

SiteXpress

User Guide



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Site Properties

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Chapter 1: Getting Started

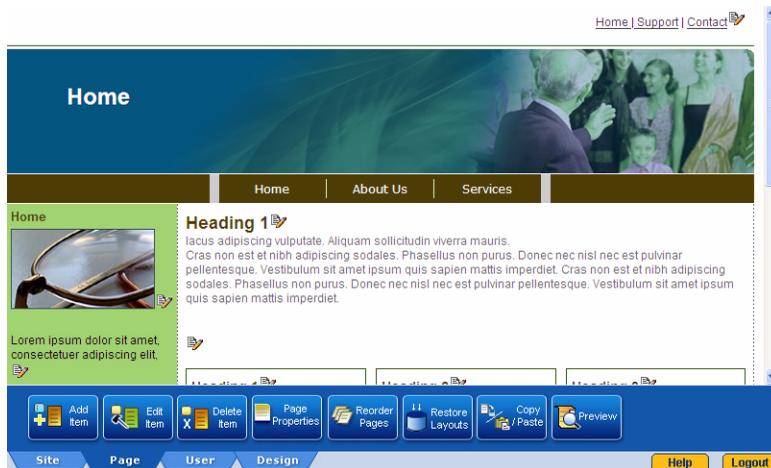
Welcome

SiteXpress is a point-and-click authoring tool that enables you to build a professional Web presence quickly and easily. With SiteXpress, you start with a template of pre-designed web pages, choose the ones you want to include, and replace placeholder content (text, images, tables) with actual content. At any point in the process, you can change your mind and replace a selected component from the current template with a component from another template; you can even replace the entire template itself.

When you are ready to publish, you simply click a button that copies the selected website into your live webspace. SiteXpress gives anyone the power to publish to the Web.

Looking at the workspace

The SiteXpress workspace consists of two frames. The top frame shows the current page and the bottom frame shows the [toolbar](#).



The left-hand side of the toolbar provides access to various tools, arranged by tab; the right-hand side shows the following two buttons:

Help You click this button to access the SiteXpress Help System. Clicking a Help button in other areas of the interface opens the topic related to the tool you are currently working with.

Logout You click this button to log out of SiteXpress. When you logout, you are redirected to the login screen.

Looking at the toolbar

The toolbar groups SiteXpress tools by category. Each category is accessed by clicking its associated tab.

Site tools overview



The Home tool loads the home page of your website into the workspace.



The [Add Page](#) tool is used to add a new page to your website.



The [Delete Page](#) tool is used to delete one or more pages from your website.



The [Manage Pages](#) tool displays a listing of all pages on your site. It references the page properties of each page, along with the display settings of the various page elements and design components.



The [Default Fonts](#) tool is used to set font-family and font-size preferences throughout your website.



The [Add Meta Tag](#) tool is used to insert a description and keyword list into the source code of all pages.



The [Change Company Details](#) tool is used to specify company title, site slogan, and footer text for you website. It also allows you to upload and display your company logo



The [Publish Site](#) tool is used to *publish* your website, that is, to make it the website internet users see when they go to your domain.

Page tools overview



The [Add Item](#) tool is used to add a new content item (text, image or table).



The [Edit Item](#) tool is used to edit a content item.



The [Delete Item](#) tool is used to delete a content item.



The [Page Properties](#) tool is used to set titles for the page (in various contexts) as well as to enter the published filename.



The [Reorder Pages](#) tool is used to edit the page hierarchy of the site (which is reflected in menus).



The [Restore Layouts](#) tool is used to undo a previous content layout component for a selected page.



The [Copy/Paste](#) tool is used to copy a content item to a different location on the page.



The [Preview](#) tool pop-ups up a new window showing the current page as it will look when published.

User tools overview



The [Edit User Profile](#) tool is used to change your account information (such as username, password and contact information).



The [Manage Site](#) tool allows to you to create a new website, edit an existing one, or delete a website you no longer need.



The [Preview](#) tool pop-ups up a new window showing the current page as it will look when published.

Design tools overview



The [Change Template](#) tool is used to replace the current template with another template (either from the same category or a different one).



The [Change Layout](#) tool is used to change the content layout design component, which controls the presentation of the page area reserved for content items.



The [Change Main Menu](#) tool is used to select a new main menu component, which is shown on each page of your website.



The [Change Sub Menu](#) tool is used to select a different sub menu component, which is shown on each page of your website, except the home page.



The [Change Side Bar](#) tool is used to display a set of formatted tables to the side of the content layout area. This component is not available in all templates.



The [Change Header Image](#) tool allows you to choose a new header image. You can choose an image from the current template, a different template, or upload your own image.



The [Choose Text Effect](#) tool is used to apply special text effects to titles (page, navigation bar and company) as well as the company slogan.



The [Change Menu Width](#) tool is used to specify a custom menu width (default, minimum or absolute pixel value) for the various parts of the main menu and sub menu used on your website.

Understanding the namespace

Although SiteXpress is optimized for ease of use, becoming familiar with its *namespace*—that is, the terminology you encounter within the user interface—will enhance your experience using the product. A good way to learn about this namespace is to consider it within the context of an effective website.

Structure Pages are arranged logically, in hierarchical fashion, so that visitors can quickly find the information they need. SiteXpress actions you perform to develop your website's structure include [adding pages](#), [deleting pages](#), and [reordering pages](#).

Navigation Navigation mechanisms, such as horizontal or vertical navigation bars, are persistently displayed. SiteXpress uses the [page properties](#) you set to generate links for the [main menu](#), [sub menu](#) and breadcrumbs components.

Design The overall visual presentation is cohesive and reflects the tone and focus of the website. SiteXpress [design components](#), which are interchangeable, include the [template](#) upon which your website is based, as well as [content layout](#), [main menu](#), [sub menu](#), [sidebar](#) and [header image](#) subcomponents. You can also set the [colors](#) used to render your website, the [width](#) used to display menu items and apply special [text effects](#) to various page elements.

Content The actual information is well-written and/or easy to browse. There are three types of content in SiteXpress: text, images and tables. You manipulate special placeholders called [content items](#) to add, edit or delete content on web pages.

Editing your profile

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

To edit your personal information:

- 1 Click the User tab.
- 2 Click Edit User Profile.

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

3 Edit the appropriate fields and click Done.

To change your user name:

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

To change your password:

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

Managing websites

SiteXpress allows you to build up to three websites. Upon logging into the system, you can choose which one you want to edit, delete or [publish](#). There are two diskspace limits enforced by the SiteXpress system:

- You may upload no more than 12MB worth of [images](#) per unpublished website in your account.
- The total diskspace of your published website may not exceed 15MB.

To create a new website:

- 1 Log into SiteXpress.
- 2 Select a category and click Done.
- 3 Click the template thumbnails in the left frame to view template previews in the right frame. To browse for a template in another category, select the desired category from the select list at the bottom of the window.
- 4 Once you have decided upon a template, you may set the base color used to render the website. The available base colors for the current preview are shown directly below it. After selecting a base color (or leaving the default selection), click Done.
- 5 Enter company details, which are optional. If you do enter them, click Done; if you would prefer not to, click Skip.
- 6 Enter a reference name for your website and choose the pages you want to start with.
- 7 Click Done. The SiteXpress workspace loads, displaying the selected website.

To edit an existing website:

- 1 Log into SiteXpress.
- 2 Click the hyperlinked reference name for the website you want to work with. The SiteXpress workspace loads, displaying the selected website.

To delete an existing website:

- 1 Log into SiteXpress.
- 2 Click the Delete hyperlink to the right of the website you wish to delete.
- 3 Click Done.

Publishing

Publication is the process of copying one of your SiteXpress websites (if you have built more than one) into the web root directory of your domain. Once there, the website will be live on the Internet, accessible by entering your domain name into the location bar of a web browser.

To publish one of your websites:

- 1 Log into SiteXpress.
- 2 Click the website you want to publish.
- 3 Click the Publish Site button on the SiteXpress toolbar.

Note: The total disk space of your published website may not exceed 15MB.

Chapter 2: Content Items

About content items

SiteXpress web pages contain special placeholders that you use to develop your *content*. Each placeholder is called a *content item* and appears with an icon displayed either above or below it; the icon shown indicates the current operation you may perform. There are five modes:

 Add item.

 Edit item.

 Copy item.

 Paste item.

 Delete item.

A content item can be a block of text, an image, or a table. Text items may include table items; table items may include nested image items, text items and other table items.

Working with text

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

Looking at text editors

Although the text editor used in Microsoft Internet Explorer 5.5x (and higher versions) and the one used in Netscape 6.0 (and higher versions) do not look the same, they both support core SiteXpress text editing features. For example, in the Microsoft text editor,

you create a hyperlink by selecting text and clicking the hyperlink icon, but in the Netscape text editor you do this through a form at the bottom of the tool window.

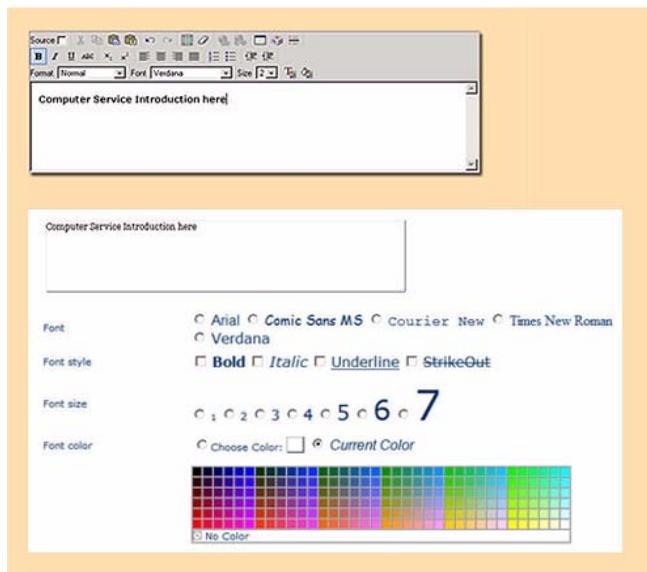


Figure 1: Detail views of Microsoft (top) and Netscape (bottom) text editors.

The core features offered in both text editors include:

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

Note: If you use Internet Explorer to launch the Add Text/Links/Simple Tables tool, the Windows Installer may start and prompt you to insert a valid Office 2000 source. This event occurs when Office 2000 has been installed with the default setting for the HTML Source Editing feature, namely, *Install on First Use*. With this setting applied, calls to the DHTML Edit control by applications—such as SiteXpress—launch the Windows Installer, which attempts to perform an installation “on demand.”

To resolve this issue, configure Office 2000 to set the HTML Source Editing feature to either *Not Installed* or *Run from My Computer*. For information on how to do this, see Microsoft Knowledge Base Article 304107:

<http://support.microsoft.com/default.aspx?scid=kb;en-us;Q304107>

Adding text items

Depending upon the type of information you want to put on a web page (e.g., straight text or a combination of text and images) you may choose to break up text sections in

separate text item blocks or simply do all writing and formatting in one text item that takes up the entire editable area of the page.

To add a text item:

- 1 Click the Page tab.
- 2 Click Add Item.
- 3 Click the Add Item icon where you want to insert a text item.
- 4 Select Add text / link.
- 5 Enter and format your text in the editor.
- 6 Click Done.

To edit a text item:

- 1 Click the Page tab.
- 2 Click the Edit Item button.
- 3 Click the Edit Item icon next to the text item you want to edit.
- 4 Revise text and reformat as necessary.
- 5 Click Done.

Working with hyperlinks

A *hyperlink* is highlighted text, which when clicked, performs some sort of action. SiteXpress allows you to create four types of hyperlinks:

External hyperlink An *external hyperlink* targets a location off your website, for example, a page on another domain.

Internal hyperlink An *internal hyperlink* targets a page on your website.

Bookmark hyperlink A *bookmark hyperlink* is similar to an internal hyperlink, but instead of targeting the page, it targets a destination within the page (such as a word or phrase).

Mailto hyperlink A *mailto hyperlink* opens an email message window addressed to the recipient you specify.

When you add an external hyperlink or bookmark, you can set the *link target*, which is the window the page will be displayed in. You can set the link target to be the current browser window or a new browser window.

To add a hyperlink:

- 1 Click the Page tab.
- 2 Click the Add Item button.
- 3 Click the Add Item icon next to (or below) the item which contains the text you want to make a hyperlink.
- 4 In the text editor, highlight the text you want to make a hyperlink and then click the Hyperlink icon in the text editor toolbar.
- 5 Click the Insert/Edit link icon.



6 Do one of the following:

- To add an external hyperlink, click the Link to a website address radio button and enter the complete URL. For example, to link to the Health section of the CNN website, you would enter `http://www.cnn.com/HEALTH`.
- To add a bookmark link to a bookmark or a page on your own site, click the Link to another / page bookmark in this site radio button and select the desired bookmark from the select list (bookmark names are marked with # symbol prefixes). To add an internal hyperlink, select the page from the select list.
- To add a mailto link, click the To a mail address radio button and enter a valid email address.

- 7 Click Done.

To edit a hyperlink:

- 1 Click the Page tab.
- 2 Click Edit Item.
- 3 Click the Edit Item icon next to (or below) the item which contains the hyperlink you want to edit.
- 4 Do one of the following:
 - To remove the hyperlink, click the Don't make this text a link radio button.
 - To change the type of hyperlink (or link location), right click the hyperlink, select Edit Hyperlink and make the desired change.
- 5 Click Done.

To create a bookmark:

- 1 Click the Page tab.
- 2 Click the Edit Item button.

- 3 Click the Add Item icon next to (or below) the item which contains the text you want to make a bookmark.
- 4 In the text editor, highlight the desired text and click the Insert/Edit link icon.
- 5 In the Enter Bookmark Name field, type a name for the bookmark.
- 6 Click Done.

Working with images

Images help you communicate your message more clearly to people visiting your website. You can browse free image galleries for an appropriate photograph, illustration, or animation to include in your website. These galleries include:

- [The Generic Image Gallery](#)
- [The Hemera Gallery](#)
- [The Current Template Gallery](#)

Alternatively, you may also choose to [upload](#) your own digital images. SiteXpress saves your uploaded images in a special gallery; the uploaded images are always available to you, even if you switch templates.

Whenever you choose to add or edit an image item, you have the option of [customizing its display properties](#).

Choosing generic images

The Generic Image Gallery is a comprehensive, categorized collection of graphical assets. You can browse this gallery for:

- Short, looping animations.
- Web arrows, bars, bullets, buttons, and dividers.
- Background textures.
- General stock images.

To add a generic image:

- 1 Click the Page tab.
- 2 Click the Add Item button.
- 3 Click the Add Item icon next to (or below) the place where you want to add the image.
- 4 Select the Add Image radio button. Click Done.
- 5 Select the Choose from image gallery radio button. Click Done.

6 Click the desired category in the left frame. The right frame refreshes to show the available images in that category. Use the arrow buttons or Go To Page input field to navigate the gallery pages.

7 Select the radio button for the image you want to add.

8 Scroll down to the bottom of the screen and click Done.

The Add Image Properties tool displays. If you do not want to set image properties, scroll down to the bottom of the page and click Done. For more information on setting image properties, see [Setting Image Properties](#).

Choosing Hemera images

The Hemera Image Gallery is a collection of rights-managed digital images licensed for use in SiteXpress by [Hemera Technologies Incorporated](#). You must accept the terms outlined in the Hemera Image License Agreement to add an image from this gallery to your website.

To add a Hemera image:

1 Click the Page tab.

2 Click the Add Item button.

3 Click the Add Item icon next to (or below) the place where you want to add the image.

4 Select the Add Image radio button. Click Done.

5 Select the Choose from Hemera image gallery radio button. Click Done.

6 Click the desired category in the left frame. The right frame refreshes to show the available images in that category. Use the arrow buttons or Go To Page input field to navigate the gallery pages.

7 Select the radio button for the image you want to add.

8 Scroll down to the bottom of the screen and click Done.

The Add Image Properties tool displays. If you do not want to set image properties, scroll down to the bottom of the page and click Done. For more information on setting image properties, see [Setting Image Properties](#).

Choosing template images

Template images are graphics used within design components. You can choose to add a selected template image as a content item, that is, to make it part of your website content.

To add a template image:

- 1 Click the Page tab.
- 2 Click the Add Item button.
- 3 Click the Add Item icon next to (or below) the place where you want to add the image.
- 4 Select the Add Image radio button. Click Done.
- 5 Select the Choose from current template radio button. Click Done.
- 6 Select the radio button for the image you want to add.
- 7 Scroll down to the bottom of the screen and click Done.

The Add Image Properties tool displays. If you do not want to set image properties, scroll down to the bottom of the page and click Done. For more information on setting image properties, see [Setting Image Properties](#).

Choosing uploaded images

You can upload your own digital images for use on your SiteXpress website. Your image uploads are tied to your account; they are not available to other SiteXpress Users. You can upload images in the following formats:

GIF Pronounced *jiff* or *giff* (with a hard *g*), *GIF* stands for *Graphics Interchange Format*. The GIF image format is limited to 256 colors. It is optimized for displaying vector-based illustrations, or those with a limited color palette. GIF also supports alpha channels (transparent areas). An uploaded GIF image must include a *.gif* extension.

JPEG Pronounced *jay-peg*, *JPEG* stands for *Joint Photographic Experts Group*. The JPEG format does not have the color limitation that GIF images do; therefore, this format is an excellent choice for detailed, bitmap images. An uploaded JPEG image must include a *.jpg* or *.jpeg* extension.

PNG Pronounced *ping*. *PNG* stands for *Portable Network Graphics*. Although most modern web browsers support the PNG format, not all of them support PNG transparency; as a consequence, you should avoid using transparent PNG images unless you know that your audience will be viewing your website on a web browser that supports transparent PNG images. An uploaded PNG image must include a *.png* extension.

Note: You may upload no more than 12MB worth of [images](#) per unpublished website in your account.

To upload an image:

- 1 Click the Page tab.
- 2 Click the Add Item button.
- 3 Click the Add Item icon next to (or below) the place where you want to add the image.
- 4 Click Upload Image.
- 5 Enter the locations of the images you want to upload. To upload more than three images, click the Upload More button.
- 6 Click Done.

To add an uploaded image:

- 1 Click the Page tab.
- 2 Click the Add Item button.
- 3 Click the Add Item icon next to (or below) the place where you want to add the image.
- 4 Select the Add Image radio button. Click Done.
- 5 Select the Choose from uploaded images radio button. Click Done.
- 6 Select the radio button for the image you want to add.
- 7 Scroll down to the bottom of the screen and click Done.

Setting image display properties

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

Text The title above the image, the caption below it, and the alt text displayed when the user mouses over the image. *Alt*—an abbreviation for *alternate*—is an image attribute designed to contain the text to display when a screen reader or text-only browser is being used to view the page.

Font attributes The color, font-family and text size used to render the image caption and title.

Alignment The position of the image relative to the adjoining text item.

Size The width and height of the image on the page. The default size is the actual size (in pixels).

Bookmark An anchor tag for the image, which you use to link to the image from another page in your website.

Link Whether or not the image is a hyperlink, and if so, the location to which it links (internal site bookmark, external web site, or an email address).

Line spacer The padding between the image and an adjoining content item.

To set image display properties:

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

Working with tables

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

Understanding basic table properties

The space *outside* table cells is called the *cell spacing*. The *cell content* is what the cell contains (e.g., text, an image, or another table). The space inside the cell and around the cell contents is called the *cell padding*. The *border* is the stroke on the outside edge of the table.

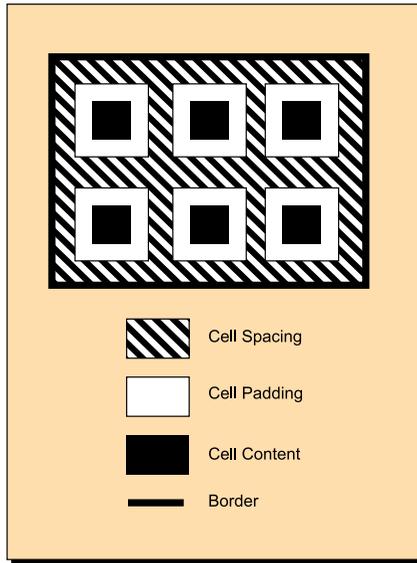


Figure 2: Basic table properties.

Note: When you enable a border (that is, give it a value greater than 0), the individual cells are also stroked but at a standard size, not the border size you specified.

Adding tables

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

To add a table:

- 1 Click the Add Item button on the toolbar.
- 2 Click the Add tag where you want to insert the table.
- 3 Select Add table layout and click Done. The Add Table Layout tool is displayed.
- 4 Set the desired number of rows and columns.
- 5 Set the table border stroke size (in pixels).
- 6 Choose the desired width option:
 - Select Auto from the select list to have the table sized automatically.
 - Select Percent to specify the percentage of the available space to allocate to the table.
 - Select Pixels to specify the number of pixels.
- 7 Use the Color Picker to set the background color and/or border color.

- 8 Specify how the table is aligned in relation to surrounding text and available space.
- 9 Set cell padding and spacing.
- 10 Enter a line spacing value (if desired).
- 11 Click Done.

Editing table layouts

The *table-level* properties you may edit include the number and order of rows and columns. You may also change any of the property settings you specified when first creating the table.

To edit a table layout:

- 1 Click the Page tab.
- 2 Click the Edit Item button.
- 3 Click the Edit tag below (or next to) the table you want to edit. The Edit Table Layout tool is displayed.
- 4 Do any of the following:
 - To change the order of a row or column, click its left or right arrows accordingly.
 - To delete a row or column, click the X button associated with it.
- 5 Make any other changes you wish and click Done.

Edit table cell properties

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

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

| Services  | Software  | Hardware  |
|--|--|--|
|  |  |  |
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|  |  |  |



Figure 3: A table in edit view. The Edit Item icon (paper and pencil) below the table opens the Table Layout Properties tool; the three Edit Item icons in the header access the table headings; the six remaining icons open the Edit Cell Properties tool

To edit table cell properties:

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



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

Chapter 3: Page Elements

About page elements

In addition to setting the overall placement of [design components](#), each template specifies the location of various *page elements*. These elements include those [properties](#) that uniquely identify each page, as well as system-generated elements which are, for the most part, available to all pages. You can control the display properties of these page elements, along with certain design components, on a per-page basis.

Defining page properties

The properties of a page are the names used to reference it in different contexts. These names include:

Page Title The name of the page as it appears on the web page itself (for most templates, the page title is displayed in front of the header image).

Navigation Bar Title The name of the page as it appears in the main menu, sub menu, breadcrumbs element and text menu.

Browser Title The name of the page as it appears in the upper-left hand corner of the web browser viewing the web page. The browser title is also how the page is identified in search engine results.

Published Filename The filename that will be used when you publish your website.

For the various titles, you can choose to use or edit the default name provided by the template. The published filename is never specified by the template; you must enter it every time you add a new page.

To define page properties:

- 1 Click the Page tab.
- 2 Click the Page Properties button.
- 3 Enter the various titles and published filename.
- 4 Click Done.

Setting page display options

You can control which page elements and design components are shown or hidden on a per-page basis. These elements and components include:

- company title

- company slogan
- company footer
- company logo
- sub menu
- text menu
- header image
- side bar
- bread crumbs
- page title
- navigation bar title
- sub menu separator
- side bar separator

You can set display options for the current page, or view a listing of all pages on your website and jump directly to the one you want to work with.

To set page display options for the current page:

- 1 Click the Page tab.
- 2 Click the Page Properties button.
- 3 In the Show Properties section of the Page Properties tool, check the page elements / design components you want to show (and uncheck the ones that you do not).
- 4 Click Done.

To set page display options for a different page:

- 1 Click the Site tab.
- 2 Click the Manage Pages button.
- 3 Click the hyperlinked Page Name to jump to the Page Properties tool.
- 4 Set display options as desired.
- 5 Click Done.

Chapter 4: Design Components

About design components

The overall presentation of your SiteXpress website is controlled by *design components*, which are the basic building blocks used to construct the template you chose when you created your website. These components are interchangeable; you can replace a selected component used in the current template with one from another template.

There are five design components:

- [Main menu](#)
- [Sub menu](#)
- [Header image](#)
- [Content layout](#)
- [Side bar](#)

Templates also specify where various page elements will be displayed. These elements include:

- [Company details](#) (logo, title, slogan and footer)
- [Breadcrumbs](#)
- [Page and navigation bar titles](#)
- [Text menu](#)

In addition, you apply special [text effects](#) that control how various page elements are rendered as well as set site color preferences.

Changing content layout

There are two types of *content layout* design components. The *home* component controls how content on the home page is presented; the *inner HTML* component controls how content is presented on all other pages. When you change the content layout component used, you have the option to retain the actual content or overwrite it with the default placeholder text used for all content layout components when first created. You can restore the content layout previously used for any page.

To change content layout:

- 1 Click the Design tab.
- 2 Click the Change layout button. The Change Layout tool is displayed showing the available layouts on the left and a preview of the currently selected layout on the right.
- 3 Click the desired layout.

- 4 Scroll down to the bottom of the preview pane and select the template.
- 5 If you want to retain any existing content, check the checkbox at the bottom of the preview page.
- 6 Click Done.

Restoring layouts

Anytime you change the layout component used for a page, SiteXpress automatically creates a copy of any existing content and records the previous layout component used to render it. If you need to return to the previous state of the page, you restore the layout (which also restores the previous content). SiteXpress maintains only one version of each page whose layout has changed; in other words, you can only restore the previous version of any page.

To restore the previous layout:

- 1 Click the Page tab.
- 2 Click the Restore Layouts button. All pages for which you have changed the layout (as defined by the template) are listed.
- 3 Check the pages for which you want to restore layout.
- 4 Click Done.

Configuring menus

You can change how main and sub menus are visually rendered by overwriting either component with the corresponding component from another template. You can also set preferences that control the width of menu items for either of these components.

Note: All templates include a placeholder menu with links to *Home*, *Support* and *Contact*. This menu is a text item, not a design component or a page element; the links shown target the current page. It is provided for the convenience of users who wish to incorporate an additional menu on their website. If you choose to use this menu, you must define actual destinations for the hyperlinks.

Changing the main menu

The *main menu* shows the entire page hierarchy of your website; the component you choose to present it determines where the menu appears and how it is styled. The main menu has two parts: the *main* part controls how top-level links are rendered and the *flyout* part controls how submenus are rendered. For most templates, the submenu is rendered as some sort of drop-down menu with rollover states; when you place your mouse over a menu item, a sub menu will appear (if there are child pages associated with

the menu item). This sub menu disappears when you move your mouse off the menu item.

Note: You use the [Reorder Pages](#) feature to change the page hierarchy used for menu items.

To change the main menu:

- 1 Click the Design tab.
- 2 Click the Change Main Menu button.
- 3 Click thumbnails in the left frame to see their corresponding previews in the right frame.
- 4 When the right frame is showing the preview of the main menu component you want to use, click Done.

Changing the sub menu

The *sub menu* shows the current level of the page with the hierarchy, along with all other pages at that same level. In conjunction with the main menu and the other menus of your website, the sub menu provides context to the visitor. In other words, it shows her where her current location (page) falls within the website as a whole.

Note: Not all templates include a sub menu design component.

To change the sub menu:

- 1 Click the Design tab.
- 2 Click the Change Sub Menu button.
- 3 Click thumbnails in the left frame to see their corresponding previews in the right frame.
- 4 When the right frame is showing the preview of the sub menu component you want to use, click Done.

Setting menu width preference

SiteXpress provides an optimal default width for menu items in the main and sub menus. However, you can choose to override these settings and apply a minimum menu width or an exact pixel width. When you set the sub menu width, you can apply the change to the current page or to all pages. When you set the width for the main menu, all pages are effected.

To change the main menu width:

- 1 Click the Design tab.
- 2 Click the Change Menu Width button.

3 In the Choose menu width select list, select Main Menu.

4 Do one of the following:

- To change the Main part, select Main from the Choose menu part select list.
- To change the Flyout part, select Flyout from the Choose menu part select list.
- Select the menu width option (default, minimum or user-defined). If you choose the last option, a pixel width field will appear for you to specify your part width preference.

5 Click Done.

To change the sub menu width:

1 Click the Design tab.

2 Click the Change Menu Width button.

3 In the Choose menu width select list, select Sub Menu.

4 Do one of the following:

- To set the sub menu width for all pages, select All from the Sub Menu select list.
- To set the sub menu width for the current page, select Current from the Sub Menu select list.

5 Select the menu width option (default, minimum or user-defined). If you choose the last option, a pixel width field will appear for you to specify your part width preference.

6 Click Done.

About the breadcrumbs element

The *breadcrumbs element* shows the path to the current page. It allows the visitor to navigate to the parent page, and that page's parent page, and so on, all the way up to the home page, which is the top-most page in the hierarchy.

About the text menu

The *text menu* shows the top-most menu items of the main menu, rendered as plain text links delineated by vertical lines. This menu displays in the footer area of each page; it allows the visitor to navigate to a new page without having to scroll to the top of the current page.

Changing the header image

SiteXpress uses one container table, and several nested tables, to set page layout. One of these nested tables is reserved for the *header image*, which tiles (repeats) to fill all available space. To guard against the display of a partially-tiled image, all SiteXpress header images are 779 pixels in width, which is also the width of the container table.

You can change the header image used on a particular page of your website, choosing from the header images of the current template, those from a different template or from an image you have [uploaded](#) yourself.

Note: While V2 templates (i.e., those introduced in this release) fully support header image customization, V1 templates (i.e., those introduced in the first SiteXpress release) do not. For more information see, [Changing header images in V1 templates](#).

To choose a template header image:

- 1 Click the Design tab.
- 2 Click the Change Header Image button.
- 3 Select a template category to display page listings of all header images in that template. Use the page number hyperlinks to navigate through the possibilities.
- 4 Click the radio button next to the header image you want to use.
- 5 Click Done.

Choosing uploaded header images

While an uploaded header image can be any height, the width should be 779 pixels because most monitors (e.g., laptop and desktop) have a minimum resolution width of 800 pixels. If the uploaded image is wider than that, your website will expand outside the viewable area of the screen. By the same token, if your image is less than 779 pixels, the difference in width will be rendered as a partially-tiled image.

To choose an uploaded header image:

- 1 Click the Design tab.
- 2 Click the Change Header Image button.
- 3 Click Choose From Uploaded Header Images.
- 4 Click the radio button next to the uploaded header image you want to use.
- 5 Click Done.

To upload a header image:

- 1 Click the Design tab.
- 2 Click the Change Header Image button.
- 3 Click Choose From Uploaded Header Images.
- 4 Scroll down to the bottom of the page and click the Upload Image button.

5 Enter the locations of the images you want to upload. To upload more than three images, click the Upload More button.

6 Click Done.

Changing header images in V1 templates

There are two types of SiteXpress templates; *V1 templates*, which were introduced in the first release of the product, and *V2 templates*, which were introduced in this release. SiteXpress 2 was designed to allow design components to be interchangeable with components from other templates, including those from V1 templates. This feature is supported for all design components *except* V1 header images. SiteXpress 2 renders V1 header images as background images; they cannot be changed or removed.

If you are using a V1 template and attempt to change one of its header images, the Change Header image tool will report that there are no header images available for the template. While you can choose a header image from another (V2) template (or one of your uploaded images), the image will be inserted over (i.e., on a higher layer than) the static V1 image. If the effect is not pleasing to you, you can choose to hide the V2 header image using the [Page Properties](#) tool, or switch to a V2 template

Note: Template type is indicated in the thumbnail caption for each template shown in the Change Template tool.

Changing the side bar

The *side bar* design component, when displayed, creates an additional text area to the side of the layout component with a portion of the space previously allocated to the layout component alone. The side bar is created as a series of styled tables; the color scheme of these tables is uniform and is determined by the template.

To change the side bar:

- 1 Click the Design tab.
- 2 Click the Change Side Bar button.
- 3 Click thumbnails in the left frame to see their corresponding previews in the right frame.
- 4 When the right frame is showing the preview of the side bar you want to use, click Done.

Changing templates

You can choose to change templates at any time, without losing any of the content you have developed. Before making the change, you have the option to retain design components from the current template (such as the header image) and set a new base

color. The design components you can retain vary depending upon the current template and the one you want to replace it with).

Note: Some templates are not well-suited to design component changes such as changing the base/component colors or the [header image](#). The preview image of each template caveats any design limitations associated with the template.

To change templates:

- 1 Click the Design tab.
- 2 Click Change Template.
- 3 Click thumbnails in the left frame to see their corresponding previews in the right frame. To change the template category, choose a new category in the Select template for your category select list.
- 4 Do any of the following:
 - To change the base color used, scroll down to the bottom of the preview frame and click the radio button next to the preferred color.
 - To retain existing design components, uncheck any of the components shown under Select Components to change. For example, if you want to use the main menu from the current template (as opposed to the main menu component of the new template), you would uncheck Main Menu.
- 5 Click Done.

Applying text effects

SiteXpress allows you to apply special text effects to [page](#), [navigation bar](#) and [company](#) titles, as well as the [company slogan](#). These text effects include:

- dark drop shadow
- light drop shadow
- shadow
- blur
- glow

The default state applied to all page elements for which text effects are supported is *none* (no text effect).

Note: Text effects are optimized for Internet Explorer 5.5 and above.

To apply text effects:

- 1 Click the Design tab.
- 2 Click Choose Text Effect.

3 For any of the page elements shown, set the text effect as desired. To view a sample of what each text effect looks like, click the View Text Effect button.

4 Click Done.

Changing site colors

When you choose a template, you have the option to change the *base color* used to render it. The base color is a reference color; it also specifies complementary colors. You can also change colors on a *per-component* basis. These component parts include the *layout* (where content items are displayed), *main menu*, *sub menu*, *side bar* (which is not available in all templates) and *template* (the remainder of the page). Each component takes four color values: primary, secondary, background and text, with each color appearing in up to five different shades.

To change the base color:

1 Click the Design tab.

2 Click the Change Colors button.

3 Select Change the base color and click Done. A preview image of the current template is shown, with all available base color selections shown below it.

4 Select the desired base color.

5 Click Done.

To change component colors:

1 Click the Design tab.

2 Click the Change Colors button.

3 Select Change the component color and click Done. The Change Component Color tool is displayed, showing two tables. The first table is used to display the color settings for the selected component; the second table is used to select the four color values, each color referenced by name and shown in a progression of shades.

4 Choose a component from the Choose a component select list. To select all components, choose All. The component color table is refreshed to show the current colors used for your selection.

5 In the color selection table, select a primary, secondary, background and text color. If you want to retain the current color setting select the radio button in the top row (i.e. current color).

6 Click Done.

Chapter 5: Site Structure

About site structure

The pages of your site, along with the way you choose to arrange them, determine your *site structure*. This structure is reflected in the main menu, sub menu, breadcrumbs element and text menu, all of which are generated automatically based on the properties of the pages contained in your site. Adding, deleting and reordering pages are all actions that you perform to develop an intuitive and logical site structure.

Adding pages

You can add as many pages to your website as you wish. Each time you add a new page, the various menus, along with the breadcrumbs element, are updated to reflect the change. You can add a new page from the current template category or from a different template category.

To add a page:

- 1 Click the Add Page button on the toolbar.
- 2 Select a page from the current category or from one of the remaining categories.
- 3 Click Next. The Choose Page Location window is displayed, showing the page heirarchy of your website.
- 4 Click an existing page in your website. The color of the page title will change from black to red (indicating selection).
- 5 Select the radio button to add your new page in relation to the page highlighted in red (i.e., above the highlighted page, below the highlighted page or a child element of the highlighted page).
- 6 Click Next.
- 7 Define page properties.
- 8 Click Done.

Note: For more information on page properties, see [Defining page properties](#).

Deleting pages

Although you can delete any page from your site, keep in mind that deletion will be permanent. In order to recreate the deleted page, you will need to add a new page and re-insert the text, tables and images into it.

Note: You cannot delete the home page.

To delete a page:

- 1 Click the Page tab.
- 2 Click the Delete Page button. The current page hierarchy of your website is displayed.
- 3 Check the pages you want to delete.
- 4 Click Done.

Reordering pages

When you need to reorder the pages of your website, you select the page you want to move (called the *source page*) and the new location relative to another page (called the *destination page*). You can move the source page above or below the destination page (change its location at the same menu level) or make the source page a child page of the destination page (a sub menu item of the menu item associated with the destination page).

To reorder pages:

- 1 Click the Site tab.
- 2 Click the Reorder Pages button. The Reorder Pages tool displays, showing the current structure of your website in two columns, the Source Page Hierarchy and the Destination Page Hierarchy.
- 3 Click the page you want to move from the Source Page Hierarchy. The color of the page title will change from black to red (indicating selection).
- 4 Click the destination page from the Destination Page Hierarchy. As with the source page, the destination page color will change from black to red.
- 5 Select the new location for the source page (i.e., above the destination page, below the destination page or a child element of the destination page). To move another page, click Apply. To exit the Reorder Pages tool, click Done.

Chapter 6: Site Properties

About site properties

Just as the properties of a page distinguish it from other pages on your site, *site properties* distinguish your site from other sites on the Internet. Site properties brand your site, provide information about ownership, and determine how your site will be indexed by search engines and directories (such as Google and Yahoo). These properties include:

- meta tags
- company details
- default font-families

Site properties are optional; you do not have to set them.

Adding meta tags

Meta tags are optional HTML elements that provide document data to user agents, such as search engines. SiteXpress supports two types of meta tag:

Description A brief description about the purpose or focus of your website, which some search engines will display when your site is returned in a search results page. The description should be no longer than 200 characters in length.

Keywords A list of the words that a user might enter into a search submission form to locate your site.

To add meta tags:

- 1 Click the Site tab.
- 2 Click the Add Meta Tag button.
- 3 Enter a description and/or keywords list.
- 4 Click Done.

Changing company details

Each template includes several text areas for the display of company-related information. These details are optional—you can choose to define them or leave them blank. They include:

Company title The legal name of your company.

Site slogan A short tag line used for branding purposes.

Footer A text area below the content layout component reserved for a copyright attribution or some other type of legal disclaimer.

Logo The official photograph, illustration or logotype associated with your company.

Note: If your website is not affiliated with a company, you can choose to use the text areas reserved for company details for any purpose you wish.

To change company details:

- 1 Click the Site tab.
- 2 Click the Change Company Details button.
- 3 Enter a title, slogan, and/or footer. You can preview each item by clicking the Preview button to the right of each input field.
- 4 Browse to a logo image (if you choose to use one).
- 5 Click Done.

Setting default font-families

You can set the default *font-families* used throughout your site. A *font-family* is a type face represented in various styles (normal, bold, italic, etc.). There are two types of font-families:

Specific The exact name of a licensed font which you expect your visitors to have installed on the computer they are using to browse your site. Windows and Macintosh computers typically include a core set of specific font-families (e.g., Arial, Verdana, Helvetica, etc.).

Generic The letter-form class (serif, sans-serif, monotype, etc.). You assign a generic font-family to accommodate those visitors who may not have a specific font-family installed on their computers.

Note: When you choose to set default fonts, you select from various combinations of specific font-families. The font order is the order the web browser will use to look up a matching font-family. If none are found, a generic font-family is used.

In addition to setting default font-families, you can also set the default font size used for body text.

To set the default font:

- 1 Click the Site tab.
- 2 Click the Default Fonts button.

- 3 Select a font-family set and a font-size.
- 4 Click Done.