

EZGenerator - Beginners Step-by-Step Procedures

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Note: for a real-life example of what a beginner turned out using EZGenerator, you are invited to visit my website, www.mold-control-on-a-budget.com.

Welcome to this task-oriented approach to EZGenerator!

I'll lead you through how I constructed my website so that you can more easily get started with your website. I have to confess that before I figured a way to learn EZGenerator, I wrote a rather whiny email to the folk at EZGenerator and told them how overwhelmed I was feeling with getting started and I even went so far as to say I didn't think their program was where it needed to be for real beginners such as myself.

The visual tutorials were good, only they left a lot of gaps. I had basic questions when I got started with the first steps – and I didn't know where to go for the answers to those questions, so everything came to a halt. I started reading in the Forum and in the Online Reference Manual, but they confused me more than helped. I was feeling overwhelmed and wondered if this program was just over my head. I didn't know where to begin or how to begin.

And then, here's what happened: I had a sudden insight that I learn differently than the approach with the Reference Manual. The Reference Manual was set up in an organized fashion to explain all the menus and drop-down lists in the program, with many instruction segments. But that's not what I need. I could read through the Reference Manual ten times and still not know what to do first.

I wished someone on the EZGenerator staff would just write a list of what to do to build a website, from start-to-finish, in chronological order, so I could just follow that list. I needed a "task-oriented" approach, not lists of terms and categories and pages and sub-categories that were overloading my brain.

But even if I could interest an EZGenerator staff member in writing a task-oriented piece for beginners, I didn't have time to wait for it. I had no choice. I knew that if I was going to work with EZGenerator, I would have to write that task-oriented approach for myself. So, I did.

So I taught myself, in the way that my mind learns, in a chronological sequence. No more whining! This project took some time but it wasn't that hard (although I still have some major questions unanswered), and, surprise, surprise, the Reference Manual became easier the more I worked with it. So here you have

my task-oriented piece for beginners that I shared with EZGenerator staff and told them they could make available to you if they felt it had merit (after they corrected any of my mistakes).

Initial steps for my business website:

My website is a business website, so I talk about placement in search engines and website optimization and keywords. If you don't need that information, just skip it.

How do you choose a title for your website?

I rented the Internet program, [www.wordtracker](http://www.wordtracker.com), for a week and used it to find the most popular terms that people search for in my line of environmental business. "Black mold" and "mold removal" were the most popular terms, with a total of about 10 really significant terms. The domain name, "black mold removal," was already taken. What to do? First I thought I'd add my area to the three words, "Pennsylvania-Black-Mold-Removal.com" and sign up for that domain name.

I also learned from the book, *Search Engine Optimization for Dummies*, by Peter Kent, that search engines can't distinguish separate words when words are run together in the domain address. For example, "Pennsylvania-black-mold-removal.com" is a MUCH better choice if I want people to find my website than "Pennsylvania-black-mold-removal.com." Also, stick with ".com," rather than ".net" or other choice. ("Search engine optimization" means that you tweak your website in ways that will better the chances of your getting closer to the top of the list when someone searches on those words.)

Well, I followed the instructions and optimized descriptions, keywords, etc., for that domain name and the other ten or so significant words. I became more and more uncomfortable because I was repeating "toxic black mold" more than I wanted to. I was also using terminology that sounded awkward because of this search engine optimization game. I didn't want to play games. I wanted to provide a credible and helpful website, really a public service.

So I dumped the "Pennsylvania-Black-Mold-Removal.com" and decided on a site name that worked for me, that I was happy with – "Mold Control on a Budget." (I subsequently discovered that a lot of competitors had found "mold control," too, though I hadn't even thought to run that phrase through WordTracker.) I still worked with search engine optimization – only optimizing for a few words on most of the individual pages.

My computer guru, Michael Horowitz (www.michaelhorowitz.com) suggested registering the domain name at www.directnic.com. Michael participates in the long-running *Personal Computer Show* on WBAI.org, the same radio station where I have my *Create Your Healthy Home* program.

Web host

Michael suggested www.pair.com for hosting my website. He spoke highly of the quality of (live) technical help there.

Web generating software

Before I got to EZGenerator, I very briefly tried the software of two other website development programs. I tried CoffeeCup and WYSIWYG Web Builder. I couldn't figure either of these out and soon was back on the Internet searching for something more friendly to novices. Maybe if I decided to write out a task-oriented approach with CoffeeCup or WYSIWYG, I would have been able to work with one of them. I'll never know now.

Enter EZGenerator

I'll assume you followed the instructions in the orientation email about downloading EZGenerator. One early mistake I made was that after download, I kept clicking on the download software icon on my desktop and wondering why I never got the registration page and every time, the software re-installed. Make sure you look for the other icon, the gold cube-shape labeled "EZGenerator." That's the one you click on. Drag it where you want it on the desktop.

Now, click on the EZGenerator icon and register your product.

Question: I see the words "log in" here and there. I don't know if I'm supposed to log in to something and if so, to what, and where, and how, and why.

See if you have the latest version of EZGenerator installed. Go to the "Help" option in the toolbar. Scroll down to "Online Update." Click on that to install the latest version. Do this routinely, because new versions keep coming out.

The "Wizard" starts you off building your website.

Your first task is to update the template list so you have a complete list to choose from. A "template" is a formatted design for a website.

Here's a tip before you start previewing template designs. Choose one with a bar across the top. For example, there are two daisy designs. One has a bar across the top and the other has just two clumps of daisies in each upper corner. I liked the clump design better, but it looked odd on some computer screens. A bar-type is a better choice for all types of screens.

You'll need to review the template list and select one to get started. You can always change to a different template later.

Thoughts about a template

Look down to the Navigation Bar in the lower left of the page and confirm that "Web" is selected, not "Contacts" or "Catalog." Click on "Contacts" and then "Catalog" so you can see the differences from "Web."

Then go to the menu at the top of the page and select "Extra." Scroll down to "Web Templates." Click on "Search for Template Update." New EZGenerator templates will be added to your stock of templates. I'm sticking with the basics here, because I found my design fairly easily. I understand there are templates on the EZGenerator website that you have to download one-by-one to your computer for viewing. You'll have to work through that on your own.

You can always change the template later. I did and it was easy. You just doubleclick at the lower right on the thumb-nail template view and follow the instructions.

I have to say that if I were a web designer, I'd have a different approach to templates. At least I found one here that I could live with. Most of the templates I've seen here and elsewhere had little appeal. This is not to disrespect the hard work done by those who design templates. It's just that to me most of the templates all have the same look. In contrast, I find few that reflect what I like in designs, i.e., templates that are simple, lots of light, elegant, resonant with Nature or culture, easy to read. I liked the daisies-in-the-corners one best, but then that didn't hold up for all monitor settings.

Instructions for choosing a template

- When you click on the EZGenerator icon, you see a page that has a menu at the top, with the first menu choice being "File" and, under that, "New Project." Click on "New Project" to open the Wizard which will lead you through the first steps of making your website.
- Click "next."
- Choose your template.
- Click on the bar labeled "Index/Filters." Instead of the current "Top Rated," choose "All." This will give you the template choices in small images. My final choice was "Belgium – version 1" for my website, though I wished it didn't have the crosses because of the possible religious connotation, which wouldn't fit in with my site. It was the best I could do, and I considered myself lucky to find one. I didn't want to get into learning about customizing images, despite there being a tutorial on the subject.

- Double click on the small image to enlarge it. You'll notice 5 little images under the enlarged image. These are variations on the template choice. Double click on a little image to enlarge it.
- Click on "Preview" to better see the page.
- Once your choice is made, close the Preview window by clicking on the "X" in the upper right.
- Your template choice should still be highlighted. Click on "Next."

At one point, I thought I might change the template's margins. I decided not to, but here's how to get to "Template Properties," just right click somewhere in the title bar of the template. That's another find that took quite awhile. I never did find where you can change page margins – if you can.

Question: How do you change page margins?

Decision point: Select a project type that fits best your desired website.

Here's where you tell the Wizard what you're thinking in terms of overall format. Since my site was to be a business site, I figured the logical thing was to click on "Business," so I did. Then I clicked on "next" and chose the pages from the list of choices that I'd like included in my business website. But when I started to click on those pages, many of them were set up in a way that I wouldn't have chosen. Perhaps I could have modified them to suit me, but since I didn't know how to do that or even if it could be done, I went back to the select-a-project type Wizard page and selected "Blank" instead of "Business." I figured with "blank," I could build what I wanted, which was going to be pretty simple – mainly a page of text, with links, that is, like working with a Word document. Now, near the end of my project, I've been happy with "Blank" pages.

On this list of pages, there a permanent page that you have to keep, the "Index page" which is the entry page to the site. The Index page might be same as the Home page, unless you are offering two or more languages. In such a case, the Index page would list the languages, and a link from each language would lead to the Home page for each language. You can change the provided Home page, but some page has to have that little "Home" icon to its left.

Note the footer page

Since my site is only in English, I ignored the Index page, except for the "page" under it, i.e., the Footer page. I can tell you I looked all over for where the Footer page was – so just note it for now, and we'll come back to it later.

Select your project type.

Now select your project type and the types of pages you want. You can always add more pages later. In contrast to my blank page decision, you might find the

pages in the “Business” or other selection work for you. Feel free to experiment, going back and forth between this page and the preceding page.

Note that you can change the heading of the formatted pages by using the Edit function to the right of the heading. For example, you might want to replace “Biography” with “Qualifications.”

The “Blank” project and pages worked well for me.

Next, the Wizard leads you to set a project name.

- Click “Next” to set a profile for your project.
- Project name – fill in a name just for your reference. This name cannot be changed and will not show up on your website. My project name is “Black Mold.”
A week or two later, forgetting that this name cannot be changed (since if you right-click on in the Managed Domains section, it gives you a rename choice), I tried to re-name the project name. I couldn’t make that work and am just lucky I didn’t delete the whole website. I gingerly got out of that section, holding my breath.
- Type in a Site/Title. If your title is too long for the allotted space, you have two options: either make the font smaller or put it on two lines. I made the font smaller and also added more words on the second, smaller line. Just follow directions.
- Write your description of the website for the search engines. Be sure to place keywords (the search terms) at the beginning of the description.
- List your keywords. Phrases have spaces between the words, followed by a comma and by the next keyword (without a space between the comma and the following keyword). For example, some of my keywords are “black mold,mold removal,PA,Pennsylvania.”
- Hint: Later, you’ll be opening a Page Settings form. The keyword section on that will be blank, and you might wonder what happened to the keywords you input in the Wizard section. The Wizard keywords are for the site itself, but each page also gets its own keywords, which differ from the site keywords.

If you later need to return to the web keywords to modify them, here’s how: In the main Menu, click on “Extra” and then “Project Settings.” You’ll see the keyword section in the first tab (“Site Settings”). Make your changes, and click on “OK.”

Upon finishing the Wizard, you arrive at the Home page of your new website!

This view is known as the Main Screen (on the left). I think it's also referred to as the "Web Editor" screen. You can develop the content of your page in the Main Screen, as long as the two tabs at the bottom of the page (one on the left and one on the right) are set for "Web" and "Edit."

The Explorer view is the vertical area to the right of the Main Screen.

It took me quite a while to figure out where the Explorer view was. Everything I read seemed to take it for granted that I knew what they were talking about, and I didn't.

The section to the right of the Main Screen is the Explorer view. The Explorer view contains the site structure, also known as "tree view." The tree view is (or will be, once you develop it) like an outline, or a partial outline, of the pages for the website. The tree view is made up of categories (such as "Contact" or "News Items"), with pages listed under each category. A category always has to have at least one page listed under it.

Before working on your tree view:

Plan out your tree view on a piece of paper. Outline it with Categories and then Pages under the Categories. You might have "Submenus" under the Pages. "Submenus" are just sub-pages.

As in any outline, you can add a sublevel under a page. The pages and sublevels might be visible or might be hidden. If they are hidden, there will be a "+" before the category. The "+" tells you there's more there than is immediately visible. Click on the "+" and you'll be able to view the pages/sublevels. The "+" changes to a "-" when the structure is visible.

The next easy step is to add Categories and Pages to your tree view:

Now just fill in the pages from your outline on the tree view of the website. First, place the cursor in the Explorer view and right click. A window appears. On the left side, you see a SiteMap. If you want to add a category, select the category above it. Click add. Then on the right, name your new category. The Page Name, also called the Menu Name, will be displayed on the Menu. This name should be short, so that it fits in the small space allotted on the Menu.

If you want to add a new page, select the category to house the page. Add in a short Page Name/Menu Name, which will appear in the Menu and on the page. Select Normal Page or a specialized page. (Here, "Menu" refers to the tree view

as seen on your website.) Click Add. Check that the page appears in the SiteMap and Menu.

Note: There is also a place to write in a “File Name.” I presume that’s your private notation for the page, if you have one. I didn’t, so I left it blank.

My first category was “Contact.” There are three pages under “Contact.” Again I placed the cursor over the word “Contact” and right-clicked. This time, I selected “New Page.” I just left the blank page choice in place, but I could have also chosen one of the page types in the drop-down menu. Type in the name of the page. Check how it looks in the Navigation bar.

My list in the Navigation bar was getting pretty long, so I began to wonder what would happen if I ran out of space in the Menu outline. Here’s one solution:

Look down at the lower right of the page and you’ll see a thumbnail sketch of your template. Click on that. Click on the box that says “Space Saver” to add this feature to your template. The Space Saver feature lists only Categories, plus the submenu under the active category. That solved my problem of space.

Incidentally, you may see “Frames” marked off. According to *Search Engine Optimization for Dummies*, don’t choose the “Frames” option, because search engines don’t handle frames very well, at least as of 2004 when this book was published.

Since I was using the “Space Saver” option, I decided to add a SiteMap to my site. (I can’t find my way back to how I did this, and “Help” didn’t help.)

Question: How to add SiteMap to site.

Summary of useful things you can do in the tree view:

These tips are taken verbatim from the online EZGenerator Reference Manual.

To find the Reference Manual, go to www.EZGenerator.com, and click “Online Help.” You’ll see entries for the “Main Screen” and “Explorer View” as you glance down the content list. You don’t need to refer to the Reference Manual at this point. It will become your friend later, as you fill in the blanks from this beginners’ piece and as you look for features not addressed here.

- At the site structure, “Left-click a page to show it in the Main Screen.
- “Double-click a folder to expand/shrink.
- “Right-click to add, duplicate, or delete pages.
- “Click a page or folder title once to change its name.
- “To move a page to another folder, click its icon and drag it to the new location.

- “To change the order of the webpages: click the icon of a page and drag it over the icon of another page. After you release the mouse button, the page will move above the drop target you selected. If the page doesn’t drop where you want it, drag it to the desired location.
- “To nest a page inside another page (to create a second level submenu), press and hold the CTRL key on your keyboard, then drag the icon of a webpage and drop it on another webpage.”

Eventually you can read more about the Main Screen and the Explorer view and other subjects in the on-line Reference Manual. That manual should be easier to review once you finish this step-by-step. You’ll learn alternate ways of accomplishing a task, too, such as adding a page through the Menu at the top of the page.

Setting “Footer” information

Let’s deal with the Footer before you work on your first page. Click on the “Footer” up under the Index page. The Footer isn’t really a page on your site. It just contains certain information that will show up on the bottom of each page, except for pages theoretically where you don’t want it to be. (I think you can make the choice on Page Settings, but I’m not going to explore this.)

Now click on “Fields,” which gives a list of options you can have in the footer. “Fields” is found at the bottom of the gray tool bar on the left, just above the top of your web page. Click on the bar to expand “Fields.” You will see a half dozen or so choices. The simplest ones are what I chose to put in the footer.

First, I dragged down the “Tell-a-Friend” option. This option lets a visitor email the page to a friend to tell the friend about your site. You’ll see something that includes the word “visible.” If you want “Tell-a-Friend” on each page, in each footer, that’s what you want to see.

Then, I clicked my cursor on the line beneath “Tell-a-Friend.” Later, when I previewed a page, I could see the “Tell-a-Friend” option listed.

I next moved the cursor up and dragged down “Counter.” “Counter” can be set to keep track of visitors on each page of your site, including the numbers of visitors who Told-a-Friend. There are some settings that have to be configured for “Counter,” but first you have to upload the website. We’ll do that later and then come back to “Counter.”

Question: How does “Counter” work?

Lastly, I thought about what I wanted to include in the Footer at the bottom of each page. I couldn't find anywhere in the instructions how to do this, so let me make it easy for you.

- Doubleclick on the "Footer" page and open it.
- On the line under "Tell a Friend" or "Counter," type in the information you want to appear in the footer. I included some basic contact information and centered it. On the last line, I typed in the date the website was last updated.
- Then, you have to save this information. There's no "Save" like in Windows. The "Save" function is called "Build" here. You find "Build" by going to the main Menu and Choosing "Publish." Since I knew the Footer was going to be throughout the site, I chose "Site Build," though I really don't know the difference between the two. Every once in a while (and before I publish for the first time, I'll click on "Site Build," just to be safe.
- That's it. Your Footer is finished. You have to be in Preview mode to see the Footer, though. We'll get to that later.

Let's first get some narrative on a page or two done so we have something to upload.

Web settings (also known as "Project Settings")

The information below is included in the Reference Manual in Modules – Web – Overview. I selected just the information I needed for a basic website.

Tip: The Reference Manual calls "Project Settings" "Web Settings." Unless you realize this, you get confused.

- First go to Main Menu, and select "Extra."
- Go to "Project Settings." If you need to update your website's "Keywords" and "Description" at any time, you can make the changes here.
- Next, click on the next tab, "Site Name." Leave the setting for "shared settings" if you'll be using two languages. I was just using English, so I changed the setting to "English." Later, I happened to see that the setting appeared to have changed itself back to "shared settings."

Question: Should we just leave "shared settings" for a setting even if using only English? Would the answer be different if people could translate any page into a different language?

Question: I can't find my way back to the setting for translations of pages. Please provide guidance.

Next, under Main Menu, "Extra," go to the tab "Upload."

- Work from your web hosting information to fill in these blanks.

Last, go to the next tab, “Backup.”

Question: I need a 1-2-3 step procedure for “Backup.” I wouldn’t know how to retrieve a lost website. I don’t know where my website is stored on my hard drive. For the moment, I’m doing a “Save-As” page-by-page in “Preview” mode to a Mold-Control folder in My Documents.

Site Settings (also known as Page Settings)

Now that the settings have been completed for the website itself, we need to turn to settings for each individual page. Click on the Home Page or first page you want to work on from the Tree View.

Tip: The Reference Manual refers to “Page Settings” as “Site Settings.” Don’t get confused.

“Page Settings” are found in the gray upper left section of the page, immediately under the two white drop-down boxes. To open “Page Settings,” click on the small horizontal gray button on the left.

You’ll do a few things at Page Settings, such as type in “Page Title,” “Header,” and “Menu Title.”

- “Page Title” – This is what the search engine picks up, so have the keywords in it that you want to optimize for the page.
- “Header” – This is what shows up as the page title. If you later want to change this, just click on “Refresh,” and the change will show up at the top of the page.
- “Menu Title” – This gets listed on the Tree View.

Next, type in the “Keywords” and a “Description” for that particular page. The Description is what people are going to see about your site when they arrive at the listing via a search engine. The description needs to grab their attention. The *Search Engine Optimization for Dummies* book suggests it be about 250 characters in length.

Next, if you know the URL that you would use to access your site from an Internet browser, type it in at the URL spot, beginning with http.

Question: Where do you record the address of the page? For example, if my site is www.mold-control-on-a-budget.com, then one page might be www.mold-control-on-a-budget.com/contact. I know that, but how do I convey it to the website, or is it done automatically from the Menu title (Site Tree names) or Page Name or from Page Title?

Next, under “Page Settings,” set the “Priority” for the page. This is where you convey to the search engines how important the page is to your website. Some of my pages have no keywords, so I set their priority as “1.”

Question: Am I correct in assuming that the top priority is “10”?

The “Frequency” is how often you anticipate updating the site. I put down “Monthly,” though if I add on a blog (which I probably will), I’ll change that.

Question: I don’t know what the rest of the blanks are for on “Page Settings.” Are there any I need to know about?

Click on “Apply.” To close “Page Settings,” click on the gray button, which is now vertically aligned.

The look of the page

Now “Home Page” is before me, a blank page. I start typing. I typed two paragraphs. Actually, I dictated from *Dragon Naturally Speaking*, a voice recognition software program. When I finished, I sat back and looked at the page.

What I saw was not inviting. I saw two long (wide) paragraphs with a lot of words. I didn’t even feel like plowing through them. I decided that I could break up those paragraphs into bullets, and that worked better. To get to the “Bullets,” I clicked on the donut-shaped icon for “More Settings” and went down to “Lists and Bullets.” I first put my cursor where I wanted it, clicked, and then went up to “Lists and Bullets.” Voila! A bullet appeared. I finished the list of a half dozen or so bulleted points.

Michael, my computer guru, told me that Verdana is a preferred font for websites. The site I chose already had Verdana. Another web designer (the one listed in the Contractor page of “Testimonials”) told me that columns should be no more than 10-12 words across, or the paragraphs got too hard to read.

So I decided that two columns would be good for the rest of the past, so I started looking in “Help” for guidance on making two columns on the page. Did I find any clues? Not a one. So I went to another Dummies book, *Building a Web Site for Dummies*, by David Crowder. Again no clues could I find. Why is it that these easiest of questions so often don’t seem to be addressed? I take it as a general rule of thumb that what you are looking for in the Index of “Help,” is not going to show up.

Fortunately, somewhere in the dim recesses of my memory, I seemed to recall the use of a table to make columns.

So I went up to the tool bar and found two table icons. I didn't want a bordered table, so I chose the table icon to the right of that one. I clicked on the spot below where I wanted the table to appear. Then I tried this and that with the icon and finally got it to work by highlighting two adjacent squares. This gave me the columns I wanted, and I proceeded to fill them in. On the right column, I used another set of bullets.

Tip: When I previewed the look with the two columns, some of the end words from the first column were too close to the beginning words in the second column. You're better off selecting three columns and making the middle column very narrow. Put your cursor in one of the cells of the column and hit "Enter" to enlarge the column. Next, place the mouse over one of the interior line until you find the spot where you can drag the line. Drag the two interior lines near to the center of the table, leaving you with a wide left column and a wide right column.

I separated the left column into an upper part and a lower part with a horizontal line. The "Horizontal Line" came from "More Settings," by that donut-shaped icon. For awhile I couldn't figure out how to get my cursor into the space below the horizontal line. Then I realized that if I put the cursor at the extreme right end of the line, I could hit "Enter," and I'd be below the line.

Deleting the Horizontal line is simple. Put the cursor above it, drag down to highlight from that spot to below the line and hit "Delete." Incidentally, I eventually found a little horizontal mark on the Tool Bar. That's a short-cut to the Horizontal line.

Question: While working on my Home page one day, I scrolled down and – behold – there was a fancy gold box around the last paragraph. Where in the world did it come from? How could I make another one? How could I delete this one? I haven't a clue.

Build your page

Now that the first draft of your Home page is done, "save" it by clicking on Main Menu – Publish – Build. "Build" is like save. As soon as you hit "Build," a window will pop up with the option for you to view the page in an "Off-line Preview."

You can view some features here that you couldn't see in Web Editor Module. For example, you can see the "Tell a Friend" link (though it's not yet operational, not until you are on-line with the website). You can also see how the "Footer" looks.

You can also test out bookmarks and hyperlinks, which leads to our next topic. But first, I also noted above that I wasn't comfortable with the "Back-up" function yet. So for the time being, I'm copying pages to a folder in My Documents while

in “Off-line Preview.” I won’t have the formatting of the pages, but at least I’ll have the text if some disaster hits the website. Just do “File” “Save As.”

Eventually, when your website is on the Internet, you can Upload a changed page from the “Off-line Preview” window if you wish. Or, you can upload from the Main Menu – Publish – Upload.

Bookmarks

A bookmark is a hyperlink on one page only. For example, you could have the words “Top of page” as a link at the bottom of the page. Anyone clicking on that would be returned to the top.

Bookmarks are so easy to do:

- Click your cursor somewhere at the top of the page.
- Click on the donut-shaped icon in the Tool Bar.
- Scroll to “Bookmarks” and click.
- Type in “Top of page” in the window.
- Doubleclick. You’ll see a dotted line with a tiny circle on the left where your cursor had clicked. This dotted line will not be visible on the published website.
- Next go to the bottom of the page.
- Type in “Top of page.”
- Click on the donut-shaped icon in the Tool Bar.
- Scroll to “Bookmarks” and click.
- Type in “Top of page” in the window.
- Doubleclick. Again there will be a dotted line.
- Now highlight the words “Top of page.”
- Click on the hyperlink icon on the Tool Bar. The hyperlink icon looks like a blue ball with a metal link at the bottom.
- Go to the drop-down “Link Type.”
- Choose “Internal.”
- You’ll see your Tree View. Doubleclick on Home page (or whatever page you’re working on.)
- Voila! Your bookmark is done.
- Go to Publish – Build – Off-line Preview, and then check that it works.

Question: Is this correct? What does the “Link Type” “This page URL” mean?

Email link – easier even than Bookmarks:

- Type out your email address.
- Highlight it.
- Click on “Hyperlink.”

- Go to the drop-down “Link Type.”
- Choose “Mail to.”
- Type in your email address.
- Go to Publish – Build – Off-line Preview, and check that it works.

Link to an external website.

- Type out the address of the website. (You could also write other words, such as “Click here for...,” whatever you want – a keyword if you can work it in.)
- Highlight it.
- Click on “Hyperlink.”
- Go to the drop-down “Link Type.”
- The URL of the site is viewed at the top of the window.
- Type in the URL farther down in the window where you see http:// and finish the address.
- Click on “OK.”
- Go to Publish – Build – Off-line Preview, and check that it works.

Link to an internal page.

- Highlight the desired text.
- Click on “Hyperlink.”
- On the drop-down “Link Type,” select “Internal link.”
- Find the page on the Tree View that you want to link to.
- Double click the page.
- Go to Publish – Build – Off-line Preview. This won’t work until the website is published.

Question: Is this correct? How do the actual page names get incorporated in the internal links?

That’s it on hyperlinks. There are EZGenerator tutorials for hyperlinks, bookmarks, and buttons (if you’d like a button rather than to link to text).

Insert Image

Here’s what I did to insert a picture (my picture) on the Home page:

I did the same trick as with the page format. I made a table of 2 adjacent cells. I pulled the middle line over to the right, click my cursor in the right cell, and then clicked on the mountain icon (“Image”).

This led me to search for the picture I wanted in “My Pictures.” I clicked to the left of my picture to select it. Then I made it smaller (not knowing what I was doing, I

must confess). When I clicked on “Finish,” I found the picture on the web page. My text was in the box to the left.

The picture seems a little fuzzy to me, but I don’t want to spend more time on it. The Tutorial on pictures made a point to keep the picture small so people with dial-up connections don’t get slowed down too much by downloading it.

Question: What am I doing wrong to end up with a fuzzy picture?

Publishing your website

The settings for “Publish Website” are found in Main Menu – Extra – Project Settings – Upload. The Video Tutorial for this is 2/5 of the “Start with a New Website” series. You probably inserted the required information when you were going through the Wizard. But if not, do it now. Select “FTP Account.”

Once your website is finished, go to the Main Menu – Publish – Upload Full Site.

Then, go to Main Menu – Publish - Publish Website. Click on the option, “Clean up current account,” and hit “OK.”

Some day down the road, when you change just one page, you click on “Off-line Preview” and then on “Upload.”

Question: What is a “Radio button for your account”? Does this have to do with incorporating Audio into your website? Or is it something pertaining to everyone?