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Introduction

Forman Interactive's Internet Creator is the fastest and easiest way to create and manage your organization's web site.

Internet Creator allows you to create full-featured, multi-media enhanced, commerce-enabled web sites without knowing anything about HTML (the programming language of the web).   All you need to do is enter text, choose graphics and sounds, and lay out your site's pages - Internet Creator does the rest!

Internet Creator also provides support for advanced features like forms, frames, background images, Java applets, tables, lists and more!

Features

Power and Flexibility

- Internet Creator creates fully customizable Web pages that can include links, graphics, sounds, movies, lists, frames and tables.
- You can add an unlimited number of pages to your site.
- You can import and attach existing HTML documents.
- Site management and page creation in one package.

Internet Commerce

- Internet Creator's transactional items provide an easy and secure way to sell your products on the Internet.
- Allow volume discount for your products.
- Advanced shipping options - you can use a variety of carriers and shipping cost calculation schemes.
- Built-in support for sophisticated searches based on your products.
- Support for an interactive shopping basket.

Page Design Features

- Automatic navigation buttons and links on every page.
- "Last modified" date stamp on every page.
- Advanced font options including TrueType font selection, font size, font color, bold, underline and italic.
- Choose from a variety of themes to give your site a consistent professional appearance.
- Tables allow you to position text and graphics precisely.

Wizard-Based Site Creation

- Site Setup Wizard allows you to create a "skeleton" web site which you can easily expand.
- Server Options Wizard walks you through the steps required to set up your site with any hosting service.
- FTP Wizard allows you to easily upload your site to any hosting service.
- Form Wizard makes it easy to create complex fill-in forms.
- Commerce Wizard sets up all of the features necessary   to maintain an online catalog or store.

Built-in forms

- Structured E-mail form allows users to easily send information to you.
- Search form allows users to search your site.
- Order form with Netscape secure posting allows users to order your products.

Technical Features

- Local processing - all HTML generation is done on your computer, not on your web server.
- Full multi-media implementation - pages can include images, audio files, video files or any type of binary file.
- Microsoft Access database structure. (Microsoft Access is not required to run Internet Creator)

Using Internet Creator to Create a Web Site

Step 1:   Plan your web site

It is important to decide on a layout for your site before you start entering the data. Good planning is essential in order to create a well organized site that allows easy access to all of your information. Think about how the information you want to include in your web site fits into this structure.

Step 2:   Create and setup a new site

Once you have planned your web site, you need to create the site file and setup the sites basic options (your E-mail address, your sites color scheme, etc.). Internet Creator uses several wizards to automate these tasks.

Step 3:   Edit your site

Now comes the fun part - creating the pages and paragraphs that make up your site. You can add text, images, forms, transactional items, background images, Java applets, tables, lists and more.

Step 4:   Publish your site

When you have finished creating your site, you need to get the web site files to your hosting service. Internet Creator provides a number of tools to make this easy - including automatic FTP upload and the Server Options Wizard.

New Features

New views

Internet Creator's Main screen has been greatly improved - you can now view your site in the standard "tree" format and in a browser-style preview.

Internet Creator now has the ability to launch your web site in a local browser. This allows you to see what your site will look like in Netscape Navigator, Microsoft Internet Explorer or any browser you choose.

Internet Creator can also launch a source code viewer to let you see the HTML code behind any of your site's pages.

Improved text editing

All of Internet Creator's paragraph dialog boxes have been redesigned to allow real "WYSIWYG" text editing.

Improved table paragraphs

Internet Creator's new table paragraph gives you ability to precisely position text, images and links on your pages.

Templates

You can now save single pages or paragraphs as "templates". These templates can then be inserted anywhere in any Internet Creator project. Internet Creator also comes with a variety of pre-created templates such as "About our company", "personnel roster" and "customer testimonial".

Support for custom forms

Forms are one of the most powerful and popular features of the World Wide Web. They allow visitors to your site to enter information in a variety of formats. Forms can be as simple as a single "Yes or No" question, or as complicated as a detailed order form.

Internet Creator now allows you to create your own custom forms - choose from a variety of input field types - lists, check boxes, text fields and more!

Improved Commerce features

Internet Creator's Transactional items provide a structured format for offering products, prices and services. Our Transactional items, already the most sophisticated available in any Web creation software, have been made even more flexible and powerful.

Internet Creator now allows to create custom attributes for your transactional items. For example, you can offer your products in a variety of sizes and colors, without creating separate Transactional items. You can even add price adjustments based on these attributes - for example, you can offer plain Tshirts for $6.00, and T-shirts with a logo for $0.50 extra.

You can now calculate shipping charges based on total order weight, total order value, number of items ordered or on a per item basis. You can also offer volume discounts for shipping.

Internet Creator lets you import Transactional items from a variety of databases. This allows you to create a web site based on your existing inventory database. A variety of database formats are supported (including Access, Paradox, FoxPro, Btrieve, DBase, Peachtree and Quickbooks).

Integrated FTP uploads

Internet Creator's automatic FTP upload feature has been redesigned to allow "incremental" uploads of your web site. This means that if you change just a few pages on your site, you don't need to resend every single file - just the ones that have changed.

Support for Java applets

You can now easily include Java applets in your site. Please note: this feature is only available when

using Internet Creator with Windows 95 or Windows NT.

How to Contact Technical Support

You can contact technical support on the World Wide Web, by email or by telephone.

On the World Wide Web:

We maintain an Internet Website at *http://support.forman.com*.   It contains the answers to the most commonly asked questions, and is the best source for software updates and patch files.

By Email:

The following email addresses are a great source for assistance.

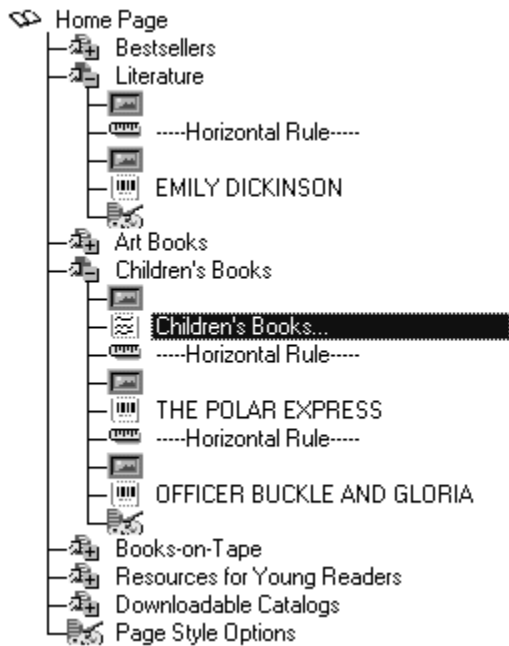|	
General Information	To receive general information about our products, and services, address your e-mail to *info@forman.com*. This address is monitored by an Auto-Responder and will immediately send you information 24 hours a day.
Technical Support	For technical questions regarding Internet Creator and Hosting Services, address your e-mail to *support@forman.com*
Domain Name Registration	For inquires about or status of domain name registrations, address your email to *internic@forman.com*.
Internet Creator Software	For information about or questions regarding Internet Creator, address your email to *sales@forman.com*.
Web Site Uploading	To inquire about uploading your Web Site or using e-mail to send your site for upload to our servers, address your e-mail to *upload@forman.com.* Be sure to include your Forman Interactive Account Name and FTP Password.
Comments about Our Web Sites	To report problems or submit suggestions regarding the *register.com* mall or *formaninteractive.com*, address your e-mail to *webmaster@forman.com*.
Hosting on Our Servers	For inquires about our hosting services, server/telecommunication specifications and pricing, address your e-mail to *hosting@forman.com*.
Marketing Your Web Site	For inquiries about our Directory Listing Service or other Web site marketing programs, address your e-mail to *sitemarketing@forman.com*.

By Telephone

If your circumstances require technical help from a Forman Interactive support representative, here's how to get prepared before you call:

- Have your product Registration number ready. This number can be found in the Help | About menu.
- Be at the computer that is experiencing technical difficulty.
- Be prepared to describe the problem thoroughly or re-create it.
- Note the exact wording of any error messages.
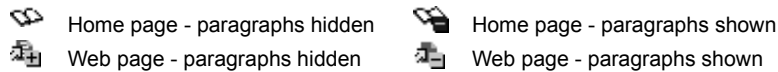- Know the version number of your product you are using.

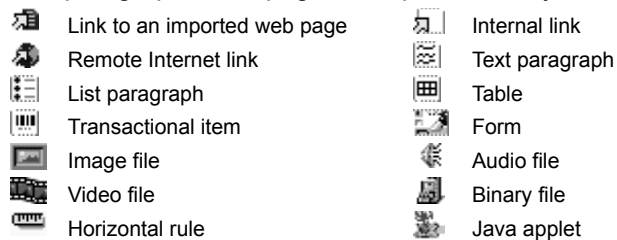|	
Technical Support	(503) 624-1420
	Support Hours are Monday - Friday 6:00 a.m. to 6:00 p.m. PST
Sales Only	(800) 2-WWW-NET (800) 299-9638
	Business Hours are Monday - Friday 9:00 a.m. to 7:00 p.m. EST
Corporate Offices	(718) 522-2260 Fax (718) 522-0267
	Business Hours are Monday - Friday 9:00 a.m. to 5:00 p.m. EST

The Tree View

You can picture your web site as a book, with pages and paragraphs. The Tree view shows all of the pages and paragraphs of your web site in a hierarchical format.

```
⟨⟩ Home Page
    ├─ 🔲 Bestsellers
    ├─ 🔲 Literature
    │       🔲
    │   ├─ 🔲 -----Horizontal Rule-----
    │       🔲
    │   ├─ 🔲 EMILY DICKINSON
    │       🔲
    ├─ 🔲 Art Books
    ├─ 🔲 Children's Books
    │       🔲
    │   ├─ 🔲 Children's Books...
    │   ├─ 🔲 -----Horizontal Rule-----
    │       🔲
    │   ├─ 🔲 THE POLAR EXPRESS
    │   ├─ 🔲 -----Horizontal Rule-----
    │       🔲
    │   ├─ 🔲 OFFICER BUCKLE AND GLORIA
    │       🔲
    ├─ 🔲 Books-on-Tape
    ├─ 🔲 Resources for Young Readers
    ├─ 🔲 Downloadable Catalogs
    └─ 🔲 Page Style Options
```

Each of the pages in your web site is represented by an icon that is open or closed - when the icon is open, all sub-items are displayed; when the icon is closed, they are hidden. You switch between open and closed by clicking on the icon.

⟨⟩	Home page - paragraphs hidden	⟨⟩	Home page - paragraphs shown
🔲	Web page - paragraphs hidden	🔲	Web page - paragraphs shown

The paragraphs on a page are represented by icons as well:

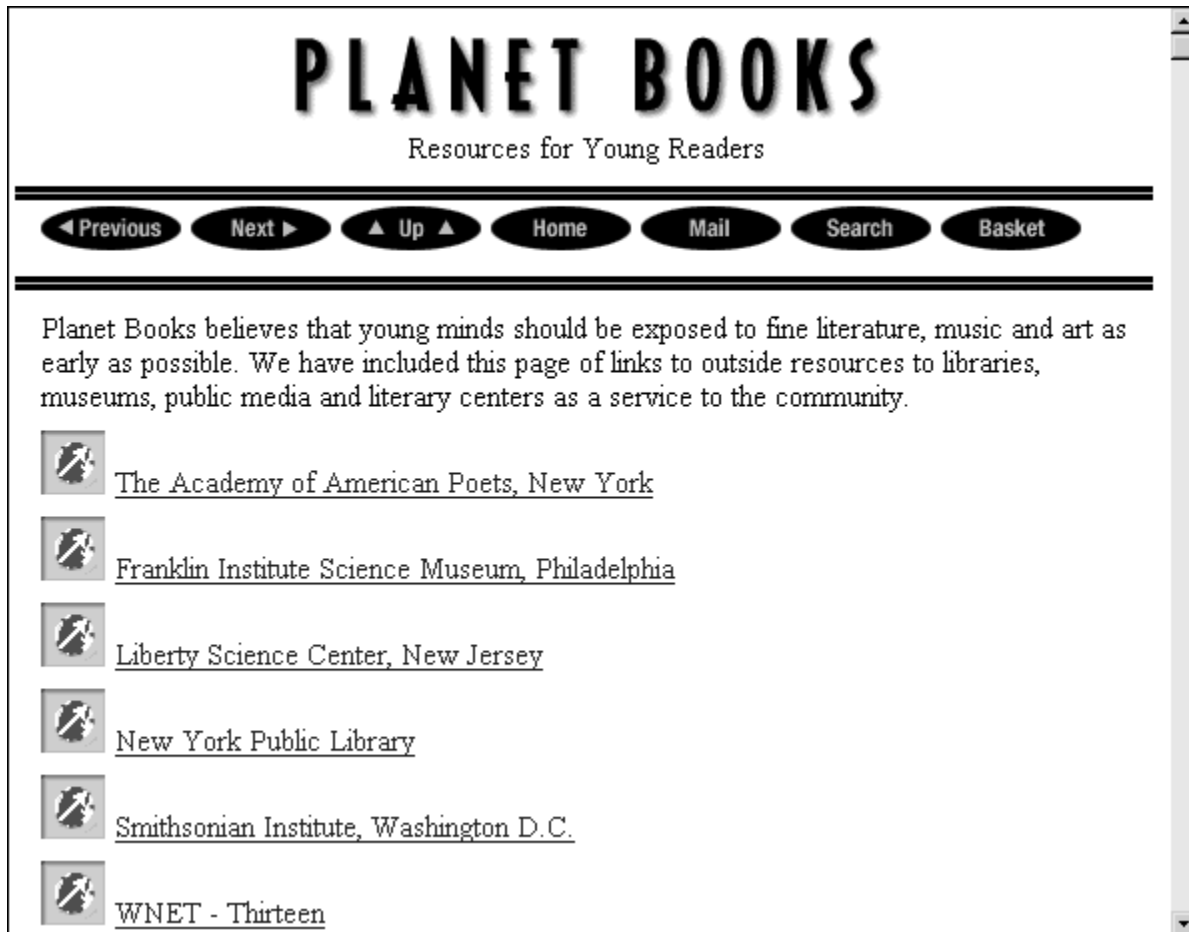|			
🔲	Link to an imported web page	🔲	Internal link
🔲	Remote Internet link	🔲	Text paragraph
🔲	List paragraph	🔲	Table
🔲	Transactional item	🔲	Form
🔲	Image file	🔲	Audio file
🔲	Video file	🔲	Binary file
🔲	Horizontal rule	🔲	Java applet

Each page also has a Page Style Options icon, which represents the options available for each page.

🔲 Page Style options

The Browser View

The Browser view shows the pages of your site as they will appear in a real web browser.

PLANET BOOKS
Resources for Young Readers

◄ Previous | Next ► | ▲ Up ▲ | Home | Mail | Search | Basket

Planet Books believes that young minds should be exposed to fine literature, music and art as early as possible. We have included this page of links to outside resources to libraries, museums, public media and literary centers as a service to the community.

The Academy of American Poets, New York

Franklin Institute Science Museum, Philadelphia

Liberty Science Center, New Jersey

New York Public Library

Smithsonian Institute, Washington D.C.

WNET - Thirteen

Switching Views

Internet Creator allows you to view your site in two ways "Page Preview" or "Page / Paragraph View". You switch between the views by clicking the view buttons on the Editing Toolbar:

Page Preview   **Page / Paragraph view**

Page Preview: Shows the Tree view on left and the Browser preview on the right

Page / Paragraph view: Show the Tree view on the left and a paragraph summary on the right.

The Editing Toolbar

Create a new web site.

Open an existing site.

Saves all changes you have made to the current project.

Cuts the selected paragraph to the clipboard.

Copies the selected paragraph to the clipboard.

Pastes a paragraph at the selected location.

Pastes a "virtual" paragraph at the selected location.

Generates the HTML files for your site.

Uploads your site to your web host.

Closes all the pages on the tree.

Opens all the pages on the tree.

Displays the HTML code of the current page in your default source code viewer.

Displays your site in a web browser. You can use Netscape Navigator, Microsoft Internet Explorer, or any other web browser you choose.

The Paragraph Toolbar

The 15 controls on the Paragraph toolbar represent the types of available paragraphs:

New Page	Internal link	Text
List	Table	Transactional Item
Remote Internet Link	Form	Image file
Audio file	Video file	Miscellaneous file
External HTML file	Horizontal rule	Java applet

Creating a New Web Site

To create a new site:

1. Select "New Web Site" from the File menu, or click on the New Web Site button.
2. Choose a location (a drive and directory) for your new site.
3. Each new web site needs its own directory. Enter a directory name of up to 8 characters.
4. Enter a name to name to identify your web site. Your company's full name is a good choice. (This name can be more than 8 characters.)
5. Click on the OK button. Internet Creator will ask if you want to use the Site Setup Wizard.

Using the Site Setup Wizard

 The Site Setup Wizard allows you to easily set up most of the basic features and options for your new web site. Whenever you create a new site, Internet Creator will ask if you want to run the Site Setup Wizard - you can also run the wizard at any time by selecting Site Setup Wizard from the Setup menu. The wizard helps you do the following:

- Enter your organization name. This will be used as the name of your web site.
- Select a theme for your sites pages. A theme consists of a background image, navigation buttons, link icons and a text color scheme.
- Add a This page last modified stamp to the bottom of every page.
- Add a Table of Contents page to your site and a Contents button to every page.
- Enter your E-Mail address.
- Enter a header and footer text to be used on each page of your site.
- Create a Javascript banner that appears in the status bar of any web browser viewing your pages.
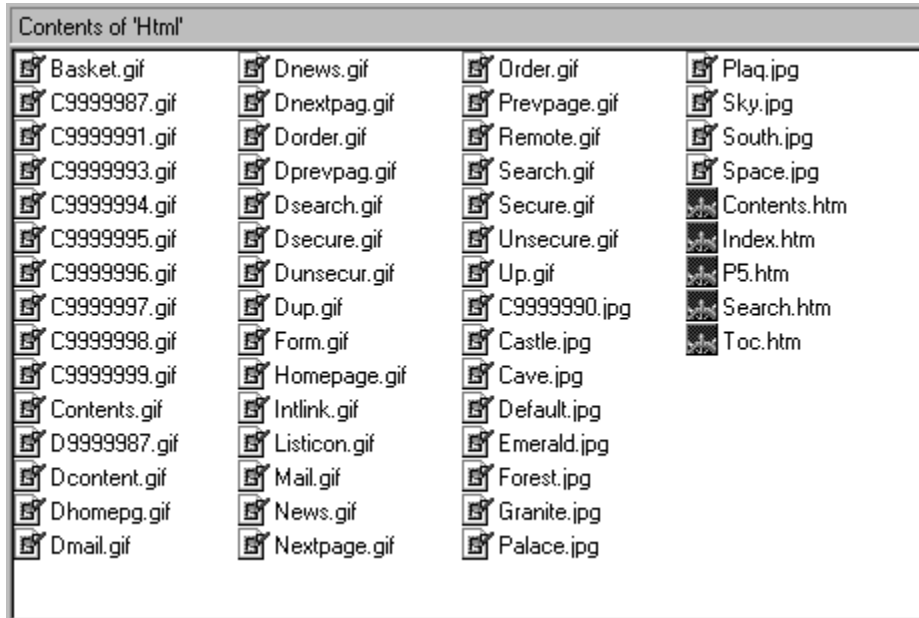
Home Page Wizard

The first time you run the Site Setup Wizard, Internet Creator will ask if you want to run the Home Page Wizard. The Home Page Wizard helps you do the following:

- Add some text to your home page that describes your site or organization.
- Create a logo for you home page.
- Create a Company History page for your site.
- Create a How to contact us page for your site.
- Adds an additional free-form page to your site.

About Your New Site

Internet Creator creates an *html* directory to hold the files that make up your web site. This directory contains *.htm* files, image files (usually in *.gif* and *.jpg* format), and any other files you have included in your site.

| Contents of 'Html'			
Basket.gif	Dnews.gif	Order.gif	Plaq.jpg
C9999987.gif	Dnextpag.gif	Prevpage.gif	Sky.jpg
C9999991.gif	Dorder.gif	Remote.gif	South.jpg
C9999993.gif	Dprevpag.gif	Search.gif	Space.jpg
C9999994.gif	Dsearch.gif	Secure.gif	Contents.htm
C9999995.gif	Dsecure.gif	Unsecure.gif	Index.htm
C9999996.gif	Dunsecur.gif	Up.gif	P5.htm
C9999997.gif	Dup.gif	C9999990.jpg	Search.htm
C9999998.gif	Form.gif	Castle.jpg	Toc.htm
C9999999.gif	Homepage.gif	Cave.jpg	
Contents.gif	Intlink.gif	Default.jpg	
D9999987.gif	Listicon.gif	Emerald.jpg	
Dcontent.gif	Mail.gif	Forest.jpg	
Dhomepg.gif	News.gif	Granite.jpg	
Dmail.gif	Nextpage.gif	Palace.jpg	

Opening an Existing Web Site

To open a web site, select open Web Site from the File menu, select a site from the list, then click the Open button.

If you have moved a site, or are trying to open an Internet Creator 3.0 project, it may not appear in the list. If this happens, click on the Browse button to locate the site.

Recently accessed files

Internet Creator keeps track of the last 4 sites you have accessed, and lists them at the bottom of the File menu:

```
1 c:\icreator\websites\Music
2 c:\icreator\websites\Planet
3 c:\icreator\websites\Test
4 c:\icreator\websites\Resume
```
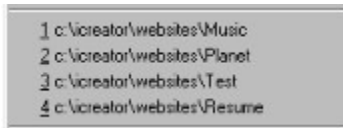
To open one of these sites, select its entry on the menu.

Converting Internet Creator 3.0 projects

Projects you have created using Internet Creator version 3.0 need to be converted to Internet Creator 4.0 format before you can edit them. To convert and open a project:

1. Select Open Project from the File menu.
2. Click on the Browse button.
3. Locate project (project files are always named *db1.mdb*)
4. Click the OK button. Internet Creator will ask if you would like to upgrade your project database.
5. Click the Yes button. Internet Creator will convert the site to the new format. On large sites, this may take several minutes.

Saving a Copy of a Site

To save a copy of your site (to make a backup, for example):

1. Select Save Site As… from the File menu
2. Choose a location (a drive and directory) for the site.
3. Enter a directory name of up to 8 characters.
4. Enter a name to name to identify the copy of your web site. (A name like Planet Books - Backup is a good choice.)
5. Click on the OK button.

Deleting a Web Site

To delete a site, select Delete Web Site from the File menu, select the site you want to delete, then click the Delete button. (Please note, you cant delete a site while it is open.)

Deleting a site in Internet Creator deletes *all* of the associated files (including any images and other files you may have added). Be very sure that you mean to delete a site before you do it!

Viewing your Site in a Browser

Although Internet Creators Browser view gives a good idea what your web pages look like, we still recommend that you view your site using a standard Web browser. Internet Creator allows you to automatically view your site in Netscape Navigator, Microsoft Internet Explorer or in any other browser you choose. To view your site click on one of the three browser buttons on the toolbar:

Netscape Navigator   Microsoft Internet   Other browser
                            Explorer

The first time you click on any of the browser buttons, Internet Creator will display the Setup Browser dialog box.

1. Select a browser to set up. You can select Netscape Navigator, Microsoft Internet Explorer or Other.

2. Find the browser on your hard drive.

    a) If you selected Netscape Navigator or Microsoft Internet Explorer, you can click on the Auto Find button to locate the browser. Internet Creator will search your hard drive for netscape.exe or iexplore.exe.

    b) If you have a different browser, click on the Browse button to locate the browser yourself.

3. Click OK.

Many of Internet Creators dialog boxes contain a Quick View button next to the Help button:

Click on the button to save any changes, generate new HTML code for the current page and then launch your default browser with the current page displayed.

Viewing your Web Site's Source Files

Although you dont need to worry about HTML code when using Internet Creator, it can be useful to take a look at the code behind your web pages.

Selecting a source viewer

When you first install Internet Creator, the Windows Notepad program is your default source code viewer. If you would like to select a different program to view source code with, select Set Source Viewer from the Setup menu.

Click on the … button to browse your hard drive for the viewer.

Viewing the source code

To view the source code of a page, select the page (in the Tree view), then click on the View Source button. (You can also select View Source from the View menu.)

Adding Paragraphs

To add a paragraph to a page:

1. In the tree view, select (click on) the item just *below* where you would like to add the new paragraph:

2. Click on the toolbar button that represents the type of paragraph you want to add. (You may also select the paragraph type from the Insert Paragraph menu.)

3. Internet Creator will display a dialog box that allows you to set content and style options for the new paragraph. All of the paragraph types and their associated dialog boxes are discussed over the next few screens.

Adding a New Page to Your Site

You add a page to your site by creating a new page link on an existing page. Select a location for the link, then click on the New Page Link button. (Remember, new items are added *above* the current selection.) The new page link consists of an icon, the link text and a description of the new page.

Link text   This is the text that the user clicks on to activate the link.

Link icon   Click on the Select Icon button to choose an icon to represent the link. You can position the icon to the left or right of the link text. (For help selecting images, click here.)

Descriptive text   You can enter a description of the link. This text will not be "clickable".

Entering and Formatting Text

Most of the paragraph dialog boxes contain text entry fields. You can type and edit the text just like you would in a word processor.

To allow you to easily apply standard formatting effects to the text, Internet Creator displays the Format Strip:

Times New Roman ▾	This list contains the names of all of the *TrueType* fonts on your system. You should use relatively common fonts, like "Times New Roman" or "Arial". (You may choose any font name you want, but unless people visiting your site have the same font installed on their system, they won't see it.)
3 ▾	The font sizes in HTML text are not measured in points, as they are in most word processors. They are measured on a scale of 1 to 7, where 1 is the smallest and 7 is the largest. 3 is a good size for 'regular' text.
▾ Close More	Click this button to change the color of text. (This setting applies to all text in the text box, not just the selection.)
B I U S	You can set text to **bold**, *italic*, ~~strikethrough~~ or underlined. Just select the text, then click on the appropriate button. (Some browsers may not support the strikethrough and underline styles.)
≡ ≡ ≡	You can format text as left justified, right justified or centered.
🖼	Click on the image button to include an image in a text paragraph. For help selecting images, click here.
↗	Click here to make the selected text a link to an URL.
↗	Click here to make the selected text a link to another paragraph in your site. Choose a paragraph from the list, then click OK.
🔧	To make the process of inserting special characters a little easier, Internet Creator includes a built-in Special Characters Keyboard.
	Click on the buttons representing the characters you wish to use - their HTML codes will appear in the text box at the top of the window. When you are done selecting characters, click the OK button and Internet Creator will insert the special text into your paragraph.
Pre	Normally, web browsers reformat the text in a paragraph to exactly fit in the browser window. If you would like the text to appear exactly as you enter it, click on the Pre button. (This setting applies to all text in the text box, not just the selection.)

Using Images and Icons

Adding an image to a paragraph

Most of Internet Creator's paragraph types have the option to include an icon or an image in the paragraph. To include an image (or to set image options):

1. Click on the dialog box's Select Icon button or Select Image button. You can also click on the Format Strip's Image button. Internet Creator will display the Image Viewing and Scaling dialog box.

2. Click on the Select Image button. Internet Creator will display the Select a Picture dialog box.

3. Locate and select the image.

4. Click the OK button. If the image you selected is not in .GIF or .JPG format (the standard image formats of the web), Internet Creator will ask if you would like to convert the image.

   You may choose .GIF, .JPG or no conversion. Internet Creator will then redisplay the Image Viewing

and Sizing dialog box.

5. Resize the image (optional). You can change the height and width by entering new values - click on the Apply button to make the changes. Click on the Standard Icon Size button to resize the image to a good size for icons and thumbnails.

6. Click the OK button.

Removing an image from a paragraph

1. Click on the Select Image or Select Icon button in the paragraph's dialog box.
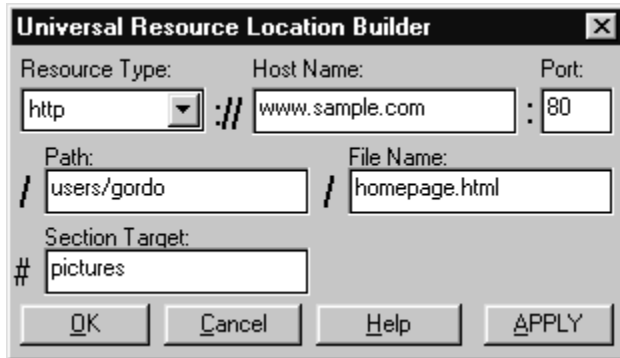
2. Click on the Remove Image button.

Resizing an image

To resize an image, click on the Select Image or Select Icon button in the paragraph's dialog box, then follow the directions for adding an image starting at Step 5.

The URL Builder

Several of the paragraph types create links to external (not part of your Internet Creator project) pages or resources. The dialog boxes for these paragraphs require you to enter an URL (Uniform Resource Locator) for the resource you wish to link to. You can type the URL directly, or you can use the URL Builder to make sure that the URL is correctly formatted. Just click on the URL Builder button:

To use the URL Builder, select the resource type you want to reference. The URL Builder will change the rest of the fields to reflect the addressing format of the type you selected.

Text Paragraph

Use a text paragraph to add text to your web site. You can type text into the text box provided, or you can import an existing text file.

Importing text   Click on the "Import text" button to select a text file to import into the text box. You can then edit the text as required.

Suppress character formatting   Fill this checkbox if you are entering any HTML tags in the text. This prevents Internet Creator from reformatting the text and possibly interfering with the behavior of the tags you enter.

List Paragraph

A list paragraph consists of a list heading and a series of listed items. The items in the list may be numbered or marked by bullets or icons.

List caption	This is descriptive text for the list. Click on the Select Icon button to choose an icon to represent the list. You can position the icon to the left or right of the descriptive text. (For help selecting images, click here.)
List items	Enter the list items (each line becomes a separate list item.)
List options	You can create a list with bulleted items, numbered items or the items may be set off using an item icon.
Item icon	If you select "Iconized List", click the Select Item Icon button to select an icon for the items.

Table Paragraph

A table paragraph is a series of cells grouped into columns and rows. Internet Creator makes it easy to create complex tables for your web site. There are two tabs on the Table Paragraph dialog box: Data and Appearance.

Table Data

Caption	Descriptive text for the table. The caption can appear above or below the table.
Cells	To enter information into a cell, click on the cell you want, then enter text into the text area below the grid.
Zoom	This changes the sizes of the cells as they appear in the dialog box. This can make it easier to see the text, it does *not* affect the appearance of the table in a browser.
Append Col	Adds a new column to the right of the current selection.
Insert Col	Adds a new column to the left of the current selection.
Delete Col	Deletes the current column.
Append Row	Adds a new row below the current selection.
Insert Row	Adds a new row above the current selection.
Delete Row	Deletes the current row.
Swap Cells	Exchanges the current cell with an adjacent cell

Table Appearance

Center table	Centers the table on the web page.
Table width and height	You can set the height and width of the table as a percentage of the visible area of the browser window, or in pixels. For example, if you set the Table Width field to 50, and select the "% of page" option, the table will always cover half of the browser window, even if the user resizes the window. If you set height or width to 0, the browser will automatically format the table.
Cell padding	The space, in pixels, between the text in a cell and the cell border.
Cell spacing	The space, in pixels, between each cell.
Border size	The size of the table's border, in pixels.

Horizontal Rule

The horizontal rule is a stylistic element that visually separates sections of a web page. A rule can be either a line or an image file.

Rule type	This may be "Use line" or "Use image." For line, you may add a 3-d shadow. For images, click "Select image" to choose an image to use as a rule.
Size	If you leave "Set width and height" unchecked, the web browser will size the rule automatically. If you check this option, you can set the size yourself.
Alignment	The horizontal alignment of the rule.

Image Paragraph

Internet Creator's Image paragraph lets you images and links to images on your pages. There are five basic image paragraph types:

Text link to image	Creates "clickable" text that displays the image.
Thumbnail link to image	A link to the image that is made up of a small "preview" of the image and some descriptive text
Iconic link to image	A link to the image that is made up of an icon and some descriptive text.
Inline image	The image is displayed in your web page, along with some descriptive text.
Image map	Inserts an image map - an image with clickable hot spots. Creating the .MAP file requires the use of a separate utility, such as Boutell.Com's MapEdit

Image Paragraph Options

Selecting the image	Click on the Select Image button. (For help selecting images, click here.)
Description/Link text	If you select "Inline Image" or "Inline Image Map" this text will be used as a description for the image; otherwise, it will become a link to the image.
Append image size to caption	Displays the image size next to the Description / Link text.
Text flows around image	Allows text in the paragraphs that follow to wrap around the image. (Please note: this does work with centered images!)
Alignment	For Iconic links and Thumbnail links, this is the position of the icon relative to the link text; otherwise, it is the position of the image on the page.
Picture frame size	The thickness of the border around the image.
Select Icon (Iconic link only)	Selects an icon for the link.
Thumbnail Size (Thumbnail link only)	Resizes the image thumbnail.
Select Map (Image Map only)	Selects the .MAP file.

Inserting an Audio File

Internet Creator allows you to use audio files in a variety of ways:

Link to audio file	The user clicks on a link to launch a browser plug-in to hear the file.
Embed sound into page	The browser's audio plug-in is embedded into the page. Typically there is a play button as part of the plug-in.
Background sound	The sound plays continuously while the page is visible in the browser. (Choose your sound carefully - this can be very irritating!)

Audio Paragraph Options

File name	To select a sound file, click on the Browse button.
Audio link text	This is the text that the user will click on to hear the sound. Click on the Select Icon button to choose an icon to represent the sound file. You can position the icon to the left or right of the link text. (For help selecting images, click here.)
Descriptive text	Enter a brief description of the sound file. This text will appear below the link text.
Stamp file size	It's nice for users to know how large a file is before they click on it. *After* you choose the audio file, you can click on the "Stamp File Size" button to include the file size into the link text or the descriptive text.

Inserting a Video File

Internet Creator allows you to use several different types of video files in your web site. Supported formats are: AVI, VDO, VIV, MOV and MPG.

Video file	To select a video file, click on the Browse button.
Embed in page	When you choose the Embed option, the video clip will appear right on the web page. (This only works in browsers that support the embed option.) When the user double-clicks on the movie, it will start playing. If you *don't* choose the Embed option, the video clip will play in a separate window.
Link text	This is the text that the user will click on to see the video. Click on the Select Icon button to choose an icon to represent the video file. You can position the icon to the left or right of the link text. (For help selecting images, click here.) This option is not available for embedded video files.
Descriptive text	Enter a brief description of the video file. This text will appear below the link text
Stamp file size	It's nice for users to know how large a file is before they click on it. *After* you choose the video file, you can click on the "Stamp File Size" button to include the file size into the link text or the descriptive text.

Inserting Other File Types

Internet Creator lets you place any kind of binary file on your web site. This allows you to include file types that aren't covered by Internet Creator's existing Image, Audio and Video categories. For example, you can include Adobe Acrobat files, PostScript files and files that are supported by browser plug-ins.

File	To select a file, click on the Browse button.
Embed in page	When you choose the Embed option, the file will appear right on the web page. (This only works in browsers that support the embed option, and have an appropriate plug-in for the type of file you are embedding.) When the user double-clicks on the file, the plug-in will be activated. If you *don't* choose the Embed option, the user will get a choice of downloading or viewing the file.
Link text	This is the text that the user will click on to see the video. Click on the Select Icon button to choose an icon to represent the file. You can position the icon to the left or right of the link text. (For help selecting images, click here.) This option is not available for embedded files.
Descriptive text	Enter a brief description of the file. This text will appear below the link text.
Stamp file size	It's nice for users to know how large a file is before they click on it. *After* you choose the file, you can click on the "Stamp File Size" button to include the file size into the link text or the descriptive text.

Internal Link

Internet Creator automatically creates general navigational links ("Home", "Next", "Up" etc.) on every page of your web site. You can also create additional links that lead to specific locations on your site. You can create links that lead to specific pages, or to any paragraph.

Link text	This is the text that the user will click on to jump to the new location. Click on the Select Icon button to choose an icon to represent the link. You can position the icon to the left or right of the link text. (For help selecting images, click here.)
Descriptive text	Enter a brief description of the link. This text will appear below the link text.
Link destination	Scroll through this list to select the destination for the link.

Remote Internet Resource Link

Internet Creator allows you to insert links that lead to any location or file on the Internet. For example, you can create links to other web sites or to specific FTP locations.

Link text

This is the text that the user will click on to jump to the new location. Click on the Select Icon button to choose an icon to represent the link. You can position the icon to the left or right of the link text. (For help selecting images, click here.)

Descriptive text

Enter a brief description of the link. This text will appear below the link text.

Destination URL

Enter the URL (Uniform Resource Locator) for the destination. You can enter the URL by:

- typing the URL directly into the field.

- clicking on the down arrow next to the field. This allows you to choose from the list of URLs that you have already entered.

- clicking on the URL Builder button. The URL builder helps you build a properly formed URL. For help using the URL builder, click here.

Be very careful when entering this information, any spelling errors will render the link invalid.

External HTML File

If you have an existing web page that you dont want to re-create in Internet Creator, you can create a External HTML File link to that page. Internet Creator will then create a copy of the existing file in your projects HTML directory, and create a link to that page.

File name	To select a file, click on the Browse button.
Link text	This is the text that the user will click on to access the page. Click on the Select Icon button to choose an icon to represent the file. You can position the icon to the left or right of the link text. (For help selecting images, click here.)
Descriptive text	Enter a brief description of the file. This text will appear below the link text.

Inserting a Java Applet

Java Applets are a great way to make your page more interesting. Internet Creator comes with a variety of applets that are available as templates. (For more information on using templates, click here.) *The Java feature is only available if you are running Internet Creator under Windows 95 or Windows NT.*

Files needed to run applet	A Java applet always contains at least one .CLASS file. It may also contain .GIF files, .JPG files, etc. To select the files you need, click on the Add button. To remove a file, select it in the list, then click the Delete button.
	You must also select a Main class from the drop-down list.
Alternate text	If someone is viewing your site with a web browser that doesnt support Java, they will see this text instead.
Applet parameters	The applet parameters, and the values for the parameters vary from applet to applet. Enter the names for the parameters in the left column, and the values you would like to use in the right column.
Applet layout	You can adjust the size and centering of the applet window.

Generating Your Site

To generate your entire site, click on the Generate button. Internet Creator will produce all of the HTML pages that make up your site.

If you would like Internet Creator to regenerate each page of your site as changes are made to it, set the "Auto-Generate pages" option, on the Tools menu. (This can slow things down considerably on a large site.)

Page Style Options

Page Style Options control the general appearance, the header, the footer and the frames for your pages. You can set page style options for a single page, or you can set default page style options for your site.

Setting Page Style Options for a single page

There are a number of options that you can set for each web page. To set these options for a page, double-click on the page's Page Style Options icon:
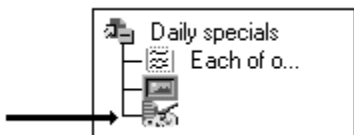
Appearance options

Background image	This image will be displayed behind all of the other text and graphics on your page. To change the image, or to remove it altogether, click on the Select Image button. (For help with selecting images, click here.)
Page colors	To change one of these colors, select the radio button next to it, then select a new color from the color palette, or move the color sliders to change the proportions of red, green and blue in the color. To return all of the colors to their default values, click on the "Turn off custom color" button.

- The Background color is the color that is used to draw the portions of the background that are not covered by the background image. You should choose a color that is similar to the background image.
- The Normal text color is used for non-link text.
- The Link text color is used to indicate clickable text.
- The Followed Link color is used to indicate a link to a site that has already been visited.
- The Highlighted Link color is used to indicate that the user is clicking on the link.

Page Header options

Use Logo	You may select a logo image that appears above the header text.
Header Text	Text that appears at the top of the page
Use Link Caption as Subheader	This is the text from the page link that leads to this page. Fill the checkbox to include the text.
Navigation Bar	Turns the navigation bar on or off.
Navigation Bar Position	You can put the navigation bar at the top of your page, or at the left side of your page.
Alignment	For Navigation Bar Position Top, you can align the bar left, right or center.
	For Navigation Bar Position Left, you can align the top, center or bottom.
Offset	(Navigation Bar Position Top only)
	The vertical position of the navigator bar. The position is relative to the other paragraphs on the page - if the position is 0, the navigator bar appears at the top of the page; if the position is set to 2, the navigator bar appears just after the second element.
Rules	For Navigation Bar Position Top, you can add a horizontal rule above and/or below the bar. (For help modifying the default rule style, click here.)
	For Navigation Bar Position Left, you can add a horizontal rule above the bar.

Page Footer options

Navigation Links	Creates navigation links at the bottom of the page
Rule Above Links	Draws a horizontal rule above the links. (For help setting the default
Link Alignment	May be horizontal or vertical.
Rule Above Footer Text	Draws a rule above the footer text. (For help modifying the default rule style, click here.)
Footer Text	This text appears at the bottom of the page.
Last Modified Date Stamp	If this option is checked, Internet Creator will print the current date at the bottom of the page whenever the page is generated.

Frame options

Split with frames	The current page will be created as the "source" side of a pair of framed pages. All link on the page will lead to the other frame. *If you are using this option, it is best to turn off the navigation bar, navigation links and Java banners on the "child" pages.*
Alignment	You can put the source page at the top, left, right or bottom of the page.
Scrollbars	If this is checked, the source frame will have scrollbars
Resizable	If this is checked, the frame border will be resizable.
Frame Size	You can set the source frame size in pixels or as a percentage of the window size.
Border Size	The width in pixels of the frame border.
Spacing	The space in pixels, between the two frames.
File name	When you create a page, Internet Creator gives it an automatic file name (*p4.htm*, etc.). If you would like to use a different, more meaningful, file name, type it into the Page File Name text box. Note: you should generally give the file an *.HTM* extension.

Setting Default Page Style Options

The default Page Style Options controls the setting for all new pages. To set the default, select "Default Page Style Options" from the Tools menu. Internet Creator will display the Default Page Style options dialog box.

Make the changes you want, then click on the OK button.

To apply these changes to existing pages, click on the Apply Global button. (Be careful when using this option - it will change settings for *every* page in your site!)

The Freeze and Thaw Commands

The freeze command allows you to edit an Internet Creator page using a separate HTML editor. To freeze a page:

1. Select the page you want to freeze.

2. Make a note of the file name, so you know which file to open in your HTML editor. (You can check the file name by selecting the page link in Internet Creator, and looking on the status bar for the file name.) The file is located in your project's "\html" directory.

3. Click on the Freeze button.

Remember, once you freeze a page, you will no longer be able to edit it using Internet Creator!

Thawing a frozen page returns it to its original, pre-freeze state. To thaw a frozen page, select it, then click the Thaw button.

When you thaw a page, you will lose any changes you have made since it was frozen. (You may want to make a backup copy before thawing.)

Horizontal Rule Setup

Internet Creator uses horizontal rules to separate elements of your page (including the navigation bar and navigation links). To set up these rules, select "Horizontal rules" from the Setup menu.

These options are the same as the ones for the [Horizontal Rule paragraph](#), except that when you close the dialog box, changes are made to *all* current horizontal rule paragraphs and/or all header and footer rules.

Paragraph Icon Setup

When you create a new paragraph, Internet Creator gives the paragraph a default icon based on the current theme. You can change the icon that Internet Creator uses for a particular paragraph by selecting "Edit Paragraph Icons" from the Setup menu.

Image	To change the default image for a paragraph type, click on the paragraph name in the button list, then click the Image button. (For help selecting images, click here.)
Restore defaults	Resets all the icons to the theme values.

Navigation Bar Setup

Internet Creator automatically creates a navigation bar at the top of each page. To change the images that are used for the buttons, select "Edit Navigation Bar" from the Setup menu.

Image	To change the default image for a link, click on the link in the button list, then click the Image button. (For help selecting images, click here.)
Restore defaults	Resets all the icons to the theme values.

The Auto Logo Creator

The Auto-Logo generator allows you to create a graphical logo for your site. Select "Auto Logo Creator" from the Tools menu.

Logo Title and Subtitle	You can arrange two pieces of text on your logo - the "Title" and the "Subtitle". (When you first open the Auto Logo creator, the Title is set to your site name.) You can change the font and colors of the text by clicking on the Fonts button and the Colors button.
Text Layout	The Text Layout controls the relative positioning of the Title and Subtitle. You can choose "Center Align Both", "Right Align Both", etc. You can also choose "Change Layout Yourself" - this allows you to manually drag the text in the picture.
Auto-size	If Auto-Size is checked, Internet Creator will adjust the font size of the text as you type.
Shade	If shade is checked, there will be a "shadow" underneath the text in the picture. Click on the Colors button to change the color.
Bkgrnd	Fill the Bkgrnd check box to include a background image - click on the Browse button to select the image.

When you click the OK button, Internet Creator will prompt you to save the file in your project's *HTML* directory. The default filename is *logo.gif*; you can change it if you wish. You can now add the logo to your site by creating an Image File paragraph, or by choosing a page logo in the Page Style Options.

The Auto Background Creator

The Auto Background Creator works the same way as the Auto Logo Creator does, but it is meant to create a "watermark" for your site's background image.

When you click the OK button, Internet Creator will prompt you to save the file in your project's *HTML* directory. The default filename is *background.gif*; you can change it if you wish. You can now use the background by selecting it in a page's style options.

Creating and Using Templates

Internet Creator uses templates to let you create pages and paragraphs that you can use re-use in different projects. In addition, Internet Creator comes with a variety of useful templates for use in your web sites. This page gives directions for inserting templates and creating your own templates.

Inserting a template

1. Select "Template" from the Insert menu.
2. Select a template type. (Select "All" to see all available templates.)
3. Select the template you want. (As you click the templates, a description is displayed in the box below.)
4. Click "OK". Internet Creator will insert the template.
5. Edit the generated paragraphs (optional). For some of the templates (like the mail form and the Java applets) you will need to edit some of the parameters (email address, account name, etc.).

Creating a template

1. Select the page or paragraph you would like to make into a template.
2. Select "Create Template" from the Edit menu.
3. Enter a "Type" (or category) for the template. Select one from the drop-down list, or type a new one.
4. Enter a name for the template.
5. Enter a description.
6. Click OK.

The template is now ready for use.

Optimizing the Database
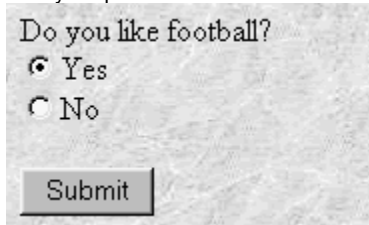
If you have a large web site, periodically compressing your site database can lead to faster HTML generation times. To compress the database, select "Optimize Database" from the Tools menu.

Overview

Forms are one of the most powerful and popular features of the World Wide Web. They allow visitors to your site to enter information in a variety of formats. Forms can be as simple as a single "Yes or No" question, or as complicated as a detailed order form.

Every form you create on your site must be connected to a *cgi-bin script*. A script is a simply a computer program that can process the information from a form. There are scripts that simply e-mail the contents of a form to the appropriate address, or scripts that perform more complicated actions. Scripts are generally located in a special directory on your hosting service's main server. (If you use Forman Interactive's Hosting Service, you will have free access to *ICMail* and *Surveyor Script*, powerful and flexible scripts specifically designed to collect information from visitors to your site.)

A very simple form
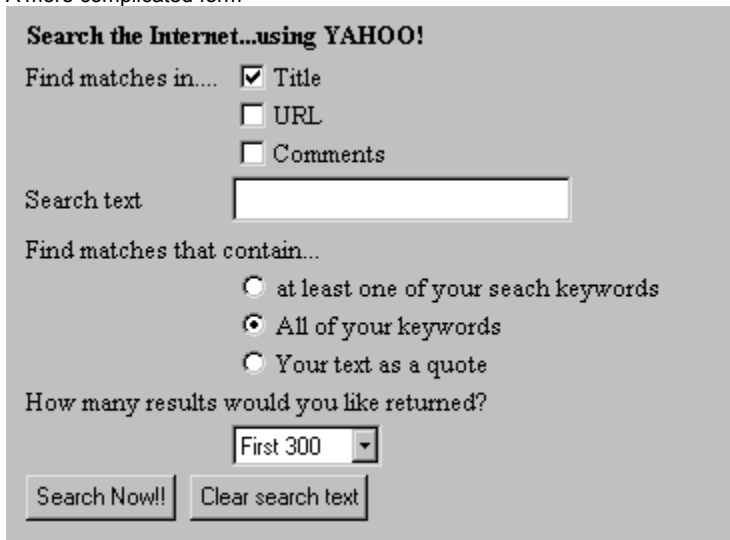
Do you like football?
- ⦿ Yes
- ○ No

[Submit]

A more complicated form

Search the Internet...using YAHOO!

Find matches in.... ☑ Title
☐ URL
☐ Comments

Search text [   ]

Find matches that contain...
- ○ at least one of your seach keywords
- ⦿ All of your keywords
- ○ Your text as a quote

How many results would you like returned?
[First 300 ▼]

[Search Now!!] [Clear search text]

Step 1: Start the Form Wizard

Internet Creator's Form Wizard makes it easy to add even complex forms to your site. To add a form to a page, select a location for the form, then click on the Form button on the Paragraph toolbar.

The Form Wizard displays the contents of your form in a web preview. As you make changes to the elements of your form, the web preview will reflect them. To get started with the Form Wizard, click the Next button.

Step 2: Enter a Form Caption

Enter a caption for the form.

Click on the Next button.

Step 3: Add Form Elements

The Form Wizard Toolbox Screen lets you add and remove the basic form elements: single line text control, multi-line text control, password text box, check boxes, radio buttons and list box.

Toolbox Screen

Toolbox	These are the elements that are available for your form. To get a brief description of each element, hold the mouse cursor over the buttons.
	To add an element to the form, click on the button, then enter the parameters for the element. The next few pages describe each element type in detail.
Form Elements	This is the list of elements in your form.
Up and Down buttons	Use these buttons to reorder the form elements.
Edit	Modifies the parameters of the selected form element.
Delete	Deletes the selected form element.

Single-Line Text Control
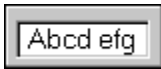
A single line text entry field. Use them to enable visitors to your site to enter a word or short phrase.

Description	A label for the control - this is optional.
Form Element Name	The name of the control. The name is used as an identifier for the field when the form is processed.
Default Value	The text that is in the control when the user first sees it.
Width	The width of the text box, in characters.
Maximum Input Length	The maximum number of characters that the user can type into the field. Select "No" to allow unlimited input.

A single line text control

Multi-line text control
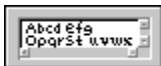
Creates a multiple line text entry field. Use them to let visitors enter a large piece of text.

Description	A label for the field (optional).	
Form Element Name	The name of the control. The name is used as an identifier for the field when the form is processed.	
Default Value	The text that is in the control when the user first sees it.	
Width	The width of the text box, in characters.	
Height	The height of the text box, in characters.	
Maximum Input Length	The maximum number of characters that the user can type into the field. Select "No" to allow unlimited input.	
Word Wrap	Off:	The text box will not attempt to wrap the text.
	Virtual:	The text will wrap as the user types, but no line breaks will be inserted in the returned text.
	Physical:	The text will wrap, and line breaks will be inserted where the wrapping occurs.

A multi-line text control

Password text box

The same as a single-line text box, except that the text is obscured as the user types it.

Text	A label for the control - this is optional.
Form Element Name	The name of the control. The name is used as an identifier for the field when the form is processed.
Default Value	The text that is in the control when the user first sees it.
Width	The width of the text box, in characters.
Maximum Input Length	The maximum number of characters that the user can type into the field. Select "No" to allow unlimited input.

A password box

Check boxes

Lets a visitor choose one or more items from a list.

Description	A label for the control - this is optional.
Form Element Name	The name of the control. The name is used as an identifier for the field when the form is processed.
Options list	The list of check boxes. To insert a check box, click the Insert button. To delete a check box, select it in the list, then click the Delete button. Use the arrow buttons to change the order of the check boxes.
Text	The text of the selected check box.
Name	The name (or identifier) of the control.
Value	The value to return when the control is checked. ("Yes" is usually a good choice.)
Initially Checked	The initial state of the control. Fill the check boxes.

A typical set of check boxes
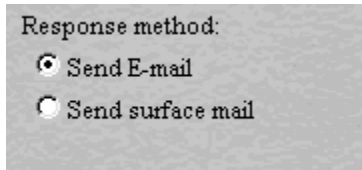
Radio buttons

Creates a group of radio buttons. Similar to the check box control, except that only one "button" may be selected at a time.

Description	A label for the control - this is optional.
Form Element Name	The name of the control. The name is used as an identifier for the field when the form is processed.
Options list	The list of option buttons. To insert an option button, click the Insert button. To delete an option button, select it in the list, then click the Delete button. Use the arrow buttons to change the order of the option buttons.
Option text	The text of the selected option button.
Value	The value of the control. The return value will consist of the "Form Element Name" and the value of the selected button.
Initially Selected	The initial state of the control. (Only one radio button can be selected.)

A typical set of radio buttons

List box

A list box in drop-down or regular format.

Description	A label for the control - this is optional.
Form Element Name	The name of the control. The name is used as an identifier for the field when the form is processed.
Visible rows	The height of the control. A height of 1 creates a drop down list.
Allow Multiple Selections	If this option is set, more than one item can be selected. (Only works properly if height is greater than 1.)
Options list	The entries in the list. To insert a entry, click the Insert button. To delete an entry, select it in the list, then click the Delete button. Use the arrow buttons to change the list order.
Text	The text of the selected list item.
Value	The return value of the list item.
Initially Selected	The initial selection state of the item.

Height = 3
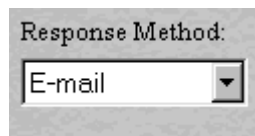
Height = 1

Step 4: Submit and Reset Buttons

When the user click the Submit button, the browser collects all of the information in the form's fields and sends the values to the form's cgi-bin script. (For help setting up cgi options, click here.)

Submit button	The form contains a button that sends the form contents. You can enter whatever text you like.
Submit image	Instead of a Submit button, you can have visitors send the form by clicking on an image.
Reset button	Adds a button that returns all elements to their default values.

Step 5: Setting up Form Processing

Every form you create needs to be connected to a cgi-bin script that handles the processing of the form fields. Check the documentation for the scripts (or ask the system administrator of your hosting service) you are using to determine how to fill in the Script Options. (If you are using Forman Interactive as your hosting service, you have automatic access to the *Surveyor* and *ICMail* scripts.) When you are done with the form options, click the Finish button.

Script Options

Post Method	May be "Post" or "Get"
Action/CGI-BIN	The path (relative or absolute) to the script.
MIMETYPE	Most scripts require that you leave this blank.
URL for script	Most scripts require that you leave this blank.
Form parameters	Any additional information that the script may require.

ICMail

ICMail emails the contents of a form to any email address you specify.

Post Method	"Post"	
Action/CGI-BIN	"/cgi-bin/icmail"	
MIMETYPE	Empty	
URL for script	Empty	
Form parameters	**Name**	**Return value**
	to	The email address that you want the form contents sent to.
	subject	The subject for the email
	nexthtm	The page to be displayed after the visitor click on the Submit button. Enter "{nexthtm}" to have ICMail display a default thank-you screen.

Surveyor

Surveyor behaves much like ICMail, except that surveyor will add the form contents to a CSV file in your account's */admin* directory.

Post Method	"Post"	
Action/CGI-BIN	"/cgi-bin/surveyor"	
MIMETYPE	Empty	
URL for script	Empty	
Form parameters	**Name**	**Return value**
	emailcopy	The email address where you would like the form contents sent (optional).
	subject	The subject for the email (optional).
	nexthtm	The page to be displayed after the visitor clicks on the Submit button.
	file	The name of the CSV file that you want to use. If it doesn't exist, Surveyor will create it for you. (You don't need to enter the .CSV file extension.)
	acc_name	Your Forman Interactive Hosting account name.
	datetime	Enter "Yes" to add a date/time field to the file.

The Commerce Wizard

The first step in setting up your site for commerce is to run Internet Creator's Commerce Wizard. Select "Commerce Wizard" from the Setup menu.

Choosing an Ordering System

You can choose between two distinct ordering systems: "E-mail order forms" and "Interactive Shopping Basket". If you do not want to include an ordering system, select "Do not put an [Order] button…" (you will still be able to use the item search features if you wish).

Setting up the Interactive Shopping Basket

The Commerce Wizard will help you set up <u>Basic Options</u> for the shopping basket. The wizard will also help you set up shipping options: <u>Shipping Calculation Basis</u>, <u>Shipping Carriers</u> and <u>Shipping Calculation Method</u>.

Basic Options

If you select the Interactive Shopping Basket System, the Commerce Wizard will ask you to enter a variety of information, including:

- Your FTP account information.

- The Currency and Weight symbols you would like to use for your transaction items.

- The path to the shopping basket program. (Usually "/cgi-bin/shop.cgi")

- A list of "Item Feature Search Fields". These will be used to provide a search facility for your site. For Planet Books we entered "Title", "Author", "Publisher" and "Category". Visitors will be able to search for books based on these criteria.

- The Credit Cards and Payment Methods that your company accepts.

- A disclaimer that appears on all ordering screens. This allows you to add text like "All orders are shipped with 48 hours", "All our products have a 90-day money-back guarantee", etc.
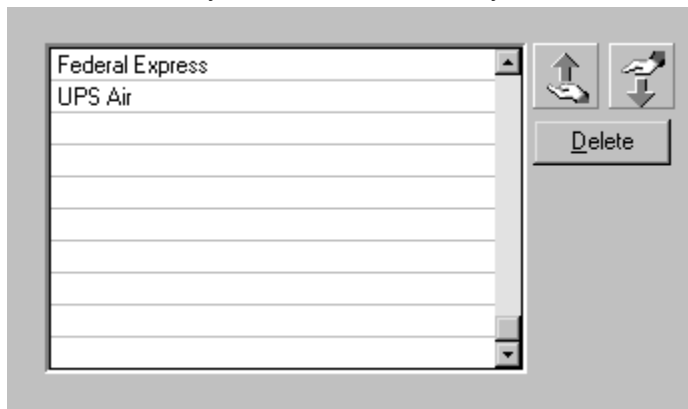
Shipping Calculation Basis

The "basis" determines how your shipping charges will be calculated. Your shipping charges can increase (or decrease) based on an order's total weight, total value or total number of units shipped. You can also set a shipping charge for each individual item, or you can have no shipping charges whatsoever.

Shipping Carriers

You can enter any number of carriers for your customers to choose from.

Shipping Calculation Method

You can choose from four different calculation methods:

Enter data for each carrier (select a carrier from the drop-down list, then fill in the information for that carrier).

| **Flat Rate** | The shipping charges are a fixed rate based on specified weight, cost or quantity ranges. |
| | For example, you can have orders under 10 lb. cost $15 to ship and orders 10 lb. and over cost $25 to ship. |

Carrier: Federal Express

Level:	Cost:
0	15
10	25

| **Variable Rate** | The shipping charges are calculated on a per weight, per cost or per quantity rate. The rate varies based on weight, cost or quantity ranges. You may also set minimum and maximum charges. |
| | For example, you can have orders under 10 lb. Cost $2 per lb. To ship, and orders 10 lb. And over cost $1.50 per lb. |

Carrier: Federal Express

Minimum charge:
4.95

Maximum charge:
0

Level:	Cost:
0	2
10	1.5

| **Variable Rate Accrual** | The shipping charges are calculated on a per weight, per cost or per quantity rate. The rate is cumulative and varies based on weight, cost or quantity ranges. You may also set minimum and maximum charges. |
| | For example, you can have the first 10 lb. of an order cost $2 per lb. to |

ship, and the rest of the order cost $1.50 per lb.

This method most closely approximates most carriers' real shipping tables.

Carrier:	Federal Express ▾	Level:	Cost:
		0	2
	Minimum charge:	10	1.5
	4.95		
	Maximum charge:		
	0		

Simple Formula This is the simplest method. The shipping charges are calculated on a per weight, per cost or per quantity rate. You may specify a single per basis rate, and a minimum and maximum shipping charge.

Carrier: Federal Express ▾

Minimum charge:
15.00

Charge per:
3.00

Maximum charge:
0

Using the Shopping Basket

Visitors to your site order items through <u>Transactional Item paragraphs</u>:

$ **The Third Twin** (Item # PB-92)

A research scientist's study of genetic components brings frightening experiences and romance.

Title: The Third Twin

Author: Ken Follet

Publisher: Crown

Category: Bestsellers

Price: $18.00

Quantity to order: 1 [Add to Basket]

The visitor enters the quantity of the item they would like, then clicks on the Add to Basket button. A new Shopping Basket is created for this customer.

The customer can press "Continue Shopping" to add more items to the basket. When they are done shopping and are ready to order, they click on Checkout Now. The Shopping Basket system presents the *secure* checkout form.

When the customer has filled in all of his or her information, they click on the Submit Form button. You will receive a PGP encrypted copy of the order form.

Setting up the Email Order Form

If you select order processing by e-mail, your web site will have an Order button in the Navigation bar. When a visitor to your site clicks on the order button, an e-mail order form is displayed that allows them to select the items they would like to order and to enter their shipping address, credit card information, etc. You can create an e-mail order form yourself, or Internet Creator can build one based on any transactional items you have on your site.

Basic Options

- Your FTP account information.
- The Currency and Weight symbols you would like to use for your transactional items.
- A list of "Item Feature Search Fields". These will be used to provide a search facility for your site. For Planet Books we entered "Title", "Author", "Publisher" and "Category". Visitors will be able to search for books based on these criteria.
- The Credit Cards and Payment Methods that your company accepts.
- A disclaimer that appears on all ordering screens. This allows you to add text like "All orders are shipped with 48 hours", "All our products have a 90-day money-back guarantee", etc.
- An e-mail address for your order forms.

Secure Order Processing

In order to use secure order processing, your e-mail form must be located on a secure server. If you use Forman Interactive's hosting service, and use the Internet Creator-generated order form this will be set up automatically.

Secure order processing allows "encrypted" transactions between your customers and your e-mail processing. This means that customers can feel safe about sending a credit number or personal information over the Internet.

To add secure order form processing to your site, select the "Allow secure order form processing option". Internet Creator will add a "Secure Order" button to your site's navigation bar:
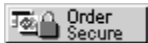
You may use an order form automatically generated by Internet Creator or one that you create yourself.

- If you use the Internet Creator order form, you will need to enter the path to your mail processing script and a secure location for the order form. These fields are already filled in for Forman Interactive's hosting service.
- You may also to choose to create your own order form:.

Unsecure Order Processing

With unsecure processing there is no attempt to encrypt or protect information on the form when it is sent. In general, secure order processing is preferable to unsecure processing; however, you may still wish to offer unsecure processing as an option for your customers who are browsing the web using browsers that do not support the secure transmission protocols.

To allow unsecure processing (and add an "Unsecure Order" button to your site's Navigation bar), select the "Allow unsecure orders" option. Internet Creator will add an "Unsecure Order " button to your site's navigation bar.

You may use an order form automatically generated by Internet Creator or one that you create yourself:

- If you use the Internet Creator order form, you will need to enter the path to your mail processing script. This field is already filled in for Forman Interactive's hosting service.
- You may also to choose to create your own order form.

Adding Transactional Items

The Transactional Item paragraph provides a structured format for products, prices and services. You *must* run the Commerce Wizard before adding any transactional items. To add a transactional item, click on the Transactional Item button.

Item name	The name of your product. Click on the Select Icon button to choose an icon or image to represent the video file. You can position the icon to the left or right of the item name. (For help selecting images, click here.)
Item description	Enter a description of your product. The description will appear just below the item name.
Quantity - Price breaks	This is the pricing structure for your product. You may enter multiple prices to allow volume discounts. For example, if your pricing scheme is $20 each for 1 - 4 units ordered, and $15 each for 5 or more, fill out the fields as shown:

	Quantity	Price	
1	1	20.00	
2	5	15.00	
3			
4			
5			

Search Fields	The Search Fields section lets you enter searchable information pertaining to your products. (Items that you leave blank will not appear on the generated page.)
Unit weight	The weight of a single unit.
Item/Catalog number	An item number for your product. If your organization has any internal stock numbers for products you can enter them here.
Shipping Charges	This button is only available if you have selected "per item" as your shipping calculation method or are using the E-Mail ordering system. For each carrier, enter a shipping cost for this item.
Item Options	The Item Options let you create options for your products. For example, you could allow customers to order Tshirts by size and color. For help setting the Item Options, click here.

Item Options

For the Item Options to be available on your web site you must run the Commerce Wizard and select "Shopping Basket" as your ordering system.

The item options allow you to set up user-selectable options for your transactional items. (For example, if you sell clothing, you can let users select sizes, styles and colors.) To set up advanced options for a transactional item:

1. Click on the Advanced Options button in the Transactional Item dialog box.

2. Select options for your product.

   To select an option for your product, double-click on it in the Master List. If you don't see the option you want, click on the Add Option button to add a new one. Repeat this step until you have select all the options you want to offer.

3. Select and configure choices.

   The choices are the selections available to the user for each option. (For example, "Large" and "Medium" are choices of "Size".) To set a choice, click on the option in the Selected Options list, then double-click on the choice in the Choice List. If you don't see the choice that you want, click on the Add button to create a new one. Selected choices appear in the grid.

   For each choice you can enter a marginal price. If you are calculating shipping charges using weight as the basis, you may also enter a marginal shipping weight. This allows you to modify the price and shipping cost for products with particular attributes. For example, you could charge 50 cents more for T-shirts that are "XXL" - you can also increase the shipping weight of XXL T-shirts by .5 pounds.

   Repeat this step for each choice that you want to offer your customers.

4. Click on the OK button.

This is how your options and sub-options appear to a customer.

Importing Transactional Items

If your organization or business stores its product information in a database, Internet Creator can import the database and create a transactional item for each product. (Internet Creator can read database file that are stored in Access, Paradox, FoxPro, Btrieve, Peachtree, Quickbooks or DBase format.) You can also use this feature to update the pricing information for items you have previously imported.

1. Select "Import Transactional Items" from the Tools menu.

2. Select your database type from the submenu. If your database is in Quickbooks or Peachtree format, select it from the submenu. For all other database types, select "Import Database Files".

3. Select the type of your database, then locate and select it. If your database is in Quickbooks or Peachtree format, go on to Step 9. Otherwise, click the OK button to continue.

4. Select the database table that you wish to import from, then click OK.

5. In the Map Database Fields dialog box, map the fields in your database to Transcational Item   fields:

   a. Click on a database field.

   b. Click on an Internet Creator field.

   c. Click the Map! button.

   Do this for every field that you want to include. (Each Transactional Item must have an "item number" field. If you don't map one of the fields in your database to it, Internet Creator will generate item numbers automatically.)

6. If your database stores prices without decimal points, fill this check box. (Some databases store the value $4.95 as 495.)

7. Click the Continue button. Internet Creator will ask if you want to save your map settings.

   If you will be using this database again you should click the "Yes" button. (If you do not want to save settings, go on to Step 9.)

8. Select a location and name for the settings file, then click the OK button.

9. In the Import Database File dialog box, the top list has a list of all the database records that are in your database but *are not* already in your site. The bottom list contains the information for all transactional items that *are* in your site. To add the new records to your site:

   a. Select the database records you want, then

   b. Click on the Import New Record button.

   You can remove new records from the site by selecting them in the bottom list, then clicking the Remove New Record button. (Please note: you can *not* remove existing transactional items from this dialog box, you must delete them from the regular Internet Creator views.)

10. Click the OK button.

11. Select a sort field. Internet Creator will insert the new Transactional Items sorted on the field you select.

12. Internet Creator will create new pages to hold your new Transactional Items. You must select the maximum number of items per page.

13. Click on Finish. Internet Creator will begin to create new Transactional items. This can take several minutes, depending on the size of the database.

Setting up Server Based Options

Internet Creator supports a variety of features that are server-based. To set up these options, select Server Wizard from the Setup Menu

Click on the Next and Back buttons to move through the wizard.

FTP Information

The FTP setup screen tells Internet Creator where to send your web site files.

Host Server:	mall2.register.com
Account Name:	planetbo
Password:	********
Host Directory:	

You need to enter the ftp address of the host computer, your account name and password, and the target directory on the host. If you are unsure of what values to use, contact your hosting service administrator. (The target directory can be left blank on many hosting services.)

Email Setup

Internet Creator automatically sets up your site to have a navigation link to a standard mail submission form. You can modify the e-mail address this form points to, point the link to a form you create yourself, or make the link access the mail program the users browser points to.

Newsgroup Setup

If your organization has a private newsgroup, you may wish to create a link to it on your site. To create the link, fill the Display link to newsgroup radio button, and enter the path to your news server.

Search Form Setup

If you have a large site, it is a good idea to provide some searching functionality for people visiting your site. To add a Search button to your page, fill the Display link to search form radio button. Internet Creator will add a Search button to the Navigation bar, and a search link at the bottom of every page:
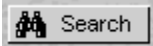
You can use the standard Internet Creator generated search form or you can create your own.

The basic Internet Creator search form allows your visitors to search your site based on keywords that they enter. The search will return all pages that contain the keywords.

If you have included Transactional Items *and* Item Feature Search Fields in your web site, Internet Creator will generate a search page that allows users to select search criteria based on keywords or on the search fields.

Search Engine Information

The Search Engine Information you enter here makes it easier for search sites such as AltaVista and Lycos to find your site.

Using the FTP Wizard

Publishing your site is the process of putting all of your files onto a Web Server that makes the files visible to the rest of the world.

1. Generate your site. Even if you are using the Auto-Generate option, it is a good idea to generate your site before you upload it.

2. Connect to your Internet Service Provider.

3. Click on the Auto Upload Site button. Internet Creator will start the FTP Wizard.

4. Enter your Hosts FTP server, account name, password and host directory. (On many servers, the host directory is optional.) If you are unsure of any of this information, contact your hosting service administrator.

5. Select files to upload. You may upload all the files on your site, the files that have changed since the last time you uploaded, or you may select the individual files you want to upload.

6. If your host supports automatic unzipping of files, you may wish to use the compression feature. Using compression usually makes the upload process much faster. (Forman Interactive *does* provide automatic unzipping. If you use a different host, contact your administrator to see if they support this feature.)

7. Select the individual files you wish to upload. (If you are uploading All Files or Changed Files Only, you will see a list of the files that are to be uploaded.)

8. Click the Upload button. Internet Creator will open an FTP connection and begin to upload your site:

   When the upload is complete, Internet Creator will give you a Congratulations screen:

Import Database File Dialog Box

The Import Database File dialog box lets you choose which records from your database are made into Transactional Items.

Record Lists	The top list contains all of the records in your database that have *not* been copied into Transactional Items.
	The bottom list contains all records that *have* been copied into Transactional Items. Existing Transactional Items are marked with an O, items that have been selected for conversion are marked with an N.
Import New Records	In the top list, select the records that you want to add to your site, then click on the Import New Records button.
Remove New Records	You may remove new records from the bottom list by clicking on the Remove New Records button. (You cannot remove records that have been imported in the past - the ones marked with an O.)
L / R View **T / B View**	You may view this dialog box with the Record Lists arranged Left/Right or Top/Bottom. Click on this button to switch views.
Inventory Item **Service Item**	(QuickBooks databases only.) You can display Inventory items, Service items, or both.

See Also:

[Importing Transactional Items](#)

Internal Link Dialog Box

An internal link creates clickable text that leads to another paragraph in your site. Select the target paragraph from the list.

Special Characters Keyboard

To make the process of inserting special characters a little easier, Internet Creator includes a built-in Special Characters Keyboard.

Click on the buttons representing the characters you wish to use - their HTML codes will appear in the text box at the top of the window. When you are done selecting characters, click the OK button and Internet Creator will insert the special text into your paragraph.

Map Database Fields Dialog Box

The Map Database Fields dialog box maps the fields in your database to Transactional Item   fields.

Database Fields	The list of fields in your database.
Transactional Item Fields	The fields that Internet Creator uses to create Transactional Items.
Mapping Summary	The currently mapped fields
Map button	Creates a mapping between a Database Field and a Transactional Item Field.
Unmap button	Removes an existing mapping.

See Also:

[Importing Transactional Items](#)

Image Viewing and Scaling dialog box

Use the Image Viewing and Scaling dialog box to select and resize images and icons.

Select Image	Selects an image file.
Remove Image	Removes the image from the current paragraph.
Standard Icon Size	Resizes the image to a typical icon size
Height and Width	You can enter a new height and width (in pixels) for the image. Click on Resize to make the change. Fill the Keep Proportions check box to keep the ratio of height to width constant.

See Also:

Using Images and Icons

Transactional Item Sorting

The final stage of importing a database is creating Transactional Items.

Sorting Field	The fields that Internet Creator will use to order the new items.
Maximum Items per Page	The number of items on each new page.

See Also:

[Importing Transactional Items](#)