

## Site Creation Tool Overview

The **Site Creation Tool** allows you to create your Web site quickly and easily. It is an alternative to using other applications, such as Microsoft FrontPage, Macromedia Dreamweaver or Netscape Composer. The tool is self-guided and self-explanatory, but some detailed instructions are provided in this section to help aid you in setting up your personalized site.



### Note:

- In order to use the **Site Creation Tool** option, the **Microsoft FrontPage Extensions** option must be disabled. If it is enabled, then you must use your version of Microsoft FrontPage to create and manage your Web site. If the Microsoft FrontPage Extensions option is enabled, you will not have access to the Site Creation Tool option and will see the following message if you try to access it.

**Site Creation Tool Manager**

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The Site Creation Tool Manager will allow you to do the following:

- 1) Create a web site using our systems Site Creation Tool.
- 2) Make the pages created by the Site Creation Tool your default pages.
- 3) It will allow you to view what your Site Creation Tool currently looks like without leaving the Control Panel.

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1) Here is where you can create your site.  
To use the site creation tool, click:

2) The Site Creation Tool pages will be seen at either <http://user.user.com/maxpages> (the default) or <http://user.user.com>  
*Sorry, you cannot set the Site Creation Tool as your default site unless Front Page is not installed. To be able to set the Site Creation Tool as your default site, please uninstall Front Page Extensions first.*  
**Default not changed.**  
Currently, your pages created by the Site Creation Tool are seen at <http://user.user.com/maxpages>  
To set the Site Creation Tool pages as the default for visitors to view, click:



## How To Use the Site Creation Tool:

1. From the Control Panel, select the **Site Creation Tool** icon. The **Site Creation Tool Manager** displays.

**Site Creation Tool Manager**

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- 1) Create a web site using our systems Site Creation Tool.
- 2) Make the pages created by the Site Creation Tool your default pages.
- 3) It will allow you to view what your Site Creation Tool currently looks like without leaving the Control Panel.

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**1) Here is where you can create your site.**  
To use the site creation tool, click: [Site Creation Tool](#)

**2) The Site Creation Tool pages will be seen at either `http://user.user.com/maxpages` (the default) or `http://user.user.com`**  
Currently, your pages created by the Site Creation Tool are seen at `http://user.user.com/maxpages`  
To set the Site Creation Tool pages as the default for visitors to view, click:  
[Change Default to Site Creation Tool](#)

**3) Here is where you can view your site within the control panel.**  
To view the site currently setup with the Site Creation Tool, click: [View Site](#)

2. The Site Creation Tool Manager makes three options available. Each of these options is described in a separate procedure below. These three options are:
  - **Create Your Web site:** This option allows you to create and/or edit the web pages on your site.
  - **Change Default Pages:** This option allows you to set the home page which you create with the Site Creation Tool to be the default page for your site.
  - **View Your Site:** This option opens your site's home page in the current browser window.



## How To Create Your Web Site with the Site Creation Tool:

1. From the Site Creation Tool Manager, select the **Site Creation Tool** button. The **Page Title Prompt** screen appears.

The screenshot shows a web form titled "Page Title: Enter a title for your home page. When you are done click 'Next >'. Below the title is a text input field containing "Welcom to The User Pages". To the right of the input field is a "Next >" button. At the bottom of the form is a "Cancel and Delete My Site" button.

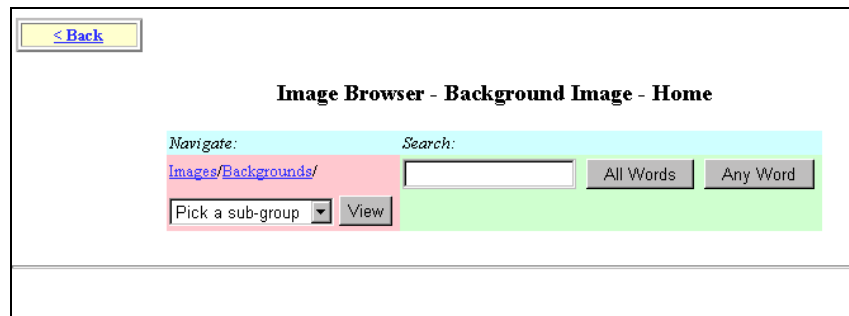


### *Note:*

- At any time, you may exit the setup of your web site by clicking on the **Cancel and Delete My Site** button. This will delete any information you have provided.
2. Type the title you would like for your web site's home page in the field provided and select the **Next** button. The **Background Prompt** screen displays.

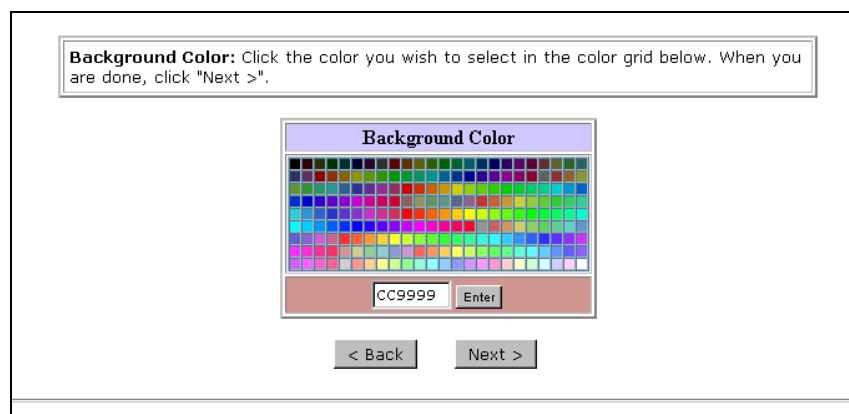
The screenshot shows a web form titled "Background Type: You have a choice of either a background image or a solid background color for your page. Select one of these choices below." Below the title are three buttons: "< Back", "Background Image >", and "Background Color >". At the bottom of the form is a "Cancel and Delete My Site" button.

- Optional:** If you would like to have a background image displayed on your Web site's main page, select the **Background Image** button. The **Background Image Selector** displays:



Use the Navigation or Search tools to locate an image you would like to add. When completed, click on the **Back** button to return to the previous screen and select your background color.

- If you would like to have a background color other than the default (white) on your web site, click on the **Background Color** button. The **Background Color Selector** displays:



Choose the desired color by single-clicking on it. Select the **Enter** button to apply it to your Web site. Click on the **Next** button to continue. The **Page Text** screen displays



7. The **Image Selection** option works similarly to the Background image option. To have an image appear near the top of your Web site's main page, select the **Pick Image** button and follow the instructions. These are similar to the instructions in Step 3. If you do not want to add an image at this time (you can add one later if you like), select the **Skip Image** button. The **Site Completed** page displays.

**Congratulations!** You have just created the **Home** page for your Web site **user.com**. Welcome to the World Wide Web!

**Important:** You are about to enter the **Max Pages Site Editor**. There you will be able view your Home page, continue editing your Home page, create additional pages, select images and graphics, and describe your site for search engine promotion. From now on, whenever you login to Max Pages, you will enter the Site Editor. Using the Site Editor, you transform your site from a simple Home page into a real presence on the Web.

**Inside the Site Editor:**

1. To view your Home page, click **View Site**.
2. To edit your Home page, click **Home** in the page table.
3. To create a new page, click **Create Page**.
4. To select images to put into your pages, click **Image List**.
5. To prepare your site for search engine promotion, click **Classify Site**.

8. This page indicates that the **Home** page is created. Also listed here are instructions to continue on in the Site Creation Tool to the **Site Editor**. To open the Site Editor, click on the **Enter the Site Editor** button.

[View Site](#)

[Logout](#)

**Site Editor:**  
user.com

**Select**

[Site](#)

[Options](#)

[Create Page](#)

[Delete Page\(s\)](#)

[Categorize Pages](#)

[Classify Site](#)

[Image List](#)

[Upload/Import](#)

[Site Fields...](#)

[Help](#)

[Contents](#)

[Close](#)

To edit a page, select it from the table below:

Page Name	Visitors	Description
<a href="#">Home</a> ◀	0	Home page for user.com

[Name/Company](#)

[Street Address](#)

[City](#) [State](#) [Zip](#)

[Phone Number](#)

[Fax Number](#)

[Email Address](#)

**Powered by**  
[Max Pages](#)

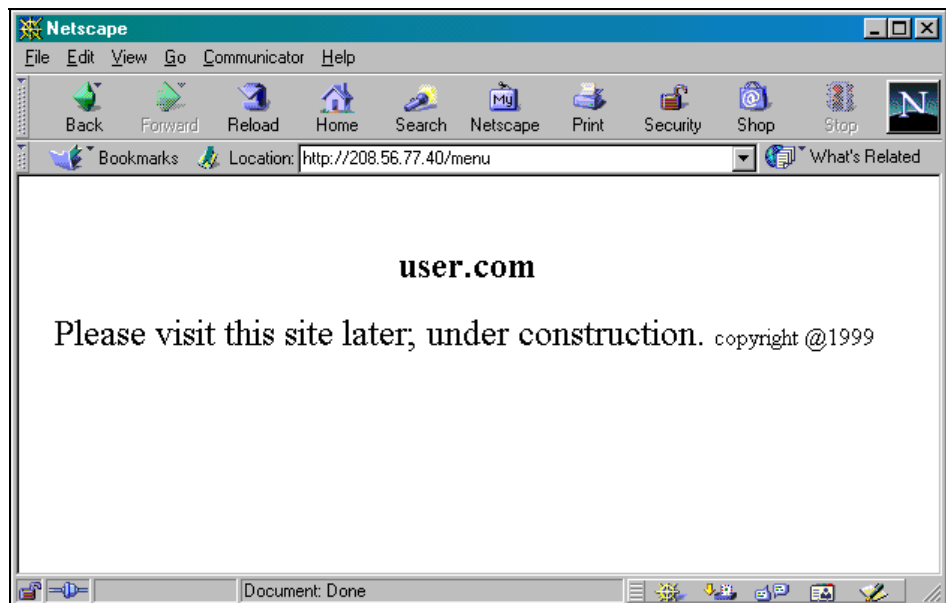
- The Site Editor offers ways for you to edit and add to the home page you just created. Additionally, you can add more pages from this tool. The Site Editor is explained in more detail in a later section of this document. The next two sections cover the remaining options available from the **Site Creation Tool Manager**.



**Note:**

- Once your home page is set up, there is no need to repeat the steps covered thus far in this section. Clicking on the Site Creation Tool button in the Site Creation Tool Manager will bypass the previous steps and open directly in the Site Editor as shown in the image above.
- To close the Site Editor and return to the Control Panel, select the **Logout** link, near the upper left corner of the screen.

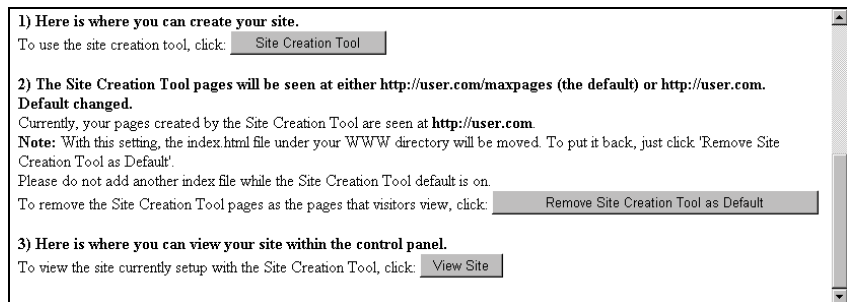
When your site is initially created, a plain message initially appears as your site's main page, similar to the one shown below.





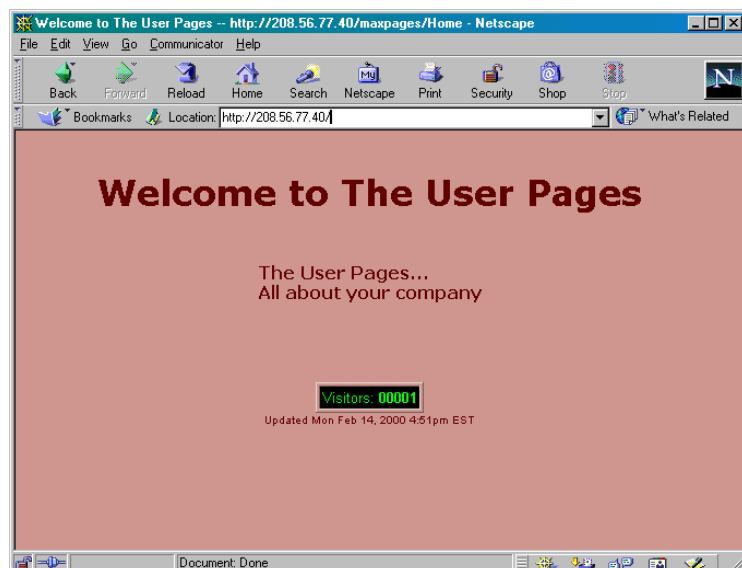
## How To Make Your Home Page from the Site Creation Tool the Default Page for Your Site:

1. From the Site Creation Tool Manager, select the **Change Default to Site Creation Tool** button. The page reappears.



Notice that the default page button has changed, allowing you the option of removing the site creation tool as the default page and restoring the default page to the basic one shown above.

2. The default page will now reflect the changes you have made to the pages through the Site Creation Tool (and Site Editor). An example is shown below.

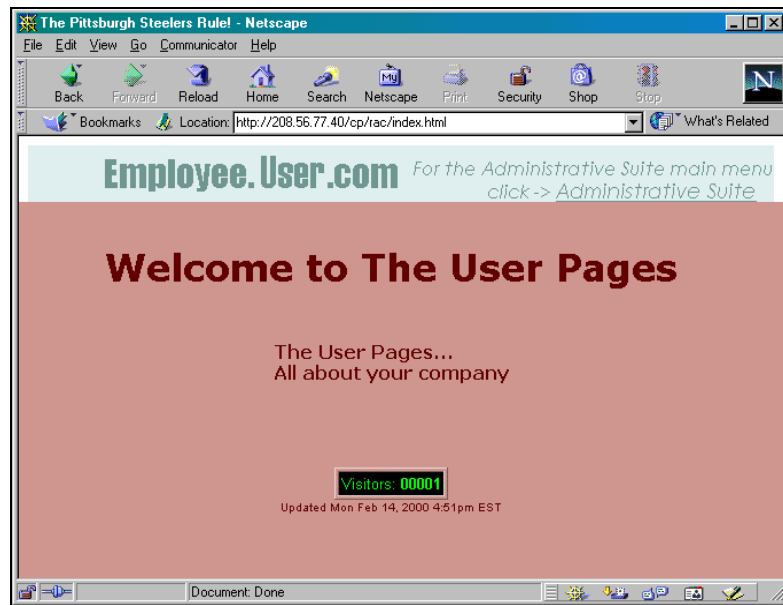






## How To View Your Home Page from the Site Creation Tool Manager:

1. From the Site Creation Tool Manager, click on the **View Site** button. Your web site's home page opens, displayed within the Control Panel frame.



Once your home page is established, you will likely want to add more pages to your site. This can be managed through the Site Creation Tool's **Site Editor**. This section will provide an overview of the different options available to you in the Site Editor as well as some examples showing the use of the various tools.

The **View Site** link opens your home page.

The **Logout** link returns you to the Control Panel.

The site pages links open the **Page Editor** to edit existing pages.

The **Site** tools allow you to create and delete pages and set up guidelines to apply to your entire site.

This list of links allows you to add specific fields of information to your home page.

The **Site Fields** link opens a list of tools for adding information to your site.

**Help** is available from these links.

The **Delete Site** link deletes all of your web pages on the site.

The screenshot shows the Site Creation Tool interface. On the left is a vertical menu with links: View Site, Logout, Site Editor: user.com, Select, Site, Options, Create Page, Delete Page(s), Categorize Pages, Classify Site, Image List, Upload/Import, Site Fields..., Help, Contents, Close, Full Screen, and Delete Site... (highlighted in orange). On the right, there is a table titled 'To edit a page, select it from the table below:' with columns Page Name, Visitors, and Description. The 'Home' page is selected. Below the table are input fields for Name/Company, Street Address, City, State, Zip, Phone Number, Fax Number, and Email Address. At the bottom right is a 'Powered by Max Pages' button. Arrows point from the text on the left to the corresponding elements in the screenshot.

Page Name	Visitors	Description
<a href="#">Home</a>	3	Home page for user.com

The Site Creation Tool used in the web site you create is Powered by Max Pages; indicating the company, Max Pages, is responsible for some of the technology used in the Site Creation Tool. You can visit the Max Pages web site by single-clicking on the **Powered by Max Pages** button near the bottom of the screen.

You can list company or personal information on your homepage using the Site Editor. The following information can be included automatically:

- **Name/Company**
- **Street Address**
- **City**
- **State**
- **Zip**
- **Phone Number**

- Fax Number
- E-mail address

To add information other than what is provided in the list above, you will need to manually enter it into your pages. Once the information is added, you can format it to your liking.

Any of the information can be changed the same way using the procedure below.



## How To Change Company Information on Your Home Page:

1. From the Site Editor, select the link for the type of information you would like to add or change. In the example shown below, the **Name/Company** link was selected.

When changing text attributes, a preview of the text appears here.

The screenshot shows the 'Site Editor' interface. At the top, there is a 'Name/Company' section with a text input field and an 'Update Text' button. Below this, an 'Important' note states: 'If you change the text, you must click **Update Text** before changing any of the attributes below.' An arrow points from this note to the formatting options. The formatting options are organized into four columns: 'Color' (with a color palette and a hex code input '000000'), 'Style' (with buttons for Bold, Italic, Underscore, Typewriter, Strikeout, and Blink), 'Size' (with buttons for Huge, Large, Big, Medium, Standard, Small, and Tiny), and 'Font' (with buttons for Default, Helvetica, Courier, Times, Script, Roman, Console, Printer, Universal, Lucida, Modern, Σμβολ, and Comic). Below the Color and Style sections, there is a 'Background' section with a color palette and a hex code input 'FFFFFF'.

2. Type your name or company name in the text box provided. Click on the **Update Text** button.

3. Select the **Text Color** and **Page Background** color if desired. If you would like to use the colors that you selected when initially creating your home page, select the **Use Page Text Color** and **Use Page Background** links.
4. Select a text **Style** if you want something other than normal text.
5. Select a text **Size** if you want something other than standard text.
6. Select a text **Font**.
7. Select the **Site Editor** link (there is one at the top and one at the bottom of the page) to move back to the Site Editor. The text that you added or changed will be previewed where the old link to the text was located.



8. To preview how the text looks in place on your home page, select the **View Site** link in the Site Editor. The page displays in your browser.



9. To return to the Site Editor, select the **Site Editor** link, near the upper left corner of the page.



**Note:**

- The **Site Editor** link, which appears on this page, does not appear to users visiting your website. It only appears when editing your site and is provided as a quick way for you to get back to the Site Editor.



### How To Create Additional Web Pages:

1. To create a new page for your Web site, select the **Create Page** link listed under the **Site Tools** menu in the Site Editor. The **Create Page** form displays.

**Create Page**

Fill out the form below and click "Create Page".

Enter a page name (use letters, numbers, and spaces only):

Enter a page description. Include words someone might search on:

Select a page type:  
 General Text Page --  1 Panel  4 Panel  
 Product/Service Detail Page

<b>Category</b>	<b>Sub-category</b>	<b>Copy From Page</b>
<i>Enter:</i>	<i>Enter:</i>	<i>Enter:</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Or Select:</i>	<i>Or Select:</i>	<i>Or Select:</i>
No Category ▾	No Sub-category ▾	No Copy ▾

[Site Editor](#)

2. In the first two text fields, enter a name for the page and a description.
3. Select the type of page you are creating: a **General 1 Panel Page**, a **General 4 Panel Page** or a **Product/Services Detail Page**.
4. If you have created categories or sub-categories for the types of pages on your web site in the Site Editor, you can specify which of those categories or subcategories you would like to locate the current page. Any existing categories or sub-categories would appear in the drop-down lists under each listing.
5. You may also elect to copy the new page from an existing page on your site using the existing page as a "template" into which you would enter new data or information. Select the page on which you would like to base the copy from the **Copy From Page** drop-down list.
6. Once all options are selected, select the **Create Page** button. The New Page opens in the **Page Editor**. The example below shows a newly created page which is of type **General/Text 1 Panel** and was copied from the Home Page.



The page that opens in the Page Editor appears identical to your home page. (That is because since it was copied from the home page it is identical, aside from the title and description of the page.) To change existing text, single-click on the text you would like to change. You will be given the option of typing new text and assigning new text attributes.

7. To exit the Page Editor and return to the Site Editor, single-click on the **Site Editor** link located in the upper left corner of the page.

While you use the Site Editor to manage the overall look of your site, you use the Page Editor to edit individual pages once they have been created. Below is a description of what some of these tools do.

The **Site Editor** link returns you to the Site Editor.

The **Logout** link returns you to the Control Panel.

The name of the page being edited.

The **Show Page** link opens the current page in the web browser.

This list of **Page** links allows you to edit specific pieces of the page.

This list of links allows you to add specific fields of information to your home page. This is the same as on the Site Editor. Changing information here affects all pages that show this information.

**Help** is available from these links.

The **Image List** link provides an easy way to manage images on your site.

The **Colors** link allows you to set the various colors for this page.

The **Bkgrnd Image** link allows you to set the background image.

The screenshot shows the Site Creation Tool interface. On the left is a sidebar menu with the following items: **Site Editor**, **Logout**, **Page Editor: Third Page**, **Show Page**, **Select Page** (with a color palette icon), **Options**, **Frame Style**, **Header Style**, **Body Style**, **Footer Style**, **Description**, **Rename**, **Help**, **Contents**, **Close**, and **Full Screen**. The main content area has a top navigation bar with **Image List**, **Colors**, and **Bkgrnd Image** links, and a help line: **Help: [Image List] [Links] [Guide]**. Below this is a large heading: **User Pages: #1241**. Underneath are **Image** and **Subtitle** links. A paragraph of text reads: The following User Pages Article was written by Alphonso Lorenzo. Below the text are several form fields: **Name/Company**, **Street Address**, **City**, **State**, **Zip**, **Phone Number**, **Fax Number**, and **Email Address**. At the bottom of the main area is another navigation bar with **Image List**, **Colors**, and **Bkgrnd Image** links, and a help line: **Help: [Image List] [Links] [Guide]**.

Additional help for the Site Creation Tool is available at the Max Pages web site, at <http://maxpages.com/maxhelp>.