

Publisher Web Pages

Publisher provides a good basis for the development of a simple Web page. One advantage of using Publisher for a Web page is that it is easy to reinforce a company “brand” by incorporating colors, fonts, and graphic elements from other publications into the Web site. The easiest way to create a Web site in Publisher is with the use of the Easy Web Wizard. When a template is chosen, Publisher creates the Home page and then displays the Easy Web Wizard which can be used to create additional pages.

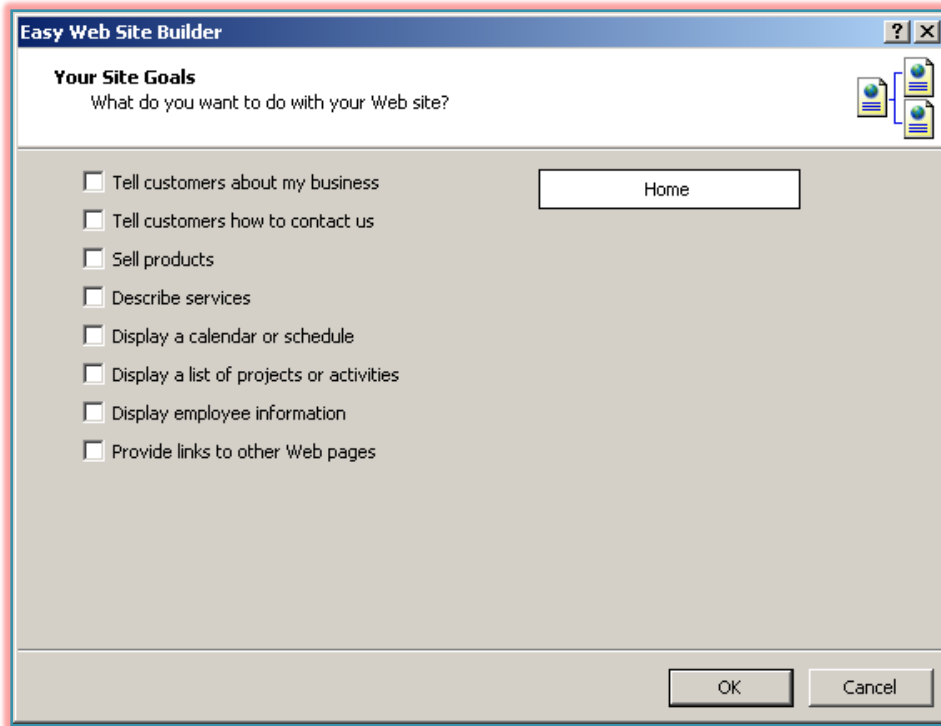
Publisher provides 30 Web page templates. There are nine common page types that are available when using the Easy Web Site Builder. These types are listed in the table below.

Page Type	Description
Home	This is the page that appears when the Web site is first displayed. It contains links to the other pages in the site. To serve as the Home page, the page must be named either <i>index</i> or <i>default</i> .
About Us	Use this page to tell others about the company or organization, products or services, or personnel.
Contact Us	To tell others how to contact the company or organization and where the company or organization is located, use this page.
Product List With Links	When a list of products for the company or organization is to be provided, this type of page should be used. The default list includes space for six products, each with specific areas for a picture, a description, and identifying code, the price, and a list to associated product details.
Service List	This page is used to list the services of a company or organization. The page provides space for four services, each with specific areas for a picture, a description, an optional link to a service detail page, and contact information.
Calendar	Use this page to display a monthly or weekly list of events, each with a link to an optional event page.
Project List	To display a list of projects,, clients, or activities, use this page. It includes space for five entries, each with specific areas for a picture, a description, and an optional link to a project detail page.
Employee List	This page is used to create a list of employees for a company or organization. The default page has five entries, each with an area for a picture, a biography or job description, contact information, and a link to a possible employee detail page.
Related Links	From this page it is possible to create links to other Web sites or to specific pages of the company or organization site.

Creating the Web Site

- ✦ If the **Getting Started** window is not displayed:
 - * Click **File** on the **Menu Bar**.
 - * Click **New**.
 - * The **Getting Started Window** will display.
- ✦ In the **Publications Types List**, click **Web Sites**.

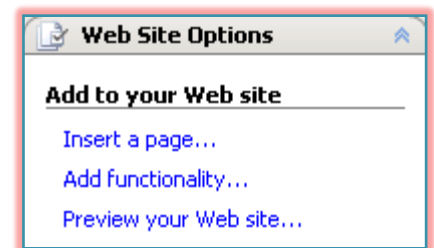
- † A gallery of Web site templates will display.
- † At the top of the gallery, click one of the options: **New Sites**, **Classic Sites**, or **Blank Sites**.
- † Click the **Color Scheme** list arrow under **Customize** to choose a different scheme for the site.
- † Under **Customize**, click the list arrow for **Font Scheme** to choose a different scheme.
- † Under **Options** choose a type of **Navigation Bar**.
- † Click **Create**.
- † The **Home Page** of the site will be displayed.
- † The **Easy Web Builder** dialog box will open (see illustration below).

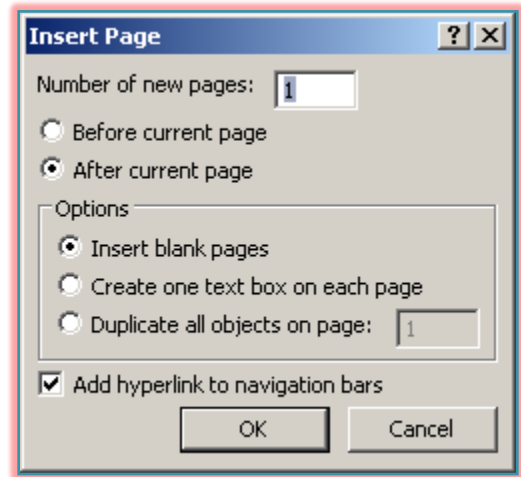
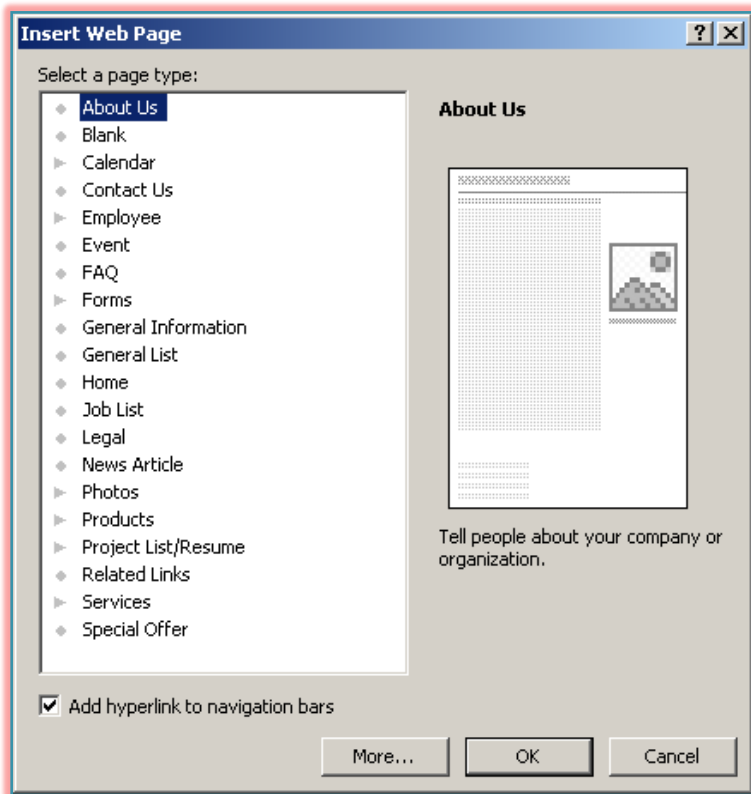


- † Click the check boxes for the type of page that is to be inserted into the Web site.
- † The names for the pages will display under **Home** on the right side of the box.
- † Once all the pages have been displayed, click **OK**.

Inserting a New Page

- † Click the page after which the new page is to be inserted.
- † In the **Format Publication Task Pane**, click the **Web Site Options** link, if necessary, to display the available options.
- † Click **Insert a Page** under **Add to your Web site** (see illustration at right).
- † The **Insert Web Page** dialog box will display (see illustration on next page left).
- † Select a page type from the list on the left.
- † A preview of the page will appear on the right.
- † Make sure the **Add hyperlink to navigation bars** link is checked.
- † Click the **More** button to display the **Insert Page** dialog box (see illustration on next page right).
- † To add additional pages of the same type, specify the number in the **Number of new pages** box.

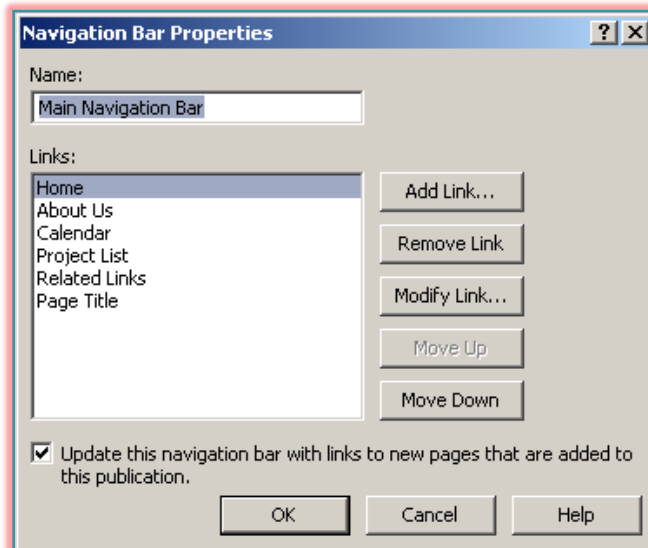




- ✦ Select one of the option buttons to insert the page(s) either before or after the selected page.
- ✦ Under **Options** click one of the three option buttons.
- ✦ To add a link to the **Navigation Bars**, make sure a check mark appears in the appropriate check box.
- ✦ When all the changes have been made, click the **OK** button twice to insert the page(s).

Changing Navigation Buttons

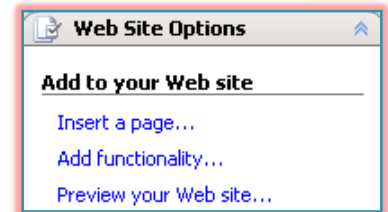
- ✦ Click anywhere on the **Navigation Bar**.
- ✦ Click the **Navigation Bar Options** button that appears near the **Navigation Bar** (see illustration at right).
- ✦ The **Navigation Bar Properties** dialog box will open (see illustration below).



- ✚ Click the **Add Link** button to insert a new link.
- ✚ To remove a link, click the link and then click **Remove Link**.
- ✚ To make changes to the name of a link, click **Modify Link**.
- ✚ To change the order of the links on the **Navigation Bar**, click the link and then click the **Move Up** or **Move Down** buttons.
- ✚ Make sure the **Update navigation bar** check box is selected.
- ✚ Click **OK** to accept the changes to the **Navigation Bar**.





Viewing the Web Site










- ✚ Display **Page 1** by clicking the **Page Buttons** at the bottom of the window.
- ✚ Do one of the following:
 - ✦ Click the **Web Page Preview** button on the **Web Tools** toolbar (see illustration at right).
 - ✦ Click the **Preview Your Web Site** link under **Web Site Options** in the **Format Publications Task Pane** (see illustration at right).
- ✚ The Web site will display in the browser.
- ✚ Close the browser window.
- ✚ Make changes to any of the pages in the publication for the company or organization.
- ✚ When all the changes are completed, save the Web site.
- ✚ To publish the Web site, follow the procedure established by the service provider, company, or organization for uploading Web sites.



Web Tools Toolbar

This toolbar is used to perform different tasks in a Publisher Web Site such as publishing the Web site and viewing the Web site. It is also possible to add bookmarks, navigation buttons, hyperlinks, and other elements to Web pages using this toolbar. The table below describes each of the buttons on the Web Tools toolbar.

Button	Description
Publish to the Web	 This button is used to publish the Web site to the Web. For specific instructions for uploading a Web site check with an Internet Service Provider or the company or organization technology people.
Web Page Preview	 To view the publication as it will appear on the Web, click this button
Insert Hyperlink	 To create the link, select a word or object in the publication and click this button. When the button is clicked, the Insert Hyperlink dialog box will display. A link can be created to another Web site, to a different publication or document, or to a different page in the Web site.
Hot Spot	 Click this button to create a hyperlink to a picture in the Web page. When the button is clicked the Insert Hyperlink dialog box will display. Links can be created to other Web sites or to a different page in the current Web site.

Button	Description
Navigation Bar	 <p>Use this button to insert a Navigation Bar into the pages on the Web site. When the button is clicked, the Design Gallery will display with the Navigation Bars category selected.</p>
Rename	 <p>To rename the current page in the Web site, click this button. The Web Page Options dialog box will display. This dialog box is used to change attributes for the current page.</p>
Background	 <p>This button is used to change the empty background of the page so that it will match the rest of the publication.</p>
Background Sound	 <p>Click this button to add a sound to the background of the page. The sound will play when the Web page is displayed. When the button is clicked, the Web Page Options dialog box will display. At the bottom of this box, it is possible to search for a sound to apply to the Web site.</p>
Form Control	 <p>Use this button when working with a form in a publication. With this option, it is possible to insert form tools such as check boxes, text boxes, option buttons, list boxes, and a submit button into a form.</p>
Bookmark	 <p>To insert a bookmark into the Web page, click this button. The Bookmark dialog box will display. This dialog box is used to name and specify the conditions for the bookmark.</p>
HTML Code Fragment	 <p>Use this option to check for errors or to make changes in the HTML code for the Web site.</p>
Web Site Options	 <p>Click this button to open the Options dialog box. Use this box to make changes to the different options for the Publisher program. When a change is made in this dialog box, they will be in effect until they are changed again.</p>
Web Page Options	 <p>Use this button to open the Web Page Options dialog box. Changes made in this dialog box apply only to Web pages. They have to be changed each time a new page is formatted.</p>