

SiteXpress

User Guide

Contents

Getting Started

Chapter 1

Welcome	1
Browser requirements	1
Looking at the workspace	1
Looking at the toolbar	2
Understanding the namespace	6
Editing your profile	6
Managing websites	7
Publishing	8

Content Items

Chapter 2

About content items	10
Working with text	10
Working with images	14
Working with tables	18
Undoing content changes	21

Page Elements

Chapter 3

About page elements	22
Defining page properties	22
Setting page display options	22

Design Components

Chapter 4

About design components	24
Working with content layouts	24
Configuring menus	25
Changing the header image	27
Changing the side bar	29
Changing templates	30
Applying text effects	31
Changing site colors	31
Undoing design changes	33

Site Structure	Chapter 5	
	About site structure	34
	Adding pages	34
	Deleting pages	34
	Reordering pages	35
Site Properties	Chapter 6	
	About site properties	36
	Adding meta tags	36
	Changing company details	36
	Setting default font-families	37
CP Applications	Chapter 7	
	Integrating CP applications	39
	Purchasing CP applications	39
	CartXpress	40
	Web Counter Manager	40
	DBXTemplates	41
	FormMail	41
	Guestbook Manager	43
	ht://dig Site Search Engine	43
	Message Board	44
	Poll Manager	44
	Urchin Tracking Module	45
	Web Calendar Manager	45
Goodies	Chapter 8	
	About goodies	46
	Working with maps	46
	Adding site recommenders	47
	Adding web search engines	47
	Applying cool effects	48
	Inserting timestamps	49
Flash Movies	Chapter 9	
	About flash movies	51
	Uploading flash movies	51
	Working with flash headers	51
	Working with flash intros	52

Chapter 1: Getting Started

Welcome

SiteXpress is a point-and-click authoring tool that enables you to build a professional Web presence quickly and easily. With SiteXpress, you start with a template of pre-designed web pages, choose the ones you want to include, and replace placeholder content (text, images, tables) with actual content. At any point in the process, you can change your mind and replace a selected component from the current template with a component from another template; you can even replace the entire template itself.

New features

SiteXpress 3 includes several new features, enhancements and optimizations. Among other things, you now can:

- purchase [control panel applications](#) and integrate them into your website (thereby enabling such things as database-enabled forms, contact/feedback forms, and site traffic analysis)
- [undo changes](#)
- add [goodies](#) such as maps and search-the-web utilities
- deploy a [flash movie](#) as a header image or a website intro
- create and apply your own [color sets](#)

You must register before you can publish a SiteXpress website. To start the registration process, click the Register button upon logging into the system.

Looking at the workspace

The SiteXpress workspace consists of two frames. The top frame shows the current page and the bottom frame shows the [toolbar](#).



The left-hand side of the toolbar provides access to various tools, arranged by tab; the right-hand side shows the following three buttons:

Register You click this button to register for a hosting account. You will not be able to publish your website until you have registered.

Help You click this button to access the SiteXpress Help System. Clicking a Help button in other areas of the interface opens the topic related to the tool you are currently working with.

Logout You click this button to log out of SiteXpress. When you logout, you are redirected to the login screen.

Looking at the toolbar

The toolbar groups SiteXpress tools by category. Each category is accessed by clicking its associated tab. The following topics provide overviews of each toolbar tab.

Site tools overview



The Home tool loads the home page of your website into the workspace.



The [Add Page](#) tool is used to add a new page to your website.



The [Delete Page](#) tool is used to delete one or more pages from your website.



The [Manage Pages](#) tool displays a listing of all pages on your site. It references the page properties of each page, along with the display settings of the various page elements and design components.



The [Default Fonts](#) tool is used to set font-family and font-size preferences throughout your website.



The [Add Meta Tag](#) tool is used to insert a description and keyword list into the source code of all pages.



The [Change Company Details](#) tool is used to specify company title, site slogan, and footer text for you website. It also allows you to upload and display your company logo



The [Publish Site](#) tool is used to *publish* your website, that is, to make it the website internet users see when they go to your domain.

Page tools overview



The [Add Item](#) tool is used to add a new content item (text, image or table).



The [Edit Item](#) tool is used to edit a content item.



The [Delete Item](#) tool is used to delete a content item.



The [Page Properties](#) tool is used to set titles for the page (in various contexts) as well as to enter the published filename.



The [Reorder Pages](#) tool is used to edit the page hierarchy of the site (which is reflected in menus).



The [Copy/Paste](#) tool is used to copy a content item to a different location on the page.



The Preview tool pop-ups up a new window showing the current page as it will look when published.

User tools overview



The [Edit User Profile](#) tool is used to change your account information (such as username, password and contact information).



The [Manage Site](#) tool allows to you to create a new website, edit an existing one, or delete a website you no longer need.



The Preview tool pop-ups up a new window showing the current page as it will look when published.

Design tools overview



The [Change Template](#) tool is used to replace the current template with another template (either from the same category or a different one).



The [Change Layout](#) tool is used to change the content layout design component, which controls the presentation of the page area reserved for content items.



The [Change Main Menu](#) tool is used to select a new main menu component, which is shown on each page of your website.



The [Change Sub Menu](#) tool is used to select a different sub menu component, which is shown on each page of your website, except the home page.



The [Change Side Bar](#) tool is used to display a set of formatted tables to the side of the content layout area. This component is not available in all templates.



The [Change Header Image](#) tool allows you to choose a new header image. You can choose an image from the current template, a different template, or upload your own image.



The [Choose Text Effect](#) tool is used to apply special text effects to titles (page, navigation bar and company) as well as the company slogan.



The [Change Menu Width](#) tool is used to specify a custom menu width (default, minimum or absolute pixel value) for the various parts of the main menu and sub menu used on your website.

Add-ons tools overview



The [Add CP Application](#) tool is used to purchase control panel applications.



The [Add DBXpress Page](#) tool is used to add a DBXpress form (Add, List or Report) to your website.



The [Add Form](#) tool is used to access the form layout gallery and insert a feedback form into the current page.



The [Change Form](#) tool is used to change the current form layout.



The [Site Statistics](#) tool is used to enable or disable the UTM.



The [Configure CP Application](#) tool is used to specify the email addresses where feedback form submissions will be sent.



The [Enable / Disable Counter](#) tool is used to add a counter to the current web page (or to remove it from that page).



The [Plug-in Flash](#) tool is used to add flash movies (headers or an intro) to your website.



The [Edit Goodies](#) tool is.



The Preview tool pop-ups up a new window showing the current page as it will look when published.

Undo tools overview



The [Undo Contents](#) tool undos the last content change.



The [Undo Template](#) tool undos the last template change.



The [Undo Layout](#) tool undos the last layout change.



The [Undo Main Menu](#) tool undos the last main menu change.



The [Undo Sub Menu](#) tool undos the last sub menu change.



The [Undo Sidebar](#) tool undos the last side bar change.



The [Undo Header Image](#) tool undos the last header image change.



The [Undo Colors](#) tool undos the last color change.



The [Undo Default Fonts](#) tool undos the last default fonts change.

Understanding the namespace

Although SiteXpress is optimized for ease of use, becoming familiar with its *namespace*—that is, the terminology you encounter within the user interface—will enhance your experience using the product. A good way to learn about this namespace is to consider it within the context of an effective website.

Structure Pages are arranged logically, in hierarchical fashion, so that visitors can quickly find the information they need. SiteXpress actions you perform to develop your website's structure include [adding pages](#), [deleting pages](#), and [reordering pages](#).

Navigation Navigation mechanisms, such as horizontal or vertical navigation bars, are persistently displayed. SiteXpress uses the [page properties](#) you set to generate links for the [main menu](#), [sub menu](#) and breadcrumbs components.

Design The overall visual presentation is cohesive and reflects the tone and focus of the website. SiteXpress [design components](#), which are interchangeable, include the [template](#) upon which your website is based, as well as [content layout](#), [main menu](#), [sub menu](#),

[sidebar](#) and [header image](#) subcomponents. You can also set the [colors](#) used to render your website, the [width](#) used to display menu items and apply special [text effects](#) to various page elements.

Content The actual information is well-written and/or easy to browse. There are three types of content in SiteXpress: text, images and tables. You manipulate special placeholders called [content items](#) to add, edit or delete content on web pages.

Editing your profile

Your SiteXpress *user profile* includes your first and last names, telephone number, email address, username, and password. You can change any of this information at any time.

To edit your personal information:

1 Click the User tab.

2 Click Edit User Profile.

The Edit User Profile tool—showing your first and last name, telephone number and email address—is displayed.

3 Edit the appropriate fields and click Done.

To change your user name:

1 Click Change User Name in the Edit User Profile window.

2 Enter your current user name in the Old User Name field, and the new user name in the New User Name field. Enter the new name in the Confirm User Name field.

3 Click Done.

To change your password:

1 Click Change Pass in the Edit User Profile window.

2 Enter your current user name in the Old Password field, and the new password in the New Password field. Enter the new name in the Confirm Password field.

3 Click Done.

Managing websites

As a free trial user, you can create only one website; when you purchase a hosting account, you will be able to build three SiteXpress websites (although you may only publish one of them at a time). You can upload no more than 12MB worth of [images](#) for use on your unpublished website.

Upon logging into the system, you can choose to create a new website, edit your existing website, or delete your existing website and start over. You must first register for a hosting account to be able to [publish](#).

To create a new website:

- 1 Log into SiteXpress.
- 2 Select a category and click Done.
- 3 Click the template thumbnails in the left frame to view template previews in the right frame. To browse for a template in another category, select the desired category from the select list at the bottom of the window.
- 4 Once you have decided upon a template, you may set the base color used to render the website. The available base colors for the current preview are shown directly below it. After selecting a base color (or leaving the default selection), click Done.
- 5 Enter company details, which are optional. If you do enter them, click Done; if you would prefer not to, click Skip.
- 6 Enter a reference name for your website and choose the pages you want to start with.
- 7 Click Done. The SiteXpress workspace loads, displaying the selected website.

To edit an existing website:

- 1 Log into SiteXpress.
- 2 Click the hyperlinked reference name for the website you want to work with. The SiteXpress workspace loads, displaying the selected website.

To delete an existing website:

- 1 Log into SiteXpress.
- 2 Click the Delete hyperlink to the right of the website you wish to delete.
- 3 Click Done.

Publishing

Publication is the process of copying your SiteXpress website into the web root directory of your domain. Once there, the website will be live on the Internet, accessible by entering your domain name into the location bar of a web browser. You will not be able to publish your website until you have registered. To start the registration process, click the Register button on the toolbar.

Note: The total disk space of your published website may not exceed 15MB.

Chapter 2: Content Items

About content items

SiteXpress web pages contain special placeholders that you use to develop your *content*. Each placeholder is called a *content item* and appears with an icon displayed either above or below it; the icon shown indicates the current operation you may perform. There are five modes:

 Add item.

 Edit item.

 Copy item.

 Paste item.

 Delete item.

A content item can be a block of text, an image, or a table. Text items may include table items; table items may include nested image items, text items and other table items.

Working with text

You use a word processor interface to work with text in SiteXpress. You write, select text, and apply formatting, and SiteXpress converts the information into HTML (the markup language of the Web). Text items can include [formatted body text](#) and [hyperlinks](#).

Looking at text editors

Although the text editor used in Microsoft Internet Explorer 5.5x (and higher versions) and the one used in Netscape 6.0 (and higher versions) do not look the same, they both support core SiteXpress text editing features. For example, in the Microsoft text editor,

you create a hyperlink by selecting text and clicking the hyperlink icon, but in the Netscape text editor you do this through a form at the bottom of the tool window.

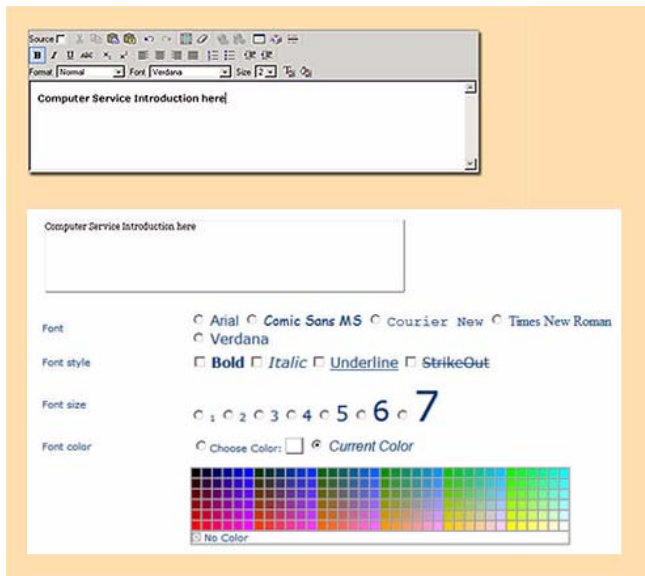


Figure 1: Detail views of Microsoft (top) and Netscape (bottom) text editors.

The core features offered in both text editors include:

- setting font (e.g., Verdana), font style (e.g., underline) and font size used for text.
- setting font color.
- creating hyperlinks.

Note: If you use Internet Explorer to launch the Add Text/Links/Simple Tables tool, the Windows Installer may start and prompt you to insert a valid Office 2000 source. This event occurs when Office 2000 has been installed with the default setting for the HTML Source Editing feature, namely, *Install on First Use*. With this setting applied, calls to the DHTML Edit control by applications—such as SiteXpress—launch the Windows Installer, which attempts to perform an installation “on demand.”

To resolve this issue, configure Office 2000 to set the HTML Source Editing feature to either *Not Installed* or *Run from My Computer*. For information on how to do this, see Microsoft Knowledge Base Article 304107:

<http://support.microsoft.com/default.aspx?scid=kb;en-us;Q304107>

Adding text items

Depending upon the type of information you want to put on a web page (e.g., straight text or a combination of text and images) you may choose to break up text sections in

separate text item blocks or simply do all writing and formatting in one text item that takes up the entire editable area of the page.

To add a text item:

- 1 Click the Page tab.
- 2 Click Add Item.
- 3 Click the Add Item icon where you want to insert a text item.
- 4 Select Add text / link.
- 5 Enter and format your text in the editor.
- 6 Click Done.

To edit a text item:

- 1 Click the Page tab.
- 2 Click the Edit Item button.
- 3 Click the Edit Item icon next to the text item you want to edit.
- 4 Revise text and reformat as necessary.
- 5 Click Done.

Working with hyperlinks

A *hyperlink* is highlighted text, which when clicked, performs some sort of action. SiteXpress allows you to create four types of hyperlinks:

External hyperlink An *external hyperlink* targets a location off your website, for example, a page on another domain.

Internal hyperlink An *internal hyperlink* targets a page on your website.

Bookmark hyperlink A *bookmark hyperlink* is similar to an internal hyperlink, but instead of targeting the page, it targets a destination within the page (such as a word or phrase).

Mailto hyperlink A *mailto hyperlink* opens an email message window addressed to the recipient you specify.

When you add an external hyperlink or bookmark, you can set the *link target*, which is the window the page will be displayed in. You can set the link target to be the current browser window or a new browser window.

To add a hyperlink:

- 1 Click the Page tab.
- 2 Click the Add Item button.
- 3 Click the Add Item icon next to (or below) the item which contains the text you want to make a hyperlink.
- 4 In the text editor, highlight the text you want to make a hyperlink and then click the Hyperlink icon in the text editor toolbar.
- 5 Click the Insert/Edit link icon.



6 Do one of the following:

- To add an external hyperlink, click the Link to a website address radio button and enter the complete URL. For example, to link to the Health section of the CNN website, you would enter `http://www.cnn.com/HEALTH`.
- To add a bookmark link to a bookmark or a page on your own site, click the Link to another / page bookmark in this site radio button and select the desired bookmark from the select list (bookmark names are marked with # symbol prefixes). To add an internal hyperlink, select the page from the select list.
- To add a mailto link, click the To a mail address radio button and enter a valid email address.

7 Click Done.

To edit a hyperlink:

- 1 Click the Page tab.
- 2 Click Edit Item.
- 3 Click the Edit Item icon next to (or below) the item which contains the hyperlink you want to edit.
- 4 Do one of the following:
 - To remove the hyperlink, click the Don't make this text a link radio button.
 - To change the type of hyperlink (or link location), right click the hyperlink, select Edit Hyperlink and make the desired change.
- 5 Click Done.

To create a bookmark:

- 1 Click the Page tab.
- 2 Click the Edit Item button.

- 3 Click the Add Item icon next to (or below) the item which contains the text you want to make a bookmark.
- 4 In the text editor, highlight the desired text and click the Insert/Edit link icon.
- 5 In the Enter Bookmark Name field, type a name for the bookmark.
- 6 Click Done.

Working with images

Images help you communicate your message more clearly to people visiting your website. You can browse free image galleries for an appropriate photograph, illustration, or animation to include in your website. These galleries include:

- [The Generic Image Gallery](#)
- [The Hemera Gallery](#)
- [The Current Template Gallery](#)

Alternatively, you may also choose to [upload](#) your own digital images. SiteXpress saves your uploaded images in a special gallery; the uploaded images are always available to you, even if you switch templates.

Whenever you choose to add or edit an image item, you have the option of [customizing its display properties](#).

Choosing generic images

The Generic Image Gallery is a comprehensive, categorized collection of graphical assets. You can browse this gallery for:

- Short, looping animations.
- Web arrows, bars, bullets, buttons, and dividers.
- Background textures.
- General stock images.

To add a generic image:

- 1 Click the Page tab.
- 2 Click the Add Item button.
- 3 Click the Add Item icon next to (or below) the place where you want to add the image.
- 4 Select the Add Image radio button. Click Done.
- 5 Select the Choose from image gallery radio button. Click Done.

6 Click the desired category in the left frame. The right frame refreshes to show the available images in that category. Use the arrow buttons or Go To Page input field to navigate the gallery pages.

7 Select the radio button for the image you want to add.

8 Scroll down to the bottom of the screen and click Done.

The Add Image Properties tool displays. If you do not want to set image properties, scroll down to the bottom of the page and click Done. For more information on setting image properties, see [Setting Image Properties](#).

Choosing Hemera images

The Hemera Image Gallery is a collection of rights-managed digital images licensed for use in SiteXpress by [Hemera Technologies Incorporated](#). You must accept the terms outlined in the Hemera Image License Agreement to add an image from this gallery to your website.

To add a Hemera image:

1 Click the Page tab.

2 Click the Add Item button.

3 Click the Add Item icon next to (or below) the place where you want to add the image.

4 Select the Add Image radio button. Click Done.

5 Select the Choose from Hemera image gallery radio button. Click Done.

6 Click the desired category in the left frame. The right frame refreshes to show the available images in that category. Use the arrow buttons or Go To Page input field to navigate the gallery pages.

7 Select the radio button for the image you want to add.

8 Scroll down to the bottom of the screen and click Done.

The Add Image Properties tool displays. If you do not want to set image properties, scroll down to the bottom of the page and click Done. For more information on setting image properties, see [Setting Image Properties](#).

Choosing template images

Template images are graphics used within design components. You can choose to add a selected template image as a content item, that is, to make it part of your website content.

To add a template image:

- 1 Click the Page tab.
- 2 Click the Add Item button.
- 3 Click the Add Item icon next to (or below) the place where you want to add the image.
- 4 Select the Add Image radio button. Click Done.
- 5 Select the Choose from current template radio button. Click Done.
- 6 Select the radio button for the image you want to add.
- 7 Scroll down to the bottom of the screen and click Done.

The Add Image Properties tool displays. If you do not want to set image properties, scroll down to the bottom of the page and click Done. For more information on setting image properties, see [Setting Image Properties](#).

Choosing uploaded images

You can upload your own digital images for use on your SiteXpress website. Your image uploads are tied to your account; they are not available to other SiteXpress Users. You can upload images in the following formats:

GIF Pronounced *jiff* or *giff* (with a hard *g*), *GIF* stands for *Graphics Interchange Format*. The GIF image format is limited to 256 colors. It is optimized for displaying vector-based illustrations, or those with a limited color palette. GIF also supports alpha channels (transparent areas). An uploaded GIF image must include a *.gif* extension.

JPEG Pronounced *jay-peg*, *JPEG* stands for *Joint Photographic Experts Group*. The JPEG format does not have the color limitation that GIF images do; therefore, this format is an excellent choice for detailed, bitmap images. An uploaded JPEG image must include a *.jpg* or *.jpeg* extension.

PNG Pronounced *ping*. *PNG* stands for *Portable Network Graphics*. Although most modern web browsers support the PNG format, not all of them support PNG transparency; as a consequence, you should avoid using transparent PNG images unless you know that your audience will be viewing your website on a web browser that supports transparent PNG images. An uploaded PNG image must include a *.png* extension.

Note: You may upload no more than 12MB worth of [images](#) per unpublished website in your account.

To upload an image:

- 1 Click the Page tab.

- 2 Click the Add Item button.
- 3 Click the Add Item icon next to (or below) the place where you want to add the image.
- 4 Click Upload Image.
- 5 Enter the locations of the images you want to upload. To upload more than three images, click the Upload More button.
- 6 Click Done.

To add an uploaded image:

- 1 Click the Page tab.
- 2 Click the Add Item button.
- 3 Click the Add Item icon next to (or below) the place where you want to add the image.
- 4 Select the Add Image radio button. Click Done.
- 5 Select the Choose from uploaded images radio button. Click Done.
- 6 Select the radio button for the image you want to add.
- 7 Scroll down to the bottom of the screen and click Done.

Setting image display properties

In addition to determining where an image appears on a web page, you can also set some of its display properties. These attributes include:

Text The title above the image, the caption below it, and the alt text displayed when the user mouses over the image. *Alt*—an abbreviation for *alternate*—is an image attribute designed to contain the text to display when a screen reader or text-only browser is being used to view the page.

Font attributes The color, font-family and text size used to render the image caption and title.

Alignment The position of the image relative to the adjoining text item.

Size The width and height of the image on the page. The default size is the actual size (in pixels).

Bookmark An anchor tag for the image, which you use to link to the image from another page in your website.

Link Whether or not the image is a hyperlink, and if so, the location to which it links (internal site bookmark, external web site, or an email address).

Line spacer The padding between the image and an adjoining content item.

To set image display properties:

- 1 Click the Edit Item toolbar button.
- 2 Click the Edit tag under the image you want to work with.
- 3 Set the display properties as desired.
- 4 Click Done.

Working with tables

Tables are used to display tabular information—information presented in rows and columns. SiteXpress allows you to add and format table layouts, insert content into table cells, and even nest tables within table cells. You use different tools to set table-level properties and cell-level properties.

Understanding basic table properties

The space *outside* table cells is called the *cell spacing*. The *cell content* is what the cell contains (e.g., text, an image, or another table). The space inside the cell and around the cell contents is called the *cell padding*. The *border* is the stroke on the outside edge of the table.

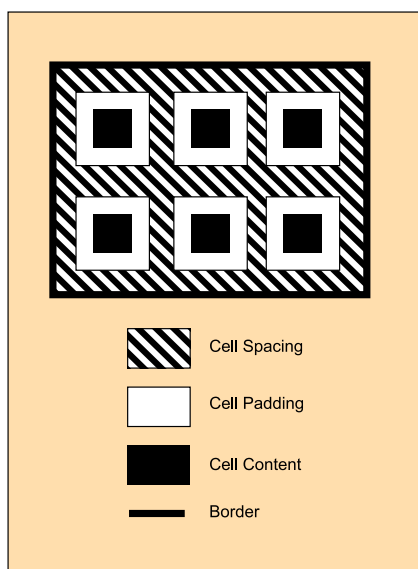


Figure 2: Basic table properties.

Note: When you enable a border (that is, give it a value greater than 0), the individual cells are also stroked but at a standard size, not the border size you specified.

Adding tables

You can add a table as an independent page item or embed it in a text block object. When the table is independent, it has its own tag and can be edited directly; when the table is embedded, you access it through the text item.

To add a table:

- 1 Click the Add Item button on the toolbar.
- 2 Click the Add tag where you want to insert the table.
- 3 Select Add table layout and click Done. The Add Table Layout tool is displayed.
- 4 Set the desired number of rows and columns.
- 5 Set the table border stroke size (in pixels).
- 6 Choose the desired width option:
 - Select Auto from the select list to have the table sized automatically.
 - Select Percent to specify the percentage of the available space to allocate to the table.
 - Select Pixels to specify the number of pixels.
- 7 Use the Color Picker to set the background color and/or border color.
- 8 Specify how the table is aligned in relation to surrounding text and available space.
- 9 Set cell padding and spacing.
- 10 Enter a line spacing value (if desired).
- 11 Click Done.

Editing table layouts

The *table-level* properties you may edit include the number and order of rows and columns. You may also change any of the property settings you specified when first creating the table.

To edit a table layout:

- 1 Click the Page tab.
- 2 Click the Edit Item button.

3 Click the Edit tag below (or next to) the table you want to edit. The Edit Table Layout tool is displayed.

4 Do any of the following:

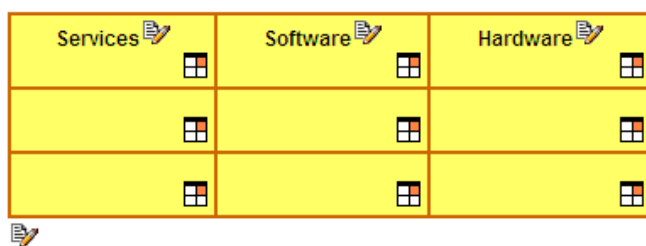
- To change the order of a row or column, click its left or right arrows accordingly.
- To delete a row or column, click the X button associated with it.

5 Make any other changes you wish and click Done.

Editing table cell properties

In addition to setting properties at the table-level, you can also set properties for individual cells. These properties include:

- horizontal and vertical alignment of cell content.
- cell height and width.
- text wrapping.
- cell background color and cell border color.












Services 	Software 	Hardware 
		
		

Figure 3: A table in edit view. The Edit Item icon (paper and pencil) below the table opens the Table Layout Properties tool; the three Edit Item icons in the header access the table headings; the six remaining icons open the Edit Cell Properties tool

To edit table cell properties:

1 Click the Edit Item button on the toolbar.

2 Click the Edit Cell icon in the lower right-hand corner of the cell you want to edit:



3 Set horizontal alignment and/or vertical alignment for content in the cell.

4 Specify height and width of the cell (width settings are applied to the entire row; height settings are applied to the entire column).

5 Click the No Wrap button if you do not want text content in the cell to wrap.

6 Specify a background color and border color for the cell (with the Color Picker) and then choose one of the following options:

- Apply settings to the current cell only.
- Apply settings to entire row of the selected cell.
- Apply settings to entire column of the selected cell.
- Apply settings to all cells in the table.

7 Click Done.

Undoing content changes

You can undo the last fifteen content changes made to any SiteXpress page. Such changes include:

- adding, editing, pasting, deleting text, images or tables
- moving, adding or deleting rows or columns of a table
- insertion of CP applications and goodies

The *undo stack* (the changes you made) is persistent; in other words, you can log out of SiteXpress, log back in, and still be able to undo the last 15 changes you made. Keep in mind, however, that there is no corresponding redo function; once you undo a change, there is no way of going forward in the change history for the page.

To undo the last content change:

Click Undo > Undo Contents.

Chapter 3: Page Elements

About page elements

In addition to setting the overall placement of [design components](#), each template specifies the location of various *page elements*. These elements include those [properties](#) that uniquely identify each page, as well as system-generated elements which are, for the most part, available to all pages. You can control the display properties of these page elements, along with certain design components, on a per-page basis.

Defining page properties

The properties of a page are the names used to reference it in different contexts. These names include:

Page Title The name of the page as it appears on the web page itself (for most templates, the page title is displayed in front of the header image).

Navigation Bar Title The name of the page as it appears in the main menu, sub menu, breadcrumbs element and text menu.

Browser Title The name of the page as it appears in the upper-left hand corner of the web browser viewing the web page. The browser title is also how the page is identified in search engine results.

Published Filename The filename that will be used when you publish your website.

For the various titles, you can choose to use or edit the default name provided by the template. The published filename is never specified by the template; you must enter it every time you add a new page.

To define page properties:

- 1 Click the Page tab.
- 2 Click the Page Properties button.
- 3 Enter the various titles and published filename.
- 4 Click Done.

Setting page display options

You can control which page elements and design components are shown or hidden on a per-page basis. These elements and components include:

- company title

- company slogan
- company footer
- company logo
- sub menu
- text menu
- header image
- side bar
- bread crumbs
- page title
- navigation bar title
- sub menu separator
- side bar separator

You can set display options for the current page, or view a listing of all pages on your website and jump directly to the one you want to work with.

To set page display options for the current page:

- 1 Click the Page tab.
- 2 Click the Page Properties button.
- 3 In the Show Properties section of the Page Properties tool, check the page elements / design components you want to show (and uncheck the ones that you do not).
- 4 Click Done.

To set page display options for a different page:

- 1 Click the Site tab.
- 2 Click the Manage Pages button.
- 3 Click the hyperlinked Page Name to jump to the Page Properties tool.
- 4 Set display options as desired.
- 5 Click Done.

Chapter 4: Design Components

About design components

The overall presentation of your SiteXpress website is controlled by *design components*, which are the basic building blocks used to construct the template you chose when you created your website. These components are interchangeable; you can replace a selected component used in the current template with one from another template.

There are five design components:

- [Main menu](#)
- [Sub menu](#)
- [Header image](#)
- [Content layout](#)
- [Side bar](#)

Templates also specify where various page elements will be displayed. These elements include:

- [Company details](#) (logo, title, slogan and footer)
- [Breadcrumbs](#)
- [Page and navigation bar titles](#)
- [Text menu](#)

In addition, you apply special [text effects](#) that control how various page elements are rendered as well as set site color preferences.

Working with content layouts

Content layout components are containers for content items and other page items. Each page can contain up to five different content layout components. When you change the content layout component used, you have the option to retain the actual content or overwrite it with the default placeholder text used by the replacement layout.

To add a layout:

- 1 Click Page > Add Layout.
- 2 Click the Add Item icon where you wish to insert the new layout.
- 3 Select a layout from the gallery and click Done.

To change a layout:

- 1 Click the Design tab.

- 2 Click the Change layout button. The Change Layout tool is displayed showing the available layouts on the left and a preview of the currently selected layout on the right.
- 3 Click the desired layout.
- 4 Scroll down to the bottom of the preview pane and select the template.
- 5 If you want to retain any existing content, check the checkbox at the bottom of the preview page.
- 6 Click Done.

To delete a layout:

- 1 Click Page > Delete Layout.
- 2 Click the Delete icon for the layout you wish to delete.

To undo a layout change:

- 1 Go to the page where you want to undo a layout change (i.e., where you added, changed or deleted a layout).
- 2 Click Undo > Undo Layout.

You can undo the last five layout changes made on any page.

Configuring menus

You can change how main and sub menus are visually rendered by overwriting either component with the corresponding component from another template. You can also set preferences that control the width of menu items for either of these components.

Note: All templates include a placeholder menu with links to *Home*, *Support* and *Contact*. This menu is a text item, not a design component or a page element; the links shown target the current page. It is provided for the convenience of users who wish to incorporate an additional menu on their website. If you choose to use this menu, you must define actual destinations for the hyperlinks.

Changing the main menu

The *main menu* shows the entire page hierarchy of your website; the component you choose to present it determines where the menu appears and how it is styled. The main menu has two parts: the *main* part controls how top-level links are rendered and the *flyout* part controls how submenus are rendered. For most templates, the submenu is rendered as some sort of drop-down menu with rollover states; when you place your mouse over a menu item, a sub menu will appear (if there are child pages associated with

the menu item). This sub menu disappears when you move your mouse off the menu item.

Note: You use the [Reorder Pages](#) feature to change the page hierarchy used for menu items.

To change the main menu:

- 1 Click the Design tab.
- 2 Click the Change Main Menu button.
- 3 Click thumbnails in the left frame to see their corresponding previews in the right frame.
- 4 When the right frame is showing the preview of the main menu component you want to use, click Done.

Changing the sub menu

The *sub menu* shows the current level of the page with the hierarchy, along with all other pages at that same level. In conjunction with the main menu and the other menus of your website, the sub menu provides context to the visitor. In other words, it shows her where her current location (page) falls within the website as a whole.

Note: Not all templates include a sub menu design component.

To change the sub menu:

- 1 Click the Design tab.
- 2 Click the Change Sub Menu button.
- 3 Click thumbnails in the left frame to see their corresponding previews in the right frame.
- 4 When the right frame is showing the preview of the sub menu component you want to use, click Done.

Setting menu width preference

SiteXpress provides an optimal default width for menu items in the main and sub menus. However, you can choose to override these settings and apply a minimum menu width or an exact pixel width. When you set the sub menu width, you can apply the change to the current page or to all pages. When you set the width for the main menu, all pages are effected.

To change the main menu width:

- 1 Click the Design tab.
- 2 Click the Change Menu Width button.

3 In the Choose menu width select list, select Main Menu.

4 Do one of the following:

- To change the Main part, select Main from the Choose menu part select list.
- To change the Flyout part, select Flyout from the Choose menu part select list.
- Select the menu width option (default, minimum or user-defined). If you choose the last option, a pixel width field will appear for you to specify your part width preference.

5 Click Done.

To change the sub menu width:

1 Click the Design tab.

2 Click the Change Menu Width button.

3 In the Choose menu width select list, select Sub Menu.

4 Do one of the following:

- To set the sub menu width for all pages, select All from the Sub Menu select list.
- To set the sub menu width for the current page, select Current from the Sub Menu select list.

5 Select the menu width option (default, minimum or user-defined). If you choose the last option, a pixel width field will appear for you to specify your part width preference.

6 Click Done.

About the breadcrumbs element

The *breadcrumbs element* shows the path to the current page. It allows the visitor to navigate to the parent page, and that page's parent page, and so on, all the way up to the home page, which is the top-most page in the hierarchy.

About the text menu

The *text menu* shows the top-most menu items of the main menu, rendered as plain text links delineated by vertical lines. This menu displays in the footer area of each page; it allows the visitor to navigate to a new page without having to scroll to the top of the current page.

Changing the header image

V1 header image caveat

SiteXpress uses one container table, and several nested tables, to set page layout. One of these nested tables is reserved for the *header image*, which tiles (repeats) to fill all

available space. To guard against the display of a partially-tiled image, all SiteXpress header images are 779 pixels in width, which is also the width of the container table.

You can change the header image used on a particular page—or all pages—of your website, choosing from the header images of the current template, those from a different template or from an image you have [uploaded](#) yourself. You can also apply the entire *header set* from one template to your current template.

Note: While V2 templates (i.e., those introduced in this release) fully support header image customization, V1 templates (i.e., those introduced in the first SiteXpress release) do not. For more information see, [Changing header images in V1 templates](#).

To choose a template header image:

- 1 Click the Design tab.
- 2 Click the Change Header Image button.
- 3 Select a template category to display page listings of all header images in that template. Use the page number hyperlinks to navigate through the possibilities.
- 4 Click the radio button next to the header image you want to use.
- 5 Click Done.

To apply a header set:

- 1 Click the Design tab.
- 2 Click the Change Header Image button.
- 3 Select a template category to display page listings of all header images in that template. Use the page number hyperlinks to navigate through the possibilities.
- 4 Scroll down to the bottom of the images and click Apply Header Set. If desired, change the header width to use.
- 5 Click Done.

Choosing uploaded header images

While an uploaded header image can be any height, the width should be 779 pixels because most monitors (e.g., laptop and desktop) have a minimum resolution width of 800 pixels. If the uploaded image is wider than that, your website will expand outside the viewable area of the screen. By the same token, if your image is less than 779 pixels, the difference in width will be rendered as a partially-tiled image.

To choose an uploaded header image:

- 1 Click the Design tab.
- 2 Click the Change Header Image button.
- 3 Click Choose From Uploaded Header Images.
- 4 Click the radio button next to the uploaded header image you want to use.
- 5 Click Done.

To upload a header image:

- 1 Click the Design tab.
- 2 Click the Change Header Image button.
- 3 Click Choose From Uploaded Header Images.
- 4 Scroll down to the bottom of the page and click the Upload Image button.
- 5 Enter the locations of the images you want to upload. To upload more than three images, click the Upload More button.
- 6 Click Done.

Changing header images in V1 templates

There are two types of SiteXpress templates; *V1 templates*, which were introduced in the first release of the product, and *V2 templates*, which were introduced in this release. SiteXpress 2 was designed to allow design components to be interchangeable with components from other templates, including those from V1 templates. This feature is supported for all design components *except* V1 header images. SiteXpress 2 renders V1 header images as background images; they cannot be changed or removed.

If you are using a V1 template and attempt to change one of its header images, the Change Header image tool will report that there are no header images available for the template. While you can choose a header image from another (V2) template (or one of your uploaded images), the image will be inserted over (i.e., on a higher layer than) the static V1 image. If the effect is not pleasing to you, you can choose to hide the V2 header image using the [Page Properties](#) tool, or switch to a V2 template

Note: Template type is indicated in the thumbnail caption for each template shown in the Change Template tool.

Changing the side bar

The *side bar* design component, when displayed, creates an additional text area to the side of the layout component with a portion of the space previously allocated to the layout

component alone. The side bar is created as a series of styled tables; the color scheme of these tables is uniform and is determined by the template.

To change the side bar:

- 1 Click the Design tab.
- 2 Click the Change Side Bar button.
- 3 Click thumbnails in the left frame to see their corresponding previews in the right frame.
- 4 When the right frame is showing the preview of the side bar you want to use, click Done.

Changing templates

You can choose to change templates at any time, without losing any of the content you have developed. Before making the change, you have the option to retain design components from the current template (such as the header image) and set a new base color. The design components you can retain vary depending upon the current template and the one you want to replace it with).

Note: Some templates are not well-suited to design component changes such as changing the base/component colors or the [header image](#). The preview image of each template caveats any design limitations associated with the template.

To change templates:

- 1 Click the Design tab.
- 2 Click Change Template.
- 3 Click thumbnails in the left frame to see their corresponding previews in the right frame. To change the template category, choose a new category in the Select template for your category select list.
- 4 Do any of the following:
 - To change the base color used, scroll down to the bottom of the preview frame and click the radio button next to the preferred color.
 - To retain existing design components, uncheck any of the components shown under Select Components to change. For example, if you want to use the main menu from the current template (as opposed to the main menu component of the new template), you would uncheck Main Menu.
- 5 Click Done.

Applying text effects

SiteXpress allows you to apply special text effects to [page](#), [navigation bar](#) and [company titles](#), as well as the [company slogan](#). These text effects include:

- dark drop shadow
- light drop shadow
- shadow
- blur
- glow

The default state applied to all page elements for which text effects are supported is *none* (no text effect).

Note: Text effects are optimized for Internet Explorer 5.5 and above.

To apply text effects:

- 1 Click the Design tab.
- 2 Click Choose Text Effect.
- 3 For any of the page elements shown, set the text effect as desired. To view a sample of what each text effect looks like, click the View Text Effect button.
- 4 Click Done.

Changing site colors

When you choose a template, you have the option to change the *base color* used to render it. The base color is a reference color; it also specifies complementary colors. You can also change colors on a *per-component* basis. These component parts include the *layout* (where content items are displayed), *main menu*, *sub menu*, *side bar* (which is not available in all templates) and *template* (the remainder of the page). Each component takes four color values: primary, secondary, background and text, with each color appearing in up to five different shades.

To change the base color:

- 1 Click the Design tab.
- 2 Click the Change Colors button.
- 3 Select Change the base color and click Done. A preview image of the current template is shown, with all available base color selections shown below it.
- 4 Select the desired base color.
- 5 Click Done.

To change component colors:

- 1 Click the Design tab.
- 2 Click the Change Colors button.
- 3 Select Change the component color and click Done. The Change Component Color tool is displayed, showing two tables. The first table is used to display the color settings for the selected component; the second table is used to select the four color values, each color referenced by name and shown in a progression of shades.
- 4 Choose a component from the Choose a component select list. To select all components, choose All. The component color table is refreshed to show the current colors used for your selection.
- 5 In the color selection table, select a primary, secondary, background and text color. If you want to retain the current color setting select the radio button in the top row (i.e. current color).
- 6 Click Done.

Adding a custom color set

You can create your own color set for application to selected components.

To add a color set:

- 1 Click Design > Change Colors.
- 2 Select Configure color set and click Done.
- 3 Click Add color set.
- 4 Select five colors. Enter a name for the color set.
- 5 Click Done.

Note: Note: The color set you created now appears in the color components list of the Change Component Color tool.

To edit a color set:

- 1 Click Design > Change Colors.
- 2 Select Configure color set and click Done.
- 3 Click Edit color set.
- 4 Change color values and/or color set name as desired.
- 5 Click Done.

To delete a color set:

- 1 Click Design > Change Colors.
- 2 Select Configure color set and click Done.
- 3 Click the Delete link next to the color set you wish to delete.

Undoing design changes

You can undo the last five content changes made to any design component. Each design component has its own undo stack (i.e., the last five changes you made to it). The changes made to each component are persistent; they survive when you log out and log back into SiteXpress. Keep in mind, however, that there is no corresponding redo function; once you undo a change, there is no way of going forward in the change history for the page.

To undo the last change made to a design component:

- 1 Click the Undo tab.
- 2 Click the respective button for the design component whose last change you want to undo.

Chapter 5: Site Structure

About site structure

The pages of your site, along with the way you choose to arrange them, determine your *site structure*. This structure is reflected in the main menu, sub menu, breadcrumbs element and text menu, all of which are generated automatically based on the properties of the pages contained in your site. Adding, deleting and reordering pages are all actions that you perform to develop an intuitive and logical site structure.

Adding pages

You can add as many pages to your website as you wish. Each time you add a new page, the various menus, along with the breadcrumbs element, are updated to reflect the change. You can add a new page from the current template category or from a different template category.

To add a page:

- 1 Click the Add Page button on the toolbar.
- 2 Select a page from the current category or from one of the remaining categories.
- 3 Click Next. The Choose Page Location window is displayed, showing the page heirarchy of your website.
- 4 Click an existing page in your website. The color of the page title will change from black to red (indicating selection).
- 5 Select the radio button to add your new page in relation to the page highlighted in red (i.e., above the highlighted page, below the highlighted page or a child element of the highlighted page).
- 6 Click Next.
- 7 Define page properties.
- 8 Click Done.

Note: For more information on page properties, see [Defining page properties](#).

Deleting pages

Although you can delete any page from your site, keep in mind that deletion will be permanent. In order to recreate the deleted page, you will need to add a new page and re-insert the text, tables and images into it.

Note: You cannot delete the home page.

To delete a page:

- 1 Click the Page tab.
- 2 Click the Delete Page button. The current page hierarchy of your website is displayed.
- 3 Check the pages you want to delete.
- 4 Click Done.

Reordering pages

When you need to reorder the pages of your website, you select the page you want to move (called the *source page*) and the new location relative to another page (called the *destination page*). You can move the source page above or below the destination page (change its location at the same menu level) or make the source page a child page of the destination page (a sub menu item of the menu item associated with the destination page).

To reorder pages:

- 1 Click the Site tab.
- 2 Click the Reorder Pages button. The Reorder Pages tool displays, showing the current structure of your website in two columns, the Source Page Hierarchy and the Destination Page Hierarchy.
- 3 Click the page you want to move from the Source Page Hierarchy. The color of the page title will change from black to red (indicating selection).
- 4 Click the destination page from the Destination Page Hierarchy. As with the source page, the destination page color will change from black to red.
- 5 Select the new location for the source page (i.e., above the destination page, below the destination page or a child element of the destination page). To move another page, click Apply. To exit the Reorder Pages tool, click Done.

Chapter 6: Site Properties

About site properties

Just as the properties of a page distinguish it from other pages on your site, *site properties* distinguish your site from other sites on the Internet. Site properties brand your site, provide information about ownership, and determine how your site will be indexed by search engines and directories (such as Google and Yahoo). These properties include:

- meta tags
- company details
- default font-families

Site properties are optional; you do not have to set them.

Adding meta tags

Meta tags are optional HTML elements that provide document data to user agents, such as search engines. SiteXpress supports two types of meta tag:

Description A brief description about the purpose or focus of your website, which some search engines will display when your site is returned in a search results page. The description should be no longer than 200 characters in length.

Keywords A list of the words that a user might enter into a search submission form to locate your site.

To add meta tags:

- 1 Click the Site tab.
- 2 Click the Add Meta Tag button.
- 3 Enter a description and/or keywords list.
- 4 Click Done.

Changing company details

Each template includes several text areas for the display of company-related information. These details are optional—you can choose to define them or leave them blank. They include:

Company title The legal name of your company.

Site slogan A short tag line used for branding purposes.

Footer A text area below the content layout component reserved for a copyright attribution or some other type of legal disclaimer.

Logo The official photograph, illustration or logotype associated with your company.

Note: If your website is not affiliated with a company, you can choose to use the text areas reserved for company details for any purpose you wish.

To change company details:

- 1 Click the Site tab.
- 2 Click the Change Company Details button.
- 3 Enter a title, slogan, and/or footer. You can preview each item by clicking the Preview button to the right of each input field.
- 4 Browse to a logo image (if you choose to use one).
- 5 Click Done.

Setting default font-families

You can set the default *font-families* used throughout your site. A *font-family* is a type face represented in various styles (normal, bold, italic, etc.). There are two types of font-families:

Specific The exact name of a licensed font which you expect your visitors to have installed on the computer they are using to browse your site. Windows and Macintosh computers typically include a core set of specific font-families (e.g., Arial, Verdana, Helvetica, etc.).

Generic The letter-form class (serif, sans-serif, monotype, etc.). You assign a generic font-family to accommodate those visitors who may not have a specific font-family installed on their computers.

Note: When you choose to set default fonts, you select from various combinations of specific font-families. The font order is the order the web browser will use to look up a matching font-family. If none are found, a generic font-family is used.

In addition to setting default font-families, you can also set the default font size used for body text.

To set the default font:

- 1 Click the Site tab.
- 2 Click the Default Fonts button.

- 3 Select a font-family set and a font-size.
- 4 Click Done.

Chapter 7: CP Applications

Integrating CP applications

If you have established a hosting account, you can integrate a variety of CP (control panel) applications into your SiteXpress website. Some applications may already be included in your hosting package (or you may have purchased them as optional packages); those applications that you do not already have can be [purchased](#) through SiteXpress.

The following CP applications can be integrated into SiteXpress:

- [CartXpress, powered by osCommerce](#)
- [Web Counter Manager](#)
- [DBXTemplates](#)
- [FormMail](#)
- [Guestbook Manager](#)
- [ht://dig Site Search Engine](#)
- [Message Board](#)
- [Poll Manager](#)
- [Urchin](#)
- [Web Calendar](#)

With a few exceptions, all applications must be installed and configured outside of SiteXpress before they can be integrated into your website. Integration varies depending upon the application. Some applications are manifested as pages, others as page items; in some cases, (such as Urchin) the application has no visual display at all.

Purchasing CP applications

Each CP application that you can purchase through SiteXpress is represented by a short description and a Learn More hyperlink; clicking this hyperlink provides more information about the application—including the package cost—and provides access to the form you submit to add the package to your account.

Note: If you are a free trial user, you will need to establish a hosting account before you can purchase and integrate CP applications.

To purchase an application:

- 1 Click Add-ons > Add CP Applications.
- 2 Scan the page for available applications. Click the Learn More hyperlink to get package cost and to access the package order form.

CartXpress

CartXpress, powered by osCommerce, allows you to deploy an online shopping cart on your website. After adding the package, you install and configure the CartXpress application through your control panel. You can then add your CartXpress catalog page to SiteXpress. If desired, you can also send certain style specifications (such as the current color set) to CartXpress, thereby making the visual display of your SiteXpress website and the CartXpress application (somewhat) more consistent.

To integrate CartXpress:

- 1 Install and configure CartXpress through your control panel (i.e., click the CartXpress icon and follow the instructions).
- 2 Log into SiteXpress. Click Add-ons > Add CP Applications.
- 3 If you want CartXpress to inherit some of your SiteXpress website's style, check the Look and Feel button next to the CartXpress hyperlink.
- 4 Click the CartXpress hyperlink.
- 5 Use the Add Page form to insert the CartXpress page at the desired location in your website.

Web Counter Manager

Web Counter Manager allows you to insert a counter below the footer on a selected page of your website. The counter resembles the odometer of an automobile; each time the page is visited, the counter is incremented.

To enable a counter:

- 1 Install and configure Web Counter Manager through your control panel (i.e., click the associated icon and follow the instructions).
- 2 Log into SiteXpress. Go to the page where you want to insert the counter.
- 3 Click Add-ons > Enable/Disable Counter.
- 4 Select the enable option.
- 5 Click Done.

To disable a counter:

- 1 Click Add-ons > Enable/Disable Counter.
- 2 Select the enable option.
- 3 Click Done.

DBXTemplates

DBXTemplates are pre-designed database applications. The forms that you use to populate and query a DBXTemplate can be posted to SiteXpress for inclusion as DBXpress Pages.

To add a DBXpress page:

- 1 Install and configure the DBXTemplate through your control panel (i.e., click the associated icon and follow the instructions). Populate the template with data.
- 2 Use the Post Changes to SiteXpress feature (of DBXpress) to make a form available to SiteXpress.
- 3 Click Add-ons > Add DBXpress Page.
- 4 Select the form you wish to add to SiteXpress as a DBXpress Page. Step through the configuration screens to add the page at the desired location.
- 5 Click Done.

Note: Whenever you use the DBXpress Post Changes feature, any previously posted pages are removed from your unpublished website. For example, if you post a List form to SiteXpress and add it as a DBXpress page, and then use the Post Changes feature again—this time to only post a Search form—the List form you added previously will be removed from your unpublished website and will not appear as an available DBXpress page.

To delete a DBXpress page:

- 1 Click Site > Delete Page.
- 2 Check the DBXpress page you wish to delete.
- 3 Click Done.

Note: DBXpress pages are uneditable. You can not add page items or content layouts to them.

FormMail

FormMail is a script-based application that processes feedback forms submitted from your website. Unless you wish to do special configuration—for example, to edit the default error messages displayed when a user submits invalid or incomplete form data—you do not need to leave SiteXpress to set up a form. You specify the form [submission recipients](#), choose a [form layout](#) from the form gallery, edit the labels and designate which (if any) fields will be mandatory.

Specifying form submission recipients

You can have form submission data sent to one or more email addresses. The recipient addresses you specify will be used for *all* feedback forms you add to your website. When you specify the initial email address recipients—you can always go back and change them—you are prompted to confirm if you want to use your own customized FormMail error pages or the pages automatically generated by SiteXpress. Choosing the SiteXpress pages ensures that your current site design (i.e., color, font attributes, overall page layout) is reflected in error pages and the Thank You page displayed when the form has been successfully submitted.

To specify form submission recipients:

- 1 Click Add-ons > Configure CP Application. Click Done.
- 2 Enter an email address (or email addresses) in the input field.
- 3 Click Done

Working with form layouts

SiteXpress includes a gallery of form layouts, each with a different combination of labelled form elements. To add a form to a page, you insert a form layout and then edit the form elements to suit your needs. Form control types include:

textbox A text input field. Properties include the pixel width of the input box and the maximum number of characters allowed.

text area A memo-style text input field (i.e. to accommodate a paragraph or more of text). Properties include the number of columns and rows, which define the size of the text area field.

radio buttons Two or more, single-select options (i.e. the person submitting the form can only select one more option) entered as a comma-delimited list of items.

checkboxes Two or more multiple-select options entered as a comma-delimited list of items.

dropdown box Two or more single-select options appearing in a dropdown menu, entered as a comma-delimited list of items.

In addition to the control-specific properties listed above, all form controls also have a name property and a mandatory flag. The name property uniquely identifies the data posted by each control. The mandatory flag is checked to require the user to enter data for the control (or make a selection) when the form is submitted.

To add a form layout:

- 1 Click Add-ons > Add Form.
- 2 Click the Add Item icon where you want to insert the form.
- 3 Select a form layout from the gallery. Click Done.

Note: To change the form layout, click Add-ons > Change Form, click the Edit Item icon for the form, and choose a new layout from the gallery. To delete a form layout, click Page > Delete Layout and then click the Delete Item icon next to the form you wish to delete.

To add, edit, copy, paste or delete a form control:

Form controls are handled just as other content items are, in other words, you use the Page tab mode controls (i.e. Add Item, Edit Item, Copy/Paste or Delete Item) to work with form controls.

Guestbook Manager

GuestBook Manager generates a public feedback form on your website.

To integrate Guestbook Manager:

- 1 Install Guestbook Manager through your control panel (i.e., click the Guestbook Manager icon and follow the instructions).
- 2 Log into SiteXpress. Click Add-ons > Add CP Applications.
- 3 Select the Guestbook radio button. Scroll down and click Done.
- 4 Use the Add Page form to insert the Guestbook page at the desired location in your website.

ht://dig Site Search Engine

ht://dig Site Search Engine allows visitors to search your website for particular text content, as opposed to web search engine goodies, which are used to search the entire web.

To integrate ht://dig:

- 1 Install and configure ht://dig through your control panel (i.e., click the ht://dig icon and follow the instructions).
- 2 Log into SiteXpress. Go to the desired page.
- 3 Click Page > Add Item.
- 4 Click the Add Item icon where you want to insert the search input field.

5 Select Add site search engine. Click Done.

To delete a search field:

Click Page > Delete Item. Click the Delete Item icon next to the search field.

Message Board

The Message Board package adds Invision Power Board, a forum application that supports multiple discussion threads and membership administration.

To integrate Invision Power Board:

1 Install and configure Invision Power Board through your control panel (i.e., click the Invision Power Board icon and follow the instructions).

2 Log into SiteXpress. Click Add-ons > Add CP Applications.

3 Select Message Board.

Use the Add Page form to insert the Message Board page at the desired location in your website.

Poll Manager

Poll Manager is a simple tool for adding polls to your website.

To add a poll:

1 Install Poll Manager through your control panel (i.e., click the Poll Manager icon and follow the instructions).

2 Log into SiteXpress. Go to the page where you want to insert a poll.

3 Click Page > Add Item.

4 Click the Add Item icon where you want to insert the poll.

5 Select Add poll.

6 Enter a poll title (i.e., a question).

7 Enter poll options (i.e., answers) as a comma-delimited list.

8 Click Done.

To edit a poll:

1 Go to the page where the poll appears.

2 Click Page > Edit Item. Click the Edit Item icon below the poll you want to edit.

3 Make the desired changes. Click Done.

To delete a poll:

- 1 Go to the page where the poll appears.
- 2 Click Page > Delete Item. Click the Delete Item icon below the poll you want to remove.

Urchin Tracking Module

Urchin Tracking Module (UTM) is a web analytics application. It analyzes traffic on your website and provides accurate and easy-to-understand reports on your visitors—where they come from, how they use your site, and what converts them into customers.

To integrate UTM:

- 1 Click the Urchin icon in your control panel.
- 2 Click Install Urchin.
- 3 Log into SiteXpress. Click Add-ons > Site Statistics.
- 4 Select Enable UTM. Click Done.

Note: Traffic analysis will begin when you publish your website.

To disable UTM:

Click Add-ons > Site Statistics, select Disable UTM and click Done.

Web Calendar Manager

Web Calendar Manager enables a multi-user calendar system on your website.

To integrate Web Calendar Manager:

- 1 Install Web Calendar Manager through your control panel (i.e., click the Web Calendar Manager icon and follow the instructions).
- 2 Log into SiteXpress. Click Add-ons > Add CP Applications.
- 3 Select the Web Calendar radio button. Scroll down and click Done.
- 4 Use the Add Page form to insert the Web Calendar page at the desired location in your website.

Chapter 8: Goodies

About goodies

SiteXpress includes an assortment of free features, called *goodies*, that you can choose to add to your website. These goodies include:

- [Maps](#)
- [Site recommenders](#)
- [Web search engines](#)
- [Timestamps](#)
- [Cool effects \(i.e., animated screen overlays\)](#)

Some goodies are akin to [content items](#); you can insert them wherever you wish on a given page. Others are applied to the page (or website) as a whole.

Working with maps

You can add a MapQuest™ item to any page on your website. One type of map item simply displays the location entered by the user as a red star on a street map; the other type provides driving directions to your company's location (or some other destination) from the starting address entered by the user.

To add a location finder:

- 1 Click Page > Add Item.
- 2 Click the Add Item icon where you want to insert the map item.
- 3 Select Add goody. Click Done.
- 4 Select Add map. Click Done.

To add driving directions:

- 1 Click Page > Add Item.
- 2 Click the Add Item icon where you want to insert the map item.
- 3 Click Add driving directions. Enter the desired destination address.
- 4 Click Done.

Note: To change the destination address, click Page > Edit Item and click the Edit Item icon below the Driving Direction item.

To delete a map item:

- 1 Click Page > Delete Item.

- 2 Click the Delete Item icon below the map item you want to remove.

Adding site recommenders

A *site recommender* is a simple form used to email your site URL to another person. It is accessed via a Recommend this site button you insert as a page item.

To add a site recommender:

- 1 Click Page > Add Item.
- 2 Click the Add Item icon where you want to insert the item.
- 3 Select Add goody. Click Done.
- 4 Select Add recommend this site. Click Done.

To delete a site recommender:

- 1 Click Page > Delete Item.
- 2 Click the Delete Item icon next to the Recommend this site button.

Adding web search engines

SiteXpress allows you to insert a search-the-web item on any page of your website. The item appears as a branded input field that submits the search term to the specified search engine and returns a results page. The following search engines are supported:

- Google
- MSN
- Teoma
- Hotbot

When you choose Hotbot, you have the option of displaying the input field within a horizontal or vertical layout.

To add a web search engine item:

- 1 Click Page > Add Item.
- 2 Click the Add Item icon where you want to insert the item.
- 3 Select Add goody. Click Done.
- 4 Select the desired search engine from the available options.
- 5 Click Done.

To delete a web search engine item:

- 1 Click Page > Delete Item.
- 2 Click the Delete Item icon below the item.

Applying cool effects

SiteXpress allows you to invoke special animation effects (i.e. cool effects). There are two such cool effects: the [snowfall effect](#) and the [animated cursor effect](#). Both are browser window overlays; they appear over (i.e. on a higher layer than) your web page.

Applying the snowfall effect

The *snowfall effect* uses a selected icon image to create a series of snowflakes. The snowflakes descend from the top of the browser window to the bottom, where they disappear before reaching the bottom of the window. You can apply the effect to the current page or to all pages.

To apply the snowfall effect:

- 1 Click Add-ons > Edit Goodies.
- 2 Click the Cool Effects tab.
- 3 Select Add/Edit Snowfall effect. Click Done.
- 4 Select the number of snowflakes (within a group).
- 5 Select a snowflake image.
- 6 Set the time interval between snowflakes.
- 7 Choose to apply the effect to the current page or to all pages.
- 8 Click Done.

To disable the snowfall effect:

- 1 Click Add-ons > Edit Goodies.
- 2 Click the Cool Effects tab.
- 3 Select Add/Edit Snowfall effect. Click Done.
- 4 Select None for the snowflake image. Click Done.

Applying the animated cursor effect

The animated cursor effect displays a tapering series of a repeated icon (smallest to largest) below the screen cursor. As the cursor moves across the screen, the line of icons follows it, re-aligning when the screen cursor stops moving.

To apply the animated cursor effect:

- 1 Click Add-ons > Edit Goodies.
- 2 Click the Cool Effects tab.
- 3 Select Add/Edit Animated Cursor effect. Click Done.
- 4 Select a cursor image.
- 5 Choose to apply the effect to the current page or to all pages.
- 6 Click Done.

To disable the animated cursor effect:

- 1 Click Add-ons > Edit Goodies.
- 2 Click the Cool Effects tab.
- 3 Select Add/Edit Animated Cursor effect. Click Done.
- 4 Select None for the cursor image. Click Done.
- 5 Applying the animated cursor effect

Inserting timestamps

A *timestamp* displays date and time information, either the current time (i.e. when the page was accessed or last refreshed) or the last updated time (i.e. when the page was last published). Both timestamps have the following customizable attributes:

Language The display language, either Dutch, English, French, German, Italian, Portuguese, or Spanish.

Date format The amount of information included in the timestamp as well as how that information is presented.

Time format Either 12 hour or 24 hour format.

Text settings Font family, style, size, color and alignment.

Position Where the timestamp appears on the page, either above the first layout on the page, below the last layout on the page, or below the page footer.

Floating effect If enabled, an additional timestamp is shown above the page (i.e. on a higher layer) and near the bottom of the screen. When the window is vertically scrolled, the floating timestamp repositions itself so as to always appear at the bottom of the screen.

To add a timestamp:

- 1 Go to the page where you want to insert a timestamp.
- 2 Click Add-ons > Edit Goodies.
- 3 Click the Timestamp tab.
- 4 Do one of the following:
 - Select Add/Edit last updated timestamp
 - Select Add/Edit current timestamp
- 5 Set timestamp attributes as desired. Click Done.

To edit a timestamp:

- 1 Go to the page with the timestamp you want to edit.
- 2 Click Add-ons > Edit Goodies.
- 3 Click the Timestamp tab.
- 4 Do one of the following:
 - Select Add/Edit last updated timestamp
 - Select Add/Edit current timestamp
- 5 Edit timestamp attributes as desired. Click Done.

To remove a timestamp:

- 1 Go to the page with the timestamp you want to remove.
- 2 Click Add-ons > Edit Goodies.
- 3 Click the Timestamp tab.
- 4 Do one of the following:
 - Select Remove last updated timestamp
 - Select Remove current timestamp
- 5 Click Done.

Chapter 9: Flash Movies

About flash movies

SiteXpress allows you to incorporate [uploaded](#) flash movies into your website. You can embed a [flash movie on your home page](#) and/or load a full-screen [intro](#) that is displayed when the home page is accessed.

Note: SiteXpress does not include any utility for creating a flash movie (*.swf). To create one, you will need an authoring tool such as [Macromedia Flash](#).

Uploading flash movies

Before you can incorporate a flash header image or intro, you need to upload the flash movie you want to work with. There are two flash movie galleries, one for headers, the other for intros.

To upload a flash header:

- 1 Click Add-ons > Plug-in Flash > Flash Header tab.
- 2 Select Add/Change flash header. Click Next.
- 3 Select Upload/Delete Flash Header from the Select a Flash Header Option dropdown menu.
- 4 Browse to the location of the flash movie on your computer. Click Done to upload a flash movie. Repeat as desired. When finished, click Cancel to close the window.

To upload a flash intro:

- 1 Click Add-ons > Plug-in Flash > Flash Intro tab.
- 2 Select Add/Change flash intro. Click Next.
- 3 Select Upload/Delete Flash Intro from the Select a Flash Intro Option dropdown menu.
- 4 Browse to the location of the flash movie on your computer. Click Done to upload a flash movie. Repeat as desired. When finished, click Cancel to close the window.

To delete a flash movie from an upload gallery:

Click the Delete link displayed next to the flash movie name in the Upload / Delete Flash Headers or Upload / Delete Flash Intros window.

Working with flash headers

When you add a flash header, it replaces the current header image used on the home page. Ideally, the actual width of the movie should be at least 799 pixels, so that no blank

areas appear to the right of the movie (i.e., flash headers are left-aligned). Although SiteXpress allows you to set the screen dimensions of the flash movie, using dimensions other than the actual dimensions will result in a distorted aspect ratio (stretched horizontally and/or vertically).

To add a flash header:

- 1 Click Add-ons > Plug-in Flash.
- 2 Click the Flash Header tab, select Add/Change flash header, and click Next.
- 3 Select an uploaded flash header.
- 4 Click Done.

To remove a flash header:

- 1 Click Add-ons > Plug-in Flash.
- 2 Click the Flash Header tab, select Remove flash header, and click Done.

Working with flash intros

This feature allows user to apply flash intro to their site. Users have to upload their own flash intro before using them.

To add a flash intro:

- 1 Click Add-ons > Plug-in Flash.
- 2 Click the Flash Intro tab, select Add/Change flash intro, and click Next.
- 3 Select an uploaded flash intro.
- 4 Click Done.

To remove a flash intro:

- 1 Click Add-ons > Plug-in Flash.
- 2 Click the Flash Intro tab, select Remove flash intro, and click Done.