

CHAPTER 23 - THE TOOLBARS

Main Toolbar



The Main toolbar contains the following commands:

- **Cut:** Cut will place the image or text you have chosen on the Clipboard and remove it from the page you are working on. This is not limited to one object. By holding down the Shift key and selecting several items, you can cut and paste several items at once! Check out more great ideas in the Tips and Tricks section.
- **Copy:** Copy will place a duplicate of the image or text that you are working on to the Windows Clipboard, allowing you to paste it into the current page, another Web page or another program.
- **Paste:** Paste will place the item(s) you have placed on the Windows clipboard onto the active page. You can paste multiple copies of your image or text simply by choosing paste multiple times.
- **Undo:** Undo your last action. The menu text will specify what is being "undone". This feature has no limit, so you can undo all of your actions right up to the point you opened the Web site. In addition, each page you are working on maintains its own undo list. So, switching between pages will not affect the undo list for each page.

Note: As the Undo list grows, the amount of computer memory required grows. For this reason it is a good idea to save your site as you go. Each time you save your site memory is freed up, and the Undo list is erased. So, use it when you are happy with your site and your system should perform a bit faster as a result.

Note About the Note: You can choose *Edit>Clear Undo Lists* to free up the memory the Undo list is using. This clears the undo list for all of the pages that are open, so make sure you remember that when you choose it.

Final Note: Did we scare you into frequently saving your site because of all the memory Undo eats up? We'll its not really all that bad, but losing your site because you didn't save really, really is bad! So, save your site often even if you don't care about Undo!

- **Redo:** This will undo your undo. The menu's description will inform you of what is being "redone". You can Redo all of the things you've undone.

- **Bring Selected Object to the Front:** This moves the selected item to the top layer of your Web page.
- **Send Selected Object to the Back:** This moves the selected item to the bottom layer or your Web page.
- **Move Selected Object Forward:** Moves the selected object one layer forward.
- **Move Selected Object Backward:** Moves the selected object one layer backward.
- **Preview Web site:** When pressed your Web site will be built and displayed as an active Web site within the Web Studio Web browser. This enables you to check your links, animations, and page layout and everything else about your site.

Format Toolbar



The Format bar contains the following commands:

- **Font Name:** Lists the name of the font currently selected. A drop down menu enables you to change the font.
- **Font Size:** Lists the size of the font currently selected. A drop down menu enables you to change the size of the font. The lists has sizes from 8 points to 72 points. If you don't see the size you want, simply type it into the Font Size edit field. You can type in sizes from 1 point (good for lawyers) to, well, really big ones, like over 600 points.
- **Bold:** Enables you to **Bold** selected text.
- **Italicize:** Enables you to *Italicize* selected text.
- **Underline:** Enables you to Underline selected text.
- **Color:** Enables you to change the color of selected text. Displays the Windows Color dialog.
- **Special Characters:** Brings up Window's Charmap dialog that enables you to enter special symbols and characters into your text. Examples are the Copyright symbol, the Registered Trademark symbol, paragraph symbols. Once the dialog appears, double click on the character, or characters you wish to enter then click the dialog's Close box. The selected characters will be entered into active the text object.
- **Left Justify:** Places the selected paragraphs to the left margin of the text box. If no text is selected it will justify only the paragraph that has the cursor blinking in it. If text is selected it will justify all paragraphs that are part of the selection.

- **Center Justify:** Centers the selected paragraph in the text box. If no text is selected it will justify only the paragraph that has the cursor blinking in it. If text is selected it will justify all paragraphs that are part of the selection.
- **Right Justify:** Places the selected paragraph in the right margin of the text box. If no text is selected it will justify only the paragraph that has the cursor blinking in it. If text is selected it will justify all paragraphs that are part of the selection.
- **Full Justify:** Spreads text across the line so each line extends from the left to right margins.
- **Increase Paragraph Indent:** This increases the amount of indentation for the selected paragraphs.
- **Decrease Paragraph Indent:** This decreases the amount of indentation for the selected paragraphs.
- **Increase Heading Size:** This increases the size of the paragraph's HTML heading. There are six sizes of heading in HTML. Headings are important to use if you want your site ranked well by search engines. The search engines consider any text that is part of an HTML heading to be more important than other text on your page; the larger the heading, the more important.
- **Indent First Line:** Indents the first line in your paragraph. Text must be selected.
- **Paragraph Indent:** Indents the entire paragraph. Text must be selected.

Note: All of these text formats can be applied to an entire text object at once. Click on the text object to select it. Then choose the format you want. Then all of the text in the object will have the new format.

Note 2: You can also select multiple text objects and apply these text formatting commands to all of them at once.

Note About the Notes: Don't double click to enable the text object for editing, it won't work that way. If the text object is already enabled for editing, click on the page background to disable it, then click on the text object.

Web Toolbar

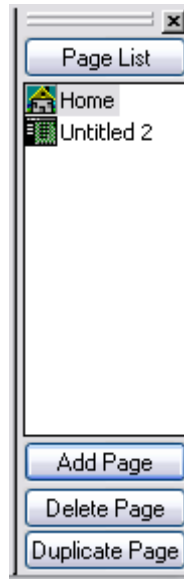


This toolbar will appear automatically when you preview your Web site by choosing *Preview>Preview Web Site*. It contains the following commands.

- **Back:** This takes you back to the previously viewed Web page.

- **Forward:** Advances you to the next viewed Web page.
- **Stop:** Stops the current Web page from loading into the browser.
- **Refresh:** Reloads the current page into the browser.
- **Back To Preview:** Returns you to the first page of the previewed Web site from current Web page. This works when you've linked to a web page that is actually on the internet. It is a quick way to return to your site after a quick surf.
- **Go To:** Opens the URL dialog. From here, you can type in any URL to visit another site.

Page List



The Page List will help you manage your site. Its basic purpose is to allow you to quickly go to any page in your site so you can look at it or edit it.

In addition, it performs many behind the scenes tasks for you such as automatically managing all of the files that make up your site.

You can add, duplicate, delete pages with the buttons on the PageList; the PageList button will bring up the PageList menu to enable you to quickly perform many tasks on the current page, and the Right Click menu will enable you to quickly perform many tasks on the page that was right clicked on.

Add Pages Button

When you begin a new Web site, the Page List will display "Untitled 1". This is the first page and will act as the Home page when you view your site. (The Home page is the first one that a visitor will see when visiting your site.) When you want to add a new page to your site click the Add Page button and a new window will appear in the Web Studio workspace and a new page will appear in the PageList. In addition, a new Link will appear in the Site Links list in the Links Gallery.

Note About Page Names: Web Studio arbitrarily names the pages added by the Add Page command. It simply names them sequentially Untitled 1, Untitled 2, etc. There is no significance to the page number in its name. It has nothing to do with the order of pages in your final web site. That is determined by how you link your pages, not by when or in what order they were created in Web Studio. You can, and should rename your pages to reflect the content of each page.

Note About Renaming Pages: You can rename your pages by simply right clicking on their name in the PageList and choosing Rename from the resulting menu. See "Rename Page" later in this chapter for more information.

Duplicate Page Button

Pressing the Duplicate button will immediately create a duplicate of the current page and add it to your web site. This is very handy if you want to have an overall visual theme for your site. You create one page that has all of the common elements on it, and then duplicate it as many times as you like. This duplicates everything on the page including the background, any HTML that was in the page or in objects, everything!

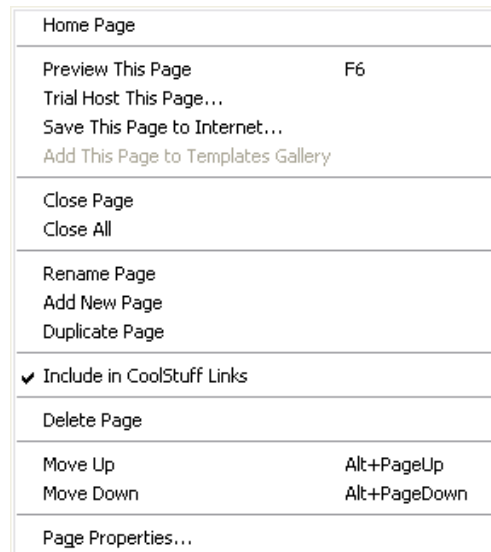
Delete Page Button

If you want to delete a page from your Web site, click on the page's name in the Page List so it is the active page and then press the Delete button. You will be asked if you want to delete this page and informed that the action is *final* (you cannot undo a Delete page!). If you are sure, click Yes. If you don't want to, click Cancel.

PageList Menu

The PageList's menu and "right click" menu contain many very useful commands. You access the PageList menu in two ways:

1. By pressing and holding the Right Mouse button over top of one of the page names in the PageList. Then choose a command. The chosen command will be applied to the page that was clicked on.
2. By clicking on the PageList button at the top of the page list. Choose a command from the menu. The chosen command will be applied to the currently active page.



PageList Menu

- **Home Page:** The Home Page is the page that visitors to your site land on first. You choose which page is your Home Page by choosing Home Page in the PageList menu. This command will turn a page that is not your Home Page into your Home Page. If you use the command on a page that is already your Home Page, it will make it a normal page. In other words, using the Home Page command toggles a page between a regular page and a Home Page.

Note: you can only have one Home Page in a website.

Note: the Home Page will have a "House" icon to the left of its name in the PageList.

Index.html Note: regardless of what your hosting company tells you, don't name your Home Page "index.html" Web Studio will handle this chore for you. You should name your page with what you want to appear in your visitors' Favorites menu or in a search engine listing.

Index.html Note 2: The WebSite Properties dialog's WebSite File Names tab offers the option of using "index.html" or "default.html" as your home page's name on the web. Most hosting services require "index.html", but some require "default". Use this setting to choose which you want. Remember, don't name your page "index" or "default" !

- **Save This Page To Internet:** This command enables you to save the page whose name you click on, to the Internet. This saves time when you want to add or edit a single page or just a few pages on your web site. You go to the name of the pages you've added or edited and choose this command. It will then build the page and upload it to the web site. Note that the page you're uploading doesn't have to exist on your site on the net. In fact, the site doesn't have to exist. The command will create a new site for you if necessary. Press *Upload* to save to the net.

- **Add This Page to the Templates Gallery:** This command will add the page you click on to the Templates gallery. This enables you to reuse entire pages as templates for your site, or for other sites. The Template Gallery must be the current gallery in order for this command to be available.
- **Close Page:** This command will close the page you have clicked on.
- **Close All:** This command will close all open pages. This is handy when you have many pages open and need to free up some memory.
- **Rename Page:** This command brings up the Rename Page dialog. This enables you to easily rename the page you have clicked on. Web Studio changes the page's name in the Page List, the Window's title bar, the Window's menu and in the Links Gallery and in any links you've added to your Web site.

You can also change a page's name by simply clicking on the Page's name in the Page List to highlight it. Wait a few seconds, then click again to edit the name. Type the new name and then press return. Web Studio changes the page's name in the Page List, the Window's title bar, the Window's menu and in the Links Gallery and in any links you've added to your Web site.

Note: These names appear in the title bar of a Web browser so provide them with a name that is descriptive of that particular Web page. A lot of people leave Web Studio's Untitled 1, Untitled 2, etc. in there. Don't do that! Give your pages a good name!

Important Naming Note: Some hosting services don't allow you the use of all of the characters on your computer's keyboard. Web Studio's settings will allow you to use any of these characters for your names, but will "strip" out the "dangerous" ones when your site is built.

In addition, some hosts limit the length of the names to 14 characters. Web Studio also adheres to this limit as well. You can name your pages with more than 14 characters but they will be "truncated" to 14 when your site is built.

This means that if you have more than one page with the same first 14 characters there will be a problem.

Web Studio 4.0's WebSite Properties dialog has a tab named Website File Names that will enable you to use less restrictive rules. Go to that dialog and to that tab and click the "Webstudio 4.0 Rules" to use the less restrictive rules. If you have a site built by Web Studio already on the web, you'll want to do a complete upload of your site once you change this setting. This will ensure all of the links between your pages will be correct with the potential new names. See the WebSite Properties dialog for more information.

- **Add New Page:** This command will add a new, blank page to your site. The page's name is added to the end of the PageList. The new page is immediately opened for you.
- **Duplicate Page:** Pressing the Duplicate button will immediately add a duplicate of the current page and add it to your web site. This is very handy if you want to have an overall visual theme for your site. You create one page that has all of the common

elements on it, and then duplicate it as many times as you like. This duplicates everything on the page including the background, any HTML that was in the page or in objects, everything!

- **Include in CoolStuff Links:** Add a check mark to this item to add this page's link to the CoolStuff Links object. Remove the check mark if you don't want this page to be included in the CoolStuff Links object. See the chapter 18, *Links* for more information about the CoolStuff Links object.
- **Delete Page:** This command will delete the page you have right clicked on. Note that the page will not be opened if it is not already opened, but it will be deleted.
- **Move Up:** This command moves the page name you have right clicked on up one position in the page list. This enables you to organize your PageList to suit your needs.

Note: you can quickly move a page up in the PageList by holding down the ALT key and pressing the Page Up key on the keyboard. Hold down the PageUp key to rapidly move the page up.

- **Move Down:** This command moves the page name you have right clicked on down one position in the page list. This enables you to organize your PageList to suit your needs.

Note: you can quickly move a page down in the PageList by holding down the ALT key and pressing the Page Up key on the keyboard. HoldDown the PageDown key to rapidly move the page down.

- **Page Properties:** This command brings up the Page Properties dialog. In this dialog you can set various properties of the page such as: background color, link colors and styles, search engine meta tags, the type of file to make for the page, find out how big the page is and how long it will take to download, enter a password for use with iHostStudio, or add HTML or other advanced features to the page.