

Version 7

February 20, 2008

“Pagefiller” is a tool that places the POWER of website development into the hands of business owners and employees. The complexity and sophistication of creating wonderful web pages are concentrated into an easy-to-use interface. As you create web pages, you control almost every aspect of the presentation.



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II. Top Five Pagefiller Tasks

Pagefiller Overview

The new Pentad Page Filler is the latest way to create/edit web pages using easy tools that most people have learned if they have ever used Microsoft Word Processor. Filling in the content of pages, linking, inserting, HTML editing and much more are all available options with this program.

Page Box
-- Choose -- -- Select A Page First--

When first logging in to edit your Pagefiller site, you will be given two drop-down lists. The first allows you to choose the page you wish to edit.

The second drop-down list allows you to choose whether to edit the Page or the META tags in the “background” of the page.

Page Box
Home (Default.aspx) MainContent

MainContent

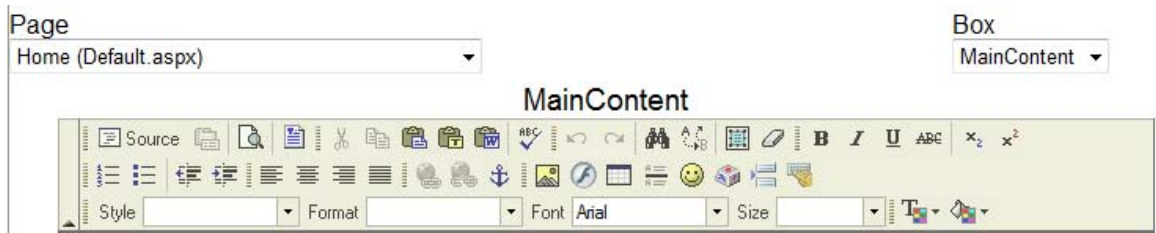
UPDATE

After selecting your page to edit, you will be brought to a screen where you are able to add, edit, delete, and format text that you type into the box. The various icons at the top of this box allow you to edit several elements of the Page. These will be explained later.

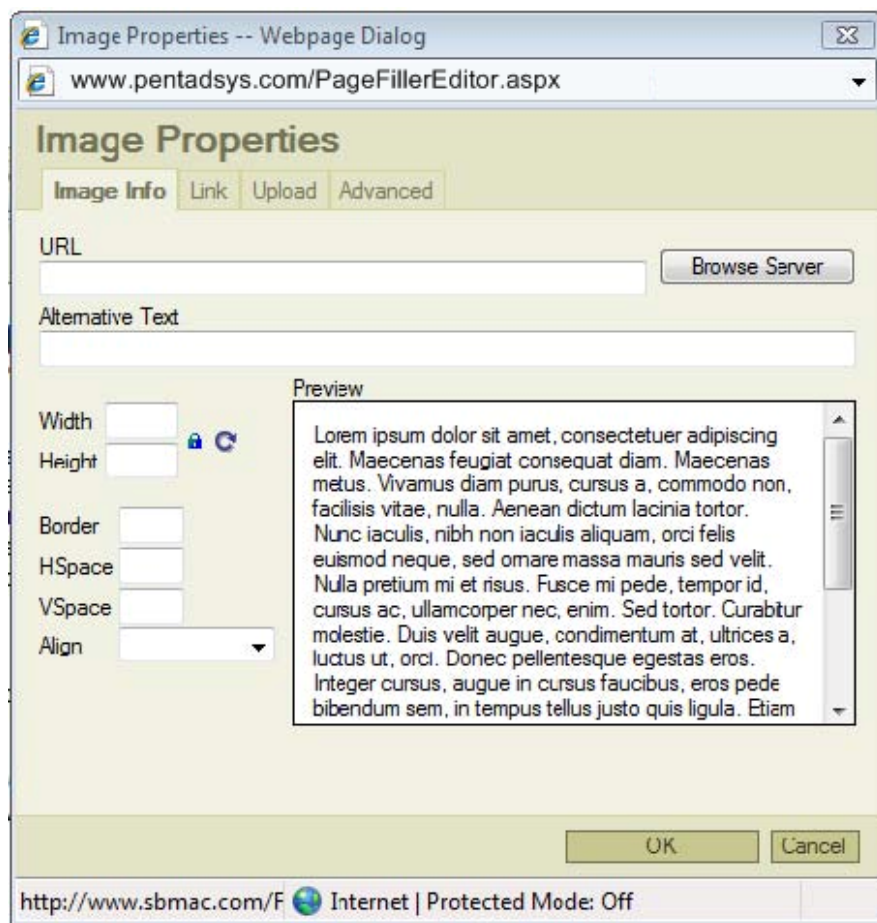



Adding an Image

There will be a point where you wish to add Images to your Pagefiller website. To do this, click the Image Icon at the top of your Pagefiller box.




This will bring you to an Image Properties -- Webpage Dialogue pop-up.



You can either type in the URL of the photo you wish to display (in the format of <http://www.xxx.com/picture.jpg>) or click  to upload your own image from your computer to the Pagefiller website.



Clicking  brings you to the PageFiller editor – Resources Browser window.



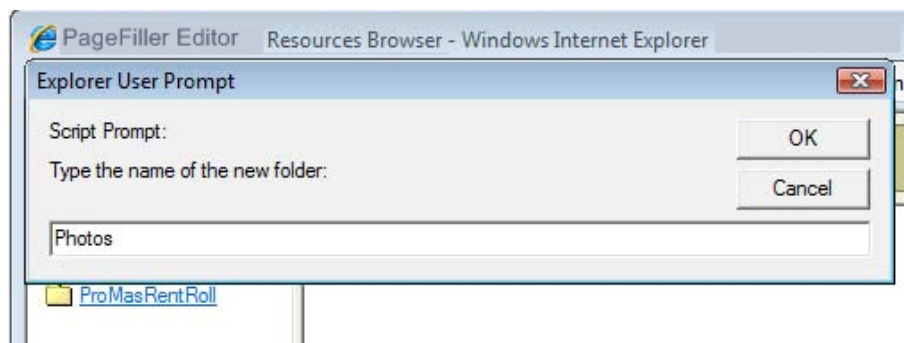
This area allows you to upload a photo into the “back-end” of your website to use now or in the future.

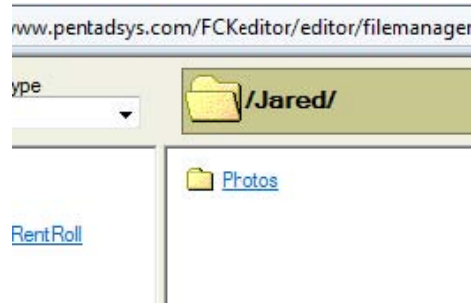
At the top-left is a Resource Type drop down list that allows you to choose whether you are uploading an Image, File, etc. This list only includes Image (since you are uploading an Image).

To the left is the folder structure of your files. You can click on any of the folders to the left to be brought to that folder’s contents.

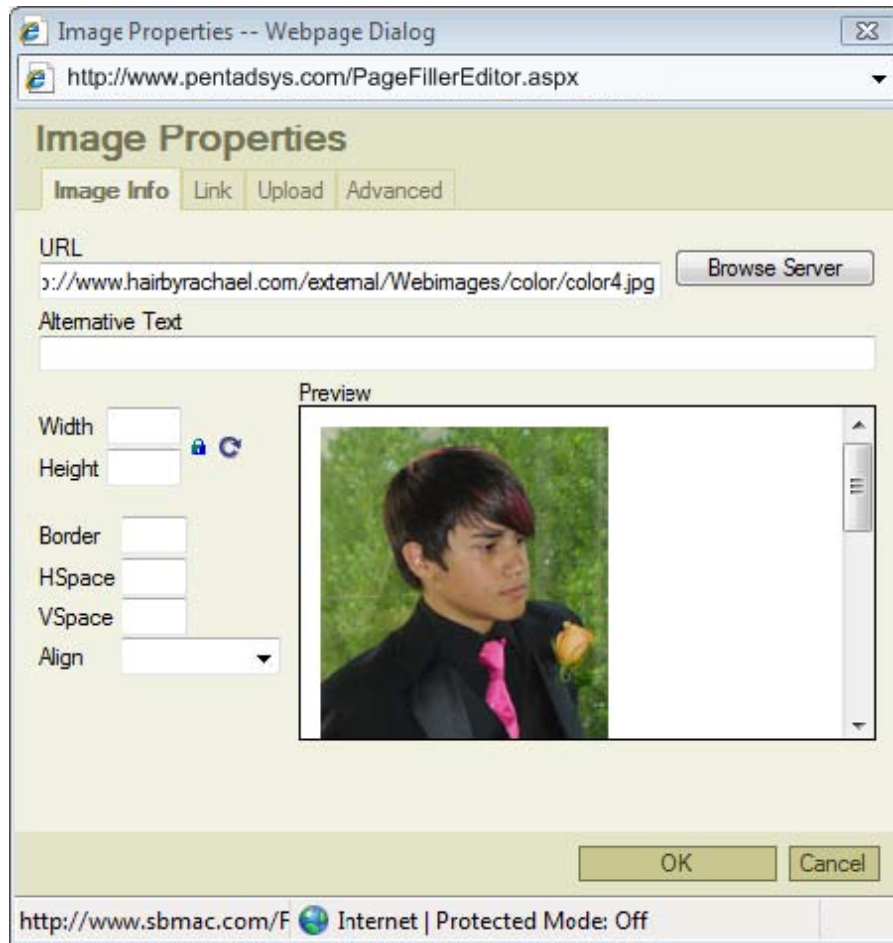
At the bottom is a “Create New Folder” button. Click this button to create a new folder in the file structure. Name the folder according to what you will be putting in them (ex: Photos), then click “OK” to create the folder.

Pentad Systems recommends creating a new folder for each page on your website to help organize your uploaded files.





Clicking allows you to choose a photo stored on your computer to upload. Click to upload your photo.



To the left of the Preview box is a series of functions that allow you to change the dimensions of the photo, add a border, space in between the photo and the border, and to align the photo. You can also add a Link to the photo by clicking the “Link” tab, Upload more images by clicking the “Upload” tab, and add various elements to the photo by clicking the “Advanced” tab. When you are finished, click “OK” to put the photo into the Pagefiller box.**



**Note – There will be instances where the file size of the photo will be quite large (due to either the physical size of the photo or the quality of the photo). This will make your website take a while to load (much longer for dial-up customers/viewers).

If the photo is large due to physical size: browse to your photo on your computer, right click, Open With >> Microsoft Picture Manager.

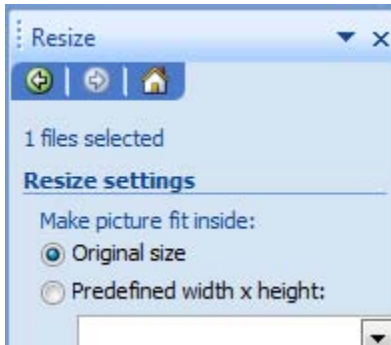


In here, click on File >> Properties. The Properties box will appear.

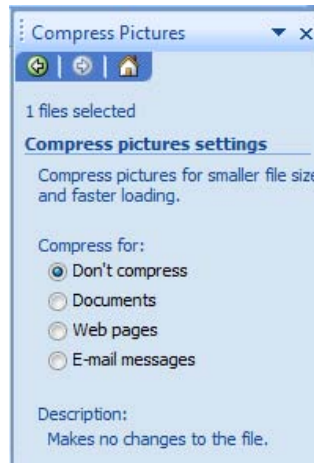




If the size of your photo is over 1 MB (in general), you can resize the photo by going to Picture >> Resize. The Resize box will appear. You can change the physical size of the photo here.



If the photo is large due to the quality of the photo, in the same Microsoft Picture Manager screen, click on Picture >> Compress Pictures. The dialogue box that shows will allow you to compress the size of the file for a smaller file size and faster loading.

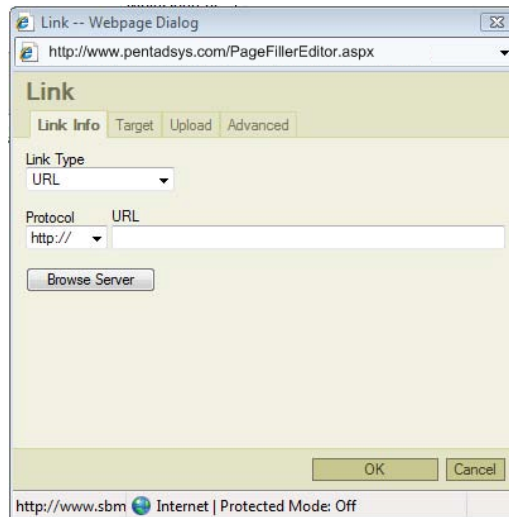



Linking a PDF

There may be times when you wish to create a link that opens a PDF that you currently have available. To put it into your Pagefiller website, add the dialogue in the Pagefiller Box that you wish your customer/viewer to browse to the PDF with:

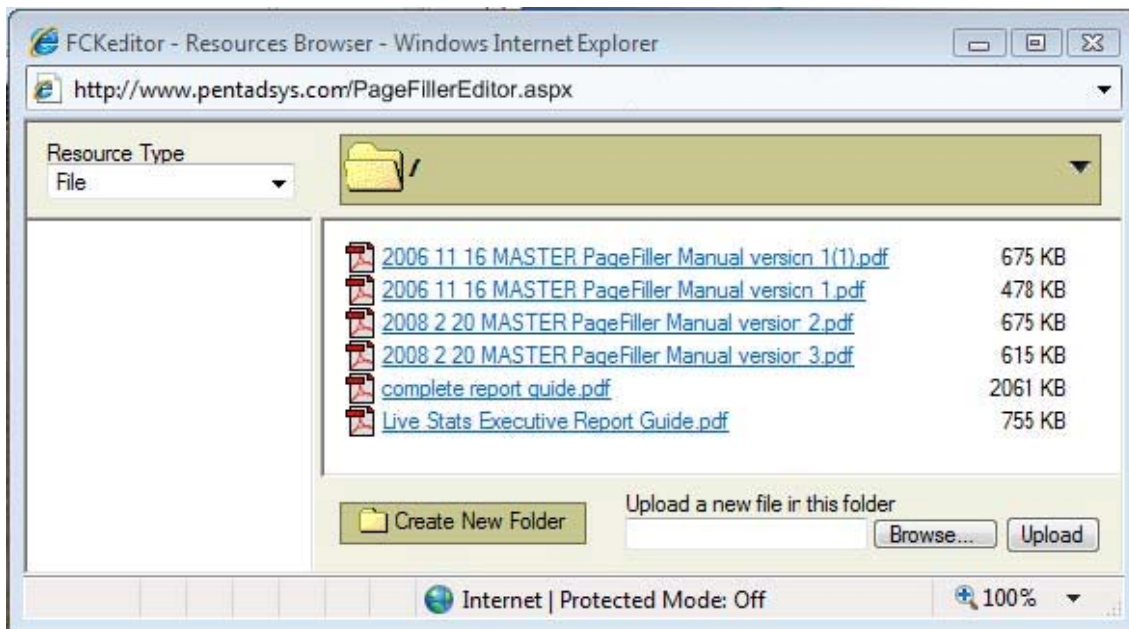


Select the text you wish your customer/viewer to click to browse to the PDF, and select the Insert/Edit Link icon.



In this box, you can either type in a URL to the PDF (if it is already on a current website), or click  to upload and add your own PDF from your computer.

Clicking  brings you to the PageFiller editor – Resources Browser window.



This area allows you to upload a PDF into the “back-end” of your website to use now or in the future.

At the top-left is a Resource Type drop down list that allows you to choose whether you are uploading an File, Image, Flash, or Media.

To the left is the folder structure of your files. You can click on any of the folders to the left to be brought to that folder’s contents.



Clicking allows you to choose a PDF stored on your computer to upload.
 to upload your file.

When you are finished linking the PDF, you may want to have the PDF display on a new window (recommended). To do this, click the Target tab and select New Window (_blank) from the Target drop-down list.

Link Info **Target** Upload Advanced
Target Target Frame Name
<not set>

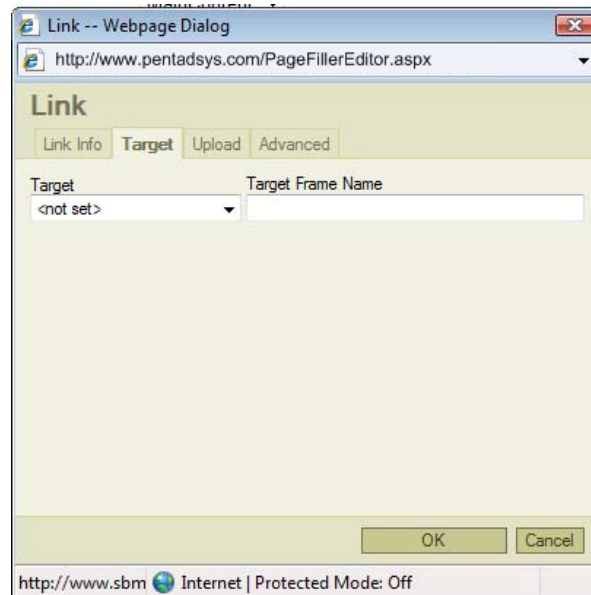
Link Info **Target** Upload Advanced
Target Target Frame Name
New Window (_blank)

When you are finished, click “OK” to complete linking the PDF to the Pagefiller page.

Making Links Open in NEW WINDOW

As a general rule, the links in your Pagefiller website should open in a New Window. This way, the customer will not have to click their Back button in order to get back to your website, they can simply close the page/document that popped up.

To do this, in your Link dialogue box, click the Target tab.



Select the drop-down box under Target, and choose the option “New Window (_blank)”. Click OK to confirm your selection.

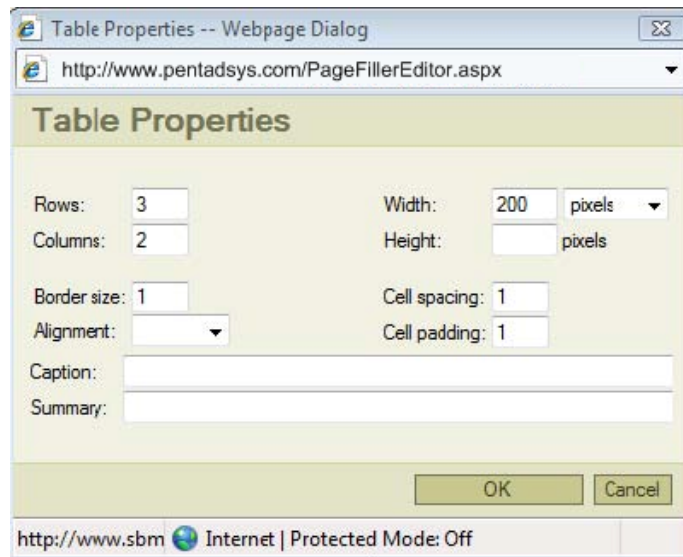


Adding a Table

To add a Table to your Pagefiller site, click the Insert/Edit Table icon.



The Table Properties dialogue box will pop up. In each box, you can type in how many Rows and Columns you desire in your table. You can also change the Width and the Height of your table, and select whether there is a border on the table. In addition, you can choose the space between each Cell and the padding between each Cell, choose the Alignment of your table contents, and put in a Caption and a Summary of the table.

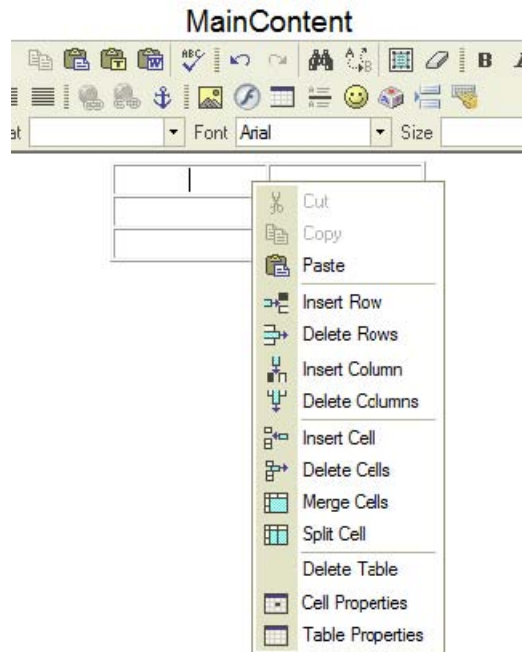


When you are finished, click "OK" to add the table to your website.

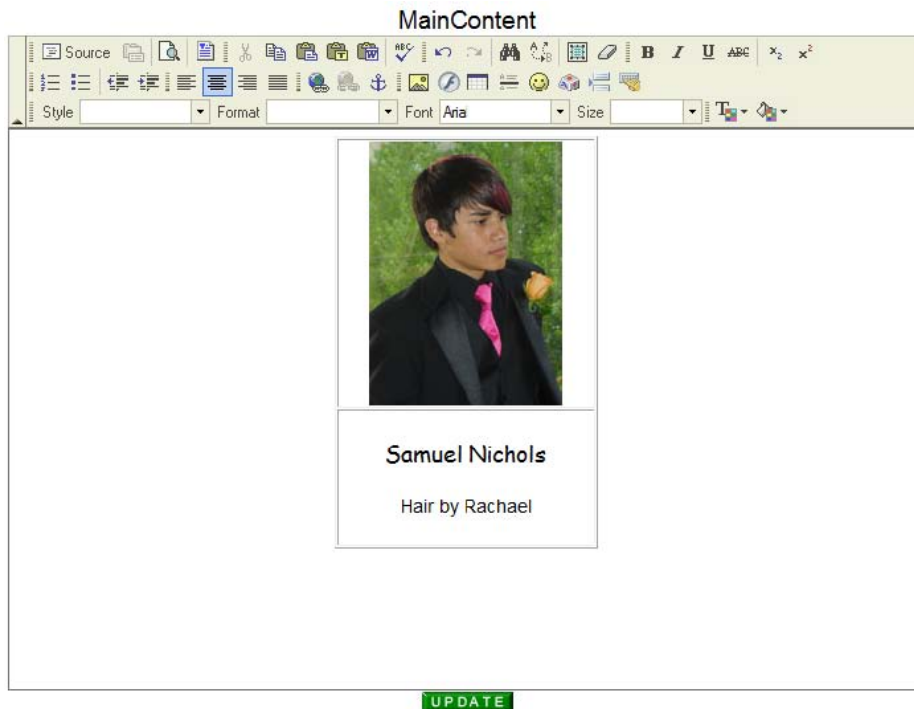
When the table has been added, you can add pictures and/or text to the table.



By Right-clicking the table, you can also Copy and Paste data into the cells, Insert or Delete rows, Insert or Delete columns, Insert or Delete cells, Merge or Split cells, Delete the entire Table, view the Cell Properties, or view the Table Properties.
























Shown below is a completed table with a photo along with some text (both in different cells).





II. Pentad Page Filler Icon Overview



Action	Icon	What it Does
HTML code		View or edit document source code (for advanced users).
Preview		Preview what the HTML page will look like for users.
Template		Select a layout template. See "Templates" for details.
Cut		Remove the highlighted text.
Copy		Copy the highlighted text.
Paste		Paste the text you copied (with or without formatting).
Paste Word		Copy content from Microsoft Word, then paste it into the HTML editor using the pop-up accessed from this icon.
Print		Print the content in your HTML page.
Spell Check		Check the text spelling in your HTML page.
Undo/Redo		Undo or redo the most recent action taken.
Find		Find a word or phrase with the text of the HTML page.
Replace		Find and replace a word or phrase within the text.
Select all		Select all of the text in the HTML page (usually used before copy or cut or to apply a style or format to the whole page).
Un-format		Remove the formatting from highlighted text.
Bold, etc.		Bold , <i>italic</i> , <u>underline</u> or strikethrough highlighted text.
Superscript		Superscript or subscript the highlighted text.
Text color		Change the color of the highlighted text.
Background		Change the background color behind the highlighted text.
Lists		Add numbering to highlight text lines.
Insert/Remove Bulleted List		Adding/Removing bullets to highlighted text lines.
Indent		Increase or decrease the highlighted text's indentation.

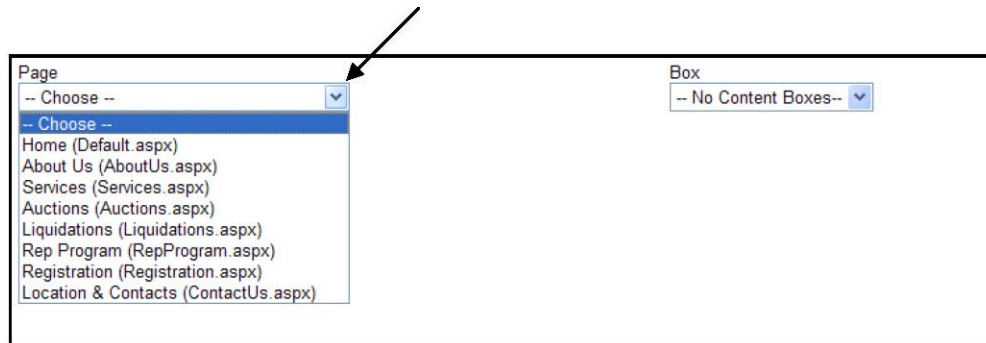


III. Using the Pentad Page Filler

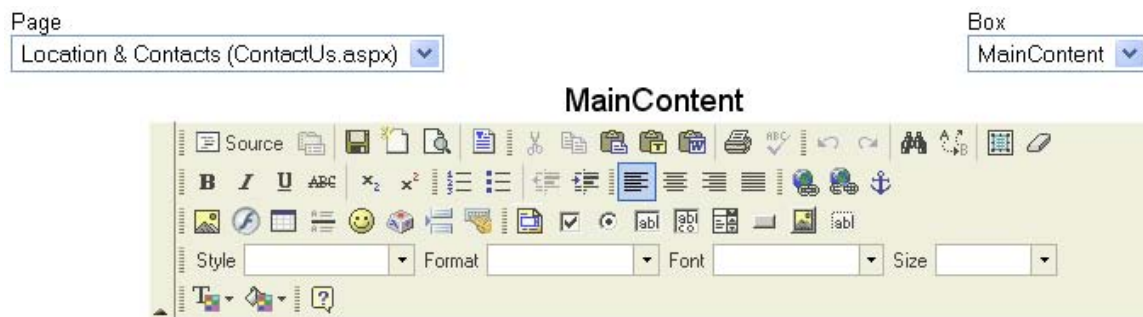
The new Pentad Page Filler is the latest way to create/edit web pages using easy tools that most people have learned if they have ever used Microsoft Word Processor. Filling in the content of pages, linking, inserting, HTML editing and much more are all available options with this program.

A. Choosing a Page

Click the down arrow  under “Page” next to “-Choose-“and select the appropriate page you’d like to edit. Any page you choose will automatically load “MainContent” in the “Box” down arrow .



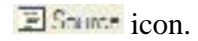
The editing/main content should load after choosing a page. You are now ready to create/edit the webpage.



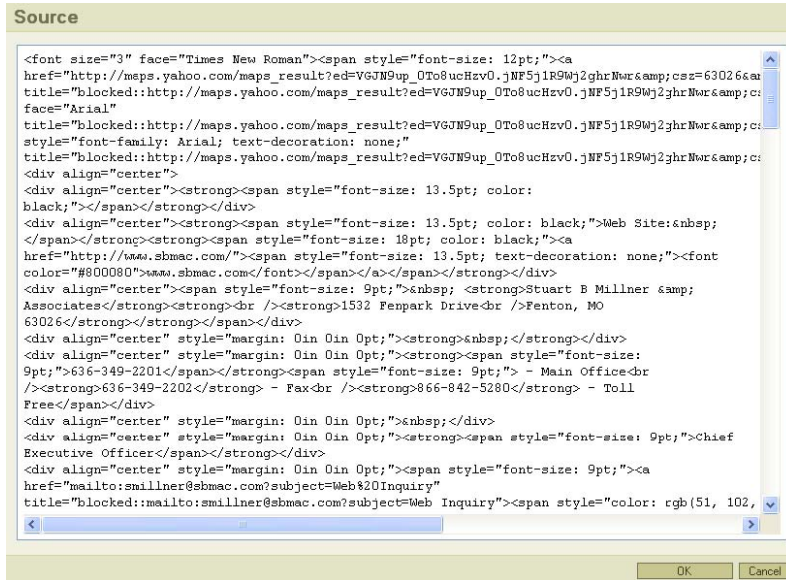


B. Source

Starting from the top left of the “Main Content”, the first icon available is the



This icon is used to View or edit document source code (which usually is for more advanced users). Everything you ever create or type in on the webpage creates a certain HTML code. By adding code to the Source, you change certain aspects of the webpage such as color, size, positioning, etc.



C. Document Properties

Clicking on the document properties icon



will do nothing because this icon has no function in using the Pentad Page Filler.

D. Save


Like the Document Properties, the Save icon

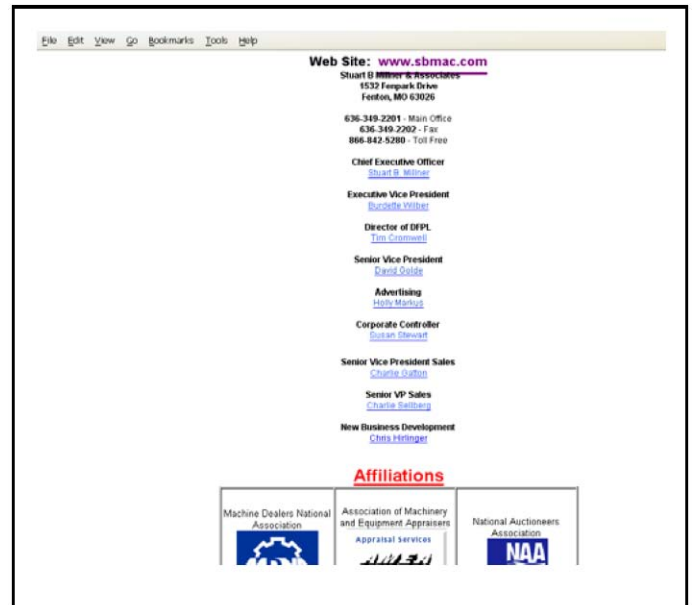
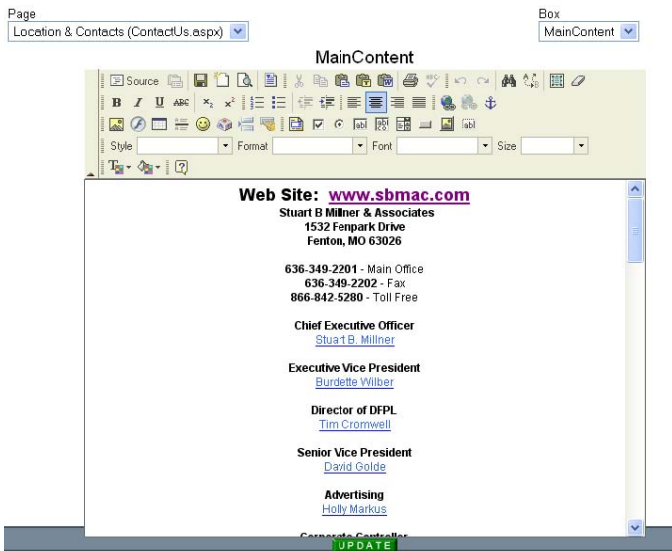


also has no function. Instead of clicking this icon to save your webpage changes, you just click the green **UPDATE** icon at the bottom of the page.




E. Preview


Clicking on the Preview icon  will load a new window showing the users what exactly the page will look like when updated to the Internet.

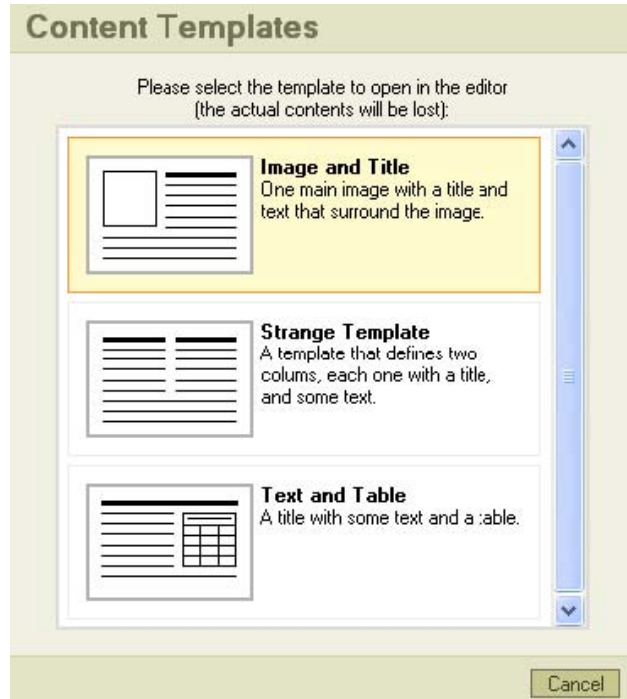





F. Template


Clicking on the Template icon  will open a new window with different template options you can chose to use.

 (Pastes the text you copied) are all icons that have shortcuts using the keyboard. Depending on your web browser settings, clicking on one of the 3 icons could result in a window pop up telling you that your browser doesn't permit the editor to perform the current operation. Therefore, the cut icon can be used by inputting on the keyboard Ctrl + X, or the copy icon on the keyboard is Ctrl+ C, or the paste icon on the keyboard is Ctrl+ V.




G. Cut, Copy, and Paste

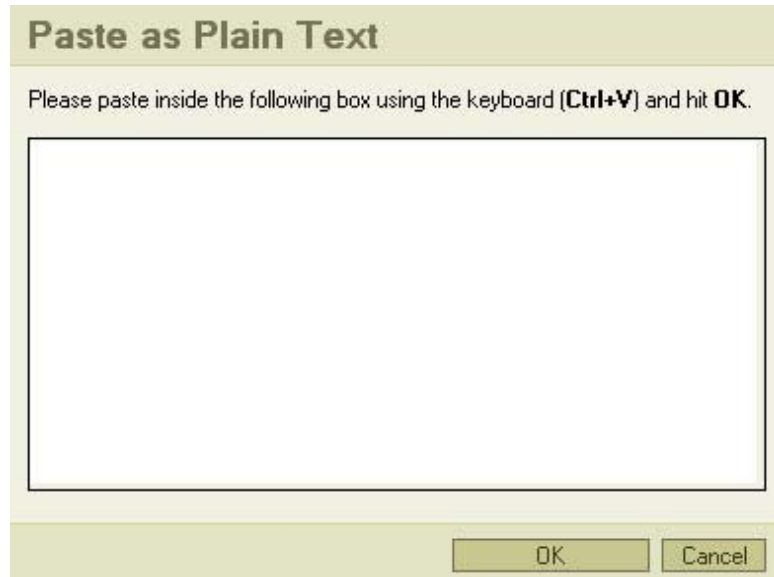
The cut icon  (Removes the highlighted text), copy icon

 (Copies the highlighted text)., and paste icon




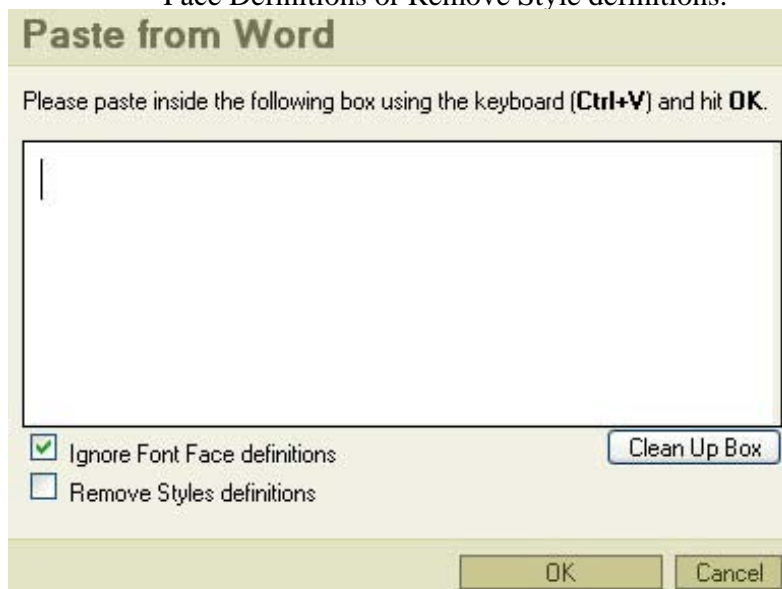
H. Paste as Plain Text

The Paste as Plain Text icon  opens up a window in which you can copy/cut a highlighted text and paste it into the window, then paste it onto your web page.



I. Paste from Word

The Paste from Word icon  opens a new window in which you can paste word documents into the text box which then pastes them onto your web page. Clicking on the “Clean Up Box” icon erases all data in text box. Also, by checking any of the checkboxes, you can either Ignore Font Face Definitions or Remove Style definitions.








J. Print

The Print icon  prints out whatever content is on your webpage.


K. Spell Check

Clicking on the Spell Check  icon will do nothing because this icon has no function in using the Pentad Page Filler.

L. Undo/Redo

Clicking on the Undo icon  will undo any operation the user currently performed. On the opposite end the Redo icon  will redo any of the information the user just undid.

M. Find

Clicking the Find icon  will open a new window in which you enter a word your looking for and then click the “F” icon. If you want the word to match the case, then check the checkbox.



Find


Find what: F

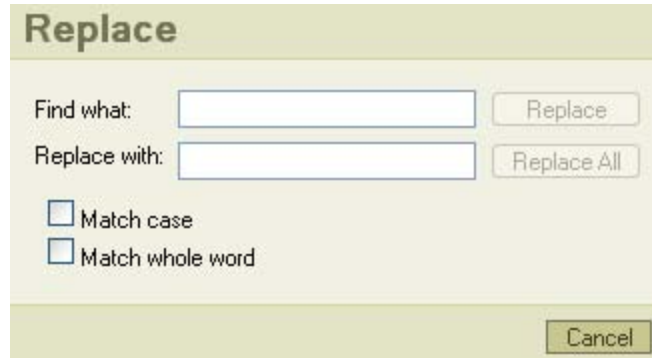
Match case

Cancel




N. Replace

Clicking the Replace icon  will open up a new window. In this window you'll type in the word you want to find. Then you'll type in the word you want to replace with it.



If you want to replace just that one word with another one then click “Replace”. If you want to Replace all the words then click “Replace All”. And just like find you can check the checkboxes for Match Case or Match Whole Word to specify results.


O. Select All


Clicking the Select All icon  highlights everything displaying on the main content screen.


P. Remove Format

Clicking the Remove Format icon  will remove the formatting from highlighted text.

Q. Bold, Italic, Underline, Strike Through

The Bold icon  bolds anything highlighted. The Italic icon

 strikes through anything highlighted.

 italics anything highlighted. The Strike Through icon



R. Subscript/Superscript


To add superscript style type (mostly used for mathematical exponents) or subscripts (for mathematical series) type the text that you want to have altered and then highlight it. Then click either the Subscript icon

 or the Superscript icon .


Ex: X₃ or X³

The text should appear smaller, and either below or above the text that is not highlighted next to it.



S. Insert/Remove Numbered List

Clicking on the Insert/Remove Numbered List icon  will add numbering to highlighted text lines.

T. Insert/Remove Bulleted List



Clicking on the Insert/Remove Bulleted List icon  will add bullets to highlighted text lines.



U. Decrease/Increase Indent

Clicking on the Decrease Indent icon  will decrease highlight text's indentation. Clicking on the Increase Indent icon  will increase highlight text's indentation.

V. Left/Center/Right/Block Justify

The Left Justify icon  aligns the highlighted text to the left. The Center Justify icon

 centers the highlighted text.  aligns the highlighted text to the

The Right Justify Icon  aligns the highlighted text to the right. The Block Justify icon  aligns the highlighted text in a block form.

W. Hyperlinks

A hyperlink is a reference from a point in one web site to some point in another web site or another place in the same website. A hyperlink is usually displayed by a distinguishing feature such as a different color, font or style. A user activates the link by clicking on it with their mouse. Items covered in this section include:



a. Creating Links to Pages on Other Web Sites

This tool gives you the ability to direct a user on your website to information on another site. For example, if your content includes information about your community and you would like to provide the option for the user to know more, you can add a link to the website of your community's Chamber of Commerce or Visitor's Information Center.

1. Use your mouse to highlight the text or image you would like to link.
2. Select the Insert/Edit Link icon from the Editor Toolbar.



Link

Link Info Target Upload Advanced

Link Type
URL

Protocol URL
http://

Browse Server

OK Cancel

b. Link Info

1. **Link Type:** Select URL from the drop down menu.
2. **Protocol:** Select the appropriate protocol from the drop down menu. Most of the time you will choose http://.
3. **URL:** Type the address of the Web link (i.e. www.pentadsys.com).
4. Select the Target tab next to the Link Info tab at the top of the dialog box.



c. Target You can choose the behavior in which your new link opens by selecting a target method.

1. **Frame:** Opens the link in a frame.
2. **Popup Window:** Set the link to open in a popup window according to the properties you set for the window.
3. **New Window:** Opens the link in a new window.
4. **Topmost Window:** Opens the link in a window on top of your current open window, replacing it as the topmost window.
5. **Same Window:** Opens the link in the same window you are in.
6. **Parent Window:** Functions the just like Same Window, unless your site is in frames.
7. **Target Frame Name:** All choices except frame and popup window will be populated with text. Leave the text the application creates in place.
8. Click OK to insert your link or Cancel to exit the Insert/Edit Link dialog box.
9. Click the UPDATE icon in the lower middle portion of your screen.

The screenshot shows a dialog box titled "Link" with three tabs: "Link Info", "Target", and "Advanced". The "Target" tab is selected. It contains a "Target" dropdown menu with a list of options: "<not set>", "<frame>", "<popup window>", "New Window [_blank]", "Topmost Window [_top]", "Same Window [_self]", and "Parent Window [_parent]". The "Target Frame Name" text box is empty. At the bottom of the dialog are "OK" and "Cancel" buttons.

d. Advanced This area allows you to apply more advanced features to your links. These features are not supported by our technical support team.



e. Creating Links to Files

1. Use your mouse to highlight the text to link.
2. Select the Insert/Edit Link icon from the Editor Toolbar.
3. Click the Browse Server icon
4. Select your file from the Research Browser dialog box and click the Upload icon.
5. Then select OK



Link Type: Select E-Mail from the drop down menu
E-Mail Address: Enter the destination e-mail address. This will automatically be filled in when the user's mail client opens.
Message Subject: Enter the default message subject. This will automatically be filled in when the user's mail client opens.
Message Body: Enter the default content of the message. This will automatically be filled in when the user's mail client opens.
Click OK to insert your link or Cancel to exit the Insert/Edit Link dialog box.
Click the UPDATE icon in lower middle portion of your screen.

f. Creating Mailto Links

This allows you to create a link that opens an e-mail program with the destination address, message subject and message body already filled in.

1. Type in the e-mail address you wish to link and use your mouse to highlight the text.
2. Select the Insert/Edit Link icon from the Editor Toolbar

Link
Link Info | Advanced

Link Type
E-Mail

E-Mail Address
email@email.com

Message Subject
More Information

Message Body
Please send me information about your products and services.

OK Cancel

Link
Link Info | Target | Upload | Advanced

Link Type
URL

Protocol | URL
http://

Browse Server


OK Cancel



X. Anchors

An anchor is a named zone in your website that allows you to jump from one place to another within a page or to a specific place on another page in your website.

a. Creating an Anchor

1. Place your cursor before the section of content in which you want to create your anchor. For example: the beginning of your page.
2. Click the Anchor icon  in the Editor Toolbar.



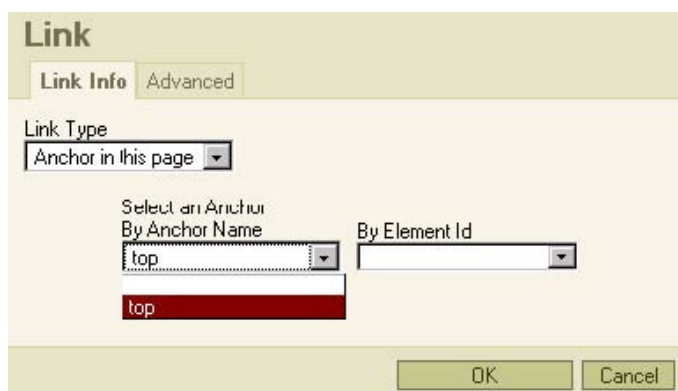
The dialog box is titled "Anchor Properties". It contains a text input field labeled "Anchor Name". At the bottom right, there are two buttons: "OK" and "Cancel".

Enter your anchor name in the Anchor properties dialog box. For example: "top".

b. Linking to Your Anchor

1. Go to the section of content in which you want to create your link. For example: the end of your content.
2. Click the Insert/Edit Link icon on the Editor Toolbar.
3. **Link Type:** Anchor in this page.
4. **Select an Anchor:** Locate and select your anchor name in the "By Anchor Name" drop down list.
5. Click OK to insert your link or Cancel to exit the Insert/Edit Link dialog box.


Click the UPDATE icon in the lower middle portion of your screen.



The dialog box is titled "Link". It has two tabs: "Link Info" (selected) and "Advanced". Under "Link Type", there is a dropdown menu with "Anchor in this page" selected. Below this, there is a section titled "Select an Anchor" with two dropdown menus: "By Anchor Name" (with "top" selected) and "By Element Id" (empty). A red highlight is visible under the "top" option in the "By Anchor Name" dropdown. At the bottom, there are "OK" and "Cancel" buttons.



Y. Insert/Edit Images

The Insert/Edit Image icon  allows you to select an image or file to insert into your Website. Click the Browse Server icon to Upload/Insert an image.

a. Uploading and Inserting an Image

1. Place your cursor in the desired location within your editor window in which to add your image.
2. Click the Insert/Edit icon to bring up the Image Properties dialog box.



Click the Browse Server icon located to the right of the URL text field and a new window should appear.

Click the Browse icon at the bottom of the new window.

Locate the image on your computer's hard drive.

Select the image and click Open.

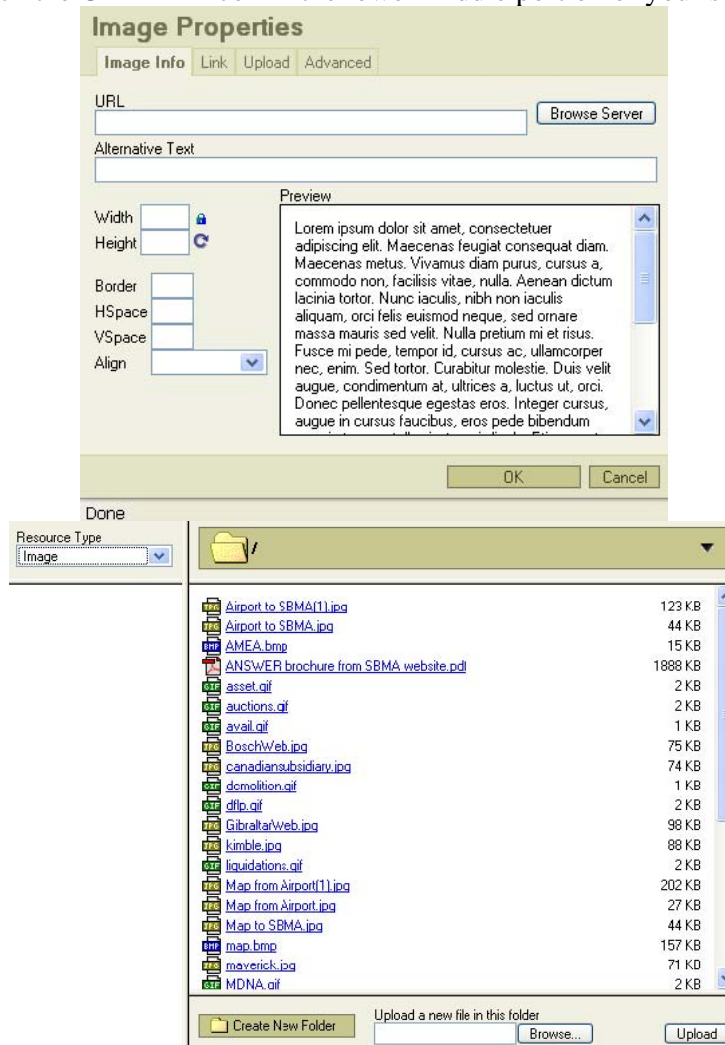
Then click upload next to browse on the bottom right of the page.

This image should now stay on your image browser page.

Set your Image Information accordingly.

Click the OK icon to insert the image into your editor window.

Click the UPDATE icon in the lower middle portion of your screen





b. Image Information

URL: This is the path to your selected image or file. It will automatically fill in when you select an image or file.

Browse Server: This will open the Browser Ready dialog box, allowing you to select an image or file to insert or edit.

Alternative Text: This is the text that appears if a user hovers over the image.

Width: This is the width of the image in pixels.

Lock Ratio: The image dimensions are locked by default. This should remain locked if you want your image to resize proportionally upon changing the height or width. For instance, if you just change the height on your image, it will automatically change the width to make the image proportional. Click the lock ratio to unlock the image dimensions. This will allow you to set any value for the height or width without it affecting the other.

Height: This is the height of the image in pixels.

Reset Size: Should you update the image dimensions and want to set them back to the original settings, click the Reset Size icon to do so.

Border: You can place a border around the image. The larger the number you choose, the larger the border.

HSpace: You can set how much space horizontally you want between an image and text.

VSpace: You can set how much space vertically you want between an image and text.

Align: Allows you to set how you want the image aligned on the page. Aligning an image right or left is a great way to create the effect of wrapping text around your image.

c. Adding a Link to an Image

1. Select the image you would like to link.
2. Click the Insert/Edit Image icon to bring up the Image Properties dialog box.



Click the Link tab.

You can either type a URL in the dialog box or click the Browse Server button located in the right side of the dialog box.

Click the Add New File icon.

Click the Browse icon.

Locate the file on your computer's hard drive.

Select the file and click Open.

Navigate to the proper folder within your Resource

Browser area and select the Upload Files icon.

Select the file you just uploaded and click the Upload icon.

Set your link target method accordingly.

Click the OK icon to create the link to your file.

Image Properties

Image Info **Link** Upload Advanced

URL

Browse Server

Target
<not set>

OK Cancel




Click the **UPDATE** icon in the lower portion of your screen.

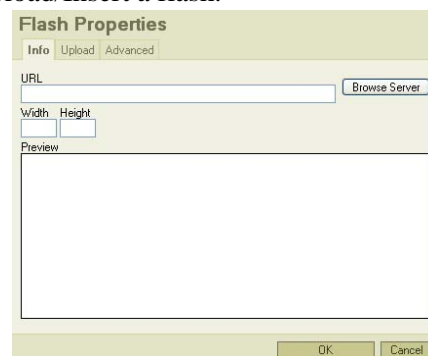
d. Advanced

This area allows you to apply more advanced image property settings. These features are not supported by our technical support team.

Note: Please follow all copyright laws. You are responsible for the images on your site.

Z. Insert/Edit Flash

The **Insert/Edit Flash icon**  allows you to select a flash to insert into your Website. Click the Browse Server icon to Upload/Insert a flash.



a. Uploading and Inserting a Flash

1. Place your cursor in the desired location within your editor window in which to add your flash.
2. Click the Insert/Edit Flash icon to bring up the Flash Properties dialog box.



Click the Browse Server icon located to the right of the URL text field and a new window should appear.

Click the Browse icon at the bottom of the new window.

Locate the flash on your computer's hard drive.

Select the flash and click Open.

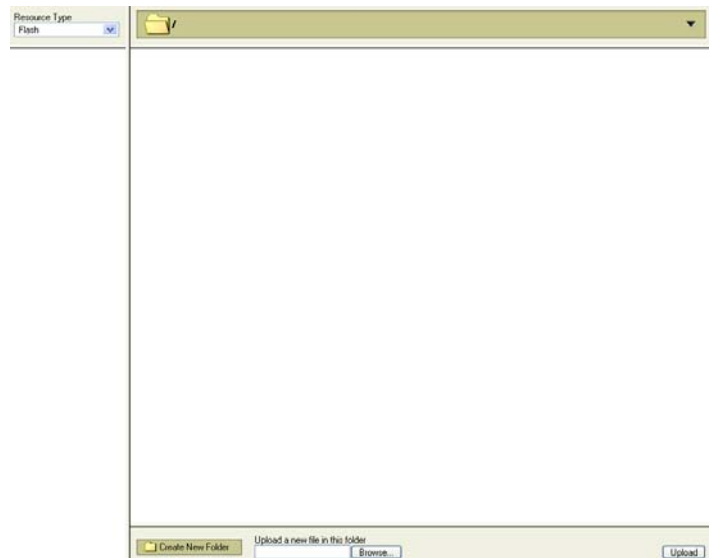
Then click upload next to browse on the bottom right of the page.

This flash should now stay on your flash browser page.

Set your flash information accordingly.

Click the OK icon to insert the flash into your editor window.

Click the UPDATE icon in the lower middle portion of your screen





AA. Tables

This tool allows you to arrange data such as text, images, links, forms, etc. - into columns and rows of cells. You may also include a caption for your table, providing a short description of the table's purpose. Items covered in this section include:

a. Adding a Table

1. Create an insertion point for the table by using your mouse and placing your cursor in the editor where you intend to insert the table.
2. Select the Insert/Edit Table icon from the Editor Toolbar.

Table Properties			
Rows:	<input type="text" value="3"/>	Width:	<input type="text" value="200"/> pixels
Columns:	<input type="text" value="2"/>	Height:	<input type="text"/> pixels
Border size:	<input type="text" value="1"/>	Cell spacing:	<input type="text" value="1"/>
Alignment:	<input type="text" value=""/>	Cell padding:	<input type="text" value="1"/>
Caption:	<input type="text"/>		
Summary:	<input type="text"/>		
		OK	Cancel



Rows: Enter the number of rows for your table.

Columns: Enter the number of columns for your table.

Border size: Enter 0 if you do not want a border on your table. The higher the number, the larger your border.

Alignment: Select your table alignment from the drop down list.

Width: Enter the width of your table in pixels or as a percentage.

Height: Enter the height of your table in pixels.

Cell spacing: Enter the amount of spacing you want around the table cells.

Cell padding: Enter the amount of padding you want inside the table cells.

Caption: Enter a caption for your table if necessary. This will appear centered across the top of your table.

Summary: This is just a summary of the table. It will not appear on your table. Click OK to insert your table or Cancel to exit the Insert/Edit Table dialog box. Click the UPDATE icon in the lower middle portion of your screen.



b. Updating a Table

1. Select your table by left-clicking anywhere inside the appropriate table cell
2. Right-click inside the cell to bring up the update table options dialog.
3. Select the appropriate action for the task you are trying to accomplish.
4. **Insert Row:** This will insert a row below the row you have selected.
5. **Delete Rows:** This will delete the selected row.
6. **Insert Column:** This will insert a column to the right of the column you have selected.
7. **Delete Columns:** This will delete the selected column.
8. **Insert Cell:** This will insert a cell to the right of the cell you have selected.
9. **Delete Cells:** This will delete the selected cell.
10. **Merge Cells:** This will merge cells across the column. To merge cells, highlight the contents of both cells. Right-click the highlighted content in one cell and select Merge Cells from the pop-up menu.
11. **Split Cell:** This will split one cell into two cells.
12. **Cell Properties:** Set properties for the selected cell using the Cell Properties dialog box.

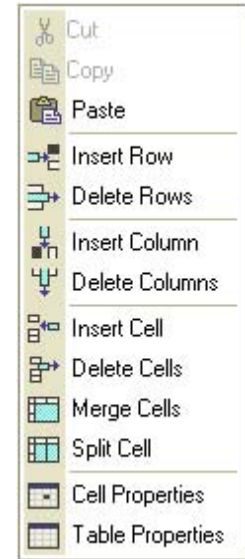


Table Properties: **Set your table properties using the Table Properties dialog box.**

c. Deleting a Table

1. Click a corner of your table so it has boxes at each corner.
2. Click the Delete key on your keyboard.
3. Click the UPDATE icon in the lower middle portion of your screen.

BB. Insert Horizontal Line


Clicking the Insert Horizontal Line icon

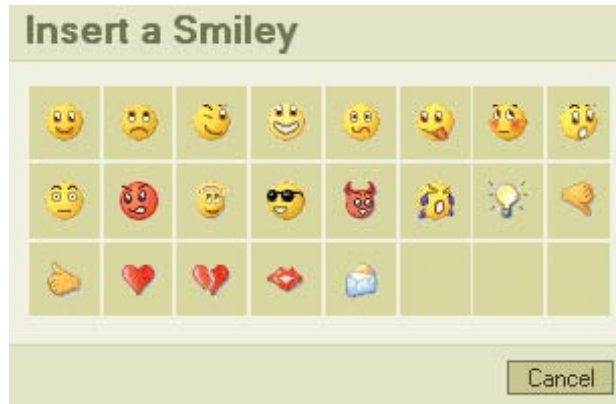


will separate highlighted text with a horizontal line.




CC. Insert Smiley

Click the Insert Smiley icon  to open a new window with different smiley faces to choose from.




DD. Insert Special Character

Click the Insert Special Character icon  to open a new window with different characters of text you can choose from.




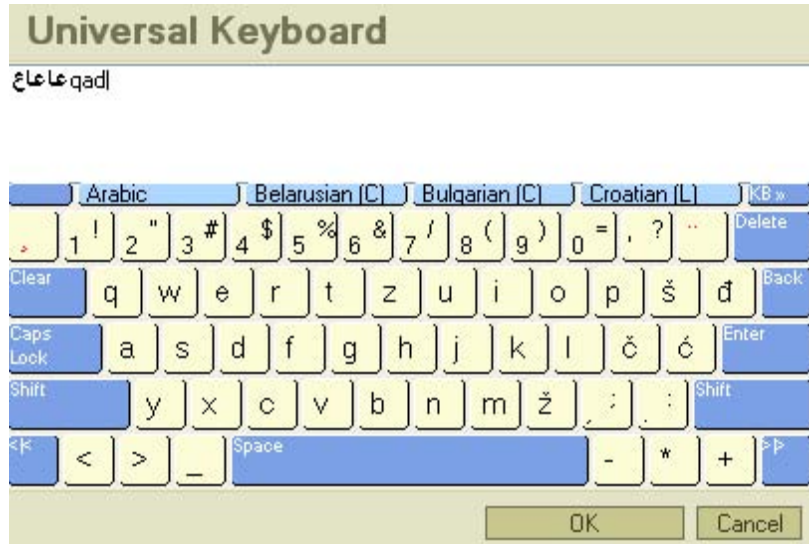
EE. Insert Page Break

Click the Insert Page Break icon  to insert a page break. Only impacts printed version



FF. Universal Keyboard

Click the Universal Keyboard icon  to load a new window with a keyboard of different languages to choose from. By clicking the dark blue boxes on the four corners gives you different languages to choose from.



GG. Hint

Sometimes to insert extra line spacing and have it stay that way in the view seems troubling. A good idea to help would be inserting a table (to take up the spacing) with the line width at zero. That makes the table non-viewable by someone viewing the website, but it made the spacing correct and was viewable by the user doing the page filler.

HH. Keyboard Shortcuts

The following standard keyboard shortcuts are also available in the editor.	
Cut (Ctrl + X)	Undo A Change (Ctrl + Z)
Copy (Ctrl + C)	Redo (Ctrl + Y)
Paste (Ctrl + V)	Hyperlink (Ctrl + K)
Bold (Ctrl + B)	Find (Ctrl + F)
Italic (Ctrl + I)	Select all (Ctrl + A)
Underline (Ctrl + U)	Select block (Ctrl + Left-click)
Single space (Shift + Enter)	Insertion point (Shift + 6)