

This is the glossary file for Visual Page Windows.

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anchor

An anchor is a type of link that is used to mark specific locations within a Web page.

applet

An applet is a mini-application, usually created in Java so that it runs on a variety of operating systems.

background

The background of a Web page displays behind all the graphics and text. A background can be a color, or a tiled graphic.

base target

The frame in which a linked file displays.

base URL

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

bps (bits per second)

Bps refers to how fast a modem can transfer data.

browser

A browser is a local application you use to connect to an Internet server. It interprets and displays HTML encoded documents in a graphic format.

CSS

Cascading style sheets are the order of operations for style sheets.

client

Client refers to an application, usually on a desktop computer, that connects to a server. Opposite of server.

dithering

If a user's browser or system only supports 256 colors, the image is adjusted automatically by a process called dithering. The image displays but its quality is frequently diminished when this happens.

download

To download files is to transfer them from a server to a local machine. Opposite of upload.

form

A form is a Web page element into which a user inputs data, and then the form processes the input data.

frames

Frames divide parts of a Web page into two or more independent parts. Each frame displays a separate HTML file.

frame target

A frame target is the frame in which a linked file displays.

FTP (File Transfer Protocol)

The File Transfer Protocol is the common command set that is used to upload and download files from Web sites.

GIF (Graphics Interchange Format)

GIF is a common cross-platform format for Web graphics.

HTML (HyperText Markup Language)

HTML is the primary coding language to create Web pages. A Web page has HTML tags, which instruct the browser to display text in a particular format.

hypertext

Hypertext is text or graphics that contain links to other text or graphics, either in the same or a separate document.

Internet

The Internet is the computer network that connects computers all over the world to each other.

intranet

An intranet is an internal and private computer network, usually for a company or organization.

image map

An image map is a graphic that contains one or more links.

image scaling

Image scaling proportionally changes an image's height and width.

ISP (Internet Service Provider)

An ISP is a company or organization that allows you to access the Internet via their computers.

Java

Java is a programming language used to develop cross-platform applets and applications.

JavaScript

JavaScript is a scripting language that is used to create dynamic Web pages.

JPEG (Joint Photographic Experts Group)

JPEG is a format for Web page graphics.

layer

A section of a Web page acting as an object apart from the rest of the page.

line break

A line break is a method of creating a space between lines without applying the previous paragraph's formatting.

link

A link is text or a graphic that has been formatted to include the location of a document or graphic. When a user clicks a link, the new document or graphic displays.

local

Local refers to something that is on your computer, as opposed to being on a server. Opposite of remote.

project

A project refers to the collection of Web files that are located on your computer, as opposed to being on a Web server. Opposite of Web site.

publish

To publish is to put your Web files up on a Web server so that others can access them.

remote

Remote refers to something that is on a server, as opposed to being on your computer. Opposite of local.

server

A server is a computer that is configured (via software and hardware) to provide files to one or more other computers. Opposite of client.

style sheet

A file that contains style information for formatting and displaying Web pages.

upload

To upload files is to transfer them from your computer to a server. Opposite of download.

URL (Uniform Resource Locator)

An URL is a specific address used by Web browsing software to locate and access information on the World Wide Web and other Web-based computer networks.

Web page

A Web page is a text document that is encoded in HTML, and is the primary means of accessing the World Wide Web.

Web server

A Web server is a type of server that is dedicated to storing and handling Web-based files.

Web site

A Web site is a collection of files that are located on a Web server and available to others to browse.

World Wide Web (WWW)

The World Wide Web is the graphical (as opposed to command-based) interface to the Internet.

CGI (Common Gateway Interface)

CGI is the standard Web protocol for processing information that a user enters via a form.

target

A target is the frame or browser window in which a linked file displays.

Increase Indent

The Increase Indent command adds an indent to a paragraph.

Decrease Indent

The Decrease Indent command removes an indent from a paragraph.

frame layout

A frame layout consists of two or more independent parts, called frames. Also called frameset.

frame set

A frame set consists of two or more independent parts, called frames. Also called frame layout.

This is the second document for Vpage 1.0.1 Help, comparable to the "Adding Web page elements" in the Mac HTML file.



Adding text

{button See Also,AL(`Adding_graphics;Adding_horizontal_lines',0,`,`')}

Adding text to your Visual Page documents is very similar to inserting text using any standard word-processing application. The following procedures explain how to insert and format text.

You can insert text by:

[Typing text](#)

[Dragging and dropping text](#)

[Copying and pasting text or graphics](#)

[Importing a plain text file](#)

You can format text by:

[Generating paragraphs and line breaks](#)

[Aligning and indenting paragraphs](#)

[Formatting paragraphs](#)

[Formatting characters](#)

[Creating bulleted lists](#)

[Creating ordered lists](#)

[Creating term and definition lists](#)



Typing text

{button See

Also,AL(`Copying_and_pasting_text_or_graphics;Dragging_and_dropping_text ;Importing_a_plain_text_file;Formatting_paragraphs',0,`,`')}

If you have ever used a word processor to create a text document, you probably know how to type text into a Web page in the Visual Page environment. Visual Page supports all the standard text operations.

To insert text by typing:

- 1 Make sure that you're in Edit mode.
For information on switching to Edit mode, see [Previewing your work](#).
- 2 Within the main Edit window, move the text cursor to where you want to insert text.
- 3 Single-click at the insertion point.
- 4 Type in your text.
The text displays on the Web page.



Dragging and dropping text

{button See

Also,AL(`Copying_and_pasting_text_or_graphics;Importing_a_plain_text_file;Typing_text;Formatting_paragraphs',0,`, `)}}

Visual Page supports drag-and-drop functionality in many ways. It is an extremely handy way to move text from one location to another. Visual Page also allows you to insert other objects, such as images, from the Windows Explorer into Visual Page.

To insert text by drag-and-drop:

- 1 Make sure that you're in Edit mode.
For information on switching to Edit mode, see [Previewing your work](#).
- 2 Make sure that the files that you want to drag to and from are open.
- 3 Select the text you wish to move.
- 4 Click on the selection, and, without releasing the mouse button, move the selection to the new location.
- 5 Release the mouse button.
The text is now in the new location.

To insert other objects into Visual Page:

- 1 Make sure that you're in Edit mode.
For information on switching to Edit mode, see [Previewing your work](#).
- 2 Locate the object (e.g. image) you want to insert with the Windows Explorer.
- 3 Press and hold the Control key while dragging the object from Explorer into Visual Page.
When you release the mouse and control key, the Save As dialog box appears.
- 4 At this point, you can rename the object, or click OK to use the default name.
The object is added to your page.



Copying and pasting text or graphics

{button See

Also,AL(` Dragging_and_dropping_text;Importing_a_plain_text_file;Typing_text; Formatting_paragraphs',0,`,`;`')}

Visual Page supports the traditional methods of moving and editing text by supporting copy and paste functionality.

To insert text or graphics by copying and pasting:

- 1 Make sure that you're in Edit mode.
For information on switching to Edit mode, see [Previewing your work](#).
- 2 Make sure that the files that you want to copy to and from are open.
- 3 Select the text you wish to be copied.
- 4 From the Edit menu, select Copy (or press Control-C).
- 5 Position the cursor where you want the copied text to be.
- 6 From the Edit menu, select Paste (or press Control-V).
The text is copied into the new location.



Importing a plain text file

{button See

Also,AL(`Copying_and_pasting_text_or_graphics;Dragging_and_dropping_text
;Formatting_paragraphs;Typing_text;Using_the_Site_Window',0,`,`')}

This feature allows you to instantly fill your Web page with the text from a text file.

To insert text by importing a plain text file:

- 1 Make sure that you're in Edit mode.
For information on switching to Edit mode, see [Previewing your work](#).
- 2 Position the cursor where you want the text to display.
- 3 Using the Project window, select the plain text file.
For more information see [Opening existing projects](#)
- 4 Drag the plain text file from your Project window and drop it on your Web page.
The contents of the text file displays on your Web page.



Generating paragraphs and line breaks

{button See

Also,AL(`Previewing_your_work;Saving_a_Web_page;Setting_global_preferences;Starting_a_Web_page;Using_HTML',0,`,`')}

Paragraphs and line breaks generate different effects in the display of your Web page.

Use a line break instead of a standard new paragraph if you want to create a space between lines without applying the previous paragraph's formatting. You can also use multiple line breaks to display multiple lines without text. However, a paragraph marker cannot generate multiple empty lines in a Web browser because HTML specifications allow only one empty paragraph line.

To generate a new paragraph:

- 1 Place the insertion point where you want the new paragraph to start.
- 2 Press the Return key.

Your cursor goes to a new line and Visual Page generates a paragraph tag in the HTML source.

To create a line break:

- 1 Click where you want the new paragraph to start.
- 2 Press Shift-Return.

Visual Page generates a line break (
) tag in the HTML source.

Tip: You can set the Return Key to generate either a break or a Paragraph tag in the [Setting HTML preferences](#).



Aligning and indenting paragraphs

{button See

Also,AL(`Generating_paragraphs_and_line_breaks;Previewing_your_work;Typing_text',0,`,`')}

You can make paragraphs line up against the left margin, the right margin, or the center of the Web page by setting paragraph alignment. You can also format by indenting paragraphs.

To align a paragraph:

1 Click anywhere within the paragraph.



2 Click on one of these three alignment toolbar buttons: . The choices are left-aligned, center-aligned, and right-aligned, respectively. You can also choose, from the Format menu, Align Left, Align Right or Align Center.

The paragraph aligns according to the alignment option you choose.

To indent a paragraph:

1 Click anywhere within the paragraph.



2 Click on one of these two indent paragraph toolbar buttons: . The choices are [Decrease Indent](#) and [Increase Indent](#), respectively. You may also choose Format > Increase Indent or Format > Decrease Indent.

The paragraph indent changes.



Formatting paragraphs

{button See

Also,AL(` Adding_text;Formatting_characters;Generating_paragraphs_and_line_breaks',0,`,`')}

Apply paragraph formats to make sections of text display differently, such as headings, quotes, and mono-spaced (preformatted) text. Visual Page supports these paragraph formats:

[Normal](#)

[Headings](#)

[Preformatted](#)

[Address](#)

To apply a format to a paragraph:

- 1 Click anywhere in a paragraph.
- 2 Choose a format from the pop-up menu on the toolbar, or from the Format menu.
Visual Page formats the paragraph accordingly.

Tip: Generally, the look and feel of paragraph formats are ultimately determined by Web browser settings rather than by the formats you apply.



Normal paragraph style

{button See

Also,AL(`Adding_text;Formatting_characters;Generating_paragraphs_and_line_breaks;Heading_paragraph_style',0,`,`')}

Normal text is the default style which is applied when you begin a new paragraph on a blank page. (The paragraph you are reading now is formatted with the Normal tag.) The text appears flush left in the page window and is displayed in the Visual Page default font.

Use the Normal style for most text in a Web page.



Heading paragraph style

{button See

Also,AL(`Adding_text;Formatting_characters;Generating_paragraphs_and_line_breaks;Normal_paragraph_style',0,`,`')}

Heading tags are used to make headlines or titles distinct from the rest of the text in a page. In general, headings are larger than the Normal style, and are in a bold type face.

You may also manually specify the font size of a text block instead of using the Heading style.

The heading types supported by Visual Page are:

Heading 1

Heading 2

Heading 3

Heading 4

Heading 5

Heading 6



Preformatted paragraph style

{button See

Also,AL(' Adding_text;Formatting_characters;Generating_paragraphs_and_line_breaks;Using_HTML',0,',';')}

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

Preformatted paragraphs are displayed in monospaced fonts, such as Courier. You can see an example of a preformatted paragraph in the following HTML code sample:

```
<UL>
  <LI><FONT SIZE="4">Normal </FONT>
  <LI><FONT SIZE="4">Heading</FONT>
  <LI><FONT SIZE="4">Preformatted</FONT>
  <LI><FONT SIZE="4">Address</FONT>
  <LI><FONT SIZE="4">Numbered list</FONT>
  <LI><FONT SIZE="4">Bulleted list</FONT>
  <LI><FONT SIZE="4">Term</FONT>
  <LI><FONT SIZE="4">Description</FONT>
</UL>
```




Address paragraph style

{button See

Also,AL(` Adding_text;Normal_paragraph_style;Formatting_characters;Generati
ng_paragraphs_and_line_breaks',0,`,``))}

Web page authors typically apply the address style to a paragraph containing a signature address. An example of how it is used is shown below:

Send comments to the author:

webmaster@symantec.itools.com

Choosing to include an address is a matter of style. When you include an address, remember to make it an email link.

Tip: This tag does NOT create a link to an email address! To create an email link, see [Creating email links](#).



Formatting characters

{button See Also,AL(^ Adding_text;Formatting_paragraphs;Using_HTML',0,','')}

You can format individual characters to make words display differently, rather than affecting a whole paragraph. You can format individual characters by changing character styles or [character size](#).

To apply a character style:

- 1 Select the character:
- 2 From the Style menu, choose a style, color, or size. You can also select a style, color, or size by clicking one of the toolbar buttons.

Physical character styles include the following standard HTML styles:

Plain

Italic

Emphasis

Citation

Code

Sample

Bold

Fixed Width Font

Strong Emphasis

Variable

Keyboard

The Bold, Italic, and Fixed Width Font styles can be quickly accessed by these toolbar buttons:



Visual Page also supports these Netscape extensions to standard HTML character styles:

10^{Superscript}

10_{Subscript}

~~Strike Thru~~

How these styles will appear depends on each browser's default settings.



Changing character size

{button See

Also,AL(`Adding_text;Formatting_characters;Formatting_paragraphs',0,`,`;`')}

The size of text in a Web page is relative to the default size setting for each browser. This is why the font sizes in the Size menu item (on the Style menu) are relative numbers 1 through 7, instead of the point sizes you see in a word processor, such as 12 or 14.

Visual Page uses the middle font size (number 4) as the "normal" font size. This is the browser's default display font. The other numbers signify either a smaller or larger font than the browser default, with 1 being the smallest font size and 7 the largest font size.

To change the size of a character:

Click Decrease Font Size  or Increase Font Size



on the toolbar. You can also choose Size from the Style menu, and then choose a number.

A checkmark displays next to the selected size.



Using a custom font size

You can enter a custom font size rather than using one of the relative size numbers.

To set a custom font size:

- 1 Select the text you want to change.
- 2 Select Text > Size > Other Size.
- 3 Enter the point size and click OK.
Your text is now the new size.




Creating bulleted lists

{button See

Also,AL(`Adding_text;Generating_paragraphs_and_line_breaks;Creating_order
ed_lists;Creating_term_and_description_lists',0,`,`)}}

Bulleted lists are useful when you want to make some information easy to see. Visual Page supports bulleted lists and indented bulleted lists.

To create a bulleted list:

- 1 Select the text you want to change to bulleted list style.
- 2 From the Format Paragraph drop-down list on the toolbar, select Bullet List. You can also select Format > List > Bullet. Visual Page indents the text and places a bullet character to the left of the text in the paragraph.
- 3 You can apply indentation to the bulleted list by using the Increase Indent  toolbar button to a bulleted paragraph. When you apply added indentation to a bulleted paragraph, the look of the bullet changes with the indentation.



Creating ordered lists

{button See

Also,AL(`Adding_text;Creating_Bulleled_lists;Generating_paragraphs_and_line_breaks;Creating_term_and_description_lists',0,`,`)}`

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

To create an ordered list:

- 1 Select the desired text.
- 2 Select Format > List and choose the desired type of ordered list.

To create a numbered list:

- 1 Select the desired text.
- 2 Click the paragraph tag drop-down list on the toolbar, and select the Numbered List tag.



Creating term and description lists

{button See

Also,AL(`Adding_text;Creating_Bulleted_lists;Generating_paragraphs_and_line_breaks;Creating_ordered_lists',0,`,`)}}

The term and description formats are designed to be used together in lists of definitions. The format is similar to what you would find in a Glossary.

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

To create a term and description list:

- 1 Select the text which you want in the term format.
 - 2 From the paragraph tag drop-down toolbar button select Term.
The selected paragraph displays in the Term format.
 - 3 Select the text which is to be in the definition format.
 - 4 From the paragraph tag drop-down toolbar button select Definition.
 - 5 Repeat steps 1-4 for the remaining terms and definitions.
- Tip:** You may also select Format > Term or Format > Definition from the menus.



Adding graphics

{button See

Also,AL(`Adding_text;Adding_horizontal_lines;Aligning_graphics_and_text;Setting_image_attributes',0,`,`)}`


You can add graphics to your Web pages by either using drag-and-drop, the Insert Image toolbar button, or copy and paste. Graphics must be in BMP, DIB, GIF, or JPEG graphic format before you can insert them into a Web page. Visual Page automatically converts .bmp and .dib files into interlaced GIF files when you place them in your Web page

To add a graphic by using drag-and-drop:

- 1 Open the Local Site Window, and navigate to the desired graphic's location.
- 2 Select desired graphic file, and drag it over to your Web page.
The image appears full size in your Web page.

You can also drag and drop graphics from another open Web page, as long as the browser supports drag and drop.

To add a graphic by using Insert Image:

- 1 Place your cursor at the desired location.
- 2 Click on the Insert Image button , or choose Image from the Insert menu.
A standard Open file dialog box opens.
- 3 Navigate to the graphic file you want, and click Open.
The image displays in your Web page.

To add a graphic by using copy and paste:

- 1 Copy a selected graphic to your clipboard.
- 2 Paste it into your Web page.
The image displays in your Web page.

Tip: You must either own the graphic image or have the owner's permission in order to use it in your Web page.




Aligning graphics and text

See

Also, `AL(`Adding_graphics;Aligning_paragraphs;Flowing_text_around_graphics;Generating_paragraphs_and_line_breaks;Setting_image_attributes',0,`,`)`}`

You can align graphics in a variety of ways. Using graphic alignment settings you can also flow text around graphics. You can see a good example of how to format images with text in the *Visual Page Getting Started* tour.

To align graphics:

- 1 Use the Graphic Alignment button  on the Visual Page toolbar. You can also choose Graphic Alignment from the Settings menu.
- 2 Select the graphic alignment you want.

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

To flow paragraphs of text around graphics:

- 1 Select the graphic.
- 2 Select Left from either the Graphic Alignment toolbar button, or choose Object Alignment from the Format menu.
- 3 Insert your cursor to the right of the graphic and enter a paragraph or two of text. When the line wraps it returns to the right edge of the graphic, until it reaches the bottom of the graphic.

Tip: You can add some whitespace around the image by setting the Space Around Image properties in the [Image Properties](#) dialog box.





Creating transparent graphics

{button See

Also,AL(`Adding_graphics;Aligning_graphics_and_text;Setting_image_attributes',0,`,`')}

This feature is useful if your Web page has a colored background which is obscured in part by an opaque graphic image. In this case, you could use Visual Page to make the image transparent so the background color would show through. Only GIF files can be made transparent.

To make your image transparent:

- 1 Open the graphic file. For more information, see [Opening a graphic image file](#).
The graphic displays in the Visual Page's graphic editor.
- 2 Click the transparency  toolbar button on the Image Tools Toolbar.
- 3 Click any color in the image and that color is rendered transparent.
When you put the altered graphic in a Web page, you see the Web page's background through the image.
- 4 To revert a transparent graphic and thus remove the transparent quality, click the Remove Transparency  toolbar button on the Image Tools Toolbar.



Setting graphic image properties

{button See Also,AL(' Adding_graphics;Setting_preferences',0,'','')}

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

To set a graphic image's properties:

- 1 Make sure that you're in Edit mode.
For information about how to switch to Edit mode, see [Previewing your work](#).
- 2 Select a graphic in a Web page.
- 3 From the Edit menu, select Properties, then choose Image Properties.
- 4 Use the options in the Image Properties dialog box to set the graphic's attributes. These attributes are described in the table below.
- 5 Click OK. Your graphic's settings are adjusted accordingly.

Attribute	Description
Image	The location and filename of the image file.
Width	The display width of the image, in pixels. Visual Page supports image scaling (changing an image's height and width). The width and height indicated in the Image Setting dialog box are the dimensions of the image as scaled in the HTML file. The actual dimensions of the image are indicated in the Original Width and Original Height fields, as described below.
Height	The display height of the image, in pixels.
Original width	The width of the source image, in pixels.
Original Height	The height of the source image, in pixels.
Horizontal	The blank space to the left and right of the image, in pixels. The default setting is zero.
Vertical	The blank space to the top and bottom of the image, in pixels. The default setting is zero.
Border	The width of the border around an image, in pixels. An image border is black and is similar to a frame around a painting. The default setting is zero, which indicates no border.
Image	Select this option if the graphic file functions only as an image. This is the default function for graphic files.
Has server map	Check this box if the graphic file acts as a server-side image map.
Submit form button	Select this option if the graphic file acts as submit button for a form.
Alternative text	If you type in text here, it displays in a user's browser if the image doesn't load properly, or if it can't be displayed by a user's browser. Tip: The alternative text option is not for graphic files that function as a form submit button.
Button name	(For buttons only) The name of the button. This is NOT the same as the name of the button's source file. A CGI script uses this name as an ID.



Creating image maps

{button See Also,AL(^ Adding_graphics;Creating_links_and_anchors',0,','')}

Client-side image maps store the coordinates that define the linked areas of an image. These image maps are inserted directly into the HTML file. As such, the image map is downloaded to and referenced entirely from the user's machine (hence the name client-side). Visual Page creates these Image maps for you as you use drawing tools to outline and link areas of an image.

To create a client-side image map:

- 1 Make sure that you're in Edit mode. For information about how to switch to Edit mode, see [Previewing your work](#).
- 2 Insert a graphic by clicking the Insert Graphics toolbar button. For information on inserting graphics, see [Adding graphics](#).
- 3 Right-click on the graphic and select Local Map Tools or select View > Toolbars > Image Tools from the menus.
- 4 The Image Tools toolbar displays.
- 5 Create the clickable areas of the image by doing the following:

Click the rectangle, circle, or polygon Hotspot buttons  on the toolbar.


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

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

- 6 Create the URL for each of the clickable areas.

You can do this by either dragging a file or anchor icon from the Local Site window onto the selected link area, typing the link address into the Link field at the bottom of the main edit window, or right-clicking on the desired link location to open the Link To dialog box. You may also double-click on the hotspot to open the Link To dialog box.

To move overlapping hotspots:

- 1 Select a hotspot you want to move forwards or backwards.
- 2 Click the Front-to-back Order button  on the Image Tools toolbar.
- 3 Choose Move to Front, Move Forward, Move to Back, or Move Backwards.
The hotspot will change position.

To delete hotspot areas:

Select the hotspot area, and press Delete.

To save your client-side image map:

Select File > Save or press Ctrl+ S.

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



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




Creating a background


{button See Also,AL(`Setting_Web_page_preferences',0,`,`')}

You can create a colored or tiled background for your Web page.

To create a colored background:

- 1 In an open Web page document, click on the Page Properties  toolbar button.
- 2 Choose a color from the Background color well. If you want the background set according to each browser's default settings, select Default.

Using a graphic file to tile your Web page background:

- 1 In an open Web page document, click on the Page Properties  toolbar button.
- 2 Click the Background Image checkbox.
An Open File dialog box appears.
- 3 Navigate to the graphic file you're going to use, then click Open.
A representation of the tiled graphic appears.
- 4 Check the appearance of the tile on your Web page by clicking on the Apply button. A graphic may look interesting by itself, but may not be appropriate for use as a tiled background.

To remove a background image:

Uncheck the Background Image checkbox.




Adding horizontal lines

{button See Also,AL(`Adding_graphics;Adding_text',0,`,`')}

Horizontal lines can be useful layout tools which can be used to break up a long Web page. However, they should be used sparingly or your Web page will appear to be choppy. Horizontal lines are easy to add in Visual Page and you may even play with their appearance by setting their properties.

To add a horizontal lines:

- 1 Place your cursor where you want the line to be inserted.
- 2 Click the Insert Horizontal Line  toolbar button.

To change the properties of a horizontal line:

- 1 Select a horizontal line by clicking directly on it..
- 2 Choose Edit > Properties > Line Properties (or press F4).
The Line Properties dialog box displays.
- 3 Set the shading, size, and alignment using the dialog box.

Warning: The Horizontal line alignment property overrides the alignment of the line's paragraph.

For more information see [Horizontal line properties](#) .



Creating links and anchors

Hypertext links, also known as links, are one of the most important parts of a Web page. Links allow you to connect Web pages together.

The following topics tell you more about creating and using links in your Web pages:

[Creating links with the Create Link dialog box](#)

[Creating links with the Link Toolbar](#)

[Creating links in the Project Window](#)

[Copying an existing link](#)

[Creating email links](#)

[Creating and linking anchors](#)

[Testing links](#)

[Creating image maps .](#)




Creating links with the Create Link dialog box

{button See Also,AL(^ Adding_text;Testing_links',0,'`')}

You can create a link to a selected object by using the Create Link dialog box. Using this dialog box, you can either enter the URL yourself or browse to locate the file you're linking to so Visual Page will generate the URL.

To create a link with the Create Link dialog box:

- 1 Select the object to be linked.
- 2 Click the Hyperlink button  in the Insert toolbar. The Link dialog box displays.
- 3 Determine the file to be linked by either typing in the filename or URL of the file, or by clicking Browse and navigating to the file you want.
Your link is created.



Creating links with the Link Toolbar

{button See Also,AL(^ Adding_text;Testing_links',0,'')}

The Link Toolbar displays at the bottom of the Visual Page window. It consists of a label and a text field.

To create a link using the Link Toolbar:

- 1 Select the object to be linked.
- 2 At the bottom of the Edit window, select the Link to field in the Link toolbar.
If you do not see the Link to field at the bottom of the Edit window, select Toolbars > Link to make the link field display.
- 3 Type in the filename or URL in the Link to edit box.
- 4 Pressing Return and your link is created.



Creating links in the Project Window

You can use the Project window to drag-and-drop files on selected objects in your Web page to create a link.

To create a link using the Local Site window:

- 1 Open Project window for your current project.
For more information see [Opening a Project window](#).
- 2 Select the text or graphic image on your Web page that you want to link.
- 3 Drag the file or anchor you want to link to from the Project window and drop it on the selected object.
The link displays on your Web page.



Copying an existing link

{button See Also,AL(^ Adding_text;Testing_links',0,'`')}

If you want multiple links to the same place, such as to a home page, you can create the link once and copy and paste the rest of the links.

To copy an existing link:

- 1 Select the link you wish to copy.
- 2 From the Edit menu, choose Copy (or press Control-C).
- 3 Click where you want the link to be copied to.
- 4 From the Edit menu, choose Paste (or press Control-V).



Creating email links

{button See

Also,AL(` Adding_text;Address_paragraph_style;Testing_links',0,`,`')}

When an email link is clicked on, the browser opens up a pre-addressed email message window.

To create an email link:

- 1 Create the link text that will display on a Web page. For example:
user@company.com
- 2 Highlight the link text.
- 3 Click on the Link to: field and enter the text in the following format:
mailto:user@company.com
- 4 Replace **user** with the email address of the person being emailed, and **company.com** with their Internet address.

Tip: The **mailto:** link is not the same as the <ADDRESS> tag. For information on the Address tag, see [Address paragraph style](#)






Creating and linking anchors

{button See

Also,AL(`Creating_links_and_anchors;Testing_links;Using_the_Site_Window',0
,';')})

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

To add an anchor to a Web page:

- 1 Click in your Web page where you want to put the anchor.
- 2 Select on the Insert Anchor  button in the Insert toolbar or select Insert > Anchor.
The Anchor Properties dialog box displays.
- 3 Name the anchor, and click OK.
An anchor icon  appears in your text.
- 4 Select the object to be linked to the anchor.
- 5 Click Create Link button  in the Insert toolbar or right Click and select Link to.
The Link to dialog box appears.
- 6 Select the anchor from the drop down list box and click OK.
The link to the anchor is displayed next to the object.



Testing links

{button See Also,AL(` Adding_text;Previewing_your_work',0,`,`')}

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

To test links in your Web pages, use one of the following methods:

- n In Edit Mode, hold down the Control key while clicking over the link. This opens the linked file.
- n From the Edit menu, choose Preview in Browser. Your Visual Page document opens in the Web page browser which resides on your hard disk. You can then browse your document as you would any Web page.
- n From the Edit menu, choose Go To Preview Mode. You can browse and click while still within Visual Page.



Creating frames

{button See

Also,AL(`Changing_a_frame_file;Setting_a_frame_s_attributes;Setting_the_frame_target;Setting_Web_page_preferences',0,`,`;`')}

Frames divide the parts of a Web page into two or more independent parts (frames), each displaying a separate HTML file.

To create a Web page that includes frames:

- 1 Choose File > New Frame Set or press Ctrl + Shift + N.
Visual Page displays a frame file with two frames of equal size.
- 2 You may directly add the text, HTML tags, graphics, and plug-ins to each frame, or you may open an existing Web page file in a frame. For more information, see [Setting the frame source](#).
- 3 Save your Web page in a folder dedicated to your collection of Web pages.

For more information, see [Saving a Web page with frames](#).

Additional Frame Set functions include:

[Opening a frame in a new window](#)

[Setting a frame's attributes](#)

[Setting the frame target](#)

[Resizing a frame](#)

[Removing a frame](#)

[Splitting frames](#)

[Editing the No Frames settings](#)




Resizing a frame

**{button See Also,AL(`Creating
_frames;Setting_a_frame_s_attributes;Starting_a_Web_page',0,`,`')}**

Resizing a frame can be done visually on the Web page by dragging frame borders or via the Frame Properties dialog box.

To resize a frame:

- Use the resize bar  to resize the frame manually. You can also choose Edit > Properties > Show Frame Properties, and enter the desired width in the Width field.

For more information about the Width field, see [Setting a frame's attributes](#) .



Removing a frame

**{button See Also,AL(`Creating
_frames;Setting_a_frame_s_attributes;Starting_a_Web_page',0,`,`')}**

If you add too many frames to your Web page you can use the following procedure to remove the selected frame.

To remove a frame:

- 1 Open the main frame file.
- 2 Select the frame file to be removed.
- 3 Choose Frame > Remove Frame.

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



Splitting frames

{button See

Also,AL(`Creating_a_framed_page;Setting_the_frame_target;Starting_a_Web_p
age',0,`,`;`,`)}`

Visual Page lets you add frames by splitting existing frames into two equal parts, either horizontally or vertically.

To split a frame:

- 1 Open the main frame file.
- 2 Select the frame to be split.
- 3 Choose Frame > Split Frame Vertically or Frame > Split Frame Horizontally. The frame is split.



Editing the No Frames setting

{button See

Also,AL(` Adding_text;Creating_a_framed_page;Previewing_your_work;Setting_a_frame_s_attributes;Starting_a_Web_page',0,`,`')}

The No Frames window lets you specify what content will display when a user's browser doesn't support frames.

To use the No Frames window:

- 1 Open the main frame file.
- 2 Choose Frame > No Frames Page.
The No Frames page displays.
- 3 Enter or edit the content of the page.
- 4 Close the No Frames page.



Opening a frame in a new window

{button See

Also,AL(`Creating_a_framed_page;Modifying_frames;Setting_a_frame_s_attrib
utes;Starting_a_Web_page',0,`,`')}

If you have many Web pages which are accessed through the same Web page with frames you may want to navigate your Web site in Preview mode. When you see a displayed file that needs editing, opening a frame into a separate window makes it easier to edit the Web page.

To open a frame file in a new window:

- 1 Open the main frame file.
- 2 Select the frame to be opened in a new window.
- 3 Choose Frame > Open in New Window.

The frame file opens in a new window.



Setting a frame's attributes

{button See

Also,AL(`Creating_a_framed_page;Modifying_frames;Opening_a_frame_in_its_own_window;Setting_a_frame_s_attributes;Setting_Web_page_preferences',0,';`')}}`

Frames have a set of properties you can set. Most of these can be changed as you visually edit the page. The frame properties are described below.

To edit a frame's properties:

- 1 Choose Edit > Properties > Show Frame Properties.
- 2 The Frame Properties dialog displays.
- 3 Use the options in the Frame Properties dialog box to set the frame's attributes. These attributes are described in the table below.
- 4 Close the Frame Properties dialog.

Attribute	Definition
Source	The HTML source file for a frame.
Frame title	The frame's name. This is NOT the same as the name of the source file. The frameset file (the file that contains the frames within a frame set) uses this name as an ID.
Frame width	The width of the selected frame, either as a percentage of the total frame set, or in pixels.
Frameset height	The height of the frame set, either as a percentage of the total frame set, or in pixels.
Margin width	The width of the selected frame's margin, in pixels.
Margin height	The height of the selected frame's margin, in pixels.
Show scrollbar	The settings for the frame's scroll bars. Possible choices are Yes, No, and Auto. The default is Auto, which makes the scroll bars appear only when the frame extends beyond the length of the active window.
Resizable frame	Indicates whether or not the selected frame resizes along with the user's browser. The default is checked, which indicates that the selected frame will resize



Setting the base target for a frame

{button See

Also,AL(`Creating_a_framed_page;Creating_links_and_anchors;Modifying_frames;Opening_a_frame_in_its_own_window;Setting_a_frame_s_attributes;Testing_links',0,`,`'`)}

Visual Page allows you to select a [base target](#) for all the links in a frame. An example of using a base target is to direct all the hypertext links in a left-hand frame to appear in the neighboring right-hand frame.

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

- 1 Open a frame set, and make sure the frames are already named and saved.
- 2 Make sure that you're in Edit mode.
For information about how to switch to Edit mode, see [Previewing your work](#).
- 3 Click on the frame you are setting as a base target.
- 4 Choose Edit > Properties > Page.
- 5 Click the Select Base Target button. The Base Target dialog displays.
- 6 Click a frame in the reproduction of your frame set. Set a base target for that frame by selecting one of the Base Target options.
The Base Target options are described below.
- 7 Click OK to set the base target for the selected frame.

Tip: To set the base target for additional frames in your frame set, repeat steps 6 and 7 for each frame.

Base Target option	Description
Default	Makes the linked file display in the same frame as the current frame file. This is the default setting. How the default setting performs depends on each browser's configuration.
New window	Makes the linked file display in a new, untitled window.
Same frame	Makes the linked file display in the same frame as the current frame file.
Same window	Makes the linked file display in the same window as the current frame file.
Parent window	Makes the linked file display in the parent window of the current frame file. The parent window is the window that was active, then a link opened which caused the current frame file to display.




Creating tables

{button See Also,AL(`Adding_text',0,`,`')}

Tables can hold all kinds of Web page elements and are useful in formatting and page layout tasks. You can easily create tables in Visual Page.

To create a table in a Web page:

- 1 Place the cursor where you want the table to display.
- 2 Click the Insert Table  toolbar button on the Insert Toolbar or choose Insert > Table > Table.
The Table Settings dialog box displays.
- 3 Set the number of rows and columns for your table.
- 4 Click OK.
The new table displays.

You can also perform the following tasks:

[Inserting rows](#)

[Inserting columns](#)

[Deleting rows](#)

[Deleting columns](#)

[Changing multiple cells](#)

[Resizing rows, columns and tables](#)

[Spanning rows and columns](#)

[Adding color to tables](#)

For information on setting the attributes of a table, see [Table settings](#).



Inserting rows

{button See Also,AL(`Adding_text;Deleting_rows;Table_Properties',0,`,`')}

You can have Visual Page insert a new row either before or after the one in which you placed the insertion point.

To insert a row after the current row:

- 1 Place the cursor where you want the row to be inserted.
- 2 Choose Insert > Table > Row.
The row is inserted.

To insert a row before the current row:

- n Choose Insert > Table > Row Before. The row is inserted below the current row.



Inserting columns

{button See Also,AL(`Adding_text;Deleting_columns;Table_Properties',0,`,`')}

Visual Page allows you to insert a column to the right or left of the column in which you placed the insertion point.

To insert a column to the right of the current column:

- 1 Place the cursor where you want the column to be inserted.
- 2 Choose Insert > Table > Column.
The column is inserted.

To insert a column to the left of the current column:

- n Click Insert > Table > Column Before. A column is inserted to the left of the current column.




Deleting rows

{button See Also,AL(^ Adding_text;Inserting_rows;Table_Properties',0,','')}

In Visual Page you can designate a row to be deleted.

To delete a row or rows:

- 1 Select a row or set of rows to be deleted.
- 2 Choose Insert > Table > Delete Row
The row(s) are deleted.

Tip: Click the Delete Row  button in the Insert toolbar. The current row is deleted.




Deleting columns

{button See Also,AL(`Adding_text;Inserting_columns;Table_Properties',0,`,`')}

Visual Page allows you to delete multiple columns.

To delete more than one column:

- 1 Select a column or set of columns to be deleted.
- 2 Choose Insert > Table > Delete Column
The column(s) are deleted.

Tip: Click the Delete Column  button in the Insert toolbar. The current column is deleted



Changing multiple cells

{button See

Also,AL(`Aligning_paragraphs;Formatting_characters;Formatting_paragraphs;
Table_Properties',0,`,`)`}

Visual Page allows selection of multiple adjacent cells. Any selected set of cells may be formatted by applying the following:

[Paragraph formatting](#)

[Paragraph alignment](#)

[Character formatting](#)



Resizing rows, columns, and tables

{button See Also,AL(`Adding_text;Table_Properties',0,`,`)`)}

You can customize tables by changing the size of rows, columns, or the table.

To resize a row or column:

- 1 Place the pointer over the border of the row or column you want to resize.
The pointer changes to a resizing cursor.
- 2 Click on the row or column's border and drag the mouse until the row or column is the size you want.
- 3 Release the mouse button.
The row or column displays at the new size.

To resize a table:

- 1 Select the table to be resized.
- 2 Click on the resizing handle (a square box) at the bottom right corner of the table and drag the mouse until the table is the size you want.
- 3 Release the mouse button.
The table displays at the new size.



Spanning rows and columns

{button See Also,AL(`Adding_text;Table_Properties',0,`,`')}

Sometimes you want a cell in a table to span across multiple rows or columns.

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

- 1 Click on the cell that you want to enlarge.
- 2 Choose Properties > Table Properties or press F4.
The Table Properties dialog displays.
- 3 Click on the Cells tab.
- 4 Enter the number of columns that you want the cell to span in the Span across columns field.
- 5 Enter the number of rows that you want the cell to span in the Span down rows field.
- 6 The cell now spans across the specified number of rows and columns. An example of a table with a spanned cell is shown below:



Adding color to tables

{button See

Also,AL(` Adding_text;Creating_a_background;Table_Properties',0,`,`')}

You can use Visual Page to set the background color of a cell or an entire table.

To change a cell's background color:

- 1 Select one or more cells.
- 2 Choose Properties > Table Properties or press F4.
The Table Properties dialog displays.
- 3 Click the Cells tab.
- 4 Select the color you want from the Cell background color palette.
If you want to create a custom color, click Custom.

To change a table's background color:

- 1 Select a table.
- 2 Choose Properties > Table Properties or press F4.
The Table Properties dialog displays.
- 3 Click the Table tab.
- 4 Select the color you want from the Background color palette.
If you want to create a custom color, click Custom.



Table Settings dialog box

{button See

Also,AL(`Creating_tables;Setting_Cell_properties;Setting_Table_properties',0,`, `')}

This dialog box displays when you insert a table.

Entire table

number of rows

number of columns

space around text

space between cells

table width

table height

border width

caption placement

background color

For more information about table properties, see [Setting Table properties](#) and [Setting Cell properties](#).

Opening an image file

There are several ways to open an image file, including:

- n Double-click on the image filename in the Project window
- n Drag the graphic from the Project window and drop it on a Web page you're editing or into the main visual Page workspace window.
- n Choose File > Open, set the file type to the type of image, navigate to and select the file, and click Open.



Creating forms

You can pass user information (such as names and addresses) back to your Web server by using Web page forms. Forms contain user interface elements, like radio buttons and text entry fields for data input. These forms then package the information by using CGI (Common Gateway Interface) scripts that process the form data and send it to your Web server.

Create forms in your Web pages by:

[Inserting form elements](#)

[Inserting multiple forms](#)

[Using CGI scripts](#)



Inserting form elements

{button See

Also,AL(`Inserting_multiple_forms;Using_CGI_scripts;Using_HTML',0,`,`')}

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

To add a form element to an HTML page:

- 1 Place the insertion point on the Web page where you want to place a form element.
- 2 From the Insert menu, choose Form Item.
A list of form elements displays.
- 3 Select the desired form element.

Visual Page inserts the form element on the visual part of the Web page and places the required <FORM> tag, in the source text. This automatically creates the structure for a Web page data-entry form. See [Using CGI scripts](#) for information about associating a CGI script with your form.

Tip: You can also use the [Form toolbar](#) to quickly add form elements to your Web page.



Using CGI scripts

{button See

Also,AL('Inserting_form_elements;Inserting_multiple_forms;Creating_forms',0,
';')}

CGI scripts and applications pass information from your Web page forms to your Web server. In most cases, you'll want to use an existing CGI script or application with your form. These are often available as freeware or from your ISP.

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

- 1 Choose Edit > Properties > Form.
The Form Properties dialog box displays.
- 2 Enter the path and name of your CGI script in the Action field.
- 3 Select the type of method your CGI script uses from the drop-down menu. Your choices are Post or Get.
The Get method sends the user's information as part of the URL.
The Post method sends the user's information as a separate data stream.
- 4 Once you select a CGI script and method type, Visual Page inserts the proper HTML codes for your Web page to interact with your designated CGI script.



Inserting multiple forms

{button See

Also,AL(`Inserting_form_elements;Using_CGI_scripts;Creating_forms',0,`,`)}`

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

To insert multiple forms into a Web page:

- 1 Place the cursor where you want a new form to be inserted.
- 2 From the Insert menu, choose Form Item > Extra Form.
A Form Properties dialog box displays.
- 3 Enter the path and name of your CGI script in the Action field.
- 4 Select the type of method your CGI script uses from the drop-down menu. Your choices are either Post or Get.




Inserting a plugin

{button See Also,AL(`Inserting_a_Java_applet;Using_JavaScript',0,`,`')}}`}

In Visual Page, you can insert plugin programs into your Web pages. Visual Page supports any plugin format that can be displayed by a standard browser.

To insert a plugin into your Web page:

- 1 Place the insertion point on your Web page where you want the plugin to display.
- 2 Click the Insert Plugin  toolbar button.
- 3 Navigate to the plugin file that you want to insert.
- 4 Click OK.
The plugin is now inserted.
- 5 You can now [modify the parameters of the plugin](#).



Modifying the parameters of a plugin

{button See

Also,AL(`Inserting_a_Java_applet;Modifying_an_applet_s_parameters;Inserting_a_plug_in',0,`,`;`,`)}`

Depending upon the plugin, it may be important to set or modify its parameters. You can modify the parameters of a plugin that you've inserted into your Web page as follows.

To modify the parameters of a plugin:

- 1 Double-click on the plugin's frame.
The Plugin Settings dialog box appears.
- 2 Use the dialog box to specify the location, name, height, width, padding (horizontal or vertical), or custom parameter information (if applicable) for the plugin.



Inserting a Java applet

{button See

```
Also,AL('Inserting_a_plug_in;Using_JavaScript;Using_the_Java_Console',0,'')
})
```

In Visual Page, you can insert Java applets into your Web pages.

To insert a Java applet:

1 Place the cursor where you want the applet to display.

2 Click the Insert Java Applet  toolbar button.

3 An Open dialog box displays.

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

5 Click Open.

An applet placeholder displays on your Web page and the applet is now inserted.

You can now [Preview your work](#) to see your applets running. If needed, you can also [modify an applet's parameters](#).



Modifying an applet's parameters

{button See

Also,AL(`Modifying_the_parameters_of_a_plug_in;Inserting_a_Java_applet;Using_the_Java_Console',0,`,``))}

Once you've inserted an applet into your Web page, you can modify its parameters.

To modify the parameters of an applet:

- 1 Double-click on the applet's frame.
The Java Applet Settings dialog box appears.
- 2 Use the dialog box to specify the location, name, height, width, padding (horizontal or vertical), or custom parameter information for the applet.
For more information, see [Setting Java Applet properties](#) .

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



Using the Java Console

{button See Also,AL('Inserting_a_Java_applet;Using_JavaScript',0,'')}

The Java console is commonly used as the output window for a Java applet. For example, if you are debugging an applet, the place that the debugging statements commonly display is in the Java console. The Visual Page Java Console is the same console as the one that ships with Sun Microsystem's Java Development Kit (JDK).

To show the Java Console:

- n From the View menu, choose Show Java Console.
The Java Console displays.



Using JavaScript

You can use JavaScript in your Web pages by:

[Embedding JavaScript](#)

[Calling a JavaScript file](#)

Note: Not all browsers support JavaScript, such as pre-2.0 versions of Netscape Navigator. Check this by consulting the documentation of the browsers you plan to support.



Embedding JavaScript

{button See Also,AL(`Calling_a_JavaScript_file',0,`,`')}

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

To embed JavaScript codes into a Web page:

- 1 Place your insertion point on the Web page and enter your JavaScript code.
- 2 Select the block of JavaScript code you entered.
- 3 Choose JavaScript from the Style menu.
Visual Page inserts a pair of HTML script tags at the beginning and end of the selected block, in the HTML source text.
- 4 Once you've entered the requisite JavaScript tags into your HTML file, you can edit the JavaScript codes in Visual Page's source editor.

Tip: You can also enter your JavaScript codes directly into your HTML source file



Calling a JavaScript file

{button See Also,AL(`Embedding_JavaScript',0,`,`')}

Saving your JavaScript code in separate files and calling them from a Web page as you need them, enables you to reuse JavaScript routines.

To call a JavaScript file from within a Web page:

- 1 From the Insert menu, choose JavaScript file.
A dialog box displays, listing all of the files with the JavaScript (.js) filename extension.
- 2 Navigate to the folder containing the JavaScript file you want to use and select it.
- 3 Click Open. Visual Page displays a JavaScript icon on your Web page, and places a pair of <SCRIPT> tags in the HTML source text, using the following format:
`<SCRIPT TYPE "JavaScript" SOURCE="symantec.js"></SCRIPT>`

Tip: To ensure that Visual Page can recognize your JavaScript files, make sure that they end with a .js filename extension.

Obsolete



Configuring the FTP default settings

Visual Page allows you to configure default settings for your Web server, including:

- n Server name
- n Password
- n User ID
- n Folder name (directory)

For more information on configuring Visual Page's FTP settings, see [Configuring server information](#)



Connecting to your Web server

{button See Also,AL('Configuring_the_FTP_default_settings;Setting_global_preferences;IDH_Upload_file',0,';')}
{/button}

Before you may use Visual Page's FTP capabilities you must establish a connection to your Web server.

To establish a connection to your Web server:

- 1 From the File menu, choose Open FTP Site.
The Open FTP Site dialog box displays.
- 2 Enter the host name in the Host field, for example: ftp.yourServer.com.
- 3 If the server you're accessing requires a user name, enter the user name or log-in ID for your account in the User Name field, for example: JQPublic.
- 4 If the FTP site you're accessing requires a password, enter the password for your account in the Password field.
- 5 If you want to open to a particular folder on the server, enter it in the Directory field. In most cases, the server defaults to your home directory as your destination.
- 6 Click OK.

The FTP window displays and Visual Page connects to your FTP site.

Tip: If you don't know your user ID or password, or are unable to connect to your Web server, contact your [ISP](#) or the technical support person for your network.



Using the Server tab to download files

You can use the Server tab of the Project window to download a file from your Web server. For example, this feature is convenient if you are archiving an older version of your Web site, or have accidentally deleted a file from your Local site and want to replace it.

To download files from a Web server:

- 1 If you're not logged onto your Web server, do so now.
See [Connecting to your Web server](#) for more information.
- 2 In the Project window, click on the Server tab and navigate to the folder on your Internet server where you store your Web files.
- 3 Select the file you want to download from the file.
- 4 Click the Download button on the toolbar.
The file is downloaded and becomes part of your project.



Disconnecting from the Web

{button See

Also,AL(`IDH_Upload_file;Connecting_to_your_Web_server;Setting_global_preferences;Downloading_files_from_your_Web_server',0,`,`')}

Once you finish uploading and/or downloading your files, you need to disconnect from your Web server.

To disconnect from your Web server:

n Close the FTP window.



Deleting remote files

{button See

Also,AL(`Creating_a_new_remote_folder;Mapping_folders;Renaming_remote_files',0,`,`')}

You can use the FTP facility to delete files which are already published to your Web server or FTP site.

To delete a file from your Web site:

- 1 Connect to your Web server.
If you don't know how to log on to your Web server, see [Connecting to your Web server](#) .
- 2 In the file list on the right side of the FTP window, select the file you want to delete.
- 3 Click the Delete button on the toolbar. It is the button with an X on it.
An Alert box displays, asking you to verify the delete.
- 4 Click Yes to verify the delete and permanently delete the file. Click No if you want to stop the process.



Creating a remote folder

{button See

Also,AL(`Deleting_remote_files;Mapping_folders;Renaming_remote_files;Uploading_files_to_your_Web_server',0,`,``))}

You can use the Visual Page FTP window to create a remote folder from within Visual Page.

To create a remote folder on your Web site:

- 1 Connect to your Web server by clicking the Server tab in the Project window.
If you need more information on connecting to your Web server, see [Connecting to your Web server](#) .
- 2 Press the New Folder button in the Project window.
- 3 Enter the folder name in the Folder Name field.
The new folder is created,.



Calculating a file's transmission time

{button See

Also,AL(`Connecting_to_your_Web_server;Setting_global_preferences',0,`,`)}}

Visual Page provides tools for determining the amount of time it takes for a Web page to transfer over a modem or other kind of Internet connection; given the file's content and the connection speed. If you minimize file transmission time on Web pages, users will be more likely to visit your Web site.

To determine the download time for a file:

- 1 Open the HTML file for which you want to determine the transmission time.
- 2 From the File menu, select Download Statistics.

The Download Statistics dialog box displays. It consists of the following elements:

[Total Document bar](#)

[Selected Object bar](#)

[Selected Frame bar](#)

[Modem Speed drop-down menu](#)

[Transmission times](#)

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



Mapping folders

{button See

Also,AL(`Connecting_to_your_Web_server;Creating_a_new_remote_folder;Deleting_remote_files;Renaming_remote_files;Setting_global_preferences',0,`,`')}

You can use Visual Page to map folders in your Local Web site to their remote counterparts. This feature allows you to replace all references to your Local Site folder (on your desktop computer) with the Web site's remote folder URL. You should map your Local Site folders to your Web Site folders before you start creating pages—this will save you having to remap the folders if you decide to change folder names later.

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

To map your local folder to remote folders:

- 1 Choose Edit > Preferences.
The Preferences dialog box displays.
- 2 Click Folder Mappings tab.
The Folder Mappings preferences display.
- 3 Place the cursor in the first empty cell of the Remote column.
- 4 Type in the full pathname or URL of the remote folder.
- 5 Press Tab.
- 6 Type in the name of the local folder you want to map to the remote folder or URL.
- 7 Repeat steps 3-6 for any additional folders that you want to map.
- 8 If you want to override the specified local and remote folders, click Revert; otherwise, click OK.
Your Local Site folders are now mapped to your Web Site folders.



Renaming remote files

{button See

Also,AL(`Creating_a_new_remote_folder;Deleting_remote_files;Mapping_folders',0,`,``))}

You can rename remote files from within Visual Page by using the FTP window, if you have the server privileges that allow you to change files on the Web server.

To rename a file from your Web site:

- 1 Connect to your Web server.

If you don't know how to log on to your Web server, see [Connecting to your Web server](#) .

- 2 In the file list on the right side of the FTP window, select the file you want to rename.
- 3 Click the Rename button on the toolbar (or press F2). If this button is dimmed, it probably means you don't have the privileges necessary to change the file name.

The Rename Remote File dialog box displays.

- 4 Enter the new name in the New Name field and click OK.

If the name doesn't appear in the [FTP](#) window, close the file or its parent folder, then open it again. The new name should display.

Overwrite options

Replace files with same name only if newer

This will only replace files if the source file has the same name as the target file, and the source file is a newer version of the file.

Always overwrite files with same name

This will only overwrite files that have the same name as the source file.

Never overwrite

This won't overwrite the file, regardless of conditions.

Total Document bar

This element in the Download Statistics window displays the transmission time for the file in the active window, at the baud rate indicated in the Modem Speed pop-up menu.

Selected Object bar

This element in the Download Statistics window displays the transmission time for the selected object (such as a GIF image), at the baud rate indicated in the Modem Speed pop-up menu. If no object is selected, the displayed transmission time is set to 0 seconds.

Selected Frame bar

This element in the Download Statistics window displays the transmission time for the selected frame, at the baud rate indicated in the Modem Speed drop down list box. If no frame is selected, the Selected Frame bar doesn't appear.

Modem Speed pop-up menu

This element in the Download Statistics menu displays the modem baud rate, also called modem speed. To determine the download statistics for items at a particular baud rate, select the rate in the pop-up menu.

Transmission times

The calculated transmission time are displayed in the right side of the Download Statistics window.



Starting a Web page

There are three ways to start a Web page in Visual Page:

[Creating a new Web page](#)

[Opening an existing Web page](#)

[Creating a Web page from a template](#)



Creating a new Web page

{button See

Also,AL(`Creating_a_Web_page_from_a_template;Opening_an_existing_Web_p
age;Saving_a_Web_page;Creating_new_Web_pages_in_a_project',0,',';')}

There are essentially two kinds of Web pages you may create: a Web page with frames or a Web page without frames. A Web page with frames can display the contents of a different Web page in each of its frames. Like a picture holder that has multiple frames for displaying multiple pictures simultaneously, a framed Web page can display multiple Web pages simultaneously. A Web page without frames simply displays one Web page file. To continue the previous comparison, a Web page without frames is like a single picture frame that displays one photograph.

To create a new Web page:

- 1 From the File menu, select New (or press Control-N).
A new, untitled Web page opens in Edit mode.
- 2 Add graphics, text, plugins, links, and Java applets directly to your new Web page.
- 3 Save your Web page in a folder dedicated to your collection of Web pages.

To create a Web page that includes frames:

- 1 From the File menu, choose New Frame Set.
Visual Page displays a Web page which is divided into two frames of equal size.
- 2 You may directly add the text, HTML tags, graphics, and plug-ins to each frame, or you may open an existing Web page file in a frame. For more information, see [Setting the frame source](#) .
- 3 Save your Web page in a folder dedicated to your collection of Web pages.



Setting the frame source

{button See

Also,AL(`Creating_a_new_Web_page;Creating_a_Web_page_from_a_template;Saving_a_Web_page',0,`,`;`,`)}}

A Web page with frames, also known as a frame set, can display multiple Web pages by having a different Web page assigned to each frame. You can set a frame to display a particular Web page by using the Set Frame Source menu item to assign a particular Web page HTML file to the selected frame.

To set the source file for a frame:

- 1 Make sure a frame is selected in an open Web page.
- 2 Select Frame > Set Frame Source.
A standard Open file dialog box displays.
- 3 Navigate to and select the HTML file you want the selected frame to display.
- 4 Click open.
A Visual Page Frame Save dialog box displays.
- 5 Save the changes to the frame.
If you have not given the frame a name, a Save As dialog box displays.
- 6 Enter a name for the frame and save it.
Visual Page displays the Web page in the selected frame.



Starting from an existing Web page

{button See

Also,AL(`Creating_a_new_Web_page;Creating_a_Web_page_from_a_template;Saving_a_Web_page',0,`,``))}

The standard Visual Page installation places several professionally-designed templates in your Visual Page directory. You can use these pre-existing Web pages as the basis for your own [Web pages](#). Opening a Visual Page template is the same procedure you will use to open a Web page on which you have previously worked.

To open an existing Web page:

- 1 Select Open from the File menu (or press Control-O).
- 2 Navigate to the directory where the file you want to work on is located.
- 3 Select the file, and click Open.

The Web page opens in Edit mode.



Creating a Web page from a template

{button See

Also,AL(`Creating_a_new_Web_page;Saving_a_Web_page;Starting_from_an_existing_Web_page',0,`,`;`,`)}`

The Visual Page templates are provided expressly to provide you a starting place for the creation of your own Web pages. The advantage is that instead of beginning with a blank page, you can borrow from the professional design of the template and its Web page elements, including the: professional layout, text formatting, special graphic elements, and background.

To create a Web page from a template:

- 1 From the File menu, select Open (or press Control-O).
- 2 Navigate to the Visual Page folder on your hard drive.
- 3 Locate and open the Web page file, `Visual Page.html`, in the Templates folder.

The Visual Page Designer's Toolkit home page displays.

- 4 If Visual Page is not already in Preview mode, switch to Preview mode by choosing View > Preview.

Make sure you're in Preview Mode by moving the mouse over the buttons on the left side of the Visual Page Designer's Toolkit home page. When in Preview mode, the mouse displays as a hand with one pointing finger.

- 5 Click the Templates button on the Visual Page Designer's Toolkit home page.

The Templates Web page displays with the text in the Templates button highlighted.

- 6 To open a Template Web page, click once on any of the Web page thumbnail sketches appearing at the bottom of the Designer's Toolkit home page.

The Web page you clicked on displays. Continue exploring until you find the Web page you like best.

- 7 With the template Web page open, choose File > Save As and give the Web page a new name (while keeping the HTML filename extension.)

You may now modify this copy of the template Web page and use it as the basis for your own content.



Saving a Web page

{button See Also,AL(`Setting_global_preferences;Starting_a_Web_page',0,`,`')}

When you save a Web page file and name it, make sure that you preserve the HTML filename extension. All Web page files must end with a `.html` or `.htm` filename extension. Visual Page's default filename extension is `.htm`. You can change the default filename extension in the [Preferences dialog box](#).

To save a Web page without frames:

- 1 From the File menu, choose Save or if you want to save a copy of a file with a different name, choose Save As.
- 2 Navigate to the destination folder for the saved file.
- 3 Enter the file name.
Visual Page includes the default file extension.
- 4 Click Save.
The file is saved to the destination folder.



Saving a Web page with frames

{button See

Also,AL(`Setting_Web_page_properties;Starting_a_Web_page',0,`,`)}}

A frame set, or Web page with frames, has more than one HTML Web page file associated with it. The frame set file contains information about the Web page that contains the frames. And, each frame displays its own separate HTML file. So, when you save a frame set you probably will be prompted to name more than one Web page file. Visual Page's default filename extension is `.htm`. You can change the default filename extension in [Setting HTML preferences](#).

To save a Web page frame set:

1 From the File menu, choose Save Frame Set.

Or, if you want to save a copy of a frame set file with a different name, choose Save Frame Set As.

2 In the Save or Save As dialog box, navigate to the destination folder for the frame set and select it.

3 Enter a filename with a `.htm` or `.html` extension.

4 Click the Save button.

If you made changes to any of the frames in your frame set, the Save Frame or Save Frame As dialog box displays.

5 If asked, enter a name for the frame file, and click Save.

If you made changes to other frames, another Save Frame or Save Frame As dialog box displays.

6 Enter names and click Save until all the changed frame files are saved.



Setting Web page properties

{button See

Also,AL(`Setting_global_preferences;Starting_a_Web_page;Overview_of_preferences',0,`,`'})}

By setting the properties for a particular Web page, you can specify the following characteristics:

- n Title that displays in the title bar of the Browser application.
- n Default Web page text color.
- n Background color and/or tiled image which displays beneath all the Web page elements.
- n Hypertext link colors, this is where you can set the color for links: active , visited, and normal links.
- n A [base URL](#)base_URL which identifies the Web site folder for your Web pages.
- n A [base target](#), which is the display window or frame for the links in the Web page.

In general, these are the properties or characteristics that you want to apply to an entire Web page. You set them for the active



Web page, by choosing Page Properties from the Edit menu or by pressing the Page Properties toolbar button. When the Page Properties dialog box displays, use it to set these options for your Web page.

For more information on these options, see [Setting page properties](#).



Overview of preferences

{button See Also,AL(`IDH_Preferences_General;Starting_a_Web_page',0,`,`')}

Visual Page provides a variety of preferences settings that you can use to customize your Web page building environment. If you choose Preferences from the Edit menu the Preferences dialog box displays. It includes tabs for:


- n [Setting General Preferences](#)
- n [Setting HTML Preferences](#)
- n [Setting Page Default Preferences](#)
- n [Setting Source View preferences](#)
- n [Setting viewers preferences](#)




Previewing your work

{button See

Also,AL(`Printing_Web_pages;Saving_a_Web_page;Starting_a_Web_page',0,`,`
'})}

To see how your Web page will look in a browser, use the Preview Mode. You'll know you're in Preview Mode when the Edit Page  toolbar button is active and the Preview Page toolbar button is inactive.

To go to Preview Mode:

- n From the View menu, choose Preview Page. If you already see that the menu item and the Preview icon are grey, you are already in Preview Mode.
- n You can also click the Preview Page  toolbar button.



Printing Web pages

{button See

Also,AL(`Previewing_your_work;Saving_a_Web_page;Starting_a_Web_page',0,
`,``))

Using Visual Page, you can print your Web pages as they will appear in a [browser](#) . If you want to print out the HTML source, make sure that the Source Window is active.

To print a Web page:

- 1 From the File menu, select Print (or press Control-P).
- 2 Select the desired print options.
Visual Page prints your document.



Using HTML

Visual Page automatically generates [HTML](#) code for you as you create your Web pages in the visual editor. In addition to modifying Web content in the edit window, you can edit the HTML for your Web pages in the source editor.

If you're familiar with HTML, you can work with HTML code by:

[Viewing the HTML code](#)

[Adding additional HTML tags](#)




Viewing the HTML code

{button See

Also,AL(`Adding_additional_HTML_tags;Adding_text;Previewing_your_work;Printing_Web_pages',0,`,`')}

You can use the source editor to control the HTML in your Web pages. Using the source editor is similar to using a text editor to create HTML, but includes additional features such as automatic coloring of HTML tags.

To view or edit HTML code using the source editor:

Choose View > Source or press Ctrl + Shift + E. You may also click the Edit Source  toolbar button.



Adding additional HTML tags

{button See

Also,AL(`Adding_text;Previewing_your_work;Printing_Web_pages;Viewing_the_HTML_code',0,`,`;`,`)}`

You can insert HTML tags, including browser-specific tags, while editing your Web pages in the visual editor.

To insert an HTML tag:

- 1 While in Edit mode, place the insertion point where you want the HTML tag to go.
- 2 From the Insert menu, choose HTML Tag.
The HTML tag dialog box displays.
- 3 Enter the desired HTML tag into the HTML tag field, without opening and closing brackets (< and >). For example, to insert a <STYLE> tag, type STYLE.
- 4 After clicking OK, Visual Page inserts the tag. If it is a browser-specific tag, Visual Page represents it with a tag marker, as shown below:



Tip: When inserting an HTML tag, make sure to include both the beginning and ending tags, when applicable.



Using Keyboard Shortcuts in Visual Page

Command	Shortcut
File Menu	
New	Ctrl + N
New Frame Set	Ctrl + Shift + N
Open	Ctrl + O
Close	Ctrl + F4
Save	Ctrl + S
Print	Ctrl + P
Exit	Alt + F4
Edit Menu	
Undo	Ctrl + Z
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Delete	Del
Select All	Ctrl + A
Link To	Ctrl + L
Remove Link	Ctrl + R
Spell Check	F7
Find/Replace	Ctrl + F
Find Next	F3
Find Previous	Shift + F3
Object Properties	F4
View Menu	
Page	Ctrl + Shift + P
Source	Ctrl + Shift + E
Preview	Ctrl + Shift + V
Preview in Browser	Ctrl + Shift + B
Style Menu	
Plain	Ctrl + T
Bold	Ctrl + B
Italic	Ctrl + I

Increase Size Ctrl +]

Decrease Size Ctrl + [

Format Menu

Normal Ctrl + K

Heading Alt + 1

Heading Alt + 2

Heading Alt + 3

Heading Alt + 4

Heading Alt + 5

Heading Alt + 6

Increase Indent Tab

Decrease Indent Shift + Tab

This is the F1, context-sensitive Help for Visual Page.



Using the Visual Page main window

The Visual Page window is the main interface to the Web page editing environment.

The main window consists of these elements:

- n [Menus](#)
- n [Toolbars](#)
- n Visual editor

Other important interface elements include the:

- n [Source editor](#)
- n [Working with projects](#)



Using Visual Page menus

The Visual Page menus provide access to all Visual Page functionality. Most of the menu items are active only when a Web page or project is open. However, most items in the Frame menu are available only when a Web page with frames is open.

These are the standard menus that are always available:

- n File
- n Edit
- n View
- n Project
- n Insert
- n Text
- n Paragraph
- n Table
- n Layer
- n Frame
- n Window
- n Help



Estimating download statistics

Use the Download Statistics window to estimate the time needed for your Web page or any of the objects it displays, to download over varying modem speeds.

The Download Statistics window consists of these elements:

- n [Total document time indicator bar](#)
- n [Selected object time indicator bar](#)
- n [Modem Speed drop-down menu](#)

To calculate a time for a different baud rate, select the new rate from the Modem Speed drop-down menu. The recalculated time displays next to the appropriate time indicator bar.



Setting page properties


{button See

Also,AL(`Creating_a_new_Web_page;Creating_a_Web_page_from_a_template;Starting_a_Web_page;Starting_from_an_existing_Web_page',0,','')}

By using the Page properties button or menu item, you specify options that affect the contents of the active Web page. This dialog box also allows you to determine a display target, known as the base target, for the links in the active Web page.

To set page properties:

1 Make sure a Web page is open and active.

2 Choose Edit > Properties > Page or select the Page Properties  toolbar button.

The Page Properties dialog box displays.

3 Set the Page properties according to the following descriptions.

Property	Description
Page Title	Text displayed in the title bar of the Web page browser when the finished Web page is viewed.
Background image	Image to be used as a background in the Web page
Colors:	
Background:	Color and/or tiled image to be displayed under the objects on your Web page.
Normal text:	Default text color for the entire Web page.
Normal links:	Color used to indicate linked text.
Active links:	Color that you see immediately after clicking on linked text.
Visited links:	text changes to this color to indicate that you have previously visited a link.
URL settings:	
Base URL	Sets up an absolute (unchanging) path for your project folder. Visual Page defaults to creating relative URLs instead of "hardcoding" a base project folder.
Base target	Identifies the target window in which to display the linked files.
Select base target	Click to display options for a Web page with frames.



About the Project window

You can use the Project window to speed up the design process, as it allows you to:

- n See all the files included in your project
- n Click a file to view its anchors
- n Create links by dragging and dropping elements
- n Display the contents of a file instantly
- n Check spelling of all files in a project
- n Perform global find and replace operations
- n Publish your project to a Web server

For more information, see:

[Opening a Project window](#)

[Working with projects](#)

[Creating links in the Project Window](#)

[Working with files in a project](#)



Opening a Project window

You can use the Project window in Visual Page to speed your Web page development process. Not only does it provide a handy window into the many files that can comprise a Web site, but you can quickly perform many drag-and-drop operations

To open a project window:

- 1 From the Project menu, choose Open Project.
- 2 Use the Open Project dialog box to browse to and select the folder containing your local Web site.
- 3 Click OK.

The Project window for that folder displays.



Viewing files in a Project window

You can use Project window to instantaneously view Web page files and image files. To do this, drag a file from the open Project window and drop it either onto a blank space in the main Visual Page window or on an open Web page.

To see a list of files in a folder in the Project Window:

- n Click on the plus next to the desired folder.
The folder contents display in an indented list under the folder.

To view a file or graphic image from the Project Window:

- n Drag a file from the Project window and drop it in on an empty part of the Visual Page main window.
The file displays instantly.

To copy a graphic image from the Project Window:

- n Drag an image file from the Project window and drop it on a Web page.
The image displays instantly in the web page.

To see a list of anchors in a file in the Project Window:

- n Click on the plus next to a Web page HTML file. (One of these files is in your Visual Page > Tour > Walkthrough folder.)
The plus becomes a minus and a list of the anchor names displays, with anchor symbols next to them.

To open an anchor from the Project Window:

- n Double-click on an anchor name.
The Web page opens, in Edit mode, to that anchor's location.

To create links with the Project window:

- n See [Creating links in the Project Window](#).

To refresh the Project window:

- n Make sure the Project window is active, then press F5 to refresh the Project window.



Creating links using Link To

This is one of the ways to create a link using Visual Page. To use it, you select a Web page object, like a word or graphic, or just place the insertion point on the Web page. If you don't select an object, Visual Page creates a link anyway, by inserting the file name as linked text into your Web page at the location of the cursor. You can use this dialog box to either directly enter the URL for the link or you can browse to locate the file. When you locate the file by browsing, Visual Page constructs the link for you.

To create links using Link To:

- 1 Select an object or place the insertion point on the Web page.
- 2 Choose Edit > Link To.
The Link dialog box displays.
- 3 Enter the URL to which you want to link or if you don't know the URL click the Browse button.
- 4 A browse file dialog box displays that you can use to locate the file to which you want to link the selected item. Click once on the file to select it.
After you click Open in the Browse dialog box, the Link dialog box redisplay with the URL in it.
- 5 If the selected file contains anchors, you can create a link to any of the anchors by choosing any of the anchor names from the Anchor drop-down menu.

For more information, see [Creating links and anchors](#).



Finding and replacing text

Visual Page provides the editing utility you need to find and replace text in a Web Page. The Edit menu provide three items which you can use, including:

- n Find/Replace
- n Find Next
- n Find Previous

Before you can use the second two items in the above list, you must first choose Find/Replace from the Edit menu. This dialog box allows you to find and/or replace text within one Web page. You can use the Find/Replace dialog box to find and replace text on a word-by-word basis or you can choose the Replace All option to find and replace all occurrences of the selected word.

To find text within the currently active Web page:

1. Make sure the insertion point is somewhere in the Web page you want to search.
2. Choose Edit > Find/Replace.
The Find/Replace dialog box displays.
3. Enter the text you want to find into the Find what field.
4. If you want to replace it with new text, type the new text in the Replace field.
5. Though it's optional, you may choose any or all of the search options, which include:
 - n Matching with whole words only
 - n Case sensitivity
 - n [Wraparound searching](#)
6. After your search options are set, click the appropriate button to initiate any of the following operations:
 - n Find, finds the nearest occurrence of the word
 - n Replace, let's you decide on a word-by-word basis whether to replace the found text
 - n Replace All, which quickly and automatically finds and replaces all the occurrences in the file.



Setting Form properties

Use the Form Properties dialog box to identify the CGI script or application on your hard drive and to change settings for how your form operates.

To assign properties for your Web page form:

1. Type in the name and path of the CGI script or application that this form uses in the Action field.
2. Select the method of performing the action (**Post** or **Get**) from the drop-down Method menu.
3. Click OK and Visual Page inserts the HTML codes need for interaction between your Web page and the CGI item.



Setting General preferences

{button See

Also,AL(`Overview_of_preferences;Setting_Web_page_preferences;Starting_a_Web_page',0,`,`;`)}
}

Use the General tab of the Preferences dialog box to set a group of miscellaneous Visual Page options. If you want to restore these preferences to the default settings, click Use Defaults. If you want to change back to the settings that were in place before you opened this dialog box, click Revert.

To set general preferences:

- 1 From the Edit menu, choose Preferences.
The Preferences dialog box displays.
- 2 Click the General tab.
- 3 Use the dialog box to select the global preference options you want.
- 4 When you're finished setting preferences, click OK.

Preference tab	Description of preference options
General	Sets miscellaneous attributes, including the following: <ul style="list-style-type: none">n Support new browser features (cascading style sheets and layers)n Allow advanced editing in Style Sheet dialogn Attributes list in Style Sheet dialog is editablen Restore files at startupn Automatically update externally modified filesn Run Java applets in Preview moden Insert an invisible character into empty table cells (Browsers don't display the cell border on the background color for empty cells)
Viewers	Sets browsers to view the items in your site or project. <ul style="list-style-type: none">n Set default browser for previewing of your workn Add another browser for previewing of your workn Remove deletes the configured viewern Advancedn Clear removes alln Revert
Page Defaults	Sets various page defaults, such as background images, as well as colors for: <ul style="list-style-type: none">n Backgroundn Normal Textn Normal Linksn Active Linksn Visited Links
Source View	Sets color for different types of HTML syntax (as seen in the source editor), including the following: <ul style="list-style-type: none">n Fontn Font sizen Plain textn HTML tags

- n HTML source code comments
- n Form attributes
- n Form values

HTML

Sets attributes for HTML code that is generated by Visual Page, including server preference type for image maps:

- n Default file extension
- n Other HTML extensions
- n Line separators
- n Return key tag
- n META attributes
- n Server type for image maps



Setting HTML preferences

{button See Also,AL('Overview_of_preferences',0,'')}

Use the HTML tab of the Preferences dialog box to set the Visual Page preferences which are described below. If you want to restore these preferences to the default settings, click Use Defaults. If you want to change back to the settings that were in place before you opened this dialog box, click Revert.

To set HTML preferences:

- 1 From the Edit menu, choose Preferences.
The Preferences dialog box appears.
- 2 Click the HTML tab.
- 3 Use the dialog box to select the HTML preference options you want.
The preferences are listed below.
- 4 When you're finished setting preferences, click OK.

HTML File Extension	Allows you to set the default filename extension as either htm or html.
Other HTML Extensions	Allows you to specify other types of HTML extensions. Add the extensions separated by spaces.
Type of Line Separator	Sets the line separator for the platform of your choice; Mac, UNIX, or Windows/DOS.
Return Key Generates	Results in either a break or return, each of which is interpreted differently by Web browsers.
META attributes	Determines the type of attribute to appear in the HTML source header of your Web pages. Check any of the following: <ul style="list-style-type: none">n Identify generator - Visual Page is the HTML generatorn Generate date and time - This can be a handy indication of versionsn Identify author name - Enter the author name here



Setting Folder Map options

{button See Also,AL('Project_options;Overview_of_preferences',0,';')}

Visual Page lets you map local folders to their remote counterparts. This feature can save you hours of changing references to local folders to their remote folder or URL counterparts. For example, if you have eight Web sites, all of which use the remote URL <http://www.mysite.com/graphics> to store graphics, you can map the URL to the respective graphics folders for your local sites, without having to change the links to the URL for all eight Web sites.

Use the Folder Mappings tab of the Project Options dialog box to set the following Visual Page preferences:

- n Remote - The URL for the remote folder to which you wish to map your local folder
- n Local - The URL for the local folder

Warning: If you are not very familiar with the differences between remote and local file mapping, do not use this feature. Misuse of this feature may result in some or all of your links breaking. If you want to restore these preferences to the default settings, click Use Defaults. If you want to change back to the settings that were in place before you opened this dialog box, click Revert.



Configuring server information

{button See Also,AL('Project_options',0,'')}

These settings are used by the Project Manager when you publish your files. If you want to change these preferences after creating your project with the Project Wizard, click the Project Options icon, then select the Server Info tab.

Host	Enter the name of the host Web server, for example: <code>ftp.yourServer.com</code>
Directory	Enter the name of your destination folder.
User name	If the FTP site you're accessing requires a user name, enter the user name or ID.
Password	If the FTP site you're accessing requires a password, enter it here.



Setting Source View preferences

Use the Source View tab of the Preferences dialog box to set text colors for different parts of your HTML source code, as shown in the source view of your Web page. The purpose is to make each of these syntax parts easy for you to spot in your code. Though it is assumed that you know what these parts of the HTML syntax are you could even use these setting to learn to identify the different parts of the HTML code without affecting the presentation of your finished Web page. You can assign a different text color to any of the following parts of the HTML code syntax:

- n Font
- n Font size
- n Plain text
- n Tags
- n Comments
- n Attributes
- n Values

If you want to restore these preferences to the default settings, click Use Defaults. If you want to change back to the settings that were in place before you opened this dialog box, click Revert.

Tip: For more information about what the various parts of the HTML code syntax are used for, consult any of the many HTML references in your local bookstore or library.



Setting Spacer properties

Spacers are invisible rectangular boxes, (unless selected) , which can be oriented either horizontally or vertically and set to a fixed pixel size. Spacers are used to create a fixed amount of empty space in the layout, which can't be changed or reset in the Web browser by the viewer of your finished Web page. Use the Spacer properties dialog box to change the following settings for spacer items:

- n Orientation - horizontal or vertical
- n Size - width or height, in pixels



Setting Image properties

You can configure image properties by double clicking on an image in Edit mode. Then, you can:

- n Resize your image -this is handy if you have an image you want to use more than once in your Web site and want to optimize its size for the different locations
- n Adjust the space around an image - this adds a fixed number of pixels of space horizontally or vertically around the image. Or, you could opt to create a border of space around the whole image. You might want to add space around an object when it is embedded in some text or has text flowing around it
- n Change the function of your image- besides functioning as inert object, images can be set to work with an image map, so links can be embedded in the image, or as a Submit button which you would provide on a Web page form to transmit data in response to a user's click
- n Alternative text - it's a god idea to provide a short caption which browsers that don't display graphics will display instead of the graphic



Setting Java Applet properties

Use the options in the Java Applet Properties dialog box to set an applet's attributes and modify applet parameters. These attributes are described below:

Location	Folder containing the applet.
Name	Applet's file name.
Top	The top margin of the applet when used as a layer.
Left	The left margin of the applet when used as a layer.
Width	Width of the applet, in pixels.
Height	Height of the applet, in pixels.
Horizontal space around	Horizontal blank space around the applet.
Vertical space around	Vertical blank space around the applet.
Parameters	Customized parameters of the applet (if any) and their respective values.

For more information see [Inserting Java applets](#). For information on creating custom parameters, consult the Java documentation for the applet class.



Setting the base target

Use the Base Target dialog box to select where to display the linked pages of a frame or frameset. This display target [Base Target](#) is set by default to display Web page links in the same frame as the link. You can set the base target to any of the options described following:

Default	Linked file displays in the same frame as the current Web page file.
New window	Displays linked file in a new, untitled window
Same frame	Displays linked file in the currently selected frame
Same window	Displays linked file in the window of the currently displayed Web page
Parent window	Linked file displays in the parent window of the current frame file.
Frame	Select frame in the thumbnail sketch of this Web page to display linked files there

To see an example which sets a frame as a base target, using the Base Target dialog box, see the *Visual Page Getting Started* tour.



Creating links in a frame set

To create a link in a [frame set](#), type the path to the link in the [URL](#) field. If there are anchors in the current document, a drop-down menu will appear containing a list of those anchors.

You may also set a [base target](#) from this dialog box. For more information on setting a base target, see [Setting the Frame target](#).



Setting Movie properties

Use the Movie properties dialog box to change the following settings for a movie file:

Location	Folder containing the movie file.
Name	Movie's file name.
Top	Top margin of the movie when used as a layer
Left	Left margin of the movie when used as a layer
Width	Width of the movie, in pixels.
Height	Height of the movie, in pixels.
Horizontal space around	Horizontal blank space around the movie.
Vertical space around	Vertical blank space around the movie.



Setting Anchor properties

This dialog box displays automatically when you create an anchor. If you select some text before creating the anchor, the selected text automatically appears as the name of the anchor in the Anchor Properties dialog box. Otherwise, you may enter or edit the name for the anchor in the Anchor Properties dialog box. The anchor names you set become part of the URL created when you link a Web page object to the anchored location. For more about anchors, see [Creating links and anchors](#).



Setting Check Box properties

Use the Check Box properties dialog box to change the name and value of a form's check box. The values you enter here are passed to the script associated with the check box, they do not appear on the visible part of the Web page.

To set the check box properties:

- 1 Select a check box.
- 2 Choose Edit > Properties > Object Properties or press F4.
The Check Box Properties dialog box displays.
- 3 Set the two fields, Name and Value, as described below.

The properties for check boxes include:

Name Enter an identifier in this field.

Value Checked if you want it to be checked initially.

For more information on creating forms, see [Creating forms](#).



Setting Frame properties

Use the Frame properties to set the properties which pertain to a selected frame of a frame set. Use the Frame properties dialog box to check, assign, or change these values.

To set frame properties:

- 1 Select the frame whose properties you are setting by clicking once anywhere in the frame.
A heavy black border outlines the frame.
- 2 Choose Edit > Properties > Show Frame Properties.
The Frame Properties dialog box displays.
- 3 Set the properties as they are described below.

The frame property settings include the following:

Source	Name of the HTML file which you want to display in this frame, for instance, <code>HomeTOC.html</code> is an appropriate value.
Frame title	Title for the frame, otherwise Visual Page uses the random number shown as the default in this field.
Margin width	Width of the margin.
Margin height	Height of the margin.
Frameset height	This only applies if there are frames below other frames in the frameset.
Frameset Border	Specifies the thickness of the frameset border. Set to 0 for borderless frames. Leave it empty to use the default border thickness.
Show scrollbars	Defaults to automatically showing scrollbars when they're needed.
Resizable frame	Checked by default, if you don't want people to change the size of a frame, uncheck it.



Setting JavaScript properties

Use the JavaScript properties dialog box to change the name and location of a JavaScript file that is referenced by a Web page.

For more information, see [Using JavaScript](#).



Setting Plugin properties

Use the Plugin properties dialog box to change the properties for plugin files:

To set plugin properties:

- 1 Select a plugin on your Web page.
- 2 Choose Edit > Properties > Plugin Properties or press F4.
The Plugin Properties dialog box displays.

The properties for plugins are as follows:

File location	Folder location of the plugin.
Name	Plugin file name.
Top	Top margin of plugin when used as a layer
Left	left margin of plugin when used as a layer.
Width	Width of the plugin, in pixels.
Height	Height of the plugin, in pixels.
Horizontal space around	Horizontal blank space around the plugin.
Vertical space around	Vertical blank space around the plugin.
Parameters	Custom parameter, dependent on the plugin, goes here.

For more information on using the plugin properties dialog box, see [Inserting a plugin](#).



Setting Radio Button properties

Use the Radio button properties dialog box to change the name and value of a form's radio button. The values you enter here are for use in the code for the radio button. They are passed to the script (usually a CGI script) in a name/value pair and do not appear on the visible part of the Web page.

To set radio button properties:

- 1 Select a radio button on your Web page.
- 2 Choose Edit > Properties > Radio Button Properties or press F4.
The Radio Button Properties dialog box displays.
- 3 Set the name of each button in a group of radio buttons to be the same.
- 4 The values of each radio button in the group should be unique.

The properties for radio buttons include:

Name Identify a set of radio buttons by giving them all the same name.

Value Must be unique for each radio button in the group.

For more information, see [Creating forms](#).



Setting Horizontal Line properties

The Line Properties dialog box allows you to set the width of the line to an absolute or relative size, an appropriate height, and set it to display with 3D shading. In addition, you can choose center, left, or right alignment for it. on the page

To set horizontal line properties:

- 1 Select a horizontal line on your Web page by clicking once directly on it.
- 2 Choose Edit > Properties > Line Properties or press F4.
The Line Properties dialog box displays.
- 3 Set the dimensions, alignment, and shading according to the properties described below.
The settings for a horizontal line are as follows:

Top	Top margin of horizontal line when used as a layer
Left	Left margin of horizontal line used as a layer
Width	Choose either absolute or percentage from the drop-down menu. When set as absolute the width is fixed at a number of pixels. The percentage setting is relative to the Web page width.
Height	Number of pixels you set or the default value of 2.
Alignment	Can be center, left, or right aligned.
3-dimensional shading	3D is displayed by default unless you uncheck this option.

For more information, see [Adding horizontal lines](#).



Setting Text Field properties

You can use these settings to give a data input field a name, display width, character limit, and password. You can also set the field to be totally hidden and thus exclusively for the author's use.

To set text field properties:

- 1 Select a field by clicking directly on it once.
- 2 Choose Edit > Properties > Text Field Properties or press F4.
The Text Field Properties dialog box displays.
- 3 Set the name, dimensions, and so forth, according to the properties described below.
Use the Text field properties dialog box to change the following settings:

Name:	Enter the name you want passed to the script you use to transmit the form data.
Top	Top margin of text field when used as a layer.
Left	Left margin of text field when used as a layer.
Display width	Maximum number of characters you want to display.
Maximum length	Maximum number of characters your script will accept.
Password:	When checked, sets this field to hide the text with asterisks, for entering a password.
Hidden:	Store information for the author's eyes only in a text field by hiding it with this setting.

For more information, see [Creating forms](#).



Setting Text Area properties

The scrolling text input area is made to hold more text than the text field. Using the Text Area Properties dialog box, you can set the number of lines the text area will contain and the maximum number of characters for each line. In addition, you should give the text area a name which can be passed back to the script associated with your form for transmitting data.

To set text area properties:

- 1 Select a text area by clicking directly on it.
- 2 Choose Edit > Properties > Text Area Properties or press F4.
The Text Area Properties dialog box displays.
- 3 Set the name and dimensions, according to the properties described below.

Use the Text Area Properties dialog box to change the following settings:

Name	Passed to the script you use to transmit the form data.
Top	Top margin of text area when used as a layer.
Left	Left margin of text area when used as a layer.
Width	Maximum width in characters per line
Height	Maximum number of lines for the field

For more information see [Creating forms](#).



Setting List Box properties

List boxes allow you to present a number of choices in a scrolling box. You can use the List Properties dialog box to set the number of visible choices you want to present, to name the list box, and to allow one or multiple choices to be made from it.

To set List Box properties:

- 1 Select a text box by clicking on it.
- 2 Choose Edit > Properties > Text Box For press F4.
The Text Area Properties dialog box displays.
- 3 Set the name, number of visible items, and dimensions according to the properties described below.

Name	Passed to the script you use to transmit the form data.
Top	Top margin of List Properties box when used as a layer.
Left	Left margin of List Properties box when used as a layer.
Number of visible items	Set to the number of choices you require.
Allow multiple choices	Defaults to allowing multiple choices to be made.

For more information see [Creating forms](#).



Setting Submit Button properties

Use the Submit button properties dialog box to change the programmatic name for the Submit button. To change the visible name of the button select the word on the button (while in Edit mode) and type over it.

For more information see [Creating forms](#).



Setting Table properties

Table properties apply to either the entire table or selected cells in the table. For that reason, this dialog box has two tabs which divide the properties applying to the entire table or cells in the table. See [Setting Cell properties](#).

To edit a table's properties:

- 1 Select the table by clicking anywhere in it.
- 2 Choose Properties > Table Properties or press F4.
The Table Properties dialog displays.
- 3 Click the Table tab to display the properties for the entire table.

You can easily customize your Web page tables by changing the following settings.

Table Properties:

Rows	Number of rows in the table.
Columns	Number of columns in the table.
Space around text	Pads each cell so the contents do not bump up against the edge.
Space between cells	Sets amount of space between cells throughout the table.
Width	Either fixed, in pixels, or set to a percentage of the Web page size.
Height	Either fixed, in pixels, or set to a percentage of the Web page size.
Border width	Girth of the border surrounding the entire table.
Caption placement	Creates a place for a table caption, if desired.
Background color	Set the background color for the entire table from this color well.



Setting Cell properties

Table properties apply to either the entire table or selected cells in the table. For that reason, this dialog box has two tabs which divide the properties applying to the entire table or cells in the table. See [Setting Table Properties](#).

To edit a cell's properties:

- 1 Select the table by clicking anywhere in it.
- 2 Choose Properties > Table Properties or press F4.
The Table Properties dialog displays.
- 3 Click the Cells tab to display the properties for the selected cells.

Cell properties:

Column width	Can be set to fixed pixel size, or as a percentage of the table size.
Row height	Can be set to fixed pixel size, or as a percentage of the table size.
Span rows	Sets a cell to span (vertically) more than one row.
Span columns	Sets a column to span (horizontally) more than one column.
Vertical alignment	Aligns the text within a cell to Top, Middle, Bottom, or Default
Header style	Turn on if you want a header style applied to the text in this cell.
Line wrap	Automatically wraps text within a cell, by default.
Cell color	Use this to set the color of the selected, individual cell



Saving a Web page containing frames

A Web page containing frames is known as a frame set. Use the Save Frame Set dialog box to save. Web pages that are frame sets.

To save a frame set

1. Enter the filename with the .htm or .html filename extension
2. Click OK.
Your page is saved.

For more information on frames, see [Creating frames](#).



Setting HTML tag properties

Use the HTML tag dialog box to change the HTML tag while still in the visual editor. Type in the tag (not including the brackets “<” and “>”), and click OK.

For more information, see [Adding additional HTML tags](#).



Using the Standard toolbar

Use the Standard toolbar to perform the following functions, at the touch of a button. For more information about using these features, click on any of the following topics:

- n [Creating a new Web page](#)
- n [Opening an existing Web file](#)
- n [Saving a Web page](#)
- n [Opening existing projects](#)
- n Cutting text or graphics - follows standard Windows interface
- n [Copying and pasting text or graphics](#)



Using the Properties and Views toolbar

This toolbar is divided into two set of buttons. The set on the left of the toolbar, allows you to change the view of the Web page, from Edit mode, to Source View mode, to Preview mode. :

- n Edit page button
- n Edit source
- n Preview page button
- n Document properties (dialog box)
- n Object properties (dialog box)



Using the Insert toolbar

Use the Insert toolbar to insert any of the following items into a Web page:

- n Link
- n Horizontal rule
- n Image
- n Plugin
- n Java applet
- n Anchor
- n Table

Use the Insert toolbar to revise by performing the following functions:

- n Insert row
- n Insert column
- n Delete row
- n Delete column



Using the Format and Style toolbar

Use the Format and Style toolbar to perform the following functions:

- n Apply paragraph styles
- n Apply bold, italic, and fixed font character styles
- n Decrease font size
- n Increase font size
- n Change font color
- n Change font and font group
- n Align paragraph to left, center, or right
- n Remove or add a paragraph indent
- n Align graphics



Using the Form toolbar

Use the Form toolbar to create a form by adding any of the following form items to a Web page: See the appropriate property settings dialog boxes to learn more about customizing these user interface elements.

To create a form, click on any of the buttons on the Form tools toolbar to insert any of the following form elements:

Check box	Can be on or off, checked or not checked.
Radio button	These are used in sets so that only one is selected at a time.
Single-line text box	A data entry element that holds one line of text, like a name, for example.
Multi-line text area	Scrolling text area; this is useful for allowing the entry of comments, for example.
Drop-down list box	Creates a drop-down menu.
List box	Allows choices from a scrolling list box.
Submit button	Inserts a button which you should set, via a script, to transmit the form data
Reset button	Use this button to programmatically clear all the fields of data



Using the Link toolbar

Use the Link toolbar to view and edit URLs in the Link To field.



Using the Image Tool toolbar

Use the Image Tool toolbar to perform the following functions:

- n Draw a rectangular image map
- n Draw a circular image map
- n Draw a polygon image map
- n Change hotspot overlapping
- n Change hotspot color
- n Change the transparency color
- n Turn off transparency
- n Interlace images
- n Zoom in and out
- n Change view size (%)



Overview of Toolbars

There are seven toolbars in Visual Page. Each toolbar can be docked or used as a floating toolbar except the Link toolbar.

You can choose a toolbar using one of two methods:

- n View > Toolbar
- n Right-clicking on the status bar or any empty space between docked toolbars.

Click on the links below for information on each toolbar:

[Standard](#)

[Properties/Views](#)

[Insert](#)

[Format/Style](#)

[Form](#)

[Link](#)

[Image Tool](#)



Other Help resources

This dialog displays because F1 could not locate a help topic.

For help on this topic:

- 1 Click Help Topics.
- 2 Use the Contents, Index, or Find tab to perform a search.

You may also refer to the *Visual Page User's Guide*.

Parent window

Last active window before clicking on the link that causes the current framed Web page to display.

Wraparound search

Search automatically continues past the end of the file; stopping at the insertion point.

Get method

Sends the user's information as part of a URL

Post method

Sends user's data as a data stream that is separate from the URL.

URL

An acronym for Universal Resource Locator. This is the path which a Web browser uses to locate files identified in links.



Working with fonts

Visual Page allows you to use the fonts that are installed on your system to enhance the look of your Web pages. However, not all fonts are cross-platform compatible, and may not display correctly on other platforms.

You can work with fonts in three ways in Visual Page by:

[Changing fonts](#)

[Creating font groups](#)

[Assigning font groups](#)



Changing fonts

{button See Also,AL(` Creating font groups;Assigning font groups',0,`,`')}

You can change the font of selected text in your Web page to any other available font.

To change a font:

1. Highlight the text in your page that you want to change.
2. Click on the Font pull-down menu.
The list of available fonts appear.
3. Select the new font that you want to apply.
The font of the highlighted text changes.



Creating font groups

{button See Also,AL(` Changing fonts;Assigning font groups',0,`,` `')}

Font groups are groups of fonts that usually have some common characteristic to preserve the original design of the Web page. Font groups allow the Web browser to substitute fonts from a group of assigned fonts when one or more fonts are not available on the client machine. When no font in a group is available on the client machine, the Web browser uses default fonts available on the client machine.

With Visual Page you can create and assign font groups that make your pages look their best across different platforms and browsers.

To create a font group:

1. From the Font pull-down menu, select Font Groups.
The Font Groups window opens with the names of default font groups.
2. Click a blank cell in the Group Name column and enter a name for the new font group.
3. Click the Font Names cell and enter font names separated by a comma.
4. Click the OK button when you are finished entering font names.

The font group is added to the Font pull-down menu.

You can also [assign a font group on-the-fly](#).



Assigning font groups

{button See Also,AL(` Assigning fonts on-the-fly;Creating font groups;Changing fonts',0,`,`')}

You can assign [font groups](#) in your Web page to allow the Web browser on the client machine to substitute fonts when the original font is not available.

To assign a font group:

- 1 Highlight the text to which you want to apply a font group.
- 2 From the Font pull-down menu, select a font group.

The selected font group name appears in the pull-down menu and is applied to the highlighted text.



Using the Spelling Checker

{button See Also,AL('Editing the Personal Dictionary',0,'')}

You can check the spelling in your page at any time by clicking the Spelling Checker icon. The Spelling Checker checks the spelling in the entire page, but does not check spelling of words that you highlight. The functions available are:

- n **Ignore** skips the current word and continues spell checking.
- n **Ignore All** skips all instances of this word.
- n **Add** places the current word into the dictionary.
- n **Change** replaces the current word with the word in the Change To window, or to the word that is highlighted in the Suggestions window.
- n **Change All** replaces all instances of this word with the word in the Change To window or to the word that is highlighted in the Suggestions window.
- n **Suggestions** automatically provides a list of alternatives to the current word.
- n **Edit Dictionary** opens the Personal Dictionary. In the personal dictionary, you can add, modify, or delete entries.
- n **Cancel** exits the Spelling Checker, but does not cancel any previous spelling changes made with the Spelling Checker.

Font groups

Font groups are groups of fonts that usually have some common characteristic to preserve the original design of the Web page. Font groups allow the Web browser to substitute fonts from a group of assigned fonts when one or more fonts are not available on the client machine. When no font in a group is available on the client machine, the Web browser uses default fonts available on the client machine.



Setting Page Default Preferences

Use the Page Defaults tab of the Preferences dialog box to set default preferences for every new page you create with Visual Page. If you want to restore these preferences to the default settings, click Use Defaults. If you want to change back to the settings that were in place before you opened this dialog box, click Revert.

To set Page Default preferences:

1. From the Edit menu, choose Preferences.
The Preferences dialog box appears.
2. Click the Page Defaults tab.
3. Use the dialog box to select the page default preferences you want.
The preferences are listed below.
4. When you're finished setting preferences, click OK.

- n **Background** sets the default background color.
- n **Normal Text** sets the default color for normal text/
- n **Normal Links** sets the default color for normal links/
- n **Active Links** sets the default color for active links.
- n **Visited Links** sets the default color for visited links.
- n **Background Image** You can have each new page use a default image as a background.

To select a default background image:

- 1 Click the checkbox or click the ellipses.
The Open dialog box appears.
- 2 Locate the image you want to set as a default background.
- 3 Click Open.
The selected image appears in the Image Preview window.
- 4 Click OK to make the image the default background image.



Editing the Personal Dictionary

{button See Also,AL(^Using the Spelling Checker',0,'')}

You can add, delete, or edit entries to the Personal Dictionary. These features are useful when you are writing text with highly specialized vocabulary, such as acronyms and technical terms.

To add entries to the Personal Dictionary:

1. Click the Spell Check icon to open the Spelling Checker.
2. Click the Edit Dictionary button.
The Edit Dictionary window opens.
3. Click the Insert button.
The Insert text box opens.
4. Type in the word you want to add to the dictionary.
5. Click OK to close the Insert text box.
The new word is added to the dictionary.

To delete entries to the Personal Dictionary:

1. Click the Spell Check icon to open the Spelling Checker.
2. Click the Edit Dictionary button.
The Edit Dictionary window opens.
3. Single click the word you want to delete.
4. Click the Remove button.
The selected word is deleted from the dictionary.

To edit words in the Personal Dictionary:

1. Click the Spell Check icon to open the Spelling Checker.
2. Click the Edit Dictionary button.
The Edit Dictionary window opens.
3. Single click on the word you want to edit.
4. Click the Edit button.
The Edit text box opens.
5. Make your correction to the word.
6. Click OK to close the Edit text box.
The modified word is added to the Personal Dictionary.



Assigning fonts on-the-fly {button See Also,AL(' fonts',0,' ')} {button See Also,AL(' fonts',0,' ')}

You can assign [font groups](#) instantly by using Other in the Fonts pull-down menu. When you use the Other item, a dialog box appears and then you type in the names of fonts. When you apply font groups this way, this particular combination of fonts is not saved, and is applicable only to the text you have highlighted.

To assign a font group using the Other menu item:

1. Highlight the text to which you want to apply a font group.
2. From the Font pull-down menu, select Other.
The Other Fonts dialog box appears.
3. Enter a font or list of fonts separated by a comma, for example Arial,Helvetica,Courier.
4. Click OK when you are finished entering font names.
The font group is applied to the highlighted text.



Setting viewers preferences

To set default viewers, select Edit, Preferences, then click the Viewers tab. This preferences sets browsers to view the items in your project.

- n **Set default viewer** for viewing files and objects
- n **Add** another browser for previewing of your work
- n **Remove** deletes the configured viewer
- n [Advanced](#) for passing parameters to viewers
- n **Clear** removes all
- n **Revert** restores previous settings



Advanced viewer configuration

This advanced dialog is for power users. The functionality of some of the fields changes slightly depending on whether you open the dialog for an auto-configured or user-configured item:

Name:

Any descriptive name you want. This name will appear in the list of viewers and in the popup menu accessed from the Open in Viewers toolbar button. The descriptive name can be anything you want.

Command:

For user-configured items, this is the path-qualified application executable.

This field is not directly editable, but can be changed by clicking the browse button.

For auto items, this is the registry key that contains the information about the item. Generally, you could use it to look up the application configuration in the registry and see what verbs the application supports.

Browse button:

This is only enabled for user-configured items. Click browse to select the application executable

Use DDE:

Controls whether Dynamic Data Exchange is used to communicate with the viewer application. Forced on for auto items. For user-configured items, DDE is enabled and defaulted off when you add the item. With it off, every time you select "Open in External Viewer", a new instance of that viewer will be invoked instead of using an existing (already running) instance of the application. The feature of having the page loaded in an existing instance requires DDE. The easiest thing to do is turn it on and see if it works with the application being configured. If the application fails to run or fails to load your page, then turn off this feature.

DDE Verb/Parameter:

For the auto items, this field is labeled DDE Verb. Note that the application being configured creates the entry in the registration database and Visual Page uses that information (but never modifies it). Most applications will configure at least the open verb, and usually configure one or more of the verbs edit, print, and print to.

For user-configured items, this field is labeled DDE Parameter. This item is only for power users who are familiar enough with the registry to edit it themselves using RegEdit.exe or RegEdt32.exe.

Warning: Do not edit this field unless you are knowledgeable about editing the Windows registry.

CSS



Understanding style sheets

{button See

Also,AL(` Adding_text;Formatting_characters;Formatting_paragraphs',0,`,`')}

Cascading style sheets allow you to control the format of HTML tags globally (some or all of the Web pages in your site), or locally (only specific tags at specific points within a single Web page). You can also eliminate repetitive code in your document, such as applications of fonts and colors.

There are three basic ways you can work with cascading style sheets: linked, local, and inline. Each has their advantages and disadvantages. Inline styles are used to apply styles to specific tags at specific points in your Web page. A local style sheet is where the style definitions are placed directly in the Web page. A linked style sheet acts as a master style sheet.

You work with style sheets by:

[Creating linked style sheets](#)

[Using local style sheets](#)

[Creating inline style sheets](#)



Creating linked style sheets

{button See

Also,AL(`Using_inline_styles;Working_with_local_style_sheets;Formatting_paragraphs',0,`,`')}

A linked (also called external) style sheet is a CSS document that acts as a master style sheet, and has the extension .css. A Web page utilizes that master style sheet by linking to it. You can apply a linked style sheet to any number of Web pages in your site, or standardize your entire Web site with only one document.

You can create a linked style sheet either from scratch, or by using a template.

To create a linked style sheet from scratch:

- 1 Select New Style Sheet File from the File menu. The Style Sheet editor opens.
- 2 Click the Create New Style icon. The Style Attributes window opens.
- 3 Create a new style by doing one of the following:
 - If you want to redefine a base style, don't type anything in the Name text box.
 - If you want to create a new style based on an existing base style, select the base style and type in a name for your new style.
 - If you want to create a style that is not based on any existing styles, type in a name for the new style and leave the Base Style combo box set at Default Character Style. You can also change style attributes in the same dialog.
- 4 Click OK to create the new style.

Note: Items marked with an asterisk indicate that the item does not appear in the Visual Editor, but will appear in a CSS-compatible browser.

To create a style sheet based on a template:

- 1 Select Open from the File menu. The Open File dialog box appears.
- 2 From the Files of type pull down box, select Style Sheet Files (*.css).
- 3 Navigate to the appropriate directory that contains the style sheet template you want to open and double-click on it. The style sheet template opens in the Style Sheet editor.
- 4 Save your template with a new name using the Save As feature under the File menu.
- 5 [Modify the template](#) to create your style sheet.



Modifying linked style sheets

{button See

Also,AL(`External_style_sheets;Using_inline_styles;Working_with_local_style_sheets',0,`,`'`)}

You can modify a style sheet or template to change the definitions it contains or to create a new linked style sheet.

To modify a linked style sheet:

- 1 Open an linked style sheet by clicking the Open icon on the main toolbar.
- 2 Select .css in the Files of Type pull-down menu.
- 3 Navigate to and double-click the external style sheet you want to open. The Style Sheet editor opens.
- 4 Click on the Edit Style Attributes icon on the Style Sheet editor toolbar.
- 5 [Use the Style Attributes dialog box](#) to modify the style sheet.



Using local style sheets

{button See

Also,AL(`External_style_sheets;Using_inline_styles;Formatting_paragraphs',0,`
'`')}

A local style sheet is a set of style definitions placed within the Web document between <STYLE> tags. The opening and closing <STYLE> tags are placed before the </HEAD> tag.

Style definitions contained in a local style sheet overrule style definitions contained in an external style sheet when there is a conflict. You must have an open Web document in the Visual Page editor and be in Edit mode.

To create a local style sheet:

- 1 Open a Web document in the Visual Page editor.
- 2 Right-click anywhere in the Web document and select Page Style Sheet. The Page Style Sheet window opens.
- 3 Click the Local Styles button. The Local Styles Editor opens.
- 4 Click the Create a New Style icon. The Style Attributes dialog box appears.
- 5 Set attributes to your new style and click OK to apply your changes and close the Style Attributes window. The new style is placed in the Styles window.

TIP: You can edit a local style sheet in the Attributes window if you have checked this property in the preferences dialog.



Creating inline styles

{button See

Also,AL(`External_style_sheets;Working_with_local_style_sheets;Formatting_p
aragraphs',0,`,`'})}

Inline styles are style definitions that apply only to the immediate tag and all local definitions are placed between opening and closing tags. They do not override the standard HTML tags in the rest of the Web page, but they do override any style definitions from an external or local style sheet at that particular instance in your Web page.

To create an inline style sheet:

- 1 With a Web page open in Visual Page, select the text or objects you want to modify
- 2 Press F10 to create an inline character style, or Shift + F10 to create a paragraph inline style. The Inline Styles window opens.
- 3 Create the inline style by using any combination of the tabs in the Inline Styles window.
- 4 Click Apply to see your changes take effect in the Editor.
- 5 Click Close to apply all changes and close the Inline Style window.



Applying styles from other style sheets

{button

**SeeAlso,AL(`External_style_sheets;Working_with_local_style_sheets;Formattin
g_paragraphs;Using_inline_styles',0,`,`)}`}**

You can apply styles from other style sheets. If you've created other external or local sheets and added them to the Page Style Sheets window, you can apply them at the paragraph style level or at the text style level with the Show Styles window.

To open the Show Styles window:

- 1 From the View menu, select Show Styles. The Show Styles window appears.
- 2 Highlight the text to which you want to apply an inline style.
- 3 Click on the style from the Show Styles window.
- 4 Apply the style from the Apply On combo box.



Setting Style Attributes

{button

SeeAlso,AL('External_style_sheets;Working_with_local_style_sheets;Formattin
g_paragraphs;Using_inline_styles;Applying_styles_from_other_style_sheets',0
,',')}

The Style Attributes window is where you set attributes for style sheets.

To open the style attributes dialog box:

- 1 Right-click anywhere in an open Web page.
- 2 Select Page Style Sheets.
The Page Style Sheets editor appears.
- 3 Click the Local Styles button.
The Local Styles Editor opens.
- 4 Click the Create New Styles icon to open the Style Attributes dialog box.

The Style name shows the name of the style you are editing. Based On lets you define a new style that uses a standard HTML tag.

Style Attributes are set by using a dialog box that displays the following tabs:

[Font](#)

[Background](#)

[Borders/Margins](#)

[Paragraphs](#)

[Bullets and Numbering](#)

[Advanced](#)

[All Styles](#)

To set style attributes:

- 1 Click on the appropriate tab and select the attributes of your style.
- 2 Click OK to apply and changes and close the dialog box.
If you want to use another tab, click Apply, which applies your changes without closing the Style Attributes dialog box. If you want to cancel your changes altogether, click close.

Note: Close does not undo previous changes that were applied.



Font attributes tab

{button See

Also,AL(`Advanced_tab;All_Styles_tab;Background_attributes_tab;Borders_Margins_tab;Bullets_and_numbering_tab;Paragraph_Attributes;Setting_Style_Attributes',0,`,``))}

You can control the font type, font appearance, and text decorations in the Font tab of the Style Attributes window.

Font tab	Description
Font	Selects font or font groups.
Size	Selects font size
Text decorations	Text color: selects text color based on Windows palette. Default: uses default character style None: uses no text decoration Blink: sets text to "blink" Underline: applies <u>underline</u> text decoration Overline: applies overline text decoration Line through: applies line through text decoration Style: applies default, italic, normal, or oblique text styles Weight: applies various degrees of bold-face text styles Transform: applies default, none, capitalization, upper- and lower case text styles Variant: applies default, normal, or small caps text styles



Background attributes tab

{button See

Also,AL(`Advanced_tab;All_Styles_tab;Borders_Margins_tab;Bullets_and_numbering_tab;Font_attributes_tab;Paragraph_Attributes;Setting_Style_Attributes',0,`,`)}}

You control the background color and image display in the Background tab of the Style Attributes window.

Background tab	Description
Images	Default: uses Visual Page defaults No image: uses no image Image file: selects image file to be used as a background
Background Color	Sets background color from Windows palette
Position	Applies horizontal, vertical, repeated, and attachment properties.



Borders/Margins tab

{button See

Also,AL(`Advanced_tab;All_Styles_tab;Background_attributes_tab;Bullets_and_numbering_tab;Font_attributes_tab;Paragraph_Attributes;Setting_Style_Attributes',0,`,`)}}

You create custom borders and margins with the Borders/Margins tab.

Borders/Margin tab	Description
Apply to	Applies the Borders, Margin, and Padding properties to the four sides around an object: Left Top Right Bottom
Borders	Creates a border around an object, with respect to: Color Style Width
Margin	Creates an outer edge around an object.
Padding	Creates space between the border and the text or object when viewed in the browser.



Paragraph Attributes

{button See

Also,AL(`Advanced_tab;All_Styles_tab;Background_attributes_tab;Borders_Margins_tab;Bullets_and_numbering_tab;Font_attributes_tab;Setting_Style_Attributes',0,`,`)}}

You can change a paragraph's settings for alignment, indent, line height, and whitespace. The Paragraph tab appears in the Style Attributes dialog box when you are modifying a paragraph style.



Bullets and numbering tab

{button See

Also,AL(`Advanced_tab;All_Styles_tab;Background_attributes_tab;Borders_Margins_tab;Font_attributes_tab;Paragraph_Attributes;Setting_Style_Attributes',0,','')}}

You apply bullet and numbering styles through the Bullets tab.

Bullets and numbering tab	Description
Type	<p>Creates a shape or text style to be used as a list marker:</p> <ul style="list-style-type: none">n Default: disc is the default list markern Nonen Discn Circlen Squaren 1, 2, 3...n i, ii, iii...n I, II, III...n a, b, c...n A, B, C,...
Image	<p>Permits the use of an image as a list marker, such as a bullet.</p> <ul style="list-style-type: none">n Defaultn Nonen From File
Position	<p>Places the list marker inside or outside of the list:</p> <ul style="list-style-type: none">n Defaultn Insiden Outside



Advanced tab

{button See

Also,AL(`All_Styles_tab;Background_attributes_tab;Borders_Margins_tab;Bullets_and_numbering_tab;Font_attributes_tab;Paragraph_Attributes;Setting_Style_Attributes',0,`,`')}

The Advanced Tab is where you apply advanced CSS-related features.

Advanced tab	Description
Clear	Tells the Web browser not to place floating objects at specified positions: <ul style="list-style-type: none">n Defaultn None: This property is the same as not inserting the Clear property in the source code.n Leftn Rightn Both
Display	Default None Block Inline List-item
Float	Allows an image to flow left around text: Default None Left Right
Spacing	Changes the default value of letter or word spacing. You can set values to negative numbers as well as positive numbers. <ul style="list-style-type: none">n Lettern Vertical alignmentn Word



All Styles tab

{button See

Also,AL(`Advanced_tab;Background_attributes_tab;Borders_Margins_tab;Bullets_and_numbering_tab;Font_attributes_tab;Paragraph_Attributes;Setting_Style_Attributes',0,`,`')}

The All Styles tab display the current styles of selected text. You can edit this window directly and add or subtract features of the other tabs.

Layers



Understanding layers

{button See

Also,AL(' Adding_text;Adding_graphics;Creating_image_maps',0,','')}

Using layers allows you to create much more dynamic Web pages. With layering, it is possible for text to overlap, background images to be aligned with the foreground without using complicated frames or tables, and information can be efficiently organized within groups instead of only in a table.

When you work with layers, you are working with one or more sections of a Web page. When you make a layer, you are creating an object. An object, like an image or plugin, can be moved around a Web page to an exact pixel location. These objects can be contained within containers.

Netscape and Microsoft have different implementations of the object model that enables layering. Visual Page makes accessible the layer attributes and properties that are common to both browsers. When you have the most common layer attributes in your Web documents, your documents are more portable.

You work with layers by:

[Creating layers](#)

[Inserting containers](#)

[Positioning layers](#)



Creating layers

{button See

Also,AL(` Adding_text;Adding_graphics;Inserting_containers;Container_Properties;Deleting_layers',0,`,`)}}

You can create a layer at any time by selecting an object and then converting it to a layer.

To create a layer from objects in a page:

- 1 You must have a Web document open in the Visual Page editor.
- 2 Highlight or select an object or text that you want to use as a layer.
- 3 Choose Convert to Layer from the Visual Page Layer menu.
The selected object becomes a layer.



Inserting containers

{button See

Also,AL(`Adding_text;Adding_graphics;Creating_layers;Container_Properties',
0,','')}

Containers are holders of texts and objects, such as images and applets. Containers can be inserted as an object into a Web page, or inserted as a layer. You can modify the contents of a container at anytime.

To insert an empty container:

- 1 Select Layer mode from the Layer toolbar if you are not in Layer mode.
- 2 Position your cursor where you want to insert the empty container.
- 3 From the Insert menu, select Container.
A new container is inserted into the page.

To delete a container:

- 1 Select Layer mode from the Layer toolbar.
- 2 Select the container to be deleted.
- 3 Press the delete key.
The selected container and its contents are deleted.



Positioning layers

{button See

Also,AL(`Adding_text;Adding_graphics;Creating_layers;Inserting_containers',0
,';'})}

After creating a layer, you can position it anywhere on your web page. Layers can be moved easily, just click on the layers and drag it to a new position. You can also:

[Position layers forward and backward](#)

[Position layers front or back](#)

[Resize layers](#)

[Align layers](#)

[Set layer spacing](#)



Positioning layers to front or back

{button See

Also,AL(`Moving_layers_forward_and_backward;Resizing_layers;Creating_layers;Aligning_layers;Spacing_layers_evenly',0,`,``')}

When you are working with more than one layer, you can move them to the front or back. When you move a layer to the front, it becomes the frontmost visible object. When you move it to back, it is behind all other selected objects.

To move a layer to the front:

- 1 Select the Layer you want to move to front view.
- 2 Click the Move to Front icon on the Layer toolbar. The selected layer is moved to front view.

To move a layer behind another object:

- 1 Select the Layer you want to move to behind another layer.
- 2 Click the Move to Back icon on the Layer toolbar. The selected layer is moved behind the other object(s):



Positioning layers forward and backward

{button See

Also,AL(`Moving_layers_to_front_or_back;Resizing_layers;Creating_layers;Aligning_layers;Spacing_layers_evenly',0,`,`')}

When you are working with more than two or more layers, you can change the ordered position of a selected layer by moving it forward or backward.

To move a layer forward:

- 1 Select a layer that you want to move forward.
- 2 From the Layer menu, select Move Forward. The selected layer moves forward one position:

To move a layer backward:

- 1 Select a layer that you want to move backward.
- 2 From the Layer menu, select Move backward. The selected layer moves backward.



Resizing layers

{button See

Also,AL(`Moving_layers_to_front_or_back;Moving_layers_forward_and_backward;Creating_layers;Aligning_layers;Spacing_layers_evenly',0,`,`')}

After you create a layer, you may want to resize it to fit the dimensions of your Web page or in relation to other objects on the page.

To resize a layer:

- 1 Click on a side or corner of the layer. A black outline of the layer container appears.
- 2 Grab a side or corner of the layer and drag it to the desired size.



Setting Grid Spacing

The Layer Ple menu contains all the functionality of the Layer toolbar plus the option of setting grid spacing.

To change layer grid spacing:

1. Select Layer Mode from the Layer Toolbar if you are not in Layer mode.
2. The grid appears.
3. Choose Grid Options from the Layer Ple menu.
4. The Grid Options dialog box appears.
To have larger grid spacing, set the numbers higher than the default. For smaller, tighter grids, reduce the number of pixels. Set the number of pixels to 0 for no grid.
5. Click OK.
6. The Grid Options dialog box closes and the grid is reset.

Grid option	Description
Show Grid	Displays grid
Snap to Grid	Places objects to closest grid line
Width	increases number for larger horizontal spacing
Height:	increases number for larger vertical spacing



Aligning layers

{button See

Also,AL('Moving_layers_to_front_or_back;Moving_layers_forward_and_backward;Creating_layers;Resizing_layers;Spacing_layers_evenly',0,`,`)`})}

The Visual Page Layer Editor can align your layered objects to the same axis for you. Layers can be aligned with the selected layer's left, right, top, or bottom edge. You can also align to the grid.

To align layers to a specific edge:

- 1 Position the layer so that its applicable edge becomes the alignment axis for other objects.
- 2 Select the layers to be aligned.
- 3 Click the appropriate icon on the Layer toolbar. The selected layers are aligned.

To align layers to grid:

- 1 If necessary, change grid attributes by choosing Grid Options from the Layer file menu and using the Grid Options dialog box.
- 2 Select the objects that you want to align with the grid.
- 3 From the Layer menu, select Align, then To Grid. The selected objects are aligned to grid.



Setting layer spacing

{button See

Also,AL(`Moving_layers_to_front_or_back;Moving_layers_forward_and_backward;Creating_layers;Resizing_layers;Aligning_layers',0,`,`')}

When you select two or more layers, you can evenly space them horizontally or vertically.

To space layers evenly:

- 1 Select the layers you want to space evenly.
- 2 Select Space Horizontally or Vertically from the the Layer toolbar. The selected objects are evenly spaced.



Deleting layers

{button See

Also,AL(` Adding_text;Adding_graphics;Inserting_containers;Container_Properties;Creating_layers',0,`,`)}}

You can easily delete one or more layers from your Web page.

To delete a layer:

- 1 Select one or more layers in the open Web page.
A black border surrounds the layer(s).
- 2 Press the delete key.
Visual Page deletes the selected layer(s).

Site Management



Creating and managing Web sites

{button See

Also,AL(`Creating_a_new_Web_page;Printing_Web_pages;Using_HTML',0,`,`')}

In order for people to have access to your Web-based files, you put them on a Web server as a Web site. In Visual Page, you use a project to create and manage your Web sites. Projects speed development by letting you work with the files that make up your site globally rather than individually.

Before you start creating a Web site, you need to identify a folder on your local hard drive where you'll store the contents of your Web site.

Once you have this folder you can:

[Work with projects](#)

[Publish your site](#)

[Maintain your site](#)



Working with projects

{button See

Also,AL(`Publishing_your_project;Maintaining_your_Web_site',0,`,`'`)}

A project is the starting point for every Web site that you create with Visual Page. The Project Manager shows each item in a project and its relationship to other items within the same project.

The central element of the project folder is the project file. The project file contains all information necessary for management of the project, such as locations of other related files, links, external style sheets, and other information such as browser data for viewing hierarchical relationships.

Within the Project Manager you can:

[Create a project](#)

[Open existing projects](#)

[Work with files in a project](#)



Creating a project

{button See

Also,AL(`Opening_existing_projects;Opening_Web_files_within_a_project;Setting_up_a_project',0,`,`')}

Use the New Project wizard each time you want to create a new site from scratch, or use an existing one.

The New Project wizard will ask where on your local computer where you want to establish a directory, or folder for it. Then, you need to supply the name of the main homepage, and FTP server information. You can modify this server information within the open project.

To create a new project:

- 1 If you haven't done so, start Visual Page.
- 2 From the Visual Page toolbar, click the Create New Site icon.
The Project Wizard opens.
- 3 Provide all the necessary information for the New Project Wizard to create Project file.
When you are finished with the Project Wizard, the Project Manager window opens.



Specifying a Home Page in the Project Wizard

Create a new page or choose from existing HTML files using the browse button. See [Adding files to a project](#) and [Creating new web pages in a project](#) for additional information.

When you create a new home page, the Project Manager uses that home page as the starting point for your project.

To create a new home page:

- 1 Click the New button.

The New Home Page dialog box displays.

- 2 Navigate to the directory where you want the home page to reside.

- 3 Type a name in the File Name text box and click Save. Choose a name that identifies this Web page as a home page, such as home.html, index.html, or default.html. Consult your Systems Administrator for more information.

The New Home Page dialog box closes. The path and name of the home page appear in the Home Page Information panel.

Warning: if you are creating a new home page, don't select an existing one, otherwise, the Project Manager will overwrite it with a new file.

Create a new folder or choose from folders already existing on your hard drive.



Naming your Project in the Project Wizard

The Project File is the central file of a project and contains all the relational about the files in your project. By default, the Project Wizard will create a new Project File named Project.vpp.

To rename the Project File:

- 1 Select the Project.vpp name.
- 2 Type in a new name with the .vpp extension.



Configuring Server information in the Project Wizard

The FTP server panel of the Project Wizard is where you will publish your project. The four fields are described below. See [Connecting to your Web server](#).

- Host** Enter the name of the host Web server (for example, `ftp.yourServer.com`).
- Directory** Key in the name of your destination folder in this field. This information will display in the Server Info tab of the Project Options dialog box.
- User name** Enter the user name or ID in this field, if required.
- Password** If the FTP site you're accessing requires a password, enter it here.

Note: If you don't know your user ID or password, or are unable to connect to your Web server, contact your [ISP](#) or the technical support person for your network.



Opening existing projects

{button See

Also,AL(`Publishing_your_project;Creating_a_project;Opening_Web_files_withi
n_a_project',0,`,`)}}

You can open previously saved Visual Page projects and continue working on them at anytime, even with another project open.

To open an existing project:

- 1 From the Project file menu, select Open Site Project. The Open Project dialog box displays.
- 2 Navigate to the desired project file and double-click it. The project opens.



Working with files in a project

{button See

Also,AL(` Publishing_your_project;Creating_a_project;Opening_existing_projects',0,`,`')}]

A Web file can be a Web page, an image, or a multimedia file. By grouping all the files that make up your Web site into a project you can quickly and easily:

[Add files to a project](#)

[Open and delete files within a project](#)

[Create new pages while in a project](#)

[Display and insert links](#)

[Check the spelling of the text in your files](#)

[Find and replace text in your files](#)

[Remove files from a project](#)

[Save and rename files](#)



Opening and deleting files within a project

{button See

Also,AL(` Adding_files_to_a_project;Creating_new_Web_pages_in_a_project;Using_the_Project_window_to_insert_a_link;Checking_spelling_in_the_Project_Manager;Finding_and_Replacing_text_in_the_Project_Manager;Removing_files_and_folders_from_a_project;Saving_and_renaming_files_in_a_project',0,`,`)}}

You can open a project file at any time. You can also delete a file from within a project.

To open a file within a project:

- 1 Open the project containing the Web page you want to work with.
- 2 Navigate to the Web page and double-click it. The Web page opens in the Visual Page editor.

To delete a project file:

- 1 If Visual Page is running, make sure that the Project window for the project is closed. You cannot delete files while they are in use.
- 2 From the Windows operating system, delete the project file.



Creating new Web pages in a project

{button See

Also,AL(` Adding_files_to_a_project;Opening_files_within_a_project;Using_the
_Project_window_to_insert_a_link;Checking_spelling_in_the_Project_Manager;
Finding_and_Replacing_text_in_the_Project_Manager;Removing_files_and_fol
ders_from_a_project;Saving_and_renaming_files_in_a_project',0,`,`)}}

You can create a new page at anytime and it will automatically be added to your active project. The new Web page resides in whatever folder is open at the time.

To add a new page to a project:

- 1 Make the project window for that project active.
- 2 From the Project Manager toolbar, click the New Page icon.
A new, untitled page is added to the Project window, with all set preferences applied to it.
- 3 Double-click the new file to open it in the Visual Page editor.



Checking spelling in the Project Manager

{button See

Also,AL(` Adding_files_to_a_project;Opening_files_within_a_project;Using_the
_Project_window_to_insert_a_link;Creating_new_Web_pages_in_a_project;Fin
ding_and_Replacing_text_in_the_Project_Manager;Removing_files_and_folder
s_from_a_project;Saving_and_renaming_files_in_a_project',0,`,`)}}

When you start the Spell Checker from the project menu, the Spell Checker checks the spelling of all the Web pages in that project. When the Spell Checker reaches the end of a page, it will open the next one and locate the first word it suspects as being incorrect.

When you start the Spell Checker from the main toolbar, the Spell Checker checks whatever window is active. If it's an open Web page, it checks only that page. If it's a project window, it does a global check of the entire project.

The functions available are:

- n **Ignore** skips the current word and continues spell checking.
- n **Ignore All** skips all instances of this word.
- n **Add** places the current word into the dictionary.
- n **Change** replaces the current word with the word in the Change To window, or to the word that is highlighted in the Suggestions window.
- n **Change All** replaces all instances of this word with the word in the Change To window or to the word that is highlighted in the Suggestions window.
- n **Suggestions** automatically provides a list of alternatives to the current word.
- n **Edit Dictionary** opens the Personal Dictionary. In the personal dictionary, you can add, modify, or delete entries.
- n **Cancel** exits the Spelling Checker, but does not cancel any previous spelling changes made with the Spelling Checker.



Finding and replacing text in the Project Manager

{button See

Also,AL(Adding_files_to_a_project;Opening_files_within_a_project;Using_the_Project_window_to_insert_a_link;Creating_new_Web_pages_in_a_project;Checking_spelling_in_the_Project_Manager;Removing_files_and_folders_from_a_project;Saving_and_renaming_files_in_a_project',0,'')}

The global find and replace feature of the Project Manager provides a powerful means of locating and replacing words throughout your project.

You can also use the Find/Replace feature on a single document.

To find and replace text in a single Web page:

- 1 Open or click on the Web page that you want to search.
- 2 Select Find/Replace from the Edit menu. The Find/Replace window opens:
- 3 Enter or select search criteria.

Criteria	Description
Match whole words only	The Find/Replace editor search on the basis of whole words only. For example, a search for "stream" does not find the word "streams".
Match case	The Find/Replace editor performs operation with respect to case
Find	Performs the search and/or replace
Cancel	Cancels the operation
Replace	Replaces the current selection only with the replacement string
Replace All	Replaces all occurrences of the current selection with the replacement string

- 4 Select a function to continue:

Function	Description
Find Next (F3)	Moves to the next occurrence of the search string.
Find Previous (Shift+F3)	Moves to the previous occurrence of the search string.
Replace and Find Next (under Edit menu)	Replaces the immediate occurrence and moves to the next occurrence.

To find and replace text throughout a project:

- 1 Click on the Find and Replace icon on the Project window toolbar.
- 2 Enter or select search criteria, as specified above
- 3 Click Find to perform the search. The Project Manager scans all files in a project. When there is an occurrence of the word or words, the Project Manager opens the first page containing the first occurrence.
- 4 Select a function to continue, as described above.
When the Find/Replace feature has reached the last occurrence in a page, pressing F3 opens the next Web page and selects the first occurrence of the search criteria.



Adding files and folders to a project

{button See

Also,AL(`Finding_and_Replacing_text_in_the_Project_Manager;Opening_files_within_a_project;Using_the_Project_window_to_insert_a_link;Creating_new_Web_pages_in_a_project;Checking_spelling_in_the_Project_Manager;Removing_files_and_folders_from_a_project;Saving_and_renaming_files_in_a_project',0,`, `)}}

You can add .html, .class (java files), CGI scripts, and many kinds of multimedia files to a project. When you add HTML and CSS files, the Project Manager automatically adds all other files referenced by them, as well.

You can also add folders to a project. This is a quick and easy way to create new folders.

To add files to a project:

- 1 From the Project Manager toolbar, click the Add Files icon. The Add Files dialog box opens.
- 2 Change the Files of Type information if necessary.
- 3 Navigate to the target file and double-click it. The file is added to the current project.

To add a new, untitled folder to your project:

- 1 Click the Add New Folder icon in the current project window. A new, untitled folder appears.
- 2 Name your folder by typing in the box next to the Folder icon.

Note: Folders are added automatically to a project if a file within them is added to the project.



Removing files and folders from a project

{button See

Also,AL('Finding_and_Replacing_text_in_the_Project_Manager;Opening_files_within_a_project;Using_the_Project_window_to_insert_a_link;Creating_new_Web_pages_in_a_project;Checking_spelling_in_the_Project_Manager;Adding_files_to_a_project;Saving_and_renaming_files_in_a_project',0,','')}

When you delete a file from your project, you can delete only the references to it, or delete the file. When you delete references, the Project Manager automatically removes any references in all the files in that project. It does not delete the file.

When you delete the file, Visual Page deletes all references to that deleted file throughout your project.

To delete a file or folder from a project:

- 1 Select the file or folder you want to delete.
- 2 Press the Delete icon on the Project window toolbar or press the Delete key.
You are asked if you want to delete the file from your computer as well.



Saving and renaming files in a project

{button See

Also,AL('Finding_and_Replacing_text_in_the_Project_Manager;Opening_files_within_a_project;Using_the_Project_window_to_insert_a_link;Creating_new_Web_pages_in_a_project;Checking_spelling_in_the_Project_Manager;Adding_files_to_a_project;Removing_files_and_folders_from_a_project',0,','')}

Visual Page updates and saves your project file information as you work, but you can save files individually, or all the open files in your project. When you rename a file, the file is saved as part of the process

To save a file in a project:

- 1 Open the file in the Visual Page Editor.
- 2 From the File menu, choose Save. The Save menu item is enabled only if there are changes to save.

To save all open files in a project:

- n From the File menu, select Save All.

To rename a file or folder of a project:

- 1 Click on the file or folder you want to rename in the Project window.
- 2 Click the Rename icon on the Project window toolbar.
- 3 Type the new name for the file or folder.
- 4 Click the file or folder to accept the new name.



Closing a project

{button See

Also,AL(`Creating_a_project;Saving_and_renaming_files_in_a_project;Publishing_your_project',0,`,`')}

When you close a project, only the project window closes. When you work on a Web page that is part of a project, and the project is not open, the project file is still updated.

To close the active project:

- 1 From the File menu, choose Close while the Project window is active. All project changes are saved automatically.
- 2 Click the close box in the Project window title bar. Visual Page remains open so you can work on other projects.

To close all projects and exit Visual Page:

- n From the File menu, choose Exit. All project changes are saved automatically. The project and Visual Page windows close.



Displaying and inserting links

{button See

Also,AL('Repairing_links_using_the_Status_tab;Viewing_the_HTML_code;Adding_text;Creating_links_and_anchors',0,','')}

One of the easiest ways to create a link in Visual Page is to use the Project window as a place to drag Web pages and anchors from. You can also use the Project window to display all the links and anchors in the project folder.

To create a link with the Project window:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Preview Page toolbar button.
- 2 Open the Project window for your project by selecting Open Project from the Project menu.
- 3 Open the Web page in which you are going to place a link.
- 4 To select a portion of your text, click and drag over the desired area. To select a graphic, click anywhere on it once.
- 5 Drag the icon for the Web page (that you want to link to) from the Project window to the selection in your Web page. Visual Page creates the link.

To view links in a project:

- 1 Click the Links tab in the Project window.
- 2 Click on a Web page or object in the left window of the Project window.
The file or object is represented in the links window. The links window displays relationships of all links in a project.

To display all of the anchors within your project:

- 1 Open a Project window by selecting Open Project Site Window from the Window Project menu.
Within the Links view of the Project window, locate a Web page that contains anchors, and click the triangle + (plus sign) next to it. A Web page's anchors will be listed, and each anchor name has a blue anchor triangle icon next to it.
- 2 Click on the anchor for the Web page whose anchors you want to display.



Repairing links

{button See

Also,AL(`Using_the_Project_window_to_insert_a_link;Viewing_the_HTML_code
;Adding_text;Creating_links_and_anchors',0,`,`)}}

You view the links between pages and objects by clicking the Links tab in the Project Manager. The Project Manager provides a visual feature to let you modify links. Colored lines to represent the status of each link: A red arrow indicates the links that are not valid; blue arrows indicate that the files or objects are linked correctly.

You can also open any page or object in the links view by double-clicking the item. You can also expand and collapse files to show or hide link relationships.

To repair a bad link:

- 1 Click the Status tab of the Project Manager.
- 2 Double-click a file marked as having a bad link. The Repair Link window opens.
- 3 Select the correct file or object to link to.
- 4 Click Browse to navigate to the file or object, or type in the path in the To box.
- 5 Click OK to make the correction and close the Repair Link window. The link is repaired throughout the entire project.



Publishing your site

{button See

Also,AL(`Creating_a_project;Maintaining_your_Web_site;Creating_a_new_Web_page',0,`,`')}}`

In order for the world to have access your Web site, you must publish it to a Web server. To publish your site you:

[Set site options](#)

[Connect to your Web server](#)



Setting site options

{button See

Also,AL(`Connecting_to_your_Web_server;Maintaining_your_Web_site;Creatin
g_a_project',0,`,``))}

You set and change site options by using the Project Manager. You can assign a default style sheet, create or change folder mappings, and configure your network connection.

To set site options:

- 1 Open the project you want to publish.
- 2 Click the Project Options icon from the Project Window toolbar. The Project Options window opens.
- 3 Select the applicable tab and specify the settings you want.



Linking and unlinking an external default style sheet to your Web site

You can create or remove an external default style sheet link at any time to your Web site through the Project Options dialog box. For more information on working with style sheets, see [Modifying linked style sheets](#).

To link an external default style sheet to your Web site:

- 1 Click the Project Options icon in the Project window.
The Project Options dialog box appears.
- 2 Click the CSS File tab.
- 3 Click the checkbox to navigate to the style sheet.
- 4 Double-click the style sheet in the Open File dialog box.
The path and style sheet name appear in the text box.

To unlink an external default style sheet from your Web site:

- 1 Click the Project Options icon in the Project window.
The Project Options dialog box appears.
- 2 Click the CSS File tab.
- 3 Clear the checkbox.
The path and name of the style sheet is cleared.

Note: Only the link is removed; the style sheet is not deleted from your project.



Connecting to your Web server

{button See

Also,AL(` Disconnecting_from_the_Web;Maintaining_your_Web_site;Project_options',0,`,`')}

The Visual Page Project Manager uses File Transfer Protocol (FTP) to publish your project on a Web server. If you have a direct Internet connection, then Visual Page connects to your Web server as needed when you click on the Server tab in the Project Manager. If you are using Windows 95 or NT Dialup Networking, establish the connection to your Web server before using any operation that requires a connection, such as opening the Server tab, publishing, or downloading.

If you are using Visual Page over an intranet, there are other ways to publish your Web site if FTP is unavailable. For example, if you are on a Microsoft network, one way is to drag and drop your entire project folder to the server that hosts your site.

Once you have connected to your Web server you can:

[Publish a project](#)

[Upload individual files](#)

[Download files](#)



Publishing projects to your Web server

{button See

**Also,AL(`Connecting_to_your_Web_server;Maintaining_your_Web_site;Creatin
g_a_project',0,`,`')}}}**

To let the world see your Web site, you need to publish your project. The Visual Page Project Manager publishes your files for you with one click of a button.

To publish your project to your Web site:

- 1 Click the Files tab of the Project Manager.
- 2 Select the root folder of your project.
- 3 Click the Publish icon. If you are not connected to your Web server, the Windows 95 or Windows NT Dialup Networking opens and initiates the connection.
Visual Page publishes your project.



Uploading files to your Web server

{button See

Also,AL(`Connecting_to_your_Web_server;Maintaining_your_Web_site;Downloading_files_and_folders_from_your_Web_server',0,`,``')}}}

Occasionally, you may want to upload a file or two that may or may not be part of your Web site.

To upload selected files to your Web server:

- 1 In the Project Manager, select the files that you want to upload. You can use standard Windows mouse-key combinations to select files.
- 2 Click the Upload icon in the toolbar of the Project window.
The Confirm/Replace dialog box appears, if needed.

Note: When you publish an entire project, the Project Manager silently overwrites existing files. When you are uploading files (not publishing) you will be prompted to replace existing files.



Downloading files and folders from your Web server

{button See

Also,AL(`Connecting_to_your_Web_server;Maintaining_your_Web_site;Uploading_files_to_your_Web_server',0,`,`;`,`)}}

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

You can also import a remote site and then create a new project for it.

To download files and folders from a Web server:

- 1 Click the Servers tab in the Project window. If you are not connected to your Web server, the Windows 95 or Windows NT Dialup Networking dialer opens and initiates the connection.
- 2 Select the name of the files or folders that you want to download. If you are selecting multiple files, be sure to select them in the file list on the right side of the Servers window.
- 3 Click the Download button in the Project window toolbar (or double-click on the chosen file's name).
Visual Page automatically puts files in a corresponding folder under your project folder, and creates the folder if necessary. The directory structure of the remote folder is preserved in the new local folder.



Disconnecting from the Web

{button See

Also,AL(`Connecting_to_your_Web_server;Maintaining_your_Web_site;Publishing_your_project',0,`,`')}

Once you finish publishing or downloading your files, you may want to disconnect from your Web server, or from the Internet if you are using Dialup Networking. Otherwise, Visual Page closes your FTP connection if you are on a network.

To disconnect from your Web server using Dialup Networking:

- n Close the connection from the Windows 95 or Windows NT Dialup Networking.



Maintaining your Web site

{button See

Also,AL(`Connecting_to_your_Web_server;Setting_up_a_project;Publishing_your_project',0,`,``)}
our_project',0,`,``)}

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

[Creating and deleting remote files or folders](#)

[Renaming remote files](#)

[Repairing links](#)

[Calculating file transmission times](#)



Creating and deleting remote files and folders

{button See

Also,AL('Renaming_remote_files;Repairing_links_using_the_Status_tab;Calculating_file_transmission_times',0,','')}

Visual Page supports the creation of folders, and the deletion of folders and files from your remote project folders, without the use of third party FTP software.

When you delete a file from the server, it does not delete it from the local project. The deleted file will be restored to the Web server the next time you publish your project if you did not delete the file from your project.

If you delete items from your project while in the Files tab, you will be prompted to also delete the file from your computer. However, the file will not be deleted from the server. Also, if you delete a file from the server, it is not deleted from your project or computer.

To create a new folder on your Web server:

- 1 Open the Project window.
- 2 Click the Server tab in the Project window.
- 3 Press the New Folder icon.
- 4 Type in the new name in the New Remote Folder Name field.
- 5 Click OK to accept the folder name and close the dialog box. The new folder is created within the folder displayed at the top of the left server window.

To delete a file from your server:

- 1 Select the Servers tab in the Project window.
- 2 Select the name of the file you want to delete.
- 3 Click the Delete icon.



Renaming remote files

{button See

Also,AL(`Deleting_remote_files;Repairing_links_using_the_Status_tab;Calculating_file_transmission_times',0,`,`')}

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

To rename a file on your Web server:

- 1 Open the project for your Web site and click the Servers tab.
 - 2 Select the name of the file you want to rename.
 - 3 Click the Rename button. The name of the file is selected.
 - 4 Type in the new name for your file and click once to make the change permanent.
- Note:** Visual Page doesn't support the renaming of remote folders because FTP does not.



Calculating file transmission times

{button See

Also,AL(`Deleting_remote_files;Repairing_links_using_the_Status_tab;Renaming_remote_files',0,',';')}

Visual Page provides tools for determining the amount of time that it takes for a file to transfer, given the file's content and the connection speed. These approximate transmission times are for how long a Web browser (using HTTP) takes to download and display the Web page.

To determine the download time for a file:

- 1 Open the file for which you want to determine the transmission time for.
- 2 From the File Edit menu, choose Download Statistics. The Download Statistics window displays.
- 3 The Download Statistics window consists of the following elements:
 - The Total Document bar displays the transmission time for the file in the active window, at the baud rate indicated in the Modem Speed pop-up menu.
 - The Selected Object bar displays the transmission time for the selected object (such as a GIF image), at the baud rate indicated in the Modem Speed pop-up menu. If no object is selected, the displayed transmission time is set to 0 seconds.
 - The Selected Frame bar displays the transmission time for the selected frame set, at the baud rate indicated in the Modem Speed pop-up menu. If no frame is selected, this bar doesn't display.
 - The calculated transmission times are displayed in the right-hand side of the window.
- 4 To calculate a time for a different baud rate, select the new rate from the Modem Speed pop-up menu. The recalculated time displays in the right-hand side of the window.



Creating a Site Folder in the Project Wizard

Create a new folder or choose from folders already existing on your hard drive.

To create a site folder:

- 1 In the Site Folder Information panel, the path to the Project Folder appears.
- 2 Click Browse to open the Browse Folder window and navigate to the desired folder or directory.
- 3 Click OK to close the Browse Folder window and to return to the Site Folder Information panel.

The Site Folder Information panel contains the path and name of the site folder.

