

Chapter 1

Starting and Exploring Web Easy



Learning Objectives

After completing this chapter, you should be able to:

- launch Web Easy and determine its different window parts;
- familiarize with Web Easy's navigation tools and toolbars;
- discuss the advantages of creating web sites and generate an understanding on how web sites work;
- explain the concept of dynamic web site;

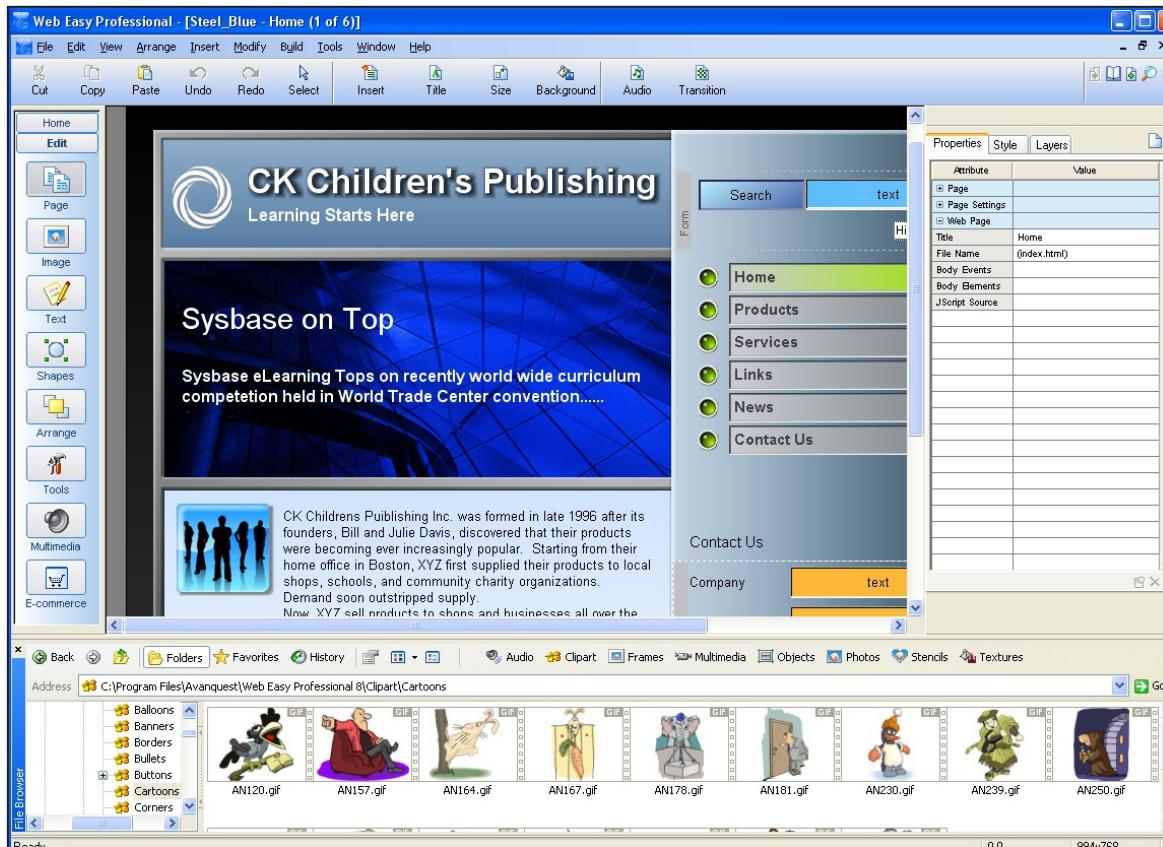
Word Watch

Web Easy	HTML
Layers Tab	Dynamic Web sites
WYSIWYG	DHTML
Workspace	Activity Center
File Browser	Taskbar
Inspector	Properties Tab
Style Tab	

Starting and Exploring Web Easy

Lesson 1

Web Easy is an easy-to-learn web design program. Even beginners can create websites, both regular HTML and dynamic HTML websites. As you become familiar with Web Easy, it is encouraged that you take advantage of its many advanced features.



Before you begin to create your first document, you should have a working knowledge of your computer and your operating system. The software is designed to operate in Windows XP/Vista/7. You should know how to use a mouse, the keyboard, the standard Windows menus and commands, and how to open, save, and close files.

All About Web Easy

Using Web Easy®, you can easily create websites without any knowledge of HTML coding. You have full What-You-See-Is-What-You-Get (WYSIWYG) control over the content and layout of each page of your website.



With Web Easy, you can have a great looking website without the hassles, time, and cost of conventional "programmer" style HTML editors. You can start with one of over 200 professionally designed templates, import an existing site, or unleash your creative talent to deliver your message.

Building dynamic websites has never been easy. Usually, it takes years for you to learn the basic and advance techniques in order to build a good, dynamic and presentable working website.

Web Easy conquers the so called tedious coding in developing your website. It only takes three easy steps to make your website.

Build & Publish Your Website in 3 Easy Steps!

1 Select a Design

Choose one of our professionally designed, industry specific templates and add other elements like headlines, text and your favorite photographs and graphics.

- ✓ Pick from 500+ designs created for business, school and home use.
- ✓ Templates include ready-to-use industry-specific text.
- ✓ Easily create your website's look using the website assistant

2 Customize Your Design

Customize your site with a choice of photos, clip art, sound files and image effects. Use your own imported files or choose from our extensive library.

- ✓ Drop in your own graphics, or use our free library of 85,000 images.
- ✓ Easily add your own logo or just type in your business name.
- ✓ Edit text, colors, images, fonts, and links.

3 Publish Your Website

Publish your website to the Internet in One Click! WebEasy automatically previews the final version and creates the HTML code for you.

- ✓ Publish your site directly from WebEasy
- ✓ Make changes to your site anytime and republish.
- ✓ Get domain name and email addresses
- ✓ Even launch an e-commerce business

Step 1. Choose one of the professionally designed industry specific templates and add other elements like headlines, text and your favorite photographs and graphics.

- Pick from 500+ designs created for business, school and home use.
- Templates include ready to use images and industry-specific text.
- Easily create your website's look using the website assistant.

Step 2. Customize your site with a choice of photos, clip art, sound files and image effects. Use your own imported files or choose from the extensive library.

- Drop in your own graphics, or use the free library of 85,000 images.
- Easily add your own logo or just type in your business name.
- Edit text, colors, images, fonts, and links.

Step 3. Publish your website to the Internet in One Click! Web Easy automatically previews the final version and creates the HTML code for you.

- Publish your site directly from Web Easy
- Make changes to your site anytime and republish.
- Get domain name and email addresses
- Even launch an e-commerce business

Web Easy needs to be installed before you can use it. Installing is a little process and needs professionals to do it.

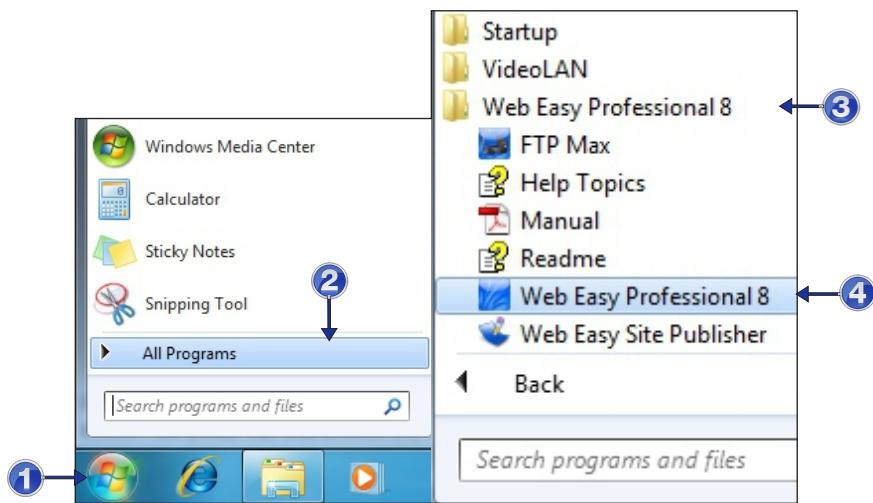
There are two ways to load or activate Web Easy. You can load it through the desktop or from the Start menu.

Loading Web Easy

Double-click the **Web Easy** icon on your Windows desktop.

OR

- ① Click the Windows **Start** button.
- ② Choose **All Programs**.
- ③ Select **Web Easy Professional**.
- ④ Choose **Web Easy Professional**.

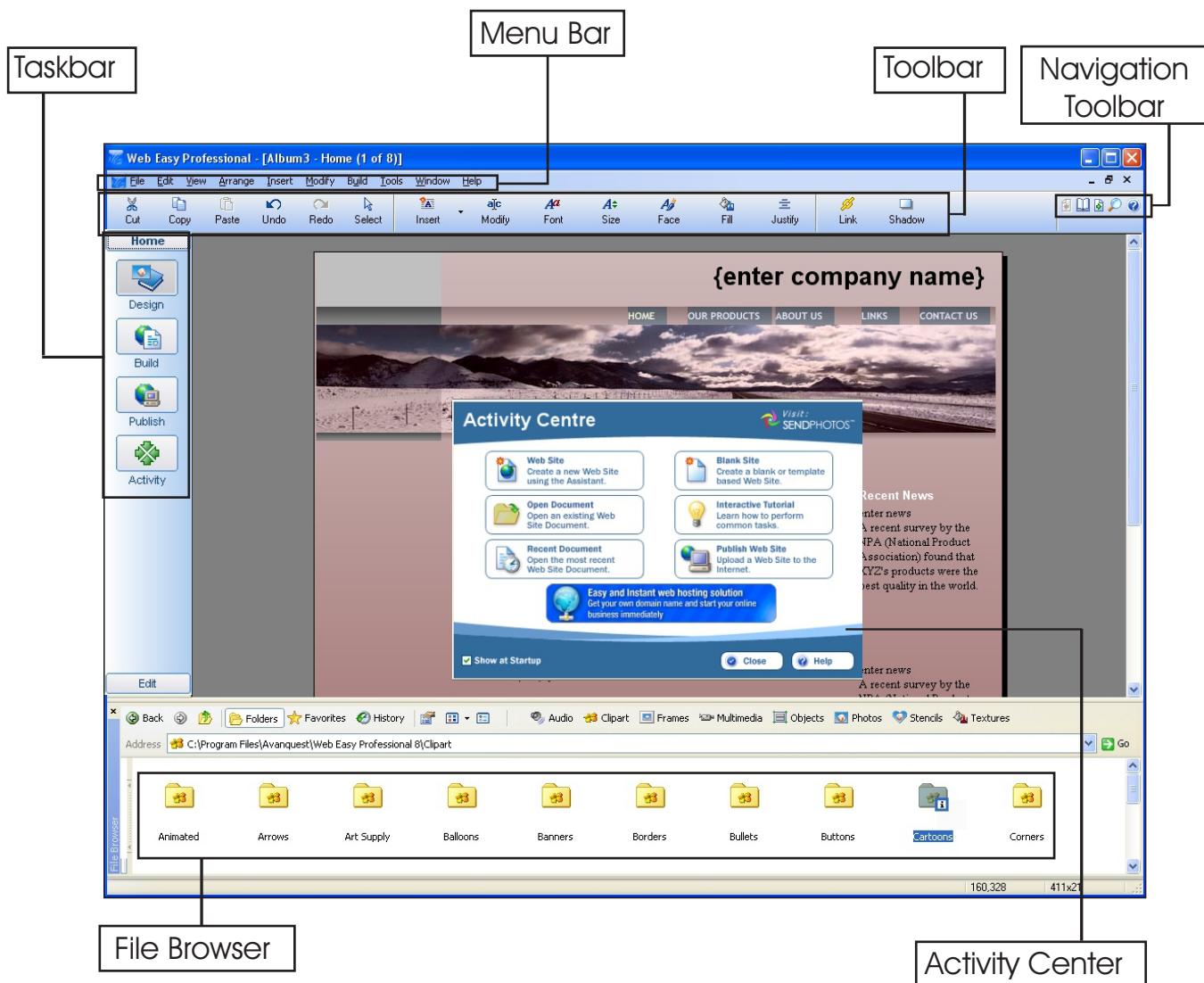


The Web Easy Window

Lesson 3

When you start Web Easy, the Activity Center opens to get you started. The Web Easy interface includes Taskbars, Toolbars, Menus, and Buttons. The Taskbar appears at the left of the screen and the Toolbar and Menu bar appear along the top. For each topic selected on the Taskbar, the related buttons appear on the Toolbar.

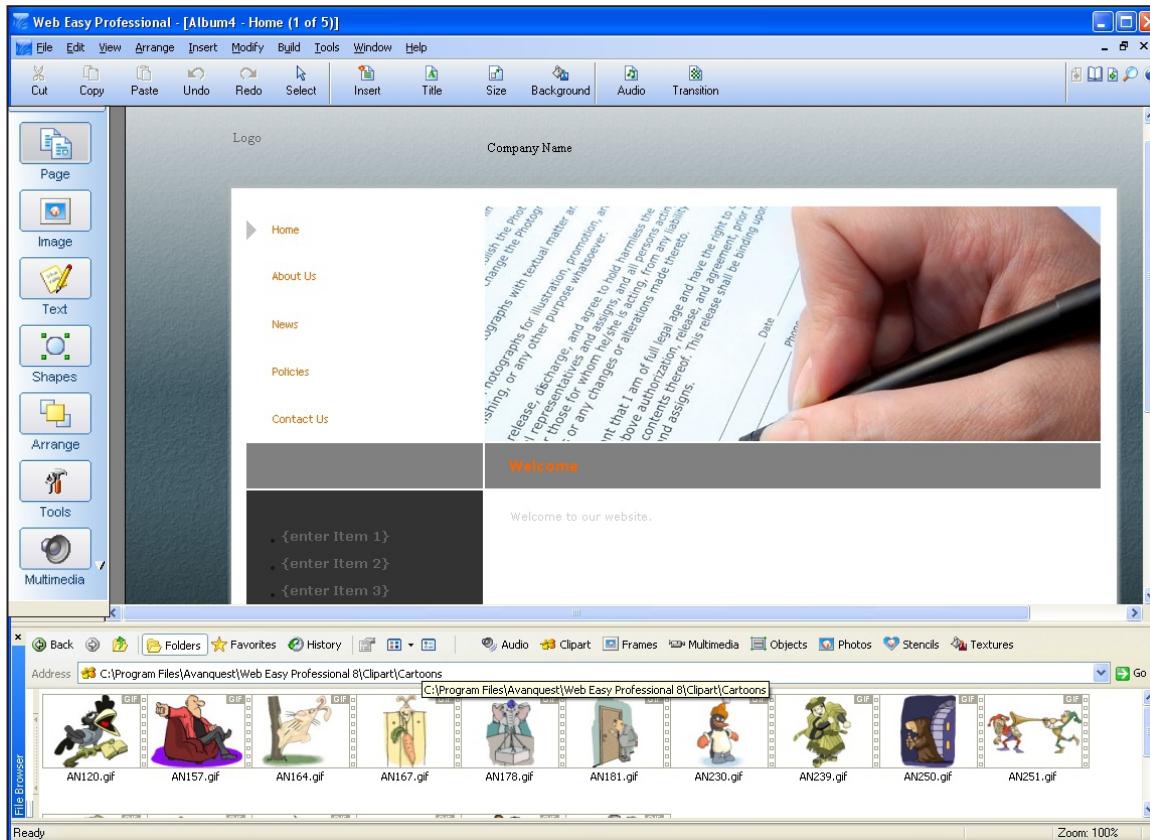
You can add Web Easy's File Browser at the bottom of the screen by opening the View menu and selecting File Browser.



The Edit Taskbar

After you design or open a document, the Edit Taskbar contains Toolbars that allow you to work with items in your document. It provides options to edit pages, images, text, and shapes, or to arrange the items. It also provides access to a selection of Tools, or Assistants, and Multimedia controls.

If you try to select the Edit category before you have an open document, Web Easy prompts you to open a document.



Work with Pages
is a set of tools let you work with the pages of your document



Work with Shapes
is a set of tools that let you draw, insert and work with shapes in your document.



Play Multimedia
lets you play multimedia files and record audio clips.



Work with Images
is a set of tools let you work with the image in your document.



Arrange Items
is a set of tools that let you arrange all the items in your document.



E-commerce to your Website
enable users to purchase your products online.



Work with Text
is a set of tools that let you work with text in your document.



Tools and Option
is a set of tools that let you work with text in your document.

The Toolbars & the Inspector

Lesson 5

Menu Bar

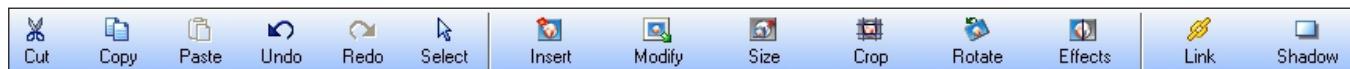
The Menu bar contains the menus. Click a menu heading to display a list of options. Choosing an option performs an action, displays a dialog, or opens another list of options.

- Dimmed items in a menu are options that are not currently available.
- If an arrow follows a menu option, choose it to open a list of further options.



Toolbars

A toolbar is a set of buttons, arranged horizontally below the menu bar. The button clicked in the toolbar controls which toolbar appears. In addition, as you select items in your workspace, the appropriate toolbar automatically appears. To display a toolbar, click the corresponding button in the toolbar. For example, in the Edit Taskbar, click Image, and the Edit Image toolbar appears along the top of the screen.



Clicking a button either performs an immediate action or displays a dialog. If there is a small downward-pointing triangle beside a toolbar button, click it to display a list of further options for the tool. Choosing an option from a menu can also perform most toolbar actions. However, not every menu option has a corresponding toolbar button.

The Inspector

The Inspector is a window that lets you view and edit properties about the item you currently have selected. To open the Inspector, click the View menu and choose Inspector. The keyboard shortcut is CTRL+K.

After you have opened it, the inspector updates each time the selection changes as you edit your website album. Each type of item displays different properties. For example, if you have a text item selected you can change the font in the Inspector. If you have an image selected, you will be able to change image properties, such as brightness.

Viewing the Inspector Tabs

• Properties Tab

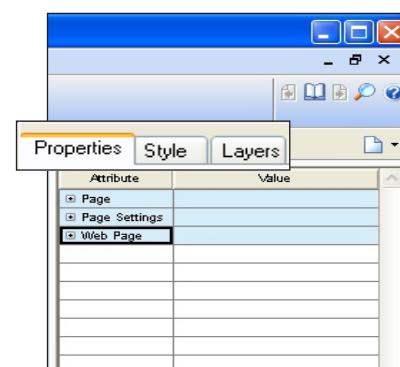
This tab shows general properties that provide information about the item and allow you to edit settings. You can change the properties for the current selection, the current page, or the complete site.

• The Style Tab

This tab allows you to edit the attributes used to create the Style sheet generated with your website in CSS HTML mode. Some of these attributes are only supported if you are building a CSS HTML page. You can change the properties for the current selection, the current page, or the complete site.

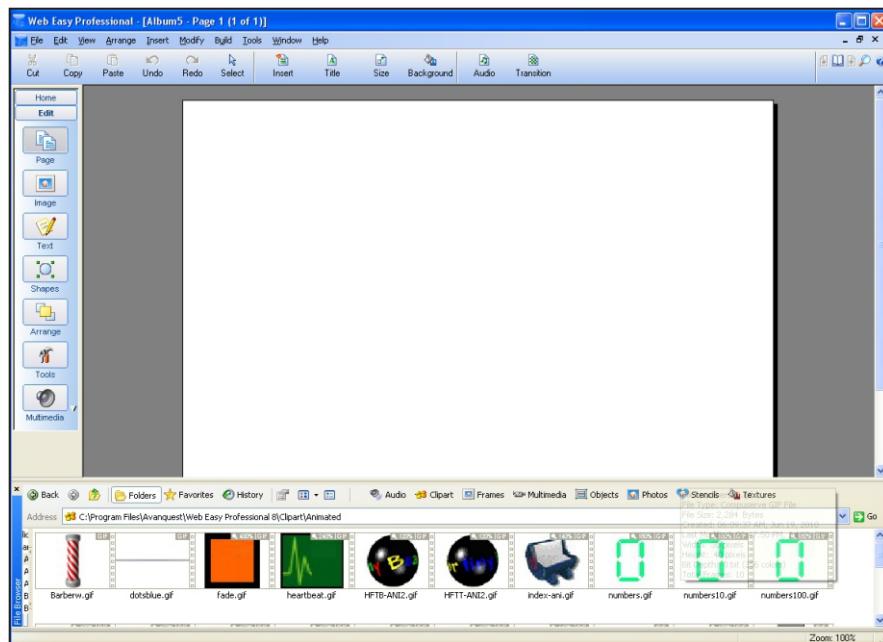
• The Layers Tab

This tab gives you a list of all the items on your page and allows you to lock, hide, and move layers higher or lower in the view. The layers tab only applies to the current page.



Workspace

The Workspace is the large area where you work on your document. It is sometimes called the canvas because this is where you construct your masterpiece. Your document only becomes a web page after you Build it (create HTML files) and Publish it (post it to a host provider).



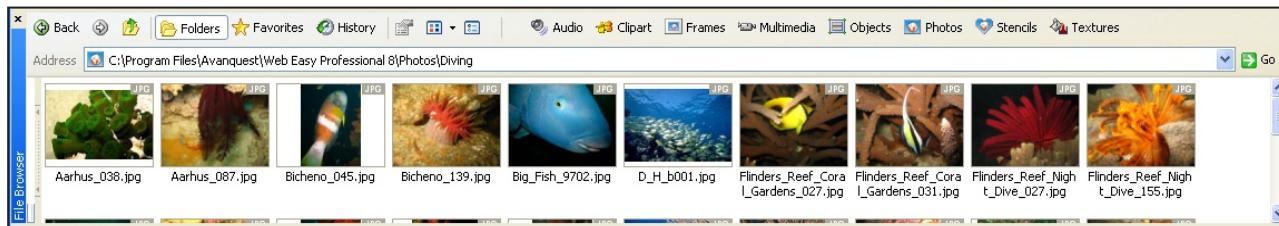
File Browser

The File Browser displays the contents of the currently selected folder or catalog. It is continuously open, however it can be minimized to save screen space when you aren't using it.

If Web Easy's File Browser isn't visible at the bottom of your screen, you can open it by opening the View menu and choosing File Browser.

The File Browser is used for much more than just photos. You can drag and drop images,

clipart, frames, textures, movies, pre-built objects, and other items from the File Browser onto your document. To drag-and-drop an item, click it with the left mouse button, hold the mouse button down, and drag the item by moving the mouse pointer onto your document. Then, drop the item where you want it by releasing the mouse button.



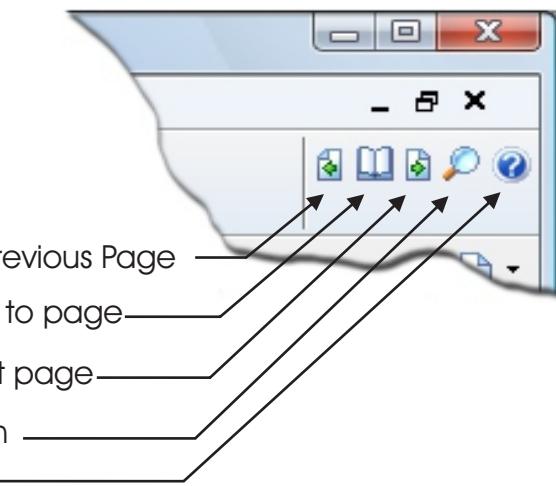
Navigation Tools & Status Bar

Lesson 7

Navigation Tools

The Navigation tools appear in the top right corner of the toolbar and are permanently displayed. Use them to navigate within the current document to specific pages or to the previous and next page.

The Zoom button enables you to view the document at different magnifications so that you can work at the appropriate document size. Click the Zoom button and select a zoom option.



Status Bar

The Status bar displays information about the selected items or about the tasks Web Easy performs.



- On the left side, it displays information about items when they are selected. It also provides information about the current tasks.

Selected item is an Image with a link.

Position of the item (X,Y coordinate of the top left corner).

Size of the item (height x width)

- The right side of the status bar displays position on the page of the selected item's top-left corner and the size of the item in pixels. When no item is selected, the size of the website (in pixels) appears.

Cue Cards

Many features display a Cue Card dialog that provides you with the information of the next step.

To prevent a specific Cue Card from appearing, uncheck the *Show again* box.

To make the Cue Cards appear again (or turn off all cue cards), open the Tools menu and choose Options. In the General page, check the Show cue cards box (or uncheck the box to turn off all cue cards).



Using The Web Easy Tools

Lesson 8

You can use the tools in Web Easy by clicking a toolbar button or choosing a menu option.

Clicking a Button on a Toolbar

- ① Click a category button to display a Taskbar.

For example, click the Edit button to display the Edit Taskbar.

- ② Click a button on the Taskbar to display the related Toolbar.

For example, click the Page button to display the Edit Page Toolbar.

- ③ Click a button in the toolbar.

For example, click the Insert button to insert a page.

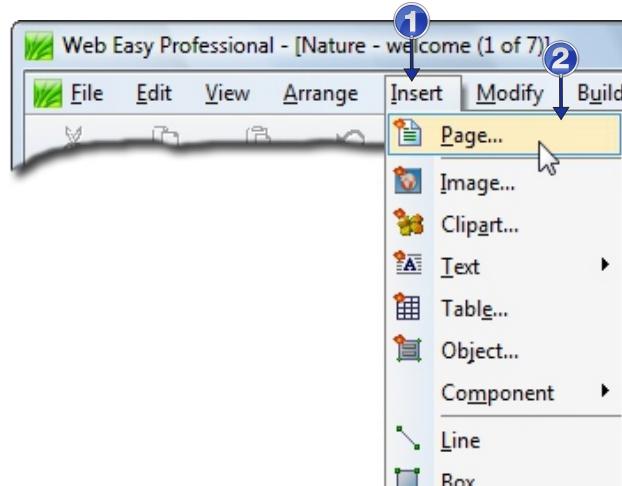


Choosing a Menu Option

You can perform the same action using the menu options. For example:

To insert a new page from the menu:

1. Click on the **Insert** menu.
2. Choose **Page**.



Selecting Items Using the Arrow Buttons

Web Easy uses a vertical panel of arrow buttons in some of its dialogs for selecting which items to include in a web page.



Single Arrow selects single item from the list on the left by moving it to the list on the right.



Double Right Arrow selects all item from the list on the left by moving them to the list on the right.



Single Left Arrow deletes a single item from the list on the right by moving it to the list on the left.



Double Left Arrow deletes all item from the list on the right by moving them to the list on the left.

Websites are formatted using HyperText Markup Language (HTML) commands. A typical website consists of a number of web pages, each contains text and images. Some also include sound and video. Web pages typically contain links to other pages within the site, as well as links to other websites. You don't need to know or understand HTML when using Web Easy—it does all the hard work for you.

Dynamic WebSites

Dynamic web sites are formatted using Dynamic HyperText Markup Language (DHTML) commands and many templates also use a newer version of Cascading Style Sheets (CSS). Dynamic websites display special effects such as animations, moving messages, page transitions, rollover images, and more. Using Web Easy, you can create dynamic presentations and slide shows. All current browsers support DHTML, so you are assured that your website looks great on anyone's computer.

Advanced WebSite Features

Advanced users can create exciting components for their websites such as scenes, e-commerce, and animated GIFs.



Creating a WebSite

- Drag and drop photos, objects, and other items exactly where you want them.
- Give your pages backgrounds, sound effects, and custom sizes.
- Add text and enhance it with shadows, colors, texture, or gradient fills.
- Apply special photo effects to your images

- Draw shapes, adjust their line thickness, fill, and color.
- Create links to other pages, to other websites, or to e-mail.
- Embed sound, video, Flash™, and more.
- Exclusive C-Clearly® technology lets you see and work on your new website exactly as it will appear when published.

Create a Dynamic WebSite

- Add special effects such as moving text, page transitions, rollover images, animations, and more.
- Create an on-screen presentations and slide shows.
- Create scenes that change text or images automatically at different dates or times.

Using the Activity Center

The Activity Center provides you with a handy choice of activities to get you started quickly. With experience, you'll be familiar enough with Web Easy to perform the same tasks using the menus and toolbars.



The Activity Center appears automatically when you start Web Easy, unless you've previously turned the option off. If the Activity Center has been removed from the program startup, you can still view it at any time.

To view the Activity Center, open the Tools

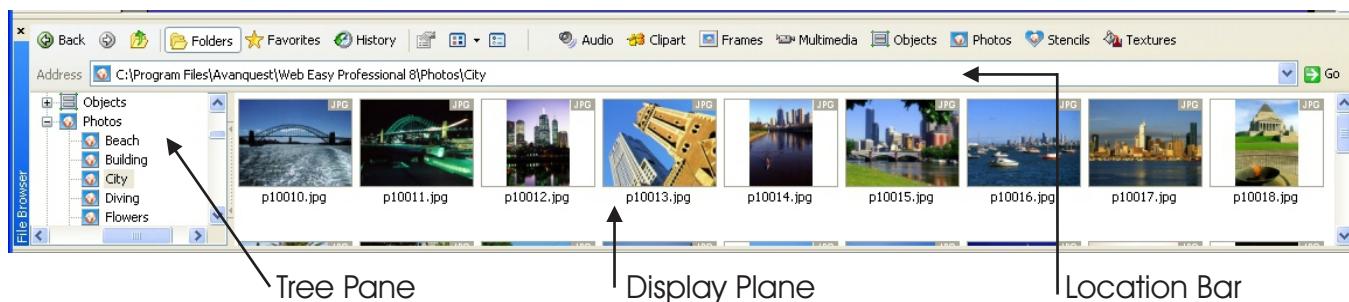
menu and choose Activity Center or display the Home taskbar and click the Activity button.

To prevent the Activity Center from opening when Web Easy starts, uncheck the Show at Startup box.

Selecting Files Using File Browser

Lesson 11

File Browser makes it easy to find, display, and select files. The process of inserting items into your document is simplified as File Browser displays graphic thumbnails of your files, and you just drag and drop them onto your documents. It supports over 150 file formats including images, web files, animations, audio, video, and documents.



To add Web Easy's File Browser at the bottom of the screen, if it's not yet visible, open the View menu and choose File Browser.

How to Locate Items Using File Browser

There are several ways to locate, view, and select items using File Browser.

- Click a button on the Location bar, such as Photos. A group of folders appear in the Display pane. Double-click a folder to view the photos within it.
- Similar to a web browser, use the left and right arrow buttons to move among previous selections.
- Click the Up One Level button to move up to the parent folder.
- Click the Folders button to view folders in the Tree pane. Browse through the folders on your computer and click a folder to display its contents in the Display pane.



LABORATORY MANUAL

Chapter 1 Starting and Exploring WebEasy

Part 3 WEB EASY

Web Easy is one of the top Web Page designer tool in the market today. This chapter explores the student on its interface including its features and function.

Objectives

After completion of all the computer laboratory activities in this chapter, the student will be able to launch and use Web Easy.

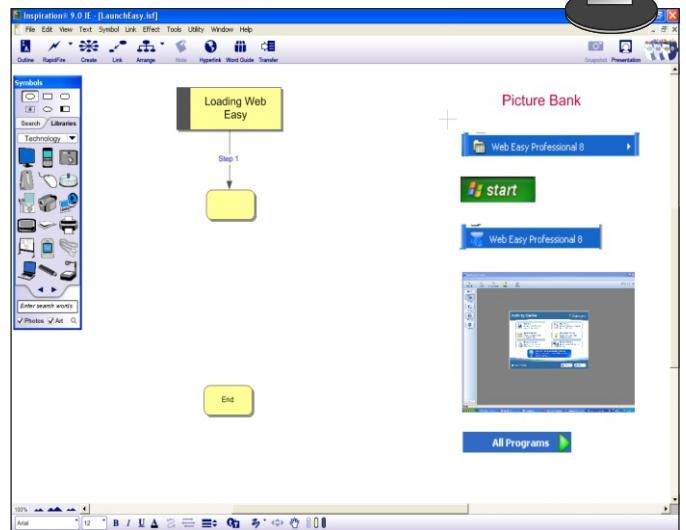
Lab. 1.1 Easy Launching

Estimated Completion time: 15 - 20 Minutes

Directions:

1. Launch **Inspiration**.
2. Open and complete the activity **Easy Launching**.
3. Complete the steps on how to load Web Easy from the Start menu.
4. Save the activity in your working folder as **LaunchEasy**.

Preview:



Score

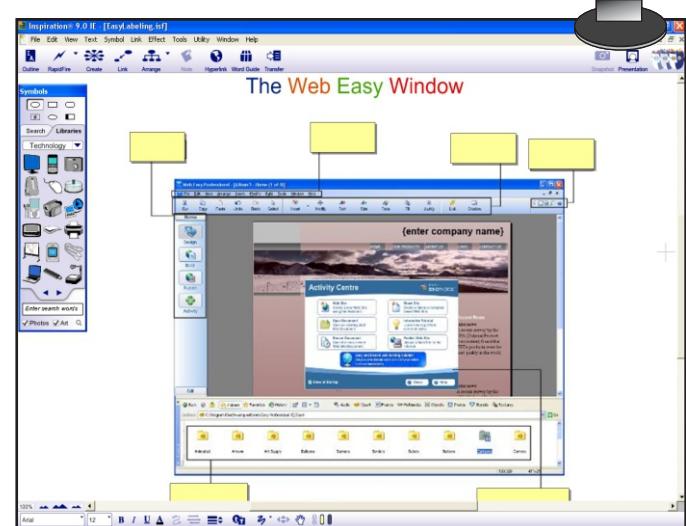
Lab 1.2 Labeling Easy

Estimated Completion time: 10-15 Minutes

Directions:

1. Launch **Inspiration**.
2. Open and complete the activity **LabelingEasy**.
3. Label the different parts of Web Easy window.
4. Save the activity in your working folder as **LabelingEasy**.

Preview:



Score

Lab 1.3 Easy Features

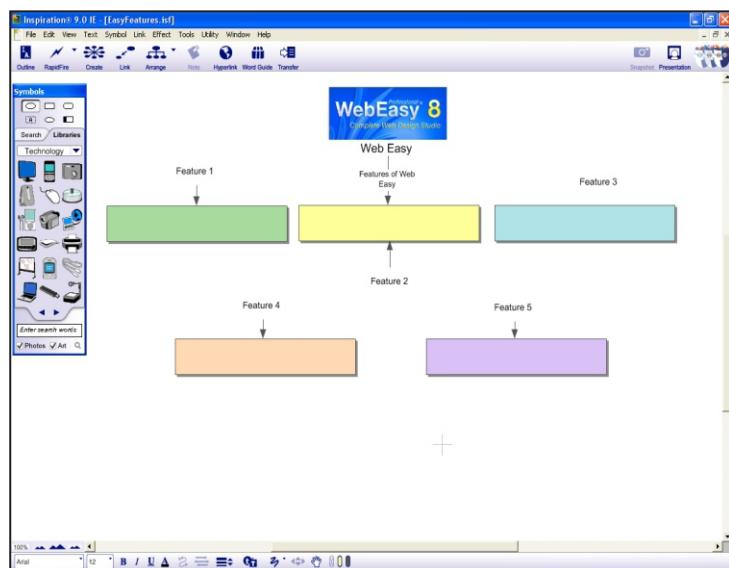
Estimated Completion time: 5-10 Minutes

Directions:

Score

1. Launch **Inspiration**.
2. Open and answer the activity **All About WebEasy**.
3. Enumerate at least five features of Web Easy.
4. Save the activity in your working folder as **AllAboutWebEasy**.

Preview:



Lab 1.4 Useful Tools

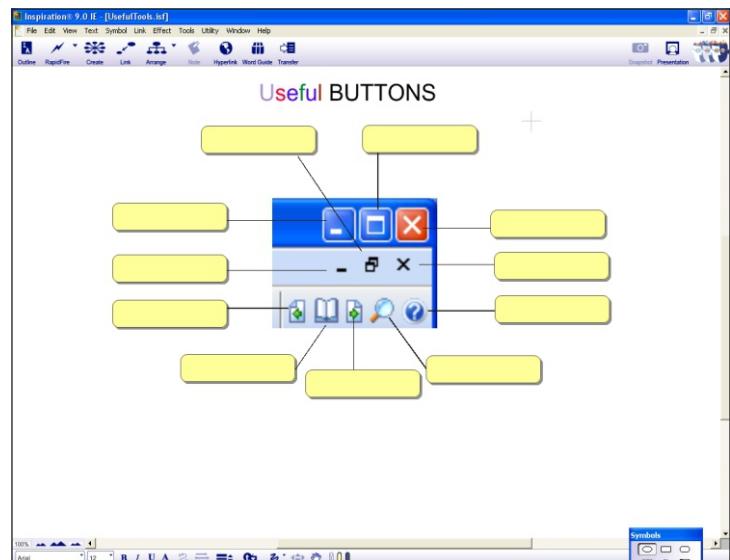
Estimated Completion time: 10-15 Minutes

Directions:

Score

1. Launch **Inspiration**.
2. Open and answer the activity **UsefulTools**.
3. Label the parts of the given tools or buttons and give a short description for each part.
4. Save the activity in your working folder as **UsefulTools**.

Preview:



Lab 1.5 Easy Task

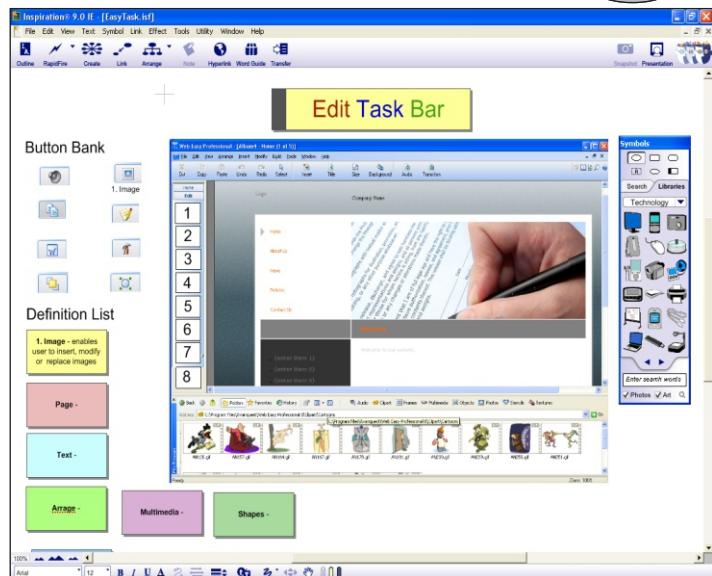
Estimated Completion time: 15-20 Minutes

Directions:

1. Launch **Inspiration**.
2. Open and answer the activity **EasyTask**.
3. Arrange the Edit Taskbar and give the functions of all the buttons.
4. Save the activity in your working folder as **EasyTask**.



Preview:



Lab 1.6 Functional Bars

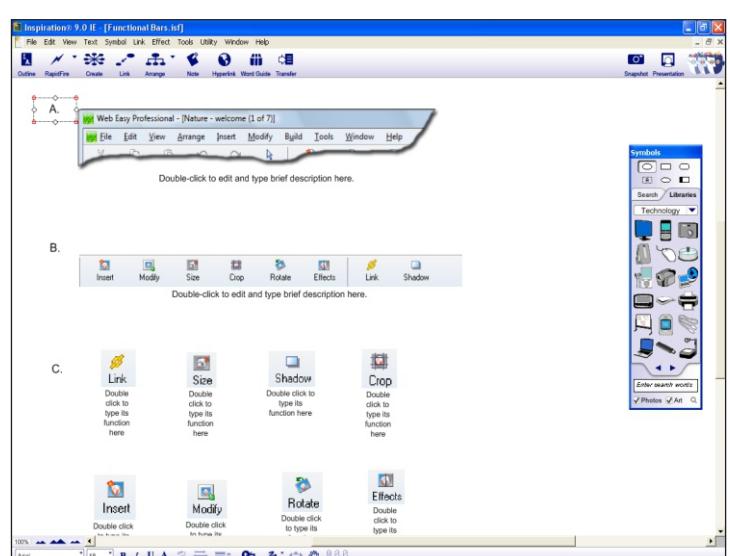
Estimated Completion time: 15-20 Minutes

Directions:

1. Launch **Inspiration**.
2. Open and answer the activity **FunctionalBars**.
3. Write a short description of menu bar and Toolbar.
4. Give the function of each Tool bar button .
5. Save the activity in your working folder as **FunctionalBars**.



Preview:



Lab 1.7 My Site

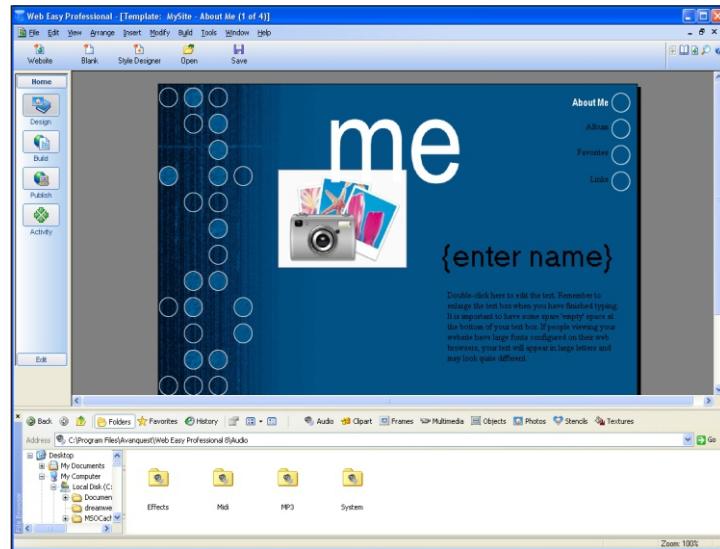
Estimated Completion time: 25-30 Minutes

Directions:

1. Open and answer to complete the activity **My Site**.
2. Fill in the curly braces with text, pictures and information about you to create a four page website about yourself.
3. Observe the font, font size and font style to enhance the pages of your website.
4. Save the activity in your working folder as **MySite**.

Score

Preview:



Lab 1.8 Inspector

Estimated Completion time: 25-30 Minutes

Directions:

1. Launch **Inspiration**.
2. Open and answer the activity **Inspector**.
3. Double-click each item's text box and give a brief description for each item.
4. Save the activity in your working folder as **Inspector**.

Score

Preview:

