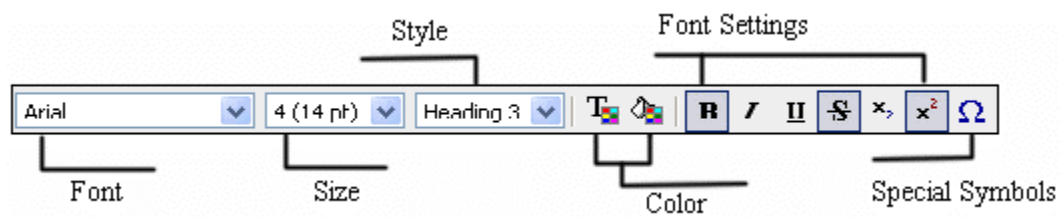


1WebDesign DIY Websites



Formatting Characters

Using the **Editor toolbar**, you can change the following parameters:

- Font
- Size
- Style
- Color
- Font Settings
- Symbols



To apply formatting to a text

1. Go to the **Edit** page and choose the web page where you want to edit the text.
2. Place your mouse cursor on any place on this page and type your text.
3. Select the portion of the text you want to change (even one character will suffice).
4. Select a font you like from the **Font** list.
5. Select the needed font size from the **Size** list.
6. Select the appropriate style from the **Style** list.
7. Click **Font color**  to choose the font color.
8. Click **Background color**  to choose the background color.
9. Click **Bold B**, **Italic I**, **Underline U**, or **Strikethrough S** to make the text bold, italic, underlined, or strikethrough respectively.
10. Click **Subscript x₂** or **Superscript x²** to make the text subscript or superscript respectively.
11. Click **Insert symbol Ω** to insert special symbols into the text, such as copyright character, letters of other alphabets, and other signs.

Note: Use styles to apply a particular format to the selected text. This ensures that similar pieces of text are formatted in the same way, thus maintaining consistency throughout your website.








Formatting Paragraphs

Paragraph indentation and alignment are the main parameters that define the position of a paragraph on a page. Indentation determines the distance of the paragraph from the left margin of the page. Alignment determines the orientation of paragraph edges.

Using the SiteBuilder **Editor toolbar**, you can do the following:

- Increase or decrease the indentation of a paragraph.
- Make a paragraph left-aligned, center-aligned, right-aligned, or justified. In case of justified alignment, the text is spread evenly between the left and right margins of the page.
- Visually separate the logical parts of textual information using horizontal rules.

To apply formatting to a paragraph




1. Select the text which you want to format.
2. Apply the following formatting commands:
 - To align the text, click **Justify left** , **Justify center** , **Justify right** , or **Full justify**  on the toolbar.
 - To change the indentation of the selected text, click **Increase indent**  or **Decrease indent**  on the toolbar.
 - To insert a horizontal rule, place a cursor in any place on the page and click **Horizontal rule**  to insert the rule.



General Commands

Using the SiteBuilder **Editor toolbar**, you can do the following:

- Move or copy text and graphics
- Undo or redo the last action you have made
- Search and replace text
- Check spelling
- Select the entire text of a page

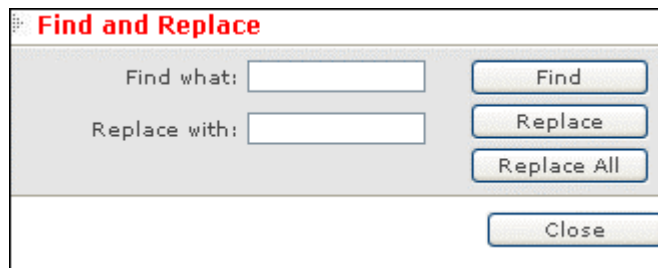
To move or copy text or graphics

1. Select the needed item.
2. Do one of the following:
 - To move the item, click **Cut** .
 - To copy the item, click **Copy** .
3. Click where you want the item to appear.
4. Click **Paste** .

To undo the last action, click **Undo** . If you later decide that you do not want to undo the last action, click **Redo** .


To search a word or phrase

1. Click **Find** . The **Find and Replace** dialog box opens.



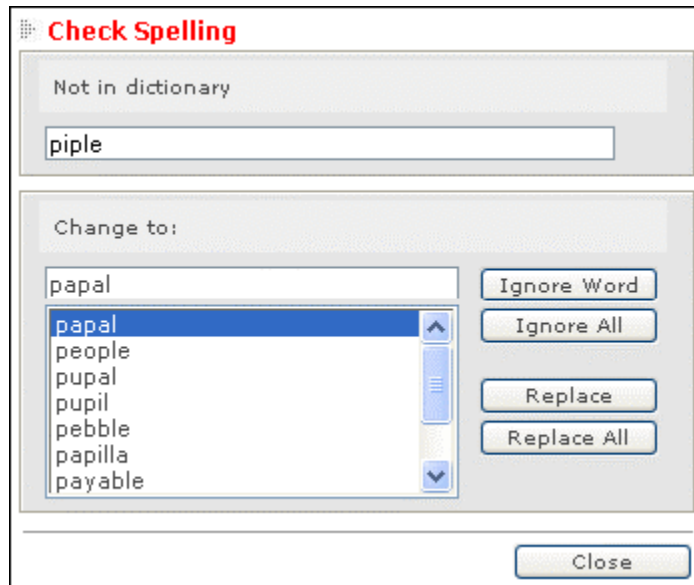
2. In the **Find what** field, enter the text you want to search for.
3. Click **Find**.

You can automatically replace text, for example, you can replace "piple" with "papal". To replace text


1. Click **Find** . The **Find and Replace** dialog box opens.
2. In the **Find what** field, enter the text you want to replace.
3. In the **Replace with** field, enter the replacement text.
4. Click **Replace** or **Replace All**.

To check spelling on the page

1. Click **Check Spelling**  (for English language). The **Check Spelling** dialog box opens.




2. In the **Not in dictionary** field, a possible spelling mistake is shown.
3. If you are sure that the word found by the **Check Spelling** editor is not misspelled, click **Ignore** or **Ignore All**.
4. If you want to replace the misspelled word, type the replacement word in the **Change to** field and click **Replace** or **Replace All**.

To select the entire text on the page, click **Select All** .

Inserting Images

Using the SiteBuilder **Editor toolbar**, you can insert any images into web pages.
To insert an image

1. Click where you want to insert a picture.
2. Click **Insert/Modify Image** . The **Insert/Modify Image** dialog box opens.

Insert/Modify Image

Site gallery:

My computer:

Layout

Alignment:

Border thickness:

Spacing

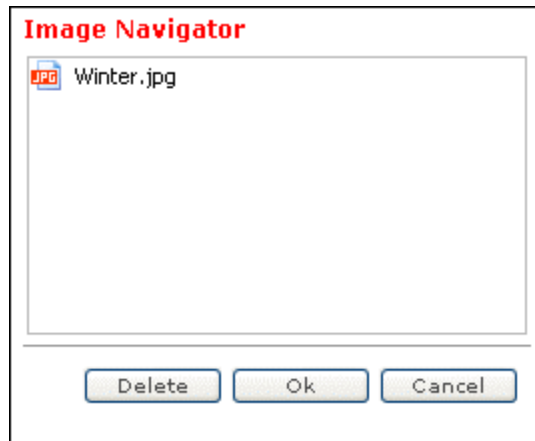
Horizontal:

Vertical:

Alternate text

Preview

- Note:** You can insert a picture either from the website gallery or from a local computer. The website gallery contains images that are already used on your web pages. By default, the website gallery is empty. You have to upload files to the website gallery to be able to reuse them later on pages.
3. If the website gallery contains some pictures, click **Select**. You will see the **Image Navigator** dialog box that displays all pictures stored in the website gallery. Select a picture and click **OK**.



If the website gallery is empty, click **Browse** to upload a picture from your local computer. Navigate to the target file on your hard disk. Click **Upload** to add the selected image to the website gallery.

4. In the **Layout** group, select from the **Alignment** list position for the picture to define how the picture will be aligned on the page: left, right, atop of the text, and so on. In the **Border thickness** field, enter the number of pixels for the border around the picture. The default value 0 means that the picture will not be bordered.
5. In the **Spacing** group, define the indentation of the picture. Enter the number of pixels for indentation into the **Horizontal** and **Vertical** fields respectively.
6. In the **Alternate text** field, enter a short description of the picture that will be displayed for those users who are unable to view pictures in their browsers (if, for example, the **Show pictures** option is disabled in browser options). Instead of pictures, the respective alternate texts will be output.

You can preview the image in the **Preview** box.

7. Click **OK**. The picture appears on your page.

To resize a picture, click it on the web page. Small squares appear around its perimeter. Click one of them and drag the mouse to resize the image.

To move a picture to another location on the page, click it and drag it to the new location and then release the mouse.

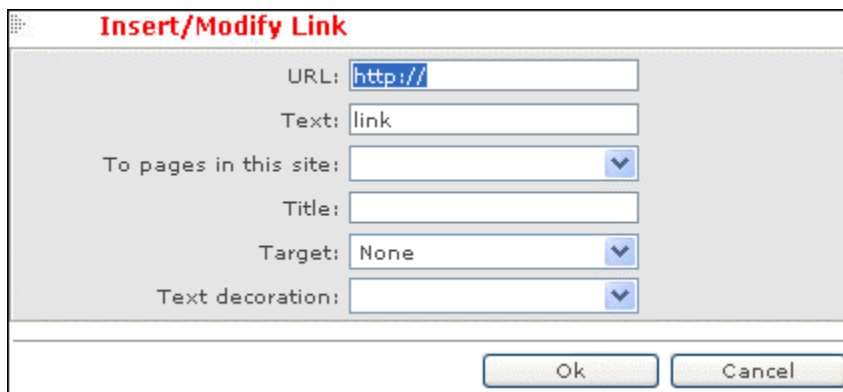
To edit picture properties, double click it to open the **Insert/Modify Image** dialog box where you can modify the above-described properties.

Inserting Links

Using SiteBuilder, you can insert both internal and external links. Internal links point to other places of your website, taking the reader to related pages. External links pointing to other websites are often used to improve your website popularity and increase your website visitor traffic (the so-called link exchange).

To insert a link

1. Click **Insert web link** . The **Insert/Modify Link** dialog box opens.



The screenshot shows the 'Insert/Modify Link' dialog box. It has a title bar with a list icon and the text 'Insert/Modify Link'. Below the title bar are several input fields and dropdown menus: 'URL:' with the text 'http://', 'Text:' with the text 'link', 'To pages in this site:' with a dropdown arrow, 'Title:' with an empty field, 'Target:' with the text 'None' and a dropdown arrow, and 'Text decoration:' with a dropdown arrow. At the bottom of the dialog are two buttons: 'Ok' and 'Cancel'.

2. To insert an external link pointing to another website
 - o Enter the website address (URL) in the **URL** field, for example, www.swsoft.com.
 - o Enter the name for this link as it will be displayed on the page in the **Text** field.
3. To insert an internal link pointing to other pages of your website
 - o Select the page you want the link to point from the **To pages in this site** list.
 - o Enter the name for this link as it will be displayed on the page in the **Title** field.
4. From the **Target** list, select how the link will open: in a new browser window or in the same window. Usually, internal links open in the same browser window, whereas external links open in a new window.
5. From the **Text decoration** list, select how the link will appear on the page: underlined, overlined, or with strikethrough formatting. If you select **None**, the link will not be distinguished from the context. As a rule, links are underlined.
6. Click **OK** to insert the link.

To edit an existing link, double click it on the page. The **Insert/Modify** dialog box opens where you can change the above-described settings.