



# Basic User Manual

## FlexWindow

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*with thanks to [Marc Barteling/Tiez.nl](#) to be able to make use of his manual*

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## **Introduction**

FlexWindow is a service through the internet enabling you to refresh content on your web site. The service is designed to quickly change information on any web page, like price or product information, or vacancies. Simply sending an e-mail is enough to put new content on your web page instantly. It couldn't possibly be any easier!

FlexWindows are parts of web sites that can be adapted by users via e-mail. The webmaster integrates the flexwindows into your website. Then the webmaster can assign which users can change the content. Once that has been done, users can send text, pictures and much more to the web site. The FlexWindow server makes sure the content is placed immediately onto the right web pages. The only thing users have to do to change their web site is send an e-mail.

## **E-mail client (Outlook) settings**

Before you start adapting pages with FlexWindow, it is recommended you check a number of settings in your e-mail client (Outlook is taken as an example here) and if necessary to change them. Follow the directions below.

### **E-mail in HTML format**

If you are going to use color, images and links in your e-mails (and thus on your web pages), you will have to make sure that your e-mail client has been set to send HTML messages. This is probably already the case, but if it isn't, the following steps will tell you how to achieve that.

1. Open Outlook
2. Click on the menu *Tools*
3. Click on the menu-option *Options*
4. Choose the tab *Mail Format*
5. Choose under Message format the option *HTML*  
(the other options are: *RTF* and *Plain Text*)

► **Note:** Once you have changed this setting, all the messages you send will be in HTML format, not only those you send to FlexWindow. If you do not want this, it is also possible to change this setting per message, instead of for all outgoing e-mail. This you can do as follows:

1. Open Outlook
2. Open a new message
3. Click on the menu *Format*
4. Click on the menu-option *HTML*

That is all.

## **Signature displayed in your e-mail messages?**

If you make use of the automatic feature in Outlook to place a signature below all your e-mail messages then this signature also gets displayed on the FlexWindow pages you are updating. This is of course an undesirable effect. You can prevent this by doing one of two things.

- You can disable the signature feature in your e-mail client (Outlook). You can find this feature via *Tools/Options/Mail Format/Signature*.
- You can also type *#END#* at the bottom of your e-mail messages, this will prevent FlexWindow from printing anything beyond this marker, including your signature.

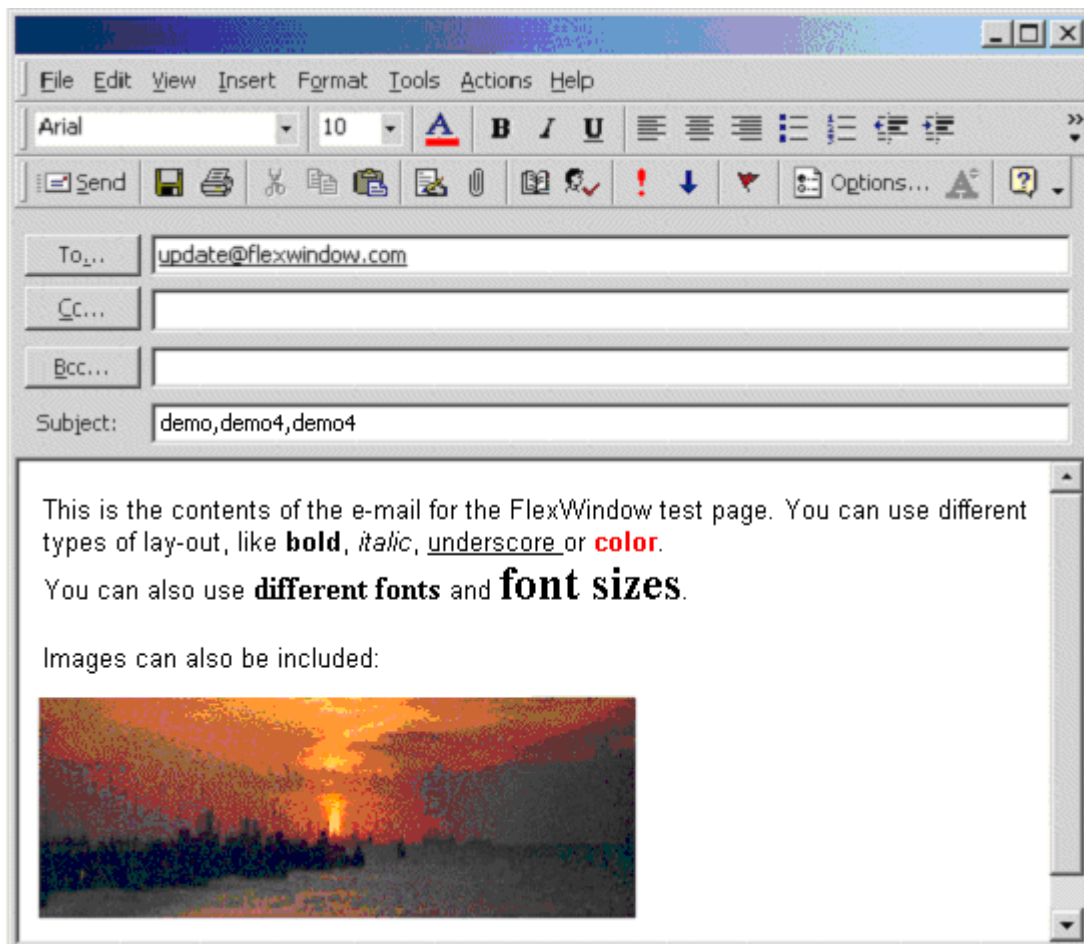
## Placing text and images in a flexwindow

### Introduction

Changing the contents of a flexwindow is simple. All that is required is sending an e-mail with the desired content (text, images, links) to a certain e-mail address. In this manual we will use a special test web page. This web page really exists, which means you can run tests yourself.

### Filling a flexwindow

1. Open a new e-mail message in your e-mail client (Outlook)
2. Send this mail to: [update@flexwindow.com](mailto:update@flexwindow.com)
3. in the Subject field of your message put the following information:  
*FlexWindow account name, page name, password*  
In case of our test page this reads: *demo,demo3,demo3*
4. In the body of the message you can put the contents of the page (text, images, links).



example of an e-mail for the test page.

5. Once you are done with the e-mail, click on *Send*
6. You can see the result of your update on <http://www.flexwindow.com/demo3.html> (if your e-mail hasn't arrived yet, refresh the page until it shows)

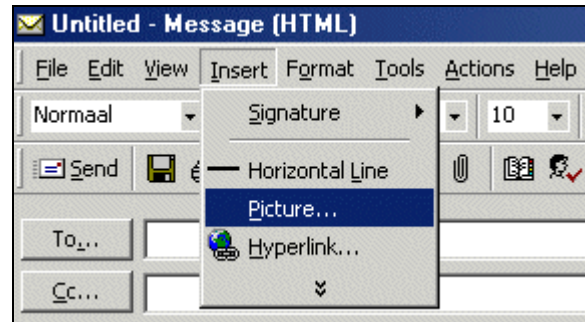
► **Note:** The amount of the time it takes for your e-mail to update a web page depends on your internet provider. Sometimes you will have to wait for a while before your updates shows.

► **Note:** If you already had opened the test page in your browser (*Internet Explorer* or *Netscape*) it is possible that the previous content of the test page still shows. Simply click the *Refresh* button of your browser.

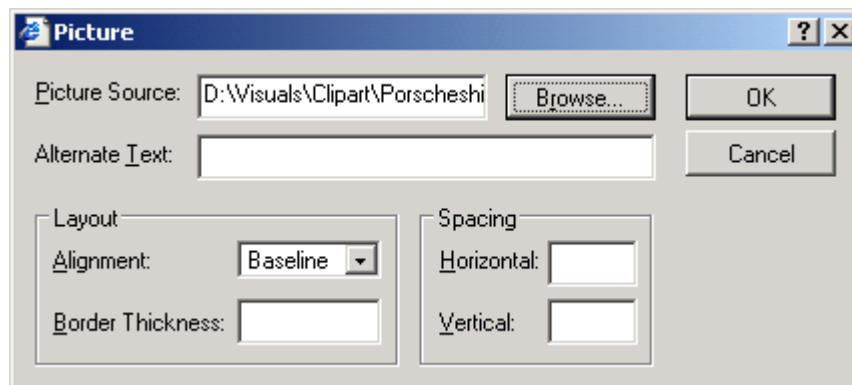
## Inserting images

Inserting an image into your e-mail is done as follows:

1. Click inside the body of your e-mail message to indicate the position where you want to put the image
2. Choose the menu option *Insert*
3. Choose *Picture*
4. Within the form *Picture*, click on *Browse* and select the image you want to insert
5. Next, click on *OK*



The menu option to insert an image



This dialog lets you insert an image

► **Note:** Your images are going to be placed on the internet, that means that you can only use images of the .GIF en .JPG format (You can also use .BMP, but due to its relatively large size you are not advised to do so).

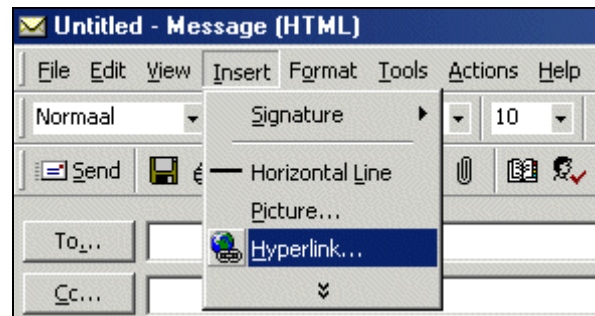
► **Tip:** If you want to place a box around your images, set the *border thickness* field to the value of "1". A box will then be drawn around your image.

► **Tip:** As an alternative, you can also copy and paste images into your e-mail. You can copy images from any program (e.g. Internet Explorer or Word) by selecting the image, clicking your right mouse button and select *Copy*. Then return to your e-mail, right mouse click again, select *paste*. The image is pasted into your e-mail.

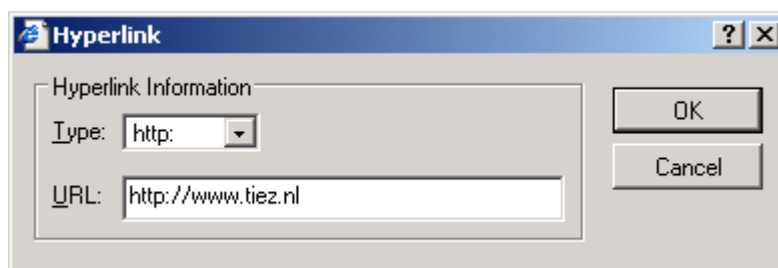
## Inserting a hyperlink

Inserting a hyperlink is simple. This can be accomplished as follows:

1. In the body of your e-mail message, selects the word, words or image you want to become a hyperlink.
2. Select the menu-option *Insert*
3. Choose *Hyperlink*
4. Type the desired url into the *Hyperlink* dialog. (e.g. <http://www.tiez.nl/> )
5. Click OK.



Menu option to insert a hyperlink



This is where you fill in the desired hyperlink

That's it. Changing a hyperlink works in a similar fashion. To delete a hyperlink, use the same menu as above, but choose *delete hyperlink*.

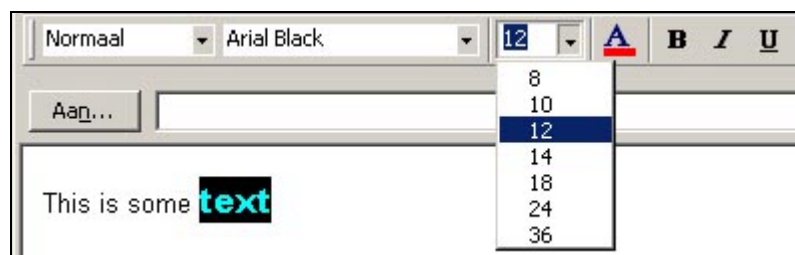
► **Note:** Capitals and non-capitals can make a difference. When unsure, be precise with capitals and non-capitals in hyperlinks.

### Inserting a horizontal line

1. Click inside your e-mail to mark the position where you want the line to appear
2. Choose the menu-option *Invoegen*
3. Choose *Horizontal line*

### Text lay-out

Your e-mail client (Outlook) enables you to lay-out text just like your word processor. This means you can use different fonts, sizes and colors, bold face, italic and the like. You can achieve this by selecting the appropriate options from the button bar. Do not forget to first select the text you want to change.



The button bar within your e-mail, with which you can change lay-out

► **Note:** Be sure to use common font faces. Your e-mail is going to be published on an internet page and visitors that visit your web pages might not have the same fonts you use. These font faces are generally supported: Times New Roman, Arial, Verdana,

Courier, Georgia, Geneva (FlexWindow converts these into fonts any browser can understand).

► **Tip:** Outlook doesn't support tables directly. It is however possible to use another program (like Word or Excell) to create the table for you. Select this table (within Word, for example), copy it and then switch to your e-mail and paste the table there. Now you are ready to send the table to your web page.

## **Changing a flexwindow**

You have learned how to place content on a web page by using FlexWindow. Changing a flexwindow is done in the same manner (see previous paragraph).

Some remarks:

- Each e-mail you send to [update@flexwindow.com](mailto:update@flexwindow.com) will completely replace the previous content. This means you will always replace the entire content, even if you just want to change a single word.
- That means it will often be practical to copy the old contents and adapting that before sending in the update. You can do this in two ways:

## **Copying content from a web site**

You can copy content from web pages and use them in your e-mail simply by pasting it in your e-mail message. You can use this trick to copy old content from your flexwindow web page into a e-mail if you want to make changes to the text. But you can also use a non-flexwindowed web page to copy content from.

1. Open the page you want to change in your Internet Browser (*MS Internet Explorer* or *Netscape*)
2. Select the content you want to use with your mouse (Hold down the left mouse button and drag it across the content)
3. Copy the selected content  
(Select the menu option *Edit* and choose *Copy*.)
4. Paste the copied content into a new e-mail  
(Click inside the e-mail body at the position where you want to insert, and choose the menu option *Edit* and select *Paste*)

This method can also be used with other programs like Word and PowerPoint. Open the file or program (e.g. Word) and follow steps 2 through 4.

## **Copying content from a previously sent e-mail**

This will only work if you are the one that changed the page last time (i.e. it was you that sent the last update).

1. Open in your e-mail client the folder containing sent e-mail messages. In Outlook for example, this folder is called *Sent Items*. It stores all the e-mail you send out. Click on this folder to display all messages.
2. Open the last e-mail that you have sent to [update@flexwindow.com](mailto:update@flexwindow.com). The subject line of the message will show you what flexwindow your message was addressed to. If you have sent a message to our test page ([www.flexwindow.com/demo3.html](http://www.flexwindow.com/demo3.html)) the subject will read: *demo,demo3,demo3*
3. Select the content you wish to copy  
(this works just like was described under *Copying content from a web site*)
4. Copy the selected content  
(See *Copying content from a web site*)
5. Paste the copied content in your new e-mail message  
(See *Copying content from a web site*)

► **Note:** it is important to do a new update by creating a new e-mail message, don't reply to or forward a previous one.

## **Add content to a flexwindow**



Example of an addition to the top of a flexwindow ([add@flexwindow.com](mailto:add@flexwindow.com))



Example of an addition at the bottom of a flexwindow ([add.bottom@flexwindow.com](mailto:add.bottom@flexwindow.com))

It is possible to add content to a flexwindow without replacing all of the previous content. This addition will either be inserted at the top of your previous content or appended at the end.

The way this works is similar to a normal update, with two important differences:

- You don't need to copy the previous content of your flexwindow
- You send your message to a different address:

[add@flexwindow.com](mailto:add@flexwindow.com) or to [add.bottom@flexwindow.com](mailto:add.bottom@flexwindow.com)

The first address is used to insert new content at the top of your previous content. So: old content remains, new content is placed at the top.

The second address is used when you want to append content at the end of previously send content. In short: the old content remains, the new content is placed at the bottom.

## **Support**

You can find more information on FlexWindow on the web site (<http://www.flexwindow.com>). The support page can be found at <http://www.flexwindow.com/support.html>.