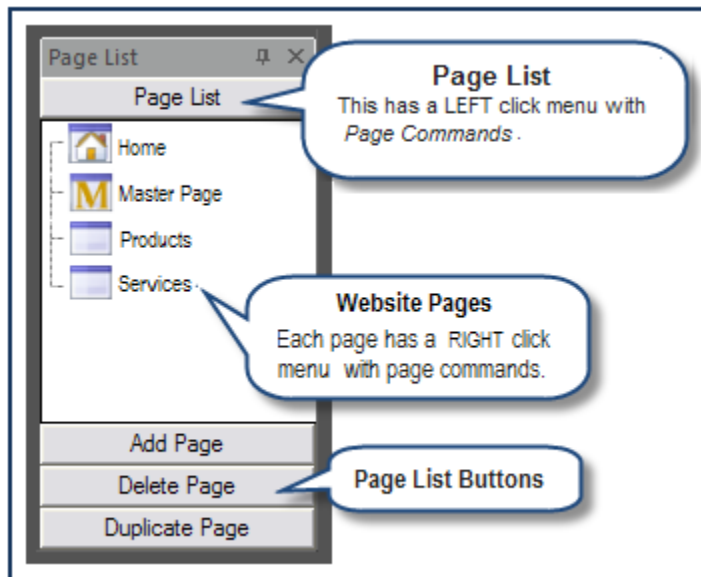


Chapter 6: The Page List

The *Page List* on the right side of the workspace helps you manage your site. It displays a list of the pages in your site and allows you to quickly bring a page to the top of the workspace. You can add, duplicate, and delete pages with the buttons at the bottom of the window. Using the *right-click menu*, you can assign the Home page, change the page order, and perform several other commands. In addition, the *Page List* performs many tasks behind the scenes such as managing all of the files that make up your site. When you are building your website, you will use the pages on the workspace and the *Page List* window on the right of the workspace to manage your pages. See the *Working with Pages* chapter for more information about pages.

Introducing the Page List

The Page List window



Page List menu

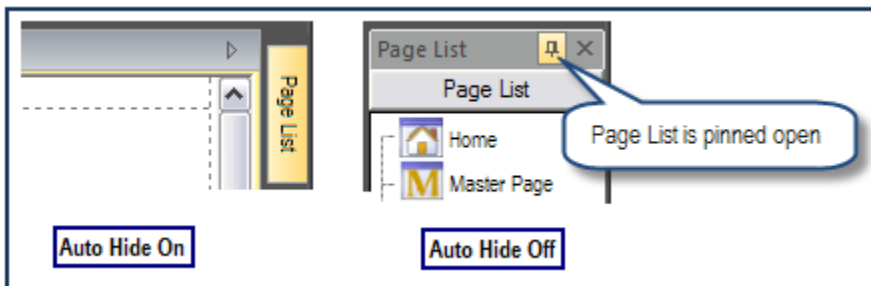
Right-click menu. The *Page List* button at the top of the window has a *right-click menu* with a list of commands that you can do with the *Page List*, such as floating, docking, and hiding the list.

Left click menu. The *Page List* has a *left click* menu that provides you with a list of commands and active properties for the page that is selected in the *Page List*. This menu allows you to access several commands quickly when the *Page* tab is not open on the ribbon. This menu is the same one as the page's *right-click menu*. See *The Page and Page List Menu* below.

Show and hide the Page List

The *Page List* is located on the right side of the workspace.

You can arrange to view the list all of the time or place it in *Auto Hide*. When the *Page List* is set to *Auto Hide* it only opens when you move the mouse over the *Page List* tab or when you click the *Show/Hide Page List* command.



Turn the Auto Hide feature on and off

- *Right-click* over a blank place in the *Page List* to view the *Page List Menu*.
- *Click Auto Hide* to hide the *Page List*. A checkmark means that *Auto Hide* is active.
- If the *Auto Hide* is checked, *click* it again to uncheck and turn off the *Auto Hide*.

View the Page List when the Auto Hide is on

There are two ways to view the *Page List* when the *Auto Hide* feature is turned on:

1. Move the mouse over the *Page List* tab to display the *Page List*. *Click* outside of the *Page List* to hide it again.
2. *Click* the *Page List* command in the *Show/Hide* group in the *View* tab to view the *Page List*. *Click* outside of the *Page List* to hide it again.

Use the Auto Hide pin to keep the Page List open or closed

- Move the mouse over the *Page List* tab to view the *Page List*.
- Click on the *Auto Hide* pin. The pin changes to a vertical orientation and keeps the *Page List* open.
- Click on the vertical *Auto Hide* pin.
- The pin changes to a horizontal orientation and puts the *Page List* in *Auto Hide*.

The Page and Page List menu

There are two ways to view the menu for each individual page:

1. The *Page List left click* menu: *Select* a page in the list and then *click* on the *Page List* button.
2. The *Page List right-click* menu: *Right-click* over a page name in the *Page List*.

The menu provides you with a list of commands that you can perform on the page and page properties that you can set. Many of these commands and properties are also located on the ribbon in the *Page* tab. To perform a function, *click* on the command in the menu. A check mark in front of the command means that the checked property is active on that page.

Home Page. This makes this page the Home page.

Use as Master Page. This designates the page as the Master Page.

Insert New Page. This adds a new *Untitled* page.

Preview This Page. This command opens only that page in the *Preview* browser. If you need to check your website links, *click* on the *Preview Website* or *Preview Links* commands.

Trial Host This Page. This sends the page to the internet so it can be viewed on the web by others. See *Trial Hosting* in the *Uploading Your Website* chapter.

Save Page as Graphic. This allows you to save the page as a graphic file that can be used in your website or other documents.

Add This Page to Templates Gallery. This adds the page as a Template in the gallery so the design can be used for additional pages, on other websites or sent to other people. Open the *Templates Gallery* first in order to use this command.

Rename Page. Opens the *Rename* dialog. Use this to initially name a page and later to change the name of the page.



You can also *double-click* over a name and fill in the new name in the resulting box.

Duplicate Page. This adds a duplicate of this page to the Project and to the *Page List*.

Include in Footer Links. Adds or removes this page from the *Footer Links*. *Footer Links* are the text links at the bottom of the web page. All pages are automatically included in *Footer Links*. A check mark indicates that the page is included. If you want to remove the page from the *Footer Links*, *click* to remove the check mark. See the *Links* chapter for more information.

Include in Google Site Map. Web Studio automatically creates a Google Site map for your site. When you upload, the site map is uploaded as well. Google uses the site map to determine what pages that you want to have listed in Google. The site map is the easiest way to get listed on Google.

Google Site Map Priority. On a scale of 1 to 10, choose how important this page is relative to the other pages in your site. The Home page is normally a 10.

Delete Page. This command removes this page from your Project and from the *Page List*.

Move Up/Move Down. Moves the page up or down in the *Page List*. Use these commands to reorder the pages. You can also *click* and *drag* a page name up or down the list to reorder the pages. This is the quickest way to reorganize the *Page List*. Page order is important when you are working with drop down menus and *Footer Links*.

Page Properties. This command opens the *Object Properties* dialog. This dialog has sections for *Size & Download Times*, *File Type*, *Password*, *HTML Build Options*, and *Notes* for the page.

The Page List buttons

The buttons at the bottom of the *Page List* give you easy access to three of the most commonly used page commands: *Add Page*, *Delete Page*, and *Duplicate Page*. These commands are also available in the page's *right-click menu* and in the *Page* group of the *Page* tab on the ribbon.

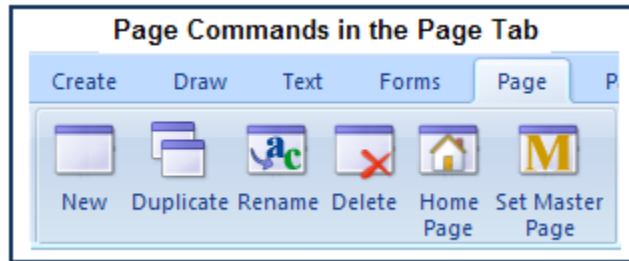
Add New Page. This command adds a new, blank page to your site. The page's *Untitled* name is added to the end of the *Page List*. The new page is immediately opened for you. You can also *click* on *Home > Insert > New Page*.

Duplicate Page. *Pressing* the *Duplicate Page* button immediately adds a duplicate of the current page to your website. This is handy when you want to use the page design on another page. There is also a Master Page feature that allows you to edit all pages automatically. See the *Working with a Master Page* section later in this chapter.

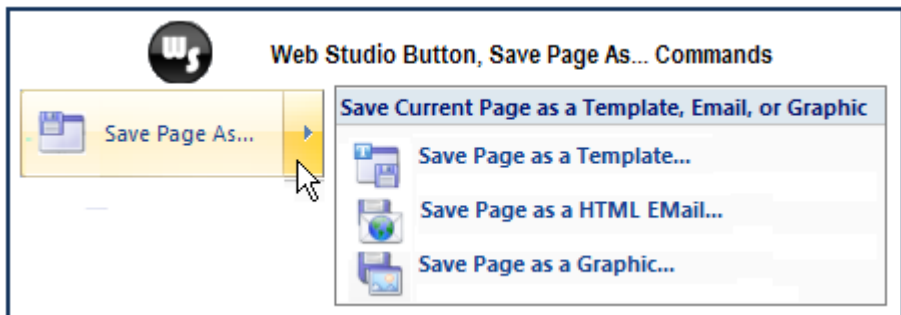
Delete Page. This command deletes the page that is selected in the *Page List*.

Page List commands on the ribbon

Page Tab. The *Page* group in the *Page* tab has several of the menu and button commands found in the *Page List*. *Click* on a command to use it. If the command is for a particular page, such as the *Rename* command, *click* on the page tab first to bring the page to the top of the workspace before you *click* on the command.



Web Studio Button. The *Web Studio Button* has several *Save As* commands for pages. Bring the page to the top of the workspace and then *click* on the command to use it.



Naming Pages

Every page in your site must have a name. The name is used for two things: the file name in your Project and the page title. The title is displayed in the title bar of the web browser when a visitor comes to your website. The page title identifies your site in someone's Favorites menu. The page title is also display by Google and other search engines when they display a list of your page.

<http://www.yoursite.com/Contact>

This is how your Contact page is displayed in the browser's address field.

Web Studio uses *Untitled 1*, *Untitled 2*, etc. as the title when you add pages to your website. You rename the pages using the *Page* tab commands or the page's *right-click menu*. The name you choose should reflect the content or purpose of the page. The untitled numbering is arbitrary and does not affect the order of the pages in your website. The page order is determined by the way that you link your pages together.

Naming the Home Page

The Home page is the page that visitors see first when they go to your website. From the Home page, visitors *click* on buttons and other links to travel around your site. Web Studio automatically designates the first page in the *Page List* as the Home page. This page has a little house icon next to the name. Although you can choose to designate any page as the Home page, you can only have one Home page in a website. When you choose another page for the Home page, Web Studio changes the first Home page into a normal page and the house icon moves to the new Home page.

Do not name your Home page "Home" or "index."

You should name your Home page with a name that reflects your website. For instance, if you own a dog grooming business, you could name your Home page "*Grooming*." Do not name your Home page "*Home*" or "*index*."

Index.html and default names

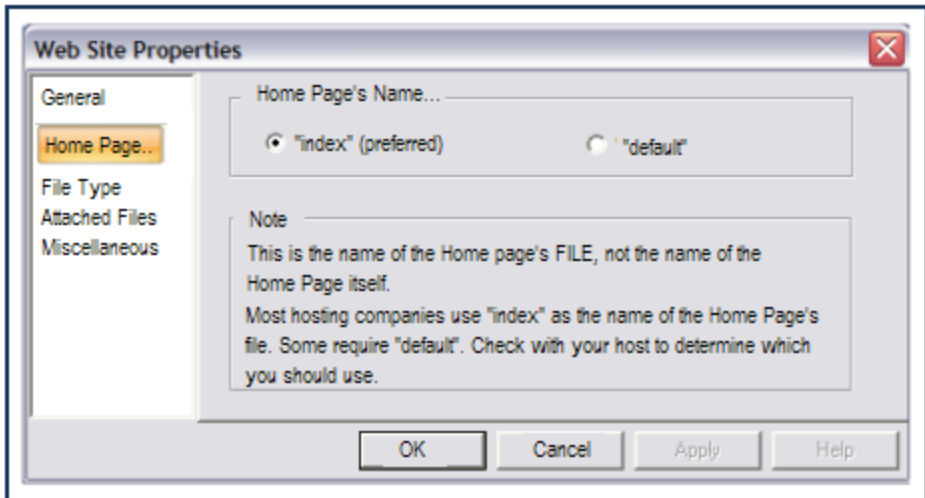
Most hosting companies use *index.html* as your Home page's *file* name. Other companies use *default* for the file name. These names are different than the name you should give your Home page. The hosting company is referring to the file name of the Home page—not the title that you give your Home page. Web Studio automatically names the Home page's file, *index.html*.



You should name your Home page with the title that you want displayed in the browser, your visitor's Favorites menu and the search engine listing.

Change the Home page file name

Web Studio automatically sets the file name of *index.html* on the page that you designate as the Home page. If your hosting company uses *default* instead of *index.html*, you can change it in the *Web Site Properties* dialog under the *Home page* section.



- Click on the *Website Properties* at the far right of the *Caption Bar*. This opens the *Web Site Properties* dialog.
- Click on the *Home Page* section.
- Click in the radio button to choose *index* or *default*.
- Click *OK*.

Important Naming Note



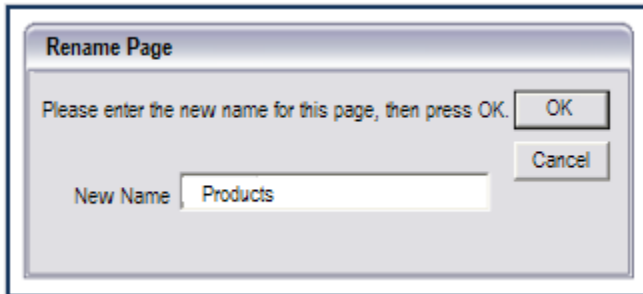
Some hosting services do not allow you to use all of the characters on the keyboard, so it is best to use letters or numbers when you name a page. If you use unusual characters, your hosting company will eliminate the ones it does not allow when you upload your website to the internet.

Some hosts limit the length of the names to 14 characters. If the name is long, only the first 14 characters are uploaded.

Name or rename a page

You can rename any page using the *right-click menu* or the *Rename* command in the *Page* group of the *Page* tab. Web Studio changes the page's name in the *Page List*, the window's title bar, the *Links Gallery*, and in any links you've added to your website.

- Click on a page name in the *Page List* and then do one of the following:
 1. Click on the *Page > Page > Rename* command or
 2. Right-click and choose *Rename Page* from the *menu*.
- The *Rename Page* dialog opens.
- Key in the name that you want for the title of the page.
- Click *OK* when you are finished.



Working with a Master Page

A Master Page allows you to create quick consistent page layouts for all of the pages in your website. This is because everything you place on the Master Page is automatically placed on the other pages. Once you designate the Master Page, you can continue to use it for all of the changes you want to automatically apply to the other pages.

The Master Page is especially useful when you are working with drop down menus. It is easy to add and remove pages from your website when you want to make menu changes on only one page.

Besides using the Master Page for layout and design, you can also use it for links. When you place an object on the Master Page and add a link, the object with the link is placed on all of the other pages. For instance, if you want *Footer Links* to appear on all of the pages, add them to the Master Page and they are automatically placed on the other pages.

You choose which page is your Master Page. Later, you can change the Master Page or turn off the function completely if you decide you do not want to use it. There can only be one Master Page in a Project.

The Master Page allows you to place repeating text and objects on every page in the same place. It is not a separate page in your website.

Choose a Master Page

Use the Set Master Page command

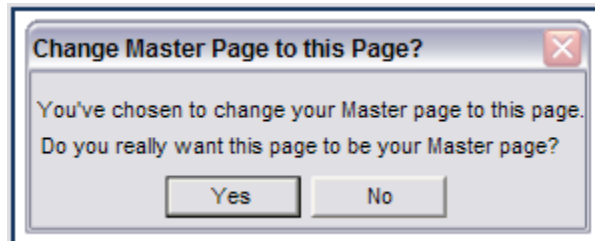
- Design the page that you want to use as the Master.
- *Click* on the page's tab to bring the page to the front of the workspace.
- *Click* the *Page > Page > Set Master Page* command.
- The page is now the Master Page. A Master Page icon appears in front of the name in the *Page List*.
- The page's name changes to Master Page in the *Page List*.

Use the page's right-click menu

- Design the page that you want to use as the Master.
- *Right-click* over the name of the page in the *Page List*. This displays the *right-click menu*.
- *Click* on *Use as Master Page*.
- The page is now the Master Page and a Master Page icon appears in the *Page List* in front of the page name.
- The page's name changes to Master Page in the *Page List*.

Change the Master Page

- *Click* on the tab of the page that you want to make the new Master Page or *click* the page's name in the *Page List*.
- *Click* on the *Set Master Page* in the *Page* tab. This opens the *Change Master Page to this Page?* dialog.



- *Click Yes* to change the Master Page.
- The page's name reverts to its original name in the *Page List*.
- The new Master Page's name is changed to Master Page.



You can also choose *Use as Master Page* from the page's *right-click menu*.

Stop using a Master Page

You can decide at any time to turn off the Master Page function. However, when you do this it removes all of the Master Page contents from all of the other pages. When you do not use a Master Page, you can use the *Duplicate Page* button to make copies of pages.

- Click on the tab of the Master Page to bring it to the front of the workspace.
- Click on the *Page > Page > Set Master Page* command. This opens the *Do you want to stop using the Master Page?* dialog.
- Click *Yes* to stop using the Master Page.

When you turn off the Master Page, it removes all of the Master Page contents from the other pages. It does not affect any of the pages that are already on the internet.



You can also choose *Use Master Page* in the page's *right-click menu*. This opens the *Do you want to stop using the Master Page?* dialog. Click *Yes*.

Working with the Google Site Map

Web Studio automatically creates a Google Site map for your site. When you upload, the site map is uploaded as well and Google uses it to determine what pages that you want to list on Google. You can also determine the priority of your pages in the site map and to tell Google the frequency to go back and search each page.

It is easy to tell if your page is included in the Google Site Map by looking at the *Google Site Map* command in the *Page* tab. If the command is highlighted, your current page is included. If the command is not highlighted, the current page is not included.

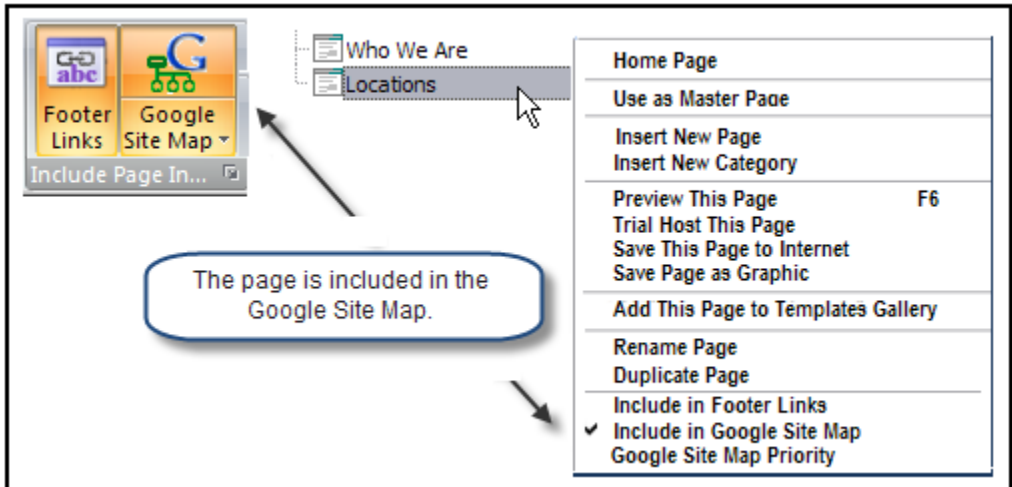
Another way to see if you're the current page is included is to view the page's *right-click menu* or the *Page List Menu*. If *Include in Google Site Map* is not checked, then that page is not included.

Use the Page List to include or remove pages from the Google Site Map

- Go to the *Page List*.
- *Right-click* on a page's name or *left click* on the *Page List* button.
- Look for the *Include in Google Site Map* item in the menu.
- *Click* to place or remove a check in front of this command. A checkmark means that the page is included in the Google Site Map. If it does not have a checkmark, it is not included.

Use the Include in Google Site Map command to include or remove the page

- Click on *Page > Include Page In > Google Site Map* to highlight the command and include the current page in the Google Site Map.
- Click on *Page > Include Page In > Google Site Map* to remove the highlight from the command and remove the current page from the Google Site Map.



Assign Google Site Map Priority to pages using the Page List

- Go to the *Page List*.
- *Right-click* on the page's name to view the menu.
- Click on *Google Site Map Priority*. A list from 0-10 is displayed.
- Click to choose the page's priority. Ten is the highest priority. Your Home page should be a ten. Not all pages in your website are the highest priority.
- Choose a priority for the other pages in your site.

Assign Google Site Map Priority to pages using the ribbon command

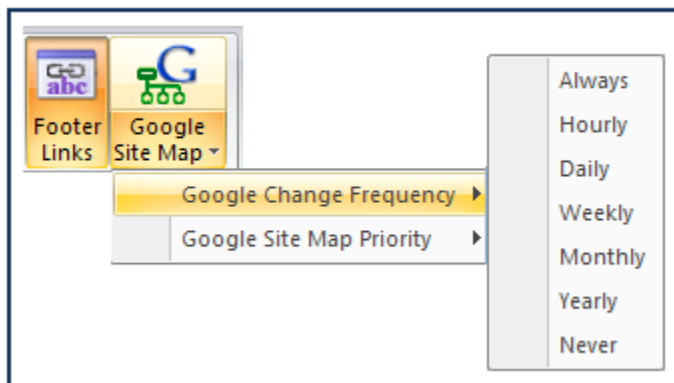
- Click on a page tab or a page name in the *Page List* to bring the page to the top of the workspace.
- Click on *Page > Include Page In > Google Site Map > Google Site Map Priority*. A list from 0-10 is displayed.
- Click to choose the page's priority. Ten is the highest priority. Your Home page should be a ten.

Choose the Google Change Frequency for the page

This tells Google how often to search the page. The more often the information on a web page changes, the more frequently you will want Google to search the page. Here is a chart to help you choose a search frequency for your pages.

Web Studio Galleries	
Always	The information on this page is constantly changing.
Hourly	The information on this page is changes hourly.
Daily	The information on this page changes daily.
Weekly	The information on this page changes weekly or changes frequently.
Monthly	The information on this page changes monthly or changes infrequently.
Yearly	The information on this page usually does not change.
Never	This is a page that you never want Google to search. It can be a page that has no links, a graphics page that is not included in your website, a page with confidential information, or any other page that you do not want Google to search.

- Click on *Page > Include Page In > Google Site Map > Google Change Frequency*.
- Choose a selection ranging from *Always* to *Never*.



Change the Page Order in the Page List

In some cases, the page order in the *Page List* is important. Page order affects the layout of drop down menus and the order of *Footer Links*. There are several ways to move a page up or down the list to rearrange the pages:

Right-click menu. *Right-click* over a page name and choose *Move up* or *Move Down* to move the page one position up or down the list.

Alt + page up/down. Hold the *alt* key and *press page up* or *page down* repeatedly to move the page up or down the list.