

Chapter 3

Using Web Site Assistant



Learning Objectives

After completing this unit, you should be able to:

- create a website using the Web Assistant
- discover the capabilities of WebSite Assistant;
- manage your website contents by organizing and storing it to your desired folder for reference;
- navigate throughout your website and view its content to a browser;
- edit your pages by modifying contents of your website.

Word Watch

WebSite Assistant	Gradient
Wizards	Texture
Placeholders	Pattern
Numbered List	Foreground
Home Taskbar	Keep Aspect Ratio
Build Toolbar	Preview Site

Using Website Assistant

Lesson 1

The Web Site Assistant provides a simple way to create a document for your website. It includes templates to create a web photo album and the descriptive contents.

Opening the WebSite Assistant

Step 1:

- ① Click the **Home** button to display the Home Taskbar.
- ② Click the **Design** button to display the Design Toolbar.
- ③ Click the **WebSite** button to open the WebSite Assistant.
- ④ Click **Next** to open the Templates dialog and continue to Step 2.



Step 2: Selecting a Template

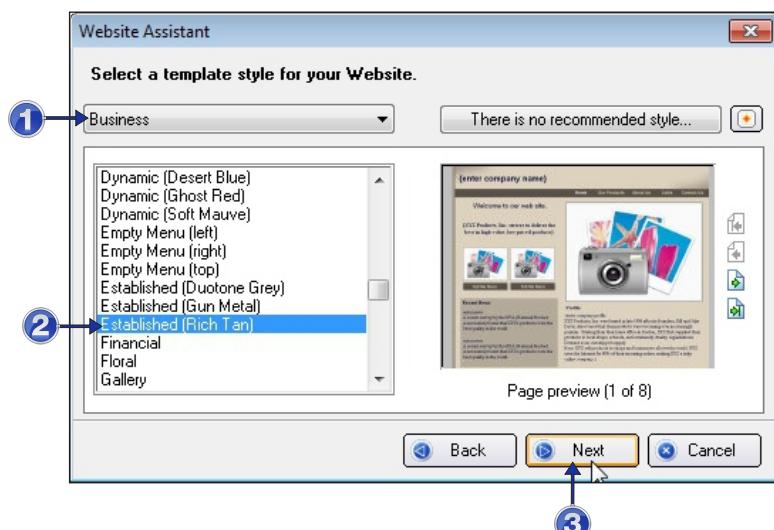
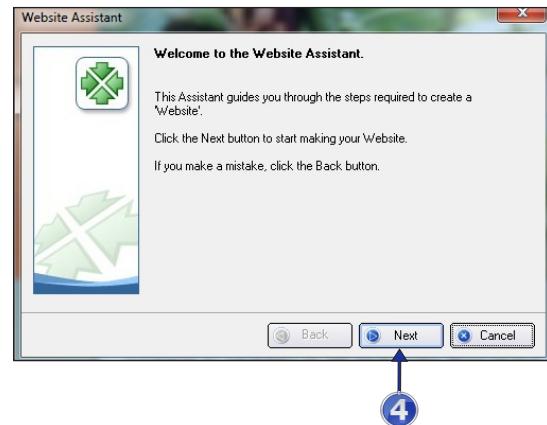
- ① Click a category tab to view a list of pre-designed templates.

Templates that are called wizards make it easy for you to complete a special type of web page such as a photo gallery.

- ② Click a template name on the left to view a preview of the template on the right.

Click the navigation buttons below the preview to view different pages of the template.

- ③ Click **Next** to continue to Step 3.



Step 3: Naming Your Document and Choosing a Storage Folder

Use this step of the wizard to name your new file and choose a storage location for it.

- ➊ Type a name for your file in the Name box.
- ➋ Click the **Browse** button at the right of the Location on your hard drive box to select a folder where you can store your document.

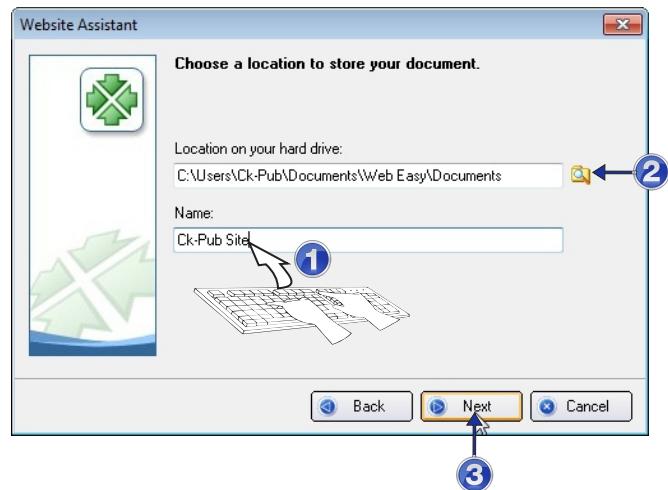
Web Easy normally saves your document files in the My Documents\Web Easy\Documents folder, ending the file name in .alb.

If you prefer, you can type the new folder's location in the Location on your hard drive box.

- ➌ Click **Next**.

Some templates might ask you to enter information, such as personal or business details. You can enter this information either now or later.

Enter any information you want, and then click Next to continue to Step 4.

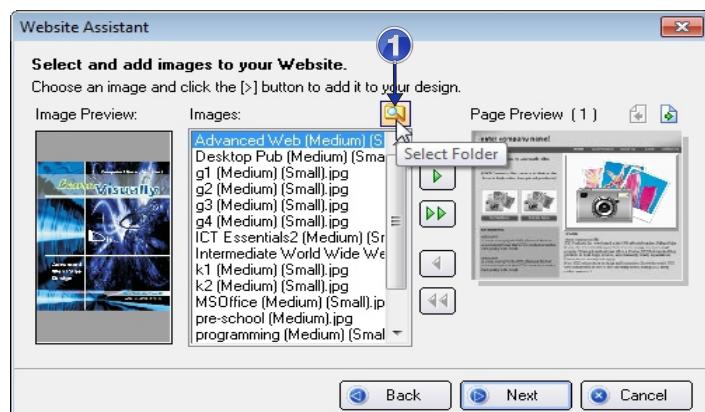


Step 4: Selecting the Images for Your Document

Replace the placeholders in the template with your own images.

If desired, you can skip this step and add your images later.

- ➊ Click the **Browse** button above the list of image files to find the folder where your images are stored.



② Make sure that Image files is selected next to Type of files in the browse dialog.

③ Click **OK**.

④ Select the images for your document.

You can see a preview of each image on the left side of the Assistant and a preview of the document on the right.

⑤ Replace the gray placeholders with individual images by clicking an image name and then clicking the single, right arrow button or click allocate all images button.

Alternatively, load all the images at once by clicking the double, right arrow button.

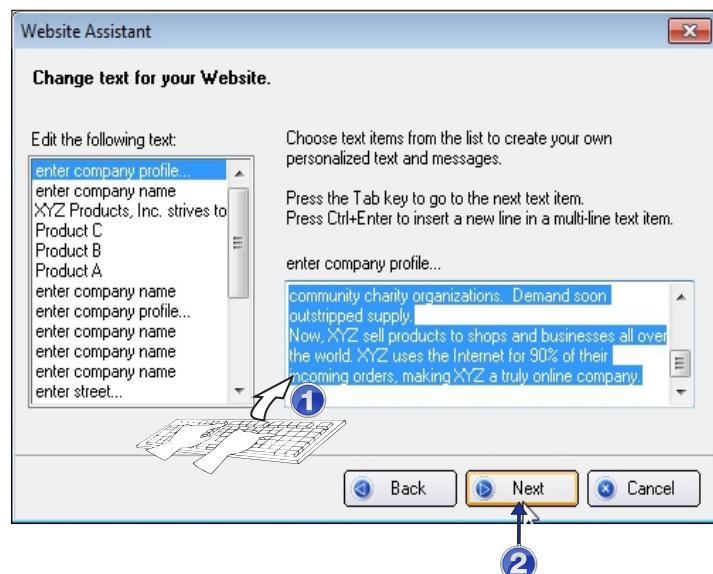
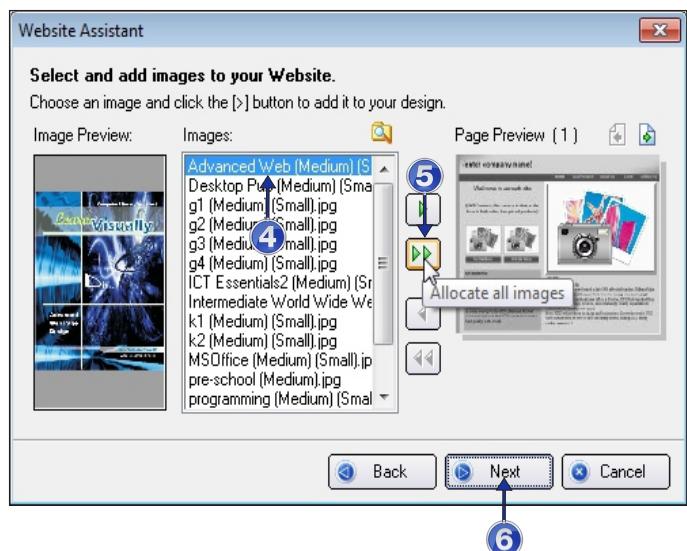
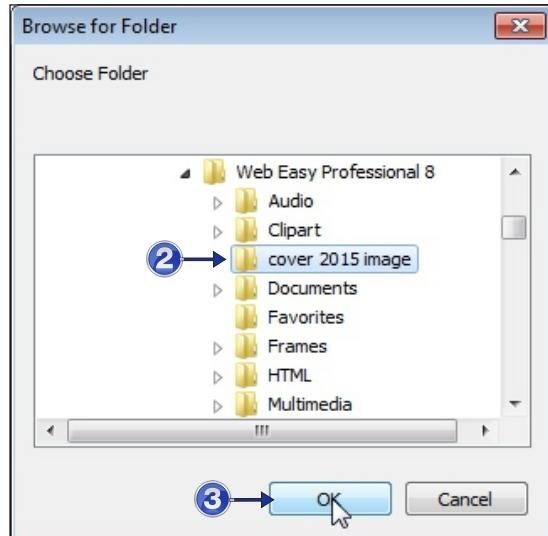
⑥ Click **Next** to continue to Step 5.

Step 5: Changing Your WebSite Text

① Select a text entry in the *Edit the following text* box at the left and type your changes to the standard text in the enter name box.

Repeat this process for each of the remaining text entries.

② Click **Next** to continue to Step 6.



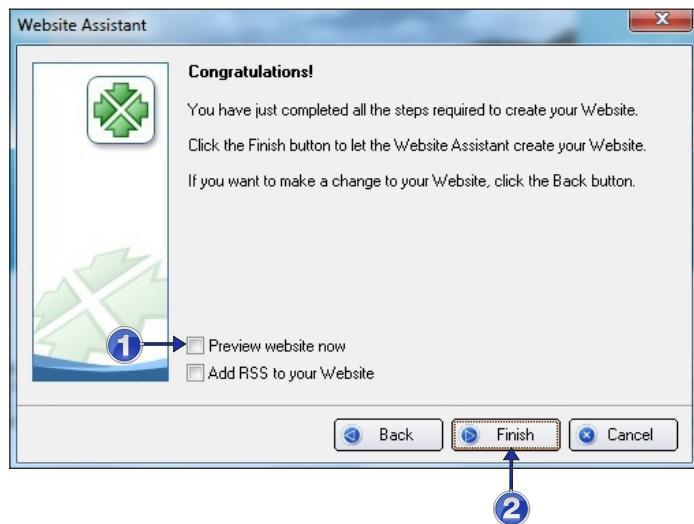
Step 6: Adding Finishing Touches

- ① Check the **Preview WebSite now** box to display your site in your Internet browser, or leave it unchecked to view your pages in Web Easy.
- ② Click **Finish** to close the WebSite Assistant.

Your document appears in the Web Easy workspace, ready for editing. You can double-click a text box and start typing to replace the existing text with your own, or drag and drop items such as images from the File Browser.

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.

- ③ Click **Finish** to complete the wizard and view your web page document in Web Easy.



Moving Around & Previewing Website

Lesson 2

Web Easy includes navigation buttons to help you move around within a document. The navigation buttons are located at the upper-right corner of the window.

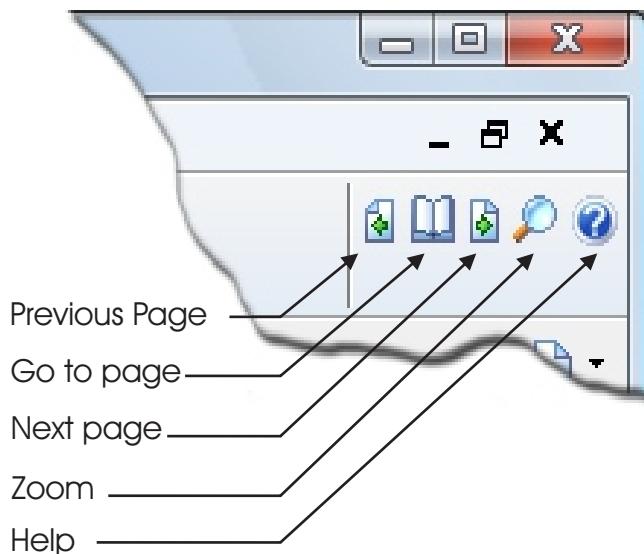
Move Around Your Document

- Click Previous page to move to the Previous page in the document.
- Click Go to page to display a list of the pages in your document.

If you've given titles to the pages, these titles are listed. Otherwise, the pages appear as a numbered list. If you have other documents open, these documents also appear on the list.

- Click an item to go there.
- Click Zoom to display a list of zoom options.

Some navigation options are dimmed and can't be used if you are at the first or last page of your document.



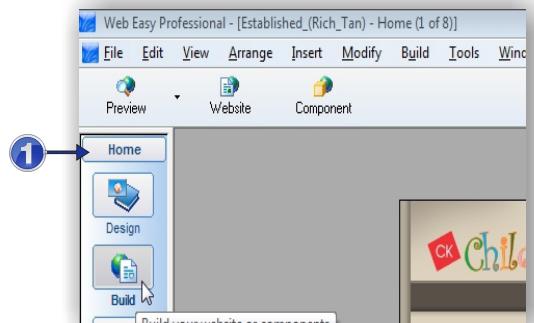
Preview Your Document in a Browser

Web Easy lets you preview your document with an Internet browser before you build it into a website. You can view your document as it will appear on the Internet and you can also check all your links.

When you view a preview, you are creating a temporary website. It is not a substitute for building, which must be done before you can publish your website on the Internet.

How to Preview Your Web Document

- ① Click the **Home** button to display the Home Taskbar.



How to Preview Your Web Document

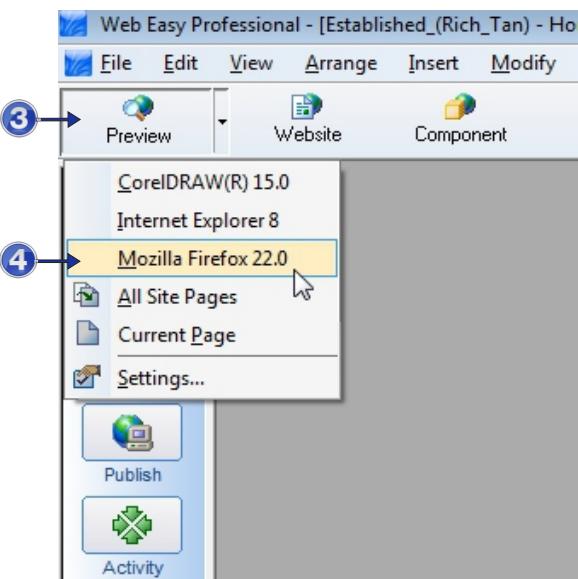
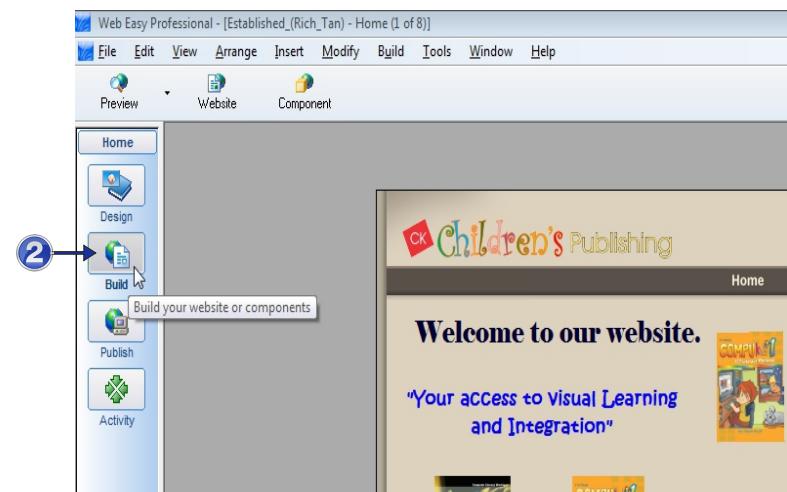
- ② Click the **Build** button to display the Build Toolbar.
- ③ Click the **Preview** button to open your default web browser.

To view other browsers, you can click the arrow to view the drop-down list. You can also open the Build menu and choose Preview with to open the same list of options.

- ④ Choose an option to preview your website in a web browser.

Click the linked items to test the links and see how your website works.

You can also open the Build menu and choose Preview Site or press F8 on your keyboard to preview your website using the last preview option you selected.



Add a Page

- ① Click the **Edit** button to display the Edit Taskbar.
- ② Click the **Page** button to display the Edit Page Toolbar.
- ③ Click the **Insert** button to display the **New Page** dialog box.
- ④ Choose a blank page with a background for the new page, or a template.

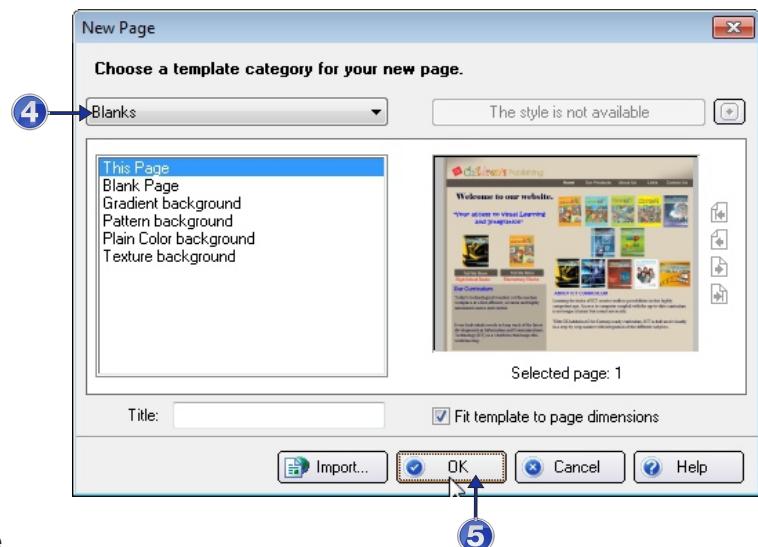
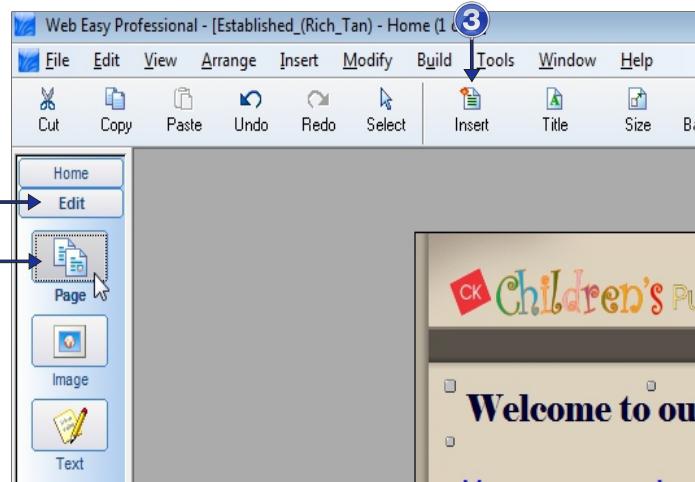
- To add a blank page, choose a Gradient, Plain Color, or Texture background option in the Blanks tab. Use the navigation buttons below the preview on the right to help you select your desired background.

If the current page has a background and you choose a blank template for the new page, the new page is created with the same background as the current page.

- To add a page using a template, choose a template style from one of the other tabs. The pages of the selected template appear in the preview on the right.

- ⑤ Click **OK**.

A new page appears after the current page.



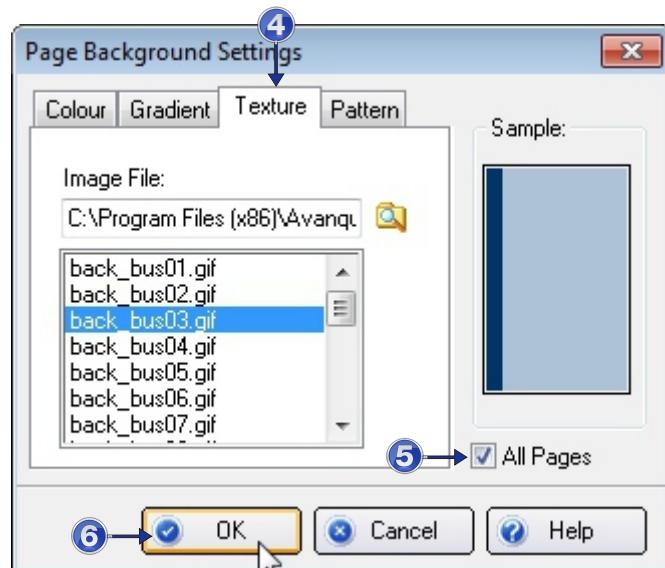
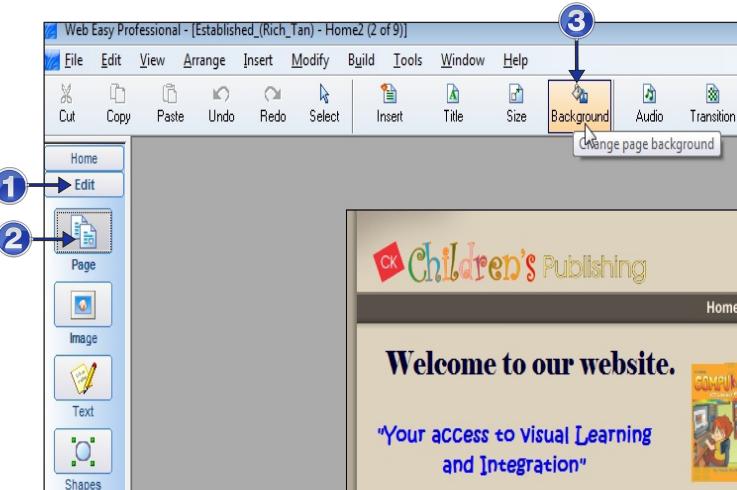
Add a Page Background

First impressions last, background matters a lot when a visitor visits your page. You can add a variety of backgrounds to your pages, including plain colors, gradients, and textures.

Adding a Background Color, Gradient, or Texture

- ① Click the **Edit** button to display the Edit Page Taskbar.
- ② Click the **Page** button to display the Edit Page Toolbar.
- ③ Click on the **Background** button to open the Page Background settings dialog.
- ④ Click one of the tabs to choose your options:
 - Color to color the page background with a single color.
 - Gradient to create a graduated background, fading from one color to another.
 - Texture to fill the background with a texture based on a selected image.
 - Pattern to create a two-color pattern.

Choose the Foreground and Background colors by clicking the Color Fill icons to the right of the boxes and choosing a color from the palette. Then, choose a Pattern.
- ⑤ Check the **All Pages** box if you want the background to be applied to all of the pages in the document.
- ⑥ Click **OK**.



Changing Page Size & Deleting Page

Lesson 4

Change the Size of Your Page

The size option affects every page in your document.

- ① Click the **Edit** button to display the Edit Page Taskbar.
- ② Click the **Page** button to display the Edit Page Toolbar.
- ③ Click the **Size** to display Page Size dialog box.
- ④ Choose a page size from the Existing dimensions list, or click **User Defined** and enter the Width and Height.
Currently, the most popular websites are designed for screens that are 800 x 600. This allows viewing the web pages without scroll bars on screens that are 800 x 600 or larger.
- ⑤ Check the **Refit items** box to rearrange the items to fit the new page size.
- ⑥ Check the **Refit proportionally** box to maintain the proportions of the objects.
- ⑦ Click **OK**.

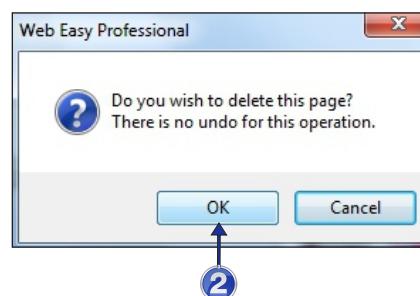
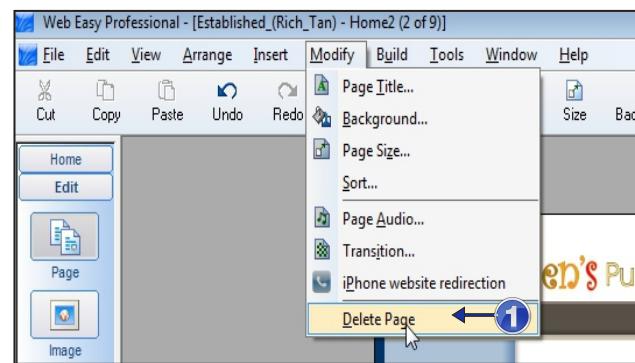
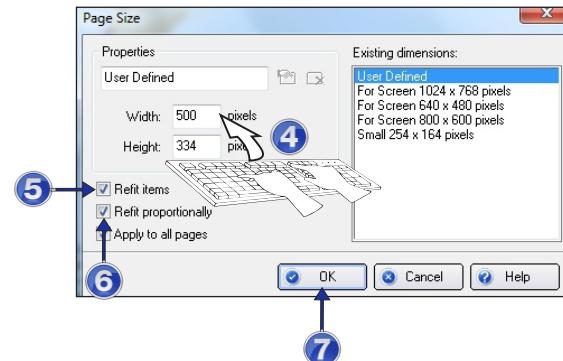
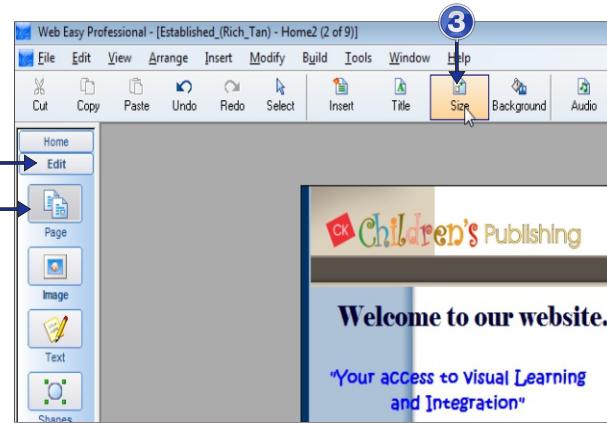
Delete a Page

The option to delete a page is only available if your document has more than one page. There is no undo for this option, so make sure that you really want to delete the page.

Display the page to be deleted.

Press **ESC** to make sure that no items are selected.

- ① Open the **Modify** menu and choose **Delete Page** to display a confirmation message.
- ② Click **OK** to delete the page and return to the previous page.



Adding and Editing Items

Lesson 5

You can work with three main types of items in your documents: images, text, and shapes. This section discusses features that apply to all three. The following sections discuss specific tasks that can be performed only on a particular type of item.

Selecting and Moving an Item

Select Items

Before you can edit an item in your document, you need to select it. Select an item by clicking it using the left mouse button. The item is selected if the square sizing handles appear on the corners and sides of the item.

To cancel the selection, click somewhere else on the document. You can select more than one item at a time and edit them simultaneously.

To select every item on a page, open the Edit menu and choose Select All.

Change your selection by clicking a different item, or press TAB to switch between the items.

How to Select Several Items

① Click an item.

② Hold down the **SHIFT** key and click another item.

Keep the **SHIFT** key down and click any other items that you want to be selected.

To deselect an item, hold the **SHIFT** key down and click a selected item.



Move an Item

① Select the item that you want to move.

② Click and drag the item to the new position.

An outline of the item appears to show you its moved position.

③ Release the mouse button to drop the item in its new position.



Resizing an Item

Lesson 6

You can resize an item by dragging a sizing handle. When you drag a sizing handle on a text frame, you resize the text frame, not the text. To size the text along with the text box, hold down the ALT key while resizing.

Using the Size and Position Dialog

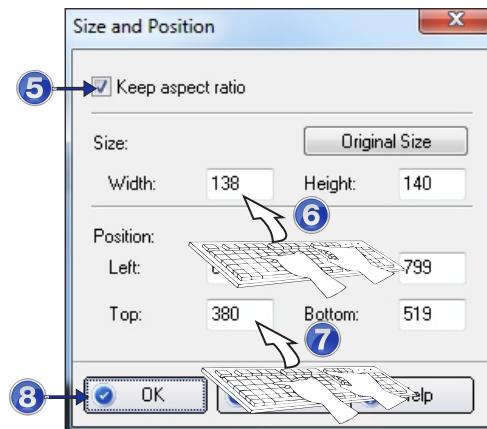
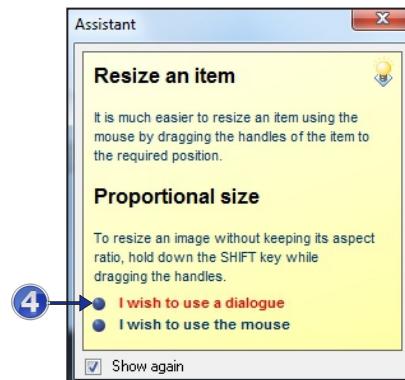
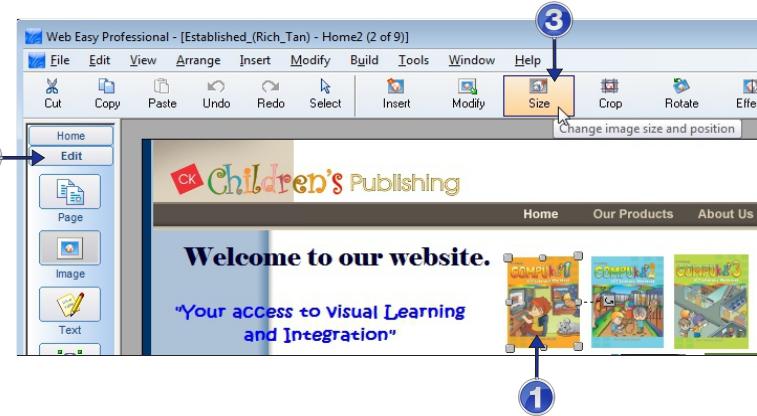
- 1 Select the item that you want to resize.
- 2 Click the **Edit** button to display the Edit Taskbar.
- 3 Click the **Size** button to display the Size and Position dialog.
- 4 Click **I want to use a dialogue**.
- 5 Check the **Keep aspect ratio** box to maintain the image's proportions as you resize it.
- 6 Enter the **Width** and **Height** for your image in pixels.

If you selected Keep image aspect ratio, enter either the width or height and the other is calculated automatically.

To undo any previous resizing, click the Original Size button.

- 7 Enter the Position in pixels where you want the image placed on the page, relative to the upper-left corner of the page.
 - Entering a number in the Left box changes the number in the Right box, based on the size of the image.
 - Entering a number in the Top box changes the number in the Bottom box, based on the size of the image.

- 8 Click **OK** to apply the changes.



Grouping Items

Lesson 7

Two or more items can be grouped together so that they can move together like a single item. You can edit grouped items, simultaneously editing all the items that are in the group.

When group of items is selected, diamond-shaped sizing handles appear on the corners and sides. You can use these handles to resize or rotate the group. Clicking an item in a group switches the handles between diamond-shaped for group selection and square-shaped for individual selection.

- When the handles are diamonds, you can edit the entire group.
- When the handles are squares, you can edit the individual item.

How to Group Items

- ① Select the items to be grouped.
- ② Click the **Group** button.
- ③ Click either **Join** or **Split** from the drop-down list.
 - Click Join to join the selected items.
 - Click Split to separate a group of items.

The diamond-shaped selection handles appear around the group of items.



Cutting, Copying and Pasting Items

Cut an Item

Cutting an item removes it from its current position and places it onto the Windows clipboard. The item can be pasted into a different position.

How to Cut an Item

- ① Select the item to be cut.
- ② Click the **Cut** button.

You can also open the Edit menu and choose Cut to cut a selected item.



Copy an Item

Copying an item places it onto the Windows clipboard. An identical item can then be pasted into another position. Unlike cutting, copying does not remove the item from its original position.

How to Copy an Item

- ① Select the item to be copied.
- ② Click the **Copy** button.

You can also open the Edit menu and choose Copy to copy an item.



Paste an Item

Pasting takes a Windows clipboard item and places it in your document.

How to Paste an Item

- ① Click the **Paste** button.
- ② Move the item to where you want it.

You can also open the Edit menu and choose Paste to paste an item.



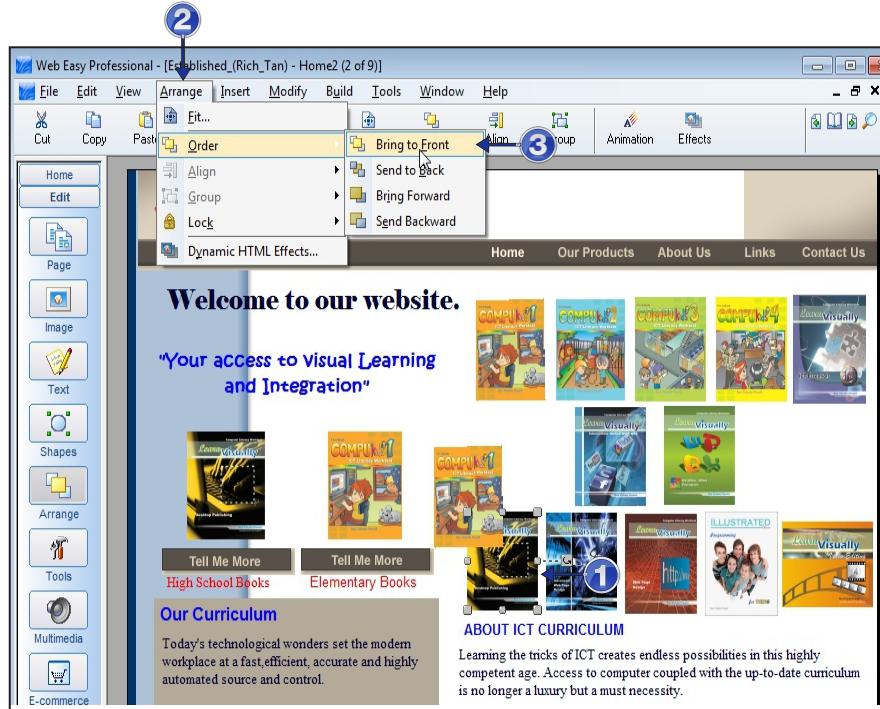
Changing the Layer Position of Items

Lesson 9

Items on a page are arranged in layers. The first item you place on a page is on the bottom layer and the most recently placed item is on the top. If you drag one item over another, the uppermost layer covers the other. You can rearrange the way the layers are stacked. You can take an item and send it forward or back one layer, or send it to the front or the back of the entire group.

How to Layer Items

- 1 Select the item to be moved forward or backward.
- 2 Click the **Arrange** button to display the Arrange Items Toolbar.
- 3 Click the **Order** button and choose an option from the drop-down list:
 - **Bring to Front** brings the item to the top of the stack of layers.
 - **Send to Back** sends the item to the bottom of the stack of layers.
 - **Bring Forward** brings the item forward one layer.
 - **Send Backward** sends the item backward one layer.



Adding a Shadow to an Item

Lesson 10

Shadows of an object has great effect if it used appropriately, too much of it makes one site over populated where visitors find it annoying since it makes the page so messy and untidy.

Add a Shadow to an Item

- 1 Click the **Edit** button to display the Edit Page Taskbar.
- 2 Click the **Image** button to display the Edit Image Toolbar.
- 3 Select the item.
- 4 Click the **Shadow** button to display the Shadow dialog.
- 5 Check the **Display shadow** box to enable a shadow.

To turn off a previously set shadow, uncheck the box.

- 6 Check the **Convert text to image** box to convert a selected line of text or text frame to an image.

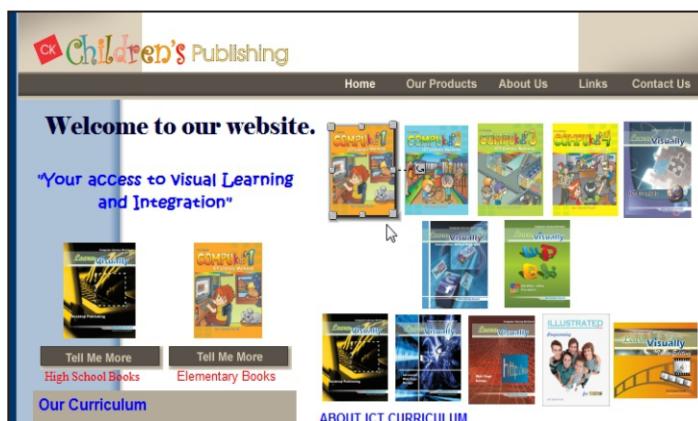
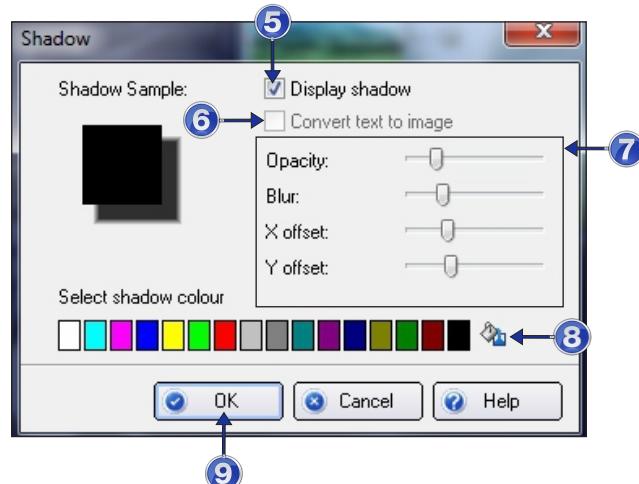
To convert the image back to text, immediately open the Edit menu and select the Undo Shadow.

- 7 Drag the sliders to determine the shadow's **Opacity**, **Blur**, **X Offset**, and **Y Offset**.

Hold your mouse over a slider to see a pop-up of the selected value.

- 8 Click a colored block to choose a color for the shadow, or click the **More Colors** button to the right of the boxes to choose from more colors from the color selection box.

- 9 Click **OK** to apply the shadow.



Choosing a Custom Color

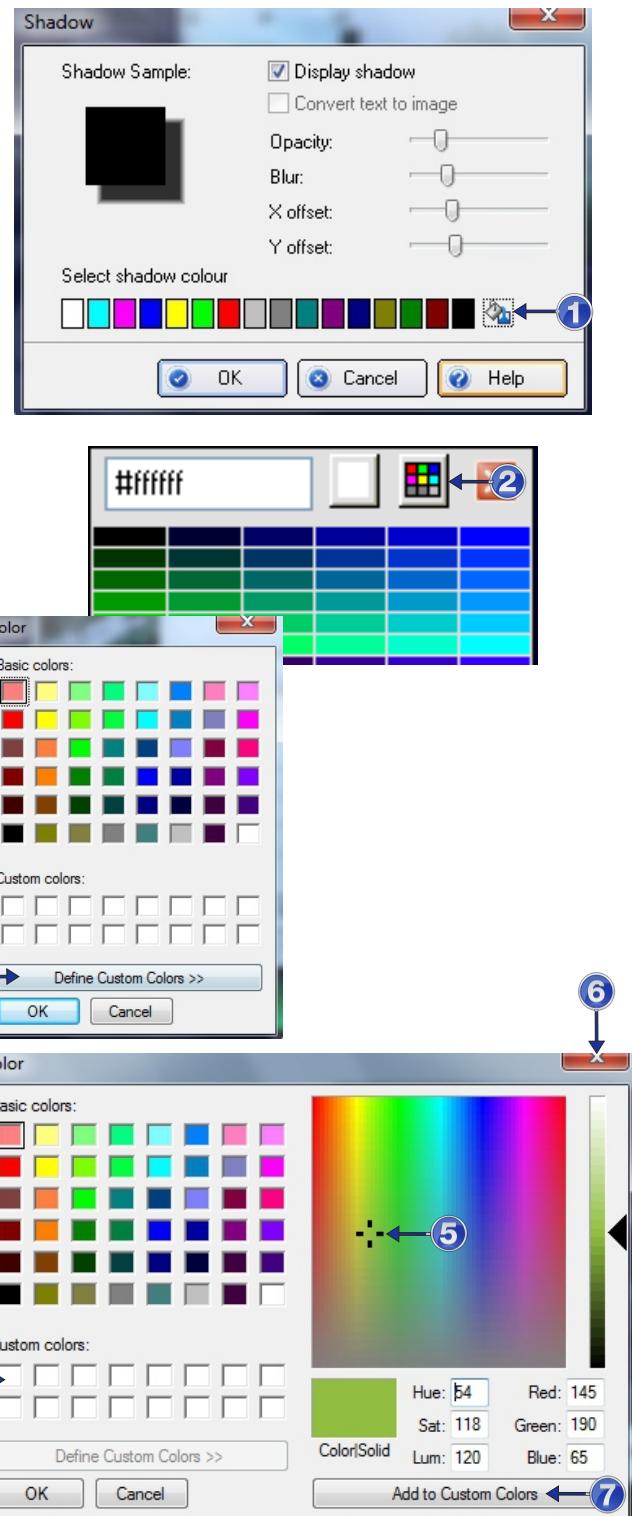
Lesson 11

Choose a Custom Color

- ① Click the **More Colors** button to display the color selection box.
 - ② Click the **Color** button at the top of the color selection box to display the Color dialog.
- TIP:** Hold down shift and click the more colors button as a shortcut to go directly into the color dialog.
- ③ Choose from the available Basic colors, or click the **Define Custom Colors** button to display the color palette.
 - ④ Choose a blank box under **Custom colors**.

If you choose a box with an existing color, that color is replaced by the new custom color.

- ⑤ Click in the color palette to the right to choose a color.
 - ⑥ Click and drag the arrow on the **Saturation Control Scrollbar** on the right side of the palette to adjust the color level.
- A preview appears below the Color Palette.
- ⑦ Click on **Add to Custom Colors** to save the color to the Custom colors list.



LABORATORY MANUAL

Chapter 3 Using Web Site Assistant

Part 3 WEB EASY

Automation is the key for fast and accurate web page development. In this chapter, the student will work on with the use of Web Site Assistant and its related features.

Objectives

After completion of all the computer laboratory activities in this chapter, the student will be able to create web sites with the help of the Web Site Assistant and modify sites to make it presentable.

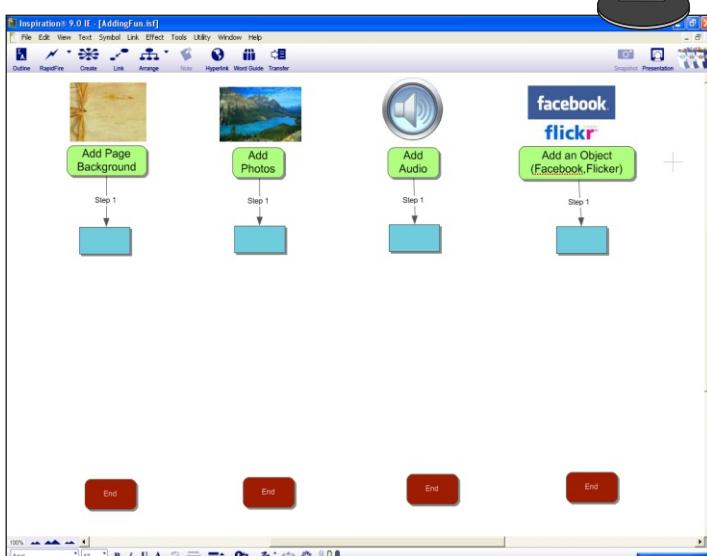
Lab 3.1 Adding Fun

Estimated Completion time: 10-15 Minutes

Directions:

1. Launch **Inspiration**.
2. Open and answer the activity **Adding Fun**.
3. Give the steps of the given processes.
4. Save the activity in your working folder as **AddingFun**.

Preview:



Lab 3.2 Easy Steps

Estimated Completion time: 5-10 Minutes

Directions:

1. Launch **Inspiration**.
2. Open and answer the activity **Easy Steps**.
3. Give the steps of the given processes.
4. Save the activity in your working folder as **EasySteps**.

Preview:

