
Learning More About NetObjects Matrix Builder

NetObjects Matrix™ Builder is a service that hosts your Web site, makes it easy to update, and helps you interact with visitors. NetObjects Matrix Builder is easy to use:

- ◆ First you use the NetObjects Matrix Builder Trial wizard to create your first site.
- ◆ Then you can use NetObjects Matrix Builder to change any of the content you provided in the wizard, and add your own text and graphics to your site.
- ◆ Finally, you use the builder to publish your site.

In this overview you learn to:

- ◆ **Recognize the screen elements in NetObjects Matrix Builder**
- ◆ **Edit placeholder text**
- ◆ **Change placeholder graphics**
- ◆ **Add a company logo**
- ◆ **Change the page layout**
- ◆ **Add new text and graphics**
- ◆ **Add, move, and rename pages**
- ◆ **Change the site's graphic style**
- ◆ **Preview and publish the site**

If you sign up for NetObjects Matrix Builder, you can download a step-by-step tutorial that will guide you quickly through editing and publishing your site.

After completing your site in the wizard, you arrive at the **Welcome** screen in the **Control Panel**, which includes links to edit and publish your site, access account information, get technical support, and manage e-commerce, if you signed up for it.

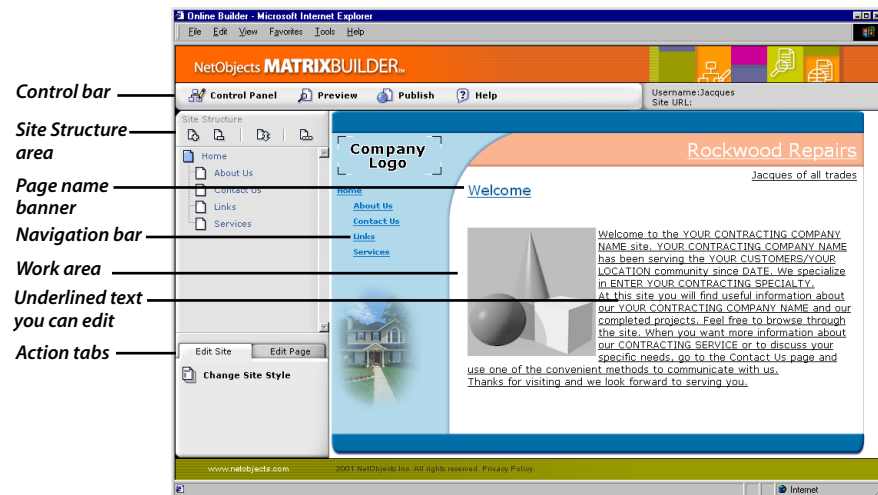
Explore NetObjects Matrix Builder



Online Builder

⇒ In the **Control Panel** you can click Edit your site now, or **Online Builder**.

Both links take you to a view of your Home page in NetObjects Matrix Builder.



The control bar contains the **Control Panel**, **Preview**, **Publish**, and **Help** buttons.



Control Panel

◆ **Control Panel** returns you to the **Welcome** screen, with its links to edit and publish your site, edit your account information, and get technical support.



Preview

◆ **Preview** shows what your site will look like when it is published. This way you can test it before making it available to the world.



Publish

◆ **Publish** generates the site's pages and transfers them to an external Web server so your visitors can access it. With just one click you can publish your site.



Help

◆ **Help** opens a separate browser window that provides complete reference and operating instructions for using the builder.

◆ The URL shows where the site is or will be published. This is the Web address you will give to your customers.

The **Site Structure** area contains tools to add, delete, move, and rename pages. It also shows the names of pages under the Home page. This is the same order the pages appear in the button navigation bar in the left border of the page. You click a page name in the site structure area to view and change the page in the builder.

The bottom left of the builder contains two action tabs:

- ◆ Use the **Edit Site** tab to change the style, the graphical look and feel, of the site.
- ◆ Use the **Edit Page** tab to change the page's layout and add and edit content.

The work area is where you can click text and objects to edit them directly. Do what looks good. What you see is what you get. NetObjects Matrix Builder is so easy to use you can build, preview, and publish a site very quickly.

Edit Text on Your Home Page

Each new site comes with placeholder text on the Home page. You can add your own text when you create your site in the wizard, or you can add and edit text later in the builder.

1. You click the underlined text in the work area to display the builder's text editor.



Change the Image on Your Home Page

This simple text editor is compatible with the widest range of browsers. You can change the font, style, color, size, and alignment of text, and you can link a text block to a Web address.



Help

To get help, click the Question Mark icon in the upper right.

2. You can open your own file, select all of it, and choose **Copy** from your text editor's **Edit** menu.
3. In the builder's **Text Editor** window, you can right-click and select **Paste** from the shortcut menu.
4. Click **OK**, and you'll see the new text on your Home page.

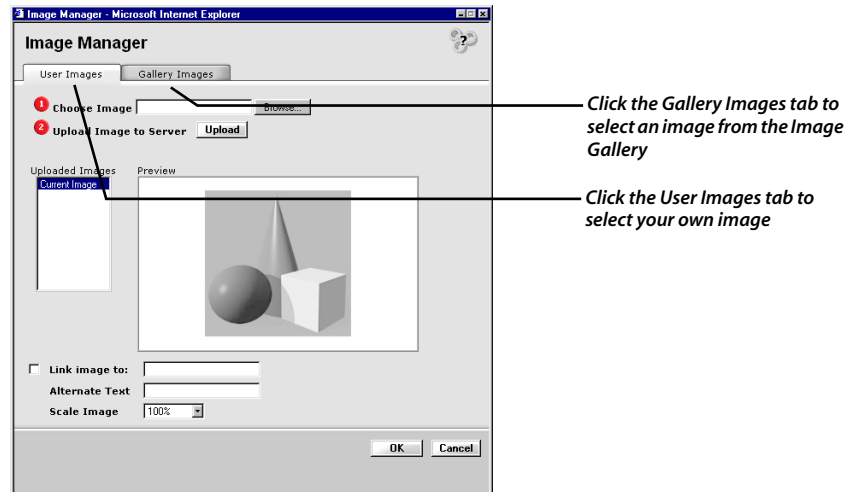
To change the text on a navigation button, you must select the page in the Site Structure area and click the Rename Page button.

Except for the navigation buttons, you can change all underlined text in the work area, such as your business name and slogan, by clicking the text and editing it.

Change the Image on Your Home Page

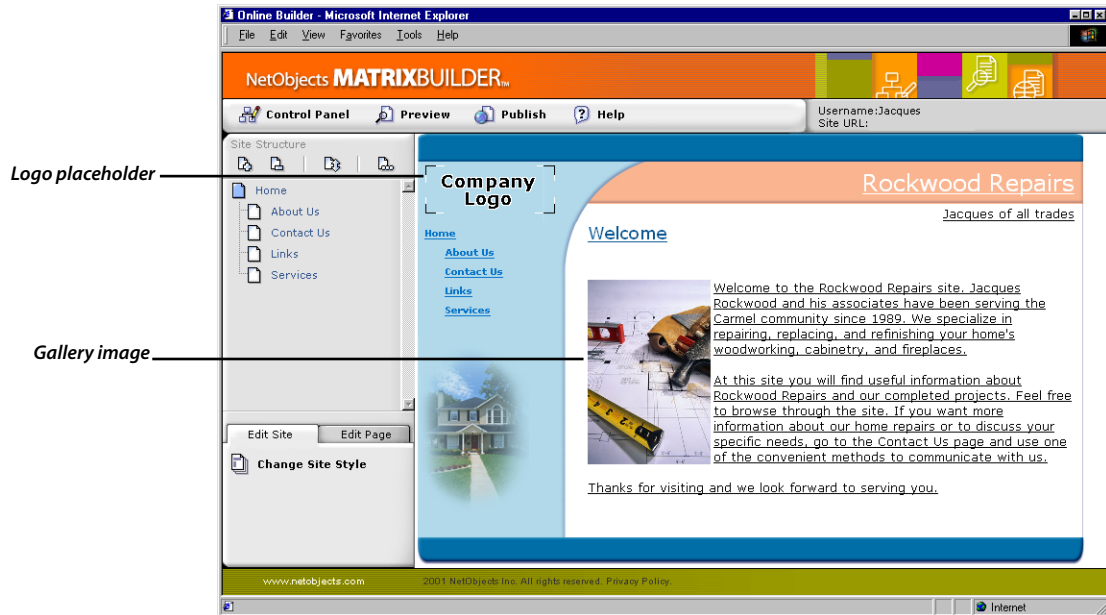
When you need to replace the placeholder graphic on the Home page with a more appropriate image for your business, you can supply your own graphic, or select from a gallery of images related to your business.

1. Click the placeholder image in the work area to display the **Image Manager**.



2. Click the **Gallery Images** tab.

3. Select a picture from the **Image Gallery** list and click **OK**.
4. Or, to select your own image, click the **User Images** tab, click **Browse**, select your own image, and click **Upload**.



Add a Company Logo

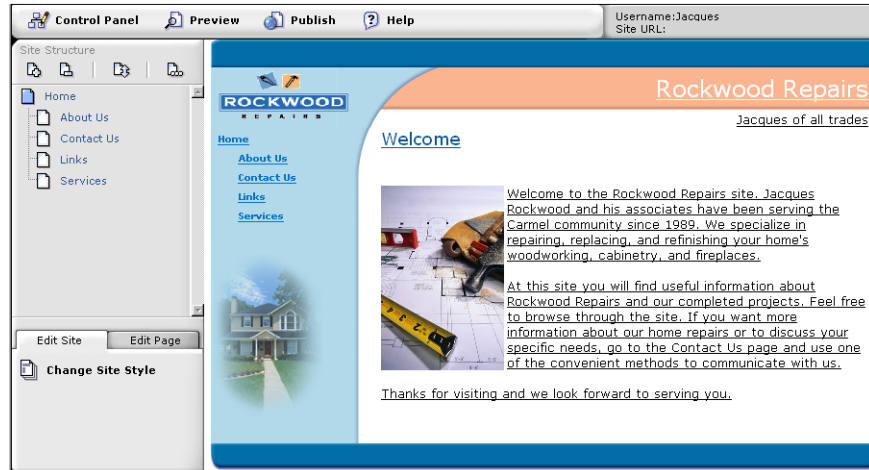
You can add your company logo when you create your site in the wizard. Or, you can add or change your logo in the builder. The logo appears on every page of your site. The logo must be 50 x 135 pixels to display correctly.

1. Click the **Company Logo** placeholder in the work area. You can do this on any page.
2. On the **User Images** tab of the **Image Manager**, click **Browse**.
3. Select your logo, and click **Open**.
4. Click **Upload** on the **User Images** tab.

The logo appears in the **Preview** area of the **Image Manager**.

Change the Page Layout

5. Click **OK**.

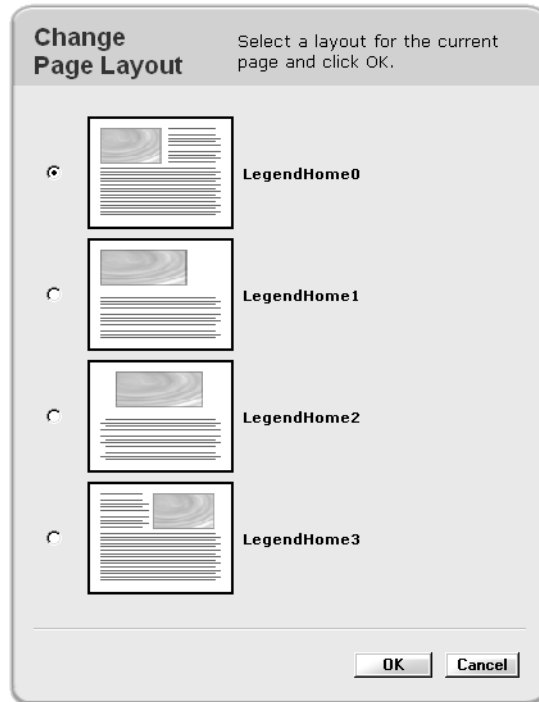


You can use this process to upload any .gif or .jpg image.

Change the Page Layout

You might want to change the arrangement of pictures and text on your page. The Home page and certain other page types have layout options you can choose.

1. Click the **Edit Page** tab.
2. Click **Change Page Layout**.



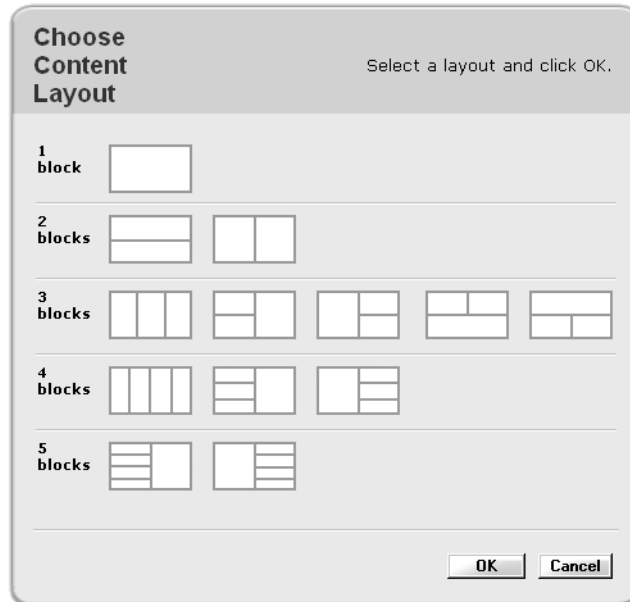
Content is contained in blocks, such as a text block or an image block. When you change the page layout, you are changing the arrangement of the blocks.

3. Here you can select a different arrangement for your text and image.

Add Content to a Page

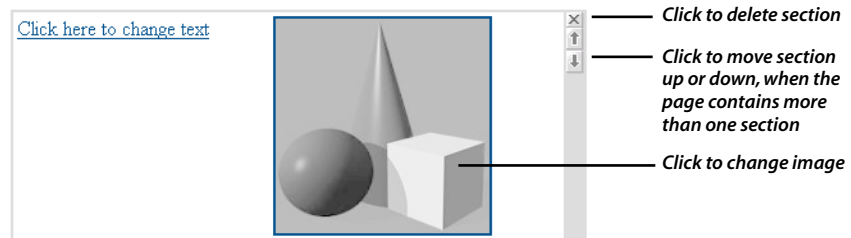
When you want to add text or an image to your site, you must add a content block to contain it. Content blocks are arranged in sections, which contain one to five blocks.

1. In the Site Structure area, click the page where you want to add content.
2. Click the **Edit Page** tab.
3. Click **Add Content**.



4. Choose a content section, for example a 2-block layout.
5. After you choose a layout you can select the type of content it will contain, such as **Text**, **Image**, or other content types such as special services.
6. You can also select specific alignment options if you like, for example, to right-justify text, or center an image.
7. Click **OK**.

The new section appears on your page.



✧ You can click text to edit it, and click an image placeholder to change it.

- ✧ If you want to change to a different block type or arrangement, you must delete the section and add a new one.
- ✧ To delete a section, click the **X** in the upper right corner, and click **OK** to confirm.

In this way you can add, edit, and delete sections you add to your site. You cannot delete sections that are included with the page type. You must delete the page and add a new page. To make your own page from scratch, add a new custom page, which has no starting sections.

Add and Rearrange Pages

You'll probably want to add, rename, and rearrange pages in your site. A new page is added under the current page.



1. Click the **Add Page** button in the **Site Structure** area.

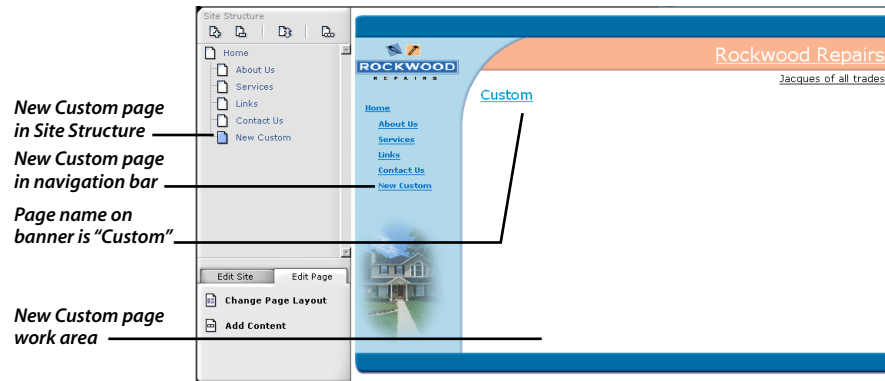


When you add a page, you must choose a page type, which has content blocks appropriate for that type of page.

2. Click a page type to see a thumbnail of its layout on the right.
 - ✧ The page types provide typical content blocks for each type of page.
 - ✧ To add a blank page use the **Custom** page type.
3. Select a page type, such as **Custom**, and click **OK**.

The new page appears in the Site Structure area and the work area.

Add and Rearrange Pages



New Custom page in Site Structure

New Custom page in navigation bar

Page name on banner is "Custom"

New Custom page work area

You can add content blocks to the page as you need them.

To change the order a page appears in the navigation bar, you must change its order in the site structure. You can move a selected page to another position in the site structure.

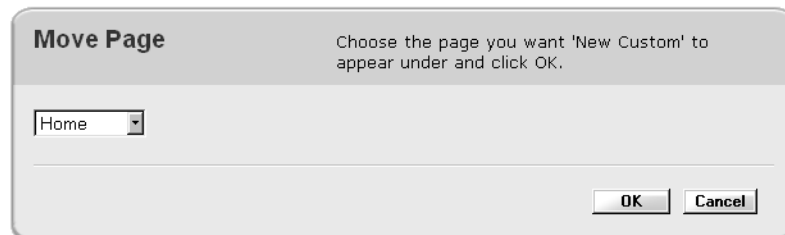
4. Select the page you want to move in the Site Structure area.

A selected page's icon is blue and the page shows in the work area.

5. Click the **Move Page** button.



Move Page



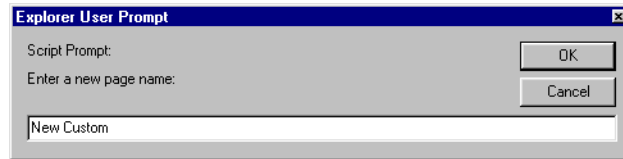
6. Select a page in the list of pages and click **OK**.

The Site Structure and the page's navigation bar show the new page is now below the page you selected.



Rename Page

7. Select the page to rename and click the **Rename Page** button.

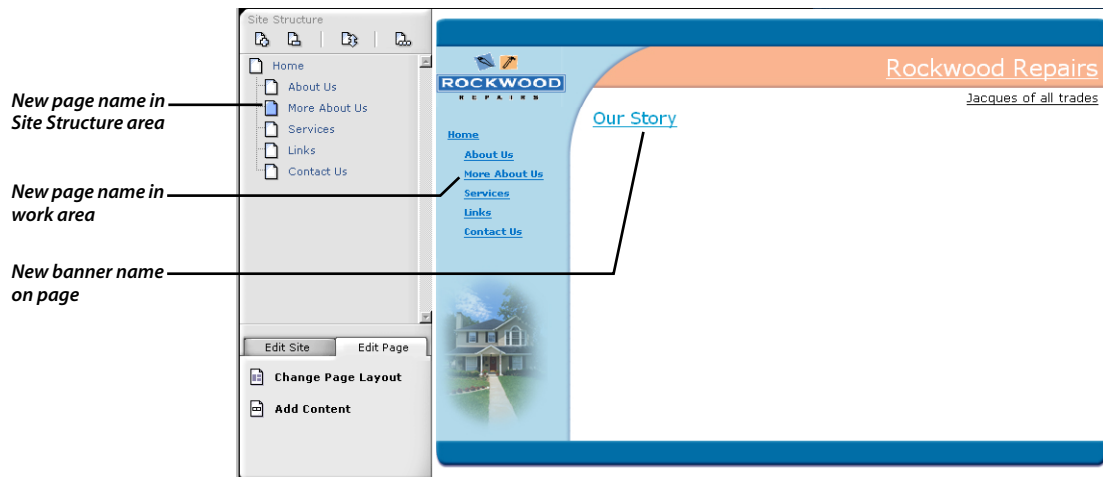


8. Type a new name for the page and click **OK**.

The new name appears in the Site Structure area and the page's navigation bar.

You can change the name on the page's banner as well, and it can be different from the page's name in the navigation bar.

9. Click the page name on the banner in the work area.
10. In the **Text Editor**, change the name.



Change the Style

Each page in your site has a consistent look because the site style controls most of the visual elements.

The site style sets the graphic look and feel of the site, and appears throughout your site to provide a consistent look.

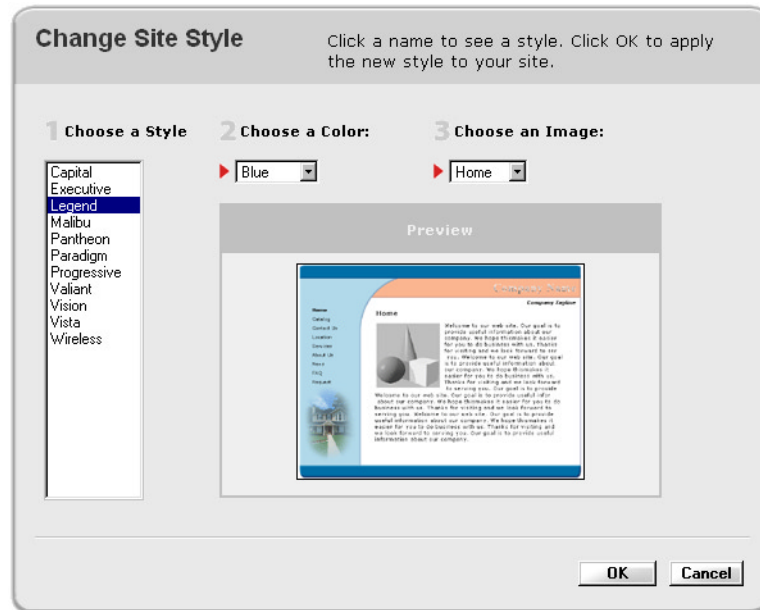
You might want to experiment with different site styles, colors, or key visual elements for your site.

Preview and Publish the Site



Change Site Style

1. Click **Change Site Style** on the **Edit Site** tab.



2. Click a site style name, color, and image, and view the results in the thumbnail.
3. Review as many styles as you like, and when you are satisfied with your choices, click **OK**.

The style appears on all pages of the site.

Preview and Publish the Site

You can preview or publish your site any time. Preview the site to test it so you can fix any problems you find. Publish your site so your site visitors can view it on the Web.



Preview

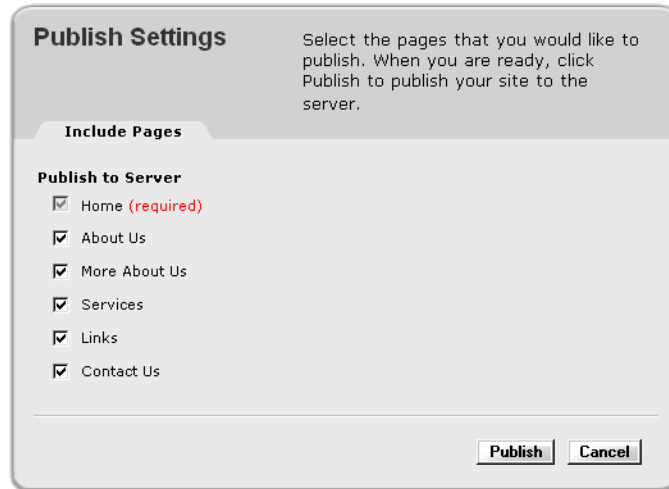
1. Click **Preview**.
2. Visit all the pages, testing links and verifying content.

If you are just starting, most of your pages will have placeholder content. You should not publish until your content is ready, unless no one but you knows your site address.



Publish

3. Click **Publish** on the control bar.



You can clear the check boxes for pages that aren't yet ready to publish.

4. Click **Publish** in the dialog.
5. The **Publish Complete** message tells you the URL of your site—your Web address.
6. Click the URL to your site and review it.

When you are satisfied, you can give your customers the URL.

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