About Freeway …

The most important thing to appreciate before you start a site in Freeway is how the process works, especially if you have tried other Web publishing software before.
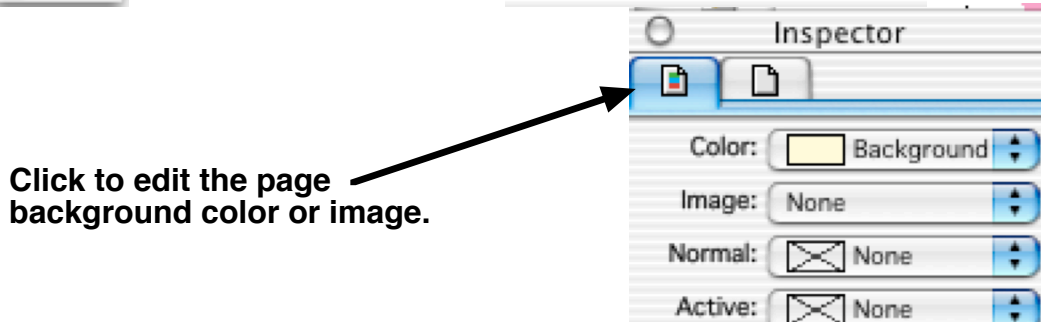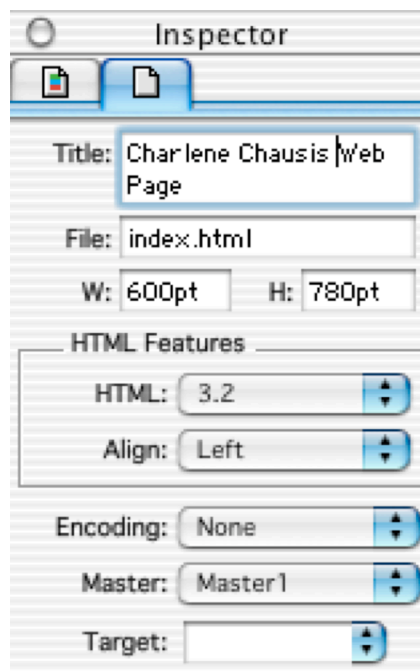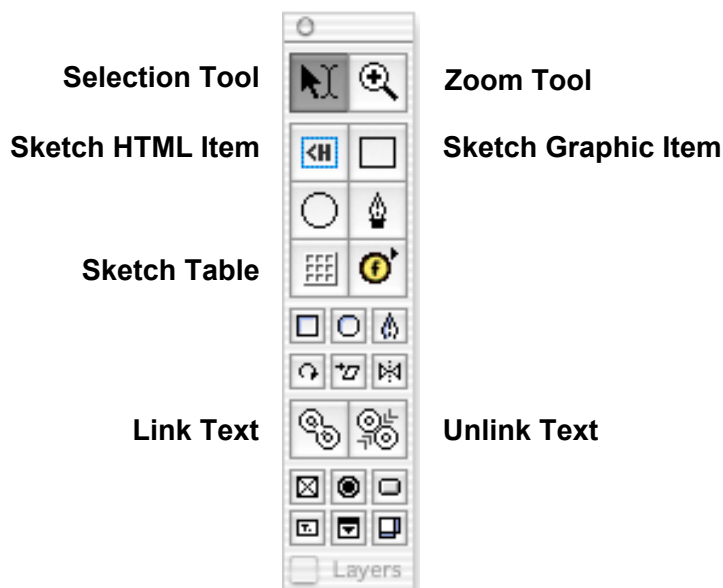
Freeway is not an HTML editor but a layout program that automatically generates HTML files to display your webpage designs in a browser. Using Freeway is like using Desktop Publishing (DTP) software. Freeway produces clean and efficient HTML and offers significant advantages over HTML-editing programs. A key feature of Freeway is the advanced graphic support: graphics are converted from standard formats into Web formats (such as GIF, JPEG).

This tutorial will cover the basics of webpage editing in Freeway: adding text, graphics and hyperlinks, and the steps required to publish your completed website.
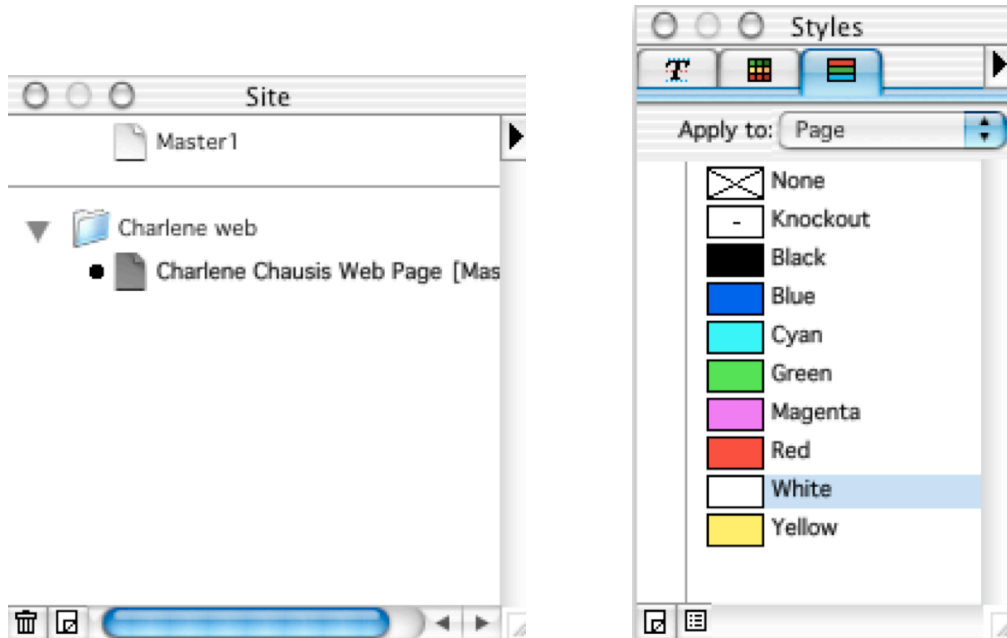
Freeway's Tools and Palettes…

EVERYTHING you wish to place on your page requires an item container (the blue and black boxes in tools palette: named "Sketch HTML" and "Sketch Graphic"). So, when you want to add a graphic OR text, you have to create a container first.

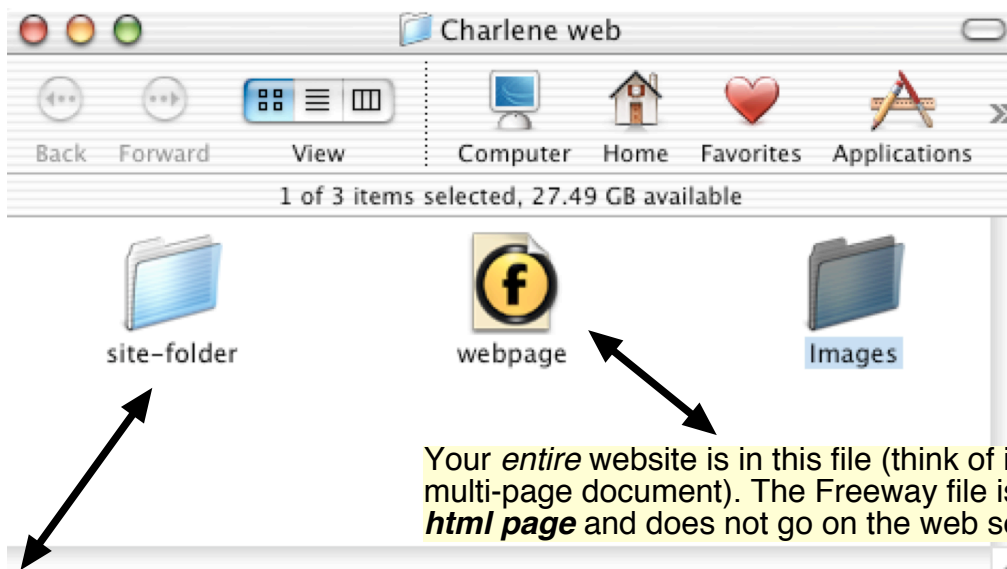Similar to Adobe PageMill, the **Inspector** is used to edit attributes of the current page or a "selected" item.

Selection Tool

Sketch HTML Item

Sketch Table

Link Text

Zoom Tool

Sketch Graphic Item

Unlink Text

Click to edit the page background color or image.

There is also a **Site** Palette used for "managing" your website and a **Styles** Palette for working with colors.

Starting Fresh — Planning and Organization

Begin by creating a folder for your website.

Within this folder, create 2 more folders, one for any **images** you will be using and a **site_folder** that Freeway will use to produce your completed website.
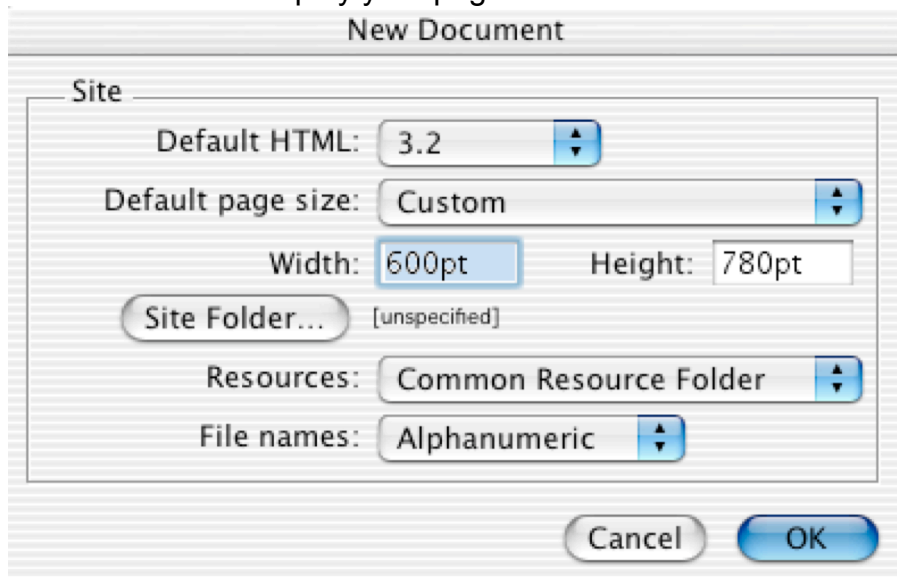

Your *entire* website is in this file (think of it as a multi-page document). The Freeway file is **not an html page** and does not go on the web server!

The **"site_folder"** will contain all the HTML that Freeway produces. **Only Freeway should write to this folder** – do not add anything there yourself as Freeway may overwrite it. **The contents of this folder** gets uploaded to the Internet when you are ready to publish your website. It contains all the images, HTML, and other resources that the site is comprised of.
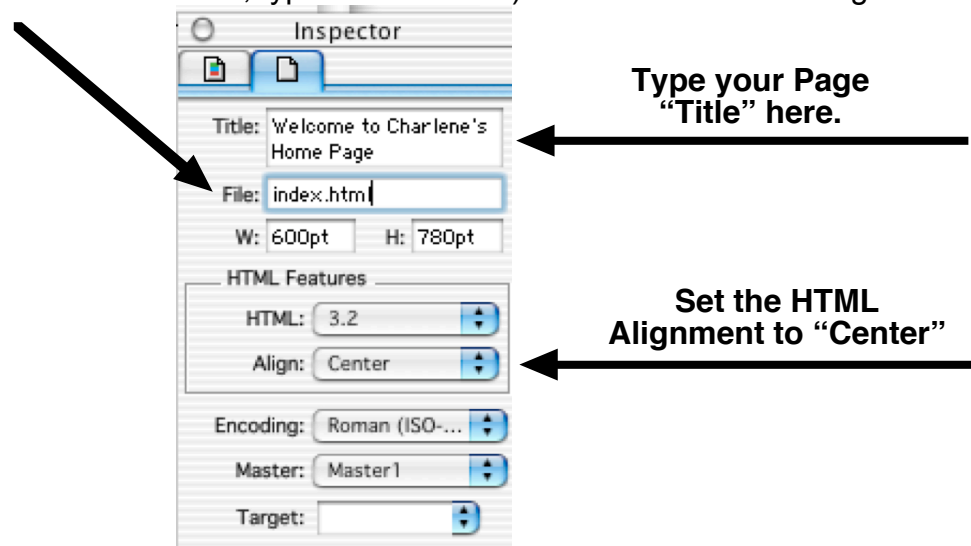
Start Freeway

From the **File** menu, select **New**. This will present you with a dialogue box allowing you to set the size of your Webpage, the version of HTML that Freeway will generate, and the folder in which your website will be published.(The **site_folder** in your Web folder which you will choose later).

It's recommended that you create your site for the "lowest common denominator" — limit your page width to 550 or 600 pixels (so it will fit on 15" monitors), height of 700 to 780. This can be changed as needed, for your entire site, or on an individual page. **Default HTML** should be set to 3.2 allowing older browsers to display your page.

When you click OK, Freeway will create a blank page for you to begin with. To make this page be the default page that loads when someone visits your site, click in the box under the page Title in the **Inspector** and type **index.html — i**f you are publishing your site on Adlai. (If Warlock or Wizard is your website home, type **default.html**) — but consider "moving" soon!
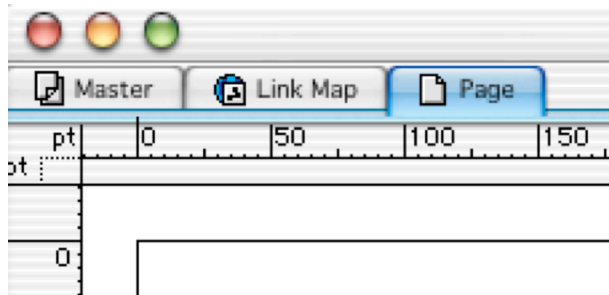
Type your Page "Title" here.

Set the HTML Alignment to "Center"

SAVE YOUR FREEWAY FILE TO YOUR WORKING WEB FOLDER NOW!

The Freeway Desktop

The size of the webpage is indicated by a black bounding line. Items placed outside of the black line (the pasteboard) will not be published.

Notice the three tabs at the top of the page. Click each tab to navigate between layouts. Items created on the **Master** layout will appear on all pages of your website.Use the **Master** to set a color for your website pages. Be sure you have **Page** highlighted when working on a webpage.
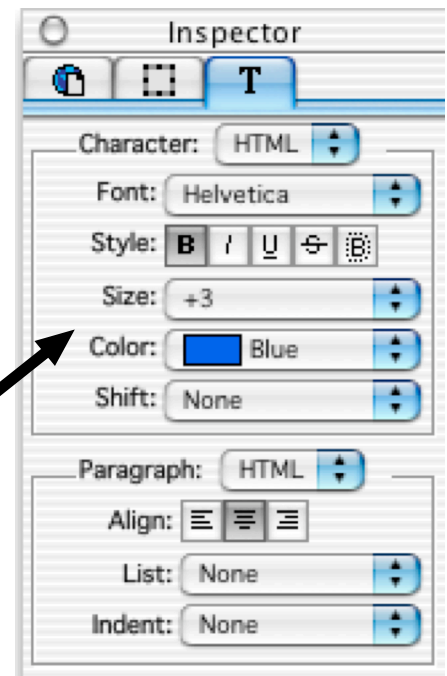
Navigate between pages in your site using the pop-up menu at the bottom of the screen, or by clicking on the **page icon** in the **Site** Palette.

Build your page with text and graphics

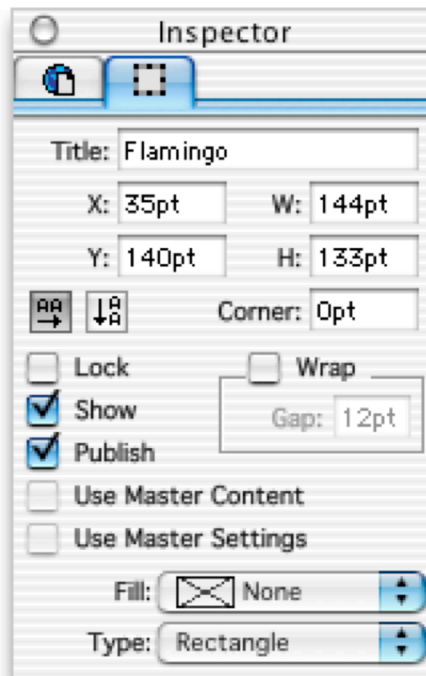**Adding text to your webpage:**

- If you use **text in a graphic box**, (gray box) you can use any font on your computer. Text will be published as a GIF image (which also will take extra time to load), however it remains editable in Freeway at all times.
- If you use **text in an HTML box**, (blue box) you are restricted to a small number of "common" fonts that will be found on most computers connected to the internet. This type of text can be copied from a browser into a word processor.
- Change the text font, size, alignment and color in the **Inspector** window.
- You can copy or **import** text from other applications, or you can **drag and drop** from one window to another.
- You can **flow text** from one text box to another just like in a DTP package.

Add additional colors to the pop-up menu using the **Style** palette.Click on the bottom left icon to choose NEW color, adding it to your palette.

Adding a graphic to your webpage:

1. Click to select the **Graphic Item** tool (gray box).
2. Place your cursor anywhere on the page, then click-and-drag to draw an item container, just guess the size you think you need. You'll see a gray rectangular outline with eight small squares. These squares are **resizing handles**.
3. With the item selected, you can drag and drop a graphic from an AppleWorks file, the web, or by choosing **Import** from the **File** menu (shortcut = **Command + E**).
   *If Importing, locate the graphic in your "Images" folder, select it and click **Open**.*
4. To fit the graphic to the item box, choose **Fit Box to Graphic** in the **Item -> Graphic** submenu (shortcut: press **Shift + Command + D**).
5. Enter a title for your graphic (keep the name short)
6. To resize the graphic proportionally, simultaneously hold down the **Command, Shift** and **Option** keys while you drag a corner.
7. *Hold the **Command** key as you drag the image to the desired position on your page.* You can define the exact location of the item on your page using the **Inspector**. With the item selected *(hold down the **Command** key and click anywhere on it),* you'll see two tabs in the **Inspector** palette. The right-hand one is the **Item** panel. In the **X** field enter the number of pixels from the top of the page then press the Tab key to move to the **Y** field and enter the number of pixels from the left edge. Press the **Return** key to register the changes.
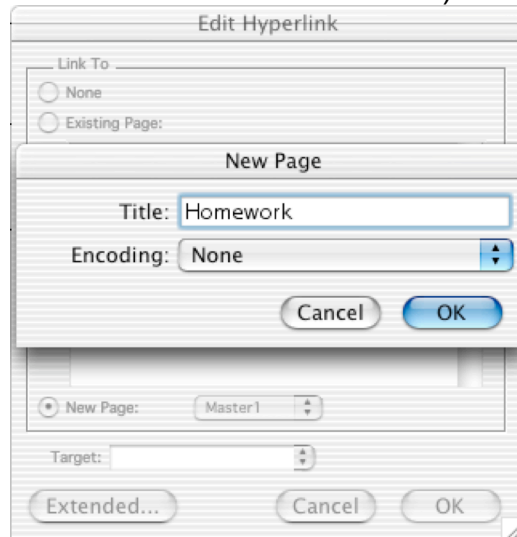
Create links to new pages

Add new pages in using the **Page -> New Pages** menu. Or, you can create a new page at the same time that you make a hyperlink.

1. Type the text you want visitors to click on for your new page (Example: Homework).
2. Highlight the text, and from the **Links** pop-up at the bottom of your window (blue world), choose **Other**. (This will bring up the **Edit Hyperlink** dialog) -- (Shortcut **Command + K**).
3. Choose the button next to **New Page** ("Master 1" indicates that this new page will be based on Master 1) and click **OK.**

4. You will see the **New Page** dialog. In the **Title** box enter "Homework." (This title will appear as the window title and as bookmark name in a browser.)
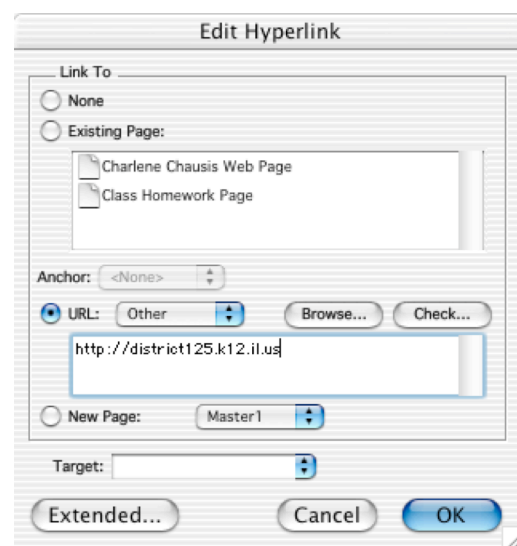

5. Click **OK** and the new page will be created.

To follow the links you've made within Freeway, click in the linked text, then choose **Follow Link** from the **Edit** menu or **Command + Click** on the window's status area, making sure to click on the name (not the icon) of the linked page.
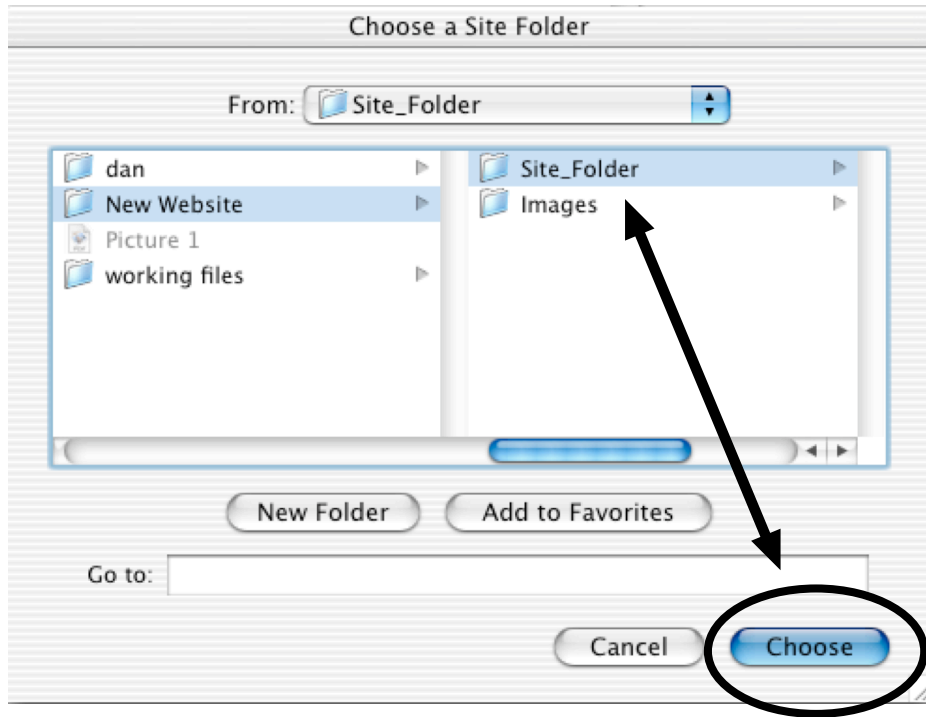

Creating links to other websites

Follow steps 1 and 2 above, and type the URL in the place provided. The "**Check**" button will verify the website address if you have an Internet connection.
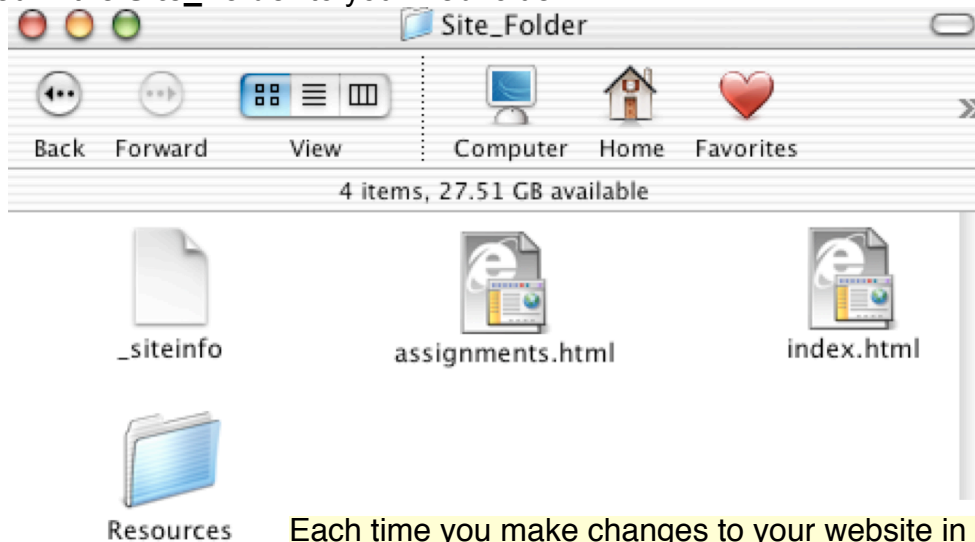
Previewing (Publishing does the same thing):
From the **File** menu, select **Preview –> Internet Explorer** to view your site as you work. The first time you do this, you must Choose your **"Site_Folde**r" as the location for your webfiles.

Freeway will generate the necessary HTML files and graphics for your site. Check your links. do they work? Return to your Freeway document and continue editing your website.

When you have completed your work, choose **Preview –> Internet Explorer** again, or select **Publish Site** from the **File** menu. Once published, open your **Site_Folder** and copy *all* the files contained in the **Site_Folder** to your web folder.
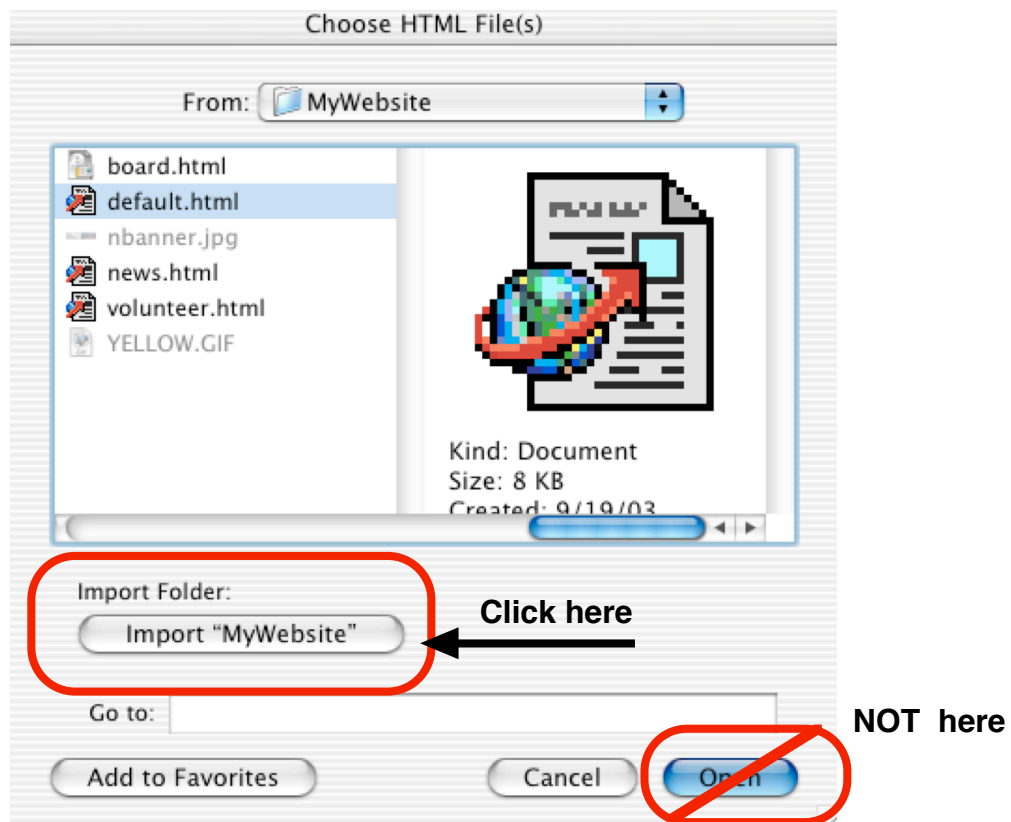

Each time you make changes to your website in Freeway, you must trash your current webfiles and **copy the entire *contents* of the Site_Folder into your web folder** on Adlai (or Wizard/Warlock). **Do NOT copy your "Freeway" file to a web folder**

Working with Previously Created Web Pages

Freeway can be used to edit existing webpages, but they must first be **imported** into a Freeway document. Freeway will create a new page(s) in the current document and import as much of the contents and formatting of the HTML page as possible. However, it is important to note that because Freeway does not work directly in HTML, this is a conversion process that is *unlikely* to result in an exact replica of the original site. You should expect to have to do further editing and fine-tuning work after importing your HTML pages.

To import a folder of HTML pages (your current Website) into Freeway
1. Copy your existing web folder into your New Web Folder
1. Open or create a new Freeway document.
2. Choose **Get HTML** from the **File** menu.
3. Locate the **folder** containing the HTML files you wish to import, highlight the **default.html** (or **index.html**) page, and click the **Import Folder** button at the bottom of the dialog box.

To import one page only
1. Open or create a new Freeway document.
2. Choose **Get HTML** from the **File** menu.
3. Locate the HTML file you wish to import and click **Open**.

Freeway will create a new document based on the default settings in **Document Setup**, and import the contents of the HTML file into boxes on the page. Once imported, you may wish to adjust some of the settings in the **Inspector**, such as allowing the width to grow, or height to shrink.