

Getting started **with**



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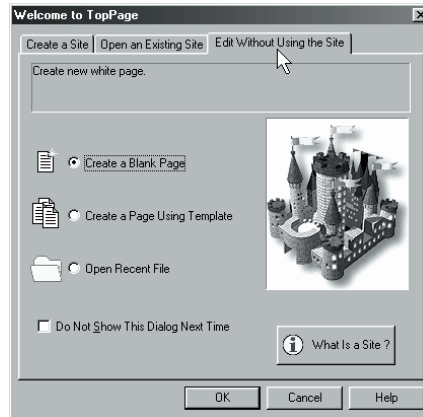
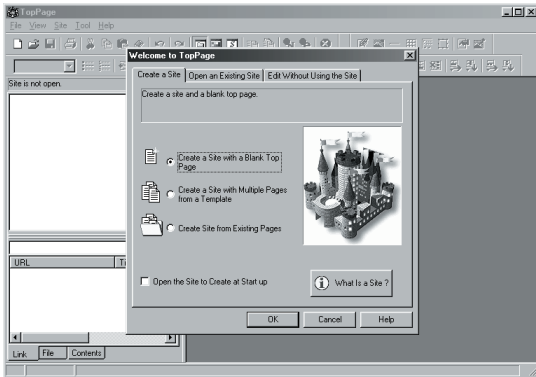
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Basic 1.

Creating a document

Creating a Web page begins with the creation of a new document. First, give the document a name. Next, add headings and type in the text.

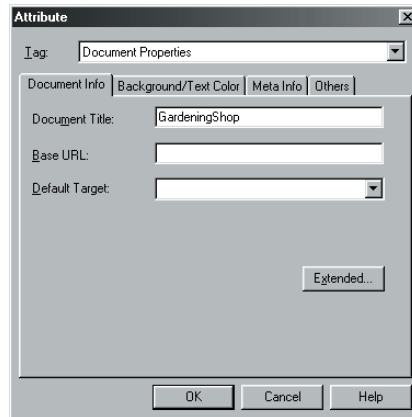
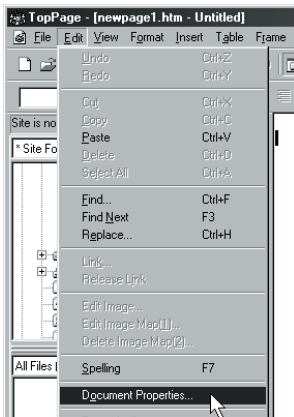
Start TopPage:



1. Start TopPage, displaying the TopPage main window and the **Welcome to TopPage** dialog box.

2. Click **Edit Without Using the Site**. Check that **Create a Blank Page** is selected, and click the **OK** button to open a new page.

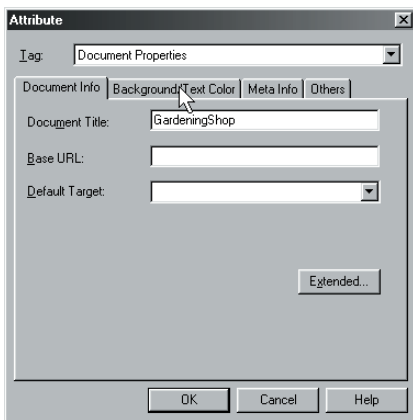
Specify a document title:



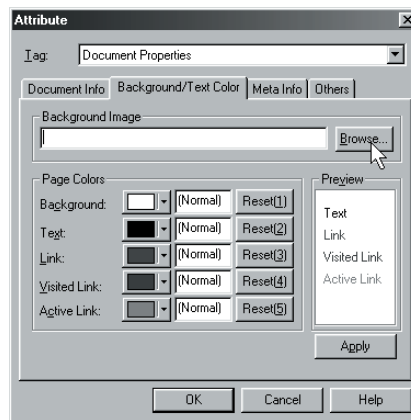
1. Select **Document Properties** from the **Edit** menu to display the **Attribute** dialog box.

2. Type "GardeningShop" in the "Document Title:" field.

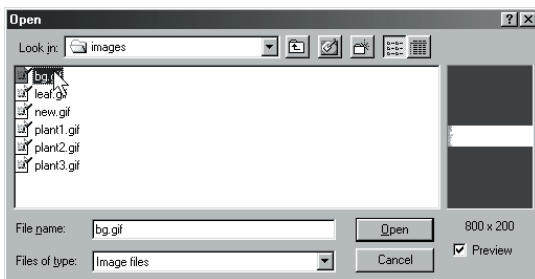
Specify the image for the background:



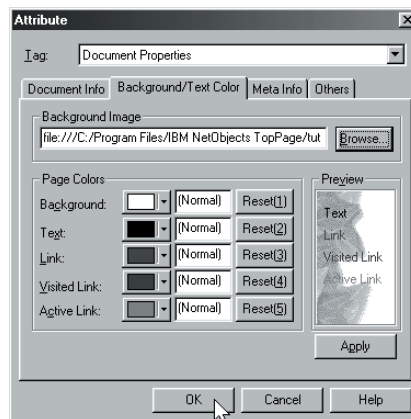
1. Click the **Background/Text Color** tab.



2. Click the **Browse** button for the background image to display the **Open** dialog box.

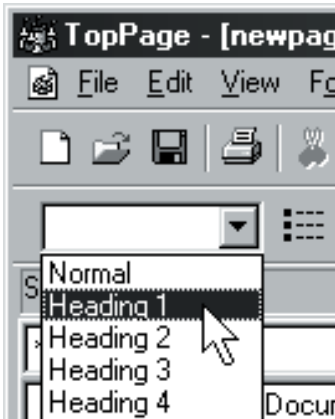


3. Click the **Open** button. Select the **bg** file stored in the **images** folder. Click the **OK** button. (The images folder is in the **tutorial** folder.)



4. Click the **OK** button to change the background.

Specify a heading:

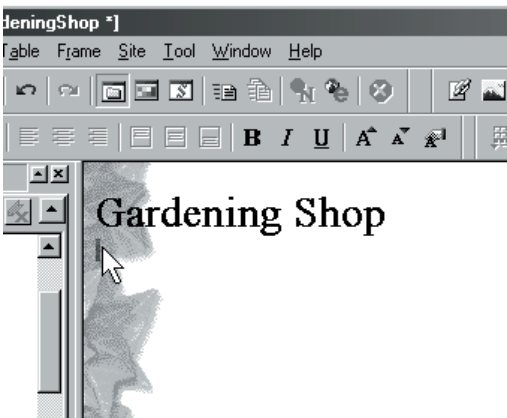


1. Select **Heading 1** from the **Paragraph** box.

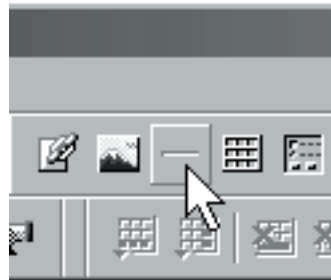


2. Type "Gardening Shop" in the heading-type paragraph.

Add a horizontal rule:

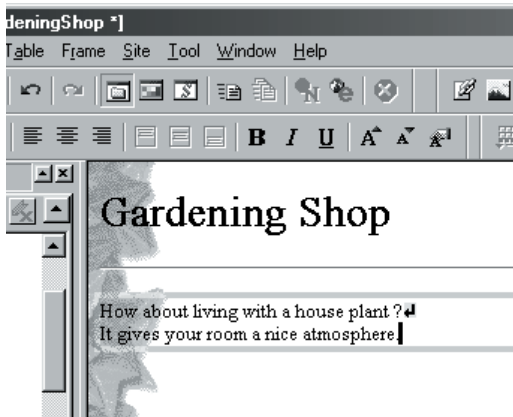


1. Move the cursor under the heading.



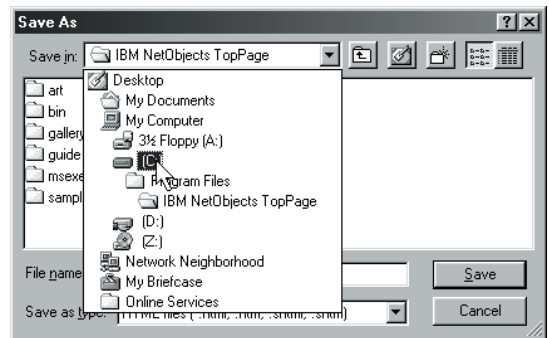
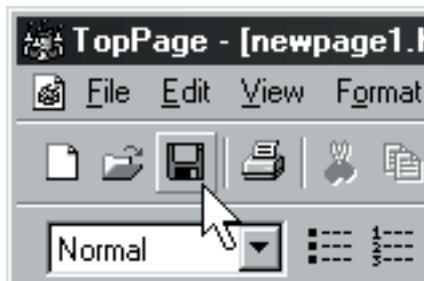
2. Click the **Horizontal Rule** icon.

Enter text:

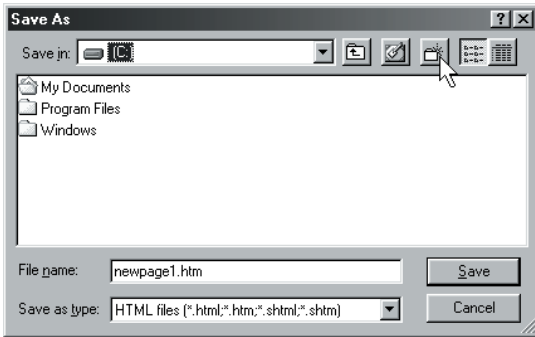


1. Enter text as in the example.
If you want to make a line break, press Enter key.

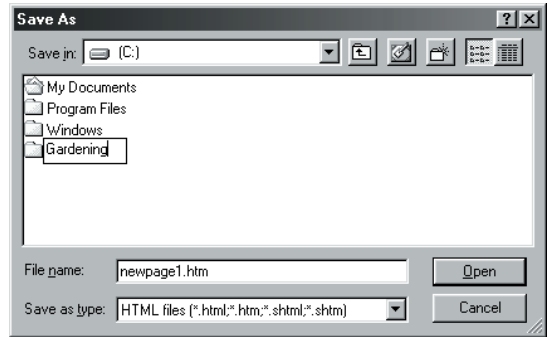
Save:



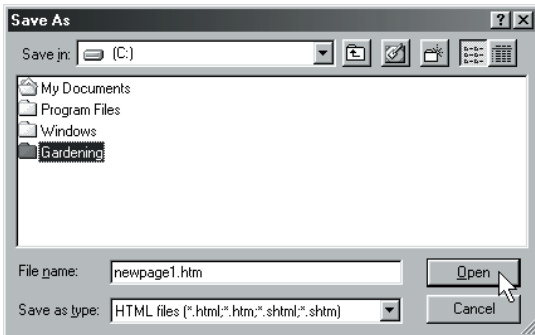
1. Click the **Save** icon to display the **Save As** dialog box.
2. Select the drive where you want to save the document from the **Save in** box



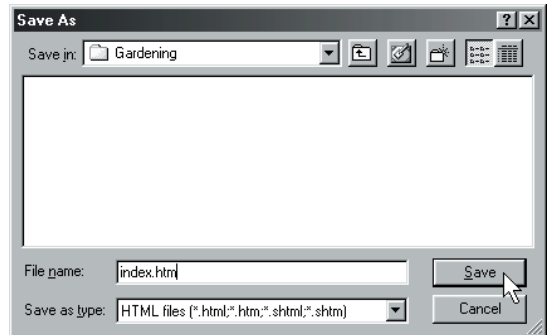
3. Click the **new folder** icon.



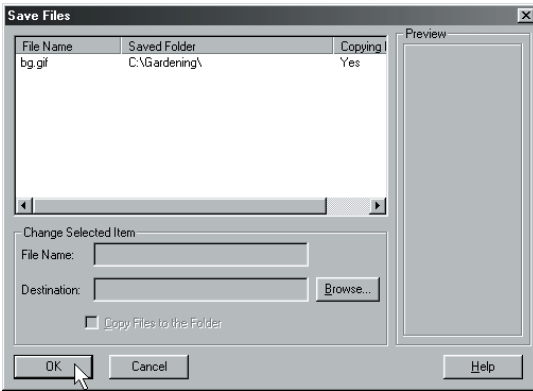
4. Type "Gardening" for the folder name.



5. Select the "Gardening" folder, and click the **Open** button.



6. Type "index.htm" for the file name. Click the **Save** button to save the document to a file.



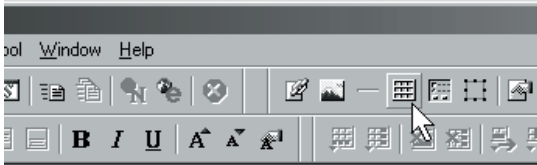
7. Click the **OK** button to save.

Basic 2.

Using a table for layout

Let's enhance your Web page by creating a table, pasting images, and changing the table settings.

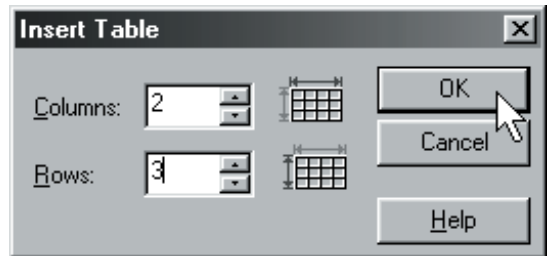
Create a table:



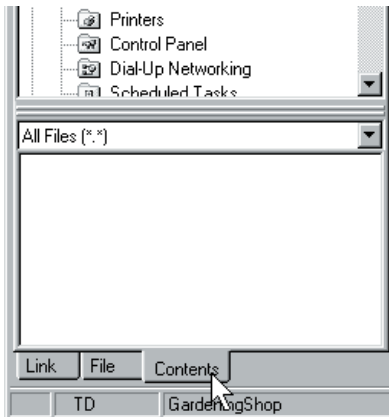
Flowering Shop

Do you want to live with a house plant?
Give your room a nice atmosphere.

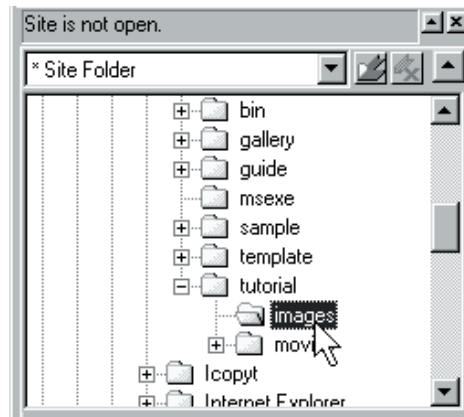
1. Click the **Insert Table** icon to display the **Insert Table** dialog box.
2. Type "2" in the **Columns** box and "3" in the **Rows** box. Click the **OK** button.

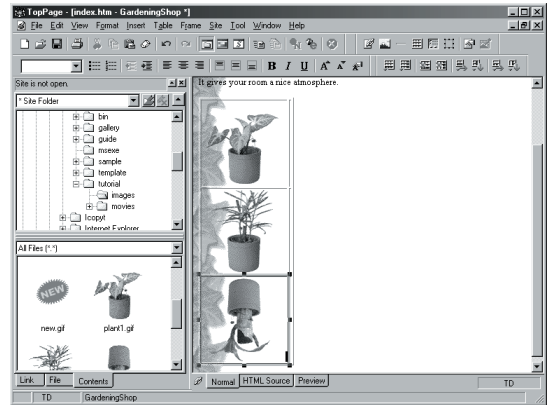
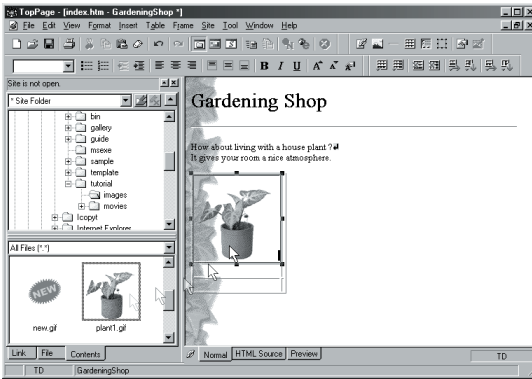


Paste images:



1. Click the **Contents** tab.
2. Using the **Contents** pane, Select the **images** folder in the **tutorial** folder.

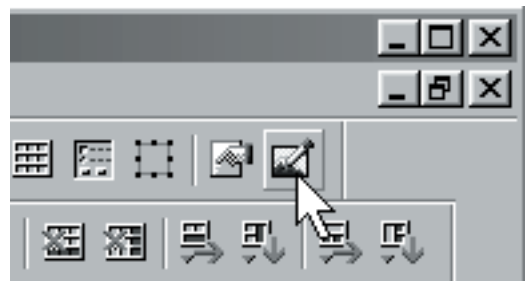
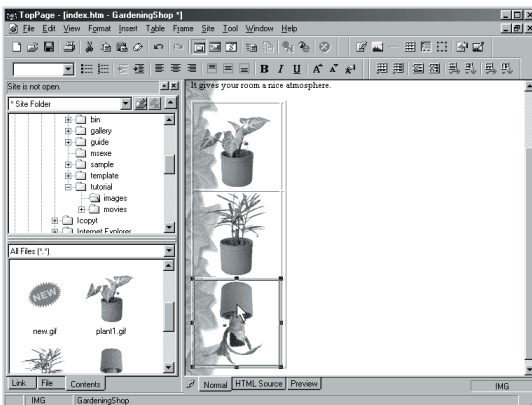




3. Drag and drop one of the images into the upper left cell of the table.

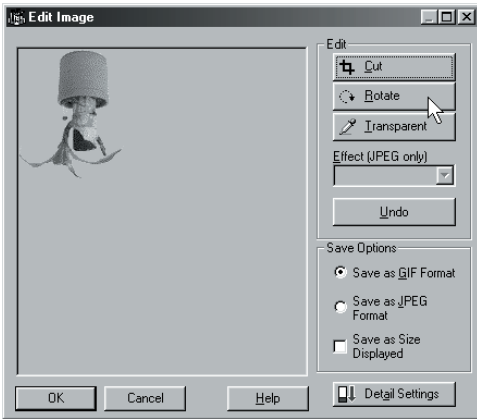
4. Repeat step 3 to paste images into all the cells on the left, as shown in the example.

Edit the images:

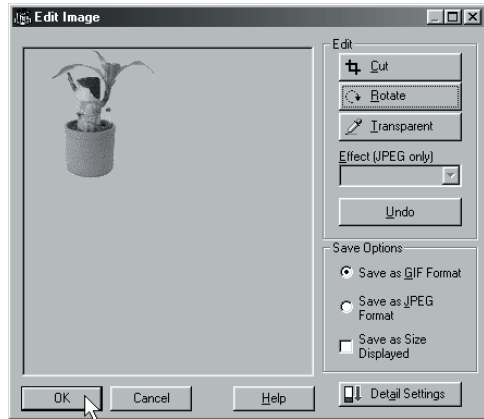


1. Select the image in the lower left cell.

2. Click the **Edit Image** icon to display the **Edit Image** dialog box.

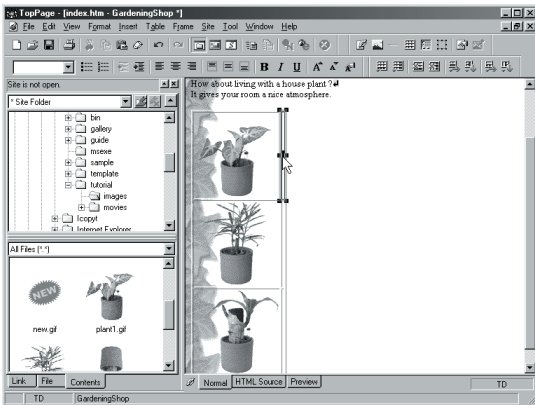


3. Click the **Rotate** button twice to rotate the image clockwise 180 degrees. Click the **Rotate** button again.

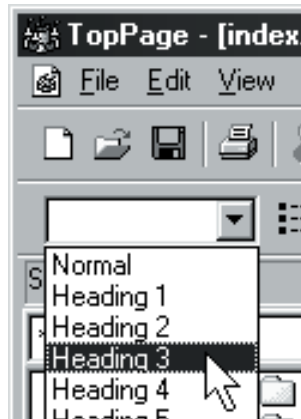


4. Click the **OK** button. On the dialog box that prompts you to overwrite, click the **Yes** button.

Enter text:

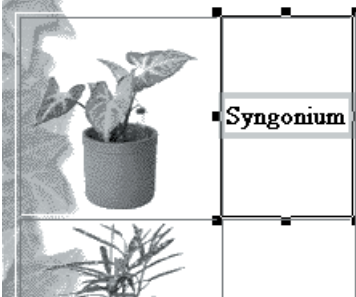


1. Select the upper right cell.

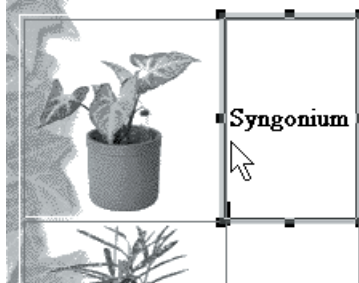


2. Select **Heading 3** from the **Paragraph** box.

How about living with a house plant ?
It gives your room a nice atmosphere.



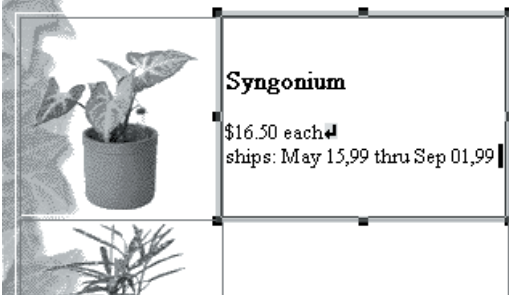
How about living with a house plant ?
It gives your room a nice atmosphere.






3. Type the foliage plant name as shown in the example.

4. Move the cursor under the heading.

How about living with a house plant ?
It gives your room a nice atmosphere.

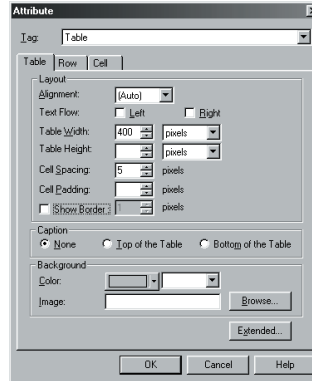
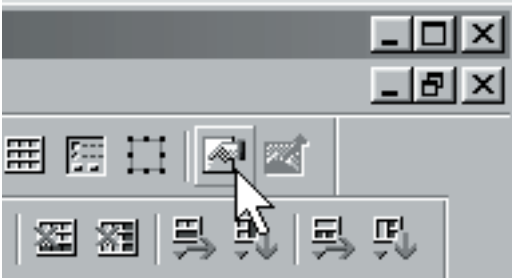


	Syngonium \$16.50 each ships: May 15,99 thru Sep 01,99
	Codiaeum \$15.00 each ships: June 10,99 thru Sep 15,99
	Doracaena \$17.50 each ships: May 15,99 thru Sep 01,99

5. Enter a comment for the foliage plant as shown in the example.

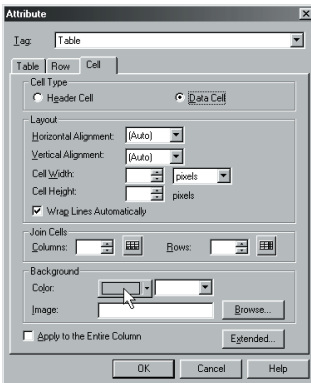
6. Repeat steps 2 through 5 to enter the foliage plant names and comments in all the cells on the right, as shown in the example.

Change the table settings:

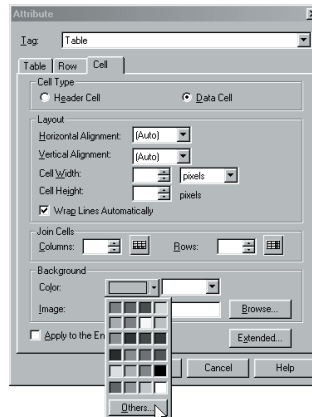


1. Select the upper right cell and click the **Attributes** icon.

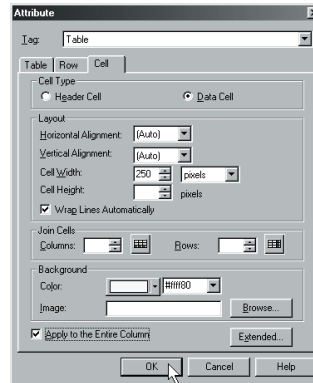
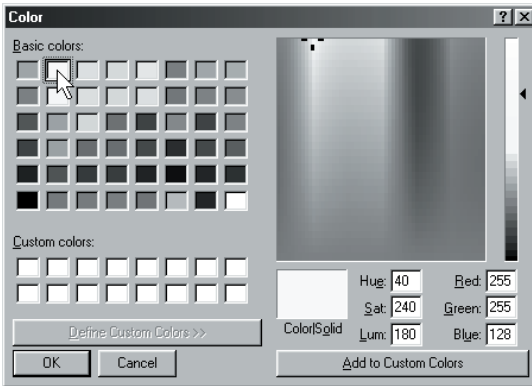
2. Click the **table** tab.
Set the following items:
Table Width: 400 pixels
Cell Spacing: 5 pixels
Border: Off



3. Click the **cell** tab.
Click the **colored** button next to **Background**.



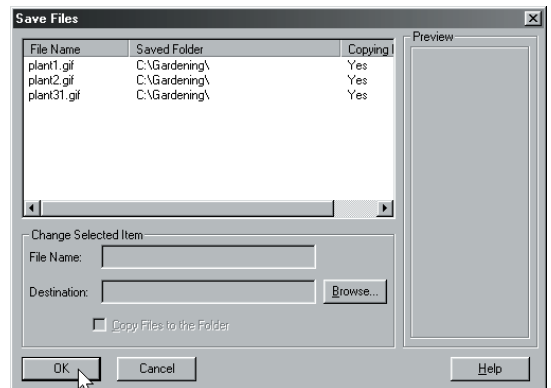
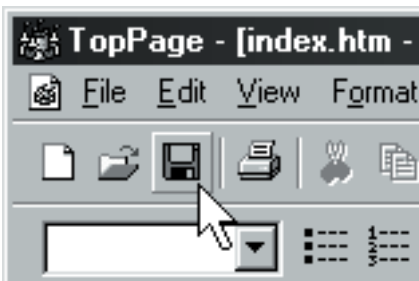
4. Click the **Others** button to display the **Select Color** dialog box.



5. Select a color, then click the **OK** button.

6. Set the following items:
Cell Width: 250 pixels
Apply to the Entire Column: On
 Click the **OK** button.

Save:



1. Click the **Save** icon.
 The **Save Files** dialog box is displayed.

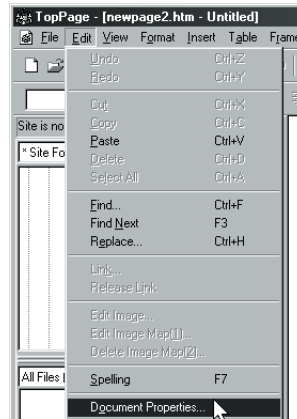
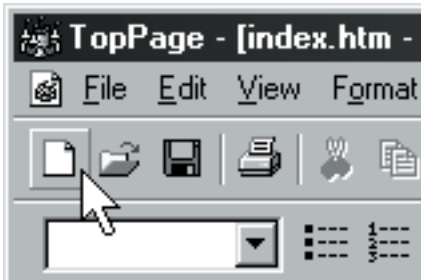
2. Click the **OK** button to save.

Basic 3.

Setting a link

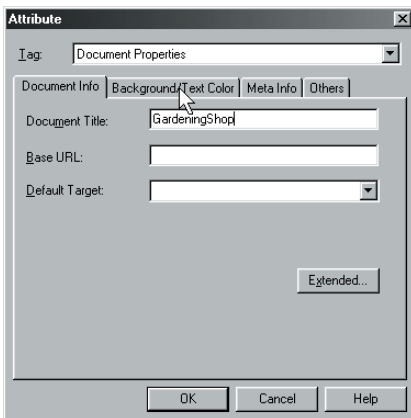
This section explains how to set a link to another file.

Create a subpage:

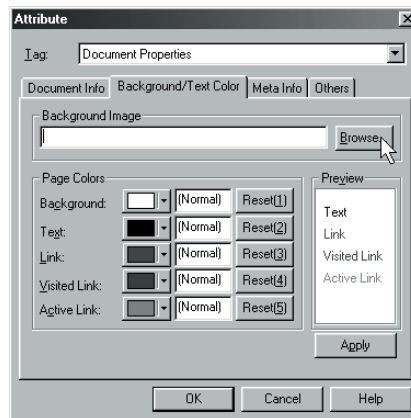


1. Click the **New** icon to create a new file.

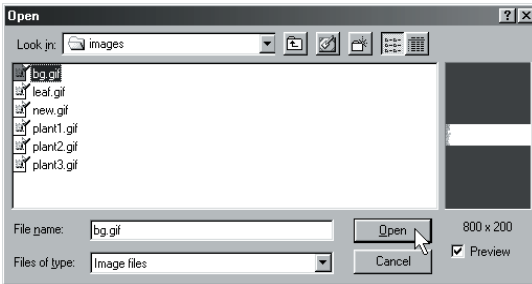
2. Select **Document Properties** from the **Edit** menu to display the **Attribute** dialog box.



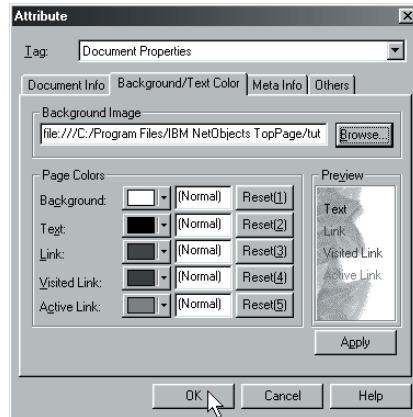
3. Type "GardeningShop".



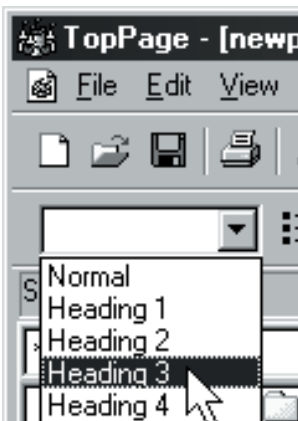
4. Click the **Background/Text Color** tab. Click the **Browse** button for the background image.



5. The **Open** dialog box is displayed. Select the **bg** file in the **images** folder, and click the **Open** button.



6. Click the **OK** button to change the background.



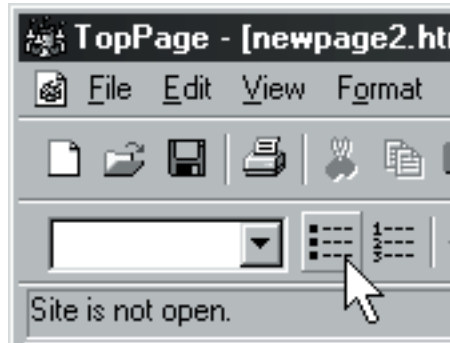
7. Select **Header 3** from the **Paragraph** box.



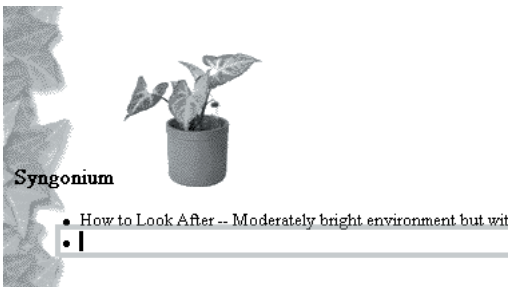
8. Type "Syngonium".



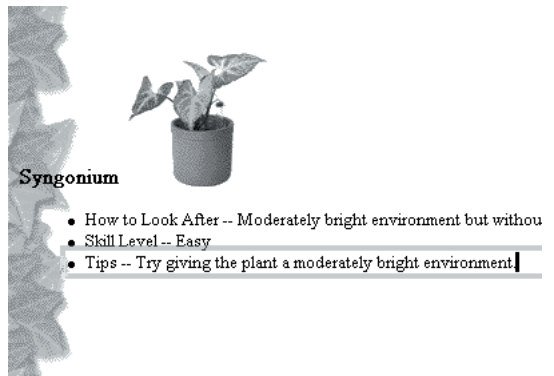
9. Paste the image from the **Contents** pane.



10. Click the **Insert Bulleted List** icon.



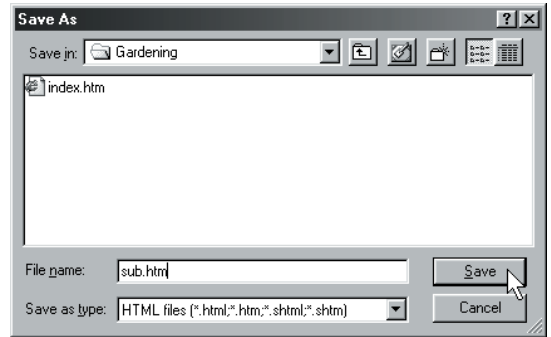
11. Enter comments as shown in the example, and press Enter key.



12. Repeat step 11 and enter comments as shown in the example.



13. Click the **Save** icon to display the **Save As** dialog box.

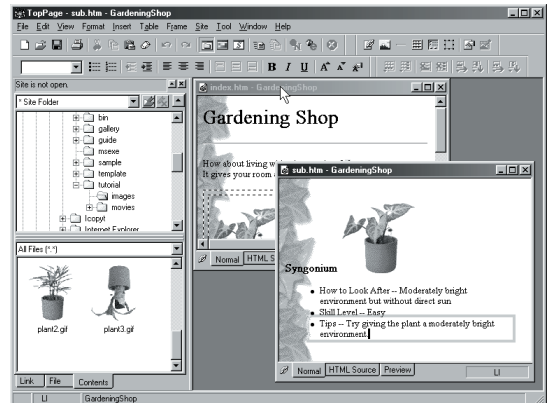


14. Type "sub.htm" for the file name.
Click the **Save** button to save the file "sub.htm."

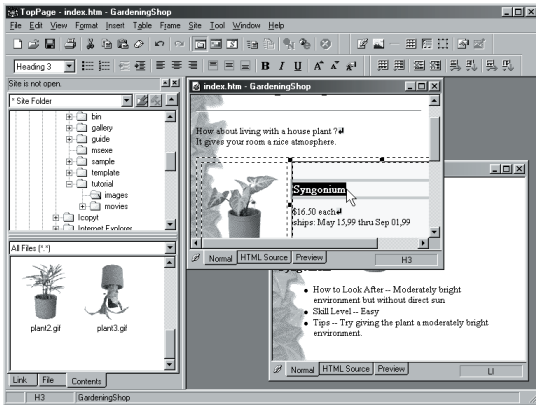
Set a link to a subpage:



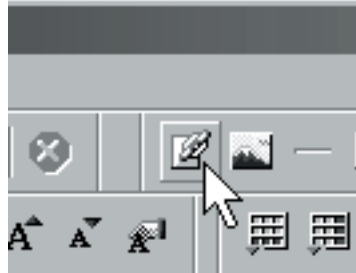
1. Click the **Original Size** button on the subpage.



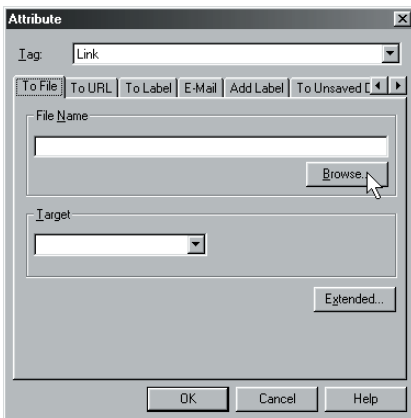
2. Click **index.htm** to position the subpage to the front.
You can then edit index.htm.



3. Select the foliage plant name in the upper right cell of the table.



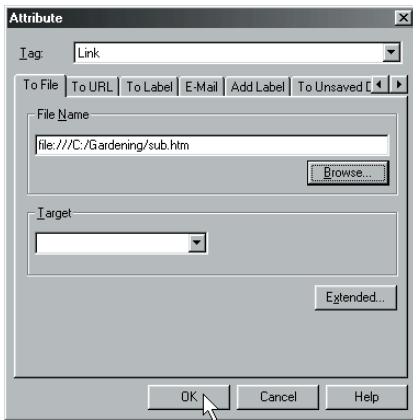
4. Click the **Insert Link** icon to display the **Link** dialog box.



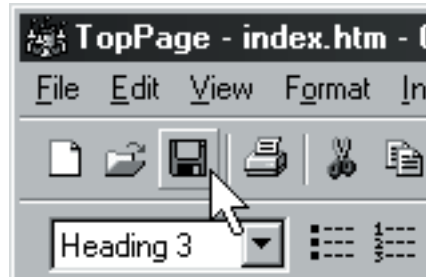
5. Check that the **To URL** tab is selected. Click the **Browse** button to display the **Open** dialog box.



6. Select **sub** and click the **Open** button.



7. Click the **OK** button.



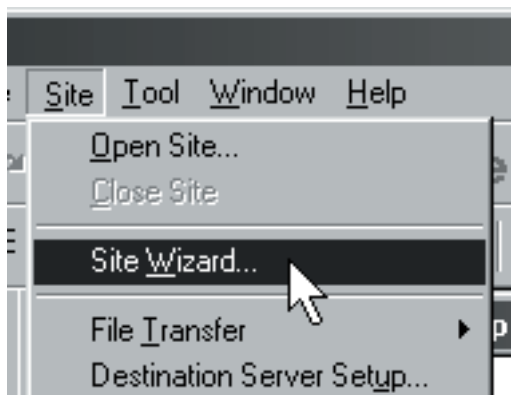
8. Click the **Save** icon to save the index.htm file.

Basic 4.

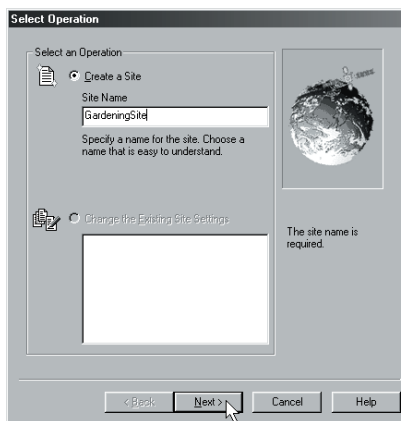
Setting a site

You can create a site, which consists of multiple Web pages that are linked to each other.

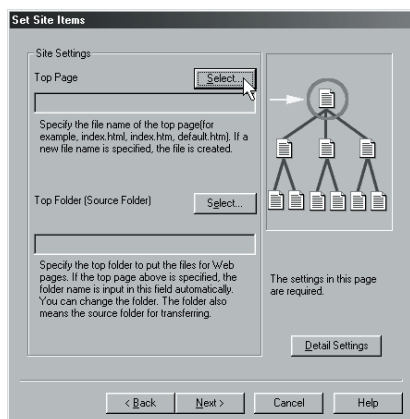
Create a new site:



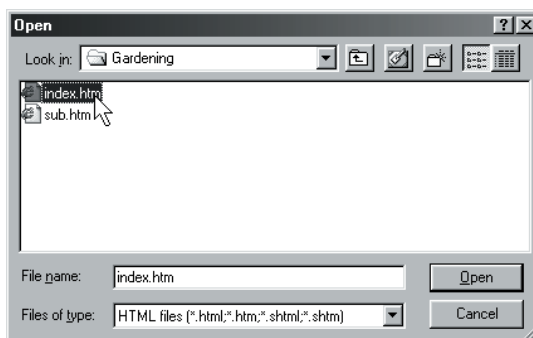
1. Select **Site Wizard** from the **Site** menu.



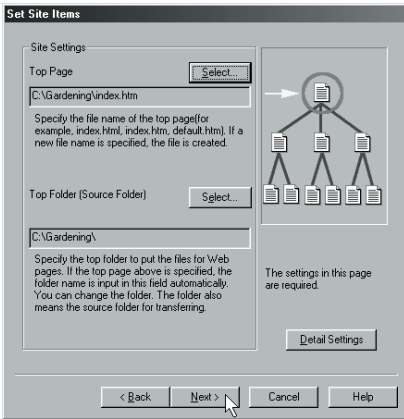
2. Type "GardeningSite" for the site name in the **Select Operation** dialog box. Click the **Next** button.



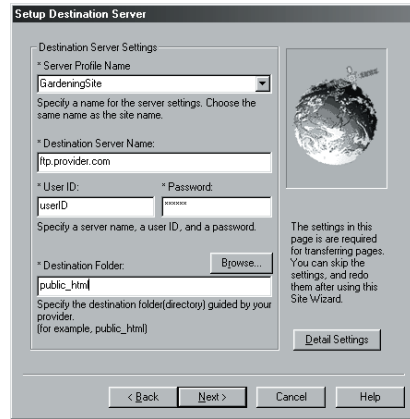
3. Click the **Select** button.



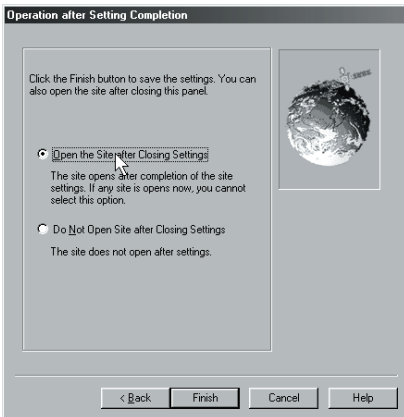
4. Select **index**. Click the **Open** button.



5. Check that both the top page and the site folder are specified.
Click the **Next** button.



6. Set the destination server.
(Note: The destination server shown in the figure is an example. Ask your provider or system administrator about the destination server and folder.)

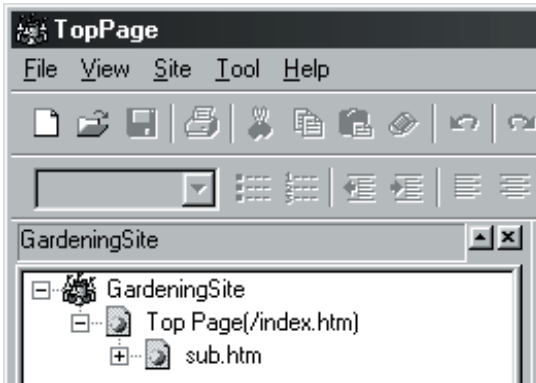


7. Select **Open the Site after Closing Settings**.
Click the **Finish** button.

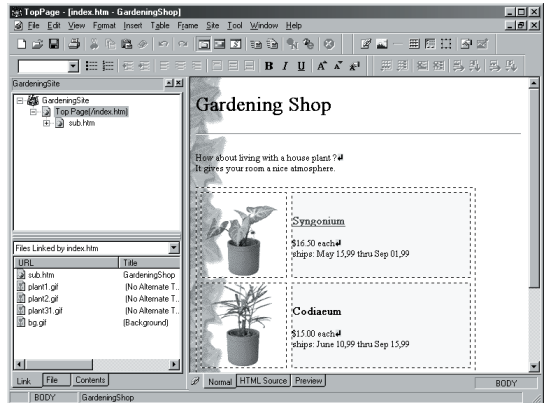


8. Click the **Yes** button on the dialog box.
The site "GardeningSite" is set.

Check the site:



1. Check that the "GardeningSite" site is on the **Link** pane.



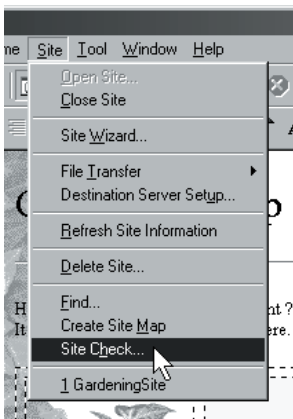
2. Drag and drop the **index.htm** file into the editor to open it.

Basic 5.

Uploading Web pages

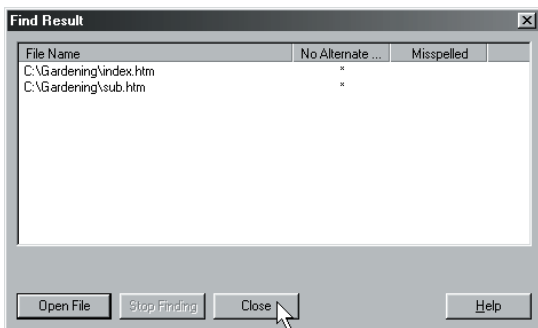
This section explains how to upload Web pages to your provider's server.

Click the page:



1. Select **Site Check** from the **Site** menu to display the **Site Check** dialog box.

2. Check that "GardeningSite" is selected as the target site and select the **Alternate Text** check box.
Click the **Start** button to begin the check and display the search result.



3. Check the search results, and click the **Close** button.

Upload the web pages:



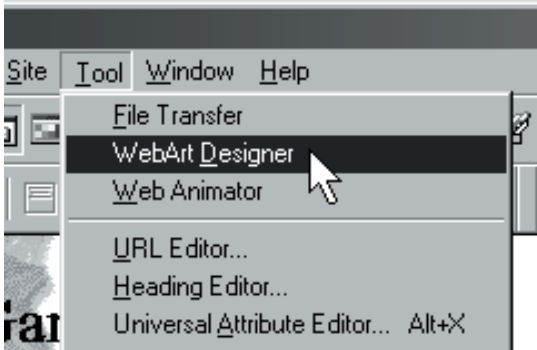
1. Click either the **Site Upload** or the **Page Upload** icon, depending on your requirement.

Advanced 1.

Using WebArt Designer

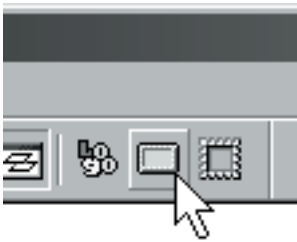
WebArt Designer is a tool for creating logos and buttons. This section explains how to create an original logo for your Web page title.

Start WebArt Designer:

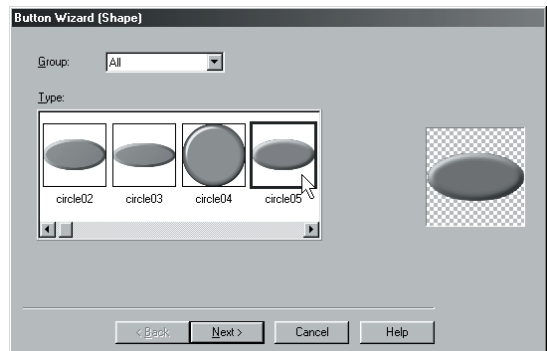


1. Select **WebArt Designer** from the **Tool** menu.

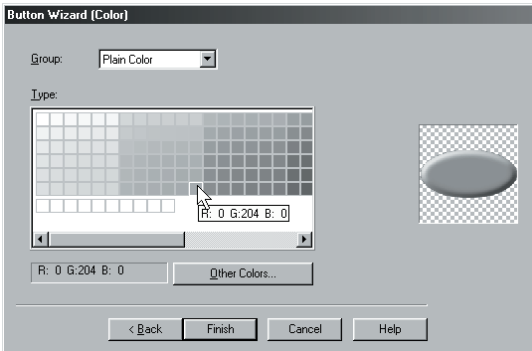
Create a button:



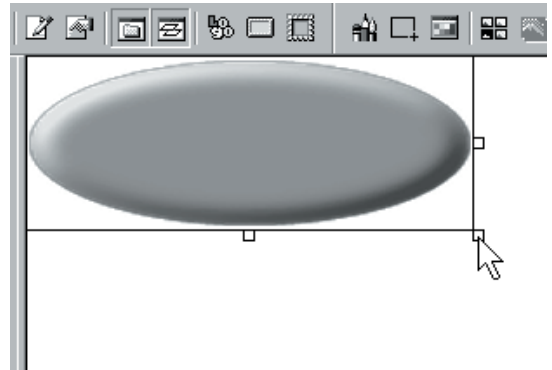
1. Click the **Button Wizard** icon.



2. Select a shape for the button. Click the **Next** button.



3. Select a color. Click the **Finish** button.

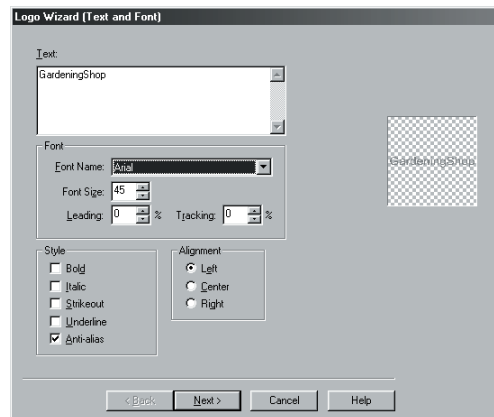


4. Adjust the size of the button.

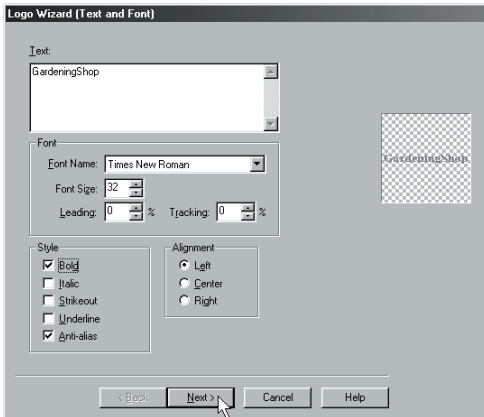
Create a logo:



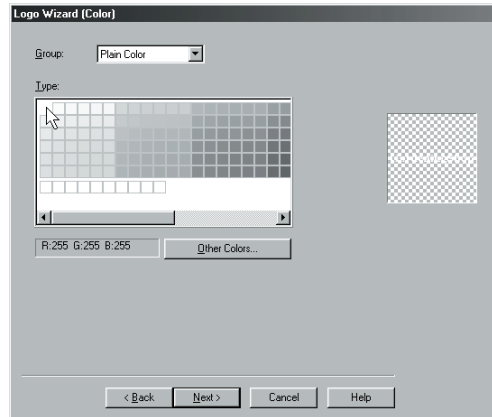
1. Click the **Logo Wizard** button.



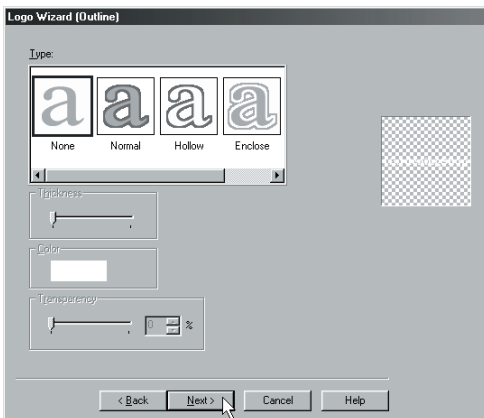
2. Type "GardeningShop".



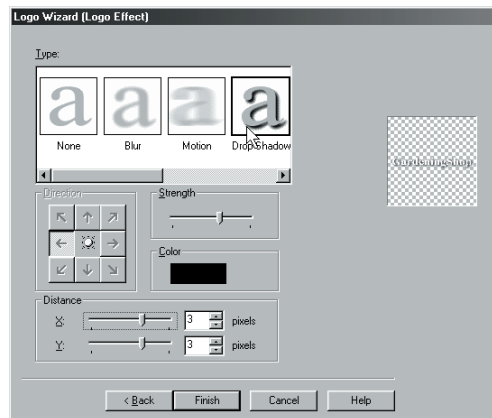
3. Set the following items:
Font Name: Times New Roman
Size: 32
Style:
Bold: On
Anti-alias: On
Alignment: Left
 Click the **Next** button.



4. Select a color.
 Click the **Next** button.



5. Click the **Next** button.

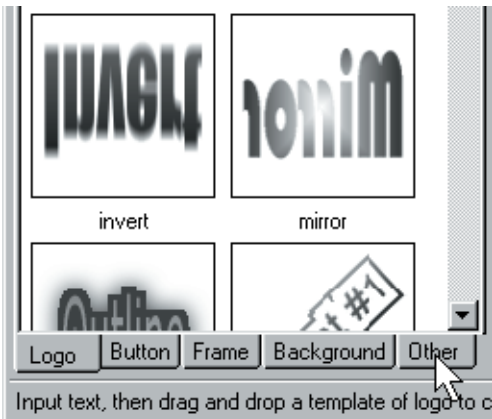


6. Select **Shadow** from the logo effects.
 Adjust the strength and distance.
 Click the **Finish** button.

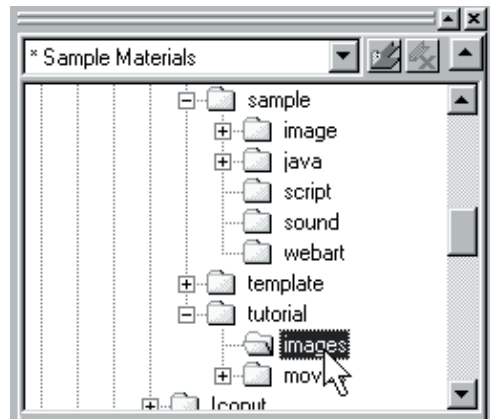


7. Adjust the logo position.

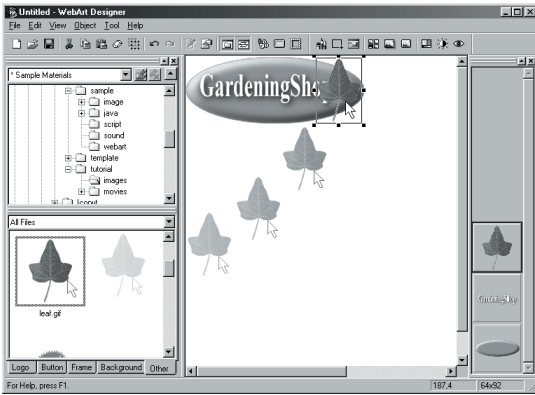
Paste an image:



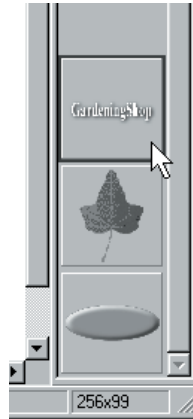
1. Click the **Other** tab.



2. Select the **images** folder.



3. Paste an image with a drag-and-drop operation.

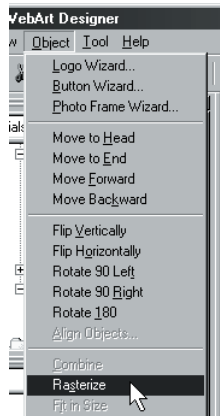


4. Drag the logo layer to make it the top layer.

Adjust the brightness of the image:



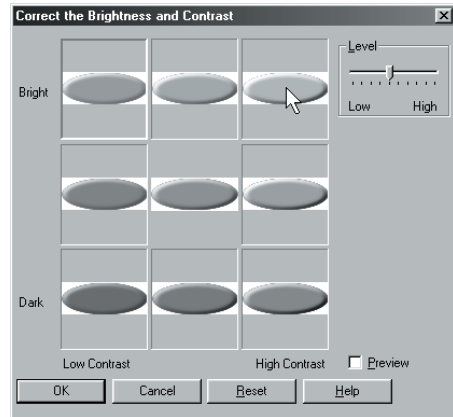
1. Select the button object.



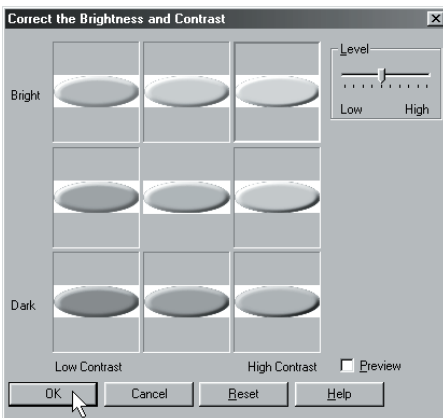
2. Select **Rasterize** from the Object menu.



3. Click the **Brightness/Contrast** icon.



4. Adjust the brightness.



5. Click the **OK** button.

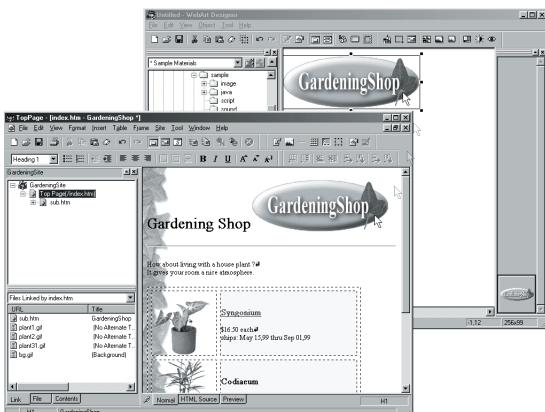
Combine the images:



1. Press and hold Shift key and click all the images.

2. Select **Combine** from the **Object** menu.

Paste the combined image into the Web page you are editing:



1. Paste the combined image with a drag-and-drop operation into the TopPage editor.

Advanced 2.

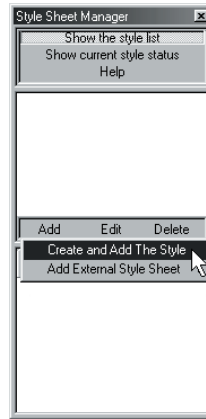
Using Style Sheets

A style sheet enables you to create more graphical Web pages. This section explains how to set a style.

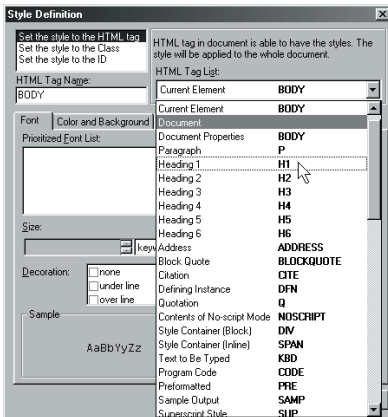
Define the style:



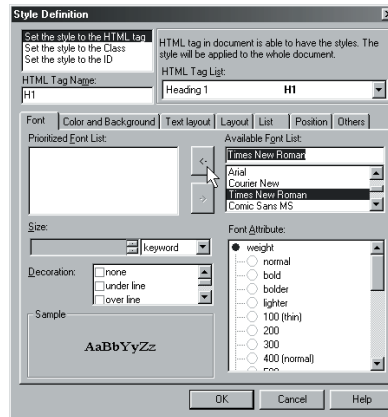
1. Click the **Style** icon to display the **Style Definition** dialog box.



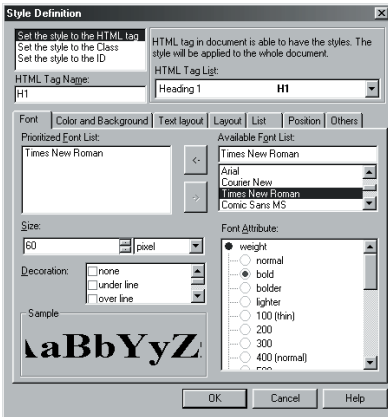
2. Click the **Add** button and select **Create and Add The Style**.



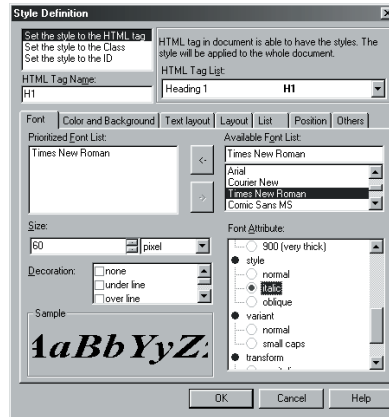
3. Check that **Set the style to the HTML tag** is selected and select **Level 1 Heading Elements** from the **HTML Tag List** box.



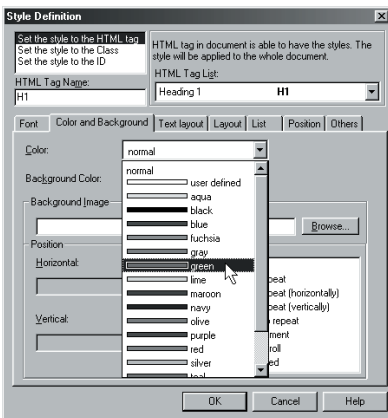
4. Select **Times New Roman** from the **Available Font List** box. Click the left-arrow button.



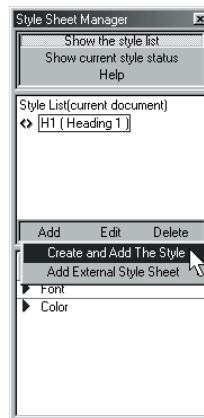
- Set the font size to 60 pixels.
Select the **weight - bold** check box in **Font Attribute**.



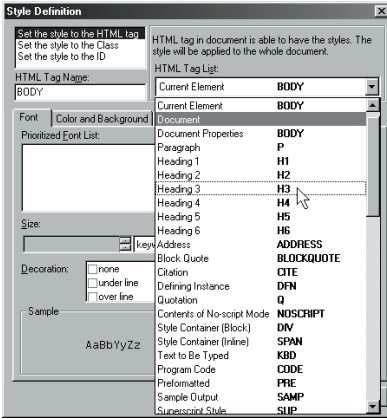
- Select the **style - italic** check box in **Font Attribute**.



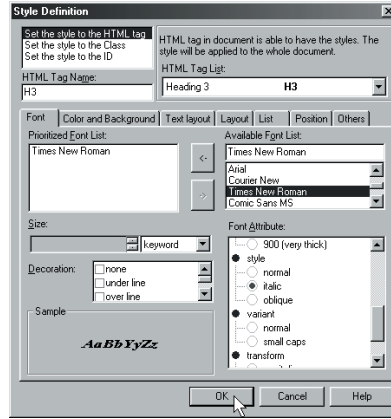
- Click the **Color and Background** tab.
Select green from the **Color** box.
Click the **OK** button.



- Click the **Add** button and select **Create and Add The Style**.



9. Select **Level 3 Heading Elements** from the **HTML Tag List** box.



10. Set the following items for **Level 3 Heading Elements**, as you have done for **Level 1 Heading Elements** in steps 4 through 9:

Font:

Font: Times New Roman

Font Size: 24 pixels

Font Attribute

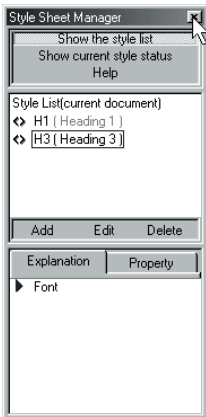
- **weight - bold:** On

- **style - italic:** On

Color and Background:

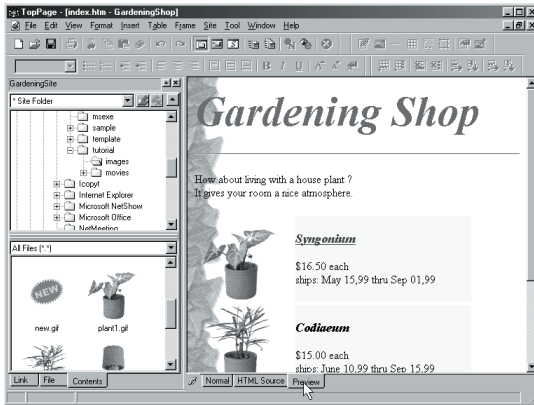
Color: Green

Click the **OK** button.



11. Click the **X** button in the **Current Style** dialog box.

Preview:



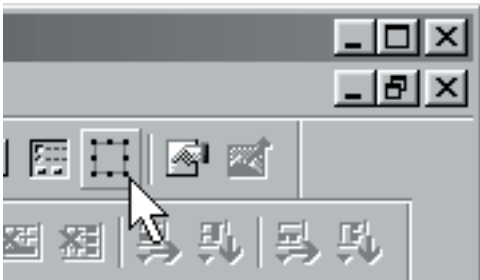
1. Click the **Preview** tab and check that the style is set the way you want.

Advanced 3.

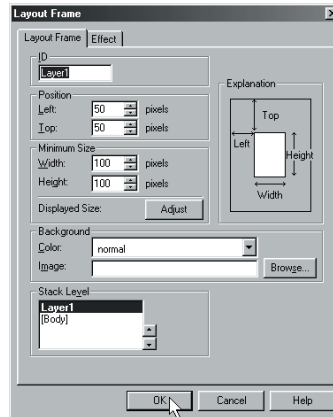
Creating an animated Web page

TopPage supports dynamic HTML,
which enables you to create
animated Web pages.

Create a layout frame:

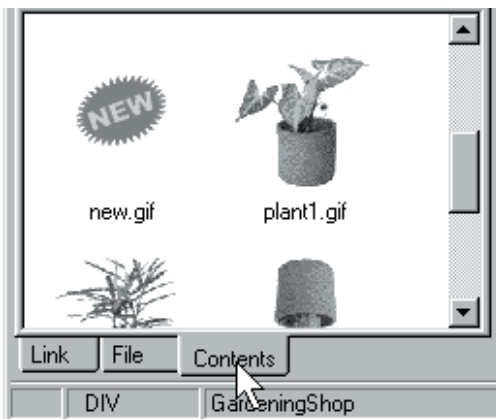


1. Click the **Insert Layout Frame** icon to display the **Layout Frame** dialog box.

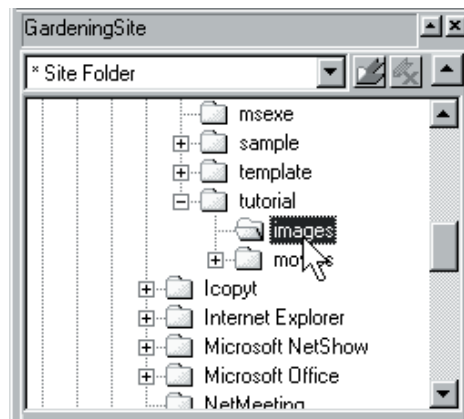


2. Click the **OK** button.

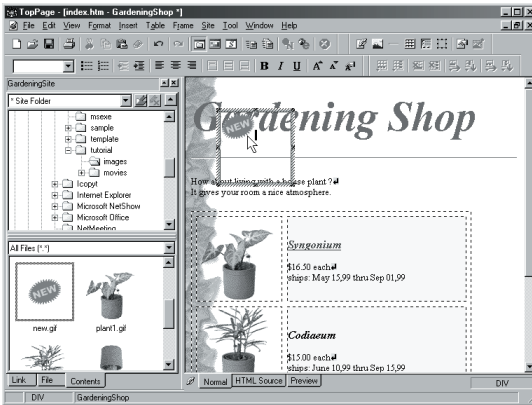
Paste the image:



1. Click the **Contents** tab.

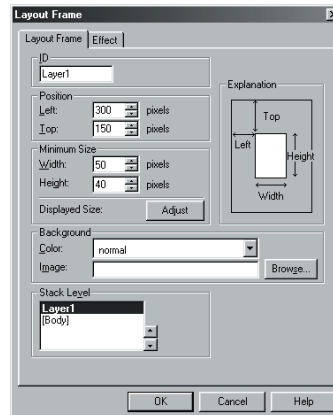


2. Select the **images** folder in the **Contents** pane.

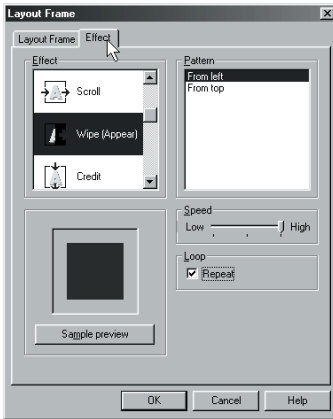


3. Paste an image within the layout frame with a drag-and-drop operation.

Set the effect:



1. Select the layout frame and click the **Attributes** icon to display the **Layout Frame** dialog box.
2. Set the following items.
 - Position (left):** 300 pixels
 - Position (Top):** 150 pixels
 - Size-Width:** 50 pixels
 - Size-Height:** 40 pixels



3. Click the **Effect** tab.

Set the following items:
Effect : Wipe (Appear)
Pattern: From left
Speed: High
 Click the **OK** button.

Preview:



1. Click the **Preview** tab and check that the effect is set the way you want.

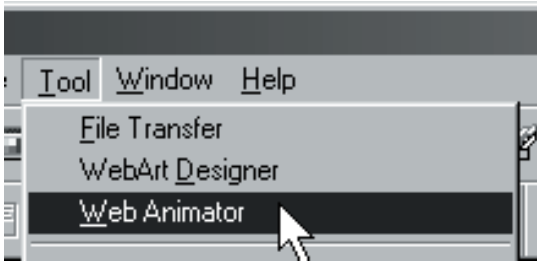
Advanced 4.

Using Web Animator

Web Animator is a tool for creating animated GIFs automatically.

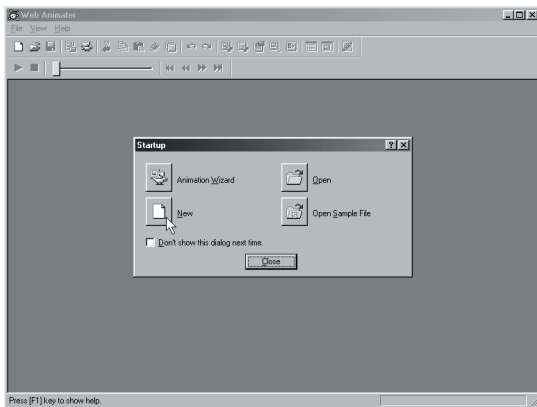
This section explains how to create an original animated GIF.

Start Web Animator:



1. Select **Web Animator** from the Tool menu.

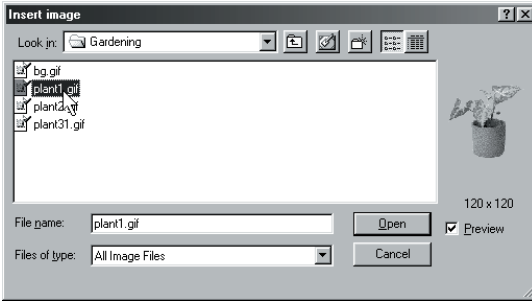
Add Animation Effect:



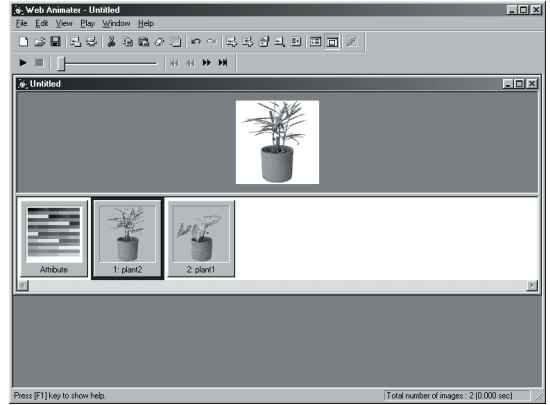
1. Click the **New** button.



2. Click the **Insert Image** icon.



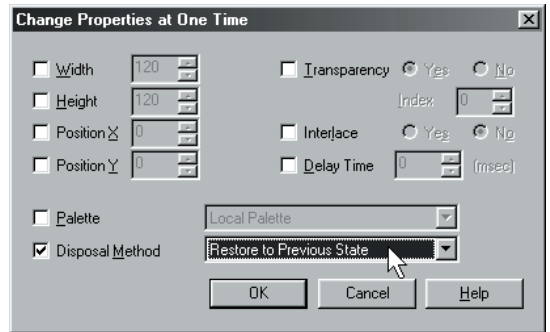
3. Select plant1 in Gardening folder.
Click the **Open** button.



4. Repeat step 3 and 4 to insert plant2 image.



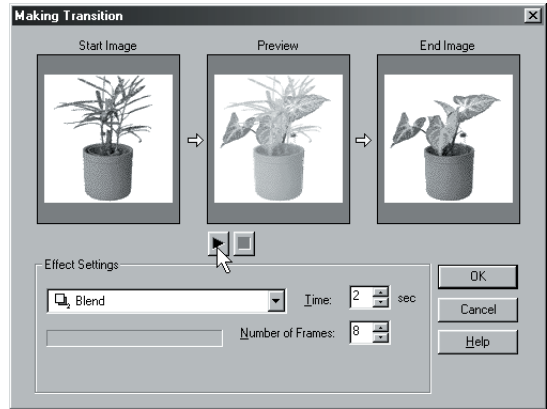
5. Select **Change Properties** icon.



6. Change Disposal Method to "Restore to Previous State".
Click the **OK** button.



7. Click the **Add Animation Effects** icon.



8. Set the following items:

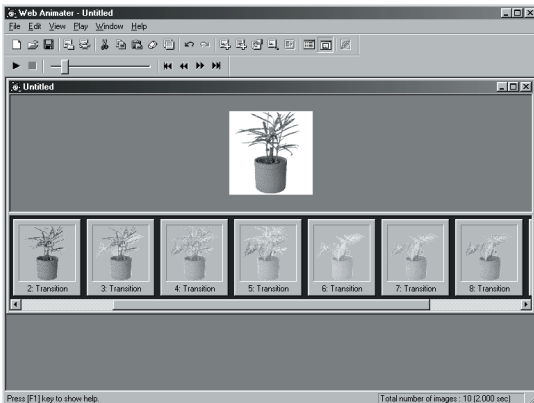
Effect: Blend

Time: 2 sec

Number of Frames: 8

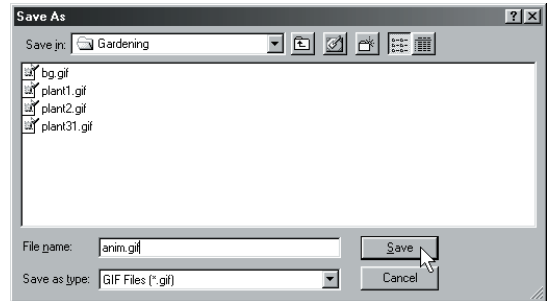
Click the **Start Preview** button to see preview of image transition.

Click the **OK** button.



9. Transition images are generated.

Save an image:



1. Click the **Save** icon to display the **Save As** dialog box.
2. Type "anim.gif" for the file name.
Click the **Save** button to save the image to a file.

Paste the animated image into the Web page you are editing:



1. Drag the **Drag Drop** button and drop it into the TopPage editor.



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