



1. Introduction

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1.1 What is AWE Easy Web Site Creator?

AWE Easy Web Site Creator is a web application that simplifies greatly the web publishing process.

It lets you create a full web site in half an hour or just create a web page in minutes!

Since it's a web application, you don't have to install any software in your computer.

This means that:

- You can edit your site from anywhere and at anytime. You just need an internet connection.
- The changes can be published directly in the site
- There is no need to upload your pages after editing them.

AWE Web Site Creator has an intuitive interface that let you edit a web page like you create a text document. You don't need to learn any web language like HTML or CSS. The entire page edition can be done in a graphical interface environment.

AWE Easy Web Site Creator can also be called a *script* since it uses an interpreted language: PHP. This language is interpreted by the web server that provides the web pages to you. You don't need to learn PHP to use AWE Easy Web Site Creator.

1.2 Easy Web Site Creator advantages

- Edit you Web Site from anywhere!
 - Edit your site in the Web! You just need an internet connection
 - No more hassle publishing your web site with FTP programs
 - No need to upload all files when you just change a page
 - One click publishing!

- Forget complicated web pages editors
 - No need to learn HTML nor CSS
 - Intuitive graphical interface
- Total freedom to change your pages
 - Forget template limited editors
 - Unlimited number of pages - you can have as many pages as you need and create them with a few clicks!
 - Freedom to edit the HTML code if you are an advanced user
- Create super light pages that load quickly
 - No more heavy pages created by programs like Microsoft Publisher or Microsoft Word
- Unlimited pages and sites!
 - You can create as many pages as you need. There is no limit at all!
 - Install the script in all the servers you need, or use it in different folders under a same domain to create any number of sites and as many pages as you want for the same little price!
- Install the script just by uploading it to your hosting server.
 - No configuration needed! It works just as it is!
 - No database support needed to work.
- Move or copy your site between servers or change your site root folder without having to edit all the links and pictures or media paths.
 - Easy Web Site Creator uses an intelligent link algorithm that automatically converts links for you.

1.3 How can I create a Web Site?

To create a Web Site you need to:

1. Select a web hosting with PHP enabled*
 Usually you will contract some third party company that will provide you some space in a machine that will keep your pages and make them available to the internet users.
 You can also set up a web server in your private computer or in a local network.
2. Register a domain name*
 If you need an easy name for visitors to remember your site address, you can register a domain name. This service usually can be furnished also by the hosting provider.

3. Put the AWE Easy Web Site Creator files in the server.
4. Create your pages through AWE Easy Web Site Creator.

*AWE can also provide you [web hosting space and domain registration](#). If you decide to host your site with us, [after you buy the script](#) we can do the installation for you **for free!**

1.4 What are the Easy Web Site Creator requirements?

To use AWE Easy Web Site Creator you need:

1. A web hosting service with PHP 4 or later version enabled.
2. Some way to upload the script (FTP recommended) to the server.

A web hosting is just a service that lets you store your web pages and make them available to the internet.

Additionally, you may want to register a domain. A domain name is just an easy way to remember / identify your site, like [aweeditons.com](#) or [google.com](#). Usually the web hosting has a monthly fee while the domain name has a yearly registration fee.

You can contract the service of any company you want. The only condition is to have PHP 4 or later version enabled.

AWE can also provide you [web hosting space and domain registration](#). If you decide to host your site with us, [after you buy the script](#) we can do the installation for you **for free!**

1.5 How to install Easy Web Site Creator?

1. Get the script from the official site: <http://www.AWEEasyWebSiteCreator.com/>
2. Unzip it to a folder in your computer.
3. Upload all the files and folders contained in that folder to the root folder of your hosting server.

Please read your hosting documentation to know how to upload the files.

The most common method adopted by hosting providers is FTP. If it's your case, you can upload the script by using Internet Explorer. Just type the FTP address furnished to you in the address bar and type the username and password when prompted. Then you can drag the script files and folders to the Internet Explorer window. For detailed instructions how to use Internet Explorer to install the Easy Web Site Creator script see [section 4.1](#).

4. The script should be working now!

Just go to <http://www.yourdomain.com/admin/> replacing **yourdomain.com** by your actual domain and login with **admin** as username and **awe** as password, both fields must be in lowercase.

Don't forget to change your password by clicking the **Change Password** option at the administration home page.

2. Easy Web Site Creator administration area

2.1 [Administration Home](#)

2.2 [Edit Pages](#)

2.3 [Previewing your site](#)

2.4 [Renaming a page](#)

2.5 [Change the administration password](#)

2.6 [Logout](#)

2.1 Administration Home

This is the first page you see when you login at www.yourdomain.com/admin (replace **yourdomain.com** by your real domain):



You have 5 links:

Edit Pages

Lets you create and edit your site pages.

Preview Site

Opens a new browser window with your site home page.

Change Password

Lets you change your administration password. Don't forget to change the default password you get when you first enter the script! If you don't change it anyone who knows the AWE Easy Web Site Creator default password can change your web site!

Logout

Closes the server session. Don't forget to click the Logout link whenever you end your editing work, specially if you share your computer or use a public one.

If you navigate from the AWE Easy Web Site Creator administration to another site without logout, someone can enter your site just by clicking the browsers Back button.

Help

Opens this on-line help.

2.2 Edit Pages

In the administration home page you can find the most used link: the edit pages link. It looks like:



Clicking this link you navigate to the edit pages' page:



This page has three main areas:

1. At the top, under the Easy Web Site Creator Logo, you have some links:





















2. **Preview Site** - opens a new window with your site home page.

Administration Home - navigates you to the previous page.

Logout - ends your administration session.

Help - opens a new window with this on-line help.

3. In the middle you have a table that lists all the pages you have already created in your site. It looks like:

Preview	Page Address	Edit	Rename	Delete
	[HOME PAGE]			
	contact			
	downloads			
	links			
	news			

4. This example shows 5 pages already created.

The table has a row for each page. Each row have 4 icons:



Preview - opens a new browser window that shows the page as it will appear to visitors



Edit - Lets you edit the page contents, including the title, contents, formatting, etc...



Rename - lets you change the page address (see below for details in page naming).



Delete - deletes the page from the server (it can't be rolled back).

The home page is a special page. You can not delete or rename it. It already exists when you install the script.

Its URL is something like:

<http://www.yourdomain.com/index.php>

and it can be accessed simply by typing <http://www.yourdomain.com> in your browser address bar, where www.yourdomain.com will be the root URL under what you installed the Easy Web Site Creator.

5. At the bottom, you find the new page form:

Create New Page:

Page Address

Copy From ▼

6. With this form you can create all the pages you want. There is no limit number of pages.

All you need to do is to select a new name for your page. The page name must have only the A-Z, 0-9, underline ('_'), minus ('-') or period ('.') characters. You cannot use spaces or other characters.

Furthermore, the A-Z characters are always converted to lowercase if you write them as uppercase.

The page name you specify will become part of the page URL. For instance, if you type **my_new_page** as a page name, that page will be accessible by the URL:

http://www.yourdomain.com/my_new_page.php

Where **www.yourdomain.com** will be the root URL under what you installed the Easy Web Site Creator.

You cannot use **index** as a name to a new page since it is reserved to the [**Home Page**]. You may not use some other reserved names, depending on the server operating system.

When you create a new page you can specify if you want to create a blank page or create a copy of an already created page.

Use the **Copy From** list to select an option:

[**blank page**] - creates a brand new page

[**HOME PAGE**] - creates a copy of your home page

Other option - creates a copy of any other page you may have already created.

Press the **Create new page** button and your page will be instantly created.

The page list will automatically be updated, so you can edit, preview, rename or delete your new page as any other.

The **Cancel** button gets you back to the administration home page without performing any action.

2.3 Previewing your site

In the administration home page you have a link to your site home page:



- [Preview Site](#)

This link opens a new window, so you can view your site keeping the administration home window open.

After editing your web site it is important to look at the result as you were a visitor and check if it looks like what you worked for. You must also check all links - remember that a broken link can easily make your visitors give up on your site.

The site appearance can be slightly different from what you have seen in the page editor. As an example, think about a table you edit to don't display borders: in the editor it will show

you the borders anyway, just let you know where the table limits are; to the visitor, those limits will not appear, so it is important to check frequently your work result.

2.4 Renaming a page

When you press a page rename icon in the Edit Pages' page, you will get the following form:



Rename 'news'

New Address:

You can give any name you wish to your page, regarding the following considerations:

1. The page name must have only the A-Z, 0-9, underline ('_'), minus ('-') or period ('.') characters. You cannot use spaces or other characters.
2. The A-Z characters are always converted to lowercase if you write them as uppercase.
3. You cannot use **index** as a name to a new page since it is reserved to the [**Home Page**].
4. You may not use some other reserved names, depending on the operating system under what the web server is running.

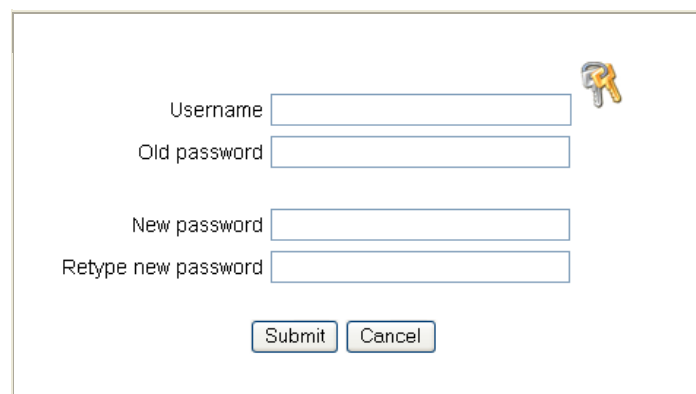
The page name you specify will become part of the page URL. For instance, if you type **my_new_page** as a page name, that page will be accessible by the URL:


http://www.yourdomain.com/my_new_page.php

Where **www.yourdomain.com** will be the root URL under which you installed the Easy Web Site Creator.

2.5 Change the administration password

When you press the 'Change Password' link in the administration home page you will get the following form:





Username

Old password

New password

Retype new password

You must:

- Type the Username and Old password even if you are logged, for security reasons.
- Enter the new password twice to avoid typos.
- Remember the case of all characters since both the Username and Password are case sensitive.

We recommend:

- Change the password right after install the script, since the default password is the same for all Easy Web Site Creator users.
- Use a strong password:
 - Use a 6 characters or longer password
 - Use letters, numbers, punctuation and language specific characters in the password

Note:

You can define a new password including spaces. You can put spaces even at the beginning and at the end of the password, so be careful.

2.6 Logout

In all the administration pages you have Logout links.



It's important to click the logout link specially if you share your computer with someone or use a public computer like in a cybercafe.

When you login, an identification cookie is stored in your computer to identify yourself in subsequent page requests. That cookie remains in you computer even if you navigate to another site, so pressing the back button will let someone enter your Easy Web Site Creator administration area.

It is important to click the logout link to tell the server to ask your password when you request another administration page.

3. Creating your pages

3.1 [The Page Editor](#)

3.2 [Organize your pages with tables](#)

3.3 [Use Templates](#)

3.4 [Linking your pages](#)

3.5 [Inserting images](#)

3.6 [Fonts and colors](#)

3.7 [Page Properties](#)

3.8 [Command List](#)

3.1 The page editor

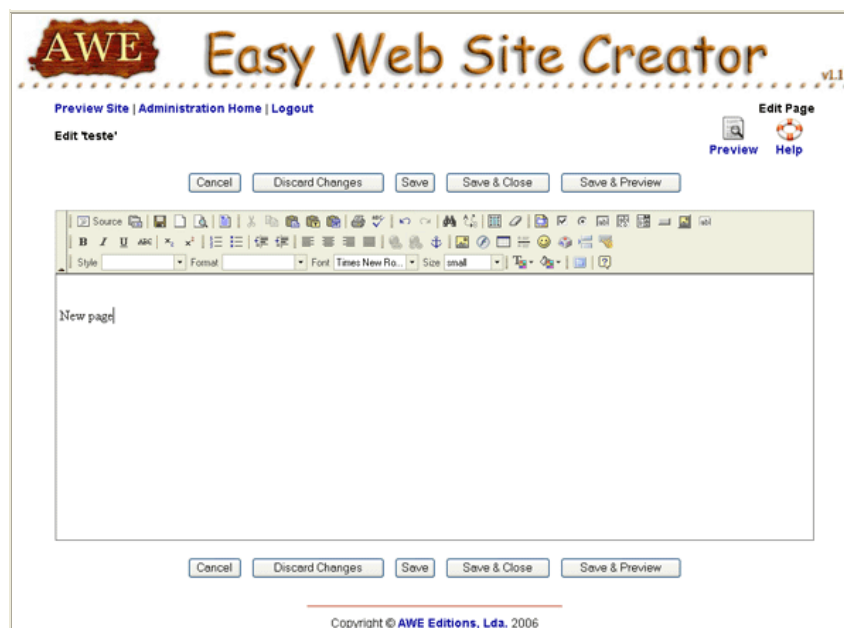
When you press a page edit button



at the Edit Pages table:



you will navigate to the page editor:



In this page you have:

1. **Links (under the Easy Web Site Creator logo)**

- **Preview Site**

Opens a new window with your site home page.

- **Administration Home**

Returns to the administration main page.

- **Logout**

Ends your administration session.

- **Preview**

Opens a new window with your last saved page version.

- **Help**

Opens a new window with this on-line help.

2. **Buttons (below the links and repeated at the page bottom)**

- **Cancel**

Discards the changes and returns to the Edit Pages' page.

- **Discard changes**

Discards your editing changes but keeps you in the editor page.

- **Save**

Publishes your changes and keeps you in the editor page.

- **Save & Close**

Publishes your changes and returns to the Edit Pages' page.

- **Save & Preview**

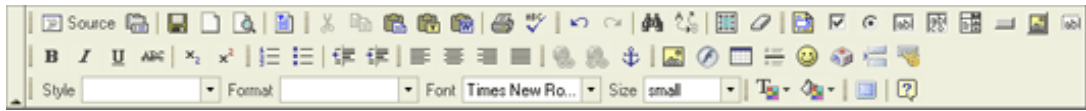
Publishes your changes and opens a new window with the page as it will be shown to visitors.

Important Note

You should disable any pop-up blocker you may have installed in your browser to use this button.

3. The page editor

The page editor has a toolbar with icons similar to many text editors, like Microsoft Word.



If you are familiar with text editor tools, you probably can start right away using this page editor, but since web pages have some particular characteristics, we recommend you to take a look in the next tutorial pages.

The main dissimilarities arise at:

- Page properties definitions like title and Meta Data information.
- Picture insertion, since pictures are not embedded in the same document.
- Linking between different pages and sites.
- Page layout, relying mainly in tables use.

3.2 Organize your pages with tables

Tables are the most important formatting elements in a web page. Web pages tables are used not only to display rectangular sets of correlated elements! In fact a typical web page has many invisible tables that divide the page in the different areas.

For instance, the typical page with a left side link bar and a top logo bar, can be defined simply with a 2 rows / 2 columns table:

Site Logo Here	Site Name Here		
Left Link Bar	Content Text	Content Text	Content Text
Home Page	Content Text	Content Text	Content Text
Products	Content Text	Content Text	Content Text
Link 1	Content Text	Content Text	Content Text
Link 2	Content Text	Content Text	Content Text
Link 3	Content Text	Content Text	Content Text
Link 4	Content Text	Content Text	Content Text
Link 5	Content Text	Content Text	Content Text
Contact us	Content Text	Content Text	Content Text
	Content Text	Content Text	Content Text
	Content Text	Content Text	Content Text

In the example above the table borders were left visible just to exemplify. Based on a structure like this, you can add images and other elements to construct a fancy page.

In web pages, you can put tables inside other tables. There is no limit to the number of tables you can use.

Let's put a table in the content text area of our page to publish some ads:


Site Logo Here	Site Name Here		
Left Link Bar Home Page Products Link 1 Link 2 Link 3 Link 4 Link 5 Contact us	Content Text	Content Text Text	Content Text
		Content Text	Content Text
	Text	Content Text	Content Text
	Content Text	Content Text	Content Text
	Content Text	Content Text	Content Text
	Content Text	Content Text	Content Text
	Content Text	Content Text	Content Text

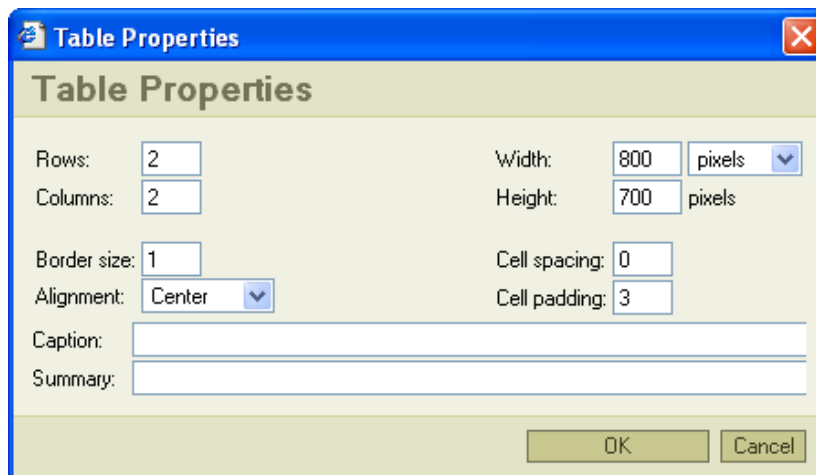
Now let's learn how to work with tables by reproducing the last picture step by step.

Important Note:

You must have disabled your pop-up blockers while you edit your pages. In Internet explorer native pop-up blocker you can disable the blocker just for your website. In other pop-up blockers like Google one, you may need to disable completely the blocker when you edit your pages.

If you have pop-up blockers enabled, the page properties, image, links or preview windows may not be displayed.

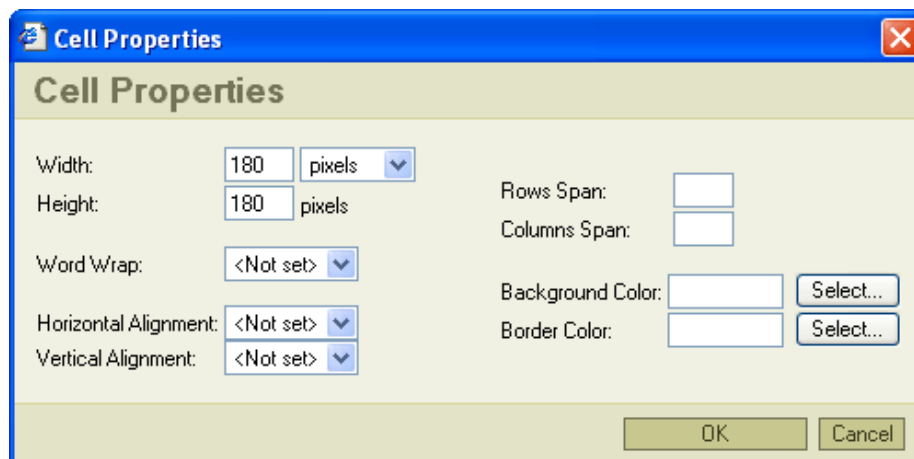
1. First create a new blank page with your Easy Web Site Creator script.
2. Click the table button in the editor toolbar: 
3. In the table properties window, select the options according to the picture:



4. For now we will leave the table borders (Border size = 1).
You should get something like the next picture:

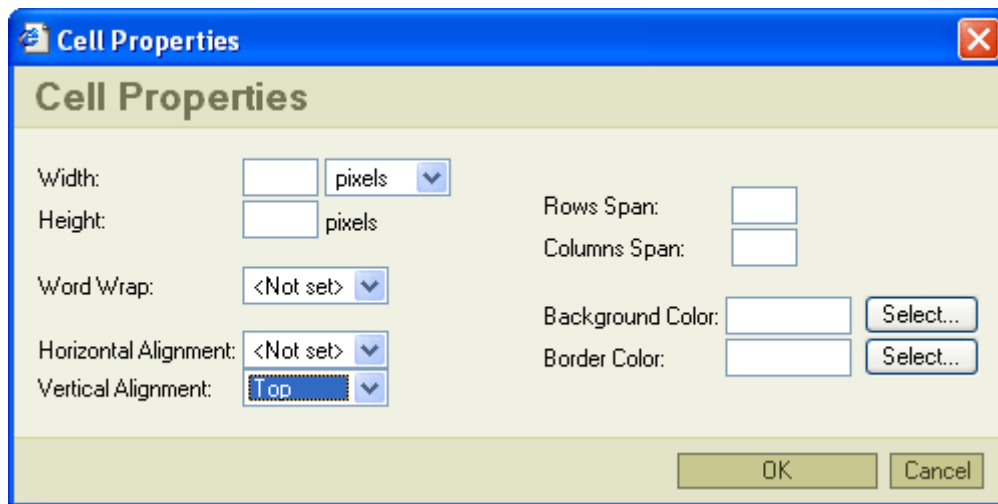


5. Note that your page will start with 700 pixels of height but you will not be limited if you need to add more content later. Just type it or add the images you want and the page will grow automatically without need to change the main table height.
6. Right click at the center of the upper left cell and select **Cell > Cell Properties**. Fill the cell Width and Height like in the image.



7. You will get a table like the next picture:

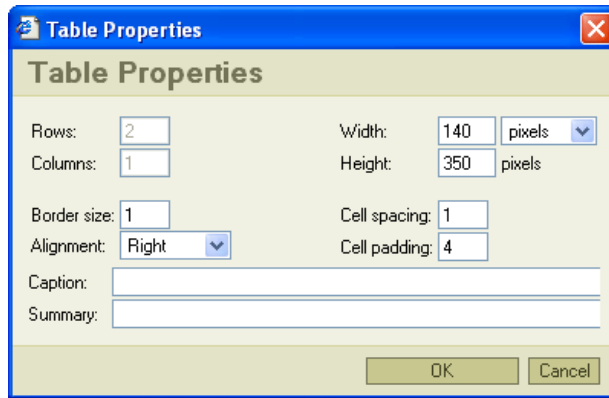
8. Change the vertical text alignment of the two bottom cells to **Top**, by right clicking each cell at a time and selecting **Cell > Cell Properties**.



9. Type some texts in all four cells. You should get something like:

Site Logo Here	Site Name Here		
Left Link Bar	Content Text	Content Text	Content Text
Home Page	Content Text	Content Text	Content Text
Products	Content Text	Content Text	Content Text
Link 1	Content Text	Content Text	Content Text
Link 2	Content Text	Content Text	Content Text
Link 3	Content Text	Content Text	Content Text
Link 4	Content Text	Content Text	Content Text
Link 5	Content Text	Content Text	Content Text
Contact us	Content Text	Content Text	Content Text

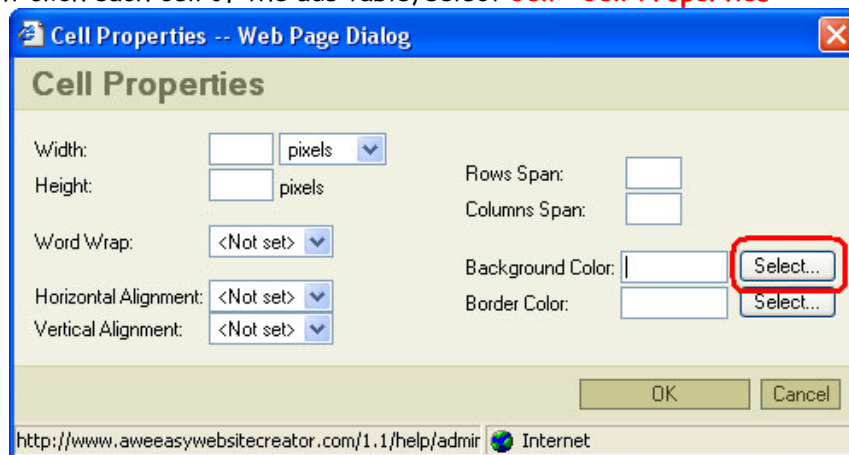
10. Now let's add our ads table. Put the cursor at the beginning of the first text line in the right bottom cell and press the table button . Fill the dialogue like next picture:



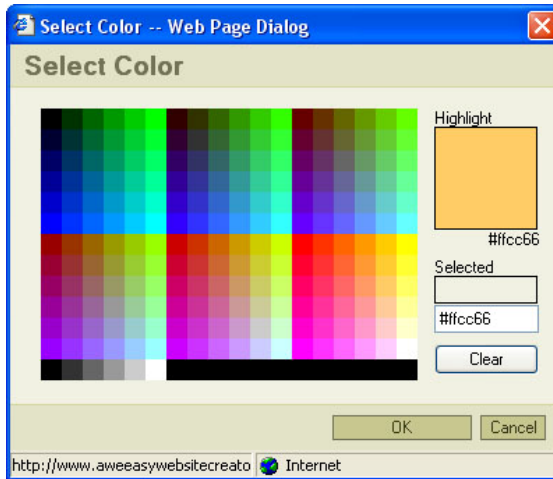
11. You should get something like:

Site Logo Here	<h1>Site Name Here</h1>																																
Left Link Bar Home Page Products Link 1 Link 2 Link 3 Link 4 Link 5 Contact us	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Content</td> <td style="width: 50px;"></td> <td style="width: 50px;"></td> <td style="width: 50px;"></td> </tr> <tr> <td style="text-align: center;">Text</td> <td style="text-align: center;">Content Text</td> <td style="text-align: center;">Text</td> <td style="text-align: center;">Content</td> </tr> <tr> <td style="text-align: center;">Text</td> <td style="text-align: center;">Text</td> <td style="text-align: center;">Text</td> <td style="text-align: center;">Text</td> </tr> <tr> <td style="text-align: center;">Content Text</td> <td style="text-align: center;">Content Text</td> <td style="text-align: center;">Content Text</td> <td style="text-align: center;">Content Text</td> </tr> <tr> <td style="text-align: center;">Content Text</td> <td style="text-align: center;">Content Text</td> <td style="text-align: center;">Content Text</td> <td style="text-align: center;">Content Text</td> </tr> <tr> <td style="text-align: center;">Content Text</td> <td style="text-align: center;">Content Text</td> <td style="text-align: center;">Content Text</td> <td style="text-align: center;">Content Text</td> </tr> <tr> <td style="text-align: center;">Content Text</td> <td style="text-align: center;">Content Text</td> <td style="text-align: center;">Content Text</td> <td style="text-align: center;">Content Text</td> </tr> <tr> <td style="text-align: center;">Content Text</td> <td style="text-align: center;">Content Text</td> <td style="text-align: center;">Content Text</td> <td style="text-align: center;">Content Text</td> </tr> </table>	Content				Text	Content Text	Text	Content	Text	Text	Text	Text	Content Text	Content Text	Content Text	Content Text	Content Text	Content Text	Content Text	Content Text	Content Text	Content Text	Content Text	Content Text	Content Text	Content Text	Content Text	Content Text	Content Text	Content Text	Content Text	Content Text
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12. Now right click each cell of the ads table, select **Cell > Cell Properties**



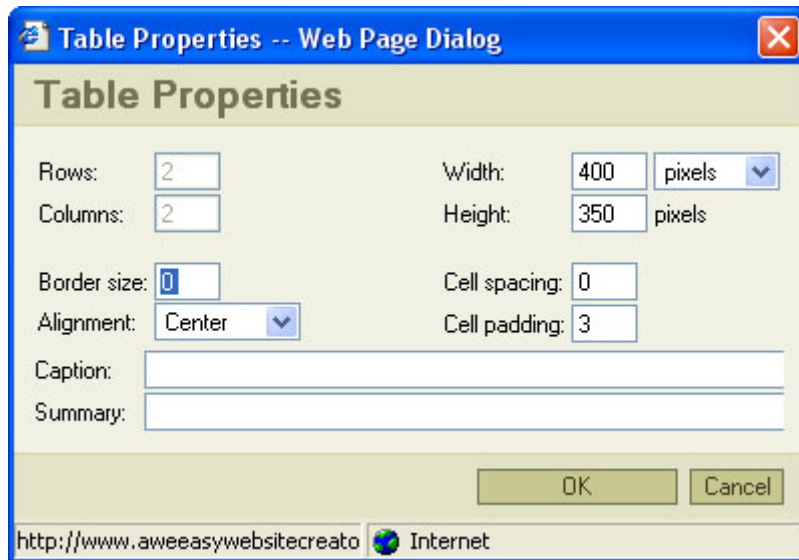
Click in the **Select...** button near the **Background Color** field and choose a color:



13. Type 'Ad 1 Here' and 'Ad 2 Here' in the ads table cells. You should get your table like:

Site Logo Here	<h1>Site Name Here</h1>			
Left Link Bar Home Page Products Link 1 Link 2 Link 3 Link 4 Link 5 Contact us	Content Text Content Text Content Text			<div style="background-color: #ffcc66; padding: 5px; border: 1px solid black;"> Ad 1 Here </div>
	Content Text Content Text Content Text			<div style="background-color: #ffcc66; padding: 5px; border: 1px solid black;"> Ad 2 Here </div>
	Content Text	Content Text	Content Text	
	Content Text	Content Text	Content Text	
	Content Text	Content Text	Content Text	
	Content Text	Content Text	Content Text	
	Content Text	Content Text	Content Text	

13. Finally you can right click the main table and select **Table Properties**. Set **Border Size** = 0 and click OK.



The main table borders will disappear for your site visitors.
 Press **Save & Preview** and it will open another window to show you how the public view your page.



That's it, you are done!

To finish your table formatted web page you just need to replace the text by the real things: put a logo image in the upper left cell, write your real links, put images in the ads space and add links to them and fill your page content.

In [section 3.4](#) and [section 3.5](#) we will continue to develop this template page inserting links and images.

3.3 Use templates

Before start creating your web site, think about what your site should look like. If you need, use a pencil and paper and draw a sketch.

Then create a template page, i.e. a page with the general structure of your site, with all the necessary formatting tables, pictures, navigation links, images and other elements you may think about.


Try to set the definitive web site layout before starting the page content edition process.

Then, create your pages by copying your template page.

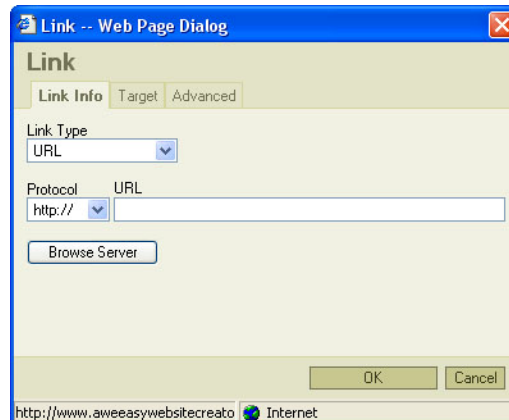
Finally write all the page specific content in all the pages.

This way you may save a lot of work. It's better to lose some time setting up a solid template than have to re-edit all your pages just because you forget to put something in the template.

3.4 Linking your pages

To insert a link in a page, first type the text or insert the image where you want visitors to click. Then select it with the mouse or SHIFT + Arrow Keys and press the link button  at the toolbar.

It will open the Link Properties window:



There are 3 link types:

1. URL

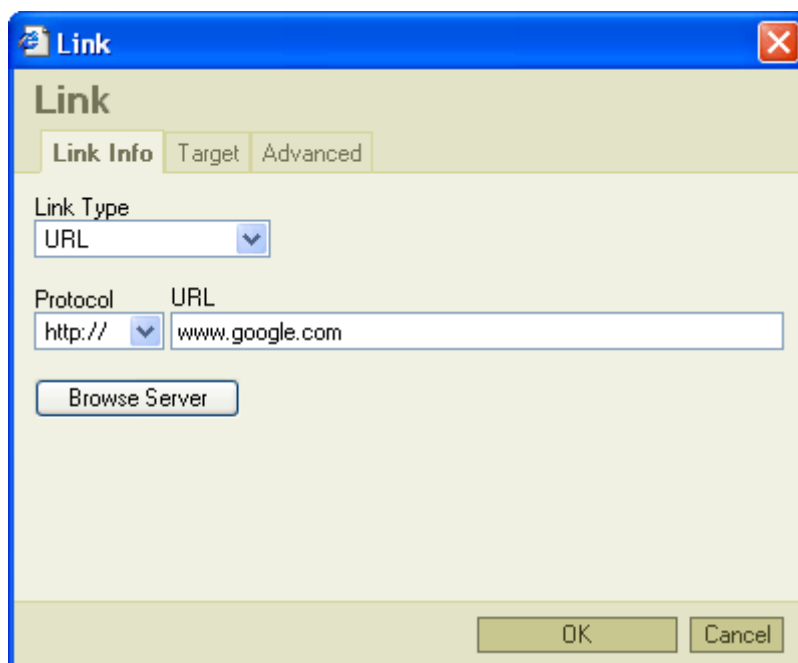
The URL link is the most common type of link, since it allows you to link to other pages or files.

There are 5 protocols listed in the Link Properties window:

http://	Is most used protocol. It used by the web servers to send pages or other files to users.
----------------	--

https://	Its similar to http:// but with data encryption. Its used when critical data have to be exchanged between the server and the user, like credit cards number or personal information.
ftp://	Can be used to download or upload files to a sever.
news://	Used to participate in discussion groups (newsgroups).
<other>	No protocol specified - used only for relative links (link different pages in the same site)

If you want to insert a link to another web site, type the full URL without the protocol in the URL text box of the Link Properties window and select the correspond Protocol from the drop down box.



If you are linking to a page inside your site, you can use the full URL, but we recommend use relative links.

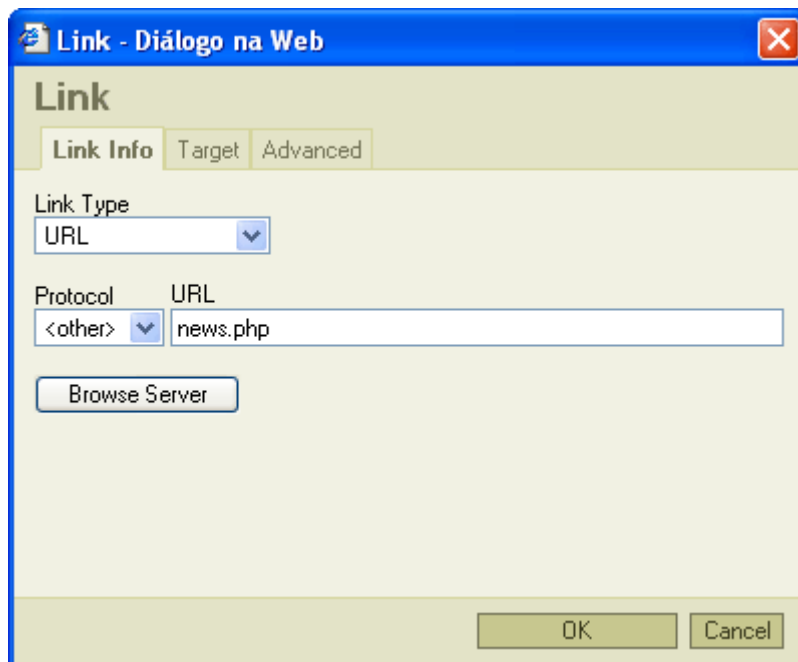
Imagine that you have a page called **index.php** with the URL:

<http://www.mydomain.com/index.php>

and you want to link to another page called **news.php**:

<http://www.mydomain.com/news.php>

instead of typing <http://www.mydomain.com/news.php> in the URL field of the Link Properties page, you can just type news.php and set the protocol to **<other>**.



The visitor browser will interpret this as a relative link, and will ask for the <http://www.mydomain.com/news.php> URL if the user clicks the link.

This is called a relative link.


This type of links lets you change your pages from domain name or move them between folders in the server and maintain the linking working.

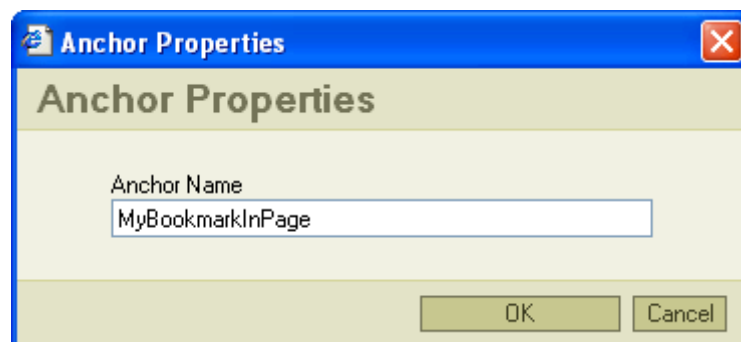
On the other hand, with absolute links you would have to edit all your links to maintain the linking consistency.


2. Anchor in this page (page bookmark)

An anchor in a page is a link inside a page that can allow the visitor to jump from one line to another. This is specially useful in long pages.

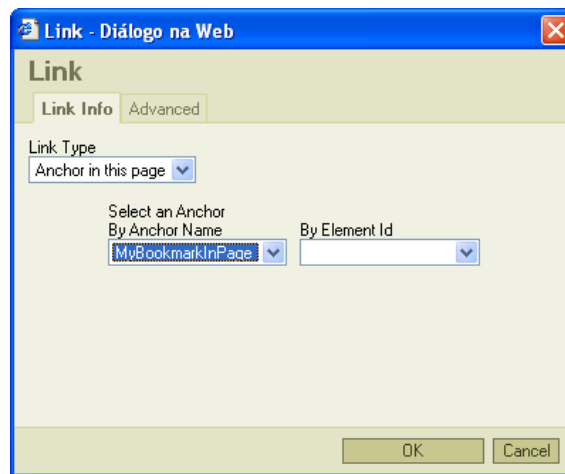
It's used many times in the "back to top" links.

Before you insert the anchor link you need to insert the anchor: put the cursor before the line to where you want visitors to jump to and press the anchor button . In the anchor properties window type a name related to the page content where you inserted the anchor.



An icon like  will appear to mark the place where you inserted the anchor.

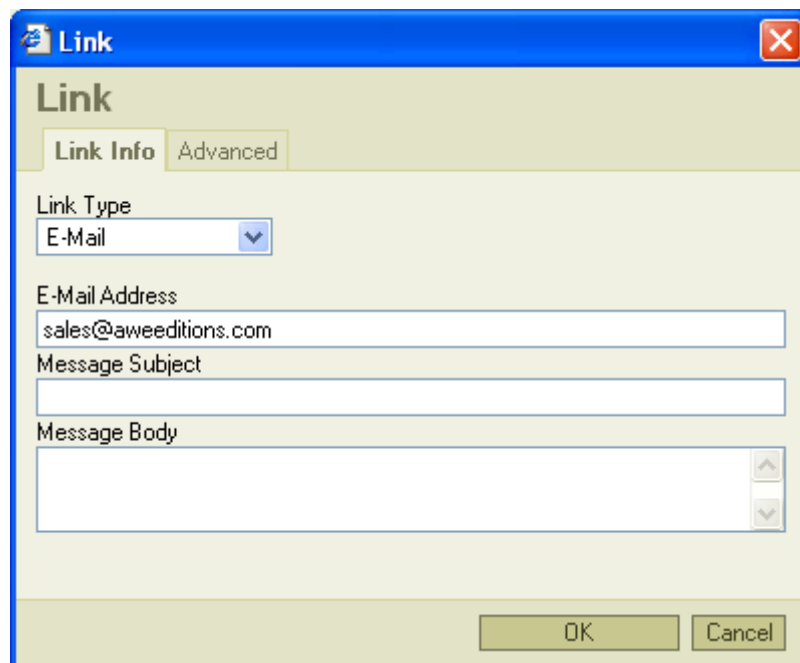
Now you can select the text where you want to insert the link, select the Anchor type and select the anchor name you typed from the list under **Select an anchor by anchor name**.



3. Email

An email link is a link that automatically opens the visitor default email client program prepared to send an email to a specific address.


Additionally, you can specify a default message subject and message body:



After clicking the link, the site visitor, can edit the email and send it.

Note that nowadays, as web mail gets more and more popular, many people don't even have an email client program prepared to send emails. For those that exclusively use web mail, a link email can be frustrating, specially if you hide the email address in some text link other than the matching mail address.

We recommend you always write the email address directly in the page and press enter or the space bar. The page editor will convert the text into an email link automatically. This way, web mail users can copy the e-mail from the page, while users with email configured can just click the link.

To write an email address without an associated link, let the editor create the link, select it and press the remove link button  from the toolbar.

Examples

Now you are ready to put some links in the web site template we created in [section 3.2](#) using tables. Next picture shows the template as we left it.



We will replace the links placeholder at the left bar with 2 links: 'Home Page' and 'Google Search'.

The links URLs will be:

<http://www.mydomain.com/index.php>
<http://www.google.com>.

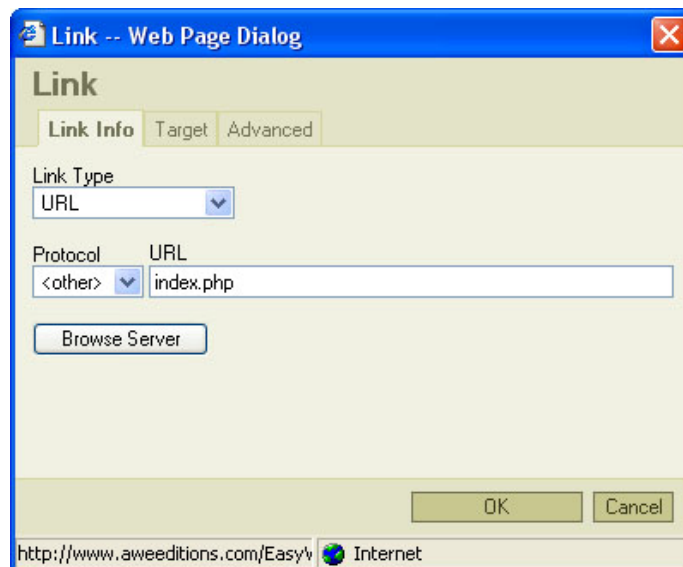
Replace **mydomain.com** domain with your actually domain name.

First, write the text for the links like:



Now select the 'Home page' text and press the link button: .

In the link properties page select **<other>** for the protocol and type **index.php** in the URL text box:




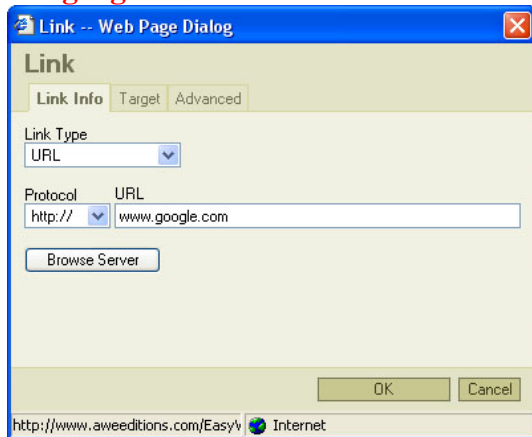
Since we are linking to a page contained in our site, we should use a relative link. Just type the path of the destination page relative to the current page. Since both pages are stored in the same folder (Easy Web Site Creator stores all pages in a single folder), you just write the page name adding **.php** at the end.

Alternatively, you could type the full URL **http://www.mydomain.com/index.php** in the URL text box and select **http://** for the protocol. In that case you would be using an absolute link.

Both options would work perfectly well, but when you link to pages in your own web site it's better to use relative links because:

- You can type shorter links
- If you plan to change the domain or change your pages folder, you do not need to edit your links.

Now return to your page template, select the 'Google Search' text and press the link button  again. In the link properties window select **http://** for the protocol and type **www.google.com** in the URL text box:



When you link to other site pages, you must use absolute linking, i.e., you must write the full URL.

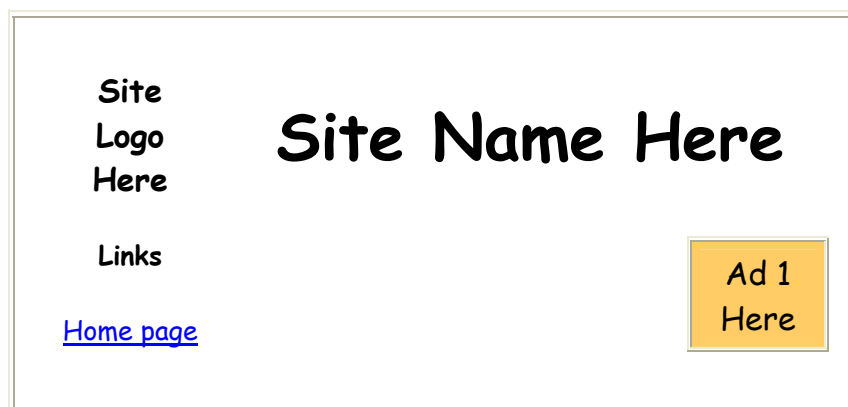
Click **OK** and save your page. Your links should be working now.

Opening a link in a new browser window


Most links just show the new page in the browser's window, but some times you will need to open the link destination in a new browser window.

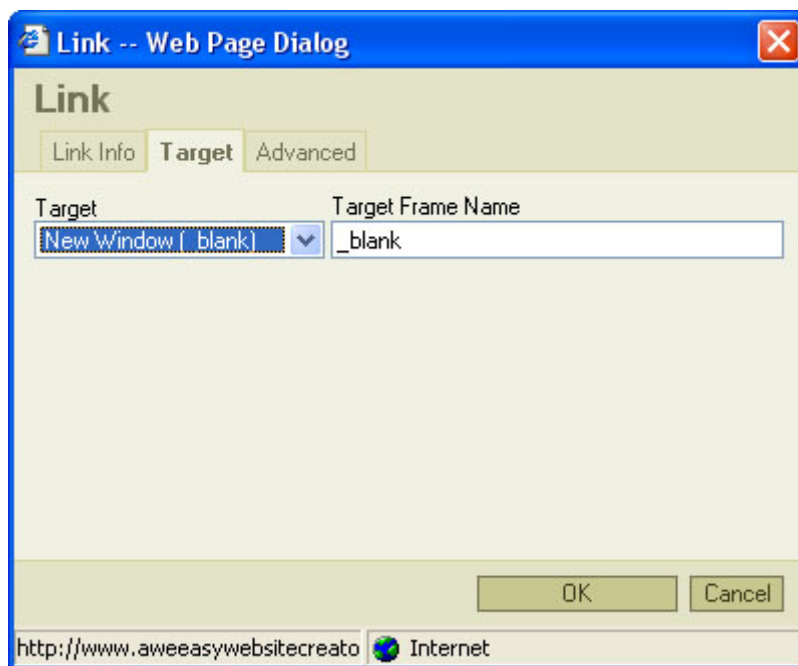
As an example, think when you put a link to another site where visitors can find extra information about some subjects you are writing about. To ensure that visitors return to your site after they look at other sites, you can make a link open the other site's pages in a new window.

Now we will make the Google link added at our sample site open a new window. You can try the links below:



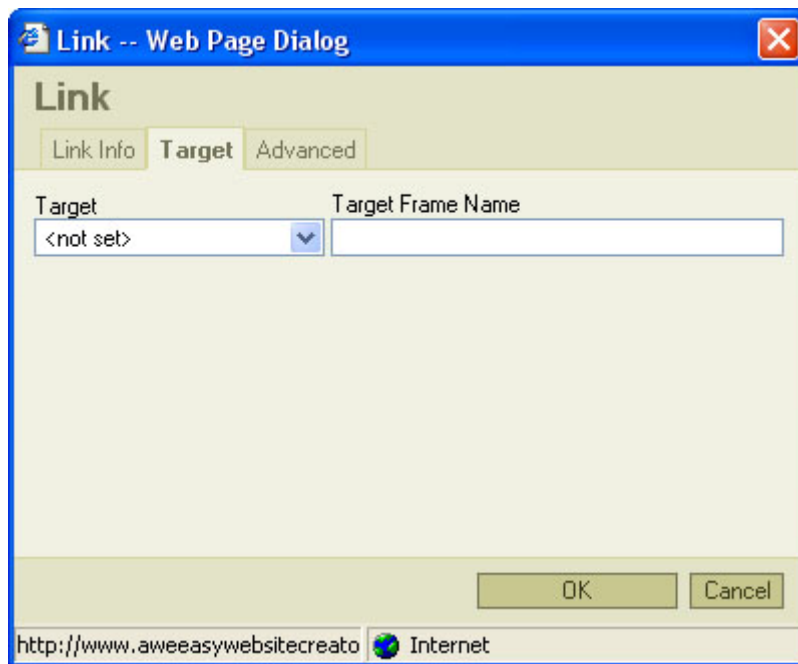


To make the Google link open it in a new window, put the cursor somewhere inside the 'Google Search' text and press the links button . In the links properties window, navigate to the **Target** tab:

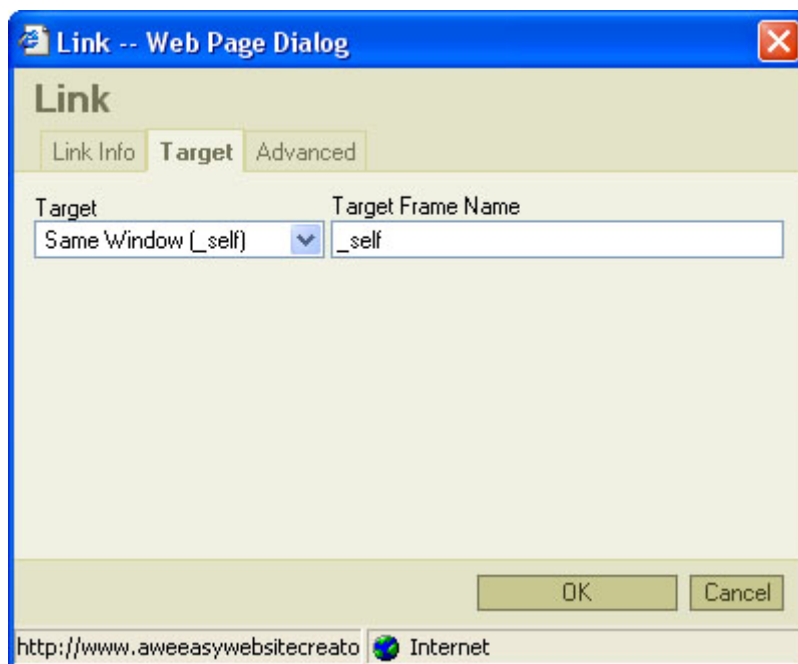


In the **Target** option list select **New Window (_blank)**. Close the window with **OK** and save you page. Click the **Preview** link and try your link now. You will notice that it opens the Google page in a new window.


To make a link opens a page in the same browser window, just leave the **Target** option as **<not set>**



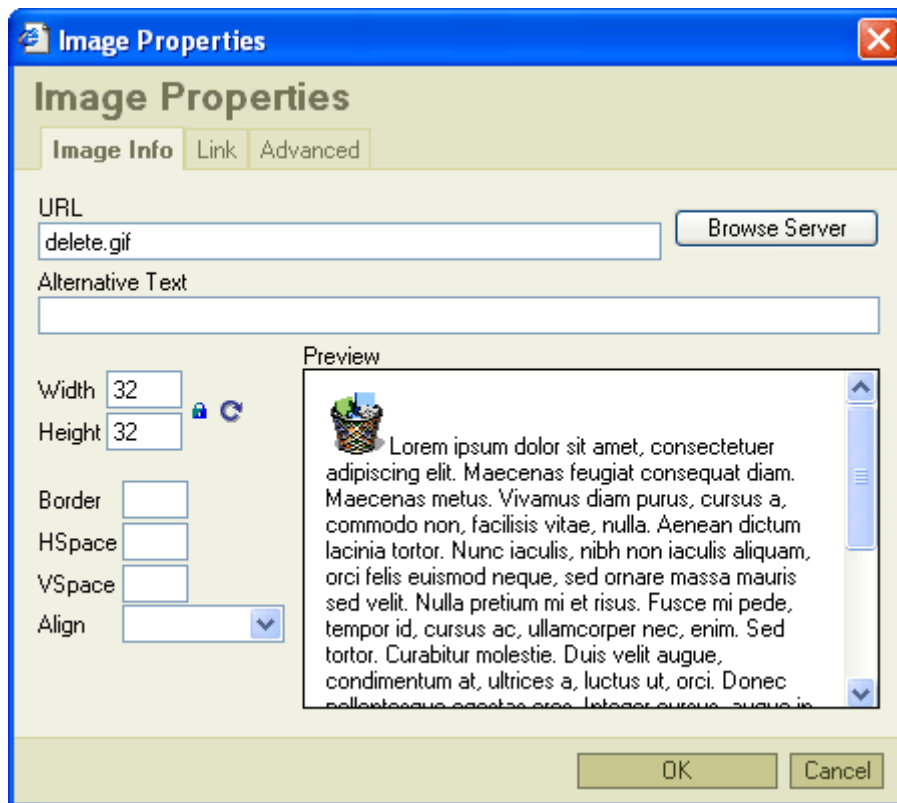
or select **Same Window (_self)**:



3.5 Inserting Images

To insert an image in a page, put the cursor where you want it and press: .

This will open a window like:



Now you have 2 options:

1. Insert an image from another site's server

You just have to write the image URL (you can get it by right-clicking the other site image and selecting properties in most browsers).

When someone visits your page, the image will come from the original server.

This behavior is not recommended in many cases, because:

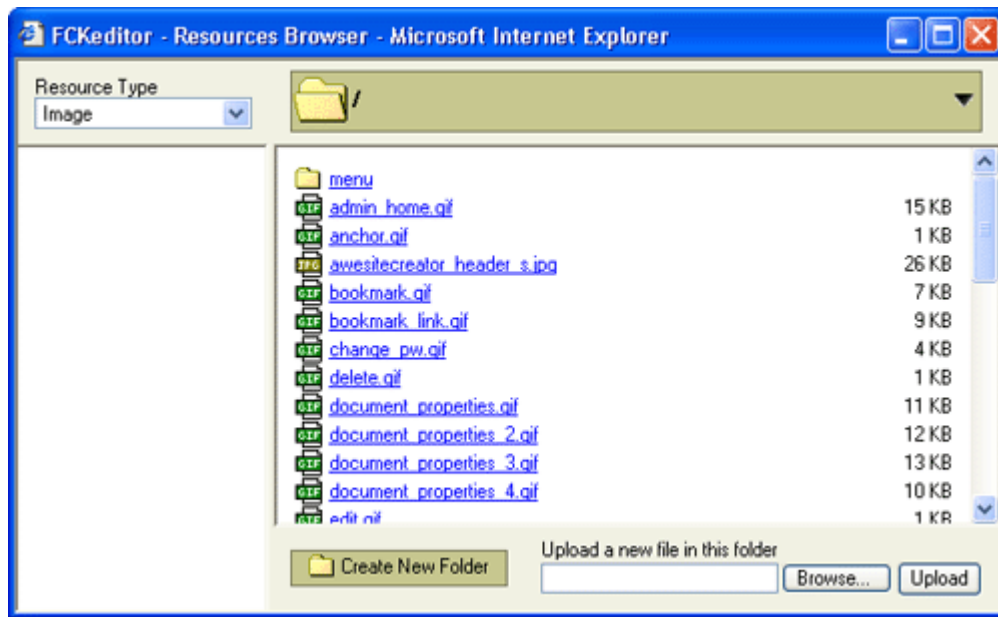
- If the image get deleted or changed, it will affect your page too.
- Since images can be relatively huge files, you will be stealing the resources of the server that hosts the image and saving the resources of your own hosting.
- Some servers restrict the images access to their own pages, so you will never get that picture displayed in your site unless you copy it.

Although, it is useful to link the page images of one site to another if you control both sites.

2. Insert an image stored in your server

Click the **Browse Server** button in the Image Info tab of the Image Properties window.

It will open a new window with the folder and file listing at your site's image folder.



Just click a file to select it, or click a folder to browse further.

If you need to upload a new image file to your server click **Browse...** at window's bottom and select an image file in your computer. Then press **Upload** and after a while, the file will be displayed in the folder currently opened in the file browser window.

You can also create new folders in your site's image folder by pressing the **Create New Folder** button.

After uploading you image, just click its name on the server file list: the file browser window will close and the URL field at the Image Properties Page will be automatically filled.

Just press **OK** and your image will display in the page editor.

- Note:** The image file browser allows you to upload only the image formats:



File Type	File Extension
JPG - Joint Photographic Experts Group	.jpg or .jpeg
GIF - Graphic Interchange Format	.gif
PNG - Portable Network Graphics	.png
BMP - Microsoft Windows Bitmap	.bmp

- Although BMP files are supported by the file browser, we discourage its use because:
 - Usually generates huge files

- It is a proprietary Microsoft image format, which is not supported by some browsers

The Image Info tab (in the image properties window) has some other options that can be useful for you:

- **Alternative Text**
This is the text that will appear if the browser cannot display the picture (resulting from a broken link or a server error for example). This text will also be displayed in most browsers if you pause the mouse cursor over the image for a few seconds.
- **Width and Height**
Lets select a display size different from the original picture size. In most cases it is better that you change your image size with an image editor software at your computer before upload the image to the server.
Avoid use huge images when you only need to display a little thumbnail because it will make your page slower to show to visitors. If you need to display a thumbnail, create it with an image editor and upload it.

The lock  let you maintain the image proportions so no distortion will occur. You also have a reset  button that can reload your image real dimensions.

- **Border**
This field lets you specify a border width for your image, in pixels. If you leave it blank no border will be displayed.
If you insert a link in your picture and don't want a border to appear, must put '0' at the border field. Please see [section 3.4](#) for how to insert a link in your images.
- **HSpace and VSpace**
Lets specify the space between the image and adjacent text, horizontally and vertically.
- **Align**
Specify the image alignment to the page text. You can try all the settings and preview the result in the preview area of the Image Properties window.

The link tab of the Image Properties window lets you add a link to your image. Please see [section 3.4](#) for details.

Example


Now we will use the [3.4 section](#) sample and add some images:

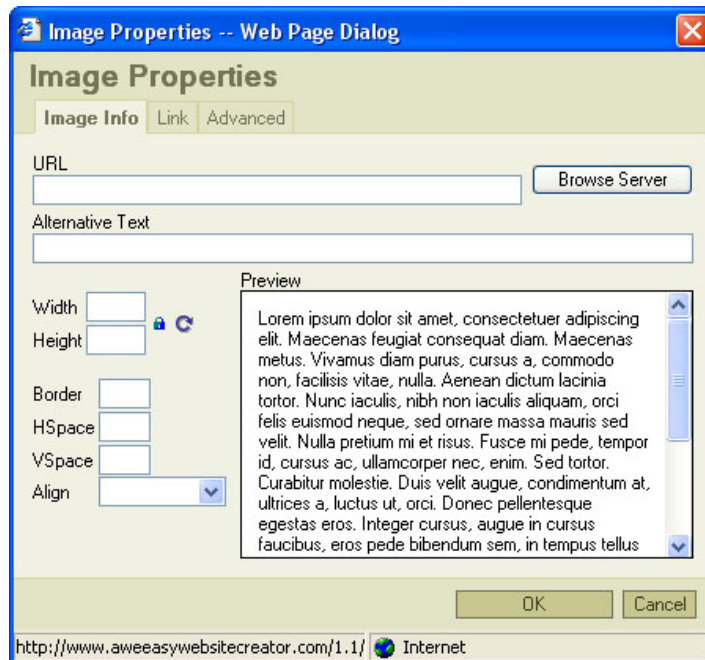


Links		Content		
Home page	Text	Content Text	Content Text	Ad 1 Here
Search in Google	Text	Content Text	Content Text	Ad 2 Here
	Content Text	Content Text	Content Text	
	Content Text	Content Text	Content Text	
	Content Text	Content Text	Content Text	
	Content Text	Content Text	Content Text	

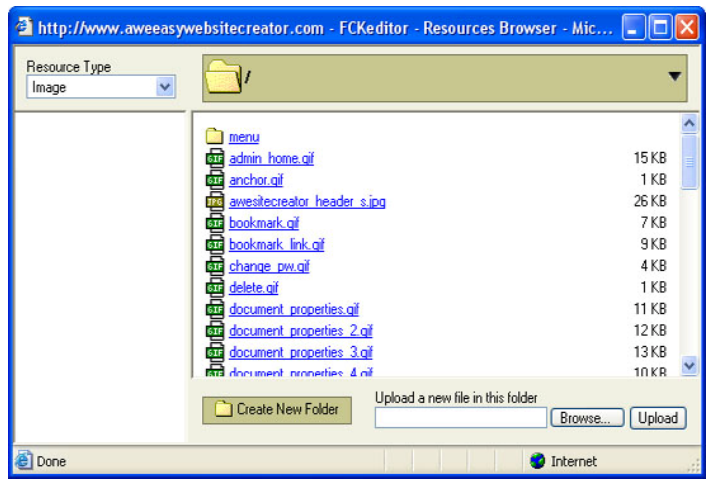
Let's start by inserting a logo image.

You will insert an image in the top left cell of the main table, so you must have an image smaller or equal to the size you specified to that cell (refer back to [section 3.2](#) for details).

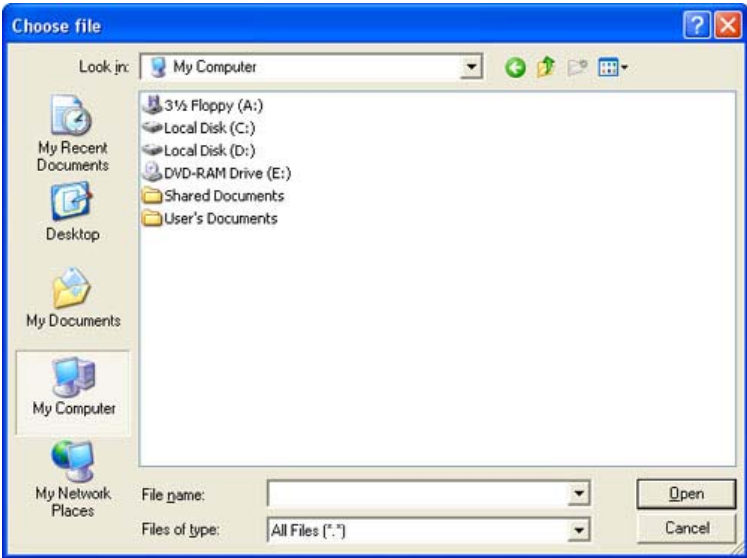
First delete the 'Site Logo Here' but leave the cursor there. Then press the image button .



In the Image Properties window press the **Browse Server** button.

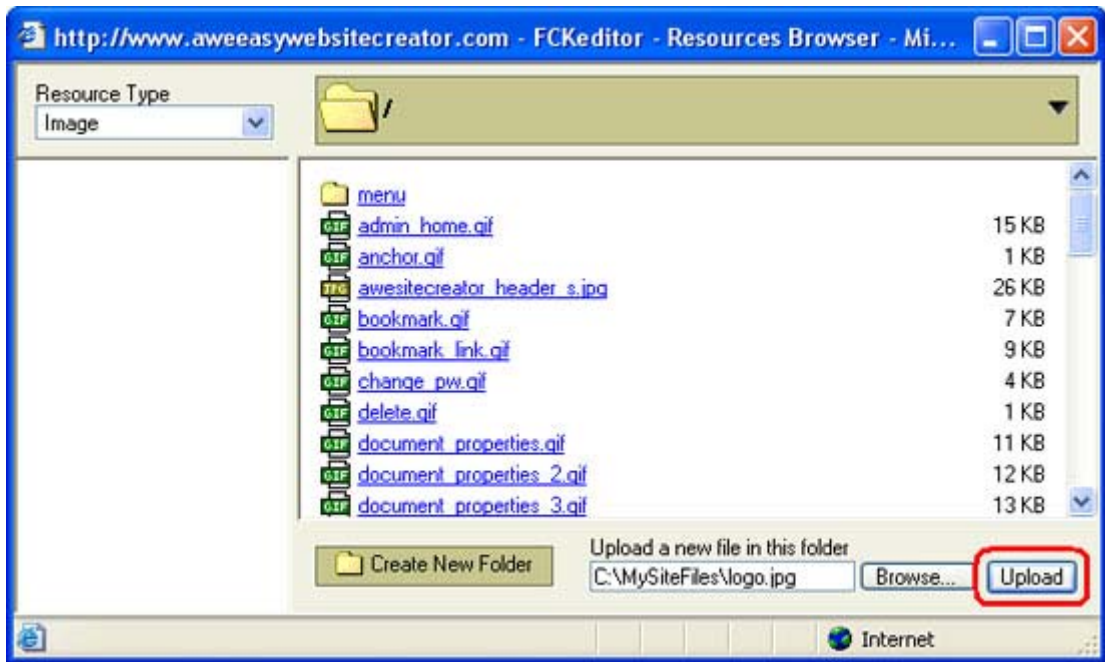


Click the **Browse...** button



Browse your computer for the logo image you created and press the **Open** button.

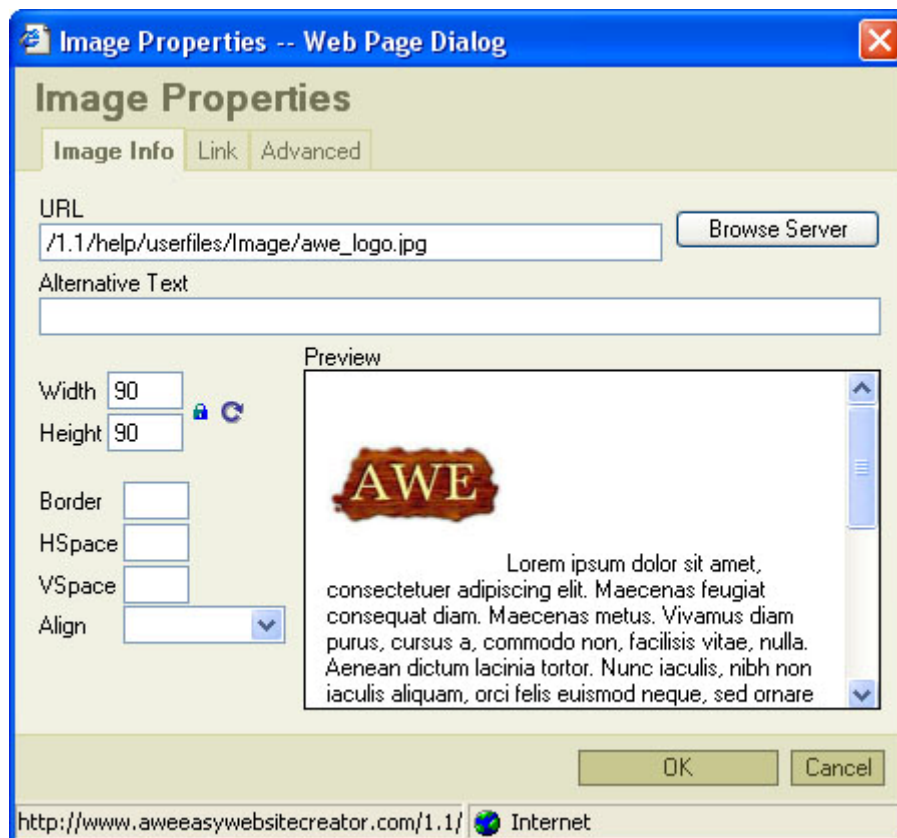
Back to the Browse Server window, press the **Upload** button



Wait a while for the image upload.

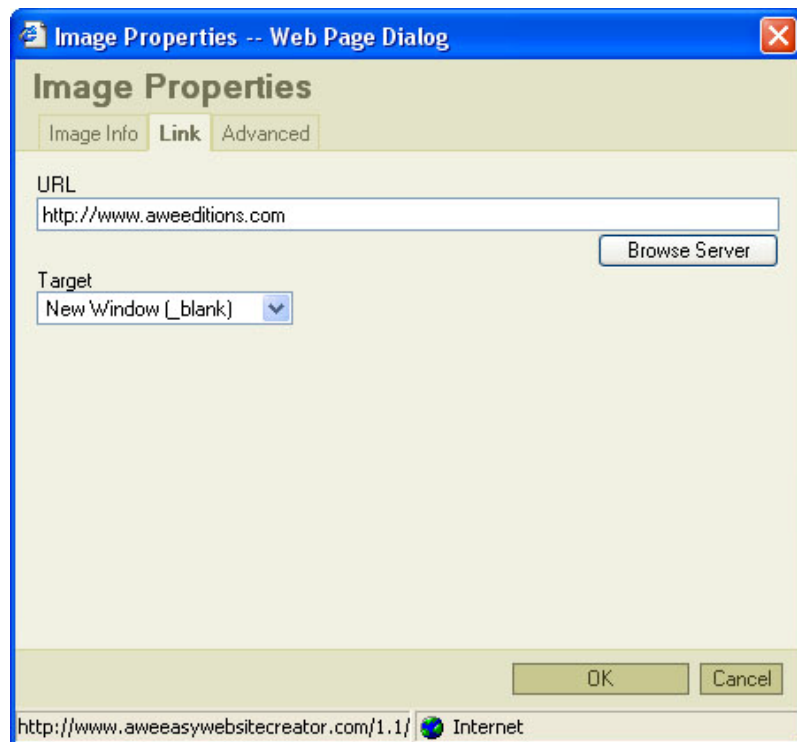
When it finishes, your file name will appear in the browser file list (see last picture)

Click it with your mouse, the browser window will close and the URL field at the image properties window will be filled:





Press the OK button and your logo picture will be inserted in your page:

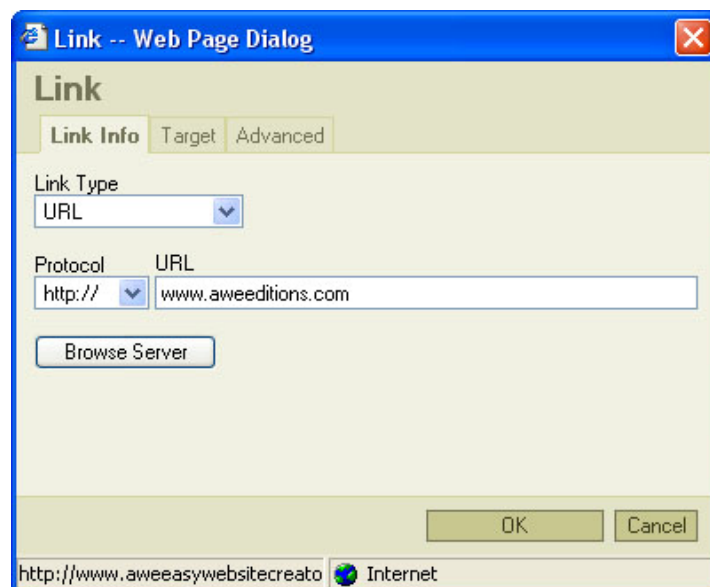
To insert a link in the images you can use the image properties window. After select the image file, navigate to the **Link** tab and fill the **URL** field:



Note that in this window you have to include the protocol ('http://' in this case) in the URL.

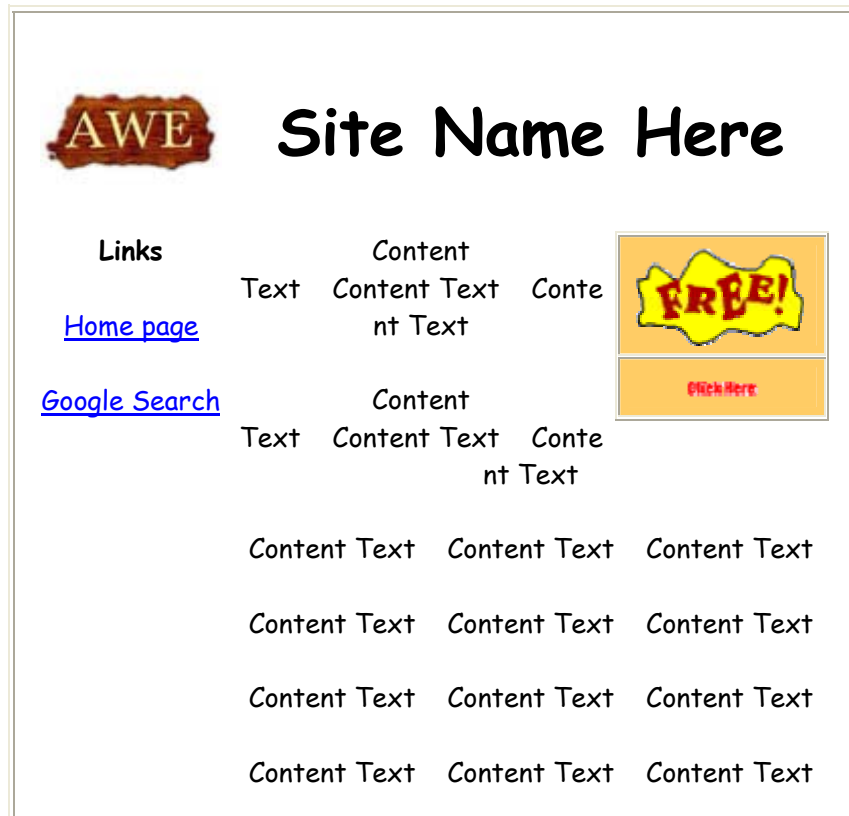
You can also use the link button  to insert a link in an image like explained before for text. Just select the image with a click of your mouse and press the link button  in the toolbar.

Use the link properties window to specify your link and target as you do for text links:



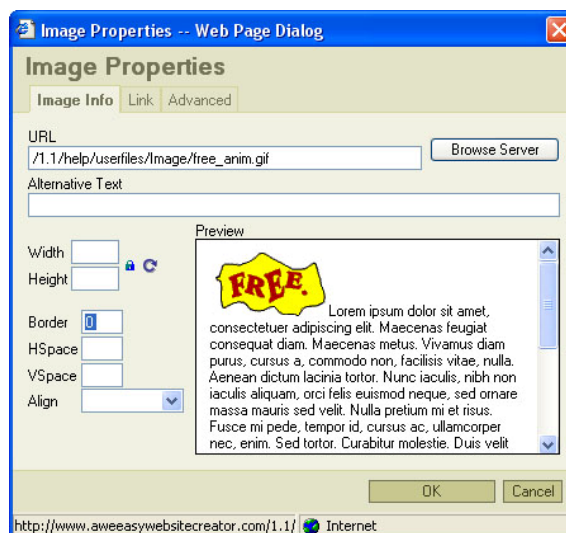
We recommend you always use the link button, since it can be used for all types of link. You may even insert a link in an image and text mix, selecting the image and text and pressing the link button.

After inserting the ads links you will get something like:



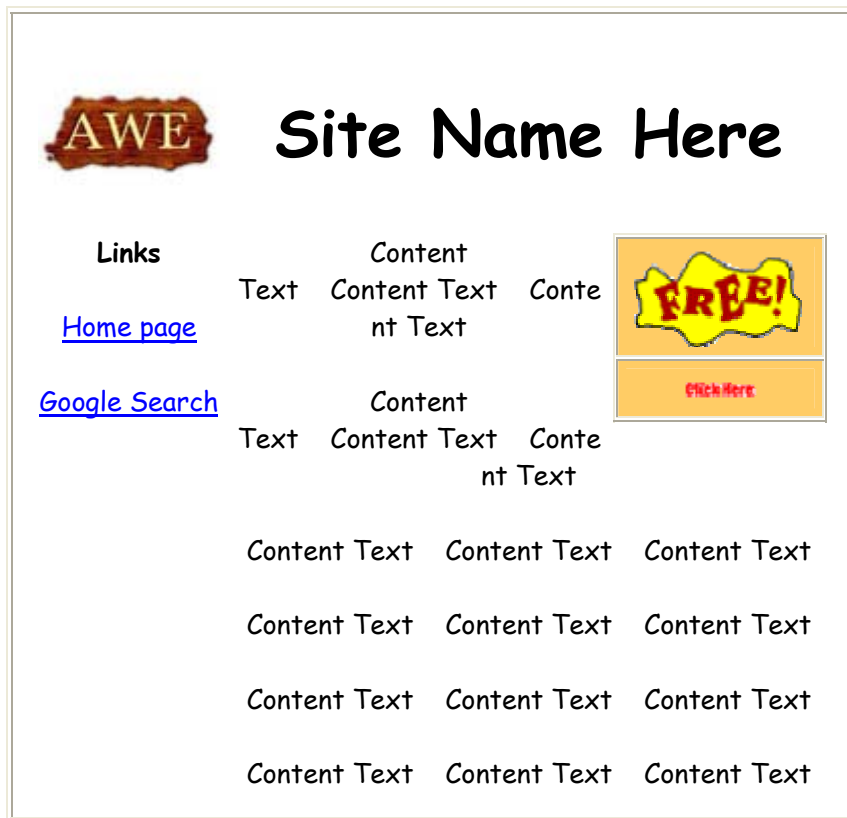
Note that your browser is displaying a rectangle around your images to notify you those images have links on them.

If you don't like those rectangles around your images, right click them and select **Image Properties**. In the image properties window, type **0** (zero) in the **Border** field:



Close the **Image Properties** window pressing the **OK** button and click the **Save & Preview** button.

Now your page should look like this:



Try to click the ads images.

3.6 Fonts and Colors


In the editor toolbar you have several controls to format your page text:

 - Text color selector.

Let you select your text **color**.

 - Background color

Select the characters background **color**. It only changes the background under the characters you type. If you need to change the page background color see Page Properties; or if you want to draw a color rectangle in a page, see Organize your pages with tables.

 - Font Size

You can select from **xx-small** to **xx-large** font size.

 - Font Family

You can choose from 6 font families:

Arial
Comic Sans MS
Courier New
Tahoma
Times New Roman
Verdana

- Format

There are 10 predefined formats:

Normal

Normal (DIV)
Formatted
Address

Heading 1

Heading 2

Heading 3

Heading 4

Heading 5

Heading 6

This styles are predefined and browser dependent.
Advanced users can customize these styles with CSS (Cascading Style Sheets).
The Normal (DIV) can be used to group block-elements to format them with styles by advanced users.

- Style

There are 5 predefined formats:

Custom Bold

Custom Italic

Title

Code

Title H3

Unlike Formats or Fonts, Styles can be combined in the same text. The Title and Code Style appear as normal text unless you create custom CSS Styles (advanced).

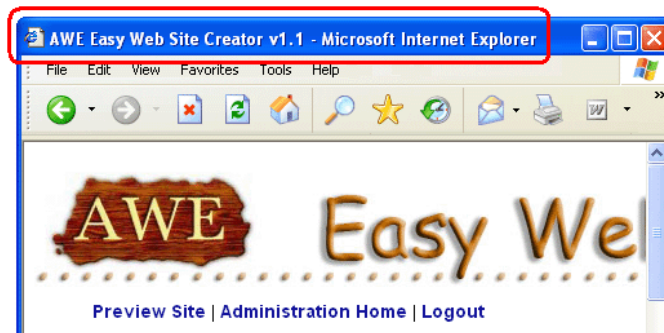
B *I* U ~~ABC~~ - **Bold**, *Italic*, Underline, and ~~Strike Through~~

To apply any style or formatting, first type your text, then select it with the mouse or using the SHIFT and Arrow Keys and click the desired toolbar control.

Advanced users can look for correspondence between HTML tags and the formatting options available in the editor toolbar in the <LINK>Tags Table.

3.7 Page Properties

All web pages should have a title. The title is the text that appears at the browser window title. For instance, at Microsoft Internet Explorer, the page title is displayed like:

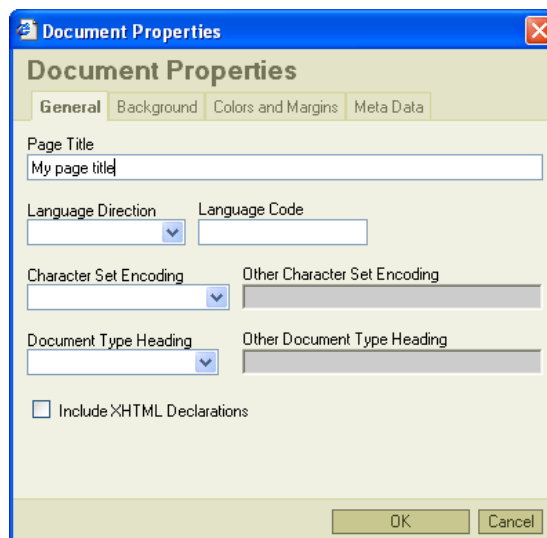


The page title is usually appended with the browsers name like "Microsoft Internet Explorer" or "Mozilla Firefox".

When you create a new page in Easy Web Site Creator the default page title will be blank, so browsers will display the page URL at the title bar (like Internet Explorer) or just the browser name depending on the browser you are using.

To edit the page title, press the Document Properties at the page editor toolbar: 

It will open a window like:



Important Note:

You must have disabled your pop-up blockers while you edit your pages. In Internet explorer native pop-up blocker you can disable the blocker just for your website. In other pop-up blockers like Google one, you may need to disable completely the blocker when you edit your pages.

If you have pop-up blockers enabled, the page properties, image, links or preview windows may not be displayed.

The Document Properties window has 4 tabs:

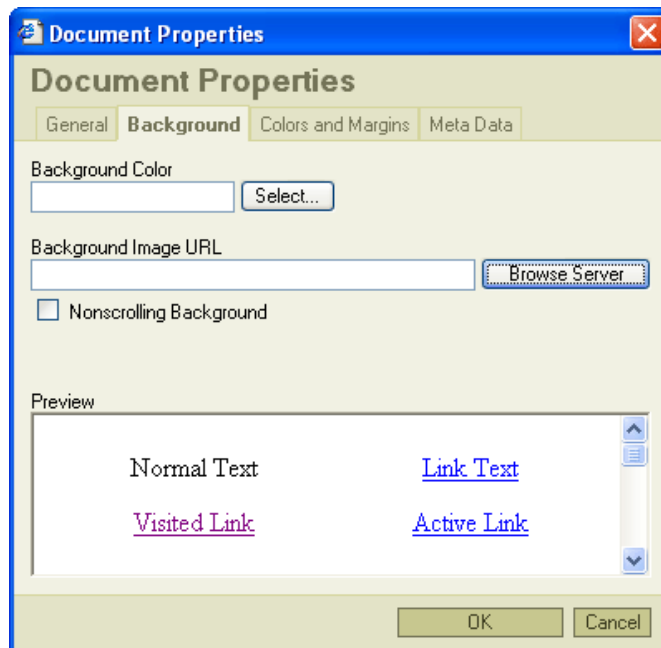
General

The main setting here is the Page Title. You should always type a page title. It can be just your site name or you can use a page-by-page naming schema.

The other settings in this page are not so important and you may ignore them if you are using a Western European language.

Background

Here you can set your page background image or color.

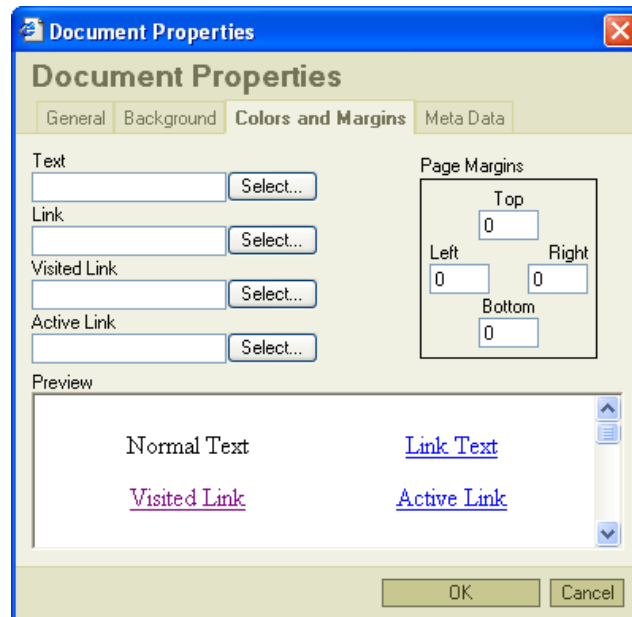


If you select a background image for your page, it is a good idea to select also a matching background color since it will be displayed while your page is loading, before your browser completes the background image download.

The background image default behavior is to be tight to your page contents, so if you scroll horizontally or vertically your page, the background will move accordingly. If you would like the background to be tight to the browser window instead, select the 'Non-scrolling Background' option.

To remove an image from you page background simply clear the content of the **Background Image URL** text box.

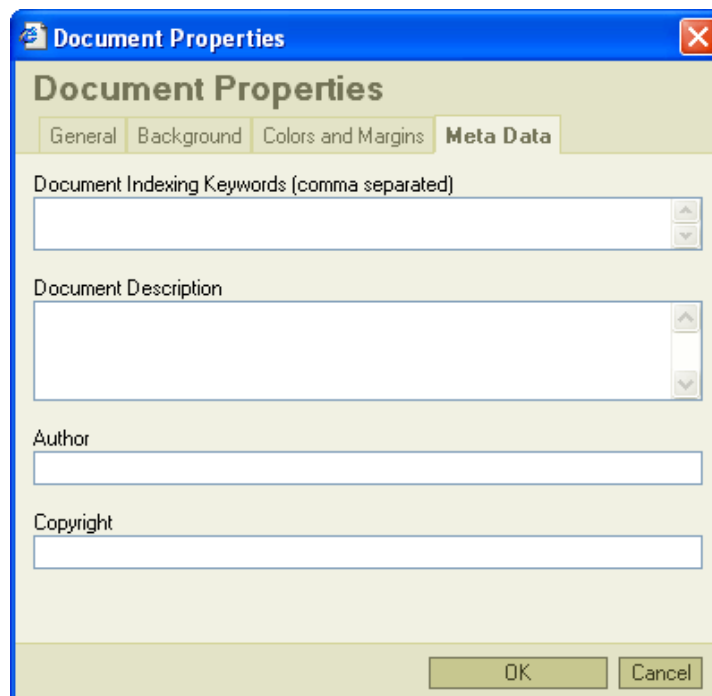
Colors and Margins



In this page you can select the page default color for text and links. If those fields are left blank, browsers will select default settings when rendering your page. Even if you set this attributes for your page, you can override the color for some texts and links by using the editor text color selector.

In this page you can set also the margins for your page.

Meta Data



The data inserted in the **Meta Data** tab will not be usually show to your web site visitors, but it is useful for search engines (like Google or Yahoo) to index your pages.

















You should write the main keywords related to your page content comma separated, to help search engines to index your pages. You may also write a small description of your page. Many search engines will display this description in search results to users searching you keywords. The copyright and author info will usually not be displayed by web browsers, but you can fill them.

Note

All this information is always available to advanced web site visitors if they choose to look at your web page code.

3.8 Command List

Below you can see a list of the main command bar buttons of the page editor. Some have links you can follow for further explanation.

Action	Icon	What it Does
Page Properties		Open the page properties dialog. It lets you specify the page background color or picture, margins, title, etc...
Maximize		Activates or deactivates the full page editor mode.
Preview		Preview what the HTML page will look like for users.
Template		Select a layout template.
Cut		Remove the highlighted text and copies it to the clipboard.
Copy		Copy the highlighted text.
Paste		Paste the text you copied (with or without formatting)
Paste Word		Copy content from Microsoft Word, then paste it into the HTML editor using the pop-up accessed from this icon.
Print		Print the HTML page.
Spelling		Spell check the HTML page.
Undo / Redo		Undo or redo the most recent action taken.
Search		Find a word or phrase within the text of the HTML page.
Replace		Find and replace a word or phrase within the text.
Select all		Select all of the text in the HTML page (usually used before copy or cut or to apply a style or format to the whole page).
Un-Format		Remove the formatting from highlighted text.
Bold, etc...		Bold, italic, underscore or strike through highlighted text.

Superscript		Superscript or subscript the highlighted text.
Text color		Change the color of the highlighted text.
Background		Change the background color behind the highlighted text.
Lists		Add numbering to highlighted text lines.
Bullets		Add bullets to highlighted text lines.
Indent		Increase or decrease the highlighted text's indentation.
Alignment		Alignment of highlighted text (left, center, right, justified).
Hyperlink		Add or Remove hyperlink from highlighted text.
Bookmark in page		Make the highlighted text a bookmark within the HTML page (you can then hyperlink to it in order to help users quickly navigate to specific parts of long pages).
Image		Upload or insert your own or other's images into the HTML page.
Flash		Insert a flash animation.
Table		Insert table. Number of columns or rows, and table width, height, borders, & alignment can also be set.
Line		Insert divider line (horizontal rule).
Emoticons		Insert emotions (e.g. smiley faces, email icon, light bulb).
Symbols		Insert symbols & special characters (trademarks, currency, etc.).
Page break		Insert page break. Only impacts printed version.
Non-English keyboard		Online keyboard for certain non-roman character languages.
Styles & Formatting		Styles & formatting determine the appearance of HTML text. You may also use the drop down boxes to style specific elements (such as headings), or set overrides for font face, font size, etc.
HTML code		View or edit document source code (for advanced users).

4. Appendix

4.1 [Using Microsoft Internet Explorer to install AWE Easy Web Site Creator](#)

4.2 [Web and Internet Glossary](#)

4.3 [Software License](#)

4.1 Using Microsoft Internet Explorer to install AWE Easy Web Site Creator

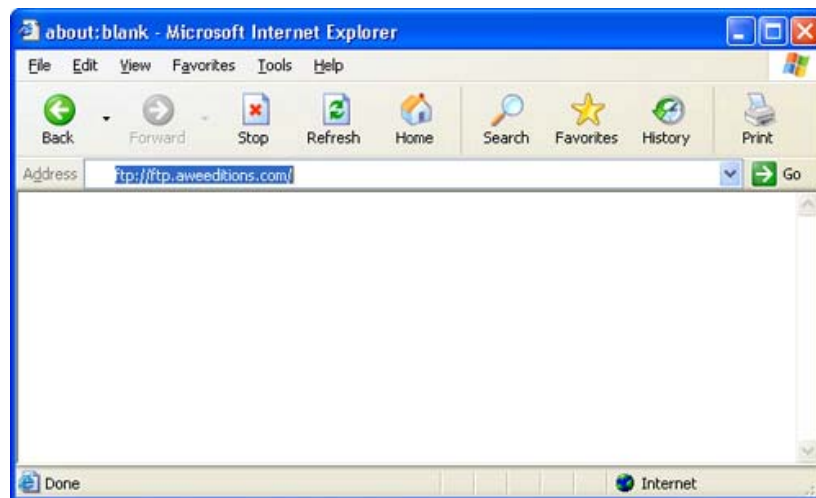
The most common method adopted by hosting providers to allow you manage your files in the server is FTP.

If your hosting uses FTP, you can upload the script using your favorite FTP client software.

Since Microsoft Internet Explorer has built in FTP support and is widely used, we will show how to use it to upload AWE Easy Web Site Creator script.

1. Open Microsoft Internet Explorer and type the FTP address that your hosting provided to you.

In the sample below, we are connecting to aweeditions.com hosting server. You should replace **ftp://ftp.aweeditions.com** by your own FTP server address.

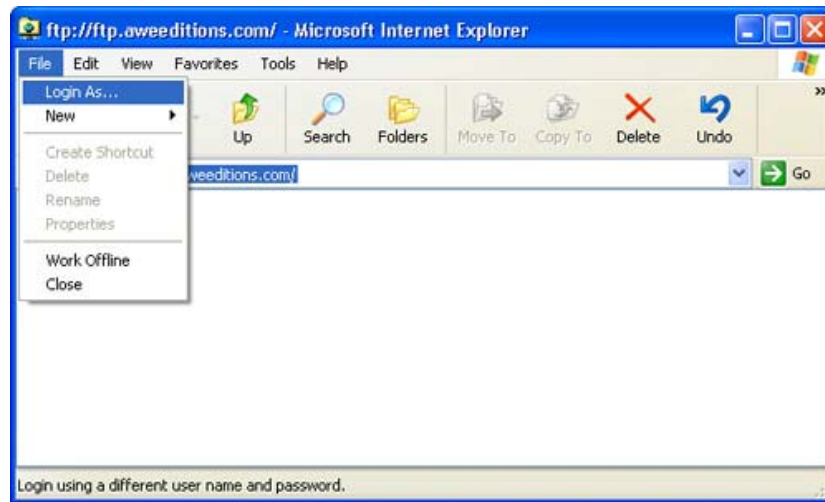


2. Most servers will ask for **Username** and **Password**, so Microsoft Internet Explorer will pop up the **Log On As** window:



Ensure that the **Log on anonymously** check box is clear and type the username and password that your web hosting provider furnished to you.

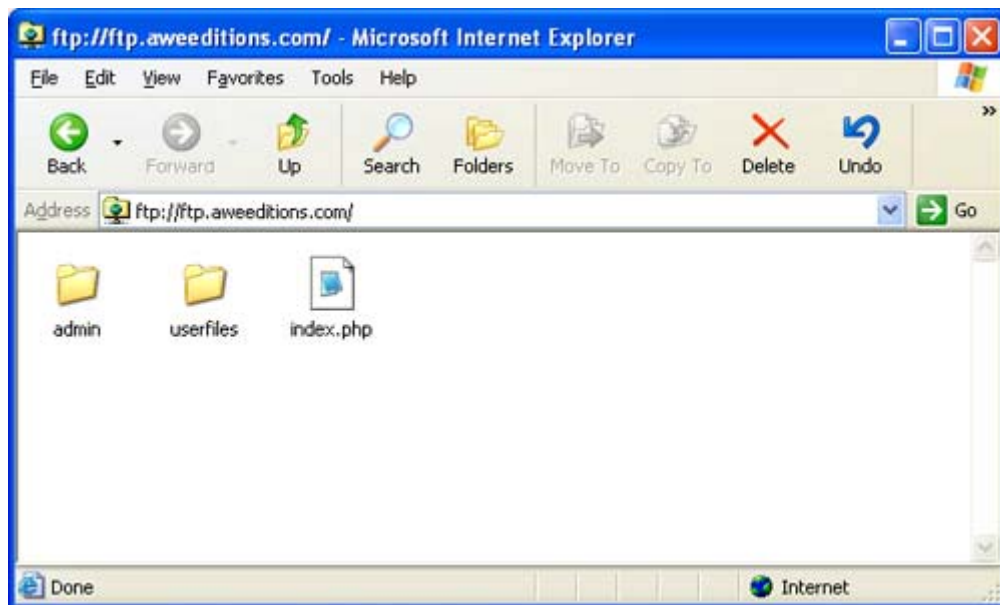
If your server doesn't ask automatically for username and password, force Internet Explorer to display the Log On dialog, by selecting **Login As...** from the File menu:



3. After username and password validation, Internet Explorer will display the server content. You can browse the folders as you do in your own computer. You can put the Easy Web Site Creator files just by drag-n-drop or copy & paste them like you do between 2 drives of your PC.

If you don't know which folder to choose to put the web pages in, read your hosting provider documentation.

After you upload the AWE Easy Web Site Creator files, the Internet Explorer window should look like:



Note:

Many FTP clients have higher performance than Microsoft Internet Explorer FTP support, so you may want to use another FTP client software.

4.2 Web and Internet Glossary

BACK / FORWARD

Buttons in most browsers' Tool Button Bar, upper left. BACK returns you to the document previously viewed. FORWARD goes to the next document, after you go BACK.

If it seems like the BACK button does not work, check if you are in a new browser window; some Web pages are programmed to open a new window when you click on some links. Each window has its own short-term search HISTORY. If this does not work, right click on the BACK button to select the page you want (some Web pages are programmed to disable BACK).

BLOG or WEBLOG

A blog (short for "web log") is a type of web page that serves as a publicly accessible personal journal (or log) for an individual. Typically updated daily, blogs often reflect the personality of the author. Blog software usually has archives of old blogs, and is searchable. Frequently blogging software is used by web pages providing excellent information on many topics, although very frequently the content is personal and requires VERY careful evaluation.

BOOKMARK / FAVORITES

Way in browsers to store in your computer direct links to sites you wish to return to. Netscape, Mozilla, and Firefox use the term Bookmarks. The equivalent in Internet Explorer (IE) is called a "Favorite." To create a bookmark, click on BOOKMARKS or FAVORITES, then ADD. Or left-click on and drag the little bookmark icon to the place you want a new bookmark filed. To visit a bookmarked site, click on BOOKMARKS and select the site from the list.

You can download a bookmark file to diskette and install it on another computer. In most browsers now, you can do this with an Import... and Export... set of commands which can be found under FILE or in the Manage Bookmarks window's FILE.

BOOLEAN LOGIC

Way to combine terms using "operators" such as "AND," "OR," "AND NOT" and sometimes "NEAR." AND requires all terms appear in a record. OR retrieves records with either term. AND NOT excludes terms. Parentheses may be used to sequence operations and group words. Always enclose terms joined by OR with parentheses.

BROWSE

To follow links in a page, to shop around in a page, exploring what's there, a bit like window shopping. The opposite of browsing a page is searching it. When you search a page, you find a search box, enter terms, and find all occurrences of the terms throughout the site. When you browse, you have to guess which words on the page pertain to your interests. Searching is usually more efficient, but sometimes you find things by browsing that you might not find because you might not think of the "right" term to search by.

BROWSERS

Browsers are software programs that enable you to view WWW documents. They "translate" HTML-encoded files into the text, images, sounds, and other features you see. Microsoft Internet Explorer (called simply IE), Mozilla, Firefox, Safari are examples of browsers that enable you to view text and images and many other WWW features. They are software that must be installed on your computer. For more information about browsers, consult the introductory pages of the Teaching Library tutorial.

CACHE

In browsers, "cache" is used to identify a space where web pages you have visited are stored in your computer. A copy of documents you retrieve is stored in cache. When you use GO, BACK, or any other means to revisit a document, the browser first checks to see if it is in cache and will retrieve it from there because it is much faster than retrieving it from the server.

CACHED LINK

In search results from Google, Yahoo! Search, and some other search engines, there is usually a Cached link which allows you to view the version of a page that the search engine has stored in its database. The live page on the web might differ from this cached copy, because the cached copy dates from whenever the search engine's spider last visited the page and detected modified content. Use the cached link to see when a page was last crawled and, in Google, where your terms are and why you got a page when all of your search terms are not in it.

CASE SENSITIVE

Capital letters (upper case) retrieve only upper case. Most search tools are not case sensitive or only respond to initial capitals, as in proper names. It is always safe to key all lower case (no capitals), because lower case will always retrieve upper case.

CGI

"Common Gateway Interface," the most common way Web programs interact dynamically with users. Many search boxes and other applications that result in a page with content tailored to the user's search terms rely on CGI to process the data once it's submitted, to pass it to a background program in JAVA, JAVASCRIPT, or another programming language, and then to integrate the response into a display using HTML.

COOKIE

A message from a WEB SERVER computer, sent to and stored by your browser on your computer. When your computer consults the originating server computer, the cookie is sent back to the server, allowing it to respond to you according to the cookie's contents. The main use for cookies is to provide customized Web pages according to a profile of your interests. When you log onto a "customize" type of invitation on a Web page and fill in your name and other information, this may result in a cookie on your computer which that Web page will access to appear to "know" you and provide what you want. If you fill out these forms, you may also receive e-mail and other solicitation independent of cookies.

DOMAIN, TOP LEVEL DOMAIN (TLD)

Hierarchical scheme for indicating logical and sometimes geographical venue of a web-page from the network. In the US, common domains are .edu (education), .gov (government agency), .net (network related), .com (commercial), .org (nonprofit and research organizations). Outside the US, domains indicate country: ca (Canada), uk (United Kingdom), au (Australia), jp (Japan), fr (France), etc. Neither of these lists is exhaustive.

DOMAIN NAME, DOMAIN NAME SERVER (DNS)ENTRY

Any of these terms refers to the initial part of a URL, down to the first /, where the domain and name of the host or SERVER computer are listed (most often in reversed order, name first, then domain). The domain name gives you who "published" a page, made it public by putting it on the Web.

A domain name is translated in huge tables standardized across the Internet into a numeric IP address unique the host computer sought. These tables are maintained on computers called "Domain Name Servers." Whenever you ask the browser to find a URL, the browser must consult the table on the domain name server that particular computer is networked to consult.

"Domain Name Server entry" frequently appears a browser error message when you try to enter a URL. If this lookup fails for any reason, the "lacks DNS entry" error occurs. The most common remedy is simply to try the URL again, when the domain name server is less busy, and it will find the entry (the corresponding numeric IP address).

DOWNLOAD

To copy something from a primary source to a more peripheral one, as in saving something found on the Web (currently located on its server) to diskette or to a file on your local hard drive.

EXTENSION or FILE EXTENSION

In Windows, DOS and some other operating systems, one or several letters at the end of a filename. Filename extensions usually follow a period (dot) and indicate the type of file. For example, this.txt denotes a plain text file, that.htm or that.html denotes an HTML file. Some common image extensions are picture.jpg or picture.jpeg or picture.bmp or picture.gif

FAVORITES

In the Internet Explorer browser, a means to get back to a URL you like, similar to Bookmarks.

FIELD SEARCHING

Ability to limit a search by requiring word or phrase to appear in a specific field of documents (e.g., title, url, link).

FIND

Tool in most browsers to search for word(s) keyed in document in screen only. Useful to locate a term in a long document. Can be invoked by the keyboard command, Ctrl+F.

FRESHNESS

How up-to-date a search engine database is, based primarily on how often its spiders recirculate around the Web and update their copies of the web pages they hold, and discover new ones. Also determined by how quickly they integrate new sites that web authors send to them. Two weeks is about as good as most search engines do, but some update certain selected web sites more frequently, even daily.

FRAMES

A format for web documents that divides the screen into segments, each with a scroll bar as if it were as "window" within the window. Usually, selecting a category of documents in one frame shows the contents of the category in another frame. To go BACK in a frame, position the cursor in the frame and press the right mouse button, and select "Back in frame" (or Forward).

You can adjust frame dimensions by positioning the cursor over the border between frames and dragging the border up/down or right/left holding the mouse button down over the border.

FTP

File Transfer Protocol. Ability to transfer rapidly entire files from one computer to another, intact for viewing or other purposes.

FUZZY AND

In ranking of results, documents with all terms (Boolean AND) are ranked first, followed by documents containing any terms (Boolean OR) are retrieved. The farther down, the fewer the terms, although at least one should always be present.

HEAD or HEADER (of HTML document)

The top portion of the HTML source code behind Web pages, beginning with <HEAD> and ending with </HEAD>. It contains the Title, Description, Keywords fields and others that web page authors may use to describe the page. The title appears in the title bar of most browsers, but the other fields cannot be seen as part of the body of the page. To view the <HEAD> portion of web pages in your browser, click VIEW, Page Source. In Internet Explorer, click VIEW, Source. Some search engines will retrieve based on text in these fields.

HISTORY, Search History

Available by using the combined keystrokes CTRL + H, a more permanent record of sites you have visited/retrieved than GO. You can set how many days your browser retains history in Edit | Preferences, or in Tools | Options.

HOST

Computer that provides web-documents to clients or users.

HTML

Hypertext Markup Language. A standardized language of computer code, imbedded in "source" documents behind all Web documents, containing the textual content, images, links to other documents (and possibly other applications such as sound or motion), and formatting instructions for display on the screen. When you view a Web page, you are looking at the product of this code working behind the scenes in conjunction with your browser. Browsers are programmed to interpret HTML for display.

HTML often imbeds within it other programming languages and applications such as SGML, XML, Javascript, CGI-script and more. It is possible to deliver or access and execute virtually any program via the WWW. You can see HTML by selecting the View pop-down menu tab, then "Document Source."

HYPertext

On the World Wide Web, the feature, built into HTML, that allows a text area, image, or other object to become a "link" (as if in a chain) that retrieves another computer file (another Web page, image, sound file, or other document) on the Internet. The range of possibilities is limited by the ability of the computer retrieving the outside file to view, play, or otherwise open the incoming file. It needs to have software that can interact with the imported file. Many software capabilities of this type are built into browsers or can be added as "plug-ins."

INTERNET (Upper case I)

The vast collection of interconnected networks that all use the TCP/IP protocols and that evolved from the ARPANET of the late 60's and early 70's. An "internet" (lower case i) is any computers connected to each other (a network), and are not part of the Internet unless the use TCP/IP protocols. An "intranet" is a private network inside a company or organization that uses the same kinds of software that you would find on the public Internet, but that is only for internal use. An intranet may be on the Internet or may simply be a network.

IP Address or IP Number

(Internet Protocol number or address). A unique number consisting of 4 parts separated by dots, e.g. 165.113.245.2

Every machine that is on the Internet has a unique IP address. If a machine does not have an IP number, it is not really on the Internet. Most machines also have one or more Domain Names that are easier for people to remember.

ISP or Internet Service Provider

A company that sells Internet connections via modem (examples: aol, Mindspring - thousands of ISPs to choose from; not easy to evaluate). Faster, more expensive Internet connectivity is available via cable, DSL, ISDN, or web-TV. Often these companies also provide Web page hosting service (free or relatively inexpensive web pages -- the origin of many personal pages).

JAVA

A network-oriented programming language invented by Sun Microsystems that is specifically designed for writing programs that can be safely downloaded to your computer through the

Internet and immediately run without fear of viruses or other harm to our computer or files. Using small Java programs (called "Applets"), Web pages can include functions such as animations, calculators, and other fancy tricks. We can expect to see a huge variety of features added to the Web using Java, since you can write a Java program to do almost anything a regular computer program can do, and then include that Java program in a Web page. For more information search any of these jargon terms in the PC Webopedia.

JAVASCRIPT

A simple programming language developed by Netscape to enable greater interactivity in Web pages. It shares some characteristics with JAVA but is independent. It interacts with HTML, enabling dynamic content and motion.

KEYWORD(S)

A word searched for in a search command. Keywords are searched in any order. Use spaces to separate keywords in simple keyword searching.

LIMITING TO A FIELD

Requiring that a keyword or phrase appear in a specific field of documents retrieved. Most often used to limit to the "Title" field in order to find documents primarily about one or more keywords. (Can be used for other fields.)

LINK

The URL imbedded in another document, so that if you click on the highlighted text or button referring to the link, you retrieve the outside URL. If you search the field "link:", you retrieve on text in these imbedded URLs which you do not see in the documents.

LINK "ROT"

Term used to describe the frustrating and frequent problem caused by the constant changing in URLs. A Web page or search tool offers a link and when you click on it, you get an error message (e.g., "not available") or a page saying the site has moved to a new URL. Search engine spiders cannot keep up with the changes. URLs change frequently because the documents are moved to new computers, the file structure on the computer is reorganized, or sites are discontinued. If there is no referring link to the new URL, there is little you can do but try to search for the same or an equivalent site from scratch.

LISTSERVERS

A discussion group mechanism that permits you to subscribe and receive and participate in discussions via e-mail.

META-SEARCH ENGINE

Search engines that automatically submit your keyword search to several other search tools, and retrieve results from all their databases. Convenient time-savers for relatively simple keyword searches (one or two keywords or phrases in " ").

NESTING

A term used in Boolean searching to indicate the sequence in which operations are to be performed. Enclosing words in parentheses identifies a group or "nest." Groups can be within other groups. The operations will be performed from the innermost nest to the outmost, and then from left to right.

NEWSGROUP

A discussion group operated through the Internet. Not to be confused with **LISTSERVERS** which operate through e-mail.

PERSONAL PAGE

A web page created by an individual (as opposed to someone creating a page for an institution, business, organization, or other entity). Often personal pages contain valid and useful opinions, links to important resources, and significant facts. One of the greatest benefits of the Web is the freedom it has given almost anyone to put his or her ideas "out there." But frequently personal pages offer highly biased personal perspectives or ironical/satirical spoofs, which must be evaluated carefully. The presence in the page's URL of a personal name (such as "jbarker") and a ~ or % or the word "users" or "people" or "members" very frequently indicate a site offering personal pages.

PACKET, PACKET JAM

When you retrieve a document via the WWW, the document is sent in "packets" which fit in between other messages on the telecommunications lines, and then are reassembled when they arrive at your end. This occurs using TCP/IP protocol. The packets may be sent via different paths on the networks which carry the Internet. If any of these packets gets delayed, your document cannot be reassembled and displayed. This is called a "packet jam." You can often resolve packet jams by pressing **STOP** then **RELOAD**. **RELOAD** requests a fresh copy of the document, and it is likely to be sent without jamming.

PDF or .pdf or pdf file

Abbreviation for Portable Document Format, a file format developed by Adobe Systems, that is used to capture almost any kind of document with the formatting in the original. Viewing a PDF file requires Acrobat Reader, which is built into most browsers and can be downloaded free from Adobe.

PHRASE

More than one **KEYWORD**, searched exactly as keyed (all terms required to be in documents, in the order keyed). Enclosing keywords in quotations " " forms a phrase in AltaVista, , and some other search tools. Some times a phrase is called a "character string."

PLUG-IN

An application built into a browser or added to a browser to enable it to interact with a special file type (such as a movie, sound file, Word document, etc.)

POPULARITY RANKING of search results

Some search engines rank the order in which search results appear primarily by how many other sites link to each page (a kind of popularity vote based on the assumption that other pages would create a link to the "best" pages). Google is the best example of this.

+REQUIRE or -REJECT A TERM OR PHRASE

Insert + immediately before a term (no space) to limit search to documents containing a term. Insert - immediately before a term (no space) to exclude documents containing a term. Can be used immediately (no space) before the " " delimiting a phrase.

Functions partially like basic **BOOLEAN LOGIC**. If + precedes more than one term, they are required as with Boolean **AND**. If - is used, terms are excluded as with Boolean **AND NOT**. If neither + nor - is used, the default is Boolean **OR**. However, full Boolean logic allows parentheses to group and sequence logical operations, and +/- do not.

RELEVANCY RANKING of search results

The most common method for determining the order in which search results are displayed. Each search tool uses its own unique algorithm. Most use "fuzzy and" combined with factors such as how often your terms occur in documents, whether they occur together as a phrase, and whether they are in title or how near the top of the text. Popularity is another ranking system.

SCRIPT

A script is a type of programming language that can be used to fetch and display Web pages. There are many kinds and uses of scripts on the Web. They can be used to create all or part of a page, and communicate with searchable databases. Forms (boxes) and many interactive links, which respond differently depending on what you enter, all require some kind of script language. When you find a question mark (?) in the URL of a page, some kind of script command was used in generating and/or delivering that page. Most search engine spiders are instructed not to crawl pages from scripts, although it is usually technically possible for them to do so.

SCROLL (DOWN, UP, LEFT, RIGHT)

Moving up or down within a document in your screen. Use scroll bar at right. Click on arrow down or arrow up. Drag the scroll button down or up. Or click on the page up or page down icons at the bottom of the bar. If you need to scroll left or right, use the scroll bar at the bottom.

SERVER, WEB SERVER

A computer running that software, assigned an IP address, and connected to the Internet so that it can provide documents via the World Wide Web. Also called HOST computer. Web servers are the closest equivalent to what in the print world is called the "publisher" of a print document. An important difference is that most print publishers carefully edit the content and quality of their publications in an effort to market them and future publications. This convention is not required in the Web world, where anyone can be a publisher; careful evaluation of Web pages is therefore mandatory. Also called a "Host."

SERVER-SIDE

Something that operates on the "server" computer (providing the Web page), as opposed to the "client" computer (which is you or someone else viewing the Web page). Usually it is a program or command or procedure or other application causes dynamic pages or animation or other interaction.

SHTML, usually seen as .shtml

A file name extension that identifies web pages containing SSI commands.

SITE or WEB-SITE

This term is often used to mean "web page," but there is supposed to be a difference. A web page is a single entity, one URL, one file that you might find on the Web. A "site," properly speaking, is a location or gathering or center for a bunch of related pages linked to from that site. For example, the site for the present tutorial is the top-level page "Internet Resources." All of the pages associated with it branch out from there -- the web searching tutorial and all its pages, and more. Together they make up a "site." When we estimate there are 5 billion web pages on the Web, we do not mean "sites." There would be far fewer sites.

SPIDERS

Computer robot programs, referred to sometimes as "crawlers" or "knowledge-bots" or "know-bots" that are used by search engines to roam the World Wide Web via the Internet, visit sites and databases, and keep the search engine database of web pages up to date. They obtain new pages, update known pages, and delete obsolete ones. Their findings are then integrated into the

"home" database.

Most large search engines operate several robots all the time. Even so, the Web is so enormous that it can take six months for spiders to cover it, resulting in a certain degree of "out-of-datedness" (link rot) in all the search engines.

SPONSOR (of a Web page or site)

Many Web pages have organizations, businesses, institutions like universities or non-profit foundations, or other interests which "sponsor" the page. Frequently you can find a link titled "Sponsors" or an "About us" link explaining who or what (if anyone) is sponsoring the page. Sometimes the advertisers on the page (banner ads, links, buttons to sites that sell or promote something) are "sponsors." WHY is this important? Sponsors and the funding they provide may, or may not, influence what can be said on the page or site -- can bias what you find, by excluding some opposing viewpoint or causing some other imbalanced information. The site is not bad because of sponsors, but you they should alert you to the need to evaluate a page or site very carefully.

SSI commands

SSI stands for "server-side include," a type of HTML instruction telling a computer that serves Web pages to dynamically generate data, usually by inserting certain variable contents into a fixed template or boilerplate Web page. Used especially in database searches.

STEMMING

In keyword searching, word endings are automatically removed (lines becomes line); searches are performed on the stem + common endings (line or lines retrieves line, lines, line's, lines', lining, lined). Not very common as a practice, and not always disclosed. Can usually be avoided by placing a term in " ".

STOP WORDS

In database searching, "stop words" are small and frequently occurring words like and, or, in, of that are often ignored when keyed as search terms. Sometimes putting them in quotes " " will allow you to search them. Sometimes + immediately before them makes them searchable.

SUBJECT-BASED POPULARITY RANKING of search results

A variation on popularity ranking in which the links in pages on the same subject are used to in ranking search results. Used by Teoma.

SUBJECT DIRECTORY

An approach to Web documents by a lexicon of subject terms hierarchically grouped. May be browsed or searched by keywords. Subject directories are smaller than other searchable databases, because of the human involvement required to classify documents by subject.

SUB-SEARCHING

Ability to search only within the results of a previous search. Enables you to refine search results, in effect making the computer "read" the search results for you selecting documents with terms you sub-search on. Can function much like RESULTS RANKING.

TCP/IP

(Transmission Control Protocol/Internet Protocol) -- This is the suite of protocols that defines the Internet. Originally designed for the UNIX operating system, TCP/IP software is now available for every major kind of computer operating system. To be truly on the Internet, your computer must have TCP/IP software.

TELNET

Internet service allowing one computer to log onto another, connecting as if not remote.

THESAURUS

In some search tools, the terms you choose to search on can lead you to other terms you may not have thought of. Different search tools have different ways of presenting this information, sometimes with suggested words you may choose among and sometimes automatically. The terms are based on the terms in the results of your search, not on some dictionary-like thesaurus.

TITLE (of a document)

The official title of a document from the "meta" field called title. The text of this meta title field may or may not also occur in the visible body of the document. It is what appears in the top bar of the window when you display the document and it is the title that appears in search engine results. The "meta" field called title is not mandatory in HTML coding. Sometimes you retrieve a document with "No Title" as its supposed title; this is caused when the meta-title field is left blank.

In Alta Vista and some other search tools, title: search also matches on the "meta" field, which contains document descriptors not displayed on the Web.

TRUNCATION

In a search, the ability to enter the first part of a keyword, insert a symbol (usually *), and accept any variant spellings or word endings, from the occurrence of the symbol forward. (E.g., femini* retrieves feminine, feminism, feminism, etc.)

URL

Uniform Resource Locator. The unique address of any Web document. May be keyed in a browser's OPEN or LOCATION / GO TO box to retrieve a document. There is a logic the layout of a URL:

Anatomy of a URL:

Type of file (could say ftp:// or telnet://)	Domain name (computer file is on and its location on the Internet)	Path or directory on the computer to this file	Name of file, and its file extension (usually ending in .html or .htm)
http://	www.aweeditions.com/	Software/EasyWebSiteCreator/	index.html

USENET

Bulletinboard-like network featuring thousands of "newsgroups."

WORD VARIANTS

Different word endings (such as -ing, -s, es, -ism, -ist, etc.) will be retrieved only if you allow for them in your search terms. One way to do this TRUNCATION, but few systems accept truncation. Another way is to enter the variants either separated by BOOLEAN OR (and grouped in parentheses). In +REQUIRE/-REJECT non-Boolean systems, enter the variant terms preceded with neither + nor -, because this will allow documents containing any of them to be retrieved.

XHTML

A variant of HTML. Stands for Extensible Hypertext Markup Language is a hybrid between HTML and XML that is more universally acceptable in Web pages and search engines than XML.

XML

Extensible Markup Language, a dilution for Web page use of SGML (Standard General Markup Language), which is not readily viewable in ordinary browsers and is difficult to apply to Web pages. XML is very useful (among other things) for pages emerging from databases and other applications where parts of the page are standardized and must reappear many times.

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