.
10. Click **OK** to close the palette.
11. Click **OK** again to finish and close the **Page Body Properties** window.

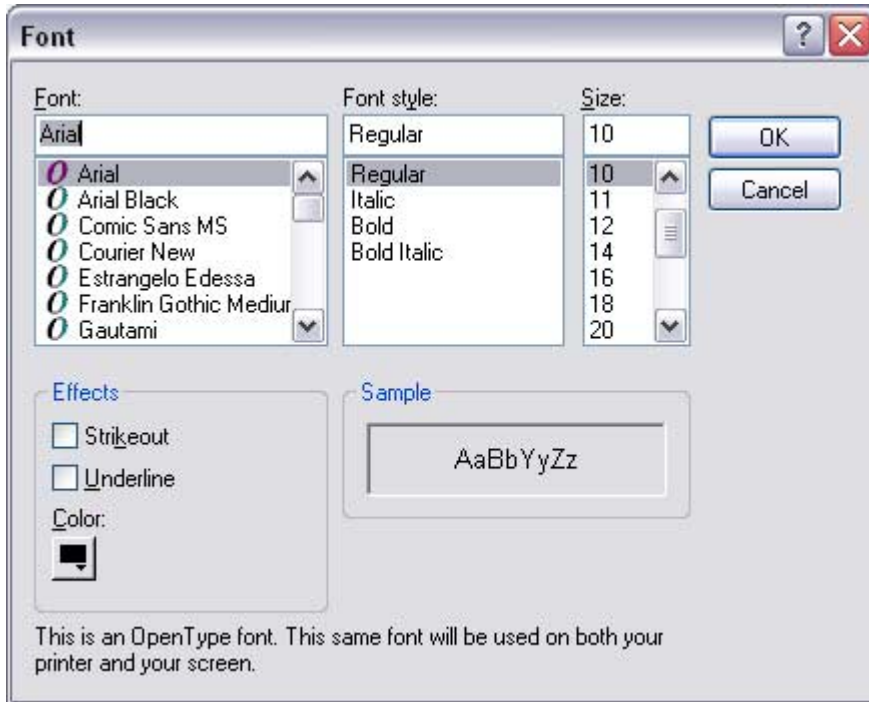
### Note

You will not be able to see the color change until you preview or publish your site.

## DRAFT

### To change a link's text style when the cursor passes over

1. Click the border where you want the links to change.
2. On the menu bar, choose **Edit > Properties > Page Area**.
3. Click the **HTML Link Colors** tab.
4. In the **Rollover** section, clear the Auto Font check box.
5. Click the **Change** button. The **Font** window appears.



6. Select the font face, style and other attributes you want for the link text when the mouse cursor is over it.
7. Click **OK** to close the **Font** window.
8. Click **OK** again to finish and close the **Page Body Properties** window.

### Notes

- You will not be able to see the text change until you preview or publish your site.
- If you change the text color from the **Page Body Properties** window, the same color will be chosen in the **Font** window. If you change the text color in the **Font** window, the same color will be chosen in the **Page Body Properties** window.

# Fields



## Adding field information

Use fields to give pages a title, to change page file names, to add search engine keywords, page comments and summaries. Each page in your Web site file has its own individual set of fields.

You can add text that can be updated automatically using Fields. Each page in your site has nine fields that you can use. Six are predefined, and you can customize the other three.

Any time you change text in a field, the text will change in every other place where you have the field on your Web site. For example, you can use your Home page's title field to place the title in the top border, and in the right border, and you can place it on another page as a link to the Home page. When you decide to change the title, change it in the Home page's top border and it will change automatically in the right border and on the other page.

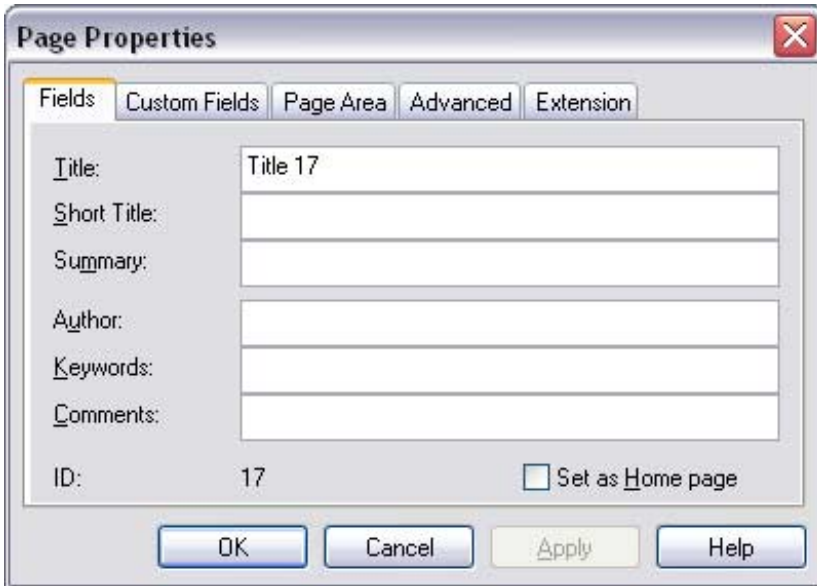
You can place any text you want in any of a page's fields, but some fields serve special functions.

- **Title** - This is the name of the page that is displayed on the Web, and in the Title bar of a visitor's browser window. It will also show up when you hover the mouse cursor over the page in the CuteSITE Builder map.
- **Short Title** – This will be the file name of the page. By default pages have names like "ID24.htm" unless you add a Short Title. You can also see the Short Title in the map if you set the map to display at **200%**.
- **Summary** – This is meant as a short description of the page. Anything you place here will be added to a **Meta Tag** (descriptive text that visitors to your page would not generally see). Some Web search engines will show this information under the page title in their listings.
- **Author** – This is your name, and it will also be added to a Meta Tag.
- **Keywords** – These are words that have to do with your Web site. Generally they are words you think others would type in a search engine to find your Web site. Anything you place here will be added to a Meta Tag.
- **Comments** - This field is meant as general notes about the page.
- **Custom 1, 2 and 3** - These can be any text you like, and they will only show up where you use these fields in your pages.

## DRAFT

### To give a page a title

1. In the map, click on the page.
2. On the menu bar, choose **Edit > Properties > Page**. The **Page Properties** window opens to the **Fields** tab.



3. In the **Title** box, type the title you want for the page.
4. Click **OK**.

### To change the file name of a page

When you publish your Web site, each page is converted to a file. By default, each file is named with the page's ID number. If you give a page a **Short Title**, CuteSITE Builder will use that short title as the file name. For example, in the picture above, the page's file name would be **id17.htm**. If you gave it a **Short Title** of **Contact**, then the page's file name would be **Contact.htm**.

1. In the map, click on the page.
2. On the menu bar, choose **Edit > Properties > Page**. The **Page Properties** window opens.
3. In the **Short Title** box, type the file name you want for the page.
4. Click **OK**.

### To add a summary to a page

When you search for a Web site, you'll notice a line or two of text under each site's title. This is the site's summary. You can also use the summary in links on your pages, so visitors will have a better idea of what is on the page. When you add a summary, the information will be stored on the page in a Meta Tag.

1. In the map, click on the page.
2. On the menu bar, choose **Edit > Properties > Page**. The **Page Properties** window opens.
3. In the **Summary** box, type the a simple overview of the page's contents.
4. Click **OK**.

### To add an author's name to a page

1. In the map, click on the page.
2. On the menu bar, choose **Edit > Properties > Page**. The **Page Properties** window opens.
3. In the **Author** box, type the author's name. This will stored on the page in a Meta Tag.
4. Click **OK**.

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### To assign keywords to a page

You can add keywords to your site that can make it easier to find from a search engine. When you add keywords, they will be stored on the page in a Meta Tag.

1. In the map, click on the page.
2. On the menu bar, choose **Edit > Properties > Page**. The **Page Properties** window opens.
3. In the **Keyword** box, type the words you want, separating each keyword or phrase with a space and a comma.
4. Click **OK**.

### To add comments to a page

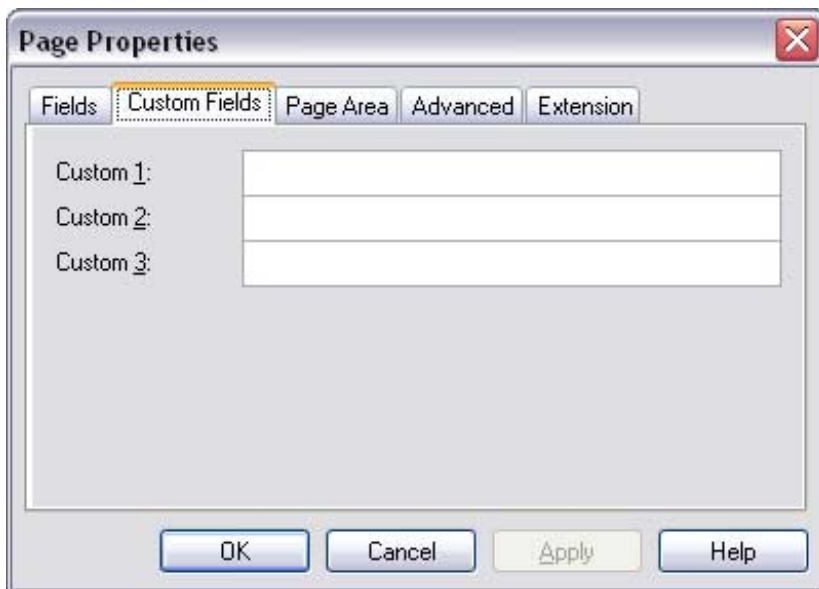
You can use comments as notes to yourself about a page, or you can use them in links to the page, as a brief description.

1. In the map, click on the page.
2. On the menu bar, choose **Edit > Properties > Page**. The **Page Properties** window opens.
3. In the **Comments** box, type any notes you want.
4. Click **OK**.

### To add a custom field to a page

You can use custom fields for any text you want.

1. In the map, click on the page.
2. On the menu bar, choose **Edit > Properties > Page**. The **Page Properties** window opens.
3. Click the **Custom Fields** tab.



4. In any of the **Custom** boxes, type the text you want.
5. Click **OK**.

## DRAFT

### To insert field text into a page body or border

1. Click where you want the text.
2. On the menu bar, choose **Insert > Field**. The **Insert Field** window opens.



3. In the **Select a field to insert list**, choose a field.
4. In **Select source of field**, choose the page of the field you want to insert.
  - **Current Page** – the page you are working on at the moment.
  - **Home Page** – the main page of your site,
  - **Parent page in map** – the page that has a link pointing to the current page.
5. Click **OK**.

#### Note

When you use this method to add a field, you cannot use the inserted text as a link.

## Editing fields

You can edit field text in the Page Properties window, or you can edit field text wherever it exists on your site.

### To select field text

When you select field text, CuteSITE Builder will highlight it differently than regular text.

1. Click and drag your mouse cursor over the field text you want to select.

### Notes

- When you click anywhere within inserted field text, all the field text will be highlighted with a gray background, so that you know how much of the text is part of the field.



- When you drag over text within an inserted field, the selected text will have a black background, and the color of the selected text will be the opposite of its normal color.



- When you select all the text within an inserted field, you will still see both black and gray background. This shows you that any changes you make will effect the field everywhere in your site. For example, if you were



to delete the text here, you would delete the same text everywhere this field was inserted in your site, and "Title 17" would be replaced with "—Type Title Here—".

- When you select the entire field, the whole selection will be black, with no gray areas. If you start to type when it looks like this, or press **Delete** on your keyboard, the inserted field will be removed from this location, but it will not affect the field text anywhere else on your site.



### To change field text to regular text

1. Click in the inserted field text on a page.
2. On the menu bar, choose **Format > Convert Field to Text**.

### To change field text appearance

You can change the appearance of inserted field text on individual pages just as you would any other text, the appearance will not change anywhere else on your site.

1. Select field text.
2. On the menu bar, choose;
  - **Format > Font** to make changes to the font face, size, color, or style. You can also add or remove underline, strikethrough, bold, and italic formatting.
  - **Format > Paragraph** to make changes to line spacing, indents, or other alignment settings.
  - **Format > Bullets** to add, change, or remove bullets.
  - **Format > Style** to apply, change, or remove a style.
3. Click **OK** after making your changes.

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### To move inserted field text

1. Click text or a page area away from the inserted field text, so that it is not highlighted.
2. Click and drag your mouse cursor over the inserted field text, starting well before the field text, and ending well after, so that the entire selection has only black highlighting.

**Title 17**

3. On the menu bar, choose **Edit > Cut**.
4. Place your cursor in the new location for inserted field text.
5. On the menu bar, choose **Edit > Paste**.

### To remove a field from a page

1. Click text or a page area away from the inserted field text, so that it is not highlighted.
2. Click and drag your mouse cursor over the inserted field text, starting well before the field text, and ending well after, so that the entire selection has only black highlighting (see picture above).
3. On the menu bar, choose **Edit > Delete**. This will remove the field from the page without affecting the field text anywhere else on your site.

## Using fields as links

### To insert a page's title as a link

1. Click where you want the link.
2. On the menu bar, choose **Link > Link to a Page Using > Title Field**. A small chain link appears below the cursor arrow.



3. In the map, click the destination page. The destination page's title appears as a link.

### To insert a page's title and summary as a link

1. Click where you want the link.
2. On the menu bar, choose **Link > Link to a Page Using > Title & Summary Fields**. A small chain link appears below the cursor arrow.



3. In the map, click the destination page. The destination page's title appears as a link, followed by the destination page's summary.

## DRAFT

### To choose which field to use as a link

1. Click where you want the link.
2. On the menu bar, choose **Link > Link to a Page Using > Other Fields**. An **Insert Field** window appears.



3. In the **Select a field to insert** list, choose the field you want.
4. Make sure the **Linked** check box is selected.
5. Click **OK**. A small chain link appears below the cursor arrow.
6. In the map, click the destination page. The field you chose appears as a link to that page.

### To select a field link

1. Hold down **Ctrl** on your keyboard while clicking and dragging your mouse over the field link.

### Notes

- Field links act like inserted field text when selected. See the **Notes** on page 120 to understand the way fields are highlighted when you select them.
- In the **Options** window you can set CuteSITE Builder to allow you to select links without holding down **Ctrl**. See **To make links act like normal text...** on page 35 to learn how to change the way you select or follow links in CuteSITE Builder.

### To edit a field link

1. Select the link or part of it (see above).
2. Type your changes. If you change the text in the field link, the text will change in every location where you have that field in your site.

### To change a field link's appearance

You can change the appearance of field links on individual pages just as you would any other text, the appearance will not change anywhere else on your site.

1. Select a field link.
2. On the menu bar, choose:
  - **Format > Font** to make changes to the font face, size, or style. You can also add or remove underline, strikethrough, bold or italic attributes.
  - **Format > Paragraph** to make changes to line spacing, indents, or other alignment settings.
  - **Format > Bullets** to add, change, or remove bullets.
  - **Format > Style** to apply, change, or remove a style.
3. Click **OK** after making your changes.

### Note

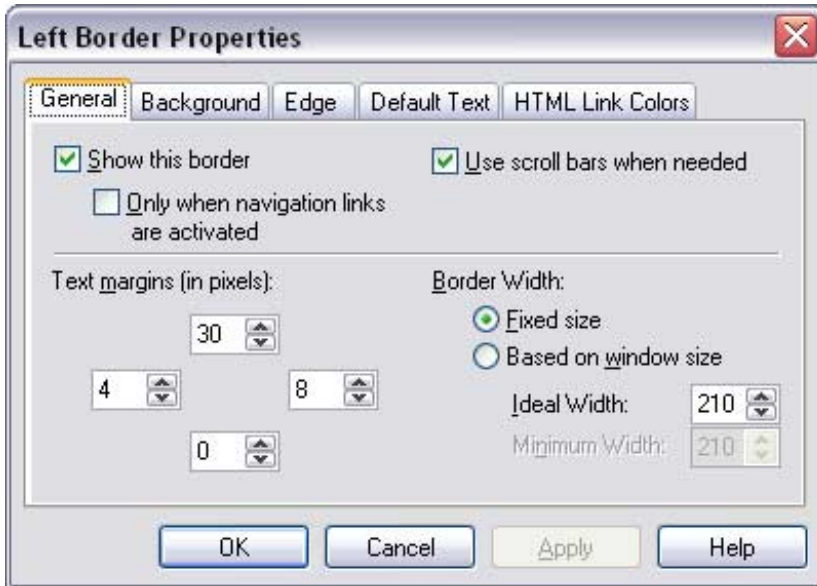
If you use the **Font** window to change a field link's color, the field link will be that color in CuteSITE Builder, but the color will not appear when you preview or publish your site.

## DRAFT

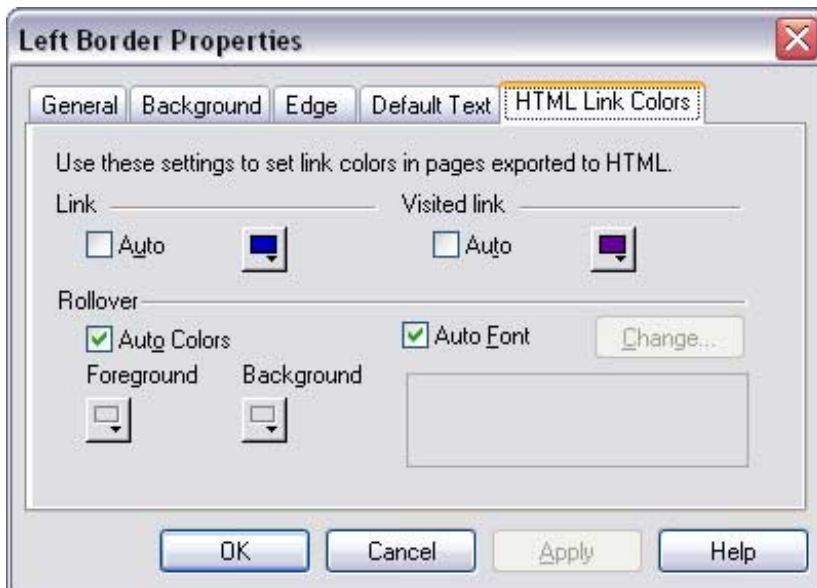
### To change a field link's color

Like other links on your site, a field link's font color is only visible when you publish or preview your site. You can only change the color from a page area **Properties** window.

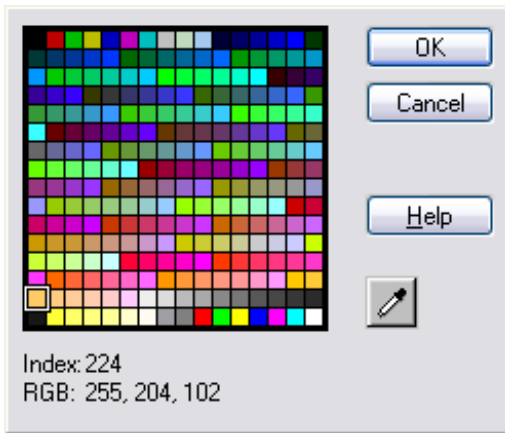
1. Click in the field link's page area.
2. On the menu bar, choose **Edit > Properties > Page Area**. The page area **Properties** window opens.



3. Click the **HTML Link Colors** tab.



4. Under **Link**, click the colored button. A color palette appears (see the picture on the following page).



5. Click the color you want for your field link font.
6. Click **OK** to close the color palette.
7. Click **OK** to close the page area **Properties** window. You will not see the link's new color until you preview or publish your site.

### To change a field link's visited color

Like other links on your site, a field link's font color changes after a visitor clicks it. You can choose this 'visited' color from a page area **Properties** window.

1. Click in the field link's page area.
2. On the menu bar, choose **Edit > Properties > Page Area**. The page area **Properties** window opens.
3. Click the **HTML Link Colors** tab.
4. Under **Visited link**, click the colored button. A color palette appears (see the picture on the following page).
5. Click the color you want for your field link after it has been clicked.
6. Click **OK** to close the color palette.
7. Click **OK** to close the page area **Properties** window. You will not see the visited color until you preview or publish your site.

### To change a field link's color when the cursor passes over

These effects are often referred to as mouseover effects.

1. Click in the page area where you want the field links to change.
2. On the menu bar, choose **Edit > Properties > Page Area**. The page area **Properties** window opens.
3. Click the **HTML Link Colors** tab.
4. Under **Rollover**, clear the **Auto Colors** check box.
5. Click the arrow on the **Foreground** button and select a color for the text.
6. Click **OK** to close the color palette window.
7. Under **Rollover**, click the arrow on the **Background** button and select a color for the area right around the field link text.
8. Click **OK** to close the color palette window.
9. Click **OK** again to finish and close the **Page Body Properties** window, or click **Apply** to accept your changes and keep the window open to make more changes.

## DRAFT

### To change a field link's font when the cursor passes over

1. Click in the page area where you want the field links to change.
2. On the menu bar, choose **Edit > Properties > Page Area**. The page area **Properties** window opens.
3. Click the **HTML Link Colors** tab.
4. Clear the **Auto Font** check box.
5. Click the **Change** button. The **Font** window appears.
6. Select the font face, style and other attributes you want for the link text when the mouse cursor is over the link.
7. Click **OK** to close the **Font** window.
8. Click **OK** again to finish and close the **Page Body Properties** window, or click **Apply** to accept your changes and keep the window open to make more changes.

### Notes

- You will not be able to see the effects until you preview or publish your site.
- If you change the text rollover color in the **Page Body Properties** window, the same color will be chosen in the **Font** window. If you change the text color in the **Font** window, the same color will be chosen in the **Page Body Properties** window.

# Sequences



You can organize your site with sequences. Use sequences to keep related pages together, to show which detail pages are related to a specific overview page, to create a path for visitors to follow, and to make it easier to link to a group of pages.

CuteSITE Builder shows each sequence in the map or outline as a horizontal line with a small vertical line at the right end. Some sequence lines have several pages on them, but they can have just a few pages, one page, or no pages at all.

If you want to create a special reading path with pages in your site, you can use a tour sequence. Tour sequences are intended for container pages, but you can add any type of page to a tour sequence. You can use tour sequences and container pages to display pages and information in more than one place on your site, without having to copy or recreate pages. In the map or outline, a tour sequence shows with a thicker line than a regular sequence. If you put another CuteSITE Builder page in a container page, the container page title will be the word "Tour" in front of the title of the original page.

If you want to add a photo album to your site, you can use a picture sequence. You can create a picture sequence by adding pages and photos yourself, or you can use the **Photo Sequence Wizard**. When you use the **Photo Sequence Wizard**, CuteSITE Builder steps you through the process of choosing and preparing pictures for a Web photo album. When finished, the Wizard inserts a sequence with a page for every photo you include. Each page has navigation buttons for moving through your Web photo album.

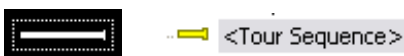
## To add a sequence

1. Click in the map.
2. On the menu bar, choose **Insert > Sequence**. A sequence line appears in your map and outline.



## To add a tour sequence

1. Click in the map.
2. On the menu bar, choose **Insert > Tour Sequence**. A tour sequence line appears in your map and outline.



## DRAFT

### To add a photo sequence

1. On the menu bar, choose **Insert > Picture > Photo Sequence Wizard**. The **Photo Sequence Wizard** appears. With the wizard, you can select several photos at a time to include in your site.

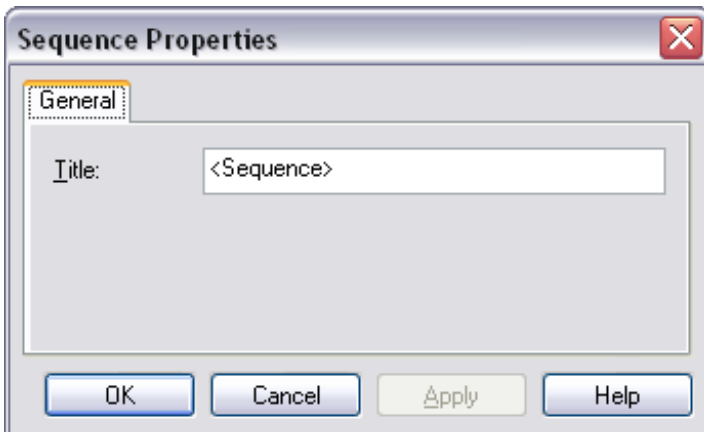


2. Follow the directions in the wizard and click **Finish**.

### To name a sequence

You can see sequence names in the outline.

1. In the outline or the map, click on a sequence. Make sure you click the sequence line, and not a page on the sequence.
2. On the menu bar, choose **Edit > Properties > Map Element**. The **Sequence Properties** window appears.



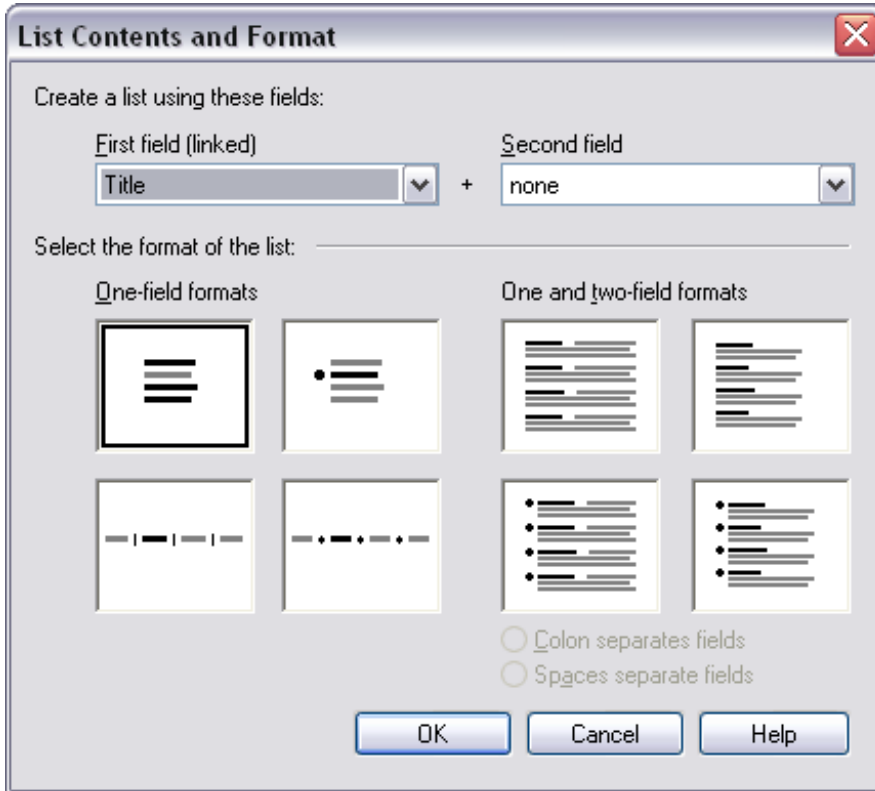
3. In **Title**, select **<Sequence>**.
4. Type the name you want for the sequence.
5. Click **OK**.

## Linking with sequences

When you use a sequence to create links on a page, CuteSITE Builder adds a link for every page on the sequence. The list of links automatically updates when you change the sequence. For example, on your Home page, you add a list of links to the "Products" sequence. If you add a "Toothpaste" page to the "Products" sequence, a link to the "Toothpaste" page will appear on your Home page. If you delete the "Toothpaste" page, the link to the "Toothpaste" page will disappear from your Home page. The links are field links. If you change the text of one of the links, the text will change in every other place where that field exists in your Web site.

### To add a list that links to pages on the current sequence

1. Click in a page where you want the list of links.
2. On the menu bar, choose **Link > Create List from > Current Page's Sequence**. The **List Contents and Format** window opens.



3. Under **One-field formats**, click a square to select the list style you want.
4. Click **OK**. The titles of all the pages on the sequence will appear as links on your page.

### Note

The current page's title will be included as a field in the list, but it will not be a hyperlink.

### To add a list that links to pages on a different sequence

1. Click in a page where you want the list of links.
2. On the menu bar, choose **Link > Create List from > Another Sequence**. The **List Contents and Format** window opens.
3. Under **One-field formats**, click a square to select the list style you want.
4. Click **OK**. A small chain link appears below your cursor.



5. In the map, click on a sequence. The titles of all the pages on the sequence will appear as links on your page.

## DRAFT

### To add a list of links using more than just page titles

All pages have nine fields you can insert as text, links, or as descriptive text for links. The **Short Title** and **Summary** fields are used here as examples (see page 116 for more information on fields).

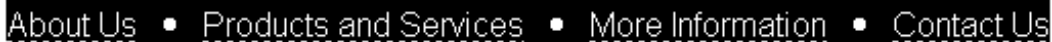
1. Click in a page where you want the list of links.
2. On the menu bar, choose **Link > Create List from > Another Sequence** (or **Current Page's Sequence**). The **List Contents and Format** window opens.
3. In the **First field (linked)** list, choose **Short Title**. The field you choose here will become the link.
4. In the **Second field** list, select **Summary**. The field you choose here will be descriptive, non-linking text.
5. Under **One and two-field formats**, click a square to select the layout you want for your link list.
6. (Optional) Select either **Colon separates fields**, or **Spaces separate fields**, to choose how each page's two fields are separated from each other.
7. Click **OK**. A small chain link appears below your cursor.
8. In the map, click on a sequence. A link list will appear on your page with short titles and summaries of every page in the sequence.

### Note

If you create a list from a sequence where not all pages have completed fields, a link will still appear on your page. The link will say something like **--Type Short Title Here--**. Click in the link and type a short title. The text you type will become the destination page's short title. Everywhere there is a link or field based on the same page's short title, the link or field will change to match what you typed.

### To remove a list of links

1. In a page, click just before the beginning of a link list.
2. On your keyboard, hold down **Shift** while pressing the left arrow key, until the entire list has a black background.



3. Press **Delete** on your keyboard. If the link does not disappear, the list is part of the page layout and must be unlocked.

### To remove a list of links that are part of the page layout

1. In a page, click just before the beginning of a link list.
2. On your keyboard, hold down **Shift** while pressing the left arrow key, until the entire list has a black background.
3. On the menu bar, choose **Format > Unlock Static Text**. A warning window appears.



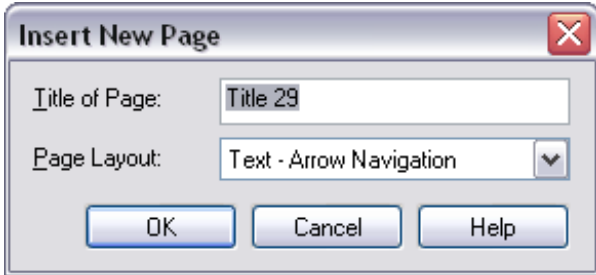
4. Make sure **Unlock selected static text for this page only** is selected.
5. Click **OK**.
6. On your keyboard, press **Delete**.

## DRAFT

### To add a new sequence page with "next" and "previous" links

When you add "next", "previous", "up", or "down" links, you are adding navigation links. CuteSITE Builder can add the links automatically in graphic form (like arrows) or in text form.

1. In the map, click a sequence.
2. On the menu bar, choose **Insert > Page**. The **Insert New Page** window appears.



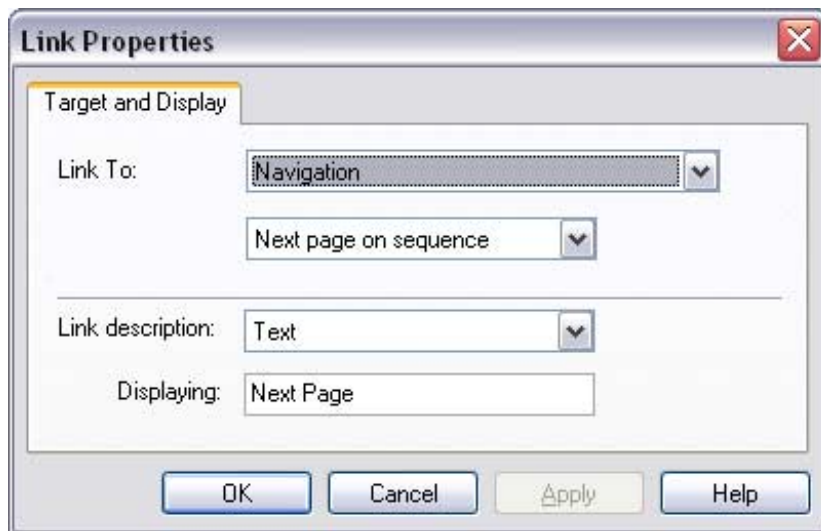
3. In **Title of Page**, type a name.
4. In **Page Layout**, choose a detail page with arrow links, a detail page with text links, or a text page with arrow links.
5. Click **OK**.

#### Note

If a navigation link does not have a target page, the link will be grayed out in CuteSITE Builder, and it will not show up at all when you publish or preview your site.

### To add "next" and "previous" text links to an existing sequence page

1. In the map, click a page on a sequence.
2. In the page area, click where you want a link.
3. On the menu bar, choose **Link > Create Navigational Link**. The **Link Properties** window opens.

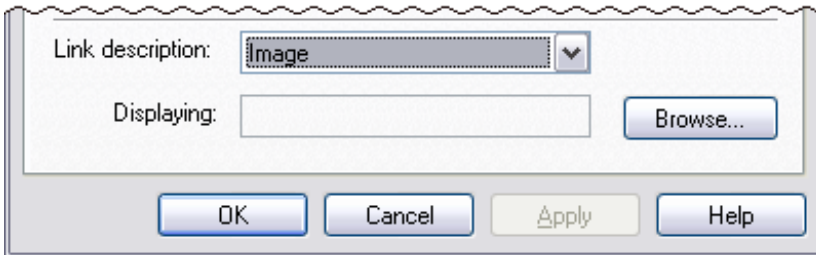


4. In the upper **Link To** list, make sure **Navigation** is selected.
5. In the lower **Link To** list, choose the type of navigation link you want. You can choose to link to the next or previous page on a sequence, to a parent page (up link), to a child page (down link), to the top of the current page, or to your home page.
6. In **Link description**, make sure **Text** is selected.
7. In **Displaying**, type the text you want to appear as the link.
8. Click **OK**.

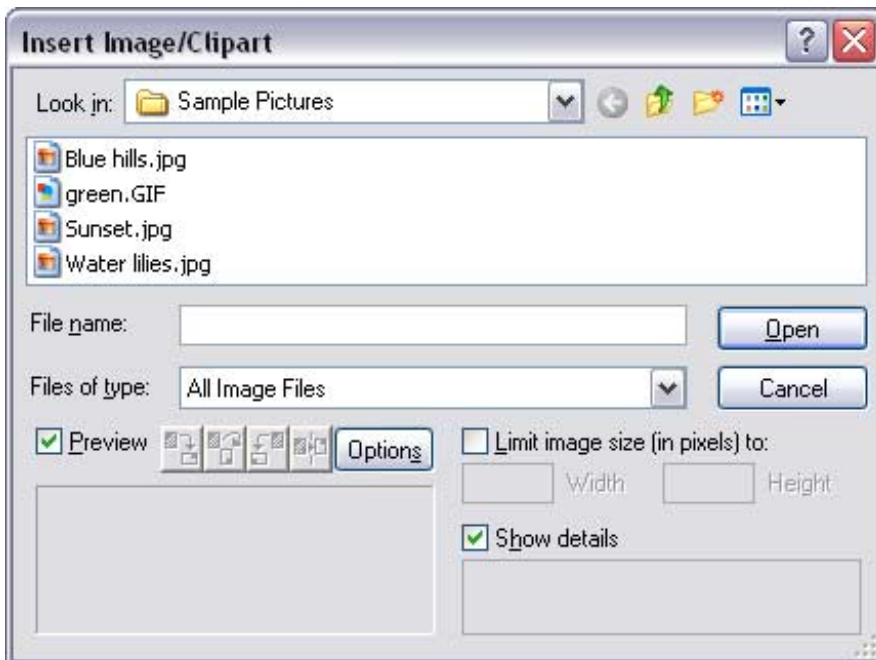
## DRAFT

### To add pictures as "next" and "previous" links to an existing sequence page

1. In the map, click a page on a sequence.
2. In the page area, click where you want a link.
3. On the menu bar, choose **Link > Create Navigational Link**. The **Link Properties** window opens.
4. In the upper **Link To** list, make sure **Navigation** is selected.
5. In the lower **Link To** list, choose the type of navigation link you want. You can choose to link to the next or previous page on a sequence, to a parent page (up link), to a child page (down link), to the top of the current page, or to your home page.
6. In **Link description**, select **Image**. A **Browse** button appears.



7. Click **Browse**. The **Insert Image/Clipart** window appears.



8. Select a picture.
9. Click **Open**. The **Insert Image/Clipart** window closes, and the file path to your image appears in the **Displaying** box of the **Link Properties** window.
10. Click **OK**.

## DRAFT

### To add an up level link to sequence pages

1. In the map, right-click on the sequence and choose **Choose Up Level**. A small chain link appears below your cursor.
2. Click the a page you want as the up level or parent page for the sequence. This will activate all up navigation links on the sequence pages.

### Note

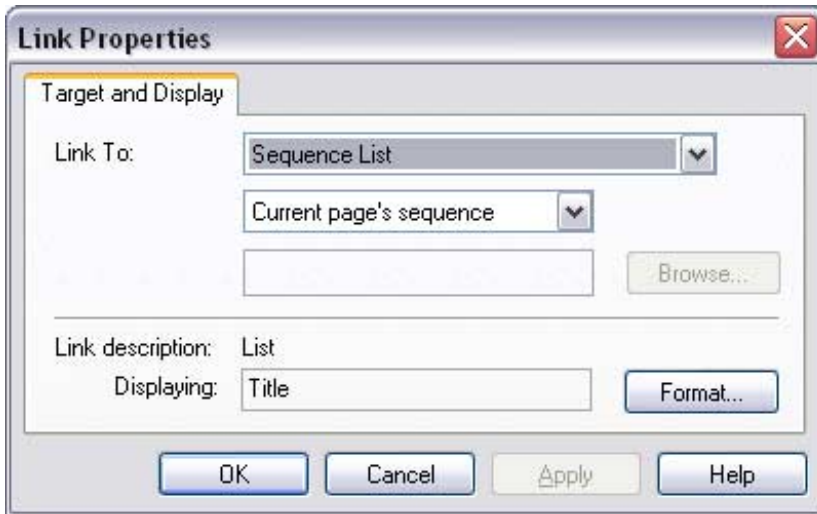
You add a down level link to a page by making it the parent when creating an up level link.

### To remove an up level link

1. In the map, right-click the sequence where you want to remove the up level link.
2. Choose **Unlink Up Level**.

### To change a link list layout

1. Place your mouse cursor in one of the links in the list.
2. On the menu bar, choose **Edit > Properties > Link**. The **Link Properties** window opens.



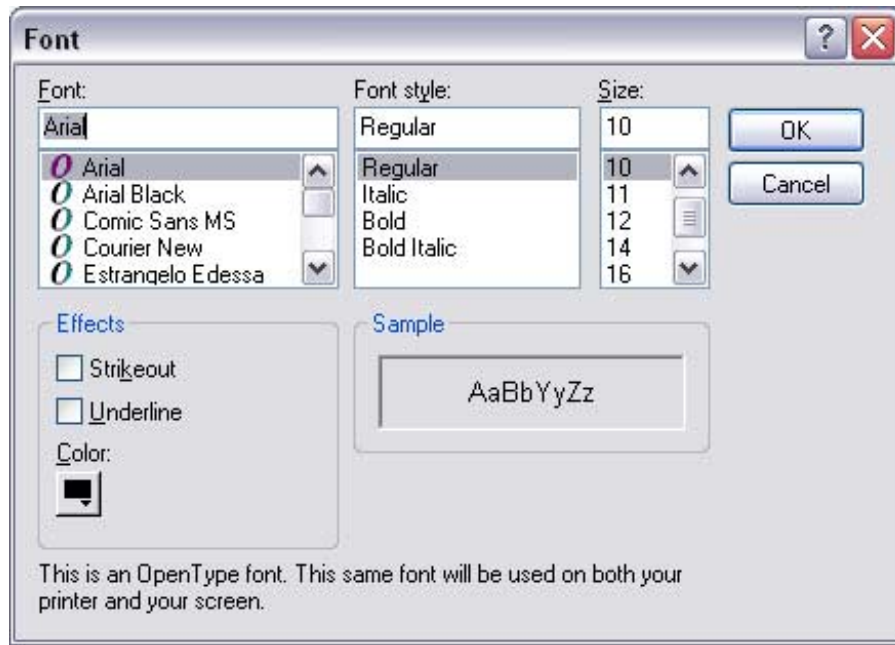
3. Click **Format**. The **List Contents and Format** window appears (see picture on page 128).
4. Select a new format for your list.
5. (Optional) Choose to add a second field to your listed links, or remove the second field from your listed links.
6. Click **OK**. The **List Contents and Format** window closes.
7. Click **OK** again and the **Link Properties** window closes, and the link list format is changed.

### To change link list character format

When you change font, paragraph or style attributes in a link list, all the links change together.

1. In a page, click just before the beginning of a link list.
2. On your keyboard, press the right arrow key until the cursor moves into the link list, and the link list becomes highlighted.
3. On the menu bar, choose **Format > Font**. The **Font** window appears (see picture on following page).

## DRAFT

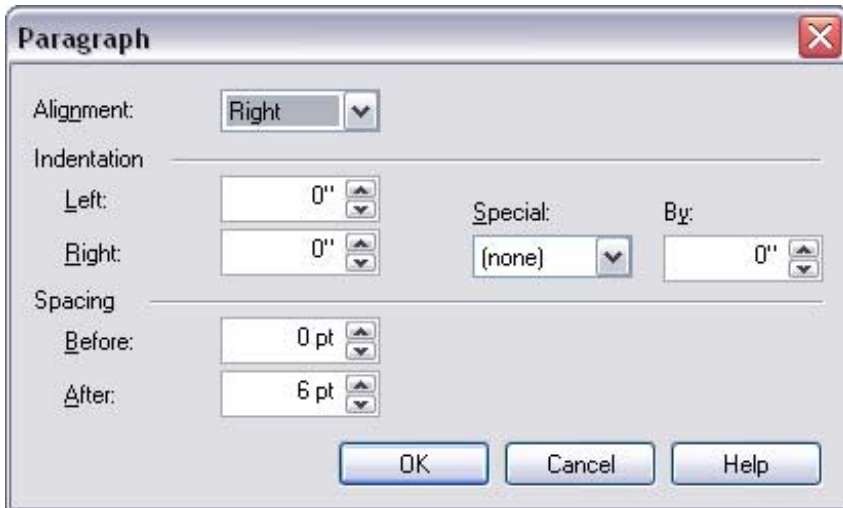


4. Make your changes (see page 14 for more on changing fonts).
5. Click **OK**. The changes will be applied to the entire list of links.

### To change link list alignment and spacing

When you change font, paragraph or style attributes in a link list, all the links change together.

1. In a page, click just before the beginning of a link list.
2. On your keyboard, press the right arrow key until the cursor moves into the link list, and the link list becomes highlighted.
3. On the menu bar, choose **Format > Paragraph**. The **Paragraph** window appears.



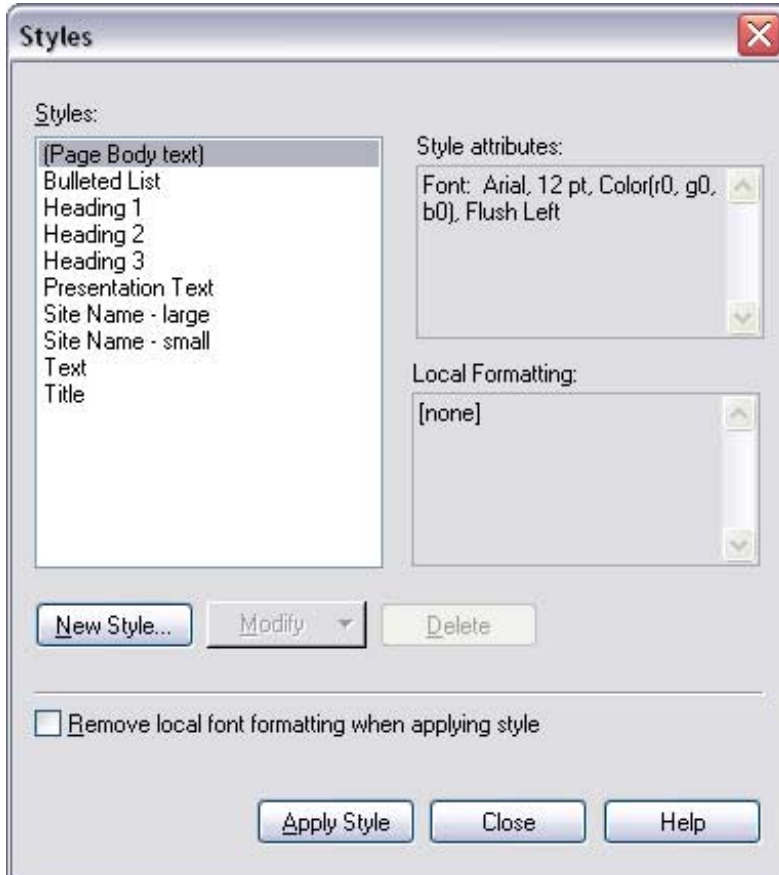
4. Make your changes (see page 16 for more on alignment and spacing).
5. Click **OK**. The changes will be applied to the entire list of links.

## DRAFT

### To change a link list text style

When you change font, paragraph or style attributes in a link list, all the links change together.

1. In a page, click just before the beginning of a link list.
2. On your keyboard, press the right arrow key until the cursor moves into the link list, and the link list becomes highlighted.
3. On the menu bar, choose **Format > Style**. The **Styles** window appears.



4. Make your changes (see page 21 for more on styles).
5. Click **Apply Style**. The changes will be applied to the entire list of links.

## Modifying sequences

### To add a new page to a sequence

You can add any type of page to any type of sequence.

1. In the map or outline, click on a sequence.
2. On the menu bar, choose **Insert > Page**. The **Insert New Page** window appears.
3. In **Title of Page**, type a name for the page, or you can leave the number.
4. In the **Page Layout** list, choose the type of page you want (see page 153 for more on page layouts).
5. Click **OK**. A new, blank page appears on your sequence.

### To add an existing page to a sequence

1. In the map, click a page.
2. Drag and drop it to a sequence.

### To add several existing pages to a sequence at once

1. In the map, click on a page.
2. On your keyboard, hold down **Ctrl**, and click all the other pages you want to add to the sequence. Each page will be surrounded by a dotted line.



3. Release the **Ctrl** key.
4. Click on any of the selected pages and drag it to the sequence. All selected pages will be added to the sequence.

### To change the order of pages on a sequence

1. In the map, click and drag a page from one spot on the sequence to another. The sequence will stretch to fit the page in its new location.

### To move a sequence

1. In the map, click the sequence and drag it to its new location. All the pages on the sequence will move with it.

### To make a sequence line longer or shorter

1. In the map, click a sequence, make sure the sequence is selected.
2. Move your cursor to the right end of the sequence until it looks like a double-headed arrow.
3. Click and drag until the sequence is the length you want.

### Note

You cannot make a sequence line too short for all the pages on the sequence. If you want to add another page to a sequence, it will stretch to accommodate the new page.

### To divide a sequence page and add the new page to the sequence

1. Click in the sequence page where you want the page divided.
2. On the menu bar, choose **Edit > Break Page > Add to Sequence**. A new page is added directly after the original sequence page.

## DRAFT

### To remove a page from a sequence

1. In the map, click a page that you want to remove from a sequence.
2. Drag and drop the page away from any sequences.

### To remove a page from a sequence and from your site

1. In the map, click on the page you want to remove.
2. Press **Delete** on your keyboard.

**CAUTION:** If any other pages or sequences are selected when you press **Delete**, they will be removed as well.

### To remove a sequence and all its pages

1. In the map, click on the sequence you want to remove. You have selected the sequence when the entire sequence is surrounded by a dotted line.



2. Press **Delete** on your keyboard. The sequence and all its pages are removed from your site.
3. Remove empty link lists from other pages that may have linked to the sequence.

### To remove a sequence without removing its pages

1. In the map, click and drag all pages off the sequence.
2. Click on the sequence.
3. Press **Delete** on your keyboard. The sequence is removed from your site, but you have kept all your pages.
4. Remove empty link lists from other pages that may have linked to the sequence.

# Web Site Files



When you save your work in CuteSITE Builder, all your pages, formatting, and content are saved in one file with a **.tlx** extension. You can move, rename, and copy **.tlx** files just like any other file on your computer. In this manual **.tlx** files are called site files or Web site files.

When you preview or publish your site, CuteSITE Builder will ask if you want to save your changes to the Web site (**.tlx**) file. If you choose **Cancel**, you will cancel the preview or publish task as well.

When you publish your site, CuteSITE Builder converts every page in your site to an HTML file, and moves those files to your Web hosting provider. The Web site file is not transferred. You can save an HTML copy of your site to your computer, and you can save a backup copy of your Web site file to your Web hosting provider.

There are several ways you can open Web site files with CuteSITE Builder. You can open an existing Web site file. You can create a new, "blank" Web site file. You can create a new Web site file based on built-in templates and designs. If you want help, the Web Wizard can guide you step-by-step through the Web site (**.tlx**) file creation process.

## Opening a Web site file

To use the Web Wizard to open a new Web site file

1. In Windows, click **Start** and choose **Programs > GlobalSCAPE > CuteSITE Builder > CuteSITE Builder**. The **Start Using CuteSITE Builder** window opens in the main CuteSITE Builder window.



2. Select **Start with a wizard**. The **CuteSITE Builder Web Wizard** appears.

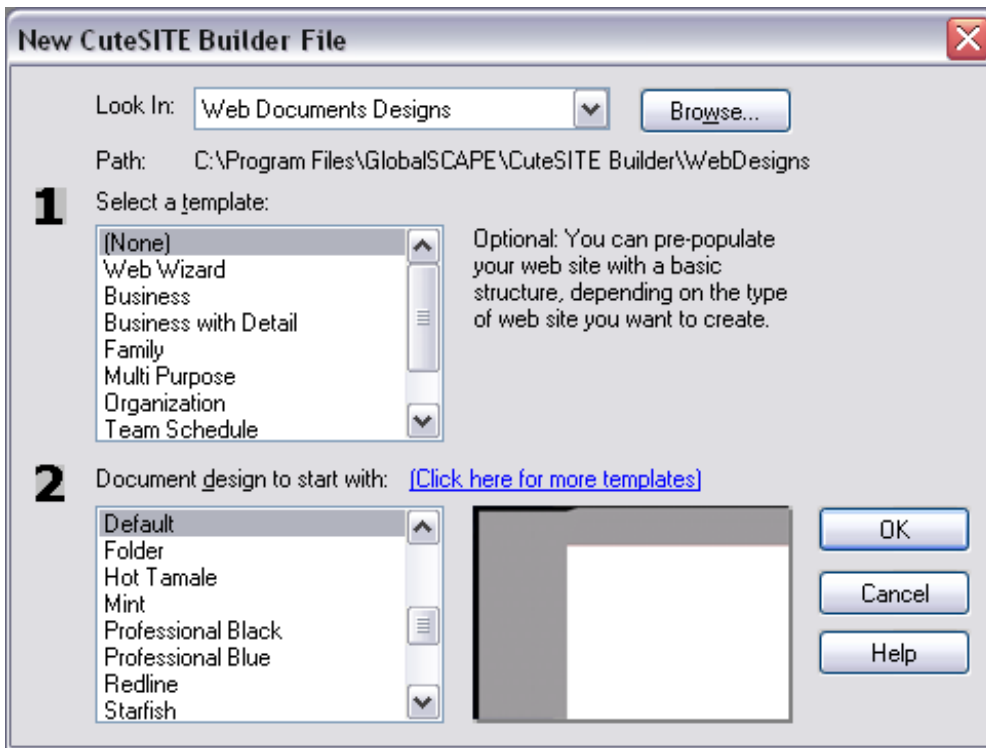


3. Select a type of site from the list, and follow the instructions in the wizard.

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### To open a new Web site file based on a template

1. In Windows, click **Start** and choose **Programs > GlobalSCAPE > CuteSITE Builder > CuteSITE Builder**. The **Start Using CuteSITE Builder** window opens in the main CuteSITE Builder window.
2. Select **Start with a template** and click **OK**. The **New CuteSITE Builder File** window opens.



3. Select a template. A description and map of the template will appear to the right of the **Select a template** list. For more on templates, see page 171.
4. Select a document design. A preview of the design will appear to the right of the **Document design to start with** list. For more on designs, see page 162.
5. Click **OK**. A new site will open in the main CuteSITE Builder window.

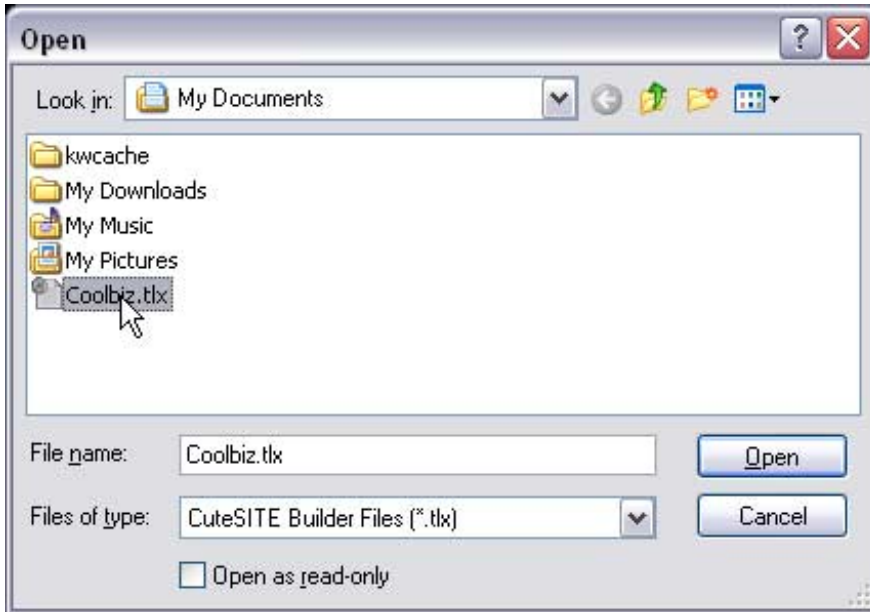
### To open a new "blank" Web site file

1. In Windows, click **Start** and choose **Programs > GlobalSCAPE > CuteSITE Builder > CuteSITE Builder**. The **Start Using CuteSITE Builder** window opens in the main CuteSITE Builder window.
2. Select **Start with a template** and click **OK**. The **New CuteSITE Builder File** window opens.
3. In the **Select a template** list, choose **(None)**.
4. In the **Document design to start with** list, choose **Black** or choose **White**.
5. Click **OK**. A new Web site file will open with just one page and very little formatting.

## DRAFT

### To open an existing Web site file

1. In Windows, click **Start** and choose **Programs > GlobalSCAPE > CuteSITE Builder > CuteSITE Builder**. The **Start Using CuteSITE Builder** window opens in the main CuteSITE Builder window.
2. Select **Open an existing web site file**.
3. In the list below **Open an existing web site file**, select the Web site file you want to open. If the file you want is not listed, select **More files**.
4. Click **OK**. If you selected a file, it will open and you can begin working on your site. If you selected **More Files**, an **Open** window appears.

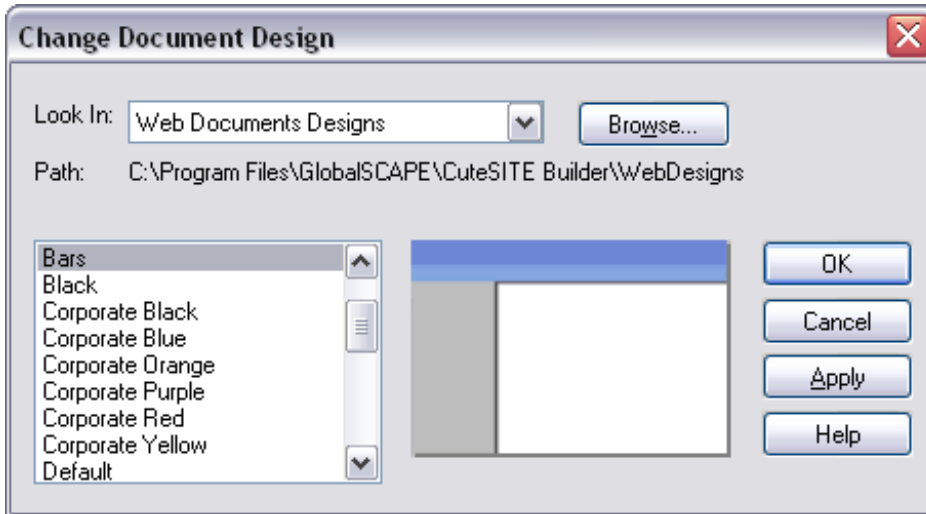


5. Select the Web site file you want.
6. Click **Open**. Your Web site file opens.

## Making changes to a whole site

### To change the site design

1. On the menu bar, choose **Format > Change Web Design**. The **Change Document Design** window appears.



2. Select a design from the list on the left. A preview of the design will appear on the right.
3. Click **Apply**. You will see the new design on the current page, and the new design will be applied to every page in your site.
4. Click **OK** to close the **Change Document Design** window.

### Notes

- When you change designs, border widths and text styles may change on some of your pages. You should check through all your pages to make sure they look good in the new design.
- You can download more designs from GlobalSCAPE at <http://www.globalscape.com/cutesitebuilder/gallery.asp>.
- For more on designs, see page 162.

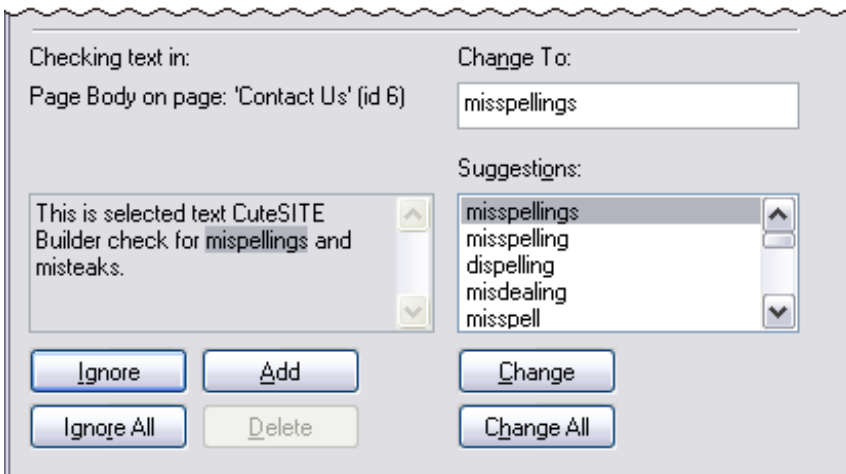
## DRAFT

### To check the spelling of selected text

1. In a page body or border, select the text you want to check.
2. On the menu bar, click **Tools > Spelling**. The **Spelling** window appears.



3. Under **Check in**, choose **Selected text**.
4. Click **Start**. When CuteSITE Builder finds an unrecognized word, the **Spelling** window expands and shows the location of the word, displays it in the **Change To** box, shows it in context, and shows a list of suggested replacements.



5. Choose what to do with the highlighted word:
  - In the **Change To** box, type the correct spelling, and click **Change**, or click **Change All** to correct every instance of the word in the selection. CuteSITE Builder corrects the word and moves to the next misspelled word.
  - In **Suggestions**, select the correct spelling, and click **Change**, or click **Change All** to correct every instance of the word in the selection. CuteSITE Builder corrects the word and moves to the next misspelled word.
  - Click **Ignore** to leave the word as it is. CuteSITE Builder moves to the next misspelled word.
  - Click **Ignore All** if you do not want the word to be found again in the current selection. CuteSITE Builder moves to the next misspelled word.
  - Click **Add** if you do not want the word to be found again, ever, this adds the word to your custom dictionary. CuteSITE Builder moves to the next misspelled word.
  - To delete a word, click **Delete**. CuteSITE Builder moves to the next misspelled word.
6. When CuteSITE Builder can no longer find misspellings, the **Spelling** window says **The spelling check is complete**.
7. Click **Close**.

### To check spelling on an entire page

1. In the map, click the page you want to check.
2. On the menu bar, click **Tools > Spelling**. The **Spelling** window appears.
3. Under **Check in**, choose **Current page**.
4. Click **Start**. CuteSITE Builder will check all words on the page. When CuteSITE Builder finds an unrecognized word, the **Spelling** window expands and shows the location of the word, displays it in the **Change To** box, shows it in context, and shows a list of suggested replacements.
5. Choose what to do with the highlighted word:
  - In the **Change To** box, type the correct spelling, and click **Change**, or click **Change All** to correct every instance of the word in the page. CuteSITE Builder corrects the word and moves to the next misspelled word.
  - In **Suggestions**, select the correct spelling, and click **Change**, or click **Change All** to correct every instance of the word in the page. CuteSITE Builder corrects the word and moves to the next misspelled word.
  - Click **Ignore** to leave the word as it is. CuteSITE Builder moves to the next misspelled word.
  - Click **Ignore All** if you do not want the word to be found again in the current page. CuteSITE Builder moves to the next misspelled word.
  - Click **Add** if you do not want the word to be found again, ever, this adds the word to your custom dictionary. CuteSITE Builder moves to the next misspelled word.
  - To delete a word, click **Delete**. CuteSITE Builder moves to the next misspelled word.
6. When CuteSITE Builder can no longer find misspellings, the **Spelling** window says **The spelling check is complete**.
7. Click **Close**.

### To check the spelling on several pages

1. In the map, select the pages you want to check.
2. On the menu bar, click **Tools > Spelling**. The **Spelling** window appears.
3. Under **Check in**, choose **Selected pages**.
4. Click **Start**. CuteSITE Builder will check each selected page's fields, and then all words in the page's borders and body. When CuteSITE Builder finds an unrecognized word, the **Spelling** window expands and shows the location of the word, displays it in the **Change To** box, shows it in context, and shows a list of suggested replacements.
5. Choose what to do with the highlighted word:
  - In the **Change To** box, type the correct spelling, and click **Change**, or click **Change All** to correct every instance of the word in the selected pages. CuteSITE Builder corrects the word and moves to the next misspelled word.
  - In **Suggestions**, select the correct spelling, and click **Change**, or click **Change All** to correct every instance of the word in the selected pages. CuteSITE Builder corrects the word and moves to the next misspelled word.
  - Click **Ignore** to leave the word as it is. CuteSITE Builder moves to the next misspelled word.
  - Click **Ignore All** if you do not want the word to be found again in the selected pages. CuteSITE Builder moves to the next misspelled word.
  - Click **Add** if you do not want the word to be found again, ever, this adds the word to your custom dictionary. CuteSITE Builder moves to the next misspelled word.
  - To delete a word, click **Delete**. CuteSITE Builder moves to the next misspelled word.
6. When CuteSITE Builder can no longer finding misspellings, the **Spelling** window says **The spelling check is complete**.
7. Click **Close**.

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### To check the spelling on all your pages

1. On the menu bar, click **Tools > Spelling**. The **Spelling** window appears.
2. Under **Check in**, choose **All pages**.
3. (Optional) Select **Start from beginning** to run the check through your pages in the order they appear in your site outline.
4. Click **Start**. CuteSITE Builder will check each page in your site. It will check all text in a page's fields, then all the text on the borders and in the page body. When CuteSITE Builder finds an unrecognized word, the **Spelling** window expands and shows the location of the word, the word in context, and shows the word in the **Change To** box.
5. Choose what to do with the highlighted word:
  - In the **Change To** box, type the correct spelling, and click **Change**, or click **Change All** to correct every instance of the word in your site. CuteSITE Builder corrects the word and moves to the next misspelled word.
  - In **Suggestions**, select the correct spelling, and click **Change**, or click **Change All** to correct every instance of the word in your site. CuteSITE Builder corrects the word and moves to the next misspelled word.
  - Click **Ignore** to leave the word as it is. CuteSITE Builder moves to the next misspelled word.
  - Click **Ignore All** if you do not want the word to be found again in your site. CuteSITE Builder moves to the next misspelled word.
  - Click **Add** if you do not want the word to be found again, ever, this adds the word to your custom dictionary. CuteSITE Builder moves to the next misspelled word.
  - To delete a word, click **Delete**. CuteSITE Builder moves to the next misspelled word.
6. When CuteSITE Builder can no longer finding misspellings, the **Spelling** window says **The spelling check is complete**.
7. Click **Close**, or you can start another pass (perhaps to check a different type of text) without closing the **Spelling** dialog. Click **Restart**, choose a different set of content to be checked, and then click **Start**.

### To check the spelling in your page layouts

1. On the menu bar, click **Tools > Spelling**. The **Spelling** window appears.
2. Under **Check in**, choose **Page layouts**.
3. Click **Start**. CuteSITE Builder will check each page layout in your site. When CuteSITE Builder finds an unrecognized word, the **Spelling** window expands and shows the location of the word, the word in context, and shows the word in the **Change To** box.
4. Choose what to do with the highlighted word:
  - In the **Change To** box, type the correct spelling, and click **Change**, or click **Change All** to correct every instance of the word in your page layouts. CuteSITE Builder corrects the word and moves to the next misspelled word.
  - In **Suggestions**, select the correct spelling, and click **Change**, or click **Change All** to correct every instance of the word in your page layouts. CuteSITE Builder corrects the word and moves to the next misspelled word.
  - Click **Ignore** to leave the word as it is. CuteSITE Builder moves to the next misspelled word.
  - Click **Ignore All** if you do not want the word to be found again in your page layouts. CuteSITE Builder moves to the next misspelled word.
  - Click **Add** if you do not want the word to be found again, ever, this adds the word to your custom dictionary. CuteSITE Builder moves to the next misspelled word.
  - To delete a word, click **Delete**. CuteSITE Builder moves to the next misspelled word.
5. When CuteSITE Builder can no longer finding misspellings, the **Spelling** window says **The spelling check is complete**.
6. Click **Close**, or you can start another pass (perhaps to check a different type of text) without closing the **Spelling** dialog. Click **Restart**, choose a different set of content to be checked, and then click **Start**.

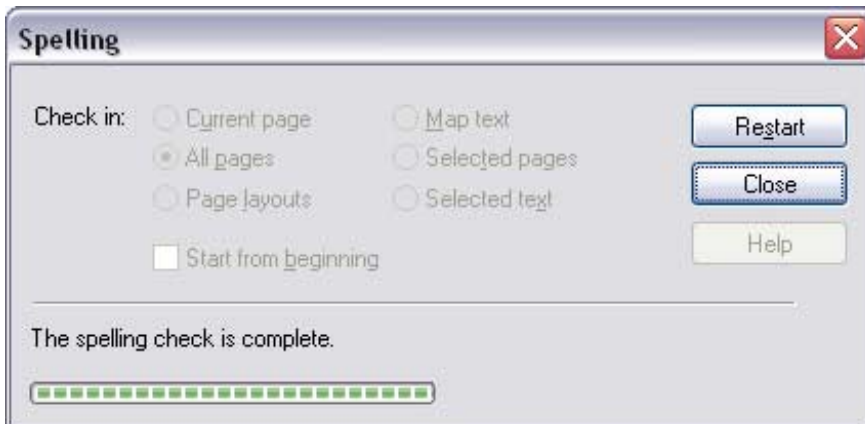
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### To check the spelling in your site map

1. On the menu bar, click **Tools > Spelling**. The **Spelling** window appears.
2. Under **Check in**, choose **Map text**.
3. Click **Start**. CuteSITE Builder will check all text displayed in your map. When CuteSITE Builder finds an unrecognized word, the **Spelling** window expands and shows the location of the word, the word in context, and shows the word in the **Change To** box.
4. Choose what to do with the highlighted word:
  - In the **Change To** box, type the correct spelling, and click **Change**, or click **Change All** to correct every instance of the word in the map. CuteSITE Builder corrects the word and moves to the next misspelled word.
  - In **Suggestions**, select the correct spelling, and click **Change**, or click **Change All** to correct every instance of the word in the map. CuteSITE Builder corrects the word and moves to the next misspelled word.
  - Click **Ignore** to leave the word as it is. CuteSITE Builder moves to the next misspelled word.
  - Click **Ignore All** if you do not want the word to be found again in the map. CuteSITE Builder moves to the next misspelled word.
  - Click **Add** if you do not want the word to be found again, ever, this adds the word to your custom dictionary. CuteSITE Builder moves to the next misspelled word.
  - To delete a word, click **Delete**. CuteSITE Builder moves to the next misspelled word.
5. When CuteSITE Builder can no longer finding misspellings, the **Spelling** window says **The spelling check is complete**.
6. Click **Close**, or you can start another pass (perhaps to check a different type of text) without closing the **Spelling** dialog. Click **Restart**, choose a different set of content to be checked, and then click **Start**.

### To check the spelling throughout your site

1. On the menu bar, click **Tools > Spelling**.
2. Under **Check in**, choose **All pages**. Follow steps four through seven from **To check spelling on all your pages** (previous page).
3. When the **Spelling** window says it's finished, click **Restart**.



4. Under **Check in**, select **Page layouts**. Follow steps three through five from **To check the spelling in your page layouts** (previous page).
5. When the **Spelling** window says its finished, click **Restart**.
6. Under **Check in**, select **Map text**. Follow steps three through six from **To check the spelling in your site map** (top of page).

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### To check spelling in page fields

You check spelling in page fields by checking spelling on several pages (see page 143) or all your pages (see page 144).

### To check the spelling of static or locked text

If you have static or locked text on a page, that text comes from a page layout. You check static or locked text by checking spelling in your page layouts (see page 144).

### To stop the spell checker from finding a word

You can stop the spell checker from finding a word by adding the word to your custom dictionary.

1. In the map, click a page with the word that you do not want the spell checker to find.
2. On the menu bar, click **Tools > Spelling**. The **Spelling** window appears.
3. Under **Check in**, select **Current page**.
4. Click **Start**. CuteSITE Builder will check all words on the page. When CuteSITE Builder finds an unrecognized word, the **Spelling** window expands and shows the location of the word, displays it in the **Change To** box, shows it in context, and shows a list of suggested replacements.
5. Click **Ignore** until the spell checker finds the word you do not want it to find.
6. When the word is displayed in the **Change To** box, click **Add**. The word is added to your custom dictionary and the spell checker will no longer find it. This is useful for proper names, company names and words you may use that are not in the CuteSITE Builder standard dictionary.

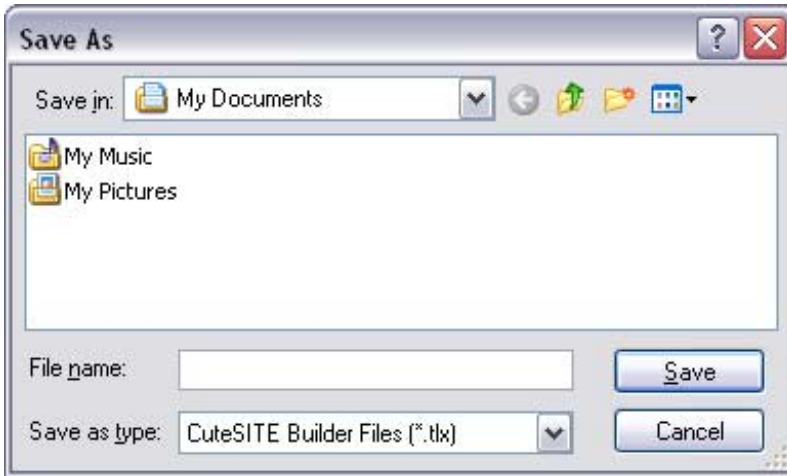
### Note

CuteSITE Builder stores the custom dictionary in your personal folder under the name **CUTESITE BUILDER.FD**. If you do not have a personal folder registered with Windows, CuteSITE Builder warns you when you first launch the application that a personal dictionary cannot be created.

## Saving a site

### To save your site for the first time

1. On the menu bar, choose **File > Save**. The **Save As** window opens.



2. (Optional) In **Save in**, choose where you want to save your Web site file.
3. In **File name**, type a name for your Web site file.
4. Click **Save**.

### To save changes to an existing site

1. On the menu bar, choose **File > Save**.

### To save an existing site to a new location

1. On the menu bar, choose **File > Save As**. The **Save As** window opens.
2. In **Save in**, choose a new location.
3. (Optional) In **File name**, type a new name for your Web site file.
4. Click **Save**.

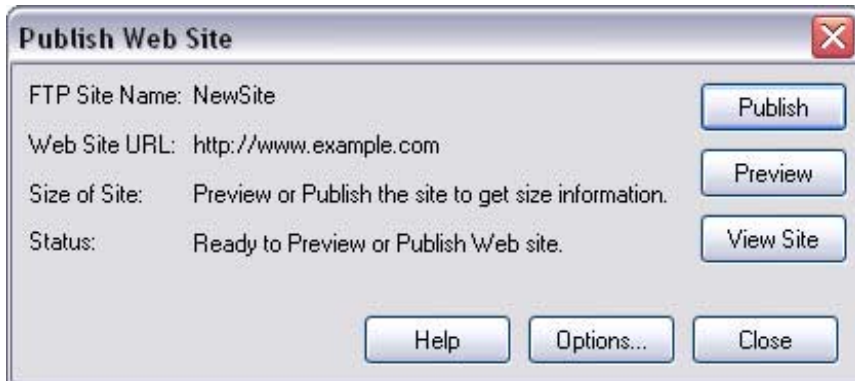
### To save an existing site with a new name

1. On the menu bar, choose **File > Save As**. The **Save As** window opens.
2. (Optional) In **Save in**, choose a new location.
3. In **File name**, type a new name for your Web site file.
4. Click **Save**.

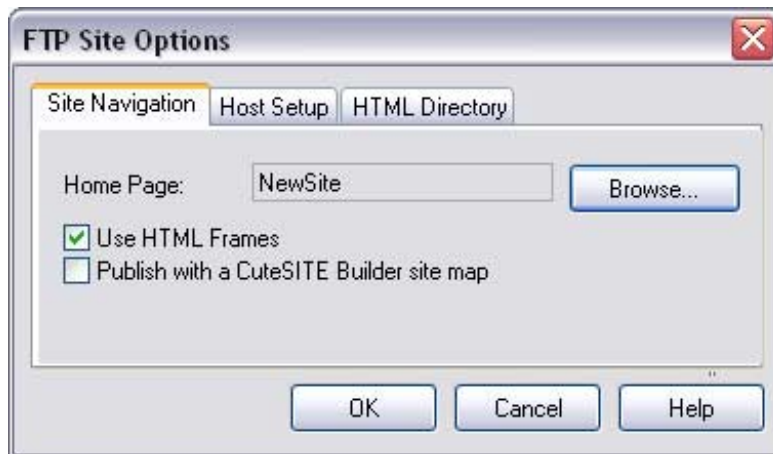
## DRAFT

### To save a site as HTML on your computer

1. On the menu bar, choose **File > Publish Web Site**. If you have not saved changes to your site, CuteSITE Builder will ask if you want to save. Click **OK**. The **Publish Web Site** window opens.



2. Click **Options**. The **FTP Site Options** window opens.



3. Click the **HTML Directory** tab.

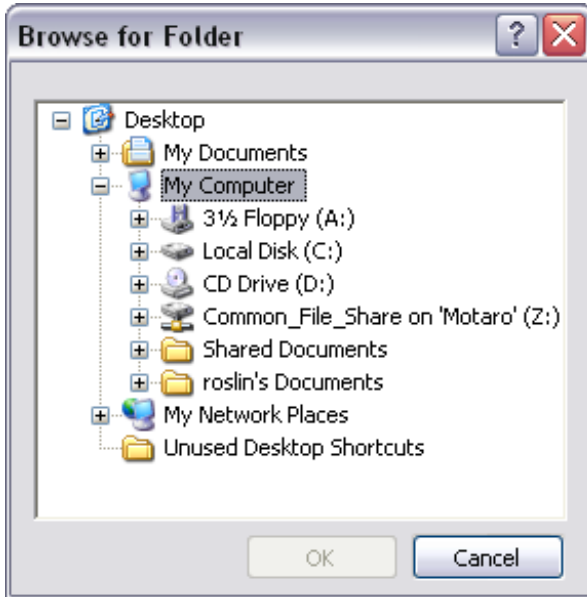


4. Select **Save copy of exported HTML locally**.
5. Click **OK** to close the **FTP Site Options** window.
6. Click **OK** to close the **Publish Web Site** window. Now, every time you preview or publish your site, an exact HTML copy of your site will be saved on your computer.

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### To save a site as HTML in a specific location on your computer

1. On the menu bar, choose **File > Publish Web Site**. If you have not saved changes to your site, CuteSITE Builder will ask if you want to save. Click **OK**. The **Publish Web Site** window opens.
2. Click **Options**. The **FTP Site Options** window opens.
3. Click the **HTML Directory** tab.
4. Select **Save copy of exported HTML locally**.
5. Click **Browse**. The **Browse for Folder** window opens.

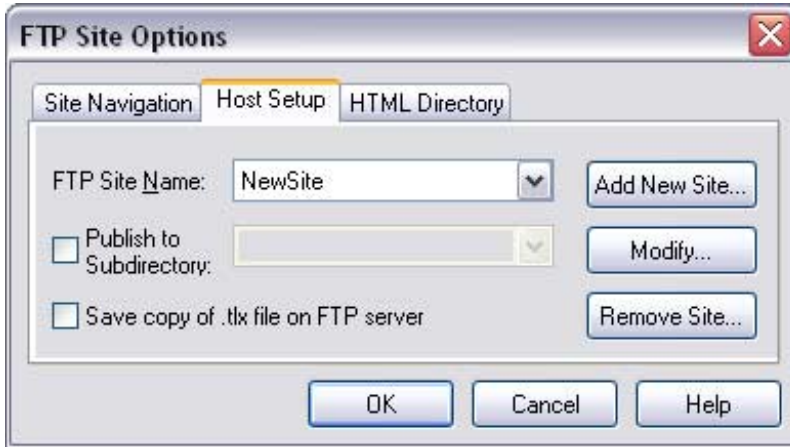


6. Select a folder where you want to save your HTML files.
7. Click **OK**. The **Browse for Folder** window closes and a folder path is displayed in **Export to**. This is where CuteSITE Builder will create a folder for your HTML files.
8. In **HTML directory**, type the name you want for the folder that will contain all your HTML files. By default, CuteSITE Builder will use the Web site file name here.
9. Click **OK** to close the **FTP Site Options** window.
10. Click **OK** to close the **Publish Web Site** window. Now, every time you preview or publish your site, an exact HTML copy of your site will be saved in the location you chose.

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### To backup your site on your Web hosting server

1. On the menu bar, choose **File > Publish Web Site**. If you have not saved changes to your site, CuteSITE Builder will ask if you want to save. Click **OK**. The **Publish Web Site** window opens.
2. Click **Options**. The **FTP Site Options** window opens.
3. Click the **Host Setup** tab.

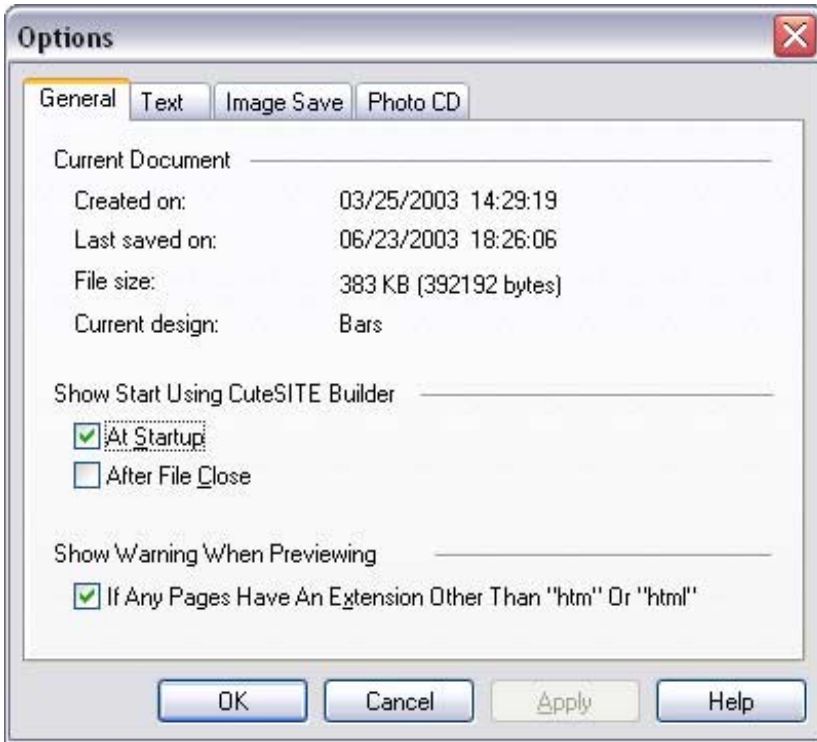


4. Select **Save copy of .tlx file on FTP server**.
5. Click **OK** to close the **FTP Site Options** window.
6. Click **OK** to close the **Publish Web Site** window. Now, every time you publish your site, a copy of your Web site file will be saved on your Web hosting server for safe keeping.

## Viewing site file information

### To see when a Web site file was created

1. Open a site in CuteSITE Builder.
2. On the menu bar, choose **Tools > Options**. The **Options** window opens showing the **General** tab.



3. Under **Current Document**, look at the date for **Created on**. This shows the date and time that the site was first created.
4. Click **OK**.

### To see when a Web site file was last saved

1. Open a site in CuteSITE Builder.
2. On the menu bar, choose **Tools > Options**. The **Options** window opens showing the **General** tab.
3. Under **Current Document**, look at the date for **Last saved on**. This shows the last date and time when you saved the site.
4. Click **OK**.

### To see the size (in kb) of a Web site file

1. Open a site in CuteSITE Builder.
2. On the menu bar, choose **Tools > Options**. The **Options** window opens showing the **General** tab.
3. Under **Current Document**, look at the number for **File size**. This shows the amount of space your Web site file takes on the disk where it is saved.
4. Click **OK**.

### Note

This does not show the amount of space the file will take on your Web hosting server.

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### To find the name of a Web site file's current design

1. Open a site in CuteSITE Builder.
2. On the menu bar, choose **Tools > Options**. The **Options** window opens showing the **General** tab.
3. Under **Current Document**, look at the name after **Current design**. This is the name of the color scheme and layout of your Web pages. For more on designs, see page 162.
4. Click **OK**.

# Page Layouts



CuteSITE Builder provides you with templates for your Web pages. These templates are called Page Layouts. Each Page Layout has a specific look that fits in with the overall Web design, but with details that fit a particular use: for example, **Home** page, **Text** page, and **Detail** page.

Page layout determines such things as the appearance and location of titles and the type of navigation links that appear in a page. CuteSITE Builder includes the same page layouts in each Web design; however, the way the page layouts look may differ between designs.

By default, CuteSITE Builder creates new pages with the **Text** page layout. You can choose a different layout before or after creating the page. You can also change the default page layout applied to new pages in the **Apply Page Layout** dialog box.

Once you create a page based on a layout, you can still change anything about the page. If you want to apply your changes to several pages at once, you can modify the page layout or create a new layout using the **Page Layout Editor**.

For example, suppose you are working on a file, and have already created and added content to six text pages. You now decide you want to insert a picture in the right border of the seventh page, but the right border is not big enough for the picture. You increase the size of the border, but decide that for consistency you would like all six of the previous pages to have the same size border as on the seventh, though without any of the content you have added to the seventh page.

With the **Page Layout Editor**, you can display the **Text** page layout and make this change. CuteSITE Builder then applies the change to all seven pages that use the **Text** layout (plus any future pages you apply it to). You can use it to change any aspect of the page or its static (repeating) content.

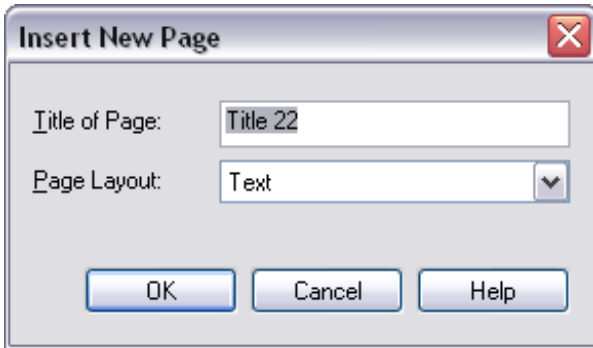
In the example above, suppose the picture you inserted was a company logo. You decide that you would like the same logo to appear in a border of all the pages that use the **Text** layout. Rather than inserting the picture on all seven pages by hand, you can open the current page in the **Page Layout Editor** as a "staging page" and add the picture to the layout. (When using a staging page, clear out any content that you do *not* want to appear on all **Text** pages. Your model page will not be affected.)

If you want to reuse one or more page layouts in another file, the best way is to save them in a Web design. Or, you can remove all the unique content from a Web site file and then save it as a reusable template (see page 171).

## Using page layouts

### To apply a page layout to a new page

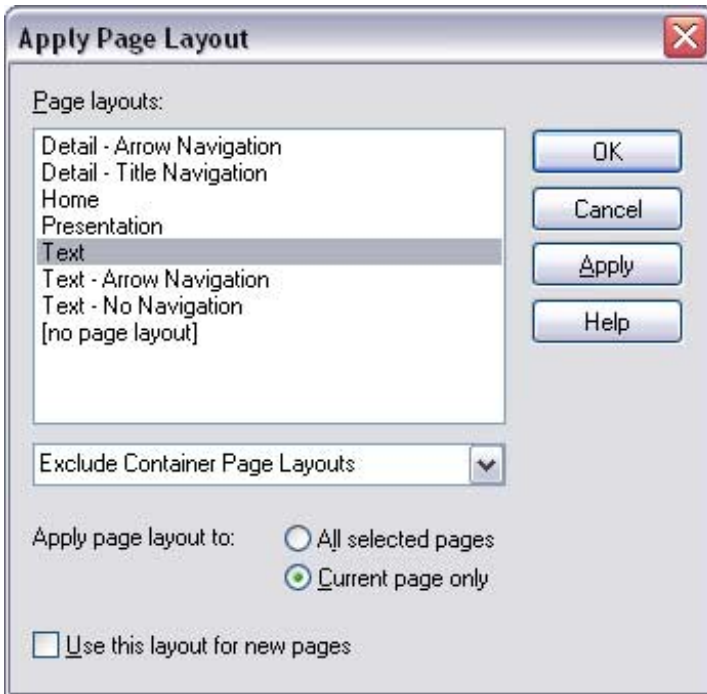
1. On the menu bar, choose **Insert > Page**. The **Insert New Page** window appears.



2. In **Title of Page**, type the name you want for the new page.
3. In the **Page Layout** list, choose the layout you want to apply.
4. Click **OK**. A new page based on the layout you chose appears in your map, and it opens in the page area.

### To apply a page layout to an existing page

1. In the map, click on the page you want to change.
2. On the menu bar, choose **Format > Apply Page Layout**. The **Apply Page Layout** window appears.



3. In the **Page Layouts** box, select the layout you want. If you don't see a layout, click the arrow for the list below the **Page Layouts** box, and select **Show All Page Layouts**.
4. Next to **Apply page layout to**, choose **Current page only**.
5. Click **OK**.

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### To apply a page layout to several pages at once

1. In the map, select the pages you want to change.
2. On the menu bar, choose **Format > Apply Page Layout**. The **Apply Page Layout** window appears.
3. In the **Page Layouts** box, select the layout you want. If you do not see a layout, click the arrow for the list below the **Page Layouts** box, and select **Show All Page Layouts**.
4. Next to **Apply page layout to**, choose **All selected pages**.
5. Click **OK**.

### To add a page that will not change when a layout changes

If you change a page layout, every page based on that layout will change. You can fix individual pages so that changes to any page layout will not affect the page.

1. On the menu bar, choose **Insert > Page**. The **Insert New Page** window appears.
2. In **Title of Page**, type the name you want for the new page.
3. In the **Page Layout** list, choose any layout.
4. Click **OK**. A new page based on the layout you chose appears in your map, and it opens in the page area.
5. On the menu bar, choose **Format > Apply Page Layout**. The **Apply Page Layout** window appears.
6. In the **Page Layouts** box, select **[no page layout]**.
7. Next to **Apply page layout to**, choose **Current page only**.
8. Click **OK**. You will not see any changes to your page, but if you make changes to layouts, those changes will not affect this page.

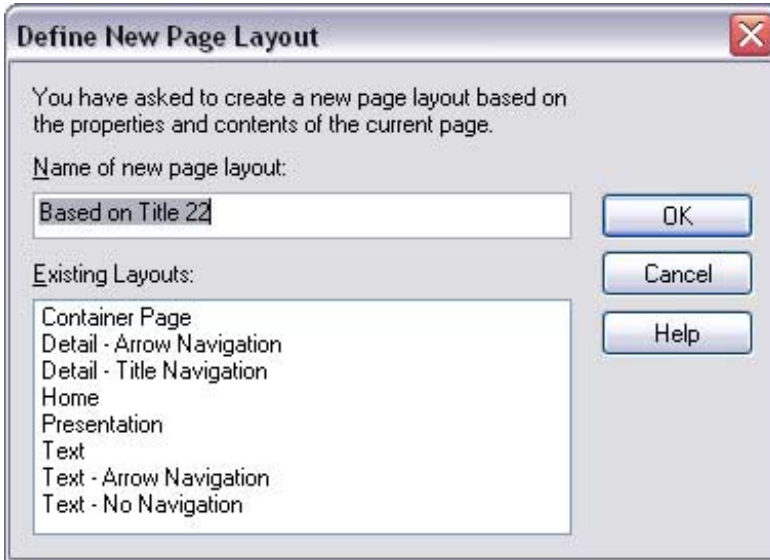
### To choose which page layout automatically shows up in the Insert New Page window

1. On the menu bar, choose **Format > Apply Page Layout**. The **Apply Page Layout** window appears.
2. In the **Page Layouts** box, select the layout you want to show up in the **Insert New Page** window. If you do not see a layout, click the arrow for the list below the **Page Layouts** box, and select **Show All Page Layouts**.
3. Next to **Apply page layout to**, choose **Current page only**.
4. Select the **Use this layout for new pages** check box.
5. Click **OK**.

## Using the Page Layout Editor

### To create a page layout based on the current page

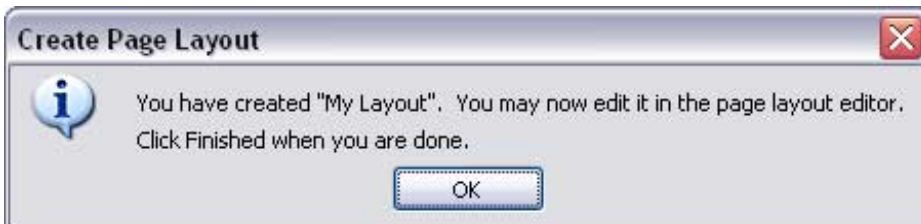
1. If there is any text, pictures or objects on the page that you want to keep, but do not want locked up as static text, copy the items to another page, and delete the items from this page.
2. On the menu bar, choose **Format > Define Page Layout**. The **Define New Page Layout** window appears.



3. In **Name of new page layout**, type a name for the layout you are creating.
4. Click **OK**. The **Create Page Layout** warning appears.



5. Click **OK**. Another **Create Page Layout** message appears telling you that you have created a new page layout.

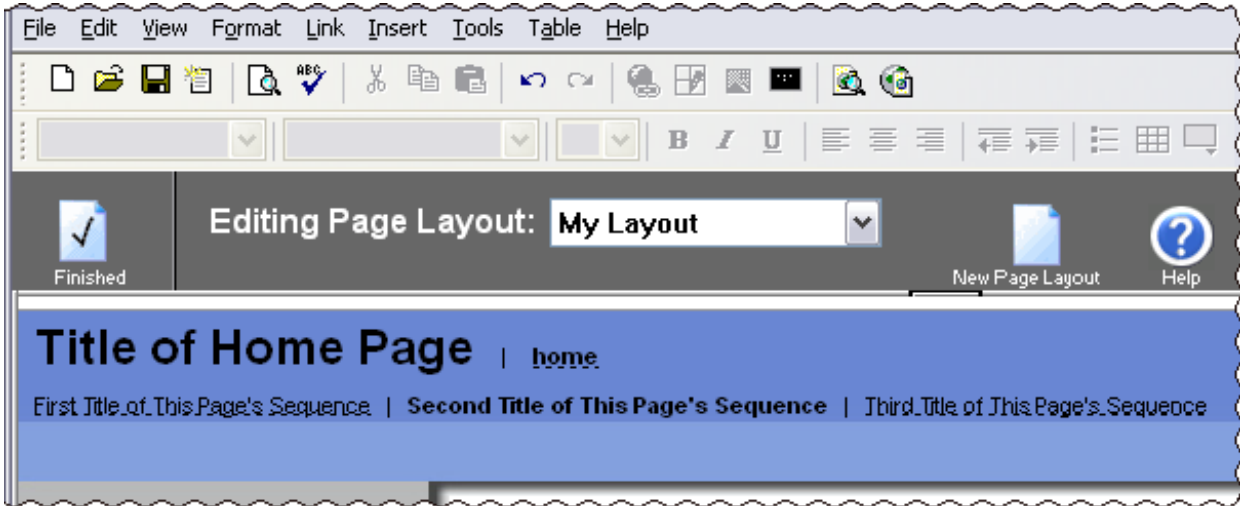


6. Click **OK**. The Page Layout Editor opens.
7. The current page opens in the Page Layout Editor.
8. Delete any content that you do not want on new pages based on this layout.
9. Make any changes to the page that you want in every new page based on this layout, including borders, pictures, backgrounds, links, link lists, default text styles, tables, and any other normal page attributes.
10. Click **Finish**. The Page Layout Editor will close and the new layout will be available in this Web site file.

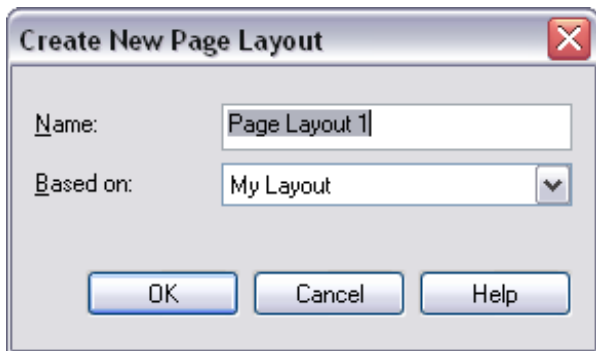
## DRAFT

### To create a new page layout based on another page layout

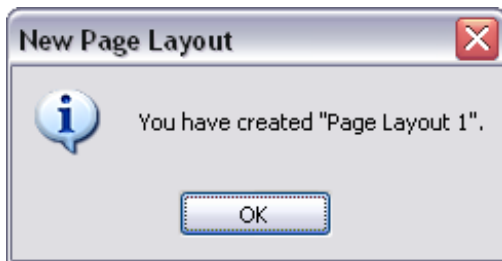
1. On the menu bar, choose **Format > Edit Page Layouts**. The Page Layout Editor opens.



2. On the menu bar, choose **Format > Create New Page Layout**. The **Create New Page Layout** window appears.



3. In **Name**, type the name you want for your new page layout.
4. In **Based on**, select the page layout you want to use as a guide for this new page layout. The layout you choose here will not be changed in any way.
5. Click **OK**. A window appears telling you your new layout has been created.



6. Click **OK** again.
7. Make any changes to the page that you want in every new page based on this layout, including borders, pictures, backgrounds, links, link lists, default text styles, tables, and any other normal page attributes.
8. Click **Finish**. The Page Layout Editor will close and the new layout will be available in this Web site file.

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### To modify a page layout

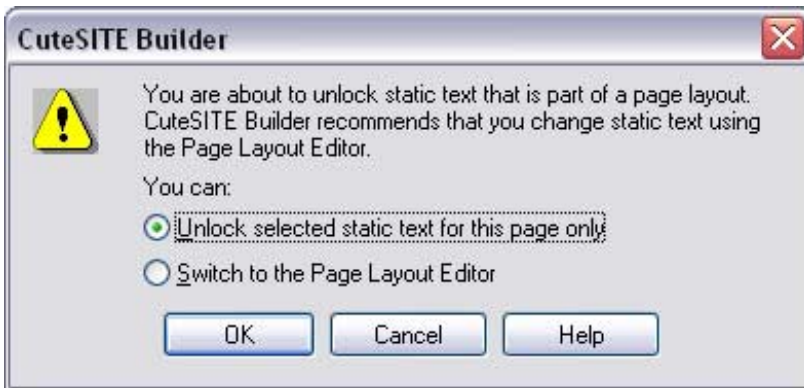
1. On the menu bar, choose **Format > Edit Page Layouts**. The Page Layout Editor opens.
2. In the **Editing Page Layout** list, choose the page layout you want to modify.
3. Make your changes to the layout. You can add, change, or remove text, pictures, tables, links, fields, even HTML and other code. You can also change border colors, width, text, pictures, and backgrounds. You can even add HTML.
4. Click **Finish**. The Page Layout Editor closes.

### To add locked text to a page

1. In the map, click the page where you want the locked text.
2. On the menu bar, choose **Format > Edit Page Layouts**. The Page Layout Editor opens.
3. The current page's layout is listed in the **Editing Page Layout** list.
4. Click in the page area where you want the text.
5. Type text, paste text, or insert field text.
6. Click **Finish**. The Page Layout Editor closes. The text will show up as locked (static) text on the current page and every page based on the page layout.

### To change locked text

1. Click on the locked text.
2. On the menu bar, choose **Format > Unlock Static Text**. A warning window appears.



3. Select **Unlock selected static text for this page only**.
4. Click **OK**. You can now edit or delete the text on the page.

### Note

In tables, it can be difficult to select locked text so you can see the **Unlock Static Text** menu option. In these cases, select the entire table (starting from before the table through the end) until you see a solid highlight (as opposed to cell outlines), and then choose **Unlock Static Text** from the **Format** menu.

### To change locked text on several pages at once

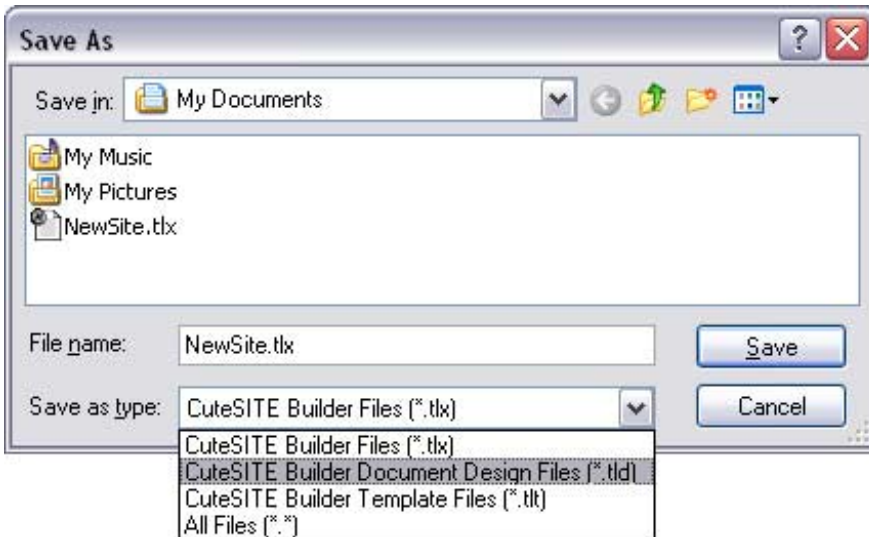
1. Click the locked text.
2. On the menu bar, choose **Format > Unlock Static Text**. A warning window appears.
3. Select **Switch to the Page Layout Editor**.
4. Click **OK**. The Page Layout Editor opens.
5. Change or remove the text.
6. Click **Finish**. The text will be changed or removed from the current page, and any other pages based on the same page layout.

## Maintaining page layouts

### To save a page layout

If you create a new page layout, or change an existing one, the page layout will be saved with your Web site file. If you want the page layout to be available for other Web site files, you will need to save your Web site file as a Web design. For more on Web designs, see chapter thirteen (page 162).

1. On the menu bar, choose **File > Save As**. The **Save As** window opens.



2. In the **Save as type** list, select **CuteSITE Builder Document Design Files (\*.tld)**.
3. In the **File name** box, type a name for your design.
4. Click **Save**. All your page layouts for the current Web site file will be saved in your new Web design. If you make more changes to your page layouts, you will need to save the site again as a Web design.

### To delete a page layout

You will have to first make sure that no pages in your current Web site file are based on the page layout you want to delete.

1. In the map, select every page based on the layout you want to remove.
2. On the menu bar, choose **Format > Apply Page Layout**. The **Apply Page Layout** window opens.
3. Select a layout other than the one you want to delete.
4. Next to **Apply page layout to**, choose **All selected pages**.
5. Click **OK**. The **Apply Page Layout** window closes, and all the selected pages change to the new layout.
6. On the menu bar, choose **Format > Edit Page Layouts**.
7. In the **Editing Page Layout** list, select the layout you want to remove.
8. On the menu bar, choose **Format > Delete Page Layout**. A box appears asking if you want to delete the page layout (see picture on the following page).



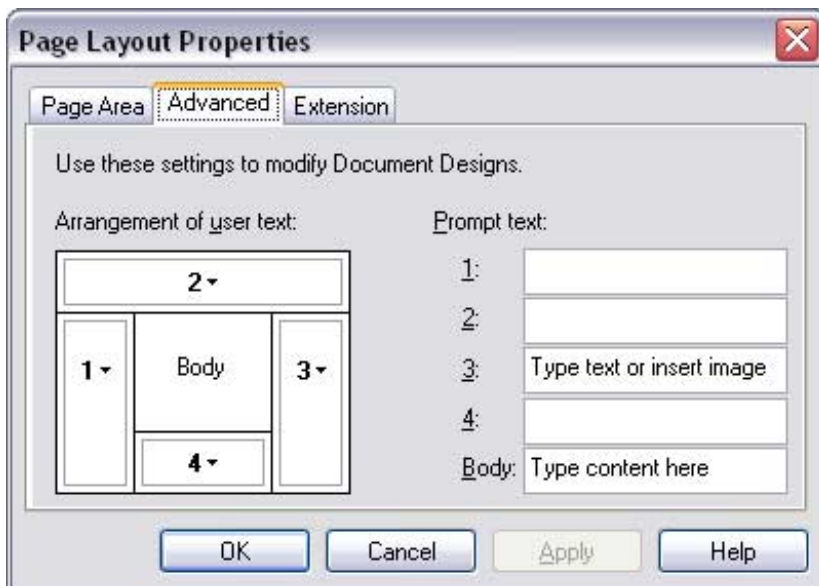
9. Click **Yes**.
10. Click **Finish** to close the Page Layout Editor.

### To keep border content when changing page layouts

When you change the page layout for a page, all the text and other content you have added to the page body will be preserved. If you have added or changed text and other content on borders, that content may be lost. You can be sure to keep border content by using the same borders throughout your page layouts, or you can assign **User Text** areas to certain borders.

Each page has four **User Text** areas. Think of **User Text** areas as containers that you can move around depending on the display of borders in the current layout. For example, suppose you have two page layouts, one of which displays only a left border and one only a right border. If you associate **User Text 1** with the left border in the first layout, and the right border in the second layout, CuteSITE Builder will automatically move any information the user has entered in the left border to the right border if the user switches between these layouts, maintaining the design integrity of each layout.

1. On the menu bar, choose **Format > Edit Page Layouts**. The Page Layout Editor opens.
2. In the **Editing Page Layout** list, select the page layout you want to change.
3. On the menu bar, choose **Edit > Properties > Page**. The **Page Layout Properties** window opens.
4. Click the **Advanced** tab.

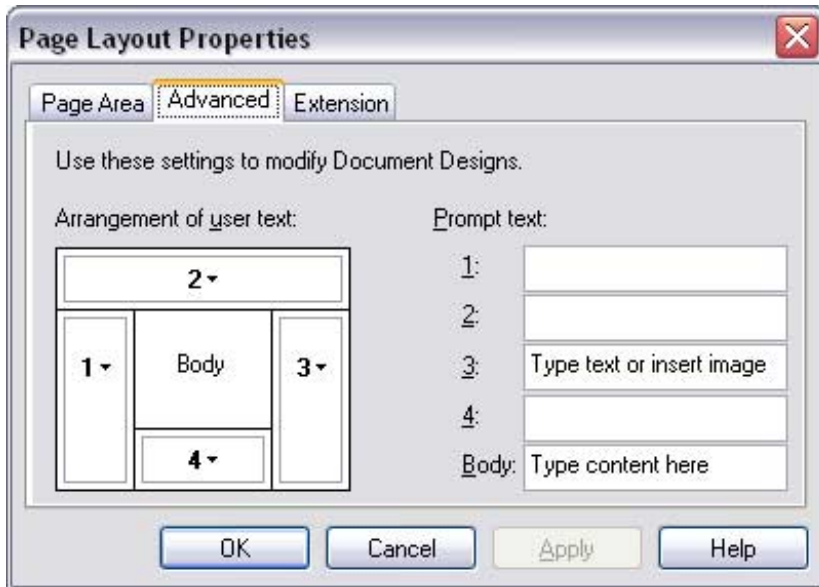


5. In any border, click the down arrow and choose the **User Text** area you want associated with that border. The numbers in the borders represent the **User Text** area currently assigned to that border.
6. (Optional) In the **Prompt text** boxes, type text you want users to see for each **User Text** area when they start a new page based on the current page layout. This text will disappear when users begin to type.
7. Click **OK**.

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### To add text prompts to a page layout

1. On the menu bar, choose **Format > Edit Page Layouts**. The Page Layout Editor opens.
2. In the **Editing Page Layout** list, select the page layout you want to change.
3. On the menu bar, choose **Edit > Properties > Page**. The **Page Layout Properties** window opens.
4. Click the **Advanced** tab.



5. In the **Prompt text** boxes, type text you want users to see for each **User Text** area when they start a new page based on the current page layout. This text will disappear when users begin to type. The number for each prompt text box corresponds to the numbers showing in the page diagram to the left. So the text you enter into **Prompt text** box 1 would show up in the left border for this page layout.
6. Click **OK** to close the **Page Layout Properties** window.
7. Click **Finish** to close the Page Layout Editor.

### Note

To make sure you can easily change page layouts, you should enter the same prompt text in the same boxes under **Prompt Text** for each page layout within a document design, and then use the diagram under **Arrangement of User Text** to indicate the border in which to display this user text in the current layout.

# Designs

# 13

A Web design is a collection of page layouts and named styles that share a consistent look. CuteSITE Builder comes with dozens of Web designs, and you can download more from the Web at [www.globalscape.com/cutesitebuilder/gallery.asp](http://www.globalscape.com/cutesitebuilder/gallery.asp).

You can also create your own Web designs by defining page layouts and named styles, then saving these changes as a file with the file extension .TLD. Generally you choose a Web design when you first create a site, but you can change a site's Web design at any time.

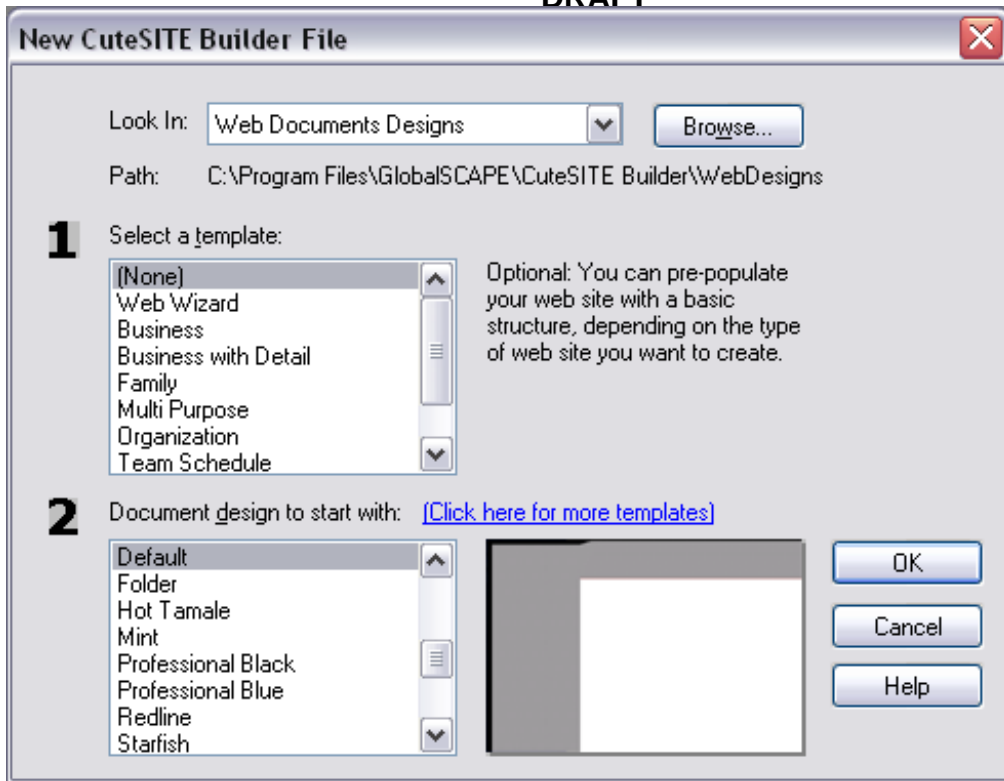
## Using Web designs

### To apply a Web design to a new site

1. Start CuteSITE Builder. The **Start Using CuteSITE Builder** window opens.



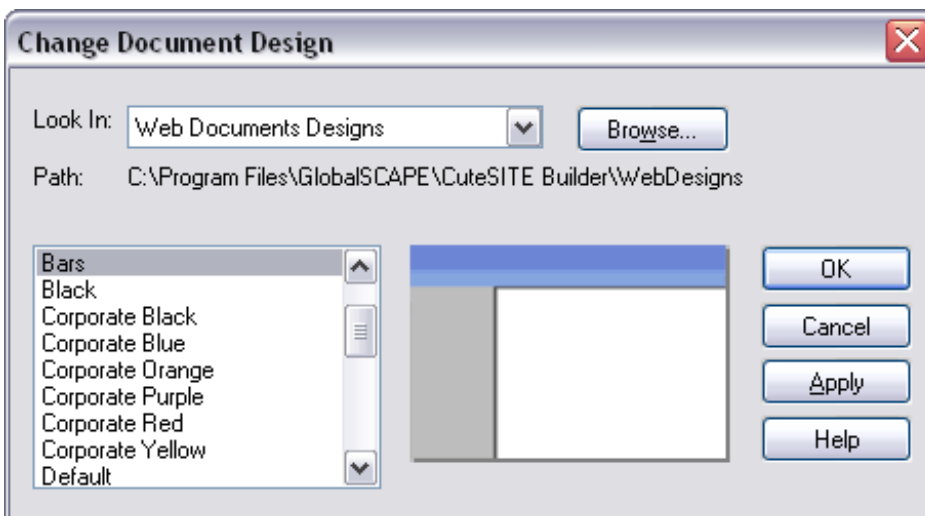
2. Choose **Start with a template**.
3. Click **OK**. The **New CuteSITE Builder File** window opens (see the picture on the following page).



4. (Optional) In the **Select a template** list, select a basic structure for your Web site. A preview of the structure will appear to the left of the list.
5. In the **Document design to start with** list, select a design. A preview of the design will appear to the left of the list.
6. Click **OK**. A new blank site will open in CuteSITE builder with the design that you chose.

#### To apply a Web design to an existing site

1. Open an existing Web site.
2. On the menu bar, choose **Format > Change Web Design**. The **Change Document Design** window opens.

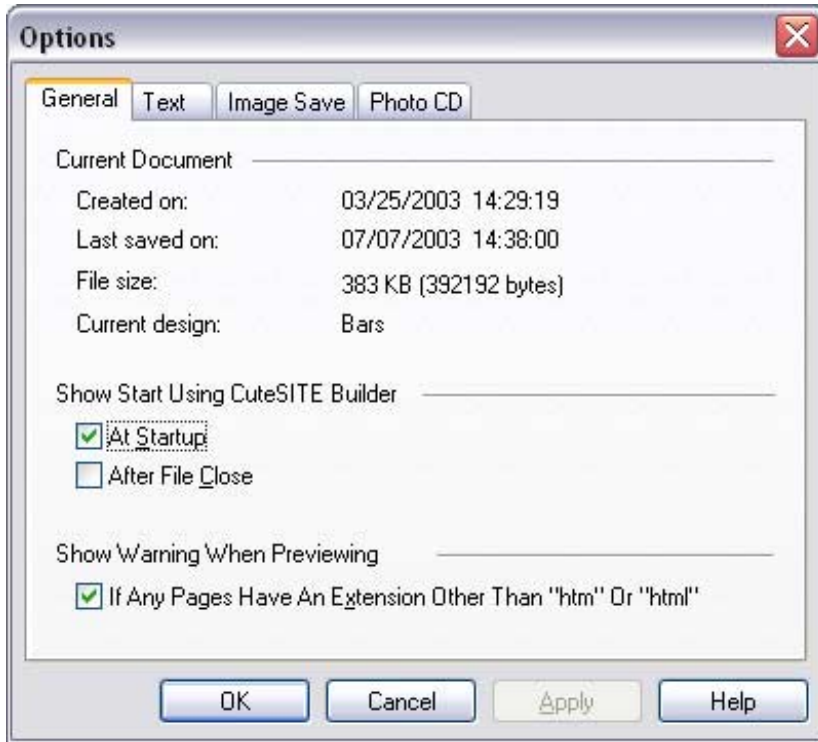


3. In the list in the lower left, choose a new Web design. A preview of the design will appear to the right of the list.
4. Click **OK**. The design will be applied to the entire site.

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### To see the name of a site's current design

1. On the menu bar, choose **Tools > Options**. The **Options** window opens to the **General** tab.



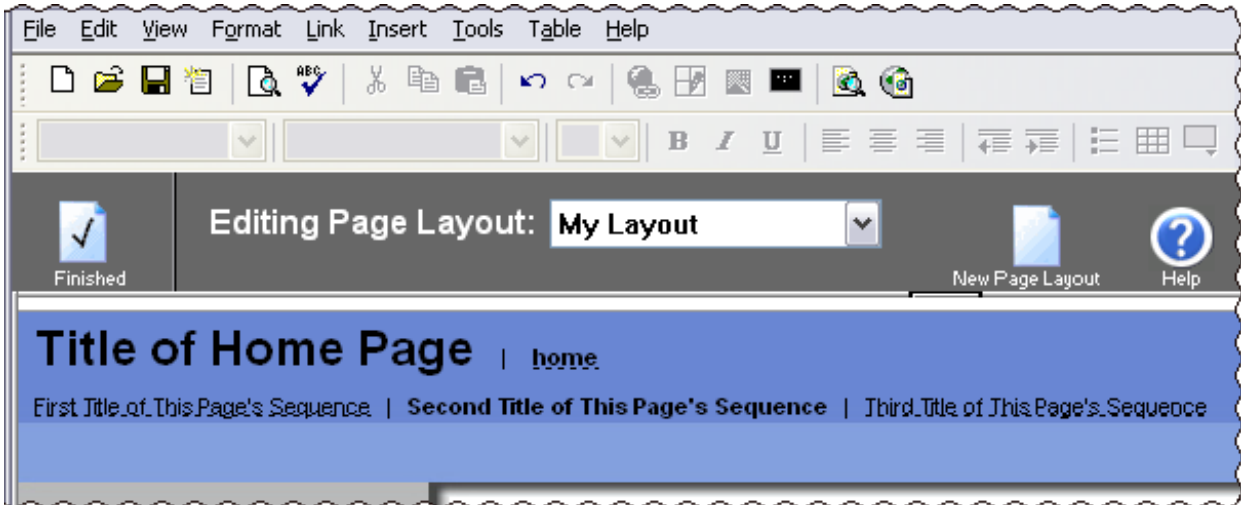
2. Under **Current Document** look for **Current design**, the site's design will be listed to the right.

## Modifying Web designs

Whenever you create or change a Web design you are only affecting the page layouts and the named styles. If you do not make changes to either page layouts or named styles, you have not changed the Web design.

### To modify a page layout

1. On the menu bar, choose **Format > Edit Page Layouts**. The Page Layout Editor opens.



2. In the **Editing Page Layout** list, select the layout you want to change.
3. Make your changes to the page layout (for more on page layouts see page 156).
4. Click **Finish**. The Page Layout Editor closes.

### To modify a named style

1. On the menu bar, choose **Format > Style**. The **Styles** window appears.
2. In the list on the left, select the style you want to change.
3. Click the **Modify** button and choose **Font**, **Paragraph**, **Bullets**, or **As Selection**. If you chose **Font**, **Paragraph**, or **Bullets**, continue with step four. If you chose **As Selection**, the style will change to match any font you selected before opening the **Styles** window; skip to step five.
4. If you choose **Font**, **Paragraph**, or **Bullets**, a window will appear allowing you to change those style attributes. Make your changes and click **OK**. The attribute window will close.
5. Click **Close** to close the **Styles** window (for more on styles see page 21).

## DRAFT

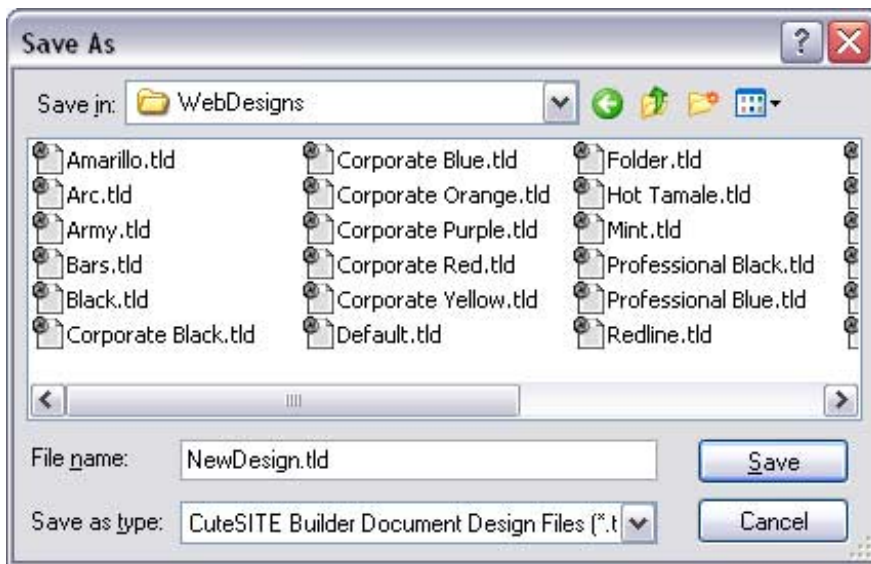
### To create a new Web design

Generally you create new Web designs by modifying an existing design and saving it with a new name. You can start from scratch by deleting all but one page layout and deleting all named styles.

1. On the menu bar, choose **File > New**. The **New CuteSITE Builder File** window opens.
2. In the **Select a template** list, choose **(None)**.
3. In the **Document design to start with**, choose **White** or **Black**.
4. On the menu bar, choose **Format > Edit Page Layouts**. The Page Layout Editor opens.
5. In the **Editing Page Layout** list, select any layout except **Text**.
6. On the menu bar, choose **Format > Delete Page Layout**. A window appears asking if you are sure you want to delete the layout.
7. Click **Yes**.
8. Repeat steps five through seven until every layout except **Text** is deleted.
9. Click **Finish** to close the Page Layout Editor.
10. Click in the page body of CuteSITE Builder.
11. On the menu bar, choose **Format > Style**. The **Style** window opens.
12. In the list on the left, select a style.
13. Click **Delete**.
14. Repeat steps twelve and thirteen until every style but **(Page Body text)** is gone.
15. Click **Close** to close the **Styles** window. You can now create a totally new Web Design with all new page layouts and named styles.

### To save a new Web design

1. On the menu bar, choose **File > Save As**. The **Save As** window appears.



2. In **Save in**, select WebDesigns. The WebDesigns folder is generally at **C:/Program Files/GlobalSCAPE/CuteSITE Builder/WebDesigns**.
3. In **File name**, type a name for the design.
4. In the **Save as type** list, select **CuteSITE Builder Document Design Files (\*.tld)**.
5. Click **Save**. Your new design will now be available in the **New CuteSITE Builder File** window.

## DRAFT

### To create a Web design preview picture

When you create a Web design, you can add a sample picture that will be a preview of the basic look of the Web design in the **New CuteSITE Builder File** window.

1. Create a new file and select your new Web design.
2. Choose a page layout that represents the overall look of your Web design. Be sure that all the borders you want are showing, and that there is no text in the title field.
3. Capture the screen using a screen capture utility or by pressing Alt+Print Screen.
4. Open the screen capture in any picture editing software.
5. Edit the screen capture as follows:
  - Remove any text in any of the borders.
  - Crop out the title bar, map and any other parts of the picture that are not part of the page area. You should leave only the borders and the page area.
  - Reduce the picture to 154 x 104 pixels.
6. After reducing, save the picture as an 8-bit color picture (256 colors).
7. From your picture editing software, go to the WebDesigns folder and open an existing CuteSITE Builder design bitmap and copy your new bitmap over it, making sure that you do not cover up the shadow on the right side and bottom.
8. Save the bitmap with the name of your new Web design and save it in the WebDesigns folder. You will now see a preview of your new Web design when you select it in the **New CuteSITE Builder File** window.

## Creating effective Web designs

### To provide named styles for your users

CuteSITE Builder lets authors create named styles, bundles of attributes that can be applied to text paragraphs. These can be useful, to speed editing and provide a consistent look across pages. However, it is not necessary to use named styles to create good-looking text within CuteSITE Builder. Each CuteSITE Builder page layout has its own default styles, one for each page area. If named styles are not applied, all text users enter is automatically expressed in these default styles.

Default styles are convenient when users plan to frequently change among Web designs and page layouts: text is automatically switched from one default style to another, and it always looks good with the new layout or design. In contrast, if you apply a named style with a light text color so that it shows up well against a dark border, and then apply a new page layout that changes that border to a light color, the text would remain in a light color, which would be hard to read. However, users who are experienced in working with styles prefer the power of named styles and know to adjust them in such situations.

CuteSITE Builder designs support the use of both approaches: they contain a number of standardized named styles, but they also include carefully chosen default text styles encoded in each page area. Your designs can likewise support both approaches.

### To make your Web designs interchangeable with CuteSITE Builder designs

CuteSITE Builder provides Web designs that are constructed to be interchangeable – that is, you create a file using one design and then you can switch to another design without adjusting your content. You can choose to create your Web design to work seamlessly with CuteSITE Builder designs, or not.

- To make your new Web design interchangeable with any of the Web designs that CuteSITE Builder provides, modify an existing Web design by opening an existing design (see page 162) and saving it with a new Web design file name (see page 166). You can then apply any changes of your own as long as you do not change key page layout mappings. Primary sidebar content in area 1, title in area 2, and secondary sidebar content in area 3 are standard no matter which borders contain these areas (see page 161).
- If you do not plan to switch between your new Web design and the CuteSITE Builder designs, create the Web design from scratch (see page 166). Open a new file, delete all the page layouts and styles, and create your own.

Once you have chosen your strategy with respect to the issues of styles and interchangeability, there are a number of issues to keep in mind while creating designs.

## DRAFT

### To plan good Web designs

When you modify or create a Web design, you design and create a group of page layouts (see page 153) and named styles (see page 13) and save them together in a single file. Planning is essential to ensure that the page layouts in the Web design work well together, especially if you are planning to distribute the design to others.

- Design your page layouts to be consistent yet flexible – Web designs create a look for a file by using similar design elements consistently across different page layouts. But, when you start to design your page layouts, you may find that you need to be flexible to accommodate different content. For example, a page layout for large graphics and a page layout for pages that contain large amounts of text may have similar design elements but not look that much alike. The Page Layout Editor (see page 156) lets you quickly move among all the layouts in the current file to establish similarities and differences.
- Determine what users can and cannot change on a page – You can add design elements that users cannot change or delete, called static text (see page 158), while you control where they can enter their own content, called user text. Navigation links (see page 32) are often included as static text, but it can be any pictures or text information that you do not want users to change. User text is always below the static text, and is where users can add their own content to a file. You can add prompts to help users see where they can add text in an area.

When you mark your layouts Finished, all of their content is saved as static text. Be sure to delete any content that you do not want to appear as part of the page layout (each time the page layout is applied).

If you do save content in a page layout that users later want to change, they can edit static text by unlocking it (see page 24).

- Work with sample content – It's important to work with sample content to help you test a page layout's visual appeal. At a minimum, apply each new layout to a page and then add several paragraphs of text with headings and make a sample list. If you use pictures, note that pictures in text are aligned with the baseline of the text. To work with pictures in the background, use **Border Properties** (see page 101). You can align background pictures in the border, tile pictures horizontally or vertically, and scroll the picture with text.
- Use the power of fields in page layouts – Fields (see page 116) let you update information in one place and have the change ripple throughout the file. In the design of your page layouts, use fields for information that is used in several places but might change as you work in a file. For example, you might enter a title field in a page's top border, so that if you change the page's title through the **Page Properties** (see page 81) dialog box, the changes will also appear in the border.
- Take advantage of the navigation that CuteSITE Builder provides by default – CuteSITE Builder lets you include navigation links in borders that can optionally appear only if the navigation links are needed.
- Ensure that default styles and named styles work with your design elements – For each part of the page area, you can set a default text style (see page 109). You can also create named styles that work well with the layout's other design elements.

If you are simply modifying named styles, be sure to save the changes using the same name. If you want your styles to work seamlessly with styles in CuteSITE Builder designs, don't delete or add any named styles.

If you are creating named styles from scratch, keep the following in mind:

- CuteSITE Builder applies named style attributes on the paragraph (not character) level.
- Test your style on the correct page areas of the size and color where you expect them to be used.
- Create names for your styles that will fit in the style drop-down list on the Format toolbar.
- Use similar names to group related styles together, for example Bullets - Regular and Bullets – Indented.

## DRAFT

### To plan good Web designs continued

- Understand CuteSITE Builder HTML output mechanisms – Most browsers automatically tile all background pictures (see page 45) provided for pages. CuteSITE Builder HTML output adds a trick whereby background pictures seem not to tile in high-resolution browsers: we automatically extend the bottom of the picture. Some CuteSITE Builder designs contain background pictures that take this trick into account. The picture extension does not affect file size (due to compression) but it may place a burden on page load times.

When you create your own page layouts, we recommend:

- If your users will be creating mostly short pages, tile your background pictures both horizontally and vertically.
- If your users will be creating pages with large amounts of content, tile background pictures horizontally only.

In other words, tile both ways wherever possible; to avoid placing a burden on load times and users with high resolution monitors, choose non-tiling background pictures only if the lack of tiling is central to your design.

- Decide if you are really creating a template instead of a Web design – If you want to include a lot of content along with design elements, chances are you should create a template instead of adding content to a Web design. Templates (see page 171) provide already-created pages, sequences, map elements, and so on for files that have a consistent format, such as planning or analysis files.

For more information on the mechanics of creating Web designs, see page layouts (page 153) and named styles (page 13).

# Templates



Templates are CuteSITE Builder files that contain several pages and sequences already created and designed for a specific purpose, which you can customize with your own information. Use a template to give your Web site a head start by using pages, links, and sequences that are pre-configured.

A template is basically a completed CuteSITE Builder file that has had all its content removed so that you can place your own content within its pages. The templates supplied with CuteSITE Builder contain links between pages, a site layout, fields and field links.

You may want to create your own templates to reuse yourself or to distribute to other users. You can customize pages within an existing template, and add your own company's logos, graphics, or boilerplate to each page. If you want graphics or content to become standard parts of all new pages, you will need to change page layouts (see page 153) and save your file as a Web design (see page 166).

You can only choose a template when you create a new site. You cannot change the template for an existing site.

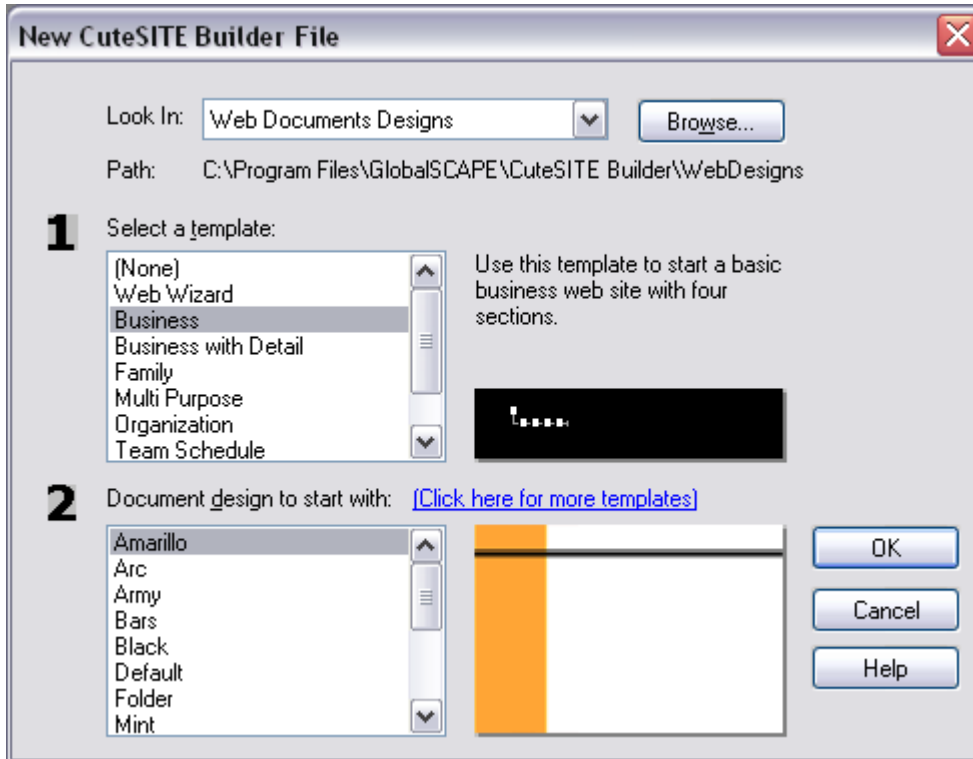
## DRAFT

### To use a template

You can choose from a number of templates and designs available within CuteSITE Builder. The templates supply a basic structure for your Web site, including a home page and several linked pages, where you can add your own content. Designs supply a consistent layout and color scheme for your whole site.

As you become more confident with CuteSITE Builder, you can create your own templates (page 174) and designs ( page 166).

1. In Windows, click the **Start** button.
2. Choose **Programs > GlobalSCAPE > CuteSITE Builder > CuteSITE Builder**. The **Start Using CuteSITE Builder** window opens.
3. Select **Start with template** and click **OK**. The **New CuteSITE Builder File** window opens.

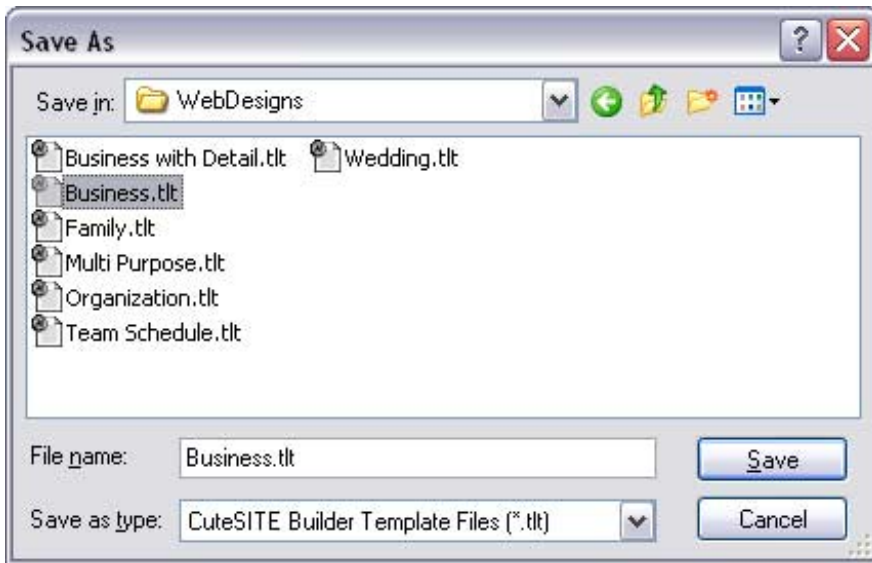


4. Select a template from the list. A preview of the site structure will display to the right of the template list.
5. Select a design from the list. A preview of the site design will appear to the right of the design list.
6. Click **OK**. A new site opens with the same structure as the template you chose.

### To modify a template

1. Open a site file with the template you want to change.
2. Change how pages are arranged in the map or outline.
3. In the map, add, change, or remove sequences, shapes, and pictures.
4. In individual pages, add, change, or remove text, pictures, links, fields, field links, audio, video, or special code.
5. Click on the page you want to first appear when a new site is started with this template.
6. (Optional) Hide or show the Map and Outline. If you hide or show either in the template, they will be hidden or showing for users when they first open a site using the template.
7. On the menu bar, choose **File > Save As**. The **Save As** window appears (see picture on following page).

## DRAFT



10. In **Save in**, select WebDesigns. The WebDesigns folder is generally at **C:/Program Files/GlobalSCAPE/CuteSITE Builder/WebDesigns**.
11. In the **Save as type** list, select **CuteSITE Builder Template Files (\*.tlt)**.
12. Select the template you want to modify.
13. Click **Save**. Your template will now be available with the changes you made.

## Creating templates

### To create a new template

1. Open a new site file.
2. Delete or change all the pages and sequences.
3. Click on the page you want to first appear when a new site is started with this template.
4. (Optional) Hide or show the Map and Outline. If you hide or show either in the template, they will be hidden or showing for users when they first open a site using the template.
5. On the menu bar, choose **File > Save As**. The **Save As** window appears.
6. In **Save in**, select WebDesigns. The WebDesigns folder is generally at **C:/Program Files/GlobalSCAPE/CuteSITE Builder/WebDesigns**.
7. In **File name**, type a name for your template.
8. In the **Save as type** list, select **CuteSITE Builder Template Files (\*.tlt)**.
9. Click **Save**. Your new template will now be available in the **New CuteSITE Builder File** window.

### To create a text summary for a new template

When you open the **New CuteSITE Builder File** window and select a template, you will see a short text message to the right of the **Select a template list**. This text explains why and when to use the selected template. You can change these summaries, and create new ones for templates that you create.

1. In Windows, click **Start**.
2. On the menu, choose **Programs > Accessories > NotePad**. NotePad opens.
3. On the NotePad menu bar, choose **File > Open**. An **Open** window appears.
4. In the **Look in** box, select the **WebDesigns** folder. You can find the WebDesigns folder wherever you installed CuteSITE Builder. If you didn't choose the location for CuteSITE Builder when you installed it, you will find the WebDesigns folder at **C:\Program Files\GlobalSCAPE\CuteSITE Builder\WebDesigns**.
5. Select any file and click **Open**. The text file opens in NotePad.
6. Change or completely rewrite the text.
7. On the menu bar, choose **File > Save As**. The **Save As** window appears.
8. Make sure WebDesigns is in the **Save in** box.
9. In the **File name** box, type the same name as the template the text will summarize.
10. Click **Save**. Now when you select the template in the **New CuteSITE Builder File** window, the summary you created will appear.

### To create a picture preview for a template

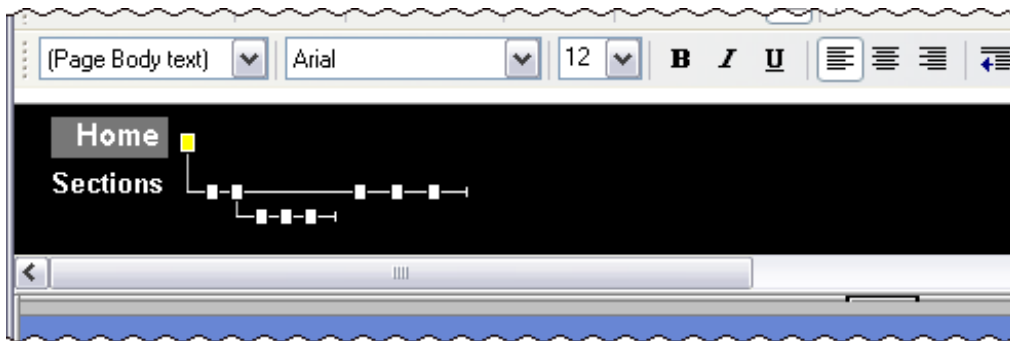
When you open the **New CuteSITE Builder File** window and select a template, you will see a small picture to the right of the **Select a template list**. This picture shows the basic structure of the template as it would appear in the CuteSITE Builder map. You can change these pictures, and create new ones for templates that you create.

1. Open picture editing software.
2. From your picture editing software, go to the **WebDesigns** folder and open any file that has a **.map.bmp** file extension.
3. Change the picture to look like the map of your new or altered template.
4. Save the picture in the **WebDesigns** folder with the same name as your new or altered template plus the **.map.bmp** extension. You will now see a preview picture of your new template when you select it in the **New CuteSITE Builder File** window.

# Site Maps

# 15

The first time you open or start a CuteSITE Builder Web site file, you see the main map. It is the black area located between the toolbars and the page area, and it has little white rectangles (icons) which represent pages.



Each page you create appears in the map as an icon. When you hover over a page icon in the map, the page's title appears. When you click the icon, the page's contents appear in the page area. Page icons will change to reflect your work on the site.

You can work with the main map at two levels of detail, the default view of **100%**, or a larger view at **200%**. When you display the map at 200%, the size of the page icons increases, and short titles of pages appear in the map. If a page does not have a short title, CuteSITE Builder displays the first few characters of the regular title.

To view a complex file in its entirety, you can use the **OverAll Map**. A box in the **OverAll Map** outlines the exact portion of the file currently being displayed in the main map. You can drag this box to change the main map display. If the main map is hidden, you can add or move map elements (such as pages, labels, and shapes) in the **OverAll Map**.

You can drag a map to any position on the screen, and also resize it by dragging its borders, or you can leave it fixed in one place (either the top, bottom, right, or left of the screen).

When you save a Web site file, CuteSITE Builder also saves the size, arrangement, and display of maps. When you publish a file, you have the option of including the main map. You cannot publish the OverAll map.

## Using the map

### To show more details of the map

You can increase the size of icons and other map elements by showing the map at **200%**. You will see more detail, but you will see less area of the main map.

1. On the menu bar, choose **Map > Main > 200%**.

### To show more area of the map

You can increase the amount of map area you see by showing the map at 100%, but you will see less detail.

1. On the menu bar, choose **Map > Main > 100%**.

### To show the entire site in a map

Even with the map showing at 100%, you will not be able to see it all in the normal CuteSITE Builder window. To see your entire site map, you will need to open the **OverAll Map**. If you show both the main map and the **OverAll Map**, a box will appear in the **OverAll Map** defining the area currently displayed in the main map.

1. On the menu bar, choose **Map > OverAll > Show**. The **OverAll Map** appears.

### To hide the OverAll Map

1. On the menu bar, choose **Map > OverAll > Hide**. The **OverAll Map** disappears.

### To hide the main map

You can use the **OverAll Map** to select pages if the main map is hidden.

1. On the menu bar, choose **Map > Main > Hide Main Map**. The main map disappears.

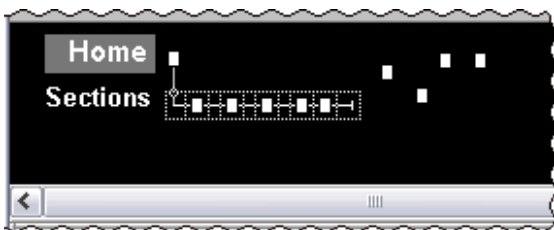
### To select a page or other item in the map

You can select any item in the map to move it, remove it, or edit it. If you select a single page in the map, it appears in the page area below the map.

1. In the map, hold your mouse cursor over an item. If the mouse is over a page, the page's title appears.
2. Click the item. A dotted line or four small squares surround the item.

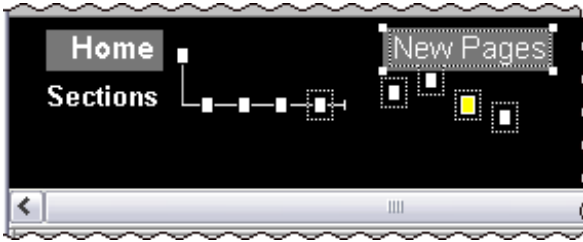
### To select a sequence and its pages

1. Place your mouse cursor in an empty area of the map near the sequence, but outside the left or right end of the sequence.
2. Press and hold the left mouse button.
3. Drag the mouse across the sequence. A dotted line will appear. Keep dragging until a dotted line surrounds the sequence.



### To select several items at once

1. Hold down the **CTRL** key on your keyboard.
2. Click all the items you want to select. A dotted line will appear around all selected pages, sequences, and labels, and four white squares will appear around any pictures and shapes.



### To add an item to a group of selected items

1. Select a group of items.
2. On your keyboard, hold down **Ctrl**.
3. Click the item you want to include in the selected group of items.

### To exclude an item from a group of selected items

1. Select a group of items.
2. On your keyboard, hold down **Ctrl**.
3. Click the item you want to remove from the selected group of items.

### To deselect an item or items

1. Click in an empty area of the map.

### To move a map item

1. Place your mouse cursor over the item.
2. Click and hold the left mouse button.
3. Drag the item to the desired location.
4. Release the mouse button.

### To move several items at once

1. Select several items (see above).
2. Click on any selected item and drag. All selected items will move together.

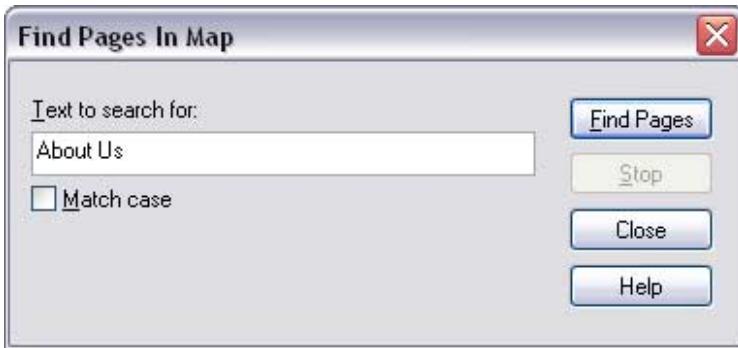
### To align items in the map

1. Select all the items you want to align.
2. On the menu bar, choose **Map > Alignment**, then any one of the following:
  - **Left** – aligns the left edge of all selected items to the item furthest to the left.
  - **Center** – aligns all items vertically by their center point to the center of the selected group.
  - **Right** – aligns the right edge of all selected items to the item furthest to the right.
  - **Top** – aligns the top edge of all selected items to the highest item.
  - **Middle** – aligns all items horizontally by their center point to the center of the selected group.
  - **Bottom** – aligns the bottom edge of all selected items to the lowest item.

## DRAFT

### To find a page in the map

1. On the menu bar, choose **Edit > Find Pages**. The **Find Pages In Map** window appears.



2. In **Text to search for**, type some text that is specific to the page you want to find.
3. Click **Find Pages**. CuteSITE Builder highlights every page in the map that has the text you typed.

### Note

If you want to find only one page, do not use the title or other text that may occur on other pages as a link.

### To move up in the map

1. Place your mouse cursor over the arrow at the bottom of the bar on the right end of the map.



2. Click the arrow to see more of the map.

### To move down in the map

1. Place your mouse cursor over the arrow at the top of the bar on the right end of the map.
2. Click the arrow to see more of the map.

### To move right in the map

1. Place your mouse cursor over the arrow at the right end of the bar on the bottom of the map.



2. Click the arrow to see more of the map.

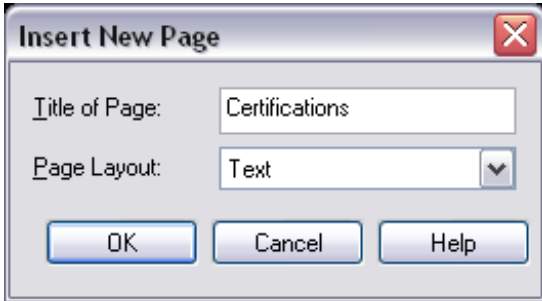
### To move left in the map

1. Place your mouse cursor over the arrow at the left end of the bar at the bottom of the map.
2. Click the arrow to see more of the map.

## Modifying the map

### To add a page to the map

1. Click in the map.
2. On the menu bar, choose **Insert > Page**. The **Insert New Page** window appears.



3. In **Title of Page**, type the name you want for the page.
4. In the **Page Layout** list, choose a layout for your new page. For more on page layouts, see page 153.
5. Click **OK**. A new page appears in the map, and in the page area. For more on pages, see page 81.

### To add a sequence to the map

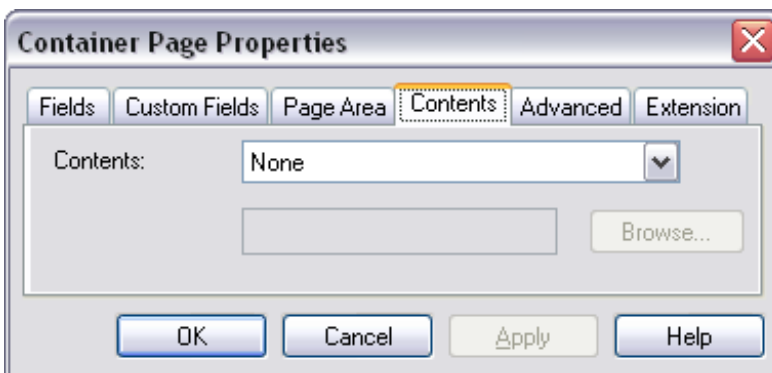
1. Click in the map.
2. On the menu bar, choose **Insert > Sequence**. A new sequence appears in the map. For more on sequences, see page 126.

### To add a tour sequence to the map

1. Click in the map.
2. On the menu bar, choose **Insert > Tour Sequence**. A new sequence appears in the map. For more on tour sequences, see page 126.

### To add a container page to the map

1. Click in the map.
2. On the menu bar, choose **Insert > Container Page**. The **Container Page Properties** window appears with the **Contents** tab showing.



3. In the **Contents** list, choose what you want to display in the container page.
4. Click **Browse** to define your contents.
5. Click **OK**. A new container page appears in the map, and in the page area. For more on container pages, see page 99.

## DRAFT

### To move a page

1. In the map, select the page you want to move (see page 176).
2. Click and drag the page to a new location.

### To move a sequence

When you move a sequence, any up-level links, down-level links and pages on the sequence will move with it. You can move pages off the sequence before or after moving the sequence.

1. In the map, select the sequence you want to move (see page 176).
2. Click and drag the sequence to a new location. The sequence will be moved with all its links and pages.

### To remove a page

1. In the map, select the page (see page 176).
2. On the menu bar, choose **Edit > Delete**. The page will be removed from the map and from your Web site file.

### To remove a sequence

When you remove a sequence, any up-level links, down-level links and pages on the sequence will be removed as well. If you want to keep pages on the sequence, move pages off the sequence before removing it.

1. In the map, select the sequence (see page 176).
2. On the menu bar, choose **Edit > Delete**. The sequence and all its pages will be removed from the map and from your Web site file.

## Working with map labels

### To add a text label to the map

1. On the menu bar, click **Map > Insert Label**. The text **Type\_label\_here** appears in the map.
2. Type the text you want. **Type\_label\_here** is automatically replaced by what you type.

### To move a map label

1. Click and drag the label to a new location.

### To remove a label from the map

1. In the map, click on the label.
2. On the menu bar, choose **Edit > Delete**. The label will disappear.

### To change map label text

1. Click on the label.
2. On the menu bar, choose **Edit > Properties > Map Element**. The **Label Properties** window appears, showing the **General** tab.



3. In **Text**, type new label text.
4. Click **OK**. The label is changed in your map.

### To show a label only in the main map

1. Click on the label.
2. On the menu bar, choose **Edit > Properties > Map Element**. The **Label Properties** window appears, showing the **General** tab.
3. Choose **Show in Main Map only**.
4. Click **OK**.

### To show a label only in the OverAll Map

1. Click on the label.
2. On the menu bar, choose **Edit > Properties > Map Element**. The **Label Properties** window appears, showing the **General** tab.
3. Choose **Show in OverAll Map only**.
4. Click **OK**.

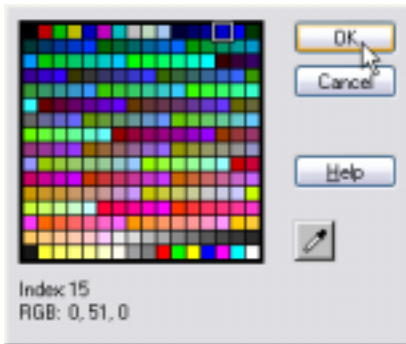
## DRAFT

### To show a label in both maps

1. Click on the label.
2. On the menu bar, choose **Edit > Properties > Map Element**. The **Label Properties** window appears, showing the **General** tab.
3. Choose **Show in both maps**.
4. Click **OK**.

### To change the color of a map label

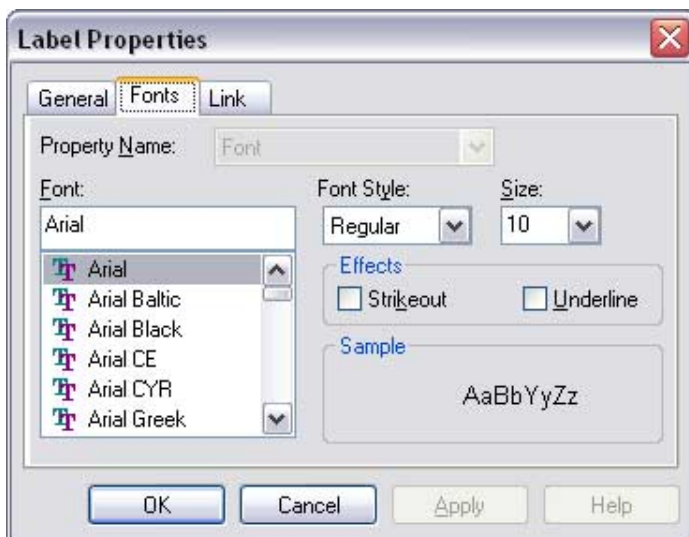
1. Click on the label.
2. On the menu bar, choose **Edit > Properties > Map Element**. The **Label Properties** window appears, showing the **General** tab.
3. Click the **Color** button. A color palette appears.



4. Click a color.
5. Click **OK**. The color palette closes.
6. Click **OK** again. The **Label Properties** window closes and your label has a new color.

### To change a map label's font

1. Click on the label.
2. On the menu bar, choose **Edit > Properties > Map Element**. The **Label Properties** window appears, showing the **General** tab.
3. Click the **Fonts** tab.



4. Make any changes you like to the font face, style, or size, or add underlining or a strikethrough.
5. Click **OK**. The **Label Properties** window closes and your label has changed.

## Using shapes in the map

### To add a shape to the map

1. On the menu bar, click **Map > Insert Shape**. The shape menu appears.
2. Choose **Rectangle**, **Oval**, or **Line**. The shape appears in your map.

### To lock shapes so they cannot be moved or changed

1. Right-click any shape or blank area of the map.
2. Choose **Lock Background**.

### To unlock shapes so they can be moved or changed

1. Right-click any shape or blank area of the map.
2. Choose **Unlock Background**.

### To move a shape

1. Click and drag the shape to a new location.

### To move several shapes and pictures together

1. Click a shape or picture.
2. Hold down the **CTRL** key on your keyboard while clicking on other shapes or pictures. Each item you select will have four white squares around it, signifying that it is selected as well.
3. Release the **CTRL** key.
4. Click and drag any selected item. All selected items will move.
5. Click an empty area in the map, and all the items are unselected.

### To remove a shape from the map

1. Click on the shape.
2. On the menu bar, choose **Edit > Delete**.

### To move a shape behind other shapes and pictures

Labels, sequences, and page icons will always stay in front of shapes and pictures. You can hide shapes and pictures behind other shapes and pictures.

1. Click on the shape.
2. On the menu bar, choose **Map > Priority > Send to Back**.

### To move a shape in front of other shapes and pictures

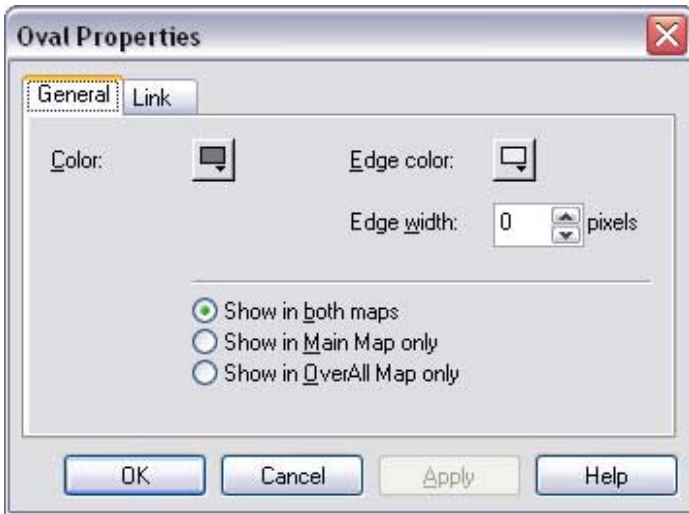
1. Click on the shape.
2. On the menu bar, choose **Map > Priority > Bring to Front**.

### To change a shape's size

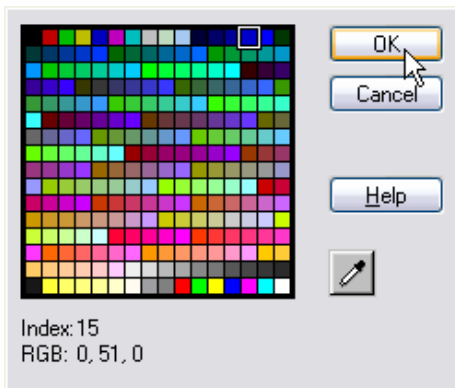
1. Click on the shape.
2. Click and drag one of the white squares until the shape is the desired size.

### To change a shape's color

1. Click on the shape.
2. On the menu bar, choose **Edit > Properties > Map Element**. The item's **Properties** window appears, showing the **General** tab.



3. Click the **Color** button. A color palette appears.



4. Click a color.
5. Click **OK** to close the color palette.
6. Click **OK** again to close the **Properties** window. Your shape has a new color.

### To add an edge to an oval or rectangle

1. Click on a shape.
2. On the menu bar, choose **Edit > Properties > Map Element**. The item's **Properties** window appears, showing the **General** tab.
3. Click the **Edge color** button. A color palette appears.
4. Choose a color for the shape's edge that is different than the color of the shape.
5. Click **OK**. The color palette disappears.
6. In the **Edge width** box, enter a whole number from 1 to 40, this represents the edges width in pixels.
7. Click **OK**.

### To change the width of a line

1. Click on a line.
2. On the menu bar, choose **Edit > Properties > Map Element**. A **Line Properties** window appears, showing the **General** tab.



3. In the **Width** box, enter a whole number from 1 to 40, this represents the edges width in pixels.
4. Click **OK**.

### To show a shape only in the main map

1. Click on the shape.
2. On the menu bar, choose **Edit > Properties > Map Element**. The shape's **Properties** window appears, showing the **General** tab.
3. Choose **Show in Main Map only**.
4. Click **OK**.

### To show a shape only in the OverAll Map

1. Click on the shape.
2. On the menu bar, choose **Edit > Properties > Map Element**. The shape's **Properties** window appears, showing the **General** tab.
3. Choose **Show in OverAll Map only**.
4. Click **OK**.

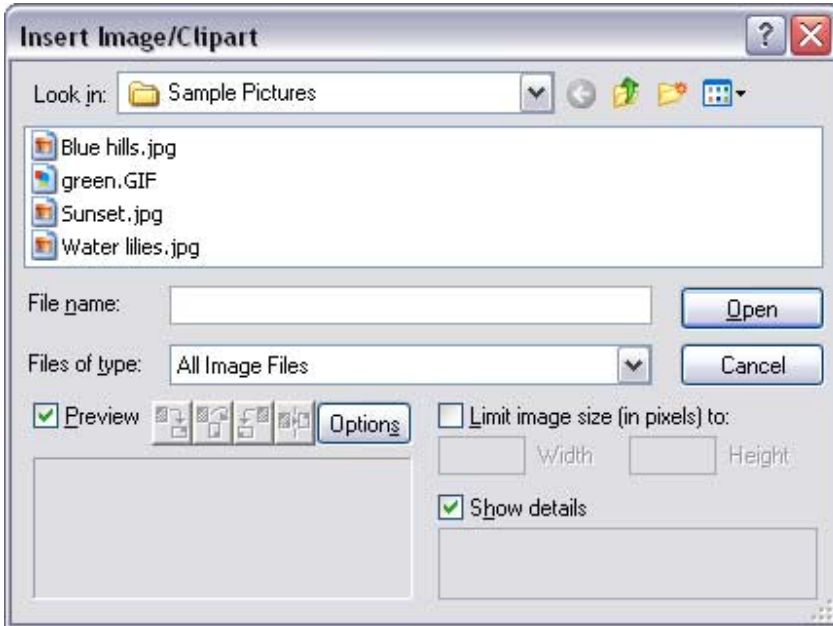
### To show a shape in both maps

1. Click on the shape.
2. On the menu bar, choose **Edit > Properties > Map Element**. The shape's **Properties** window appears, showing the **General** tab.
3. Choose **Show in both maps**.
4. Click **OK**.

## Using pictures in the map

### To add a picture to the map

1. Right-click in a blank area of the map and choose **Insert Image**. The **Insert Image/Clipart** window opens.



2. Select a picture. A preview of the picture appears in the lower left corner. The **Show Details** box in the lower right corner displays the height, width, color depth, and file type of the picture.
3. (Optional) If you want to reduce the size of the picture, click the **Limit image size (in pixels)** box and enter the **Width** and **Height** you want the picture to be. The picture will be resized proportionally. The settings you specify will be saved and will appear the next time you insert a picture. So be sure to check this setting and adjust it, if necessary, whenever you insert a picture.
4. (Optional) If the picture is a sequential .JPG (such as a picture taken with a digital camera), you can rotate the picture before adding it. Click a rotation option.
5. Click **Open**.
6. Click and drag the picture to the desired location.

### To lock pictures so they cannot be moved or changed

1. Right-click any shape or blank area of the map.
2. Choose **Lock Background**.

### To unlock pictures so they can be moved or changed

1. Right-click any shape or blank area of the map.
2. Choose **Unlock Background**.

#### Note

Locking the background locks all shapes as well as all pictures, but never locks pages, labels, or sequences. Unlocking the background unlocks all shapes as well as all pictures.

### To move a picture in the map

1. Click and drag the picture to a new location.

## DRAFT

### To remove a picture from the map

1. Click on the picture.
2. On the menu bar, choose **Edit > Delete**.

### To move a picture to the background

Labels, sequences, and page icons will always stay in front of pictures and shapes. You can hide pictures and shapes behind other pictures and shapes.

1. Click on the picture.
2. On the menu bar, choose **Map > Priority > Send to Back**.

### To move a picture to the foreground

1. Click on the picture.
2. On the menu bar, choose **Map > Priority > Bring to Front**.

### To replace a map picture

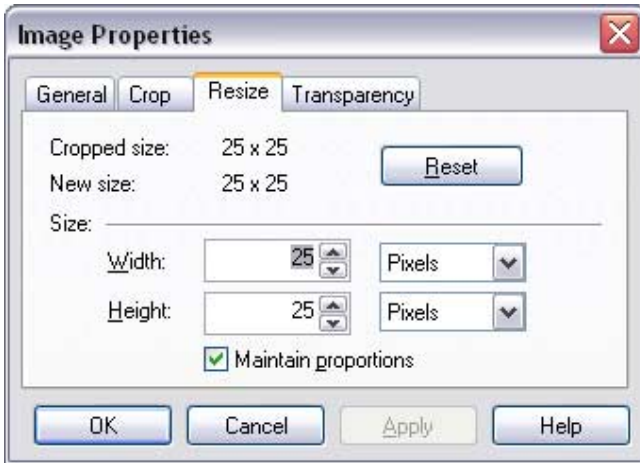
1. Click on the picture.
2. On the menu bar, choose **Edit > Properties > Map Element**. An **Image Properties** window appears, showing the **General** tab.



3. Click **Browse**. The **Insert Image/Clipart** window appears (see picture on previous page).
4. Select a new picture.
5. Click **Open**. The **Insert Image/Clipart** window disappears.
6. Click **OK**.

### To change a map picture's size

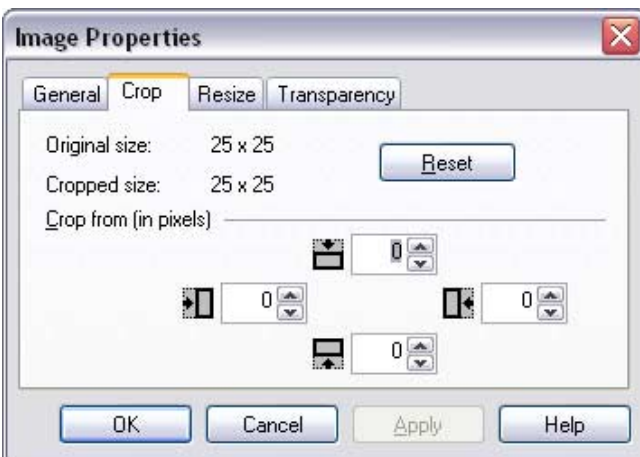
1. Click on a picture.
2. On the menu bar, choose **Edit > Properties > Map Element**. An **Image Properties** window appears showing the **General** tab.
3. Click **Properties**. A more detailed **Image Properties** window appears, showing a **General** tab.
4. Click the **Resize** tab.



5. Select the **Maintain proportions** check box to avoid distortion, or clear it to change a pictures height-to-width ratio.
6. Enter a number from 1 to 3600 in the **Width** or **Height** box. If **Maintain proportions** is selected you only need to enter a value in one of the boxes.
7. Click **OK**. The detailed **Image Properties** window closes.
8. Click **OK** again.

### To trim unwanted parts from a map picture

1. Right-click the picture and choose **Properties**. An **Image Properties** window appears, showing the **General** tab.
2. Click **Properties**. A more detailed **Image Properties** window appears, showing a **General** tab.
3. Click the **Crop** tab. You will not see a **Crop** tab for .gif pictures.




4. Specify the number of pixels you want to trim from each edge of the picture. The **Cropped size** box displays the picture's new size in pixels.
5. Click **OK**, or click **Apply** to see your changes without closing the window. Then you can make more changes, or click **Reset** to restore the picture to its original size.

## DRAFT

### To make parts of a map picture transparent

1. Click on the picture.
2. On the menu bar, choose **Edit > Properties > Map Element**. An **Image Properties** window appears showing the **General** tab.
3. Click **Properties**. A more detailed **Image Properties** window appears showing a **General** tab.
4. Click the **Transparency** tab (This tab will not be available for .pic or .gif pictures).



5. Select the **Transparent color** check box.
6. Click the color button to choose which color in the picture will be transparent.
7. If you can see the correct color in the palette, select the color and skip to step nine. If you are not sure which color to select, click the dropper button  and continue with step eight.
8. Your mouse cursor now looks like a dropper. Place it over the area of the picture where you want the transparency and click.
9. Click **OK** to close the color palette.
10. Click **OK**. Part of your picture becomes transparent, and the detailed **Image Properties** window disappears.
11. Click **OK** again.

### Note

When you choose the transparency for a picture, the same transparency is set for every other instance of that picture in your site file.

### To repeat (tile) a picture in the map

1. In the map, click a picture, or insert a new one (see page 186).
2. On the menu bar, choose **Edit > Properties > Map Element**. An **Image Properties** window appears showing the **General** tab.
3. Choose **Fixed size (tiled)**.
4. Click **OK**. The **Image Properties** window disappears.
5. Click and drag a white square by the picture you want to repeat. As you drag the picture repeats until you stop dragging.

## DRAFT

### To place a grid in your map

1. Create a picture with lines either six or twelve pixels apart.
2. Insert the picture in your map.
3. Move the picture to the upper left corner of the map.
4. On the menu bar, choose **Edit > Properties > Map Element**. An **Image Properties** window appears showing the **General** tab.
3. Choose **Fixed size (tiled)**.
4. Click **OK**. The **Image Properties** window disappears.
5. Click and drag the picture's lower right square to the lower right corner of the map. The picture repeats, creating a grid that you can use as a reference for aligning items in the map.
6. On the menu bar, choose **Map > Priority > Send to Back**. All other items will show over the grid.

### To show a picture only in the main map

1. Click on the picture.
2. On the menu bar, choose **Edit > Properties > Map Element**. An **Image Properties** window appears, showing the **General** tab.
3. Choose **Show in Main Map only**.
4. Click **OK**.

### To show a picture only in the OverAll Map

1. Click on the picture.
2. On the menu bar, choose **Edit > Properties > Map Element**. An **Image Properties** window appears, showing the **General** tab.
3. Choose **Show in OverAll Map only**.
4. Click **OK**.

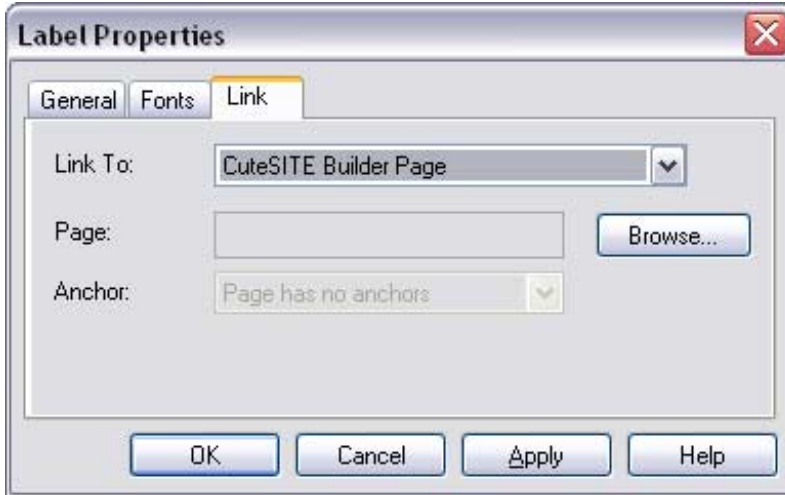
### To show a picture in both maps

1. Click on the picture.
2. On the menu bar, choose **Edit > Properties > Map Element**. An **Image Properties** window appears, showing the **General** tab.
3. Choose **Show in both maps**.
4. Click **OK**.

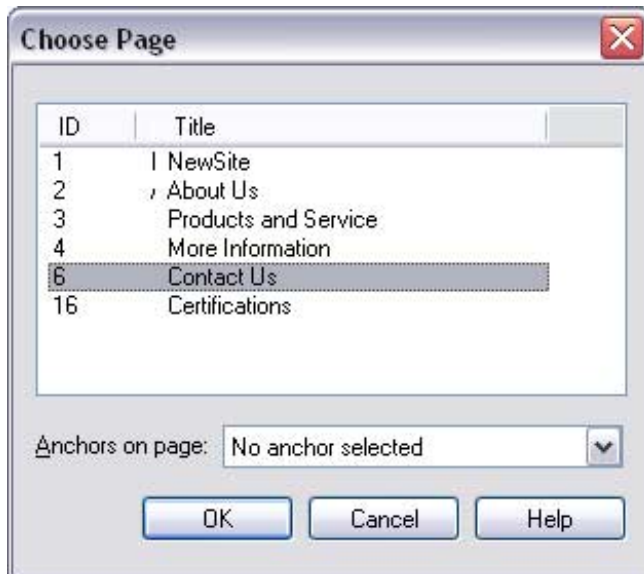
## Using map labels, shapes and pictures as links

### To make a map item a link

1. Click on a label, shape or picture.
2. On the menu bar, choose **Edit > Properties > Map Element**. The item's **Properties** window appears, showing the **General** tab.
3. Click the **Link** tab.



4. In **Link To**, select **CuteSITE Builder Page**.
5. Click **Browse**. A **Choose Page** window appears.



6. Select a page.
7. (Optional) If there is an anchor on the page you want as the link destination, in the **Anchors on page** list, select the anchor.
8. Click **OK** to close the **Choose Page** window.
9. Click **OK** again to close the item's **Properties** window. The label, shape, or picture will now act as a link when you preview or publish your site with the map.

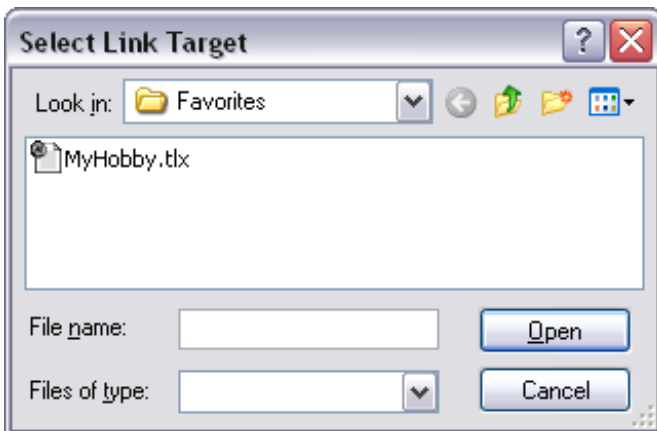
## DRAFT

### To make a map item link to another Web site

1. Click on a label, shape or picture.
2. On the menu bar, choose **Edit > Properties > Map Element**. The map item's **Properties** window appears, showing the **General** tab.
3. Click the **Link** tab.
4. In **Link To**, select **URL**.
5. Click **Browse**. Your Web browser software appears.
6. Navigate to the Web site you want as a destination.
7. Copy all the information in the browsers address bar.
8. Close the browser.
9. Select the **http://** in the box below the **Link To** box.
10. Right click and choose **Paste**.
11. Click **OK**. When you preview or publish your site, the label, shape, or picture will link to the Web site.

### To make a map item link to a file

1. Click on a label, shape, or picture.
2. On the menu bar, choose **Edit > Properties > Map Element**. The item's **Properties** window appears, showing the **General** tab.
3. Click the **Link** tab.
4. In **Link To**, select **File**.
5. Click **Browse**. A **Select Link Target** window opens.



6. Select the destination file you want.
7. Click **Open**. The **Select Link Target** window disappears.
8. Click **OK**. The label, shape, or picture will now link to the file when you preview or publish your site with the map.

### Note

Visitors to your site will not be able to link to the file unless they have the same access as you did when you created the link.

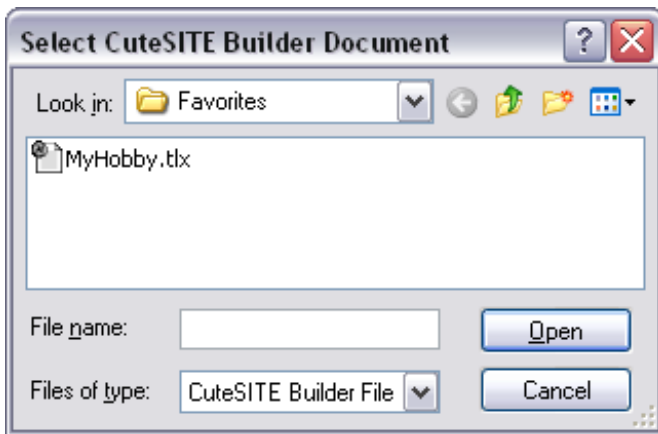
## DRAFT

### To make a map item an email link

1. Click on a label, shape, or picture.
2. On the menu bar, choose **Edit > Properties > Map Element**. The item's **Properties** window appears, showing the **General** tab.
3. Click the **Link** tab.
4. In **Link To**, select **Mail To**.
5. In the box below the **Link To** box, type the destination email address after **mailto:**.
6. Click **OK**. When you preview or publish your site with the map, clicking the label, shape, or picture will now create an email message to the destination address.

### To make a map item link to page in a different CuteSITE Builder file

1. Click on the label, shape, or picture.
2. On the menu bar, choose **Edit > Properties > Map Element**. The item's **Properties** window appears, showing the **General** tab.
3. Click the **Link** tab.
4. In **Link To**, select **Page in another CuteSITE Builder document**.
5. Click the higher **Browse** button. A **Select CuteSITE Builder Document** window appears.



6. Select a CuteSITE Builder file.
7. Click **Open**. The **Select CuteSITE Builder Document** window disappears.
8. In the **Properties** window, click the lower **Browse** button. A **Choose Page** window appears.
9. Select a page.
10. (Optional) If there is an anchor on the page you want as the link destination, in the **Anchors on page** list, select the anchor.
11. Click **OK** to close the **Choose Page** window.
12. Click **OK** again to close the item's **Properties** window. The map item will now act as a link when you preview or publish your site with the map.

### Note

Visitors to your site will not be able to link to the page in the other CuteSITE Builder file unless they have the same access as you did when you created the link.

### To test a map item link without previewing or publishing

1. Right-click on the map item.
2. Choose **Follow Link**.

### To remove a link from a map item

1. Click on the map item.
2. On the menu bar, choose **Link > Unlink**.

## Changing the display of the map

### To move the map

1. On the menu bar, choose **Map > Float**. The map becomes an independent window.
2. Click the title bar of the map and drag to a new location.

### To lock the map in place

1. On the menu bar, choose **Map > Float**.

### To change the size of the map

1. Move your cursor to the middle of the line between the map and the page area until it looks like a double-headed arrow.



2. Click and drag up to shrink the map, or click and drag down to make the map larger.

### To show the OverAll map

1. On the menu bar, choose **Map > OverAll > Show**.

### To lock the OverAll map in place

1. On the menu bar, choose **Map > OverAll > Float**.

### To change the size of a floating map

1. Move your cursor to a corner of a floating OverAll map or a floating Main Map until the cursor looks like a double-headed arrow.



2. Click and drag, the map will increase or decrease in size as you move your mouse.
3. Release the mouse button when the map is at the size you want.

### To hide the map scroll bars

1. On the menu bar, choose **Map > Show Scroll Bars**.

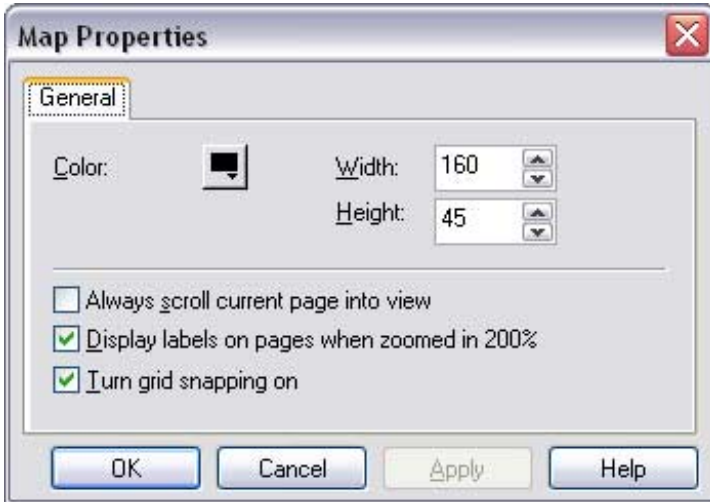
### To show the map scroll bars

1. On the menu bar, choose **Map > Show Scroll Bars**.

## DRAFT

### To change the background color of the map

1. Click a blank area of the map.
2. On the menu bar, choose **Edit > Properties > Map**. The **Map Properties** window appears.



3. Click the **Color** button. A color palette appears.
4. Click the color you want for the map background.
5. Click **OK**. The color palette disappears.
6. Click **OK** again. the **Map Properties** window disappears and your map has a new background color.

### To change the navigable amount of the map

Whenever you create a new Web site file, the map is 160 grid units wide and 45 grid units high. You can change these values to as little as 8 grid units, and as many as 360 grid units. A grid unit is 12 pixels. Changing these numbers will not change the size of the map display area.

1. Click a blank area of the map.
2. On the menu bar, choose **Edit > Properties > Map**. The **Map Properties** window appears.
3. In **Width**, type the number of grid units you want available from left to right.
4. In **Height**, type the number of grid units you want available from top to bottom.
5. Click **OK**.

#### Note

You can make your map small enough that some map elements, including pages and sequences, will not show on the map. If your map is that small, those pages will not scroll into view.

### To show the current page in the map

1. Click in a blank area of the map.
2. On the menu bar, choose **Edit > Properties > Map**. The **Map Properties** window appears.
3. Select the **Always scroll current page into view** check box.
4. Click **OK**. When you click a link to a page that is not currently showing in the map, the map will be scrolled to show that page.

#### Note

This feature does not work if the page is not in the map area (see **To change the navigable amount of the map**).

## DRAFT

### To hide page labels

When you increase the map detail by choosing the 200% view (see page 176), each page has a small label showing its title. You can choose to show or hide these labels.

1. Click in a blank area of the map.
2. On the menu bar, choose **Edit > Properties > Map**. The **Map Properties** window appears.
3. Clear the **Display labels on pages when zoomed in 200%** check box.
4. Click **OK**. When you zoom in to the map, the labels will not show.

### To show page labels

1. Click in a blank area of the map.
2. On the menu bar, choose **Edit > Properties > Map**. The **Map Properties** window appears.
3. Select the **Display labels on pages when zoomed in 200%** check box.
4. Click **OK**. When you zoom in to the map, the labels will show.

### Note

The labels will only show when you zoom the map in to 200%.

### To turn grid snapping off

Whenever you move anything in your map, it will move in six pixel increments, unless you turn off grid snapping.

1. Click in a blank area of the map.
2. On the menu bar, choose **Edit > Properties > Map**. The **Map Properties** window appears.
3. Clear the **Turn grid snapping on** check box.
4. Click **OK**. All your map elements will move smoothly when you drag them.

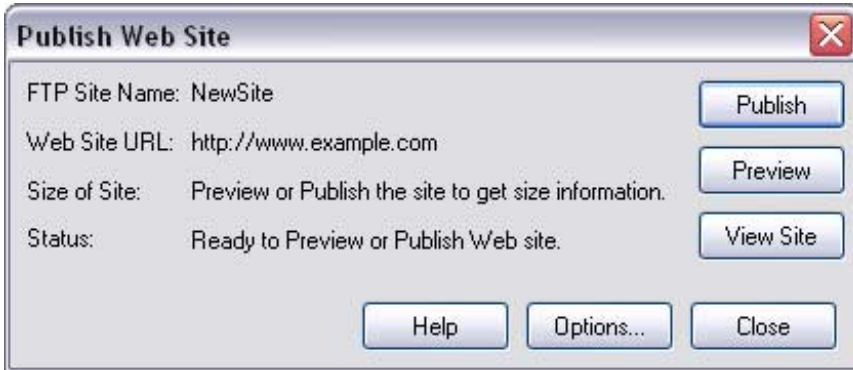
### To turn grid snapping on

1. Click in a blank area of the map.
2. On the menu bar, choose **Edit > Properties > Map**. The **Map Properties** window appears.
3. Select the **Turn grid snapping on** check box.
4. Click **OK**. All your map elements will move in six pixel increments.

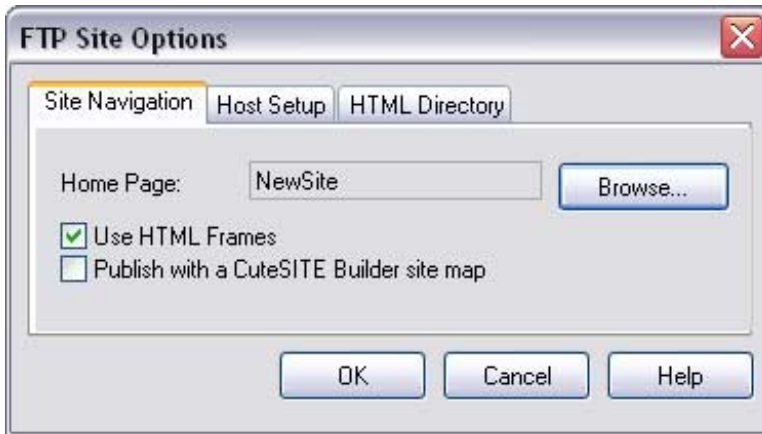
## DRAFT

### To publish your map with your Web site

1. On the menu bar, choose **File > Save**.
2. On the menu bar, choose **File > Publish Web Site**. The **Publish Web Site** window appears.



3. Click the **Options** button. The **FTP Site Options** window appears showing the **Site Navigation** tab.



4. Make sure the **Use HTML Frames** check box is selected.
5. Select the **Publish with a CuteSITE Builder site map** check box.
6. Click **OK**. The **FTP Site Options** window disappears.
7. Click **Publish**.

# Outlines



You can show the titles of pages and sequences in an outline. When you click a page in the outline, CuteSITE Builder displays the contents of the page in the page area. The outline is a good way to get a quick overview of a file, and also to ensure that you look at every page, since you can move right down the list.

You have to choose to show the outline, CuteSITE Builder does not automatically display it. The outline can display pages hierarchically (the default) or as a flat list.

When displayed hierarchically, page titles of pages that are part of a sequence or tour sequence appear indented under the sequence title. Pages and sequences with up links appear indented beneath the page to which they are linked. You can click the + and – symbols in the outline to expand or collapse the hierarchical groupings.

When displayed as a flat list, all page titles appear at the same level, without indents. CuteSITE Builder initially displays the pages in an order determined by the page ID sequence, which roughly corresponds to the order in which the pages were created.

If you are checking the spelling of a file, or searching an entire file, the outline determines the order in which CuteSITE Builder moves through the pages.

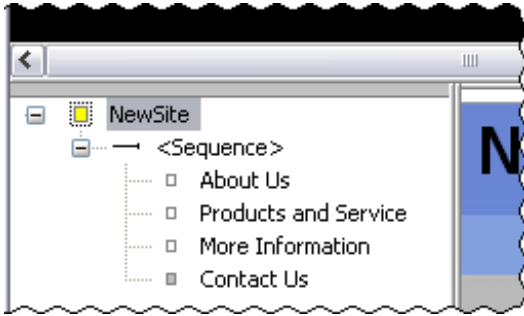
The outline and the map are closely linked. Any pages or sequences that you select in one also appear as selected in the other. As in the map, you can add pages and sequences, create links, and move pages to sequences in the outline.

When you save a file, CuteSITE Builder also saves whether the outline is displayed, the way in which the outline appears (hierarchical or flat list), and the order in which pages and sequences appear in the outline list. You cannot publish your outline when you publish your Web site.

## Using the outline

### To show the outline

1. On the menu bar, choose **View > Outline > Show**. The outline appears on the left side of the window.



### To hide the outline

1. On the menu bar, choose **View > Outline > Hide**. The outline disappears.

### To select a page

1. Click on the page. The page will be highlighted in the outline and the map, and will show in the page area.

### To select a sequence

1. Click on the sequence. The sequence will be highlighted in the outline and the map.

### To move a page or sequence in the outline

1. Click and drag the page or sequence. As you move over other items in the sequence, they will become highlighted.
2. Release the mouse button. When you 'drop' an item in the outline, it will always be inserted before the highlighted item.

### Note

You cannot drag an item to be last in the outline or in a sequence. If you want to move an item to the last spot, you have to move it to the second-to-last spot, and then move the last item before it.

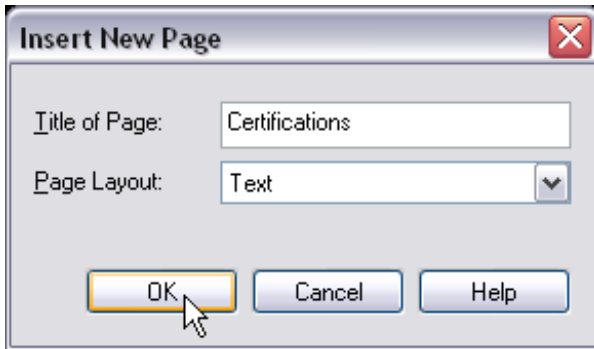
### To change the order that pages are checked for spelling errors

1. In the outline, place the pages in order from top to bottom in the order you want them checked for spelling errors. The top page will be checked first.

## DRAFT

### To add a page to the outline

1. Click a page in the outline.
2. On the menu bar, choose **Insert Page**. The **Insert New Page** window appears.



3. In **Title of Page**, type a name.
4. In the **Page Layout** list, select the type of page you want.
5. Click **OK**. Your new page appears after the page you clicked in step one, and it appears in the map.

#### Note

If no page was selected, the new page appears at the bottom of the outline.

### To add a sequence to the outline

1. Click in the outline.
2. On the menu bar, choose **Insert > Sequence**. An empty, unlinked sequence appears at the bottom of the outline, and in the map.

### To change a page or sequence name

1. In the outline, click the page or sequence.
2. After a slight pause, click it again.
3. Type the new name.
4. Press **Enter** on your keyboard.

#### Note

When you change a page's name in the outline, you change the page's title, and its title field, so the page name is changed everywhere on your site. For more on title and other fields, see page 116.

### To delete a page from the outline

1. In the outline, click the page.
2. On the menu bar, choose **Edit > Delete**.

### To delete a sequence without deleting its pages

1. In the outline, click the sequence.
2. On the menu bar, choose **Edit > Delete**. Only the sequence will be deleted, all your pages that were on the sequence will stay in your Web site file.

## Creating links in the outline

### To link to a page in the outline

1. Select the source page.
2. Select the text or picture you want as a link.
3. On the menu bar, choose **Link > Link To a Page Using > Selection**. The cursor shows a chain link following it.



4. In the outline, click the page you want as the link's destination.

### To link to a page using its title

1. Select the source page.
2. Click in the source page where you want the link.
3. On the menu bar, choose **Link > Link to a Page Using > Title Field**. The cursor shows a chain link following it.
4. In the outline, click on the target page. The target page's title will appear as a link in the source page.

### To link to a page in the outline using a field

1. Select the source page.
2. Click in the source page where you want the link.
3. On the menu bar, choose **Link > Link to a Page Using > Other Fields**. The **Insert Field** window appears.

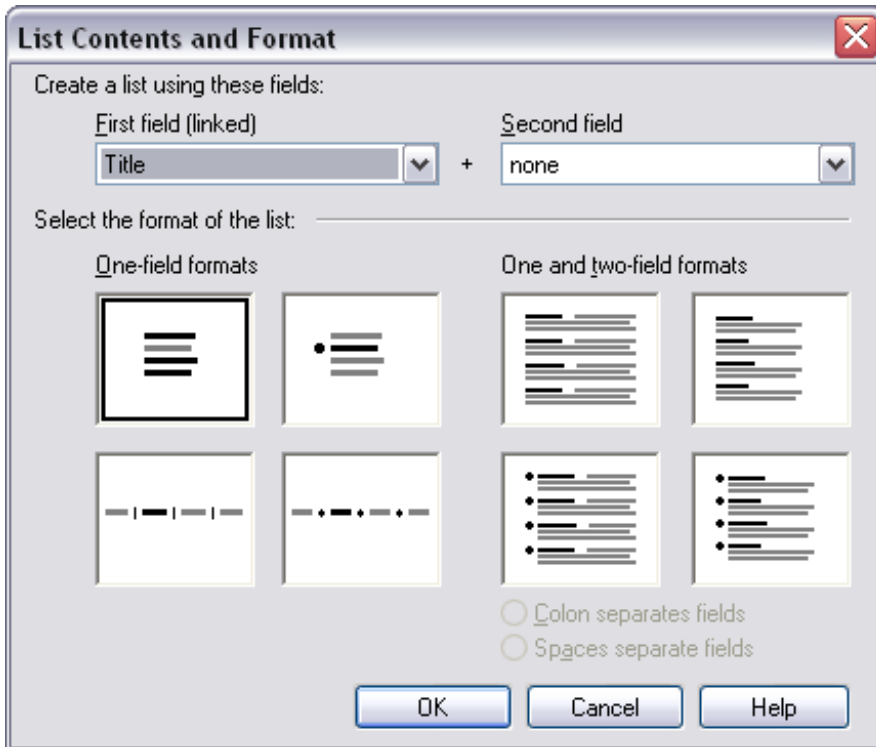


4. In the **Select a field to insert** list, choose the field you want.
5. Make sure the **Linked** box is selected.
6. Click **OK**. The cursor shows a chain link following it.
7. In the outline, click on the target page. The target page's field contents will appear as a link in the source page. For more on fields, see page 116.

## DRAFT

### To link to a sequence in the outline

1. Select the source page.
2. Click in the source page where you want the link.
3. On the menu bar, choose **Link > Create List from > Another Sequence**. The **List Contents and Format** window appears.



4. Select the field or fields you want, and the list format. For more on linking to sequences, see page 128.
5. Click **OK**. The cursor shows a chain link following it.
6. In the outline, click on the target sequence. A list of links to all the pages on the sequence appears in the source page.

## Changing the outline display

### To change the outline to a simple list

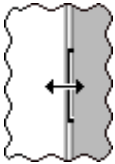
1. On the menu bar, choose **View > Outline > Flat List**. The outline shows no sequences or indenting, and a check mark will appear on the menu next to **Flat List**.

### To change a simple list back to an outline

1. On the menu bar, choose **View > Outline > Flat List**. Indents appear in the outline to show pages organized in sequences, or pages that are subordinate to other pages. The check mark next to **Flat List** in the menu disappears.

### To change the size of the outline

1. Move your cursor to the border between the page area and the outline until it becomes a double-headed arrow.



2. Click and drag until the outline is the size you want.

### To move the outline

1. Place your cursor over the narrow band at the top of the outline.
2. Click and drag the outline to another border.

### To make the outline an independent window

1. On the menu bar, choose **View > Outline > Float**. The outline appears in a window you can move anywhere on your screen, and a check mark appears on the menu next to **Float**.

### To lock the outline to a border

1. On the menu bar, choose **View > Outline > Float**. The outline appears as a border, and on the menu, the check mark next to **Float** disappears.

# HTML



When you publish a CuteSITE Builder site file to the Web, CuteSITE Builder creates an HTML version of the file and transfers it to your Web hosting provider. HTML is the coding language that specifies how information is displayed on the Web.

CuteSITE Builder makes every attempt to ensure that the output resembles the CuteSITE Builder pages as closely as possible. However, there are some HTML conventions over which CuteSITE Builder has no control. For example, HTML supports a limited number of font sizes, so CuteSITE Builder analyzes the number of font sizes used in the document and attempts to match them to similar font sizes in HTML. Additionally, the final appearance of the CuteSITE Builder file you convert may differ between browsers, particularly the vertical space between some paragraph styles.

Although CuteSITE Builder HTML has been tested with Netscape Navigator 4 and 6 and Internet Explorer 4, 5 and 6, each browser has its own display limitations. For example:

- Internet Explorer does not use the visited link color for any relative links, but displays it for absolute links.
- Different browsers show varying amounts of vertical white space between paragraphs if the paragraphs are not all aligned the same. For example, in Internet Explorer 3, an extra blank line appears after any paragraph that is not left-aligned.

The Web designs included with CuteSITE Builder are designed to export well to HTML version 3.2 and higher. See [Page Layouts](#) (page 153) and [Designs](#) (page 162) for more about Web designs and how to use them.

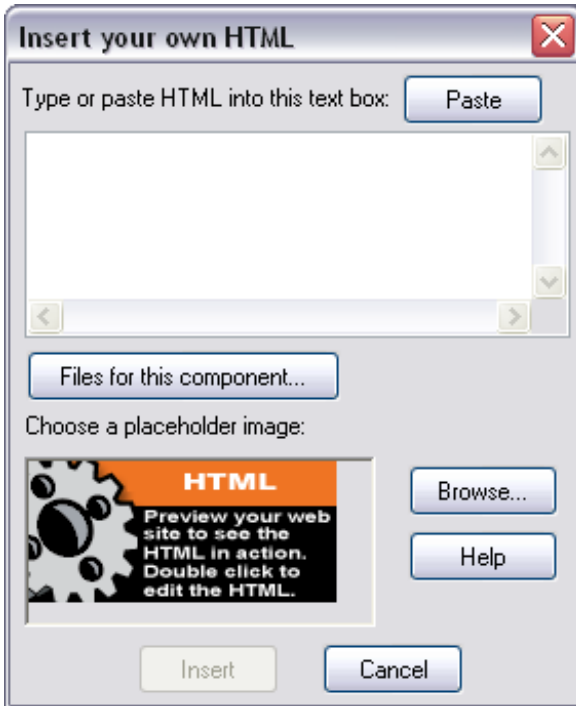
In order to add features to your documents that are supported in HTML, but not in CuteSITE Builder, you can enter HTML directly into your CuteSITE Builder documents and make sure it passes through the publishing process unchanged. Or you can capture HTML pages and incorporate them into your file.

When you publish or preview, CuteSITE Builder can save a copy of the HTML to your computer as well.

## Adding HTML

### To add HTML or other special codes to a page

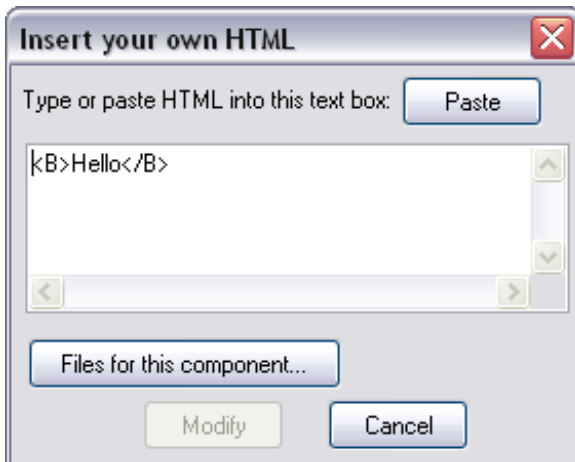
1. Click in a page where you want to add the code.
2. On the menu bar, choose **Insert > HTML code**. The **Insert your own HTML** window appears.



3. Type or paste your HTML or other code in the large white box.
4. Click **Insert**. A placeholder shows up in your page. You will see the result of your code when you preview or publish your site.

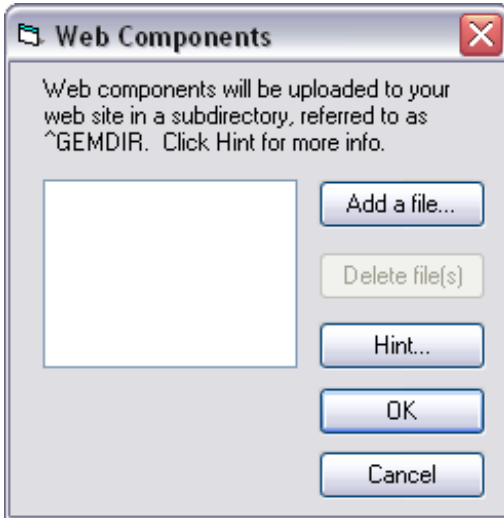
### To add supporting files for HTML or other codes

1. Double-click the HTML placeholder. A smaller **Insert your own HTML** window appears.

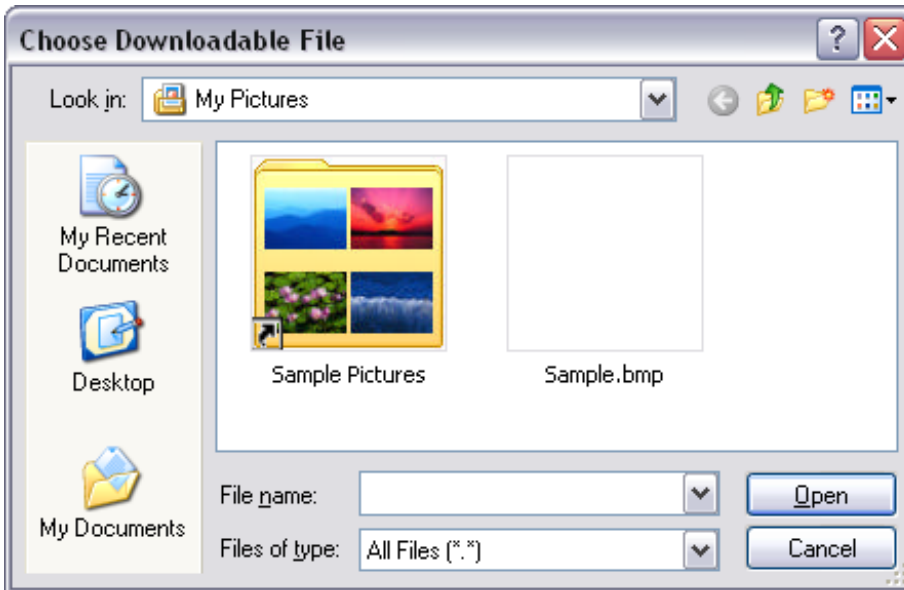


2. Click **Files for this component**. The **Web Components** window appears (see the picture on the next page).

## DRAFT



3. Click **Add a file**. The **Choose Downloadable File** window appears.

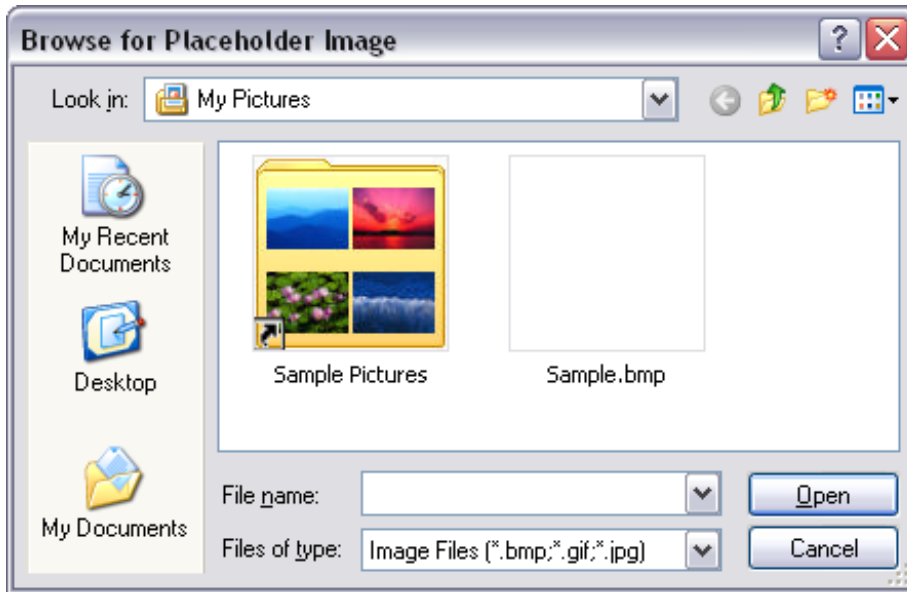


4. Select the file you need.
5. Click **Open**. The **Choose Downloadable File** window disappears. If you need more than one file repeat steps three through five.
6. When all your files are listed in the **Web Components** window, click **OK**.
7. In the **Insert your own HTML** window, make sure every script or code reference to your files begins with **^GEMDIR/**. When you preview or publish your site, CuteSITE Builder will create a folder for all the files you just added, and will replace the word **^GEMDIR** with the name of the folder.
8. Click **Modify**. The **Insert your own HTML** window disappears.

## DRAFT

### To change the HTML code placeholder

1. Click in a page where you want to add the code.
2. On the menu bar, choose **Insert > HTML code**. The **Insert your own HTML** window appears.
3. Type or paste your HTML or other code in the large white box.
4. Click **Browse**. The **Browse for Placeholder Image** window appears.



5. Select a new picture.
6. Click **OK**. The **Browse for Placeholder Image** window disappears.
7. Click **Insert**. Your new placeholder shows up in your page. You will see the result of your code when you preview or publish your site, but you will not see your placeholder.

### To type HTML right into a page

You can type HTML code right in your pages as you would normal text. CuteSITE Builder recognizes any text surrounded by special characters as HTML that it will pass directly to the Web browser.

1. Click in a page where you want HTML code.
2. Type `<|` (the "less-than" sign followed by the vertical bar).
3. Type your HTML code.
4. Type `|>` (the vertical bar followed by the "greater-than sign"). CuteSITE Builder will recognize anything between `<|` and `|>` as HTML code.

### Example

If you want to use HTML to make the word "Cool" bold, you would type the following: `<| <B>Cool</B> |>`

## DRAFT

### To add HTML to a page layout

You can add HTML to your page layouts so that the code is automatically there when you apply the layout to an existing page or create a new page based on the layout.

1. On the menu bar, choose **Format > Edit Page Layouts**. The Page Layout Editor opens.
2. In the **Editing Page Layout** list, choose the layout where you want the HTML code.
3. Click in the area where you want the code.
4. On the menu bar, choose **Insert > HTML code**. The **Insert your own HTML** window appears.
5. Type or paste your HTML or other code in the large white box.
6. Click **Insert**. A placeholder shows up in your page layout.
7. Click **Finished**. Every page based on that layout will now have the HTML code in it, and any future pages based on the layout will have the HTML code in it.

### Notes

- You can add HTML code to several pages at once by inserting HTML into the page layout used to create the pages.
- You can also add HTML code to page layouts using the `<| |>` symbols.

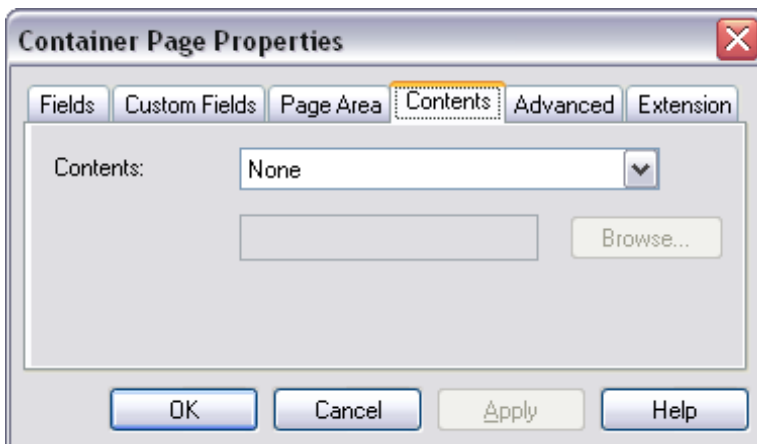
## Capturing HTML

You can include whole HTML pages in your CuteSITE Builder file. You can create them or save them from the Web to your hard drive then open CuteSITE Builder and "capture" them. **Use the capture facility only if you are familiar with HTML codes and file name conventions.**

Captured HTML pages are stored within CuteSITE Builder container pages. Typically you capture one page of HTML per container page. Such captured pages are wholly contained within your CuteSITE Builder file. Any changes you make do not change the HTML at the location where you originally captured it.

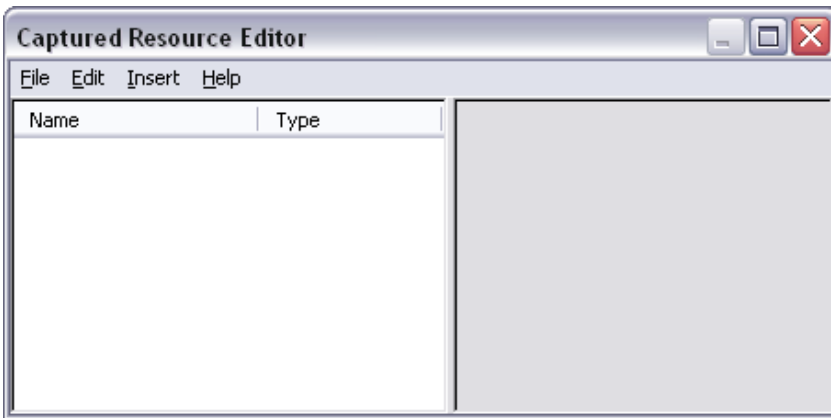
### To capture HTML pages

1. Click in the map.
2. On the menu bar choose **Insert > Container Page**. The **Container Page Properties** window appears.



3. In the **Contents** list, choose **Captured Resource**. The **Captured Resource Editor** window appears (see the picture on the next page).

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4. Choose **Insert > From Disk**. The **Insert Files Dialog** window appears.



5. Select the HTML file you want.
6. Click **Open**. The file name and file type appear in the left-hand window of the **Captured Resource Editor**.
7. Repeat steps three through five for any pictures or other files you need for the HTML you are capturing.
8. In the left window of the **Captured Resource Editor**, select the HTML file. The actual HTML code appears in the right window.
9. Choose **Edit > Set Default**. A hand shape points to the file you selected. You must choose a default file, but you can change the default in the future.
10. Make any changes you wish to the HTML code.
11. Click **File > Save & Exit** to return to the **Container Page Properties** dialog.
12. Click **OK**. CuteSITE Builder puts the specified resources in a new container page.
13. Work with this new page as you would any other CuteSITE Builder page: rename it, move it in the map, link to it, add links or narration, remove the border, even apply a new page layout.

### Notes

- Unless you change it, captured HTML appears just as it did within your browser. However, hyperlinks may not work if they are relative references and you didn't capture the targets as well. Hyperlinks will work if they contain complete URLs.
- When you publish captured HTML, it is passed through unchanged and placed with the other HTML produced by CuteSITE Builder.
- If you receive an error message that the file name is illegal when you publish the Web site file, check that there are no spaces in the file names of the captured HTML pages. (Some provider's FTP servers do not accept files that have spaces in the file names.)

## DRAFT

### To edit captured HTML

1. In the map, click the container page with the captured HTML.
2. On the menu bar, choose **Edit > Properties > Page**. The **Container Page Properties** window appears.
3. Click the **Contents** tab.
4. Click **Browse**. The **Captured Resource Editor** window appears.
5. In the left window, select the file with the HTML you want to edit. The HTML code appears in the right window.
6. Make your changes.
7. On the **Captured Resource Editor** menu, choose **File > Save & Exit**. The **Captured Resource Editor** window disappears.
8. Click **OK** to close the **Container Page Properties** window.

### To disable the display of captured HTML pages

You can make your Web site file and container pages open faster by hiding the contents of the container pages.

1. On the menu bar, choose **Tools > Options**. The **Options** window appears.
2. Click the **Text** tab.



3. Under **Editing Preferences**, choose **Quick-loading only**.
4. Click **OK**.

#### Note

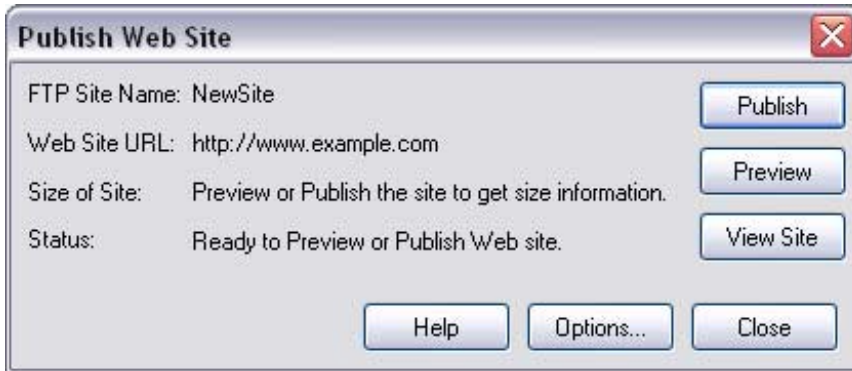
The captured HTML pages will not display in CuteSITE Builder, but they will still display when you publish or preview your site.

## Saving HTML

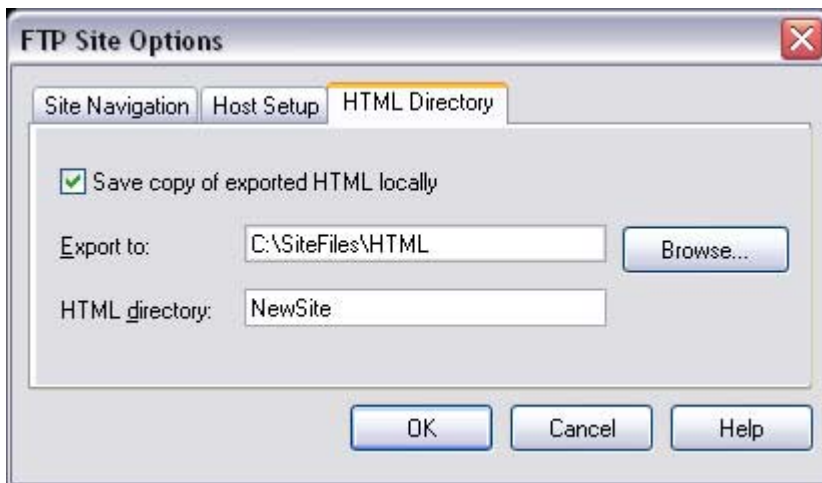
### To save your site as HTML on your computer

Normally, when you save your Web site file, it is saved on your computer as a .tlx file. When you publish your Web site file, it is saved on the Web hosting computer as many .htm files. You can set CuteSITE Builder to save a copy of your Web site as .htm files on your computer.

1. Save your Web site file.
2. On the menu bar, choose **File > Publish Web Site**. The **Publish Web Site** window opens.



3. Click the **Options** button. The **FTP Site Options** window opens.
4. Click the **HTML Directory** tab.



5. Select the **Save copy of exported HTML locally** check box.
6. In **Export to**, type the path to the folder where you want to save the HTML files, or click **Browse** to choose the folder.
7. In **HTML directory**, type a name for a new folder that will be created for your HTML files. CuteSITE Builder will create this folder and place it in the location you chose in step six.
8. Click **OK** to close the **FTP Site Options** window.
9. Click **Publish**, or click **Close** to save your changes and publish later. Now, whenever you publish or preview your site, a copy of your site's HTML files will be saved on your computer. Even if you just publish or preview minor changes, those changes will be saved in the HTML files on your computer.

# Tips



CuteSITE Builder provides a wealth of tools and functions for Web site creation and maintenance. This section provides a few extra helps, hints, and references to improve your Web sites, and to improve your effectiveness as a Web designer.

You can quickly create duplicate pages in several ways, and there are a few tricks for renaming pages quickly. You can also change the file extensions for your pages, and for your Web site files.

Create and maintain links efficiently and effectively, and learn how to make your site more user friendly with the careful use and placement of links.

You can accomplish most any CuteSITE Builder task or function with the menu bar, and you can do the same with the toolbars or the keyboard.

## Page hints

### To name pages quickly

Although you can quickly name a page by typing in its title field or using the [Page Properties](#) window (see page 96), there are several ways to name it even more quickly:

- You can [display the outline](#) (see page 199), click each page title, and type a new name.
- You can [create a list of links](#) (see page 128) to a sequence of pages using the title and summary fields. Click on the resulting list to edit title and summaries for all of the pages in the sequence.

### To copy the look of a page

CuteSITE Builder lets you customize the look of each page by changing its colors, margins, display of navigation links, background images, and arrangement of borders. Once you define a page you like, you can easily reuse its look. The various ways you can do this differ according to how they treat the page's content:

- [Create a page layout](#) from your model page (see page 156). You can then apply the layout to other pages. In this case, any content in your model page becomes non-editable static text that appears on every page to which you apply the page layout.
- [Make an identical copy](#) of your model page (see page 82). In this case, the content in both pages remains just as it was. You can select and copy multiple pages at once.
- [Divide the model page](#) (see page 82). In this case, two pages result, both with the same identical look, but with the content divided between them at the place where you requested the break. You can also divide a page and create two different types of links to the new page that results.

### To copy pages between files

You can drag and drop pages between CuteSITE Builder files. To make this easy, open two instances of CuteSITE Builder at once. When you click the map, you can also choose **Edit > Cut**, **Edit > Copy**, and **Edit > Paste** to move map elements between CuteSITE Builder files. (You can do the same with text when you click the page area.)

Note that if you copy a page whose page layout name corresponds to a page layout name in the new files, the page layout definition in the new files takes precedence over the page layout definition in the original files. This means that the page may look differently in the new files. To ensure that the page looks the same, before copying it, choose **Format > Apply Page Layout** and apply the **[no page layout]** option to the page.

## DRAFT

### To use different file extensions

CuteSITE Builder uses files with three different extensions.

File extension	Type of CuteSITE Builder file
.TLX	Web site file
.TLD	Web design
.TLT	Template

CuteSITE Builder creates pages with .htm extensions by default. You can set individual pages to publish with any of the following file extensions; .htm, .html, .php, .asp, .cfm, .jsp, .shtml, .xslt, or .xml.

### To change a page's file extension

1. Open the page in CuteSITE Builder.
2. On the menu bar, choose **Edit > Properties > Page**.
3. Click the **Extension** tab.
4. Select the extension you want from the **Html Ext** list.
5. Click **OK**.

### Note

If you change the file extension, your pages may not display the same way in Preview as they do when you publish them, and CuteSITE Builder will warn you of this. You can turn off the warning by clicking **Tools > Options > General** and under **Show Warning When Previewing** clearing the **If Any Pages Have Extension Other Than "htm" Or "html"** check box.

### To create overlapping pictures

In CuteSITE Builder you can only have two layers of pictures in the page area, and one layer has to be a background picture. If you want three or more layers of overlapping pictures, you will have to combine the pictures in image editing software, save them as one picture, and then place them in CuteSITE Builder.

You can overlap [pictures](#) and [shapes](#) you add to the map (see page 183). Once you have overlapping pictures in the map, you can shift them from layer to layer using the [Map > Priority](#) options (see page 183).

## Link hints

### To link effectively

CuteSITE Builder offers three types of links: basic links, field links, and navigation links. Navigation links are automatically activated when you use the map to establish relationships using sequences and up levels. You explicitly set the other two types of links, and you can choose which type to use.

- If a link stands alone, the most effective choice is a field link, in which CuteSITE Builder automatically retrieves the title (or short title, summary, or other field) from the target page. When information on the target page changes, the field links to it are automatically updated; this prevents time-consuming relinking as your files evolve.
- If a link is part of a larger sentence, it is safer to create a basic link, which uses existing text for the contents of the link. This text will be unchanging, no matter how the target page changes, which can be helpful in case the target page's title changes in a way that would otherwise (if automatic updating were done) make the sentence awkward or ungrammatical.
- Either of these types of links can link to an anchor. An anchor is a point within the page that you specify. You must create the anchor before you create the link.

To help visitors decide whether to click and follow a link, make the link text as specific as possible. For example: "None of the paper's *referees* mentioned this approach...". Using "referees" as linked text is better than just using the text "click here" for the link. In the case of a field link, the more descriptive the title (or summary), the more useful the link will be. For example, "Introduction: The Case for Rapid Response" is more interesting than a plain title of "Introduction".

### To check linked files

Once your file is nearly complete and you are polishing it prior to delivery or publication, you may find it is easiest to edit from the bottom up. In other words, start your final edit pass with the most detailed or supplementary topics, and then work back to the overview topics, doing the table of contents last.

When you finalize most of the low-level topics, which tend to be targets of links, you can then review the high-level topics with a clearer idea of which topics are available as link targets. That way you will be able to see if any last-minute changes to titles have affected the upper level topics in ways you did not intend.

















### To create a list of links quickly

CuteSITE Builder lets you quickly [add a list of links](#) (see page 32) to a border or page body, saving you the time of having to manually create each individual link. You can choose special formatting for these lists, and choose what information from the target pages appear in the links. As with other field links, if any information changes in the original pages, the text of the link is also automatically updated.











## DRAFT

### Keyboard and toolbar hints

Many menu actions are also available on the keyboard, and the toolbar.

Action	Key	Toolbar button
Start a new Web site file	Ctrl+N	
Open a Web site file	Ctrl+O	
Save a Web site file	Ctrl+S	
Close a Web site file	Ctrl+W	
Close CuteSITE Builder	Alt+F4	
Undo your last action	Ctrl+Z	
Redo an action you just undid	Ctrl+Y	
Cut an item and save it for pasting elsewhere	Ctrl+X	
Copy an item	Ctrl+C	
Paste a cut or copied item	Ctrl+V	
Delete	Del	
Select all items on a page or all items in the map	Ctrl+A	
Divide a page	Ctrl+Shift+Alt+Enter	
Divide a page and add a "more" link	Ctrl+Shift+Enter	
Divide a page and add the new page to the sequence	Ctrl+Enter	
Find text	Ctrl+F	
Find pages	Ctrl+Q	
Go to another page	Ctrl+G, F5	
Open the Page Properties window	Alt+Enter	
Show or hide the outline	F11	
Format font	Ctrl+D	
Apply a page layout	Ctrl+Shift+A	
Show or hide the main map	F9	
Zoom the main map to 200%	Ctrl+ + (plus key)	
Return the main map to 100%	Ctrl+ - (minus key)	
Show or hide the OverAll Map	F10	
Show or hide main map scroll bars	Ctrl+H	
Insert a hyperlink		
Unlink a hyperlink	Ctrl+Shift+U	
Insert a page	Ctrl+Shift+N	
Insert a sequence	Ctrl+Shift+Q	
Insert a container page	Ctrl+Shift+C	
Insert a picture	Ctrl+Shift+I	
Insert a table		 , 
Insert a label	Ctrl+Shift+L	

## DRAFT

Action	Key	Toolbar button
Insert a line	Ctrl+Shift+K	
Insert an oval	Ctrl+Shift+O	
Insert a rectangle	Ctrl+Shift+R	
Insert a tour sequence	Ctrl+Shift+T	
Run a spelling check	F7	
Open the help topics	F1	
Show screen tips	Shift+F1	
Edit a page or sequence title in the outline	F2	
Edit a label in the map	F2	
Move among map, page area, and outline	F6, Shift+F6	
Edit a page or sequence title in the outline	F2	
Preview the Web site		
Publish the Web site		
Choose a text style		(Page Body text) ▾
Choose a font face		Arial ▾
Choose a font size		12 ▾
Make selected text bold	Ctrl+B	<b>B</b>
Italicize selected text	Ctrl+I	<i>I</i>
Underline selected text	Ctrl+U	<u>U</u>
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