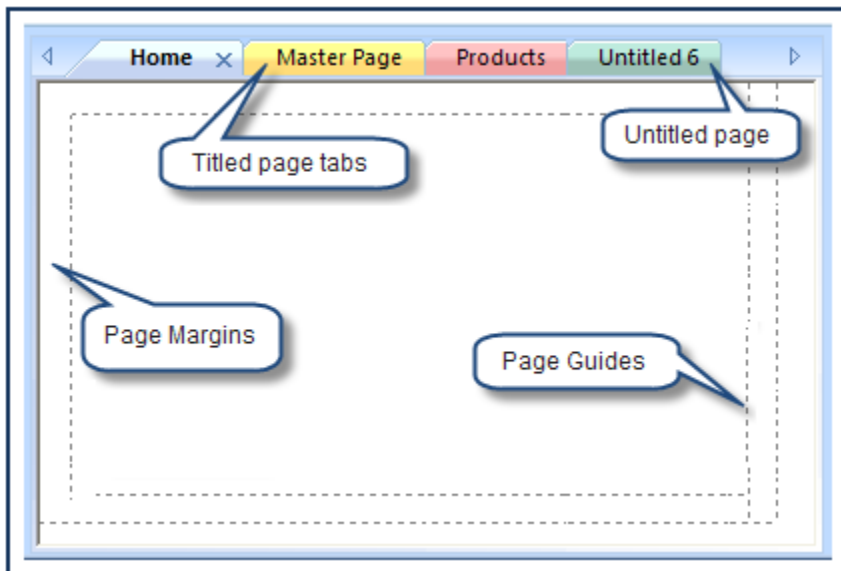


Chapter 7: Working with Pages

Your website is built from individual pages. Each page is a file that contains graphics, text, and other objects that can be viewed in a browser. You can design web pages in any order, choose which pages to link together, and then upload the linked pages to the internet. These linked pages make up your website. When you are building your website, you use the pages on the workspace and the *Page List* window on the right of the workspace to manage your pages. See *The Page List* chapter for a complete description of the *Page List*.

The pages in your Project are located in the center of the workspace. Each page is displayed in its own window for easy editing. A colored tab at the top of each page is labeled with the page name. When you want to work on a page, you bring the page to the front of the other open pages by *clicking* on the tab. Pages in the Project are labeled *Untitled* until you give them a name.

Page margins and page guides. Pages contain page margins and page guides that give you visual guidelines to help you design your pages and keep them all the same size. The guides are set according to the size that you want your pages to be when they are on the internet.



Page Guides

Page size is measured in pixels. The size of a web page depends on the position of the objects on that page. The page automatically expands to include all of the objects on the page. When the page does not fit within the browser, the visitor uses scroll bars to see everything on the page. Most visitors are comfortable scrolling down a page, but it is considered poor design to make your visitors scroll horizontally. Even scrolling down can be annoying if the page is too long.

Page guides help you keep your pages to a predetermined size. Most designers use 1024 pixels as the maximum width of the page. The page guides do not stop you from placing objects anywhere on the page; they just show you where the edges of the page size are located. The page guides are not seen on the internet.

The background always fills the browser no matter how large or small you make your pages.

In addition to page sizes for websites, the *Page Size* command contains sizes for the Apple I Phone and paper sizes for 8.5x11 Portrait, 8.5x11 Landscape, A 4 Portrait and A 4 Landscape. These sizes help you use Web Studio to make flyers, signs, and other documents. See the *Desktop Studio* chapter.

Set the Page Guides

- Go to the *Page Layout > Site Setup* group.
- Click on the drop down arrow next to *Page Size* command.
- Set the *Page Size* in one of two ways
 1. Click on the desired size (1024 x 768 is the most common). This automatically sets the size that you choose.
 2. Click on *Custom Height and Width*. Enter your custom *Height* and *Width* and then click *OK* when you are finished to close the window and set the size.

Most common page size:
1024 x768



The values entered affect how your site is centered in a browser. Experiment with different values to see the effects. You can enable or disable centering your website in *Website Properties > General* section by checking or unchecking *Center pages of this site in browser*.

Page Margins

The page margins are different than the page guides. The page guides set the size of the page and the page margins put a space between the page guides and the edge of the page. These margins help you keep objects away from the edge of the page, but they are purely a visual guide and the sizes do not affect the code that Web Studio creates. The page margins are set at 15 pixels from the edge, but you can change the size.

Set the size of the Page Margins

- Go to the *Page Layout > Site Setup* group.
- Click on *Margins*. This opens the *Margin Sizes* dialog.
- Key in the *Horizontal* and *Vertical Margin Sizes*. The size must be between 0 and 144.
- Click *OK* when you are finished.

Show/Hide the Page Guides and Margins

- Go to the *Page Layout > Site Setup* group.
- Click *Show Guides* to hide the *Page Guides* and *Page Margins*.
- Click *Show Guides* again to show the *Page Guides* and *Page Margins*.

Splitting the Workspace to See More than One Page at a Time

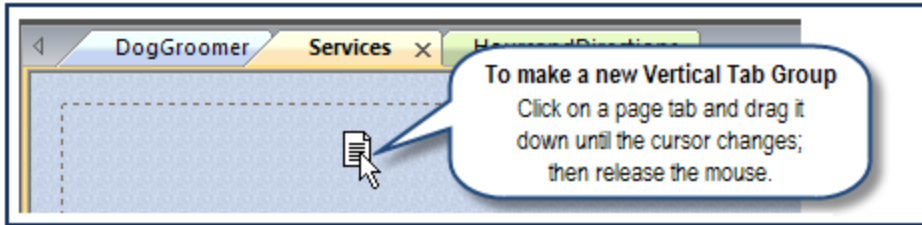
In the default view, each page of your website is displayed in the full screen on the workspace. The pages are stacked on top of each other and you can easily view a specific page by *clicking* the page's tab or *clicking* the page's name in the *Page List*.

However, the workspace can be split so that you can see more than one page at a time. The pages can be arranged side by side (vertical tab group) or top and bottom (horizontal tab group). This is helpful when you want to align designs, *drag and drop* graphics from one page to another, or even use one of the windows to browse the internet. You can quickly move between full screen and split screen making this an easy feature to use.

Viewing Pages Side by Side (Vertical Tab Group)

Use drag and drop to view pages side by side

- *Click* on the page tab you want to see in a new window.
- *Drag* it down until the cursor changes to an icon that looks like a document.



- Release the mouse button and the page opens in a new window next to the other pages. This creates a new vertical tab group.



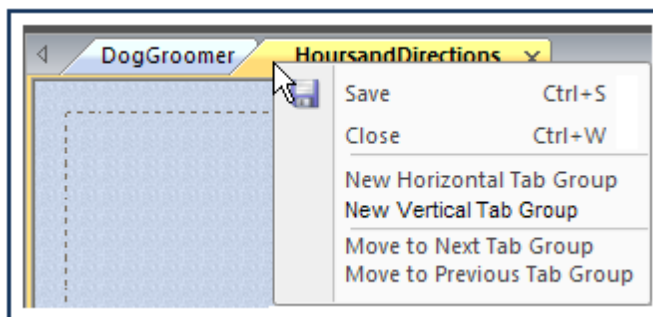
If you *drag* the cursor down until you see a horizontal gray line, you went too far down the page. You will get a horizontal view instead of a vertical view. See the next section on how to arrange pages horizontally.

- Repeat this to add other pages to the tab group.



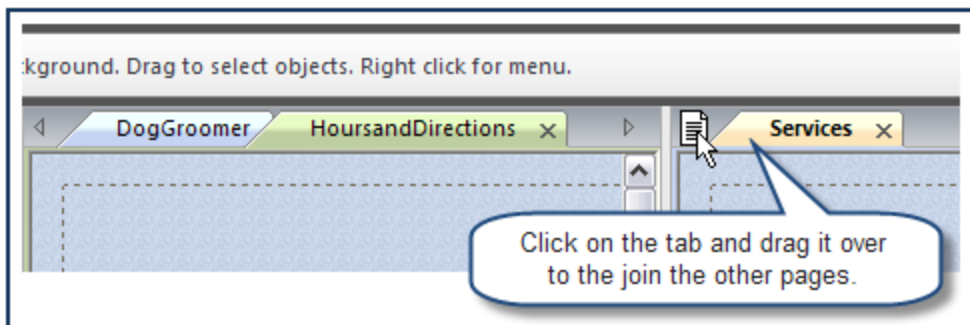
Use the right-click menu to view pages side by side

- *Right-click* over the page tab.
- *Click on New Vertical Tab Group.*
- The page opens in a new window next to the other pages.



Rearrange the vertical tab groups

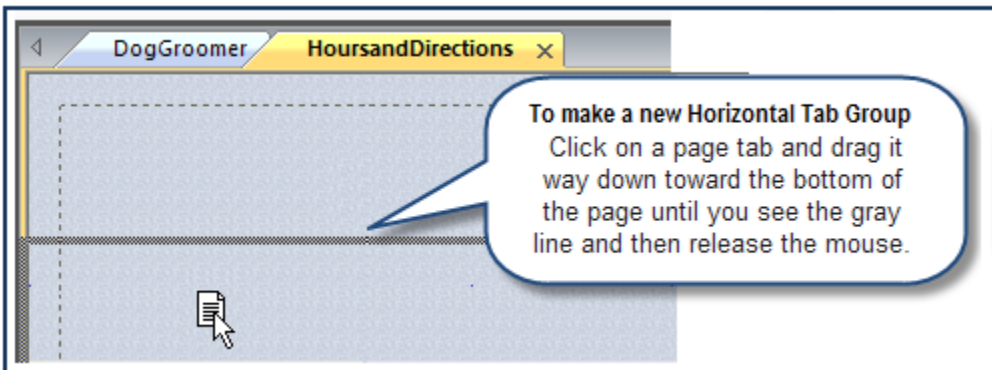
- *Click* on a page tab and *drag* it to the left or the right until it is next to a tab in another group and then release the mouse.
- That page is now part of the same tab group.
- Repeat this to arrange pages in different tab groups or combine all of the pages back to original full screen view.



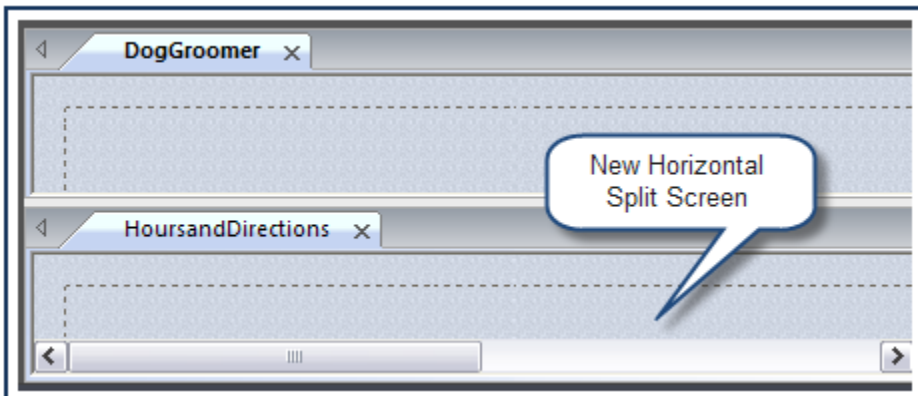
Viewing Pages Top and Bottom (Horizontal Tab Group)

Use drag and drop to view pages top and bottom

- *Click* on the tab of the page that you want to see in a new window.
- *Drag* the tab all the way down the page until you see a gray horizontal line across the page. As you *drag* it, the cursor changes to an icon that looks like a document.



- Release the mouse button and the page opens below the other pages.
- Repeat this for other pages that you want to open in new windows.



Use the right-click menu to see pages top and bottom

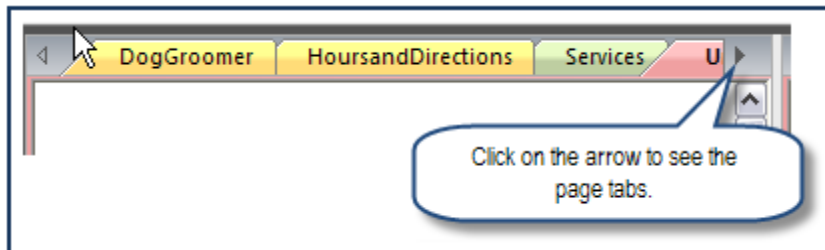
- *Right-click* over the tab.
- *Click* on *New Horizontal Tab Group*.
- The page is now below the other pages.

Rearrange horizontal tab groups

- *Click* on a page tab and *drag* it to the top or bottom until it is next to a tab in another group and then release the mouse.
- That page is now part of the same tab group.
- Repeat this to arrange pages in different tab groups or combine all of the pages back to original full screen view.

Scrolling to View All of the Tabs in a Group

When you have multiple pages within a group, some of the page tabs may be hidden because there is not enough space to see them all. A solid arrow to the side of the page tabs means that there are some hidden page tabs. *Click* on the arrow to scroll through the hidden pages. These arrows appear in both vertical and horizontal split screen views.



Browsing the Internet in a New Tab Group

The *Web Studio* browser enables you to browse the internet from within your workspace. When the browser opens, it displays in a new window with a tab just like your other pages. This means that you can browse the internet and continue to have full access to your other pages. Now you can move objects easily from the internet onto your pages. Since there are many free graphic sites on the web, you can create a graphic for your site and then *drag and drop* it onto your page. The more that you use this feature, the more you will like it.

You open the *Web Studio* browser using the *Preview Page* command or by *clicking* on the *Browse the Internet* command in the *View > Browse Internet* group. When the browser is open in the workspace, the *Internet* and *Browsing* tabs are added to the ribbon.

Use the Browse command to browse the internet

- Click on *View > Browse Internet > Browse the Internet* command. This opens a browser within your workspace in a new page.
- Arrange the page in a new tab group. See the previous section in this chapter about viewing pages in a vertical or horizontal tab group.



Use the Preview Page command to browse the internet

- Click the tab of the page that you want to *Preview*.
- Click on *Home/Page > Preview > Preview Page*. This opens the page within the workspace. The tab is labeled *Preview Page: "Page Name."*



Make sure *Use Web Studio Browser* is selected under the *Preview Page* command. If *Use Default Browser* is selected, then the page's *Preview* does not open within the workspace. It opens with your computer's browser.

- Arrange the *Preview Page* in a new vertical or horizontal tab group.
- Click on the *Browsing* tab, enter the URL of a website in the *Address* field, and then *press Enter*. This opens the website in a new page on the workspace. You can use the navigation tools and *Address* field to browse the internet from this page.

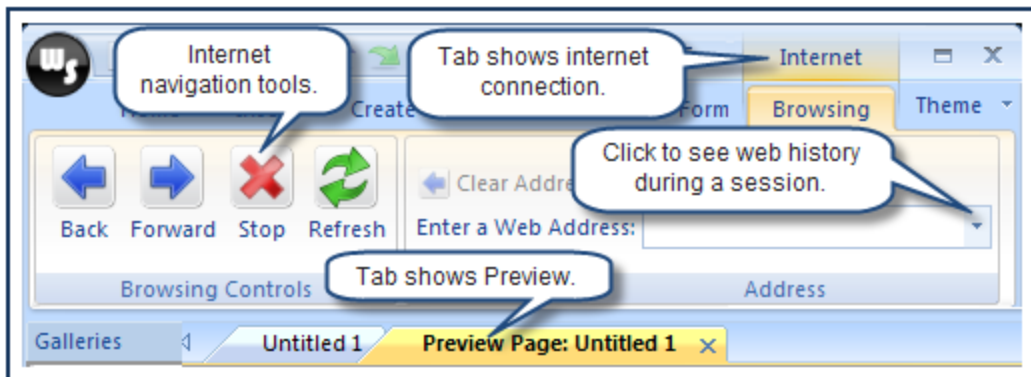
You can *drag and drop* graphics from one page to the other. This includes graphics from the internet.

You can also view *Web Studio Wiki* in the *Preview* page.

Use the browse tools to navigate the internet

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 in the browser.

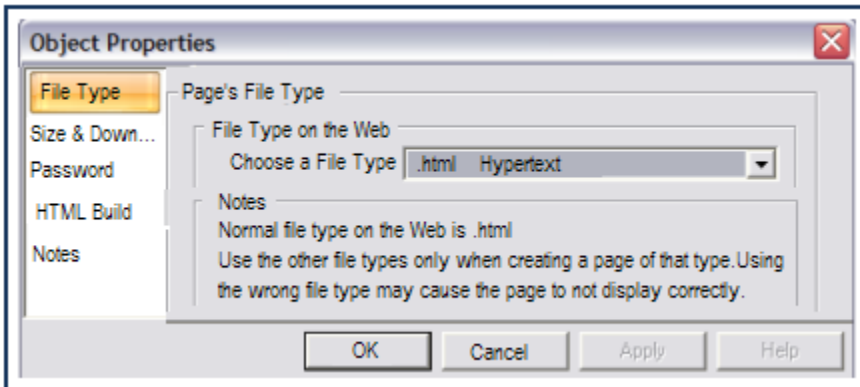
Web Studio keeps track of the websites that you visit when you browse the internet from the workspace. The history is kept during one session and is erased when you close Web Studio.



The Page Properties Dialog

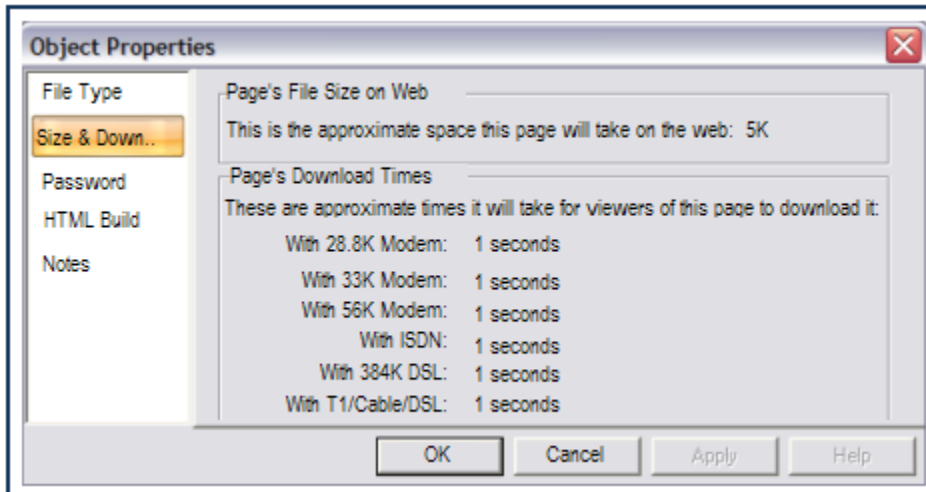
Right-click over a page's name in the *Page List* and choose *Page Properties* from the *Page Background Menu* to activate the page's *Object Properties* dialog. This dialog provides you with information about the page including the size and download times. If you use iHostStudio as your hosting company, you can create a Password protected page in this dialog. It also contains a *Section* where you can place *Notes* about the background.

File Type section



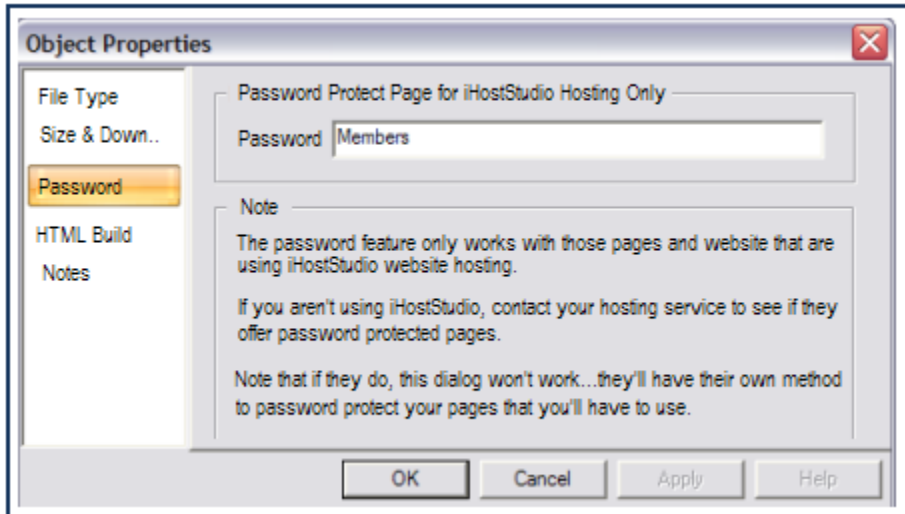
Page's File Type. The normal file type on the web is *.html*. Only use other file types when you are creating a page of that type. If you use the wrong file type the page may not display correctly.

Size and Download Times section



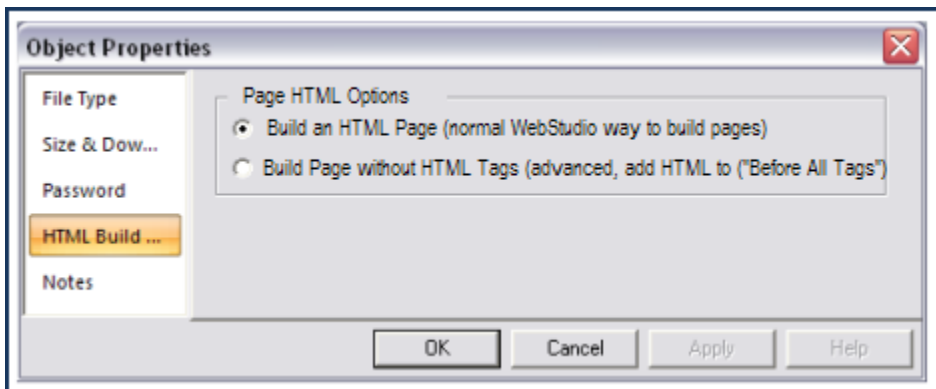
This section allows you to check the total memory size of your page and the approximate time it will take your viewers to download the page to view it. This is helpful when your page contains a lot of graphics, such as photos, that can slow the download times.

Password section



If you use iHostStudio as your hosting company, you can create a password protected page on your site. The password protect does not work in *Preview*, but you can check it with trial hosting.

HTML Build Section



Notes section

You can use this area to keep notes about the page or the background.