

## Using animations

Each time you use CorelWEB.MOVE to create and publish Java Powered (TM) applets, a number of files are referenced in the Barista folder. When you publish an animation using Corel Barista, a Web page, or .HTM file, is created corresponding to the directory and filename that you originally specified for your page. If you save the .HTML file to a folder other than the Barista folder, the .CLASS files AR.CLASS, EFFECT.CLASS, LOADER.CLASS, and WEBMOVE.CLASS must be copied to the new location before you can view your animation in a browser.

### Referencing Files with Windows 95

To view your WEB.MOVE animation in a Web browser, click File, Publish to WEB.DESIGNER and enable the Copy Class Files check box. The appropriate files are automatically copied.

### Referencing Files with Windows NT

To view your WEB.MOVE animation in a Web browser, copy the .CLASS files AR.CLASS, EFFECT.CLASS, LOADER.CLASS, and WEBMOVE.CLASS (located in the Barista folder on the CorelWEB.GRAPHICS SUITE CD-ROM) to the folder containing your WEB.MOVE .HTML file. If you choose File, Publish to WEB.DESIGNER in the WEB.MOVE application, simply enable the Copy Class Files check box. The appropriate files are automatically copied.

### Referencing Files with Windows 3.x

To view your WEB.MOVE animation in a Web browser, load the .HTML file along with AR.CLASS, EFFECT.CLASS, LOADER.CLASS, and WEBMOVE.CLASS (located in the Barista folder on the CorelWEB.GRAPHICS SUITE CD-ROM) onto your system's server.

### See Also

[Inserting animations](#)

[Barista files](#)

[Publishing in the Java Programming Language \(TM\) with Barista](#)

## **Working with Barista files**

Corel Barista is a publishing technology that allows you to publish Web pages in the Java Programming Language (TM). Publishing with Barista removes the limitations imposed by the Hypertext Mark-Up Language (HTML) while offering rich formatting options, advanced layout control, and improved graphic display.

To gain an accurate understanding of Barista's publishing techniques and its relevance to the CorelWEB.GRAPHICS SUITE of applications, examine the following topics in the order that they appear:

[Publishing with Barista](#)

[Barista class files](#)

[The Barista file structure](#)

[Creating and merging Barista files](#)

### **See Also**

[Using animations](#)

[Publishing in the Java Programming Language with Barista](#)

[Viewing your Web pages](#)

## Publishing with Barista

Corel's Barista technology is a Java-based (TM) publishing technology that allows you to use your favorite Corel software to publish Web pages in the Java programming Language. This means that you can apply all of the features and layout control enjoyed by Corel products to your Web publications without being restricted by HTML limitations. In addition to HTML features like hyperlinks, graphics and tables, pages published with Barista also benefit from rich formatting options, multi-column WYSIWYG display, and complex imagery.

When you publish your page using Corel Barista, a Web page, or .HTM file, is created corresponding to the directory and filename that you originally specified for your page. Next, a subdirectory with the same name is automatically created and stored with your output file. This subdirectory stores the necessary page contents.

To view an accurate representation of your page in a Web browser, you must place the Barista class files in the same directory as your Web page. (The Barista Class files were installed with your Corel application and placed in a program subdirectory called /Barista.)

### Tip

- Keep all of your Barista output in a single directory on your Internet server or local hard disk so that you only need to copy the Barista classes once.

### See Also

[Barista class files](#)

[The Barista file structure](#)

[Creating and merging Barista files](#)

## Barista class files

Like other Java Applets, Barista uses special Java program files called .CLASS files, to provide the necessary publishing instructions for your page or document. Whenever a Barista page is viewed through a browser, the .CLASS files are downloaded with your page so that the browser will be able to correctly display the page and any pages that follow. Class files can be downloaded once and reused during the same browsing session.

To view an accurate representation of your Barista document in a Web browser, the Barista class files must be located in the same directory as your .HTM file. Depending on your file storage techniques, this requires either:

- publishing your Web page to the Barista subdirectory installed with your software, or
- copying all the files contained in the Barista subdirectory to the location of your Web page output file. (Be sure to copy the Barista directory, all subdirectories, and their contents.)

### Special notes for Win 3.1 Users

Java .CLASS files are unique because their file extension is five characters instead of the maximum three recognized by the Windows 3.1 operating system. If you are a Windows 3.1 user, this means that you will not be able to view Barista output from your local computer and must first upload the .CLASS files to your Internet server for proper viewing.

To circumvent the 3-character file extension limitation with Windows 3.1, a special BARISTA.ZIP file, containing all of the necessary .CLASS files has been installed with your Corel application software. Copy this .ZIP file and your Web page output files to your server and ask your Webmaster to unzip them in the same directory using WinZip or any other decompression utility that supports long file names. Instruct your Webmaster to place the unzipped files in the same directory as your Web page .HTM file.

### Special notes for UNIX Servers

When copying Barista class files to a UNIX server be sure to maintain letter case. The UNIX system is case sensitive.

### See Also

[Publishing with Barista](#)

[The Barista file structure](#)

[Creating and merging Barista files](#)

## The Barista file structure

The following files and directories are required to run a Barista .HTML file:

Barista.class	file	VDoc.class	file
down.gif	file	VPage.class	file
downd.gif	file	VPanel.class	file
downp.gif	file	VPopupMenu.class	file
IHandler.class	file	VSPanel.class	file
nexth.gif	file	VToolbar.class	file
nextn.gif	file	VWindow.class	file
prevh.gif	file	ZStorage.class	file
prevn.gif	file	ar.class	file
Scroller.class	file	effect.class	file
up.gif	file	loader.class	file
upd.gif	file	webmove.class	file
upp.gif	file	corel	director

The corel directory, located within the Barista folder on your CorelWEB.GRAPHICS SUITE CD, contains four subdirectories that are also required to view a Barista file.

### **See Also**

[Publishing with Barista](#)

[Barista class files](#)

[Creating and merging Barista files](#)


## Creating and merging Barista files

Combining CorelWEB.DESIGNER's Web publishing features with CorelWEB.DRAW's Barista technology allows you to make rich graphics available to audiences around the world.

### To create images and publish to Barista in CorelWEB.DRAW

1. Launch CorelWEB.DESIGNER and click Start a new Web page.
2. Click Tools, CorelWEB.DRAW.  
The CorelWEB.DRAW application is launched from the main WEB.DESIGNER screen.
3. Create an image using the tools offered in the CorelWEB.DRAW menus and toolbars. Refer to the CorelWEB.DRAW online Help files for assistance.
4. Click File, Publish to Barista and save your file.
5. Copy the contents of the /Barista program folder (including all subfolders) to the same directory as your CorelWEB.DRAW image.

### To merge Barista files with your WEB.DESIGNER documents

1. Click Insert, HTML File in the CorelWEB.DESIGNER menu
2. Locate the WEB.DRAW .HTML file that was created when you published your image to WEB.DESIGNER.  
WEB.DESIGNER displays a black region where the file will be displayed.
3. Click Tools, Browser Preview or click .

### See Also

[Publishing with Barista](#)

[Barista class files](#)

[The Barista file structure](#)

## **Publishing in the Java Programming Language (TM) with Barista**

Optimal viewing of Barista pages over low-bandwidth access, relies on upgrades to the Java Programming Language that are expected within the upcoming year. Until that time, Barista technology is recommended for Intranet environments only. Consult <http://www.corel.com> for the latest information on the progress of these upgrades.

Corel's Barista Technology is based on Sun Microsystems Inc. publishing technology and allows you to use your favorite Corel page layout and illustration software as both a Java Powered creation and WYSIWYG authoring tool for the Internet. This means that you can enjoy all of the features and layout control available with Corel products when publishing to the Web, without being restricted by HTML limitations.

Support for the Java Programming Language is quickly becoming the de facto standard among browsers such as Netscape Navigator 3.0 and Microsoft Internet Explorer 3.0. As a result, JavaSoft, the creators of the Java Programming Language, and the browser industry are aggressively refining performance issues associated with the Internet. Barista was designed in anticipation of these refinements and requires improved compression, font support, and class downloading for optimal functioning. This means that as a Corel user, you will already have advanced technological capabilities built into your software when these enhancements are implemented.

In the meantime, we recommend that you use Barista in an Intranet environment only, where bandwidth is not as sensitive. This way, you can immediately discover the benefits of Barista and use the technology to its fullest potential as soon as browsers and the Java Programming Language itself implement the planned performance improvements.

### **Note**

- The Java Programming Language is a platform independent language being widely adapted for the Internet in order to provide rich content to Web pages.

### **See Also**

[Barista files](#)

[Using animations](#)

[Publishing files to WEB.DESIGNER](#)

## Editing Web page elements


To create a page for display on the World Wide Web, you must insert a variety of Web page elements. These may include images, horizontal rules, hyperlinks, forms, or tables.

You can edit the properties or change the characteristics of most HTML elements by double-clicking the element or by selecting it and clicking Edit, Properties. WEB.DESIGNER updates the changes you make to a selected element when you click OK or Apply in the appropriate dialog box. Choose View, Refresh Window if any distortion occurs when updating a document or if your changes do not immediately take effect.

Refer to each Web page element for more information on editing options.

### Notes

- Many Web elements have their own properties dialog boxes that can be used to change the feature's appearance and characteristics. For example, you can edit a table in your Web document by clicking Table, Table Properties and modifying the values specified in the Table Properties dialog box.
- To view your page as it will appear on the World Wide Web, click Tools, Set Browser and specify the directory path leading to the executable file of your preferred Web browser. For all subsequent previews click Tools,

Browser Preview or . WEB.DESIGNER automatically loads your current page in the specified browser.

### See Also

[CoreIWEB.DESIGNER introduction](#)

[The World Wide Web and HTML](#)

[Organizing files](#)



## **Saving your work and exiting CorelWEB.DESIGNER**

Before exiting the CorelWEB.DESIGNER application, you must save your work in your server root directory. If you have made changes to a file and attempt to exit without saving the document, WEB.DESIGNER prompts you to save the file. Click Yes to save your changes and exit the application. Click No to exit the application without saving your modifications. Click Cancel to return to the active CorelWEB.DESIGNER window.

### **To save changes to your Web page file**

1. Click File, Save As.  
WEB.DESIGNER opens the Save As dialog box.
2. Type a name in the File name field.

### **To exit CorelWEB.DESIGNER**

- Click File, Exit.

### **Notes**

- To maintain consistency and organization among Web files, save your pages inside your server root directory. If you choose to save your Web page in another directory, outside the server root, all images and files referenced with relative addresses will be copied with the .HTML file. If necessary, folders will be created in the new location to mirror the original directory structure.
- When naming your WEB.DESIGNER documents avoid the use of symbols. CorelWEB.DESIGNER does not recognize the percent or number sign symbols (% , #).

### **See Also**

[Saving Web pages](#)

[Organizing files](#)

## Specifying basic Web page properties

When designing your CorelWEB.DESIGNER documents, you can specify basic properties that affect the appearance and layout of the entire page. Setting the document title, specifying background images or color, and choosing text colors create more appealing, organized pages for your audience.

### To change your document's title

1. Click File, Page Properties.  
WEB.DESIGNER opens the Page Properties dialog box.
2. Type a name in the Document Title field.
3. Click OK.

### To change your page's background color

1. Click File, Page Properties.  
WEB.DESIGNER opens the Page Properties dialog box.
2. Choose a color from the Background Color list box.
3. Click OK.

### To insert a background image

1. Click File, Page Properties.  
WEB.DESIGNER opens the Page Properties dialog box.
2. Click the Browse button beside the Background Image Source field.  
WEB.DESIGNER opens the Select Image Source dialog box.
3. Locate an image file and click Open.  
WEB.DESIGNER returns to the Page Properties dialog box.
4. Click OK.

### Note

- Because many World Wide Web search tools only scan the words displayed in your document's title, it's important to give your page a meaningful name.

### See Also

[Creating new Web pages](#)

[Editing Web page elements](#)

## Reversing the most recent action

Like most word processing packages, CorelWEB.DESIGNER allows you to undo or reverse your most recent action.

### To undo your last action

- Click Edit, Undo.

### Note

- You can also press CTRL+Z to undo your most recent action.

### See Also

[Edit menu](#)

## Adding and formatting Web page text

With CorelWEB.DESIGNER, you can add or delete text in the same way that you add or delete text in a standard word processing application. You can also copy and paste text or change the formatting of characters, words, and paragraphs in your WEB.DESIGNER documents.

### To add text to a Web page

1. Position the cursor at the point in your WEB.DESIGNER document where you want to add text.
2. Type the text.

WEB.DESIGNER displays the text using the default Normal style and Default font.

### To specify a different paragraph style

1. Position your cursor in the line of text that you want to change.
2. Choose a paragraph style from the Text Styles list box.

CorelWEB.DESIGNER provides the following paragraph style options:

<b>Style</b>	<b>Description</b>
Normal	Default text formatting.
Heading 1- Heading 6	Corresponds to the HTML heading tags <H1> through <H6>.
Preformatted	Corresponds to the HTML <PRE> tag which displays text exactly as entered, in a monospace font that retains all line breaks and spaces.
Block Quotation	Corresponds to the HTML <BLOCKQUOTE> tag, including paragraph breaks before and after the block quote tag and indentation for the quoted text.

### Note

- CorelWEB.DESIGNER provides other HTML formatting options in the Style and Formatting toolbars and the Insert, Format, and Table menus.

### See Also

[Copying and pasting text from other applications](#)

[Formatting toolbar](#)

[Style toolbar](#)

[Insert menu](#)

[Format menu](#)

## Copying and pasting text from other applications

Web pages are often based on information created in other applications such as word processors. To avoid re-typing text contained in external files, you can copy the original text and paste it into your CorelWEB.DESIGNER document.

The following options are available from WEB.DESIGNER's Edit menu:

<b>Option</b>	<b>Description</b>
Copy [CTRL+C]	Copies the selected text to the Clipboard. The Clipboard acts as a storage device from which the copied text can be retrieved.
Paste [CTRL+V]	Pastes the copied text into your Web page at your current cursor location. This command is especially useful if you want to copy from an existing Web page or from another file. See <a href="#">Viewing and editing HTML Source</a> .
Cut [CTRL+X]	Cuts the selected text and places a copy in the Clipboard. Used with the Paste command, the WEB.DESIGNER cut feature can move text from one portion of a document or program to another.

### Notes

- To paste HTML tagged text from the Clipboard into your Web page, you must paste into the HTML Source view.
- To open existing HTML pages, click File, Open.
- To merge an .HTML file with your open page, click Insert, HTML File.
- To convert word processing files from Corel WordPerfect, Microsoft Word, or Lotus AmiPro to HTML, click Tools, CorelWEB.Transit.

### See Also

[Adding and formatting Web page text](#)

[Edit menu](#)

[Standard toolbar](#)

[Converting word processing files](#)

[Merging .HTML files](#)

## Viewing and editing HTML Source

Although you usually don't view HTML tags when you use CorelWEB.DESIGNER to create your Web pages, each time you perform an operation you are actually creating HTML statements that can be interpreted and displayed by Web browsers. In fact, you can view and edit the HTML source code generated by CorelWEB.DESIGNER in the same way that you create and edit pages without a WYSIWYG editor.

### To view or edit the HTML code directly

1. Click Edit, HTML Source or click .

CorelWEB.DESIGNER opens the Edit HTML Source window and displays the HTML statements that correspond to the WYSIWYG view of your current WEB.DESIGNER document.

2. Click Keep Changes to save your modifications and close the Edit HTML Source window or click Discard Changes to close the Edit HTML Source window without saving your changes.

If you choose Keep Changes, WEB.DESIGNER updates your screen and implements your modifications.

### Note

- To view the latest changes you've made to your HTML Source code, you may need to click View, Refresh window.

### See Also

[HTML tag reference](#)

[Adding sound](#)

[Editing your favorite published pages](#)

[Edit menu](#)

## Adding sound

With CorelWEB.DESIGNER, you can add background sound to your Web pages by specifying Wave (.WAV), Aiff (.AIF, .AIFC, .AIFF), Au (.AU), or Midi (.MID) soundtracks in the Page Properties dialog box. You can also embed alternate sound file types in your Web pages using the Embedded File command or create standard hyperlinks that jump to sound files using the Hyperlink command.

[Adding background sound](#)

[Embedding sound files](#)

[Linking to sound files](#)

### Notes

- Sound files that have been added using WEB.DESIGNER's background sound feature can only be played using Microsoft's Internet Explorer on systems that support the specified file type. The <BGSOUND> tag supports Wave (.WAV), Aiff (.AIF, .AIFC, .AIFF), Au (.AU), and Midi (.MID) files. Embedded sound can be played by both Internet Explorer 3.0 and Netscape Navigator 3.0.
- Midi files that have been added to Web pages using WEB.DESIGNER's background sound feature, cannot be played from the Select A Sound File dialog box on Windows 3.1 systems. Instead, you must add the background sound file and preview your page using Microsoft's Internet Explorer to play the file.

### Tips

- You can embed or link to any sound file type but playing sound files depends on individual system components. To play sound files, you must have an audio player such as the Real Audio player which is accessible from the Real Audio Web site at <http://www.prognet.com/products/player2.0.html>. If a visitor to your site clicks a hyperlink to a sound file but does not have the appropriate audio player installed on their system, they may save the sound file until a listening device is made available.
- To adjust the display of the embedded sound file controls in your Web page, resize the embedded file using the spacing, alignment, and scaling properties in the Embedded File dialog box.

### See Also

[Creating hyperlinks](#)

[Viewing and editing HTML source](#)

[HTML tag reference](#)

## Adding background sound

With CorelWEB.DESIGNER you can create musical Web pages by adding a sound file to the Background Sound section of the Page Properties dialog box.

### To add background sound to your Web page

1. Save the sound file that you've chosen for your Web page in your server root directory with your .HTML file.
2. Click File, Page Properties.  
WEB.DESIGNER opens the Page Properties dialog box.
3. Click Browse.  
WEB.DESIGNER opens the Select A Sound File dialog box.
4. Locate the sound file in your server root directory and click Open.  
WEB.DESIGNER inserts the file in the Sound Source field of the Page Properties dialog box.
5. Type a value in the Loop box or enable the Non-Stop check box.  
The loop value determines the number of times that the sound file plays when a visitor accesses your Web page. If you enable the Non-Stop check box, the sound file plays continuously while your Web page is active.
6. Click OK.

### Notes

- Sound files that have been added using WEB.DESIGNER's background sound feature can only be played using Microsoft's Internet Explorer on systems that support the specified file type. The <BGSOUND> tag supports Wave (.WAV), Aiff (.AIF, .AIFC, .AIFF), Au (.AU), and Midi (.MID) files. Embedded sound can be played by both Internet Explorer 3.0 and Netscape Navigator 3.0 users.
- Midi files that have been added to Web pages using WEB.DESIGNER's background sound feature, cannot be played from the Select A Sound File dialog box on Windows 3.1 systems. Instead, you must add the background sound file and preview your page using Microsoft's Internet Explorer to play the file.

### See Also

[Embedding sound files](#)

[Linking to sound files](#)



## Embedding sound files

With CorelWEB.DESIGNER, you can embed any file, including sound files, in your Web pages using the Embedded File command. WEB.DESIGNER adds an audio playing device to your document, that you can resize and adjust to suit your page's structure and content.

### To embed sound files in your WEB.DESIGNER document

1. Save the sound file that you've chosen for your Web page in your server root directory with your .HTML file.
2. Click Insert, Embedded File.  
WEB.DESIGNER opens the Embedded File dialog box.
3. Click Browse.  
WEB.DESIGNER opens your server root directory in the Select File dialog box.
4. Select the sound file and click Open.  
WEB.DESIGNER returns to the Embedded File dialog box.
5. Adjust the spacing, alignment, or scaling of your embedded file and click OK.  
WEB.DESIGNER inserts the sound file in your Web page.

### Tip

- You can embed or link to any sound file type but playing sound files depends on individual system components. To play sound files, you must have an audio player such as the Real Audio player which is accessible from the Real Audio Web site at <http://www.prognet.com/products/player2.0.html>. If a visitor to your site clicks a hyperlink to a sound file but does not have the appropriate audio player installed on their system, they may save the sound file until a listening device is made available.

### See Also


[Adding background sound](#)

[Linking to sound files](#)

## Linking to sound files

With CorelWEB.DESIGNER, you can create standard hyperlinks leading to sound files in your Web pages. Simply format text or objects as hyperlinks and specify the location of the sound file in the Hyperlink Properties dialog box.

### To create a link to a sound file

1. Save the sound file that you've chosen for your Web page in your server root directory with your .HTML file.
2. Select the text or image that your visitors will click to play the sound file.
3. Click Format, Hyperlink or click .  
WEB.DESIGNER opens the Hyperlink Properties dialog box.
4. Click Browse and navigate to your server root directory.
5. Select the sound file and click OK.  
WEB.DESIGNER returns to the Hyperlink Properties dialog box.
6. Click OK.

### Tip

- You can embed or link to any sound file type but playing sound files depends on individual system components. To play sound files, you must have an audio player such as the Real Audio player which is accessible from the Real Audio Web site at <http://www.prognet.com/products/player2.0.html>. If a visitor to your site clicks a hyperlink to a sound file but does not have the appropriate audio player installed on their system, they may save the sound file until a listening device is made available.

### See Also

[Adding background sound](#)

[Embedding sound files](#)

## Saving Web pages

Before exiting the CorelWEB.DESIGNER application, you must save your work in your server root directory. If you have made changes to a file and attempt to exit without saving the document, WEB.DESIGNER prompts you to save the file. Click Yes to save your changes and exit the application, click No to exit the application without saving your modifications, or click Cancel to return to the active CorelWEB.DESIGNER window.

### To save your Web Page

1. Click File, Save As.


WEB.DESIGNER opens the Save As dialog box.

2. Type a name in the File name field.

3. Click OK.

CorelWEB.DESIGNER displays your page's name in the title bar.

### Notes

- Click File, Save or click  to save a file that has already been named.
- By default, Web pages are saved in the directory specified as your server root. You can change your server root by choosing Tools, Set Server Root and then navigating to the desired location. If you change your server root, restart your WEB.DESIGNER application to apply the new the setting.
- When naming your WEB.DESIGNER documents avoid the use of symbols. CorelWEB.DESIGNER will not recognize the percent or number sign symbols (% , #).
- We recommend that you save your Web page inside your server root. However, if you choose to save your Web page in a directory other than your server root, WEB.DESIGNER copies all referenced image files with relative addresses to that location. When necessary, folders will be created in the new location to mirror the original directory structure.

### See Also


[Standard toolbar](#)

[Saving your work and exiting CorelWEB.DESIGNER](#)

## Adding horizontal rules

With CorelWEB.DESIGNER, you can add horizontal rules to your Web pages and modify their appearance using the Horizontal Rule Properties dialog box.

### To add a horizontal rule

1. Position your cursor on the line where you want to add a horizontal rule.
2. Click Insert, Horizontal Rule or click .  
CorelWEB.DESIGNER adds a horizontal rule to your document.
3. Double-click the horizontal rule.  
CorelWEB.DESIGNER opens the Horizontal Rule Properties dialog box.
4. Modify the height, width, alignment, or shading of the horizontal rule.
5. Click OK.

### See Also

[Standard toolbar](#)

## Adding bold, emphasis, and other character formats

Using CorelWEB.DESIGNER's Formatting and Style toolbars, you can enhance your Web pages with bold, emphasis, and other character formats.


### To format bold text

1. Select the text you want to appear in bold type.

2. Click .

CorelWEB.DESIGNER displays the text in bold type, indicating that you've applied the <BOLD> HTML tag to the selected text.

### Notes

- You can also add bold emphasis by clicking  and typing the text.
- Follow the same procedure to add italic, emphasis, and other character formats to text, substituting the appropriate commands from the Formatting and Style toolbars.

### See Also

[Formatting toolbar](#)

## Creating ordered and unordered lists

CorelWEB.DESIGNER's list features allow you to format entire paragraphs of text as numbered or bulleted lists using the Format, Ordered List and Format, Unordered List commands. You can also create numbered or bulleted lists by clicking Insert, Ordered List or Insert, Unordered List and adding your list items.


### To create a new list

1. Position your cursor on the line where you want to add a new list of items.
2. Click Insert, Ordered List or Insert, Unordered List depending on the type of list that you want to create.  
CorelWEB.DESIGNER indents the first number or bullet on your Web page.
3. Type the first list item.
4. Press ENTER [key] to continue your list.
5. To finish the list, press ENTER [key] twice.

### To create a list using existing text

1. Select the series of paragraphs that you want to format as a list.

2. Click  or

 depending on the type of list that you want to create.

CorelWEB.DESIGNER displays the paragraphs you selected as items in a numbered or bulleted list.

### To create a nested list

1. Place your cursor at the point in a ordered or unordered list where you want to add a nested list.
2. Click Insert, Ordered List or Insert, Unordered List, depending on the type of list that you want to create.
3. Type the text for each item in the list and press ENTER [key] after each.
4. Press ENTER [key] twice to return to the next item in your original list.

### See Also

[Insert menu](#)

[Format menu](#)


[Formatting toolbar](#)

## Spell checking Web pages

With CorelWEB.DESIGNER, you can spell check Web pages that you've created and correct any errors. You can also add new words, terms, or other items to a personal dictionary that supplements the standard CorelWEB.DESIGNER dictionary.

### To perform a spelling check

1. Position your cursor at the top of your Web page.

2. Click Tools, Spelling Check or click .

CorelWEB.DESIGNER begins spell checking your Web page. If no errors are found, CorelWEB.DESIGNER displays the message "Spell Check completed. No errors found." Otherwise, it displays a dialog box, prompting you to specify how to resolve the spelling of suspect or misspelled words.

### To correct misspelled Words

1. Type a replacement term in the Replace With field.

2. Click Change or Change All.

Clicking Change replaces the current instance of the suspect word. Clicking Change All replaces all instances of the term on your page.

3. Continue to review suspect words.

4. Click Close to end the spell check and return to your active Web page.

CorelWEB.DESIGNER displays a message box, indicating the results and the number of corrections made to your work.

### Notes

- When CorelWEB.DESIGNER locates a word that is not in the standard or personal dictionaries, it selects the suspect word and generates a list of suggestions or alternate terms. You can replace a suspect word with one of the suggested words, type a unique replacement, or ignore the error.
- If the suspect word is spelled correctly, you can click Ignore or Ignore All, or you can click Add to Personal to add the new word to your personal dictionary. Press ENTER [key] to proceed without making any changes.

### See Also

[Tools menu](#)

[Saving your work and exiting CorelWEB.DESIGNER](#)

[Finding and replacing text](#)

[Saving Web pages](#)

## Creating hyperlinks

Even after years of advancement, hyperlinks remain the foundation of the World Wide Web, providing a fast and efficient means of navigating to precise information points. By clicking a hyperlink, you can jump to a different Web page or to a new point on the same Web page.

Each time you specify a hyperlink's destination or target reference in the Hyperlink Properties dialog box, you must include the file type or protocol. To link to another World Wide Web site, preface the URL with the http protocol (http://). To create an email link, preface the address with the mail protocol (mailto://). To link to a newsgroup, preface the USENET name with the news protocol (news:).

### Additional protocols include

file://	Internet protocol used to link to a file on a local disk.
ftp://	Internet protocol used to exchange files by linking to an ftp site.
gopher://	Internet document retrieval protocol used to link to a menu-based gopher site.
telnet	Internet protocol used for sharing information across multiple networks.
WAIS	Internet textual database protocol used to link to a WAIS server.

If you don't know the URL that you want to specify for a hyperlink target, try searching for it on the World Wide Web. Complete Internet addresses appear in the Location field at the top of your Web browser's screen. Specifying URLs in this manner is a great way to make use of the WEB.DESIGNER copy and paste features.

### Notes

- Creating internal links (links that jump to a new point on the same Web page) requires bookmarks. Bookmarks target the jump's destination by tagging a word or phrase.
- You can define hyperlinks for regions of an image by creating an image map (double-click the image and choose Image Map from the Image Properties dialog box).
- If you are referencing a Web site that resides on a UNIX server, verify the case of each of your hyperlink URLs. The UNIX file system is case sensitive.

### See Also

[Adding, editing, and removing hyperlinks](#)

[Using bookmarks within a document](#)

[Removing bookmarks](#)

[Creating image maps](#)


[Adding image map hyperlinks](#)



## Adding, editing, and removing hyperlinks

Hyperlinks distinguish hard-copy publications from online documentation, promoting a three dimensional approach to information design. CorelWEB.DESIGNER simplifies the construction of hyperlinks with toolbar buttons and dialog boxes, allowing you to mobilize the text and images displayed throughout your document.


### To add a hyperlink to a Web page

1. Select the text or image that you want to format as a hyperlink.
2. Click Format, Hyperlink or click .  
CorelWEB.DESIGNER opens the Hyperlink Properties dialog box.
3. Type the link's destination URL or click Browse and navigate to the hyperlink's target.  
CorelWEB.DESIGNER displays your selected text or image as a hyperlink, shown underlined to indicate to users that the selection provides a link to another Web page or URL.

### To change a hyperlink

1. Double-click the hyperlinked text or object.  
WEB.DESIGNER opens the Hyperlink Properties dialog box.
2. Modify the destination URL displayed in the URL of Hyperlink field.
3. Click OK.

### To remove a hyperlink

1. Select the hyperlinked text or object.
2. Click Format, Hyperlink or click .

### Note

- To access a text and image resource, you need to preface the URL with the Hypertext Transfer Protocol (http) reference, e.g., <http://myURLaddress>. To link to the Corel Home Page, type <http://www.corel.com>. To link to an email address such as [myfriend@corp.com](mailto:myfriend@corp.com), type <mailto:myfriend@corp.com>. To link to a newsgroup such as <rec.gardening>, type <news:rec.gardening>.

### See Also

[Using bookmarks within a document](#)

[Removing bookmarks](#)

[Creating image maps](#)

[Adding image map hyperlinks](#)

## Using bookmarks within a document


A bookmark codes and identifies a specific location within a WEB.DESIGNER document. Once you have set a bookmark, you can create a hyperlink to the bookmark's location. For example, you can construct a hyperlinked table of contents that jumps to a bookmarked section further in the same document.

You can create a bookmark for any text string or image by selecting the item and formatting your selection using the Bookmark command in the Format menu. This procedure makes the new bookmark available to all hyperlinks created within the document.

### To create a bookmark

1. Select the target text or image.
2. Click Format, Bookmark.  
WEB.DESIGNER opens the Bookmark dialog box.
3. Type a name in the Bookmarks field.

### To link to a bookmark

1. Select the text or image that you will use as a hotspot for the jump.
2. Click Format, Hyperlink or click .  
WEB.DESIGNER opens the Hyperlink Properties dialog box.
3. Click the Bookmark tab.
4. Choose a bookmark from the Bookmark list.
5. Click OK.

### Notes

- To avoid confusion and destination errors, create a bookmark name that is memorable and that identifies the target location.
- Enabling the Bookmark command in the View menu causes all bookmarks in your WEB.DESIGNER document to be marked with a color that you choose from the Page Properties dialog box in the File menu. The bookmark color specification will not show up in a browser window and can be toggled on or off with the Bookmarks command in the View menu. WEB.DESIGNER's default bookmark identification color is red.

### See Also

[Removing bookmarks](#)

[Creating hyperlinks](#)

[Format menu](#)

## Removing bookmarks

Once you have labeled a link's target or destination with a bookmark, you can always remove the specification from the Bookmarks list.

### To remove a bookmark

1. Select the bookmark.
2. Click Format, Bookmark.  
WEB.DESIGNER warns you that you are about to remove the bookmark formatting from the current selection.
3. Click Yes.

### Notes

- To indicate that text is currently bookmarked, the Bookmark command in the WEB.DESIGNER format menu is displayed with a checkmark beside it. Once you have removed the bookmark from the text, the checkmark disappears.
- Removing a bookmark attribute causes all relative links to that bookmark to become non-functional but does not remove the hyperlink formatting from your page.

### See Also

[Using bookmarks within a document](#)

[Creating hyperlinks](#)

[Format menu](#)

## Creating new Web pages

Using CorelWEB.DESIGNER, you can create your own Web pages from scratch or base your design on a template.

To begin building your Web page from a new WEB.DESIGNER window, click File, New. Once you save your page, the title bar will display the corresponding file name. To begin building your Web page with one of WEB.DESIGNER's pre-designed templates, click File, Templates. Choose a sample page from the Templates folder and modify its elements to create your own customized document.

### To start a new blank Web document

- Click File, New.

### To start a new Web document based on a template

1. Click File, Templates or press CTRL+T.  
WEB.DESIGNER opens the Choose Web Page Template dialog box.
2. Select a template and click Open.  
WEB.DESIGNER opens the template file in the active window.
3. Modify the selection to display your site's personal information.

### Notes

- To simplify this introductory process, CorelWEB.DESIGNER offers a welcome message that lists all of the options available to you at the startup point. To enable/disable this message, choose Tools, Options.
- The first page that visitors see when they access a multi-page Web site, and the first page that most novice Web authors create, is a home page. In addition to providing a "front door" to a company or organization that maintains a site on the Web, a home page provides jumps or hyperlinks to all other resources and points of interest contained within an archive.

### See Also

[Splitting or opening a new document window](#)

[Specifying basic Web page properties](#)

[Editing your favorite published pages](#)

## Re-enabling the welcome screen

If you disable the Welcome to CorelWEB.DESIGNER screen, you can always re-enable the message by modifying the options displayed in WEB.DESIGNER's Options dialog box.

### To re-enable the welcome screen

1. Click Tools, Options.  
WEB.DESIGNER opens the Options dialog box.
2. Enable the Display Welcome Screen On Startup check box.
3. Click OK.

### See Also

[Creating new Web pages](#)

[Splitting or opening a new document window](#)

## Finding and replacing text

You can use WEB.DESIGNER's Find and Replace capability to locate particular words and specify substitutions. This feature is particularly useful if you want to locate all instances of a word, term, or expression in a file.

### To find words

1. Click Edit, Find.

CorelWEB.DESIGNER displays the Find dialog box.

2. Type the word or phrase you want to locate in the Find What field.
3. Enable the Match Case check box to locate only those words that match the exact spelling and case of the specified term.
4. Click Find Next.

CorelWEB.DESIGNER searches your Web page and selects the first instance of the specified term.

### To find and replace words

1. Click Edit, Replace or press CTRL+H.

CorelWEB.DESIGNER opens the Replace dialog box.

2. Type the word or phrase you want to find in the Find What field.
3. Enable the Match Case check box to locate only those words that match the exact spelling and case of the specified term.
4. Type a replacement term in the Replace With field.
5. Click Find Next.

CorelWEB.DESIGNER searches your Web page and selects the first instance of the specified term.

6. Click Replace to replace a single instance of the term or click Replace All to replace every instance of the specified term on your Web page.

### Note

- You can also open the Find dialog box by pressing CTRL+F or by clicking  on the WEB.DESIGNER screen. You can open the Replace dialog box by pressing CTRL+H.

### See Also

[Edit menu](#)

[Adding and formatting Web page text](#)

[Spell checking Web pages](#)

## Splitting or opening a new document window

The CorelWEB.DESIGNER Split and New Window commands make working with Web pages easy. The Split option lets you partition the display of a single window to view more than one portion of the same Web page at the same time. The New Window option creates and opens multiple windows, allowing you to edit numerous Web pages simultaneously. These features are useful if you are editing or updating long Web pages or if you want to copy and paste text and images between Web pages.

### To split the current Web page window display

1. Click View, Split.

CorelWEB.DESIGNER displays a horizontal split bar.

2. Move your mouse to position the split bar on your screen.
3. Left-click or press ENTER [key].

CorelWEB.DESIGNER displays your Web page in the two panes separated by the split bar. You can navigate independently in each pane and cut, copy, and paste text or other information from one pane to the other.

### To open a new document Window

1. Click View, New Window.

CorelWEB.DESIGNER opens a new, untitled window.

2. Click File, Open to open an existing HTML document.

### See Also

[Editing Web page elements](#)

[Creating new Web pages](#)

[View menu](#)

**Search For Help On**

Opens the CorelWEB.DESIGNER help index, allowing you to search the online help system using keywords or phrases.



## Organizing files to work locally and on the server

The Web pages that you create with CoreIWEB.DESIGNER will be placed on a server for Internet users to access. Your service provider or Webmaster assigns a directory on the server to store your files. To ensure a seamless transfer of files from your machine to the server, we recommend that you emulate the server's directory structure on your local system.

CoreIWEB.DESIGNER helps you mirror the server structure by instructing you to set a server root. Ideally, this root has the same name as the directory your files reside in on the server. For example, if all your pages reside in the server directory /USER, you should set up a directory called USER on your hard drive and set the document root to be the same.

### Working with subdirectories

You can have subdirectories working off of your root directory to help organize your files. For example, you may want to have a subdirectory called /IMAGES that will contain all your .GIF and .JPG files. (Check with your service provider to see if this will be acceptable.) If you decide to set up subdirectories, there are some important points to consider.

In order to test your pages locally, file references should be relative to the current page. For example, if you link to an image called LOGO.GIF in the subdirectory IMAGES, the hyperlink would refer to /IMAGES/LOGO.GIF. You will not have problems viewing this locally with your browser or viewing it on the server, since the image is located in a subdirectory of the HTML file.

### Working with common directories

File references outside of the root directory may not work when you test your page locally with a browser. For example, your organization may require you to access common images, like logos, from a central directory outside of the root. You can either use a substitute file locally to view a more accurate representation of your page structure (you must fix the reference when you place it on a server), or you can reference the image correctly as if your file was already on the server, but you will not see the image when you view it locally.

### See Also

[CoreIWEB.DESIGNER introduction](#)

[The World Wide Web and HTML](#)

[Editing Web page elements](#)

## Editing your favorite published pages

With the CorelWEB.GRAPHICS SUITE, it's relatively easy to construct complex HTML elements and produce attractive Web sites. However, CorelWEB.GRAPHICS SUITE also allows you to import and edit most pages currently appearing on the World Wide Web.

### To open a published page in WEB.DESIGNER

1. Click File, Open.

WEB.DESIGNER opens your server root directory in the Open dialog box.

2. Select an HTML file.

As CorelWEB.DESIGNER loads the document into the working window, it scans the underlying HTML Source code for the page and presents an HTML Parser Error dialog box that lists and corrects all of the HTML coding errors located within the file.

3. Edit the text and style of your imported page and insert images in the designated areas.

### Notes

- To open a page from the World Wide Web, you must first save the Web page in .HTM or .HTML format. Click File, Save As in your browser and locate your server root directory.
- Saving files in .HTML or .HTM format from your browser window does not save the images referenced in those files. Instead, you must individually save each image by right-clicking the graphic in your browser window and choosing the Save As command from the pop-up menu. This allows you to include images from a variety of WWW sites in your final Web page.
- Although copyright policy on the World Wide Web remains vague, remember that a Web page or archive represents your personal presence on the Web and should never completely replicate another artist's work.

### See Also

[Setting up a browser](#)

[Viewing and editing HTML source](#)

[Editing Web page elements](#)

[Creating new Web pages](#)

## Shortcuts

### **F7**

Performs a spell check on the current document.

### **F12**

Launches a browser directly from the WEB.DESIGNER window, allowing you to preview the current document on the World Wide Web.

### **F3**

Activates the search specified in the Find dialog box.

### **BACKSPACE**

Removes the last typed character or image.

### **CTRL+N**

Opens a new WEB.DESIGNER window.

### **CTRL+O**

Opens your server root directory in the Open dialog box.

### **CTRL+T**

Opens the Templates dialog box, allowing you to create a new Web document from a pre-designed template.

### **CTRL+S**

Saves the current WEB.DESIGNER document.

### **CTRL+P**

Opens the Print dialog box, allowing you to print the current Web document.

### **CTRL+Z**

Reverses the most recent action performed in the WEB.DESIGNER window.

### **CTRL+SHIFT+Z**

Reverses the action performed by the Undo command.

### **CTRL+X**

Removes the selected data from your document and copies it to the Clipboard. The selected text replaces any previous Clipboard contents.

### **CTRL+C**

Copies selected data to the Clipboard, replacing any previous Clipboard contents.

### **CTRL+V**

Adds a copy of the Clipboard contents to your Web document at the current cursor location.

### **Del**

Deletes the selected text or object without copying it to the Clipboard.

### **CTRL+A**

Selects the contents of your current Web page.

### **CTRL+F**

Opens the Find dialog box, allowing you to search for text and other Web page elements including, fonts, styles, and special characters.

### **CTRL+H**

Opens the Replace dialog box, allowing you to replace a search string with alternate text or objects.

### **CTRL+W**

Opens a new CorelWEB.DESIGNER window, allowing you to view multiple HTML pages simultaneously.

**CTRL+R**

Refreshes the WEB.DESIGNER screen.

**ENTER**

Inserts a blank space and moves your cursor to a new line on the WEB.DESIGNER screen (hard return).

**SHIFT+ENTER**

Moves your cursor to a new line on the WEB.DESIGNER screen (soft return).

**See Also**



[Core|WEB.DESIGNER menus](#)



[Using toolbars](#)

[HTML tag reference](#)

## Document Tree dialog box

Displays the hierarchical structure of your Web page and the HTML tags that are applied to text and other objects in your current WEB.DESIGNER document. The text affected by the HTML code appears between the opening and closing HTML container tags, e.g., <P>text</P>.

You can expand or collapse the display of embedded tags on a Web page by clicking the  or  key next to the HTML code.

-  Indicates that you can expand the display to show additional text, objects, and HTML tags.
-  Indicates that all embedded tags are currently displayed.

### Notes

- The Document Tree dialog box displays a read-only view of your WEB.DESIGNER document. You cannot edit or modify your Web pages in the Document Tree.
- Image maps are not explicitly referenced in the Document Tree. Instead, you will see an <A HREF> reference to the .MAP file you created, along with the image source, below the opening HTML <BODY> tag. If you insert an .HTML file containing an image map in your current document, WEB.DESIGNER references the image map file outside of the </HTML> tag at the bottom of the Document Tree.

## Horizontal Rule Properties dialog box

Specifies the properties of a horizontal rule, including its height, width, alignment, and shading. When you finish modifying these properties, click OK to save your changes and exit, or click Cancel to exit without saving your modifications. The Apply button implements the changes you've made without closing the dialog box.

### Height Properties

Browser Default Specifies the standard height of a rule (dependent on your browser).  
Pixels Specifies the height of the rule in pixels.

### Width Properties

Browser Default Specifies the standard width of a rule (dependent on your browser).  
Pixels Specifies the width of the rule in pixels.  
% of Page Width Specifies the width of a rule as a percentage of the page width.

### Alignment Properties

Browser Default Specifies the standard alignment of a rule (dependent on your browser).  
Left | Center | Right Aligns the rule to the left, center, or right of the page.

### Shading Properties

Browser Default Specifies the standard line shading of a rule (dependent on your browser).  
Unshaded Specifies an unshaded horizontal rule.

## Select File dialog box

Merges an existing .HTML file into your open Web page. With the Select File dialog box, you can search the drives, directories, and folders of your local system and locate a file to insert in your current WEB.DESIGNER document. This dialog box functions much like the Open dialog box in Windows 95, providing buttons to control new folders, file appearance, and movement among drive levels. Locate the .HTML file you wish to insert in your WEB.DESIGNER document by expanding the folders listed in the main window of the dialog box. Once you have chosen a .HTML or .HTM file, the name will appear in the File Name field.

### File Name

Identifies the file that you want to open. By default, the Select File dialog box lists files with the .HTML or .HTM extension.

### Files of Type

Specifies the file format that is displayed in the main area of the Select File dialog box. WEB.DESIGNER automatically filters your system's files, displaying only .HTM and .HTML file types.

### Look in

Lists the drives and directories on your system, allowing you to search locally for a particular file.

### Note

- WEB.DESIGNER inserts the .HTML file at your current cursor location.

## Image Properties dialog box

Adds an image to your Web document. If the image is not located in the server root directory or in the same directory or a subdirectory of your .HTML file, WEB.DESIGNER prompts you to copy the image to the appropriate reference location.

### Image Source

Identifies the location of the image that you want to add to your WEB.DESIGNER document. You can choose a .JPG, .GIF, .BMP, .TGA, or .PCX file. WEB.DESIGNER supports .GIF and .JPG file types directly and will convert .BMP, .TGA, and .PCX files to .GIF or .JPG format.

### Alternate Text

Specifies text to replace the image in cases where the graphic file cannot be displayed (due to availability problems or display restrictions).

### Alignment

Specifies the alignment of an image on your WEB.DESIGNER page.

### Border Thickness

Browser Default	Assigns a default border thickness to your image.
Zero Border	Removes the border from your image.
Custom Thickness	Specifies a border width in pixels.

### Horizontal Spacing

Browser Default	Assigns a horizontal spacing default to your image.
Custom Spacing	Specifies a horizontal spacing value in pixels.

### Scaling

Scale Width	Scales the image width when enabled.
Custom Width	Specifies the scale in pixels.
Scale Height	Scales the image height when enabled.
Custom Height	Specifies the scale in pixels.

### Vertical Spacing

Browser Default	Assigns the current vertical spacing default.
Custom Spacing	Specifies the vertical spacing of your image in pixels.

### Note

- To create an inline image, double-click the image and choose the Hyperlink tab in the Image Properties dialog box. Specify the destination URL for the image and click OK.



## **Image Map Properties dialog box**

Identifies an existing image map file or creates a new image map file, allowing you to project multiple hyperlinks onto defined regions of an image.

### **Use Image Map**

Specifies an image map file to associate with the image on your current WEB.DESIGNER page.

### **Server Side Image Map URL**

Specifies an existing image map file. Type the .MAP file's URL or click Browse to locate the file on your system.

### **Client-Side Image Map URL**

Indicates whether the image map can be processed as a client-side image map. Client-side image maps work by placing a complete representation of the image's active areas (including their shape, size, and destination URL) into an SGML-compliant textual form. When you save your image map as server side, WEB.DESIGNER automatically gives the image a client side name in the Client-Side Image Map URL field.

### **Edit Map**

Opens the specified image map file for editing.

### **Create Map**

Opens the selected image in the Image Map Editor window, allowing you to create a new image map file.

## **Image Map Editor dialog box**

Defines the hyperlink areas for an image map file. To create an image map file, define a region of the image and specify the URL that users will jump to when they click the hyperlinked area in a Web browser.

### **Element**

Indicates the shape of a hyperlinked area within an image. Default (background) is displayed for areas of an image where no hyperlink is defined.

### **Target URL**

Specifies the destination URL for a hyperlinked area. To link to a file that resides on your local system, click Browse and navigate to the appropriate directory.

### **Comment**

Allows you to label a particular hyperlinked area and its corresponding URL.

### **Browse**

Allows you to navigate to a file that you want to associate with a hyperlinked image area or region.

### **Tool Shapes**

Specifies the boundaries of a hyperlinked area.

### **Save**

Displays the Save As dialog box prompting you to specify where you want to save your new image-map file (NCSA compliant). A client-side image map is also created.

## Page Properties dialog box

Specifies an image (.JPG or .GIF) to use as the background for your Web page or specifies a default background color. You can also specify the document title, background sound, and text colors in the Page Properties dialog box.

### Document Title

Specifies a document title which is displayed in a browser's title bar on the Web.

### Customize Background


**Background Image Source** Specifies the location of the image that you want to use as your background, relative to your server root directory. Click Browse to navigate directly to your background image's location.

**Background Color** Changes the background color. Choose a color from the Background Color list box. To return to the default color setting, choose the Default option. To specify a Custom color, choose the Custom command. WEB.DESIGNER specifies white as the default background color.

### Background Sound

Specifies a sound file that plays when a visitor accesses your Web page on the World Wide Web. The background sound loop value determines the number of times that the file plays when a visitor accesses your Web page. If you enable the Non-Stop check box, the sound file plays continuously while your Web page is active. Background sound can only be played by browsers that have sound capability.

### Customize Text Colors

Specifies the color of regular text, normal hyperlinks, visited hyperlinks, active hyperlinks and bookmarks on your Web page. To change the color of a text item, click the  button next to the current (or default) color setting. CorelWEB.DESIGNER allows you to choose between ten standard colors, to reset the default color setting (by choosing the Default option), or to specify a Custom color by choosing the Custom option.

### Note

- If you choose Custom when specifying background or text colors, CorelWEB.DESIGNER opens the Color dialog box, allowing you to choose a custom color setting for the text or item that you have selected.

## Button Properties dialog box

Allows you to customize the appearance of your form's buttons. After making changes, click OK to exit and save your modifications or click Cancel to exit and restore properties to their original settings. The Apply button implements the changes you've made without closing the dialog box.

### **Name**

Assigns a name to the button. This name will be used by the CGI script that processes your form's data.

### **Type**

Submit form contents to URL    Formats the button to perform a submit operation, sending the form's contents to the URL of the CGI program that you specified in the Form Action Handler.

Reset form with default values    Formats the button to perform a reset operation, resetting the form's field entries to their default values.

### **Button Label**

Specifies the text that you want to appear on the button label.

## Check Box Properties dialog box

Allows you to customize the appearance of your form's check boxes. After making changes here, click OK to exit and save your modifications or click Cancel to exit and restore properties to their original settings. The Apply button implements the changes you've made without closing the dialog box.

### **Name**

Assigns a name to the check box. This name will be used by the CGI script that processes your form's data.

### **Initial State**

Checked                                      Enables the check box by default.

Unchecked                                    Disables the check box by default.

### **Value sent when checked**

Specifies the value sent by the form when the check box is checked.

## Radio Button Properties dialog box

Allows you to customize the appearance of your form's radio buttons. After making changes here, click OK to exit and save your modifications or click Cancel to exit and restore properties to their original settings. The Apply button implements the changes you've made without closing the dialog box.

### **Name**

Assigns a name to the radio button. This name will be used by the CGI script that processes your form's data.

### **Initial State**

Selected                                      Enables the button by default.

Unselected                                    Disables the button by default.

### **Value sent when button selected**

Specifies the value sent by the form when the radio button is selected.

## List Properties dialog box

Allows you to customize the appearance of your form's selection list or menu. After making changes here, click OK to exit and save your modifications or click Cancel to exit and restore properties to their original settings. The Apply button implements the changes you've made without closing the dialog box.

### Name

Assigns a name to the selection list or menu. This name will be used by the CGI script that processes your form's data.

### Type

Drop-down Menu	Formats the form element as a drop-down menu.
List Box	Formats the form element as a list box. If enabled, you can also specify the height of the list and indicate whether users may choose multiple items.

### Contents

Item label	Lists the items that will appear in your form's drop-down menu or list box.
Add	Adds an item to the menu or list box.
Modify	Allows you to edit an item in the drop-down menu or list box.
Remove	Removes the selected item from the menu or list box.

### Note

- You can specify the text displayed, the value returned, and the initial state of each item in the menu or list.

## Text Field Properties dialog box

Allows you to customize the appearance of your form's text field. After making changes here, click OK to exit and save your modifications or click Cancel to exit and restore properties to their original settings. The Apply button implements the changes you've made without closing the dialog box.

### **Name**

Assigns a name to the text field. This name will be used by the CGI script that processes your form's data.

### **Type**

Single Line                      Creates a single line text field for your form.

Multi Line                        Creates a multi line text field for your form.

Password Field                    Creates a password text field for your form.

### **Size**

Character Width                 Specifies the number of characters that appear in the text field.

Maximum Length                 Specifies the maximum number of characters that the text field stores.

### **Initial Value**

Specifies a default value that appears in the text field when the form is displayed.



## Hyperlink Properties and Form Properties dialog boxes

### Hyperlink Properties dialog box

Specifies the Uniform Resource Locator (URL) of your hyperlink's destination or target. Hyperlinks on Web Pages allow you to quickly navigate to the information or locations that you're interested in. By clicking a hyperlink, you can jump to a different Web page and access entirely new information. Using CorelWEB.DESIGNER, you can easily create hyperlinks from text blocks or images displayed on your Web page.

#### Hyperlink

URL of Hyperlink                      Specifies the destination URL of the hyperlinked text.

#### Bookmark

Bookmarks                              Lists the bookmarks that you have formatted in your current WEB.DESIGNER document.

#### Notes

- To link to a World Wide Web site, type the page's URL in the URL of Hyperlink area. To link to a file on your local server, click the Browse button and locate the file.
- To link to a bookmark, click the Bookmark tab and choose a bookmark from the Bookmarks list box.

### Form Properties dialog box

Holds the Form Action Handler and identifies the URL of the CGI Script that monitors your form's input and generates the appropriate output. Type the file location relative to your server root directory or click the Browse button to navigate directly to the CGI Script.

#### Form Action Handler

URL of CGI Script                      Specifies the URL of the CGI script that processes the input submitted from your form.

#### Note

- When a visitor to your Web page submits a form, the information is sent to your server. The CGI Script you specify in the Form Action Handler dialog box determines how that information is handled by the server. For more information on the setup and use of CGI Scripts, consult your Webmaster.

## **Link to Bookmark dialog box**

Allows you to choose a bookmark as the destination or target of a hyperlink in the same WEB.DESIGNER document. Bookmarks in Web Pages allow you to quickly navigate to information that you're interested in. By clicking a bookmark link, you can jump to a different location on the current Web page. Using CorelWEB.DESIGNER, you can create standard hyperlinks from text blocks or images to a bookmark that lies in a different area of your Web page.

### **Bookmarks**

Lists the bookmarks that you have formatted in your current WEB.DESIGNER document.

### **Note**

- To link to a bookmark, click the Bookmark tab and choose a bookmark from the Bookmarks list box.

## HTML Parser Error

Detects invalid HTML statements in your Web page. Most often, error statements occur if you have incorrectly edited the HTML Source for your Web page or if you have merged files using tags that are not supported by CorelWEB.DESIGNER. Record the line numbers and errors reported in the Parser Error, then click Edit, HTML Source to open your Web page document and edit the invalid statements.

Although some browsers may display a parser that contains incomplete coding or non-strict coding, CorelWEB.DESIGNER follows strict HTML tag regulations and identifies all irregular tag forms as errors.

### Note

- The WEB.DESIGNER HTML Parser Error attempts to resolve coding errors for you. For example, if opening tags are found within your HTML document without their closing tags, such as a <TABLE> tag without the </TABLE> tag, WEB.DESIGNER automatically closes the tag for you.

## **HTML Source window**

Displays the HTML statements that correspond to WEB.DESIGNER's WYSIWYG presentation of your Web page. You can edit your WEB.DESIGNER documents by modifying the HTML code displayed in the Edit HTML Source window.

### **Keep Changes**

Exits the HTML Source display and applies your changes to the current WEB.DESIGNER document. You may have to click View, Refresh Window to view an accurate representation of your page.

### **Discard Changes**

Exits the HTML Source display without saving the changes that you made to your Web page. The Discard Changes option restores your document to its original state.

### **Print Source**

Prints the HTML sequences displayed in the HTML Source window.

### **Note**

- To paste HTML tagged text from the Clipboard into your Web page, you must paste into the HTML Source window.

## Spell Check dialog box

Checks the spelling of all text on your current WEB.DESIGNER document. If CorelWEB.DESIGNER finds a word that is not in its dictionary, it generates a list of substitute terms. You can pick one of the WEB.DESIGNER suggestions and click Change or Change All to replace the error or click Ignore or Ignore All to bypass instances of the suspect word.

### **Word not in dictionaries**

Displays the suspect word or term.

### **Change to**

Displays the replacement word or term.

### **Suggestions**

Displays a list of suggested replacements for the suspect term, generated from the WEB.DESIGNER dictionary and your personal dictionaries.

### **Ignore**

Ignores the current instance of a suspect word.

### **Ignore All**

Ignores all instances of the suspect word on your Web page.

### **Change**

Replaces the current instance of a suspect word with one of CorelWEB.DESIGNER's suggested terms or a customized replacement.

### **Change All**

Replaces all instances of the word on your Web page with one of CorelWEB.DESIGNER's suggested terms or a customized replacement.

### **Add to Personal**

Adds a suspect word to your personal dictionary for use in subsequent spelling checks.

### **Close**

Ends the spelling check and displays the results.

## **Server Root dialog box**

Specifies a directory that will store your .HTML files and provides the base location from which CorelWEB.DESIGNER resolves relative URLs to image files and other hyperlinked documents.

### **Server Root**

Specifies the directory location that stores all of the .HTML files and referenced objects used in your WEB.DESIGNER documents. Type a precise directory path or click the Browse button to search your local system for the appropriate directory.

### **Note**

- After changing your server root directory, restart WEB.DESIGNER to apply the setting.

## Select the Server Root Directory dialog box

Specifies a directory that will store your .HTML files and provides the base location from which CorelWEB.DESIGNER resolves relative URLs to image files and other hyperlinked documents.

### Server Root

Specifies the directory location that stores all of the .HTML files and referenced objects used in your WEB.DESIGNER documents. Type a precise directory path or click the Browse button to search your local system for the appropriate directory.

### Note

- After changing your server root directory, restart WEB.DESIGNER to apply the setting.

## Applet Properties dialog box

Allows you to customize the appearance of applets in your WEB.DESIGNER page. The Applet Properties dialog box controls the selection and display of the Java Powered (TM) applets you import to your Web document, allowing you to specify properties that include applet class, alternate text for browsers that don't support applets, spacing, alignment, and scaling values.

### Applet

Applet Class	Specifies the applet .CLASS file that you want to insert in your Web page. Pressing the Browse button allows you to search your local system for the file.
Codebase	Identifies the directory path that leads to the applet .CLASS file if the file is saved in a directory other than your server root. The codebase entry must not contain the class file name.
Alternate Text	Specifies the text that will appear in the applet's place if the applet cannot be displayed (due to browser incompatibility or availability problems).
Horizontal/Vertical Spacing	Specifies pixel values for the horizontal and vertical spacing of your applet. Selecting the browser default option allows automatic regulation.
Alignment	Specifies an alignment option for your applet. Choose from the browser default, baseline, top, middle, bottom, textop, absolute middle, absolute bottom, left, or right alignment options.
Scaling	Regulates the width and height of your applet in pixel values. Scaling is most effective at the default (200 x 200) setting.

### Parameters

Parameter	Lists the parameters that correspond to the .CLASS file specified on the Applet tab.
Name	Displays the parameter name.
Value	Displays the parameter value.

### Notes

- To edit or remove a parameter, double-click an entry in the main field of the Parameters tab.
- Only programmers who are experienced with the Java Programming Language should attempt to edit their applet's parameters.
- Once you have specified the Applet Class on the Applet tag, WEB.DESIGNER automatically inserts the appropriate parameters in the Parameters tag.



## **Bookmark dialog box**

Lists the names of all the bookmarks in the current WEB.DESIGNER document. Once a bookmark has been set, you can create a hyperlink on the same page that jumps to the target location.

### **Bookmark Name**

Names a formatted bookmark.

### **Other Bookmarks**

Lists the names of all previously defined bookmarks in the current WEB.DESIGNER page.

## **Open dialog box**

Opens files that have been saved on your local system. WEB.DESIGNER opens the dialog box to the directory that you have set as your server root.

### **File Name**

Identifies the name of the file that you want to open. The dialog box lists files with the extension you specify in the Files of Type field.

### **Files of Type**

Determines the file format that is displayed in the main area of the dialog box. WEB.DESIGNER automatically filters your system's files, displaying only .HTM and .HTML file types.

### **Look in**

Lists the drives and directories on your local system, allowing you to search for the file that you want to open.

## **Save As dialog box**

Saves a copy of your current file.

### **File Name**

Identifies the file by name.

### **Save as type**

Specifies the type of file listed in the Save As dialog box and saves your current document with the corresponding file extension. By default, CorelWEB.DESIGNER documents are saved with a .HTML file extension. You can expand the drop-down menu and choose All Files (\*.\*) to view all of the file types contained in a particular directory.

### **Save in**

Specifies the drive in which to store the new file.

### **Note**

- We recommend that you save your Web page inside your server root directory. If you save your Web page in a directory other than the server root, WEB.DESIGNER will copy all image files referenced with relative addresses to the new location. When necessary, new folders will be created in the external directory to store the referenced files and mirror the original directory structure.

## Print Setup dialog box

Identifies a printer and its connection.

### Printer

Name	Lists the printers that you can access from your system.
Status	Identifies the current operating status of the selected printer.
Type	Identifies the printer by name and type.
Where	Identifies the port that connects the printer to your computer.
Properties	Opens the printer properties dialog box, allowing you to set advanced printing options for your current document.

### Orientation

Portrait	Prints the current document using a portrait layout.
Landscape	Prints the current document using a landscape layout.

### Paper

Size	Determines the paper size that the printer will use to print your documents.
Source	Specifies the paper source. Some printers offer multiple trays for different paper sources.

## **Print dialog box**

Formats the appearance of your printed pages, offering print range, print to file, and collation properties.

### **Printer**

Name	Lists the printers that you can access from your system.
Status	Identifies the current operating status of the selected printer.
Type	Identifies the printer by name and type.
Where	Identifies the port that connects the printer to your local system.
Properties	Opens the printer properties dialog box, allowing you to set advanced printing options for your current document.

### **Print Range**

All	Prints the entire document.
Selection	Prints the currently selected text.
Pages	Prints the range of pages you specify in the From and To fields.

### **Print to File**

Prints your document or documents to a PostScript file.

### **Copies**

Specifies the number of copies to print for a specific page range.

### **Collate**

Prints multiple copies in page number order.

## **Find dialog box**

Locates a search string in the current WEB.DESIGNER document.

### **Find what**

Displays the text or object that you want to locate.

### **Match case**

Restricts the search, locating only those instances of the specified search string that match the Find What entry exactly (including case).

### **Find Next**

Searches the current WEB.DESIGNER document for the term specified in the Find What field.

### **Cancel**

Closes the Find dialog box.

## **Replace dialog box**

Specifies the search string and its replacement. After locating the search string, choose Replace to insert the replacement text, Replace All to replace all instances of the search string in your document, or Find Next to locate the next instance of the search string.

### **Find what**

Displays the text or object that you want to locate.

### **Replace with**

Displays the search string's replacement text.

### **Match case**

Locates only those instances of the specified search string that match the Find What entry exactly (including case).

### **Find Next**

Searches the WEB.DESIGNER document for the term specified in the Find What field.

### **Replace**

Replaces the current instance of the search string with the term specified in the Replace With field.

### **Replace All**

Replaces all instances of the search string with the term specified in the Replace With field.

### **Cancel**

Closes the Replace dialog box.

## Embedded File Properties dialog box

Displays the properties of any file that you embed in your WEB.DESIGNER document. Embedded files can include .MPG files, Sun Audio (.AU) and MIDI files or any other file type that you can view in your Web browser or with accompanying plug in applications. Double-click an embedded file or select the file and choose Edit, Properties to display the Embedded File Properties dialog box.

### Embedded file

Specifies the name and location of the file that you want to embed in your current WEB.DESIGNER document.

### Horizontal Spacing

Browser Default	Applies the default horizontal spacing to the embedded file.
Pixels	Allows you to specify a horizontal spacing value in pixels.

### Vertical Spacing

Browser Default	Applies the default vertical spacing to the embedded file.
Pixels	Allows you to specify a vertical spacing value in pixels.

### Alignment

Controls the placement of the embedded file on your WEB.DESIGNER page.

### Scaling

Width	Specifies the width of the embedded file. The WEB.DESIGNER default value is 200.
Height	Specifies the height of the embedded file. The WEB.DESIGNER default value is 200.


### Note

- A feature's properties can be altered limitlessly, so don't be afraid to substitute values and preview results. In fact, this type of experimentation often provides the best understanding of an element or property value.



## Select HTML Browser dialog box

Specifies the directory path of the Web browser that you want to use to preview your WEB.DESIGNER documents. Type the path for the HTML Browser or click Browse to locate the file. The first time you choose the Set Browser command from the WEB.DESIGNER Tools menu, the Select HTML Browser dialog box appears. After


specifying a browser, choose Tools, Browser Preview or click  to launch the specified browser directly from the WEB.DESIGNER window.

### **Path for HTML Browser**

Displays the directory path leading to the executable file (.EXE) of the Web browser that you've selected for previewing your WEB.DESIGNER documents.

## Color dialog box

Customizes the coloring of text and background elements in your Web page. You can access the Color dialog box

by clicking , Custom Color or by clicking File, Page Properties, and opening the drop-down menus. Select a predefined color from the Basic Colors section of the dialog box or customize colors by specifying a point on the color palette. When you have defined an appropriate color, click Add to Custom Colors to add the shade to your custom color specifications.

### **Basic colors**

Lists the most common color options. Choose a color and click OK to apply it to your work.

### **Custom colors**

Stores 16 custom color specifications for future applications.

### **Add to custom colors**

Copies the specified color to the Custom colors list.

### **Color/Solid**

Previews a color that you specify on the custom color chart.

### **Notes**

- If you choose a color from the Basic Colors chart, the color palette indicator moves to the corresponding shade on the palette and a preview of your choice appears in the Color/Solid window.
- You can adjust the Hue, Saturation, and Luminosity qualities of a color by typing pixel values in the appropriate fields.

## **Form Action Handler**

Specifies the URL for the CGI script that will process input submitted by your form. Type the file location relative to your server root directory or click the Browse button to navigate directly to the CGI Script file location.

### **URL of CGI Script**

Displays the URL of the CGI script that controls your form's functionality. The CGI script that you specify in the URL of CGI-Script field is responsible for serving up documents or creating new documents on request. You may leave the URL of CGI-Script field blank and identify the script at a later time by clicking the top or bottom of your form's border.

### **Note**

- When a visitor to your Web page submits a form, the information is sent to your server. How the information is handled by the server is determined by CGI scripts. Consult your Webmaster about the setup and use of CGI scripts.

## Select a sound file dialog box

Specifies a sound file that will play when a sound-capable browser accesses your WEB.DESIGNER document on the World Wide Web. The Select A Sound File dialog box allows you to choose a sound file and preview the sound before inserting it as background music for your page.

### Look in

Lists the drives and directories on your local system, allowing you to search for the file that you want to open.

### File name

Identifies the name of the file that you want to open. The Select A Sound File dialog box lists files with the extension you specify in the List Files Of Type field.

### Files of type

Regulates the file type that is displayed in the main area of the Select A Sound File dialog box. WEB.DESIGNER automatically filters your system's files, displaying Wave files, Aiff files, Au files, Midi files, or all files contained in the specified directory.

### Play a sound file

Plays a selected sound file before inserting it as the background sound for your Web page.

### Stop sound

Stops playing the sound file.

### Note

- The CoreIWEB.DESIGNER background sound feature is only supported by browsers that recognize the <BGSOUND> HTML tag, e.g., Microsoft's Internet Explorer.

**Undo**

Reverses the most recent action performed in the WEB.DESIGNER window. You can also reverse your most recent action by pressing CTRL+Z.

**Redo**

Reverses the action performed by the Undo command. You can also redo actions by pressing CTRL+SHIFT+Z.

**Cut**

Removes the selected data from your document and copies it to the Windows Clipboard. The copied text replaces any previous Clipboard contents. You can also cut and copy data by pressing CTRL+X.

**Copy**

Copies selected data to the Windows Clipboard, replacing any previous Clipboard contents. You can also copy data to the Clipboard by pressing CTRL+C.



**Paste**

Adds a copy of the Windows Clipboard contents to your Web document at the current cursor location. You can also paste the Clipboard contents in your Web page by pressing CTRL+V.

**Clear**

Deletes the selected text or object without copying it to the Windows Clipboard. You can also delete selected text by pressing DEL [key].

**Select All**

Selects the contents of your current Web page. You can also select the contents of your current Web page by pressing CTRL+A.

**Find**

Opens the Find dialog box, allowing you to search for text and other Web page elements including, fonts, styles, and special characters. You can also activate a search by pressing CTRL+F.

**Find Next**

Activates the search specified in the Find dialog box. You can also activate a search by pressing F3.

**Replace**

Opens the Replace dialog box, allowing you to replace a search string with alternate text or objects. You can also open the Replace dialog box by pressing CTRL+H.

**Edit HTML Source**

Displays the HTML Source code that corresponds to WEB.DESIGNER's WYSIWYG presentation of your current Web page.

**Properties**

Displays the property settings for the selected element. To edit an object's properties, select the element, click Edit, Properties, and adjust the settings in the Properties dialog box.



**New**

Opens a fresh WEB.DESIGNER screen, allowing you to create a new Web document. You can also open a new WEB.DESIGNER window by pressing CTRL+N.

**Open**

Opens an existing HTML document. You can open multiple documents at once by choosing View, New Window. You can also open an existing HTML document by pressing CTRL+O.

## **Templates**

Creates a new Web document from a pre-designed template. Click File, Templates and choose a template from the Choose Web Page Template dialog box. Double-click the template file name or select the file and click Open. The template's structure provides a sample on which to base your new Web page. You can also open a WEB.DESIGNER template by pressing CTRL+T.

**Save**

Saves the current Web page. When you save a Web page for the first time, CorelWEB.DESIGNER displays the Save As dialog box, allowing you to name your file. We recommend that you save your Web pages inside your server root directory. You can also save a document by pressing CTRL+S.

**Save As**

Opens the Save As dialog box, allowing you to name and save your current file. To save a document with its existing name and directory, click File, Save. We recommend that you save your Web page inside your server root directory.

**Print Setup**

Opens the Print Setup dialog box, allowing you to select a printer and a printer connection and to modify your print properties.

**Print**

Opens the Print dialog box, allowing you to regulate the range of printed pages, the number of copies, the destination printer, and the appearance of your printed document. You can also open the print dialog box by pressing CTRL+P.

**Page Properties**

Opens the Page Properties dialog box allowing you to adjust the title, background, and text color of a current WEB.DESIGNER document.



**Recent File**

Displays an ordered list of the most recently accessed WEB.DESIGNER documents. To open a file listed in the Recent File menu listing, click the appropriate filename.

**Exit**

Closes the current WEB.DESIGNER window and exits the application. WEB.DESIGNER prompts you to save any changes you've made to your file prior to closing the program. You can also close WEB.DESIGNER by pressing ALT+F4 or by clicking the Close icon in the application's title bar.

**Normal**

Formats the current paragraph in Normal font, removing all existing HTML tags from the text.

**Heading**

Applies a heading style to selected text, corresponding to the HTML <H1> through <H6> tags. To format a paragraph of text with a Heading Style, position your cursor in the paragraph, click Format, and choose a heading style.

**Preformatted Text**

Displays selected text in a monospace font, retaining all line breaks and spaces, corresponding to the HTML `<PRE>` tag. To format a paragraph of text with the HTML `<PRE>` tag, position your cursor at any point in the paragraph and click Format, Preformatted Text.

**Block Quotation**

Indents selected text and inserts paragraph breaks before and after the block quotation tag, corresponding to the HTML <BLOCKQUOTE> tag. To format a paragraph of text with the HTML <BLOCKQUOTE> tag, position your cursor at any point in the paragraph and click Format, Block Quotation.

**Ordered List**

Displays selected text in a numbered list, corresponding to the HTML <OL> and <LI> tags. To remove the ordered list formatting from list items, select the text and click Format, Ordered List.

**Unordered List**

Displays selected text in a bulleted list, corresponding to the HTML <UL> and <LI> tags. To remove the unordered list formatting from list items, select the text and click Format, Unordered List.



**Hyperlink**

Opens the Hyperlink Properties dialog box, allowing you to define a new hyperlink URL for the selected text or image on your Web page.

**Bookmark**

Opens the Bookmark dialog box, allowing you to mark the selected text as a target for a hyperlink.

## Designing forms

With the CorelWEB.DESIGNER form functions you can create online forms for a variety of purposes such as to allow visitors to comment on your page or to purchase a product online. WEB.DESIGNER's form functions allow you to create and customize virtually any form style so that you can create text fields, radio buttons, check boxes, and other advanced form elements within minutes.

To help you build forms, CorelWEB.DESIGNER provides the Forms toolbar.

### Note

- When visitors to your Web site submit a form, the data is sent to your server. From there, CGI scripts determine how the data is handled. For more information on creating and using CGI scripts, consult your Webmaster.

### See Also

[Creating a new form](#)

[Adding elements to a form](#)

[CGI scripting](#)


[Insert menu](#)

[Forms toolbar](#)

## Creating a new form

With CorelWEB.DESIGNER's form features you can design feedback forms, questionnaires, surveys, or purchase orders to publish on the Web. However, to achieve full form functionality, you must specify the URL of a CGI script that will process your form's data and serve up the appropriate responses.

### To create a new form

1. Position your cursor at the point in your Web page where you want to insert a form.
2. Click Insert, Form or click .  
CorelWEB.DESIGNER displays the Form Action Handler.
3. Type the URL of a CGI script or click Browse to specify the CGI Script that will process the form's input.  
CorelWEB.DESIGNER displays a rectangular region defined by a red dashed line in which you can add form elements and structure the layout of your page.

### Note

- Even if you do not know the location of the CGI script or do not have a CGI script, you can still design forms using CorelWEB.DESIGNER. Simply click OK in the Form Action Handler and consult your Webmaster prior to placing your pages on a server. The form will not function until you specify an appropriate CGI Script.

### See Also

[Designing forms](#)

[Adding elements to a form](#)

[CGI scripting](#)


[Forms toolbar buttons](#)

[Insert menu](#)

## Adding elements to a form

With CorelWEB.DESIGNER's Form menu commands and toolbar options, you can easily add new elements to your online forms.

### To add form elements

1. Position your cursor inside the form border.
2. Click a form element button on the Forms toolbar. For example, click  to add a text field to your form.
3. Type introductory text beside each form element, prompting your visitors to fill in the appropriate information.
4. Double-click the form element.  
WEB.DESIGNER opens the corresponding Properties dialog box.
5. Set the element's attributes and click OK.

### Notes

- To configure the labels on the Submit and Reset buttons of your form, double-click the button, then specify a label and configure the button (type) to Submit or Reset your form's contents.
- If you double-click the form border, CorelWEB.DESIGNER displays the Form Properties dialog box, allowing you to specify a CGI script in the Form Action Handler.

### See Also

[Designing forms](#)

[Creating a new form](#)

[CGI scripting](#)

[Insert menu](#)

[Forms toolbar](#)

## CGI Scripting

The Common Gateway Interface (CGI) is responsible for most of the more complex movement and interaction that occurs in World Wide Web forms, acting as a means of communication with programs on other computers. CGI scripts allow Web browsers to run programs directly without the help of external applications. With CGI scripts, you can scan databases, sort names, send mail or perform almost any other interactive function.

With standard HTML pages, you access a link to a URL, instructing your browser to read, interpret, and display information contained on another Web site. With hyperlinks, clients direct their browsers to a specific screen of information. But with CGI scripts, an information provider serves up different documents depending on a client's request. More importantly, the CGI allows the program or script to create new documents at the time clients make their requests.

Forms are one of the most popular uses for CGI on the Web, allowing advanced interaction and information exchanges in an active environment. Like most other Web editors, CorelWEB.DESIGNER supports HTML form tags but does not generate CGI scripts. This means that you can use WEB.DESIGNER to construct forms for your Web pages but until you specify a CGI script in the Form Action Handler, your forms will remain static. Before you can publish pages that return requested data, respond to user input, or log accesses, you must specify the CGI program that will control your form's operations. For more information on CGI scripting, contact your Webmaster.

### See Also

[Designing forms](#)

[Creating a new form](#)

[Adding elements to a form](#)

[Forms toolbar](#)

[Insert menu](#)

## Glossary of Terms



### **A**

[Addons](#)  
[Address](#)  
[Anchor](#)  
[Applet](#)  
[Attribute](#)

### **B**

[Bitmap \(.BMP\)](#)  
[Bookmark](#)  
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### **C**

[CERN](#)  
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[CoreIWEB.GALLERY](#)  
[CoreIWEB.MOVE](#)  
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[CoreIWEB.Transit](#)

### **E**

[Email](#)  
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### **F**

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Form

FTP

## **G**

Gopher

## **H**

HotJava Browser(TM)

Hotspot

HTTP

HTML

HTML 2.0

HTML 3.0

Hyperlink

Hypermedia

Hypertext

## **I**

Image map

Internet

Internet Explorer

## **J**

Java (TM)

JPEG Bitmap (.JPG)

## **L**

Link

## **N**

NCSA

Netscape Extensions

Netscape Navigator

Net

Newsgroups

## **P**

Page

Pixel

Plug-ins

Properties

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Redo

Refresh

## **S**

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Site

SGML

Surfing

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Telnet



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[TIF](#)

[Toolbar](#)

**U**

[Undo](#)

[URL](#)

**V**

[VRML](#)

**W**

[WAIS](#)

[Web](#)

[World Wide Web](#)

**See Also**

[CorelWEB.DESIGNER basics](#)

[CorelWEB.DESIGNER screen tour](#)

[CorelWEB.DESIGNER tools](#)

[Tips and tricks](#)

[Using CorelWEB.DESIGNER](#)

**Addons**

An external program or helper application that can be added to a Web browser. Addons perform functions and display file types that the Web browser cannot handle internally.

**Address**

The string of characters that identifies you, an Internet file, or an Internet site. Email addresses usually take the form `username@host.name.type`, and gopher addresses look like `cwis.usc.edu`. World Wide Web addresses are called Universal Resource Locators or URLs.

**Anchor**

The source or destination of a hypertext link in a Web document. External links extend from one anchor to another document or from another document to that anchor. A link's source anchor or starting point usually appears highlighted in your Web browser. Clicking your mouse on a source anchor transports you to the corresponding destination anchor.

**Applet**

An applet is a small program, based on the Java (TM) Programming Language, that can be included in an HTML page. When you use a Java-compatible browser to view a page that contains an applet, the applet's code is transferred to your system and executed by the browser.

**Attribute**

A property of an HTML element that appears in the opening tag of the element. In the HTML sequence `<TABLE COLSPAN=6>`, COLSPAN is an attribute, defined by the `<TABLE>` tag.

**Browser**

A viewing mechanism used for observing hypertext on the World Wide Web, technically referred to as a Web client. A browser allows you to view pages and navigate Web archives.

**Bitmap (.BMP)**

The file name extension for bitmap images. Bitmaps are images composed of a series of pixels or dots. Scanners and paint programs such as CorelPHOTO-PAINT generate this type of image.



**Bookmark**

A bookmark codes and identifies a specific location within a WEB.DESIGNER document. Once you have set a bookmark, you can create a hyperlink to the bookmark's location. You can create a bookmark for any text string or image by selecting the item and formatting your selection using the Bookmark command in the WEB.DESIGNER Format menu. This procedure makes the new bookmark available to all hyperlinks created within the document.

**CERN**

(Centre Europeen pour la Recherche Nuleaire) A European physics laboratory and birthplace of the World Wide Web.  
For more information on CERN, consult the CERN home page at <http://www.cern.ch/>.

**CGI**

(Common Gateway Interface) Addon programs that run in the browser, eliminating the need for external applications. When a user selects a URL that leads to a CGI script, programs launch on the server system to scan databases, sort names, send mail, or perform any other function you want.

**Clickable Map**

An inline image with multiple, defined regions, each linking to a different location on the World Wide Web.

**CorelWEB.Transit**

An application in the CorelWEB.GRAPHICS SUITE package that converts standard word processing files to .HTML format. Once the file is converted you can edit the HTML document in CorelWEB.DESIGNER.

**CorelWEB.MOVE**

An application in the CorelWEB.GRAPHICS SUITE package that allows you to create or edit animations. Completed animations can be inserted in your WEB.DESIGNER documents for publishing on the Web.

**CorelWEB.DRAW**

An application in the CorelWEB.GRAPHICS SUITE package that allows you to create or edit your own graphic files. Completed image files may be inserted in your WEB.DESIGNER documents for publishing on the Web.

**CorelWEB.GALLERY**

An application in the CorelWEB.GRAPHICS SUITE package that supplies you with thousands of ready-to-use graphic images for integration in your WEB.DESIGNER pages. Simply drag and drop the WEB.GALLERY images onto your CorelWEB.DESIGNER screen to give color and life to your documents.



**CorelWEB.WORLD**

An application in the CorelWEB.GRAPHICS SUITE package that allows you to create VRML files. Completed VRML files may be inserted in your WEB.DESIGNER documents for publishing on the Web.

**Email**

An abbreviation for Electronic Mail, referring to a messaging system that also incorporates file transfer. Email transmits messages from one person to another via computer and can also send messages to a large number of addresses (Mailing List).

**Embedded File**

A file of any type, including .MPG files, Sun Audio (.AU) and MIDI files, that you can view in your Web browser or with accompanying plug-in applications. WEB.DESIGNER's Embedded File command quickly merges files of any type with your Web pages, allowing you to create more advanced and efficient Web documents.

**Font**

A set of characters in a particular size and style (typeface). A font includes letters, numbers, punctuation marks, and other characters.

**Form**

An advanced means of interaction on the World Wide Web, largely dependent on CGI scripting. With the CorelWEB.DESIGNER form functions you can create forms for a variety of purposes such as to allow visitors to comment on your page or to purchase a product online. Form functions allow you to create and customize virtually any form style so that, within minutes, you can create text fields, radio buttons, check boxes, and other form elements.

**FTP**

(File Transfer Protocol) A common method of transferring files between remote computers. The most popular Internet use is anonymous FTP where you log in to a remote system using the login name anonymous and typing your full Internet address as the password. With anonymous FTP, you don't need an account on the remote computer to access files. Essentially, FTP is a special way to login to a remote Internet site to retrieve and/or send files.

**Gopher**

A Client/Server program that makes menus of text-based material available over the Internet. Although Gopher spread rapidly across the globe in only a couple of years, it is being largely supplanted by hyperdocuments on the World Wide Web. You can perform many functions from Gopher, including FTP, telnet, and searches.

**HotJava Browser (TM)**

A prototype of a WWW browser that displays applications contained in .HTML files and is written in the Java Programming Language (TM). The data viewed in standard Web browsers is limited to text, illustrations, and low-quality sounds or videos, but with the HotJava Browser, you can add interactive science experiments, games, specialized shopping applications, interactive advertising, and even customized newspapers.



**Hotspot**

A defined hypertext region. A hotspot is the source anchor of a hyperlink and is typically highlighted or otherwise distinguishable from standard text.

**HTTP**

(HyperText Transport Protocol) The protocol for moving hypertext files across the Internet. Requires a HTTP client program on one end, and an HTTP server program on the other end. The HyperText Transfer Protocol abbreviation (http) appears at the beginning of all World Wide Web addresses (e.g., <http://www.corel.com>).

**HTML**

(HyperText Markup Language) The coding language used to create Hypertext documents on the World Wide Web. HTML is a tag-based language that allows you to surround text blocks with codes that control their appearance. More importantly, HTML allows you to create hypertext documents by linking a word or phrase to another Internet file. HTML files are meant to be viewed using a World Wide Web Client Program, such as Netscape Navigator or Microsoft's Internet Explorer.

**HTML 2.0**

An HTML standard that defines the conformance of HTML documents (Web pages) and certain aspects of HTML user agents (Web browsers).

**HTML 3.0**

HTML 3.0 is a set of extensions to the standard HTML coding specifications. HTML 3.0 extensions include support for fill-out forms, tables, mathematical equations, and floating figures.

**Hyperlink**

A relationship between two anchors. Internal hyperlinks connect information stored on the same database and external hyperlinks connect information stored on different databases.

**Hypermedia**

A concept that combines the principles of hypertext with graphic, sound, and video applications.

**Hypertext**

Any text that links directly to other documents. Hypertext is text that is not constrained to a single sequence for observation.



**Image map**

An image-map is a file that projects multiple hyperlinks on different regions of an image file, allowing users to click a specified region and jump to the hyperlinked Web page defined for that area. CorelWEB.DESIGNER handles client-side and server-side image mapping.

**Internet**

The vast collection of inter-connected networks that use TCP/IP protocols and that evolved from the ARPANET of the late 60s and early 70s. The Internet connects thousands of remote computers to an extensive global network.

**Internet Explorer**

An advanced browsing application created by the Microsoft Corporation. Internet Explorer can be used to view HTML pages on the World Wide Web.

**Java (TM)**

A programming language invented by Sun Microsystems, specifically designed for writing programs that can be safely downloaded from the Internet and immediately run without fear of viruses or other harm to your system. Small Java Powered programs are called applets.

**JPEG Bitmap (.JPG)**

The file name extension for Joint Photographic Experts Group — a graphic format supported by CorelWEB.DESIGNER and most Web browsers.

**Link**

A relationship between two anchors. Internal hyperlinks connect information stored on the same database and external hyperlinks connect information stored on different databases.

**NCSA**

The National Center for Supercomputing Applications at the University of Illinois at Champaign-Urbana, the home of the Mosaic Web browser.

**Netscape Extensions**

Unique HTML tags, developed by Netscape Communications and recognized by the Netscape Navigator Web browser.



**Netscape Navigator**

An advanced Web browsing application created by Netscape Communications Corporation. Netscape Navigator can be used to view HTML pages on the World Wide Web.

**Net**

An abbreviated term referring to the Internet.

**Newsgroups**

An automated message area, usually operated through USENET in which subscribers post messages to an entire group on a wide variety of topics. USENET is a world-wide system of discussion groups.

**Page**

A single file of Hypertext Mark-Up Language that can be viewed with a Web browser. Typically these pages combine text, images, and multimedia features, including hypertext links that jump to other Web pages. One of the most common Web pages is the home page which acts as an entry point to a local Web.

**Pixel**

The smallest resolvable element of a computer image. A pixel is rectangular and is either on a screen or stored in memory.

**Plug-ins**

Software add-on programs that extend the capabilities of a browser in a specific way. Plug-in applications allow you to access file types that are unsupported by your browser. For example, some plug-in applications allow you to play audio samples or view movie clips directly from your Web browser.

**Properties**

The characteristics or attributes of an HTML element. With WEB.DESIGNER, you can adjust an element's attributes by double-clicking the element or by selecting it and choosing Edit, Properties. Many Web elements have their own properties dialog boxes that can be used to change the feature's appearance or characteristics. For example, one way to edit a table that you have already inserted in your Web document is to choose Table, Table Properties.

**Redo**

The Redo command allows you to repeat commands that were previously undone by the Undo command.



**Refresh**

The Refresh command redraws the screen.

**Script**

A script (macro) is a computer program that executes a series of instructions with a single command. Generally, scripts are used to automate repetitive tasks or simplify complicated actions, but they can also prompt for user input, display messages, and interact with other applications.

**Site**

A file section of a computer where particular documents reside; for example, a Web site, a Gopher site, or an FTP site. Web sites are addressed locations on the Internet that provide access to a set of HTML documents that correspond to a particular URL. A Web site consists of a Web server and a named collection of Web documents, both accessible through a single URL.

**SGML**

(Standard Generalized Markup Language) An open document definition language used frequently in the publishing industry. HTML is a definition under SGML. An SGML document consists of data characters and markup codes. The markup describes the structure of the information and an instance of that structure.

**Surfing**

Navigating or moving (virtually) from computer to computer on the Internet, usually not staying too long in one place.

**Table**

An HTML 3.0 specification that allows you to create customized organizational charts, calendars, schedules, and more. Customized layout, alignment, and sizing options allow you to produce unique, structured pages that appeal to your audience. Your table's cells can hold most HTML elements, and while textual inserts remain the most popular, online tables can also integrate images, image maps, and other tables.

**Telnet**

The command and program used to login from one Internet site to another. The telnet command/program transports you to the login: prompt of another host.

**Template**

A collection of sample files stored in .HTML format. You can open a template and edit its contents to easily create customized documents.



**.TIF Bitmap**

The file name extension for Tagged Image File Format — a bitmap graphic format.

**Toolbar**

A set of icons or buttons that provide quick, one-step access to commonly used menu commands and features.

**Undo**

The Undo command removes the effect of the most recent WEB.DESIGNER action.

**URL**

(Uniform Resource Locator) A World Wide Web address or identifier used to locate specific information sites on the Web. The most common way to use a URL is to type the address into a WWW browser program, such as Netscape, or Internet Explorer. URLs are preceded by the HTTP protocol (http://).

**VRML**

(Virtual Reality Modeling Language) A specification for three-dimensional rendering used with Web browsers.

**WAIS**

(Wide Area Information Servers) A commercial software package that allows the indexing of huge quantities of information and makes those indices searchable across networks. WAIS search results are ranked (scored) according to the relevance of the hits.

**Web**

An abbreviated term referring to the World Wide Web (see World Wide Web).

**World Wide Web**

(WWW) The World-Wide Web is a hypertext-based, distributed information system created by researchers at CERN in Switzerland. <http://www.w3.org/>. Web clients (browsers) can access multi-protocol and hypermedia information using an addressing scheme.



**Contents**

Displays the opening Help screen. From the Contents page, you can jump to instructions for using CorelWEB.DESIGNER and various types of reference information. Click the Contents button at the top of the Help window to open the Contents page from any point in the WEB.DESIGNER help system.

**Screen/Menu Help**

Converts your mouse to a question mark pointer and activates WEB.DESIGNER's context-sensitive Help. Clicking the Screen/Menu Help button or clicking Help, Screen/Menu Help and choosing a menu command or tool displays the corresponding Help topic. To access the main help file, click Help, Contents, or press F1. You can also activate the Screen/Menu Help by pressing SHIFT+F1.

**Search For Help On**

Opens the CorelWEB.DESIGNER Help index, allowing you to conduct a search for specific information. From the Search For Help On index, you can jump to instructions for using CorelWEB.DESIGNER and various other reference information. You can also access the online Help index by clicking the Index button at the top of the WEB.DESIGNER Help window.

**Technical Support**

Lists technical support and customer service information contacts.

**Tutorial**

Opens the CorelWEB.DESIGNER tutorial — a hands-on approach to learning CorelWEB.DESIGNER.

**WEB.GRAPHICS SUITE Web Page**

Opens the WEB.GRAPHICS SUITE Web Page directly from the WEB.DESIGNER window. Free product updates, tutorials, and other related software are available at this site (<http://www.corel.com/corelweb/webgraphics/downloads/>).


**About CorelWEB.DESIGNER**

Opens a dialog box that displays the application version, your registration status, and informative World Wide Web contacts.

## Inserting images

One way to make a site more attractive and functional is to include graphic images. CorelWEB.DESIGNER handles two graphic file formats directly: .JPG and .GIF. Three other file formats (.TGA, .BMP, and .PCX) will be automatically converted to .GIF or .JPG file format when you add them to your Web pages.

### To insert images in a Web page

1. Position your cursor at the point on your Web page where you want to insert an image.
2. Click Insert, Image or click .  
CorelWEB.DESIGNER opens the Image Properties dialog box.
3. Click the Browse button beside the Image Source field.  
WEB.DESIGNER opens your server root directory in the Select Image Source dialog box.
4. Select an image file and click Open.
5. Click OK.  
CorelWEB.DESIGNER updates your Web page and displays the new image file.

### Notes

- You can also insert animated GIFs using the Inserting images procedure.
- To make changes to any of the image properties, double-click the image and set values in the Image Properties dialog box.
- Double-clicking an image also gives you access to WEB.DESIGNER's image map feature.

### See Also

[Adding image map hyperlinks](#)

[Creating image maps](#)



## Creating image maps

Using CorelWEB.DESIGNER, you can create an image-map file that projects multiple hyperlinks on different regions of an image. When you click on a mapped region of an image in a browser window, you jump to the hyperlinked Web page that has been specified for that area. CorelWEB.DESIGNER handles image maps in two ways:

- the image map is embedded in the Web document, to allow client-side image mapping.
- an image map file is created for the server, to allow server-side image mapping.

### To create an Image map file

1. Double-click the Image.

CorelWEB.DESIGNER displays the Image Properties dialog box.


2. Choose the Image Map tab.

3. Enable the Use Image Map check box.

4. Click Create Map.

CorelWEB.DESIGNER displays the Image Map Editor window, allowing you to specify regions of your image, define hyperlinks, and type a corresponding Target URL for each hyperlinked area.

### Notes

- You can also select an image and click  to go directly to the Image Map Editor and edit or create a new image map file.
- To edit an existing image map file, choose Edit Map on the Image Map tab.
- Server-side image maps are NCSA compliant.
- Image maps are not explicitly referenced in the document tree structure. Instead, you will see an <A HREF> reference to the map file you created, along with the image source beneath the opening <BODY> tag. If you insert an .HTML file containing an image map in your current Web document, WEB.DESIGNER references the image map file outside of the </HTML> tag at the bottom of the Document Tree structure.

### See Also

[Adding image map hyperlinks](#)

[Inserting images](#)

## Adding image map hyperlinks

Once you have loaded an image in the Image map editor, you must define hyperlinked regions on the image and specify destination URLs for the links. For more information about hyperlinks and URLs, see the Creating hyperlinks section of the CorelWEB.DESIGNER online Help system.

### To define a new hyperlink area for your image-map file

1. Click the map tool that corresponds to the shape of the hyperlinked region that you want to define.
2. Define a hyperlinked region.
3. Type the destination URL in the Target URL field or click Browse and navigate to the target file.
4. Repeat steps 1 to 3 and specify hyperlink target URLs for all the regions of your image file.
5. Click Save.

CorelWEB.DESIGNER opens the Save Image Map File dialog box.

6. Type a name in the File name field and specify a directory location in which to save the map file.

WEB.DESIGNER saves the hyperlink target URL information in a .MAP file for server-side image maps Client-side image maps are created at the same time.

[Draw a circle](#)

[Draw a rectangle](#)

[Draw a polygon](#)

### Notes

- To remove a rectangle, circle, or polygon from your image map file, select the element and press DEL [key].
- To see your latest changes, you may need to click View, Refresh Window.
- Image maps are not explicitly referenced in the document tree structure. Instead, you will see an <A HREF> reference to the map file you created, along with the image source beneath the opening <BODY> tag. If you insert an .HTML file containing an image map into your current Web document, WEB.DESIGNER references the image map file outside of the </HTML> tag at the bottom of the Document Tree.

### See Also

[Creating image map files](#)

[Creating hyperlinks](#)

[Inserting images](#)

**To draw a circle**

1. Click the circle tool.
2. Click and drag to draw the circle.

**To draw a rectangle**

1. Click the rectangle tool.
2. Click and drag to draw the rectangle.

**To draw a polygon**

1. Click the polygon tool.
2. Click and drag to draw the polygon.
3. Double-click to close the polygon.

**Image map editor**

Opens the image map editor, allowing you to edit or create an image map file for the currently selected image.

**Form**

Opens the Form Action Handler in the Form Properties dialog box, allowing you to specify the URL of the CGI script that will process your form's data. Click OK to insert a new HTML form at your current cursor position.

**Form, Text Field**

Adds a text field element to the active form. All form commands are available from the Insert menu and the Forms toolbar.



**Form, Button**

Adds a button element to the active form. All form commands are available from the Insert menu and the Forms toolbar.

**Form, Check Box**

Adds a check box element to the active form. All form commands are available from the Insert menu and the Forms toolbar.

**Form, Radio Button**

Adds a radio button element to the active form. All form commands are available from the Insert menu and the Forms toolbar.

**Form, List/Menu**

Adds a list or menu element to the active form. All form commands are available from the Insert menu and the Forms toolbar.

**Image**

Opens the Image Properties dialog box, allowing you to specify an image to add to your current document.

**Horizontal Rule**

Opens the Horizontal Rule dialog box, allowing you to edit the properties of a horizontal rule on your Web page.

**Paragraph**

Inserts a blank space and moves your cursor to a new line on the WEB.DESIGNER screen (hard return). You can also create a paragraph break by pressing ENTER [key].

**Line Break**

Moves your cursor to a new line on the WEB.DESIGNER screen (soft return). You can also create a line break by pressing SHIFT+ENTER [key].



**HTML File**

Inserts and merges an existing .HTML file with your current CorelWEB.DESIGNER document. Using the HTML File command, you can merge all .HTML files including those containing Java Powered (TM) applets.

**Applet**

Opens the Applet Properties dialog box, allowing you to insert a Java Powered (TM) applet in your CorelWEB.DESIGNER document. This command quickly merges pre-designed applets.

**Embedded File**

Opens the Embedded File Properties dialog box, allowing you to insert any file in your CorelWEB.DESIGNER document. The Embedded File command quickly merges files of any type with your Web pages, allowing you to create more advanced and efficient Web documents.

**Ordered List**

Formats the first entry for an ordered or numbered list at your current cursor position, corresponding to the HTML `<OL>` and `<LI>` tags.

**Unordered List**

Formats the first entry for an unordered or bulleted list at your current cursor position, corresponding to the HTML `<UL>` and `<LI>` tags.



## CorelWEB.DESIGNER Help Contents


<b>Basics</b>

<b>Screen</b>


<b>Tools</b>

<b>Quick Tips</b>

<b>How to...</b>

<b>Glossary</b>

### Notes

- In addition to the information accessed from the Help Contents page, you'll find useful definitions and tips for menu items or toolbars when you press the Screen/Menu Help button,  and choose a CorelWEB.DESIGNER command.
- You can access Help for individual dialog boxes by clicking the Help button within the dialog box.
- Free product updates, tutorials, and other related software will be available from the WEB.GRAPHICS SUITE Web Page. Click Help, WEB.GRAPHICS SUITE Web Page and choose OK to directly access this page (<http://www.corel.com/corelweb/webgraphics/downloads/>).

## **CorelWEB.DESIGNER Basics**

Before launching into any Web design project, you must understand the basic principles of page construction using the CorelWEB.DESIGNER Web editing tools. The following links provide you with information on the WWW, HTML, and WEB.DESIGNER's document creation strategies:

[CorelWEB.DESIGNER introduction](#)

[The World Wide Web and HTML](#)

[Organizing files](#)

[Editing Web page elements](#)

### **See Also**

[CorelWEB.DESIGNER screen tour](#)

[CorelWEB.DESIGNER tools](#)

[Tips and tricks](#)

[Using CorelWEB.DESIGNER](#)

[Glossary of terms](#)

## **CorelWEB.DESIGNER Introduction**

In recent years the popularity of the Internet has grown tremendously, making the Net and its offspring, the World Wide Web, two of the fastest growing communication mediums in the world. Currently, millions of people world-wide are developing their own Web pages to advertise businesses, to sell products, to entertain, or to communicate on a global basis. Creating a World Wide Web page grants a single person the ability to reach millions of potential customers, clients, and friends around the world.

Until now, creating and maintaining a World Wide Web page required extensive knowledge of the Hypertext Markup Language (HTML), but with CorelWEB.DESIGNER, publishing pages on the Web becomes easy. CorelWEB.DESIGNER is a Web authoring tool that was designed for the average word processing user, but that is powerful enough for professional Web artists. With this program you can develop high-quality pages without having to deal with complex HTML tags and extensions. Simply put, CorelWEB.DESIGNER gives you the power you want, and the flexibility you need, to create quality Web pages with ease.

To simplify the Web construction process, CorelWEB.DESIGNER allows you to enter and edit text the same way you do in most word processing applications. WEB.DESIGNER includes word processing styles and features such as formatting toolbars, spell checking options, cut and paste functions, and find or replace commands. With CorelWEB.DESIGNER, even novice Web authors can edit existing Web pages or create new ones using templates, images, hyperlinks, hotspots, forms, and character or paragraph styles.

### **See Also**

[The World Wide Web and HTML](#)

[Organizing files](#)

[Editing Web page elements](#)



## The World Wide Web and HTML

Due to recent expansion and high-speed advancement, the World Wide Web has become a staggering information resource. Millions of individuals and organizations across the globe have published pages on the Web so that anyone, anywhere, can obtain any information they need. When you visit a World Wide Web site, you access information stored on another computer. The contents of all Web sites are coded in Hypertext Mark-Up Language (HTML) and the computer that stores the site is called a Web server. The viewing device that accesses information from the World Wide Web site and displays it on your computer screen is called a Web browser.

Some companies, including Netscape and Microsoft, have recently enhanced their Web browsers with new display capabilities such as applet support, animated GIF presentation, or VRML display. As a result, these companies have created some unique HTML tags, supported only by their particular browser. Because Web surfers use many different browsers to view World Wide Web sites, the unique HTML enhancements may be displayed by one browser, but not by another, depending on the types of tags that were used by the author of the page. To address the incompatibility problems that unique HTML tags create, and to ensure that the largest possible audience has access to WEB.DESIGNER sites, the CorelWEB.DESIGNER application uses HTML tags that most major browsers support.

Each time you type a Uniform Resource Locator (URL) or Internet address into your browser, you send a signal to the server that holds that address, requesting its information. The same process takes place when you click a hyperlink on a Web page. But while you type a location URL in the Address box at the top of your browser window, a link's destination or target site is embedded into the hyperlink by the Web page author. In both cases, URLs can reference text and images, an online newsgroup, an email address, or any other information located on an Internet server.

### Note

- Usually, Web pages are set up on dedicated servers. A dedicated server is a central computer that stores Web pages exclusively, and runs continually, ensuring that information can be accessed at all times. Service providers store Web pages on dedicated servers and provide users with access to the Internet for monthly or annual fees.

### See Also

[CorelWEB.DESIGNER introduction](#)

[Organizing files](#)

[Editing Web page elements](#)

## CorelWEB.DESIGNER tools

CorelWEB.DESIGNER works like most other standard Windows applications. You can perform operations by choosing menu options or by clicking the toolbar icons.

CorelWEB.DESIGNER Tools provides help on the following topics:

[CorelWEB.DESIGNER menus](#)

[Using toolbars](#)

[HTML tag reference](#)

[Shortcuts](#)

### **See Also**

[CorelWEB.DESIGNER basics](#)

[CorelWEB.DESIGNER screen tour](#)

[Tips and tricks](#)

[Using CorelWEB.DESIGNER](#)

[Glossary of terms](#)

## Using CorelWEB.DESIGNER

Once you have familiarized yourself with WEB.DESIGNER's main design principles, you're ready to begin using this advanced WWW editing tool. Help for creating and updating HTML Web pages is available for the following topics:

[Starting a new Web project](#)

[Working with text](#)

[Managing images and image attributes](#)

[Formatting bookmarks and hyperlinks](#)

[Creating and modifying HTML tables](#)

[Designing forms](#)

[Editing and previewing your work](#)

[Integrating advanced elements](#)

[Publishing files to WEB.DESIGNER](#)

### **See Also**

[CorelWEB.DESIGNER basics](#)

[CorelWEB.DESIGNER screen tour](#)

[CorelWEB.DESIGNER tools](#)

[Tips and tricks](#)

[Glossary of terms](#)

## **Starting a new Web project**

[Creating new Web pages](#)

[Specifying basic Web page properties](#)

[Saving Web pages](#)

[Splitting or opening a new document window](#)

[Re-enabling the welcome on startup screen](#)

[Adding horizontal rules](#)

## **Working with text**

Adding and formatting text

Copying and pasting text from other applications

Adding bold, emphasis, and other character formats

Finding and replacing text

Creating ordered and unordered lists

## **Managing images and image attributes**

[Inserting images](#)

[Creating image maps](#)

[Adding image map hyperlinks](#)

## **Formatting bookmarks and hyperlinks**

Using bookmarks within a document

Removing bookmarks

Creating hyperlinks

## **Creating and modifying HTML tables**

[Designing tables](#)

[Creating a new table](#)

[Modifying table elements](#)

[Specifying boundaries in the Table Properties dialog box](#)

[Setting your table's background color](#)



## **Designing forms**

[Designing forms](#)

[Creating a new form](#)

[Adding form elements](#)

## **Editing and viewing your work**

[Spell checking Web pages](#)

[Viewing and editing HTML Source code](#)

[Editing your favorite published pages](#)

[Reversing the most recent action](#)

[Setting up a browser](#)

[Viewing your Web pages](#)

[Viewing VRML](#)

[Viewing Barista files](#)

## **Integrating advanced elements**

[Adding sound](#)

[Merging .HTML files](#)

[Inserting Java powered \(TM\) applets](#)

[Embedding files](#)

## **Publishing files to WEB.DESIGNER**

[Publishing files to WEB.DESIGNER](#)

[Inserting animations](#)

[Using animations](#)

[Inserting VRML](#)

[Converting word processing files](#)

[Adding WEB.GALLERY images](#)

[Creating and inserting your own graphics](#)

[Publishing in the Java Programming Language \(TM\) with Barista](#)

## CorelWEB.DESIGNER menus

The CorelWEB.DESIGNER menus allow you to create and manipulate your HTML documents (also referred to as Web pages). In many cases, the operations you perform using menu commands are also available via toolbar buttons or shortcut keys.

### Menu Description

<u>File</u>	Provides standard Windows menu commands for <ul style="list-style-type: none"><li>• creating new files</li><li>• opening existing documents, including over 120 templates</li><li>• saving, printing, and exiting</li><li>• setting page properties such as the title, background image, and text or background colors</li></ul>
<u>Edit</u>	Provides standard Windows menu commands for <ul style="list-style-type: none"><li>• undoing the most recent action and re-doing the action affected by the Undo command</li><li>• cutting, copying, and pasting text</li><li>• selecting, finding, and replacing text</li><li>• editing the properties of selected objects</li><li>• viewing and editing the HTML Source code</li></ul>
<u>View</u>	Provides menu commands for <ul style="list-style-type: none"><li>• splitting and refreshing windows</li><li>• opening a new window or displaying the document tree</li><li>• displaying toolbars in the CorelWEB.DESIGNER window</li><li>• enabling/disabling the CorelWEB.DESIGNER bookmark display</li></ul>
<u>Insert</u>	Provides menu commands for adding HTML elements and files to the currently open Web page. These commands include <ul style="list-style-type: none"><li>• inserting forms and form fields</li><li>• adding images, horizontal rules, paragraphs, and line breaks</li><li>• adding applets written in the Java (TM) Language, merging .HTML files, and embedding Internet files</li><li>• creating ordered and unordered lists</li></ul>
<u>Format</u>	Provides menu commands for specifying HTML formatting of text, bookmarks, and hyperlinks.
<u>Table</u>	Provides menu commands used to add HTML tables to an active Web page or to modify rows, columns, and cells already existing in an open document. <ul style="list-style-type: none"><li>• inserting tables, cells, rows, and columns</li><li>• selecting and modifying standard table properties</li><li>• deleting rows or columns</li></ul>
<u>Tools</u>	Provides menu commands that organize your documents and launch the other applications included in the CorelWEB.GRAPHICS SUITE package. The Tools menu includes

commands for

- checking your completed documents for spelling errors
- launching CorelWEB.MOVE, CorelWEB.DRAW, CorelWEB.WORLD, CorelWEB.GALLERY, and CorelWEB.Transit
- setting up a server root directory to act as the base location for all of your Web files
- specifying a browser and previewing your Web pages
- enabling the Welcome on Startup message, the CorelWEB.GRAPHICS SUITE application messages, and the WEB.DRAW transparency option

Help

Provides standard Windows menu commands for accessing all online help topics. You can search for specific help topics, activate the screen/menu help, browse through the contents page or the CorelWEB.DESIGNER tutorial, and access the WEB.GRAPHICS SUITE Web Page.

**See Also**

[Using toolbars](#)

[HTML tag reference](#)

## File menu commands

The File menu offers the following commands:

<b>Command</b>	<b>Description</b>
New	Opens a new WEB.DESIGNER window.
Open	Opens an existing Web page file.
Templates	Opens a new Web page based on one of CorelWEB.DESIGNER's template files.
Save	Saves the current Web page file.
Save As	Names and saves the current Web page file.
Print Setup	Selects a printer and printer connection.
Print	Prints a Web page file.
Page Properties	Opens the Page Properties dialog box, allowing you to display and update your page properties.
Exit	Exits CorelWEB.DESIGNER.

### **See Also**

[CorelWEB.DESIGNER menus](#)

[Standard toolbar](#)

## Edit menu commands

The Edit menu offers the following commands:

<b>Command</b>	<b>Description</b>
Undo	Reverses the most recent action.
Redo	Reverses the action of the Undo command.
Cut	Deletes data from your Web page and copies it to the Windows Clipboard.
Copy	Copies data from your Web page to the Windows Clipboard.
Paste	Pastes data from the Windows Clipboard into an open Web page.
Clear	Deletes data from your Web page without putting it in the Windows Clipboard.
Select All	Selects the contents of the current Web page file.
Find	Finds the specified text.
Find Next	Finds the next instance of the specified text.
Replace	Finds the specified text or item and replaces it with the information you specify.
HTML Source	Displays the HTML Source for the current Web page.
Properties	Displays the current property settings for a selected Web page element.

### **See Also**

[CorelWEB.DESIGNER menus](#)

[Standard toolbar](#)



## View menu commands

The View menu offers the following commands:

<b>Command</b>	<b>Description</b>
Split	Divides the active window into separate panes, allowing you to view different parts of the same file simultaneously.
New Window	Opens a new window, allowing you to access another Web page or create a new file. Using the New Window command, you can open more than one HTML Web page simultaneously.
Document Tree	Displays the hierarchical structure of HTML formatting tags within a Web page.
Standard Toolbar	Shows or hides the Standard toolbar.
Formatting Toolbar	Shows or hides the Formatting toolbar.
Style Toolbar	Shows or hides the Style toolbar.
Forms Toolbar	Shows or hides the Forms toolbar.
Applications Toolbar	Shows or hides the Applications toolbar.
Status Bar	Shows or hides the Status Bar.
Bookmarks	Shows or hides the target bookmarks in an active document.
Refresh Window	Redraws the WEB.DESIGNER screen.

### **See Also**

[CoreIWEB.DESIGNER menus](#)

## Insert menu commands

The Insert menu offers the following commands:

<b>Command</b>	<b>Description</b>
Form	Adds an HTML form to your Web page, corresponding to the HTML <FORM> tag.
Form Field	Adds standard HTML form elements to a form. These include text field, text button, check box, radio button, and list menu items.
Image	Adds an image to your Web page, corresponding to the HTML <IMG> tag.
Horizontal Rule	Adds a horizontal rule to your Web page, corresponding to the HTML <HR> tag.
Paragraph	Inserts a blank space and moves your cursor to a new line on the WEB.DESIGNER screen, corresponding to the HTML <P> tag.
Line Break	Moves your cursor to a new line on the WEB.DESIGNER screen without inserting a space, corresponding to the HTML   tag.
Applet	Opens the Applet Properties dialog box to insert Java Powered (TM) applets and specify Applet and Parameter values, including class, alternate text, spacing, alignment, and scaling properties. The Applet command corresponds to the HTML <APPLET> tag.
HTML File	Opens the Select File dialog box to insert and merge an existing .HTML file with the current CorelWEB.DESIGNER document. This command applies to all .HTML files, including those containing applets.
Embedded file	Opens the Embedded File Properties dialog box to insert an external Internet file in your current WEB.DESIGNER page. Although the Embedded file command can be used with files of all types, most embedded objects can only be viewed with application specific plug-ins.
Ordered List	Adds an ordered list to your current document, corresponding to the HTML <OL> tag used with the <LI> tag.
Unordered List	Adds an unordered list to your current document, corresponding to the HTML <UL> tag used with the <LI> tag.

### Notes

- When inserting applets in CorelWEB.DESIGNER, you must copy all referenced files for the applet, including the corresponding images and classes.
- The Forms toolbar provides the same options for creating forms and specifying form fields as those appearing in the Insert menu.

### See Also

[CorelWEB.DESIGNER menus](#)

[Forms toolbar](#)

[Formatting toolbar](#)

[Standard toolbar](#)

## Format menu commands

The Format menu offers the following commands:

<b>Command</b>	<b>Description</b>
Normal	Removes existing HTML tags, returning text to the normal font display.
Heading	Specifies a Heading paragraph style, corresponding to HTML tags <H1> through <H6>.
Preformatted text	Specifies a preformatted paragraph style, corresponding to the HTML <PRE> tag.
Block Quotation	Specifies a Block Quotation paragraph style, corresponding to the HTML <BLOCKQUOTE> tag.
Ordered List	Places selected text in an ordered (numbered) list, corresponding to the HTML <OL> tag used with the <LI> tag.
Unordered List	Places selected text in an unordered (bulleted) list, corresponding to the HTML <UL> tag used with the <LI> tag.
Hyperlink	Formats the selected text or image as a hyperlink jump, corresponding to the HTML <A HREF> tag.
Bookmark	Formats the selected text or image as bookmark, corresponding to the HTML <A NAME> tag.

### See Also

[CorelWEB.DESIGNER menus](#)

[Formatting toolbar](#)

## Table menu commands

The Table menu offers the following commands:

<b>Command</b>	<b>Description</b>
Insert Table	Opens the Table Properties dialog box, corresponding to the HTML <TABLE> tag.
Insert Cell	Adds a cell to the table, corresponding to the HTML <TD> tag.
Insert Rows/Columns	Adds a row or column to the table. The Insert Rows command corresponds to the HTML <TR> tag. The Insert Columns command corresponds to the HTML COLSPAN attribute with the table data tag <TD>.
Delete Cell	Deletes a cell from a row in the current table.
Delete Row	Deletes a row from all columns in the current table.
Delete Column	Deletes a column from all rows in the current table.
Select Cell	Selects a table cell for modification.
Select Row	Selects a table row for modification.
Select Table	Selects the entire table and its contents for modification.
Cell Properties	Opens the Cell Properties dialog box allowing you to adjust cell size, type, and alignment.
Table Properties	Opens the Table Properties dialog box, allowing you to adjust the table width, alignment, spacing, and layout.

### Note

- All table menu commands, except Insert Table, are only available if your cursor is positioned inside an active table.

### See Also

[Core|WEB.DESIGNER menus](#)

[Designing tables](#)

[Creating a new table](#)

[Specifying boundaries in the Table Properties dialog box](#)

[Setting your table's background color](#)

## Tools menu commands

The Tools menu offers the following commands:

<b>Command</b>	<b>Description</b>
Spelling Check	Verifies the spelling of all text in your Web page.
CorelWEB.MOVE	Launches the CorelWEB.MOVE application from the WEB.DESIGNER window.
CorelWEB.DRAW	Launches the CorelWEB.DRAW application from the WEB.DESIGNER window.
CorelWEB.WORLD	Launches the CorelWEB.WORLD application from the WEB.DESIGNER window.
CorelWEB.GALLERY	Launches the CorelWEB.GALLERY application from the WEB.DESIGNER window.
CorelWEB.Transit	Launches the CorelWEB.Transit application from the WEB.DESIGNER window.
Browser Preview	Launches an HTML browser from the WEB.DESIGNER window, allowing you to preview your current document on the World Wide Web.
Set Browser	Opens the Select HTML Browser dialog box, allowing you to specify the browser that you want to use to preview your WEB.DESIGNER documents.
Set Server Root	Specifies a directory as your server root or base directory. The server root directory stores all the .HTML and graphics files that you use in your Web pages.
Options	Allows you to enable or disable the Welcome on Startup screen, the CorelWEB.GRAPHICS SUITE application launch messages, the Enable lower case file names option, and the WEB.DRAW transparency option.

### **See Also**

[CorelWEB.DESIGNER menus](#)

[Applications toolbar](#)

## Help menu commands

The Help menu offers the following commands to provide assistance with the WEB.DESIGNER application:

<b>Command</b>	<b>Description</b>
Contents	Provides an entry point to task-oriented help topics.
Screen/Menu Help	Displays context-sensitive help for buttons, menu items, and window displays.
Search For Help On	Provides an index to all help topics.
Technical Support	Displays technical support or customer service information.
Tutorial	Opens the CorelWEB.DESIGNER tutorial — a hands-on approach to learning CorelWEB.DESIGNER.
WEB.GRAPHICS SUITE Web Page	Opens the WEB.GRAPHICS SUITE Web Page directly from the WEB.DESIGNER window.
About CorelWEB.DESIGNER	Displays the application version number and registration information.

### **See Also**

[CorelWEB.DESIGNER menus](#)

[Standard toolbar](#)

## **Publishing files to WEB.DESIGNER**

Files created in the other CorelWEB.GRAPHICS SUITE applications can be easily merged with WEB.DESIGNER documents, allowing you to integrate applications and resulting in advanced World Wide Web pages. WEB.DESIGNER offers the following publishing options:

[Inserting animations](#)

[Creating and inserting your own graphics](#)

[Inserting VRML](#)

[Adding WEB.GALLERY images](#)

[Converting word processing files](#)

### **See Also**

[Adding sound](#)

[Merging .HTML files](#)

[Inserting Java powered \(TM\) applets](#)

[Embedding files](#)

## Merging .HTML files

In the CorelWEB.GRAPHICS Suite of applications, merging .HTML files is performed by the Insert, HTML File command.

### To merge existing .HTML files into your open WEB.DESIGNER page

1. Click Insert, HTML File.  
CorelWEB.DESIGNER opens the Select File dialog box.
2. Search the drives, directories, and folders of your local system for the .HTML file that you want to insert in your WEB.DESIGNER page.
3. Select the .HTML file and click OK.

### Note

- The Insert, HTML file command merges .HTML files that contain applets, providing an alternative to the Insert, Applet command.

### See also

[Publishing files to WEB.DESIGNER](#)



## Inserting Java Powered (TM) Applets

In the CorelWEB.GRAPHICS Suite of applications, inserting applets is performed by the Applet command in the WEB.DESIGNER Insert menu.

### To insert Applet Classes

1. Click Insert, Applet.  
WEB.DESIGNER opens the Applet Properties dialog box.
2. Click Browse.  
WEB.DESIGNER opens the Select Class File dialog box.
3. Select the applet's .CLASS file and click Open.
4. Specify values for each of the properties listed in the Applet Properties dialog box to control the appearance of the applet file on your WEB.DESIGNER page.
5. Click OK.

### Note

- You can also add Java Powered applets contained in .HTML files to your WEB.DESIGNER page by clicking Insert, HTML file. The entire .HTML file and its contents will be merged with the open WEB.DESIGNER document.

### See Also

[Publishing files to WEB.DESIGNER](#)

[Publishing in the Java Programming Language \(TM\) with Barista](#)

[Barista files](#)

## Embedding files

CorelWEB.DESIGNER's Embedded File command empowers you with one of the most advanced integration techniques offered on the Net. Embedding files allows you to insert Internet files of all types into your Web documents. These files can include audio, video, animation, and any other objects that can be viewed directly in a Web browser or with the help of a plug-in application.

### To embed an Internet file in your WEB.DESIGNER document

1. Position your cursor at the point on your WEB.DESIGNER page where you want to embed a file.
2. Click Insert, Embedded File.  
WEB.DESIGNER produces the Embedded File Properties dialog box.
3. Type the directory path for the file in the Embedded File field or click Browse to locate the file on your local system.
4. Set the embedded file's spacing, alignment, and scaling values in the Embedded File Properties dialog box.
5. Click OK.

When you embed Internet files in your HTML document, WEB.DESIGNER inserts a system icon, representing the type of file that you inserted. To see how a browser displays the embedded file, preview your WEB.DESIGNER document using the Tools, Browser Preview command. The appearance of embedded files on the Web varies according to the type of browser and plug-in applications that access the file.

### Notes

- The Embedding File command can be used to insert external files that you have stored on your local system, but should not be used to insert standard HTML elements such as .GIF and .JPG files, which are added to WEB.DESIGNER documents with the Insert Image command, or .HTML files which are best integrated using the HTML File command.
- If your embedded file can only be viewed with the help of a browser plug-in application, insert a hypertext link directing your visitors to the appropriate online downloading location. Netscape 2.0 plug-ins are available at [http://home.netscape.com/comprod/mirror/navcomponents\\_download.html](http://home.netscape.com/comprod/mirror/navcomponents_download.html). You can also direct your visitors to the Netscape home page (<http://home.netscape.com>), where they will find links to the downloading site. Microsoft's Internet Explorer plug-ins are available at <http://www.microsoft.com/ie/addons/default.htm> or through the Software Library from the Microsoft home page (<http://www.microsoft.com>).
- Publishing a file to WEB.DESIGNER from one of the other CorelWEB.GRAPHICS SUITE applications automatically embeds the file in your current WEB.DESIGNER document. For example, if you have created a .WRL file using CorelWEB.WORLD, clicking File, Publish to WEB.DESIGNER embeds the .WRL file directly into your current Web page.

### See Also

[Publishing files to WEB.DESIGNER](#)

[Viewing your Web pages](#)

[Viewing VRML](#)

## Inserting animations

In the CorelWEB.GRAPHICS Suite of applications, the creation and integration of animated files is performed by the CorelWEB.MOVE command in the WEB.DESIGNER Tools menu and the Publish to command in the CorelWEB.MOVE File menu.

### To insert animations in your Web page

1. Position your cursor at the point in your WEB.DESIGNER document where you want to insert an animation.
2. Click Tools, CorelWEB.MOVE.  
WEB.MOVE is launched directly from the WEB.DESIGNER window.
3. Create an animation using the tools and commands offered by the CorelWEB.MOVE menus and toolbars. Refer to the WEB.MOVE online Help system for assistance in constructing your animated files.
4. Click File, Publish to WEB.DESIGNER.  
WEB.DESIGNER closes the WEB.MOVE window and adds the animation to your Web page.

### Notes

- When the first frame of your animation appears in the WEB.DESIGNER window, you can double-click the image or click Edit, Properties to open the Applet Properties dialog box.
- To automatically publish an animation to the WEB.DESIGNER page, you must launch CorelWEB.MOVE from within WEB.DESIGNER.
- To insert an animated GIF into WEB.DESIGNER, click Insert, Image and then click Browse to locate the file.

### See Also

[Publishing files to WEB.DESIGNER](#)

[Barista files](#)

[Viewing your Web pages](#)

[Using animations](#)

## Creating and inserting your own graphics

In the CorelWEB.GRAPHICS Suite of applications, the creation and integration of graphic images is performed by the CorelWEB.DRAW command in the WEB.DESIGNER Tools menu and the Publish to command in the CorelWEB.DRAW File menu.

### To create and insert WEB.DRAW graphics

1. Position your cursor at the point in your WEB.DESIGNER document where you want to insert a WEB.DRAW graphic.
2. Click Tools, CorelWEB.DRAW.  
WEB.DRAW is launched directly from the WEB.DESIGNER window.
3. Create a graphic using the tools and commands offered by the CorelWEB.DRAW menus and toolbars. Refer to the WEB.DRAW online Help system for assistance in constructing your graphic files.
4. Click File, Publish to WEB.DESIGNER.  
WEB.DESIGNER closes the WEB.DRAW window and adds the graphic to your Web page.

### Notes

- You can also insert any existing graphics into your Web page by clicking Insert, Image from the WEB.DESIGNER menu.
- To automatically publish a WEB.DRAW image to your WEB.DESIGNER page, you must launch CorelWEB.DRAW from within WEB.DESIGNER.
- When the first frame of your image appears in the WEB.DESIGNER window, you can double-click the image or choose Edit, Properties to open the Image Properties dialog box.

### See Also

[Publishing files to WEB.DESIGNER](#)

[Inserting images](#)

## Inserting VRML

You can create VRML and merge them with your World Wide Web pages using WEB.DESIGNER's CoreIWEB.WORLD command and WEB.WORLD's Publish to WEB.DESIGNER command.

### To create and insert WEB.WORLD VRML

1. Position your cursor at the point in your WEB.DESIGNER document where you want to insert VRML.
2. Click Tools, CoreIWEB.WORLD.  
WEB.WORLD is launched directly from the WEB.DESIGNER window.
3. Create a VRML using the tools and commands offered by the WEB.WORLD menus and toolbars. Refer to the WEB.WORLD online Help system for assistance in constructing your VRML file.
4. Click File, Publish to WEB.DESIGNER.  
WEB.DESIGNER closes the WEB.WORLD window and adds the VRML to your Web page.

### Notes

- To view a virtual world, your browser must have VRML viewer support. This is achieved either as a free plug-in (e.g., Live 3D for Netscape Navigator 2.0) or built in support (e.g., Netscape Navigator 3.0, Internet Explorer 3.0).
- You can double-click the VRML or click Edit, Properties to open the Embedded File Properties dialog box.
- To automatically publish your VRML to the WEB.DESIGNER page, you must launch CoreIWEB.WORLD from within WEB.DESIGNER.

### See Also

[Publishing files to WEB.DESIGNER](#)

[Viewing your Web pages](#)

[Viewing VRML](#)

## Adding WEB.GALLERY images

Almost anyone can create a World Wide Web page, but not everyone has the artistic talent or time necessary to create images for those pages. The CorelWEB.GRAPHICS SUITE of applications includes CorelWEB.GALLERY to supply you with thousands of ready-to-use images for integration in your WEB.DESIGNER pages. Simply drag and drop images to your CorelWEB.DESIGNER screen and give color and life to your documents.

### To add a WEB.GALLERY graphic

1. Position your cursor at the point on your WEB.DESIGNER screen where you want to insert a graphic.
2. Click Tools, CorelWEB.GALLERY.  
WEB.GALLERY is launched directly from the WEB.DESIGNER window.
3. Locate the image(s) that you want to appear in your Web page by browsing through the WEB.GALLERY albums.
4. Drag and drop the image(s) onto your open WEB.DESIGNER document.

### Notes

- Any pre-created image can be inserted into your Web page by clicking Insert, Image from the WEB.DESIGNER menu.
- CorelWEB.DESIGNER handles .JPG and .GIF file formats directly. Three other file formats, (.TGA, .BMP, and .PCX) will automatically be converted to .GIF or .JPG file formats when they are inserted in the WEB.DESIGNER page.

### See Also

[Publishing files to WEB.DESIGNER](#)

[Inserting images](#)

## Converting word processing files

Appealing World Wide Web pages successfully combine the visual enhancements of graphics and the clarity of text to attract audiences. Because you create most text based files with a word processing mechanism, CorelWEB.DESIGNER allows you to translate word processing files to HTML using CorelWEB.Transit. You can then edit the page's final appearance and content using CorelWEB.DESIGNER.

### To insert a word processing file in WEB.DESIGNER

1. Click Tools, CorelWEB.Transit.  
WEB.Transit is launched directly from the WEB.DESIGNER window.
2. Click Set Up Files and locate your word processing file.
3. Choose the output directory for the .HTML file.
4. Click Translate Publication.
5. Click the Edit Publication button on the WEB.Transit opening screen to load the converted .HTML file into a new CorelWEB.DESIGNER window.

### Note

- Once your word processing file is converted to an .HTML file, you can open it in WEB.DESIGNER by clicking File, Open and locating the converted file. You can also insert the converted .HTML file in WEB.DESIGNER by choosing the HTML File command from the Insert menu and locating the file name.

### See Also

[Publishing files to WEB.DESIGNER](#)

## Size

Converts your mouse pointer to a four-headed arrow, allowing you to size the active window with the arrow keys on your keyboard.



To size your WEB.DESIGNER window, right-click the title bar and choose Size from the drop-down menu. Press the left, right, up or down arrow keys to move the pointer to the border being sized. Move your mouse to adjust your screen size and left-click or press ENTER [key] to fix the new settings. This command is unavailable if you maximize the window.




## Move

Converts your mouse to a four-headed arrow, allowing you to reposition an active window or dialog box.




To move your WEB.DESIGNER window, right-click on the title bar and choose Move from the drop-down menu. Press the left, right, up, or down arrow keys and reposition your window by moving your mouse. Left-click or press ENTER [key] to fix the new setting. This command is unavailable if you maximize the window. You can also move the WEB.DESIGNER window by pressing CTRL+F7.

**Minimize**

Collapses the CorelWEB.DESIGNER window. You can also minimize the current WEB.DESIGNER window by clicking  on the title bar.

**Maximize**

Expands the WEB.DESIGNER window. You can also maximize the CorelWEB.DESIGNER window by clicking  on the title bar.

**Close**

Closes an active window or dialog box. You can also close the CorelWEB.DESIGNER window or a dialog box by pressing ALT+F4. To close a drop-down menu, double-click the control-menu box.

**Restore**

Removes the effects of the minimize or maximize command, returning the active WEB.DESIGNER window to its original size and position.

**No Help Available**

No help is available for this area of the window.

**No Help Available**

No help is available for this message box.

## **Status Bar**

Displays command or toolbar functions at the bottom of the CorelWEB.DESIGNER window. To show or hide the Status Bar, click View, Status Bar.

CAP	Enables the Caps Lock function.
NUM	Enables the Num Lock function.
SCRL	Enables the Scroll Lock function.



**Title bar**

Displays the application and document names across the top of a window. Click and drag the title bar to move a window or dialog box. A title bar displays the following elements:

- application and document control-menu buttons
- minimize, maximize and restore buttons
- name of the application and document

**Scroll bars**

Indicate the vertical and horizontal location of your mouse in a current document. You can click the left and right or up and down scroll bars to quickly move throughout your document.

**Insert Table**

Opens the Table Properties dialog box, allowing you to define the settings and appearance of a new table in WEB.DESIGNER page.

**Insert Cell**

Adds a cell to the table at your current cursor position. The Insert Cell command is not available when your cursor lies outside of the table's border.

**Insert Rows/Columns**

Adds a row or column to the table at your current cursor position. The Insert Rows/Columns command is not available when your cursor lies outside of the table's border.

## **Insert Rows/Columns dialog box**

Defines the number and placement of the rows or columns you want to add to your table.

### **Insert Rows**

Number of Rows

Specifies the number of rows to add to the current table.

Above selection

Places the rows above your current cursor position.

Below selection

Places the rows below your current cursor position.

### **Insert Columns**

Number of Columns

Specifies the number of columns to add to the current table.

Left of selection

Places the columns to the left of your current cursor position.

Right of selection

Places the columns to the right of your current cursor position.

**Delete Cell**

Deletes a selected cell from the current table. If you do not select the cell, WEB.DESIGNER deletes the cell indicated by your current cursor position. The Delete Cell command is not available when your cursor lies outside of the table's border.

**Delete Row**

Deletes a selected row from the current table. If you do not select the row, WEB.DESIGNER deletes the row indicated by your current cursor position. The Delete Row command is not available when your cursor lies outside of the table's border.



**Delete Column**

Deletes a column from all rows in the current table. The Delete Column command is not available when your cursor lies outside of the table's border.

**Select Cell**

Selects the cell indicated by your current cursor position. You must select cells before you can modify their properties. The Select Cell command is not available when your cursor lies outside of the table's border.

**Select Row**

Selects the row indicated by your current cursor position. You must select a row before you can modify its properties. The Select Row command is not available when your cursor lies outside of the table's border.

**Select Table**

Selects the entire table and its contents. Most often, the Select Table command is used to align a table on your WEB.DESIGNER page, but clicking Table, Select Table can also be used to delete a table and its contents from your screen. The Select Table command is not available when your cursor lies outside of the table's border.

**Cell Properties**

Opens the Cell Properties dialog box, allowing you to adjust a selected cell's size and layout. The Cell Properties dialog box controls a cell's width, type, and alignment. The Cell Properties command is not available when your cursor lies outside of the table's border.

## Cell Properties dialog box

Defines the properties of the cells contained in your table and can be accessed by clicking Table, Cell Properties.

### Minimum Width

Specify Width	Allows you to specify the width of a selected cell in pixel or percentage format.
in Pixel	Displays the cell width in pixels.
in Percent	Displays the cell width as a percentage of the table width.

### Alignment

Horizontal	Specifies the horizontal alignment of a cell's contents.
Vertical	Specifies the vertical alignment of a cell's contents.

### Cell Type


Data	Displays cell contents in normal font.
Header	Displays cell contents in bold font. Create header cells in the top row of your table to give a label or title to each corresponding column.

### Note

- Disabling the width check box allows the cell to size according to its contents.

## Table Properties dialog box

Regulates the number of rows and columns appearing in your table, as well as the size, alignment, spacing, and layout of the table's elements. The Table Properties dialog appears when you choose Table, Insert Table or Table,

Table Properties, or when you click .

### Number of

Rows Specifies the number of rows in the current table.

Columns Specifies the number of columns in the current table.

### Width

Specify Width Specifies the width of the current table on your WEB.DESIGNER page.

in Pixels Specifies the width of the current table in pixel format.

in Percent Specifies the width of the current table as a percentage of the WEB.DESIGNER page.

### Alignment

Aligns the table to the left, right, or center of the WEB.DESIGNER screen. The WEB.DESIGNER alignment option defaults to the left margin.

### Layout

Border Size Specifies the current table's border size in pixels. If you set your border size value to zero, WEB.DESIGNER surrounds the table with a dotted line but no border appears in your Web browser.

Cell Padding Specifies the size of the space between a cell wall and its contents.


Cell Spacing Specifies the size of the space between cells in a table.

### Notes

- Disabling the width check box allows cells to size according to their contents.
- The WEB.DESIGNER border, cell padding, and cell spacing values default to zero.

## **Table Properties**

Opens the Table Properties dialog box, allowing you to define the number of rows and columns contained within your table's boundaries, the width of the table, its alignment, layout, cell padding, and cell spacing. The Table

Properties dialog box appears when you click , Table, Insert Table, or Table, Table Properties. The Table Properties command is not available when your cursor lies outside of the table's border.



## Designing tables

Using the CorelWEB.DESIGNER table functions, you can create organizational charts, calendars, schedules, and more. Customized layout, alignment, and sizing options allow you to produce unique, structured pages that appeal to your audience.

### Note

- Your table's cells can hold most HTML elements, and while textual inserts remain the most popular, online tables can also integrate images, image maps, and other tables.

### See Also

[Creating a new table](#)

[Modifying table elements](#)

[Specifying boundaries in the Table Properties dialog box](#)

[Setting your table's background color](#)


[Table menu](#)

## Creating a new table

With CorelWEB.DESIGNER's Insert Table command or toolbar button, you can add sophisticated HTML tables to your Web pages.

### To create a new table

1. Position your cursor at the point on your WEB.DESIGNER page where you want to insert the table.

2. Click Table, Insert Table or click .  
WEB.DESIGNER opens the Table Properties dialog box.

### Note

- The Table Properties dialog box, produced by clicking Table, Insert Table, displays the default options for each listed table property. The dialog box produced by clicking Table, Table Properties from within a current table, allows you to modify only the table's alignment, width, and layout attributes. You can alter the number of rows and columns in a table using the Insert and Select commands.

### See Also

[Designing tables](#)

[Modifying table elements](#)

[Specifying boundaries in the Table Properties dialog box](#)

[Setting your table's background color](#)

[Table menu](#)

## Specifying boundaries in the Table Properties dialog box

Once you have added a basic table structure to your WEB.DESIGNER document, you can customize the table's attributes to suit the data it will display on the Web.

### To specify boundaries in the Table Properties dialog box

1. Determine the number of rows and columns that best present your table's material and type the corresponding digits in the Table Properties dialog box.
2. Set the width of your table in pixel or percentage format. Disabling the width check box allows the cells to size according to their contents.
3. Select an alignment for your table from the Alignment list box.  
The WEB.DESIGNER alignment option defaults to the left margin.
4. Modify the table's border, cell padding, and cell spacing by inserting pixel values in the appropriate fields.

### Notes

- Because the primary function of all tables is to present data in a concise, attractive manner, it's important to test your table's appearance by inserting alternate values and choosing the most appealing format. To choose the most effective values for your table's boundaries, insert digits and preview the results until you achieve the best appearance.
- If you specify zero as the table border value in the Table Properties dialog box, WEB.DESIGNER surrounds your table with a dotted line, but no border will appear in your Web browser window. The table border value defaults to zero.
- Avoid setting a cell padding of zero on a table with borders to prevent the edges of your text from touching the cell borders. The WEB.DESIGNER cell padding option in the Table Properties dialog box defaults to zero.

### See Also

[Designing tables](#)

[Creating a new table](#)

[Modifying table elements](#)

[Setting your table's background color](#)

[Table menu](#)

## Modifying table elements

Once you have created a table in WEB.DESIGNER, you can edit or modify its properties by clicking Table, Table Properties and editing its contents. However, some alterations including adding cells, rows, and columns can only be performed with additional menu commands.

[Add cells to your table](#)

[Add rows or columns to your table](#)

[To select cells or rows](#)

[To delete rows or columns](#)

[To delete cells](#)

[To select a table](#)

### Note

- Cells, rows, and columns can be inserted or deleted by right clicking inside the table and choosing the appropriate command from the pop-up menu.

### See Also

[Designing tables](#)

[Creating a new table](#)

[Specifying boundaries in the Table Properties dialog box](#)

[Setting your table's background color](#)

[Table menu](#)

**To add cells to a current table**

1. Position your cursor at the point within the table where you want to insert an additional cell.
2. Click Table, Insert Cell.

**To add rows or columns to a current table**

1. Position your cursor at the point in your table where you want to insert an additional row or column.
2. Click Table, Insert Rows/Columns.  
WEB.DESIGNER opens the Insert Rows/Columns dialog box.
3. Enable the Insert Rows or the Insert Columns check box.
4. Specify the number and placement of the rows or columns that you want to insert.
5. Click OK.

**To select cells or rows**

1. Position your cursor inside the cell or row that you want to select.
2. Click Table, Select Cell or Table, Select Row.  
WEB.DESIGNER selects the corresponding portion of the table.
3. Modify the cell or row, or click any point of the CorelWEB.DESIGNER screen to cancel the selection.

**To delete rows or columns**

1. Position your cursor in the row or column that you want to delete.
2. Click Table, Delete Row or click Table, Delete Column.



**To delete cells**

1. Position your cursor inside the cell you want to delete.
2. Click Table, Delete Cell.


**To select a table**

- Position your cursor inside the table, and click Table, Select Table.  
WEB.DESIGNER selects the entire table and its contents.

## Setting your table's background color

Once you have created and modified your table's structure, you can use CorelWEB.DESIGNER's advanced coloring applications to change the background color of your table's cells and rows, or of the entire table structure.

### To adjust the background color of your online table

1. Select the cell or row you want to color or click Table, Select Table to select the entire table.
2. Click .
3. Choose a color from the Font/Cell color list box.

### Note

- To customize the color of your table's background, click  and choose Custom Color. WEB.DESIGNER opens a Color dialog box that allows you to specify the exact shade of your table's background.

### See Also

[Designing tables](#)

[Creating a new table](#)

[Modifying table elements](#)

[Specifying boundaries in the Table Properties dialog box](#)

[Table menu](#)

## Tips for using WEB.DESIGNER's most popular features

Creating a Web page for the first time can be intimidating — choosing the appropriate software, manuals, tutorials, and procedures takes time and often leaves you wondering where to begin. But even more experienced users can stumble the first time they open a new Web editing program and begin to familiarize themselves with foreign authoring techniques and design approaches.

The following tips and tricks condense and simplify the most popular WEB.DESIGNER procedures to provide both experienced and novice Web artists with a starting point for their designs. You can find more information about any of the following procedures in [Using CorelWEB.DESIGNER](#).

[Opening a WEB.DESIGNER template](#)

[Changing a heading size](#)

[Setting a hyperlink](#)

[Setting a bookmark](#)

[Linking to a bookmark](#)

[Creating a bulleted list](#)

[Changing text color](#)

[Setting background color](#)

[Setting a background image](#)

[Inserting an image](#)

[Merging an .HTML file](#)

[Changing an object's properties](#)

[Setting a default browser](#)

[Previewing your WEB.DESIGNER document](#)

[Launching other WEB.GRAPHICS SUITE applications](#)

[Publishing from other WEB.GRAPHICS SUITE applications](#)

### Notes

- The first time you select the Browser Preview command, you must specify the location of your browser's .EXE file.
- To customize your text or cell background colors, click the Font/Cell Color tool and choose Custom Color.
- If you click Browse to locate your background image, WEB.DESIGNER opens the Select Image Source dialog box and lists the .GIF files used for the template pages.
- CorelWEB.DESIGNER handles .GIF and .JPG file formats directly. Three other file formats (.TGA, .BMP, and .PCX) will automatically be converted to .GIF or .JPG file format when you insert them in your Web page.

### See Also

[CorelWEB.DESIGNER basics](#)

[CorelWEB.DESIGNER screen tour](#)

[CorelWEB.DESIGNER tools](#)

[Using CorelWEB.DESIGNER](#)

[Glossary of terms](#)

**To open a WEB.DESIGNER template**

1. Click File, Templates
2. Double-click an .HTM file to open the page in WEB.DESIGNER.

**To change a heading size**

1. Select the text you want to appear in heading format.
2. Click Format, Heading and choose from Heading 1 - Heading 6.

**To set a hyperlink**

1. Select the hyperlink text.
2. Click Format, Hyperlink and type the URL of the target destination or click Browse to locate a target that resides on your local system.

**To set a bookmark**

1. Select the target text or image.
2. Click Format, Bookmark and type an identifiable name for your selection.




**To link to a bookmark**

1. Select the text or image to use as a hotspot for the jump.
2. Click Format, Hyperlink and open the bookmark tab.
3. Select the name of the target bookmark from the generated list.

**To create a bulleted list**

1. Click Insert, Unordered List.
2. Type the text for your list's first entry and press ENTER [key].
3. Repeat Step 2 until the list is complete and press ENTER [key] twice.

**To change text color**

1. Select the text you want to color and click .
2. Choose a color from the Font/Cell color list box.

**To set a background color**

1. Click File, Page Properties.
2. Choose a color from the Background Colors list box.

**To specify a background image**

1. Click File, Page Properties.
2. Type the directory path for your background image or click Browse to locate the file.

**To insert an image**

1. Click Insert, Image to open the Image Properties dialog box.
2. Type the directory path for the image you want to add to your Web page or click Browse to locate the file.
3. Modify the alignment, spacing, and scaling of your image in the Image Properties dialog box.

**To merge an .HTML File**

1. Click Insert, HTML File.
2. Locate the file and click OK.

**To change an object's properties**


1. Double-click the object or select the object and click Edit, Properties.  
WEB.DESIGNER opens the object's properties dialog box.
2. Make the appropriate changes to properties such as alignment, spacing, scaling, or alternate text.



**To set a default browser**

1. Click Tools, Set Browser.  
WEB.DESIGNER opens the Select HTML Browser dialog box.
2. Type the directory path for the browser that you want to specify as the default or click Browse to locate the browser application.

**To preview your WEB.DESIGNER document**

- Click Tools, Browser Preview or choose  from the Standard toolbar.

**To launch other CorelWEB.GRAPHICS SUITE applications from within WEB.DESIGNER**














- Click Tools and choose the application that you want to launch.












**To publish work from other CorelWEB.GRAPHICS SUITE applications back to WEB.DESIGNER**





- Click File, Publish to WEB.DESIGNER in the other application.

## HTML tag reference







CoreIWEB.DESIGNER allows you to create HTML Web pages without ever having to edit a single line of HTML code. However, if you're already familiar with HTML, here is a list of standard HTML tags, popular extensions, and a description of their function in CoreIWEB.DESIGNER.

HTML Tag	Icon	Description	CoreIWEB.DESIGNER Operation
<A HREF=>		Hyperlink	Formats the selected text or object as a hyperlink. You can also click Format, Hyperlink to create a jump.
<ABBREV>		Abbreviation	Applies the abbreviation attribute to selected text.
<ACRONYM>		Acronym	Applies the acronym attribute to selected text.
ALIGN=CENTER or <CENTER>		Align Center	Centers selected text.
<APPLET>	N/A	Applet	Inserts a pre-designed Java Powered (TM) applet.
<AU>		Author	Applies the author attribute to selected text.
<B>		Bold	Applies the boldface attribute to selected text.
<BLOCKQUOTE>	N/A	Block quotation	Applies the Block Quotation style in the Style selection list of the Formatting toolbar. You can also click Format, Block Quotation to specify this tag.
 		Line Break	Inserts a line break.
<CITE>		Citation	Applies the citation attribute to selected text.
<CODE>		Example Code	Applies the example code attribute to selected text.
<DEL>		Deleted Text	Applies the deleted text attribute to selected text.
<DFN>		Definition	Applies the term definition attribute to selected text.
<EM>		Emphasis	Applies the emphasis attribute to selected text.
<FONT COLOR=>		Font/Cell Color	Specifies a color attribute to add to selected text.
<FONT FACE=>	N/A	Font Typeface	Specifies a font typeface to display selected text.
<FONT	N/A	Font Size	Specifies font size (from 1 to 7) or font


SIZE=>			size relative to the current text size (+/- 7) from the Font size list on the Formatting toolbar.
<H1>, <H2>, <H3>, <H4>, <H5>, <H6>	N/A	Heading 1 through 6	Formats selected text in heading style. Click Format, Heading to add heading styles to your document.
<HR>	N/A	Horizontal Rule	Selects the Horizontal Rule option from the Insert menu and inserts a horizontal rule.
<I>		Italic	Applies the italics attribute to selected text.
<IMG>	N/A	Image	Selects the Image option from the Insert menu.
<INS>		Inserted Text	Applies the inserted text attribute to selected text.
<KBD>		Typed Text	Applies the keyboard or typed text attribute to selected text.
<OL>, <LI>		Ordered List	Creates an ordered (numbered) list from selected paragraphs. You can also click Format, Ordered List to create an ordered list from selected paragraphs. You can create a new ordered list by clicking Insert, Ordered List.
<P>	N/A	Paragraph	Inserts a new paragraph.
<P ALIGN=RIGHT >		Align Right	Specifies right alignment of a selected paragraph.
<P ALIGN=LEFT >		Align Left	Specifies left alignment of a selected paragraph.
<PERSON>		Surname or Person	Applies the person attribute to selected text.
<PRE>	N/A	Preformatted	Selects Preformatted in the Style Selection list of the Formatting toolbar. You can also click Format, Preformatted Text to specify this tag.
<Q>		Short Quotation	Applies the short quotation attribute to selected text.
<S>		Strike-through	Applies the strike-through attribute to selected text.
<SAMP>		Literal (Sample)	Applies the sample attribute to selected text, corresponding to the <SAMP> tag.
<STRONG>		Strong Emphasis	Applies the strong emphasis attribute to selected text.

<TT>		Typewritten or Teletype	Applies the typewritten or teletype attribute to selected text.
<U>		Underline	Applies the underline attribute to selected text.
<UL>, <LI>		Unordered List	Creates an unordered (bulleted) list from selected paragraphs. You can also choose Format, Unordered List to create an unordered list from selected paragraphs. You can create a new unordered list by clicking Insert, Unordered List.
<VAR>		Variable	Applies the variable attribute to selected text.

**HTML Forms:**

<FORM>		Form	Creates a new form. You can also create a new form by choosing Insert, Form.
<INPUT TYPE="text">		Text field	Creates a new text field. You can also create a new text field on a form by clicking Insert, Form Field Text Field.
<INPUT TYPE="submit">		Button	Creates a new button. You can also create a new button on a form by clicking Insert, Form Field Button.
<INPUT TYPE="checkbox">		Check Box	Creates a new check box field. You can also create a new check box field on a form by choosing Insert, Form Field Check Box Field.
<INPUT TYPE="radio">		Radio button	Creates a new radio button. You can also create a new radio button on a form by clicking Insert, Form Field Radio Button.
<SELECT>		Selection list or menu	Creates a new selection list or menu. You can also create a new selection list or menu on a form by clicking Insert, Form Field List/Menu.

**HTML Tables:**

<TABLE>		Table	Opens the Table Properties dialog box to insert a table. You can also create a table by clicking Table, Insert Table.
BORDER	N/A	Table Border	Regulates the size of the border that outlines your table's cells in pixels, acting as an HTML attribute to the <TABLE> command (<TABLE BORDER="x">). If you specify zero as the border value, WEB.DESIGNER surrounds your table with a dotted line, but no border will appear in your Web browser window. The table border value

defaults to zero.

CELLPADDING	N/A	Cell Padding	Regulates the amount of space between the edge of a cell and its contents in pixels. Avoid setting a cell padding of zero on a table with borders to prevent the edges of your text from touching the cell borders. CELLPADDING acts as a HTML attribute to the <TABLE> command, appearing as <TABLE CELLPADDING="x">. The cellpadding attribute defaults to zero.
CELLSPACING	N/A	Cell Spacing	Regulates the amount of space between individual cells in a table and between a table's cells and the border. The WEB.DESIGNER cellpadding value defaults to zero.
ALIGN	N/A	Table Alignment	Aligns your table on the CorelWEB.DESIGNER screen, offering left, right, center and default alignment options. The default setting aligns your table to the left margin of the WEB.DESIGNER screen.
WIDTH	N/A	Table Width	Regulates the amount of space that your table occupies across the width of the page. WIDTH may be set in pixel or percentage format and acts as an attribute to the <TABLE> command in HTML, appearing as <TABLE WIDTH="x">.
<TR></TR>	N/A	Table Row	Adds a row to the table in your active document. The number of TR entries listed in the HTML Source code directly corresponds to the number of rows specified in the Table Properties dialog box.
<TD></TD>	N/A	Data Cell	Specifies a standard table data cell and only appears within the <TR> and </TR> container tags in HTML. If you specify different numbers of cells in each row, WEB.DESIGNER pads shorter rows with blank cells. A cell can contain any of the HTML elements normally present in the body of a Web page.
<TH></TH>	N/A	Header Cell	Specifies a standard table header cell and only appears within the <TR> and </TR> container tags in HTML. Text contained in the header cell is displayed in bold font.

**Note**

- Some of the HTML tags you can specify with CorelWEB.DESIGNER may not be supported by all Web browsers and may simply be ignored.



**See Also**

[CoreIWEB.DESIGNER menus](#)

[Using toolbars](#)

## Using toolbars

CorelWEB.DESIGNER's toolbars allow you to quickly access the application's most common authoring commands. You can hide or display the WEB.DESIGNER toolbars by enabling or disabling them in the View menu.

<b>Toolbar</b>	<b>Description</b>
<u>Standard Toolbar</u>	Provides functions to <ul style="list-style-type: none"><li>• create a new file or open an existing document</li><li>• save, find, cut, copy, and paste text</li><li>• spell check and print files</li><li>• edit HTML Source code</li><li>• view the Web document tree structure</li><li>• insert an image, hyperlink, horizontal rule, or table</li><li>• access the Image Map Editor and Screen/Menu Help</li><li>• launch a World Wide Web browser</li></ul>
<u>Formatting Toolbar</u>	Provides functions to <ul style="list-style-type: none"><li>• format paragraph styles</li><li>• specify font type and size</li><li>• apply bold, italic, and underline formats</li><li>• specify font and cell color</li><li>• align text to the left, center, and right</li><li>• create bulleted and numbered lists</li><li>• insert line breaks</li></ul>
<u>Style Toolbar</u>	Provides advanced HTML formatting tags. This toolbar is not displayed when you launch CorelWEB.DESIGNER.
<u>Forms Toolbar</u>	Provides functions to <ul style="list-style-type: none"><li>• insert forms</li><li>• add standard HTML form elements including text fields, radio buttons, check boxes, submit and reset buttons, lists, and menus.</li></ul>
<u>Applications Toolbar</u>	Provides access to each program contained in the CorelWEB.GRAPHICS SUITE. <ul style="list-style-type: none"><li>• CorelWEB.MOVE</li><li>• CorelWEB.DRAW</li><li>• CorelWEB.WORLD</li><li>• CorelWEB.GALLERY</li><li>• CorelWEB.Transit</li></ul>
<u>Status Bar</u>	Provides messages related to current operations and program status.

To determine the function of particular toolbar buttons, slowly pass your mouse over an unfamiliar icon. CorelWEB.DESIGNER displays a short "tool tip" description of the item, detailing its function. A more extensive

description of the button's function appears in the CoreIWEB.DESIGNER status bar at the bottom of the application window.











**See Also**

[CoreIWEB.DESIGNER menus](#)

[HTML tag reference](#)

## Formatting Toolbar buttons

HTML formatting options provided on the CorelWEB.DESIGNER Formatting toolbar include the following:

Icon	Description	Function or HTML Tag
N/A	Paragraph Style Selection list box	Specifies formatting for headings (corresponding to HTML tags <H1> through <H6>), preformatted blocks (<PRE> tag), and block quotations (<BLOCKQUOTE> tag).
N/A	Font Selection list box	Specifies a font typeface for displaying text, corresponding to the HTML <FONT FACE=> tag.
N/A	Font Size Selection list box	Specifies the font size of selected text, corresponding to the <FONT SIZE=> tag. You can specify absolute or relative values for the size.
	Bold	Specifies the boldface attribute, corresponding to the <B> tag.
	Italic	Specifies the italics attribute, corresponding to the <I> tag.
	Underline	Specifies the underline attribute, corresponding to the <U> tag.
	Font/Cell Color	Specifies a color attribute for text or table cell backgrounds.
	Align Left	Aligns the selected text or image to the left side of the page, corresponding to the <P ALIGN=LEFT> tag.
	Align Center	Centers the selected text or image, corresponding to the <P ALIGN=CENTER> attribute or <CENTER> and </CENTER> container tags in HTML.
	Align Right	Aligns the selected text or image to the right side of the page, corresponding to the <P ALIGN=RIGHT> tag.
	Unordered List	Creates an unordered (bulleted) list from selected paragraphs, corresponding to the use of the <UL> tag and the <LI> tag
	Ordered List	Creates an ordered (numbered) list from selected paragraphs, corresponding to the use of the <OL> tag and the <LI> tag
	Line Break	Inserts a line break, corresponding to the HTML   tag.

### Note

- Some of the formatting options provided in WEB.DESIGNER's Formatting Toolbar are not supported by less sophisticated browsers, and may be ignored or distorted when displayed on the Web.

### See Also
















[Using toolbars](#)

[HTML tag reference](#)

[Viewing and editing HTML Source](#)

## Style Toolbar buttons

The Style Toolbar provides the following advanced formatting options:

Icon	Description	Function or HTML Tag
	Strike-through	Applies the strike-through attribute to selected text, corresponding to the <S> tag.
	Typewritten or Teletype	Applies the typewritten or teletype attribute to selected text, corresponding to the <TT> tag.
	Emphasis	Applies the emphasis attribute to selected text, corresponding to the <EM> tag.
	Strong Emphasis	Applies the strong emphasis attribute to selected text, corresponding to the <STRONG> tag.
	Inserted Text	Applies the inserted text attribute to selected text, corresponding to the <INS> tag.
	Deleted Text	Applies the deleted text attribute to selected text, corresponding to the <DEL> tag.
	Example Code	Applies the example code attribute to selected text, corresponding to the <CODE> tag.
	Variable	Applies the variable attribute to selected text, corresponding to the <VAR> tag.
	Literal (Sample)	Applies the sample attribute to selected text, corresponding to the <SAMP> tag.
	Typed Text	Applies the keyboard or typed text attribute to selected text, corresponding to the <KBD> tag.
	Citation	Applies the citation attribute to selected text, corresponding to the <CITE> tag.
	Short Quotation	Applies the short quotation attribute to selected text, corresponding to the <Q> tag.
	Author	Applies the author attribute to selected text, corresponding to the <AU> tag.
	Surname or Person	Applies the person attribute to selected text, corresponding to the <PERSON> tag.
	Term definition	Applies the term definition attribute to selected text, corresponding to the <DFN> tag.



Acronym Applies the acronym attribute to selected text, corresponding to the <ACRONYM> tag.



Abbreviation Applies the abbreviation attribute to selected text, corresponding to the <ABBREV> tag.

**See Also**







[Using toolbars](#)

[HTML tag reference](#)

[Viewing and editing HTML Source](#)

## Forms Toolbar buttons

The Forms Toolbar provides the following options:

Toolbar Icon	Form Element	Description
	Insert Form	Creates a new form, corresponding to the HTML <FORM> tag. You can also create a new form by clicking Insert, Form.
	Text field	Creates a new text field, corresponding to the HTML "text" <INPUT TYPE>. You can also create a new text field on a form by clicking Insert, Form Field Text Field.
	Button	Creates a new button, corresponding to either the HTML "submit" or "reset" <INPUT TYPE>. You can also create a new button on a form by clicking Insert, Form Field Button.
	Check Box	Creates a new check box field, corresponding to the HTML "checkbox" <INPUT TYPE>. You can also create a new check box field on a form by clicking Insert, Form Field Check Box Field.
	Radio button	Creates a new radio button, corresponding to the HTML "radio" <INPUT TYPE>. You can also create a new radio button on a form by clicking Insert, Form Field Radio Button.
	Selection list or menu	Creates a new selection list or menu, corresponding to the HTML <SELECT> tag. You can also create a new selection list or menu on a form by clicking Insert, Form Field List/Menu.

### See Also

[Using toolbars](#)

[Designing forms](#)

[Creating a new form](#)

[Adding elements to a form](#)



















[HTML tag reference](#)



## Standard Toolbar buttons

Provides quick mouse access to some of the most common Windows functions, allowing you to view your Web page's structure, edit the HTML Source, create a hyperlink, insert images, format image maps, add a horizontal line, or use the WEB.DESIGNER context-sensitive help.

To enable or disable the Standard Toolbar, click View, Standard Toolbar. The Standard Toolbar provides the following options:

Icon	Description	Function
	New	Opens a new WEB.DESIGNER window.
	Open	Opens an existing Web page file.
	Save	Saves the current file.
	Print	Prints a WEB.DESIGNER file.
	Spell	Verifies all spelling in your WEB.DESIGNER document.
	Find	Locates a specified text string in your WEB.DESIGNER document.
	Cut	Removes selected data and puts it in the Clipboard.
	Copy	Copies selected data from your Web page to the Clipboard.
	Paste	Pastes data from the Clipboard into an open Web page.
	Edit HTML	Opens a new WEB.DESIGNER window, displaying the HTML code that corresponds to the current Web page.
	Document Tree	Displays the hierarchical structure of HTML formatting tags within the Web page.
	Hyperlink	Formats the selected text as a hyperlink, corresponding to the HTML <A HREF=> tag.
	Image	Adds an image to your Web page.
	Image Map Editor	Launches the Image Map Editor, allowing you to edit or create an image map file for a selected graphic.
	Horizontal Rule	Inserts a horizontal rule.
	Insert Table	Opens the Table Properties dialog box, allowing you to add a table to your Web page.
	Browser Preview	Launches a Web browser directly from the WEB.DESIGNER window.
	Screen/Menu Help	Displays help for buttons, menu items, and window areas.

### See Also






[Using toolbars](#)



## Applications Toolbar buttons

Provides quick mouse access to all of the programs contained in the CorelWEB.GRAPHICS SUITE box. Choosing an application logo from the Applications Toolbar, launches the corresponding program.

To enable or disable the Applications Toolbar, choose View, Applications Toolbar. Options provided by the applications buttons include

Icon	Description	Function
	CorelWEB.MOVE VE	Launches the CorelWEB.MOVE application from the WEB.DESIGNER window.
	CorelWEB.DRAW W	Launches the CorelWEB.DRAW application from the WEB.DESIGNER window.
	CorelWEB.WORLD RLD	Launches the CorelWEB.WORLD application from the WEB.DESIGNER window.
	CorelWEB.GALLERY	Launches the CorelWEB.GALLERY application from the WEB.DESIGNER window.
	CorelWEB.Transit	Launches the CorelWEB.Transit application from the WEB.DESIGNER window.

### Note

- Choosing an Applications Toolbar button launches the corresponding program without closing your WEB.DESIGNER window. This allows you to automatically merge work created in any other WEB.GRAPHICS SUITE application with your WEB.DESIGNER file, ultimately improving the quality and variety of your pages.

### See Also

[Publishing files to WEB.DESIGNER](#)

## Status bar



Displays command or toolbar functions at the bottom of the CorelWEB.DESIGNER window. To show or hide the status bar, click View, Status Bar.

CAP	Indicates that the Caps Lock function is enabled.
NUM	Indicates that the Num Lock function is enabled.
SCRL	Indicates that the Scroll Lock function is enabled.

**Spelling Check**

Opens the Spell Check dialog box, allowing you to verify the spelling of all text in your WEB.DESIGNER document.

**CorelWEB.Transit**

Launches the CorelWEB.Transit application from your WEB.DESIGNER window. The CorelWEB.Transit application translates standard word processing files into HTML code. .HTML files can be automatically published to your CorelWEB.DESIGNER page.

**CoreIWEB.MOVE**

Launches the CoreIWEB.MOVE application from your WEB.DESIGNER window. The CoreIWEB.MOVE application allows you to create animations and save them as animated GIFs or applets written in the Java Programming Language (TM). Animations can be automatically published back to WEB.DESIGNER.

**CorelWEB.DRAW**

Launches the CorelWEB.DRAW application from your WEB.DESIGNER window. The CorelWEB.DRAW application is an image creation program based on the award-winning DRAW illustration technology. Images can also be automatically published back to WEB.DESIGNER.



**CoreIWEB.WORLD**

Launches the CoreIWEB.WORLD application from your WEB.DESIGNER window. The CoreIWEB.WORLD application allows you to create exciting VRML files. VRML can also be automatically published back to WEB.DESIGNER.

**CorelWEB.GALLERY**

Launches the CorelWEB.GALLERY application from your WEB.DESIGNER window. CorelWEB.GALLERY provides over 7500 Internet-ready images in .GIF or .JPG formats. It contains backgrounds, buttons, bullets, separators, alphabets, icons, arrows, clipart, and photos. You can drag and drop WEB.GALLERY images directly onto your WEB.DESIGNER page.

**Browser Preview**

Launches a Web browser directly from the WEB.DESIGNER window. To view your documents as they will appear to your visitors on the World Wide Web, you must first set a default browser by clicking Tools, Set Browser and locating a viewing device. To open a current WEB.DESIGNER document in the specified browser, click Tools, Browser Preview. To view Web pages that contain embedded files such as applets or VRML, you must download the appropriate plug-in applications for your browser.

**Set Browser**

Opens the Select HTML Browser dialog box, allowing you to select a browser for previewing your WEB.DESIGNER documents. The first time you access the Set Browser command, you must locate the browser that you wish to launch. Choose Tools, Browser Preview to launch the specified browser directly from the WEB.DESIGNER window. To change your default specification, click Tools, Set Browser and type the directory path to a new viewing device. To view Web pages that contain embedded files such as applets or VRML, you must download the appropriate plug-in applications for your browser.

**Set Server Root**

Identifies the server root directory where you will store your WEB.DESIGNER pages and referenced files. The server root directory provides a base location for relative URLs to images and other .HTML files. After changing your server root directory, restart WEB.DESIGNER to fix the settings.

**Options**

Opens the Options dialog box, allowing you to enable or disable the welcome on startup message, the application launch messages, WEB.DRAW's image transparency option, and the lower case file name command.

## Options dialog box

Enables or disables the welcome on startup message, the application launch messages, and the WEB.DRAW transparency option.

### Display welcome screen on startup

Enables or disables the appearance of the welcome screen on startup. The welcome screen gives you the option to start a new Web page, open an existing Web page, or choose a template to begin a Web page.

### Display application startup screens

Enables or disables the appearance of the application startup screens when you launch another CorelWEB.GRAPHICS SUITE program from the WEB.DESIGNER window.

### Enable transparency when publishing from WEB.DRAW

Enables or disables the appearance of transparent GIF images when you publish a drawing created in the CorelWEB.DRAW application. Transparency removes a GIF image's background color from the graphics file, so that when displayed, the browser's background color shows through the image. If you publish a CorelWEB.DRAW image to WEB.DESIGNER with the transparency command enabled, your image appears to float on the WEB.DESIGNER page. If you publish a CorelWEB.DRAW image to WEB.DESIGNER with the transparency command disabled, the image's original background color overrides the browser's background shade. CorelWEB.DESIGNER defaults to the transparent setting.

### Enable lower case file names

Allows all referenced files in your HTML documents to appear in lowercase letters when you click Browse in an application dialog box. By default, WEB.DESIGNER disables this option.

### Notes

- The Enable transparency when publishing from WEB.DRAW command applies exclusively to WEB.DRAW images. WEB.DESIGNER displays all other GIF images according to their individual properties (transparent or plain).
- If you ftp your WEB.DESIGNER documents to your UNIX server or service provider without enabling the lower case file name option, your ftp application may transfer the files in lowercase regardless of the actual DOS case referenced throughout your documents. Because UNIX systems maintain case sensitivity, the files referenced in links and images throughout your WEB.DESIGNER pages are not displayed accurately on the Web.

**Split**



Transforms your mouse pointer to a horizontal bar that divides your WEB.DESIGNER screen into two adjustable panes. Left-click or press ENTER [key] to fix the window display at the preferred location. To remove the split, click View, Split and drag the horizontal bar to the top of your WEB.DESIGNER screen.



**New Window**

Opens a new CorelWEB.DESIGNER window, allowing you to view multiple WEB.DESIGNER pages simultaneously.

## Document Tree

Displays the hierarchical structure of the HTML formatting tags that code a current Web page. Expand or collapse the display of embedded tags in the Document Tree by clicking the  or  key next to the appropriate code. To edit the HTML code for a current Web page, click Edit, HTML Source.



Expands the HTML entries, displaying all embedded text, objects, and HTML tags.



Collapses the HTML entries, displaying only the main formatting code for the current Web page.

## Standard Toolbar

Shows or hides the Standard toolbar in the current WEB.DESIGNER window.

**Formatting Toolbar**

Shows or hides the Formatting toolbar in the current WEB.DESIGNER window.

**Style Toolbar**

Shows or hides the Style toolbar in the current WEB.DESIGNER window.

**Forms Toolbar**

Shows or hides the Forms toolbar in the current WEB.DESIGNER window.

**Applications Toolbar**

Shows or hides the Applications toolbar in the current WEB.DESIGNER window.

**Status Bar**

Shows or hides the Status bar allowing you to display the function of a WEB.DESIGNER menu command or toolbar button.

**Refresh Window**

Redraws the WEB.DESIGNER screen according to your latest specifications. Choose View, Refresh Window if any distortion occurs when updating a document or if your changes do not immediately take effect.



**Bookmarks**

Marks all bookmarks in your current WEB.DESIGNER document with a color that you choose from the Page Properties dialog box in the File menu. The bookmark color specification will not show up in a browser window and can be toggled on or off with the Bookmarks command in the View menu. The default bookmark identification color is red.


## Setting up a browser

Before previewing your WEB.DESIGNER pages for the first time, you must specify a browser using the Set Browser command in the WEB.DESIGNER Tools menu. WEB.DESIGNER sets your selection as the default for all subsequent previews. You can use the browser to preview your Web pages as you create them or to view pages already published on the World Wide Web.

### To set up a browser

1. Click Tools, Set Browser.  
WEB.DESIGNER opens the Select HTML Browser dialog box.
2. Type a directory path leading to your browser's .EXE file or click Browse to locate the file on your system.
3. Click OK.

### Notes

- To launch the specified browser directly from the WEB.DESIGNER window, click Tools, Browser Preview or click .
  - To change your default specification, click Tools, Set Browser and type the directory path to a new browser.
  - To view Web pages that contain embedded files such as applets or VRML, you must download the appropriate plug-in applications for your browser. Netscape plug-ins are available at [http://home.netscape.com/comprod/mirror/navcomponents\\_download.html](http://home.netscape.com/comprod/mirror/navcomponents_download.html). You can also go to the Netscape home page at <http://home.netscape.com> and follow the links to the plug-in page. Microsoft plug-ins are available at <http://www.microsoft.com/ie/addons/default.htm> or by following links from the Microsoft home page at <http://www.microsoft.com>.
- Java (TM) applets will not appear in Windows 3.1 systems. To view the applets, copy all associated .CLASS files to their appropriate directories after moving the applet to a server that supports long file names.

### See Also

[Tools menu](#)

[Viewing VRML](#)


[Viewing your Web pages](#)

[Troubleshooting techniques](#)

## Viewing your Web pages

One of the most important steps in the Web creation process, is previewing. Although you can view your Web page in the WEB.DESIGNER window as you are creating it, viewing the document as it appears on the World Wide Web reveals exactly what your visitors encounter when they enter your site. Previewing Web documents with a browser, stems from the days when all Web pages were constructed in HTML code and the finished product could only be viewed using a Web browser. Today, with advanced WYSIWYG editors like CorelWEB.DESIGNER, previewing uncovers the minor alterations in color, font, or format that your visitors will experience on the Web.

### To view your WEB.DESIGNER page from a browser window

- Click Tools, Browser Preview or click  to open your current document in a browser window.

### Notes

- The first time you select the Browser Preview command, you must specify the location of your browser's .EXE file.
- If you embed files in your WEB.DESIGNER pages, you may require additional applications to view your site. In these cases, you must set the Set Browser command to open a viewer that supports plug-ins (e.g., Netscape 2.0, or Internet Explorer), and download the appropriate add-on.
- You can change the browser default setting by clicking Browse on the Select HTML browser dialog box and locating the executable file of another viewer.
- Avoid running multiple copies of your Web browser by closing the application each time you preview. If you choose to leave your browser open, simply save your file in WEB.DESIGNER and press the Reload button on your browser's toolbar to display the most recent version of your Web page.

### See Also

[Tools menu](#)

[Viewing VRML](#)

[Setting up a browser](#)

[Viewing Barista files in a browser](#)

[Troubleshooting techniques](#)

## Viewing VRML

To view some of CorelWEB.DESIGNER's more advanced integration and merging operations, visitors to your site may require specialized display mechanisms and add-on viewing components. For example, to view a virtual world that you have published in your WEB.DESIGNER page, visitors must access your site with an advanced browser such as Netscape Navigator 3.0 or Netscape Navigator 2.0 accompanied by plug-in applications. A plug-in is an attachment to an Internet browser that enables the browser to display file formats other than .HTML.

### Viewing .WRL files in your WEB.DESIGNER pages

.WRL files conform to the VRML 1.0 standard used by the most popular viewers (such as Netscape 2.0) that have a 3D plug-in. Viewing .WRL files through a browser allows visitors to navigate your world viewing all of the paints, wallpapers, pictures, and links to URLs. Standard viewers do not support the ability to view albums, attached text, sounds, walking shows, background MIDI music, or moving wallpaper. The only function supported by the VRML standard is Link to URL. The background color for your world becomes the sky color.

If you publish the .WRL copy of your file, you can direct visitors to the Netscape Internet site to download Netscape's VRML plug-in for Netscape 2.0, Live3D. The Netscape Internet site resides at [http://home.netscape.com/comprod/mirror/navcomponents\\_download.html](http://home.netscape.com/comprod/mirror/navcomponents_download.html) or may be located by following links from the Netscape home page at <http://home.netscape.com>. Live3D is built into Netscape 3.0 so visitors to your site using this version do not require add-on applications.

You can find the Internet Explorer 2.0 plug-in at <http://www.microsoft.com/ie/addon/vrml.htm> or by accessing the Software library from the Microsoft home page at <http://www.microsoft.com>. Microsoft's Internet Explorer 3.0 has built-in VRML support.

### Notes

- To integrate CorelWEB.WORLD .MUS files with your Web page, you must create a standard hypertext link in your WEB.DESIGNER document that points to the .MUS file.
- To avoid directing visitors to another site to download a plug-in or viewer, you can include a copy of the WEB.WORLD viewer, which is freely distributable, with the .MUS copy of your file. Enable the Copy the Viewer box when you publish to VRML. This includes a copy of the WEB.WORLD viewer in the directory to which all of your other files are saved. Compress the directory into a self-extracting archive and create a single hypertext link from your page to the WEB.WORLD file.
- To view .MUS files in Netscape, on a Windows 95 or NT system, download the Netscape plug-in from Corel's downloading site at <http://www.corel.com/corelweb/webgraphics/viewers>. The CorelWEB.WORLD Viewer file can also be downloaded from this location.

### See Also

[Inserting VRML](#)

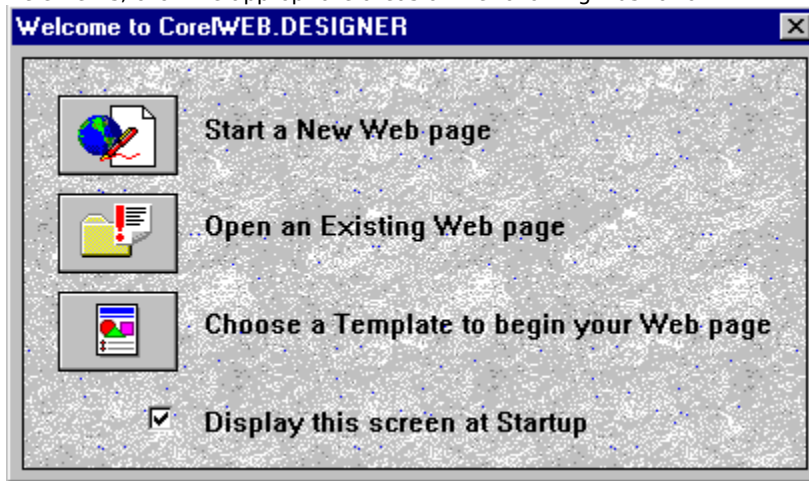
[Inserting Java Powered \(TM\) applets](#)

[Viewing your Web pages](#)

[Troubleshooting techniques](#)

## Exploring the Welcome to CorelWEB.DESIGNER message

You can start a new Web page, open an existing Web page, or choose a template to begin a Web page with the Welcome to CorelWEB.DESIGNER message. For information about the Welcome to CorelWEB.DESIGNER screen elements, click the appropriate areas of the following illustration:



### See Also

[Exploring the CorelWEB.DESIGNER screen](#)

[Creating new Web pages](#)

[Re-enabling the Welcome to CorelWEB.DESIGNER screen](#)

**Start a new Web page**

Removes the Welcome to CorelWEB.DESIGNER message and opens a new, blank page in the WEB.DESIGNER window.

**Open an existing Web page**

Opens your server root directory in the Open dialog box, allowing you to access and edit an .HTML document that you have saved on your local system.

**Choose a template to begin your Web page**

Opens CorelWEB.DESIGNER's Template dialog box, allowing you to edit a pre-designed HTML page in the WEB.DESIGNER window.

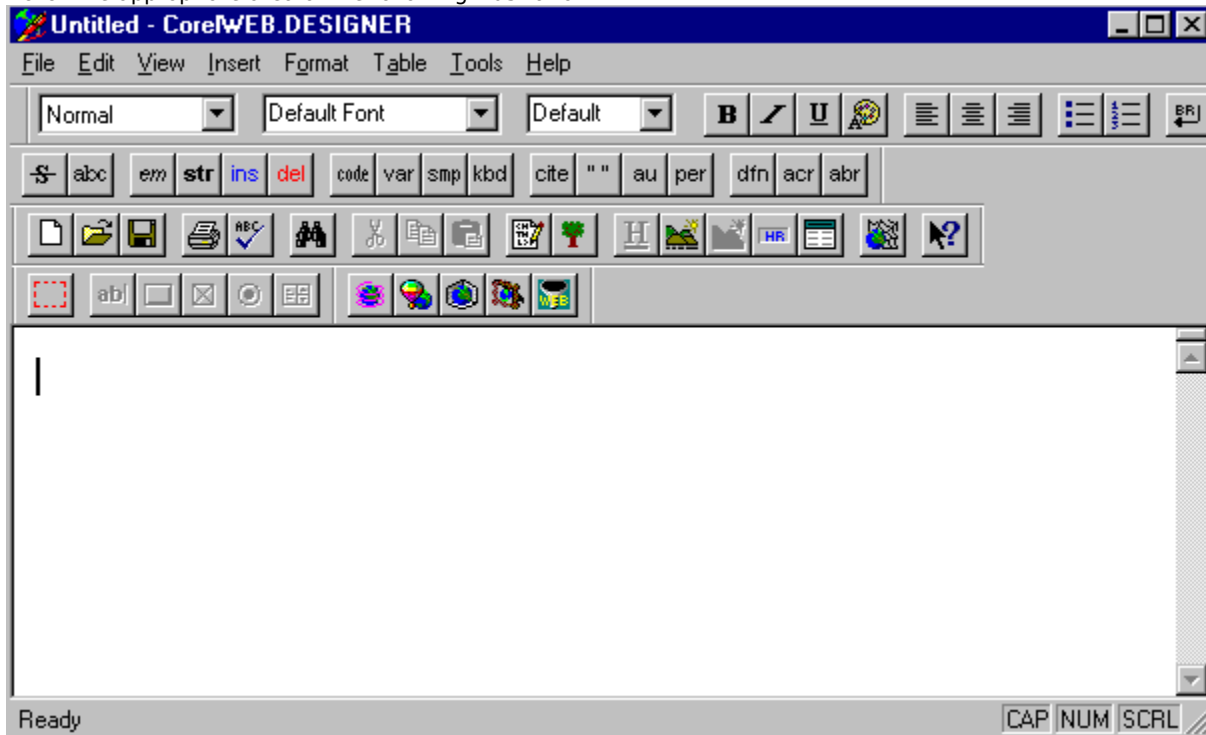


**Display this screen at startup**

Enables or disables the display of the Welcome to CorelWEB.DESIGNER screen when you launch the application. By default, WEB.DESIGNER enables this command.

## Exploring the CorelWEB.DESIGNER screen

WEB.DESIGNER presents over 85 menu commands with almost 60 complimentary toolbar options to simplify the creation of even the most complex hyperdocuments. For information about any WEB.DESIGNER screen element, click the appropriate area of the following illustration:



### See Also

[Exploring the Welcome to CorelWEB.DESIGNER message](#)

[Creating new Web pages](#)

**Title bar**

Repositions CorelWEB.DESIGNER's main window on your computer screen. The title bar also displays the name of the active document, the system menu commands, and the Windows 95 control buttons.

**System menu**

Controls the appearance and status of the WEB.DESIGNER application window. Click the WEB.DESIGNER system icon on the application's title bar to restore, move, size, minimize, maximize, or close the WEB.DESIGNER window.

**Control buttons**

Provide one-click access to the minimize, maximize, and close commands, allowing you to collapse, expand, or exit the WEB.DESIGNER application window.

**File menu**

Provides standard Windows menu commands for creating new files, opening existing documents, setting page properties, saving or printing your work, and exiting the application.

**Edit menu**

Provides standard Windows menu commands for undoing and redoing actions, cutting, copying, and pasting text, selecting, finding, and replacing objects, editing properties, and modifying your document's HTML Source code

**View menu**

Provides menu commands for splitting and refreshing windows, opening a new window, displaying the document tree, displaying toolbars in the CorelWEB.DESIGNER window, and enabling/disabling the CorelWEB.DESIGNER bookmark display.



**Insert menu**

Provides menu commands for adding HTML elements and files to the currently open Web page. These commands include inserting forms and form fields, adding images, horizontal rules, paragraphs, and line breaks, adding applets written in the Java (TM) Programming Language, merging .HTML files, embedding Internet files, and creating ordered and unordered lists.

**Format menu**

Provides menu commands for formatting headings, ordered and unordered lists, bookmarks, and hyperlinks in HTML.

**Table menu**

Provides menu commands used to add HTML tables to an active Web page. These commands allow you to insert and delete tables, cells, rows, or columns, select table attributes, and modify standard table properties.

**Tools menu**

Provides menu commands for organizing your documents. These commands allow you to check your completed documents for spelling errors, accessing the other CorelWEB.GRAPHICS SUITE applications, set up a server root directory, specify a browser, preview your Web pages, and enable the Welcome on startup message.

**Help menu**

Provides standard Windows menu commands for accessing all online help topics. You can search for specific help topics, activate the screen/menu help or WEB.DESIGNER tutorial, browse through the contents page, or access the WEB.GRAPHICS SUITE Web Page.

**Paragraph style**

Specifies formatting for headings, preformatted text, and block quotations.

**Font selection**

Specifies a font to apply to selected text.

**Font size**

Specifies the size of selected text. You can set absolute or relative values for the font size.



**Bold**

Applies the boldface attribute to selected text.

**Italic**

Applies the italics attribute to selected text.

**Underline**

Applies the underline attribute to selected text.

**Font/cell color**

Adds color to text or table cell backgrounds.

**Align left**

Aligns the selected text or image to the left side of the page.

**Center**

Centers the selected text or image.

**Align right**

Aligns the selected text or image to the right side of the page.

**Unordered list**

Formats selected paragraphs in an unordered (bulleted) list.



**Ordered list**

Formats selected paragraphs in an ordered (numbered) list.

**Line break**

Inserts a line break.

**Strike-through**

Applies the Strike-through style to selected text.

**Teletype**

Applies the Typewritten or Teletype style to selected text.

## **Emphasis**

Applies the Emphasis style to selected text.

**Strong emphasis**

Applies the Strong Emphasis style to selected text.

**Inserted text**

Applies the Inserted Text style to selected text.

**Deleted text**

Applies the Deleted Text style to selected text.



**Example code**

Applies the Example Code style to selected text.

**Variable**

Applies the Variable style to selected text.

**Literal (sample)**

Applies the Sample style to selected text.

**Typed text**

Applies the Keyboard or Typed Text style to selected text.

**Citation**

Applies the Citation style to selected text.

**Short quotation**

Applies the Short Quotation style to selected text.

**Author**

Applies the Author style to selected text.

**Surname (Person)**

Applies the Person style to selected text.



**Term definition**

Applies the Term Definition style to selected text.

**Acronym**

Applies the Acronym style to selected text.

**Abbreviation**

Applies the Abbreviation style to selected text.

**New**

Opens a new WEB.DESIGNER window.

**Open**

Allows you to open an existing Web page.

**Save**

Saves the active file.

**Print**

Prints a WEB.DESIGNER file.

**Spell**

Verifies all spelling in your active document.



**Find**

Locates a specified text string in your active document.

**Cut**

Removes selected data and copies it to the Windows Clipboard.

**Copy**

Copies selected data from your Web page into the Windows Clipboard.

**Paste**

Pastes data from the Windows Clipboard into an open Web page.

**Edit HTML**

Opens a new WEB.DESIGNER window, displaying the HTML code that corresponds to the active Web page.

**Document tree**

Displays the hierarchical structure of HTML formatting tags within the active page.

**Hyperlink**

Allows you to format the selected text or image as a hyperlink.

**Image**

Allows you to add an image to your Web page.



**Image map editor**

Launches the Image Map Editor, allowing you to edit or create an image map file.

**Horizontal rule**

Inserts a horizontal rule.

**Insert table**

Opens the Table Properties dialog box, allowing you to add a table to your active page.

**Browser preview**

Launches a Web browser directly from the WEB.DESIGNER window.

**Screen/menu help**

Displays help for buttons, menu items, and window areas.

**Insert form**

Opens the Form Properties dialog box, allowing you to add a form to your Web page. You can also create a form by clicking Insert, Form.

**Text field**

Adds a text field to your form. You can also add a text field by clicking Insert, Form Field, Text Field.

**Button**

Adds a button to your form. You can also add a button by clicking Insert, Form Field, Button.



**Check box**

Adds a check box field to your form. You can also add a check box field by clicking Insert, Form Field, Check Box Field.

**Radio button**

Adds a radio button to your form. You can also add a radio button by clicking Insert, Form Field, Radio Button.

**Selection list/menu**

Adds a selection list or menu to your form. You can also add a selection list or menu by clicking Insert, Form Field, List/Menu.

**CoreIWEB.MOVE**

Launches the CoreIWEB.MOVE application from the WEB.DESIGNER window.

**CoreIWEB.DRAW**

Launches the CoreIWEB.DRAW application from the WEB.DESIGNER window.

**CoreIWEB.WORLD**

Launches the CoreIWEB.WORLD application from the WEB.DESIGNER window.

**CoreIWEB.GALLERY**

Launches the CoreIWEB.GALLERY application from the WEB.DESIGNER window.

**CorelWEB.Transit**

Launches the CorelWEB.Transit application from the WEB.DESIGNER window.



**Text area**

Displays the structure and layout of your active Web page.

**Status bar**

Displays command or toolbar functions at the bottom of the CorelWEB.DESIGNER window. To show or hide the status bar, click View, Status Bar.

CAP	Indicates that the Caps Lock function is enabled.
NUM	Indicates that the Num Lock function is enabled.
SCRL	Indicates that the Scroll Lock function is enabled.

**Horizontal and vertical scroll bars**

Display areas of your WEB.DESIGNER document that extend beyond the boundaries of your computer screen. Scroll arrows sit at the end of both the horizontal and vertical scroll bars and point in the direction that the window moves when you press each arrow. For rapid scrolling left, right, up, or down, click and hold the appropriate scroll arrow button.

## **CorelWEB.DESIGNER screen tour**

To create Web pages that attract audiences and optimize WEB.DESIGNER's advanced capabilities, you should first explore the Welcome to WEB.DESIGNER message and the main application window. A clear understanding of the commands and features presented in these windows simplifies the Web design process and eliminates uncertainty.

[Exploring the Welcome to CorelWEB.DESIGNER message](#)

[Exploring the CorelWEB.DESIGNER application window](#)

### **See Also**

[CorelWEB.DESIGNER basics](#)

[CorelWEB.DESIGNER tools](#)

[Tips and tricks](#)

[Using CorelWEB.DESIGNER](#)

[Glossary of terms](#)

## Troubleshooting techniques

### Enable lower case file names

The Enable lower case file names check box allows all referenced files in your HTML documents to appear in lowercase letters when you click Browse in an application dialog box. By default, WEB.DESIGNER disables this option.

If you ftp your WEB.DESIGNER documents to your UNIX server or service provider without enabling the lower case file name option, your ftp application may transfer the files in lowercase regardless of the actual DOS case referenced throughout your documents. Because UNIX systems maintain case sensitivity, the files referenced in links and images throughout your WEB.DESIGNER pages are not displayed accurately on the Web.

#### **Problem:**

Your files look fine locally but when placed on a UNIX server, the referenced images and links are broken.

#### **Solution:**

Click Tools, Options and enable the lower case file name check box before creating your WEB.DESIGNER documents. If the Enable lower case file names option is enabled, WEB.DESIGNER references all files in lower case to comply with .ftp standards. The source code for a referenced image will look something like this:

```
<IMG SRC="images\filename.gif">
```

If the Enable lower case file names option is disabled, WEB.DESIGNER determines the actual DOS case of all referenced files and the source code for the image could look like this:

```
<IMG SRD="images\Filename.gif">
```

```
<IMG SRC="images\FileName.gif">
```

```
<IMG SRC="images\FIlename.gif">
```

Although DOS systems recognize each of these files as the same image, UNIX systems recognize three completely different files and will not display an accurate representation of the image on the Web.

#### **Note**

- The DOS case of files generated by Windows 95 is not the same as the case displayed in your Explorer directories but the DOS case of files generated by Windows NT 3.51 systems is the same as the File Manager case. The DOS case of files generated by Windows 3.1x systems is upper case.

#### **See Also**

[Setting up a Web browser](#)

[Viewing VRML](#)

[Viewing your Web pages](#)

