About CorelWEB.SiteBuilder

CorelWEB.SiteBuilder is the easy-to-use visual tool for easily creating and managing your own interactive web site on the Internet or an intranet--without the need to write any software code!

With CorelWEB.SiteBuilder you simply drag and drop predefined items, such as an employee handbook, or a product catalog into the layout window to build your site. QuickTasks help you along by asking for specific information.

CorelWEB.SiteBuilder also makes it easy to change the visual style of all web pages on your web site with just the click of a button. Select from such styles as Designer, Southwest, or Liquid Gold to give your web site a consistent look.

CorelWEB.SiteBuilder comes with Corel Intranet Server software for publishing your web site to your own computer, or to an internal company server.

 Related Concepts

About Web/Page Templates

CorelWEB.SiteBuilder includes several predesigned templates that make it easy to create attractive web sites in just a few easy steps. Click the Web/Page Templates tab to display a list of the templates you can choose from, select a template, then simply select the page you want to use and drag it into place in the HTML framework in the layout window. A marker indicates where the page goes when you drop it.

After you have selected a template and set the basic format and style, enter your own content for an impressive, eye-catching web site.

Each of the templates is a page; they are not components that you can add to a page.

To use predefined templates for your web site

Related Concepts

About Adding Predefined Content Components

CorelWEB.SiteBuilder comes with several pre-coded HTML objects that you can use to easily build your own custom web site. Each of these contents is part of a page; they are not pages themselves.

Click the Content tab to display a list of the different types of components. Select a component type, then select the component you want to use and drag it into place in the framework in the layout window. A marker indicates where the component goes when you drop it.

When you add components that require extra information (like files to find, location of a CGI script, applications to use, and so on), CorelWEB.SiteBuilder uses QuickTasks to guide you through filling in the necessary information.

To add content items to a web site

Related Concepts

About Properties

Use Properties to choose default options for CorelWEB.SiteBuilder.

Here are the options on the Page tab:

Page location: This is where your web site files are stored.

Page title: Type a title for the current web site.

Background: Select a color or image for the background of the web pages.

Text color: Select colors for text on your web pages.

Here are the options on the Web tab:

Name of your web: This is the name of your web site.

Visual style: This is the graphics set your web site is using.

Publish options: Select the method you want to use when you publish your web site and specify where you want to put the web files if you publish it to an attached drive or server.

Here are the options on the Application tab:

CorelWEB.SiteBuilder is running from: This is the path to the executable file (.EXE).

Location of helper applications: Specify which programs you want to use with CorelWEB.SiteBuilder.

Visual style to use for new webs: Select the style you want to use as the default appearance for all new webs you create.

Administrator e-mail address: Specify the e-mail address for the site administrator. This assists in site retrieval, and you may use it to put the e-mail address on the page.

To choose a background for your web site

To select a text and graphics editor

To choose text colors for your web site

To select a visual style for all new webs

To specify a title for a web page

Related Concepts

About Browsing for URLs

Use Browse for URL to retrieve a web site from any address on the Internet. CorelWEB.SiteBuilder copies all the HTML codes and formatting of that site into the layout window, where you can customize it for your own use. Retrieving a web site from a URL does not actually modify the original web site.

You can load the URL and display the source, history, or browser view.

Click these buttons to select options:

◀	Go to the previous URL in the history list.
▶	Go to the next URL in the history list.
🔃	Load the URL.
ℹ	Display page information and status.
🔀	Display a history list of the URLs you have browsed.
▭	Reload the URL or stop the current transfer.

To create a web site based on an existing site

Related Concepts

About Publishing to the Internet

Use Publish to URL to make your web site available for others to display. You can publish it to an <u>intranet</u> server, or copy it to a shared drive or server connected to your computer. Simply choose how much of your web site you want to publish--all of your web site, only the pages you select, or even selected items.

Use Corel Intranet Server software along with CorelWEB.SiteBuilder to use your own computer as an intranet server.

You must already have local area network access set up in order to access other servers and sites.

 <u>To publish a web site to a connected drive or server</u>

 <u>To publish a web site on a corporate server</u>

 <u>Related Concepts</u>

About Change Visual Style

Use Change Visual Style to select an integrated set of backgrounds, banners, bars, bullets, buttons, and photos to use in your web site. The new style applies to all the visual elements in your entire web site.

 To select a visual style

To create a new web site,

1 Click Web ▸ New.
      2   Type a name for your web.
      3   Specify which page you want to use as a starting point for your web site.
      4   Select the type of web site you want to create.
      5   Select the visual style you want to use in your web site.

  Tips

If you intend to publish two or more web sites to the same folder or to Corel Intranet Server, consider carefully the name you use to identify the initial page of each site. If you always use the name INDEX.HTM (or DEFAULT.HTM) for a new web site, any previously published INDEX.HTM (or DEFAULT.HTM) that still exists in the folder or Corel Intranet Server will be overwritten. To avoid this, click Other, then specify a unique name for each new web site you create.

New Web lets you create a basic web site. You can change the visual style and add or subtract elements after you have created your web site.

Related Topics

About New Web

To open a web site,

1 Click Web ▮ Open.
      2   Select the web site you want to open.

Tips

▮   Open looks for files with the .WEB extension to open the web sites you have created.

▮   You can also click Web

▮ Retrieve to make a copy of a web site on the Internet to customize for your own use.

▮   <u>Related Topics</u>

To create a web site based on an existing site,

1 Click Web ▮ Retrieve.

      2   Specify the <u>URL</u> of the web site you want to copy, or click Browse to find the web site.

      3   Type a web name for the copy (this will be the name of the folder where you store the copy).

      4   Specify how many levels you want to include, then click Retrieve.

      5   Customize the copied website with your own styles, components, and content.

Tips

▮   Retrieving a web site from a URL does not modify the original web site in any way.

▮   "Levels to retrieve" refers to how many pages from the site you want to include. For example, specifying "2" means you want a copy of page 1, and a copy of all the pages in the web site page that page 1 links to. You cannot copy pages in other web sites, however.

▮   <u>Related Topics</u>

▮   <u>About Retrieve Web</u>

To save a web site,

1 Click Web ▌ Save.

Tips

▌ You do not need to specify a path or filename when you save a web site. You specify all the necessary information when you create a new web site.

▌   About Element Properties

To add, delete, edit, and view elements in lists,

1 Right-click a list element in the layout window ![icon] click Properties.

     2   Click Add to code a new element and add it to the list.

     3   Select a list entry, then click Edit to edit the text and codes of the element.

     4   Select a list entry, then click Delete to delete the selected element.

     5   Select a list entry, then click View to view the list as it appears in a browser.

 Related Topics

 About Edit List

About Element Properties

Use Element Properties to specify image and text attributes.

The Custom Banner tab lets you type text for a custom banner, then choose an image and banner alignment. You can also place a bookmark at the banner so you can find it quickly.

The Image tab lets you specify the alternate text for an image; specify image height, width, and border space; and specify text alignment around images.

The Edit Text tab lets you type text and specify attributes and HTML codes for existing or new text.

These are the codes you can use for HTML text:

b	Bold. Depending on the capabilities of your reader's browser, bold text may appear underlined instead.
i	Italic. Depending on the capabilities of your reader's browser, italic text may appear underlined instead.
U	Underline. Most browsers do not understand this attribute.
↑A	Big. Depending on the capabilities of your reader's browser, big text may appear normal instead.
↓A	Small. Depending on the capabilities of your reader's browser, small text may appear normal instead.
s²	Superscript. Text is raised above the baseline.
s₂	Subscript. Text is lowered below the baseline.
abc	Monospaced. Text uses the same amount of horizontal space for each character.
TEXT TEXT	Blink. Text flashes on and off.
cite	Citation. Text is a citation, acknowledgement, or footnote in your document. Usually displayed in italics.
code	Code. Text is an example of typed computer code. Usually displayed in a monospaced font.
em	Emphasized. Text is usually displayed in italics.
str	Strong. Text is usually displayed in bold.
kbd	Keyboard key. Text is keyboard input from the reader. Usually displayed in a monospaced font.
smp	Sample. Text is a sequence of literal characters, such as computer program code. Usually displayed in a monospaced font.
var	Variable. Text is a variable name. Usually displayed in italics or bold italics.
H	Browse for a URL.
🖼	Import an image.
BR↵	Line break. Insert a blank line between paragraphs.

To add, delete, edit, and view elements in lists

To create a custom banner

To add content items to a web site

Related Concepts

To print a web site,

1 Select the top entry in the layout window. (This is usually INDEX.HTM or DEFAULT.HTM.)

2 Click Web ▮ Print.
       3   Specify the print options you want to use.

Tips
▮   You can also right-click an item in the layout window or viewer window, then click Print from the QuickMenu to print only part of the web site.

▮   Related Topics

▮   About Element Properties

To exit CorelWEB.SiteBuilder,

1 Click Web ![icon] Exit.

![icon]   Related Topics

![icon]   About CorelWEB.SiteBuilder

To cut and paste,

1 Select the component(s) you want to cut.

2 Click Edit ▊ Cut.

3 Click where you want the cut component(s) to appear. The components will appear as subentries under the highlighted entry.

4 Click Edit ▊ Paste.

▊ Related Topics

To copy and paste,

1 Select the component(s) you want to copy.

2 Click Edit ![icon] Copy.

3 Click where you want the copied component(s) to appear. The components will appear as subentries under the highlighted entry.

4 Click Edit ![icon] Paste.

![icon] Related Topics

To delete components, elements, and items,

1 Select the item or component in the layout window you want to remove from your web site.

2 Click Edit ![icon] Delete.

Tips

![icon] If you select a component, all the codes and items that make up that component disappear when you click Delete.

![icon] You can also right-click a component and click Delete from the QuickMenu.

![icon] Related Topics

To edit the HTML codes in a page,

1 Click Edit Page.

      2   Edit the HTML codes in the HTML editor you specify in Properties.

Tips

      You can also right-click an HTML element in the layout view, then click Edit Page from the QuickMenu.

      <u>Related Topics</u>

To select a visual style,

1 Click Edit ![icon] Change Visual Style.
       2   Select the style you want to use for all the visual elements in your web site (backgrounds, banners, bars, bullets, buttons, photos).

Tips
![icon]   You can also click the Visual Style tab to select and drag individual elements for specific parts of your web site.

![icon]   Click View to preview the graphic elements for each style.

![icon]   Related Topics

![icon]   About Change Visual Style

To edit an image,

1 In the layout window, select the image element you want to edit.

2 Click Edit ![icon] Image.

        3   Edit the graphic in the image editor you specified in Properties.

Tips

![icon]   The images that come with the Style you choose are not editable.

![icon]   You can also right-click an image element in the layout window, then click Edit Image from the QuickMenu.

![icon]   Related Topics

![icon]   About Properties

To publish a web site on a corporate server,

1 Select the top entry in the layout window. (This is usually INDEX.HTM or DEFAULT.HTM.)

2 Click Edit ![icon] Properties, then click the Web tab.

        3   Select Corel Intranet Server as the method you want to use to publish your web site, then click OK.

        4   Click Web ![icon] Publish.

Tips

![icon]   You are using Corel Intranet Server to publish your web site. You may have to register the program in the Registry Editor to use it.

![icon]   Related Topics

![icon]   About Publishing to the Internet

About Open Web

Use Open Web to select a previously-built web site to open for editing.

To open a web site

Related Concepts

To add or edit text on your web site,

1 Select a page in the layout window.

2 Click Edit ▊ Page.

Tips

▊   You can also right-click on a page in the layout window, then select Edit Page from the QuickMenu.

▊   You can also right-click in the viewer window, then select Edit Page from the QuickMenu.

▊   Related Topics

▊   About Properties

To choose image properties,

1 Right-click an image element in the layout window ▮ click Properties.

       2   Specify the alternate text you want for your image.

       3   Specify the height, width, and amount of border space for your image.

       4   Specify the text alignment for this image.

▮   Related Topics

▮   About Element Properties

About Edit List

Use Edit List to assign a class name and keyword ID to a list in your web site, reduce spacing in a list, select ordered or unordered lists, and choose options for them.

To add, delete, edit, and view elements in lists

To add content items to a web site

To add or edit text on your web site

Related Concepts

About File Exists

The File Exists dialog tells you that you've already used an image with the same filename in your web site. Select the option you want to use.

Related Concepts

To add content items to a web site,

1 Click the Content tab.

2 Click the type of content item you want to add from the category list at the bottom left.

3 Select the component you want to appear on your web page from the icons in the component gallery on the bottom right, then drag it into place in the framework in the layout window. A marker shows you where the component will appear when you drop it.

4 Repeat as needed to complete your web site.

5 Add your own content, images, and other files.

Tips

As you drag a component into the layout window, a line below an item means the component will appear below the selected item, and at the same level. A line above an item means the component will appear above the selected item, and at the same level. A box around an item means the component will appear as a child of that item, one level below it.

You can edit the components you added using the HTML and image editors you specify in Properties.

Related Topics

About Adding Predefined Content Components

To use predefined templates for your web site,

1 Click the Web/Page Templates tab.

2 Click the template you want to use from the category list.

3 Select the component you want to appear on your web page from the component gallery, then drag it into place on the framework in the layout window. A marker shows you where it will appear when you drop it.

4 If necessary, follow the instructions to finish adding the component.

5 Repeat steps 2-4 as needed to complete your web site.

6 Add your own content, images, and other files.

Tips

As you drag a component into the layout window, a line below an item means the component will appear below the selected item, and at the same level. A line above an item means the component will appear above the selected item, and at the same level. A box around an item means the component will appear as a child of that item, one level below it.

You can edit the components you added using the HTML and image editors you specify in Properties.

Related Topics

About Web/Page Templates

To publish a web site to a connected drive or server,

1 Select the top entry in the layout window. (This is usually INDEX.HTM or DEFAULT.HTM.)

2 Click Edit ![icon] Properties, then click the Web tab.

      3   Select File Copy to Attached Drive as the method you want to use to publish your web site.

      4   Specify the path where you want to publish your web site, then click OK.

      5   Click Web ![icon] Publish.

Tips

![icon]   You are using Corel Intranet Server to publish your web site. You may have to register the program in the Registry Editor to use it.

![icon]   Related Topics

![icon]   About Publishing to the Internet

About the Interface

Click on a region in the image below to learn more about it.
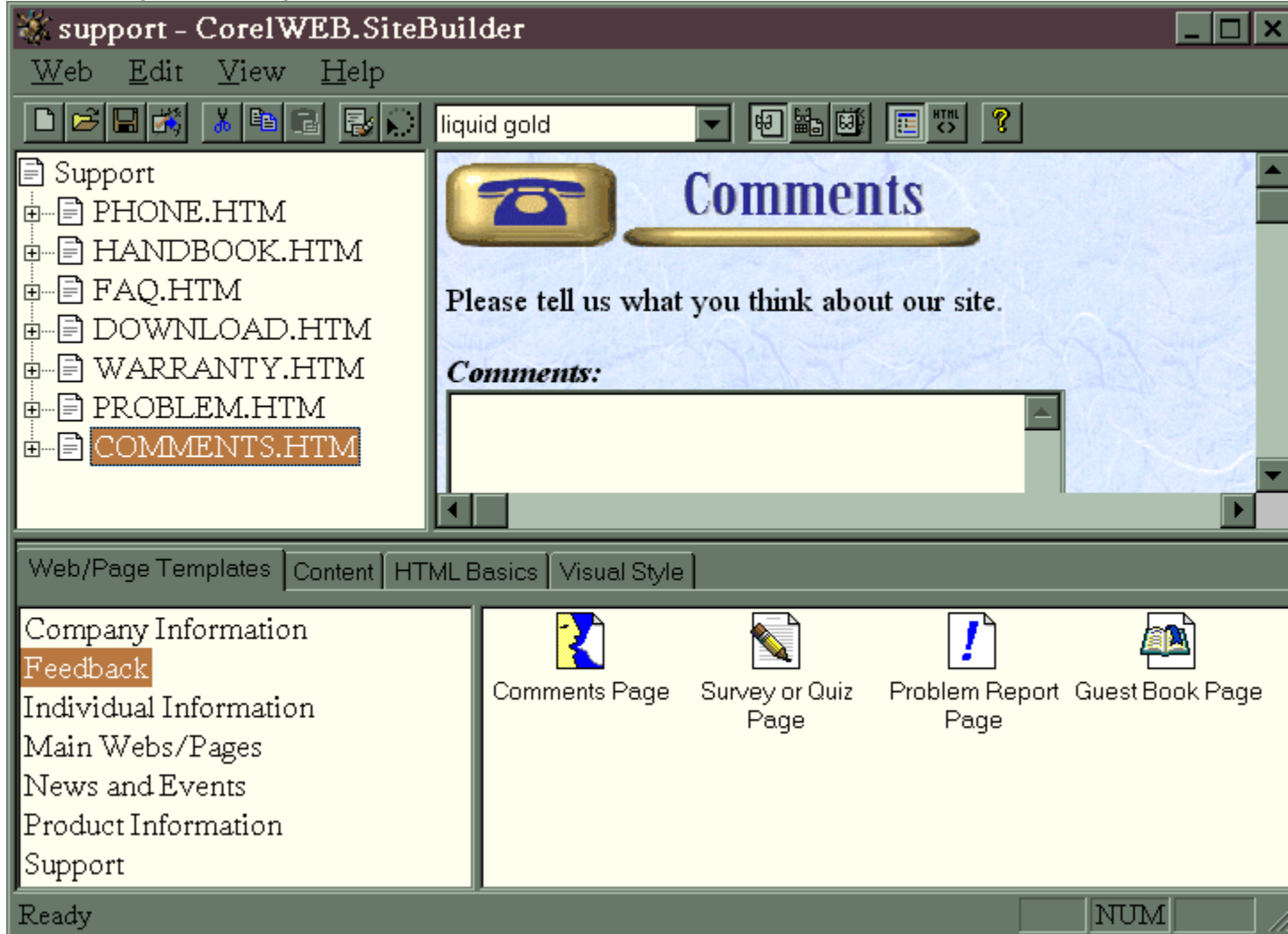
To create a new web site

To hide or display hierarchies of your web site in the layout window

To display or hide the Toolbar or Status Bar

Related Concepts

To apply attributes and HTML codes to new or existing text,

1 Right-click a text element in the layout window ▓ click Properties.

2   Click in the text window to place the insertion point where you want the new tags or text to appear.

3   Select the text you want to apply attributes or tags to.

4   Click a button to insert a new pair of HTML tags around the selected text.

Tips

▓   You can also type any new text you want to add between the tags or delete text and codes by pressing the Delete key.

▓   Related Topics

▓   About Element Properties

About Retrieve Web

Use Retrieve Web to open an existing web site so you can edit it. You can copy the code from a URL on the <u>Internet</u> or an <u>intranet</u>, or from the network file system.

You can also specify how much of the web site you want to copy. "Levels to retrieve" refers to how many pages from the site you want to include. For example, specifying "2" means you want a copy of page 1, and a copy of all the pages in the web site that page 1 links to. You cannot copy pages in other web sites, however.

<u>To retrieve an existing web site from the file system</u>

<u>Related Concepts</u>

To insert an image,

1 Click the HTML Basics tab.

2 Select Images from the category list.

3 Drag the Image icon into position in the layout window and follow the directions given in the QuickTask.

Tips

As you drag a component into the layout window, a line below an item means the component will appear below the selected item, and at the same level.   A line above an item means the component will appear above the selected item, and at the same level.   A box surrounding an item means the component will appear as a child of that item, one level below it.

You can insert GIF, JPEG, TIF, or XMP images into your web site.

Related Topics

To rearrange items in your web site,

1 Click the item you want to move up or down in the layout window.

2 Drag the item to its new position in the layout window and drop it.

Tips

You can move pages, components, and even individual HTML lines by simply dragging and dropping them.

As you drag a component in the layout window, a line below an item means the component will appear below the selected item, and at the same level. A line above an item means the component will appear above the selected item, and at the same level. A box around an item means the component will appear as a child of that item, one level below it.

Related Topics

To select a text and graphics editor,

1 Select the top entry in the layout window. (This is usually INDEX.HTM or DEFAULT.HTM.)

2 Click Edit Properties, then click the Application tab.

      3   Specify the application you want to use to edit HTML components.

      4   Specify the application you want to use to edit images.

Tips

          If you have an element selected in the layout window, clicking Edit

 Properties will open the Properties dialog specific to that element. You can also right-click the element, then click Properties from the QuickMenu.

       Related Topics

       About Properties

To delete a web site,

1 Click Web 📚 Delete.

2   Select the web site you want to delete.

3   Click Delete, then click Yes.

📚   Related Topics

To delete an image,

1 In the layout window, select the HTML entry for the graphic you want to delete.

2 Click Edit ![icon] Delete.

Tips

![icon] Deleting the image code only removes the image from that postion on your web site. Use the Windows Explorer to delete the image file from your hard disk.

![icon] You can also right-click on the HTML entry of an image in the layout window and select Delete from the QuickMenu.

![icon] Related Topics

Internet

A world-wide network of computers all connected by high-speed telephone lines.

WWW

Referred to as the World Wide Web or simply "the Web."   An immense collection of documents (in HTML format) available through the Internet.

intranet

An organization-wide network of computers that provides similar services to those offered on the public Internet. For example, a company can create their own internal World Wide Web site, or intranet, to give employees around the world easy access to information about policies, departments, projects, and so forth. Intranets are Internets on a smaller scale and they typically reside behind a firewall.

TCP/IP

Transmission Control Protocol/Internet Protocol. The communication rules that allow a computer to communicate on the Internet.

server

A computer that provides information or some service to other computers (clients) that are connected to it through a network. A server can also refer to a software program that performs this function rather than the computer. For example, Corel Intranet Server is software that turns your computer into a server.

client

A computer that requests information or some service from the host computer or server. Examples of servers on the Internet or an intranet include the WWW, FTP, and Usenet sites.

link
A connection to another page or file on the Internet.

About New Web

Use New Web when you create a brand new web site. Enter the name for your site, then the filename for the page you want to use as the starting point. Most browsers look for INDEX.HTM or DEFAULT.HTM automatically, so you do not have to type them into your browser. If you click Other and type a different filename, you will need to specify that filename inside your browser.

Important: If you intend to publish two or more web sites to the same folder or to Corel Intranet Server, consider carefully the name you use to identify the initial page of each site. If you always use the name INDEX.HTM (or DEFAULT.HTM) for a new web site, any previously published INDEX.HTM (or DEFAULT.HTM) that still exists in the folder or Corel Intranet Server will be overwritten. To avoid this, click Other, then specify a unique name for each new web site you create.

Select the type of web site you want to create. You can add and subtract elements later if necessary.

Select a visual style that will apply to all the pages, components, and elements in your web site. You can change the visual style later on if you want to.

Using New Web creates a folder in your WBStyles folder using the name you specify. It contains a .WEB file containing the name of the web, the filename of the first page, and the publishing method and information. The Open dialog looks for a .web file to open your site. If you delete your .web file, it will not appear on the list, even if you still have the actual HTML files. In an emergency, you can recreate the .web file using a text editor, but this is not recommended.

            To create a new web site

URL

Uniform Resource Locator. The Internet address you type in your browser to locate a web page, an image, an FTP site, and so forth. The following are examples of URL's:

 http://www.wordperfect.com

 ftp://ftp.corel.com/pub/

 news:bit.listserv.wpwin-l

web site
Two or more interconnected web pages on the World Wide Web.

web page

Also called a "home page." A document in HTML format that can display text, graphics images, and links on the World Wide Web.

To retrieve an existing web site from the file system,

1 Click Web Retrieve.

      2   Specify the path and filename of the web site you want to retrieve.

      3   Type a web name for the copy (this will be the name of the folder where you store the copy).

      4   Specify how many levels you want to include, then click Retrieve.

      5   Customize the copied website with your own styles, components, and content.

Tips

      "Levels to retrieve" refers to how many pages from the site you want to include. For example, specifying "2" means you want a copy of page 1, and a copy of all the pages in the web site page that page 1 links to. You cannot copy pages in other web sites.

      Related Topics

      About Retrieve Web

To select a visual style for all new webs,

1 Select the top entry in the layout window. (This is usually INDEX.HTM or DEFAULT.HTM.)

2 Click Edit Properties.

     3   Click the Application tab.

     4   Select the visual style you want to use for all new webs you create.

Tips

      You can click Edit

 Change Visual Style to select a different style for the current web.

     Related Topics

     About Change Visual Style

To save a web site under a new name,

1 Click Web ▌▊ Save As.
        2   Type a new name for the web site.

Tips
▌▊   You can replace a web site you previously created with the one on your screen by typing in its name, then clicking Yes to replace it.
▌▊   Related Topics

To select a browser,

1 Select the top entry in the layout window. (This is usually INDEX.HTM or DEFAULT.HTM.)

2 Click Edit ![icon] Properties, then click the Application tab.

      3   Specify the path and filename for the browser you want to use.

Tips

![icon]   If you have an element selected in the layout window, clicking Edit

![icon] Properties will open the Properties dialog specific to that element.

![icon]   Related Topics

To specify a title for a web page,

1 Select the top entry in the layout window. (This is usually INDEX.HTM or DEFAULT.HTM.)

2 Click Edit ![icon] Properties, then click the Page tab.

3 Specify a title for the web page. This title will appear in the heading bar of your browser.

Tips

![icon]   If you have an element selected in the layout window, clicking Edit

![icon] Properties will open the Properties dialog specific to that element.

![icon]   Related Topics

To choose a background for your web site,

1 Select the top entry in the layout window. (This is usually INDEX.HTM or DEFAULT.HTM.)

2 Click Edit ![icon] Properties, then click the Page tab.

       3   Click Color and select a color for a solid page background, or specify the filename of the graphic file you want to use as a background in the Image text box.

Tips

![icon]   Images override the background color, unless you are using transparent images.

![icon]   If you have an element selected in the layout window, clicking Edit

![icon] Properties will open the Properties dialog specific to that element.

![icon]   Related Topics

To choose text colors for your web site,

1 Select the top entry in the layout window. (This is usually INDEX.HTM or DEFAULT.HTM.)

2 Click Edit ▌▌ Properties, then click the Page tab.

        3   Specify the colors you want to use for each type of text in your web site.

Tips

▌▌   Your text color settings will override the settings in your browser.

▌▌   If you have an element selected in the layout window, clicking Edit

▌▌ Properties will open the Properties dialog specific to that element.

▌▌   Related Topics

To display or hide the Toolbar or Status Bar,

1 Click View ![icon] Toolbar or Status Bar.

![icon]   Related Topics

![icon]   About the Interface

To see the HTML tags or the HTML document in the viewer window,

1 Click View ▌ HTML Tags in Viewer, or HTML Page in Viewer

▌   Related Topics

▌   About the Interface

To view your web site in a browser,

1 Click View ![icon] Page in Browser.

Tips

![icon]   If you are unable to view your web site in a browser, check to make sure you have entered the path to the executable file (.EXE) of your HTML browser in the Application tab of the Properties dialog box.

![icon]   Related Topics

![icon]   About Properties

To update the display in the layout and viewer windows,

1 Click View ![icon] Refresh.

Tips

![icon]   If you have updated a text file or a graphics image in an editor, refreshing the screen will quickly update your web site with those changes.

![icon]   Related Topics

To hide or display hierarchies of your web site in the layout window,

1 Click View ▮ Pages, or Pages and Components, or Pages and HTML Elements.

Tips

▮   Select Pages to view just the pages (.HTM) that make up your web site. From this view you can quickly rearrange your web site by dragging pages to another location in the hierarchy.

▮   Select Pages and Components to view all the components (such as templates, content items, and HTML elements) associated with a particular page. From this view you can easily edit, delete, move, or add components in a page.

▮   Select Pages and HTML Elements to view the hierarchy of HTML paragraph, image, header, hypertext link, and line break tags within components and pages. From this view you can delete, move, and edit tags as well as components.

▮   Related Topics

▮   About the Interface

To insert a new page,

1 Click the Web/Page Templates tab.

2 Select Main Webs/Pages from the category list.

3 Drag the blank page icon into place in the layout window. A marker shows you where it will appear when you drop it.

Tips

As you drag a component into the layout window, a line below an item means the component will appear below the selected item, and at the same level. A line above an item means the component will appear above the selected item, and at the same level. A box surrounding an item means the component will appear as a child of that item, one level below it.

If you want to move the new page to another area on your web site, just drag the component to its new location in the layout window.

To edit the page, right-click the page component in the layout window, then select Edit Page from the QuickMenu.

Related Topics

To create a custom banner,

1 Click the Visual Style tab, then click Custom Banners.

2 Click one of the icons for custom banners and drag it into the layout window.

3 Type the text for your custom banner.

4 Select an image to use with the banner.

5 Select a banner alignment.

Tips

You can change the text of your banner by right-clicking the banner element in the layout window, then clicking Properties from the QuickMenu.

You can also create a bookmark at the custom banner so you can find it quickly.

Related Topics

About Element Properties

To insert a link,

1 Click the HTML Basics tab.

2 Select Links from the category list.

3 Drag the Link to icon into position in the layout window and follow the directions given in the QuickTask.

Tips

As you drag a component into the layout window, a line below an item means the component will appear below the selected item, and at the same level.   A line above an item means the component will appear above the selected item, and at the same level.   A box surrounding an item means the component will appear as a child of that item, one level below it.

You can specify the text color of your links in the Page tab of the Properties dialog box.

Related Topics

bookmark

A link to another area within the same web page. For example, many web pages have a button at the bottom of the document that, when clicked on by the reader, moves them quickly to the top of the same page.

To view the page titles used in your web site,

1 Click View Page Titles.

Tips

 The page titles will appear in the title bar area of your reader's browser.

 To edit a page title, right-click on the filename in the layout window, then click Edit Page from the QuickMenu.

 The Page Titles option is a toggle with the Page Filenames option on the same menu.

 Related Topics

To view the filenames used in your web site,

1 Click View 📚 Page Filenames.

Tips

📚 To edit an .HTM file, right-click on the filename in the layout window, then click Edit Page from the QuickMenu.

📚 The Page Filenames option is a toggle with the Page Titles option on the same menu.

📚 Related Topics

layout window

The layout window displays the hierarchical structure of your web site. Within this view, you can choose to display the structure of HTML pages only, HTML pages and any components you have added from the Web/Page Templates tab or the Content tab, or HTML pages and basic HTML tags such as paragraphs, bars, and headers.

Right-click in the white space of the layout window to select the view you want, publish your web site to Corel Intranet Server (or another location you have specified in Web Properties), open the Web Properties dialog box, or view the web in your selected browser.

Right-clicking on a page, component, or HTML tag in this window will display a QuickMenu with specific features. For example, when you right-click on a basic HTML tag such as a header or paragraph, you can select Properties from the QuickMenu to edit the text or raw HTML tags.

You can drag the vertical bar that separates the layout window from the viewer window to increase or decrease the display area. Also, try dragging the horizontal bar that separates the component gallery from the layout and viewer windows to increase or decrease the display area.

viewer window

The viewer window can display a selected HTML page as it will appear in a browser, or it can display the raw HTML tags used in the page.

Right-click anywhere in this window to display the QuickMenu and select the view you want, edit the page in the HTML editor you specified (such as Corel WordPerfect 7), print the HTML page, or open the Page Properties dialog box.

You can drag the vertical bar that separates the viewer window from the layout window to increase or decrease the display area. Also, try dragging the horizontal bar that separates the component gallery from the layout and viewer windows to increase or decrease the display area.

category list

Select a category based on the tab you selected. Drag the vertical separator bar to the right of the category names to increase or decrease the display area.

component gallery

Drag an icon into position in the layout window. Drag the vertical separator bar to the left of the icons to increase or decrease the display area.

HTML Basics tab

Click the HTML Basics tab to customize your web site with frequently used HTML items such as images (horizontal rule, full image, image map, or thumbnail image), links (bookmark, ftp, mail to, navigation, and others), lists (bullet, definition, fancy, or numbered), multimedia (audio or video), or text (six header styles, paragraph, preformatted, or block quote).

Visual Style tab

Click the Visual Style tab to customize the banners, buttons, bullets, bars, backgrounds, and photos used in your web site. Select the category you want from the category list, then drag and drop the image from the component gallery into your web site as represented in the layout window.

Web/Page Templates tab

Click the Web/Page Templates tab to display a list of primary web site templates, such as a comments page, an employee directory, a company web site, a calendar of events, a product catalog, and many others. Just select the category you want from the category list, then drag and drop the template from the component gallery into your web site as represented in the layout window.

Most of the templates in this area are in the form of a QuickTask. These QuickTasks guide you step-by-step through the entire process of adding information and files to the web site, including some formatting.

Content tab

Click the Contents tab to display a list of the different types of web components, such as copyright information, a mission statement, a revision date, personal information, a gallery of images, and many others. Just select the category you want from the category list, then drag and drop the item from the component gallery into your web site as represented in the layout window.

Many of the components in this area are in the form of a QuickTask. These QuickTasks guide you step-by-step through the entire process of adding information and files to your web site.

status bar

Use the status bar to display a detailed version of a QuickTip for a button on the Toolbar. Also, when the Num Lock key is active or "turned on" on your keyboard, the abbreviation "NUM" will appear on the right side of the status bar.

Toolbar

Use the Toolbar to access features you use frequently. To see a description of a Toolbar button, you can display a QuickTip by moving the mouse pointer over the button in the program itself. A detailed version of a QuickTip is also displayed in the status bar.

CGI script

A CGI script is used to interpret data sent from a form in your reader's browser. When you add a CorelWEB.SiteBuilder component that references a CGI script, it will allow a reader to give you feedback about your web site, answer a survey, or place an order, for example. Note, however, that before you add a component to your web site that requires a CGI script, the script must already be written.