Symantec Visual Page
User's Guide

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Overview

Visual Page is a complete tool for creating and publishing documents for the World Wide Web. It's a visual-based designer, source code editor, and publishing utility, together in one package. You can use Visual Page to create all types of content, from basic Web pages to complex Web sites containing hundreds of pages.

This chapter provides a summary of the basic features of Visual Page, along with the system requirements of Visual Page and descriptions of the contents of this book and other Visual Page documentation.

About Visual Page

Symantec Visual Page is the fastest, easiest-to-use, what-you-see-is-what-you-get (WYSIWYG) Web design software available on the market today. You can use Visual Page to bring dynamic and colorful Web pages to life without having to learn Hypertext Markup Language (**HTML**) formatting tags. Visual Page is as easy to use as your favorite word processor, yet has tools that are sophisticated enough to satisfy the most demanding user.

Features

Several of the main features of Visual Page are described in this section.

Accessible and powerful feature set

Unlike most other HTML-based Web page editors, Visual Page displays your Web page so you see it as it's created. Visual Page's easy-to-use main editing window lets you create pages quickly, similar to creating files in a

basic word processor. You can drag and drop blocks of text, graphics, and other Web-based media onto a Web page, and Visual Page creates the necessary HTML code for you.

Extensive HTML authoring tools

Visual Page doesn't require that you enter complex HTML code — entering and modifying content is quick and easy. Advanced Web design elements are easily created and edited as well — for example, tables and frames can be inserted and manipulated with a minimum of steps, and without HTML coding.

If you prefer to directly control your HTML code, you can view and edit the HTML code generated by Visual Page in the source editor. Changes made in the source editor are automatically reflected in the main editing window, allowing for seamless navigation between the source and visual (main window) editor.

State-of-the-art media support

Visual Page offers a wide range of advanced Web media tools. Frames, tables, QuickTime movies, Navigator plugins, Java applets, JavaScript code and CGI-based forms can all be inserted effortlessly into your Web pages.

Extensive template and sample set

The Visual Page Designer's Toolkit consists of a number of templates and sample documents. The templates cover a wide range of document styles, and the sample documents cover a number of document types (such as product plans and registration forms). These templates can be used as the basis for your business or personal Web sites, saving you hours of design time in the process.

Site management tools

In addition to its sophisticated layout tools, Visual Page includes several Web site management tools. With Visual Page, you can create your Web site on your local hard drive, and then publish the entire site to a Web server, without ever leaving Visual Page. No third party utility packages are necessary. When you need to perform routine maintenance on your Web site (for example, deleting unneeded files), you can do that within Visual Page as well.

Visual Page is also a useful tool for testing the links between pages in your site. Using Visual Page's preview mode, you can test and correct links simply and quickly.

Updating Visual Page

Visual Page is equipped with a feature called LiveUpdate. Using LiveUpdate, you can access newer versions of the software as they become available.

If your computer has a modem or an Internet connection, you can download Visual Page updates and additional product information using LiveUpdate. To receive an update, choose LiveUpdate from the Help menu, and follow the directions there.

System requirements

Visual Page's minimum system requirements are as follows:

*   80486 or higher, 66 Mhz minimum
*   8 megabytes of random access memory (RAM) minimum (12 megabytes for Windows NT)
*   20 megabytes free hard disk space
*   VGA card (Super VGA recommended)
*   256 or more colors (necessary for Java performance)
*   Windows95/NT 4.0 installed
*   CD-ROM drive

Note: In addition to the above system requirements, it is recommended that you have an Internet Service Provider (ISP) account and Web server account (included with many ISP accounts), in order to access and upload your Web site to the Web.

Visual Page's documentation

Visual Page comes with a complete set of documentation and online help to assist you in the process of learning Visual Page. These documents are described below.

User's Guide

This may be the document you turn to most frequently as you work with Visual Page, as it contains step-by-step information on using Visual Page's features.

The eight chapters in this guide cover general topics involved with creating Web pages, such as text and graphics formatting, advanced Web features, site publishing, and site maintenance. The table of contents at the beginning of this guide lists the contents of these eight chapters, and the major subsections in each chapter. The glossary covers commonly used Web-related terms, and the index lists the contents of this guide by alphabetical index entry.

Visual Page Getting Started Guide

The Visual Page Getting Started Guide consists of installation instructions for Visual Page, and a Tour of Visual Page. The Tour is designed to familiarize you with the main features of Visual Page by guiding you through the process of building a working Web page. It requires no previous experience in Web page development.

In the process of completing the Tour, you'll learn to use many of Visual Page's features, from creating a basic Web page to designing an entire Web site. The Tour is the quick way to learn Visual Page — and it's fun!

Online help

Visual Page has an extensive help system, providing all of the procedures for building a Web page. To access Visual Page's help, select Help Topics from the Help menu. For dialogs, toolbars, and windows, you can press F1 to access Help that is specific to your current Visual Page activity.

Web basics

The foundation of accessing online media is a global set of interconnected computers called the Internet. Similar to the network you may use at work or school, but on a larger scale, the Internet is the "glue" used to connect computers together.

Though it has been in use for over thirty years, the Internet became popular only recently, due to the graphics-based front end of the Internet: the World Wide Web (otherwise known as the **Web**). Unlike the Internet

tools that preceded it, the Web allows easy access to information on the Internet — so easy that people with little or no background with using computers can view text, graphics, and other forms of media through it.

This section covers the basics of the Web and the common vocabulary associated with it, including the protocols used to format, save, upload and download Web-based media.

Publishing on the Web

One of the strongest potentials of the Web is its direct and easily implemented publishing abilities — it is possible to design an entire Web site in weeks (or even days) and place it up on the Web. Visual Page is designed to complement and expedite this process, via its wide range of visual tools.

The components of Web-based publishing with Visual Page are:

- Web pages
- Web sites
- HTML (Hypertext Markup Language) formats
- File Transfer Protocol (FTP)

What are Web pages?

You use Visual Page to construct documents for the Web, more commonly known as **Web pages**. A Web page is a type of document, viewed in a Web browser.

An example of a Web page is the main page for Symantec's local template files (located in the Templates subdirectory in your Visual Page directory on your computer), as shown below.

Visual Page takes care of your document's layout while you drag and drop pieces of the Web page into place. This allows you to focus on the design of your document, rather than the manipulation of document codes.

What is a Web site?

A **Web site** is a collection of Web pages, linked together to create a cohesive collection of information.

A Web site typically is accessed via its **home page**. The home page may contain a topic list which links it to other Web pages within the Web site, as well as pages within other Web sites. The home page is usually named `index.html`, although some Web sites name their home page `default.html` or `home.html`.

The home page from Symantec's Visual Cafe Pro Web site (located at `http://www.cafe.symantec.com`) is shown below.
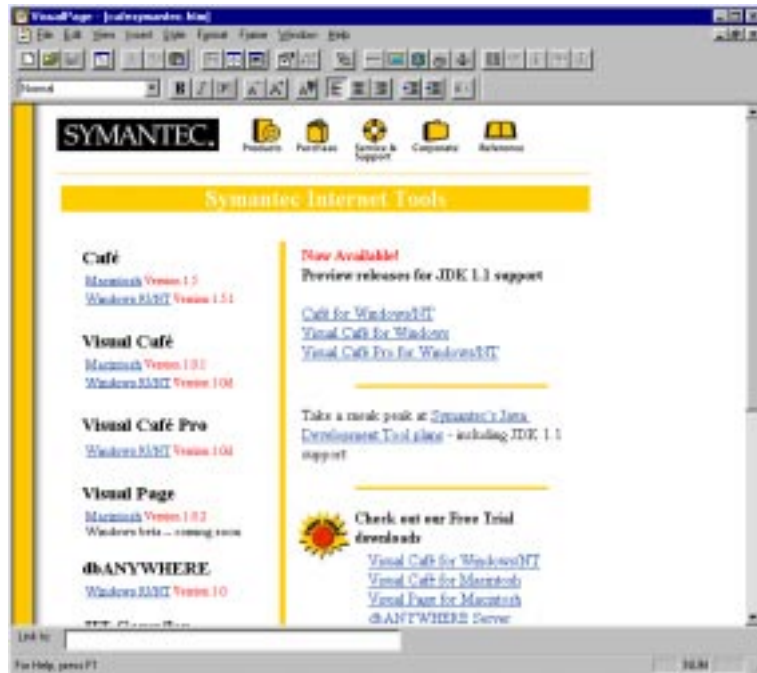
Web sites are typically accessed through a **Web browser** — a software application expressly for viewing Web pages. As you can see, Visual Page can download Web pages, in addition to browser applications such as Netscape Navigator or Microsoft Internet Explorer.

For information about managing a Web site, see Chapter 8, "Managing and maintaining your Web site".

What are HTML tags?

The formatting of a Web page is controlled by a collection of markup codes. These codes, called **HTML tags**, are used to create and control the display of your Web page.

To see HTML tags, the source code for the Visual Cafe Pro Web page (shown above in Preview mode) is displayed below.

HTML tags mark off parts of a Web page to display it in a certain style. These tags are interpreted by your Web browser with information about how the Web page content should be displayed. You can see these tags by opening any Web page file (ending with the .html or .htm suffix) with a text editor, word processor, or within Visual Page.

Visual Page automatically generates HTML source code as you edit your Web page, interpreting the tags as you create them in the visual editor— no HTML coding is necessary for Web page creation. For more information about support of HTML tags in Visual Page, see "Working with text" on page 3-1.

What is FTP?

When you publish your Web site, you use a **network protocol** (a set of predefined commands) to place the files on a **Web server** — a computer that's dedicated to storing and sending out Web-based files. The most

common protocol used for transferring files to a Web server is the **File Transfer Protocol** (FTP). Visual Page lets you use FTP in a visual format to upload files from your system to a Web server, rather than having to enter FTP instructions at a command line. From within its FTP window, Visual Page provides extensive FTP support, including the ability to upload, download, rename, and delete server-based files.

The FTP window is shown below.
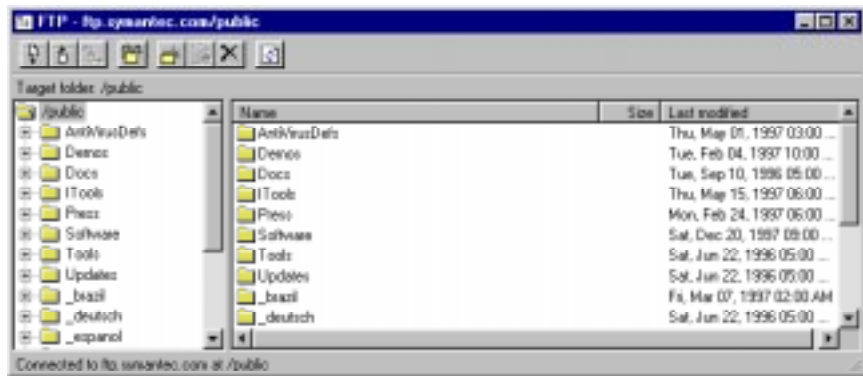
Hypertext and URLs

One of the characteristics that distinguishes Web-based publishing from other forms of publishing is its ability to create access paths between documents. The mechanism for creating these paths is called **hypertext**. A hypertext document is made up of links to other documents, combined with its displayed content. These links can connect to text, pictures, sound, animation, Java applets, and video clips, as well as to other Web pages.

On the Web, hypertext is implemented by the following types of Web-based components:

- Uniform Resource Locators (**URLs**)
- Links
- Anchors

What are URLs?

Visual Page uses the **Uniform Resource Locator (URL)** standard for determining where linked files are located. A URL consists of a type of

address that locates a Web page on the Internet in response to a browser request.

A typical URL looks like this:

```
http://www.symantec.com/tools/docs/User%20Guide.html#topic1
```

A URL can consist of up to five parts:

> Protocol. The rules governing the transfer of data over the network; the Internet uses `http` (the HyperText Transfer Protocol).

> Domain. The host name and Internet namespace; for example, `www.Symantec.com`.

> Directory path. The file's location on its server; for example, `tools/docs`.

> Filename. The filename being linked to; for example, `User%20Guide.html`. The %20 is the HTML formatting code for a space character.

> Anchor. The anchor, preceded by a number sign (#), refers to a specific location within a Web page. In this example, `#topic1`.

What are links?

Links allow you to connect other files to your Web pages. When a user clicks on a linked file, such as a piece of text, a graphic, or a portion of a graphic, their browser displays the file that the link points to. These files may be other Web pages, text, graphics or Web media (such as audio and video).

Links embedded within text are easily identifiable. Most browsers default to coloring and underlining linked text, and users can set the color and underline options as they prefer.

A Web page with several links is shown below.

link to another Web page
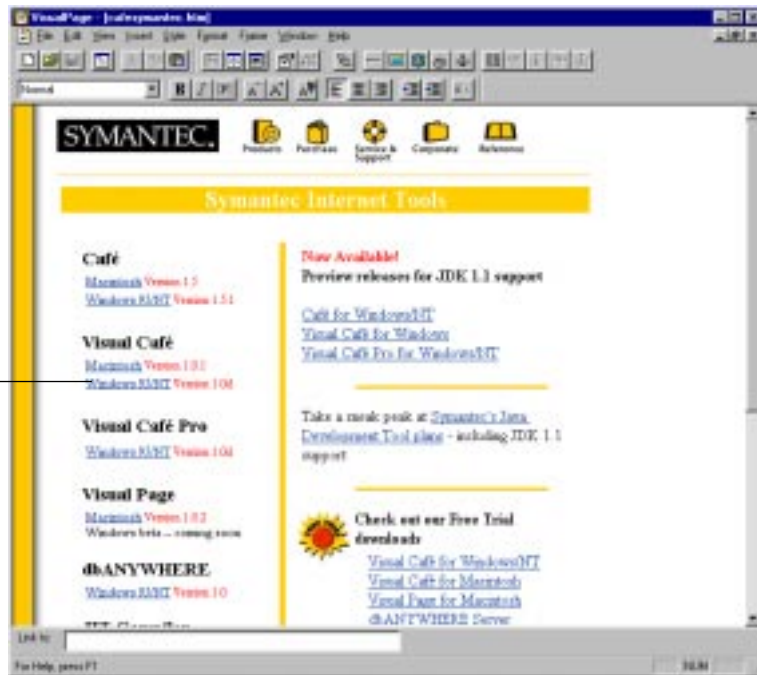
For more information on creating and editing links with Visual Page, see "Inserting links" on page 4-1.

What are anchors?

Anchors are used to mark specific locations within a document. Once an anchor is placed in a location, you can create a link to that spot.

1-11

A page with anchors is shown below.
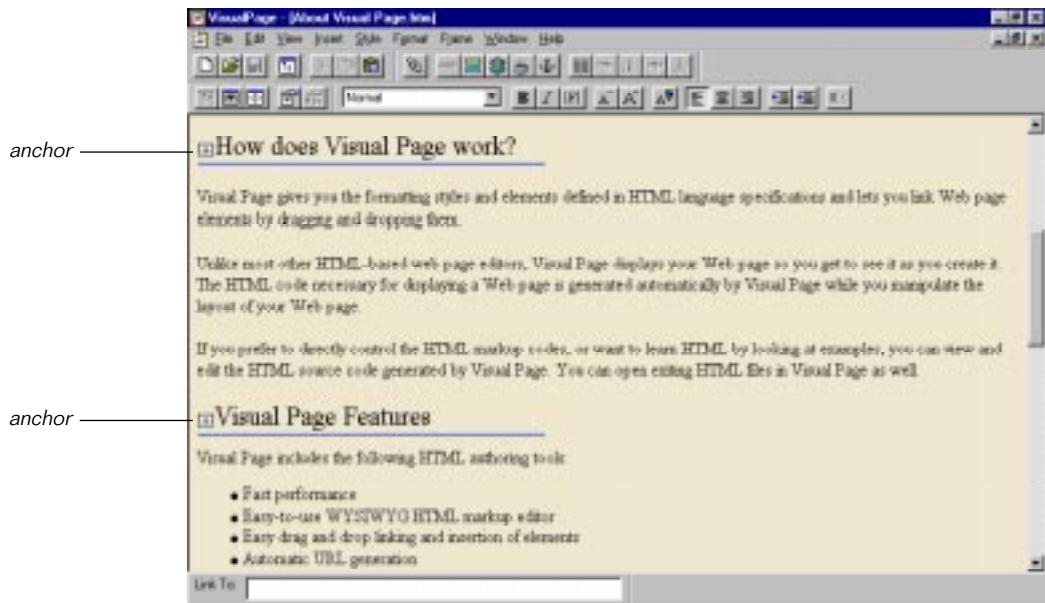
anchor ——————

anchor ——————

If you click on an object that is linked to an anchor in an external document, the document opens at the anchored location. Anchors that are within the same document as their target make the document scroll to the anchor's location.

Visual Page represents anchors with an anchor icon, in both the Local Site window and in the Visual Page document in which they are placed. Anchors are inserted at the spot that you want to link to. Anchors aren't visible when in Preview mode nor when viewing a page through a Web browser.

For more information on creating and editing anchors with Visual Page, see "Inserting anchors" on page 4-4.

Designing on the Web

In the past few years, a variety of design enhancements have been added to the initial HTML specifications, which was designed primarily for basic text formatting and display of static graphics.

These new features (which are implemented in Visual Page) include the following:

• Frame sets

• Tables

• Image maps

• Plugins

These features allow you greater control over the design of your document, and incorporate an expanded set of media within your Web sites. Visual Page provides extensive support for all of these features.

What are frame sets?

Frame sets divide a Web page into two or more independent sections (called **frames**), each displaying a separate HTML file. Each frame that is used within a Web page typically contains an HTML document within it. The page within a frame isn't permanently connected to that frame: it can be replaced by another page, displayed as a single Web page, or removed altogether.

A page with frames is shown below.

Left frame

Right frame

Frames are commonly used to increase control over the layout of a Web page. For example, a frame set can have one frame that contains the links for a Web site, and another frame for displaying the target for the links.

For more information about frames, see "Creating frame sets" on page 6-1.

What are tables?

Tables are used to present information in a uniform format (rows and columns). Like frames, tables are used to increase the amount of control that you have over your Web page design. Unlike frames, tables can be used to create a grid within a Web page; this grid can be as small as you want it to be, down to a single pixel.

Visual Page supports a range of table design features, including:

• Inserting and deleting rows or columns

• Spanning cells over several rows or columns

• Adding color to a cell or to a whole table

- Selecting multiple cells

For more information on tables, see "Creating tables" on page 6-14.

What are image maps?

An image that contains several links is called an **image map**. Visual Page provides a set of tools that are used to connect, or "map," links to an image. Image maps are used to provide access to other Web pages or Web-based files from within a single graphic. Using image maps can make your Web site easier to navigate, and because the links are in a single location, make it easier to maintain as well.

When you create a local image map, Visual Page stores the links in your Web page. This allows the image map links to display faster than the traditional method, which placed the links' coordinates in a separate file, then stored the file on the site's Web server.

For more information on image maps, see "Creating and editing image maps" on page 5-13.

What are plugins?

A **plugin** is an accessory to a Web browser. Plugins are commonly used to extend the range of features that a browser has—for example, display of three-dimensional images or audio files in a proprietary format.

Since Visual Page supports the standard plugin protocols, any type of plugin file that displays within a standard browser can be included within Visual Page documents.

For more information on plugins, see "Inserting plugins" on page 7-1.

Programming on the Web

Visual Page provides support for a wide variety of Web-based programming platforms, including:

- Java applets
- JavaScript
- Form-based scripts and applications

What are applets?

Visual Page supports the embedding of **Java applets** within Web pages. Java applets are interactive mini-applications (created with the Java programming language) contained within a Web page. Applets are useful if you want to embed software programs (such as calendars or alarm clocks) within your pages. Use Symantec's Visual Cafe to create Java applets quickly and easily.

Like other file types supported by Visual Page, applets can be dragged and dropped into any Web page. In addition, Visual Page provides a standard Java console window, for testing purposes.

For more information on applets, see "Inserting applets" on page 7-4.

What is JavaScript?

Netscape's **JavaScript** scripting language adds basic interactive functionality to HTML — for example, it can provide users with dynamic control over your Web site's content. Visual Page allows you to include JavaScript code within your Web site, either by inserting JavaScript code within an HTML file, or by linking to the files containing JavaScript code from within an HTML file.

For more information on JavaScript, see "Using JavaScript" on page 7-7.

What are forms?

Forms let users pass information (such as their name and address) from their browser to a Web server. Forms commonly interface with **Common Gateway Interface (CGI)** applications, which are computer programs that process the information that a user enters into a form, and then send the information to the Web server.

Visual Page provides an extensive range of form creation tools, including drag-and-drop form elements, support of CGI scripts, and insertion of multiple forms within a single HTML document.

For more information on forms, see "Creating forms" on page 7-9.

What's next

In the next chapter, we explore the essential features of Visual Page, including an overview of creating Web pages in Visual Page and information on setting Visual Page's global and document preferences.

Creating Web pages

Visual Page provides a wide range of features to aid you in trouble-free creation of Web pages. This chapter describes the basic components of these various tools, and how to control the document and global settings within Visual Page.

Launching Visual Page

Before you can use Visual Page, you need to install it on your computer. For installation instructions, see the *Visual Page Getting Started Guide*.

To launch Visual Page:

1 Click the Start button on the Taskbar. The Start menu appears.
2 Point to Programs. The Programs menu appears.
3 Point to Symantec Visual Page, and select the Visual Page program. Visual Page opens, with a new, untitled web page ready for editing.

Opening Web files

A Web file can be a Web page, an image, or a Web multimedia file. To open a particular Web file in Visual Page, you can navigate to the file from within Visual Page, or you can drag the file icon from Windows Explorer into the Visual Page environment.

To open a Web file from within Visual Page:

1 With the Visual Page window open and active, select Open from the File menu. The Open dialog box displays.

2   Select the desired file type from the drop-down menu.

3   Navigate to the desired file.

4   Click Open. The Web file opens in Visual Page.

To open a Web file by dragging the file icon from Windows Explorer:

1   Open Visual Page.

2   Open Windows Explorer.

3   Arrange your Windows desktop area so that both the Visual Page and Windows Explorer windows are visible.

4   Using Windows Explorer, navigate to the desired Web file.

5   Select the desired file, and drag it to the Visual Page window. The file opens in Visual Page.

Once you've launched Visual Page, the **main editing window** appears, displaying an untitled Web page. The main editing window serves as the visual editor for Visual Page. This is where you'll do most of your Web page formatting and editing.

The Visual Page interface

One of Visual Page's strongest features is its intuitive yet powerful interface. Combining the best features of visual HTML editors and high-level text-based Web authoring tools, the Visual Page interface allows you to create Web-based content quickly and completely, without having to resort to third party tools.

The main component of the Visual Page interface is its main editing window, shown below.

Toolbars

Edit
area

Link To
field
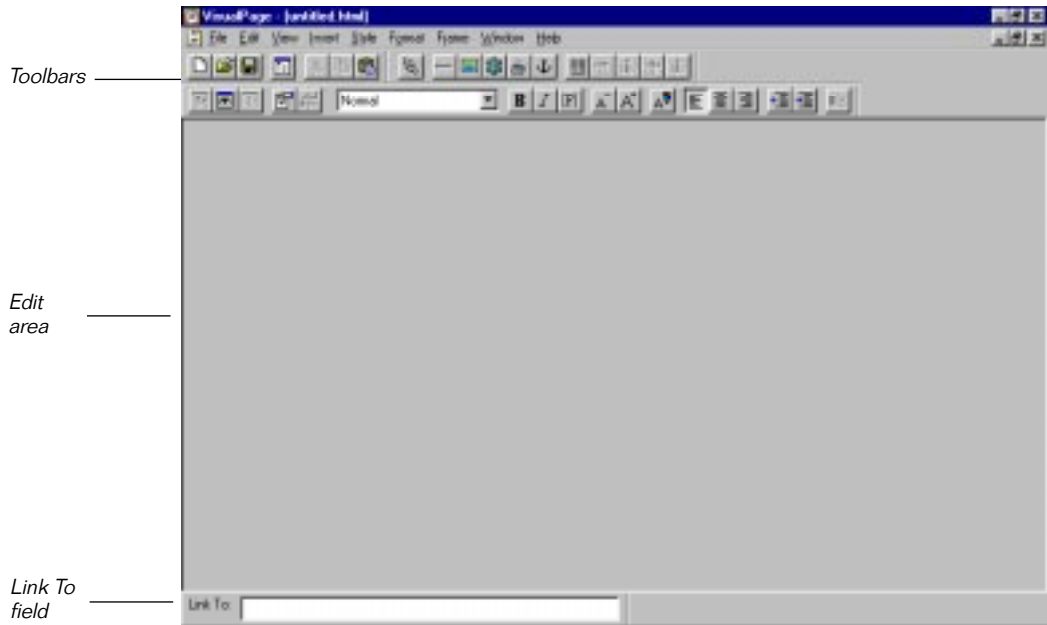
Visual Page's toolbars, described below, provide access to the most commonly used features of Visual Page. The toolbars are the "central hub" of Visual Page's main window — most of your Web page formatting can be done directly from it.

To view or hide a toolbar, choose Toolbars from the View menu. Select a toolbar that you wish to display, and deselect a toolbar that you wish to hide. You can also access this toolbar menu by right-clicking anywhere on a toolbar. You can also move toolbars around and place them anywhere within the Visual Page environment window.

The table below displays the buttons in the Visual Page toolbars.

	Open a local site window		Insert Java Applet		Fixed width
	Edit Page		Insert Anchor		Decrease
	Preview Page		Insert Table		Increase
	Edit Source		Add Row Before		Text color
	Page Properties		Add Column Before		Align Left
	Object Properties		Delete Row		Align Center
	Hyperlink		Delete Column		Align Right
	Insert Horizontal Line	Format paragraph Normal			Decrease indent
	Insert Image		Bold		Increase indent
	Insert plugin		Italic		Object Alignment

Additional information on toolbar features can be found in the remaining chapters of this book.

Visual Page's editing area is where you add or delete the elements of your Web pages — everything from text and graphics to tables and Java applets are placed here.

The Link To field is used to create links — connections from one Web page or Web element (such as a graphic or a sound clip) to another. For more information on creating links, see "Inserting links" on page 4-1.

Setting preferences

When you start using Visual Page, you need to set up a variety of preferences. There are two groups of preferences within Visual Page: global preferences and page properties. The global preferences control the functioning of a number of essential features within Visual Page, from control of images to establishing a connection with your Web server. The page properties apply to a single Web page, and they handle the primary elements of the Web page's appearance, from text color to background images.

Setting the global preferences

To set Visual Page's global preferences:

1 From the Edit menu, select Preferences.

The Preferences dialog box opens, as shown below.
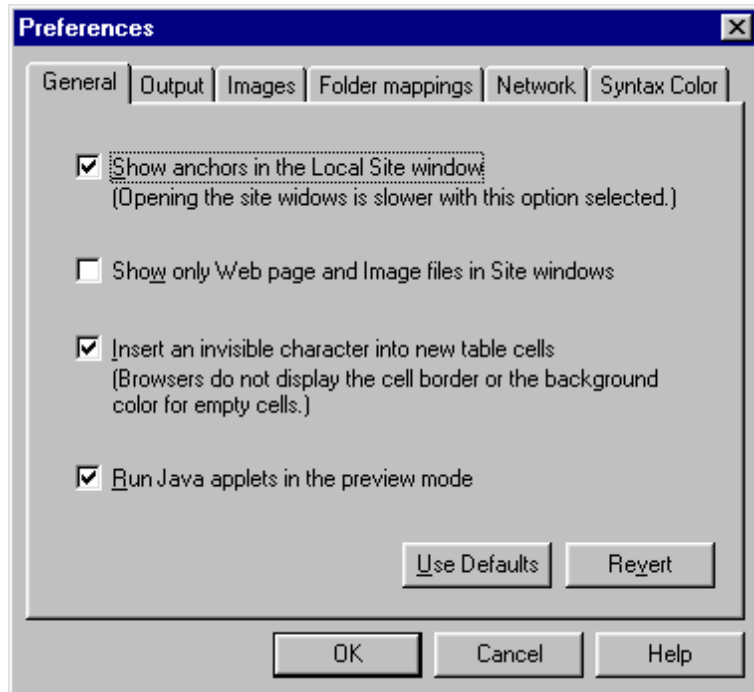
2 Select the tab for the category of preferences you want to set.

3 Select the desired option. The options for each category are described in the table below.

4 Click OK to save the your preferences changes.

The table below displays the categories of preferences available in the Preferences dialog box. An explanation of each preference option (within each category) is included.

Note: The table below assumes that you have the basic information for your Internet Service Provider (ISP) account, such as the requirements for the ISPs default file structure, default file names, and formats for server-side image maps. If you don't have this information, contact your ISP for details.

Preference category	Description of preference options
General	Sets miscellaneous attributes, including the following:
	• Show or hide anchors in Site Window.
	• Display only HTML and graphics files in Site Window.
	• Insert an invisible character into empty table cells.
	• Run Java applets in Preview mode.
Output	Sets output defaults, including the following:
	• Default file extension used for Web pages (.htm or .html)
	• Default file name for server (index.html, home.html)
	• Proprietary line separators for Mac, Unix, or Windows/DOS.
	• Return key mapping (<P> or). For more information about this feature, see "Creating paragraphs and line breaks" on page 3-11.
	• Software, author, and date information in file header (META tags).

Preference category	Description of preference options
Images	Sets image attributes, including the following:
	• Placing converted images in the same folder as their source file. For information about using images in Visual Page, see "Inserting a graphic" on page 5-2.
	• Assigning a global file folder for graphic storage and placement of converted images.
	• Indicating the server-side image map format (to find out the type of image map format your Web server uses, contact your System Administrator or ISP).
Folder mappings	Sets mapping between local and remote folders. For more information on this feature, see "Mapping folders" on page 8-10.
Network	Sets network connection attributes for uploading/downloading, including the following:
	• Web server (ftp host)
	• Web server directory (ftp directory)
	• User name
	• Password
	For information on setting network attributes, see "Setting up your network connection" on page 8-1.

Preference category	Description of preference options
Syntax color	Sets color for different types of HTML syntax (as seen in the source editor), including the following:

- Plain text
- HTML tags
- HTML source code comments
- Form attributes
- Form values

Some of the following buttons appear on each Preferences tab:

- **Use Defaults**: Click this button to use the default preference settings.
- **Revert**: Click this button to go back to the preference settings that were in place before you opened the Preferences dialog box.
- **Clear**: Click this button to clear text entry fields.
- **Apply**: Click this button to apply the changes and keep the dialog box open.
- **Cancel**: Click this button to cancel any changes you've made to the preferences settings.

Setting Web page preferences

If you want to customize the display of your Web page, Visual Page allows you to change specific features.

To change the Page Properties for a Web page:

1   Choose Properties > Page from the Edit menu, or click the Page Properties button in the toolbar.

The Page Properties dialog box is displayed below.

Page Properties

Page title: untitled

Colors

Background: Default

Normal text: Default

Normal links: Default

Active links: Default

Visited links: Default

☐ Background image

Language:
Roman

URL Settings

Base URL:

Base target:

OK   Cancel   Apply
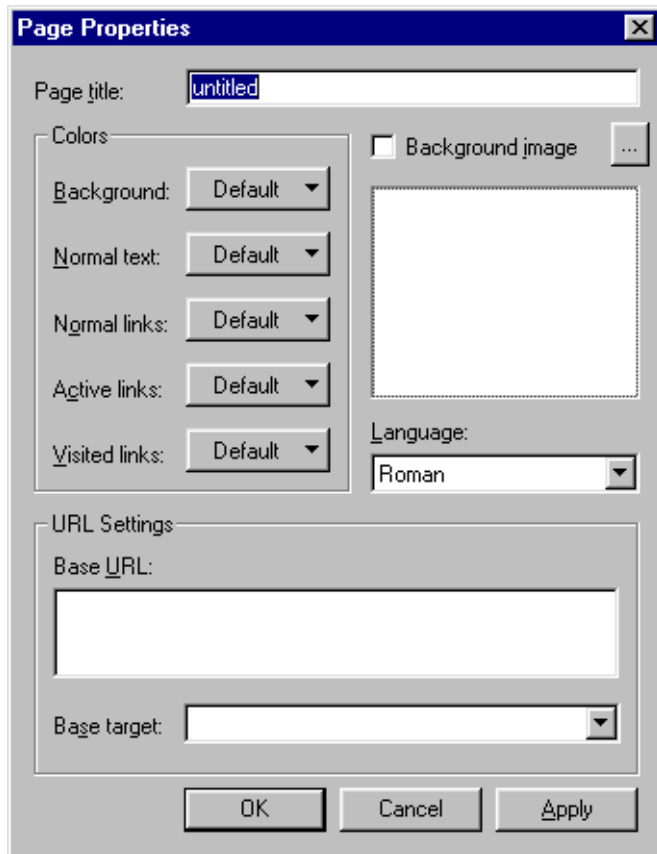
2   Use the attributes in the Page Properties dialog box to set the document's attributes. These attributes are described in the table below.

3   Click OK when you've finished setting the desired options.

Preference type	Description
Page Title	The title of the document. This is NOT the same as the document's filename — it is used for reference purposes only. It's displayed in a brower application's title bar.
Background color	The background color.

Preference type	Description
Normal text color	The color of the document's text.
Normal links color	The colors used for hypertext links. For more info, see "Setting the color for normal links" on page 4-6.
Active links color	The color used for links as they are active. For more information, see "Setting the color for active links" on page 4-8.
Visited links color	The color used for links that, when viewed in a browser, have been visited by a user. For more information, see "Setting the color for visited links" on page 4-8.
Background image	Sets the background image for your Web page. For more information on this feature, see "Creating tiled backgrounds" on page 5-9.
Language	Sets the language used. For this version of Visual Page, the only available language is Roman (English). International versions of Visual Page support Japanese, Traditional and Simplified Chinese, and Korean.
Base URL	Sets the **Base URL** for your document. The Base URL is the directory location upon which all the links in a Web page are based. For more information, see "Moving files" on page 8-8.
Base target	The base target for all the links in the Web page. This lets you specify whether links open documents in a new window, the same window, a new frame, or the same frame. For information on setting the base target for a frame, see "Setting the frame target" on page 6-11.

The following buttons appear on the Page Properties dialog box:

Apply: Click this button to apply the changes and keep the dialog box open.

Cancel: Click this button to cancel any changes you've made to the properties settings.

Setting up your local Web site

Before you start creating a Web page, you need to identify a folder on your local hard drive where you'll store the contents of your Web site — pages, graphics, and so on. This folder is your **local Web site**. Keeping all of your files within your local Web site makes it easier to keep track of your files, especially when it comes time to publish your Web site — if your files are all in one location, you won't risk having to hunt for the files when it's time to publish them.

You set your local Web site in Visual Page using the **Local Site window**. Visual Page's Local Site window provides easy access to all of the files that will make up your Web site.

The Local Site window can also be a useful tool in the maintenance of the Web files that make up your Web site, as it allows you to view (and open) all of the Web pages and graphics for your site. In addition, you can drag and drop files from the Local Site window into any open Web page.

To set your local Web site:

1   From the File menu, choose Open Local Site.

    A dialog box appears, displaying all of the drives and directories that are available to your computer.

2   Navigate to the parent folder of your site folder.

3   Click OK.

    A Local Site window for the selected folder appears.

The Local Site window is shown below.
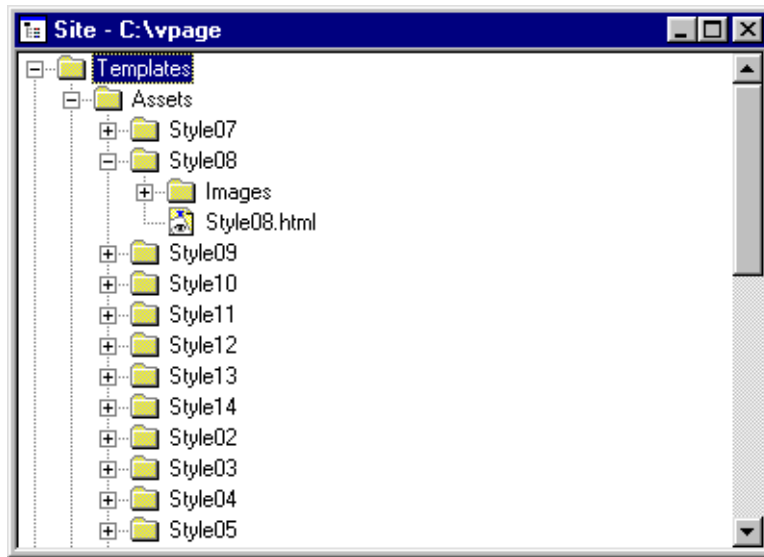
Once your local site is complete, you can publish the documents to your Web server — this allows other people to access your site via the Web. The version of your site that is accessible via the Web is called your **remote Web site**. For more information on publishing your Web site, see "Maintaining your Web site" on page 8-7.

Note: Once you create your local Web site, be sure to update your links when you move files from one location to another — if you move your files without changing your links, the links to the moved files may break.

You can also use the Local Site window to create links and anchors. For more information, "Using the Local Site window to insert a link" on page 4-2.

Starting a Web page

The first step in using Visual Page is knowing how to create Web pages. There are three ways that you can start a Web page: from scratch, from an existing Web page, or from a template.

Starting a Web page from scratch

Starting a Web page from scratch is the best approach if you want to create a completely original Web page. For example, if you have a client that wants to implement a completely new Web site design, this is the place you'd start.

When creating a new page, be sure to decide if you want your page to be frame-based or not. Adding frames into a Web page at a later time involves extensive coding in HTML — enough so that you should plan this in advance and select the correct command when beginning the page.

To start a Web page from scratch:

• Select New from the File menu. If you plan for your Web page to include frames, select New Frame Set instead.

  A new, untitled Web page opens.

Now that you've got your Web page started, you can add text, insert graphics, tables, and advanced features — such as plug-ins, Java applets, JavaScript code, or forms. If you want to preview your document, or view its HTML source code, be sure to see the sections covering preview and source code modes later in this chapter.

After you've entered the content into your Web page, remember to save it. If you want, you can also print the Web page. Information on saving and printing your Web page is explained later in this chapter.

Starting a Web page from an existing page

You can use Visual Page to create a new page from an existing one. This is a good approach if you need to create several pages that are similar in appearance, as you won't need to reenter the elements of your Web page every time. There are two ways to create a Web page from an existing one: starting from a Web page already stored on your computer's hard drive, or by pulling a Web page from off of the Web.

From your computer

To start a Web page based on an existing Web page stored on your computer's hard drive:

1 Open the desired file in Visual Page.

2 Save the file under a new name by selecting Save As from the File menu.

3 Modify the file as desired. Make sure to save your changes.
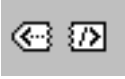
If you open a Web page that contains tags that aren't supported by Visual Page, the opening and closing tags are indicated by opening and closing tag icons. To modify these tags, either double-click on them, or open the file in the source editor. For details on using the source editor, see "Viewing the HTML code" on page 2-17.

Now that you've got your Web page started, you can add, edit or delete text, graphics and other elements. See the appropriate chapters for information on how to do so. If you want to preview your document, or view its HTML source code, be sure to see the sections covering preview and source code modes later in this chapter.

After you've entered the content into your Web page, remember to save it under a new name. If you want, you can also print the Web page. Information on saving and printing your Web page is explained later in this chapter.

From the Web

If you have the URL for a Web page, you can download it from within Visual Page, then modify it to create a new page.

To download an existing Web page:

1 From the File menu, select Download Remote File.

2 Enter the URL for the file.

3 Click OK. A Save As dialog box appears.

4 Navigate to the folder that you want to save the file to and enter the new filename (if you wish to change it from the existing filename).

5 Click Save. The file you selected downloads, and displays.

Now that you've downloaded your Web page, you can add, edit or delete text, graphics and other elements. See the appropriate chapters for information on how to do so. If you want to preview your document, or view its HTML source code, be sure to see the sections covering preview and source code modes later in this chapter.

After you've entered the content into your Web page, remember to save it. If you want, you can also print the Web page. Information on saving and printing your Web page is explained later in this chapter.

Note: Like most other types of media, Web pages are copywritable material. Exercise caution when downloading other people's Web pages, especially if you plan to use all or part of what you download on your Web page. Generally speaking, unless you see an explicit statement on the Web site that the site's contents are entirely of the Web author's own creation, and are to be used freely and without charge, assume that the site's contents are not for indiscriminate use.

Starting a Web page from a template

Visual Page includes several ready-made templates that can be used as the basis for Web pages. When you create a page based on one of these templates, all of the text formatting, graphics, and other elements within the template page are included in your new page. This can save you a great deal of design time over creating a page from scratch. It also gives you a good foundation for creating your Web site.

To start a Web page from a template:

1   From the File menu, select Open. Select the file "Visual Page.html" in the Templates subdirectory. in your Visual Page directory.

2   Click Open. The Visual Page Designer's Toolkit displays.

3   If Visual Page isn't in preview mode, change to this mode by clicking on the Preview Page toolbar button.

4   Click the Templates button in the Web page. The templates page displays.

5   Make sure that you're in Preview mode by clicking on the Preview Page toolbar button.

6   Read the description of the Visual Page templates, then choose a template from the Web page icons.

7   From the File menu, choose Save As. The Save As dialog box appears.

8   Enter the filename for your Web page, and click OK. You now have your own Web page, based on one of the template pages.

Now that you've got your Web page started, you can add, edit or delete text, graphics and other elements. See the appropriate chapters for information on how to do so. If you want to preview your document, or view its HTML source code, be sure to see the sections covering preview and source code modes later in this chapter.

Previewing your work

Visual Page provides two modes for working with Web pages. The **edit mode** is used to create and modify Web-based content. The **preview mode** is a way to view documents as they appear in a user's browser.

To switch to the edit mode, click the Edit toolbar button. Likewise, to switch to the preview mode, click the Preview toolbar button.

Viewing the HTML code

In addition to modifying Web content in the edit window, you can edit the HTML code for your Web pages in the **source editor**. The source editor allows you full control over the code that makes up your Web page. It is similar to using a text editor to create HTML code, but includes additional features, such as automatic coloring of HTML tags.

Changes that are made in the source editor are automatically reflected in the edit area of the main editing window, once the main editing window is made active. For example, if you enter the source code for a Heading 1 tag (<H1> and </H1>) in the source editor, then select the main edit window, the area you put the tags around appears in Heading 1 format.

To switch to the source editor:

1   Select the Edit Source button from the toolbar, or select Edit Source from the View menu.

The source editor is displayed below.

Saving a Web page

As you are creating your Web pages, it is a good idea to save your work periodically.

To save a Web page:

1 From the File menu, select Save. If you want to save a previously-saved file under a different name, select Save As.

The Save (or Save As) dialog box opens, as shown below.
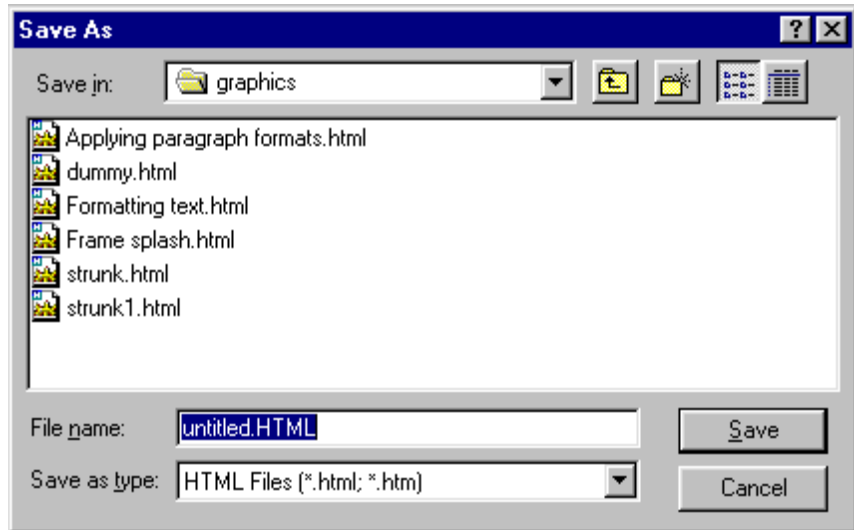
2 Navigate to the folder to which you want to save the file.

3 If this is the first time you're saving this file, enter a name for the file. The file extension will automatically be added, according to the file extension preference setting. For more information, see "Setting the global preferences" on page 2-6.

4 Click Save.

Printing a Web page

Visual Page supports WYSIWYG printing of Web pages. The default print setting is to print one copy of the entire document.

To print a Web page:

1 (optional) From the File menu, select Print Setup and select the page size, orientation, and printer effects you want. Visual Page remembers the settings once you click OK.

2 From the File menu, select Print. The Print dialog box opens, as shown below.
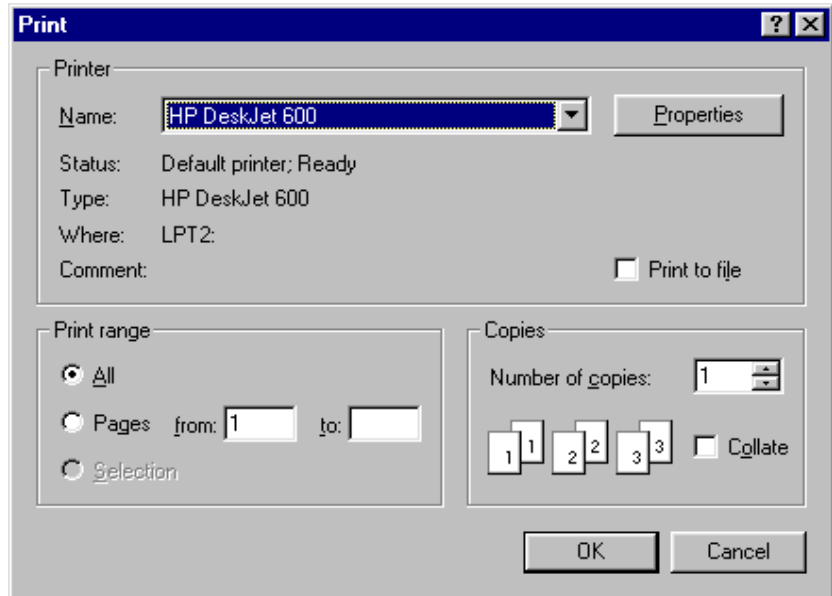
3 Enter the printing-specific information for your print job.

4 Click OK.

What's next

In the next chapter, we cover Visual Page's extensive features for creating and formatting HTML-based text, including text alignment, paragraph and character formatting, and manual insertion of HTML tags.

3

Working with text

Visual Page offers a full range of Web-based authoring tools. Working with text in Web pages in Visual Page is very similar to inserting text using any standard word-processing application. For example, you can add structure and style to your text by applying formatting and styling options, such as bold and italic text.

This chapter covers the range of text insertion and manipulation tools within Visual Page, including formatting of paragraphs and characters, text alignment and coloring, and insertion of HTML tags.

Inserting text into a Web page

You enter text by typing in the main edit window. Any text you enter appears at the **insertion point**, which is indicated by the **text cursor**. The text cursor appears as blinking vertical line.

The main ways of inserting text in Visual Page are typing, dragging and dropping, and copying and pasting.

After you finish inserting your text, don't forget to preview your Web page. For instructions on using the Preview mode, see "Previewing your work" on page 2-17.

Typing text into a Web page

To insert text into a Web page by typing:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Position the insertion point by placing the cursor over the desired insertion point and single-clicking.

3   Enter your text.

Dragging and dropping text into a Web page

To insert text into a Web page by dragging and dropping from another Web page:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Open the Web page from which you want to drag the text. This is the source page.

3   Open the Web page into which you want to drag the text. This is the destination page.

4   Arrange the two Web page windows so that you can see both on your computer screen.

5   Within the main edit window of the Web page that contains the source text, select the text you want to insert into the other Web page.

6   Place the mouse pointer on the selected text and drag the text to the location in the destination Web page.

7   Release the mouse button. Your text is moved from the source Web page to the destination page.

Copying and pasting text into a Web page

To insert text into a Web page by copying and pasting:

1   If the Web page that you want to copy the text from isn't open, open it now. This is the source page.

2   If the Web page that you want to paste to isn't open, open it now. This is the destination page. Make sure that this page is open in Edit mode by clicking the Edit Page toolbar button.

3   Within the main edit window of the source page, select the text you want to insert into the destination page.

4   From the Edit menu, select Copy.

5   Move the text cursor to the place in the main edit window where you want the insertion point placed, and single-click.

6   From the Edit menu, select Paste. The text is copied to the new location.

Tip: If you are in Preview mode, you can automatically switch to Edit mode by typing in text. Visual Page places the text at the last cursor position in the active Web page.

Formatting text

Visual Page supports two types of text formatting: paragraph formatting and character formatting.

Paragraph formatting is used to apply a group of predefined formats (called a **style**) to one or more paragraphs. For example, if you want to apply a heading to a section of your Web page, the Heading 1 style applies all the formats that make up the style the moment that it's applied, so you don't have to apply all of the formats by hand.

Character styles are used to make individual characters or groups of selected characters stand out in your text, for example, applying **bold** or *italic* to a section of text increases the visibility of a word within a text block.

If you want to review the HTML code for your Web page, you need to go into the source editor. For details on using the source editor, see "Viewing the HTML code" on page 2-17.

Formatting paragraphs

Paragraph formats are predefined text styles. They are intended to be applied according to the type of information contained within their target paragraph; for example, you would apply the Heading 1 format to the topmost headers in your Web page.

Paragraph formats are ultimately determined by Web browser settings rather than the formats you apply. For example, a bullet list may look different in various browsers, depending on the settings each uses. The actual font and font size your paragraph displays is set in the Web browser by the person viewing your Web page.

Visual Page supports the following paragraph format styles:

•   Normal

- Headers
- Preformatted
- Address format
- List formats
- Term and Description

Normal

The Normal style is the default format when you create a new paragraph. The text appears flush left in the page window and is displayed in the Visual Page default font. This style is also selectable from the style drop-down menu. Most of the text in your Web pages should be formatted with this style.

To apply the Normal style:

1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2 Select the paragraph you want to format by clicking anywhere within it.

3 Click the arrow in the style box on the toolbar. A drop-down list of paragraph styles appears.

4 Choose the Normal style.

Headers

Header styles are used to make headlines or titles distinct from the rest of the text in a page. In general, headers are larger than the Normal format, and are in a bold type face. Visual Page supports the heading styles Heading 1 through Heading 6.

To apply a header style:

1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2 Select the paragraph you want to format by clicking anywhere within it.

3 Click the arrow in the style box on the toolbar. A drop-down list of paragraph styles appears.

4 Choose a header style (Heading 1 – Heading 6).

An alternative to using a header format is to manually specify the font size of a text block, using the Increase Font Size button. Creating headers in this way allows you greater control over the relative size of your headers.

Preformatted

The Preformatted paragraph style is used as a way to maintain text formatting that uses multiple spaces and tabs, such as the formatting found in code segments.

Preformatted paragraphs are displayed in mono-spaced fonts, such as Courier. Monospaced fonts use equal spacing for all characters, regardless of the individual character's size: for example, the letter "l" takes up the same amount of space as the letter "W". This allows for easy formatting of large blocks of difficult to read text, such as is found in computer code.

To apply the Preformatted style:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
2   Select the paragraph you want to format by clicking anywhere within it.
3   Click the arrow in the style box on the toolbar. A drop-down list of paragraph styles appears.
4   Choose the Preformatted style.

Address format

Web site authors typically apply the Address style to the paragraph that contains a contact address for the creator of the Web site. As is the case with all the paragraph formats, the final appearance is dependent on the browser which displays it. Most Web browsers use an italic format in the Address style, which is the convention Visual Page uses as well.

Choosing to include an address is a matter of style. When you include an address, make sure to link it so that the browser jumps to email when the link is clicked.

Note: The Address style does NOT create a link to an email address! To create an email link, see "Creating email address links" on page 4-9.

To apply the Address style:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Select the paragraph you want to format by clicking anywhere within it.

3   Click the arrow in the style box on the toolbar. A drop-down list of paragraph styles appears.

4   Choose the Address style.

Bullet lists

When you apply the Bullet style to a paragraph, Visual Page indents the text and places a bullet character to the left of the text in the paragraph. You use this style to create bullet lists — an unordered list of items or topics. This is useful if, for example, you want to create an online presentation highlighting several main topics.

To apply the Bullet style:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Select the paragraphs you want to format.

3   Click the arrow in the style box on the toolbar. A drop-down list of paragraph styles appears.

4   Apply the Bullet style.

When you create a bulleted list, the paragraph automatically indents, to set off the bullets from the list items. You can create nested lists of bulleted items by changing a bulleted paragraph's indentation. For information on changing a paragraph's indentation, see "Indenting paragraphs" on page 3-8.

Ordered lists

There are several types of ordered lists. You may find them useful in creating different styles of outlines or steps.

When you apply any of the ordered list styles to a paragraph, the ordered style indents the text and places a number or letter to the left of the paragraph.

Visual Page supports Netscape's extensions to HTML ordered lists. These extensions make different kinds of ordered lists possible, including

uppercase and lower case letters, uppercase and lower case roman numerals, and regular numbers (1, 2, 3).

To create an ordered list:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Select the paragraphs that you want to format.

3   From the Format menu, select List. A menu displays the list types available.

4   Select the type of ordered list that you want to use.

Term and description lists

The term and description styles are designed to be used together in lists of definitions. The format is similar to what you would find in a Glossary: the Term style is used to format the glossary word, and the Definition style is used to format the definition of the word.

Applying the Term format to a paragraph places the paragraph text flush left at the left margin. When you press the return key after applying a Term format to a paragraph, Visual Page automatically applies the Description format, then indents the text of the paragraph.

To create a term and description list:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Select the paragraph you want to format as a term by clicking anywhere within the paragraph.

3   Click the arrow in the style box on the toolbar. A drop-down list of paragraph styles appears.

4   Select the Term style to apply it.

5   Select the paragraph you want to format as a description by clicking anywhere within the paragraph.

6   Click the arrow in the style box on the toolbar. A drop-down list of paragraph styles appears.

7   Select the Description style to apply it.

8   Repeat steps 2-7 for the remaining terms and definitions.

Aligning paragraphs

Visual Page enables you to align paragraphs, similar to the alignment formatting used in a word processor: left, right or center.

To align a block of text:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Select the paragraph you want to format by clicking anywhere within it.

3   Click the Align Left, Align Center, or Align Right alignment buttons.

Indenting paragraphs

You can indent blocks of text with the Decrease Indent or Increase Indent buttons.

To indent a block of text:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Select the paragraph you want to format by clicking anywhere within it.

3   Decrease or increase the paragraph's indenting, by clicking the appropriate indentation buttons.
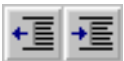
Formatting characters

Use character styles to make individual characters or groups of selected characters stand out in your text.

To apply a character style:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Select the character(s) you want to format by clicking at the insertion point, then dragging to the end of the selection.

3   Choose a character style from the Style menu.

The character styles supported by Visual Page are described in the table below.

Table 3-1

Character style	Description
Plain	Unformatted text.
Bold	Bold text; for example, **bold**.
Italic	Italicized text; for example, *italic.*
Superscript	Superscripted text; for example, ^{1}.
Subscript	Subscripted text; for example, $_1$.
Strike Thru	Strike-through text; for example, ~~delete this phrase~~.
Fixed Width	A non-proportional font (similar to the Preformatted paragraph style); for example, `fixed width`.
Emphasis	Italicized text; for example, *italic*.
Strong Emphasis	Bold text; for example, **bold**.
Citation	Italicized text; for example, *italic*.
Code	A non-proportional font (similar to the Preformatted paragraph style); for example, `code`.
Variable	Italicized text; for example, *italic*.
Keyboard	A non-proportional font (similar to the Preformatted paragraph style); for example, `keyboard`.
Sample	A non-proportional font (similar to the Preformatted paragraph style); for example, `sample`.

Note: Though some of these character styles are similar, how they display depends on each browser's settings.

Changing the font size

Visual Page allows you to set the relative font size of a block of text. For example, if you want to create a drop cap (a type of formatting where the first character of a paragraph is larger than the rest of the paragraph), Visual Page's formatting tools let you do this.

Visual Page uses font size 3 as the "normal" font size. This size is equivalent to the size of the display font, as set in the Web browser. The other numbers signify either a smaller or larger font than the one set as normal in the browser, with 1 being the smallest font size and 7 the largest font size.

Note: A Web page's text size is relative to the size set in a user's Web browser. This is why the font sizes in Visual Page are indicated as 1 through 7, instead of the numbers you see in a word processor, like 12 or 14. The numbers in a word processor refer to the point size of a font, which is a standard rule of measurement (1 point = 1/72nd of an inch). As HTML-based font sizes are based on a user's browser settings, fixed measurements (such as inches and point sizes) aren't relevant for Web pages.

To change the font size:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Select the text you want to resize by clicking at the insertion point, then dragging to the end of the selection.

3   Click the Decrease or Increase button in the toolbar.

4   (optional) Check the size of the font by choosing Size from the Style menu. The size is indicated by a checkmark.

If you want to change the font size of a line of text, you can use a header style. For more information, see "Headers" on page 3-4.

Coloring text

Visual Page allows coloring of text, based on the standard Windows color palettes.

To color a block of text:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Select a block of text to color by clicking at the insertion point, then dragging to the end of the selection.

3   Click the Text Color button in the toolbar. A color palette menu appears.

4   Select the color you want from the color palette.

If you want a custom color, click Custom and create your color by clicking in the color box or by setting the Hue, Saturation, Lumination, and Red, Green, Blue amounts. Once you've created the desired color, click the Add to Custom Colors button, and your custom color is added to the Custom colors palette area.

5   When you've chosen the color you want, click OK.

Creating paragraphs and line breaks

Visual Page supports two types of text line separators: paragraph markers and line breaks. A line break simply indicates the ending of a line, where a paragraph marker indicates the ending of a style's formatting block. For example, if a block of text has the Heading 1 style applied to it, this formatting will end once a paragraph marker is encountered.

The Return key is set to either insert a line break or a paragraph marker, depending on the settings in the Output section of the Preferences window. For information about the Preferences window, see "Setting preferences" on page 2-5.

The Shift-Return key combination always generates the opposite of what the return key setting is; for example, if the return key is set to insert a paragraph marker, Shift-Return will insert a line break.

Adding additional HTML styles

In addition to the wide range of styles that Visual Page supports, Visual Page lets you insert any **HTML tags** as well, including browser-specific tags. This allows you to expand your range of text formatting options as new HTML tags become available.

When inserting a HTML tag, include both the beginning and ending tags, when applicable. For example, the <STYLE> tag must have a corresponding </STYLE> tag, otherwise all of the text and graphics following <STYLE> will be formatted with the <STYLE> tag until the end of the Web page.

To insert an HTML tag:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Place the insertion point where you want the tag.

3   Choose HTML Tag from the Insert menu.

4   Type in the desired HTML tag in the HTML tag field, without opening and closing brackets (< and >). For example, to insert a <STYLE> tag, type STYLE.

5   Press OK.

Visual Page inserts the tag and represents it with a tag marker.

After you finish entering your HTML tags, you can preview your Web page. For more information, see "Previewing your work" on page 2-17.

Adding HTML tags to a source file

In addition to adding HTML tags via the HTML tag menu, you can add HTML tags directly into Visual Page's source window.

Note: The steps below assume that you are familiar with entering HTML tags manually.

To add HTML tags to a Web page through the source editor:

1   Open a Web page.

2   Go into the source editor by selecting the Edit source button from the toolbar, or by pressing Ctrl-Shift-E.

3   In the main edit window, place the text cursor where you want to add the tag.

4   Enter the HTML tags.

5   Switch to the visual editor. Your tags are reflected accordingly.

6   Save your work by choosing Save or Save As from the File menu.

Adding special symbols and characters

You can add special symbols and characters to your Web pages without needing to know the HTML code for them. Accented characters and symbols such as trademark, copyright, and others are available to you.

Normally, to insert special symbols and characters which don't appear on standard keyboards, you need to open a Web page's source HTML code, and enter a special numbered code. Since remembering these codes can be tiresome, we've included the `entities.htm` file for your convenience.

If you prefer to enter the symbol or character HTML codes yourself, you can do that the same way you enter HTML tags in the source editor. See "Viewing the HTML code" on page 2-17 for more information on editing the HTML source of a Web page.

To add special symbols or characters to a Web page:

1   Open or create a Web page.

2   Make sure you're in Edit mode by clicking the Edit Page toolbar button.

3   Select Open from the File menu, and navigate to the Samples subdirectory in the directory where you've installed Visual Page.

4   Select entities.htm, and click Open.

    A web page displays, containing listings of special symbols and characters.

5   Find the character or symbol you want to use, and highlight it to select it.

6   From the Edit menu, choose Copy.

7   Place the insertion point in your Web page where you want the symbol or character to appear.

8   From the Edit menu, choose Paste.

    The character or symbol appears in your Web page.

What's next

In the next chapter, we explore creating, formatting, and testing hypertext-based links and anchors in Visual Page.

4

Adding links and anchors

Links and anchors allow you to create connections between Web pages. When a user clicks on a link in a browser application, the browser displays the Web page that the link or anchor points to. The link can be an object, text, an image, or a portion of a image.

This chapter covers the processes of inserting and manipulating links and anchors within Visual Page by using a variety of tools, and the steps involved in testing your links and anchors.

Inserting links

Visual Page lets you insert links in a variety of ways, including dragging and dropping from the Local Site window onto a selection, entering an URL for a file or anchor in the Link To field, dragging and dropping from the desktop onto a selection, and inserting a link with the Hyperlink toolbar button.

By default, the target display window for a link is the same window as the original file. This default can be changed in the Page Properties dialog box. For more information on setting the target display, see "Setting the frame target" on page 6-11.

After inserting your links, you may want to preview your Web page to make sure your links are entered properly. For details on using the Preview mode, see "Previewing your work" on page 2-17. If one or more of your links don't work properly (for example, if an URL is entered incorrectly), follow the steps in "Testing and fixing links and anchors" on page 4-9.

Using the Local Site window to insert a link

One of the easiest ways to create a link in Visual Page is to use the Local Site window as a place to drag Web pages and anchors from. For information on setting up your Local Site window, see "Setting up your local Web site" on page 2-12.

To create a link with the Local Site window:

1 Open a Local Site window for your current Web site by selecting Open Local Site from the File menu.

2 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

3 To select a portion of your text, click and drag over the desired area. To select a graphic, click anywhere on it once.

4 Drag the icon for the Web page or anchor (that you want to link to) from the Local Site window to the selection in your Web page. Visual Page creates the link.
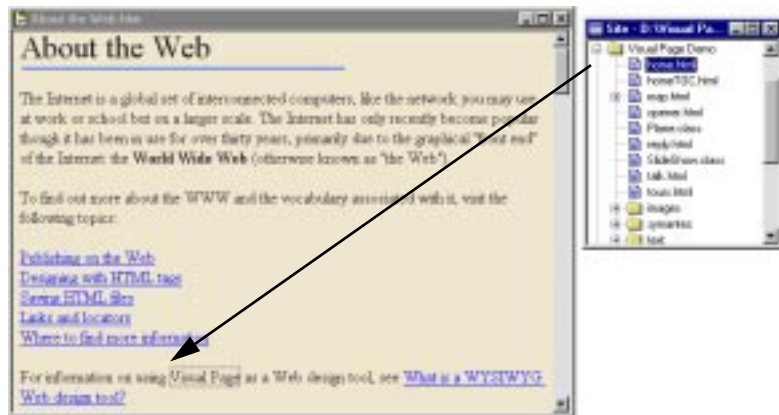
5 Look at the Local Site window after you save your Web page. The Web page that the anchor was placed in now has a plus sign next to it. When you click on the Web page's plus sign, the named anchor becomes visible.

Using the Link To field

You can link graphics and text by entering the URL in the Link To text field.

To create a link with the Link To field:

1　If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2　Select the object to be linked.

3　Type in the filename or URL in the Link To edit box, located at the bottom of the main edit window.

4　Press Enter.

　　Visual Page creates the link.

Using the desktop to insert a link

To create a link from the desktop:

1　If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2　To select a portion of your text, click and drag over the desired area. To select a graphic, click anywhere on it once.

3　From the desktop, click on the file to be linked to, then drag the file onto the selected area in Visual Page.

　　Visual Page creates the link.

Using the Hyperlink button

To create a link using the Hyperlink button:

1　If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2　Select the object to be linked.

3　Select the Hyperlink button in the main toolbar. The Link dialog box appears.

4　Type in the filename or URL of the file to be linked to, or click Browse. Use the resulting dialog box to navigate to the file.

5　Click OK.

　　Visual Page creates the link.

Inserting and displaying anchors

In contrast to links, anchors are used to mark specific locations within a Web page. Visual Page represents anchors with an anchor icon, in both the Local Site window and in the Web page in which they are placed.

Note: The various link insertion techniques described in "Inserting links" on page 4-1 may be used for anchor generation as well; for example, you can use the Local Site window to insert anchors and links.

Inserting anchors

To add an anchor to a Web page:

1 Scroll to the location you intend to mark with an anchor.

2 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

3 Insert your cursor at the desired location.

4 Click on the Insert Anchor button in the toolbar. The Anchor Properties dialog box appears.

5 Name the anchor so that it is easy to find in the Local Site window when you need it.

6 After you enter a name, click OK. An anchor icon appears in your text.

7 Save your Web page.

You can quickly create of anchors by selecting a word at the location you're linking to and then clicking the Insert Anchor button. The selection you made appears automatically as the name of the anchor.

Displaying anchors

You can use the Local Site window to display all of the anchors in your site folder's files. This can be useful, for example, in keeping track of your anchors across a large Web site.

To display all of the anchors within your site folder's files:

1   Make sure that the "Show anchors in the Local Site window" option is selected in the General Preferences tab. For more information, see "Setting the global preferences" on page 2-6.

Preferences   ☒

| General | Output | Images | Folder mappings | Network | Syntax Color |

☑ Show anchors in the Local Site window
   (Opening the site widows is slower with this option selected.)

☐ Show only Web page and Image files in Site windows

☑ Insert an invisible character into new table cells
   (Browsers do not display the cell border or the background color for empty cells.)

☑ Run Java applets in the preview mode

[Use Defaults]   [Revert]

[OK]   [Cancel]   [Help]

---

2   Open a Local Site window by selecting Open Local Site from the File menu.

Within the Local Site window, locate a Web page that contains anchors, and click the + (plus sign) next to it. A Web page's anchors will be listed, and each anchor name has an anchor icon next to it, as shown below:

⚓ Where to find more information

To display a dialog box listing the anchors in a Web page:

1   Select the text you wish to make into a link.

2   Right-click over the selected text. A menu appears.

3   Choose Link to. The Link dialog box appears.

4   From the anchor drop-down menu, select an anchor.

Visual Page automatically links the selection to the chosen anchor.

Coloring links

Visual Page supports customized setting of link colors. Color settings for normal, active, and visited links are supported. These link settings change the default settings for a Web page. If a user changes the link colors in their browser, those user-defined settings will override your defaults.

Setting the color for normal links

Normal links represent the color for non-active hypertext links that haven't been visited by a user within a browser-specified period of time.

To change the color for normal links:

1 From the toolbar, click the Page Properties button. The Page properties dialog box displays, as shown below.

Click here →

```
┌─────────────────────────────────────────────────────────┐
│ Document Properties                                   ☒ │
├─────────────────────────────────────────────────────────┤
│  Document title: untitled                                │
│  ┌─ Colors ──────────────────┐   ☐ Background image  ... │
│  Background:  [ Default ▼ ]    ┌──────────────────────┐  │
│                                │                      │  │
│  Normal text:  [ Default ▼ ]   │                      │  │
│                                │                      │  │
│  Normal links:  [ Default ▼ ]  │                      │  │
│                                │                      │  │
│  Active links:  [ Default ▼ ]  └──────────────────────┘  │
│                                  Language:               │
│  Visited links:  [ Default ▼ ]   [ Roman            ▼ ]  │
│                                                          │
│  ┌─ URL Settings ─────────────────────────────────────┐  │
│  Base URL:                                             │  │
│  ┌──────────────────────────────────────────────────┐ │  │
│  │                                                  │ │  │
│  └──────────────────────────────────────────────────┘ │  │
│  Base target: [                                 ▼ ]    │  │
│  └────────────────────────────────────────────────────┘  │
│       [    OK    ]    [  Cancel  ]    [  Apply  ]         │
└─────────────────────────────────────────────────────────┘
```
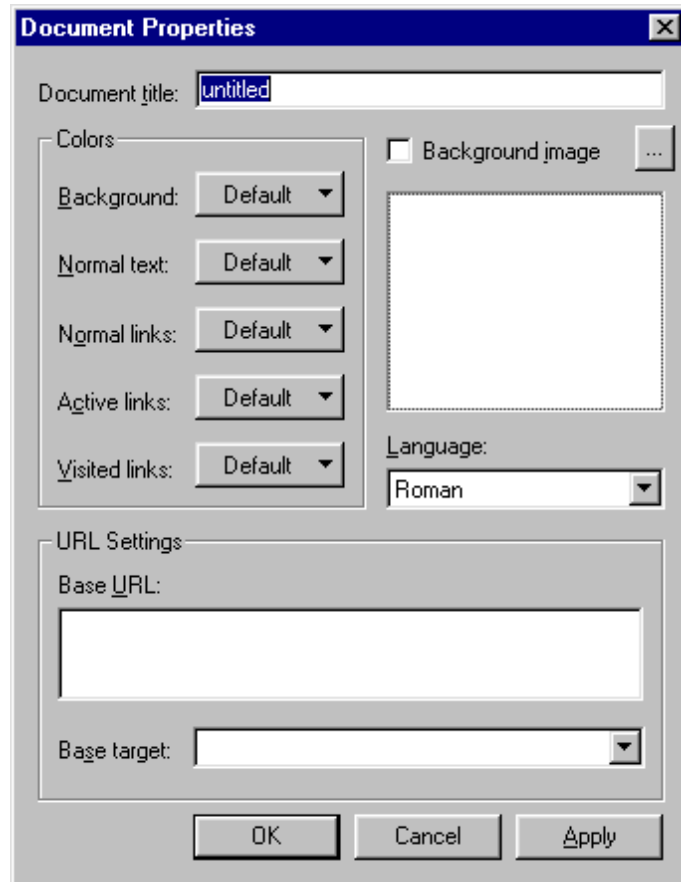
2 In the Page Properties dialog box, click the Normal Links button.

A color palette appears.

3 Select the color you want from the color palette.

If you want a custom color, click Custom and create your color by clicking in the color box or by setting the Hue, Saturation, Lumination, and Red, Green, Blue amounts. Once you've created the desired color, click the Add to Custom Colors button, and your custom color is added to the Custom colors palette area.

4   When you've chosen the color you want, click OK.

Setting the color for active links

Active links are hypertext links that have been clicked by a user. Specifically, an active link is indicated as the state between when a user clicks on a link and when they release the mouse button, thus indicating to the browser to load the linked Web page.

To change the color for active links:

1   From the toolbar, click the Page Properties button.

2   In the Page Properties dialog box, click the Active Links button.

3   Select the color you want from the color palette.

     If you want a custom color, click Custom and create your color by clicking in the color box or by setting the Hue, Saturation, Lumination, and Red, Green, Blue amounts. Once you've created the desired color, click the Add to Custom Colors button, and your custom color is added to the Custom colors palette area.

4   When you've chosen the color you want, click OK.

Setting the color for visited links

Visited links are hypertext links that have been previously visited, within a browser-based timeframe set by the user.

To change the color for visited links:

1   From the toolbar, click the Page Properties button.

2   In the Page Properties dialog box, click the Visited Links button.

3   Select the color you want from the color palette.

     If you want a custom color, click Custom and create your color by clicking in the color box or by setting the Hue, Saturation, Lumination, and Red, Green, Blue amounts. Once you've created the desired color, click the Add to Custom Colors button, and your custom color is added to the Custom colors palette area.

4   When you've chosen the color you want, click OK.

Creating email address links

You can provide a linked email address on your Web page. When a user clicks a linked email address, the browser's email editor displays with the linked email address in the recipient address field.

To provide a linked email address:

1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2 Create the text for the link. Most Web designers set the text for an email address link to the email address itself. For example, `auser@symantec.com`.

3 Select the link text.

4 Click on the Link to: field and enter the following text:

`mailto:user@company.com`

The user is the email address of the person being emailed and company.com is their Internet host.

5 Press Enter to save the link.

Note: The mailto: link is not the same as the <ADDRESS> tag. For information on the <ADDRESS> tag, see "Address format" on page 3-5.

Testing and fixing links and anchors

It's easy to break links when you're constructing a Web page. Since links are really URLs which record the location of a file or anchor, you can break a link by inadvertently changing the name of a file or the folders in which the file resides. As such, you should test your links periodically to make sure they work.

Testing links and anchors

In Visual Page, there are three ways to test links and anchors:

1 If you aren't in preview mode, click the Preview toolbar button to go into preview mode. Click on a link. If the correct linked file opens, the link is OK. If any other behavior occurs, the link may be broken.

2   While in edit mode, hold down the Control key while clicking the link. If the correct linked file opens, the link is OK. If any other behavior occurs, the link may be broken.

3   Choose Preview in Browser from the View menu. This opens your Web page in the default browser. Click on a link. If the correct linked file opens, the link is OK. If any other behavior occurs, the link may be broken.

Note: Some browser programs don't automatically redisplay corrected links when a revised Web page is displayed. If you encounter this problem, try clearing your browser's cache, and the updated links should display properly. For details on how to clear the cache for your browser's software, consult your browser's documentation.

Locating and fixing broken link errors

Make sure that all of the characters in your links are correct. One missing or incorrect character is all it takes to break a link.

To identify the source of a broken link, look for one or more of the following three errors within the link's URL:

1   One or more incorrect characters in the URL for the Web page being linked to.

2   A URL that attempts to connect to a deleted or non-existent Web page.

If you suspect that a Web page doesn't exist, attempt to connect to the Web page in question with your browser software. If you can't load the Web page, either replace the Web page (if the Web page is part of your site), notify the administrator of the Web site that the Web page doesn't exist, or change the URL in the link to point to a different Web page.

3   Links that connect to a different Web page than the Web page desired to be linked to.

If any of these errors occur, use one of the techniques described in "Inserting links" on page 4-1 to re-enter the link.

What's next

In the next chapter, we cover the many graphics-based features of Visual Page, including graphics insertion and alignment, setting graphic attributes, creation of transparent graphics, using tiled backgrounds in your Web pages, and creating image maps.

Using graphics and image maps

Visual Page provides all the tools you need to include graphics in your Web site. This chapter covers the range of Visual Page's graphics features, including types of supported graphics, graphics alignment, flowing text around graphics, and creation of transparent images and tiled backgrounds.

Supported graphic file types

The most common graphic file formats in use on the Web today are the GIF (Graphic Interchange Format) and JPEG (Joint Photographic Experts Group) formats. Both of these formats are supported by Visual Page.

GIF

The GIF format is the most commonly used Web format. Its low overhead and support by all browsers currently available make it the format of choice for most graphics.

JPEG

The JPEG format is primarily used for Web-based photographs, due to its relatively high display quality. Its main disadvantage is that its overhead is greater on average than equivalent GIF images.

Inserting a graphic

You insert graphics in the main edit window. The main ways of inserting graphics in Visual Page are dragging and dropping from the Local Site window, choosing the toolbar's Insert Graphic button, selecting Image from the Insert menu, or copying and pasting a graphic into your Web page.

After you finish inserting your graphics, you can see how they fit into your Web page's layout by previewing your Web page. For information on using the Preview mode, see "Previewing your work" on page 2-17.

Using the Local Site window to insert a graphic

To insert a graphic using the Local Site window:

1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2 Open a Local Site window for the folder that contains the graphic by selecting Open Local Site from the File menu. For information on setting up your Local Site window, see "Setting up your local Web site" on page 2-12.

3 Within the Local Site window, click the image file to select it.

4 Drag the selected graphic from the Local Site Window to the Web page, and release the mouse button once you have placed the graphic in the desired location.

Using the toolbar to insert a graphic

To insert a graphic from the toolbar:

1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2 From the toolbar, click the Insert Image button. The Open dialog box appears, as shown below.
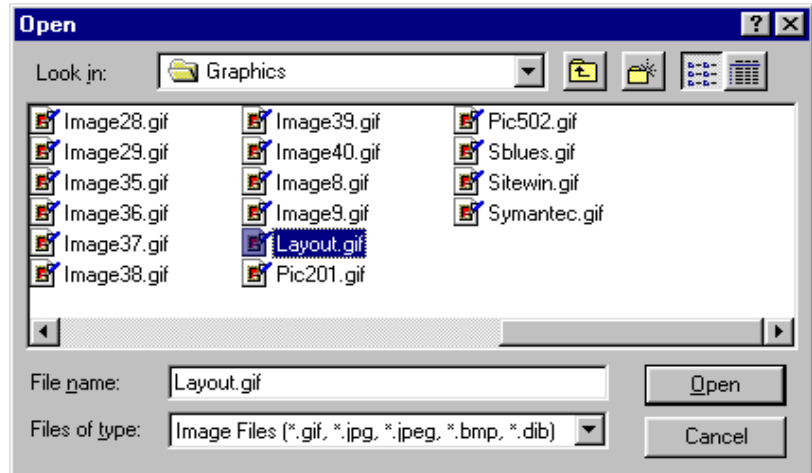
3 Navigate to and select the image file that you want to insert.

4 Click Open. The image appears in your Web page.

Using the Insert menu to insert a graphic

To insert a graphic from the Insert menu:

1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2 From the Insert menu, choose Image. The Open dialog box appears.

3 Navigate to and select the image that you want to insert.

4 Click Open. The image appears in your Web page.

Copying and pasting a graphic

To copy and paste a graphic into a Web page:

1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2 If the Web page that you want to copy the graphic from isn't open, open it now.

3   Within the main edit window of the Web page that contains the
     graphic, single-click on the graphic.

4   From the Edit menu, select Copy.

5   In the Web page that you want the graphic to be copied to,
     position the insertion point where you want the graphic to appear.
     You position the insertion point by placing the cursor over the
     desired location, and clicking once.

6   From the Edit menu, select Paste. The image appears in the Web
     page.

Aligning graphics

Visual Page supports HTML tags that enable you to position graphics,
tables, applets, movies, or other plug-in objects relative to the text in your
Web page. This allows you to center a small graphic within a line of text,
or flow text around a larger image or object.

The Object Alignment pop-up menu on the Visual Page toolbar contains
the alignment options Top, Bottom, Middle, Left, and Right. The Graphic
Alignment functionality is also available in the Format menu under Object
Alignment.

In general, you use the first three alignment options (Top, Bottom and
Middle) for small graphics that appear in a line of text. You use the Left
and Right alignment options when you want to flow a paragraph of text
around a larger graphic.

To align a graphic:

1   If you're not in Edit mode, switch to this mode by clicking the Edit
     Page toolbar button.

2   From the main edit window, select the graphic you want to align.

3   Click the Object Alignment button.

     The Object alignment pop-up menu displays.

4   Chose an alignment option. The graphic aligns according to your
     selection.

Flowing text around graphics

Visual Page provides full support for flowing text around graphics.

To flow text around graphics in your Web page:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Select a graphic in a Web page.

3   Click on the Object Alignment button, and select Left.

4   Insert your cursor to the right of the graphic and enter a paragraph or two of text. When the line wraps it returns to the right edge of the graphic, until it reaches the bottom of the graphic.

An example of a text block flowing around a left-aligned graphic is shown below.

*Left
Graphic
Alignment*

The tropical portion of the island, Bungbusi boasts some of the most beautiful scenery in the world. The attitude of the people is friendly, calm, and unhurried, making it the ideal location for a relaxing vacation. Commercial building is strictly controlled, so this area has kept its native charm. Many people who tour Bungbusi come back again and again.

Activities. Bungbusi is rich with history, containing the preserved rock dwellings and drawings of native peoples who lived there for thousands of years. Once a port for whalers and pirates, there are also many places where you can explore this lifestyle and period of history. But perhaps the main attraction is the miles of unspoiled and uncrowded beaches, as well as some of the most beautiful botanical gardens in the world. Many people also visit the Bungbusi native temple to see the large sculptures and distinctive buildings.

Setting a graphic's attributes

Visual Page supports a range of attributes that are contained within any supported graphic. These attributes control the height, width, function, alternate text, and spacing around a graphic.

To set a graphic's attributes:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Select a graphic in a Web page.

3 From the Edit menu, select Properties, then choose Image Properties. Or, click the Object properties toolbar button. The Image Properties dialog box appears, as shown below.
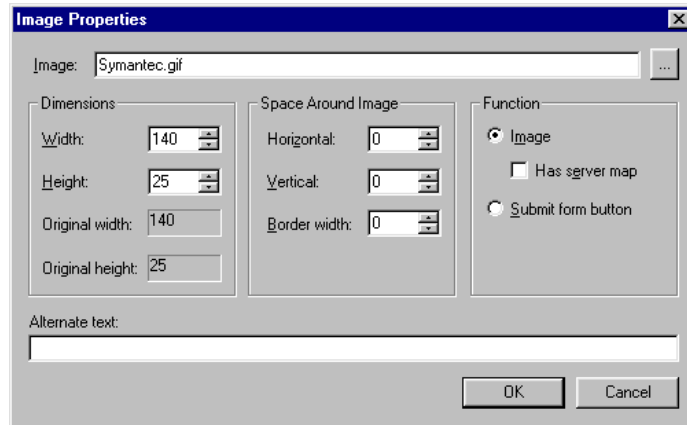
4 Use the options in the Image Properties dialog box to set the graphic's attributes. These attributes are described in the table below.

5 Click OK. Your graphic's settings are adjusted accordingly.

Attribute	Description
Image	The location and filename of the image file.
Width	The display width of the image, in pixels.
	Visual Page supports image scaling (changing an image's height and width). The width and height indicated in the Image Setting dialog box are the dimensions of the image as scaled in the HTML file. The actual dimensions of the image are indicated in the Original Width and Original Height fields, as described below.
Height	The display height of the image, in pixels.
Original width	The width of the source image, in pixels.
Original Height	The height of the source image, in pixels.

Attribute	Description
Horizontal	The blank space to the left and right of the image, in pixels. The default setting is zero.
Vertical	The blank space to the top and bottom of the image, in pixels. The default setting is zero.
Border Width	The width of the border around an image, in pixels. An image border is black and is similar to a frame around a painting. The default setting is zero, which indicates no border.
Image	Select this option if the graphic file functions only as an image. This is the default function for graphic files.
Has server map	Check this box if the graphic file acts as a server-side image map. For more information on image maps, see "Creating and editing image maps" on page 5-13.
Submit form button	Select this option if the graphic file acts as submit button for a form. For more information on forms, see "Creating forms" on page 7-9.
Alternative text	If you type in text here, it displays in a user's browser if the image doesn't load properly, or if it can't be displayed by a user's browser. **Note:** The alternative text option is not for graphic files that function as a form submit button.

Creating transparent graphics

Transparent graphics are images whose background color is clear, allowing the color of the Web page that the graphic is placed in to show through. Making the background color of a graphic file transparent is a useful technique when you want the image to appear as if it's embedded in the page.

Note: Only image files in the GIF format can be made transparent.

To make an image transparent:

1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2 Open the graphic by double-clicking on the file in the Local Site window, or choose Open from the File menu and open the image from the Open dialog box.

   The graphic appears in Visual Page's main editing window, as shown below:
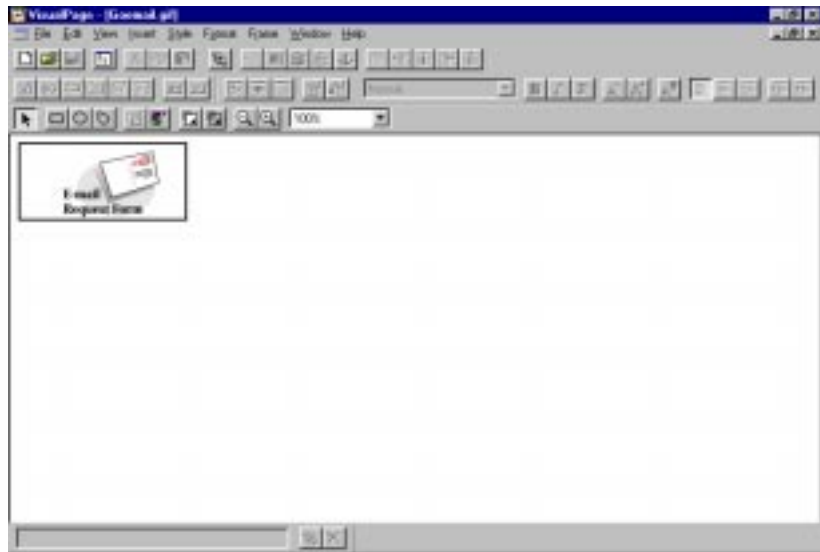
3 Right-click on the image. A menu appears.

4 Select Edit Transparency/Interlace. The image appears in its own window, and the Image Tools toolbar displays.

5 Select the transparency color button in the Image Tools toolbar.

6 Click on any area of the image which contains that the color that you want to be transparent. The area's color changes to white.

7 Save the file by choosing Save from the File menu.

When the altered graphic is dropped into a Web page, you will see the background of the page in all the places the selected color filled before. .

Creating interlaced images

When your Web pages are downloaded by a user's browser, images usually appear one pixel-high line at a time. Another way of having the files download is by making them **interlaced**. Interlaced images download as first a general outline of the image, and then as more image data is received by the browser, the details of the image come into view. Viewing it is much like seeing a picture come into focus, and can be more interesting to a user. Be aware that interlaced images are slightly larger than regular image files, so this will affect download time as well. For more information about download time of images, see "Calculating file transmission times" on page 8-9.

To create an interlaced image:

1   Open your Web page.

2   Make sure that you're in Edit mode. To go to Edit mode, click the Edit Page toolbar button.

3   Right-click on the image you want to be interlaced. A menu appears.

4   Select Edit Transparency/Interlace from the menu. The image opens in its own window, and the Image Tools toolbar displays.

5   Click the Image Interlace button. The image is now an interlaced image.

6   Select Save from the File menu to save your changes.

Creating tiled backgrounds

Instead of using a colored or plain background behind your Web page, you may choose to add a tiled background — tiled backgrounds can add a striking visual motif to your Web pages. Visual Page provides an easy-to-use graphic interface for doing this.

To create a tiled background for your Web page:

1   Open your Web page.

2 Click the Page Properties button in the toolbar.

The Page Properties dialog box appears, as shown below.

Page Properties

Page title: Starting a Web page

Colors

Background: Default

Normal text: ▼

Normal links: Default

Active links: Default

Visited links: Default

☑ Background image   *Click here*

Language:
Roman

URL Settings

Base URL:

Base target:

OK   Cancel   Apply
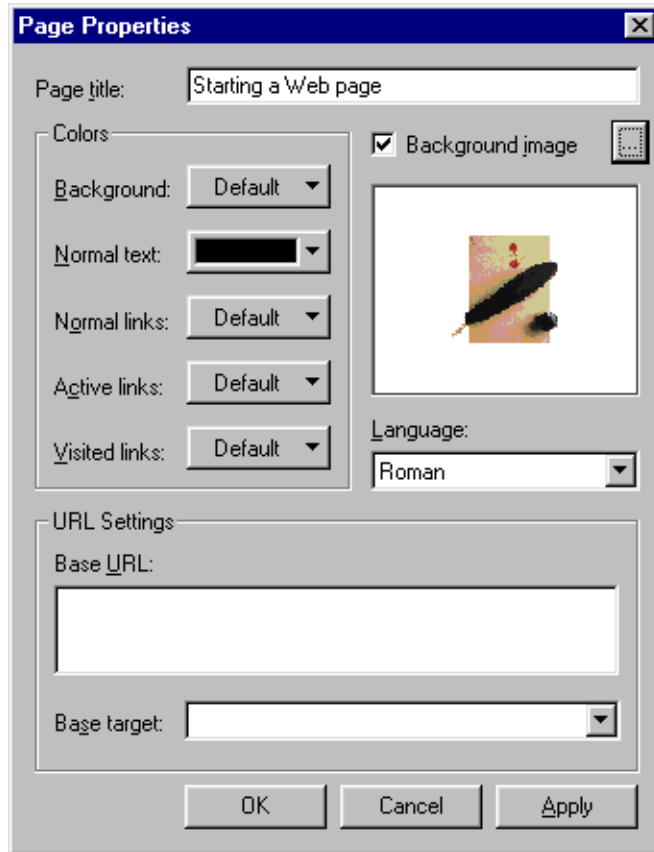
3 Click the Background Image checkbox. An Open File dialog box appears. If you are changing the background image, click the browse directory button (shown at left).

4 Navigate to the graphic file you're going to use, then click Open.

A reduced-size version of the graphic appears in the Background Image subwindow, as shown below:

5   Check the appearance of the tile on your page by clicking the Apply button. A graphic may look interesting by itself, but may be too overpowering to use as a tiled background, as shown below.
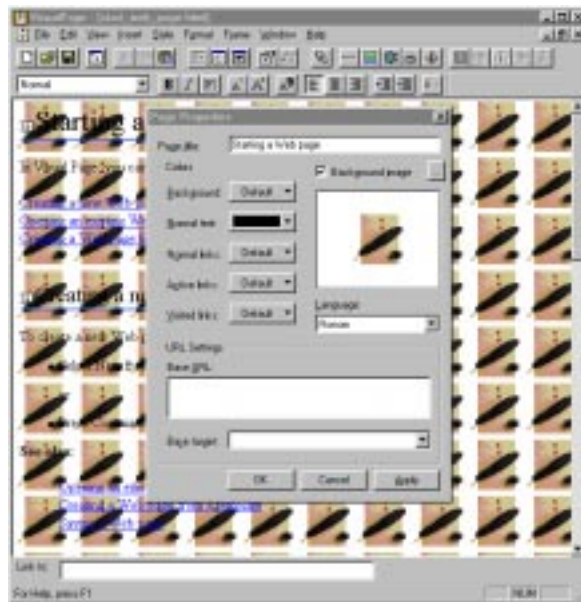
6   To try another background tile, click the browse directory button on the old image, then repeat steps 3-5. To remove a background image, deselect the Background Image checkbox.

7   When you're satisfied with the background, click OK to display it on your Web page.

Creating lines

Visual Page lets you add horizontal lines to your Web pages. Lines can be used to break up the sections of a Web page, so that the Web page becomes easier to read.

Inserting a line

To add a line:

1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2 Place your cursor where you want the line to be inserted.

3 Click the Insert Line toolbar button. A horizontal line appears in the Web page.

Setting a line's attributes

To set a line's attributes:

1 Select a line by single-clicking it.

2 From the Edit menu, select Properties, and choose Line Properties. The Line Properties dialog box appears.
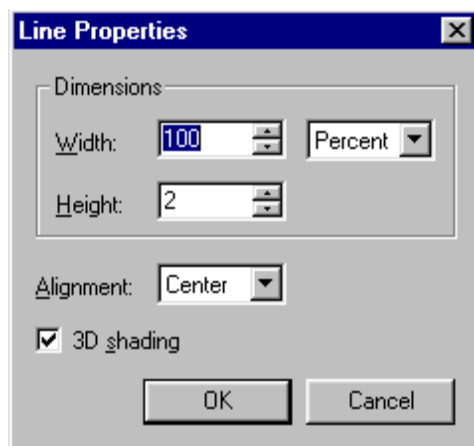
3   Use the attributes in the Line Properties dialog box to set the rule's attributes. These attributes are described in the table below.

4   Click OK. The horizontal line displays accordingly.

Attribute	Description
Width	Width of the line, in pixels or as a percentage of the line's container width (a table cell or the whole Web page).
Height	Height of the line, in pixels.
Alignment	Alignment of the line (left, center, or right).
3D Shading	Indicates whether or not to apply 3D shading to the line. The default is selected, which indicates that the line is shaded.

Note: The alignment attribute overrides the alignment of the line's paragraph. For example, if the line is center aligned and the line's paragraph is set to left alignment, the line becomes left-aligned.

Creating and editing image maps

Unlike a block of text, an image can have more than one link associated with it. An example of such an image might be a picture of a map where each name on the map is linked to additional information about that map location. An image used to contain multiple linked areas is called an **image map**.

Visual Page supports two types of image maps: **client-side** and **server-side**.

After you finish creating or editing your image map, you may want to check the links in your image map in Preview mode. For information on the Preview mode, see "Previewing your work" on page 2-17. For details on testing and fixing links, see "Testing and fixing links and anchors" on page 4-9.

Creating client-side image maps

Client-side image maps store the coordinates that define the clickable areas of an image map within the HTML file. As such, the image map can be downloaded to a user's browser and referenced entirely from the user's machine (hence the name client-side). For a client-side image map to work properly, it must be within an HTML file.

To create a client-side image map:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Open or create a new Web page.

3   Insert a graphic by clicking the Insert Graphics icon in the toolbar. For information on inserting graphics, see "Inserting a graphic" on page 5-2.

4   Right-click on the graphic. A menu appears.

5   Select Local Map Tools from the menu.

The Image Tools toolbar displays.

6   Create the clickable areas of the image by doing the following:

a   Click either the rectangle, circle, or polygon Hotspot buttons on the Image Tools toolbar.

b   To end creating a polygon hotspot, double-click. To end creating a circle or rectangle hotspot, simply release the mouse button.

c   Click and drag on the graphic file to create a hotspot area.

d   (optional) To make the shapes easier to see, specify the color of these areas by choosing the desired color from the color menu button.

e   (optional) You may also use the Zoom buttons to adjust the graphic to the optimal size for outlining links.

f   Create the URL for each of the clickable areas. You can do this by either dragging a file or anchor icon from the Local Site window onto the selected link area, typing the link address into the Link To field at the bottom of the main edit window, or right-clicking on the desired link location to open the Link dialog box.

g   To delete hotspot areas, select the hotspot area, and press Delete.

7   To save your client-side image map, select Save from the File menu.

Creating server-side image maps

Visual Page also supports creation of server-side image maps. While Symantec recommends using client-side image maps, if your Web server or browser software doesn't support client-side image maps, you may want to use this feature.

Before you create the server-side image map, first set the image map file format.

Note: Before you start creating a server-side image map, check with your System Administrator or Internet Service Provider (ISP) as to whether your Web server supports image map files in the CERN or NCSA format, and if your Web server requires a header in the image map's .map file (the file that contains the image map's coordinates).

To set the image map file format:

1 From the Edit menu, select Preferences. The Preferences dialog box opens., as shown below.

2 Select the Images tab, as shown below.
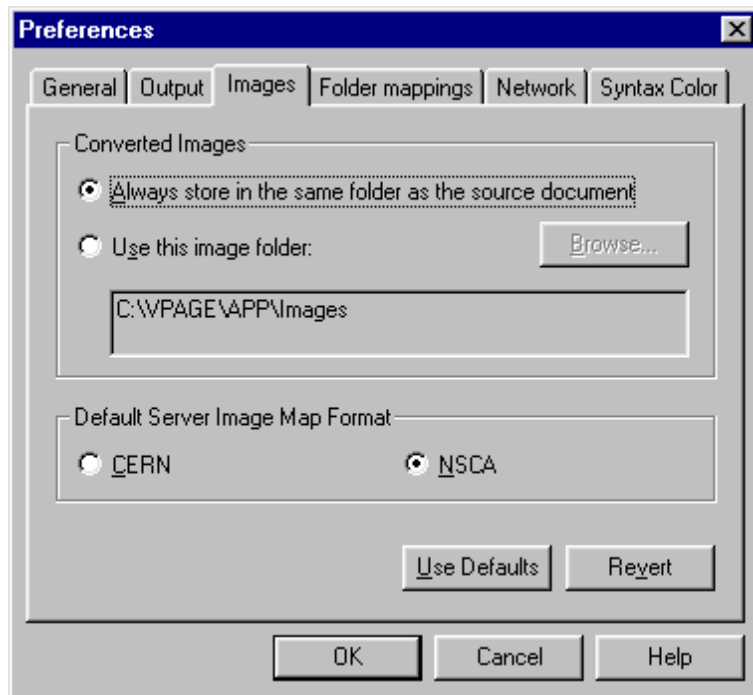
3 Select the image map format that you want: CERN or NCSA.

4 Click OK.

To create a server-side image map:

1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2 Open or create a new Web page.

3 Select a graphic within the Web page by clicking once anywhere in the image. If you have not included the graphic in the Web page, see "Inserting a graphic" on page 5-2.

4 Right-click on the image. A menu appears.

5   Select Edit Server Side Map. The graphic file opens in its own window, and the Image Tools toolbar displays.

6   Use the Image tools (rectangle, circle, polygon) to outline the parts of the image you want to use as links.

7   (optional) To make the shapes easier to see, specify the color of these areas by choosing the desired color from the color menu button.

8   To create a link, drag a file or anchor icon onto the selected link area, or type the URL into the Link To field at the bottom of the main edit window.

9   Once you have inserted the links for your image map, save it by choosing Save from the File menu.

Once the image map is saved, Visual Page generates the image map's `.map` file, and places it in the same folder as your image file.

To activate a server-side image map, you need to upload the image and its `.map` file to a Web server. Contact your System Administrator or Internet Service Provider for more details.

What's next

In the next chapter, we explore Visual Page's tools for creating and manipulating frames and tables.

6

Creating frame sets and tables

This chapter covers the range of tools that Visual Page provides for the creation and editing of frame sets and tables, including resizing and splitting of frames, insertion and deletion of rows and columns, resizing of tables, and selection/manipulation of multiple cells.

Creating frame sets

A **frame set** consists of two or more independent parts (called **frames**). All frames contain a single HTML file within its borders — as such, a frame set is essentially a Web page that contains multiple Web pages. Frames can be scrolled, resized, or have their contents replaced dynamically.

An example of a frame set is shown below.

To create a frame set:

1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2 Choose New Frame Set from the File menu (or press Shift-Ctrl-N). A frame set with two frames of equal size displays.
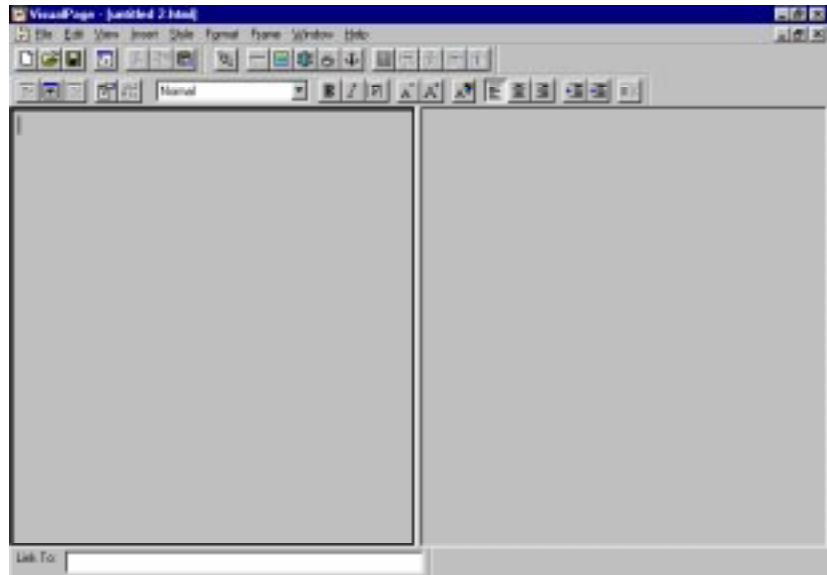
3   Choose Save Frame Set from the File menu (or press Ctrl-S). The
    Save As dialog box appears.
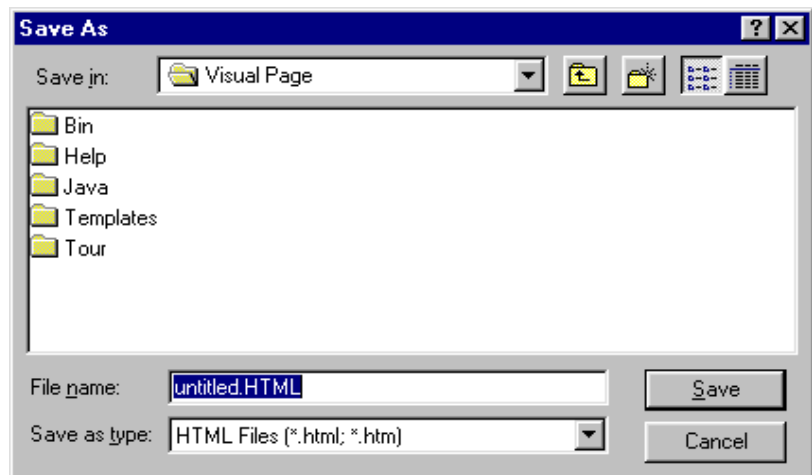
4   Navigate to the folder where you want to save the main frame,
    enter a name for the frame set, and click Save.

Now that you've got your frame set started, you can add text (see Chapter 3 for details), insert graphics (as explained in Chapter 5), tables (see Chapter 6 for details), and advanced features — such as plug-ins, Java applets, JavaScript code, or forms (described in Chapter 7). If you want to preview your document, or view its HTML source code, be sure to see the sections covering preview and source code modes in Chapter 2.

When you save your frame set again, you'll be prompted to save the Web pages within your frame set:

1   Choose Save Frame Set from the File menu. A Save Frame As dialog box displays, allowing you to save the left hand frame file.

Click here
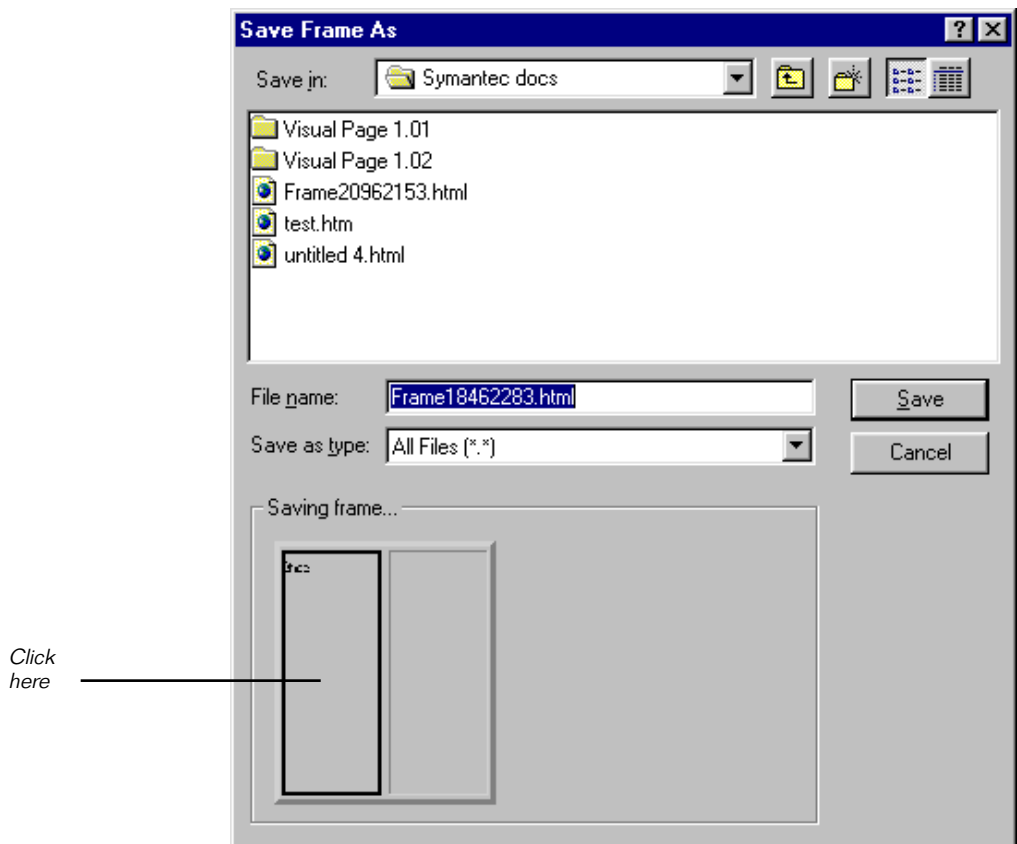
Enter a name for the frame file and click Save. A second file save dialog box displays, this time for saving the right hand frame file.

Click here
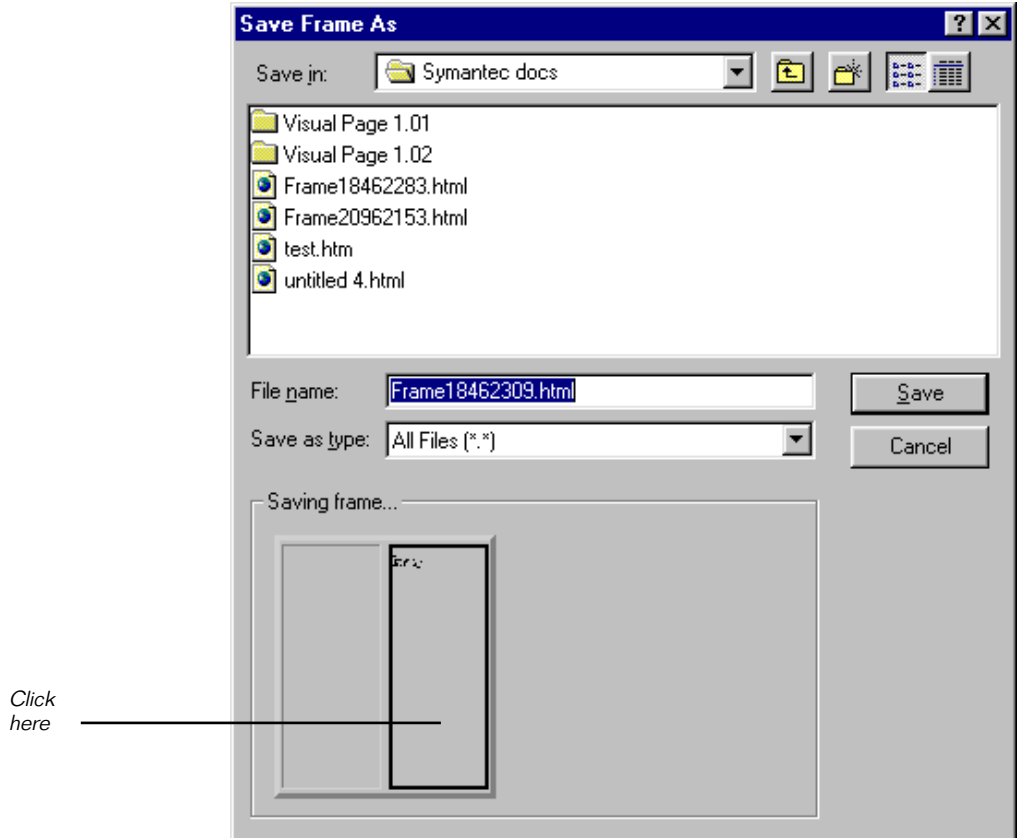
2   Enter a name for the frame file and click Save.

While it is possible to save the Web pages in the left and right-hand frames to a different location than the frame set, it will be easier for you to track and maintain all three files if they are in one folder, with similar names. For example, you may want to name the frame set main.html, the Web page in the left-hand frame lframe.html, and the Web page in the right-hand frame rframe.html.

After you finish creating your frame set, you may want go into Preview mode, in order to see how your frame set looks. For details on using the Preview mode, see "Previewing your work" on page 2-17.

Changing a frame's Web page

Visual Page lets you replace the Web page contained within a frame with another Web page. You can use this to insert an existing Web page, if you want.

To change the Web page displayed in a frame:

1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2 Select the frame to be replaced by single-clicking anywhere within the frame.

3 Choose Set Frame Source from the Frame menu. An Open dialog box appears.
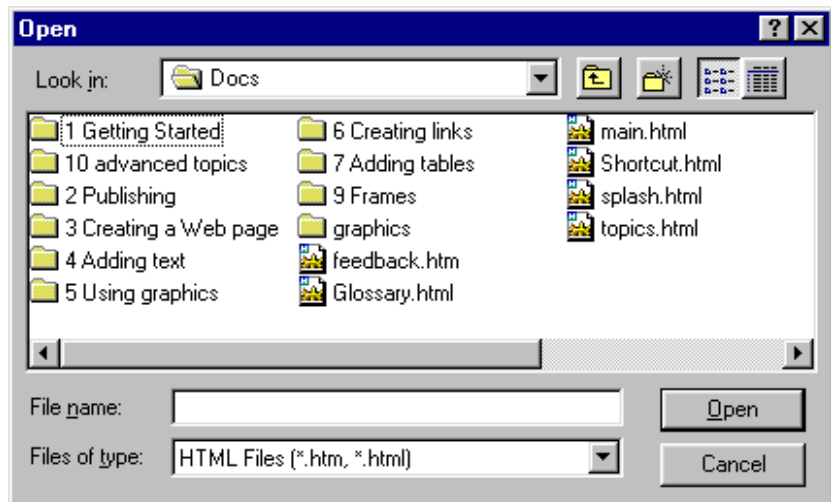
4 Navigate to and select the new file that will display in the frame.

5 Click Open. Visual Page displays the new Web page inside the frame.

Displaying a frame-based Web page in its own window

Visual Page allows you to display the Web page contained within a frame in its own window. This can be useful when you want to edit the frame file, but have more space to work in.

To open a frame-based Web page in its own window:

1   From the main editing window, select a frame file by single-clicking anywhere within a frame in a frame set.

2   Choose Open in New Window from the Frame menu.

The Web page opens in its own window.

Setting a frame's attributes

Visual Page supports a range of attributes that are contained within any frame.

To set a frame's attributes:

•   Choose Properties > Show Frame Properties from the Edit menu.

The Frame Properties dialog box displays, as shown below:
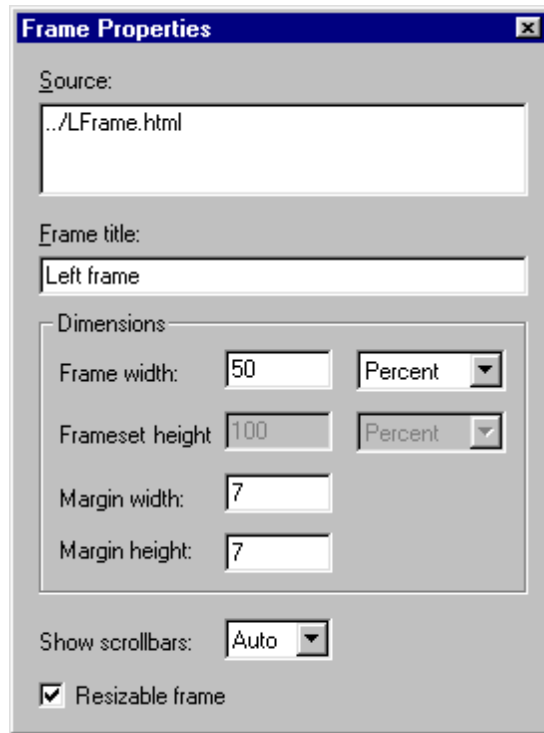
3   Use the options in the Frame Properties dialog box to set the frame's attributes. These attributes are described in the table below.

4   Close the Table Properties dialog box by clicking on the close button (an X in the upper-right corner).

The frame attributes are defined below:

Attribute	Definition
Source	The HTML source file for a frame.
Frame title	The frame's name. This is NOT the same as the name of the source file. The frameset file (the file that contains the frames within a frame set) uses this name as an ID.

Attribute	Definition
Frame width	The width of the selected frame, either as a percentage of the total frame set, or in pixels.
Frameset height	The height of the frame set, either as a percentage of the total frame set, or in pixels.
Margin width	The width of the selected frame's margin, in pixels.
Margin height	The height of the selected frame's margin, in pixels.
Show scrollbar	The settings for the frame's scroll bars. Possible choices are Yes, No, and Auto. The default is Auto, which makes the scroll bars appear only when the frame extends beyond the length of the active window.
Resizable frame	Indicates whether or not the selected frame resizes along with the user's browser. The default is checked, which indicates that the selected frame will resize.

Modifying frames

Visual Page has several features for modifying frames, including changing a frame's size, removing a frame from a Web page, and splitting a frame into two sections.

Changing a frame's size

Resizing of a frame is controlled with the resize bar (shown at left). The resize bar appears automatically when you place the cursor over a frame while in Edit mode.

To resize a frame:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Adjust the frame's size with the resize bar, or choose Show Frame Properties from the Edit menu and enter the desired width in the Width field.

For more information about the Width field, see "Setting a frame's attributes" on page 6-7.

Removing a frame

Visual Page lets you remove a frame from within a frame set.

Note: Removing a frame doesn't delete the frame file contained within the frame, only the frame itself.

To remove a frame:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Select the frame to be removed.

3   Choose Remove Frame from the Frame menu. The frame disappears from the frame set.

Splitting frames

Visual Page lets you split a frame into two equal parts, either horizontally or vertically.

To split a frame:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Select the frame to be split.

3   Choose either Split Frame Vertically or Split Frame Horizontally from the Frame menu. The frame divides accordingly into two frames.

Using the No Frames window

The No Frames window lets you specify what to display when a user's browser doesn't support frames. This lets the content of your Web files still be viewed by users, even when their browsers don't support frames.

To use the No Frames window:

1   Open a frame-based Web page.

2 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

3 Choose No Frames Page from the Frame menu. The No Frames dialog box displays.

4 Enter the content to be displayed.

5 Close the No Frames window.

6 From the File menu, choose Save Frame Set. Your No Frames information is saved.

To view or edit content that you've entered into the No Frames window, choose No Frames Source from the Frame menu. The No Frames window appears, letting you edit the No Frames contents.

Setting the frame target

Visual Page provides a feature that you can use to select a **base target** for all the links in a frame. A base target is the frame in which a linked file displays. For instance, you could use this feature to direct all the hypertext links in a left-hand frame to appear in the neighboring right-hand frame.

To set a base target for the links in a frame:

1 Open a frame set, and make sure the frame is already named and saved.

2 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

3 Select a frame by single-clicking in it.

4 Select the Properties from the Edit menu, and choose Page. The Page Properties dialog box displays, as shown below.

Page Properties ✕

Page title: New Frame Set

Colors

Background: Default ▼

Normal text: Default ▼

Normal links: Default ▼

Active links: Default ▼

Visited links: Default ▼

☐ Background image ...

Language:

Roman ▼

URL Settings

Base URL:

Select Base Target... ← *Click here*

OK   Cancel   Apply
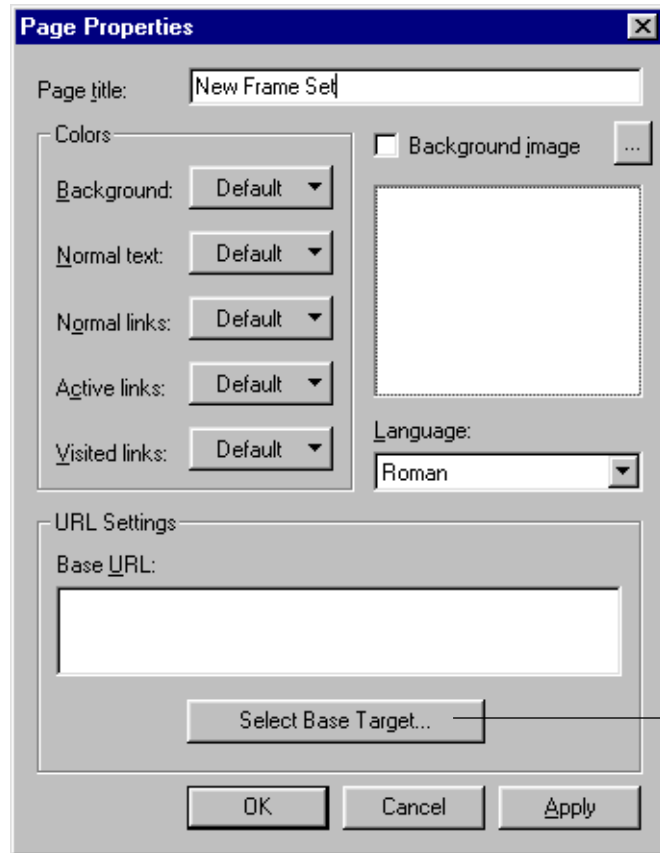
5 Click the Select Base Target button. The Base Target dialog box opens, as shown below.
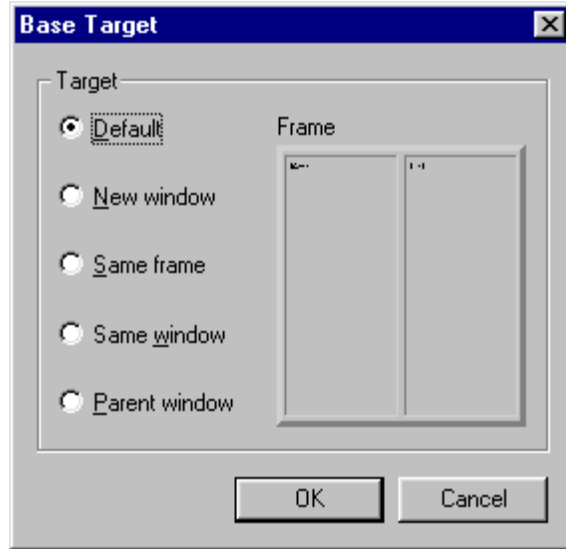
6 Click a frame in the reduced-size version of your frame set. Set a base target for that frame by selecting one of the Base Target options. The Base Target options are described below.

Base Target option	Description
Default	Makes the linked file display in the same frame as the current frame file. This is the default setting. How the default setting performs depends on each browser's configuration.
New window	Makes the linked file display in a new, untitled window.
Same frame	Makes the linked file display in the same frame as the current frame file.
Same window	Makes the linked file display in the same window as the current frame file.

Base Target option	Description
Parent window	Makes the linked file display in the parent window of the current frame file. The parent window is the window that was active, then a link opened which caused the current frame file to display.

7   (optional) If you want to set the base target for another frame in your frame set, go through step 6 again for each frame.

8   Click OK to set the base target for the selected frame.

Creating tables

Like frames, tables increase the design options for Web-based content. Unlike frames, tables display content in a grid-based format, allowing control over single elements within the table j**cells**), as well as the formatting of the entire table. This section covers how to format and modify tables, including inserting tables, editing single cells, multiple cells, and entire tables, and setting of attributes for tables and their cells.

After your table is inserted and formatted, you can go into Preview mode to see how it looks. For information on using the Preview mode, see "Previewing your work" on page 2-17.

Inserting tables

To add a table to your Web page:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Position the insertion point where you want the table to appear. You position the insertion point by putting your cursor in the desired location, and clicking once.

3   Click the Insert Table toolbar button (shown at left). The Table
    Properties dialog box displays, as shown below:

Table Properties

Table | Cells |

Rows and Columns
  Number of rows: 3
  Number of columns: 3

Spacing
  Space around text: 1
  Space between cells: 2

Table Dimensions
  Width: 100   Percent
  Height: Auto

  Border width: 1
  Caption placement: None
  Background color: Default

4   Set the number of rows and columns for your table. For
    information about setting attributes for a table, see "Setting table
    attributes" on page 6-21.

5   Close the Table Properties dialog box by clicking on the close
    button (an X in the upper-right corner).

Editing tables

Visual Page provides an extensive set of tools for the editing of tables in
your Web pages, including multiple cell selection and editing, insertion
deletion, and resizing of rows and columns, and spanning of rows and
columns.

Selecting and editing multiple cells

Visual Page allows selection and editing of multiple adjacent cells.

To select multiple cells:

1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2 Select a set of multiple adjacent cells, as shown below.
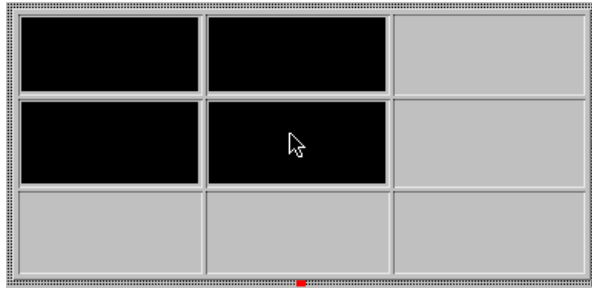
Perform the editing task or tasks that you want to execute on the selected cells. Any selected set of cells may have the following changes applied to them:

n Paragraph formatting (see "Formatting paragraphs" on page 3-3 for more information)

n Paragraph alignment (see "Aligning paragraphs" on page 3-8 for more information)

n Character formatting (see "Formatting characters" on page 3-8 for more information)

n Deleting multiple rows or columns (see "Deleting rows and columns" on page 6-17 for more information)

n Setting cell attributes (see "Setting cell attributes" on page 6-23 for more information)

Inserting rows and columns

Visual Page supports insertion of rows and columns into existing HTML tables.

To insert a row into a table:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Place the cursor where you want the row to be inserted in the table.

3   Click the Insert Row button in the main toolbar. A new row appears above the current row.

To insert a column into a table:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Place the cursor where you want the column to be inserted in the table.

3   Click the Insert Column button in the main toolbar. A new column appears to the left of the current column.

Deleting rows and columns

Visual Page supports the deletion of rows and columns from existing HTML tables.

To delete a row from a table:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Place the cursor anywhere within the row to be deleted, or select a set of rows to be deleted.

3   Click the Delete Row button in the main toolbar. The rows disappear.

To delete a column from a table:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Place the cursor anywhere within the column to be deleted, or select a set of columns to be deleted.

3   Click the Delete Column button in the main toolbar. The columns disappear.

Spanning rows and columns

You can use Visual Page to extend a cell across a number of rows or columns. This allows you to create tables with asymmetrical cell placement, such as a cell that spans two rows and two columns.

To set a cell to span across multiple rows and/or columns:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Click on the cell that you want to enlarge.

3   From the Edit menu, select Properties, then choose Table Properties. The Table Properties dialog box displays.

4   Click on the Cells Tab.

5   Within the Span across columns field, enter the number of columns that you want the cell to span.

6   Within the Span down rows field, enter the number of rows that you want the cell to span.

7   Close the Table Properties dialog box by clicking on the close button (an X in the upper-right corner).

An example of a table with a spanned cell is shown below.

Resizing rows and columns

You can resize one or more rows and columns within Visual Page.

To resize a row or column:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Place the pointer over the border of the row or column you want to resize. The pointer changes to a resizing cursor.

3   Click on the row or column's border and hold the mouse button
     down.

4   Drag the mouse until the row or column is resized to the desired
     dimensions.

5   Release the mouse button. The row or column remains according
     to the revised dimensions.

Resizing tables

In addition to resizing rows and columns, you can resize an entire table.

To resize a table:

1   If you're not in Edit mode, switch to this mode by clicking the Edit
     Page toolbar button.

2   Select the table to be resized by clicking anywhere within the
     table.

3   Click on a resizing handle (the square boxes that appear around
     the edge of the table) and hold the mouse button down.

4   Drag the mouse until the table is resized.

5   Release the mouse button.

Adding color to tables

You can use Visual Page to set the background color of an entire table or
the background color of one or more cells. This can be used to distinguish
individual subsections (groups of cells) within a row or column, for
example.

To change a table's background color:
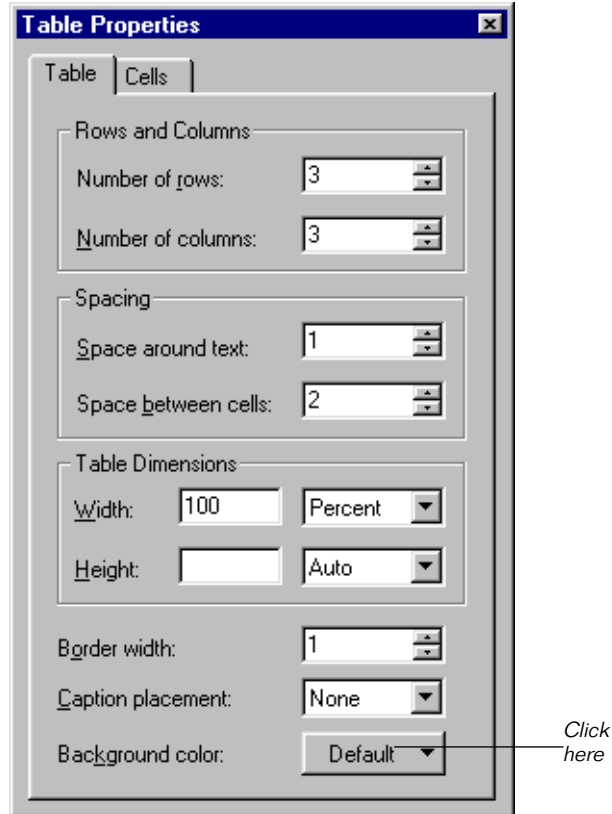
1   If you're not in Edit mode, switch to this mode by clicking the Edit
     Page toolbar button.

2   Select a table by clicking anywhere within the table.

3   From the Edit menu, select Properties, and then choose Table
     properties. The Table Properties dialog box appears, as shown
     below:

Table Properties

Table | Cells

Rows and Columns

Number of rows: 3

Number of columns: 3

Spacing

Space around text: 1

Space between cells: 2

Table Dimensions

Width: 100 Percent

Height: Auto

Border width: 1

Caption placement: None

Background color: Default

Click here

For more information about the Table Properties dialog box, see "Setting table attributes" on page 6-21.

4 Click the Table tab.

5 Click the Background Color button. A color palette appears.

6 Select the color you want from the color palette.

If you want a custom color, click Custom and create your color by clicking in the color box or by setting the Hue, Saturation, Lumination, and Red, Green, Blue amounts. Once you've created the desired color, click the Add to Custom Colors button, and your custom color is added to the Custom colors palette area.

7 When you've chosen the color you want, click OK.

To change a cell's background color:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Select one or more cells.

3   From the Edit menu, select Properties, and then choose Table properties. The Table Properties dialog box appears.

    For more information about the Table Properties dialog box, see "Setting table attributes" on page 6-21.

4   Click the Cells Tab.

5   Click the button next to Cell background color. A color palette appears.

    If you want a custom color, click Custom and create your color by clicking in the color box or by setting the Hue, Saturation, Lumination, and Red, Green, Blue amounts. Once you've created the desired color, click the Add to Custom Colors button, and your custom color is added to the Custom colors palette area. Click OK to close the color palette.

6   Click on the color you want. The color palette closes.

7   To close the Table Properties dialog box, click on the close button (the X in the upper-right corner).

Setting table attributes

Visual Page supports a range of table attributes, including the number of rows and columns as well as row and column dimensions.

To edit a table's attributes:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Select a table by clicking anywhere within the table.

3 From the Edit menu, select Properties, and then choose Table properties. The Table Properties dialog box appears, as shown below:
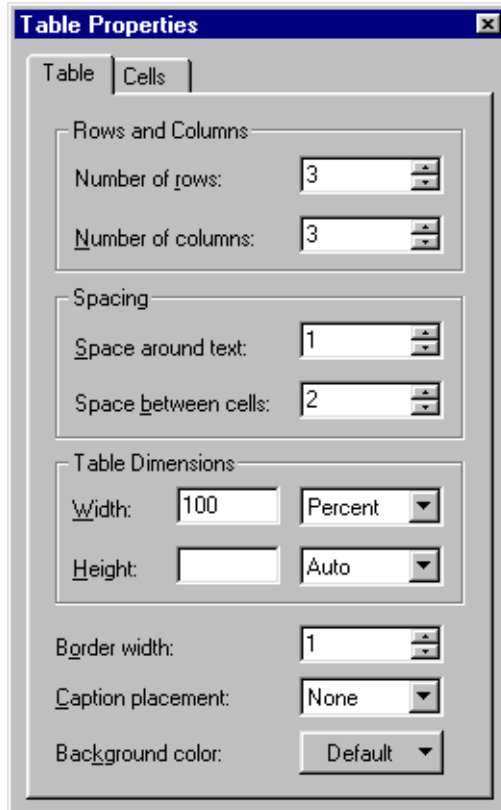
4 Click the Table tab to display the attributes for the entire table. For information on setting attributes for individual cells, see "Setting cell attributes" on page 6-23. These attributes are described in the table below.

5 Close the Table Properties dialog box by clicking on the close button (an X in the upper-right corner).

Attributes	Description
Number of rows	The number of rows in the table.
Number of columns	The number of columns in the table.
Space around text	The margin around a cell's text, in pixels.

Attributes	Description
Space between cells	The margin between each cell, in pixels.
Width	The width of the selected table. This value is either a percentage of the total container width (a window, frame or another table cell), in pixels, or is set automatically by Visual Page. When set to auto, Visual Page adjusts the width in proportion to the table's content.
Table's height	The height of the selected table. This value is either a percentage of the total container height (window or frame), in pixels, or is set automatically by Visual Page. When set to auto, Visual Page adjusts the height in proportion to the table's content.
Border width	The width of the table's border, in pixels. A setting of 0 indicates no border.
Caption placement	The caption above or below the table's body. The default is set to None, indicating that the table doesn't have a caption.
Background color	The background color of the table. The default is for no color to display. For more information, see "Adding color to tables" on page 6-19.

Setting cell attributes

Note: Except for Span Rows and Span Columns, all of the settings below apply to multiple cell selection as well as to selection of individual cells.

Visual Page supports a range of features for individual cell manipulation, such as cell dimensions and cell background color.

To edit a cell's attributes:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
2   Select a cell or range of cells within a table.

3 From the Edit menu, select Properties, and then choose Table properties. The Table Properties dialog box appears.

4 Click the Cell tab to display the attributes for the selected cells, as shown below:
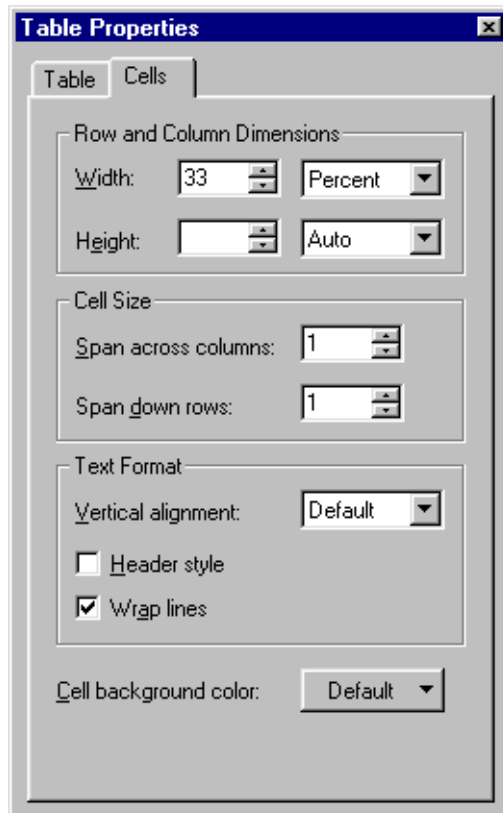
5 Use the cell options displayed in the Cell Properties dialog box to set the attributes of the selected cell(s). These attributes are described in the table below.

6 Close the Table Properties dialog box by clicking on the close button (an X in the upper-right corner).

Attributes	Description
Row and column dimensions	

Attributes	Description
Width	The width of the selected cells' column, either as a percentage of the table's width, in pixels, or as set automatically by Visual Page. When set to auto, Visual Page adjusts the width in proportion to the column's content.
Height	The height of the selected cells' row, either in pixels or as set automatically by Visual Page. When set to auto, Visual Page adjusts the width in proportion to the row's content.
Span across columns	Spans the cell across the indicated number of columns. Default is set to 1. For more information, see "Spanning rows and columns" on page 6-18.
Span down rows	Spans the cell across the indicated number of rows. Default is set to 1. For more information, see "Spanning rows and columns" on page 6-18.
Vertical alignment	The vertical alignment of the selected cell's contents. The default is to align the cell's contents in the vertical center of the cell.
Header style	Indicates whether or not to apply the Header table tag (centered bold format) to the active cell's contents. The default is set to unchecked, indicating that the header style is not applied.
Wrap lines	Indicates whether or not to apply line wrapping to the selected cell's contents. Default is set to checked, indicating that line wrapping is applied.
Background color	The color of the selected cell(s). The default is for no color to display. For more information, see "Adding color to tables" on page 6-19.

What's next

In the next chapter, we cover Visual Page's advanced features — inserting plugins and Java applets, using JavaScript, and incorporating forms into your Web pages.

Advanced features

This chapter covers the advanced features of Visual Page, including placing plugin media and applets into your Web pages, integrating JavaScript with your Web pages, creating forms with Visual Page, and integrating CGI scripts with your forms.

Inserting plugins and applets

Visual Page provides integrated support for plugins and applets — placing audio, video and streaming media (audio, video, or graphics that have been optimized for fast transmission across the Web) is effortless.

Be sure to preview your Web page after inserting a plugin or applet, to ensure that the plugin or applet is placed properly in the page. For details on using the Preview mode, see "Previewing your work" on page 2-17.

Inserting plugins

To insert a plugin:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Position the insertion point by placing the cursor over the desired insertion point and single-clicking.

3   In the toolbar, click the Insert PlugIn button.

4   Navigate to and select the plugin file that you want to insert.

5   Click OK. The plugin is now inserted.

You can also drag and drop plugins from the Local Site window, if your global preferences are set to display all files from within the Local Site window. For information about setting the global preferences, see "Setting the global preferences" on page 2-6.

To drag and drop a plugin:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Open a Local Site window for the folder that contains the plugin by selecting Open Local Site from the File menu. For information on setting up your Local Site window, see "Setting up your local Web site" on page 2-12.

3   Within the Local Site window, select the filename for the plugin by clicking it once.

4   Drag the selected plugin from the Local Site window to the Web page, and release the mouse button where you want the plugin to appear.
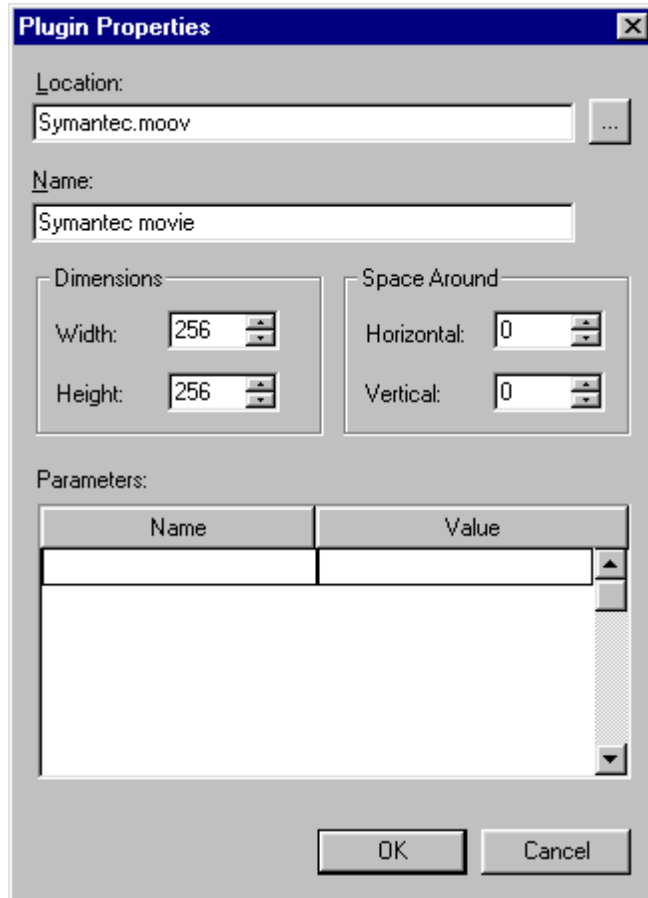
The plugin appears in the Web page.

Setting plugin attributes

To modify a plugin's attributes:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2 Double-click on the plugin. The Plugin Properties dialog box appears, as shown below.

```
Plugin Properties                                    ✕

Location:
Symantec.moov                                      ...

Name:
Symantec movie

┌ Dimensions ──────────┐  ┌ Space Around ─────────┐
│                      │  │                       │
│  Width:    256  ⬍    │  │  Horizontal:  0  ⬍    │
│                      │  │                       │
│  Height:   256  ⬍    │  │  Vertical:    0  ⬍    │
└──────────────────────┘  └───────────────────────┘

Parameters:
┌──────────────────────┬───────────────────────────┐
│         Name         │          Value        │ ▲ │
├──────────────────────┼───────────────────────┼───┤
│                      │                       │   │
│                      │                       │   │
│                      │                       │   │
│                      │                       │   │
│                      │                       │ ▼ │
└──────────────────────┴───────────────────────┴───┘

                              OK          Cancel
```

3 Use the options in the Plugin Properties dialog box to set the plugin's attributes. These attributes are described in the table below.

4 Click OK.

Attribute	Description
Location	The folder containing the plugin.
Name	The name of the plugin.

Attribute	Description
Width	The width of the plugin, in pixels.
Height	The height of the plugin, in pixels.
Horizontal Space around	The horizontal blank space around the plugin, in pixels.
Vertical Space around	The horizontal blank space around the plugin, in pixels.
Parameters	Customized parameters of the plugin (if any), and their respective values.

Note: The creation and editing of plugin content needs to be done within the appropriate plugin utility and/or pertinent software packages.

Inserting applets

To insert an applet:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Position the insertion point where you want the plugin to appear. Do this by placing the cursor over the desired insertion point and clicking the mouse button once.

3   Click the Insert Java Applet toolbar button (shown at left).

4   Navigate to and select the applet file that you want to insert.

5   Click OK. The applet is now in your Web page.

Note: Applets run only in the Preview mode.

You can also drag and drop applets from the Local Site window, if your global preferences are set to display all files from within the Local Site window. For information about setting the global preferences, see "Setting the global preferences" on page 2-6.
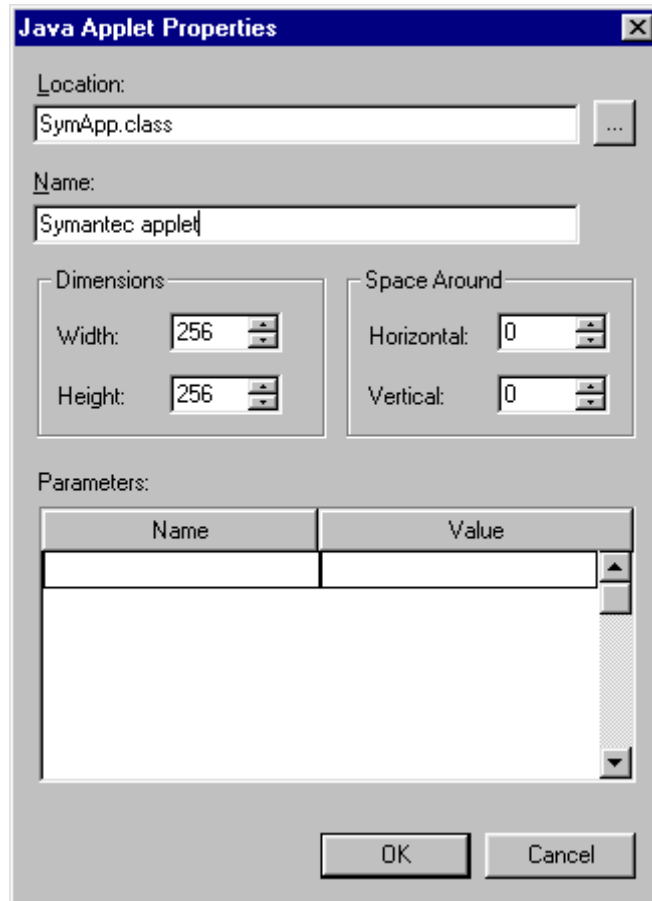
To drag and drop an applet:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Open a Local Site window for the folder that contains the plugin by selecting Open Local Site from the File menu. For information on setting up your Local Site window, see "Setting up your local Web site" on page 2-12.

3   Within the Local Site window, select the applet file by clicking the file's icon.

4   Drag the selected applet from the Local Site window to the Web page, and release the mouse button where you want the applet to appear. The applet is now part of your Web page.

Setting applet attributes

To modify the parameters of an applet:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2 Double-click on the applet. The Java Applet Properties dialog box appears, as shown below:

Java Applet Properties   ☒

Location:
┌──┐ ┌────┐
│ SymApp.class   │ │ ... │
└──┘ └────┘

Name:
┌───┐
│ Symantec applet   │
└───┘

┌─ Dimensions ──────────────┐ ┌─ Space Around ──────────┐
│   │ │   │
│ Width: 256   ⬍   │ │ Horizontal: 0   ⬍   │
│   │ │   │
│ Height: 256   ⬍   │ │ Vertical: 0   ⬍   │
│   │ │   │
└────────────────────────────┘ └──────────────────────────┘

Parameters:

Name	Value

                    ┌────────┐   ┌────────┐
                    │   OK   │   │ Cancel │
                    └────────┘   └────────┘

3 Use the options in the Applet Properties dialog box to set the applet's attributes. These attributes are described in the table below.

4 Click OK.

Attribute	Description
Location	The folder containing the applet.
Name	The name of the applet.

Attribute	Description
Width	The width of the applet, in pixels.
Height	The height of the applet, in pixels.
Horizontal Space around	The horizontal blank space around the applet, in pixels.
Vertical Space around	The horizontal blank space around the applet, in pixels.
Parameters	Customized parameters of the applet (if any), and their respective values.

Note: For information on creating custom parameters, consult the Java documentation for the applet class.

Visual Page's Java console

If your Web pages include Java applets, you may need to use the Java console. The Java console is commonly used as the output window for a Java applet — when you run an applet in Visual Page, the place that runtime output commonly displays is in the Java console.

To access the Java console:

• Choose Show Java Console from the View menu.

Visual Page and Visual Cafe

Symantec's Visual Cafe is an ideal complement to Visual Page for creating Web-based content. Visual Cafe includes several features that are useful to creating Web-based Java content, including full applet creation support, an easy-to-use graphical interface, and wizards for creating interactive content.

Using JavaScript

Netscape's JavaScript protocol is designed for the creation of interactive Web pages. By integrating JavaScript code into a Web page, you can create pages that are designed according to a user's specifications, storage and

retrieval of user-based data, and a variety of other basic programming-level tasks.

Note: Not all browsers support JavaScript. For details, consult the documentation for any browsers you plan on supporting in your Web site.

Adding JavaScript to a Web page

JavaScript code can be imbedded directly into a Web page. This cuts down on the overhead of maintaining a separate file for the JavaScript code.

To insert JavaScript code into a Web page:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Select JavaScript from the Style menu.

3   Enter your JavaScript code.

Visual Page changes the color of the text to indicate that it's JavaScript.

4   Deselect JavaScript from the Style menu.

Visual Page inserts the beginning and ending HTML script tag (</SCRIPT>) around the selected block in the Web page source code, as seen in the source editor.

Once you've entered the requisite Javascript tags into your Web page, you can edit the Javascript code in Visual Page's source editor. For details on using the source editor, see "Viewing the HTML code" on page 2-17.

After you finish inserting your JavaScript code, you can use the Preview mode to view and test the results of your JavaScript code. For information on using the Preview mode, see "Previewing your work" on page 2-17.

Accessing a stand-alone JavaScript file

Saving your JavaScript codes and calling them from a Web page as you need them enables you to reuse JavaScript routines. For example, if you have a banner script that you'd like to reuse on other pages, you can save the JavaScript code as a separate file, and access it as you wish, without having to cut and paste the code into a Web page every time. To guarantee that Visual Page can find your JavaScript files, make sure that they end with a `.js` extension.

While this method increases your file maintenance overhead, it also makes your code accessible from any Web page, without having to paste the JavaScript code into a Web page.

If you create a stand-alone JavaScript file, note that it is saved in a plain text (ASCII) format; as such, it can be uploaded and downloaded in the same manner as any other text file. For information on uploading and downloading text files, see "Uploading files to your Web server" on page 8-4 and "Downloading files from your Web server" on page 8-6.

To call a JavaScript file from within a Web page:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Place the cursor where you want the JavaScript call to occur.

3   Choose JavaScript file from the Insert menu. The Open dialog box displays, listing all of the files with a `.js` extension.

4   Navigate to the folder containing the JavaScript file that you want to use, and select the desired JavaScript file.

5   Click Open.

Visual Page inserts a JavaScript icon into the Web page, along with a pair of <SCRIPT> tags in the Web page's HTML source, using the following format:

```
<SCRIPT LANGUAGE "JavaScript" SOURCE="symantec.js"></
SCRIPT>
```

Creating forms

Forms are used for the creation of HTML-based input and processing of data. If you've ever registered for a piece of software on the Web, you've used forms: the fields that you enter your name, phone number, and email address into are all parts of a form.

Note: Be sure to preview your Web page after inserting a form, to ensure that it is placed properly within the page. For details on using the Preview mode, see "Previewing your work" on page 2-17.

Adding form elements to a Web page

Forms are created by including one or more form elements (such as fields and checkboxes) as part of a form structure. Visual Page includes this form structure for you. All you need to do is place the elements in a Web page.

Visual Page supports the standard user interface elements used in forms, such as radio buttons, checkboxes, and input fields.

To add a form element to a Web page:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Position the insertion point where you want the form element to appear. Do this by placing the cursor over the desired insertion point and clicking the mouse button once.

3   Choose Form Item from the Insert menu. A list of form elements displays. You can also select Toolbars > Form Tools from the View menu to display the Form Tools toolbar, as shown below.
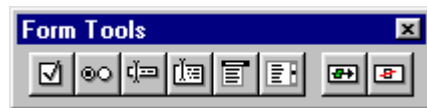
4   Select the desired form element, or click its button in the toolbar.

When you insert a form element, Visual Page inserts the required <FORM> tag, along with the form element. This automatically creates the structure for a form.

Using CGI

CGI scripts and applications pass information from your forms to your Web server. CGI scripts can be written in any computer or scripting language — some of the more common languages used for CGI scripting include Perl, C and C++.

In most cases, you'll want to use an existing CGI script or application. You can obtain CGI scripts and applications either from your System Administrator, or from a number of shareware and freeware CGI script archives on the Internet, including the following:

```
http://www.cis.ufl.edu/perl/
```

```
http://www.seas.upenn.edu/~mengwong/perlhtml.html
```

For further information, Web sites with information on CGI include: The General CGI Web site at `http://www.selah.net/cgi.html`, and the Perl archive at `http://www.perl.com/perl/`.

To access an existing CGI item on your local hard drive:

1   Choose Properties>Form from the Edit menu. The Form Properties dialog box displays, as shown below:
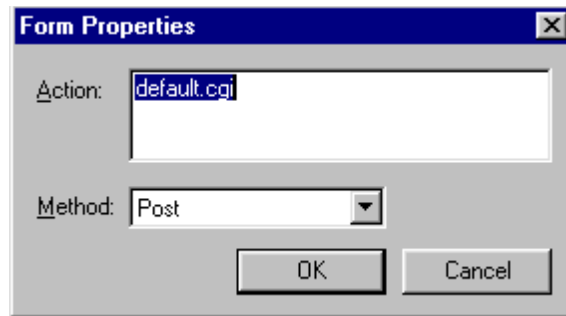
2   Enter the path and name of your CGI script or application in the Action field.

3   Select the type of method your CGI item uses: post or get. The get method sends the user's information as part of the URL, while the post method sends it as a separate data stream.

4   Click OK. Visual Page inserts the proper HTML codes for your Web page to interact with your designated CGI item.

Inserting multiple forms

Visual Page allows you to have multiple forms within a single Web page.

To insert multiple forms:

1   If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.

2   Place the cursor where you want a new form to be inserted.

3   Choose Form Item from the Insert menu. A pop-up menu appears.

4   Choose Extra Form. The Form Properties dialog box displays.

5   Enter the path and name of your CGI item in the Action field.

6   Select the type of method your CGI item uses: post or get.

7   Click OK.

The Form icon appears, indicating the extra form.

What's next

In the next chapter, we examine Visual Page's Web site maintenance features, including FTP support, file transmission calculation, and folder mapping.

8

Managing and maintaining your Web site

As mentioned in "What is FTP?" on page 1-8, in order for people to have access to your Web-based files (Web pages, GIF graphics, plugins, and so on), you need to put them on a Web server. Visual Page has several tools to assist you in the process of placing your Web files onto a Web server, such as an upload/download interface, Web site maintenance tools, and file transmission calculator. This chapter explores these tools in depth, and shows how you can use these tools as part of your strategy for Web site management.

Setting up your network connection

Visual Page allows you to configure default settings for your Web server, including server name, password, and user ID.

To configure your default network settings:

1　Choose Preferences from the Edit menu. The Preferences dialog box displays, as shown below.

2　Choose the Network tab, as shown below.
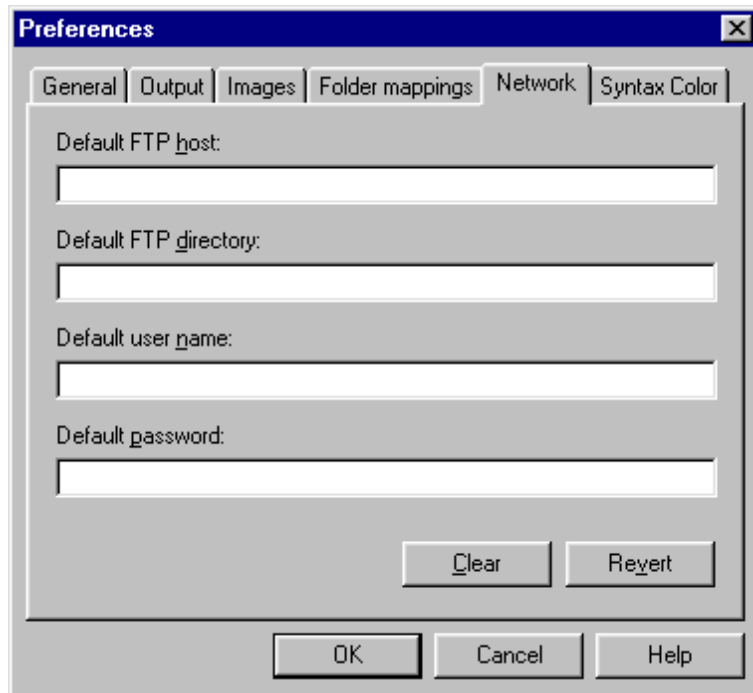
3　Enter the host name of your Web server in the Default FTP host field (for example, ftp.symantec.com).

4　If you are going to a subdirectory within your home directory, enter it in the Default FTP directory field. In most cases, the server defaults to your home directory as your destination — if this is the case, you can leave this field blank.

5　If the site you're accessing requires a user name, enter the user name or ID for your account in the Default user name field (for example, JQPublic).

6　If the site you're accessing requires a password, enter the password for your account in the Default password field.

Connecting to your Web server

The first step in using Visual Page to transfer your Web files is to establish a connection to your Web server. This allows you to upload and download files, as well as perform file management tasks for your Web site (such as deleting obsolete or unneeded files).

Visual Page uses the File Transfer Protocol (FTP) to connect to Web servers, and to transfer files from and to a Web server once connected.

Note: If you are logging into your default server as specified in the Network preferences, you can skip steps 2-5. For more information, see "Setting up your network connection" on page 8-1.

To establish a connection to your server:

1 From the File menu, choose Open FTP Site. The Open FTP Site dialog box displays, as shown below.
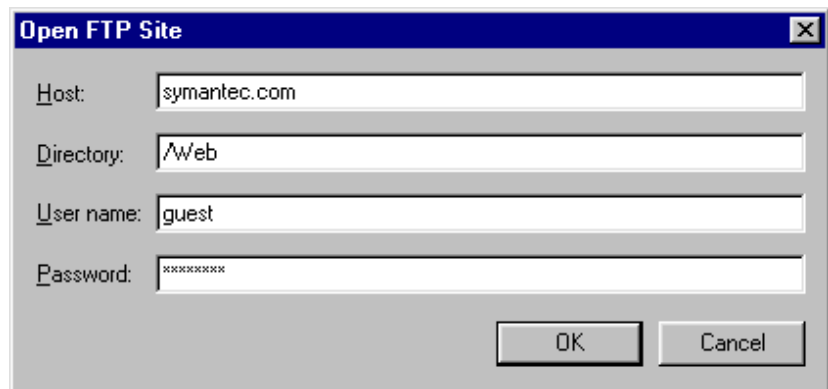
2 Enter the host name of your Web server in the Default FTP host field (for example, `ftp.symantec.com`).

3 If you are going to a subdirectory within your home directory, enter it in the Default FTP directory field. In most cases, the server defaults to your home directory as your destination — if this is the case, you can leave this field blank.

4 If the site you're accessing requires a user name, enter the user name or ID for your account in the Default user name field (for example, JQPublic).

5   If the site you're accessing requires a password, enter the password for your account in the Default password field.

6   Click OK. Visual Page connects you to your Web server and displays the FTP Site Window, as shown below:
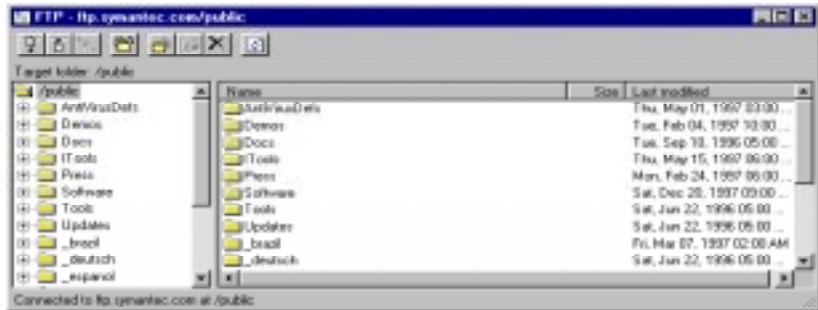
The FTP Site Window is the remote counterpart to the local Site Window for your Web server. You use the FTP Site Window to upload, download, and maintain the files that make up your Web site.

Note: If you don't know your user ID and/or password, or are unable to connect to your Web server, contact your ISP or System Administrator for your network for further information.

Uploading files to your Web server

To place your Web files on a Web site, you need to upload them. There are two types of files that you can upload to the Web:

•   Text files (also known as ASCII files) are the default format for Web pages in Visual Page, and are the universal standard for HTML files.

•   Binary files are commonly graphics (such as GIF and JPEG images) and other types of media (such as Shockwave and QuickTime movies).

Note: When uploading your files, be sure to differentiate between local storage (your hard drive) and remote storage (the Web server). Make sure that you're not transferring files from the Web server to your local drive (erasing your files in the process), when you want to transfer them from the local systemto the remote system.

To upload files to your Web site:

1 If you're not logged onto your Web server, do so now. The FTP Site Window appears. If you don't know how to log onto your Web server, see "Connecting to your Web server" on page 8-3.

2 If necessary, navigate to the directory where you store your Web files. This is the location to which you'll upload your Web files.

3 Select the file(s) you want to publish.

4 Click the Publish button. The Open dialog box displays.
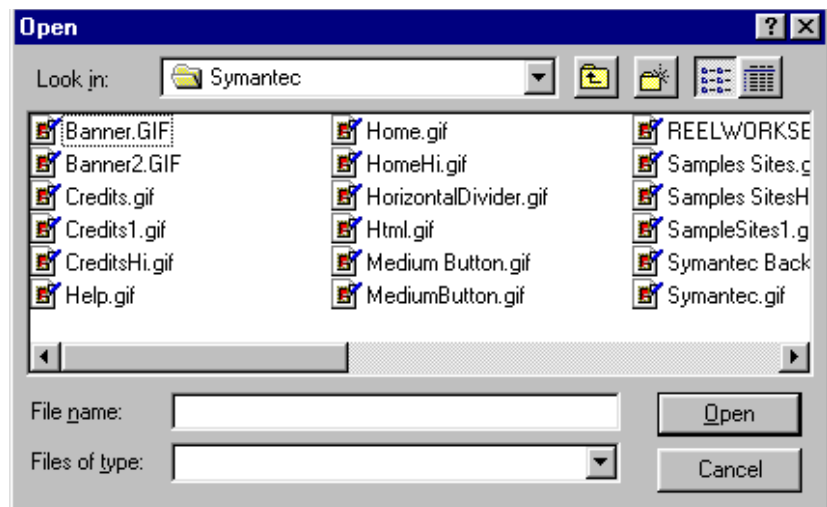
5 Select the file(s) you want to publish, then click Open.

Note: You may find it more convenient to upload an entire folder, instead of multiple files — Visual Page supports folder uploading, using the same steps as above.

Downloading files from your Web server

You may occasionally need to download a file or files from your Web site — for example, if you are archiving an older version of your site, or have accidentally deleted a file off your local hard drive.

To download files from a Web server:

1 If you're not logged onto your Web server, do so now. The FTP Site Window appears. If you don't know how to log onto your Web server, see "Connecting to your Web server" on page 8-3.

2 If necessary, navigate to the directory where you store your Web files. This is the location from where you'll download your Web files.

3 Select the name of the file(s) that you want to download. If you are selecting multiple files, be sure to select them in the file list on the right-hand site of the FTP Site Window.

4 Click the Download button at the top of the window. The navigation dialog box for your local hard drive displays.

5 Navigate to the folder where you want to store the file(s) to be downloaded.

6 Click Save. The file(s) download.

Note: You may find it more convenient to download an entire folder, instead of multiple files — Visual Page supports folder downloading, using the same steps as above.

Disconnecting from the Web

Once you finish uploading or downloading your files, you may want to disconnect from your Web server, then from the Internet.

To disconnect from your Web server:

• Close the FTP window by clicking the close window icon, or by selecting Close from the File menu.

To disconnect from the Internet:

There are two ways to disconnect from the Internet, depending on the type of Internet connection that you have:

- n If you are using a non-network Internet account to connect (such as SLIP or PPP), use your Internet dial-up software to disconnect. See the user's guide for your dial-up software for further details.

- n If you access the Internet through an internal network (such as your companies' Intranet), do nothing — your connection is handled by your System Administrator.

Maintaining your Web site

Visual Page includes several features you can use to maintain the files on your Web site and to perform other related tasks.

Deleting remote files

Visual Page supports the deletion of files directly off of your Web server, without the use of third party FTP software.

To delete a file from your Web server:

1 If you're not logged onto your Web server, do so now. The FTP Site Window appears. If you don't know how to log onto your Web server, see "Connecting to your Web server" on page 8-3.

2 Select the name of the file you want to delete.

3 Click the Delete button.

Note: You may find it more convenient to delete an entire folder, instead of multiple files — Visual Page supports deletion of folders, using the same steps as above. Be sure that you want to delete all of the files in the folder before you do this!

Renaming remote files

Visual Page supports the renaming of files directly on your Web server.

To rename a file on your Web server:

1   If you're not logged onto your Web server, do so now. The FTP
    Site Window appears. If you don't know how to log onto your
    Web server, see "Connecting to your Web server" on page 8-3.

2   Select the name of the file you want to rename.

3   Click the Rename button.

4   Type the new name in the New Name field.

Note: Visual Page doesn't support the renaming of remote folders.

Creating a remote folder

Visual Page supports the creation of folders directly on your Web server.

To create a new folder on your Web server:

1   If you're not logged onto your Web server, do so now. The FTP
    Site Window appears. If you don't know how to log onto your
    Web server, see "Connecting to your Web server" on page 8-3.

2   Press the New Folder button.

3   Type in the new name in the New Remote Folder field.

4   Click OK.

The new folder is created within the folder displayed at the top of the Web
server window.

Moving files

Visual Page supports the moving of files and folders on your Web servers.
If you do this, be aware that your links may not work after you've moved
the files to their new location.

To help avoid breaking links when you move only one file or set of files,
but not all the files on a Web site, you can use the **Base URL** option. The
Base URL allows you to have moved folders still link correctly to other files
that remain in the original location.

For example, say you want to move one file into a different directory on
the Web server, or a new site entirely. You still want the file's links, which
point to other files on your Web site, to still work. You can set the Base
URL option to retain the links in the file after you've moved it.

To set the Base URL for a Web page:

1 Make sure that the desired Web page is open and active, and that you're also in Edit mode. To go to Edit mode, click the Edit Page toolbar button.

2 From the Edit menu, select Properties > Page. You can also click the Page Properties toolbar button.

3 In the Base URL area, type the URL for the former directory location of your Web page. For example,

```
http://cafe.symantec.com/home/.
```

4 Click OK.

The Base URL is now set for your Web page.

Calculating file transmission times

Visual Page provides tools for determining the amount of time that it takes for a file to transfer, given the file's content and the connection speed.

To determine the download time for a file:

1 Open the file for which you want to determine the transmission time for.

2 From the File menu, choose Download Statistics. The Download Statistics window displays.
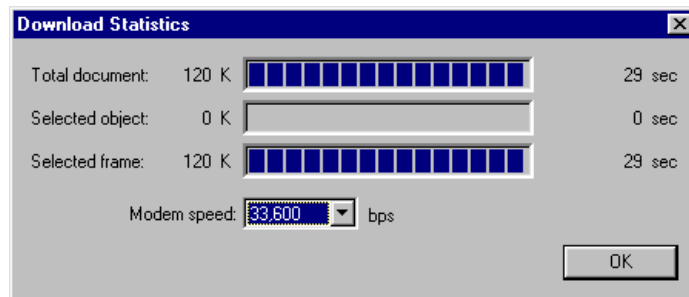
The Download Statistics window consists of the following elements:

n The Total Document bar displays the transmission time for the file in the active window, at the baud rate indicated in the Modem Speed pop-up menu.

n   The Selected Object bar displays the transmission time for the selected object (such as a GIF image), at the baud rate indicated in the Modem Speed pop-up menu. If no object is selected, the displayed transmission time is set to 0 seconds.

n   The Selected Frame bar displays the transmission time for the selected frame set, at the baud rate indicated in the Modem Speed pop-up menu. If no frame is selected, this bar doesn't display.

n   The calculated transmission times are displayed in the right-hand side of the window.

3   To calculate a time for a different baud rate, select the new rate from the Modem Speed pop-up menu. The recalculated time displays in the right-hand side of the window.

Mapping folders

Note: If you are not very familiar with the differences between remote and local file mapping, do not use this feature. Misuse of this feature may result in some or all of your links breaking.

Visual Page lets you map local folders to their remote counterparts. This feature allows you to replace all references to a local folder on your hard drive with a remote (Web server-based) folder or a URL. This feature can save you hours of changing references to local folders to their remote folder or URL counterparts. For example, if you have eight Web sites, all of which use the remote URL `http://www.mysite.com/graphics` to store graphics, you can map the URL to the respective graphics folders for your local sites, without having to change the links to the URL for all eight Web sites.

Be sure to map your folders between your local and remote sites before you start creating pages — this will prevent you from having to remap the folders if you decide to change the folder's names midway through the process.

To map your local and remote folders:

1   Choose Preferences from the Edit menu. The Preferences dialog box displays.

2   Select the Folder Mappings tab, as shown below.
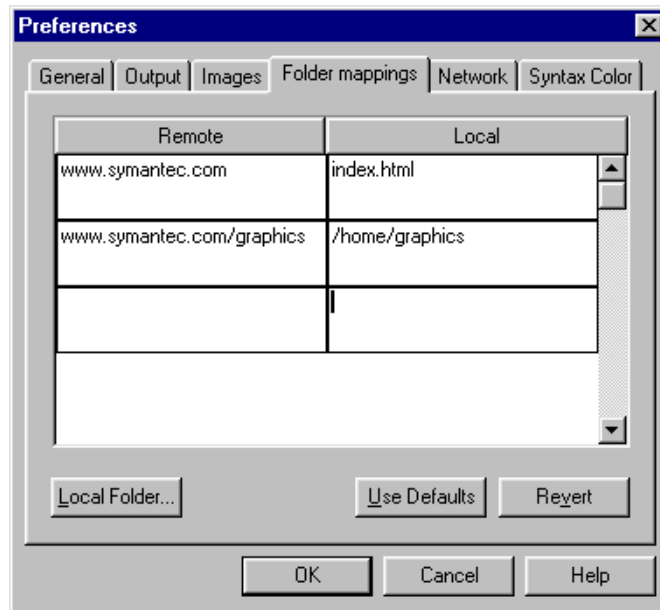
3   Place the cursor in the first empty cell of the Remote column.

4   Type in the full pathname or URL of the remote folder.

5   Press Tab.

6   Type in the name of the local folder you want to map to the
    remote folder or URL.

    You can also select a local folder by clicking the Local Folder button,
    navigating to the folder you want to map, then pressing the button at
    the bottom of the Select Folder dialog box.

7   Repeat steps 3-6 for any additional folders that you want to map.

8   If you want to override the specified local and remote folders,
    click Revert; otherwise, click OK.

What's next

A glossary of commonly used terms follows this chapter.

Good luck with your Web projects, and enjoy using Visual Page!

Glossary

anchor

A type of **link**, used to mark specific locations within a **Web page**.

applet

A **Java** program that is designed to run only on a **Web page.**

base URL

The **base URL** for a Web page sets the URL upon which all links in the Web page are based.

cell

A **cell** is a separate entry area within a table.

CGI

An acronym for **Common Gateway Interface**. CGI is the protocol that handles the information that a user enters into a **form**.

client

The user of a network; alternately, a local application that connects to a remote **server**.

edit mode

The **edit mode** is used to create and modify Web-based content.

forms

Forms let users pass information (such as their name and address) from their browser to a Web server. Forms commonly interface with **Common Gateway Interface (CGI)** applications.

frame

The element within a **frame set** that contains a HTML file.

frame set

A type of **Web page**, consisting of two or more independent sections (**frames**) that each display a **HTML** file.

FTP

An acronym for File Transfer Protocol. The File Transfer Protocol is the common command set used to upload and download files from **Web sites**. Visual Page uses FTP extensively as part of its set of Web publishing features.

GIF

An acronym for Graphic Interchange Format. Developed by CompuServe, the Graphic Interchange Format is a common cross-platform, **WWW** format for graphics. Another common WWW graphic format is the **JPEG** format.

HTML

An acronym for HyperText Markup Language. It is used to "markup" or identify which parts of a .html or .htm text file to display in which format.

hypertext

Computer documents that contain links embedded in text or graphics. Hypertext links display related information when you click on them.

image map

A graphic with linkable regions within it. There are two types of image maps: client side, which contain their coordinate information within the graphic file, and server side, which contains its coordinate information in a separate .map file on the server.

insertion point

Any text you enter appears at the **insertion point**, which is indicated by the **text cursor**.

interlaced images

Interlaced images download as first a general outline of the image, and then as more image data is received by the browser, the details of the image come into view.

Internet

The largest computer network in the world. Originally designed for military use, the Internet expanded into academic usage, and then into the public arena.

Intranet

A subsection of the **Internet**, contained within a corporate network.

Java

An object-oriented programming language developed by Sun Microsystems. Java is device independent, allowing compiled Java programs and **applets** to run on any computer.

JavaScript

A scripting language developed by Netscape Communications.

JPEG

A acronym for Joint Photographic Experts Group, the creators of the JPEG file format. The JPEG format was developed for high-quality photographs and supports 24-bit images. Another common **WWW** graphic format is the **GIF** format.

link

Web page-based text or graphics that respond to a mouse click by displaying the media that they're connected to, such as a Web page.

local Web site

A collection of **Web pages** that are installed on your local computer.

Local Site window

The Visual Page Local Site window provides easy access to all of the files that will make up your Web site.

main editing window

The main editing window serves as the visual editor for Visual Page. This is where you'll do most of your Web page formatting and editing

network protocol

Aset of predefined commands to process information over a computer network.

plugins

An accessory to a **Web browser**, commonly used to extend the browser's feature range.

preview mode

The **preview mode** is a way to view documents as they appear in a user's browser.

remote Web site

The version of your site that is accessible via the Web is called your **remote Web site**.

server

A computer that is configured (via software and hardware) for the storage and handling of files.

source editor

The **source editor** is used to edit the **HTML** source code of a **Web page**.

table

A method of presenting information in a uniform format (rows and columns).

target

The **frame** or **Web page** window that a linked file displays in.

text cursor

The **text cursor** appears as blinking vertical line, and indicates the **insertion point** for any text you enter.

URL

An acronym for Uniform Resource Locator. A specific address used by Web browsing software to locate and access information on the **Web**.

Web browser

The local application you use to connect to a **Web server.** It interprets and displays HTML-encoded documents (**Web pages**) graphically.

Web page

A text document which is encoded in **HTML**, displayed by a browser application, and accessible from remote sites via the **Web**.

Web server

A type of server dedicated to storing, transmitting, and receiving Web pages and Web-related files, such as **GIF** and **JPEG** graphics.

Web site

A collection of files that are linked to a central Web page, made available via the **Web**.

World Wide Web

The part of the **Internet** that contains **Web pages**. The World Wide Web is commonly referred to either by its acronym "WWW", or simply as the **Web**.

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