

# Symantec Visual Page User's Guide

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# What's new in Visual Page

The 2.0 release adds enhancements to the functionality and usability of Visual Page. This section describes these exciting features.

Please refer to the Visual Page README.TXT file for late-breaking product information.

## Cascading style sheets

You can standardize your Web site and its content by creating and implementing cascading styles sheets, or CSS. The Visual Page User's Guide refers to CSS as style sheets. For more information on working with style sheets, see ["Formatting tags and pages with style sheets" on page 3-12](#). You must have a CSS-enabled browser to view your work outside of Visual Page.

## Layers

Add sophistication and style to your Web site by designing and adding layers (also known as absolute pixel positioning) to your Web pages. Visual Page allows you to visually create and define most properties for layers. To work with layers, see [Chapter 5, "Working with objects."](#)

## Project Management

Visual Page's Project Manager helps you keep your Web site up to date with powerful project and site management features:

- **Project Wizard**  
The Project Wizard gets you started in creating a new Web site or work with an existing one.

- One-touch publishing  
Publishing your project to your remote Web site is done with the click of the Publish button. For more information, see [“Publishing your project” on page 8-11](#),
- Automatic checking and updating of all links and anchors  
The Project Manager automatically updates and manages all kinds of links within your project as you work.
- Global spell checking and Find and Replace  
Work with one Web page or an entire site. For more information, see [“Checking spelling in a project” on page 8-5](#) and [“Finding and Replacing” on page 8-6](#).
- Enhanced Source Editor features  
You can change the font, font size, and colors in the Source Editor.

## Previewing in multiple browsers

You configure your favorite Web browsers in Visual Page to immediately see the results of your work. You won't need to leave Visual Page to start a Web browser, find the page and load it. Then, you can switch to any other configured browser at any time. This feature comes in handy when working with browser-specific implementations of cascading style sheets and layers.

# Welcome to Visual Page

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

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

## About Visual Page

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

## Features

Unlike most other HTML-based Web page editors, Visual Page displays your Web page so you see it as it's created. Visual Page's easy-to-use main editing window lets you create pages quickly, similar to creating documents in a basic word processor. You can drag and drop blocks of text, graphics, and other Web-based media onto a Web page, and Visual Page creates the necessary HTML code for you.

## **Project-based site management tools**

When you work with a Web site in Visual Page, you work with projects to keep your site (and yourself!) organized. Projects keep track of all the relational information between the files in your Web site, such as changed links and changed images.

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

Visual Page is also a useful tool for testing the links between pages in your site. Use the Project Manager to take inventory of new Web sites that you acquire. Using Visual Page's Project Manager, links and anchors are maintained for you by the Project Manager.

## **Extensive HTML authoring tools**

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

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

## **State-of-the-art media support**

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

In addition, Visual Page 2.0 supports cascading style sheets (CSS) and layers. Use the Style Sheet Editor and Layer Editor to add style and consistency to your Web site.



## Extensive template and sample set

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

## Updating Visual Page

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

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

## System requirements

Visual Page's minimum system requirements are as follows:

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

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

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## Visual Page's documentation

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

### Getting Started Guide

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

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

### User's Guide

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

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

### Online Help

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

## Web basics

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

Though it has been in use for over thirty years, the Internet became popular only recently, due to the graphics-based front end of the Internet: the World Wide Web (otherwise known as the **Web**). Unlike the Internet tools that preceded it, the Web allows easy access to information on the Internet — so easy that people with little or no background with using computers can view text, graphics, and other forms of media through it.

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

## Publishing on the Web

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

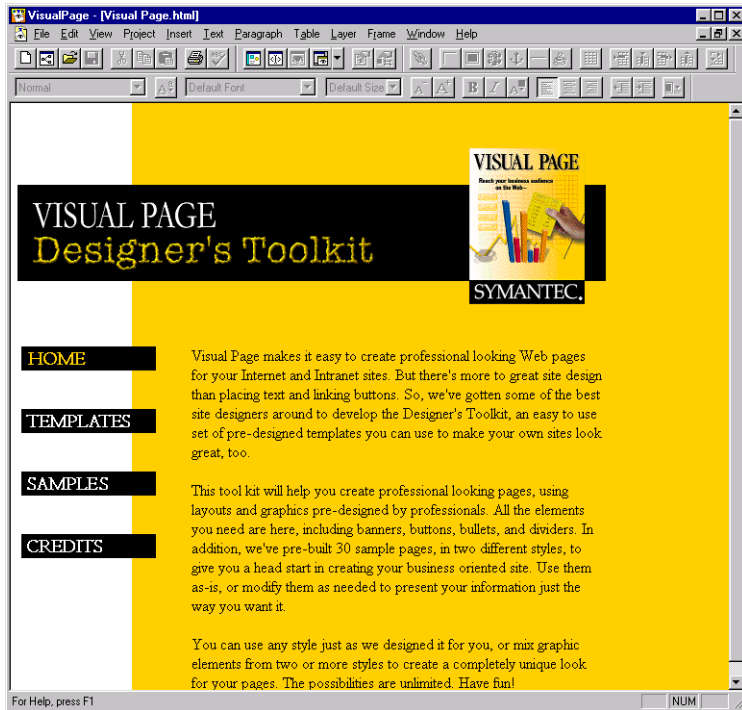
The components of Web-based publishing with Visual Page are:

- Web pages
- Web sites
- HTML (Hypertext Markup Language) formats
- Publishing files to a Web server

### What are Web pages?

A Web page is a type of document, viewed in a Web browser. You use Visual Page to construct documents for the Web, more commonly known as **Web pages**. You can work entirely in Visual Page’s Visual Editor, taking advantage of drag-and-drop, or work in the Source Editor with its own features to make your source code manageable. You can even work easily with a combination of the two!

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



For more information in creating Web pages, see [Chapter 2, “Creating Web pages.”](#) If you want more information on creating and working with projects, see [Chapter 8, “Creating and managing Web sites.”](#)

## What is a Web site?

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

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

Visual Page keeps your Web site together with a project file. Project files have the `.vpp` extension, and contain relational information about all the

files in your project. Even if you modify a file in a project without opening its parent project, Visual Page updates the corresponding project file.

The home page from Symantec's Visual Page Web site (located at <http://www.cafe.symantec.com>) is shown below.



Web sites are typically accessed through a **Web browser** — a software application expressly for viewing Web pages. As you can see, Visual Page can download Web pages, in addition to browser applications such as Netscape Navigator or Microsoft Internet Explorer.

For information about managing a Web site, see [“Creating and managing Web sites”](#) on page 8-1.

## What are HTML tags and style sheets?

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

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

You can also standardize and enhance your Web pages with cascading style sheets (also called **CSS**, or **style sheets**). Like HTML, CSS has its own syntax and attributes. However, CSS groups its styles together and also allows you to redefine HTML tags.

Visual Page automatically generates HTML and CSS source code as you edit your Web page, interpreting the tags as you create them in the Visual Editor—no HTML or CSS coding is necessary for Web page creation. For more information about support of HTML tags in Visual Page, see [“Inserting text into a Web page” on page 3-1](#) and [“Formatting tags and pages with style sheets” on page 3-12](#).

## How do you publish projects?

When you publish your project to your Web site, you use a **network protocol** (a set of predefined commands) to place the files on a **Web server**—a computer that’s dedicated to storing and sending out Web-based files. The most common protocol used for transferring files to a Web server is the **File Transfer Protocol** (FTP). The Visual Page Project Manager uses FTP to upload projects and files from your system to a Web server, rather than having to enter FTP instructions at a command line. Visual Page Project Manager provides extensive FTP support, including the ability to publish projects, upload, download, rename, and delete server-based files. For more information, see [“Publishing your project” on page 8-11](#).

## Using hypertext

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

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

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

## What are URLs?

Visual Page uses the **Uniform Resource Locator (URL)** standard for determining where linked files are located. A URL consists of a type of address that locates a Web page on the Internet in response to a browser request.

A typical URL looks like this:

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

A URL can consist of up to five parts:

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

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

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

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

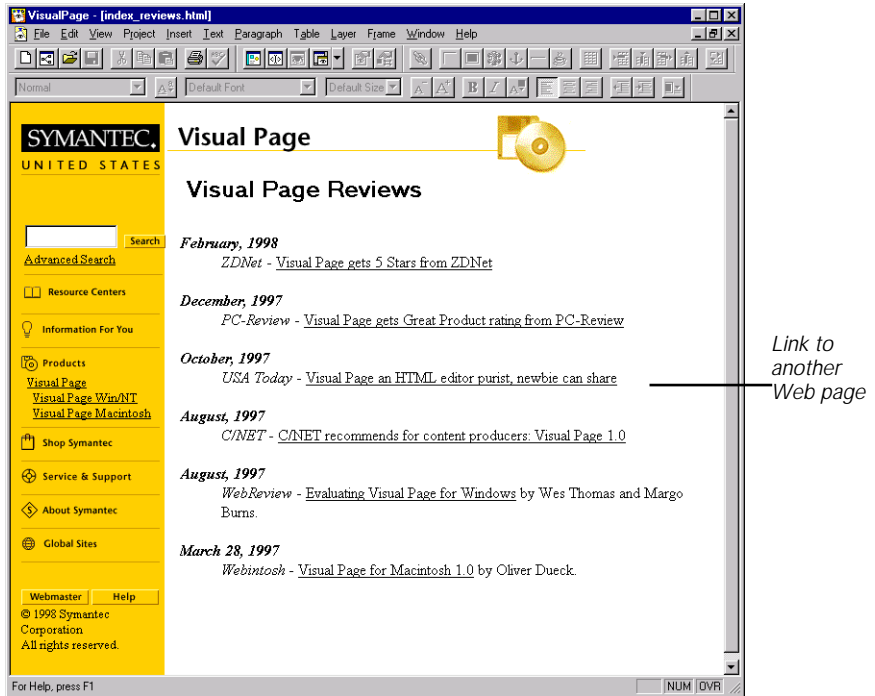
**Anchor.** The anchor, preceded by a number sign (#), refers to a specific location within a Web page, in this example, **#topic1**.

## What are links?

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

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

A Web page with several links is shown below.



You can use the Site Manager to test and fix all links in your Web site. For more information on creating and editing links with Visual Page, see “Inserting links” on page 4-1.

## What are anchors?

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



A page with an anchor is shown below.



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



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

For more information on creating and editing anchors with Visual Page, see ["Inserting anchors" on page 4-3](#).

## Designing for the Web

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

Visual Page 2.0 supports:

- Cascading style sheets (CSS)
- Layers

These new features allow you greater control over the design of your document, and incorporate an expanded set of media within your Web sites.

## What are style sheets?

**Style sheets** contain style definitions that are applicable to one line only, or for all documents in your Web site. A style definition is usually an HTML tag. You can create style definitions based on existing HTML style definitions, redefine HTML style tags, or create new ones.

For more information about cascading style sheets, see [“Formatting tags and pages with style sheets” on page 3-12](#).

## What are layers?

**Layers** are objects that can be positioned at any pixel on your Web page. You can move them around, stack them, hide them, or change their colors and messages. You won't need to write the code yourself for even the most complex objects; let the Layer Editor do it for you. For more information on layers, see [“Understanding layers” on page 5-16](#).

## Programming for the Web

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

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

## What are applets?

Visual Page supports the embedding of **Java applets** within Web pages. Java applets are interactive mini-applications (created with the Java programming language) contained within a Web page. Applets are useful if

you want to embed software programs (such as calendars or alarm clocks) within your pages. Use Symantec's Visual Cafe to create Java applets quickly and easily.

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

For more information on applets, see [“Inserting applets” on page 7-4](#).

## What is JavaScript?

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

For more information on JavaScript, see [“Using JavaScript” on page 7-7](#).

## What are forms?

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

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

For more information on forms, see [“Creating forms” on page 7-9](#).

## What's next

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



# Creating Web pages

Visual Page provides a wide range of features to aid you in trouble-free creation of Web pages. Visual Page provides an easy yet sophisticated system to manage the collection of files that make up a project. A project is the primary component of Visual Page. For more information about working with projects, see [“Creating and managing Web sites” on page 8-1](#)

This chapter describes the basic components of these various tools, creating Web pages, and how to control the document and global settings within Visual Page.

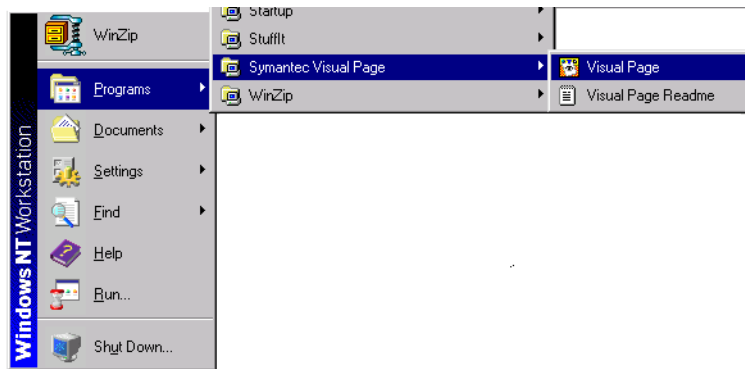
## Launching Visual Page

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

### To launch Visual Page:

- 1 Click the Start button on the Taskbar.  
The Start menu appears.
- 2 Point to Programs.  
The Programs menu appears.

- 3 Point to Symantec Visual Page, and select the Visual Page program:



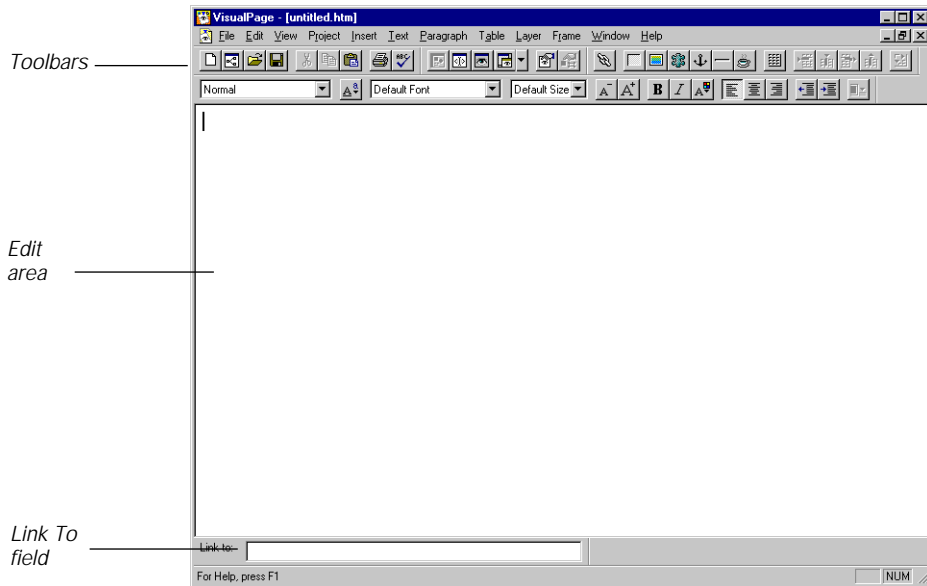
Visual Page opens, with a new, untitled web page ready for editing.

Once you've launched Visual Page, the main editing window appears. The main editing window serves as the visual editor for Visual Page. If you want to open a project, see [“Opening projects” on page 2-6](#) for more information.

## The Visual Page interface

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

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

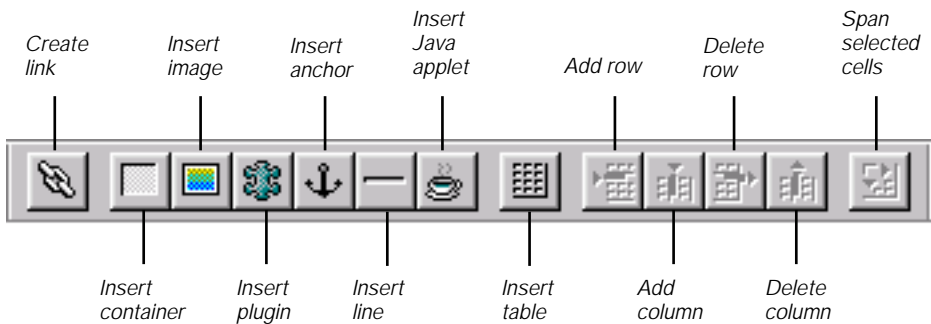
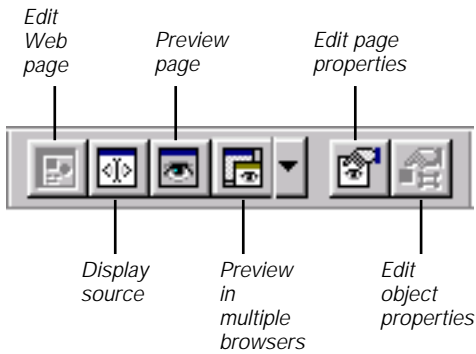
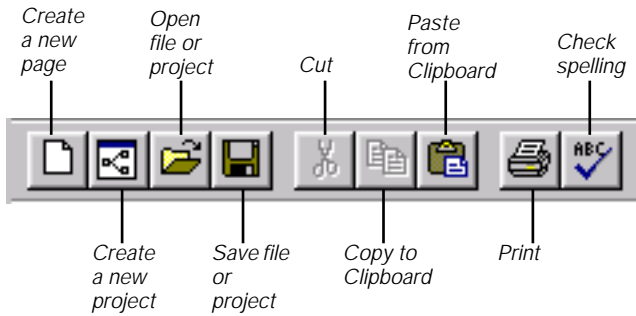


Visual Page’s toolbars provide access to the most commonly used features of Visual Page. The toolbars are the “central hub” of Visual Page’s main window — most of your Web page formatting and project management can be done directly from it.

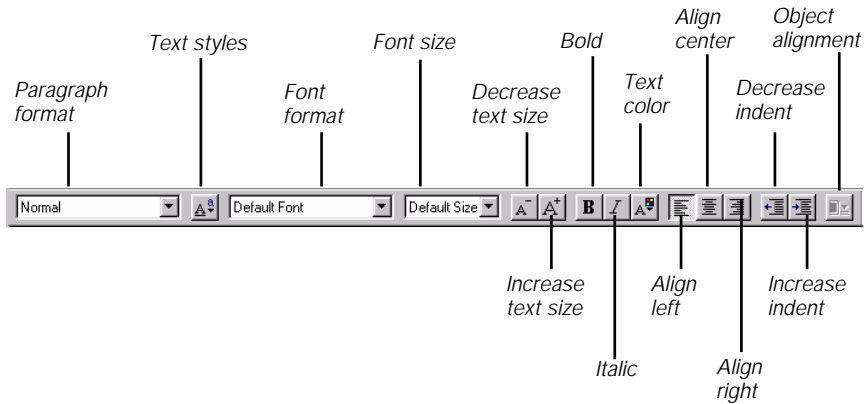
To view or hide a toolbar, choose Toolbars from the View menu. Select a toolbar that you wish to display, and deselect a toolbar that you wish to hide. You can also access this toolbar menu by right-clicking anywhere on a toolbar. You can also move toolbars around and place them anywhere within the Visual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

To dock a toolbar, drag it to the main toolbar or to the bottom of the Visual Page window.

Below are the main toolbar buttons:







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

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

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

## Opening files

You can open Web pages in Visual Page in two ways:

- As an individual Web page
- As part of a project

When you close the Visual Page application, Visual Page remembers the last file or project that was open, and will open it automatically the next time you open Visual Page.

## Opening Web pages

You can open previously saved Visual Page Web files and continue working on them at anytime, even with other Web files open.

**To open a Web page in Visual Page:**

- 1 Select Open from the Visual Page File Menu.  
The Open dialog box displays.
- 2 Select the desired file type from the drop-down menu.
- 3 Navigate to the desired Web page.
- 4 Click Open.  
The Web file opens in Visual Page.

or:

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

- 1 Open Visual Page.
- 2 Open the Windows Explorer.
- 3 Arrange your Windows desktop area so that both the Visual Page and Windows Explorer windows are visible.
- 4 Using Windows Explorer, navigate to the desired Web file.
- 5 Select the desired file, and drag it to the Visual Page window.  
The file opens in Visual Page.

## Opening projects

Projects keep your Web site organized by keeping everything together in a folder.

**To open a project:**

- 1 From the Project menu, select Open Project.  
The Open Project dialog box appears.
- 2 Navigate to the desired project file.
- 3 Double-click the project file.  
The Project window opens for the project.

**To open a Web file from within a project:**

- 1 Open the project that contains the file. See [“Opening existing projects” on page 8-4](#) for more information.
- 2 Navigate to the Web page you want to open.

- 3 Double-click to open the Web page.

The Web page opens in the Visual Editor.

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

Note: If you open Web pages that are part of a project, the Project file is automatically updated with any changes you make. For more information on working with projects, see [“Creating and managing Web sites” on page 8-1](#).

## Setting preferences

When you start using Visual Page, you can set up a variety of preferences to customize the way you want to work. There are two groups of preferences within Visual Page: global preferences and page defaults. Global preferences affect how features are implemented in Visual Page, in all pages and projects. Page defaults apply to a single Web page, and they handle the primary elements of the Web page's appearance, from text color to background images.

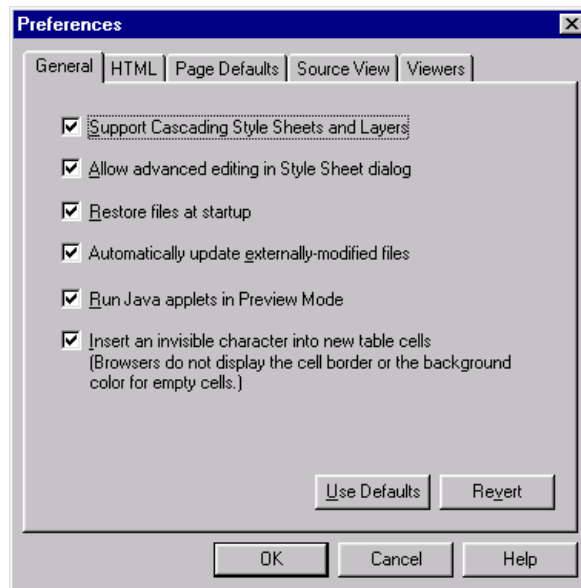
### Setting global preferences

Global preferences control the functioning of a number of essential features within Visual Page, such as how files are used, how multiple viewers are configured, page defaults, HTML generation, and how the view in the Source Editor is configured. These global preferences are applied to each new project or page that you create.

To set Visual Page's global preferences:

- 1 From the Edit menu, select Preferences.

The Preferences dialog box opens.



- 2 Select the tab for the category of preferences you want to set.
- 3 Select the desired option. The options for each category are described in the table below.
- 4 Click OK to save your preferences changes.

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

Preference tab	Description of preference options
General	<p>Sets miscellaneous attributes, including the following:</p> <ul style="list-style-type: none"><li>• Support new browser features (cascading style sheets and layers)</li><li>• Automatically re-load changed HTML files</li><li>• Save Workspace</li><li>• Attributes list in Style Sheet dialog is editable</li><li>• Insert an invisible character into new table cells (Browsers don't display the cell border on the background color for empty cells)</li><li>• Run Java applets in Preview mode.</li></ul>
Viewers	<p>Sets browsers to view the items in your site or project.</p> <ul style="list-style-type: none"><li>• Set default browser for previewing of your work</li><li>• Add another browser for previewing of your work</li><li>• Remove deletes the configured viewer</li><li>• Advanced</li><li>• Clear removes all</li><li>• Revert</li></ul>
Page Defaults	<p>Sets various page defaults, such as background images, as well as colors for:</p> <ul style="list-style-type: none"><li>• Background</li><li>• Normal Text</li><li>• Normal Links</li><li>• Active Links</li><li>• Visited Links</li></ul>

---

Preference tab	Description of preference options
HTML	Sets output defaults, including the following: <ul style="list-style-type: none"><li>• Default file extension used for Web pages (.htm or .html)</li><li>• Proprietary line separators for Mac, Unix, or Windows/DOS.</li><li>• Return key mapping (&lt;P&gt; or &lt;BR&gt;). For more information about this feature, see “Creating paragraphs and line breaks” on page 3-11.</li><li>• Software, author, and date information in file header (META tags).</li><li>• Server Image Map Format</li></ul>
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"><li>• Font</li><li>• Font size</li><li>• Plain text</li><li>• HTML tags</li><li>• HTML source code comments</li><li>• Form attributes</li><li>• Form values</li></ul>

- **Use Defaults:** Click this button to use the default preference settings.
- **Revert:** You can go back to the preference settings that were in place before you opened the Preferences dialog box.
- **Clear:** Clears text entry fields.
- **Apply:** Applies changes and keeps the dialog box open.
- **Cancel:** Cancels any changes you’ve made to the preferences settings.

## Setting Web page defaults

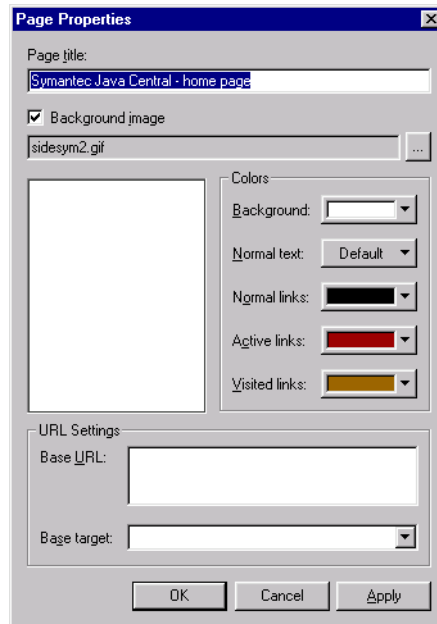
If you want to customize the display of your Web page, Visual Page allows you to change specific features.



### To change the page defaults for a Web page:

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

The Page Properties dialog box appears:



- 2 Use the attributes in the Page Properties dialog box to set the document's attributes. These attributes are described in the table below.
- 3 Click OK when you've finished setting the desired options.

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

Property type	Description
Background image	Sets the background image for your Web page. For more information on this feature, see <a href="#">“Creating tiled backgrounds” on page 5-9</a>
Background color	Sets the background color of the page.
Normal text color	The color of the document's text.
Normal links color	The colors used for hypertext links. For more info, see <a href="#">“Setting the color for normal links” on page 4-4</a> .
Active links color	The color used for links as they are active. For more information, see <a href="#">“Setting the color for active links” on page 4-6</a> .
Visited links color	The color used for links that, when viewed in a browser, have been visited by a user. For more information, see <a href="#">“Setting the color for visited links” on page 4-6</a> .
Base URL	Sets the <b>Base URL</b> for your document. The Base URL is the directory location upon which all the links in a Web page are based. For more information, see <a href="#">“Calculating file transmission times” on page 8-25</a> .
Base target	The base target for all the links in the Web page. This lets you specify whether links open documents in a new window, the same window, a new frame, or the same frame. For information on setting the base target for a frame, see <a href="#">“Setting the frame target” on page 6-11</a> .

The following buttons appear on the Page Properties dialog box:

**OK:** Click this button to apply changes and close this dialog box.

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

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



**Note:** If you applied changes with the Apply button, Cancel does not undo those changes.

---

## Starting a Web page

The first step in using Visual Page is creating Web pages. There are several ways that you can start a Web page:

- From scratch
- From an existing Web page in your computer or from the World Wide Web
- From a template

You can create individual pages, and include them into a project once they are done, or create a new page from within a project.

---

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

---

## Starting a Web page from scratch

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

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

### To start a Web page from scratch:

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

A new, untitled Web page opens.

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

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

## Starting a Web page from an existing page

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

### To start a Web page based on a local one:

- 1 Open the desired file in Visual Page. If your file is part of a project, open the project first. See [“Opening projects” on page 2-6](#) for more information.
- 2 Save the file under a new name by selecting Save As from the File menu.
- 3 Modify the file as desired. Make sure to save your changes.



If you open a Web page that contains tags that aren't supported by Visual Page, the opening and closing tags are indicated by opening and closing tag icons. To modify these tags, either double-click on them, or open the file in the Source Editor. For details on using the Source Editor, see [“Viewing the HTML code” on page 2-17](#).

Now that you've got your Web page started, you can add, edit or delete text, graphics and other elements. See the appropriate chapters for information on how to do so. If you want to preview your document, or

view its HTML source code, be sure to see the sections covering preview and source code modes later in this chapter.

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

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

**To download an existing Web page:**

- 1** From the File menu, select Download Remote File.
- 2** Enter the URL for the file.
- 3** Click OK. A Save As dialog box appears.
- 4** Navigate to the folder that you want to save the file to and enter the new filename (if you wish to change it from the existing filename).
- 5** Click Save. The file you selected downloads, and displays.

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

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

## **Starting a Web page from a template**

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

### To start a Web page from a template:

- 1 From the File menu, select Open.

Select the file “Visual Page.html” in the Templates subdirectory in the Visual Page directory.

- 2 Click Open.

The Visual Page Designer’s Toolkit displays.



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

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

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

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

- 7 From the File menu, choose Save As.

The Save As dialog box appears.

- 8 Enter the filename for your Web page, and click OK.

You now have your own Web page, based on one of the template pages.

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

## Previewing your work

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



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



You can also view your work in multiple browsers that are configured in Visual Page preferences. To configure which browsers you want to work with see [“Setting global preferences” on page 2-7](#).

# Viewing the HTML code

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

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

## To switch to the Source Editor:



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

The Source Editor opens:

```

VisualPage - [index.html [Source]]
File Edit View Project Insert Text Paragraph Table Layer Frame Window Help
Normal Default Font Default Size
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 3.2//EN">
<HTML>
<HEAD>
<META HTTP-EQUIV="Content-Type" CONTENT="text/html;CHARSET=iso-8859-1">
<META HTTP-EQUIV="Keywords" CONTENT="Symantec, Symantec Visual Cafe, Java">
<META NAME="GENERATOR" Content="Visual Page 2.0 for Windows">
<TITLE>Symantec Java Central - home page</TITLE>
</HEAD>
<BODY BACKGROUND="sideesm2.gif" BGCOLOR="white" LINK="black" ALINK="#990000" VLINK="#996600">
<FORM ACTION="http://www.symantec.com/search/iatoc" METHOD="POST" ENCTYPE="application/x-www-form-urlencoded">
<P>
<TABLE BORDER="0" CELLPADDING="0" CELLSPACING="0">
<TR>
<TD WIDTH="152" ALIGN="LEFT" VALIGN="TOP">
<P><IMG SRC="spacer.gif" WIDTH="152" HEIGHT="11" ALIGN="BOTTOM" BORDER="0"><BR>
<IMG SRC="sym_logo.gif" WIDTH="144" HEIGHT="39" ALIGN="BOTTOM" ALT="Symantec logo" BORDER="0"><BR>
<IMG SRC="us_logo.gif" WIDTH="144" HEIGHT="24" ALIGN="BOTTOM" ALT="United States" BORDER="0">
</TD>
<TD ALIGN="LEFT" VALIGN="TOP" COLSPAN="2">
<P><IMG SRC="us_resourcecenters.internettools.banner.gif" WIDTH="435" HEIGHT="63" ALIGN="BOTTOM" ALT="Internet Tools"
BORDER="0">
</TD>
</TR>
<TR>
<TD WIDTH="152" ALIGN="LEFT" VALIGN="TOP">
<FONT SIZE="2"><!-- begin search -->
<P><BR>
<INPUT TYPE="HIDDEN" NAME="NS_search-type" SIZE="1" VALUE="Free text" STYLE="Font-Size: X-small"><INPUT TYPE="HIDDEN"
NAME="NS_maxrecords" SIZE="1" VALUE="25" STYLE="Font-Size: X-small"><INPUT TYPE="HIDDEN" NAME="NS_collection"
SIZE="1" VALUE="All Documents" STYLE="Font-Size: X-small"><INPUT TYPE="TEXT" NAME="NS_query" SIZE="11" STYLE="Font-Size
<INPUT TYPE="IMAGE" NAME="GO..." SRC="us.search.gif" WIDTH="43" HEIGHT="14" ALIGN="BOTTOM" BORDER="0" STYLE="Font
ALIGN="absmiddle"><BR>
<!-- begin advancedsearch --> <FONT><A HREF="http://www.symantec.com/search.html"><FONT SIZE="2">Advanced Search</FONT><<
SIZE="2"><BR>
<!-- end advancedsearch --> <IMG SRC="sep_2.gif" WIDTH="144" HEIGHT="13" ALIGN="BOTTOM" BORDER="0" STYLE="Font-Size: X
<!-- end search --> <IMG SRC="us_resourcecenters.area.gif" WIDTH="144" HEIGHT="22" ALIGN="BOTTOM" ALT="Resource Centers"
BORDER="0" STYLE="Font-Size: X-small"><BR>
<IMG SRC="spacer.gif" WIDTH="8" HEIGHT="11" ALIGN="BOTTOM" ALT="....." BORDER="0" STYLE="Font-Size: X-small"><FONT><A
HREF="http://cafe.symantec.com/index.html"><FONT SIZE="2">Internet Tools</FONT><<A<FONT SIZE="2"><BR>
<IMG SRC="spacer.gif" WIDTH="12" HEIGHT="11" ALIGN="BOTTOM" BORDER="0" STYLE="Font-Size: X-small"><FONT><A HREF="ht
  
```

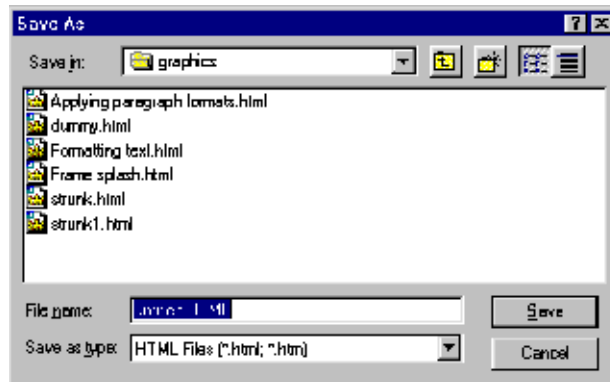
## Saving a Web page

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

To save a Web page:

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

The Save (or Save As) dialog box opens:



- 2 Navigate to the folder to which you want to save the file.
- 3 If this is the first time you're saving this file, enter a name for the file. The file extension will automatically be added, according to the file extension preference setting. For more information, see [“Setting site options” on page 8-12](#).
- 4 Click OK.

---

**Note:** When you use the Revert feature in Visual Page, you revert to the *last* saved copy of your Web page or project.

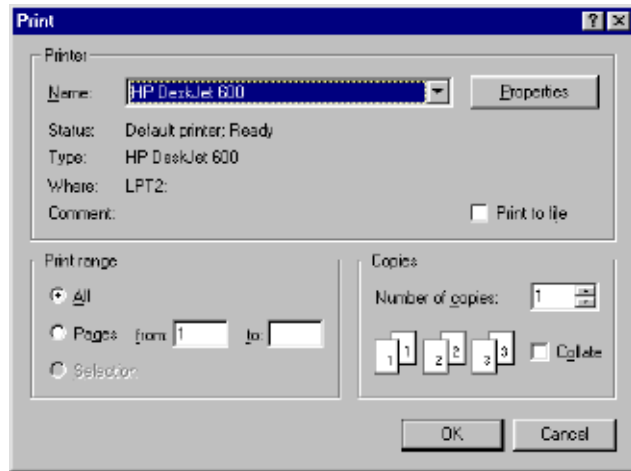
---

## Printing a Web page

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

To print a Web page:

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



- 2 Enter the printing-specific information for your print job.
- 3 Click OK to save your settings and print the file.

## What's next

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





## Working with text

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

This chapter covers the range of text insertion and manipulation tools within Visual Page, including formatting of paragraphs, characters, tags, and pages; text alignment and coloring; inserting HTML tags; finding and replacing; and checking your spelling.

### Inserting text into a Web page

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

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

After you finish inserting your text, don't forget to preview your Web page. For instructions on using the Preview mode, see [“Previewing your work” on page 2-16](#).

## Typing text into a Web page

By default, Visual Page's operating mode is Edit mode. You can enter text into any open Web page as long as you are in Edit mode.

### To insert text into a Web page by typing:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Position the insertion point by placing the cursor over the desired insertion point and single-clicking.
- 3 Enter your text.

## Dragging and dropping text into a Web page

When you drag and drop text in Visual Page, a copy of the source text is made.

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

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Open the Web page from which you want to drag the text. This is the source page.
- 3 Open the Web page into which you want to drag the text. This is the destination page.
- 4 Arrange the two Web page windows so that you can see both on your computer screen.
- 5 Within the main edit window of the Web page that contains the source text, select the text you want to insert into the other Web page.
- 6 Place the mouse pointer on the selected text and drag the text to the location in the destination Web page.
- 7 Release the mouse button.

Your text is copied from the source Web page to the destination page.

## Copying and pasting text into a Web page

You can copy text into Visual Page by using standard Windows operations, even from another application.

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

- 1 If the Web page that you want to copy the text from isn't open, open it now. This is the source page.
- 2 If the Web page that you want to paste to isn't open, open it now. This is the destination page. Make sure that this page is open in Edit mode by clicking the Edit Page toolbar button.
- 3 Within the main edit window of the source page, select the text you want to insert into the destination page.
- 4 From the Edit menu, select Copy.
- 5 Move the text cursor to the place in the main edit window where you want the insertion point placed, and single-click.
- 6 From the Edit menu, select Paste.

The text is copied to the new location.

---

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

---

## Formatting text

Visual Page supports three types of text formatting: paragraph formatting, character formatting, and formatting tags and pages using cascading style sheets.

Paragraph formatting is used to apply a group of predefined styles and text alignment attributes to a paragraph. For example, if you want a piece of text to look like a heading, you apply the Heading 1 format to that text. The text is then displayed with the style and text alignment attributes defined for that format.

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

You can also format paragraph and character styles by using cascading style sheets. You can use the many style sheet features in Visual Page, or apply them from the main toolbar. For more information on using style sheets, see [“Formatting tags and pages with style sheets” on page 3-12](#).

## Formatting paragraphs

Use paragraphs formats to organize the look and structure of information in your Web page.

### Applying paragraph styles

Paragraph styles are intended to be applied according to the type of information contained within their target paragraph; for example, you would apply the Heading 1 format to the topmost headers in your Web page. When you start typing in Visual Page, the default paragraph style is set to Normal.

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

Note that the use of style sheets can also be used to make the look of pages and tags standard. However, the look can vary widely depending on the browser.

#### To apply a paragraph style:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Select the paragraph you want to format by clicking anywhere within it.



- 3 Click the arrow in the style box on the toolbar.  
A drop-down list of paragraph styles appears.
- 4 Choose the paragraph style you want to apply.  
Visual Page supports the following paragraph styles:

Paragraph style	Description
Normal	<p>The Normal style is the default format when you create a new paragraph. The text appears flush left in the page window and is displayed in the Visual Page default font. This style is also selectable from the style drop-down menu. Most of the text in your Web pages should be formatted with this style.</p>
Headers	<p>Header styles are used to make headlines or titles distinct from the rest of the text in a page. In general, headers are larger than the Normal format, and are in a bold type face. Visual Page supports the heading styles Heading 1 through Heading 6.</p> <p>An alternative to using a header format is to manually specify the font size of a text block, using the Increase Font Size button. Creating headers in this way allows you greater control over the relative size of your headers.</p>
Preformatted	<p>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.</p> <p>Preformatted paragraphs are displayed in mono-spaced fonts, such as Courier. Monospaced fonts use equal spacing for all characters, regardless of the individual character's size: for example, the letter "I" takes up the same amount of space as the letter "W". This allows for easy formatting of large blocks of difficult to read text, such as is found in computer code.</p>

Paragraph style	Description
Address format	<p>Web site authors typically apply the Address style to the paragraph that contains a contact address for the creator of the Web site. As is the case with all the paragraph formats, the final appearance is dependent on the browser which displays it. Most Web browsers use an italic format in the Address style, which is the convention Visual Page uses as well.</p> <p>Choosing to include an address is a matter of style. When you include an address, make sure to link it so that the browser jumps to email when the link is clicked.</p> <p><b>Note:</b> The Address style does NOT create a link to an email address! To create an email link, see <a href="#">“Creating email address links” on page 4-7</a>.</p>
List formats	<p>When you apply the Bullet style to a paragraph, Visual Page indents the text and places a bullet character to the left of the text in the paragraph. You use this style to create bullet lists — an unordered list of items or topics. This is useful if, for example, you want to create an online presentation highlighting several main topics.</p> <p>The term and description styles are designed to be used together in lists of definitions. The format is similar to what you would find in a Glossary: the Term style is used to format the glossary word, and the Definition style is used to format the definition of the word.</p> <p>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.</p>

---

## Applying paragraph alignment attributes

Paragraph alignment attributes are used to organize and set off information. Examples of paragraph alignment attributes are justification

and indents. Indents guide the reader's eye through the contents of the Web page. Breaks that are properly placed throughout text allow the reader to pause, much like a break in between thoughts, and continue reading when ready.

Justification adds consistency to the visual spacing and layout of objects and text. It can be used to align text without the use of frames or tables. Usually, left-justified text is used for long blocks of text, making your document easier to read. Right-justified text is often used for short and small blocks of text, such as brief quotations.

#### To index a block of text:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Select the paragraph you want to format by clicking anywhere within it.
- 3 Decrease or increase the paragraph's indenting, by clicking the appropriate indentation button.



#### To justify a block of text:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Select the paragraph you want to format by clicking anywhere within it.
- 3 Click the Align Left, Align Center, or Align Right alignment button.



## Formatting characters

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

### Applying character styles

You apply character styles by selecting text, then choosing a style from the main toolbar. These character styles include applying fonts and font sizes, color, as well as other standard character styles.

When you start typing in Visual Page, the default character style is 12-point Times New Roman.

**To apply a character style:**

- 1** If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2** Select the character(s) you want to format by clicking at the insertion point, then dragging to the end of the selection.
- 3** Choose a character style from the Text menu.

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

Character style	Description
Plain	Unformatted text.(default)
Bold	Bold text; for example, <b>bold</b> .
Italic	Italicized text; for example, <i>italic</i> .
Superscript	Superscripted text; for example, <sup>1</sup> .
Subscript	Subscripted text; for example, <sub>1</sub> .
Strike Thru	Strike-through text; for example, <del>delete this phrase</del> .
Fixed Width	A non-proportional font (similar to the Preformatted paragraph style); for example, <b>fixed width</b> .
Underline	Underlines text, for example, <u>underline</u>
Emphasis	Italicized text; for example, <i>italic</i> .
Strong Emphasis	Bold text; for example, <b>bold</b> .
Citation	Italicized text; for example, <i>italic</i> .
Code	A non-proportional font (similar to the Preformatted paragraph style); for example, <b>code</b> .
Variable	Italicized text; for example, <i>italic</i> .
Keyboard	A non-proportional font (similar to the Preformatted paragraph style); for example, <b>keyboard</b> .



Character style	Description
Sample	A non-proportional font (similar to the Preformatted paragraph style); for example, <b>sample</b> .

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

## Changing font sizes

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

Visual Page uses Medium as the “normal” font size. This size is equivalent to the size of the display font, as set in the Web browser. The other names signify either a smaller or larger font than the one set as normal in the browser, with XX-Small being the smallest font size and XX-large the largest font size.

### To change font sizes:

- 1 If you’re not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Select the text you want to resize by clicking at the insertion point, then dragging to the end of the selection.
- 3 Click the Decrease or Increase button in the toolbar.
- 4 (optional) Check the size of the font by choosing Size from the Text menu. The size is indicated by a checkmark.



If you want to change the font size of a line of text, you can use a header style. For more information, see [“Formatting paragraphs” on page 3-4](#).

If you are creating style sheets, you can use absolute font sizes. Absolute font sizes use numbered point sizes.

## Applying fonts

Visual Page can use the fonts that are installed into your operating system. This feature is advantageous if you are creating Web pages that will be

viewed by users who have the same operating system and the same or similar fonts, for example, on an Intranet.

### To apply fonts in selected text:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Select the text you want to modify by clicking at the insertion point, then dragging to the end of the selection.
- 3 Click the Font pull-down menu and select the font you want to apply.

The new font is applied.

### Working with font groups

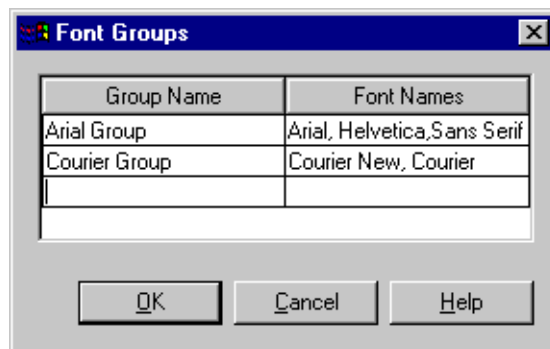
Font groups are groups of fonts that usually have some common characteristic to preserve the original design of the Web page. Font groups allow the Web browser to substitute fonts from a group of assigned fonts when one or more fonts are not available on the client machine. When no font in a group is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

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 OK when you are finished entering font names.  
The font group is added to the Font pull-down menu.

---

**Note:** The order of the fonts specified under Font Names is important because if the first group is not found on the client machine, then the second font in the group is used.

---

#### To select a font group:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Select the text you want to modify by clicking at the insertion point, then dragging to the end of the selection.
- 3 Click the Font pull-down menu and select the font group you want to apply.  
The font group is applied.

#### Coloring text

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

#### To color a block of text:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Select a block of text to color by clicking at the insertion point, then dragging to the end of the selection.
- 3 Click the Text Color button in the toolbar. A color palette menu appears.
- 4 Select the color you want from the color palette.



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

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

## Formatting tags and pages with style sheets

Visual Page supports the creation and use of cascading style sheets, often referred to as CSS, or even style sheets. With style sheets, you can standardize your Web site without having to write the HTML or style sheet source yourself as well as add styles that are not possible with existing HTML-local styles.

Style sheets are a powerful feature for standardizing your Web site. For example, you can import an existing site, create a style sheet with new text and paragraph styles, then apply the style sheet to the whole site using it as the default style sheet. Instantly, your site contains a new and consistent look. You won't need to apply the style sheet to every page individually; it is done for you automatically by Visual Page.

“Cascading” means that any number of style sheets can be applied to a Web page or sets of Web pages, and that the Web browser will interpret and display them within a fixed order of priority: inline, local, and external.

Specifically, 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, i.e. only specific tags at specific points within a single Web page. Also, you can eliminate repetitive code in your document, such as applications of fonts and colors. Make sure your browser is able to interpret cascading style sheets, since styles will not display in older browsers or text-only browsers such as Lynx.

## Understanding style sheets

There are three basic ways you can work with cascading style sheets: linked, local, and inline. Each has their advantages. 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 is a CSS document that acts as a master style sheet.

The power of style sheets allows you to redefine HTML tags that were previously fixed or limited in their attributes. The following list is not exhaustive on what style definitions you can redefine. You can refer to any of the fine books on HTML and style sheets for more information, or go to [www.w3.org](http://www.w3.org).

With the Page Style Sheets Editor, you create style sheets from scratch, from an existing style sheet, or from a template. When you create a style, you create a paragraph style or text style. A paragraph style is a style based on existing paragraph tag definitions. For example, you can change the color and size of the <H1> tag to be almost any color, size, and font. All <H1> tags will have this new style, depending on which kind of style sheet you apply. Modified paragraph styles have a + (plus sign) after the style name in the Paragraph Style drop-down box.

You can also create a new style that is based on existing HTML tags. When you select the Based On property, and give this new style a name, you can apply it throughout the Web page, or even Web site.

With Visual Page's Style Sheet Editor, you can also change the look of the traditional hyperlink, such as removing the underline or changing the color.

---

**TIP:** if you are new to style sheets, you can open the Source Editor and watch Visual Page create the style sheet source for your Web pages as you work in the Style Sheet Editor.

---

## Creating linked style sheets

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.

Visual Page simplifies the creation of linked style sheets. One advantage of using a linked style sheet is that you can easily apply it to all Web pages in your site with the Project Manager. To change the styles in a linked style sheet, you modify the **.css** file.

You also create linked style sheets without having any open Web documents. The style sheet editor previews most style definitions, but to view the application of a style sheet, you must open or create a Web document that uses the style sheet.

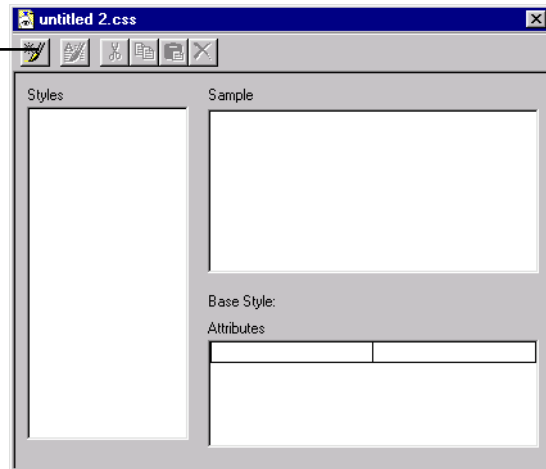
Note that you must correctly link and upload the linked style sheet because some Web servers can't send your pages (or entire site!) to the client requesting them. Visual Page's Project Manager simplifies this task. For more information, see [“Maintaining your Web site” on page 8-19](#)

**To create a new linked sheet:**

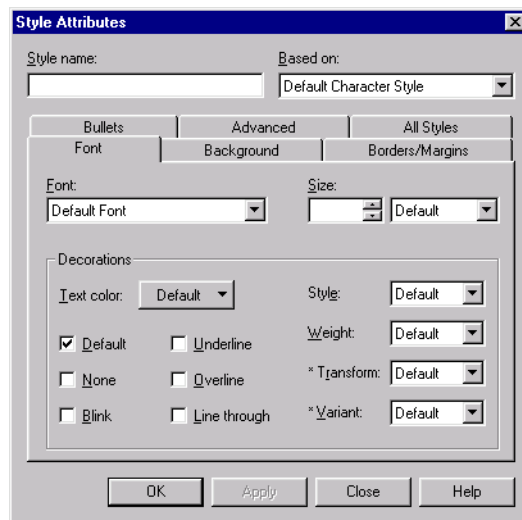
- 1 Select New Style Sheet File from the File menu.

The Style Sheet editor opens:

*Click the New Style icon to open the Style Attributes dialog box*



- 2 Click the Create New Style icon. The Style Attributes dialog box 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.

- Select a base style from the Base Style combo 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.

---

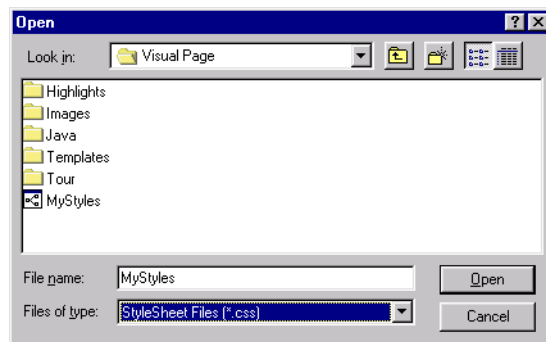
**Note:** Items marked with an asterisk indicate that the property does not appear in the Visual Editor, but will appear in a CSS-compatible browser.

---

Don't forget to save your work!

**To open an existing linked style sheet:**

- 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 you want to open and double-click on it.  
The style sheet opens in the Style Sheet editor.

or

If you have added linked style sheets to the Page Style Sheets window, you can select it from there. To add style sheets to the Page

Style Sheets window, see “[Modifying, adding, and removing linked style sheets](#)” on page 3-16 for more information.

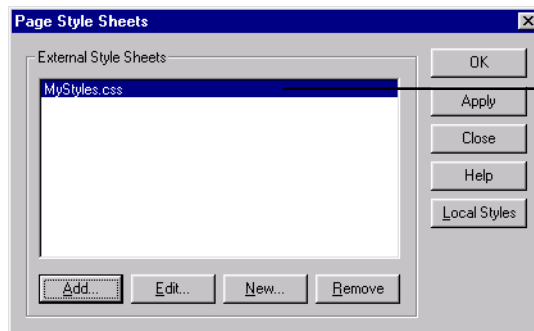
- 1 Right-click anywhere in an open Web page.
- 2 Select Page Style Sheets from the popup menu.
- 3 The Page Style Sheets editor opens.
- 4 Double click on a linked style sheet listed in the window.
- 5 The Style Sheet editor opens.

### To create a style sheet based on an existing style sheet

- 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 before you begin working on it.

### Modifying, adding, and removing linked style sheets

When you modify a linked style sheet from an open Web page, you open the Page Style Sheet window and select the style sheet you want to modify. If you have a linked style sheet on your computer, you must add it to the Page Styles Sheet window.



*Double-click the name of the CSS file to open it.*



**To modify a linked style sheet:**

- 1 Open a 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 linked style sheet you want to open.

The Style Sheet editor opens.

- 4 Use the toolbar on the Style Sheet editor to access the Style Attributes dialog box.

---

Note: The Style Attributes dialog box can also be accessed by double-clicking an existing style for modification.

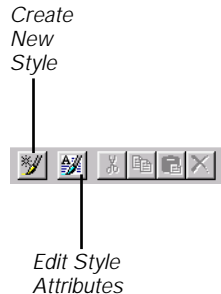
---

**or:**

- 1 Right-click on an open Web page.
- 2 Select Page Style Sheets from the pop-up menu.
- 3 Double-click on the linked style sheet you want to open. To add style sheets to the Page Style Sheets window, see [“Modifying, adding, and removing linked style sheets”](#) on page 3-16 for more information.

The linked style sheet opens in the Style Sheet editor.

- 4 Use the toolbar on the Style Sheet editor to access the Style Attributes dialog box:



Toolbar icon	Function
Create New Style	Opens the Style Attributes dialog box.
Edit Selected Style Attributes	Opens the Style Attributes dialog box with the attributes of the selected style.

#### To add an linked style sheet to an HTML page:

- 1 Right-click anywhere in an open Web page.
- 2 Select Page Style Sheets from the popup menu.
- 3 Click the Add button to navigate to the CSS file on your computer or network.
- 4 Double-click on the CSS file you want to add.

The CSS file is added to the CSS list in the Page Style Sheet editor.

---

**Note:** To add a global style sheet to your project, see [“Linking and unlinking an external default style sheet to your Web site”](#) on page 8-12.

---

#### Removing a linked style sheet:

- 1 Right-click in an open Web page.
- 2 Select Page Style Sheets from the popup menu.  
The Page Styles Editor opens.
- 3 Select the CSS file you want to remove.
- 4 Click remove.

The file is removed from the Page Style Sheets Editor.

---

**Note:** To delete the file from your computer, use the Project window. For more information, see [“Removing files and folders from a project”](#) on page 8-8.

---

### Using local style sheets

A local style sheet is where the style definitions are placed directly in the Web page. Style definitions are placed between <STYLE> tags, and the <STYLE> tags are placed between the <HEAD> tags of the Web page. Local style sheets are applied only to the Web page in which they reside. The

advantage of using local style sheets is that you can control the look and feel of a particular page without affecting the rest of your Web site.

Style definitions contained in a local style sheet override style definitions contained in an linked 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 work with local style sheets.

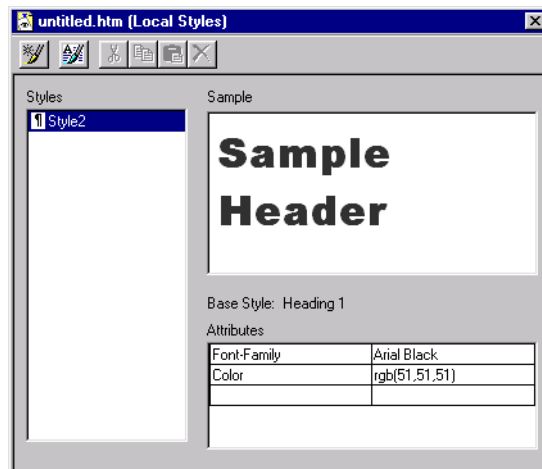
**To create a local style sheet:**

- 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 Sheets 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 dialog box.

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.

---

**To edit a local style:**

- 1** In the Local Styles Editor, select the local style in the Styles window.
- 2** Click the Style Attributes icon or double-click the style.  
The Style Attributes dialog box appears.
- 3** Set attributes of the style and click OK to apply your changes.  
The changes are applied to the page.

**To remove a local style:**

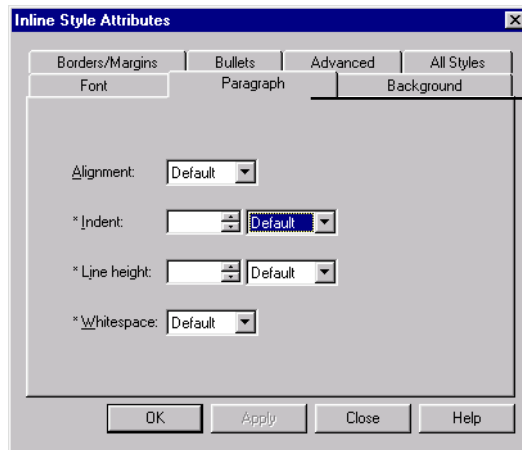
- 1** In the Local Styles Editor, select the local style in the Styles window.
- 2** Click the Delete icon or press the Delete key.  
The selected style is removed from the Local Styles Editor.

## Creating inline styles

Inline styles are style definitions that apply only to the immediate tag and all local definitions are placed between opening and closing <SPAN> tags. They do not override the standard HTML tags in the rest of the Web page, but they override any style definitions from an external or local style sheet at that particular instance in your Web page. For example, inline styles can be used to control the indentation or spacing of a single paragraph only. The advantage to using inline style definitions is that you can fine-tune your Web page at specific points, such as empathizing important information.

You define inline styles with the Inline Style Attributes dialog box. When you are creating a character inline style, there are six tabs similar to the Style Attributes dialog box. For descriptions of these tabs, see [“Using the Style Attributes dialog box”](#) on page 3-23.

When you are creating an inline style for paragraphs, the Paragraph tab appears in the Inline Style Attributes dialog box:



*The Paragraph tab appears when you apply an inline style as a paragraph istyle.*

---

**Paragraph tab**

**Description**

---

Alignment	Left, right, or center justification
Indent	Increase or decrease indent
Line height	Spacing between lines
Whitespace	Spacing around selected paragraph

---

**Note:** items marked with a “\*” indicate that they are not visible in the Visual Editor, but display in a CSS-enabled Web browser.

---

**To create an inline style:**

- 1 With a Web page open in Visual Page, select the text or objects you want to modify.
- 2 You can apply inline styles by using the toolbar icons, such as color, fonts, font sizes, etc. However if you are creating an inline style within an external style sheet, these toolbar items are not available.

or

- 1 Press F10 to create an inline character style, or Shift + F10 to create a paragraph inline style.

The Inline Styles window opens.

- 2 Create the inline style by using any combination of the styles in the Inline Styles window.
- 3 Click Apply to see your changes take effect in the Editor if they are supported in the Visual Editor.
- 4 Click OK to apply all changes and close the Inline Style window.

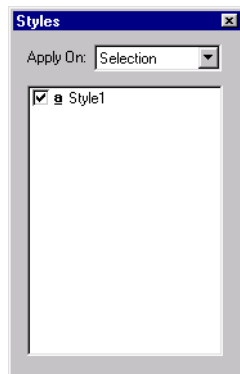
## Applying styles from other style sheets

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 from the main toolbar. You can also apply them with the Show Styles window.

### To open the Show Styles window:

- From the View menu, select Show Styles.

The Show Styles window appears:



---

Feature	Description
Styles window	Lists all available styles to apply

---

Feature	Description
Apply on	Selection: applies style to the selected area within a paragraph  Paragraph: applies style to a paragraph

**To apply a style based on another style:**

- 1 Highlight the text to which you want to apply a style.
- 2 If you are applying a paragraph style, select the style from the Style pull-down box. If you are applying a text style, select it from the Styles pull-down box. Available style sheets are at the bottom of the menu.

or

- 1 Highlight the text to which you want to apply a style.
- 2 Click on the style from the Show Styles window.
- 3 Apply the style from the Apply On combo box.

---

**Note:** the styles available in the Show Styles window depend on what you select. For example, paragraph styles are not available when you select a portion of a paragraph.

---

## Using the Style Attributes dialog box

The Style Attributes dialog box is where you set attributes for style sheets. The Style name shows the name of the style you are editing. Based On drop-down box lets you define a new style for a standard HTML tag.

---

**Note:** Styles marked with a ‘\*’ are not visible in the Visual Editor, but can be viewed in a CSS-enabled browser.

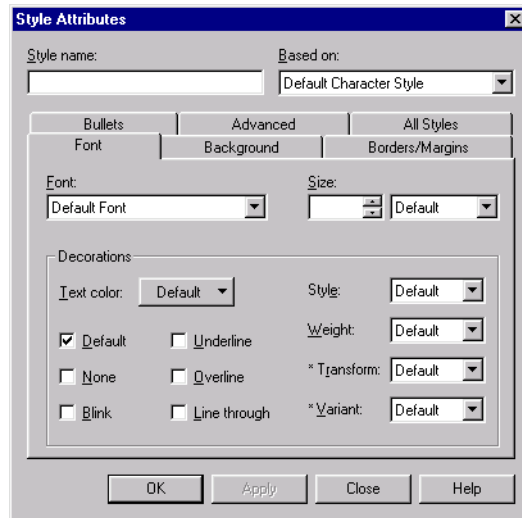
---

**To access 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:



---

Font tab	Description
Font	Applies font or font groups.
Size	Applies font size

---



---

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

---

- 5** When you have finished selecting attributes, click OK to apply the changes and close the Inline Style Attributes dialog box. You click Apply to apply your changes without closing the editor. If you want to cancel your changes altogether, click close.

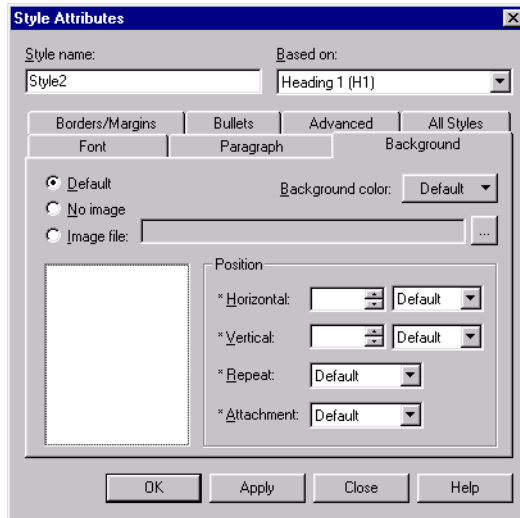
---

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

---

## Background attributes tab

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



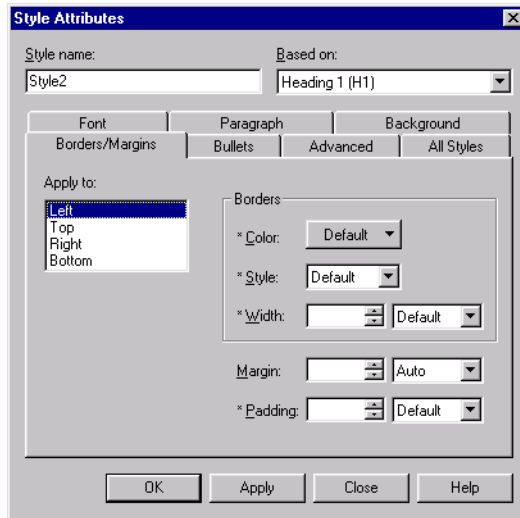
---

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 CSS RGB palette
Position	Applies horizontal, vertical, repeated, and attachment properties.

---

## Borders/Margins tab

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: select from default, dashed, dotted, double, groove, inset, none, outset, ridge, and solid.
- Width: sets the width of a border

Margin

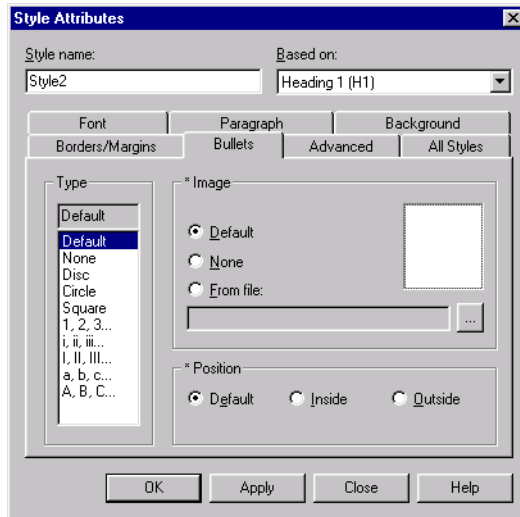
Creates an outer edge around an object.

---

Borders/Margin tab	Description
Padding	Creates space between the border and the text or object when viewed in the browser.

## Bullets and numbering tab

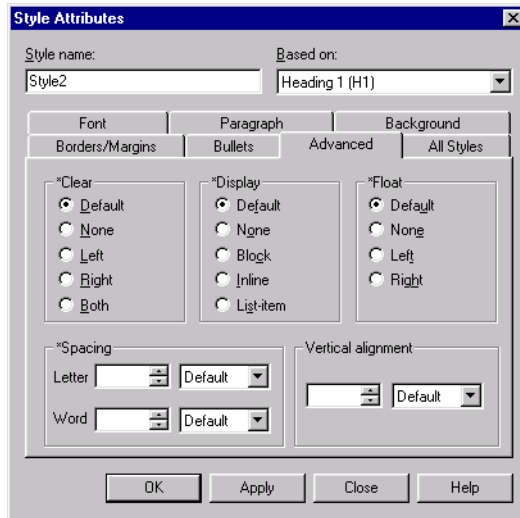
You apply bullet and numbering styles through the Bullets tab.



Bullets and numbering tab	Styles available
Type	<p>Creates a shape or text style to be used as a list marker</p> <p>Default: disc is the default list marker</p> <p>None: uses no marker in a list item.</p> <p>Disc</p> <p>Circle</p> <p>Square</p> <p>1, 2, 3...</p> <p>i, ii, iii...</p> <p>I, II, III...</p> <p>a, b, c...</p> <p>A, B, C,...</p>
Image	<p>Permits the use of an image as a list marker, such as a bullet.</p> <ul style="list-style-type: none"> <li>•Default</li> <li>•None</li> <li>•From File</li> </ul>
Position	<p>Places the list marker inside or outside of the list.</p> <ul style="list-style-type: none"> <li>•Default: outside is the default list marker position</li> <li>•Inside</li> <li>•Outside</li> </ul>

## Advanced tab

The Advanced Tab is where you apply advanced style sheet features.




---

### Advanced tab

### Properties

Clear

Tells the Web browser not to place floating objects at specified positions:

- Default: this value is set to None.
- None: this property is the same as not inserting the clear property in the source code.
- Left
- Right
- Both

Display

Default

None

Block

Inline

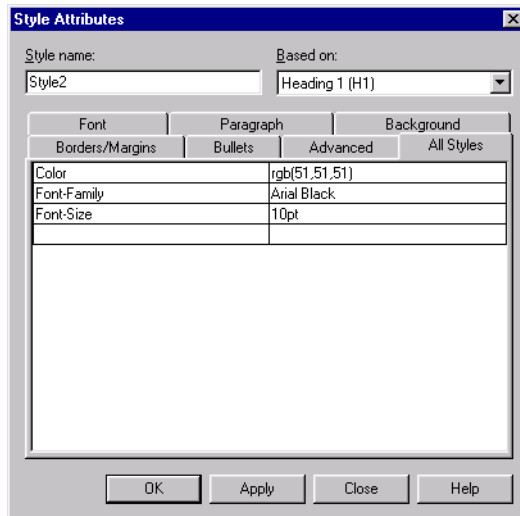
List-item

---

Advanced tab	Properties
Float	<p>Allows an image to flow left or right of text:</p> <ul style="list-style-type: none"> <li>•Default</li> <li>•None makes the image display where it appears in the text.</li> <li>•Left</li> <li>•Right</li> </ul>
Spacing	<p>Changes the default value of letter or word spacing. You can set values to negative numbers as well as positive numbers</p> <ul style="list-style-type: none"> <li>•Letter</li> <li>•Word</li> </ul>
Vertical alignment	<p>Determines the vertical positioning of an object. you can set values to negative or positive numbers.</p>

## All Styles tab

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.



## Creating paragraphs and line breaks

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

The Return key is set to either insert a line break or a paragraph marker, depending on the settings in the Output section of the Preferences window. For information about the Preferences window, see [“Setting preferences” on page 2-7](#).

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

## Adding additional HTML tags

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

When inserting an HTML tag, you can add it two ways: from the Insert menu, or by hand. If you're doing it by hand, include both the beginning and ending tags, when applicable. For example, the <BLINK> tag must have a corresponding </BLINK> tag, otherwise all of the text and graphics following <BLINK> will be formatted with the <BLINK> tag until the end of the Web page.

### To insert an HTML tag with Visual Page:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Place the insertion point where you want the tag.
- 3 Choose HTML Tag from the Insert menu.
- 4 Type in the desired HTML tag in the HTML tag field, without opening and closing brackets (< and >). For example, to insert a <STYLE> tag, type STYLE.
- 5 Click OK.



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

After you finish entering your HTML tags, you can preview your Web page. For more information, see [“Previewing your work” on page 2-16](#).

## Adding HTML tags to a source file

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

---

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

---

### To add HTML tags through the Source Editor:



- 1 Open a Web page.
- 2 Go into the source editor by selecting the Edit source button from the toolbar, or by pressing Ctrl-Shift-E.
- 3 In the main edit window, place the text cursor where you want to add the tag.
- 4 Enter the HTML tags.
- 5 Switch to the visual editor. Your tags are reflected accordingly.
- 6 Save your work by choosing Save or Save As from the File menu.

## Adding special symbols and characters

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

Normally, to insert special symbols and characters which don’t appear on standard keyboards, you need to select Special Character from the Insert Menu.

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

You can also add any character with keyboard combinations, such as pressing ALT and typing the ASCII value for the character. You can also copy and paste from the Windows Character Map.

**To add special symbols or characters to a Web page:**

- 1 Open or create a Web page.
- 2 Make sure you're in Edit mode by clicking the Edit Page toolbar button.
- 3 Select Special Character from the Insert menu, and click on a character.

The character is inserted into the Web page.

## Using the Spell Checker

You can check the spelling in your page at any time by clicking the Spell Check icon or touching the F7 key. The Spell Check checks the spelling in the entire page.

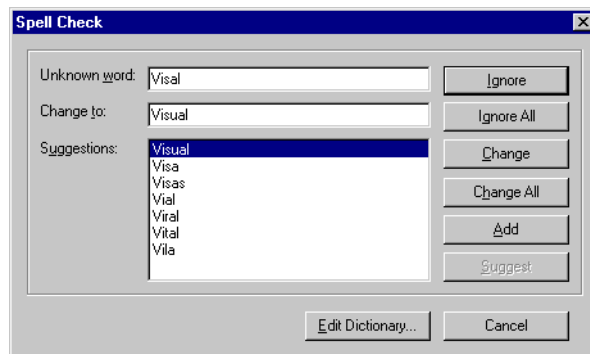
You can also make the Spell Checker “learn” words by adding them to the Personal Dictionary. See [“Working with the Personal Dictionary” on page 3-35](#) for more information.

After you are done checking the spelling of your page, save your page so that your corrections are also saved.

**To start the Spell Checker:**

- Click the Spell Checker icon on the toolbar.

The Spell Check dialog box opens.



The functions available are:

**Ignore** skips the current word and continues spell checking.

**Ignore All** skips all instances of this word.

**Add** places the current word into the dictionary.

**Change** replaces the current word with the word in the Change To Field, or to the word that is highlighted in the Suggestions window.

**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. Note that the replacement of all instances of a word occurs except for words previously selected as Ignore.

**Suggest** automatically provides a list of alternatives to the current word.

**Edit Dictionary** opens the Personal Dictionary. In the personal dictionary, you can add, modify, or delete entries.

**Cancel** exits the Spelling Checker, but does not cancel any previous spelling changes made with the Spelling Checker.

## Working with the Personal Dictionary

You can add, delete, or edit your own entries to the Personal Dictionary. These features are useful when you are writing text with highly specialized vocabulary, such as acronyms and technical terms. The Spell Checker uses its own dictionary as well as the Personal Dictionary when checking spelling.

### To add entries to the Personal Dictionary:

**1** Click the Spell Check icon to open the Spell Checker.

**2** Click Edit Dictionary.

The Edit Dictionary window opens.

**3** Click Add.

The Insert text box opens.

**4** Type the word you want to add to the dictionary.

**5** Click OK to close the Insert text box.

The new word is added to your Personal Dictionary.

**To delete entries to the Personal Dictionary:**

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

**To edit words in the Personal Dictionary:**

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

## What's next

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

# Adding links and anchors

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

This chapter covers the processes of inserting and manipulating links and anchors within Visual Page by using a variety of tools, and the steps involved in testing your links and anchors. You can also use the Project manager to work with links and anchors across an entire Web site.

## Inserting links

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

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

After inserting your links, you may want to preview your Web page to make sure your links are entered properly. For details on using the Preview mode, see ["Previewing your work" on page 2-16](#). If one or more of your links don't work properly (for example, if an URL is entered incorrectly), follow the steps in ["Repairing links" on page 8-21](#).

## Using the desktop to insert a link

You can create links in your Web pages by using standard Drag and Drop techniques.


### To create a link from the desktop:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 To select a portion of your text, click and drag over the desired area. To select a graphic, click anywhere on it once.
- 3 From the desktop, click on the file to be linked to, then drag the file onto the selected area in Visual Page.

Visual Page creates the link.

## Using the Hyperlink button

### To create a link using the Hyperlink button:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Select the object to be linked.
- 3  Select the Hyperlink button in the main toolbar. The Link dialog box appears.
- 4 Type in the filename or URL of the file to be linked to, or click Browse. Use the resulting dialog box to navigate to the file.
- 5 Click OK.

Visual Page creates the link.

## Using the Link To field

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

### To create a link with the Link To field:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Select the object to be linked.
- 3 Type in the filename or URL in the Link To edit box, located at the bottom of the main edit window.

- 4 Press Enter.  
Visual Page creates the link.

## Inserting and displaying anchors

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


---

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

---

### Inserting anchors

To add an anchor to a Web page:

- 1 Scroll to the location you intend to mark with an anchor.
- 2 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 3 Insert your cursor at the desired location.
- 4  Click on the Insert Anchor button in the toolbar. The Anchor Properties dialog box appears.
- 5 Name the anchor so that it is easy to find in the Project window when you need it.
- 6 After you enter a name, click OK.  
An anchor icon appears in the text.
- 7 Save your Web page.

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

### Displaying anchors

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

## Coloring links

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

## Setting the color for normal links

Normal links represent the color for non-active hypertext links that haven't been visited by a user within a browser-specified period of time. See your browser's documentation for setting expiration dates on visited links.

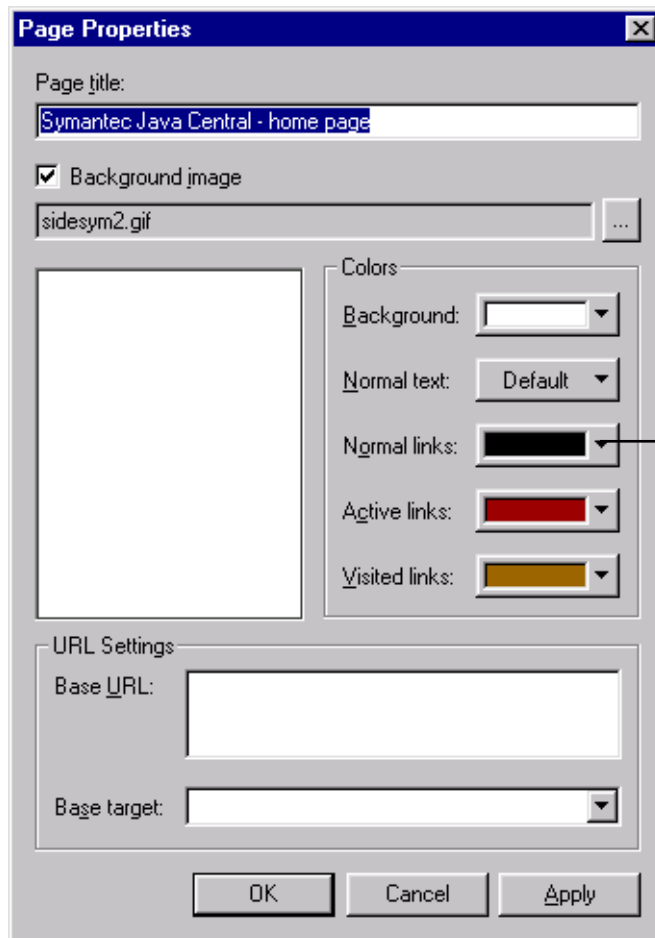
For removing underlines from hyperlinks in your documents, see "[Using the Hyperlink button](#)" on page 4-2.



To change the color for normal links:



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



Click here to change the color of normal links

- 2 In the Page properties dialog box, click the Normal Links button. A color palette appears.
- 3 Select the color you want from the color palette.  
If you want a custom color, click Custom and create your color by clicking in the color box or by setting the Hue, Saturation, Lumination, and Red, Green, Blue amounts. Once you've created the

desired color, click the Add to Custom Colors button, and your custom color is added to the Custom colors palette area.

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

## Setting the color for active links

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

### To change the color for active links:

- 1 From the toolbar, click the Page Properties button.
- 2 In the Page properties dialog box, click the Active Links button.
- 3 Select the color you want from the color palette.

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

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

## Setting the color for visited links

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

### To change the color for visited links:

- 1 From the toolbar, click the Page properties button.
- 2 In the Page properties dialog box, click the Visited Links button.
- 3 Select the color you want from the color palette.

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

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

## Setting Base URLs

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

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

### To set the Base URL for a Web page:

- 1 Make sure that the desired Web page is open and active, and that you're also in Edit mode. To go to Edit mode, click the Edit Page toolbar button.
- 2 Right-click in the Web page and select Page.  
The Page Properties dialog box opens.
- 3 In the Base URL area, type the URL for the former directory location of your Web page. For example,  
`http://cafe.symantec.com/home/`.
- 4 Click OK.  
The Base URL is now set for your Web page.

## Creating email address links

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

You can also use the Project manager to change all the email addresses in your Web site documents. See x-ref for more info.

### To provide a linked email address:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Create the text for the link. Most Web designers set the text for an email address link to the email address itself. For example,  
`auser@symantec.com`.
- 3 Select the link text.

- 4 Click on the Link to: field and enter the following text:  
`mailto:user@company.com`  
The user is the email address of the person being emailed and company.com is their Internet host.
- 5 Press Enter to save the link.

---

**Note:** The mailto: link is not the same as the <ADDRESS> tag. For information on the <ADDRESS> tag, see ["Creating email address links" on page 4-7](#).

---

## Repairing links and anchors

One of the easiest ways to repair links and anchors in Visual Page is to use the Project Manager Links and Status tabs. For information on setting up your Project window, see ["Repairing links" on page 8-21](#).

## What's next

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

## Working with objects

Visual Page provides all the features you need to include objects in your Web site. Objects in Visual Page can be images, sound files, Java applets, or plug-ins, to name a few. This chapter covers the range of Visual Page's imaging features, including types of supported images, images alignment, flowing text around images, creation of transparent images and tiled backgrounds, and using layers.

### Inserting and deleting objects

Visual Page allows you to insert other objects, such as images, from the Windows Explorer. If you want the file to be copied rather than referenced, press the control key while dragging the file.

#### **To insert objects into Visual Page using drag-and-drop:**

- 1** Make sure that you are in Edit Mode.
- 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 Windows Explorer into Visual Page.

When you release the mouse and control key, the Save as dialog box appears.

- 4** Rename the object, or click OK to use the default name.  
The object is added to you page.

#### **To delete an object from a Web page:**

- 1** Make sure that you are in Edit Mode.
- 2** Click on the object you want to delete.

A border appears around the object.

- 3 Press the delete key.

The object is automatically deleted from the Web page.

---

**Note:** if you are working on a Web page from a project, the object is automatically added to or deleted from your project, whether the project is open or not. For more information about adding to and deleting objects from projects, see [“Adding and removing files and folders” on page 8-7](#).

---

## Supported image types

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

### GIF

The GIF format is the most commonly used Web format. GIF images have a maximum of 256 colors per image. This low overhead and support by all browsers currently available make it the format of choice for most small images, such as icons, reduced color images, and drawings.

### JPEG

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

## Inserting an image

You insert images in the main edit window. The various ways of inserting images in Visual Page are dragging and dropping, using the toolbar or Insert menu, or copying and pasting an image into your Web page.

After you finish inserting your images, you can see how they fit into your Web page’s layout by previewing your Web page. For information on using the Preview mode, see [“Previewing your work” on page 2-16](#).

## Dragging and dropping images

With this technique, you use a graphical view and Windows techniques to add images to your Web pages.

To insert an image using the Project window:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Open the file that contains the image you want. If the file is in a project, you must first open the project. [“Opening Web files within a project” on page 8-5](#) for more information.
- 3 Drag the selected graphic from the Site Project Window to the Web page, and release the mouse button once you have placed the graphic in the desired location.

## Using the toolbar or Insert menu to insert an image

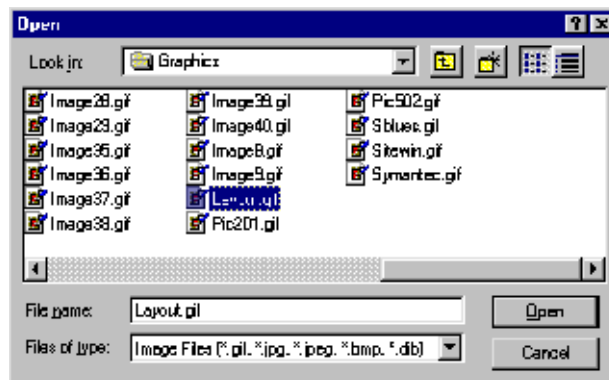
With this technique, you use the toolbar or menu to add images to your Web pages.

To insert an image using the toolbar or menu:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 From the toolbar, click the Insert Image button. You can also chose Image from the Insert menu.



The Open dialog box displays:



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

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

## Copying and pasting an image

Visual Page supports standard Windows Cut, Copy, and Paste procedures from the main menu or with standard keyboard shortcuts.

### To copy and paste an image into a Web page:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 If the Web page that you want to copy the image from isn't open, open it now.
- 3 Within the main edit window of the Web page that contains the image, single-click on the image.
- 4 From the Edit menu, select Copy.
- 5 In the Web page that you want the graphic to be copied to, position the insertion point where you want the graphic to appear. You position the insertion point by placing the cursor over the desired location, and clicking once.
- 6 From the Edit menu, select Paste.  
The image appears in the Web page.

## Aligning images

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



The Object Alignment pop-up menu on the Visual Page toolbar contains the alignment options Top, Bottom, Middle, Left, and Right.

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



**To align an image:**

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 From the main edit window, select the graphic you want to align.
- 3 Click the Object Alignment button.  
The Object alignment pop-up menu displays.
- 4 Chose an alignment option. The graphic aligns according to your selection.

## Flowing text around images

Visual Page provides full support for flowing text around images.

**To flow text around images in your Web page:**

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Select a graphic in a Web page.
- 3 Click on the Object Alignment button, and select Left.
- 4 Insert your cursor to the right of the graphic and enter a paragraph or two of text. When the line wraps it returns to the right edge of the graphic, until it reaches the bottom of the graphic.

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

Left  
Graphic  
Alignment



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

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

## Setting an image's attributes

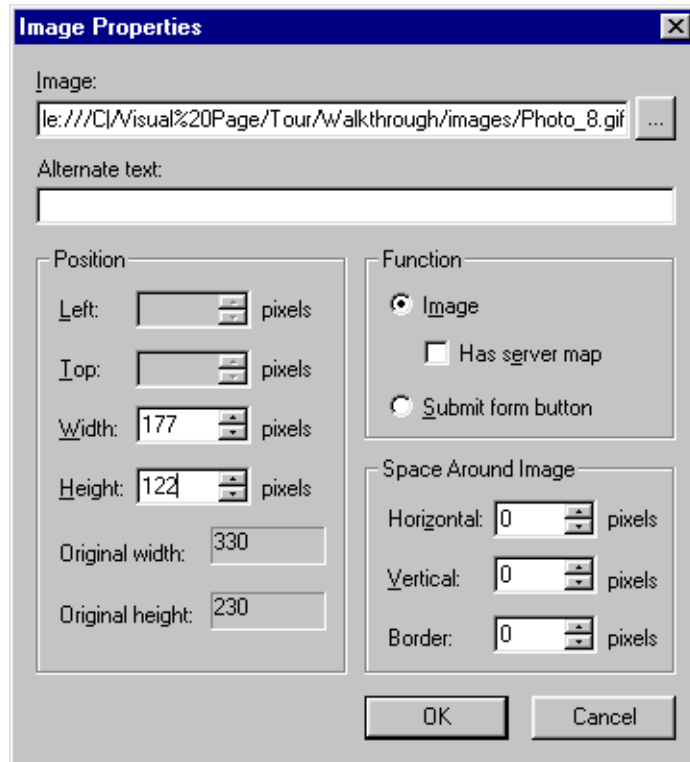
Visual Page supports a range of attributes that are contained within any supported image. These attributes control the height, width, function, alternate text, and spacing around a graphic.

### To set an image's attributes:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Select an image in a Web page.



From the Edit menu, select Properties, then choose Image Properties. Or, click the Object properties toolbar button. The Image Properties dialog box appears, as shown below.



- 3 Use the options in the Image Properties dialog box to set the image's attributes. These attributes are described in the table below.

- 4 Click OK. Your image's settings are adjusted accordingly.

---

<b>Attribute</b>	<b>Description</b>
Image	The location and filename of the image file.
Left	Specifies the size of an image's left margin when it is being used as a layer
Top	Specifies the size of an image's top margin when it is being used as a layer
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 Width	The width of the border around an image, in pixels. An image border is black and is similar to a frame around a painting.  The default setting is zero, which indicates no border.
Image	Select this option if the image functions only as an image. This is the default function for images.
Has server map	Check this box if the image acts as a server-side image map. For more information on image maps, see <a href="#">“Creating and editing image maps”</a> on page 5-13.

---

Attribute	Description
Submit form button	Select this option if the image acts as submit button for a form. For more information on forms, see <a href="#">“Creating forms” on page 7-9</a> .
Alternate 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.  <b>Note:</b> The alternate text option is not for images 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. For more information about CGI scripts, see <a href="#">“Creating forms” on page 7-9</a> .

## Creating transparent images

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

---

**Note:** GIF files can have only one transparent color.

---

### To make an image transparent:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Right-click on the image.  
A menu appears.
- 3 Select Edit Transparency/Interlace.  
The image appears in its own window, and the Image Tools toolbar displays.
- 4 Select the transparency color button in the Image Tools toolbar.
- 5 Click on any area of the image which contains that the color that you want to be transparent.



The area's color changes to grey.

- 6 Save the file by choosing Save from the File menu.

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

## Creating interlaced GIFs

When your Web pages are downloaded by a user's browser, images usually appear one pixel-high line at a time. Another way of having the files download is by making them **interlaced**. Interlaced images download as first a general outline of the image, and then as more image data is received by the browser, the details of the image come into view. Only GIF files can be interlaced.

Viewing an interlaced GIF is much like seeing a picture come into focus, and can be more interesting to a user. Be aware that interlaced GIFs are slightly larger than regular image files, so this will affect download time as well. For more information about download time of images, see [“Calculating file transmission times” on page 8-25](#).

### To create an interlaced GIF:

- 1 Open your Web page.
- 2 Make sure that you're in Edit mode. To go to Edit mode, click the Edit Page toolbar button.
- 3 Right-click on the GIF you want to be interlaced.

A menu appears.

- 4 Select Edit Transparency/Interlace from the menu.

The GIF opens in its own window, and the Image Tools toolbar displays.



- 5 Click the Image Interlace button.

The GIF is now an interlaced image.

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

## Creating tiled backgrounds

Instead of using a colored or plain background behind your Web page, you may choose to add a tiled background — tiled backgrounds can add a

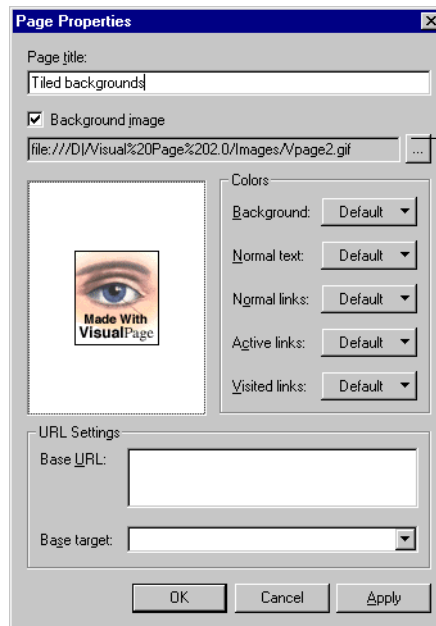
striking visual motif to your Web pages. Visual Page provides an easy-to-use graphic interface for doing this.

**To create a tiled background for your Web page:**

- 1 Open your Web page.
- 2 Click the Page Properties button in the toolbar.



The Page Properties dialog box appears, as shown below.



*Click here to select image to*

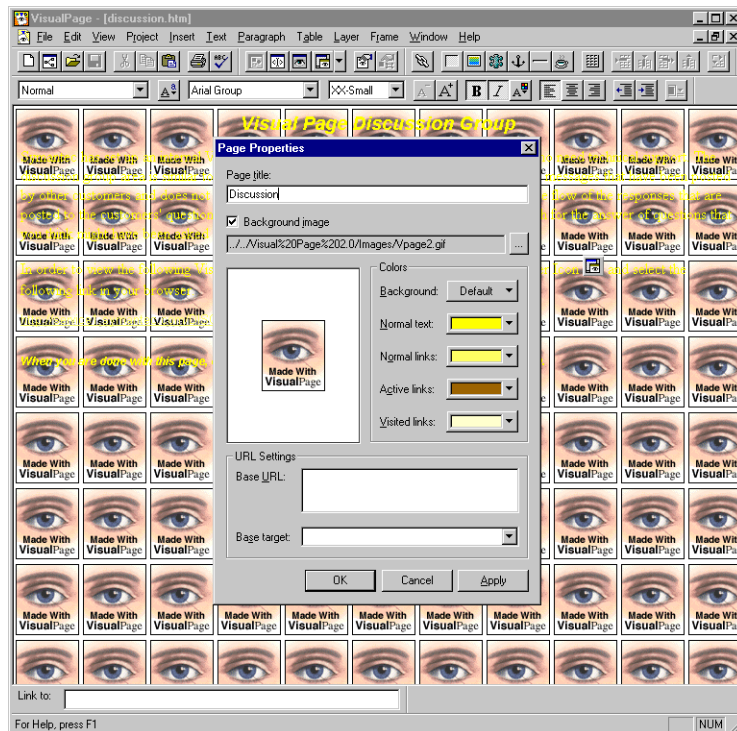


- 3 Click the Background Image checkbox.  
An Open File dialog box appears. If you are changing the background image, click the browse directory button.
- 4 Navigate to the graphic file you're going to use, then click Open.

A reduced-size version of the graphic appears in the Background Image subwindow:



- 5 Check the appearance of the tile on your page by clicking the Apply button. A graphic may look interesting by itself, but may be too overpowering to use as a tiled background:



- 6 To try another background tile, click the browse directory button on the old image, then repeat steps 3-5. To remove a background image, deselect the Background Image checkbox.
- 7 When you're satisfied with the background, click OK to display it on your Web page.

## Creating lines

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

### Inserting a line and setting line attributes

You add lines to your Web page to provide visual breaks in your document, especially when you are working with large quantities of information. You can modify its properties at anytime, such as line thickness and length.

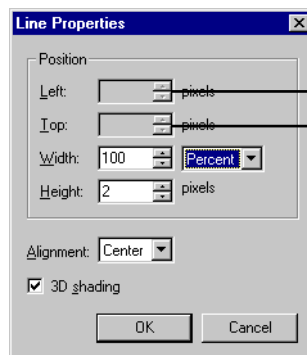
#### To add a line:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Place your cursor where you want the line to be inserted.
- 3 Click the Insert Line toolbar button. A horizontal line appears in the Web page.



#### To set a line's attributes:

- 1 Select a line by single-clicking it.
- 2 From the Edit menu, select Properties, and choose Line Properties. The Line Properties dialog box appears.



*If you insert a line as a layer, the Left and Top properties can be modified*

- 3 Use the attributes in the Line Properties dialog box to set the rule's attributes. These attributes are described in the table below.



- 4 Click OK. The horizontal line displays accordingly.

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

---

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

---

## Creating and editing image maps

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

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

After you finish creating or editing your image map, you may want to check the links in your image map in Preview mode, or by Control-clicking in Edit mode. For information on the Preview mode, see [“Previewing your work” on page 2-16](#). For details on testing and fixing links, see [“Repairing links” on page 8-21](#).

## Creating client-side image maps

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

### To create a client-side image map:

- 1** If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2** Open or create a new Web page.
- 3** Insert a graphic by clicking the Insert Images icon in the toolbar. For information on inserting images, see [“Inserting an image” on page 5-2](#).
- 4** Right-click on the graphic. A menu appears.
- 5** Select Local Map Tools from the menu, if it is not already checked. The Image Tools toolbar displays.
- 6** Create the clickable areas of the image by doing the following:
  - a** Click either the rectangle, circle, or polygon Hotspot buttons on the Image Tools toolbar.
  - b** Click and drag on the image to create a hotspot area.
  - c** To end creating a polygon hotspot, double-click. To end creating a circle or rectangle hotspot, release the mouse button.
  - d** (optional) To make the shapes easier to see, specify the color of these areas by choosing the desired color from the color menu button.
  - e** (optional) You may also use the Zoom buttons to adjust the graphic to the optimal size for outlining links.
  - f** Create the URL for each of the clickable areas. You can do this by either dragging a file or anchor icon from the Project window onto the selected link area, typing the link address into the Link To field at the bottom of the main edit window, or right-clicking on the desired link location to open the Link dialog box.
  - g** To delete hotspot areas, select the hotspot area, and press Delete.
- 7** To save your client-side image map, select Save from the File menu.



## Creating server-side image maps

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

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

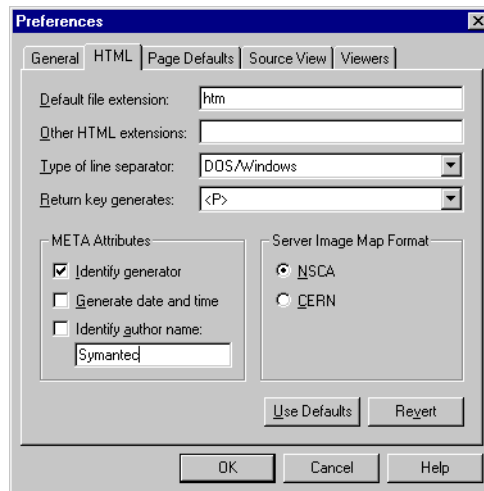
---

**Note:** Before you start creating a server-side image map, check with your System Administrator or Internet Service Provider (ISP) as to whether your Web server supports image map files in the CERN or NCSA format.

---

### To set the image map file format:

- 1 From the Edit menu, select Preferences.  
The Preferences dialog box opens.
- 2 Select the HTML tab, as shown below.



- 3 Select the image map format that you want: CERN or NCSA.
- 4 Click OK to close the dialog box.

### To create a server-side image map:

- 1 Open the image file in Visual Page.



- 2 Use the Image tools (rectangle, circle, polygon) to outline the parts of the image you want to use as links.
- 3 (optional) To make the shapes easier to see, specify the color of these areas by choosing the desired color from the color menu button.
- 4 To create a link, drag a file or anchor icon onto the selected link area, or type the URL into the Link To field at the bottom of the main edit window.
- 5 Once you have inserted the links for your image map, save it by choosing Save from the File menu.

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

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

## Understanding layers

HTML has been traditionally used for publishing documents over the Internet. However, using standard HTML has not been robust enough to design and create interactive and multimedia-enhanced Web pages that many Web sites need.

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. Containers contain all sorts of objects, such as images, applets, and even text. 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.

Netscape and Microsoft have different implementations of layers. 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.

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.

## Absolute positioning

Absolute positioning enables more design flexibility and display accuracy. For example, absolute positioning enables content, such as text, images, and anything else that can be put in a page, to be positioned at exact coordinates.

Absolute positioning also enables a Web author to animate page objects. Blocks of absolutely-positioned objects can be hidden, shown, and moved about the page. You can design and implement your pages so that they could detect a user selecting a piece of content from a menu and highlight it.

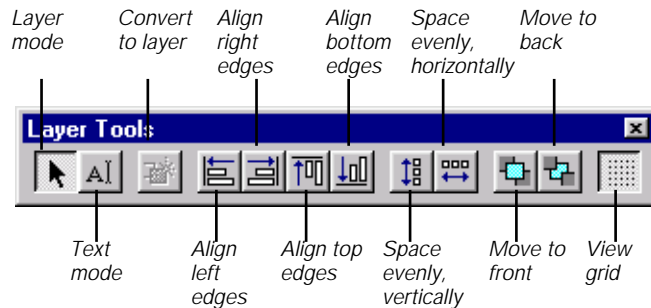
---

**Note:** Consult your Web browser's documentation to see which tags are supported in each.

---

## The Layer toolbar

You create layers with the Layer Editor, which has its own floating toolbar. To access the Layer floating toolbar, select Layer Tools from the Layer menu. When it is selected, there is a check mark in front of the menu item. You can dock the Layer toolbar by dragging it to a position on the main toolbar. To undock it, drag the Layer toolbar to anywhere on the desktop.



You can toggle between the Layer Editor and the Visual Page Text Editor by using the two leftmost buttons on the Layer Toolbar. When you are in Layer editing mode, you are working with objects on a page. When you insert objects while in layer mode, the objects are inserted as layers.

When you switch to text editing mode, you can edit properties within each object, such as changing fonts and point sizes. In either mode, Visual Page functionality such as changing colors and applying fonts is available.

---

**Note:** Whenever you select an object, Visual Page automatically switches to Layer mode.

---

## Creating layers

This section describes creating and working with layers:

- Creating layers
- Working with containers
- Creating layers from objects on your Web page
- Positioning layers on your Web page

You can create a layer at anytime 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 Switch to Layer mode by clicking the Layer Mode icon.
- 3 From the Insert file menu, or from the Visual Page toolbar, select an object to insert.

The object is inserted as a layer into the Web page.

or

- 4 Highlight or select an object or text that you want to use as a layer.
- 5 Choose Convert to Layer from the Visual Page Layer menu.

The selected object becomes a layer.

## Inserting containers

Containers are holders of texts and objects. You can group objects together to act as a single layer, or to have different objects act as separate layers.

You insert an empty container into your Web page and create, add, or modify the contents. Then, you turn it into a layer from the Layer menu. You can manipulate this layer like any other.

You can also put a container in a Web page and place other layers inside it.

### 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.

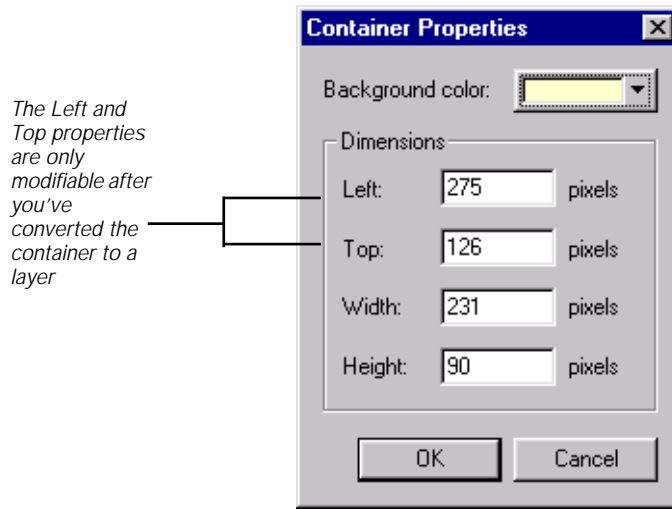
## Changing container properties

You can set pixel positioning and color properties through the Container Properties dialog box.

**To change container properties:**

- 1 Right-click in a container and select Container Properties from the pop-up menu.

The Container Properties dialog box appears:



- 2 Modify the properties as needed.
- 3 Click OK to apply the changes and close the dialog box.

---

**Note:** if you did not convert your container to a layer, only the Width and Height properties can be modified.

---

## Positioning layers

After creating a layer or several layers, you can position them freely around your Web page. You can position layers to overlap with each other, align edges, or snap them to grid.

---

**Note:** If you have difficulty looking at the following illustrations in this book, refer to the same pages as in the PDF version of this book for color illustrations.

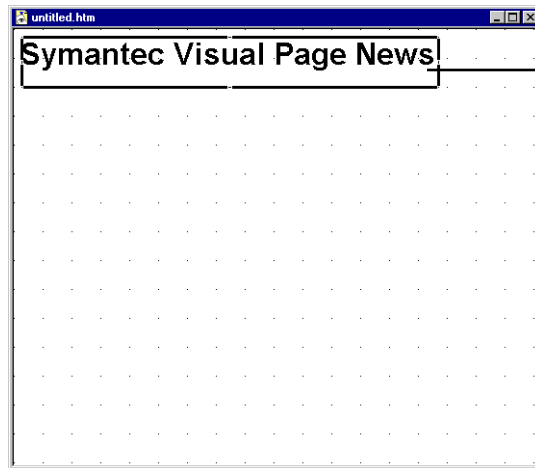
---

**To position a layer in a Web page:**

- Click in the layer and drag it to a new position in the page.



For more information, see [“Setting layer grid spacing”](#) on page 5-29.  
You can also use the arrow keys to position the selected layer(s).



*Click in the  
layer and drag  
it to a new  
location*

To position a layer back to its original position:

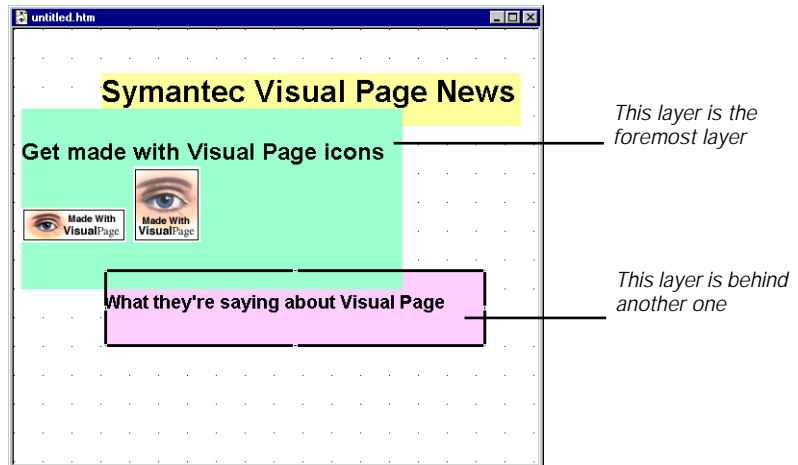
- Select Undo from the Edit file menu.

## Positioning layers to front or back

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

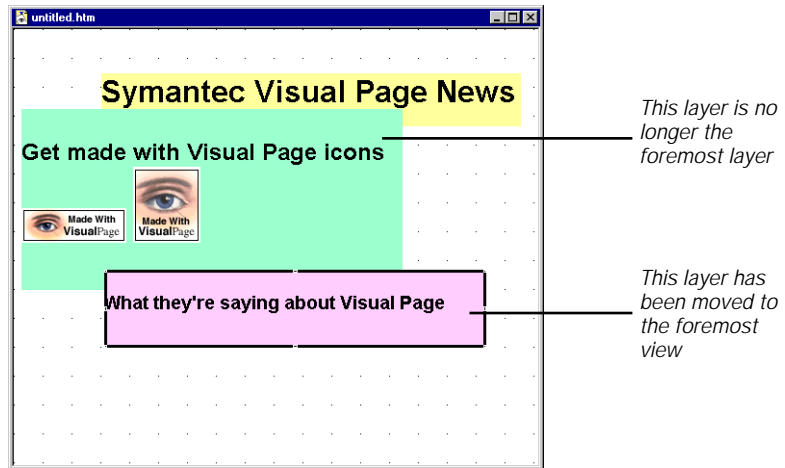
To position a layer to the front:

- 1 Select the Layer you want to move to front view:



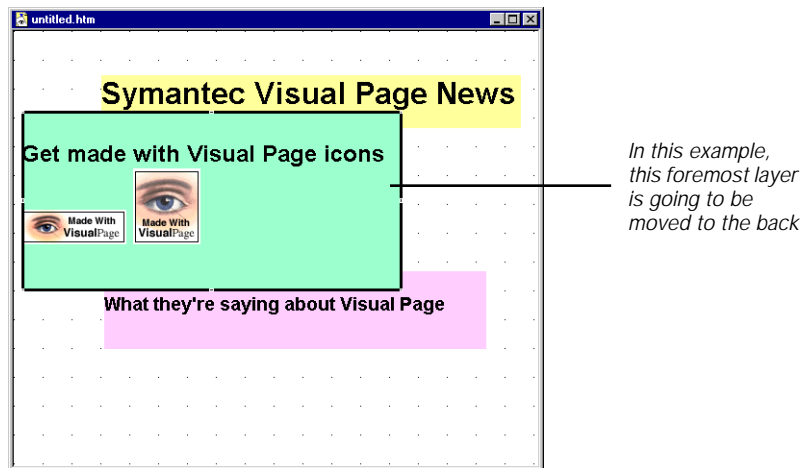
- 2 Click the Move to Front icon on the Layer toolbar.

The selected layer is moved to front view.



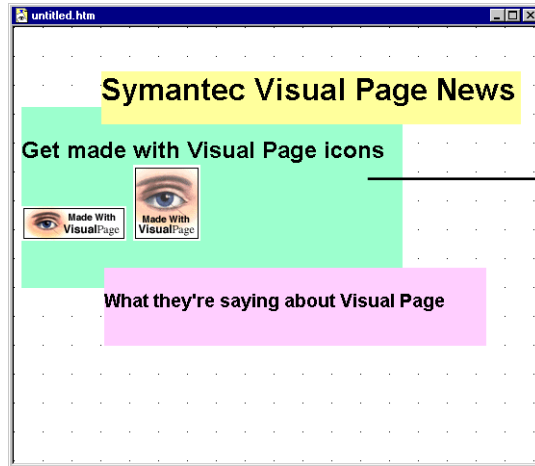
To position a layer behind another object

- 1 Click the Layer Mode toolbar button to work in Layer Mode
- 2 Select the Layer you want to position to behind another layer.



- 3 Click the Move to Back icon on the Layer toolbar.

The selected layer is moved behind the other object(s):



*The selected layer is now moved behind all other layers*

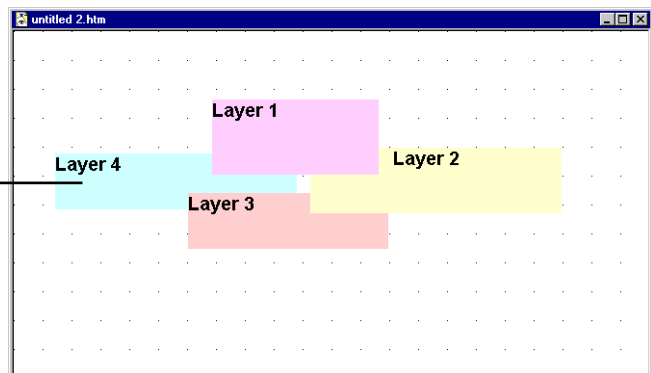
## Positioning layers forward and backward

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

To position a layer forward:

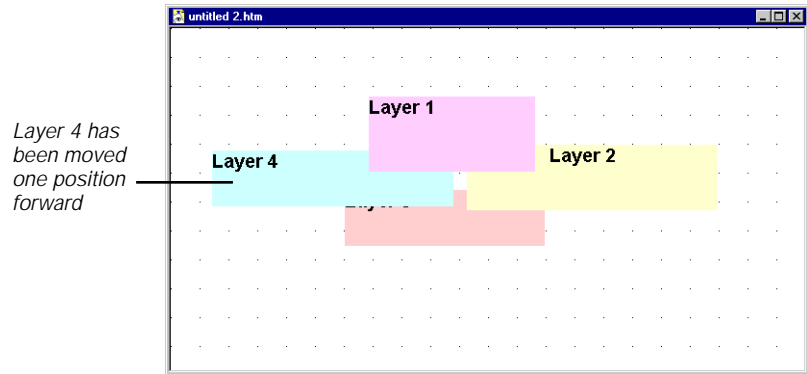
- 1 Select a layer that you want to move forward.

*In this example, this layer is behind all others, and will be moved one position*



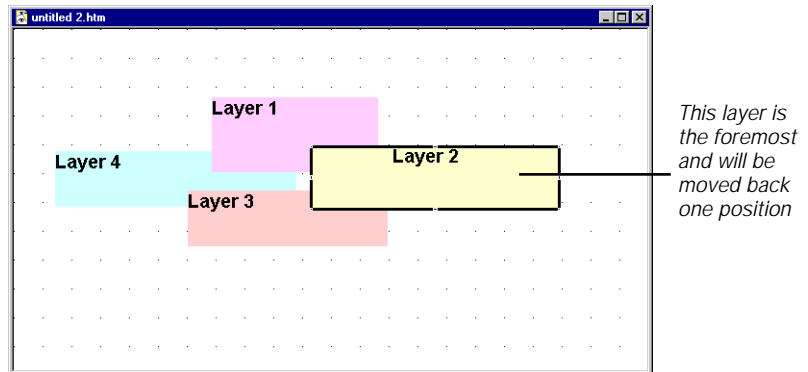
- 2 From the Layer menu, select Move Forward.

The selected layer moves forward one position:



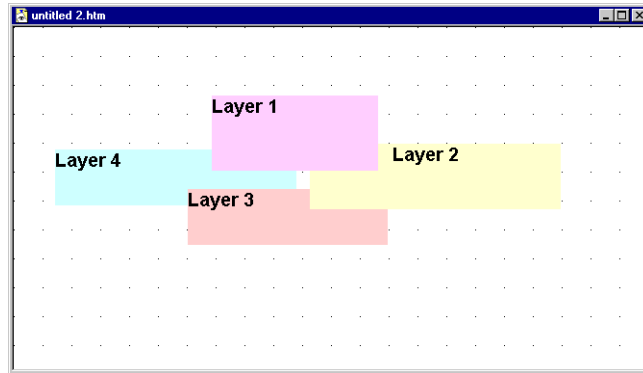
To position a layer backward:

- 1 Select a layer that you want to position backward.



- 2 From the Layer menu, select Move backward.

The selected layer is positioned backward:



## Resizing layers

After you create a layer, you can resize it easily by grabbing a corner or side and dragging it to a desired size. The contents of the layer are static.

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.

## Aligning layers

The Visual Page Layer Editor can align your layered objects to the same axis for you. You must select two or more layers to activate the Alignment features. If you want to align all the layers, use the Control + A keys combination to select all the layers in the page.

If you want to select certain layers to align, Shift-click on individual layers.

## Left edges

Aligns selected layers with the edge of the leftmost selected layer.

### To align layers to left edges:

- 1 Position the leftmost layer so that its left side becomes the alignment axis for other objects.
- 2 Select the layers to be aligned.
- 3 Click the Align Left icon on the Layer toolbar.



The selected layers are aligned to the left side of the leftmost selected layer.

## Top edges

Aligns selected layers to their top edges with respect to the topmost selected layer.

### To align layers to top edges:

- 1 You must be in Layer Mode.
- 2 Position the topmost layer so that its top side becomes the alignment axis for other selected objects.
- 3 Select the layers to be aligned.
- 4 Click the Align Top icon on the Layer toolbar.



The selected layers are aligned to the top side of the highest selected layer.

## Right edges

Aligns selected layers to their right edges with respect to the rightmost layer.

### To align layers to right edges:

- 1 You must be in Layer Mode.
- 2 Position the rightmost layer so that its right side becomes the alignment axis for other selected objects.
- 3 Select the layers to be aligned.
- 4 Click the Align Right icon on the Layer toolbar.



The selected layers are aligned to the right side of the right-most selected layer.

## Bottom edges

Aligns selected layers to their bottom edges with respect to the lowest positioned layer.

### To align layers to bottom edges:

- 1 You must be in Layer Mode. Click the Layer Mode icon on the Layer toolbar to work in Layer Mode.
- 2 Position the lowest layer so that its lowest side becomes the alignment axis for other selected objects.
- 3 Select the layers to be aligned.
- 4 Click the Align Bottom icon on the Layer toolbar.



The selected layers are aligned to the lowest side of the lowest selected layer.

## Align to grid

If you work with the Grid feature turned on, the grid helps align your objects.

### To align layers to grid:

You must be in Layer Mode. Click the Layer Mode icon on the Layer toolbar to work in Layer Mode.

- 1 You must have the Grid turned on and configured. To turn on and configure the grid, see [“Setting layer grid spacing”](#) on page 5-29.
- 2 Select the objects that you want to align with the grid.
- 3 From the Layer menu, select Align, then To Grid.

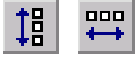


The selected objects are aligned to grid:

## Spacing layers evenly

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 Layer toolbar.  
The selected objects are evenly spaced.

## Deleting layers

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

**To delete a layer:**

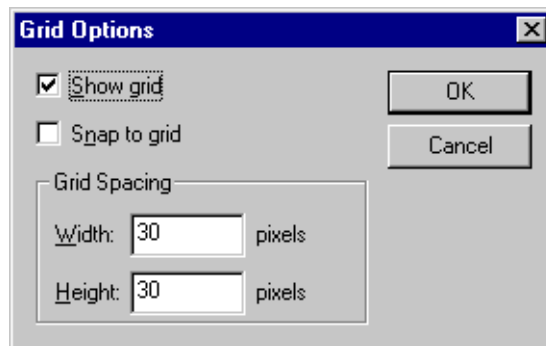
- 1 Select one or more layers in the open Web page.  
A black border surrounds the layer(s).
- 2 Press the delete key.  
Visual Page deletes the selected layer(s).

## Setting layer grid spacing

The Layer file 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.  
The grid appears.
- 2 Choose Grid Options from the Layer file menu.  
The Grid Options dialog box appears:



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

- 3 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.
- 4 Click OK.  
The Grid Options dialog box closes and the grid is reset.

## What’s next

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

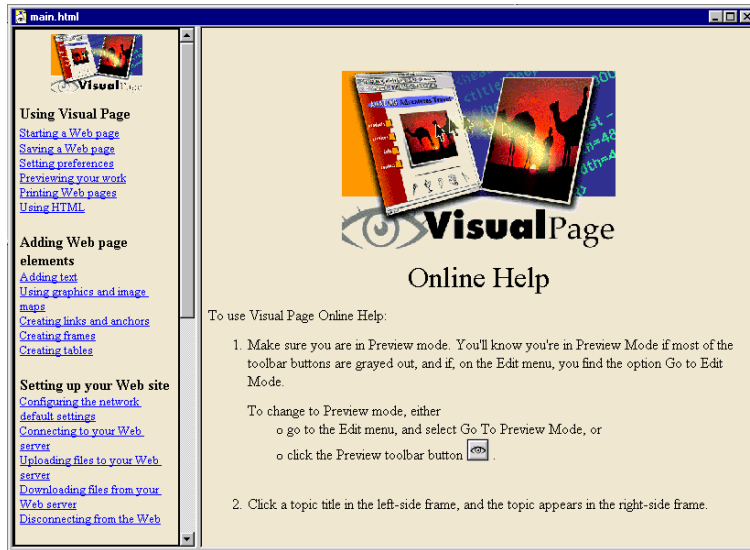
## Using frame sets and tables

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

### Creating frame sets

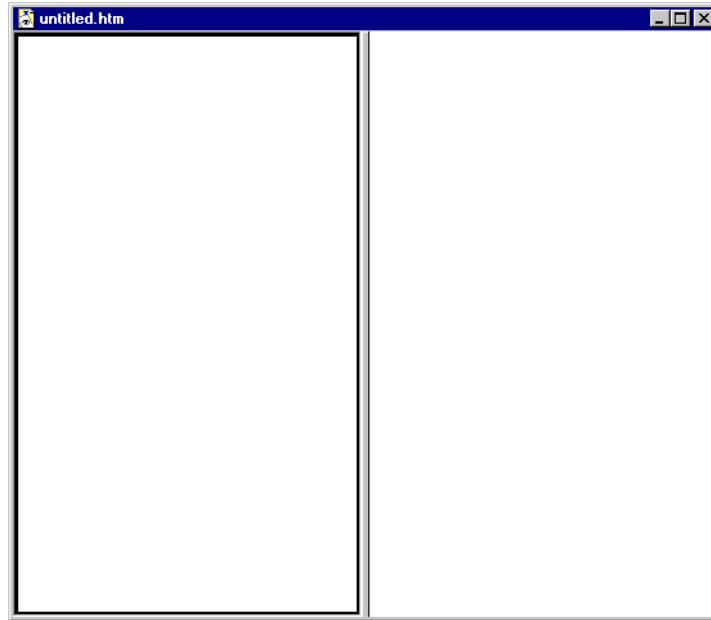
A **frame set** consists of two or more independent parts (called **frames**). All frames contain a single HTML file within its borders — as such, a frame set is essentially a Web page that contains multiple Web pages. Frames can be scrolled, resized, or have their contents replaced dynamically.

An example of a frame set is shown below.

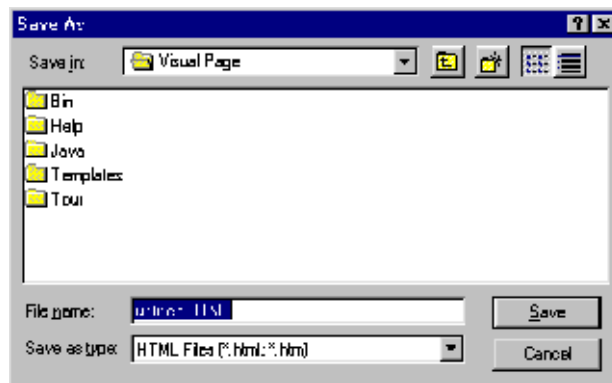


To create a frame set:

- 1 Choose New Frame Set from the File menu (or press Shift-Ctrl-N). A frame set with two frames of equal size displays.



- 2 Choose Save Frame Set from the File menu (or press Ctrl-S). The Save As dialog box appears.



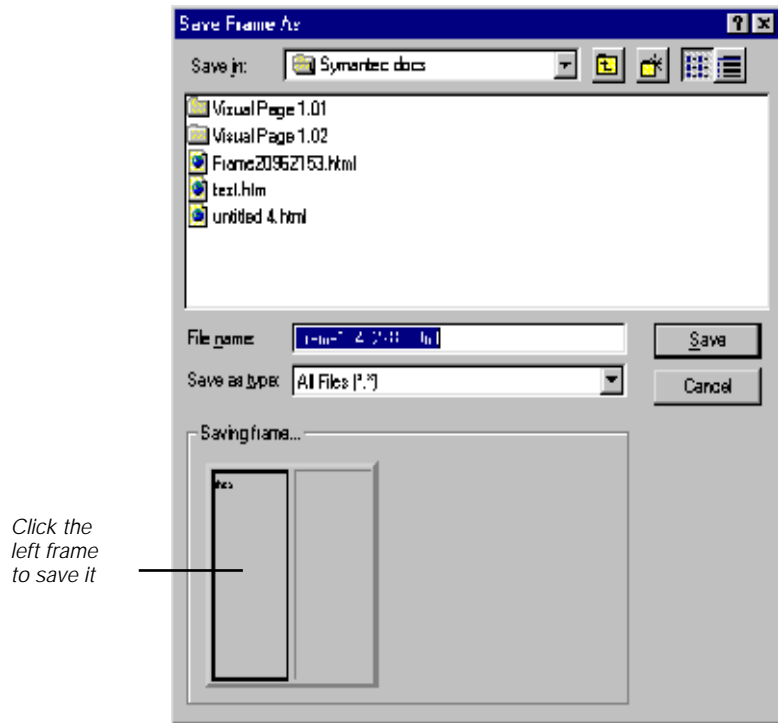
- 3 Navigate to the folder where you want to save the main frame, enter a name for the frame set, and click Save.

Now that you've got your frame set started, you can add text (see [Chapter 3](#) for details), insert graphics (as explained in [Chapter 5](#)), tables (see [“Inserting tables” on page 6-13](#) for details), and advanced features — such as plug-ins, Java applets, JavaScript code, or forms (described in [Chapter 7](#)). If you want to preview your document, or view its HTML source code, be sure to see the sections covering preview and source code modes in [Chapter 2](#).

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

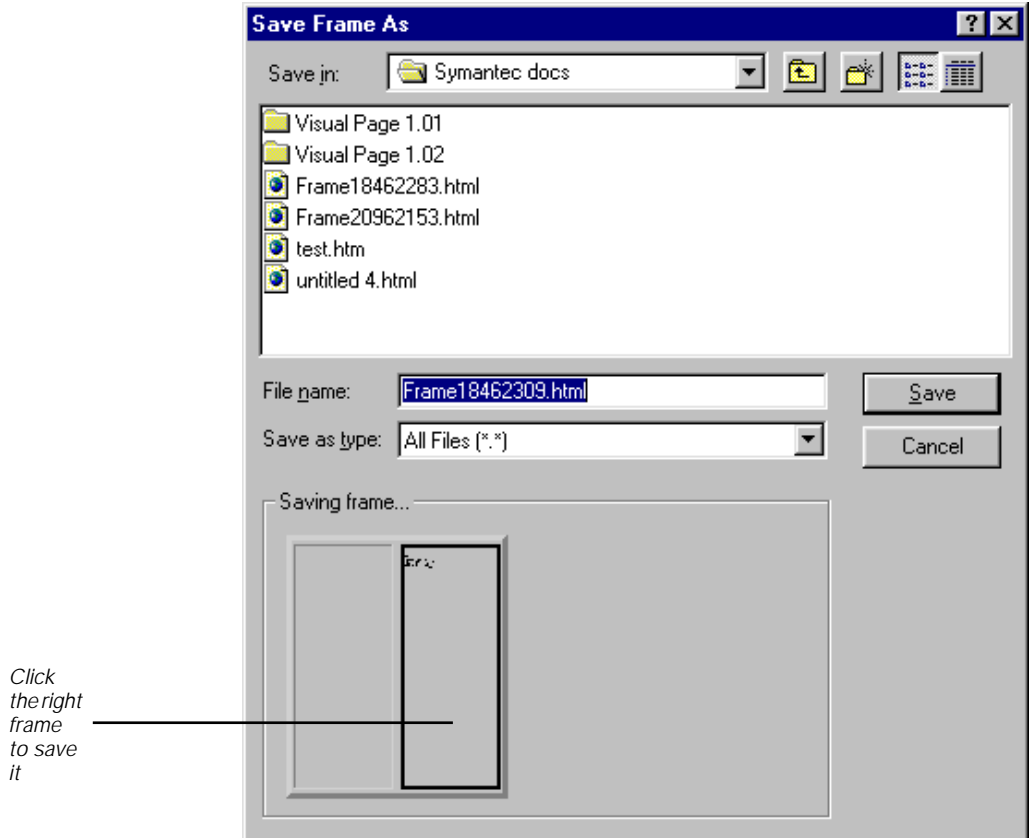
- 1 Choose Save Frame Set from the File menu.

A Save Frame As dialog box displays, allowing you to save the left hand frame file.



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

A second file save dialog box displays, this time for saving the right hand frame file.



- 3 Enter a name for the frame file and click Save.

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

After you finish creating your frame set, you may want to go into Preview mode, in order to see how your frame set looks.

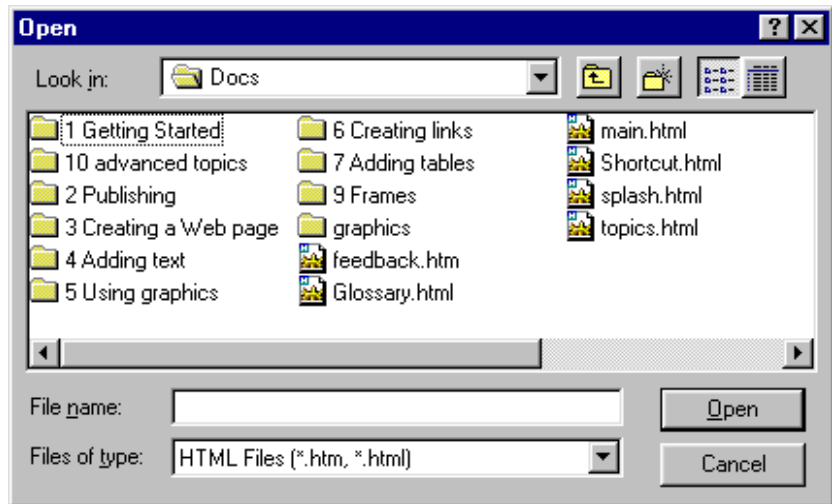
## Changing a frame's Web page

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

**To change the Web page displayed in a frame:**

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Select the frame to be replaced by single-clicking anywhere within the frame.
- 3 Choose Set Frame Source from the Frame menu.

An Open dialog box appears:



- 4 Navigate to and select the new file that will display in the frame.
- 5 Click Open.

Visual Page displays the new Web page inside the frame. The new Web page is a reference and not inserted into the frame.



## Displaying a frame-based Web page in its own window

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

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

- 1 From the main editing window, select a frame file by single-clicking anywhere within a frame in a frame set.
- 2 Choose Open in New Window from the Frame menu.

The Web page opens in its own window.

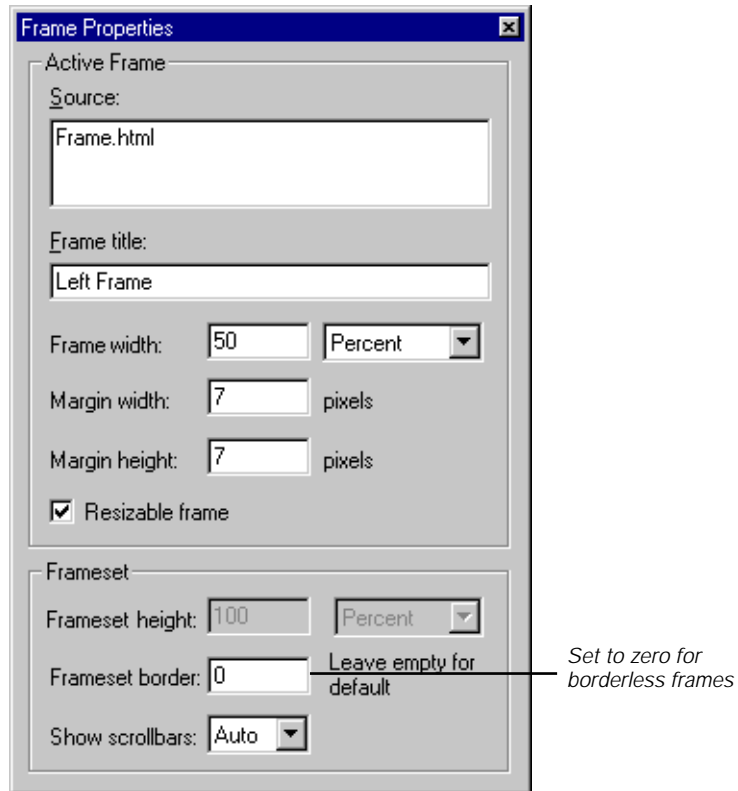
## Setting a frame's attributes

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

### To set a frame's attributes:

- 1 Right-click in a frame and select Show Frame Properties.

The Frame Properties dialog box displays:



- 2 Use the options in the Frame Properties dialog box to set the frame's attributes. These attributes are described in the table below.
- 3 Close the Frame Properties dialog box by clicking on the Close Window button (an X in the upper-right corner).

The frame attributes are defined below:

---

Attribute	Definition
Source	The HTML source file for a frame.

---

Attribute	Definition
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 content is larger than the frame itself.
Resizable frame	Indicates whether or not the user can resize the frame in the browser.
Frameset Border	Indicates the size of the borders around frames. Leave this box empty for a default border, or set to 0 (zero) for borderless frames.

## Modifying frames

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

### Changing a frame's size



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

### To resize a frame:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Adjust the frame's size with the resize bar, or choose Show Frame Properties from the Edit menu and enter the desired width in the Width field.

For more information about the Width field, see [“Setting a frame's attributes” on page 6-7](#).

### Removing a frame

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

---

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

---

### To remove a frame:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Select the frame to be removed.
- 3 Choose Remove Frame from the Frame menu.  
The frame disappears from the frame set.

### Splitting frames

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

### To split a frame:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Select the frame to be split.
- 3 Choose either Split Frame Vertically or Split Frame Horizontally from the Frame menu. The frame divides accordingly into two frames.

## Using the No Frames window

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

### To use the No Frames window:

- 1 Open a frame-based Web page.
- 2 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 3 Choose No Frames Page from the Frame menu. The No Frames dialog box displays.
- 4 Enter the content to be displayed.
- 5 Close the No Frames window.
- 6 From the File menu, choose Save Frame Set.

Your No Frames information is saved.

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

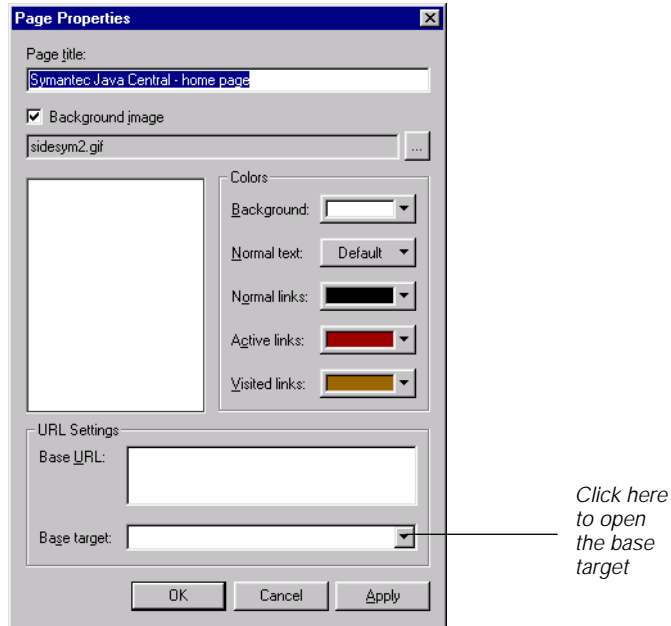
## Setting the frame target

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

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

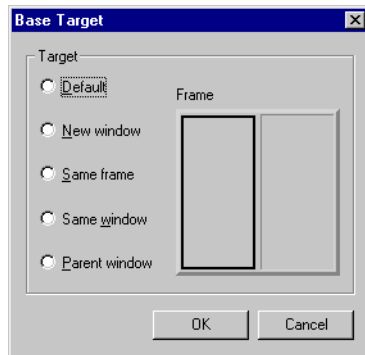
- 1 Open a frame set, and make sure the frame is already named and saved.
- 2 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 3 Select a frame by single-clicking in it.
- 4 Select Properties from the Edit menu and choose Page.

The Page Properties dialog box displays, as shown below.



- 5 Click the Select Base Target button.

The Base Target dialog box opens, as shown below.



- 6 Click a frame in the reduced-size version of your frame set to designate it as a base target.

You can also set any link in any frame to a different target. The Base Target dialog is accessible from the Link To dialog box when the link is inside a frame.

You can set the Base Target with the following options:

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, 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.

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

## Creating tables

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

## Inserting tables

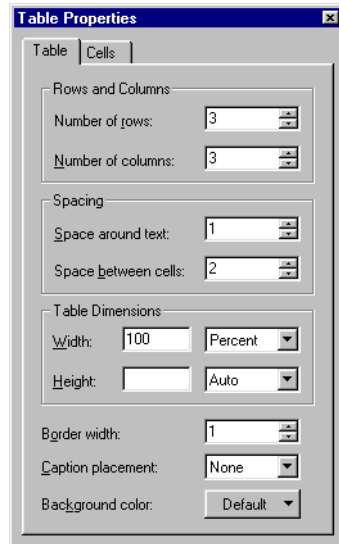
To add a table to your Web page:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Position the insertion point where you want the table to appear. You position the insertion point by putting your cursor in the desired location, and clicking once.



- 3 Click the Insert Table toolbar button (shown at left).

The Table Properties dialog box displays:



- 4 Set the number of rows and columns for your table. For information about setting attributes for a table, see [“Setting table attributes” on page 6-20](#).
- 5 Close the Table Properties dialog box by clicking on the close button (an X in the upper-right corner).

## Editing tables

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

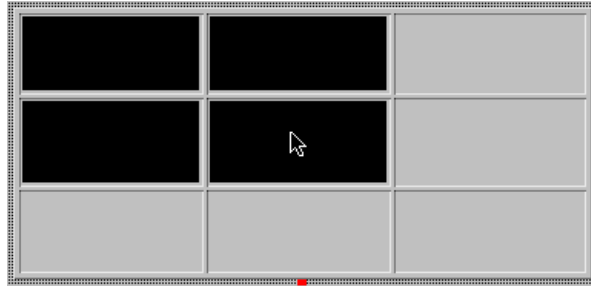
### Selecting and editing multiple cells

Visual Page allows selection and editing of multiple adjacent cells.

#### To select multiple cells:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Select a set of multiple adjacent cells:






---

**TIP:** You can click and drag over a group of cells to select a block of cells. To select or des-select individual cells, Control-click in the cell.

---

- 3 Perform the editing task or tasks that you want to execute on the selected cells. Any selected set of cells may have the following changes applied to them:
  - Paragraph formatting (see [“Applying paragraph styles” on page 3-4](#) for more information)
  - Paragraph alignment (see [“Applying paragraph alignment attributes” on page 3-6](#) for more information)
  - Character formatting (see [“Formatting characters” on page 3-7](#) for more information)
  - Deleting multiple rows or columns (see [“Deleting rows and columns” on page 6-16](#) for more information)
  - Setting cell attributes (see [“Setting cell attributes” on page 6-22](#) for more information).

## Inserting rows and columns

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

### To insert a row into a table:

- 1 If you’re not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Place the cursor where you want the row to be inserted in the table.
- 3 Click the Insert Row button in the main toolbar.



A new row appears above the current row.

#### To insert a column into a table:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Place the cursor where you want the column to be inserted in the table.
- 3 Click the Insert Column button in the main toolbar.



A new column appears to the left of the current column.

#### Deleting rows and columns

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

#### To delete a row from a table:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Place the cursor anywhere within the row to be deleted, or select a set of rows to be deleted.
- 3 Click the Delete Row button in the main toolbar.



The rows disappear.

#### To delete a column from a table:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Place the cursor anywhere within the column to be deleted, or select a set of columns to be deleted.
- 3 Click the Delete Column button in the main toolbar.



The columns disappear.

#### Spanning rows and columns

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

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

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Click on the cell that you want to enlarge.
- 3 From the Edit menu, select Properties, then choose Table Properties.  
The Table Properties dialog box displays.
- 4 Click on the Cells Tab.
- 5 Within the Span across columns field, enter the number of columns that you want the cell to span.
- 6 Within the Span down rows field, enter the number of rows that you want the cell to span.
- 7 Close the Table Properties dialog box by clicking on the close button (an X in the upper-right corner).

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


**Resizing rows and columns**

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

**To resize a row or column:**



- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Place the pointer over the border of the row or column you want to resize. The pointer changes to a resizing cursor.
- 3 Click on the row or column's border and hold the mouse button down.
- 4 Drag the mouse until the row or column is resized to the desired dimensions.

- 5 Release the mouse button.

The row or column remains according to the revised dimensions.

## Resizing tables

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

### To resize a table:

- 1 If you're not in Edit mode, switch to this mode by clicking Edit Page toolbar button.
- 2 Select the table to be resized by clicking anywhere within the table.
- 3 Click on a resizing handle (the square boxes that appear around the edge of the table) and hold the mouse button down.
- 4 Drag the mouse until the table is resized.
- 5 Release the mouse button.

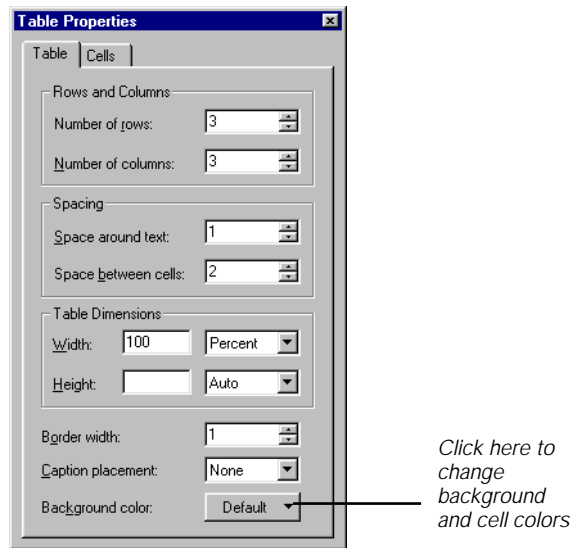
## Adding color to tables

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

### To change a table's background color:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Select a table by clicking anywhere within the table.

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



For more information about the Table Properties dialog box, see [“Setting table attributes” on page 6-20](#).

- Click the Table tab.
- Click the Background Color button.  
A color palette appears.
- Select the color you want from the color palette.  
If you want a custom color, click Custom and create your color by clicking in the color box or by setting the Hue, Saturation, Lumination, and Red, Green, Blue amounts. Once you’ve created the desired color, click the Add to Custom Colors button, and your custom color is added to the Custom colors palette area.
- When you’ve chosen the color you want, click OK.

#### To change a cell's background color:

- If you’re not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- Select one or more cells.
- From the Edit menu, select Properties, and then choose Table properties.

The Table Properties dialog box appears.

For more information about the Table Properties dialog box, see [“Setting table attributes” on page 6-20](#).

- 4 Click the Cells Tab.
- 5 Click the button next to Cell background color.

A color palette appears.

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

- 6 Click on the color you want.

The color palette closes.

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

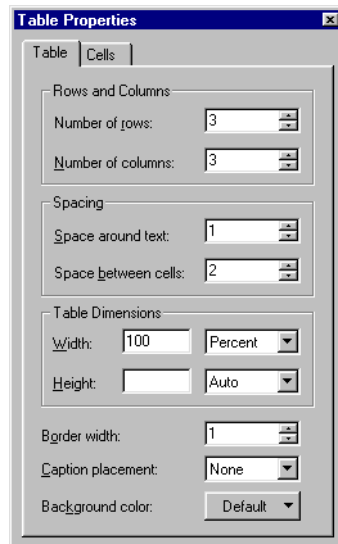
## Setting table attributes

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

### To edit a table's attributes:

- 1 If you’re not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Select a table by clicking anywhere within the table.
- 3 From the Edit menu, select Properties, and then choose Table properties.

The Table Properties dialog box appears:



- Click the Table tab to display the attributes for the entire table. For information on setting attributes for individual cells, see [“Setting table attributes” on page 6-20](#). These attributes are described in the table below.

Attributes	Description
Number of rows	The number of rows in the table.
Number of columns	The number of columns in the table.
Space around text	The margin around a cell's text, in pixels.
Space between cells	The margin between each cell, in pixels.
Width	The width of the selected table. This value is either a percentage of the total container width (a window, frame or another table cell), in pixels, or is set automatically by Visual Page. When set to auto, Visual Page adjusts the width in proportion to the table's content.

Attributes	Description
Table's height	The height of the selected table. This value is either a percentage of the total container height (window or frame), in pixels, or is set automatically by Visual Page. When set to auto, Visual Page adjusts the height in proportion to the table's content.
Border width	The width of the table's border, in pixels. A setting of 0 indicates no border.
Caption placement	The caption above or below the table's body. The default is set to None, indicating that the table doesn't have a caption.
Background color	The background color of the table. The default is for no color to display. For more information, see <a href="#">“Adding color to tables” on page 6-18</a> .

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

## Setting cell attributes

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

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

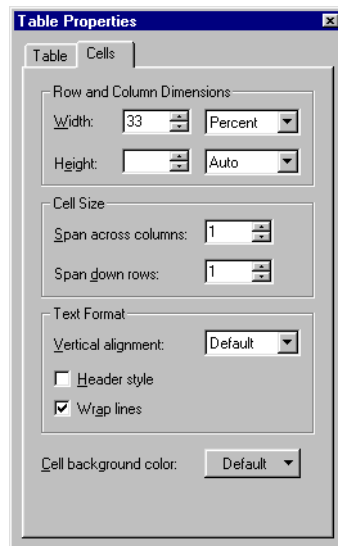
### To edit a cell's attributes:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Select a cell or range of cells within a table.
- 3 From the Edit menu, select Properties, and then choose Table properties.

The Table Properties dialog box appears:



- Click the Cell tab to display the attributes for the selected cells, as shown below:



- Use the cell options displayed in the Cell Properties dialog box to set the attributes of the selected cell(s). These attributes are described in the table below.

Attributes	Description
Row and column dimensions	Sets column width and height by percentage or pixel amount.
Width	The width of the selected cells' column, either as a percentage of the table's width, in pixels, or as set automatically by Visual Page. When set to auto, Visual Page adjusts the width in proportion to the column's content.
Height	The height of the selected cells' row, either in pixels or as set automatically by Visual Page. When set to auto, Visual Page adjusts the width in proportion to the row's content.

Attributes	Description
Span across columns	Spans the cell across the indicated number of columns. Default is set to 1. For more information, see <a href="#">“Spanning rows and columns” on page 6-16</a> .
Span down rows	Spans the cell across the indicated number of rows. Default is set to 1. For more information, see <a href="#">“Spanning rows and columns” on page 6-16</a> .
Vertical alignment	The vertical alignment of the selected cell's contents. The default is to align the cell's contents in the vertical center of the cell.
Header style	Indicates whether or not to apply the Header table tag (centered bold format) to the active cell's contents. The default is set to unchecked, indicating that the header style is not applied.
Wrap lines	Indicates whether or not to apply line wrapping to the selected cell's contents. Default is set to checked, indicating that line wrapping is applied.
Background color	The color of the selected cell(s). The default is for no color to display. For more information, see <a href="#">“Adding color to tables” on page 6-18</a> .

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

## What's next

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

# Adding programming features

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

## Inserting plugins and applets

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

Be sure to preview your Web page after inserting a plugin or applet, to ensure that the plugin or applet is placed properly in the page. For details on using the Preview mode, see [“Previewing your work” on page 2-16](#).

## Inserting plugins

To insert a plugin:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Position the insertion point by placing the cursor over the desired insertion point and single-clicking.
- 3 In the toolbar, click the Insert PlugIn button.
- 4 Navigate to and select the plugin file that you want to insert.
- 5 Click OK.



The plugin is now inserted.

You can also drag and drop plugins from the Local Site window, if your global preferences are set to display all files from within the Local Site window. For information about setting the global preferences, see [“Setting global preferences” on page 2-7](#).

**To drag and drop a plugin:**

- 1** If you’re not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2** Open a Local Site window for the folder that contains the plugin by selecting Open Local Site from the File menu. For information on setting up your Local Site window, see [“Understanding projects” on page 8-2](#).
- 3** Within the Local Site window, select the filename for the plugin by clicking it once.
- 4** Drag the selected plugin from the Local Site window to the Web page, and release the mouse button where you want the plugin to appear.

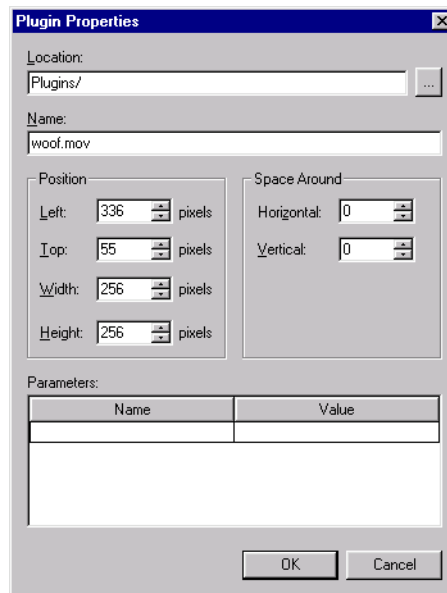
The plugin appears in the Web page.

## Setting plugin attributes

You can modify properties of all plugins in your Web page.

### To modify a plugin's attributes:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Double-click on the plugin. The Plugin Properties dialog box appears, as shown below.



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

Attribute	Description
Location	The folder containing the plugin.
Name	The name of the plugin.
Left	Sets the left margin of the plugin when used as a layer

Attribute	Description
Top	Sets the top margin of the plugin when used as a layer
Width	The width of the plugin, in pixels.
Height	The height of the plugin, in pixels.
Horizontal Space around	The horizontal blank space around the plugin, in pixels.
Vertical Space around	The horizontal blank space around the plugin, in pixels.
Parameters	Customized parameters of the plugin (if any), and their respective values.

---

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

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## Inserting applets

To insert an applet:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Position the insertion point where you want the plugin to appear. Do this by placing the cursor over the desired insertion point and clicking the mouse button once.
- 3 Click the Insert Java Applet toolbar button (shown at left).
- 4 Navigate to and select the applet file that you want to insert.
- 5 Click OK.



The applet is now in your Web page.

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**Note:** Applets run only in the Preview mode.

---

You can also drag and drop applets from the Local Site window, if your global preferences are set to display all files from within the Local Site window. For information about setting the global preferences, see [“Setting global preferences” on page 2-7](#).

### To drag and drop an applet:

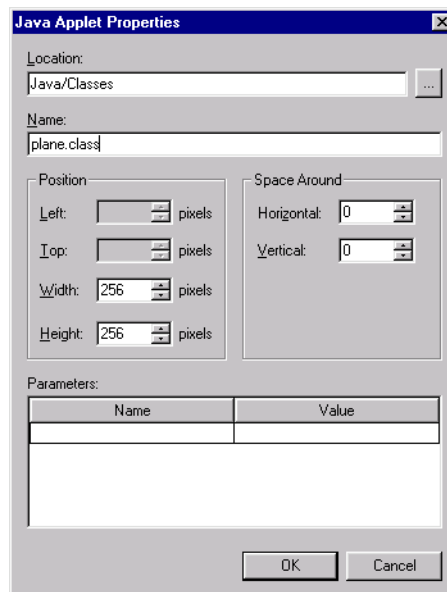
- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Open a Local Site window for the folder that contains the plugin by selecting Open Local Site from the File menu. For information on setting up your Local Site window, see [“Understanding projects” on page 8-2](#).
- 3 Within the Local Site window, select the applet file by clicking the file's icon.
- 4 Drag the selected applet from the Local Site window to the Web page, and release the mouse button where you want the applet to appear. The applet is now part of your Web page.

## Setting applet attributes

### To modify the parameters of an applet:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Double-click on the applet.

The Java Applet Properties dialog box appears, as shown below:



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

---

Attribute	Description
Location	The folder containing the applet.
Name	The name of the applet.
Left	Sets the left margin when applet is used as a layer
Top	Sets the top margin when applet is used as a layer
Width	The width of the applet, in pixels.
Height	The height of the applet, in pixels.
Horizontal Space around	The horizontal blank space around the applet, in pixels.
Vertical Space around	The horizontal blank space around the applet, in pixels.
Parameters	Customized parameters of the applet (if any), and their respective values.

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

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## Visual Page's Java console

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



To access the Java console:

- Choose Show Java Console from the View menu. The Java Console appears.

## Visual Page and Visual Cafe

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

## Using JavaScript

Netscape's JavaScript protocol is designed for the creation of interactive Web pages. By integrating JavaScript code into a Web page, you can create pages that are designed according to a user's specifications, storage and retrieval of user-based data, and a variety of other basic programming-level tasks.

---

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

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## Adding JavaScript to a Web page

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

To insert JavaScript code into a Web page:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Select JavaScript from the Style menu.
- 3 Enter your JavaScript code.

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

- 4 Deselect JavaScript from the Style menu.

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

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

After you finish inserting your JavaScript code, you preview and test the results of your JavaScript code in a JavaScript-enabled Web browser.

## Accessing a stand-alone JavaScript file

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

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

If you create a stand-alone JavaScript file, note that it is saved in a plain text (ASCII) format; as such, it can be uploaded and downloaded in the same manner as any other text file. For information on uploading and downloading text files, see [“Publishing your project” on page 8-11](#) and [“Downloading files and folders from your Web server” on page 8-17](#).

### To call a JavaScript file from within a Web page:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Place the cursor where you want the JavaScript call to occur.
- 3 Choose JavaScript file from the Insert menu.  
The Open dialog box displays, listing all of the files with a `.js` extension.
- 4 Navigate to the folder containing the JavaScript file that you want to use, and select the desired JavaScript file.
- 5 Click Open.

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

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

## Creating forms

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

---

**Note:** Be sure to preview your Web page after inserting a form, to ensure that it is placed properly within the page. For details on using the Preview mode, see [“Previewing your work” on page 2-16](#).

---

## Adding form elements to a Web page

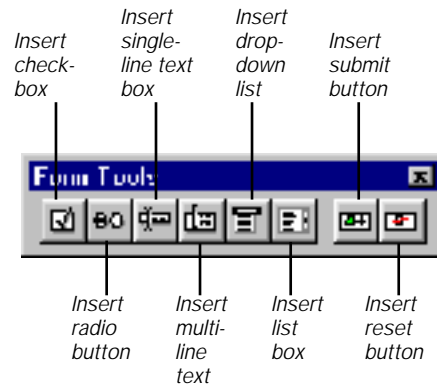
Forms are created by including one or more form elements (such as fields and checkboxes) as part of a form structure. Visual Page includes this form structure for you. All you need to do is place the elements in a Web page.

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

### To add a form element to a Web page:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Position the insertion point where you want the form element to appear. Do this by placing the cursor over the desired insertion point and clicking the mouse button once.
- 3 Choose Form Item from the Insert menu.

A list of form elements displays. You can also select Toolbars > Form Tools from the View menu to display the Form Tools toolbar:



- 4 Select the desired form element, or click its button in the toolbar. When you insert a form element, Visual Page inserts the required <FORM> tag, along with the form element. This automatically creates the structure for a form.

## Using CGI

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

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

<http://www.cis.ufl.edu/perl/>

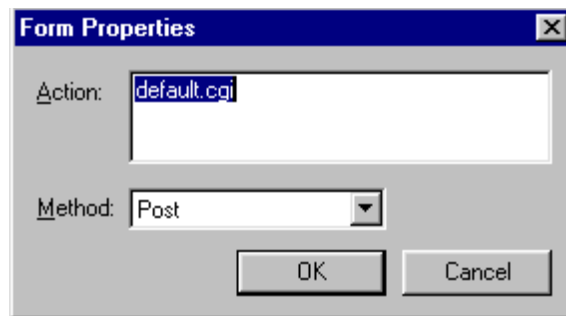
<http://www.seas.upenn.edu/~mengwong/perlhtml.html>

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

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

- 1 Choose Properties>Form from the Edit menu.

The Form Properties dialog box displays, as shown below:



- 2 Enter the path and name of your CGI script or application in the Action field.
- 3 Select the type of method your CGI item uses: post or get. The get method sends the user's information as part of the URL, while the post method sends it as a separate data stream.
- 4 Click OK.

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

## Inserting multiple forms

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

### To insert multiple forms:

- 1 If you're not in Edit mode, switch to this mode by clicking the Edit Page toolbar button.
- 2 Place the cursor where you want a new form to be inserted.
- 3 Choose Form Item from the Insert menu.  
A pop-up menu appears.
- 4 Choose Extra Form. The Form Properties dialog box displays.
- 5 Enter the path and name of your CGI item in the Action field.
- 6 Select the type of method your CGI item uses: post or get.
- 7 Click OK.



The Form icon appears, indicating the extra form.

## What's next

In the next chapter, we examine Visual Page's Web site maintenance features, including working with projects, publishing your Web site, maintaining your Web site, and file transmission calculation, and folder mapping.

# Creating and managing Web sites

In order for people to have access to your Web-based files (Web pages, GIF graphics, plugins, and so on), you need to put them on a Web server. Visual Page has several features to assist you in publishing your Web files onto a Web server, such as an upload/download interface, Web site maintenance features, and file transmission calculator. This chapter explores these features in depth, and shows how you can use these features as part of your strategy for Web site management.

You can work in a project-based setting in addition to working on individual files. When you work in a project-based environment, you create sites that can be managed globally instead of manually updating individual files.

## Creating a Web site

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 — pages, graphics, and so on. This folder is your **local Web site**, also represented as a project. Visual Page creates a project file in your project. This project file keeps track of all your files within your local Web site, which the Project Manager will need to maintain your published site.

You open your project in Visual Page using the **Project Manager**. Visual Page's Project Manager window provides easy access to all of the files that will make up your Web site.

The Project Manager is also a useful feature in the maintenance of the Web files that make up your Web site, as it allows you to view (and open) all of

the Web pages and graphics for your site. Using the Project Manager, you can rename, delete, and drag and drop files into any open Web page.

## Understanding projects

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 project file and the project folder

The project folder contains a set of files, such as HTML documents, style sheets, image files, and CGI scripts that make up a Web site.

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

Projects speed development by updating all related files instead of opening each file and manually updating it. You can change relationships between documents and images visually rather than opening source code and possibly making mistakes and “orphaning” files.

---

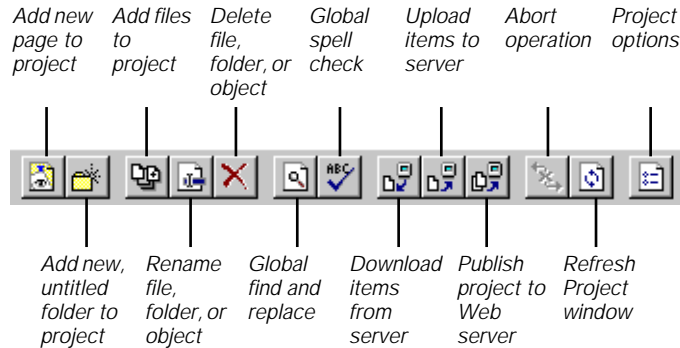
**Note:** When you edit a Web page that is part of a project, the project file is updated even if the project is not open.

---



## The Project toolbar

The Project toolbar is the command center of the Project Manager.



## Working with projects

This section describes how to:

- Create a project
- Open existing projects
- Working with files in a project
- Finding and replacing
- Checking spelling

### Creating a project

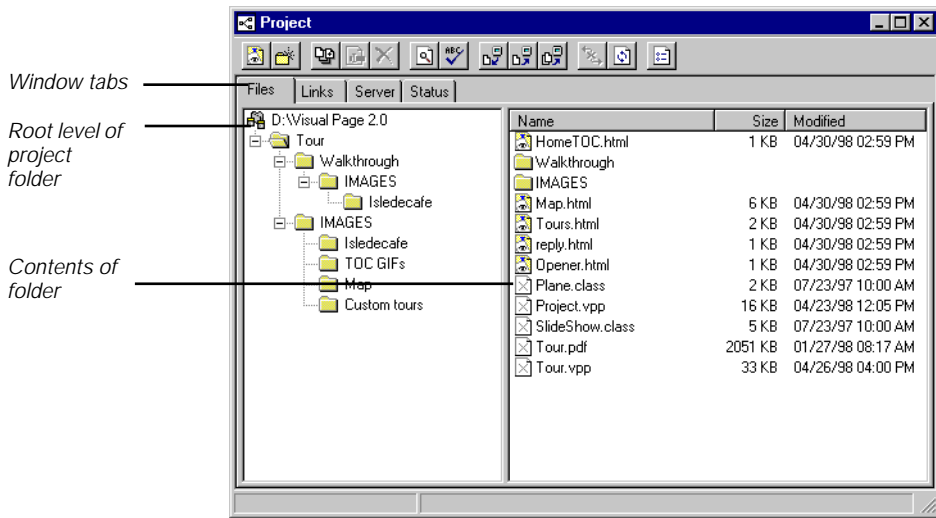
You use the New Project Wizard each time you want to create a new site from scratch, or maintain an existing one.

The New Project Wizard will ask where on your local computer where you want to create a directory. 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 finish with the Project Wizard, the Project Manager window opens.



## Opening existing projects

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.
- 3 The project opens.

Once your local Web site is complete, you can publish your project to your Web server — this allows other people to access your site via the Web. The

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

You can also use the Project Manager window to view links and anchors. For more information, “[Inserting and displaying anchors](#)” on page 4-3.

## Opening Web files within a project

A Web file can be a Web page, an image, or a Web multimedia file. To open a particular Web file in Visual Page, you can navigate to the file within Visual Page through the Project Manager, or you can drag the file icon from Windows Explorer into the Visual Page environment. For information on working with Web files, see [Chapter 2, “Creating Web pages.”](#)

**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.

## Creating new Web pages in a project

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 a project

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.

For information on using the Spell Checker, see [“Using the Spell Checker” on page 3-34](#).

## Finding and Replacing

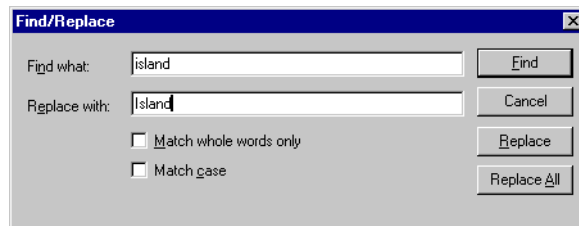
The global find and replace feature of the Project Manager provides a powerful means of locating and replacing words throughout your project.

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

Criteria	Description
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** Type your search criteria.
- 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 in the previous section.

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 and removing files and folders

You can add files to a project, even if they are in different folders or directories within your project folder.

When you remove a page or file from a project, the Project Manager updates all related links throughout the project.

## Adding files to a project

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.

Remember that you should store all the files of a given project in a separate folder dedicated to that project, and use folders to organize your project, such as putting images into its own folder. Doing so will make deploying your Web site much easier.

### 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.

## Adding folders to a project

You can create news folders in a project by using the Project Manager toolbar.

### To add a new, untitled folder to your project:

- 1 Click the 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

When you delete a file from your project, you can delete only the references to it, or delete the file. When you delete only the references to it, the Project Manager automatically removes any references to it 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 will be prompted if you want to delete the file from your computer as well.

## Saving and renaming files in a project

Generally, the Visual Page Project Manager updates and saves your project file information as you work, but you can save files individually, or all of the open files in your project.

### To save one file of a project:

You can save a file within the project separately from other files 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 the open files in a project:

- From the File menu, select Save All.

### 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 it is in use.

- 2 From the Windows operating system, delete the project file.

### 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

When you close a project, only the project window closes and Visual Page remains open.

### To close the active project:

- From the File menu, choose Close while the Project window is active.  
All project changes are saved automatically. Visual Page remains open so you can work on other projects.

### To close all projects and exit Visual Page:

- From the File menu, choose Exit.

All project changes are saved automatically. The project and Visual Page windows close.

## Inserting links in a project

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. For information on setting up your Project window, see [“Understanding projects” on page 8-2](#).

### To create a link with the Project window:



- 1** If you're not in Edit mode, switch to this mode by clicking the Edit 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.




## Displaying links and anchors

You can use the Project window to display all of the links and anchors in your project folder. The Project window can be useful, for example, in keeping track of your anchors across a large Web site.

### To display all of the links and anchors within your project:

- 1 Open a Project window by selecting Open Project from the Project menu.
- 2 Within the Links view of the Project window, locate a Web page that contains anchors, and click the + (plus sign) next to it. A Web page's anchors is listed, with an anchor icon next to it, as shown below:

 Where to find more information

- 3 Double-click on the anchor for the Web page whose anchors you want to display.

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

- 1 Select the text you wish to put an anchor.
- 2 Right-click over the selected text.  
A menu appears.
- 3 Choose Link To.  
The Link dialog box appears.
- 4 From the anchor drop-down menu, select an anchor.  
The Project Manager automatically links the selection to the chosen anchor.

## Publishing your project

In order for the world to have access your Web site, you must publish it to a Web server. First, you set your site's options to assign CSS files, setup folder mappings, and configure or change the settings for your network connection. Then, you make the connection to your Web server and publish your project.

## Setting site options

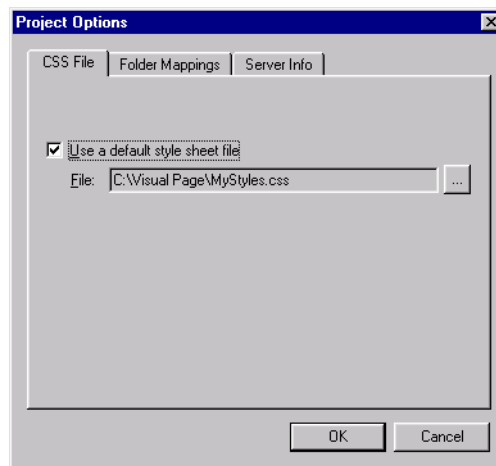
You set and change site options by using the Project Manager. You can assign a default style sheet, create or change folder mappings, and change FTP server information.

### To change 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.



## 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 [“Formatting tags and pages with style sheets” on page 3-12](#).

### 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.

---

## Mapping folders

---

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

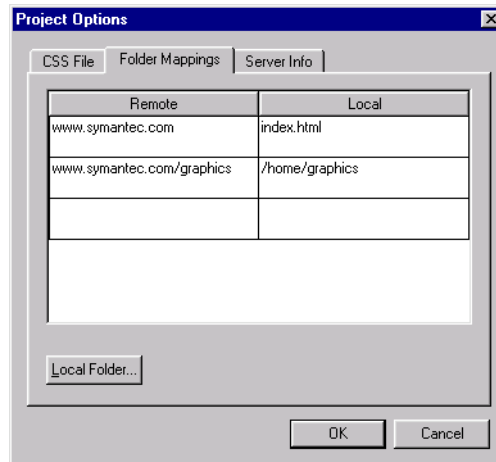
---

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

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

**To map your local and remote folders:**

- 1 Click the Project Options icon in the Project window.  
The Project Options dialog box appears.
- 2 Select the Folder Mappings tab, as shown below.



- 3 Place the cursor in the first empty cell of the Remote column.
- 4 Type in the full pathname or URL of the remote folder.
- 5 Press the Tab key.
- 6 Type in the name of the local folder you want to map to the remote folder or URL.  
You can also select a local folder by clicking the Local Folder button, navigating to the folder you want to map, then pressing the button at the bottom of the Select Folder dialog box.
- 7 Repeat steps 3-6 for any additional folders that you want to map.
- 8 If you want to override the specified local and remote folders, click Cancel; otherwise, click OK.

---

**Note:** The contents of mapped folders are never published to the Web server.

---

## Configuring a network connection

Whenever you create a new Web site with the Project Manager, you initially configure network connections through the Project Wizard, and

change them in the project. The Web server that you configure for each Visual Page Web site is local only to that Web site.

Visual Page allows you to change the default project options for your Web server, including server name, password, directory, and user ID through the Publish feature.

### **To configure your server settings for your Web site:**

**1** From the Visual Page toolbar, click the New Project icon. The Project Wizard appears.

**2** Use the Project Wizard to setup your Web site.

When you see the Server Information page, provide the necessary information:

- **Host:** Enter the host name of your Web server in the Default FTP host field (for example, ftp.symantec.com)
- **Directory:** If you are going to a subdirectory within your home directory, enter it in the Default FTP directory field. In most cases, the server defaults to your home directory as your destination — if this is the case, you can leave this field blank.
- **User name:** If the site you're accessing requires a user name, enter the user name or ID for your account in the Default user name field (for example, JQPublic)
- **Password:** If the site you're accessing requires a password, enter the password for your account in the Default password field.

**3** Click Finish to close the Project Wizard

---

**Note:** Most Web and FTP servers use operating systems that are case sensitive. Contact your ISP for your correct login, password, and directory information.

---

If you change the password on your Web server, you must change it in Visual Page. Contact your ISP or Systems Administrator for assistance with changing your server password.

### **To change your server settings:**

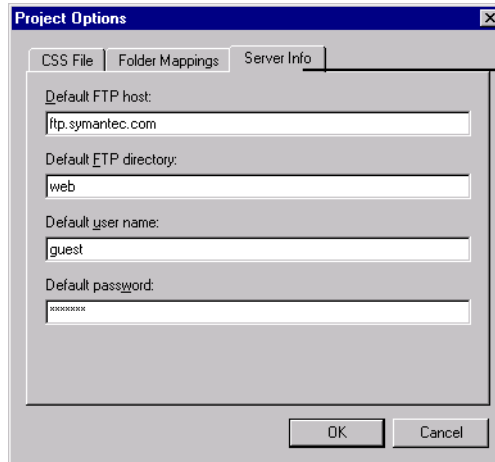
**1** Open your Web site through the Project Manager.

**2** Click on the Project Options icon.

The Project Options window opens.



- 3 Click the Server tab:



You can change server information, such as your password, at any time by clicking the Server Info tab of the Project Options dialog box.

- 4 Change the information as necessary. See [“Configuring a network connection” on page 8-14](#) for more information
- 5 Click OK to close the Project Options dialog box.

---

**Note:** Your password is not displayed.

---

## Connecting to your Web server

Visual Page uses File Transfer Protocol (FTP) to communicate with your Web server. If you have a direct Internet connection, then Visual Page connects to your Web server as needed. 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. To let the world see your Web site, you need to publish your project. The Visual Page Project Manager publishes two ways:

- By uploading your project
- By uploading individual files

## Publishing a project

Visual Page publishes your project to your Web server with a click of a button. The Project Manager replaces the files on your Web server with those that have been modified in your project.

### 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 prompts you to initiate the connection.



Visual Page publishes your project.

## Uploading individual files to your Web server

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.
- 3 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

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 Server 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 prompts you to initiate 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. The Confirm/Replace dialog box appears, if needed.



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**

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:**

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

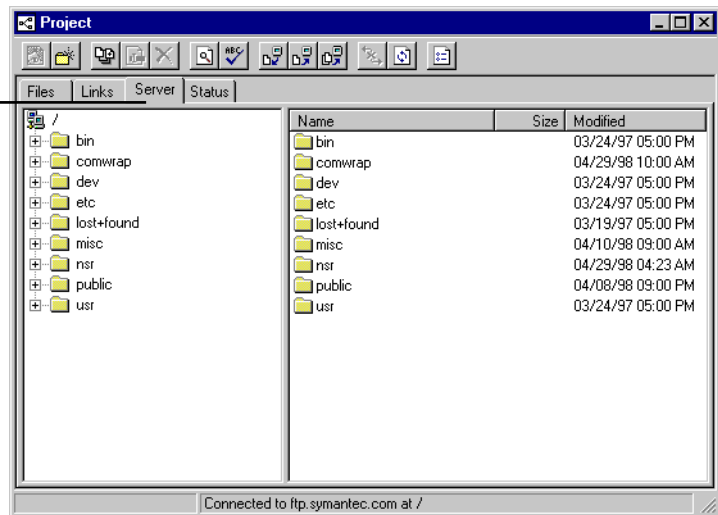


## Maintaining your Web site

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

You need to have a project open or create a project to use this functionality. You maintain your remote Web site by clicking on the Server tab of the Project Manager.

*Click the Server tab to work with your remote site*



## Deleting remote files or folders

Visual Page supports the deletion of folders and files from your local and 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 delete a file or folder from your server:**

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



You will be prompted to delete the file or folder.  
The file or folder is deleted from the server.

## Renaming remote files

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 Server 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.

---

## Creating a remote folder

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

**To create a new folder on your Web server:**

- 1 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 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.

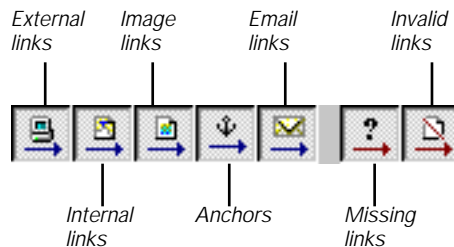
## Repairing links

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. You can also open any associated page or object in the Links tab by double-clicking the item.

You can also expand and collapse files to show or hide link relationships.

Visual Page uses 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.

When you click the Links tab, the Links toolbar appears:



<b>Links toolbar icon</b>	<b>Shows or hides:</b>
External links	External links within this site
Internal links	Internal links within this site
Image links	Links to images
Anchors	Anchors
Email links	E-mail links
Invalid links	Invalid (red) links
Missing links	Missing (red) links

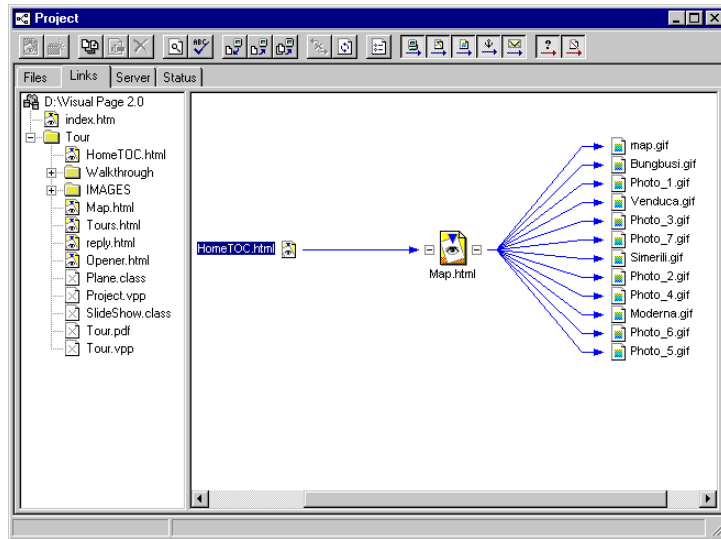
## Viewing links

When you click on the Links icon, you can view the relationships of all links in a project.

### To view links in a project:

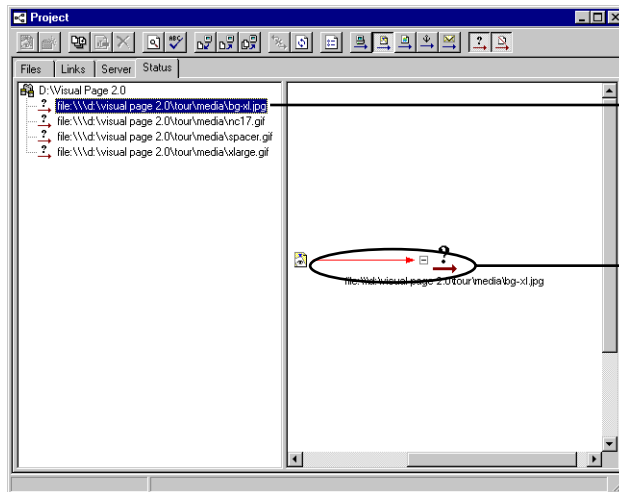
- 1 Click the Links tab in the Project window.
- 2 Click on a Web page or object in the left window of the Project window.

The file or object is represented in the links window with its links to and from it:



## Repairing links

When you click the Status tab of the Project Manager, you can repair links by double-clicking the file that is marked as having a bad link.



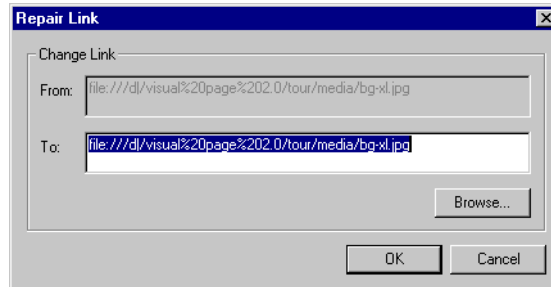
Double-click on an invalid link to open the Repair Link window

The red lines indicate the sources of the broken links

**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 by clicking Browse to navigate to the file or object, or type in the path in the To box.
- 4** Click OK to make the correction and close the Repair Link window.

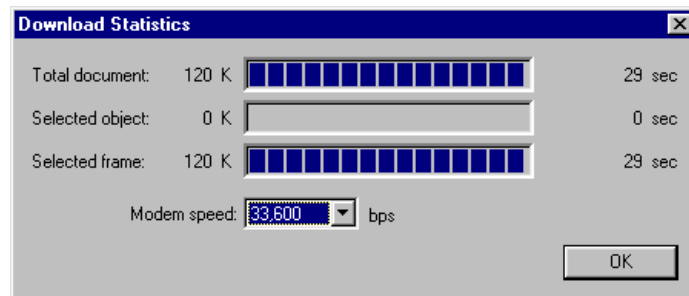
The link is repaired throughout the entire project.

## Calculating file transmission times

Visual Page provides tools for determining the amount of time that it takes for a file to transfer, given the file's content and the connection speed. 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 menu, choose Download Statistics. The Download Statistics window displays.



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

## What's next

A glossary of commonly used terms follows this chapter.

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



# G L O S S A R Y

anchor	A type of <b>link</b> , used to mark specific locations within a <b>Web page</b> .
applet	A <b>Java</b> program that is designed to run only on a <b>Web page</b> .
base URL	The <b>base URL</b> for a Web page sets the URL upon which all links in the Web page are based.
cell	A <b>cell</b> is a separate entry area within a table.
CGI	An acronym for <b>Common Gateway Interface</b> . CGI is the protocol that handles the information that a user enters into a <b>form</b> .
client	The user of a network; alternately, a local application that connects to a remote <b>server</b> .
edit mode	The <b>edit mode</b> is used to create and modify Web-based content.
forms	<b>Forms</b> let users pass information (such as their name and address) from their browser to a Web server. Forms commonly interface with <b>Common Gateway Interface (CGI)</b> applications.
frame	The element within a <b>frame set</b> that contains a HTML file.
frame set	A type of <b>Web page</b> , consisting of two or more independent sections ( <b>frames</b> ) that each display a <b>HTML</b> file.
FTP	An acronym for File Transfer Protocol. The File Transfer Protocol is the common command set used to upload and download files from <b>Web sites</b> . Visual Page uses FTP extensively as part of its set of Web publishing features.
GIF	An acronym for Graphic Interchange Format. Developed by CompuServe, the Graphic Interchange Format is a common cross-platform, <b>WWW</b> format for graphics. Another common WWW graphic format is the <b>JPEG</b> format.
HTML	An acronym for HyperText Markup Language. It is used to “markup” or identify which parts of a <b>.html</b> or <b>.htm</b> text file to display in which format.

hypertext	Computer documents that contain links embedded in text or graphics. Hypertext links display related information when you click on them.
image map	A graphic with linkable regions within it. There are two types of image maps: client side, which contain their coordinate information within the graphic file, and server side, which contains its coordinate information in a separate .map file on the server.
insertion point	Any text you enter appears at the <b>insertion point</b> , which is indicated by the <b>text cursor</b> .
interlaced images	<b>Interlaced images</b> download as first a general outline of the image, and then as more image data is received by the browser, the details of the image come into view.
Internet	The largest computer network in the world. Originally designed for military use, the Internet expanded into academic usage, and then into the public arena.
Intranet	A subsection of the <b>Internet</b> , contained within a corporate network.
Java	An object-oriented programming language developed by Sun Microsystems. Java is device independent, allowing compiled Java programs and <b>applets</b> to run on any computer.
JavaScript	A scripting language developed by Netscape Communications.
JPEG	A acronym for Joint Photographic Experts Group, the creators of the JPEG file format. The JPEG format was developed for high-quality photographs and supports 24-bit images. Another common <b>WWW</b> graphic format is the <b>GIF</b> format.
layer	Section of a Web page acting independently from the rest of the Web page containing it.
link	Web page-based text or graphics that respond to a mouse click by displaying the media that they're connected to, such as a Web page.
local Web site	A collection of <b>Web pages</b> that are installed on your local computer, also known as a project in Visual Page.

---

main editing window	The main editing window serves as the visual editor for Visual Page. This is where you'll do most of your Web page formatting and editing
network protocol	Aset of predefined commands to process information over a computer network.
Project window	The Visual Page Project window provides easy access to all of the files that will make up your Web site.
plugins	An accessory to a <b>Web browser</b> , commonly used to extend the browser's feature range.
preview mode	The <b>preview mode</b> is a way to view documents as they appear in a user's browser.
project	The collection of files that will be published to the Web server. Also known as local Web site.
remote Web site	The version of your site that is accessible via the Web is called your <b>remote Web site</b> .
server	A computer that is configured (via software and hardware) for the storage and handling of files.
source editor	The <b>source editor</b> is used to edit the <b>HTML</b> source code of a <b>Web page</b> .
style sheet	A collection of style definitions that are applied within a Web page or from an external one.
table	A method of presenting information in a uniform format (rows and columns).
target	The <b>frame</b> or <b>Web page</b> window that a linked file displays in.
text cursor	The <b>text cursor</b> appears as blinking vertical line, and indicates the <b>insertion point</b> for any text you enter.
URL	An acronym for Uniform Resource Locator. A specific address used by Web browsing software to locate and access information on the <b>Web</b> .
Web browser	The local application you use to connect to a <b>Web server</b> . It interprets and displays HTML-encoded documents ( <b>Web pages</b> ) graphically.

Web page	A text document which is encoded in <b>HTML</b> , displayed by a browser application, and accessible from remote sites via the <b>Web</b> .
Web server	A type of server dedicated to storing, transmitting, and receiving Web pages and Web-related files, such as <b>GIF</b> and <b>JPEG</b> graphics.
Web site	A collection of files that are linked to a central Web page, made available via the <b>Web</b> .
World Wide Web	The part of the <b>Internet</b> that contains <b>Web pages</b> . The World Wide Web is commonly referred to either by its acronym “ <b>WWW</b> ”, or simply as the <b>Web</b> .

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