



International script systems selected using the *Encodings* and *Fonts & Scripts* preferences are displayed as clear text, allowing the user to edit foreign-language content—for example, Japanese or Chinese text.

The tag database holds the complete set of HTML tags, both HTML-standard and browser-specific. GoLive will continually update this database to make sure that it's current. New database revisions will be made available for downloading at our <http://www.golive.com> site.

If you are keeping track of the latest developments of the HTML language, you may also choose to add new tags to the database as they evolve. Editing the tag database is simple and straightforward.

## User Profiles

If you are a *seasoned HTML programmer*, you will find that the GoLive CyberStudio *Outline Editor* adds the ability to tweak and adjust the underlying HTML code. So, after completing the layout of your Web page in *Layout* mode, you can use the *Outline Editor* to check out the structure of and fine-tune your HTML code—for example, by adding custom attributes.

If you are a *novice*, the GoLive CyberStudio *Outline Editor* will allow you to take a close look at the “nuts and bolts” of HTML. However, unlike many other products, it will not confront you with raw HTML code. Instead, the *Outline Editor* will guide you through a structured view of your Web page, helping you to learn and understand the rules of Web page design much faster and easier.

## Outline Editor Commands in Your GoLive CyberStudio Menus

Several commands in your *Edit* and *Window* menus are reserved for the *Outline Editor*.

*Outline Editor* commands in the *Edit* menu include:

- New HTML Tag
- New HTML Text
- New HTML Comment
- New HTML Attribute
- Toggle Binary

There is only one *Outline Editor* command in the *Window* menu:

- HTML Tag Database

The menu shots below show the location of the *Outline Editor* menu commands. For more detail and instructions on using these commands, see the sections *Editing HTML Code in the Outline View* on page 320 and *The HTML Tag Database* on page 331.

### Outline Editor Commands in the Edit Menu

Edit	
Undo	⌘Z
Cut	⌘X
Copy	⌘C
Paste	⌘V
Clear	
Select All	⌘A
Find...	⌘F
Find Next	⌘G
Find Selection	⌘H
Replace	⌘R
Replace & Find Next	
New HTML Tag	⇧⌘K
New HTML Text	⇧⌘T
New HTML Comment	⇧⌘C
New HTML Attribute	⇧⌘A
Toggle Binary	⇧⌘B
Hide Invisible Items	⌘I
Preferences...	⌘Y

These commands are only available in the outline mode.

Window	
HTML Tag Database	⌘3
Color Picker	
Palette	⌘2
Toolbar	
Inspector	⌘1
✓ Ten ways	



Note that most of the *Layout* editor menu commands are dimmed after opening a document with the *Outline Editor*. Conversely, all *Outline Editor* commands will be dimmed when you open a document in *Layout* mode.

### Launching the Outline Editor



To launch the *Outline Editor*, proceed as follows:

Click the *Outline* tab in the document window.



Although launching the *Outline Editor* may completely disable the *Layout* mode and dim all *Layout* menu commands, it will not change the HTML code in your file.

## Opening a New Web Page

If you wish to build a Web page from scratch, proceed as follows:

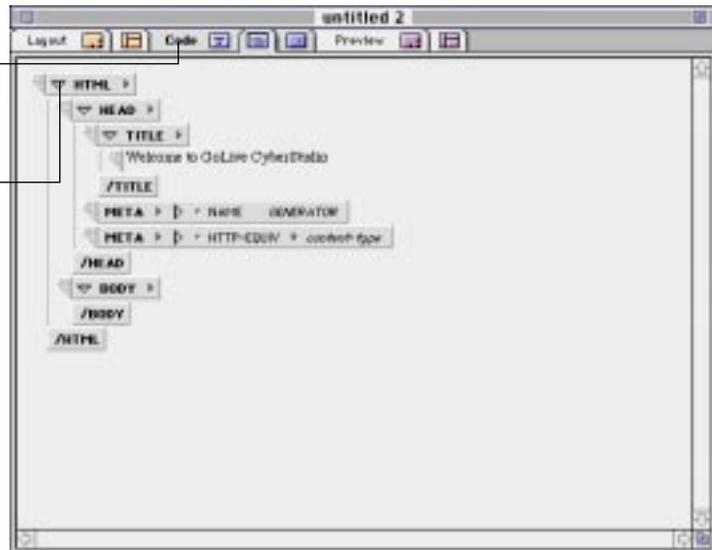
- 1 Choose the *New* command from the file menu. A new document named “untitled” will appear.
- 2 Click the *Outline* tab in the document window to open the *Outline Editor*.

The outline view displays a basic HTML file structure, complete with the basic HEAD and BODY tags and already expanded. You can use this structure as a template and fill it with your own content.

### *Outline Editor - New Document in Outline View*

Click this tab rider to switch to the outline view.

Click this triangle symbol to expand or collapse the entire HTML outline view one tag at a time.



While editing HTML code, you can expand or collapse any tag in the outline view by clicking the collapse/expand triangle to the left of the tag name. This triangle functions as an outline view control that allows you to show or hide parts of or all of the entire structure. In the example shown above, clicking the triangle symbol of the HTML tag would collapse the outline view completely, hiding the head and body sections from view.

## Opening an Existing Web Page



To open an existing Web page, proceed as follows:

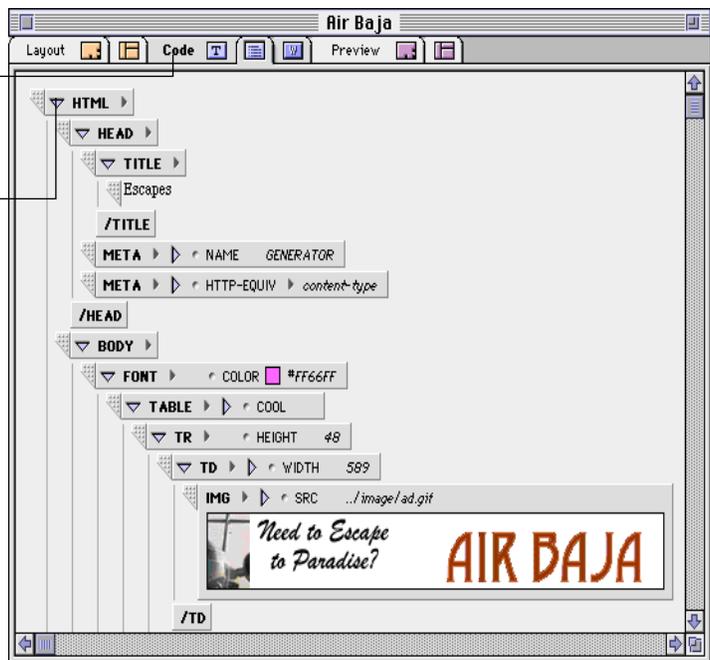
- 1 Select the *Open* command from the *File* menu, then select the desired file in the subsequent file selection dialog box.
- 2 Click the *Outline* tab in the document window to open the *Outline Editor*.

The example below shows an existing document opened in the *Outline Editor*. Documents are always opened in a fully expanded outline view, allowing you to edit, insert, and delete individual tags. For more detail on editing, please refer to page 320.

*Outline Editor - Opening an Existing Document*

Click this tab rider to switch to the outline view.

Click this triangle symbol to expand or collapse the HTML outline view one tag at a time.



To streamline the view, you can now collapse individual tags by clicking their triangle symbol.

To return to the initial view, proceed as follows:

- 1 Collapse the entire outline view by clicking the triangle symbol of the HTML container tag.
- 2 In the collapsed view, Option-click the triangle symbol of the HTML tag to expand the HTML outline with all HTML tags open.

## Finding Your Way Through the Outline View

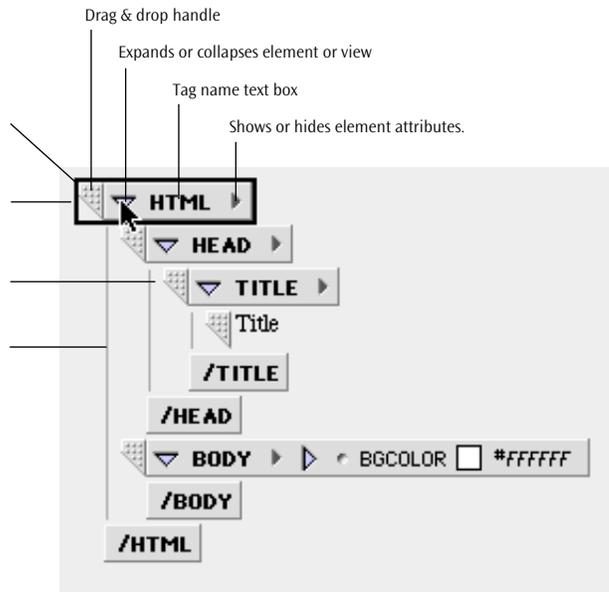
### Outline View Controls and Display Elements

Bounding box indicates current selection.

Highest level in HTML tag hierarchy.

Indents indicate lower-level tags.

Vertical lines connect open and close tags.



The outline view consists of HTML tags arranged to reflect the hierarchy of your HTML document:

### Structural Elements

The GoLive CyberStudio *Outline Editor* uses various elements to display the structure of an HTML document.

- HTML tags are displayed as box symbols.
- Indents are used to indicate the HTML hierarchy levels. The example above shows the basic structure of an HTML document: The HEAD and BODY elements are indented to indicate that they are contained in the HTML element. The HEAD element in turn contains a TITLE element with a text box.
- Open and close tags are connected by vertical lines to show that they are complementary items.

### Controls

Each open HTML tag has various controls that allow you to rearrange the sequence of tags in your document, add content to your Web page, or expand and collapse your document view:

- The *Drag & Drop Handle* on the left side of the box allows you to drag a tag and drop it to any location in your document. While you are dragging, a horizontal line will move along with the tag to indicate the current insertion point. You can move tags up or down the structure as desired, but only elements contained in the body section of your page will be visible to your audience.
- The *Collapse/Expand triangle* to the left of the HTML tag name functions as an outline view control. Clicking at this arrow expands or collapses the element, showing or hiding further elements contained in it.  
Clicking at this triangle while holding the Option key depressed expands or collapses the entire outline view, showing or hiding all elements contained in the document.



- The *HTML Tag Name* is a text box. Clicking at the tag name activates the box, allowing you to enter a tag name. Alternatively, clicking at the tag name while holding the Command key depressed will pop up a list of HTML tags to choose from.

The tags appearing in the popup menu represent the tag inventory stored in the tag database.

- The *Show/Hide Attributes Triangle* to the right of the HTML tag name shows or hides the attributes defined for the selected element.

### Display Attributes

Selected elements are highlighted by a black bounding box.

### Using Keyboard Equivalents



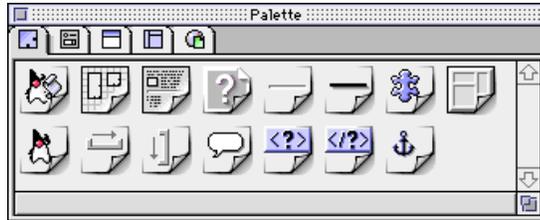
You can use various keyboard equivalents to navigate through the outline view, expand or collapse, and edit elements.

- To move through the outline view, use the Cursor Up/Down keys. Cursor Up selects the item above the current selection, Cursor Down the one below.
- To move through the attribute list of an element, use the Cursor Up/Down keys. Cursor Up selects the item above the current selection, Cursor Down the one below.
- To expand or collapse the currently selected tag element, press Return. Please note that this is only possible with binary tags, that is, tags always used in pairs.
- To recursively expand or collapse the currently selected tag element, press Shift-Return. Please note that this is only possible with binary tags.
- To show or hide the tag attribute list, press Enter.
- To show or hide the tag attribute list, press Shift-Enter.
- To activate the next text box, press Tab. To activate the preceding text box, press Shift-Tab.
- To delete the current selection, use the Backspace key.
- To activate the tag selection popup menu, Command-click the tag name.

## Using the Palette with the Outline Editor

### *The Body Tags Tab of the Palette*

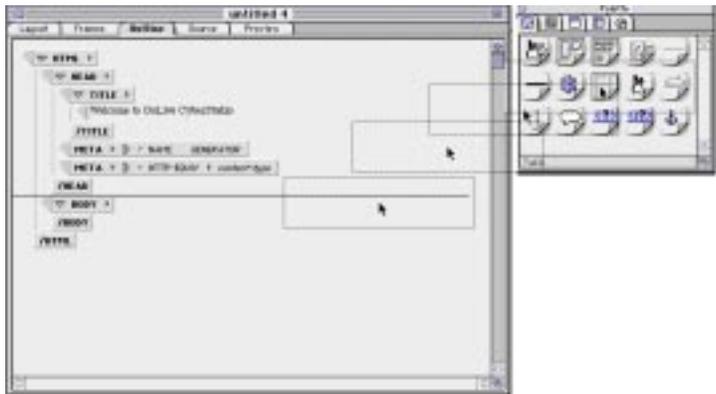
Drag & drop support is available for items from the *Body* and *Forms* tabs of the *Palette* (for more detail on Body Tags, see *The Palette* on page 69 and following).



You can drag frequently used elements from the *Palette* and drop them anywhere in your *Outline Editor* window, just as you would in the *Layout* mode.

While you are dragging, a horizontal line will move along with the tag to indicate the current insertion point (see below).

### *Drag & Drop Insertion of a Table*



After inserting a tag, you can edit its attributes using the text boxes and scrolling lists in the tag elements.

For more detail on editing tag attributes, please see *Editing Tag Attributes* on page 322.

## Editing HTML Code in the Outline View

There are several dedicated *Outline Editor* commands in the *Edit* menu. When in outline mode, you can use these commands to insert tags, editable text boxes, and HTML comments into your document.

You can also add new attributes to your tags to implement non-standard features or anticipate upcoming HTML coding conventions.

Further, you can toggle between the unary and binary tag format—that is, you can determine whether an open tag should be accompanied by a close tag or not.

## Inserting New HTML Tags

The *New HTML Tag* command inserts a blank HTML tag below the current selection.

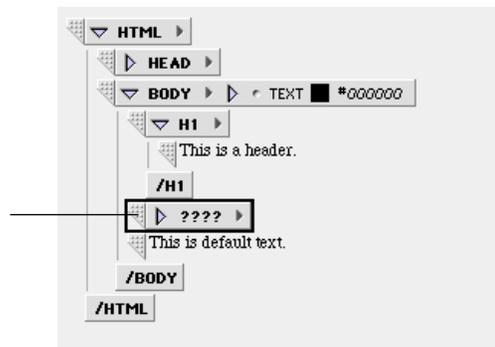
*Selecting the New HTML Tag Command from the Edit Menu*



The example below shows how your editor window may look after inserting a new tag.

*Outline Editor Window with Undefined Tag*

New HTML tag





## Editing Tag Attributes

After defining the tag type, you may want to define tag attributes to fine-tune the appearance of your Web page.

Attributes control the way a tag is displayed by the browser. Many tags support special formatting instructions, such as element alignment, color, and directory paths to resource files.

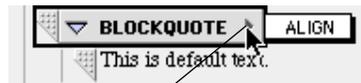
In the example below, the BLOCKQUOTE tag is used. Any text wrapped into this tag will stand out as a separate block of text on the screen.



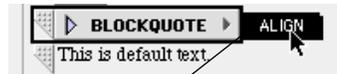
To define an attribute, proceed as follows:

- 1 Click the show/hide attributes triangle control to pop up a list of valid tag attributes to choose from (see example below).
- 2 Select the desired attribute and assign a value. The tag element box will expand to accommodate the new attribute.

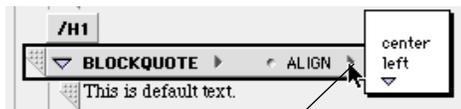
### Defining a Tag Attribute



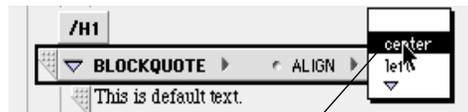
Click the show/hide attributes triangle to pop up the attribute list.



Drag through the popup menu to select the desired attribute.



Click this triangle to pop up the values list.



Drag through the values list to select the desired value.



Alternatively, attributes can also be added using the menu *New HTML Attribute* command. A detailed description of this menu command appears on page 326.

## Inserting Text

*Selecting the New HTML Text Command from the Edit Menu*

The *New HTML Text* command inserts a blank text box below the current selection.



To type in text, proceed as follows:

Click the four highlighted question marks serving as placeholders and type to overwrite. The text wraps automatically at the border of the text box.



You may enter any desired character. However, carriage returns and special characters will be ignored by the browser or may produce unexpected results.

The example below shows how your editor window may look after inserting a new text box.

*Outline Editor Window with New Text Box*

New text box



If you abandon text entry temporarily and deselect the text box, you may resume your work later by placing the cursor at the location where you stopped.

## Inserting Comments

Comments give useful hints to any person who may want to edit your document at a later date—for example, if you intend to embed advanced features that require much background information.

As comments are skipped by the browser when interpreting HTML code and building the page display, they can be placed anywhere in your document, even outside of the HTML tag.

To insert a comment, proceed as follows:



Choose the *New HTML Comment* command from the *Edit* menu to insert a blank comment text box below the current selection.

Alternatively, you can insert the *Comment* icon from the *Palette*:



Drag the *Comment* icon from the *Palette* and drop it in your document. While you are dragging, a horizontal line will move along with the icon to indicate the current insertion point.

*The New HTML Comment Command and the Comment Icon*



To type in text, proceed as follows:

Click the four highlighted question marks serving as placeholders and type to overwrite. The text wraps automatically at the border of the text box.



## Inserting Attributes

The *Outline Editor* allows you to add and edit tag attributes.

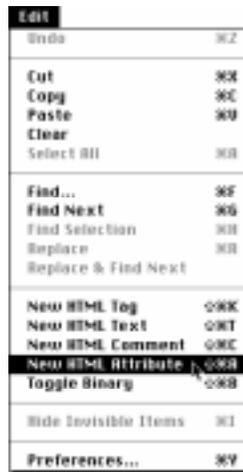
Attributes control the way a tag is displayed by the browser. Many tags support special formatting instructions, such as element alignment, color, and directory paths to resource files.

To add a new tag attribute, proceed as follows:

- 1 Select the tag you wish to add an attribute to.
- 2 Choose the *New HTML Attribute* command from the *Edit* menu. A blank attribute appears below the other tag attributes.



*Selecting the New HTML Attribute Command from the Edit Menu*

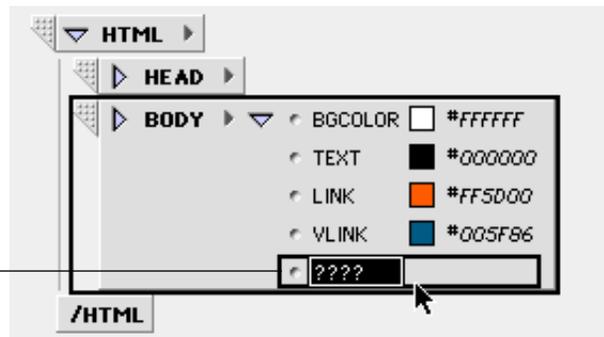


- 3 Type in an attribute name into the text box, overwriting the question marks. Press the Return key to confirm your entry.

The example below shows how the body tag in your document structure may look after adding a new attribute.

*Body Tag with Unnamed Attribute*

New Attribute (still blank)



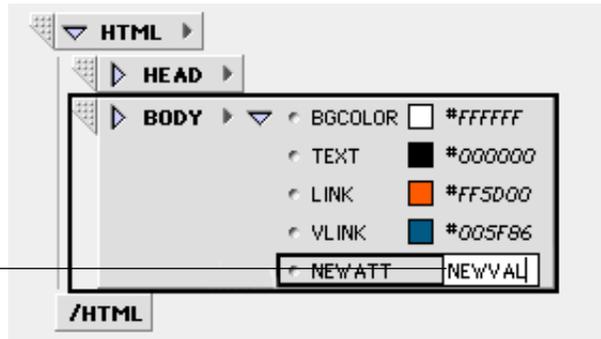


If you are not sure whether an attribute is valid or not, consult the tag database (see page 333).

- 4 Click the text box to the right of the name field, type in a value, and press the Return key to confirm your entry.

*Body Tag with Named Attribute*

New Attribute Value



### Tag Attribute Examples

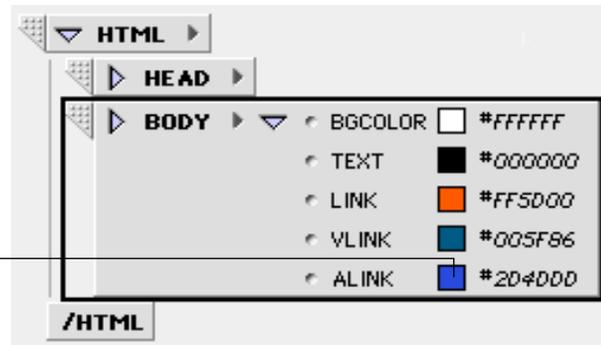
The two examples below show what the BODY tag in your document structure may look like after defining the newly added attribute.

If the attribute is valid, a color box, path pointer, or similar symbol appears to the right of the attribute name.

If the new attribute is of the type *Color*, such as the color of the active link shown below, a color box and the Web color code appear beside the attribute name. Clicking on the color box will open the *Color Picker*.

*Body Tag with New Color Attribute*

Click this box to open the Color Picker.



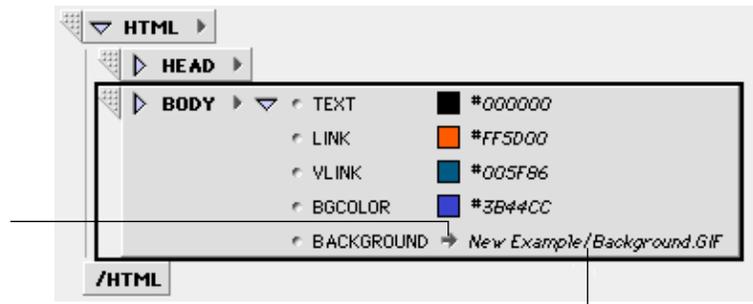
If the new attribute is of the type *path*, such as the directory path to the background image shown below, a path pointer appears beside the attribute name.

Clicking on this path pointer will open a file selection dialog box, allowing you to choose a background image file.

#### Body Tag with New Path Attribute

Click this path pointer to pop up a file selection dialog.

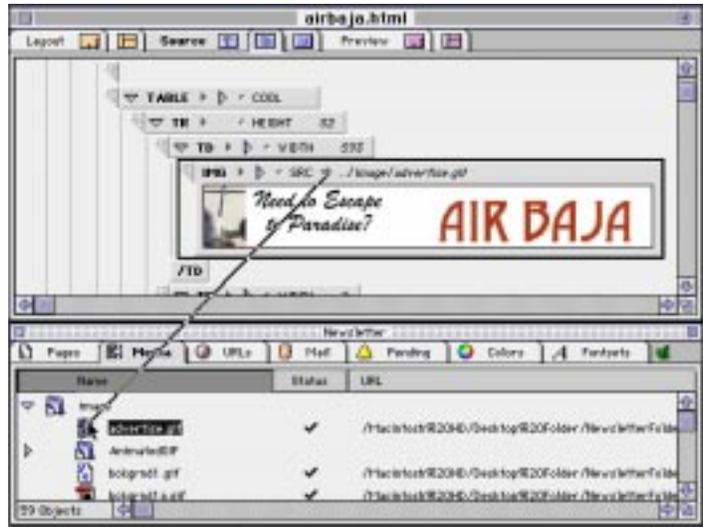
This is the directory path to the selected background image.



## Using Point & Shoot in the Outline View

### *Point & Shoot Linking in the Outline View*

Just as the *Layout* view, GoLive CyberStudio's *Outline* editor supports *Point & Shoot* linking to objects in the *Project* window, including HTML pages and media items.



To use *Point & Shoot* linking in the *Outline* view, proceed as follows:

- 1 Locate the *SRC* attribute (or any other attribute referencing a file or resource) of the tag to be linked.
- 2 Command-click the small arrow pointing at the filename and path of the attribute
- 3 Drag to the desired HTML page or media file in the *Project* window and release the mouse button.

## Toggleing the Binary Format



The *Toggle Binary* command toggles the binary tag format on and off. This command allows you to determine whether a new tag should have a complementary close tag or not.

Most HTML tags are binary tags, or container tags. Binary tags enclose their content in a pair of tags, referred to as open and close or start and end tags.

A few tags, however, do not need a close tag; these are called unary tags. One of the most frequently used unary tags is the IMG tag for embedding images.

*Selecting the Toggle Binary Command from the Edit Menu*



The example below shows the effect of toggling the binary tag format on and off.

*Title Tag with Binary Format Toggled On and Off*



Binary Format Toggled On



Binary Format Toggled Off

## The HTML Tag Database

The built-in HTML tag database comes with a complete inventory of HTML tags that assist Web authors in choosing the proper tags and attributes for the content of their pages.

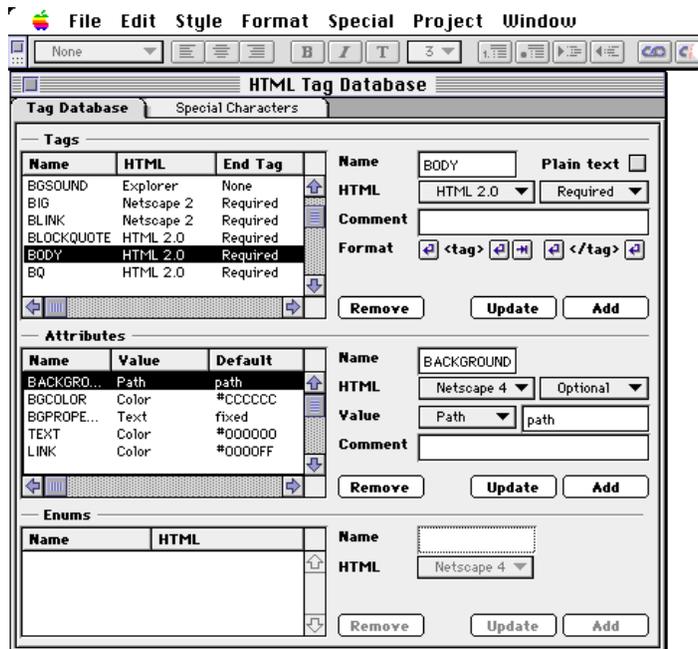
Also, the HTML tag database is a basic building block that helps maintain the integrity of your HTML code. Whenever GoLive CyberStudio writes HTML code or checks the syntax, the tag database operates as an internal reference for correct HTML usage.

The tag database may be edited to accommodate future tags as they emerge on the Web scene. This feature is mission-critical for any Web designer who wishes to work with interactive elements, whether they are HTML or non-HTML.

Additionally, the tag database contains all special characters specified by ISO 8859-1 and the HTML 3.0 standard, enabling GoLive CyberStudio to convert user-entered special characters to the proper Web-specific character codes.

An example of the tag database editor window appears below.

*The Tag Database Tab of the Database Editor Window*



The tag database provides direct assistance to authors, allowing them to pop up tag and attribute lists from the database when defining a newly inserted tag element (see *Defining Tag Types* on page 321 for reference).

## Maintaining Compatibility with the Web

In addition, authors can open the database at any time and look it up like a reference book if they have any doubts about the proper usage of a tag and its attributes.

The tag database holds the complete set of HTML tags, as known to GoLive at the time of publication. The built-in HTML tag inventory encompasses both HTML-standard and browser-specific tags, including valid attributes and their values. HTML-standard tags include all the tags specified by the HTML 2.0 and 3.0 standard publications, while the term non-standard tags refers to tags used to implement advanced features, such as the background sound tag that Microsoft's Internet Explorer uses.

Because Hypertext Markup Language is a work still in progress, GoLive will continually update the content of this database.

If you are keeping track of HTML on your own, you may choose to add new tags to the database as they become available.



Alternatively, you can download database revisions from <http://www.golive.com> and drop them in the *Modules* subfolder of your GoLive CyberStudio program folder, replacing the outdated database file.

## Looking Up Tags and Special Characters in the Tag Database



The HTML Tag Database Command

You can open the tag database window from within any GoLive CyberStudio mode to look up tags and special character definitions.

To open the tag database window and look up definitions, proceed as follows:

- 1 Select the *HTML Tag Database* command from the *Window* menu to open the database editor window.



- 2 Click the *Tag Database* or *Special Characters* tab, depending on what kind of information you want to look up.
- 3 Scroll through the *Tags* list box in the *Tag Database* tab or the characters list box in the *Special Characters* tab.
- 4 Select a tag or character from the list box to view its attributes and other options (if any).

Options for tags include:

- The *Attributes* section contains all attributes valid for the selected tag, as known to GoLive at the time of publication, along with attribute type information and default values.
- To view special list formatting options (if any) associated with a particular attribute of the *Enums* type, select an attribute from the *Attributes* list.

## Editing the Tag Database

Editing the tag database is simple and straightforward. Each window area contains a list box and task-specific editing tools, allowing the user to add new tags and edit or delete existing tags from the list.

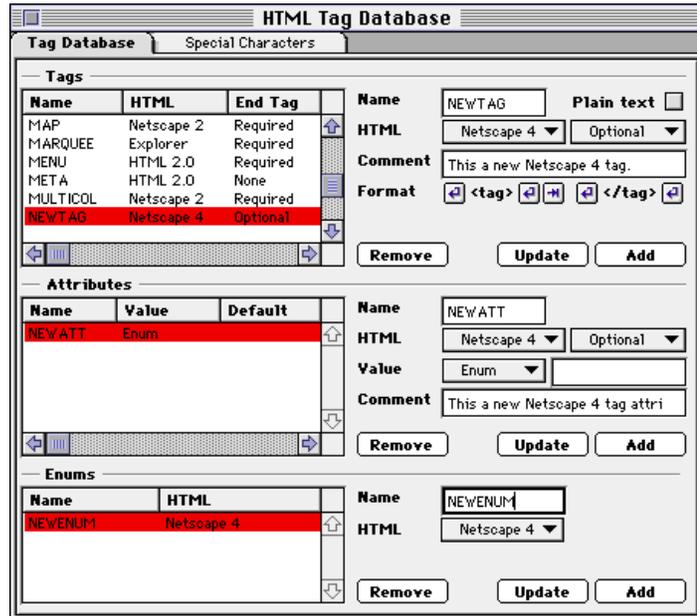
The example below demonstrates how the *Tag Database* tab of the database editor window looks after the user has added a new tag and edited its attributes.

### Adding a New Tag

Use the Tags list box and tag options to add, edit, and remove tags.

Use the Attributes list box and attribute options to add, edit, and remove tag attributes.

Use the Enums list box and enums options to add, edit, and remove enum properties.



## Adding, Updating, or Removing Tags

The database editor provides a convenient editing environment for adding, updating, or removing tags.

The screenshot below illustrates the editing tools offered by the *Tag Database* tab and explains their respective functions.

### Tag Database Editing Tools

Click here to enter the name of the new tag.

Click here to select HTML compatibility.

Click here and type in a comment.

Use these options to toggle automatic CR and tab insertion into the source code on and off.

Click here to update after making changes.

Click here to delete the selected tag.

Click here to add a new tag.

Click here to enter the name of the new attribute.

Click here to select HTML compatibility.

Click here to select the Value type.

Click here and type in a comment.

Click here to update after making changes.

Click here to delete the selected attribute.

Click here to add a new attribute.

Click here and type in a comment.

Click here to select HTML compatibility.

Click here to update after making changes.

Click here to delete the selected tag.

Click here to add a new enum.

The screenshot shows the 'Tag Database' editor interface. It is divided into three main sections for editing tags, attributes, and enums. Each section has a vertical toolbar on the left with icons for adding, updating, and deleting. The top section is for editing a tag, with fields for Name (EMBED), HTML compatibility (Netscape 2), Comment (plugin), Format (code tags), and Spaces (Get Next). The middle section is for editing an attribute, with fields for Name, HTML compatibility (Netscape 2), Value type (Text), and Comment. The bottom section is for editing an enum, with fields for Name and HTML compatibility (Netscape 2). Callouts on the left side of the screenshot point to these fields and buttons, explaining their functions. Callouts on the right side point to a 'Plain text' checkbox and a 'Format' dropdown menu.

Select this checkbox to create a HTML tag with protected plain-text content.

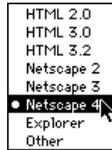
Click here to select the format of the HTML tag.

Use this popup menu to control the way GoLive CyberStudio handles spaces behind HTML elements.

Click here to select the format of the HTML attribute.

## Adding a Tag

To add a tag, proceed as follows:



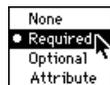
- 1 Place the cursor in the *Name* text box in the *Tags* section of the *Tag Database* tab.
- 2 Enter the name of the new tag—for example, *NEWTAG*, and press the Return key to confirm your entry.
- 3 Select the desired browser or HTML standard revision option from the *HTML* compatibility popup menu—for example, *Netscape 4*.

- 4 Check the *Plain text* checkbox if you want to protect the content of the tag. This feature is particularly useful for non-HTML content that needs to remain unaffected when the user edits the HTML—for example, if a page contains dynamic WebObjects elements.

When you place the newly defined tag on a page (by inserting an unknown tag and selecting the new definition), the plain-text content is saved but not displayed—neither in *Source* nor in *Layout* mode. Content viewing and editing is possible using the *Content* tab of the respective inspector.

- 5 Use the *Spaces* popup menu to control the behavior of tags with respect to white spaces. This feature lets you ensure that trailing tags are handled according to HTML standards. Examples from the tag database include:

- `<P>`: *Neutral* instructs GoLive CyberStudio to leave subsequent white spaces unmodified.
- `<H1>`: *Kill Next* lets GoLive CyberStudio delete a subsequent white space behind a header tag.
- `<IMG>`: *Get Next* lets GoLive CyberStudio read and display a subsequent white space.
- `<APPLET>`: *Container* lets GoLive CyberStudio read the reset function within the start tag and clear all white spaces up to the next visible object.



- 6 Select the desired format option from the *HTML* tag status popup menu—for example, *Required*.

- Choose *None* if you want to define a unary tag consisting of a start tag, attributes, and optional content.
- Choose *Required* to define a binary tag consisting of a start tag, attributes, optional content, and an end tag.

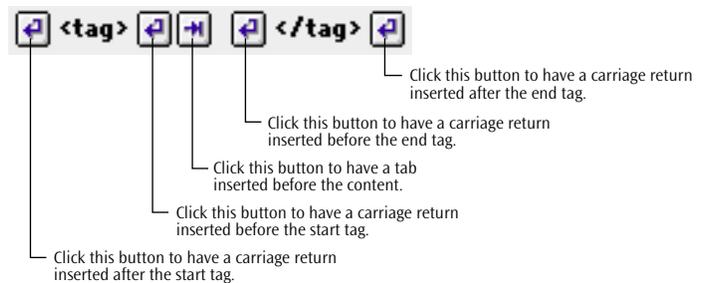
- Choose *Optional* if the new tag does not necessarily need an end tag.
- Choose *Attribute* to define an attribute.

**7** Place the cursor in the *Comment* text box and enter a comment, if required.

**8** Check the Start Tag and End Tag padding controls to control the way a tag is written in HTML source code.

The screenshot below explains the functions of the individual buttons.

*Tag Padding Controls in the Database Editor Window*



**9** Click the Add button.

### Updating



To update a tag, proceed as follows:

- 1** Select the tag to be changed from the *Tags* list box.
- 2** Make the desired changes—for example, by selecting a new option from the compatibility popup menu.
- 3** Click the Update button.

### Removing



To delete a tag, proceed as follows:

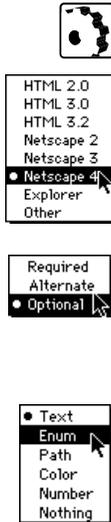
- 1** Select the tag to be deleted from the *Tags* list box.
- 2** Click the Remove button.

## Adding, Updating, or Removing Attributes

You add, update, or remove attributes by using the text boxes, check-boxes, popup menus, and buttons in the *Attributes* section of the *Tag Database* tab.

### Adding

To add an attribute, proceed as follows:



- 1 After selecting the tag you wish to add an attribute to, click at the *Name* text box in the *Attributes* section.
- 2 Enter the name of the new attribute—for example, *NEWATT*.
- 3 Select the desired browser or HTML standard revision option from the *HTML* compatibility popup menu—for example, *Netscape 4*.
- 4 Select the desired format option from the *HTML* attribute status popup menu—for example, *Optional*.  
Choose *Required* if the new attribute is necessary for the browser to interpret the new tag properly.
- 5 To define the type of the default attribute value, select the desired option from the *Value* type popup menu—for example, *Enum*.
- 6 Click at the *Value* text box and enter a default value for the new attribute.
- 7 Place the cursor in the *Comment* text box and enter a comment, if required.
- 8 Click the Add button.

### Updating

To update an attribute, proceed as follows:



- 1 Select the attribute to be changed from the *Attributes* list box.
- 2 Make the desired changes—for example, by selecting a new option from the *Value* popup menu.
- 3 Click the Update button.

### Removing

To delete an attribute, proceed as follows:



- 1 Select the attribute to be deleted from the *Attributes* list box.
- 2 Click the Remove button.

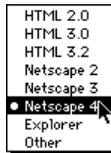
## Adding, Updating, or Removing List Formatting Options

You add or remove list formatting options by using the text boxes, checkboxes, popup menus, and buttons in the *Enums* section of the *Tag Database* tab.

### Adding

To add a formatting option, proceed as follows:

- 1 After selecting the attribute to which you wish to add a formatting option, click at the *Name* text box in the *Enums* section.
- 2 Enter the name of the new formatting option—for example, *NEWENUM*.
- 3 Select the desired browser or HTML standard revision option from the *HTML* compatibility popup menu—for example, *Netscape 4*.
- 4 Click the Add button.



### Updating

To update a formatting option, proceed as follows:

- 1 Select the formatting option to be edited from the *Enums* list box.
- 2 Make the desired changes to the formatting option—for example, by selecting a new option from the *HTML* compatibility popup menu.
- 3 Click the Update button.



### Removing

To delete a formatting option, proceed as follows:

- 1 Select the formatting option to be deleted from the *Enums* list box.
- 2 Click the Remove button.



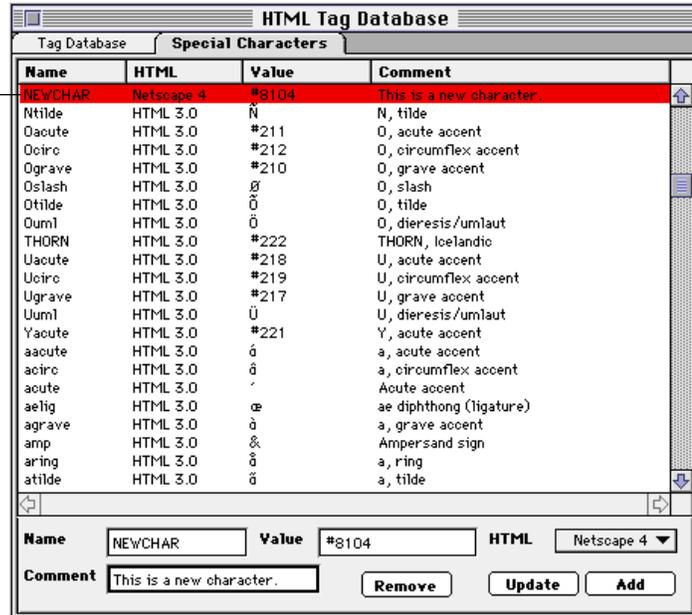
## Editing Special Characters

In addition to tags, the database editor lets you edit the HTML codes used to ensure a uniform display of special characters across multiple computer platforms.

The example below demonstrates how the *Special Characters* tab of the database editor window looks after the user has added a new character.

### Adding a New Character

Scroll the list box to view its content or click to select a character.



Use these options to add, edit, and remove special characters.

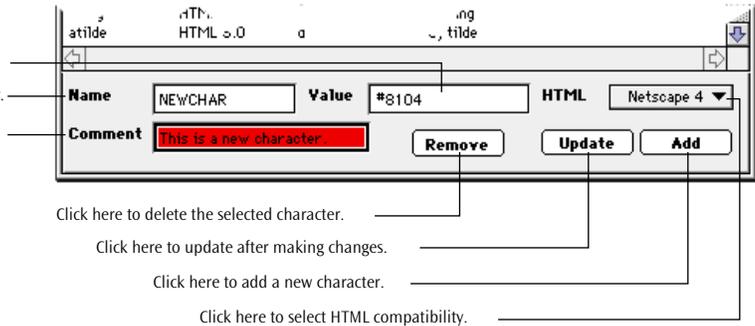
## Adding, Updating, or Removing Special Characters

### Character Editing Tools

Click here to enter a value.

Click here to enter the name of the new character.

Click here to type in a comment.



You add, update, or remove special characters by using the text boxes, popup menus, and buttons at the bottom of the *Special Characters* tab.

### Adding



To add a special character, proceed as follows:

- 1 Enter the name of the new character in the *Name* text box and press the Return key to confirm your entry.
- 2 Place the cursor in the *Value* text box and enter a character from the keyboard or a known character code—for example, a three-digit or four-digit number with a leading pound sign.

If you enter new ISO 8859-1 characters, you don't need to type in the HTML code with the leading ampersand and trailing semicolon.

- 3 Select the desired browser or HTML standard revision option from the *HTML* compatibility popup menu—for example, *Netscape 4*.
- 4 Place the cursor in the *Comment* text box and enter a comment, if required.
- 5 Click the Add button.



### Updating



To update a special character, proceed as follows:

- 1 Select the special character to be changed from the list box.
- 2 Make the desired changes—for example, by entering a new code in the *Value* text box.
- 3 Click the Update button.

### Removing



To delete a special character, proceed as follows:

- 1 Select the special character to be deleted from the list box.
- 2 Click the Remove button.