

Chapter 4: Website Basics

In its most basic form, a website is a group of files stored in folders on a hard drive that is connected directly to the internet. These files include all of the items that you see on your site as well as the instructions to put them together. The instructions are written in a programming language called HTML and are included in files with the *.htm* or *.html* file extension. Web Studio provides you with the opportunity to use HTML or ignore it completely.

Linear and non-linear pages

When you work with word processing programs, the content is organized in a linear fashion as you type one page after another. Each page must be in the proper order so that the content makes sense to the reader.

Websites are non linear because you can create the pages in any order. Each page is built separately and it does not matter which page is made first. When you are finished building all of the pages for your website, you connect the pages with *links*. These links allow your visitors to go to any page on your website (or on the internet) in any order they desire. Web Studio has a *Links Gallery* and several link commands that help you link your pages together.

Home page

The Home page is the first page people see when they visit your site. Web Studio automatically makes the first page that you create in a Project the Home page. You can make any page in your site the Home page, but you can only have one Home page for your website.

Page names

Each page on your site needs a name. The name is used for two things: the name of the HTML file on the server and the title that is displayed in the title bar of the web browser when your visitors go to that page. The page name should reflect the content of the page. New pages added to your website Project are labeled *Untitled* until you rename them.

Domain name

This is the name you pick for your website. Each website has its own unique name. You obtain a Domain Name from a Domain Name registration website on the internet. You can get one from our hosting company iHostStudio, at ihoststudio.com.

Web servers and hosting companies

Web servers. These are computers that store (host) the sites on the internet. Your website is stored securely so that visitors can view your website without connecting to your home computer.

Hosting companies. These are the companies that own the web servers. You rent space from the hosting company for your website. Some hosting companies offer free space, but it is usually quite limited and they add many advertisements to your site.



Although you can use any hosting company for your website, we recommend iHostStudio because it is designed to work hand in hand with Web Studio. See the *Uploading Your Website to the Internet* chapter for more information.

ISP. Internet Service Providers are the companies that you use to connect to the internet. Your ISP could be a dial-up service, cable company, DSL or satellite service. Many include a free hosting service for their customers.

Steps to Getting Your Site on the Web

This is an overview of the steps that you take to create a website and save it to the internet.

1. Open Web Studio and start a *New Project*.
2. Create the web pages.
3. Link the pages together.
4. *Preview* your site with the *Preview Website* command.
5. Obtain a Domain Name and a Hosting Company.
6. Upload your website to the internet with the *Upload Website* command.

Update or change your website

After your website is on the internet, you can make changes to your Project file and upload the changed pages to the internet. The newly uploaded pages replace the current pages on your site.

Insert the change date on your website

You can show visitors when you last updated your site. This is a great way to show that you are actively keeping up your website.

- *Click on Insert > Text > Last Changed Date.* A statement is placed on the page in a text object: This page last modified on (date).
- *Drag* to position the text object on the page. See the *Text* chapter for more information about text objects.

Managing Web Studio Projects and Files

Web Studio reads its own native Project files (*.ows* file extension). The Project file contains all of the pieces of your website and from there converts the information to HTML. Advanced users can import HTML into the *HTML Object* as well as other objects and pages. This means that Web Studio saves your website in two ways: an *.ows* Project file that can be used within the program and a website with the HTML language that is understood by browsers.

Project file. Web Studio *saves* its own record of your website called a Web Studio Project. The Project files have a file extension of *.ows* and can only be read within the Web Studio program. This Project file contains all of the information about your Website, much the same way a blue print to your house contains all of the information about how your home is put together. When you add a graphic, text, or other objects to the pages of your site in Web Studio, they are saved in the Project file. Because a copy of the file is inserted into Web Studio, you can modify graphics without changing the original graphic.

What do you need for a website?

- Web Studio software
- Domain name
- Hosting company
- ISP (Internet Service Provider)

Website. When you are ready to create a web ready website, Web Studio takes all the information from the Project file, generates HTML, (the standard language that Web browsers understand) and then sends this ready-made website to the location of your choice be it your hard drive, a network drive, or the internet.

Saving and Naming a Project

It is important to save your Project often while you are working. The *Save As* dialog appears the first time that you save so that you can name your Project. It is best to create a folder called *Websites* in the *My Documents* folder so that all your website Projects are easy to locate. You should also have a folder on a separate drive where you can save a backup copy of your website. You may choose to have the backup saved automatically every time you save your project. We cannot stress enough the importance of saving a backup copy.

Saving Hints



- Keep your Projects in a separate folder so that you can find them.
- Always save a backup copy of your website.
- *Saving* and backup may take a while with large projects. Be patient—a good backup is worth it!

Save your Project (.ows file)

- Click on *Web Studio Button* > *Save Project*. The *Save As* dialog opens.
- Navigate to the folder where you want to save your Project.
- If this is the first time that you are saving the Project, give the Project a name.
- Click *Save*.
- The Project is automatically saved with an *.ows* extension.
- When you subsequently save your Project, use the *Save* command in the *Web Studio Button*. This command automatically saves the Project in the same location that you originally saved it.
- The path to your website Project is now something like:
C:\MyDocuments\WebSites\DogGrooming.ows.

The Web Studio file extension is *.ows*.

Save your website to a disk

You can save your Website to a network or external drive.

- Click on *Web Studio Button* > *Publish* > *Save Website Files to Disk*. This opens the *Browse for Folder* dialog.
- Navigate to the drive and folder where you want to save your website's files.
- Click *OK*.

Make a backup copy of your Project

It is important to save a backup copy of your Project. This ensures that you do not lose your Project in case of a computer crash. You can manually save or automatically save a Project.

Manually save a backup

- Click on *Web Studio Button* > *Save Project As* > *Backup of the Project*. This opens the *Browse for Folder* window.
- Scroll to the folder in the drive where you want to save the Project.
- Click *OK* when you are finished.

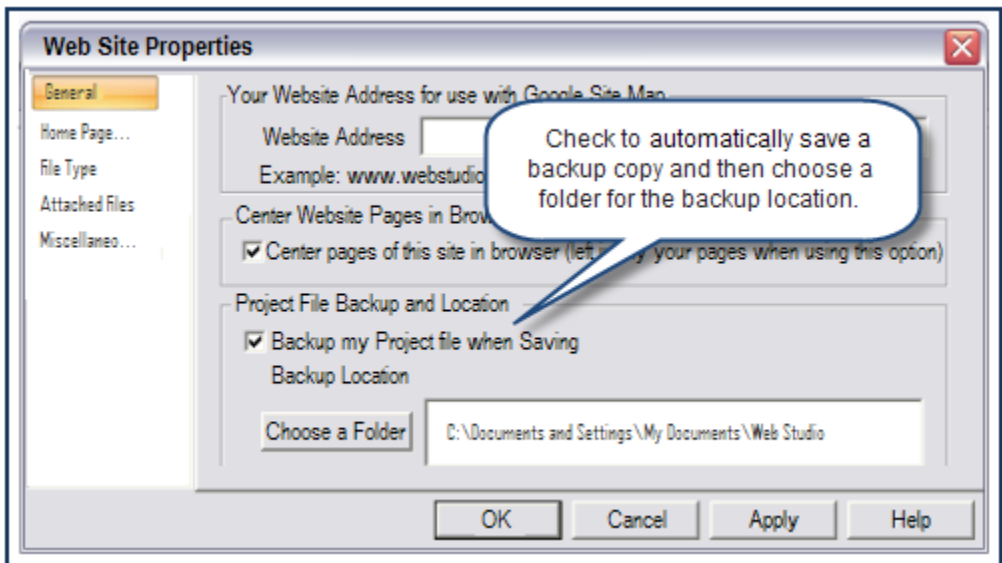
Manually save a backup at the same time you save the Project

- Click on *Web Studio Button* > *Save Project* > *Save Project and a Backup*. This opens the *Browse for Folder* window.
- Scroll to the folder in the drive where you want to save the Project.
- Click *OK* when you are finished.
- Web Studio automatically saves the Project to its original location.

Automatically save a backup copy of your Project

You can have Web Studio automatically save a backup of your Project through the *Web Site Properties* dialog. Every time that you save the Project, the backup is automatically saved. **If you are saving to an external drive, make sure the drive is attached while you save your Project.**

- Click on *Website Properties* at the far right of the *Caption Bar*. This opens the *Web Site Properties* dialog.



- Click on the *General* section.
- Check the box in front of *Backup my Project File when Saving (Save Project from the File menu)*.
- Click on the *Choose a Folder* button. This opens the *Browse for Folder* window.
- Select the folder where you want to save your backup.
- Click *OK*.
- A backup is now automatically saved every time you *save* your Project.

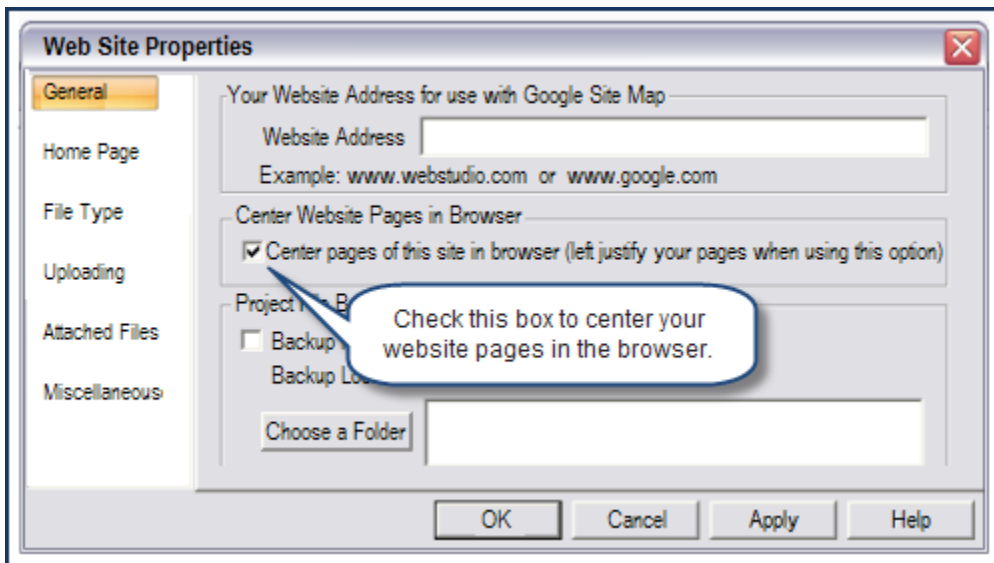
Remember...

If you automatically save to an external device, make sure the device is in place while you work on your website.

Centering Your Website in the Browser

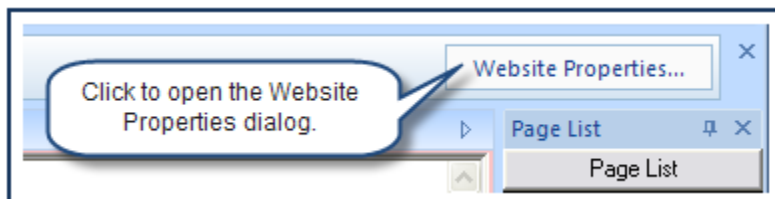
When you create your site in Web Studio, it is aligned to the left of the page. When it is on the internet, Web Studio centers it in the browser. If you want your site to be left justified in the browser, you can turn off centering. However, depending on the size of your website and the size of the visitor's browser, a left justified website can look unbalanced because it can have a large blank area of background on the right side.

- Choose *Website Properties* at the far right of the *Caption Bar*.
- Click the *General* section.
- Click the *Center pages of this site in browser* checkbox.
- Click *OK*.
- Click *Home > Preview > Preview Website* to view your pages centered in the *Preview* window's browser.

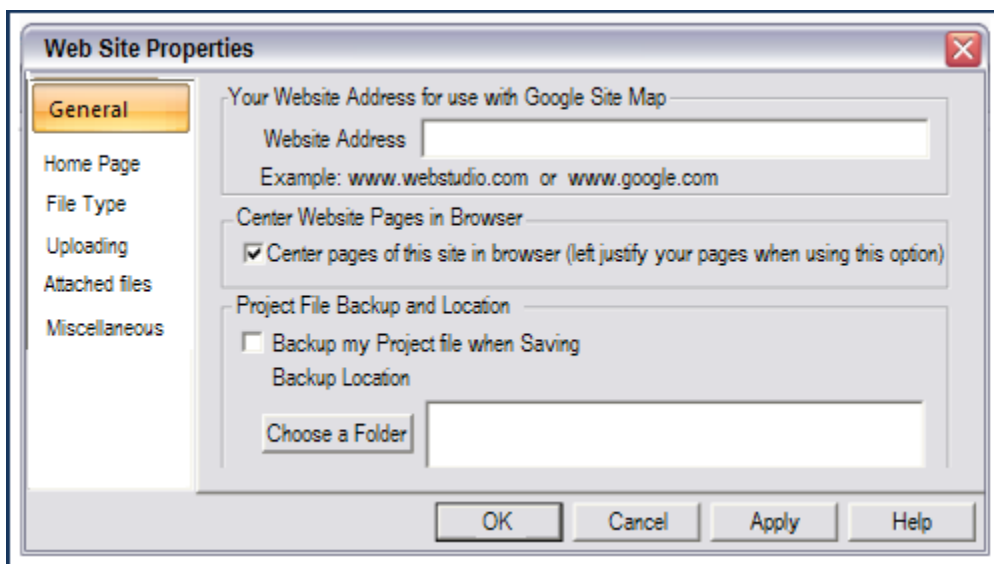


Web Site Properties Dialog

The Web Site Properties Dialog is where you can make global adjustments to your site. Each website you construct has properties associated with it. These properties affect the way your website is constructed, loaded, and viewed on the internet. You can edit these properties at any time by clicking on the *Website Properties* button at the far right of the *Caption Bar*.



General section

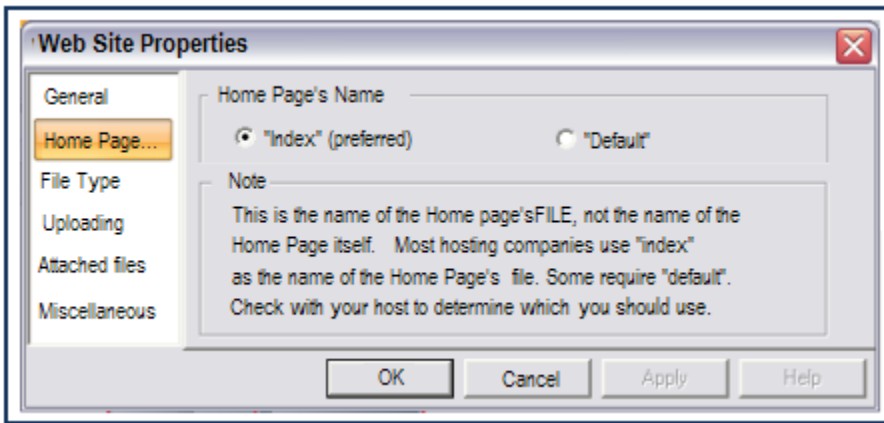


Your Website Address for use with Google Site Map. Enter your website address in this field to include your website in the Google Site Map.

Center in Browser. This causes your pages to be centered in your viewer's browser when they visit your website.

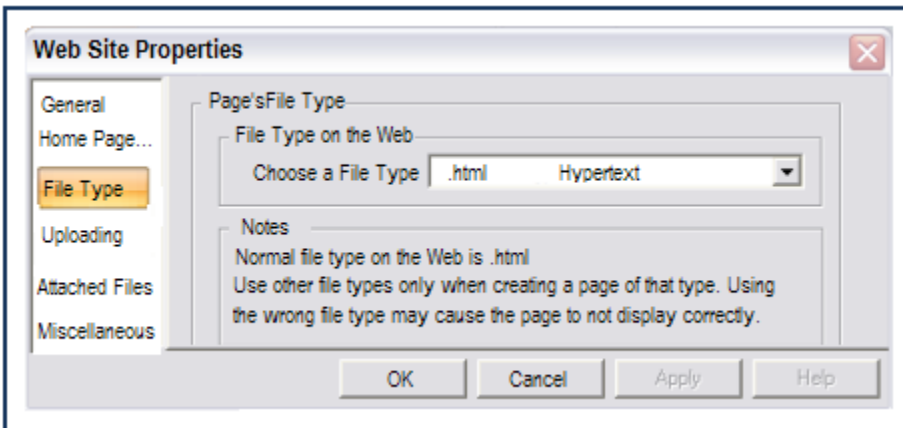
Project File Backup and Location. Check *Backup my Project file when Saving* to backup your Project automatically. Choose a folder where you want to backup your Project.

Home Page section



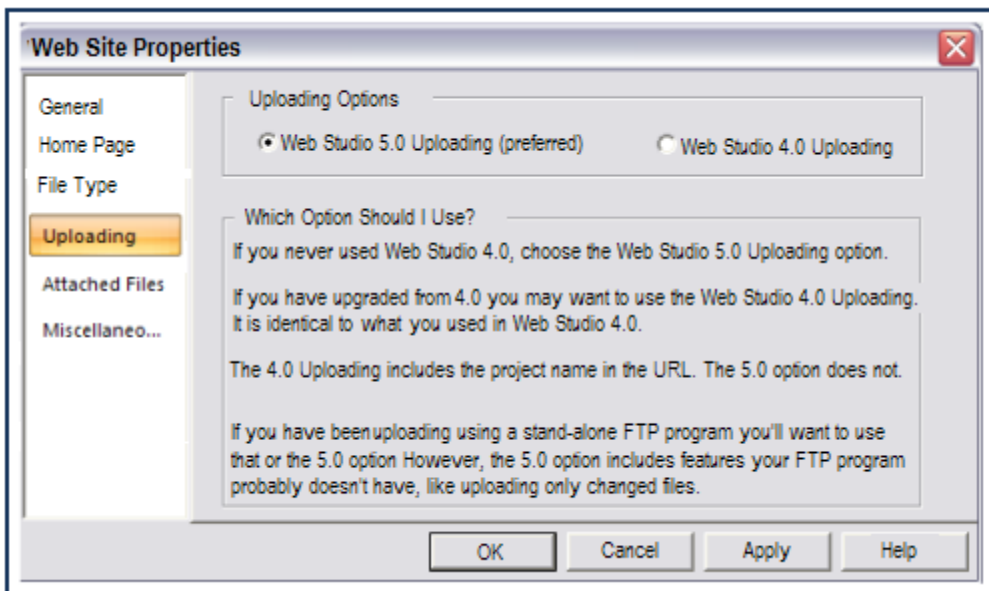
Home Page's Name. This is the name of the file that is used by the hosting company. Most companies use "index" but some use "default." Check with your hosting company.

File Type section



Page's File Type. HTML is the normal file type on the web. Only change this if you are making a page with another file type.

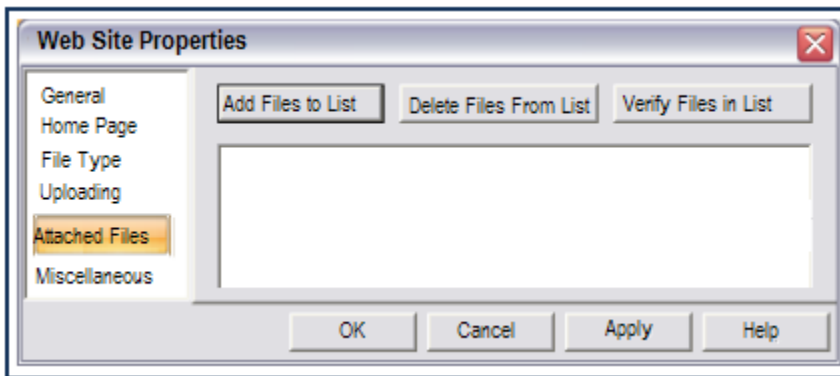
Uploading section



This section is for customers who are using hosting companies other than iHostStudio. New Web Studio 5.0 customers should use *Web Studio 5.0 Uploading*. Customers who upgraded from 4.0 may continue to use the familiar *Web Studio 4.0 Uploading* wizard or the new *Web Studio 5.0 Uploading*. See the *Uploading to the Internet* chapter for more information.

Uploading Options. If you are using a different hosting company than iHostStudio, check *Web Studio 5.0 Uploading* or *Web Studio 4.0 Uploading*.

Attached Files section



Web Studio can automatically upload any additional files when it uploads your website. This comes in handy when you are using other programs with Web Studio. These programs typically require you to upload some number of JavaScript files and other files in order for the program to work. The files are uploaded when you upload your site or a page. They are uploaded in the same location (or folder) as the HTML files in your site.

Use the three buttons in this section to add files, delete files and verify that previously added files are still available in the same location on your computer.

Add Files to List. Choose files that you want to add from the *Open* dialog.

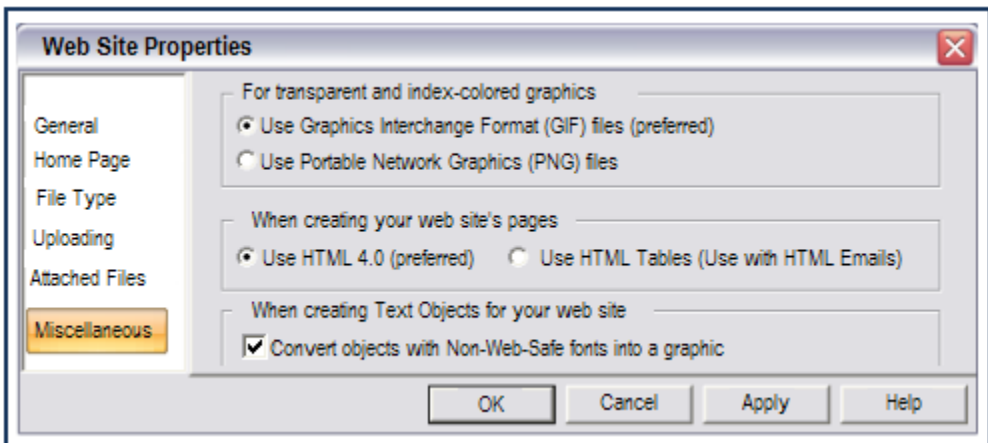
Delete Files From List. *Select* a file in the list and then *click* this button to remove a file.

Verify Files in List. *Click* this button to have Web Studio check to see if the files are still available in the same location on your computer.

Attach files to your website

- *Click* on *Website Properties* at the far right of the *Caption Bar*. This opens the *Web Site Properties* dialog.
- *Click* on the *Attached Files* button. This opens the *Open* dialog.
- Choose the files that you want to add to your website. You can choose more than one file at a time by holding down the *ctrl* key.
- *Click Open* after you *select* all of the files.

Miscellaneous section



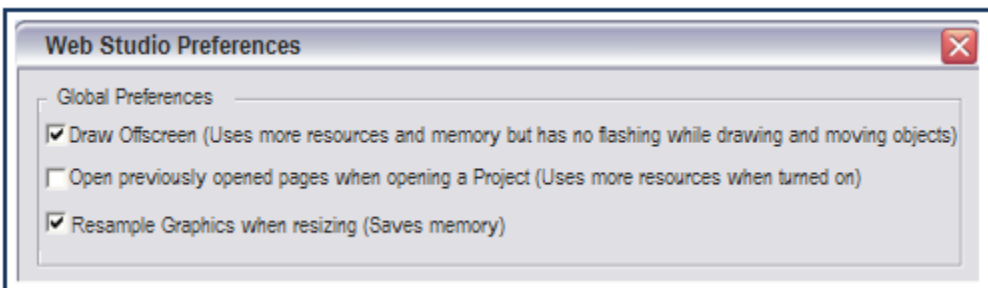
For transparent and index-colored graphics. Select the type of graphic file.

When creating your web site's pages. When you create an HTML e-mail, this option automatically switches to HTML Tables.

When creating Text Objects for your web site. Check this box if you want objects with unsafe fonts converted into graphics automatically.

Web Studio Preferences

The *Web Studio Preferences* dialog has a *Global Preferences* section with options that can be turned on and off to save memory. The *Text and Links Preferences* in the dialog are covered in the *Text* and *Links* chapters.



Open the Web Studio Preferences dialog

- Click on *Web Studio Button > Options* (at the bottom of the list). This opens the *Web Studio Preferences* dialog.
- Click the box to check (*on*) or uncheck (*off*) the following *Global Preferences*:

Draw Offscreen. If you have problems related to memory and/or Windows resources, turn this off. It frees memory and resources for you. It results in some flickering of the screen when you are redrawing objects and when drawing objects are stacked on top of each other.

Open previously opened pages. Turn this off if you have problems related to memory and/or Windows resources. When a Web Studio Project is opened, the pages that were previously open are reopened. With this turned off, only the pages that were open during your last session are opened again. Having just a few pages open at any time uses less memory and Windows resources.

Resample Graphics. When graphics are resized, they lose some of their visual quality. Resampling the graphic increases the visual quality close to the original.

Previewing Your Website Project

You can see what your website will look like on the internet at any time through the *Preview* commands. These commands allow you to view a single page or your entire website. Many items, such as animations, cannot show their actions until you *Preview* your page. The *Preview Page* command allows you to see a single page in the browser. The *Preview Website* or *Preview Links* commands are used to check links and view multiple pages in the browser. *Previews* can be viewed in the *Web Studio* browser or in your *Default* browser.

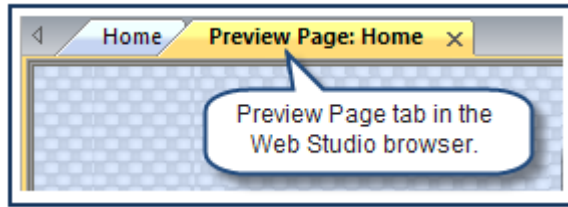
The *Preview Page* command allows you to see a single page in the browser. The *Preview Links* or *Website* commands allow you to view multiple pages and check all of your links.



Since the *Preview* window is a full featured web browser, you can text all of the links and functions in your website. You can even use the navigation tools to visit other websites on the internet.

The Web Studio browser

This is a fully functioning browser that opens within the workspace. When you are *Previewing* a page or website, the browser opens in a new page with a highlighted *Preview Page/Website* tab at the top of the page. This browser can also be opened by using the *Browse* command in the *View* tab. See the *Working with Pages* chapter for more information about using this browser in the workspace.



The Default browser

This setting causes the *Preview* commands to open your page or website in the internet browser that you use on your computer. When you *click* on a *Preview* command, your browser automatically opens so that you can see your website exactly as it will be seen by your visitors.

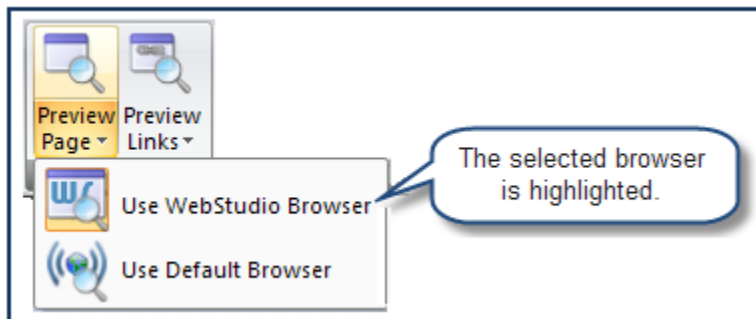


The *Web Studio* browser is the initial setting when the program is installed. If you change it to the *Default* browser, it remembers that setting.

Set the Preview browser that you want to use

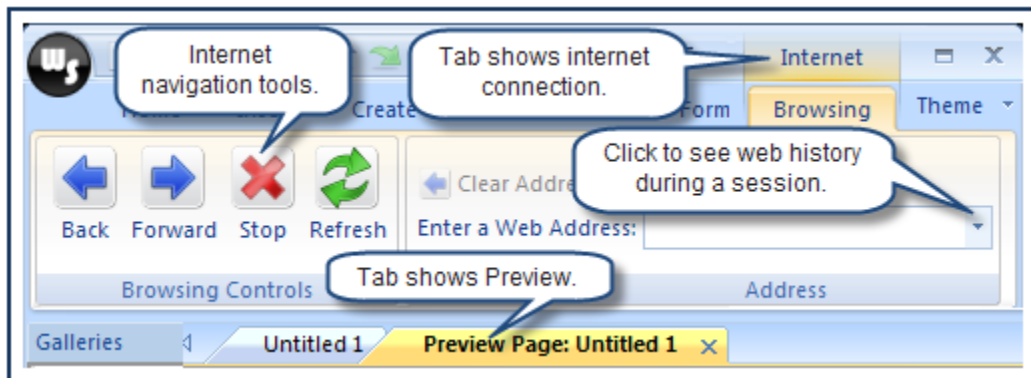
There are two types of *Preview* commands: *Preview Page* (view one page) and *Preview Links* or *Website* (view the entire website with links). These are described later in this section. All *Preview* commands give you an option to choose the browser that you want to use.

- Click on the arrow below any *Preview* command.
- Click to *select* the browser that you want to use. This opens the *Preview* page.



Web toolbar

In the *Default* browser, you will use your browser's navigation tools. When you use the *Web Studio* browser, the navigation tools are displayed above the *Caption Bar*. Since you are connected to the internet, you can even visit other websites by using the *Address* field.



- Back.** Go back to the previously viewed web page.
- Forward.** Advance to the next viewed web page.
- Stop.** Stop the current web page from loading into the browser.
- Refresh.** Reload the current page into the browser.
- Address.** Enter the URL to visit another website.
- History.** Web Studio keeps track of the sites that you visit during a session. *Click* on the arrow to see the history and choose a URL from the history to go to that site.

Preview page

The *Preview Page* command allows you to see **one** page in the browser. It is useful when you have a large website and want to quickly see the changes that you made on **one** page. When you *Preview* a page, **the links do not work** because only one page is in the browser. When you want to check links or view your entire website, you must use the *Preview Links* or *Preview Site* commands. See the instructions in the next section.

- *Click* on *Home* > *Preview* > *Preview Page* or *Page* > *Preview* > *Preview Page*.
- The page is displayed in the browser. Use the browser to review design, check slide shows, animations, etc.
- Close *Preview* and return to the Web Studio workspace in one of two ways:
 - Close the Web Studio browser:** *Click* the “X” on the *Preview Page* tab.
 - Close the Default browser:** Close the browser as you normally would.

Preview website or links

The *Preview Links* and *Preview Website* commands allow you to *Preview* your entire site. Everything in your site is fully functional during these *Previews*. This includes Flash animations, rollover buttons, links, and everything else. In addition, links to other websites on the web takes you to those sites.

- Click on *Home > Preview > Preview Website or Links or Page > Preview > Preview Website or Links*.
- The entire website is loaded into the selected browser.
- Check the links and functions of your website.
- Close *Preview* and return to the Web Studio workspace in one of two ways:
Close the Web Studio browser: Click the “X” on the *Preview Site* tab.
Close the Default browser: Close the browser as you normally would.



You can also *right-click* over a blank spot on the page and choose *Preview Page* from the menu. A blank spot on the page is any place on the background that does not have an object covering it.

Printing and Print Preview

Printing from Web Studio allows you to print using the full resolution of your printer and includes a full featured *Print Preview*. Many people use Web Studio as a graphics creation program to create graphics for use with other programs or to print. Printing graphics from Web Studio yields excellent results. For the highest quality printing, turn off *Resample Graphics* in the *Options* dialog in the *WS Button*. Turn it back on when you are finished printing.

- Click on *Web Studio Button>Print*. This opens the *Print Preview* window.
- Move the mouse over each icon to see the function.
- Click on the icons to zoom in/out, view the page in different orientations, and turn headers and footers on or off.
- Click the *Page Setup* icon to open the *Page Setup* window.
- Choose the printer settings and then *click OK*.
- Click the *Print* button to print the page.