

What is Yahoo! PageBuilder?

Yahoo! PageBuilder is a full-featured web page building program. PageBuilder runs in popular web browsers (such as Netscape Navigator and Microsoft Internet Explorer 4.0 or higher) capable of supporting JavaScript.

If you don't want to work with complicated programming, Yahoo! PageBuilder is for you. By dragging and dropping elements onto the PageBuilder screen, you can create an interactive web site. PageBuilder comes loaded with libraries of clip art, photos, backgrounds, and add-ons created just for the web.

If you would like to try a web page building program that is easier than PageBuilder consider Yahoo! PageWizards. Yahoo! PageWizards will guide you through a series of simple steps that should take approximately five to ten minutes. Just answer a few questions, and PageWizards will create a professionally designed web page for you in minutes.

Remember that PageBuilder is an online tool that allows you to publish the pages you create, edit, and save immediately. To use PageBuilder, you will need to be connected to the Internet throughout your editing session.

How to Open an Existing Page

Click the "Open" button on the toolbar. When the "Open Page" dialog box appears, click on one of the files listed in the "Files Available" list and click the "OK" button.

The "Open Page" dialog displays all of the HTML pages in your root directory - including non-PageBuilder pages.

If you attempt to open a page that was not built with PageBuilder, you will see a message warning you that PageBuilder will re-format the HTML code if you edit and save the page with PageBuilder. This may cause difficulty when attempting to edit the page again with the original editor.

Premium members only: Yahoo! PageBuilder can now open, edit, and save pages in subdirectories. If you already have a subdirectory in your account, the "Open Page" dialog box will display a subdirectory with its name in brackets (e.g., [my_folder]). Double-click the subdirectory name to list the files inside of it. To navigate out of a subdirectory, double-click "[Parent Directory]". To create a new subdirectory, open PageBuilder's File Manager (from the "File" menu, select "File Manager...") and click the "New Folder" button.

How to Create a New Page?

1. Click on the "New" button on the toolbar, or click on "File" in the menu bar and choose "New Page" from the pull-down menu.
2. A new blank page will load.
3. Your page is ready to add text, images, or add-ons.
4. When you save the page, give it a unique name.

How to Delete a Web Page?

1. Click on the "File" menu followed by "File Manager..." The File Manager will be displayed in a window with a menu at the top and a list of files below.
2. Click the "Select" checkbox next to the files you want to delete.
3. Click on the "Delete" button in the toolbar and then click "OK" to verify that you want to delete the files. The file list will be redisplayed with the files removed.

How to Add Text to a Page?

If you would like to add text to your page, click on the "Text" button in the toolbar. This will add a text box to your page. Double-click in the box to enter your text.

You can change the size of the text box by using the resize handles on the top, bottom, sides, and corners of the box. Click on the box you would like to resize, and the resize handles will appear.

There are several alignment features you can choose from for your text. There are six options for justifying your text:

- left justified (justified on the left side only)
- centered horizontally
- right justified (justified on the right side only)
- top justified (justified on both the left and right sides, but within the top portion of your text box)
- middle justified (justified on both the left and right sides, but within the center of your text box)
- bottom justified (justified on both the left and right sides, but within the bottom portion of your text box)

Just highlight your text and click on the appropriate button in the tool bar to align your text.

How to Add Clip Art to a Page?

1. Click on the "Pictures" button on the toolbar.
2. In the Picture List box, double-click "Clip Art." This will show a list of all the categories of clip art that is available through PageBuilder.
3. Double-click on a category to view a list of clip art images available.
4. When you have selected the picture you want, click the "OK" button.

How to Add a Background Image or Color

Select "Background..." from the "Format" menu. When the "Background Properties" dialog box opens, you have the following options:

To add a background image to your page using PageBuilder's background library, follow these steps:

1. Choose a collection from the "Collection" pull-down menu and click on a background from the "Picture List" menu.
2. The background selected from the "Picture List" will display in the "Picture Preview" window.
3. When you have made your selection, click the "OK" button. The new background will be applied to your page.

To add a background color to your page:

1. Click the "Set Background Color" button.
2. In the "Choose Background Color" window, select from the 48 default colors. To find a different color, use the "RGB Color Control" sliders or the numeric input fields.
3. The color selected will preview in the right-hand vertical window.
4. When you have made your selection, click the "OK" button.
5. In the "Background Properties" window, click the "OK" button. The new background will be applied to your page.

To add your own image as a background:

1. Click the "Upload..." button.
2. In the new window, click the "Browse..." button and select an image from your computer.
3. Click the "Upload" button.
4. The background uploaded will display in the "Picture Preview" window.
5. Click the "OK" button. The new background will be applied to your page.

How to Add a Background Sound or Music

Use PageBuilder to further customize your page by adding a background sound or music that will play when your page is viewed in a web browser. Start by selecting "Background..." from the "Format" menu. When the "Background Properties" dialog box opens, follow these steps:

1. Click the "Choose..." button in the "Background Music" section.
2. Select a sound file from the "Files Available" list.
3. If there are no files listed, upload a sound file from your computer. PageBuilder currently supports .midi and .wav sound files.

Uploading a sound file from your computer:

1. From PageBuilder's "File" menu, select "Upload Files and Images...."
 2. In the "Upload Files" window, click the "Browse..." button and select a sound file from your computer (.midi or .wav).
 3. Click the "Upload" button.
 4. Return to the "Background Properties" window and click the "Choose..." button again. The file you uploaded should now be listed.
4. When you have made your selection, click the "OK" button.
 5. Click the "Loop" checkbox if you want the sound file to continue repeating when a visitor is viewing your web page. When unchecked, the file will just page once through.
 6. Click the "OK" button.

How to Add Links

Select a text or picture element and click the "Link" button on the toolbar. The "Hot Link" dialog box will open allowing you to turn a text or picture element on your page into a hot link to a number of different web resources.

- To link to a web page or site: Choose "Web URL" from the pull-down menu and type in a web page address such as "http://www.yahoo.com."
- To link to one of your own pages, choose "My Page" from the pull-down menu and click "Choose...." When the pop-up window appears, click on one of the available pages. Click "OK."
- To link to an e-mail address: Choose "E-Mail" from the pull-down menu and type in an address.
- To link to a downloadable file, choose "My File" from the pull-down menu and click "Choose...." When the pop-up window appears, click on one of the available files. Click "OK."
- To link to other resources, choose "Other" from the pull-down menu.

How to Delete an Element from my Web Page?

1. Select the page element by clicking on it.
2. Click on the "Delete" button on the toolbar, or click on "Edit" in the menu bar and choose "Delete" from the pull-down menu.

To delete a page element using a keyboard shortcut:

1. Select the page element by clicking on it.
2. Press the "Delete" button on your keyboard.

How to View my Web Page Without Having to Save it?

1. Click on the "Preview" button on the toolbar, or click on "File" in the menu bar and choose "Page Preview" from the menu.
2. The page preview will appear in a new browser window.

How to Exit or Close PageBuilder?

1. Click on "File" in the menu bar.
2. Choose "Exit."

How to Duplicate an Element on my Page?

1. Click on the element you want to duplicate. You can drag-select multiple elements (or hold down the "Ctrl" key and click on more than one element) if you want to duplicate multiple elements.
2. Click on the "Duplicate" button on the toolbar and a copy of each selected element will appear.
3. Move the new element (or elements) to its new location so that they do not overlap.

How to Cut/Paste Text from Another Program into PageBuilder?

1. Use the appropriate process to copy text to the clip board in the other program. In most programs, you can use "Ctrl+C" to copy.
2. In PageBuilder, click the "Text" icon to place a text object on your page and then click the "Clipboard" icon to bring up the Text Clipboard window.
3. Press "Ctrl+V" to paste the text into the window.
4. Press the "Paste" button to place the text into the text object on your page.

How to Save and Publish Pages

Click the "Save" button on the toolbar. When the "Save and Publish Page" dialog box opens, enter your page name and click the "Save" button. The name you use will become part of the URL (or web address) that people use to view your page. If you want this page to be your default or home page, you must save it with the name "index."

A web address (or URL) must conform to certain standards in order to work with all of the computers connected to the Internet. These standards include acceptable characters for a web page name. Currently, web page names can only contain: letters, numbers, underscores (_), dashes (-), or periods (.). If your page name includes other characters, PageBuilder will not accept the name. In this case, please substitute the non-standard character with one listed above.

Premium members only: Yahoo! PageBuilder can now open, edit, and save pages in subdirectories. If you already have a subdirectory in your account, the "Save Page" dialog box will display a subdirectory with its name in brackets (e.g., [my_folder]). Double-click the subdirectory name to save the file inside of it. To navigate out of a subdirectory, double-click "[Parent Directory]". To create a new subdirectory, open PageBuilder's File Manager (from the "File" menu, select "File Manager...") and click the "New Folder" button.