

FlexWEB Author's Guide

FlexSCAPE LLC

Turn Key Solution

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Chapter 1

Introduction

Welcome to FlexWEB

FlexWEB is a browser-based application that allows people with no Internet or HTML experience to create professional web sites and easily maintain them. FlexWEB is part of a turnkey solution provided by FlexSCAPE LLC, which includes site design, domain name registration, initial site setup and customization, as well as web and e-mail hosting.

About This Manual

This user guide is provided to assist you with everything you need to know to set up and maintain the visible components of your web site, including web pages, text, images, and basic site structure. A companion volume, the FlexWEB Site Administrator's Guide, provides more insight into all of the behind-the-scenes site management and configuration functions that lend true power to your site.

Who Can Use This Manual

A major assumption with FlexWEB is that anyone who knows how to use basic word processing tools can create and maintain web pages. Thus a large web site may have many authors with control over various parts of the site. At the same time, the secure FlexWEB design allows the maintenance of each individual page to be assigned to a specific site member or group, so that only the authorized person can access and edit the page. If you are one of the designated site authors, this manual is for you.

In contrast, your organization's web site may have as little as one site administrator who has ultimate control over some of the more advanced content management features – many of which are designed to make the authorship task much easier. Tasks like setting up the basic page design templates, modifying the style sheet, controlling site settings, and creating discussion groups are best performed under the centralized control of a single person or group, rather than subjected to random control by multiple persons or groups. For more information on how FlexWEB's features are divided up, see the section on [Getting Help](#).

The Power of Content Management Systems

FlexWEB puts advanced web publishing features at your fingertips and presents them in an easy to learn and use way. Among the most important power features is FlexWEB's content management system, which gives you many of the advanced storage, maintenance, and retrieval capabilities of the most powerful web portals.

With FlexWEB, it becomes easy to publish news releases, FAQs, staff bios, job postings, and more. Built-in page templates automatically add the appropriate headers, footers, and navigation elements that appear throughout the site, based on your custom web page design. All the author must do is to provide ordinary documents that can be inserted into the web page format, and FlexWEB does the rest.

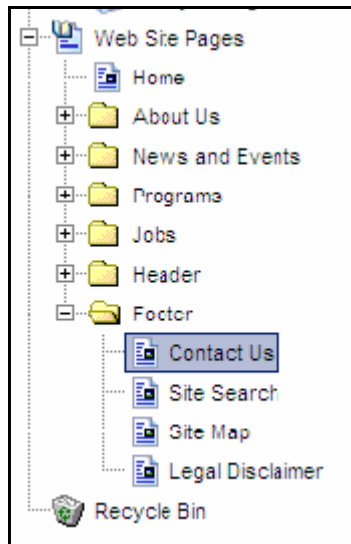
User-defined categories and content types make the Content Library easy to organize, sort, search, and manage. The web author can easily publish individual articles, tables of contents, or search forms to help the individual site user locate desired information.

FlexWEB gives you the ability to personalize information to the end user based on applying categories to the information. For one example, enter a job posting, assign it an appropriate category, and then the end user can easily retrieve job category listings such as administrative jobs, sales jobs, operations jobs, and more – depending on their needs.

One other important feature of the content management system is the ability to add “reader ratings” to any content type. Reader surveys are attached automatically to pages with this feature. The user can enter a rating after reading the page, then the rating is tabulated and made available for review by the site administrator or other authorized users. The author of a web page can enable or disable this feature for each individual web page.

Easy Authoring

Setting up and maintaining a web site has never been easier. If you have ever created a new folder in Microsoft Word, you can set up a web site. Adding categories to your web site is that easy. Click on Create a New Category, type in the name, and the tab on the web site dynamically appears. You can also add sub categories and individual pages, creating a layered site structure that appears as a tree diagram.



To rearrange the flow or order of the site, categories and pages can be dragged and dropped into any position you desire. You can do all this with no HTML coding, and no file transfer using FTP. Imagine opening a web page and having an edit button on the page. You click on it and all the tools from a software package like Microsoft Word appear across the top. Now you can edit all the content like you are editing a Word document. After editing the web page, you can preview the web page to make sure everything looks correct, and then save it. Once you save it, the page “goes live” on your web site – it is automatically formatted and published with the correct navigation elements and “wrapper content” to make it fit right in.

The list of web site editing features includes many of the features you expect from advanced word processors:

- Type in content like in a word processor, or copy and paste from word processing documents or spreadsheets
- Change foreground and background colors
- Create complex tables and column layouts with ease
- Insert images from FlexWEB's easy-to-manage picture gallery
- Insert multimedia files, including MPEG video or Adobe Flash files
- Create hyperlinks to internal pages on the site by simply highlighting text or buttons and then selecting the jump page from the site structure tree
- Create links to external web sites or web documents such as .pdf files

Page Templates and Styles

Page templates help you make sure the pages you edit always look professional and have a consistent theme throughout the site. Templates can be automatically applied so any page you add to a particular web site section automatically uses the template designed for that section. The Site Administrator module contains an extensive style library in a central location, where text and heading fonts can be easily controlled throughout the site. Any change to the style library automatically changes all the fonts throughout the site on all correctly tagged paragraphs.

Member Registration and Site Security

Member management is another powerful feature that sets FlexWEB apart from simple web editing tools. Web site authors can easily set up “limited access” to areas of the site so they can only be reached by registered site users, who we call “members.” As part of the member management feature, the site administrator can easily define one or more member groups. The web author can then create member registration forms, login pages, and special “portal” home pages for each group.

Any author who has rights to edit a page can set the security levels for individual pages or entire sections using the simple controls provided by FlexWEB. Once viewing of a page is limited to specific users or groups, it will automatically appear as an integral part of the site when an authorized group member views it. When unauthorized users come to the site, that page will not be visible in navigation or as an addressable web page. This feature makes it easy to create “extranet sites,” which are accessible from remote locations, but only by authorized users.

Other Advanced Features

FlexWEB is host to a long list of other powerful web publishing and site management features, including:

Newsletters

Publish newsletters or notifications for site member groups or e-mail newsletter subscribers. FlexWEB provides a complete list of built-in e-mail list management features. You can create “opt-in” e-mail lists, subscribe/unsubscribe forms, scheduled release dates, and more.

Discussion Groups

FlexWEB allows the site administrator to set up discussion groups, which can then be easily published to web pages by the site authors. Setting up the discussion group is as simple as adding a title and description, while publishing it is as simple as inserting the selected discussion group “module” onto a web page. FlexWEB automatically provides all the underlying controls that allow authorized users to post messages, and to view and respond to messages posted by others.

Surveys and Polls

FlexWEB automates the time-consuming process of developing and conducting online surveys. The survey management feature allows site administrators to create surveys, publish or mail them, and tabulate the results. The web page survey module allows web authors to easily drop in a pre-defined survey on any web page they are creating.

Site administrators can create customized surveys using an intuitive editor that allows selection from multiple types of questions (single choice, multiple choice, rating scales, drop-down menus, and more). Powerful options allow you to require answers to any question and control the flow. In addition, you have complete control over the colors and layout of your survey.

Survey or poll results are tabulated in real-time and displayed in a graphical format. Easy one-click voting assures a high level of participation. The number of surveys or polls you can conduct is virtually unlimited.

Real Estate Listings

Real estate companies now have easy control over their property listings, thanks to FlexWEB's full-featured realty management features. You can quickly add listings with complete details and photos, and then make them searchable by property type or features at the county, city, or neighborhood level.

Syndicated News and Weather

FlexWEB puts the informational power of some of the world's best news and weather organizations at your user's fingertips. You can choose from scores of built-in news feeds or connect directly to any RSS or XML-based feed.

Media and Image Management

Pictures, graphics, and video are an important part of any web site. However, it is usually difficult to get them posted to the web site. The Image Library lets you take pictures from your hard drive, and upload them directly into the Image Library.

Pictures can be stored by category, which makes it simple to locate and use them in web pages through a simple insertion tool. An automatic resizer built into the application adjusts your pictures to a web-friendly size including visible size on the web page, as well as optimal file size for quick loading.

Events, Calendars and Featured Content

FlexWEB makes it easy to build a database of events and schedules, and then display them in any number of different calendar formats. Click on the day of an event to add it. A form appears where you fill in the start and end time, and the complete details including pictures. You can copy recurring events to multiple days by clicking the additional days in the calendar and you can edit a recurring event one day at a time. The calendar feature makes it easy to post special calendars or lists containing upcoming events, current events, or past events. Scheduling features also extend to site content such as articles and real estate listings. Articles and listings can be "featured" during special date ranges and will automatically appear during the specified dates on pages containing "featured" content.

Plug In Modules (Robots)

Most of these advanced features are enabled through a FlexWEB feature called “modules,” which are similar to the “bots” or “robot” features found in other web publishing tools. With a list of over three dozen plug-in modules, authors will find it easy to automate many complex web publishing tasks.

As an example, most of the built-in search features and subscription forms are created by plugging in a module for that purpose and customizing it to the task at hand. Surveys, calendars, news feeds, and discussion groups are just a few of the other types of content that can be published automatically through the use of modules.

The main purpose of a module is not just to supply web authors with a simple way to plug-in complex content structures, but to supply users with automatic access to information that changes dynamically from day-to-day or minute-by-minute. News feed modules automatically bring up *today's* news and weather. Listings of articles or properties always reflect the *current* contents of the Content Library or the Realty database. Online membership directories will always reflect the *latest* list of registered members, even if someone just hit the Submit button on a registration form.

Custom Form Generation

In addition to built-in registration and subscription modules, authors can create their own customized forms to gather information from their communities or audiences. Drag your input fields where you want them on the web page and type in the name of the field. Results of each form submission can be e-mailed to any interested party or stored in a database-ready (CSV) file in the File Library. Once you save the form, it immediately goes live on your web site.

Getting Help

This manual provides access to most of the authoring and publishing features in the FlexWEB package. A companion guide called the FlexWEB Site Administrator's Guide covers site setup and configuration issues. The following table lists all the major product features and explains which manual to consult for the information you need.

Feature	Site Administrator's Guide	Author's Guide
Web page manager	n/a	How to set up and edit web pages
Page templates	How to set up web page templates	How to use page templates
Content management	How to set up the library, add categories and content types	How to insert articles and search forms into web pages
Surveys	How to set up surveys	How to create web pages with survey forms
Discussions groups	How to set up discussion groups	How to create web pages with discussion groups
Calendar of events	How to set up event calendars	How to create web pages with calendars and event information
Image library	How to set up and manage the library	How to add images and picture galleries to web pages
File library	How to set up and manage the library	How to add file listings, downloads, and uploads to web pages, as well as video and Adobe Flash components
Member management	How to set up groups	How to create member directory, registration, login, and profile-edit pages
Orientation/tours	How to set up information about tours and orientation sessions	How to publish information about tours and orientation sessions
E-mail management	How to manage e-mail	How to create subscribe and unsubscribe forms
Realty listings	How to set up and manage real estate listings	How to publish property listings and create pages with real estate search forms
Other	How to control site settings and view site statistics	How to publish news and weather information from remote feeds, as well as information from databases

Chapter 2

Getting Started

Understanding Roles

Before you start using FlexWEB, you should understand the different roles associated with your site:

- **Public.** Each FlexWEB site is, by default, a public web site. If your site is not password-protected, it can be seen and used by anyone who has an Internet connection and a web browser. Users can view any unprotected content on the site, but they cannot change the content on the site.
- **Site Member.** Any part of your site can be closed to the public and accessible only to “members.” This is a person who has registered to use private areas of the web site, through a registration and membership process.
- **Author/Editor/Publisher.** In this role, a person can access a limited set of the FlexWEB features that allow them to create new pages, edit existing pages, and modify the site in various ways. Authors can also set page-level security, which controls who can view or edit the page.
- **Site Administrator.** In this role, a person can access all features of the FlexWEB application, including many advanced features that are not available to authors. For example, a trained administrator can set up libraries, create templates, and set access permissions at all levels. Site Administrators can also set up all editing access rites for Authors/Editors/Publishers.

Logging In and Out

The FlexWEB system works through most ordinary web browsers, including Microsoft Internet Explorer, Mozilla Firefox, and Apple Safari.

To access the FlexWEB site as an author or administrator, you must be assigned the proper administration rites from a Site Administrator, and given an authorized user ID and password.

To log in to FlexWEB:

1. Open your web browser and go to the Login page of your web site. This should be your regular web site URL, followed by “/fw/admin.” For example:

www.myweb site.com/fw/admin

2. Enter your authorized user name and password.
3. Click the **Login** button. This opens the FlexWEB Site Administration interface. For details, see [Understanding the FlexWEB Site Administration Interface](#).

NOTE: If your password is not accepted, and you think you may have forgotten the correct password, see [Forgot Password](#).

To log out of FlexWEB:

1. Click the **Exit Administration** tab at the top of the Site Manager panel.
2. If you have unsaved changes, you will be prompted to save them. Click **Yes** to save your changes.

NOTE: It is recommended that you save your work on a regular basis to avoid losing any unsaved changes.

This closes the FlexWEB user interface and returns you to the normal browser window.

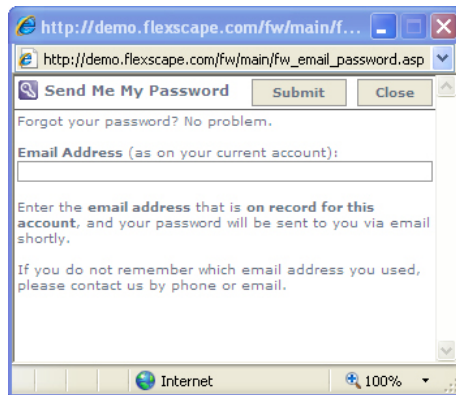
Forgotten Password

If you forget your password, you can have FlexWEB e-mail it to you.

NOTE: If you know your correct password, but it no longer works, ask your site administrator for help.

To retrieve your password:

1. Click the **Forgotten Password** link on the login page. This opens the Send Me My Password window.



2. Enter the e-mail address registered for your account and click the **Submit** button. The password will be sent to you via your e-mail.

NOTE: If you do not remember which e-mail address you used to register with FlexWEB, please contact your FlexWEB vendor by phone or e-mail for support.

Understanding Your Job

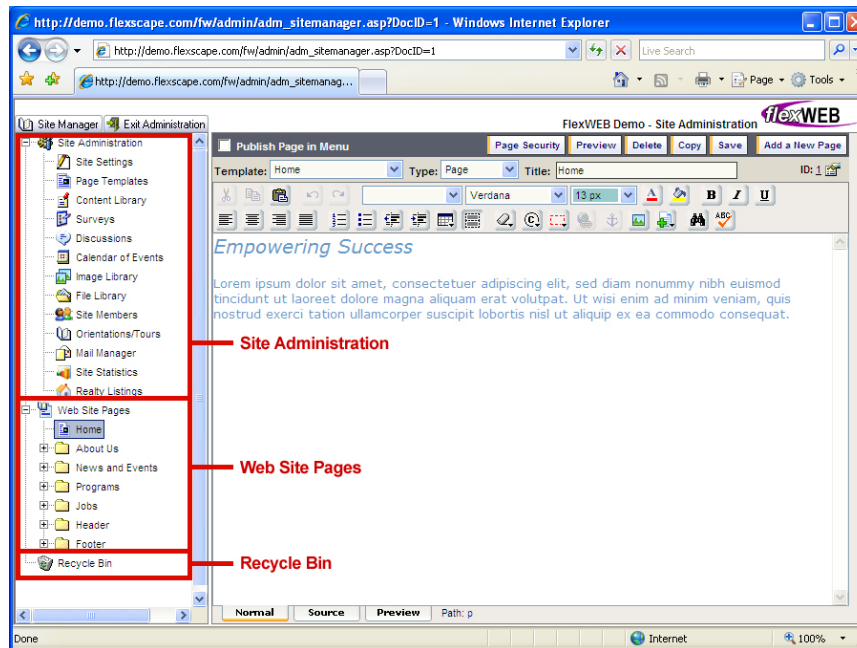
Most customers start using FlexWEB after their web site is already designed and set up. For this reason, most of the work that you do as an author/publisher will fall into the category of site maintenance, which means:

- Keeping existing pages and event calendars up-to-date
- Adding new pages or page content as needed
- Deleting obsolete pages

Since the web site is already built, the first thing you should do is familiarize yourself with the existing pages. The following section shows you the main features of the FlexWEB user interface.

Understanding the FlexWEB Interface

The FlexWEB Interface is the main screen that you will use to operate all of FlexWEB's advanced features. This screen is divided into a *Site Manager panel* on the left, and a *main window* on the right.



Site Manager Panel

The Site Manager Panel provides access to all the tools you will need to manage and build your site. The panel is organized into a tree structure with the following main components:

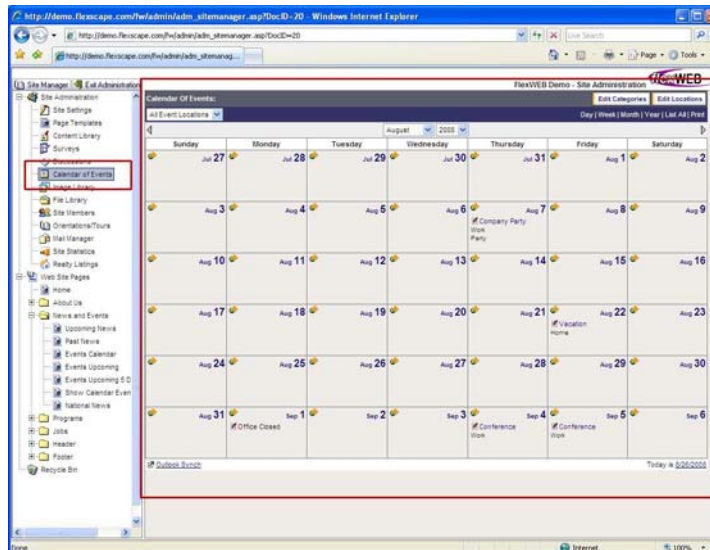
- **Site Administration.** This is the main control panel for FlexWEB, allowing authorized users to set up the content library, calendar of events, image library, discussion groups, and all other content types. When you click on this header, the main window shows you a summary of all the major Site Administration tools. Most of these tools are covered in the FlexWEB Site Administrator's Guide.

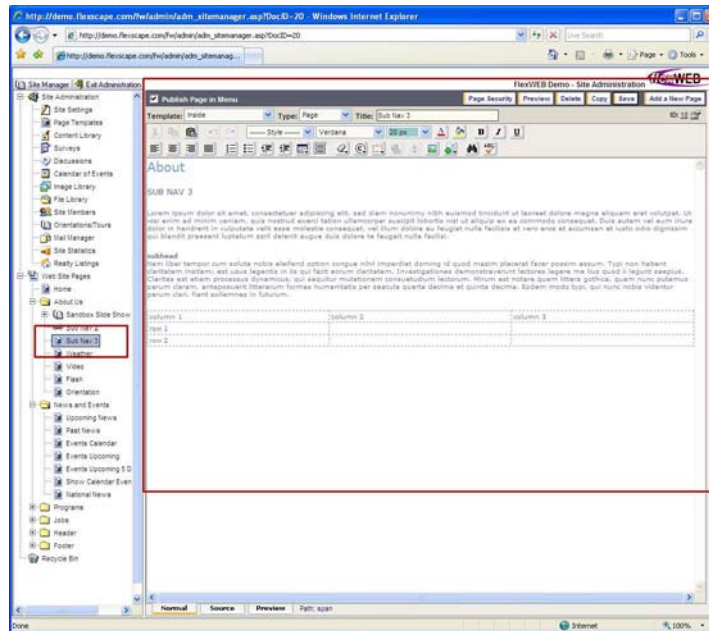
- Web Site Pages.** This section shows the current structure of your web site, and allows you to view and change any page on your site. When you click on this header, the main window shows you a summary of all the pages on your site. Initially, this list is empty until you begin adding pages to the site. Once you start adding pages, they will appear as a continuous list in this view. (For those who have their site already set up, all the pages will be listed under Web Site Pages.) For this and any other table list in FlexWEB, you can sort the list in a variety of ways by clicking on the column headers. Access to and authoring of web site pages is covered extensively in this manual.
- Recycle Bin.** This section holds any pages that you have removed from the site. You can reinstate a deleted page by simply dragging it from the Recycle Bin back into the Web Site Pages tree.

You can collapse the Site Manager panel, and make more room for the main window, by clicking the Site Manager tab at the upper left corner of the page. If you need to redisplay the Site Manager panel at any time, just click the Site Manager tab to bring it back.

Main Window

This area provides a working area where you will do most of your work. The area changes depending on which feature you have selected in the Site Manager panel. For example, if you select Calendar of Events from the Site Manager panel, the main window changes to a calendar you can use to post new events or modify existing events. If you select an existing web page from the Site Manager panel, the web page content will appear so you can edit it in the main window.





If you need more room for the main window, click the **Site Manager** tab at the upper left corner of the page. The Site Manager panel will collapse and the main window will expand to fill the screen.

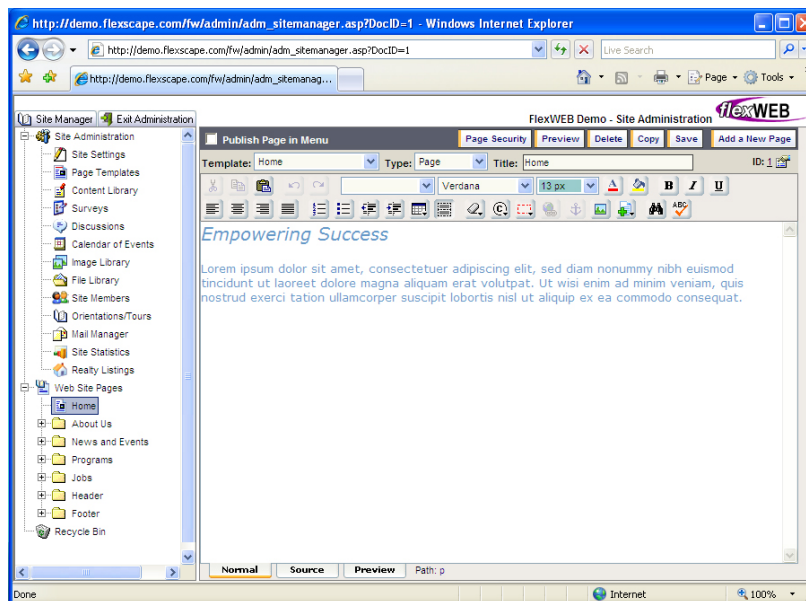
Understanding Your Site Structure

Once first-time authors understand the purpose of FlexWEB and the tools available, they should take some time to review the current structure and navigation of the site. Following is a description of some basic structure and navigation features:

Home Page

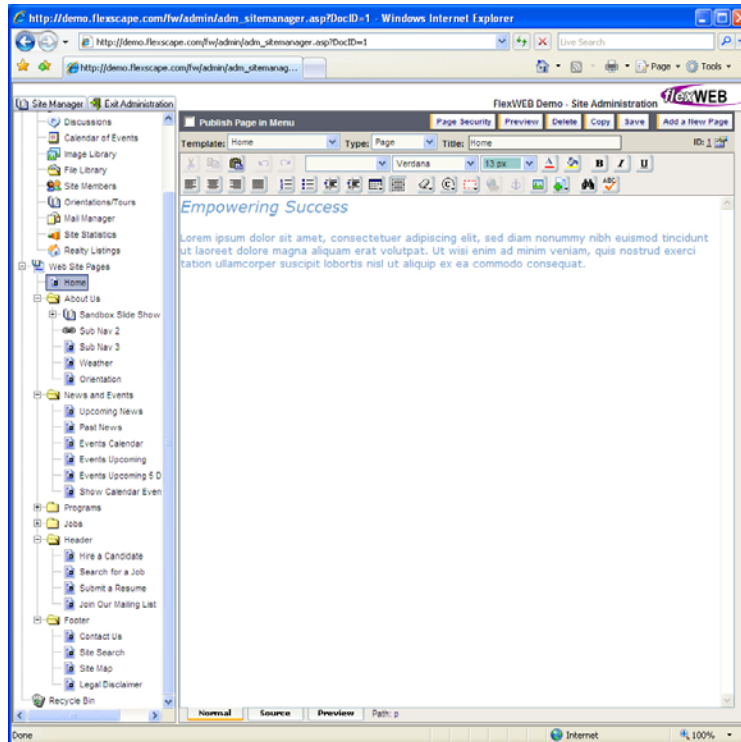
Every site has at least one home page, which is the first page that public users will see when they get to your site. This page will contain the basic information about your site, as well as the primary navigation buttons that will take them to the major sections containing all the other content.

Sites with private areas typically have an additional home page called the Member Login page, which is used by members to get full access to the site. If you have a large organization, there may be multiple home pages for different groups in your organization.



Folders

To make your web site easy to navigate, most pages after the home page are arranged into major categories, which define the “top level navigation” of your site. These categories appear in the Web Site Pages tree as folders. Inside each folder, you will find all the pages related to that category of information.



Here are some typical categories that you might find on your site:

Category	Example of Content
About Us	Information about your organization, including its history, leadership, structure, key staffers or executives, philosophy, practices, contact information, etc
Products or Services	Summaries and detailed information on products, product categories, services, or service categories
News & Events	Press releases and event calendar for your organization, including event registration
Customer Service	Special information for customers or members to help them with special issues related to your products, services, registration, or other problems that they may encounter
Discussion Groups	Areas where visitors can discuss topics on social or networking sites, you may want to put discussion groups in a separate category of their own – especially if you have multiple discussion groups

Category	Example of Content
Investor Relations	Information about the company for investors, including prospectus, filings, and stock quotes
Contact Us	Contact information, put at the top level of the site for easier navigation– especially if there are multiple pages of contact information
Staff	List of key staff with pictures and bios

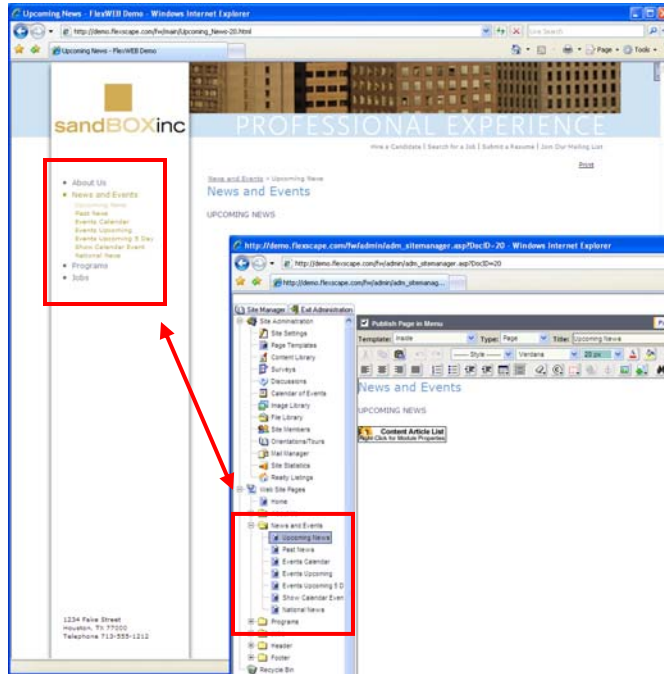
Navigation Structure

Site navigation refers to the buttons that help you move between categories on the web site. Although you can choose to have many levels of navigation, it is best to stay with two levels to avoid creating a confusing path within a web site. The two highest navigation levels are described below.

- **Primary Navigation.** This navigation level moves between the main topics of the web site. These can be readily seen on every page of the web site. If your web site is divided into four major sections, About Us, News and Events, Programs, and Jobs, there will be a link to each of these sections on every page. If you click these links, you will be taken to the first page of the selected section where you can use the secondary navigation to continue.
- **Secondary Navigation.** This navigation level is found *within* the major sections of the web site. If the About Us section contains multiple topics/pages there will be a link to each of these either on the first page of the section after clicking the About Us link or under the About Us link in the main navigation area. If the secondary navigation is only shown while in a major section, it will appear on each section page as it is the primary navigation for the *section*. If the secondary navigation is included with the primary navigation, it should be smaller and indented to show that it is secondary to the major topic.

Sections could have their own primary and secondary navigation, but consider creating a new major section to avoid confusion.

The following illustration shows how category levels correspond to navigation levels on the site.



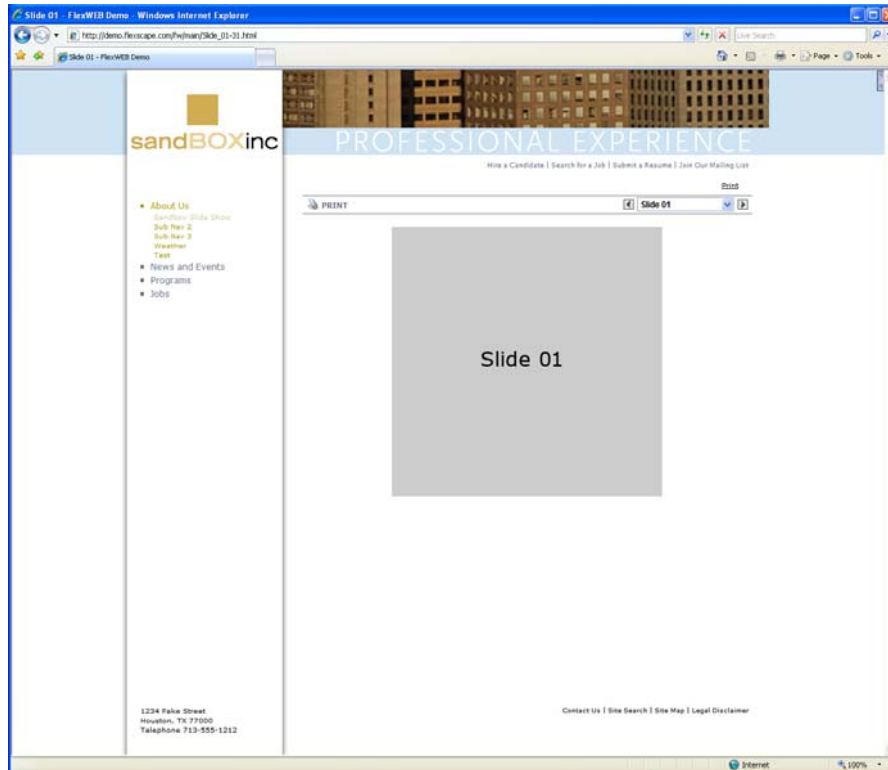
To recap: The first level of folders on the [Web Site Pages](#) menu tree corresponds to the first level of navigation. These categories appear in the navigation bar on every page of the site. Pages or subfolders *within* this first level of folders create the second level of navigation.

Page Types

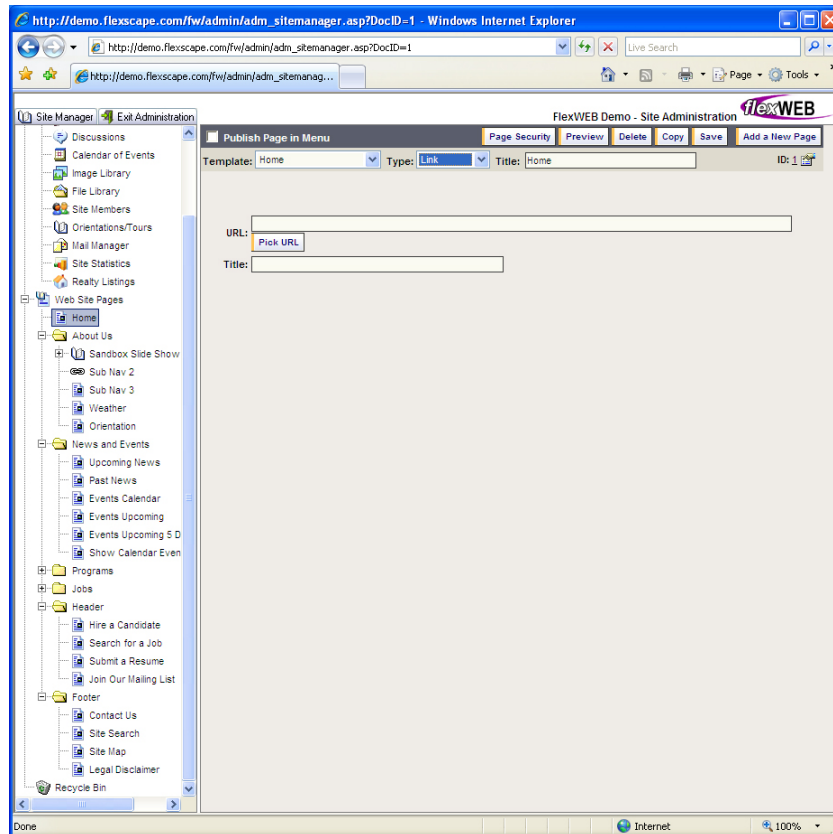
The basic mechanics of your web site – including the navigation bars, structure, and individual pages – are all controlled by adding pages. The types of pages that you add determine whether you are contributing to site structure or content:

- **Regular page.** This is a normal page of content that you will fill in with text, images, or other components. The layout of the page is controlled by a page template, and all you have to do is supply the internal content for that page.
- **Category page.** This is a folder that defines a [structural category](#) and serves as a placeholder for subfolders and subpages within the category. As mentioned earlier, you should generally avoid creating new sections or categories of information on your site. Category proliferation will cause your site to become cluttered and hard to use.

- **Slide show page.** One useful feature of FlexWEB is the ability to display slide shows as a set of web pages. A group of pages in a slide show have a common navigation bar, with Next and Previous buttons.



- **Link page.** This is any page on your site that accesses an external site in a seamless way. For example, if your human resources pages are controlled by a third-party vendor, a link page can provide a window into the set of pages maintained and hosted by the third-party company. This type of page may also be used to link to any subsidiary of your organization that maintains and hosts its own web site. A Link page can also access other pages within your web site, events on your calendar, items from the Content Library or files from the File Library.

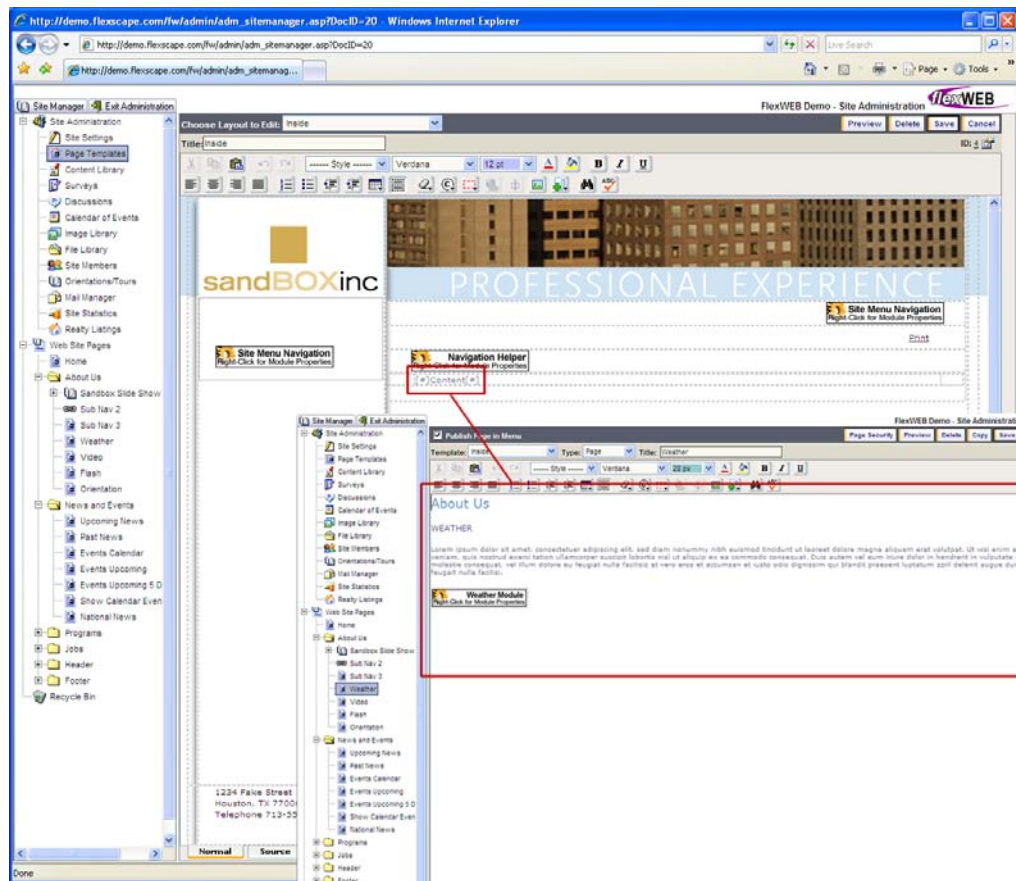


Handle with Care!

As a FlexWEB customer, you should understand that a lot of research and design went into setting up your site a certain way. Here are some important guidelines to keep it looking good:

- **Avoid category proliferation.** The major sections on your site have been organized in such a way that every page you might want to add should already fit into the existing set of categories. For this reason, there should be little reason to add new categories. Adding new categories will end up cluttering the navigation of your site, and may overload the existing menus. Having a category with only one or two pages in it is also an ineffective and confusing way to present your web face to the public.

- Let the power of FlexWEB work for you.** FlexWEB was designed to do most of the work of web site construction and management for you, so that all you have to do is worry about the content on the pages. The navigation menus and the page header and footer information are all generated automatically, based on the site design. Each page is tied to a template that controls what that page will look like when you publish it on the web. The only thing you have to worry about is the “content block” in the center of the page. This is the area where the core page content is displayed. When you access a page to edit it, FlexWEB opens up the content block for editing. When you are finished and save the page, the information that you edited is dumped into the page template and served up as a complete page over the web.



- Be consistent.** To maintain an attractive looking web site, every page that you add or edit should be consistent with all the other pages in terms of type size, fonts, colors, heading sizes, and more. A built-in style sheet helps you maintain this look. If you learn to use the style sheet, you can ensure that your site keeps its consistent look and feel all the way through.
- Avoid repetition.** If you are adding any information to your site, make sure it hasn't already been covered. You should be thoroughly familiar with all the content on your site, to avoid repeating yourself or reinventing the wheel.

Chapter 3

Adding or Editing Content

Adding New Pages to Your Site

The basic mechanics of your web site – including the navigation bars, structure, and individual pages – are all controlled by adding pages.

IMPORTANT: Before adding any page or folder to your site, make sure that you understand its appropriate place in the site structure. If you haven't done so already, please read the section Understanding Your Site Structure.

To add a new page:

1. Place your cursor in the Web Site Pages tree at the level where the new page will be inserted.

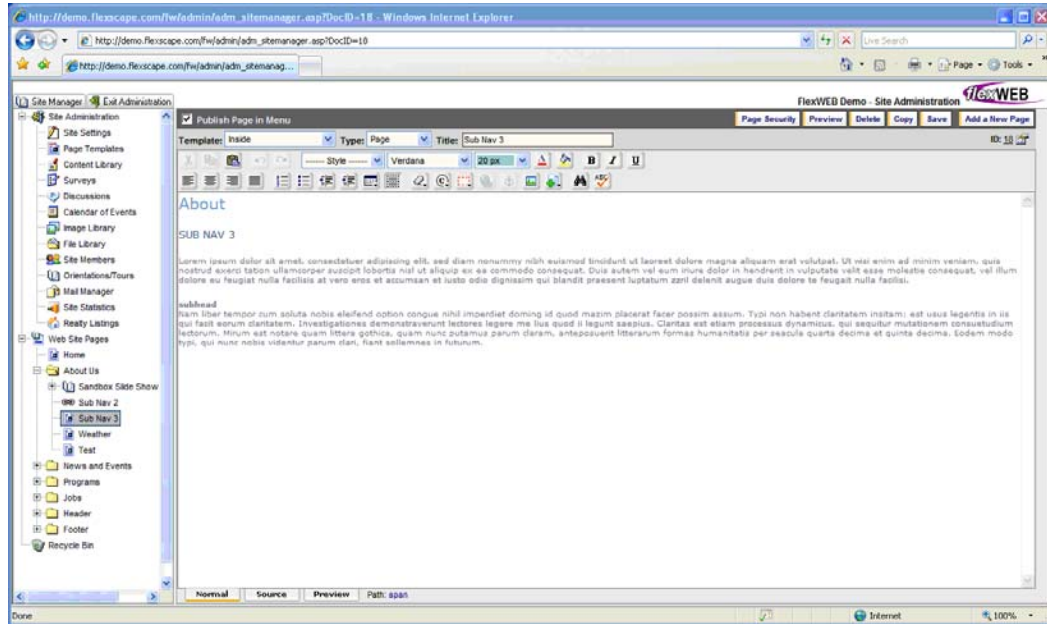
Typically, this should be a category folder representing the category that this page most naturally fits in. For example, if this page will provide more information about your organization, it should go in the About Us folder.

2. Click the **Add a New Page** button at upper right in the main window.

Assuming you are adding the page to a category folder, you will see the message: “Create new page *INSIDE* or *BELOW* category?”

- Select **Inside** if you want the new page to go inside the selected folder (recommended).
- Select **Below** if you want the new page to be on the same menu level as the selected folder.

A new blank page is added to the main window using the default page template for the section you are working in. For example, if you are adding a page to the About Us section, that page will automatically use the page design created for the About Us section. Since all elements of page layout are handled by the template, FlexWEB only gives you access to the basic content – the words in the center of the page – which appear as an editing area in the main window. You can use this editing area to add your new page content. When you are finished, your text block will be reinserted into the standard page layout.



- Before you start adding text, make the following selections and entries at the top of the main window.

Field	What to Enter
Publish in Menu	The title of this page will appear as a selection in the appropriate navigation menu by default. If you want to suppress this feature, and not have this page title appear in the navigation, turn off the checkbox.
Template	The page template is automatically selected to match the category of information or the section that you chose in step 1. Do not change this selection unless you have a good reason.
Type	For regular web pages, select Page . If you are not creating a regular web page, see Page Types for details on other page types.

Field	What to Enter
Title	<p>Type in a title for the new page. This is not intended as the formal headline for the page, but instead will be used in several ways:</p> <ul style="list-style-type: none"> • As a page descriptor in the Web Site Pages tree • In the primary title bar (top edge) of the window when the user sees this page • In the appropriate navigation menus, if the Publish in Menu option is checked <p>The formal headline for the page is a separate element that you should type directly into the editing area.</p>
Page Security	Set the page access and authorship rights. By default, this page will be visible to the public. At a minimum, you should choose who will have authority to edit this page. For details, see Understanding Site Security.

4. Click the **Save** button to save this new page as a placeholder. This adds the page title to the Web Site Pages list.
5. Once you have added a page and set it up correctly, you are ready to start adding the content. See [Adding or Editing Content](#) for more details.

What Kind of Content Can I Add or Edit?

Once you have created a page (see Adding a New Page), you can start filling it with appropriate content. This may include:

- [Text pasted from other documents](#), such as Microsoft Word
- [Raw text](#) that you type in yourself
- [Imported documents](#) from other sources
- [Images inserted](#) into the page from local sources or uploaded from other Internet locations

As you are working with the page, a series of FlexWEB features allow you full control over layout, [image properties](#), and [text style](#). You can easily format the text, connect the page to other pages, or use FlexWEB's powerful built-in modules to add special dynamic content. You can also use the [find/replace](#) feature for repetitive edits and the [spell checker](#) to clean up typos. When you are finished, you can [preview](#) the page to see how it looks, then save it.

NOTE: As soon as you save the page, it is published to the web. For this reason, be sure that you have finished editing the material and spell checked the page before saving it. You can continue editing the page after you save it the first time, and each subsequent set of edits will be published when you click **Save**. If you plan to do extensive work on a page, you may want to create a copy of the page, work on the copy, then delete the original and replace it with the copy.

Copying and Pasting Content from Other Sources

Perhaps the easiest way to add content to a web page is to copy and paste it from other documents, such as Microsoft Word. The main problem with this method is that it carries over embedded (hidden) formatting controls from the other application, which may conflict with the formatting controls in FlexWEB.

There are several ways to avoid this problem, including the use of some cleanup tools provided by FlexWEB:

- **Copy through Notepad (recommended).** Copy the text from the other document and paste into Notepad, then copy from Notepad and paste into the FlexWEB editing area. Pasting into Notepad strips out all formatting codes, leaving only pure text to be copied from Notepad into FlexWEB.
- **Remove MS Office Tags.** This feature works for text copied directly from MS Office, but it is not foolproof. To select this feature, click the **Eraser** icon and choose **Remove MS Office Tags** from the drop-down list.
- **Remove all formatting.** This will attempt to clean up formatting for text pasted in from other applications, as well as any formatting you have added to the page.

A less-problematic way to use text from Microsoft Word can be found under [Importing Content](#).

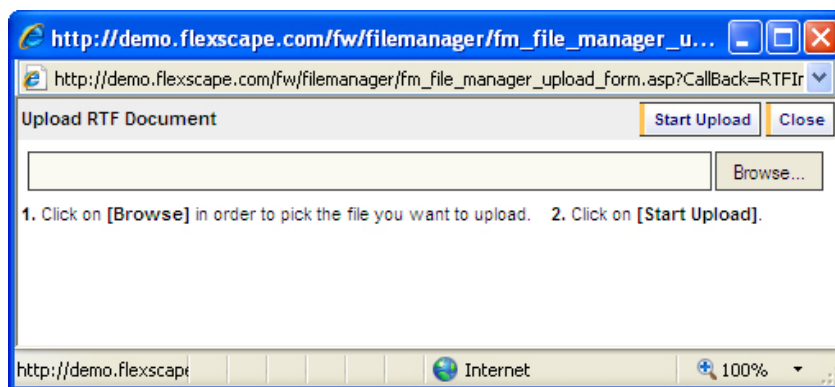
Importing Content

Another way to create the body copy for a web page is to “import” an external document saved in RTF format. This typically avoids the kind of cleanup problems discussed under [Cutting and Pasting Content from MS Word](#). This is also a quick way of bringing large documents to the web (such as legal content) and posting them online as a web page for easy reading, rather than posting them as downloadable files that have to be saved locally before reading. If the document contains jpg or gif images, these will automatically be uploaded into the image library in the Folder RTF and inserted into the web page. This lets you avoid uploading the images into the image library, and then inserting them into the web page.

NOTE: Images that are not jpg or gif images will not automatically be uploaded to the image library and inserted into the web page.

To import a document:

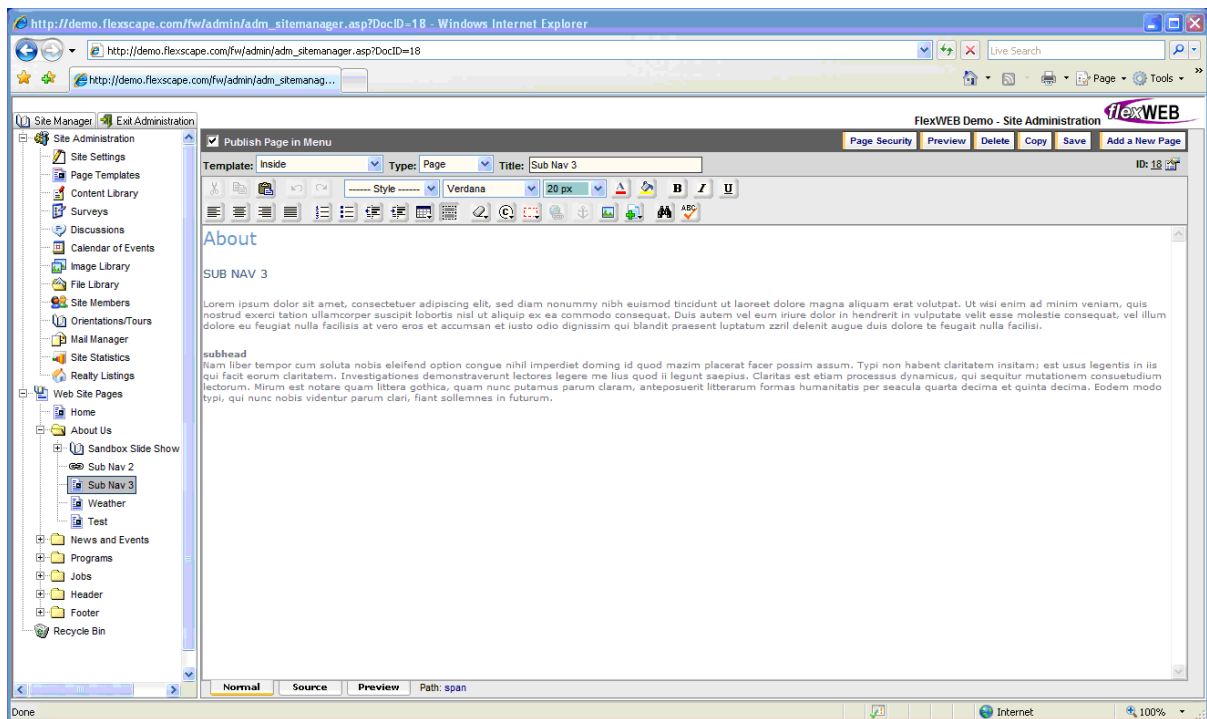
1. Open the document in its native application, such as MS Word.
2. Click **File > Save As** to save the document in the format type **Rich Text Format (RTF)**.
3. In the FlexWEB editing area, click the **FlexWEB Modules** icon and select **Import RTF Document**. This opens the Upload RTF dialog box.






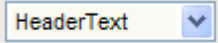
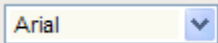
4. Click the **Browse** button to locate the RTF file you just saved. This opens the File Selection dialog, which you can use to locate the file.
5. Click **Start Upload** to import the document into FlexWEB. This inserts the entire contents of the document into the FlexWEB editing area.
6. If you have imported more text than needed for the page content, delete out the unneeded text and format the rest.

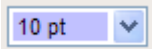

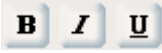

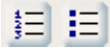
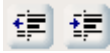


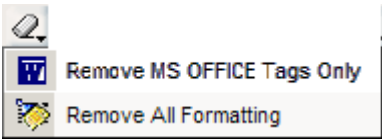
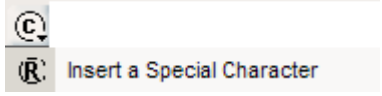
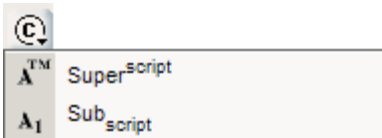
Typing and Editing Text



Once you have added a page, you can easily type in new text and format it using the complete set of FlexWEB editing controls. These work just like any other word processing software to control font styles, sizes, colors, indentation, justification, undo/redo, and more.



The following table shows the editing and formatting tools available for working with page content:

Feature	Icon(s)	Purpose
Cut, Copy, Paste		Allows you to cut or copy highlighted text, then paste it elsewhere on the page or into other applications.
Undo		Reverses the previous edit. You can undo multiple times.
Redo		Reapplies any previously reversed edits.
Paragraph style		Applies any of a number of predefined paragraph styles to the currently selected paragraph.
Font		Changes the font of any highlighted text to the selected font family. Listed fonts are web friendly fonts.

Feature	Icon(s)	Purpose
Size		Changes the size of any highlighted text to the selected size. FlexWEB provides three types of size settings: –Size relative to current paragraph font size –Size in points –Size in pixels
Color		Changes text font color or text background color.
Style		Changes the font of any highlighted text to bold, underline, or italic.
Justification		Changes the paragraph justification to left, center, right, or justified.
Itemization		Converts the currently highlighted paragraph(s) into bulleted or numbered item(s).
Indentation		Indents the currently highlighted paragraph(s) on the left or right.
Table Menu		Adds a table to the page (see Controlling Layout (working with tables, cells, rows, columns)).
Table Borders		Hides the borders in the Site Administration. When a table is inserted into a page by default you will see the borders to the table in the site admin.
Clean Up HTML		Remove MS Office Tags. Removes MS Office tags. To select this feature, click the Eraser icon and choose Remove MS Office Tags from the drop-down list. This feature works for text copied directly from MS Office, but it is not foolproof. Remove all formatting. Removes pre-existing formatting. This will attempt to clean up formatting for text pasted in from other applications, as well as any formatting you have added to the page.
Special Characters		Opens the Special Characters dialog box, which you can use to insert special characters at the current cursor position. Hovering the mouse over each character displays details for that character, including the standard HTML alphabetic and numeric codes typically used to produce the character.
Super / Subscript		Converts any currently highlighted characters to a subscript or superscript notation. This option is available through the Special Characters icon.

Feature	Icon(s)	Purpose
Horizontal Rule	  Insert Horizontal Rule	Inserts a horizontal line at the current cursor location. This brings up a special dialog box you can use to specify the rule width, thickness, alignment, color, and shading. Click Apply to create the horizontal rule. This option is available through the Special Characters icon.

When you insert text or images into a new web page, it appears in a single-column layout wrapped between the left and right edges of the page. Paragraph breaks can be inserted into the text using the Return key. In FlexWEB, there is a difference from MS Word to break text formatting. For example, if you type a sentence, center it, hit enter, and then click the **Left Justify** button to left justify the next sentence, the sentence above will left justify as well. In order to break the formatting, you have to hold down the **CTRL** button on your key board and click **Enter**, then you can click the **Left Justify** button for the next sentence and it will not left justify the text above as well. If you want a more sophisticated layout, with multiple columns or distinct blocks of text, you can create it using the Tables feature in FlexWEB.

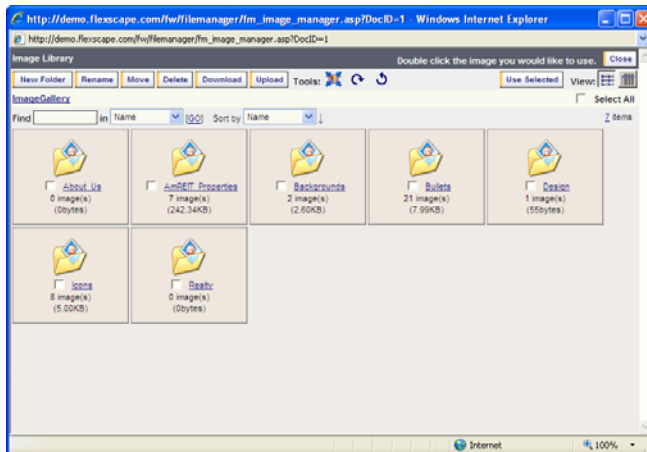
Adding Images to a Page (browse, upload)

FlexWEB allows you to insert images directly from your FlexWEB image library. You can also download image files from the library to a disk location, or upload them from a disk location to your Image Library.

Inserting an Image from the Library

To insert an image that already exists in your image library:

1. Place your cursor at the spot on the page where you want to insert the image.
2. Click the Insert Picture icon on the toolbar. This opens the Image Library window.



3. Click on the folder containing the category of images that you want to insert.
4. Select an image by turning on its checkbox. You can check multiple boxes to insert multiple images at once.
5. Click the **Use Selected** button to insert the image(s) into the page. Multiple images will be inserted into the web page stacked one on top of the other. The images can then be moved to a proper location on the page.
6. Alternately, to insert one image at a time, double-click the mouse on the image in the image library to insert it into the web page at the cursor location.

Adjusting the Image Size

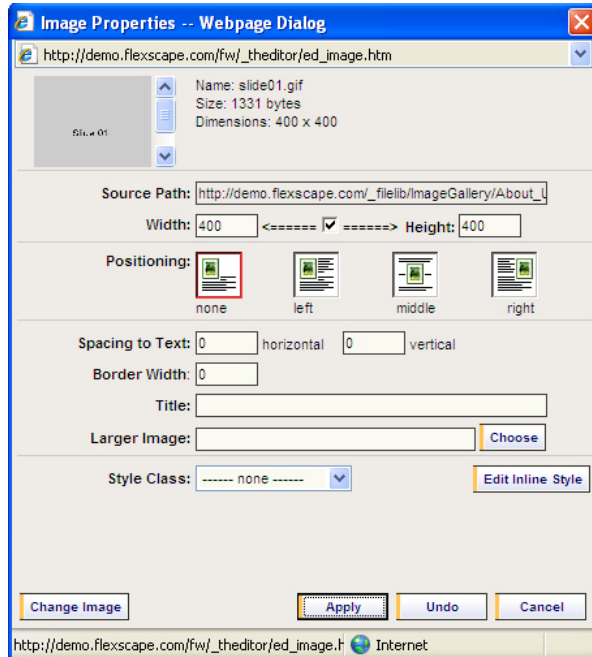
Once the image is inserted you can adjust the image size by clicking on the image and dragging the handles. To resize the image without distorting it, hold down the Shift key and drag the corner.

Setting Image Properties

The Image Properties dialog box provides a more formal way to adjust images on your web page:

To set the display properties of an existing web page image:

1. Right-click the image and select **Image Properties** from the pop-up menu. This opens the Image Properties dialog box.



2. Make the following entries in the dialog box and click **Apply** when finished.

Field	What to Enter
Source Path	This is the location of the image on your web site, for reference only. Do not change this, as it may break the link to the image.
Width and Height	<p>This shows the current image width and height, in pixels. A checkbox between the two fields indicates whether they are linked. If the checkbox is on, any change to width will adjust the height proportionally, and vice versa. If the checkbox is off, the width and height will not change in tandem, and the image may become distorted as a result.</p> <p>NOTE: When you downsize an image, the application saves a copy of that image in the image library at the smaller size – this is to maintain the quality of the image. While you can downsize an image, you can't make it larger – this will distort an image. You should save an image in the image library at the largest possible size used on the web site.</p>

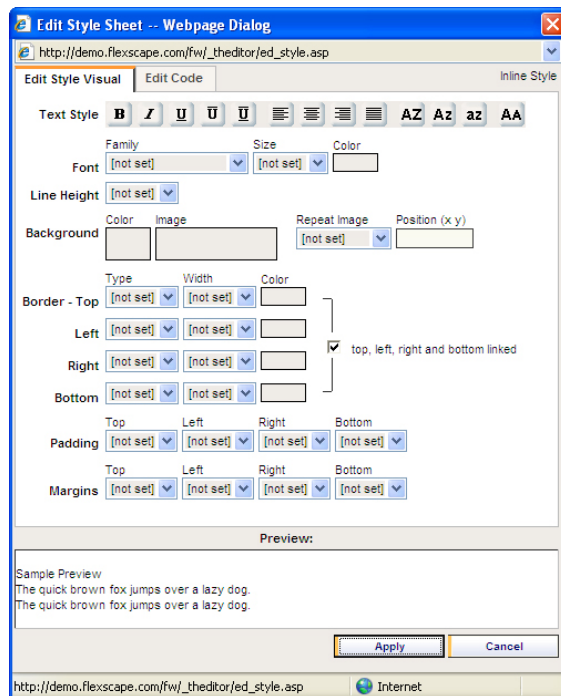
Field	What to Enter
Positioning	Use the thumbnail pictures to decide how you want the image to sit in the text. The none option places the image inline with the text. The left , middle , and right options will cause text to wrap around the image.
Spacing to Text	Specify how much extra white space should be inserted between the image and text in the horizontal and vertical directions.
Border Width	Specify the border width here if you would like a visible border around the image. The default is zero (no border).
Title	Enter an alternate title or description for the image. This description will appear in place of the image, if the image fails to load due to temporary server connection problems. This description will also appear as a pop-up "tool tip" when the user hovers over the image.
Larger Image	Click the Choose button to select the larger version of the image from the Image Library to allow users to click on the image and pop up a larger view. For example, if you wanted to make an image a thumbnail, and resize it to a larger image, you can make the image size smaller, and then click on the Choose button to find the larger size image in the image library.
Style Class	Select a special paragraph style for the image inside the table cells if desired. This setting allows you to create a decorative border around the image and effects how the image will be laid out in relation to the text in the table cell.
Edit Inline Style	Click this button to edit inline styles. For details, see Editing Inline Style .

Editing Inline Style

You can apply any CSS style to an image. CSS is ever changing and we want to keep the application as flexible as possible.

To edit inline styles:

1. Click the **Edit Inline Styles** button to open the Edit Inline Styles dialog box.



2. Make the following entries in the dialog box and click **Apply** when finished.

Field	What to Enter
Text Style	Use the icons provided to set the font style, justification, and capitalization.
Font	Use the fields provided to set the font family, size, and color. You can set the font size in pixels, as an enlargement percentage (from the current font size), or as a relative multiplier.
Line Height	Use the dropdown list to set the height of the text line. This will affect the line spacing. A Line Height smaller than the font size will cause overlapping, while a Line Height twice the font size will make the paragraph double spaced.
Background	Use the controls provided to set the background color, the image used, if it repeats, and the positioning. The Repeat setting is used for small images that are repeated horizontally, vertically, or in both directions to produce a pattern or continuous background effect. The position setting controls the x, y starting point from the top left.

Field	What to Enter
Border	Use the controls provided to set the border type, width, and color. To have a different border on one or more sides, uncheck the top , left , right and bottom linked checkbox.
Padding	Use the controls provided to set the white space allowed along the top, left, right, and bottom of the text inside the border.
Margins	Use the controls provided to set the top, left, right, and bottom margins for the area around the outside of the bordered text.

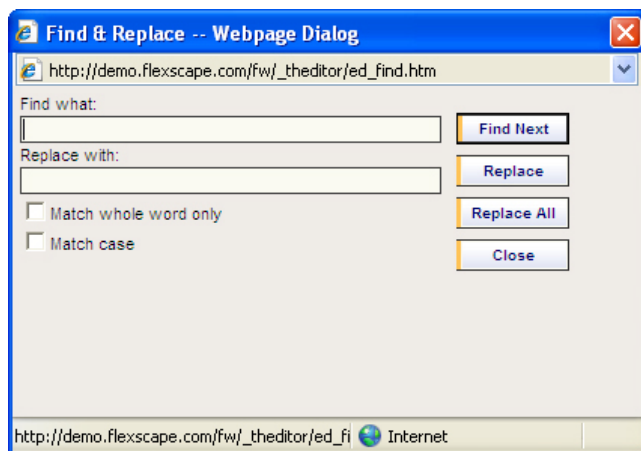
3. Click the **Edit Code** tab, if desired, to view the HTML code.
4. Click the **Preview** link to preview your settings.

Finding and Replacing Content

While creating or editing web pages, you can quickly find and replace words or pages.

To use the find and replace feature:

1. Click the **Find and Replace** icon. This opens the Find & Replace dialog box.



2. Enter the word or phrase to be located in Find what.
3. If you want to replace it with another word or phrase, enter the new word in Replace with.
4. Click the checkboxes to indicate whether the find/replace operation should **Match whole words only** or **Match case**.

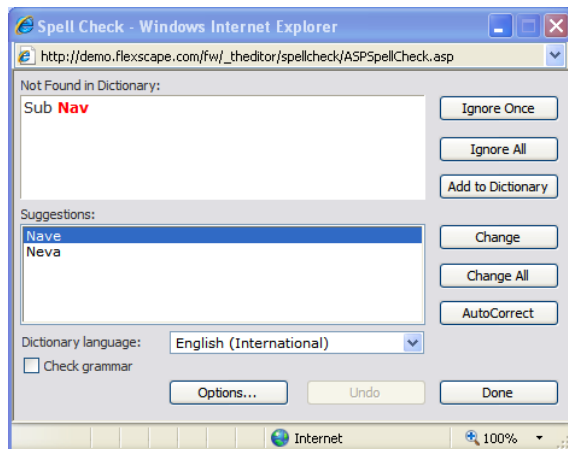
5. Click **Find Next** to begin the search. Once you locate an instance of the term, click:
 - **Find Next** to continue to the next instance of the search term.
 - **Replace** to replace the search term with the replacement text.
 - **Replace All** to replace every occurrence of the search term with the replacement text.
6. Click **Close** when finished.

Using the Spelling Checker

When you are finished editing a web page, you can use the FlexWEB built-in spelling checker to locate and correct misspellings. If you have MS Word on your computer and you enable your Active X Controls in your browser, the application will use your MS Word Spell Checker including your custom dictionary. If you do not have MS Word on your computer or do not enable Active X Controls in your web browser, you will use the built-in spell checker.

To use the spell checker:

1. Click the **Spell Checker** icon. This opens the Spell Check dialog box, which automatically scans the page for spelling errors.
2. If an error is located, the error appears at the upper left, with the reason for the error displayed above it. Suggested replacements are listed at the lower left.



3. Select one of the following options:

Option	Purpose
Ignore Once	Ignore the error and continue checking.
Ignore All	Ignore all instances of this misspelling and continue checking.
Add to Dictionary	Add the word to the dictionary, if it is spelled correctly but not recognized by the program.
Change	Change the erroneous word or phrase to the selected Suggestion.
Change All	Change all instances of the erroneous word or phrase to the selected Suggestion.
AutoCorrect	Select this if you want the spell checker to automatically change the words it knows are wrong. If there is a choice between two or more words for a misspelled word, it will verify what word you want.
Dictionary Language	Select the language to be used for spell checking.
Check Grammar	Check if you want the spell checker to also check for grammar errors.
Options	Set general spell checking options, such as to ignore words in all caps, ignore e-mail and web addresses, and more.
Undo	Undo the last change.
Done	Close the window when finished.

Adding Other Document Information

FlexWEB allows you to enter other document information for your web pages, which can make them much more accessible and searchable on the Web. This includes special title tags, page descriptions, keywords, and JavaScript. This information is stored as hidden content (often called “metadata” or “header content”) within the web page, which can be put to special uses.

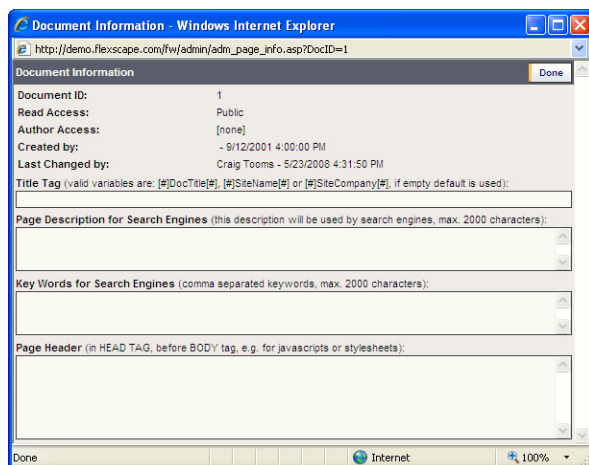
Many of the most popular web search engines – including Google, Yahoo, and MSN – sweep the Web automatically, around-the-clock, looking at all the available sites in the world (including yours) and store key information about these sites in their massive databases. These search engines rely heavily on your hidden title tag, page description, and keyword fields as the main source for information that they can use to categorize and provide quick access to your page in their search results. Through your own consistent and heavy use of these features within FlexWEB, you can assure that your pages will rank high in any search that targets their specific topics.

JavaScript is a special programming language that allows your pages to perform additional specialized and pre-programmed functions, including database or style sheet access. Many organizations have special JavaScript code that they add to every page for such purposes. If you have JavaScript code that needs to be added to pages, this is the place to add it.

Some of the information in this area can be controlled on the site level by the Site Administrator. For this reason, Site Administrators should publish a list of web page authoring policies addressing these fields, and site authors should make it their business to understand these policies.

To add special document information to a web page:

1. Click the **More Page Properties** icon in the upper-right corner of the page being edited. This opens the Document Information window.



2. Notice that the top of this window shows some basic information about the document, including the document ID used in the site index, the current security settings for read and author access, the creation date and author, and the last update date and author. Below this, you will find a number of fields that will be inserted into the web page's embedded "header" area. Make the following entries, as required:

Field	What to Enter
Title Tag	<p>This information will appear in the "title bar" of the web browser when this page is displayed. Enter one of the following variables:</p> <p>[#]DocTitle[#] will insert the same title that you entered at the top of the web page editing window when the page was created.</p> <p>[#]SiteName[#] will insert the globally defined site name, which means that all of your pages using this tag will display the name of the site in the title bar.</p> <p>[#]SiteCompany[#] will insert the globally defined company name, which means that all of your pages using this tag will display the name of the company in the title bar.</p> <p>The source for the first tag is something you can control as an author by entering an appropriate Title at the top of the page editing window. The other two tags are actually defined by the Site Administrator on the General Settings page. If you make an entry, it overrides the Site Administrator's template default settings. For this reason, you may want to check on your organization's site authoring policies for guidance before using this field.</p>

Field	What to Enter
Page Description for Search Engines	Enter a short description of the information contained in this page, up to a maximum of 2000 characters. Most of the major search engines will actually publish this description verbatim (along with the page title) in their search results when your page appears as part of a user search.
Keywords for Search Engines	Enter a list of topic keywords that you think search engine users might employ to locate the information on this page. The more extensive your keyword list, the more likely your page is to appear prominently in keyword-targeted search results.
Page Header	If a programmer has developed special JavaScript code or other "header" information that needs to be embedded within your page, this is the place to insert it. Have the programmer supply you with an electronic copy of the JavaScript code, then copy (Control-C) and paste it (Control-V) into this field.

- Click the **Done** button when you are finished using this window to enter web page header information.

Previewing and Saving a Page

When you are finished setting up your web page, you can use the Preview option to see how your page will look online.

To preview a page:

- Click the **Preview** bottom at the top edge of the main window. This opens a display showing how your web page will look when published on the site.
- Check the page carefully for alignment of text and images, font sizes and styles, and other details.
- If you see a problem, return to editing mode and fix the problem.

NOTE: You can use the tabs at the bottom of the screen to switch between **Normal** and **Preview** mode as often as needed to make the page look the way you want. If you know HTML and would like to edit the code directly, click the **Source** tab.

- Once you are satisfied with the page, click the **Save** button to save your changes to the page.

Deleting a Page

You can easily delete page in the Web Site Pages tree structure. Deleting a page moves it to the Recycle Bin.

To delete an existing page:

1. Select the page to be deleted.
2. Click the **Delete** button at the top of the main window.
3. When asked if you really want to delete the page, click **Yes**. The page is moved automatically to the Recycle Bin.
 - While the page is in the Recycle Bin, you can restore it at any time by dragging it back into the Web Site Pages list.
 - If you want to delete the page permanently from the Recycle Bin, select it and click the **Delete This Page** button. Then click **Yes** in the Confirmation dialog.

Chapter 4

Working with Tables

Introduction to Tables

FlexWEB provides powerful table creation and editing features that you can use when building web pages.

- You can use tables in the body of a web page to organize information, just as you would in a regular text document.
- You can also use tables to [create special multi-column layouts](#) within a page.

Once you have created your table, you can easily [add or delete rows and columns](#), [split and merge cells](#), or [set the row, column, and cell properties](#).

Using Tables for Special Text Layouts

When you insert text paragraphs into a new web page, it appears in a single-column layout wrapped between the left and right edges of the page. If you want a more sophisticated multi-column layout on a particular page, you can use the Table feature in FlexWEB to produce it. This is a common web page layout technique used to work around the weak page-formatting capabilities found in web browsers.

For example, a page with a general headline and two columns of text can be produced as:

- A freestanding line of text containing the headline.
- A two column, single-row table directly beneath it.

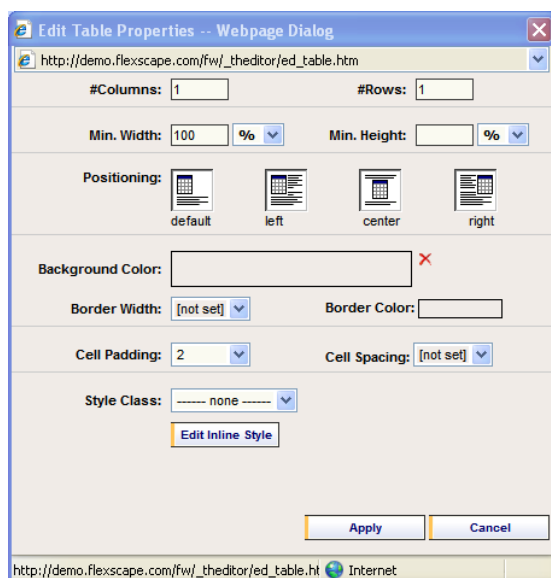
Once the table is created, and the text is inserted into it, you can “hide” the table cell borders to give the illusion of two embedded columns of text floating on the page.

Creating a Table

When you create a new table, you will need to specify the number of columns and rows, width/height, positioning and other details. FlexWEB will then insert an empty table on the page that meets your specifications. Once the table appears on the page, you can begin filling in the rows and columns with all the information you need. You can later modify the table structure as needed – inserting and deleting rows or columns, or splitting and merging cells – using all the other procedures provided in this section of the guide.

To create your table:

1. Place your cursor on the web page where you want the table to begin.
2. Click the **Table Menu** icon and select **Create New Table** from the drop-down menu. This opens the Edit Table Properties dialog box.



3. Make the following entries in the dialog box and click **Apply** when finished.

Field	What to Enter
#Columns #Rows	Specify the number of columns and rows to be created within your new table.
Min. Width and Height	Specify the minimum width and height allowed for the table, which will apply if the user shrinks the browser window to a very small size. Since the table shrinks dynamically with the window, this prevents the table contents from becoming unreadable. You can specify these limits as a percentage of the page width and height, or as a set number of pixels. Use the pull-down menus to select % or px.

Field	What to Enter
Positioning	Use the thumbnail pictures to decide how you want the table to sit in the text. The default mode is for the table to be left justified with no text wrapping. The center option is similar, but with the table centered between the margins. The left and right options will cause any text outside the table to wrap around the table to the right or left, respectively.
Background Color	Select a background color for the table, if desired. All table cells will contain this color.
Border Width and Color	If you would like the table cell borders to be visible, select the border width and color.
Cell Padding	Select a number from 1-30 indicating the relative thickness of white space between the text and the cell borders.
Cell Spacing	Select a number from 1-30 indicating the relative space between cells in the table.
Style Class	If desired, select a special paragraph style for the text inside the table cells. This setting applies to all cells in the table.
Edit Inline Style	Click this button to specify inline styles. For details, see Editing Inline Style.

Inserting and Deleting Rows and Columns

Once a table is created, you can easily insert additional rows and columns.

- To insert rows or columns, place your cursor in the table next to the spot where the insert should occur, then right-click and select one of the Insert options from the pop-up menu.
- To delete a row or column, place your cursor in the row or column to be deleted, then right-click and select one of the Delete options from the pop-up menu.

Splitting and Merging Cells

Once a table is created, you can easily split or join the individual cells inside the table.

- To split a cell, place your cursor in the cell, then right-click and select one of the Split options from the pop-up menu: **Split vertically** replaces the selected cell with two or more cells, arranged one above the other (rows). **Split horizontally** replaces the selected cell with two or more cells, arranged side-by-side (columns).
- To merge two cells, place your cursor in the upper or leftmost of the two cells to be merged, then right-click and select one of the Merge options from the pop-up menu: **Merge with cell to right** or **Merge with cell below**.

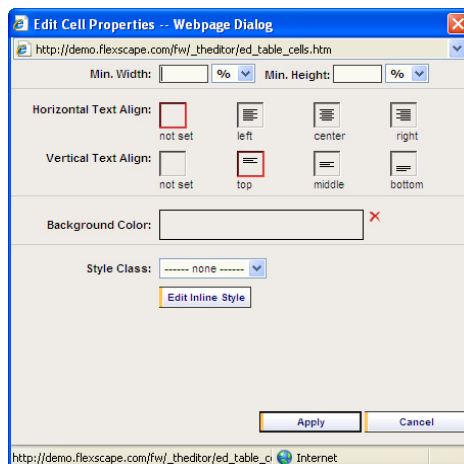
Modifying Table Appearance

Once you have set up a table, you can easily set the properties of any rows, cells, columns, or the table itself.

Setting Properties for a Cell, Row, and Column

To set the properties for any cell or group of cells in the table:

1. Place your cursor in the cell, row, or column to be changed.
2. Right-click and select the appropriate option from the pop-up menu:
 - **Cell Properties** applies your changes to the selected cell
 - **All Cell Properties** applies your changes to all cells in the table
 - **Row Properties** applies your changes to all cells in the selected row(s)
 - **Column Properties** applies your changes to all cells in the selected column(s)
3. The specified dialog will open.



4. Adjust the settings in the dialog box, as shown in the following table.

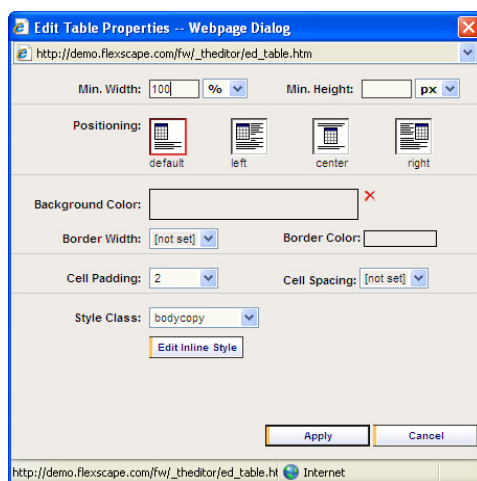
Field	What to Enter
Min. Width and Height	Specify the minimum width and height allowed for the cell, column or row which will apply if the user shrinks the browser window to a very small size. Since the table shrinks dynamically with the window, this prevents the table contents from becoming unreadable. You can specify these limits as a percentage of the page width and height, or as a set number of pixels. Use the pull-down menus to select % or px.
Horizontal / Vertical Text Align	Use the thumbnail pictures to decide how you want the text to be aligned inside the affected cell(s). The default setting is not set .
Background Color	Select a background color for the cell, column or row if desired.
Style Class	If desired, select a special paragraph style for the text inside the table cells.
Edit Inline Style	Click this button to specify inline styles. For details, see Editing Inline Style.

5. When finished, click the **Apply** button to apply your settings and close the properties dialog box.

Resetting the Table Properties

To set the properties for the entire table:

1. Place your cursor inside the table to be modified.
2. Right-click and select **Table Properties** from the pop-up menu. This opens the Table Properties dialog box.



NOTE: This selection only changes general table properties. If you want to change the cell properties for a cell, column or row see [Setting Properties for Cell, Row, and Column](#).

3. Make the following entries and selections:

Field	What to Enter
Min. Width and Height	Specify the minimum width and height allowed for the table, which will apply if the user shrinks the browser window to a very small size. Since the table shrinks dynamically with the window, this prevents the table contents from becoming unreadable. You can specify these limits as a percentage of the page width and height, or as a set number of pixels. Use the pull-down menus to select % or px .
Positioning	Use the thumbnail pictures to decide how you want the table to sit in the text. The default mode is left justified with no text wrapping. The center option is similar, but with the table centered between the margins. The left and right options will cause any text outside the table to wrap around the table to the right or left, respectively.
Background Color	Select a background color for the table, if desired. All table cells will contain this color.
Border Width and Color	If you would like the table cell borders to be visible, select the border width and color.
Cell Padding	Select a number from 1-30 indicating the relative thickness of white space between the text and the cell borders.
Cell Spacing	Select a number from 1-30 indicating the relative space between cells in the table.
Style Class	If desired, select a special paragraph style for the text inside the table cells. This setting applies to all cells in the table.
Edit Inline Style	Click this button to specify inline styles. For details, see Editing Inline Style.

4. When finished, click the **Apply** button to apply your settings and close the properties dialog box.

Chapter 5

Working with Hyperlinks

Understanding Hyperlinks

FlexWEB makes it easy for you to add hyperlinks to any web page on your site. A hyperlink is a highlighted word or a set of words that allows users to move quickly to a different page on your site or other sites. When a user clicks on a hyperlink, it automatically accesses a different set of information, such as another page on your site or an event in your calendar.

In fact, using the built-in features in FlexWEB, you can quickly link to a variety of other content types. You can link to:

- Other pages on your site
- Other pages on other sites
- Events in your events calendar
- Articles in your content library
- Files for download, such as a document, spreadsheet, or presentation
- Any other URL type, an e-mail address including FTP sites, and more

You can add a hyperlink to both text and images. For instance, you could make the words “click here” a hyperlink so that the user can click on it and go somewhere else. Or you could make someone’s photo a hyperlink so that clicking on the image takes the user to that person’s bio or links the photo to their e-mail address.

The instructions in this section explain how to use FlexWEB to create each of the different types of hyperlinks.

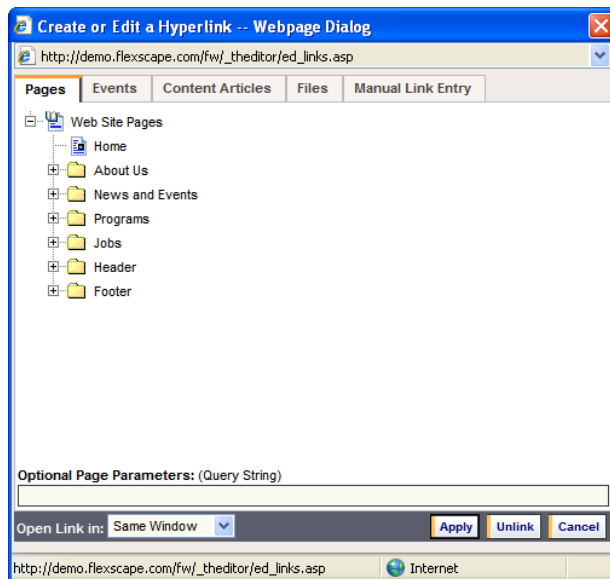
Linking to Other Pages on Your Site

FlexWEB lets you create hyperlinks that automatically transfer the user to other pages on your site. When the user clicks on the hyperlink, it will automatically display the target page in the user's browser window.

For example, you may have an article on your site that mentions a different article on the same site. Creating a hyperlink to the other article makes it easier for the user to go directly to it, without having to hunt through your site to find it.

To create a hyperlink to a different page on your site:

1. Make sure both pages exist: the page that you are linking from (source) and the page you are linking to (target).
2. Highlight the text characters or select the image that you want to be clickable.
3. Click the **Create or Edit Hyperlink** icon. This opens the Create Hyperlink dialog box.



4. Make sure the **Pages** tab is selected, and then use the tree diagram to find the target page that you are linking to.
5. Select the target page from the tree diagram.

Advanced Users: You can use the **Optional Page Parameters** field to enter a query string if you want the hyperlink to run a query, such as a link to a specific type of data in a database.

6. Normally, the target page will open in the same window. If you are linking to other pages in the website, it is recommended to set the link to **Open Link In Same Window**.
 - If you want it to appear in a separate window, set the Open Link In field to **New Window**.
 - If you want it to appear in a separate frame, set the Open Link In field to **Framed Window**.
7. Click the **Apply** button to finish.

This closes the Create Hyperlink dialog box and applies the new link to the selected text or image. To make sure the link works correctly, see [Testing a Hyperlink](#).

Linking to Other Pages on Other Sites

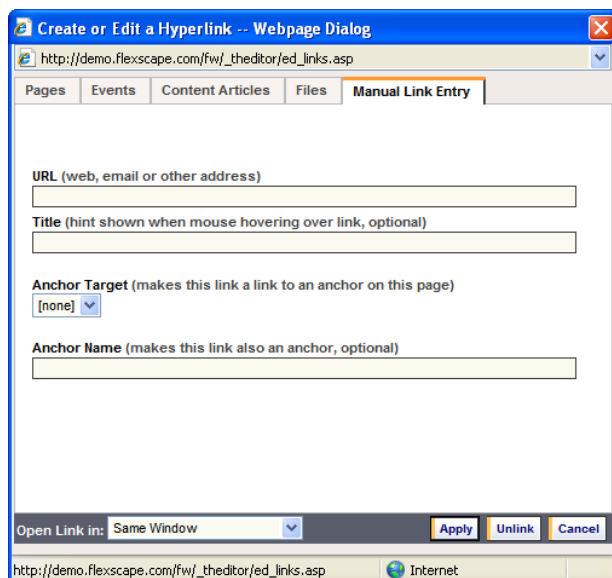
FlexWEB lets you create hyperlinks that automatically transfer the user to other pages on other sites. When the user clicks such a hyperlink, it will automatically display the target page in the user's browser window.

For example, you may have a page on your site that mentions a product your users can purchase from a third-party company on the web. Creating a hyperlink to the product page makes it easier for the user to go directly to it, without having to use a search engine to find it.

To create a hyperlink to a page on a different site:

1. Find the target page that you want to link to on the web.
2. Copy the web address of the page, as it appears in the Address line of your browser. You can typically shade it by dragging the cursor, then use **Control-C** to copy, or select **Copy** from the Edit menu.
3. Return to your web page and highlight the text characters or select the image that you want to be clickable.

- Click the **Create or Edit Hyperlink** icon. This opens the Create or Edit a Hyperlink dialog box.



- Select the **Manual Link Entry** tab, then make the following entries:

Field	What to Enter
URL	Use Control-V to paste in the web address that you copied from the target page.
Title	Enter the descriptive words that you want to appear when the user hovers the mouse over this hyperlink.
Anchor Target/Name	Do not use. These fields are used only for anchors. For details, see Linking to Anchors in a Page .
Open Link In	Specify Same Window if you want the target page to open in the same window when the link is clicked, Framed Window if you want it to appear in a separate frame, or New Window if you want it to open in a separate window. It is recommended that when you are linking to external web sites that you choose Open Link In New Window . This option keeps your website in the background and opens the new web site in a new window. That way, users will not click on the hyperlink and leave your web site.

- Click the **Apply** button to finish.

This closes the Create or Edit a Hyperlink dialog box and applies the link to the selected text or image. To make sure the link works correctly, see [Testing a Hyperlink](#).

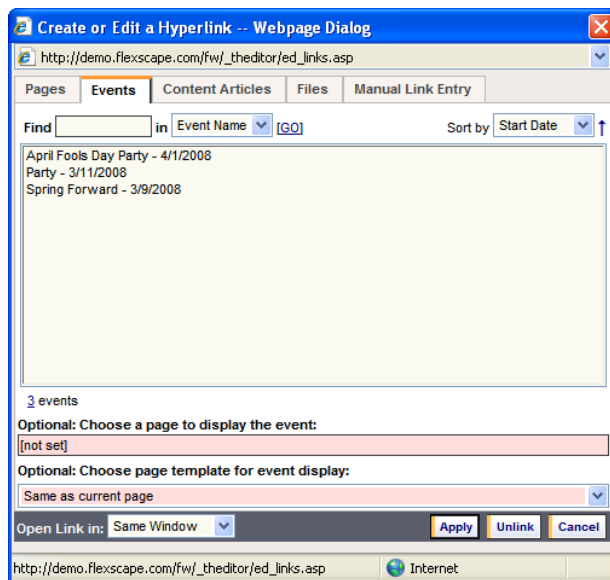
Linking to Events

FlexWEB lets you create hyperlinks that automatically link to specific events on your events calendar. When the user clicks such a hyperlink, it will display detailed information for the event.

For example, you might have a press release on your site that discusses an event, along with a hyperlink that connects the user to the calendar for more details. A hyperlink can take the user directly to the event, without having to search through the calendar for the specific event.

To create an event hyperlink:

1. Highlight the text characters or select the image that you want to be clickable.
2. Click the **Create or Edit Hyperlink** icon. This opens the Create or Edit a Hyperlink dialog box.



3. Select the **Events** tab, then make the following entries:

Field	What to Enter
Find	Use this field and the related controls to search for an event in the displayed list if the list of events is very long. You can search for a word in the Event Name or for a Start Date. You can also sort the list by Start Date or Event Name. Once you locate the event, click on it.
<# events>/page	Change the number of events shown at a time to help manage the list. For example, you could reset it to 5 if you want to see five events at a time. A pull-down menu lets you access the events on other “pages” in this dialog, if there are multiple pages.

Field	What to Enter
Optional: Choose page	Choose a page to display the event on. For example, you can choose to display this on a custom page developed to display events on the calendar or you can choose to display the event on a current page in the website. The default will display the event as if you clicked on the Calendar.
Choose page template	Choose the template for the page if you chose to display the event on a page or you can choose a template to display the event in the calendar.
Open Link In	Specify either Same Window if you want the event to be displayed in the same window when the link is clicked, Framed Window if you want it to appear in a separate frame, or New Window if you want it to open in a separate window. When you are linking to an event on the Calendar, it is recommended to have the link open in Same Window because this is a link within the web site.

4. Click the **Apply** button to finish.

This closes the Create or Edit a Hyperlink dialog box and applies the new hyperlink to the selected text or image. To make sure the link works correctly, see [Testing a Hyperlink](#).

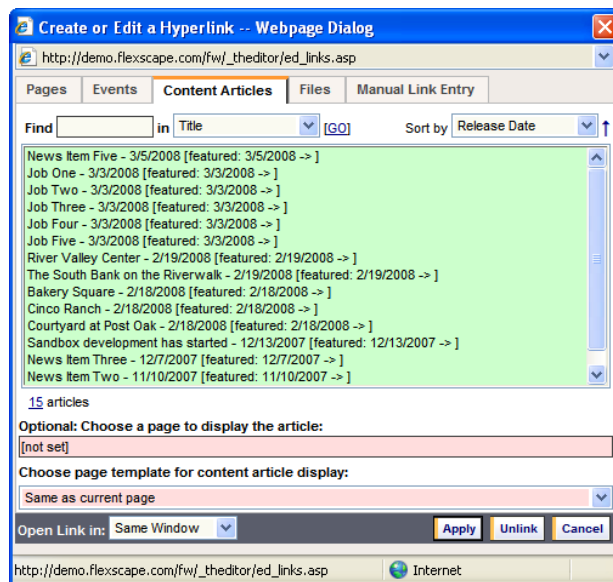
Linking to Content Articles

FlexWEB lets you create hyperlinks to specific articles in your content library. When the user clicks such a hyperlink, it will display the target article automatically.

For example, you might have a page on your site that refers to a related article. Creating a hyperlink takes the user directly to the article, without having to search through the content library for the specific article.

To create a hyperlink to a content article:

1. Highlight the text characters or select the image that you want to be clickable.
2. Click the Create or Edit Hyperlink icon. This opens the Create or Edit a Hyperlink dialog box.



3. Select the Content Articles tab, then make the following entries:

Field	What to Enter
Find	Use this field and the related controls to search for an article in the displayed list if the list of articles is very long. You can search for a word in the Title of the article, or you can search for a specific Release Date, Start Date, or End Date. You can also sort the list by date or title. Once you locate the article, click to select it.
<# events>/page	Change the number of events shown at a time to help manage the list. For example, you could reset it to 5 if you want to see five events at a time. A pull-down menu lets you access the events on other "pages" in this dialog, if there are multiple pages.

Field	What to Enter
Optional: Choose page	You can choose a page to display the Content Article on. For example, you can choose to display this on a custom page developed to display events from the Content Article or you can choose to display from the Content Article on the current page in the website. The default will display the article as if you clicked on it in the Content Library.
Optional: Choose page template	Choose the template for the page if you chose to display the event on a page, or you can choose a template to display the article from the Content Article.
Open Link In	Specify either Same Window if you want the event to be displayed in the same window when the link is clicked, Framed Window if you want it to appear in a separate frame, or New Window if you want it to open in a separate window. When you are linking to an event from the Content Library, it is recommended to have the link open in Same Window because this is a link within the web site.

4. Click the **Apply** button to finish.

This closes the Create or Edit a Hyperlink dialog box and applies the new hyperlink to the selected text or image. To make sure the link works correctly, see [Testing a Hyperlink](#).

Linking to Files for Download

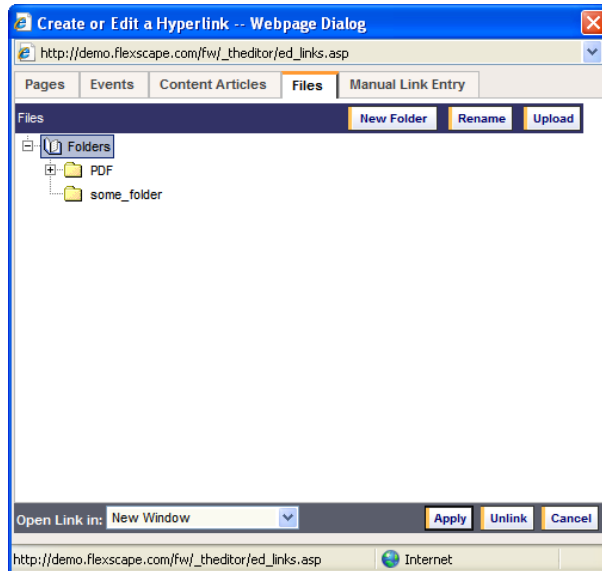
FlexWEB lets you create hyperlinks that automatically link to a file in your file library. When the user clicks such a hyperlink, it will open the file in the appropriate application.

For example, you might have a page on your site that refers to a PowerPoint presentation in your file library. Creating a hyperlink to the file allows the user to quickly access it, without having to search the file library for it.

NOTE: The only problem with this technique is that the user must have a copy of the specific software needed to open the downloaded file. For example, to see a PowerPoint, the user must have Microsoft PowerPoint software or the PowerPoint Viewer installed. To view a Word document, the user must have Microsoft Word, Word Viewer, WordPad, or some other software that reads Word documents. It is recommended to convert all files to a PDF format so all users can open the file.

To create a hyperlink to a downloadable file:

1. Highlight the text characters or select the image that you want to be clickable.
2. Click the Create or Edit Hyperlink icon. This opens the Create or Edit a Hyperlink dialog box.



3. Select the Files tab, then make the following entries:

Field	What to Enter
Files	Open the tree display and locate the file to be downloaded when the user clicks this hyperlink. When you find the file, click on it to select it.
New Folder, Rename, Upload	These tools will allow you to upload a file into the library and put it into a folder before selecting it if the file is not in the file library already. If an appropriate folder is not available to upload the file into, you can create a new folder by clicking the New Folder button, and typing the name as prompted. Once the file is uploaded, go back to the folder and click the file to select it.
Open Link In	Specify either Same Window if you want the event to be displayed in the same window when the link is clicked, Framed Window if you want it to appear in a separate frame, or New Window if you want it to open in a separate window. When you are linking to a file from the File Library, it is recommended to have the link open in New Window because this will open the file in a new window and keep your web site in the background.

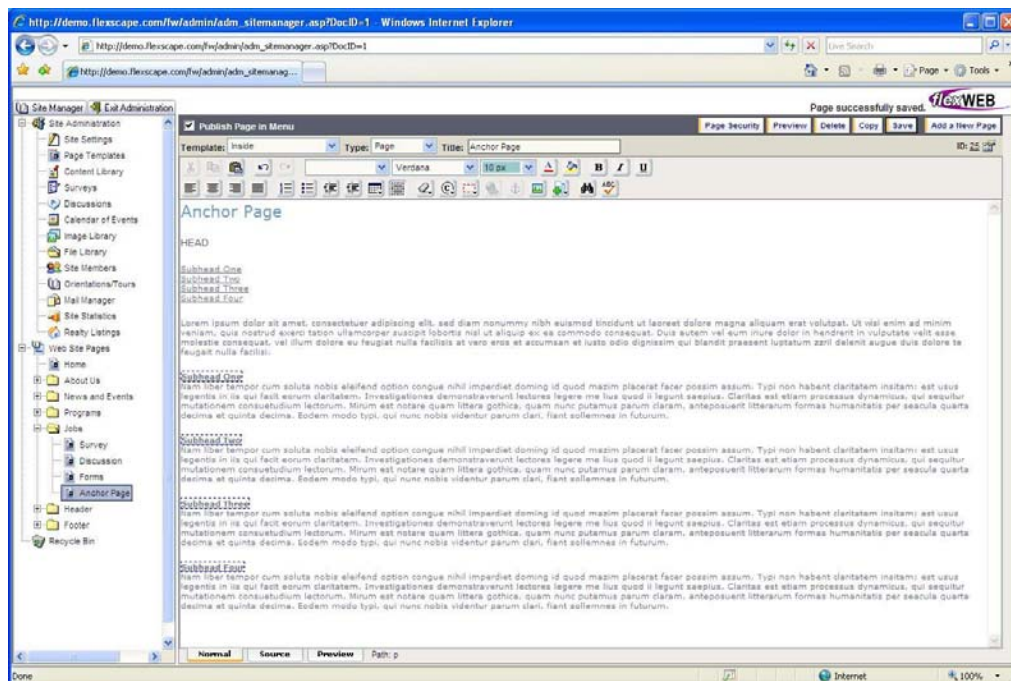
- Click the **Apply** button to finish.

This closes the Create or Edit a Hyperlink dialog box and applies the new hyperlink to the selected text or image. To make sure the link works correctly, see [Testing a Hyperlink](#).

Linking to Anchors in a Page

Normally, when you create a hyperlink, it opens a new page and starts the view at the top of the page. A special feature called “anchors” allows you to point to a particular location in a page and have the hyperlink go directly to that location, even if it is not at the top of the page. This feature also lets you create a hyperlink at any spot on a page that takes you back to the top of the page.

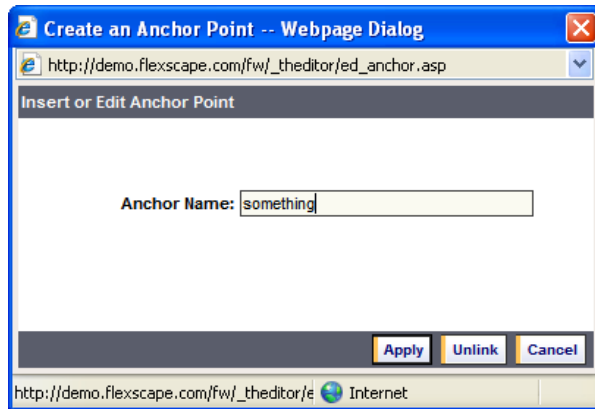
In FlexWEB, the hyperlink can be constructed in such a way as to access an anchor on the current page or on some other page of your site.



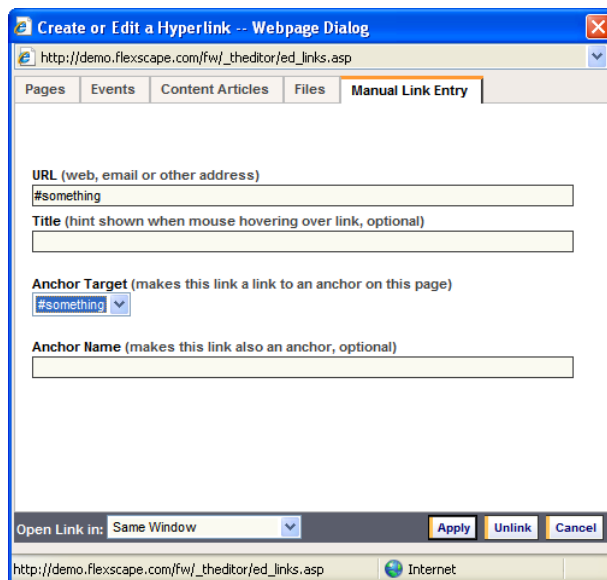
To make this feature work, you must first create the anchor point that will serve as the target for the hyperlink. Then you can create the hyperlink that will take the user to the anchor point.

To create anchor points and associated hyperlinks:

1. Open the page that you are linking to and set your cursor at the spot on the page where you want the anchor point to be inserted.
2. Click the **Anchor Point** icon. This opens the Create an Anchor Point dialog box.



3. Enter a descriptive Anchor Name that will serve as the reference for this anchor point, and then click the **Apply** button.
4. Return to your web page and highlight the text characters or select the image that you want to be a hyperlink.
5. Click the **Create or Edit Hyperlink** icon. This opens the Create or Edit a Hyperlink dialog box.



6. Select the **Manual Link Entry** tab, then make the following entries:

Field	What to Enter
Anchor Target	Select the Anchor Name from the list that you are linking to. If you are linking to the top of the current page, select #top . If you linking to an anchor on another page in the website, you will have to put that page's URL in the URL field and type the name of the anchor in the field Anchor Name. Be sure to put the # sign in front of the anchor name – for example, #club.
Anchor Name	Enter a reference name for the anchor point in this field if you want to place an additional anchor point in the same location as this hyperlink (to serve as the target for other hyperlinks), Otherwise, leave it blank.
Open Link In	Specify Same Window . (Required)

7. Click the **Apply** button to finish.

This closes the Create or Edit a Hyperlink dialog box and applies the link to the selected text or image. To make sure the link works correctly, see [Testing a Hyperlink](#).

Testing a Hyperlink

When you are finished creating a hyperlink, you should test it to verify that it works correctly.

To test a hyperlink:

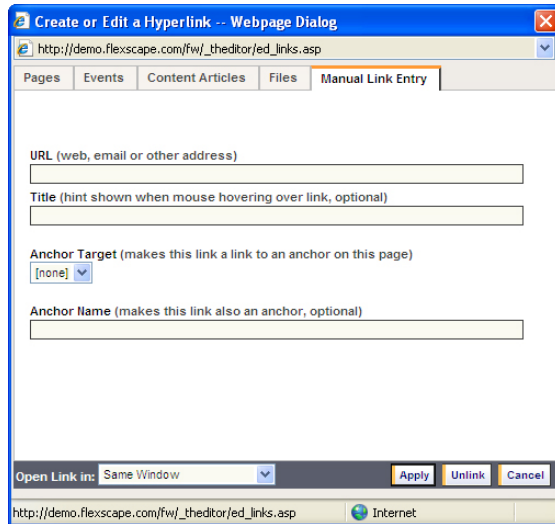
1. Make sure the page containing your hyperlink is open in the main window.
2. Click the **Preview** button at the top of the main window. This opens the page preview window.
3. Click on the hyperlink to be tested. The result should appear in the preview window, in a separate browser window if you selected the **Open Link In New Window** option, or in a frame if you selected **Open Link In Framed Window** – this will have a link at the top of the web page with Back to your website in the link. You can access the original page and the result page using Alt-left arrow or Alt-right arrow.
4. If the link works, close the preview window. If not, fix the link and try again.

Removing a Hyperlink

Occasionally, you may want to remove a hyperlink from a web page that you are editing.

To remove a hyperlink:

1. Use the cursor to select the text or image containing the hyperlink.
2. Click the **Create or Edit Hyperlink** icon. This opens the Create or Edit a Hyperlink dialog box.



3. Click the **Unlink** button at the bottom of this dialog box. This removes the hyperlink.

Chapter 6

Working with Forms

Understanding Forms

Forms are a common feature of the Internet that allows web sites to gather information from the user such as contact data, choices, or preferences. A form is a web page, or a section of a web page, that contains any number of interactive elements, including:

- Text fields and text boxes, including password fields
- Checkboxes, for on/off selections
- Radio buttons, for a series of related selections
- Select lists, for a list of options presented as a list box or drop-down list
- Form buttons, such as a Submit button or Reset button
- Hidden Fields that specify the action to be taken when the user clicks the Submit button

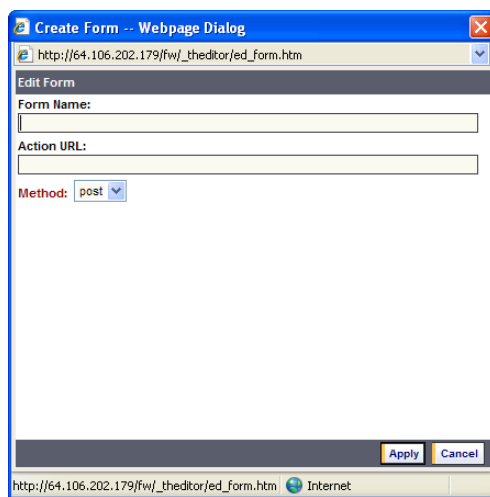
At least some of these elements are required on every form. For example, a form must have at least one field to capture user input, a [Submit button](#) that allows the user to send the input, and [hidden fields](#) that indicate how the input data is to be processed. The procedures in this section explain how to create forms and all the elements required to make them work.

Creating a Form

Typically a form will be on a separate web page by itself, although it is possible to embed a form into any existing web page. Once you create a form, you can insert interactive elements into it.

To create a form:

1. Place your cursor on the web page in the spot where you want the form to appear.
2. Click the **Form Menu** icon, then select **Insert or Edit Form**. This opens the Create Form dialog box.



3. Make the following entries:

Entry	Purpose
Form Name	A descriptive code name for this form, such as signupform .
Action URL	This should always be: <code>../main/default.asp?DocID=[#]DocID[#]</code>
Method	This should be set to post .

4. Click the **Apply** button. This closes the dialog box and creates a red outline area on the page.

IMPORTANT: All form elements must be placed inside the red outlined area for the form to work properly.

5. Place your cursor *inside* the red outline and press the **Enter** key several times to open it up for editing.

6. Type in all the field labels and prompts that will go with the interactive form elements. These are treated as regular text.

Format these text elements to the appropriate font, sizes, and colors, as desired. For example, if you want the form to collect user contact information, you should type in field labels such as Name, Address, City, State, Zip, Phone Number, etc. – each on a separate line, leaving room for the actual text areas where the user will type the information. For another example, if you plan to use radio buttons or checkboxes, you should include a label for each button or checkbox.

7. When you are finished typing the basic text of the form, you can start adding the interactive elements using the procedures provided.

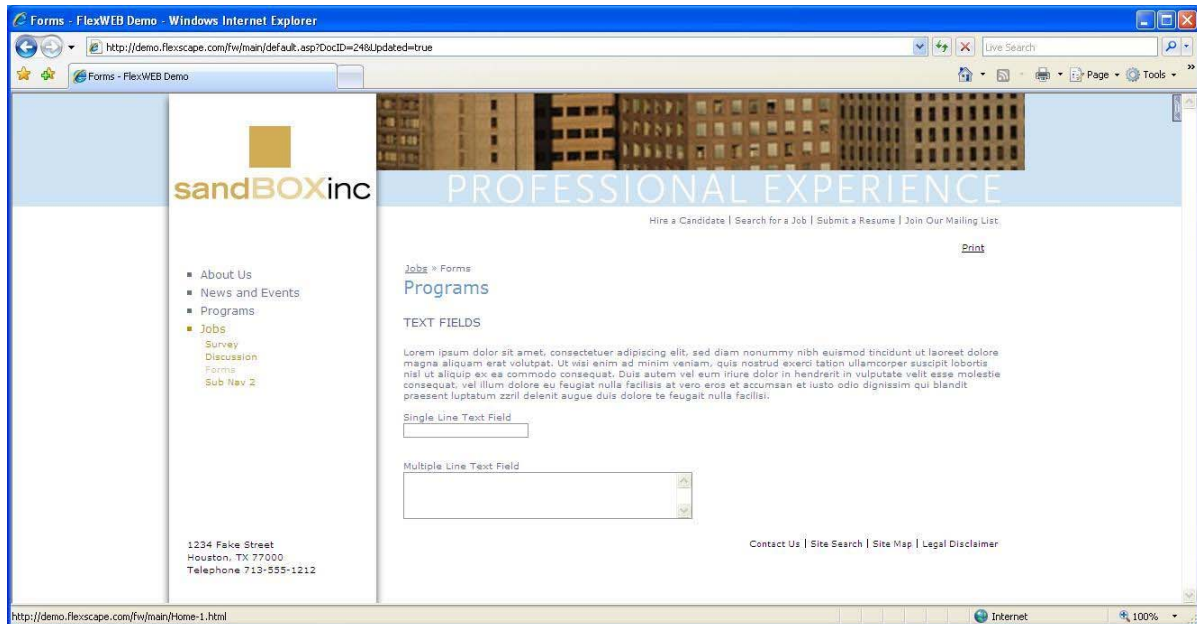
- [Creating a Text Field or Password Field](#)
- [Creating a Text Area](#)
- [Creating a Radio Button](#)
- [Creating a Select List](#)
- [Creating Form Buttons](#)
- [Creating Hidden Fields](#)

All elements are optional, except the Form Button, which is required to produce the “Submit” action on the form.

8. When finished adding all the field labels, descriptive text, and form elements, click the **Preview** button and test the form to make sure it works properly.

Creating Text Fields or Password Fields

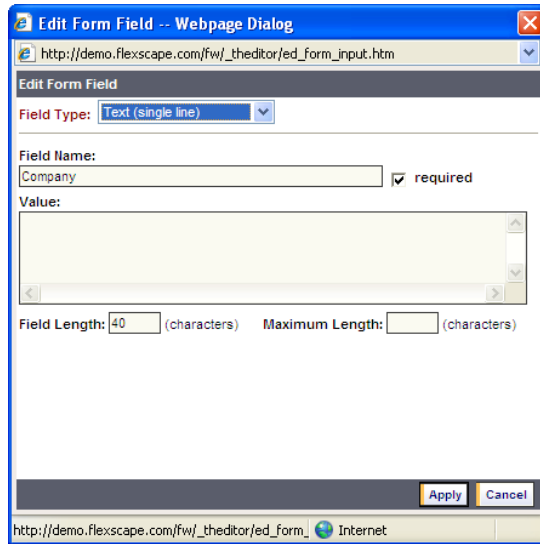
A *text field* is used to capture relatively short text entries on a single line, such as a person's name or a short description. Compare this element to a [text area](#), which captures multiple lines of text.



You can use the following procedure to create an ordinary text field, or a special password field which hides the user's entry for confidentiality. When the user types text in a password field, it shows up as a series of vertical bars instead of the actual text being typed.

To create a text field:

1. Make sure you have created the form area. For details, see [Creating a Form](#).
2. Place your cursor inside the red outlined form area, at the spot where the text field should appear.
3. Click the **Form Menu** icon and select **Insert Text Field** from the drop-down list. This opens up the Create Form Field dialog box.



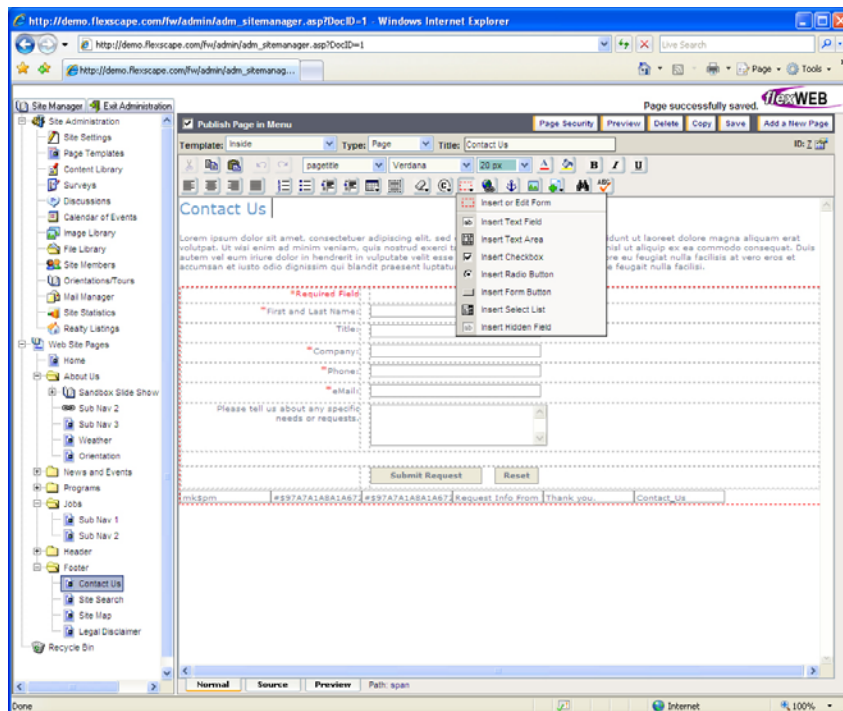
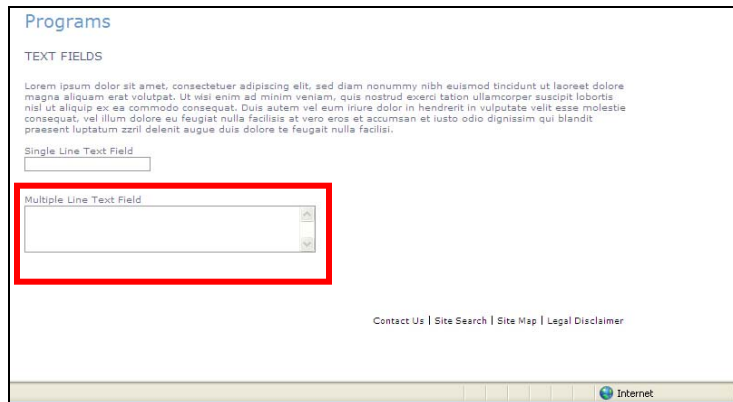
4. Make the following entries, as needed.

Entry	Purpose
Field Type	This is set to Text (single line) by default. If you want to create a password field, change this to Password Field.
Field Name	Enter a code name for this field (required). This name is used internally to identify the field within the form. It is not displayed on the web page. The Field Name should contain the word "feedback," "content" or "comment" to assure proper formatting. If you are using a text field to capture a credit card number, the Field Name should be "credit_card_number".
Required	Turn on this checkbox if you want to make this text field a required entry for the web form user.
Value	If you want a text value to be pre-inserted into the field when it appears on the page, enter it here. The user will be able to change this value. If you are creating a password field, this entry should remain blank.
Field Length	Enter the length of the field. This controls how wide the field will appear on the screen, but not how many characters can be entered.
Max. Length	If you want to limit entries into this field, enter the maximum number of characters that the user should be allowed to enter. The field will not accept any more characters after the maximum has been exceeded.

5. Click the **Apply** button. This inserts the new text field into the form on your web page.
6. Test the field by clicking the **Preview** button.

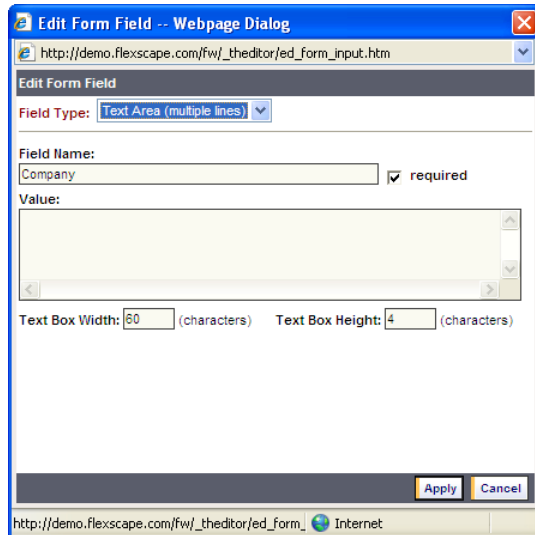
Creating a Text Area

A *text area* is used to capture lengthy text entries, including multiple lines of text. The most common use for this field type is to capture user comments, feedback, or lengthy descriptions. Compare this element to a [text field](#), which captures relatively short text entries on a single line.



To create a text area:

1. Make sure you have created the form area. For details, see [Creating a Form](#).
2. Place your cursor inside the red outlined form area, at the spot where the text area should appear.
3. Click the **Form Menu** icon and select **Insert Text Area** from the drop-down list. This opens up the Create Form Field dialog box.



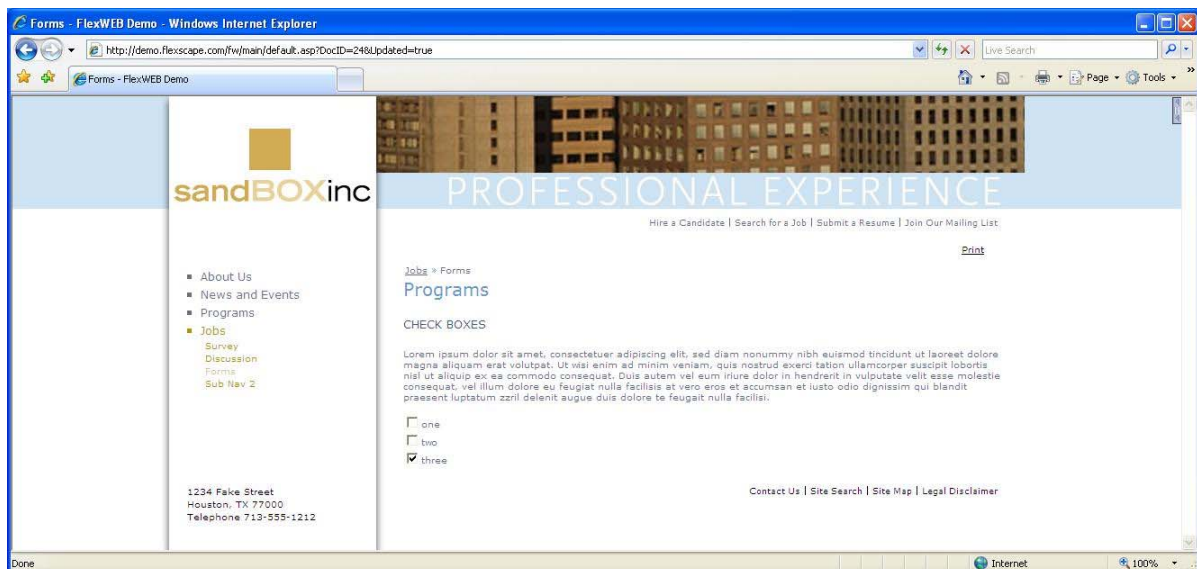
4. Make the following entries, as needed.

Entry	Purpose
Field Type	This is set to Text area by default. Do not change it.
Field Name	Enter a code name for this field (required). This name is used internally to identify the field within the form. It is not displayed on the web page. The Field Name should contain the word "feedback," "content" or "comment"; this assures proper formatting. When the form responses are e-mailed to the selected recipient for the form submissions, the Field Name along with the respondents answer comes in the e-mailed report.
Required	Turn on this checkbox if you want to make this text field a required entry for the web form user.
Value	If you want text to be pre-inserted into the field when it appears on the screen, enter it here. The user will be able to erase or edit this text.
Text Box Width, Height	Enter the desired text box width (number of characters visible horizontally) and height (number of lines visible vertically). This controls the visual size of the text box, but not how many characters can be entered. The text box will appear with a scroll bar so that if the user entry outstrips the fixed height of the text box, the user will be able to scroll and view all the lines entered.

5. Click the **Apply** button. This inserts the new text area into the form on your web page.
6. Test the field by clicking the **Preview** button.

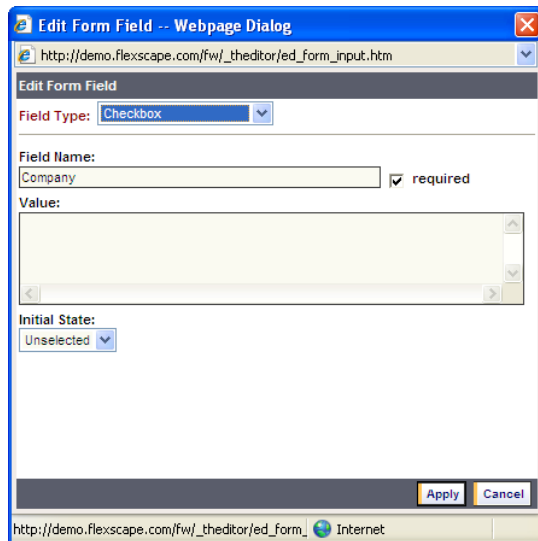
Creating Checkboxes

A *checkbox* is used to capture a single user selection. When the checkbox is “on,” it indicates that a user selection has been made. If the checkbox is “off,” it indicates that a user selection has not been made. The most common use for this form element is to allow the user to choose a single option or a series of options that are *not mutually exclusive*. To allow selection of multiple options, you must create a separate checkbox for each option. Compare this element to a [radio button](#), which allows the user to choose from among a set of *mutually exclusive* items.



To create each checkbox:

1. Make sure you have created the form area and inserted all field labels. For details, see [Creating a Form](#).
2. Place your cursor inside the red outlined form area, at the spot where the checkbox should appear.
3. Click the **Form Menu** icon and select **Insert Checkbox** from the drop-down list. This opens up the Create Form Field dialog box.



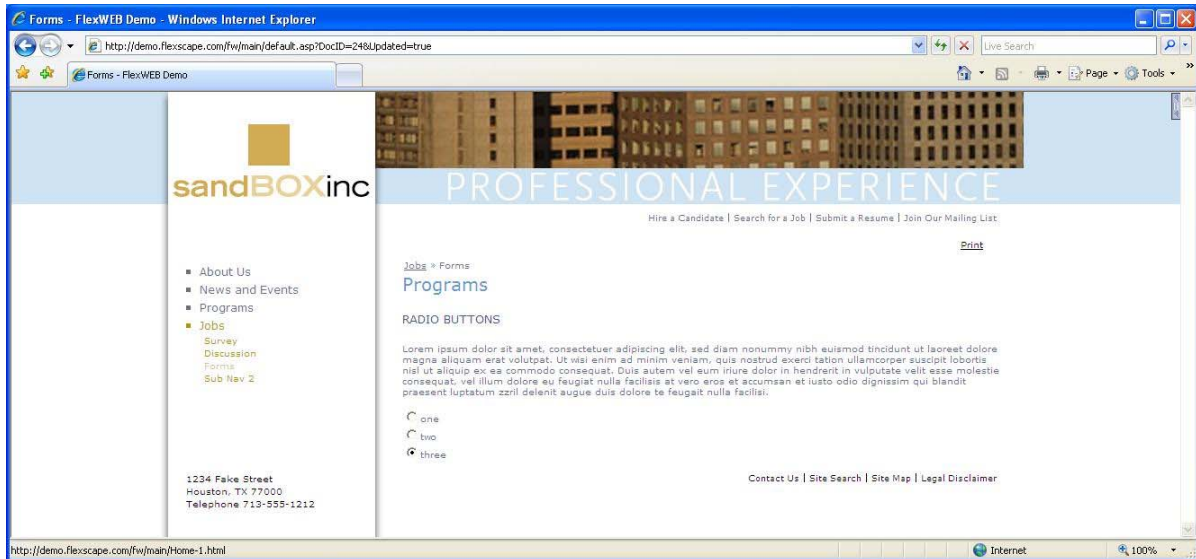
4. Make the following entries, as needed.

Entry	Purpose
Field Type	This is set to Checkbox by default. Do not change it.
Field Name	Enter a code name for this field (required). This name is used internally to identify the field within the form. It is not displayed on the web page. When the form responses are e-mailed to the selected recipient for the form submissions, the Field Name along with the respondents answer comes in the e-mailed report.
Required	Ignore this field. By definition a checkbox selection should be optional.
Value	Ignore this field.
Initial State	Indicate whether you want the checkbox to be selected or unselected when it first appears on the web page.

5. Click the **Apply** button. This inserts the new checkbox into the form on your web page.
6. Test the field by clicking the **Preview** button.

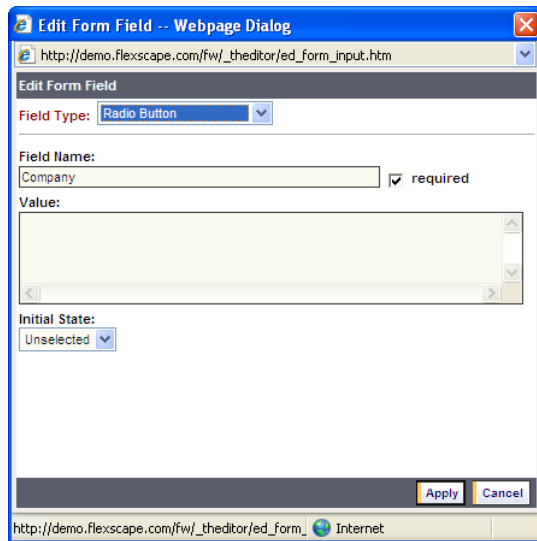
Creating Radio Buttons

You can use radio buttons to present the user with a set of options that can be selected like a [checkbox](#). However, radio buttons are typically used in situations where the choices are mutually exclusive. For example, if the user is ordering a T-shirt from your site, you might insert three radio buttons that allow selection of Large, Medium, or Small – but not all three. Compare this element to a [checkbox](#), which allows the user to choose from among a set of options that are *not mutually exclusive*.



To create each radio button:

1. Make sure you have created the form area and the field labels for this form. For details, see [Creating a Form](#).
2. Place your cursor inside the red outlined form area, next to the field label, at the spot where the radio button should appear.
3. Click the **Form Menu** icon and select **Insert Radio Button** from the drop-down list. This opens up the Create Form Field dialog box.



4. Make the following entries, as needed.

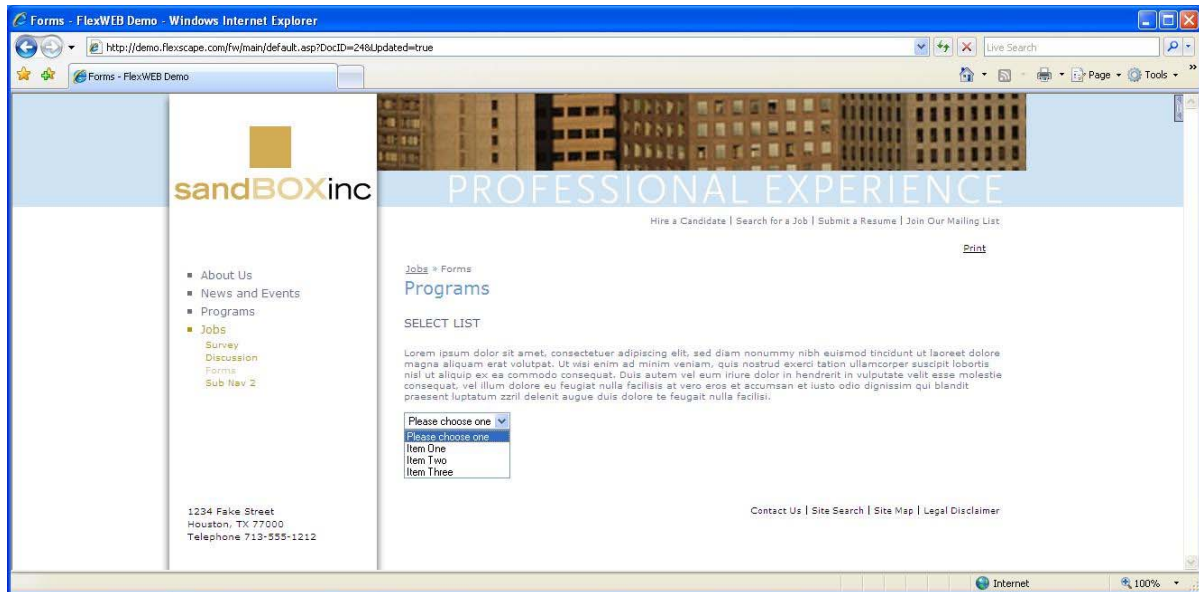
Entry	Purpose
Field Type	This is set to Radio Button by default. Do not change it.
Field Name	Enter a code name for this field (required). This name is used internally to identify the field within the form. It is not displayed on the web page. IMPORTANT: If you are creating a series of radio buttons that are mutually exclusive, the related buttons must all share the same Field Name.
Required	Ignore this field. By definition a radio button selection should be optional.
Value	Ignore this field.
Initial State	Indicate whether you want the radio button to be selected or unselected when it first appears on the web page. Note that if a series of radio buttons are to be mutually exclusive, only one of the radio buttons in the series should be selected by default.

5. Click the **Apply** button. This inserts the new radio button into the form on your web page.

6. To create more radio buttons in this series, repeat the last four steps.
7. Test the radio buttons by clicking the **Preview** button.

Creating a Select List

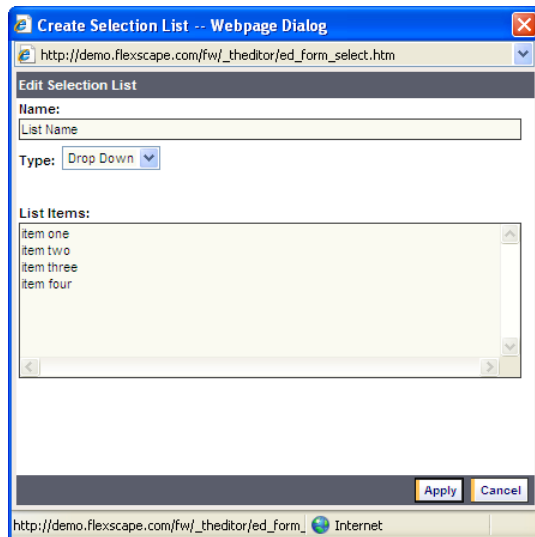
You can use a *select list* to present the user with a list of related options that are easy to select. For example, you may want to provide a list of products and have the user select the desired product or a set of desired products. The list can be configured as a scrollable text box, or as a drop-down list. It can also be configured so that the selections are mutually exclusive or not. If the selections are not mutually exclusive, the user can make multiple selections by using **Control-click** (for random choices) or **Shift-click** (for a set of contiguous choices).



Compare this element to a [radio button](#), which allows the user to choose from among a set of options that are mutually exclusive.

To create a select list:

1. Make sure you have created the form area and the field labels for this form. For details, see [Creating a Form](#).
2. Place your cursor inside the red outlined form area, next to the field label, at the spot where the list should appear.
3. Click the **Form Menu** icon and select **Insert Select List** from the drop-down list. This opens the Edit Selection List dialog box.



4. Make the following entries, as needed.

Entry	Purpose
Name	Enter a code name for this field (required). This name is used internally to identify the field within the form. It is not displayed on the web page.
Type	Select whether you want this list to be configured as a Drop Down menu , or a scrollable List Box . If you want the options to be mutually exclusive, you must use the List Box configuration.
Number of Rows to Display	If you selected List Box in the Type field above, enter the number of rows that you want to be visible in the list box. If your list of options overflows the list box, a scrollbar will allow the user to scroll and view all options on the list.
Selection	If you selected List Box in the Type field above, specify whether the list options should be mutually exclusive (Single Item Only) or not mutually exclusive (Multiple Items).
List Items	Enter the list of user options, pressing the Enter key after each one. This should be multiple lines of text, with one list option per line, and not a single continuous entry.

5. Click the **Apply** button. This inserts the new Select List into the form on your web page.
6. Test the list by clicking the **Preview** button.

Creating Hidden Fields (Required)

A *hidden field* is used by the FlexWEB form processor to provide static hidden information (parameters and values) to the form processor that indicates how the form data is to be processed. You must configure hidden fields in order for the form to produce the desired results. Then you must create a [Submit button](#), which triggers the actions indicated by the hidden fields.

To create a hidden field:

1. Make sure you have created the form area and that you understand what actions the form is supposed to produce. For details, see [Creating a Form](#).
7. Place your cursor inside the red outlined form area. Typically, you might insert hidden fields into the top or bottom of the form.
8. Click the **Form Menu** icon and select **Insert Hidden Field** from the drop-down list. This opens up the Create Form Field dialog box.
9. Enter a Field Name and Value for this hidden field. The Field Name should be a parameter that produces a certain action, per the table below. The Value provides additional information used in the action.

Parameter	Purpose	What To Enter as the "Value"
Modkey	Sends the content of the form as an e-mail to a recipient specified using param_recipient (required).	mk\$pm send form data as e-mail mk\$pp= send the entire page with fields as e-mail
param_recipient	In combination with the modkey parameter, this hidden field specifies the e-mail recipient that should receive the form contents (required). You can enter multiple e-mail addresses separated by commas.	Recipient's e-mail address

Parameter	Purpose	What To Enter as the "Value"
param_sender	In combination with the modkey parameter, this hidden field specifies what to place in the "from" field of the e-mail (required).	Sender's e-mail address You can also create a text Box Single Line field and in the Field Name put E-mail, so when this is received it will have the e-mail address of the person filling out the form in the From address of the form when it is received in the recipients e-mail box.
param_subject	In combination with the modkey parameter, this hidden field specifies what to place in the "subject" field of the e-mail, if anything.	Short description of form contents.
param_subject	Optional e-mail subject line.	Description of form contents.
param_message	Optional additional message, shown after submission and sent to both the recipient and submitter.	Default Message is – Thank you for visiting the [Site Name] web site at [URL]!
param_confmessage	Optional additional confirmation message sent only to submitter.	Default Message is – Thank you. Form was submitted successfully.
param_storeform	Appends the contents of the form to a CSV file in your file library's "FormsSubmissions" folder. A CSV file contains a tabular format that can be opened up in a spreadsheet for viewing and analysis.	Name of the CSV file, in the format <filename>.csv. The filename should be unique to this form if you want to keep the collated results separate from other forms on this site.
param_no_store	Only applies if param_storeform is present. All field names entered as value (comma separated), e.g. "Credit Card Number, SSN_[secure4]", will NOT be stored in file, if param_storeform was specified.	
param_store_secure	Only applies if param_storeform is present. All fieldnames entered as value (comma separated), e.g. "Credit Card Number,SSN_[secure4]", will be stored in file in secure masked form, as sent in confirmation e-mail.	

Parameter	Purpose	What To Enter as the "Value"
param_nexturl	URL of a page to be displayed after the form is submitted, such as a "thank you page."	A web site page address
param_confirmation_id	Creates a unique confirmation ID and sends it in a confirmation message to the sender and receiver.	A unique ID
param_user	Username to sign on to automatically after form submission.	Account username
param_key	Account ID used as a key to sign in (if username is provided). This prevents password exposure.	Account ID

Other field naming conventions:

Appending the suffix "_[secureN]", where N is a number between 0 and 9, will cause the value to be masked in a confirmation e-mail to submitting user for security reasons.

Example:

Entering a Credit Card Number of "4555 4444 5555 1234", will result in "*****1234" in the confirmation e-mail, if the field was named e.g. "Credit Card_[secure4]".

10. Click the **Apply** button. This inserts the new hidden field into the form on your web page. Within the web editor, this looks like a text field, but this field should be invisible on the preview page when you click the **Preview** button.
11. Repeat the above steps to create an additional hidden field for each parameter that you want to insert into the web form.

NOTE: Only one parameter can be entered for each hidden field. Be careful not to enter conflicting parameters within the same form, such as two instances of the same parameter with different values.

Creating Form Buttons

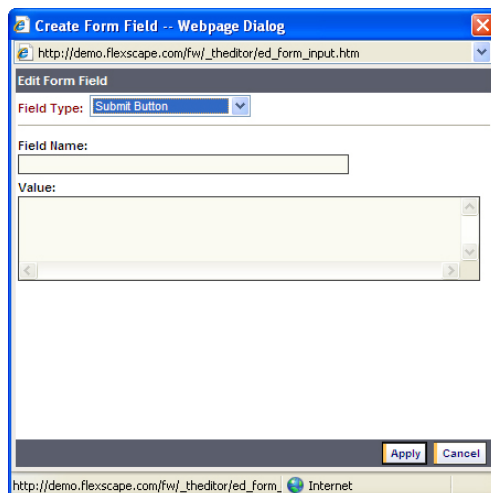
A form button is used to create a push button on the screen that produces a specific action when the button is pressed. There are three built-in types for form buttons:

- **Submit button.** One and only one Submit button is required on every form so that users can indicate when they are finished using the form, and submit the results for processing.
- **Reset button.** This type of button automatically resets all of the form fields and selections when clicked by the user.
- **Normal button.** This button type is used for situations where you need to produce an action without submitting the form results to the processor. A typical use would be to create a picture of a button with a label on it, and then place a hyperlink on it so clicking the button moves to a different web page or takes some other action enabled by hyperlinks. See Working with Hyperlinks for details.

Form actions are controlled by the hidden fields on the page. For more details on creating hidden fields, see [Creating a Hidden Field](#).

To create a form button:

1. Make sure you have created the form area, all the other form field labels, and all interactive form elements. For details, see [Creating a Form](#).
2. Place your cursor inside the red outlined form area at the place where you want the button to appear. For Submit or Reset buttons, this is typically at the bottom of the form.
3. Click the **Form Menu** icon and select **Insert Form Button** from the drop-down list. This opens the Create Form Field dialog box.



12. Make the following entries, as needed.

Entry	Purpose
Field Type	This is set to <i>Submit Button</i> by default. To create other types of buttons (Normal or Reset), select them from this list.
Field Name	Enter a code name for this field (required). This name is used internally to identify the field within the form. It is not displayed on the web page.
Value	Enter the desired button label. This will appear on the face of the button exactly as you enter it here.

13. Click the **Apply** button. This inserts the new form button into the web page at the selected location.

14. To test the form, click the **Preview** button.

Editing or Rearranging Form Elements

Once you have created a form and inserted a series of elements, you can easily change how the elements work and move them around on the page.

- To change how an element works, double-click it. This opens the Edit Form Field dialog box, which you can use to change the settings or values associated with this form element.
- To move a form element to a different location on the page, simply cut it and paste it like an ordinary text character or image. Be sure that form elements are always inside the red outlined border area that delineates the form boundaries. Otherwise, the element will not be considered part of the form and will not be captured as input by the Submit action, even if it is visible on the page and selected by the user.

Chapter 7

Controlling Site Security

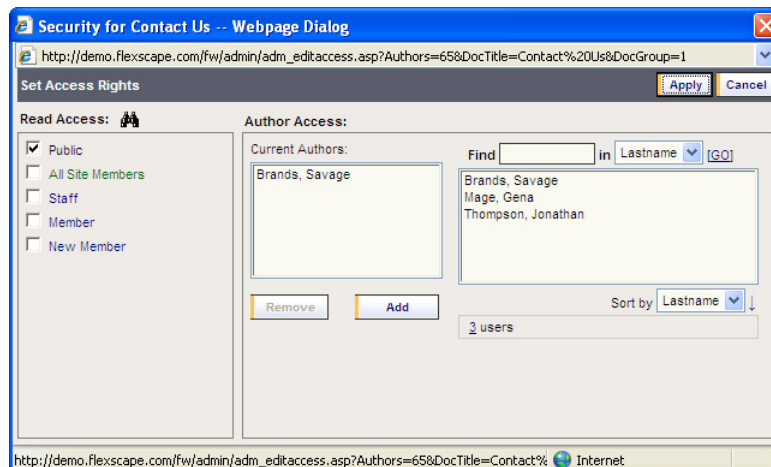
FlexWEB provides built-in site security that controls:

- **Read access.** Who can see the page? The public? Only registered site members? Or only members of a certain group?
- **Author access.** Who can edit the page? Any author? You only? A specified list of authors?

Any author who has rights to edit a page can set the page security using the controls provided in FlexWEB. Access and authorship can be controlled at the page level or the section level. By default, a page has no page security assigned to it for Read Access unless it is a sub page of a Section Folder, then it will adopt the Read Access of the Section Folder – Read Access is a parent – child relationship. By default, a page has no Author Access so it will need to be assigned to a page.

To set page security:

1. To set page security for a specific page, click the **Page Security** button when you are editing the page. To set page security for an entire section, click on the section folder, and then click the **Page Security** button. This opens up the Page Security dialog box.



2. Make the following entries in the dialog box:

Field	What to Enter
Read Access	Set the checkboxes to indicate who should be able to see the selected page or section. If the Public checkbox is on, then everyone will be able to see the page, whether or not they are registered as site members. If you don't want the public to see the page, turn off the Public checkbox, then indicate which members or groups should be able to see the page.
Author Access	By default, Authors can't edit any pages in the web site. An Administrator will have to add authoring rites to pages or Section Folders in the web site. To add editing rights to a specific list of authors, select the author names in the right-hand column and use the Add button to add them to the left-hand column. To remove an author from the access list, click the author's name in the left-hand column and then click the Remove button. If the list of authors in the right-hand column is very long, you can use the Find feature to search for a specific name.

3. Click the **Apply** button when finished.

Chapter 8

Working with Modules

Summary of Available Modules

One of the most powerful features of FlexWEB is the ability to insert dynamic information into a page. These different types of information are programmed inside special web objects called “modules,” and each different type produces a different result automatically when the web page is viewed.

For example, one module creates a set of search fields on the page, so that the user can search for articles in the Content Library. Another module inserts a “weather magnet” on the page with today’s weather inserted dynamically at the time the user views the page.

FlexWEB offers dozens of such modules for your convenience. The following table provides a comprehensive list of all the available modules and the purpose of each.

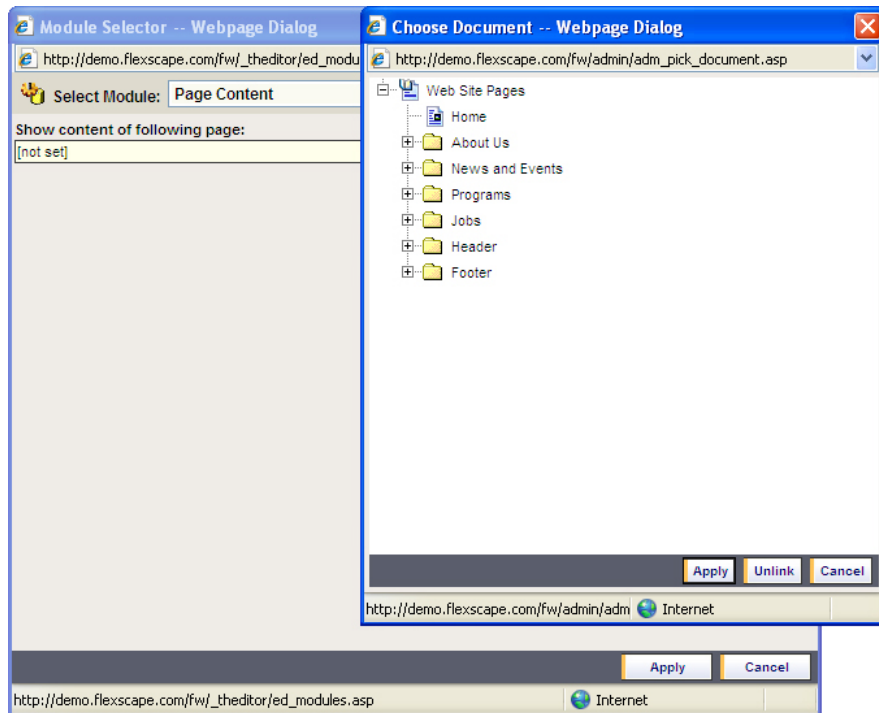
Module Type	Purpose
Page Content	Copies content of another page on this site into the current page.
Content Library - Content Item List	Inserts a list of articles from the Content Library. The list can be filtered and sorted in various ways.
Content Library - Category List	Inserts a list of categories defined in the Content Library. The list can be filtered and sorted in various ways.
Content Library - Content Archive	Inserts a list of archived articles from the Content Library, assuming some of the articles have been stored in a named archive.
Content Library - Show Content	Inserts the full text of a selected article from the Library.
Content Library – Search	Inserts a set of search fields that allow you to easily search the Content Library from the current page. The search can be limited to a specific category or set of articles.
Site Search	Inserts a set of search fields that allow you to easily search the entire site from the current page.

Module Type	Purpose
Surveys	Inserts a survey on a page from all surveys that have been created.
Discussions	Sets up a discussion group on the current page.
Calendar of Events	Displays a calendar of events on the current page.
Calendar - Upcoming Events	Displays a list of upcoming or past events on the current page.
Calendar - Upcoming 5 Days	Displays a calendar of events for any 1-10 day period.
Calendar - Show Event	Lists the details of a single event on the current page, and provides an editing link.
Image Library	Displays a set of pictures from a selected folder in the image library.
File Library	Displays a formatted list of files from a selected folder in the File Library, including file name, size, description, and last edit date.
Members - Directory	Displays a membership directory, with index and search fields.
Members - Logon Module	Inserts a set of login fields to be used for login by registered site members.
Members - Registration Module	Inserts a complete registration form for New Member Registration.
Members - Edit Profile	Displays the site members' current registration profile, along with an Edit link for updating it.
Members - Who Is Online	Provides a list of all site members currently logged in to the site, and the pages they are viewing.
Orientations/Tours	Sets up an orientation or a tour on the current page for members.
Mail – Subscription Module	Inserts a complete registration form for mailing list signup.
Mail – Unsubscription Module	Inserts a form for unsubscribing from mailing lists.
National and International News	Inserts a list of currently available AP News articles. Select from a list of topics to display AP News articles, e.g., US Football.
Navigation - Menu	Inserts a navigation bar that site users can use to quickly browse the site.
Navigation - Info	Inserts a navigation list that site users can use to quickly know where you are on the web site.
Weather Magnet	Inserts a formatted set of local information, provided by The Weather Channel.
Media - Streaming Video	Inserts a video clip in an embedded window with complete playback controls.

Module Type	Purpose
Media - Macromedia Flash	Inserts a Macromedia flash object (SWF file) in an embedded window with complete playback controls.
Realty Listings – List Properties	Inserts a list of properties from the Realty Listings on a web page. Realty Listings are set up by the Site Administrator.
Realty Listings – List Communities	Inserts a list of communities from the Realty Listings.
Realty Listings – Featured Properties	Inserts a list of currently featured properties from the Realty Listings.
Realty Listings – Show Property	Displays details for a selected property.
Realty Listings – Search	Inserts search fields that can be used to search the Realty Listings.
XML/XSLT Feed	Inserts an XML-formatted information or data flow from a remote website location, which is supplied and updated by your organization or third-party.
Data Grid	Inserts a table generated from a database file.
Server Side Script	Inserts the result of a server-side script.

Page Content

This module copies contents of another page on this site into the current page. This feature is useful if you are using the same content in multiple places on your site. This could include repeated elements such as a copyright notice, site navigation text links, disclaimers, contact lists, and other “boilerplate” content. To make it happen, you would first create a page containing *only* the boilerplate information. Then you would insert a **Page Content Module** on each page where you want the boilerplate to be inserted. The Page Content Module refers to the page containing the boilerplate.



To insert information from another page:

1. Make sure that the page containing information to be copied has been created.
2. Open the page where you want to insert the information, and put your cursor at the insertion point.
3. Click the **Modules** icon and select **Insert FlexWEB Module**.
4. From the **Select Module** dropdown list, select **Page Content**.

5. Make the following selection in the dialog box:

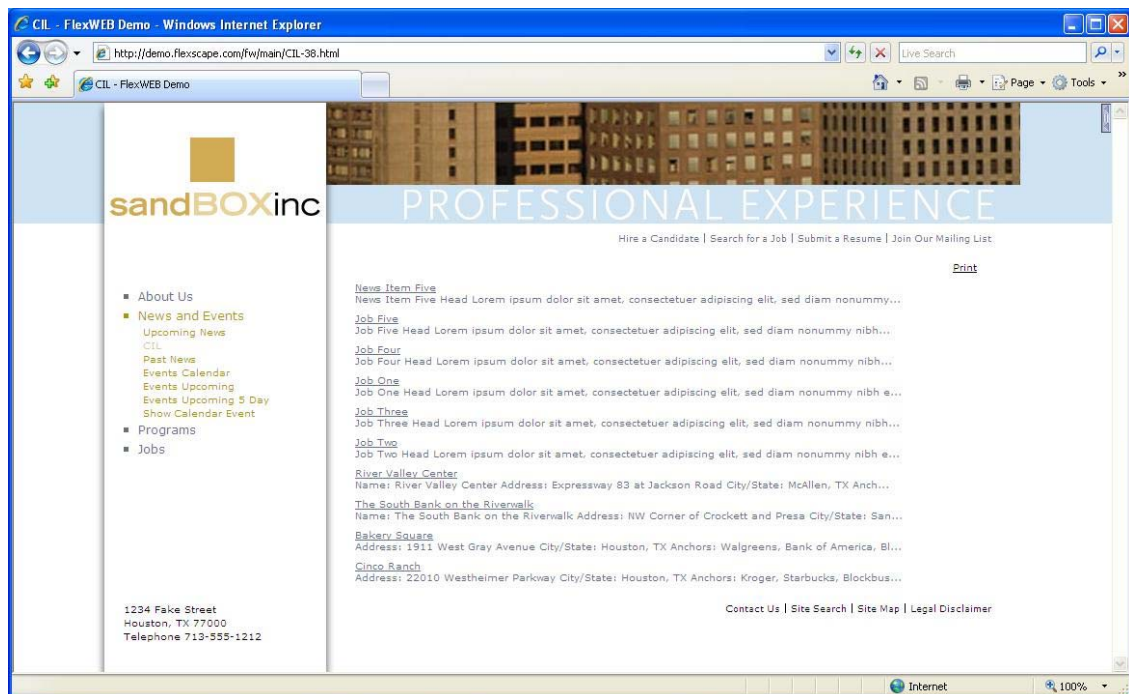
Selection	Purpose
Show content of following page	Click on this field to open the list of web pages, and select the page with the content that you want copied into this page.

6. Click the **Apply** button to insert the module on the page.
7. Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
8. Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

Content Library - Content Item List

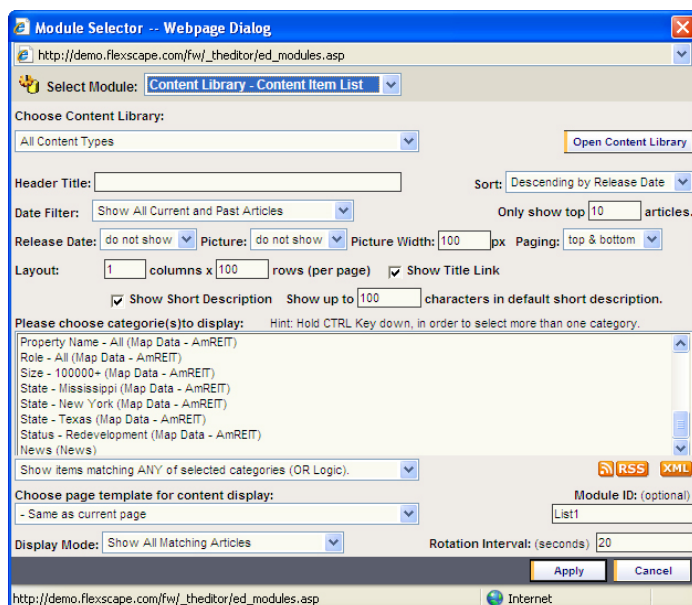
This module inserts a list of articles from the Content Library. The list can be filtered and sorted in various ways.

This assumes that articles have already been added to the Content Library by someone with site administrator authority. This must be done before you can have a list of available articles to select. See the FlexWEB Site Administrator's Guide for complete details on setting up the Content Library.



To insert a list of contents:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Content Library - Content Item List**.



4. Make the following entries or selections in the dialog box:

Entry/Selection	Purpose
Open Content Library	Click this button if you want to see a quick preview of the items in the section you selected in the Choose Content Library field.
Choose Content Library	Select the content library section that you want to list. If you want to list all items from all sections of the Content Library, select All Content Types .
Header Title	Enter a title for the content list, to be used when it is displayed on the page where you are inserting it.
Sort	Choose how the list will be sorted.
Date Filter	Select the date-related category to be used for selecting articles to be included in the list from the dropdown menu. For example, you can select from upcoming articles, past articles, current articles, articles in a date range, or all articles.
Only show top # articles	Use this field to limit the list to a certain number of articles.

Entry/Selection	Purpose
Release Date	Select where the Release Date will be positioned, relative to the title of the article from the dropdown menu (above, below, right, left, don't show).
Picture	Select where the Picture will be positioned, relative to the title of the article from the dropdown menu (above, below, right, left, don't show).
Picture Width	Set the picture width in px (pixels). The picture will be sized to this width when inserted onto the page, keeping the same aspect ratio as the original to avoid distortion.
Paging	Select where you want to place the navigation links that allow you to page through the list if the list covers multiple pages (top, bottom, top and bottom, none).
Layout	Enter the desired number of columns and rows per page of the list.
Show Title Link	Check this box to be able to click on a title in the list and see the full article contents.
Show Short Description	Check this box if you want to show short descriptions for each article in the list.
Show up to # characters in default short description	Enter the number of characters for the description. The default is 100.
Please choose categorie(s) to display	Click on a category to display. If you want to display all categories, select All Categories . Hint: Hold CTRL Key down, in order to select more than one category.
Show items matching... (ANY)/Only show items... (ALL)	Select how the category will be selected from the dropdown menu. If you select ANY , an article will appear in the list if it matches any of the selected categories. If you select ALL , an article must match all of the selected categories before it will appear in the list.
RSS / XML	Use these buttons to link to a set of available RSS or XML "feeds" containing frequently updated content. When you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs.
Choose page template for content display	Select a template for the page layout when the list is displayed. Default is current page .
Display Mode	Use this if you want to automatically rotate the display of the News Articles. You can choose the rotation to rotate by the sort order, rotate by sort order with a random start or rotate randomly.

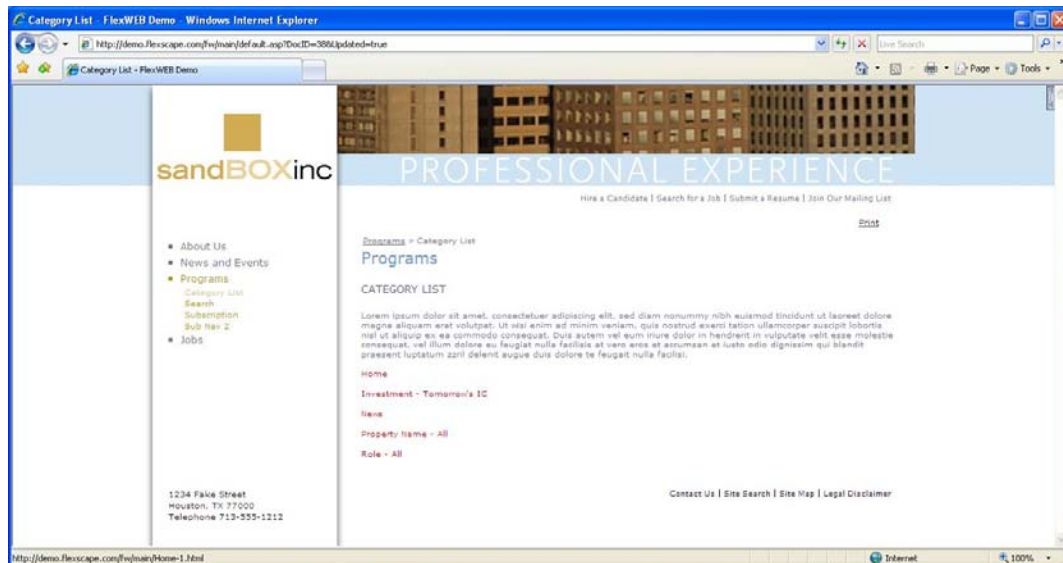
Entry/Selection	Purpose
Module ID	Use this to apply unique characteristics to a module such as styles or is used for paging and if you are inserting multiple modules on a page.
Rotation Interval	Use this to set the time, in seconds, between the rotation of the news articles.

- Click the **Apply** button to insert the module on the page.
- Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
- Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

Content Library - Category List

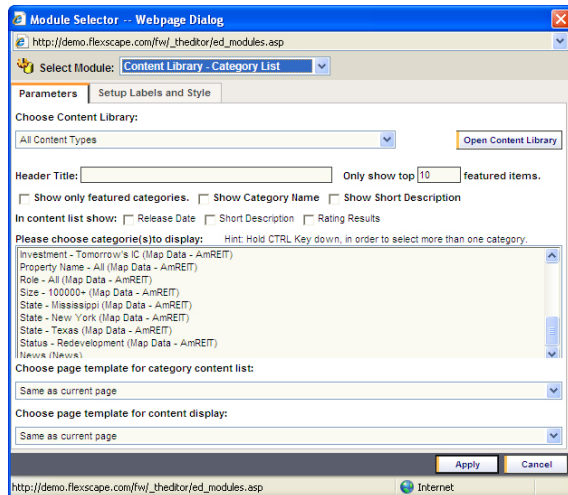
This module inserts a list of categories as currently defined in the Content Library. The list can be filtered and sorted in various ways.

This assumes that articles have already been added and categories defined in the Content Library by someone with site administrator authority. This must be done before you can have a list of available categories to select. See the FlexWEB Site Administrator's Guide for complete details on setting up the Content Library.



To insert a list of categories:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Content Library - Category List**.



4. In the resulting dialog box, you will see two tabs: **Parameters** and **Setup Labels and Style**. Make the following entries or selections in the dialog box:

Parameters tab

Entry/Selection	Purpose
Open Content Library	Click this button if you want to see a quick preview of the categories in the section that you selected in the Choose Content Library field.
Choose Content Library	Select the content library section that you want to list. If you want to list all categories from all sections of the Content Library, select All Content Types .
Header Title	Enter a title for the category list, to be used when it is displayed on the page where you are inserting it.
Only show top # featured items	Use this field to limit the list to a certain number of categories.
Show only featured categories	Check this box to show the only categories that are “currently featured.” The Content Library administrator has the ability to define a range of dates during which specific categories and items will be considered “featured material.”
Show Category Name	Check this box to show category names.

Show Short Description	Check this box if you want to show short descriptions for each category in the list.
In content list show	Check an item as needed to display for the articles under each category. You can display the article release date, a short description, and/or rating results.
Please choose categorie(s) to display	Click on a category to display. Hint: Hold CTRL Key down, in order to select more than one category. From the dropdown menu, select how the category will be selected.
Choose page template for category content list	Select a background template from the dropdown menu to be used in displaying the category list. This defaults to the same template as the page where you are inserting the module.
Choose page template for content display	Select a background template from the dropdown menu to be used in displaying the contents within each category. This defaults to the same template as the page where you are inserting the module.

Setup Labels and Style tab

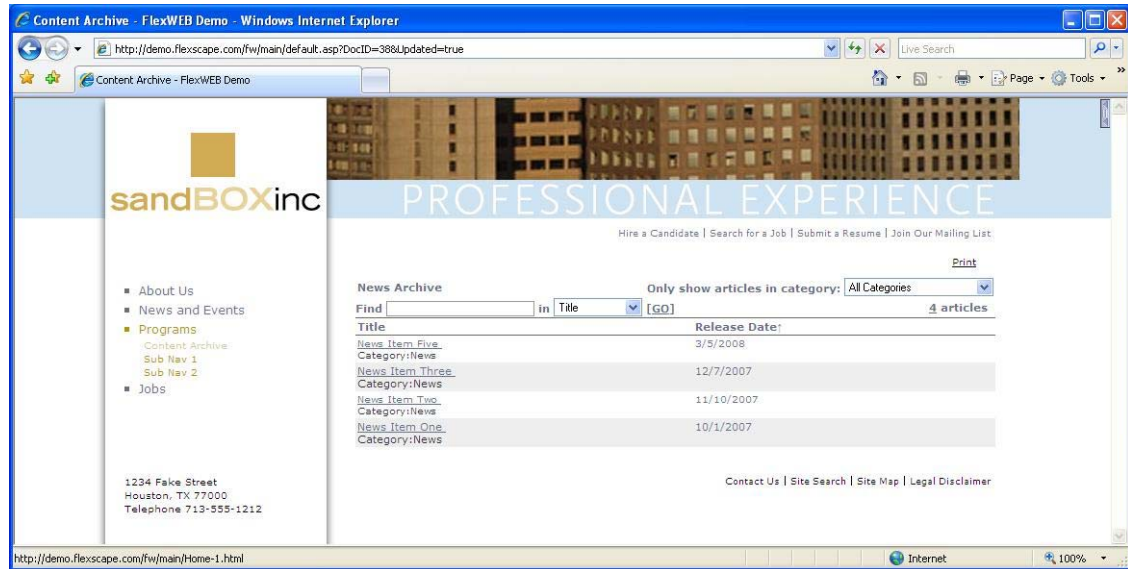
Entry/Selection	Purpose
Content List CSS Styles	Enter an accepted CSS style for each field. You can define the formatting style for the navigation bar, column headings, odd rows, and even rows.

5. Click the **Apply** button to insert the module on the page.
6. Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.

Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

Content Library - Content Archive

This module inserts a list of archived articles from the Content Library, assuming some of the articles have been stored in a named archive. This assumes that articles have already been archived in the Content Library by someone with site administrator authority. This must be done before you can have a list of available archives to select. See the FlexWEB Site Administrator's Guide for complete details on setting up the Content Library.



To insert a list of archived articles:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Content Library - Content Archive**.
4. Under Please choose categorie(s) to display, select the categories to be included in the list of archived items.

Hint: To select more than one category, hold the CTRL key while clicking.

5. Click the **Apply** button to insert the module on the page.
6. Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
7. Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

Content Library - Show Content

This module inserts the full text of a selected article from the Library. This assumes that articles have already been added to the Content Library by someone with site administrator authority. This must be done before you can have a list of available articles to select. See the FlexWEB Site Administrator's Guide for complete details on setting up the Content Library.

To insert a content library article:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Content Library - Show Content**.

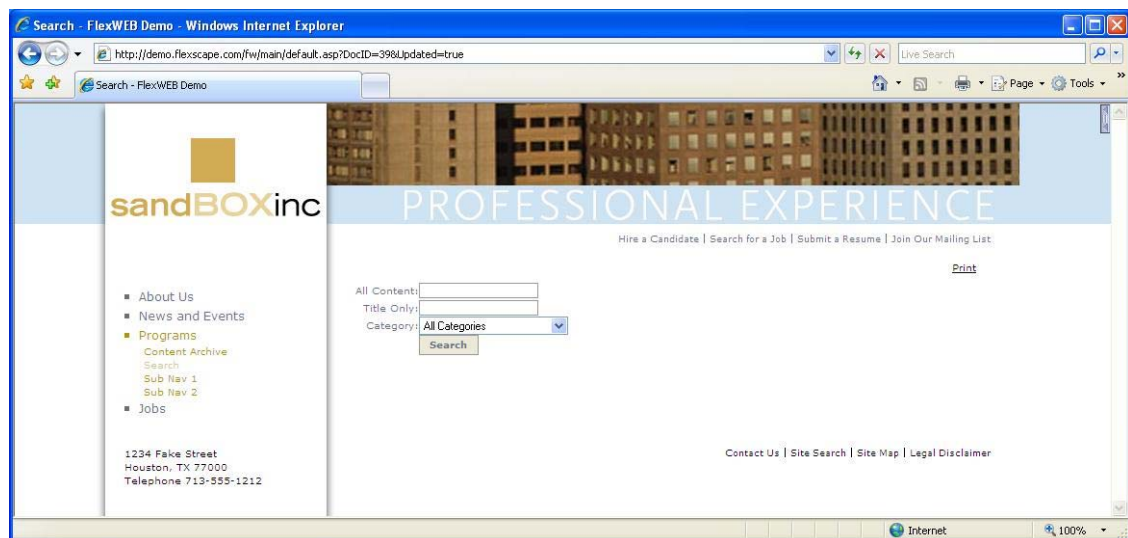
Entry/Selection	Purpose
Open Content Library	Click this button if you want to see a quick preview of the articles in the section that you selected in the Choose Content Library field.
Choose Content Library	Select the content library section containing the article that you want to publish. If you want to list all items from all sections of the Content Library, select All Content Types .
Schedule articles matching...	Check to schedule articles matching featured dates and selected categories.
Please choose categorie(s)	Select a Category of articles to display.
Select article(s) to show	Click on the article to be published.
Find	Quickly search the Content Library and return a list of all articles with a particular word(s) in the Title, a particular Release Date, or a particular Featured Start or End Date. Use Sort by to sort the findings.
Sort Order	Select how you want your list to be ordered on the web page using the drop down box. If the list of available articles is very long, you can sort it by Title, Release Date, or Featured Start or End Date.
Module ID	Use this to apply unique characteristics to a module such as styles or is used for paging and if you are inserting multiple modules on a page.
Display Mode	First choose to display the First Matching Article or All Matching Articles. Choose to display selected articles by automatically rotating the display of the selected News Articles. Then choose to rotate by the sort order, rotate by sort order with a random start, or rotate randomly.

Entry/Selection	Purpose
Rotation Interval	Set the time, in seconds, between the rotation of the news articles.

- Click the **Apply** button to insert the module on the page.
- Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
- Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

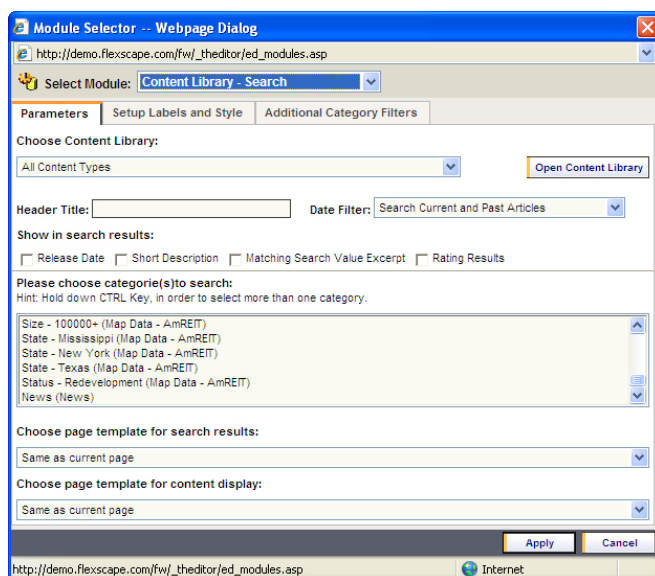
Content Library - Search

This module inserts a set of search fields that allow you to easily search the Content Library from the current web page. The search can be limited to a specific category or set of articles. This assumes that articles have already been added to the Content Library by someone with site administrator authority. This must be done before you can have a set of available articles to search. See the FlexWEB Site Administrator's Guide for complete details on setting up the Content Library.



To insert a content library search module:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Content Library - Search**.



4. Make the following entries and selections:

Parameters tab

Entry/Selection	Purpose
Open Content Library	Click this button if you want to see a quick preview of the items in the section that you selected in the Choose Content Library field.
Choose Content Library	Select the content library section that you want the search to apply to. If you want to be able to search all sections of the Content Library, select All Content Types .
Header Title	Enter a descriptive title for the search, to be used when it is displayed on the page where you are inserting it.
Date Filter	Limit the search to certain date-related categories by selecting the date-related criteria in the dropdown menu. For example, you could limit the search to upcoming articles, past articles, current articles, articles in a date range—or open it to all articles.
Show in search results	Click in any or all checkboxes to display the level of detail that you want to show for each matching article in the search results. You can show the article release date, description, matching search text, and rating results.

Parameters tab

Entry/Selection	Purpose
Please choose categorie(s) to search	Click on the desired category or categories if you want to limit the search to specific categories of information. Hint: To select more than one category, hold down the CTRL Key while clicking.
Choose page template for search results	Select a background template from the dropdown menu to be used in displaying the search results. This defaults to the same template as the page where you are inserting the module.
Choose page template for content display	Select a background template from the dropdown menu to be used in displaying the contents of each item once it is picked from the search results. This defaults to the same template as the page where you are inserting the module.

Setup Labels and Style tab

Entry/Selection	Purpose
Enter Labels to be displayed ...	You can specify a unique label name for each field in the search form. A set of suggested default names are provided.
Search Results CSS Styles	Enter an appropriate CSS style tag for each component of the search form, including the navigation links, headers, and rows.

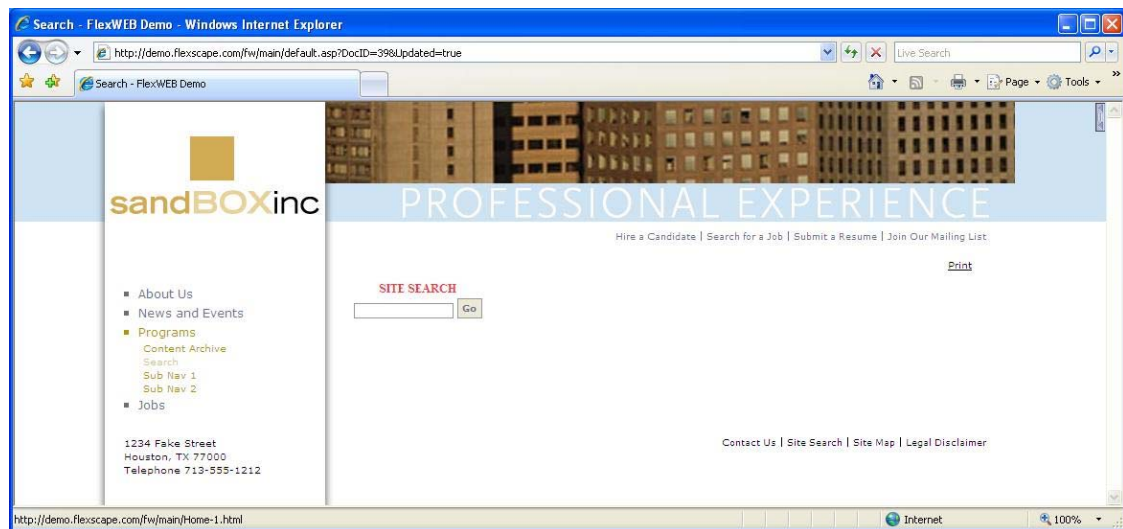
Additional Category Filters tab

Entry/Selection	Purpose
Label	Create a new search type in the content library. You can add a different search criterion, like Color, to the content library to be an available search type on the web page.
Category Name Prefix to Match	Input the name that is going to be used in the Categories list in the Content Library. You can input Color here and in the Categories in the Content Library you would add categories like Color Red, Color Blue.

5. Click the **Apply** button to insert the module on the page.
6. Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
7. Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

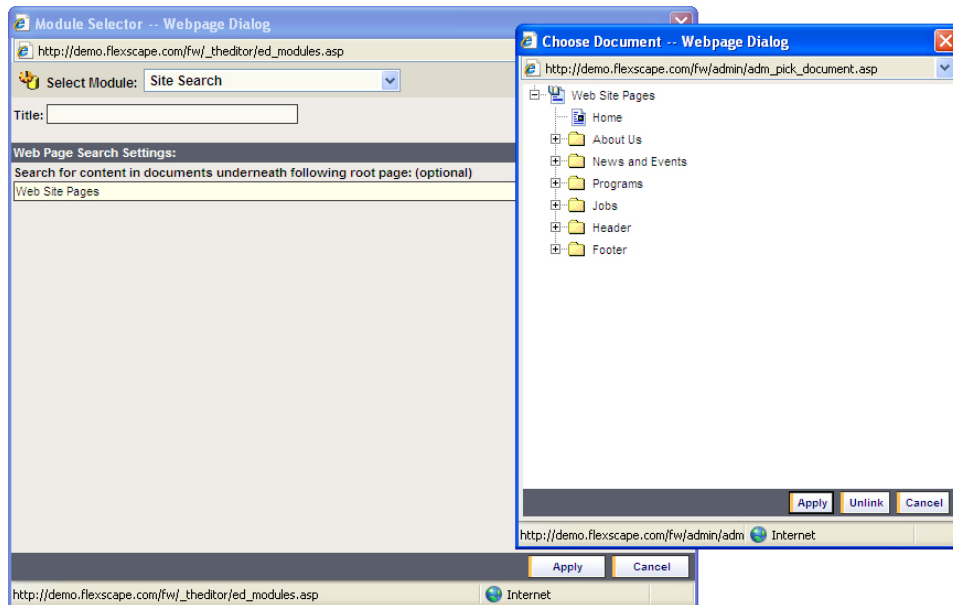
Site Search

This module inserts a set of search fields that allow you to easily search the entire site from the current page. This includes all the pages listed in the Web Site Pages section of the Site Manager panel, or any particular section of the site. It does not include information that has not already been published on the site, such as articles from the Content Library or images from the Image Library. Other modules have been provided for these purposes.



To insert a site search module:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Site Search**.



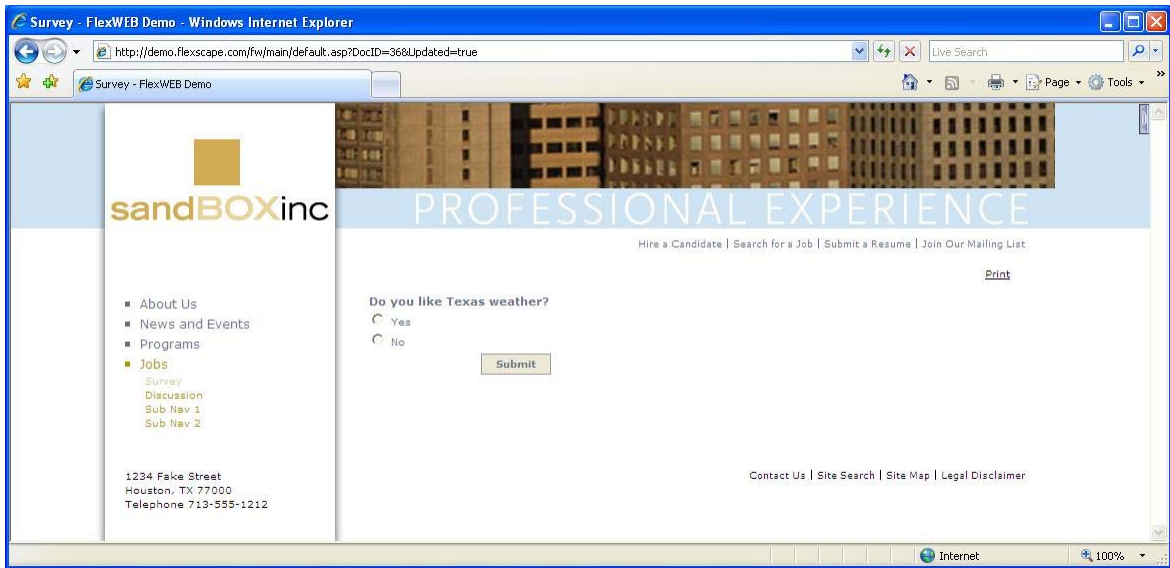
4. Make the following entries and selections.

Entry/Selection	Purpose
Title	Enter a title here to display at the top of the Site Search form.
Web Page Search Settings	By default, the site search will cover all pages on the site, with Web Site Pages as the root level of the search. If you want to limit the search to a specific folder or page, click on the Web Site Pages selection and use the tree diagram to select a lower-level folder or page. Click the Apply button under the tree diagram once you have made your selection.

5. Click the **Apply** button to insert the module on the page.
6. Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
7. Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

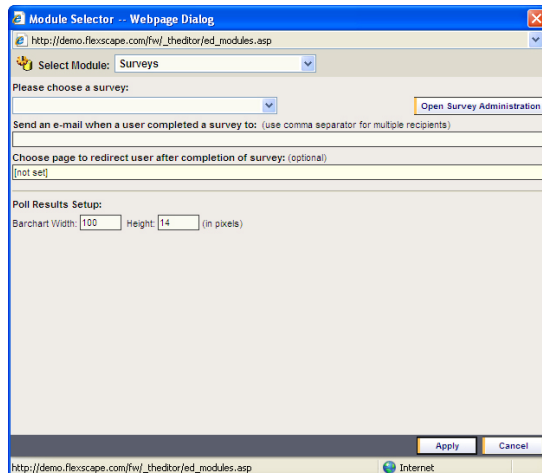
Surveys

This module inserts a pre-defined survey form on the current page. This assumes that surveys have already been set up in the Survey Administration area by someone with site administrator authority. A special link is provided to allow you to access this area, if necessary. See the FlexWEB Site Administrator's Guide for complete details on setting up surveys.



To insert a survey module:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Surveys**.



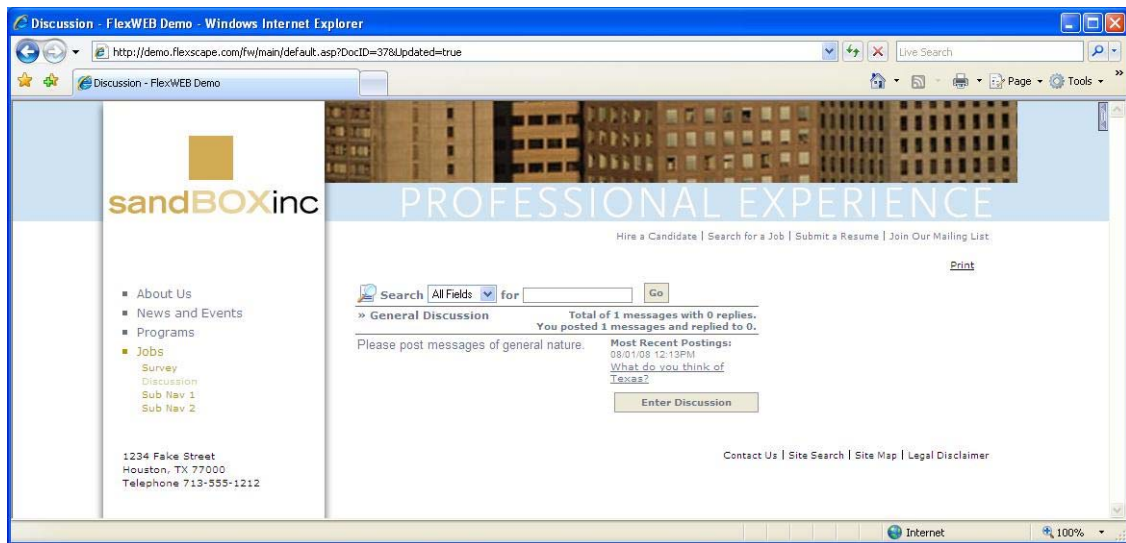
4. Make the following entries and selections.

Entry/Selection	Purpose
Open Survey Administration	Click this button if you want to open the Survey option in Site Administration to add, edit or remove surveys.
Please choose a survey	Select one of the pre-defined surveys included on the drop-down list. NOTE: To set up a new survey, click the Open Survey Administration button. Refer to the Site Administration guide for details on setting up surveys.
Send an e-mail...	Enter the e-mail address(es) of the person(s) to be notified each time a survey form is completed. You can enter multiple e-mail addresses, separated by commas.
Choose page to redirect user...	Click on this field to open the list of web pages, and select the page with the content that will be displayed after the user submits the completed survey form—such as a “thank you” page with further instructions. This is an optional field, and assumes that the redirect page already exists.
Poll Results Setup	FlexWEB will display the current survey results in bar chart form. Enter the desired Width and Height of the bar chart, in pixels.

5. Click the **Apply** button to insert the module on the page.
6. Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
7. Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

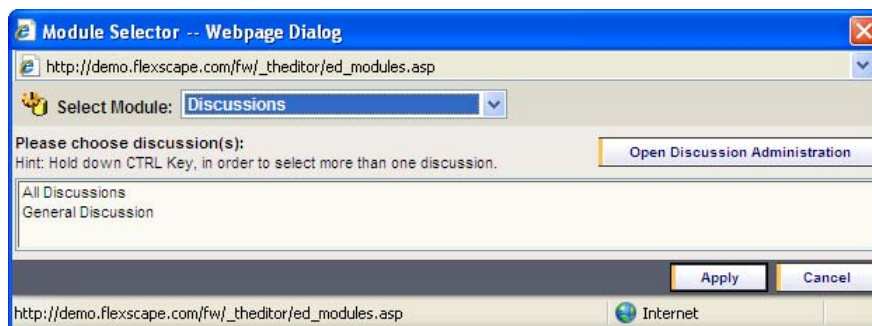
Discussions

This module inserts a discussion group onto the current web page. This assumes that discussion groups have already been set up in the Discussion Administration area by someone with site administrator authority. A special link is provided to allow you to access this area, if necessary. See the FlexWEB Site Administrator's Guide for complete details on setting up discussion groups.



To insert a discussion group module:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Discussions**.
4. Select the desired discussion group from the list.

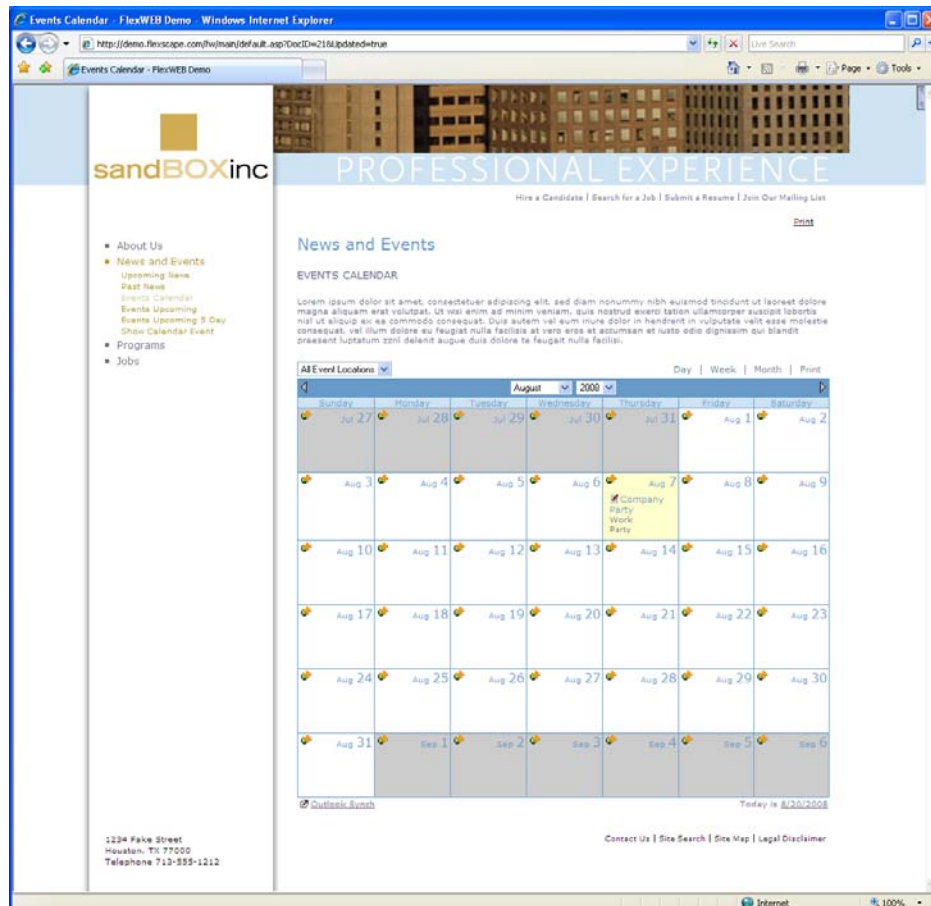


NOTE: To set up a new discussion group, click the Open Discussion Administration button. Refer to the Site Administration guide for details on setting up discussion groups.

5. Click the **Apply** button to insert the module on the page.
6. Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
7. Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

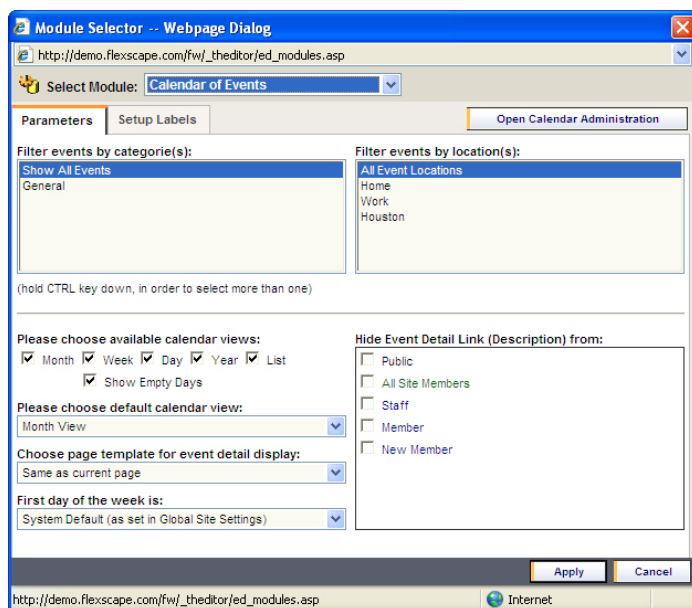
Calendar of Events

This module displays a calendar of events on the current page. This assumes that event categories and locations have already been set up in the Calendar Administration area by someone with site administrator authority. A special link is provided to allow you to access this area, if necessary. See the FlexWEB Site Administrator's Guide for complete details on setting up event calendars.



To insert a calendar module:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Calendar of Events**.



4. Make the following entries and selections.

Parameters tab

Entry/Selection	Purpose
Open Calendar Administration	Click this button if you want to set up new event categories or locations. Refer to the Site Administration guide for details on setting up event calendars.
Filter events by categorie(s)	Select Show All Events or a specific event category.
Filter events by locations	Select to show events at All Event Locations , or select a specific event category. NOTE: To set up new even categories or locations, click the Open Calendar Administration button. Refer to the Site Administration guide for details on setting up event calendars.
Please choose available calendar views	Click on any box to display how you want the calendar to display.

Parameters tab

Entry/Selection	Purpose
Hide Event Detail Link (Description) from	Check one or more boxes to hide the default calendar event detail link from a particular category of user.
Please choose default calendar view	Choose how the calendar will be viewed from the dropdown menu.
Choose page template for event detail display	Select the page template for the event detail display from the dropdown menu. This defaults to the page layout of the current web page where you are inserting the module.
First day of the week is	Select which day of the week to display first: Sunday or Monday, from the dropdown menu.

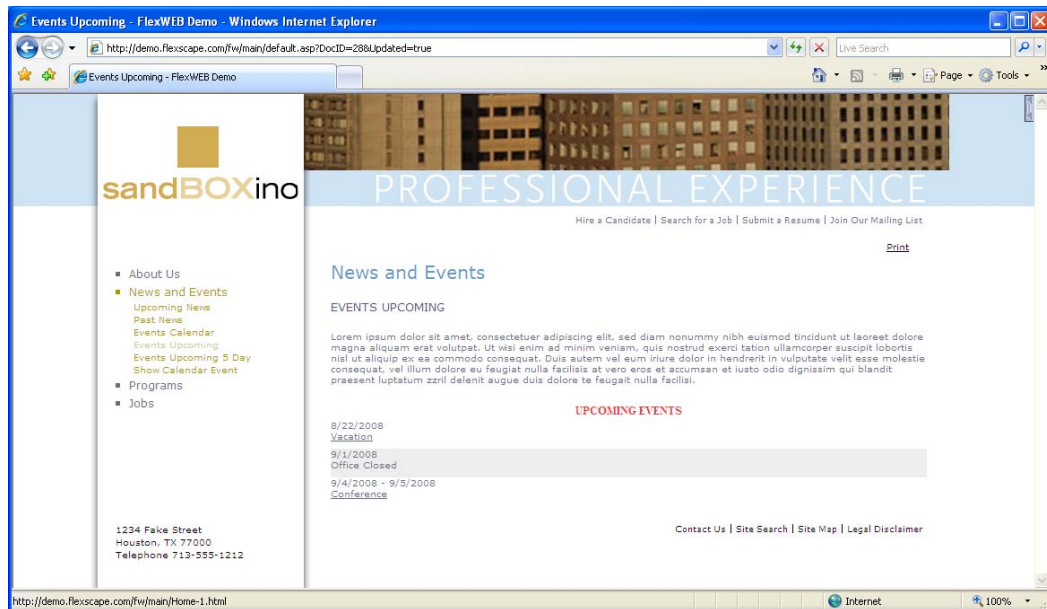
Setup Labels tab

Entry/Selection	Purpose
Enter All 12 Months	This shows the default long-format display of month names. Change this only if you want the month names to display differently.
Enter All 12 Month Short Names	This shows the default short-format display of month names. Change this only if you want the month names to display differently.
Enter All 7 Weekdays	This shows the default long-format display of weekday names. Change this only if you want the names to display differently.
Enter All 7 Weekday Short Names	This shows the default short-format display of weekday names. Change this only if you want the names to display differently.
Enter Calendar Labels in Order	This shows the default labels that will be shown in the calendar display. Change this only if you want the labels to display differently.
Enter Event Labels in Order	This shows the default labels that will be shown in the event detail display. Change this only if you want the labels to display differently.
All Event Categories	This shows the default label that will be shown in a display of all event categories. Change this only if you want the label to display differently.
All Event Locations	This shows the default label that will be shown in a display of all event locations. Change this only if you want the label to display differently.

5. Click the **Apply** button to insert the module on the page.
6. Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
7. Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

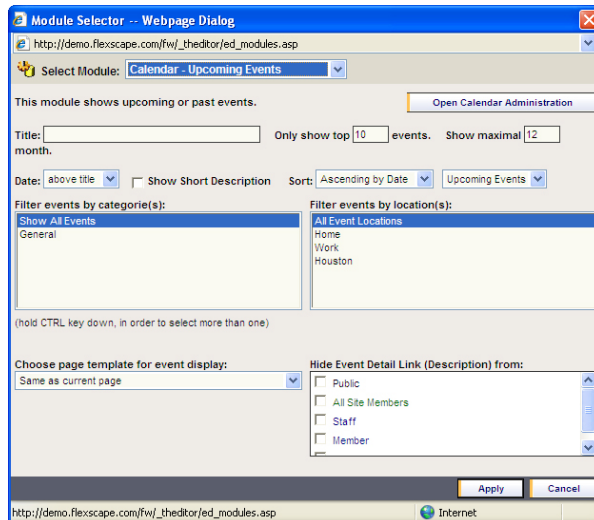
Calendar - Upcoming Events

This module displays a list of upcoming or past events on the current web page. This assumes that calendar events have already been set up in the Calendar Administration area by someone with site administrator authority. A special link is provided to allow you to access this area, if necessary. See the FlexWEB Site Administrator's Guide for complete details on setting up event calendars.



To insert an event list module:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Calendar - Upcoming Events**.



4. Make the following entries and selections.

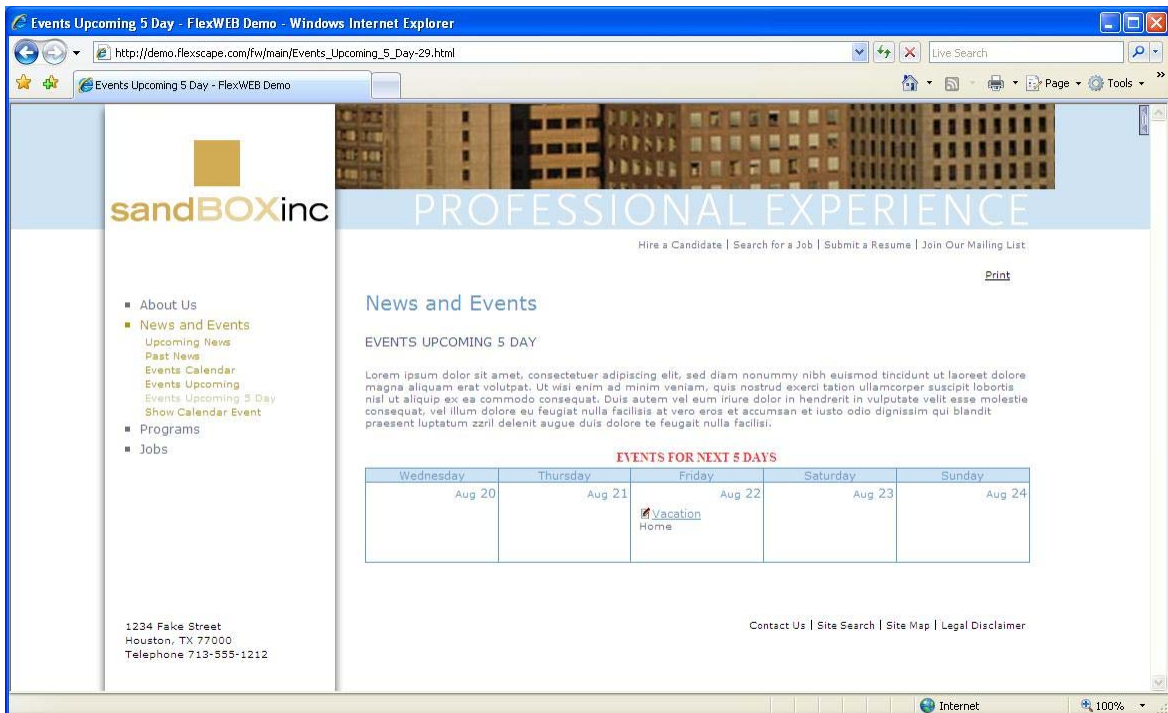
Entry/Selection	Purpose
Open Calendar Administration	Click this button to set up new event categories or locations. Refer to the Site Administration guide for details on setting up event calendars.
Title	Enter a title for the event list. If none is entered, the default module name will be used.
Only show top # events / Show maximal # month.	Enter the appropriate number of <i>events</i> and <i>months</i> you want to display. The default is 10 events and 12 months.
Date	Enter where the event date will display relative to the event title (above, below, left, or right) from the dropdown menu.
Show Short Description	Select this to indicate whether you want to include the event short description with the event.
Sort	Select how the data will display using the dropdown menu.
Filter events by categorie(s)	Click on one or more event categories to be included in the list. To select more than one, hold down the Ctrl key while clicking. The list will be limited to the selected categories.
Filter events by location(s)	Click on one or more event locations to be included in the list. To select more than one, hold down the Ctrl key while clicking. The list will be limited to the selected locations.

Entry/Selection	Purpose
Choose page template for event display	Select which page template to use for the displayed event detail from the dropdown menu. By default, FlexWEB uses the same template as the page where you are inserting this module.
Hide Event Detail Link...	Check one or more of these boxes to hide the event details link from that category of user. By default, each event in the list will have a link that users can select for more detail.

- Click the **Apply** button to insert the module on the page.
- Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
- Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

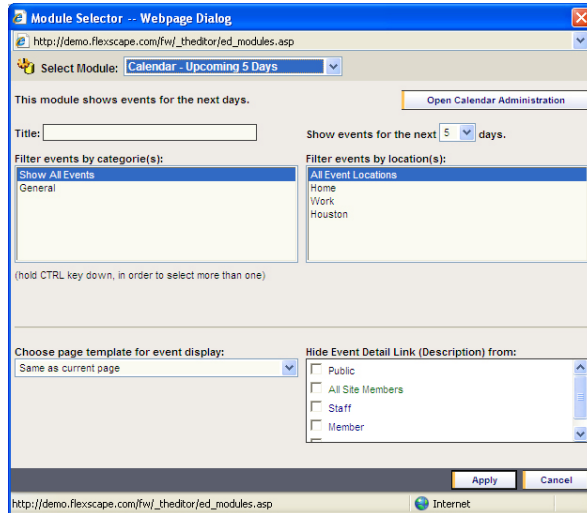
Calendar - Upcoming 5 Days

This module displays a calendar of events for the next 1 to 10 days that is updated regularly based on the current date. This assumes that calendar events have already been set up in the Calendar Administration area by someone with site administrator authority. A special link is provided to allow you to access this area, if necessary. See the FlexWEB Site Administrator's Guide for complete details on setting up event calendars.



To insert a five-day calendar module:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Calendar - Upcoming 5 Days**.



4. Make the following entries and selections.

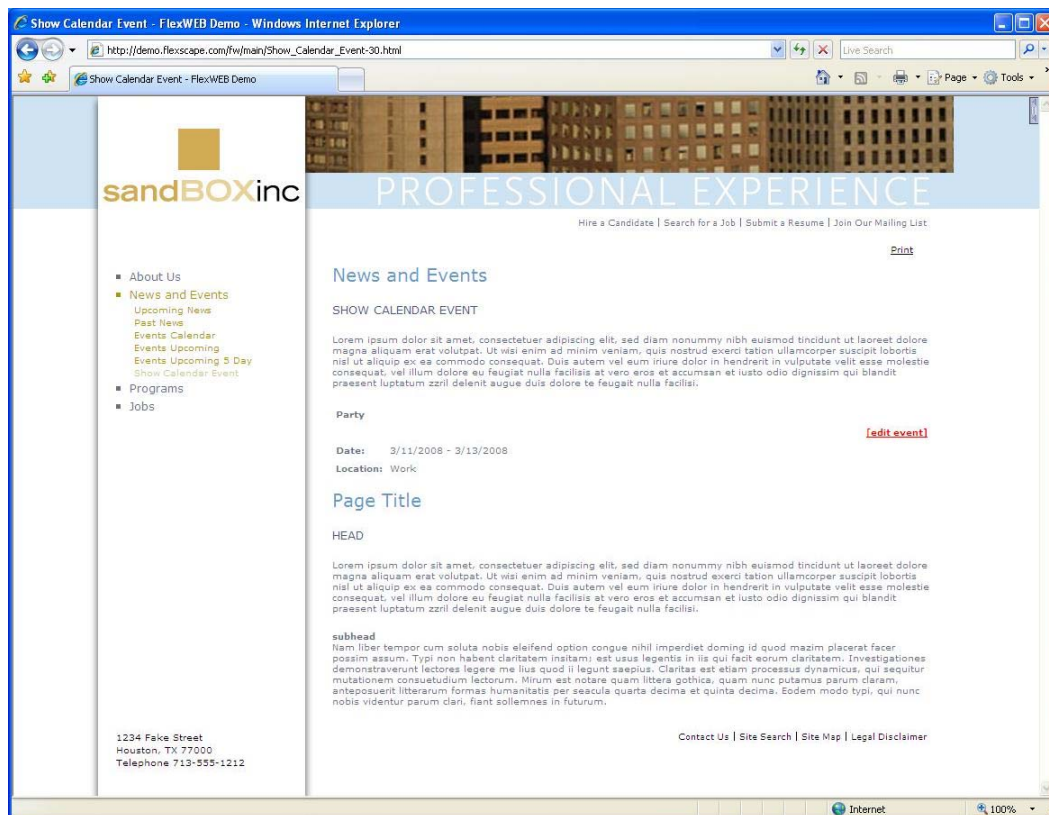
Entry/Selection	Purpose
Open Calendar Administration	Click this button if you want to set up new event categories or locations. Refer to the Site Administration guide for details on setting up event calendars.
Title	Enter a title for the event list. If none is entered, the default module name will be used.
Show events for the next # days	Specify how many days ahead of the current date that you want to display events from the dropdown menu. The default is five, but you can select up to 10.
Filter events by categorie(s)	Click on one or more event categories to be included in the list. To select more than one, hold down the Ctrl key while clicking. The list will be limited to the selected categories.
Filter events by location(s)	Click on one or more event locations to be included in the list. To select more than one, hold down the Ctrl key while clicking. The list will be limited to the selected locations.
Choose page template for event display	Select which page template to use for the displayed event detail from the dropdown menu. By default, FlexWEB uses the same template as the page where you are inserting this module.

Entry/Selection	Purpose
Hide Event Detail Link	By default, each event in the list will have a link that the user can select for more detail. Checking one or more of these boxes will hide the link from that category of user.

- Click the **Apply** button to insert the module on the page.
- Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
- Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

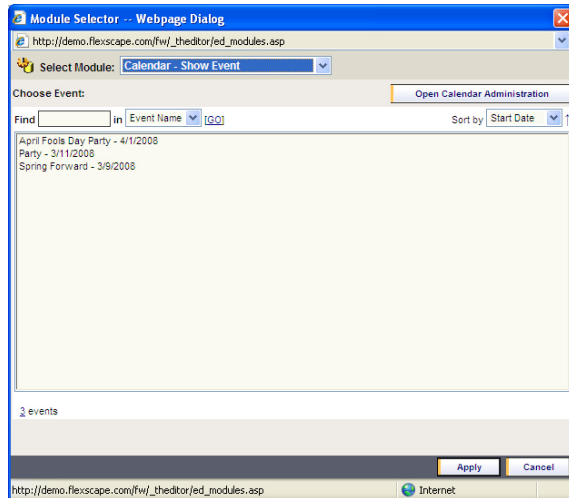
Calendar - Show Event

This module lists the details of a single event on the current page, and provides an editing link. This assumes that calendar events have already been set up in the Calendar Administration area by someone with site administrator authority. A special link is provided to allow you to access this area, if necessary. See the FlexWEB Site Administrator's Guide for complete details on setting up event calendars.



To insert an event detail module:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Calendar - Show Event**.



4. Make the following entries and selections.

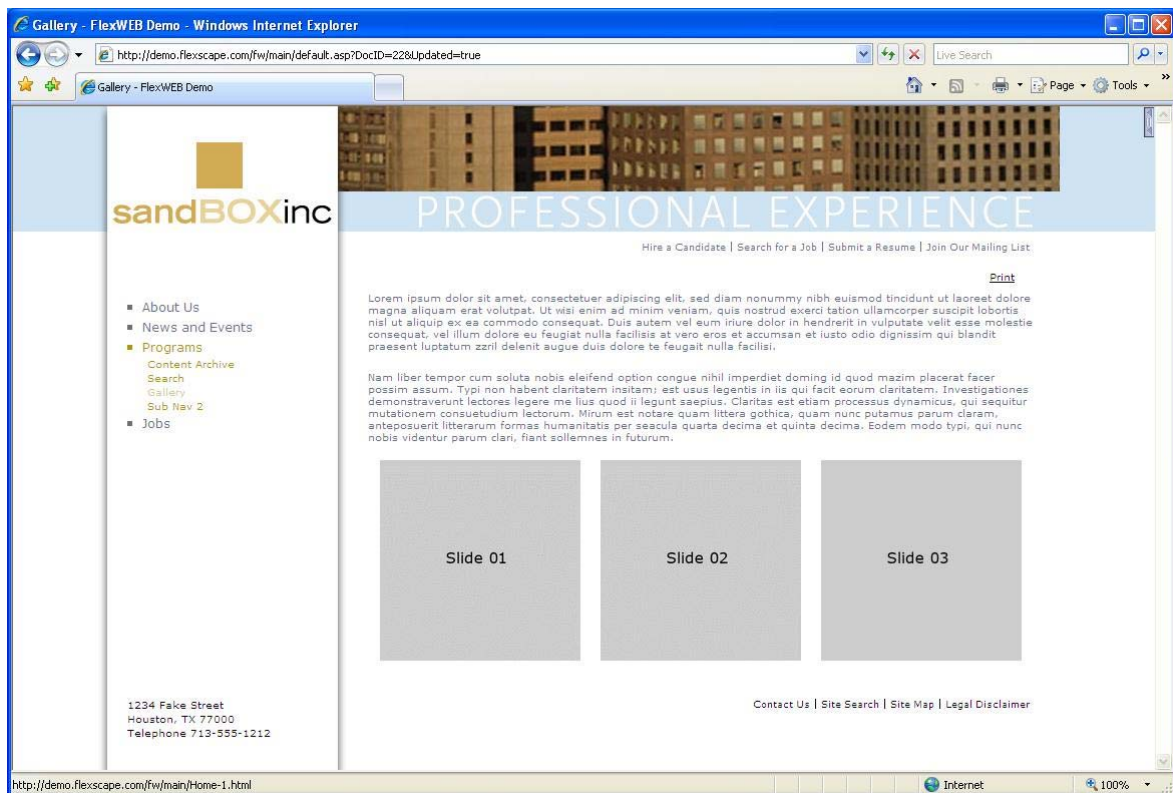
Entry/Selection	Purpose
Open Calendar Administration	Click this button if you want to set up new event categories or locations. Refer to the Site Administration guide for details on setting up event calendars.
Choose Event	Select the desired event from the list.
Find	Enter your search criteria and click Go to find an event in a long list.
Sort by	Select how to sort the data from the dropdown menu to find an event in a long list.
Events #/page	Specify how many events of the list to display per “page” to make a long event list easier to browse. The dropdown list at lower right lets you select the current page of the list to be viewed.

5. Click the **Apply** button to insert the module on the page.
6. Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
7. Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

Image Library

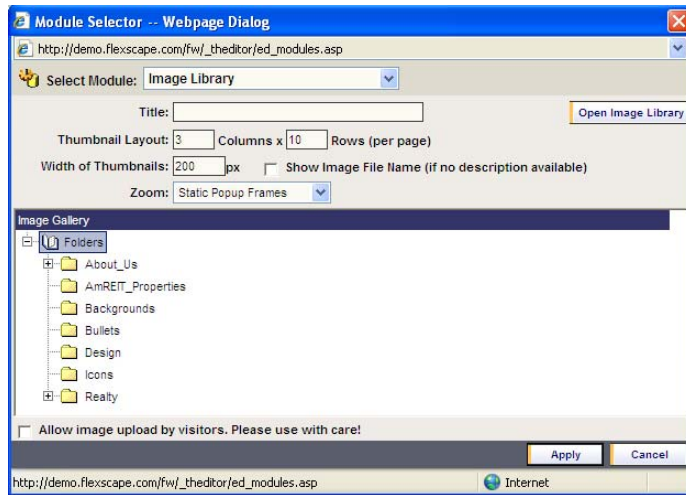
This module displays a set of pictures from a selected folder in the image library. The pictures are displayed as a gallery of “thumbnails” which are all a uniform width, displayed in column and row format. Clicking on a thumbnail image brings up a full size version of the image in a separate popup window, with or without slide show controls.

This assumes that images have already been set up in the Image Library by someone with site administrator authority. A special link is provided to allow you to access this area, if necessary. See the FlexWEB Site Administrator's Guide for complete details on setting up the image library.



To insert a picture gallery:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Image Library**.



4. Make the following entries and selections.

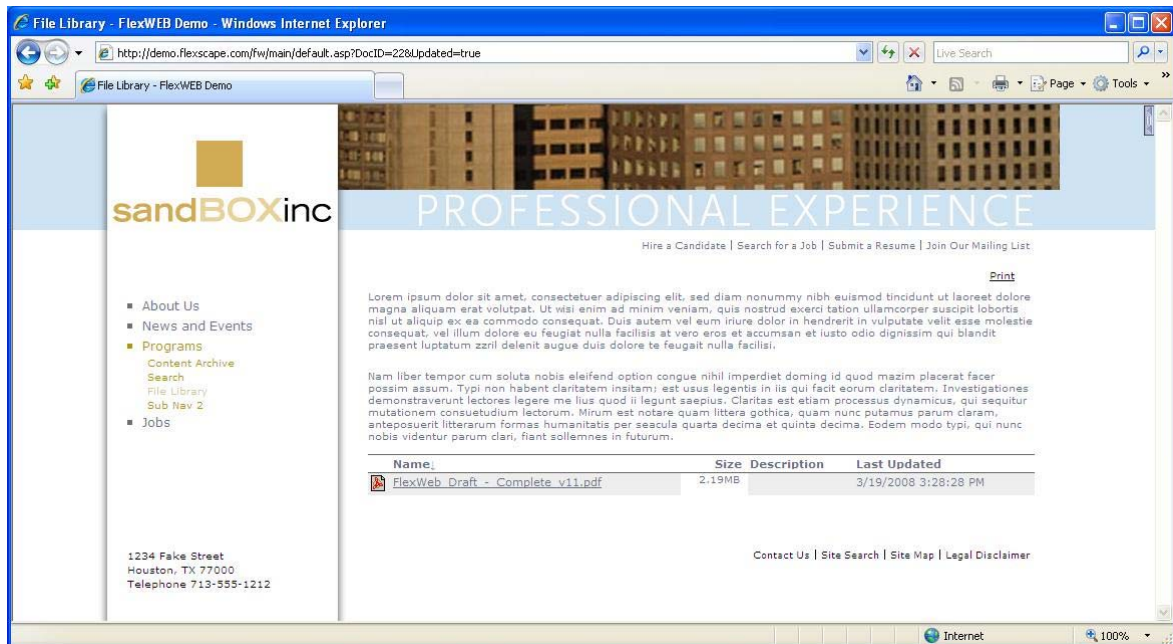
Entry/Selection	Purpose
Open Image Library	Click this button only if you want to upload more images to the library, or change images in the library.
Title	Enter the title to display above the selected images. If left blank, no title will appear.
Thumbnail Layout	Enter the number of columns by number of rows (default is 3 x 10) per page to display the image “thumbnails,” smaller versions of the images with a uniform size.
Width of Thumbnails	Enter the desired width of the thumbnails, in pixels.
Show Image File Name	Check to display the image file name instead of a description, if no description has been stored with the image in the Image Library.
Zoom	Select how the image clicked by the user will display, at its original size, in the popup window: Classic – a simple browser window with a Close button. Static – a popup slide show with simple control links. Animated – a popup slide show with more sophisticated controls.
Image Gallery	Select the folder from which you want to display images. The gallery that displays on your web page will include all images currently stored in that folder.

Entry/Selection	Purpose
Allow image upload by visitors	Check to provide an image upload button and allow anyone to upload images to the Image Library. Please be aware that some types of uploaded images may contain viruses, so this should not be used on a page that is open to the general public.

5. Click the **Apply** button to insert the module on the page.
6. Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
7. Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

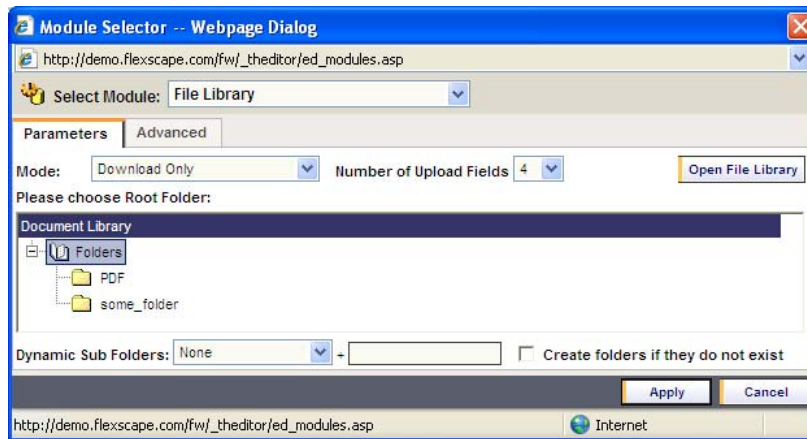
File Library

This module displays a formatted list of files from a selected folder in the File Library, including file name, size, description, and last edit date. This assumes that files have already been stored in the File Library by someone with site administrator authority. A special link is provided to allow you to access this area, if necessary. See the FlexWEB Site Administrator's Guide for complete details on setting up the File Library.



To insert a file list module:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **File Library**.



4. Make the following entries and selections.

Parameters tab

Entry/Selection	Purpose
Open File Library	This button allows you direct access to the File Library, if you need to upload files or reorganize folders.
Mode	Select which mode to be used with this list from the dropdown menu. For example, you can allow users to download, upload, and/or change the File Library. Appropriate buttons will be provided at the top of the list, depending on your selection. Selecting Upload Only will result in a page with an upload button and no list. Selecting the option with "Change" will provide a set of control buttons at the top of the list that allows users to add a new folder to the File Library, move files, rename files, and delete files. For this reason, if you select the "Change" option, be careful to limit the page to authorized users.
Number of Upload Fields	Select the number of files that users without Macromedia Flash Player on their computer can upload at one time. For example, if this is set to 4, then the user will see 4 fields to be able to upload files. Users with Macromedia Flash Player will see the Select Files button and be able to select as many files as they choose to upload at one time.
Please choose Root Folder	Select the desired folder from the File Library folder list. The module will list all files contained in the selected folder.

Parameters tab

Entry/Selection	Purpose
Dynamic Sub Folder	Create sub folders under a main folder, and allow files in those folders to be viewed only by specified groups. The specific groups can be identified by the User's Account ID, User's Login Name or the Company Name + a unique identification code. For example, you can upload files to a specific folder for Company XYZ and when users from the company login, they will only see the files from their folder.
Create folders if they do not exist	Check this box to create a new folder if an appropriate folder is not available.

Advanced tab

Entry/Selection	Purpose
File Type Filter	Use this field if you want to limit the list to certain types of files. To limit the list this way, enter the file extension of each desired file type (xls, doc, etc.)
Include Name Filter	Use this field if you want to limit the list to files with a certain string of characters in the filename. To limit the list this way, enter the identifying string of characters.
Exclude Name Filter	Use this field if you want to exclude from the list any file with a certain string of characters in the filename. To limit the list this way, enter the identifying string of characters.
Link Target	Indicate how you want the file to be handled if the user selects a file from the list. If you select one of the "window" options, the file will be displayed in the selected window type if it is stored in a file format that can be easily displayed by a web browser, such as PDF or Flash (SWF). Otherwise, the user will be prompted to save the file to disk for use with other programs. You can also select Force File Download Prompt if you want the download prompt to always appear.
Max# of shown files	Enter the maximum number of files to display if you want to limit the list to a certain length. Otherwise, leave blank.
Default Sort Order	Sort the file list in various ways: ascending or descending, by name or by date.
Hide Sub Folders	Check this option if you want to remove from the list any subfolders of the folder selected above. Default is unchecked.
Show Column Header	Check this option if you want to show column headings (name, size, description, date) in the file list. Default is checked.
Show File Size	Check this option if you want the Size column to be included in the file list. Default is checked.
Show File Icon	Check this option if you want a graphic icon to be shown for each file, indicating the file type. Default is checked.

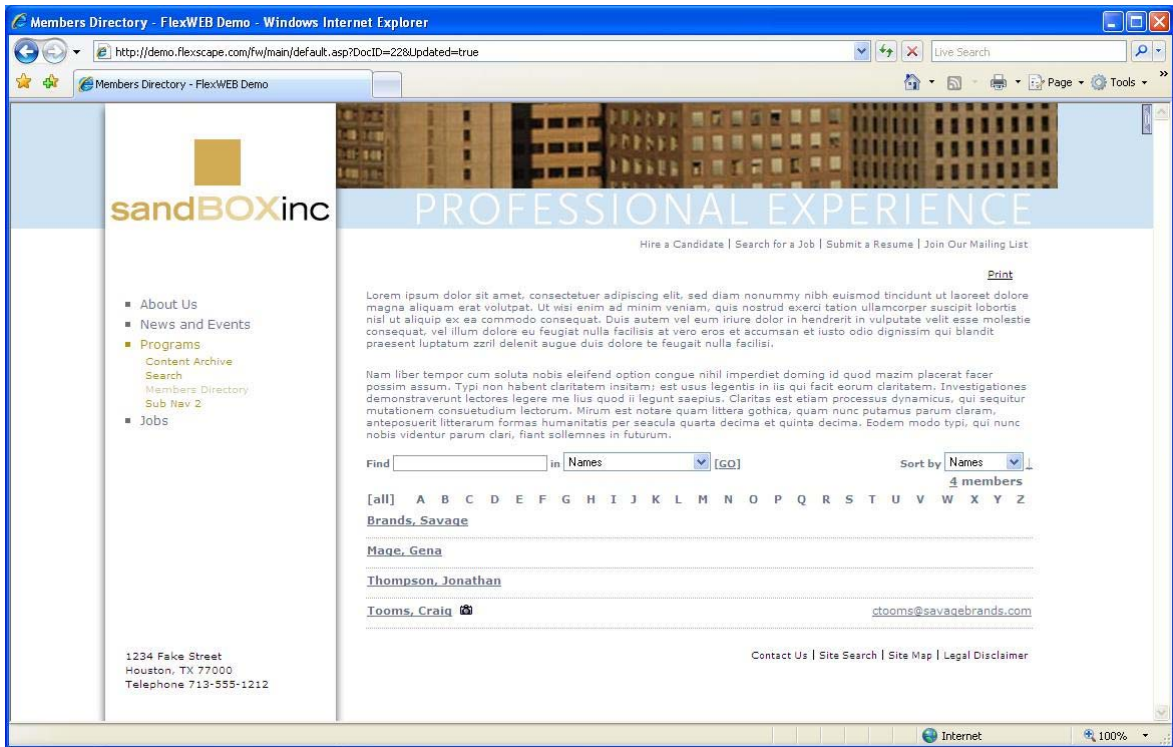
Advanced tab

Entry/Selection	Purpose
Show File Description	Check this option if you want the Description column to be included in the file list. Default is checked.
Show File Name	Check this option if you want the File Name column to be included in the file list. Default is checked.
Show File Date/Time	Check this option if you want the Date column to be included in the file list. Default is checked.

5. Click the **Apply** button to insert the module on the page.
6. Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
7. Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

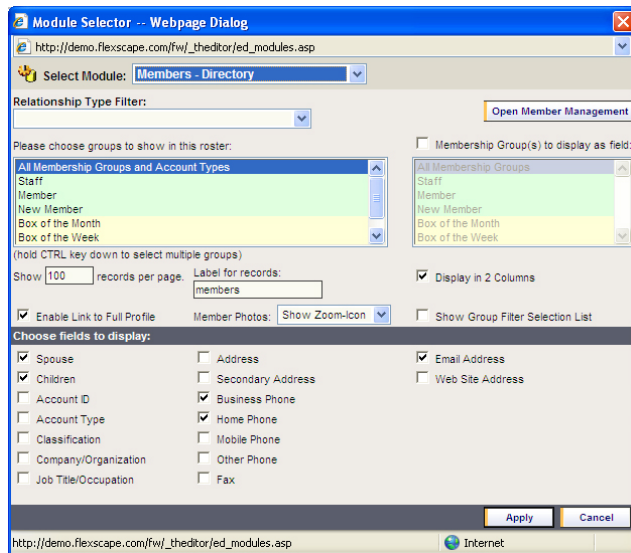
Members - Directory

This module displays a membership directory, with index and search fields. This assumes that members have already been set up in the Member Management area by someone with site administrator authority. A special link is provided to allow you to access this area, if necessary. See the FlexWEB Site Administrator's Guide for complete details on Member Management.



To insert a member directory module:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Members - Members Directory**.



4. Make the following entries and selections.

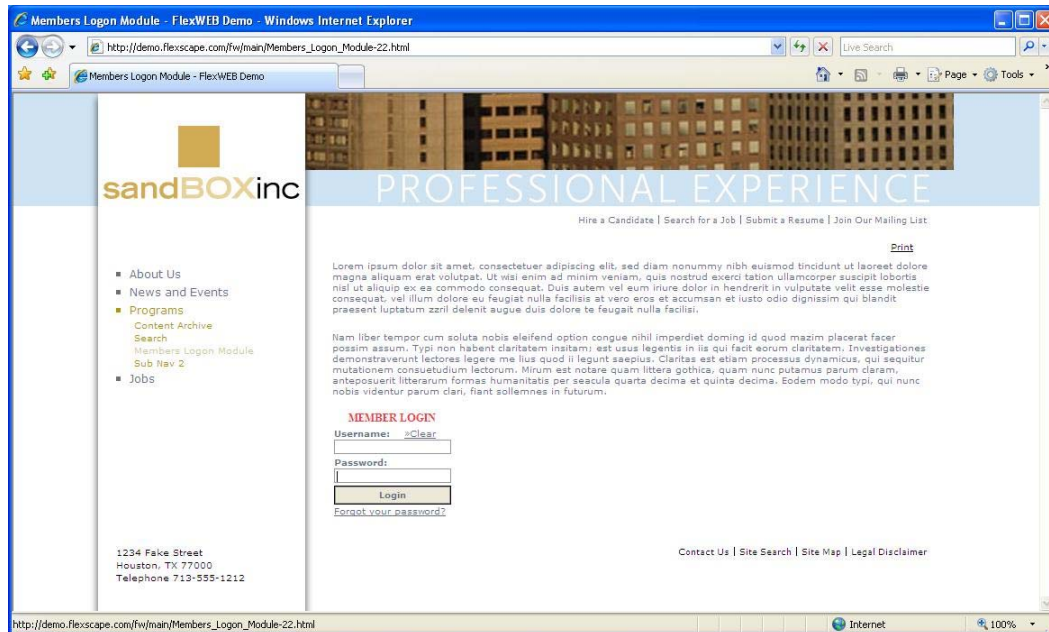
Entry/Selection	Purpose
Open Member Management	Click this button only if you want to enter the Member Management area of the site and change the member records.
Relationship Type Filter	Select the <i>Relationship Type</i> filter to use from the dropdown menu. You can filter the list so that it list the primary account holder, the account holder and spouse, or the account holder, spouse and children.
Please choose groups to show in this roster	Select group types if you want to limit the directory to a certain group of members. To select multiple groups, hold the Ctrl Key while clicking.
Membership Group(s) to display	Check to display the <i>Membership Group Name</i> under the member name. You can then use the list below to indicate whether you want this to occur with all groups (default), or certain selected groups. To select multiple groups, hold the Ctrl Key while clicking.
Show # records per page	Enter the number of records per page to display for large membership groups.

Entry/Selection	Purpose
Label for records	Change this only if you want to use a different word than “members” to describe the people listed in the directory. By default, the directory listing will include the notation “<total no.> members” at the upper right corner of the display area.
Display in 2 Columns	Check to lay out the directory using a two-column format.
Enable Link to Full Profile	Check to add a link that allows page users to view the each member's detailed profile.
Member Photos	Select how to display member photos from the dropdown menu. You can select no display, a simple Zoom icon to link to the photo, or an actual “thumbnail” version of the photo with a zoom link.
Show Group Filter Selection List	Check to display the <i>Group Filter Selection List</i> on the page. This is used when you select multiple groups to be displayed on the page. The user can select a group from a dropdown menu and the records displayed will be limited to members belonging to that group.
Choose fields to display	Select the fields that you want to display in the directory for each member in the list.

5. Click the **Apply** button to insert the module on the page.
6. Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
7. Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

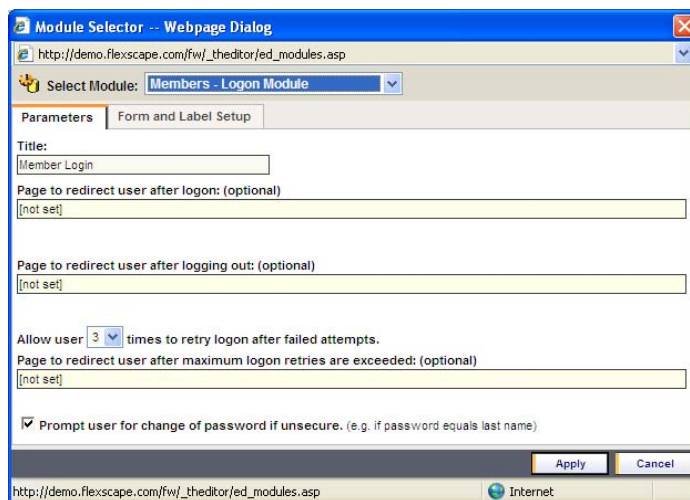
Members - Logon

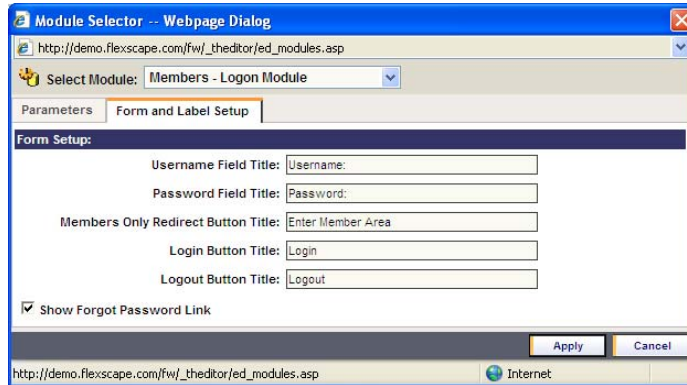
This module inserts a set of logon fields to be used for login by registered site members.



To insert a member's logon module:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Members - Logon Module**.





4. Make the following entries and selections.

Parameters tab

Entry/Selection	Purpose
Title	Enter a name to show as the title above the login form. For example: Member Login.
Page to redirect user after logon	Use this field to bring up the Web Site Pages tree and select the desired page from the tree if you want the user to be directed to another page after logging on. For example, you may have a special home page for registered users, which they will see immediately after logging in.
Page to redirect user after logging out	Use this field to bring up the Web Site Pages tree and select the desired page from the tree if you want the user to be directed to another page after logging out. For example, you may have a special log out page that displays, with a link allowing them to log back in.
Allows user # times to retry	Set how many times a user can attempt to logon before being redirected to another page.
Page to redirect user after maximum logon retries...	Use this field to direct the user to a special page after a certain number of unsuccessful login attempts. If the page has already been created, you can select it here.
Prompt user for change of password if insecure	Check so that the logon page rejects any passwords that do not meet standard web security criteria, and prompts them to use a secure password.

Form and Label Setup tab

Entry/Selection	Purpose
Username	Enter what label to display for the <i>Username</i> field. For example: User ID, User, etc.
Password	Enter what label to display for the <i>Password</i> field.
Members Only Redirect Button	Enter what label to display on the Members Only Redirect Button.

Form and Label Setup tab

Entry/Selection	Purpose
Login Button	Enter what label to display on the Login Button.
Logout Button	Enter what label to display on the Logout Button.
Show Forgot Password Link	Check to include a link that opens a “forgotten password” message, telling users how to retrieve their passwords.

5. Click the **Apply** button to insert the module on the page.
6. Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
7. Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

Members - Registration

This module inserts a complete registration form for New Member Registration. By definition, a membership registration is for the purpose of signing up to be a member of a specific group. This assumes that groups have already been defined in the Member Management area by someone with appropriate site authority. See the FlexWEB Site Administrator's Guide for complete details on Member Management.

Registration Form - FlexWEB Demo - Windows Internet Explorer

http://demo.flexscape.com/fw/main/default.asp?DocID=228&Updated=true

Registration Form - FlexWEB Demo

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Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Typi non habent claritatem insitam; est usus legentis in iis qui facit eorum claritatem. Investigationes demonstraverunt lectores legere me lius quod ii legunt saepius. Claritas est etiam processus dynamicus, qui sequitur mutationem consuetudinum lectorum. Mirum est notare quam littera gothica, quam nunc putamus parum claram, anteposuerit litterarum formas humanitatis per seacula quarta decima et quinta decima. Eodem modo typi, qui nunc nobis videntur parum clari, fiant sollemnes in futurum.

New Member Registration Fields marked with * are required!

Firstname: *

Lastname: *

Desired Username: *

Password: *

Retype Password: *

Email Address: *

Email Format: **HTML (can see pictures and formatting)** v

Company/Organization: *

Job Title/Occupation: *

Web Site Address:

Business Phone:

Home Phone:

Address:

City:

State/Province: Zip/Postal Code:

Country:

Cancel Register and Sign In >>

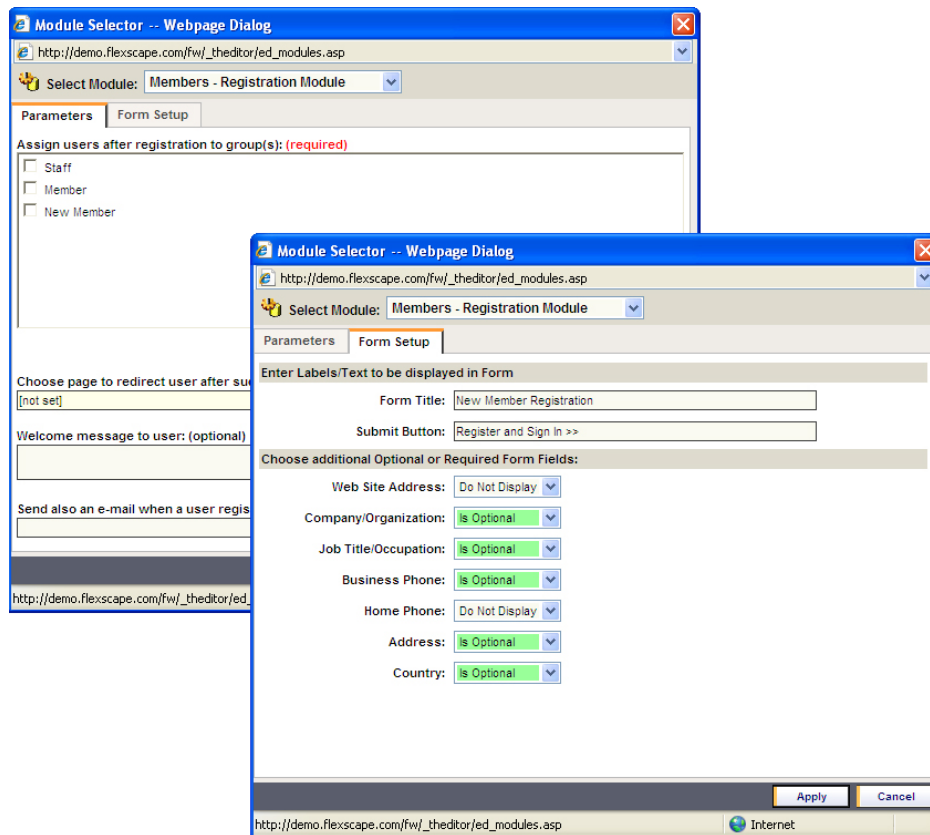
1234 Fake Street
Houston, TX 77000
Telephone 713-555-1212

Contact Us | Site Search | Site Map | Legal Disclaimer

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To insert a registration page module:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Members - Registration Module**.



4. Make the following entries and selections:

Parameters tab

Entry/Selection	Purpose
Assign users after registration to group(s)	Select each group membership that will be applied when the member signs up using this form. (Required)
Choose page to redirect user after successful registration (Optional)	Select a page for the new member to go after registration is complete. When clicked, the <i>Choose Document</i> page will open for you to make the selection. Make your selection then click Apply .
Welcome message	Enter your welcome message for new members here, if desired.

Parameters tab

Entry/Selection	Purpose
Send also an e-mail when a user registered to	Enter an e-mail address to be notified each time someone signs up for membership in the selected group(s). If mailing to multiple recipients, use a comma to separate the recipients.

Form Setup tab

Entry/Selection	Purpose
Form Title	Enter the title for the form here. This will display on the upper left of the registration form.
Submit Button	Enter the words to display on the Submit Button.
Choose additional Optional or Required Form Fields	Specify the information you would like to capture using text fields on the registration form. Using the dropdown menu, you can specify whether each field will be visible, and if so whether it is a required or optional field.

5. Click the **Apply** button to insert the module on the page.
6. Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
7. Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

Members - Edit Profile

This module displays the site members' current registration profile, along with an Edit link for updating it. If such a page is created, each registered and logged in user will only have automatic access to their user profile.

Registration Form - FlexWEB Demo - Windows Internet Explorer

http://demo.flexscape.com/fw/main/default.asp?DocID=228&updated=true&e=1

Live Search

Registration Form - FlexWEB Demo

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My Profile [Update Profile](#)

Account Information: **Fields marked with * are required.**

Title: (e.g. Ms., Mr., Mrs., Dr., Prof.)

Firstname * Middle Lastname *

Name: *

Suffix: (e.g. I, II, III, Jr., Sr., MD, PhD, DDA)

Username: *

Password: *

Retype Password: *

Privacy: ☐ Do NOT list me in member directory visible to other members.

Gender: ☒ Birthdate:

Contact Information:

Email Address:

Secondary Email Address:

Email Format: **HTML (can see pictures and formatting)**

Web Site Address:

Company/Organization:

Job Title/Occupation:

Current Address

Address:

City:

State/Province: Zip/Postal Code:

Country:

Business Phone:

Home Phone:

Mobile Phone:

Other Phone:

Fax:

Secondary Address

Address:

City:

State/Province: Zip/Postal Code:

Country:

Business Phone:

Home Phone:

Mobile Phone:

Other Phone:

Fax:

[Swap Addresses](#)

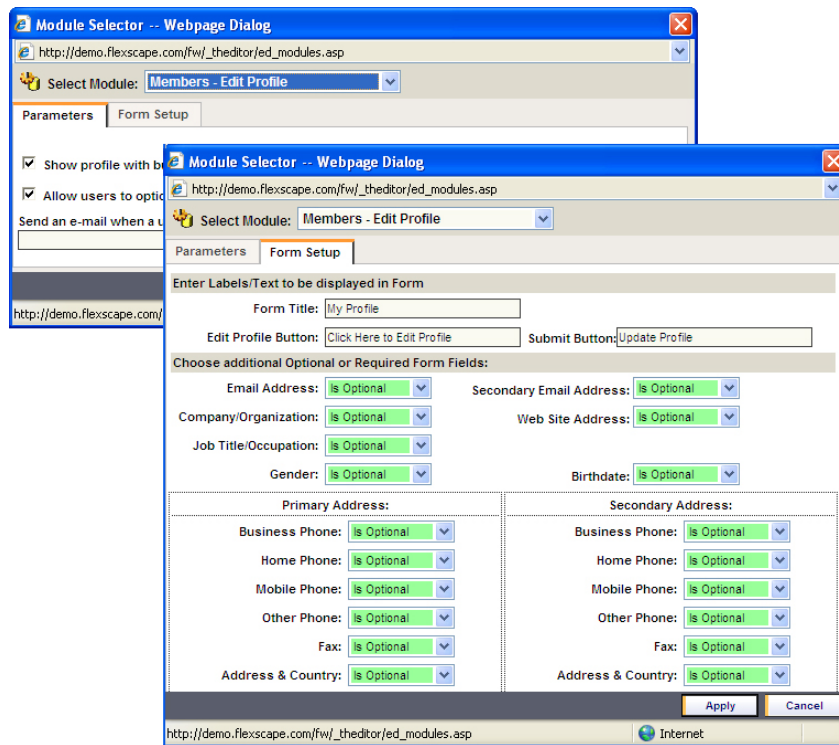
[Update Profile](#)

Done

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To insert a member profile module:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Members - Edit Profile**.



4. Make the following entries and selections.

Parameters tab

Entry/Selection	Purpose
Show profile with button...	Check to display the site member profile in a read-only format, with an Edit button that allows the user to click for direct editing of the profile fields. If not checked, then the profile information is always in Edit mode.
Allow users to optional disable...	Checked to allow the member to prevent other members from seeing their profile in the member directory.
Send an e-mail when a user...	This will send an e-mail to the listed address(es) when a site member changes their profile. You can enter multiple e-mail addresses, separated by commas.

Form Setup tab

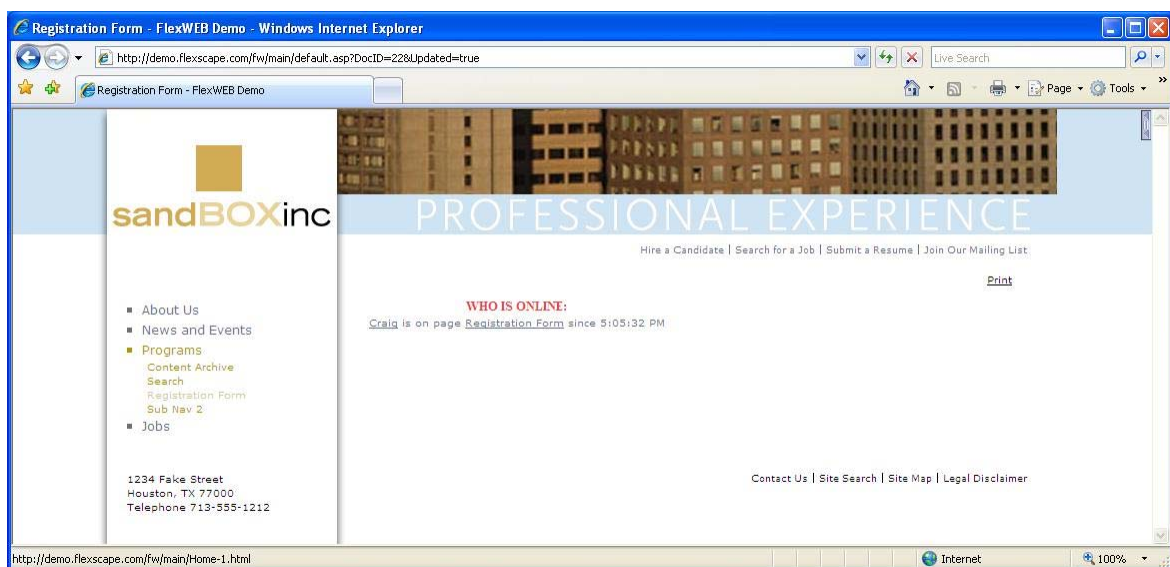
Entry/Selection	Purpose
Form Title	Enter a title to be displayed at the top of the profile page.
Edit Profile Button	Enter the label that will show on the Edit Profile Button, which is used to begin editing the fields.
Submit Button	Enter the label that will show on the Submit button, which is used after the user completes the edits.
Choose Additional Optional or Required Form Fields	Specify which fields will be available for editing in the member profile. Choose whether the field is required or optional using the dropdown menus.

NOTE: To disable certain fields of information for display in the Member Directory, an administrator or member can put an exclamation point "!" in front of any piece of information. For example, the e-mail address, ljdooe@exzcompany.com, will not appear in the Member Directory.

5. Click the **Apply** button to insert the module on the page.
6. Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
7. Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

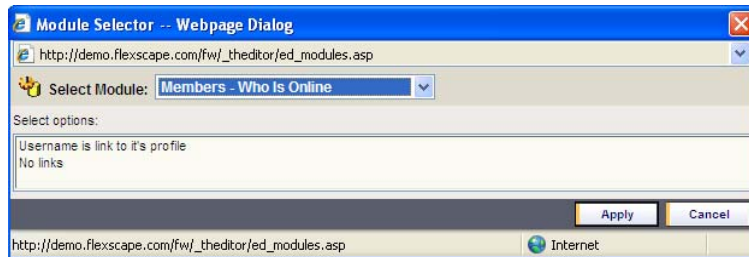
Members - Who Is Online

This module provides a list of all site members currently logged in to the site, and the pages they are currently viewing.



To insert a who-is-online list module:

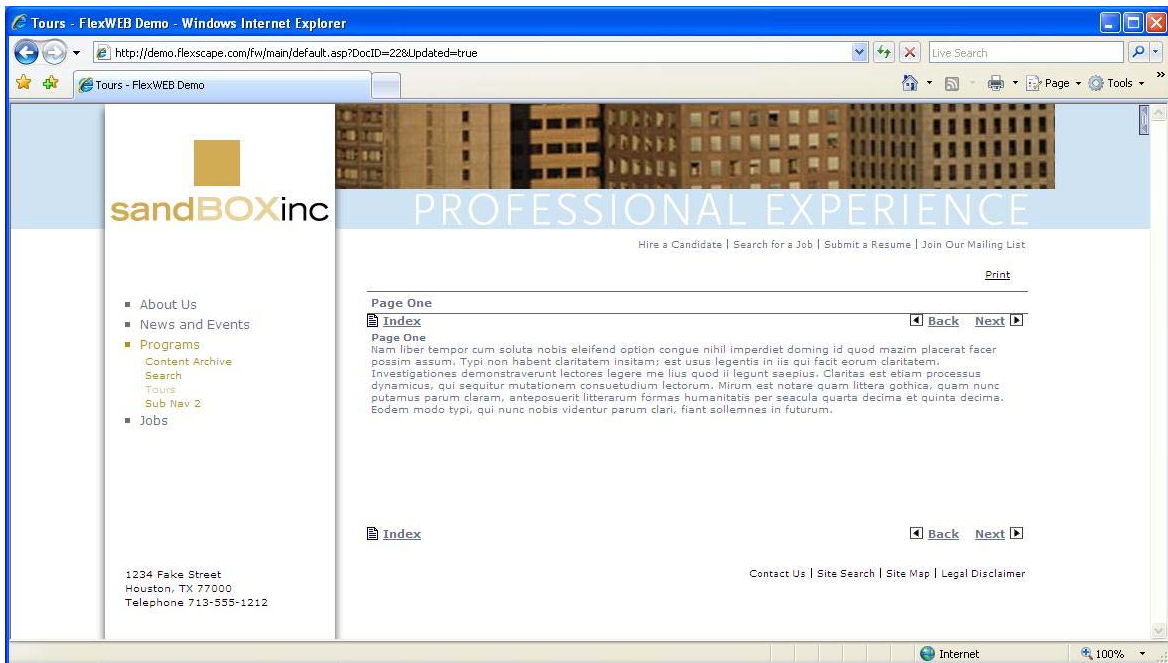
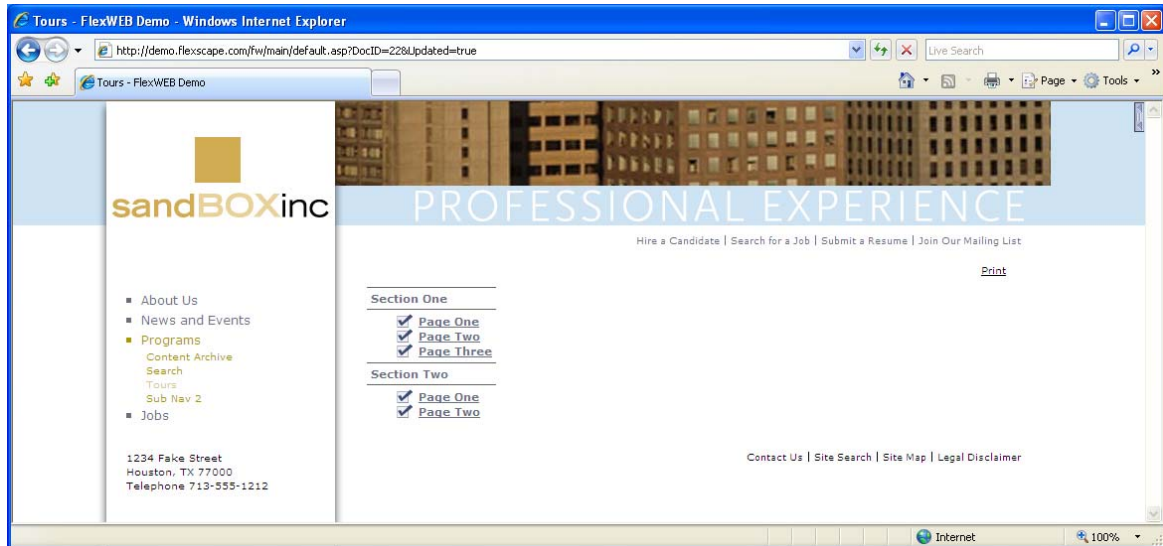
1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Members - Who Is Online**.



4. Select the preferred option below:
 - **User name is link.** The user names will be displayed as an interactive list, with hyperlinks from each name to that user's profile.
 - **No links.** The user names will be displayed as a static list, with no links.
5. Click the **Apply** button to insert the module on the page.
6. Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
7. Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

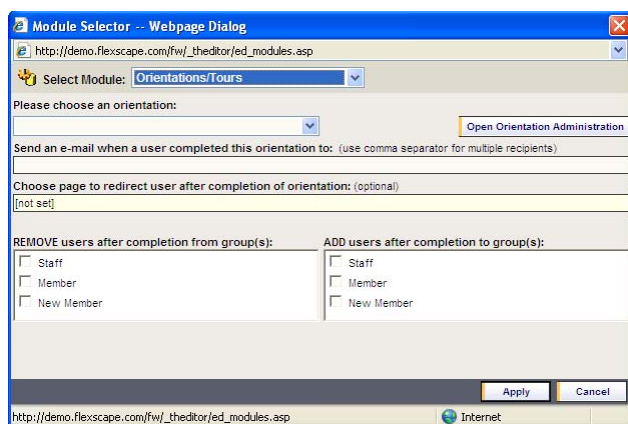
Orientation/Tours

This module allows you to insert a list of the current orientations and tours. This assumes that orientation sessions have already been set up in the Orientation Administration area by someone with site administrator authority. A special link is provided to allow you to access this area, if necessary. See the FlexWEB Site Administrator's Guide for complete details on setting up orientation/tours.



To insert an orientation/tours module:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Orientation/Tours**.



4. Make the following entries and selections.

Entry/Selection	Purpose
Open Orientation Administration	Select this button if you want direct access to the Orientation Administration feature, to set up or modify orientations and tours.
Please choose an orientation	Select the orientation that you want to be inserted on the current web page from the dropdown menu.
Send an e-mail when a user completed this orientation to	This will send an e-mail to a specified address(es) when a site member completes their orientation. You can enter multiple e-mail addresses, separated by commas.
Choose page to redirect user	Select a page that the user will see after orientation is complete. When clicked, the <i>Choose Document</i> page will open for you to make the selection. Make your selection then click Apply .
REMOVE users after completion...	Click in the appropriate box to select the group(s) that the user will be removed from after completing the orientation.
ADD users after completion...	Click in the appropriate box to select the group(s) that the user will be added to after completing the orientation.

5. Click the **Apply** button to insert the module on the page.
6. Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.

7. Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

Mail - Subscription

This module inserts a complete registration form for mailing list signup. Signing up for email communications is called “opt-in.” This assumes that email groups have already been set up in the Mail Manager by someone with site administrator authority. A special link is provided to allow you to access this area, if necessary. See the FlexWEB Site Administrator's Guide for complete details on setting up mailing list subscriptions.

The screenshot shows a web browser window titled "Mail Subscription - FlexWEB Demo - Windows Internet Explorer". The address bar displays "http://demo.flexscape.com/fw/main/default.asp?DocID=358&Updated=true". The page features a header for "sandBOXinc" with a logo and a navigation menu on the left containing links for "About Us", "News and Events", "Programs", and "Jobs". The main content area is titled "Mail Subscription" and contains a registration form. The form includes fields for "Name" (pre-filled with "Craig Tooms"), "Email Address", "Email Format" (with radio buttons for "Rich Text/HTML" and "Plain Text"), "Company/Organization", "Job Title/Occupation", "Business Phone", "Address", "City", "State/Province", "Zip/Postal Code", and "Country". Below these fields, there is a section titled "I would like to subscribe to:" with three checkboxes: "Box of the Week" (checked), "Box of the Month", and "Box of the Year". At the bottom of the form are two buttons: "No Thanks" and "Subscribe". The footer of the page includes contact information for "sandBOXinc" and a list of links: "Contact Us", "Site Search", "Site Map", "Legal Disclaimer", and "Mail Subscription".

Mail Subscription - FlexWEB Demo - Windows Internet Explorer

http://demo.flexscape.com/fw/main/default.asp?DocID=358&Updated=true

Mail Subscription - FlexWEB Demo

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Mail Subscription

Name Craig Tooms

Email Address *

Email Format ☒ Rich Text/HTML ☐ Plain Text

Company/Organization

Job Title/Occupation

Business Phone

Address

City

State/Province Zip/Postal Code

Country

I would like to subscribe to:

☒ Box of the Week

☐ Box of the Month

☐ Box of the Year

No Thanks Subscribe

1234 Fake Street
Houston, TX 77000
Telephone 713-555-1212

Contact Us | Site Search | Site Map | Legal Disclaimer | Mail Subscription

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To insert a mail list registration module:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Mail - Subscription**.

Module Selector -- Webpage Dialog

http://demo.flexscape.com/fw/_theditor/ed_modules.asp

Select Module: **Mail - Subscription Module**

Parameters | Form Setup | Open Mail Manager

Let user subscribe to following Opt-In Group(s): (required)

- ☐ All Opt-In Groups
- ☐ Box of the Month
- ☐ Box of the Week
- ☐ Box of the Year

Choose page to redirect user after subscription: (optional)
[not set]

Custom welcome message to subscriber: (optional)

Custom confirmation email to subscriber: (optional) Variables: [#FirstName#], [#LastName#]

Subject:

Message:

Send also an e-mail when a user registered to: (optional) (use comma separator for multiple recipients)

http://demo.flexscape.com/fw/_theditor/ed_modules.asp Internet

Module Selector -- Webpage Dialog

http://demo.flexscape.com/fw/_theditor/ed_modules.asp

Select Module: **Mail - Subscription Module**

Parameters | **Form Setup** | Open Mail Manager

Setup labels to be displayed

Form Title:

Subscription Prompt:

Choose form fields to be displayed

Name:

Email Address:

Email Format:

Company/Organization:

Job Title/Occupation:

Business Phone:

Home Phone:

Address:

Country:

☐ Use custom form defined in HTML of page (Experts Only)

http://demo.flexscape.com/fw/_theditor/ed_modules.asp Internet

4. Make the following entries and selections.

Parameters tab

Entry/Selection	Purpose
Open Mail Manager	Click this button if you want to open the Mail Manager tool, to define or modify site e-mail and groups.
Let user subscribe to following Opt-In Group(s)	Select which groups will be displayed for user signup on the registration form. (Required)
Choose page to redirect user	Select a page for the new member to view after subscription is complete. When clicked, the <i>Choose Document</i> page will open for you to make the selection. Make your selection then click Apply .
Custom welcome message to subscriber	Enter your welcome message here. (Optional)
Custom confirmation email to subscriber	Enter the information that you want to go into the <i>Subject</i> and <i>Message</i> parts of the email if you want to send an e-mail to the subscriber, confirming registration. (Optional)
Send also an e-mail when a user registered	Enter an e-mail address(es) that will be notified each time a new user subscribes to a mailing list using this form. You can enter multiple email addresses, separated by commas.

Form Setup tab

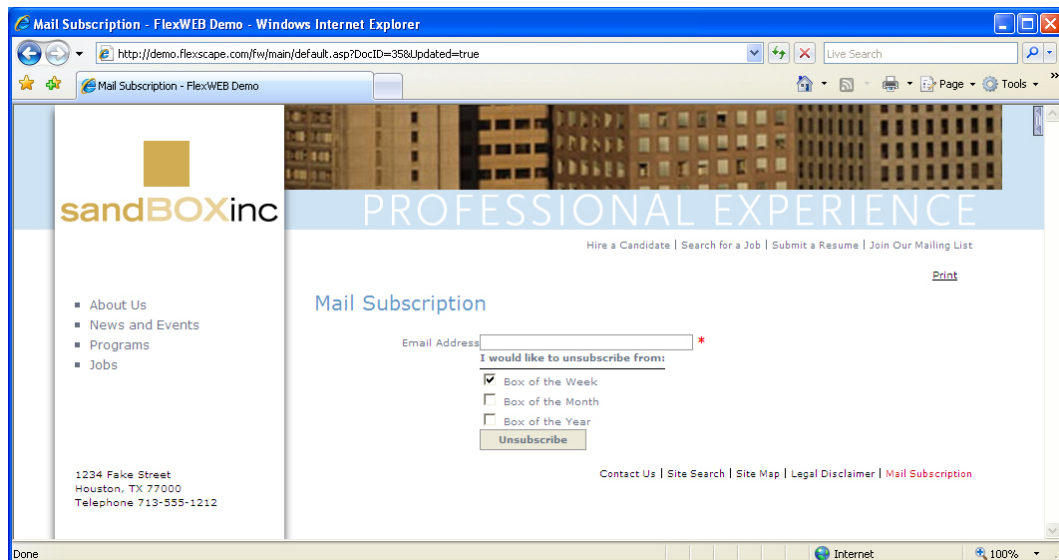
Entry/Selection	Purpose
Form Title	Enter a form title. This will display at the top of the subscription form.
Subscription Prompt	Enter a prompt. This text will appear before the list of email subscription groups on the form. It should prompt users to select the email groups to which they want to subscribe.
Cancel Button	Enter the label that you want to be displayed on the Cancel Button. This button will close the form and return to the previous page.
Submit Button	Enter the label that you want to be displayed on the Submit Button. This button that users will press when they are finished using the form.
Form Fields	Specify which fields will be displayed on the form, and whether it is a required or optional field using the dropdown menus. You can also customize the label for each field. The Retype Email Address checkbox requires the form user to enter the email address twice, to help avoid misspellings.

Use custom form defined in HTML of page.	Customize the form by editing the HTML version of the page if you are an advanced user. Checking this box will cause the program to ignore the selections on this tab and use your HTML code directly.
------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

5. Click the **Apply** button to insert the module on the page.
6. Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
7. Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

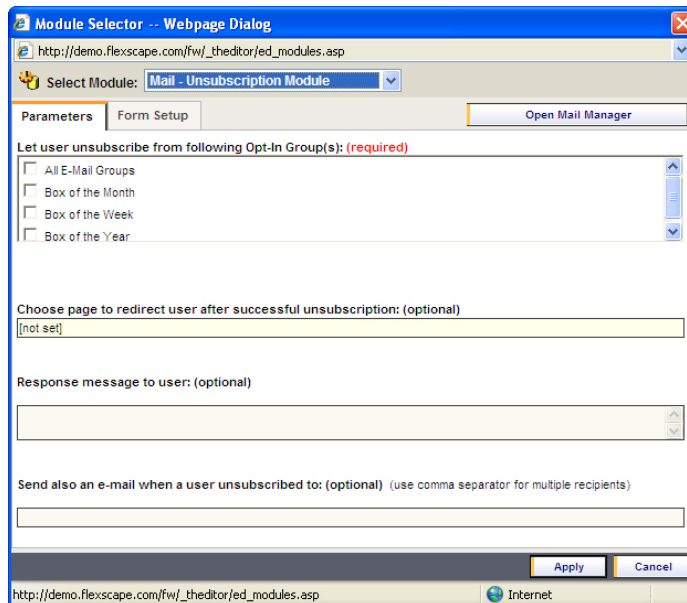
Mail - Unsubscription

This module inserts a form for unsubscribing from mailing lists. Unsubscribing from email communications is called “opt-out.” Email subscription groups are set up in the Mail Manager, and a special button is provided that provides you with access to this area. See the Site Administrator's Guide for complete details on setting up email management features.

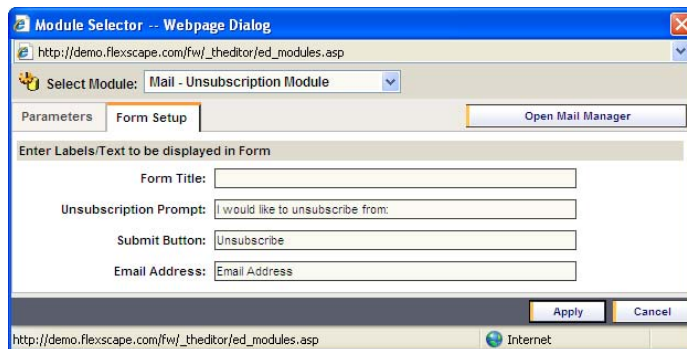


To insert a mail list unsubscribe module:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Mail - Unsubscription**.



The screenshot shows the 'Module Selector -- Webpage Dialog' with the 'Parameters' tab selected. The 'Select Module' dropdown is set to 'Mail - Unsubscription Module'. The 'Open Mail Manager' button is visible. The 'Let user unsubscribe from following Opt-In Group(s): (required)' section has four checkboxes: 'All E-Mail Groups', 'Box of the Month', 'Box of the Week', and 'Box of the Year'. The 'Choose page to redirect user after successful unsubscription: (optional)' field is set to '[not set]'. The 'Response message to user: (optional)' field is empty. The 'Send also an e-mail when a user unsubscribed to: (optional) (use comma separator for multiple recipients)' field is empty. The 'Apply' and 'Cancel' buttons are at the bottom right.



The screenshot shows the 'Module Selector -- Webpage Dialog' with the 'Form Setup' tab selected. The 'Select Module' dropdown is set to 'Mail - Unsubscription Module'. The 'Open Mail Manager' button is visible. The 'Enter Labels/Text to be displayed in Form' section has four fields: 'Form Title' (empty), 'Unsubscription Prompt' (set to 'I would like to unsubscribe from:'), 'Submit Button' (set to 'Unsubscribe'), and 'Email Address' (set to 'Email Address'). The 'Apply' and 'Cancel' buttons are at the bottom right.

4. Make the following entries and selections.

Parameters tab

Entry/Selection	Purpose
Open Mail Manager	Click this button if you want to open the Mail Manager tool, to define or modify site email and groups.
Let user unsubscribe from following Opt-In Group(s)	Select which groups the user will be allowed to unsubscribe from. (Required)
Choose page to redirect user after successful unsubscription	Select a page for the new member to view after unsubscription is complete. When clicked, the <i>Choose Document</i> page will open for you to make the selection. Make your selection then click Apply .
Response message to user	Enter a message the user will see as they unsubscribe. It is similar to the Welcome greeting on the subscription module. (Optional)
Send also an e-mail when a user unsubscribed	Enter an e-mail address(es) that will be notified each time a new user unsubscribes from a mailing list using this form. You can enter multiple e-mail addresses, separated by commas.

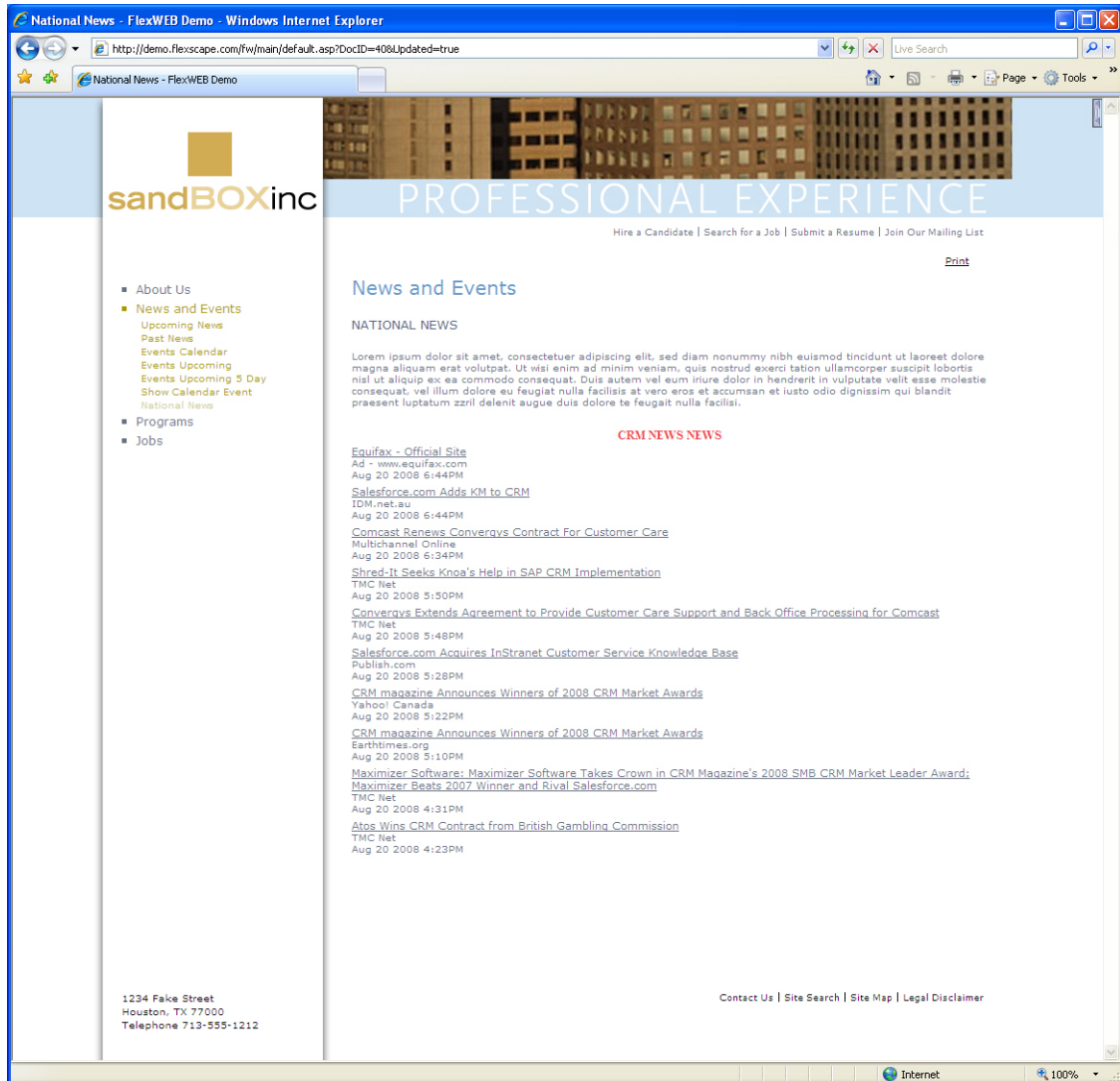
Form Setup tab

Entry/Selection	Purpose
Form Title	Enter a form title. This will display at the top of the Unsubscription form.
Unsubscription Prompt	Enter a statement to prompt users to select e-mail groups from which they want to unsubscribe. This text will appear before the list of e-mail subscription groups on the form.
Submit Button	Enter the label that you want to be displayed on the Submit Button. Users will press this button when they are finished using the form.
Email Address	This is the label for the field where they will enter their e-mail address for unsubscription purposes.

5. Click the **Apply** button to insert the module on the page.
6. Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
7. Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

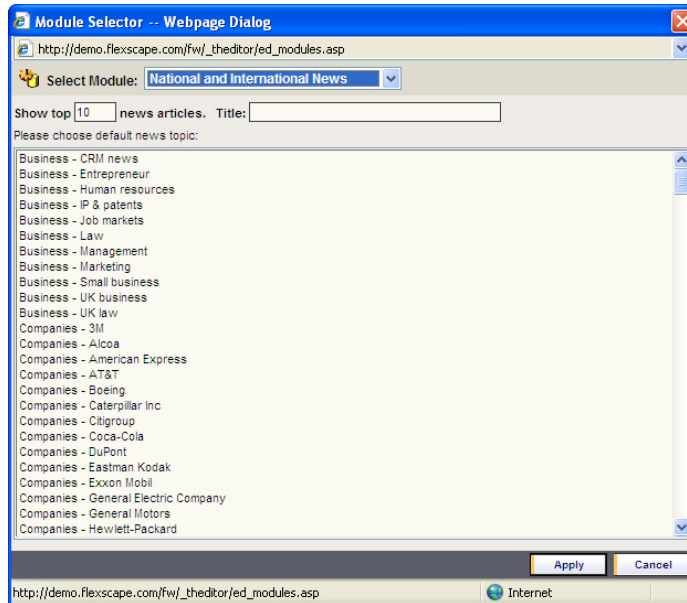
National and International News

This module inserts a list of currently available articles from major international news and information providers. The list of available feeds includes scores of sources in a wide variety of categories, from business to entertainment. When you select a source, the module inserts a list of current articles from that source. The first article that appears in any of these news feeds will be a sponsor advertisement.



To insert a news list module:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **National/International News**.



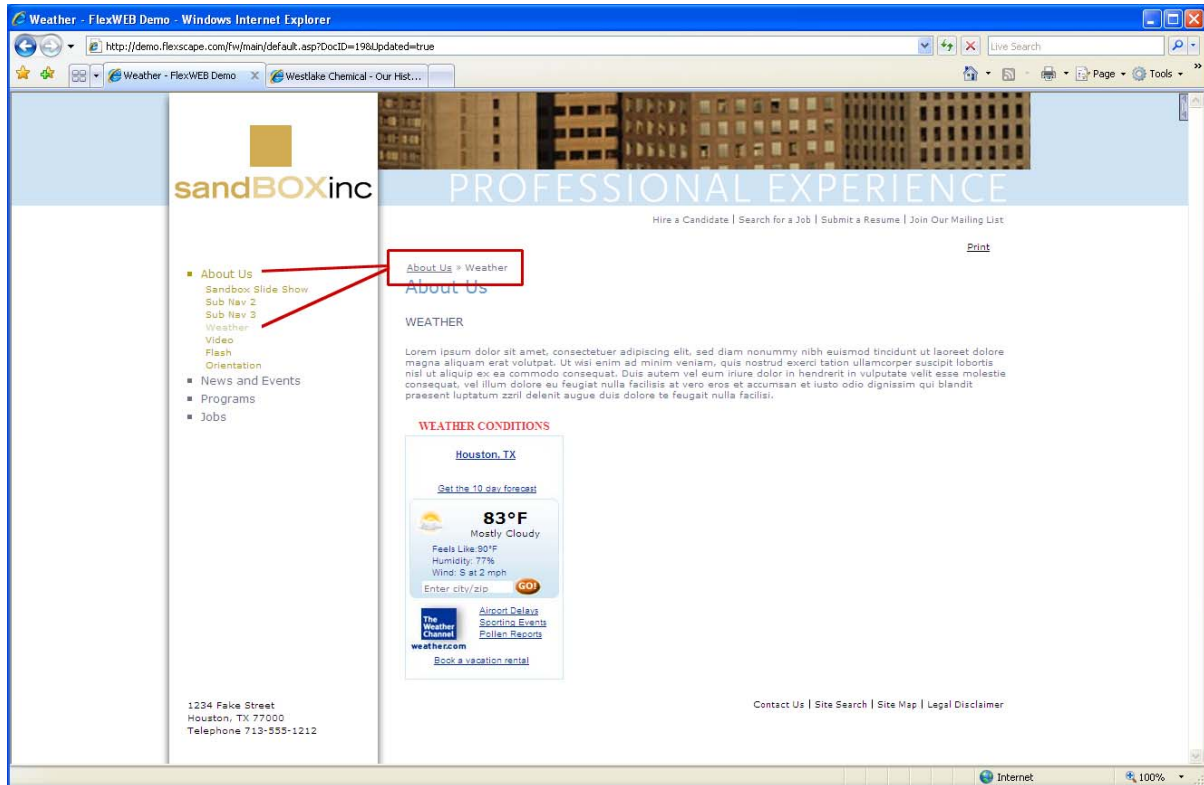
4. Make the following entries and selections.

Entry/Selection	Purpose
Show top # news articles	Indicate the maximum number of news articles to be included in the list.
Title	Enter a title to be placed at the top of the news listing.
Please choose default news topic	Select the topic for the news articles to be listed. You can only select one such topic per module.

5. Click the **Apply** button to insert the module on the page.
6. Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
7. Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

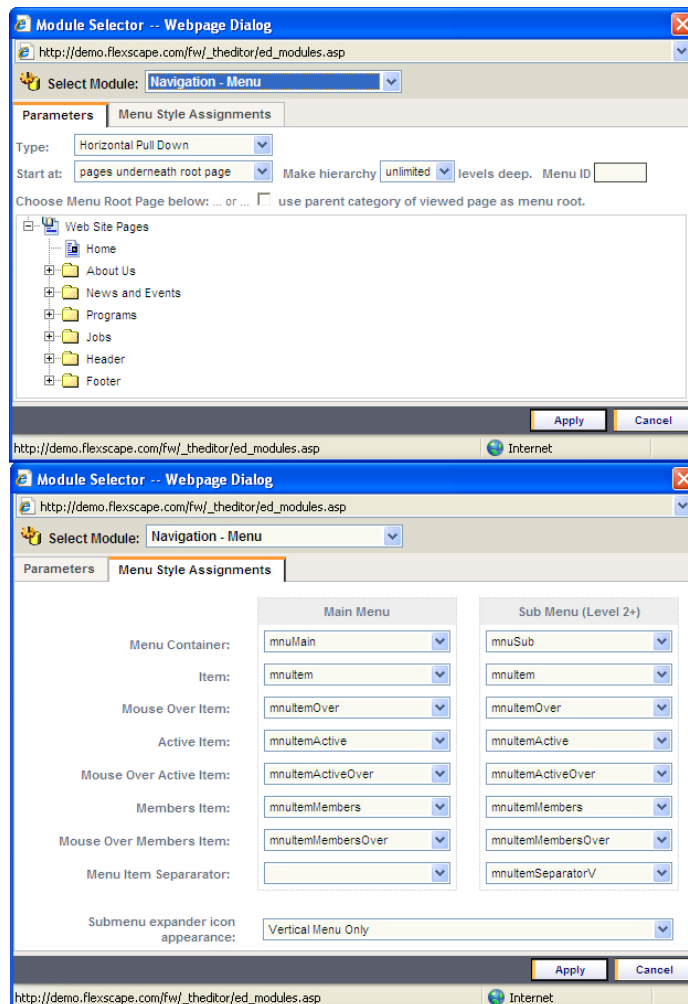
Navigation - Menu

This module inserts a navigation bar that can be used to quickly browse the site. Typically, the navigation bars are already built into your page template, so you should avoid using this feature except in special cases.



To insert a navigation menu:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Navigation Menu**.



4. Make the following entries and selections.

Parameters tab

Entry/Selection	Purpose
Type	Select how you want the menu to display from the dropdown menu. Depending on the configuration selected, you may see other fields appear in this window.
Make new row...	If the Type is Horizontal Pull Down, indicate the maximum number of characters that should be included in a row. This limits the width of the menu, so that it does not overflow the horizontal space.
Expand sub menus	If the Type is Vertical List Items and the main menu items include submenus, you can select how you want the submenus to behave (expand on click, expanded already, etc.).
Start at	Select which level in the site structure the menu should start at.
Make hierarchy # levels deep	Enter a number for the number of levels and sublevels to display.
Menu ID	Enter a reference that can be used to select this navigation bar setup in other dialog boxes. For example, "Men1."
Root page	Use the tree diagram to select the root page, which will identify the sublevel at which this navigation bar should begin. If you check the box use parent pages of viewed page, the navigation bar will start at the same level as the page where you are inserting this module.

Style tab

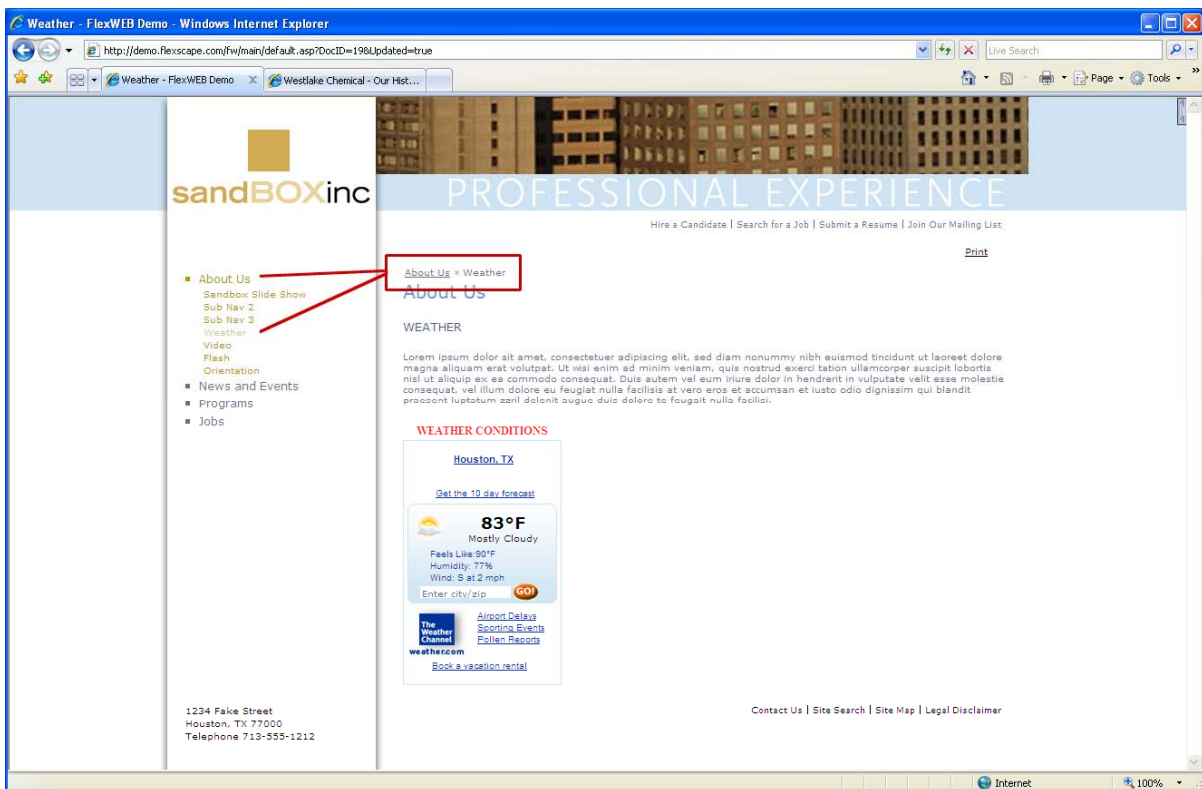
Entry/Selection	Purpose
Menu Container	This defines the style used for the Main Menu.*
Item	This defines the style used for the each Main Menu Item.*
Mouse Over Item	This defines the style used when a user hovers over a Menu Item.*
Active Item	This defines the style used for an Active Item in the Menu Navigation.*
Mouse Over Active Item	This defines the style used when a user hovers over an Active Item.*
Members Item	This defines the style used for the each Main Menu Item in the Log In Members Only Section of the web site.*
Mouse Over Members Item	This defines the style used when a user hovers over a Menu Item in the Log In Members Only Section of the web site.*
Menu Item Separator	This defines the style used to separate Menu Items. For example, a vertical bar can be used to separate Menu Items.
Submenu expander icon appearance	You can choose the appearance for the Submenu Expander Icon.

* Styles are set in the Style Sheets.

5. Click the **Apply** button to insert the module on the page.
6. Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
7. Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

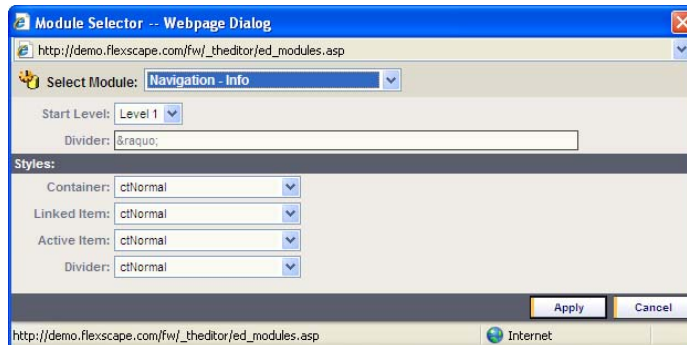
Navigation Info

This module inserts a navigation list that site users can employ to quickly browse to other parts of the site.



To insert a navigation list module:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Navigation Info**.



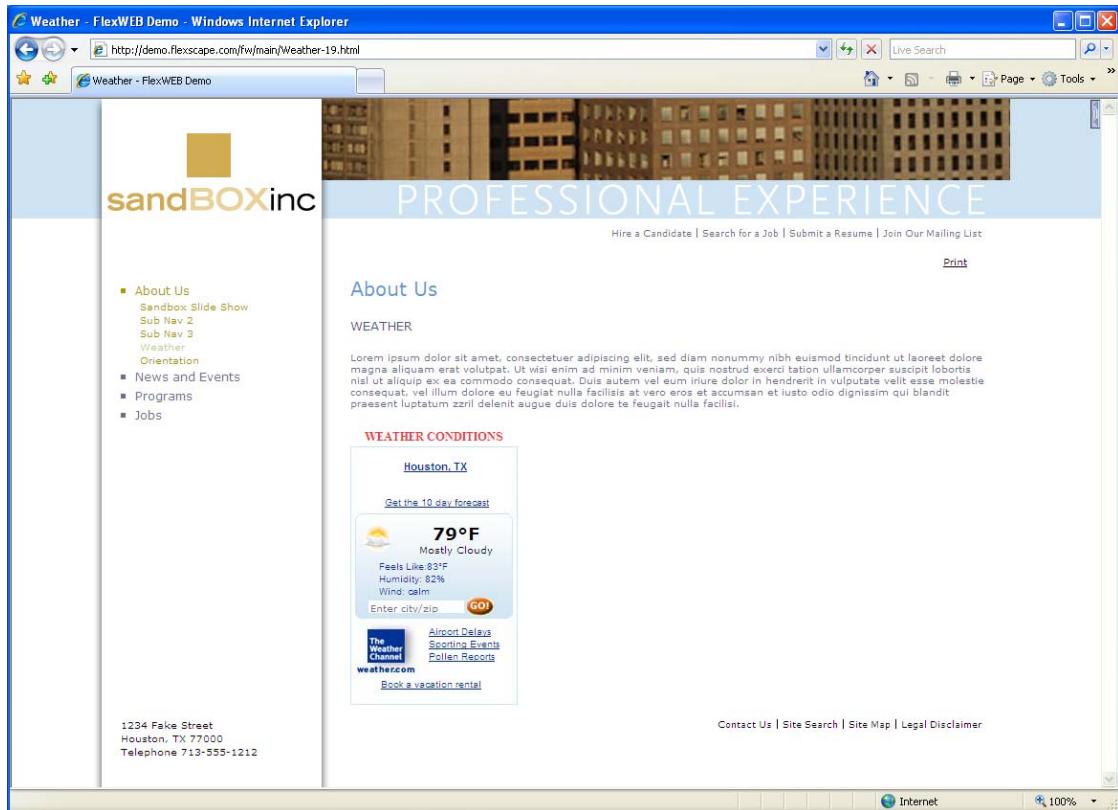
4. Make the following entries and selections.

Entry/Selection	Purpose
Start Level	Select a start level for the list of Navigation items. For example, Level 1 will start the list at the top level of Navigation.
Divider	Specify the style of the divider between the navigation items.
Styles	Choose from the list of styles for the Container, Linked Item, Active Item and the Divider.

5. Click the **Apply** button to insert the module on the page.
6. Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
7. Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

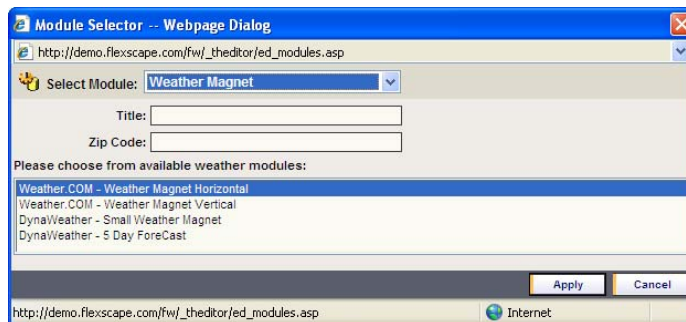
Weather Magnet

This module inserts a formatted set of local weather information, provided by Weather.com, DynaWeb, or other sources.



To insert a weather module:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Weather Magnet**.



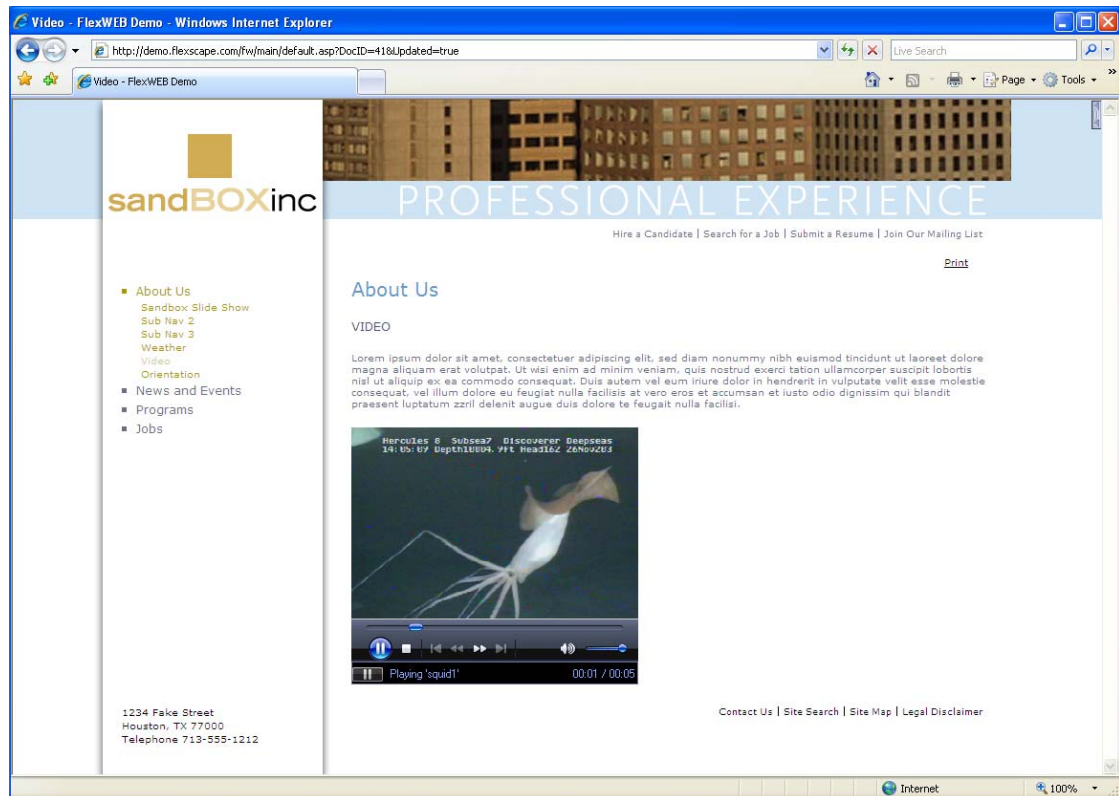
4. Make the following entries and selections.

Entry/Selection	Purpose
Title	Enter the title to be placed above the weather display.
Zip Code	Enter the zip code of the area for which you want to display weather information. (Required)
Please choose from available weather modules	Click on a weather module to choose the source of your weather information.

5. Click the **Apply** button to insert the module on the page.
6. Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
7. Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

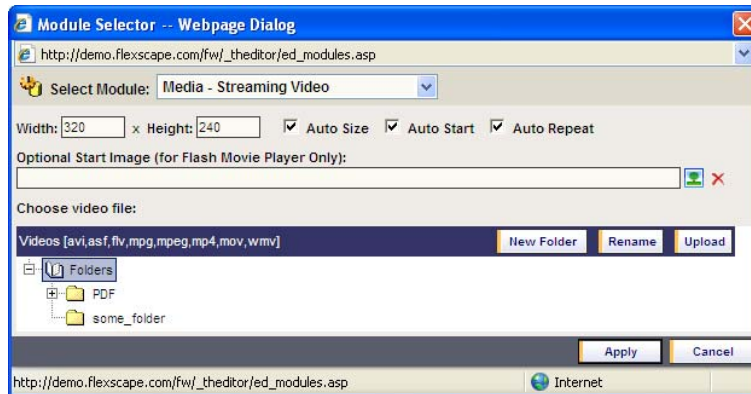
Media - Streaming Video

This module inserts a video clip in an embedded window with complete playback controls. You can select a video file from the File Library or upload it separately. Other controls are provided so that you can work within the File Library while browsing it.



To insert a video module:

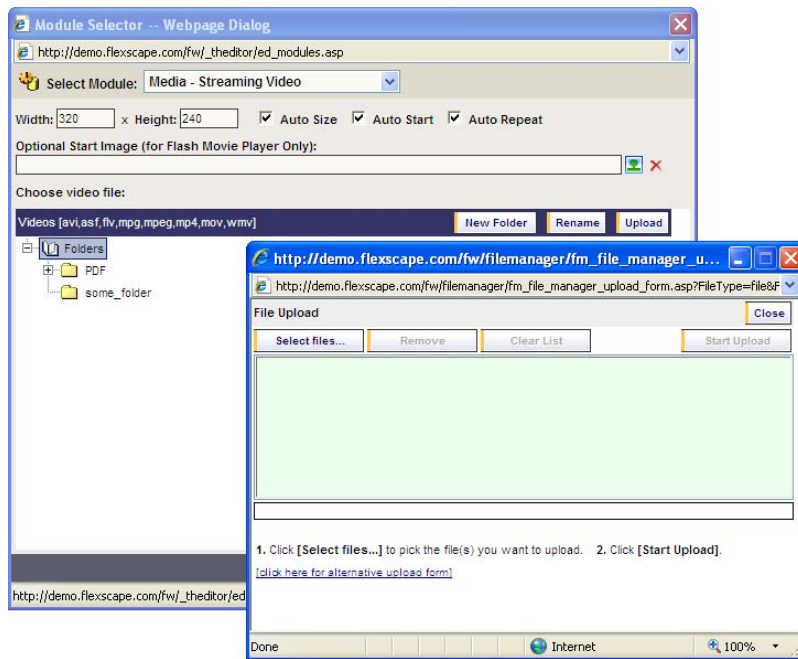
1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Streaming Video**.



4. Make the following entries and selections in the Module Selector dialog box.

Entry/Selection	Purpose
Width x Height	Enter a default width and height for the video display, in pixels.
Auto Size	Check this option if you want the video display to automatically fit the size of the video source.
Auto Start	Check this option if you want the video to start automatically when the page is opened.
Auto Repeat	Check this option if you want the video to repeat automatically once it is finished playing.
Choose video file	Select the desired video file from the File Library tree. A list of allowable video formats is displayed just above the File Library tree.
New Folder	Click this button if you want to add a folder to the File Library to upload a new video file.
Rename	Click this button if you want to rename a selected video file in the File Library.
Upload	Click this button if you want to upload a file from location other than the FlexWEB File Library, such as a local drive or network location. Before clicking this button, select the target folder for the uploaded file in the File Library tree diagram. The uploaded file will be inserted into that folder automatically when you upload it.

5. If you select the **Upload** button in the previous step, you will see the File Upload dialog.



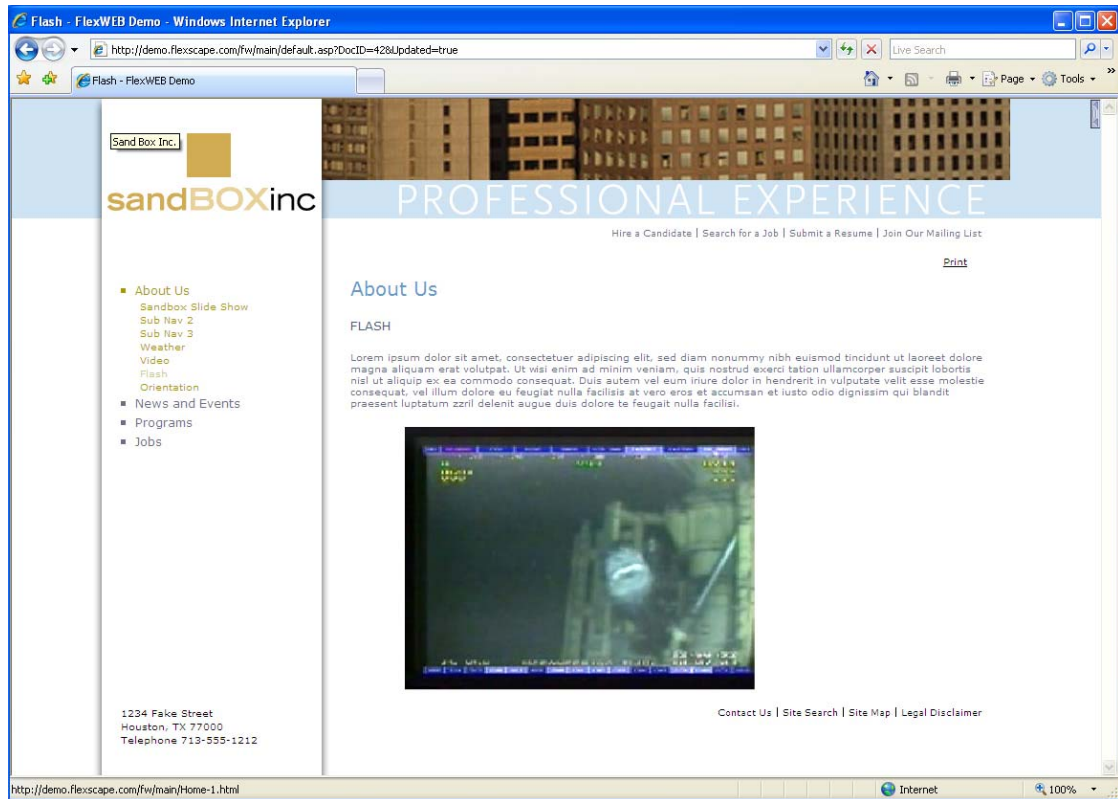
6. Use the following controls to select and upload your video files:

Entry/Selection	Purpose
Select Files	<p>Click this button to locate and select video file(s) for upload. This opens a file locator dialog, which lets you search local or network drives for the files. You can select as many files as you need to upload at a given time. The selected files are added to the list in the center of this dialog box.</p> <p>NOTE: Using Shift-Click – Click the first file then hold down the shift key and click the last file. All the files in between the first and last will be selected.</p> <p>Using Ctrl-Click – Hold down the Ctrl button and click to select random files.</p>
Remove	Click this button if you want to remove a selected file from the list before uploading the list of files.
Clear List	Click this button if you want to clear the list of selected files and start over.
Start Upload	Click this button when you are finished selecting the files to be uploaded. This uploads the files to the File Library and inserts them in the preselected folder in the File Library tree.
Close	Click this button to close the window, if you decide not to upload the files.

7. Click the **Apply** button to insert the module on the page.
8. Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
9. Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

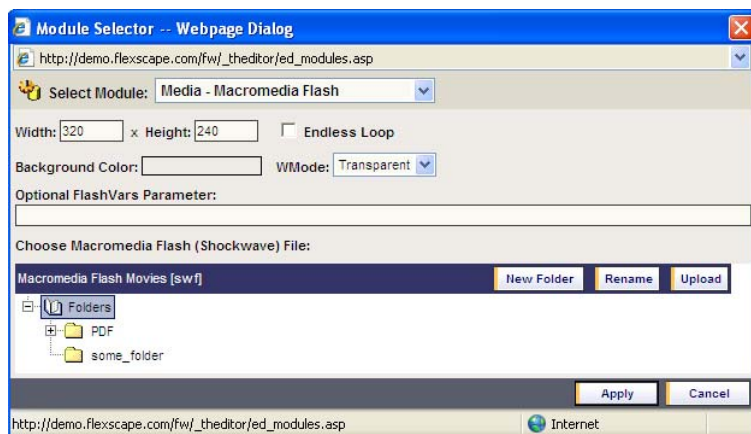
Media - Macromedia Flash

This module inserts a Macromedia flash object (SWF file) in an embedded window with complete playback controls. Flash is a web-enabled multimedia format often used for animations. You can select a Flash file from the File Library or upload it separately. Other controls are provided so that you can work within the File Library while browsing it.



To insert a Flash module:

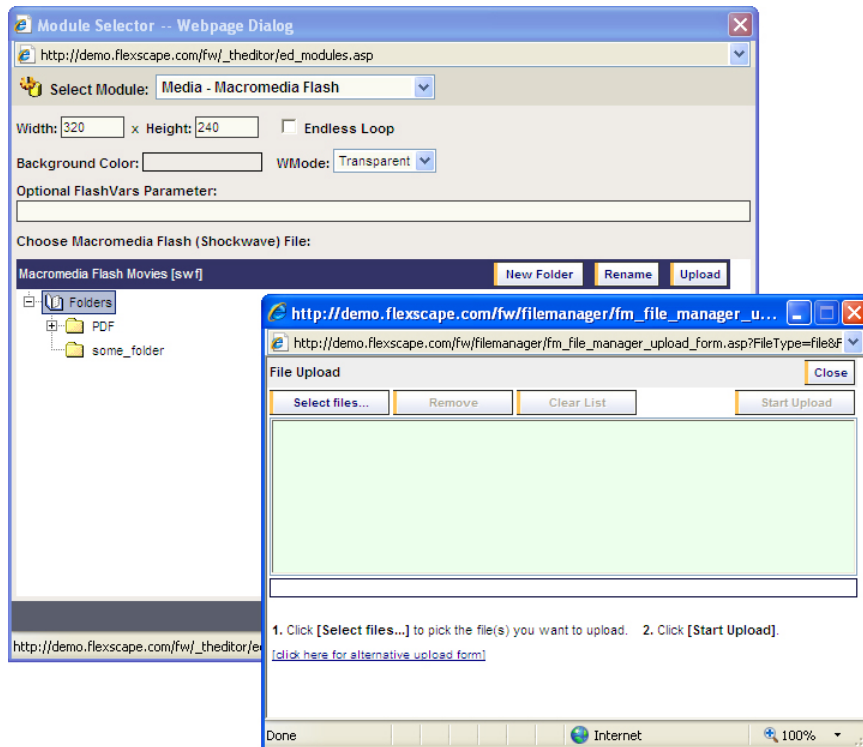
1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Macromedia Flash**.



4. Make the following entries and selections in the Module Selector dialog box.

Entry/Selection	Purpose
Width x Height	Enter a default width and height for the Flash display, in pixels.
Endless Loop	Check this option if you want the Flash video to repeat automatically in a continuous loop.
Background Color	Click in the field box and this brings up the color palette. Make your selection and click Apply Selected Color when finished. For more details, see Using the Color Palette.
WMode	Select how you want the background color to look from the dropdown list, Window, Opaque, Transparent, or Not Set.
Optional FlashVars Parameter	This is an open field to add custom parameters to the Flash File.
Choose video file	Select the desired video file from the File Library tree. A list of allowable video formats is displayed just above the File Library tree.
New Folder	Click this button if you want to add a folder to the File Library.
Rename	Click this button if you want to rename a selected Flash file in the File Library.
Upload	Click this button if you want to upload a file from location other than the FlexWEB File Library, such as a local drive or network location. Before clicking this button, select the target folder for the uploaded file in the File Library tree diagram. The uploaded file will be inserted into that folder automatically when you upload it.

5. If you select the **Upload** button in the previous step, you will see the File Upload dialog. To use the controls in this dialog box, see [Media - Streaming Video](#).



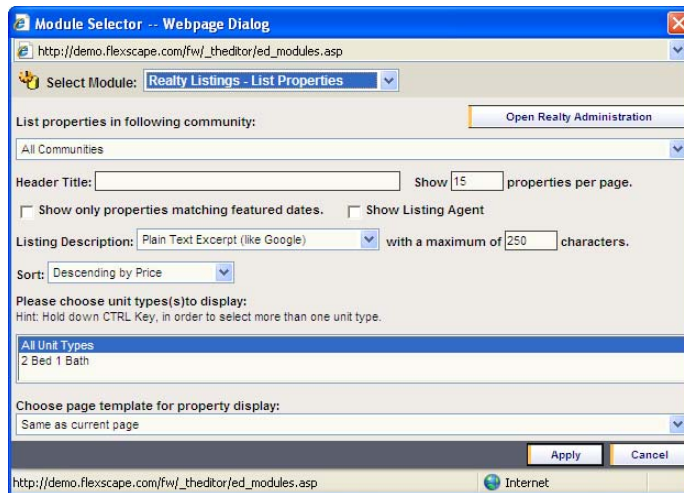
6. Click the **Apply** button to insert the module on the page.
7. Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
8. Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

Realty Listings - List Properties

This module inserts a list of properties from the Realty Listings on a web page. This assumes that your site uses this feature and that listings have already set up in the Realty Administration area by someone with appropriate site authority. If not, a button is supplied that you can use to define realty content. See the FlexWEB Site Administrator's Guide for complete details on Realty Administration.

To insert a list of properties:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Realty Listing - List Properties**.



4. Make the following entries and selections.

Entry/Selection	Purpose
Open Realty Administration	Click this button if you want to open the Realty Administration feature to add listings or modify the real estate content. See the Site Administrator's Guide for details.
List properties in following community	Limit the listings to a specific community by selecting it from this list. By default, the listing will cover all communities.
Header Title	Enter a title for the listing. This will display on the page above the listings.
Show # properties per page	Enter the maximum number of properties to be displayed per page. FlexWEB will automatically string a long listing across multiple pages.

Entry/Selection	Purpose
Show only properties matching featured dates	Check this box if you only want to show properties matching featured dates. FlexWEB allows each property to have a date range specified, during which it is considered a “featured property.”
Show Listing Agent	Check this box if you want to show the listing agent name as part of the listing.
Listing Description...	Select how you want the listing description to display from the dropdown menu. This can be a simple plain text listing, or an HTML-coded listing with embedded formatting. Do not use the latter option unless you understand HTML. You can truncate the listing description after a certain number of characters, by entering the number in the maximum characters box.
Sort	Select how the listing will be sorted from the dropdown menu. You can have it presented alphabetically, or in ascending or descending order by date or price.
Please choose unit type(s) to display	Limit the listings to a specific type or set of types by selecting from this list. By default, the listing will include all unit types (e.g., single-family, town homes, etc.) To select multiple entries, hold down the Ctrl key while clicking each selection.
Choose page template for property display	Select which template to use for the listing page from the dropdown menu. This defaults to the same template as the page on which you are inserting the module.

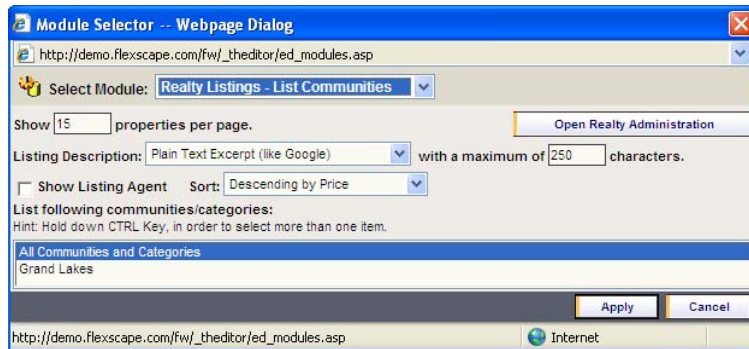
- Click the **Apply** button to insert the module on the page.
- Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
- Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

Realty Listings - List Communities

This module inserts a list of communities and properties within those communities from the Realty Administration area of your site. This assumes that your site uses the real estate listings feature and that listings have already set up in the Realty Administration area by someone with appropriate site authority. If not, a button is supplied that you can use to define real estate content. See the FlexWEB Site Administrator's Guide for complete details on Realty Administration.

To insert a list of communities:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Realty Listing for - List Communities**.



4. Make the following entries and selections.

Entry/Selection	Purpose
Open Realty Administration	Click this button if you want to open the Realty Administration feature to add listings or modify the real estate content. See the Site Administrator's Guide for details.
Show # properties per page	Enter the maximum number of properties to be displayed per page. FlexWEB will automatically string a long listing across multiple pages.
Listing Description...	Select how you want the listing description to display from the dropdown menu. This can be a simple plain text listing, or an HTML-coded listing with embedded formatting. Do not use the latter option unless you understand HTML. You can truncate the listing description after a certain number of characters, by entering the number in the maximum characters box.

Entry/Selection	Purpose
Show Listing Agent	Check this box if you want to show the listing agent name as part of the listing.
Sort	Select how the listing will be sorted from the dropdown menu. You can have it presented alphabetically, or in ascending or descending order by date or price.
List following communities/categories:	Limit the listings to a specific set of community/categories by selecting from this list. By default, the listing will include all community categories. To select multiple entries, hold down the Ctrl key while clicking each selection.

5. Click the **Apply** button to insert the module on the page.
6. Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
7. Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

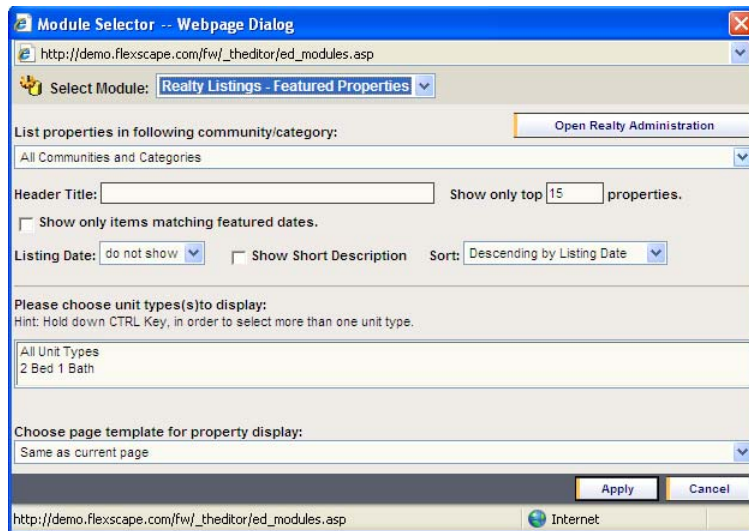
Realty Listings - Featured Properties

FlexWEB allows each property in your real estate database to have a date range specified, during which it is considered a “featured property.” You can use this module to insert a realty listing into a web page, showing only the properties that are currently featured.

This assumes that your site uses the real estate listings feature and that listings have already set up in the Realty Administration area by someone with appropriate site authority. If not, a button is supplied that you can use to define real estate content. See the FlexWEB Site Administrator's Guide for complete details on Realty Administration.

To insert a list of featured properties:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Realty Listing - Featured Properties**.



4. Make the following entries and selections.

Entry/Selection	Purpose
Open Realty Administration	Click this button if you want to open the Realty Administration feature to add listings or modify the real estate content. See the Site Administrator's Guide for details.
List properties in following community...	Limit the listings to a specific community by selecting it from this list. By default, the listing will cover all communities.
Header Title	Enter a title for the listing. This will display on the page, directly above the listings.
Show only top # properties	Enter a number to limit the list to a certain length. For instance, you may want to define a Header Title of "Top 10 Featured Properties" and then set this number to 10.
Show only items matching featured dates	Check this box if you want to show only properties matching featured dates.
Listing Date	Indicate where you want the listing date to show, with regard to the listing title (above, below, left, right, not displayed).
Show Short Description	Select whether you want to include the listing short description for each featured listing.
Sort	Select how the listing will be sorted from the dropdown menu. You can have it presented alphabetically, or in ascending or descending order by date or price.
Please choose unit type(s) to display	Limit the listings to a specific type or set of types by selecting from this list. By default, the listing will include all unit types (e.g., single-family, town homes, etc.). To select multiple entries, hold down the Ctrl key while clicking each selection.
Choose page template for property display:	Select which template to use for the listing page from the dropdown menu. This defaults to the same template as the page on which you are inserting the module.

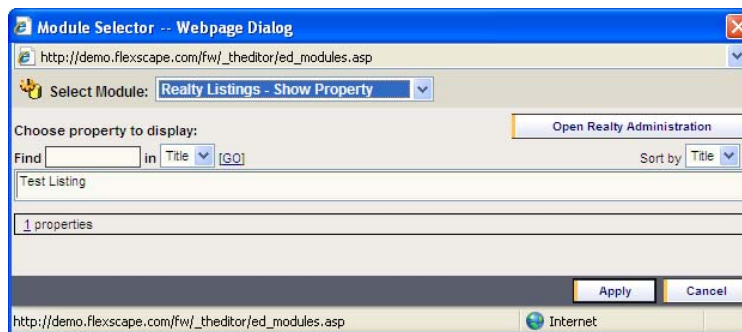
5. Click the **Apply** button to insert the module on the page.
6. Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
7. Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

Realty Listings - Show Property

This module displays details for a specific property listing taken from the Realty Listings. This assumes that your site uses the real estate listings feature and that listings have already set up in the Realty Administration area by someone with appropriate site authority. If not, a button is supplied that you can use to define real estate content. See the FlexWEB Site Administrator's Guide for complete details on Realty Administration.

To insert details for a particular property details:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Realty Listing - Show Property**.



4. Make the following entries and selections.

Entry/Selection	Purpose
Open Realty Administration	Click this button if you want to open the Realty Administration window, to add listings or modify the real estate content. See the Site Administrator's Guide for details.
Choose Property to Display	Select the desired property from the list.
Find	Use this search feature to find a specific property by title if the list is long.
Sort by	Click on the arrow next to sort by title only to sort the properties by Title in ascending or descending order.

5. Click the **Apply** button to insert the module on the page.
6. Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
7. Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

Realty Listings - Search

This module inserts a search form that can be used to search your real estate database. When the user enters search criteria, FlexWEB will return a page containing all real estate listings that match the search criteria.

This assumes that your site uses the real estate listings feature and that listings have already set up in the Realty Administration area by someone with appropriate site authority. If not, a button is supplied that you can use to define real estate content. See the FlexWEB Site Administrator's Guide for complete details on Realty Administration.

To insert a set of realty listing search fields:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.

3. From the **Select Module** dropdown list, select **Realty Listing - Search**.

The image displays two screenshots of the 'Module Selector -- Webpage Dialog' interface. The top screenshot shows the 'Parameters' tab for the 'Realty Listings - Search' module. It includes fields for 'Header Title', 'Show # properties per page' (set to 15), 'Show Listing Agent' (unchecked), 'Sort' (set to 'Descending by Price'), 'Listing Description' (set to 'Plain Text Excerpt (like Google)' with a maximum of 250 characters), and options to 'Choose community/category to search in' and 'Choose page template for search results' and 'Choose page template for real estate property display'. The bottom screenshot shows the 'Form Setup' tab, which allows entering labels for various search form elements: 'Full Text Search', 'Price Range', 'Bedrooms', 'Bathrooms', 'Select Features' (set to 'Only show properties with:'), 'Search Button' (set to 'Search'), 'Name of Items to Search For' (set to 'Properties'), and 'Search Results' (set to 'Search Results').

4. Make the following entries and selections.

Parameters tab

Entry/Selection	Purpose
Open Realty Administration	Click this button if you want to open the Realty Administration feature to add listings or modify the real estate content. See the Site Administrator's Guide for details.
Header Title	Enter a title for the search form. This will display on the page directly above it.
Show # properties per page	Enter the maximum number of matching properties to be displayed per page. FlexWEB will automatically string a list of search results across multiple pages.
Show Listing Agent	Check this box if you want to show the listing agent name as part of the returned results.
Sort	Select how the search results will be sorted from the dropdown menu. You can have them presented alphabetically, or in ascending or descending order by date or price.

Parameters tab

Entry/Selection	Purpose
Listing Description...	Select how you want the listing description to display in the search results from the dropdown menu. This can be a simple plain text listing, or an HTML-coded listing with embedded formatting. Do not use the latter option unless you understand HTML. You can truncate the listing description after a certain number of characters, by entering the number in the maximum characters box.
Choose community/ category to search in	Limit the search form to a specific community by selecting it from this list. By default, the search will cover all communities.
Choose page template for search results	Select which template to use for the search results page from the dropdown menu. This defaults to the same template as the current page on which you are inserting the search form module.
Choose page template for property display	Select a template for the page displaying the property details from the search result selected by the user. This defaults to the same template as the page on which you are inserting the search form module.

Form Setup tab

Entry/Selection	Purpose
Enter Labels to be displayed in Realty Search Form	This list shows the complete set of fields and field labels that will appear on the search form. Change the labels only if you disagree with their phrasing, or if you want to use a different language.

- Click the **Apply** button to insert the module on the page.
- Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
- Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

XML/XSLT Feed

This module inserts an XML-formatted information or data flow from a remote website location, which is supplied and updated by your organization or third-party. Please contact the party supplying the XML feed for details on how to set this up.

To insert an XML/XSLT feed module:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the Select Module dropdown list, select **XML/XSLT Feed**.

The screenshot shows a 'Module Selector -- Webpage Dialog' window. The 'Select Module' dropdown is set to 'XML/XSLT Feed'. Below this, there are several input fields: 'XML Feed URL', 'XSL Style Sheet', 'Optional XSL Parameters' (with a hint: '(comma separated, e.g.: Year=[%Year%],MaxCount=10)'), 'XML Feed Cache Time' (set to 0, with a hint: '(in minutes, 0=no caching)'), and 'Debugging Mode' (set to 'No Debugging'). At the bottom right are 'Apply' and 'Cancel' buttons. The window title bar shows the URL 'http://demo.flexscape.com/fw/_theditor/ed_modules.asp'.

4. Make the following entries and selections.

Entry/Selection	Purpose
XML Feed URL	Enter the Uniform Resource Locator (URL).
XSL Style Sheet	Enter the XSL Style Sheet here.
Optional XSL Parameters	Enter optional XSL parameters here.
XML Feed Cache Time	Enter cache time in minutes here.
Debugging Mode	Select the type of debugging mode from the dropdown menu.

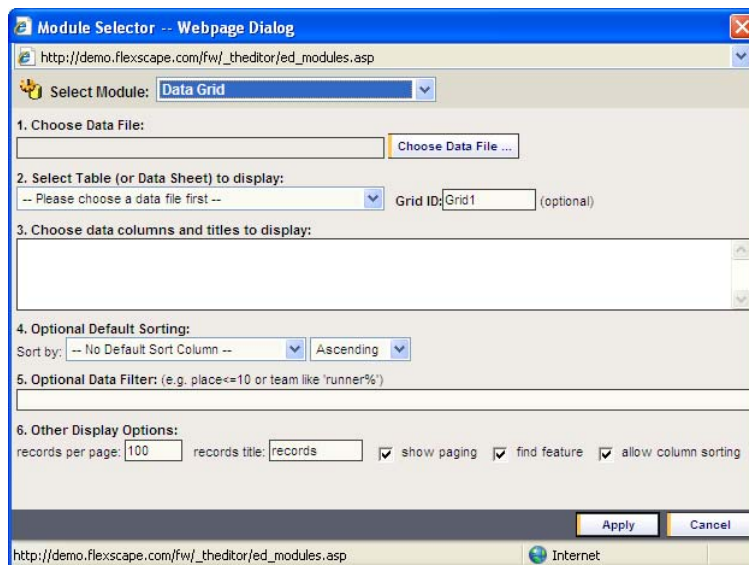
5. Click the **Apply** button to insert the module on the page.
6. Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
7. Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

Data Grid

This module inserts a table generated from a database file. Please contact the database owner for details on how to set this up.

To insert a data table:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Data Grid**.



4. Make the following entries and selections.

Entry/Selection	Purpose
Choose Data File	Click the Choose Data File button. This will open the file library in a new window. Search the file library to find the database file you want to display. You can also directly upload a new file into a folder by selecting that folder, clicking the Upload button, then clicking Select files... and this will open all the drives on your computer. You can select the desired file and click Open . Click Upload and this will upload the file into the selected folder in the file library. Now click the file to select it and click Apply .
Select Table (or Data Sheet) to Display	Select a table from the dropdown menu.

Entry/Selection	Purpose
Grid ID (optional)	Give a Grid ID to each database that you would like to display. Each Grid has to have a unique ID in order to display multiple Grids on the same web page.
Choose data columns and titles to display	Click in the <i>Show</i> column to uncheck/check any data column to display.
Optional Default Sorting	Choose a column to sort from the dropdown menu. In the next dropdown, choose how it is to be sorted.
Optional Data Filter	Use this filter to show only the records in your data that match the filter. For example, "place <=10" will show only the top 10 places in a race. Or 'runner%' shows team names starting with the string "runner" (since % is a wildcard).
Other Display Options	Enter and/or check any of the Display Options.

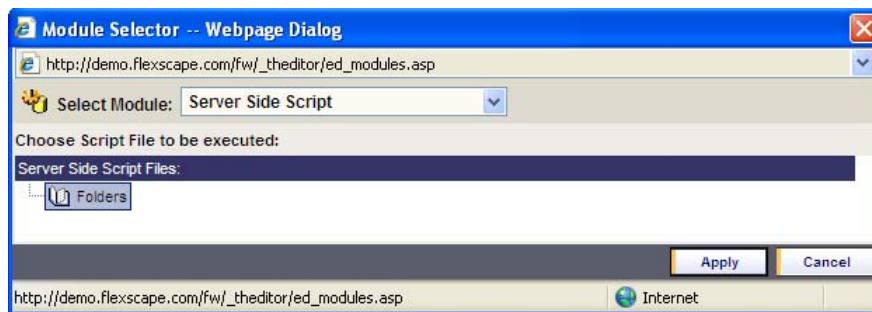
5. Click the **Apply** button to insert the module on the page.
6. Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
7. Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

Server Side Script

This module inserts the result of a server-side script into your current web page. This is only used if a site administrator or authorized web programmer asks for the server-side script to be inserted.

To insert a server-side script:

1. Open the page where you want to insert the module and put your cursor at the insertion point.
2. Click the **Modules** icon and select **Insert FlexWEB Module**.
3. From the **Select Module** dropdown list, select **Server Side Script**.



4. Make the following entries and selections.

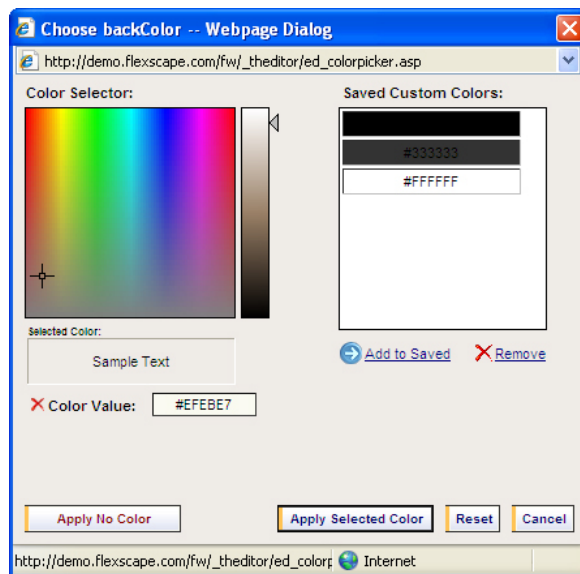
Entry/Selection	Purpose
Choose Script File to be executed	For advanced users, use this feature to use server side scripts in your web page.

5. Click the **Apply** button to insert the module on the page.
6. Test the module by clicking the **Preview** button at the top of the screen. This shows how the module results will look to the user on the web page.
7. Return to the **Normal** tab and adjust the module position, or double-click the module to reopen it and adjust the settings, as needed.

Chapter 9

Using the Color Palette

At various points in the program, FlexWEB provides a color palette that you can use to select colors for backgrounds or other web page elements.



To use the color palette:

1. Once the color palette opens, you can select the desired color from one of the two lists provided:
 - **Color Selector.** Click anywhere on the color scale or the gray scale to select an appropriate hue. Your precise color selection is shown in the Selected Color swatch below this palette, along with the web-coded hexadecimal number (Color Value) that will be used for this color in the HTML version of the web page. You can save this value to the list of Saved Custom Colors by clicking the **Add to Saved** link.
 - **Saved Custom Colors.** This shows a list of preselected and saved custom colors, which you can use to select a color. If you select a color from this list, it is shown in the Selected Color swatch and the hexadecimal notation is shown in the Color Value field. You can remove saved colors from this list by selecting the saved color and clicking the **Remove** link.

2. When you are finished selecting a color, you have several options represented by the buttons along the bottom of this dialog box.
 - **Apply No Color.** This button closes the color palette without applying your color selection.
 - **Apply Selected Color.** This button closes the color palette after applying your color selection.
 - **Reset.** This button resets the color palette to its original state, with no color selected.
 - **Cancel.** This button closes the color palette without applying your color selection.

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