DATA BECKER

web to date 7.0 Work & Travel

http://www.todate.com

Online help for web to date 7.0 Work & Travel

Welcome to the online help of **web to date 7.0 Work & Travel**. This online help will allow you to solve any problems and answer any questions which may arise while using the program. The different pages can also be accessed directly from within the corresponding program sections. Let's start with some basics about the software.

General information about web to date 7.0 Work & Travel

The software is an application to create and manage **websites with content that changes periodically**. Programs of this type are called **CMS** (**C**ontent **M**anagement **S**ystem) programs.

The more complex a website is, the more important it is to have a program that makes it as easy as possible to enter, maintain and manage the content. This means, there are differences in the way you use a **CMS** compared to a normal HTML editor. In particular, note the following:

1. In the program interface, you work with fixed windows. These correspond to the elements that form the framework of your website, i.e. the **main pages**, **subpages** and **modules**. Bear in mind that **web to date 7.0 Work & Travel** is not designed according to the WYSIWYG principle, which is why you cannot see the final result on your program interface. The **content management systems** are not programs that react immediately to all the data entered and allow you to move around as in a normal Web browser. The navigation bars and links will not appear until the final website is compiled; in other words, you will not see these components in the program window of **web to date 7.0 Work & Travel**.
   Note: To check the appearance of the data entered in the real website, you must click on the button to **create** the site, on the button to **publish** it, or (faster still) on the button to **preview** it.
2. **web to date 7.0 Work & Travel** has numerous **design templates** and **colour schemes**. In addition, it is also possible to change the **colour configuration** according to your needs or insert your own **logo** in the chosen template. You can also use various **extended design properties** to give your website its own unique appearance. But don't forget that you will only see the results in the finished website, not in the program.
3. The central units for editorial content in your website are the so-called **modules** – they contain the actual content. In other words, all the content for your website needs to be created in modules. Depending on the purpose of your website, the content may be inserted in very different formats, such as **text**, **images**, **videos** or **HTML elements**. **web to date 7.0 Work & Travel** offers nine different types of modules, which can be quickly updated and which provide enormous flexibility when managing and compiling your content.
4. As well as using the **web to date 7.0 Work & Travel** program interface to enter content directly, you can also use the numerous import functions to easily include content from third-party applications and external sources, such as the **Internet**. You can also create **links with Microsoft Word**, so you can regularly create content externally as well as manage it permanently via Word documents.

Lots of fun and succes with web to date 7.0 Work & Travel!

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New functions in web to date 7.0 Work & Travel

web to date 7.0 Work & Travel offers a lot of new functions and options to add to the many already integrated into the previous version:

Read **here** about working on **web to date project in team**.

- **Even wider range of designs**: To help you **design your websites**, **web to date 7.0** now provides **more than 1,500 professionally-developed design versions**, including many customisable templates. In addition, you now have a separate design help available for each design that can get you acquainted with the **extended design properties** of the respective design, among other things.
- **Extended Design Wizard**: The **newly designed wizard** offers you an even easier design selection with a larger view of the base design and the preview also displays the corresponding design features (number of versions, colour palettes, levels, the resolution for which it is optimised, etc.) in the footer. For a description of the new wizard, see here.
- **Design filter**: The new **filter** integrated into the **Design Wizard** provides a targeted design selection. You can search the design gallery for different design features that can be combined freely. For a list of features available for filtering, see **here**.
- **Extended design properties**: You can use the so-called extended or dynamic design properties to create an even more customised web presence. These properties allow you to make additional adjustments to the design at the website, page and module level. To find out more about using the **extended design properties**, click **here**.
- **Tab module type**: Multiply the space on your web pages. With the new **Tab** module type, you can display content in a space-efficient, attractive tab design. To find out more about this function, click **here**.
- **Directly configurable title tag**: With this function, you can customise the title, i.e. the page label that is displayed in the browser, **globally** for the entire website or **specifically for the page**.
- **Assign ALT tags to images**: This new function was requested by multiple customers and lets you assign a so-called **Alt tag** (integrated into the page source text) to images in image and/or table modules, teasers, as well as margin images and logos.
- **Assigning link tooltips**: The **insert link** dialogue box lets you assign a **link title** to every internal and external link. This link title is displayed as a tooltip when the website visitor moves the mouse over it.
- **Google Sitemaps Extension**: web to date 7.0 now lets you set the **changefreq** and **priority** tags for the **Google Sitemap** not just globally for the entire site, but also individually **for each main page**.
- **User-defined extended properties**: This newly integrated function lets you **assign individual properties** to the different elements of your website project that can be used as search criteria either internally or - via the two new plug-ins for the **advanced search** - on the built website for an advanced search.
- **Segmented export format**: Extensive websites that contain many images, downloads, and media files can easily grow to a size that exceeds the average backup file size of 2 GB. **Backups of projects over 2 GB are segmented into individual packages**, so that there are no problems when backing up these large sites.

Great new features with the latest plug-ins

To find out more about working with these plug-ins, see the respective plug-in help.

- **Action button plug-in**: Lets you **add attractive buttons you can label individually** and use for links to download offers, for instance.

- **New extended search (main pages) plug-in**: Lets you search the **main pages** of the built website for previously defined **user-defined extended properties**.
- **New extended search (subpages) plug-in**: Lets you search the **subpages** of the built website for previously defined **user-defined extended properties**.
- **New Facebook plug-in**: Lets you add a **Like**- or a **Recommend button** to your website with just a few mouse-clicks. This way, your website visitors can show on **facebook** that they like/recommend your website.
- **New photo stack plug-in**: Presents your photos as an attractive, **animated photo stack**, that puts the images one on top of the other and displays them in a randomly selected angle to one another.
- **New tag cloud plug-in**: Create a so-called **tag cloud** for your web presence automatically, semi-automatically, or manually.
- **New Twitter plug-in**: With this modern plug-in, you can present **Twitter tweets**, the Twitter users that follow you and the ones you follow on your website. Or just add the tweets of your friends, colleagues, sports club members, or business partners. etc.. In this way, your page always has news to offer.
- **New banner rotation plug-in**: Create your own banner rotation! The **banner rotation** plug-in lets you display up to four freely linkable advertisement banners in parallel on your site.

Working with web to date 7.0 Work & Travel - first steps

The Work & Travel version of **web to date 7.0** allows you to work on a **web to date 7.0** project on several PCs or on a PC and a notebook and synchronise your project copies via FTP, local network or manually by exchanging export files (e.g.via email).

Creating a Work & Travel project

First of all, create the new project you want to edit on several workstations (e.g. office and home PC or notebook) using the project wizard, or open an already existing **web to date** project.

Exchanging project modifications via FTP

To store the project on the **FTP server**, start by configuring the FTP server on the **Publish** tab of the **website and FTP properties**.

In order to be able to synchronise your **web to date 7.0 Work & Travel** projects on two computers you need to make your project available in the server folder. Once you set up a **server folder**, the project will be stored there. You can obtain the up-to-date version of the project from the server and return the edited version to the server from each of your workstations. If you enable the relevant options in server administration, versions are compared automatically when the project is opened and closed. This ensures that the project on the server includes all changes.

Please proceed as follows:

1. Open your project and click on **File/Server admin/Set up server**.
2. Activate the option **Project on FTP server** and after that click on the button **Install the current project on the server**.
3. If you specified your FTP data while configuring the website Upload options, the project will be published on your FTP servin in the directory **/w2d7project**. All local changes in the project will be sent to / retrieved from this directory.

In order to install your project on the second computer you can follow these steps:

1. Start **web to date 7.0 Work & Travel** and in the **startup wizard** click on the option **Open existing project**.
2. Now click on the button **Get from project server** and in the following dialog enter the same valid FTP credentials of the project you created on the first computer. The project will be downloaded from the directory **/w2d7project** and installed on the second computer.
3. To download the project from a **shared folder** please choose **Get project from a Windows share** and select the server directory by clicking the **Directory symbol**. The project will be downloaded from the directory **/w2d7project** and installed on the second computer.
4. Now that you have project copies on both computers you have to synchronise your project copies with the server each time you made changes to the project on either of the computers by clicking **Get changes from server** or **Send changes to server** in **File/Server admin**.
   To send and get changes from the FTP server automatically you can activate the respective functions in the Set up server dialog.

To guarantee that there are no problems exchanging the edited project versions, the following two options should be enabled:

- **Automatically get changes from the server on start** and
- **Automatically send changes to the server on close**

Get now

To be able to download the modifications directly, either click **Download modifications from the server** in the **File/Server Administration** menu or **Get now** in the Server Admin wizard.

Send now

To send the changes to the server directly, either click **Send changes to server** on the **File/Server admin menu**, or **Send now** in the Server Admin Wizard.

Setting up a server folder on a Windows share

Alternatively you can install your project in a network via Windows share. To set up a server folder, click **Set up server** from **Server admin** on the **File** menu.

The **Server Admin Wizard** opens. Start by specifying the **server folder**.

To set up a server folder in the network, select the **Project via Windows share** option. Click the folder icon and select the folder where you want to install the project. The path to the server folder then appears in the relevant field.

Note: The folder in which the project is stored should be accessible from the network (shared). In order to share the folder in the network you need administrator privileges.

Click **Install the current project on the server**, and close the warning message shown next by clicking **OK** to start uploading the project to the server folder.

The progress of the installation is shown with a progress bar. After a successful upload, a message will be shown indicating that the project has been successfully installed on the server. Users can now access the project data using the **Get from project server** function.

Configuring project access

In order to allow project editing to external authors, you might want to grant restricted them rights. You can do this by clicking **Users and groups** on the **File** menu.

By default, an **administrator** is already created for the project. The administrator has universal access rights in the project, i.e. he/she can access any page and make any changes. Double-click the **Administrator** entry to define a **password** for access. Without a password you will not be able to log into the project.

To add a new user, click the **New user** button. In the dialogue box that appears, enter at least the **name**, **login** (user name) and **password**.

You can also enter a telephone number and e-mail address. (Please let the user know which access data you enter.)

If you enable the **Author, can edit articles in web to date** option, the user will be able to make modifications to the project.

If you enable the **Site visitor, can access protected areas of the website** option, the user can visit the protected areas depending on the applicable group permissions.

Note: While working with several authors, you could also consider granting each of them visitor acces rights for those segments of the published web site, which are maintained by the respective author.

Click **OK** to close the dialogue box and return to the **Users and groups** window.

Define group memberschip

Now assign the **group membership** for the user. If you want the user to also have universal access rights, select the **Administrators** membership group.

However, it is better to create a new user group so you can selectively change access restrictions later. To do so, click the **New group** button and enter a name for the new group in the dialogue box that opens.

Select the user and click on the membership group you want to assign him/her.

If you enable the **In order to edit this project, users must log in** option, a login window appears when the program starts. The user must be verified with a login and password. This protects the project from unauthorised access.

Configuring page access

Beside controlling access to the project as a whole, you can also apply access restrictions to one or more pages. You can do this in the **properties** dialogue box of the main pages you want to protect.

If you want all authors to be able to edit all pages of your website, keep the default setting **Can be edited by all authors** in the **Authors** tab of the homepage (**start page**) properties.

If you only want groups of authors to be able to edit this page, enable the option **Only authors in selected groups have write permission** and change the settings by clicking the **Define groups and visitors** button.

In the **Users and groups** dialogue box that opens, click the button to create a **new user**, assign him or her to a group and assign a **login name** and password.

The person can enter the **login** and **password** for verification and so open the protected website.

For main pages that are children of the homepage or another main page, you can use the properties to specify whether you want the page to inherit (i.e. copy) the access rights for authors from the parent page. If you enable this option, the access rights defined for the parent main page will be applied to this page.

If the assigned access rights for authors in child main pages are different from the parent page, first enable the **Authors in selected groups have write permission** option and then change the configuration by clicking the **Define groups and visitors** button or select an existing group.

Once the access rights you want have been configured, the project can be edited by other users.

Work & Travel project working via email, etc.

Another way of editing projects on several PCs or alongside other users, without needing a local network or access to the FTP server, is to exchange export files by email or to distribute the export files on a storage medium.

This allows synchronisation of your two project copies (or cooperation with external collaborators) in the design or editing of the **web to date 7.0** project content if a local network does not exist.

The versions of project files modified on the different PCs are not aligned with each other in a central server folder, but are aligned when the data is imported into the base project that will be uploaded.

Exporting Work & Travel projects

On the **File** menu, click **Export**.

The Export Wizard opens, allowing you to choose which main pages of your website project you want to export. By default, all the main pages of the website project are selected for export, as indicated by the green check mark that appears next to the pages.

To exclude a main page from the export, uncheck the box.

Use the selection list next to the buttons to choose the elements you want to export:

- **Export all selected elements** – exports all the elements of the checked pages.
- **Only export changes (keep status)** - if you enable this option, only the changes to the project are saved in a changes file. The **keep status option** ensures that no changes are lost even if someone forgets to return some of the exported files to the administrator. This is because all the modifications made from the beginning of the project will be included in the file during the next synchronisation. However, because all changes are included, the size of the change package will increase with each synchronisation.
- **Only export changes (reset status)** – Here, only the current changes are exported, keeping the synchronisation file small. If someone forgets to return an export file, the changes contained in the file can only be applied by transferring the entire database to the server.

Select the **Importing into other projects allowed** option, if desired, and the export file can be imported into another existing project. If this is not allowed, the export file must be opened in the start dialogue box of **web to date 7.0** from the **Existing/Create from archive file** option in order to edit it on an external computer.

Note: Bear in mind that if you allow import into other projects, it may also be possible to add the content to another website and publish it there. So be careful when using this option.

With the **Split into segments to send by email** option, you can divide the export file into individual files of approx. 1 MB, suitable for sending by email. The individual files will be automatically reconstituted when they are imported into **web to date 7.0**.

After selecting all the main pages and options, close the Wizard by clicking **Finish**.

In the **Export** dialogue box that opens, choose the target directory for saving the archive file, give it a name and close the export dialogue box by clicking **Save**.

The saved file(s) can now be sent by email or distributed on a storage medium.

Importing Work & Travel projects

To include external editing in the existing project, first open the project you want in **web to date 7.0**.

Click **Import** on the **File** menu, and in the dialogue box that opens select the file you want to import. Click the **Open** button to open the **Import project** dialogue box.

By default, all main pages are selected for import. To exclude a page from the import, uncheck the relevant box.

Next, decide whether you want the entries modified by other users in the archive to overwrite the existing entries, whether you want to delete entries from the project if they are deleted from the archive, and whether you want to restore entries deleted from the project but not from the file.

The option to import images and media is also enabled by default. You should only disable this option if you are sure you do not want to add new images, videos, etc. to the project.

If you then click **Import**, the selected file will be added to your website project.

Note: If, on an external computer, the project file was divided into several sections for sending by e-mail, put all corresponding files into the same folder and select the corresponding W2B file to open it. The program automatically reassembles all the corresponding files.

After the import, you will see a list of changes in the project.

You can now continue working on the updated project. You can open the **synchronisation log** from the **View** menu to review and track the individual changes.

Sharing via network, FTP and import/export

Of course, you may also want to work on a project with other users via the network or FTP server as well as with external partners (via email, for instance). This will not be a problem. You are free to combine different forms of data exchange among users.

So that an external collaborator can access a current project from the project server, open the desired project in **web to date 7.0**.

You can then choose the **File/Server admin/Get changes from server** menu command to load an up-to-date version of the project into the program.

Export the project using **File/Export** command and send the archive file to the external collaborators.

To include external modifications in the project in the server folder, first import the export file from the external collaborator into **web to date 7.0** and then send the project to the server folder using the **File/Servers Admin/Send changes to server** command.

The changes made by the external collaborator will then be available for all users (if they have the correct access rights).

Using the Site Wizard

With **web to date 7.0** you can produce real results shortly after first starting the program. Everything you need to create a new website can be found in the **Project Wizard**, organised in a clear and compact way. There are several ways to start creating your new project:

- You can use the **Project Wizard** to create the framework of your website based on your personal data in just a few steps. This approach will be explained later in this section.
- You create the **sample website** which shows you the features and functions of **web to date 7.0** and which can be customised according to your requirements. Click **here** to find out more.
- You can create an **empty project** where you create all the structures and entry types yourself. Click **here** to find out more.
- How to open an **existing project**. A structure tree appears automatically, with the **web to date** projects folder already open.
- Open the **last project modified** to continue editing it or to publish it. **Note:** This menu option is only available after you have created at least one project.

There is a selection of start parameters in the top right of the **Project Wizard**. By default, the **Use Site Wizard** option is enabled.

How to create a website with the Site Wizard:

1. Choose the subject of your website from the **Category** list.
2. In the **Templates in this category** section, select the template you want to use.
   web to date 7.0 includes a variety of template wizards. If you ever need additional wizards, many more are available for download. These downloadable templates - if accessible - appear with blue text in the **Templates in this category** section. If you select one of these templates, the wizard window changes. Click **Download** to download the selected template and make it available in **web to date 7.0**. The progress of the download is shown with a progress bar. Click the **Cancel download** button to stop the download. It is recommended not to cancel the download as this means the wizard cannot be used. When the download and installation are completed, you can use the wizard and its contents along with the existing templates.
3. In the list box below the structure preview, you can now choose from several structure types for the selected template:
   - **Large site**: Contains a large number of predefined pages at several levels.
   - **Medium size site**: Contains a selection of predefined pages at several levels.
   - Small site: Contains a small number of predefined pages.
   - **Custom**: Allows you to choose a customised selection of the **large site** pages by enabling or disabling the corresponding check boxes.
4. **Edit design**: You can already choose a design for your website here. Because **web to date 7.0** functions as a Content Management System with strict separation of content from design, you always have the option of changing the **design** with a simple click.
   Note: If you do not select a design at this stage, **web to date 7.0** will use the default design for the website, but you can always easily change it later if you wish.
5. **Search for online content on start**: Activate the **Search for online content on start** option to have **web to date** automatically check if there are additional wizard templates available for download.
6. **Customise project**: If you enable this option, the next step will allow you to fill the design's user-defined text modules with content. Various placeholders are used for personal data in the website templates of the Project Wizard, for example in the sample texts or the company details. You can customise the private or business details so that the correct data is copied to the website via the

placeholders.
Click **Next** to go to the next step, where you customise the details on your website. If you double-click an entry in the table listing all user-defined text elements, the **Change user-defined text** dialogue box opens. In the **Text** field, type the relevant content as you want it to appear on the website. To edit an element, you can also select it from the table and then click the **Edit text** button. The same **Change user-defined text** dialogue box opens.
When all the customised texts are changed or you have disabled the **Customise project** option, click the **Next** button to continue to the next step in the wizard.

7. Type a **name for your website** in the input field. **web to date 7.0** will create a folder of the same name where the new website will be saved. By default, this folder is created as a subfolder of the **web to date projects** folder. You can select a different folder in the directory structure shown above by clicking with the mouse.
8. Once the name you want has been entered, click **Finish** to create the website and open it in the main program of **web to date 7.0**.

Creating the “Hotel Bellevue” example site

Do you want to create your website based on the **extensive sample site, Hotel “Bellevue”,** or do you want to obtain a general overview of the capabilities of **web to date 7.0** using the example site? With just a few mouse clicks, the finished project will appear in the main program.

Follow these steps:

1. In the upper right section of the **project wizard**, click the **Create sample website** link. You will then be taken automatically to the next step in the wizard.
2. Enter the **name** of your website in the input field. **web to date 7.0** will create a folder of the same name where the new website will be saved. By default, this folder is created as a subfolder of the **web to date projects** folder.
   You can also select a different folder in the directory structure shown above by clicking with the mouse.
3. After typing a name or leaving the suggested name unchanged, click **Finish** to create the **sample site** and open it in the main program of **web to date 7.0**.

Creating an empty website

Do you want to start your web site project with an empty page and create your own main pages and subpages? You can start building your website by creating an **empty website**

Follow these steps:

1. In the upper right section of the **website wizard**, click the **Create blank project** link. You will then go automatically to the next step in the wizard.
2. Enter a **name** for your website in the input field of the now open window. **web to date 7.0** will create a folder of the same name where the new website will saved. By default, this folder is created as a subfolder of the **web to date projects** folder. You can select a different folder in the directory structure shown above by clicking with the mouse.
3. Once you have entered the name or kept the predefined name, click on **Finish** to create the sample site and open it in the main program of **web to date 7.0**.

Opening an existing website

You can open a website created previously with **web to date 7.0** and modify it at any time. This is important when you are working with several projects at the same time or you want to update existing websites. However, to open an existing website, it must have been created with **web to date**.

How to open an existing website:

1. Open the **Open existing project** dialogue box. To open the dialogue box, click the **Open existing project** link in the start window that appears when the program starts (if you have already created websites with **web to date 7.0**), or you can choose **File/Open website** from the menu if the program is already running.
2. A dialogue box displays your system's directory tree.
3. Look for the folder containing the website you want to open. By default, all **web to date 7.0** projects are saved in the **web to date projects** directory.
4. First click the appropriate website project and then click the **OK** button. The selected website opens and is shown in the program window.

Alternatively, you can use this window to open a file saved in a backup archive:

1. Start by clicking the **Restore from archive** button.
2. In the **Import** dialogue box that appears, select the file (in *.w2b format) you want to restore.
3. Click on **Open** to load the backup file into **web to date 7.0**.

Obtaining a local project copy from the project server

If you work in the **MultiUser or Work & Travel version of web to date 7.0** on a project with several collaborators simultaneously, you can load a copy of the project within a local network into **web to date 7.0** by using the **Obtain from project server** button.

Opening the most recently edited website

Every time you start **web to date 7.0**, the program shows the **Open most recently edited site** section in the start window, which shows the file path of the website you worked on the last time you used **web to date 7.0**. Simply click on **OK** to open this website.

If you want to open a new website or a different one from the one you edited the last time, click one of the two buttons that appear underneath the file path, or click the **Create empty site**, **Create sample website**, **Use site wizard**, or **Open existing site** link.

Please note that the **Open most recently edited site** section is not displayed the first time you launch the program, but only after you have worked with **web to date 7.0** at least once and have created at least one website project.

To find out how to create a new website, click **here**.

To find out how to open other web projects, click **here**.

Modifying access rights

If you want to protect important content from unauthorised access, you can include **access protection** for your homepage or any of your main pages so that only selected people can access them with a password.

Global access rights for the homepage (Home) are set in the **Visitors** tab of the Properties dialogue box for the homepage. For a main page, use the **Visitors** tab in the **Properties** dialogue box.

Please proceed as follows to modify global access rights for visitors:

1. Open the **Visitors** tab of the Properties dialogue box for the homepage.
2. This setting allows you to choose whether your homepage can be opened **by all users** or **only by selected groups**.
3. If you only want selected groups to be able to visit the website, click the **Define Groups and Visitors** button. In the **Visitors and Groups** dialogue box that opens, click the button to select a new **user**, assign him or her to a **group** and specify a **login** name as well as a **password**. This will allow the person in question to obtain access to protected content, after entering his **login** name and **password**, and after being suitably identified by the website. You can also include the **email address** and **telephone number** of the user.
4. Click **OK** to accept the configuration options and quit the dialogue box.
5. Now assign the **membership group** of the user. If you want the user to also have universal access rights, select the **Administrators** membership group. However, it is better to create a new **user group** so you can selectively change access restrictions later.
6. To do so, click the **New group** button and enter a new **group name** in the dialogue box that opens.
7. Enter the **group name** and close the dialogue box by clicking **OK**.
8. Select the **user** and click a **user group** to assign membership.
9. Click **OK** to close the **Users and Groups** dialogue box and return to the **Visitors** tab.
10. Select all **groups** that are allowed to access the page, and then save the changes by clicking **Apply**.

Proceed as follows to edit specific access rights for visitors:

1. Open the **Visitors** tab in the main page properties to edit access rights.
2. Generally speaking, you can choose if your main page will **inherit the access rights of the parent main page** or if **only certain groups** can open the main page.
3. If you want the page to be visited by certain groups only, click the **Define Groups and Visitors** button. In the **Visitors and Groups** dialogue box that opens, click the button to define a new **registered visitor**, assign him or her to a **group** and give him or her a **login** name and **password**, and, if needed, enter his or her **e-mail address** and **telephone number**.
   If the **user** is also an **author who is authorised to edit articles**, select the relevant check box. If the user is simply a site user who is authorised to access protected areas, select the option **Site visitor, may access protected areas in the website**. **Note:** This will allow the person in question to obtain access to the protected website, after entering his **login** name and **password**, and after being suitably identified by the website.
4. Click **OK** to apply the settings and close the dialogue box.
5. In the **Visitors** tab, place a check mark next to the groups with access rights to this homepage (different from global access rights).
6. Click **OK** to apply the settings and close the dialogue box.

Editing language resources

In the **website and FTP propertie**s of your website, click the **Language** tab to edit some or all of the language resources, for example to change them to another language.

In the list of language resources, double-click the element with the label you want to change.

The **Edit language resources** dialogue box opens. In the text box, type the new text to be shown and confirm with **OK**. In the list of language resources, the new text is shown alongside the corresponding element.

To restore the original text, click the **Restore default** button.

Note: Changed language resources that deviate from the default are highlighted in **bold** in the list.

Click the **Import** or **Export** button to open predefined language resources (**German**, **English**, **French**, **Italian**, **Dutch**, **Spanish**) or language resources you saved earlier and to save modified resources respectively.

How to import a language resource

1. Click the **Import button** in the **Language** tab of the website and FTP Properties.
2. In the **Import language resources** dialogue box, choose the language you want to import. **Note:** Only language resources in the ***.w2l** format can be imported.
3. Click **Open** to use the resource in the language settings of your website.

How to export a language resource

1. Click on the **Export** button in the **Language tab of the website properties**.
2. In the **Export language resources** dialogue box, choose the name of the language resource you want to export. Choose a directory or use the default path. **Note:** The language resources are exported in the *w2l format and can be read and processed in **web to Date 7.0**.
3. Click **Save** to save the resources to your hard disk.

Backup Management

A backup saves a complete copy of the current website project to an archive file. You can use these archive files to restore the project in case of data loss.

Note: To avoid data loss (due to, for instance, a hard disk crash or accidental deletions) you should create backups at regular intervals.

Create and manage your backups with **Backup Management**, which you can access via the corresponding button bar button.

Backup Management has three tabs: **Create Backup, Restore Backup**, and **Automatic Backups**.

Creating a Backup

In the **Create Backup** tab, you can directly create a backup of the latest version of the website project currently open. To do this, click the **Create Backup Now** button.

In the dialogue box that opens, you can set the properties of the backup archive. First enter the **project name** to use to save the archive. You can then enter a brief description. For example you can draw attention to any differences from previous backup files, or enter a date.

Click **OK** and the **Export** dialogue box opens, where you can select the destination path and filename for your archive file. The default file name consists of the project name, as well as the date and time of the backup. This makes it easier to find the file you want, should you want to restore it.

Click **Save** to start the backup process. Depending on the size of the project, this may take some time. A progress bar shows how far the backup has progressed.

A message is then shown informing you that the archive file in the ***.w2b** format has been created successfully.

Restoring a Backup

The **Restore Backup** tab allows you to use saved backups to restore a project.

The list contains the backups you have created with their backup date, description, and path. Select a file and the detailed description you entered in the backup properties when you created the backup is displayed in the lower area. Here you can see the detailed date of creation, the project name, the description entered prior to creation, and the full name of the file, as long as you entered this information when you created the backup.

You can use the following buttons to edit the list entries:

Restores the backup file selected in the list.

Removes a selected entry from the list (after a security prompt). This does not delete the archive file.

Deletes a selected list entry (after a security prompt).

Opens Explorer with the folder that contains the selected entry.

Click **Restore Backup Archive** to restore a specific archive file. **Bear in mind that when you restore an archive file, the currently open project will be permanently overwritten.**

Answer **Yes** to the security prompt and the recovery process is started. This may take some time depending on the size of the project and the performance of your system. A progress bar shows how far the restore process has progressed. A message appears, informing you that the restore process completed successfully.

The restored project appears in the **web to date 7.0** user interface and can now be edited in the usual way.

Configuring Automatic Backups

Better safe than sorry. It is recommended to make regular backups to avoid loss of data, especially for major projects in which you invested a lot of time and effort. **web to date 7.0** helps you with this useful function: the automatic creation of backups.

In the **Automatic Backups** tab of Backup Management, you can choose to create a backup automatically **When closing the program** or **Before building the website**. Select the option you want and, in the directory tree below, choose the folder where you want to save the backup files.

To save the archive files in a new folder, click the **New folder** button to create a new folder, then select it in the directory tree.

You can access the automatically created backups at any time via the **Restore Backup** tab.

Note: The changes you made in **Backup Management** are specific to the project, i.e. they only refer to the project currently open. Therefore you can only access those backups via the **Restore Backup** tab that were specifically created for the current website project.

Note: It is recommended that you configure an automatic backup for each website project you create.

Project Wizard

The **Project Wizard** dialogue box appears automatically whenever you create a new **web to date 7.0** project, whether the new project is based on a sample site from the **Startup Wizard**, the **empty website** template or any other template.

The **Project Wizard** has the function of guiding you through the different steps in creating your own website, from choosing a design to uploading to the internet. All the steps included in the Project Wizard relate to functions which can be called in **web to date 7.0** outside the Project Wizard.

When you enable a task in the **Project Wizard**, the corresponding dialogue box to run the task is opened. Meanwhile, the **Project Wizard** dialogue box is minimised, and waits in the top right corner until you maximise it again by clicking it with the mouse.

Commands in the Project Wizard:

1. **Select design**: This is where you decide the colours and the overall design of your website. Choose just the right layout for your website from over 1,000 design versions. When a design is selected, a check mark appears next to the option in the Project Wizard.
2. **Define upload options**: This is where you enter the data needed to transfer the website via FTP to a server. When the necessary information is entered, a check mark appears next to the option in the Project Wizard.
3. **New main page**: This option allows you to create a new main page.
4. **Show page preview**: This allows you to display the active main or subpage in the Web browser you use (such as Internet Explorer, Mozilla Firefox, etc.). You should use this function regularly to check your work.
5. **Build website**: This command builds the entire **web to date 7.0** project as HTML code. This means, you can view the entire website in your web browser (e.g.Internet Explorer). The entire project must be built in this way before each upload.
6. **Upload website**: Allows you to transfer the website project via FTP to your web server.
7. **Schedule backups**: Allows you to protect your **web to date 7.0** project with automatic or manual backups.
8. **Team work**
   : click **here** to get information about **working on MultiUser and Work & Travel projects**.

Click the **Close** button to close the Project Wizard. You can open it again at any time by clicking the light bulb icon on the program toolbar, or using the key combination **[Ctrl]+[F1]**.

If you do not want the Project Wizard to appear whenever you start a project, disable the **Show when starting project** check box.

Note: Bear in mind that the Project Wizard only displays a compilation of the most important work processes, and is suitable for guiding purposes only. Also, because all the tasks performed by the Project Wizard can also be accessed from the normal program interface, its use is optional.

List of main pages

web to date 7.0 operates according to the modular principle, i.e. each and every element of your website (pages and modules such as texts, tables, images and forms, etc.) is made up of individual modules that are combined into a coherent whole. That is why the program interface consists of different sections, where you can combine and edit the various types of modules used in your website. These sections are the **list of main pages**, the **list of modules**, the **editor section** for managing the content of modules, and the section for managing **subpages** and **media content**.

The section for **main pages** appears just underneath the toolbar on the left side of the screen. The list of main pages only appears if you enable the **Structure** button in the toolbar.

All the pages that your visitors should be able to access directly via **navigation buttons** (menu options) in the finished website are created and managed in the main window.

The section containing main pages is divided between the list window, which shows the structure, and the toolbar above it, which contains functions for managing main pages.

Tip: Modify the size of the area of the screen by dragging its gray border while keeping the left mouse button pressed.

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1. Arrangement of pages in the list of subpages

All the pages shown here will be accessible via buttons in your web presence. When you create a new main page from the list by clicking the folder icon , **web to date 7.0** generates a menu option and the related page, using the name you entered.

The list of pages in the structure window is similar to the Explorer interface – pages are sorted hierarchically in different levels. **Up to three levels of pages or navigation levels** can be created.

The main pages are children of the **homepage**, i.e. the first page and usually the **starting page**. The homepage is identified by the house icon next to it.

When creating a new, empty website, a homepage is automatically created with the title "**Homepage**"; the rest of the pages, however, must be created by the user.

To find out more about **creating pages**, click **here**.

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2. Buttons for managing main pages

Click one of the buttons to manage, delete, or change the order of main pages. All changes are immediately applied to the list.

Creates a new main page (see **Creating a new main page**).

Deletes the selected main page with all its child pages, subpages, and modules, etc.

Assigns the selected main page to a new or existing **category**.

Moves the selected main page up a level within the hierarchy, thereby modifying the sequence of the main pages. This also affects the arrangement within the navigation bar that will be generated later.

- **Moves the selected main page** down a level within the hierarchy, thereby modifying the sequence of main pages. This also affects the arrangement within the navigation bar that will be generated later.

The buttons and change the order within a level, but to alter the **level hierarchy** of pages you can use the drag-and-drop function.

For example, to move a page, along with its subpages and modules, from the third level up a level, simply select the page and drag it to the folder icon of the new level for the page.

Note: All the described commands can also be enabled via the **main pages** menu or via the context menu that opens when clicking with the right mouse button in the view. In these menus you can **rename** or **duplicate** certain pages if you want to have an identical page within the same level.

- To find out more details on **moving** main pages, click **here**.
- To find out more details on **copying** main pages, click **here**.

Note: In addition, **web to date 7.0** allows you to hide main pages - for example, if you do not want to delete them or while modifying them - so that they are not found within the page navigation created and not included in the **teaser modules** either.

You can find out more **here**.

List of subpages

The **web to date 7.0** program interface is divided into several on-screen areas. One of them is the section for subpages, which appears just underneath the **list of main pages** on the left of the screen. The subpages section only appears if you click the **Subpages button** 

in the toolbar.

All the subpages in your website are created and managed from the subpages section. Unlike the main pages, navigations buttons will not be used in the finished website to access the subpages. They can only be accessed via dedicated **links** or **teasers**.

The area of the screen that is used for subpages is divided into the list window, which shows all the subpages of the selected main page, and the toolbar above it, which contains the functions you need to manage subpages.

Tip: Modify the size of the area of the screen by dragging its border while keeping the left mouse button pressed.

1. Arrangement of pages in the list of subpages

All the subpages that have been created under a main page appear in the list window. **web to date 7.0** uses the document icon  for subpages. The subpage will only appear if its main page is selected in the **list of main pages**. In other words, the selection in the list of main pages determines what appears in the subpage window.

Another difference compared with main pages is that the subpages are never created in a hierarchical format, i.e. with several levels, but only in one level. Therefore there is no structure tree like the one that appears in the list of main pages.

Note: Do not forget to define a link so that the user can access the subpage. Otherwise, you will have a so-called "orphaned" subpage. You can click **Identify orphan subpages** in the **website properties** to automatically find unlinked subpages.

For more details about **creating subpages**, click **here**.

2. Buttons for managing subpages

Click one of the buttons to manage, delete or move a subpage up/down. All changes are immediately applied to the list.

	Creates a **new subpage**.
	Deletes the selected subpage.
	Adds the selected subpage to the **link pool**.
	Opens the **Categories** dialogue box.
	**Moves a selected subpage** up, thereby modifying the existing sequence of the subpages.
	**Moves the selected subpage** down, thereby modifying the existing sequence of subpages.

Note: All these commands can also be accessed from the **Subpages** menu or via the context menu that opens when you right-click in the list of subpages.

- To find out more about **moving** subpages, click **here**.
- To find out more about **copying** subpages, click **here**.

List of modules

The **web to date 7.0** program interface is divided into several on-screen areas. One of them is the section containing the list of modules, which appears just underneath the toolbar and to the right of the **list of main pages**.

The **modules view** is a preview which displays a summary of all **module types** within a selected **main page** or **subpage** and the sequence in which they appear on the actual page. The clear layout makes it easy to navigate, so it is a powerful tool for you to use when you create your website.

Note: To hide the modules view at any time, click on the icon or the button in the modules toolbar. You can also change the size of the section by dragging the border while keeping the left mouse button pressed.

Working with the list of modules

The list of modules contains all **module types** that you have created in a main page or subpage. If you make changes to a main page or subpage in the relevant sections, the changes will also be reflected in the list of modules.

The preview is very important for several reasons:

1. The list shows the actual order of the different modules on the built web page. If you want to change the sequence of several modules, you can simply do so by moving those you want with the or . The display is immediately updated with the changes.
2. The list of modules also clearly indicates the **module type** of each of the modules. This is especially useful in large projects, where it is easy to become disorientated. Each module type is represented by a corresponding symbol, an indicative layout preview and a module title (if you have defined one). **Note:** The button allows you to delete or modify the module title at any time.
3. In addition to the indicative preview of the actual module type, the list includes a thumbnail view of inserted images. All the selected images are always in the preview, whether they are images included via the **Image** module type or as margin images in other module types.
4. You can also use the list of modules for navigation, making it an important tool for long pages: when you click a module in the list, it appears in the module editor. This means you can quickly and easily switch between modules for editing.

Above the list of modules there are more functions for managing modules:

Creates a new module (see **Creating new modules**).

Shows or hides the list of modules.

Deletes the selected module.

Goes to the first module and displays it.

Goes to the last module and displays it.

Goes to the previous module and displays it.

Goes to the next module and displays it.

Note: All these commands can be enabled through the **Module** menu or via the context menu which opens when clicking with the right mouse button in the modules view. In these menus you can **rename** or **copy** particular modules, as well as add them to the **link pool** or add them as individual **links**.

- To find out more about **moving** modules, click **here**.
- To find out more about **copying** modules, click **here**.

Note: In addition, **web to date 7.0** allows you to create what is known as a **shadow copy** of a module. A shadow copy is a duplicate of the module, and all the changes made to the original module will also be applied to its shadow copies.

To find out more about working with **shadow copies**, click **here**.

Media gallery: Images

If the **Images** button is enabled in the toolbar of the **Subpages view**, identified by the icon, **web to date 7.0** will display the **media gallery** in the lower part of the program interface. You can use this section to collect images to add to your website later.

Note: The entire media gallery is only a storage facility. This means that all the files are in a kind of large warehouse, and if you want to use them, you will need to add them to your website.

To get to the **Images** section, click the **Images** button . The area below the buttons shows thumbnails of all **imported Image**, including their titles.

Tip: It is recommended to change the name of the images immediately after adding them to the media gallery, by using the **Images properties** dialogue box. This way, you immediately define the title that will be used for the image on your website. If you have not yet defined a title, the placeholder **(unnamed)** appears in the title field of the Image properties. In the **Image properties**, you can also define a caption and the so-called. **ALT tag**, an **alternative text** that can be added to the source text of the page. You can also access the **Extended Image Properties** from here.

To **select an image**, click the thumbnail once. To select several images at the same time, keep the **[Ctrl]** key pressed while you click each of them. Double-click to open the corresponding **Properties dialogue box**.

To **add an image to a module**, use the drag-and-drop function to move the thumbnail to the desired module window. Bear in mind that not all module types allow an image to be added. For more details, see the relevant **module type**.

Buttons in the media gallery:

Besides the four buttons for choosing the display (**subpages**, **Image**, **downloads** and **link pool**), the Image gallery has the following commands:

- Opens the **image editor**, where you can modify the selected image.
- Adds the selected image to the **link pool**.
- Deletes the selected image.
- Starts Windows Explorer, where you can move the image directly into the **media gallery** via the drag-and-drop function.
- Opens the **Import Image** dialogue box.
- Opens the **Export Image** dialogue box.
- Switches between the large and small thumbnails for inserted images.
- Opens the **Categories** dialogue box.
- Opens the **Unused images** dialogue box.

To filter the images in the media gallery by a certain **category**, use the drop-down list (all categories).

The **Image** menu and the **context menu** contain more commands, e.g. to rename selected files, or to include them as modules or as links.

Downloads

If the **Downloads** button, represented by the icon, is enabled in the toolbar, you will see the downloads window in the lower part of the **web to date 7.0** program interface. You can use this section to collect external files to provide as downloads in your website.

Note: The downloads that appear in this section are only held here temporarily. This means that all the files are in temporary storage, and if you want to use them, you will need to add them to your website.

To get to the **Downloads** section click the **Downloads** button . This section lists all **imported download files**, with their names.

Note: The media gallery can include **files of any type** for visitors to download, whether they are Word or PDF documents, Excel spreadsheets, or video or sound files. An indispensable requirement for their error-free use in the destination browser is, however, that the visitor to your Web site has the required program to display or play the file type in question on his system (for example, Windows Media Player for video and sound files). Always keep this in mind when you include downloads in your website.

To **select download files**, click once on a file in the list. Double-click to open the corresponding **Properties dialogue box**. Here, you can change the name of your download file, if needed, and access the **extended properties**.

To include downloads in modules, use the drag-and-drop function to move the file to the module window. Bear in mind that not all module types allow external files to be added. For more details, see the relevant **module type**.

Buttons in the download gallery:

Next to the buttons to choose the gallery (**Images** or **Downloads**), the Downloads gallery has the following commands available:

Adds the selected download file to the **link pool**.

Deletes the selected download file.

Starts Windows Explorer.

Opens the **Import downloads** dialogue box.

Opens the **Export downloads** dialogue box.

The **Download** menu and **context menu** contain more commands, e.g. to rename selected files, to include them in modules as links or to insert a video as a separate module.

Link pool

If the **link pool**, represented by the icon, is enabled in the toolbar, **web to date 7.0** will display the **link pool** window at the lower edge of the program interface.

The **link pool** not only contains all the sections or main entry types (ie, **main pages**, **subpages** and **modules**), but also images and external files that have been added to the link pool via the button. From here, you can include these elements as a **link** in the module type that is currently in the editor.

The **link pool** is useful if you want more than one page to contain a reference to something like an important module. It is basically a type of storage and adds to the ways you can link pages and modules to each other (to find out more, see **Inserting links**).

How to add entry types and files to the link pool:

There are two ways to add files to the link pool:

1. In any of the various areas of the screen (for example, **main pages** or **subpages**), click the **Add to link pool** button . A copy of the selected entry type is now contained in the link pool.
2. Use the drag-and-drop function to move individual modules or pages to the **link pool** section. In the link pool window, the mouse pointer changes to . Release the mouse button to add the module to the link pool.

Link pool buttons:

The following commands are available via the buttons of the link pool window:

Adds the selected entry to the current module as a link.

Deletes the selected entry.

Opens the properties of the selected entry.

To find out more about creating and working with links, click **here**.

Search

The search function of **web to date 7.0** allows you to keep track of certain elements or entry types on your website, which can be especially useful and suitable for very large and possibly complex websites.

The search function allows you to access entries from anywhere in the website, making it a valuable tool if you want to change, edit or link a selection of elements all at once.

To start the search, click the **Search** button with the icon on the program toolbar. The left section of the screen then changes from the structure view to the search view.

How to carry out a search:

1. Start by specifying the fields you want to search. You can either search **keywords** or carry out a **full text search**.
2. Enable the check box for the entry types you want to search. You can search **main pages**, **subpages** or **media files** either separately or simultaneously.
3. If necessary, type a keyword you want to search for in the text field, for example, the name of a particular module type.
4. In the drop-down list, you can select a particular **category** for which you want to search. By default, all categories are included in the search process.
5. Next, specify how you want to sort the hit list. You can choose to **Sort by keyword**, **Sort by date** or **Sort by category**.
6. The **Search in extended properties** section allows you to search the project by previously defined **user-defined extended properties**. How to create these properties and use them for the search is explained **here**.
7. Click **Search now**. Once the search process is over, **web to date 7.0** opens the **Search results** window to display all the hits. If the search has not been successful, the message "No elements found matching your search criteria" will appear.

Working with the hit list:

1. Double-click one of the search results to open the corresponding entry type in the module editor, where you can make changes. If the search result is an image, the **image preview** opens and if it is a download files, the file opens.
2. You can use the following buttons to edit the hit list:

Shows the selected element.

Shows the **properties** of the selected result, where you can make changes.

Links the search result with the module currently in the modules editor.

Adds the search result to the **link pool**.

Automatically creates a **short text** of 100 characters, which you can edit in the properties dialogue box. This abstract is necessary if you want to refer to this item using the **Teaser with short text** option.

Opens the **Help** on this topic.

Note: All these commands can also be accessed via the context menu that opens when clicking with the right mouse button in the search results display.

User-defined Extended Properties

The **User-defined Extended Properties** allow for assigning specific features to the difference elements of your website project. You can search the project for these features while editing the website via the **internal search option** that is integrated into the program user interface. Your visitors can search for these features in a selection dialog box via the **Extended Search (Main Pages) plug-in** or the **Extended Search (Subpages) plug-in** which are integrated into the created website.

Whether you want to use the **User-defined Extended Properties** via the internal search option or whether you want to make the features available to your website visitors via the respective plug-in - to be able to use these special features you will need to perform the following three coordinated steps:

1. **Define the user-defined extended properties** via the input dialog box which you can open with the User-defined Extended Properties menu option of the **File** menu
2. **Assign the configured user-defined extended properties** to the desired project elements via the respective properties dialog box and
3. **Set the search criteria** in the internal search option or in the plug-ins for the integration of the **Extended Search option** into the website.

In the following sections you will find out how to perform these steps.

1. Define User-defined Extended Properties

Click the **New Property** button to open a new **User-defined Extended Property** dialog box.

The upper section of the **Edit Property** dialog box is the same for all property types. Once you select a **type**, the type and number of default or rather selectable values in the bottom section change.

First enter a label for the property in the **Name** field. This name is provided as **label** for selection in the properties dialog box of the selected entry type.

The assigned **ID** in the subsequent field is for administering the properties internally. Click the **Auto** button to generate the ID automatically from the name entered.

In the **Valid for** area define for which area of your project this property is valid, i.e. to which entry type or rather to which area this property should be assigned.

The following entry types are available:

- **Entire Website**: Enter properties here that apply to the **entire project**. For instance, an administrator can indicate that the website level of the project is still in need of editing by defining the tasks that still need to be performed via the **User-defined Extended Properties** for the internal search option.
- **Main Pages**: Enter properties here that apply to **certain main pages**. For instance, a real estate agent could define **rental** and **purchase** sections.
  The criteria entered here can also be used with the **Extended Search (Main Pages)** plug-in for a targeted search on the finished website.
- **Subpages**: Enter properties here that apply to **certain subpages**. To continue with the example of the real estate agent: you can enter criteria applicable to the individual features of his rental objects (displayed on subpages), for instance number of rooms, balcony, terrace, garden, parking lot, garage, etc.
  If you select **Subpages** for the area of validity, you can also choose whether **all pages** or **just**

subpages or **products** should be included.
Note: The **products** selection is not relevant for use in web to date 7.0 and is available for compatibility reasons for the upgrade to **shop to date 7.0 pro** where it can be used for a targeted product search.
Note: The criteria entered here can also be used with the **Extended Search (Subpages)** plug-in for a targeted search on the finished website.

- **Paragraphs**: Enter properties here that apply to certain paragraphs. For instance, for an internal search an administrator could use properties such as Exchange Image, Edit Text, New Article Number, Updated, etc.
- **Images**: You could also administer the rights to images internally via the **user-defined extended properties for images**.
- **Downloads**: To filter specifically for certain types of downloads you can enter criteria such as PDF, EXE, JPG etc. here.
- **Sidebar**: To search specifically for elements of the context column you can enter the respective criteria here.

The following fields are available in the **Type** selection list:

Type	**Icon**	**Description**
Yes/No		Includes a Yes/No selection for which you will need to specify a default value.
Selection List		Inserts a selection dialog box that lists predefined values. Specify a **default value** and enter it along with other values separated by commas in the entry field below.
Single-line Text Field		Inserts a single-line text field for which you can specify a default value and a maximum number of characters (**Maximum Length**).
Multi-line Text Field		Inserts a multi-line text field for which you can specify a default value.
Image Selection		Allows for assigning an image via the **Select Image** dialog box.
Link Selection		Allows for assigning a link via the **Insert Link** dialog box.
Colour Selection		Allows for assigning a colour via the **Colour Selection** dialog box.
Integer		Allows for assigning an integer (e.g. **1**) as well as specifying a minimum and maximum value.
Floating-point number		Allows for assigning a **floating-point number** (e.g. **1,379**) with up to nine decimals as well as specifying a minimum and maximum value.
Calendar		Allows for assigning a date via an integrated calendar. The current date is defined as the **default value**, but it can be changed, if necessary. Additionally you have the option of specifying a time period (**Minimum**, **Maximum**).

Note: Please remember that default values are displayed every time the selected type is entered (e.g. subpages) and therefore might have to be individually adjusted for all entries in the properties under the **Extended** tab.

2. Assign User-defined Extended Properties

When you have configured the necessary **user-defined extended properties** you have to perform the second step in the process and assign the respective entry types.

Access the properties of the individual entry types for which you have configured **user-defined extended properties** and enter the appropriate values.

Example: If you, as a real estate agent, defined several subpages on which you will regularly present individual offers, access the properties window for the first subpage. Go to the **Extended** tab.

Below the grayed title (**user-defined**) all **user-defined extended properties** are displayed that you defined for the **subpages** entry type.

Double-click the entry to change the settings. For **Yes/No selections** double-clicking automatically changes the setting to the other value. For other settings, such as the selection list, a separate dialog box is opened in which you can enter a setting.

Select the desired property with a click of the mouse. The default property is marked with a red asterisk. By marking or pressing the **default value** button, the original settings are restored.

In the **properties** dialog box you have two options in the **context menu** of the entry. You can access the same editing dialog box as with double-clicking or you can restore the selection to the default value.

Once you have assigned the appropriate **user-defined extended properties** to all entry types, you can use them in the third step in the internal search as well as in the **Extended Search** via the **Extended Search (Main Pages)** and **Extended Search (Subpages)** plug-ins.

3. Search For User-defined Extended Properties

To make editing certain pages more efficient for administrators you can now search for them specifically with the help of the **user-defined extended properties** via the internal search option.

Just click the **Search** button in the button bar of the program window. The following buttons are available in the display area of the **Search in Extended Properties** section:

- **Add Search Rule**: Opens the dialog box for defining a new search rule for the internal search.
- **Remove Search Rule**: Removes the highlighted rule from the list.
- **Edit Search Rule**: Allows for accessing and editing of a highlighted search rule.

Click the **Add Search Rule** button and the **Search in Extended Properties** dialog box opens. Select the property for which you want to search from the list.

Note: Warning! Not just the **user-defined extended properties** that were previously defined by you are displayed here but also the design and google sitemap properties, if applicable, that can be configured via the **Extended** tab of the properties.

Depending on the type of query (**Yes/No**, **Selection List** etc.) different selection and entry field combinations are available for the definition of the search rule. Set the appropriate criteria and click **OK** to add the search rule to the internal search dialog box.

The rules listed in the **Search in Extended Properties** area are connected with each other through **AND** during the search, i.e. only results will be listed for which all entries apply.

Click the **Search Now** button to display the respective entries in the **results log**.

web to date 7.0 now starts the **internal search function**. Depending on the scope of your website project and the configured search parameters the search can take quite some time. The result is displayed in the **log window** afterwards.

By double-clicking an entry or pressing the **Display** button you can access and edit the entry in an editor window.

Tip: You can always access the most recent search result in the same program session again via the **View**/**Search Results** menu option or by pressing the **[SHIFT + F2]** shortcut.

Note: How to integrate the **User-defined Extended Properties** in the **Extended Search** option and make it available for your customers in the finished website is described in the help for the **Extended Search (Main Pages)** and **Extended Search (Subpages)** plug-ins.

Search result

The **Search Result** window shows elements that match the specified search criteria.

How to define search parameters:

1. Enter the **term** you want to search for.
2. Decide if you want to carry out a **keyword** search or a **full text search** (requires more time).
3. Select the **entry types** for the areas to be searched: **main pages**, **subpages** and/or **media**. You can select more than one entry type.
4. Use the drop-down menu to limit the search to particular **categories**. For very large projects, this can significantly reduce search time.
5. Choose the **sort order** you want the search result to appear in: **by keyword**, **by date** or **by category**.
6. The **Search in extended properties** section allows you to search the project by previously defined **user-defined extended properties**. How to create these properties and use them for the search is explained **here**.
7. Click **Search now** to start the search process.

Functions in the Search result window

The **Search results** window includes the following functions:

- **Show:** Shows the marked element in the editor window.
- **Properties:** Opens the properties of the selected element.
- **Insert as link:** Adds the selected element to the currently open page.
- **Add to the link pool:** Adds the selected element to the link pool.
- **Generate abstract automatically:** Automatically creates an abstract for the selected element, containing the first 100 characters.

History

The history section of **web to date 7.0** shows a list of all the steps you have taken during your current **web to date session**. Besides the **search function**, this is another way of accessing certain pages quickly and directly. This may be useful in very large or complex projects.

To open the **History**, click the **History** button in the program toolbar. The section on the left of the screen changes into the history view.

In the display window, the **main pages** **or** **subpages** and **modules** you have opened during the current session of **web to date 7.0** are shown.

The sequence of the entries in the history corresponds to the sequence in which you worked on them.

How to edit history entries:

1. Double-click one of the history entries to open the corresponding entry in the module editor, where you can edit it.
2. You can use the buttons above the history display to make the following changes:

Opens the **Properties** dialogue box for the selected history entry, where you can make changes.

Adds the history entry to the **link pool**.

Creating new main pages

The first thing to do in a new web site project is to define a basic structure for your website and to specify the buttons (**menu options**) your website will have by creating the **main pages**.

Main pages allow you to divide your website into thematic areas. And when you create main pages, you also create menu options in the navigation bar that will guide visitors to the corresponding main pages. You can also divide your main pages into more main pages. **Web to date 7.0** allows a hierarchy of up to three levels.

All the created main pages can be viewed and managed in the **main pages section** on the left side of the program user interface.

web to date 7.0 provides a wizard for the creation of new main pages, that allows you to create an **empty main page** or one of the many main pages with predefined modules.

How to create a new main page:

1. In the **list of main pages**, click the **New main page** button to start the **wizard for creating new main pages**.
2. In the **Title** field, specify the name with which you want to administer the page. The name specified here is used for the buttons (**menu options**) in the built website.
3. Select the **type** of main page you want to create. **web to date 7.0** offers different options that are explained below.
4. Close the wizard by clicking the **Finish** button. The new page appears in the **list of main pages**.

The following main pages are available in the Main Page Wizard:

- **Empty page**: Creates a blank page with no predefined modules.
- **Text module**: Creates a subpage with an empty **text module**.
- **Text module with image**: Creates a main page with an empty **text module** and a margin image.
- **Web blog**: Creates a blog (online diary) that you can update online in your web browser. To find out more, see the help for the corresponding **blog** plug-in.
- **Guestbook**: Creates a subpage where your visitors can add their comments. This feature requires PHP. To find out more, see the help for the corresponding **guestbook** plug-in.
- **Image map**: Creates a main page containing an image with clickable, linked areas, called an image map.
- **List**: Creates a main page with a **list**
- **Image**: Creates a main page with an **image module**.
- **Site map**: Creates a main page with a hierarchical, linked overview of your website. To find out more, see the help for the corresponding **site map** plug-in.
- **Table**: Creates a page with a blank **table**.
- **Text with last change:** Creates a page with a **text module** and the date the page was last changed.
- **Text with subpage teaser:** Creates a page with a module of introductory text, as well as a **teaser** which represents all child subpages.
- **Text with main page teaser**: Creates a page with a module of introductory text, as well as a **teaser** which represents all child main pages.

Also, the **Extended** area contains sample main pages which can be opened and modified.

Note: All the configuration options you define when creating new main pages can be modified later in the **properties** dialogue box. To open the main page properties dialogue box, simply double-click the corresponding entry in the list.

Note: You can find out how to add a new customised template to the Main Page Wizard **here**.

Defining the properties of main pages

The main pages are probably the most important parts of a **web to date 7.0** project, since they define the structure of the website. For each main page, **web to date 7.0** creates an individual button in the website navigation bar. Internally, the main pages, along with their corresponding modules, are handled using separate file names.

The main settings for viewing and for internally administrating main pages are defined in the properties dialogue box of the relevant main page. You are prompted to enter some of the data when a **new main page** is created.

In the **list of main pages**, click the page whose properties you want to define, then click the properties button on the toolbar. You can also choose the **Properties** option from the **Main pages** menu or the context menu that opens when right-clicking with the mouse button on the corresponding page. The Properties dialogue box appears, which shows the main page title and four tabs.

Settings in the General tab

Title (long): Assign a title to the selected main page. This is the name that will appear in the browser title bar and on the page itself as a heading. By default, the title you entered when creating the page appears here. **Note:** The title indicated here can differ from the title assigned when **creating a main page** and the one appearing above the tab, as they only refer to the name that appears within the navigation bar.

Illustration: Add an illustration if you want to refer to this main page in an illustrated **teaser**. To add an illustration, drag the one you want from the **media gallery** to the illustration window or insert it from the media gallery categories using the **Select illustration** button. To delete an existing image, select it and click **Remove illustration**.

Abstract: Write a brief text if you want to refer to this main page in a **teaser with short text**. Click the **Auto** button next to it to automatically use the first 50 characters of the first text module on the page as the short text.

Highlight: You can specify that you only want automatic lists or **teasers** to link to main pages that are highlighted. This allows you to incorporate a second filter level in addition to the entry **Show in teasers** (see above). Enable this check box if you want to include this main page as **highlighted** in a teaser. To find out more, see the **teaser properties**.

Show in next/back sequence:: In addition to the normal browser bar, the forward and back sequence offers you an additional way to move between the different main and subpages. If you have enabled the check box, this page will be included in the sequence (default: enabled).

In navigation and teasers: allows you to hide main pages. The following section describes how. Enable this check box if you want to include the main page in automatic lists or **teasers** (default: enabled).

In depth: Hiding main pages

If, for example, you are still working on a main page or if the content of a main page is not quite up-to-date, but you do not want to delete it, **web to date 7.0** allows you to hide the main page.

There are two ways to hide a main page:

From the properties dialogue box

1. Double-click the main page in the list of main pages to open the properties dialogue box for that main page.
2. Disable the In teasers and navigation option by removing the check mark that appears by default. The main page is now greyed out in the list and will not be seen in the built website.

Note: In order to show the main page again, open the properties dialogue box for the main page and check the **In teasers and navigation** option.

From the context menu

1. Open the context menu for the main page by clicking with the right mouse button on the appropriate main page in the list of main pages.
2. Disable the Show in teasers and navigation option by clicking it. The main page is now greyed out in the list and will not be seen in the built website.

Note: In order to show the main page again, open the context menu again and enable the Show in teasers and navigation option by clicking it. If the option is enabled, there is a check in front of the Show in teasers and navigation option on the context menu.

Note: The start page/homepage cannot be hidden.

Settings in the HTML options tab

File name:: Enter the HTML file name for the page.The default for the name is **index**.

Folder: Enter the name of the folder to store the HTML page and the individual page elements. The name you enter here does not appear directly on the website, only in the browser address bar. In fact, it is mainly used for internal storage of the **web to date 7.0** project. By default, an internal numerical code assigned by **web to date 7.0** is used. Click the **Auto** button to use the page title you specified.

Redirection: You can set up redirection from the main page to any other web page. Specify the **URL** of the destination page in the appropriate box. However, this should only be done if the main page does not have any other content or modules, because the button in the navigation bar of the created website will lead to the URL indicated here. In order to check if the website is still valid, click **Check**.

How to configure page-specific **meta tags** using the **Description** and **Keywords** fields is described in the **meta tags section**.

In the **title** field, you can enter the so-called title tag, i.e. the page label that will be displayed as header line in the browser window.

Note: If you have entered a **parent title tag** in the **website and FTP properties**, this tag will be used instead of the tag defined for the main page. If the **[t]** placeholder is integrated into the parent tag, the **page-specific title tag** replaces the placeholder.

The lower check box, **Use script extension**, must only be enabled if you want this main page to use the file extension for scripts that you defined in the **HTML options** tab of the website properties.

Configuration options of the Links tab

The settings you configure here influence the importing and regular updating of Word documents. To find out more, see the **Links with Word documents** section.

Settings in the Visitors tab

To find out more, see the **Modifying access rights** section.

Settings in the Extended tab

The **Extended** tab allows you to configure the **extended properties of the main page**. These include:

- The **extended dynamic design properties** that provide you with additional design options for your homepage (start page) depending on the selected design. To find out more about using the **extended dynamic design properties**, click **here**.
- The **user-defined extended properties** that you can configure for the internal and external search specification via the corresponding menu option of the **File** menu. You find out how to do this in **this section of help**.
- The **Changefreq** and **Priority** tag setting in the **Google Sitemaps** section that are described below.

Google Sitemaps

The sitemap uses the **priority** tag to specify the priority of the URLs of the pages of your website. The default priority of 0.5 is given to all "normal" pages. Pages with the attribute **Highlight** are given the value 0.7. You can activate the **Highlight** option in the page properties to define the priority in respect to other pages as well.

The new 7.0 version of **web to date** allows you to set this tag for each main page separately. You can do this in the **Extended** tab of the **properties dialogue box of the main page**.

By default, the **Changefreq** tag in the **main page properties** dialogue box is assigned the value "global setting", i.e. the value that you defined in the website and FTP properties is used.

1. If you double-click the entry, a selection window opens and you can click the interval in which you probably will update the page.
2. Choose between the **global setting** (that you configured in the website properties) or the following update intervals: **always** (continuously), **hourly**, **daily**, **weekly**, **monthly**, **yearly** or **never**.
3. Once you have marked the desired value, click OK to apply the settings and to close the dialogue box.

You can define the priority of a page within your website via the **priority** value. An average priority of **0.5** is set as default.

1. If you double-click the **Priority** entry, a selection window opens and you can choose a value between 0.1 and 1.0.
2. Select the desired value via a click with your mouse and click **OK** to apply the setting and close the dialogue box.

Moving main pages

While working with **web to date 7.0** it may happen that a particular main page must be moved from its original to another location, or that it must be assigned to another main page.

To change the order **within a level**, use the and arrow buttons. To assign the page to another level, you can move the main page via the corresponding dialogue box.

How to move a main page:

1. In the **main page view**, go to the main page you want to move.
2. Open the **Move main page** dialogue box by clicking the **Move to** entry in the **Main pages** menu or in the context menu.
3. In the **Move main page** dialogue box, select the main page to which you want to move the main page. To do this, simply click the relevant entry.
4. Confirm by clicking **OK**.
5. After you confirm, the selected main page is moved to the specified location.

Note: You can also perform this operation with the **drag-and-drop** function. Hold down the left mouse button and drag the relevant main page to the desired target location in the **list of main pages**.

Copying main pages

There may be certain main pages in your **web to date 7.0** project that will have similar content, so it makes sense to just copy a certain main page and edit it rather than creating new pages from scratch.

This is why the **Copy** and **Duplicate** functions are provided for your main pages. You can also create a new subpage on the basis of a main page.

Note: When you copy a main page, bear in mind that the copy process only includes the main page selected along with its corresponding subpages and modules, but **not** pages contained in a lower level of the hierarchy.

How to copy main pages

1. In the list of main pages go to the main page you want to copy.
2. Open the **Copy main pages** dialogue box by clicking **Copy to** on the **Main pages** menu or the context menu.
3. In the **Copy main pages** dialogue box, select the page to which you want to copy the main page. To do this, simply click the relevant entry.
4. To convert a main page into a subpage, select the **Convert to subpage** check box. **web to date 7.0** creates a new subpage based on the main page.
5. Confirm by clicking **OK**.
6. After you confirm, the selected main page is copied to the specified location.

Note: You can also **copy main pages with the drag-and-drop function**. Click the relevant main page while holding down the Shift key, and drag it where you want it to go in the list of main pages.

Duplicating main pages

If you want to include a main page twice within the same level, use the **Duplicate** function instead of **Copy to**. A copy of the selected main page is then included in the **web to date 7.0** project.

The **Duplicate** command is also located in the **Main pages** menu and in the context menu that opens when you right-click.

Note: When duplicating main pages, bear in mind that the duplication process only includes the main page selected along with its corresponding subpages and modules, but **not** pages contained in a lower level of the hierarchy.

Creating new subpages

In a content-intensive web presence, **subpages** are normally used for content that may be continuously modified, deleted or added to.

Example: Imagine you want to create a list of the dates for training and games for a sports club. As the training times are rescheduled and games are played, some dates will be added to the list and others will be removed.

Unlike **main pages**, which are planned and designed to be basically static, subpages are characterised by constant changes, requiring maximum flexibility. **web to date 7.0** provides this flexibility by offering a large number of configuration options when you create subpages.

Tips for working with subpages

1. **web to date 7.0** distinguishes between subpages created under normal main pages and subpages created under the **homepage**, i.e. your first page.
   Whereas in the first case, links to the different subpages must always be carried out manually or via **teasers** (automatic lists), in the second case, the **subpages of the homepage** are **automatically provided on each page** as a link.
2. Therefore, if you use a subpage in the **homepage**, only include subjects that may be repeated on each page of your website. Above all, general or especially important subjects are recommended here, e.g. a **contact form**, the **terms and conditions** or **About Us**.
3. Because subpages must be created very flexibly, they normally only deal with one topic.
4. As with main pages, subpages are subdivided into any number of modules which can be freely selected.
5. Frequently, **automatic teaser lists** are used to refer to subpages. Many of the following settings for creating subpages relate to the use of teasers and the possibility of defining timed content.

- Click **here** to find out more about the **teaser module type**.
- Click **here** to find out more on how to **create a new teaser**.

How to create a new subpage:

1. In the **list of subpages** click the New subpage button to start the wizard for creating a subpage.
2. In the first step of the Wizard, select the **page template**, i.e. the type of page you want to create.

You can choose from the following subpage types:

- **Blank page**: Creates a blank subpage with no modules.
- **Text module**: Creates a subpage with an empty **text module**.
- **Text module with image**: Creates a subpage with an empty **text module** and a margin image.
- **Web blog**: Creates a subpage with a blog (online diary) which you can update online using your web browser.
- **Guestbook**: Creates a subpage where your visitors can add their comments. This function requires **PHP**.
- **Image map**: Creates a subpage containing an image with clickable areas, called an **image map**.
- **List**: Creates an empty subpage with a **list**
  .
- **Image**: Creates a subpage with an **image module**.
- **Site map**: Creates a subpage with a hierarchical, linked overview of your website.
- **Table**: Creates a subpage with an empty **table**.
- **Text with last change:** Creates a subpage with a text module and the date of the last change.
- **Text plus subpage teaser:** Creates a subpage with an introductory text module and a **teaser** showing all child subpages.

- **Text plus main page teaser:** Creates a subpage with an introductory text module and a **teaser** showing all the child main pages of the parent main page.

The **Advanced** section also provides sample pages such as **Under construction**, etc.

Click **Next** to continue to the following step.

1. In the second step of the wizard, in the **Page title** field, type a name to be used for managing the page.
2. In the **short text** field, type a text describing the subpage and its contents. This short text is important if you want to include the subpage in **automatic lists** later on.
3. In the lower part of the wizard, insert an illustration if you want links to this subpage to appear as an illustrated **teaser**. To add an illustration, drag the one you want from the **media gallery** to the illustration window or insert it from the media gallery categories using the **Select illustration** button. To delete an image you have already inserted, select it and click **Remove illustration**.
4. Once all the settings are configured, close the wizard by clicking **Finish**. The new page is created on the basis of your settings, and it appears in the **list of subpages**.

Note: All the configuration options you define when creating new subpages can be modified later in the **subpage properties** dialogue box. This link also explains how to configure **time control**, i.e. the timed showing and hiding of the subpage and how to use the extended properties in the **Extended** tab.

You can find out how to add a new customised template to the **Subpage Wizard** by clicking **here**.

Defining subpage properties

Unlike main pages, **web to date 7.0** does not create separate buttons (menu options) for subpages in the navigation bar of the built website. To refer to the subpages you must create dedicated **links**, or, more commonly, automatic lists known as **teasers**.

The configuration options for viewing and internally administering subpages are defined in the **properties dialogue** box for the specific page. Some of the details are requested when you create a new subpage.

In the **list of subpages**, click the page whose properties you want to define, then click the properties button on the toolbar. You can also choose the corresponding option from the **Subpages** menu or the **properties** option from the context menu. The Properties dialogue box appears, which shows the **subpage title** and four tabs.

Settings in the "General" tab

Abstract: Write a brief text if you want to refer to this subpage in a **teaser with short text**. Click the **Auto** button next to it to automatically use the first 100 characters of the first text module on the page as the short text.

Illustration: Add an illustration if you want to refer to this subpage in an illustrated **teaser**. To add an illustration, drag the one you want from the **media gallery** to the illustration window or insert it from the media gallery categories using the **Select illustration** button. To delete an existing image, select it and click **Remove illustration**.

Show in teasers and in the page footer: The **subpages of the homepage** are also automatically shown in the footer of the created website. Disable this check box if you do not want to show the **subpage of the homepage** in automatic lists or **teasers** and in the footer of the website (default: enabled).

Highlight: You can specify that you only want automatic lists/**teasers** to link to subpages that are highlighted. This allows you to add a second filter level in addition to the **Show in teasers** entry (see above). Enable this check box if you want to include this subpage as **highlighted** in a teaser. To find out more, see the **teaser properties**.

Show in next/back sequence:: In addition to the normal browser bar, the **forward and back sequence** offers you an additional way to move between the different main and subpages. If you have enabled this check box, the page will be included in this sequence (default: enabled).

Start a new sequence: If you enable this option, the subpage starts a new **forward and back sequence** in the finished website. The previous sequence is ended automatically.

Settings in the HTML options tab

File name: You can indicate the name of the file to store the HTML page and its page elements. The name you enter here does not appear directly on the website, only in the browser address bar. In fact, it is mainly used for internal storage of the **web to date 7.0** project.

By default, an internal numerical code assigned by **web to date 7.0** is used. Click the **Auto** button to use the page title you specified. If you assign meaningful page names, you may get better results from search engines.

How to configure page-specific **meta tags** using the **Description** and **Keywords** fields is described in the **meta** tags section.

In the **title** field, you can enter the so-called **title tag**, i.e. the page label that will be displayed as header line in the browser window.

Note: If you have entered a parent title tag in the website and FTP properties, this tag will be used instead of the tag defined for the main page. If the **[t]** placeholder is integrated into the parent tag, the page-specific title tag replaces the placeholder.

The lower check box, **Use script extension**, must only be enabled if you want this subpage to use the file extension for scripts that you defined in the **HTML options** tab of the global website properties.

Settings in the Links tab

The settings you configure here influence the importing and regular updating of Word documents. To find out more, see "Links with Word documents".

Settings in the Timed content tab

The timed content settings are significant if you want to show subpages in teasers and control the display according to the date.

Entry date: Unless you have already done so when creating the subpage, enter the creation date of the subpage here.

Show subpage in teasers: In the calendar box, enter the time period for which to include the subpage in the corresponding teaser.

Highlight subpage in teasers: In the calendar field, specify when you want to **highlight** the subpage in the relevant teaser. You should use this setting if you have limited the teaser module to only display highlighted elements.

Settings in the Extended tab

The **extended** tab lets you define the **user-defined extended properties** that you can configure for the internal and external search specifications via the corresponding menu option of the **File** menu. To find out how, click here.

Moving subpages

While working with **web to date 7.0** it may happen that a particular subpage must be moved from its original to another location, or that it must be assigned to another main page.

You could always place the page in the **link pool** and move it from there to the target page. However, if you want to save yourself this intermediate step, you can also directly move a subpage using a special dialogue box.

How to move a subpage:

1. In **list of subpages**, go to the subpage you want to move.
2. Open the **Move subpage** dialogue box and choose the **Move to** entry from the **subpages** menu or from the context menu.
3. In the **Move subpage** dialogue box, select the main page to which you want to move the subpage. To do this, simply click the relevant entry.
4. Confirm by clicking **OK**.
5. After you confirm, the selected subpage is moved to the specified location.

Note: You can also move subpages with the **drag-and-drop** function. Keep the left mouse button pressed while you drag the subpage onto the target page in the list of main pages.

Copying subpages

In your **web to Date 7.0** projects there will be occasions when you need to repeat certain subpages either completely or in a slightly modified version on more than one page. To avoid having to create a new subpage every time, you can use a dialogue box to copy the subpage to other pages and to edit them.

You also have the option of converting a subpage into a main page.

How to copy subpages

1. In the **list of subpages** go to the subpage you want to copy.
2. Open the **Copy Subpages** dialogue box by clicking **Copy to** on the **Subpage** menu or the context menu.
3. In the **Copy Subpages** dialogue box, select the main page to which you want to copy the subpage. To do this, simply click the relevant entry.
4. To convert a subpage into a main page, activate the **Convert into main page(s)** check box. **web to date 7.0** creates a new main page based on the subpage.
5. Confirm by clicking **OK**.
6. After you confirm, the selected subpage is copied to the specified location.

Note: You can also copy subpages with the drag-and-drop function. Click and drag the relevant subpage while holding down the Shift key where you want it to go in the **list of main pages**.

Duplicating subpages

If you want to include a subpage twice within the same main page, instead of the **Copy to** function, use the **Duplicate**. A copy of the selected subpage is then added to the main page at the bottom of the **list of subpages**.

The **Duplicate** command is also located in the **Subpages** menu and in the context menu that opens when you right-click.

Creating a new information page

To open the **Information pages** dialogue box, choose the **New information page** entry on the **Subpages** menu. A wizard will help you to create new information pages for your website automatically.

How to create a new information page:

1. Start by selecting the page type you want to create in the **Type of information page** tab, then click **Next**.
2. In the second step, in the **General data** tab, you can, if necessary, edit the company details you entered in the wizard when you created the website project.
3. Click **Finish** to create the requested information page with the (updated) company details.

Note: Please note that the information pages provided by the program – such as legal notices and disclaimers – are non-binding suggestions, and **DATA BECKER** cannot accept any liability for their correctness or validity. **DATA BECKER** is not liable for losses resulting from the use of the templates.

Creating new modules

The modules are where the content of your website actually appears. Whether you are providing texts, images, plug-ins or download files, for **all the information** you want to integrate into a page, you must create a **corresponding module**. Or in other words, without the modules, only pages would be displayed, but no content.

To create your content, you have **ten different module types** available.

Note: Generally, each page of a website consists of several modules. Therefore, you can have any number of modules of any type in any combination. But remember that this will make the page longer, requiring the visitor to make greater use of the scroll bar.

How to create a new module

1. Go to the main page or subpage where you want to create your modules. To create a new module, click the New module button on the toolbar of the module window. The **Create new module** dialogue box with the **New Module Wizard** is displayed.
2. In the **Module title** field, type a title for your module. This title will be shown in the list of modules and in the built website, where it will appear before the module content as a **heading**. If you do not want a title, leave the text box empty. The program will automatically create the entry **(unnamed)** and no heading needs to be defined. The **(unnamed)** entry will not be displayed in the built website, of course.
3. **Note:** You can always modify the title at any time by clicking the button in the modules view or via the Properties dialogue box.
4. The **All module types** tab lists the nine **default module types** followed by the large number of available **plug-ins** in alphabetical order. The **default module types** and the **plug-ins** are also accessible under separate tabs.
   You can also use the **Favourites** tab for fast access to the module types you use most. To add a module type to your Favourites, select it, and then click the **Add to favourites** button.
5. Click the module type you want to create. The preview window gives you an idea of what the module type will look like.
6. Confirm your choice by clicking **OK**. The list of modules now contains the new module, and you can edit it from there. To find out more, see the sections about the individual module types.

Note: The **Text**, **List**, **HTML Element** and **media clip** module types allow margin images to be added, i.e. a small illustration, the so-called **marginal image** is shown to the side of the module.
To define an image, click the **Select illustration** button and then add the image via the Select images dialogue box. To remove an inserted module image, click the **No illustration** button.

Module types

web to date 7.0 offers you a total of ten different types of modules for including content:

Type	Icon	Description
Text		For entering text and marginal images.
Image		For creating large format images.
Table		For creating tables.
List		For entering lists.

Teaser		For creating automatic lists (teasers).
Form		For creating forms.
HTML element		For integrating full HTML code and IFrames.
Media clip		For integrating Windows Media, RealTime, QuickTime and Flash files.
Tab		For dividing the page content into different tabs.
Plug-in		To enhance the functionality of your web site with components like guest books, site maps, counters, image galleries, forums, RSS feeds, image maps, blogs, etc.

Defining the properties of modules

In the **list of modules**, click the module whose properties you want to change or define, and then click the properties button on the toolbar. Alternatively, you can use the **Module** menu or the **properties** option in the context menu. The properties window appears with the title of the module and the **General**, **HTML**, and **Timed content** tabs.

Settings in the "General" tab

As there are a total of ten module types, the options you can choose here vary depending on the module type. All possible options are listed below. They never occur at the same time in any of the module types.

- **Type:** Shows the type of module and the corresponding icon for the selected module.
- **Module image:** Insert an image if you want to illustrate the module with a margin image. This is especially useful for **text modules**. To add a module image, drag the one you want from the **media gallery** to the image window or insert it from the media gallery categories using the **Select module image** button. To delete an existing image, select it, then click **Delete module image**. You can also add margin images to these module types: **List**, **HTML element** and **media clip**.
- **Table Properties** (only in the **table** module type)**:** Click this button to open the dialogue box that allows you to choose the **table format**.
- **Form Properties** (only in the **form** module type)**:** Click this button to open the dialogue box that allows you to choose the **form properties**.
- **Module visibility**: This function lets you hide certain modules, independently of the timed content settings. Disable the check box if you do not want to show the module or if you want to publish it later. This can happen, for example, when certain modules are still being edited (default: enabled).

Note: If you have disabled the display of a module, its title or heading is greyed out in the list of modules.

Settings in the "HTML" tab

The **HTML options** settings are enabled if you have selected an **HTML element**-type module.

The **Use script extension** check box should only be enabled if you want this subpage to use the script file extension that you defined in the **HTML options** tab of the global website properties.

Settings in the "Timed content" tab

The **time content** options are important if you want to show or hide certain modules based on the date. To do this, use **from/to** to select the **date** or **time period** when you want the module to be displayed.

- **Module visible:** Use the calendar fields to indicate the time period during which the selected module must appear.

Settings in the "Extended" tab

The **Extended** tab allows you to configure the **extended properties of the current module**. These include:

- The **extended dynamic design properties** that provide you with additional design options for the module depending on the selected design. To find out more about using the **extended dynamic design properties**, click **here**.
- The **user-defined extended properties** that you can configure for the internal and external search specification via the corresponding menu option of the **File** menu. You find out how to do this in **this section of help**.

Moving modules

While working with **web to date 7.0** it may happen that a particular module must be moved from its original location to another main page or subpage. You can place the module in the **link pool** and insert it from there as a link into the target page. However, you can also directly move a module using a special dialogue box.

How to move modules

1. In the **list of modules** go to the module you want to move.
2. Open the **Move module** dialogue box by selecting the **Move to** entry in the **module** menu or the context menu.
3. In the **Move module** dialogue box, select the destination **main page** (on the left) or the **subpage** (on the right) of a main page selected on the left. To do this, simply click the relevant entry.
4. Confirm by clicking **OK**.
5. After you confirm, the selected module is moved to the specified location.

Note: You can also move modules with the **drag-and-drop** function. While holding down the left mouse button, drag the relevant module to the desired target location in the list of main pages or subpages.

Tip: To **move a module within a page** use the and arrow buttons that are located above the module list.

Copying modules

In your **web to date 7.0** projects, you may want to use certain **modules** in other pages (main pages or subpages). To avoid having to create a new module each time, you can use a dialogue box to copy the module to other pages.

How to copy modules

1. In the **list of modules** go to the module you want to copy.
2. Open the **Copy Module** dialogue box by clicking **Copy to** on the **Module** menu or on the context menu.
3. In the **Copy Module** dialogue box, select the destination main page (on the left) or the destination subpage (on the right) of a main page selected on the left. To do this, simply click the relevant entry.
4. Confirm by clicking **OK**.
5. After you confirm, the selected module is copied to the specified location.

Note: You can also **copy modules with the drag-and-drop function**. Drag the relevant module while holding down the Shift key where you want it to go in the list of main pages or subpages.

Duplicating modules

If you want to include a module twice within the same page, use the **Duplicate** function instead of **Copy to**. A copy of the selected module is then added to the page at the bottom of the list of modules. You can, of course, also use drag-and-drop to move a duplicated module.

The **Duplicate** command is also on the **Module** menu and on the context menu that opens when you right-click.

Note: Duplicating modules is appropriate for modules with static content that changes as little as possible. If you want to use a module with dynamic content several times in your website, use the **Shadow copy** function instead.

Shadow copy

The creation of a **shadow copy** is especially useful when you want to add a module to several pages in which the content changes regularly.

The advantage of a **shadow copy** is obvious: If you make changes to the original module, these changes will automatically be applied to their **shadow copies** as well. So you only need to make your changes once instead of in each module, which you have to do when duplicating modules, for example.

Note: To create a **shadow copy** of a module, either right-click the module you want to copy and click **Create shadow copy** from the context menu or use the **Module** menu.

The **shadow copy** is added to the bottom of the list of modules for the page. From there you can use drag-and-drop or the **Move to** command on the context menu to move the shadow copy to the desired **main page** or **subpage**.

Inserting links

web to date 7.0 includes a range of options for adding links to your page. On the one hand, you can lead your visitors to certain types of entries **inside your website**, but you can also include references to **external Internet addresses**, an **e-mail address**, an **image**, or a **download**.

The **Insert link** dialogue box is used to insert links.

Internal links to other entry elements

When you create a module, you often want to refer to another element in the project. To do so, you can insert links to the following website elements:

- **Main pages**: Takes you to the indicated main page.
- **Subpages:** Takes you to the indicated secondary page.
- **Modules:** Takes you to the indicated module. You can create links to all **module types**.

You can also include files with other formats, such as images, Word documents and video files, and provide them as download files. Find out more **here**.

How to insert links into your modules:

1. To insert a **text link**, in the module editor (on the right side of the screen underneath the toolbar), move to where you want to insert a link. This is only possible in text-based module types, in other words **Text** and **List** modules, and in the edit window of **table cells**.
2. Click the button to open the **Insert link** dialogue box. You can also open this dialogue box via the context menu which is opened with the right mouse button.
3. In the **Internal link** tab, select the entry types you want to link to. The organisation of the **main pages** and **subpages**, as well as the **modules**, is the same as in the program interface.
4. Remember that the way modules are displayed depends on which main page or subpage is selected on screen. The grey arrows indicate whether the displayed modules relate to the main page or subpage.
5. To create a link to another website, click the **External link** tab and type its address into the **URL** field. The **Show link** button allows you to open the page in your browser if you have Internet access. The **Verify link** button checks if the specified data is correct.
   If you want a window to be opened to write an email with the address already inserted, write the email address via the **E-mail Wizard** button. **Note:** When visitors to your website click an external link, this will appear in a separate window.
6. To set up a link to an image, click the **Link to image** tab and choose the corresponding image from the list. Of course, this assumes that you have imported the image into the **media gallery**. If you have created categories, you can limit the components displayed via the drop-down list on the top.
   Note: The image appears as a simple **text link**. If a visitor clicks this link, the image will be shown in its original size.
7. To set up a link to a download file, click the **Link to download** tab and choose the corresponding file from the list. Of course, this assumes that you have imported the file into the **downloads area of the media gallery**. Click **Open file** to view the file.
   Note: If a visitor clicks on this download link, the file will be **downloaded from the web server**. Videos and Flash animations are viewed in a player, and PDF files are opened in the PDF Reader (if it is installed on the visitor's computer).
8. Confirm your input by clicking **OK**. The specified entry type or URL is added to your module. In the module editor, links are shown in a different colour and are underlined/bold. The mouse pointer also changes to when it is moved over links.

Note: You can also use the drag-and-drop function of the program user interface to move the main pages or subpages that you want to link to the modules editor. The same is true for **images** and **downloads**. If you did not specify a title in the appropriate **properties dialogue box**, the file name is inserted as label for the link.

Assigning a Link Title

You can assign a so-called **link title** to each link. This title is displayed as tooltip when the website visitor moves the mouse over the link or over the linked object. The appropriate entry field is available in the lower part of the **Insert link** dialogue box in each tab.

Note: The link title is permanently stored for the linked element, so that inserting a link to the same element will not require entering the title again.

Editing inserted links in the module editor:

The context menu of the editor provides functions such as **Cut**, **Copy** and **Paste** that allow you to move a link to another text location.

The five additional options of the context menu are also available via the toolbar. In addition to the **Insert link** command, the following are also available:

1. **Rename link:** Click the link you want to rename and then click . In the dialog that opens, type a new label for the link and confirm by clicking **OK**.
2. **Delete link:** Click the link you want to delete, then click .
3. **Convert link to text:** Click on the link you want to remove and convert to text, then click on .
4. **Show link destination:** Click on the link whose destination you want to show, then click on .

With the insertion mark inside the link, you can also access these commands from the context menu (right mouse button).

To find out more about handling links, click <ins>**here**</ins>.

Creating Wizard templates

web to date 7.0 lets you add your own templates to the **main pages** or **subpages wizard**. This is particularly useful if you want to use a large number of pages with the same structure in other projects, for instance.

How to create a wizard template:

To save an existing main page as a template, click **Save as template** on the **Main pages** menu. To save an existing subpage as a template, click **Save as template** on the **Subpages** menu.

Note: So that the page templates will work in future projects without any problems, they should not contain any references to external elements, for example links or absolute references in teasers or links to items in the media gallery.

The **Save page template** dialogue box opens, where you can choose a name and storage location for your template. The default name for the folder is **User prototypes**.

To save the page template, type a **file name** (e.g.table plus text). The file is saved with the name you entered, in **W2T** format (web to date template). By default, the folder is called **User prototypes**.

Note: Any images used in the modules and linked to the media gallery will be deleted. Margin images are simply deleted from the module, but if the module is a gallery, the entire module is deleted. Images or plug-ins that work with linked images must be deleted because you would otherwise receive "broken link" error messages if you use the main page as a template in another project.

The saved template is now available for selection in the Main Page or Subpage Wizard, in the **User-defined** section.

Website properties: Build

The **Build** tab of the **Website and FTP Properties** (opened from the **File** menu) contains the following text boxes and drop-down lists, which relate to the local build process and the upload to a server:

General settings

Title of website:

This area allows you to edit or enter the name under which your website will be uploaded. The default title also corresponds to the name of the folder where the **web to date 7.0** project and all its pages are stored.

Full text search engine:

If you are creating a large website project, it may be useful for your website visitors to be able to search for certain terms or keywords directly via a data entry field. This search will also include content that is stored in plug-ins (e.g. **RSS**, **dates**, **interactive tables**, **image maps**, **marquees**); only content that is created online will not be included (e.g. **guestbook**, **forum**, **blog**).

web to date 7.0 offers two full text search methods in the selection list, as well as the option not to use a search:

server-based (PHP)	The **server-based search** is carried out directly on the web server. Only the search results are sent to the computer of the person searching. If there are numerous search results, they are divided over several pages, with 10 hits per page. If you want to select this option, make sure your internet service provider supports server-based searching. This feature requires a web server that can run **PHP** scripts.
Client-based (JavaScript)	The **client-based search** is performed on the computer (the client) of the person searching. To perform this type of search, the entire index list is first downloaded, which increases the loading time compared to server-based searching. Only choose this option if your internet service provider does not support PHP-based searching.

After selecting one of the two methods, click the ... button next to the drop-down list to open the **Full text search properties** dialogue box and define how intensive and precise you want the keyword search to be. Select one of the two radio buttons to indicate if you want to search the full text of all pages or only the explanatory abstracts of each page.

Note: If you decide to use the second radio button, you must make sure you have entered/created an abstract in the properties dialogue box for each page - otherwise the pages will not be included in the search.

Bear in mind that the **Full text search** is the type of search that requires more time. That is why you can also limit the search by selecting the check box below and entering the number of characters to be included in the index.

In a server-based full-text search (PHP), you can also specify how many hits you want to appear per page. (Recommended: Show 3 hits per page.)

To automatically optimise the settings for the search method you have selected, click the **Recommended settings** button.

web to date 7.0 lets you add access protection to pages, so that they can only be accessed with a password by specified users. If you want to include these pages in the search, check the **Include pages with access protection in the index** box.

Confirm your input by clicking **OK**.

Save built pages in:

By default, all websites are saved in the **My Documents** folder in the **Built websites** main directory, which **web to date 7.0** creates automatically during installation. To choose another location, click the button and select the one you want in the directory tree that opens.

Build strategy:

web to date 7.0 offers three different build strategies for your website:

Full	If you use this strategy, all files are regenerated and marked for uploading. This strategy is useful if you have moved your site to another web server or if you suspect that files have been lost in the current server. Bear in mind that uploading your files may take a long time with this strategy. Therefore, use this option only in exceptional cases where there is a good reason to do so.
Incremental	If you use this strategy, files are only uploaded if they are new or have been changed. This strategy has short upload times, but has the disadvantage that there may be files left on the server which are no longer needed and, consequently, occupy space unnecessarily. Therefore, this alternative is suitable for websites where pages are deleted only occasionally.
Differential (recommended)	This is an extension of the **Incremental** strategy: Files are only uploaded if they have been changed. They are also marked for deletion from the server and deleted if the **Delete files that are not needed from the ftp server** function is enabled on the **Publish** tab. **web to date 7.0** technology guarantees that only files that were created with **web to date 7.0** will be deleted. "External" files remain intact. **We recommend the differential strategy.**

Here is a short summary of the three methods:

	Speed	**Space requirement**
Full:	Very slow	High
Incremental:	Very fast	High
Differential:	Fast	Low

Note: If you have reasons for not using the differential strategy, you can also proceed as follows: Use an FTP program to delete the content of your server folder periodically, for example once a month. Then, start with a **full** build followed by the **differential** strategy.

After build:

Use the selection list to choose how **web to date 7.0** must proceed immediately after creating the website project. You can immediately show the result in your local browser (**Display website**) or go straight to uploading to the FTP server (**Publish website**). If you select the default entry, **Ask user**, the program will ask you every time how to continue.

Advanced build options:

The four check boxes shown next allow you to specify more details for the actual creation process.

Identify orphan subpages:

During the creation of the website, the **web to date 7.0** program checks if a subpage is unattached, then provides an error report naming them. Orphan subpages are pages which have no link leading to them and are not included in the Next/Back sequence and are, therefore, unavailable for the user.

Create printer-friendly pages:

Enable this option to automatically include the **Printer-friendly version** link on each web page.

This link leads to a version of the page with only the text and images, but not the menu bar, scroll bar or other frame objects of your website. Since only the main frame is shown in the printed version, only the content of the website inside this frame is printed, and the frequently colour-intensive menus and navigation frames as well as the backgrounds are not printed. This means visitors to your website will not only save time, but also money.

Synchronise Word documents:

If you have created part of your content in Word documents, web to date 7.0 allows you to synchronise them automatically, which will guarantee that your website is always up to date. Find out more in **Links with Word documents**.

Verify web links:

This function verifies the validity of all the URL data included in the project. Links that no longer work appear in an error report.

Create accessible website:

This option automatically places the **Text version** link at the top of the original version of your website (designed for people without impaired vision), leading to a version for the visually impaired. This link also appears in the first part of the source text. Reading aids for the visually impaired can easily find this link as they work their way from the top to the bottom of the page. Accessible websites do not include tables, for example, since these are a problem for reading aids.

Note: In 2002 a law came into effect regarding equality for disabled people, which stipulates that, for example, public authorities must provide access to information (which also includes web pages) for everyone.

Sites for mobile devices: Mobile telephones, Pocket PCs and smartphones are increasingly being used to surf the internet. **web to date 7.0** has incorporated these new trends, and offers you the possibility of automatically creating your portable device websites with different resolutions with just a few clicks of the mouse. For a detailed explanation of creating mobile websites, click **here**.

The **Select design** button does not have any function in the HTML build process described here. It only offers an alternative method for opening the design selection dialogue box. To find out more about selecting a design, click here.

Search engine optimisation

Search engine optimisation is important not just for business websites but also for private websites: the important thing is not whether a website is found by a search engine, but where it appears in the hit list.

The following options are provided in the Website and FTP properties of web to date 7.0for search engine optimisation:

- **Optimise folder and file names:** Automatically generates readable (meaningful) file and folder names without special characters and spaces. You can find these folder names in the properties dialogue box of the main pages and subpages in the **HTML options** tab.
- **Overwrite manual file and folder names:** If you have manually entered your own folder names in the **HTML options** tab of the properties for your main pages and subpages, they will be optimised and may be overwritten when the site is generated.
- **Generate site map:** The purpose of this site map is not to improve the experience of visitors within your website. Instead, it is used by Google to optimise the indexing of your website. In other words, the site map is used to register the pages (URLs) of your website. Use the list box to choose between **No site map**, a **Site map for main pages**, or a **Site map for main pages and subpages** .
- **Site map file name:** The default file name for the site map used by **web to date 7.0** is **sitemap.xml**. You should not change these settings.
- **Site updates**: Use this option to specify how often this website is expected to change. Select an update frequency of **Continuously** (for sites that change with each access) to **Never** (for site that have already been archived). **For experts**: This option affects the **changefreq** tag in the site map.

For experts:

The sitemap uses the **priority** tag to specify the priority of the URLs of the pages of your website. The default priority of 0.5 is given to all "normal" pages. Pages with the attribute **Highlight** are given the value 0.7. You can activate the **Highlight** option in the page properties to define the priority in respect to other pages as well.

The new 7.0 version of **web to date** allows you to set this tag for each main page separately. You can do this in the **Extended** tab of the **properties dialogue box of the main page**.

By default, the **Changefreq** tag in the **main page properties** dialogue box is assigned the value "global setting", i.e. the value that you defined in the website and FTP properties is used.

1. If you double-click the entry, a selection window opens and you can click the interval in which you probably will update the page.
2. Choose between the **global setting** (that you configured in the website properties) or the following update intervals: **always** (continuously), **hourly**, **daily**, **weekly**, **monthly**, **yearly** or **never**.
3. Once you have marked the desired value, click OK to apply the settings and to close the dialogue box.

You can define the priority of a page within your website via the **priority** value. An average priority of **0.5** is set as default.

1. If you double-click the **Priority** entry, a selection window opens and you can choose a value between 0.1 and 1.0.
2. Select the desired value via a click with your mouse and click **OK** to apply the setting and close the dialogue box.

Google Analytics

The **Google Analytics** option allows you to use Google Analytics for a detailed analysis of your website views. Simply enter your **Google Analytics account number** into the appropriate data entry field. **web to date 7.0** integrates the necessary code automatically into the source code of each built page of your website.

Note: To use this feature, you will need a free Google account. For more information and to register, go to **www.google.com/analytics/de-DE/**.

- **Google Analytics account number:** In this field, enter your Google Analytics account number in the format UA-1234567-8, where 8 is the unique profile number for the website in your account.
- **Track outgoing links:** Check this option to include external links in the analysis.
- **Track downloads:** Check this option to include your visitors' downloads in the analysis.

Sites for mobile devices

Mobile telephones, Pocket PCs and Smartphones are increasingly being used to surf the internet. **web to date 7.0** has incorporated these new trends, and offers you the option of automatically creating your portable device websites with different resolutions with just a few clicks of the mouse.

Note: Please keep in mind that the mobile websites cannot display all of the features of **web to date 7.0**. The features that cannot be displayed include plug-ins and tables with more than three columns. If a feature cannot be displayed, the problem report shows an error message when creating the website, as long as the corresponding option (see below) was checked previously.

Go to the **website and FTP properties** and click **Sites for mobile devices** in the **Build** tab. The **Sites for mobile devices** dialogue box opens, where you can choose the mobile devices for which you want to create websites.

The Target Platforms tab

The following target platforms are available for displaying your mobile website:

- **PDA**: Creates a website that is optimised for **Pocket PCs** and **Smartphones** with a resolution of **240 x 320** pixels. By default, the **mobile/pda** folder is created for this website. To change the name of the folder, simply type a new name in the input field.
- **Mobile telephone**: Creates a website that is optimised for **mobile telephones** with a resolution of **160 x 240** pixels. By default, the **mobile/pda** folder is created for this website. To change the name of the folder, simply type a new name in the input field.
- **VGA-PDA**: With this option you can create your website for **Pocket PCs** and **Smartphones** which have a high resolution display (**480 x 640** pixels). Websites that have been created with this option are also compatible with the **Playstation Portable**. By default, the **mobile/vgapda** folder is created for this website. To change the name of the folder, simply type a new name in the input field.

The **Create selection page** allows you to create a splash page for mobile devices, where visitors can choose one of the different formats you offer.

When editing elements that cannot be displayed on the selected platforms, enable the option **Include elements in the error log**,

Once all the desired options have been chosen, you can switch to the **Colours** tab to modify the design of the display.

The Colours tab

This tab allows you to choose the colours for your mobile website.

You can configure the following settings:

- **Font colour**: Allows you to choose the font colour for the website. The default colour is **black**.
- **Background colour**: Allows you to choose the background colour for your mobile website. The default colour is **white**.
- **Link colour**: Define the colour for the links in your mobile website.
- **Background colour in navigation area**: Select the background colour to be used for the menu.

- **Font colour for navigation area**: Select the font colour for the menu. Be careful to choose a font colour that is clearly different from the background colour to ensure good legibility.

In the lower part of the window, you can find the so-called ColorCatcher, which allows you to include colours from other websites in your website. To fill the different colour fields of **ColorCatcher**, open **ColorCatcher** from the File menu of the main program. To find out how, click here.

Once you have added the colours you want to **ColorCatcher**, you can drag and drop the colours from the different colour fields to different elements of your website, thus using the colour in your design. For example, this is an easy way to integrate your corporate colours into your mobile website.

Adding a logo

You can also add a logo or a header image to your mobile website. To do this, click the **Logo** tab.

The Logo tab

In this tab there are three buttons to edit your user logo: **Delete logo**, **Select user logo** and **Select logo from gallery**.

- Click **Delete logo** to delete a loaded logo from the preview.
- Click **Select user logo** to use a logo you have imported to the media gallery.
- **Especially useful**: If you do not have your own logo or if you do not want to use your own logo, the **Select logo from gallery** button lets you select a suitable logo from the large number of professional logos (or header image) included in the program. To view or select the logo, simply click it to display it in the preview. Click **OK** to apply your selection and close the logo gallery.

Click **OK** again to save your input and close the dialogue box for configuring **sites for mobile devices**.

Full text search properties

The options to fine tune the full text search assume that you have selected one of the two search methods (server-based or client-based) in the **Full text search engine** section on the **Build** tab of the **website and FTP properties**.

After selecting one of the two methods, click on the ... button next to the drop-down list to open the **Full text search properties** dialogue box and define how extensively and accurately you want to search by keywords.

Select one of the two radio buttons to indicate if you want to search the full text of all pages or only the explanatory **short texts** of each page. If you decide to use the second radio button, you must make sure you have entered a **short text** in the properties dialogue box for each page. Otherwise the page will not be included in the search.

Note: Bear in mind that the full text search requires significantly more time than the short text search. That is why you can also limit the search by enabling the check box at the bottom and entering the number of characters to be included in the index. (The recommended setting is **Only index the first 100 characters**.)

You can also choose the **maximum number of hits** per page, but only if you have selected the server-based search. (Recommended: Show 3 hits per page.)

To automatically optimise the settings for the search method you have selected, click the **Recommended settings** button.

web to date 7.0 lets you add **access protection** to pages, so that they can only be accessed with a password by specified users. If you also want to include these pages in the search results, enable the **Include pages with access protection in the index** check box.

Confirm your input by clicking **OK**.

HTML options

The details you enter in the **website and FTP properties** affect the extension used for pages and files of HTML pages. Unless your provider indicates otherwise, keep the default options.

Extension for HTML pages: In the selection list, choose the extension you want to use for your HTML pages. The default extension is **html**. However, the extensions, **htm**, **HTML**, and **HTM**, can also be used.

File extension for scripts:
In the selection list, choose the extension you want to use for your script files. By default, the extension used is **php**. However, the extensions, **php3**, **php4**, **phtml**, and **asp**, can also be used.

JPEG quality: This is where you can globally specify the quality of the images you add to your website: **Low - small files**, **Medium - medium size files**, **Good - large files** or **Maximum - very large files**. Bear in mind that an increase in the display quality means an increase in the file size and, consequently, longer loading times for the pages.

Watermark for images: To apply a watermark to all images used in your website automatically when you create them, click the **Set watermark** button. You will find out how to do this later in **this section** of the online help.

The **Enter meta tags** button opens the Meta Tags Wizard, which allows you to add entries that will affect search engine results.

Do you want to create an advertisement banner in the header of your website? To do this, click the **Edit HTML code** button which appears in the bottom part of the tab. In the dialogue box that opens, you can enter the HTML code that displays the advertisement, and edit it, if necessary. Usually, HTML code is provided directly by your advertising clients. The toolbar buttons allow you to confirm or cancel these changes or delete the entire content. In addition, you can import HTML content from HTML or TXT files or export it to other directories.

Using the **RSS Autodiscovery and Favicon** button, you can select an **RSS feed** that is integrated into your website, and choose a **site image** to appear as an icon in the address bar of modern browsers. To find out more about these topics, click **here**.

Web site properties: Upload

In the **Upload** tab, specify the necessary details for the data transfer to your web server.

Note: To be able to publish your website online, you need available web server space and appropriate access details that you obtain from your provider.

web to date 7.0 has an internal FTP client which allows you to easily transfer your website files via FTP (**F**ile **T** ranfer **P**rotocol) to your provider's external server. The details you enter in the **Upload** tab are required so that the transfer can take place without any problems.

Configuring the web server

First enter the address to which the website should be transferred under **FTP host**. This address is provided by your host provider. i.e. the provider publishing your website on the internet. The following is an example of such an address: `www.my-website.com`. With some providers, the web server and FTP server are the same.

In the **FTP username and FTP Password** boxes, enter the username and password your provider has assigned to you for transferring the files. Other names for username include "login name" or "account name". The login name and password are also obtained from the provider.

Leave **FTP Remote folder** empty unless you want to copy the website to a directory other than the main directory (root) of the domain (for example because you already have a homepage there and you do not want to overwrite it). Enter the name of the desired (or required) subfolder here and **web to date 7.0** will automatically create it when performing the transfer.

In **HTTP target URL**, enter the address by which your website will be accessible on the internet. The address might look like this: `http://www.my-website.com`.

The **max. storage space** option allows you to specify the maximum space available to you on the server.

If you enable the **Delete files that are not needed** option, old files will be cleared from the server each time. However, this only works if the option is permanently enabled. Just one upload without this option, no matter how small, may leave some unnecessary files on the server.

If problems occur during file transfer, enable the **Do not use PASV** check box to disable passive transfer (PASV). This may be necessary, for example, for internet connections via satellite. Usually, this check box must be left disabled.

If, in addition to the FTP configuration details, you also want to choose proxy server options, click the **Proxy/firewall button**. Information regarding these settings can be found **here**

You should enable the **Run CHMOD** function if you:

1. Are using a web server based on Linux, UNIX or BSD (this is usually the case).
2. Are using plug-ins that save data to the server, e.g. guestbooks, hit counters or forums.
3. Have received the error message "`Warning: fopen(): failed to open stream: Permission denied`" when running the plug-on on the server.

Note: You need to enable this function only if **all of the above** cases are applicable.

If this function is enabled, the access rights in the `assets/plugindata/` directory are changed to `777`. The plug-ins use this directory to save their data. With some service providers, PHP scripts do not have write access to folders, which may cause the above error. If you do not use any plug-ins that save data to the server, the specified directory will not be created. In this case, no permissions are modified either.

If you receive an error message while uploading your site, disable this function again and modify the permissions manually using an FTP program.

If you disable this function later because the error message described under 3. above occurs, please remember to rebuild the site in **Full** mode before uploading it again.

To always work with a current version of the program, you can automatically search for program updates with the **Search regularly for updates before uploading** option.

MySQL server

Note: Please remember that you will need MySQL support when using special plug-ins. If you use the **Feedback** plug-in, configure access to your MySQL server here.

If you have activated the **Use MySQL (recommended)** option, you can click the **Configure MySQL** button to enter the relevant server details.

In the relevant fields, enter the **address of the database server** containing the database, the **name of the database** and the **username** and **password** needed to access the database server.

Note: If you do not have these details, contact your service provider.

The predefined table prefix should not be changed except by experts with experience in MySQL.

Web service

Note: Please select a web service if you use the **Feedback** plug-in.

You can use **web service** to configure the level of encryption used for data transfer to your MySQL server. You can choose from the following: **Unencrypted communication**, **Standard encryption**, **Enhanced encryption**. It is recommended to use the **Enhanced encryption** option. If this causes errors, choose a lower level of encryption.

Preview on local web server

You need a locally installed web server if you want to display and check PHP functions like a guestbook or forum on your own computer prior to uploading. Such a web server is already built into **web to date 7.0**.

You can change the following settings for using a local server for the browser preview:

Use local web server to display the built pages:

The default setting is **Use integrated web server**. As some **web to date 7.0** functions require the use of **PHP** to be displayed, we recommend you leave this option enabled. If you want to use the **Use another web server** option, enter the relevant data in **HTTP target URL (local web server)** and **Document folder (local server)**.

HTTP target URL (local):

If you are using a local web server, enter the corresponding target URL here. (This function is only enabled if you have chosen the **Use another web server** option in **Use local web server to display the built pages**.)

Document folder (local web server):

Enter the **document folder** of your local web server. (This function is only enabled if you have chosen the **Use another web server** option in **Use local web server to display the built pages**.)

Configure MySQL

Note: Please remember that you will need mySQL support when using special plug-in such as the **Feedback** plug-in.

If you have activated the **Use MySQL (recommended)** option in the **Build** tab of the **website and FTP properties**, you can click the **Configure MySQL** button to enter the relevant server details.

How to configure access to your MySQL server:

In the relevant fields, enter the **address of the database server** containing the database, the **name of the database** and your **user name** and **password** needed to access the database server.

Note: Please contact your service provider if you do not have these details.

The predefined **table prefix** should not be changed except by experts with experience in MySQL.

Website properties: Language

If you to publish your website in a language other than the default language, you have to change the language resources. Language resources are the text elements that **web to date 7.0** automatically integrates into your website.

All language resources with their texts in the default language appear in the list in the **Language** tab of the **website and FTP properties** dialogue box. Double-click an element to open the **Edit language resources** dialogue box, where you can edit the text to be displayed and change it to another language.

You can also edit elements that are used in your original site, for example the year of the copyright, or you may want to replace the word **user** with the word **member**.

Note: Changed language resources that deviate from the default are highlighted in **bold** in the list.

Importing and exporting language packages

web to date 7.0 also allows you to add complete language packages to your website project: Click **Import** and choose the language you want to use for your website. The available languages are **German**, **English**, **Italian**, **French**, **Dutch** and **Spanish**.

Edited language resources can be saved as a separate file with the **Export** option.

To find out more about editing language resources, click **here**.

Website Properties: Extended

The **Extended** tab provides the capability to configure the **extended properties of the website**. These include:

- the **Extended Dynamic Design Properties** that offer additional design options for the design of the entire website depending on the selected design.
  For Information regarding the use of **Extended Dynamic Design Properties** click **here**.
- the **User-defined Extended Properties** that you can configure to specify the internal and external search in the menu option of the **File** menu that has the same name.
  How to do this is described in **this section of Help**.

Homepage properties

Open the **Properties** dialogue box of your website by double-clicking on the homepage (**start page**) in the main pages view, or by selecting the **Properties** option from the context menu.

In the **Homepage title** field, type the file name you want to assign to the homepage, i.e. the first page of your internet presence.

The HTML options tab

The **HTML options** tab has **index** as the default name. You should change this to **default**, if your provider recommends it.

You can access the **website properties** by clicking the **site properties** button in the **Properties of the homepage dialogue box** of the **HTML options** tab.

The Visitors tab

Use the **Visitors** tab to define global access permissions for the entire website. To find out how, click **here**.

The Extended tab

The **extended** tab allows you to configure the **extended properties of the homepage** (start page). These include:

- The **extended dynamic design properties** that provide you with additional design options for your homepage (start page) depending on the selected design. To find out more about using the **extended dynamic design properties**, click **here**.
- The **extended user-defined properties** that you can configure via the corresponding menu option of the **File** menu to specifiy internal and external search options. You find out how to do this in **this section of help**.

Creating landing pages

Landing pages are used to specify a particular entry point to a website that can be linked to from other web pages. The URL of a landing page is always the same, even if the defined target page changes.

You have the option to define multiple landing pages for a target site, so you can differentiate more easily where your visitor is coming from (e.g. through advertisements.

Creating landing pages

To create a landing page, select a main page or subpage from the list, then choose **Create landing page** from either the **Main pages** or **Subpages** menu.

In the dialog that appears, type a **name for the landing page** – this name will be used to access the page later. You can normally use the default name generated from the folder name of the main page or subpage. For example, if the main page is called "Restaurant", you should keep the suggested name "Restaurant".

To create the landing page, close the dialog by clicking **OK**.

Editing landing pages

After creating a landing page you will see a dialogue box, where you can edit the existing landing page(s).

Note: You can access this dialogue box from the program interface with **File**/**Landing pages**.

There are four buttons under the list, which are used to edit the selected landing page:

- **Change folder name**: Opens a dialogue box in which you can change the folder name, if necessary.
- **Show landing page**: Opens (in the web to date 7.0 interface) the main page or subpage from which you want to generate the landing page.
- **Delete landing page**: Removes a selected landing page from the list (without asking you to confirm).
- **Copy URL of the landing page to the clipboard**: Copies the address (URL) of a selected landing page to the clipboard for use elsewhere.
  Note: The default subfolder in your website for all landing pages is called affiliate. If your domain is **http://www.mypage.com**, the landing page will be stored in the folder **http://www.mypage.com/affiliate/landingpagexy/**.

To change the default name of the folder used to store your landing pages, simply type a new name in the **Create landing pages in the following folder** field.

Tracking landing pages

The **Google Analytics** service allows you to track page accesses to your landing pages, for example to measure the success of targeted mailings. To use this service, you must go to **website and FTP properties**, open the Create tab, and enter the details of your Google account.

Text module type

The **Text** module type is probably the one most commonly used. It is used for all text content, with the exception of **tables** and **lists**. Examples include news, information, product descriptions, etc.

Text modules are frequently accompanied by images in the finished website, so web to date 7.0 allows you to add an image to them. The image then appears as a **margin image** next to the text, with its title and a caption. It can be **zoomed by clicking** or **linked with another page**. This means that a **text** module can either contain text only or a text/image combination.

The new version 7.0 of **web to date** adds another function to text modules, providing much more freedom when it comes to the layout: the ability to separate the **text into different columns or different tabs**.

The module preview window changes according to the data you enter, and displays the module you create in a simplified format. It shows the number of lines, the title that will be used as the module header in the built website, and the margin image if there is one.

How to work with the Text module type

1. Use the New module button to create a new text module. This module now appears in the list of modules. To find out more about creating modules, click **here**.
2. Enter the text you want in the module editor. You can move around the text in the same way as you do in other word processor. After double-clicking text to select it or after selecting it manually, you can right-click it to access the copy, cut, and paste commands on the context menu.
3. The bold and italics formats for particular words or phrases are applied via the B and I buttons respectively.
4. To assign a colour other than the default to the entire module, click the **Font colour** button. A dialogue box opens, displaying the current colour and allowing you to change it via the ... button to a **custom colour**.
5. To find out more about using link buttons, see **Inserting links**.

Note: The font type and size are set in the selected **design template** and cannot be changed.

How to create multi-column texts:

The editor initially handles all text as a single-column text block. This is indicated by a message with a yellow background below the edit window: **No columns. Click here to create columns**.

There are three ways you can turn the block of text into a multi-column text:

1. Click **Columns** on the Module menu,
2. Click the **Columns** button below the module editor, or
3. Click the yellow message below the editor window.

All three methods take you to the **Columns** dialogue box, where you can specify one to three columns for the text module.

You can also decide whether to display the multi-column text in **adjacent columns** or as **tabs** after each other.

After you create the columns they appear as buttons underneath the editor. The blue background indicates which column is currently being displayed in the window.

Note: Initially, the text in the text module is displayed in the first column of a multi-column module (or under the first tab, if the module is divided into tabs).

You can use the **Module**/**Split text into columns** menu command or the corresponding button underneath the editor to split the text into the selected number of columns/tabs automatically.

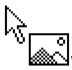
Note: Because software can only divide the text mathematically, without taking the content into account, you may need to check the result and possibly adjust it. To check the new appearance of the text module, simply view the page in the browser preview.

By default, the columns are displayed without column headings. To define headings for the columns, click the column labels below the editor. This opens the **Rename** dialogue box.

You can give each column its own heading If you are using tabs, the name you enter here will be the tab heading.

To use a different number of columns or to use tabs instead of columns, click **Columns** on the **Module** menu.

How to add accompanying images to text modules:

1. If you are creating a new module, click the **Select module image** button, then add the image via the **Select Image** dialogue box.
2. To add an image to the margin later, you only have to open the **Images** area of the **media gallery**. The program will show you all the images you have imported to the media gallery.
3. Use the to drag-and-drop function to move the image you want to use as a margin image to the list of modules. The mouse cursor changes into when you move to the list of modules.
4. Release the mouse button. The image appears in the list of modules to the side of the text.

You can also add an accompanying image using the **Properties** dialogue box.

Note: Remember that you can add only one margin image per module.

The **Extended** tab allows you to configure the **extended properties of the current text module**. These include:

- The **extended dynamic design properties** that provide you with additional design options for the module depending on the selected design. To find out more about using the **extended dynamic design properties**, click **here**.
- The **user-defined extended properties** that you can configure for the internal and external search specification via the corresponding menu option of the **File** menu. You find out how to do this in **this section of help**.

Image module type

Unlike **text** modules, where you can add an image to accompany the text, the image is the main element in an **image** module.

At the end, this image will appear as a **large image** with its **title** and a **caption** in the created website. If the visitor clicks on this image, the browser will show it in its original size on a separate page.

The module preview window changes according to the data you enter, and displays the module you create in a simplified format. The image appears as a thumbnail, along with the module title, which appears as a module heading in the built website.

Note: Remember that you can only add one image to each module. If you want to show several images underneath one another, for example in a photo gallery, simply create more image modules or use one of the plug-in galleries.

How to work with the image module type

1. Use the New module button to create a new image module. This module now appears in the list of modules. To find out more about creating modules, click **here**.
2. In the **Select image** dialogue box which opens next, choose the image you want to add to the module. The program will show you all the images you have imported to the **media gallery**. Confirm by clicking **OK**. The module is created.
3. To replace an existing image with another, click the button, or use drag-and-drop to move the image from the **media gallery** into the module editor or onto the relevant module in the list of modules. The mouse pointer changes its appearance. Release the mouse button. The image appears in the list of modules and the module editor.
4. If you have not already defined a title and a caption to the image in the media gallery via the **properties**, you can do so now in the module editor. Double-click the image title and write a caption for the image. You can also click the button to open the properties of the assigned image and change the text there.
5. If necessary, you can change the **scope of the caption** from global to local by clicking the yellow icon that appears next to the image title.
6. Click to open the **image preview**.

The **Extended** tab of the module properties dialogue box allows you to configure the **extended properties of the image module**. These include:

- The **extended dynamic design properties** that provide you with additional design options for the module depending on the selected design. To find out more about using the **extended dynamic design properties**, click **here**.
- The **user-defined extended properties** that you can configure for the internal and external search specification via the corresponding menu option of the **File** menu. You find out how to do this in **this section of help**.

Selecting images

Some types of modules of **web to date 7.0** allow inserting images. You can use the familiar drag-and-drop function to transfer the image you want from the **media gallery/images** section to the appropriate module. Alternatively , you can use the **Select images** dialogue box.

Depending on which part of the program you are in at that moment, you can open the dialogue box via the **Select image** button (for example, in the properties window of certain module types to add a margin image) or by using the button (in the **Image** or **Table** module types toolbar).

How to use the "Select images" dialogue box

1. Open the **Select images** dialogue box as explained above.
2. On the left of the window, you can see all the images included in the media gallery. Click the image you want to insert. You will see the corresponding preview in the window on the right.
3. To import an image from another directory and include it in the media gallery, click the **Import image** button .
4. To filter the images by specific categories, select the category you are interested in from the upper drop-down list. This assumes you have already created one or more subject categories in **Categories**.
5. The three radio buttons below allow you to choose the action to perform when the image is clicked:

- **Zoom image:** This opens the image in a separate browser window and shows it in its original size.
- **Do nothing:** When the image is clicked, nothing happens.
- **Show link:** This links the image with another type of entry, an external website, another image or a download file. To specify the link destination, click **Select link target**.

6. Click **OK**. The image is inserted into the indicated location, along with the selected options.

If you have just created a new image module, the list of images also contains the **Select images later** option. This is useful if you want to postpone selecting an image for the image module.

Note: web to date 7.0 allows you to incorporate **watermarks** into the image to indicate copyrights. To find out about setting up watermarks for your image, click **here**.

Assigning Categories

Categories serve to structure certain components of your website by topics, so working in **web to date 7.0** becomes clearer and easier. The components that can be classified in this way are **main pages**, **subpages** and **images**. Examples of categories include personal photos or page-related content, as well as annotations about the status of the pages, i.e. whether the pages are under construction or finished.

By default, no category is assigned to new main pages and subpages or to imported images in the **media gallery** – in other words, they are neutral. To assign existing categories or to define new classifications, use the **Assign Categories** dialogue box.

How to assign a category to main pages, subpages, and images:

1. **Images**: Make sure the image to which you want to assign a category is in the **media gallery** and is selected. Click the **Assign Category** button or use the context menu to open the dialogue box of the same name.
2. **Main pages and subpages:** Open the page and click the **Assign Category** button on the toolbar in the list of main pages or subpages. You can also open this window via the **Assign Category** item of the **main pages** or **subpages** menu.
3. The list in the upper part of the dialogue box includes the **(not assigned)** entry and any category names you may have created. Select a category you want to assign to the image or page, then close the dialogue box by clicking **OK**.
4. To create a **new category**, simply type a name for the new topic in the text box below and confirm by clicking **OK**. The currently selected image or the active main page or subpage are now included in this category.

Note: You can also assign a category to multiple images at once. Select all the images by holding the [**Ctrl**] key and clicking them with the mouse and then open the **Assign Category** dialogue box.

As soon as you have created the different **categories** and have assigned them to various images, you can filter your images accordingly. To do so, use the list field in the toolbar of the media gallery or the various dialogue boxes that allow you to select images from the **media gallery**.

While (**not assigned**) lists only those images that haven't been assigned to any category, (**all categories**) will display all images, including the ones not yet assigned. All the other entries correspond to the categories you have created.

Note: The selection of images by category can be done via the **media gallery**, but also via the **Select Image** or the **Insert Link** dialogue box.

Defining the Scope of Captions

If you want to add an image to a module, whether as an image in the margin (as in a **text module**) or a main image in a **image module**, you can create image captions for this image.

The **Image Caption** dialogue box allows you to indicate if this image caption will only appear in this particular module (**local caption**) or if it will be assigned as a default to the image (**global caption**).

By default an image caption is always created as a global caption. If you want to create several captions for the same image – for example, because you want to use it in different contexts on different pages – you can change the scope of the caption in the **Image Caption** dialogue box.

Changing the Scope of a Caption

1. Open the **Image Caption** dialogue box by clicking on the small yellow icon that appears next to the image title (in **text modules** for marginal images) or in the modules editor (for **image modules**). The default option is **Global Caption**.
2. Click on the option **Local Caption**. This way the caption you entered will only apply to the module where you inserted the image.
3. Of course, you can always change a global caption to a local caption at any time. To do this, click the option you want, then select the check box **Copy global caption to local caption now**. This also works the other way around, i.e. for converting a local caption into a global caption. Bear in mind, however, that any previously defined global caption will be overwritten.
4. Confirm the newly defined scope of the caption by clicking **OK**.

Note: The different appearances of the **image title** and the **image caption** depend on the selected **design template**. With captions, especially, it is worth regularly checking the end result, i.e. the built website.

Note: You can add a **global image caption** directly to images that have been loaded into the media gallery. Double-click the file in the media gallery, and in the **Image Properties** dialogue box that opens enter the desired **title** and **image caption**.

Table module type

The **Table** module type allows you to create tables and add text and images to the cells.

The module preview window changes according to the data you enter, and displays the module you create in a simplified format. The specified number of rows and columns are included along with the title you specified, which appears as a module heading in the finished website.

How to work with the Table module type:

1. Use the New module button to create a new table module. For details on how to create the **columns** and **rows** in your table, see **Defining the table format**. The table then appears in the list of modules and in the module editor.
2. Now add content to the individual cells. To do this, click inside a cell. When you start writing text or double-click the cell, the **Edit cell** dialogue box opens, where you can enter the content and define the format. You can also click the button.
3. To add a row to the end of the table, click the button.
4. To modify the **number of rows** or **columns** later, or to define **titles**, you must use the button. To find out more, see the appropriate **section**.
5. To add an image to a table cell, click the button and use the **Select image** dialogue box to choose the image. Alternatively, you can use drag-and-drop to move an image from the media gallery to the cell you want.
6. Four more commands are available from the **Module/Table** menu command and the context menu:
    - **Insert column**
    - **Delete column**
    - **Insert row**
    - **Delete row**
7. To find out more about using link buttons, see **Inserting links**.

The **Extended** tab of the module properties dialogue box allows you to configure the **extended properties of the table module**. These include:

- The **extended dynamic design properties** that provide you with additional design options for the module depending on the selected design. To find out more about using the **extended dynamic design properties**, click here.
- The **user-defined extended properties** that you can configure for the internal and external search specification via the corresponding menu option of the **File** menu. You find out how to do this in **this section of help**.

Defining a table format

When you create a new module of the **Table** type, a dialogue box appears where you specify the size of the table. You can also choose if you want a header to be shown for the columns and rows, and select the display layout .

All the details you enter here can be modified later in the module editor via the button.

How to define the table format:

1. In the **Number of columns** field, use the arrows to select the number of columns for your table. The default value is three columns.
2. In the **Number of rows** area, use the arrows to select the number of columns for your table. The default value is three rows.
3. If you enable the **Column heading** or **Row heading** check box, the first column and the first row will be highlighted. The type of highlighting depends on the selected **design template**.
   Note: The highlighting is not seen in the module editor, but only in the built website.
4. The **Current column layout** section shows the currently selected layout of the table. The default column layout defines the number of columns and has an automatic column width (**Auto**).
   The **Saved layouts** section contains a few predefined standard column layouts, which you can use with your tables immediately.
   There are three ways you can use a saved layout as the current column layout: double-click the desired layout, drag the desired layout to the **Current column layout** section, or select the desired layout and click the **Use as column layout** button.
   And here is another tip: In the schematic representation of the current grid layout, you can define the alignment of the cell content globally. When you click into a cell with the right mouse button, the context menu opens and you can specify the alignment of the content of the cell: **left-justified**, **centred**, or **right-justified**.

Defining custom column layouts

web to date 7.0 also gives you the option to define your own column layout and save it for future use in other tables and/or websites. To do this, simply click the **Save column layout** button after customising the columns.

Note: When you create column layouts, **Auto column width** is enabled by default. If you uncheck this option, you will be able to **set the column widths yourself**. To do this, simply click the separator between the columns and move it to the desired width while keeping the mouse button pressed.

Editing table cells

The **Edit cell** window allows you to create and edit the text in the table cells of a **table module**. The usual editing and formatting options are provided, as well as a number of functions for integrating and editing links.

How to edit cells in a table:

1. Open the **Edit cell** dialogue box by double-clicking the cell you want to change in the **table** or by selecting the cell and clicking the button.
2. First, enter the text.
3. The **bold** and **italics** formats for words or particular phrases are applied using the **B** or *I* button or via the **Format** menu.
4. The **cut**, **copy** and **paste** commands are located in the **Edit** menu.
5. To **link** the **cell content** with other internal or external elements, click one of the following link buttons:

- **Insert link:** To insert a link, click on the button to open the **Insert link** dialogue box.
- **Rename link:** Click the link whose name you want to change, then click A→B. In the dialogue box that opens, type a label for the link and confirm by clicking **OK**.
- **Delete link:** Click the link you want to delete, then click .
- **Remove link:** Click the link you want to remove and change into text, then click .
- **Show link target:** Click the link whose file path you want to see, then click .
- These commands can be carried out via the **Link** menu. To find out more about links, see **Insert links**.

Click the button to **apply** the inserted text. Click and then **No** to cancel the changes and keep the previous content of the cell.

Note: The text formatting you use in a cell will not be displayed in the module editor, but in the finished website and in the browser preview.

Selecting the mode of the list module

When creating a list module, a selection dialogue box opens first. You can choose whether you want to create a **list module** in **simplified** or **advanced mode**:

- **Simplified mode**:A quick way of creating (linked) lists. Limited formatting options. This mode is recommended for beginners because it is easier to work with.
- **Advanced mode**: This mode provides full control of list formatting, comparable to the options available with a text module. This mode is recommended for more advanced users. If you are **upgrading from a version prior to web to date 6.0**, you will recognise the **list module** that is created in this way as the previous default for **list** modules.

Click the mode you want and confirm your selection by clicking **OK**.

To find out which configuration options are available for the **list** module type, see **here**.

List modules

The **List** module type allows you to create lists with appropriate bullets. In lists, each line break [Return] creates a new list entry.

The module preview window changes according to the data you enter, and displays the module you create in a simplified format. It shows the number of entries and the title you defined, which will appear as the module heading in the finished website.

In **web to date 7.0** the **list** module has a **simplified** and an **advanced mode**:

- **Simplified mode**: A quick way of creating (linked) lists. Limited formatting options. This mode is recommended for beginners because it is easier to work with.
- **Advanced mode**: This mode provides full control of list formatting, comparable to the options available with a text module. This mode is recommended for more advanced users. If you are upgrading from a version prior to **web to date 7.0**, you will recognise the list module created in this mode as the **List** module type that used to be created by default.

How to work with list modules in simplified mode:

1. Use the button to create a new list module by selecting **Simplified mode (recommended for beginners)** from the selection window. This module now appears in the list of modules. To find out more about creating modules, click **here**.
2. When you create a list module in simplified mode, an empty list entry appears in the editor window. You can use the toolbar at the top of the window to create new entries or edit, sort, and link existing entries.
3. Click the **New entry** button to open the input dialogue box for new list items.
4. Type your text and click **OK** to apply the entry. Repeat this process until you have created all the entries.
5. The entries you create appear in the list in the editor and you can use the toolbar buttons to edit them. If you have created a link for an entry, you will see a dot in the **Link** column.
6. In the built website, linked items in **list modules in simplified mode** are shown as full links.

How to work with list modules in advanced mode:

1. Use the button to create a new list module. In the selection dialogue box, click the second option, **Advanced mode (for advanced users)** and confirm by clicking OK. The module now appears in the list of modules. To find out more about creating modules, click **here**.
2. Write the text you want in the module editor, which already contains the first entry. You can move around in the entry in the usual way. After double-clicking text to select it, you can right-click on it to access the copy, cut, and paste commands on the context menu.
3. To apply **bold and italic formats** to words, phrases or sentences, use the and buttons respectively.
4. To assign a colour other than the default to the entire module, click the **Font** button. A dialogue box opens, displaying the current colour and allowing you to change it to a custom colour using the button.
5. To find out more about using link buttons, see **Inserting links**.

Note: The font type and size are set in the selected **design template** and cannot be changed.

The **List** module type allows you to include margin images, i.e. small illustrations displayed to the side of a module. Click the **Select module image** button, then add the image via the **Select Image** dialogue box.

The **Extended** tab allows you to configure the **extended properties of the current list module**. These include:

- The **extended dynamic design properties** that provide you with additional design options for the module depending on the selected design. To find out more about using the **extended dynamic design properties**, click **here**.
- The **user-defined extended properties** that you can configure for the internal and external search specification via the corresponding menu option of the **File** menu. You find out how to do this in **this section of help**.

Teaser module type (advanced mode)

The **Teaser** module type allows you to create automatically generated lists with entries referring to main pages or subpages. One important feature of teasers is the ability to publish and remove the list entries on specified dates. This allows data like appointments to be kept up to date.

There are a number of settings for **creating teasers**. Some of them are defined directly in the module editor, and others are defined in the Teaser properties dialogue box.

How to work with Teaser module type:

1. Use the New module button to create a new teaser module, selecting the **Teaser** and clicking **OK** to confirm. To find out more about creating modules, click here.
2. In the following **teaser mode** dialogue box, decide whether you want to create a teaser module in **simplified** or **advanced mode**. **Advanced mode** offers you more configuration options, but is only recommended for more advanced users. Click **OK** to show the teaser in the list of modules.
3. Go to the module editor. You can change the following settings in the module editor:

Title: Enter a title for the automatic list in addition to the module header.

Style: Shows a simplified view of the style that will be used for the teaser. Click the Style section in the editor window to choose one of the three following types:

Type 1: **Heading**

Type 2: **Heading and abstract**

Type 3: **Heading, abstract and illustration**

The style display changes to show the selected type.

Note: In the style types **2** and **3** the pages you want to add to the teaser should have an abstract/illustration. You can define these elements in the main pages properties or subpages properties.

Include: Opens the Teaser properties dialogue box.

Advanced: This option allows you to refine the selection you made under Include by specifying additional criteria:

Specify if **only highlighted pages** must be shown in the upper area.

Specify if **only pages of a particular category** must be shown in the lower area.

Quantity: You can limit the **number of elements** appearing in the list, using the fields in the Number of elements dialogue box. This may be useful if the teaser is in danger of becoming too large.

Sort: Use the list field to indicate the sort order of the pages included in the teaser. You can choose between

1. alphabetical

2. Date - most recent first

3. Date - oldest first

4. no sorting

Show selection: Shows the pages included as a result of the teaser search.

Tip: Especially for **teasers**, it is recommended to display the list created automatically via the browser preview, which opens when clicking . In this way, you will always be sure that all the pages are correctly displayed in the teaser. If particular pages are missing, check the relevant settings, especially the timed content settings.

You can click to open the **extended teaser properties**. This dialogue box allows you to specify the number of columns in your teaser module. To find out more about this, see **Teaser properties (advanced mode)**.

The **Extended** tab of the module properties dialogue box allows you to configure the **extended properties of the teaser module**. These include:

- The **extended dynamic design properties** that provide you with additional design options for the module depending on the selected design. To find out more about using the **extended dynamic design properties**, click **here**.
- The **user-defined extended properties** that you can configure for the internal and external search specification via the corresponding menu option of the **File** menu. You find out how to do this in **this section of help**.

Teaser mode

The **Teaser mode** dialogue box allows you to choose between the **simplified mode** and the **advanced mode**.

In **simplified mode**, all the columns in the teaser have the same appearance. Items are only displayed if they are contained in the current selection.

Advanced mode allows you to adjust the columns in the teaser independently of each other. You also have more choices when it comes to selecting the elements you want to include.

Select the option you want and click **OK** to create the teaser module in the selected mode.

Extended teaser properties (advanced mode)

The **Extended teaser properties** dialogue box allows you to design the automatic list when creating or editing a teaser.

How to configure the extended teaser properties:

1. Use the New module button to create a new teaser module. In the **Teaser mode** dialogue box, choose the **Advanced mode (for advanced users)** option and click **OK** to create the module. To find out more about creating modules, click **here**.
2. On the toolbar above the editor window, click the **Extended teaser properties** button. The dialogue box of the same name opens**.**
3. Click a radio button to define the number of **columns** for the teaser module. You can choose between one, two or three columns.
4. The **Search index** option creates a single-column teaser with an alphabetical search index, which allows you to search for the titles of all main pages and subpages, for instance.
5. If you want to specify the maximum number of entries to be shown in the new teaser list, enable the **Maximum number of entries per page** check box and choose the desired number from the field.
6. If you select a **maximum number of entries per page**, the **Show page selection elements** option is enabled. If the number of pages the teaser refers to is greater than the number selected in **Maximum number of entries per page**, the page selection elements are included in the teaser, which allow you to display all the other entries.
7. The **Automatically generate short texts if empty** option allows you to have the short texts used in the teaser module created automatically. The program generates a short text from **existing** **text modules**, even if you have not defined a short text in the page properties. You can also define how long (in characters) the short text will be.
8. Click **OK**. The result is shown in the module editor.
9. To modify the **number of columns** later, click the **Advanced teaser properties** button in the module toolbar.

Teaser module type (simplified mode)

In **simplified mode**, all the columns in the teaser have the same appearance. Elements are only displayed if they are contained in the current main page. After you close the **Teaser mode** dialogue box by clicking **OK**, the new teaser module appears in the list of modules.

Click the **Extended teaser properties** button above the module editor to open the dialogue box of the same name, where you can set the properties of the teaser you created.

To find out about the available formatting options, see **Extended teaser properties (simplified mode)**.

The **Extended** tab of the module properties dialogue box allows you to configure the **extended properties of the teaser module**. These include:

- The **extended dynamic design properties** that provide you with additional design options for the module depending on the selected design. To find out more about using the **extended dynamic design properties**, click **here**.
- The **user-defined extended properties** that you can configure for the internal and external search specification via the corresponding menu option of the **File** menu. You find out how to do this in **this section of help**.

Extended teaser properties (simplified mode)

In **simplified mode**, all the columns in the teaser have the same appearance. Items are only displayed if they are contained in the current page. After you close the **Teaser mode** dialogue box by clicking **OK**, the new teaser module appears in the list of modules.

In the **Extended teaser properties** dialogue box, choose the maximum number of entries per page to be shown in the teaser lists.

How to define the extended teaser properties:

1. In **Other criteria for selection**, choose if only **highlighted** elements should be shown or if no reference to these elements should be made. **Note:** To highlight a main page or a subpage, open the corresponding **main pages** or **subpages properties** and enable the **Highlight** option.
2. In **Optional elements**, choose the **Show page selection elements** option to add more pages to a teaser than specified in the **entries per page** (see above) option. This adds page selection elements to the teaser, so all other entries can be displayed.
3. In **Sort**, you can specify the sort order of the entries in the teaser: **Alphabetical**, **By date - recent entries first**, **By date - oldest entries first** or **No sorting** (default setting).
4. The **Short text** section allows you to automatically create the abstracts that are used in the teaser module. The program generates an abstract from existing text modules, even if you have not defined an abstract in the page properties. **Note:** If there is no text module, no abstract can be generated. Via the **Truncate after X characters** option, you can set the length for the automatically created abstracts (Default: 100 characters).
5. Click **OK** to apply the changes and close the dialogue box.

Defining the properties of teasers

If you want to create an automatically generated list with the Teaser module type, you must specify which entries or pages the list will refer to. Enter these details in the **Teaser properties** dialogue box. **web to date 7.0** allows you to create your teaser lists in two different ways - automatically or manually.

How to generate teasers automatically

If you choose this form of compilation, **web to date 7.0** will automatically include all main pages and subpages in the teaser module which are subsidiary to a predefined area of the website.

1. Use **advanced mode** to create a teaser module, then click the **Include** entry inside the module editor. This opens the **teaser properties** dialogue box.
2. First, decide which ranges (main pages or subpages) you want to included in the teaser module.
3. Next, in the **web to date 7.0** project structure view, choose the main page(s) you want to refer to in your list. Alternatively, if you want to show subpages, choose the main page to which the desired subpages are subsidiary. In automatic generation, the range for your teaser could be the entire website, the current main page or any other main page you want to refer to in your list. Or if you want to show subpages, choose the main page of the subpage you are interested in.
4. Confirm your input by clicking **OK**.

Note: Bear in mind that the subpages are only shown if they actually exist. Choosing the Subpages radio button will have no effect if no subpage has been created in the selected page range.

How to generate teasers manually

If you decide to use the **manual list**, you can include **main pages and subpages together** in a list of teasers.

1. Use **advanced mode** to create a teaser module, then click the **Include** entry inside the module editor. This opens the **teaser properties** dialogue box. Go to the **Manual compilation** tab.
2. To make a **selection**, double-click the **main pages** and **subpages** in the areas that appear on the left side of the dialogue box to transfer them to the compilation on the right side. The order of the list is the order in which the items will be displayed.
3. However, you can **change the order** by using the arrow buttons and . If you want to remove a page from the list, click the element and click the **Delete element** button . The **Clear list** button deletes all the main pages and subpages from the list.
4. Confirm your input by clicking **OK**.

Form modules

If you want visitors to your website to be able to get in contact with you, you can include a **form** in your **web to date 7.0** project. Depending on the fields you use in the form, your visitors can send you feedback, subscribe/unsubscribe to a newsletter, etc.

Working with the form module type

1. Use the New module button to create a new **form module**, by selecting the **Form module type**. To find out more about creating modules, click **here**.
2. In the **New Form** Wizard that opens, choose a form type. This will usually be a feedback form. To find out more about the settings in this Wizard, click **here**.
3. To close the Wizard, click **Finish**. The **form** is then included in the **list of modules**. The **module editor** shows the form content in tabular form. In a **feedback form**, the most important fields for the **sender's name**, **email address** and **message** are already included. For an empty form, only one empty field is created – you will have to define the details yourself.
4. The default columns displayed are for the field name and description, but you can add columns (see below).
5. To edit the **form**, i.e. to change the size of your form and add or delete individual fields, use the buttons on the module toolbar:

Creates a new form field at the end of the current form and automatically opens the **Edit form field** dialogue box.

Opens the **Edit form field** dialogue box for the field that is selected in the module editor.

Note: This dialogue box can also be opened by double-clicking the corresponding field.

Deletes the field selected in the module editor.

Moves the field selected in the module editor up one position in the form.

Moves the field selected in the module editor down one position in the form.

If this button is enabled, more columns are added to the right side of the form table in the module editor, providing more details about the fields (**Variable**, **required**, **Email**, **selected**). Use the scroll bar at the bottom of the module editor to see all the columns.

To find out more about what the details mean, and how to enter and edit them, click **here**.

Opens the **Form properties** dialogue box, which allows you to choose the send and receive options.

The **Extended** tab of the **module properties** dialogue box allows you to configure the **extended properties of the form module**. These include:

- The **extended dynamic design properties** that provide you with additional design options for the module depending on the selected design. To find out more about using the **extended dynamic design properties**, click **here**.
- The **user-defined extended properties** that you can configure for the internal and external search specification via the corresponding menu option of the **File** menu. You find out how to do this in **this section of help**.

Note: The functions for **editing**, **deleting** and **adding** fields can also be accessed by clicking the corresponding option in the context menu that opens when you right-click the relevant field.

Creating a new form

The **form** module type allows your visitors to contact you. Depending on the fields you use in the form, your visitors can send enquiries or feedback about your website to you, etc.

When you create a new **form module**, you start by using the **New Form Wizard** to specify the **type of form** you want to create. The most common type is the **feedback form**, which allows visitors to your website to get in contact with you and send you feedback. This type of form is predefined with many important fields containing the sender's data. All the forms will be sent to you by email.

If your web server supports **PHP**, you can use the **internal form gateway** to transmit feedback forms.

Experts can dispense with this service when creating a new module and create an **empty form**. This type of form is useful if you intend to process your own forms on your web server and therefore use other server scripts.

A third option is to insert forms to ask for or cancel the subscription to newsletters and other publications that were created with the **mail to date 1** program from **DATA BECKER** (ref 446 774).

Note: To add a version 2 or version 3 **mail to date** service centre, use the **mail to date** plug-in. To integrate your **eMarketing to date** service centre into the website, use the **eMarketing to date** plug-in. To find out more, see the help for the corresponding plug-in.

How to create a feedback form:

1. Use the 

button to create a new module of the form type by enabling the **form** radio button. To find out more about creating modules, click **here**.
2. In the **New form** dialogue box, choose the **Feedback form** form type and specify that you want to use the **internal form gateway** by enabling the corresponding radio button.
3. Click **Next** to go to the next step.
4. In the upper field, enter the **e-mail address** to which the form is to be sent. **Tip:** Select the address of a mailbox whose content you check regularly, so you can react quickly to your visitors' enquiries.
5. You can also enter a **subject text** to make it easier for you to administer the incoming mail. For example, if you have created a form for visitors to request more product information, you could enter "Product information request" as the subject.
6. When visitors have sent the form on the finished website, they will be forwarded to a **feedback page** . This page can be defined with the **Select/create page** function. You can also skip this step and define the page later. To do this, open the **Edit form field** dialogue box.
7. After creating the feedback page, you are returned to where you previously were in the New Form Wizard. Finally, choose whether you want to use **CAPTCHAs** (security codes) for transmitting the forms to protect from misuse (SPAM). This option is enabled by default.
8. Click **Finish**. The feedback form appears in the module editor, already containing some of the fields for entering the most important sender's data. To edit existing fields or add new ones, open the **Edit form field** dialogue box.

How to create an empty form:

1. Use the 

button to create a new form module by activating the **Form** radio button. To find out more about creating modules, click **here**.
2. In the **New Form Wizard** choose the **Empty form** form type.
3. Click **Finish**. An empty form will appear in the module editor.

Note: For an **empty form**, you will have to specify the form delivery and receipt properties in the **Form properties** yourself. Open this dialogue box in the list of modules by clicking **Form properties** on the context menu or by clicking the button.

How to add a mail to date 1 form to your web to date 7.0 project:

1. To add a mail to date 1 form, click the bottom option and then click the **Finish** button. The **Open form** dialogue box opens.
2. Select the directory containing the mail to date form in W2F format. When you confirm your selection by clicking **Open**, the form will be added as a separate module to the current **web to date 7.0** main page or subpage. All the information in this form that was obtained from the visitor is automatically copied to mail to date, where it can be processed further.

Note: To add a version 2 or version 3 **mail to date** service centre, use the **mail to date** plug-in. To integrate your **eMarketing to date** service centre into the website, use the **eMarketing to date** plug-in. To find out more, see the help for the corresponding plug-in.

Editing form fields

Use the **Edit form field** dialogue box to define the properties of new fields in a **form module** or to modify existing fields. You can specify the **type** of each field and assign **labels** to them. Advanced users can also enter data relating to **server variables** and **default or return values**.

How to use the form field dialogue box

1. To define the properties of a new form field, go to the **form module** toolbar and click the button. The dialogue box is displayed immediately. You can define the **type** and **label** for the new form field and, if you want, include a **description** for the field; decide whether **input** into this field is **mandatory** or not; and whether the validity of the **e-mail address** is to be **verified**.
2. If you want to define or modify the form field properties of an existing field, click the button on the toolbar of the **form module**, or double click the corresponding field in the module editor. A dialogue box opens. You can define the **type** and **label** for the new form field and, if you want, include a **description** for the field; decide whether **input** into this field is **mandatory** or not; and whether the validity of the entered **e-mail address** is to be **verified**.
3. In the **Type** field, specify the type of field you want to create. The selection list contains the following types:

Text field (single line):	Inserts a single line text box as a form field, which the visitor to the website can fill with a short amount of text (eg, a name). This is the default field type.
Text field (multiline):	Inserts a text box of several lines as a form field, which the visitors to the website can fill with longer text.
Check box:	Creates a **check box** than can be activated and deactivated. **Note:** If there are **several check boxes**, the visitors to your website can enable several check boxes at the same time (**AND selection**).
Radio button:	Creates a **radio buton**. **Note:** If there are **several radio buttons**, the visitors to your website can enable only one (**OR-selection**). **Tip:** How to create different groups of radio buttons is covered at the end of this article.
Hidden field:	The field you create here will not be seen by visitors to the website. Fields of this type are mainly used for internal information, such as transmission properties. **Note**: Creating this type of field disables the input options described below, and all you can do is name server variables and return values. To do so, click the **Show details** buttons.
Heading:	Creates a **heading** for your form. Visitors cannot enter data in this type of field.
File upload:	Automatically adds a field and the **Browse** button to the published form, which can be used to attach a file to the form.

4. In **Label**, include the name of the field (for example, E-mail address).
5. In the **Description** field, you can type some text describing the field in more detail to visitors of your website. Input is optional, i.e. not mandatory
6. If you have chosen a single line text box as the **type**, you can enable the **Check e-mail address validity** check box to have the system check whether the data entered by the user corresponds to a valid e-mail format. Activating the check box is only recommended if the text box will actually be used for an e-mail address.
7. The **Required field** check box allows you to configure that the visitor **has to fill out** this field. This is

recommended for fields that collect important data. If you have not specified a text field as **Type**, this function will be greyed out.

8. Confirm your input by clicking **OK**. The new or modified field appears in the module editor.

For experts: Detailed view

Use the **Show details** function to view the extended field properties. This section contains the **Server variable** and **Default value** options. For experts in HTML: These functions use `NAME` and `VALUE` tag HTML elements respectively. If you use a command sequence for your server, you can use the server variables to define the identifier that will be transferred to the server via `GET` or `POST`. However, this depends on the function of the script.

For advanced users: Creating groups of radio buttons

Radio buttons (unlike check boxes) usually have the characteristic that only one of them can be activated at a time. That is why **radio buttons** are used to select between exclusive options, for example when selecting a gender. But what happens if you want to ask about more than one set of exclusive options, for example gender, nationality and marital status?

You can use the **grouping function** so visitors can activate more than one field for all three topics. This places options about gender, nationality and marital status into separate blocks (= groups). Within each group, only one of the options can be selected.

To create **groups of several related radio buttons** in a form, follow these steps:

1. Open the detailed view.
2. Assign the **same** server variable to all elements of the same group, for example GENDER.
3. Assign a **different** default value for each element of the group, for example `MALE` and `FEMALE`. Try not to use special characters or spaces.
4. Mark the originally selected value with the **Selected** function.
5. Assign a meaningful label to each element of the group of radio buttons, for example "male" and "female". The visitor will be able to see this label later.
6. To create another group of radio buttons, select another server variable.

Note: The individual elements of a group do not have to be arranged one below the other.

Defining form properties

You only need to worry about setting and changing the **form properties** if you are using empty forms rather than **feedback forms**.

You can only use **empty forms** if your internet server allows you to process your own forms and you would like to use different server scripts.

This dialog allows you to modify the form so it supports the form script on your server.

Warning: The following observations suppose that the user has such a form script available. A form script is a small program in your web server which handles form entries and processes them, for example by writing them to a database or sending them by email. **I**nternet **s**ervice **p**roviders (ISPs) sometimes provide such scripts – or you may know of a free provider.

You can, of course, also use the internal form gateway – in which case there is no need for the time-consuming configuration described here. When you create a new form, simply indicate that you want to use the (internal) gateway, and the Wizard will do the rest.

You can modify the following parameters:

Target URL: Sets the `ACTION` property of a form, in other words, the address where the form data will be sent. Please enter the address including the protocol prefix, i.e. `HTTP:`, `HTTPS:` or `MAILTO:`

Method: Sets the `METHOD` property of the form. The allowed values are `POST` and `GET`

Encoding: Sets the `ENCTYPE` property of the form. The possible values are `application/x-www-form-urlencoded, text/plain and multipart/form-data`. The W3 consortium recommends the `GET` method if the program needs the data only as a parameter for a function, whereas the `POST` method is recommended for cases where the program uses them for other purposes, like recording the data in a database. In addition, the `POST` method is suitable for greater volumes of data than `GET`, where the parameters are appended to the URL.

Sending a form by email

If you want the forms to be sent with the help of the e-mail program on the visitor's PC, select the e-mail address with the `MAILTO:` prefix as target URL, e.g. `mailto:info@todate.de`. Choose `POST` as the method, and `text/plain` as the encoding type.

Selecting/creating a feedback page

When a visitor to your website sends a feedback form, you can display a feedback page indicating that the form has been received.

As a **feedback page**, you can choose any page from your site or create a new subpage with the help of the **Select/Create page**.

In the **Form Wizard**, click the **Select/create page** button. You can initially select an existing page as the feedback page. Click the main page or subpage you want and confirm your selection by clicking **OK**.

If you do not want to use any of the existing pages as a feedback page, click the **Create new feedback page** button. In the dialogue box that opens, insert a **name** and a **text** for the feedback page. Click **OK** to create a feedback page, which you can also edit later on, after you have finished designing your form.

Tip: If you have created the feedback page manually, bear in mind that a feedback page only makes sense as a reply to a form. Therefore, you must select a subpage and **exclude it from the teasers and the Next/Back navigation sequence**. This way you make sure that this page will only be enabled in response to a **feedback form**. This is done automatically for subpages created with the **Create new feedback page** function.

Important: The feedback page can only be displayed if you fill in the **HTTP target URL** field in the **website and FTP properties**. This is the address that will be used to access your presence on the internet.

HTML element module type

web to date 7.0 lets you insert HTML code into your website project. This means you can include information from other websites or elements based on JavaScript into your website. You can also use **HTML modules** to add dynamic PHP scripts to your website, for example route planners in the form of IFrames.

If you have incorporated your **HTML elements** via a source code of this type, they will be displayed on your website.

Working with the HTML element module type:

1. Use the New module button to create a new **HTML module**. The **Wizard for new HTML modules** opens.
2. Click the **Manually insert HTML code** entry if you want to create the HTML code by yourself. If you have already saved the code in an external file, choose the **Import HTML file** option and select the directory in the dialogue box that opens. To include a script in the **HTML module**, enable the third option, **Include external element**. Confirm by clicking **OK**.
3. The HTML module now appears in the **list of modules**. To find out more about creating modules, click **here**.
4. To integrate an existing **HTML element** in the module, select the **Import HTML** button , and then add the selected element to the modules editor. **web to date 7.0** lets you import HTML (***.html**/***.htm**/***.php**) and text files (***.txt**). You can, of course, also manually enter HTML code in the module editor.
5. To edit the imported file or the previously entered source code, you can use the context menu commands for **selecting**, **copying**, **cutting**, **pasting** and **deleting**. The context menu also allows you to undo any change.
6. If you have entered the HTML code yourself or edited an imported code, you can use the **Export HTML** button to save the code in another directory.
7. To find out how to include a script as an IFrame in your **web to date 7.0** project, click **here**.

The **HTML element** module type allows you to include **margin images**, i.e. small illustrations displayed to the side of the module. Click the **Select module image** button, then add the image via the **Select Image** dialogue box.

The **Extended** tab of the module properties dialogue box allows you to configure the **extended properties of the form module**. These include:

- The **extended dynamic design properties** that provide you with additional design options for the module depending on the selected design. To find out more about using the **extended dynamic design properties**, click **here**.
- The **user-defined extended properties** that you can configure for the internal and external search specification via the corresponding menu option of the **File** menu. You find out how to do this in **this section of help**.

Embedding an external element

When creating **HTML modules**, **web to date 7.0** lets you insert scripts, including those that work on PHP. Classic examples of these dynamic scripts include route planners. The inclusion of such external elements is carried out with so-called **IFrames** in **web to date 7.0**. The scripts being added must be saved in a web server and must be accessible via a URL.

Note: When deciding whether to use embedded **IFrames** in your website, remember that they will need modern browsers.

How to integrate external elements in your HTML module

1. Use the 

button to create a **new HTML module**.
2. In the **New HTML element** dialogue box, enable **Embed external element**, then click the **OK** button.
3. In the **URL** field, type the full URL of the page you want to embed (for example www.exampledomain.com). Use the **Verify URL** and **Show URL,** buttons to check your input for errors.
4. In the **Height** field, enter the height of your **IFrame** in pixels. This determines the way the embedded script will be displayed. If the specified height for the script is not (or is not intended to be) the same as the actual size, activate **Show scroll bars** to include scroll bars.
5. When the data is confirmed as entered with a click on **OK**, **web to date 7.0** automatically creates an HTML module with an embedded frame, which contains the script indicated.

Importing HTML files

The module type **HTML element** allows you to embed HTML code in your web site. If you cannot or do not want to write the code yourself in the module editor, you can import external HTML elements, such as scripts.

How to import HTML files:

1. Importing HTML files is carried out via the **Import HTML** button in the toolbar that appears in the modules window, which appears after a new **HTML module** has been created. The **Import HTML file** dialogue box opens.
2. In the Explorer window, choose the directory containing the file you want to import.
3. **web to date 7.0** automatically shows all HTML files, i.e. files of type ***.html**, ***.htm** and ***.php**. But because HTML code is often saved as an ordinary text file, you can choose to only show files of this type (***.txt**). To do this, change the **File type** field.
4. Confirm your selection by clicking **OK**. The selected HTML file will then be included in your **web to date 7.0** project, and the source code will be displayed in the module editor.
5. If necessary, you can edit and adapt the HTML code to meet your needs.

Note: The **Import HTML** function can also be accessed via the **Module/Import HTML** menu when an HTML module is active.

Exporting HTML files

HTML Export is used to save HTML code that has been created or modified in a **HTML module** via the modules editor in an external file, so that it can be used for other **web to date 7.0** projects or in other applications.

How to export HTML files:

1. Exporting **HTML files** is carried out using the **Export HTML** button in the modules window toolbar, which appears after you have created HTML code in the modules editor. The **Export HTML file** dialogue box opens.
2. In the Explorer window choose the directory where you want to save the HTML code.
3. In **File name** type a name for your HTML file.
4. In the **File type** drop-down list, choose the file format in which you want to save your **HTML code** or your **script files**. You can save them as **HTML**-, **HTM**-, **PHP**- or as **TXT** file (text file).
5. Confirm by clicking **Save**. The selected HTML module will now exist as an independent file on the hard disk, and you can use it in other applications or in other **web to date 7.0 projects**.

Note: The **Export HTML** function can also be accessed from the **Module/Export HTML** menu when an HTML module is open.

Media clip module type

The **Media clip** module type allows you to add videos and Flash files to your website, which your visitors will be able to view using an integrated player. **web to date 7.0** supports all common **video formats**.

Note: When you add videos, consider the size of the file and the resulting loading times. Before you can use a file in the MPEG format in **web to date 7.0**, change the ending to **MPG** (for example in Windows Explorer).

Note: To add a video, a Flash file or a Flash video to a module, you must already have added it to the **Downloads** section of the **media gallery**.

How to work with the media clip module type:

1. Use the New module button to create a new media clip module. This module now appears in the list of modules. To find out more about creating modules, click **here**.
2. To add a video, a Flash file or a Flash video to the module, activate the **Downloads** section of the **media gallery**. The program shows all available downloads, including the videos and Flash files you have imported into the media gallery. Move the file you want to add to your website into the module editor using drag-and-drop. The mouse pointer changes to .
3. Release the mouse button. The video is added to the module.
4. To view the video or animation in the module editor, click the **Play** button . The appropriate player must be installed on your system.
5. The button allows you to open the **Video properties** dialogue box.

Note: The **Media clip** module type allows you to include images in the margin, i.e. to display a small image on the side of a module. Click the **Select module image** button, then add the image via the **Select Image** dialogue box.

The **Extended** tab of the module properties dialogue box allows you to configure the **extended properties of the media clip**. These include:

- The **extended dynamic design properties** that provide you with additional design options for the module depending on the selected design. To find out more about using the **extended dynamic design properties**, click **here**.
- The **user-defined extended properties** that you can configure for the internal and external search specification via the corresponding menu option of the **File** menu. You find out how to do this in **this section of help**.

For details about the formats supported by the **media clip module type**, click **here**

Supported video formats

You can use the media clip module type in **web to date 7.0** to embed videos into your website.

The following formats are supported:

- **QuickTime** is a video format which is especially popular in Apple systems. To be able to play them, the QuickTime plug-in must be installed. QuickTime files have the ***.mov** or ***.qt** extension.
- **Windows Media** covers all the video formats that can be played with the Windows Media Player, a program that is bundled with all recent versions of Windows and Microsoft Internet Explorer. These files usually have the following extensions: ***.asx**, ***.wm**, ***.wma**, ***.wmv**, and ***.mpg**.
- **RealMedia** is the format used by RealPlayer. To be able to play these files, you must have RealPlayer installed. RealMedia files have the ***.rm** or ***.ram** extension.
- **Flash animation** is a compact format designed to play interactive Web animations in vector format. To be able to play these files, you need to install the Flash plug-in. Flash files have the ***.swf** extension.
- **Flash video** . Supports Flash videos in the ***.flv**.

Note: If you want to include a video in another format or play videos in an external player window, follow these steps:

1. Create a **text**, **list** or **table** module.
2. Create a link to the video file you want by dragging it from the **downloads gallery** to the text module.

If a visitor clicks on a link of this type, the corresponding player will open automatically, if installed, and play the video clip.

More information:

To find out more about formats and player downloads, visit these web sites:

Windows Media	**www.microsoft.com**
RealMedia	**de.real.com/realplayer**
QuickTime	**www.apple.com/de/quicktime**
Flash	**get.adobe.com/de/flashplayer/**

Selecting videos and animations

For each **media clip type module**, it is necessary to assign a video or Flash file in one of the **formats supported** by **web to date 7.0**. You can do this from the download gallery using the drag-and-drop function, or by using the relevant dialogue box. Click the button to open the dialogue box.

How to assign a video file:

1. Open the **Select video** dialogue box.
2. Select the video or Flash file you want from the list of videos.
3. If you want to preview the video or animation, use the **Play video** button. The correct player must be installed on your szstem, such as QuickTime, RealPlayer, Windows Media Player or Adobe Flash Player.
4. If you want to add a video or a Flash animation to your collection or you want to use a video or animation that you have not yet loaded into the **media gallery**, click **Import video**.
5. Finally, click **OK**. The video or Flash animation will be assigned to the module.

The Tab Module

When creating website content you may want to present your customers with as much comprehensive information as possible without overloading the individual pages of your website with content.

The **Tab** paragraph type offers a stylish solution to this problem by allowing you to utilize the available space multiple times, so to speak.

With the new standard **tab** paragraph type and its flexible tab designs you can provide another horizontal navigation option that your website visitors can use to access preferred content.

The presentation of the tabs is automatically adjusted to the selected design in the created website, so that the paragraph type fits perfectly into the designed page.

Dividing the website content into different tabs is done quickly and easily.

Create Tabs

First create a new paragraph of the **tab** type. The entered **paragraph title** functions as the **tab title**.

In the paragraph overview, a new paragraph of this type is displayed as a **dark blue tab** with the title **"Tab Label"**.

Mark the new paragraph that was inserted at the bottom of the paragraph overview and move it via the arrow keys and until it is above the paragraph that you want to display as the first tab.

To define the next tab, create another new paragraph of the **tab** type and place it above the first paragraph that is to be displayed under the new tab. Continue this process until all required tabs have been created.

In the editor pane the **tab** paragraph type provides two configuration options: the **Creation of a New Tab** or the definition of the **End of a Tab Panel**. By default each new paragraph type has the **Start New Tab** option enabled. Leave this option enabled for each tab that defines the beginning of the content for a new tab.

End Tab Display

To **end the tab display**, create a paragraph of the **tab** type and place it via the arrow buttons (and) below the last paragraph that is to be displayed in the last tab. In the editor pane, enable the **End Tab Area** option for this paragraph.

Note: Please note that the end tab only needs to be set once at the end of the entire tab area and not at the end of each tab.

Example

If you want to display three consecutive paragraphs as tabs on your main page, create a paragraph of the**tab** type in front of each of the three paragraphs and enable the **Start New Tab** option for each of them.

After the last paragraph add another paragraph of the **tab** type and enable the **End Tab Area** option.

The paragraphs that follow the end tab in the paragraph overview are not integrated into the tab display, but are displayed as before below the tab area in the defined paragraph order.

Note: This paragraph type is very flexible because it enables you to combine **any paragraph type** (i.e. forms, image maps or tables as well) **and not just certain paragraph types in the tab area**.

The **Extended** tab of the paragraph properties povides the option to configure the **extended properties of the tabs**. These include:

- the **Extended Dynamic Design Properties** that provide you with additional design options for the paragraph display depending on the selected design. Information about the use of the **Extended Dynamic Design Properties** can be found **here**.
- the **User-defined Extended Properties** that you can configure to specify the internal and external search in the User-defined Extended Properties menu option of the **File** menu. How to do this is described in **this section of Help**.

Plug-in module

You can use **plug-ins** to enhance your website. **Plug-ins** provide additional functionality with special module types like **galleries**, **forums**, **guestbooks**, **hit counters**, **sitemaps**, **RSS**, **Imagemaps** and many more. **web to date 7.0** includes a wide variety of over 50 different plug-ins.

There are two ways to add a **plug-in module** to your page:

1. The Wizard for new modules allows you to select a **plug-in** module from the **All module types** tab.
2. It is quicker to go to the **Plug-ins** tab in the Wizard for new modules, then to select the plug-in from the list.

If you click a plug-in with the mouse, an sample appears in the form of a preview on the right. Click **OK** to add the selected plug-in module to the current page.

Note: To find out more about each of the plug-ins, see the help for the particular plug-in.

The **Extended** tab of the module properties dialogue box allows you to configure the **extended properties of the plug-in module**. These include:

- The **extended dynamic design properties** that provide you with additional design options for the module depending on the selected design. To find out more about using the **extended dynamic design properties**, click **here**.
- The **user-defined extended properties** that you can configure for the internal and external search specification via the corresponding menu option of the **File** menu. You find out how to do this in **this section of help**.

To find out more about creating modules, follow **this link**.

Adding a new plug-in module

You can use plug-ins to enhance your website. They extend the functionality of special module types, such as **galleries**, **guestbooks**, **slide shows**, **RSS**, **Image maps**, **counters**, **site maps**, **banner rotations** and much more. **web to date 7.0** includes a wide variety of over 50 different plug-ins

How to add a new plug-in module:

1. Click the New module button to add a new module to your main page or subpage.
2. In the **module title field**, you can enter a heading for your plug-in module. Input is optional. If you do not use a title, **(unnamed)** will be used as default identifier for the module. The **(unnamed)** entry will not be displayed in the built website, of course.
3. In the **New Module Wizard** click the plug-in you want on the **All module types** tab or the **Plug-ins** tab. The list contains a series of different plug-ins, which are shown with their name and a brief description. If you click a plug-in with the mouse, an example is displayed as a preview on the right.
   Tip: Modules of the **plug-in** type are marked with the icon in the list.
4. Click on **OK** to insert the new plug-in module.

Defining the properties of images

Open the image properties dialogue box by double-clicking an image in the media gallery, via the context menu or by clicking the **Properties** button in the toolbar.

In the dialogue box that opens you can enter the individual properties for the currently selected images in the **General** and **Extended** tab.

The General tab

In the **General** tab of the **image properties** dialogue box, you can define text for the image, photo, illustration etc.. This text provides more information about your illustrations on the finished website, and consists of two parts:

- The **image title** that is used for the published illustration and as a tag to the pictorial information, and
- The **caption**, which usually contains additional information about the image. This may be a brief explanation, a comment or a description in addition to the title.

The Extended tab

In this tab, you can define the **extended properties** of the image. By default you can assign an alternative text (**ALT tags**) that is integrated **into the source text of the pages** when an image is included in image and/or table modules, teasers, margin images, and logos.

You can also define the **alternative text** for an image that will be displayed on a page that is accessible to everyone.

1. Double-click the **alternative text** entry to open the entry dialogue box.
2. Enter the text you want and confirm by clicking **OK**. The alternative text is displayed next to the name in the properties dialogue box.

To change the text again, double-click the entry a second time and make your changes in the previously mentioned dialogue box.

You can also access the **user-defined extended porperties**, as long as you have defined them in the corresponding option of the **File** menu. How to use the **user-defined extended properties** to specify internal and external search options for your website is described in **this section of help**.

Once you have configured the settings in the properties dialogue box, click **OK** to apply the settings to the image in the media gallery.

Notes:

- Whenever you add a new image to **web to date 7.0** using the **file import** function, it is recommended to define a **title** and a **short text** (caption).
- You are not required to enter text for the title or the caption. If you do not create a **title** or a **caption** for the image, it will appear in the website without any text. This may be intentional, and is recommended if the accompanying text is created in a separate text module.

How to open the Properties dialogue box for images:

Depending on the section of **web to Date 7.0**, there are several ways to open the corresponding properties dialogue box.

From the media gallery:

Double-click the image whose properties you want to open. The dialogue box appears.

Or: Click on the corresponding image, then choose the **Image/Properties** menu sequence or the **Properties** option from the context menu.

Or: Click on the corresponding image, then click on the **Properties toolbox** button in the **web to date 7.0** toolbar.

From a image module:

Click the button on the module toolbar.

Note: In the Images module type, the title and caption data can be added within the modules editor.

How to use the Properties dialogue box for images

1. Enter a name for the image in the **Image title** box. By default, the **(unnamed)** file name is initially listed.
2. Double-click the preview window to go to the **Image preview** dialogue box.
3. In the **Caption** text box, enter the text you want to appear with the image along with the title.
4. If you have chosen a **watermark text** in the **HTML options** tab of the **website and FTP properties**, you can use the text specified there for watermarks. This is the default setting. If you want to use a customised watermark text for this image, enter a new text in the **user-defined text** field.
5. In the **Extended** tab, you can specify the **alternative text** as well as, if needed, the **user-defined extended properties** for the specification of internal and external search options. You find out how to do this in **this section of help**.
6. Confirm by clicking **Close** or **Apply**. Your changes are saved.

Tip: If you are changing the properties of **several images** or if you want to add new titles or short texts, do not close the dialogue box. Leave it open and click on the next image you want to modify in the media gallery (**image** area).

Whether you are working with a **main page**, a **subpage**, a **module** or an independent file, the **properties window** will always be adapted to the website component that is active at that moment.

Previewing Image

The **Image preview window** allows you to show the illustrations, photos, images, etc. included in the **media gallery** or various modules in their original sizes or to enlarge or reduce them. The image preview can be useful, since the usual thumbnails of the images are reduced to the bare essentials and do not show the content in its entirety.

Note: When the button is active, the preview window displays the image in the original size (not in the **display size!**). This means that if you add an image to an **Image** module, its size on the finished website will be as shown in the preview window (if the button is active). If the image turns out to be too small or too large, you can resize it in an images application.

Open the image preview ...

- ... ... **in any image module** by clicking on the image in the module editor. If the cursor changes to the zoom icon , the preview window will open if you click on the image. Alternatively, you can click the **Image preview** button on the module toolbar.
- ... ... **in the media gallery** (**Image** area) by clicking on the corresponding image and, optionally, selecting the entry **Enlarge** from the **Image** menu or context menu.

Buttons in the image preview window

Opens the image preview help.

Zooms the image in the preview window to half its size (50%).

Shows the image in its original size (100%).

Zooms the image in the preview window to twice its size (200%).

Opens the **properties** for the image.

Closes the preview window.

Note: The preview window opens with the display size that was selected the last time it was opened.

Importing images

The **Image import function** is used to add images from other applications, and stored in another directory of your hard disk or on external storage media, to the **Image** module type or to the **Images** section of the **media gallery**.

How to import images into image modules:

1. To begin the process, click on the **Import image** button in the **Select image** dialogue box, which opens when clicking the button. Then click on the **Import images** button.
2. In the **Images** dialogue box, choose the directory containing the image file you want to import.
3. As a default, **web to date 7.0** shows all image formats in **File type**. You can use the drop-down list to limit the display to **JPG**, **GIF** or **BMP** files.
4. Confirm by clicking **Open**. Use the **Select images** dialogue box to assign the selected image file to your image module and display it in the module editor.

Importing images into the media gallery

Importing images directly into the **media gallery** works in the same way, but with the toolbar button of the **Images** section of the **media gallery**. The selected images file is added to the **media gallery**, from where you can embed it into other modules or assign it to a **category**.

Note: The **Import image** function can also be accessed via the **Images/Import** menu.

Export images

The **image export function** is used to move images from the **Images** area of the **multimedia gallery** to another location on the hard disk, so that they can be saved under another file name and be available for other applications.

How to export image files:

1. To **export image files**, click the **Export image** button in the **Images** area of the **media gallery**. The **Export image** dialogue box opens.
2. In the Explorer window choose the directory for saving the image file.
3. In **File name**, type a name for your image file.
4. **File type** shows you the format of the original file. This is also the format that will be used to save the image externally.
5. Confirm your selection by clicking **Save**. The selected image will now exist as an independent file on the hard disk, and you will be able to use it in others applications, or in other **web to date 7.0** projects.

Note: The **image export function** can also be accessed from the **Image/Export** menu.

Editing an image

Click the **Edit image** button to open the **image editor** which allows you to modify the image in the **media gallery**.

How to edit an image:

1. Start by selecting the image you want to edit by clicking it in the media gallery. Next, click the **Edit image** button.
2. The image is opened in the **image editor**. The toolbar at the top of the editor window provides several functions allowing you to modify the loaded image. Make the changes you want to your image, then finish by clicking one of the buttons at the bottom of the window. If you double-click the image, the file is saved automatically after you are asked to confirm.
3. The edited image will then be available in the **media gallery** for you to use.

Saving and cancelling:

- Click the **OK and save as copy** button to apply the changes and save the image as a copy. The original file is retained.
- Click the **OK and save** button if you want to apply the changes to the original file. The original image will be overwritten and cannot be restored.
- Click **Cancel** if you want to discard the changes and return to the main window without saving.

Edit functions of the image editor:

- **Rotate 90° to the left:** Makes a quarter turn to the left.
- **Rotate 90° to the right:** Makes a quarter turn to the right.
- **Flip horizontally**: Creates a mirror image of the image by turning it around the vertical axis.
- **Flip vertically**: Creates a mirror image of the image by turning it around the horizontal axis.
- **Show in black and white**: Displays the image in black and white mode.
- **Reset brightness and contrast**: Restores the sliders to their original settings.
- **Auto crop**: Automatically crops the image to the image border you specified using the handles.
- The **left** slider regulates the contrast. Moving the slider to the left reduces the contrast, and moving it to the right increases it. The **Reset brightness and contrast** button allows you to reset the settings you made.
- The **right** slider regulates the brightness. Moving the slider to the left reduces the brightness, and moving it to the right increases it. The **Reset brightness and contrast** button allows you to reset the settings you made.
- Use the drop-down list at the right edge of the toolbar to specify the **aspect ratio** of the image (**custom aspect ratio**, **landscape (4:3)**, **portrait (3:4)**, **square (1:1)**). The currently selected aspect ratio is indicated by the border around the image.
- The **landscape (4:3)**, **portrait (3:4)**, and **square (1:1)** formats always have a proportional aspect ratio.
  If the editing border around the image is smaller than the image itself, you can select the border and the image section yourself by **moving** it with the mouse button pressed. You can also use the arrow keys to move the section of the image.

Make the changes you want to your image, then finish by clicking one of the buttons at the bottom of the window.

Unused Images

In the real world, the **media gallery** will always end up containing images that are not actually used in your website. To delete these images from the **media gallery** (especially before uploading), open the Media cleaner from the **Unused Images** option on the **Image** menu.

You can also open the **Media cleaner** by clicking on the icon.

How to delete unused images:

1. Open the **Media cleaner** as described above. In the dialogue box that appears, you can decide what to do with the unused image:
2. Select **permanently delete** them to remove the corresponding files from the folder and from your website project. You will not be able to undo this. **Note:** Use this option only if you are sure that you **no longer need** the image, because this function cannot be undone.
3. Instead of permanently deleting the images, you have the option of **assigning them to a particular category**. To do this, select the second option in the **Assign .... to category** dialogue box and, from the drop-down menu, select the category to which you want to move the images. The default **category** is (**unused**). You will be able to access the moved images in the **media gallery** by selecting the corresponding category, or by displaying (All categories).
4. Click **OK** to execute the option you specified.

Defining download properties

You can use the **Download properties** dialogue box to define the **general** and **extended properties** of your download files, such as:

- The **download title**, which is what will be shown in the **web to date 7.0** project.
- The **caption for video files**, containing additional information like a short explanation, a comment or more details about the file.
- The **extended design properties**, if existing, that can be used, depending on the selected design, to assign a **download icon** that will be added to the module when integrating the download as a text link.

Notes:

- Whenever you add a new file to **web to date 7.0** via the **import file** function, you are prompted to define a title and, if needed, a short text in the **Properties** dialogue box.
- You can only add a **short text** to visible elements, and not to simple download links. Therefore, captions are only suitable for video files.

How to open to the Properties dialogue box for downloads:

From the media gallery: Double-click the download file whose properties you want to change. The Properties dialogue box opens.

Or: Click the corresponding **download file** and then either select the **Downloads/Properties** menu sequence or **Properties** from the context menu.

How to use the Properties dialogue box for downloads:

The following options are available in the **General** tab:

Download title: Enter a label for the download file into the input field. By default, the **(unnamed)** file name is listed initially.

File name: Shows the name of the download file.

Size: Shows the size of the download file.

Video format: Shows the video format. If the download file is not a video file, a corresponding message appears (no known video format).

Caption: Optional additional text for video files. Enter the text you want to accompany the video file.

Open file: This button allows you to open the download file for editing or viewing in its original application.

The **Extended** tab provides you with

- **extended design properties**, if existing, that, depending on the selected design, include the option to assign a **download icon** that is inserted into the module when integrating a download as a text link. An overview of all the **extended design properties** is available here.
- **user-defined extended properties** that you can define via the corresponding option of the file menu. To find out how, click here.

Tip: If you are changing the properties of **several download files** or if you want to add new titles or short texts, do not close the dialogue box. Leave it open and, in the **media gallery** (**Downloads** section), click the next file you want to edit.

Importing downloads

The **download import function** is used to add external files that come from other applications or are in another directory of the hard disk to the **Downloads** area of the **media gallery**. Once the files are included in the **media gallery** you will be able to use them in different modules. They will also be offered as downloads to visitors of your built website.

How to import downloads to your media gallery

1. To include external files in the **media gallery**, click on the button in the **Downloads** area of the **media gallery**. The **Import download file** dialogue box opens.
2. In the Explorer window, choose the directory containing the file you want to import.
3. As a default, **web to date 7.0** shows all file formats in **File type**. You can use the drop-down list to limit the display to particular media files. The following media files can be imported, for example, to use in a **Media clip module**: **Windows Media**, **QuickTime**, **Real Media** and **Flash animations**, and **Flash videos**. To find out more, click **here**. You can also import other formats and offer them for download, for example **PDF**, **Microsoft Word** or **Microsoft Excel** files, or special image formats, etc.
4. Select the file you want to import by clicking it.
5. Confirm your selection by clicking **Open**. The selected file is now added to the **Downloads** section of your **media gallery**. From here, you can integrate them into modules as downloads.

Note: You can also include external files into the media gallery via the **Download/Import** menu.

Exporting downloads

The **downloads export function** is used to move files from the **Downloads** area of the **multimedia gallery** to another location on the hard disk, so that they can be saved under another file name and be available for other applications or other **web to date 7.0** projects.

How to export download files

1. To export **download files**, click on the button in the **Downloads** area of the **multimedia gallery**. The **Export download file** dialogue box opens.
2. In the Explorer window, choose the directory for saving the file.
3. In **File name**, type a name for the download file.
4. **File type** shows you the format of the original file. This is also the format that will be used to save the file externally.
5. Confirm your selection by clicking **Save**. The selected **download file** will then exist as an independent file on the hard disk, and you will be able to edit it or use it in other applications, or in other **web to date 7.0** projects.

Note: The **downloads export function** can also be accessed from the **Download/Export** menu.

Selecting a design

web to date 7.0 offers several designs for your website. The term **design** refers to the visual appearance, i.e. the public face of your website on the internet.

The web design includes the following elements:

- the arrangement of the navigation bars
- the form of the navigation buttons
- the font type and size for headings and the text in modules
- the background images, graphical elements and permanent images, and
- the entire colour scheme.

web to date 7.0 offers several proven designs, that function as templates. Each of these templates has its own individual design and specific features. The templates are also divided into a variety of design versions with different combinations of colours and images.

Tip: Just click the thumbnails of the various designs in the list on the left and the homepage of the sample website will be displayed with the corresponding design in the preview window in the middle of the dialogue box. For designs you want to give a closer look, click the preview button to display the result in your browser.

Note: The **Filter** button on the left side of the dialogue box allows you to limit the design selection according to certain criteria that are displayed below the preview. To find out how, see the bottom of this page.

Note: Clicking the **Design Help** button opens a special help dialogue box for the currently selected design that familiarises you with the special features of the layout and the available **extended design properties** for the selected design.

Note: Bear in mind that, when working in the program, i.e. when creating or administering your website, the design or the template you have selected is not important and is therefore not shown in the **web to date 7.0** program user interface.

The following shows you how to select a predefined design. You can also use a template as a basis to **change the colour scheme**, **define your own colour scheme**, or **add your own logo**.

How to select a design template:

1. Click the **Select design** button on the program toolbar. The corresponding dialogue box opens. You can also choose **Select design** from the **File** menu or press the **[F8]** function key.
2. In the **Select design** dialogue box under the **Designs** tab you can see thumbnails of the templates included in the program (e.g. **Aurora**, **Epsilon**, **Kallisto**, **Lounge**, **Visalia**, etc.). You can use the scroll bars or enter letters to move through these thumbnails.
   Click a thumbnail and the corresponding **preview** is displayed in the area in the middle of the dialogue box. The bottom of the preview window lists additional details concerning the individual design: the number of **design versions** provided, the number of available **colour palettes**, the number of available **navigation levels**, the **resolution** the design is optimised for, the **web to date** version indicating when the design was added to web to date, as well as the **page description language** (HTML 4.0 or XHTML 1.0) and whether **DHTML effects** were used.
   Select the design you want to use in your website with one click to highlight it.
3. The **Versions** tab allows you to choose from various versions of the design you selected in the first step. Click the version you prefer.

With the **user-defined** version you can add your own Logo to the design, for instance. See below on how to add your own logo.

4. The third tab, **Colour palettes**, provides various colour schemes for your design. Select the palette you prefer by clicking it, or define your own **colour palette**.
5. The fourth tab, **Font**, allows you to select the font you want to use in your design primarily. You will find the name of the font, as well as its **prevalence of use** on the Internet, underneath the images. The greater the prevalence of use of a font, the less probability there will be that there will be problems in displaying your website in visitors' browsers. That is why **web to date 7.0** only uses fonts with a prevalence on the internet of at least **good** or **very good**.
6. The fifth and last tab, **Start Page**, allows you to preface your website with a **welcome page**, where you can display your logo.
7. Confirm your choice by clicking **OK**.

Importing your own logo

When creating your design you can use predefined templates, but you can also create your own style by **choosing your own colours** or using your own heading, for example containing the **company logo or lettering.**

Note: You can include any **image file** in the **GIF**, **JPG** or **BMP** format as a logo in your design.

Apart from the basic design versions, the **Versions** tab in the **Select design** window always has at least one **user-defined** version.

If you choose a design of this type, you can double-click the preview to open the **Select user-defined logo** dialogue box. Choose the relevant image file and confirm by clicking **OK**.

There are certain size requirements that a logo must meet before it can be imported into an existing design template. Depending on the template, the required dimensions vary, which is why they are shown underneath the image preview (for example, **logo (150 x 120)** for a logo of 150 pixels width and 120 pixels height).

The **Import logo** button allows you to modify the image file you want to insert to the necessary size. If you want to know more about **importing logos** and modifying images, click **here**.

Filtering designs

The **Filter** button on the left side of the dialogue box allows you to limit the design selection according to certain criteria that are displayed below the preview.

Click on the **Filter** button to open the following window:

The dialogue box that opens offers you **five criteria** that you can use to **limit the number of selectable designs**:

1. HTML version

- **(all)**: Select this option if you do not want to limit the selection of scripting languages.
- **HTML 4.0**: Only shows those designs that were created with HTML 4.0. **HTML 4.0** allows the addition of **CSS** (**C**ascading **S**tyle **S**heets) and **scripting languages in HTML**.
- **XHTML 1.0**: Shows only those designs that were created with **XHTML** (**Ex**tensible **H**ypertext **M**arkup

Language), the successor to the HTML 4.0 standard, which can also be used for mobile websites.

2. DHTML effects

- **(all)**: Select this option if you do not want to limit the selection due to the use of DHTML effects.
- **Yes**: Shows designs that use DHTML effects.
- **No**: Shows designs that do not use any DHTML effects.

3. First time in version

- **(all)**: Select this option if you do not want to limit the selection based on the **web to date** version that the design was offered in for the first time.
- **1.0**: Shows the designs of **web to date** version 1.0.
- **3.0**: Shows the designs that were added in **web to date** version 3.0.
- **4.0**: Shows the new designs of **web to date** version 4.0.
- **5.0**: Shows the designs that were added in **web to date** version 5.0.
- **6.0**: Shows the newly added designs in **web to date** version 6.0.
- **7.0**: Shows the new designs of the current version 7.0.

4. Navigation levels

- **(all**): Select this option if you do not want to limit the selection based on the number of navigation levels the design supports.
- **1**: Shows designs with one navigation level.
- **2**: Shows designs with two navigation levels.
- **3**: Shows designs that allow for up to three navigation levels.

5. Resolution

- **(all)**: Select this option if you do not want to limit the selection based on the screen resolution for which the design was optimised.
- **1024 x 768**: Shows all designs that were optimised for a screen resolution of 1024 x 768 pixel.
- **800 x 600**: Shows all designs that were optimised for a screen resolution of 800 x 600 pixel.
- **dynamic**: Shows only those designs that adapt to the visitor's screen resolution automatically.

Select the choice you want and click **OK** to display the design selection based on the configured filter settings.

Note: To show that the displayed design selection is a filtered view, the **Filter** button is displayed in bold.

If the filters did not give the desired result, just click the **Filter** button again to open the design filter window and change your settings via the pick lists.

To delete the already selected filters, click the **Reset** button. The settings are reset to the default **(all)** and you can reconfigure the filters.

To reset the display in the **Designs** tab back to the default, click the **Display all** button. Now the complete unfiltered list of designs is again available for selection in the left column.

Selecting a design version

In addition to the predefined designs you can choose in the **Select Design** dialogue box of the **Designs** tab, **web to date 7.0** offers so-called **versions** to provide you with even more design layout options.

The **Versions** tab displays the design versions available for the design you have selected. To use a version, simply click it with the mouse.

In addition to alternatives with different images and colour schemes, there is at least one alternative for each design that allows you to include a **logo** or an **individual image** within the window.

To find out how to include a logo, etc. to a user-defined page, click **here**.

How to select a design version:

1. Click the button to open the **Select design** dialogue box.
2. Select a layout you like from the **Designs** tab by clicking it.
3. Switch to the **Versions** tab and choose the best version for your purpose. If you select the **user-defined version**, you can also add your own **logo**.
4. Click **OK** to confirm your choice.

Defining a colour palette

In addition to the colour combinations included in the **templates** and **design alternatives**, you can obtain access to the selection of colour combinations that **web to Date 7.0** has.

This section describes colour palettes with fixed combinations, but you can also **define your own scheme**.

How to select a colour palette:

1. Click the **Select design** button on the program toolbar. The corresponding dialogue box opens.
2. You can also choose **Select design** from the **File** menu or press the **[F8]** function key.
3. In the **Designs tab**, choose a design you like then go to the **Colour Palettes** tab.
4. Select a suitable colour combination. When building the web site, these colours will be used in the design template you chose from the **Designs** tab.

After choosing a colour scheme, confirm your choice by clicking **OK**.

In addition to the **fixed colour palettes** offered in the selection, there is a **user-defined** type at the bottom of the list.

If you double-click this design, a dialogue box to configure a **customised colour palette** opens. To find out more, click **here**.

The Colour Selection Dialogue Box

The **Colour Selection** dialogue box allows you to configure detailed settings for the colours you want to use.

The **Selected Colour** preview area displays the current colour by default. The colour selection slider on the left of the dialogue box allows you to specify the **RGB values** (**Red**, **Green**, **Blue**), and on the right you can set the hue (in degrees) and the percentages for **saturation** and **luminance**.

To enter a value in the **Colour Selection** area manually, simply click the value you want to change to the right of the slider. The number changes into an input box, where you can specify a value.

Below the **colour code** you can see the hexadecimal value of the selected colour, as used in the code of a website. If you click the value, it changes into an input box where you can type your own hexadecimal value or insert it from the clipboard.

You can use the **buttons** next to the colour code as follows:

- **Brighter**r: Increases the brightness of the selected colour by 10% per click.
- **Darker**: Reduces the brightness of the selected colour by 10% per click.
- **More saturation**: Increases the saturation of the selected colour in steps of 10%.
- **Less saturation**: Reduces the saturation of the selected colour in steps of 10%.

Below the **selected colour**, **web to date 7.0** provides additional **colour harmonies** to make your web site look good.

You can choose from four different colour harmony models:

- **Complementary**: The colour opposite the selected colour on the colour wheel is added (e.g.**colour 1** R:34, G:34, B:125 and **colour 2** R:125, G:125, B:35).
- **Split-complementary**: Two complementary colours on the colour wheel are added to the selected colour.
- **Triadic**: Two colours are added to the selected colour, with each of the three colours an identical distance apart on the colour wheel.
- **Tetradic**: If you select this option, three colours are added, and all four colours are identical distances apart on the colour wheel.

If you simply want to use harmonising colours without experimenting, you can use the **colour gallery** on the right of the window. The colour gallery contains various predefined harmonising colour combinations that you can use in your website.

The procedure for applying colours to your website is the same, whether you are using colours you defined yourself or created using a colour harmony model, or whether you chose predefined colour combinations from the colour gallery.

Drag the colour from the respective colour field (e.g. **Selected Colour**, **Colour Harmony** or the colour field of the **colour gallery**) to an empty field in the **My Colours** area at the bottom of the window. You can use this area to store all the colours you want to use in your website.

Note: The colour displayed in the **Selected Colour** field is used for the dialogue boxes of **web to date7.0**. Double-click a colour in the **My Colours** area to copy it to the **Selected Colour** field.

ColorCatcher

A tool called **ColorCatcher** allows you to add colours to your website from other websites, documents, and images, or directly from other windows that are open on your computer.

The colours then appear in the **My Colours** area of the **Colour Selection** dialogue box, where you can use them for your website project.

Working with ColorCatcher:

1. To include colours modified in the different fields of **ColorCatcher**, open **ColorCatcher** in the **File** menu of the main program.
2. The **ColorCatcher** dialogue box opens, where you can colour in one of boxes by dragging the relevant pipette to the colour you want.
3. Using the buttons in the upper edge of the dialogue box, you can **fix the ColorCatcher window** so that its position stays in the foreground. You can **import or export the ColorCatcher colour selection in W2CC format** or you can return to **web to date 7.0** via the door icon.

Note: If you have already added colours to the **My Colours**-area in the **Colour Selection** dialogue box, these colours will also appear in **ColorCatcher**. In the same way, the colours acquired with **ColorCatcher** are also available in the **Colour Selection** dialogue box in the **My Colours** area. From there you can add it to your website as **Selected Colour** by double-clicking it.

Defining a custom colour palette

web to date 7.0 offers you a multitude of **colour palettes** for each one of the designs.

However, you may want to use very specific colours, for example to use the **colours of your company's corporate design** on the web site. What if the predefined schemes do not include these colours? To solve this problem, you can define custom colours, apply them to specified design elements, and use them with other colours in any combination.

Tip: Take care when using custom colours! Avoid using backgrounds with very intense colours and remember that the content of your web site is the most important thing, not the appearance.

How to open the dialog for creating custom colours:

1. Click the **Select design** button on the program toolbar. The corresponding dialogue box opens.
2. You can also choose **Select design** from the **File** menu or press the [**F8**] function key.
3. Choose a design in the **design** tab and then go to the **Colour Palettes** tab. This tab contains all the predefined colour combinations for this design template.
4. Go to the end of the list and click the **User-defined** entry.
5. Double-click the preview of the user-defined template to open the **User-defined colour scheme** dialogue box. Choose the options you want then click **OK** to close the window. How to define your own colour scheme is described below. Click **OK** again to apply the changes in the **Select design** section and close the dialogue box.
6. When building the website, these colours will be used in the design template you chose from the **Designs tab**.

How to use the dialogue box to create custom colours:

1. In the **User-defined colour scheme** dialogue box, the **colour scheme preview** window shows all the elements of the selected design template for which you can define specific colours. The default colours are listed on the left. **Note:** The number of fields listed under **Colours** varies according to the design template and the number of design elements in it.
2. Use the **button with three dots** to open the **Colour selection** dialogue box and assign a new colour for the related elements. Confirm your choices by clicking **OK**.
3. The changes can be seen in the **colour scheme preview**. Adjust the colours for the other elements in the same way.
4. Confirm the chosen colour scheme by clicking **OK** first in the **user-defined colour scheme** dialogue box, then in the **Select design** window.

Other buttons:

The following buttons are available to help you create colour palettes:

Use this button to export your colour scheme in ***.w2d** format. This means you will be able to use it in other **web to date 7.0** projects.

Use this button to import an existing ***.w2d** colour scheme into your current **web to date 7.0** project.

Use this button to apply one of the predefined colour combinations in **web to date 7.0**. Click the small arrow to open the list box.

This button displays the **help** about this topic.

ColorCatcher

In the lower area of the **Colour Selection** window you can find the so-called **ColorCatcher**, which allows you to include colours from other websites in your website. To find out how, click **here**.

Note: For detailed information about the **Colour Selection** dialogue box and related options for creating and combining colours, click **here**.

Selecting fonts

The design selection **Font** tab allows you to select a font for your website.

The name of the font appears underneath the preview, along with its prevalence on the internet. **web to date 7.0** does not use "exotic" fonts in its designs, so that visitors to your website do not experience problems with the display of the different pages.

Fonts like **Arial** are very widely used on the internet. However, as not all web pages have to be constructed with **Arial**, the **Font** tab allows you to select other fonts which are also **extensively** or **very extensively** used among Internet users.

How to select a font:

1. Click the button to open the **Select design** dialogue box.
2. Select a layout you like from the **Designs** tab.
3. Switch to the **Font** tab.
4. Click the font you want.
5. Click **OK** to confirm and return to the Wizard.

Modifying user logos

When selecting your website design you can use predefined templates, but you can also customise a template by **choosing your own colours** or using your own heading, for example containing the company logo or lettering.

As well as **versions** with different images, images and colours, there is at least one version of each design that allows you to include a logo or other image within the frame.

Note: Besides a logo, you can add any **image file** in the **GIF**, **JPG** or **BMP** formats as header image into your design.

To be able to import a logo into a design template, it has to comply with certain size requirements so it can be added seamlessly into the existing template. The necessary dimensions will vary depending on the template, The dimensions appear under the **User-defined** preview in the list of versions. By double-clicking **user-defined version** you can adjust the size of the images file you wish to import to the required dimensions.

How to resize an image file to match the design template:

1. In the design selection dialogue box, in the **Versions** tab, select the **user-defined** design type. Double-click the preview to open the dialogue box that allows you to select the image file you want to add into your design template. To find out more about the **Design** tab and choosing templates, click **here**.
2. If the size of the logo does not match the ideal size, a warning message appears. Click on **OK** to modify the logo. The **Crop user-defined logo** dialogue box appears with your image displayed inside. **Note**: The form and the size of the display window are representative of the space available for your image in the design header.
3. To position the image in the window, move the mouse into the window – the pointer changes into a hand – then move the image while pressing the mouse button.
4. Depending on the size of the image, you will have to increase or decrease the image using the or buttons until it adequately fills the display window. Or you can use the selection list instead of the buttons.
5. If the positioning and resizing means that the image does not completely fill the window, you can fill the empty space with a background colour. To do this, click the button and then select a colour.
6. After completing the settings, you should save the logo as an image file so you can use it in other **web to date 7.0** projects as well. To do this, click the button.
7. Confirm with **OK** to add the modified logo to the design template.

Extended Design Properties

For a more distinctive looking website the so-called **Extended Design Properties** are available which allow you to make additional adjustments to the design of your website at the **website**, **main page**, and **paragraph** levels. You can, for instance, use this feature to centre the design, assign individual header images to pages and/or highlight paragraphs by marking them with a coloured bar.

The respective designs provide different combinations of **Extended Design Properties**.

Note: This chapter describes working with **Extended Design Properties** in general. To find out which **Extended Design Properties** are available in each design, go to the respective **Design Help**. To access **Design Help**, mark the desired design in the **Select Design** dialog box and press the **Design Help** button.

Working with Extended Design Properties

The properties are accessed via the respective **Extended** tab

- for the **website properties**,
- for the **main pages properties** and
- for the **paragraph properties**.

To configure an **Extended Design Property** double-click the entry in the respective properties.

The details for each property are always divided into two sections. On the left side is the **description** along with a **preceding icon** (see next paragraph). On the right side the current setting or input is displayed.

The different editing options are denoted with an icon preceding the entry and are available by double-clicking.

Type	Icon	Description
Enabled		Displays an enabled function for a **Yes/No selection**. It can be changed by double-clicking it.
Disabled		Displays a disabled function for a **Yes/No selection**. It can be changed by double-clicking it.
Selection List		Opens a selection dialog box that lists the predefined values. Select a value by clicking it with the mouse.
Calendar		Opens a calendar to select a date.
Colour Selection		Opens the **Colour Selection dialog box** to determine a particular colour.
Image Selection		Opens the **Select Image** dialog box to select a user-defined image.
Link Selection		Opens the **Insert Link** dialog box to create a link or to select a media file.
Text Input		Opens an edit box for user-defined text.

Dynamic Design Adjustment at the Website Level

Under the **Extended** tab of the **Website and FTP Properties** the extended design options are available for selection. These options affect the page design of the **entire website**.

To access these features, first select the **Website and FTP Properties** menu option from the **File** menu. In the displayed **Website Properties** dialog box go to the **Extended** tab.

Below the grayed **Design** title the dynamic properties for the currently selected design are displayed.

To edit a design property, just double-click the entry. This automatically activates the other option for **Yes/No selections**. Otherwise a dialog box is displayed and you can either enter text, select links, or choose a value from a list of several values, etc.

These global design properties include: **Centre Design**, **Margin/Context Column Orientation**, **Hide Navigation Automatically**, **Glow Effect in Navigation**, **You Are Here Navigation**, **Display Toward The Top Left**, **Media File as Eye-Catcher**, etc.

Dynamic Design Adjustment at the Main Pages Level

To adjust the design of each **main page** individually, you can use the features listed under the **Extended** tab of the respective **Main Page Properties**, such as:

Media File as Eye-Catcher, **Image as Eye-Catcher**, **Colour as Eye-Catcher**, **Link for the Eye-Catcher**, **Image for Navigation**, **Highlight In Navigation**, etc.

Dynamic Design Adjustment at the Paragraph Level

For an **extended design adjustment** at the **paragraph level** you can access the available design options under the **Extended** tab of the respective **Paragraph Properties**.

The following **Extended Design Properties** could be available for selection, for instance, depending on the paragraph type:

Highlight Paragraph, **Display Calendar**, **Line Above Paragraph**, **Font Size**, **Margin Image Position**, etc.

Working with the sidebar

You have found the perfect design for your website project? **web to date 7.0** provides a way to extend your chosen design with an additional column at the side margin: the so-called context column or sidebar.

The **context column** can provide an additional area for information for visitors to your website. It adds an additional column on the right side of your website design.

To add a **context column**, a so-called **sidebar**, to your website, click the button on the toolbar.

The **context column** dialogue box opens, which is similar to the modules editor of the **web to date 7.0** program interface. In this dialogue box, you can create the modules to be included in the sidebar and fill them with content.

To add a module to the sidebar, click the **New module** button.

A wizard appears to help you create new modules for the sidebar. Due to the smaller size of the sidebar, you cannot use the same number of modules as the Module Wizard in the program interface. In addition, the smaller size also means that some module types have reduced functionality.

The following module types are available:

- **Text module:** For displaying texts with hyperlinks. In addition to inserting and configuring hyperlinks, you can use bold and italic text formats. You will not be able to add any margin image to this text module in the sidebar.
- **Image module:** Shows a large size image without a caption.
- **List:** Lists a series of entries with bullets/numbering.
- **Teaser:** Creates selection lists of topics, pages, and modules. A teaser module is created in advanced mode, which you can format using the entries in the editor.
- **HTML element**: Applies HTML code directly to your site. Enter the appropriate code in the editor.
- **Poll plug-in**: Allows you to create online polls. In the sidebar, no image can be displayed alongside the responses.
- **Action button plug-in**: Lets you add attractive buttons you can label individually and use for links to download offers, for instance.
- **Audio charts plug-in**: Creates a list of your top audio charts, which you can offer in your sidebar for listening with an easy-to-use player.
- **Slide show plug-in**: Adds an attractive, animated slide show to your website. In the version for the sidebar, you cannot add a caption or control elements.
- **Ticker Plug-in:** Adds a dynamic ticker into your website project.
- **Last change plug-in**: Shows the date and time of the last change.
- **Mail to date plug-in**: Integrates a registration for the mail to date 2.0 service centre into your website.
- **Podcast plug-in**: You can use this plug-in to integrate podcasts with as many episodes as you like, which can be offered as subscription links to Apple iTunes as well as for other podcast clients (Podcatcher).
- **RSS Publisher plug-in**: Shows RSS feeds (linked information) from external providers.
- **RSS Reader plug-in**: Offers customised, configurable RSS news feeds in the sidebar, which can be obtained from external websites.
- **Tag cloud plug-in**: Creates a tag cloud with linked tags that can be configured automatically, semi-automatically, or manually.

- **Appointments plug-in**: Displays current appointments over the next few days, and recurring appointments.
- **Tip of the day plug-in**: Displays a tip of the day that changes daily or hourly or each time it is opened. You can define a margin image for the tip in the sidebar.
- **Twitter plug-in**: A quick and easy way to embed Twitter tweets into your website.
- **Video charts plug-in**: Allows you to add a video player to play the list of your top video clips.
- **Wallpaper plug-in**: Use this plug-in to offer visitors to your website a free wallpaper download.
- **Banner rotation plug-in**: Allows for inserting up to four freely linkable image banners that rotate at configurable intervals.
- **Hit counter plug-in**: Counts the number of hits for the current page.

To find out more about working with these plug-ins, see the respective plug-in help.

Note: Specify the **module title**, if possible, when creating the module. To assign a title to an unnamed module later on, or to edit an existing title, right-click the corresponding icon in the list of modules. Click **Rename** on the context menu and enter a new title.

To add the **sidebar** to the page, select the **Close** option from the **Sidebar** menu option in the menu at the top of the sidebar and click the Close button. The dialogue box closes and you are returned to the program window.

To see the result of your input, click the **Preview in browser** button to display the HTML preview.

Note: By default, a context column, defined on the **homepage** (start page), is also shown in all the child pages. But you can also assign an **individual sidebar** to each **main page**. To do this, uncheck **Acquire from parent main page** and click the **Define sidebar** button. In the sidebar editor that appears, you can insert and format individual modules for the corresponding main page.

Creating a welcome page

Normally, a website begins with the **homepage**, which corresponds to the front page of your **web to date 7.0** project. However, you can also add an introductory page that is detached from the actual web presence, and that looks different from the selected design template.

There are two situations in which an extra splash page makes sense:

- As a **welcome page**, which may include your logo, a photograph or any other image as a "greeting".
- As an **Under construction page**, which precedes your website while you are working on it. This means your visitors will not see the changes you are making to the website. The creation of a page of this type is best defined when creating a new **web to date 7.0 project**.

To create a **welcome page**, click the **Home page** tab in the **Select design** dialog. Alternatively, click the button on the toolbar, or on the **Select design** button in the **Build** tab of the web site properties dialog.

Configuration options for splash pages:

1. **Enable welcome page**: Allows you to enable or disable a welcome or "Under construction" page.
2. **Transfer**: If you want to create a **welcome page** you must choose the manner in which the transfer to the actual homepage will be carried out. You have two options you can use in any combination for this process:
   After x seconds, forward to home page: Select the check box and enter the number of seconds before the visitor is automatically forwarded to the home page.
   Click logo to go to home page. Select the check box.
3. **File name of page**: Enter a file name for the welcome page.The default for the name is **index**
4. **Tip:** Unless your provider indicates otherwise, keep the default options.
5. **Background Colour**: As the **welcome page** does not depend on the selected design template, you can choose a colour for the background here. Click the **button with three dots** and select the colour you want in the **Colour Selection** dialogue box that appears.
6. **Import logo**: Use this button to select your own logo, an image, a photograph, etc that will be displayed on the **welcome page**. You can choose any file in the **GIF**, **JPEG** or **BMP** format. Check the file size to avoid excessive loading times!
   In the **Start logo** preview window which appears above the button, you can look at and check the appearance of your **welcome page**.

Editing HTML code

The dialogue box **Edit HTML code** allows you to specify the HTML code which helps you to include **advertising banners** in the header of your website.

To open the dialogue box, click the **Edit HTML code** button in the lower section of the **HTML options** tab.

You will usually receive the HTML code directly from your advertising partner. Use the button to import this code directly from a **TXT** or **HTML**, **HTM** or **PHP** file.

To edit or rewrite the code completely, simply type the source text directly into the window using the keyboard. You can click the button to save any changes as a TXT or HTML file.

The and buttons allow you to accept or reject all the changes made.

Importing Word documents

The **MS Word document** import function lets you include content created externally in **MS Word** on your website. **web to date 7.0** automatically analyses the document to be included and creates several modules on this basis. If, for example, the Word document consists of fluid text that also includes a table, **web to date 7.0** will automatically create a text module and a table module.

web to date 7.0 also creates separate successive text modules, in particular, when a distinctive heading format was used in the Word document. This is how the program detects an interruption in the flow of text, allowing it to subdivide long passages into modules.

You can also use file links to manage your content permanently in Word. To find out more, click **here**.

Note: Just like with importing Word documents, you have to make sure that the selected main page or subpage is empty and does not contain any modules you want to keep. **All modules already created on the page will be overwritten with the imported and linked document.**

How to import Word documents into your website

1. Create a new **main page** or a new **subpage**.
2. Click **Import Word document** on the **Main pages** or **Subpages** menu. The corresponding dialogue box opens.
3. Select the Word file you want to include in your **web to date 7.0** website. **Note:** Bear in mind that the document you are importing to **web to date 7.0** must be saved as a DOC file and must be **closed**.
4. The program first analyses your document, then informs you of the number of modules that will be created for it, and finally asks you if you are sure you want to import the document.
5. Click **OK** to confirm and to begin the process of importing the content.
6. When the import has finished, the document will be copied into one or more modules, and you can make further changes in the editor module, if needed.

Rules for integrating Word documents

The display of Word documents imported into **web to date 7.0** depends on their initial format. You should always follow these rules:

1. **Font size: web to date 7.0** considers that text paragraphs with a font size less than or equal to 12 points are **fluid text** and it creates them in appropriate module. On the other hand, text paragraphs with a font size greater than 12 points are interpreted by **web to date 7.0** as **headers**. When the program detects a heading, it creates a new module.
2. **Tables: web to date 7.0** also detects tables in a Word document, and creates a new Table module for these.
3. **Bold formatting: web to date 7.0** detects bold formatting in the Word document and applies it to the imported text. Underlines are not copied.

Tip: Depending on the original text format, you may have to make some changes to the imported text. If you plan to add new content in Word (for example, if you have created a permanent link with **web to date 7.0**) you must consider the format rules described above so as not to have to make modifications later.

Links with Word documents

The **links with MS Word function** allows you to permanently administer **web to date 7.0** content using MS Word. In practice, this means that you can write your texts in Word in the usual way, and then upload them via **web to date 7.0**. The synchronisation function means that **web to date 7.0** automatically uses the linked Word files for each new upload process, guaranteeing that the most recent version of your content is always published on the internet.

To carry out an automatic synchronisation in each generation process, enable the **Synchronise Word documents** check box in the **website properties** dialogue box.

To obtain more information about importing Word files in **web to date 7.0** and about the corresponding format rules, consult the section on **Importing Word files**.

>
Linking options:

- **Individual Word documents:** Some Word documents link dynamically with **web to date 7.0** pages and are created as independent main or subpages, as happens with the simple **Import Word**. The changes you make in a linked Word document are automatically applied to the page.
- **Entire document folders:** If you link entire Word document folders (i.e. folders containing a number of Word documents) to **web to date 7.0**, the individual documents are saved to separate subpages and are updated in each synchronisation.

Note: This can only be done in main pages, because they are the only elements that can contain subpages.

How to link Word document folders with web to date 7.0

1. In the **main page structure view**, select the main page to which you want to add external documents.
2. Open the **Properties** dialogue box and click the **Links** tab. You can also use the **Link with Word document or folder** option in the **main pages** menu.
3. In the upper text box - or via the **Open** button and the **Select folder** dialogue box -, insert the document destination path you want to link with **web to date 7.0**.
4. Confirm your input by clicking **Synchronise now**. The documents within the folder are created as subpages and **web to date 7.0** creates an automatic link.
5. The **Create selection page** button allows you to create a list of individual subpages/Word documents in the form of a teaser module on the main page. This selection page is dynamic and is updated as changes are made at the subpage level. **Note:** When you create an automatic selection page, you do not need to manually set up the links to the subpages. Note that creating a selection of this type may overwrite any existing modules on the main page!
6. From then on, all modifications you make in linked Word documents (in Microsoft Word) will be automatically transferred to your **web to date 7.0** project, providing the links are maintained.

How to link Word documents with web to date 7.0

1. In the relevant structure view, select the main page or subpage where you want to add the Word document.**Note:** Make sure the selected page (main page or subpage) does not contain any modules you want to keep, because they will be overwritten with the imported and linked document.
2. Open the properties dialogue box for the respective page and click the **Links** tab.
3. You can also use the **Link with Word document or folder** option from the **Main page** (or

Subpage) menu.

4. In the lower text box, insert the document destination path you want to link with **web to date 7.0**, or click the **Open** button and select the appropriate path in the **Import Word document** dialogue box. **Note:** If you want to link a subpage, you will only have this one text box.
5. Confirm your input by clicking **Synchronise now**. The selected document is created as a subpage or main page and **web to date 7.0** automatically creates a link.
6. The **Open in Word** button allows you to open the selected document directly in the source application, MS Word, where you can make changes immediately.

How to remove an existing link

1. In the structure view, select the page from which you want to remove the link to document folders or individual documents.
2. In the text box, remove the path of the linked folder/document.
3. Click the **Apply** button. This deletes the link. Imported documents are retained, but they will no longer be synchronised.

Web Import Wizard

Importing text content from other websites is carried out with the **Web import Wizard**, which allows you to include and modify content, as well as add headers. The Wizard requires an open browser window displaying the page from which you want to extract text content.

Note: The imported web content is always copied to a text module.

How to use the Web Import Wizard

1. Inside the **web to date 7.0** project, find the page to which you want to add text content from another Web page.
2. Click **Web Import Wizard** on the **File** menu to open the Web Import Wizard. The Wizard opens. An Internet browser window also opens, displaying the page from which the text content will be extracted.
3. Toggle the button if you want the **Wizard window to be always on top** or not.
4. In the browser website, select the text modules you want to insert into the **web to date 7.0** project. If you select nothing, the entire website will be interpreted as text and converted into a text module.
5. To carry out the import process, click the following three buttons successively:

1 Use text	Inserts the selected passage into the Wizard window. You can edit the text in the Wizard window, if necessary. The title with of the text module created in **web to date 7.0** appears in the upper text box. The default title is the name of the original page. You can edit or delete the title.
2 Show web to date	Puts the Internet browser into the background and opens the **web to date 7.0** program interface. If you have not yet done so, go to the page where you want to insert the text content.
3 Add to module	Inserts the imported text passage into **web to date 7.0** creating a new text module.

6. Your text is now in **web to date 7.0**. To add other Web texts, click the Continue import button and repeat steps 4 to 6.

7. Once the Web import is finished, close the **Web import Wizard** by clicking the button.

Importing web to date projects

You can use the **import function** to import **W2B** files into a website project.

Note: During the import process, **all the remaining information in this project may be overwritten** and lost depending on the settings. Therefore, importing a W2D file only makes sense when creating a new website, for example, if you want to open, view and edit a **web to date** file you previously exported as a backup.

To start importing an archive file (***.W2D** format), first create a **new web to date 7.0 project**, providing that you do not want to overwrite an existing project instead.

Then choose **Import** from the **File** menu.

In the import dialogue box, select the file to be imported and click on the **Open** button. After accepting the confirmation message with **OK**, the import process will begin and the selected file will be inserted into your website project.

Note: Due to the revised format structure, archive files created in versions prior to version 4.0 cannot be opened in <**web to date 7.0**. But if you want to edit a project created with web to date 1, 2.0, or 3.0, simply open the corresponding folder using the **Open website** option on the **File** menu.

A question appears asking if you want to first create a backup of the project that is currently open. **web to date 7.0** then converts the project so that you can use it in the new format structure.

In the **Import wizard** window, select the **main pages** you want to import by enabling the appropriate check box. By default, all project pages are selected for import. To exclude a page from the import, uncheck the relevant box. Using the **Select all** or **Select none** you can activate or deactivate the check boxes for all the pages with a single click.

Next, decide whether you want the entries that were modified in the archive to overwrite the existing entries, whether you want to delete entries from the project if they are deleted from the archive, and whether you want to restore entries deleted from the project but not from the archive.

The option to import **images**, **media files** and **system settings** is enabled by default, so that integrated **images** , **videos and downloads** are available after the import.

If you then click **Import**, the selected main pages will be added to your website project. A progress bar and the indication in the lower part of the open window shows how far the import has progressed.

After the import, you will see a list of changes in the project.

Click the **Close** button to end the import.

Exporting websites and main pages

A method of making a secure copy of your **web to date 7.0** project consists of exporting the website to an archive file, similar to a "**backup**", so that you can later **import** it to restore the old website.

You can choose if you want to archive the **entire websites** or **only particular main pages**. The advantage of specifying pages is that individual files are not only easier to handle but also take up less spaceon your **system**.

Exporting the **web to date 7.0** project is not just for backups – it is also a way of **transferring projects** between two computers if you have serveral PC workstations to work on the project from (Work & Travel version)

To archive the web site or pack it up for another user, follow the steps below.

Exporting a web to date 7.0 project or one or multiple main pages

1. To archive the website, choose the **File** menu and click the **Export** command.
2. The **Export Wizard** opens, where you can select the main pages you want to export. In the directory tree, select the check boxes next to the main pages you want to export.
   To not have to click on every page when exporting the entire project, click the **Select all** button. This allows you to have all the main pages ready for export with just a click of the mouse.
   To delete the selection of the chosen pages, click on the **Cancel selection** button.
   Note: Do not forget to mark at least one page again, otherwise no export will be carried out.
3. Use the list box next to the buttons to choose the elements you want to export.

Export all selected elements – exports all the elements of the checked pages.

Export changes only (keep status) – only exports elements of the checked pages if they have been changed. When doing so, the **modified** state is kept.

Export changes only (reset status) – only exports elements of the checked pages if they have been changed. When doing so, the **modified** state is set to **not modified**.

1. The two options, **Import to other projects possible** and **Split into segments to send by email** are used in the MultiUser and Work & Travel versions of **web to date 7.0**.
2. If you want to be able to import the export file into another existing project, select the **Allow import to other projects** option.
3. With the **Split into segments to send by email** option, you can divide the export file into individual files of approx. 1 MB, suitable for sending by email. The individual files will be automatically reconstituted when they are imported into **web to date 7.0**.
4. After selecting the options you want, click the **Finish** button to start the export procedure.
5. In the **Export** dialogue box, select the directory on the hard disk where you want to store the export file.
6. In **File name** type a name for your export file. The default **file type** is **web to date 7.0 archive file (*W2B)**. From then on, only **web to date 7.0** will be able to open and import a file in the W2D format.
7. Click **Save** to save the file and return to the program user interface.

The file is now available for re-import into **web to date 7.0** – and also for editing on another computert.

Selecting the website output folder

Select the folder where you want to store the files for your built website. When **web to date 7.0** is first installed, a folder called **Built websites** is automatically created and defined as the default folder.

But if you want to save your HTML pages to another directory, you can do so in the usual way from the Explorer directory tree.

The **New folder** button allows you to create a new folder in the selected directory.

Confirm your input by clicking **OK**.

Note: For security reasons, you cannot choose the root directory of disk drives, as they would be completely erased when the website is built.

Note: Any files and pages contained in the output folder will be overwritten or deleted when the website is being built. So you should make sure that no prior **web to date 7.0** projects are contained in the output folder you specified. If you work with multiple projects, it is recommended that you assign a different output folder for each project via the **Select Output Folder** dialogue box.

Entering meta tags

You can use metadata for your website to define instructions to be used by automatic search programs on the internet to ensure that your website appears among the first search results found by the search engines on the internet. **Meta tags** can contain information about the **author** and the **content** of the file.

You can enter this information in the **website and FTP properties** dialogue box in the **HTML Options** tab by clicking on the **Insert meta tags** button. The details you enter in the **meta tag wizard** that opens, are used globally, i.e. for all the pages of your website.

This dialogue box also gives you the option to define the **title tag**, i.e. the page label that will be displayed in the header of the browser window.

Note: You can define **meta tags** globally for the whole website as well as individually for each page. You will find out how to do this later in this section.

Working with the Meta Tags Wizard

In the **meta tags wizard**, opened in the **website and FTP properties** from the **HTML options** tab, you can enter the following metadata to apply globally to all pages:

- **Author:** Enter the name of the website author.
- **Description:** The description you enter here is displayed in search engines as text, if your website was found and listed in the search results.
- **Keywords:** When a visitor searches for your website with a search engine, he or she will enter certain search criteria (keywords). You can use keywords to define the search terms that will put your website in the results list. Enter all terms which could be relevant search terms for your website, separated by commas.

  Note: When creating keywords, make sure you use different forms of the same keyword, including common spelling mistakes. For example, an alternative search term for "restaurant" could be "restorant". In this case, you should define both spellings as keywords.

  Example of keywords: The website of a goldfish aquarium fan may have the following keywords: goldfish, gold fish, fish, aquarium, aquariums, aquaria, goldfish aquarium, goldfish aquariums, gold fish aquaria, etc.
- **Title**: Here you can enter the so-called title tag, i.e. the label for the page, that is displayed in the browser as the header line. If you enter a text here, the text will be used for all the web pages. If applicable, previously defined page-specific title tags will be overwritten.
  If you use the **[t]** placeholder, it will be replaced with the page-specific title tag or, if no page-specific title tag exists, with the site title. Additionally entered static text will also be displayed on each page.
  Example:
  Title entry in the global meta tags: [t] in the heart of Musterdorf
  - Page title of the start page: Hotel Bellevue
  - Displayed in the browser header of the start page: "Hotel Bellevue in the heart of Musterdorf"
  Title entry in the properties of the 'house' main page: Tour of the Hotel Bellevue
  - Displayed in the browser header of the 'house' main page: Tour of the Hotel Bellevue in the heart of Musterdorf
  This is **[t]** = Tour of the Hotel Bellevue + static text from the global meta tags (in the heart of Musterdorf)
- **Lang:** Select the language of the search terms. This may be important, as some words can have a totally different result in another language. For example, the offers of a “gift shop” in English are not as

dangerous as in German – in English it is a place to buy presents, whereas "gift" means "poison" in German.
In the drop-down list, choose one of the five language options **de - German**, **en - English**, **fr - French**, **it - Italian** and **es - Spanish**.

Click **OK** to confirm your input and close the wizard.

For advanced users:

The functions indicated here use the `AUTHOR`, `DESCIPTION` and `KEYWORDS` meta tags.

Defining page-specific meta tags

The meta tags for the individual **main pages** or **subpages** are entered in the corresponding page **properties** in the **HTML options** tab.

This tab contains sections called **Description** and **Keywords** where you can enter the meta tag information.

Note: The page-specific keyword entries are also relevant for the creation of the **tag cloud** with the **tag cloud** plug-in. To find out more, see the help for the plug-in.

Click the **Auto** button if you want **web to date 7.0** to automatically generate a **descriptive text** of about 100 characters from any existing text modules of the page.

In the **title** field you can enter the so-called **title tag**, i.e. the page label that will be displayed as header line in the browser window.

Note: If you have entered a parent **title tag** in the **website and FTP properties** (see above), this tab will be used instead of the tag defined for the main page. If the **[t]** placeholder is integrated into the parent tag, the **page-specific title tag** replaces the placeholder.

The details for the **author** and **language** are taken from the global meta tag entries in the **website und FTP properties** and do not need to be entered here.

Proxy Server and Firewall

If you want to define settings for a **proxy server** in addition to the FTP settings, click the **Proxy/Firewall** button to open the dialogue box.

Choose the **firewall type** you use from the drop-down list, then fill in each of the following text boxes with the information from your provider: **Firewall server**, **Firewall port**, **Username** and **Firewall password**. Confirm by clicking **OK**.

Note: Please contact your provider if you do not have these details.

Note: Please note that these settings are only for exceptional cases. Usually, you do not have to enter data regarding the proxy server or firewall. To find out more about the proxy server and the firewall, contact your provider.

Problem report

Problems can sometimes occur when you build your web site. **web to date 7.0** intercepts these problems and summarises them in the **Problem report** window. You can open this window after building the website, either by clicking the **Show problem report** button in the **Build site** window, or from the **View** menu.

If the window contains entries, you can select them and click one of these two toolbar buttons:

This icon opens the relevant entry in the editor.

This icon opens the properties page for the corresponding entry, so you can edit it directly (to correct it).

Here are some of the main problems that can occur and ways to solve them:

Page cannot be accessed by links or teasers

If you have enabled the **Detect unassigned subpages** option in the **website properties**, **web to date 7.0** will automatically look for all subpages which cannot be accessed via links, **teasers** or the **Next/Back movement sequence**. If any orphan pages are found, you should link them, include them in teasers or just delete them.

Broken link

This error appears when the link target has been deleted. Convert the **link to text** or select another target.

File or folder name not specified

You have not entered a file or folder name in the main page or subpage **properties**. Enter a name.

Image entry not specified/Invalid image entry

You have either deleted or failed to specify an image entry for the module image (margin image) or for the image of a **image module**. Assign another image. This error may occur if the illustration of a main or subpage was deleted and this page is included in a teaser. The error may also be caused by images that were added to a table cell or as a margin image, and that were subsequently deleted.

No video entry specified/Invalid video entry specified

You have not specified a video for a **video module** or you subsequently deleted the video. Assign a valid video file.

The Word document "..." could not be synchronised

The program could not open a Word file during **synchronisation**. The file may be open in Word, the format may be invalid or the file no longer exists at the specified location. **web to date 7.0** allows Word 95, Word 97, Word 2000, Word XP and Word 2003 formats. Check the file and try again.

The URL "..." could not be opened

You have enabled the option **Check Web links** in the **website properties** dialogue box. **web to date 7.0** has verified all the external links and has found an invalid link. This usually means that the page no longer exists. In this case you should remove the link and convert it into text. Sometimes the error means that the page or the server is temporarily unavailable. In such a case it may be a good idea to wait before removing the link.

Each level can contain a maximum of 25 entries

You can create a **maximum of 25 entries, i.e. main pages, for each of the three main page levels**. If you need a deeper hierarchy, you can use subpages. Also, bear in mind that if there are too many entries in the top level, navigation becomes slow and difficult.

The image file "..." could not be opened

You have copied an invalid image file to **web to date 7.0**. **web to date 7.0** supports files in the **BMP**, **GIF** and **JPG** formats. Open the file in an images application to check it, and if necessary, convert it to a valid format.

The download file "..." could not be copied / The image file "..." could not be saved.

Both errors indicate that one of the files has been deleted or is currently locked. This mainly happens if you try to preview a page with a video module or download while the download file or the video is already open. In this case, the corresponding file is locked for changes, and this error is generated.

No file extension defined for HTML pages

web to date 7.0 allows you to freely select the file extension for your HTML pages. To do so, open the **website properties** and choose the corresponding option in the **File extension for HTML pages** area in the **HTML Options** tab. If you have not specified an extension here, this error message will appear. The valid extensions are ***.HTML**, ***.HTM**, ***.html** and ***.htm**.

The HTTP target URL of the website is unknown

When you create forms in **web to date 7.0**, the program needs a return address for a **feedback page** that will inform the visitor that the information has been sent. To be able to resolve this address, **web to date 7.0** needs to know the web address at which your website will be accessible, for example `http://www.abc.de/xy`. If the information is missing, this error message appears. Open the **website properties** and enter the correct address in the **HTTP target URL** field in the **Publish** tab.

Invalid feedback page specified.

You have not specified the **feedback page** of a form or you have deleted it. The form gateway will not work unless you specify this page. To find out more, see the description of the **Select feedback page** function.

Exceeded available storage space

The size of the current project is larger than the storage capacity of the FTP server that you specified in the **website properties** of the **Publish**tab.

Other error messages

Sometimes, an error message not included in the above list may appear. These will be errors from the internal design template or from the **web to date 7.0** database. These errors should not occur. However, in certain circumstances you may come across them.
If this happens, the error message will help our technical **support team** to troubleshoot what went wrong and to identify the problem. Please make note of these types of errors and let our **support team** know.
You can reach **DATA BECKER Support** at **www.databecker.de/shop/support**.

If you are using a design from a third party, please contact the third party when problems occur.